

TLX and Remittance of Payment

Iveco Group Supplier Manual

Document Type	Manual
Customer	Iveco Group
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Review and Approval	
Issue Date	03/06/2023
Revision	24/09/2024

REVISIONS

Revision n°:	First Release	Release Date:	03/06/2023
Updates Description:			
Reasons:			

Revision n°:	1	Release Date:	24/09/2024
Updates Description:	Amending HD references		
Reasons:			

SUMMARY

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1 Introduction

1.1 Object

The Intesa Web Portal described in next paragraphs is accessible both by Iveco Group internal users and by Iveco Group suppliers.

The main purpose is to let the users display invoices sent by suppliers and allows suppliers to display Remittance of Payment released by Iveco Group.

Invoices are mainly tele-transmitted by suppliers in EDI standard format EDIFACT and ODETTE. Alternatively, they can be uploaded directly on the web portal.

Intesa systems check whether the format is correct, validate the invoices by applying specific business rules and translate them from the standard format into MDF format to forward to Iveco Group receiving systems. Each invoice is then matched with an APERAK message linking the invoice no. to specific invoice protocol data: the APERAK is sent back from Iveco Group systems to INTESA and the original Invoice is printed out with additional protocol data.

Remittance of Payment are released by Iveco Group systems and directly published to suppliers on Intesa web portal both in txt and PDF layout.

1.2 Homepage

The web portal is reachable at <https://ivgwge.thb2b.intesa.it>

Before logging in you can display following sections:

- **Language setting**

You can set the language you prefer and choose among Italian or English



- **Setup**

You can find available minimum requirements for the browser to be able to correctly surf the web portal



- **Contact us**

You can find info and references in case you need to ask for Support

How to use

IVECO Users

In case you need Support you can open a ticket on
IVG Service Now: <https://ivgprod.service-now.com>
Support group: E_XXX_ITA_INTESA_RESOLVER

Supplier Users

The In.Te.S.A. S.p.A. Help Desk can be contacted in the following ways:

- **TELEPHONE**
 - From Italy dial the number: **800 805093**
 - From overseas dial the number: **+39 02 39309066**
- **WEB**

Visit the "Customer Area" section of the Help Desk site at: <http://www.hda.intesa.it>

Making the access to this reserved area you can:

 - open a ticket;
 - monitor the ticket status;
 - consult the ticket archive.
- **E-MAIL**
 - Address for Italian and English language: helpdesk@intesa.it

All the instructions regarding how to open a ticket are available at <http://www.hda.intesa.it> in the "Help Desk Guide" section.

1.3 Login page and Change Password

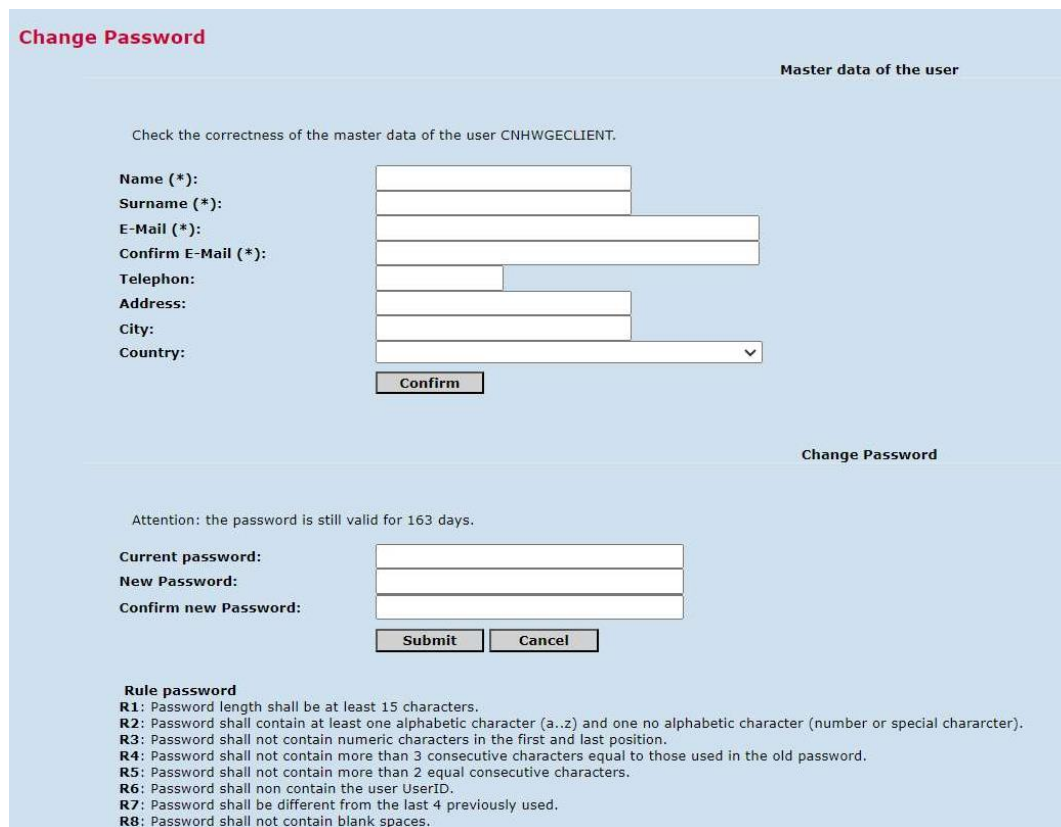
The user is provided with a user Id and password to be entered in the Homepage → Login



Once you have logged in for the first time you will be asked to

- confirm your personal data
- update the temporary password provided with a new definite one according to the rules listed below

The new password will be valid for 180 days.



Change Password

Master data of the user

Check the correctness of the master data of the user CNHWGECLIENT.

Name (*):

Surname (*):

E-Mail (*):

Confirm E-Mail (*):

Telephone:

Address:

City:

Country:

Change Password

Attention: the password is still valid for 163 days.

Current password:

New Password:

Confirm new Password:

Rule password

R1: Password length shall be at least 15 characters.

R2: Password shall contain at least one alphabetic character (a..z) and one no alphabetic character (number or special character).

R3: Password shall not contain numeric characters in the first and last position.

R4: Password shall not contain more than 3 consecutive characters equal to those used in the old password.

R5: Password shall not contain more than 2 equal consecutive characters.

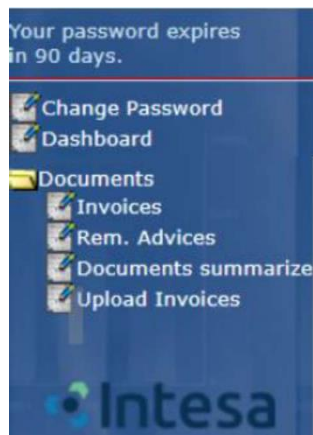
R6: Password shall non contain the user UserID.

R7: Password shall be different from the last 4 previously used.

R8: Password shall not contain blank spaces.

Then, you will be able to display the full Menu on the left side of the page and start surfing

the web portal and its services.



2 Dashboard

2.1 Dashboard

The Dashboard service is a useful tool that allows the user to display new messages published by Iveco Group users. All the receivers also receive an automatic notification by email.

In the first page you can display the history with the full list of the messages published.

Bacheca						
Record found: 1	Update		Reset filter fields		Page 1 of 1	
ID	Contact	Category	Subject	File	Size(Kb)	Validity (from - to)
2417		DOCUMENTS	Installazione Trusted ...	TrustedClient.zip	22.738	19/04/2023 - 31/12/2035

You can check the content by clicking on the Subject



and download the attachment by clicking on "File"

3 Invoices and Remittance of Payment

3.1 Documents and monitoring

This section allows to display inbound and outbound files available on Intesa Portal.



Here is the list of available menus related to INVOICES:

“Invoices” (Invoices)

This section allows you to display invoices correctly translated and displayable by

- Iveco Group Customer Company name
- Invoice final status
- Iveco Group Customer Company code
- Supplier code
- Invoice no.
- Invoice date (time range)
- Invoice receiving date (time range)

Specifically, available status are

READY → the Invoice was correctly received on Intesa system, but not yet managed

PARKED → the Invoice was correctly received and managed, but the MDF output has not been sent to the receiving system yet. No protocol data are available on the PDF layout.

SENT → the Invoice was sent as MDF output towards receiving system. No protocol data are available on the PDF layout: these data are still to be sent inside the APERAK file from the receiving system.

APPROVED → the document has been correctly sent and registered in the receiving system: protocol data are available on the PDF layout. No specific printout of the data has been released and sent to DOCMA environment, yet.

PRINTED → the document has been correctly sent and registered in the receiving system: protocol data are available on the PDF layout. Specific printout of the data has been released and sent to DOCMA environment: they are also available to be downloaded in the zip folder.

AUTOREFUSED → the invoice could not be correctly processed (after the “READY” status)

because of wrong wrong/missing data. MDF output file could not be released and as output we have an “AUTOAPERAK KO”.

DUPLICATED → the invoice could not be correctly processed (after the “READY” status) because it has the same number of a past invoice.

REFUSED → the Invoice received an APERAK message back but was refused and no protocol data are available on the PDF layout

Documents » Invoices

Search Cancel Record: 1..50 di 11078 | DOWNLOAD SELECTED Page: 1

	Cust. company name Status	Company Supplier code	Number	Reception date from/to Document date from/to
<input type="checkbox"/>	Iveco S.p.A. DUPLICATED	G021 0000007020	13007532	14/12/2022 15.02.57 16/05/2022
<input type="checkbox"/>	Iveco S.p.A. SENT	G021 0000007020	13007532	16/05/2022 21.02.07 16/05/2022
<input type="checkbox"/>	Iveco S.p.A. DUPLICATED	G021 0000007020	13007532	22/03/2023 21.01.34 16/05/2022
<input type="checkbox"/>	Iveco S.p.A. PRINTED	G021 0000007020	13025089	20/06/2022 20.01.18 20/06/2022

You can download a PDF printout of the Invoice including, when available, protocol information.

“Remittance of Payment”

This section allows you to display what are the Remittance of Payment published and displayable by

- Iveco Group Customer Company name
- Iveco Group Customer Company code
- Supplier Code
- Document no.
- Document date (time range)
- Document receiving date (time range)

All documents are available to be downloaded both in txt and PDF format.

Documents » Rem. Advices

Search Cancel Record: 1..50 di 132 | DOWNLOAD SELECTED

	Cust. company name Suppl. company name	Company Supplier code	Number	Inserted on data from/to Document data from/to
<input type="checkbox"/>	IVECO FRANCE TEST SUPPLIER	G144 0000007020	ZF1541104	14/04/2023 14/04/2023
<input type="checkbox"/>	IVECO FRANCE TEST SUPPLIER	G144 0000007020	ZF1541104	14/04/2023 14/04/2023

3.2 Documents Summarize

This section allows to recall and display invoice files directly from Iveco Group SAP system.

By clicking on the blue box, you can filter by Customer Company.

Documents > Documents summarize - Search

Select the company client and the supplier code enabled by the control:

Company client*: Company name*:
Sector code*: Company name*:

Select type of search: Invoice Date or Invoice Numbers

☒ Invoice Date From: To:

☐ Invoice Numbers Year: 2023

Please note that the data and the amounts contained in the "Document summary" are supplied as they appear at the moment of the consultation and have indicative values susceptible of variations and updates as effect of verification processes by Gesco. The "payable" status does not constitute, therefore, formal engagement to the liquidation towards the credit institutions.

You can select the proper Sector Code you want to display data for, and click on "Search"

Trusted Hub Documents > Documents summarize - Search supplier - Google Chrome

t1b2b.intesa.it/ADM/N2/pcup/wgescoSearchFormItora.do?SJM/T=TRUE&serviceId=46531

Search supplier

Record found: 3 Page 1 of 1

Company	Sector code	Client company name	Supplier company name
6000	0000007244	TEKSID ALUMINUM srl a s.u	VENTANA SERRA S.p.A.
G021	0000280C67	Iveco S.p.A.	VENTANA SERRA S.p.A.
G032	0000280C67	Irisbus Italia S.p.A.	VENTANA SERRA S.p.A.

You can complete your research searching by Invoice date or Invoice no.

Documents > Documents summarize - Search

Select the company client and the supplier code enabled by the control:

Company client*: G021 Company name*: Iveco S.p.A.
Sector code*: 0000000067 Company name*: ILLI SUPPLIER

Select type of search: Invoice Date or Invoice Numbers

☒ Invoice Date From: To:

☐ Invoice Numbers Year: 2023

Please note that the data and the amounts contained in the "Document summary" are supplied as they appear at the moment of the consultation and have indicative values susceptible of variations and updates as effect of verification processes by Gesco. The "payable" status does not constitute, therefore, formal engagement to the liquidation towards the credit institutions.

Then, you will get the list of available invoices with Doc no, date, Amount and Status.

You can download the same list of data in .txt format by clicking on “File Download”

Documents » Documents summarize - Details

Date update: 12.06.2023
 Customer: G021 - Iveco S.p.A.
 Company Supplier: 0000780067 - ILSI SUPPLIER

Please note that the data and the amounts contained in the "Document summary" are supplied as they appear at the moment of the consultation and have indicative values susceptible of variations and updates as effect of verification processes by Gesco. The "payable" status does not constitute, therefore, formal engagement to the liquidation towards the credit institutions.

Document Number	Document Date	Amount	Currency	Pay date	Document State
<input checked="" type="checkbox"/> VM23-501179	05.06.2023		111.80 EUR		In progress of verification
<input type="checkbox"/> VM23-501180	05.06.2023		111.80 EUR		In progress of verification

Call center n. **File download** **Back**

3.3 Upload Invoices

In case you do not use any Protocol Transmission for the Invoice sending to Iveco Group systems, you can Upload the Invoices directly from the web portal service “Upload Invoices”

On the “Upload” tab you can browse, select the file and upload it.

Documents » Upload Invoices

Upload History

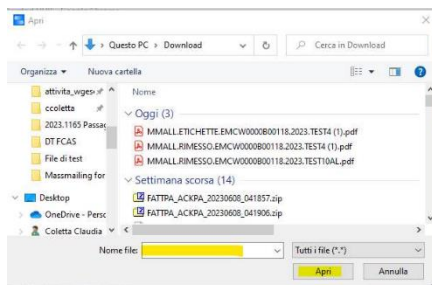
Select file - Step 1 of 3

Select the sender ID then press the **Browse** button in order to select the file to be loaded, then press the **Upload** button.

Sender ID:

File: Nessun file selezionato

Upload **Cancel**



In the history tab you can find the list of recent uploaded files

Documents » Upload Invoices

Upload **History**

History documents

Documents found: 337 Page 1 of 17

File ID	Document type	File name	Insert date	Dim.(Kb)	State
375060161	FOLDERWEBGESCO	WGESCO.WG0061302.203859539.WEBGESCO.txt	13/06/2023 09.09.03	957	Processed
374963581	FOLDERWEBGESCO	WGESCO.WG0061302.203858907.WEBGESCO.txt	12/06/2023 08.43.07	35	Processed
374963674	FOLDERWEBGESCO	WGESCO.WG0061302.203858812.WEBGESCO.txt	12/06/2023 08.41.03	859	Processed
374822208	FOLDERWEBGESCO	WGESCO.WG0061302.203805002.WEBGESCO.txt	09/06/2023 09.06.39	599	Processed
374716667	FOLDERWEBGESCO	WGESCO.WG0061302.203766346.WEBGESCO.txt	08/06/2023 09.08.10	520	Processed
374588192	FOLDERWEBGESCO	WGESCO.WG0061302.203726221.WEBGESCO.txt	07/06/2023 09.02.30	572	Processed

3.4 Discard of WEB Invoices

In case you have uploaded on Iveco Group Web Portal a single Odette file with multiple Invoices for IVECO GROUP, CNH or STELLANTIS Companies, only the ones belonging to Iveco Group Companies will be correctly managed.

The others will be discarded, and the discard will be made available in this section.





Documents » Discarded Invoices_Wrong Web Portal

Document new: 4

View all

Page 1 of 1

Download selected

Update page	File ID	Document type	Insert date	Status	byte	
	 13098221	codformatodocumento.SCARTOWEB_CNHWGE	09/06/2023 18.07.10	On line	2,115	<input type="checkbox"/>
	 13098215	codformatodocumento.SCARTOWEB_CNHWGE	09/06/2023 17.40.34	On line	2,115	<input type="checkbox"/>
	 13098209	codformatodocumento.SCARTOWEB_CNHWGE	09/06/2023 17.01.53	On line	2,115	<input type="checkbox"/>
	 13098203	codformatodocumento.SCARTOWEB_CNHWGE	09/06/2023 16.45.28	On line	2,115	<input type="checkbox"/>

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Update page

Download selected

In the folder are available the discarded files to be downloaded.

The Document Type will be named after the Community (CNH or STELLANTIS) it belongs to; you can then pick the discarded files and upload them on the right WEB PORTAL:

CNH → <https://cnhwge.thb2.intesa.it>

STELLANTIS→ <https://wgesco.thb2.intesa.it>