



Supplier Invoice Submission Guide

English

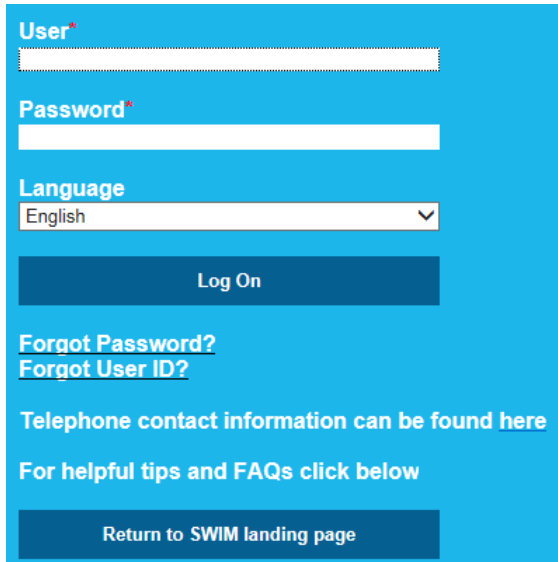
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How to submit a PO invoice through the SWIM

How to access the SWIM

Go to <http://theswim.viacom.com> and enter your credentials.

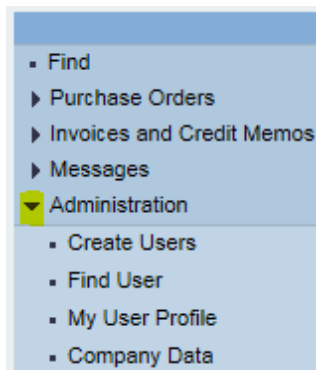


The screenshot shows the login interface for the SWIM system. It features a blue background with white text and input fields. At the top, there is a 'User*' field with a white input box. Below it is a 'Password*' field with a white input box. A 'Language' dropdown menu is set to 'English'. A dark blue 'Log On' button is positioned below the password field. Underneath the button, there are two links: 'Forgot Password?' and 'Forgot User ID?'. A line of text states 'Telephone contact information can be found here'. Below that, another line says 'For helpful tips and FAQs click below'. At the bottom, there is a dark blue button labeled 'Return to SWIM landing page'.

If you don't remember your **password**, click on the link *Forgot Password?*. Please note that a temporary password will be sent to the email address associated to your SWIM account.

If you don't remember your **User ID**, click on the link *Forgot User ID?*. You will have to enter the same email address that you associated to your SWIM account.

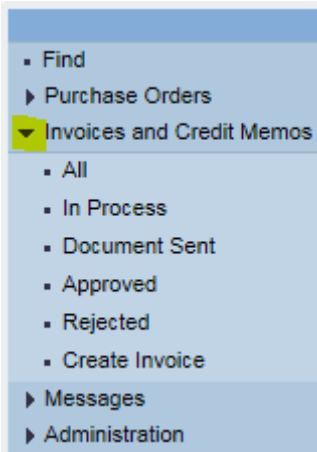
If the email address associated to your SWIM account needs to be updated, please contact Business Services, so they can reset the password for you. Once you log in you will be prompted to change your password to a permanent one which must be eight characters with one capital letter and one number. You will also need to go to the **Administration tab**, click on **My User Profile** and hit the **Process** button to update the user information (First Name, Last Name and email) to be able to reset the password if needed.



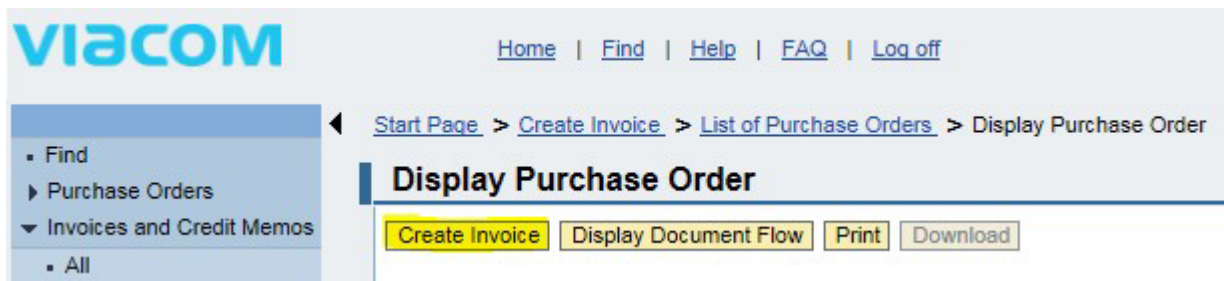
Submitting a PO invoice

Creating an invoice

Go to the **Invoices and Credit Memos** tab and click on **Create Invoice, For a Purchase Order** link to view all the POs against which invoices can be created.



Click on the **PO number** and on the **Create Invoice** button.



Basic Data

In the Basic Data section, you will enter the **Invoice Number** and **Invoice Date**.

If you are doing business with a Viacom entity based in Argentina, your invoice number needs to have the following format: 0001A00001234. For example, if your invoice number is 1234567, please enter 0001A01234567.

The field *Unplanned Delivery Costs* must remain empty. If you need to add unplanned costs, please contact the person who raised the PO for you in the local office. He will add this information directly on the PO as this field must remain empty.

Process Invoice

Basic Data

Please enter your full invoice number including leading zeros and special characters.
Invoice Number and Date should exactly match the information from the attached invoice.
Please do not combine multiple invoices into one invoice to avoid delay in processing.

Invoice Number	<input type="text" value=""/>
Status	<input type="text" value="In Process"/>
Description	<input type="text" value="ALA00038 - Backyardigans Payme"/>
Invoice Date	<input type="text" value=""/> <input type="text" value="DD.MM.YYYY"/>
Purchase Order	<input type="text" value="2000300150"/>
Unplanned Delivery Costs	<input type="text" value="0,00"/> <input type="text" value="AUD"/>

VAT/GST Number is required for users in Europe. Please enter the VAT number of your company.

VAT/GST Number	<input type="text" value=""/>
Service Date	<input type="text" value=""/>
Payment Reference	<input type="text" value=""/>
Mexico CFDI: UUID	<input type="text" value=""/>

Products and Services

In the Products and Services section, the system shows all the line items of the purchase order for which invoices can be created. No items are selected at first. Check the box for all the line items you would like to invoice this time.

Item Selection	Number	Description	PO Quantity
<input type="checkbox"/>	10	ALA00038_Backyardigans_Payme	38.000,000
<input type="checkbox"/>	20	ALA00038_Backyardigans_Payme	20.000,000
<input type="checkbox"/>	30	ALA00038_Backyardigans_Payme	20.000,000



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Click the **Update Prices** button at the top of the screen and it should show the updated **Net Value** in the Price Information section at the bottom of the screen.


Process Invoice

Any line items you do not check and do not invoice at this time will show up again when creating an additional invoice from this purchase order.

For a line item that has a quantity superior to one, you do not have to invoice all of them at the same time. Enter the quantity to be invoiced in the **Billed Quantity** and click on **Update Prices** button.

Net Value	Billed Quantity	Purchase Order No.	Purchase Order Item	Edit
38.000,00 AUD	38.000	2000309156	1	
20.000,00 AUD	20.000	2000309156	2	
20.000,00 AUD	20.000	2000309156	3	

You may also need to enter partial quantities. For example, for an item of quantity 1 for 600.00 EUR, you can modify the quantity to 0.50. Hit **Update Prices** button. The Net Value will automatically be changed to 300.00 EUR, and the remaining 50% will be available for a future invoice.

Net Value	Billed Quantity	Purchase Order No.	Purchase Order Item	Edit
600,00 EUR	1	2000280320	1	

Do not click on the **Edit** icon. If the PO doesn't match your invoice, please contact the person who raised the PO for you in the local office so he can edit it accordingly.

NOTE: Viacom can only pay entire invoices. If you incorrectly submit an invoice for all the line items, or for 100% when only 50% payment is due up front, your entire invoice will be held.

Price Information

Verify that the **Net Value** matches with your invoice and add the **Tax Amount** if applicable. Click on the **Update Prices** button to update the **Gross Price**.

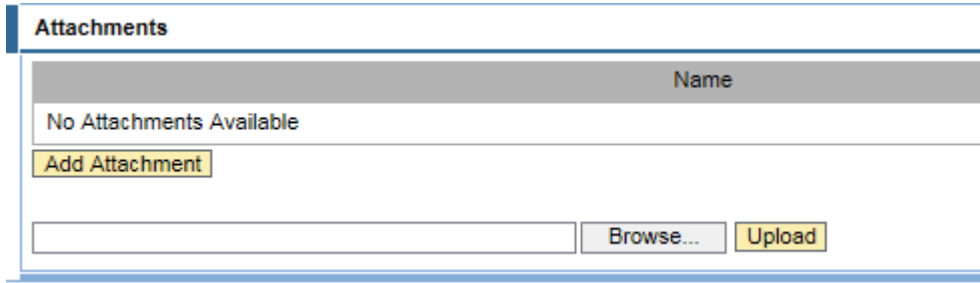
Price Information (If adding tax, please click "Update Prices" after manually inputting the amount)			
Condition	Calculated Values	Manual Input	
Net Value	78.000,00 AUD	78.000,00	AUD
Unplanned Delivery Costs	0,00 AUD	0,00	AUD
Tax Amount	0,00 AUD	0,00	AUD
Gross Price	78.000,00 AUD	78.000,00	AUD

Attachments

Do not forget to add your invoice (PDF file is the best option). Attachments (original invoice¹, contract, etc.) can be added using the option shown below.

¹ Original invoices are required for users in Africa, Australia, Europe, Latin America and Middle East. Original invoices are not required for users in the USA, but highly recommended in order to avoid payment delays.

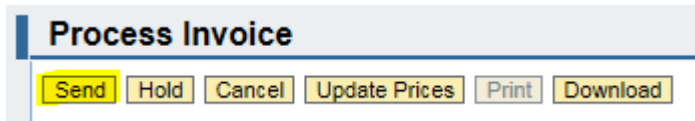
Click the **Add Attachment** and **Browse...** buttons to find the attachment on your computer, select it and click on the **Open** button. Finally, click on the **Upload** button.



The screenshot shows a section titled "Attachments" with a table header "Name". Below the header, the text "No Attachments Available" is displayed. There is a yellow "Add Attachment" button. Below this is a text input field, a "Browse..." button, and a yellow "Upload" button.

NOTE: An attachment can be viewed for reference and may be required or requested by the project but it will not affect the amount or date of the invoice that you are creating.

To submit your invoice, just click on the **Send** button. Please note that once you've sent your invoice you cannot edit it.

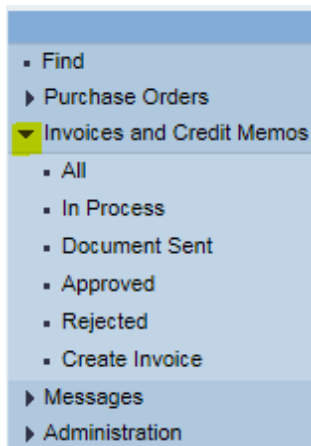


The screenshot shows a section titled "Process Invoice" with a row of buttons: "Send" (yellow), "Hold", "Cancel", "Update Prices", "Print", and "Download" (yellow).

Creating a credit memo

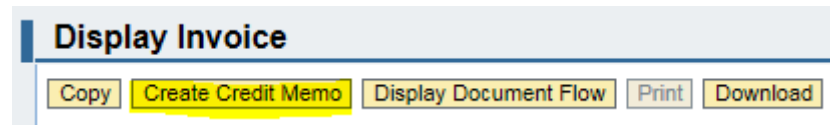
To be able to create a credit memo through the SWIM, you must have created the corresponding invoice through the SWIM previously. If the invoice was processed through IPS, the credit memo needs to be sent to IPS.

To create a credit memo against an invoice, you need to open the invoice itself under the **Invoices and Credit Memos** tab, **All**.



The screenshot shows a navigation menu with the following items: "Find", "Purchase Orders", "Invoices and Credit Memos" (highlighted with a yellow background and a downward arrow), "All", "In Process", "Document Sent", "Approved", "Rejected", "Create Invoice", "Messages", and "Administration".

Select your invoice by clicking on the invoice number and click on the **Create Credit Memo** button.



The process is otherwise similar to invoice creation.

Basic Data

Please enter the **Credit Memo** number. **VAT/GST Number** is required for users in Europe. Please enter the VAT number of your company.

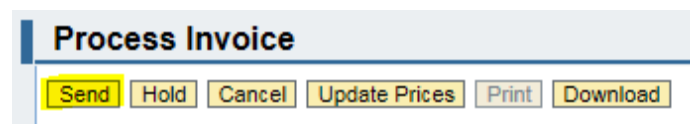
Price Information

If you manually added the **Tax Amount** to your invoice, you will have to manually add it to your credit memo. Click on the **Update Prices** button to update the **Gross Price**.

Attachments

Click the **Add Attachment** and **Browse...** buttons to find the attachment on your computer, select it and click on the **Open** button. Finally, click on the **Upload** button.

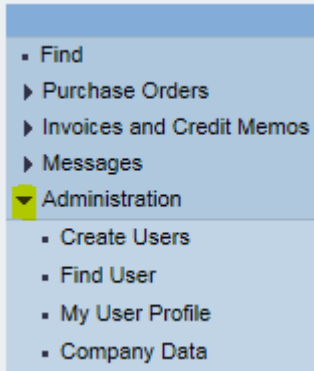
To submit your invoice, just click on the **Send** button. Please note that once you've sent your credit memo you cannot edit it.



1 **How to update the date format or the decimal format**

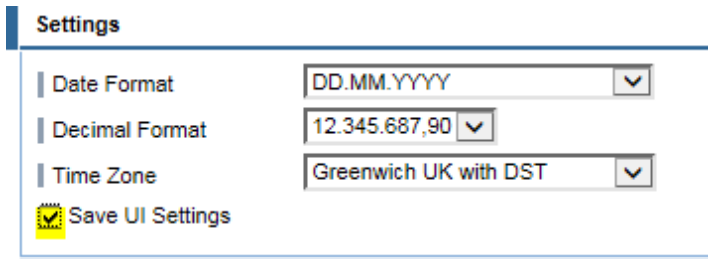
2
3
4

Go to the **Administration** tab and click on **My User Profile** and on the **Process** button.



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Go to the Settings section and select the **Date Format** and **Decimal Format** you would like to use. Check the **Save UI Settings** box and click on the **Save** button at the top of the screen.



11

Frequent error messages

Your company is locked

Please make sure that you are entering your permanent username and password and not the temporary credentials that you received by email when we setup your account.

To create your permanent username, please go to <http://swimsignup.viacom.com/>

This page currently doesn't support the last versions of Chrome and Firefox.

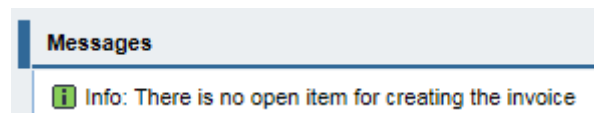
If the issue persists, please contact Business Services, we might need to reactivate your account.



The screenshot shows a light gray header with the text "Your company is locked". Below this is a blue horizontal bar with the text "Your company is locked" in white. To the left of the main message is a small graphic of two globes connected by a white line. The main message area has a white background and contains the text: "Your company has been locked by a system administrator; this means you cannot use the system at the moment" and "If you wish to change this, contact your system administration team."

There is no open quantity for creating an invoice

This error message means that the PO has already been invoiced. Please check the invoice status report. If the invoice has been removed from the system, you will need to submit it through IPS.



The screenshot shows a light gray header with the text "Messages". Below this is a white message box with a green information icon and the text: "Info: There is no open item for creating the invoice"

Invoice number is invalid

This error message means that you need to enter the invoice number as following: 0001A00001234. For example, if your invoice number is 1234567, please enter 0001A01234567.

Messages

❗ Errors: Arg Invoice number must be 13 char format ###X##### (0001A00001234)

Date is invalid

This error message means that the format date you entered is incorrect (MM/DD/YYYY).

Messages

❗ Errors: Date 03/07/2017 is invalid

Please make sure to enter it following the format you selected when creating your account. In this case, it would be 07.03.2017 (March 7 separated by dots).

Invoice Date