

Here below step-by-step guides to upload and request payments for invoices. Please note that there are 3 different sets of instructions for different types of shipment.

To access the Vendor Payment System please go to this address:

<https://www.wsgo.eu/> and login. In the bottom right corner you will

RESERVED AREA

- [Your Profile](#)
- [Vendor Payment System](#)

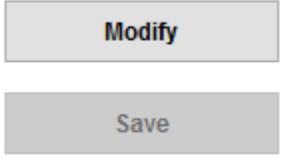
see the link to the system

Shipments with Savitransport to all destinations – you will receive an automatic alert in your email to let you know that forwarder has sent us the FCR data. You then need to follow the below steps.

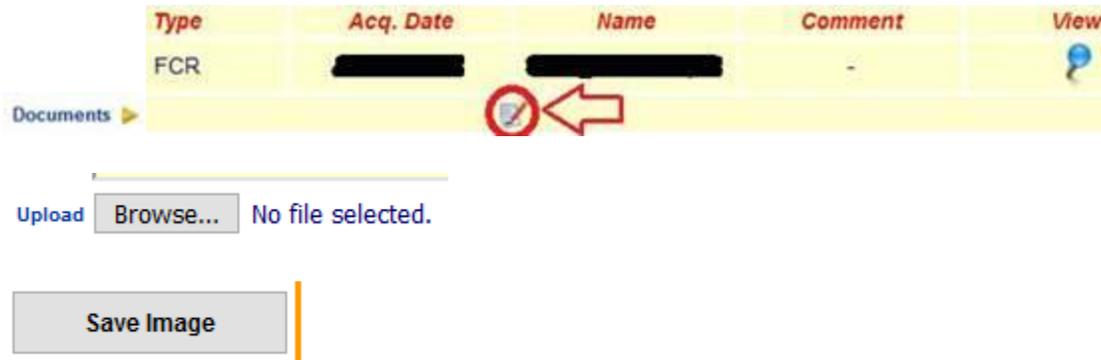
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1. Go to the Invoice section of the portal
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2. click on SEARCH – this provides a list of all invoices fed into the system.
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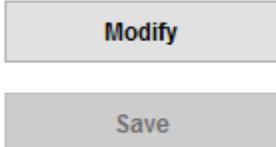
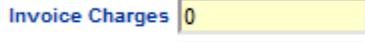
3. Look for invoices with status “CREATED BY SYSTEM FROM SHIPMENT” and click on the one you wish to request payment for. The status indicates that the invoice data has been fed electronically from Savi Transport’s system to our payment system.
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4. Check that all information is correct. If there are small modifications required (such as invoice date) click on MODIFY, make the modification and click on SAVE. If the total of the invoice is incorrect, or a price, then please contact our office.
5. In the Documents field at the bottom of the page (you might need to click on the little arrow near it to open the field), upload a PDF file containing invoice and packing list (one file only for both) by clicking on the icon in the image below (a new section will appear where you need to click on Browse... to add the file) and then click on SAVE IMAGE on the left of the page



6. Click on REQUEST PAYMENT button to complete the registration

Shipments with Apex to all destination and Shipments with Maersk (ex Damco) for International POs to all destinations – you will receive an automatic alert in your email to let you know that forwarder has sent us the FCR data. You then need to follow the below steps.

1.  Go to the Invoice section of the portal
2.  click on SEARCH – this provides a list of all invoices fed into the system.
3.  Look for invoices with status “CREATED BY SYSTEM FROM SHIPMENT” and click on the one you wish to request payment for. The status indicates that the invoice data has been fed electronically from the forwarder’s system to our payment system.
4.  Check that all information is correct. If there are small modifications required (such as invoice date) click on MODIFY, make the modification and click on SAVE. If the total of the invoice is incorrect, or a sku price, then please contact our office. – **PLEASE NOTE: for FOB surcharges, you need to add the amount in the Invoice Charges field**

5. In the Documents field at the bottom of the page (you might need to click on the little arrow near it to open the field), upload a PDF file containing invoice and packing list (one file only for

both) by clicking on the icon in the image below (a new section will appear where you need to click on Browse... to add the file) and then click on SAVE IMAGE on the left of the page

Type	Acq. Date	Name	Comment	View
FCR	[REDACTED]	[REDACTED]	-	

Documents

Upload No file selected.

Payment Date
 Fcr Number
 Fcr Date

6. Take note of the FCR number in the invoice page

Invoices
 Invoice
Fcr

7. At the top of the page, click on FCR

Fcr

 Fcr n°

8. Enter the FCR number you saw on the invoice page and click on SEARCH

9. Click on MODIFY then on Browse... and load the PDF of the FCR/Apex shipment document

Cargo Receipt Date on FCR

10. Check that the Cargo Receipt Date on FCR field is populated with the same date that is on the FCR – if it is blank, select the date

11. Click on SAVE

12. Go back to the invoice page and click on REQUEST PAYMENT

Shipments with UPS to all destinations and Rejuvenation shipments

der **Invoices**
Invoice
 Fcr

1. Go to the Invoice section of the portal

Invoice

2. Click on NEW

3. Select the customer: the first 2 letters identify the destination country and the last 2 the brand

4. Insert invoice number, Invoice date, and the invoice currency

5. Click on Add PO and select the PO for which you are creating the invoice from the window that will appear (please wait a little while for the PO to be loaded, don't click again on it as that will make the PO quantities load multiple times). In case the invoice is for more than one PO you can repeat this step as many times as you need.

PO	SKU
8888888WSR	1111111
8888888WSR	2222222

Quantity

Complete

6. In the PO recap that will appear in the bottom part of the page, you will need to select the skus one by one and enter the number of articles you are invoicing in the **Quantity** field and click on OK

7. **PLEASE NOTE: for FOB surcharges, you need to add the amount in the Invoice Charges field**

Total Invoice

Total Invoice Sug.

8. Add the invoice value in the TOTAL INVOICE field. Please note that it should match the Total Invoice Sug. value, if it doesn't the invoice won't be saved – in case of a mismatch here, please contact us to help you solve the problem

9. Click on SAVE

10. In the Documents field at the bottom of the page (you might need to click on the little arrow near it to open the field), upload a PDF file containing invoice and packing list (one file only) by clicking on the icon in the image below and click on SAVE IMAGE on the left of the page

Type	Acq. Date	Name	Comment	View
FCR				

Documents



11. At the top of the page, click on FCR

Fcr



12. Click on NEW



FCR #

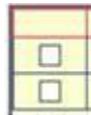
13. Insert the UPS tracking number in FCR# field and the date you can find on the UPS document in the Cargo Receipt Date field

Cargo Receipt Date on FCR

14. Click on Browse and load the PDF of the UPS shipment document

Attachment

15. In the field at the bottom you will see the invoices you have open that are missing the FCR. Click on the square of the invoice related to the FCR you are loading



16. Click on SAVE



17. Go back to the invoice you just created and click on REQUEST PAYMENT