**SupplyOn eInvoicing  
PDF Mapping Guide**

Last template update: November 2019 – Version 1.8

Document available in English (only)



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**List of Abbreviations**

|  |  |
| --- | --- |
| Abbreviation | Description |
| PO | Purchase Order |
| VAT | Value Added Tax |

**Template History**

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| --- | --- | --- |
| Version | Release date | Description of Version |
| 1.0 | April 2018 | First published version |
| 1.1 | May 2018 | Update field list |
| 1.2 | June 2018 | Update field list |
| 1.3 | October 2018 | Add hints and validation rules |
| 1.4 | October 2018 | Update field list and pre-information |
| 1.5 | January 2019 | Update MappingID |
| 1.6 | July 2019 | Add field in Mapping instruction; Add chapter “Requirement on the PDF-file” |
| 1.7 | October 2019 | General improvements and updates to field list |
| 1.8 | November 2019 | Updates to field list |

# Mapping Guide

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| The scope of this document is to provide the information required to prepare the digitalization of your invoice PDF files with SupplyOn eInvoicing.  An explanation of the process and the requirements for the PDF invoice documents can be found under:  <https://cms.application.prd.supplyon.com/en/info-portal/pdf-upload-overview>  The table below shows the mandatory or conditional mandatory fields which must be available on your invoice, and further optional fields which may be considered. (The information if a field is mandatory or not is based on your customer’s requirements or on legal requirements.)  Please **provide the information which fields should be mapped** and **where the data can be found** on the PDF file.  Describe the Label of the anchor word on the PDF file (example: “left box, anchor word is Cust.PO No.” ) |

| *Do not change these columns* | | | to be filled out by the supplier | | *To be filled out by SupplyOn* |
| --- | --- | --- | --- | --- | --- |
| Mapping ID | Field | Mandatory (Yes / No) or Conditional (COND) | Where can SupplyOn find the appropriate field on your invoice? | Example for this value | SupplyOn Quality Gate |
| ***Invoice header details data*** | | | | | |
| 9 | Invoice Type  Possible values:   * Commercial Invoice * Credit Note | Yes |  |  |  |
| 11 | Invoice number *Max. length: 16 characters* | Yes |  |  |  |
| 57 | **For credit note:**  Adjustment Reason | COND –  required if credit note, max 1280 chars. |  |  |  |
| 13 | Invoice date | Yes |  |  |  |
| 14 | Delivery / Service completion date | Yes |  |  |  |
| 25 | Invoice Currency | Yes |  |  |  |
| ***Supplier data*** | | | | | |
| 89 90 91 92 94 | Complete address consisting of name, street/postbox, postal code, city **& country**  *Note: PO box not accepted*  *Max. length: Name – 140 characters Street – 70 characters City – 35 characters Country – 2 characters* | Yes |  |  |  |
| 95:VA or FC  96 | VAT-ID or Tax Number | COND - VAT-ID mandatory for European suppliers |  |  |  |
| 97-101 | Supplier contact data (name or phone, e-mail, whatever is on invoice) | Recommended |  |  |  |
| ***Customer data*** | | | | | |
| 65 66 67 68 70 | Complete address consisiting of name, street, postal code, city **& country**  *Note: For allowed values check Bosch locations list:*  [*https://cms.application.prd.supplyon.com/de/info-portal/locations?bcid=3&sid=9&rpid=1*](https://cms.application.prd.supplyon.com/de/info-portal/locations?bcid=3&sid=9&rpid=1) | Yes |  |  |  |
| 71:VA or FC 72 | VAT or Tax number | No |  |  |  |
| 73 | Buyer Contact department | No |  |  |  |
| 74 | Buyer Contact name | COND - if no Purchase Order number or other reference provided |  |  |  |
| *Ship to data* | | | | | |
| 143 144 145 146 148 | Complete address consisting of name, street, postal code, city **& country** | No |  |  |  |
| ***Ship from data*** |  |  |  |  |  |
| 178  179  180  181  184 | Complete address consisting of name, street, postal code, city **& country** | COND -  Required for invoices from European suppliers |  |  |  |
| *Line item data* | | | | | |
| 212 | Line Items number (invoice item counter) | No |  |  |  |
| 216 | Material / Service description  *Max. length: 512 characters* | Yes |  |  |  |
| 217 | Line Items Quantity | Yes |  |  |  |
| 218 | Unit of measure  *Max. length: 5 characters* | Yes |  |  |  |
| 248 | Tax category (e.g. tax exemption, reverse charge, standard Tax) | Yes |  |  |  |
| 228 | Reason for Tax exemption | COND –  if tax category = “Tax exemption” |  |  |  |
| 238  240=1 | Line Items Net price w/o surcharges | Yes |  |  |  |
| 247 | Line Items Tax Rate | Yes |  |  |  |
| 246 | Line Items Tax Type (e.g. “Value added tax” | Yes |  |  |  |
| 277=A (281, 282, 283) | Allowance on line item level: A: Allowance  **If given** - monetary amount is mandatory | No |  |  |  |
| 277=C (281, 282, 283) | Charge on line item level: C: Charge  **If given** - monetary amount is mandatory | No |  |  |  |
| 242:ON  243  244 | PO number (Line Items references message ID)  (Line Items references message line ID) | COND -  if PO item exists on SupplyOn  Recommended |  |  |  |
| 242:AEN/AOL/AWJ/AWE/  243 | One other Reference Type (Asset Number/WBS/Cost Center/Internal Order/Network ID) | COND - if no buyer contact name or PO number provided | *Reference Type:* |  |  |
| 242:IV  243  244 | **For credit note:** Line Items references message ID (= invoice number of the referenced invoice)  Line Items references message line ID  (= referenced invoice line item) | Recommended |  |  |  |
| *Payment information data (optional for credit notes)* | | | | | |
| 38 | Payment due date *Mandatory on invoice for FR* | COND –  only for French suppliers |  |  |  |
| 32 | Payment Instructions | No |  |  |  |
| 48:RH  49 | IBAN/Account Number | Yes |  |  |  |
| *Totals data* | | | | | |
| 329=A 330, 331, 332 | Allowance on document level: A: Allowance  **If given**:  - monetary amount is mandatory; - description code is mandatory: Miscellaneous; Scrap surcharge; air freight; freight charge; customs duty; freight service; financing; handling; insurance costs; packing; toll surcharge | No |  |  |  |
| 329=C 330, 331, 332 | Charge on document level: C: Charge  **If given**:  - monetary amount is mandatory; - description code is mandatory: Miscellaneous; Scrap surcharge; air freight; freight charge; customs duty; freight service; financing; handling; insurance costs; packing; toll surcharge | No |  |  |  |
| 305,  306 from ID 25 | Total invoice amount | Yes |  |  |  |
| 303, 304 from ID 25 | Total Tax amount | Yes |  |  |  |
| 301, 302 from ID 25 | Total Taxable amount | Yes |  |  |  |

# Contact for further questions

Please enter your contact data for further questions regarding the layout request and mapping of the invoice data:

|  |  |
| --- | --- |
| Company |  |
| First name |
| Last name |
| E-mail address |
| Phone number |