

# SupplyON User Guide | Invoice from ASN

eInvoicing Guide for Robert Bosch suppliers



08.2020

This User Guides respects the invoicing process for Bosch suppliers via SupplyOn with a step by step User Guide for invoice creation via ASN-flip as well as further help for successful invoicing and support

**! Only for suppliers delivering direct materials for BOSCH Powertools**

# User Guide

## Invoice creation for Bosch suppliers with SupplyOn eInvoicing

This **User Guide** shows you **step by step** the procedure of the different possibilities of electronic invoice creation and submission.

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### Please note:

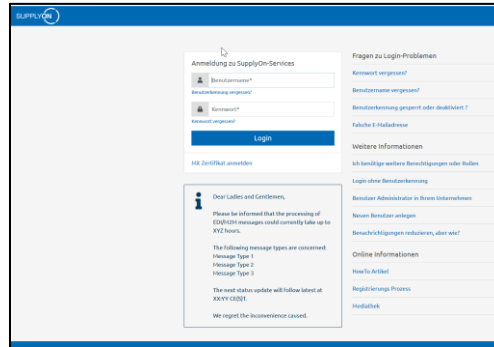
- ! *The Supplier has to take care of the correctness of the invoice data when entering the data into SupplyOn. The data in SupplyOn has to equal with the data in the suppliers merchandise management systems.*
- ! *A purchase order, received via SupplyOn has to be responded in form of a purchase order response in SupplyON*
- ! *If there are any problems regarding the invoice generation (e.g. purchase order not available...) please contact the [SupplyOn Support](#).*

## Invoice types at a glance

<p><b><u>Invoice from demand</u></b> <i>(Purchase order flip)</i></p>	<p>The Invoice is prefilled with the existing order data within the SupplyOn platform and has to be completed by only few mandatory information.</p>
<p><b><u>Invoice from document</u></b> <i>(frequently appearing PO; Limit PO)</i></p>	<p>Invoice is prefilled with <b>all</b> relevant data of a document (Purchase order in SupplyOn). Only price and amount has to be adjusted.</p>
<p><b><u>Invoice from scratch</u></b> <i>(Blank invoice without PO)</i></p>	<p>The Invoice will be created by the supplier within the SupplyOn platform by filling out a blank document. This type of invoice can also be crated, if the PO is not received via SupplyOn.</p>
<p><b><u>Invoice from ASN</u></b> <i>(Available for suppliers delivering production material for Bosch Powertools)</i></p>	<p>This invoice creation is for suppliers, delivering <b>production material</b> (direct materials) and is based on an ASN. Therefore, the supplier first has to create and send an ASN of the goods to be shipped, then the invoice can be created from the ASN for the same materials and quantities.</p>
<p><b><u>Invoice creation via CSV upload</u></b></p>	<p>The invoice is created in your system and can be sent through SupplyOn in a CSV-format via upload function.</p>
<p><b><u>Invoice creation via PDF upload</u></b> <i>(Service has to be activated for supplier)</i></p>	<ul style="list-style-type: none"> <li>• The invoice is created on the suppliers system and can be sent through SupplyOn in a predefined PDF-format via upload function.</li> <li>• If this service is running smoothly, PDF-Invoice can also be <u>sent via e-mail</u>, or directly from your system.</li> </ul>

## Login and routing to the service

1. Login with your registration data on the [SupplyOn Platform](#).

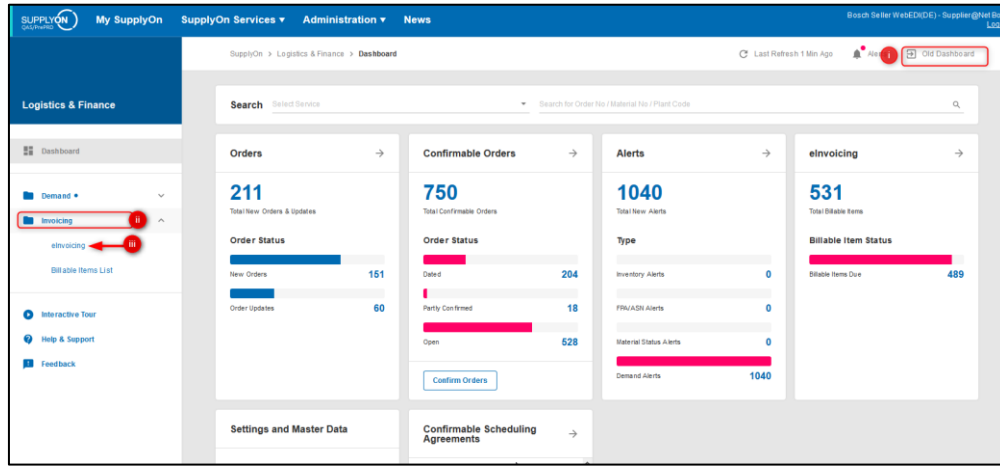


2. Go to **My SupplyON** or click on **WebEDI/ VMI on SupplyOn Services** to use the service.



## a) Access via SupplyOn Service, WebEDI/VMI

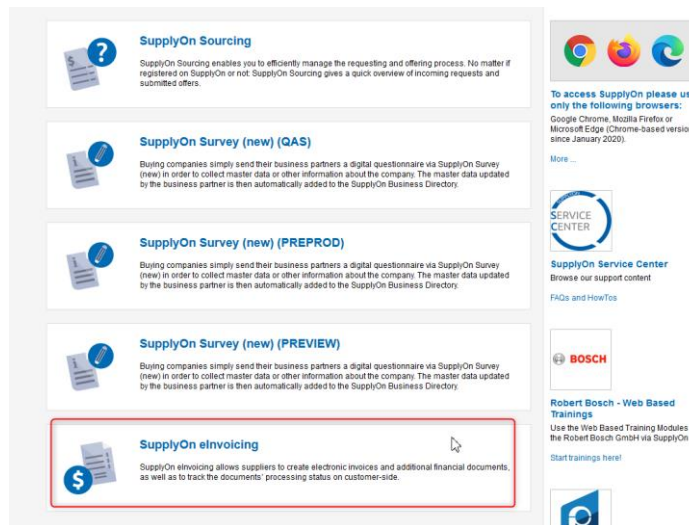
- If you access via WebEDI, choose **invoicing** in the dropdown of the **Invoicing** button at the navigation bar on the left side of the page.



- You will be routed to your invoice list shown below in [step 3](#).
- Hint:** if you go via the “WebEDI” field: You can choose your preferred SupplyOn platform design (you can select between a “new dashboard” and an “old dashboard” -the functionalities in both dashboards are equal)

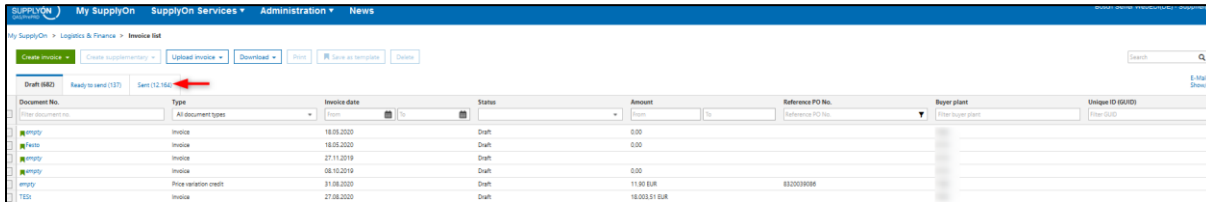
## b) Access via My SupplyOn

- If you access via SupplyON, select **SupplyOn invoicing**



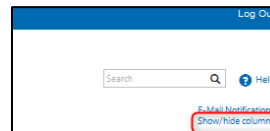
- You will be routed to your invoice list shown below in [step 3](#).

- You are now in the view **Invoice list** (*Invoice cockpit*). Within this view, you can find an overview of your invoices. An overview of all Invoices sent to Bosch can be found under the tab **Sent**. (*Invoices created within the last two years are displayed*)



Document No.	Type	Invoice date	Status	Amount	Reference PO No.	Buyer plant	Unique ID (GUID)
...	Invoice	18.08.2020	Draft	0,00			
...	Invoice	18.08.2020	Draft	0,00			
...	Invoice	27.11.2019	Draft	0,00			
...	Invoice	28.10.2019	Draft	0,00			
...	Price variation credit	31.08.2020	Draft	11,90 EUR	832009308		
...	Invoice	27.08.2020	Draft	18.003,61 EUR			

**Hint:** The cockpit is customizable by hiding/displaying columns. This can be done in the right corner on the top.



- Follow now further instructions for invoice creation from ASN:

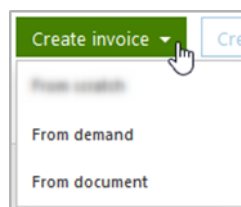
### Creation of an invoice from ASN

- This invoice type **currently** aims to reach the **direct suppliers of the Power Tools (PT) division**. The direct<sup>1</sup> suppliers supply materials to Bosch production plants / warehouses, which are needed directly to the production and built directly into a Bosch product.

The invoice type is valid only to those **plants**, which are **named in the information E-mail**. The process for others plants remain unchanged.

To create an invoice from ASN, please follow the following guideline:

- Log in to the SupplyOn platform and route to the service. Therefore follow the instructions of the section **Login and routing** to the service. Instructions [see here](#).
- Click on **create invoice**.



- The invoice can be created on different ways:
  - From demand:** allows the user to select more than one ASN into one invoice

<sup>1</sup> indirect materials may be used also in the production, but not directly built into the products, such as cleaning materials, safety equipment, oil, glue, tape etc.

Select the ASN(s) to be invoiced and click on "Create Invoice" button

Select „Invoice“ in the Type field and click on „Confirm“

b. **From document:** allows the user to select only one ASN into an invoice

Select Advance Shipping Notification (ASN) in the first field.

Start typing the ASN number. The system will offer the matching ASNs. Select „Invoice“ and click on „Save“.

4. The invoice is split into 8 different parts, which are listed on the left side of the screen.

By clicking on the parts (e.g. Invoice header details), the system will jump to the relevant part of the invoice. Yellow marked fields are mandatory fields. Please start to fill in the following fields:

a) Invoice Header Details

- **Invoice number:** this number must be identical with the invoice number generated by your internal system.
- **Delivery / Service completion date:** the date when the service (the PO) is fulfilled, considering the Incoterm. This should be identical with the delivery / service completion date from your invoice.

b) Supplier information- The system fills in the Ship From details on the left side. This data comes from the ASN. Besides the Ship From address, please take care to fill in the Contact information at your company.

Invoice header details

**Supplier information**

Contact  
 Contact name: Max Mustermann  
 Contact e-mail: motf@available.com

Customer information

Payee

Ship from

Name 1: GmbH  
 Street / Postbox:  
 City, Region: Backnang  
 Postal code: 71522  
 Country: Germany

Invoice header details

**Supplier information**

Supplier information

Supplier  
 ID:  
 Supplier number: 00005

Name 1: GmbH  
 Street:  
 City, Region: Backnang  
 Postal code: 71522  
 Country: Germany

Reference number 1   
 Type: VAT registration number  
 Number: DE

Reference number 2   
 Type: Tax number  
 Number: \$1

c) Customer information- You do not have to change data in this section.

Invoice header details

**Customer information**

Customer information

Customer  
 ID:  
 Plant code: 0540  
 Orig ID: BOSCH  
 Name 1: Robert Bosch Power Tools GmbH  
 Street / Postbox: Fornsbacherstraße 92  
 City, Region: Murrhardt  
 Postal code: 71540  
 Country: Germany

Invoicee  
  
 Name 1: RobertBoschPowerToolsGmbH  
 Street / Postbox:  
 City, Region:  
 Postal code:  
 Country:

d) Line items-The Line Items section contains the details of the invoice on item level. All data is taken from the ASN. The price is taken from the Purchase Order. Please fill in the Tax rate. The system allows you to enter tax numbers only, which are valid in your country.

Invoice header details

**Line items (2)**

<input type="checkbox"/>	Line item number	Material number	Description	Quantity	Delivery / service completion date	Net price w/o allowances / charges	Purchase order item	Net amount	Tax rate (%)
<input checked="" type="checkbox"/>	<a href="#">Details</a> 1	360992		160,0	22.06.2020	32,31	3502635841 / 00010	51,70	
<input type="checkbox"/>	<a href="#">Details</a> 2	160992		500,0	22.06.2020	53,06	3502671631 / 00010	265,30	

In the “Details” of the item you can see the invoice references to the ASN (Despatch advice number), to the Delivery note and to the Purchase Order.

Please note that the invoice verification cannot be done without these references, therefore please do not delete or change them.



<p>Invoice header details</p> <p>Supplier information</p> <p>Customer information</p> <p><b>Line items</b></p> <p>Additional invoice information</p> <p>Payment information</p> <p>Totals</p> <p>Attachments</p>	<p>Tax / Tax exemption</p> <p>Tax 1</p> <p>Tax category: <input type="text" value="Standard rate"/></p> <p>Tax type: <input type="text" value="Value added tax"/></p> <p>Tax rate (%): <input type="text" value="19"/></p> <p><input type="button" value="+ Add tax"/></p> <p>Tax exemption reason: <input type="text"/></p>	<p>Related Documents &amp; References</p> <p>Reference no. 1 <input type="button" value="Delete"/></p> <p>Type of referenced document: <input type="text" value="Despatch advice number"/></p> <p>Reference no.: <input type="text" value="ASN1"/></p> <p>Line item: <input type="text" value="010"/> <input type="button" value="View referenced record"/></p> <p>Reference date: <input type="text" value="23.01.2020"/> <input type="button" value="Calendar"/></p> <p>Reference no. 2 <input type="button" value="Delete"/></p> <p>Type of referenced document: <input type="text" value="Delivery note number"/></p> <p>Reference no.: <input type="text" value="DN1"/></p> <p>Line item: <input type="text"/></p> <p>Reference date: <input type="text"/> <input type="button" value="Calendar"/></p> <p>Reference no. 3 <input type="button" value="Delete"/></p> <p>Type of referenced document: <input type="text" value="Purchase order number"/></p> <p>Reference no.: <input type="text" value="3502635841"/></p> <p>Line item: <input type="text" value="00010"/> <input type="button" value="View referenced record"/></p> <p>Reference date: <input type="text" value="23.01.2020"/> <input type="button" value="Calendar"/></p>
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If you want to add an allowance or charge, click on the “Add Allowance / Charge” button within the Line Items section:



Invoice header details Add reference no.

Supplier information Allowance / charge per line item Delivery information

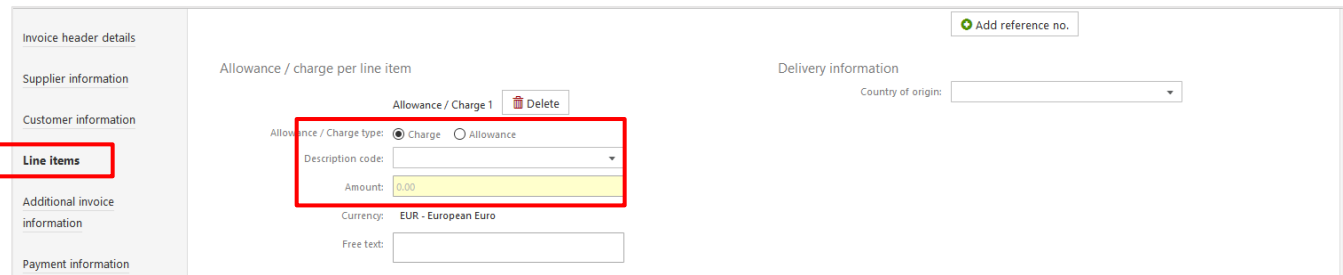
Customer information Country of origin: [dropdown]

**Line items** Add Allowance / charge

Additional line item information

Line item net weight [input field]

Line item net weight Unit of Measure [dropdown]



Invoice header details Add reference no.

Supplier information Allowance / charge per line item Delivery information

Customer information Country of origin: [dropdown]

**Line items** Allowance / Charge 1 [Delete]

Allowance / Charge type:  Charge  Allowance

Description code: [dropdown] [highlighted]

Amount: 0,00

Currency: EUR - European Euro

Free text: [input field]

**!** **Important:** Please use only this procedure to add additional allowances or charges. An allowance/charge on document level, which can be found under “Additional invoice information”, may **ONLY** be used if the allowance/charge can be assigned to the description code **freight service**. **More information** [here](#).

## Further help for successful invoice creation

Within this section, we will guide you to specific topics, which might be useful for a successful invoice creation within SupplyOn eInvoicing. You will find guidance for following procedures:

<b>How to add allowances/charges</b> .....	1
<b>How to save and download drafts</b> .....	2
<b>How download an invoice</b> .....	3
<b>How to create a credit note (cancellation)</b> .....	4
<b>How to create a price variation credit/debit</b> .....	6
<b>How to create an inquiry (general/dunning)</b> .....	8

## How to add allowances/charges

During invoice creation within SupplyOn, you have the possibility to add additional allowances and charges e.g discounts, travel costs, freight costs etc.

Therefore, please respect following procedure:

1. Log in to the SupplyOn platform and follow the instructions for the invoice creation. Instructions [see here](#).
2. Enter in the tab “customer information” (navigation on the left side) the position you want to charge. If you want to add an additional allowance or charge, click on **details** in the respective column of the position.

<input type="checkbox"/>	Line item number	Material number	Description	Quantity	Delivery / service completion date	Net price w/o allowances / charges	Purchase order item	Net amount	Tax rate (%)
<input type="checkbox"/>	1								

3. Choose now in the section „ **Allowance/charge per line item**“, the optional field

4. Decide, if you want to add an additional charge or an allowance. Choose a description code shown in the respective dropdown menu.

**Allowance / charge per line item**

Allowance / Charge 1

Allowance / Charge type:  Charge  Allowance

Description code:

Amount:

Currency:

Free text:

5. After you entered the information into the needed field, choose

to add the allowance or charge to the respective position.

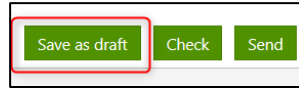
6. The newly determined amount appears at the bottom of the page in the total amount.

! **Important:** Please use **only this procedure** to add additional allowances or charges. An allowance/charge on document level, which can be found under “Additional invoice information”, may **ONLY** be used if the allowance/ charge can be assigned to the description code **freight service**.

## How to save and download drafts

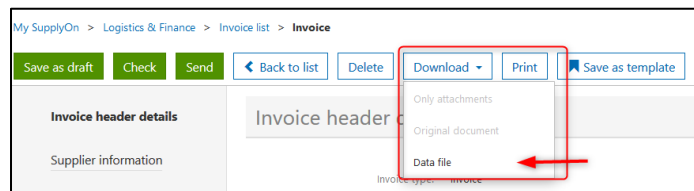
When creating invoices within SupplyOn, you have the possibility to save drafts. To make your invoicing process more efficiently the draft can also be used as a template for further invoices.

1. Log in to the SupplyOn platform and follow the instructions for the invoice creation. Instructions [see here](#).
2. As soon as you entered the first data for the invoice you can save the invoice as a

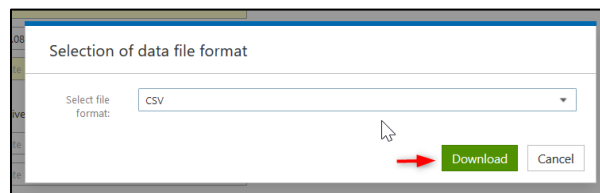


draft. Therefore, click on **Save as draft** at the top or the end of the page.

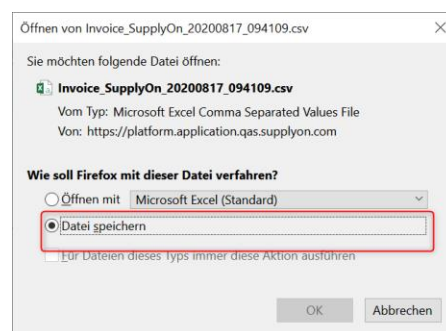
3. After you saved the invoice as a draft. You have the possibility to download the saved document by clicking on **data file** in the dropdown menu of the **download** button in the navigation bar at the top of the page.



4. Select **CSV** as file format and **download** the draft.



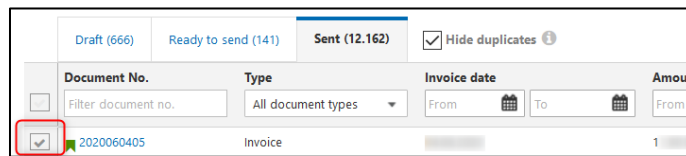
5. Save the CSV file on your computer for further processing or use it as a sample for further invoices.



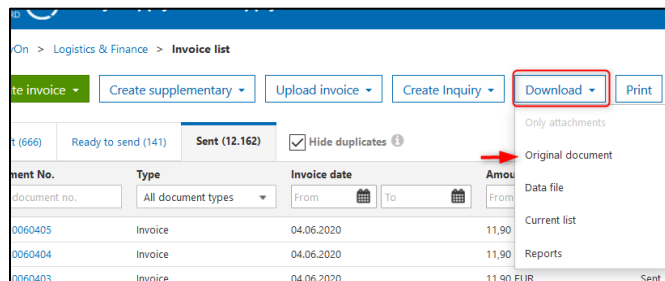
## How download an invoice

Invoices sent via SupplyOn eInvoicing can be downloaded for example for archiving as follows:

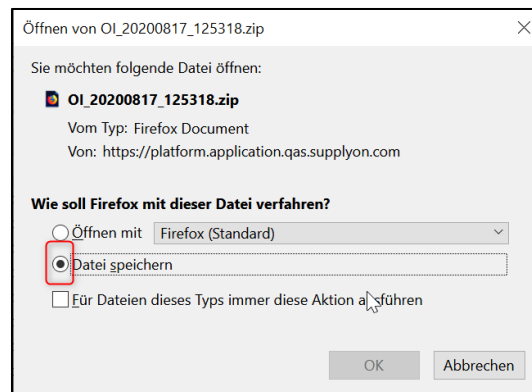
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions [see here](#).
2. You can find all invoices, sent through SupplyON within the tab **sent**. Choose the invoice you want to download, by setting a tick at the beginning of the row.



3. Download the original document on the download button on the navigation bar on the top of the page.



4. Save the invoice on your computer.



## How to create a credit note (cancellation)

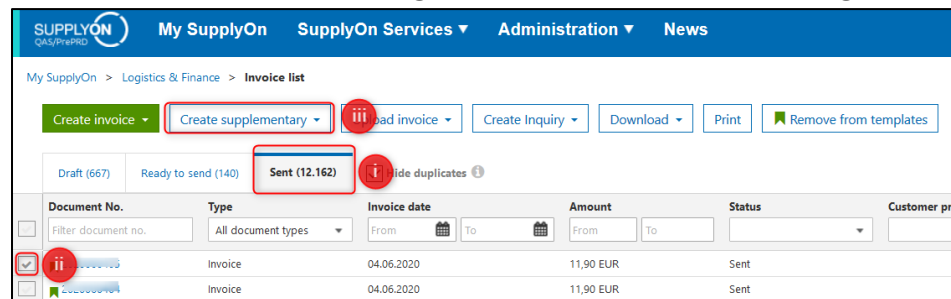
A credit note is a cancellation of the invoice. A cancellation of an invoice is required if:

- Mandatory information regarding the VAT-law is missing or wrong (e.g. Name of the recipient)
- A wrong VAT rate was calculated (e.g. 7% instead of 19%)
- There is a calculation error or turning numbers
- One of the information regarding the goods receipt is not correct
- Invoice amount, number, date or date of goods receipt is not correct

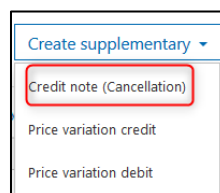
The Supplier has to take care of the correctness of the invoice data when entering the data into SupplyOn. The data in SupplyOn has to equal with the data in the suppliers merchandise management systems.

If you have to create a credit note, please proceed as follows:

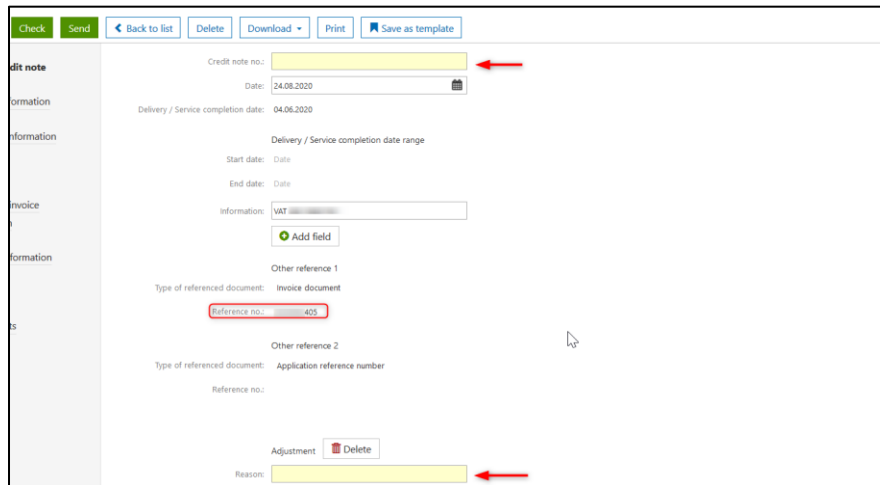
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions [see here](#).
2. You can find all of your invoices, sent through SupplyON within the tab **sent**. Choose the invoice you want to download, by setting a tick at the beginning of the row and click on **create supplementary** on the navigation bar on the top of the page.




3. Choose create **credit note (cancellation)** to create the credit note for the respective invoice

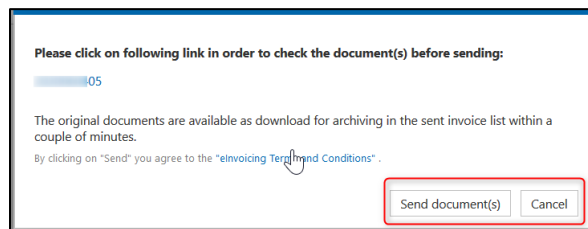



4. Check if the reference number belongs to the referenced invoice, you want to cancel, enter a unique credit note number and enter a reason for cancellation.



 **Hint:** The credit note number should be equal to the document number from your internal system.

4. Click on **send** to submit the credit note to your customer at the top or bottom of the page and confirm this action by **send document(s)** in the appearing window.



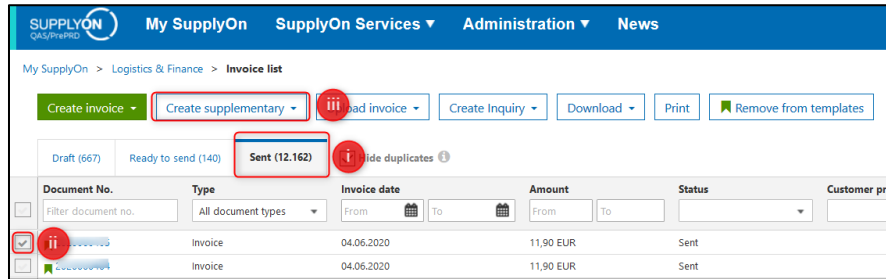
 **Hint:** If you create a credit note (cancellation) the invoice will be cancelled completely. There is no chance to change any amounts or prices.



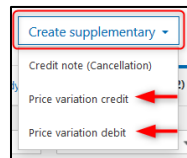
## How to create a price variation credit/debit

If you need to adjust the price of an already sent invoice, you have the possibility to create a price variation debit or credit. Therefore a preceded invoice has to be available so that only a change of the amount/price needs to be taken.

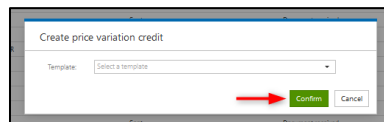
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions [see here](#).
2. You can find all of your invoices, sent through SupplyON within the tab **sent**. Choose the invoice you want to download, by setting a tick at the beginning of the row and click on **create supplementary** on the navigation bar on the top of the page.



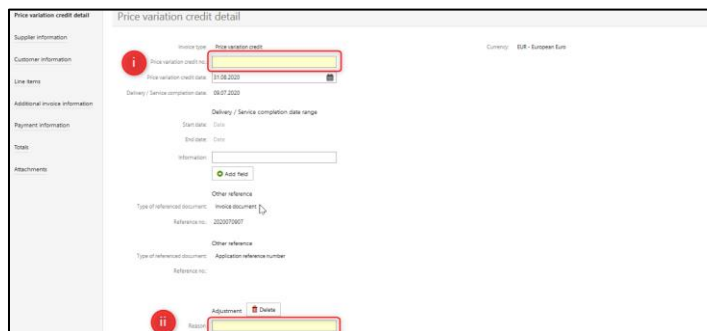
3. Choose the price variation type you want to create.



4. Confirm your selection. You can choose a template therefore, if available.



5. Enter in the section **price variation credit detail** a document number and the reason of the adjustment.



6. Scroll down to the section **line items** and change the price.

Line items (1)

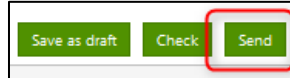
<input checked="" type="checkbox"/>	Line item number	Material number	Description	Quantity	Delivery / service completion date	Net price w/o allowances / charges	Purchase order item	Net amount	Tax rate
<input checked="" type="checkbox"/>	<a href="#">Details</a> 1		test.spm.wf.logic	3		50	0087380438	150,00	16,00%

Item information

Line item number: 1  
Customer material number:  
Material / Service description: test.spm.wf.logic  
Quantity: 3

Price  
Net price w/o allowances / charges: 50  
Price basis: 1,00  
Net price  
Net price: 50,00

7. The adjusted price variation will be taken over in the section **totals** automatically. To send the adjusted invoice, click on **send** at the navigation bar on the top or at the end of the page.



## How to create an inquiry (general/dunning)

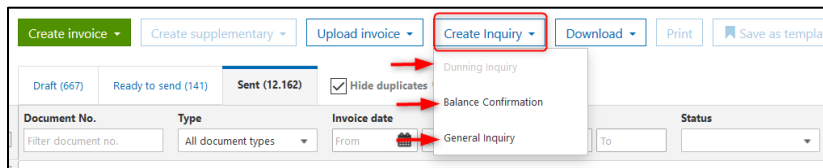
If you are registered on the SupplyOn platform, you have the possibility to use enhanced functionalities like creation of inquiries directly on the platform. Following types of inquiries can be created within the platform (All information regarding the enhanced functionality [see here](#)):

- Dunning inquiry (Dun an specific invoice)
- Balance confirmation (send inquiry for balance confirmation)
- General inquiry (Requests in general)

**Hint:** If this service function is not available for you, your company is not activated for the service.

To create an inquiry, please follow the following steps.

1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions [see here](#)
2. You can find all of your invoices, sent through SupplyON within the tab **sent**. Click on **create inquiry** and choose the type of inquiry you want to send.



**Hint:** If you want to send a dunning inquiry, select in your invoice list under the tab **sent**, the respective invoice you want to dun for, by setting a tick at the beginning of the row.

3. Depending on the inquiry type, the respective action window appears.

• Dunning inquiry	• Balance confirmation	• General inquiry
<ol style="list-style-type: none"> <li>1. Referenced document number, customer company and supplier is taken over depending on your selected invoice.</li> <li>2. Type in your message and <b>submit</b> your dunning inquiry.</li> </ol>	<ol style="list-style-type: none"> <li>1. Choose customer company and supplier</li> <li>2. Type in your message optionally and <b>submit</b> your inquiry</li> </ol>	<ol style="list-style-type: none"> <li>1. Choose customer company and supplier</li> <li>2. Type in your message and <b>submit</b> your inquiry</li> </ol>

## Support

In case of questions regarding technical or platform issues (e.g. blocked user, forgotten password...) contact **SupplyOn**.

 [customer-support@SupplyOn.com](mailto:customer-support@SupplyOn.com)



 <https://contact.supplyon.com/en/>

### **Direct contact:**

- 🌐 **Germany:** *German 00:00-24:00 (24/7)*
  - Landline: [0800 78775966](tel:080078775966) (free of charge)
  - Mobile: [+ 49 811 99997-0](tel:+49811999970) (charges of local mobile network operator apply)
- 🌐 **Europe** (without Germany): *English 00:00-24:00 (24/7); French, Spanish, Portugese, Italian 06:00-20:00 CET/CEST (Monday-Friday)*
  - Landline: [+ 800 78775966](tel:+80078775966) (free of charge)
  - Mobile: [+ 49 811 99997-0](tel:+49811999970) (charges of local mobile network operator apply)
- 🌐 **China:** *Chinese/Mandarin 07:00 – 20:00 CNST (Monday-Saturday)*
  - [4001.203.357](tel:4001203357) (free of charge, but local network provider charges may apply)
- 🌐 **Japan:** *Japanese: 08:00 – 17:00 JST (Monday-Friday); English: 17:00 – 08:00 JST (Monday-Sunday)*
  - [0120.778166](tel:0120778166) (free of charge)
- 🌐 **Korea:** *Korean: 08:00 – 17:00 KST (Monday-Friday); English: 17:00 – 08:00 KST (Monday-Sunday)*
  - [080.648.0880](tel:0806480880) (free of charge)
- 🌐 **USA; Canada:** *English, German: 24/7 availability*
  - Landline: [1.866.787.7596](tel:18667877596) (free of charge)
  - Mobile: [+ 49 811 99997-0](tel:+49811999970) (local mobile provider charges may apply)
- 🌐 **Mexico:** *In English, German: 24/7 availability*
  - Landline: [01.800.123.3231](tel:018001233231) (free of charge)
  - Mobile: [+ 49 811 99997-0](tel:+49811999970) (local mobile provider charges may apply)
- 🌐 **Others:** *In English, German: 24/7 availability*
  - Landline: [+ 800 78775966](tel:+80078775966) (free of charge)
  - Mobile: [+ 49 811 99997-0](tel:+49811999970) (local mobile provider charges may apply)



In case of any invoice related issues please use the inquiry function within the SupplyOn platform, to get in touch with **BOSCH**.

Login Link: <https://platform.application.prd.SupplyOn.com/logon/logonServlet>

See [here](#) how to proceed.

! Further help can also be found on the SupplyON [SupplyOn Infopage](#)