SupplyON User Guide | CSV-Upload

eInvoicing Guide for Robert Bosch suppliers

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User Guide

Invoice creation for Bosch suppliers with SupplyOn eInvoicing

For a CSV formatted invoice, the invoice will be created in your system and can be sent through SupplyOn in a CSV-format via upload function. This **User Guide** shows you **step by step** the procedure of upload of a csv formatted invoice.

Contents

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

Invoice from demand *(Purchase order flip)*	The Invoice is prefilled with the existing order data within the SupplyOn platform and has to be completed by only few mandatory information.
Invoice from document *(frequently appearing PO; Limit PO)*	Invoice is prefilled with **all** relevant data of a document (Purchase order in SupplyOn). Only price and amount has to be adjusted.
Invoice from scratch *(Blank invoice without PO)*	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.
Invoice creation via CSV upload	The invoice is created in your system and can be sent through SupplyOn in a CSV-format via upload function.
Invoice creation via PDF upload *(Service has to be activated for supplier)*	• The invoice is created on the suppliers system and can be sent through SupplyOn in a predefined PDF-format via upload function. • If this service is running smoothly, PDF-Invoice can also be sent via e-mail, or directly from your system.

Login and routing to the service

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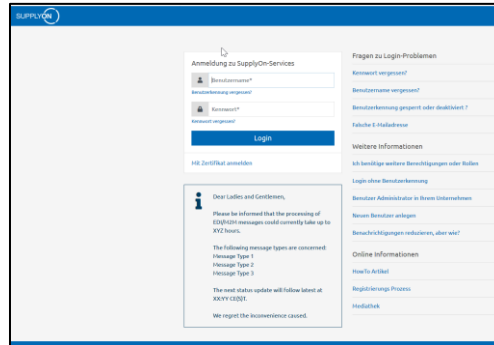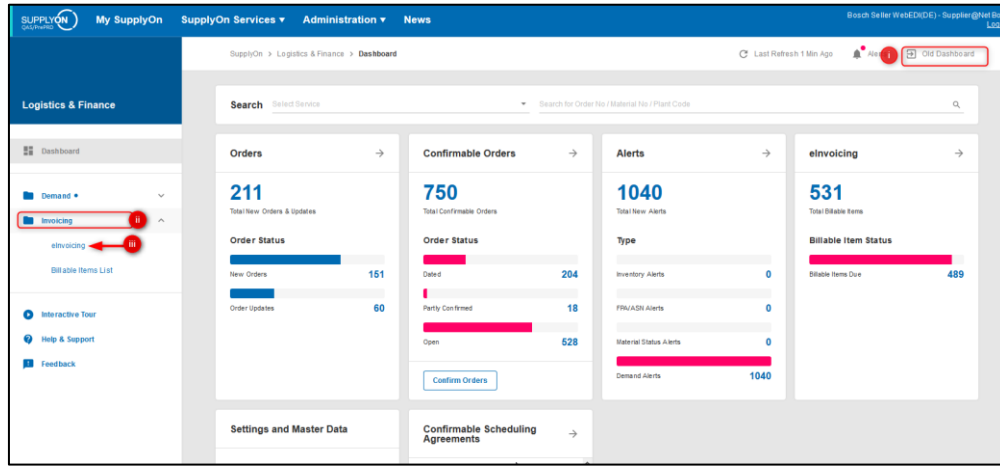

2. Go to **My SupplyON** or click on **WebEDI/ VMI on SupplyOn Services** to use the service.
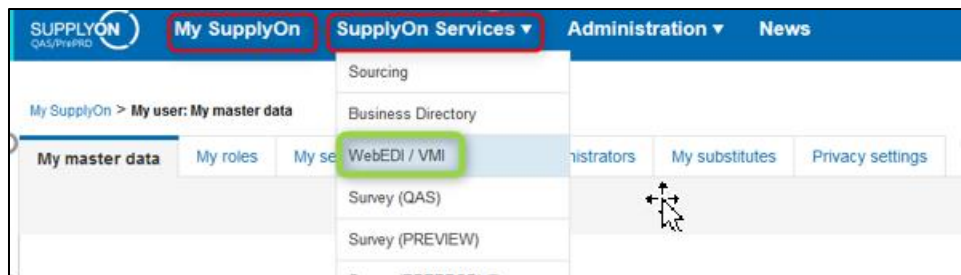
a) Access via SupplyOn Service, WebEDI/VMI

- If you access via WebEDI, choose *eInvoicing* 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, selcet **SupplyOn eInvoicing**
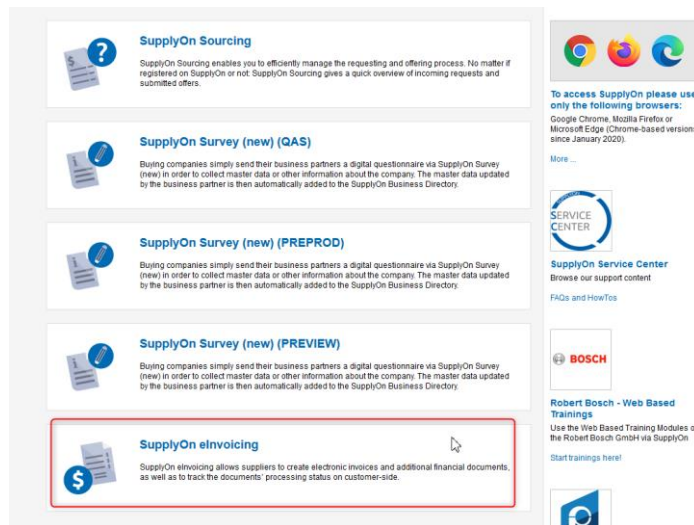
- You will be routed to your invoice list shown below in step 3.

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)*
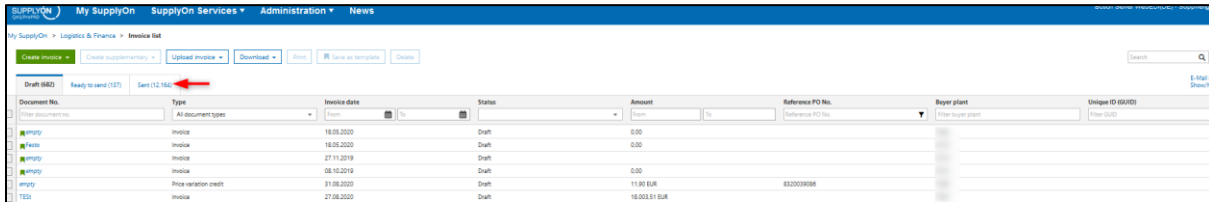

☼ **Hint:** *The cockpit is customizable by hiding/displaying columns. This can be done in the right corner on the top.*
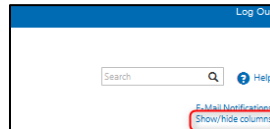
4. Follow now further instructions to upload a CSV-Invoice.

Creation of an Invoice via CSV-Upload

With SupplyOn eInvoicing, you can create an invoice by uploading a CSV file instead of manually entering the invoice data. CSV is a simple data format to up- and download comma separated values. All values, needed for the invoice can be uploaded as a CSV-file. Such formats can be created by various tools (e.g. Microsoft Excel).

! Important: To upload the file successfully, the CSV- file has to be in a defined format.

Excursion: *Guidance for a successful CSV creation **(detailed information can be found <u>here</u>):***

How to create the CSV for upload

Please note that different separators are needed when uploading and these are depending on the country of the user as per below table.

	Non-English-speaking countries	**English-speaking countries**
Separator	*Semi-colon (;)*	*Comma (,)*
Decimals	*Comma (,)*	*Period (.)*
Date	*Period (.)*	*Oblique(/)*

*The defined format of the CSV file consists four different types of fields **(List of fields can be seen here)**:*

- ***Mandatory fields:*** *These fields are marked in the list with MAND and have to be filled for uploading.*
- ***Conditional fields:*** *These fields are marked with COND. They can be mandatory under certain conditions (e.g. additional data needed for an entry).*
- ***Unmarked fields:*** *These fields are optional*
- ***Firmly specified fields:*** *Here you have to choose from a row of predefined numbers or abbreviations, which are presenting defined keywords (e.g. the number 326 stands for the term partial invoice). Please enter only the bold number or abbreviation in the CSV file.*

To create an Invoice via CSV upload on the SupplyOn appliaction, follow the subsequent steps:

1. 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 <u>*see here.*</u>
2. You are now in the view "Invoice list". Within this view, you can find an overview of your invoices.
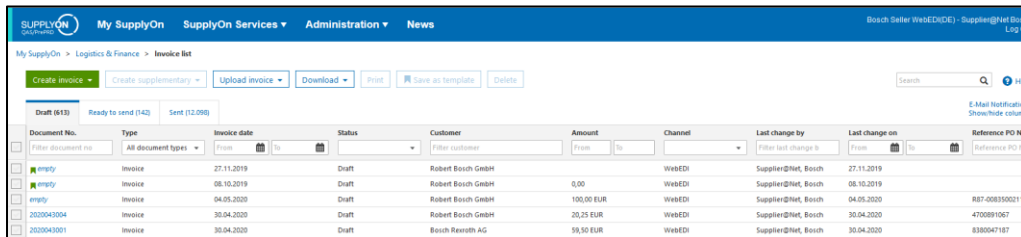
3. Choose within the Dropdown of **Upload invoice** and choose **Upload CSV file**.
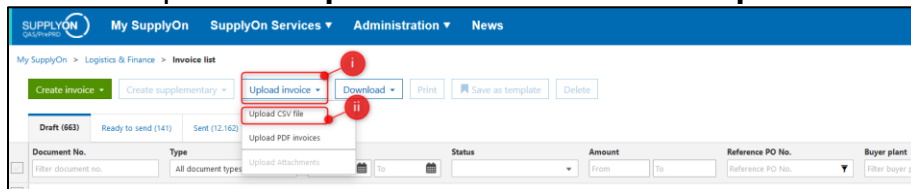
4. Select the corresponding CSV file from your computer and open the file to upload.
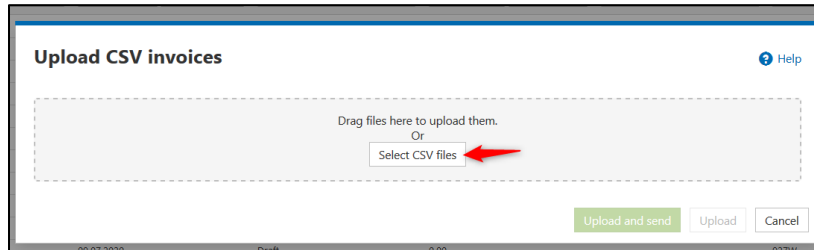
5. You can now choose if you want to send the uploaded file directly by clicking **upload and send**. If you want to edit the data via web interface, click on **Upload**.

☼ **Hint:** *Create a CSV draft to upload the CSV-file from your system with one step.*

1. *Create once an personalized invoice on the web application from SupplyOn (Invoice from scratch or demand)*

2. *Check and correct the invoice. Therefore the invoice is checked successfully for customers requirements*

3. *Download the invoice as a data file and save it in CSV format on your desktop.*

4. *The saved CSV can now be used as a draft*

5. *Your IT department can now with this draft and the requirements in the attachment, create an CSV-Export of your ERP-System which corresponds to the requirements of the draft invoice.*

6. *You can from now on upload the CSV-file of your System on the SupplyOn application with one step.*

❗ Further help can be found here.

Format description of an upload-CSV file

	Non-English-speaking countries	**English-speaking countries**
Separator	Semi-colon	Comma
Decimals	Comma	Period
Date	Period	Oblique(/)

Please note: To successfully upload the CSV file, all required input fields must be completed (**indicated below with MAND). Conditional fields (COND)** can be mandatory if existing entries require additional data or an optional field group is added, which has required input fields. Unmarked fields are optional. There may be additional required input fields for some customers. Where the field input is predefined in advance, please only enter the number indicated in bold or the abbreviation indicated in bold.

You can also alternatively download an existing invoice in CSV format and then use this as a template. Note: the downloaded invoice must be fully validated in advance – ideally use a document here that has already been sent successfully.

The CSV file is getting checked during the import process. The correctness of quantities, price fields and sums will be validated. If an error occurs, the import will be stopped.

The routing of electronic documents is performed based on unique identification numbers – rather than based on postal address data. Therefore, that identification numbers have to be added to the documents.

The identification routing data of buyer and seller have to be used from purchase order. These numbers have to be added to the invoice in order to identify the correct sender and receiver at SupplyOn.

Following routing data are required on invoice documents from the supplier:

Buyer Plant Code – unique for every plant

Buyer Org Code of the plant

Seller Number of the supplier

You will find a description below of the fields that can be contained in the CSV file:

Header

Field	Description	Required field
GUID	This field is only used in the CSV download and contains the unique SupplyOn ID (Tracking ID)	MAND
Type	The type of invoice is indicated here. The following types can be entered: 130 Invoice from invoice approval process 295 Invoice price change 325 Pro forma invoice 326 Partial invoice	MAND

| | 380 Commercial invoice
381 Self-billing invoice
383 Debit
386 Prepayment invoice
389 Self-billing invoice
395 Consignment invoice
396 Invoiced self-billing invoice
393 Delivery with self-billing
402 Self-billing invoice issued through self-billing on the part of the customer
403 Debit issued through self-billing on the part of the customer
407 Freight invoice per self-billing invoice | |

Invoice information

Field	Description	Required field
Number	Specify a unique invoice number here.	MAND
MessageFunction	Specify the type of invoice here: 7 Original 9 Duplicate	
TransmissionDate	Enter the invoice date in this field. If the document is a corrected document, the date of the corrected document must be entered here.	MAND
ServiceCompletionDate	Enter the date of delivery/performance here.	MAND
HorizonStartDate	The start date of a period can be specified here.	
HorizonEndDate	The end date of a period can be specified here.	
ProcessingIndicator	This field can be used to differentiate between material and service invoice: PM Production material OM Other material S Service LC Logistics costs	
LegalInformationTextType1	Specify the type of legal notice here. The legal notice can be of the following type: ABL Governmental information REG Regulatory information TXD Tax declaration	COND if legal notice
LegalInformationText1	Enter free text here that specifies the legal notice.	COND if legal notice
GeneralInformation1	Enter general information here as free text.	
OtherRefType1	Type of additional reference: AGK Application reference number AST Group reference number AVS Client reference number IV Invoice number PQ Payment reference	
OtherRefID1	ID of additional reference	
OtherRefDate1	Date of additional reference	

Currencies

Field	Description	Required field

TargetCurrency	If the invoice currency deviates from the target currency, you can enter a target currency here. You can enter the following currencies, though the invoice currency must not be entered here: TRY Turkish lira UAH Ukrainian Hryvnia GBP British Pound CNY Chinese Yuan Renminbi CZK Czech Koruna HUF Hungary Forint JPY Japanese Yen KRW South Korean Won RON Romanian Leu EUR Euro CHF Swiss Francs USD US American Dollar	COND if target currency
TargetCurrencyExchangeRate	If you enter a target currency, you have to enter the current exchange rate here.	COND if target currency
TargetCurrencyDateTime	This field contains the current date of the exchange rate entered.	COND if target currency
HomeCurrency	If the invoice currency deviates from the home currency of the invoice recipient, you can enter a home currency here. You can enter the following currencies again, though the invoice currency cannot be entered here: TRY Turkish lira UAH Ukrainian Hryvnia GBP British Pound CNY Chinese Yuan Renminbi CZK Czech Koruna HUF Hungary Forint JPY Japanese Yen KRW South Korean Won RON Romanian Leu EUR Euro CHF Swiss Francs USD US American Dollar	COND if home currency
HomeCurrencyExchangeRate	If you enter a home currency, you have to enter the current exchange rate here.	COND if target currency
HomeCurrencyDateTime	This field contains the current date of the exchange rate entered.	COND if target currency

Payment information

Field	Description	Required field
PaymentTermsText1	You can enter additional payment information here as free text.	If payment terms
PaymentTermsType1	Enter the type of the payment information entered by you in this field.	COND if structured payment terms

	The following types can be entered here: 1 Standard 22 Discount 78 Invoicing	
PaymentTermsTimeRef1	Enter the time reference here. You can only enter the following value here: ZZZ Parties have agreed a different reference date.	Structured payment terms if payment terms
PaymentTermsTimeRelation1	Enter the time reference here. The following values are valid: 1 Reference date 2 Before reference date 3 After reference date 4 End of 10-day period that contains the reference date 5 End of 2-week period that contains the reference date 6 End of month that contains the reference date 8 End of quarter that contains the reference date 9 End of year that contains the reference date 12 End of six-month period that contains the reference date	Structured payment terms if payment terms
PaymentTermsPeriodType1	Specify the period for the payment terms here: 3M Quarter 6M Six months D Day M Month P 4-month period W week Y Year	Structured payment terms if payment terms
PaymentTermsPeriodCountQuantity1	Enter the period in numbers here.	Structured payment terms if payment terms
PaymentDueDate1	This field contains the due date.	Structured payment terms if payment terms
PaymentRefDate1	This field contains the reference date.	Structured payment terms if payment terms

Bank information

Field	Description	Required field
FinancialInstitutionPartyFunction1	Enter the account holder in this field. The following values are permitted: RH Supplier's bank BI Bank customer	COND if bank information

FinancialInstitutionAccountNumber1	Enter the IBAN account number here.	COND if bank information
FinancialInsitutionAccountHolderName1	This field contains the name of the account holder.	Bank information if bank information
FinancialInstitutionID1	The BIC SWIFT code is entered here	Bank information if bank information
FinancialInsitutionBranchID1	Enter the bank code here.	Bank information if bank information
FinancialInstitutionName1	This field contains the name of the bank.	Bank information if bank information

Transport information

Field	Description	Required field
TransportInformationConveyanceRef	Transport reference number	Transport information
TransportInformationTransportMode	Enter the mode of transport here. The following values are permitted: 10 Maritime freight 12 Towing vehicle aboard a ship 20 Railway transport 23 Trailer or vehicle transported by train 30 Road freight 40 Air freight 50 Post 60 Multimodal transport 70 Fixed transport installations 80 Inland waterway transport 90 Unknown C Consolidation CE Self-pickup at own expense D Parcel post E Express delivery H Customer collection U Private parcel service	COND if transport information

Customer information

Field	Description	Required field
BuyerID1	Enter the customer ID here.	MAND
BuyerID1Agency	Specify the responsible agency for the customer ID here. The following values are permitted: 10 ODETTE 16 US, D&B (Dun & Bradstreet Corporation) 91 Assigned by the supplier or his substitute 92 Assigned by the customer or his substitute	MAND
BuyerOrgID	Enter the OrgCode of the customer here.	MAND
BuyerName1	The name of the customer is entered in this field.	MAND
BuyerStreet	You can enter the street or postal code of the customer in this field.	
BuyerCity	This field contains the city where the customer is located.	MAND
BuyerPostalCode	Enter the postal code of the customer here.	MAND

BuyerCountry	Choose the country where the customer is located here. The following country codes are permitted: BR Brazil CN China CZ Czech Republic FR France DE Germany HU Hungary IT Italy JP Japan KP North Korea KR South Korea PT Portugal RO Romania ES Spain SZ Swaziland TR Turkey UA Ukraine GB United Kingdom US United States of America	MAND
BuyerRefNumberType1	You can specify the reference number types here. The following types are permitted: ANK Reference number assigned by a third party ADE Account number FC Fiscal registration ID VA VAT registration ID AHL Commercial register number	COND if reference number
BuyerRefNumber1	Enter the reference number of the customer here.	COND if reference number
BuyerContactID	Enter the contact ID or department here.	If contact data
BuyerContactName	This field contains the name of the contact.	If contact data
BuyerContactPhone	Enter the telephone number of the contact here.	If contact data
BuyerContactFax	Enter the fax number of the contact here.	If contact data
BuyerContactEmail	This field contains the e-mail address of the contact.	If contact data

Additional address data (Invoicee, Ship To) can be used accordingly:

Invoicee	Ship to
InvoiceeID1	ShipToID1
InvoiceeID1Agency	ShipToID1Agency
InvoiceeName1	ShipToName1
InvoiceeStreet	ShipToStreet
InvoiceeCity	ShipToCity
InvoiceePostalCode	ShipToPostalCode
InvoiceeCountry	ShipToCountry
	ShipToReferenceNumber1
	ShipToReferenceNumberType1
	ShipToContactName
	ShipToContactPhone
	ShipToContactInternalMail

Supplier information

Field	Description	Required field

SellerID1	Enter the supplier ID here.	MAND
SellerID1Agency	Specify the responsible agency for the supplier ID here. The following values are permitted: 10 ODETTE 16 US, D&B (Dun & Bradstreet Corporation) 91 Assigned by the supplier or his substitute 92 Assigned by the customer or his substituter	MAND
SellerName1	Enter the name of the supplier here.	MAND
SellerStreet	This field can be filled with the street or postal code of the supplier.	
SellerCity	This field can contain the city where the supplier is located.	
SellerPostalCode	Enter the postal code of the supplier here.	MAND
SellerCountry	Choose the country here where the supplier is located. The following country codes are permitted: BR Brazil CN China CZ Czech Republic FR France DE Germany HU Hungary IT Italy JP Japan KP North Korea KR South Korea PT Portugal RO Romania ES Spain SZ Swaziland TR Turkey UA Ukraine GB United Kingdom US United States of America	MAND
SellerRefNumberType1	You can specify the reference number type here. The following types are permitted: ANK Reference number assigned by a third party ADE Account number FC Fiscal registration ID VA VAT registration ID XA Commercial register number AHL Creditor reference	COND if reference number
SellerRefNumber1	Enter the reference number of the supplier here.	COND if reference number
SellerContactID	Enter the contact ID or department here.	If contact data
SellerContactName	This field contains the name of the contact.	If contact data
SellerContactPhone	Enter the telephone number of the contact here.	If contact data
SellerContactFax	The fax number of the contact is entered here.	If contact data
SellerContactEmail	This field contains the e-mail address of the contact.	If contact data

Additional address data (**InvoiceIssuer** Invoice issuer, **Payee** Payee, **ShipFrom** Ship from, **TaxRepresentative** tax representative) can be used accordingly.

Items

Several items are listed in different rows. The easiest approach here is to copy the line for an existing item and change the corresponding fields.

Field	Description	Required field
ItemNumber	Enter the item number here.	MAND
ItemPartNumber	This field contains the material number of the respective item.	MAND
ItemAdditionalPartNumber1	Enter an additional material number in this field.	COND if additional information
ItemPartDescription1	Enter a description of the item here as free text.	MAND
ItemQuantity	This field contains the quantity of the material.	MAND
ItemQuantityUOM	Enter the unit of measure here additionally. You can enter the following values for example: ANN Years BG Bag BO Bottle CA Canister CMK Square centimeter CMT Centimeter CR Crate CT Carton DAY Days DMQ Cubic decimeter DR Drum DZN Dozen EA Each FTQ Cubic foot GLL US gallon GRM Gram HUR Hour KGM Kilogram KMQ Kilogram/Cubic meter KMT Kilometer KT Rate LBR Pound LE Performance unit LTR Liter M1 Milligram/Liter MIL Thousand MIN Minute MLT Milliliter MMK Square millimeter MMT Millimeter MON Months	MAND

	MTK Square meter MTQ Cubic meter MTR Meter MWH Megawatt hour OA Panel PA Parcel PCE Piece PF Pallet PK Pack PR Pair RO Roll SET Set SMI Mile STN US ton TNE Ton WEE Weeks	
ItemCountryOfOrigin	This field contains the country of origin of the material. You can enter the following country codes for example: BR Brazil CN China CZ Czech Republic FR France DE Germany HU Hungary IT Italy JP Japan KP North Korea KR South Korea PT Portugal RO Romania ES Spain SZ Swaziland TR Turkey UA Ukraine GB United Kingdom USA United States of America	
ItemPRef	Customs information: G Origin european community, qualified for preference with all countries W Origin european community, qualified for trade with EFTA states C Switzerland O Austria S Sweden N Norway F Finland I Iceland X no preference	
ItemDateTimeType1	Specify the date here: 1 Actual performance date 2 Requested delivery date 191 Expected delivery date	COND if delivery/performance date

	50 Goods receipt 143 Actual date of receipt of delivery 375 Initial registration	
ItemDateTime1	Enter the date specified above in this field.	COND if delivery/performance date
ItemGoodsIdentityNumberType1	Specify the types of goods number here. The following types are permitted: BL Vehicle registration number BN Serial number VV Vehicle number	COND if goods number
ItemGoodsIdentityNumber1	Enter the corresponding goods number here.	COND if goods number
ItemGeneralInformationText1	You can enter general information here about the item as free text.	
ItemNetAmount	Specify the net amount of the item here.	MAND
ItemNetAmountCurrency	This field contains the currency of the amount. This is the same currency as the invoice currency.	MAND
ItemGrossAmount	Enter the net amount here without charges.	COND if net amount charge
ItemGrossAmountCurrency	This field contains the currency of the amount. This is the same as the invoice currency.	COND if net amount charge
ItemNetPrice1	Specify the unit price here with charge.	MAND
ItemNetPriceSpecification1	This field contains the price specification. You can enter the following values: AAL Old price ABM Basic price difference CON Contract price	MAND
ItemNetPriceBasis1	Enter the price basis for the calculation here.	
ItemNetPriceUOM1	This field contains the unit of measure of the unit price calculation. The value is the same as the specified unit of measure.	
ItemGrossPrice	Enter the unit price here without charges.	
ItemGrossPriceSpecification	This field contains the price specification. This value is the same as for ItemNetPriceSpecification1.	
ItemGrossPriceBasis	Specify the price basis for the calculation here. This value is the same as for ItemNetPriceBasis1.	
ItemGrossPriceUOM	This field contains the unit of measure of the unit price calculation. This value is the same as the specified unit of measure	
ItemMessageRefType1	Specify the type of reference document here. The following values are permitted:	COND if reference number

	AAJ Despatch number AAK Despatch advice number AAN Delivery schedule number AAP Part consignment number AAU Despatch note number ACE Related document number ACW Reference number to previous message ADE Account number AE Authorization for expense (AFE) number AIV Event reference number AJK Special instructions number ALA Procurement budget number ALO Receiving advice number ALQ Returns notice number AWE Cost center BO Blanket order number CN Carrier's reference number CR Customer reference number CRN Conveyance reference number DQ Delivery note number EX Export license number IP Import license number MH Manufacturing order number ON Order number (purchase) PS Purchase order number suffix UCN Unique consignment reference number VN Order number (vendor)	
ItemMessageRefID1	Enter the number of the reference document here.	
ItemMessageRefLineID1	Enter the item number of the reference document here.	
ItemMessageRefMessageDate1	This field contains the date of the reference document.	

Tax information item

Field	Description	Required field
ItemTaxExcemptionReasonText1	Reason for tax exemption (reference to definition in text form)	
ItemTaxRateType1	Specify the control type here. The following types are permitted: AAG Harmonized sales tax, Canadian AAH Quebec sales tax AAI Canadian provincial sales tax BOL Stamp duty (Imposta di Bollo) GST Goods and services tax LOC Local sales tax OTH Other taxes SUR Surtax VAT Value added tax	

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ItemTaxRate1	Enter the tax rate here without a percentage sign.	MAND
ItemTaxRateTaxCategory1	The tax category is stated here. The following categories are permitted: AA Lower rate AE VAT - Reversal of tax liability E Tax exemption H Higher rate O Untaxed services S Standard rate Z Untaxed goods AAA Exempt - Article 146, 148 and 151 of Council (1) Directive 2006 /112// EC AAB Exempt - Article 164 of Council Directive 2006/112//EC AAC Exempt - Article 138 of Council Directive 2006/112//EC AAD VAT exempt - Article 44 of Council Directive 2006/112/EC AAE Reverse Charge - Article 44 of Council Directive 2006/112/EC AAF Exempt - Article 346 of Council Directive 2006/112//EC AAG Exempt - Article 131, 132 and 135 of Council Directive 2006/112//EC AAH Margin Scheme - Title XII,Chapter 4 of Council Directive 2006/112//EC AAI Margin Scheme - Title XII, Chapter 3 of Council Directive 2006/112//EC AAJ Reverse Charge - Article 198 of Council Directive 2006/112//EC AAL Reverse Charge Exempt - Article 164 of Council Directive 2006/112//EC AAM Exempt New Means of Transport - Article 2, 3 and 4 of Council Directive 2006/112//EC AAN Exempt Triangulation - Article 141 of Council Directive 2006/112//EC AAP VAT exempt/reverse charge, within the construction business, Article 199 1 a-b of Council Directive 2006/112//EC	
ItemTaxRateTaxPaymentDue1	Due date of tax payment: 1 on payment date of invoice 2 on invoice date	

Addresses item

Field	Description	Required field
ItemManufacturerID1	You can insert the ID of the manufacturer here.	
ItemManufacturerID1Agency	Specify the responsible agency for the manufacturer ID here: 10 ODETTE 16 US, D&B (Dun & Bradstreet Corporation) 91 Assigned by the supplier or his substitute	COND if ItemManufacturerID1

	92 Assigned by the customer or his substitute	
ItemManufacturerName1	Enter the name of the manufacturer here.	
ItemManufacturerStreet	Enter the address of the manufacturer here.	
ItemManufacturerCity	This field contains the city of the manufacturer.	
ItemManufacturerPostalCode	The postal code of the manufacturer is inserted here.	
ItemManufacturerRegion	Specify the country of the manufacturer here.	
ItemManufacturerCountry		
ItemShipToID1	You can insert the ID of the consignee here.	
ItemShipToID1Agency	Specify the responsible agency for the consignee ID here: 10 ODETTE 16 US, D&B (Dun & Bradstreet Corporation) 91 Assigned by the supplier or his substitute 92 Assigned by the customer or his substitute	COND if ItemShipTo ID1ShipTo
ItemShipToName1	You can enter the name of the consignee here.	
ItemShipToStreet	You can enter the address of the consignee here.	
ItemShipToCity	This field contains the city of the consignee.	
ItemShipToPostalCode	You can insert the postal code of the consignee here.	
ItemShipToCountry	You can specify the country of the consignee here.	
ItemShipToPlaceOfDischarge	You can specify the unloading point here.	
ItemShipToPlaceOfDelivery	This is the delivery address.	
ItemShipToRefType1..4	You can specify the type of reference number here. The following types are permitted: ADE Account number	
FC Fiscal registration ID VA VAT registration ID XA Commercial register number PE Works number		
ItemShipToRefID1..4	You can specify the reference number here.	
ItemShipToContactType1..5	Specify the contact type here: AC Acceptance contact AD Invoice contact PD Purchase contact	

ItemShipToContactName1..5	This field can contain the name of the contact person.	
ItemShipToContactPhone1..5	You can enter the phone number of the contact here.	
ItemShipToContactFax1..5	You can enter the fax number of the contact here.	
ItemShipToContactEmail1..5	This field can contain the e-mail address of the contact.	

Surcharges/charges item

Field	Description	Required field
ItemAllowanceChargeType1	Specify a charge (C) or allowance (A) here.	COND if charge/allowance
ItemAllowanceChargeDescriptionCode1	You can specify a description code here. The following codes are permitted: 341 Customs charge ABK Miscellaneous ABM Scrap surcharge ABO Air freight transportation ABP Carriage charge ABW Customs duty charge FC Freight charge FI Finance charge HD Handling IN Insurance PC Packaging	
ItemAllowanceChargeText1	You can enter free text here that describes the charge/allowance more precisely.	
ItemAllowanceChargePercentage1	You can specify the percentage of the charge/allowance here.	
ItemAllowanceChargeMonetaryAmount1	Specify the amount of the charge/allowance here.	COND if charge/allowance
ItemAllowanceChargeMonetaryCurrency1	The currency of the charge/allowance that corresponds to the invoice currency is shown here.	COND if charge/allowance
ItemAllowanceChargeUnitPriceBasisRate1	The unit price basic rate is shown here in accordance with the unit of measure. (Example: charge amount = 10, unit of measure= pair, unit price basic rate = 5)	

Delivery terms item

Field	Description	Required field
ItemTermsOfDeliveryIncoterms	You can specify the international Incoterms here. The following values are permitted for example: CFR Cost and Freight CIF Cost, Insurance & Freight (to port of destination) CIP Carriage and Insurance Paid to (named place	

	of destination)	
	CPT Carriage Paid To (named place of destination)	
	DAF Delivered at Frontier (named place of delivery at frontier)	
	DAP Delivered At Place (named place of delivery)	
	DAT Delivered At Terminal (named terminal)	
	DDP Delivered Duty Paid (named place of delivery)	
	DDU Delivered Duty Unpaid (named place of delivery)	
	DEQ Delivered Ex Quay (named port of destination)	
	DES Delivered Ex Ship (named port of destination)	
	EXW Ex Works (location of plant)	
	FAS Free Alongside Ship (named port of shipment)	
	FCA Free Carrier (named carrier)	
	FOB Free on Board (named port of shipment)	
ItemTermsOfDeliveryLocation	You can specify the delivery location here.	
ItemTermsOfDeliveryText	You can specify free text relating to delivery terms here.	

List of individual deliveries

Field	Description	Required field
ItemDeliveryHistoryRefNumber1	ID of selection group or production number	
ItemDeliveryHistoryObjectID1	AN Production number XA Selection group	
ItemDeliveryHistoryPlaceOfDestinationID1	ID of place of delivery	
ItemDeliveryHistoryPlaceOfDestinationLocation1	Name of place of delivery	
ItemDeliveryHistoryInvoicedQuantity1	Quantity	
ItemDeliveryHistoryInvoicedQuantityUOM1	Unit of measure, coded acc. to UN/ECE Rec. 20	

Totals

The totals as well as the overall amount of the invoice are listed here. If you specify an additional currency, copy all column names with a 1 at the end, replace the number with a 2 (or 3) and specify the amounts in the additional currency also.

Field	Description	Required field
TotalLineItemsAmount1	The total for all rows in the column is shown here ItemNetAmount.	COND if LineItems
TotalLineItemsAmountCurrency1	The currency for TotalLineItemsAmount1 is shown here. The first entry corresponds to the invoice currency. The further entries indicate the additional currency (see above).	COND if LineItems
TotalAdditionalAmount	Total of additional delivery costs	COND if additional delivery costs
TotalAdditionalAmountCurrency		COND if additional delivery costs

TotalTaxableAmount1	The taxable amount is shown here (net amount).	COND if TaxableAmount
TotalTaxableAmountCurrency1	The currency of the net amount is shown here. The first entry corresponds to the invoice currency. The further entries indicate the additional currencies (see above).	COND if TaxableAmount
TotalTaxAmount1	The tax amount to be added to the net amount is shown here.	MAND
TotalTaxAmountCurrency1	The currency of the tax amount is shown here. The first entry corresponds to the invoice currency. The further entries indicate the additional currencies (see above).	MAND
TotalInvoiceAmount1	The total amount is shown here. This is calculated as follows: Net amount + Tax amount.	MAND
TotalInvoiceAmountCurrency1	Enter the currency of the total amount here. The first entry corresponds to the invoice currency. The further entries indicate the additional currencies (see above).	MAND
PaymentDiscountAmount1	Discount amount	COND if discount
PaymentDiscountAmountCurrency1	Currency of discount amount	COND if discount
PrepaidAmount1	Prepaid amount	COND if prepaid amount
PrepaidCurrency1	Currency of prepaid amount	COND if prepaid amount
PrepaidRefDocumentType1	Reference to prepaid amount: IV Invoice number ZZZ Mutually defined reference number	
PrepaidRefDocumentID1	Document number of prepaid invoice	
PrepaidRefDocumentDate1	Date of prepaid invoice	
ExemptionType1	Type of tax-exempt amount: 342 Non-taxable amount 403 Exemption amount	
ExemptionAmount1	Exemption amount	
ExemptionCurrency1	Currency of exemption amount	

Tax rates and amounts

Field	Description	Required field
TaxTypeCode1	The dedicated tax type for all items is summarized here.	COND if tax
TaxRate1	The dedicated tax rate for all items is summarized here.	COND if tax
TaxCategory1	The dedicated tax category for all items is summarized here.	If tax
TaxAmount1	The dedicated tax amount for all items is summarized here.	If tax
TaxTaxableAmount1	The dedicated taxable amount for all items is summarized here.	COND if tax

Field	Description	Required field
TaxCurrency1	The currency of the tax is entered here. The first entry corresponds to the invoice currency. The further entries indicate the additional currencies (see above).	COND if tax

Additional delivery costs

Field	Description	Required field
AllowanceChargeType1	A Allowance C Surcharge	COND
AllowanceChargeDescriptionCode1	Type of additional delivery costs: ABK Miscellaneous ABM Scrap surcharge ABO Air freight transportation ABP Carriage charge ABW Customs duty charge FC Freight charge FI Finance charge HD Handling IN Insurance PC Packing 341 Toll surcharge	COND
AllowanceChargeAmount1	Amount of additional delivery costs	COND
AllowanceChargeCurrency1	Currency of additional delivery costs	COND
AllowanceChargeInformationText1	Information on additional delivery costs	

Error processing for CSV-Upload invoices

On the following pages you'll see what errors are and when no error has occurred, and the procedure for correcting errors.

There are the following options for correcting errors:

1. You **cannot make corrections yourself**, as you have changed your invoice's layout and the data extraction must be adjusted. Example.

   Example:
   A value that was previously read out on the previous invoice is missing. For example: The currency was previously "EUR" and is now empty, although the currency is included on the PDF invoice.

   Please use the Support form https://contact.supplyon.com/en/ to request corrections in the data extraction. Submit the PDF invoice with a description of the error and the PDF layout.

2. The order you invoiced is not yet provided for **SupplyOn eInvoicing**. You can see this because the order is not included in the list of orders to be invoiced. Create the invoice as before.

3. You can **correct the invoice in your system**, create a new PDF invoice and upload this again in SupplyOn eInvoicing.

   Examples:
   Address data or formats were changed. For example, the street is now in line 4 instead of line 3 as before. Change the address data so that the street is consistently in line 3.

The following actions can cause errors:

   a. Upload PDF invoice
   b. Upload and send PDF invoice
   c. Send PDF invoice with e-mail subject
   d. Send PDF invoice with e-mail address

The data extraction of the PDF file takes up to 48 hours. If your PDF invoice displays the status Data extraction in the invoice list, it is not an error.

You receive an automatically generated e-mail with the success message for each successfully uploaded invoice.

NOTE: We recommend a rule in your e-mail program for e-mails with the sender "eInvoicing@supplyon.com" and the subject "SupplyOn eInvoicing SUCCESS..." be created,

provided you only want to be notified in the event of an error. The rule can automatically move emails to a defined folder. Then you will only want to be notified in case of an error. Can I omit the paragraph?

Re a) Upload PDF invoice

You receive an e-mail with the subject

- READY TO SEND and the message to log into SupplyOn eInvoicing. Open the "Ready to send" tab and click on Send.
- DRAFT and the message that the invoice has been uploaded, but the validation was not successful.
  - o Error correction: Log into SupplyOn eInvoicing, open the **Draft** tab, search for the invoice with the **Error status,** open it, click Check, remove the error and click **Send**.

Re b) Upload and send PDF invoice

You receive an e-mail with the subject

- SENT – No further action required. We recommend a rule be created for these e-mails.
- ERROR and the message that the invoice has been uploaded, and the errors it contains.
  - o Error correction: Log into SupplyOn eInvoicing, open the **Sent** tab, search for the invoice with the **Error status**, open it, click **Check**, correct the errors and click Send. Alternatively you can delete the invoice, as it was not sent to the customer, and repeat upload and send with a corrected invoice.

Re c) Send PDF invoice with e-mail subject

You receive an e-mail with the subject

- DATA EXTRACTION – No further action required. The data extraction of the PDF file takes up to 48 hours.
- ERROR and the message that the invoice has been uploaded and contains errors.
  - o Error correction: Log into SupplyOn eInvoicing, open the **Sent** tab, search for the invoice with the **Error status**, open it and click on " Manually correct invoice errors". Confirm the warning. The invoice is now on the **Draft** tab. Search for the invoice with the **Error status**, open it. Click on Check, correct the errors and then click on Send. Alternatively you can delete the invoice, as it was not sent to the customer, and repeat the e-mail sending with a corrected invoice.

Re d) Send PDF invoice with e-mail address

You receive an e-mail with the subject

- DATA EXTRACTION – No further action required. The data extraction of the PDF file takes up to 48 hours.
- ERROR and the message that the invoice has been uploaded and contains errors.
  - Error correction: Log into SupplyOn eInvoicing, open the **Sent** tab, search for the invoice with the **Error status**, open it and click on " Manually correct invoice errors". Confirm the warning. The invoice is now on the **Draft** tab. Search for the invoice with the **Error status**, open it. Click on Check, correct the errors and then click on Send. Alternatively you can delete the invoice, as it was not sent to the customer, and repeat the e-mail sending with a corrected invoice.

Support

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

✉ **customer-support@SupplyOn.com**

ⓘ **https://contact.supplyon.com/en/**

Direct contact:

📞 **Germany**: *German 00:00-24:00 (24/7)*
- Landline: 0800 78775966 (free of charge)
  Mobile: + 49 811 99997-0 (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 (free of charge)
  Mobile: + 49 811 99997-0 (charges of local mobile network operator apply)

📞 **China**: *Chinese/Mandarin 07:00 – 20:00 CNST (Monday-Saturday)*
- 4001.203.357 (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 (free of charge)

📞 **Korea**: Korean: 08:00 – 17:00 KST (Monday-Friday); English: 17:00 – 08:00 KST (Monday-Sunday)
- 080.648.0880 (free of charge)

📞 **USA; Canada:** *English, German: 24/7 availability*
- Landline: 1.866.787.7596 (free of charge)
  Mobile: + 49 811 99997-0 (local mobile provider charges may apply)

📞 **Mexico**: *In English, German: 24/7 availability*
- Landline: 01.800.123.3231 (free of charge)
  Mobile: + 49 811 99997-0 (local mobile provider charges may apply)

📞 **Others:** *In English, German: 24/7 availability*
- Landline: + 800 78775966 (free of charge)
  Mobile: + 49 811 99997-0 (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