SupplyON User Guide | Invoice from scratch

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 Invoice from scratch as well as further help for successful invoicing and support

User Guide

Invoice creation for Bosch suppliers with SupplyOn eInvoicing

This invoice type will be created by the supplier within the SupplyOn platform by filling out a blank document. This invoice type can also be crated, if the PO is not received via SupplyOn. This **User Guide** shows you **step by step** the creation of invoice from scratch and submission.

Contents

Please note:

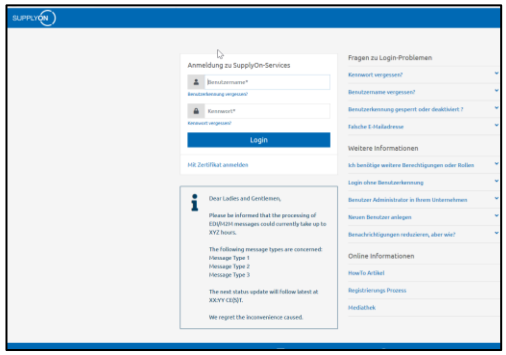
- ! *The Supplier has to take care of the correctness of the invoice data when entering the data into SupplyOn. The data in SupplyOn has to equal with the data in the suppliers merchandise management systems.*
- ! *A purchase order, received via SupplyOn has to be responded in form of a purchase order 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

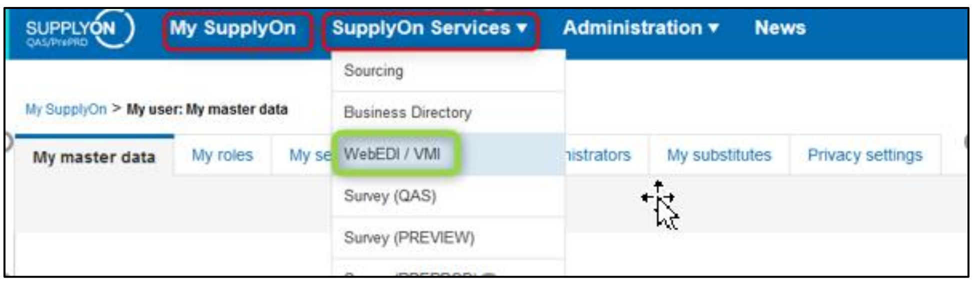
Invoice from demand *(Purchase order flip)*	The Invoice is prefilled with the existing order data within the SupplyOn platform and has to be completed by only few mandatory information.
Invoice from document *(frequently appearing PO; Limit PO)*	Invoice is prefilled with **all** relevant data of a document (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]().

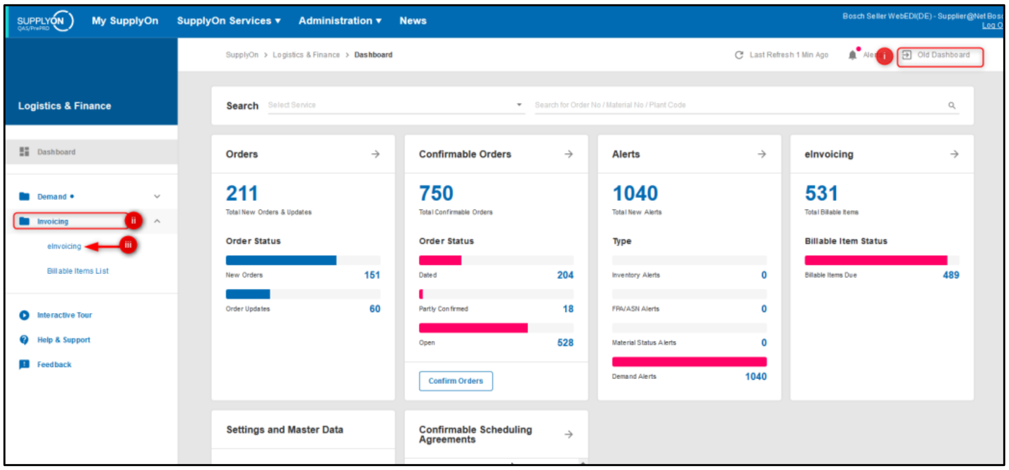


2. Go to ***My SupplyON*** or click on ***WebEDI/ VMI on SupplyOn Services*** to use the service.



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.

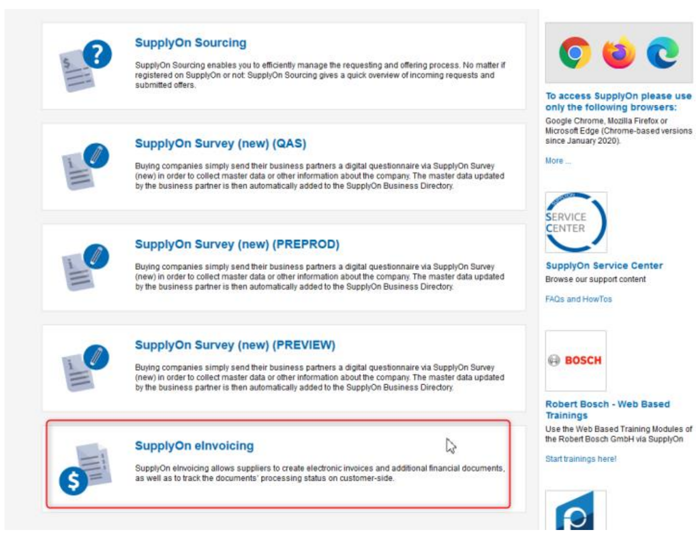


- You will be routed to your invoice list shown below in step 3.

☼ ***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)*

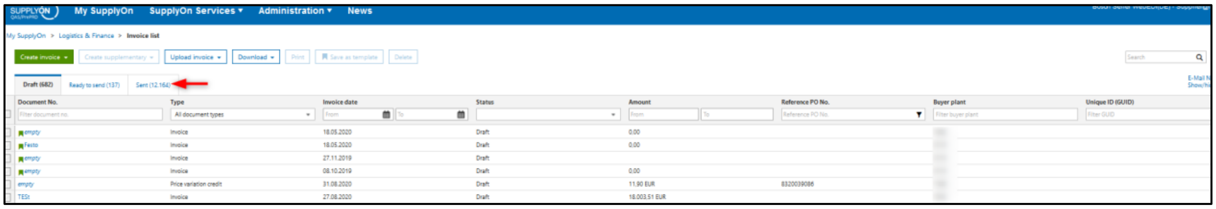
b) Access via My SupplyOn

- If you access via SupplyON, selcet ***SupplyOn eInvoicing***

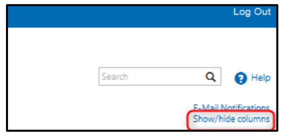


- You will be routed to your invoice list shown below in step 3.

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.*

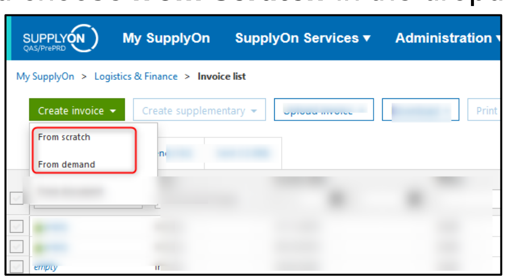


4. Follow now further instructions below to create an invoice from scratch.

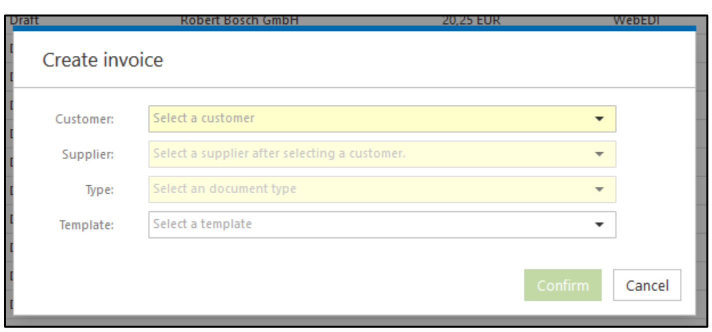
Creation of an invoice from scratch

A blank invoice can be generated, if no order data (purchase order) for the created invoice is available in SupplyOn.

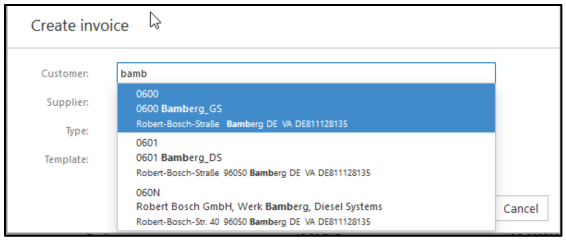
1. Log in to the SupplyOn platform and route to the service. Therefore follow the instructions of the section **Login and routing** to the service. Instructions *see here.*
2. Click on ***create invoice*** and choose ***from scratch*** in the dropdown menu.



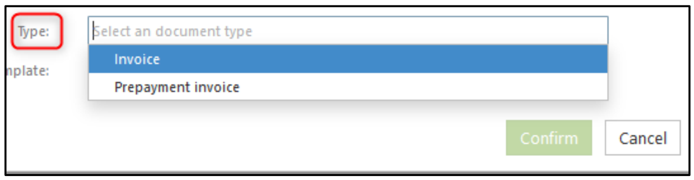
3. Following window appears:



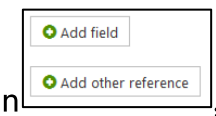
4. Choose now the customer (invoice recipient) and then the supplier data via dropdown.
   ! Please make sure that choose the right customer plant. Type in the location of the customer (see screenshot below) to choose the right plant.



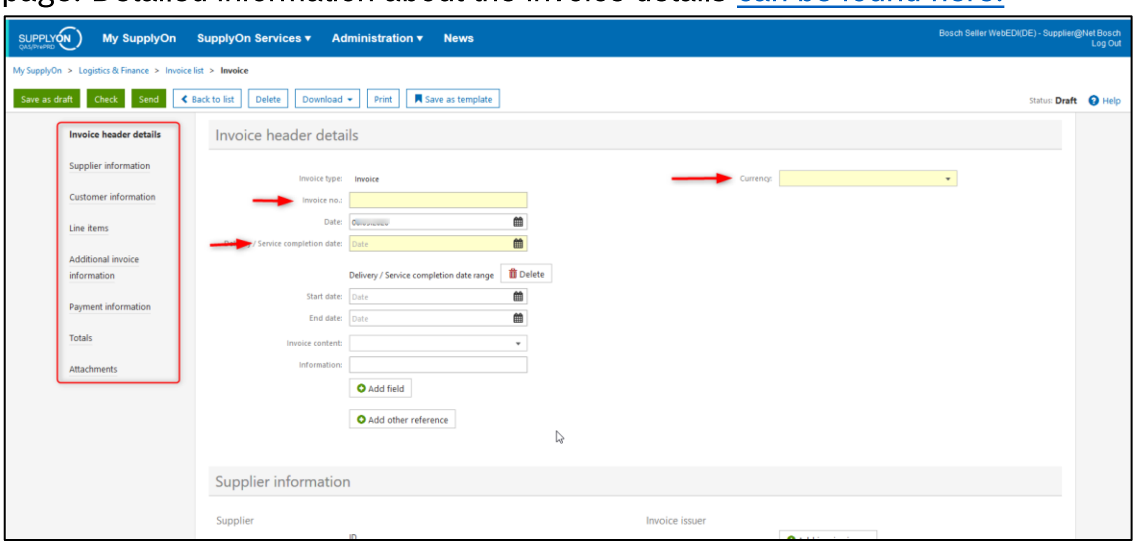
5. Select ***Invoice*** as type and confirm your entry.



☼ ***Hint:*** *If the invoice do have a respective purchase order in SupplyON, please create an invoice from demand.*

6. Fill in the invoice fields now. Start with filling in the invoice header details. Some fields can be prefilled (date, data of invoice recipient…) but can be changed, if needed. **Fields** marked yellow are mandatory fields, which have to be filled. Fields marked white are optional. Additional information can be added within  , optionally.

7. Continue this procedure with all information sections. You can get to them, as shown in the screenshot below through the navigation bar on the left side or by scrolling down the page. Detailed information about the invoice details can be found here.



☼ **Hint:** *You have the possibility to upload documents/attachments under the section „Attachments“ via drag and drop or upload function.*

! If you are invoicing a service, please attach your PDF-Invoice (if available respective service reports, performance record, etc.).

5. The Invoice can be **saved as draft**, **checked** or **sent** directly, after you entered all relevant information. An alert message will pop up, in case a mandatory field is missing. By clicking on the error message, you will be guided directly to the missing information. If all relevant information are available you can send the invoice by clicking on ***sent*** at the the end or on top of the page.

6. Confirm the subsequent message with **send document(s)** to submit your invoice.

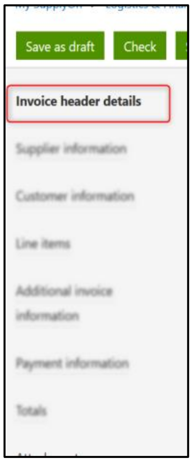
7. After sending the invoice you will be routed back to the view ***invoice list***. The created invoice can be seen under the tab ***sent*** now.

__Hint:__ See here, how to download, sent invoices.

! See further information at the SupplyOn help pages.

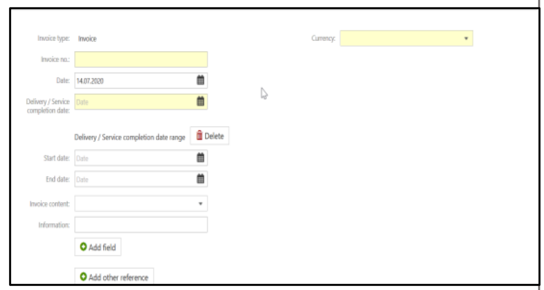
Invoice details

- ### Invoice header details

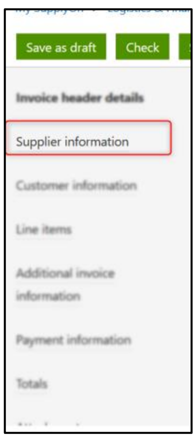


The Invoice header details sum up the purpose of your created invoice.

1. Start to fill in the yellow marked fields
   a. ***Invoice number:*** Your internal invoice number
   b. ***Delivery/ service completion date:*** The date on which the service was performed
   c. ***Currency:*** The currency in which the invoice needs to be paid
2. Additional information can be added by clicking on fields with , if needed.



- ### Supplier information



The Supplier information are your company details.

They will be prefilled automatically, if you maintain and update the master data of your company. In the case of individual changes they can be adjust directly in the fields.

- Customer information

The customer information are the company details of the addressed invoice party.

If you create an invoice from demand, the system transmits the customer information from the purchase order data automatically. The vat-registration-number will be taken over from your companies master data information.

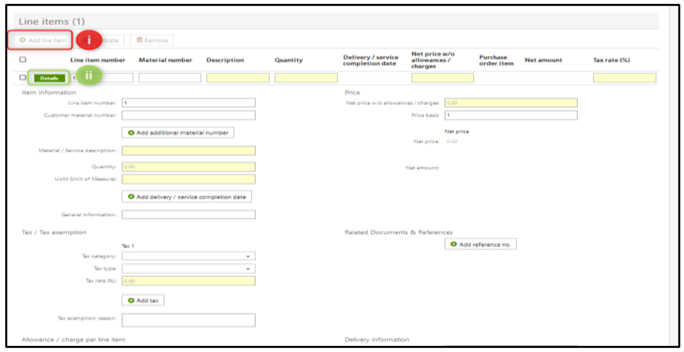
In the case of individual changes they can be adjust directly in the fields.

! Changing the addresses of custome should be done once in Master data (Master data changes can only be done by the administrator of the company. If there are any problems, please contact the SupplyOn support)

- Line items

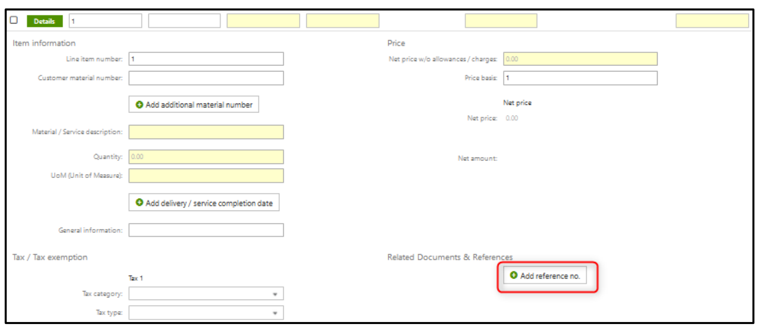
Under the section line items, you can add the detailed positions you want to invoice

1. Click on ***add line item*** to enter the items you want to invoice. If you are invoicing from scratch, the whole fields for the line items will be opened automatically

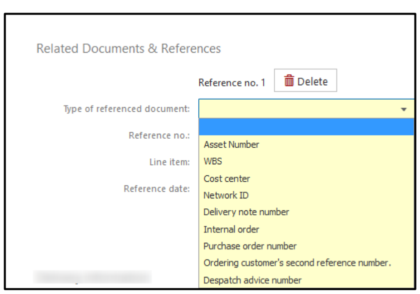


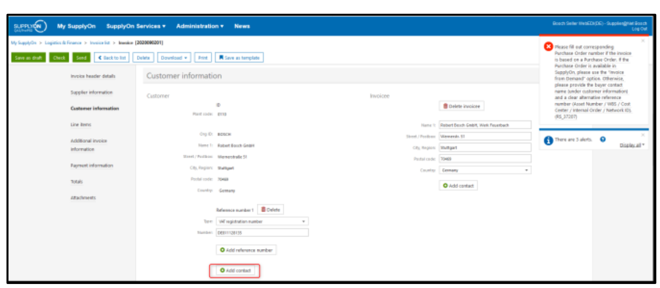
☼ ***Hint:*** *If you are invoicing from demand, this information are already prefilled on the base of the Purchase Order. If you want to change or add information click on* ***details*** *to get the whole information.*

2. Fill in the yellow marked mandatory fields. Except the tax information and the unit of measures, the line items will be filled automatically, as soon as you start entering the yellow marked fields.
3. An invoice always needs a reference. Therefore please click on add references to refer to the invoice related documents



4. You can refer to a purchase order number(if the PO is not in SupplyON). The number will be transferred to the line items automatically. If another reference is chosen (Asset number, WBS etc.) a contact in the **section customer information** has to be indicated





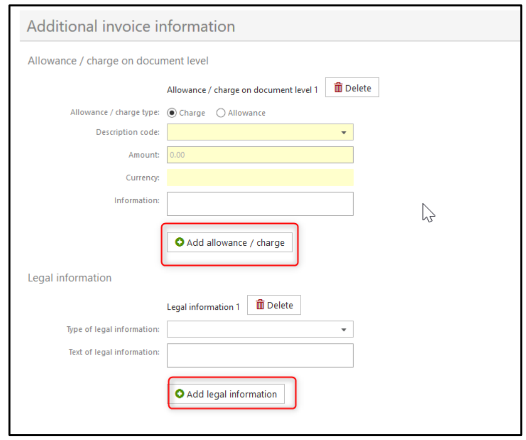
! Important: Please use only this procedure to add additional allowances or charges. An allowance/charge on document level, which can be found under "Additional invoice information", may **ONLY** be used if the allowance/ charge can be assigned to the description code **freight service. More information**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

Additional invoice information

The section additional invoice information allows you to add allowance/charges on document level and add legal information

1. Click on to fill in the additional information, if needed.
2. Fill in the yellow marked mandatory fields

! Important: Add allowance/charges on document level **ONLY** if they can be assigned to the description code **freight service.**

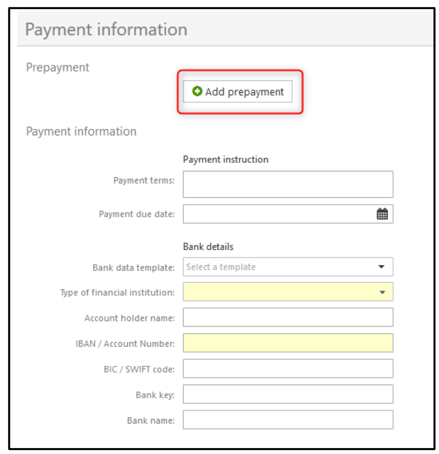


Payment information

Within this section, you can add payment information as well as the prepayment

1. If you want to add prepayment click on to enter the respective information
2. Fill in the yellow marked mandatory fields for payment information

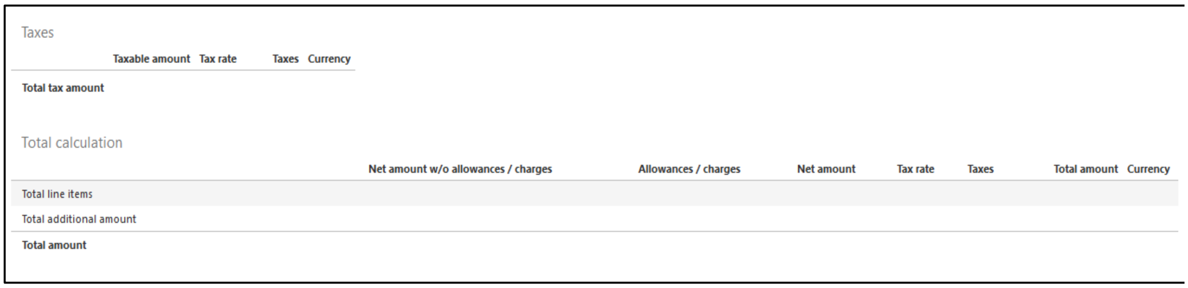
! Important: Prepayment are exceptions and should not be done normally.



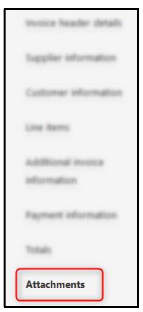
- Totals

Within this section, you can see an overview of the automatic calculated taxes and total amounts

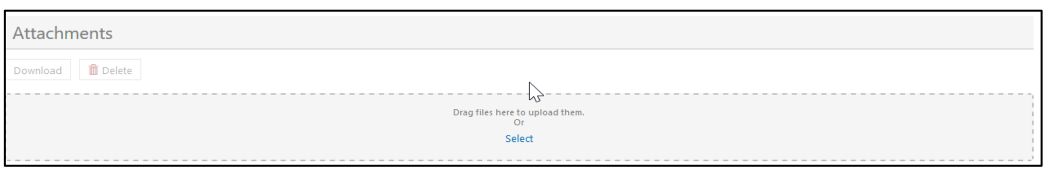
1. **Total tax amount:** calculated of the net amount and the interest rate which you entered in the section **line items**.
2. **Total line items:** calculated of the net amount and the taxes. This information are also referred in the section **line items**
3. **Total additional amount:** This will be calculated from the entered allowance/charges on document level within the section **additional invoice information**.
4. **Total amount:** This will be calculated of the total tax amount, total line items and the total additional amount.



- Attachments



Under the section **Attachments** you can upload your attachments by clicking on select. Choose the respective file you want to upload and click on open to add the file to the invoice. You can also attach your file via drag & drop function. Following file-formats can be uploaded: *BMP, CSV, DOC, DOCX, GIF, JPG, JPEG, PDF, PNG, PPT, PPTX, RTF, TIF, TIFF, TXT, XLS, XLSX, XML, ZIP*



Further help for successful invoice creation

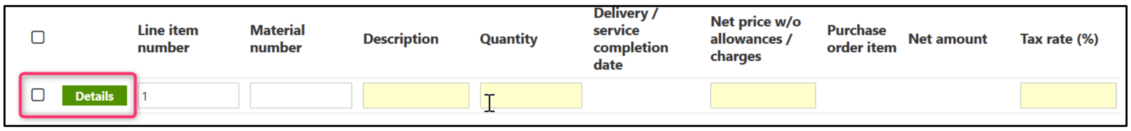
Within this section, we will guide you to specific topics, which might be useful for a successful invoice creation within SupplyOn eInvoicing. You will find guidance for following procedures:

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:

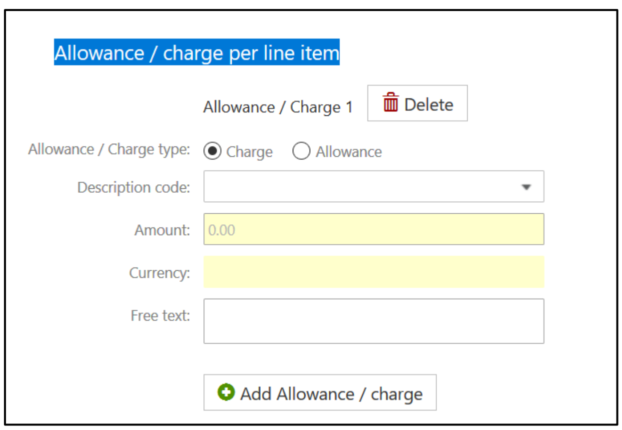
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation. Instructions *see here*.
2. Enter in the tab “customer information” (navigation on the left side) the position you want to charge. If you want to add an additional allowance or charge, click on **details** in the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

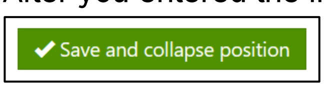


3. Choose now in the section „ **Allowance/charge per line item**“, the optional field 

.

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



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

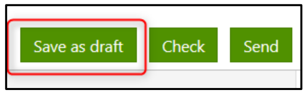
to add the allowance or charge to the respective position.

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

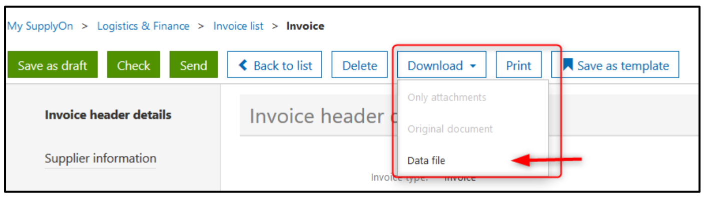
! **Important:** Please use **only this procedure** to add additional allowances or charges. An allowance/charge on document level, which can be found under “Additional invoice information”, may **ONLY** be used if the allowance/ charge can be assigned to the description code **freight service.**

How to save and download drafts

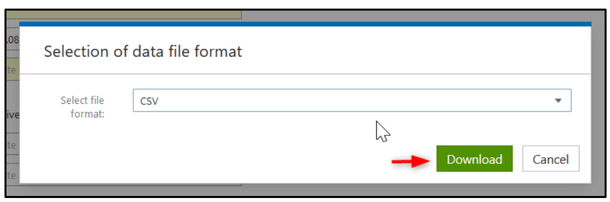
When creating invoices within SupplyOn, you have the possibility to save drafts. To make your invoicing process more efficiently the draft can also be used as a template for further invoices.

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 

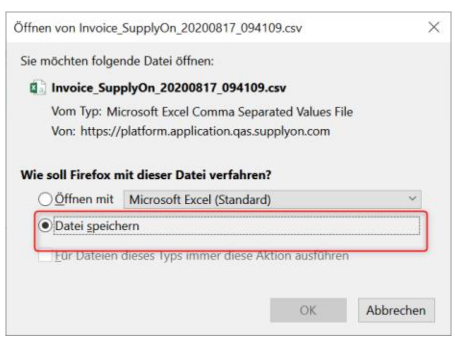
at the top or the end of the page.
3. After you saved the invoice as a draft. You have the possibility to download the saved document by clicking on **data file** in the dropdown menu of the **download** button in the navigation bar at the top of the page**.**



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



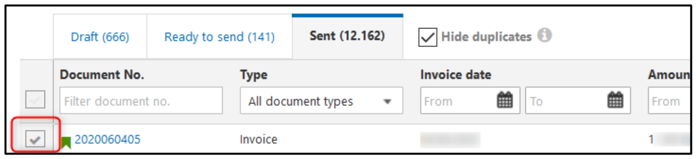
5. Save the CSV file on your computer for further processing or use it as a sample for further invoices.



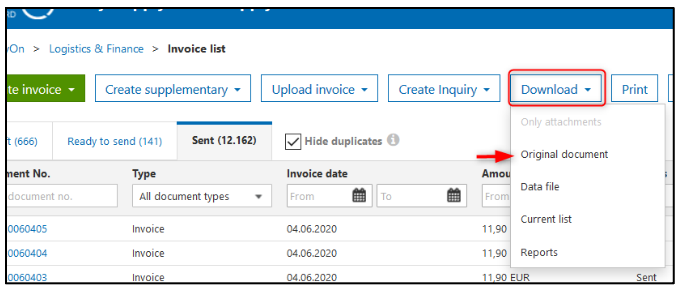
How download an invoice

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

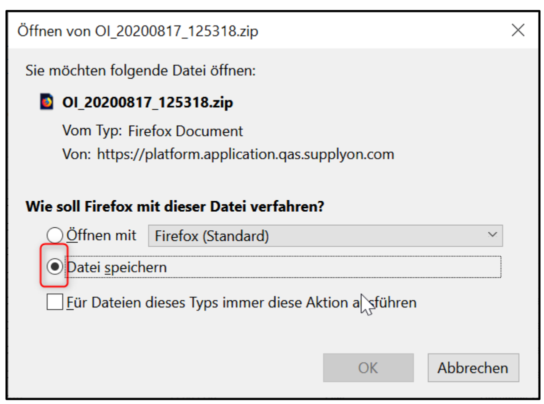
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*.
2. You can find all invoices, sent through SupplyON within the tab **sent.** Choose the invoice you want to download, by setting a tick at the beginning of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

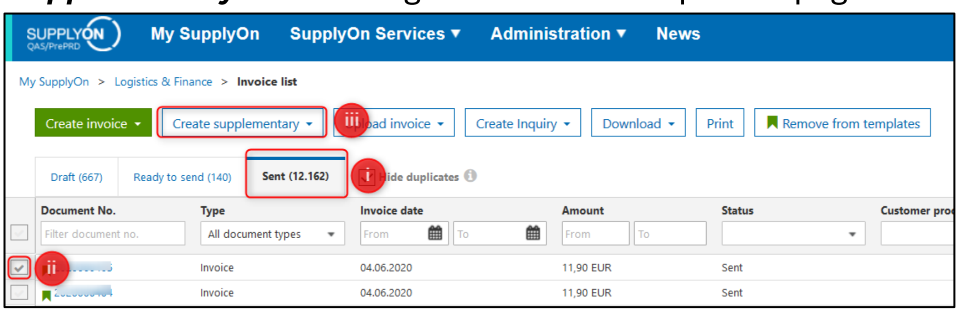
A credit note is a cancellation of the invoice. A cancellation of an invoice is required if:

- 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

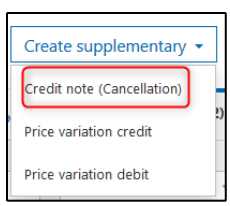
The Supplier has to take care of the correctness of the invoice data when entering the data into SupplyOn. The data in SupplyOn has to equal with the data in the suppliers merchandise management systems.

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

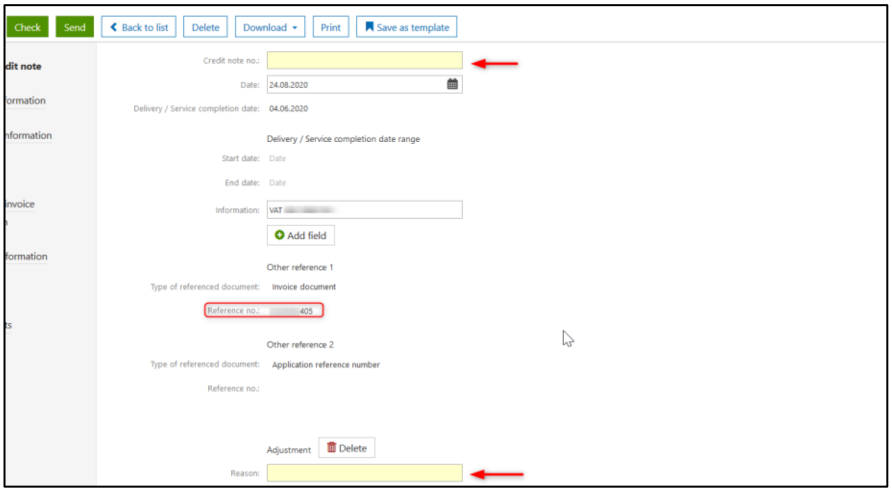
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*.
2. You can find all of your invoices, sent through SupplyON within the tab ***sent.*** Choose the invoice you want to download, by setting a tick at the beginning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

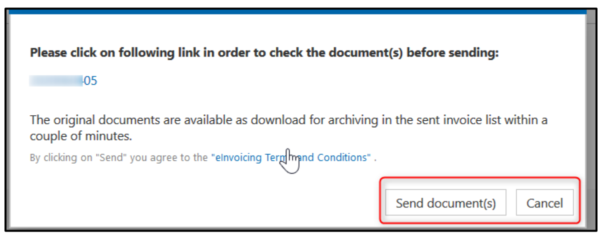


4. Check if the reference number belongs to the referenced invoice, you want to cancel, enter a unique credit note number and enter a reason for cancellation.



__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.

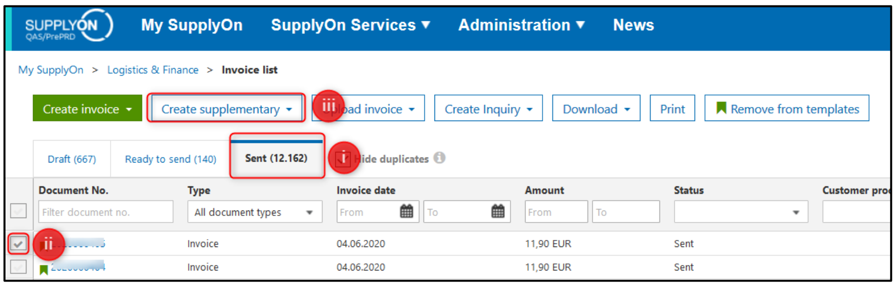


__Hint:__ If you create a credit note (cancellation) the invoice will be cancelled completely. There is no chance to change any amounts or prices.

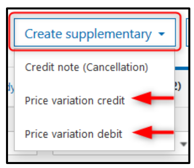
How to create a price variation credit/debit

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.

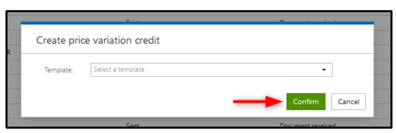
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*.
2. You can find all of your invoices, sent through SupplyON within the tab ***sent.*** Choose the invoice you want to download, by setting a tick at the beginning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



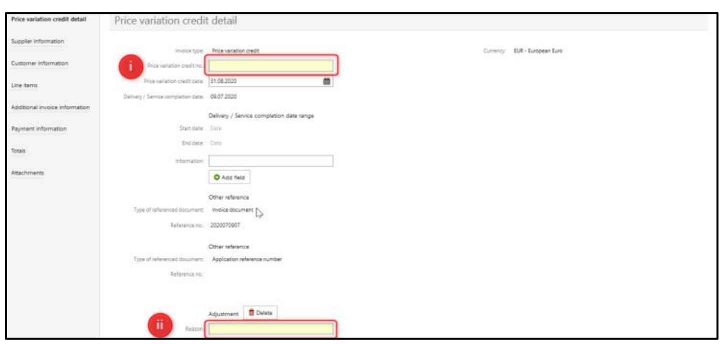
3. Choose the price variation type you want to create.



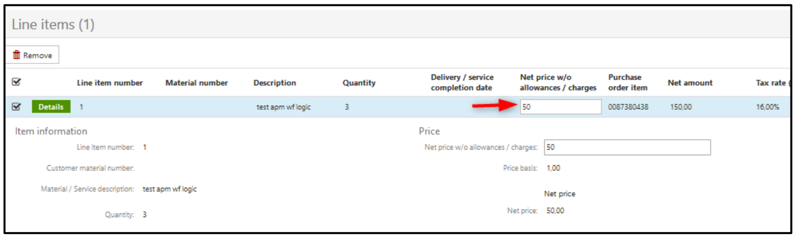
4. Confirm your selection. You can choose a template therefore, if available.



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.



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)

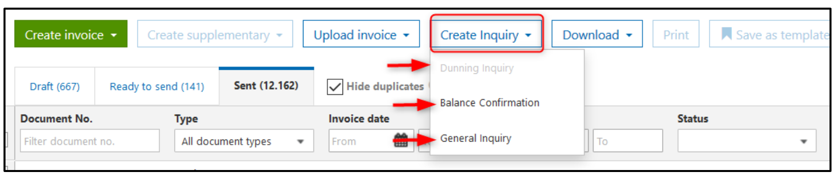
If you are registered on the SupplyOn platform, you have the possibility to use enhanced functionalities like creation of inquiries directly on the platform. Following types of inquiries can be created within the platform (All information regarding the enhanced functionality see here):

- 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.

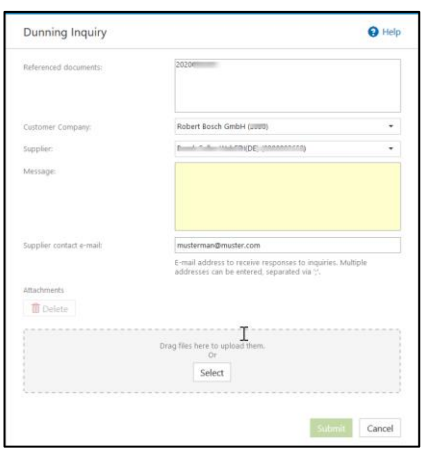
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*
2. You can find all of your invoices, sent through SupplyON within the tab ***sent.*** Click on ***create inquiry*** and choose the type of inquiry you want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

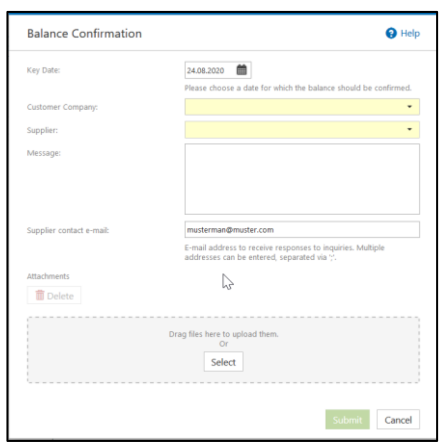
3. Depending on the inquiry type, the respective action window appears.

- Dunning inquiry



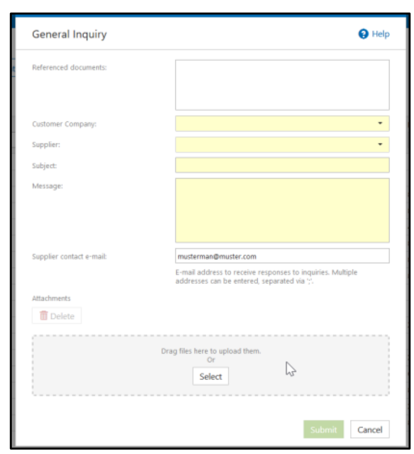
1. *Referenced document number, customer company and supplier is taken over depending on your selected invoice.*
2. *Type in your message and* ***submit*** *your dunning inquiry.*

- Balance confirmation



1. *Choose customer company and supplier*
2. *Type in your message optionally and* ***submit*** *your inquiry*

- General inquiry



1. *Choose customer company and supplier*
2. *Type in your message and* ***submit*** *your inquiry*

Support

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

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)

BOSCH

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