

SupplyOn information for suppliers who will use the CSV upload functionality for invoicing with BOSCH



April 2017 – Version 1.0

Table of Content

1	Introduction.....	4
2	How to find routing data	4
3	Invoice types.....	5
3.1	Commercial invoice.....	5
3.2	Credit Note.....	5
3.3	Price variation credit.....	5
3.4	Price variation debit.....	5
4	Validation of invoices	6
4.1	General Rules	6
4.1.1	Mandatory fields.....	6
4.1.2	Currencies	6
4.1.3	Invoice correction	6
4.2	Country-specific Rules	6
4.3	Company-specific Rules for Bosch	6
4.3.1	Purchase Order (PO or MM check)	6
4.3.2	Invoice without PO reference (FI Check)	6
4.3.3	Buyer Addresses.....	7
4.3.4	VAT Calculation	7
4.3.5	Prepayment	7
5	Handling of CSV files	7
5.1	Download CSV file	7
5.2	Upload CSV file.....	7
5.3	Error handling	9
5.4	CSV Format.....	9
5.4.1	General Information	9
5.4.2	Recurring fields	9
5.4.3	Date, time, and numeric formats.....	10
5.5	Using MS Excel to edit CSV files.....	10
6	Original Invoice Document	10
7	Archiving / Storage.....	10

List of Abbreviations

P2P	Purchase to Pay
PO	Purchase Order
VAT ID	Value Added Tax ID

1 Introduction

The electronic ordering and invoicing process via SupplyOn is efficient, transparent and quick. It replaces the traditional, at times paper-intensive transactions, in which data had to be manually input at numerous places and the current processing status of the individual transactions was not always identifiable. With SupplyOn the entire P2P process is supported - in a central system, to which all parties involved have access.

Bosch sends purchase orders to SupplyOn. Suppliers will access purchase orders and create order confirmations on the SupplyOn platform. Invoices are created on the supplier's own system and transferred via the CSV upload function to SupplyOn. SupplyOn is validating the invoice and matching it with the master data and the corresponding purchase order. In case of validation errors, the invoice upload does not succeed and a detailed error description appears. Only in case of a **successful validation**, the invoice is processed and transferred to Bosch, who will receive and perform the booking of the invoice.

Paper based invoices should not be forwarded anymore. The future electronic purchase to pay process for all appropriate Bosch plants does not consider paper based invoices. Such documents will no longer be accepted by Bosch.

2 How to find routing data

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 the purchase order. That 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 to Bosch:

1. *Buyer Plant Code* - unique for every Bosch plant (field BuyerID1 in CSV file)
2. *Buyer Org Code* of the Bosch plant (field BuyerOrgID in CSV file)
3. *Seller Number* of the supplier at Bosch (field SellerID1 in CSV file)

Leading zeros have to be considered.

All three identification numbers can be found within an opened invoice:

- 1 Seller number
- 2 Buyer Plant Code
- 3 Buyer Org Code

My SupplyOn > Logistics and Finance > Invoice list > Invoice [Test1 Smoke Test] ▼ ▲

Back to list Download Print

Header details

Supplier information

Customer information

Line items

Additional invoice information

Payment information

Totals

Attachments

Supplier information

Supplier
Address data

Supplier Number: BOSCH12345 ①

Name: Testlief_Bosch

Street / Postbox: CP-Street 3

City: Stadt

Postal code: 336699

Country: Germany

Reference number 1

Type: VAT registration number
ID: DE123123123

Customer information

Customer
Address data

Plant code: 0110 ②

Org ID: BOSCH ③

Name: Robert Bosch GmbH

Street / Postbox: 30 02 20

City: Stuttgart

Postal code: 70442

If no invoice containing the routing data exists, it is recommended to create an invoice via web application first – also possible as draft without sending it. (See section 5.1 “Download”).

3 Invoice types

The CSV upload functionality enables the creation of several invoice types, which are described in the following.

3.1 Commercial invoice

A commercial invoice is used for the billing of goods or services created by the supplier to fulfill purchase orders of the customer.

3.2 Credit Note

A credit note is used for the correction of an invoice on a quantity basis. Therefore, the subtracting quantity must be entered as a positive value. The invoicing application reduces the invoiced quantity as following: Current invoiced quantity = previous invoiced quantity – corrected invoiced quantity via credit note.

3.3 Price variation credit

A price variation credit is used for the correction of an invoice on a price basis if the previous invoiced price was too high. Therefore, the price to be credited must be entered as a positive value. The invoicing application reduces the invoiced amount as following: Current invoiced value = previous invoiced value – corrected invoiced value via price variation credit.

3.4 Price variation debit

A price variation debit is used for the correction of an invoice on a price basis if the previous invoiced price was too low. Therefore, the adding price must be entered as a positive value. The invoicing application increases the invoiced amount as following: Current invoiced value = previous invoiced value + corrected invoiced value via price variation debit.

4 Validation of invoices

SupplyOn is performing certain validation of the invoice data before the document is sent to the customer. The validations are done based on rules, which can be country and customer specific. In case of validation errors, the CSV upload processing is stopped and an error window appears. The invoice has to be corrected and uploaded again by the supplier.

4.1 General Rules

4.1.1 Mandatory fields

Mandatory fields are specified in the separate file "CSV_Fields_Bosch.xlsx".

Additional fields can become mandatory based on content of other fields, or country-specific rules.

4.1.2 Currencies

For each amount a currency has to be provided. In case different currencies are being used, the currency has to be provided multiple times (currency of customer & supplier country).

The currency has to be provided as 3-letter ISO code.

Currently following currency codes are allowed for Bosch: CHF / CNY / CZK / EUR / GBP / HUF / JPY / KRW / RON / TRY / UAH / USD

4.1.3 Invoice correction

In case of correction of invoices (see section 3 "Invoice types") the invoice number and item of the referenced invoice document are mandatory.

4.2 Country-specific Rules

Country-specific legal requirements are configured in country specific validation rules. The correct rule set is applied based on customer-specific criteria like the VAT number of the supplier or the country of the supplier.

It must be ensured that the VAT number matches to these countries if the country-specific law requires such a number.

4.3 Company-specific Rules for Bosch

SupplyOn eInvoicing contains rules configured on behalf of customer Bosch, which ensure that the correct data will be sent to Bosch. The following topics are important for an invoice.

4.3.1 Purchase Order (PO or MM check)

- **PO number** syntax check (e.g. correct number range, format and length). Generally, the PO number as provided in SupplyOn SCM solution should be used, with the exact same spelling.
- The **PO line item number** length is no longer than five digits.
- If **PO number** and **PO line item number** exists then following invoice data are validated based
 - **Currency** is the same as on PO
 - **Line item quantity** is the same as on PO line item
 - **Unit of measure** is the same as on PO line item
 - **Unit price** on line item level fits to unit price of PO line item

4.3.2 Invoice without PO reference (FI Check)

In case no PO number is available in the invoice, other data are required: Buyer contact person AND at least one of the following references: cost center, network ID, WBS, asset or internal order.

4.3.3 Buyer Addresses

Buyer Address (BuyerName1, ...) needs to match exact the address of the respective Bosch plant, see <http://www.supplyon.com/de/info-portal/locations?bcid=3&sid=9&rpId=1&rtid=2> for address data of Bosch plants.

4.3.4 VAT Calculation

Rounding differences in VAT calculations on **total level** are within limitations allowed.
Rounding differences in VAT calculations on **line item level** are not allowed

1. Allowed rounding differences in VAT calculations on total level <= 0,01 EUR
2. Allowed rounding differences in VAT calculations on line level = 0,00 EUR

4.3.5 Prepayment

In case of prepayments, a **prepayment document reference** is expected.

5 Handling of CSV files

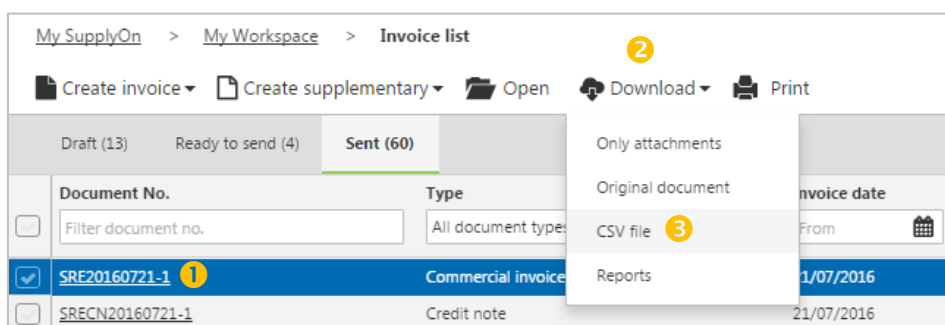
With the functionality of CSV upload all required invoice data can be uploaded to the elnvoicing application. One or more invoices can be uploaded within one CSV file.

5.1 Download CSV file

It is recommended to download an existing invoice in CSV file first in order to obtain a template which can be used for the upload. If no invoices exist yet, the user can create an invoice alternatively. (The invoice can be saved as draft and deleted later, and does not need to be sent to customer.)

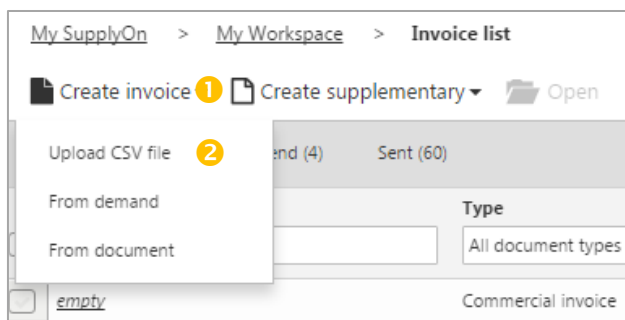
The invoice should be validated in advance (button “check”) without errors in order to ensure, that all required data are available.

For downloading a CSV file the user has to select the document line (1), click on „Download“ (2) and select „CSV file“ (3). The file will be stored in the local download folder. The CSV file might contain more data than required for the upload.

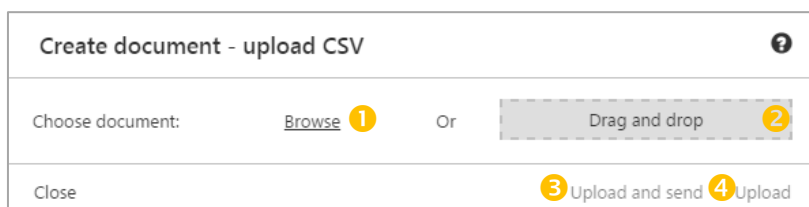


5.2 Upload CSV file

For Uploading a CSV file the user has to click on “Create invoice” (1) and select “Upload CSV file” (2).



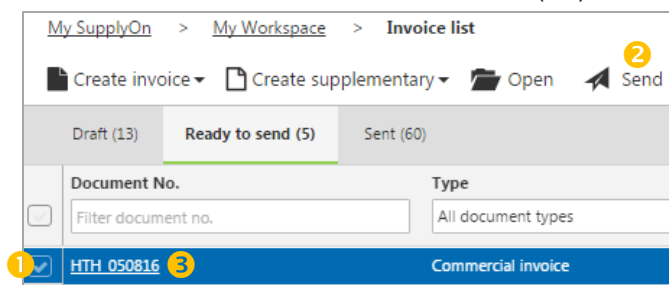
Now the CSV upload mask appears. The user can either browse (1) or drag and drop the CSV file (2).



For uploading two options exist:

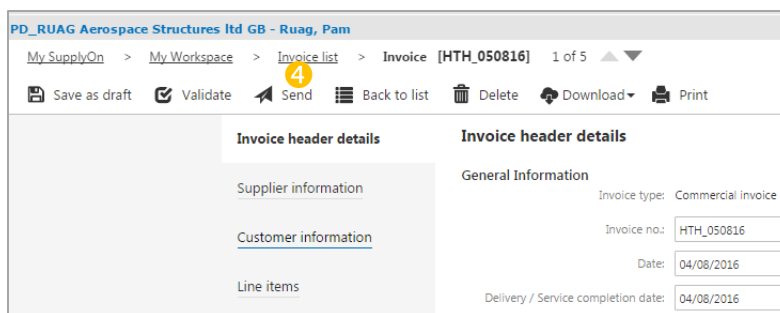
- Upload and send (3): Upload of CSV file with instantaneously sending afterwards. If the validation succeeds, the user is not able to edit the data via the web interface anymore.
- Upload (4): Upload of CSV file without instantaneous sending afterwards. If the validation succeeds, the user is able to edit the data via the web interface or to add attachments. After successful uploading, the invoice is contained in the “Ready to send” view in the invoice list. The final sending to the customer has to be initiated manually by the user in one of the following ways:

A. Selection of the relevant document line (1) and click on “Send” (2).



Remark: The user is not able to edit the data.

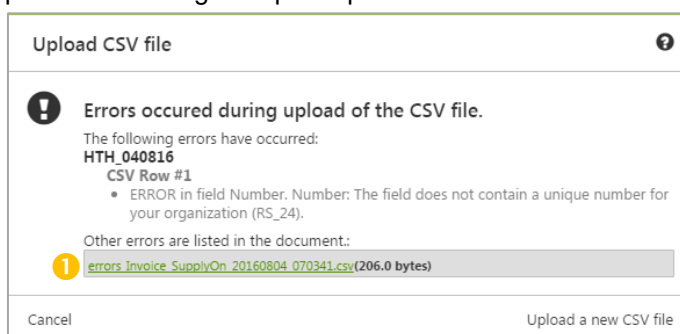
B. Open the invoice by clicking on the document number (3) and click on “Send” (4).



Remark: Before sending the user is able to edit the data.

5.3 Error handling

The validation explained in chapter **Fehler! Verweisquelle konnte nicht gefunden werden.** is performed during the upload process. If the validation fails, an error message appears:



Within the error message, a detailed error analysis is provided in file format. This file can be used for communication of CSV file upload problems to the SupplyOn support team.

5.4 CSV Format

5.4.1 General Information

Separate file "CSV_Fields_Bosch.xlsx" contains:

- A list of all relevant fields (worksheet "CSV Fields"), incl
 - CSV field name: This name needs to be provided in first row of CSV upload file
 - Description: Explanation for most relevant fields
 - Mandatory: Whether the field needs to be provided
 - Length: Maximum number of character for text fields
- A list of allowed unit of measure codes including description (worksheet "UOMs")

The CSV upload file can contain data of one or multiple invoices or invoice line items.

The sequence of fields (columns) is not relevant.

The CSV file must be UTF-8 encoded.

5.4.2 Recurring fields

CSV fields with trailing "1" in name (see separate file "CSV_Fields_Bosch.xlsx") can occur multiple times as columns in the CSV file. (Exceptions: "...Name1", "...ID1")

In such cases, the number needs to be increased for subsequent occurrences, e.g.:

BuyerRefNumberType1, BuyerRefNumberType2, BuyerRefNumber1, BuyerRefNumber2, ...

5.4.3 Date, time, and numeric formats

The separator, the format of decimals and the format of the date are dependent on the country of the user. Following distinctions have to be considered when uploading CSV files:

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

5.5 Using MS Excel to edit CSV files

When using MS Excel to edit CSV-files, zeros at the beginning of entries are being deleted by default and the data format is set to the language settings of the personal computer. To avoid errors when uploading CSV-files, entries beginning with zero must be entered with apostrophe (e.g. '0110) or the cells formatted as "text". Furthermore, the regional data format standards have to be considered (e.g. English: dd/mm/yyyy). In some cases, the language setting of the personal computer must be adapted to the language settings of the certain user.

6 Original Invoice Document

When sending an invoice to the customer the original invoice document will be generated by the SupplyOn application. This document is based on the data uploaded via CSV file and possible modifications which have been made in the application after uploading. The original document comprises:

- Invoice printout
- Attachments (if available)

The creator of the original document (supplier) is at any time responsible, that its components are consistent regarding tax-relevant information and all legal requirements. SupplyOn is only assisting this process. For further information please have a look at the SupplyOn Terms & Conditions or the SupplyOn info portal.

The original document is available for downloading in PDF format in the eInvoicing application. In case of previously submitted invoices, select a submitted document and click "Original document" at "Download".

7 Archiving / Storage

Based on legal requirements of your home country, the supplier is responsible for the archiving of the original document. The original invoice documents can be stored in the supplier's archiving system or an ordered 3rd party services.

The original invoice document is generally also available via download a few minutes after sending it towards the recipient in the SupplyOn eInvoicing application.