SupplyON invoicing Guide

eInvoicing Guide for Robert Bosch suppliers

08.2020

Dear Supplier

Congratulations that you are now onboarded to the electronic invoicing process with Bosch via SupplyON. With SupplyOn eInvoicing your company is now able to replicate an overall holistic **purchase to pay process**. More importantly, using SupplyOn eInvoicing enables you and your company a **comfortable, quick and easy invoicing** process. The process delivers a higher data quality, higher automation, End-to-End process transparency, faster processing and approval, high data security and fraud prevention. With this user guide, you and everybody else in your company will easily be able to perform the invoicing process within SupplyON.

Looking forward, working with you electronically!

Yours sincerely

Bosch Invoicing Management Team

Guide for electronic invoicing with Bosch via SupplyOn

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

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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*

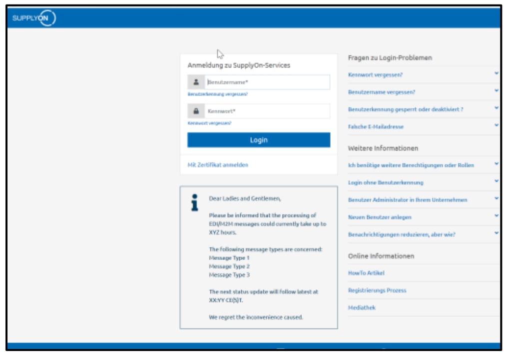
! *If there are any problems regarding the invoice generation (e.g. purchase order not available...) please contact the SupplyOn Support.*

Invoice types at a glance

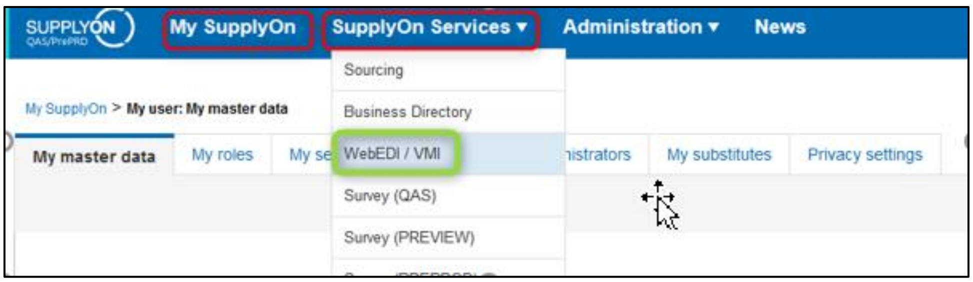
Invoice from demand *(Purchase order flip)*	The Invoice is prefilled with the existing order data within the SupplyOn platform and has to be completed by only few mandatory information.
Invoice from document *(frequently appearing PO; Limit PO)*	Invoice is prefilled with **all** relevant data of a document (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 from ASN (*Available for suppliers delivering production material for Bosch Powertools)*	This invoice creation is for suppliers, delivering **production material** (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.
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.

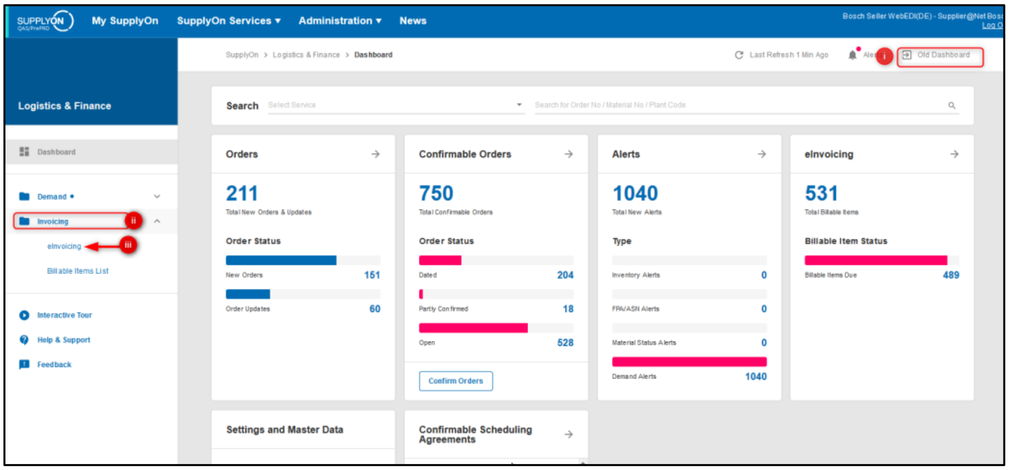


2. Go to ***My SupplyON*** or click on ***WebEDI/ VMI on SupplyOn Services*** to use the service.



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.

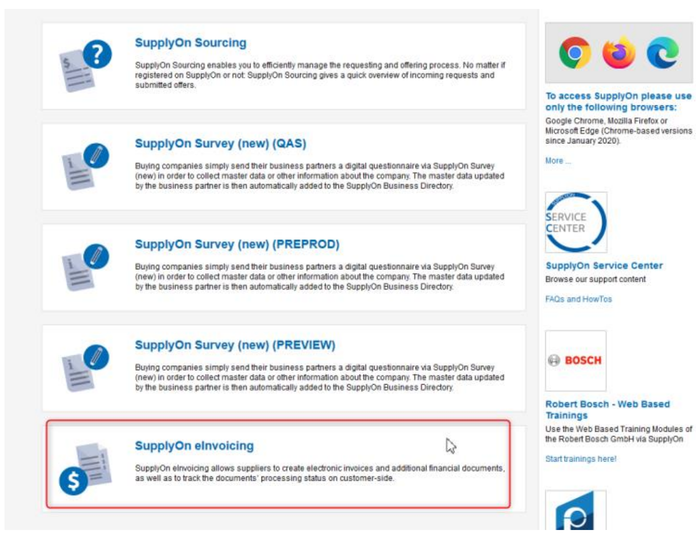


- You will be routed to your invoice list shown below in step 3.

☼ ***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)*

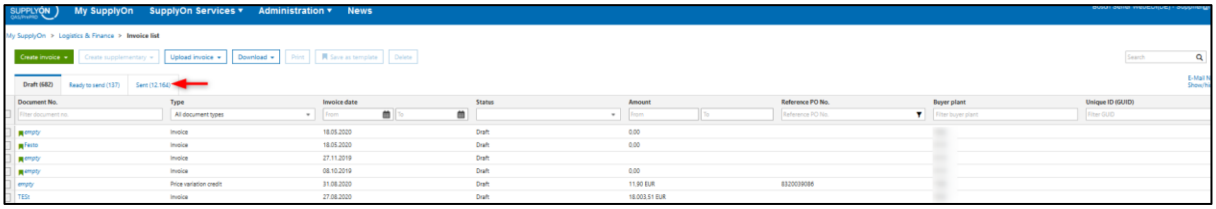
b) Access via My SupplyOn

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

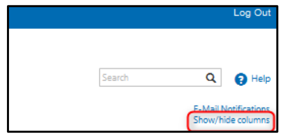


- You will be routed to your invoice list shown below in step 3.

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 based on the type of invoice you want to create on the further pages listed in the table below:

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 from ASN *(Available for suppliers delivering production material for Bosch Powertools*	This invoice creation is for suppliers, delivering **production material** (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.
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.

Creation of an invoice from demand

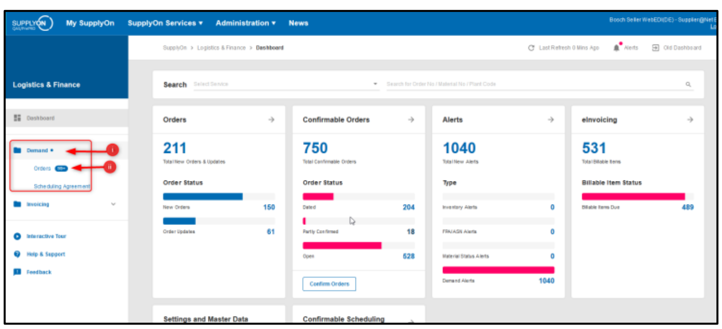
An invoice from demand can be created, if a respective purchase order is available in SupplyOn. The data from the purchase order will be taken over into the invoice and has to be completed by entering only a few information.

! *Invoice generation is only possible if a purchase order response was done beforehand.*

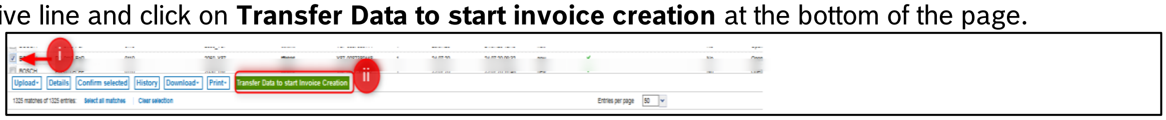
1. Log in to the SupplyOn platform and route to the service. Therefore follow the instructions of the section **Login and routing** to the service. Instructions *see here*

2. There are two options to start invoice creation from demand.
   a. You entered the eInvoicing functionality via WebEDI.

- Click on ***Demand*** and select ***Orders*** in the dropdown list, if you want to invoice a scheduling agreement or a purchase order.



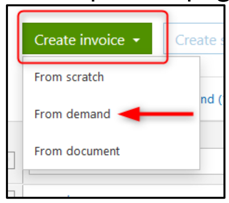
- Select the purchase order or the scheduling agreement, you want to invoice, by ticking the box at the beginning of the respective line and click on **Transfer Data to start invoice creation** at the bottom of the page.



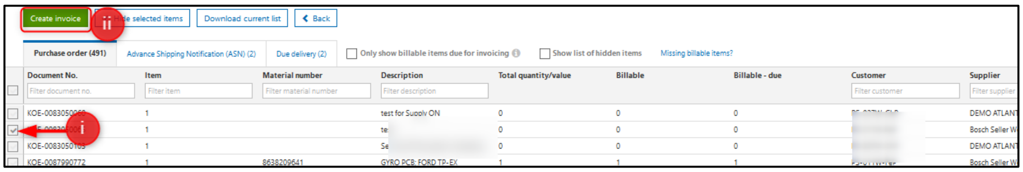
- Follow the steps from 3. below.

b. You entered the eInvoicing functionality via [SupplyOn eInvoicing](#).

- Click on ***create invoice*** on the navigation bar on the top of the page and choose ***from demand.***

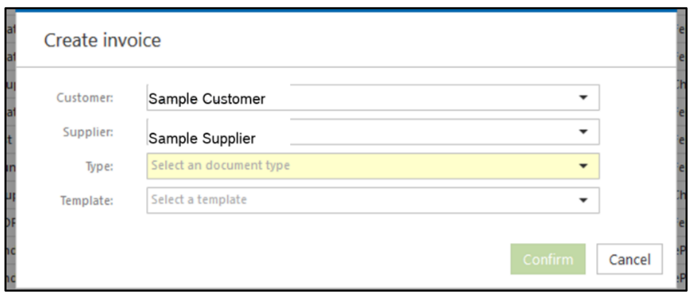


- You will be routed to the list of your purchase orders. Select the purchase order you want to invoice and click on ***Create invoice.***

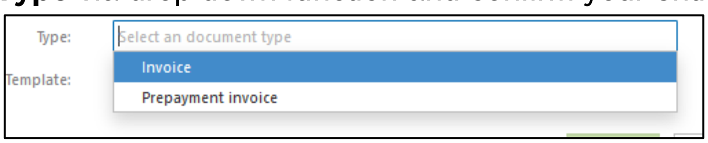


- Follow the steps from 3. below.

3. The fields ***Customer*** and ***Supplier*** will be transferred from the order data and will be prefilled in the appearing window automatically.



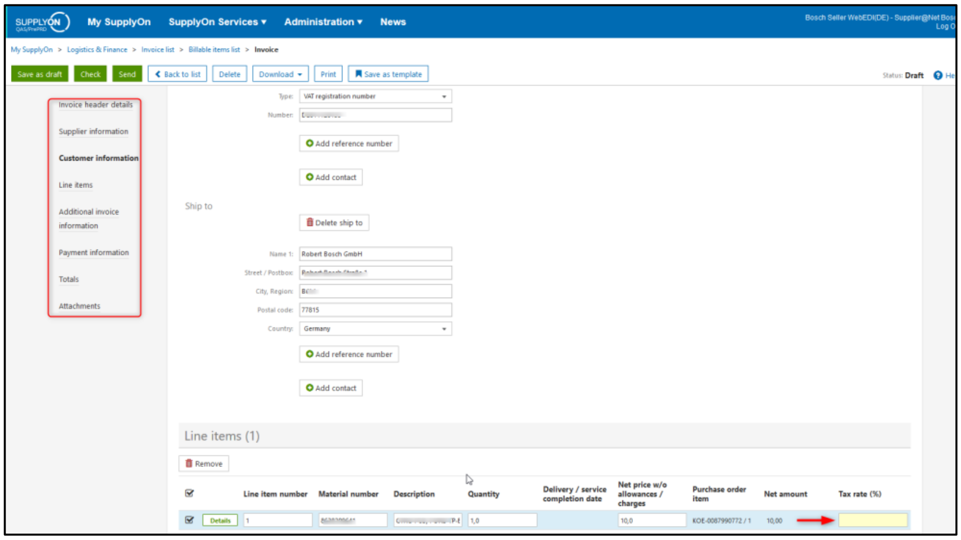
4. Choose ***Invoice*** as **Type** via drop down function and confirm your entries.



5. Check the Invoice fields and add missing information manually. Therefore, start with the check of the invoice header details. Fields marked yellow, are mandatory fields, which needs to be filled. Fields marked white, are optional. Additional information can be added within 

, optionally.

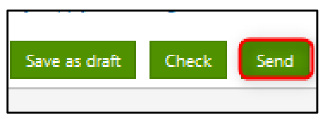
6. Continue this procedure with all information sections. You can get to them, as shown in the screenshot below, through the navigation bar on the left side or by scrolling down the page. Detailed information about the invoice details can be found here.



☼ **Hint:** *You have the possibility to upload documents/attachments under the section* ***Attachments*** *via drag and drop or upload function. [See here](#)*

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

7. The Invoice can be ***saved as draft***, ***checked*** or ***sent*** directly, after you entered all relevant information. An alert message will popup, in case a mandatory field is missing and will guide you 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.



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

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

☼ ***Hint:*** *See here, how to download, sent invoices*

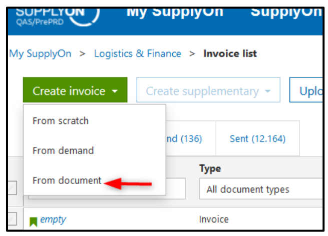
! See further information at the SupplyOn help pages.

Creation of an invoice from document

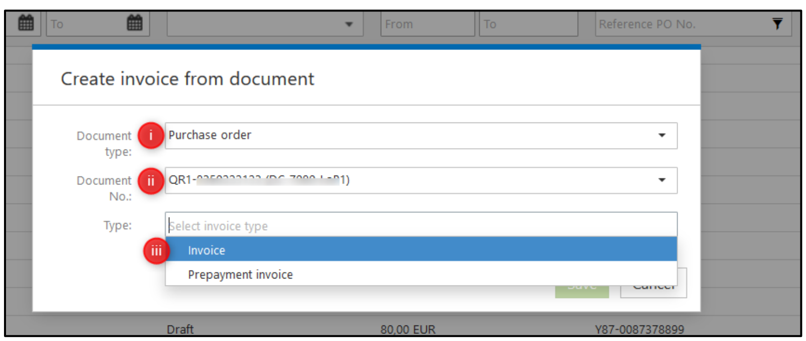
An invoice creation from document is suitable, if you have **frequently appearing invoices** (Limit PO) to the same customer. Therefore you can refer to the initial created invoice and rewrite just a few information e.g. amount or price.

! *Invoice generation is only possible if a purchase order response was done beforehand.*

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*** on the top of the page. Select **From document** in the appearing dropdown.



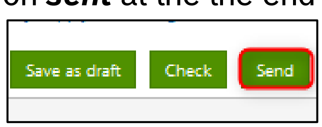
3. Choose **Purchase order** as a document type and enter the **purchase order number** from where you want to refer to the invoice. Select also **Invoice** in the field ***Type*** and click on ***save*** to generate the invoice**.**



4. All information of the last sent invoice like IBAN, VATID, customer address are already prefilled. Change only the information you need (price, amount…)

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

5. The Invoice can now be saved as draft, checked or sent directly, after you have entered all relevant information. An alert message will popup, in case a mandatory field is missing and will guide you 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.

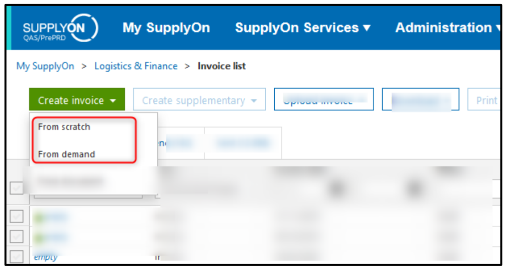
7. After sending the invoice you will be routed back to the view **Invoice list**. The created invoice can now be seen under the tab ***sent.***

> ***Hint:*** *See* *here**, how to download, sent invoices.*

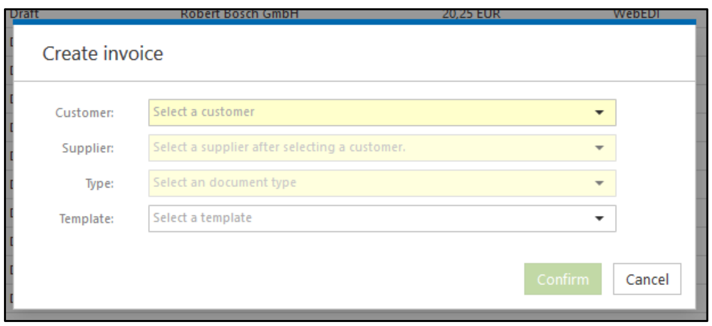
Creation of an invoice from scratch

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

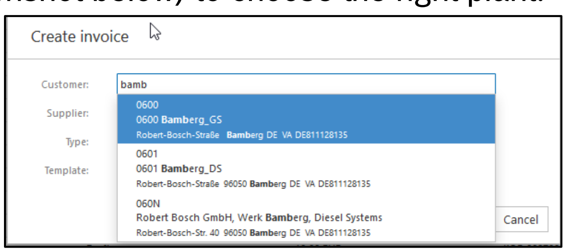
1. Log in to the SupplyOn platform and route to the service. Therefore follow the instructions of the section **Login and routing** to the service. Instructions see here.
2. Click on ***create invoice*** and choose ***from scratch*** in the dropdown menu.



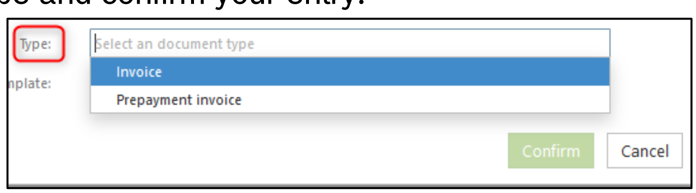
3. Following window appears:



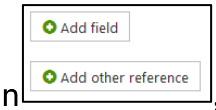
4. Choose now the customer (invoice recipient) and then the supplier data via dropdown.
   ! Please make sure that choose the right customer plant. Type in the location of the customer (see screenshot below) to choose the right plant.



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

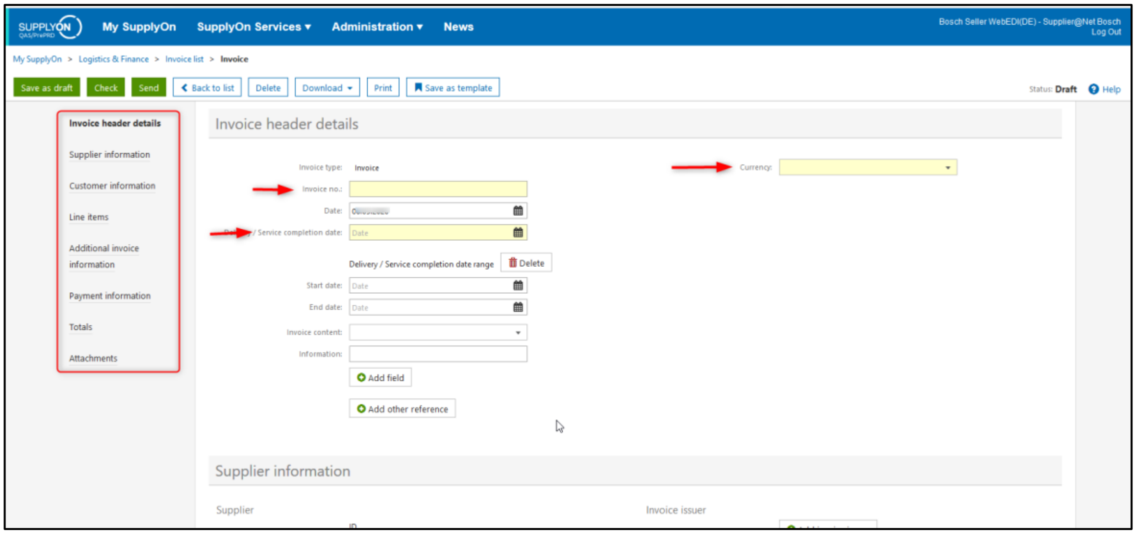


☼ ***Hint:*** *If the invoice do have a respective purchase order in SupplyON, please create an invoice from demand.*

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.).

8. 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.

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

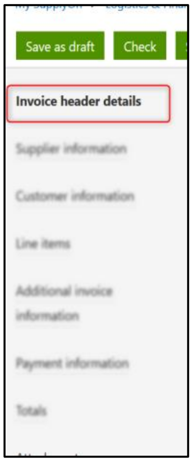
10. After sending the invoice you will be routed back to the view ***invoice list***. The created invoice can be seen under the tab ***sent*** now.

☼ ***Hint:*** *See here, how to download, sent invoices.*

! See further information at the SupplyOn help pages.

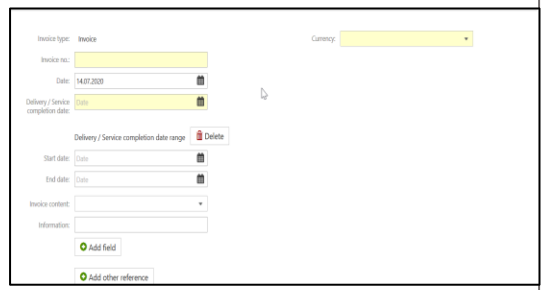
Invoice details

• Invoice header details

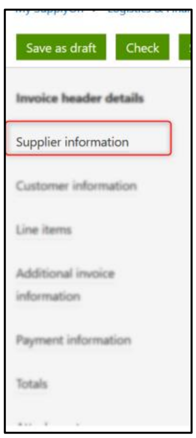


The Invoice header details sum up the purpose of your created invoice.

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.

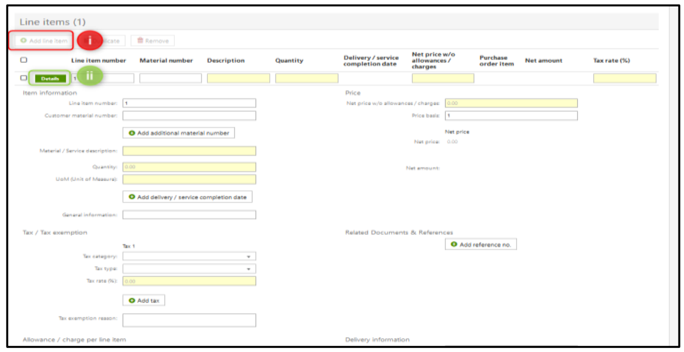
In the case of individual changes they can be adjust directly in the fields.

! 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

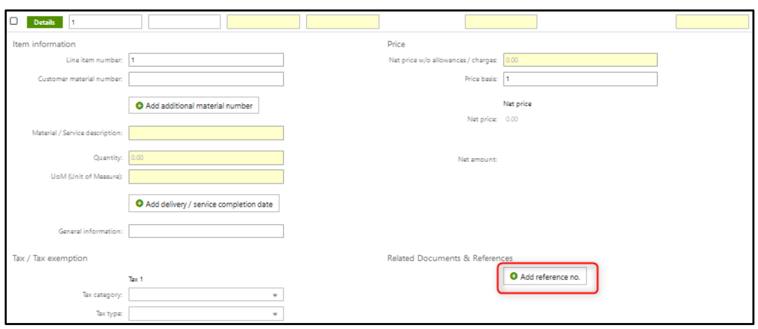
Under the section line items, you can add the detailed positions you want to invoice

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

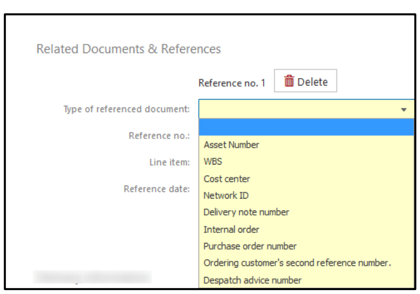


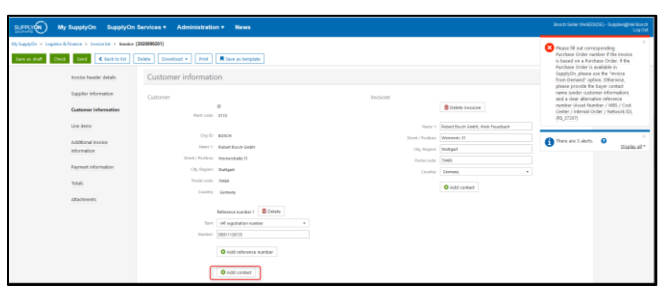
☼ ***Hint:*** *If you are invoicing from demand, this information are already prefilled on the base of the Purchase Order. If you want to change or add information click on* ***details*** *to get the whole information.*

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





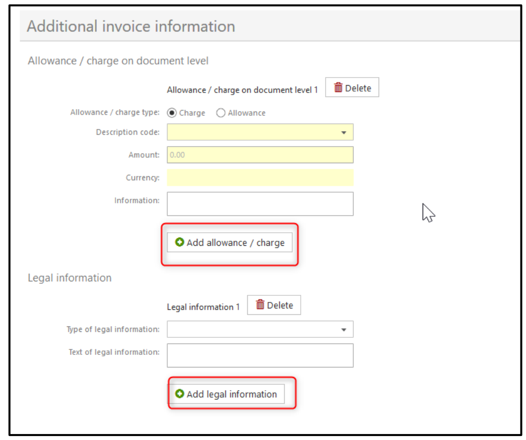
! Important: Please use only this procedure to add additional allowances or charges. An allowance/charge on document level, which can be found under "Additional invoice information", may **ONLY** be used if the allowance/ charge can be assigned to the description code **freight service. More information**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

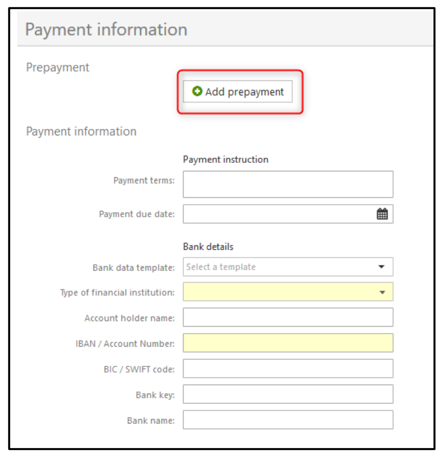


Payment information

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

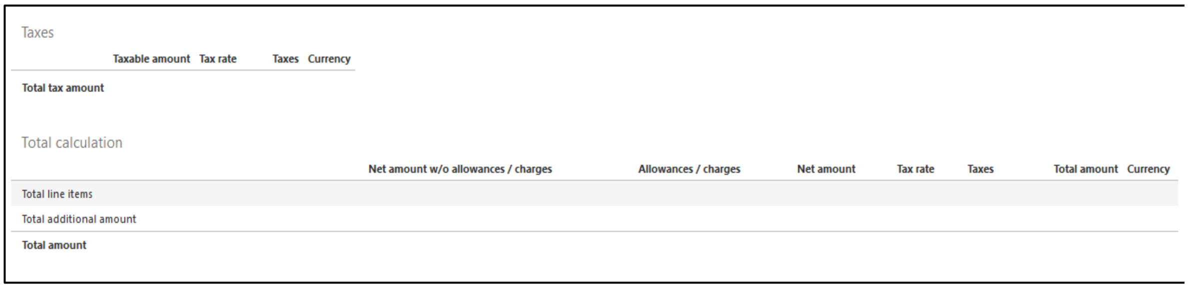
! Important: Prepayment are exceptions and should not be done normally.



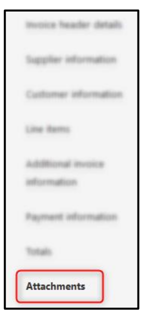
- ## Totals

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

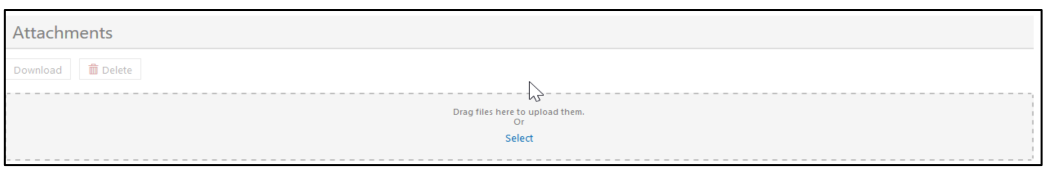
1. **Total tax amount:** calculated of the net amount and the interest rate which you entered in the section **line items**.
2. **Total line items:** calculated of the net amount and the taxes. This information are also referred in the section **line items**
3. **Total additional amount:** This will 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*



Creation of an invoice from ASN

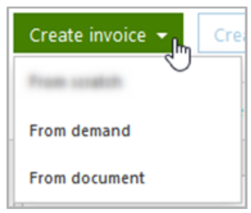
! This invoice type currently aims to reach the **direct suppliers of the Power Tools (PT) division**. The direct[1] suppliers supply materials to Bosch production plants / warehouses, which are needed directly to the production and built directly into a Bosch product.

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

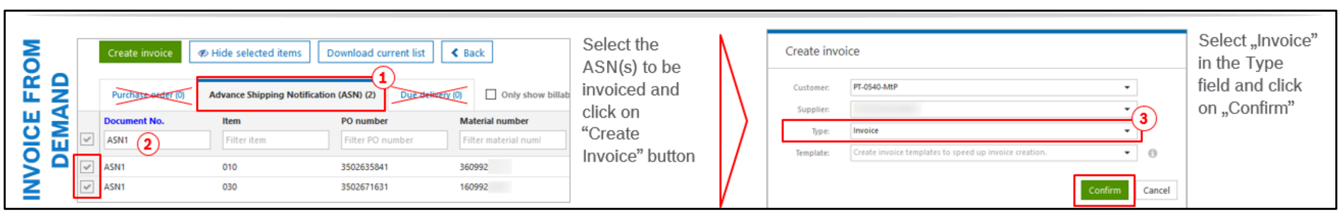
To create an invoice from ASN, please follow the following guideline:

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.*

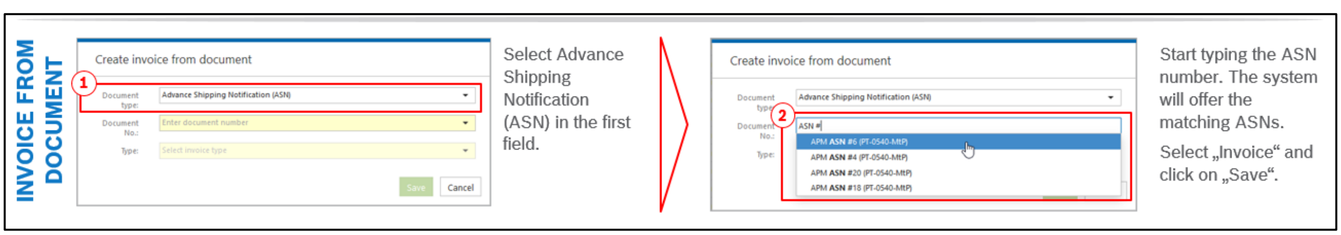
2. Click on **create invoice**.



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



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



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

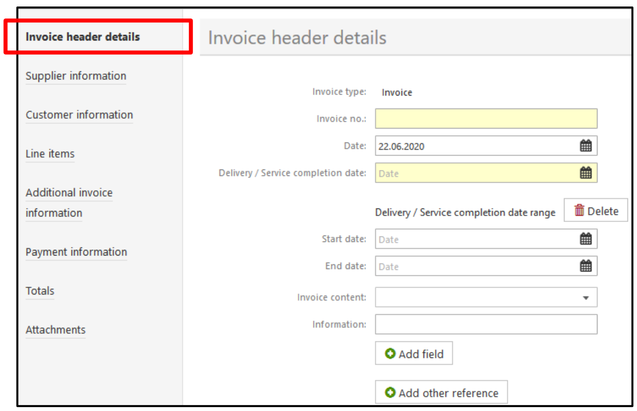
---

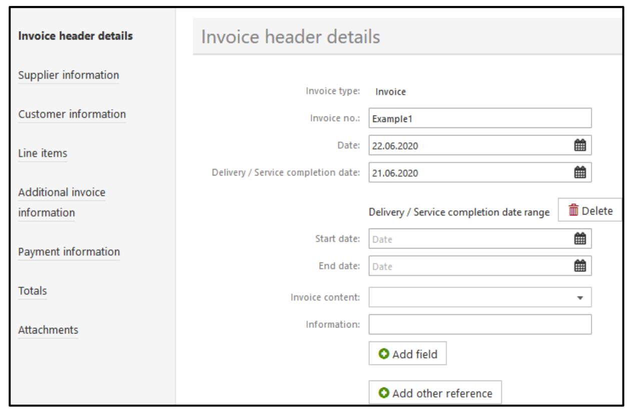
[1] *indirect materials may be used also in the production, but not directly built into the products, such as cleaning materials, safety equipment, oil, glue, tape etc.*

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:

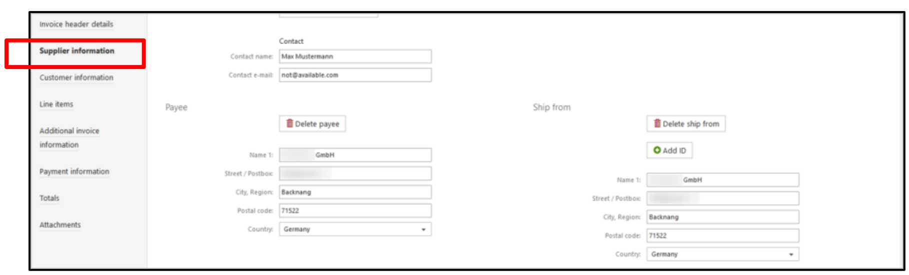
a) Invoice Header Details

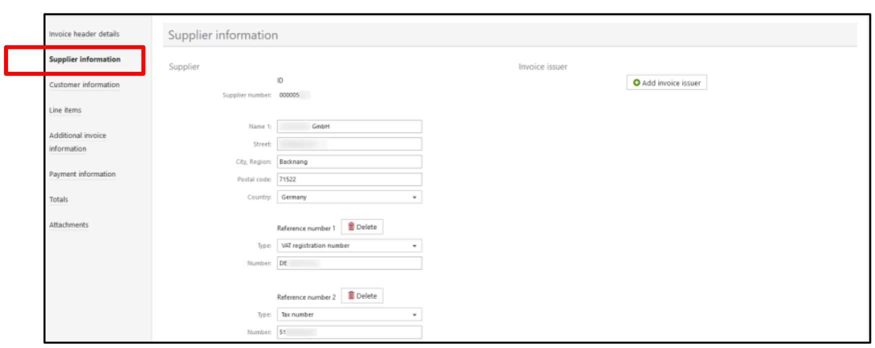
- **Invoice number:** this number must be identical with the invoice number generated by your internal system.
- **Delivery / Service completion date:** the date when the service (the PO) is fulfilled, considering the Incoterm. This should be identical with the delivery / service completion date from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





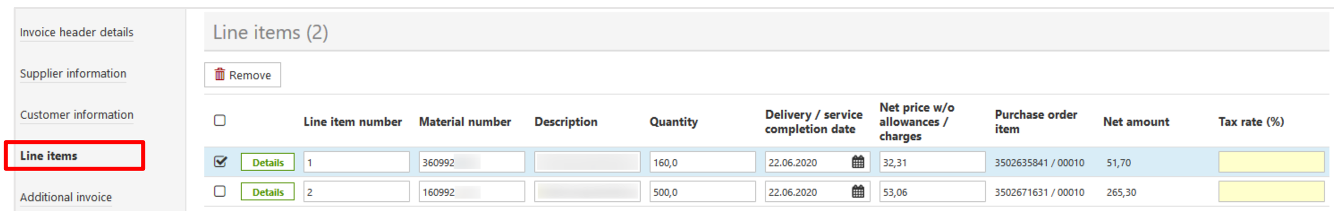
b) Supplier information- The system fills in the Ship From details on the left side. This data comes from the ASN.Besides the Ship From address, please take care to fill in the Contact information at your company.





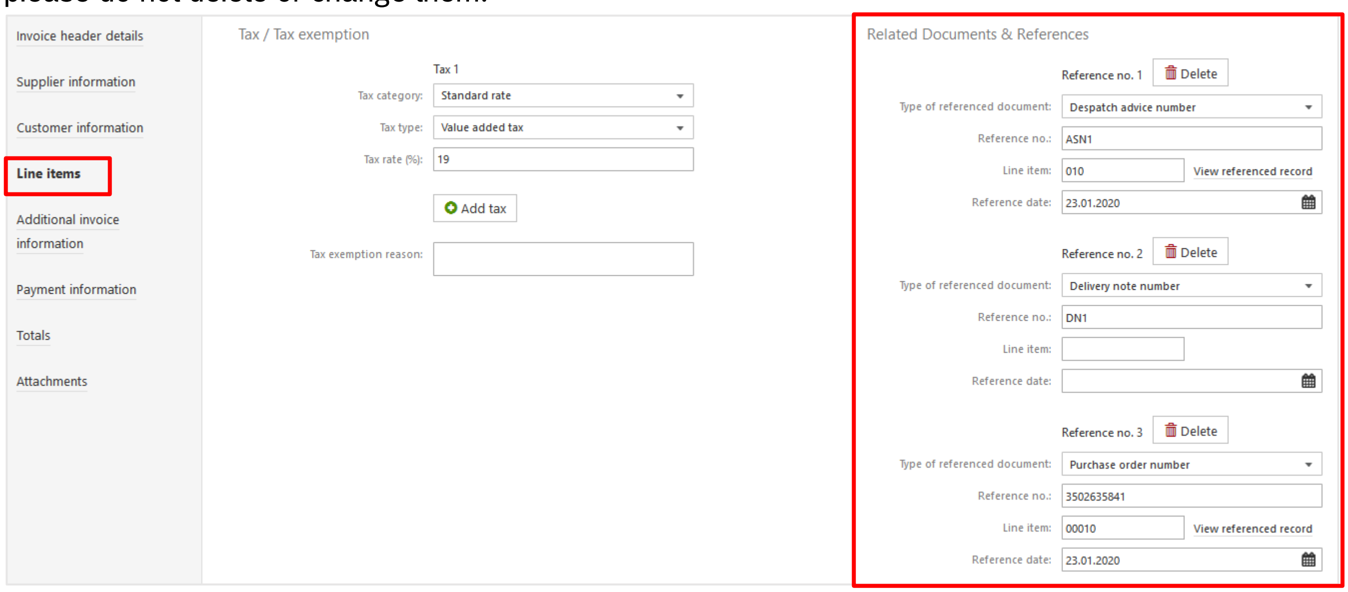
c) Customer information- You do not have to change data in this section.

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.

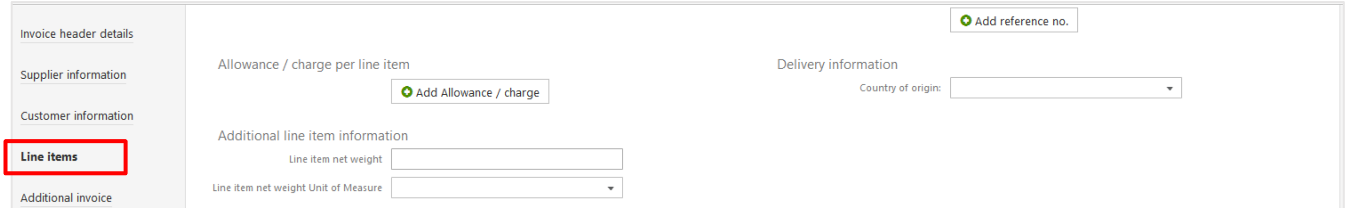


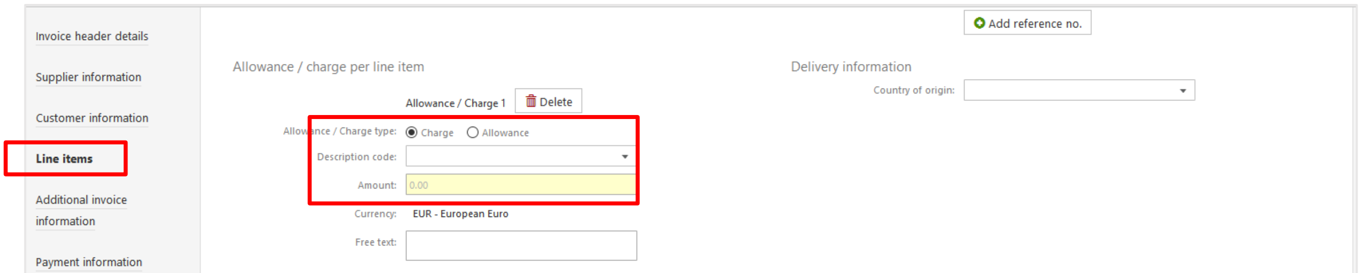
In the “Details” of the item you can see the invoice references to the ASN (Despatch advice number), to the Delivery note and to the Purchase Order.

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



If you want to add an allowance or charge, click on the “Add Allowance / Charge” button within the Line Items section:





! **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.**

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 here):***

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.

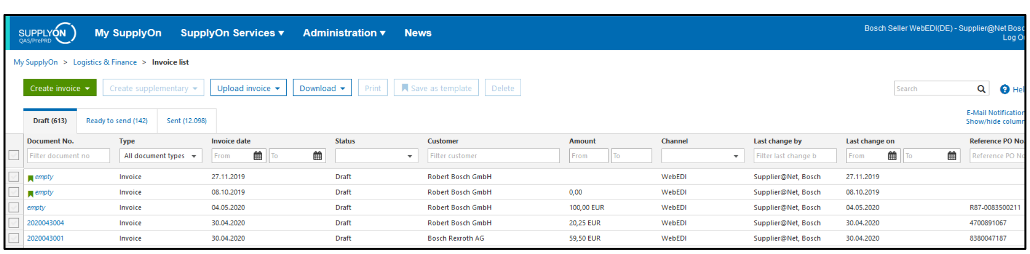
	Non-English-speaking countries	***English-speaking countries***
Separator	*Semi-colon (;)*	*Comma (,)*
Decimals	*Comma (,)*	*Period (.)*
Date	*Period (.)*	*Oblique(/)*

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

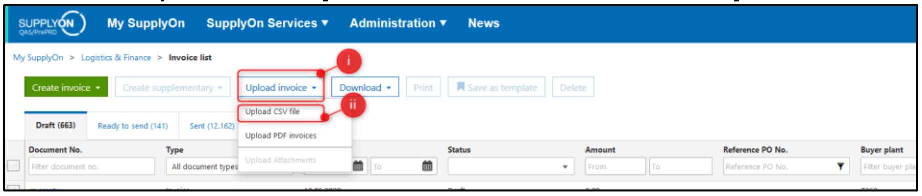
- ***Mandatory fields:*** *These fields are marked in the list with MAND and have to be filled for uploading.*
- ***Conditional fields:*** *These fields are marked with COND. They can be mandatory under certain conditions (e.g. additional data needed for an entry).*
- ***Unmarked fields:*** *These fields 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:

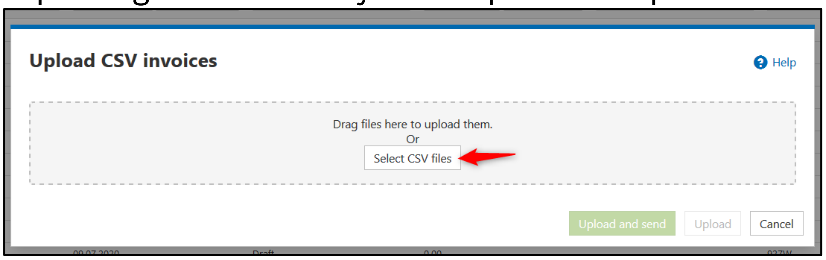
1. Log in to the SupplyOn platform and route to the service. Therefore follow the instructions of the section Login and routing to the service. Instructions see here.
2. You are now in the view “Invoice list”. Within this view, you can find an overview of your invoices.



3. Choose within the Dropdown of **Upload invoice** and choose **Upload CSV file**.



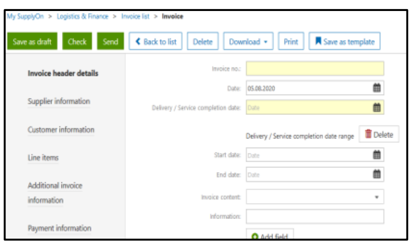
4. Select the corresponding CSV file from your computer and open the file to upload.



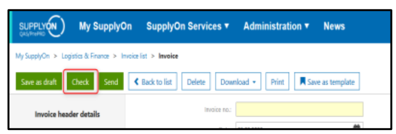
5. You can now choose if you want to send the uploaded file directly by clicking ***upload and send***. If you want to edit the data via web interface, click on ***Upload***.

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

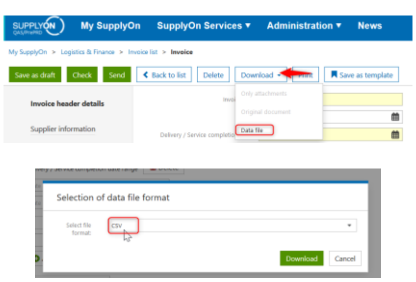
1. *Create once an personalized invoice on the web application from SupplyOn (Invoice from scratch or demand)*



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.]

Creation of an PDF-invoice

If you are **activated** for this service (*Precondition: WebEDI connect*), you can submit invoices in a PDF format with the SupplyOn eInvoicing function. Within this service, the PDF document can be generated in your system and submitted via upload function in the SupplyOn web application or sent via e-mail. **This service requires a separated activation process, which is NOT free of charge. Information for the registration process and how to find out if you are activated for the service can be found here**

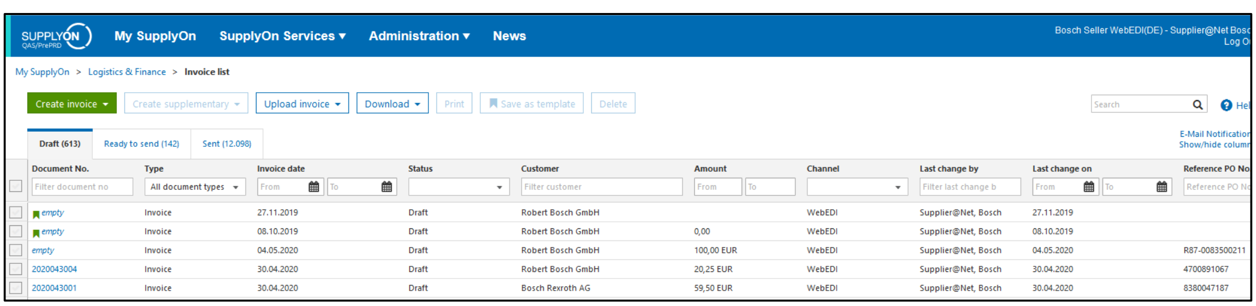
! Please only use this service, if your system creates invoices as PDF-files automatically.

Below options are possible to submit your invoice via PDF.

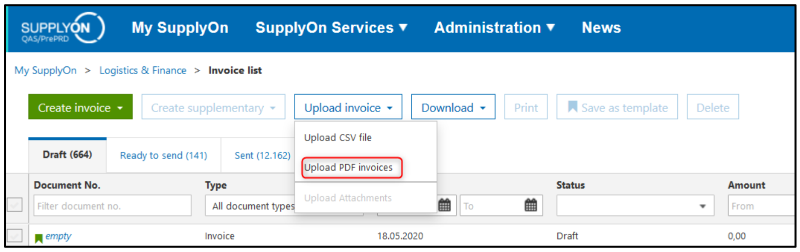
Upload function within the SupplyOn web application	The PDF-Invoice will be generated in your system and submitted to Bosch via upload functionality on the SupplyOn platform.
Send PDF via e-mail	If this PDF-Upload is running smoothly, PDF-Invoice can also be sent via e-mail, or directly from your system.

Upload PDF-Invoice

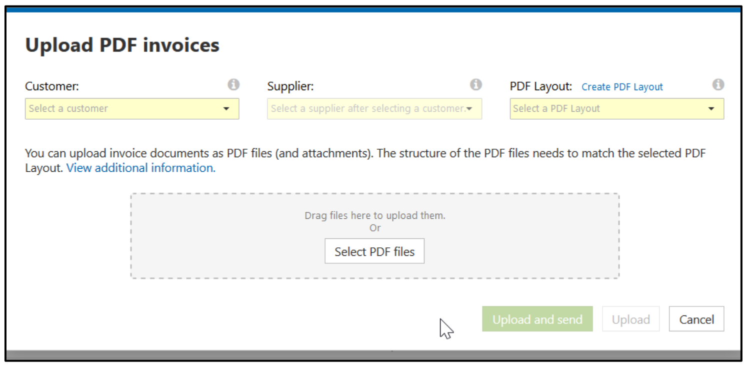
1. Log in to the SupplyOn platform and route to the service. Therefore, follow the instructions of the section Login and routing to the service. Instructions *see here.*
2. You are now in the view “Invoice list”. Within this view, you can find an overview of your invoices.



3. Click on ***Upload invoice*** and choose ***Upload PDF invoices*** in the dropdown.



4. Now the window for the upload area appears. Select a customer (organizational unit) for which the invoice is intended. Select the supplier (unit in your company) for which the invoice is to be generated and select the appropriate PDF layout.



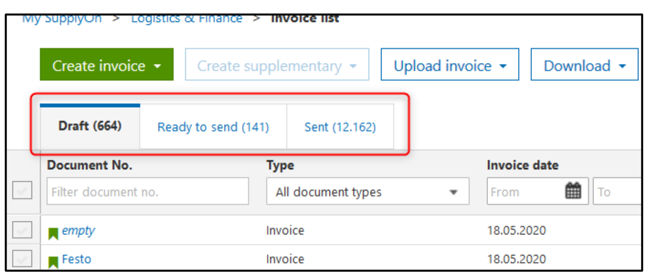
5. Click on ***Select PDF files*** to choose the PDF-Invoice (from your computer) you want to upload. Upload of multiple PDF-Invoices is possible.

6. After you chose the PDF-Invoice(s) you want to send, you have the possibility to check and edit your invoice by clicking on ***Upload*** or send it directly by clicking on ***upload and send***.

   a) Clicking on ***Upload***

If you click on **Upload**, you can check and edit the PDF-Invoice before sending it.

- During the processing of the uploaded invoice by the system, the invoice is can be seen under the **draft** tab in your invoice list. It can take up to 48h, until the invoice is available under the tab **ready to send.**



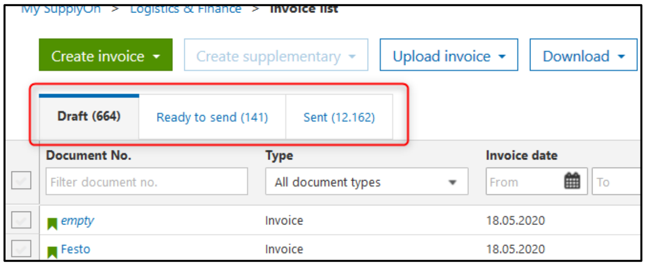
- If the invoice is under the tab **ready to send**, you can edit the invoice and send it to the customer
- After sending the document, the invoice can be viewed under the tab **sent.**

☼ ***Hint****: Start to use option a) and use option b) after a period of positive test change.*

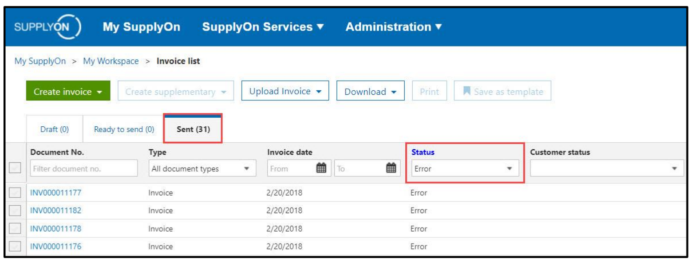
b) Clicking on **Upload and send**

If you click **Upload** and send the PDF-Invoice will be sent directly.

- During the processing of the uploaded invoice this is on the **Sent** tab in the **Processing status**. This can take up to 48 hours. The invoice is then available under the **Sent** tab.



- Error-free invoices are sent directly to the customer. If an error occurred during the processing, the invoice is given the **Error status**. The invoice with errors is not sent to the customer.



! Procedure in case of an error can be seen here.

Send PDF-Invoice via e-mail

Please note, that you can only send PDF-Invoices via e-mail, if the PDF-Invoice upload is running stable, because the same test routines will be done. **This service requires a separated activation process, which is NOT free of charge. Information for the registration process and how to find out if you are activated for the service can be found here.**

There are two options for addressing and sending an e-mail with a PDF file to SupplyOn eInvoicing.

a) Variables in the **subject line** *(automatic procedure within SupplyOn here)*

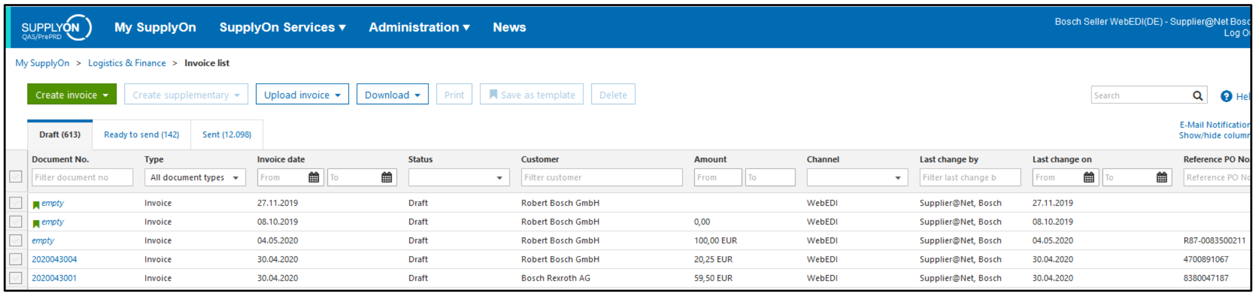
> For this you generate an e-mail **subject** with the variables from customer ("BO" and "BY"), supplier ("SE") and the PDF layout ("LO"). If you do not know the variables, you can have them displayed in SupplyOn eInvoicing.
>
> Definition of variables:
>
> BO: BFAG => Customer's organization code
> BY: DE01 => Customer's plant code
> SE: 99022004 => Supplier number at the customer
> LO: 220200 => Layout / Mapping ID
>
> *Example*: **BO: BFAG, BY: DE01, SE: 999022004, LO: 220200,**
>
> Send the PDF-Invoice to the following e-mail address:
>
> ✉ **mailto:pdf.invoice@einvoicing.supplyon.com**

b) Variables in the **e-mail address** *(automatic procedure within SupplyOn here)*

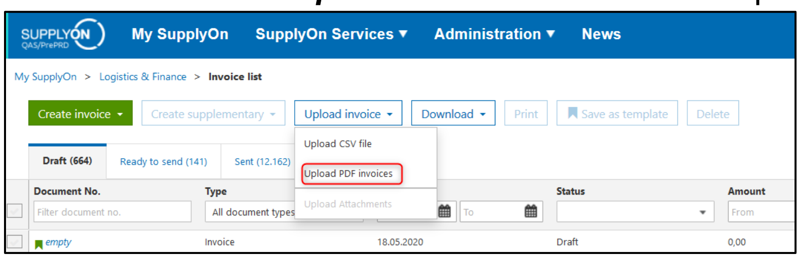
> For this you generate an e-mail address with the variables from customer("BO and "BY"), supplier ("SE"), PDF layout ("LO")and the fixed value *pdf.invoice@einvoicing.supplyon.com*. If you do not know the variables, you can have them displayed in SupplyOn eInvoicing. Send the PDF invoice to the generated e-mail address.
>
> Definition of variables:
>
> BO: BFAG => Customer's organization code
> BY: DE01 => Customer's plant code
> SE: 99022004 => Supplier number at the customer
> LO: 220200 => Layout / Mapping ID
>
> *Example:* **BFAG#DE01#999022004#220200#pdf.invoice@einvoicing.supplyon.com**
>
> Send the PDF-Invoice to the following e-mail address:
>
> ✉ *BO#BY#SE#LO#pdf.invoice@einvoicing.supplyon.com*

Creation of the e-mail subject or e-mail address in the SupplyOn web application.

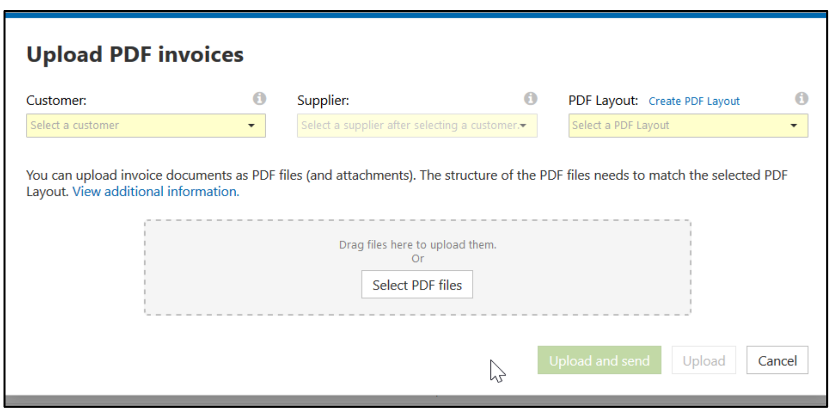
1. To specify the e-mail address or subject, Log in to the SupplyOn platform and route to the service. Therfore follow the instructions of the section Login and routing to the service. Instructions [see here]
2. You are now in the view **Invoice list**. Within this view, you can find an overview of your invoices.



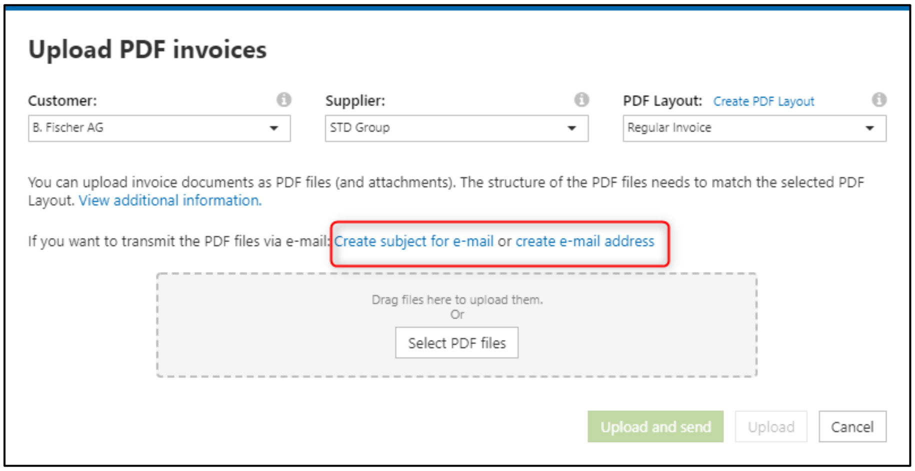
3. Click on ***Upload invoice*** and choose ***Upload PDF invoices*** in the dropdown.



4. Now the window for the upload area appears. Select a customer (organizational unit) for which the invoice is intended. Select the supplier (unit in your company) for which the invoice is to be generated and select the appropriate PDF layout.

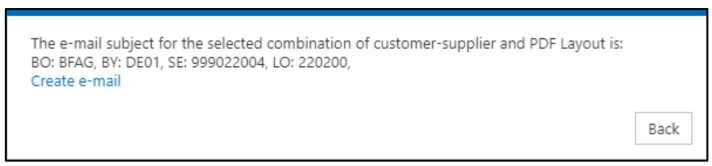


5. After you entered the information, the window will be updated. Click on **create subject for e-mail** or **create e-mail address**.



a) Create **subject** for e-mail

If you want to create the subject for the email click on **create subject for e-mail** and following window will be displayed:

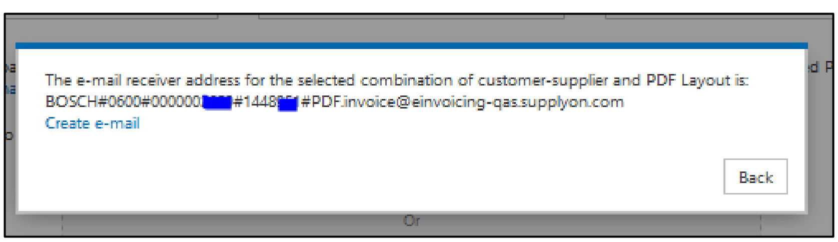


➢ You can use the displayed subject for invoicing, sending by e-mail

! **Important:** *The displayed e-mail subject only works for the selected combination of customer, supplier and PDF layout. The e-mail subject must be specified again for invoices of other combinations* .

b) Create **e-mail address**

If you want to create the subject for the email click on **create e-mail adress** and following window will be displayed:



➢ You can use the displayed e-mail address for invoicing, sending by e-mail

! **Important:** *The displayed e-mail subject only works for the selected combination of customer, supplier and PDF layout. The e-mail subject must be specified again for invoices of other combinations*

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 1

How to save and download drafts 2

How download an invoice 3

How to create a credit note (cancellation) 4

How to create a price variation credit/debit 6

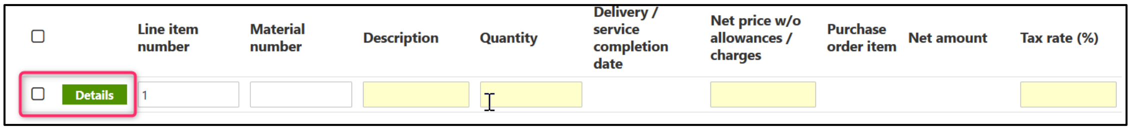
How to create an inquiry (general/dunning) 8

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:

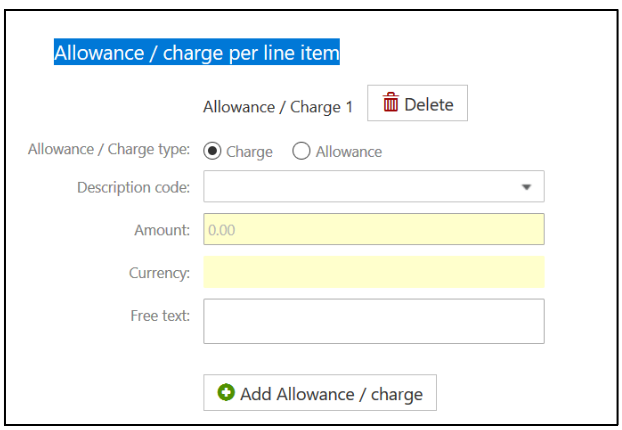
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation. Instructions *see here*.
2. Enter in the tab "customer information" (navigation on the left side) the position you want to charge. If you want to add an additional allowance or charge, click on **details** in the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

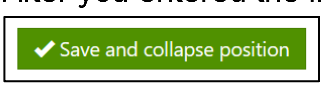


3. Choose now in the section „ **Allowance/charge per line item**", the optional field 

.

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 

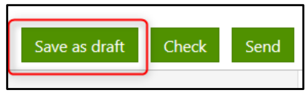
to add the allowance or charge to the respective position.

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

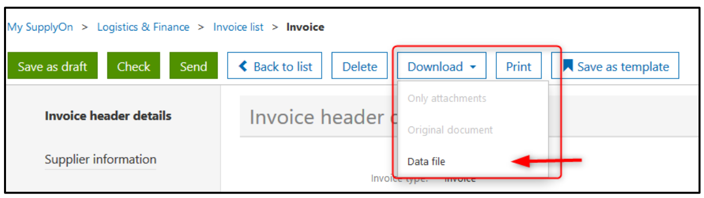
! **Important:** Please use **only this procedure** to add additional allowances or charges. An allowance/charge on document level, which can be found under "Additional invoice information", may **ONLY** be used if the allowance/ charge can be assigned to the description code **freight service.**

How to save and download drafts

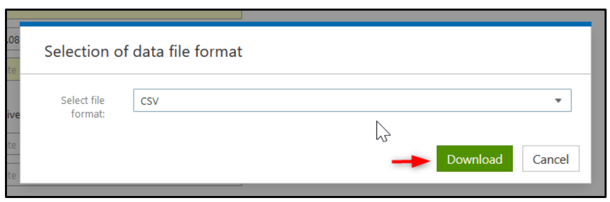
When creating invoices within SupplyOn, you have the possibility to save drafts. To make your invoicing process more efficiently the draft can also be used as a template for further invoices.

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 

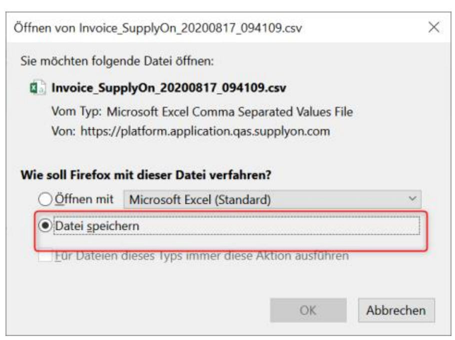
at the top or the end of the page.
3. After you saved the invoice as a draft. You have the possibility to download the saved document by clicking on **data file** in the dropdown menu of the **download** button in the navigation bar at the top of the page**.**



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



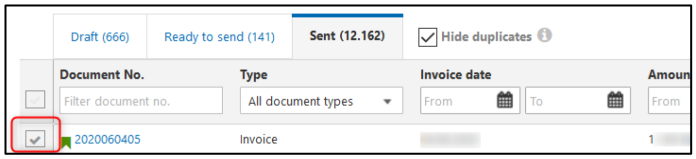
5. Save the CSV file on your computer for further processing or use it as a sample for further invoices.



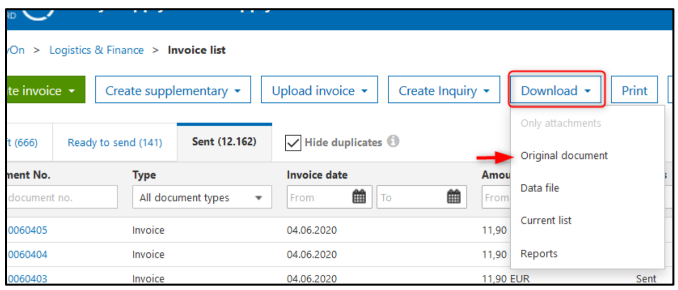
How download an invoice

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

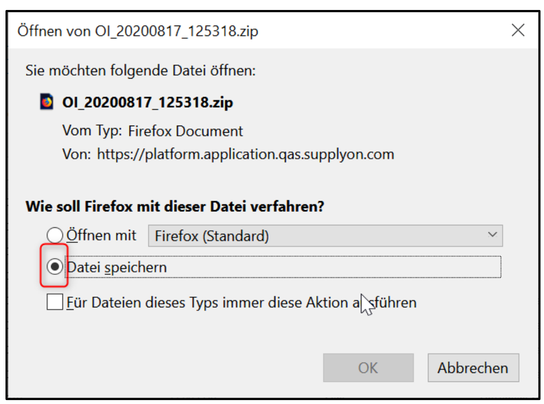
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*.
2. You can find all invoices, sent through SupplyON within the tab **sent.** Choose the invoice you want to download, by setting a tick at the beginning of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

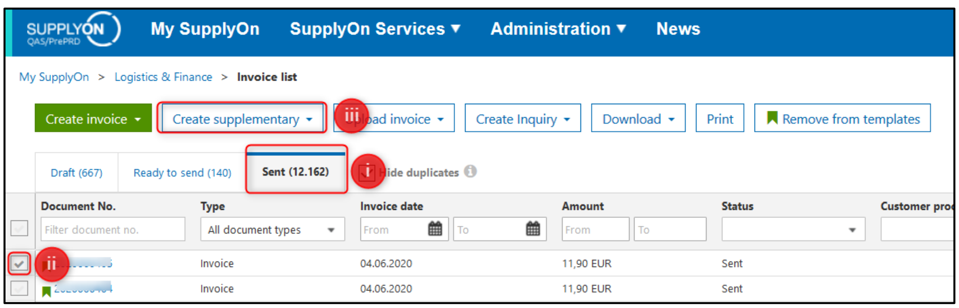
A credit note is a cancellation of the invoice. A cancellation of an invoice is required if:

- 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

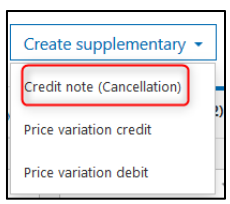
The Supplier has to take care of the correctness of the invoice data when entering the data into SupplyOn. The data in SupplyOn has to equal with the data in the suppliers merchandise management systems.

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

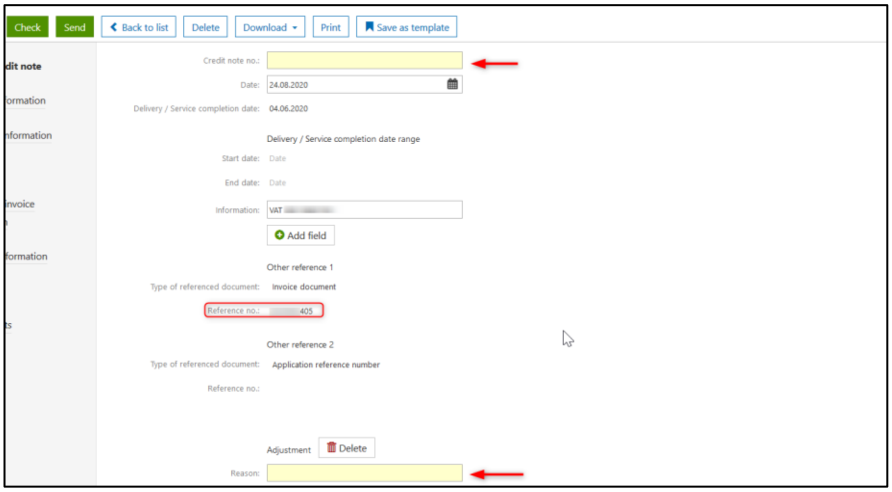
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*.
2. You can find all of your invoices, sent through SupplyON within the tab ***sent.*** Choose the invoice you want to download, by setting a tick at the beginning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

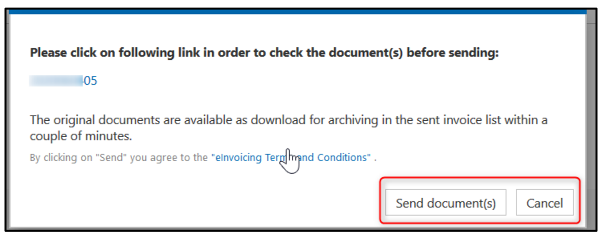


4. Check if the reference number belongs to the referenced invoice, you want to cancel, enter a unique credit note number and enter a reason for cancellation.



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.

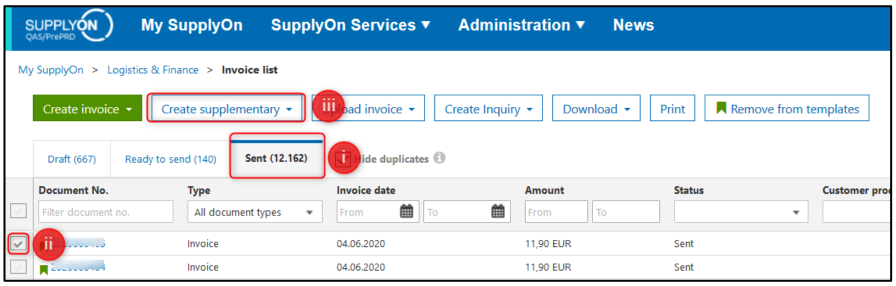


Hint: *If you create a credit note (cancellation) the invoice will be cancelled completely. There is no chance to change any amounts or prices.*

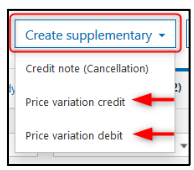
How to create a price variation credit/debit

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.

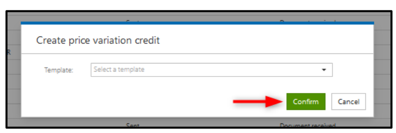
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*.
2. You can find all of your invoices, sent through SupplyON within the tab ***sent.*** Choose the invoice you want to download, by setting a tick at the beginning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



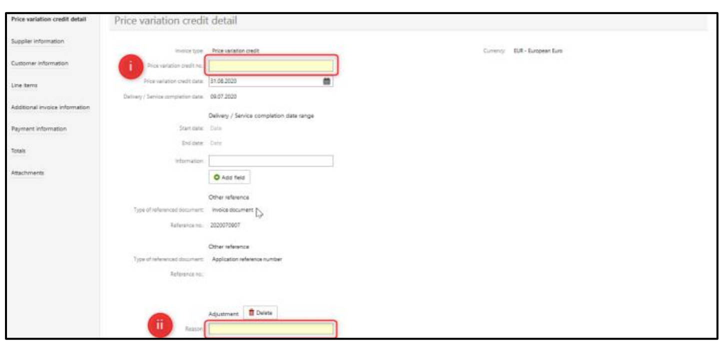
3. Choose the price variation type you want to create.



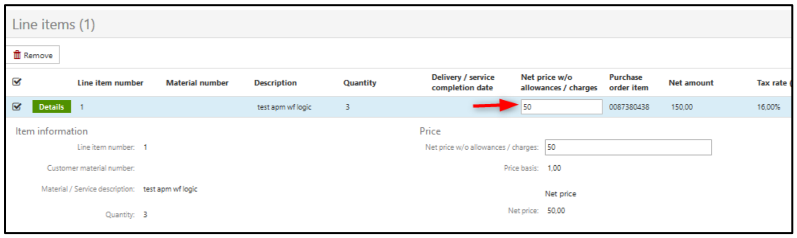
4. Confirm your selection. You can choose a template therefore, if available.



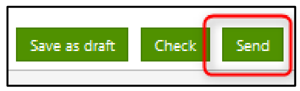
5. Enter in the section **price variation credit detail** a document number and the reason of the adjustment.



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)

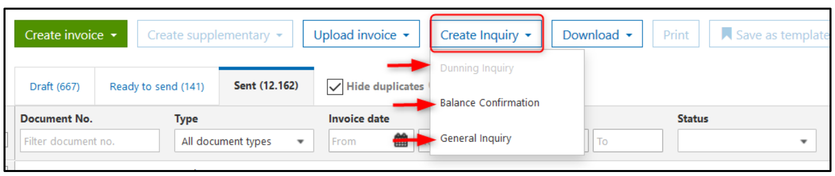
If you are registered on the SupplyOn platform, you have the possibility to use enhanced functionalities like creation of inquiries directly on the platform. Following types of inquiries can be created within the platform (All information regarding the enhanced functionality see here):

- 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.

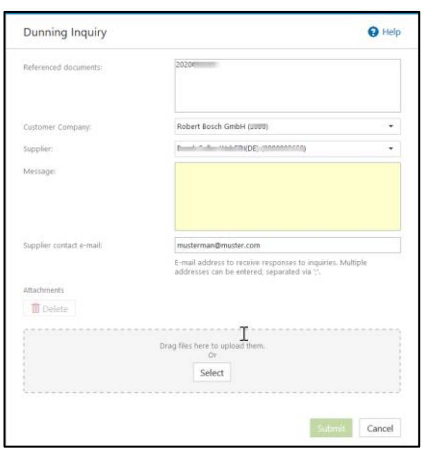
1. Log in to the SupplyOn platform and follow the instructions for the invoice creation to get to your **invoice list**. Instructions *see here*
2. You can find all of your invoices, sent through SupplyON within the tab ***sent.*** Click on ***create inquiry*** and choose the type of inquiry you want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

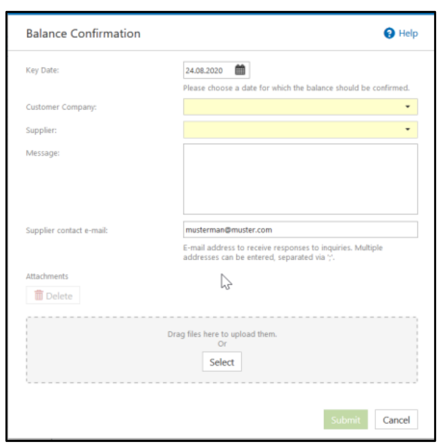
3. Depending on the inquiry type, the respective action window appears.

- Dunning inquiry



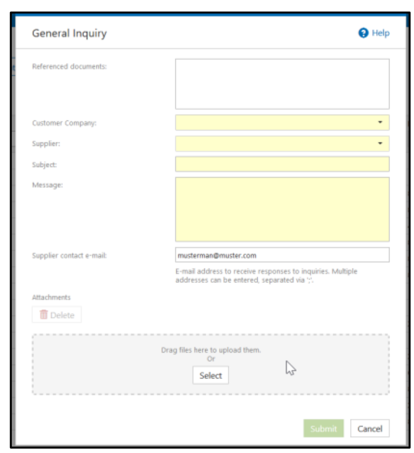
1. *Referenced document number, customer company and supplier is taken over depending on your selected invoice.*
2. *Type in your message and **submit** your dunning inquiry.*

- 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**.

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

Attachement

Format description of an upload-CSV file **1**

Error processing for PDF-Upload invoices **18**

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 380 Commercial invoice 381 Self-billing invoice 383 Debit	MAND

	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	COND if target currency

	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	
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. The following types can be entered here:	COND if structured payment terms

	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:	MAND

	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	
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 MTK Square meter MTQ Cubic meter	MAND

	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 50 Goods receipt	COND if delivery/performance date

	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	

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

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 PDF- and 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.
    - 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

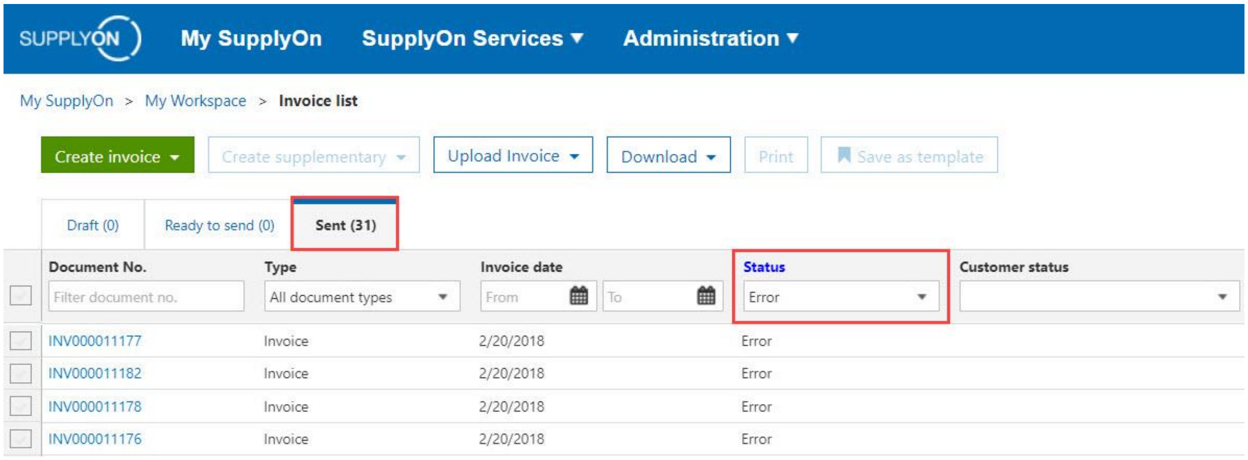
You receive an e-mail with the subject

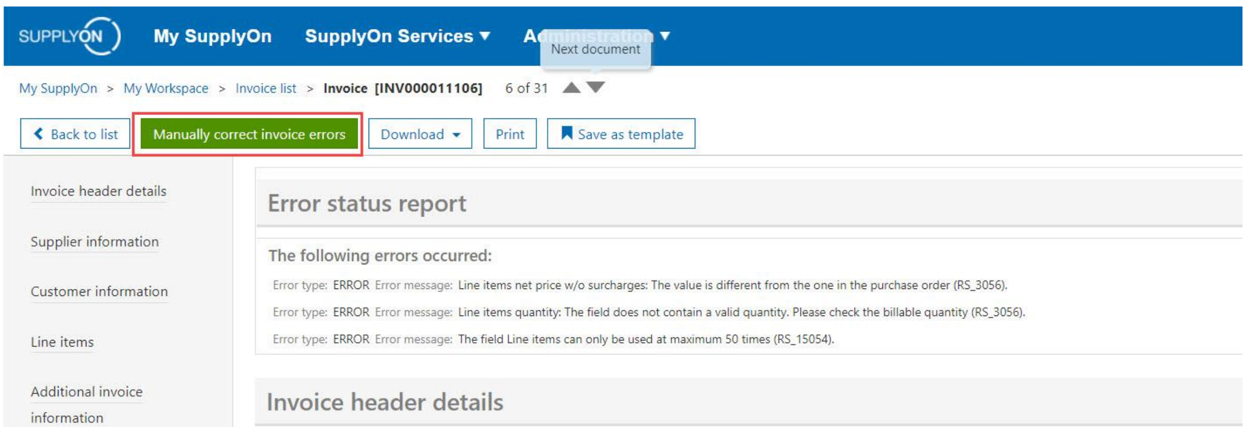
- SENT – No further action required. We recommend a rule be created for these e-mails.
- ERROR and the message that the invoice has been uploaded, and the errors it contains.
    - Error correction: Log into SupplyOn eInvoicing, open the **Sent** tab, search for the invoice with the **Error status**, 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.
    - 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.