

SupplyON User Guide | PDF-Upload

eInvoicing Guide for Robert Bosch suppliers



08.2020

User Guide

Invoice creation for Bosch suppliers with SupplyOn eInvoicing

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

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Please note:

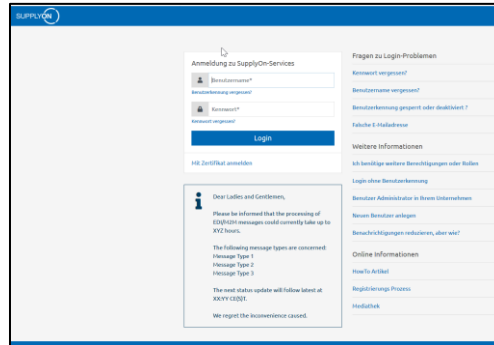
- ! *The Supplier has to take care of the correctness of the invoice data when entering the data into SupplyOn. The data in SupplyOn has to equal with the data in the suppliers merchandise management systems.*
- ! *A purchase order, received via SupplyOn has to be responded in form of a purchase order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

Invoice types at a glance

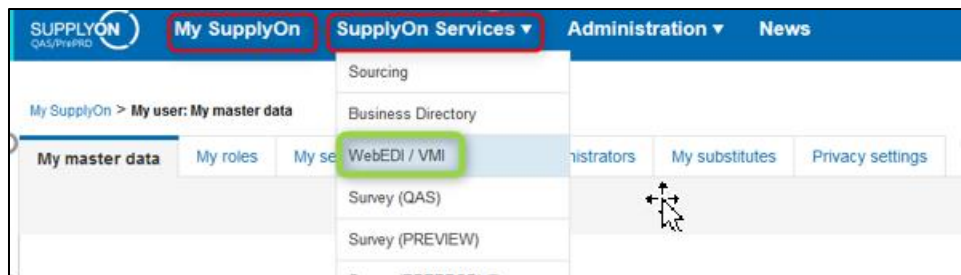
| | |
|--|--|
| <p><u>Invoice from demand</u> <i>(Purchase order flip)</i></p> | <p>The Invoice is prefilled with the existing order data within the SupplyOn platform and has to be completed by only few mandatory information.</p> |
| <p><u>Invoice from document</u> <i>(frequently appearing PO; Limit PO)</i></p> | <p>Invoice is prefilled with all relevant data of a document (Purchase order in SupplyOn). Only price and amount has to be adjusted.</p> |
| <p><u>Invoice from scratch</u> <i>(Blank invoice without PO)</i></p> | <p>The Invoice will be created by the supplier within the SupplyOn platform by filling out a blank document. This type of invoice can also be crated, if the PO is not received via SupplyOn.</p> |
| <p><u>Invoice creation via CSV upload</u></p> | <p>The invoice is created in your system and can be sent through SupplyOn in a CSV-format via upload function.</p> |
| <p><u>Invoice creation via PDF upload</u> <i>(Service has to be activated for supplier)</i></p> | <ul style="list-style-type: none"> • 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](#).

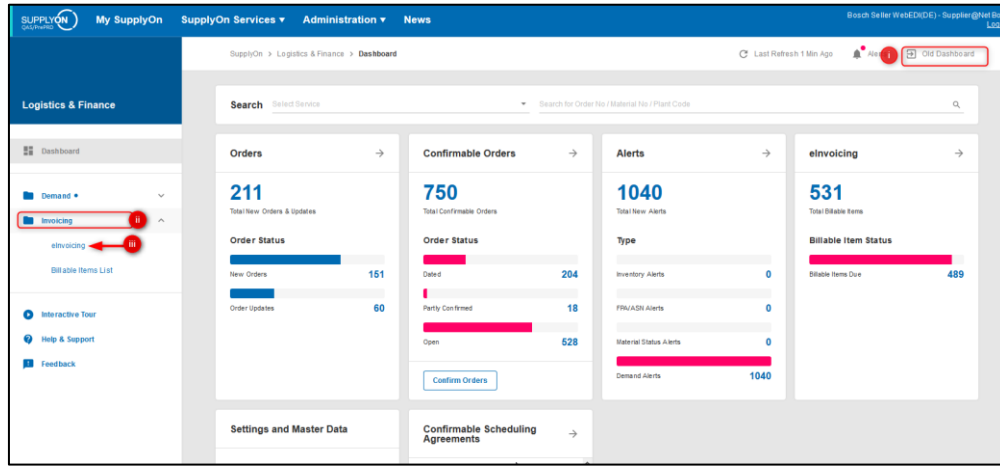


2. Go to **My SupplyON** or click on **WebEDI/ VMI on SupplyOn Services** to use the service.



a) Access via SupplyOn Service, WebEDI/VMI

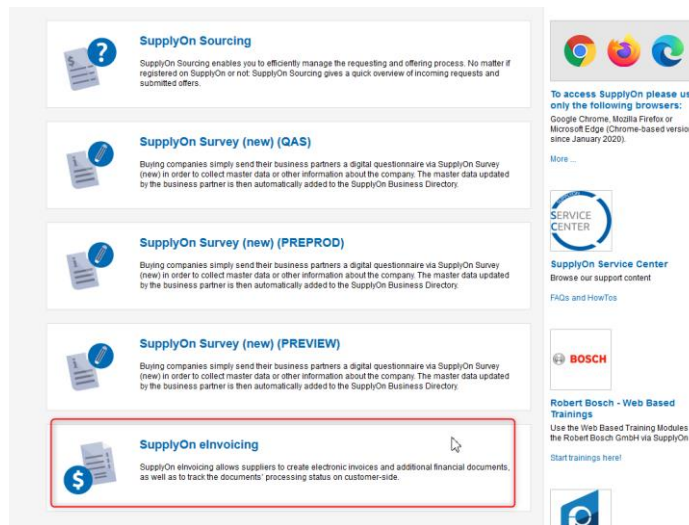
- If you access via WebEDI, choose **invoicing** in the dropdown of the **Invoicing** button at the navigation bar on the left side of the page.



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

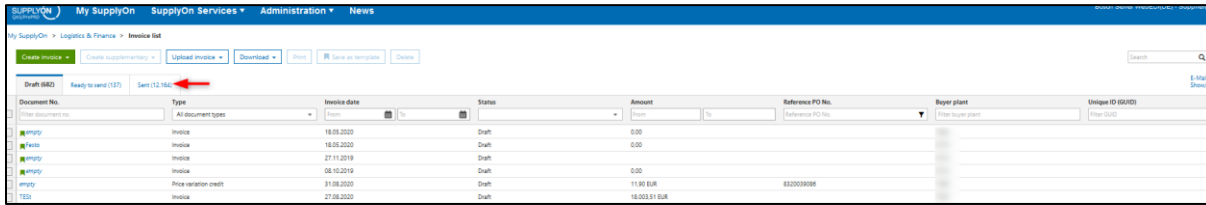
b) Access via My SupplyOn

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

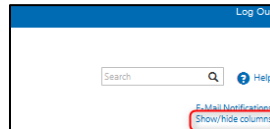


- You will be routed to your invoice list shown below in [step 3](#).

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



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



- Follow now further instructions below to upload 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](#)**

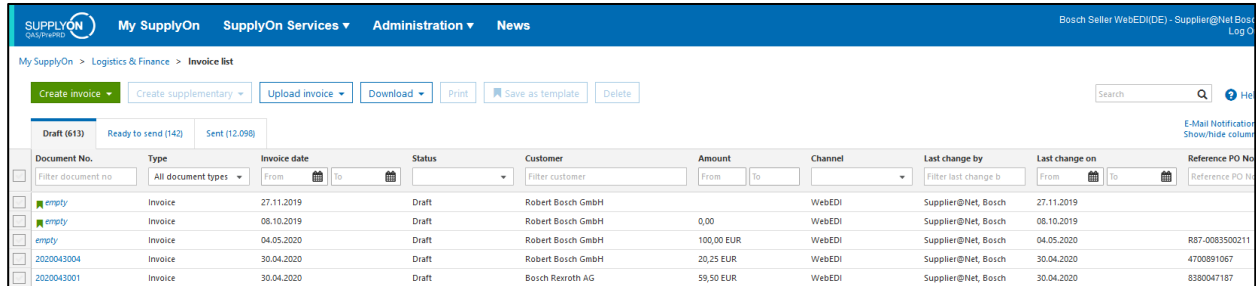
- ! Please only use this service, if your system creates invoices as PDF-files automatically.

Below options are possible to submit your invoice via PDF.

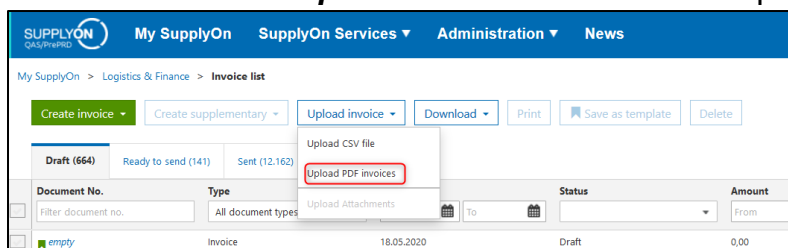
| | |
|--|--|
| <p><u>Upload function within the SupplyOn web application</u></p> | <p>The PDF-Invoice will be generated in your system and submitted to Bosch via upload functionality on the SupplyOn platform.</p> |
| <p><u>Send PDF via e-mail</u></p> | <p>If this PDF-Upload is running smoothly, PDF-Invoice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

Upload PDF-Invoice

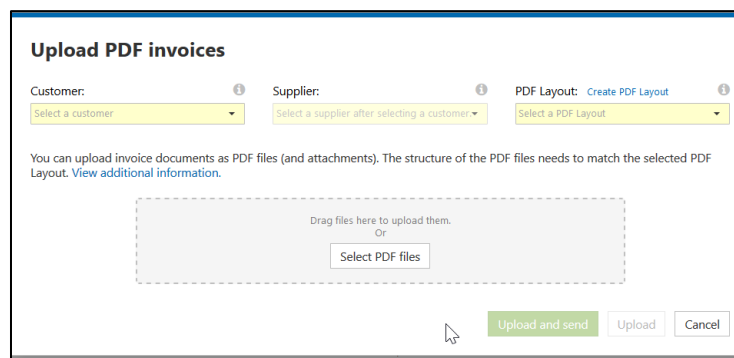
1. Log in to the SupplyOn platform and route to the service. Therefore, follow the instructions of the section Login and routing to the service. Instructions [see here](#).
2. You are now in the view “Invoice list”. Within this view, you can find an overview of your invoices.



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



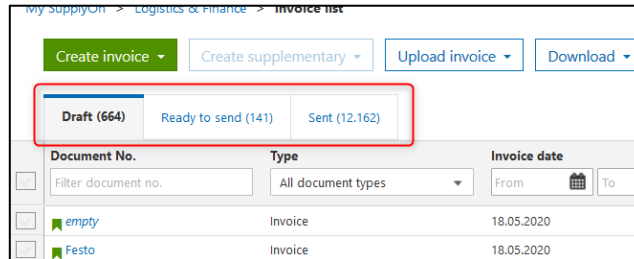
4. Now the window for the upload area appears. Select a customer (organizational unit) for which the invoice is intended. Select the supplier (unit in your company) for which the invoice is to be generated and select the appropriate PDF layout.



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**.

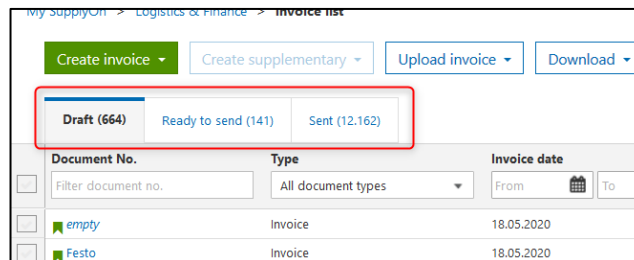


- If the invoice is under the tab **ready to send**, you can edit the invoice and send it to the customer
- After sending the document, the invoice can be viewed under the tab **sent**.

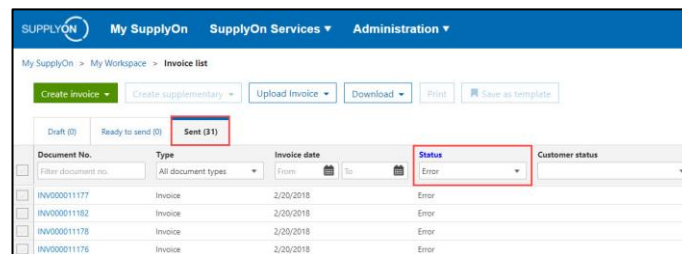
⚙ **Hint:** Start to use option a) and use option b) after a period of positive test change.
b) Clicking on Upload and send

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@invoicing.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@invoicing.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

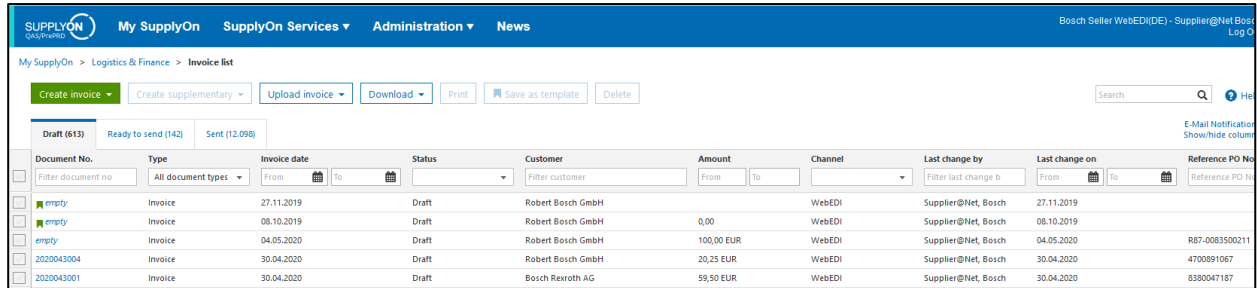
Example: **BFAG#DE01#999022004#220200#pdf.invoice@invoicing.supplyon.com**

Send the PDF-Invoice to the following e-mail address:

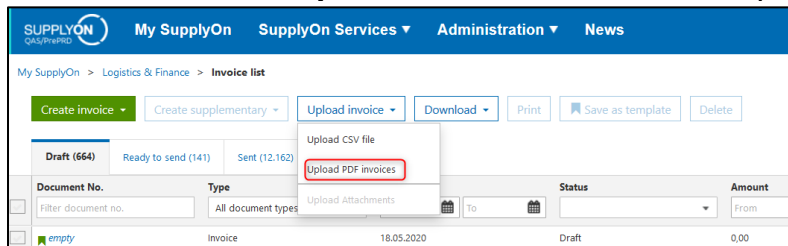
✉ BO#BY#SE#LO#pdf.invoice@invoicing.supplyon.com

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. 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.

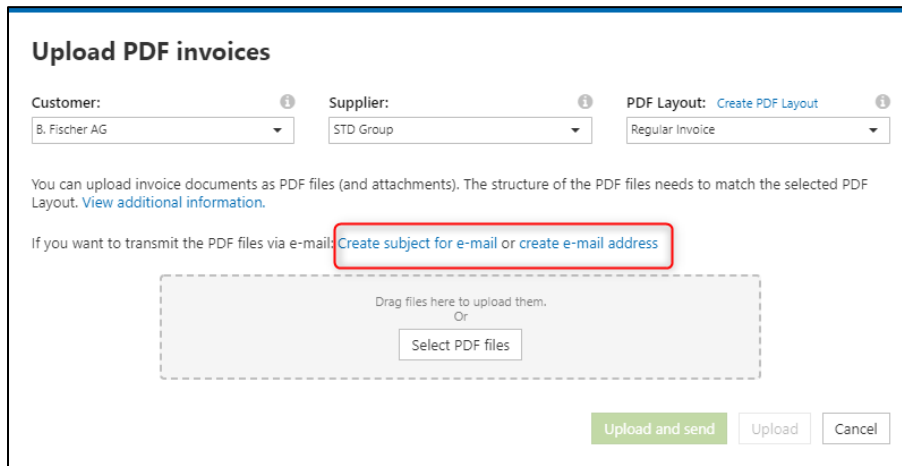
Upload PDF invoices

Customer: Supplier: PDF Layout:

You can upload invoice documents as PDF files (and attachments). The structure of the PDF files needs to match the selected PDF Layout. [View additional information.](#)

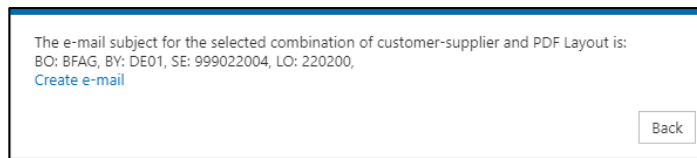
Drag files here to upload them.
Or

- 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:

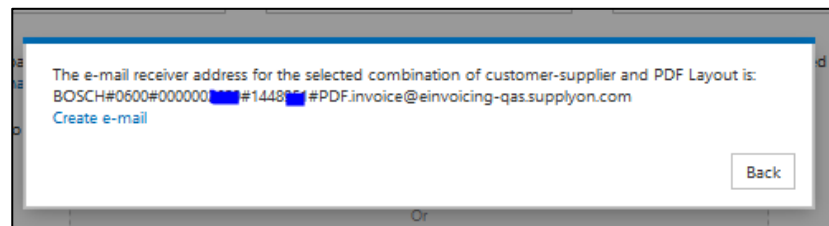


- You can use the displayed subject for invoicing, sending by e-mail

! **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 address** 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*

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.

My SupplyOn > My Workspace > Invoice list

Create invoice Create supplementary Upload Invoice Download Print Save as template

Draft (0) Ready to send (0) **Sent (31)**

| Document No. | Type | Invoice date | Status | Customer status |
|---------------------|--------------------|--------------|--------|-----------------|
| Filter document no. | All document types | From To | Error | |
| INV000011177 | Invoice | 2/20/2018 | Error | |
| INV000011182 | Invoice | 2/20/2018 | Error | |
| INV000011178 | Invoice | 2/20/2018 | Error | |
| INV000011176 | Invoice | 2/20/2018 | Error | |

My SupplyOn > My Workspace > Invoice list > Invoice [INV000011106] 6 of 31

Back to list **Manually correct invoice errors** Download Print Save as template

Invoice header details

Supplier information

Customer information

Line items

Additional invoice information

Error status report

The following errors occurred:

Error type: ERROR. Error message: Line items net price w/o surcharges: The value is different from the one in the purchase order (RS_3056).

Error type: ERROR. Error message: Line items quantity: The field does not contain a valid quantity. Please check the billable quantity (RS_3056).

Error type: ERROR. Error message: The field Line items can only be used at maximum 50 times (RS_15054).

Invoice header details

Re d) Send PDF invoice with e-mail address

You receive an e-mail with the subject

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

Support

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

 customer-support@SupplyOn.com



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

Direct contact:

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



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

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

See [here](#) how to proceed.

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