Purchase order and invoice process (P2P)
Quick guide for Connect suppliers

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Introduction

Your customer Robert Bosch GmbH, referred to hereinafter as Bosch, is changing the way it procures indirect materials and services globally as part of the Supplier@NET initiative with the introduction of an electronic process based on the SupplyOn online platform.
This has the following implications for you as a Bosch supplier: in the future you will simply receive purchase orders via SupplyOn and can process these directly online – from confirmation to invoice.

The electronic despatch of purchase orders, order confirmations and invoices is fast, convenient, economical and environmentally friendly and therefore represents a convincing alternative to the traditional process.
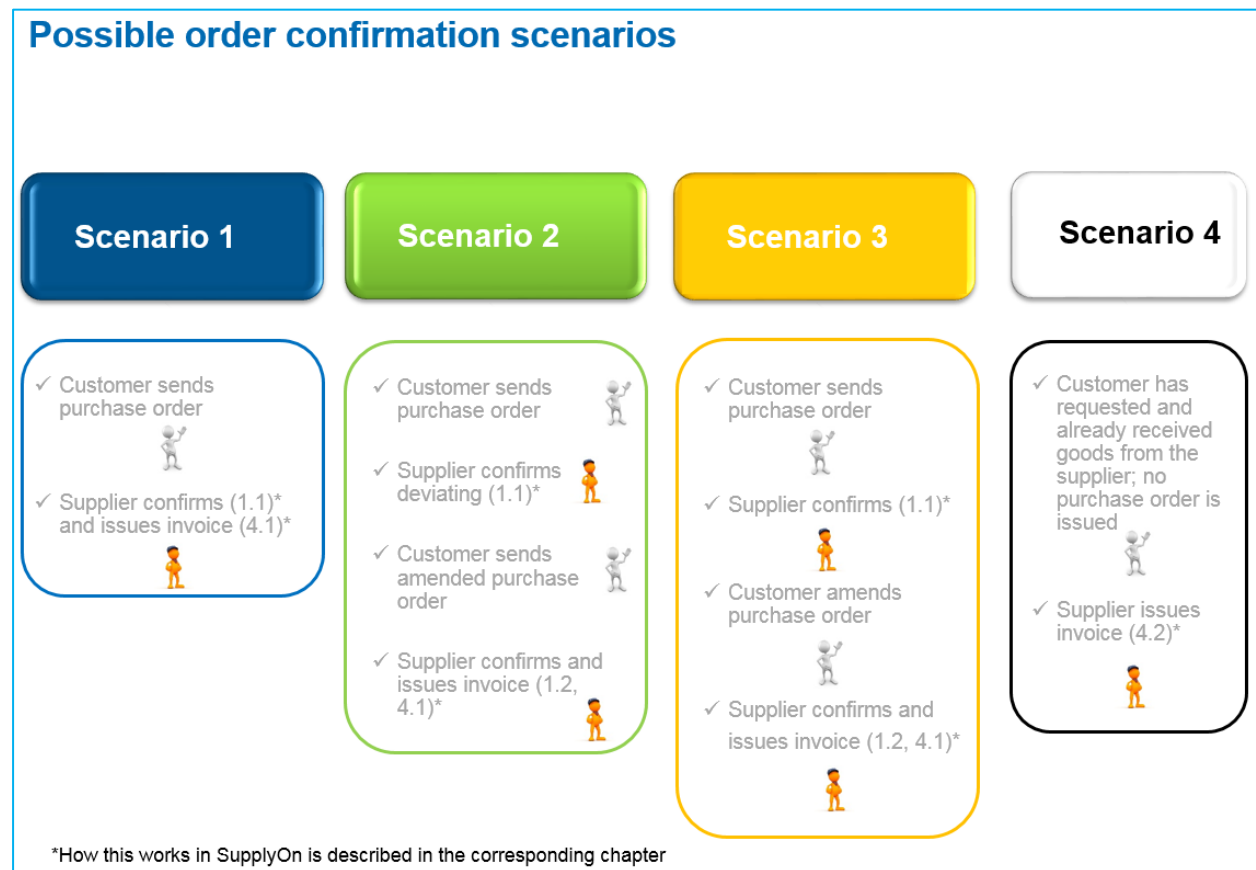
This quick guide is aimed at you as suppliers who use SupplyOn and provides you with an overview of how to work with electronic purchase orders and use them to generate invoices.

Please refer to the P2P instructions for Connect suppliers for detailed information.

Possible purchase order processing scenarios:

- Scenario 1: Bosch sends a purchase order that you as a supplier confirm as ordered. You generate an invoice following delivery.
- Scenario 2: Bosch sends a purchase order that you as a supplier confirm with changes. You generate an invoice following delivery.
- Scenario 3: Bosch sends a purchase order that you as a supplier confirm as ordered. Bosch changes the purchase order and you as the supplier confirm the change. You generate an invoice following delivery.
- Scenario 4: The customer allows you to generate an invoice without a purchase order reference. You generate an invoice following delivery.

This gives rise to the following four scenarios:

Possible order confirmation scenarios

Scenario 1	Scenario 2	Scenario 3	Scenario 4
✓ Customer sends purchase order	✓ Customer sends purchase order	✓ Customer sends purchase order	✓ Customer has requested and already received goods from the supplier; no purchase order is issued
✓ Supplier confirms (1.1)* and issues invoice (4.1)*	✓ Supplier confirms deviating (1.1)*	✓ Supplier confirms (1.1)*	✓ Supplier issues invoice (4.2)*
	✓ Customer sends amended purchase order	✓ Customer amends purchase order	
	✓ Supplier confirms and issues invoice (1.2, 4.1)*	✓ Supplier confirms and issues invoice (1.2, 4.1)*	

*How this works in SupplyOn is described in the corresponding chapter

1 Process purchase order

This section explains how to check and confirm a purchase order from Bosch.

1.1 Confirm purchase order

You confirm a purchase order either:
- Agreeing with the details for quantity, date and price or
- Deviating from the details.

Confirm as ordered:

First check the stated delivery date, quantity❶ and price❽.

If all details are correct, confirm ❷ *as-is*, enter your internal reference number for this case in *Supplier Reference* ❸ and click *Save & Send*❹.

Confirm with changes:

If the order details are not correct, select the entry *Respond with changes* ❺ and then change either the date, quantity ❻ or price❽. You can also split the delivery❼ by distributing partial quantities to several dates.

Enter your *Supplier reference* ❸ and click *Save & Send*❹.
The customer now receives your confirmation electronically via SupplyOn.

1.2   Confirm purchase order changes

As described in the Introduction section, Bosch sends a new purchase order that has to be confirmed if you have confirmed with changes.

Example: The customer originally requested January 4, 2017 as the delivery date and you proposed January 19, 2017 as a new date.
You can see here that the customer has taken your suggestion and accepted your new delivery date of January 19, 2017 ❶.

If you ticked the *View Buyers Order Changes* ❷ checkbox, you will see the changes to the new purchase order flagged with an exclamation mark ❶.

Confirm as-is ❸, enter your *Supplier Reference* ❹ and *Save & Send* the confirmation to your customer ❺.

2   One-time master data maintenance for invoice creation

Before you create an invoice, we recommend to maintain your VAT number once, to prevent manual re-entry. For this you need the role of a company administrator.

Open the Business Directory and click the tab *Address* ❶.

Scroll down to the area *Change Company Data* enter the *VAT number* ❷ *save* ❸ your entry and return to your invoice.

3 Role for Invoicing

Please be aware. That you need a new role for the invoicing process. Within your company there is a user who has the rights to create new users and assign roles. These are called company administrators. Please contact this person and ask for the new role *eInv Seller Admin.*

4 Generate invoice

This section explains how to generate, print and archive an invoice in SupplyOn eInvoicing.

Invoices can be generated in two ways:
- Generate invoice directly from a confirmed purchase order
- Generate invoice without a copy of the order data – blank invoice (this may be deactivated by the customer in individual cases)

### 4.1 Generate invoice directly from a confirmed purchase order

The invoice can be generated both from a confirmed purchase order and by retrieving the billable items in the payment transactions section.

If you are already in a purchase order, you can retrieve the invoice form by clicking *Transfer data to start Invoice creation*.

The invoice is generally generated after the delivery.

To access the "eInvoicing" section, select the WebEDI/VMI service after you log in to SupplyOn and click *eInvoicing (new).*

You can now view all billable items by clicking the "Create invoice" ❶ field and select "From demand" ❷.
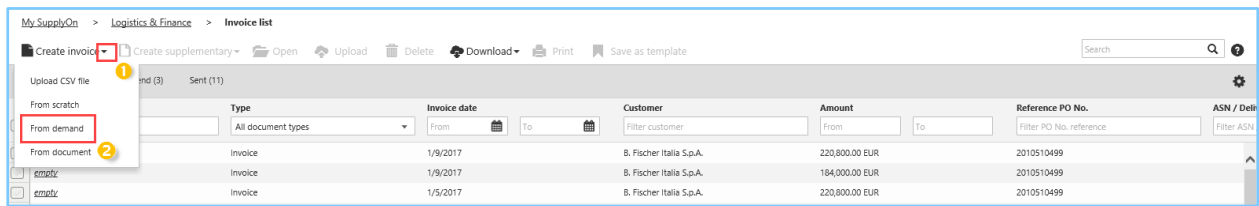
Select the billable items ❶ you want to invoice and click *Create invoice* ❷. You will now see the invoice form. This form is already pre-filled with the information contained in the purchase order.
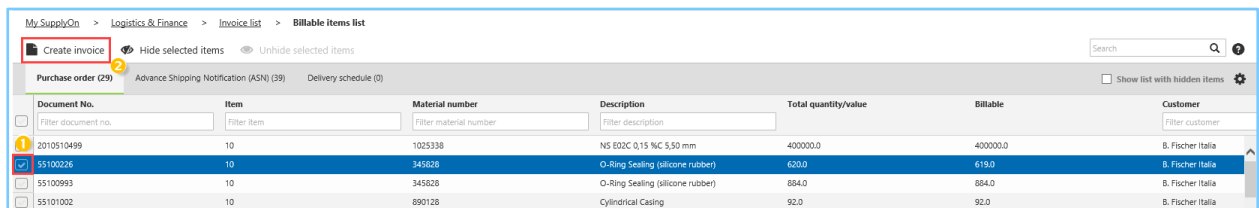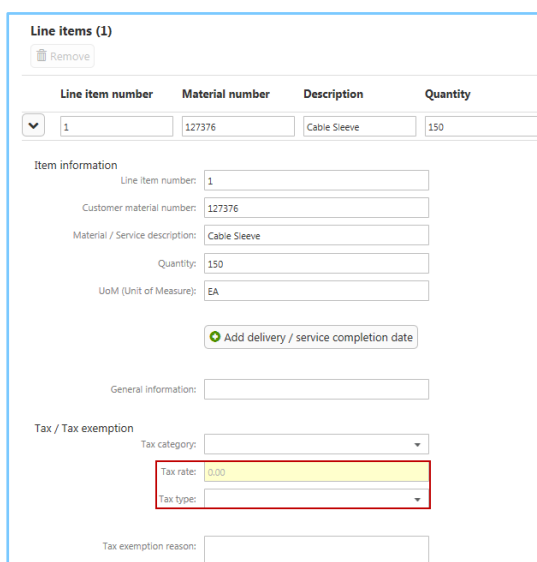

The invoice essentially consists of a number of areas. Yellow fields indicate mandatory input fields.

Please fulfill all relevant input fields. Open the line items
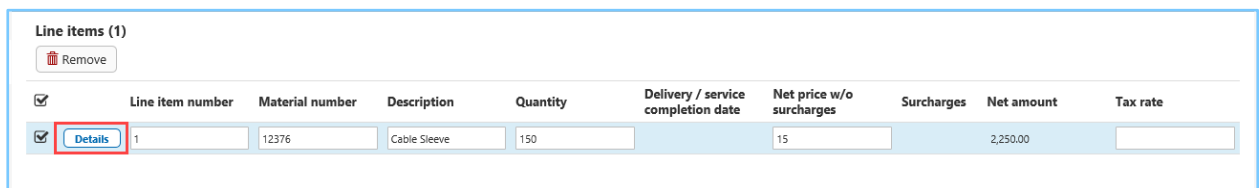
and enter the relevant tax information in the marked input fields.

If you interrupt editing and want to finish the invoice later, you can save the document as a *Draft* at any time.

Please click *Validate* to check your input is complete. If no error messages are displayed, you can *Send* the invoice.

You can check the invoice in a preview. Your customer receives your electronic invoice as soon as you click *Send invoice*.

4.2   Generate invoice without a copy of the order data – blank invoice
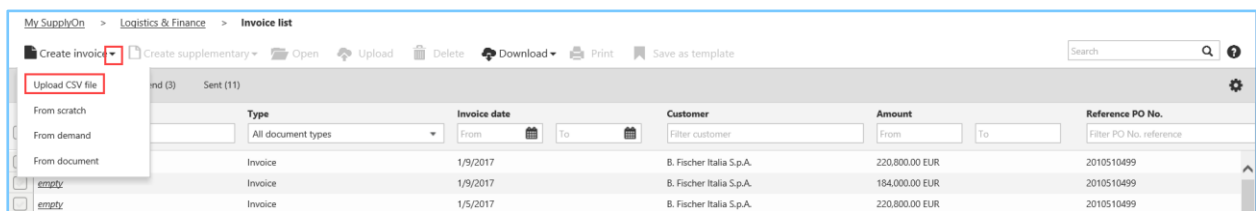
Open SupplyOn and click *eInvoicing (new)* in the process overview.
You can then also create a blank invoice, with a click on *From scratch* in the *Create invoice* area.

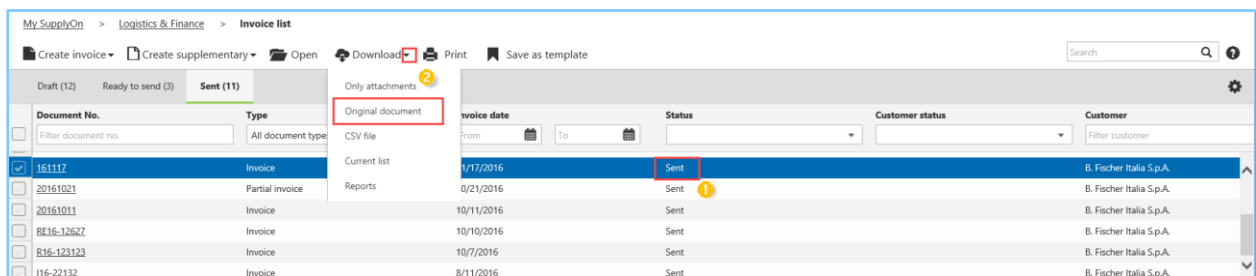Continue now as described in Section 2.1.

4.3   Upload invoice as csv

You can upload several invoices for a customer at the same time (= one Bosch plant) if they are in csv format.
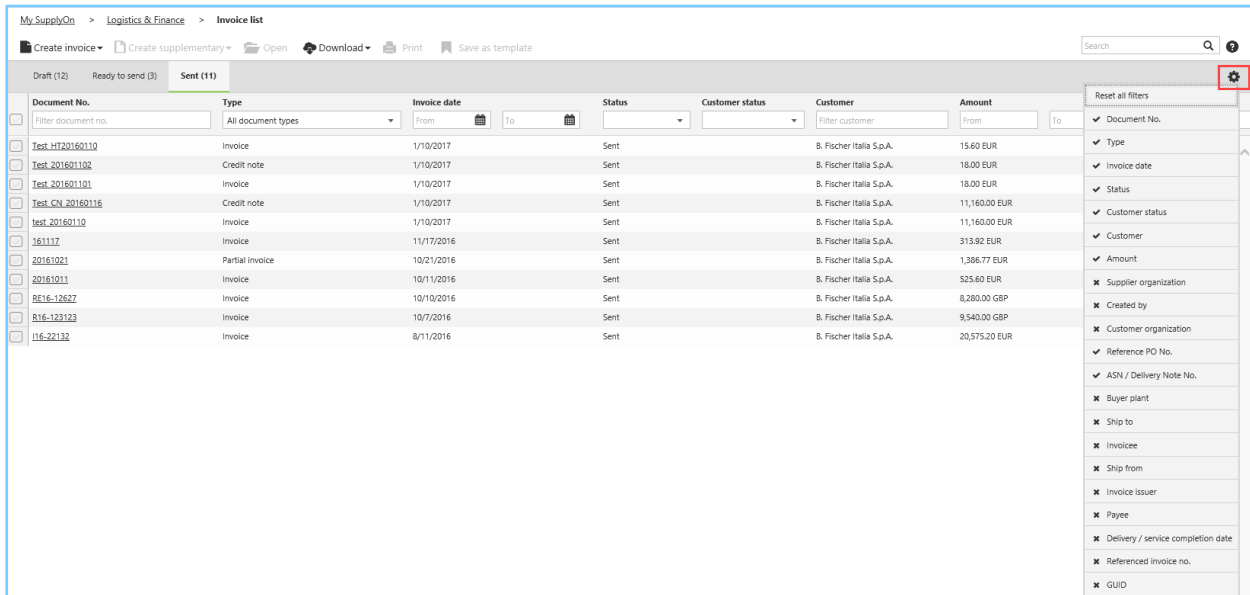
4.4   Archive invoice

As soon as an invoice has the status *Sent* ❶, you can *Download* ❷ it and archive it as an original invoice in accordance with legal regulations.

4.5   Configure invoice desktop and search for invoices

You can personalize your invoice desktop in your settings.

5   Tips for downloading attachments

There are different download formats:
- Purchase order attachments are generally offered as Zip files.
- The original invoice is received in PDF format.

Please refer to the P2P instructions for Connect suppliers for information on how to download attachments.