

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.

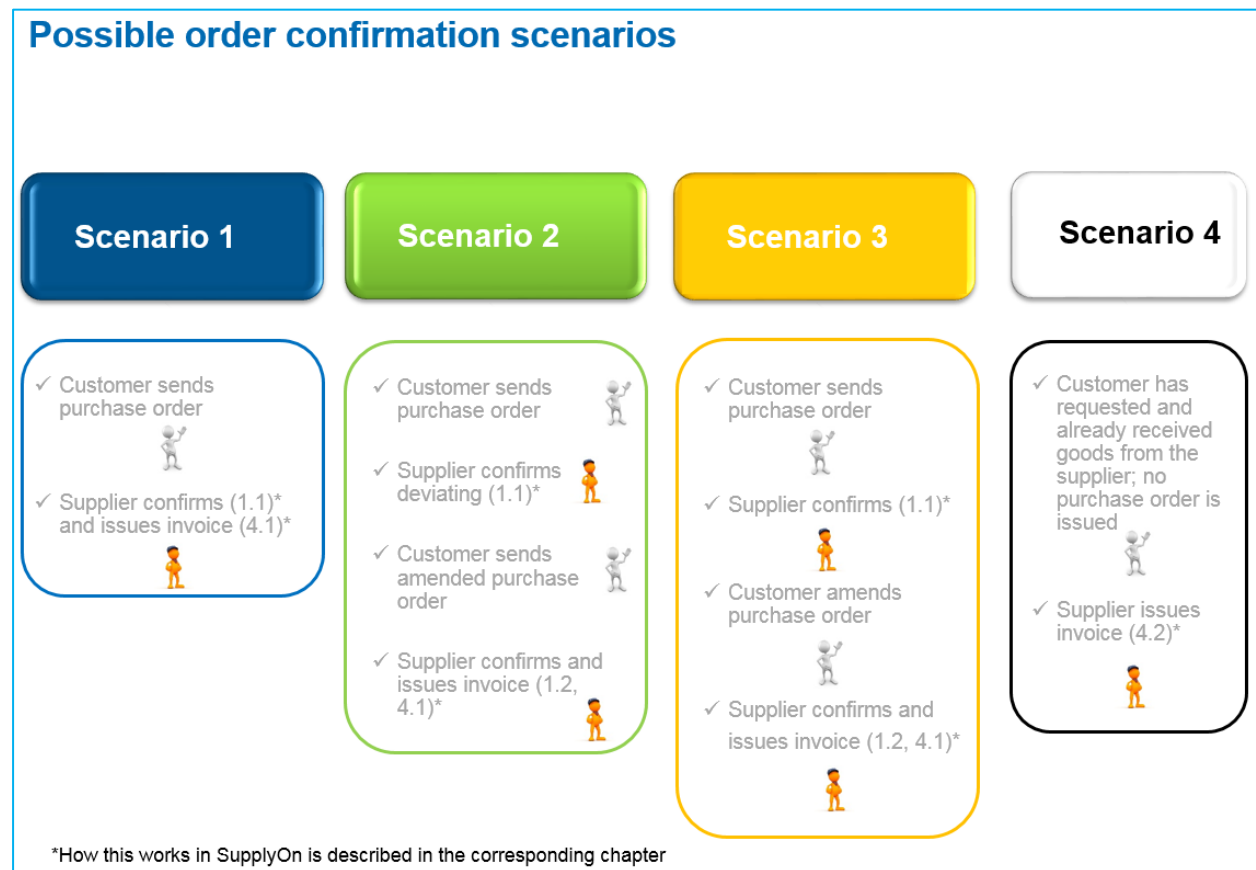
This quick guide is aimed at you as suppliers who use SupplyOn and provides you with an overview of how to work with electronic purchase orders and use them to generate invoices.

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:



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, quantity **1** and price **8**.

If all details are correct, confirm **2** as-is, enter your internal reference number for this case in *Supplier Reference* **3** and click *Save & Send* **4**.

Confirm with changes:

If the order details are not correct, select the entry *Respond with changes* **5** and then change either the date, quantity **6** or price **8**. You can also split the delivery **7** by distributing partial quantities to several dates.

Enter your *Supplier reference* **3** and click *Save & Send* **4**.

The customer now receives your confirmation electronically via SupplyOn.

The screenshot displays the 'Order details' page in SupplyOn. At the top, it shows the order number (55101086) and customer information (trg-B. Fischer AG). Below this is a table of line items. The first line item (LI 10) is highlighted, showing details like Material Number (345828), Material Description (O-Ring Sealing), Unloading Point (Rampa C5), Net value (142.80 EUR), and First Delivery Date (1/4/17). The 'Supplier Response' section is expanded, showing radio buttons for 'No Response', 'Confirm as-is', 'Respond with changes', and 'Decline Order Line'. The 'Confirm as-is' option is selected. Below this, there are input fields for 'Supplier Reference', 'Supplier Material Number' (O-Ring 345828), 'Supplier Material Description', and 'Price per price unit' (120). A 'Save & Send' button is visible at the bottom. The 'Schedule Lines' section shows a table with columns for Commit, Requ. Del. Date, Requ. Qty, Cum. Dev, PSID, Del. Date, Del. Qty, and Last Resp. The 'Split Delivery' option is also visible.

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 ¹.

If you ticked the *View Buyers Order Changes* ² checkbox, you will see the changes to the new purchase order flagged with an exclamation mark ¹.

Confirm as-is ³, enter your *Supplier Reference* ⁴ and *Save & Send* the confirmation to your customer ⁵.

My SupplyOn > Logistics & Finance > Orders > Order details Contact | Help for this page | Print

Order: 55101086 - Customer: trg-B. Fischer AG (DEMO COMPANY), Customer Plant Code: MX01 View Buyers Order Changes ²

LI	Material Number	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond-b...	Response ...	Respons...	Delivery Status	Responded by
10	345828	O-Ring Sealing (silico...	Rampa C5	142.80 EUR	1/19/17 ¹	EA	119	12/25/16 6...			Open	

Expand all line items Collapse all line items

Pos. 10: 345828 - O-Ring Sealing (silicone rubber) Previous Line Item Next Line Item

Change Level: 01/10 Price per price unit: 120.00 EUR

Supplier Material Number: O-Ring 345828 Net Value: 142.80 EUR

Unloading Point: Rampa C5 Price Unit: 100

Ordered Quantity: 119 EA Last Change: 12/18/16

Line Item Details

Schedule Lines

Buyer Information				Supplier Information			
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev. PSID	Del. Date	Del. Qty.	Last Resp.	
Fix	1/4/17	119	0	1/4/17	119	Split Delivery	
Total planned		119			119		
Total shipped					0		

Supplier Response

No Response

Confirm as-is ³

Respond with changes

Decline Order Line

⁴ Supplier Reference:

Supplier Material Number:

Supplier Material Description:

Price per price unit:

⁵

First Prev Page 1 of 1 Next Last

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* ¹.

My SupplyOn > Business Directory: My profile: Address Help and support | Print | Get Help

My profile My requests

Profile of trg-SEC Tools Ltd.

¹

Scroll down to the area *Change Company Data* enter the VAT number **2** save **3** your entry and return to your invoice.

Change Company Data

You have saved the company data. Please note that the data will be displayed correctly after login.

Company name:	<input type="text" value="lrg-SEC Tools Ltd. (DEMO COMPANY)"/>	Street 2:	<input type="text"/>
Street, Nr:	<input type="text" value="Fulham Road 39"/>	City:	<input type="text" value="Birmingham"/>
ZIP Code:	<input type="text" value="CF24"/>	Country:	<input type="text" value="United Kingdom"/>
Slate:	<input type="text"/>	PO-Box:	<input type="text"/>
VAT number:	<input style="border: 2px solid red;" type="text"/>	PO-Box Zip:	<input type="text"/>
PO-Box City:	<input type="text"/>	PO-Box Country:	<input type="text"/>

Financial Accounting

Bank Name:	<input type="text" value="Royal Bank of Wales"/>	Bank Code:	<input type="text" value="WA123456789"/>
Account Number:	<input type="text" value="987654321"/>	IBAN (International Bank Account Number):	<input type="text" value="WA123456789987654321"/>
SWIFT-Code (BIC):	<input type="text" value="WA1234567890"/>		

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

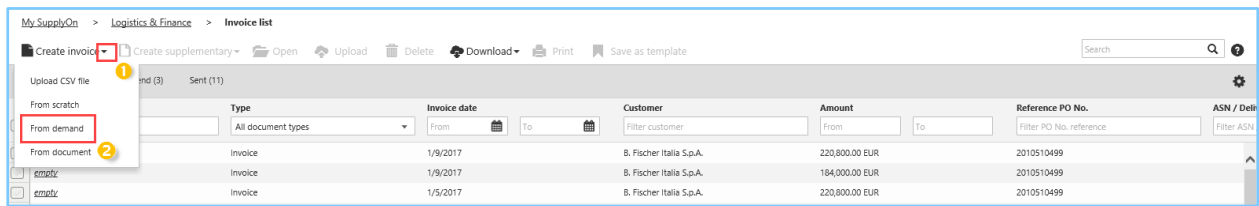
The invoice can be generated both from a confirmed purchase order and by retrieving the billable items in the payment transactions section.

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

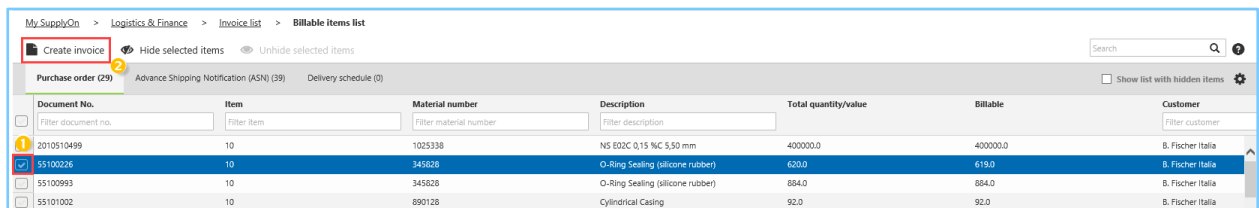
The invoice is generally generated after the delivery.

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" ¹ field and select "From demand" ².

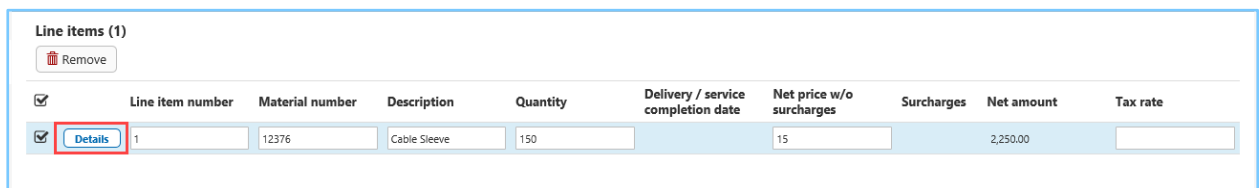


Select the billable items ¹ you want to invoice and click *Create invoice* ². You will now see the invoice form. This form is already pre-filled with the information contained in the purchase order.

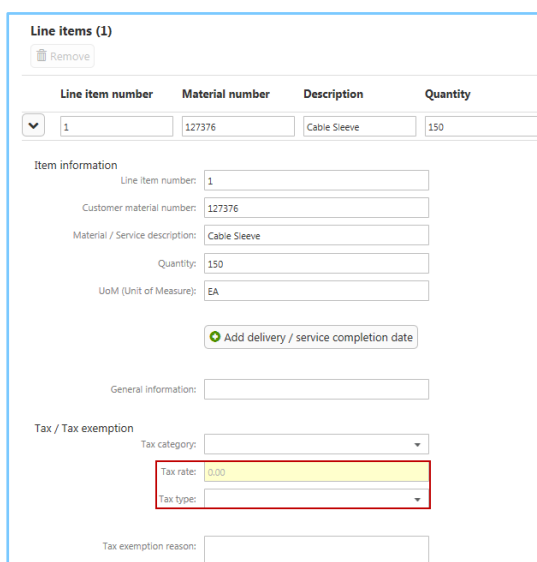


The invoice essentially consists of a number of areas. Yellow fields indicate mandatory input fields.

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

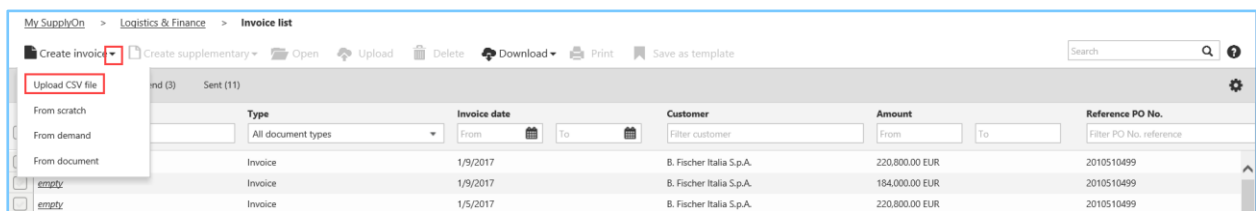
Open SupplyOn and click *eInvoicing (new)* in the process overview.

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.

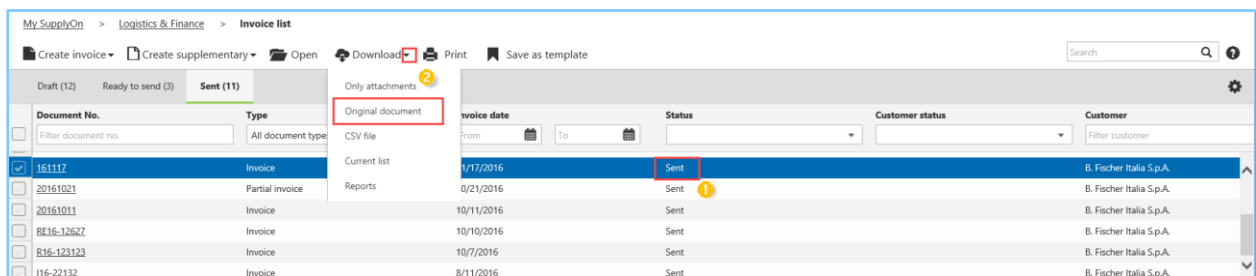
4.3 Upload invoice as csv

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



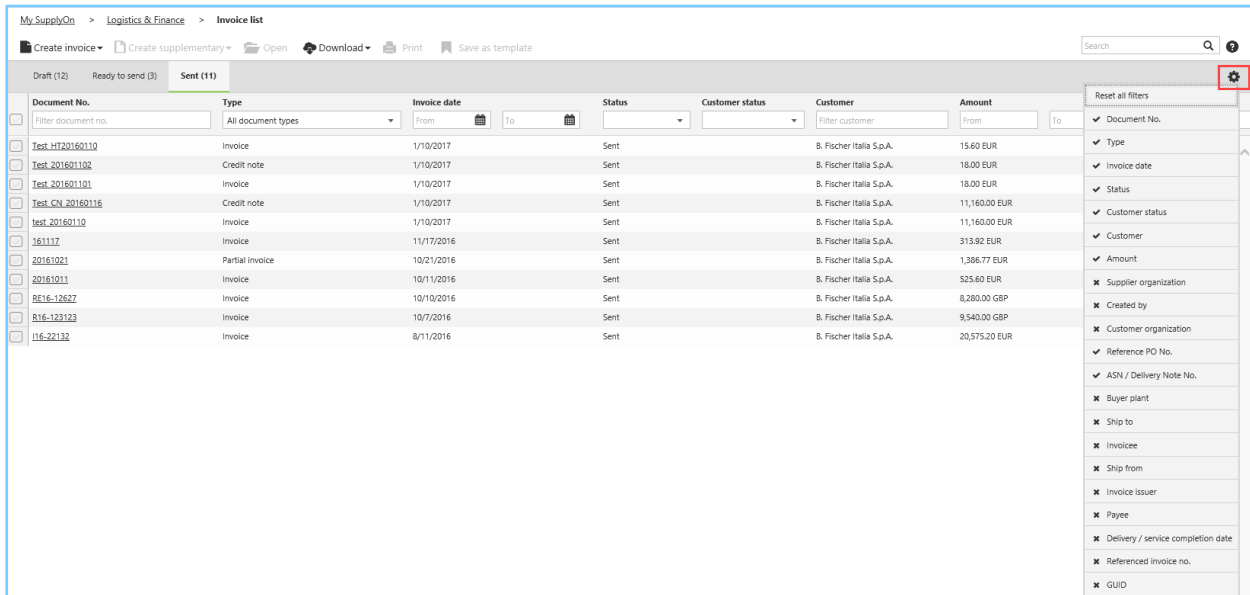
4.4 Archive invoice

As soon as an invoice has the status *Sent* ¹, you can *Download* ² 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.



The screenshot shows the 'Invoice list' page in My SupplyOn. The interface includes a search bar, navigation tabs for 'Draft (12)', 'Ready to send (3)', and 'Sent (11)'. A table lists various invoices with columns for Document No., Type, Invoice date, Status, Customer status, Customer, and Amount. A settings sidebar on the right allows users to customize the view, with options like 'Document No.', 'Type', 'Invoice date', 'Status', 'Customer status', 'Customer', 'Amount', 'Supplier organization', 'Created by', 'Customer organization', 'Reference PO No.', 'ASN / Delivery Note No.', 'Buyer plant', 'Ship to', 'Invoicee', 'Ship from', 'Invoice issuer', 'Payee', 'Delivery / service completion date', 'Referenced invoice no.', and 'GUID'.

Document No.	Type	Invoice date	Status	Customer status	Customer	Amount
Test_HI20160110	Invoice	1/10/2017	Sent		B. Fischer Italia S.p.A.	15.60 EUR
Test_201601102	Credit note	1/10/2017	Sent		B. Fischer Italia S.p.A.	18.00 EUR
Test_201601101	Invoice	1/10/2017	Sent		B. Fischer Italia S.p.A.	18.00 EUR
Test_CN_20160116	Credit note	1/10/2017	Sent		B. Fischer Italia S.p.A.	11,160.00 EUR
Test_20160110	Invoice	1/10/2017	Sent		B. Fischer Italia S.p.A.	11,160.00 EUR
161117	Invoice	11/17/2016	Sent		B. Fischer Italia S.p.A.	313.92 EUR
20161021	Partial invoice	10/21/2016	Sent		B. Fischer Italia S.p.A.	1,386.77 EUR
20161011	Invoice	10/11/2016	Sent		B. Fischer Italia S.p.A.	525.60 EUR
816-12627	Invoice	10/10/2016	Sent		B. Fischer Italia S.p.A.	8,280.00 GBP
816-123123	Invoice	10/7/2016	Sent		B. Fischer Italia S.p.A.	9,540.00 GBP
116-22132	Invoice	8/11/2016	Sent		B. Fischer Italia S.p.A.	20,575.20 EUR

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.