Send invoices as PDF files

With the SupplyOn eInvoice solution you can send your PDF invoice quick & easy via email to the solution.

The system digitizes your invoice automatically and transfers the document in a structured electronic format to SIEMENS.

How to get started

The SIEMENS Global Business Services unit will contact you once the system is configured to receive PDF invoices from your company.

Please do not send any pdf-invoices without having received the information from SIEMENS that the solution is ready for your invoices.
If you are interested in this method of e-invoicing kindly contact esi_support.gbs@siemens.com.

How submitting PDF documents

Create an email and fill in your unique seller number assigned by SIEMENS in the following receiver email address body:
yourSellernumber.siemens.pdf@einvoicing.supplyon.com

How to find out your unique seller number?

On SupplyOn, open the Order details of any of your SIEMENS Purchase Order. You will find your seller number under the supplier address block as "Partner Number".

How to get into the Order details screen?

Please find our Orders application video tutorial (2 min) on our media library under
https://service.supplyon.com/ml/

Filter by the service "WebEDI" – your language – and the key word Purchase Order check and confirmation"

Choose your own email subject.

Attach the PDF invoice document and submit the email.

Please note:

The PDF document must be a readable PDF file (no scan or image).

The solution accepts **one** PDF invoice per e-mail only.

Processing of your document

Once the system starts the data extraction, you will receive an email notification.

Your digitized invoice is visible in the SupplyOn eInvoice application "invoice list" screen – "sent" tab with the status "sent" once it has been successfully transferred to SIEMENS.

It is recommended to verify the successful transfer of your invoice via the "sent" tab.

How to get to the invoice list/ "sent" tab?

Please find our eInvoice video tutorial (2 min) under https://service.supplyon.com/ml/

Filter by the service "WebEDI" – your language – and the key word "P2P Create Invoice"

Error handling

If your invoice content does not comply to the country compliance rules, you will get an email error notification with a detailed error description.

In this case, please adjust your PDF document accordingly and re-send the invoice via email.

If your invoice content does not comply to the SIEMENS business rules, your invoice document is forwarded to SIEMENS for further manual processing. In this case your invoice is visible in the SupplyOn eInvoice application with the status "Forwarded to customer".

SupplyOn Customer Support

In case of any issues with the processing of your PDF invoices please contact our Customer Support under www.supplyon.com.