

# Schneider Electric

SupplyOn business documentation for suppliers of Schneider Electric who will use elnvoicing via SupplyOn

December 2020 - Version 1.00

Document only available in English



# **Document History**

<u>Version</u>	Release date	Description of Version
1.0	December 2020	First published version



# Table of Contents

1	Introduction5
2	SupplyOn Contact5
3	How to find the elnvoicing module6
4	Routing data7
5	Error Handling Process
5.1	Errors raised by SupplyOn9
5.2	Errors raised by the Customer10
6	Invoice types10
6.1	Commercial invoice
6.2	Credit Note (Cancellation)10
6.3	Price variation credit10
6.4	Price variation debit10
7	Invoice Channels11
7.1	WebUI11
7.2	EDI12
7.3	CSV17
8	Invoice Validation Rules
8.1	Legal Rules19
8.2	Customer Business Rules19
8.3	Mandatory Information21
9	Appendix



#### List of Abbreviations

ABBREVIATION	DESCRIPTION
CSV	Comma Separated Values
EDI	Electronic Data Interchange
EDIFACT	Electronic Data Interchange for Administration, Commerce and Transport
IDoc	Intermediate Document
M2M	Machine to Machine connection
P2P	Purchase to Pay
PO	Purchase Order
SE	Schneider Electric
VAT number	Value Added Tax number
UBL	UBL, the Universal Business Language, is the product of an international effort to define a royalty-free library of standard electronic XML business documents such as purchase orders and invoices. Developed in an open and accountable OASIS Technical Committee with participation from a variety of industry data standards organizations, UBL is designed to plug directly into existing business, legal, auditing, and records management practices, eliminating the re-keying of data in existing fax- and paper-based supply chains and providing an entry point into electronic business for small and medium-sized businesses.

#### Reference

#### SupplyOn InfoPortal

https://service.supplyon.com/se/

#### **EDIFACT Global INVOIC**

https://www.vda.de/en/services/Publications/global-invoic-implementation-guideline.html

#### **UBL XML Invoice**

http://docs.oasis-open.org/ubl/os-UBL-2.1/UBL-2.1.html#T-INVOICE

Description: A document used to request payment.				
Processes involved	Billing			
Submitter role	Supplier Accounting Party			
Receiver role	Customer Accounting Party			
Normative schema	xsd/maindoc/UBL-Invoice-2.1.xsd			
Runtime schema	xsdrt/maindoc/UBL-Invoice-2.1.xsd			
RELAX NG schema	rnc/versions/UBL-Invoice-2.1.rnc			
Document model (ODF)	mod/maindoc/UBL-Invoice-2.1.ods			
Document model (Excel)	mod/maindoc/UBL-Invoice-2.1.xls			
Document model (UML)	uml/UBL-Invoice-2.1.html			
Summary report	mod/summary/reports/UBL-Invoice-2.1.html			
UBL 2.0 example instance	xml/UBL-Invoice-2.0-Example.xml			
UBL 2.1 example instance	xml/UBL-Invoice-2.1-Example.xml			

UBL is using for invoice xsd schema common and maindoc.

Schema: <u>http://docs.oasis-open.org/ubl/os-UBL-2.1/UBL-2.1.html#S-SCHEMA-DEPENDENCIES</u>

Common: http://docs.oasis-open.org/ubl/os-UBL-2.1/UBL-2.1.html#S-UBL-2.1-COMMON-SCHEMAS



# 1 Introduction

The electronic ordering and invoicing process via SupplyOn is efficient, transparent and quick. It replaces the traditional, at times paper-intensive transactions, in which data had to be manually entered at numerous places and the current processing status of the individual transactions was not always identifiable. With SupplyOn, the entire Purchase to Pay (P2P) process is supported by the system throughout - in a central system, to which all parties involved have access.

The customer Schneider Electric sends purchase orders to SupplyOn. Suppliers receive the purchase orders within the web application (User Interface, CSV/XLSX) or directly via EDI and confirm them with the use of the same channel. Invoices are created on the supplier's own system and can also be transferred with the aforementioned options. SupplyOn is validating the invoice and matching it with the master data and the corresponding purchase order respectively.

In case of validation errors, the invoice processing is stopped and – depending on the selected channel – an error message is displayed on the screen or is sent via e-mail / EDI message.

If the validation was successful, the invoice is processed and transferred to the customer who will receive and perform the booking of the invoice.

The future electronic purchase to pay process for all appropriate Schneider Electric regions replaces the the paper- or PDF based invoicing processes in place today.

SupplyOn supports

• EDIFACT Global Invoice standard based on the VDA guideline 4938 part 2 version 2.1 from June 2014.

However, multiple messages within one transmission file are NOT allowed, i.e. each transmission file may only contain one UNH segment.

- UBL XML V2.1 Invoice from November 2013
- SupplyOn-specific CSV- or XLSX-file formats for direct upload into the application (CSV is not available for EDI batch-submission).

# 2 SupplyOn Contact

SupplyOn support, 24/7: <u>https://contact.supplyon.com/en/</u> (for productive issues)



# 3 How to find the elnvoicing module

To access the elnvoicing module, the service has to be called first by clicking on "SupplyOn Services" (1) and selecting "WebEDI / VMI" (2):

SUPPLYON My SupplyOn	SupplyOn Services <b>▼</b> 1
	Sourcing
My SupplyOn:SupplyOn Services	Business Directory
	S Document Management
	Performance Monitor
	Problem Solver
	Project Management
	WebEDI/VMI 2

Now all available services are displayed in the view "Dasboard" in Logistics & Finance.

Logistics & Finance	
Dashboard	A
Demand	~
Planning	~
Delivery	~
Invoicing	^
elnvoicing	_
Billable Items List	- 1
Self-Billing Invoice	
Remittance Advice	
	•

When pointing the mouse on the "elnvoicing"  $(\mathbf{0})$  string, an additional window appears:



My	ty SupplyOn > Logistics & Finance > Invoice list Create invoice ▼ 2 Create supplementary ▼ Upload invoice ▼ Create Inquiry ▼ Download ▼							
	Draft (650) Ready to sen	d (141) Sent (12.162)	Hide duplicates 🗊					
	Document No.	Туре	Invoice date	Amount				
~	Filter document no.	All document types	▼ From  To	From To				
~	2020062203	Invoice	22.06.2020	23,80 EUR				
~	2020062202	Invoice	22.06.2020	11,90 EUR				
~	2020062201	Invoice	22.06.2020	145,48 EUR				
~	18062020TTT	Invoice	18.06.2020	11,90 EUR				

**Create invoice by PO number:** Jump to the "Billable items list", which provides an overview of billable orders and advanced shipping notices, which have not (or only partially) been invoiced yet. It is only possible to create invoices based on demand.

Show invoice overview: Jump to the "Invoice list" where all relevant functionalities (e.g. display invoice, create invoice, upload invoice, print invoice) can be performed.

Within the **invoice list** all invoice documents are available grouped by the status **Draft**, **Ready to send** and **Sent**:

- The Draft tab comprises all invoices which have not been validated successfully yet.
- The **Ready to send** tab contains successfully validated (but not sent) invoices.
- The **Sent** tab lists really "Sent" invoices that have been transmitted to the customer as well as invoices with **Error**. They are not transmitted to the customer as they have not passed all validation rules successfully.

# 4 Routing data

The routing of electronic documents is performed based on unique identification numbers – rather than based on postal address data. Therefore, those identification numbers have to be added to the documents.

Following routing data are required in the EDI message from the supplier to Schneider Electric:

- 1. Buyer Plant Code: identifies the SE plant
- 2. Buyer Org Code: identifies the organizational unit of SE
- 3. Seller Number: ID of the supplier, as assigned by SE

*Remark:* Leading zeros have to be considered.

For suppliers using the UserInterface to create invoices, these information will be taken automatically from the demand object (PO, ASN, GR) used for creating the invoice.

All three identification numbers can be found within an opened invoice in the application:

• Seller number: **Supplier information** > **Supplier number** 



- 2 Buyer Plant Code: Customer information > Plant code
- Buyer Org Code: **Customer information** > **Org ID**

Supplier	
	ID
1 Supplier number:	0010108044
Name 1:	
Name 2:	
Street:	
City, Region:	100.0
Postal code:	-
Region:	
Country:	Taiwan 💌
	O Add reference number
	O Add contact
Ship from	
	• Add ship from
Customer informati	on
Customer	
	ID
Plant code:	SG05
3 Org ID:	SEBAP

For invoices referencing a Purchase Order ("invoice from demand") the corresponding information from the Purchase Order have to be used.

- Seller Number: Field "Supp. No." in the SE Purchase Order (header)
- Buyer Plant Code: Field "ERP Plant" in the SE Purchase Order (schedule line)
- Buyer Org Code: Field "Customer Group Short Name" in the SE Purchase Order (only available via download)

#### 5 Error Handling Process

This chapter describes what type of errors can occur during the processing of an invoice within SupplyOn elnvoicing. In addition, it describes how errors can be handled which are reported by the customer.



# 5.1 Errors raised by SupplyOn

Before an invoice created by the supplier is sent to the customer, SupplyOn elnvoicing performs several checks of the invoice data.

There are three types of errors:

• Syntax Errors:

The content or structure of the message does not comply with the rules defined for the respective channel.

In case of a syntax error, the invoice is <u>not</u> saved in SupplyOn elnvoicing.

- Routing Errors: The routing contained in the message (see <u>following chapter</u> for more info) is not correct. In case of a routing error, the invoice is <u>not</u> saved in SupplyOn elnvoicing.
- Validation errors:

The message does not comply with the content requirements as configured for the respective customer and / or country (see <u>following chapter</u> for more info).

In case of a validation error, the invoice can be found in the **Sent** tab of the **Invoice list** in SupplyOn elnvoicing with the status "**Error**" (the column **Status** may need to be selected under **Show/hide columns**).

If the invoice references a Purchase Order, the invoice does <u>not</u> reduce the respective billable quantity of the demand document.

The supplier has the following options:

- If using EDI:
  - Correct the initial invoice in the supplier's internal system and re-send it to SupplyOn elnvoicing with the same invoice number. It will replace the initial invoice in the **Sent** tab of the **Invoice List**.
  - Cancel the initial invoice in the supplier's internal system and create a new, corrected invoice and send it to SupplyOn elnvoicing with a different invoice number. The initial (erroneous) invoice will remain in the **Sent** tab of the **Invoice List** with the status "Error".
  - Create a credit note in the supplier's internal system referencing the initial invoice and send it to SupplyOn elnvoicing. However, this credit note will be set with the status "Error" in SupplyOn elnvoicing as it refers to an invoice which is also in the status "Error".
    - Then create a new, corrected invoice and send it to SupplyOn elnvoicing.
- If using CSV file uploade
  - Correct the data in the CSV file and re-upload the invoice from the corrected file
  - Open the invoice details and use the green button to correct errors directly on the UI

Also, note the following in case of syntax, routing and validation errors for EDI suppliers:

- SupplyOn sends an e-mail with the error description to the supplier if at least one error occurred.
- The original message that caused the error is attached to this e-mail.
- In addition to error messages, messages with the severity level "warning" can also be received, which might indicate missing or inconsistent invoice data but the invoice is processed and sent to the customer nevertheless. If at least one error occurred, the invoice is <u>not</u> sent to the customer.

If the supplier cannot solve the error on his own, he needs to contact SupplyOn (see chapter 2 "SupplyOn Contact").



## 5.2 Errors raised by the Customer

If no error was raised during the validation of the invoice by SupplyOn, it will be transferred to the customer's system. If the customer subsequently identifies an error within the invoice during the processing on his side, he will:

- notify the supplier outside of SupplyOn elnvoicing (for example via e-mail) and / or
- set the customer status to "Document rejected" for the invoice in SupplyOn elnvoicing. The status is visible in the tab Sent of the Invoice List of SupplyOn elnvoicing. (Column Customer Status may need to be selected under Show / hide columns)

Corrections are not possible for an invoice which has already been sent successfully by SupplyOn elnvoicing to the customer. Therefore, the supplier needs to create a credit note with reference to the invoice and send it to SupplyOn, so that the billable quantity of the referenced purchase order is reduced. If applicable, the supplier needs to create a second, corrected invoice and send it to SupplyOn elnvoicing.

In case of questions regarding the rejection of the invoice by the customer, the supplier needs to contact the corresponding department at the customer.

#### 6 Invoice types

The SupplyOn elnvoicing application enables the creation of several invoice types, which are described in the following.

#### 6.1 Commercial invoice

A commercial invoice is a document issued by the supplier to the customer. It relates to a purchase order of the customer or an Advanced Shipping notification and is used for the billing of these goods or services.

#### 6.2 Credit Note (Cancellation)

A credit note is used for the correction of an invoice on a quantity basis. The supplier cannot change the price. The credited quantity must be entered as a positive value. The elnvoicing application reduces the invoiced quantity as following:

Current invoiced quantity = previous invoiced quantity - corrected invoiced quantity via credit note

#### 6.3 Price variation credit

A price variation credit is used for the correction of an invoice on a price basis if the previous invoiced price was too high. That means that the quantity cannot be changed in comparison to the invoice that needs to be corrected. Therefore, the subtracting price must be entered as a positive value. The elnvoicing application reduces the invoiced amount as following:

Current invoiced value = previous invoiced value - corrected invoiced value via price variation credit

#### 6.4 Price variation debit

A price variation debit is used for the correction of an invoice on a price basis if the previous invoiced price was too low. That means that the quantity cannot be changed in comparison to the invoice that needs to be corrected. Therefore, the adding price must be entered as a positive value. The elnvoicing application increases the invoiced amount as following:

Current invoiced value = previous invoiced value + corrected invoiced value via price variation debit



Note that price variation documents (other than invoice or credit note) do not have any influence on the billable item. This is relevant especially for demands with value-based billability like Limit Orders.

# 7 Invoice Channels

### 7.1 WebUI

To generate an invoice, you can either create it from a corresponding Purchase Order or an Advanced Shipping notification.

The invoice essentially consists of a number of areas. Yellow fields indicate mandatory input fields. Most of the elnvoice fields are pre-filled by the system ("PO Switch").

My SupplyOn > Logistics & Finance > Invoice list > Billable items list > Invoice								
Save as draft Check S	Send Sack to list	Delete	Download 👻 Print 🗖 Si	ave as template			(	٥v
	Invoice header details		Invoice header deta	ils				
	Supplier information Customer information		Invoice type: Invoice no:	Invoice	1	Currency:	EUR - European Euro 💌	
	Line items		Date: Delivery / Service completion date:		1			
	Additional invoice information		Invoice content: Information:	•	Additic	nal invoice informati Retention in %	0	
	Payment information Totals			Add other reference		Bonus agreement	No 👻	
	Attachments		Supplier information	n				
			Supplier Supplier number:	ID SLE24BLE1	Invoice	issuer	• Add invoice issuer	
				Demo Seller GmbH Supplier Name2				

By clicking on a "+" symbol you can optionally "open" a segment and make additional entries. Close the segment by pressing the "delete" button if you don't make any entries.

	Other reference 1 Delete
Type of referenced document:	•
Reference no.:	
	• Add other reference

At any time, but certainly after filling out all mandatory fields, you can start the validation engine, which checks the conformity of your entries to the legal and SE requirements. Press the "Check" button for validation. The validation is driven by Country Compliant and SE specific Validation Rules

× Please fill in the mandatory field Number (RS_20106).		Red marked messages represent errors – The elnvoice cannot be sent before the issue is solved.
Please note: An existing bonus agreement must be stated on the invoice. (RS_21100)	×	Blue marked messages represent warnings.

After successful validation, you can send the invoice to the customer.





After sending the invoice, you will enter the "Invoice List" screen. Once the elnvoice has been successfully transmitted to the customer, the status changes from "processing" to "sent". Now you can download the sent invoice and related documents for archiving purposes.

	Create invoice 👻		reate supplem	entary 🔻	Upload	invoice 👻 🛛 C	hange st
	Draft (3.062) Ready to		send (1.555) GTS workflow		v (436) Sent (10.270)		🖌 Hid
	Document No.		Туре		Invoice	date	
~	Filter document no.		All document types 🛛 🔻		From	То	Ê
~	EDItestSTR200428a		Invoice		23.09.20	20	

Click on the "Sent" button in order to filter all sent invoices. Select the invoice(s) you would like to download and click on "Download". Choose the required documents for download. You can also print your invoice document in the PDF format at any time.

Му	My SupplyOn > Logistics & Finance > Invoice list							
	Create invoice	Create supplem	nentary 👻 Uploa	d invoice 👻 🤇	Change status 👻	Create Inquiry 👻	Download 🗸	Print Save as template
	Draft (3.062)	Ready to send (1.555)	GTS workflow (436)	Sent (10.270)	Hide duplicate	es 🚯		
~	Document No. Filter document r	Type All documen	t types 👻 From	e date	Amount From	То	Status .	Customer processing status
~	nch-MLlpart2n1-1	Invoice	08.07.2	2020	1.249,33	EUR	Sent	

To find a detailed how-to-Guide for creating Invoices on the UI, check chapter 6 of following file.

# 7.2 EDI

In order to create an EDI Connection between yourself and the customer Schneider Electric via SupplyOn, you need to order the setup of a connection upfront. For ordering have a look at following link: <a href="https://enable.supplyon.com/de">https://enable.supplyon.com/de</a>

#### 7.2.1 EDI Routing

If the supplier sends an EDI message to SupplyOn, this is checked first for the routing information needed for the SupplyOn market place.

Those routing data have to be provided within the EDI message by using following segments/elements:

Descript ion	Format	EDIFACT segment	UBL XML elements
Buyer Org Code	EDIFACT	NAD+BY - C058 - 3124*	Invoice/cac:BuyerCustomerParty/cac:Party/cac:PartyLe galEntity/cbc:CompanyID
Buyer Plant Code	EDIFACT	NAD+BY - C082 - 3039	Invoice/cac:BuyerCustomerParty/cbc:CustomerAssigne dAccountID



Seller Number	EDIFACT	NAD+SE - C082 - 3039	Invoice/cac:SellerSupplier/cbc:CustomerAssignedAccountID

Afterwards the message is checked for the correct syntax analog to the SupplyOn EDIFACT or UBL XML format guideline.

#### 7.2.2 Error Handling

In case of any errors, SupplyOn sends an e-mail with the error description to the supplier. The original message that caused the error is attached to this e-mail. Sender address of the e-mail is WebEDIAdmin@SupplyOn.com.

It is recommended to configure the SupplyOn e-mail domain (supplyon.com) on the supplier's e-mail whitelist in order to avoid that the mails from SupplyOn are rejected as spam mails.

Recipient address of the e-mail is the e-mail address as stated, along with the UNB sender ID in the parameter sheet, as defined during the Integration Project. Upon request of the supplier, in case of validation errors (not syntax or routing errors) the information can alternatively be provided in following ways:

- As mail to the e-mail address provided in field SellerContactEmail of the invoice M2M message
- As EDIFACT/UBL XML message; see chapters below.

If any of these alternative options is preferred, pls. let SupplyOn know during the integration project; or inform EDI-Connect@supplyon.com in case the integration project has already been completed.

See chapter "Error Handling Process" for general information on how to correct invoices for which an error has been raised by SupplyOn or the customer.

#### 7.2.3 Error Message for EDIFACT - optional

For suppliers using EDI format EDIFACT, SupplyOn elnvoicing can return the error status via an EDIFACT message for easier processing in the supplier's system. The message is of type APERAK based on UN/EDIFACT APERAK message release 15A. (See <a href="https://www.unece.org/trade/untdid/d15a/trmd/aperak\_c.htm">https://www.unece.org/trade/untdid/d15a/trmd/aperak\_c.htm</a>)

Details of the message format are provided in a separate EDIFACT guideline under <u>https://help.application.prd.supplyon.com/en/node/11669</u>. (Login to SupplyOn required.)

#### 7.2.4 Error Message for UBL XML - optional

For suppliers using EDI format UBL XML, SupplyOn elnvoicing can return the error status also via an UBL message of type Application Response (see <u>http://docs.oasis-open.org/ubl/os-UBL-2.1/UBL-</u>2.1.html#T-APPLICATION-RESPONSE), in order to allow easier processing in the supplier's system.

This message is based on the UBL schema <u>http://docs.oasis-open.org/ubl/os-UBL-2.1/xsd/maindoc/UBL-ApplicationResponse-2.1.xsd</u>.



Description of important elements of Application Response message:

UBL XML ELEMENT	DESCRIPTION
cbc:ID	SupplyOn message ID of the Application Response message
cbc:IssueDate	Date of the Application Response message
cbc:VersionID	Version ID
cac:SenderParty/cbc:EndpointID	Org Code of the Buyer (Routing Triple)
cac:SenderParty/cac:PartyIdentification/cbc:ID	Plant Code of the Buyer (Routing Triple)
cac:ReceiverParty/cac:PartyIdentification/cbc:ID	Supplier Number (Routing Triple)
cac:DocumentResponse/cac:Response/cbc:Description	ERROR in case of overall error status or OK otherwise
cac:DocumentResponse/cac:Response/cac:Status/cbc :StatusReasonCode	Error code
cac:DocumentResponse/cac:Response/cac:Status/cbc :StatusReason	Error description
cac:DocumentResponse/cac:DocumentReference/cbc: ID	Unique identifier for the invoice as provided by the supplier in inbound message in element cbc:ID
cac:DocumentResponse/cac:DocumentReference/cbc: UUID	Unique identifier for the message as provided by the supplier in inbound message in element cbc:UUID
cac:DocumentResponse/cac:DocumentReference/cbc: IssueDate	Date of the invoice as provided by the supplier in inbound message in element cbc:IssueDate
cac:DocumentResponse/cac:DocumentReference/cbc: IssueTime	Receiving time stamp of the inbound message
cac:DocumentResponse/cac:DocumentReference/ cac:Attachment/cac:ExternalReference/cbc:FileName	SupplyOn message type of the inbound message
cac:DocumentResponse/cac:DocumentReference/ cac:Attachment/cac:ExternalReference/cbc:Description	SupplyOn creation time stamp of inbound message
cac:DocumentResponse/cac:DocumentReference/cac: IssuerParty/cac:PartyIdentification/cbc:ID	Seller number of inbound message (Routing Triple)
cac:DocumentResponse/cac:DocumentReference/cac: IssuerParty/cac:PartyName/cbc:Name	Sender Info
cac:DocumentResponse/cac:DocumentReference/cac: RecipientParty/cbc:EndpointID	Buyer Org Code of inbound message (Routing Triple)
cac:DocumentResponse/cac:DocumentReference/cac: RecipientParty/cac:PartyIdentification/cbc:ID	Buyer Plant Code of inbound message (Routing Triple)



# Example of an UBL Application Response message without errors:

xml version="1.0"?
<pre><applicationresponse <="" pre="" xmlns="urn:oasis:names:specification:ubl:schema:xsd:ApplicationResponse-2"></applicationresponse></pre>
<pre>xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2"</pre>
<pre>xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2"&gt;</pre>
<cbc:id>SCMA0000344317</cbc:id>
<cbc:issuedate>2018-08-10</cbc:issuedate>
<cbc:versionid>1.0</cbc:versionid>
<cac:senderparty></cac:senderparty>
<pre><cbc:endpointid>AIRB</cbc:endpointid></pre>
<pre><cac:partyidentification></cac:partyidentification></pre>
<cbc:id>0001</cbc:id>
<cac:receiverparty></cac:receiverparty>
<pre><cac:partyidentification></cac:partyidentification></pre>
<cbc:id>090816</cbc:id>
<cac:documentresponse></cac:documentresponse>
<cac:response></cac:response>
<cbc:description>OK</cbc:description>
<cac:documentreference></cac:documentreference>
<cbc:id>5123132</cbc:id>
<cbc:uuid></cbc:uuid>
<pre><cbc:issuedate>2018-08-10</cbc:issuedate></pre>
<pre><cbc:issuetime>13:54:49</cbc:issuetime></pre>
<pre><cac:attachment></cac:attachment></pre>
<pre><cac:externalreference></cac:externalreference></pre>
<cbc:filename>UBL-Invoice-2.1</cbc:filename>
<cbc:description>20180810135500</cbc:description>
<cac:issuerparty></cac:issuerparty>
<pre><cac:partvidentification></cac:partvidentification></pre>
<pre><cbc:id>090816</cbc:id></pre>
<pre><cac:partyname></cac:partyname></pre>
<pre><cbc:name>TESTPARTNERUBL</cbc:name></pre>
<pre></pre>
<pre><cdc.recipientralty> <cbc:endpointid>AIRB</cbc:endpointid></cdc.recipientralty></pre>
<cac:partyidentification></cac:partyidentification>
<pre><cac:fartyidentiiication> <cbc:id>0001</cbc:id></cac:fartyidentiiication></pre>
0001 



#### Example of an UBL Application Response message with errors:

<?xml version="1.0"?> <ApplicationResponse xmlns="urn:oasis:names:specification:ubl:schema:xsd:ApplicationResponse-2"</pre> xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2" xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2"> <cbc:ID>SCMA0000344318</cbc:ID> <cbc:IssueDate>2018-08-10</cbc:IssueDate> <cbc:VersionID>1.0</cbc:VersionID> <cac:SenderParty> <cbc:EndpointID>AIRB</cbc:EndpointID> <cac:PartyIdentification> <cbc:ID>0001</cbc:ID> </cac:PartyIdentification> </cac:SenderParty> <cac:ReceiverParty> <cac:PartyIdentification> <cbc:ID>090816</cbc:ID> </cac:PartyIdentification> </cac:ReceiverParty> <cac:DocumentResponse> <cac:Response> <cbc:Description>ERROR</cbc:Description> <cac:Status> <cbc:StatusReasonCode>B016</cbc:StatusReasonCode> <cbc:StatusReason>An error occurred during the mathematical validation of the total invoice amount on document level during the import of the invoice data . Import was aborted, please check your data. (RS\_24; Field: "Total invoice amount")</cbc:StatusReason> </cac:Status> <cac:Status> <cbc:StatusReasonCode>B016</cbc:StatusReasonCode> <cbc:StatusReason>An error occurred during the mathematical validation of the total tax amount on document level during the import of the invoice data . Import was aborted, please check your data. (RS 24; Field: " Total tax amount") </ cbc: StatusReason> </cac:Status> </cac:Response> <cac:DocumentReference> <cbc:ID>3411323122</cbc:ID> <cbc:UUID></cbc:UUID> <cbc:IssueDate>2018-08-10</cbc:IssueDate> <cbc:IssueTime>13:57:37</cbc:IssueTime> <cac:Attachment> <cac:ExternalReference> <cbc:FileName>UBL-Invoice-2.1</cbc:FileName> <cbc:Description>20180810135738</cbc:Description> </cac:ExternalReference> </cac:Attachment> <cac:IssuerPartv> <cac:PartyIdentification> <cbc:ID>090816</cbc:ID> </cac:PartyIdentification> <cac:PartyName> <cbc:Name>TESTPARTNERUBL</cbc:Name> </cac:PartyName> </cac:IssuerParty> </cac:DocumentReference> <cac:RecipientParty> <cbc:EndpointID>AIRB</cbc:EndpointID> <cac:PartyIdentification> <cbc:ID>0001</cbc:ID> </cac:PartyIdentification> </cac:RecipientParty> </cac:DocumentResponse> </ApplicationResponse>



#### 7.2.5 Original document

The definition of the original document is dependent on the EDI scenario agreed by supplier and customer.

In the first scenario, the original document is created in the supplier system. After successful validation, SupplyOn is only forwarding the original document to the customer without making any adjustments.

In the second scenario the original document is created by SupplyOn. This might be required because the output format of the invoice differs to the input format sent by the supplier or the invoice is enhanced by a signature on the SupplyOn platform.

If the original invoice document has been generated by the SupplyOn application, the original document comprises:

- Invoice printout
- EDIFACT/UBL XML message
- Attachments (optional)
- Signature (optional)

In both scenarios, the supplier is at any time responsible that the invoice itself is consistent regarding taxrelevant information and all legal requirements. SupplyOn is only assisting this process.

After sending the EDI message, the original document is available for downloading in the elnvoicing application for a limited period of time (at least 3 to 6 months) in PDF format. In case of previously submitted invoices, the submitted document can downloaded by the user if he selects it and clicks on **Download** > **Original document**.

#### 7.2.6 Archiving / Storage

Based on legal requirements of the home country, the supplier is responsible for the archiving of the original document. If the original document has been created by SupplyOn, the document available on the SupplyOn platform has to be archived. The storage of the document can be done in the supplier's archiving system or an ordered 3rd party service.

#### 7.2.7 Test process

After the successful establishment of the technical connection, test messages between SupplyOn and the supplier will be exchanged. During the test phase, a test customer will transmit and receive test messages. After completion of the test phase, SupplyOn will productively switch the connection to your customer.

#### 7.3 CSV

With the functionality of CSV upload all required invoice data can be uploaded to the elnvoicing application. It can be either one or more invoices be uploaded within one CSV file. It is important to know that in opposite to the creation of invoices via web interface no switching of purchase order or invoice data is performed. All relevant invoice data have to be uploaded in the CSV file.

See appendix for a sample CSV Invoice file

Analogous to the bookable support for the EDI channel, support for the CSV channel can be ordered on the same website: <u>https://enable.supplyon.com/de</u>

See below screenshot on how-to find the support.



2 (SUPPLYON)	English
EDI SERVICES PDF MAPPING TRAINING INDIVI	DUAL SERVICES
Shop Digital Transl	Formation Services
EDI SERVICES	
Here you find a range of standardized connections for the electronic interchange of business information – depending on your connectivity, message protocol, application and customer. Choose the suitable service and we will support you to setup the data exchange. > More	We are dedicated to enabling our customers to derive maximum benefit from digital collaboration and the use of SupplyOn solutions. Here you can configure your individual consulting services for digital transformation.
PDF MAPPING	
Here you find all necessary mapping services to submit invoices and other financial documents in a PDF format. > More	Here you find customized training courses to increase skills, knowledge and efficiency within your company. To book an online or classroom training please choose the training type, select the application and specify your preferred date. > More
Search for Application, Message Protocol,	Search
EDI Integration - One Day Be ideally prepared for a successful usage. We help our customers derive maximum benefit from the use of SupplyOn solutions. > more	EDI Integration Test Support - One Hour Define Use Cases, Agree on Test Cases, Test Data, Tests, Error analyses, etc. >more
2 Extended Support - create files for csv Upload Be ideally prepared for a successful usage of csv upload. We help our customers derive maximum benefit from the use of SupplyOn solutions. > more	Onsite Workshop & Consulting - One Day Our goal is to help you improve collaboration between all parties involved in your supply and distribution chains – across multiple companies and multiple tiers.

Basically, the supplier creates its invoice from ERP system as csv file with all mandatory fields required by SE. After that, the supplier accesses SupplyOn and uploads+sends csv invoice using the UI. The uploaded csv must ultimately comply with the validation rules so that it can be passed on to SE.

To find a detailed how-to-Guide for creating Invoices on the UI, have a look at the attached file in this <u>chapter</u>.

Note: The downloaded invoice should be fully validated in advance in order to ensure that all required

data are available - ideally use a document that has already been sent successfully.



Please be aware that the downloaded CSV file might contain several fields which are not necessary for

the CSV upload:

- Channel
- CompanyCode(Header)
- WHT (Header)
- UniqueInvoiceIdentificationNumber(Header)
- countrySource(Header)
- signatureProvider(Header)

It is recommended to remove these fields from the downloaded template before creating the upload file.

**Note:** When using MS Excel to edit CSV-files, zeros at the beginning of entries are being deleted and the data format is set to the language settings of the personal computer. To avoid errors when uploading CSV-files, entries beginning with zero must be entered with apostrophe (e.g. '0110). Furthermore, the regional data format standards have to be considered (e.g. English: dd/mm/yyyy). In some cases, the language setting of the personal computer must be adapted to the language settings of the certain user. Alternatively, the invoice can be uploaded using XLXS file.

#### 8 Invoice Validation Rules

SupplyOn performs certain validation of the invoice data before the document is processed further. The validations are done based on rules, which can be legal country or customer specific rules. In case of validation errors, the further processing is stopped and an error e-mail is shown on the UI for WebUI and CSV or a mail is sent out to the seller e-mail address provided during the integration project. The invoice has to be corrected and sent again by the supplier.

Note: The validation rules are channel independent! SupplyOn will apply the same checks regardless of how invoice data is submitted.

#### 8.1 Legal Rules

Country-specific legal requirements are configured in country specific validation rules. SupplyOn combines the individual country rules in country specific rulesets. The country ruleset is applied based on

- 1) the VAT ID of the tax representative or
- 2) the country of the tax representative or
- 3) the VAT number of the supplier or
- 4) the country of the supplier.

(In this order, based on availability of the information.)

It must be ensured by the invoice creator that the VAT number matches to these countries if the countryspecific law requires such a number.

#### 8.2 Customer Business Rules

SupplyOn offers certain customer specific rulesets which take care that only correct data will be sent towards the customer and all mandatory information are provided. The following topics are important for an invoice. If business rules are not fulfilled, the invoice will be rejected by the elnvoicing application and an error information will be sent to the supplier.



#### 8.2.1 General validation

- Invoice number uniqueness: Every invoice number has to be unique per supplier organization. If the invoice number is already used in another invoice that is available in the elnvoicing module, the invoice cannot be validated successfully.
- Limitation of invoice items:
  - o If the supplier sends more than 500 items in the invoice, the invoice will be rejected.
  - If the invoice contains more than one item and only one item is blocked for payment on customer side, the whole invoice is blocked for payment.
  - The time for booking depends on the count of invoice items.
- Invoice date: Invoice date must be equal to the current date (max. 7 days in the past)
- Currencies: The invoice currencies should be identical to the currency of the referenced purchase order or the invoice document which is being corrected. (credit note, price variation debit and credit).

#### 8.2.2 Invoice based on PO (Purchase to Pay)

- PO number and item number must exist in the WebEDI module and contain billable items. Following requirements must be met for a PO item to be considered as billable:
  - The PO item is marked by Schneider Electric as relevant for invoicing
  - The PO item is not fully invoiced yet
  - "Last agreed promised quantity" > 0
  - "Last agreed price" > 0
  - The business relationship btw. supplier and customer set up correctly within SupplyOn. (A network link between they buyer and seller Control Point with Logical File Name SO\_INVOICING exists.)
  - If the invoice contains more than 5 Purchase Orders (or of an ASN which references to more than 5 Purchase Orders) the invoice creation will be blocked.
- Invoice line item quantity must fit to the quantity of the PO line item (less or equal). If the PO line item was invoiced partly, the remaining quantity can be used at maximum.
- A difference in price of more than 50% between order and invoice is not allowed
- Invoiced quantity must not be higher than PO quantity including over delivery tolerance.
- Unit price and price basis on line item level have to fit to unit price of PO line item

#### 8.2.3 Invoice correction

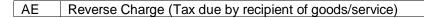
An invoice correction can be executed by creating a credit note or price variation credit and debit. Following data are being validated by the elnvoicing application:

- Customer and supplier data including reference numbers (e.g. VAT number) have to be the same as in the invoice being corrected
- In general, item data have to be the same as in invoice being corrected, exceptions are:
  - Prices deviate in case of price variation credits and debits
  - Quantity and amounts deviate in case of credit notes
- Further information is included in the EDIFACT/UBL XML mapping document

#### 8.2.4 Tax categories and tax rates

Following tax categories are available, regardless of the supplier's country:

Code	Description	Comment
S	Standard rate	Needs to comply with
AA	Reduced rate	allowed tax rates in the supplier's country.
0	Services outside scope of tax	
E	Tax exemption	Exemption Reason is required in field LegalInformationTextType2



The selection of the tax types is based on the legal regulations of the respective country.

#### 8.3 Mandatory Information

All mandatory information the invoice document must contain as described next. In some cases, the multiple statement of information is required. However, in case of WebEDI invoices most of the information is switched from the previous document (Purchase Order/ ASN).

#### 8.3.1 Invoice header details

- Invoice type
- Invoice number
- Invoice date
- Delivery / Service Completion date
- Invoice currency
- Invoice content, e. g. service or material

#### 8.3.2 Address data

The following information about partner addresses is required for the supplier and customer:

- Name
- Street / post box
- Postal code
- City
- Country
- Reference Number (e.g. GSTIN for IN, VAT for EU)
- 8.3.3 Reference numbers for the partners

#### 8.3.3.1 Supplier

- Supplier number (for routing purposes within elnvoicing)
- Reference Number (e.g. GSTIN for IN, VAT for EU)
- Depending on the law: Commercial registration number (e.g. SIREN)

#### 8.3.3.2 Buyer

- Org Code (for routing purposes within elnvoicing)
- Plant code (for routing purposes within elnvoicing)
- VAT number of the legal entity of your customer

#### 8.3.4 Line items

The line items of the invoice must contain:

- Line item number
- Material / service description
- Quantity of the material / service
- Unit of measure
- Price of the item (net and gross) of the purchase order
- Price basis of the purchase order
- Amount (net and gross)
- Purchase order number of the customer (incl. item number)

SUPPLYON



#### 8.3.5 Tax information

The tax information is only provided for all line items. Following data is mandatory:

- Tax type
- Tax rate
- Taxable amount
- Tax amount
- Tax declaration if no tax is applied

#### 8.3.6 Totals

- Total items amount
- Total tax amount
- Total invoice amount (sum of all totals mentioned before)

#### 8.3.7 Currencies

For every amount, a declaration of the currency has to be made. In case that different currencies are being used, the declaration has to be made twice (currency of the purchase order and of the supplier country = Home currency field on WebUI).

#### 8.3.8 Invoice correction

In case of invoice corrections by creating a credit note, price variation credit or debit, the invoice number and item of the referenced invoice document are mandatory.

#### 8.3.9 Mandatory fields due to EDIFACT / UBL standard

In addition to the fields which are mandatory due to legal or business rules, all fields must be provided that are mandatory due to EDIFACT / UBL standard.

It is necessary to respect also fields which become mandatory if the superior segment is provided. E. g. for UBL, the segment cac:TaxScheme within cac:PartyTaxScheme.



# 9 Appendix

#### Sample of of a commercial invoice in UBL XML

```
<?xml version="1.0" encoding="utf-8"?>
<!-- edited with XMLSpy v2020 rel. 2 spl (x64) (http://www.altova.com) by Admin (SupplyOn AG) -->
<Collection xmlns="urn:supplyon:names:specification:ubl:schema:xsd:InvoiceCollection">
       <inv:Invoice xmlns:inv="urn:oasis:names:specification:ubl:schema:xsd:Invoice-2">
               <cbc:CustomizationID
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">BYIMP</cbc:CustomizationID>
               <cbc:ID
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">AF261852</cbc:ID>
               <cbc:UUID
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">3DFB5DB3FBD04EABB56D251B9CD66531</cbc:UUID>
               <cbc:IssueDate
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">2019-12-
12</cbc:IssueDate>
               <cbc:InvoiceTypeCode
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">380</cbc:InvoiceTypeCode>
               <cbc:DocumentCurrencyCode
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">USD</cbc:DocumentCurrencyCode>
               <cac:AdditionalDocumentReference
xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2">
                      <cbc:ID
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">1103225277</cbc:ID>
                      <cbc:DocumentTypeCode
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">ON</cbc:DocumentTypeCode>
               </cac:AdditionalDocumentReference>
               <cac:BuyerCustomerParty
xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2">
                      <cbc:CustomerAssignedAccountID
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">BRIDGE</cbc:CustomerAssignedAccountID>
                      <cac:Party>
                              <cac:PartyName>
                                     <cbc:Name
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">SCHNEIDER
ELECTRIC USA, INC. </cbc:Name>
                              </cac:PartyName>
                              <cac:PostalAddress>
                                     <cbc:StreetName
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">201 WASHINGTON
STREET</cbc:StreetName>
                                     <cbc:CityName
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">BOSTON</cbc:CityName>
                                     <cbc:PostalZone
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">02108</cbc:PostalZone>
                                     <cac:Country>
                                             <cbc:IdentificationCode
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">US</cbc:IdentificationCode>
                                     </cac:Country>
                              </cac:PostalAddress>
                              <cac:PartyLegalEntity>
                                     <cbc:CompanyID
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">SE</cbc:CompanyID>
                              </cac:PartyLegalEntity>
                      </cac:Party>
               </cac:BuyerCustomerParty>
               <cac:SellerSupplierParty
xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2">
                      <cbc:CustomerAssignedAccountID
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-
2">0010070484</cbc:CustomerAssignedAccountID>
                      <cac:Partv>
```





#### Sample of Credit Note in UBL XML



<cbc:TD xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">71104013IG</cbc:ID> <cbc:UUID xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">A8B520D6IG134FC582A7F76B16429152</cbc:UUID> <cbc:IssueDate xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">2020-07-31</cbc:IssueDate> <cbc:InvoiceTypeCode xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">381</cbc:InvoiceTypeCode> <cbc:DocumentCurrencyCode xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">EUR</cbc:DocumentCurrencyCode> <cac:AdditionalDocumentReference xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2"> <cbc:ID xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">1400193136</cbc:ID> <cbc:DocumentTvpeCode xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">ON</cbc:DocumentTypeCode> </cac:AdditionalDocumentReference> <cac:BuyerCustomerParty xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2"> <cbc:CustomerAssignedAccountID xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">BRIDGE</cbc:CustomerAssignedAccountID> <cac:Party> <cac:PartyName> <cbc:Name xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">Societe Francaise GARDY SFG</cbc:Name> </cac:PartvName> <cac:PostalAddress> <cbc:StreetName xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">Centre dâ□™activité des Blettrys</cbc:StreetName> <cbc:CityName xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">CHAMPFORGEUIL</cbc:CityName> <cbc:PostalZone xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">71530</cbc:PostalZone> <cac:Country> <cbc:IdentificationCode xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">FR</cbc:IdentificationCode> </cac:Country> </cac:PostalAddress> <cac:PartyLegalEntity> <cbc:CompanyID xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">SE</cbc:CompanyID> </cac:PartyLegalEntity> </cac:Party> </cac:BuyerCustomerParty> <cac:SellerSupplierParty xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateComponents-2"> <cbc:CustomerAssignedAccountID xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">0010070491</cbc:CustomerAssignedAccountID> <cac:Party> <cac:PartyName> <cbc:Name xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">AUGE MICROTECHNIQUES ELECTRONIQUE</cbc:Name> </cac:PartvName> <cac:PostalAddress> <cbc:StreetName xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">1 RUE DE L' INDUSTRIE, ZI THISE</cbc:StreetName> <cbc:CitvName xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponents-2">THISE</cbc:CityName>





#### Sample of Commercial Invoice in EDIFACT

```
UNA:+.? '
UNB+UTF8:3+SE-BAP+A00000034+201130:1426+SCME0006465168'
UNH+1+INVOIC:D:07A:UN'
BGM+380+223123126'
DTM+137:20201208:102'
DTM+1:20201208:102'
FTX+ZZZ+++W
GET + PM '
NAD+BY+IN58::92+SEBAP+ETO-VDR Equipment-MFG Plant - Vado:Schneider Electric Infra
Ltd+MILESTONE+Vadodara++391510+IN'
RFF+GSI:24AAPCS6078Q1ZC'
CTA+IC+OG Pur. Org.:Bablesh Chandre'
COM+8128693940:TE!
NAD+SE+0010001772::92++NARAYAN POWERTECH PVT LTD+Padra Baroda Road+IN++391440+IN'
RFF+PAN:798465'
NAD+IV+IN20::92++ETO-VDR Equipment-MFG Plant - Vado+MILESTONE 87+Vadodara++391510+IN'
NAD+ST+IN58::92++ETO-VDR Equipment-MFG Plant - Vado+MILESTONE+Vadodara++391510+IN'
CTA+DL'
COM+(02668)275100:TE'
```



COM+(02668)275101:FX' CUX+2:INR:4' LIN+1++BARFL0079-30:IN' PIA+1+Supplier material no:SA' IMD+A++:::C1-100-200/1,5P10,2.5VA,C2-100-200/1,0.5' QTY+47:3:PCE' MOA+203:2940.24:INR' MOA+38:2913.24:INR' PRI+AAA:980.08:::1' PRI+AAB:971.08:::1' RFF+ON:1103434703IG000:00010' DTM+171:20201013:102' TAX+7+IGS+++:::18' ALC+C++++ABP' MOA+8:10:INR' ALC+C++++PAC' MOA+8:5:INR' ALC+C+++WH' MOA+8:3:INR' ALC+C++++TRC' MOA+8:1:INR' ALC+C++++BAC MOA+8:8:INR' UNS+S' MOA+79:2940.24:INR' MOA+125:2940.24:INR' MOA+176:529.24:INR' MOA+77:3469.48:INR' TAX+7+IGS+++:::18' MOA+124:529.24:INR' MOA+125:2940.24:INR' UNT+49+1' UNZ+1+SCME0006465168'

Sample of Commercial Invoice in CSV:

