

# Schneider Electric

## Training documentation for suppliers

### eInvoicing



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# 1 About this manual

This handout shall help suppliers of Schneider Electric to navigate and understand newly introduced supplier portal, SSP SCM 2.0, in regards to Invoice creation.

## 1.1 Intended Audience

Schneider Electric suppliers

## 1.2 Typographical and Graphical Conventions

The following typographical conventions are used throughout this manual:

Example	Meaning
<b>Screen Text</b>	Text visible in the user interface becomes <b>bold</b> .
<i>Reference</i>	References are displayed in <i>italics</i> .

The graphical convention is used throughout the manual:

Allowance / charge per line item

Allowance / Charge 1 Delete

1 Allowance / Charge type:  Charge

2 Description code: Freight charge

Amount: 100.00

Free text: Test

Figure: Red borders are used to indicate special areas. Yellow numbers are used to indicate steps. Those are not part of the UI.

Red borders indicate areas of interest on the screenshot. They are *not* part of the user interface.

## 1.3 Abbreviation

Abbreviation	Meaning
SE	Schneider Electric
SO	SupplyOn
PO	Purchase Order
ASN	Advanced Shipping Notification
DESADV	Despatch Advice
LI	Line item(s)
P2P	Procure to Pay
GUI	Graphical User Interface

## 2 Introduction

Your customer Schneider Electric is replacing the traditional, at times paper-intensive transactions where data had to be manually entered at numerous places and the current processing status of the individual transactions was not always identifiable. With SupplyOn that process is supported by the system throughout - in a central system, to which all parties involved have access.

The electronic dispatch of 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 generate electronic invoices.

## 3 Process

### 3.1 Documents in Schneider Electric e-Invoicing

#### Sent by supplier

- ✓ Invoice referencing Purchase Order
- ✓ Invoice referencing Advance Shipping Notification
- ✓ Pre-payment Invoice
- ✓ Credit Note
- ✓ Price Variation Credit
- ✓ Price Variation Debit

#### Sent by customer

- ✓ Invoice of Schneider Electric Financial Portal
- ✓ Document Status to Invoice sent by supplier
- ✓ Document status to Invoice of Schneider Electric Financial Portal

[You as a supplier and your customer SE will collaborate along the purchasing process according to these steps:](#)

Step 1 – SE sends out a new Purchase Order (PO) from their ERP to SupplyOn.

Step 2 – Supplier can review new PO in SupplyOn.

Step 3 – Supplier confirms the PO, which is sent back to SE.

Step 4 – In case of re-scheduling, supplier gets a changed PO from SE, which he then confirms.

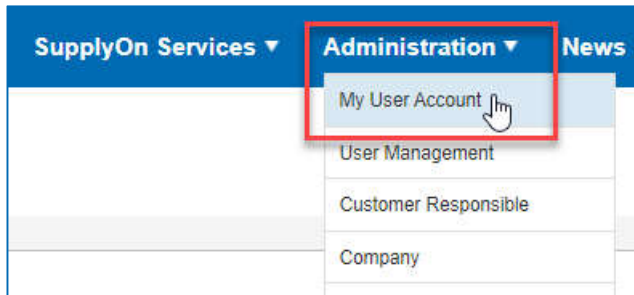
Step 5 – Subsequent processes (e.g. creating invoice) can be started as soon as first confirmation is sent.

Step 6 – Receipt status will be shown via the Goods Receipt (GR) screen.

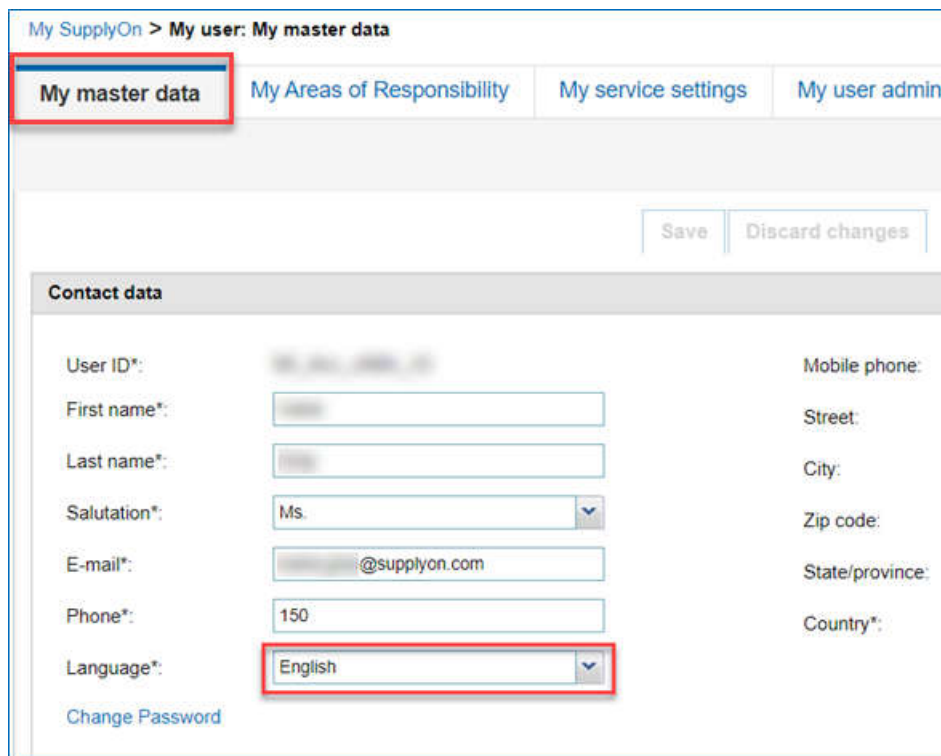
## 4 Setup in SupplyOn WebEDI

### 4.1 My Master data

Basic information about your user account, its roles and rights are visible under Administration – My User Account.



As soon as you click here, you will see basic information like your username, email address etc. Of course, you can correct this information if there is something wrong here. You can also change the application language setting there.

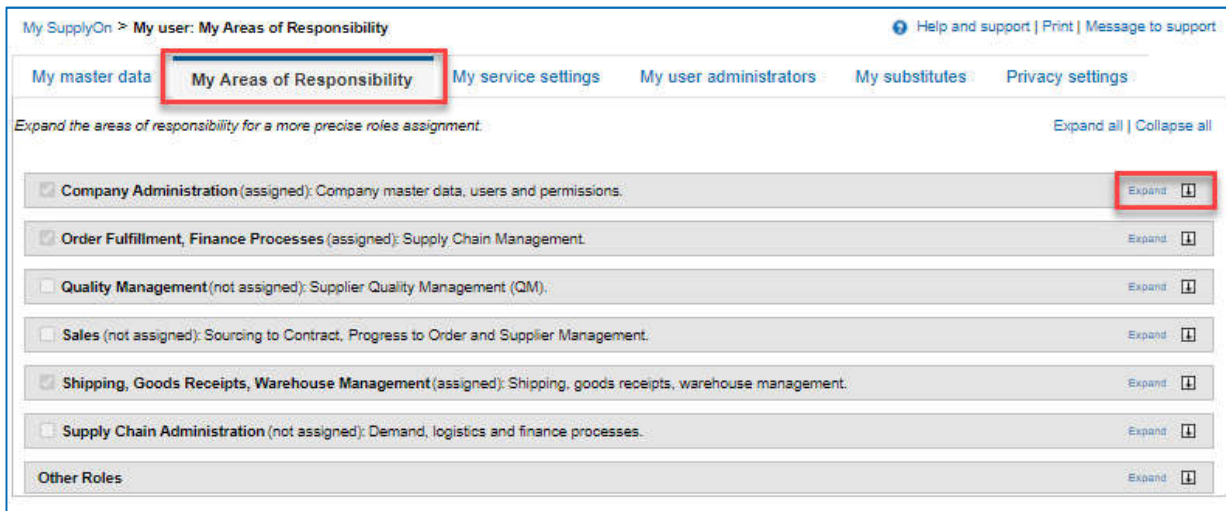
A screenshot of the 'My master data' form in the SupplyOn web application. The form is titled 'My SupplyOn > My user: My master data'. It features a navigation bar with four tabs: 'My master data' (highlighted with a red box), 'My Areas of Responsibility', 'My service settings', and 'My user admin'. Below the navigation bar are 'Save' and 'Discard changes' buttons. The main content area is titled 'Contact data' and contains several input fields and dropdown menus. The fields are: 'User ID\*', 'First name\*', 'Last name\*', 'Salutation\*' (with a dropdown menu showing 'Ms.'), 'E-mail\*' (with a dropdown menu showing '@supplyon.com'), 'Phone\*', 'Language\*' (with a dropdown menu showing 'English' and highlighted with a red box), 'Mobile phone:', 'Street:', 'City:', 'Zip code:', 'State/province:', and 'Country\*'. A 'Change Password' link is located at the bottom left of the form.

## 4.2 Roles and Rights

Which areas of responsibility will be unlocked for you and which roles you will receive depends on your user administrator. Only this administrator is capable of creating users or manage roles and rights.

You can check actions your user is authorized to do under the tab **My Areas of Responsibility**.

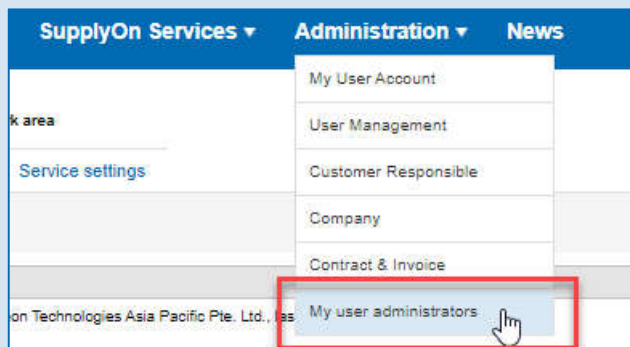
Clicking on button **Expand** will show you all roles you have:



To be able to commit the actions of this guide, the role **eInv Seller P2P** or **eInv Seller Admin** is needed.

<input type="checkbox"/>	WebEDISellerStock	not assigned	Viewing stock movements.
<input type="checkbox"/>	WebEDI_EntryOFServicesPerformed	not assigned	Display and send values for services performed. The purchase order is received via WebEDI.
<input checked="" type="checkbox"/>	eInv Seller Admin	assigned	Supplier administration role for eInvoicing.
<input checked="" type="checkbox"/>	eInv Seller P2P	assigned	Supplier can create invoices. Procure 2 Pay - based on demand.
<input type="checkbox"/>	eInv Seller Read only	not assigned	Supplier can display sent invoices - eInvoicing.
<input type="checkbox"/>	eInv Seller Standalone	not assigned	Supplier can create invoice from scratch.

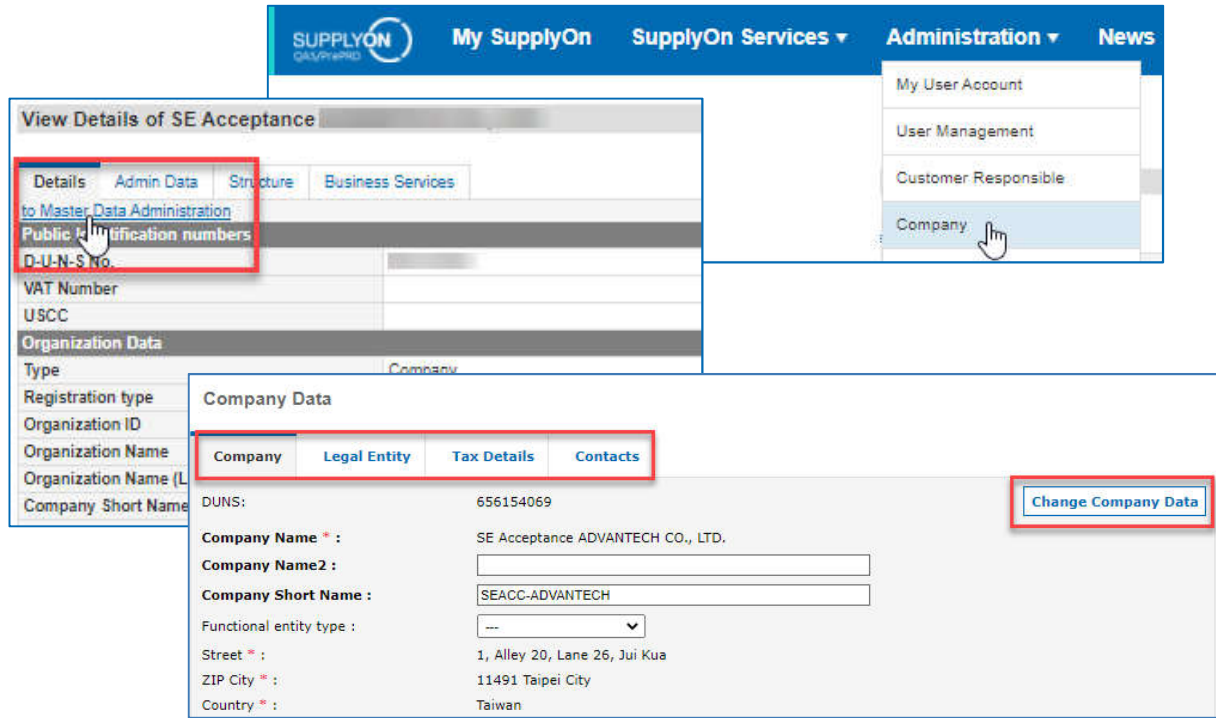
**Note:** By clicking on Administration – My user administrators you are informed about your company admins.



These admins will get an interactive tour about the functionalities of user management.

### 4.3 Supplier details verification

Please verify your company details in company's profile before creating the first invoice. These fields are mandatory and a pre-requisite for eInvoicing. You can access the master data as Seller Admin by selecting the menu **Company**, clicking on your company name and then on the link **to Master Data Administration**. Please check before if the 'CompanyAdmin' role is assigned to you.

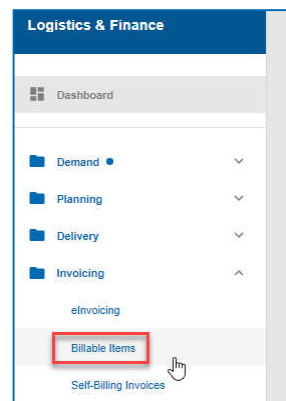
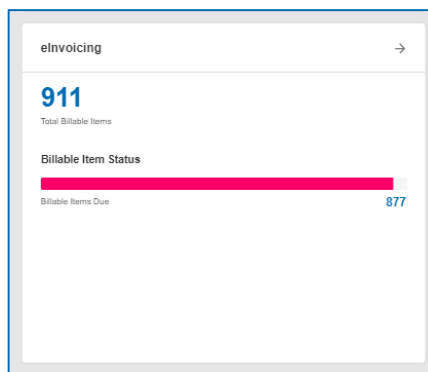


## 5 Navigating GUI

1. Open the SupplyOn application. Under the tab **SupplyOn Services**, choose the **WebEDI Service**.

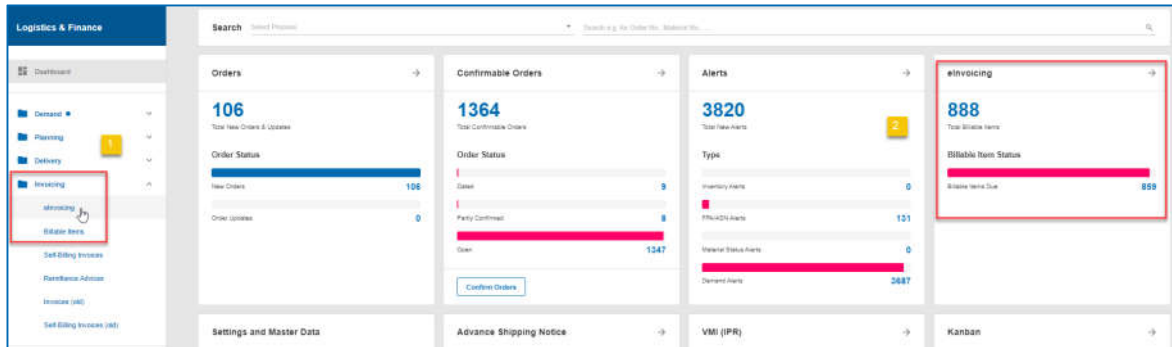


2. Start with the tile **eInvoicing** or navigate by clicking button **Billable Items List** in the drop-down menu of the function **Invoicing**.

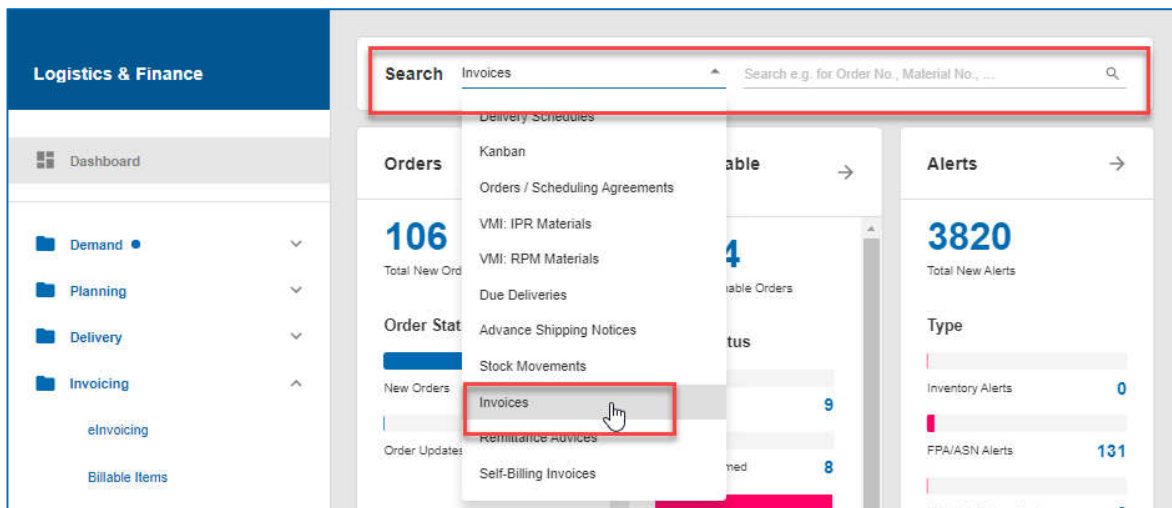


## Navigating GUI

The Dashboard shows at a glance all relevant information for you and is the central point of orientation for your processes. Here you see your open tasks. The tiles are only displayed if the related user rights have been assigned.

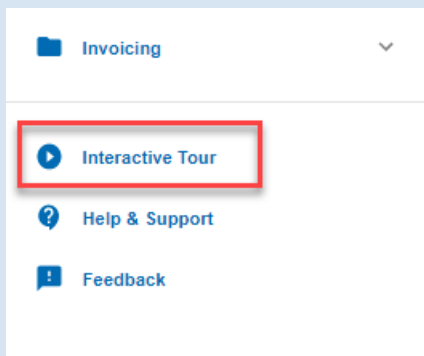


3. You can search for specific document directly from the Dashboard.



### Note:

By clicking on Interactive Tour on the lower left side of the dashboard, you will be guided through the User Interface. At initial login this will be opened automatically as a pop up.





## 6 Create an invoice

### 6.1 Select Invoice Reference

1. Here you see an overview of all billable items grouped into Purchase Orders and Advance Shipping Notifications.
2. Items that have been billed already will be removed from the billable items list automatically.
3. The process will be described for invoices created based on Purchase Orders. The same applies to Advance Shipping Notifications.

Document No.	Item	Material number	Description	Total quantity/value	Billable
1102743615	00070	00996135A	CONTACT FIXE AVAL 100 1...	15.000	15.000
1103138202	00020	00999746A	CONTACT MOBILE	51.000	51.000
1103138202	00010	00999746A	CONTACT MOBILE	51.000	51.000
1103409134	00010	ECT-R-CHKHB-001	36PWP3 25/3 15VA,0.2 PS-...	1	1
1103412674	00010	BARFL0084-08	CT-30-60/1A,10P5-5P10,2...	3	3

4. Check mark one or several line items to create an invoice from and start the process by clicking on.
5. It is possible to select line items from a maximum 5 different POs in one invoice and maximum 500 lines in total.
6. You can also select the referenced Purchase Order directly in Order tab and Order detail screen.
7. Clicking on green **Create invoice** button will let you select the invoice type and start the invoice creation.
  - ✓ Step 1 select the order.
  - ✓ Step 2 click on the green button **Transfer Data to Start Invoice Creation**.

## Create an eInvoice

My SupplyOn > Logistics & Finance > Orders

Quick Search | Advanced Search

Search | Reset

My Search Profile

Grouped by Unloading Point | Grouped by Material Number | **Orders**

Default View | Manage View

Org. Bu...	Plant Customer	Plant Code	Planner	Consignee, Name	Unloading Point	Order Number	Positions	
<input checked="" type="checkbox"/>	SEBAP	EAJ VirtualFact SG05	SG05	AQU	SELA DC Singapore - 4t...	SG05	1103435772	3
<input type="checkbox"/>	SEBAP	EAJ VirtualFact SG05	SG05	AQU	SELA DC Singapore - 4t...	SG05	1103435771	2
<input type="checkbox"/>	SEBAP	EAJ VirtualFact SG05	SG05	AQU	SELA DC Singapore - 4t...	SG05	1103435770	2
<input type="checkbox"/>	SEBAP	PZVF	PZVF	A6T	BE Switchcraft Pty Ltd	AU11	1103435763	1
<input type="checkbox"/>	SEBAP	PZVF	PZVF	A6T	Southern Cross Switchb...	AU11	1103435762	1
<input type="checkbox"/>	SEBAP	EAJ VirtualFact SG05	SG05	AQU	SELA DC Singapore - 4t...	SG05	1103435564	3

Upload | Details | Confirm selected | History | Download | Print | **Transfer Data to start Invoice Creation** | 2

1929 matches of 1929 entries: Select all matches | Clear selection | Entries per page: 50 | Filter | Previous

### 8. Select the invoice type.

Create invoice

Customer: Hyderabad MFG IN10

Supplier: SE-ACC ADVANTECH

Type: Select an document type

Template: Invoice (selected), Prepayment invoice

Confirm | Cancel

## 6.2 The Invoice detail view opens, that consists of six segments.

1. Start with the first section *Invoice header details*.
2. Fill in the mandatory field **Invoice no.** and edit the **Delivery/Service completion date**. Invoice date can't be older than 7 days or a future date.
3. The invoice number should be unique.

Invoice header details

Supplier information

Customer information

Line items

Additional invoice information

Payment information

Totals

Invoice type: Invoice | Currency: INR - Indian Rupee

Invoice no.: [highlighted]

Date: 03.11.2020

Delivery / Service completion date: 03.11.2020

Invoice content: Production material

information:

Add other reference

## 6.3 The invoice sections “supplier information”, “customer information”

1. Supplier and customer information as well as line items are pre-filled based on purchase order data. Supplier data are editable.
2. If based on country rules additional reference numbers are required, they will be selectable in drop down list of Reference number type field.

## 6.4 Line items

1. Continue with the section “Line items”.
2. Enter the **Quantity**, **Net Price without surcharges** and the **Tax Rate** per line item.
3. Clicking on the green button Details on the line item expands the line item view.
4. You can delete line items by clicking **Remove** button.

Line items (2)

<input type="checkbox"/>	Line item number	Material number	Description	Quantity	Delivery / service completion date	Net price w/o allowances / charges	Purchase order item	Net amount	Tax rate (%)
<input checked="" type="checkbox"/>	1			11000.0		0.04	1103422483 / 00010	440.00	
<input type="checkbox"/>	2			5000.0		0.04	1103422483 / 00120	200.00	

5. Please fill in the mandatory tax information. Fields Tax type will contain taxes applied in your country and all tax fields are validated based on your country tax laws.

Step 1 - select tax category or tax type.

Step 2 – fill in the tax rate.

Step 3 - In case of tax exemption, you will be prompted to fill in the tax exemption reason.

## Create an eInvoice

**Tax / Tax exemption**

**1** Tax 1  
Tax category: Tax exemption  
Tax type:

**2** Tax rate (%): 0

**3** Tax exemption reason: Reason 123

[+ Add tax](#)

### Note:

Clicking on **Check** button will help you find mistakes and correct them.

My SupplyOn > Logistics & Finance > Invoice list > Billable items list > Invoice [979744696]

[Save as draft](#) [Check](#) [Send](#) [Back to list](#) [Delete](#) [Download](#) [Print](#) [Save as template](#)

6. Add delivery information and country of origin if needed.

**Delivery information**

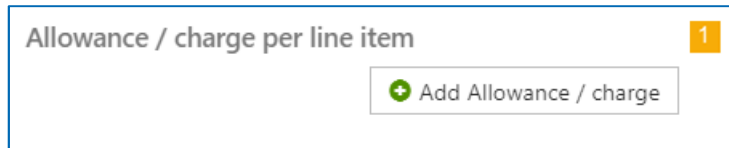
[+ Add terms of delivery](#)

Country of origin:

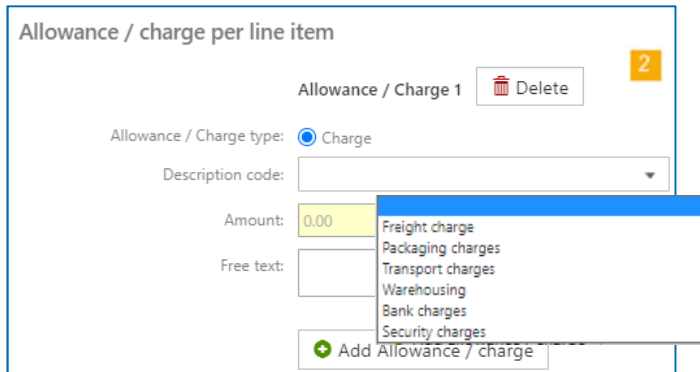
7. Charges

Enter charges if applicable. Those can be entered individually for specific line item or on the document level.

Step 1 – click on Add Allowance / charge



Step 2 – select charge from dropdown list and fill in amount

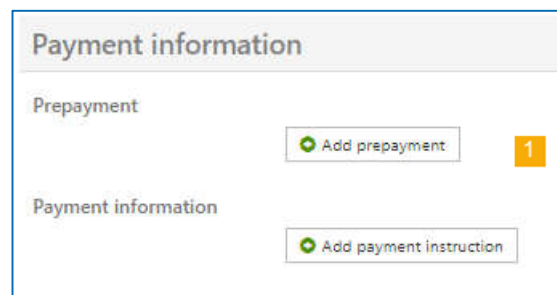


## 6.5 Additional invoice information

1. Here you can enter charges that are applicable on the document level for that see Line items Charges
2. By clicking **Add legal information** you can enter Government/ Regulatory Information and a Tax Declaration.

## 6.6 Payment information

1. If prepayment invoice has been created prior this invoice creation, click on the Add prepayment button.
2. Select **Type of prepayment - Invoice ID**.
3. Write the number of the pre-payment invoice into **Prepayment number** field.



4. Remaining fields will be populated automatically based on the referenced invoice.

The screenshot shows a 'Payment information' form with a 'Prepayment' section. A red box highlights the 'Type of prepayment' dropdown menu (set to 'Invoice ID') and the 'Prepayment number' text field (containing 'DP1104116875IG00'). Other fields include 'Prepayment amount' (9296,99), 'Taxable amount' (8688,78), 'Tax amount' (608,21), 'Tax rate' (7), 'Tax type' (Local sales tax), and 'Date of prepaym. inv.' (03.11.2020). A 'Delete' button is next to the prepayment title, and an 'Add prepayment' button is at the bottom.

## 6.7 Payment Instruction – Bank Details

1. To add Payment Instructions or Bank Details, click on the button **Add Payment Instruction** above the **Totals** section.

This screenshot shows the 'Payment information' form with a red box highlighting the 'Add payment instruction' button, which is located above the 'Totals' section. The 'Add prepayment' button is also visible above the main form area.

2. For Bank Details click on button **Add Bank Details** and fill in your bank details. Your system will remember these fields content and next time you will need to fill in your Bank Details you will have the option to have them pre-filled based on your past entries.

This screenshot shows the 'Payment information' form with the 'Bank details' section expanded. A red box highlights the 'Add payment instruction' button. The 'Bank details' section includes fields for 'Bank data template', 'Account holder name', 'IBAN / Account Number', 'BIC / SWIFT code', 'Bank key', and 'Bank name'. There are also 'Delete' buttons for 'Payment instruction' and 'Bank details'. The 'Totals' section is visible at the bottom, with an 'Add home currency' button.

## 6.8 Totals

1. Check the “Totals” section for correctness.
2. If you are not invoicing in your local currency, you will need to add your home currency here

Totals							
<input type="button" value="Add home currency"/>							
Taxes							
Taxable amount	Tax rate	Taxes	Currency				
Taxes LOC 7.00%	43,443.90	7%	3,041.07	USD			
<b>Total tax amount</b>		<b>3,041.07</b>	<b>USD</b>				
Total calculation							
Total line items	Net amount w/o allowances / charges	Allowances / charges	Net amount	Tax rate	Taxes	Total amount	Currency
	43,443.90		43,443.90	7%	3,041.07	46,484.97	USD
Total additional amount							
<b>Total amount</b>	<b>43,443.90</b>		<b>43,443.90</b>		<b>3,041.07</b>	<b>46,484.97</b>	<b>USD</b>
						Total invoice amount	46,484.97 USD
						Prepayment amount	9,296.99 USD
						<b>Total amount</b>	<b>37,187.98 USD</b>

3. In the last step, you can check for errors by clicking the **Check** button.
4. If there are no errors, click **Send** in order to submitted the invoice to Schneider Electric.
5. Errors are displayed in a red box on the right upper corner. They function as a link and clicking on them will bring you to field that requires your attention. Such field is also marked by red frame. Correct your error and click the **Check** button again.

6. Confirm the invoice document and the eInvoicing Terms and Conditions by clicking **Send document(s)** in the pop-up window.

**Please click on following link in order to check the document(s) before sending:**

[In1104116875IG00](#)

The original documents are available as download for archiving in the sent invoice list within a couple of minutes.

By clicking on "Send" you agree to the "eInvoicing Terms and Conditions".

## 7 Schneider Electric Financial Portal Invoices

If you are sending Schneider Electric your documents also through different channels than SupplyOn, you might still find Invoices you haven't send through SupplyOn in your overview. How did they get there? Schneider Electric is using SupplyOn Financial Portal to gather all invoices together and sends invoices that haven't been sent to SupplyOn by you yourselves.

## Create an eInvoice

---

Such Invoices sent to SupplyOn by Schneider Electric are in reduced form with only some header information. They don't contain line items and are supposed to serve the purpose of listing the Invoice rather than providing its details. These messages are marked by [Provided by customer](#) in the *Status* column of the overview.



## 8 Other Types of Invoices

### 8.1 Prepayment

The process of creating a Prepayment invoice is the same as creating the standard Invoice. Prepayment can be created in % of price of item or pieces on referenced document .

1. Go to **Billable items**
2. Select referenced document and click on Create invoice button
3. Then when asked, select Prepayment type of invoice

4. Follow the steps in chapter 6

### 8.2 Credit Note, Price Variation Credit, Price Variation Debit

To create a document based on a pre-existing invoice is possible only for the invoices sent to SupplyOn by Supplier. Invoices sent to SupplyOn by Schneider Electric are not possible to use as referenced document for subsequent document types.

1. Go to eInvoicing
2. Select the invoice on the sent tab with sent status
3. Click on button Create supplementary

Document No.	Type	Invoice
Filter document no.	All document types	From
CSV_1_GPK_FR02	Invoice	27.10.2
GPKUATSG02_CN1	Credit note	23.10.2

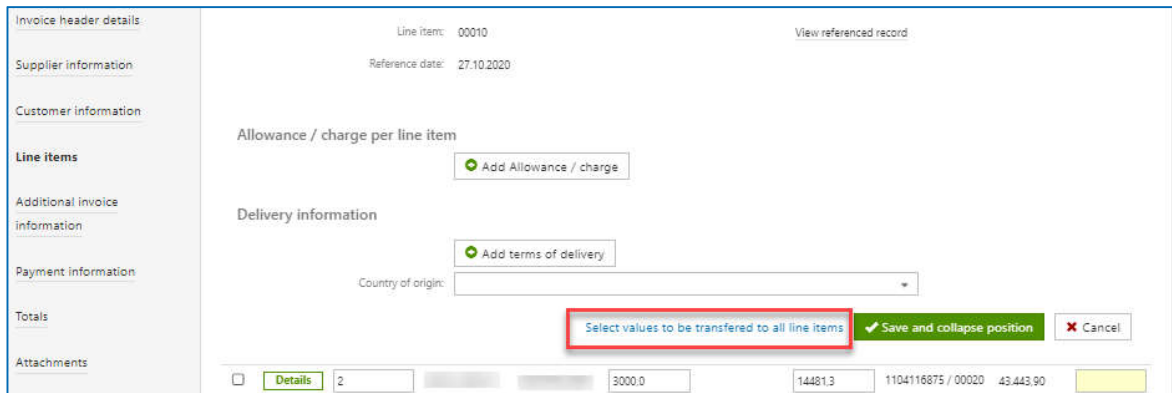
4. Follow the steps in chapter 6

## 9 Useful tips

### 9.1 Copy value

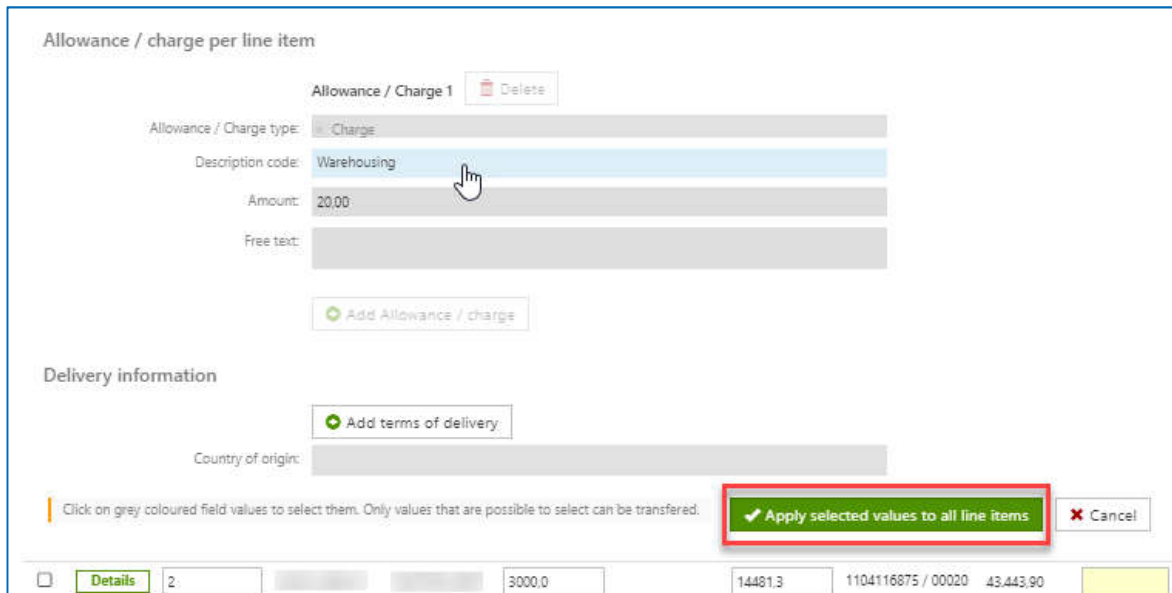
Mass value entry – if you have multiple lines you wish to write identical value into. You can use the function “Select values to be transferred to all line items”.

1. Click on Select values to be transferred to all line items



The screenshot shows the 'Invoice header details' page. The left sidebar contains navigation links: Invoice header details, Supplier information, Customer information, Line items, Additional invoice information, Payment information, Totals, and Attachments. The main content area displays 'Line item: 00010' and 'Reference date: 27.10.2020'. Below this are sections for 'Allowance / charge per line item' and 'Delivery information'. The 'Allowance / charge per line item' section has an 'Add Allowance / charge' button. The 'Delivery information' section has an 'Add terms of delivery' button and a 'Country of origin' dropdown menu. At the bottom, there is a summary bar with a 'Details' button, a '2' in a box, and several numerical values: 3000.0, 14481.3, 1104116875 / 00020, and 43,443.90. A red box highlights the 'Select values to be transferred to all line items' button, which is next to a green 'Save and collapse position' button and a red 'Cancel' button.

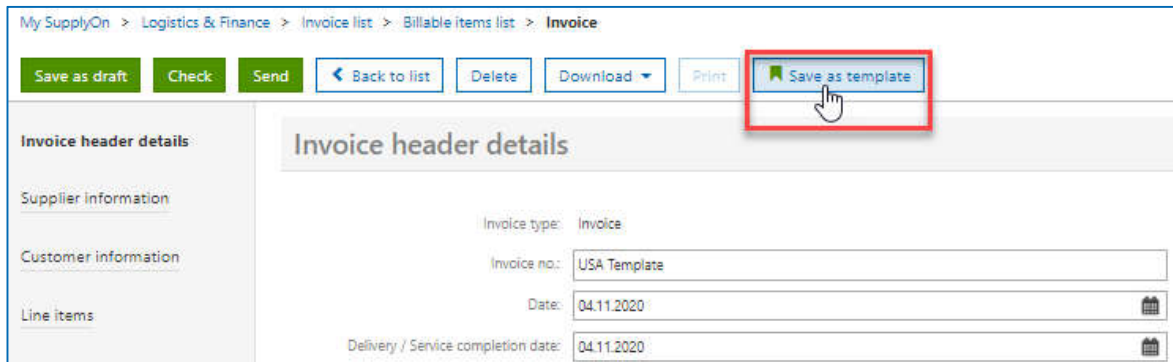
2. Lines that are possible to populate this way will be greyed out. Click on the value you wish to transfer
3. Click the green button “Apply selected values to all line items”



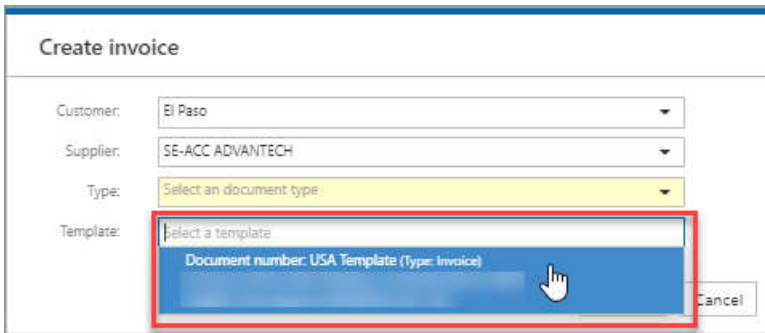
The screenshot shows the 'Allowance / charge per line item' section. It displays 'Allowance / Charge 1' with a 'Delete' button. Below this are fields for 'Allowance / Charge type: Charge', 'Description code: Warehousing', 'Amount: 20,00', and 'Free text:'. There is an 'Add Allowance / charge' button. Below this is the 'Delivery information' section with an 'Add terms of delivery' button and a 'Country of origin' dropdown menu. At the bottom, there is a summary bar with a 'Details' button, a '2' in a box, and several numerical values: 3000.0, 14481.3, 1104116875 / 00020, and 43,443.90. A red box highlights the 'Apply selected values to all line items' button, which is next to a red 'Cancel' button. A note at the bottom reads: 'Click on grey coloured field values to select them. Only values that are possible to select can be transferred.'

## 9.2 Create a template

If you find yourself often creating similar invoices, create yourself a template from one.



Next time you are creating an invoice, you can select your template right after clicking on the green button **Create Invoice**:

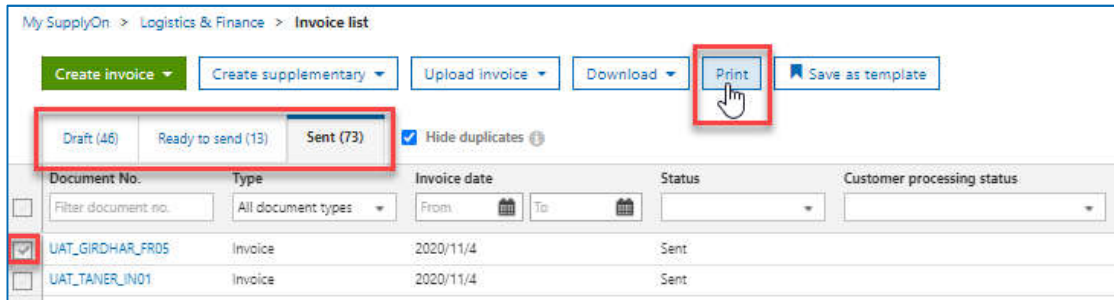


## 9.3 Prefilled values from past entries

Bank details, Supplier details and similar fields values are being stored and next time you will need to fill them up, you can use one of your past entries.

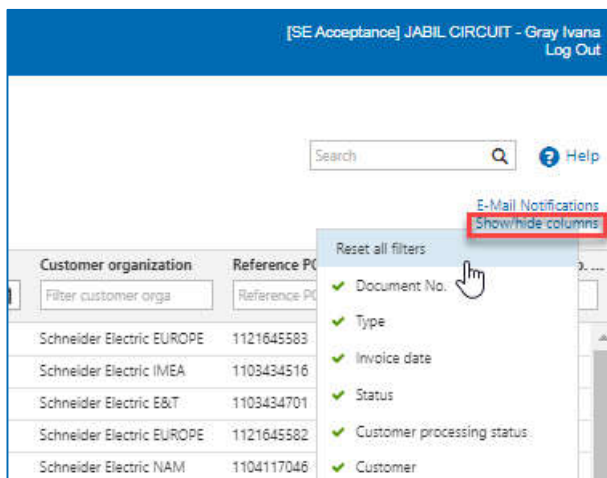
## 10 Overview of Invoices

1. After submitting your document, the invoice overview opens.
2. The invoices, that have already been sent are available in the tab "Sent".
3. Select the invoice and click on "Print" to archive it in .pdf format for your own documentation.

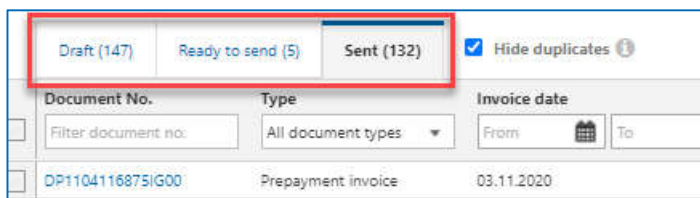


### 10.1 Overview customization

To adjust the view screen to your need you can display or hide columns of information. Simply click on Show/hide columns on upper right site of your screen and select which columns should be visible.



Schneider Electric sees all your invoices that are in status Sent on the *Sent* tab. Customer does not see any of your invoices on the tab *Draft* and *Ready to send* or any of your invoices on *Sent* tab that are having other than Sent status.



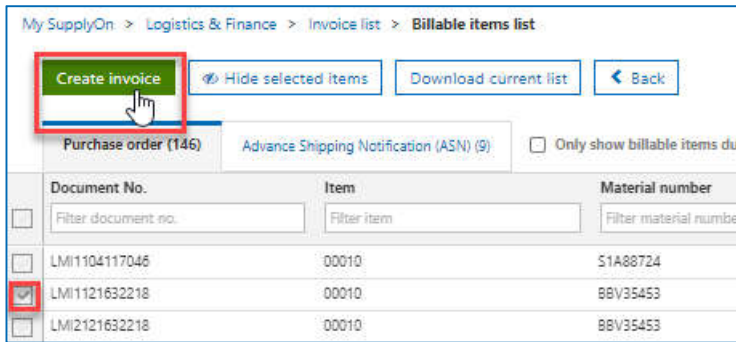
# 11 csv Invoice upload

We advise you to create a sample invoice for each customer / country / invoice type. Thus, you receive an example file with your invoice data for each customer / country request / invoice type.

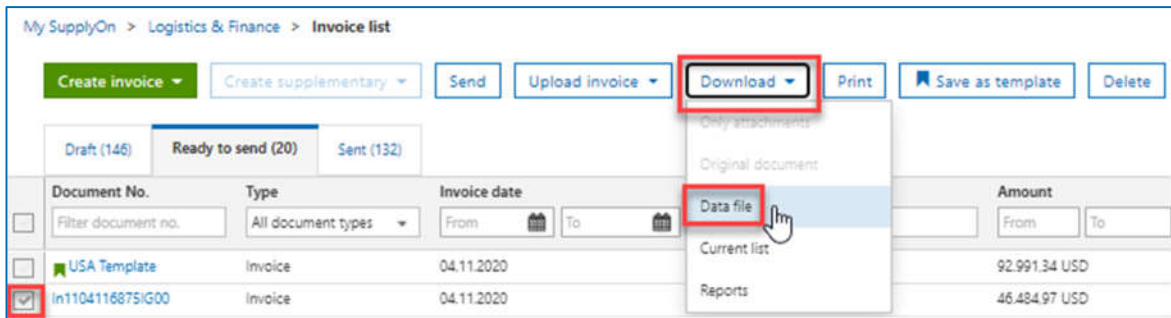
To manipulate your csv invoices in editor you will need a text editor like Notepad++ or Visual Studio Code. Manipulating your csv in Excel changes the encoding and such invoice is then not possible to be uploaded.

csv invoices must be encoded in UTF8 and include the header line. Single csv file can contain multiple invoices and maximum number of lines is 500.

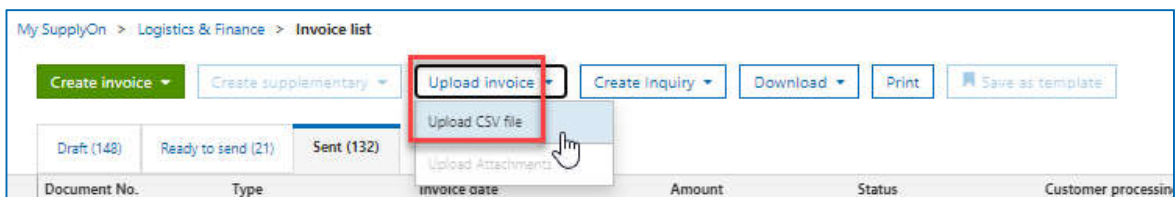
1. Create an invoice from a billable item in GUI as if you were planning to send it. Check that there are no errors and the invoice is saved in "Ready to send" status. Such invoices are validated and you can fix all errors before downloading their csv.



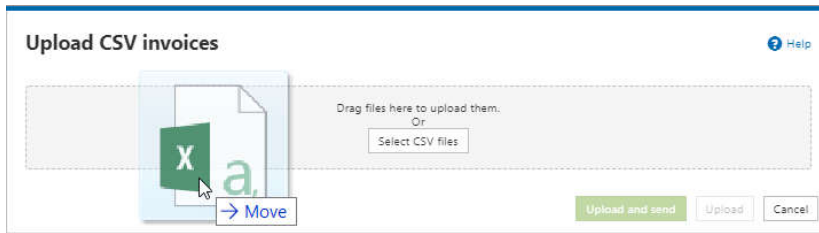
2. Download the invoice as a csv file.



3. You can test that your downloaded invoice is possible to SupplyOn with only change of invoice number.




- You will be prompted to choose a csv file. After you drop it in, you can choose if you want to upload it and send it manually after check or whether you wish your invoice to be send to the customer as a part of the upload. Messages that are uploaded for review are visible on the card **Ready to send**.



- Hand over the csv file to your IT.
- Your IT creates the csv export from your invoice system based on the format description, csv Guide and your sample invoices.
- You test uploading csv files with just a few invoices and check the invoice data in the user interface.
- You can transfer verified invoice data to your customers.

## 12 Customer status

- The customer is going to send the invoice processing status with an optional free text elnvoicing.
- Both status and free text are displayed in the application.
- By moving the cursor to , the optional free text is displayed.



### Customer Processing Statuses:

- ✓ Received
- ✓ Invoice is to be paid
- ✓ Invoice is paid
- ✓ Invoice is posted(booked)
- ✓ Invoice is pre-validated
- ✓ Invalidation of payment
- ✓ Invoice is rejected

### Other information contained in the Document Status:

- ✓ Status reason
- ✓ Goods Receipt Status
- ✓ Payment date
- ✓ Payment reference

Once your Invoices receive update by Document Status, new columns carrying this information become available and you will see them in your Invoice list:

Document No.	Type	Invoice date	Amount	Status	Customer processing status	Goods Receipt Status
71104004IG	Invoice	31.07.2020	619,00 EUR	Provided by customer	Validation in progress 	Not applicable
71104002IG	Invoice	31.07.2020	619,00 EUR	Provided by customer	Document paid 	Complete
71104010IG	Invoice	31.07.2020	619,00 EUR	Provided by customer	Document rejected	Open

## 13 FAQs and SupplyOn Contact

### ✓ Forgot password?

You can get a new password at any time. Therefore, you need your user ID and your e-mail address. You get an e-mail including a link you have to click within the next 24 hours. Subsequently you get directed to a website to specify your new password. You can start the process [here](#).

### ✓ Forgot User ID?

You can get notified about your user ID at any time. Therefore, you need your first and last name and your e-mail address. You will receive an e-mail with your current user ID. Important: The e-mail address, first and last name have to be stored at SupplyOn. Your spam filter must not block the e-mail. Get your user ID [here](#).

Further frequently asked questions can be read [here](#).

csv upload guide [here](#).

Detailed information regarding the SO applications and navigation on the UI is provided on the [SO media library](#).

E-mail address for productive issues: <https://contact.supplyon.com/en/>

- › Worldwide support in 9 languages (English, German, French, Spanish, Portuguese, Italian, Chinese, Japanese and Korean)  
365 days/24 hours available