Schneider Electric

Training documentation for suppliers

eInvoicing

V1.0_EN **November 2020**

Table of Contents

1 About this manual 3

1.1 Intended Audience 3

1.2 Typographical and Graphical Conventions 3

1.3 Abbreviation 3

2 Introduction 4

3 Process 4

3.1 Documents in Schneider Electric e-Invoicing 4

4 Setup in SupplyOn WebEDI 5

4.1 My Master data 5

4.2 Roles and Rights 6

4.3 Supplier details verification 7

5 Navigating GUI 7

6 Create an eInvoice 9

6.1 Select Invoice Reference 9

6.2 The Invoice detail view opens, that consists of six segments. 10

6.3 The invoice sections “supplier information”, “customer information” 11

6.4 Line items 11

6.5 Additional invoice information 13

6.6 Payment information 13

6.7 Payment Instruction – Bank Details 14

6.8 Totals 15

7 Schneider Electric Financial Portal Invoices 15

8 Other Types of Invoices 17

8.1 Prepayment 17

9 Tricks 18

9.1 Copy value 18

9.2 Create a template 19

9.3 Prefilled values from past entries 19

10 Overview of Invoices 20

10.1 Overview customization 20

11 csv Invoice upload 21

12 Customer status 22

13 FAQs and SupplyOn Contact 23

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
Screen Text	Text visible in the user interface becomes **bold**.
Reference	References are displayed in *italics.*

The graphical convention is used throughout the manual:

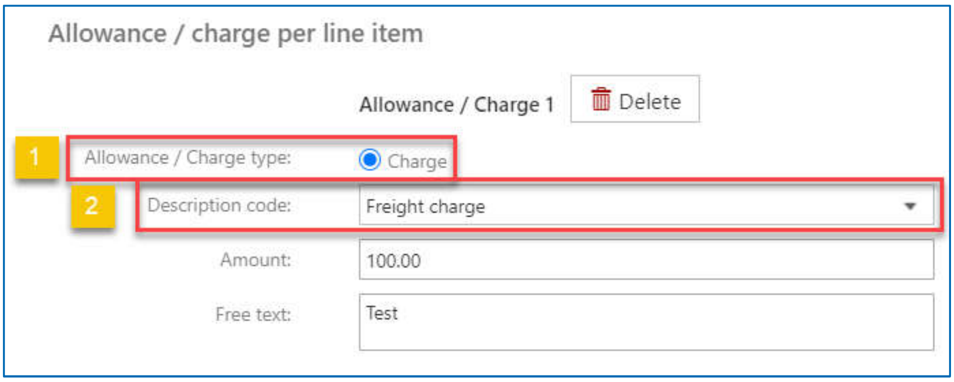


Figure: Red borders are used to indicate special areas. Yellow numbers are used to indicate steps. Those are not part of the UI.

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.

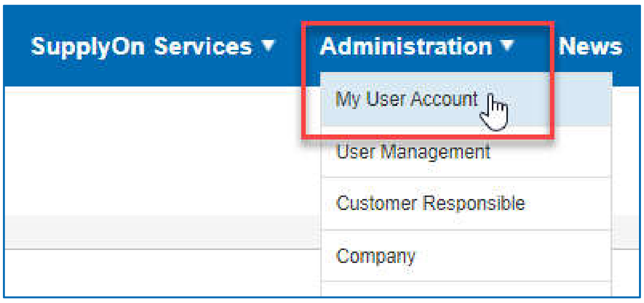
Step 5 – Subsequent processes (e.g. creating invoice) can be started as soon as first confirmation is sent.

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

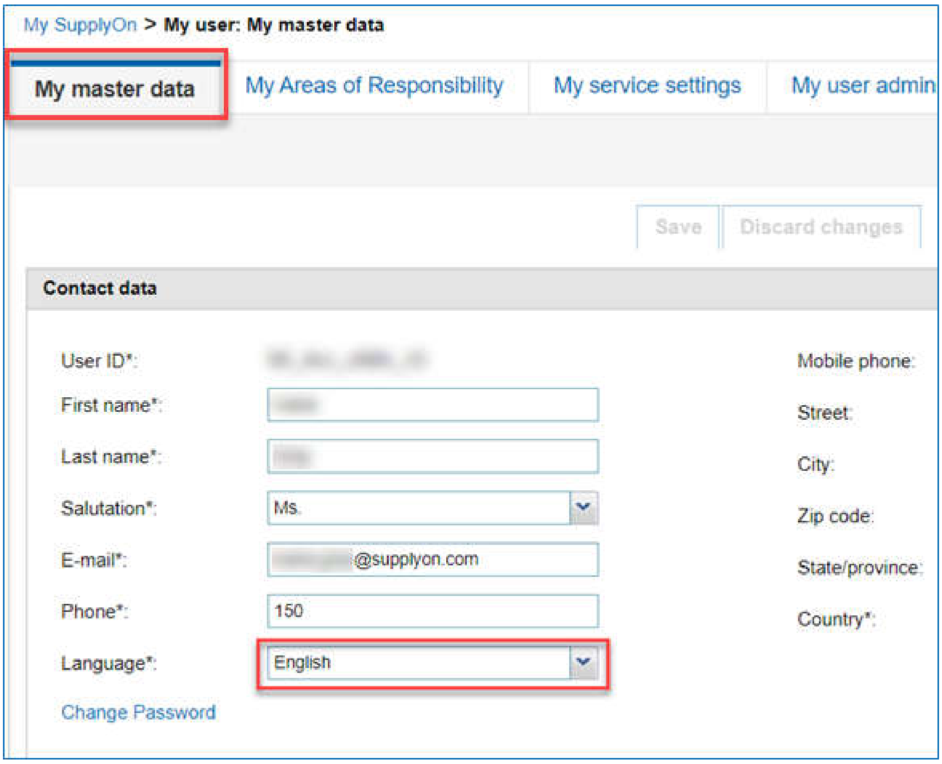
4 Setup in SupplyOn WebEDI

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.

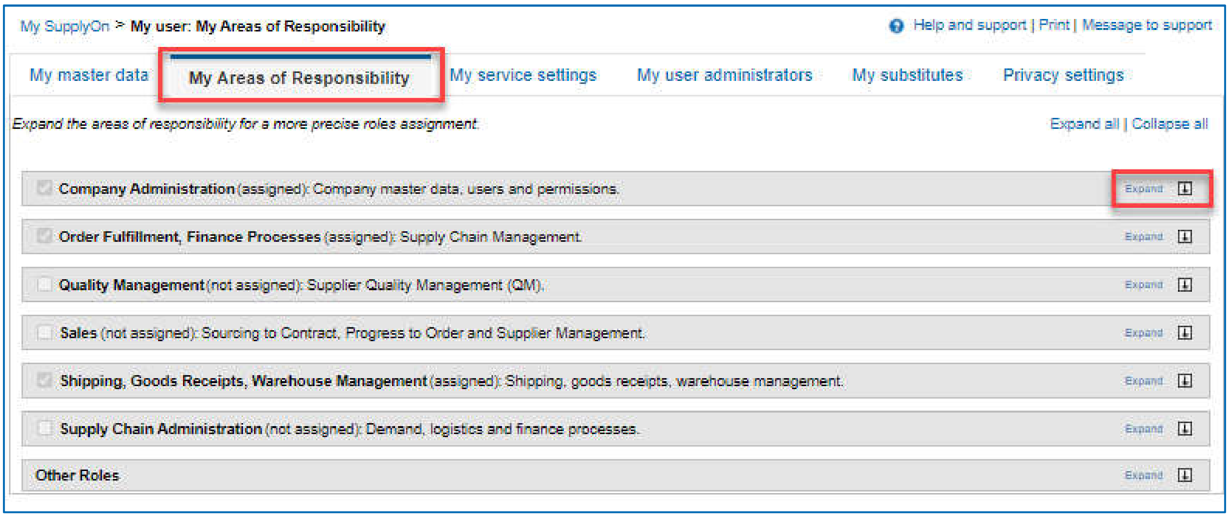


4.2 Roles and Rights

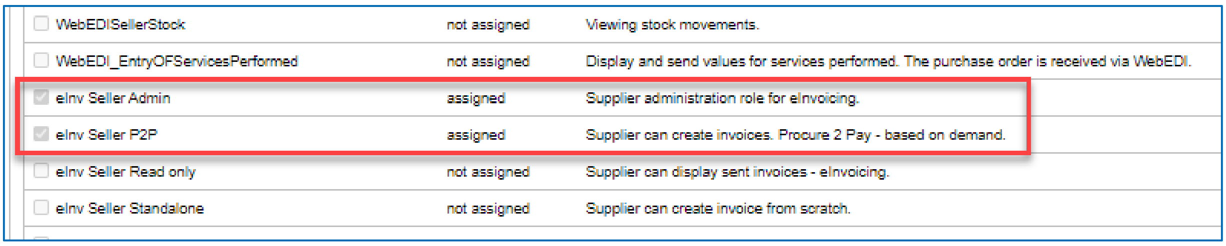
Which areas of responsibility will be unlocked for you and which roles you will receive depends on your user administrator. Only this administrator is capable of creating users or manage roles and rights.

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

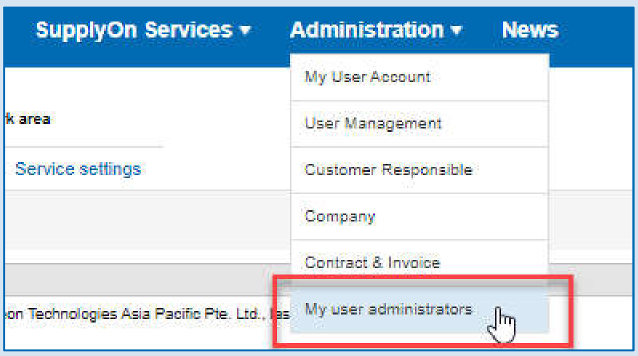
Clicking on button **Expand** will show you all roles you have:



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



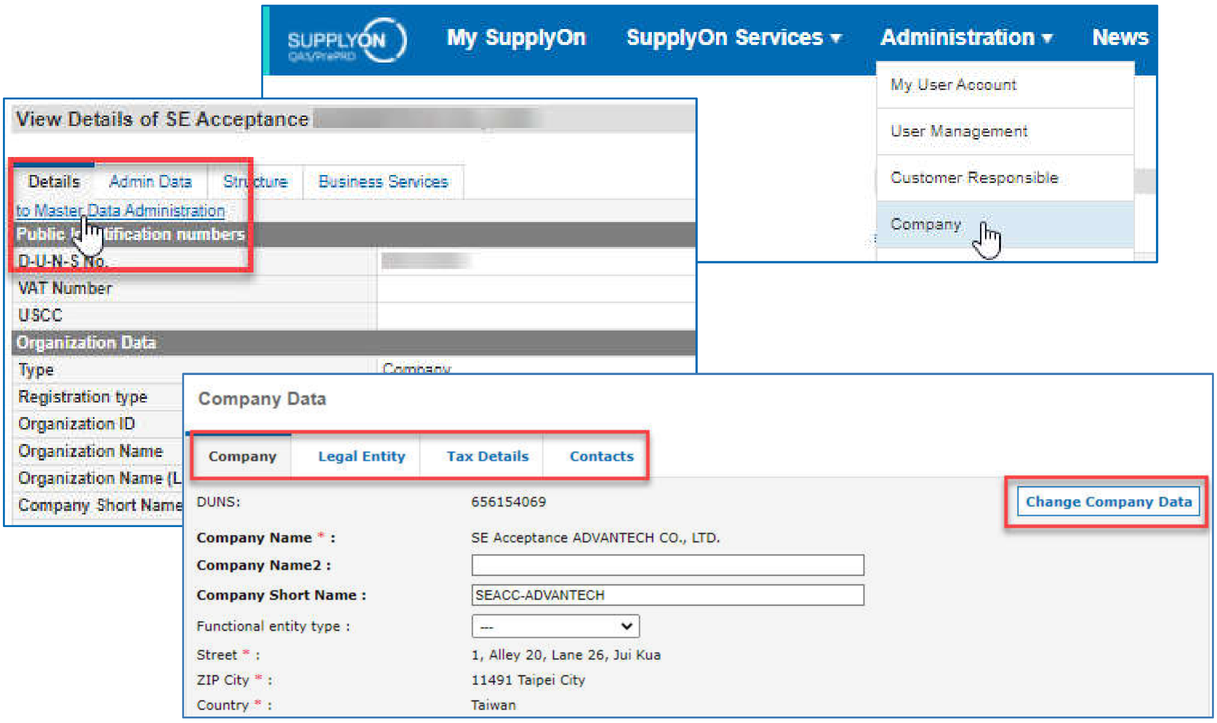
Note: By clicking on Administration – My user administrators you are informed about your company admins.



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

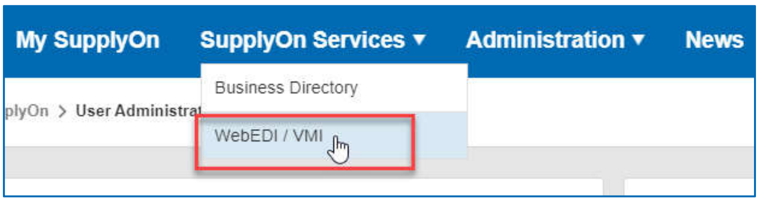
4.3 Supplier details verification

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.

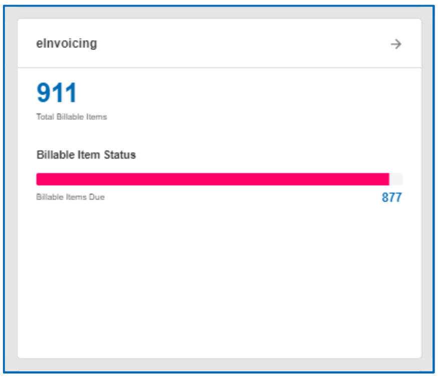


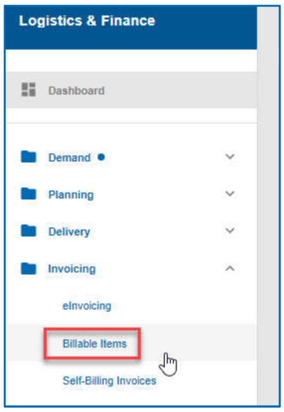
5 Navigating GUI

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

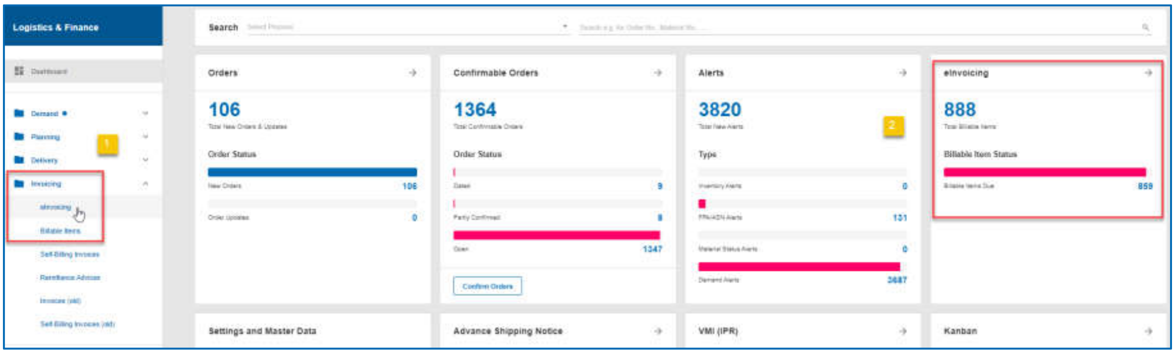


2. Start with the tile **eInvoicing** or navigate by clicking button **Billable Items List** in the drop-down menu of the function **Invoicing**.

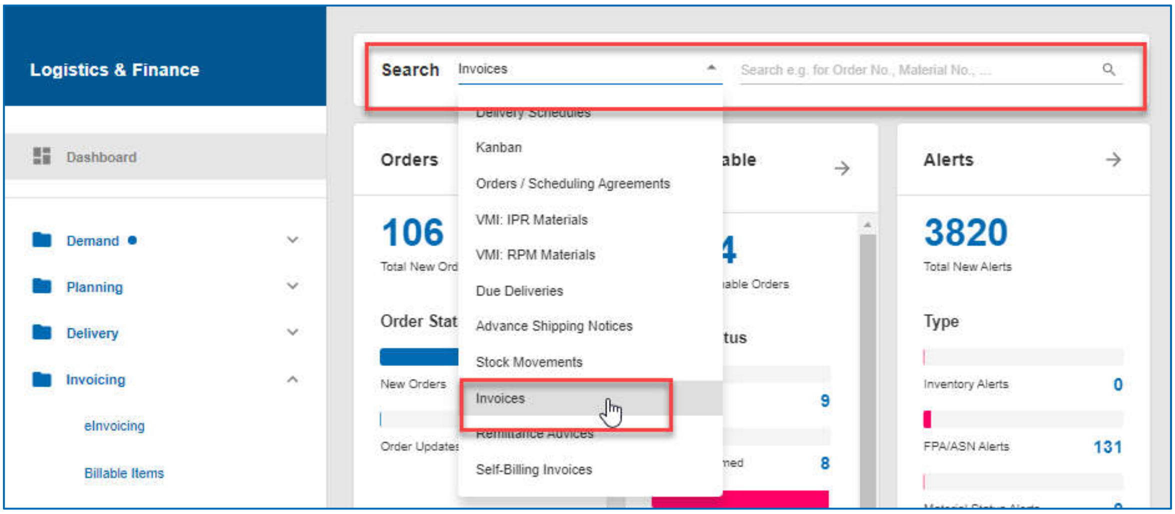




The Dashboard shows at a glance all relevant information for you and is the central point of orientation for your processes. Here you see your open tasks. The tiles are only displayed if the related user rights have been assigned.

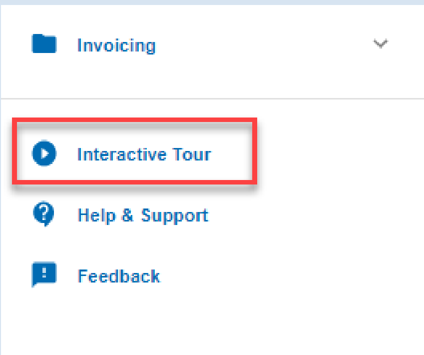


3. You can search for specific document directly from the Dashboard.



Note:

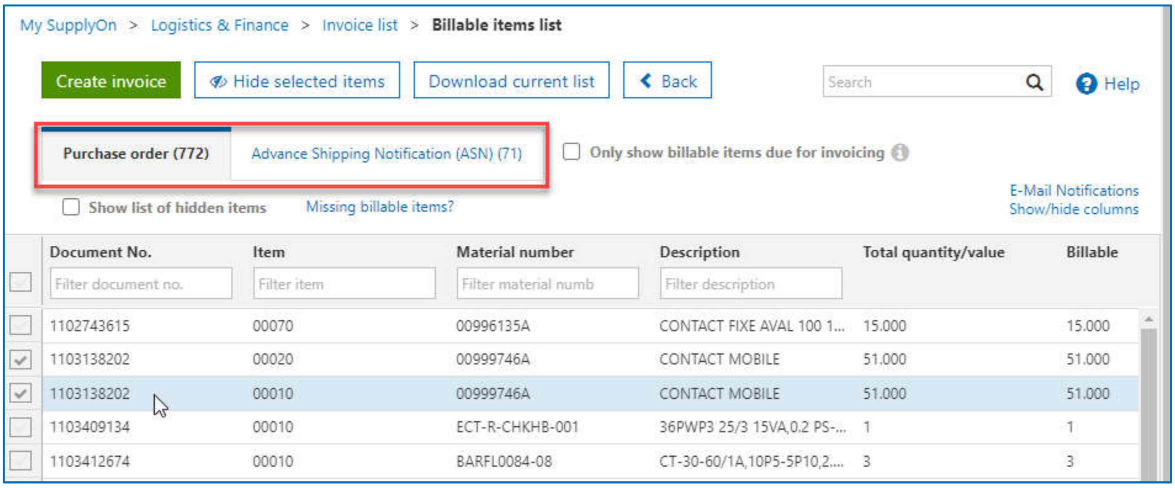
By clicking on Interactive Tour on the lower left side of the dashboard, you will be guided through the User Interface. At initial login this will be opened automatically as a pop up.



6 Create an eInvoice

6.1 Select Invoice Reference

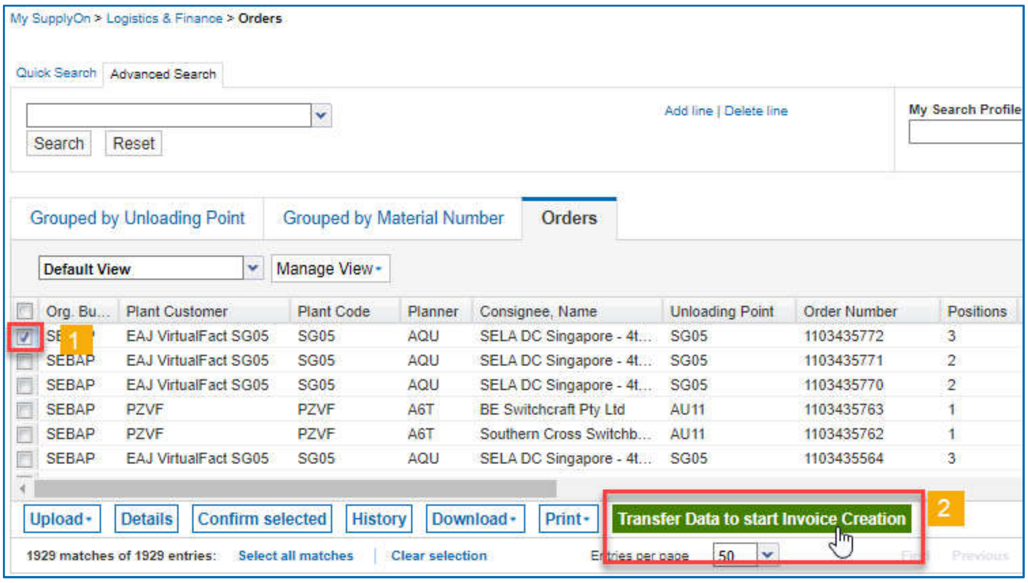
1. Here you see an overview of all billable items grouped into Purchase Orders and Advance Shipping Notifications.
2. Items that have been billed already will be removed from the billable items list automatically.
3. The process will be described for invoices created based on Purchase Orders. The same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



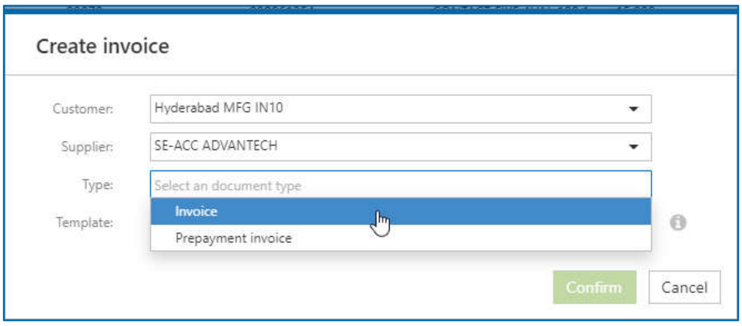
4. Check mark one or several line items to create an eInvoice from and start the process by clicking on.
5. It is possible to select line items from a maximum 5 different POs in one invoice and maximum 500 lines in total.
6. You can also select the referenced Purchase Order directly in Order tab and 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.**

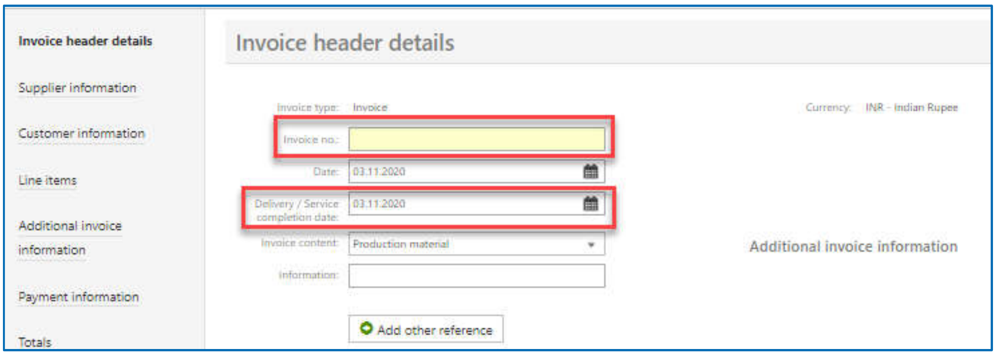


8. Select the invoice type.



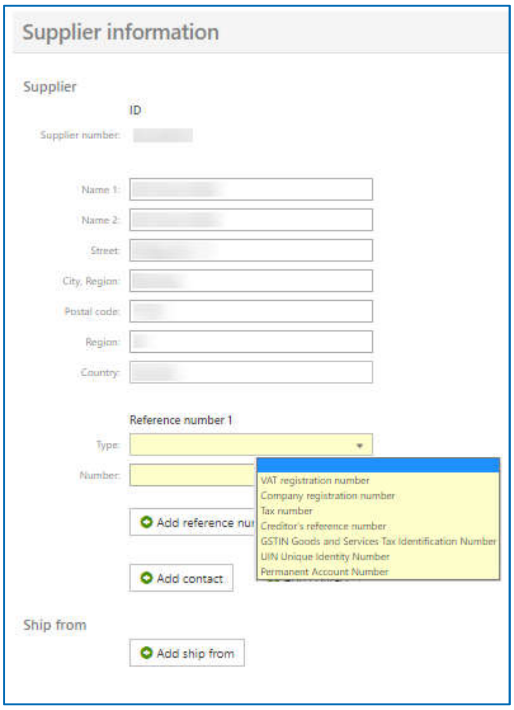
6.2 The Invoice detail view opens, that consists of six segments.

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.



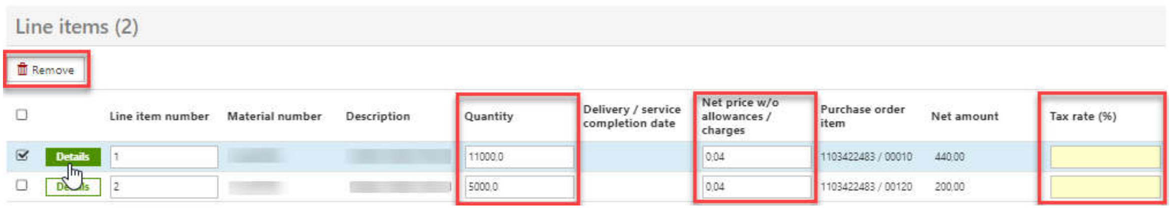
6.3 The invoice sections “supplier information”, “customer information”

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.



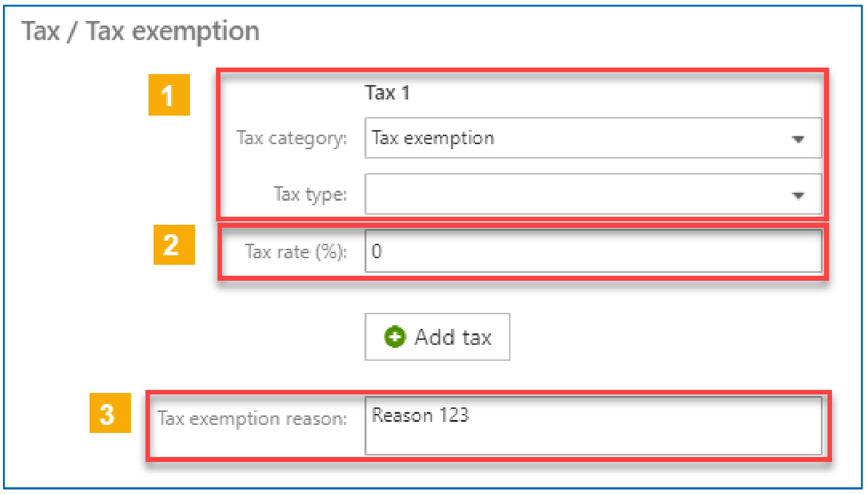
6.4 Line items

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.



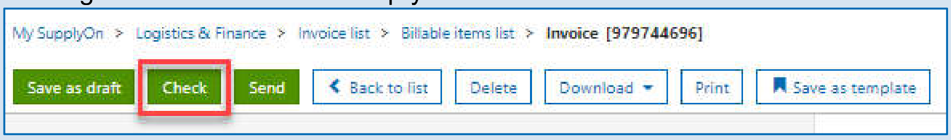
5. Please fill in the mandatory tax information. Fields Tax type will contain taxes applied in your country and all tax fields are validated based on your country tax laws.

   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.

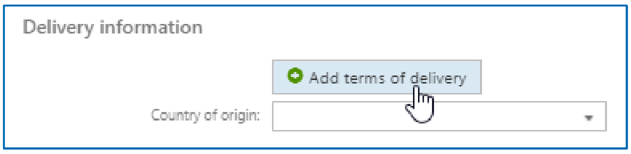


Note:

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

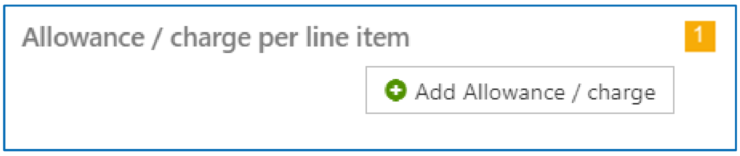


6. Add delivery information and country of origin if needed.

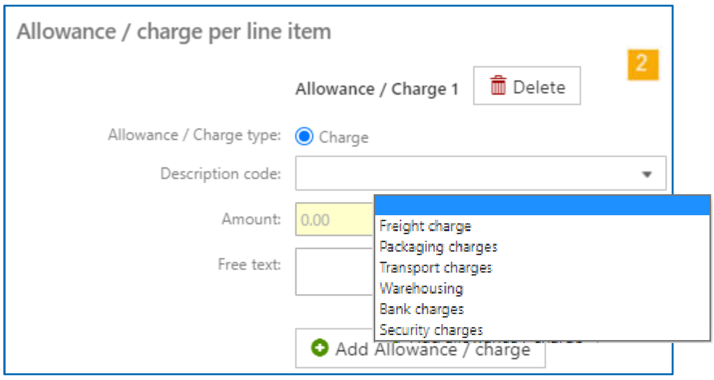


7. Charges
   Enter charges if applicable. Those can be entered individually for specific line item or on the document level.

   Step 1 – click on Add Allowance / charge



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

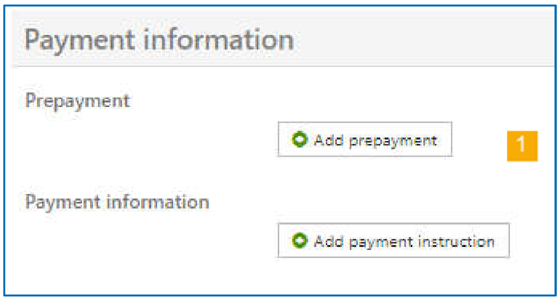


6.5 Additional invoice information

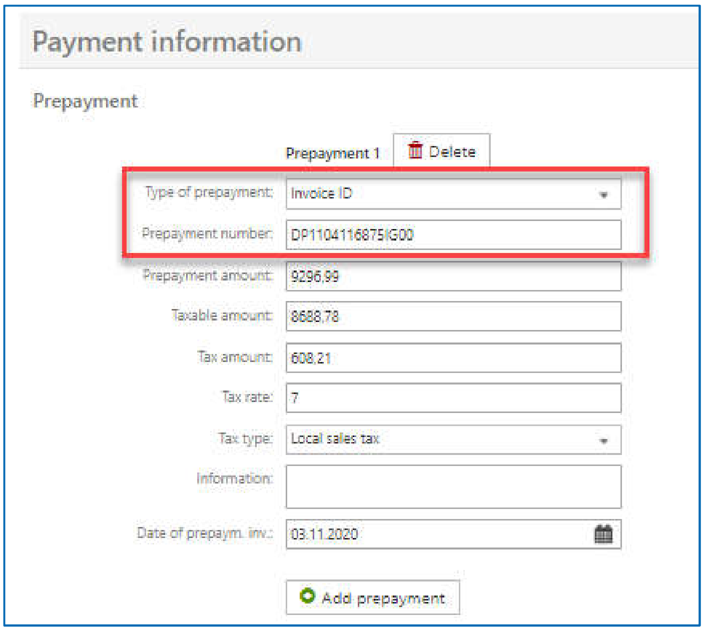
1. Here you can enter charges that are applicable on the document level for that see Line items Charges
2. By clicking **Add legal information** you can enter Government/ Regulatory Information and a Tax Declaration.

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.

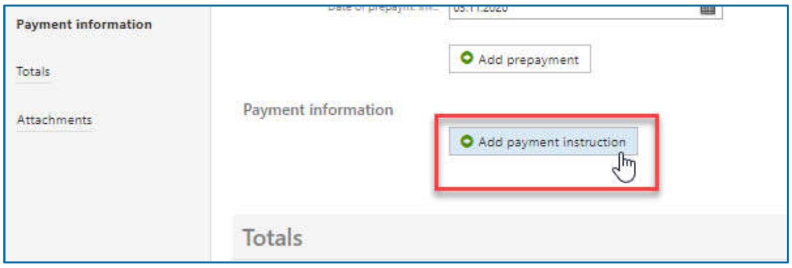


4. Remaining fields will be populated automatically based on the referenced invoice.

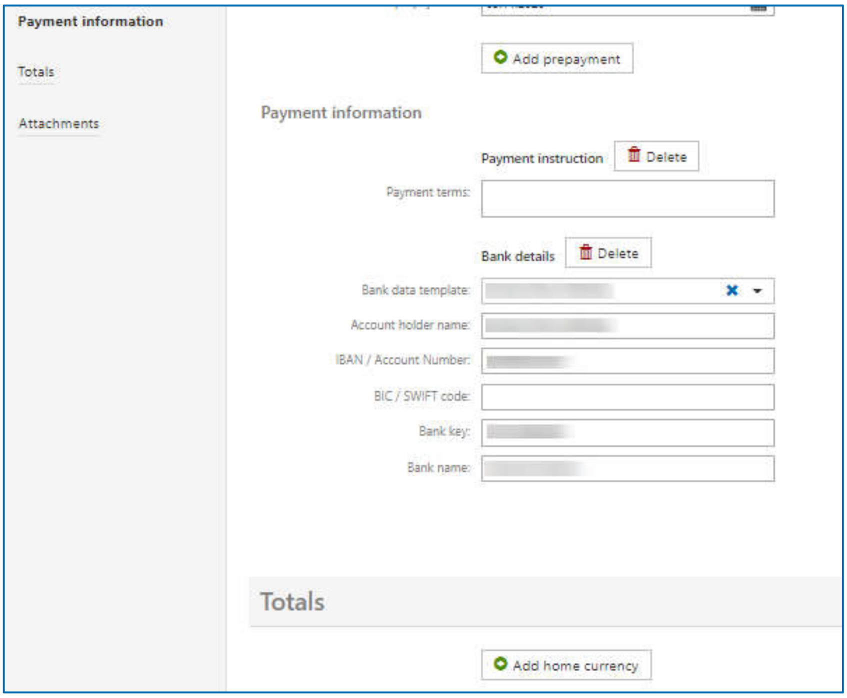


6.7 Payment Instruction – Bank Details

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

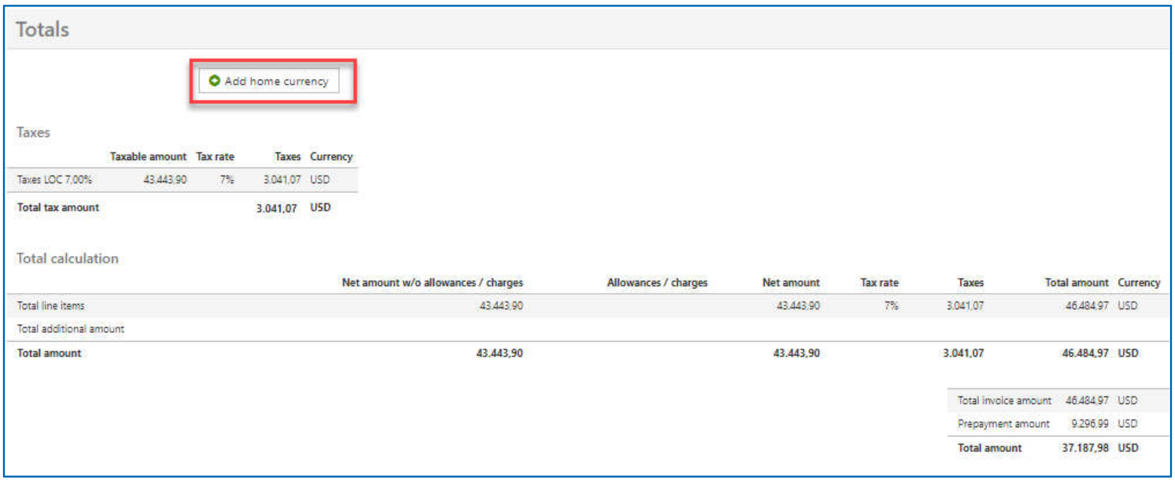


2. For Bank Details click on button **Add Bank Details** and fill in your bank details. Your system will remember these fields content and next time you will need to fill in your Bank Details you will have the option to have them pre-filled based on your past entries.

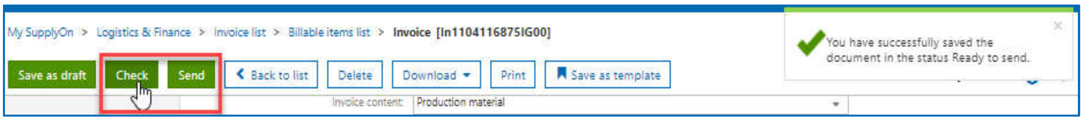


6.8 Totals

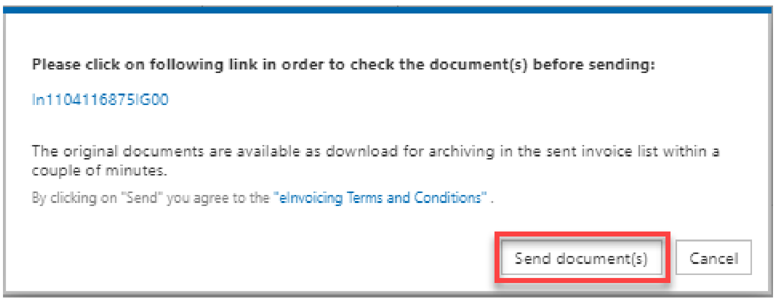
1. Check the “Totals” section for correctness.
2. If you are not invoicing in your local currency, you will need to add your home currency here



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.



7 Schneider Electric Financial Portal Invoices

If you are sending Schneider Electric your documents also through different channels then 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 themselves.

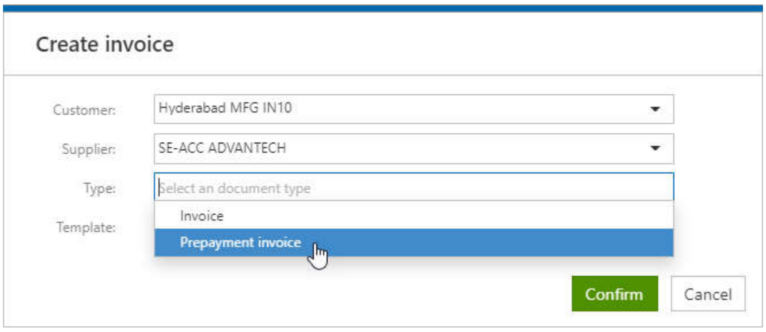
Such Invoices sent to SupplyOn by Schneider Electric are in reduced form with only some header information. They don’t contain line items and are supposed to serve the purpose of listing the Invoice rather than providing its details. These messages are marked by Provided by customer in the *Status* column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

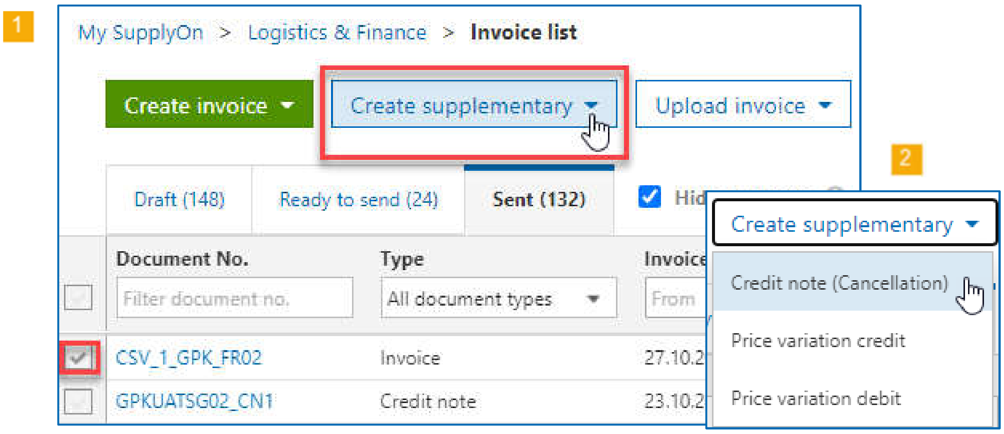


4. Follow the steps in chapter 6

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



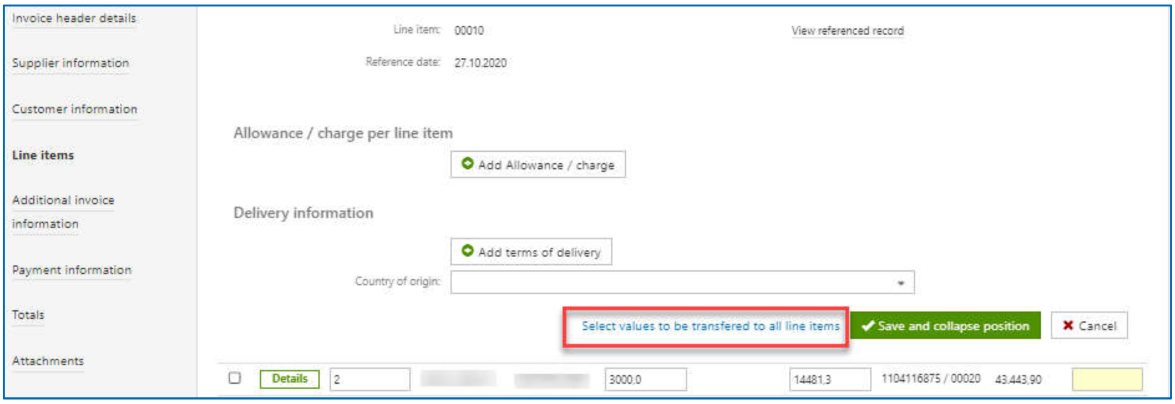
4. Follow the steps in chapter 6

9 Useful tips

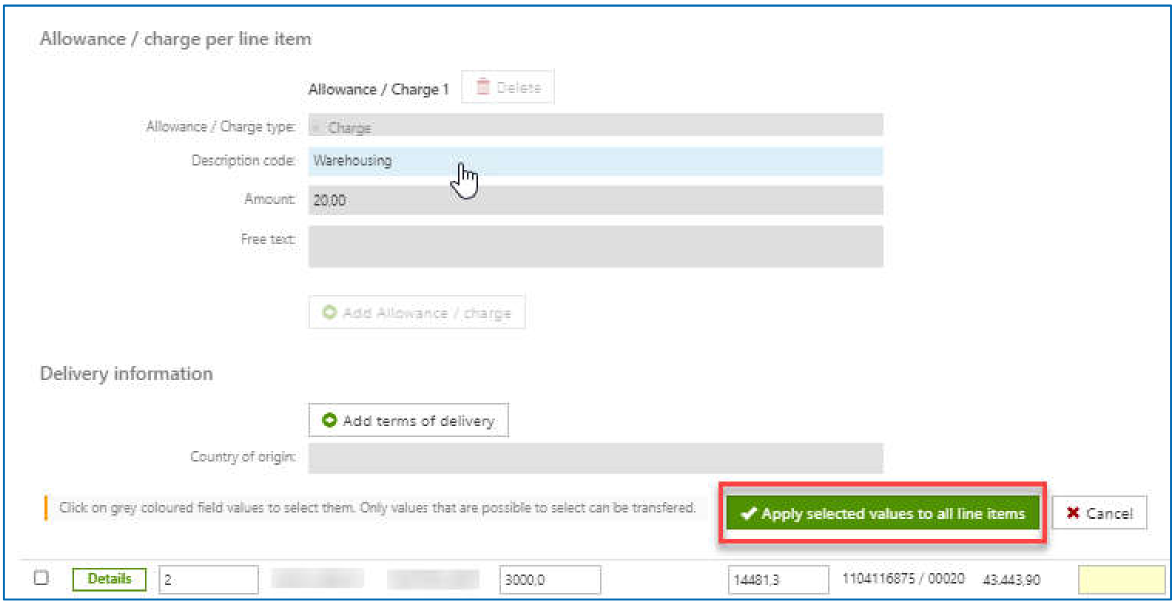
9.1 Copy value

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

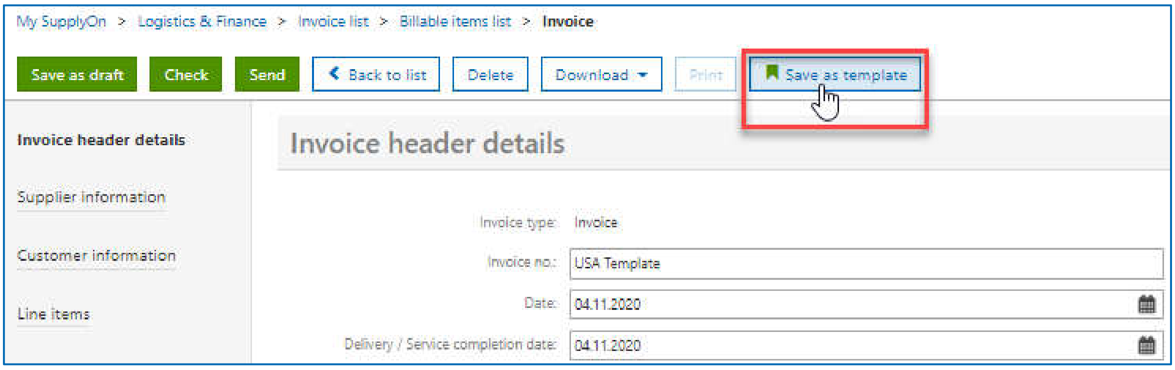


2. Lines that are possible to populate this way will be greyed out. Click on the value you wish to transfer
3. Click the green button “Apply selected values to all line items”

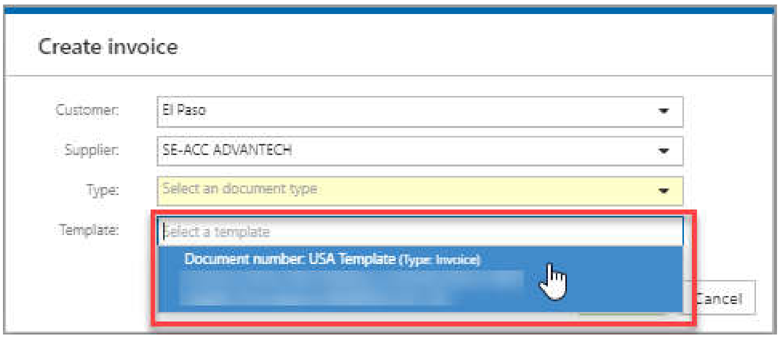


9.2 Create a template

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**:

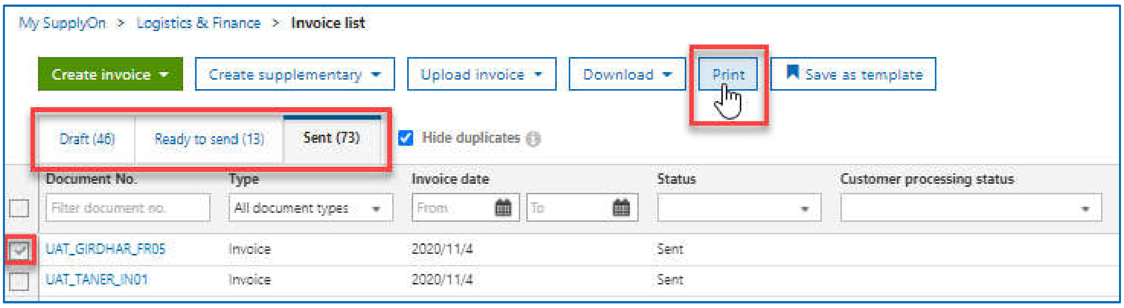


9.3 Prefilled values from past entries

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.

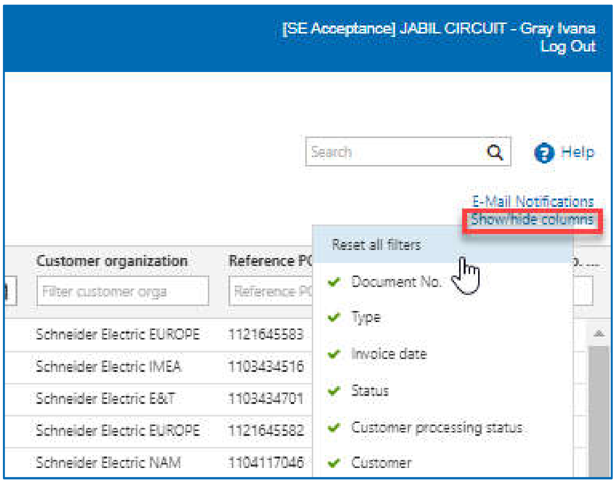
10 Overview of Invoices

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

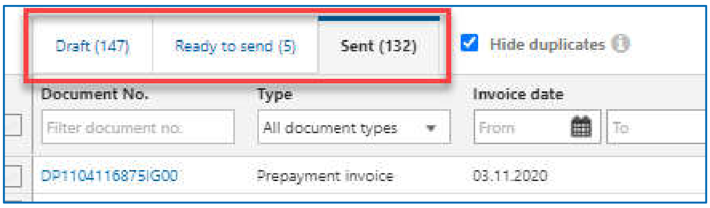


10.1 Overview customization

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.



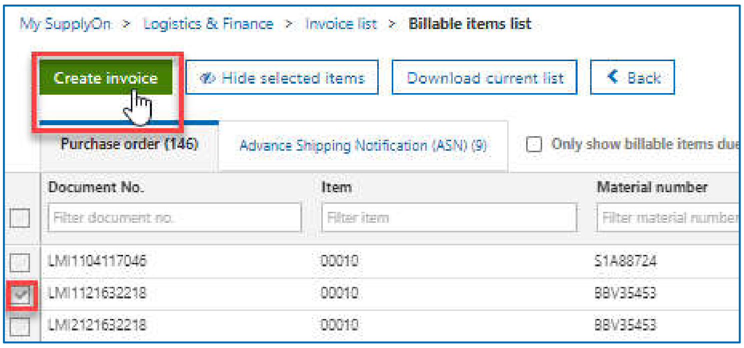
11 csv Invoice upload

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.

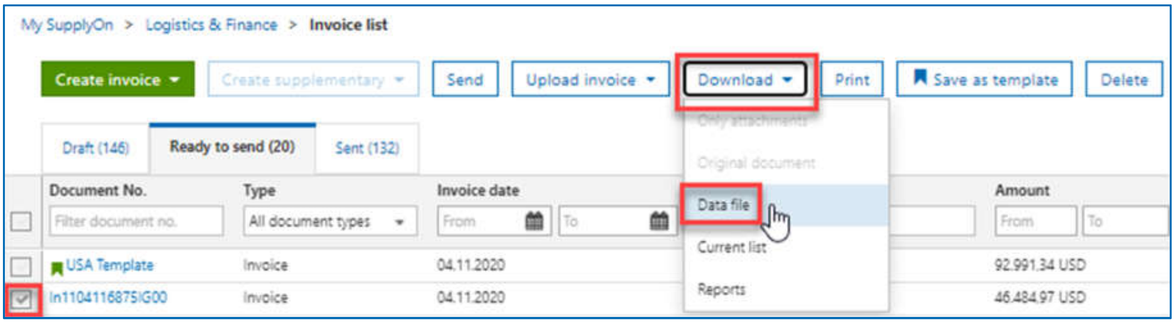
To manipulate your csv invoices in editor you will need a text editor like Notepad++ or Visual Studio Code. Manipulating your csv in Excel changes the encoding and such invoice is then not possible to be uploaded.

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.

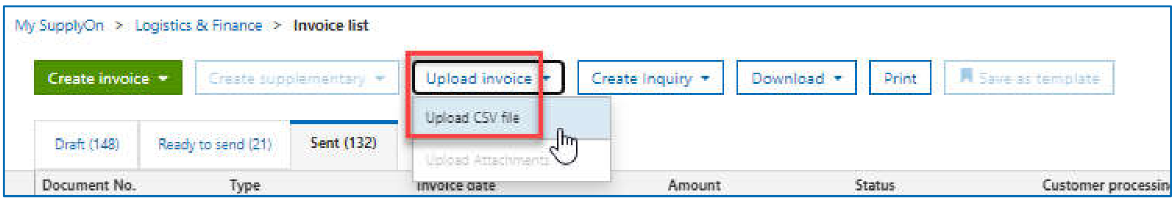
1. Create an invoice from a billable item in GUI as if you were planning to send it. Check that there are no errors and the invoice is saved in "Ready to send" status. Such invoices are validated and you can fix all errors before downloading their csv.



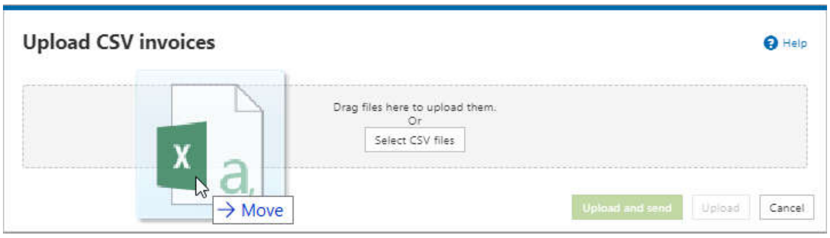
2. Download the invoice as a csv file.



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



4. 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.**



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

12 Customer status

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

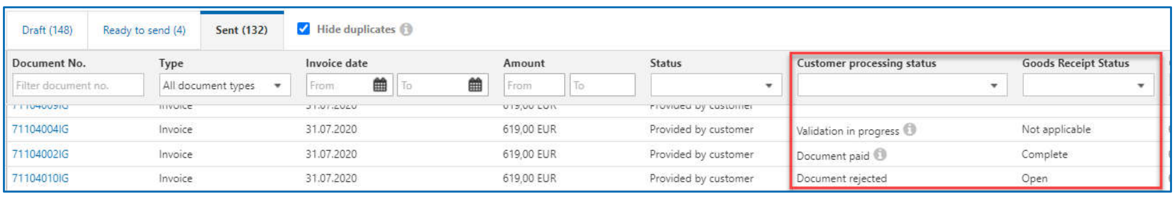
Customer Processing Statuses:

- ✓ 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:



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