

# Schneider Electric

## Training documentation for suppliers

### eInvoicing – Minimum File Upload



# Table of Contents

<b>1</b>	<b>About this manual</b> .....	<b>3</b>
1.1	Intended Audience .....	3
1.2	Typographical and Graphical Conventions.....	3
1.3	Abbreviation .....	3
<b>2</b>	<b>Introduction</b> .....	<b>4</b>
<b>3</b>	<b>CSV/XLSX Invoice upload</b> .....	<b>5</b>
<b>4</b>	<b>Field details</b> .....	<b>7</b>
<b>5</b>	<b>FAQ and SupplyOn Contact</b> .....	<b>9</b>

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# 1 About this manual

This handout shall help suppliers of Schneider Electric to create electronic invoices on newly introduced supplier portal, SSP SCM 2.0, via File upload. The file type can be either CSV or XLSX.

## 1.1 Intended Audience

Schneider Electric suppliers with >5 invoices per day and/or who prefer to submit their invoices via Excel file upload.

## 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:

The screenshot shows a form titled "Allowance / charge per line item". At the top right, there is a label "Allowance / Charge 1" and a "Delete" button with a trash icon. Below this, there are three input fields: "Allowance / Charge type:" with a radio button selected for "Charge" (indicated by a yellow box with the number 1 and a red border), "Description code:" with a dropdown menu showing "Freight charge" (indicated by a yellow box with the number 2 and a red border), "Amount:" with a text box containing "100.00", and "Free text:" with a text box containing "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
LI	Line item(s)
P2P	Procure to Pay

## 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. Moreover, it provides a new level of visibility for suppliers as the processing status of every invoice is visible in the tool, without having to request it via mail or phone.

This quick guide provides you with information on how to submit electronic Invoices via Excel file Upload.

Various Channels for elnvoicing for Schneider Electric						Schneider Electric
Any one channel can be selected by supplier						
Channels	PO FLIP	ASN FLIP	PDFR	<b>FILE UPLOAD</b>	FULL EDI	
Recommended inv vol per day	5	5	5 - 10	5+	10+	
Method	invoice creation using prefilled fields from purchase order data	invoice creation using prefilled fields from ASN data	Share invoices to SE by uploading PDFR invoices to SON	Create any number of invoices via CSV upload to SON Extract info from ERP & upload using std template	Invoice created in Supplier's ERP automatically transferred to SE via SON	
Approx lead time	NIL	NIL	2W	4W	8W	
Manual Effort	1 min/invoice	1 min/invoice	NIL(Errors needs to be handled)	1 Min(per upload)	NIL(Errors needs to be handled)	
One time set up cost	NIL	NIL	(TBC)	NA(support package of €480/3 hrs)	€950(Considering EDI exists on order)	

To learn basic information about elnvoicing on SupplyOn, visit the following [page](#).

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### 3 CSV/XLSX Invoice upload

The following file can be used to submit your invoice on SupplyOn via File Upload. It is up to you if you want to either manually add the information in the respective fields or to prepare an automated download from your ERP system in the same scheme as the file.

<https://service.supplyon.com/se/resources/files/MinUpload.xlsx>

The following, more sophisticated file is used if your invoice has to meet several criteria, e.g. if the invoice currency differs from your home currency or if you want to combine several orders (maximum 5 allowed) into one invoice.

Depending on your use case, you can delete the irrelevant fields.

<https://service.supplyon.com/se/resources/files/MinUploadConditional.xlsx>

Note:

- Keep formatting of the cells exactly as in the template, please do not change!
- Make sure to completely delete the whole rows from line 3 onwards. Both files have formula integrated in the totals calculations at the end: These can be used, but don't have to (e.g. in case you want to browse the template from your ERP system yourself).

It is not enough to delete the values with the delete key on the keyboard!



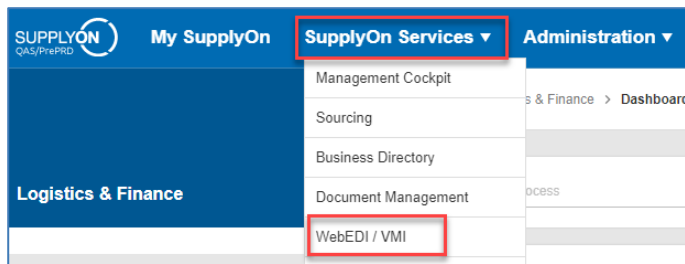
The structure of the file has to be created in a way that every invoice line item equals one line in the upload file. Every field beginning with "Item" is particular to the line item, information in all other (header and totals) fields have to be repeated in every line.

### How-to upload the CSV/XLXS Invoice?

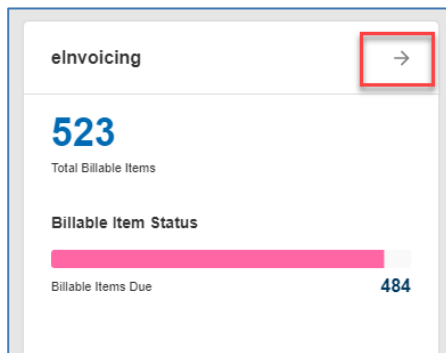
What exactly needs to be done in order to upload your invoices via this channel?

- 1) Download above mentioned file and save it locally.
- 2) Delete the fields from line 5 onwards cleanly, as mentioned above.
- 3) Upload the invoice as follows:

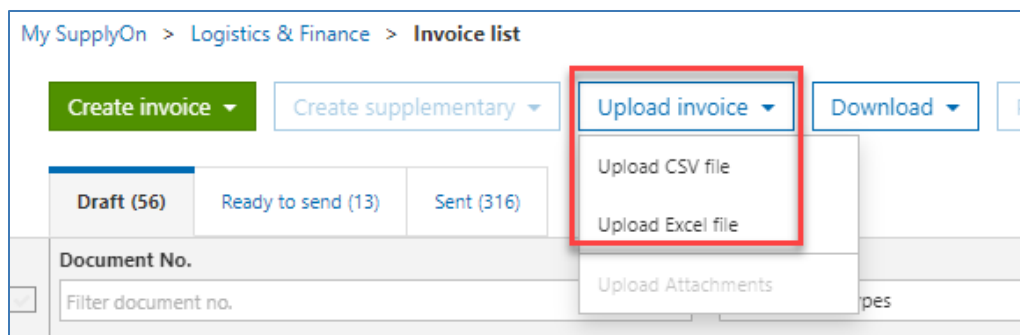
a) After login click on **SupplyOn Services > WebEDI / VMI**



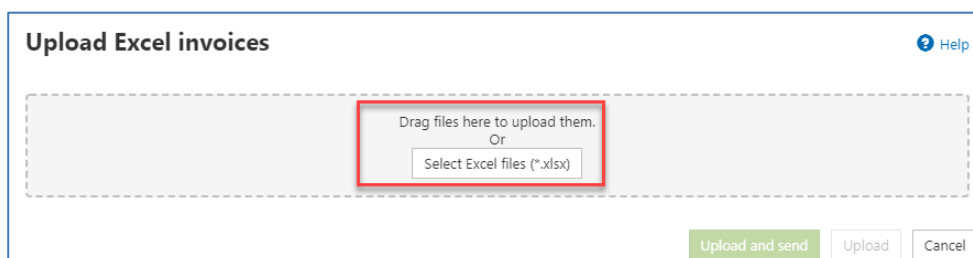
b) Click on the arrow in the **eInvoicing** tile



c) Click on **Upload invoice > either Upload CSV file or Upload Excel file**



d) Select your CSV or Excel Invoice and attach it



e) Click on Upload (option to view the invoice on the UI before sending) or Upload and Send (directly sending the Invoice to your customer)



## 4 Field details

In the following table you will find an overview of all fields as well as a brief description to help you fill the field with the correct information. Not all fields may be needed for successful upload depending on your invoice scenario (one-live vs. multi-line invoices, country requirements etc, cf. chapter 3). Below mentioned information is also visible in the Excel templates above.

The color coding of the fields follows the following logic:

	Mandatory field
	Optional / conditional field
	Field is relevant for message routing

Field	Description
Type	Describes whether the upload is an invoice or a credit note: 380 – invoice (381 – credit note)
Number	The supplier's invoice number
ProcessingIndicator	Describes the type of invoice PM – Production Material S – Services
InvoiceCurrency	ISO-3 code of the currency in which the customer is invoiced, e.g. EUR, USD...
BuyerID1 *	Plant code of the customer, can be found in the PO (please consider leading zeros during upload; text formatting recommended!)
BuyerOrgID *	The customer's organization code, can be found in the PO (please consider leading zeros during upload; text formatting recommended!)
SellerID1 *	The supplier number in the customer system; this can also be found in the PO (please consider leading zeros during upload; text formatting recommended!)
ItemQuantity	The quantity that is being invoiced
ItemGrossPrice	The price of the goods (without allowances or charges)
HomeCurrency	CONDITIONAL This is only needed if the invoice currency is different from the supplier's HomeCurrency, e.g. a French supplier invoicing in USD will need to provide "EUR" as his HomeCurrency
HomeCurrencyExchangeRate	CONDITIONAL – need to be provided with HomeCurrency field
HomeCurrencyDateTime	CONDITIONAL – need to be provided with HomeCurrency field
ItemNumber	CONDITIONAL – in case of more than one invoice line, this field needs to be provided and contain the line item number. In case of an invoice with only one-line item, this is not needed
ItemMessageRefType1	Fix value „ON“
ItemMessageRefID1	The customer's PurchaseOrder number (please consider leading zeros during upload; text formatting recommended!)
ItemMessageRefLineID1	The Purchase Order line item; this is CONDITIONAL – either the PO line item or the customer material number ("ItemPartNumber") have to be provided (please consider leading zeros during upload; text formatting recommended!)
ItemPartNumber	The customer's material number; this is CONDITIONAL – either the PO line item ("ItemMessageRefLineID1") or the customer material number have to be provided

	(please consider leading zeros during upload; text formatting recommended!)
ItemTaxRateType1	The type of tax that is being charged on the invoice line item VAT - Value Added Tax GST - Goods and services tax LOC - Local Sales Tax OTH - Other taxes
ItemTaxRate1	The percentage of tax to be charged on the line item; only valid tax rates for the supplier country will be accepted
ItemTaxRateTaxCategory1	MANDATORY / CONDITIONAL – if the <i>ItemTaxRate1</i> is not 0 this field can be blank; if <i>ItemTaxRate1</i> equals 0 it is required to provide an explanation why no tax is charged: AE - VAT reverse charge G - Free export item, tax not charged O - Services outside scope of tax E - Exempt from tax (reason has to be provided in " <i>ItemTaxExemptionReasonText1</i> ")
ItemTaxExemptionReasonText1	An explanation why this material is exempt from tax; this field is CONDITIONAL – it is only required if <i>ItemTaxRateTaxCategory1</i> = "E"
PaymentDueDate1	CONDITIONAL – this field is only required if supplier's local legislation requires to provide a date when payment is due (e.g. in France)

\* How to find out the relevant information for the red columns (relevant for message routing)?

1. Logon to SupplyOn and **open the SE PO** you want to invoice via Excel file Upload
2. Click on the **Parties** tab
3. Copy the **three values** on the right side from your particular Purchase Order into the columns in your invoice excel sheet.

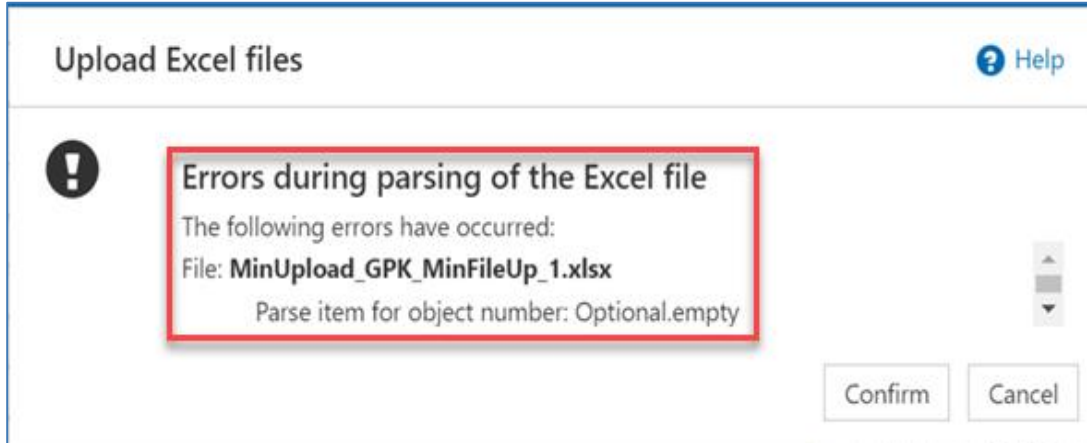
<b>Customer</b>	
<u>Name and Address</u>	<u>References</u>
Manufacturing Plnt Gepps Cross Gate 2 off White Road Port Wakefield Rd 5094 Gepps Cross AU SA	Partner No.: AU01 Plant Code: <b>AU31</b> = BuyerID1 Vat No.: 42004969304 Organization: <b>SEBAP</b> = BuyerOrgId
<b>Supplier</b>	
<u>Name and Address</u>	<u>References</u>
	Partner No.: <b>0010192059</b> = SellerID1



## 5 FAQ and SupplyOn Contact

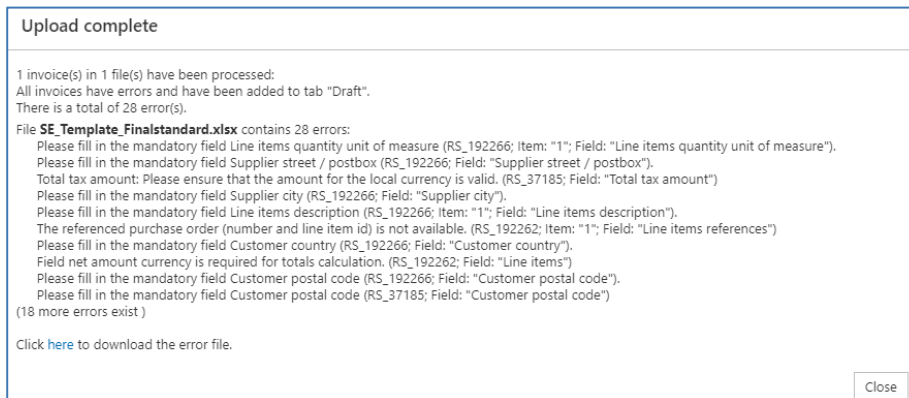
You may receive error messages during upload to which you have no answer. These cases are covered below. If none of the error messages below apply to your error, you can contact SupplyOn Support, which is also described in this chapter.

### ➤ Errors during parsing of the Excel file



This error is appearing if you are uploading empty rows at the end of the file. Please make sure to delete all lines at the end of the file [as described in this guide](#)

### ➤ There is a total of >20 errors



Those error codes indicate: no unambiguous assignment to the routing triple can be found. Therefore, check if the routing triple (red columns in the upload file) is correct and the PO is existing. How to find out the routing triple is described in the blue note prior to chapter 5.

Further frequently asked questions can be read [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