Handout for the SupplyOn Service Logistics & Finance

Create an eInvoice

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1 About this Manual

The content of this manual shows you how to work with the eInvoice module within SupplyOn.

1.1 Abbreviations

Abbreviation	Meaning
PO	Purchase Order
ASN	Advance Shipping Notice
CSV	Character-separated-values
ERP	Enterprise-Resource-Planning
PDF	Portable Document Format
XLSX	MS Excel format description

2 How to access SupplyOn

To work with SupplyOn your company administrator needs to set up an account and initial password for you. The administrator will assign the appropriate roles to you (see chapter 8, Roles and Rights).

As soon as your customer creates or changes an order in his ERP system, the SupplyOn application sends an automatically generated e-mail notification to the e-mail address stored in your user account.

Log in to SupplyOn

1. by opening an internet-browser
2. click **Login**
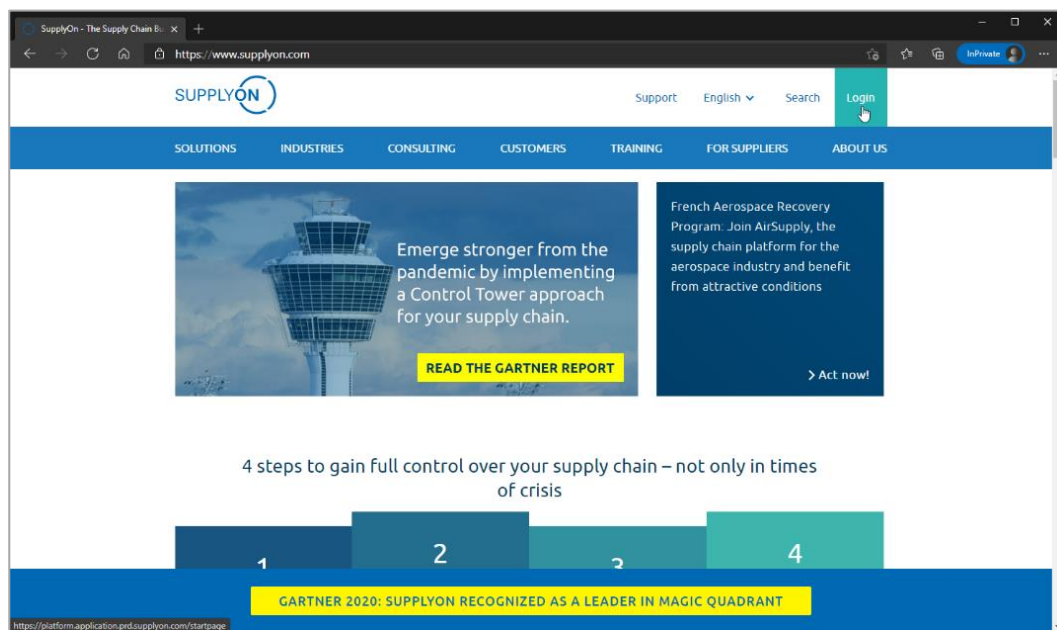3. and enter your **User ID** and **Password**

Figure: **SupplyOn home page with Login button**

Depending on your roles, you may see different tiles than used in the following screenshots.
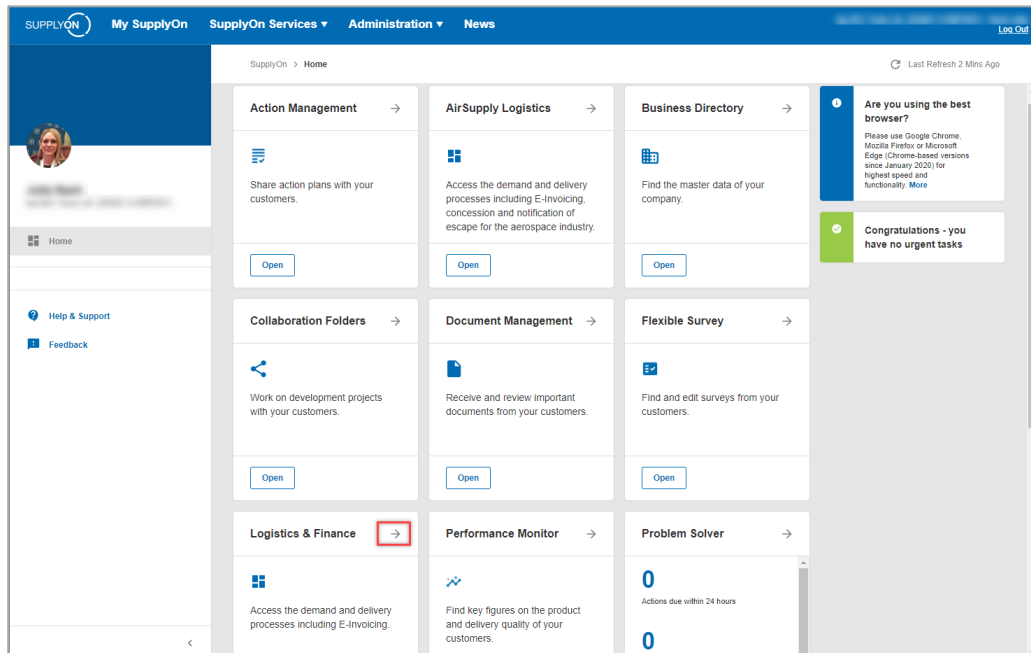
1. Click the tile **Logistics & Finance**

Figure: **Home** screen with **tiles** per application and actual **notifications**

3 How to work with the Dashboard

The prerequisite for an invoice is a demand like a Purchase order (PO), which usually needs to be confirmed before invoicing, or an Advance Shipping Notice (ASN).

After login, the **Dashboard** is displayed.

Depending on your roles, you may see different tiles than used in the following screenshots.
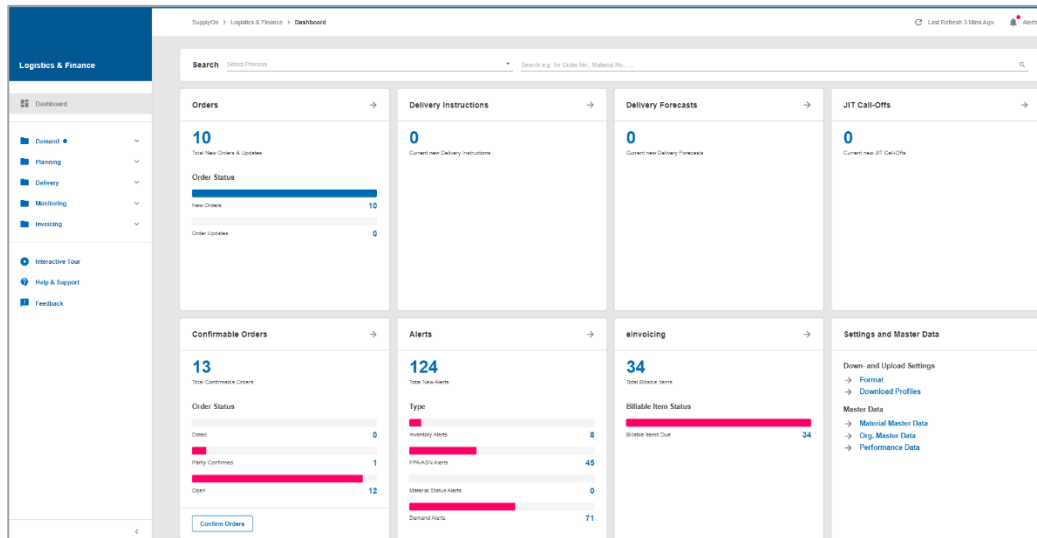

Figure: **Dashboard**

Scroll down to the **eInvoicing** tile. Within the **Billable Items Due**, all POs and ASNs which are not yet invoiced are consolidated.
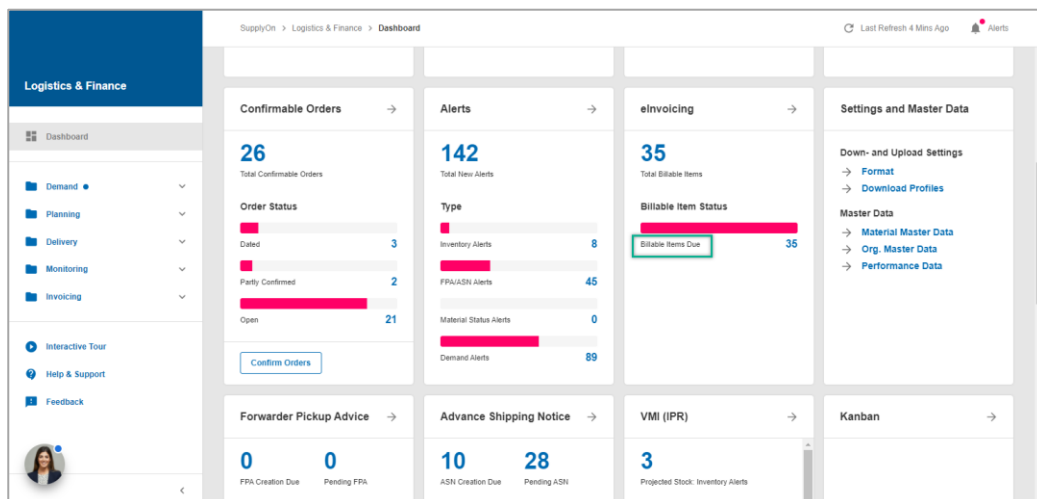
2. Click **Billable Items Due**

Figure: **Dashboard with eInvoicing tile**

The billable items list with the tabs for the POs and the ASNs is displayed.

Figure: **Billable Items list with tab Purchase orders and tab Advance Shipping Notification**

4 How to create an invoice

Log in to the SupplyOn system and open the billable items list, as described before. The tab **Purchase order** is automatically activated.

4.1 Create invoice

1. Select one or more **PO items** and

2. click **Create invoice.**

Figure: **Billable items list**

NOTES:

Your invoice may include items of one unique PO reference only. Please do not select items of different POs.

In case you miss the PO in the list, it may not be confirmed yet.

Depending on the purchasing process, an ASN may be required before the invoice can be created. In this case you will not find any billable PO item. Please click on the **Advance Shipping Notice (ASN)** tab and search and select the appropriate ASN item.

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3. Select the invoice **Type** and

4. click **Confirm.**
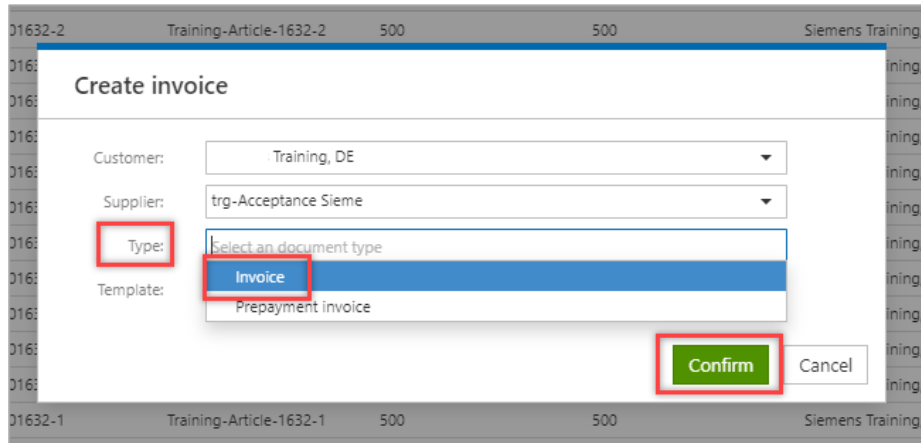
Figure: Overlay screen **Create invoice** with **invoice type selection**

Most of the data have been taken from the PO and are already pre-filled within your invoice form. You only need to check available data and add a few data to create the invoice. Mandatory fields are marked in yellow.

1. Enter your internal **Invoice number** and **Date**,

2. the **Delivery / Service completion date** and

3. select the **Invoice content.**

4. If applicable and needed, please add references relevant for the specific payment methods QR-bill in Switzerland in the **Add other reference** block. The invoice form supports the entry of the QR reference under **payment reference** as well as the **QR IBAN.**
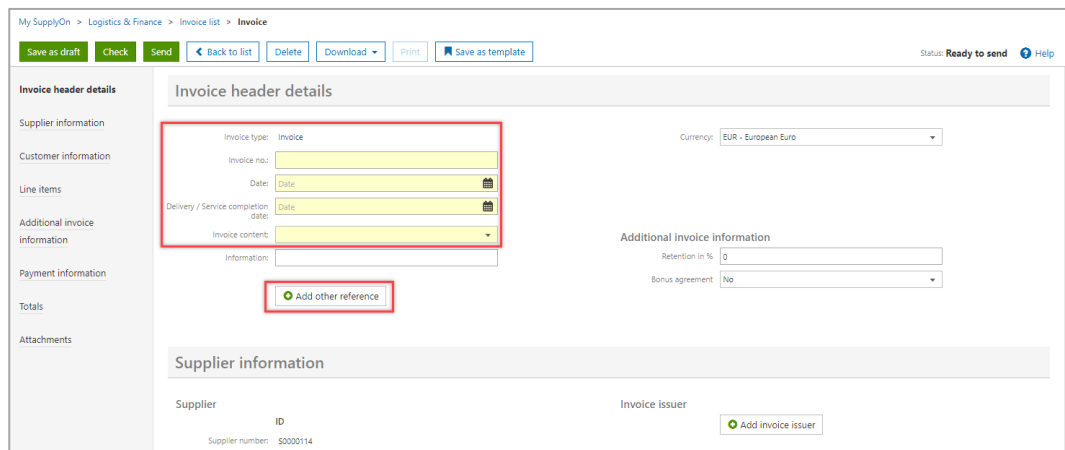
4. Figure: **Invoice** with **Invoice header details**

NOTE: SupplyOn also supports the entry of references related to the "old" payment method ESR (deposit slip or "Einzahlungsschein mit Referenznummer") in Switzerland. If applicable, please open the **Add other reference** block and enter the ESR reference number under **payment reference** and the ESR participant number in the **payee's reference** field.

5. The **Supplier information** is already completely pre-filled.

Figure: **Invoice** with **pre-filled Supplier information**

NOTE: Your supplier Company Registration Number is taken from the seller master data. Please see how to maintain the master data here.

The source of all other data is the PO.

5.   The same applies to the customer information, which is also completely pre-filled.
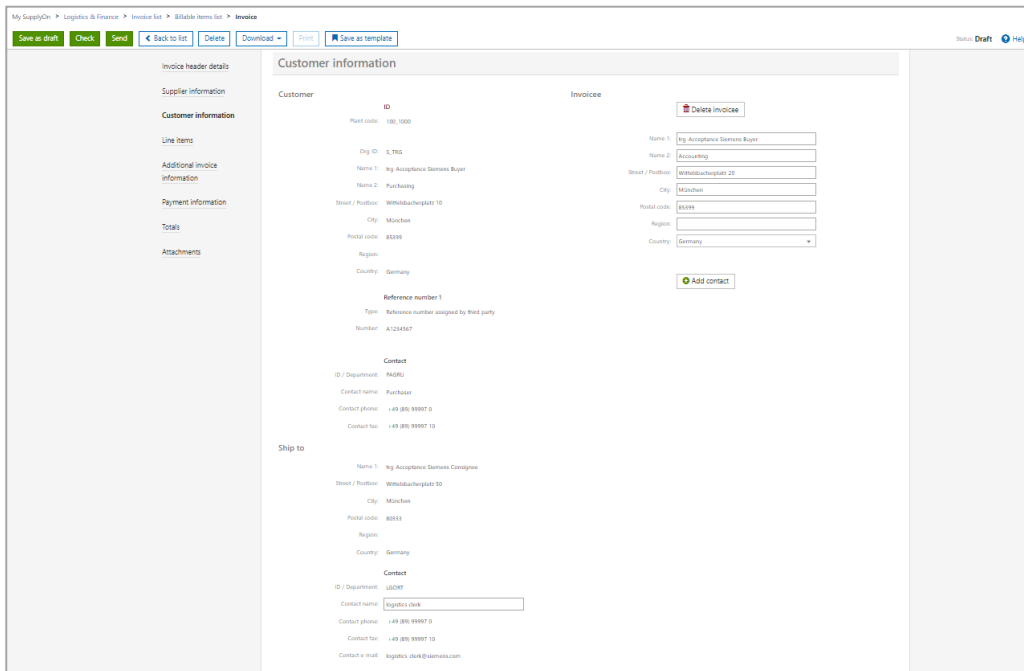
Figure: **Invoice** with **pre-filled Customer information**

6.   Check the **item quantity** and the **price per unit** and enter the country-specific **tax rate.**
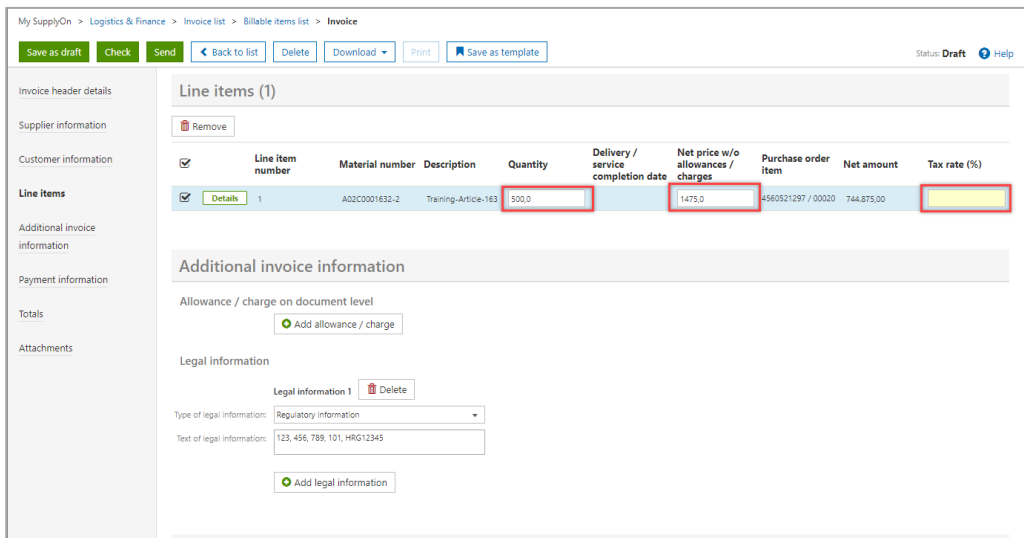
Figure: **Invoice** with **Line items** and **tax rate**

To find more line item information click **Details**.
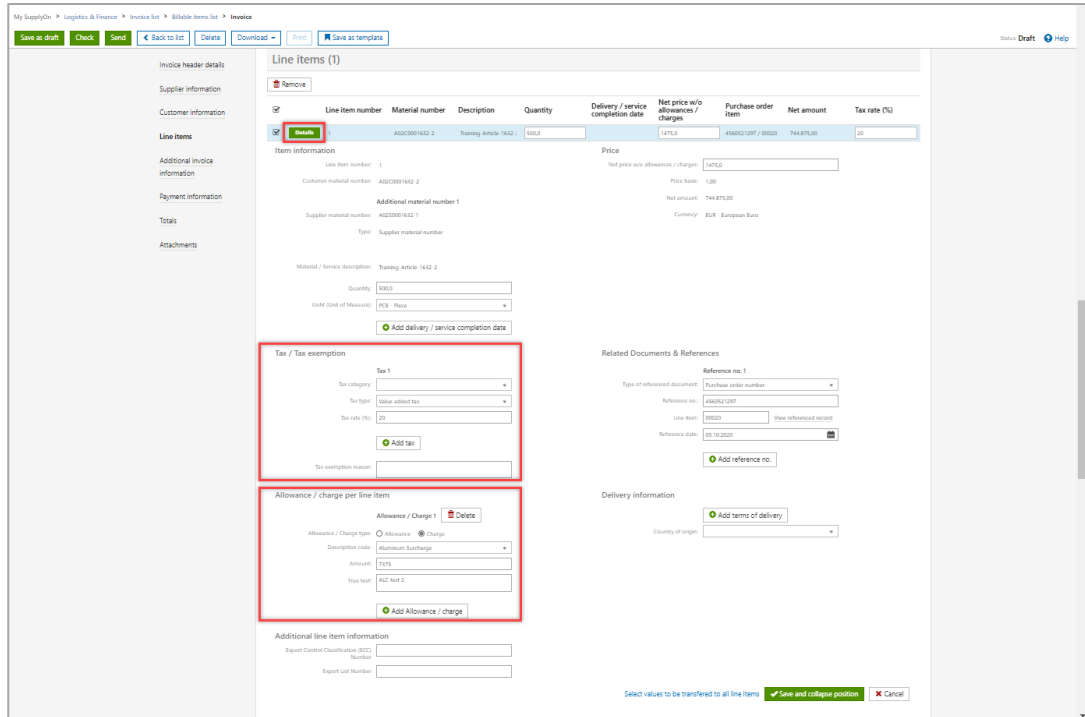
Figure: **Invoice** with **Line items details**

> **NOTE:** If the tax rate entered is 0%, please specify the reason by selecting an appropriate tax category.
>
> If applicable, please double-check the item allowances or charges pre-filled.

The **Additional invoice information** section includes your supplier **Regulatory information** as well as the option to add any **Allowance / charge** on invoice level.
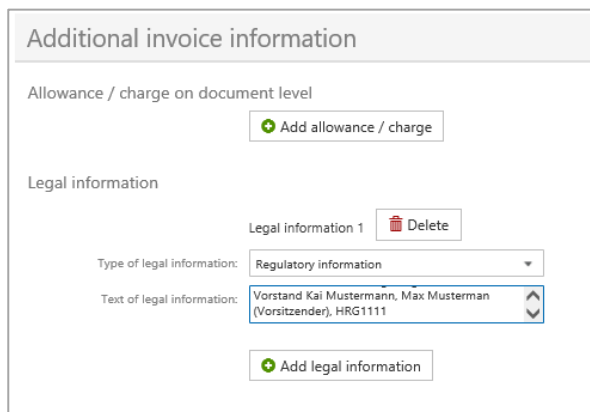
Figure: **Invoice** with **Additional invoice information**

> **NOTE:** The regulatory information is taken from your seller master data. Please see how to maintain your master data here.

Within the **Payment information** you can view the **Payment terms**, which are pre-filled from the PO and do not need to be changed. Please add your **bank details** once.

6. Click **Add bank details**
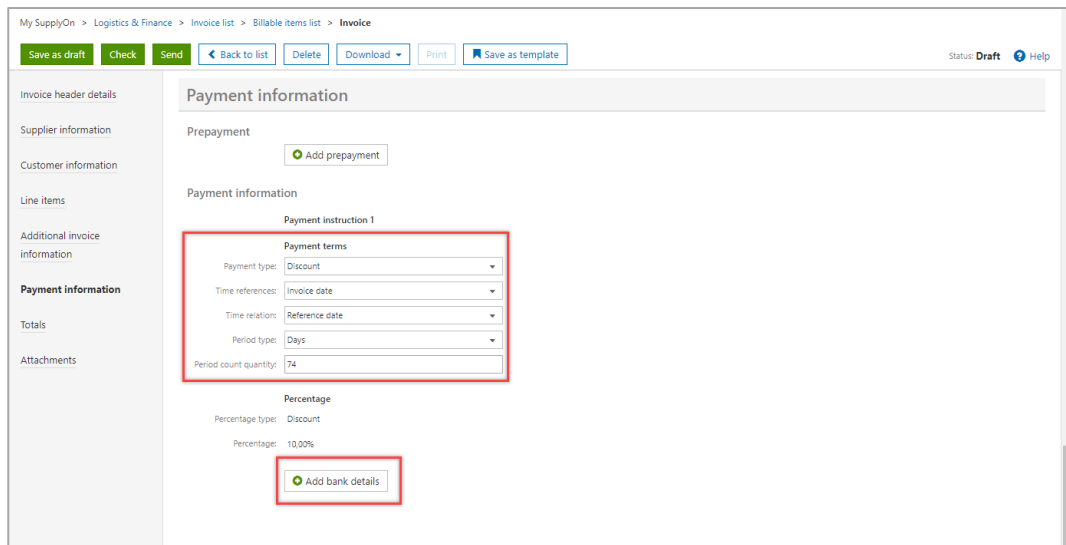
Figure: **Invoice** with **Payment information**

You can see that some fields are mandatory and need to be filled by you. Besides the fields marked in yellow, once you enter your IBAN, in the setup for your customer Siemens also the BIC is required.
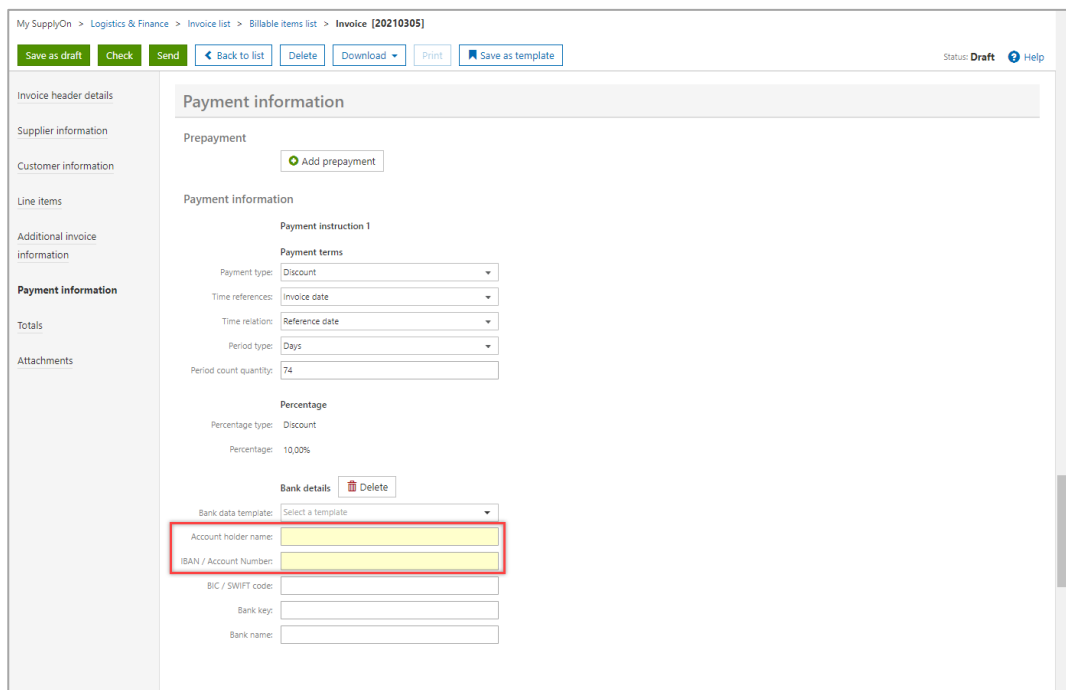
Figure: **Invoice** with **Payment information and bank details**

NOTE: If you enter the bank details once, the SupplyOn application saves the entry in the **Bank data template** and provides it for selection the next time.

7. In the case described in the NOTE above, select the relevant bank details entry.

Figure: **Invoice** with **Payment information with Bank data template drop down**

All fields are filled automatically by selection.

Figure: **Invoice** with **Payment information with Bank data fields**

8. In the **Totals** section please double-check the total amounts.
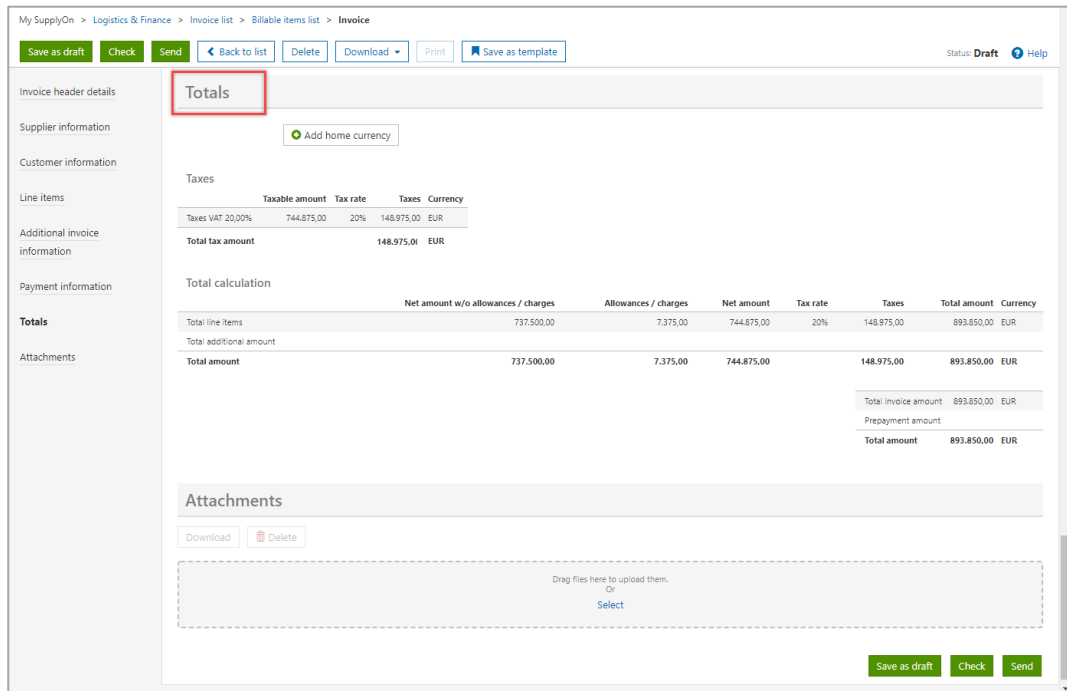
Figure: **Invoice** with **Totals and the related invoice amounts**

9. In case you would like to **attach a document** to the invoice, you can either **drag and drop** it here or upload it by clicking **Select**.
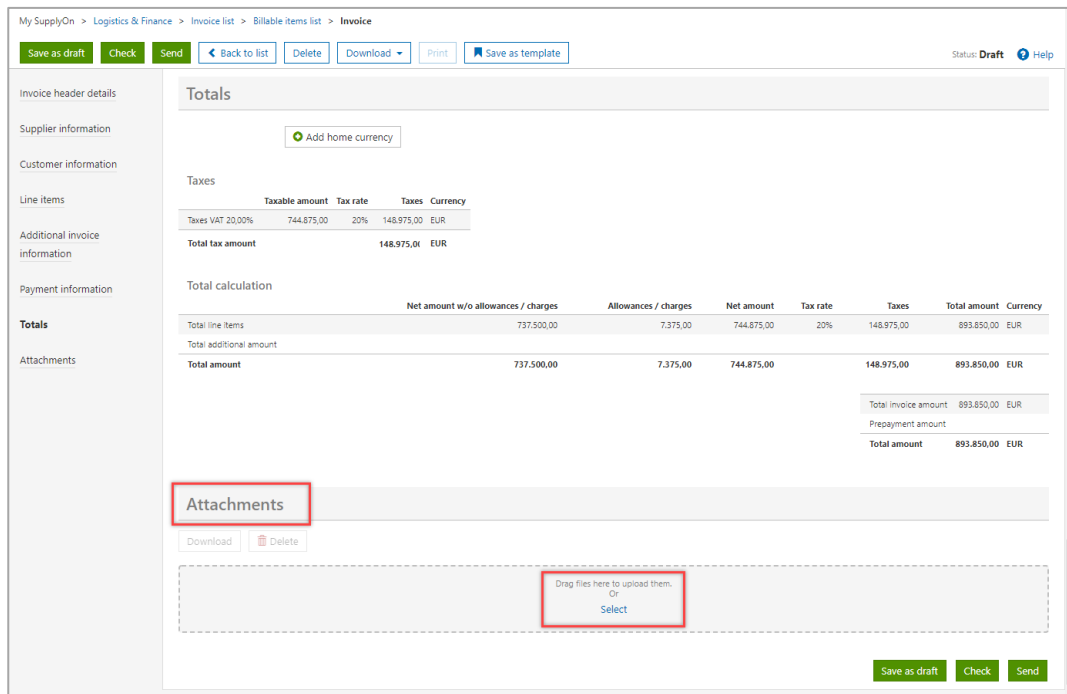
Figure: **Invoice** with **Attachments and drag and upload function**

4.2 Check and send the invoice

10. Clicking **Check** will verify if the invoice meets your country-specific legal and the customer requirements.
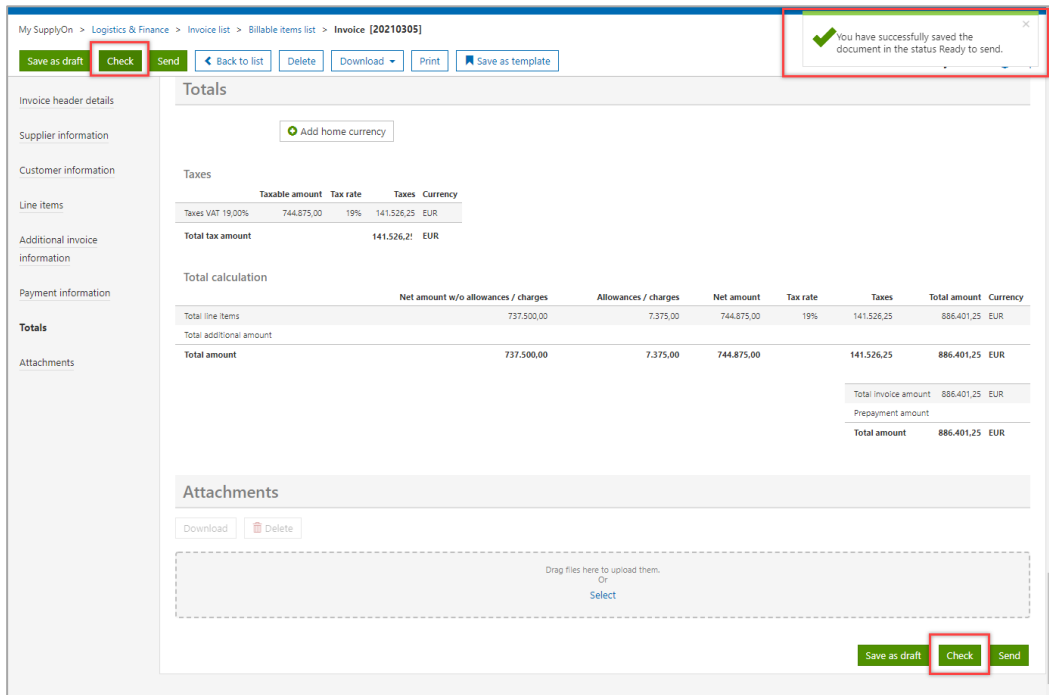
Figure: **Invoice** with **successfully check message**

The validation was successful.

7. **Send** the invoice.
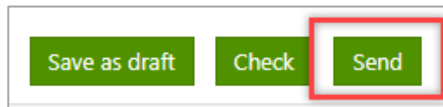
Figure: **Invoice** with **Send button**

By clicking on the invoice number, you can check the preliminary print. To finally send the invoice

11. click **Send document(s).**
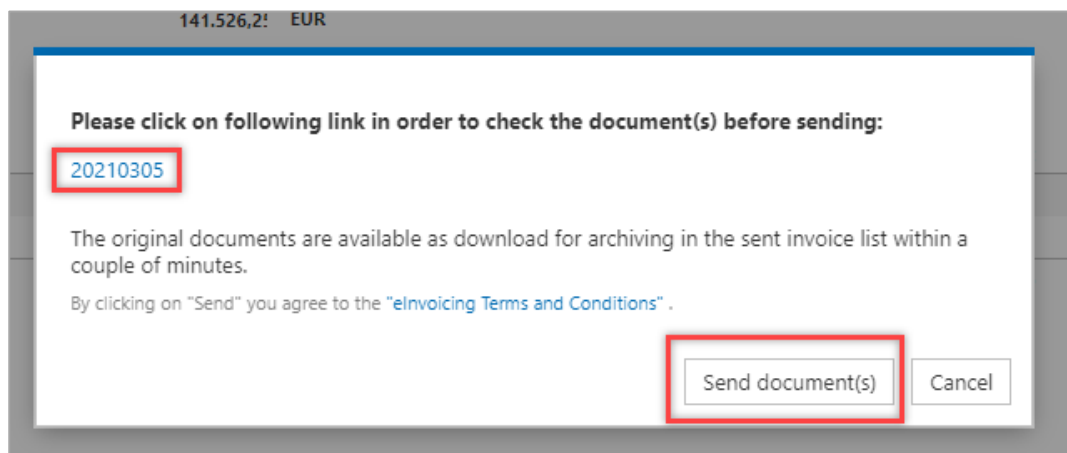
Figure: **Invoice** with Overlay screen **to send documents**

The invoice is located in the **Sent** folder.

Figure: **Invoice list with tab Sent**

5 How to create an invoice correction

The eInvoicing application supports three ways of an invoice correction

✓ Credit note - possibility of cancelling all or part of an invoice

✓ Price variation credit - possibility of a subsequent price correction as credit

✓ Price variation debit – possibility of a subsequent price correction as debit

Log in to the SupplyOn system and scroll to the eInvoice tile.

1. Open the invoice list by clicking ->

Figure: **Dashboard with eInvoicing tile**

Only sent invoices can be cancelled. Therefore,

2. open the **Sent** tab

Figure: **Invoice list with sent invoices**

5.1 Create Credit note

Suppose your customer has returned the goods you delivered. Therefore, you may want to cancel all or part of your invoice.

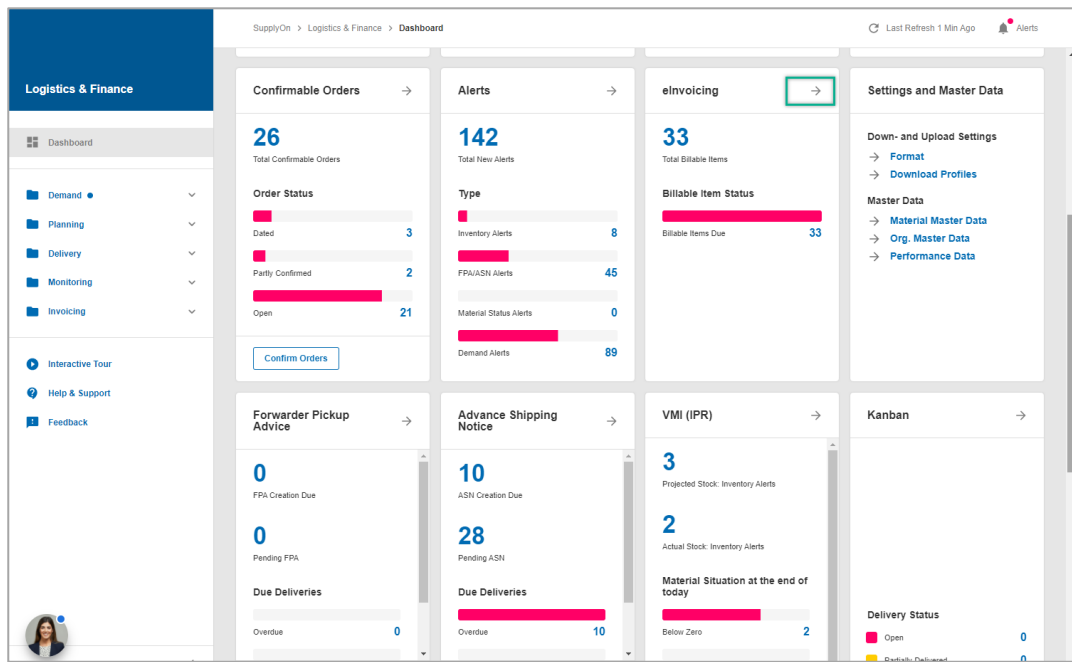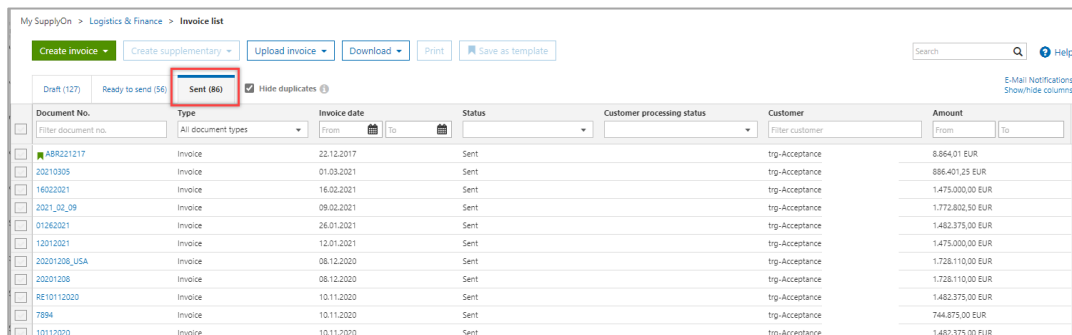For example, you originally invoiced for 10 parts. The customer has now complained that 2 of the parts are damaged. The credit note shall include the 2 pieces returned.

3. Select the invoice you want to create a credit note for,

4. click the **drop-down menu** within **Create supplementary**

5. and select **Credit note (Cancellation).**
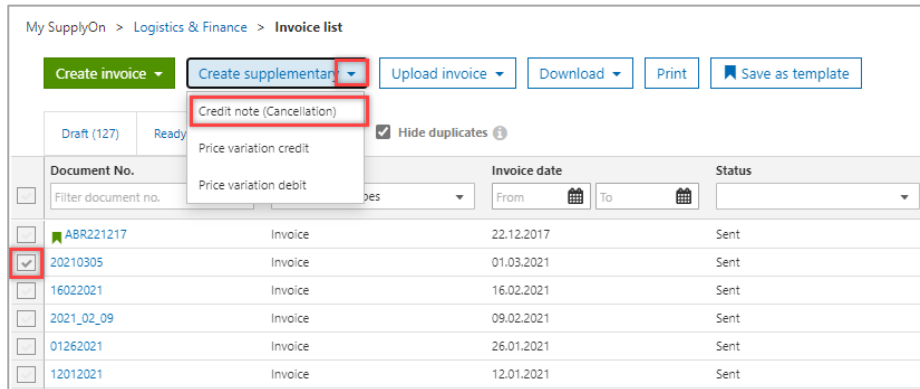
Figure: **Invoice list with selection of Create supplementary and the entry Credit note (Cancellation)**

6. Click **Confirm**
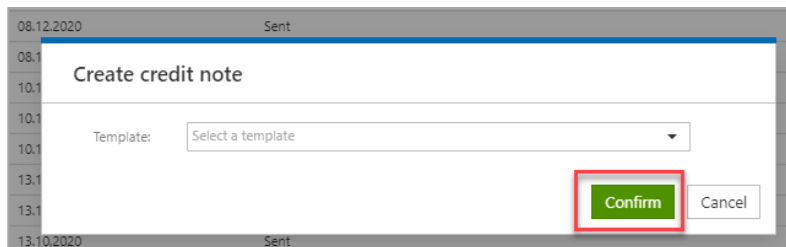
Figure: Overlay screen with **Create Credit note confirmation**

The **Credit Note** screen is opened and pre-filled with all the entries of your initial invoice (which is why you do not have to choose a template from the drop-down menu in the screen above).

7. Define a **Credit note number**.
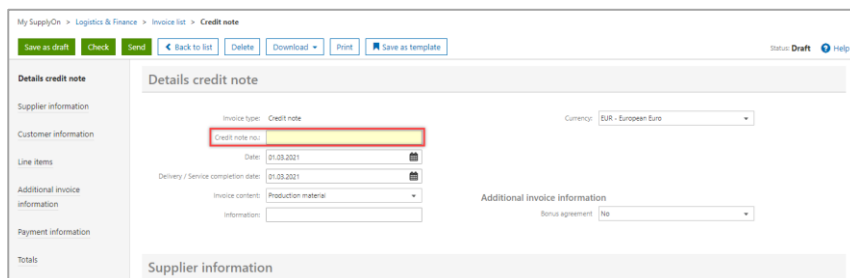
Figure: **Create Credit note with Credit note number field**

8. Set the original **quantity** from **10** to **2**, for this example

Figure: **Create Credit note on line item level at quantity**

5.1.1 Check and send the Credit note

9. Perform the same steps like for the check and transfer of an invoice as described here.

5.2 Create price variation credit or debit

The Price variation credit or debit is the possibility of a subsequent price correction as credit or debit. You can change the price per quantity.

1. Select **Price variation credit** or **Price variation debit** and perform exactly the same next steps as for the Credit Note, as described here.


Figure: **Invoice list** with **selection of Create supplementary** and the entry **Price variation credit**

NOTE: Within a **Price variation credit** or **debit** you will be able to change the price per unit only. The quantity is not editable.

6 Further input channels

The eInvoicing application enables you to generate invoices and other financial documents such as credit notes in your system as MS Excel or PDF files.

The Excel files (CSV, XSLX) can be uploaded conveniently via data upload. The PDFs can be sent via e-mail. For both methods certain content and formats are required.

6.1 Upload invoices in Excel format

To send multiple invoices and invoice corrections at the same time, you can upload them conveniently as a CSV or XLSX file.

Please refer to our always updated SupplyOn CSV eInvoicing Portal where you find all important information and clear instructions.

We recommend to watch the video in the chapter **Getting started** first. You can also open the media library and search for the relevant tutorial by entry of the free text search key "eInvoice CSV and XLSX Upload".

6.2 Send invoices in pdf format

Please refer to our always updated PDF Information page - where you will find all important information and clear instructions.

7 Archiving of invoices

It is recommended to archive the invoice or invoice correction document created in SupplyOn for auditing purposes.

2. Within the **Sent** tab select one or more invoice document(s).

3. Click the **drop-down menu** within **Download**
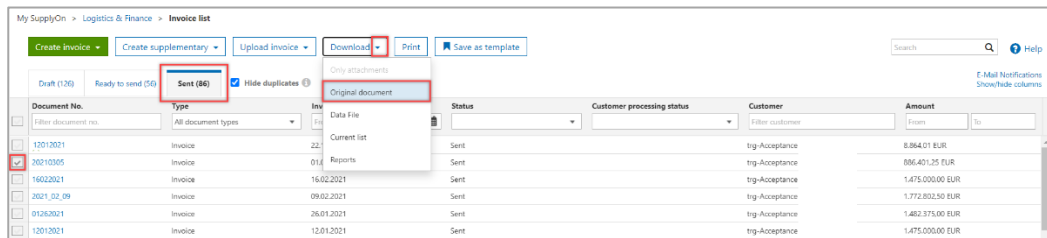
4. And select the entry **Original document**

Figure: **Invoice list with tab Sent and download original document**

Open the downloaded zip file and save the provided Original invoice PDF document(s) in your system.

8 Configure my view

To facilitate your work in SupplyOn, you have the option of setting up personal views. We recommend to use this feature in the **Invoice List** screen.
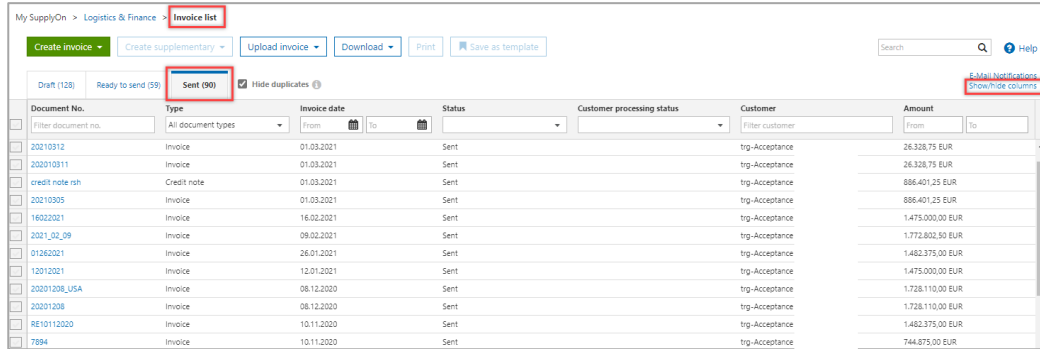
1. Click **Show/hide columns**

Figure: **Invoice list** with activated **Sent tab** and menu item for **Show/hide columns**

The selection of columns displayed.

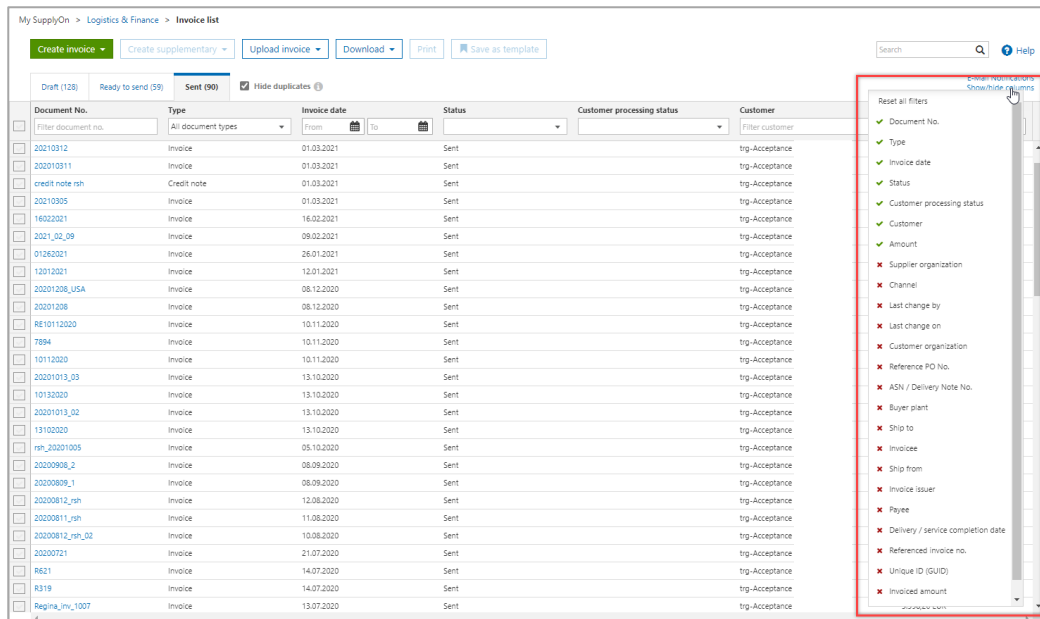2. Click in each entry to configure your individual view

Figure: **Invoice list** with selection of **columns to show or hide**

Note: The selection of columns differs per activated tab, like **Sent** or **Draft.**

3. If you want to add a column, click in the line with the **red x**

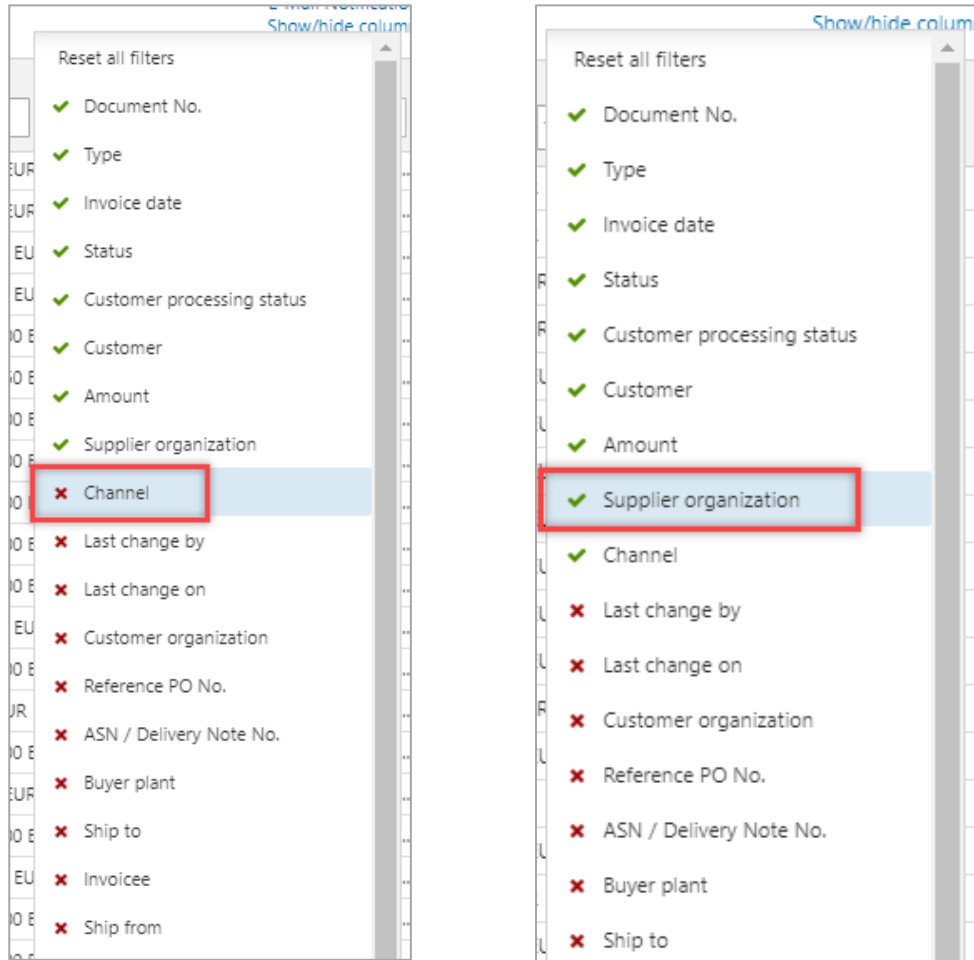4. If you want to delete a column, click in the line with the **green tick**

Figure: Selection of **columns to show or hide**

9 Roles and Rights

The SupplyOn Company Admin is authorized to create new users or to assign roles to already existing users.

For working with the invoice process the following area of responsibility is needed: **Order Fulfillment, Finance Processes.**

Figure: **User Management** with **Edit User** and **Areas of responsibility**

After clicking **More information,** the following help page is displayed. Here you can see the tasks the user can fulfill with this responsibility.

Figure: **Help page** with explanation **for Order Fulfillment, Finance processes** responsibility

10 How to maintain master data that is required in an invoice

Invoices require the entry of company-specific and regulatory information, such as the responsible register court and the commercial register number.

These data can be maintained permanently in the Seller Control Point master data. After having been entered there once, they are automatically transferred into your electronic invoice form. Of course, this information needs to be maintained properly by you. The necessary steps are described here.

Only users with the role **ControlPointAdmin** are able to perform the following steps. How to assign roles is described [here](#).

Figure: **My user: My roles tab** with the **Company Administration roles**

1. Log in to the SupplyOn system,

2. open the **drop-down menu** next to **Administration**

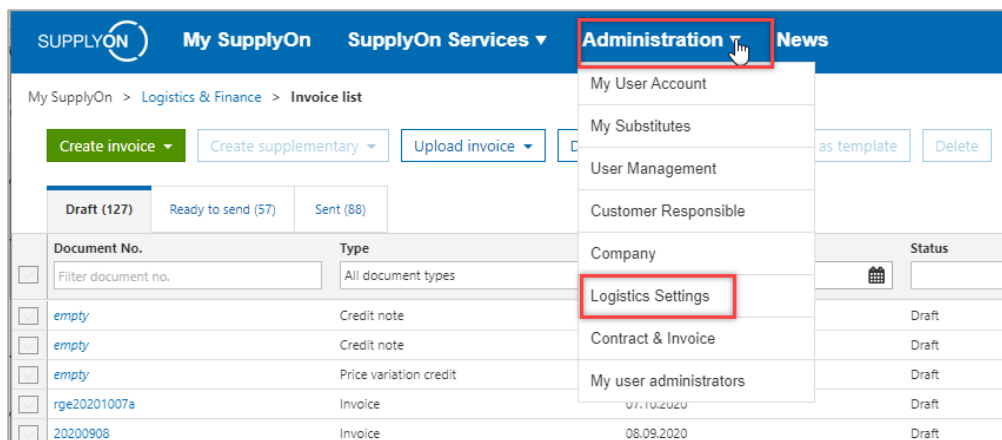3. And select the entry **Logistics Settings**

Figure: **Administration drop-down menu** with all **entries**

An automatically performed search result is displayed. You see your company structure. To maintain the master data,

4. Open the **Control Point** by clicking on the marked symbol

Figure: Automatic displayed **Search result in Spin with marked Control Point**

The next automatically performed search result is displayed.
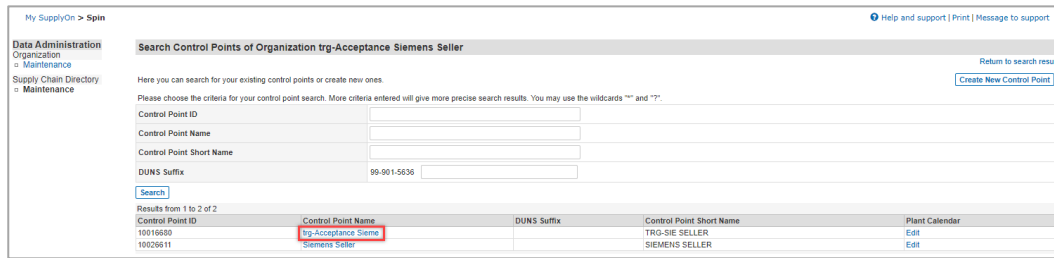
5. Click into the **Control Point Name**

Figure: Automatic displayed **Search result within Control Points of an organization**

The Control Point Details tab is activated. To enter data
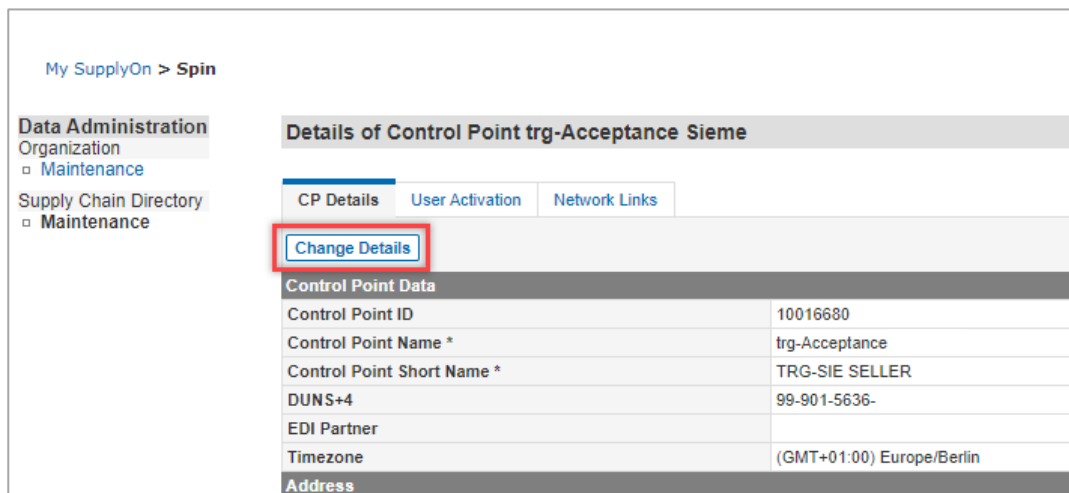
6. click **Change Details.**

Figure: **Details of one Control Point of an organization**

7. Scroll down to the section of **Document Footer Information**

8. ensure that the entry **REG – Regulatory information** is displayed

9. and enter your data as shown in the **marked area** of the screenshot. Please enter your commercial registration number in the 5th line.

Figure: **Control Point Details** with the **Regulatory information** in the section **Document Footer Information**

10. **Save** your entries

Figure: **Control Point Details with Save, Reset** and **Cancel** buttons