

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**

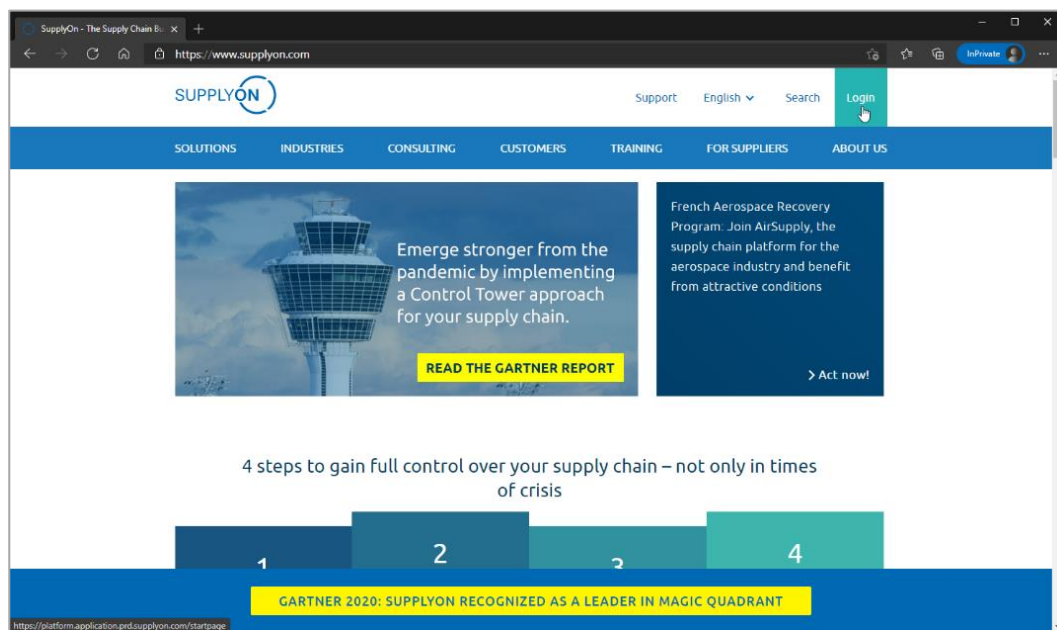


Figure: SupplyOn home page with Login button

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

1. Click the tile **Logistics & Finance**

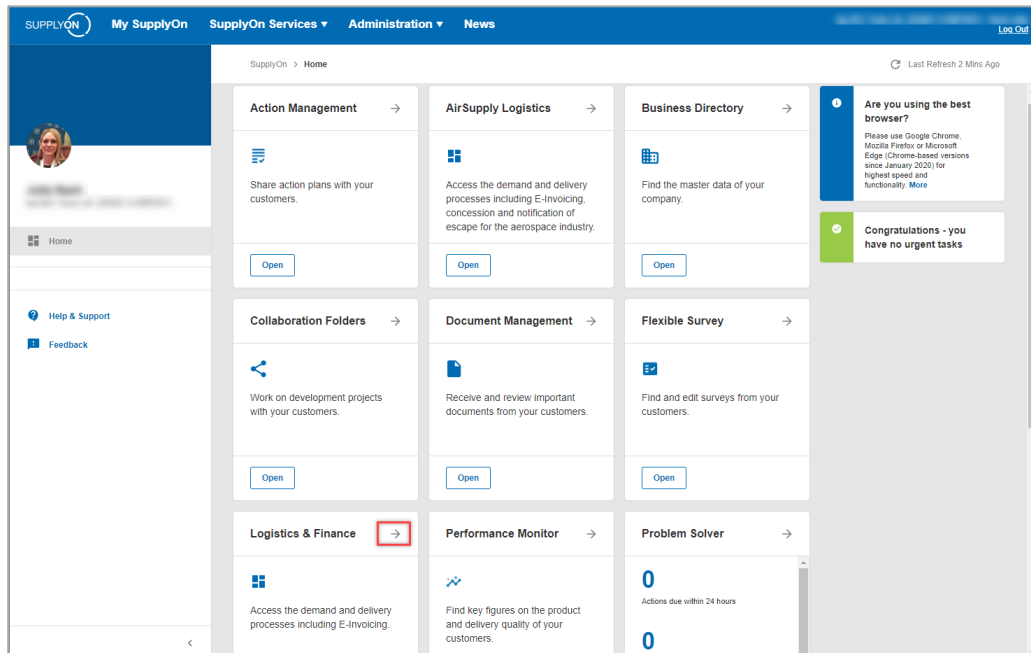


Figure: Home screen with tiles per application and actual notifications

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.

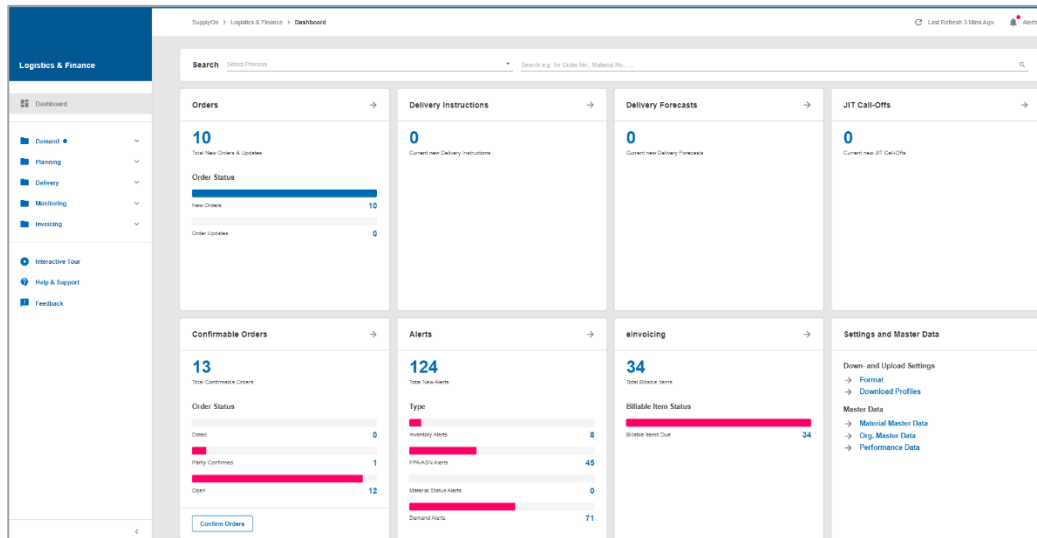


Figure: Dashboard

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

2. Click **Billable Items Due**

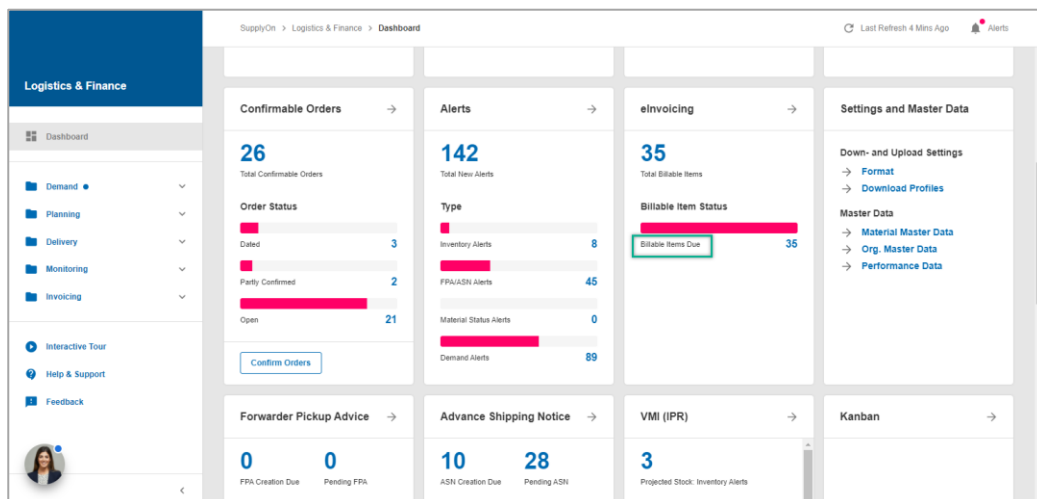


Figure: Dashboard with invoicing tile

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

My SupplyOn > Logistics & Finance > Invoice list > **Billable Items list**

Create invoice Hide selected items Download current list Back

Purchase order (15) Advance Shipping Notification (ASN) (18) Only show billable items due for invoicing Show list of hidden items Missing billable items? E-Mail Notifications Show/hide columns

Document No.	Item	Material number	Description	Total quantity/value	Billable	Customer	Supplier	Confirmed quantity	Delivery date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	From To	From To
<input type="checkbox"/> 4560521297	00020	A02C0001632-2	Training-Article-1632-2	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521297	00010	A01C0001632-1	Training-Article-1632-1	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521299	00020	A02C0001632-2	Training-Article-1632-2	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521299	00010	A01C0001632-1	Training-Article-1632-1	850	850	Siemens Training, DE	trg-Acceptance	1.600	
<input type="checkbox"/> 4560521446	00010	A01C0001632-1	Training-Article-1632-1	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521451	00010	A01C0001632-1	Training-Article-1632-1	500	150	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521670	00020	A02C0001632-2	Training-Article-1632-2	500	499	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521670	00010	A01C0001632-1	Training-Article-1632-1	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521688	00020	A02C0001632-2	Training-Article-1632-2	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521688	00010	A01C0001632-1	Training-Article-1632-1	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521716	00020	A02C0001632-2	Training-Article-1632-2	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521716	00010	A01C0001632-1	Training-Article-1632-1	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4560521916	00010	A01C0001632-1	Training-Article-1632-1	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4561321238	00010	A01C0001632-1	Training-Article-1632-1	500	500	Siemens Training, DE	trg-Acceptance	500	
<input type="checkbox"/> 4561321242	00020	A02C0001632-2	Training-Article-1632-2	500	500	Siemens Training, DE	trg-Acceptance	500	

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**.

My SupplyOn > Logistics & Finance > Invoice list > Billable items list

Buttons: **Create invoice** (highlighted), Hide selected items, Download current list, Back

Search: [Search] [Q] [Help]

Navigation: **Purchase order (15)**, Advance Shipping Notification (ASN) (17), Only show billable items due for invoicing, Show list of hidden items, Missing billable items?

E-Mail Notifications: Show/hide columns

Document No.	Item	Material number	Description	Total quantity/value	Billable	Customer	Supplier	Confirmed quantity	
<input type="checkbox"/>	<input type="text" value="Filter document no."/>	<input type="text" value="Filter item"/>	<input type="text" value="Filter material numb"/>	<input type="text" value="Filter description"/>		<input type="text" value="Filter customer"/>	<input type="text" value="Filter supplier"/>	<input type="text" value="From"/> <input type="text" value="To"/>	
<input checked="" type="checkbox"/>	4560521297	00020	A02C0001632-2	Training-Article-1632-2	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521297	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521299	00020	A02C0001632-2	Training-Article-1632-2	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521299	00010	A01C0001632-1	Training-Article-1632-1	850		:Training, DE	trp-Acceptance	1.600
<input type="checkbox"/>	4560521646	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521651	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521670	00020	A02C0001632-2	Training-Article-1632-2	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521670	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521688	00020	A02C0001632-2	Training-Article-1632-2	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521688	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521716	00020	A02C0001632-2	Training-Article-1632-2	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521716	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4560521916	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4561321238	00010	A01C0001632-1	Training-Article-1632-1	500		:Training, DE	trp-Acceptance	500
<input type="checkbox"/>	4561321242	00020	A02C0001632-2	Training-Article-1632-2	500		:Training, DE	trp-Acceptance	500

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.

3. Select the invoice **Type** and
4. click **Confirm**.

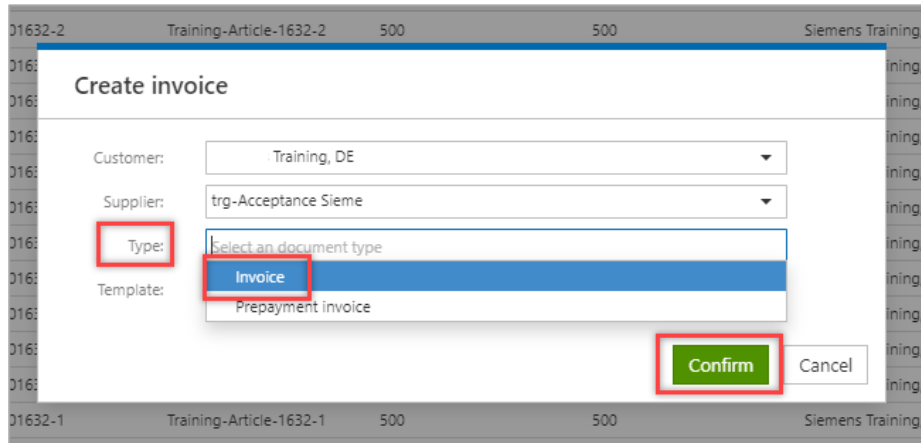
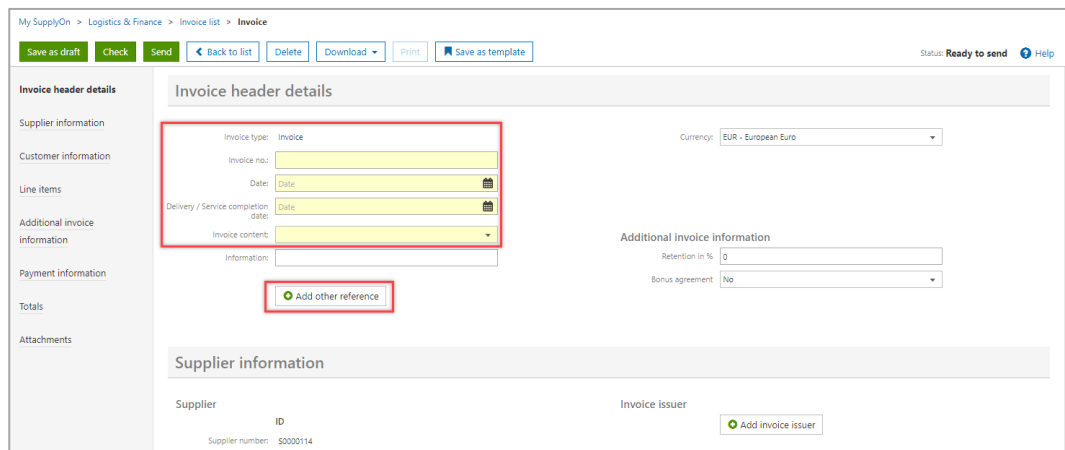


Figure: Overlay screen **Create invoice** with invoice type selection

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.

Supplier information

Supplier

ID
Supplier number: 50000100

Name 1:

Name 2:

Street:

City:

Postal code:

Region:

Country:

Reference number 1

Type:

Number:

Reference number 2

Type:

Number:

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.

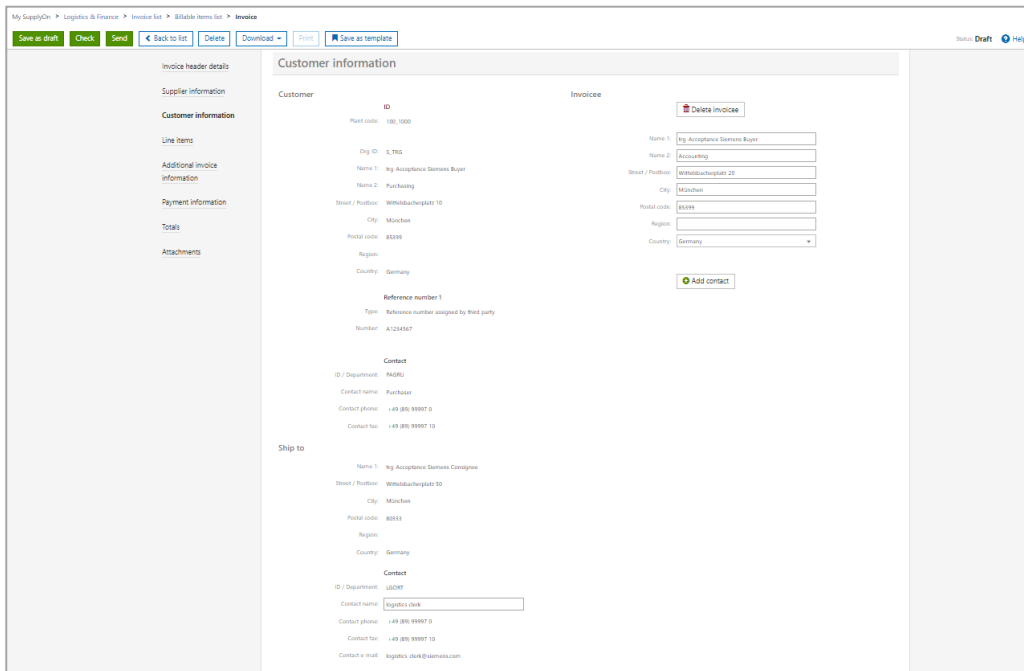


Figure: Invoice with pre-filled Customer information

6. Check the **item quantity** and the **price per unit** and enter the country-specific **tax rate**.

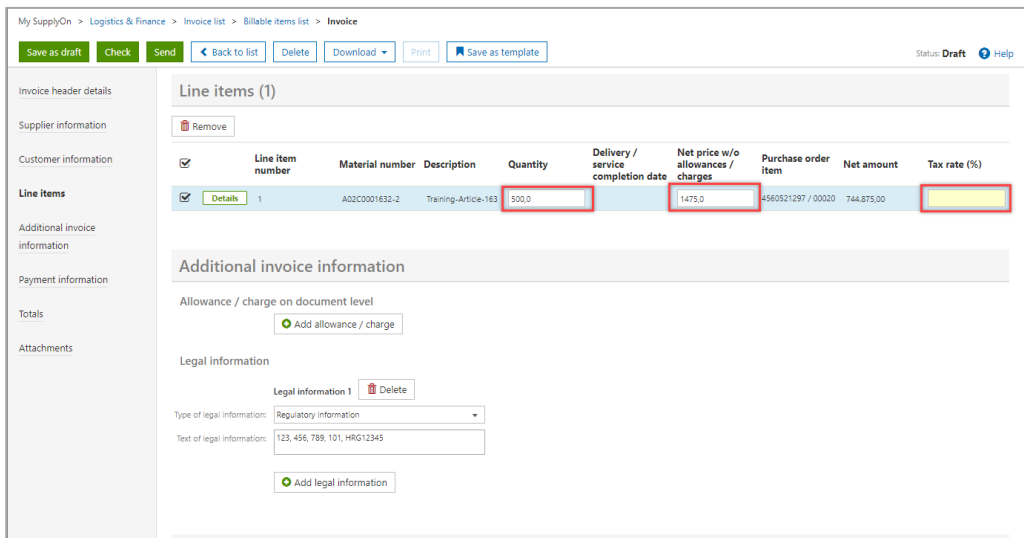


Figure: Invoice with Line items and tax rate

To find more line item information click **Details**.

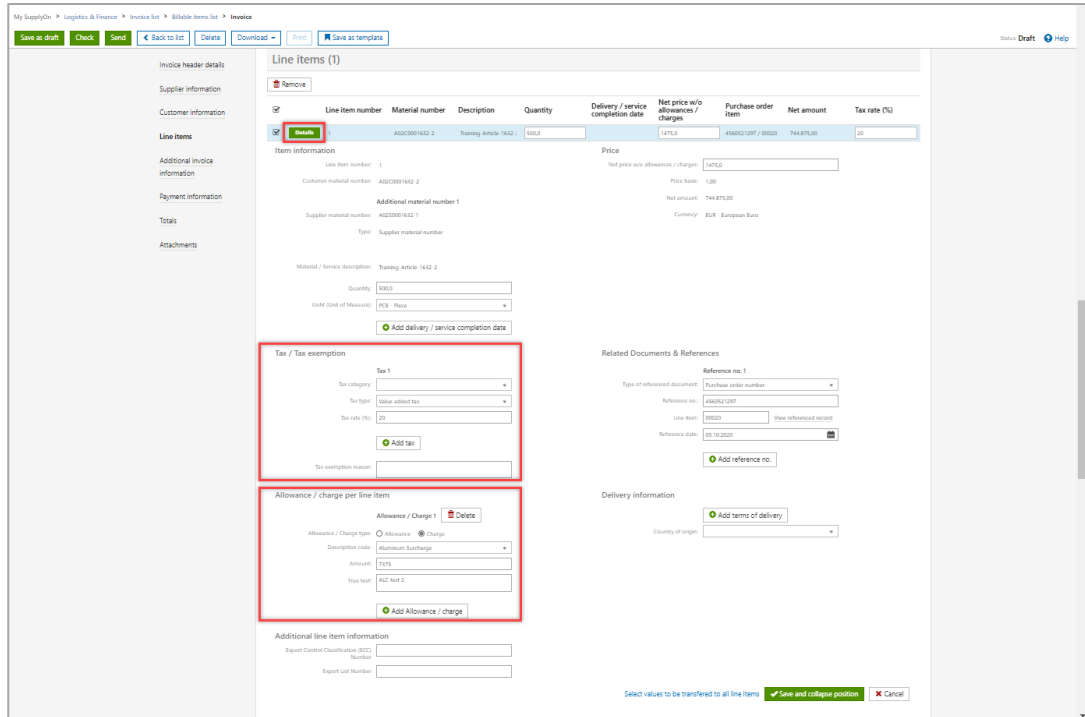


Figure: Invoice with Line items details

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.

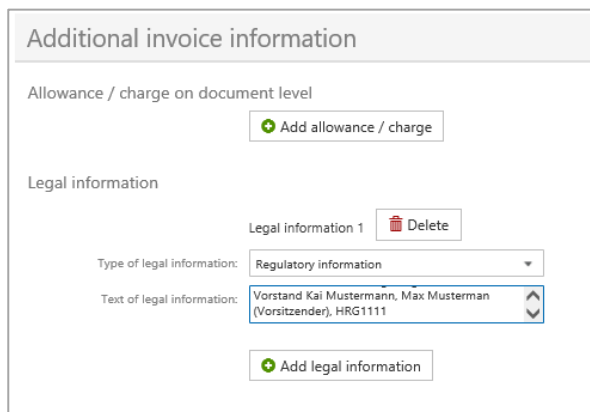


Figure: Invoice with Additional invoice information

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**

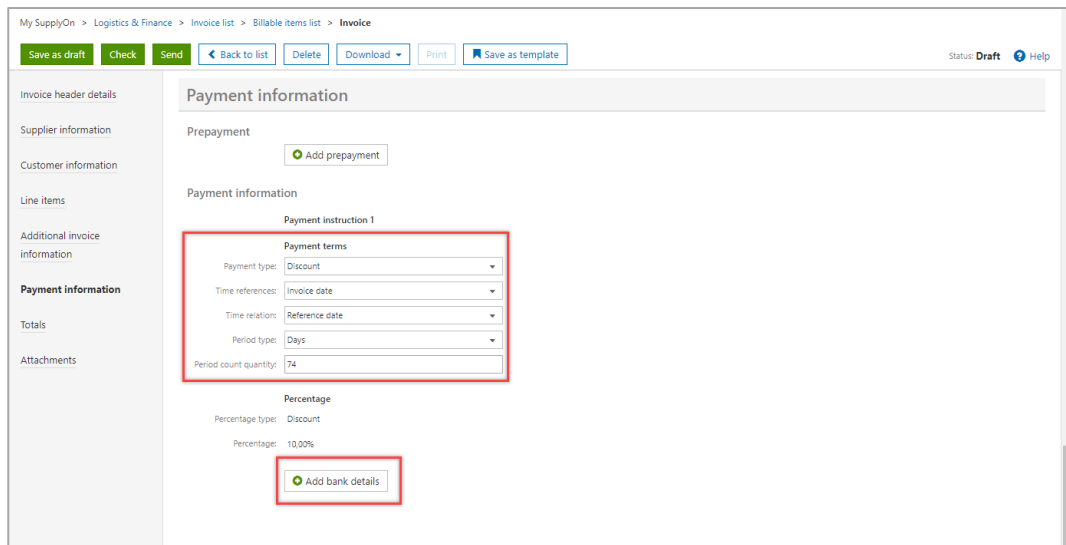


Figure: Invoice with **Payment information**

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.

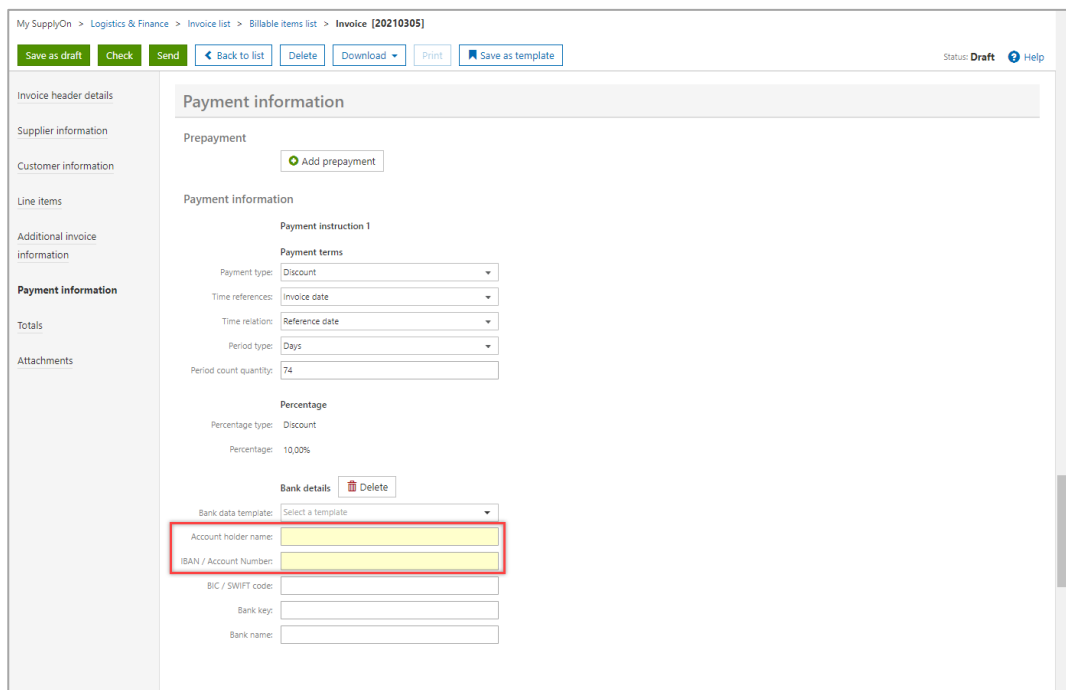


Figure: Invoice with **Payment information and bank details**

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.

The screenshot shows a dropdown menu for 'Bank data template:'. The menu is open, displaying a list of bank details entries. The first entry is highlighted in blue. The entries are as follows:

Bank data template:	Select a template
Account holder name:	Mr. Miller DE12345678901234567890 HVB Munich
IBAN / Account Number:	Teste 23456 DE12345678901234567890 HVB Munich
BIC / SWIFT code:	Tester 23456 DE12345678901234567890 HVB Munich
Bank key:	trg-Acceptance DE1234567891234567811 Test
Bank name:	

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

All fields are filled automatically by selection.

The screenshot shows the 'Bank details' form with a 'Delete' button. The 'Bank data template' dropdown is set to 'Mr. Miller'. The following fields are populated:

Field	Value
Bank data template:	Mr. Miller
Account holder name:	Mr. Miller
IBAN / Account Number:	DE12345678901234567890
BIC / SWIFT code:	HYVEDEMMXXX
Bank key:	
Bank name:	HVB Munich

Figure: Invoice with Payment information with Bank data fields

8. In the **Totals** section please double-check the total amounts.

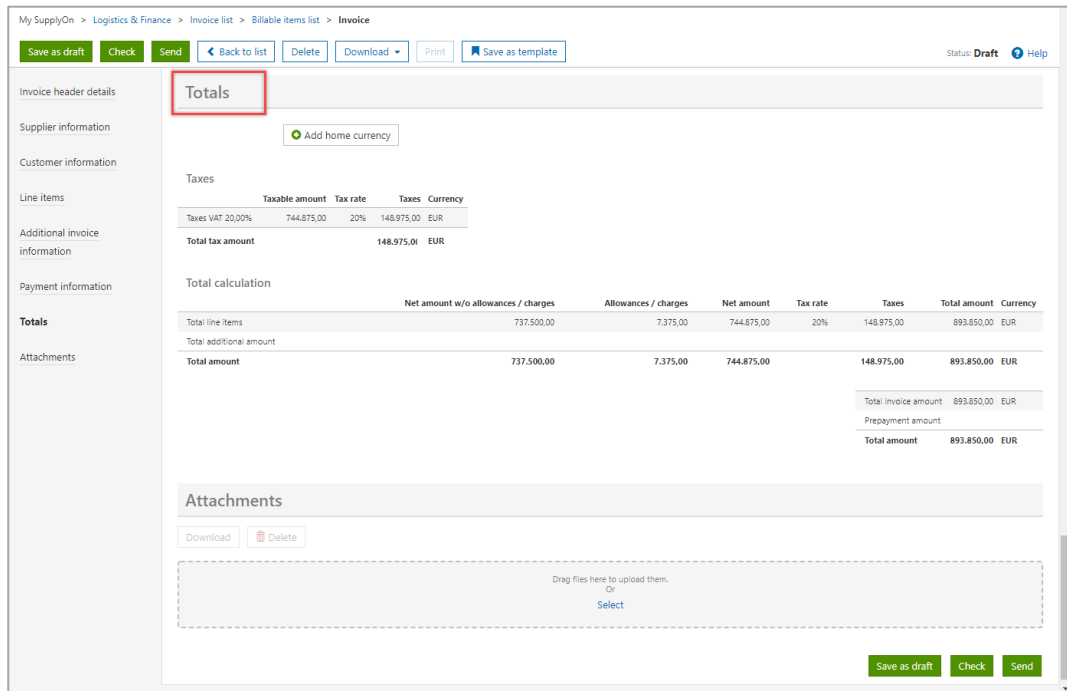


Figure: Invoice with Totals and the related invoice amounts

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**.

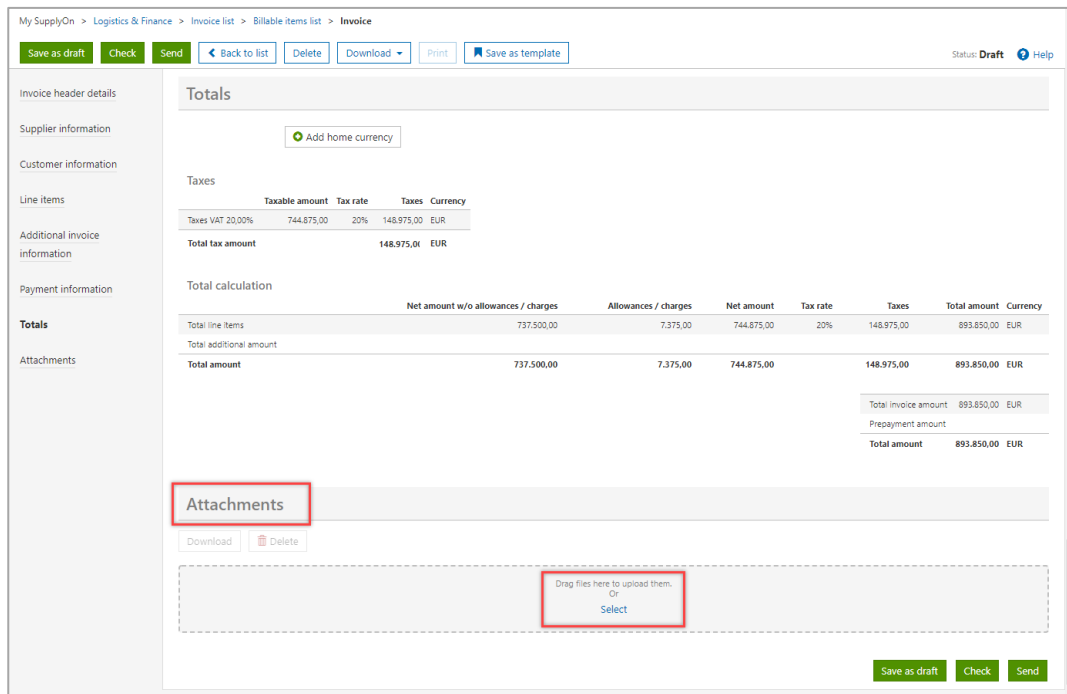


Figure: Invoice with Attachments and drag and upload function

4.2 Check and send the invoice

10. Clicking **Check** will verify if the invoice meets your country-specific legal and the customer requirements.

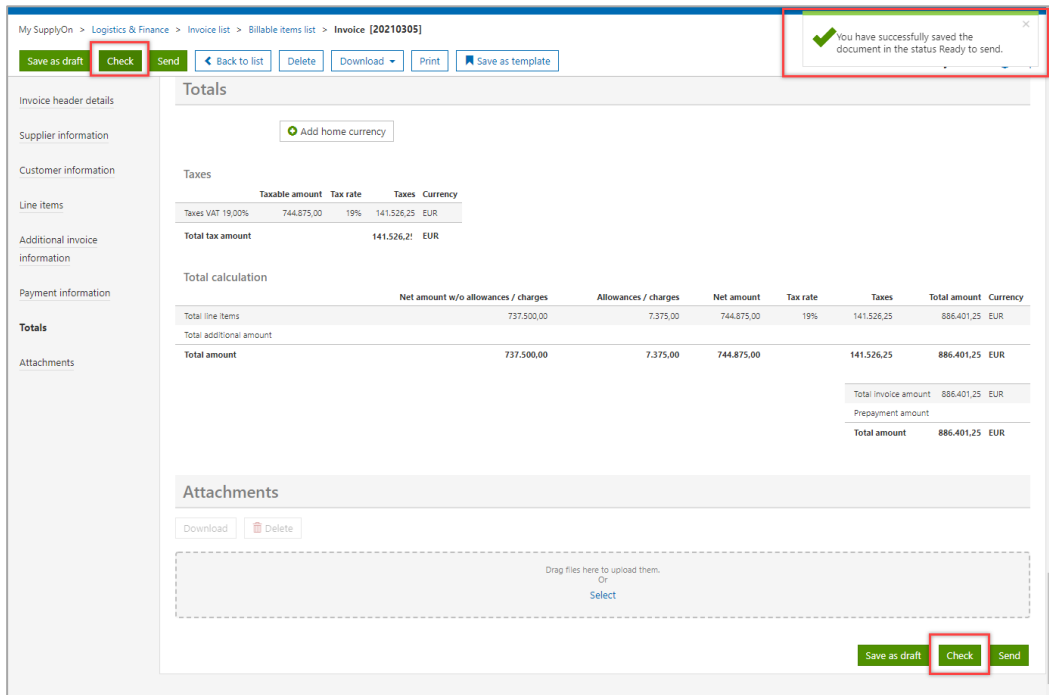


Figure: Invoice with **successfully check message**

The validation was successful.

7. **Send** the invoice.

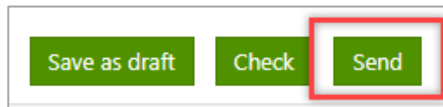


Figure: Invoice with **Send button**

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

11. click **Send document(s)**.

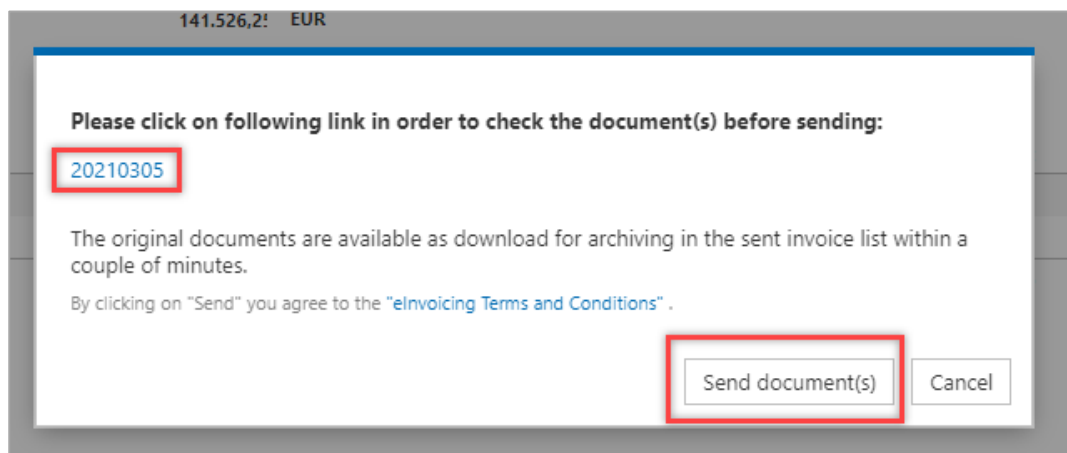


Figure: Invoice with Overlay screen to send documents

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

MySupplyOn > Logistics & Finance > Invoice list

Hide duplicates

Document No.	Type	Invoice date	Status	Customer processing status	Customer	Amount
<input type="checkbox"/> 20210305	Invoice	01.03.2021	Sent		trg-Acceptance Siemens Buyer	886.401,25 EUR
<input type="checkbox"/> 16022021	Invoice	16.02.2021	Sent		trg-Acceptance Siemens Buyer	1.475.000,00 EUR

Figure: Invoice list with tab Sent

5 How to create an invoice correction

The invoicing 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 ->

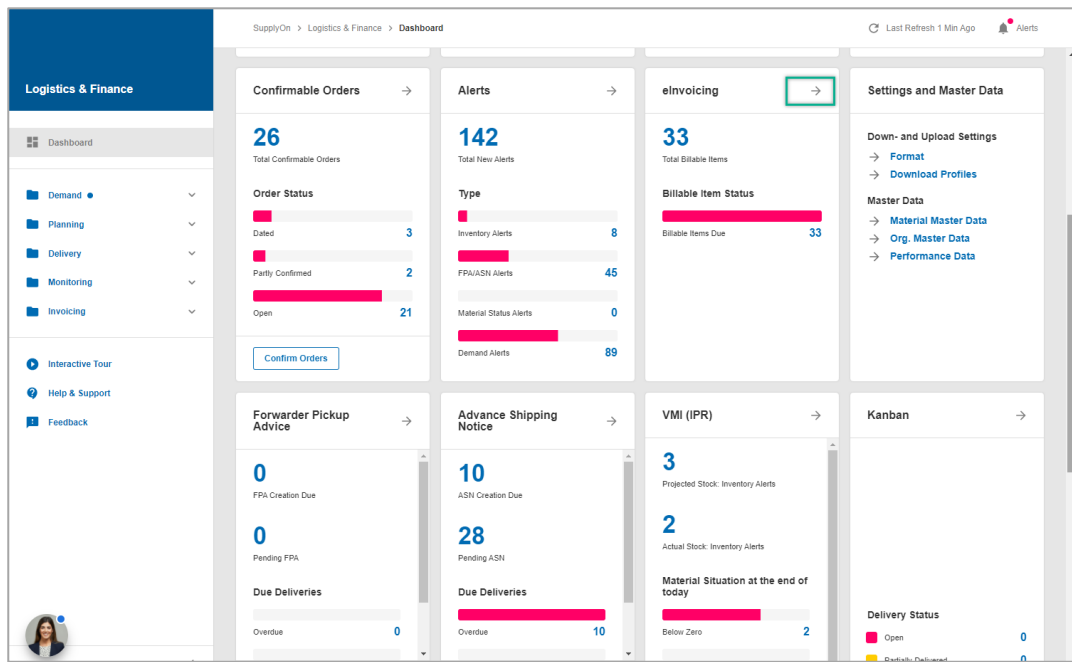


Figure: Dashboard with invoicing tile

Only sent invoices can be cancelled. Therefore,

2. open the **Sent** tab

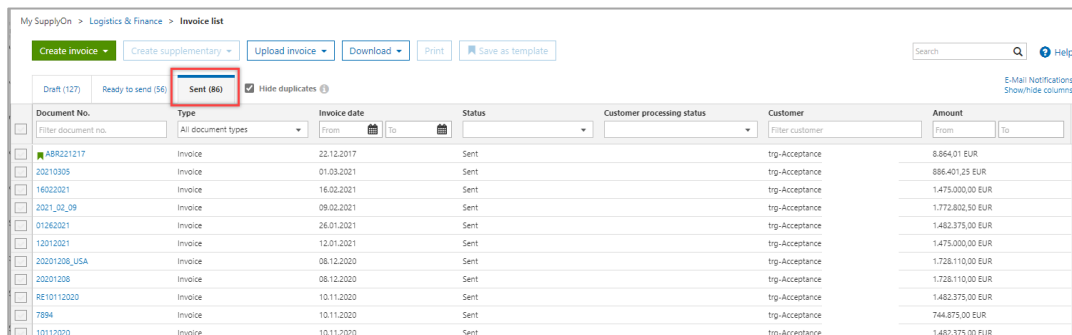


Figure: Invoice list with sent invoices

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)**.

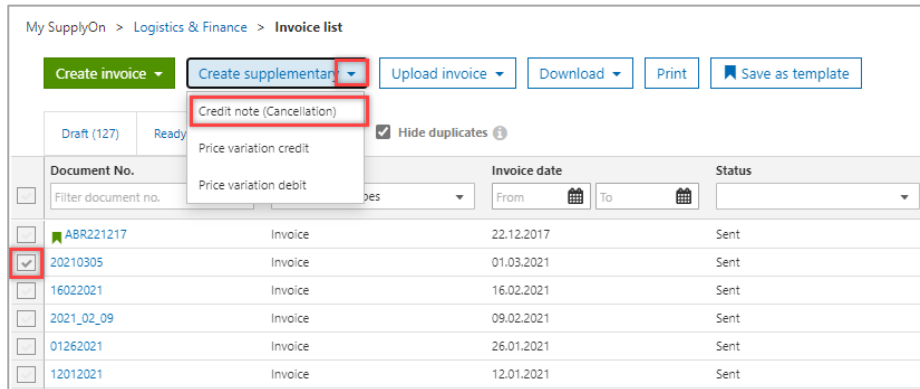


Figure: Invoice list with selection of **Create supplementary** and the entry **Credit note (Cancellation)**

6. Click **Confirm**

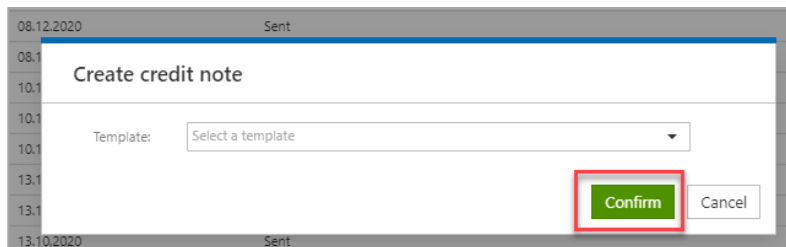


Figure: Overlay screen with **Create Credit note confirmation**

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**.

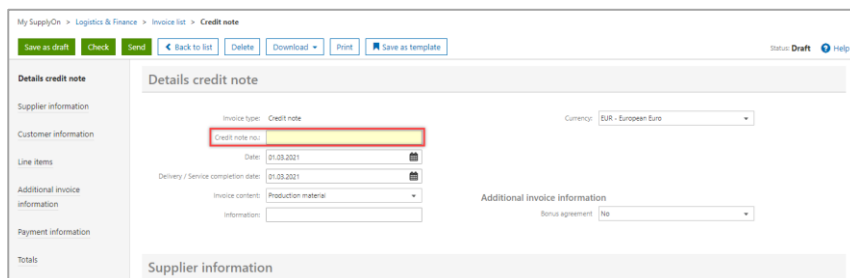


Figure: **Create Credit note with Credit note number field**

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

Line items (1)									
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"/> Details	1	A02C0001632-2	Training-Article-1632-2	10		1475,0	4561321242 / 00020	22.125,00	19

Figure: Create Credit note on line item level at quantity

5.1.1 Check and send the Credit note

- 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.

- Select **Price variation credit** or **Price variation debit** and perform exactly the same next steps as for the Credit Note, as described [here](#).

My SupplyOn > Logistics & Finance > **Invoice list**

Hide duplicates

Document No.	Invoice date	Status
<input type="checkbox"/> Filter document no.	From To	
<input type="checkbox"/> ABR221217	Invoice 22.12.2017	Sent
<input type="checkbox"/> 09032021	Invoice 09.03.2021	Sent
<input type="checkbox"/> 202010311	Invoice 01.03.2021	Sent
<input type="checkbox"/> credit note rsh	Credit note 01.03.2021	Sent
<input type="checkbox"/> 20210305	Invoice 01.03.2021	Sent
<input checked="" type="checkbox"/> 16022021	Invoice 16.02.2021	Sent

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**

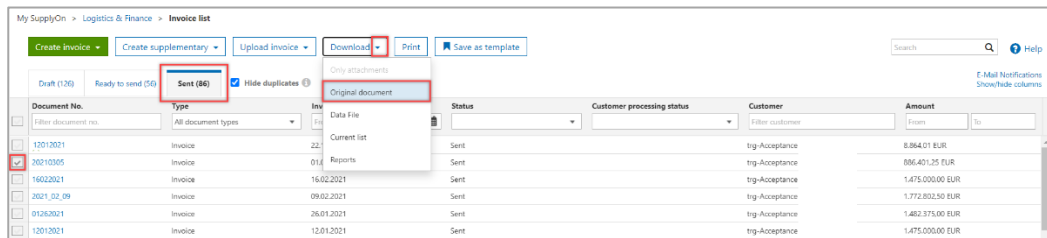


Figure: Invoice list with tab Sent and download original document

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**

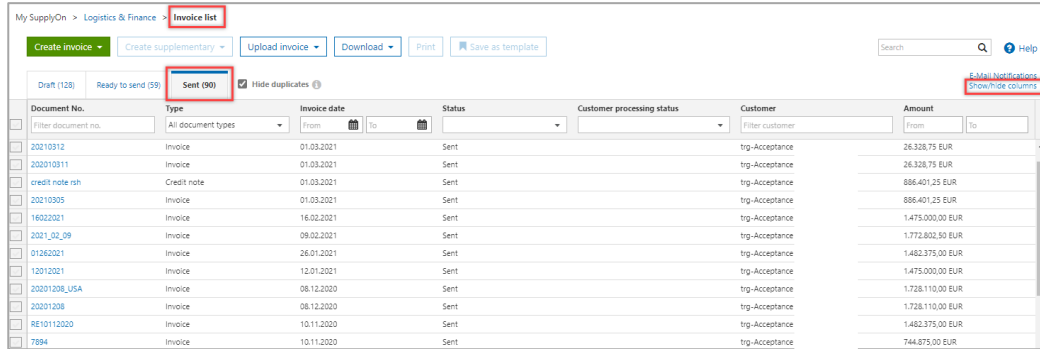


Figure: Invoice list with activated **Sent** tab and menu item for **Show/hide columns**

The selection of columns displayed.

2. Click in each entry to configure your individual view

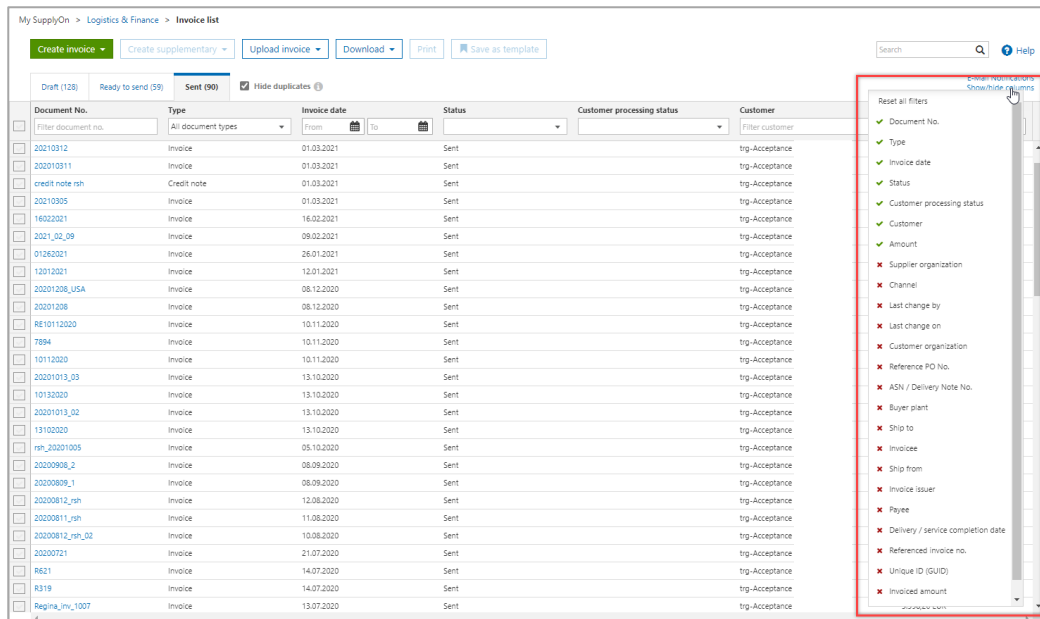


Figure: Invoice list with selection of **columns to show or hide**

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**

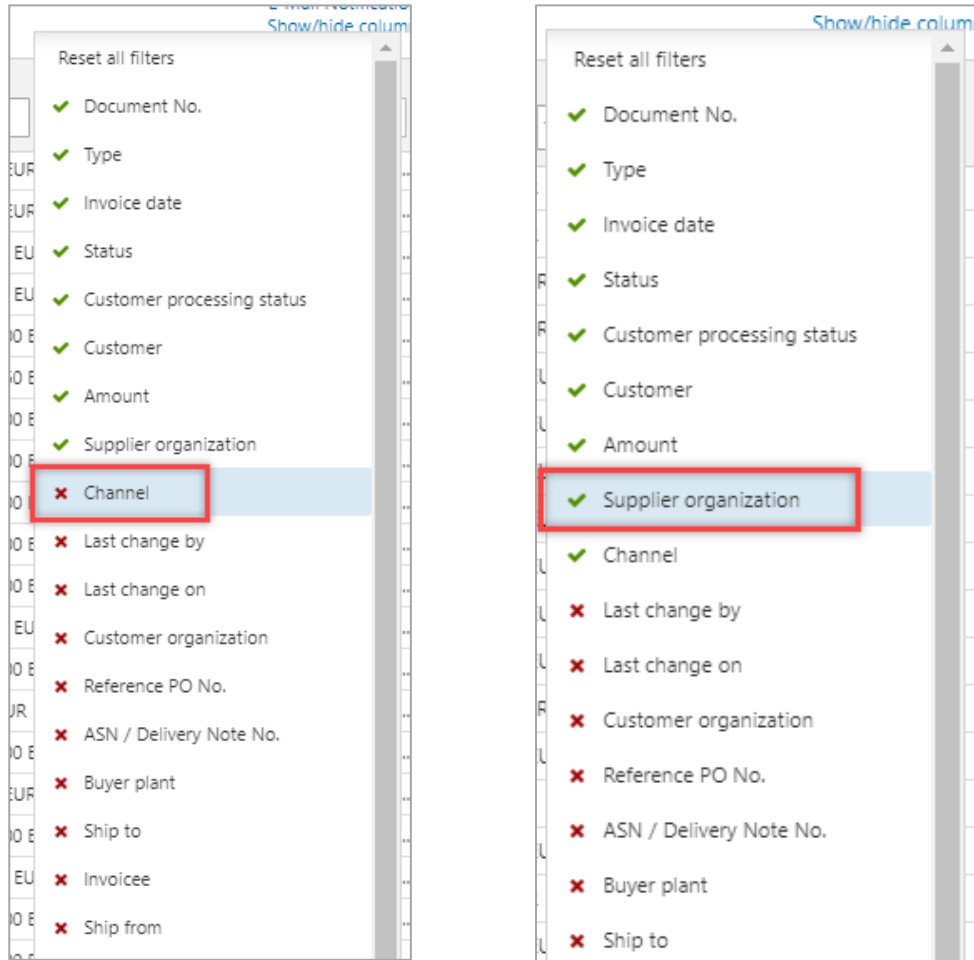


Figure: Selection of columns to show or hide

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.**

Areas of responsibility			
<input type="checkbox"/>	Name ↑	Description	More information
<input type="checkbox"/>	Company Administration	Company master data, users and permis...	More information
<input checked="" type="checkbox"/>	Order Fulfillment, Finance Processes	Supply Chain Management.	More information
<input type="checkbox"/>	Quality Management	Supplier Quality Management (QM).	More information
<input type="checkbox"/>	Sales	Sourcing to Contract, Progress to Order ...	More information
<input type="checkbox"/>	Shipping, Goods Receipts, Warehouse ...	Shipping, goods receipts, warehouse ma...	More information
<input type="checkbox"/>	Supply Chain Administration	Demand, logistics and finance processes.	More information

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.

Order Fulfillment, Finance processes

Logistics & Finance

- [Displaying demand and logistics data](#)
- [Editing purchase orders and call-off demands](#)
- [Creating invoices](#)
- [Editing finance processes](#)

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](#).

Company Administration (assigned)		
Role	Status	Description
CompanyAdmin	assigned	Manage company data. For suppliers, the authorizations of the roles "BusinessDirectorySupplierStandard" and "SLMSupplierAll" are included.
ControlPointAdmin	assigned	Creation and administration of sites in the Supply Chain Directory, Article data administration.

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**

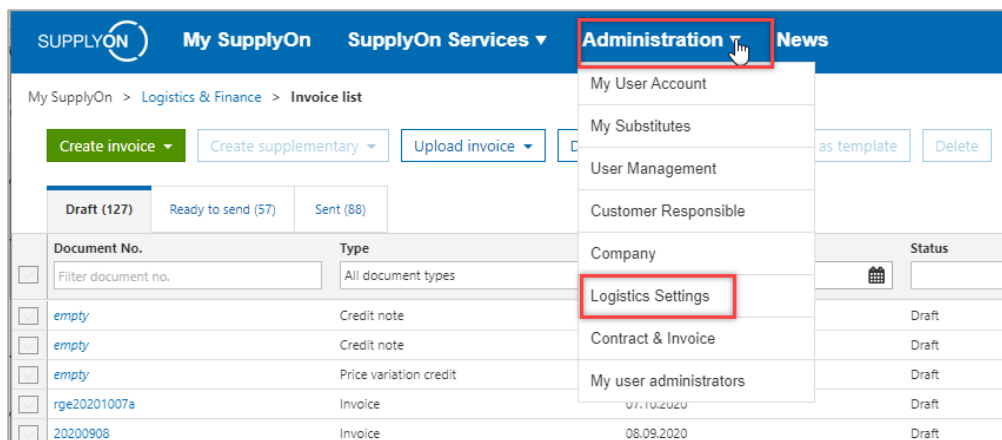


Figure: Administration drop-down menu with all entries

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

My SupplyOn > Spin									
Data Administration									
Organization									
Supply Chain Directory									
Maintenance									
Search Result									
Results from 1 to 2 of 2									
Type	ID	Organization name	CPs	State	MP Status	D-U-N-S No.	City	Country	
	2051447	tp-Acceptance		active	Seller	99-901-5636	Hallbergmoos	Germany	
	2051448	tp-Acceptance		active	Seller	99-901-5636	Hallbergmoos	Germany	

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**

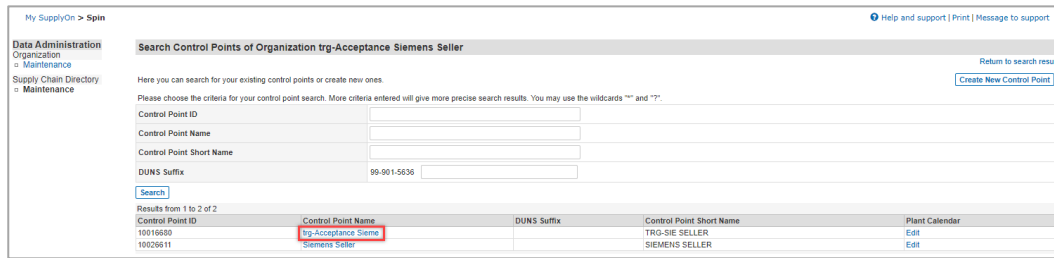


Figure: Automatic displayed **Search result within Control Points of an organization**

The Control Point Details tab is activated. To enter data

6. click **Change Details**.

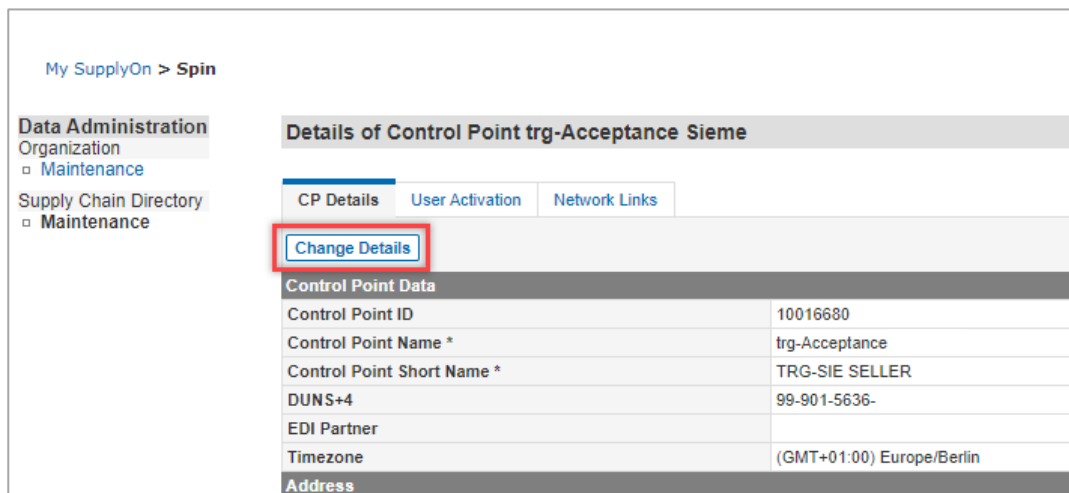


Figure: **Details of one Control Point of an organization**

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

My SupplyOn > Spin

Data Administration
 Organization
 Maintenance
 Supply Chain Directory
 Maintenance

Maintain Control Point trg-Acceptance Sieme

CP Details | User Activation | Network Links

Maintain your control point

Save **Reset** **Cancel**

Control Point Data

Control Point ID	10016680
Control Point Name *	trg-Acceptance
Control Point Short Name	TRG-SIE SELLER
DUNS Suffix	
EDI Partner	
Timezone *	(GMT+01:00) Europe/Berlin

Address

Name *	trg-Acceptance Siemens Seller
Name annex 1	
Name annex 2	
Name annex 3	
Street *	Ludwigstrasse 49
Zip	95399
City *	Hallbergmoos
Country *	Germany
Region	...

Document Footer Information

Line 1 (512 Character)	REG - Regulatory Information	Supplier Name
Line 2 (512 Character)		Registration Court
Line 3 (512 Character)		Executive Board: John Doe
Line 4 (512 Character)		Chairman of the Board: Peter Doe
Line 5 (512 Character)		HRG12345

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