Purchase Order and Invoice Process (P2P)

Quick Guide for Connect Suppliers

September 2023

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1 Introduction

Your customer, Robert Bosch GmbH (referred to hereinafter as "Bosch"), is undergoing a global transformation in the procurement of indirect materials and services through the Supplier@NET initiative. This transformation includes the implementation of an electronic procurement process facilitated by the SupplyOn online platform.

Here's what this means for you as a supplier to Bosch: moving forward, you will seamlessly receive purchase orders via SupplyOn and have the ability to process them directly online, covering everything from order confirmation to invoicing.
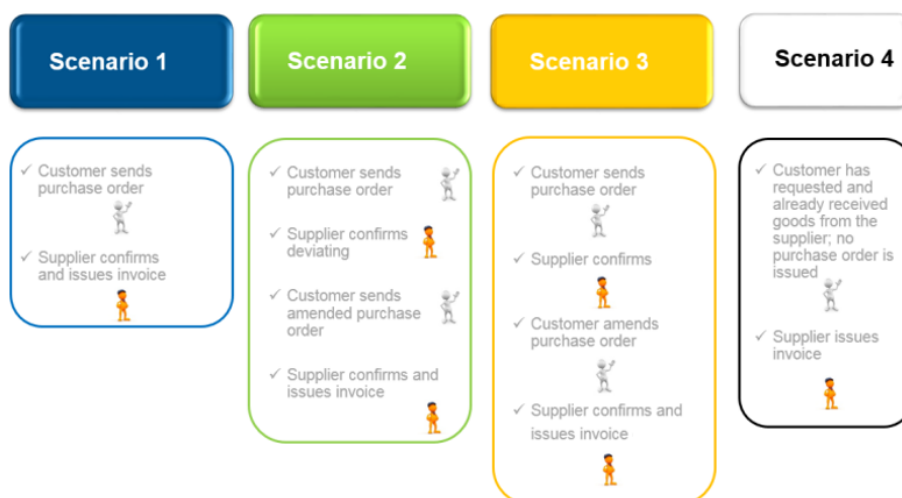
The electronic transmission of purchase orders, order confirmations, and invoices offers a fast, convenient, cost-effective, and environmentally friendly alternative to the traditional process. This guide is designed for suppliers like you who utilize SupplyOn, providing an overview of how to effectively navigate electronic purchase orders and utilize them to generate invoices.

For in-depth information, please consult the P2P instructions for Connect Suppliers.

1.1 Possible Purchase Order processing scenarios

- **Scenario 1:** Bosch sends a purchase order that you, as a supplier, confirm as ordered. You generate an invoice following delivery.

- **Scenario 2:** Bosch sends a purchase order that you, as a supplier, confirm with changes. You generate an invoice following delivery.

- **Scenario 3:** Bosch sends a purchase order that you, as a supplier, confirm as ordered. Bosch changes the purchase order and you, as the supplier, confirm the change. You generate an invoice following delivery.

- **Scenario 4:** The customer allows you to generate an invoice without a purchase order reference. You generate an invoice following delivery.

Possible order confirmation scenarios

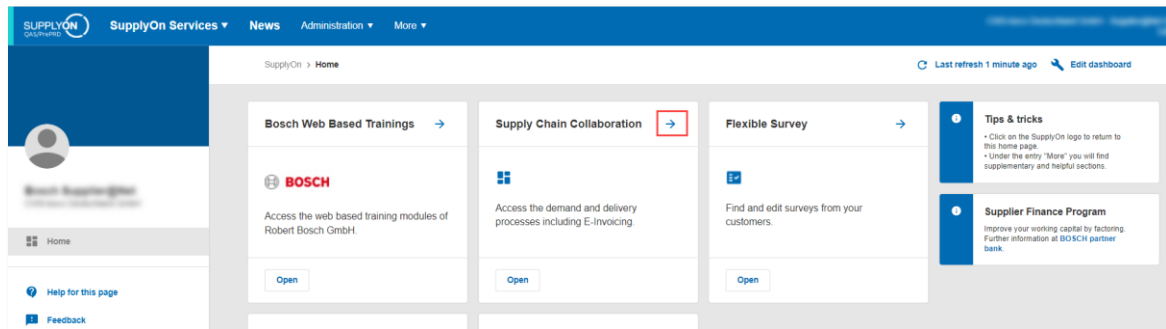| Scenario 1	Scenario 2	Scenario 3	Scenario 4
✓ Customer sends purchase order	✓ Customer sends purchase order	✓ Customer sends purchase order	✓ Customer has requested and already received goods from the supplier; no purchase order is issued
✓ Supplier confirms and issues invoice	✓ Supplier confirms deviating	✓ Supplier confirms	✓ Supplier issues invoice
	✓ Customer sends amended purchase order	✓ Customer amends purchase order	
	✓ Supplier confirms and issues invoice	✓ Supplier confirms and issues invoice	

*How this works in SupplyOn is described in the corresponding chapter
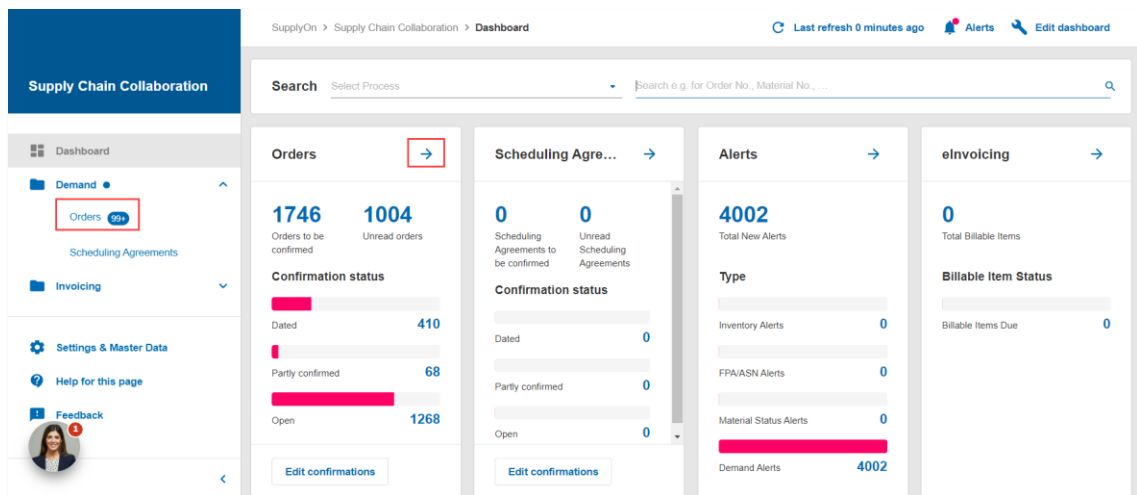
2 How to process Purchase Orders

This section provides instructions on reviewing and confirming a purchase order from Bosch.

2.1 Access the Orders Overview

Access the Supply Chain Collaboration by clicking on the arrow icon in the dashboard.

Access the Orders Overview by clicking on the arrow icon within the Orders tile or by selecting the "Orders" option in the Navigation Bar on the left-hand side.

2.2 Confirm Purchase Order

2.2.1 Overview Configuration

You will be directed to the Orders Overview, where each column provides relevant information regarding each individual order. This overview can be customized:

1 Display or hide columns by setting the eye icon to visible or invisible.

2 Rearrange columns through simple drag and drop within the overview, or by dragging and dropping the drag icon within the view menu.

③   Click on the pin icon to freeze a column and keep it visible when scrolling.

④   You can save your customized overview for your next login by saving the changes to the Default Profile or by creating your own profile.

2.2.2   Confirm single line item

In the Orders overview, click on the "Order line items" ① tab . Check the requested delivery date, quantity, and price per unit ② . If these columns are not available in the current view, customize it as shown in Section 2.2.1.

Select the item you want to confirm ③ and click on "Edit confirmations" ④ .

If requested quantity, price or delivery date are incorrect, adjust them by overwriting the yellow fields ⑤ , add supplier reference ⑥ and then click on "Send confirmations" ⑦ .
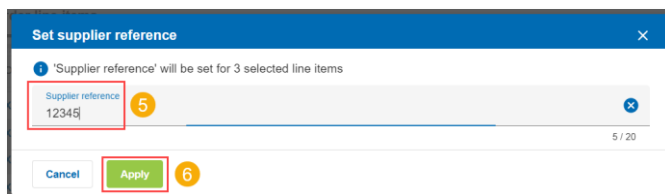
2.2.3 Confirm multiple line items

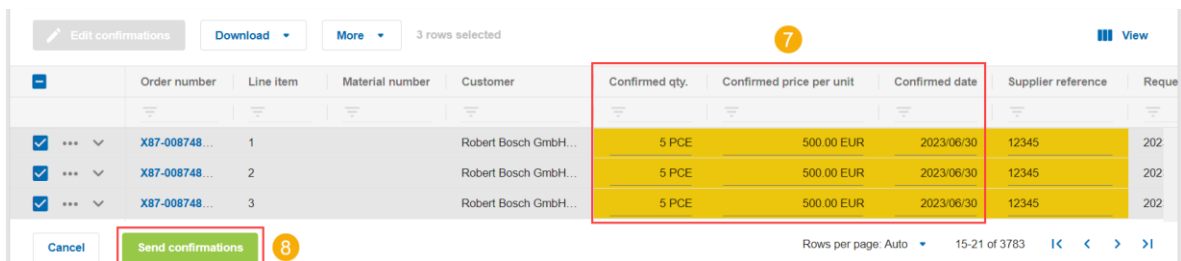Select the order items you want to confirm 1 and click on "Edit Confirmations" 2 .

To add a supplier reference to all items, click on "More" 3 and then select "Set supplier reference" 4 .

A pop-up window will appear. Type in the supplier reference 5 and then click on "Apply" 6 to add the reference to all the items selected.

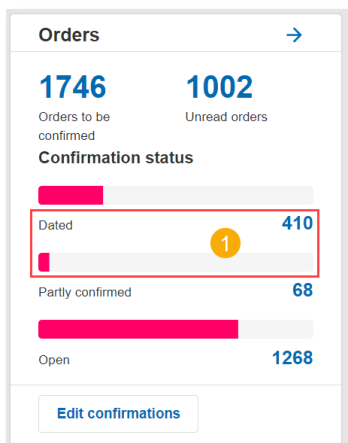Check the delivery date, delivery date and requested quantity, adjust them if 7 necessary and finally click on "Send confirmations" 8 .

2.3 Confirm updated Purchase Orders

If you have confirmed an order with deviations (Modifying delivery date, quantity, or price per unit), the customer will send an update to the order. This update ensures that both parties agree and that the finally agreed parameters are available for invoicing at the end of the process.

To confirm updated orders, go to the SCC dashboard and click on "Dated" 1 .

You will be directed to a prefiltered Orders Overview with updated orders. Dated orders may either appear as "Updated" or "Cancelled" in the "Order status" column ②.

Follow the steps described in Section 2.2.2 and Section 2.2.3 to confirm the order.

2.4 Reviewing order updates

Order updates can also be identified by checking the "History available" column and verifying if the status is indicated as "Yes" ①.

To go into the details of what has been changed, click on the three dots next to the order of interest and then click on "View history" ②.

In the Order History overview, you will see information about the number of versions available for the selected order ③ .

Click on any of the listed versions of the order to see detailed information on the modifications made on each update ④ .

3 Master data setup for invoice creation

Before creating an invoice, it is recommended to set the VAT number in the Company Master Data to prevent manual reentry every time an invoice is created. To set the VAT number click on "SupplyOn Services" and in the drop-down menu select "Business Directory".

Select the company profile that need to be updated.

Scroll down to the section "Change Company Data", enter the VAT number ① .
Click on Save ② .

Change Company Data

This is change company data section. Please note that the data will be displayed correctly after login.

Company name:	CWS-boco Deutschland GmbH
Commercial registration number:	
D-U-N-S Number:	332253132
VAT number:	12345 ①

Street, Nr:	Dreieich Plaza 1A	Street 2:	
ZIP Code:	63303	City:	Dreieich
State:		Country:	Germany
PO-Box:		PO-Box Zip:	
PO-Box City:		PO-Box Country:	

Indentifiers and Keys

SupplyOn SPIN-ID: 2039018

Back   Download   Save ②

4 Role for Invoicing

Please take into consideration that the **Company Administration** role needs to be set up in your account to modify the Company Master Data, otherwise you will not be able to make any changes.

Company Administration (assigned)			Collapse ⊤
Role	**Status**	**Description**	
☑ CompanyAdmin	assigned	Manage company data. For suppliers, the authorizations of the roles "BusinessDirectorySupplierStandard" and "SLMSupplierAll" are included.	Show companies
☑ ControlPointAdmin	assigned	Creation and administration of sites in the Supply Chain Directory. Article data administration.	Show companies
☑ CorporateGroupMasterDataAdmin	assigned	Master data administration for companies within a group.	

In case you do not have this role, please contact your company administrator to request the role.
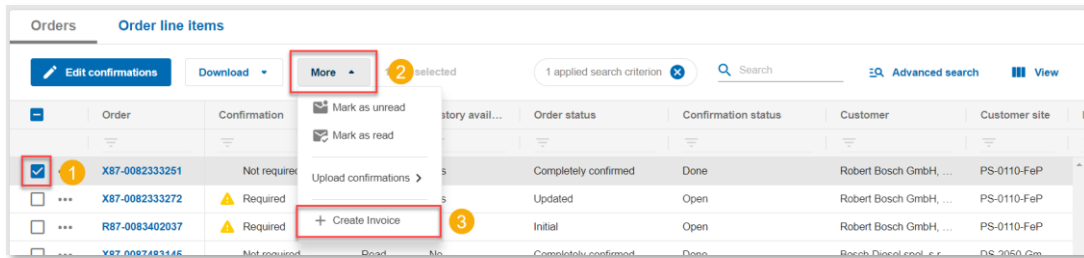
5 eInvoicing

Invoices can be created in two ways:
- Generate invoice from a confirmed Purchase Order
- Generate invoice without an existing Purchase Order

5.1 Create invoice from a confirmed purchase order

5.1.1 Create an invoice from the Orders Overview
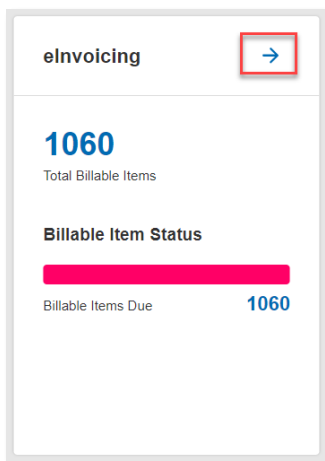
If a purchase order has just been confirmed, you can immediately start the invoicing process in the Orders overview. Select an order ① , click on "More" ② , and then click on "Create Invoice" ③ .
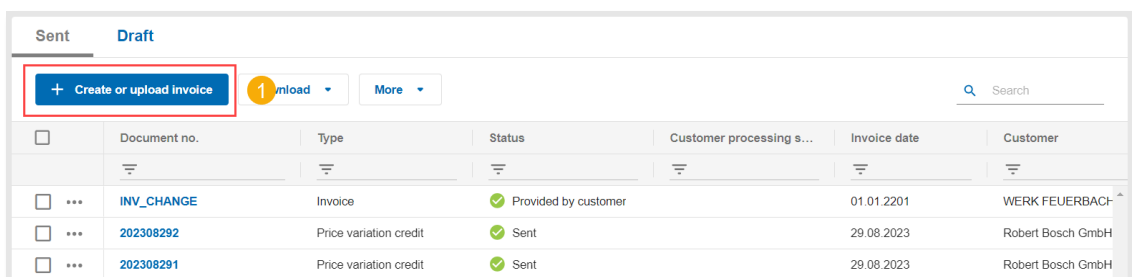
The invoice is generally generated after the delivery. Steps on how to fill in an invoice are described in Section 5.1.2.

5.1.2 Create an invoice directly in the eInvoicing Overview

You can also create an invoice by accessing the eInvoicing Overview directly. To access the eInvoicing Overview, click on the arrow in the respective tile within the Dashboard.
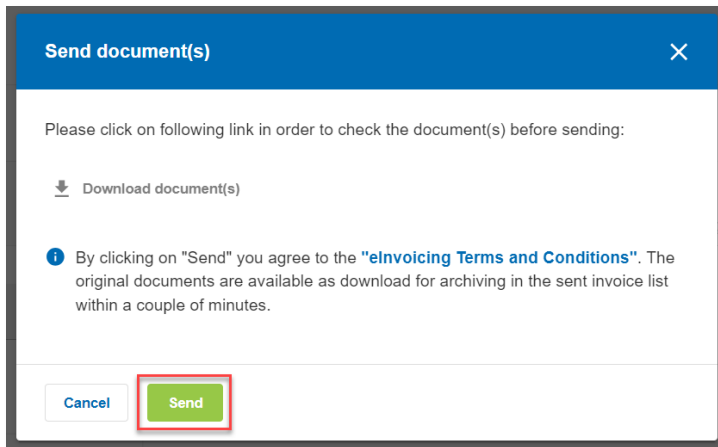

Click on "Create or upload invoice" ① .

Select "From order" ② to create an invoice from an existing (already confirmed) purchase order.

Type in the purchase order number ③ , on document type select "Invoice" ④ and click on "Create" ⑤ .
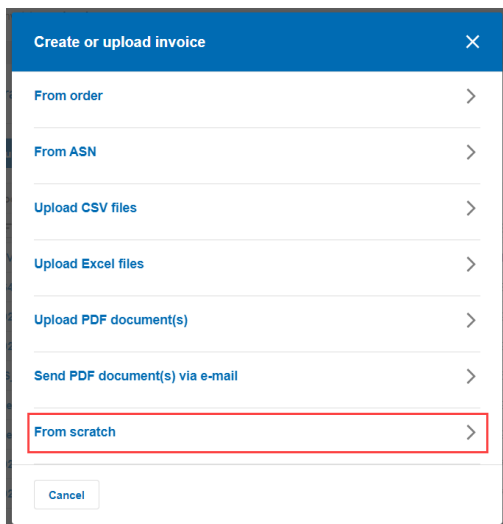

Complete all required fields with the necessary information (scroll down to access additional sections for completion). Click on "Save as Draft" ⑥ to save your progress and resume later for invoice creation. Select "Check" ⑦ to validate that all fields have been properly filled. Click on "Save and Send" ⑧ to generate the invoice.

Prior to sending the invoice, you have the option to download a preview of the invoice as a PDF to ensure all details are accurate. If all information is correct, proceed to click on "Send." Your customer will promptly receive the electronic invoice.

5.2 Generate invoice from scratch

You also have the option to generate an invoice from scratch, without being linked to a pre-existing purchase order. To do this, navigate to the eInvoicing overview, and after selecting "Create or Upload Invoice," choose the option "From Scratch." Proceed by following the steps outlined in .

5.3 Upload invoice as CSV

You can upload multiple invoices for a single customer (Bosch plant) simultaneously if they are in CSV format. To do this, navigate to the eInvoicing overview, and after selecting "Create or Upload Invoice," choose the option "Upload CSV files".
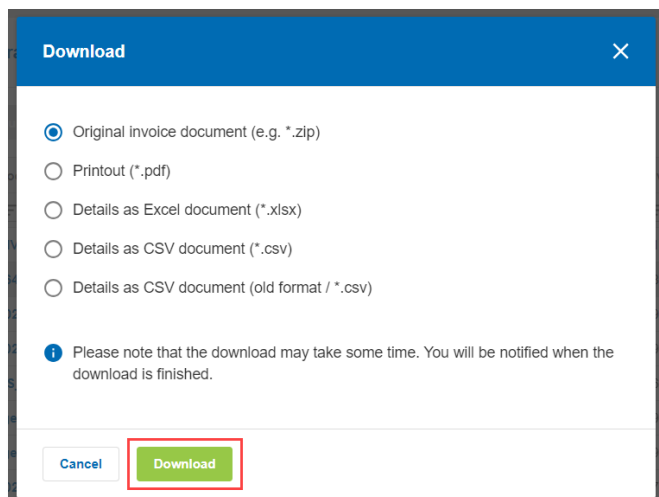
Choose the CSV file and then click on "Send".

5.4 Download invoice

Once an invoice has been sent, the status will automatically change to "Sent" ①. To download an invoice, select an invoice ②, click on "Download" ③ and in the drop-down menu select the option "Documents" ④.

Select the desired type of document and then click on "Download".

5.5 Overview configuration

Customize your view by clicking on the drawer icon within any of the columns ❶ . Check the boxes to either display or hide the columns you wish to see in your overview ❷ .