

# SUPPLIER MANUAL

## HOW TO PROCESS A CONTRACT

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## Agenda



- A. General information
- B. Manual
- C. Support

# A. GENERAL INFORMATION

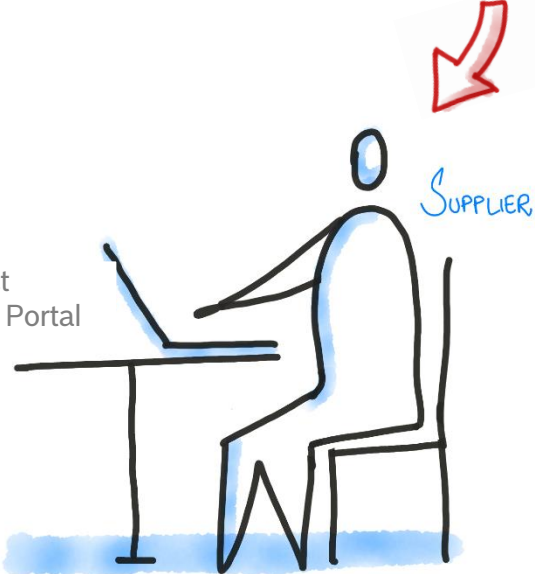
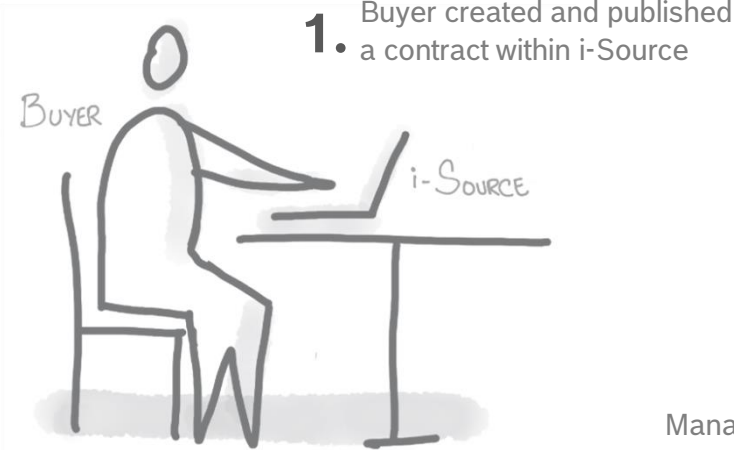
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## General information: What happened?



Automatic mail to supplier – invitation to Contract Management Portal with request for registration

**2a.**



**2b.** Automatic mail to supplier – information about published contract on the Supplier Portal

**3.** You now check the contract on your computer.



Here you are now!

**4.** Send your response via Contract Management Portal back to the buyer



# B. MANUAL

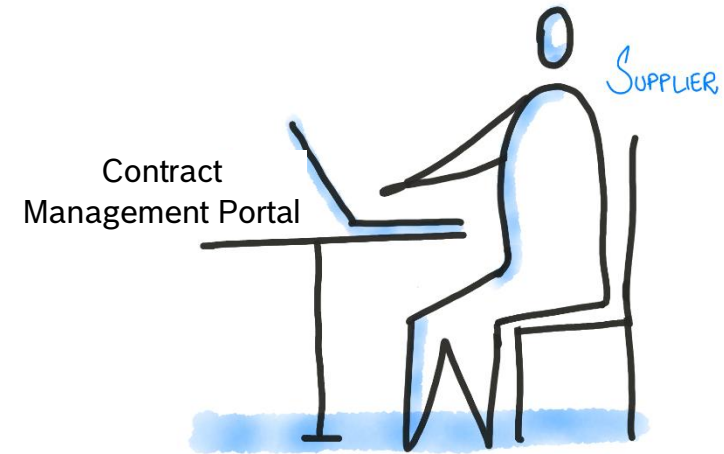
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A buyer of Bosch has sent you a contract.

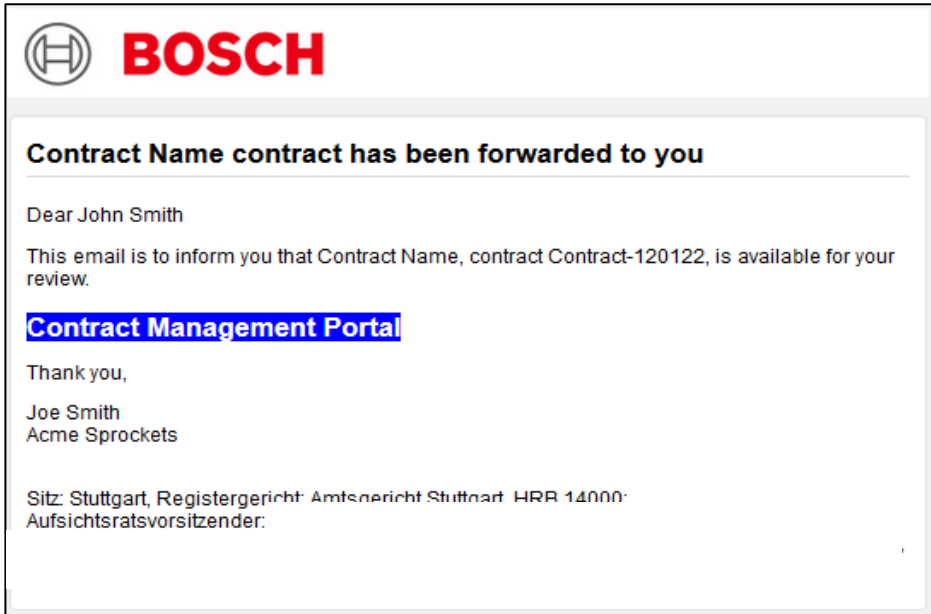
Click on the link within the Mail to access the Robert Bosch Total Contract Management Portal and create your response.

The next slides show you how this works...

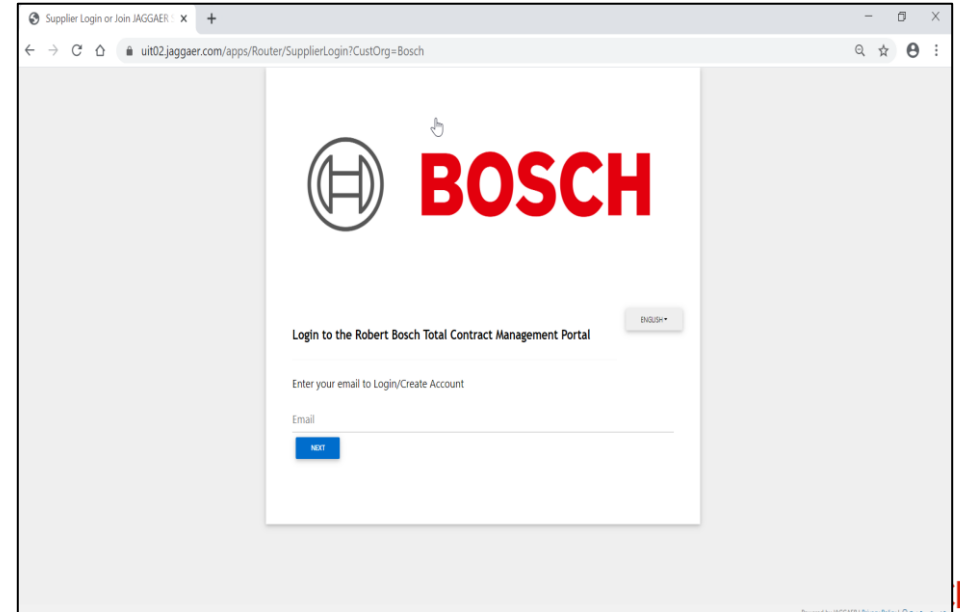


You now check the contract on your computer.

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You as the supplier receives an email in which you are informed about the contract negotiation with the link to the **Robert Bosch Total Contract Management Portal**.



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Screenshot of the Bosch Supplier Login page. The page features the Bosch logo at the top left. Below it, the text "Login to the Robert Bosch Total Contract Management Portal" is displayed. A form prompts the user to "Enter your email to Login/Create Account". The email field contains "fkaspar@jaggaer.com" and has a green checkmark to its right. The password field is masked with dots. A blue "LOGIN" button is at the bottom of the form, with a "TROUBLE LOGGING IN?" link next to it. The browser address bar shows "uit02.jaggaer.com/apps/Router/SupplierLogin?CustOrg=Bosch".

Enter your registration data which you have given during the registration process and choose **Login**. You will be forwarded to the dashboard.



Screenshot of the Bosch Supplier Dashboard. The page has a blue sidebar with navigation options: Home, Catalogs and Contracts, Reporting, Administrator, and Registration. The main content area is titled "Instruction" and contains a welcome message and instructions for using the portal. Below the instructions, there are sections for "Quick Links to Common Tasks" (with a "Manage Registration Profile" link), "Contracts" (with a table), and "Customer Contact" (with a "Name" field). The "Contracts" table has columns for "Customer", "In Effect", and "All".

Customer	In Effect	All
Bosch Supplier Procurement Network	75	83



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A screenshot of the Bosch Supplier Manual interface. The left sidebar contains navigation links: Home, Catalogs and Contracts, Reporting, Administer, and Registration. The main content area is titled 'Instruction' and contains text for suppliers. Below the instruction is a 'Customer Contact' section with a 'Name' field. On the right, there are 'Quick Links to Common Tasks' and 'Contracts' sections. The 'Contracts' section contains a table with columns for Customer, In Effect, and All. A red box highlights the 'Manage Registration Profile' link in the quick links, and another red box highlights the 'View All Contracts' button in the contracts table.

Customer	In Effect	All
Bosch Supplier Procurement Network	76	88

On the left side of the screen instructions are presented, in which the most important process steps are explained. Under the button **Manage Registration Profile** you can update your data. Under **Customer Contact** or **Need Help?** you will find our support address. By clicking the button **All** or **View all Contracts** you will be directed to your contracts.

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**BOSCH** Fabian Kaspar

Catalogs and Contracts > Contracts > Search Contracts > Search Documents

### Search Documents

Quick search  Add Filter Clear All Filters

Supplier: Natrium AG

Page 1 of 5 1-20 of 88 Results 20 Per Page

Customer Name	Supplier	Contract Number	Contract Name	Status	Version Type	Version Numbers	Start Date	End Date
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PJ_10564	DER ZWEITE VERSUCH ICA	Executed: In Effect	Original	Renewal 0, Amendment 0	10/29/2019 12:00:00 AM	8/31/2020 11:59:59 PM
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PJ_10842	ICA zu NDA14012020Vali	Executed: In Effect	Original	Renewal 0, Amendment 0	1/20/2020 12:00:00 AM	1/24/2020 11:59:59 PM
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PUI1_10919	ICA Sabine_2_01_2020	Executed: In Effect	Original	Renewal 0, Amendment 0	1/21/2020 12:00:00 AM	3/28/2020 11:59:59 PM
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PUI1_10921	Transportvertrag XXY	Executed: In Effect	Original	Renewal 0, Amendment 0	1/21/2020 5:49:20 PM	-
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PUI1_10924	ICA für mein Projekt (Matthias)	Executed: In Effect	Original	Renewal 0, Amendment 0	1/21/2020 5:46:18 PM	4/30/2020 11:59:59 PM
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PUI1_10925	ICA Test1	Executed: In Effect	Original	Renewal 0, Amendment 0	1/21/2020 5:47:18 PM	8/21/2020 11:59:59 PM
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PUI1_10927	Test ICA 123	Executed: Future	Original	Renewal 0, Amendment 0	2/1/2020 12:00:00 AM	4/30/2020 11:59:59 PM
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PUI1_10932	T1 Vertag 4444	Executed: In Effect	Original	Renewal 0, Amendment 0	1/21/2020 12:00:00 AM	1/21/2022 11:59:59 PM
Bosch Supplier Procurement Network	Natrium Maschinenfabrik im Sondermaschinenbau GmbH	con_JCA_PUI1_10935	ICA Silke	Executed: In Effect	Original	Renewal 0, Amendment 0	1/21/2020 12:00:00 AM	3/28/2020 11:59:59 PM

You will be forwarded to a view in which all contracts relevant to you are presented. You can sort your contracts using the **Search Field** or the column names. Contracts currently under negotiation are listed with the status **External Review**.

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A screenshot of the i-Source Supplier Manual interface. The top navigation bar includes 'Home', 'Catalogs and Contracts', 'Contracts', 'Search Contracts', and 'Header'. A sidebar on the left contains 'Reporting', 'Administer', and 'Registration'. The main content area shows a contract titled 'con\_QAA\_PUI1\_10988' with a sub-header 'QAA T12345'. Below the title, there are three tabs: 'Header', 'Attachments', and 'Communication Center'. The 'Header' tab is active and displays contract details: Contract Number (con\_QAA\_PUI1\_10988), Contract Name (QAA T12345), Summary (-), Start Date (1/22/2020 12:00 AM CET), and End Date (No Expiration). A 'Next &gt;' button is located at the bottom right of the contract details section. A red box highlights the 'External Review' button in the top left of the main content area.

After selecting the corresponding contract you will be forwarded to a view with 3 sections.

## Header:

The **Header** column displays all information that forms the framework of the contract, such as the **Start** and **End date**.

## Attachments:

In the **Attachments** area the actual contract is displayed.

## Communication Center:

Messages are exchanged in the **Communication Center** and your contract is returned.

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con\_QAA\_PUI1\_10988  
QAA T12345

Dates: 1/22/2020 - No Expiration  
Version: Renewal 0, Amendment 0

Header

Attachments

Display Order	Attachment	Size	Date Uploaded	Actions
1	Main Document 2020-01-22 con_QAA_PUI1_10988 - QAA RC3 Location Germany (version 1).docx	35 KB	1/22/2020 2:50:09 PM	Download

★ Required

← Previous

Next >

You can select the contract in the **Attachments** area and thus opens it. Then you can save the contract on your computer after opening and check if you are satisfied with the content.



In the **Communication Center** you can then communicate with the **Bosch** purchaser. In the example, a message exchange has already taken place, so you will probably see fewer messages. Choose **Start Communication**.

con\_QAA\_PUI1\_10988  
QAA T12345

Dates: 1/22/2020 - No Expiration  
Version: Renewal 0, Amendment 0

Header

Attachments

Communication Center

Start Communication

Conversation	Conversation Started	Messages	Last Updated
QAA T12345 contract is available for review (Robert Bosch GmbH) Dear Alexandre Kh...	1/22/2020 at 2:54 PM By Sven-Olaf Knorr (Customer)	2	1/23/2020 at 4:59 AM By System
QAA T12345 (Natrium AG) fopfggw	1/22/2020 at 3:04 PM By Fabian Kasper	1	1/22/2020 at 3:04 PM By Fabian Kasper
QAA T12345 contract is available for review (Robert Bosch GmbH) Dear Alexandre Kh...	1/22/2020 at 3:01 PM By Sven-Olaf Knorr (Customer)	1	1/22/2020 at 3:01 PM By Sven-Olaf Knorr

★ Required

← Previous

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Send Communication

Subject \*

Body \*

Gr... B I U S x<sub>o</sub> x<sup>o</sup> A- A- I<sub>x</sub> : : -E -E

body 50000 characters remaining

> Recipients (Optional)

> Attachments (Optional)

\* Required

Create Close

You can enter your message in the appearing message window and note in the **Body** if you wish changes or not. Please choose a **Subject** and a **Body**, otherwise sending is not possible. Then click **Create**. If you have made changes to the contract yourself, please select the **Attachments** tab.



Send Communication

Subject \*

Body \*

Gr... B I U S x<sub>o</sub> x<sup>o</sup> A- A- I<sub>x</sub> : : -E -E

body 50000 characters remaining

> Recipients (Optional)

> Attachments (Optional)

Note: The below selected attachments will not appear in this email.

Attachment	Size
2020-01-22 con_QAA_PUI1_10988 - QAA RC3 Location Germany (version 1).docx	35 KB

Add Attachments

\* Required

Create Close

By selecting the function **Add Attachments** you can add your own document. With **Create** you send the message.

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The screenshot shows the Bosch i-Source Supplier Manual interface. At the top left is the Bosch logo. The breadcrumb navigation reads 'Catalogs and Contracts &gt; Contracts &gt; Search Contracts &gt; Communication Center'. Below this, there's a 'Back to Results' link and '8 of 88 Results'. A blue bar indicates 'External Review' with an 'Actions' dropdown. The main content area is titled 'Communication Center' and includes a 'Start Communication' button. A table lists conversations with columns for 'Conversation', 'Conversation Started', 'Messages', and 'Last Updated'. The first row shows a message from 'Sven-Olaf Knorr (Customer)' at 2:54 PM. The second row shows a message from 'Fabian Kaspar' at 3:04 PM. The third row shows another message from 'Sven-Olaf Knorr (Customer)' at 3:01 PM. A 'Required' star icon is visible at the bottom left of the table, and a 'Previous' button is at the bottom right. On the right side of the interface, a user profile dropdown for 'Fabian Kaspar' is open, showing options to 'Return to JAGGAER Supplier Network' and 'Logout', with the 'Logout' option highlighted by a red box.

The process is finished. The buyer will approach you soon. Select your name in the top right corner and then **Logout** to log off from the system.

QUESTIONS OR DO YOU  
NEED SUPPORT?

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## Questions & Support



### Supplier Training documents for individual processes

i-Source Support : [i-source.supportteam@de.bosch.com](mailto:i-source.supportteam@de.bosch.com)

