

SUPPLIER MANUAL

HOW TO REGISTER ON THE CONTRACT MANAGEMENT PORTAL

i-Source | Supplier Manual

Agenda



- A. General information
- B. Registration Process
- C. Login Process
- D. Edit Contact Information / Invite a colleague
- E. Support

A. GENERAL INFORMATION

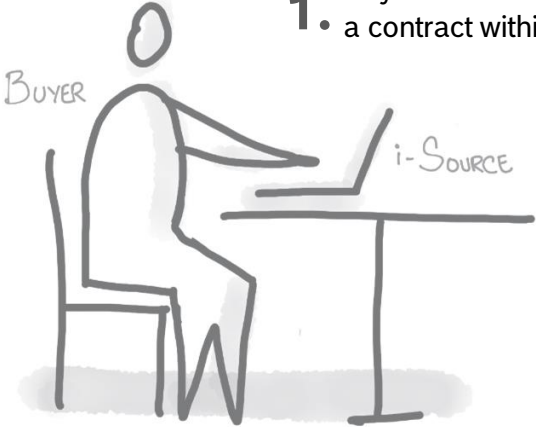
i-Source | Supplier Manual

General information: What happened?



Here you are now!

1. Buyer created and published a contract within i-Source



2a. Automatic mail to supplier – invitation to Contract Management Portal with request for registration



2b. Automatic mail to supplier – information about published contract on the Contract Management Portal

Contract Management Portal



3. You now check the contract on your computer.

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



B. REGISTRATION PROCESS

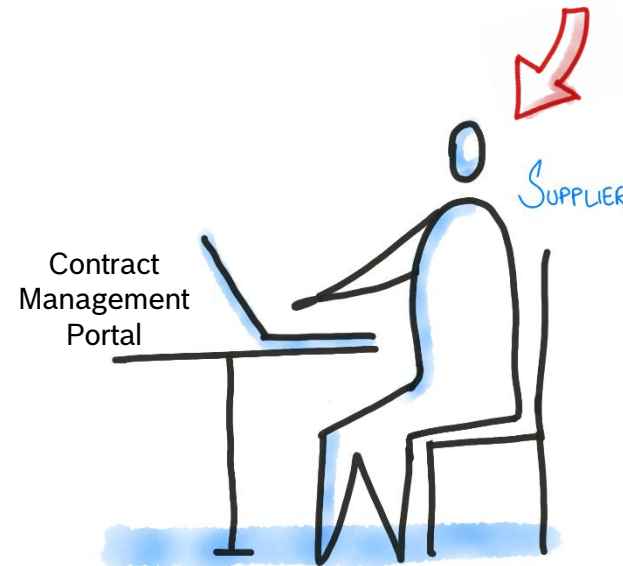
i-Source | Supplier Manual Registration Process



A buyer of Bosch has invited you to register on the Contract Management Portal.

Click on the link within the Mail to access the registration platform and follow the described steps in the upcoming slides.

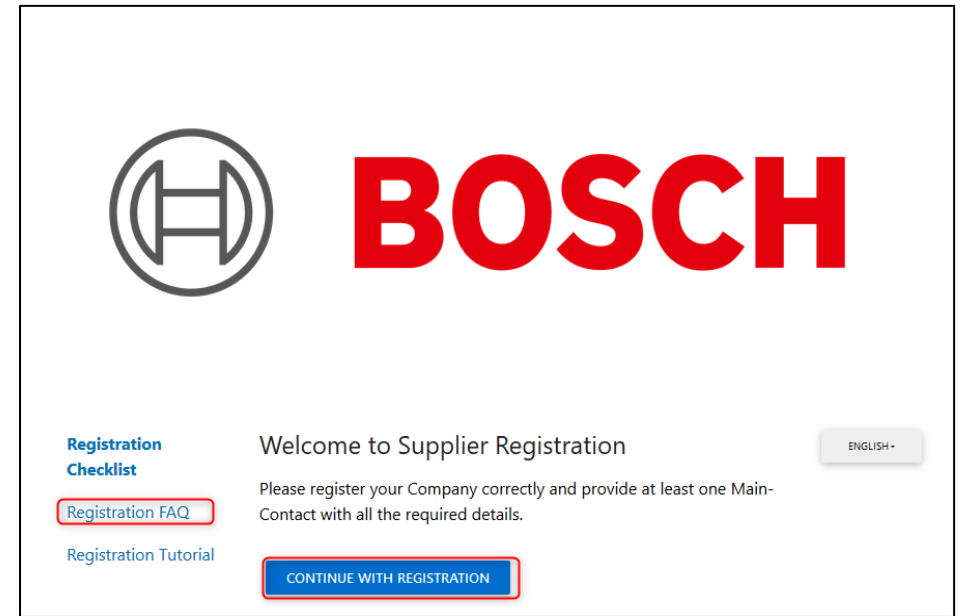
Automatic mail to supplier – invitation to Contract Management Portal with request for registration



i-Source | Supplier Manual Registration Process




You receive a system mail in which you are requested to register on our Contract Management Portal. Choose **Register Now** to register.



You will be directed to a login page. Choose **Continue With Registration** to start the process. Under **Registration FAQ** you can find a list of frequently asked questions.

i-Source | Supplier Manual Registration Process



Supplier Registration [Registration Tutorial](#) ENGLISH -

Your Contact Info

First Name * Last Name * Title _____

Phone Number * International phone numbers must begin with -

Preferred Time Zone *

Your Login

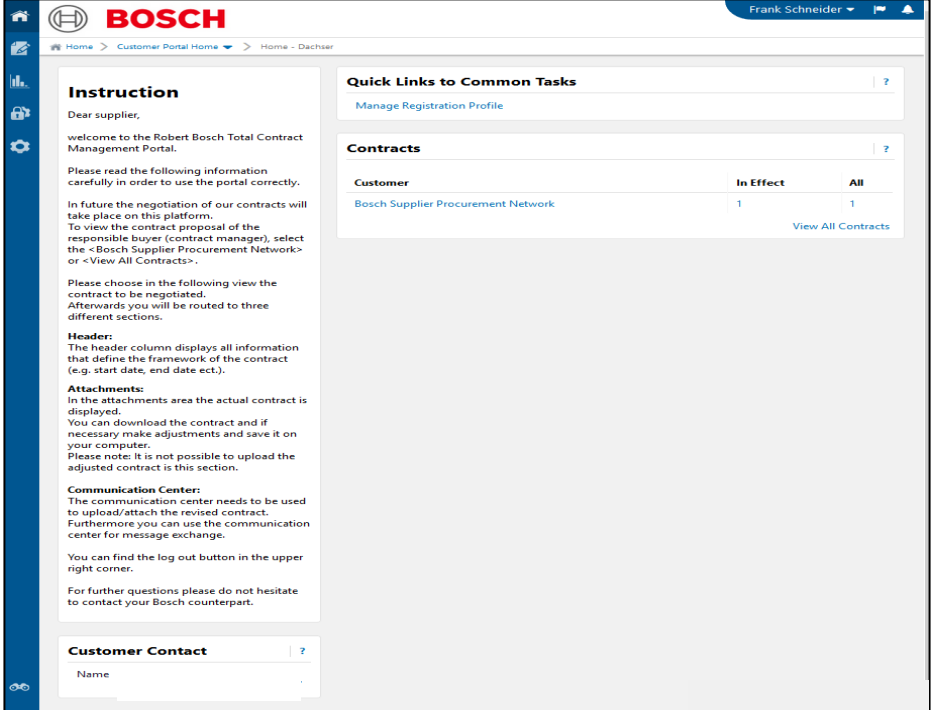
Email * Confirm Email *

Password * Re-Enter Password *

Account Recovery Question *

Answer * Confirm Answer *

You have completed the registration. If your contact person is still processing the contract, you will not see any contracts on the following page. In this case wait for a mail requesting you to login again and follow the process in the next chapter.



BOSCH Frank Schneider

Home > Customer Portal Home > Home - Dachser

Instruction

Dear supplier,

welcome to the Robert Bosch Total Contract Management Portal.

Please read the following information carefully in order to use the portal correctly.

In future the negotiation of our contracts will take place on this platform. To view the contract proposal of the responsible buyer (contract manager), select the < Bosch Supplier Procurement Network> or <View All Contracts>.

Please choose in the following view the contract to be negotiated. Afterwards you will be routed to three different sections.

Header: The header column displays all information that define the framework of the contract (e.g. start date, end date ect).

Attachments: In the attachments area the actual contract is displayed. You can download the contract and if necessary make adjustments and save it on your computer. Please note: It is not possible to upload the adjusted contract in this section.

Communication Center: The communication center needs to be used to upload/attach the revised contract. Furthermore you can use the communication center for message exchange. You can find the log out button in the upper right corner. For further questions please do not hesitate to contact your Bosch counterpart.

Customer Contact

Name _____

Quick Links to Common Tasks

[Manage Registration Profile](#)

Contracts

Customer	In Effect	All
Bosch Supplier Procurement Network	1	1

[View All Contracts](#)

Please fill out all required fields in the following mask. Confirm with **Create Account**.

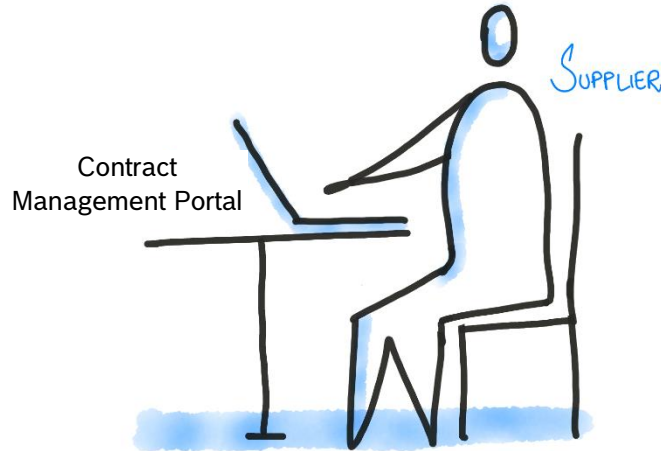
C. LOGIN PROCESS

i-Source | Supplier Manual Login Process



You have already completed the registration process and you have access to our Contract Management Portal.

As soon as your contact person at bosch has released the contract for inspection by you, you will receive an e-mail for logging in to our portal again. Please follow the process described on the next slides.



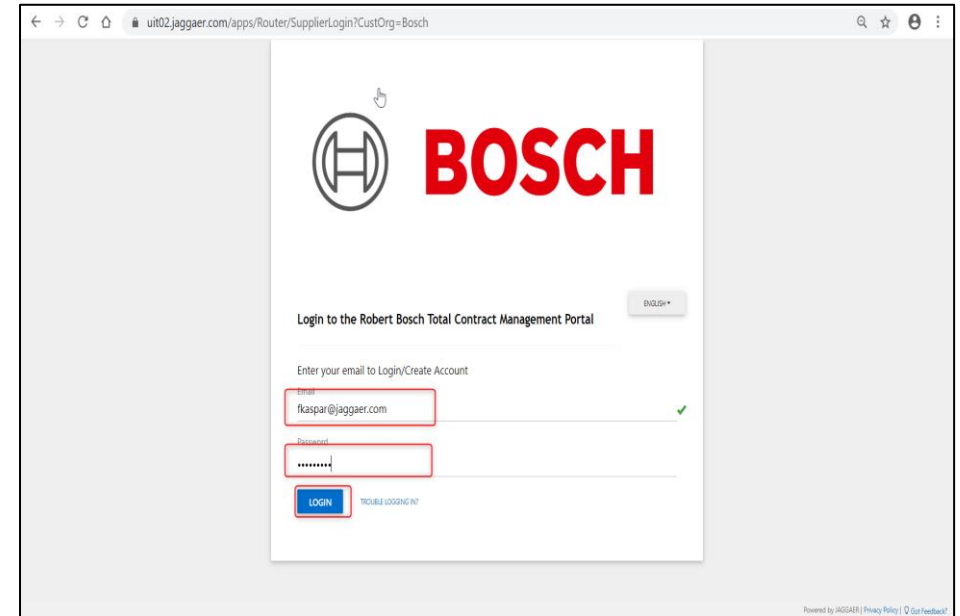
i-Source | Supplier Manual Login Process



You are receiving an email in which you are informed about the contract negotiation with the link to the **Contract Management Portal**.



Enter your registration data which you have given during the registration process and login.



D. EDIT CONTACT INFORMATION / INVITE COLLEAGUE

i-Source | Supplier Manual

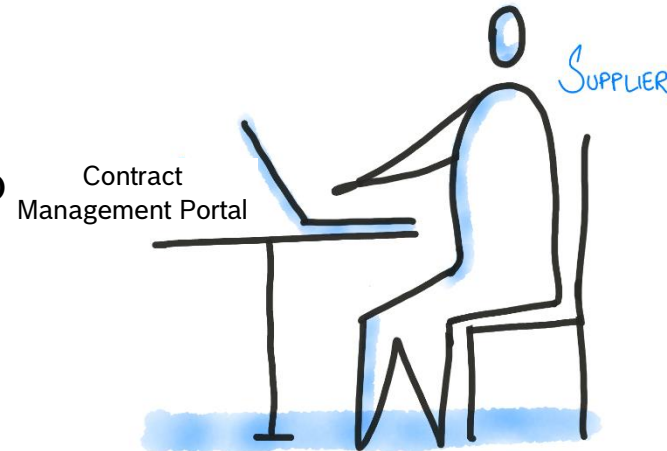
Edit Contact Information / Invite Colleague



You already have access to the Contract Management Portal.

-A colleague in your company also processes contracts from Bosch and also needs access to the portal.

-Your contact information have to be adjusted. Then please follow the described process.



i-Source | Supplier Manual

Edit Contact Information / Invite Colleague



The screenshot shows the Bosch i-Source dashboard. The left sidebar contains navigation options: Home, Catalogs and Contracts, Reporting, Administer, and Registration. The main content area is titled 'Instruction' and includes a 'Quick Links to Common Tasks' section with a red box around the 'Manage Registration Profile' link. Below this is a 'Contracts' table with columns for Customer, In Effect, and All.

Customer	In Effect	All
Bosch Supplier Procurement Network	76	88

If your or your company's contact information is incorrect or has changed, choose **Manage Registration Profile** on the dashboard.



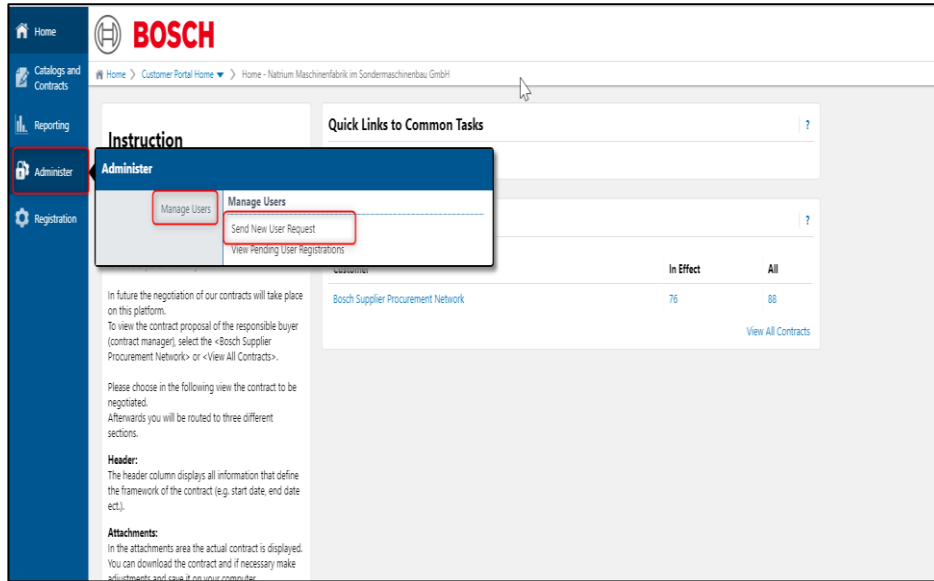
The screenshot shows the 'Addresses' page for 'Natrium Maschinenfabrik im Sondermaschinenbau GmbH'. The page includes a navigation sidebar, a breadcrumb trail, and a table of addresses. The 'Addresses' tab in the sidebar is highlighted with a red box. The table has columns for Address Label, Address Types, and Address.

Address Label	Address Types	Address
Stuttgart Headquarters	Fulfillment (Primary)	Lorenzstr. 7 Stuttgart, 70435 DE

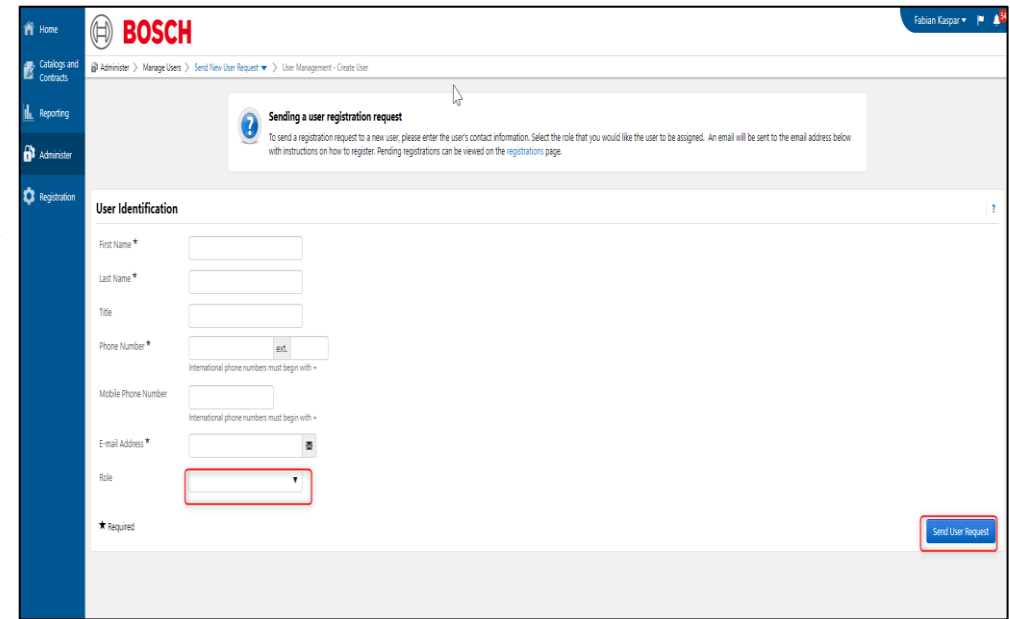
Under the displayed tabs you can compare and customize different types of your data. You can return to the dashboard via **Home**.

i-Source | Supplier Manual

Edit Contact Information / Invite Colleague



Should a colleague of yours also negotiate contracts with **Bosch** invite him/her via **Administer**.



Define the right to negotiate contracts in the section **Role**. Your colleague will receive an invitation e-mail after the conclusion of the process.

E. QUESTIONS OR DO
YOU NEED SUPPORT?

i-Source | Supplier Manual

Questions & Support



Supplier Training documents for individual processes

i-Source Support : i-source.supportteam@de.bosch.com

