

SUPPLIER MANUAL

BDC - BID COLLECTOR

HOW TO CREATE A RESPONSE IN BDC

Supplier Manual | Bid Collector

Create Response



Access the platform via the link in the RfQ eMail...



Welcome to the Supply Chain Management Portal - Bosch's strategic procurement platform for suppliers.

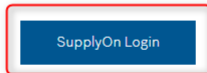
Log in

Username

Password

Login [Forgot Username/Password?](#)

Access via SupplyOn

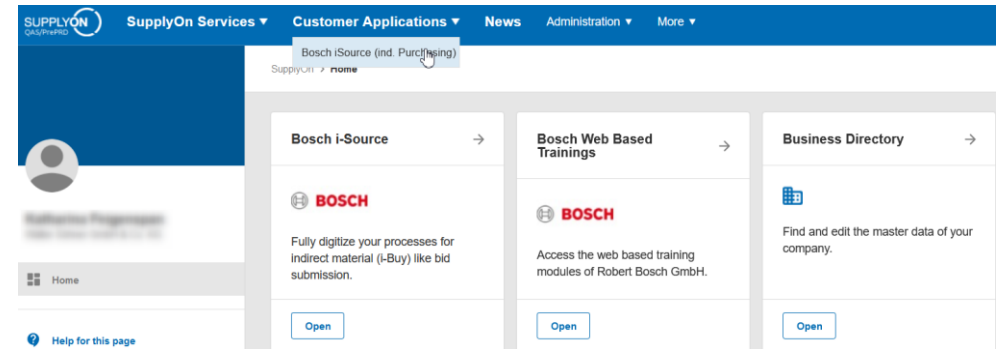


- ✓ You already receive electronic POs from Bosch via SupplyOn
- ✓ You already send back PO responses to Bosch via SupplyOn
- ✓ You already live invoicing with Bosch via SupplyOn

[System Requirements](#) | [Support](#)

Click on the SupplyOn Login to enter the platform;
NO username and password are required.

...or directly via SupplyOn



Supplier Manual | Bid Collector Create Response



BOSCH | Test System | 16:06 Central European Time DST

Main Dashboard

QUICK LINKS

STANDARD LINKS

- [My Auctions](#)
- [Projects](#)
- [My RFIs](#)
- [My RFQs](#)
- [My Bid Collectors](#)
- [Organization Profile](#)

CUSTOM LINKS

MY BID COLLECTORS WITH PENDING RESPONSES

TITLE	BUYER ORGANIZATION	CLOSING DATE	RESPONSE STATUS
Test mit	Bosch Sourcing Purchasing	01/10/2024 08:00:00	● No Response Prepared

Select the Bid Collector (BDC) you want to respond to

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Create Response



Warning: You have unread Buyer Attachments (5). Click here to read the files before Submitting your Response. X

BOSCH Test System 16:11 Central European Time DST Welcome I [User]

Bid Collector: bdc_1497 - Test ● Running

→| 3 Confirm Cancel

Please download and read the Terms and Conditions Document and agree to it in order to have access to bid collector details.

Warning! You must first download the Reservation of Rights by clicking on the document name

SUPPLIER AGREEMENT

Reservation of Rights Document

Reservation of Rights_v3_June2019.pdf 1 118 KB

CONFIRM TO HAVE DOWNLOADED AND READ THE RESERVATION OF RIGHTS DOCUMENT

I Agree with the Reservation of Rights 2 I don't Agree

To get access to the Bid Collector (BDC)

1. you have to download the Reservation of Rights Document
2. select the option that you agree with this document and finally
3. confirm.

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Create Response



Attachments you find below

1. Details
2. Buyer Attachments

Have a look in Attachments for further instructions.

BOSCH | Test System | 16:17 Central European Time DST

← Bid Collector: bdc_1497 - Test ● Running

Details | Messages (Unread 0)

Settings | **Buyer Attachments (5)** | My Response | Associated Users

→| Folders and Files List | root >

Enter Filter (type to start search) ▾

Showing Result 1 - 5 of 5 | Show: 50 ▾

	FOLDER/FILE NAME ↑
1	Code of Conduct for Business Partners_engl.pdf
2	RfQ_conditions_v7_02.2022.pdf
3	SUPPLIER INFORMATION -ECATALOGUES@ BOSCH.pdf
4	Supplier Manual BDC operation v01.3_02.2023.pptx
5	Supplier Manual to fill BDC Response Excel- spreadsheet v03.1_02.2023.xlsx

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Create Response



← Bid Collector: bdc_1497 - Test r [redacted] ● Running

Details Messages (Unread 0)

Settings Buyer Attachments (5) My Response Associated Users

→|

RESPONSE SUMMARY

Event Currency
EUR

1 ITEM LIST

Section Type
Price Section

Section Status
Invalid No bid data has been loaded

Number of Items	Number of "Bid" Items	Number of "No Bid" Items
3		

Bid Sheet Download



Click on Create Response

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Create Response



BOSCH Test System 14:31 CET - Central Europe Time Welcome User 103 Test

← Bid Collector: bdc_1171 - Supplier Manual BDC Running

Details Messages (Unread 0)

Settings Buyer Attachments (3) **My Response** Associated Users

Quick Navigation **Response Summary**

Details

Project
pro_10468 - Test case_project flow
Closing Date: 25/03/2022 16:00:00 | Round: 1
Response Last Submitted On:
Not Submitted Yet

RESPONSE SUMMARY
Event Currency
EUR

1 ITEM LIST

Section Type
Price Section

Section Status
Invalid No bid data has been loaded

Number of Items	Number of "Bid" Items	Number of "No Bid" Items
1		

Bid Sheet Download

STATUS	LAST GENERATED DATE	ACTIONS
Completed	15/03/2022 13:32:01	Generate Bid Sheet file for download

IMPORT STATUS	PROGRESS	IMPORTED BY USER	IMPORT DATE/TIME	IMPORTED RECORDS	FAILED RECORDS	ACTIONS
---------------	----------	------------------	------------------	------------------	----------------	---------

Prepare the download of the Bid Sheet by clicking on „Generate Bid Sheet for download“

Generate Bid Sheet file for download

Supplier Manual | Bid Collector

Create Response



Details Messages (Unread 0)

Settings Buyer Attachments (0) My Response Associated Users

Response Form

Response Summary

Event Currency
EUR

1 Item List

Section Type
Price Section

Section Status
Invalid No bid data has been loaded

Number of Items
168

Number of "Bid" Items

Number of "No Bid" Items

Bid Sheet Download

Status	Last Generated Date	Actions
Submitted 10/15/2019 10:31:55 AM	N/A	Cancel

Import Status Progress Imported by User Import Date/Time Imported Records Failed Records Actions

Message appearing on screen indicates generating status. Please wait until message box shows status „Completed“

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Create Response



Warning: prep.sourcing.purchasing.bosch.com enthält

Generate finished. Click OK to Refresh the page.

OK Abbrechen

← Bid Collector: bdc_14 ● Running

Quick Navigation

- RESPONSE SUMMARY

Details

Project
proj_15107 - Project für SPLIT AWARDING
Closing Date: 01/10/2024 08:00:00 | Round: 1
Response Last Submitted On:
Not Submitted Yet

1 ITEM LIST

Section Type
Price Section

Section Status
Invalid No bid data has been loaded

Number of Items
3

Bid Sheet Download

STATUS	LAST GENERATED DATE
Running (100% complete) .	N/A

Number of "Bid" Items

IMPORT STATUS	PROGRESS	IMPORTED BY USER	IMPORT DATE/TIME
---------------	----------	------------------	------------------

Confirm with OK to end the generating process of the Bid List...

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Create Response



← Bid Collector: bde [redacted] ● Running

Quick Navigation

- RESPONSE SUMMARY

Details

Project
proj_15107 - Project für SPLIT AWARDING
Closing Date: 01/10/2024 08:00:00 | Round: 1
Response Last Submitted On:
Not Submitted Yet

1 ITEM LIST

Section Type
Price Section

Section Status
Invalid No bid data has been loaded

Number of Items
3

Number of "Bid" Items

Bid Sheet Download

STATUS	LAST GENERATED DATE
Completed	13/05/2024 09:23:03

... and status will change to „Completed“.

IMPORT STATUS	PROGRESS	IMPORTED BY USER	II
---------------	----------	------------------	----

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Create Response



The screenshot shows the 'My Response' page in the Bid Collector system. The page includes a sidebar with navigation options like 'Response Summary' and 'Details'. The main content area displays a 'RESPONSE SUMMARY' with 'Event Currency EUR' and a '1 ITEM LIST' section. The item list shows a 'Section Status' of 'Invalid' with the message 'No bid data has been loaded'. Below this, there are statistics for 'Number of Items' (1), 'Number of "Bid" Items', and 'Number of "No Bid" Items'. A 'Bid Sheet Download' section contains a table with columns for 'STATUS', 'LAST GENERATED DATE', and 'ACTIONS'. The table has one row with 'Completed' status and a date of '25/03/2022 14:41:02'. The 'ACTIONS' column for this row contains a 'Download Bid Sheet' button, which is highlighted with a red box and a blue arrow labeled '1'. To the right of the main content, a 'Downloads' panel is visible, showing a file named 'bdc_1497-bid-Item List.xlsx' with a 'Datei öffnen' link, also highlighted with a red box and a blue arrow labeled '2'. A large grey callout box with a red border contains the text: 'Now continue with „Download Bid Sheet“ to receive the bid list in excel format.'

STATUS	LAST GENERATED DATE	ACTIONS
Completed	25/03/2022 14:41:02	Download Bid Sheet

IMPORT STATUS	PROGRESS	IMPORTED BY USER	IMPORT DATE/TIME	IMPORTED RECORDS	FAILED RECORDS	ACTIONS
---------------	----------	------------------	------------------	------------------	----------------	---------

Supplier Manual | Bid Collector

Create Response



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Bid Collector Response for: bdc_14															
2	Round: 1															
3	Price Section: Item List															
4	Currency: EUR															
5	Decimal Precision: 2															
6																
7	COLOR LEGEND															
8	Response Optional															
9	Response Mandatory															
10	Ignored During Import															
11	Item Property															
12																
13	INSTRUCTIONS:															
	To enter a bid for an item, provide responses to the optional and mandatory fields for that item on the Bid_Response sheet.															
	Important: please edit only Blue (= Optional) and Yellow (= Mandatory) fields. Change to cells with other colour will be ignored and cannot be sent back to customer.															
	Individual price columns may have a 0 entered if the price component is not applicable to your bid, or is not tracked separately. When bidding on an item at least 1 price column must have a value ≥ 0 however.															
14	If you do not want to bid on an item, you should enter a 'x' in column titled "Enter 'x' to decline to bid on an item". For items with an 'x' in this column, no other columns in the row should be completed															
15																
16	Formula values are evaluated when you import your bid. To see the values computed for a formula property, generate a new bid sheet after the bid import has completed.															
17																
18	If you choose to enter bundle data for an item, then you must provide information for both the bundle threshold and amount for that item and at least one of those must be a value ≥ 0 .															
19																
20	NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THIS WORKBOOK AS THIS MAY CAUSE THE IMPORT OF THE SPREADSHEET TO FAIL.															
21																
22																
23																
24																
25																
26																
27																
28																

Instructions tab highlighted in the Excel interface.

Please read carefully the instructions in the first tab.

Supplier Manual | Bid Collector

Create Response



	A	B	C	D	E	F	G	H	I	J	
3				Text						Mandatory Text	
4											
5	Enter 'x' to decline to Bid on ar	100 Running number	120 Comments (from buye	130 Comments (from	150 Plant Name (ERP)	160 Division	190 Country Key	261 Mat.No. Bosch	270 Mat.No. used Supplier (l	280 Mat.No. used Supplier (l	2
6		1			HoP			123456			
7		2			WaP			7891011			
8		3			FeP			121314			

Fill in requested offer data in tab „Bid Response“. Then save excel file on your drive.

Please note:

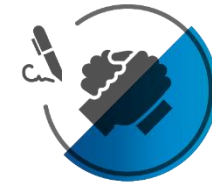
Blue fonded cells: your entries are optional

Yellow fonded cells: your entries are mandatory -> offer cannot be uploaded back into system without answering!

White fonded cells: show information on items and were inserted by the Bosch buyer. **If you do changes in these cells, system will not upload and send back to Bosch!!** Therefore only focus on blue and yellow cells.

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Create Response



i-Source
Source to Contract

For APN* in GS/PUI4 only!

Content of Bid Response sheet

Each column header containing a unique number in front of description



Mandatory Information to be provided by Supplier

Name	Type
280 Mat.No. used Supplier (confirmed by supplier)	Text
295 OEM Mat No (by supplier)	Text
305 OEM Supplier Name (by supplier)	Text
520 New Order Currency	Choice
530 New Item Price (Order Currency) for Standard Order Quantity (see 510)	Price
750 Delivery Time [days]	Numeric

Optional Information to be provided by Supplier

Name	Type
311 EAN (to be provided by Supplier)	Text
523 Number of content units per order unit (optional)	Numeric
524 Content Unit (optional)	Choice
525 Quantity conversion (quantity)	Numeric
526 Quantity conversion (UoM)	Choice
550 *New* Reference price per unit [Cond. Curr.] for Scale Qty 1	Numeric
560 *New* Reference price per unit [Cond. Curr.] for Scale Qty 3	Numeric
570 *New* Reference price per unit [Cond. Curr.] for Scale Qty 6	Numeric
580 *New* Reference price per unit [Cond. Curr.] for Scale Qty 10	Numeric
590 *New* Reference price per unit [Cond. Curr.] for Scale Qty 20	Numeric
600 *New* Reference price per unit [Cond. Curr.] for Scale Qty 50	Numeric
610 *New* Reference price per unit [Cond. Curr.] for Scale Qty >=100	Numeric

*: APN= Annual Price Negotiation („Jahrespreisverhandlung“)

Supplier Manual | Bid Collector

Create Response



**For APN* in GS/PUI4
only!**

Content of Bid
Response sheet

Information to Supplier on Items requested – do not change !

	Name	Type
100	Running number	Numeric
261	Mat.No. Bosch	Text
310	PO Item description	Item Description
500	Estimated Annual Demand	Demand
510	Standard Order Quantity	Numeric
522	New UOM (Unit of Measurement, Order UOM)	Choice
905	not used ! fill with any UOM (Unit of Measurement, Order UOM)	Item UOM
916	not used ! Don't fill or modify	Item Code

Each column header containing
a unique number in front of
description



**Please note
comments before
answering!**

Supplier Manual | Bid Collector

Create Response



← Bid Collector: bdc_1 [redacted] ● Running

Details Messages (Unread 0)

Settings Buyer Attachments (5) **My Response** Associated Users

→

ⓘ Click 'Submit Response' once you have entered all of your response data for this Bid Collector Document. If you do not submit your response prior to the document deadline, it will not be visible to the buyer and you will not be eligible to receive any award from this event.

RESPONSE SUMMARY

Event Currency
EUR

1 ITEM LIST

Section Type
Price Section

Section Status
Invalid No bid data has been loaded

Number of Items	Number of "Bid" Items	Number of "No Bid" Items
3		

Bid Sheet Download

STATUS	LAST GENERATED DATE	ACTIONS
Completed	13/05/2024 09:23:03	↓ ↓

Import Bids

Click „Import Bids“ to upload the excel file with your offer data.

Supplier Manual | Bid Collector

Create Response



← Bid Collector: bdc_14 ● Running

Details Messages (Unread 0)

Settings Buyer Attachments (5) **My Response** Associated Users


→

Click 'Submit Response' once you have entered all of your response data for this Bid Collector Document. If you do not submit your response prior to the document will not be eligible to receive any award from this event.

RESPONSE SUMMARY

Event Currency
EUR

Import

Browse Supplier_dc_1497-bid-Item List.xlsx (21,0352 KB) 

Select the excel file you saved before and start upload.

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Create Response



prep.sourcing.purchasing.bosch.com enthält
Import has finished. Click OK to Refresh the page.

Warning: Import has finished. Click OK to Refresh the page.

OK Abbrechen

Details Messages (Unread 0)

Settings Buyer Attachments (5) My Response Associated Users

Click 'Submit Response' once you have entered all of your responses. If you submit your response prior to the document deadline, it will not be visible to the buyer and you will not be eligible to receive any award from this event.

RESPONSE SUMMARY

Event Currency
EUR

1 ITEM LIST

Section Type
Price Section

Section Status
Importing Bid

Number of Items
3

Bid Sheet Download

Number of "Bid" Items

Number of "No Bid" Items

Please confirm with OK and wait for status „Completed“.

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Create Response



1 ITEM LIST ↑ 🗑️ ✕

Section status is changing to „Ready to Submit“ when excel file was imported successfully.

Section Type
Price Section

Section Status
Ready to Submit

Number of Items: 3 Number of "Bid" Items: 3 Number of "No Bid" Items: 0

Bid Sheet Download

STATUS	LAST GENERATED DATE	ACTIONS
Not Available	N/A	↓

IMPORT STATUS	PROGRESS	IMPORTED BY USER	IMPORT DATE/TIME	IMPORTED RECORDS	FAILED RECORDS	ACTIONS
Completed	100.0%	Mustermann Max	13/05/2024 10:31:03	3	0	👁️ ↓

Now you can see number of imported and failed records. In case of failed records, please click on eye to get detailed info.

Supplier Manual | Bid Collector

Create Response



Section status is changing to „Invalid“ when excel file was not imported successfully.

1 ITEM LIST ↑ 🗑️ ×

Section Type
Price Section

Section Status
Invalid One or more item bids in the last import were invalid

Number of Items
3

Number of "Bid" Items
1

Number of "No Bid" Items
0

Bid Sheet Download

To get more info about failed records, please click on eye to get detailed instructions.

STATUS	LAST GENERATED DATE	ACTION
Not Available	N/A	↓

IMPORT STATUS	PROGRESS	IMPORTED BY USER	IMPORT DATE/TIME	IMPORTED RECORDS	FAILED RECORDS	ACTIONS
Completed	100.0%	Mustermann Max	13/05/2024 11:14:03	1	2	

Supplier Manual | Bid Collector

Create Response



← Bid Collector: bdc_1497 - Test mit Jana ● Running

Details Messages (Unread 0)

Settings Buyer Attachments (5) My Response Associated Users

→| ←

Showing Result 1 - 4 of 4 Show: 50

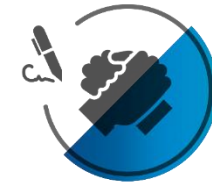
	SEVERITY ↑	LOCATION	MESSAGE
1	Error	J7	Column '280 Mat.No. used Supplier (by supplier)' is missing mandatory data
2	Error	L8	Column '295 OEM Mat No (by supplier)' is missing mandatory data
3	Success	General	Import file processed in 22.000 seconds
4	Success	General	Found 1 valid and 2 invalid bid rows.

Use „Back“-button to return to the Response Form. Repeat upload with corrected excel file.

Here you see failed records with exact location in excel file and indication what is missing or wrong.

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Create Response



i-Source
Source to Contract

← Bid Collector: bdc_1 ● Running

Details Messages (Unread 0)

Settings Buyer Attachments (5) **My Response** Associated Users

→|

Submit Response

Click 'Submit Response' once you have entered all of your response data for this Bid Collector Document. If you do not submit your response prior to the document deadline, it will not be visible to the buyer and you will not be eligible to receive any award from this event.

RESPONSE SUMMARY

Event Currency
EUR

1 ITEM LIST

Section Type
Price Section

Section Status
Ready to Submit

Number of Items 3	Number of "Bid" Items 3	Number of "No Bid" Items 0
----------------------	----------------------------	-------------------------------

Bid Sheet Download

↑ 🗑️ ✕

When you have completed and answered all sections and answers within "My Response" submit the Response back to Bosch.

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Create Response

The screenshot shows the 'My Response' page in the Bosch Bid Collector system. A modal dialog box is displayed in the center, titled 'prep.sourcing.purchasing.bosch.com enthält', with the following text: '- IMPORTANT: Please ensure that you have reviewed your response for completeness. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".' The dialog has two buttons: 'OK' (highlighted with a red box) and 'Abbrechen'. A blue arrow points from a grey callout box on the right to the 'OK' button. The callout box contains the text: 'Please click on „OK“ to confirm submission.' Below the dialog, a yellow warning banner reads: 'Click 'Submit Response' once you have entered all of your response data for this Bid Collector Document. If you do not submit your response prior to the document deadline, it will not be visible to the buyer and you will not be eligible to receive any award from this event.' The page content includes a 'RESPONSE SUMMARY' section with 'Event Currency' set to 'EUR' and a '1 ITEM LIST' section with 'Section Status' set to 'Ready to Submit'.

QUESTIONS OR DO YOU
NEED SUPPORT?

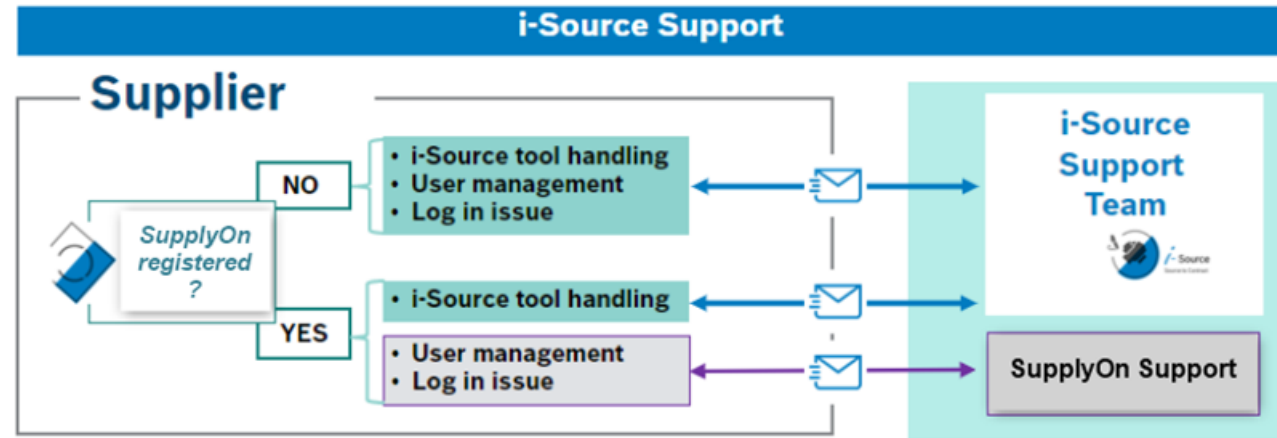
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Questions & Support



- **Training documents** you can find [here](#) in the Download Center

- **Support**



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

Exception: SupplyOn registered suppliers contact for User management and Login issues the [SupplyOn Support](#)

