SUPPLIER MANUAL

BDC - BID COLLECTOR

BOSCH

HOW TO CREATE A RESPONSE IN BDC

Supplier Manual | Bid Collector
Create Response

Access the platform via the link in the RfQ eMail...
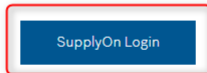
Click on the SupplyOn Login to enter the platform; NO username and password are required.

...or directly via SupplyOn

Supplier Manual | Bid Collector
Create Response

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

Supplier Manual | Bid Collector
Create Response

i-Source
Source to Contract
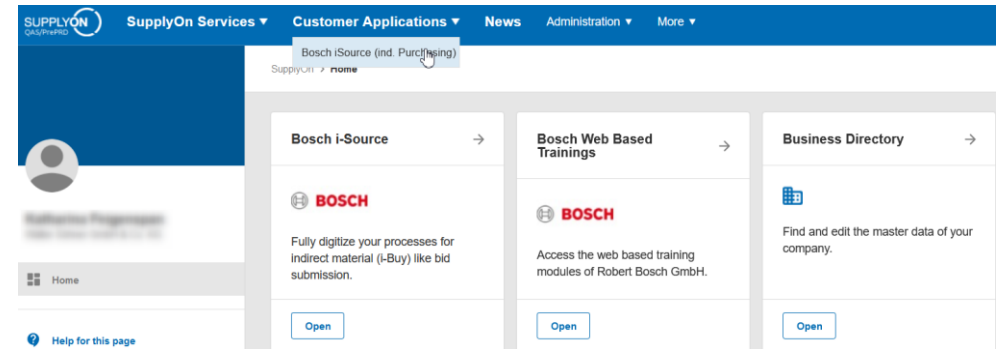
⚠ Warning: You have unread Buyer Attachments (5). Click here to read the files before Submitting your Response. ✕

BOSCH | Test System   16:11 Central European Time DST   ℹ Welcome 👤

Bid Collector: bdc_1497 - Test   ● Running

→| ③ [Confirm] [Cancel]

ℹ 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.**

BOSCH

Supplier Manual | Bid Collector
Create Response

i-Source
Source to Contract

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

BOSCH

Supplier Manual | Bid Collector
Create Response

i-Source
Source to Contract

← Bid Collector: bdc_1497 - Test ██████   🟡 Running

| Details | Messages (Unread 0) |

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

→|

＋ ⬤

Create Response

RESPONSE SUMMARY

Event Currency
EUR

Click on Create Response

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

BOSCH

Supplier Manual | Bid Collector
Create Response

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

Supplier Manual | Bid Collector
Create Response

Details   Messages (Unread 0)

Settings   Buyer Attachments (0)   **My Response**   Associated Users

Create Response   Decline to Respond

Response Form

Response Summary

Event Currency
EUR

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

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

Supplier Manual | Bid Collector
Create Response

prep.sourcing.purchasing.bosch.com enthält

Generate finished. Click OK to Refresh the page.

[OK]   [Abbrechen]

⚠ Warning:

← 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

Running (100% complete) .

Number of "Bid" Items

LAST GENERATED DATE

N/A

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

IMPORT STATUS	PROGRESS	IMPORTED BY USER	IMPORT DATE/TIME

BOSCH

i-Source
Source to Contract

Supplier Manual | Bid Collector
Create Response

Supplier Manual | Bid Collector
Create Response

Spreadsheet content:

	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:															

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

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.

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.

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.

Instructions | Bid_Response

Please read carefully the Instructions in the first tab.

i-Source
Source to Contract

BOSCH

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 (I ▾	280 Mat.No. used Supplier (I ▾	2
6		1			HoP			123456			
7		2			WaP			7891011			
8		3			FeP			121314			

Instructions | **Bid_Response** | ⊕

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.

Supplier Manual | Bid Collector
Create Response
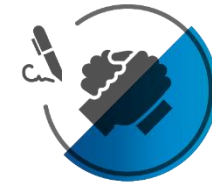
i-Source *Source to Contract*

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")

BOSCH

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

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

Supplier Manual | Bid Collector
Create Response

Supplier Manual | Bid Collector
Create Response

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

Supplier Manual | Bid Collector
Create Response

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

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

STATUS	LAST GENERATED DATE	ACTIONS
Not Available	N/A	↓

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

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	👁 ↓

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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

STATUS	LAST GENERATED DATE	ACTI...
Not Available	N/A	↓

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

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	👁 ↓

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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** ▼

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

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

		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.

BOSCH
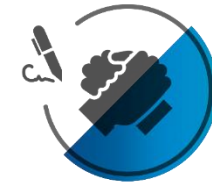
i-Source
Source to Contract

← 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

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

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

BOSCH

Supplier Manual | Bid Collector
Create Response

Please click on „OK" to confirm submission.

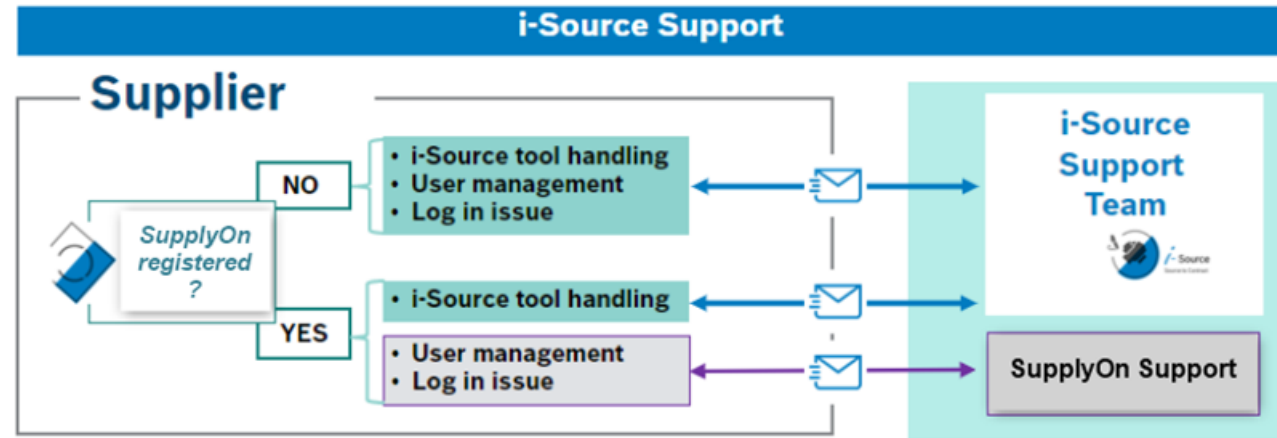# QUESTIONS OR DO YOU NEED SUPPORT?

BOSCH

Supplier Manual | Bid Collector
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

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