

# SUPPLIER MANUAL

## HOW TO ANSWER THE RFQ (CREATE YOUR RESPONSE)

# i-Source | Supplier Manual

## Agenda



### A. General information

### B. Manual

#### 1. Create Response

- a) Via the „Export/ Import Response“ Function
- b) Directly within the tool

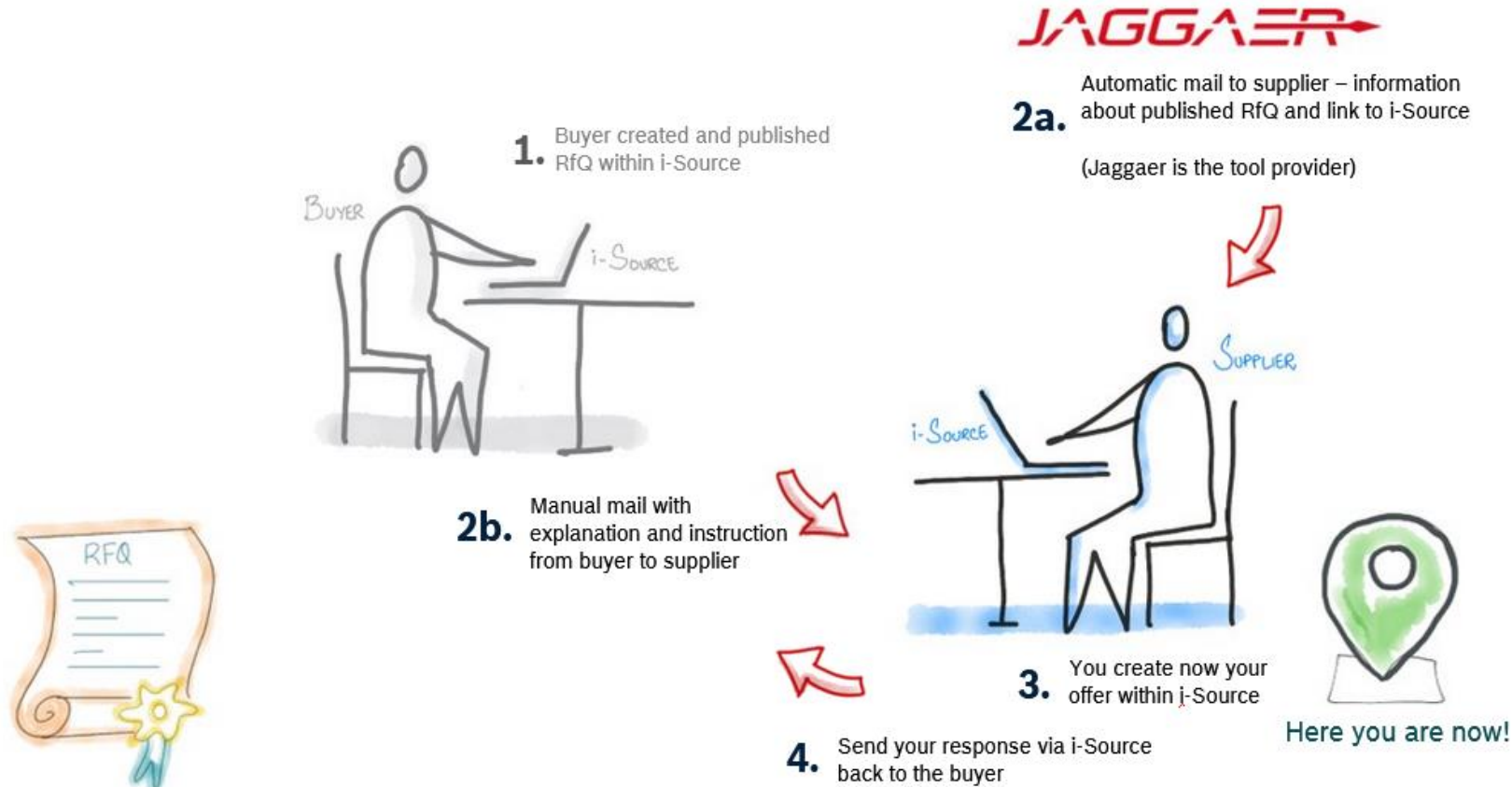
#### 2. Decline a RfQ

### C. Support

# A. GENERAL INFORMATION

# i-Source | Supplier Manual

## General information: What happened?



# B. MANUAL

## 1. CREATE RESPONSE

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## Create Response



A buyer of Bosch has invited you to a RfQ (Request for Quotation).

Click on the link within the Jaggaer Mail to access the RfQ and create your response. The next slides show you how this works...



**3.** You create now your offer within i-Source

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## 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?](#)

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

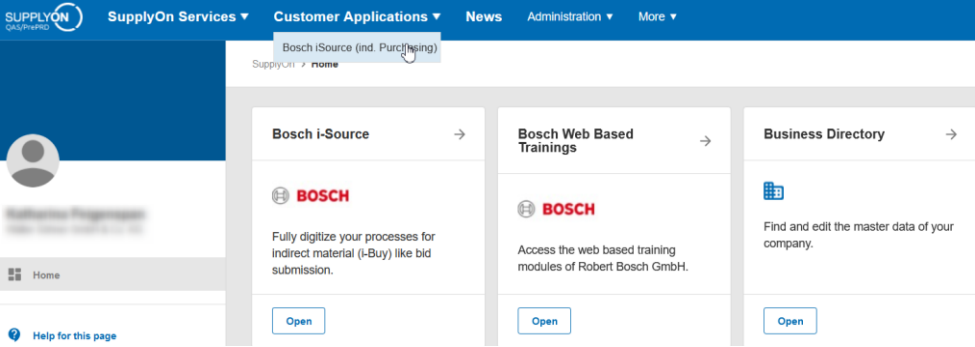
Access via SupplyOn

SupplyOn Login

- ✓ 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

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

...or directly via SupplyOn



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## Create Response



Check and change your User Preferences accordingly upfront

The screenshot shows the user profile page in the i-Source system. The page header includes the BOSCH logo, the time '4:30 Central European Time DST', and a 'Welcome' notification with a red '1' badge. The user profile section shows the following details:

- Username: user
- Preferred Language: English (USA)
- Time Zone: CEST/CET - Central European Time (Europe/Brussels)
- J1 Supplier User ID

The 'User Preferences' section is expanded, indicated by a red '4' badge. It contains the following settings:

- Number Format: 123,456.789
- Date Format: 01/31/2024 (MM/dd/yyyy)
- Time Format: 01:45 PM (hh:mm a)
- First Day of the Week: Su
- Week End Days: Saturday/Sunday

Other UI elements include a 'Logout' button, a 'User Profile' link with a red '2' badge, and a 'User Preferences' link with a red '3' badge and an edit icon.



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## Create Response



Select the RfQ you need or want to respond to

Main Dashboard

**QUICK LINKS**

**STANDARD LINKS**

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

**CUSTOM LINKS**

**MY RFQS WITH PENDING RESPONSES**

TITLE	BUYER ORGANIZATION	TIME TO CLOSE	CLOSING DATE
Test mi	Bosch Sourcing Purchasing	3 days	10/05/2024 00:00
Training_Standard_Order	Bosch Sourcing Purchasing	7 Months	31/12/2024 13:00

**MY BID COLLECTORS WITH PENDING RESPONSES**

TITLE	BUYER ORGANIZATION	CLOSING DATE	RESPONSE STATUS
Test mit	Bosch Sourcing Purchasing	01/10/2024 08:00:00	Revising Response

**NEW MESSAGES (LAST 30 DAYS)**

*No Unread Messages*

**MY ACTIONS**

	RUNNING	TOTAL
Buyer	2	2
<b>Total</b>	<b>2</b>	<b>2</b>

**OPEN AND PENDING AUCTIONS**

TITLE	BUYER ORGANIZATION	TIME TO START	START DATE	END DATE
2Martie	Bosch Sourcing Purchasing		27/10/2023 09:00	--
SDM_Reverse English	Bosch Sourcing Purchasing		14/08/2023 17:05	14/08/2023 18:00

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## Create Response



Before getting access to the RfQ you firstly must download the document “Reservation of Rights” and confirm that you agree.

← Reservation of Rights (RoR)

Cancel Confirm

**i** Please download and read the Reservation of Rights Document and agree to it in order to have access to the negotiation details

**x** 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](#) 118 KB

### Confirm to have Downloaded and Read the Reservation of Rights Document

- I Agree with the Reservation of Rights
- I dont Agree

# i-Source | Supplier Manual

## Create Response



Here you can see attachments the buyer has added to the RfQ.

← RFQ: rfq\_19140 - Test Running

RFQ Details Messages (Unread 0)

Settings **Supplier attachments (3)** My Response Associated Users

→| Folders and Files List root > Mass Download

Enter Filter (type to start search)

Showing Result 1 - 2 of 2 Show: 50

	FOLDER/FILE NAME ↑	DESCRIPTION	LAST MODIFICATION DATE	
1	Bosch Requirement Specifications (0)		29/02/2024 14:45:00	
2	RfQ Preconditions (3)		29/02/2024 14:45:00	

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## Create Response



Insert your response data

a) Via the “Export/Import Response” Function  
(see slides 14 – 20)

or

b) Directly within the tool  
(see slides 21 – 25)

Here you find helpful links  
to the Bosch homepage



The screenshot shows the i-Source Supplier Manual interface for RFQ: rfq\_19140 - Test. The status is 'Running'. The 'My Response' tab is selected and highlighted with a red box. A red arrow points from the text box above to this tab. A dropdown menu is open under the 'Links' button, listing several Bosch-related documents and terms and conditions. A red arrow points from the text box above to the 'Links' dropdown.

- BOSCH Purchasing Terms And Conditions
- Code Of Conduct For Business Partners Of The BOSCH Group
- Acceptance Of Electronic Process
- Special BOSCH Terms And Conditions For Training Services
- Supplementary BOSCH Terms And Conditions For The Awarding Of Services And Engineering Contracts
- Additional BOSCH Terms And Conditions For Products Regarding Open Source Software

### Technical Response

- Commonly used for any non-price related questions (i.e. technical requirements)

### Commercial Response

Must be used for any price related questions but can also contain non-price related questions



# B. MANUAL

## 1. CREATE RESPONSE

- a) VIA THE “EXPORT/IMPORT RESPONSE” FUNCTION
- b) DIRECTLY WITHIN THE TOOL

## a) Response via the „Export/Import Response“ Function



Click on the button to open the questionnaire of the buyer

← RFQ: rfq\_19140 - Test Running Links Decline To Respond Intend To Respond

RFQ Details Messages (Unread 0)

Settings Supplier attachments (3) **My Response** Associated Users

→|

1. COMMERCIAL RESPONSE (ITEMS: 6, QUESTIONS: 60)

1.1 RFQ FRAME CONDITIONS - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
----------	-------------	----------

# i-Source | Supplier Manual

## a) Response via the „Export/Import Response“ Function



BOSCH Test System Welcome [User]

← RFQ: rfq\_19140 - Test n [Redacted] ● Running ... Links [Dropdown] **Online Questionnaire In Excel** Submit Response

RFQ Details Messages (Unread 0)

Settings Supplier attachments (3) **My Response** Associated Users

1

→|

1. COMMERCIAL RESPONSE (ITEMS: 6, QUESTIONS: 60)

1.1 RFQ FRAME CONDITIONS - QUESTION SECTION

	QUESTION	DESCRIPTION
1.1.1	Availability of signed	Please insert the number of the applicable Frame Contract in place, if no applicable Frame Contract in place, please state "No app

RFQ: rfq\_19140 - Test [Redacted] ● Running

← Upload Help To Create & Import Your Response In Excel

**i** This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

**\*\*\* IMPORTANT \*\*\***

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFQ

IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File **Download Online Questionnaire in Excel** 2

Browse Select File

Import Items



NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THE RFQ Response Questionnaire for: rfq\_1662

### COLOR LEGEND

Response Optional
Response Mandatory
Ignored During Import
Questionnaire Information

For further instruction you can check the color legend.

Currency:EUR

### 1 Qualification Envelope

### 2 Technical Envelope

#### 2.1 Quality Management System

	Question	Description	Response Type	Response Guide	Response
2.1.1	Quality certificate available on	Does your company have a certification for Quality Management?	Multi Choice Options List	Mark the applicable Options as *Option	Yes No
2.1.2	Quality certificate available for	Does the warehouse location, your are offering, have an certification for Quality	Multi Choice Options List	Mark the applicable Options as *Option	Yes No

#### 2.2 Quality certificate (company level)

	Question	Description	Response Type	Response Guide	Response
2.2.1	Type of certificate	Please specify which certificate type	Options List	Select one of the Options listed in the drop down menu on the bottom right of the response box	
2.2.2	Certificate	Please upload the certificate	Attachment	The applicable attachment must be uploaded online	

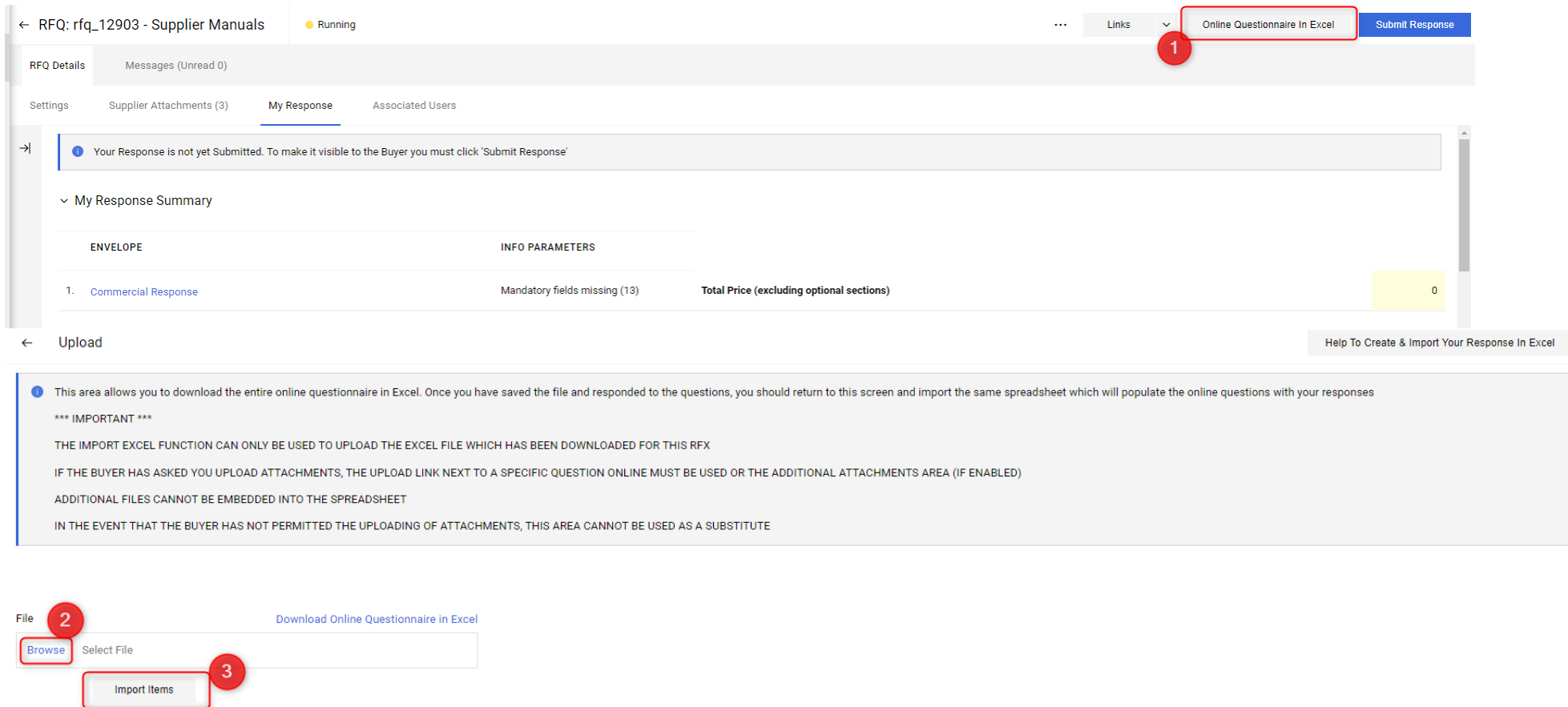


You'll get this type of overview when you download the questionnaire of the buyer.

**Attention:** Enter numbers in accordance with the number format that you have defined in your user profile.

There is also a maximum number of 3 decimal places independent of the number format that you defined in your user profile.

After adding your answers, save the file on your device.



← RFQ: rfq\_12903 - Supplier Manuals ● Running ... Links Online Questionnaire In Excel Submit Response

RFQ Details Messages (Unread 0)

Settings Supplier Attachments (3) My Response Associated Users

→| ● Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

∨ My Response Summary

ENVELOPE	INFO PARAMETERS	
1. <a href="#">Commercial Response</a>	Mandatory fields missing (13)	<b>Total Price (excluding optional sections)</b> <span style="background-color: yellow; padding: 2px;">0</span>

← Upload Help To Create & Import Your Response In Excel

● This area allows you to download the entire online questionnaire in Excel. Once you have saved the file and responded to the questions, you should return to this screen and import the same spreadsheet which will populate the online questions with your responses

\*\*\* IMPORTANT \*\*\*

THE IMPORT EXCEL FUNCTION CAN ONLY BE USED TO UPLOAD THE EXCEL FILE WHICH HAS BEEN DOWNLOADED FOR THIS RFX

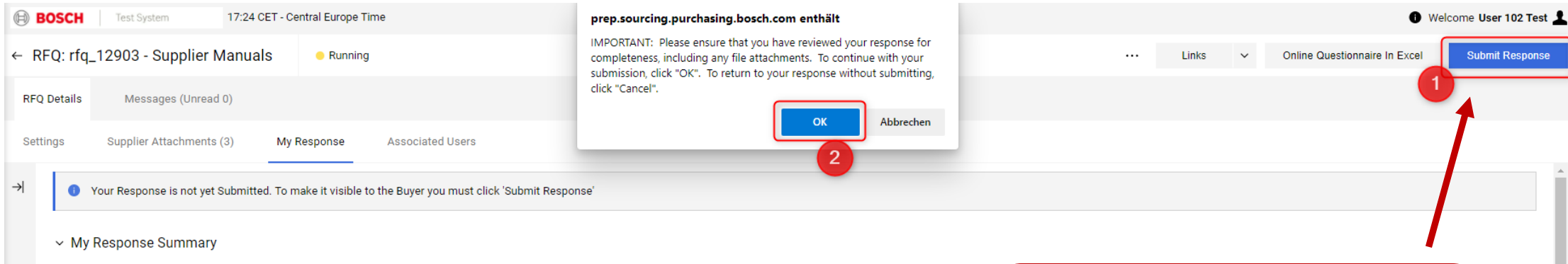
IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

ADDITIONAL FILES CANNOT BE EMBEDDED INTO THE SPREADSHEET

IN THE EVENT THAT THE BUYER HAS NOT PERMITTED THE UPLOADING OF ATTACHMENTS, THIS AREA CANNOT BE USED AS A SUBSTITUTE

File Download Online Questionnaire in Excel

Browse Select File Import Items



BOSCH Test System 17:24 CET - Central Europe Time

← RFQ: rfq\_12903 - Supplier Manuals ● Running

RFQ Details Messages (Unread 0)

Settings Supplier Attachments (3) My Response Associated Users

prep.sourcing.purchasing.bosch.com enthält

IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

OK Abbrechen

Welcome User 102 Test

Links Online Questionnaire In Excel Submit Response

1

2

→ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

After uploading the file submit your response so that the buyer can evaluate it.



4. Send your response via i-Source back to the buyer

Your quotation has been sent to the buyer and will be evaluated.

# B. MANUAL

## 1. CREATE RESPONSE

- a) VIA THE “EXPORT/IMPORT RESPONSE” FUNCTION
- b) DIRECTLY WITHIN THE TOOL

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## b) Response directly within the tool



Welcome User 102 Test

... Links Decline To Respond **Intend To Respond**

← RFQ: rfq\_12903 - Supplier Manuals Running

RFQ Details Messages (Unread 0)

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

→ Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'

My Response Summary

ENVELOPE	INFO PARAMETERS	Total Price (excluding optional sections)
1. <a href="#">Commercial Response</a>	Mandatory fields missing (13)	0

Currency: EUR

1. COMMERCIAL RESPONSE (ITEMS: 5, QUESTIONS: 11)

**Scroll down to edit the response directly within the tool.**



# i-Source | Supplier Manual

## b) Response directly within the tool

Save the form after filling in all fields.



RFQ: rfq\_12903 - Supplier Manuals Running Cancel Save And Continue Save And Return

1.2 PRICE STRUCTURE - PRICE SECTION

CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE	PRICE
1.2.1	Supplier Manual *	piece - old	1	<input type="text"/>	0
1.2.2	Supplier Manual *	piece - old	1	<input type="text"/>	0
1.2.3	Supplier Manual *	piece - old	1	<input type="text"/>	0
1.2.4	Supplier Manual *	piece - old	1	<input type="text"/>	0
Section Sub Total					0

1.3 COMMERCIAL OFFER UPLOAD - QUESTION SECTION

QUESTION	DESCRIPTION	RESPONSE
1.3.1	Scope of Commercial Offer *	<input type="text"/>
1.3.2	Commercial Offer *	<input type="text"/>
1.3.3	Supplier Quotation (Number) *	<input type="text"/>

Fill in all the blank fields your price offer.

Generally:  
Please respond to all mandatory fields which are marked with \*, otherwise you will receive an error notification and submission of the offer will not work.

# i-Source | Supplier Manual

## b) Response directly within the tool



A screenshot of the i-Source web application interface. The top navigation bar shows the Bosch logo, "Test System", and the time "17:24 CET - Central Europe Time". The main header displays "RFQ: rfq\_12903 - Supplier Manuals" with a "Running" status. Below this, there are tabs for "RFQ Details", "Messages (Unread 0)", "Settings", "Supplier Attachments (3)", "My Response" (which is selected), and "Associated Users". A central modal window is open, titled "prep.sourcing.purchasing.bosch.com enthält", with the text: "IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click 'OK'. To return to your response without submitting, click 'Cancel'." The modal has "OK" and "Abbrechen" buttons. A red circle with the number "2" is placed over the "OK" button. In the top right corner of the main interface, there is a "Submit Response" button, also highlighted with a red box and a red circle with the number "1". A red arrow points from this button towards a text box on the right. Below the main content area, a message states: "Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response'".

After you filled in all your answers and data, submit your response so that the buyer can evaluate it.



# i-Source | Supplier Manual

## b) Response directly within the tool



4. Send your response via i-Source back to the buyer

Your quotation has been sent to the buyer and will be evaluated.

# B. MANUAL

## 2. DECLINE A RFQ

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## Decline a RfQ



← RFQ: rfq\_19140 - Test [redacted] ● Running ... Links [red box] Decline To Respond [red 1] Intend To Respond

RFQ Details Messages (Unread 0)

Settings Supplier attachments (3) My Response [red box] Associated Users

→|

1. COMMERCIAL RESPONSE (ITEMS: 6, QUESTIONS: 60)

RFQ: rfq\_19140 - Test [redacted] ● Running Cancel [red box] Decline To Respond [red 4]

Decline To Respond

\* Select a Decline to Respond Reason [red box] [red 2]

- Capacity
- Unclear specification / unable to clarify technical requirements
- Lack of technical competence
- Legal topics / terms & conditions
- Timeline cannot be realized

\* Enter Decline to Respond Reason Details [red box] [red 3]

Characters available 512

The RfQ can be declined via the button “Decline to Respond”.

Please select a reason and give some details why declining the response.

# C. SUPPORT

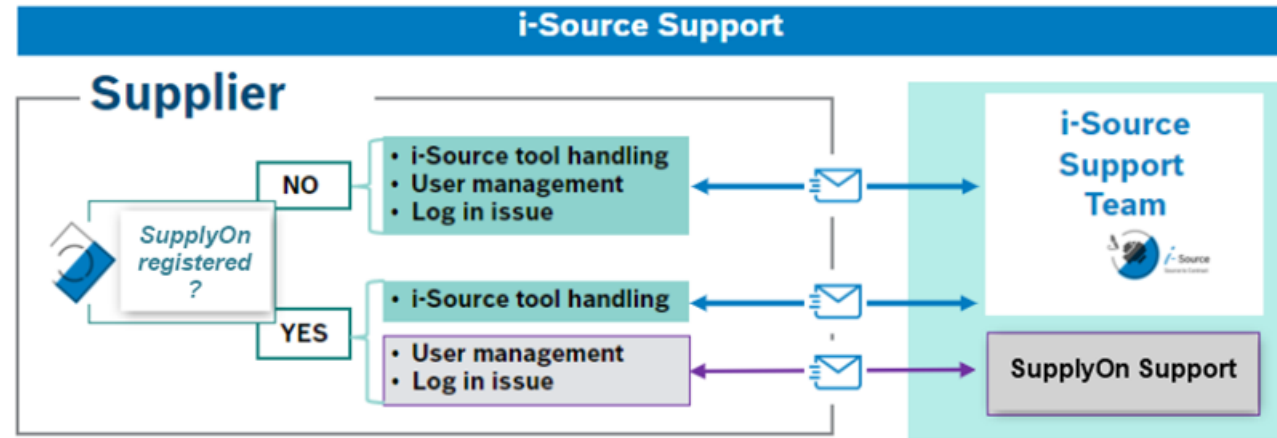
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## Questions & Support



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

- **Support**



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

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

