SUPPLIER MANUAL

HOW TO ANSWER THE RFQ (CREATE YOUR RESPONSE)

BOSCH

i-Source | Supplier Manual
Agenda

A. General information

B. Manual

   1. Create Response
      a) Via the „Export/ Import Response" Function
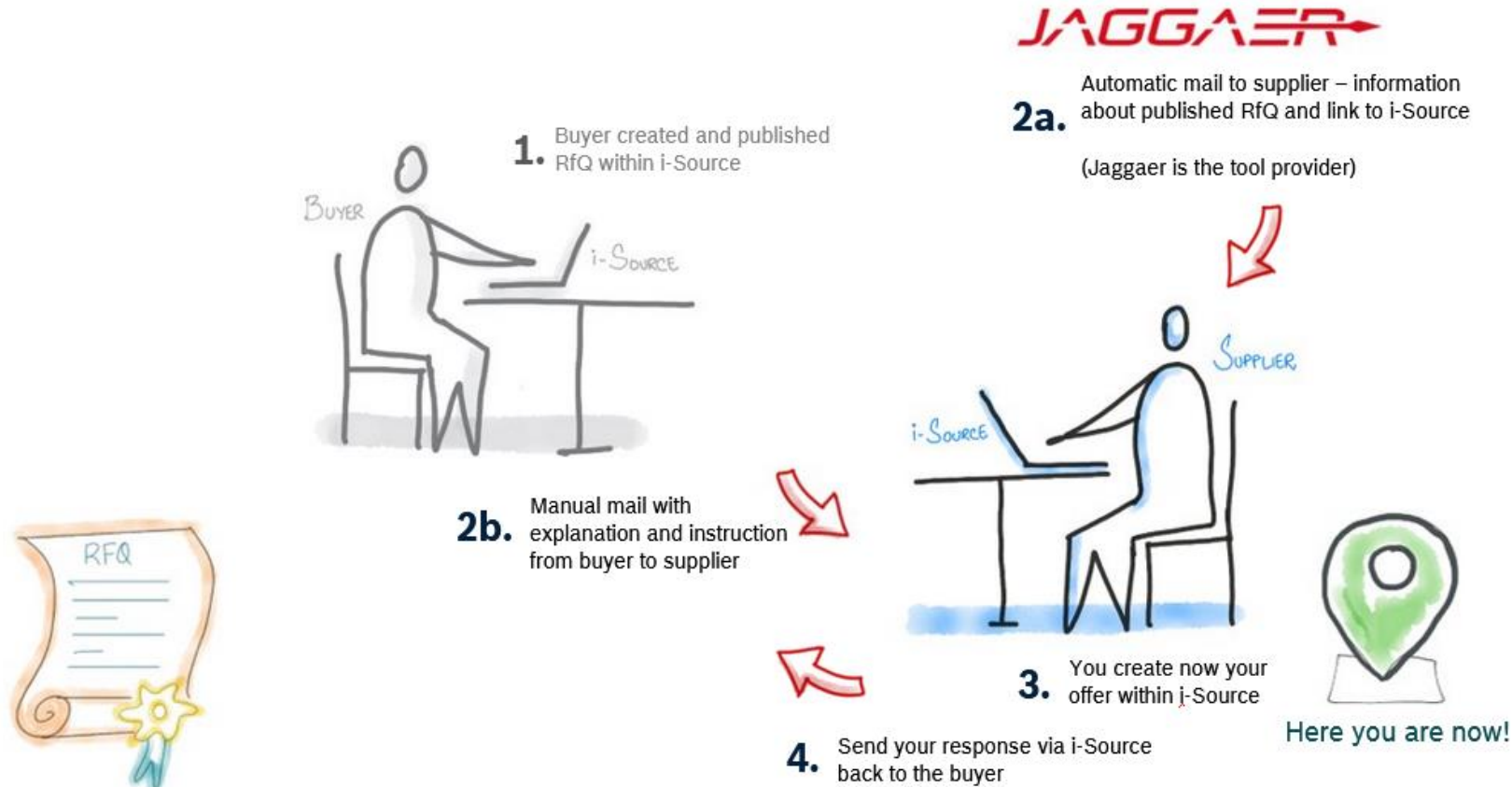   b) Directly within the tool

   2. Decline a RfQ

C. Support

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A. GENERAL INFORMATION

General information: What happened?

JAGGAER

1. Buyer created and published RfQ within i-Source

2a. Automatic mail to supplier – information about published RfQ and link to i-Source

(Jaggaer is the tool provider)

2b. Manual mail with explanation and instruction from buyer to supplier

3. You create now your offer within i-Source

Here you are now!

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

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B. MANUAL

1. 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...

...or directly via SupplyOn

Click on the SupplyOn Login to enter the platform;
NO username and password are required.
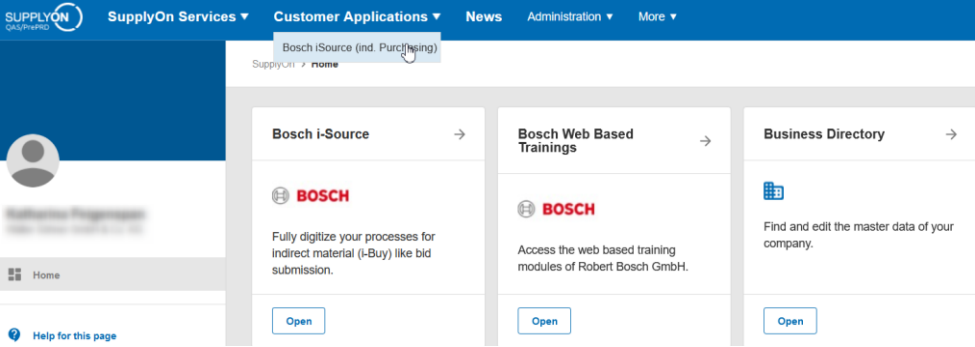
i-Source | Supplier Manual
Create Response

Check and change your User Preferences accordingly upfront

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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 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

MY RFQS WITH PENDING RESPONSES

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

NEW MESSAGES (LAST 30 DAYS)

ⓘ No Unread Messages

MY ACTIONS

	RUNNING	TOTAL
Buyer	2	2
Total	2	2

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

⊗ 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 don't Agree

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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

← RFQ: rfq_19140 - Test   ● Running   ··· Links ⌄   Decline To Respond   **Intend To Respond**

RFQ Details   Messages (Unread 0)

BOSCH Purchasing Terms And Conditions

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

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

Currency: EUR

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Create Response

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

i-Source | Supplier Manual
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

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a) Response via the „Export/Import Response" Function

BOSCH   Test System

Welcome

← RFQ: rfq_19140 - Test n   ● Running   •••   Links ⌄   Online Questionnaire In Excel   Submit Response

①

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

RFQ: rfq_19140 - Test   ● 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 RFX
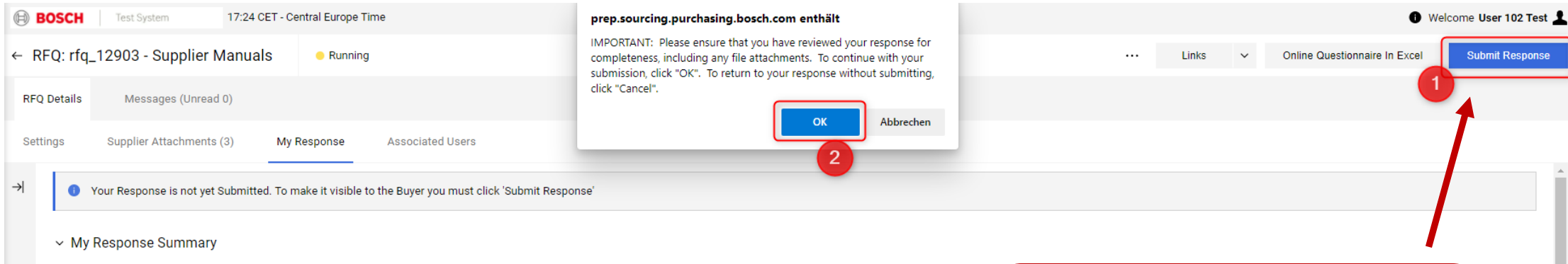
IF THE BUYER HAS ASKED YOU UPLOAD ATTACHMENTS, THE UPLOAD LINK NEXT TO A SPECIFIC QUESTION ONLINE MUST BE USED OR THE ADDITIONAL ATTACHMENTS AREA (IF ENABLED)

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   **②**

Browse   Select File

Import Items

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NOTE: PLEASE DO NOT ADD OR REMOVE ANY WORKSHEETS, CELLS, ROWS OR COLUMNS FROM THE EXCEL RESPONSE SPREADSHEET, OR EDIT ANY FORMULAE WITHIN THI

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.

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a) Response via the „Export/Import Response" Function

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

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

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

B. MANUAL

1. CREATE RESPONSE

a) VIA THE "EXPORT/IMPORT RESPONSE" FUNCTION

b) DIRECTLY WITHIN THE TOOL

i-Source | Supplier Manual
b) Response directly within the tool

Welcome **User 102 Test**

··· | Links | ⌄ | Decline To Respond | **Intend To Respond**

← 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. Commercial Response	Mandatory fields missing (13)	**Total Price (excluding optional sections)**	0

Currency: EUR

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

Scroll down to edit the response directly within the tool.

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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	* Supplier Manual	piece - old	1		0
1.2.2	Supplier Manual	* Supplier Manual	piece - old	1		0
1.2.3	Supplier Manual	* Supplier Manual	piece - old	1		0
1.2.4	Supplier Manual	* Supplier Manual	piece - old	1		0
					Section Sub Total	0

Fill in all the blank fields your price offer.

1.3 COMMERCIAL OFFER UPLOAD - QUESTION SECTION

QUESTION		DESCRIPTION	RESPONSE
1.3.1	Scope of Commercial Offer	* Please confirm that your Offer is based on the criteria whitin the Requirement Specifications. The scope of your Offer has to cover all requirements and has not exceed what is required.	▼
1.3.2	Commercial Offer	* Please confirm that your offer inserted in the Price structure section is complete and please upload it in PDF format in the additional attachment area which can be found below.	▼
1.3.3	Supplier Quotation (Number)	* Please enter the Number of your quotation	

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.

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i-Source | Supplier Manual
b) Response directly within the tool

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

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

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

B. MANUAL

2. DECLINE A RFQ

i-Source | Supplier Manual
Decline a RfQ

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

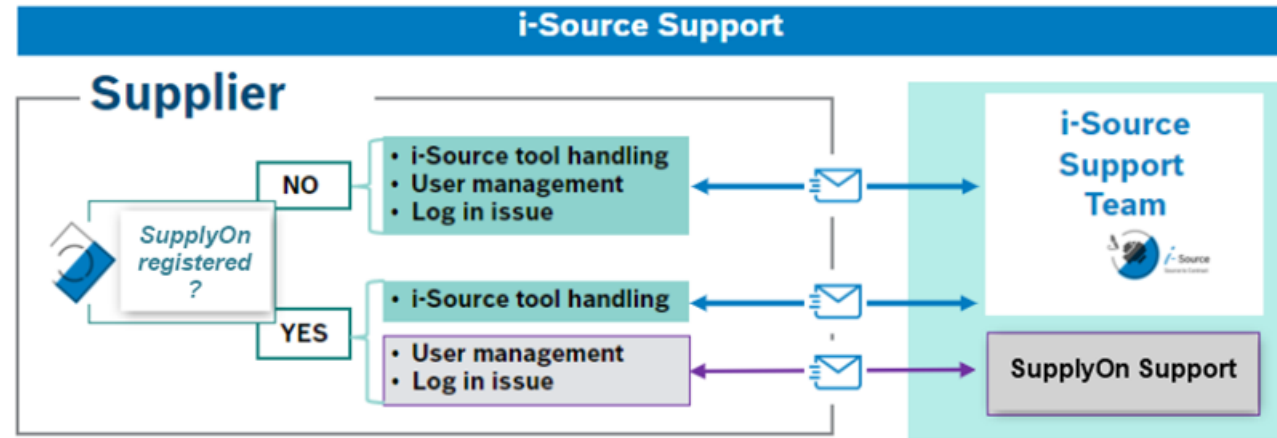Please select a reason and give some details why declining the response.

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

Exception: SupplyOn registered suppliers contact for <u>User management</u> and <u>Login issues</u> the SupplyOn Support

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