

SUPPLIER MANUAL AUCTION VIA SUPPLYON

Agenda



In this guide, we will show you how to participate in an auction:

1. Manage Auctions

- 1 View My Auctions
- 2 Auction Details
- 3 Auction Monitor
- 4 Enter and Submit Bids
- 5 Auction End
- 6 Suspended Auction

2. Manage Auction Messages

1. MANAGE AUCTIONS

1.1 VIEW MY AUCTIONS

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View My Auctions



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



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

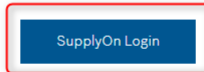
Log in

Username

Password

Login [Forgot Username/Password?](#)

Access via SupplyOn

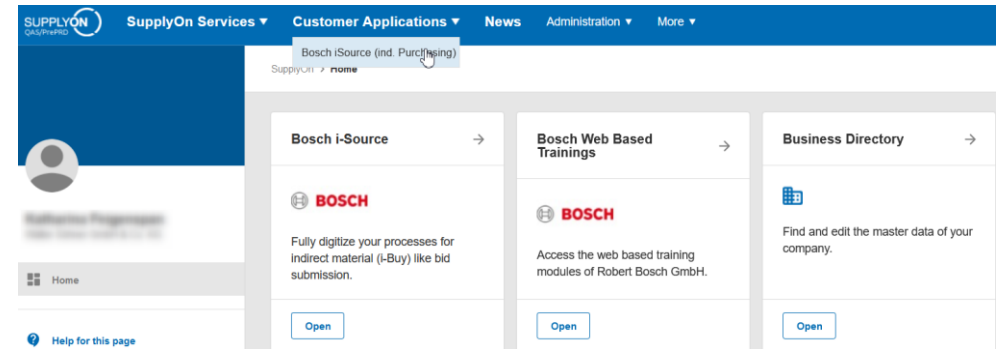


- ✓ You already receive electronic POs from Bosch via SupplyOn
- ✓ You already send back PO responses to Bosch via SupplyOn
- ✓ You already live invoicing with Bosch via SupplyOn

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

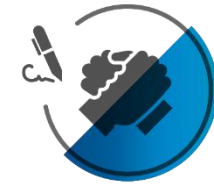
Click on the SupplyOn Login to enter the platform;
NO username and password are required.

...or directly via SupplyOn



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View My Auctions



i-Source
Source to Contract

Check and change your User Preferences accordingly upfront

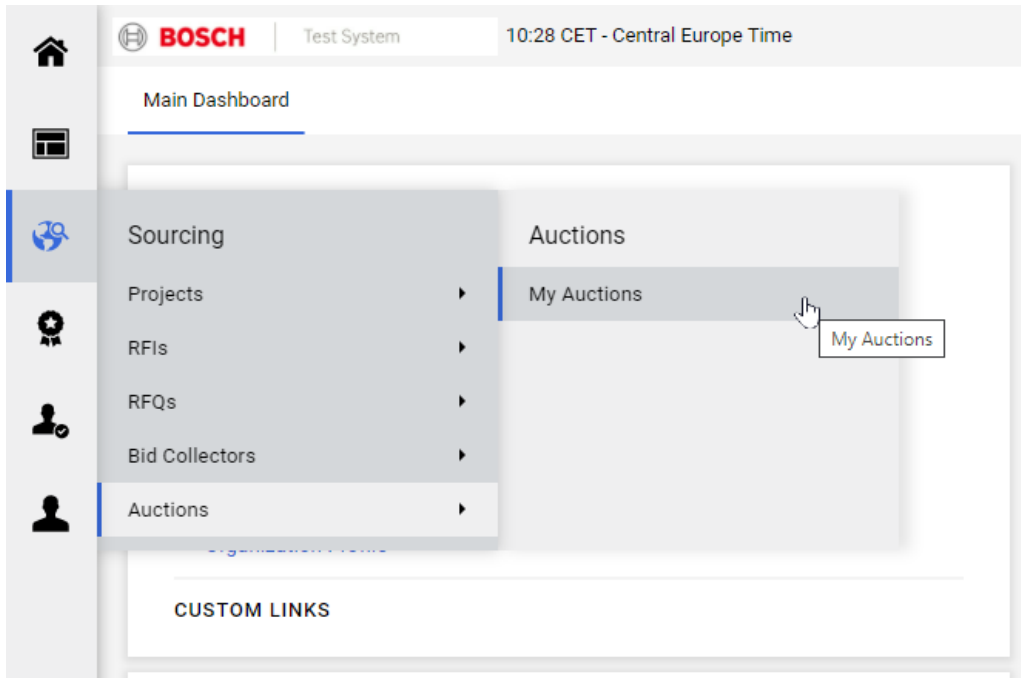
The screenshot shows the user profile page in the Bosch i-Source system. The page is titled "User:" and displays various settings. A red box highlights the "User Preferences" section, which is expanded to show a list of settings: Number Format (123,456.789), Date Format (31/01/2024 (dd/MM/yyyy)), Time Format (13:45 (HH:mm)), First Day of the Week (Mo), and Week End Days (Saturday/Sunday). Other settings visible include Preferred Language (English (USA)), Time Zone (CEST/CET - Central European Time (Europe/Brussels)), Username (test_supplier_102), and Mobile (+49). A dropdown menu is open, showing "English (US)", "User Profile", and "Accessibility". A "Logout" button is also visible. Red circles with numbers 1, 2, 3, and 4 are placed over the user profile icon, the "User Profile" option, the edit icon, and the "User Preferences" section header, respectively.

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View My Auctions



1. Log in to the platform.
2. Expand the navigation menu and select **Sourcing -> Auctions -> My Auctions**.



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View My Auctions



3. In the **My Auctions** area, you will see a list of auctions you've been invited to. The title, status, start time, end time, and buyer organization will be displayed for each auction.

Auctions

Showing Result 1 - 50 of 228 Show: 50

Auction Monitor

CODE	MONITOR	TITLE	BUYER ORGANIZATION	BUYER NAME	FORMAT	TIME TO START	START DATE ↓	END DATE	STATUS
6 auc_4748			Bosch Sourcing Purchasing		Sealed Bid		03/03/2022 09:47	03/03/2022 09:52	Awarded
7 auc_4747			Bosch Sourcing Purchasing		Sealed Bid		03/03/2022 09:39	03/03/2022 09:42	Ended
8 auc_1494			Bosch Sourcing Purchasing		Reverse English		03/03/2022 09:37	03/03/2022 11:30	Ended
9 auc_4746			Bosch Sourcing Purchasing		Sealed Bid		03/03/2022 09:27	03/03/2022 09:40	Awarded
10 auc_4731			Bosch Sourcing Purchasing		Sealed Bid		02/03/2022 17:30	02/03/2022 17:35	Awarded
11 auc_4727			Bosch Sourcing Purchasing		Reverse Dutch		02/03/2022 14:05	02/03/2022 14:07	Awarded
12 auc_4726			Bosch Sourcing Purchasing		Reverse English		02/03/2022 11:40	02/03/2022 12:30	Awarded
13 auc_4725			Bosch Sourcing Purchasing		Sealed Bid		02/03/2022 08:41	02/03/2022 08:48	Awarded
14 auc_4722			Bosch Sourcing Purchasing		Sealed Bid		01/03/2022 11:00	01/03/2022 12:00	Awarded



The **Auction Monitor icon** will only appear in the Monitor column for auctions with a **Running, Suspended, Terminated, Not Awarded, or Awarded** status.

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View My Auctions



You can also use the Quick Links on the **Main Dashboard** to access an auction:

The screenshot shows the 'Main Dashboard' interface. On the left, under 'QUICK LINKS', the 'My Auctions' link is highlighted. The dashboard also displays 'RECEIVED ACTION COLLABORATIONS' and 'OPEN AND PENDING AUCTIONS' tables.

RECEIVED ACTION COLLABORATIONS	
ACTION NAME	RECEIVED ON
[blurred]	14/01/2022

OPEN AND PENDING AUCTIONS				
TITLE	BUYER ORGANIZATION	TIME TO START	START DATE	END DATE
[blurred]	Bosch Sourcing Purchasing	03:08:06	15/03/2022 13:45	--
Reverse Dutch Auction				
TEST ENG	Bosch Sourcing Purchasing		14/12/2021 10:56	15/12/2021 01:00
[blurred]	Bosch Sourcing Purchasing		19/03/2021 10:39	--

1. MANAGE AUCTIONS

1.2 AUCTION DETAILS

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Auction Details



1. Before being able to access the Auction Details, you need to download and confirm the **Auction Participation Rules**:

BOSCH | Test System | 10:40 CET - Central Europe Time | Welcome [User Name]

← Auction Terms and Conditions Acceptance

3

Confirm Cancel

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

Warning! You must first download the Terms and Conditions Document by clicking on the document name

Supplier Agreement

1

Terms and Conditions Document

Auction Participation Rules_V5_02.2022.p... (94 KB)

Confirm To Have Downloaded And Read The Terms And Conditions Document

2

I Agree with All Terms and Conditions I don't Agree

Supplier Manual | Auction

Auction Details



2. Once you confirmed the Auction Participation Rules, you can view the **Auction Settings** (e.g., Bidding and Awarding Rules) and **Buyer Attachments**.

BOSCH | Test System | 10:58 CET - Central Europe Time

← Auction : auc_4767 - Supplier Manual Auction ● To Start

Auction Details Messages (Unread 0)

Settings Buyer Attachments (1) Associated Users

→ Overview

Code auc_4767 Format Reverse Dutch

Title Supplier Manual Auction

Start Date 15/03/2022 11:30



Do you have questions concerning the Auction Details?
Use the function “Messages” to contact your buyer!

1. MANAGE AUCTIONS

1.3 AUCTION MONITOR

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Auction Monitor



1. One hour prior to the auction start date, the status of the auction is changing from “Published” to **“To Start”**. In consequence, the Auction Monitor can be accessed earliest 60 minutes before the event’s starting time.
2. Access your auction that is going to start.
3. Click on the **“Auction Monitor”** icon in the top right corner.

A screenshot of the Auction Monitor interface. At the top, there is a breadcrumb trail: '← Auction : auc_4767 - Supplier Manual Auction'. To the right of the breadcrumb is a green dot with the text 'To Start', and further right is a button labeled 'Auction Monitor'. Below the breadcrumb is a navigation bar with tabs: 'Auction Details', 'Messages (Unread 0)', 'Settings', 'Buyer Attachments (1)', and 'Associated Users'. The 'Auction Details' tab is active. On the left side, there is a sidebar with a collapse icon and the text 'Overview'. The main content area displays the following details:

Code	auc_4767	Format	Reverse Dutch
Title	Supplier Manual Auction		
Start Date	15/03/2022 11:30		

Supplier Manual | Auction

Auction Monitor



1. The Auction Monitor shows your [connection strength](#).
2. To see more details on each individual auction, click on the [icon to expand](#).
3. The information displayed will be dependent on the auction format and auction settings.
4. You can also star [favorite auctions](#) to keep them at the top of the list.
5. Use the [back button](#) for closing the Auction Monitor.

The screenshot shows the 'AUCTION MONITOR' interface. At the top, there is a blue header with a back arrow (callout 5) and a connection strength indicator (callout 1). Below the header is a table with columns: Status, Code, Title, and Round. The first row shows a star icon (callout 4), a timer '00:07:59' (callout 2), the code 'auc_1483', the title 'Supplier Manual Auction', and the round 'EUR 380,000' with a 'SUBMIT' button. Below the table, there are sections for 'Start Price 380,000', 'Bid Improvement 5,000', 'My Bid' (with a download icon), and 'Messages:'. The currency is listed as 'EUR'.

1. MANAGE AUCTIONS

1.4 ENTER AND SUBMIT BIDS

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Enter and Submit Bids



1. For submitting a bid, the auction must have the status “**Running**”.



The following explanation utilizes the example of a Dutch Auction.

2. As soon as a price is reached that you are willing to accept, click “**SUBMIT**”.

The screenshot shows the 'AUCTION MONITOR' interface. At the top, there is a navigation bar with a back arrow and a search icon. Below this is a table with columns: Status, Code, Title, and Round. The first row shows a status of '00:01:38' (highlighted with a red box), code 'auc_1483', title 'Supplier Manual Auction', and round '2'. To the right of the round column, there is a price field showing 'EUR 385,000' and a 'SUBMIT' button (highlighted with a red box). Below the table, there are sections for 'Start Price' (380,000), 'Bid Improvement' (5,000), 'My Bid' (with a download icon), and 'Messages:'.

3. Click the “**Confirm**” button in order to send your new bid or click “**Cancel**” to delete the entered bid.

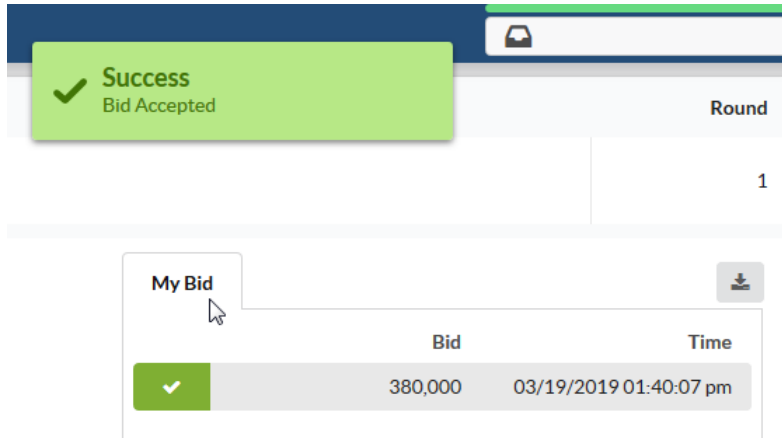
The screenshot shows a confirmation dialog box. It contains a message: 'Bid Amount = 390,000 EUR. Click 'Confirm' to send the offer or 'Cancel' to cancel without Submitting the Bid'. Below the message are two buttons: 'Confirm' (with a green checkmark) and 'Cancel'.

Supplier Manual | Auction

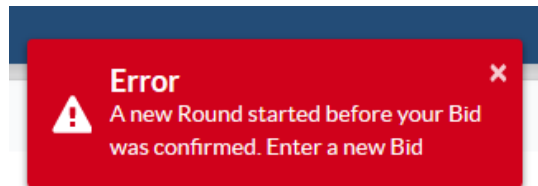
Enter and Submit Bids



4. Once the new bid is submitted, a pop-up will notify you that the bid has been successfully accepted.



All your bids are being processed and evaluated by the system. If your bid is rejected, you will receive the corresponding error message. See example:



1. MANAGE AUCTIONS

1.5 AUCTION END

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Auction End



- ▶ The suppliers who accepted the bid will get the information that the auction has ended with or without concurrent bids, the other ones will get a notification that the auction has ended.

A screenshot of a web application interface. At the top, there is a notification box with an information icon and a close button. The notification text reads: "Info The Auction auc_1490 Ended and you have a valid Bid. You will receive further communication about the Auction final result." Below the notification is a table with the following data:

	Round
	1

Below the table is a section titled "My Bid" with a download icon. It contains a table with the following data:

	Bid	Time
✓	380,000	03/19/2019 01:40:07 pm

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Auction End



- ▶ After the awarding has been performed (status: “Awarded”), you are able to access the so called “**Bid History**”. Here you can review your submitted bids of the event. The winning bid is indicated by a **trophy symbol**.
- ▶ After the event you will be contacted regarding awarding decision or next steps depending on the number of submitted bids and the auction type.

← Auction : auc_4767 - Supplier Manual Auction ● Awarded Auction Monitor

Auction Details Bid History Messages (Unread 0)

Bids Submitted

	C02 Q	SUPPLIER	BID	RESPONSE CURRENCY	BID DATE
→ 1 🏆	■ ✔	Test Supplier 102	96.000	EUR	15/03/2022 11:53:41

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Auction End



► You can check the status of your auctions at any time in the **My Auctions** area:

Auctions ... Auction Monitor

My Auctions

All Auctions

Showing Result 1 - 50 of 229 Show: 50 1 2 3 4 5 →

	CODE	MONITOR	TITLE	BUYER ORGANIZATION	BUYER NAME	FORMAT	TIME TO START	START DATE ↓	END DATE	STATUS
1	auc_4766		[Redacted] - Reverse Dutch Auction	Bosch Sourcing Purchasing	[Redacted]	Reverse Dutch		15/03/2022 13:45	15/03/2022 13:57	● Ended
2	auc_4767	📺	Supplier Manual Auction	Bosch Sourcing Purchasing	[Redacted]	Reverse Dutch		15/03/2022 11:30	15/03/2022 11:53	● Awarded 🏆
3	auc_4762	📺	[Redacted]	Bosch Sourcing Purchasing	[Redacted]	Reverse English		10/03/2022 07:45	10/03/2022 08:00	● Ended

1. MANAGE AUCTIONS

1.6 SUSPENDED AUCTION

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Suspended Auction



- ▶ If it is needed, the auction can be suspended by the buyer.
- ▶ You will receive information about next steps via the message function.

← **AUCTION MONITOR** Auction List Loaded

★	Status	Code	Title	Last Bid
⏪	Suspended	auc_1383	Trainingmaterial	EUR <input type="text" value="enter bid"/> <input type="button" value="SUBMIT"/>

2. MANAGE AUCTION MESSAGES

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Manage Auction Messages



To communicate with the buyer during the auction, you should use the message feature on the Auction Monitor.

Create Messages:

1. Go to the “**Messages**” tab on the Auction Monitor.
2. Type your message into the relevant box.
3. Click “**Send**” to submit your message to the buyer.

A screenshot of the Auction Monitor interface. At the top, there is a currency and amount field showing "EUR 385,000" and a blue "SUBMIT" button. Below this is a large text area labeled "Messages:" with a red border. At the bottom of the text area, there is a text input field containing "Hi, how are you?" and a blue "Send" button, both also highlighted with a red border.

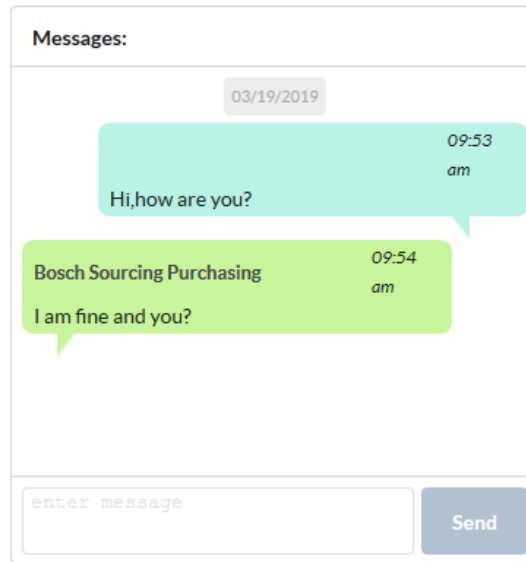
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Manage Auction Messages



View Received Messages:

When the buyer replies or sends you a message during an auction, it will be displayed in the “Messages” tab on the Auction Monitor.



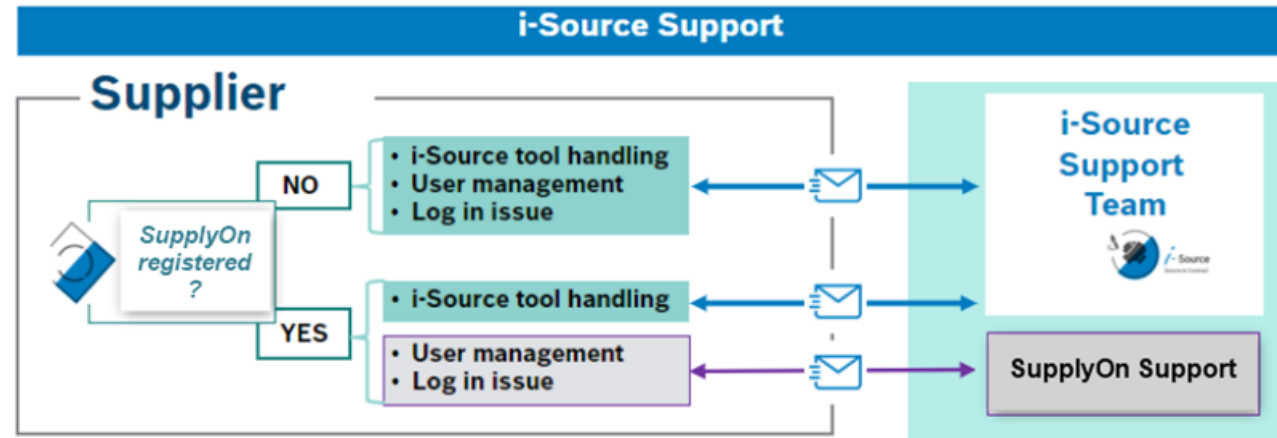
Do you have any questions before the auction is going to start?
Use the message board in the auction object (as is the case for RFX)!

QUESTIONS OR DO YOU
NEED SUPPORT?

Supplier Manual | Auction 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](#)

