

USER MANAGEMENT

A. HOW TO CHANGE THE MAIN USER

i-Source | Supplier Manual

How to change the main user



BOSCH | 15:50 Central European Time DST

Welcome **First Name** **Second Name**

First Name Second Name

English (US)

User Profile

Accessibility

Logout

Main Dashboard

QUICK LINKS

STANDARD LINKS

- My Auctions
- Projects
- My RFIs
- My RFQs
- My Bid Collectors
- Organization Profile

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER ORGANIZATION	TIME TO CLOSE
rfq test	Bosch Sourcing Purchasing	06:08:20
Training_Standard_Order	Bosch Sourcing Purchasing	8 Months

MY ACTIONS

Buyer		
	2	2
Total	2	2

OPEN AND PENDING AUCTIONS

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How to change the main user



User: ...

→| **Main User Details**

Title ↻
Mr.

Last Name ↻

Additional Email Addresses ↻

Preferred Language ↻
English (USA)

Username (please define the supplier username) ↻

First Name ↻

Primary Email Address *IMPORTANT: This email address will be used for access to the site and for all communications. Please ensure you enter the address correctly. Please use ';' (semicolon) to separate multiple addresses.* ↻

Telephone ↻

Time Zone ↻
CEST/CET - Central European Time (Europe/Brussels)

Mobile *(please enter "+" "country code" and "your mobile phone number" with no spaces)* ↻
+49

Fill in the details for the main user

B. HOW TO ADD A NEW USER

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Create New User

A screenshot of the i-Source main dashboard. The top header shows the BOSCH logo, a search bar, and the time '15:50 Central European Time DST'. The main content area is titled 'Main Dashboard' and contains sections for 'QUICK LINKS', 'STANDARD LINKS', and 'MY RFQS'. The 'STANDARD LINKS' section has a link for 'My Auctions'. A sidebar on the left contains navigation icons, with the user profile icon highlighted by a red box. A dropdown menu is open from this icon, showing 'User Management' and 'Manage Users'. The 'Manage Users' option is also highlighted by a red box, and its sub-menu is visible, containing 'Users', 'User Roles', 'Divisions', and 'Default Users'.

BOSCH | 15:50 Central European Time DST

Main Dashboard

QUICK LINKS

STANDARD LINKS

[My Auctions](#)

MY RFQS

TITLE

User Management

Manage Users

Manage Users ▶ **Users**

User Roles

Divisions

Default Users

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Create New User



Manage Users ... [Import/Update User Role](#) [Create](#)

[Users](#) [User Roles](#) [Divisions](#) [Default Users](#)

Showing Result 1 - 9 of 9 Show: 50

USER INFO	LAST NAME ↑	FIRST NAME	DIVISION	EMAIL	TELEPHONE	ROLE
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User Details



i-Source
Source to Contract

New User

▼ User Details

* Last Name

* First Name

User Tag for Codes

* E-mail

Additional Email Addresses

[Add](#)

* Mobile Phone

Warning! Telephone number must start with "+" and contains only digits from 0 to 9 (min 8 max 15) with no spaces. First digit can not be 0.

* Division

Department

Role

* Username

* Preferred Language

* Time Zone

User External Code

Fill in all mandatory contact details (*)

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User Rights



← New User

[View User Rights](#)

i FIRST NAME LAST NAME was registered as new user. The Users access codes have been sent via email to the following email address: email@supplier.com .
The new User account does not have any Role associated to it. Please review the User Rights of the account in order to grant access to Objects. The account currently has no access to Objects by default.

It is necessary to edit the User Rights, otherwise you created a user profile with no rights to properly use the tool.

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User Rights



← User: FIRST NAME LAST NAME ● Active ✎ ... Request Password Reset

Details

User Details User Rights

→ User Rights
User: FIRST NAME LAST NAME ● Active Cancel Save

Quick Navigation

- RFIs / RFQs
- Bid Collectors
- Auctions
- Supplier Management
- Development Actions
- User Management

Details

- Division
- Division

User Rights

RFIs / RFQs

* Visibility of RFx Lists
Yes

* Access RFx Details
Yes

* Create Response
Yes

* Modify Before Publishing
Yes

* Modify and Submit
Yes

* Contact Visible to Buyer
Yes

Set Minimum Rights Set Full Rights

Set Minimum Rights Set Full Rights

With the button “Set Full Rights” all rights are set to “yes” for all modules.

You can also set the rights individually for the different modules.

Recommendation:
Do not restrict the user rights → set all to yes.

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User Rights



i-Source
Source to Contract

User: FIRST NAME LAST NAME

● Active

Cancel

Save

Quick Navigation

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- Division

User Rights

Set Minimum Rights

Set Full Rights

Auctions

Set Minimum Rights

Set Full Rights

* Visibility of Auction Lists

Yes

* Access Auction Details

Yes

* Access to Auction Monitor

Yes

* Participate

Yes

* Contact Visible to Buyer

Yes

* Manage Messages

Yes

Supplier Management

Set Minimum Rights

Set Full Rights

* Access Supplier Management

Yes

QUESTIONS OR DO YOU
NEED SUPPORT?

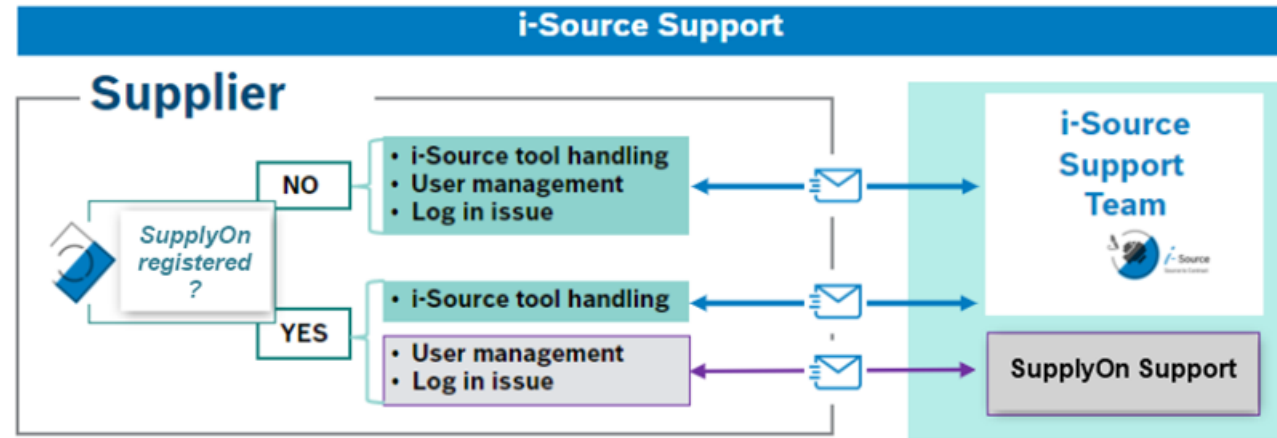
Supplier Manual | Bid Collector

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](#)

