

SUPPLIER MANUAL

HOW TO ANSWER THE RFQ
(CREATE YOUR RESPONSE)

i-Source | Supplier Manual

Agenda

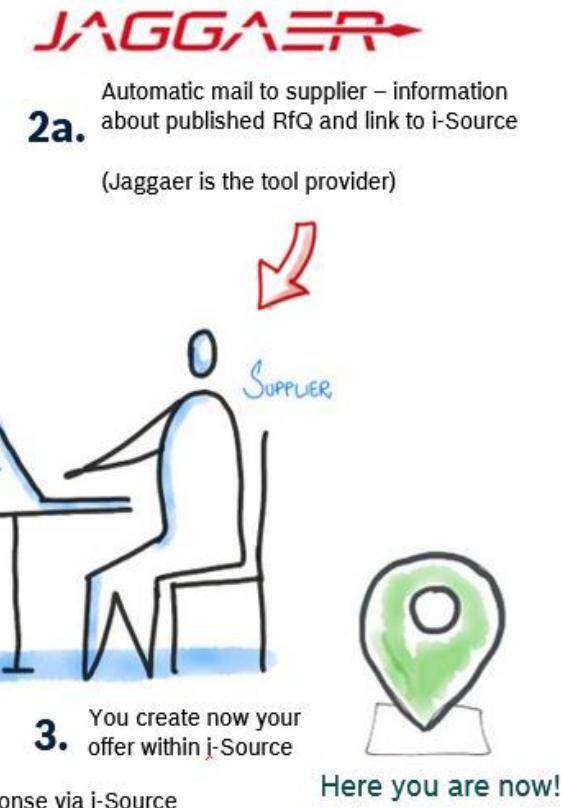
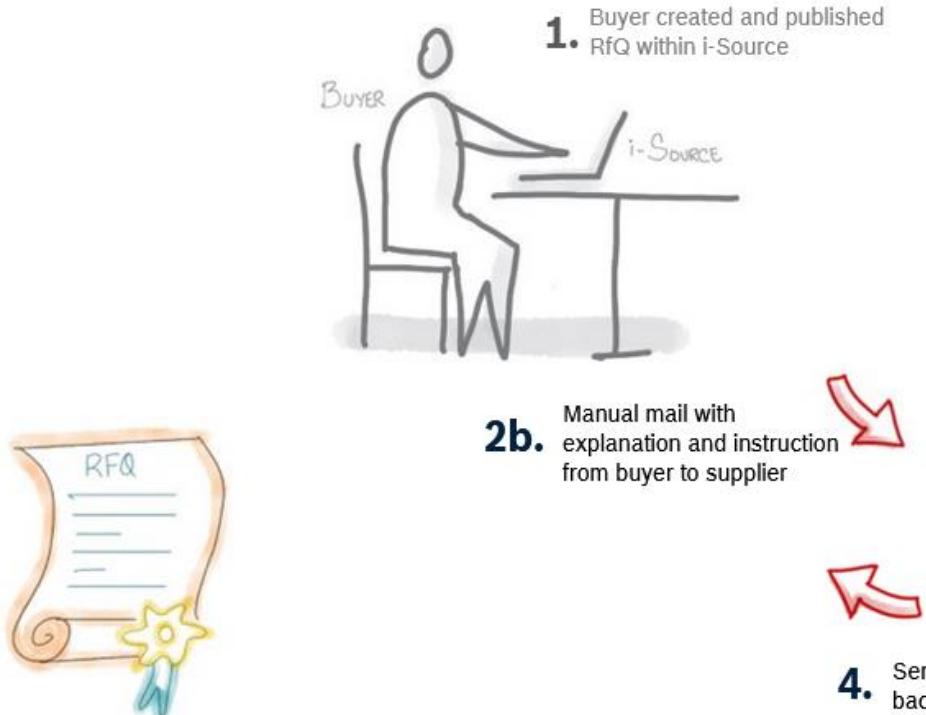


- A. General information
- B. Manual
 - 1. Create Response
 - a) Via the “Export/Import Response” Function
 - b) Directly within the tool
 - 2. Decline a Rfx
- C. Support

A. GENERAL INFORMATION

A. General information

i-Source | Supplier Manual General information: What happened?



B. MANUAL

1. CREATE RESPONSE

i-Source | Supplier Manual

Create Response

► 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...



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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

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



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

Username

Password

Login

Forgot Username/Password?

System Requirements | How to use | Support

Access via SupplyOn

...or directly via SupplyOn

The screenshot shows the SupplyOn homepage with a blue header. In the top right, there is a navigation bar with links: SupplyOn Services, Customer Applications, News, Administration, and More. The 'Customer Applications' link is currently active, with a blue underline. Below the header, there are three main sections: 'Bosch i-Source' (with a 'Home' link), 'Bosch Web Based Trainings' (with a 'Home' link), and 'Business Directory' (with a 'Home' link). Each section has a brief description and an 'Open' button.

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Create Response

Check and change your User Preferences accordingly upfront

The screenshot shows the 'User Profile' section of the i-Source system. The top navigation bar includes 'Welcome' (1), 'User Profile' (2), 'Logout', and 'ChangeTimezo'. The main content area shows the user's current settings: Preferred Language (English (USA)), Time Zone (GMT + 1:00 CET), and User External Code. A 'User Preferences' section (3) is expanded, showing Number Format (123,456.789), Date Format (01/31/2022 (MM/dd/yyyy)), Time Format (01:45 PM (hh:mm a)), First Day of the Week (Su), and Week End Days (Saturday/Sunday). A 'User Activities' section is also present. A green box highlights the 'User Preferences' section. A red box highlights the 'User Profile' link in the top right. A red circle with the number 3 points to the 'User Preferences' section. A red circle with the number 4 points to the edit icon in the top right corner of the 'User Preferences' section.

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Create Response

Main Dashboard

RECEIVED ACTION COLLABORATIONS

ACTION NAME	RECEIVED ON
Please check Claim of Bosch and give us Feedback	14/01/2022

OPEN AND PENDING AUCTIONS

TITLE	BUYER ORGANIZATION	TIME TO START	START DATE	END DATE
pratice	Bosch Sourcing Purchasing	10:56	14/12/2021	15/12/2021 01:00

MY RFQS WITH PENDING RESPONSES

TITLE	BUYER ORGANIZATION	TIME TO CLOSE	CLOSING DATE	RESPONSE STATUS
pratice	Bosch Sourcing Purchasing	05:24:55	15/03/2022 22:00	Response To Be Submitted To Buyer

Select the RfQ from the list you have to respond to.

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Create Response

← Reservation of Rights (RoR)

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

Terms and Conditions Document

 [Non_Disclosure_Agreement_and_Reservatio...](#) (25 KB)

Confirm To Have Downloaded And Read The Terms And Conditions Document

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



Before accessing the RfQ you need to agree to the reservation of rights.

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Create Response

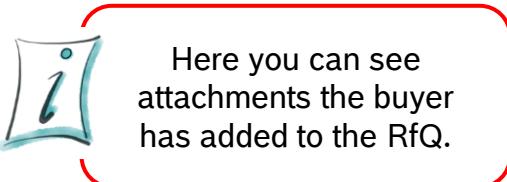
← RFQ: rfq_12882 - practice ● Running

RFQ Details Messages (Unread 0)

Settings **Supplier Attachments (4)** My Response Associated Users

→| Folders and Files List root >

Enter Filter (type to start search) ▾



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

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Create Response

To send your response you have two possibilities:



- a) Via the “Export/Import Response” Function
see slide 12 - 18
- b) Directly within the tool
see slide 19 - 24

← 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

1. [Commercial Response](#) Mandatory fields missing (13) Total Price (excluding optional sections) 0

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

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A) Response via „Export/Import Response“ Function

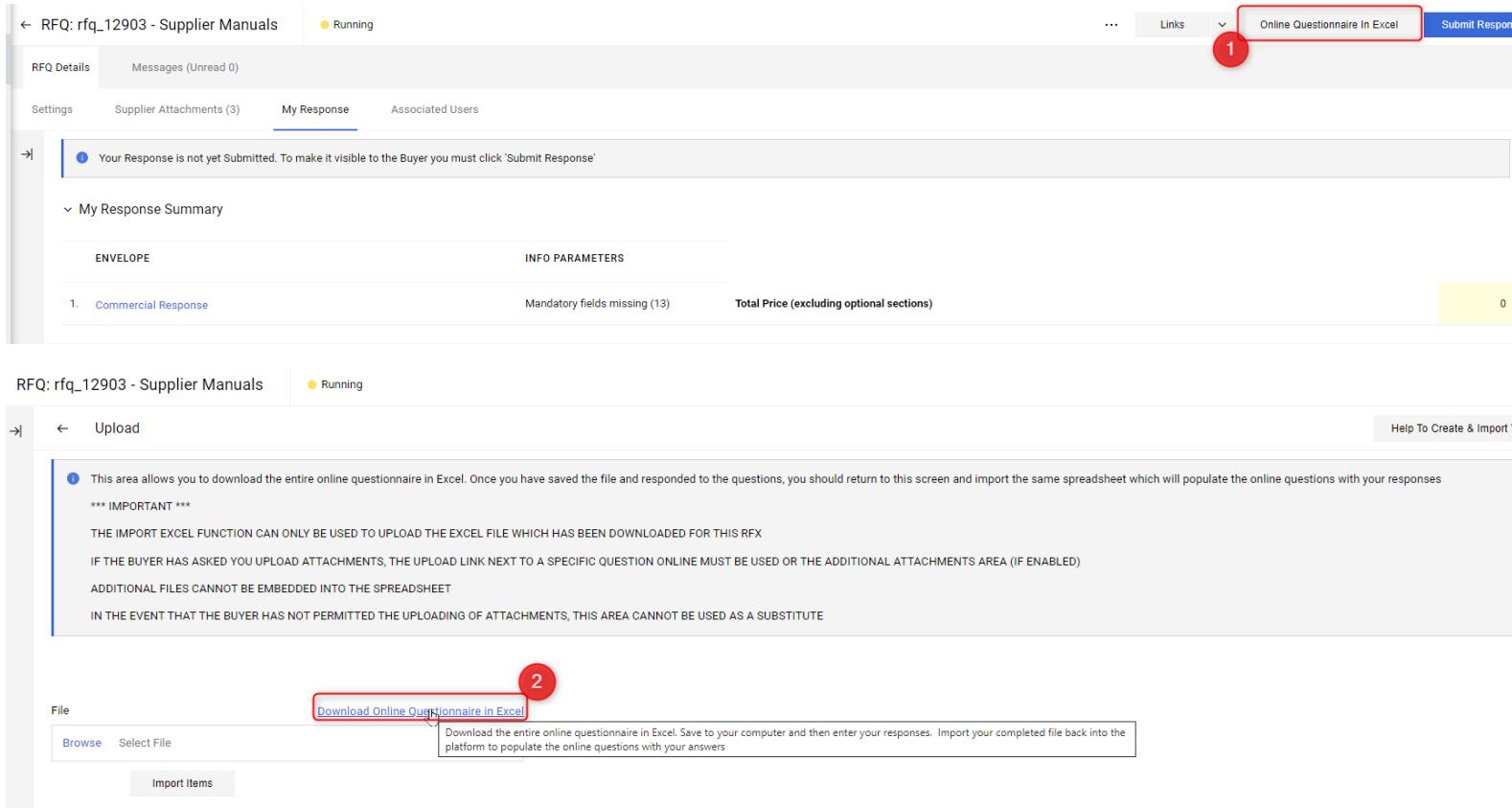


The screenshot shows the i-Source RFQ response interface. At the top, it displays 'BOSCH Test System' and the time '13:30 CET - Central Europe Time'. Below this, the RFQ ID 'rfq_12882 - practice' and status 'Running' are shown. The 'RFQ Details' tab is selected. On the right, there are buttons for 'Decline To Respond' and 'Intend To Respond', with 'Intend To Respond' highlighted by a red box and an arrow pointing to it. A red box also highlights the 'My Response' tab. The interface shows the currency 'Currency: EUR' and a section titled '1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 14)'. Under this, '1.1 RFQ FRAME CONDITIONS - QUESTION SECTION' is expanded. A table is present with columns 'QUESTION', 'DESCRIPTION', and 'RESPONSE'.

Click on the button to start exporting questionnaire of the buyer.

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A) Response via „Export/Import Response“ Function



RFQ: rfq_12903 - Supplier Manuals Running

RFQ Details Messages (Unread 0)

Settings Supplier Attachments (3) My Response Associated Users

1 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

RFQ: rfq_12903 - Supplier Manuals Running

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 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

Download the entire online questionnaire in Excel. Save to your computer and then enter your responses. Import your completed file back into the platform to populate the online questions with your answers.

i-Source | Supplier Manual

A) Response via „Export/Import Response“ Function

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

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

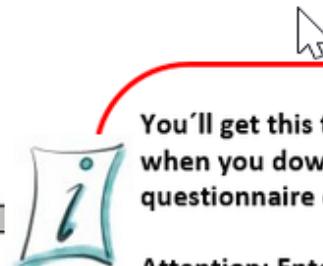
	Question	Description	Response Type	Response Guide	Response
2.1.1	Quality certificate available on	Does your company have a certification for Quality Management?	Multi Choice Options List	Mark the applicable Options as "Option	Yes No
2.1.2	Quality certificate available for	Does the warehouse location,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

For further instruction
you can check the
color legend.

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



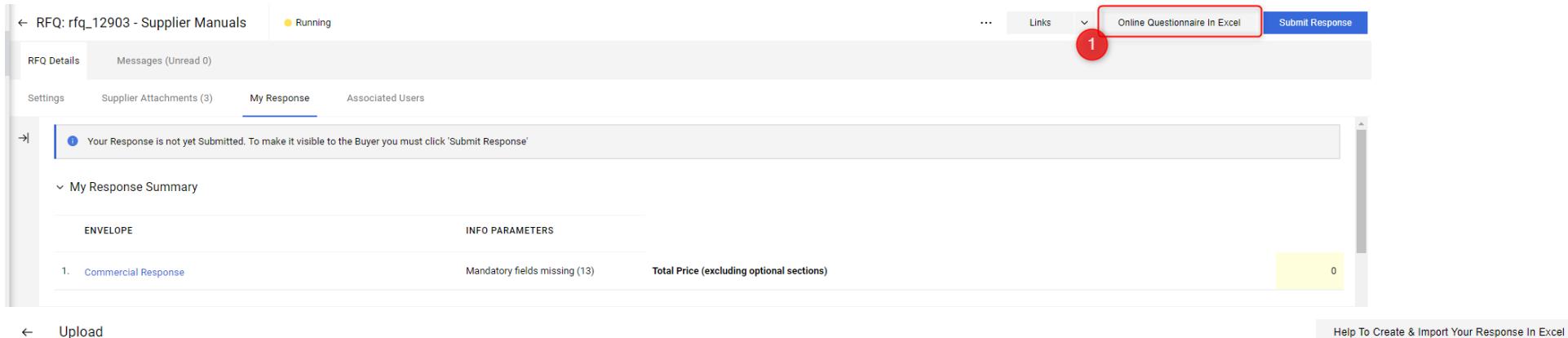
Attention: Enter numbers in accordance with the number format that you have defined in your user profile.

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 „Export/Import Response“ Function



RFQ: rfq_12903 - Supplier Manuals Running

Links Online Questionnaire in Excel Submit Response

1

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'

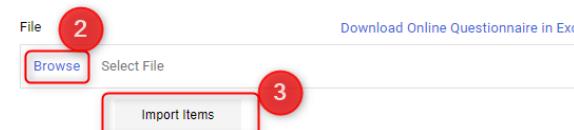
My Response Summary

ENVELOPE INFO PARAMETERS

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

← Upload Help To Create & Import Your Response In Excel

2 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 2

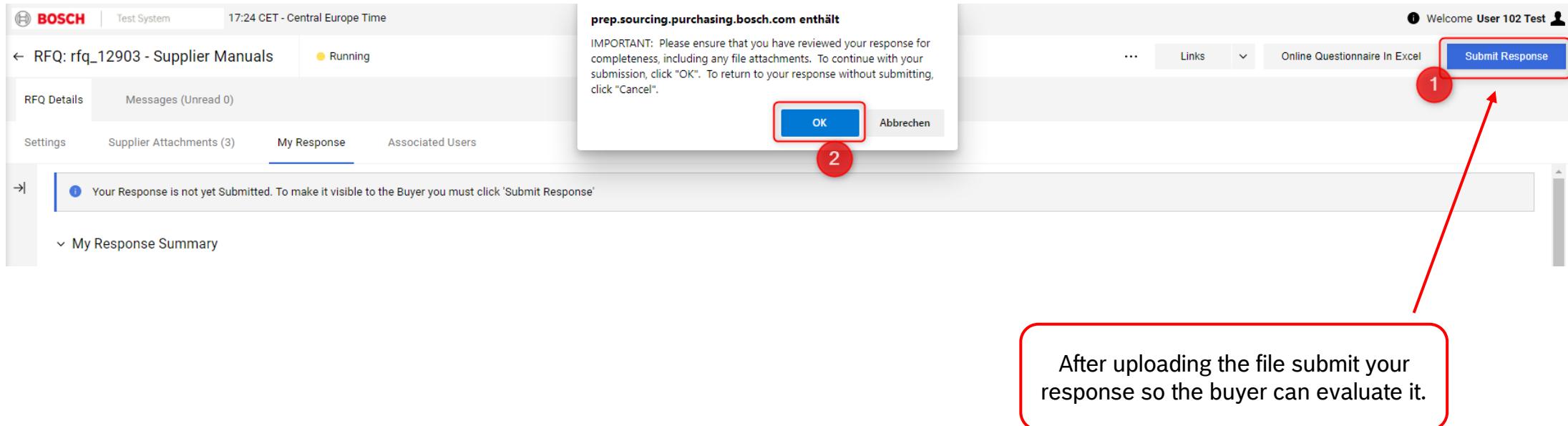
Download Online Questionnaire in Excel

Browse Select File

Import Items 3

i-Source | Supplier Manual

A) Response via „Export/Import Response“ Function



The screenshot shows the i-Source supplier manual interface. On the left, the 'My Response' tab is selected. A message box is displayed in the center, containing the following text:

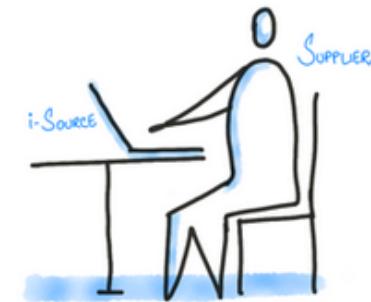
prep.sourcing.purchasing.bosch.com enthält
IMPORTANT: Please ensure that you have reviewed your response for completeness, including any file attachments. To continue with your submission, click "OK". To return to your response without submitting, click "Cancel".

Two buttons are present: 'OK' (highlighted with a red box and a red circle with the number 2) and 'Abbrechen' (Cancel).

On the right, a separate window titled 'Online Questionnaire In Excel' is shown. A red arrow points from the 'OK' button in the message box to the 'Submit Response' button in this window. The 'Submit Response' button is highlighted with a red box and a red circle with the number 1.

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

A) Response via „Export/Import Response“ Function



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

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

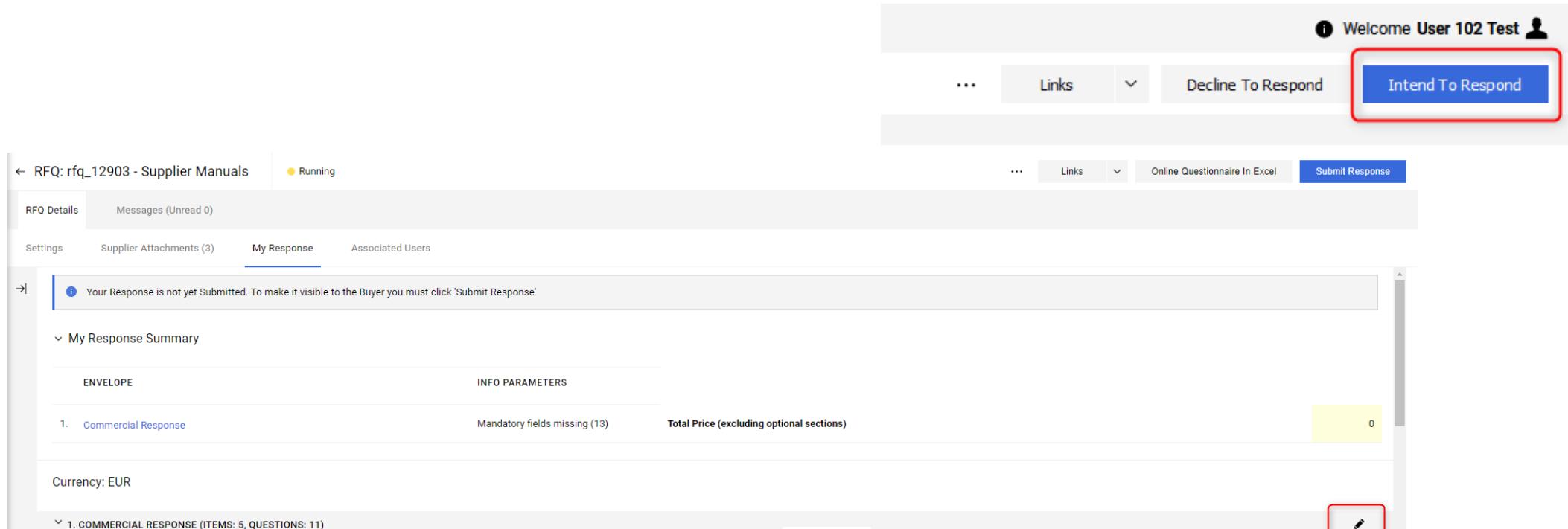
B. MANUAL

1. CREATE RESPONSE

- A) VIA THE EXPORT/IMPORT RESPONSE FUNCTION
- B) DIRECTLY WITHIN THE TOOL

i-Source | Supplier Manual

B) Response directly within the tool



The screenshot shows the i-Source Supplier Manual interface. At the top, a navigation bar includes a user profile 'Welcome User 102 Test' and a red box highlights the 'Intend To Respond' button. Below this, a main content area shows an RFQ details page for 'rfq_12903 - Supplier Manuals'. The 'My Response' tab is selected. A message box indicates 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. A red box also highlights the 'Submit Response' button. The 'Commercial Response' section shows 'Mandatory fields missing (13)' and 'Total Price (excluding optional sections) 0'. A red box highlights the 'Edit' icon in the '1. COMMERCIAL RESPONSE' section. A callout bubble with a blue 'i' icon and the text 'Scroll down to edit the response directly within the tool.' is positioned at the bottom right.

... Links Decline To Respond

... Links Online Questionnaire In Excel Submit Response

← 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

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.

i-Source | Supplier Manual

B) Response directly within the tool

RFQ: rfq_12903 - Supplier Manuals Running

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

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 within the Requirement Specifications. The scope of your Offer has to cover all requirements and has not exceed what is required.	<input type="text"/>
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.	<input type="text"/>
1.3.3 Supplier Quotation (Number)	* Please enter the Number of your quotation	<input type="text"/>

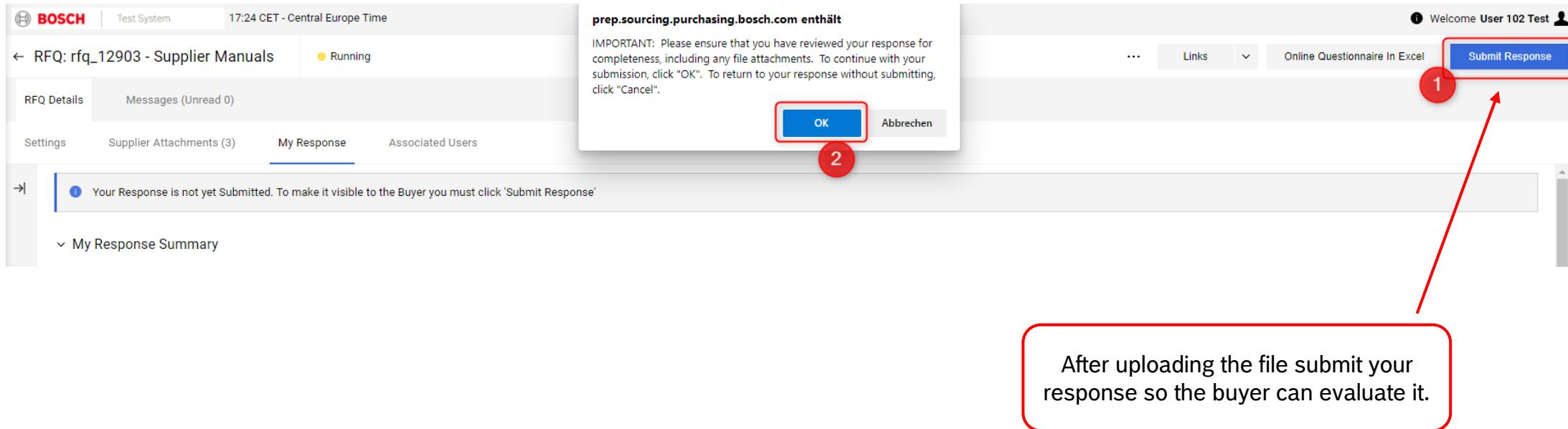
Save the form after filling in all fields.

Fill in all the blank fields according to your price.

Please fill in the mandatory fields marked with *, otherwise you will receive an error notification at the end.

i-Source | Supplier Manual

B) Response directly within the tool



The screenshot shows the i-Source supplier manual interface. At the top, the BOSCH logo is visible, followed by 'Test System' and '17:24 CET - Central Europe Time'. Below this, the title 'RFQ: rfq_12903 - Supplier Manuals' is shown with a status of 'Running'. The 'My Response' tab is selected, indicated by a blue underline. A message box is overlaid on the page, containing the text: 'prep.sourcing.purchasing.bosch.com enthält' and '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".' Two buttons are present: 'OK' (highlighted with a red box and a red circle with the number 2) and 'Abbrechen' (Cancel). To the right of the screenshot, a callout box with a red border contains the text: 'After uploading the file submit your response so the buyer can evaluate it.' A red arrow points from this callout box to the 'Submit Response' button on the right side of the interface. The 'Submit Response' button is highlighted with a red box and a red circle with the number 1.

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 RFX

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2) Decline a RfX



⚠ Warning: You have unread Buyer Attachments (4). Click here to read the files before Submitting your Response. X

BOSCH Test System 14:58 ASEAN Common Time Welcome User 102 Test

RFQ: rfq_13002 - Supplier Manual Running

RFQ Details Messages (Unread 0)

Settings Supplier Attachments (4) My Response Associated Users

Currency: EUR

1. COMMERCIAL RESPONSE (ITEMS: 5, QUESTIONS: 15)

The Rfx can be declined via the button "Decline to Respond". A decline to response reason has the selected/entered.

The Rfx can be declined via the button "Decline to Respond".
A decline to response reason has the selected/entered.

RFQ: rfq_13002 - Supplier Manual Running

* Enter Decline to Respond Reason Details

Characters available 512

1

2

Cancel Decline To Respond

QUESTIONS OR DO YOU NEED SUPPORT?

i-Source | Supplier Manual

Questions & Support



Support via SupplyON
<https://contact.supplyon.com/de/>

Info portal for more training material: [Link](#)