

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

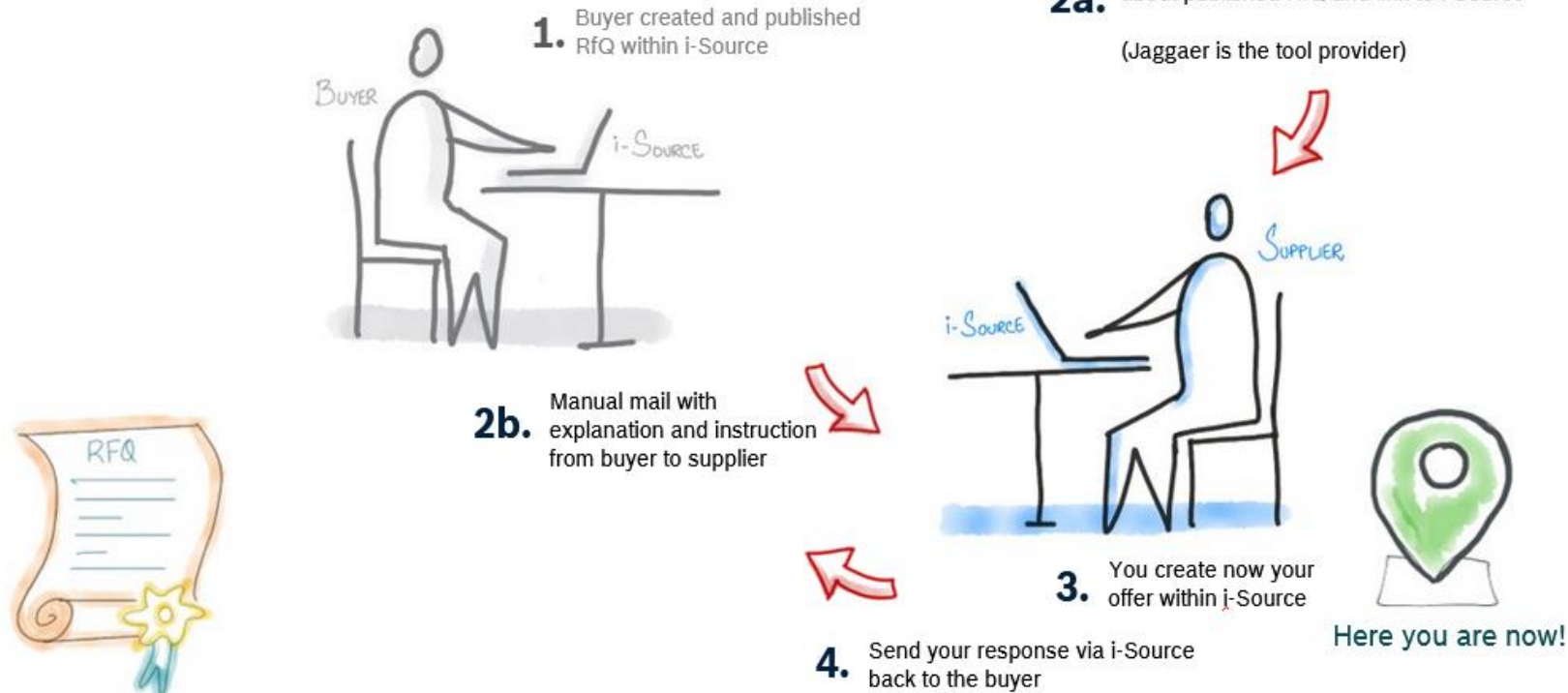
2. Decline a Rfx

C. Support

A. GENERAL INFORMATION

A. General information

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



B. MANUAL

1.CREATE RESPONSE

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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...



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?

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

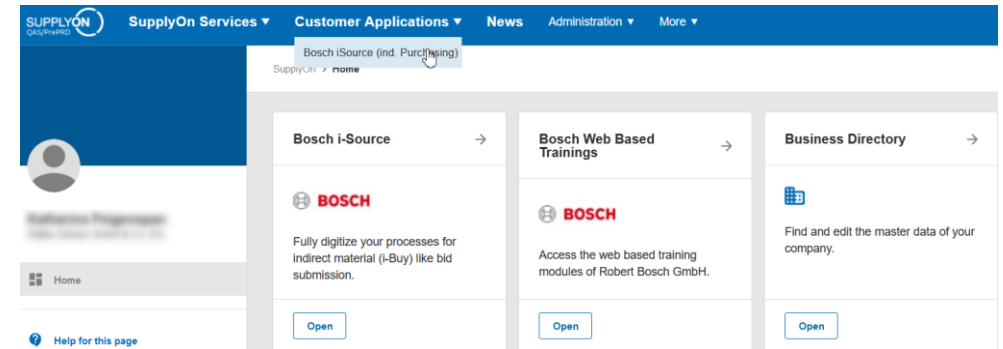
Access via SupplyOn

SupplyOn Login

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

[System Requirements](#) | [How to use](#) | [Support](#)

...or directly via SupplyOn



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Create Response

Check and change your User Preferences accordingly upfront

The screenshot displays the Bosch i-Source Supplier Manual interface. At the top, the header shows the Bosch logo, 'Test System', and the time '02:58 PM CET - Central Europe Time'. On the right, a 'Welcome' message is followed by a user profile icon (1). Below this, a dropdown menu shows 'English (US)' (2) and 'User Profile' (2). The main content area shows the user's name, 'Active' status, and fields for 'Preferred Language' (English (USA)), 'Time Zone' (GMT + 1:00 CET(Central Europe Time), Brussels, Budapest, Copenhagen, Madrid, Paris, Rome), and 'User External Code'. A 'User Preferences' section (3) is expanded, showing settings for '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 visible. On the right, a 'Logout' button and a 'ChangeTimezone' button are present. A red box (4) highlights a pencil icon for editing preferences.

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Create Response

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	CLOSING DATE	RESPONSE
-----	-----	-----	-----

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
	Bosch Sourcing Purchasing		14/12/2021 10:56	15/12/2021 01:00

MY RFIS WITH PENDING RESPONSES

No RFIs to display

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

MY RFQS WITH PENDING RESPONSES

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

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Create Response

← Reservation of Rights (RoR)

Confirm

Cancel

1 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

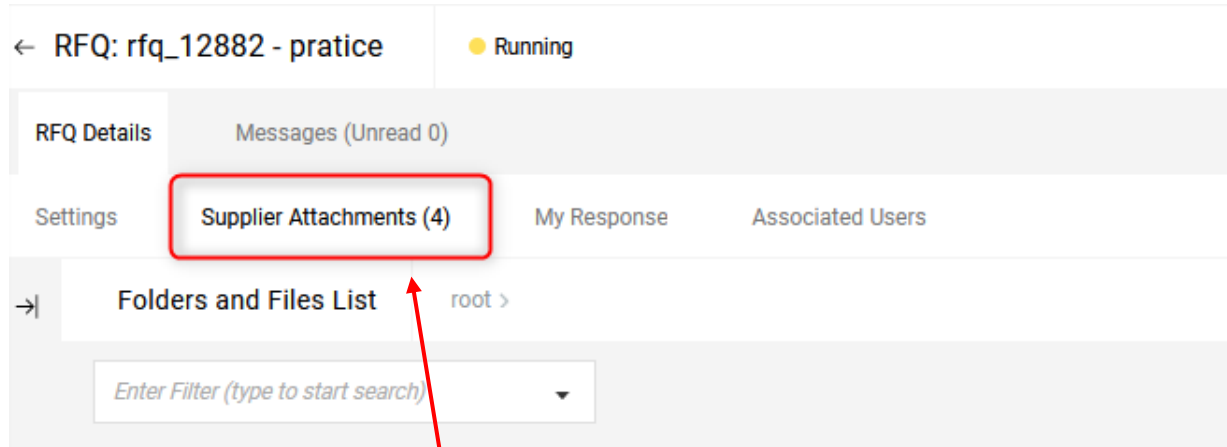
☐ I don't Agree



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

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Create Response



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

... Links ▼ Online Questionnaire In Excel **Submit Response**

RFQ Details Messages (Unread 0)

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

→ **i** 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 displays the Bosch i-Source Supplier Manual interface. At the top, the header includes the Bosch logo, 'Test System', and the time '13:30 CET - Central Europe Time'. Below the header, the main navigation bar shows 'RFQ: rfq_12882 - pratice' and 'Running' status. A red box highlights the 'My Response' tab in the navigation bar. In the top right corner, a red box highlights the 'Intend To Respond' button, with a red arrow pointing to it. A red text box with the instruction 'Click on the button to start exporting questionnaire of the buyer.' is positioned next to the button. The main content area shows the '1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 14)' section, with a sub-section '1.1 RFQ FRAME CONDITIONS - QUESTION SECTION'. Below this, a table with columns 'QUESTION', 'DESCRIPTION', and 'RESPONSE' is visible.

RFQ: rfq_12882 - pratice Running

RFQ Details Messages (Unread 0)

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

Currency: EUR

1. COMMERCIAL RESPONSE (ITEMS: 2, QUESTIONS: 14)

1.1 RFQ FRAME CONDITIONS - QUESTION SECTION

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

Decline To Respond Intend To Respond

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 Links Online Questionnaire in Excel Submit Response

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 Help To Create & Import Your Response In Excel

→ **Upload**

1 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 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

[Import Items](#)

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 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.

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A) Response via „Export/Import Response“ Function

← 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

→ 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

← Upload Help To Create & Import Your Response In Excel

1 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 2 Download Online Questionnaire in Excel

Browse Select File

3 Import Items

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A) Response via „Export/Import Response“ Function

The screenshot displays the Bosch i-Source Supplier Manual interface. At the top, the header shows the Bosch logo, 'Test System', and the time '17:24 CET - Central Europe Time'. The main navigation bar includes 'RFQ: rfq_12903 - Supplier Manuals' and a 'Running' status indicator. Below this, the 'My Response' tab is selected, showing a message: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. A red circle with the number '1' highlights the 'Submit Response' button in the top right corner. A red circle with the number '2' highlights the 'OK' button in a modal dialog box that appears over the main content. The modal dialog contains the 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".' The 'OK' button is highlighted with a red circle and the number '2'.

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

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B) Response directly within the tool

The screenshot displays the i-Source Supplier Manual interface. At the top right, a user greeting 'Welcome User 102 Test' is visible. Below it, a navigation bar includes buttons for 'Links', 'Decline To Respond', and 'Intend To Respond' (highlighted with a red box). The main content area shows the 'RFQ: rfq_12903 - Supplier Manuals' with a 'Running' status. The 'My Response' tab is active, displaying a message: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click 'Submit Response''. Below this, a 'My Response Summary' section shows a table with columns 'ENVELOPE', 'INFO PARAMETERS', and 'Total Price (excluding optional sections)'. The table contains one row: '1. Commercial Response', 'Mandatory fields missing (13)', and '0'. The currency is set to 'EUR'. At the bottom, a section for '1. COMMERCIAL RESPONSE (ITEMS: 5, QUESTIONS: 11)' is visible. A red box highlights an edit icon (pencil) in the bottom right corner of the response section, with a red arrow pointing to it. A callout box with an information icon and the text 'Scroll down to edit the response directly within the tool.' is positioned next to the edit icon.

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. Commercial Response	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

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	<input type="text"/>	0
1.2.2	Supplier Manual	* Supplier Manual	piece - old	<input type="text"/>	0
1.2.3	Supplier Manual	* Supplier Manual	piece - old	<input type="text"/>	0
1.2.4	Supplier Manual	* Supplier Manual	piece - old	<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	* 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.

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B) Response directly within the tool

The screenshot displays the Bosch i-Source Supplier Manual interface. At the top, the header shows the Bosch logo, 'Test System', and the time '17:24 CET - Central Europe Time'. The main navigation bar includes 'RFQ: rfq_12903 - Supplier Manuals' and a 'Running' status indicator. Below this, there are tabs for 'RFQ Details', 'Messages (Unread 0)', 'Settings', 'Supplier Attachments (3)', 'My Response' (selected), and 'Associated Users'. A modal dialog box is open in the center, 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 dialog has 'OK' and 'Abbrechen' buttons. A red circle with the number '2' is placed over the 'OK' button. In the top right corner, there is a 'Welcome User 102 Test' message and a 'Submit Response' button. A red circle with the number '1' is placed over the 'Submit Response' button. A red arrow points from a text box at the bottom right to the 'Submit Response' button. A message bar at the bottom of the main content area states: 'Your Response is not yet Submitted. To make it visible to the Buyer you must click "Submit Response"'. Below this, there is a section titled 'My Response Summary'.

After uploading the file submit your response so 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 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 ... Links Decline To Respond Intend To Respond

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.

RFQ: rfq_13002 - Supplier Manual Running Cancel Decline To Respond

→

* Enter Decline to Respond Reason Details

Characters available 512

QUESTIONS OR DO YOU NEED SUPPORT?

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Questions & Support



Support via SupplyON

<https://contact.supplyon.com/de/>

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