

# GS

Global Business  
Services

# Bosch SMD Self-service

for Indirect Material Suppliers

**Master Data Maintenance Quick Guide**



Supplier Master  
Data

**S2C**  
Supplier  
Management



 **BOSCH**

PSC – PTP Joint Project for your Supplier Master Data

# Bosch SMD Self-Service Index

**1**

**What is Bosch Supplier Master Data Self-Service?**

**2**

**What needs to be done?**

**3**

**Hints for operation**

**4**

**Hints for contents**

# Bosch SMD Self-Service

## 1. What is Bosch Supplier Master Data Self-Service?

### Bosch SMD Self-Service (Maintenance)



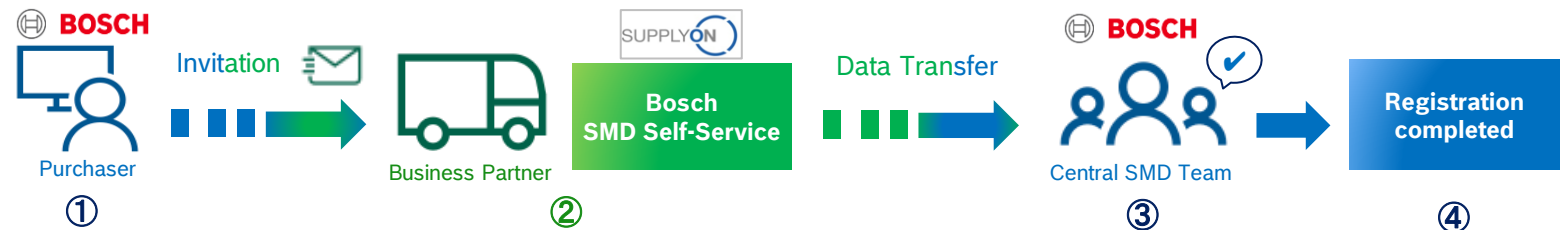
- View and maintenance of address, bank, tax, contact information
- Confirmation and submission of changes

Welcome to **Bosch Supplier Master Data Self-Service**.

Bosch SMD Self-Service is a web application to view and maintain your master data used for business with Bosch Group indirect purchasing. This application guides you to a quick and secure maintenance of your master data.

Your change request will be sent to Bosch central team automatically.

### Registration Process



# Bosch SMD Self-Service

## 2. What needs to be done? – Step 1: Login to SupplyOn

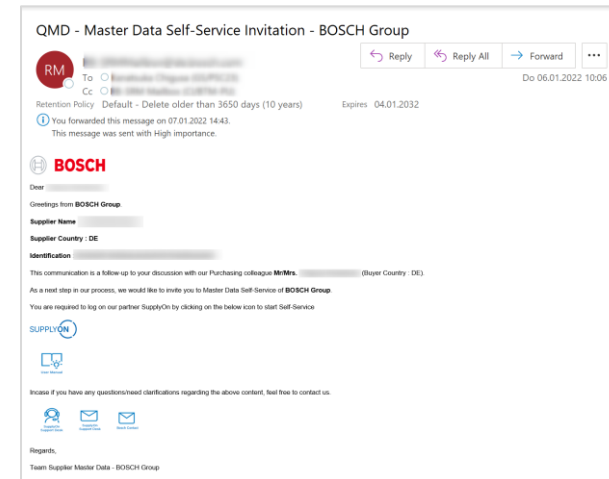
Before starting Bosch SMD Self-Service, login to SupplyOn is required from this home page ([Link](#)).

- 1) Please enter your SupplyOn User ID
- 2) Please enter your Password
- 3) In case of login issues, please contact to SupplyOn Support Center

💡 If you receive invitation from Bosch buyer via e-mail, you can directly come to SupplyOn login page to start Bosch SMD Self-Service.



**Bosch SMD Self-Service access is limited to business partners who have already SupplyOn account and Bosch eService enabled.**



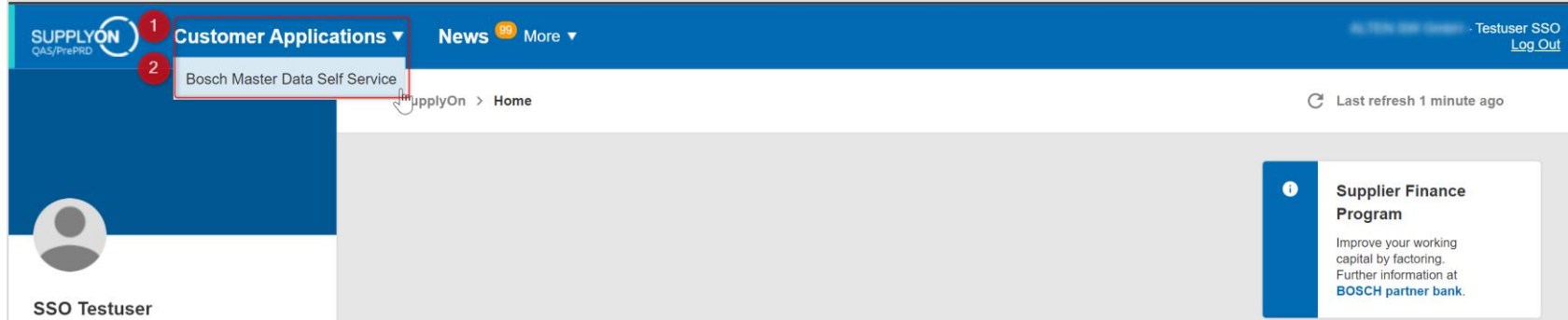
# Bosch SMD Self-Service

## 2. What needs to be done? – Step 2: Open SMD Self-Service

To start Bosch SMD Self-Service, following steps are required.

- 1) Please select “Customer Application”
- 2) Please select “Bosch Master Data Self Service”
- 3) You will be navigated to the Self-Service automatically

💡 If you receive invitation from Bosch buyer via e-mail, this steps can be skipped.



# Bosch SMD Self-Service

## 2. What needs to be done? – Step 3: View master data

You can view your registered master data with Bosch group.

- 1) From left navigation bar category, you can jump to related data object.
- 2) You find your registered data here.
- 3) With activity buttons, you can start maintenance process.

The screenshot shows the Bosch Supplier Self-Service interface. At the top, there is a header with the 'Supplier Self-Service' logo, a user profile 'SSOTestuser' with a 'Log out' link, and the Bosch logo. Below the header, there are navigation buttons: 'Edit', 'Confirm', and a 'Confirm' button highlighted with a red box and the number '3'. The main content area shows the 'General Data' page for a supplier, with a status of 'Approved' and a request date of '11/01/2022'. The page is divided into several sections: 'General Data', 'Main Address', 'Financial Contact', and 'Tax Data'. Each section contains various data fields, some of which are blurred. A red box labeled '1' highlights the left navigation bar, and a red circle labeled '2' highlights the 'General Data' section.

# Bosch SMD Self-Service

## 2. What needs to be done? – Step 4: Maintain master data

With edit functions, data maintenance can be executed.

- 1) Please click “Edit All Fields” if you have wide range of changes. Or category edit button can be used in case of changes in particular category.
- 2) You can start editing the fields. All fields marked with “\*” are mandatory.

The screenshot shows the top navigation bar with the 'Supplier Self Service' logo and 'BOSCH' logo. Below the navigation bar, there are buttons for 'Edit', 'Confirm', and 'Log out'. The 'Edit All Fields' button is highlighted with a red circle and the number 1. The main content area shows a form with a sidebar on the left containing categories: General Data, Main Address, Financial Contact, Tax Data, Invoicing Address, and Purchasing Order Sent To. The 'General Data' category is selected, and its edit button is highlighted with a red circle and the number 2. The form fields include 'Request Date', 'Application Type', 'RBSNO', 'Legal Name', 'Bosch Contact Email', and 'Country'.

The screenshot shows the same interface as the previous one, but with the 'Main Address' category selected in the sidebar. The 'Main Address' category is highlighted with a checkmark and an 'X' icon. The 'Country' field is highlighted with a red circle and the number 3. The 'City' field contains the text 'Test'. The form fields include 'Country', 'House Number', 'City', 'Postal Code', 'District', 'PO Box, PC', 'Street', and 'DUNS Number'. The 'DUNS Number' field contains the value '315158774'. The 'Confirm', 'Edit All Fields', 'Save Draft', 'Submit', and 'Cancel' buttons are visible at the bottom.

# Bosch SMD Self-Service

## 2. What needs to be done? – Step 5: Confirm your request

In this confirmation page is final step of Self-Service.

- 1) Please upload evidence documents.
- 2) Then, download and check your entries in PDF format.
- 3) If all entries are fine then please stamp and sign on the PDF.
- 4) If any entry is missing or need to be corrected, please click “Edit” button.
- 5) If PDF contents are fine and stamped/signed on it, please upload your PDF.
- 6) Please read and agree Privacy Policy, and give your Bosch contact person (e.g. Buyer)
- 7) This button will be activated once signed PDF is uploaded. Please click to confirm your request.

The screenshot displays the Bosch SMD Self-Service interface. At the top, the user is logged in as 'SSOTestuser' and can click 'Log out'. The page title is 'Supplier Self Service'. The progress bar shows steps 1 through 7, with step 5, 'Scan and Upload', highlighted. The form status is 'Approved', the request date is '11/01/2022', and the application type is 'Change general data'. The RBSNO is partially visible. The 'Notes' section is empty. The '2. Upload evidence documents' section includes instructions and a 'Download PDF' button. The '3. Download and Print' section includes instructions and a 'Download PDF' button. The '4. Stamp and Sign' section includes instructions. The '5. Scan and Upload' section includes instructions and an 'Upload File' button. The '6. Confirm and Submit' section includes a checkbox for agreement and a 'Bosch Contact Email' field. The 'Submit' button is highlighted with a red circle and the number 7.



# Bosch SMD Self-Service

## 3. Hints for Operation – Edit Bank Data

Bank data can be maintained with below steps:

- 1) If you request additional banks or change of existing bank information, please click “Create New Bank”
- 2) If you request deactivation of existing bank information, please click status control to “Inactive”
- 3) Enter all mandatory bank information
- 4) With clicking “Save” button, the bank information is saved as draft

The screenshot displays the 'Bank Details' form in the Bosch SMD Self-Service interface. The form is titled 'Bank Details' and includes a sidebar with navigation options like 'General Data', 'Main Address', 'Financial Contact', etc. The main content area contains fields for 'Bank Name', 'Account Holder', 'Bank Country', 'IBAN Code', 'Bank Address', 'SWIFT Code', 'Bank Number', 'Currency of Bank Account', and 'Bank Account'. A 'Create New Bank' button is highlighted with a red circle '1'. A 'New bank' checkbox and 'Active' status control are highlighted with a red circle '2'. A red circle '3' points to the 'Bank Name' field. A red circle '4' points to the 'Save' button at the bottom right. The form also shows 'Form Status: Approved', 'Request Date: 11/01/2022', and 'Application Type: Change general data'.

# Bosch SMD Self-Service

## 3. Hints for Operation – Status

Your request status is displayed for each information category:

- 1) Approved:** your last request was approved and master data is up-to-date. You can trigger further maintenance requests if necessary.
- 2) Under approval:** your last request is under validation by Bosch master data team. You cannot trigger any further maintenance till the running request is completed.
- 3) Rejected:** your last request was rejected and master data is kept as previous contents. You can trigger further maintenance request if necessary.

The screenshot shows the 'Supplier Self Service' interface. At the top, there's a navigation bar with the logo and user information 'SSOTestuser' and 'Log out'. Below that, there are action buttons: 'Edit', 'Confirm', 'Confirm', 'Confirm', 'Edit All Fields', 'Save Draft', and 'Cancel'. The main content area displays 'Form Status: Approved', 'Request Date: 11/01/2022', 'Application Type: Change general data', and 'RBSNO: [redacted]'. On the left, there's a sidebar with categories: 'General Data', 'Main Address', 'Financial Contact', 'Tax Data', and 'Invoicing Address'. The 'General Data' section is expanded, showing 'Legal Name: \* [redacted]' and 'Main Address' with a 'Street: [redacted]' and 'House Number: [redacted]'. Two status indicators are shown: 'Approved . Jan 11, 2022' for General Data and 'Approved . Jan 11, 2022' for Main Address, both highlighted with red boxes.

The screenshot shows the 'Supplier Self Service' interface. At the top, there's a navigation bar with the logo and user information 'SSOTestuser' and 'Log out'. Below that, there are action buttons: 'Edit', 'Confirm', 'Confirm', 'Confirm', 'Edit All Fields', 'Save Draft', and 'Cancel'. The main content area displays 'Form Status: Under approval', 'Request Date: 12/01/2022', 'Application Type: Change general data', and 'RBSNO: [redacted]'. On the left, there's a sidebar with categories: 'General Data', 'Main Address', 'Financial Contact', 'Tax Data', and 'Invoicing Address'. The 'General Data' section is expanded, showing 'Legal Name: \* [redacted]' and 'Main Address' with a 'Street: [redacted]' and 'House Number: [redacted]'. Two status indicators are shown: 'Under approval . Jan 12, 2022' for General Data and 'Under approval . Jan 12, 2022' for Main Address, both highlighted with red boxes.

# Bosch SMD Self-Service

## 4. Hints for Contents

### General

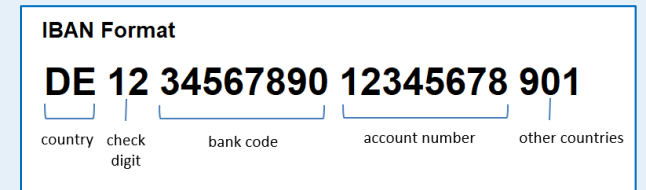
- Please save your entries from time to time as a draft to ensure the data will not be lost due to system connection issue.
- Fields marked with \* are **mandatory**
- Field „Region“ is **mandatory** for country Brazil, US, Italy, India, Canada, Mexico and Philippine as „State“
- Field „District“ is **mandatroy** for country Brazil as „Bairro“, and for US as „County“

Ordering Address is physical address of location for contacting about purchasing orders and contents.

Purchasing Order Sent To is the email address contact to which purchasing orders from Bosch will be sent.

### Bank Details

- „Bank Number“ is a general number, code or key of the bank in your country
- „Bank Account Number“ is your account number in the bank
- „Account Holder“ is name of the account holder as per bank account details



# Bosch SMD Self-Service

## 4. Hints for Contents

### Tax Data

- **Company Registration Number:**
  - This field is **mandatory** for Country Brazil as CNPJ with 14 digits
- **VAT Registration Number:**
  - This field is **mandatory** for EU countries
  - This field is **mandatory** for Country Brazil as Estadual Inscription as “**IE-xxxxx**” and Municipal Inscription as “**IM-xxxxx**”. In case of exemption please fill the field as “**INSENTO**”.
- **Regional Tax ID:**
  - This field is **mandatory** for Country Turkey as Vergi Dairesi (city of tax authority)
  - This field is **mandatory** for Country Brazil as Tax Declaration Type

#### Brazil Tax Declaration Type

LA: Arbitrated Profit

LP: Presumed profit

LR: Real profit

SN: Simple national

- **Additional Foreign Registration:** Please enter the additional foreign registration details here (e.g. GST number and PAN number for country India)

# Bosch SMD Self-Service

## 4. Hints for Contents

### Evidence Documents

- **Bank Letter/Statement:** Always **mandatory** for all suppliers as part of Additional Information
- **W8 (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting):** **Mandatory** for suppliers which will have business with Bosch USA
- **W9 (Request for Taxpayer Identification Number and Certification):** **Mandatory** for suppliers located USA
- **RFC (Registro Federal de Contribuyentes):** **Mandatory** for suppliers located in Mexico

### Confirmation

- **SupplyOn Survey Results:** Always **mandatory** for all suppliers as part of confirmation