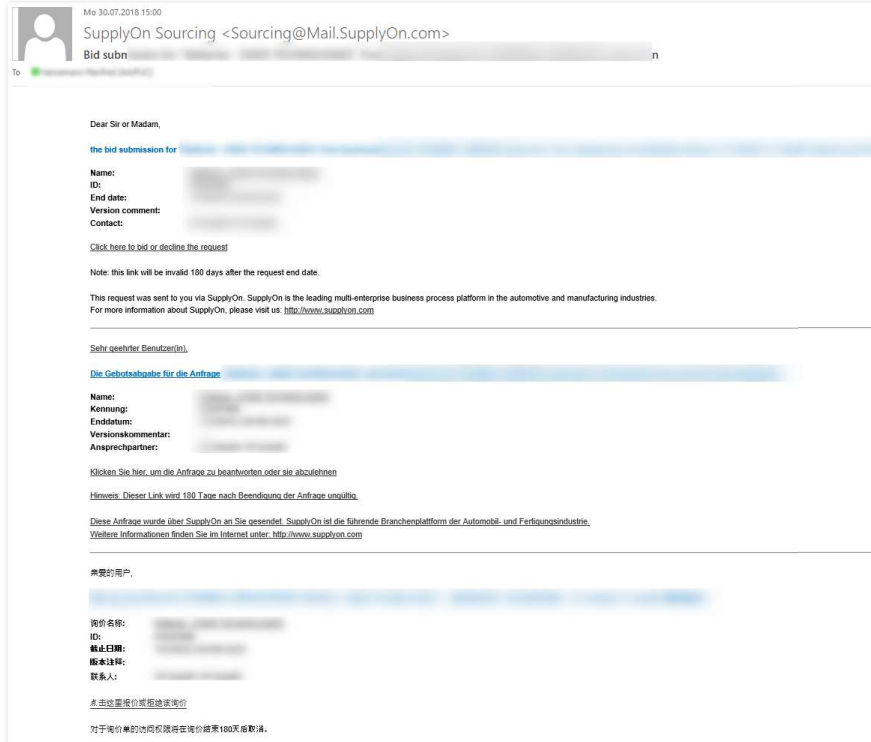


# 1 Receive RFQ Mail

## 1.1 Receive RFQ Mail as registered Supplier

- Below email will be sent out via SupplyOn in case a new RFQ is sent.



- The Mail from SupplyOn will be available in three different languages:

**GERMAN**

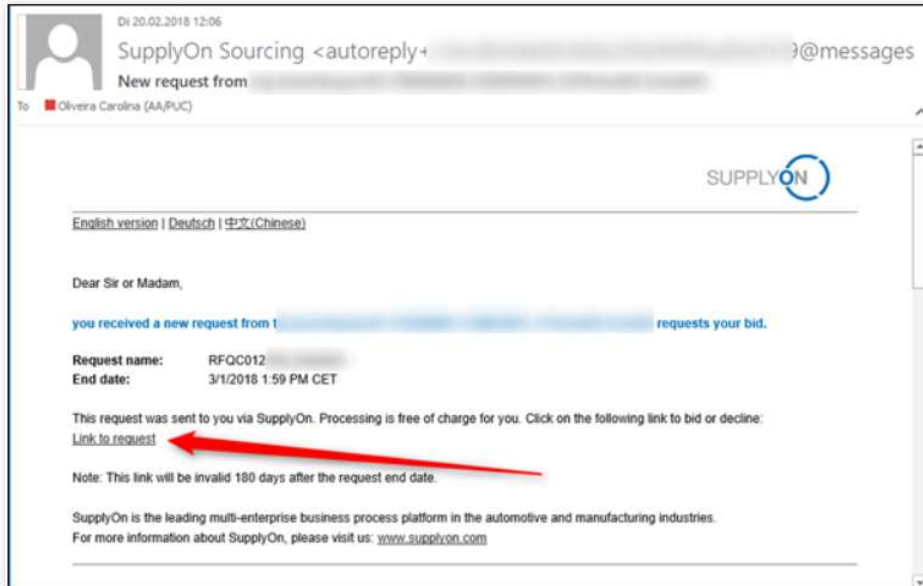
**ENGLISH**

**CHINESE**

- By clicking "[Click here to bid or decline the request](#)" you will be lead to the RFQC overview in SupplyOn.

## 1.2 Receive Mail as not registered Supplier

- Below you will see an example of a mail if the you have no SupplyOn registration:
- You receive an e-mail from SupplyOn containing the link to access your RFQ and have to click on it:



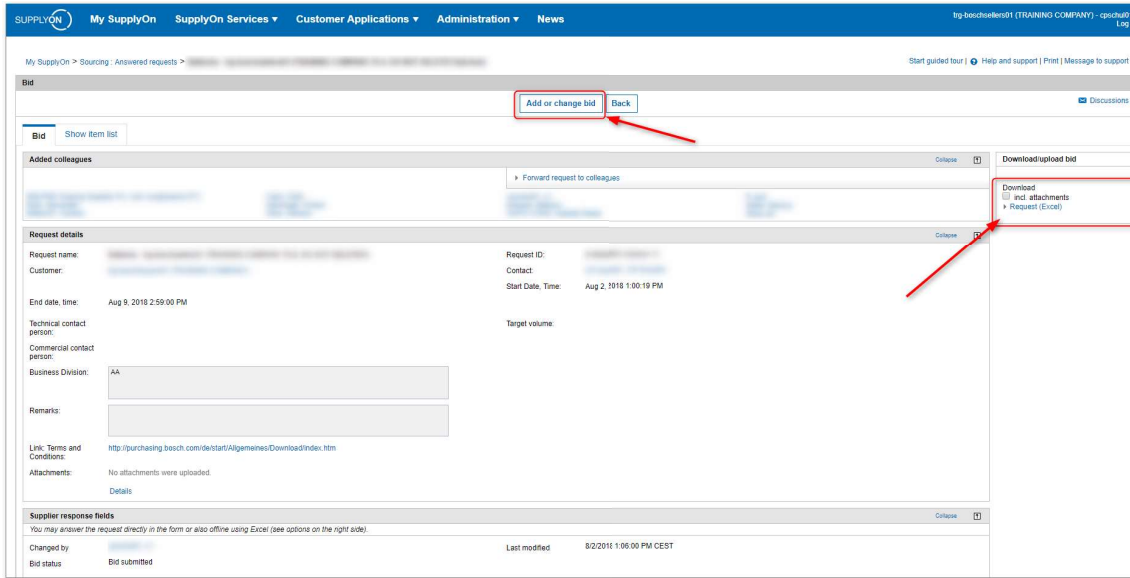
- After clicking on this link, the following will be shown

- In this view you have to enter the mandatory data, add a password, accept the terms and conditions and click on "confirm".
- Afterwards, you are able to sign in SupplyOn and the RFQ will be displayed.

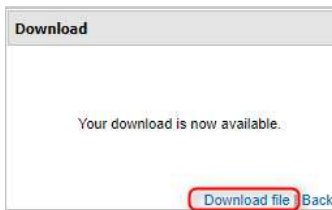
## 2 Give BIDs manually in SupplyOn

An easier way for you to give BIDs is the down and upload through Excel

- For a later BID you have to click on "Add or change bid"
- Click "Download" (including attachments if needed)



- Download file



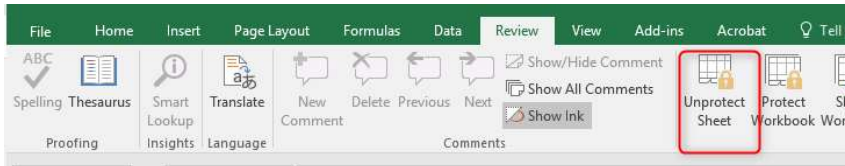
- open .xls file in downloaded .zip folder (If you downloaded the attachments as well, these are in the folder, too - e.g. drawings, technical documents, etc)
- maintain request .xls
- in the tab "items" enter the requested fields: yellow (mandatory) and purple (optional) fields

### Where do I find the years?

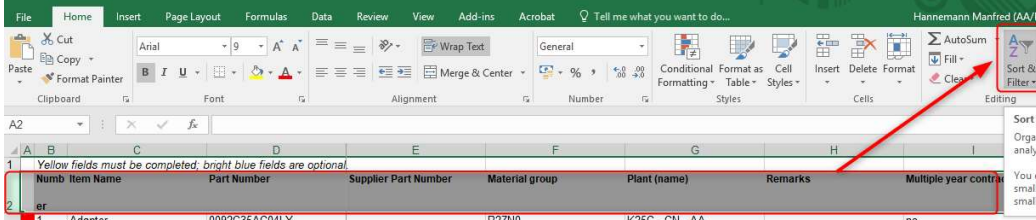
Due to technical restrictions the BID years are currently included in the column "plant".

	A	B	C	D	K	L	M	N	O	P	Q	R	S
	Item Number	Item Name	Part Number	Specification	Incoterms	Incoterms description	Terms of payment	Terms of payment	Remarks	Plant (name)	Target Price (externally)	Currency*	
1	Starter Battery	0092S37000C1U	0092S37000C1U	>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam...	FCA	Free Carrier	2B53	60 days net		K25C - CN - AA Warehouse in BLP (CTU)		EUR	
2	Brake disc	0986479C870NR	0986479C870NR	>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam...	FCA	Free Carrier	2B53	60 days net		K259 - DE - R, Bosch GmbH, ADC-Karlsruhe 2920		EUR	
3	New Part ID	HAM4KA0000005	HAM4KA0000005	>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam...	FCA	Free Carrier	2B53	60 days net		K260 - DE - R, Bosch GmbH, ADC-Karlsruhe 2920		EUR	

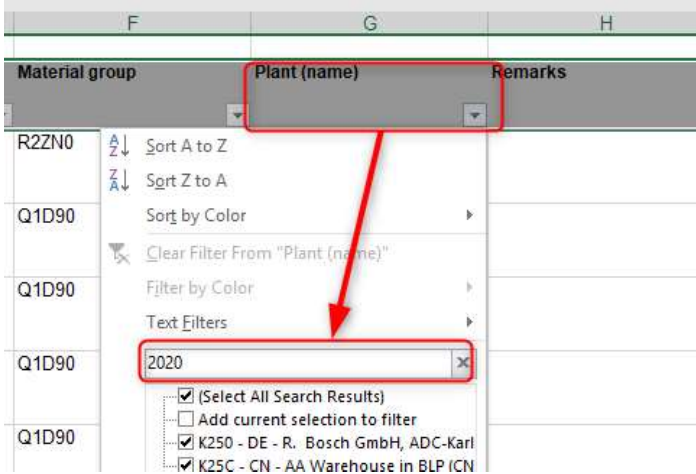
- For a better filtering, please consider our following recommendations:
  1. "Unprotect Sheet": The Worksheet comes without any password protection. After removing the worksheet protection you can manipulate the sheet.



2. add a filter to the header



3. Filter column plant for the Bid year, you want to give the Bid for



You can now vlookup the requested fields.

Attention: Please don't to change the format of this file (e.g. do not add or delete any column, etc..) as this will confuse the upload.

- Below you find an overview of the fields in the standard HAWA Template:

Column	Field Name	mandatory/ optional	Comments
A	/	/	Traffic light if all mandatory data is filled in
B	Number	/	Item Number
C	Item Name	/	Product Description
D	Part Number	/	Initial Bosch Part Number
E	Current part number	/	Bosch Part Number after release (will be same as Initial Part Number in the beginning)
F	Material Group	/	Bosch internal reference

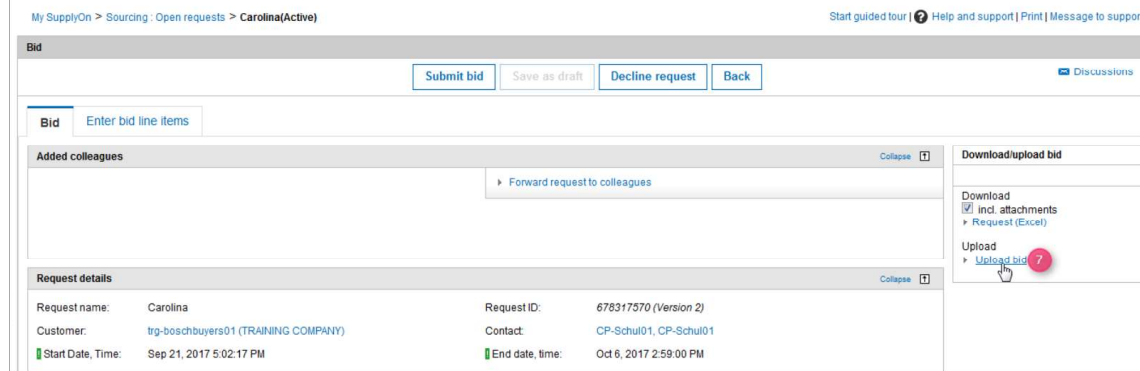
Column	Field Name	mandatory/ optional	Comments
G	OE number 1	/	OE number(s) as a reference
H	OE number 2	/	OE number(s) as a reference
I	OE number 3	/	OE number(s) as a reference
J	Packaging style	/	expected Packaging
K	Specification	/	Specification of the product
L	Incoterms	/	Expected Incoterms (you can offer a different INCO Term in column XX)
M	Incoterms description	/	Expected Incoterms Description
N	Terms of payment	/	Expected Terms of Payment (you can offer a different Payment Term in column XX)
O	Terms of payment description	/	Expected Terms of Payment Description
P	Remarks	/	Remarks
Q	Plant (name)	/	Sourcing Bosch Plant + Bid Year
R	Target Price (externally)	/	Target Price (might be empty)
S	Currency	mandatory	Bid Currency
T	Price Unit	/	E.g. per 100 (you can offer a different the Price Unit in column XX)
U+V	Quantity	/	Quantity per Bid Year
W	Supplier price unit (if differing from requested price unit)	optional	Change price unit into 1, 100, 1000 in case you want to quote per a different price unit then column T
X	OE supplier? (Y/N)	optional	Are you the OE supplier? Enter YES or NO.
Y	Patented? (Y/N/Not clear)	optional	Is a patent existing to this material? Enter YES, NO, or Not clear.
Z	Patent owner	optional	Who is the patent owner?
AA	Patent bypassed (Y/N)	optional	Has the patent been bypassed? Enter YES or NO.

Column	Field Name	mandatory/ optional	Comments
AB	Existing part in your range? (Y/N)	optional	Are you already able to deliver this p/n? Enter YES or NO.
AC	Supplier Part Number	optional	Your p/n for the requested material
AD	Quantity per Pallet*	mandatory	How many parts fit a pallet?
AE	Country of Origin*	mandatory	Where is the material manufactured?
AF	Supplier Country of delivery*	mandatory	Where will the material be handed over into the responsibility of a Bosch freight forwarder?
AG	Supplier ZIP code of dispatch	optional	What is the ZIP code of point of dispatch in column AF?
AH	Transport packaging type	optional	Which transportation packaging type are intending to use?  <i>Hint: KLT (German: Kleinladungsträger) = Euro container - standardized stacking container conforming to the VDA 4500 standard.</i>
AI	Packaging costs (CU/PU)	optional	Included packaging costs per price unit
AJ	Quantity per packaging unit	optional	In case of a set: How many parts are included in one product?
AK	Minimum order quantity	recommended	Minimum order quantity
AL	Lead time first falling parts (weeks)	recommended	Time it will take until Bosch can receive the first samples (in weeks)
AM	Serial production lead time (weeks)	recommended	Serial production lead time (production process + time until parts)
AN	Net weight per part	optional	Net weight per 1 part
AO	Weight unit for gross and net weight	optional	g, kg or t
AP	Quotation Remark	optional	Any free text remarks
AQ	Incoterms*	optional	Deviating INCO terms to columns L, M

Column	Field Name	mandatory/ optional	Comments
AR	Terms of payment*	optional	Deviating Payment Term to columns N, O
AS	Price per price unit*	mandatory	Price per price unit (column T or W)


In case you can't supply one of the requested p/n please leave all lines referring to this p/n blank. You may enter a remark later once transferring the parts back from SupplyOn to Bosch.

- Save file on local drive (not in the existing ZIP file)
- Upload the file by pressing "Upload" (7)



- In the upcoming window, click on "Browse" and add the excel file containing the bid (template saved in step before).
- By ticking "Submit bid immediately" the bid gets transferred to Bosch instantly.



- as an alternative the upload can be triggered manually in the RFQ overview: 
- **Further support options:**
  - Online tutorial can be accessed by clicking on "Start guided tour".
  - Click on "Help and support" or "Message to support" to contact SupplyOn support team.

My SupplyOn > Sourcing: Open requests > Carolina(Active)

Start guided tour | Help and support | Print | Message to support

**Bid**

Submit bid | Save as draft | Decline request | Back

Discussions

Bid | Enter bid line items

Added colleagues

Forward request to colleagues

Request details

Request name:	Carolina	Request ID:	678317570 (Version 2)
Customer:	trg-boschbuyers01 (TRAINING COMPANY)	Contact:	CP-Schul01, CP-Schul01
Start Date, Time:	Sep 21, 2017 5:02:17 PM	End date, time:	Oct 6, 2017 2:59:00 PM

Download/upload bid

Download

ind. attachments

Request (Excel)

Upload

Upload bid