

GS

Global Business
Services

Bosch SMD Self-service

for Indirect Material Suppliers

Supplier Onboarding Quick Guide



Supplier Master
Data

S2C
Supplier
Management



 **BOSCH**

PSC – PTP Joint Project for your Supplier Master Data

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What is Bosch Supplier Master Data Self-Service?

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Bosch SMD Self-Service

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

Bosch SMD Self-Service Survey (onboarding)



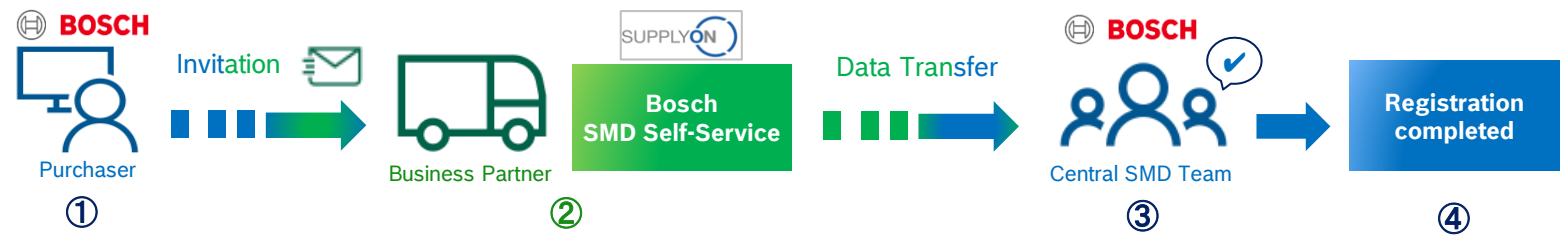
- Initial registration of address, bank, tax, contact information
- Confirmation and submission

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

Bosch SMD Self-Service Survey is a web template supported by SupplyOn for registration of your master data used for business with Bosch Group indirect purchasing. This Survey guides you to a quick and secured onboarding.

Your company information will be sent to Bosch central team automatically.

Registration Process



Bosch SMD Self-Service

2. What needs to be done? – Step 1: Getting invitation

You will receive an invitation for your initial registration of your general data to start a new business with Bosch group.

The invitation e-mail contains a link shown in the picture to open a web template supported by SupplyOn, please click the link to start your registration.

Trouble Shooting → [Click Here](#)

- You don't receive the invitation e-mail
- You have issue at log on to SupplyOn
- You need general support for using SupplyOn

Survey Name	QMD_SupplierCreationRequest_ [REDACTED]
Identification	[REDACTED]
Due Date	[REDACTED]

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2. What needs to be done? – Step 2: Start Survey

In this welcome page, you can start registration of company information with clicking **“Start Survey”**.

You have the option to decline this invited registration process by Bosch, please click **“Decline Survey”** and communicate to Bosch purchaser who invited you.

The screenshot shows the 'Flexible Survey' interface. At the top, there are navigation links for 'SUPPLYON QAS/PrePRD', 'My Company', and 'My User Account'. The main content area is titled 'Flexible Survey' and includes a 'Welcome' message. A 'FILL-OUT PROGRESS' bar is shown, followed by a list of survey sections: Legal Address, Ordering Address, Sales Contact, Purchasing Order Send To, Financial Contact, Invoicing Address, Tax Data, Bank Details, and International Version (which is checked). The main content area displays the survey title 'Robert Bosch GmbH SupplierCreationRequest_861956' with the Bosch logo. A personalized message reads: 'Dear Mr. Christoph Knebel, we welcome your company [redacted] to the survey SupplierCreationRequest_861956.' Below this, key information is provided: 'Due Date: May 12, 2021 6:30 AM GMT' and 'Processing time: around 10 minutes'. A prompt asks the user to answer the survey promptly and completely, signed 'Best regards, Your SupplyOn Team'. At the bottom, there are three buttons: 'Back to Overview', 'Decline Survey', and 'Start Survey'.

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2. What needs to be done? – Step 3: Enter information

In this Survey page, you are requested to fill company information.

- 1) You can check survey progress. Once all mandatory fields are fulfilled, it will turn to green.
- 2) From left side bar category, you can jump to related fields.
- 3) Please fill each field information.
- 4) You can check due date.
- 5) You find some hints for field entries.
- 6) You can save your field entries.
- 7) This button will be activated once all mandatory fields are fulfilled. You can submit survey.

The screenshot displays the 'Flexible Survey' interface. At the top, there's a navigation bar with 'SUPPLYON QAS/PrePRD', 'My Company', and 'My User Account'. The main content area shows a progress bar labeled 'FILL-OUT PROGRESS' with a red circle '1' next to it. Below the progress bar is a list of survey categories: 'Legal Address', 'Ordering Address', 'Sales Contact', 'Purchasing Order Send To', 'Financial Contact', 'Invoicing Address', 'Tax Data', 'Bank Details', and 'International Version'. A red box highlights the first eight categories, with a red circle '2' next to it. The main form area contains a question: 'Please answer the question.' with a character count '0 / 10000'. A large yellow callout box with a lightbulb icon contains the text: 'Please fill fields with **latin characters only,** without special letters (e.g. äöüß, Chinese, Korean, Japanese, Thai, Russian, Turkish, Arabic. For these languages please use „International Version“)'. Below this is a text input field for 'District (Please use field for country BR as „Bairro“, US as „County“)' with a character count '0 / 10000'. At the bottom, there are three buttons: 'Back to Overview', 'Save as Draft', and 'Finish Survey'. A red circle '6' is above 'Save as Draft' and a red circle '7' is above 'Finish Survey'. On the right side, there's a 'REMAINING TIME' box showing '12 d 8 h 47 min' and a 'DUE DATE' box showing '12 May 2021 6:30 AM GMT'. A red circle '4' is next to the 'REMAINING TIME' box. At the bottom right, there's a hint box with a question mark icon and the text: 'Please use field for country BR as „Bairro“, US as „County“ (max. 40 characters)'. A red circle '5' is next to the hint box, and a red arrow points from it to the 'District' input field.

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2. What needs to be done? – Step 4: Attach Evidence Documents

End of the survey, attachment of evidence documents are required.

- 1) Please upload Bank Letter/Statement, this is mandatory document for all company.
- 2) Some countries requires further evidence documents, please consider [4.Hints for Contents “Evidence Documents”](#)

The screenshot displays the 'Evidence Document' upload interface. The top navigation bar includes 'SUPPLYON QAS/PrePRO', 'My Company', and 'My User Account'. The breadcrumb trail shows 'SupplyOn > Flexible Survey > QMD_SupplierCreationRequest_300070'. The main heading is 'Evidence Document' with a '* Mandatory' note. The left sidebar shows a 'Flexible Survey' section with a 'Welcome' message and a 'FILL-OUT PROGRESS' bar. Below the progress bar, a list of survey steps is shown: 'User Guide for Bosch Suppliers' (completed), 'Legal Address', 'Ordering Address', 'Sales Contact', 'Purchasing Order Send To', and 'Financial Contact' (all with red exclamation marks). The main content area contains three document upload sections: 'Bank Letter/Statement' (with a red circle '1' and 'Upload file *' button), 'Document 2' (with a red circle '2' and 'Upload file' button), and 'Document 3' (with 'Upload file' button). A note below 'Document 2' states: 'Please attach PDF documents like Business License, Tax register certificate, Organization code certification, Banking information, etc.'. At the bottom, there are three buttons: 'Back to Overview', 'Save as Draft', and 'Finish Survey'.

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

In this confirmation page is final step of survey.

- 1) Please download and check your entries in PDF format.
- 2) If all entries are fine then please stamp and sign on the PDF.
- 3) If any entry is missing or need to be corrected, please click “Back to Questionnaire” to edit.
- 4) If PDF contents are fine and stamped/signed on it, please upload your PDF.
- 5) This button will be activated once signed PDF is uploaded. Please click to confirm your registration.

SUPPLYON QAS/PrePRD My Company My User Account Log Out

SupplyOn > Flexible Survey > SupplierCreationRequest_864065

Flexible Survey

- ✓ Sales Contact
- ✓ Purchasing Order Send To
- ✓ Financial Contact
- ✓ Invoicing Address
- ✓ Tax Data
- ✓ Bank Details
- ✓ International Version
- ✓ Additional Information
- ✓ **Finish Survey**
- ⓘ Thank you
- 🔗 Help for this page

Finish Survey

* Marked fields are mandatory

Please confirm your answers to finish this survey by following these steps.

1. Download and Print

Please download your entries as PDF file and print it.

Download PDF **1**

2. Stamp and Sign **2**

Please stamp the printed document on the last page with your company stamp and sign it. That's how you confirm your answers.

3. Scan and Upload

Afterwards please scan the stamped and signed document. Save the scan as a PDF file and upload it here.

Browse * Upload file **4** Upload

Accepted file types: PDF

✓ 20210430_Survey_wo_IBAN.pdf (52 KB) ✕

Back to Overview **Back to Questionnaire** **3** **Send Survey** **5**

REMAINING TIME
⚠️ 13 d 20 h 47 min

DUE DATE
🕒 14 May 2021 6:23 AM GMT

🔗 Please add additional remarks if any.

32 new notifications

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3. Hints for Contents

General

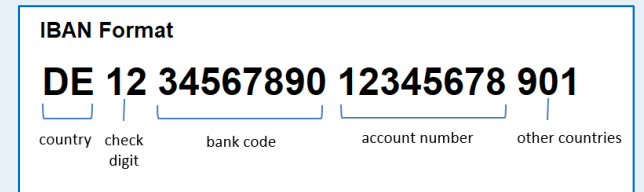
- Please save your entries from time to time as a draft to ensure the data will not be lost due to system connection issue.
- Fields marked with * are **mandatory**
- Field „Region“ is **mandatory** for country Brazil, US, Italy, India, Canada, Mexico and Philippine as „State“
- Field „District“ is **mandatroy**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

Address

- **Main Address** is the address for business with Bosch for purchasing activities.
 - For country India, the main address must be relevant for GST number
- **Invoicing Address** is physical address of location for contacting about payments.
- **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



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3. Hints for Contents

Tax Data

- **Company Registration Number:**
 - This field is **mandatory** for Country Brazil as CNPJ with 14 digits
- **VAT ID Number:**
 - This field is **mandatory** for EU countries. If no VAT ID available for your organization, please enter “N/A”.
 - 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 Russia as Taxpayer Identification Number (TIN)
 - 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

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3. Hints for Contents

Tax Data

- **Additional Foreign Registration**
 - Please enter the additional foreign registration details here (e.g. GST number and PAN number for country India)
 - This field is **mandatory** for Russia as Registration Reason Code

Evidence Documents

- **Authorized letter issued by the bank confirming account ownership details** : **Mandatory** for all supplier whose main address country and bank account country are different
- **W8 (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting)**: **Mandatory** for suppliers which register for 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

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3. Hints for Contents

Contact Person

- **Sales Contact** is the person who is responsible for business discussion with Bosch (e.g. contract, price negotiation etc.)
- **Financial Contact** is the person who is responsible for financial discussion with Bosch (e.g. invoicing, payment etc.)

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4. Troubleshooting



General Support

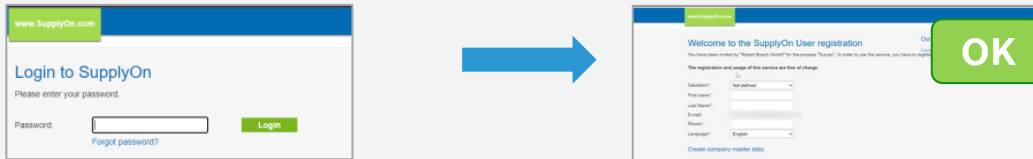
- SupplyOn Help Desk Call: <https://contact.supplyon.com/en/contactphones/>
- SupplyOn Customer Support: customer-support@supplyon.com

E-Mail Invitation

- **Bosch buyer triggered an invitation, but the e-mail has not yet reached to my e-mail box.**
→ Your e-mail box might categorize the e-mail as junk e-mail, or block the e-mail from SupplyOn system. Please contact to your IT data security responsible of your company to accept the sender. If all settings are fine but the e-mail is not found, then please contact to above SupplyOn customer support.

Login to SupplyOn

- **Login password is requested even it is the first login.**
→ Please clear caches on your browser and open the e-mail link again, so that initial registration page will be shown.



Bosch SMD Self-Service

4. Troubleshooting



File upload

- **Error message “File must be bigger than 5 KB” is shown and cannot proceed.**

→ You need to download the survey results first, and upload the signed result PDF, so that the error will not be shown.

SupplyOn My Company My User Account

Flexible Survey

1. Download and Print
Please download your entries as PDF
Download PDF

2. Stamp and Sign
Please stamp the printed document on the last page with your company stamp and sign it. That's how you confirm your answers.

3. Scan and Upload
Afterwards please scan the stamped and signed document. Save the scan as a PDF file and upload it here.
Browse Test_Attachment_PDF.pdf Upload

Accepted file types: PDF
Please upload the PDF file created by following steps 1 through 3. In case you updated your answers, please make sure to start again with step 1 by downloading your most recent answers. The PDF file must be bigger than 5 KB and smaller than 20 MB.

4. Send Survey

REMAINING TIME
27 d 23 h 47 min

DUE DATE
10 Nov 2021 4:31 PM GMT

File must be bigger than 5 KB. X

If upload is executed before download PDF, error message is shown and cannot be processed.
Please download results, and sign on it, then start upload.

- **Error message “The upload of the file failed, please try again” or other errors are shown and cannot proceed.**

→ This might be technical issue, please contact to [SupplyOn Help Desk](#).

The upload of the file failed, please try again. X

An internal error (SVFLT_00039) has occurred. Please try again or contact our support. X