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1 Explanation about documents exchanged

1.1. BOM

Bill of Material (BOM) is the formally structured list of components which are used to produce a final product. BOMs contain the object number of each component, the quantity, unit of measure and the corresponding document info records. BOM contains material items, document items, and text information items.

Document items in the BOM are e.g. usually drawings, Bosch Norm, instructions, order specification.

The table below shows the type of document items, their abbreviations and whether they are included in the Document EXchange (DEX) or not:

The following picture shows an example for a BOM and explains the content.
2 DEX - PILUM DEX

The documents are sent by creating a DEX package via PILUM

2.1 DEX – Electronic Exchange

The Document EXchange is done via SupplyOn. The supplier can provide the feedback electronically. The preferred way for exchanging documents is via SupplyOn.

a) Contact Person for DEX via SupplyOn @ Supplier

To ensure to receive all documents via SupplyOn, it is essential that each supplier defines a contact person for DEX in SupplyOn.

The DEX contact person is responsible for

- reception of exchanged documents
- provision of feedback (declining/accepting).

The supplier has to enter the contact details in SupplyOn using the Management Cockpit. The following pictures show how to enter the contact details.

Under Administration, select user management.
Select under “service settings” the tab “Document Management” and enter the user data accordingly:

Bosch (commercial buyer) needs to know the contact details of this person as well as updates and changes.
b) DEX via SupplyOn

Once Bosch sends a document package to supplier, the supplier’s contact person receives a notification from SupplyOn via email. The valid documents are available now via SupplyOn Document Management System inbox. The DEX package can be accessed using the link in the notification email.

The picture below shows an example of this email:

Dear Ms. Kloppig,

Your company trg.boschsellers01 (TRAINING COMPANY) (Adorf) has received a new document. Please respond.

This e-mail was also sent to the following recipients: Tobias Adams, s1.cpschu01, Iven Junghaenel (PT) (RB-PRD-Training-Supplier 01).

Please note that the correct RBSNo has to be used in case there are multiple entities within a Supplier’s company.
Once logged on into SupplyOn, below is the view of the DEX package and its documents:

The DEX package always contains a change letter with detailed information about the attached documents and the further proceeding (e.g. next supplies to BOSCH, PPA/PPAP...).

For better understanding, please read the change letter information first. Furthermore, please check the content of the received documents and provide your feedback electronically.

c) DEX via Email

For suppliers not registered for SupplyOn, the DEX packages are sent via email with a zipped attachment of documents. The attachment is protected with a password: the details are available in the mail you receive. The supplier can save the documents, after entering the correct password. For better understanding, kindly read the change letter first. Please check the contents of the received documents and provide your feedback via signed copy of the change letter to Bosch. Please ensure the contact details for the correct recipient for Document Exchange is known to your Commercial Purchasing contact at Bosch.

Winzip 8.0 or above is required to open the attachment.

If you do not receive the email, please ensure that it is not blocked by your firewalls.

DEX via SupplyOn is the preferred mode of Document Exchange. Please contact your Commercial Purchasing contact at Bosch for further details.
3 DEX – Acceptance

A formal acceptance of the documents is mandatory for all documents including the change letter and also for the DEX package. Acceptance of the DEX package means overall acceptance of all documents within the DEX package. Electronic Acceptance via SupplyOn is legally binding.

Once

- the documents are accepted and
- the “Change Letter” is accepted and
- the DEX package is accepted.

supplier must send a response electronically via single click.

Upon acceptance suppliers confirm

- Reception of the documents
- Usage of these for future production
- Invalidate of previous versions of these documents
- Confirmation from sub-suppliers of the documents if relevant for them.
3.1 Acceptance of the documents

First select the DEX package which documents should be accepted:

Click on “linked documents”:
Click on “linked documents”:
The documents are available for view / download by the supplier.
The first step is to accept each document one by one:
It is also possible to accept all documents with one click:

A window opens, please select "send response":

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3.2 Acceptance of the DEX package

After the documents have been accepted, the second step is to accept the package. Click on “Change”: 

![Image of SupplyOn screen showing the acceptance process]
Please choose “Accepted”:
When the supplier accepts the DEX, it is mandatory to inform the sub-suppliers about the change and distribute the updated documents, as necessary.
4 DEX – Decline

It is possible to decline or accept the documents individually in each position.

If any document of the DEX package or the DEX package itself is declined, it is mandatory to add the reason for declining in the comment box. However, the DEX package can only be set to “Declined” when at least one document is individually declined.

For example, Document 1 can be accepted, and Document 2 can be declined in the same DEX package, and the overall status of the DEX package can only be “Declined”.

Please note the function “attachments” is not supported (are not sent via SupplyOn).

Please choose “Decline”:
In case of declining documents, suppliers have to contact

**Bosch technical purchasing contact in case of technical concerns & questions**

**Bosch commercial purchasing contact in case of commercial concerns & questions.**

After clarification, the DEX package can then be accepted.

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5 Activities after Dex

In the change letter, the rules and activities after DEX are described, mainly for

- application of Bosch norm "N2580" (Prohibition and declaration of substances) as the basis for all shipments
- Correct shipping documents
- Initial sampling
  Marking of deliveries after the change

5.1 Prohibition and declaration of substances

Bosch Norm "N2580" (Prohibition and declaration of substances) serves as the basis for all shipments to Bosch. A valid version of this norm is available here: https://www.bosch.com/company/supply-chain/information-for-business-partners/#further-information.

5.2 Correct shipping documents

For all products with a revision number in the bill of material, it is most important that this number is mentioned on all shipping documents. Without this information, it will not be possible for Bosch to accept the shipment, and we will be forced to send you a complaint notice regarding these parts.

5.3 Initial Sampling - PPA/PPAP procedure

Production Process and Part Release procedure (PPA/PPAP) must be performed in line with VDA Volume 2 (current edition) or AIAG PPAP manual (4th edition) requirements. Supplier is obliged to conduct a complete PPA/PPAP and document the results as evidence for the fulfillment of the requirements. This applies as well to an evaluation after a change.

Further information is available here: https://www.bosch.com/company/supply-chain/information-for-business-partners/

5.3.1 Initial Sampling after a change WITH technical impact on product and/or process

Bosch requests documents and samples as evidence for the PPA/PPAP and adds specific sampling requirements, if needed. Preferably, the documents are transferred electronically via eISIR.

5.3.2 Initial Sampling after a change WITHOUT technical impact on product and/or process

For changes WITHOUT technical impact on product and/or process, an update of the release on the current documentation status is needed. However, it is possible for a customer to waive the submission of documents.
BOSCH uses this waiver possibility. A document will be issued by Bosch which serves as an update of the existing release on the documentation status after this type of change (WITHOUT technical impact on product and/or process).

Hint: In the past these release updates were managed with the so-called „cover sheet releases“.

The supplier is informed about the update of the release on the current document status.

Supplier takes necessary steps to enable deliveries based on the new document status (e.g. internal release, update labeling).

5.4 Marking of deliveries after a change

The first three deliveries after the start of a series and after the aforementioned change measures must be marked according to Bosch specifications (Specifications in accordance with the logistics manual below or separate agreements).

In addition, the papers accompanying the first three deliveries after a change must be marked as follows:

• 1. delivery, 2. delivery, 3. delivery after change [number of the change, revision level].

Deliveries of samples for PPA/PPAP release (initial sample) must be clearly marked on the packaging and on the delivery paper.

The revision level must also be clearly visible on the delivery papers for all products with a revision level is listed on the bill of materials (BOM).

It is as well necessary to comply with all rules and notes arising from the current version of the Bosch supplier logistics manual. For further details see https://www.bosch.com/company/supply-chain/information-for-business-partners/

6 Reminder & Escalation

A reminder letter will be automatically triggered by SupplyOn if supplier has not replied two weeks after reception of DEX package.

Bosch will contact the supplier to clarify the reasons for not answering and accepting the DEX package. Any queries which can not be solved will be addressed to the commercial and / or technical contact for further problem solving.