

# GS

Global Business  
Services

# Bosch SMD Self-service

**Supplier Onboarding Quick Guide**



Supplier Master  
*Data*

**S2C**  
Supplier  
Management



 **BOSCH**

PSC – PTP Joint Project for your Supplier Master Data

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# Bosch SMD Self-Service

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

### Bosch SMD Self-Service Survey (onboarding)



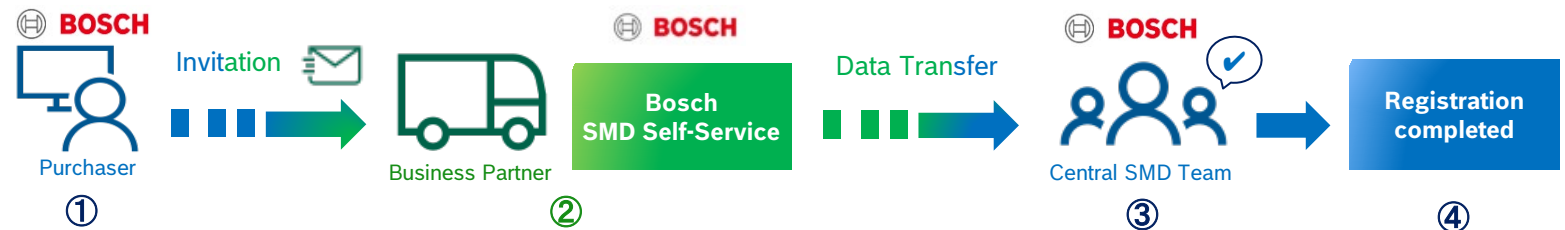
- Initial registration of General Data, Purchasing, Logistics, Accounting, Documents
- Confirmation and submission

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

The Bosch SMD Self-Service Survey is a web template provided by Bosch to facilitate the registration of your master data for business purposes within the Bosch Group. This survey offers a convenient and secure onboarding process.

The information of your company will be automatically forwarded to the central team at Bosch.

### Registration Process



# Bosch SMD Self-Service

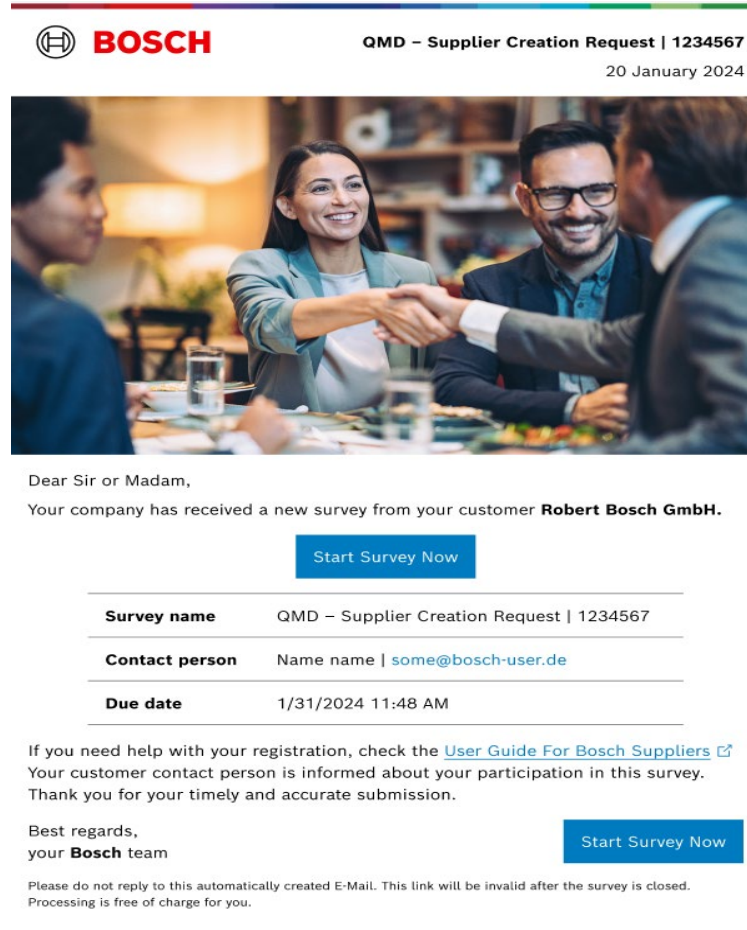
## 2. What needs to be done? – Step 1: Getting invitation

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- Start Survey Now, shown in the picture to open a web template supported by Bosch, please click the link to start your registration.

Troubleshooting → [Click Here](#)

- You don't receive the invitation e-mail invitation – contact Bosch support
- You have an issue at log on to Bosch Survey
- You need general support for using Bosch Supplier Application



The screenshot shows an email header with the Bosch logo and the subject 'QMD – Supplier Creation Request | 1234567' dated '20 January 2024'. Below the header is a photo of four business professionals shaking hands around a table. The main body of the email contains a salutation 'Dear Sir or Madam,' followed by the message: 'Your company has received a new survey from your customer **Robert Bosch GmbH**.' A blue button labeled 'Start Survey Now' is positioned above a table with the following details:

<b>Survey name</b>	QMD – Supplier Creation Request   1234567
<b>Contact person</b>	Name name   <a href="mailto:some@bosch-user.de">some@bosch-user.de</a>
<b>Due date</b>	1/31/2024 11:48 AM

Below the table, the email text reads: 'If you need help with your registration, check the [User Guide For Bosch Suppliers](#)'. Your customer contact person is informed about your participation in this survey. Thank you for your timely and accurate submission.' A second blue 'Start Survey Now' button is located below this text. The email concludes with 'Best regards, your **Bosch** team' and a final disclaimer: 'Please do not reply to this automatically created E-Mail. This link will be invalid after the survey is closed. Processing is free of charge for you.'

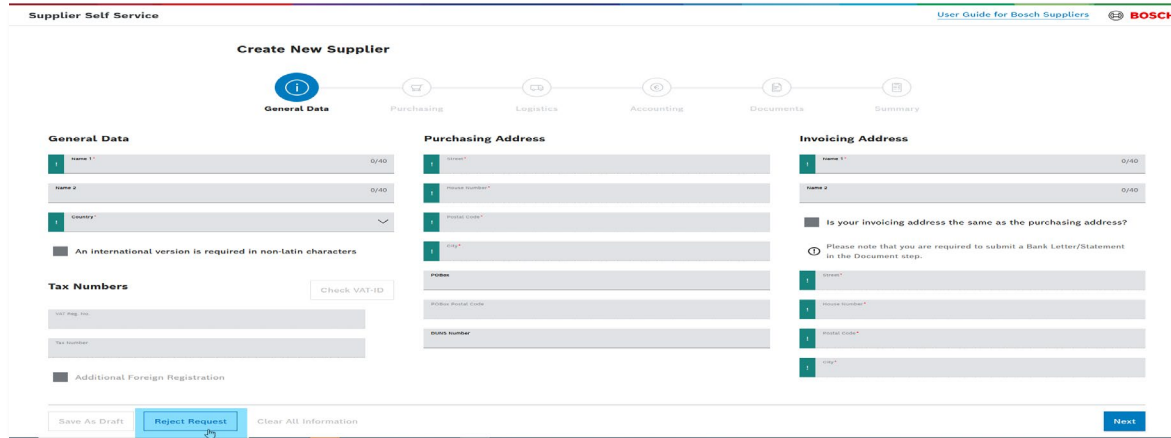
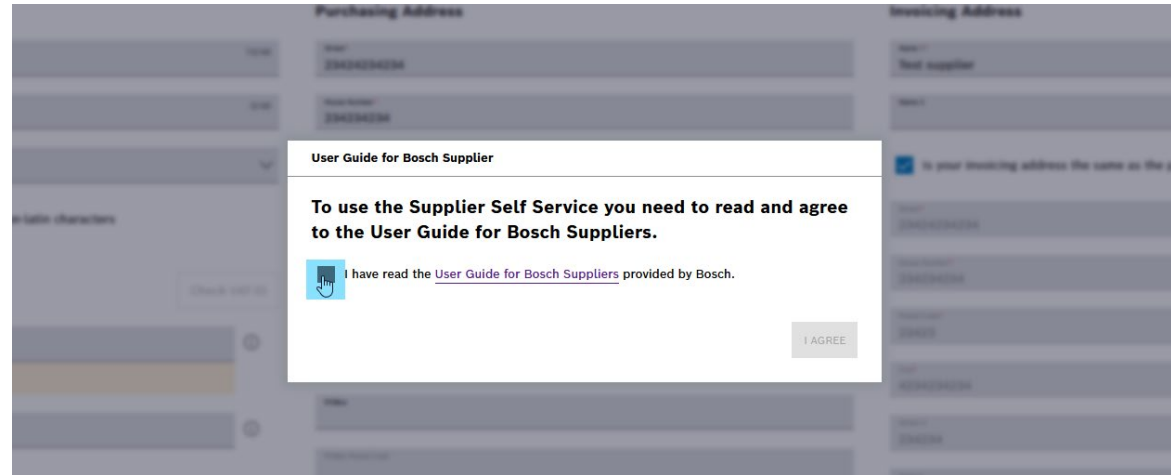
# Bosch SMD Self-Service

## 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 Now”**.

Once you access the tool you have to confirm **“I have read the User Guide for Bosch Suppliers provided by Bosch”**.


You have the option to decline this invited registration process by Bosch, please click **“Reject Request”** and inform the Bosch purchaser who sent you the invitation.

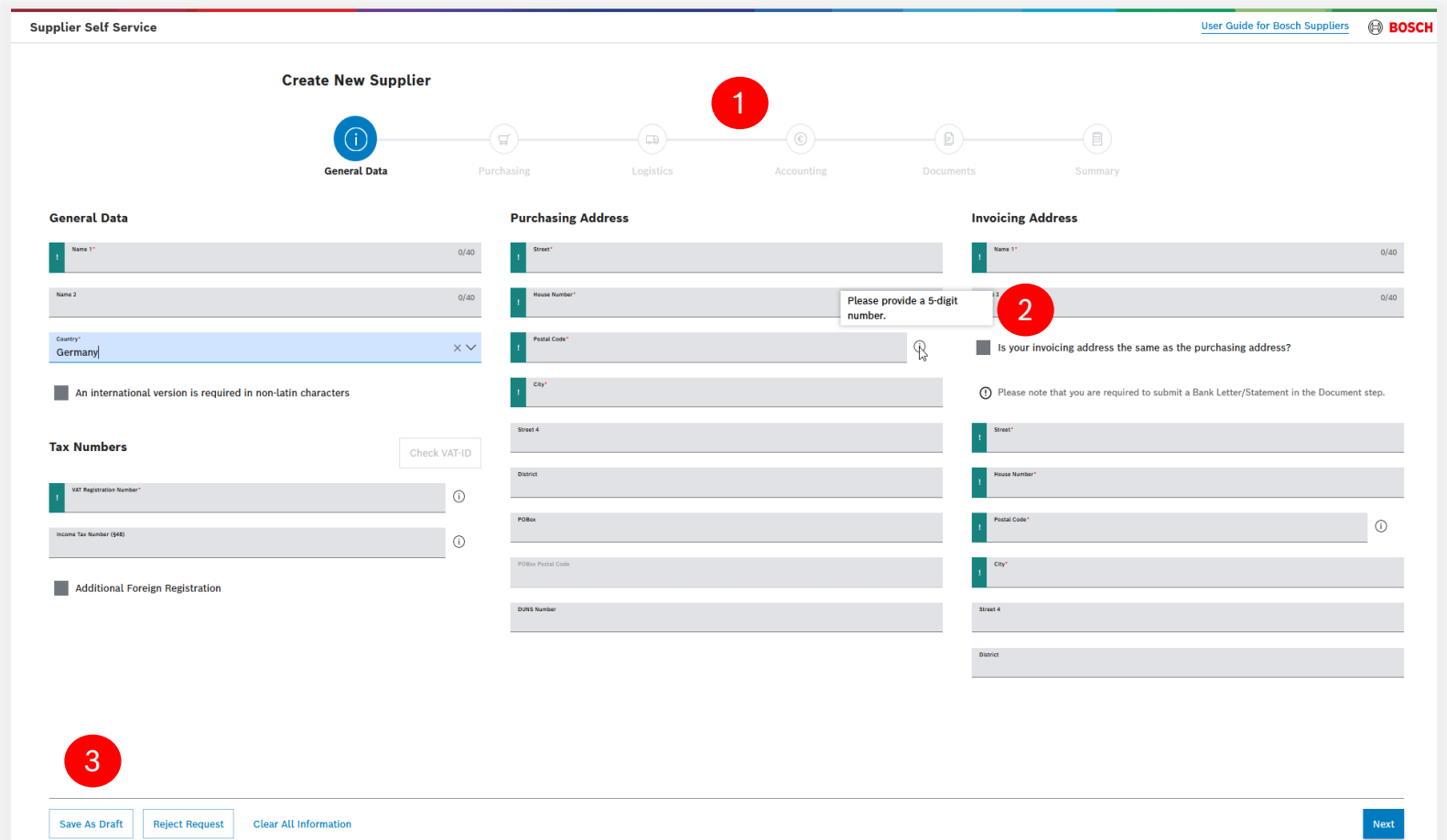



# Bosch SMD Self-Service

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

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

- 1) From top side bar category, you can jump to related fields. Please fill each field information.
- 2) You find some hints for field entries. 
- 3) You can **“Save As Draft”** your field entries.



Supplier Self Service User Guide for Bosch Suppliers 

### Create New Supplier

**1**

General Data   Purchasing   Logistics   Accounting   Documents   Summary

**General Data**

Name 1\* 0/40  
Name 2 0/40  
Country\*  
Germany X V

An international version is required in non-latin characters

**Tax Numbers** Check VAT-ID

VAT Registration Number\* ⓘ  
Income Tax Number (EAS) ⓘ  
 Additional Foreign Registration

**Purchasing Address**

Street\*  
House Number\* Please provide a 5-digit number. **2**  
Postal Code\* ⓘ  
City\*  
Street 4  
District  
POBox  
POBox Postal Code  
DUNS Number

**Invoicing Address**

Name 1\* 0/40  
 Is your invoicing address the same as the purchasing address?  
 Please note that you are required to submit a Bank Letter/Statement in the Document step.  
Street\*  
House Number\*  
Postal Code\* ⓘ  
City\*  
Street 4  
District

**3**


Save As Draft   Reject Request   Clear All Information Next

# Bosch SMD Self-Service

## 2. What needs to be done? – Step 6: Attach Evidence Documents

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

- 1) Please upload Bank Letter/Statement, this is mandatory document for companies whose bank account is in a different country than their registered address.
- 2) Some countries requires further evidence documents, please consider [4.Hints for Contents “Evidence Documents”](#)

Supplier Self Service User Guide for Bosch Suppliers 

### Create New Supplier

General Data   Purchasing   Logistics   Accounting   **Documents**   Summary

#### New Vendor Creation Requirements

**1** Bank letter statement\*  
 No file chosen

Evidence document RFC\*  
 No file chosen

Registration for business with Bosch US

#### Additional Documents **2**

Max amount of documents is 10. Limit each document to 20 MB. Only .pdf files are supported.

No file chosen


Additional Remarks  
Leave a comment

0 of 30 characters


# Bosch SMD Self-Service

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

The confirmation page is final step of the survey. You need to complete all the mandatory information in order to be able to mark the field “I confirm the correctness of the data provided to Bosch” It is required for each supplier to accept the sentence “I confirm the correctness of the data provided to Bosch” with tick. Without confirming this, suppliers can not be onboarded. If after marking the the sentence “I confirm the correctness of the data provided to Bosch”, I’ll do modifications, I’ll have to tick again the field, to confirm the last modifications done.


Supplier Self Service User Guide for Bosch Suppliers 


### Create New Supplier




General Data    Purchasing    Logistics    Accounting    Documents    **Summary**

**Confirmation**


- I have read the User Guide For Bosch Suppliers provided by Bosch.
- I confirm the correctness of the data provided to Bosch\* 

**Name** is Not Provided 

<b>General Data</b> Mexico	<b>Tax Numbers</b> NA	<b>Purchasing Address</b> Mexico	<b>Invoicing Address</b> Mexico	<b>POBox</b> NA
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**Purchasing** 

Contact No.	Email	Phone	Fax
1	NA	NA	NA







# Bosch SMD Self-Service

## 3. Hints for Contents

### General

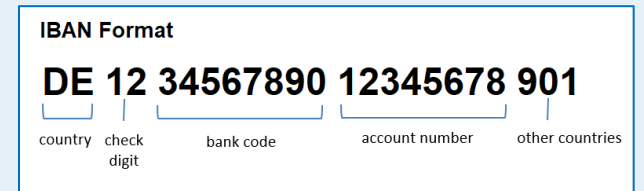
- Please save your entries from time to time as a draft to ensure the data will not be lost due to system connection issue.
- Fields marked with  are **mandatory**
- Field „Region“ is **mandatory**  for country Brazil, US, Italy, India, Canada, Mexico and Philippine as „State“

### Address

- **Purchasing Address** serves as the designated address for conducting purchasing activities with Bosch.
  - For country India, the main address must be relevant for GST number as you may see in the “Tax Numbers” field.
- **Invoicing Address** is physical address of location for contacting about payments.
- **Purchasing Contact Data** is the email address contact to which purchasing orders from Bosch will be sent.

### Bank Details from Accountig view

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



# Bosch SMD Self-Service

## 3. Hints for Contents

### Tax Numbers

- **VAT ID Number:**
  - This field is **mandatory** for EU countries.
- **Regional Tax ID:**
  - For Non-European Countries at least one Tax Category needs to be filled in.

# Bosch SMD Self-Service

## 3. Hints for Contents

### 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
- **MESMED** is needed for India in case the supplier is eligible for MSMED program.

### Confirmation

- **SupplyOn Survey Results**: Submit Request is always **mandatory** for all suppliers as part of confirmation.

# Bosch SMD Self-Service

## 3. Hints for Contents

### Contact Person

#### **Financial Representative Contact Details**

- is the person who is responsible for financial discussion with Bosch (e.g. invoicing, payment etc.)

#### **Purchasing Contact Data**

- is the person who is responsible for orders discussion with Bosch (e.g. Purchase Orders issues etc.)

#### **Logistics Contact**

- is the person who is responsible for logistic discussion with Bosch (e.g. where to deliver the goods, transport papers needed etc.)

# Bosch SMD Self-Service

## 4. Troubleshooting



### General Support

- Help Desk Call
- Customer Support

### 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 Bosch 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 Bosch Customer Support.*

### Login to Bosch

- **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.*

