Bosch SMD Self-service

Supplier Onboarding Quick Guide
Index

1. What is Bosch Supplier Master Data Self-Service?
2. What needs to be done?
3. Hints for Contents
4. Troubleshooting & Help
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.
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
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.
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.
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 then their registered address.

2) Some countries require further evidence documents, please consider 4. Hints for Contents “Evidence Documents”
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.
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 Accounting 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

### IBAN Format

<table>
<thead>
<tr>
<th>Country</th>
<th>Check Digit</th>
<th>Bank Code</th>
<th>Account Number</th>
<th>Other Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>DE</td>
<td>12</td>
<td>34567890</td>
<td>12345678 901</td>
<td></td>
</tr>
</tbody>
</table>
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.
3. Hints for Contents

Evidence Documents

- **Authorized letter issued by the bank confirming account ownership details**: Mandatory for all suppliers 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 in the 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.)
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.