Bosch SMD Self-Service

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

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:

1. Invitation
2. Data Transfer
3. Registration completed

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

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

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“). Please use field for country BR as „Bairro“, US as „County“ (max. 40 characters).
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”
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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.
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 mandatory 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

**IBAN Format**

```
DE 12 34567890 12345678 901
```

- country
- check digit
- bank code
- account number
- other countries
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

<table>
<thead>
<tr>
<th>Brazil Tax Declaration Type</th>
<th>LA: Arbitrated Profit</th>
<th>LP: Presumed profit</th>
<th>LR: Real profit</th>
<th>SN: Simple national</th>
</tr>
</thead>
</table>
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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 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 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
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/](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.
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.

- Error message “The upload of the file failed, please try again” or other errors are shown and cannot proceed.
  → This might be a technical issue, please contact SupplyOn Help Desk.