

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

Bosch SMD Self-Service Index

1

What is Bosch Supplier Master Data Self-Service?

2

What needs to be done?

3

Hints for Contents

4

Troubleshooting & Help



Bosch SMD Self-Service

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

Bosch SMD Self-Service Survey (onboarding)



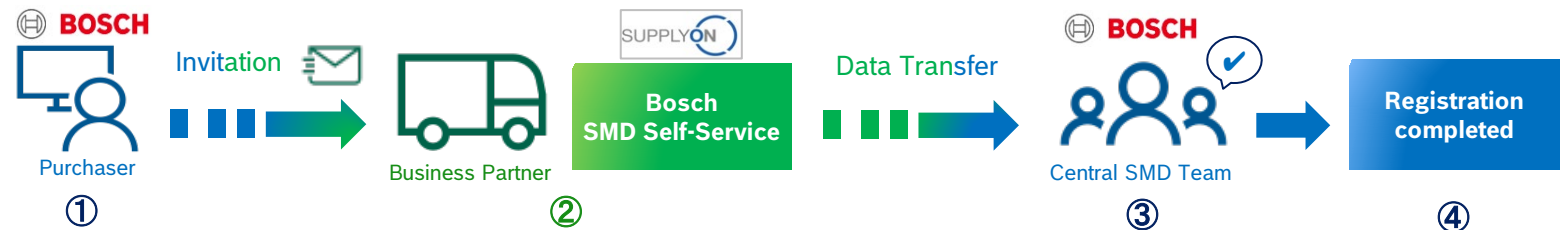
- Initial registration of address, bank, tax, contact information
- Confirmation and submission

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_ [blurred]
Identification	[blurred]
Due Date	[blurred]

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.

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 contains a 'Welcome' message from Robert Bosch GmbH. The message includes a 'FILL-OUT PROGRESS' bar and a list of required information fields: 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 message also states the due date (May 12, 2021 6:30 AM GMT) and processing time (around 10 minutes). At the bottom, there are three buttons: 'Back to Overview', 'Decline Survey', and 'Start Survey'.

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) 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 for 'SupplierCreationRequest'. The top navigation bar includes 'SUPPLYON QAS/PrePRD', 'My Company', and 'My User Account'. The main content area shows a progress bar (1) and a list of fields (2) on the left sidebar, including 'Legal Address', 'Ordering Address', 'Sales Contact', 'Purchasing Order Send To', 'Financial Contact', 'Invoicing Address', 'Tax Data', 'Bank Details', and 'International Version'. A central yellow box (3) contains the instruction: '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“)'. A 'District' field (4) is visible with a hint (5): 'Please use field for country BR as „Bairro“, US as „County“ (max. 40 characters)'. The bottom navigation bar (6) includes 'Back to Overview', 'Save as Draft', and 'Finish Survey' (7) buttons. A 'REMAINING TIME' box (4) shows '12 d 8 h 47 min' and a 'DUE DATE' of '12 May 2021 6:30 AM GMT'. The top right corner has a 'Log Out' button.

Bosch SMD Self-Service

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 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”](#)

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' label. The 'Bank Letter/Statement' section is highlighted with a red circle '1' and contains a 'Browse' button, an 'Upload file *' button, and a note: 'Please answer the question: Bank Letter/Statement is mandatory for all companies. Some countries requires further evidence documents, please consider our [Bosch User Guide](#) for all document requirements for your registration.' The 'Document 2' section is highlighted with a red circle '2' and contains a 'Browse' button and an 'Upload file' button. Below it, a note states: 'Please attach PDF documents like Business License, Tax register certificate, Organization code certification, Banking information, etc.' The 'Document 3' section has a 'Browse' button and an 'Upload file' button. At the bottom, there are three buttons: 'Back to Overview', 'Save as Draft', and 'Finish Survey'.

Bosch SMD Self-Service

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

The confirmation page is final step of the survey. 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.

Confirmation *

I confirm the correctness of the data provided to Bosch

[Back to overview](#) [Save as draft](#) [Send survey](#)

Bosch SMD Self-Service

3. Hints for Contents

General

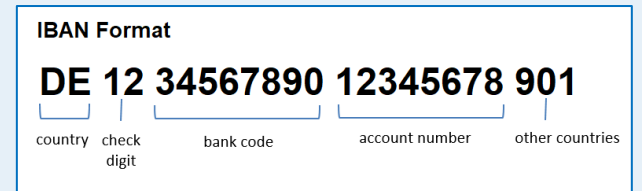
- Please save your entries from time to time as a draft to ensure the data will not be lost due to system connection issue.
- Fields marked with * are **mandatory**
- Field „Region“ is **mandatory** for country Brazil, US, Italy, India, Canada, Mexico and Philippine as „State“
- Field „District“ is **mandatory**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



Bosch SMD Self-Service

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

Bosch SMD Self-Service

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
Link to Instructions on how to complete the document **W8**: [Instructions W8](#)
Link to **W8** Document: [Document W8](#)
- **W9 (Request for Taxpayer Identification Number and Certification)**: **Mandatory** for suppliers located USA
Link to Instructions on how to complete the document **W9**: [Instructions W9](#)
Link to **W9** Document: [Document W9](#)
- **RFC (Registro Federal de Contribuyentes)**: **Mandatory** for suppliers located in Mexico

Bosch SMD Self-Service

3. Hints for Contents

Confirmation

- **SupplyOn Survey Results:** Always **mandatory** for all suppliers as part of confirmation

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.)

Bosch SMD Self-Service

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.

