

# BOSCH SUPPLIER ONBOARDING

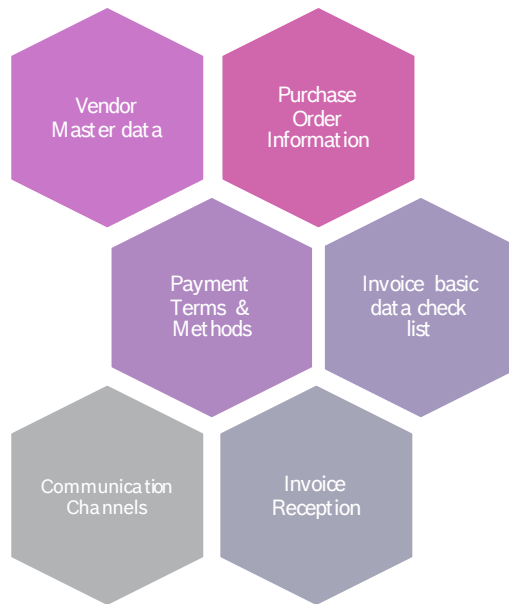
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Welcome to NA Robert Bosch Companies OnBoarding document for suppliers. Our vendors are very important to us. For this reason, we want to ensure you receive accurate on-time payments and that your questions are answered in a prompt and useful manner.

In this document, you will be able to find useful information regarding our different methods of receiving and processing your invoices for Payment. This way you can determine what is most suitable for you.

You will be able to understand better our:



## Vendor Master Data Creation & Update

At Bosch, we continue looking forward to keeping a collaborative relationship with our suppliers. For this purpose, we would like to ensure that your supplier profile is correctly maintained to do business with us. If you are a becoming a new supplier, please provide the following data to your Buyer or Bosch contact to ensure your successful creation in our system:

- ✓ Vendor Banking Form.
- ✓ Tax Form (i.e W9 Tax Form for US vendors /RFC for MX (for Company Name change)/ or W8 for International suppliers)
- ✓ Vendor Maintenance Form (VMF) completed by the Supplier.
- ✓ Vendor Invoice or letter head.

If you are a current supplier that need to update your master data information, please get in touch with your Buyer or Bosch contact and provide the following information:

- ✓ Tax Form (i.e W9 Tax Form for US vendors /RFC for MX (for Company Name change)/ or W8 for International suppliers).
- ✓ Vendor Invoice OR business letter signed by the Supplier (for Company Name change and others fields)
- ✓ Vendor Maintenance Form (VMF) completed by the Supplier.
- ✓ Vendor Bank Account changes requires a newly completed Vendor Banking Form and email justification with same vendor email domain.

For remittance/payment advice, please send a request and include a valid email address and your Bosch assigned Supplier number to the following email contact: [apsupport@bosch.com](mailto:apsupport@bosch.com) for US &CA and [apsupportmx@bosch.com](mailto:apsupportmx@bosch.com) for MX locations.



## Purchase Order / Scheduling Agreement Information

Robert Bosch Tool Corporation  
1800 W. Central Road  
Mount Prospect, IL 60056-2230 USA



**Purchase order** 1/4

Document Number: 9540251362 - PPT  
Date: Oct 8, 2020  
Supplier number: 0097252422  
Our Customer Number:  
Please always quote our document number

Contact Person:  
Department:  
Telephone:  
Fax:  
Email:

Requester:  
Telephone:  
Email:

Delivery date: Oct 13, 2020

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Ship-to address:  
Invoice address:  
Goods recipient:  
Unloading Point:

Terms of delivery: FCA named del. place - Inc 2010  
Terms of payment: 30 days net

Submit invoices to:

For invoice payment inquiries please submit your request via:  
[www.GS.AmTTouch.com](http://www.GS.AmTTouch.com) Phone: 844-367-2462

PO# MUST be on invoice

Supplier number

Your Purchasing Contact<sup>1</sup> for the PO can be found here

Physical/Street address for mailed invoices (not a preferred option)

Email address for sending invoices

Bosch Accounts Payable contact<sup>2</sup>

PO Header:

PO Body:

PO Footer:

## Payment Terms & Methods



Effective June 1<sup>st</sup> 2019, the invoice-received date will be used as the basis for calculating the Net Due Date / Payment terms. e.g you ship the goods and send us an invoice dated June 1<sup>st</sup> , if we do not receive your invoice until June 5<sup>th</sup>, the payment terms begin on June 5<sup>th</sup>, not June 1<sup>st</sup>. Please ensure to deliver the goods / services to the corresponding Bosch location as outline on your Purchase Order. Please send your invoice using the options indicated on slide 5 to process the payment according to the stated payment terms in your commercial contract.

Based on your banking payment method, please see below when our payments will be reflected in your Bank accounts.

Payment Method	Payment Method description	Time to be reflected
<b>Citi- ACH</b>	Banamex Transfer CitiDirect	24/48 hrs
<b>ACH- Transfer</b>	Harris Bank-EDI transfers	24/48 hrs
<b>Check</b>	Checks printed locally	5 - 7 days
<b>ITS</b>	IHB Payment Factory	Up to 9 days
<b>SFP</b>	Supplier Finance Program	24 hrs/ check with Santander bank

1-Your purchasing contact should be contacted for any commercial concerns such as price /quantity discrepancies or payment term issues

2-Accounts Payable can be reached for inquiries related to payment status, remittance advice copies, US tax certificates, and credits to be applied. Please send price discrepancies or other commercial-related topics to your purchasing contact.

# Remittance/Payment Advice Information

Robert Bosch LLC



Payable Bosch Entity

Remittance/Payment Advice will be sent to the email address provided.

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Robert Bosch LLC U.S. Legal 38000 Hills Tech Drive  
Farmington Hills MI 48331

Payment Advice	
Our Contact:	04/20/2020
Your Account:	[Redacted]
Our Account:	[Redacted]

Your Vendor number in our system

If you are not getting your remittance advice, please send a request including your Bosch vendor number to the following email contact: [apsupport@bosch.com](mailto:apsupport@bosch.com) for US &CA and [apsupportmx@bosch.com](mailto:apsupportmx@bosch.com) for MX locations.

Bank Account  
Bank Key and Swift code number

For ERS suppliers, Remittance/Payment will contain the delivery note number as the invoice number. Payment Terms are as outlined in SA/PO

Robert Bosch LLC  
U.S. Legal

Document number  
Invoice number or Delivery note  
Invoice date  
Amount  
Currency

For consignment suppliers, Remittance/Payment will contain the invoice number which will be the 10 digit Bosch assigned consumption number. Payment Terms are as outlined in SA/PO

0000007304	80979	10/16/2019	0.00	6,150.56	USD
0000007027	84652	03/13/2020	0.00	1,650.70	USD
<b>Total Sum:</b>				<b>7,801.26</b>	<b>USD</b>

# Invoice Reception Channels

## E-Invoicing

- Through SupplyOn platform, Bosch Group is enabling the invoice submission functionality to allow suppliers to submit invoices electronically directly to Bosch based on valid PO.
- Please contact the SupplyOn team at [supplier.net@supplyon.com](mailto:supplier.net@supplyon.com) to see how you can enroll in this program.

## EDI

- Electronic Data Interchange between suppliers and Bosch Group.
- Invoice data will be transmitted electronically from suppliers via defined Bosch EDI system (based on VDA4938 guideline).
- If you are interest in this option, please contact [EAI.solutioncenter1@de.bosch.com](mailto:EAI.solutioncenter1@de.bosch.com)

## ERS invoices

- No invoice is needed
- The invoice is generated using the delivery note number accompanying the shipment , it is created automatically when the goods are received
- Payment terms are as stated on the PO/SA
- Payment details will be provided based on the Delivery note number.

## Consignment invoices

- No invoice is needed. Invoice number will be a 10 Digit number generated by Bosch
- Invoices numbers are generated once the inventory has been withdrawn from the warehouse for production.
- As part of consignment agreement, the supplier will receive consumption reports. The reports will show the latest invoice number and the balance of the inventory in stock.
- Any discrepancies between shipments & stock is to be discussed with planner/supplier.
- Payment Terms are based on PO/SA. Remit information will contain the 10 Digit Invoice number generated by Bosch.

## E-portal

- If your invoices are in a system-generated pdf format, we can offer you an opportunity to send the invoices in individual emails directly to our Bosch Group e-portal.
- For more information, please contact [support.einvoicing@de.bosch.com](mailto:support.einvoicing@de.bosch.com)

## Email pdf invoices

- Invoices should be sent to the Scan Center.
- Please refer to [www.gsaintouch.com](http://www.gsaintouch.com) for more information.

## Paper Invoices

- Less preferred option. Please avoid this method unless it is an absolute legal requirement.
- Invoice should be sent to the Scan Center.
- Please refer to [www.gsaintouch.com](http://www.gsaintouch.com) for more information.

# Invoice basic data check list

This provides guidance about the general Bosch requirements that your invoice and credit note should meet in order to receive payment according to the payment terms. This isn't intended to provide guidance on Legal/Tax requirements and that remains the suppliers' responsibility.

- Full Bosch company name and "Bill to" address as indicated on your Purchase Order (PO) or Scheduling Agreement (SA).
- The exact Bosch address at which you delivered goods/services.
- Suppliers' company name and address.
- Remit address on the invoice must match the Remit to address that you included on the vendor master form.
- Your Invoice number and invoice date (no future dates accepted).
- Ship To Information: Company Name, Address and Country.
- The Bosch Purchase Order (PO) or Scheduling Agreement (SA) number.
- The Delivery note or Bill of lading number for Bosch to match the invoice.
- Description/nature of the goods or services.
- The Quantity and price delivered with the exact same unit(s) of measure, as the one(s) indicated on your Bosch PO or SA (if applicable) or the extent and nature of the service(s) rendered.
- For Goods, please indicate the line on the Purchase Order that you are invoicing
- Those Invoices without Purchase Order (PO)/Scheduling Agreement (SA) must indicate the name of the Bosch person that made the order.
- Currency of invoice matches the currency on the purchase order.
- Total value of the invoice
- If you need to do changes to previously submitted vendor master data please send your email to your Buyer or Bosch contact as noted on your PO.

## Invoice/Payment Inquiries- How to contact us?

In our efforts to continuously explore ways to provide our vendors better support, Robert Bosch has launched the [Finance Supplier Portal](#) as a new channel to verify invoice and payment status.

If you were already on-boarded on this solution, we request vendors to maximize this tool for invoice/payments inquiries. For any questions or support utilizing this tool, please contact [SupplierPortalFI@in.bosch.com](mailto:SupplierPortalFI@in.bosch.com).

Our expectation is to expand this portal to all vendors. Consequently, further communication will be forthcoming in the near future.

If you have not yet been onboarded on this new Financial Supplier portal, you can escalate your Invoice/Payment inquiries through the below and expect an answer within the next 3 working days :

Location	Email contact	Phone Number (Toll Free)	Hours of Operation
US/CA	<a href="http://www.GSAinTouch.com">www.GSAinTouch.com</a> <a href="mailto:APSupport@Bosch.com">APSupport@Bosch.com</a>	+844-267-2461	7:00 am to 4:00 pm GMT-6
Mexico	<a href="http://www.GSAinTouch.com">www.GSAinTouch.com</a> <a href="mailto:APSupportMX@Bosch.com">APSupportMX@Bosch.com</a>	+800-269-4537	7:00 am to 4:00 pm GMT-6

In order to provide you an on-time resolution to your invoice/payment inquiry, please have the following information ready when you contact us:

- Vendor Name and vendor number as outlined on your PO or contract.
- Bosch Entity name you are doing business with as outlined on your PO or contract.
- Invoice number or Delivery note
- Purchase Order number or Scheduling agreement

