

How to enter Bid in SupplyOn as a supplier?

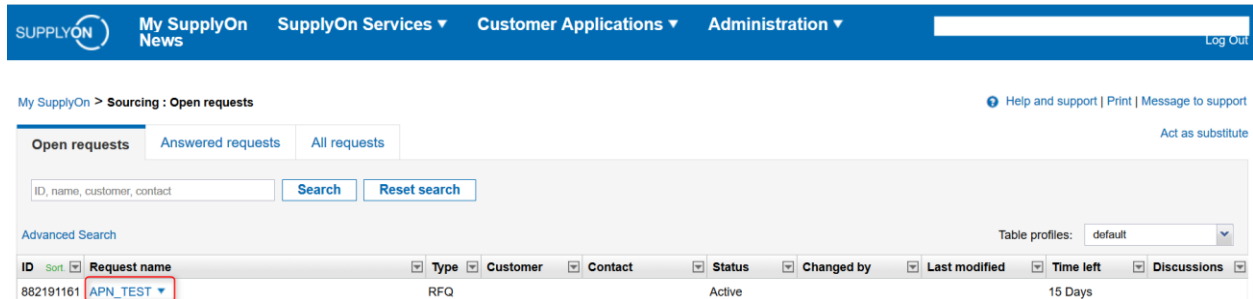
1) Sign in SupplyOn:

- If SupplyOn user exists for supplier: supplier needs to sign in with UserID and password (<https://www.supplyon.com/>)
- If SupplyOn user does not exist for supplier: the supplier receives an e-mail from SupplyOn with a link to get directly to SupplyOn

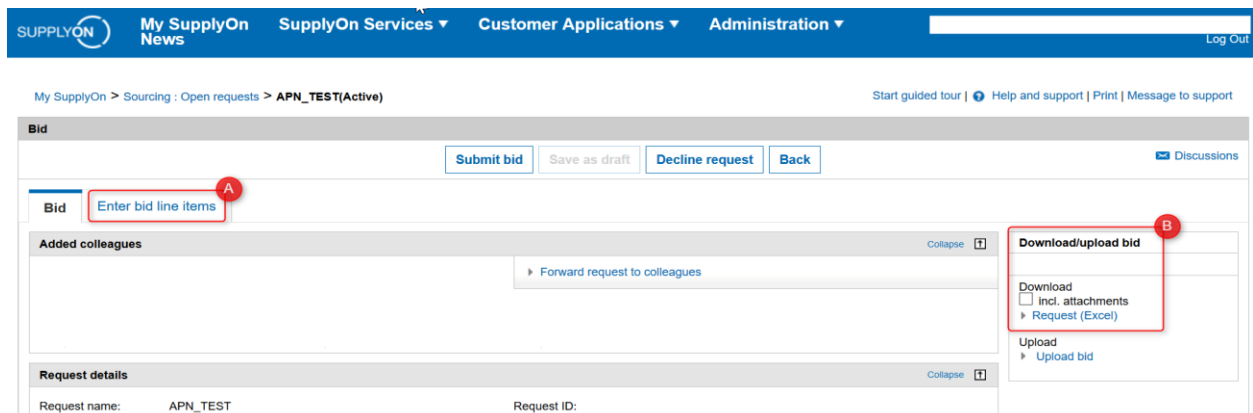
2) Select “SupplyOn Services” – “Sourcing”



3) The upcoming overview includes all open requests for the supplier. Select the relevant request by clicking on “request name”



4) To enter Bid information the suppliers has two possibilities – enter directly in the browser (possibility A) or enter bid via xls.-file (possibility B)



Possibility A) – enter Bid directly in the browser

- Select “enter bid line items”
- In the upcoming view all the requested PNs are shown – one line for one PN and relevant year (e.g. if the PN is requested for 3 years, for this specific PN three lines are shown. Year is shown in column “Plant name”)

*fields marked with *: mandatory*

*fields marked without *: optional*

	Item Name*	Part Number*	Plant (name)
1			2019
2			2020
3			2021

Note: A red arrow labeled "Year" points to the "Plant (name)" column, which contains the years 2019, 2020, and 2021.

My SupplyOn > Sourcing : All requests > APN_TEST(Active) > Bid Values

[Help and support](#) | [Print](#) | [Message to support](#)

Items

Item Name*	Part Number*	Incoterms description	Incoterms details	Currency*	Price unit	Quantity *	Price per price unit*	Supplier price unit (if differing from requested price unit)	Quotation Remark
1				EUR		Piece		<input type="text"/>	
2				EUR		Piece			

- To save bid, click on “OK”
- To transfer the Bid to Bosch, select “submit bid”.

My SupplyOn > Sourcing : All requests > APN_TEST(Active)

[Start guided tour](#) | [Help and support](#) | [Print](#) | [Message to support](#)

Bid

Bid [Enter bid line items](#)

Added colleagues [Collapse](#)

Download/upload bid

Download
 incl. attachments
[Request \(Excel\)](#)

Upload
[Upload bid](#)

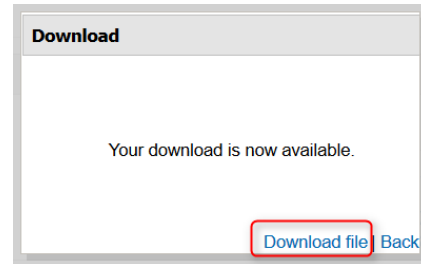
Possibility B) – enter Bid via xls.-file

- Download Excel-file (incl. attachments)

Download/upload bid

Download
 incl. attachments
▶ [Request \(Excel\)](#)

Upload
▶ [Upload bid](#)



- The downloaded zip-folder includes the request as xls.-file and attachments (if buyer added e.g. drawings, technical documents). Open xls.-file.

File Edit View Favorites Tools Help

Add Extract Test Copy Move Delete Info

Name	Size	Packed Si...	Modified	Created	Accessed	Attributes	Encrypted	Comment	CRC	Method	Character...	Host OS	Versic
882191161_A...	17 920	5 440	2018-12-...						95B0E2F5	Deflate	Descripto...	FAT	20

- The xls.-file consists of two tabs: Bid header and Items. In the tab “Items” the bid has to be added. All requested PNs are shown – one line for one PN and relevant year (e.g. if the PN is requested for 3 years, for this specific PN three lines are shown. Year is shown in column “Plant name”)

Yellow fields: mandatory

Blue fields: optional

White fields: no possibility to edit

A	B	C	D	G
Yellow fields must be completed; bright blue fields are optional.				
Numbr	Item Name	Part Number	Plant (name)	Remarks
1				2019
2				2020
3				2021

	Supplier price unit (if differing from requested price unit)	Quotation Remark	Price per price unit*
Piece			
Piece			
Piece			

Hint:

- 1) all lines that are marked red in column A request further actions (not all mandatory fields are filled in)
- 2) The supplier is not allowed to change the format of this file (e.g. do not add or delete any column, etc..).

- Save file on local drive
- Upload the file in SupplyOn by pressing "Upload". In the upcoming window, click on "Browse" and add the excel file containing the bid (template saved on local drive). By ticking "Submit bid immediately" the bid gets transferred to Bosch instantly.

Download/upload bid

Download
 incl. attachments
[Request \(Excel\)](#)

Upload
[Upload bid](#)

My SupplyOn > Sourcing : Open requests > APN_TEST(Active) > Upload bid

Upload bid
Regular bid [+ Browse ...](#)
 Submit bid immediately
[Upload](#) [Cancel](#)

Further support options for the supplier:

Online tutorial can be accessed by clicking on “Start guided tour”. Click on “Help and support” or “Message to support” to contact SupplyOn support team.

The screenshot shows the 'Upload bid' page in the SupplyOn system. At the top right, a red box highlights the navigation menu with the following items: [Start guided tour](#), [Help and support](#), [Print](#), and [Message to support](#). A red arrow points from the 'Start guided tour' link to the 'Download/upload bid' sidebar on the right. The sidebar contains the following options: [Download](#), [incl. attachments](#), [Request \(Excl\)](#), [Upload](#), and [Upload bid](#). The main content area includes a 'Bid' header with buttons for [Submit bid](#), [Save as draft](#), [Decline request](#), and [Back](#), along with a [Discussions](#) link. Below this are sections for 'Added colleagues' (with a 'Forward request to colleagues' link) and 'Request details' (with fields for Request name, Customer, Start Date, Request ID, Contact, and End date, time).