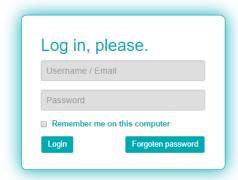
BOS Sourcing Portal

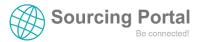
www.sourcingportal.bos.de





Use the information from the letter to log in:

Username: personal email acc. to letter
Password: initial password acc. to letter





First steps in the BOS Supplier Portal:

- · Read the user policy of the BOS Sourcing Portal
- Make yourself familiar with the available Documents (Handbooks)
- Go to SRM
 - Check the Company information in the header
 - If changes needed, please contact your responsible buyer
 - o Fill in the supplier data sheet SDS
 - needs to be updated yearly
 - Create other | Contact & User | for your company in the Supplier Portal
 - Key-User
 - Can create users and assign roles
 - Has rights to write and read in the <u>whole</u> Sourcing Portal
 - Gets <u>all</u> emails from the Supplier Portal (RFQs etc.)
 - User
 - Has rights to write and read in the <u>whole</u> Sourcing Portal
 - Gets <u>all</u> emails from the Supplier Portal (RFQs etc.)
 - Info SDS
 - Gets <u>no</u> emails from the Supplier Portal (RFQs etc.)
 - Is just for information for BOS (e.g. Logistic, General Management, etc.)
 - Supplier SRM
 - Has rights to write and read <u>only</u> in the SRM module
 - Check the Certificate and Documents
 - If the expiring date is right, we have the certificate in our system already
 - The next one needs to be uploaded here
 - If there is no expiring date
 - Please upload your latest certificate