



## **Guidelines for the use of initial sampling portal**

In the past initial sample inspection reports have been sent to us paper based by post. This introduces unnecessarily delays in the initial sample inspection process. Therefore the supplier sampling portal has been created to allow the completed sampling documents to be converted to pdf format and uploaded thus meaning only the physical initial samples must be posted to BOS for evaluation and retention.

The portal is linked to the BOS on-line worldwide sampling system which provides:

- One Database for BOS and Supplier initial sampling
- Submission of electronic (pdf) documents (supplier ↔ BOS)
- Simultaneous Sampling allowing quick improvement cycles (within target date)
- Real time web based system providing supplier transparency of sampling status
- Drawings and blank documents
- Defines
  - Sampling requirements
  - Submission target date
  - BOS's sampling expectations
  - Documents to be used

### **Important information:**

**Incomplete initial sample inspection reports as well as incorrect submissions cannot be processed by Quality Assurance and will lead to non-approval, meaning final tooling payment will be delayed until full approval and charges for re-sampling will be levied against your company.**

To ensure a smooth, fast and complete sampling process these topics must be followed with to complete the initial sample inspection submission.

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## Access to the system / log in

[return](#)

To gain access you must have the BOS part number and order number of a current sampling submission which can be retrieved from the sampling e-mail notification.

Go to [www.bos.de](http://www.bos.de) and select language to suit.

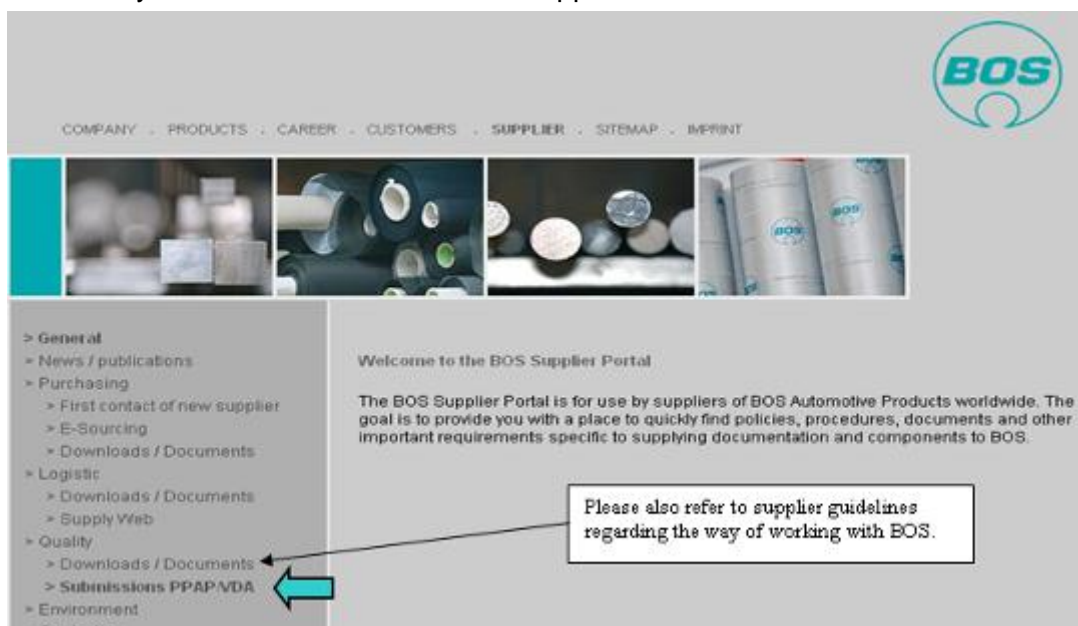


Select Supplier to enter the BOS Supplier Portal



Go to the Initial sample portal.

Please note: here you can also review the BOS Supplier Guidelines.





Enter the part number and order number and press return.

Unternehmen   Produkte   Karriere   Kunden   Lieferanten   Sitemap   Impressum

Algemein  
Anfragen / Verantwortlichen  
Einkauf  
Industrie  
Qualität  
Customer-Serviceportal  
Umwelt  
Kontakt

Anmeldung zum Erstbemusterungsportal

Part Number:  
Order Number:

Login

Return

Enter part number and order number from Purchase order here

Then press log in

You can also follow the link provided in the sampling notification e-mail.

### Your Portal overview

[return](#)

Having been successful logging in you will reach this screen which provides you an overview of all parts with active sampling status.

Initial Sampling Portal

ALL PARTS   HELP   KEY   LOG OUT   ENGLISH   OK   You are logged in as BOS Plastics Systems GmbH 58922   SUPPORT

All Parts

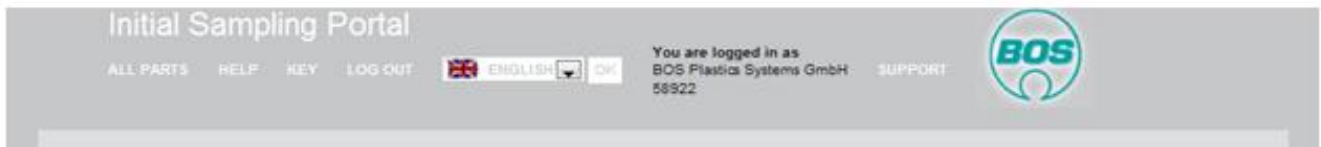
open 8   Closed 1   Overdue 6

Refused 1   Conditionally 4   Required 3   Stopped 0   Approved 1

Status	Part Number	Part Name	Order Date	Target Date	Submission days left	Times re-sampled	Deviation days left	Corrective Action Plan required	BOS Comment
Approved	898400469003	assy end cap LH Sv wo lacker	2011-03-17	2011-03-31	28 Days overdue				Sampling
Required	991801206101	rod end LH KBR anthrazit (black)	2011-03-21	2011-03-23	36 Days overdue				
Required	991800988003	Locking lever LH	2011-03-21	2011-03-22	37 Days overdue				
Refused	991801206801	rod end RH KBR oyster 71	2011-03-21	2011-03-22	37 Days overdue				fgffg
Conditionally	991801204802	Endcap RH KBR everrestgrau F01	2011-03-23	2011-04-21	7 Days overdue				test 3
Conditionally	898400086603	ZB Deckel re G6 BMW E91	2011-03-22	2011-04-28	0 Days				duplicate test duplicate test 2

From here you will see all your company's active sampling tasks, the status of each and by when the sampling must be completed at the latest.

In order to progress an item, select it by clicking the part number.



Along the top you will see there are various functions which provide:-

- ALL PARTS – This will bring you back to the all parts view when you are in the single part view
- HELP – Provides access to this help guide
- KEY – Provides an explanation for each of the colour / symbols used within the portal
- LOG OUT – Logs you out and takes you back to the BOS Supplier Portal
- Language | OK – Select Language from drop down and press OK
- SUPPORT – This provides an e-mail for system support – for when you have a system error with the Sampling Portal or you need help with the function. This must NOT be used for general enquiries regarding the project.

**Initial Sampling Portal**

ALL PARTS HELP KEY LOG OUT ENGLISH OK You are logged in as BOS Plastics Systems GmbH 58922 SUPPORT

Part assy end cap LH Sv wo lacker

Sampling days left: **28 Days overdue**

Status	Part Number	Drawing Number / Index	BOS Contact	Re-sampling cycle	Sampling Status Sampling Level	Order Date	Target Date	Number of samples for plant	Number of samples for Engineering Unit	Corrective Action Plan required
Approved	898400469003	8984000862/04		1	2011-03-21 / VDA 1	2011-03-17	2011-03-31	5	2	

BOS Comment

Sampling

#	Requirement	Times re-sampled	Status	Document	Supplier Comment	BOS Comment	Information	Information
1	Cover sheet / Warrent	1	Unrestricted	Uploaded  Deckblatt.pdf	Das Deckblatt wurde aufgefüllt. (Fr. Farkas)	Das Deckblatt wurde vollständig ausgefüllt. (Fr. Farkas)	Check list for initial sampling is used to describe the requirements sampled, their results and signed comment that all is accurate and truthful.	
2	Material Safety Data Sheet	1	Unrestricted	Uploaded  Materialprüfun...	Das Sicherheitsdatenblatt wurde aufgefüllt. ( Fr. Farkas)	Das Sicherheitsdatenblatt i.S.	A material safety data sheet (MSDS) is a form with data regarding the properties of a particular substance. An important component of product stewards	
							A minimum of 5 parts per cavity or tool will be required fully numbered with each sample	

To access the drawing (where applicable) double click the drawing number / index in the above view.

Within each part sampling there are a set of requirements and for each a single pdf file (multi page allowable) must be uploaded which provides all the evidence necessary to prove conformance to the components specification / drawing requirements. Please take care to compress any pictures before converting to pdf format. The maximum size of document is 5 MB. If you do not have a pdf printer installed one can be down loaded from the internet (Google search: pdf printer). Please print at 100dpi as higher than this causes the file size to be large and slower to upload.

Click on the relevant requirement title and it will direct you to the screen below. This will provide access to blank document formats and below that a document which provides added detail regarding the sampling requirement.

If there is not a blank document available you are free to use any automotive format.



## Initial Sampling Portal

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### Download Sampling Document

#### Cover sheet / Warrent

Check list for initial sampling is used to describe the requirements sampled, their results and signed commentment that all is accurate and truthful.

Information:  
none

Sampling documents:  
Sampling Form: [Download Form](#)  
Process Instruction: [Download Form](#)

« Back to Sampling

To return to part screen click Back to Sampling

Version: 1.0.9

## How to provide sampling results

[return](#)

Click on relevant "upload document" in the document column within the view shown below.

Initial Sampling Portal

ALL PARTS HELP KEY LOG OUT ENGLISH OK

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BOS logo

### Part extension profile OUTER Jt

Sampling days left: **84 Days overdue**  
Deviation days left: 7

Status	Part Number	Drawing Number / Index	BO's Contact	Re-sampling cycle	Sampling Level	Order Date	Target Date	Number of samples for plant	Number of samples for Engineering Unit	Corrective Action Plan required by
Required	991801538800	9918014934/00	mills@bos.de	2	PPAP 3	2011-08-30	2011-09-15	5	2	2011-11-17

**BO's Comment**  
Dimensional report wrong. Also need to add packaging sheet

#	Requirement	Times re-sampled	Status	Document	Supplier Comment	BO's Comment	Information	Information
1	Appearance Approval	1	Accepted	Uploaded  AAR_99180153880...		Approved	For appearance approval, parts must be supplied to BOS, who will then submit to the final customer for approval.	
2	Performance results	1		Upload Report	[Edit]		The organization shall perform tests for all part(s) or product material(s) when performance or functional requirements are specified by the design record or Control Plan. For PPAP publications, visit <a href="http://www.alag.org">www.alag.org</a> . For VDA publications, visit <a href="http://www.vda-qmc.de">www.vda-qmc.de</a> .	
3	Process Flow Diagram	1	Accepted	Uploaded  PROCESS FLOW CH...		Approved	A process flow must define all the steps from from goods Inwards to dispatch.	
4	Process FMEA	2		Upload Report	[Edit]		The PFMEA must match the process detailed in the process flow.	
5	Initial Process Capability	2		Upload Report	[Edit]		A capability study will be required for each Significant Characteristic (SC) and Critical Characteristic (CC) shown on the drawing.	
6	MSA Studies	2		Upload Report	[Edit]		It is required to submit MSA studies for all gauges and devices used to measure all important characteristics.	
	Transport and						Suppliers providing product shall work with each of the locations to ensure that the product is in a suitable condition to be delivered.	

Status: Required

It will ask you to define where the pdf print of your completed the sampling documentation is stored on your computer. Click Browse and direct it to the file and double click and open. The file will be up loaded in to the BOS portal. If you wish to check the correct file has been uploaded you can double click the pdf symbol to open and view.



Initial Sampling Portal

ALL PARTS

HELP

KEY

LOG OUT

ENGLISH

OK

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Transfer Document

Part Number	Drawing Number	Part Name	Requirement
991801491201	9918014700/01	side cover LH Jt	Sample Parts

Information:  
A minimum of 3 parts per cavity or tool will be required fully numbered with each sample submission. These will be used for dimensional analysis, and master samples.  
Please upload the shipping information so that BOS can track the delivery of the samples.  
For PPAP publications, visit [www.aiag.org](http://www.aiag.org).  
For VDA publications, visit [www.vda-qmc.de](http://www.vda-qmc.de).

Upload Document

1.) Choose Document

Browse...

Please note that only one pdf document can be uploaded! Changes or additional documents cannot be entered therefore all documents under this sampling requirement must be within the one document.  
The file size should be less than 6 MB

2.) Supplier Comment (optional)

12

Verbleibende Zeichen: 2000

If the file is later found to be incorrect or you wish to make a correction then contact the responsible BOS Engineering Unit Quality Engineer and ask for the specific document to be rejected (does not affect the final decision if within the time limit). This will then allow you to upload the correct improved document.

Please regularly check the portal as you will also receive feedback from BOS via the portal. You could receive feedback from BOS Quality within the BOS Comment fields.



## Initial Sampling Portal

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### Part Endcap LH KBR oyster 71

Sampling days left: 22

Status	Part Number	Drawing Number / Index	BOS Contact	Re-sampling cycle	Sampling Status Sampling Level	Order Date	Target Date	Number of samples for plant	Number of samples for Engineering Unit	Corrective Action Plan required
Conditionally	991801205101	9918010571/02		1	2011-04-11 / PPAP 3	2011-04-10	2011-05-20	7	1	

#### BOS Comment

Salt spray test required After all this time you only have three items approved. you need to move faster next time.

#	Requirement	Times re-sampled	Status	Document	Supplier Comment	BOS Comment	Information	Information
1	Cover sheet / Warrent	1	Unrestricted	Uploaded Deckblatt Warre...	Supplier warrent	Looks good to me	Check list for initial sampling is used to describe the requirements sampled, their results and signed commentment that all is accurate and truthful.	
2	Appearance Approval	1	Unrestricted	Uploaded Aussenhensfreig...	New version with improvement	Too green	For appearance approval, parts must be supplied to BOS, who will then submit to the final customer for approval.	
3	Performance results	1	Unrestricted	Uploaded Leistungsergebn...	New results	Please note the XyZ is missing	The organization shall perform tests for all part(s) or product material(s) when performance or functional requirements are specified by the design record or Control Plan For PPAP publications, visit <a href="http://www.aiag.org">http://www.aiag.org</a> . For VDA publications, visit <a href="http://www.vda.de">http</a>	

In this case above you will see all requirements are approved, this is indicated by the status column being green, BOS feedback is more critical when the requirement is rejected (red) as it will often indicate what action you need to take next.

## Initial Sampling Portal

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### Part ZB Deckel re G6 BMW E91

Sampling days left: 0

Status	Part Number	Drawing Number / Index	BOS Contact	Re-sampling cycle	Sampling Status Sampling Level	Order Date	Target Date	Number of samples for plant	Number of samples for Engineering Unit	Corrective Action Plan required
Conditionally	898400086603	8984000863/04		1	2011-03-29 / VDA 3	2011-03-22	2011-04-28	5	2	

#### BOS Comment

duplicate test duplicate test 2

#	Requirement	Times re-sampled	Status	Document	Supplier Comment	BOS Comment	Information	Information
1	Process FMEA	1	Rejected	Uploaded pfmea.pdf	duplicate test 1	-	The PFMEA must match the process detailed in the process flow.	
2	Initial Process Capability	1	Rejected	Uploaded 990100198501 Mu...	duplicate test 2	dup test 6	A capability study will be required for each Significant Characteristic (SC) and Critical Characteristic (CC) shown on the drawing.	
3	IMDS Submission	1	Rejected	Uploaded Deckblatt.pdf	duplicate test 3	dup test5	All EVLD data must be submitted using IMDS prior to sample submission target date, this will be verified and approved by BOS before sample submission	
4	MSA Studies	1	Rejected	Uploaded 990100198501 Mu...	duplicate test 4	dup test 3	It is required to submit MSA studies for all gauges and devices used to measure all important characteristics.	
5	Measurement and test equipment list with calibration	1	Rejected	Uploaded Deckblatt Warre...	duplicate test 5	dup test 2	all equipment used too control the quality of the products	



In this case you will see many requirements are rejected. While you are still before the target date you are able to make corrections and upload an "improved version" of the document. This is very important





as it provides you a better chance of getting a fully approved final decision which will allow any monies outstanding to be released.

**Initial Sampling Portal**

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Part ZB Deckel re G6 BMW E91

Sampling days left: 0

Status	Part Number	Drawing Number / Index	BOS Contact	Re-sampling cycle	Sampling Status Sampling Level	Order Date	Target Date	Number of samples for plant	Number of samples for Engineering Unit	Corrective Action Plan required
Conditionally	89840008603	8984000863/04		1	2011-03-29 / VDA 3	2011-03-22	2011-04-28	5	2	

BOS Comment  
duplicate test duplicate test 2

#	Requirement	Times re-sampled	Status	Document	Supplier Comment	BOS Comment	Information	Information
1	Process FMEA	1	Rejected	Uploaded  pfmea.pdf	duplicate test 1	-	The PFMEA must match the process detailed in the process flow.	
2	Initial Process Capability	1	Rejected	Uploaded  990100198501 Mu...	duplicate test 2	dup test 6	A capability study will be required for each Significant Characteristic (SC) and Critical Characteristic (CC) shown on the drawing.	
3	IMDS Submission	1	Rejected	Uploaded  Deckblatt.pdf	duplicate test 3	dup test5	All EVLD data must be submitted using IMDS prior to sample submission target date, this will be verified and approved by BOS before sample submission	
4	MSA Studies	1	Rejected	Uploaded  990100198501 Mu...	duplicate test 4	dup test 3	It is required to submit MSA studies for all gauges and devices used to measure all important characteristics.	
5	Measurement and test equipment list with calibration	1	Rejected	Uploaded  Deckblatt Warre...	duplicate test 5	dup test 2	all equipment used too control the quality of the products	

Where requirements have been rejected you may see some red circles . These indicate you have a request for specific corrective action! See corrective action section.

## Final Decision

At any point in the sampling process the EU-QE member may make the final decision. This may consist of **Approved**, **Limited Approval** or **Reject**.

The sampling process is not completed until the final decision is **Approved**.

**Initial Sampling Submission**  
**Evaluation Decision Document**

DRAWING NUMBER	INDEX	SUPPLIER	Sender contact details	ISSUE DATE
o.Z.		BOS Plastics	Name: Hannes Schurt e-mail: hschurt@bos.de	2011-10-26
PART NUMBER	PART			
897201174700	ZB Hebaelarm verniet.re BMW			

☐ Approved  
☐ Conditional approval  
☒ Rejected

} When not in receipt of a valid deviation no products to this condition must be shipped to any BOS plant.

New Initial Sampling required   YES ☒   NO ☐

At the time the final decision is made the key contact of your company will be sent an e-mail advising of the final decision and directing them to the Initial Sampling Portal.





From: sampling-support@bos.de  
 To: Herrington, Carlton (Ostfildern)  
 Cc:  
 Subject: BOS Final Decision Report

Message BOS Sampling Decision Letter 990800707300.pdf (137 KB)

Dear supplier,

the BOS quality team have given Limited Approval to your sampling submission of EJOMAT DELTA PT screw 30x18/10-Z with number 990800707300

For more detailed information please login to our portal under <http://sampling.bos.de>

Report: BOS Sampling Decision Letter 990800707300.pdf  
 Decision: Limited Approval  
 BOS comment: Test 251011 Ltd. Approval Final Decision

In case of questions please contact a member of the BOS project team.

Best regards,

BOS Engineering Unit Quality

Should Limited Approval or Rejected be the decision then it will probably be necessary to repeat the failed elements in above process to gain approved status. This will be defined within the pdf report attached to the Sampling Decision e-mail.

## Corrective action plan

In addition to this the EU-QE may find it necessary to request a corrective action plan. This document will be e-mailed and also be available via the portal. But can only be completed within the portal



### Initial Sampling Submission Evaluation Decision Document

DRAWING NUMBER	INDEX	SUPPLIER	Sender contact details	ISSUE DATE
o.Z.		BOS Plastics	Name: Hannes Schurt e-mail: hschurt@bos.de	2011-10-26
PART NUMBER	PART			
897201174700	ZB Hebaelarm verniet.re BMW			

☐ Approved

☐ Conditional approval

☒ Rejected



When not in receipt of a valid deviation no products to this condition must be shipped to any BOS plant.

New Initial Sampling required YES ☒ NO ☐



### Initial Sample Submission Supplier Corrective Action


Target date  
for completion  
2011-11-30

Before issuing the repeat sample submission, please ensure that the proposed actions are in agreement with the responsible BOS Engineering Unit Quality.

If these actions are not then fulfilled or not as expected then the repeat Sample Submission will be rejected and the process will start again.

DEVIATIONS		BOS EVALUATION		SUPPLIER RESPONSE		
Sampling requirement	Deviation description (For each deviation within the same sampling requirement start a new line and number)	Supplier action /Tool correction required (Note: For any changes to current specification an internal BOS deviation must be raised and authorised)		Action plan		
				Proposed improvement action (For detailed description please liaise directly with responsible EU QE)	Resp. Name	Target date
Prozessflussdiagramm	Dear Supplier your process flow does not include your incoming or final despatch controls	Please add these defining the frequency and please confirm you work on the principle of zero defects.		Please complete within portal not on this document		

The corrective action plan will detail the areas where improvements are necessary.

When a requirement document has been rejected you may see some red circles appear  these indicate you have a request for corrective action!

Whenever these are present please action these quickly by clicking on the red dot the form below will appear and then complete the information requested.



Submission evaluation

Part Number	Part Name	Requirement	Information	Decision	Corrective Action Plan required by
897201174700	ZB Hebaelarm verniet.re BMW F06	Process Flow Diagram	Information	Rejected	

BOS Evaluation

Fault Description	Supplier Action	Drawing Change agreed
Dear Supplier your process flow does not include your incoming or final despatch controls	Please add these defining the frequency and please confirm you work on the principle of zero defects.	No

Your entry

Responsible Person

Target date

Proposed Improvement Action

Verbleibende Zeichen: 2000

You will then see the above screen within which will be described by BOS the fault and the expected action from your side.

Please insert the **e-mail address** of the responsible person, define the date by which the necessary improvement will be realised (use drop down calendar) and specify clearly the action you will be taking.

Please check your information and when happy please press submit at the bottom of the form and the information will then be transferred to BOS. This will form a commitment as well as defining how and when you will correct the deviations.

When a corrective action has been request has been completed and submitted the **red** dot turns **green**

Please remember to not just use the portal to communicate (e-mail, meet, phone).

## Deviation

[return](#)

If it is necessary and there is not undue risk to allow not fully approved parts to be shipped to BOS a Limited Approval will be issued followed by a deviation. Your key contact will be notified by e-mail.

Extra line breaks in this message were removed.

From: sampling-support@bos.de  
To: Herrington, Carlton (Ostfildern)  
Cc:  
Subject: Deviation report

Message: BOS Sampling Deviation Letter 990800707300.pdf (139 KB)

Dear supplier,

As you know the BOS quality team found it necessary to only give Limited Approval for your sampling submission of EIJOMAT DELTA PT screw 30x18/10-Z with number 990800707300.

However parts are needed and therefore a deviation has been granted to ship until 2011-11-02. Please attach a copy of the deviation document to all invoices.  
NOTE: If you ship parts beyond the agreed time scale the shipment will be rejected and a penalty issued.

For more detailed information please login to our portal under <http://sampling.bos.de> In case of questions please contact the Quality member of the BOS project team.


Best regards

BOS Engineering Unit Quality



Without such a deviation no unapproved parts may be shipped. If parts are shipped without written BOS permission then they will be returned at your cost together with a handling fee.

The deviation from the Initial Sampling Process will be for a defined period of time, up to a maximum of 90 days. The deviation if issued will be an attachment in the e-mail and also will be found within the portal. It will define the deviations which are temporarily accepted.

	
Initial Sample Submission	
<b>BOS Temporary Deviation</b> - This deviation provides approval to ship the above mentioned parts to BOS Plants only until valid date. Please include a copy of this document with each delivery note other wise the batch will be rejected.	
<b>Valid until date</b>	2011-12-14 (max. 90 days)
Approved by EU QE <b>Canton Herrington</b>	
Special requirement note:	Please supply to the same quality level as your initial samples while improving the dimensional errors mentioned in the corrective action. This will be a one time deviation by which time we expect the corrections to have been made as agreed.

### **Review of the Initial Sampling Portal**

[return](#)

It is important that all normal means of communication continue i.e. project reviews, e-mail, telephone calls. But it is also important to review the sampling status not only of each part in the overview but also at the part level. Your BOS Quality Engineer in the engineering unit (EU-QE) or in the production site (FY-QE) may find it necessary to reject a document you have submitted. If it is still within the time limit you have the chance to make a correction and resubmit, thus avoiding the rejection of the whole submission.

If there is a rejection and it is not clear to you why then once again please speak to the relevant quality engineer directly – do not wait for instruction via the portal.

Equally if you have up loaded documents and you require them to be reviewed please be proactive and speak to the relevant quality contact partner – do not wait for instruction via the portal.