

BOS Sourcing Portal

www.sourcingportal.bos.de



Log in, please.

Remember me on this computer

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
 - 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 whole Sourcing Portal
 - Gets all emails from the Supplier Portal (RFQs etc.)
 - User
 - Has rights to write and read in the whole Sourcing Portal
 - Gets all emails from the Supplier Portal (RFQs etc.)
 - Info SDS
 - Gets no 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 only 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