

Vendor manual Bossard Smart Purchasing



<http://vendor.bossard.com/>

Bossard Smart Purchasing is a web based purchasing tool. It allows Bossard purchasing department to act smart while placing strategic orders.

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1. How to enter on the web platform

1.1. E-Mail invitation

You will get an E-Mail from smp@bossard.com (please be sure that E-Mail will not be blocked as spam).

Da: Bossard Smart Purchasing [mailto:smp@bossard.com]
Inviato: venerdì 6 agosto 2010 14:56
Oggetto: Bossard Smart Purchasing

Dear Supplier

Bossard AG (CH) is inquiring offers for the following products:
- Hex hd scr ful thrd st 8.8 znb - ISO 4017, DIN 933

Total Weight: 12409 KG
Total Articles: 4

- 1 Please go to <http://vendor.bossard.com> and quote your price by 09. August 2010. You will find the user manual on this website under Help area.
- 2 Click here to get Username and Password: <https://secure.bossard.com/password-recover/index.cfm?recoveryID=477889CF-C092-3635-D0A1FB701C354C56>

Thank you in advance for your offer
Kind Regards
Davide Di Marzo

1 Click on the link to enter into your personal web

2 Click on the link to get personal username & password.

BOSSARD Corporate Web Applications

Smart Purchasing

Username:

Password:

Login

Smart Purchasing Tool

[Forgot your password?](#)
For support please contact the [WebMaster](#)

BOSSARD Corporate Web Applications

Password recovery

Application: Smart Purchasing

Username:

Password:

URL: <http://purchasing.bossard.com>

Make sure that you remember your password before you close this window.

2. How to enter on the web platform

2.1. Welcome mask

Click on register **Quotes**

BOSSARD Smart Purchasing v2.0


Welcome | **Quotes** | Label Printing | Help | Settings | Logout

Welcome to Smart Purchasing

Dear supplier
Welcome to the Bossard online Procurement Tool.

This website has been developed by Bossard Ltd. for online quotations.
Bossard emphasized to create this page userfriendly.
Please read the manual for instructions under [Help](#) area.

For further support do not hesitate to contact the responsible purchaser from quote.
The contact details you can find under [Quotes](#) area.



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2.2. Overview of all open RFQ's

Click the quotation line you want to quote

BOSSARD Smart Purchasing v2.0

Welcome | **Quotes** | Label Printing | Help | Settings | Logout

Current RFQs | Archive

Request for Quote

	RFQ Number	Status	Weight	Purchaser	Phone	Email	Quote until	
1	3325597	new	189 KG	Alexander Skocic	+41 41 749 65 46	askocic@bossard.com	19 Jan 2012	
2	3307720	in progress	223201617 KG	Patrick Laupper	+41 41 749 63 39	plaupper@bossard.com	12 Sep 2011	

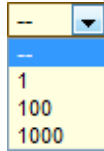
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2.3. Start quotation

First of all you need to enter a **Reference**.

Secondly, choose the price unit which you want to offer in



If you enter the two necessary information, you can click on **Save**.

Before doing that you will be not allowed, to enter the offer data's according the text in the yellow box.

Request for Quote Data

RFQ Number	3325597	Valid Until	13 Feb 2012	Reference	Test offer 123
Purchaser Name	Alexander Skocic	Delivery Condition	FOB Taiwan packing included	Price unit	100
Email	askocic@bossard.com	Articles	6	Please click Save as soon as you entered Reference and price unit	
Phone	+41 41 749 65 46	Weight	188 KG	Save	

Product list

Product	Description	Norm	Weight	Offered Positions	Pending Positions	Denied Positions
BN 628	Hexagon nuts ~ 0,8 d stainless steel A2	DIN 934	189 KG	0	0	12

Deny Quote

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Now, the inquiry is ready for offer data's. Click on the product list.

Request for Quote Data

RFQ Number	3325597	Valid Until	13 Feb 2012	Reference	Test offer 123
Purchaser Name	Alexander Skocic	Delivery Condition	FOB Taiwan packing included	Price unit	100
Email	askocic@bossard.com	Articles	6	Update	
Phone	+41 41 749 65 46	Weight	188 KG		

Product list



Product	Description	Norm	Weight	Offered Positions	Pending Positions	Denied Positions
BN 628	Hexagon nuts ~ 0,8 d stainless steel A2	DIN 934	189 KG	0	12	0

Deny Quote

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



Vendor manual Smart Purchasing

2.4. Enter your prices, lead times and notes

- 1 General Lead time
- 2 Enter price for each packing size and quantity
- 3 If you are not able to quote, click on button  to deny the position (button will be changed to )
- 4 Change lead time for specific item
- 5 Add any comments for this specific line (e.g. you have different packing size, etc.)
- 6 Click on the red dot if you don't want to quote
- 7 Click **Save** after finishing your quotation or to save during entering
- 8 Click **Close** to leave the mask



Articles
✕



BN 628 - Hexagon nuts ~ 0,8 d stainless steel A2 - DIN 934

Item number	Dimension	Weight 189 KG	Pack. Size	Quantity	Your price per 100 pcs (USD)	Lead Time	Comment
1421786	M 1	7 KG	100	10000	1.100 	<input type="text" value="24"/> weeks	
			1000	210000	1.200 		
1421794	M 1,2	25 KG	100	5000	1.300 	24 weeks	test note 1
			1000	500000	1.400 		
1421808	M 1,4	12 KG	100	2000	<input type="text" value=""/> 	<input type="text" value=""/> weeks	
			1000	200000	<input type="text" value=""/> 		
1241389	M 1,6	63 KG	100	150000	<input type="text" value="1.7"/> 	24 weeks	
			1000	750000	<input type="text" value="1.8"/> 		
1241397	M 2	33 KG	100	3000	<input type="text" value="1.9"/> 	24 weeks	
			1000	250000	<input type="text" value="2.0"/> 		
1241419	M 2,3	49 KG	100	6000	<input type="text" value="2.1"/> 	24 weeks	
			1000	250000	<input type="text" value="2.2"/> 		

Save Close

It could be that you have several product lists to quote. You need to click in one by one to place your prices, lead times and notes.

If you are not able to quote a whole product list, you can click on  (button will be changed to ) to deny the whole product list.

Product list							
Product	Description	Norm	Weight	Offered Positions	Pending Positions	Denied Positions	
BN 670	Flat washers without chamfer stainless steel A2 hardness class 140 H	DIN 125A	371 KG	0	12	0	<input type="checkbox"/> 
BN 1414	Flat washers without chamfer stainless steel A2 hardness class 140 H	DIN 433	1409 KG	0	0	4	<input checked="" type="checkbox"/> 

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2.5. Transmit your quotation to Bossard

As soon as you have entered all data's, the button **Place Offer** will appear. Also, you see an overview how many items you offered or denied.

PLEASE NOTE:

If you have pending positions, the **Place Offer** button will NOT appear. Every position has to be quoted (with price and lead time) or denied!

The screenshot shows the Bossard Smart Purchasing v2.0 interface. At the top, there are navigation tabs: Welcome, Quotes, Label Printing, Help, Settings, and Logout. Below this is the 'Request for Quote Data' section, which contains a table with the following data:

RFQ Number	3325597	Valid Until	13 Feb 2012	Reference	Test offer 123
Purchaser Name	Alexander Skocic	Delivery Condition	FOB Taiwan packing included	Price unit	100
Email	askocic@bossard.com	Articles	6		
Phone	+41 41 749 65 46	Weight	188 KG		

Below the data table is the 'Product list' section, which contains a table with the following data:

Product	Description	Norm	Weight	Offered Positions	Pending Positions	Denied Positions	
BN 628	Hexagon nuts ~ 0,8 d stainless steel A2	DIN 934	189 KG	10	0	2	<input checked="" type="checkbox"/> <input type="checkbox"/>

At the bottom right of the product list table, there are two buttons: 'Place Offer' (highlighted with a red box) and 'Deny Quote'.

If you are sure to quote, click **OK**

The screenshot shows a confirmation dialog box with the title 'Die Seite auf purchasing.edu.bos.net meldet:'. The main text asks 'Would you like to place your offer?'. There are two buttons: 'OK' (highlighted with a red box) and 'Abbrechen'.

Your quote is now transmitted to Bossard and can't modify anymore from you. If you need to change your quote, please get in contact with responsible Bossard buyer. You are getting back to the RFQ list.

The screenshot shows the Bossard Smart Purchasing v2.0 interface with the 'Request for Quote' list. The list has two tabs: 'Current RFQs' and 'Archive'. The 'Request for Quote' table contains the following data:

	RFQ Number	Status	Weight	Purchaser	Phone	Email	Quote until
1	3325676	new	1780 KG	Alexander Skocic	+41 41 749 65 46	askocic@bossard.com	27 Feb 2012
2	3307720	in progress	223201617 KG	Patrick Laupper	+41 41 749 63 39	plaupper@bossard.com	12 Sep 2011

3. Overview of all RFQ's

3.1. Current RFQs

All on going request for quotes are listed here.

RFQ Number	Status	Weight	Purchaser	Phone	Email	Quote until
1 3325676	new	1780 KG	Alexander Skocic	+41 41 749 65 46	askocic@bossard.com	27 Feb 2012
2 3307720	in progress	223201617 KG	Patrick Laupper	+41 41 749 63 39	plaupper@bossard.com	12 Sep 2011

3.2. Archive

All closed quotations, can be seen at any time.

RFQ Number	Status	Weight	Purchaser	Phone	Email	Quote until
1 3325597	closed	189 KG	Alexander Skocic	+41 41 749 65 46	askocic@bossard.com	19 Jan 2012

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