## 4 Module request

## 4.0 Go to the module Request for Quotation (RFQ)

Procurement		
? RfQ	Quote	
	•	

#### 4.1 Update view - Request module

The first step is to update the data by pressing the Update button.



Next, click on the 3 small dots on the Portal Request tab and select the "Portal" item to see the current view.

This is necessary as we occasionally update the display as necessary or as there are new features.

Q		Portal Views							
Rfq Code	Submission	Portal Project Name	RTQ Description	Planned Start	Ranned End	Currency	Planer	Erkauf	Requested
Brach-00500		C, REC2 Text-Projekt	Test - Seichuffungust situr	62/18/2023	62/16/2023	tue	Natiret, Nati	GR/PUR1-Purchweing	03/54/2025
222872	11/25/2022	Ku781a / Annau Batterietestzentrum	Helzing, Kühlung, Druckluft	04/01/2023	12/71/2023	EUR	Linvig	(R.PURLPurchasing	18/25/2022

You will now see a list of the requests that we have provided for you in the upper window. If you select a project in the upper window by clicking on the respective line, you will see the corresponding documents of the tender in the lower window. In our picture you can see test projects, your window will show other projects.

) BOS	CH ITWO4.0 RfQ: KU7814	V3.2G A - Ku781a / Anbau Batterietestzentru	ım / 222872 - H	leizung, Kühlung, Dru	uckluft				Y	ogeswaran	4000 Subrama	Robert iniam	Portal-Qu	bH ote
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Rfq Code	Submission P	roject Name	RFQ Description	on	Planned Start	Planned End	Currency	Planer	Einkauf				Requested	
Bosch-35591	C,	/REC2 Test-Projekt	Test - Beschaf	fungsstruktur	02/15/2023	02/16/2023	EUR	Nalinci, Nelli	GR/PUR1-Purchasing	g			02/14/202	
222872	11/28/2022 K	u781a / Anbau Batterietestzentrum	Heizung, Kühl	ung, Druckluft	04/01/2023	12/31/2023	EUR	Ludwig	GR/PUR1-Purchasing	g			10/25/202	
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#### 4.2 Download Tender documents - Request module

When you select a document in the lower window, it can be downloaded with the download button or viewed directly with the display button.

Type	Document Type	Description	Eate .	Colgon Pile Name	N.
griateA 104	Bidder	Dokumentationoricitelinie_API_2006	38/37/3602	Dokumentationorichtitrie_AVI_2006	2
enterg	Bidder	ABO_TPL_SD_Ext_Service_Provider	30/27/2022	ABO_TPL_SD_Ext_Service_Provider	•
POF Antaga	Bidder	BV6_2023_616.pdf	30/27/2022	8v8_2021_016.pdf	
ICF A	Broder	Av(1110/11.pdf	30/27/2022	4x4222072.pdf	
CF A	Bidder	Av/1110/1.pdf	20/27/2822	6ef211012.pdf	
m: 4/4					

- 1- Click
- 2- Download
- 3- View

When you download a document, it is stored in the directory on your computer that you have set in the browser.

### 4.2.1 Google-Chrome Pop-up Blocker

When using the Google Chrome browser for the first time and if necessary. If you update to a new version of Google Chrome, the pop-up blocker may be enabled.



Then restart the display.

When you go to the Display button, a new tab opens in the browser with a preview of the document.

If you want to switch back to the work area, click on our BOSCH logo.

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RfQ													

### 5 Module Offer

Go to the module Offer



### 5.1 Refresh view Module Offer

Please also update the view first and select "Portal view"

A-Version Project No.	<u></u>
	A-Version Project No.

- 1- Click Refresh
- 2- Click 3 dots
- 3- Click / Select Portal

You will then see in the upper window all offers that you can edit.

Select the offer you want to edit in the upper window. After you have selected an offer, you will see the documents for this request in the lower left window.

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In the Status column you can see the status of your offers:

8	Portal lock
×	Reject
	Submitted
	Edit Bidder
N	Request

## 5.2 Download tender documents - Module Offer

In the "Portal Offer" view, you can also download and view the documents for the enquiry.

Click on BOSCH logo

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Rf	Q												

Go to Quote



Please also update the view first and select "Portal view":



- 1- Click Refresh
- 2- Click 3 dots
- 3- Click / Select Portal

## Mark documents for download:

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- 1- Click the project
- 2- Click the Document / arrow
- 3- Click to download

### 5.3 View tender specification

After you have selected the quotation, you want to offer in the upper window in the left-hand bar in the Portal quotation tab, click on the Portal quotation specifications tab to edit the specifications.

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Here, you also must update the view first.

- 1- Select Portal Quote -BOQ
- 2- Select 3 dots
- 3- Select Portal

### 6.1 Start quotation processing

Before you can enter prices, you must set the offer status to "Edit bidder".

- 1- Please click on Wizard
- 2- Please click on "Change quotation status".
- 3- Please select "Edit bidder" to process the offer.
- 4- Click OK to proceed

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### 6.2 Edit tender specification

You can now start entering prices in the "Portal quotation specifications" tab. You can interrupt the processing at any time and continue to work on it later. Please do not forget to save beforehand.

Please update the portal view on the "Portal quotation specifications" tab.

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## 6.2.1 Short text and long text

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Specification Plain Te	et Bog Details		10	m: 6/0					Namine a							

- 1) Select position
- 2) Short text / description of the selected position
- 3) Long text / description of the selected position

# 6.2.2 Position type

BoQ Structure					
Structure	Reference No.	putline Specification 💌	Item	Info UoM	Quantity
A 😐	TEST100-00	Test - Beschaffungsstruktur		No price ca	n be entered
A 📻	003.	Vorbemerkungen		for inform	ation items
i		Allgemeine Vorbemerkungen			
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	007.000106.	Sortierkosten	в	Hour	1.000
Ē	007.000109.	Schamott AVV 170107	в	Prices can o	only be set
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E	007.000101.	Flachglas bunt	в	103	
E	007.000105.	Dämmstoffe ungefährlich	в	m3	1.000
E	007.000107.	Bohrgut AVV 170903	в	TONS	1.000
E	007.000102.	Beton bewehrt mit Übergröße <	в	TONS	1.000
E	007.000108.	Begleitpapiere für Entsorgung B	в	TONS	1.000
E	007.000104.	Altholz Klasse A1-3 (gemischt)	в	TONS	1.000

# 6.2.3 Enter prices

To enter prices, go to the "Portal quotation specifications" tab

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۳	•	×	æ	?		1	Portal-Quote	Portal-Quote	-BoQ :	-		
Bo	Q St	truct	ure									
	Stru	cture				Reference No	o. Outline Specificat	tion 🔻	Item Info	UoM	Quantity	L
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	-					003.	Vorbemerkungen	1				
		i	]				Allgemeine Vorbe	emerkungen				
		i	)				Allgemeine Vorbe	emerkungen				

If the status is set to "Edit bidder" (see point 6.1), you can enter your prices.

The unit prices are entered in the EP column. The quantities and units of measure can be found in the columns "Quantity"

]	() 2 ?	10 I	Portal-Angebo	et Portal-Angebot-UV   ]	Quantity		c	Juantit	y 🚽			
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Please also remember to save it temporarily

### 6.2.4 Price entry wage and material distribution

For positions in which the Lohn (wage) / material tick has been activated, the price is split into wage and material. The corresponding fields can be filled, the unit price field is blocked and is automatically calculated from the wage and material parts.

1	< → ⊗ 1	? 🗉 :	Portal-Angebo	ot Portal-Angebot-LV :								
LV	Struktur											· •
	Struktur	Referenznumme	LV-Positionstyp	Kurztext	Menge	Pos. Info	ME	Lohn/Mat	Lohn	Material	EP	GB
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		3515.	Position	Regenerativwärmetauscherbauteil (RWT)	1,000	TA, TB	ST		1		0,00	0,00
		35 20.	Position	By-Pass-Klappen	1,000	тв	ST	~	0,00	0,00	0,00	0,00
		35 25.	Position	Mischkammerbauteil (Zuluft)	1,000	ТА	ST	<b>v</b>	0,00	0,00	0,00	0,00
	E	3530.	Position	Filterbauteil	1,000	TA, TB	ST	<b>~</b>	0,00	0,00	0,00	0,00
		3535.	Position	Leerteil zur Verwendung als Wartungsr	1,000	тв	ST	<b>~</b>	0,00	0,00	0,00	0,00
		3540.	Position	Schalldämpferbauteil	1,000	ТА	ST	~	0,00	0,00	0,00	0,00
	E	35 45.	Position	Ventilatorbauteil für die Zuluft (Radial)	1,000	тв	ST	<b>v</b>	0,00	0,00	0,00	0,00
E	Einträge: 124/124											

### 6.2.5 Alternative, demand, and contingent items

In the Item column "Info" displays the position types.

- A = Alternative item is not included in the total
- B = Demand item is included in the total
- E = Contingent item not included in the total

Example of contingent position

truktur												6	^
Struktur	Referenzirum	me LV-Positionstyp	Kurztest	Merge	Pos. Info	ME	Lohn/Mat	Lohn	Material	EP	68		
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Ð	35230	Position	Inbetriebnahme der Frequenzumforme	1,000		psch	12	0,00	0,0	0	00,0		0,6
	35235	Position	Inbetriebnahme des Zu- und Abluftgeräts	1,000		psch	15	0,00	0,0	0	00,0		.0,5
		Hinweis	Montage Feidgeräte Lüftung										
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P	35265.	Position	Dachdurchführung Liiftungskanal LxB	2,000	E	51	85	0,00	0,0	0	0,00		0,

## 6.2.6 Position info Client and bidder extension

With the position information TB and AB, additional information on a position or an indication is specified/queried.

TA = Client text supplement

TB = Bidder extension

With the position info TB, the queried values must be entered in the lower right window.

Please save again and again.

BOSC	H ITWO4.0 Angebot: TE	<b>V3.2G</b> ST1-12345 - Te	st - Beschaffungsstruktur   TESTLIE	FERER 1												400	Robert	Bosch G Portal-C
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4 LV Struktur													· •	~ *	*	₫ '	P /2	<u>_</u>
Struktur	Referenznumm	LV-Positionstyp	Kurztext	Menge		Pos. Info	ме	Lohn/Mat	Lohn	Material	EP	GB		Pauschal	Pauschal	preis		
	35165.	Position	Meßeinrichtung für Kammereinbau		1,00	,	ST		0,0	0,00	0,00		0,00					
Ē	35170.	Position	Zeigerthermometer für Geräte- oder Ka		1,00	тв	ST		0,0	0,00	0,00		0,00					
B	35175.	Position	Flachriemen, flankenoffene Hochleistu		1,00		Satz		0,0	0,00	0,00		0,00					
B	35 180.	Position	Motorausbauschienen		1,00		ST	Image: A state of the state	0,0	0,00	0,00		0,00					
B	35 185.	Position	Beleuchtung Leuchtstofflampe		1,00	,	Satz		0,0	0,00	0,00		0,00					
Ē	35 190.	Position	Beleuchtung im Bedienungsgang und		1,00	ТВ	Satz		0,0	0,00	0,00	)	0,00					
ī		Hinweis	Hinweise für die Montage			TA												
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B	35 195.	Position	Einbringung und Montage der RLT -Anl		1,00	,	psch	~	0,0	0,00	0,00		0,00					
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De diamona a sera a s	and in the Department							Bieter		Leistung (W)		1	r					
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							Ei	nträge: 3/3										
							Spl	itmengen Te	xt Ergänzung	en unformatiert								

## 6.2.7 Total Offer

You can find your total offer sum by scrolling to the top of the position overview.

l-Angebo	t Portal-Angebot-LV :												
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tionstyp	Kurztext	Menge	Pos. Info	ME	Lohn/Mat	Lohn	Material	EP	GB	Pauschal	Pauschalpreis		
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s	Hinweise zur Angebotserstellung												
S	Vollständigkeit des Angebotes												
s	Ansprechpartner/Ausführungstermine/												
s	Kurzbeschreibung RIB eBid_Sub Progr												
s	Einsatz von BOSCH-Elektrowerkzeugen												
	Vorbemerkungen								0,00		0,00		
S	Zusätzliche techn. Vorbemerkungen, Pl												
5	Zusätzliche technische Vorbemerkung												

## 6.3 Save quotation specification with prices as a pdf file

You can also save your quotation specifications as a pdf file. To do so, click on the reporting function:



The following window opens:

4000 Robert Bosch GmbH Yogeswaran Subramaniam   Portal-Quote	:
Parameters	Ç
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Unformatiert 🔹	☑
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null	
Generate 4	

A PDF document of your quotation is then generated. Depending on the size of the specifications, this process may also take some time. If the creation process is running, the red-yellow progress bar appears approx. every 8 seconds. Please be patient and wait. When this process is complete, a browser window

with the PDF document or an application of your computer opens, depending on the settings of your computer. This document can then be used locally on your computer.

Please make sure that some browsers have a Pop-Up-Blocker active that prevents PDF printing. See Pop-Up Blocker 3.2.1.

Angebot - iTWO 4.0 × Sed4b7fa42ea46ff89855e7deec1 × Neuer	r Tab 🗙 📔 🕂	+		• - • ×
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	Robert Bosch GmbH Corporate Real Estate Zentralabteilung Anlagen und Ba	uten	BOSCH Postfach 10 60 50 70049 Stuttgart	2
1	Projekt-LV mit Preisen	Test - Beschaffungsstruktur	TEST100-00207	
	Ausführungsort:	DE 70049 Teststadt, Test-Strasse		
	Geplanter Start:	01.07.2021		
	Geplantes Ende:	29.07.2021	_	
2	Anlagen:	BVB_2021-01a.pdf		

Example of new tab opens:

Please do not forget to upload offer documents if necessary.

### 6.4 GAEB import and export

You can also download the X83 file via the GAEB export to be able to enter prices in your own system. You can then import your X84 file again via the GAEB import. This function is only available in the Offer module.



First, highlight the respective request.

BOSCH	ITWO4.0 V Quote: Bosch-3	<b>/3.2G</b> 37864 - Test - Bes	chaffungsstru	ktur / Te	est Com	pany APAC		
• • ≥ ? □		Portal-Quote	Portal-Quote-E	BoQ :				
BoQ Structure								
Structure	Reference No.	Outline Specificatio	on	ltem Info	UoM	Quantity	LA/MA	Lohn
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i		Hinweise zur Angeb	ootserstellung					
ī		Vollständigkeit des	Angebotes					
-		*/*						

## 6.4.1 GAEB-Export

Using the GAEB export, you can export an X83 file as follows.

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The following window may appear. You can ignore this and click "Next".

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2530.	Auftraggebertextergänzung muss ausgefüllt	
2535.	Auftraggebertextergänzung muss ausgefüllt	
	Auftraggebertextergänzung muss ausgefüllt	
	Auftraggebertextergänzung muss ausgefüllt	
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3515.	Auftraggebertextergänzung muss ausgefüllt	
35 15.	Auftraggebertextergänzung muss ausgefüllt	-
	5 NEXT	Abbrecheni

Depending on the settings of your browser, a document symbol with the zip file appears in the bottom left corner or an application on your computer opens to save the zip file. After unpacking the zip file, you can use the X83 file locally on your computer.

Example of application computer for saving:

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Dateiname Dateityp	:: TEST100-00206 (1).zip :: zip Archive (*.zip)			~
<ul> <li>Ordner ausblende</li> </ul>	en		SAVE	Abbrechen .:

In the "GAEB version" field, you can also export a GAEB90 or a GAEB2000 file

## 6.4.2 GAEB-Import

You can import your X84 file from your quotation system via the GAEB import:

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	My Re	ceived Files			2/6/2023 3:23	PM	File folder		
	Test_Er	ntsorgu.x83			4/28/2023 9:30 AM		X83 File		
			_						
~	٢						>		
e n	ame:				~ A	ll Files (*.*)	~		

### 6.5 Upload offer documents

Once you have entered your prices in full, you can upload your quotation documents. To do so, you must return to the "Portal offer" tab.

In the lower right window, you can upload your documents for the offer you want to create. When you press the Upload button (2), a file selection window of your system opens, and you can select your file.

BOSCH	ITWO4.0 V Angebot: TEST.	/ <b>3.2G</b> 1-12345 - Test - Ber	schaffungsstruktu	TESTLIEFERER 1									4000 R	obert Bosch (Portal	GmbH Quote
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Angroote												= •	9.	18	2
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The file then appears in the bottom right window. You can also download and view and delete your uploaded files.

Documents can also be dragged and dropped into the document area.

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## 6.6 Submit offer

After you have finished processing your quotation, you must change the status to "Submitted".

Change Quote Status X Yogeswaran Subramaniam   Portal-Quote	1
Bosch-37864 - Test - Beschaffungsstruktur	0
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Portalsperre Change Quote Status	j=
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✓ BoQ	
Validate GAEB export	<b>2</b> 1
GAEB Import Bieter	
GAEB Export	
Conly show available status	
Remark	
A	
History OK Close	

Once you have set this status, no further changes can be made to your quotation.

## 6.7 Reject Offer

If you do not wish to submit an offer, please select "Reject". Please enter your rejection reason in the Comment box.

Change Quote Status				<hr/>	Togeswaran Subramaniam (	Portal-Quota	
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	Mintoria	04	Schlieften	ess Partner +			

## 7 Logout

To Logout the portal, please proceed as described below:

Please select the 3 dots at the top right and then "Logout".

40 Yogeswaran Subra	00 Robert Bosch GmbH maniam   Portal-Quote				
Wizards	Settings				
Ouote	Company / Role Selection				
Change Quote Status	Absence				
Change Quote Munch	Documentation				
Change Quote Numbe	Marketplace				
BoQ	Logout				
Validate GAEB export	About Logout				
GAEB Import Bieter					
GAEB Export					

Please confirm the Logout with "Yes":



The following message appears:

