

# User documentation

## Registration

### Bosch-iTWO-Portal

#### Version 1

| Dokumenten-Version | Komponenten / -Version | Datum      | Bearbeiter | Beschreibung  | Status    |
|--------------------|------------------------|------------|------------|---|-----------|
| 1                  |                        | 21.06.2021 | Bosch      | Neu erstellt  | Neu       |
| 1                  |                        | 28.07.2021 | Bosch      | Punkt 1. Ansprechpartner und Punkt 3. Fehlermeldungen hinzugefügt | Ergänzung |
| 1.1                |                        | 27.04.2023 | Bosch      | Ergänzung Umstellung auf SingleKey ID                             |           |
| 1.1.1              |                        | 02.05.2023 | Bosch      | Englische Version erstellt  |           |

|                 |                                     |
|-----------------|-------------------------------------|
| Schlagworte     | Portal, Registrierung, Registration |
| Rollen          | iTWO, Bosch CIAM                    |
| Masken          |                                     |
| Prozessschritte | Registrierung / Registration        |
| Dokumententyp   |                                     |

#### **General information**

This manual is not suitable for double-sided printing.

The manual was created from different program versions.

These differ in the different background colors, but have no effect on the function.



|   |           |
|---|-----------|
| <b>1. Contact person.....</b>   | <b>3</b>  |
| 1.1 Contact person iTWO-Bidder portal .....   | 3         |
| <b>2. Bosch iTWO portal registration .....</b>  | <b>4</b>  |
| 2.1 Registration CIAM and Bosch iTWO portal.....  | 4         |
| The tender process is continued in this portal. ....  | 19        |
| <b>3. Error messages .....</b>  | <b>21</b> |
| 3.1 In case of any error with your registration, you will not get released by<br>the SingleKey ID ..... | 21        |

# 1. Contact person

## 1.1 Contact person iTWO-Bidder portal

**Error Message:**

In case of error messages, please send a screenshot of the error message to e-mail [gr.purchasing@de.bosch.com](mailto:gr.purchasing@de.bosch.com).

**Phone Contact:**

Tel. +49 (0)711 811-6997

## 2. Bosch iTWO portal registration

### 2.1 Registration CIAM and Bosch iTWO portal

To register for the first time in the iTWO bidder portal, please proceed as follows:

You have received the following e-mail:

Congratulations,

You are invited to register on the **BOSCH iTWO 4.0 bidder portal**.

In the future, the BOSCH iTWO 4.0 bidder portal will be used to tender for new builds and FCM services.

Further functions (e.g. supplement recording, measurement, invoicing, ...) will follow in the next few weeks.

You can find instructions for registering for the Bosch iTWO portal on the homepage of our Bosch subsidiary AIG:

[Onboarding BOSCH iTWO 4.0 Portal](#)

To register, please follow the steps described below to register as a bidder.

1. Use the following link to start registration:

[Url to the BOSCH iTWO 4.0 portal](#)

**The URL is personalized and only valid for you and your stored e-mail address. Please do not share this link!**

2. Registration and authentication are carried out exclusively via the Bosch Ciam system and not via other social networks.
3. After successful registration, you will be redirected to the **BOSCH iTWO 4.0 bidder portal**.

Attention! The option for your registration is valid until: 07/19/2022 2:40:18 PM.

Yours sincerely / Best regards

Your Bosch purchasing team

\*\*\*\*\*

Please open the link (this is available for the initial registration for fourteen days, preferred browsers for our portal application are Google Chrome or MS Edge).

If your default browser is not Edge or Chrome, you can also complete the **registration** with your default browser.

(1): Please click on the link „Url to the Bosch iTWO 4.0 portal“ in received mail

The following view will get opened:



(1): Here you can individually select the language setting.

(2): Click on „Sign via Bosch Ciam Authentication “

The following view getting opened:

The image shows a login page with a dark blue overlay. The overlay contains the following text:

**SingleKey ID**

**Bosch ID is now SingleKey ID.**

**To our existing users:**  
You can simply use your existing Bosch ID credentials to login with SingleKey ID.

**To all our new users:**  
Just use the button below to continue to SingleKey ID and sign up.

Remember for next time

**CONTINUE TO SINGLEKEY ID**

The background of the login page is partially visible, showing the text "Login with your Bosch ID", "Email address", "Password", "Stay logged in", and a "Login" button.

(1) Please click on the "Continue to Singlekey ID" button.



Sign up or log in

Email address

1

2

CONTINUE

One login for many brands ^



**BOSCH**

**SIEMENS**  
Siemens Home Appliances

**Buderus**

Home Connect

AND MORE

- (1) Please enter your user e-mail address (the recipient e-mail address from registration e-mail).
- (2) Please then click on „CONTINUE “.



One login for many brands



We have not found a SingleKey ID for your email address.  
Create your SingleKey ID now - it only takes a minute.

[BACK TO USE OTHER EMAIL ADDRESS](#)

1

[SIGN UP](#)

One login for many brands



(1) Please click „SIGN UP“ for your first registration

**SingleKey ID**

Sign up

Email address:

Set password **1**

.....

min. 8 characters, upper and lower case letters and numbers **1**

**2** I agree to the [terms of use](#).

I acknowledge the [data protection policy](#).

**3**

BACK CONTINUE

One login for many brands

**BOSCH** **SIEMENS** **Buderus** Home Connect **AND MORE**

Please enter the required information:

(1): Please assign a password to open the portal in the future.

The password must comply with the following regulations:

- at least one number
- at least one special character
- at least one capital letter
- at least 10 characters long

(2): Please agree to the Terms of Use.

(3): Please click "CONTINUE" to complete the registration.



## Check your emails

To verify your email address, please enter the six-digit security code we have sent to 

 A text input field containing a six-digit security code, highlighted with a red border and a red circle with the number "1" next to it.

REQUEST NEW SECURITY  
CODE

FINISH  
SIGNUP

One login for many brands ^



**BOSCH**

**SIEMENS**  
Siemens Home Appliances

**Buderus**

**Home Connect**

AND MORE

- (1) Please enter the six-digit security code you received by e-mail.
- (2) Click „ FINISH SETUP “.

The six-digit security code you will have received to your registered e-mail:

Your security code:  

 SingleKey ID Team <support@singlekey-id.com>  
To  

Retention Policy    Inbox - Delete older than 730 days (2 years)    Expires 27-Apr-25    Fri 28-Apr-23 10:43

[Reply](#)   [Reply All](#)   [Forward](#)      

ⓘ This sender support@singlekey-id.com is from outside your organization.  
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 **SingleKey ID**

Your requested security code is:

This security code is valid for 30 minutes (generated at 2023-04-28T02:42:34). Please enter it in the corresponding input field.

Your SingleKey ID team

SingleKey ID offers convenient access to websites, shops, apps and services from many brands with one single login.

Bosch.IO GmbH; Registered Office: Berlin; Registration Court: Amtsgericht Charlottenburg; HRB 148411  
B Chairman of the Supervisory Board: Stefan Koss; Managing Directors: Dr. Andreas Nauertz, Stephan Lampel

[Corporate information](#)   [Data protection notice](#)   [Legal notice](#)   [Terms of use](#)



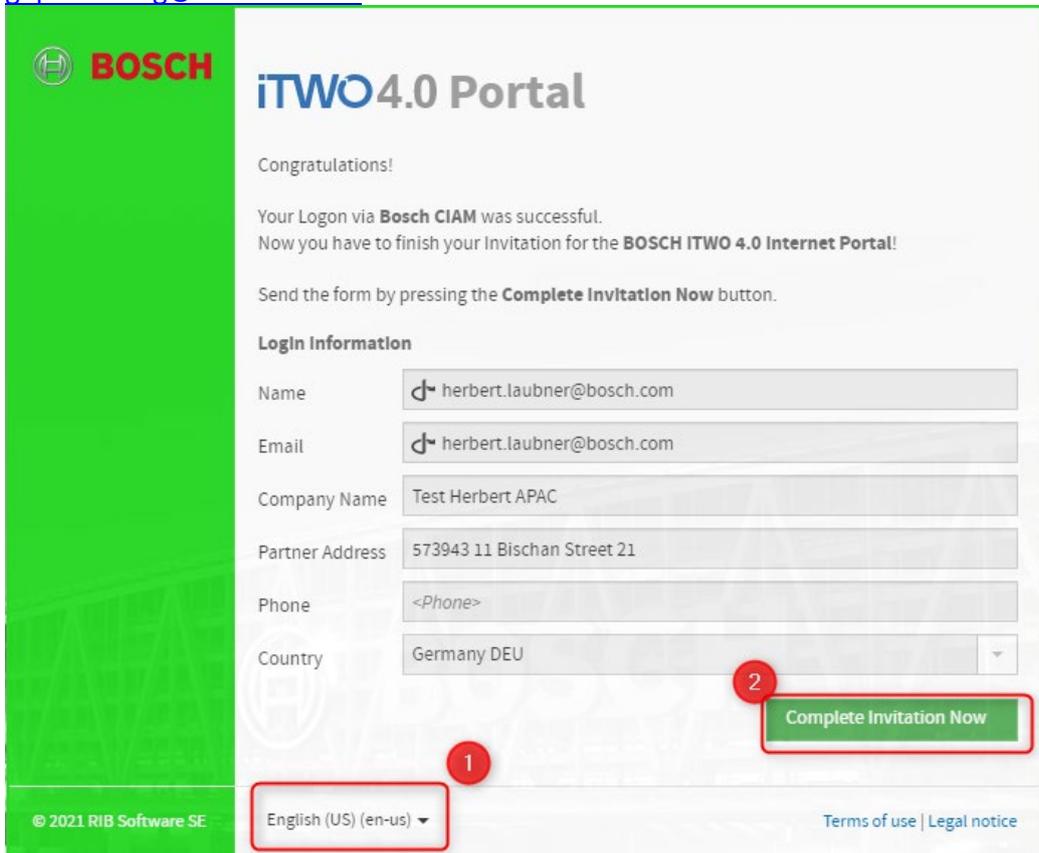
Your SingleKey ID registration has been successfully completed.

In the next step, you will be forwarded to the iTWO portal to complete the invitation:



(1) Please click "Back to logon"

Please check the stored registration data in this view.  
If the data is not correct, please report this by e-mail to:  
[gr.purchasing@de.bosch.com](mailto:gr.purchasing@de.bosch.com)



(1): Please check the language setting.

(2): Please select "Complete invitation Now".

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Instruction\_Registration\_iTWO\_Portal\_EN\_2023-05-15.docx | 15.05.2023 | Bosch (GR/PUR)

The screenshot shows the iTWO 4.0 user selection interface. At the top left is the RIB logo with the tagline 'running together'. At the top right is the text 'iTWO 4.0'. Below the header, there are two instructions: 'Bitte wählen Sie Benutzer spezifische Oberfläche- und Datensprache aus.' and 'Bitte wählen Sie einen Mandanten und Ihre Zugriffsrolle aus.' The first instruction is followed by two dropdown menus: 'Oberflächensprache' (set to 'Englisch') and 'Datensprache' (set to 'English'). The second instruction is followed by a 'Mandant' dropdown menu showing a tree view with 'BOSCH' expanded to show '4000 Robert Bosch GmbH'. Below that is a 'Rolle' dropdown menu set to 'Portal-Quote'. A 'Weiter' button is at the bottom right. Red circles with numbers 1 through 6 highlight the following elements: 1. 'Oberflächensprache' dropdown, 2. 'Datensprache' dropdown, 3. 'Mandant' dropdown, 4. '4000 Robert Bosch GmbH' item, 5. 'Rolle' dropdown, 6. 'Weiter' button.

- (1 + 2) Please enter your language setting.
- (3) Please open the folder "Bosch".
- (4) Please click on "4000 Robert Bosch GmbH".
- (5) Please check whether the "Portal quota" role is selected.
- (6) Please select "Continue/Weiter".

Folgende Ansicht wird geöffnet:



## 2.2 Registration of iTWO portal

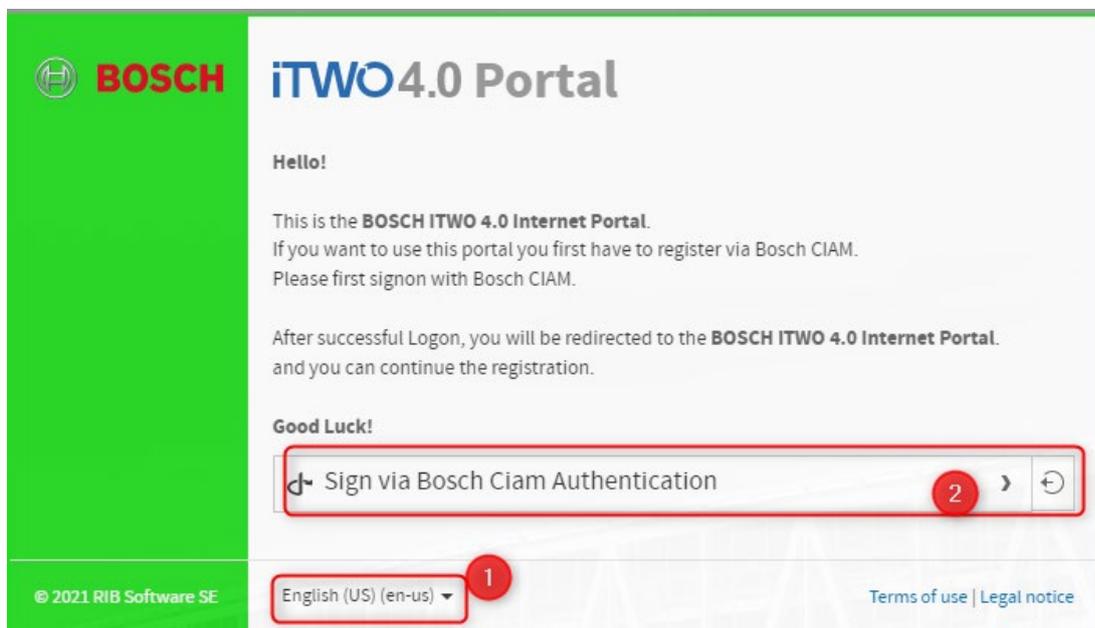
Note ! As of this step, the application should only be carried out in the browser Google Chrome or Microsoft Edge. If you have previously registered in a different browser, it is now time to copy the link and open it with Chrome or Edge.

Alternatively, you can also use the link below in Chrome and Edge and save it as a bookmark.

Please complete the registration process. This is only completed when you confirm your login information via "Now complete" invitation. See page 8.

<https://bosch-real-estate-procurement.com/itwo40/portal/start/#/portallogin>

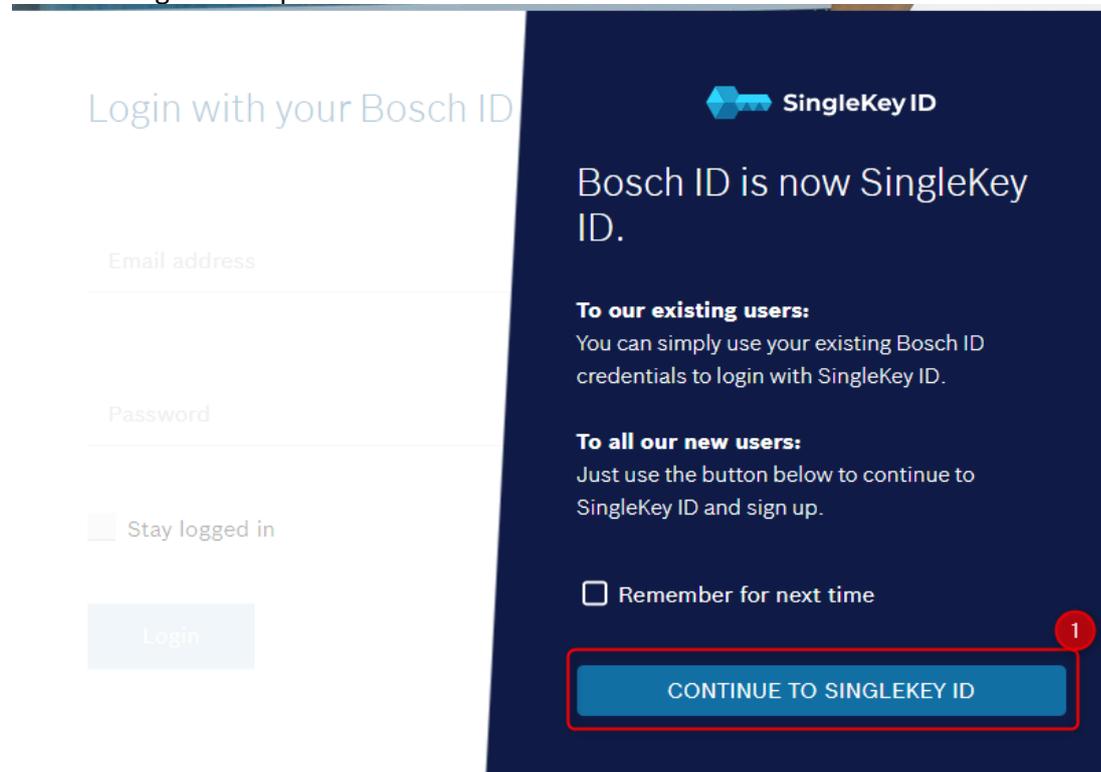
The following view will get opened:



(1): Here you can individually select the language setting.

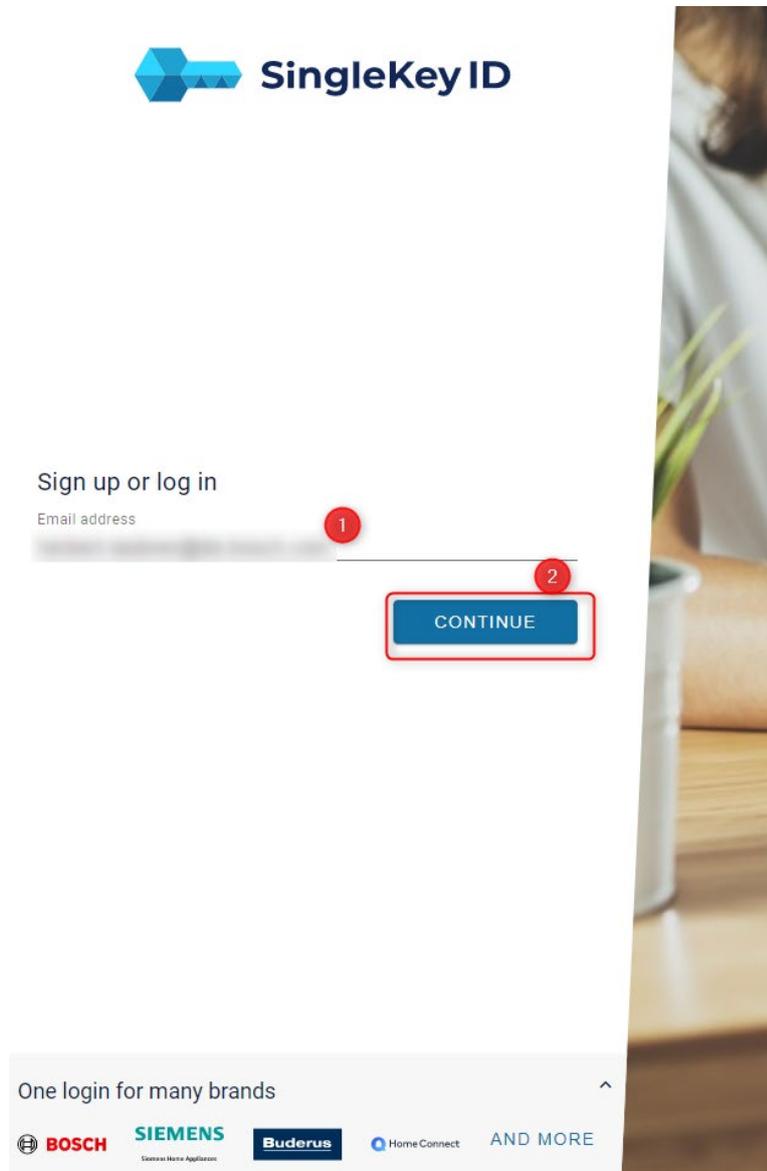
(2): Click on "Sign via Bosch Ciam Authentication"

The following view is opened:



The screenshot shows a login interface for Bosch ID. On the left, there is a form with the following elements: the heading "Login with your Bosch ID", an "Email address" input field, a "Password" input field, a "Stay logged in" checkbox, and a "Login" button. On the right, a dark blue overlay contains the "SingleKey ID" logo and the text "Bosch ID is now SingleKey ID." Below this, there are two sections: "To our existing users:" with the text "You can simply use your existing Bosch ID credentials to login with SingleKey ID." and "To all our new users:" with the text "Just use the button below to continue to SingleKey ID and sign up." There is also a "Remember for next time" checkbox. At the bottom of the overlay, a blue button labeled "CONTINUE TO SINGLEKEY ID" is highlighted with a red box and a red circle containing the number "1".

(1) Please press "CONTINUE THE SINGLEKEY ID"



- (1) Provide your registration mail
- (2) Press "CONTINUE"



### Log in

&lt; |

Password

.....

 Stay logged in

FORGOT PASSWORD

LOGIN

One login for many brands ^

**BOSCH****SIEMENS**  
Smart Home Appliances**Buderus**

Home Connect

AND MORE

- (1) Provide the password you have chosen earlier
- (2) Press "LOGON"
- (3) Here you can rest your password

The screenshot shows the iTWO 4.0 user selection interface. At the top left is the RIB logo with the tagline 'running together'. At the top right is the text 'iTWO 4.0'. Below the header, there are two instructions: 'Bitte wählen Sie Benutzer spezifische Oberfläche- und Datensprache aus.' and 'Bitte wählen Sie einen Mandanten und Ihre Zugriffsrolle aus.'. The first instruction is followed by two dropdown menus: 'Oberflächensprache' (set to 'Englisch') and 'Datensprache' (set to 'Englisch'). The second instruction is followed by a tree view for 'Mandant' showing 'BOSCH' and '4000 Robert Bosch GmbH', and a dropdown menu for 'Rolle' (set to 'Portal-Quote'). A 'Weiter' button is at the bottom right. Red circles with numbers 1 through 6 point to the language dropdowns, the 'BOSCH' folder, the '4000 Robert Bosch GmbH' item, the 'Rolle' dropdown, and the 'Weiter' button respectively.

- (1 + 2) Please enter your language setting.
- (3) Please open the folder "Bosch".
- (4) Please click on "4000 Robert Bosch GmbH".
- (5) Please check whether the "Portal quota" role is selected.
- (6) Please select "Continue/Weiter".

The following view is opened:

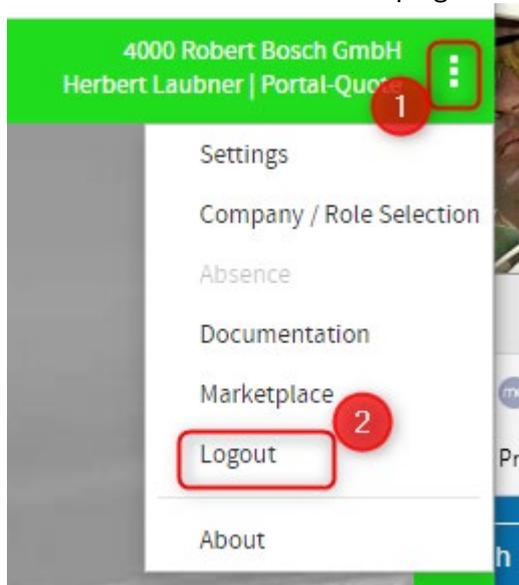


The tender process is continued in this portal.

## Log out

To exit the portal, please proceed as described below:

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



Please confirm the deregistration with "Yes":

## Logout

Would you like to logout?

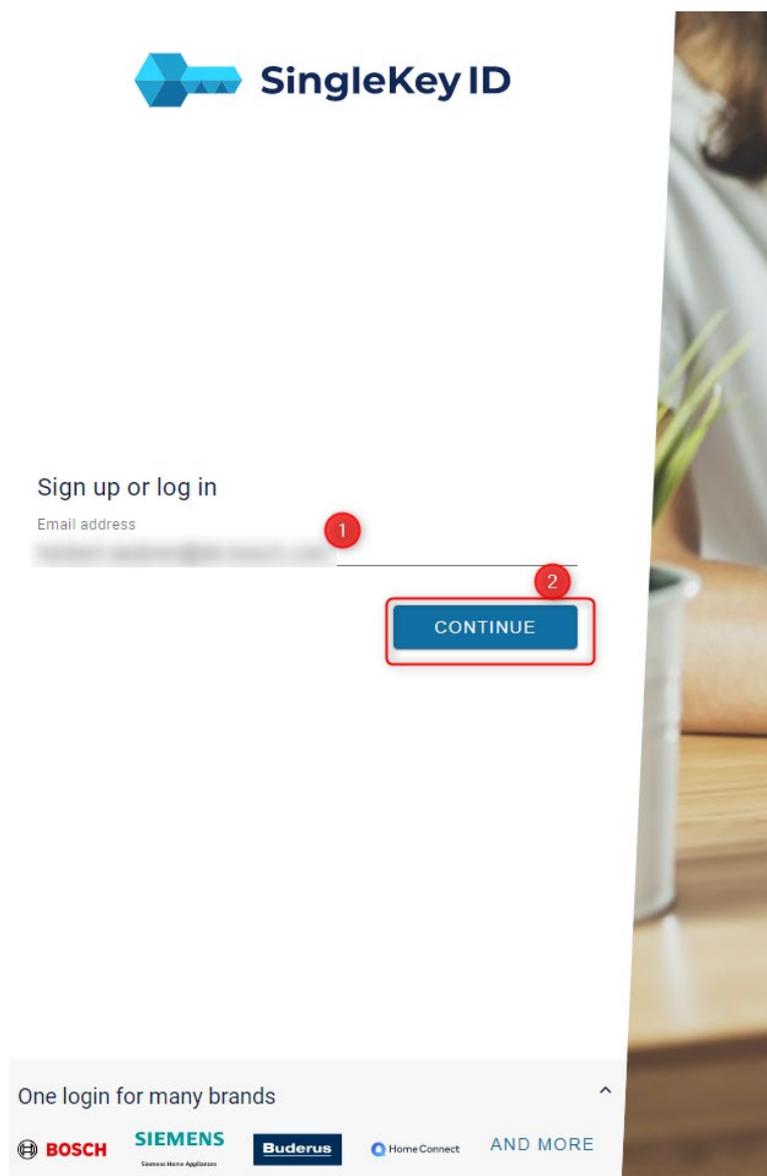
The following message appears:

## Logging out

You are now being logged out, please wait for a redirection.

### 3. Error messages

#### 3.1 In case of any error with your registration, you will not get released by the SingleKey ID



You will receive a screen as follows:



One login for many brands



We have not found a SingleKey ID for your email address.  
Create your SingleKey ID now - it only takes a minute.

[BACK TO USE OTHER EMAIL ADDRESS](#)

[SIGN UP](#)

One login for many brands 



