

Dear Supplier,

Welcome to OneSource, the online strategic sourcing platform of Deutsche Telekom AG.

This document aims to support you in your first steps with OneSource.

1 Login

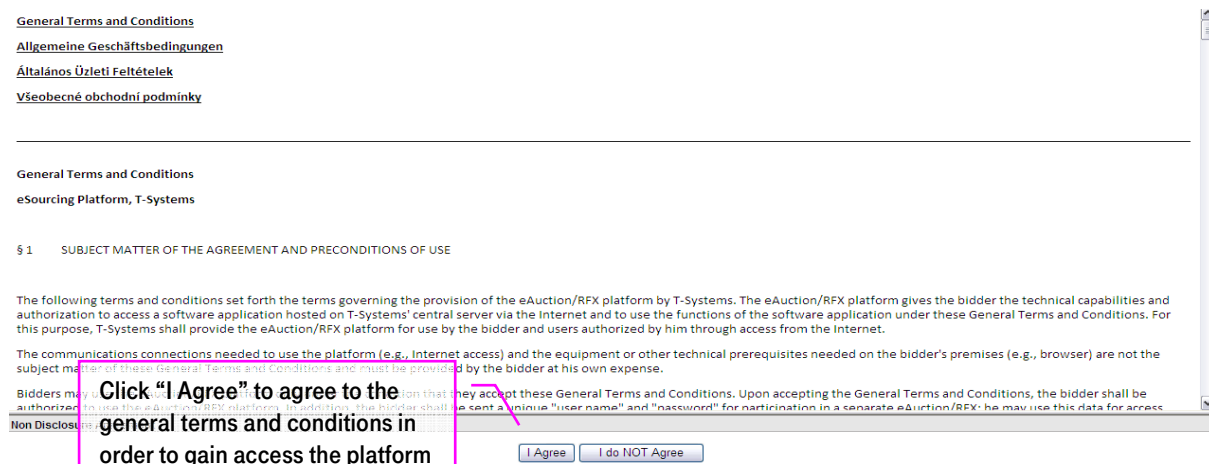
Please follow the following link to access OneSource: <http://www.onesource-telekom.de>

You should have received your log-in information in 2 separate E-Mails (one with your username, one with your password). Should you not have received this information, please contact OneSource support at onesource@telekom.de

Additional information regarding OneSource, such as general terms and conditions, can be found by accessing **Downloads** on the log-in page.



After entering your Name and Password, you must agree to the general terms and conditions of platform usage:



- 2 Overview** After you login, you will see an overview of open, pending and paused tenders and auctions to which you have been invited. Please ensure that your time zone is correct by clicking on **Utilities – Admin – My Profile**.

In the Utilities section, OneSource supports you with a variety of **tutorial films**, e.g. how to place a quotation

Please check your contact information and **timezone settings** in 'My Profile' within the Admin section

The overview shows the tenders and auctions you have been invited to. Sometimes, there might be only one event, e.g. if you are invited for the first time.

Click 'view/respond to RFx' to place your quotation or bids

RFx Name	RFx Unique Id	Summary	RFx Acceptance	Select	RFx Type	RFx Style	Status	Time Remaining	Open Time CEST	Close Time CEST
2010 RA Test MIT	2190			View/Respond to RFx	RA	English	New		01/06/2010 04:25	
2010 VJH RFI IT-Service	1770			View/Respond to RFx	RFI		New		04/05/2010 08:40	
BK RFI 2010 IT-Equipment	BK RFI 2010 IT-Equipment			View/Respond to RFx	RFI		Open		04/05/2010 08:22	
Test_RFP	2550			View/Respond to RFx	RFP		Open	4 days 7 hrs 34 min	26/07/2010 13:06	30/07/2010 23:59
Test_RFP_2	2560			View/Respond to RFx	RFP		Open	4 days 7 hrs 34 min	26/07/2010 13:46	30/07/2010 23:59
TEST BK 1	2460			View/Respond to RFx	RFP		Open		13/07/2010 16:15	
Test Clone1	2000			View/Respond to RFx	RA	English	Paused		15/07/2010 11:21	23/07/2010 00:26
Test Clone2				View/Respond to RFx	RA	English	Paused		15/07/2010 14:51	

3 Accept

Expand for questionnaire details.

Check this section for attachments (e.g. specifications or tender & bidding rules).

Click "accept" to place your quotation.

4 Quote

OneSource offers the possibility to quote online or offline by excel export and import.

OneSource allows you to respond online item by item or as multibid.

Click here to place your response and/or bid online.

OneSource allows you to respond offline.

Create Bids

Simple Bid

Item Information: Busniss-Notebook2

Name*

Busniss-Notebook2

Description

Minimum Desired Quantity*

800

Lieferzeit*

06/30/2011 CEST

Place Bid

Currency Type

European Euro (EUR)

Supplier Item Code

Minimum Quantity

Maximum Quantity

Price Per Unit*

500

EUR

One Time Charge*

0.00

EUR

Save

Close

Save Bid And Go To Next Item

Please fill your offer into the field „Price per Unit“ afterwards press the “Save” Button

Your bid will automatically be submitted after saving it on the platform.

Type: RFP [Run RFP Report](#) Close Time: Status: Open

Item	Type	Quantity	Bid	Bid Revision
Simple Item	800	(0)	(1)	Place New Bid
Simple Item	1,000	(0)	(0)	Place New Bid

Press this Button to change your Bid

Bid has successfully been placed

After you confirmed your Bid, you will notice a change in the offer overview. The little Symbol shows that you already placed an offer for this Item. In case you need to Change your Bid again, please press the “Revise Bids/History” Button.

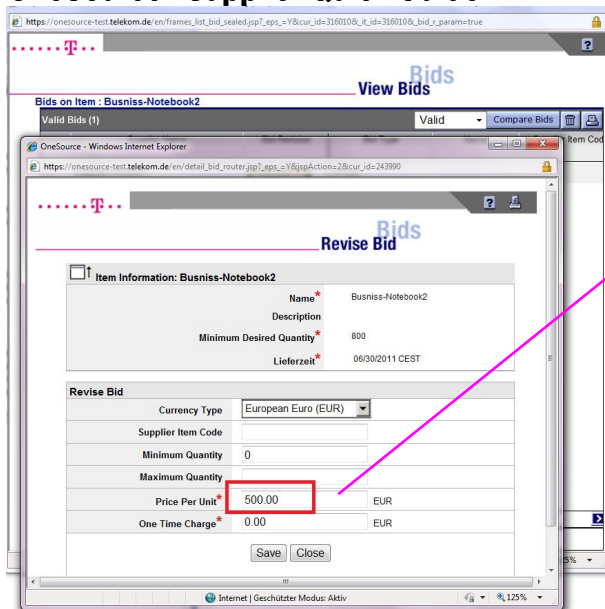
View Bids

Valid Bids (1)	Supplier Name	Bid Revision	Bid Time	Compare Bids
Supplier1 Supplier1	06/21/2012 15:24	Revise Bid		

If you want to change your Bid, press the „Revise Bid“ Button

If you want to delete your Bid, mark your offer and then press the delete Button


After pressing the “Revise Bid” Button, a new Window will pop up. Now you can change your Bid.



Fill in your new offer and press „Save“ to submit your new Bid to the System

5

Logout

Please use the logout button  to log off OneSource and not the close button “X” of Windows in order to be able to log in again smoothly.



Note:

For more detailed information and introduction to OneSource, please use the **tutorials** found within the **“Utilities”**. In case of questions regarding the usage and functionalities of OneSource, please don't hesitate to contact OneSource Customer Support.