

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

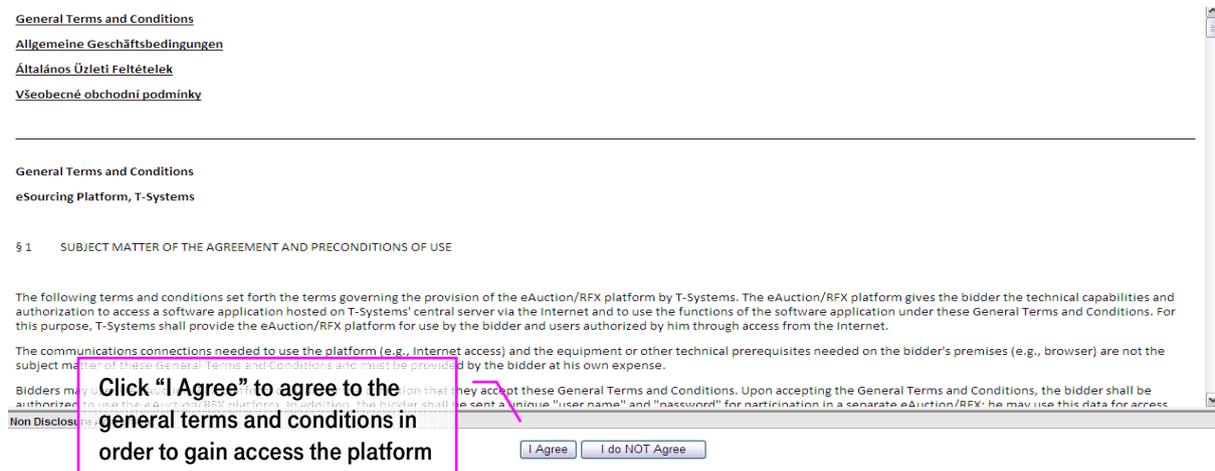
Please follow the following link to access OneSource: <http://www.onesource-telekom.de>

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

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.MT	2190			View/Respond to RFx	RA	English	New		01/08/2010 04:25	
2010_UH_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	2500		✓	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	2010			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	

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

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

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 Close Time: Status: Open

Run RFP Report

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

Bid has successfully been placed

Press this Button to change your Bid

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

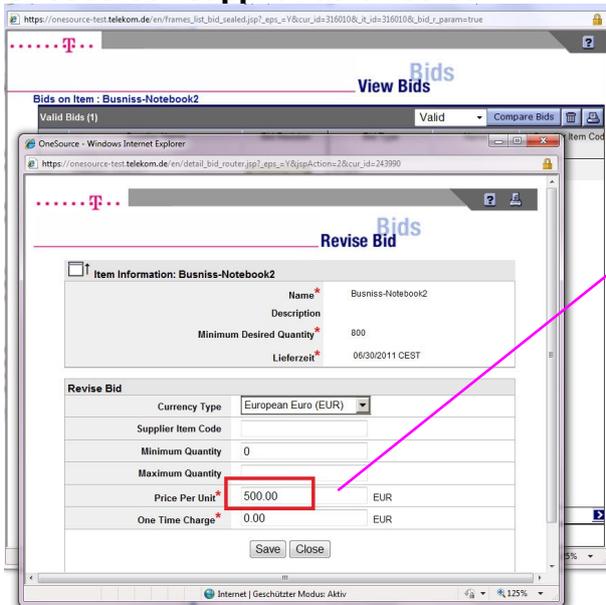
Bids on Item : Busniss-Notebook2

Supplier Name	Bid Revision	Bid Time	Actions
Supplier1 Supplier1	Revise Bid	06/21/2012 15:24	(0) (0)

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.