

OneSource Supplier Quick Guide

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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.

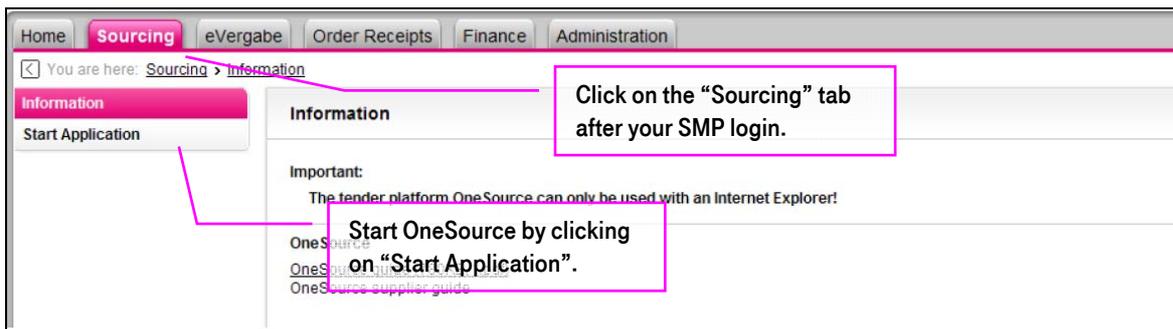
1 Login

In order to run OneSource, you will first have to login to the Supplier Management Portal (SMP). Please follow this link: www.suppliers.telekom.de.

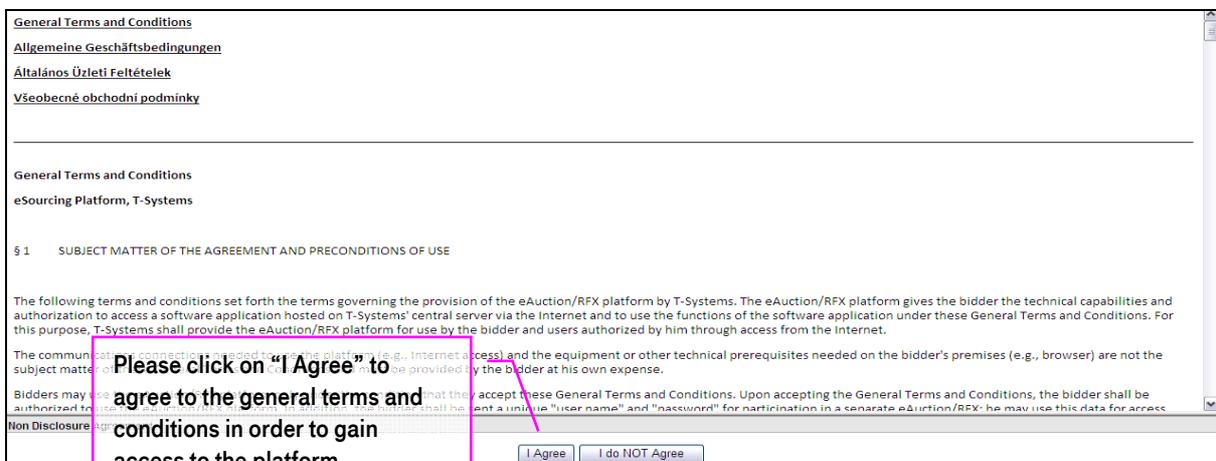
The SMP offers you as a supplier central access to information and applications of Deutsche Telekom AG Procurement. You should have received your SMP login information in two separate e-mails (one with your user name, one with your password). If you have not received this information or in case of problems with accessing the SMP, please contact the Service Desk Procurement via einkauf@telekom.de or via the hotline +49 (0) 228-377 34 003.

If other persons in your company need access to OneSource, please use the provided functionality to add users within the SMP. A tutorial is available in chapter 10.2. "Create user" of the [SMP user manual](#).

After accessing the SMP, please click on the "Sourcing" tab. The "Start Application" menu item appears. Please click on this menu in order to start OneSource.



First, you need to agree to the general terms and conditions of platform usage. Afterwards, your personal starting page appears.



2 Overview After you have agreed to the terms and conditions, 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 offers support with a variety of tutorial films, e.g., how to place a quotation.

Please check your contact information and time zone settings under "My Profile" within the "Admin" section.

RFX Name	RFX Unique Id	Summary	RFX Acceptance	Select	RFX Type	RFX Style	Status	Time Remaining	Open Time CET	Close Time CET
rfp_auction_thp_0802011	rfp_auction_thp_0802011		✓	View/Respond to RFX	RA	English	Open		06/08/2011 15:58	
RFI_Clone_UAT_Sourcing_803_STPE_27102011	RFI_Clone_UAT_Sourcing_803_STPE_27102011		✓	View/Respond to RFX	RFI		Open		10/27/2011 12:09	
RFI_UAT_Sourcing_803_thp_20102011	RFI_UAT_Sourcing_803_thp_20102011		✓	View/Respond to RFX	RFI		Open		11/21/2011 13:15	
RFI_Training-2011-SIM-Grunenberg_1	RFI_Training-2011-SIM-Grunenberg_1		✓	View/Respond to RFX	RFI		Open	254 days 21 hrs 32 min	08/04/2011 10:11	08/04/2012 10:10
RFP_Clone_UAT_Sourcing_803_STPE_27102011	RFP_Clone_UAT_Sourcing_803_STPE_27102011		✓	View/Respond to RFX	RFP		Open		10/27/2011 11:01	
RFP_TEST_STPE_28102011	RFP_TEST_STPE_28102011		✓	View/Respond to RFX	RFP		New	7 days 12 hrs 21 min	10/29/2011 00:00	11/30/2011 23:59
rfp_thp_04_10_2011	rfp_thp_04_10_2011		✓	View/Respond to RFX	RFP		Open		10/04/2011 11:22	

The overview shows the tenders and auctions you have been invited to.

Click on "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 and bidding rules).

Click on "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.

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

5 Logout

Please use the log-out 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" section. In case of questions regarding the usage and functionalities of OneSource, please do not hesitate to contact the OneSource Customer Support.