OneSource
Supplier Quick Guide

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Status: completed
Confidentiality notice: none

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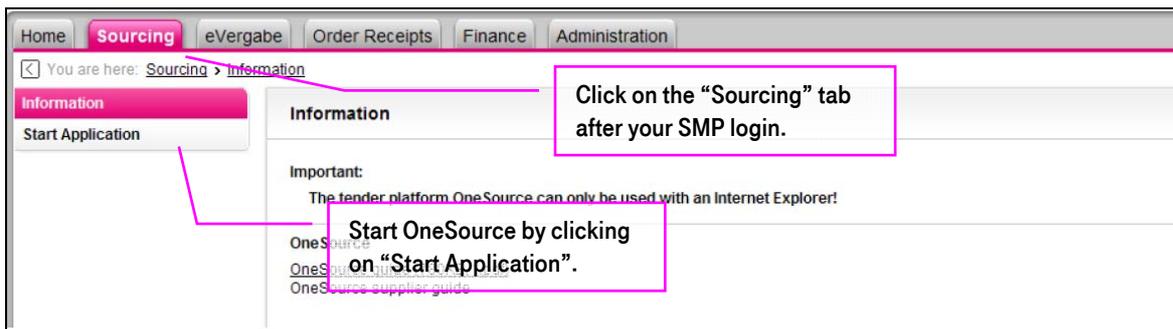
First, you need to agree to the general terms and conditions of platform usage. Afterwards, your personal starting page appears.

OneSource
enabling excellence
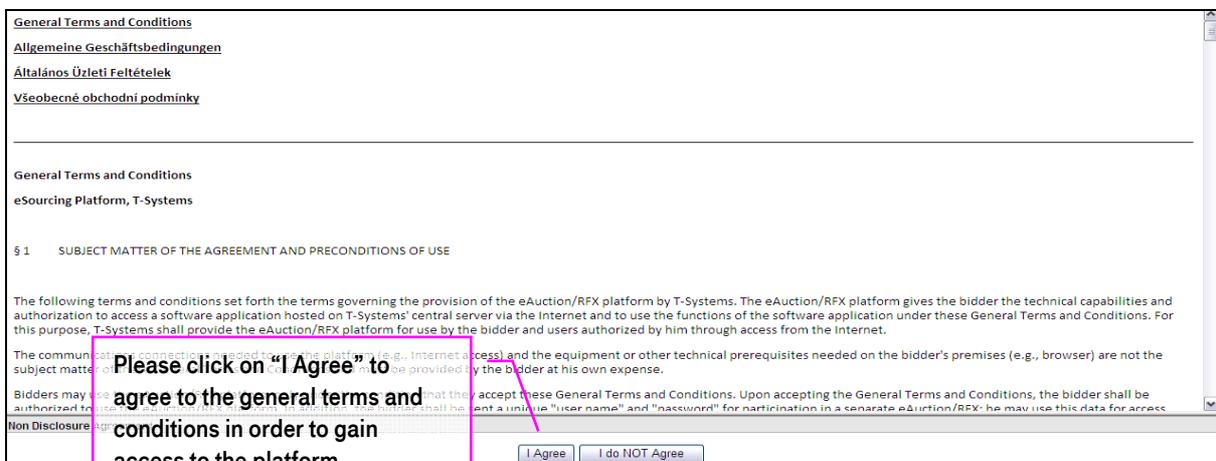
2 Overview After you have agreed to the terms and conditions, you will see an overview of open, pending and paused tenders and auctions to which you have been invited. Please ensure that your time zone is correct by clicking on **Utilities → Admin → My Profile**.

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.

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 [icon] to log off OneSource and not the close button "X" of Windows in order to be able to log in again smoothly.

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> **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.