WorkON User Manual: "China Access Application"

WorkON link.

 $\underline{https://rb-wam-ap.bosch.com/workon01ap//plugins/servlet/redir/create/APAAF/apaaf.issuetype.standard.pdf.}$

*Replacement: For BCSC employee apply a new card

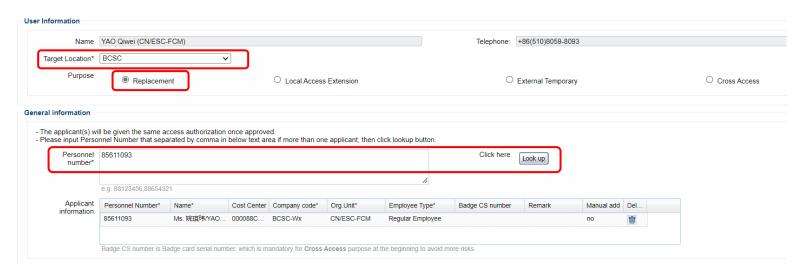
Step 1: Input "Request Details"

> Target Location: BCSC

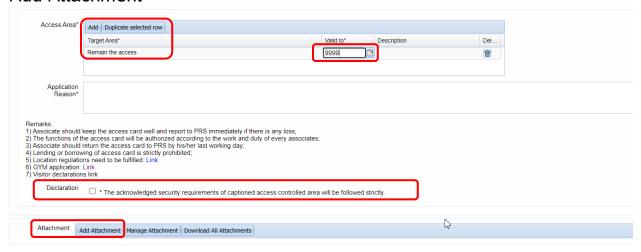
> Purpose: Replacement

> Personnel number: Input Bosch ID then click look up button

Applicant information: select "Remark"



- > Access Area: Click "Add", default will pop up, input "9999" (Valid to)
- > Application Reason and Declaration
- > Add Attachment



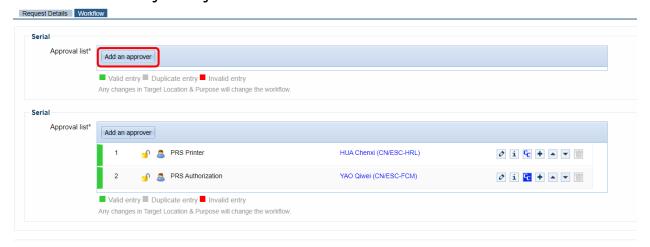
- Demagnetization & Damage by work: Attach copy of employee card
- Damage by self & Lose: Attach FIN receipt (Pay 50 RMB to FIN. Beneficiary name: Bosch Innovation and Software Development (Wuxi) Co., Ltd.

Bank Account: 554745822019)

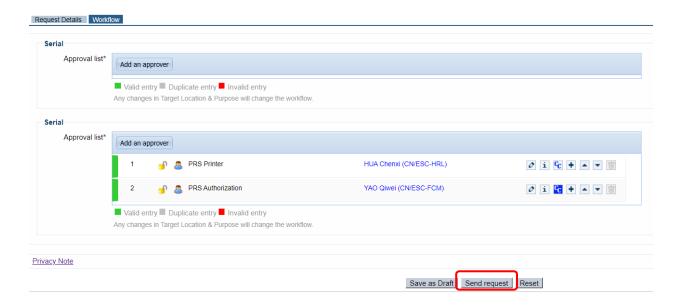
Also, can exchange 50 DAN points for a card in the DAN system.

Step 2: Click "Workflow"

—Manually add your HOD into the workflow.



Step 3: Click "Send request" to raise the request.



*Local Access Extension: For BCSC employee add access authorization

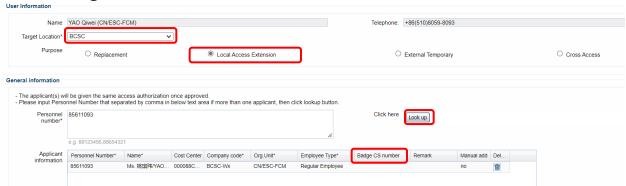
Step 1: Input "Request Details"

> Target Location: BCSC

> Purpose: Local Access Extension

Personnel number: Input Bosch ID then click look up button

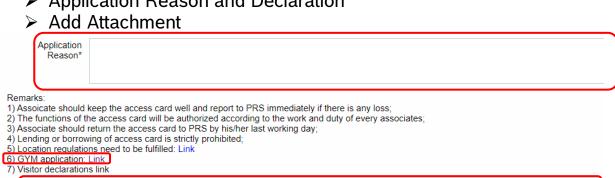
> Applicant information: Fill CS number on the back of your card into "Badge CS number"



Access Area: Click "Add" and select "Target Area", input "9999" (Valid to)



> Application Reason and Declaration



5) Location regulations need to be fulfilled: Link
6) GYM application: Link
7) Visitor declarations link

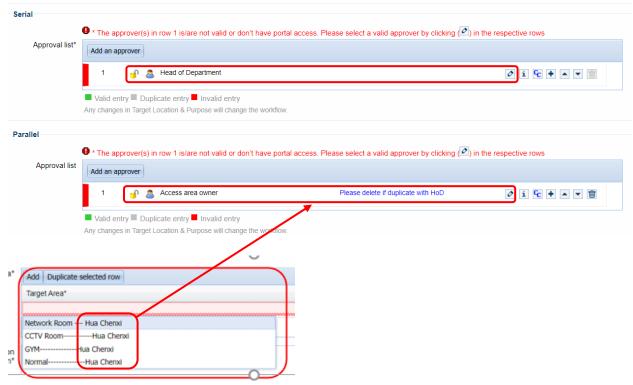
Declaration * The acknowledged security requirements of captioned access controlled area will be followed strictly.

Attachment Add Attachment Manage Attachment Download All Attachments

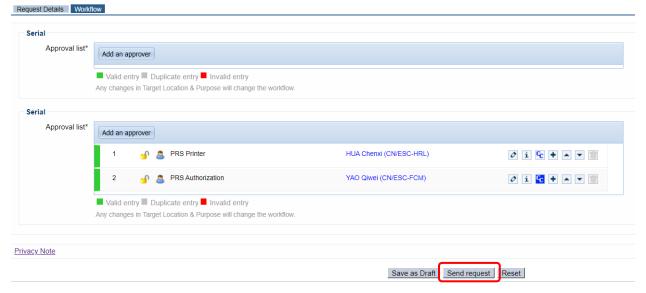
 If you apply for access of gym, you need to attach a signed commitment.

Step 2: Click "Workflow"

-----Manually add your HOD and Access area owner into the workflow.



Step 3: Click "Send request" to raise the request.



*External Temporary: For provider apply Long-term visitor card & access authorization

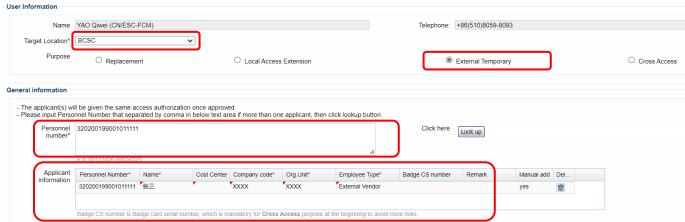
Step 1: Input "Request Details"

> Target Location: BCSC

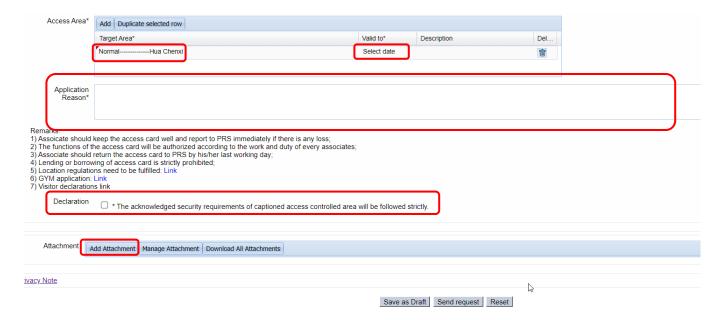
Purpose: External Temporary

> Personnel number: Input provider ID then click look up button

Applicant information: Input provider information and select "External Vendor"

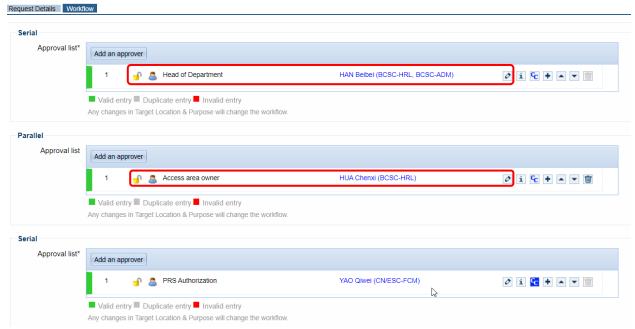


- > Access Area: "Valid to" half a year at most
- > Application Reason and Declaration
- Add Attachment: Attach a copy of ID card



Step 2: Click "Workflow"

——Manually add your HOD and Access area owner into the workflow.



Step 3: Click "Send request" to raise the request.

*Cross Access: Bosch employees from other site apply access authorization

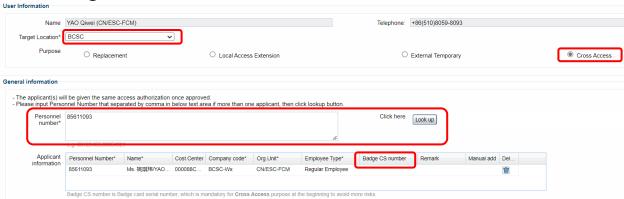
Step 1: Input "Request Details"

➤ Target Location: BCSC

Purpose: Cross Access

Personnel number: Input Bosch ID then click look up button

> Applicant information: Fill CS number on the back of your card into "Badge CS number"

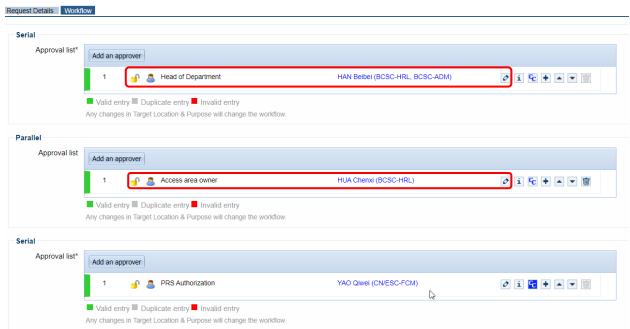


- Access Area: Click "Add" and select "Target Area", "Valid to" half a year at most
- > Application Reason and Declaration
- Add Attachment: Attach a copy of Bosch Employee card



Step 2: Click "Workflow"

——Manually add your HOD and Access area owner into the workflow.



Step 3: Click "Send request" to raise the request.