

The Registration Process

Supplier Integration Team (SIT)

Function of the platform

The Volkswagen Group has established the Konzern Business Plattform (abbreviation: ONE.KBP) for their worldwide purchasing process and for the enhancement of supplier process.

Since the introduction of the Konzern Business Plattform in 2003, all parties involved could improve their highly efficient communication and interaction competence, their transparency and optimized processes, and their competitiveness.

The ONE.Konzern Business Plattform is a dynamic platform that is constantly being modified for an optimal cooperation between the Volkswagen Group and its suppliers. The ONE.Konzern Business Plattform has brought the already excellent supplier relationship to a new quality level.

In short: The ONE.Konzern Business Plattform enhances the competitiveness.

Partner Registration

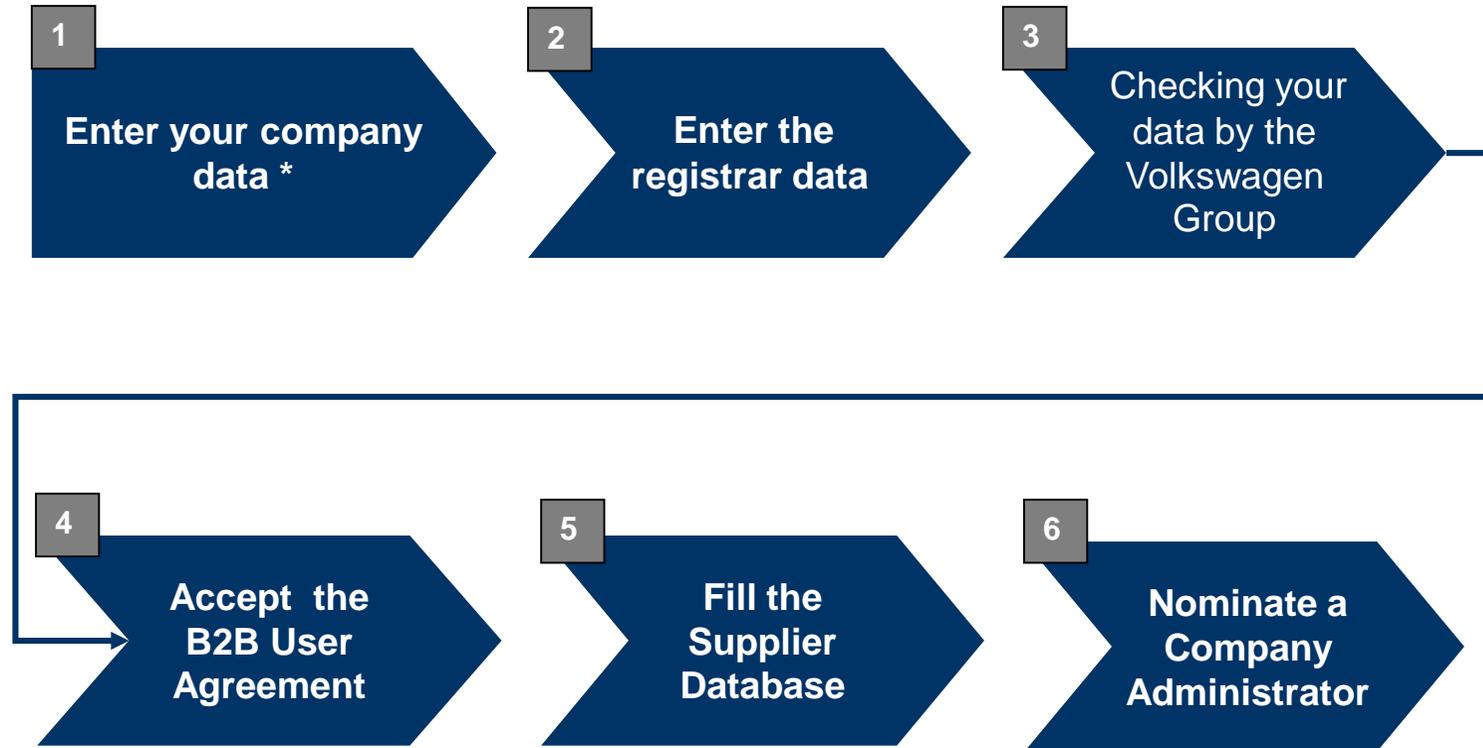
Becoming partner on ONE.Konzern Business Plattform: What does that mean?

You become an authorized user of our ONE.Konzern Business Plattform by a multi-stage registration process.

Thus you can further have a single account for all your activated applications and information services.

ONE.Konzern Business Plattform can be accessed through www.vwgroupsupply.com.

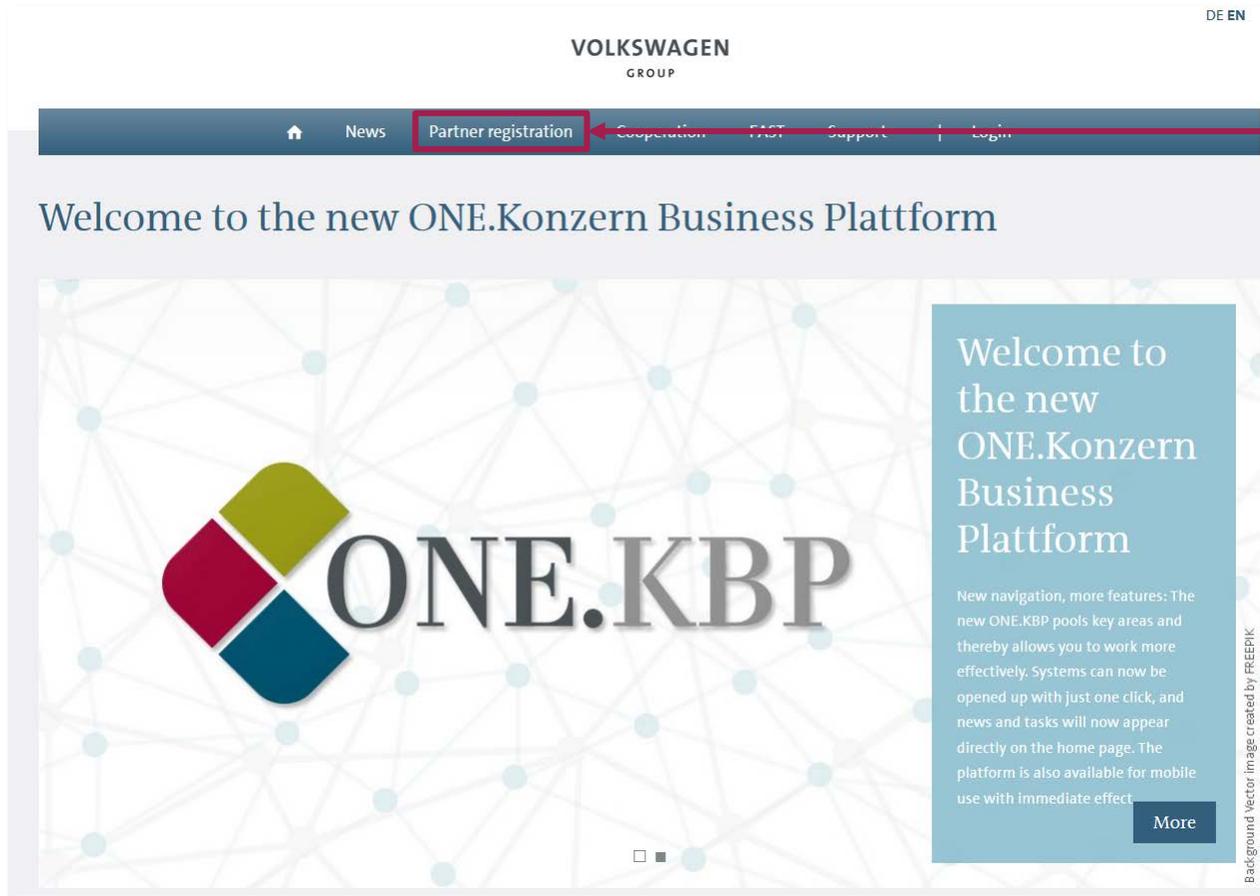
Registration overview



* Text with bold formatting:

These steps are carried out by suppliers.

Partner Registration



Clicking on the button
“Partner registration” takes you
to the registration process.

Partner Registration

VOLKSWAGEN GROUP

DE EN

Home News Partner registration Cooperation FAST Support | Login

Partner registration

Partner registration

Becoming a partner on our Group Business Platform: What does that mean?

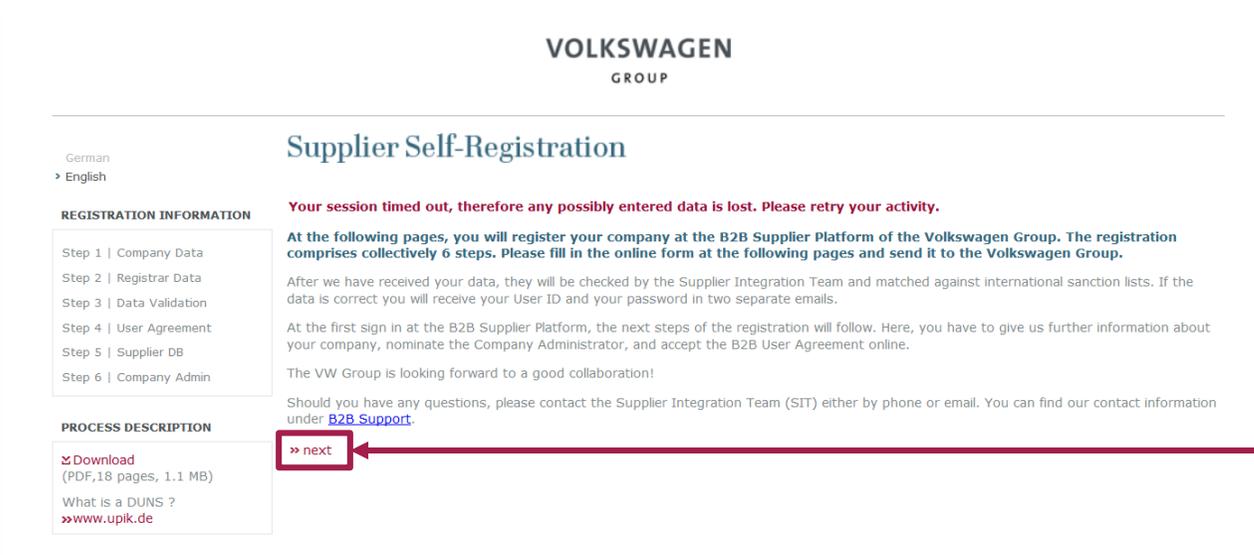
You will become an authorized user of our Group Business Platform by a multi-stage registration process. As a user, you will have access to those applications and information services activated for you.

The registration process D-U-N-S- Number Help on registration

Start registration

Clicking the button
“Start registration” starts
the registration process.

Supplier Self-Registration



VOLKSWAGEN
GROUP

German
» English

Supplier Self-Registration

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation
Step 4 | User Agreement
Step 5 | Supplier DB
Step 6 | Company Admin

PROCESS DESCRIPTION

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What is a DUNS ?
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Your session timed out, therefore any possibly entered data is lost. Please retry your activity.

At the following pages, you will register your company at the B2B Supplier Platform of the Volkswagen Group. The registration comprises collectively 6 steps. Please fill in the online form at the following pages and send it to the Volkswagen Group.

After we have received your data, they will be checked by the Supplier Integration Team and matched against international sanction lists. If the data is correct you will receive your User ID and your password in two separate emails.

At the first sign in at the B2B Supplier Platform, the next steps of the registration will follow. Here, you have to give us further information about your company, nominate the Company Administrator, and accept the B2B User Agreement online.

The VW Group is looking forward to a good collaboration!

Should you have any questions, please contact the Supplier Integration Team (SIT) either by phone or email. You can find our contact information under [B2B Support](#).

» next

On this page general information regarding each step of the registration is available.

The button “next” takes you to step 1 of the registration.

Step 1: Company Information

VOLKSWAGEN
GROUP

German
> English

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

Registration: (0 %)

REGISTRATION INFORMATION

Step 1 | Company Data

Step 2 | Registrar Data

Step 3 | Data Validation

Step 4 | User Agreement

Step 5 | Supplier DB

Step 6 | Company Admin

Company Information

*** Required**
***(A)*(B)** Please specify both entries for at least one of the field groups marked *(A) or *(B)

DUNS Number*

Company Name* ⓘ

Address*(A) ⓘ

City* ⓘ

ZIP/Postal Code*(A) ⓘ

Country*

State/District ⓘ

P.O. Box*(B) ⓘ

P.O. Box Zip*(B) ⓘ

Telephone* - - ⓘ

Fax - - ⓘ

Company E-Mail

Do you supply* products for the production procurement ⓘ
 products for the non-production procurement ⓘ

[» next](#)

PROCESS DESCRIPTION

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[What is a DUNS ?](#)

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Please enter here your company data.

The fields of either (A) or (B) group should be filled.

Cursor on the ⓘ-symbol takes you to the further notes with respect to that active entry.

Step 1: Company Information

VOLKSWAGEN
GROUP

German
English

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6

Registration: (0 %)

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation
Step 4 | User Agreement
Step 5 | Supplier DB
Step 6 | Company Admin

PROCESS DESCRIPTION

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Company Information

* Required
(A)(B) Please specify both entries for at least one of the field groups marked *(A) or *(B)

DUNS Number*

Company Name*

Address*(A)

City*

ZIP/Postal Code*(A)

Country*

State/District

P.O. Box*(B)

P.O. Box Zip*(B)

Telephone*

Fax

Company E-Mail

Do you supply*
 products for the production procurement
 products for the non-production procurement

[next](#)

After entering the data click on "next" to go to step 2 of the registration.

Step 2: Registrar Information

VOLKSWAGEN
GROUP

German
English

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6
Registration: (20 %)

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation
Step 4 | User Agreement
Step 5 | Supplier DB
Step 6 | Company Admin

PROCESS DESCRIPTION

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Registrar Information

* Required
(A)(B) Please specify both entries for at least one of the field groups marked *(A)* or *(B)*

| | | |
|--------------------------|--------------------------|----------------------|
| Title | <input type="text"/> | <input type="text"/> |
| Salutation | <input type="text"/> | <input type="text"/> |
| Last name* | Vanarase | Vanarase |
| Last name prefix | <input type="text"/> | <input type="text"/> |
| Last name appendix | <input type="text"/> | <input type="text"/> |
| First name* | Ruchita | Ruchita |
| Gender* | female | |
| Nationality | Please Select | |
| Birth name | <input type="text"/> | <input type="text"/> |
| Birth place | <input type="text"/> | <input type="text"/> |
| Address*(A) | ROAD 5, PUNE | ROAD 5, PUNE |
| City* | PUNE | PUNE |
| ZIP/Postal Code*(A) | 410506 | |
| Country* | India | |
| State/District | <input type="text"/> | <input type="text"/> |
| P.O. Box*(B) | <input type="text"/> | <input type="text"/> |
| P.O. Box Zip*(B) | <input type="text"/> | <input type="text"/> |
| Telephone* | + 00 - 564 - 4678 - 3356 | <input type="text"/> |
| Fax | + - - - - | <input type="text"/> |
| E-Mail* | <input type="text"/> | <input type="text"/> |
| Your preferred language* | Please Select | |

» previous » Submit

Enter the registrar data here. Please note the following during entry:

The registrar should be an individual (terms like e.g. “IT-Support” are not acceptable).

The registrar is the one who carries out the registration process (not necessarily the general manager).

Only international alphabet entry is permissible here (no “ß”, “ä”, “ü” etc.)

The email-ID must be a personalized one (general email-IDs are not acceptable; e.g. info@...).

The email domain should match with the company name (no free email addresses like for e.g. @yahoo.de; @web.de etc.).

Step 2: Registrar Information

VOLKSWAGEN
GROUP

German
» English

Step 1 | **Step 2** | Step 3 | Step 4 | Step 5 | Step 6

Registration: (20 %)

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation
Step 4 | User Agreement
Step 5 | Supplier DB
Step 6 | Company Admin

PROCESS DESCRIPTION

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Registrar Information

*** Required**
***(A)*(B)** Please specify both entries for at least one of the field groups marked *(A) or *(B)

| | | |
|--------------------------|---|---|
| Title | <input type="text"/> | <input type="text"/> |
| Salutation | <input type="text"/> | <input type="text"/> |
| Last name* | <input type="text" value="Vanarase"/> | <input type="text" value="Vanarase"/> |
| Last name prefix | <input type="text"/> | <input type="text"/> |
| Last name appendix | <input type="text"/> | <input type="text"/> |
| First name* | <input type="text" value="Ruchita"/> | <input type="text" value="Ruchita"/> |
| Gender* | <input type="text" value="female"/> | |
| Nationality | <input type="text" value="Please Select"/> | |
| Birth name | <input type="text"/> | <input type="text"/> |
| Birth place | <input type="text"/> | <input type="text"/> |
| Address*(A) | <input type="text" value="ROAD 5, PUNE"/> | <input type="text" value="ROAD 5, PUNE"/> |
| City* | <input type="text" value="PUNE"/> | <input type="text" value="PUNE"/> |
| ZIP/Postal Code*(A) | <input type="text" value="410506"/> | |
| Country* | <input type="text" value="India"/> | |
| State/District | <input type="text"/> | <input type="text"/> |
| P.O. Box*(B) | <input type="text"/> | |
| P.O. Box Zip*(B) | <input type="text"/> | |
| Telephone* | <input type="text" value="+ 00 - 564 - 4678 - 3356"/> | |
| Fax | <input type="text"/> | |
| E-Mail* | <input type="text"/> | |
| Your preferred language* | <input type="text" value="Please Select"/> | |

[» previous](#) **Submit**

Submit the data by clicking on the button "Submit". Any subsequent change is no longer possible.

End of supplier self-registration

The screenshot shows the Volkswagen Group supplier self-registration portal. At the top, it says 'VOLKSWAGEN GROUP'. Below that, there is a progress bar with six steps: Step 1, Step 2, Step 3 (highlighted), Step 4, Step 5, and Step 6. A registration progress bar below the steps shows 'Registration: [40%] (40%)'. On the left, there are two sections: 'REGISTRATION INFORMATION' and 'PROCESS DESCRIPTION'. The 'REGISTRATION INFORMATION' section lists six steps: Step 1 | Company Data, Step 2 | Registrar Data, Step 3 | Data Validation, Step 4 | User Agreement, Step 5 | Supplier DB, and Step 6 | Company Admin. The 'PROCESS DESCRIPTION' section has a 'Download' link (PDF, 18 pages, 1.1 MB) and a link to 'www.upik.de'. The main content area displays a 'Thank you!' message, followed by a paragraph explaining that the data is being checked and that the user will receive a User ID and password. It also provides a registration number: 00023418224 and contact information for the Supplier Integration Team (SIT).

VOLKSWAGEN
GROUP

German
English

Step 1 Step 2 **Step 3** Step 4 Step 5 Step 6

Registration: [40%] (40%)

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation
Step 4 | User Agreement
Step 5 | Supplier DB
Step 6 | Company Admin

PROCESS DESCRIPTION

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What is a DUNS ?
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Thank you!

Completing your supplier self-registration you have taken the first step to register your company for our supplier portal.

Your data will be checked now. After a successful check, you will receive a User ID and a password in two separate emails to complete the registration of your company.

Your registration number is: **00023418224**

Should you have any questions, please contact the Supplier Integration Team (SIT) either by phone or email. You can find our contact information under [B2B Support](#).

We look forward to a good, successful collaboration with you !

Yours Sincerely,
The Volkswagen B2B Team

With 'Submit' the data is automatically submitted to Volkswagen. Now the data is validated and compared with the data at Dun & Bradstreet/Upik.

After a successful validation the registrar automatically receives a user ID and an one-time password for ONE.Konzern Business Plattform via two separate emails.

End of the first part of the Supplier-Self-Registration

From: b2bteam-qs@vwgroupsupply.com
To: Vanarase, Ruchita (VW India)
Cc:
Subject: DUNS: 115121326, registration on the Group Business Platform of the Volkswagen AG

Dear registrar,

Thank you for your registration on the Group Business Platform of the Volkswagen AG (www.vwgroupsupply.com).

With the successful filling in of the Supplier-Self-Registration you have passed the first and the second step.

Your registration number is: 00023418224

You data will be verified.

After a successful verification you will receive a profile ID and a password in two separate E-Mails in order to fulfill the three following steps 4, 5 and 6.

The 6 steps to a complete registration:

1. Enter your company data
2. Enter the registrar data
3. Check of your data by the Volkswagen Group
4. Accept the B2B User Agreement
5. Fill the Supplier Database
6. Nominate a Company Administrator

This is an email generated automatically by the system.

Should you have any questions or need immediate support regarding the Group Business Platform, please contact us either by phone or email. You can find our contact information under B2B Support (<http://www.vwgroupsupply.com/portal01/vw/pub/hilfe>).

Best regards

Your Team of the Group Business Platform

The registrar is informed about the first part of the supplier self-registration via a system generated email . In this email the registration number is shared again.

Login details

From: b2bteam-gs@vwgroupsupply.com
 To: Vanarase, Ruchita (VW India)
 Cc:
 Subject: DUNS: 115121326, password for the Group Business Platform of the Volkswagen AG

Dear Ruchita Vanarase,

Thank you for the registration of your company on the Group Business Platform of the Volkswagen AG (www.vwgroupsupply.com).

The registration was verified.

This E-Mail provides you with the initial password in order to access the password-protected area.

Your initial password is: QplxN2;T*9

Please handle your personal access data confidentially.

The new password is a one-time-password and is unused valid for 10 days.

After a successful first login on the Group Sup

You are able to log on with the password on t

For security reasons after 90 days you will be i

IMPORTANT:

With the reception of this E-Mail you have pas

Please use your login credentials to enter www.vwgroupsupply.com to fulfill the three following steps 4, 5 and 6.

The 6 steps to a complete registration:

1. Enter your company data
2. Enter the registrar data
3. Check of your data by the Volkswagen Group
4. Accept the B2B User Agreement
5. Fill the Supplier Database
6. Nominate a Company Administrator

This is an email generated automatically by th

Should you have any questions or need immed Business Platform, please contact us either by our contact information under B2B Support (<http://www.vwgroupsupply.com/portal01/An>)

Best regards

Your Team of the Group Business Platform

From: b2bteam-gs@vwgroupsupply.com
 To: Vanarase, Ruchita (VW India)
 Cc:
 Subject: DUNS: 115121326, profile ID for the Group Business Platform of the Volkswagen AG

Dear registrar,

Thank you for the registration of your company on the Group Business Platform of the Volkswagen AG (www.vwgroupsupply.com).

The registration was verified.

This E-Mail contains your user name (profile ID) for the password-protected area.

Your profile ID is: D985888

You will receive your password in a separate E-Mail.

Please handle your personal access data confidentially.

IMPORTANT:

With the reception of this E-Mail you have passed the first three steps in order to fulfill the registraion.

Please use your login credentials to enter www.vwgroupsupply.com in order to fulfill the three following steps 4, 5 and 6.

The 6 steps to a complete registration:

1. Enter your company data
2. Enter the registrar data
3. Check of your data by the Volkswagen Group
4. Accept the B2B User Agreement
5. Fill the Supplier Database
6. Nominate a Company Administrator

This is an email generated automatically by the system.

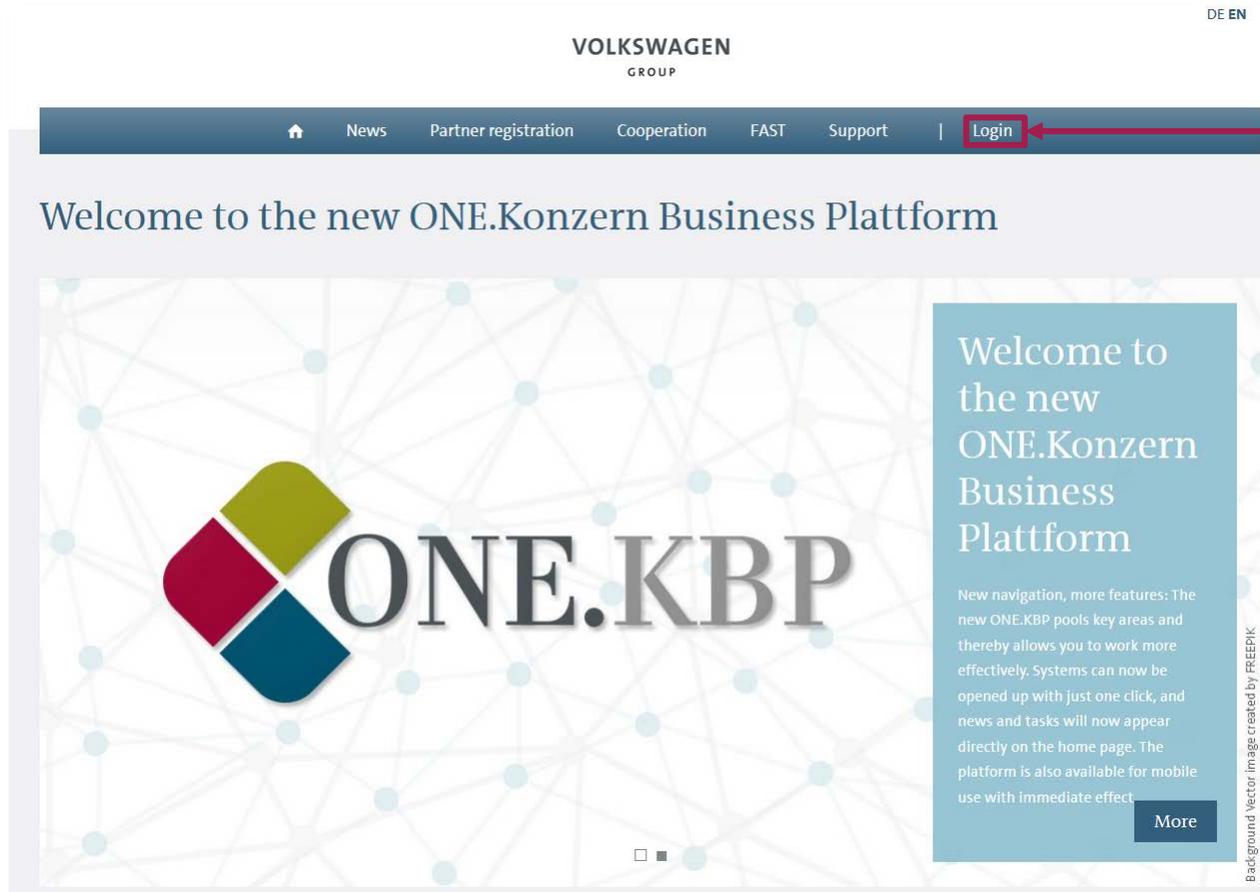
Should you have any questions or need immediate support regarding the Group Business Platform, please contact us either by phone or email. You can find our contact information under B2B Support (<http://www.vwgroupsupply.com/portal01/vw/pub/hilfe>).

Best regards

Your Team of the Group Business Platform

After a successful validation of the data the registrar receives the login details for the ONE.Konzern Business Plattform by two separate system generated emails .

Login



After receiving the login details the registration has to be completed on www.vwgroupsupply.com

To login click on the button "Login".

Login

The screenshot shows the Volkswagen Group login interface. At the top, it says 'VOLKSWAGEN GROUP'. Below this, there are two main login options: 'Login with Password' and 'Login via SecurID'. The 'Login with Password' form is highlighted with a red box. It contains the following fields and options:

- UserID: D985888
- Password: [Redacted]
- Forgot Password
- Account Select
- Password Login** (button)

The login window on the left side is applicable for logging into the platform.

The user ID received by the email should be entered here (beginning with D...).

The one-time password received by email should be entered in the second row. The correct way of writing should be taken into account. The password should be exactly matching (upper and lowercase is to be noted).

By clicking “**Password Login**” you will get to the following steps.

Change Password

Thank you!

Your password needs to be changed.

Please enter a new password for your account at sso.volkswagen.de

The validity of the password expires after 90 days.

Choose a password that meets the following criteria:

- Minimum length of 10 characters
- Includes 3 of these 4 character types:
 - letter
 - capital letter
 - number
 - special character
- Maximum number of 4 repeated characters
- No usage of the last 10 passwords

Change Password

Afterwards the password must be changed into a personal password. The rules specified in the blue box are to be noted.

By clicking “Change Password” your own password becomes immediately valid.

Password security questions

User Management (UMS) You are logged in as: D985888 (Vnanarase, Ruchita)

Please define your password security questions and answers:

If you request a password reset in case of having forgotten or lost your password we will ask for the answers to your security questions.
Please choose two security questions and define your answers:

1. Question:
Please select

2. Question:
Please select

User Management (UMS) You are logged in as: D985888 (Vnanarase, Ruchita)

Please define your password security questions and answers:

If you request a password reset in case of having forgotten or lost your password we will ask for the answers to your security questions.
Please choose two security questions and define your answers:

1. Question:
What's the name of the street where you grew up?
PUNE

2. Question:
The name of your pet?
TOM

Thereafter the password security questions must be set by selecting two of them in the drop-down menu.

Answer the questions so that you can always remember the answers.

By clicking the button "OK" you save the data.

Stage Two of Your Registration

VOLKSWAGEN GROUP

German
> English

Step 1 Step 2 Step 3 **Step 4** Step 5 Step 6
Registration: (50 %)

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation
Step 4 | User Agreement
Step 5 | Supplier DB
Step 6 | Company Admin

PROCESS DESCRIPTION

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Stage Two of Your Registration

After you have successfully completed the first part of the registration and after we have checked your master data, you should finish your registration.

Following steps are still waiting for you.

1. Signing the B2B User Agreement

The agreement on the use of the B2B Supplier Platform of the Volkswagen Group "VW GroupSupply.com", in short the B2B User Agreement, implies the conditions for the use of the B2B Supplier Platform. Please note that you should confirm the B2B User Agreement in the course of this process step.

2. Completion of the Supplier Database

The data at the Supplier Database represents your company at Volkswagen. It is your business card that will be considered by the companies of the Volkswagen Group whenever there is an existing collaboration between you and the Volkswagen Group. Therefore fill the Supplier Database with all relevant company data.

3. Nomination of the Company Administrator (behold break 8 of the B2B User Agreement)

In the course of the registration you should nominate a so-called Company Administrator. As a user of the B2B Supplier Platform, the nominated Company Administrator is contact person of your company for the Volkswagen Group, whenever there is a matter of existing or new applications at the B2B Supplier Platform. The task of the Company Administrator is to legitimize employees the use of applications of the B2B Supplier Platform and to pass on corresponding "roles". Therefore, you decide which roles you want to pass on to your employees and moreover, you decide which applications of the B2B Supplier Platform are used.

Only after the completion of the process steps you are able to use the B2B Supplier Platform within the frame of your rights.

[» next](#)

Here the remaining 3 steps of the registration are listed and explained.

A click on "next" takes you to the next step.

Step 4: B2B User Agreement

VOLKSWAGEN
GROUP

German
 > English

| | | | | | |
|--------|--------|--------|--------|--------|--------|
| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|--------|--------|--------|--------|--------|--------|

Registration: (50 %)

REGISTRATION INFORMATION

- Step 1 | Company Data
- Step 2 | Registrar Data
- Step 3 | Data Validation
- Step 4 | User Agreement
- Step 5 | Supplier DB
- Step 6 | Company Admin

B2B User Agreement

The B2B Supplier platform "VW GroupSupply.com" enables you, as supplier, to communicate swiftly and efficiently with the Volkswagen AG and the individual brands of the Volkswagen Group and to establish business relationships with them.

It simplifies the handling of diverse administrative tasks within a business relationship for you and the brands of the Volkswagen Group, with which you have business contacts. Furthermore, it provides information and enables an exchange of binding declarations and contracts between you and the brands of the Volkswagen Group.

PROCESS DESCRIPTION

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The B2B User Agreement, which is provided by the Volkswagen AG, as carrier of the B2B Supplier platform, and the brands of the Volkswagen Group, concludes to a legally binding basis within a business relationship between you and the respective brand of the Volkswagen Group.

The terms and conditions of use are subsumed in the "Agreement Governing the Use of the Volkswagen Group B2B Supplier Platform "VW GroupSupply.com", referred to as "B2B User Agreement". By signing and accepting the B2B User Agreement, all the advantages of the B2B Supplier platform will be available to you.

Please download and print out the B2B User Agreement, have it read by your legal department and signed by the responsible persons in your company. Finally, please send the signed original document to the following address:

Volkswagen Process Center Team

B2B User Agreement

Ms. Maria Esperidou

Rothenfelder Str. 47

38440 Wolfsburg

Germany

phone: +49 5361 9-33099

Please note that the signed legally binding B2B User Agreement must be sent to the above mentioned address within 6 weeks time.

In the attached document "Information Sheet VW Group B2B Supplier Platform" you can find detailed information regarding the B2B User Agreement.

Temporary access to the B2B Supplier platform is granted once you have electronically accepted the B2B User Agreement by marking the check box below and clicking on "Send". After completing the registration process, you will be eligible to access particular applications of the B2B Supplier platform and exchange information with us on a temporary basis until we receive the original legally binding signed B2B User Agreement.

We would like to draw your attention to the fact that your company's or location's temporary access to the B2B Supplier platform will be restricted after the expiration of 6 weeks time unless we receive the original signed B2B User Agreement accordingly.

If you want to print the User Agreement governing the Use of the Volkswagen Group B2B Supplier Platform, use this download:

I agree to the terms and conditions below

[» Submit](#)

1 / 10

Here the information related to the B2B User Agreement is available.

Step 4: B2B User Agreement

The B2B User Agreement should be printed out, signed and couriered to the given address. Only the original copy is considered for the approval. Before taking the print, the B2B User Agreement has to be accepted electronically. Only after the electronic acceptance further steps of the registration can be carried out.

Please check the blank box and click on **“Submit”**.

After clicking on the button **“Submit”** the option **“Next”** is activated. A click on the button **“Next”** takes you to the next steps of the registration.

Volkswagen Process Center Team
 B2B User Agreement
 Ms. Maria Esperidou
 Rothenfelder Str. 47
 38440 Wolfsburg
 Germany
 phone: +49 5361 9-33099

Please note that the signed legally binding B2B User Agreement must be sent to the above mentioned address within 6 weeks time.

In the attached document "Information Sheet VW Group B2B Supplier Platform" you can find detailed information regarding the B2B User Agreement.

Temporary access to the B2B Supplier platform is granted once you have electronically accepted the B2B User Agreement by marking the check box below and clicking on "Send". After completing the registration process, you will be eligible to access particular applications of the B2B Supplier platform and exchange information with us on a temporary basis until we receive the original legally binding signed B2B User Agreement.

We would like to draw your attention to the fact that your company's or location's temporary access to the B2B Supplier platform will be restricted after the expiration of 6 weeks time unless we receive the original signed B2B User Agreement accordingly.

If you want to print the User Agreement governing the Use of the Volkswagen Group B2B Supplier Platform, use this download:

I agree to the terms and conditions below

» Submit

I agree to the terms and conditions below

» Submit

VOLKSWAGEN
 AKTIENGESELLSCHAFT

Die folgende / The following

B2B Nutzungsvereinbarung / B2B User Agreement
 über die Nutzung der Volkswagen Konzern B2B-Lieferantenplattform /
 governing the use of the Volkswagen Group B2B Supplier Platform
 "VW Group Supply.com"

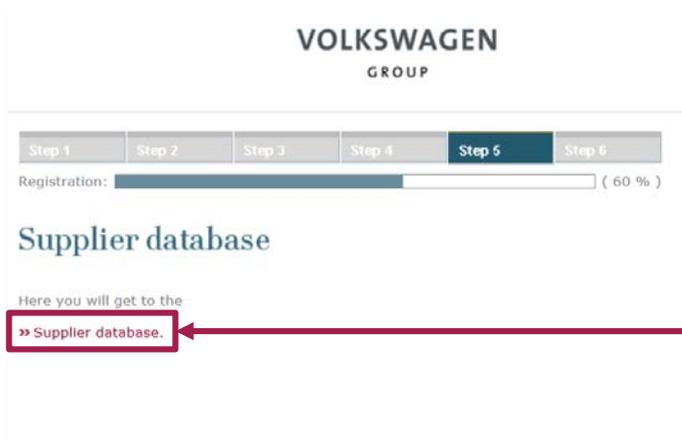
wird geschlossen zwischen / is hereby entered into by and between:

| | |
|--------------------------------------|---------------------|
| Name der Firma / Company Name: | Max Mustermann GmbH |
| Straße / Street: | Mustermann Str. 99 |
| PLZ und Ort / Postal Code and Place: | 12345 Musterstadt |
| Land / Country: | Deutschland |
| DUNS - Nr.: | 79-583-9421 |

- im folgenden Lieferantenplattform-Teilnehmer (LT) genannt -
 - hereinafter referred to as the Supplier Platform Participant (Platform Participant) -
 und der / and

VOLKSWAGEN AKTIENGESELLSCHAFT
 38436 Wolfsburg

Step 5: Supplier Database – Welcome



Afterwards the Supplier database should be filled.

By clicking on the button “Supplier database” you enter the Supplier database

Here you find the general information regarding the Supplier database.



By clicking on the button “Continue the initial data entry...” the next page of Supplier database opens.

Step 5: Supplier Database – Company data

Welcome
 Company data
 Additional supplier data
 Contact data
 Ability range
 Certificates, Systems, Methods
 Document administration
 Release

General Information
 Imprint

Your company data
 Supplier database

Please maintain here the master data of your company ⓘ

Address information Last Modification: 14.07.2017

D&B D-U-N-S® No.: 11-512-1326
 Company Name:* RV PVT LTD ⓘ
 Trade Name: ⓘ
 Short name:* ⓘ
 Street 1: ROAD 3, PUNE ⓘ
 Street 2: ⓘ
 Post Code** / City*: 410506 / PUNE ⓘ
 Additional postal address: -no selection- ⓘ
 P.O. Box: ⓘ
 P.O. Box Post Code/City: / ⓘ
 State: ⓘ
 Country:* India ⓘ
 Phone Switchboard:* +00 - 564 - 4678-3356 +49 5361 9123-45
 Fax Central: - - +49 5361 9123-99
 Homepage: ⓘ
 E-Mail:* ⓘ

(*) Fields with asterisks must be filled!
 (**) Mandatory fields depending on the chosen site functions.

Company Name / address written using country's local spelling

Company Name: ⓘ
 Full address: ⓘ

Site functions*

| | | |
|---|---|--|
| <input type="checkbox"/> Headquarters | <input type="checkbox"/> Accounting | <input type="checkbox"/> Sales / Marketing |
| <input type="checkbox"/> General Administration | <input type="checkbox"/> Procurement / Sourcing | |
| <input type="checkbox"/> Production / Assembly | <input type="checkbox"/> Distribution | <input type="checkbox"/> Warehouse / Storage |
| <input type="checkbox"/> Development | <input type="checkbox"/> Transportation | <input type="checkbox"/> Other |

back Continue the initial data entry...

Most of the fields are already filled with the information from the registration. All additional mandatory fields on the following pages are marked with *.

The short name of the company should be entered here for VW-internal identification purposes. It should be as representative as possible. At least 3 letters or symbols should be entered.

The general email address of the company should be entered here.

The site functions specify the business fields / function of the respective registered location of the company. At least one function should be selected.

Step 5: Supplier database – Additional supplier data

The screenshot shows a web interface for entering supplier data. On the left, there is a navigation menu with the following items: Welcome (checked), Company data (checked), Additional supplier data (checked), Contact data, Ability range, Certificates, Systems, Methods, Document administration, and Release. Below this menu, there are sections for 'General Information' and 'Imprint'. The main content area is titled 'Additional supplier data' and 'Supplier database'. It contains a sub-section 'Additional information' with the following fields: Train Station, Legal Form, Established, Companies' Register, Capital (with a dropdown menu showing 'Euro'), Venue, VAT ID, Tax Number, and Customer Numbers, which have been assigned to the VW Group members by the supplier. At the bottom of the form, there are two buttons: 'Back' and 'Continue the initial data entry...'. A small image of industrial chimneys is visible in the top right corner of the form area.

Here the additional data can be entered.

It is however optional.

The year of establishment and the company's register number get transmitted directly from Dun & Bradstreet and can be modified only by making a change directly in the D&B records.

Step 5: Supplier database – Contact data

The screenshot shows a web interface for 'Your contact data' under the 'Supplier database' section. On the left, there is a navigation menu with several items, including 'Contact data' which is checked. The main content area has a header 'Your contact data' with a sub-header 'Supplier database' and an image of a network cable. Below this, there is a text prompt: 'Please capture here further addresses, which differ from your registered seat'. This is followed by a table titled 'Further Addresses' with columns for 'Street', 'Post Code / City', and 'Country'. The table is currently empty and contains the text 'This list contains no item.' To the right of the table is a blue-bordered 'Add' button. Below the table is another section titled 'Contact persons of your responsibilities' with columns for 'Surname', 'Business Division', 'Phone', and 'E-Mail'. This table is also empty and contains the text 'This list contains no item.' To the right of this table is a red-bordered 'Add' button. At the bottom left of the form is a 'Back' button, and at the bottom right is a 'Continue the initial data entry...' button. Two callout boxes with arrows point to the 'Add' buttons: a blue one for the 'Further Addresses' button and a red one for the 'Contact persons of your responsibilities' button.

You could also enter additional addresses here. However it is not mandatory.

At least one contact person of your responsibilities should be added.

To enter the data click on the button “Add”.

Step 5: Supplier database – Contact data

- Welcome
- Company data
- Additional supplier data
- Contact data
- Ability range
- Certificates, Systems, Methods
- Document administration
- Release

General Information

Imprint

Your contact data

Supplier database

Please capture here information about **businesswide contact partners**. Please name one contact partner per responsibility. ⓘ

Contact partner

Salutation:* ⓘ

Title: ⓘ

Name:* ⓘ

Surname:* ⓘ

Business Division:* ⓘ

Department: ⓘ

Function: ⓘ

Remark: ⓘ

Languages

German:

English:

Spanish:

other languages:

Contact Information

Phone:* ⓘ

Mobile Phone: ⓘ

Fax:* ⓘ

E-Mail:*

Contact Address

Company: ⓘ

Department P.O. Box: ⓘ

Street 1:* ⓘ

Street 2: ⓘ

Post Code* / City*: / ⓘ

State:

Country:* ⓘ

(*) Fields with asterisks must be filled!

Responsibility Brands / Regions

| | | |
|--|--|---|
| <input type="checkbox"/> Volkswagen | <input type="checkbox"/> Bentley | <input type="checkbox"/> Ducati |
| <input type="checkbox"/> Audi | <input type="checkbox"/> Bugatti | <input type="checkbox"/> Volkswagen Light Commercial Vehicles |
| <input type="checkbox"/> Seat | <input type="checkbox"/> Lamborghini | <input type="checkbox"/> Scania |
| <input type="checkbox"/> Skoda | <input type="checkbox"/> Porsche | <input type="checkbox"/> MAN |
| <input type="checkbox"/> Africa | <input type="checkbox"/> Asia/Pacific | <input type="checkbox"/> Europe |
| <input type="checkbox"/> Middle- and South America | <input type="checkbox"/> North America | |

Cancel
Save changes

The contact data should be added here.

The fields with the * mark are mandatory.

In case you do not have different departments in your company, please enter the general manager/owner in the field Business Divisions “General Management”.

At the end please click on the button “Save changes”.

Step 5: Supplier database – Contact data

Welcome
 Company data
 Additional supplier data
 Contact data
 Ability range
 Certificates, Systems, Methods
 Document administration
 Release

General Information
Imprint

Your contact data

Supplier database

Please capture here further addresses, which differ from your registered seat ⓘ

| Street | Post Code / City | Country |
|-----------------------------|------------------|---------|
| This list contains no item. | | |

■ Add

Contact persons of your responsibilities

| Surname | Business Division | Phone | E-Mail |
|------------------|--------------------|-------------------|-----------------------------------|
| Ruchita Vanarase | General management | +00-564-4678-3356 | ruchita.vanarase@volkswagen.co.in |

■ Add

■ Back

■ Continue the initial data entry...

After clicking on “Save changes” the start page of the Contact data appears.

You may add additional contacts as well.

Otherwise by clicking on “Continue initial data entry ...” you enter the next section of the Supplier database.

Step 5: Supplier Database – Ability range

Welcome
 Company data
 Additional supplier data
 Contact data
 Ability range
 Certificates, Systems, Methods
 Document administration
 Release

General Information
 Imprint

Your ability range
 Supplier database

Here you can register your ability range as well as the information belonging to it. ⓘ

This list contains no item.

In the ability range you will have to choose what your company offers or manufactures.

To add the information click on “Add”.

Welcome
 Company data
 Additional supplier data
 Contact data
 Ability range
 Certificates, Systems, Methods
 Document administration
 Release

General Information
 Imprint

Your ability range
 Supplier database

Please choose first, which part of the product group catalogue you want to browse. ⓘ

| Key | Product group |
|-------------|--|
| 13-00-00-00 | Development service* |
| 17-00-00-00 | Machine, device (for special applications)* |
| 18-00-00-00 | Equipment f. mining, metallurgical plant, rolling mill a. foundry* |
| 19-00-00-00 | Information, communication and media technology* |
| 20-00-00-00 | Packing material* |
| 21-00-00-00 | Tool* |
| 22-00-00-00 | Construction technology* |
| 23-00-00-00 | Machine element, fixing, mounting* |
| 24-00-00-00 | Office products, facilities and technics, papeterie* |
| 25-00-00-00 | Service* |
| 26-00-00-00 | Energy, extraction product, secondary raw materials and residues* |
| 27-00-00-00 | Electric engineering, automation, process control engineering* |
| 28-00-00-00 | Automotive technology* |

*) This eCl@ss-key is used in the purchasing process of the Volkswagen Group.

No items assigned
 Mouse click = adding items of the subtree

Several items of the subtree are assigned
 Mouse click = completing the remaining elements of the subtree

All items of the subtree are assigned
 Mouse click = Removing all items of the subtree

At the end all product groups are displayed. Either directly select a material group (Non-production or Production material) or use the search function.

Step 5: Supplier database – Ability range

| Key | Product group |
|-------------|--|
| 20-04-00-00 | Can (packing material)* |
| 20-04-01-00 | Can (plastic, packing material)* |
| 20-04-02-00 | Can (metal, packing material)* |
| 20-04-03-00 | Can (paper, packing material)* |
| 20-04-04-00 | Can (cardboard / paperboard, packing material)* |
| 20-04-04-01 | Can (cardboard) |
| 20-04-04-90 | Can (cardboard / paperboard, packing material, unclassified) |
| 20-04-90-00 | Can (packing material, other) |
| 20-05-00-00 | Bucket (packing material)* |
| 20-06-00-00 | Drum (packing material)* |
| 20-07-00-00 | Bottle (packing material)* |
| 20-08-00-00 | Hobbock (packing material)* |
| 20-09-00-00 | Canister (packing material)* |

* This eCl@ss-key is used in the purchasing process of the Volkswagen Group.

Cancel

No items assigned
Mouse click = adding items of the subtree

Several items of the subtree are assigned
Mouse click = completing the remaining elements of the subtree

All items of the subtree are assigned
Mouse click = Removing all items of the subtree

A click on the check box with an arrow inside opens the tree structure. At the end of the tree structure a box with a gearwheel inside is displayed.

To add a material group in the list please click on the blank check box next to the respective product key.

Only one material group can be added at a time.

Step 5: Supplier database – Ability range

At the end you could add a contact person for the selected product group. This is however not mandatory.

To save click on “Complete”.

The overview page reappears. You can either add a new material group or continue with the next tab of the Supplier database here.

Step 5: Supplier database – Certificates, Systems, Methods

Welcome
 Company data
 Additional supplier data
 Contact data
 Ability range
 Certificates, Systems, Methods
 Document administration
 Release

General Information
Imprint

Your certificates, systems, methods
Supplier database

Please insert here information about businesswide certificates, systems, methods, innovations and patents ⁱ

| Certificates | | | |
|-----------------------------|-------------------|-------------------------|-------------|
| Type | Certifying Agency | Certification Exp. Date | Description |
| This list contains no item. | | | |

| IT Systems and methods | |
|-----------------------------|-------------|
| Area | Description |
| This list contains no item. | |

| Laboratory and testing facilities | | |
|-----------------------------------|-------------|-------|
| Type | Description | since |
| This list contains no item. | | |

| Innovations and patents | | |
|-----------------------------|-------------|-------|
| Type | Description | since |
| This list contains no item. | | |

Here you could enter certificates, systems and methods.

It is not possible to upload the documents. Documents can be uploaded under the option "Document administration".

This tab is exclusively for data entry.

To open the input page click on "Add" under the respective title.

Welcome
 Company data
 Additional supplier data
 Contact data
 Ability range
 Certificates, Systems, Methods
 Document administration
 Release

General Information
Imprint

Your certificates, systems, methods
Supplier database

Please capture here your businesswide certificates. ⁱ

| Certificate | |
|---------------------------|----------------------|
| Type:* | AVSQ |
| Certificate no.: | <input type="text"/> |
| Description: | <input type="text"/> |
| Certifying Agency:* | <input type="text"/> |
| Certification Date: | <input type="text"/> |
| Certification Exp. Date:* | <input type="text"/> |
| Level: | -- no selection -- |

(*) Fields with asterisks must be filled!

With "Save Changes" the entries are saved.

Step 5: Supplier database – Document administration

The screenshot shows a web interface for document administration. On the left is a navigation menu with a list of menu items, each with a checkbox. The 'Document administration' item is checked. Below the menu are links for 'General Information' and 'Imprint'. The main content area has a header 'Document administration' with a sub-header 'Supplier database' and a small image of industrial chimneys. Below the header is a text prompt: 'Please upload documents for the pertinent brands and regions here (i)'. The next section is 'Brands/regions selection' with the instruction 'You supply the following Volkswagen Group brands or regions:'. It contains three checkboxes: 'Volkswagen', 'Seat', and 'Volkswagen Group Italia'. Below this is a checkbox for 'Questionnaire Risk Management' and a 'Change' button. The next section is 'Brand/region-specific documents' with the instruction 'Upload a new document:'. It contains a 'Document type' dropdown menu (set to '-- Please select--'), a 'Valid until' date field (set to 'dd.mm.yyyy'), and a 'Document path' field with a 'Browse...' button and the text 'No file selected.'. An 'Upload' button is to the right. Below this section is the text 'No documents have been uploaded.' and two buttons: 'Back' and 'Continue the initial data entry...'.

Welcome
 Company data
 Additional supplier data
 Contact data
 Ability range
 Certificates, Systems, Methods
 Document administration
 Release

General Information
Imprint

Document administration
Supplier database

Please upload documents for the pertinent brands and regions here (i)

Brands/regions selection

You supply the following Volkswagen Group brands or regions:

Volkswagen
 Seat
 Volkswagen Group Italia

Questionnaire Risk Management Change

Brand/region-specific documents

Upload a new document:

Document type: -- Please select--
Valid until: dd.mm.yyyy
Document path: No file selected. Upload

No documents have been uploaded.

Back Continue the initial data entry...

Various documents could be uploaded here.
However it is not a mandatory field since all documents are optional.

Step 5: supplier database – Document administration

Please upload documents for the pertinent brands and regions here [i](#)

Brands/regions selection

You supply the following Volkswagen Group brands or regions:

Volkswagen

Seat

Volkswagen Group Italia

Questionnaire Risk Management

[Change](#)

Uploading different documents as per the brand/region is possible here.

If e.g. “Volkswagen” is selected, a company presentation document can be uploaded.

If however “Seat” and/or “Volkswagen Group Italy”, is selected, uploading various documents is mandatory.

A general selection is however not necessary and has no influence on eventual business relationships.

Welcome

Company data

Additional supplier data

Contact data

Ability range

Certificates, Systems, Methods

Document administration

Release

General Information

Input

Document administration
Supplier database

Please upload documents for the pertinent brands and regions here [i](#)

Brands/regions selection

You supply the following Volkswagen Group brands or regions:

Volkswagen

Seat

Volkswagen Group Italia

Questionnaire Risk Management

[Change](#)

Brand/region-specific documents

The following documents are still required

Always required:

- A copy of the company's extract from the Trade Register
- Bank details printed on bank letterhead
- Finance and tax information [i](#)
- Non-disclosure clause (SEAT) [i](#)

Conditionally required:

- Certificate ISO TS 16949 - For delivery of production material
- Certificate ISO 9001 - For delivery of non-production material
- China Compulsory Certification "CCC" - Delivery for China, for vehicles for the chinese market
- Contract for suppliers with reference to personal data (SEAT) - In the event of reference to personal data
- Credit process - For delivery of production material [i](#)

Upload a new document:

Document type:

Valid until:

Document path: No file selected. [Upload](#)

No documents have been uploaded.

[Back](#) [Continue the initial data entry...](#)

Step 5: Supplier database – Release

- Welcome
- Company data
- Additional supplier data
- Contact data
- Ability range
- Certificates, Systems, Methods
- Document administration
- Release

Your company registration
Supplier database



You have successfully accomplished step 5 of the registration (Filling of the Supplier Database). Please proceed to step 6 (Designation of a platform CompanyAdministrator) in order to complete the registration process.

[Back](#)

General Information

Imprint

When all the tabs are filled, the entry in the Supplier database is completed.

The supplier database will be closed automatically and redirects you back to the "following process" of your registration.

With "OK" you enter the next step of the registration.

Step 6: Create a CompanyAdmin

The screenshot shows the 'VOLKSWAGEN GROUP' registration interface. At the top, there is a progress bar with steps 1 through 6, where Step 6 is highlighted. Below the progress bar, the text 'Registration: [] (80 %)' is visible. The main heading is 'Create a CompanyAdmin'. The page is divided into two main sections: 'REGISTRATION INFORMATION' and 'PROCESS DESCRIPTION'. The 'REGISTRATION INFORMATION' section lists the steps: Step 1 | Company Data, Step 2 | Registrar Data, Step 3 | Data Validation, Step 4 | User Agreement, Step 5 | Supplier DB, and Step 6 | Company Admin. The 'PROCESS DESCRIPTION' section contains a 'Download' link for a PDF (18 pages, 1.1 MB) and a detailed explanation of the role of the Company Administrator. At the bottom left, there is a button labeled '» next' with a red arrow pointing to it from the right.

VOLKSWAGEN
GROUP

German
English

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

Registration: [] (80 %)

Create a CompanyAdmin

You have online confirmed the B2B User agreement and you have initial filled in the supplier database. The last step of the registration is the assignment of the administrator, also called "Company Admin". The company administrator is the responsible contact person for the registered companies of the B2B Supplier Platform. He is responsible for user accounts and roles for the available applications.

- So the company administrator is the contact person of his company.
- Also, he is responsible for the users in UMS (User Management System).
- He assigns and defines the users' roles on the B2B Supplier Platform or revokes their roles.
- If necessary, the company administrator sets new passwords for his users of the B2B Supplier Platform.
- He renews the data of the applied users concerning user status and roles.
- Furthermore the company administrator deactivates users whose roles have been revoked or reactivates them.
- He immediately deletes the data of former users in the UMS.

After you have taken notice of the rights and duties of a "Company Administrator", you, as a registrar, can accept this role or you can choose another person of your company in the following.

» next

At the last step you should nominate the CompanyAdmin who will be responsible for the administrative platform tasks.

To enter the data click on "next".

Step 6: Create CompanyAdmin

VOLKSWAGEN
GROUP

German
> English

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Registration: (80 %)

REGISTRATION INFORMATION

- Step 1 | Company Data
- Step 2 | Registrar Data
- Step 3 | Data Validation
- Step 4 | User Agreement
- Step 5 | Supplier DB
- Step 6 | Company Admin

PROCESS DESCRIPTION

Download
(PDF,18 pages, 1.1 MB)

Create a CompanyAdmin

Company Information

| | |
|-----------------|-------------------|
| DUNS Number | 11-512-1326 |
| Company Name | RV PVT LTD |
| Address | ROAD 5, PUNE |
| P.O. Box Zip | |
| P.O. Box | |
| ZIP/Postal Code | 410506 |
| City | PUNE |
| Country | India |
| Telephone | +00-564-4678-3356 |
| Fax | |
| Company E-Mail | |

Registrar Information

| | |
|-------------------------|-----------------------------------|
| User-ID | D985888 |
| Gender | female |
| Title | |
| First name | Ruchita |
| Last name | Vanarase |
| Telephone | +00-564-4678-3356 |
| Fax | |
| Department | UNDEFINED |
| E-Mail | ruchita.vanarase@volkswagen.co.in |
| Your preferred language | English |

CompanyAdmin Information

Registrar becomes CompanyAdmin Create a new CompanyAdmin

[» Submit](#)

Either the registrar himself can become the CompanyAdmin or another person can be nominated as a CompanyAdmin.

Should the registrar become the CompanyAdmin please click on the checkbox “Registrar becomes CompanyAdmin” and then on “Submit”.

If another person should take over this task, please mark the checkbox “Create a new CompanyAdmin” and click on “Submit”. A new input screen will be opened in which the personal data of the CompanyAdmin should be entered.

Registration completed

The screenshot shows the 'VOLKSWAGEN GROUP' registration completion page. At the top, there is a progress bar with six steps, all of which are completed. Below the progress bar, the text 'Registration: (100 %)' is displayed. The main heading is 'Registration completed'. Below this, there is a thank you message and instructions for the next steps. On the left side, there is a sidebar with 'REGISTRATION INFORMATION' and 'PROCESS DESCRIPTION' sections.

German
> English

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Registration: (100 %)

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation
Step 4 | User Agreement
Step 5 | Supplier DB
Step 6 | Company Admin

PROCESS DESCRIPTION

Download
(PDF, 18 pages, 1.1 MB)

Registration completed

Thank you. You finished the registration of your company on the B2B Supplier Platform of the Volkswagen Group! Now, your company administrator can log in at the page www.vwgroupsupply.com and can administer users of your company.

Please don't forget to send a signed copy of the Agreement Governing the Use of the Volkswagen Group B2B Supplier Platform "VW GroupSupply.com" (B2B User Agreement) by post to the Volkswagen Supplier Integration Team.

When all the 6 steps are successfully completed, the message appears "Registration completed".

To enter the platform please reopen the homepage www.vwgroupsupply.com.

Supplier Integration Team Locations

Contact: www.vwgroupsupply.com > Help

