

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

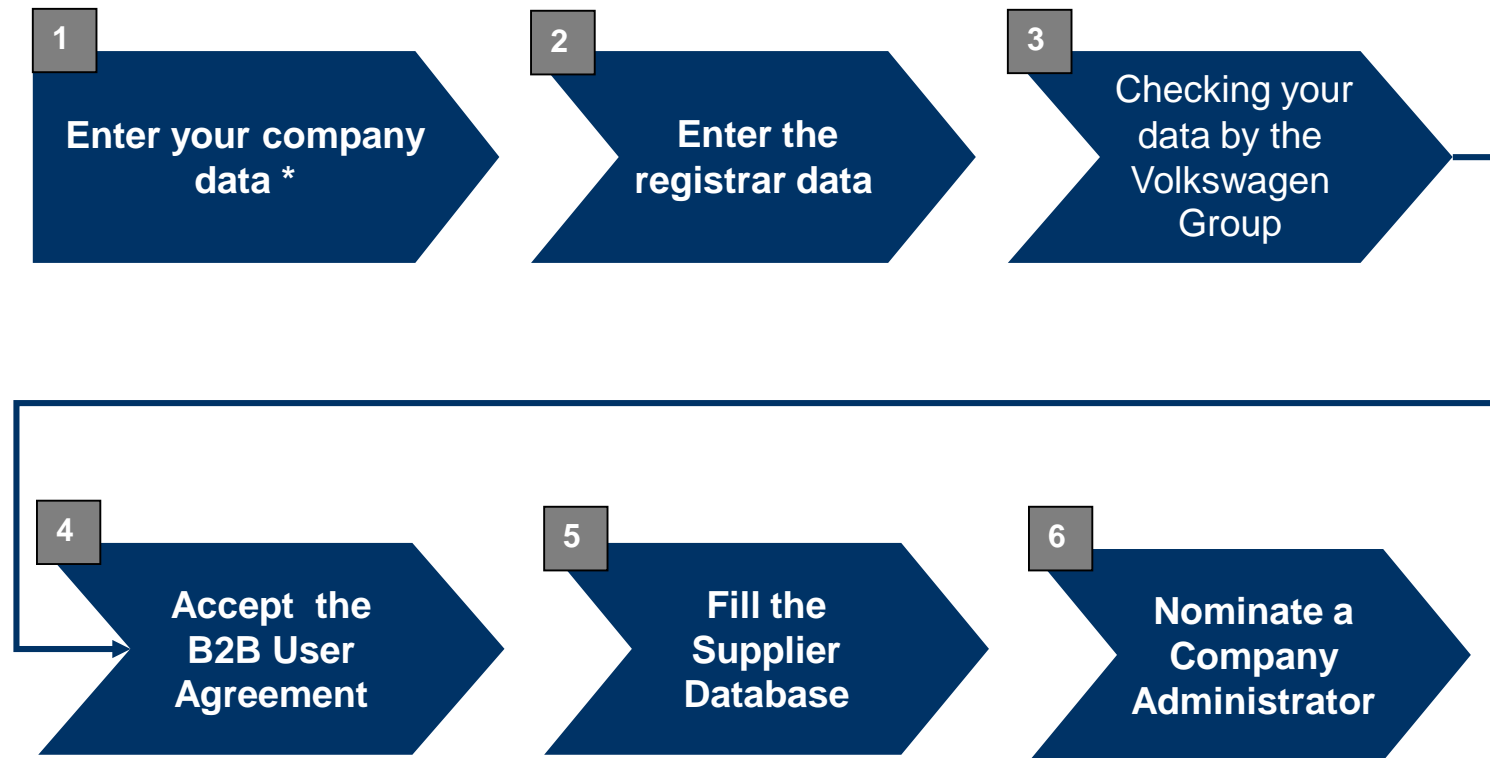
Becoming partner on ONE.Konzern Business Plattform: What does that mean?

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.

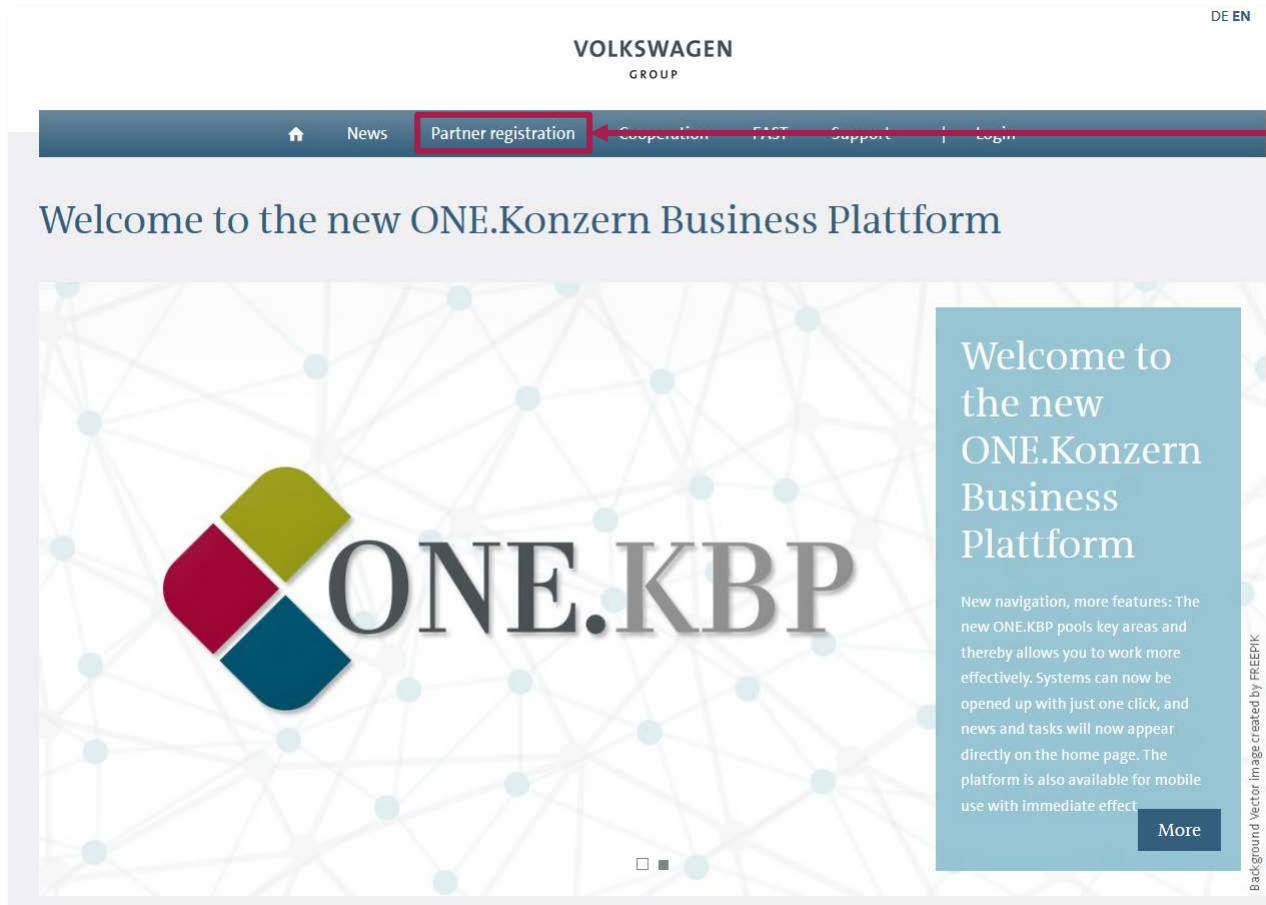
Registration overview



* Text with bold formatting:

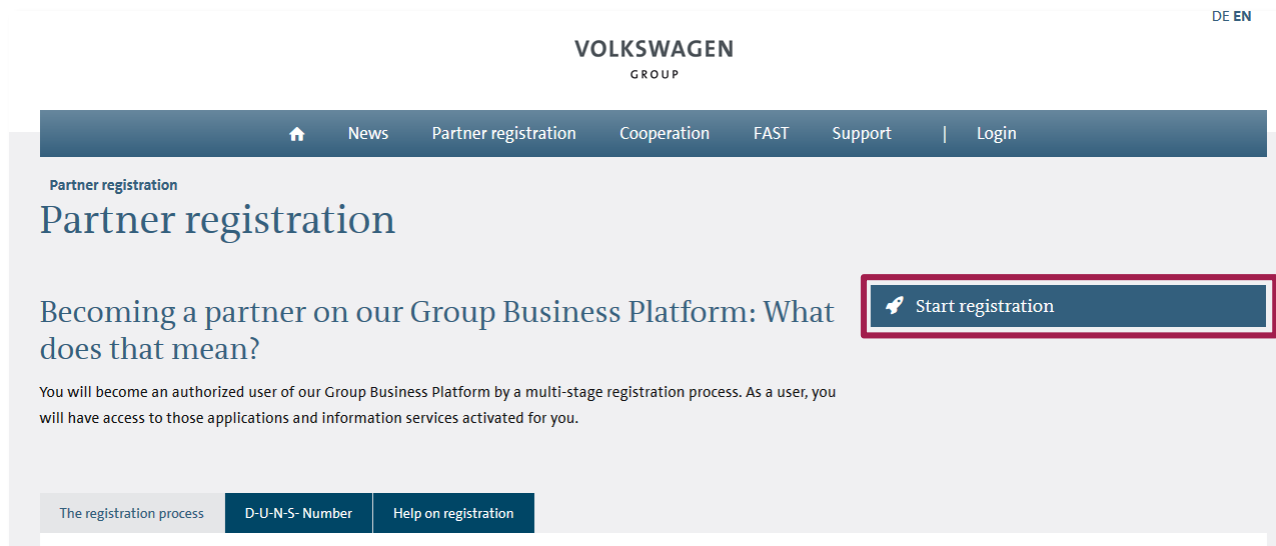
These steps are carried out by suppliers.

Partner Registration



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

Partner Registration



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

Supplier Self-Registration

VOLKSWAGEN
GROUP

German

English

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)

What is a DUNS ?
[»www.upik.de](#)

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 1Step 2Step 3Step 4Step 5Step 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

Download
(PDF, 18 pages, 1.1 MB)
What is a DUNS ?
www.upik.de

Company Information

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

DUNS Number*

115121326

Company Name*

RV PVT LTD

Address*(A)

ROAD 5, PUNE

City*

PUNE

ZIP/Postal Code*(A)

410506

Country*

India

State/District

P.O. Box*(B)

P.O. Box Zip*(B)

Telephone*

+ 00 - 564 - 4678 - 3356

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

Download
(PDF, 18 pages, 1.1 MB)
What is a DUNS ?
» www.upik.de

Registrar Information

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

Title

Salutation

Last name*

Last name prefix

Last name appendix

First name*

Gender*

Nationality

Birth name

Birth place

Address*(A)

City*

ZIP/Postal Code*(A)

Country*

State/District

P.O. Box*(B)

P.O. Box Zip*(B)

Telephone*

Fax

E-Mail*

Your preferred language*

» 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

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

Download

(PDF, 18 pages, 1.1 MB)

What is a DUNS ?

>> www.upik.de

VOLKSWAGEN
GROUP

Registrar Information

* Required

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

Title

Salutation

Last name*

Last name prefix

Last name appendix

First name*

Gender*

Nationality

Birth name

Birth place

Address*(A)

City*

ZIP/Postal Code*(A)

Country*

State/District

P.O. Box*(B)

P.O. Box Zip*(B)

Telephone*

Fax

E-Mail*

Your preferred language*

» previous

» Submit

Submit the data by clicking on the button **“Submit”**. Any subsequent change is no longer possible.

End of supplier self-registration

VOLKSWAGEN

GROUP

German
[► English](#)

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

Registration: (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

✖ Download
(PDF, 18 pages, 1.1 MB)

What is a DUNS ?
[»www.upik.de](#)

Thankyou!

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 Supply

You are able to log on with the password on the Group Supply. For security reasons after 90 days you will be asked to change your password.

IMPORTANT:

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

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 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

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 registration.

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.

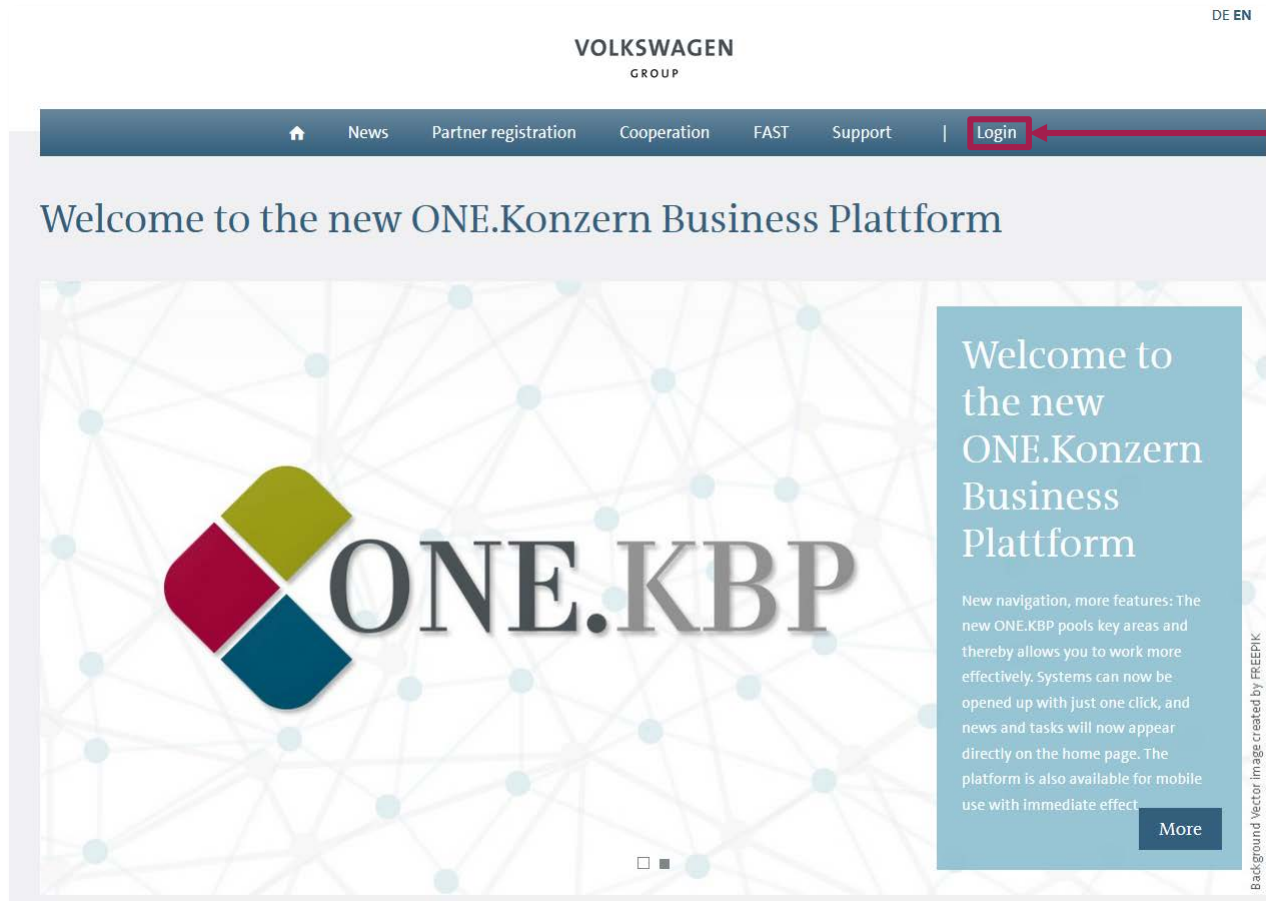
Should you have any questions or need immediate support regarding the Group Business Platform, please contact us either by phone or email. You can find our contact information under B2B Support (<http://www.vwgroupsupply.com/portal01/vw/pub/hilfe>).

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

VOLKSWAGEN
GROUP

Login with Password

UserID:

Password:

Forgot Password

☐ Account Select

Password Login

Login via SecurID

UserID:

SecurID Login

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 (Vanarase, 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

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.

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

By clicking the button “OK” you save the data.

Step 4: B2B User Agreement

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

Download

(PDF, 18 pages, 1.1 MB)

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.

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, conduces 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


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

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.

Step 5: Supplier Database – Welcome

VOLKSWAGEN
GROUP

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

Registration: (60 %)

Supplier database

Here you will get to the

» Supplier database.

Afterwards the Supplier database should be filled.

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

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

General Information
Imprint

Your company registration

Supplier database

The supplier database is an important component of our Group Business Platform VWGroupSupply.com and an essential link between your company and the Volkswagen Group. Our database allows you to store all important business information in one place. You can simplify our cooperation and daily work using the database, since all procurement departments as well as many other departments of the Volkswagen Group have access to it. Your presence on our platform helps us to quickly identify your expertise and enables us to place specified requests for quotation.

The wizard helps you enter your data when visiting our platform for the first time. You may stop the entry process at any time and continue it later on.

Our database is divided into several areas, e.g., general company information, range of services, etc. In the upper left menu the wizard indicates the area that you are currently working on.

To keep the database up to date, we kindly ask you to update and expand your data regularly.

Continue the initial data entry...

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 ⓘ Last Modification: 14.07.2017

Address information

D&B D-U-N-S® No.: 11-512-1326
 Company Name*: RV PVT LTD ⓘ
 Trade Name: ⓘ
 Short name*: ⓘ
 Street 1: ROAD 3, FORT ⓘ
 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...

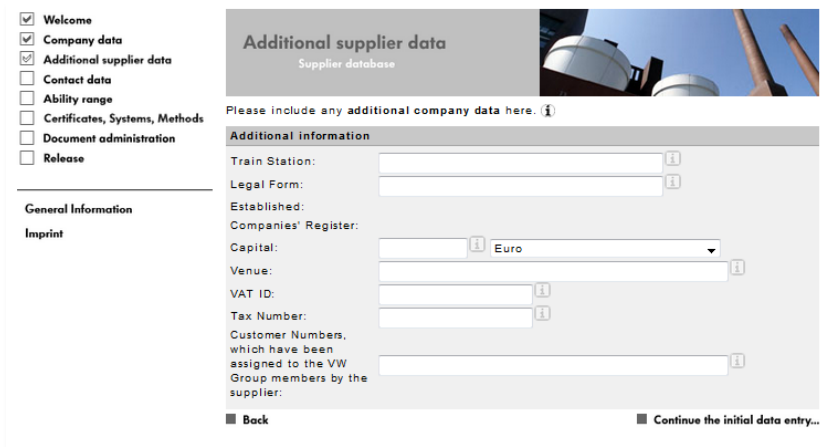
Most of the fields are already filled with the information from the registration. All additional mandatory fields on the following pages are marked with *.

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



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

General Information
Imprint

Additional supplier data
Supplier database

Please include any additional company data here. ⓘ

Additional information

Train Station: ⓘ
Legal Form: ⓘ
Established: ⓘ
Companies' Register: ⓘ
Capital: ⓘ Euro
Venue: ⓘ
VAT ID: ⓘ
Tax Number: ⓘ
Customer Numbers, which have been assigned to the VW Group members by the supplier: ⓘ

■ Back ■ Continue the initial data entry...

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

☒ 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 ⓘ

Further Addresses		
Street	Post Code / City	Country
This list contains no item.		

[Add](#)

Contact persons of your responsibilities			
Surname	Business Division	Phone	E-Mail
This list contains no item.			

[Add](#)

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

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:* Miss ⓘ

Title: ⓘ

Name:* Ruchita

Surname:* vanarase

Business Division:* General management ⓘ

Department: ⓘ

Function: ⓘ

Remark: ⓘ

Languages

German: ☐

English: ☐

Spanish: ☐

other languages:

Contact Information

Phone:* +00 - 564 - 4678-3356 +49 5361 9123-45

Mobile Phone: - - +49 170 123 45 67

Fax:* 87 - 456 - 464346707 +49 5361 9123-99

E-Mail:*

Contact Address

Company: RV PVT LTD

Department P.O. Box: ⓘ

Street 1:* ROAD 5, PUNE

Street 2: ⓘ

Post Code* / City*: 410506 / PUNE

State:

Country:* India

(*) Fields with asterisks must be filled!

Responsibility Brands / Regions

☐ Volkswagen

☐ Bentley

☐ Ducati

☐ Audi

☐ Bugatti

☐ Volkswagen Light Commercial Vehicles

☐ Seat

☐ Lamborghini

☐ Scania

☐ Skoda

☐ Porsche

☐ MAN

☐ Africa

☐ Asia/Pacific

☐ Europe

☐ Middle- and South America

☐ North America

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. [i](#)
 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. [i](#)

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

*) 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

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

General Information
Imprint

Your ability range
Supplier database

Chosen ability: Can (cardboard) 20-04-04-01

Here you can find information about ability specific contact partners for the selected product group.

Contact partner complete for Can (cardboard)

Surname	Business Division	Phone	E-Mail
This list contains no item.			

Add contact

Complete

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

To save click on “Complete”.

☒ 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.

General Abilities

	20-00-00-00	Packing material*	
	20-04-00-00	Can (packing material)*	
	20-04-00-00	Can (cardboard / paperboard, packing material)*	
	20-04-04-01	Can (cardboard)	

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

☒ Several items of the subtree are assigned
Mouse click = Removing all assigned items of the subtree

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

Back

Add

Continue the initial data entry...

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

Your certificates, systems, methods
Supplier database

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

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

■ Add

Area	Description
This list contains no item.	

■ Add

Type	Description	since
This list contains no item.		

■ Add

Type	Description	since
This list contains no item.		

■ Add

■ Back **■ Continue the initial data entry...**

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.

Your certificates, systems, methods
Supplier database

Please capture here your businesswide certificates. (i)

Certificate

Type: * AVSQ

Certificate no.: *

Description: *

Certifying Agency: *

Certification Date: *

Certification Exp. Date: *

Level: -- no selection --

(*) Fields with asterisks must be filled!

■ Cancel **■ Save changes**

With “Save Changes” the entries are saved.

Step 5: Supplier database – Document administration

The screenshot shows a web application interface for document administration. On the left is a sidebar with a list of menu items: Welcome, Company data, Additional supplier data, Contact data, Ability range, Certificates, Systems, Methods, Document administration (which is highlighted), and Release. Below this is a section for 'General Information' and 'Imprint'. The main content area is titled 'Document administration' with a subtitle 'Supplier database'. It includes a header image of industrial chimneys. The main text says 'Please upload documents for the pertinent brands and regions here'. Below this is a section for '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'. There is also 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 three input fields: 'Document type' (a dropdown menu showing '-- Please select --'), 'Valid until' (a date field showing 'dd.mm.yyyy'), and 'Document path' (a 'Browse...' button). There is an 'Upload' button and a status message 'No documents have been uploaded.' at the bottom. Navigation buttons 'Back' and 'Continue the initial data entry...' are at the very bottom.

Document administration
Supplier database

Please upload documents for the pertinent brands and regions here

Brands/regions selection

You supply the following Volkswagen Group brands or regions:

☐ Volkswagen
☐ Seat
☐ Volkswagen Group Italia

☐ Questionnaire Risk Management

Brand/region-specific documents

Upload a new document:

Document type:
Valid until:
Document path: No file selected.

No documents have been uploaded.

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 [?](#)

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
 Imprint

Document administration
 Supplier database

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

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 04
- Non-disclosure clause (SEAT) 04

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 04

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

The screenshot shows a web interface for 'Your company registration' with a sub-header 'Supplier database'. On the left, a list of steps is shown with checkboxes: Welcome, Company data, Additional supplier data, Contact data, Ability range, Certificates, Systems, Methods, Document administration, and Release. Below this list are links for 'General Information' and 'Imprint'. A 'Back' button is located below the list. The main content area contains a message: '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.' A 'Complete' button is highlighted with a red box.

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

The screenshot shows a confirmation message box with the text: 'The supplier database will be closed automatically and redirects you back to the "following process" of your registration.' An 'OK' button is highlighted with a red box.

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

Step 6: Create a 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

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 1Step 2Step 3Step 4Step 5Step 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 Number11-512-1326

Company NameRV PVT LTD

AddressROAD 5, PUNE

P.O. Box Zip

ZIP/Postal Code410506

CityPUNE

CountryIndia

Telephone+00-564-4678-3356

Fax

Company E-Mail

Registrar Information

User-IDD985888

Genderfemale

Title

First nameRuchita

Last nameVanarase

Telephone+00-564-4678-3356

Fax

DepartmentUNDEFINED

E-Mailruchita.vanarase@volkswagen.co.in

Your preferred languageEnglish

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.

November 6, 2018 | A-GKBS-B | Kl. 3.2 - 35 Jahre | Kopie: 0.1 - max. 2 Jahre |

PUBLIC | ÖFFENTLICH

Supplier Integration Team Locations

Contact: www.vwgroupsupply.com > Help

