

Onboarding Process Outbound Order Book

Responsible:Team Outbound Order Book, KL-VD/CStatus:ReleasedVersion:V1.1Date:22.08.2023

1 Onboarding Process

This instruction should help you to complete the onboarding process for the Outbound Order Book. Therefore the following displayed steps have to be done.

swagen Group Logistics as well
Visit the RIO Website (RIO Logistikplattform für effizientere Transporte) Start the registration process
Fill in company data (Name, Tax-ID, choose region)
Visit the RIO Marketplace (Outbound Order Book (rio.cloud))
 Fill in Volkswagen specific company data (User Name, Supplier number, DUNS number)
Choose connection between "Frontend only" or "Frontend and Interface"
Authentication by the Volkswagen Group Logistics
 Verification of your identity by E-Mail and your Supplier number (from contract)
Once the registration is completed you will be ready to receive Transport Orders via the OOB
Exchange of interface credentials
Implementation of interface
Testing interface (formal validation and logics)
 Once the registration is completed and the interface is set up, you will be ready to receive Transport Orders via the OOB

Figure 1: Onboarding process – Overview

1.1 Initial registration

Before the booking of the Outbound Order Book a general registration of an RIO account has to be done. To do so, follow the provided <u>https://rio.cloud</u>.

<u>Please note</u> that the person who will do the registration will be automatically the company administrator. As a company administrator you can invite further colleagues to your RIO account (e.g. the whole dispatch department).



After opening the link you will see the following page.

Figure 2: Welcome page RIO

By clicking on the "Visit RIO Platform" button, you will be directed to the Login and register page.

When you don't have an account yet, you can now start with the registration process. Otherwise please proceed with chapter 1.2. To register a new account click on the link "Register here".

	Login
Username	Email address or phone number
Password	
	Forget password
	Polgot password
Don't have an account Register here	t yet?
0	
	Login

Figure 3: Login and register page

In the following step you have to select your region.



Figure 4: Register process – step 1

Then fill in your company data.

	Company data	
Name of company*	VAT ID*	
Street*	House	2 NO.*
Post code*		
Town/icity*		
Country*		~
By creating your company a an administrator, you can in assign administrator rights I Please note: Only one user created and invited by the a	ccount, you are the first user and receive a vite additional employees from your cor to other users. can initially register from each company. A dministrator in the user management sect	idministrator rights. As npany to be users and Il other users must be ion.
Do unu almandu baun an ann		_

Figure 5: Register process – step 2

After following the 2 steps above your general RIO Registration will then be completed. Now you can log in.

1.2 Book the OOB in Marketplace

After your successful Login you can follow the link to the RIO marketplace. Link: <u>https://rio.cloud/de/marketplace</u>

You will be redirected to the RIO marketplace.



Figure 6: RIO Marketplace

In the RIO Marketplace you will be able to select and book the Outbound Order Book.

Now you have to search for the Outbound Order Book. Alternatively use the following link. Link: https://outbound-order-book.rio.cloud/

You should directly be taken to the following page and can register with your VW data.



Figure 7: OOB page in RIO marketplace

In the registration process you will be asked to provide a username, your Volkswagen supplier number¹ and your DUNS-number. Moreover you have to decide whether you would like to use the "Frontend only" or the "Frontend and the interface".

¹ For your information: The Volkswagen supplier number is the supplier number that is used in business transactions with Volkswagen Group Logistics. This can be found in the contracts and in the supplier master data on the One.KBP (www.vwgroupsupply.com). The input is made as a six-digit number (without leading and ending zeros).

form registration					
	Register with your	shipper (Volkswage	n)		
In order to be able to exchange to	ransport orders with your shipper in the future, we ask	you to register once with them fo	or data exchange and to complete the following information		
liven name		Family name			
Fabian		Maier			
Company	Email		Phone number		
RIO	fabian.maier@rio.cloud				
Your supplier number		Your D-U-N-S number			
How would you like to use the outbound order bo	ok?				
 Web Portal only (RIO platform) Receive transport orders by logging 	into the outbound order book via the RIO Platform.	 Own interface and Web Portal (RIO platform) Receive transport orders in your own system via an interface. You can also use the RIO Platform for receiving transport orders at any time. 			
	(* to change your account	t data, please contact support			

Figure 8: VW specific company data

1.3 Authentication

The following step is the authentication of your given data by the Volkswagen Group Logistics. The verification will be done using your E-Mail and your Supplier number (from contract). After the Authentication is done by Volkswagen Group Logistics, your registration is completed.

1.4 Registration completed

Once the registration is completed you will be ready to receive Transport Orders via the OOB.

		• WELCOME	TRANSPORT ORDERS	SERVICE ORDERS					0	*
→ Inbox (2937) 📮 Er	n Route (14) 🕅 Finis	shed (27) 🖿 Archive	ed .	Select Status	~	Filter	Search for vehicle	or transport means		Ĵ
Load order / Transport order	Status	Model	Model group	© from		≎ to	Delivery date	Transport means	Action	
563232	UNCONFIRMED	🖶 Volkswagen Golf	1	Dummy Start	21.08.2023 15:00 - 23.08.2023 15:00	Dummy Destination	30.08.2023 23:59	-	✓ Confirm	
563206	UNCONFIRMED	🖶 Volkswagen Goll	1	Dummy Start	21.08.2023 13:19 - 23.08.2023 13:19	Dummy Destination	30.08.2023 23:59		✓ Confirm	



1.5 Setting up interface

If, during the registration process, you have chosen to use the "Frontend and the interface" you will be given the credentials to set up the interface.

Using the credentials you can then start the implementation of the interface. Therefore a special test API is already set up to support you.

You can find the API description at https://rio.cloud/de/apis/finished-vehicle-logistics

1.6 Registration completed

Once the registration is completed and the interface is set up, you will be ready to receive Transport Orders via the interface and the frontend in the Outbound Order Book.

2 Support

If you have questions regarding the initial registration please contact your operational contact person or get in touch with the Team Outbound Order Book via eMail <u>outbound.or-</u><u>der.book.vwag.r.wob@volkswagen.de</u>.