VOLKSWAGEN

KONZERNLOGISTIK

Onboarding Process Outbound Order Book

Responsible:	Team Outbound Order Book, KL-VD/C
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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.

The use of the Outbound Order Book requires an registration at the RIO platform and a the authentication by the Volkswagen Group Logistics as well

Initiate registration	• Visit the RIO Website (RIO | Logistikplattform für effizientere Transporte) • Start the registration process • Fill in company data (Name, Tax-ID, choose region)
Book the OOB in Marketplace	• 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	• Authentication by the Volkswagen Group Logistics • Verification of your identity by E-Mail and your Supplier number (from contract)
Registration Completed	• Once the registration **is completed** you will be **ready to receive Transport Orders via the OOB**
Setting up Interface	• Exchange of interface credentials • Implementation of interface • Testing interface (formal validation and logics)
Registration Completed	• 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 https://rio.cloud.

Please note 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".
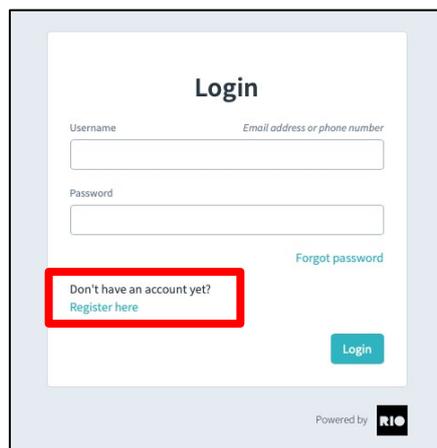
Figure 3: Login and register page

In the following step you have to select your region.
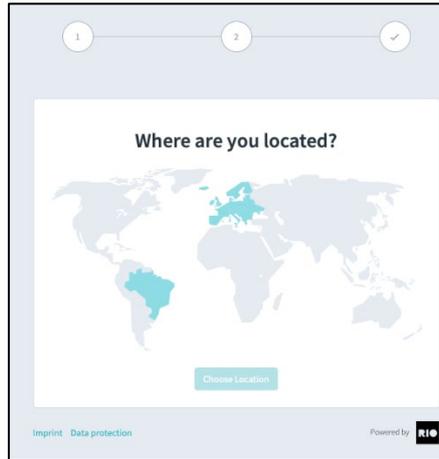
Figure 4: Register process – step 1

Then fill in your company data.

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: https://rio.cloud/de/marketplace

You will be redirected to the RIO marketplace.
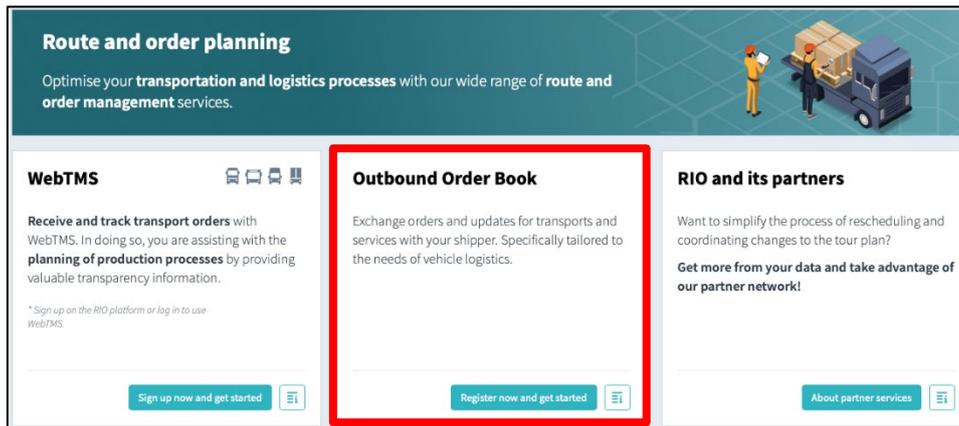
Figure 6: RIO Marketplace

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.
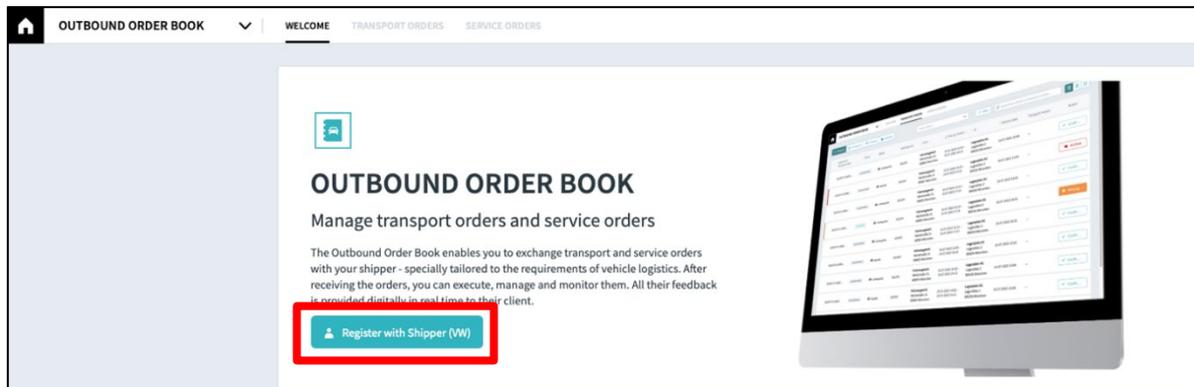
Figure 7: OOB page in RIO marketplace

In the registration process you will be asked to provide a username, your Volkswagen supplier number[1] and your DUNS-number. Moreover you have to decide whether you would like to use the "Frontend only" or the "Frontend and the interface".

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[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).

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.

Figure 9: Outbound Order Book Frontend

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 outbound.order.book.vwag.r.wob@volkswagen.de.