

The Registration Process

Supplier Integration Team (SIT)

Function of the platform

The Volkswagen Group has established the ONE.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

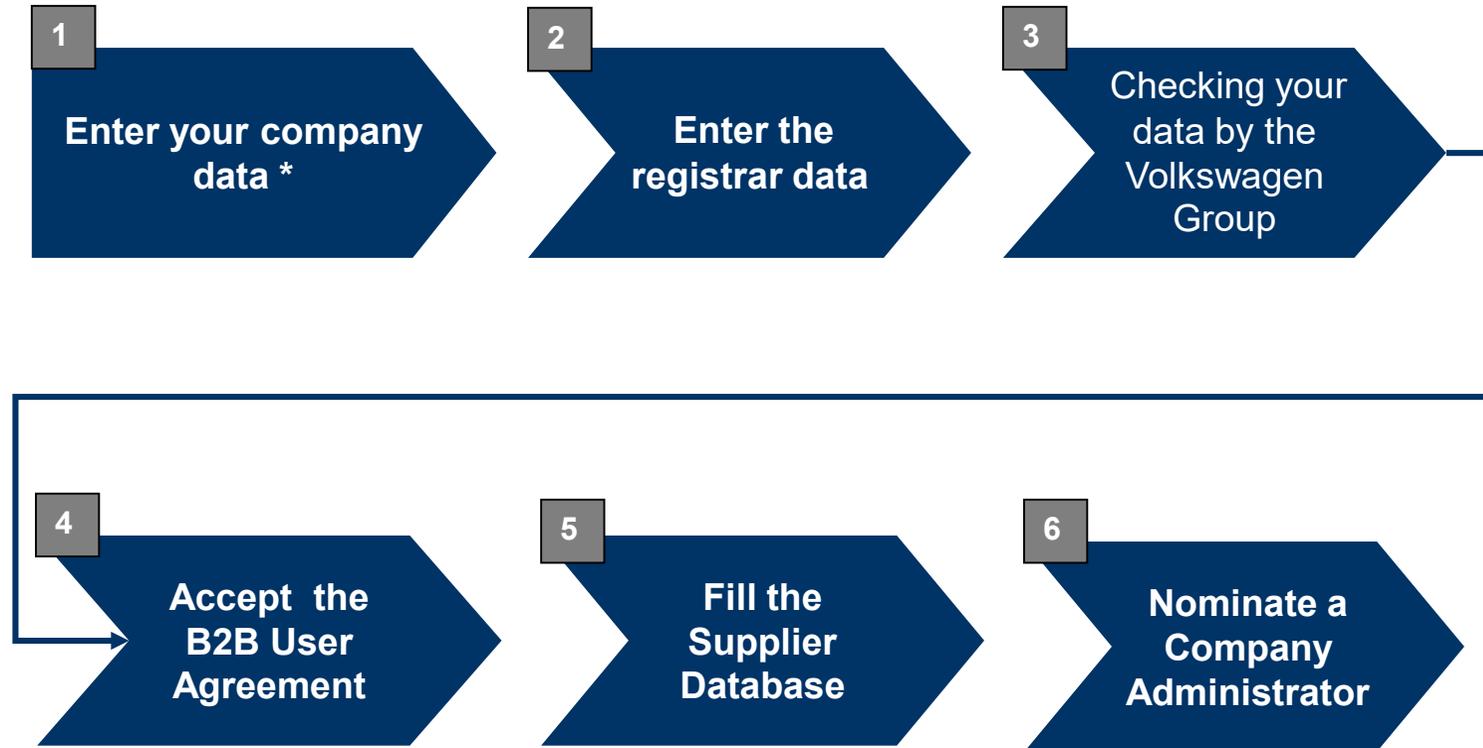
Becoming partner on ONE.Konzern Business Plattform: What does that mean?

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

The screenshot displays the Volkswagen ONE.Group Business Platform website. At the top, the Volkswagen Group logo is visible on the left, and 'EN DE RU' is on the right. A dark blue navigation bar contains several menu items: a home icon, 'Cooperation', 'Partner registration' (highlighted with a red box), 'Innovation', 'Legal Information', 'Support', and 'Login'. Below the navigation bar, the main heading reads 'Welcome to the ONE.Group Business Platform'. The page features a large image of a city street at night with light trails. Overlaid on this image is a semi-transparent blue box with the text 'Innovation' and 'Your innovation can be the beginning of a promising cooperation!'. To the right of the image, there is a logo for 'ONE.KBP' and a red box with a white 'i' icon and the text 'Covid-19 Coronavirus'. Below this, a message states: 'For information on the current situation with Covid-19 and the coronavirus please log in.' At the bottom of the page, there are two buttons: 'Login' and 'Register as a Partner' (highlighted with a red box).

Clicking on the button
“Partner registration” or
“Register as a Partner” 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

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

What is a DUNS?

Supplier Self-Registration

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

English

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

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

- What is a DUNS ?

Company Information

DUNS Number*

Company Name*

Address*

ZIP/Postal Code*

Provide a post box

Country*

State/district

City*

Company telephone* + - - -

Company fax + - - -

Company E-Mail

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

Extended system access Access to internal Volkswagen IT systems

next

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.

Please note that companies with multiple locations may also have multiple DUNS numbers. Please clarify in advance which DUNS number you would like to register.

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

Step 2: Registrar Information

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
What is a DUNS?

VOLKSWAGEN GROUP

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

Last name: Value is required
First name: Value is required
Please choose a gender.

Registrar Information

Salutation* Last name*

Last name prefix Last name appendix

First name* Gender* Please Select

Nationality Please Select Your preferred language* English

Address* ZIP/Postal Code*

Provide a post box Company country* Afghanistan

Company state/district Company city*

Company telephone* Company fax

Company E-Mail*

previous Submit

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

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.).

End of supplier self-registration

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

- What is a DUNS ?

VOLKSWAGEN
GROUP

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

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: **65614789629**

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 a link for setting your own password for the ONE.Konzern Business Plattform via two separate emails.

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



B2B-Team

DUNS: 999182223, registration on the Group Business Platform of the Volkswagen AG

An

Aufbewahrungsrichtlinie 0.1 Initialklasse (2 Jahre)

 Diese Nachricht hat unnötige Zeilenumbrüche.

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: 65950915178

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/one-kbp-pub/en/kbp_public/support/support.html).

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



Mi 31.08.2022 12:00

b2bteam

DUNS: 010101011, profile ID for the ONE.Group Business Platform of the Volkswagen AG

An

Dear everyone,

Thank you for the registration of your company on the ONE.Group Business Platform of the Volkswagen AG (VW Group Supply).

The registration was verified.

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

Your profile ID is:

To set your password, please click on the link below or copy the URL into your web browser.



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/one-kbp-pub/en/kbp_public/support/support.html).

Best regards

Your Team of the Group Business Platform

After a successful validation of the data the registrar receives an e-mail with the profile ID and a link to create the password for the ONE.Group Business Platform.

Login

User Management (UMS) | Datenklassifikation: Vertraulich

Passwort neu setzen

VOLKSWAGEN
GROUP

Nachfolgend können Sie Ihr neues Passwort definieren:

Neues Passwort:

Passwort wiederholen:

After clicking on the e-mail link, you will be prompted to create a password. Click "Ok" to complete the process.

User Management (UMS) | Datenklassifikation: Vertraulich

Passwort neu setzen

VOLKSWAGEN
GROUP

Ihr Passwort wurde erfolgreich geändert.

[Hier](#) gelangen Sie zurück zur Konzern Business Plattform.

After creating the password, you will receive a confirmation. By clicking on "Here" you get to the portal and can log in with your access data.

Login

VOLKSWAGEN GROUP

EN DE RU

Home Cooperation Partner registration Innovation Legal Information Support | **Login**

Welcome to the ONE.Group Business Platform

10 brands on the move

Ten brands with an individual identity and a common goal: mobility. For everyone, all over the world. All these brands work together with their partners on the Group Business Platform.

ONE.KBP **Covid-19 Coronavirus**

For information on the current situation with Covid-19 and the coronavirus please log in.

Login

Register as a Partner

As next step the registration has to be completed on www.vwgroupsupply.com

To login click on the button "Login".

Login

VOLKSWAGEN GROUP

Login with Password

User ID

Password

Forgot Password

Strong authentication with TOTP

PASSWORD LOGIN

Login using Certificate

VOLKSWAGEN PKI

CERTIFICATE LOGIN

Login via SecurID

User ID

PIN

Token 427913

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...).

In the second row you enter your own password. The correct way of writing should be taken into account. The password should be exactly matching (upper and lowercase is to be noted).

Login with Password

User ID

Password

Forgot Password

Strong authentication with TOTP

PASSWORD LOGIN

By clicking “PASSWORD LOGIN” you will get to the following steps.

Stage Two of Your Registration

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

- What is a DUNS ?

VOLKSWAGEN
GROUP

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

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

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

What is a DUNS ?

VOLKSWAGEN GROUP

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, 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 Group Services GmbH
B2B User Agreement
 Postfach 81478, 121
 PlatzNeueStr. 1
 Germany

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

[B2B Contract](#)

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

Step 4: B2B User Agreement

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.

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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 Group Services GmbH
 B2B User Agreement
 Postfach 101553
 50459 Köln, NRW
 Germany

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

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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

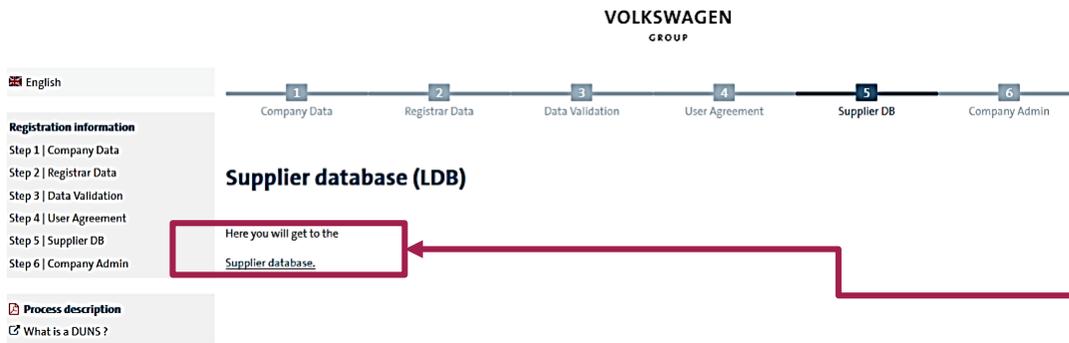
[B2B Contract](#)

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



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.

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...

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.			
<input type="button" value="Add"/>			

Contact persons of your responsibilities			
Surname	Business Division	Phone	E-Mail
This list contains no item.			
<input type="button" value="Add"/>			

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 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...

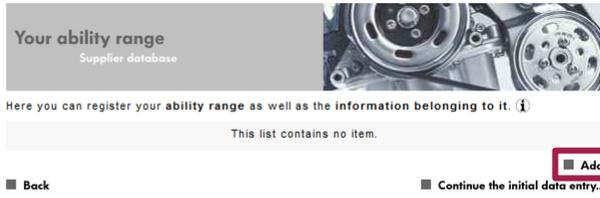
After clicking on “Save changes” the start page of the Contact data appears.

You may add additional contacts as well.

Otherwise by clicking on “Continue the 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

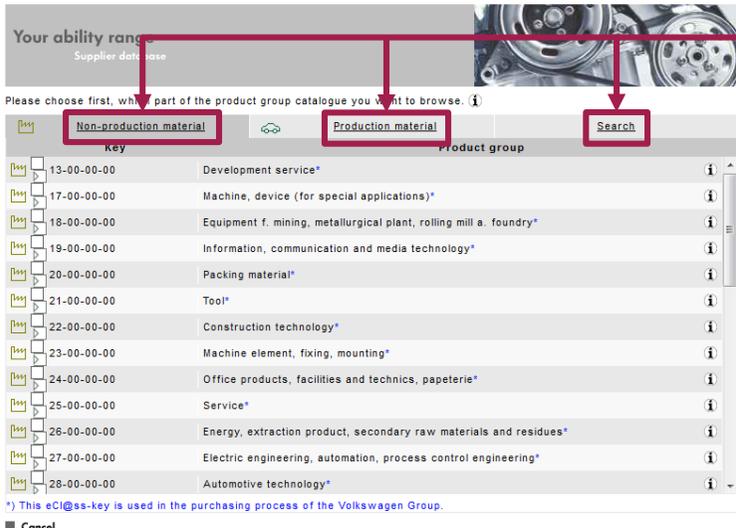


In the ability range you will have to choose what your company offers or manufactures.

To add the information click on “Add”.

General Information
Imprint

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



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

Non-production material	Production material	Search
Key	Product group	
<input checked="" type="checkbox"/> 20-04-00-00	Can (packing material)*	
<input type="checkbox"/> 20-04-01-00	Can (plastic, packing material)*	
<input type="checkbox"/> 20-04-02-00	Can (metal, packing material)*	
<input type="checkbox"/> 20-04-03-00	Can (paper, packing material)*	
<input checked="" type="checkbox"/> 20-04-04-00	Can (cardboard / paperboard, packing material)*	
<input type="checkbox"/> 20-04-04-01	Can (cardboard)	
<input type="checkbox"/> 20-04-04-90	Can (cardboard / paperboard, packing material, unclassified)	
<input type="checkbox"/> 20-04-90-00	Can (packing material, other)	
<input type="checkbox"/> 20-05-00-00	Bucket (packing material)*	
<input type="checkbox"/> 20-06-00-00	Drum (packing material)*	
<input type="checkbox"/> 20-07-00-00	Bottle (packing material)*	
<input type="checkbox"/> 20-08-00-00	Hobbock (packing material)*	
<input type="checkbox"/> 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.			

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

*) This eCl@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

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

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:

Valid until:

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 ⓘ

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 ⓘ
- Non-disclosure clause (SEAT) ⓘ

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 ⓘ

Upload a new document:

Document type: -- Please select--

Valid until: dd.mm.yyyy

Document path: No file selected.

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.

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 registration process for Volkswagen Group, specifically Step 6: Create a CompanyAdmin. At the top, a progress bar indicates the steps: Company Data, Register Data, Data Validation, User Agreement, Supplier DB, and Company Admin. The current step, 'Company Admin', is highlighted. Below the progress bar, the page title is 'Create a CompanyAdmin'. The main content area contains the following text:

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.

The tasks of a "Company Administrator"

- So the company administrator is the contact person of his company.
- Also, he is responsible for the users in LIMS (User Management System).
- He assigns and defines the users' roles on the B2B Supplier Platform or reviews their roles.
- If necessary, the company administrator sets new passwords for his users of the B2B Supplier Platform.
- He removes the data of the expired 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 LIMS.

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.

At the bottom left, there is a 'next' button highlighted with a red box and a red arrow pointing to it from the right.

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

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

- What is a DUNS ?

VOLKSWAGEN GROUP

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

Create a CompanyAdmin

Company Information

Company DUNS Number	99-917-5557	Company Name	
Company address		Company P.O. Box Zip	
Company P.O. Box		Company ZIP/Postal Code	
Company city		Company country	Germany
Company telephone		Company fax	
Company E-Mail			

Registrar Information

User-ID	D965369	Gender	male
First name	Max	Last name	
Telephone		Fax	
Department		E-Mail	
Your preferred language	German		

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

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

- What is a DUNS ?

VOLKSWAGEN GROUP

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

Registration complete!

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

