

Volkswagen requirements for suppliers during the quotation phase

Dear supplier:

The following matrix contains the documents that must be considered before to giving a quotation to Volkswagen of Mexico.

The information is organized by area and indicates which document is only for your information and which one is needed to be sent it back with required information to the appropriate contact, also document's path within Group Supply is specified.

We hope this matrix will help you in the Forward / Global Sourcing processes that you are participating with Volkswagen of Mexico.

Kind Regards,

Supplier Integration Team

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Department	Id.	Document	Send it back?	Applies to	Path within Group Supply	Contact Person	
Purchasing	1	General Conditions for Purchasing at Volkswagen de México, S.A. de C.V.	Info.	All suppliers	Information - Divisions - Procurement - Terms and Conditions of Purchasing - Volkswagen AG - Other Volkswagen locations	Forward Sourcing Process Forward Sourcer	
	2	Capacity Information Sheet	✓	All suppliers	Information - Divisions - Procurement - Demand Data Management		
	3	Price A, B, C definition	Info.	All suppliers	Applications - ESL - Start - Transaction search - into process - Standards & Documents	Global Sourcing Process Line Buyer	
	4	Enhanced FS Standard Package for Suppliers	Info.	Only interested suppliers			
Quality Assurance	4	Form Sheet Technical Factor (TF)	✓	All suppliers	Information - Divisions - Quality Assurance - Technical Requirements (QA)	Jose Luis Villanueva Martinez jose.villanueva@vw.com.mx +52 (222) 230-7244	
	5	Guidelines for transferring costs associated with supplier-caused field and 0 km complaints	Info.	All suppliers	Information - Divisions - Quality Assurance - Arrangements on Recourse procedures		
	6	Flyer - Concept Responsibility Agreement (KVV/KVQ)	Info.	All suppliers	Information - Divisions - Quality Assurance - Basic Requirements / Regulations (Quality Assurance)		
	7	Volkswagen Quality Requirements - Supplier Information for Graining	Info.	Only suppliers of grained parts	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen- Additional Information	-> Lizet Ariadna Martinez Merino lizet.martinez@vw.com.mx +52 (222) 230-9642	
	8	Formel Q	Info.	All suppliers	Information - Divisions - Quality Assurance - Formel Q		
	9	Devices and methods for the dimensional control	Info.	All suppliers	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen de Mexico - Downloads		
	10	QTR User's Handbook	Info.	All suppliers	Information - Divisions - Quality Assurance - Technical Requirements (QA)		
	11	QTR Form	✓	All suppliers			
	12	Subsupplier structure	✓	All suppliers		-> Elizabeth Otañez Allende elizabeth.otanez@vw.com.mx +52 (222) 230- 7543	
	13	LSA - Supplier Self Assessment	✓	Only new suppliers	Applications - ESL - Start - Transaction search - into process - Standards & Documents		
	14	Q LAH VW NAR Manual	Info.	All suppliers			
	15	Q process LH	Info.	All suppliers			
	Logistics	1	Logistics Standard Specifications Catalogue Version 12.2	Info.	All suppliers	Information - Divisions - Logistics - Requeriments Specifications	-> Carlos Maus Ratz carlos.maus@vw.com.mx +52 (222) 230 6602
		2	Area of application 2 - Volkswagen de Mexico S.A de C.V	Info.	All suppliers		
		3	Handbook of storables	Info.	All suppliers		
4		Packaging requirements imported engine parts	Info.	All suppliers			
5		General Conditions for Packaging Management National	Info.	All suppliers	Information - Divisions - Logistics - Brand Specific Logistics Documents - Volkswagen de México S.A. de C.V	-> Enrique Arzate Castro enrique.arzate@vw.com.mx +52 (222) 230-6617	
6		IT Requiremten for JIS Suppliers	Info.	Only JIS / JIT parts			
7		Handbook JIS / JIT	Info.	Only JIS / JIT parts			
8		Catálogo de Protección de Piezas Productivas - Tiguan	Info.	Only project Tiguan			
Government Relations	1	Foreign supplier handbook	Info.	Only foreign suppliers	Information - Compliance (al final de la pagina) - Volkswagen de México S.A. de C.V.	Julian Vargas D. Gonzalez relaciones.gubernamentales@vw.co m.mx	
	2	Supplier in Mexico handbook	Info.	Only national suppliers			
	3	Origin Information for deliveries to VWM	Info.	All suppliers	Applications - ESL - Start - Transaction search - into process - Standards & Documents	+52 (222) 303 5991	
Finance	1	Póliza de Seguro de Responsabilidad Civil valid , payed and with their right amounts depending on the job to be done into de VWM instalations (see attachment in this portal).	Poliza will be validated and reviewed, it will be confirmed by insurance dept with a stamp following the instructions & procedures from VW México.	All suppliers		Fausto Clemente Bello. Tel. +52 (222) 230 8015 Cel. (222) 125 7107	