

Volkswagen requirements for suppliers during the quotation phase

Dear supplier:

The following matrix was created as guide for you, to be considered during the quotation phase, this one show the documents that you should take in consideration before to quote. The information is organized by area and indicates which document is only for your information and which one you need to send it back with required information to the appropriate contact. There are two storage sources: ESL (Electronic Supplier Link) and Group Supply Portal accordingly it is pointed out where you can find the information.

We hope this matrix will help you in the Forward Sourcing processes with Volkswagen of Mexico.
Kind Regards

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Departament	Id.	Document	Send it back?	Applies to	Storage source	Path	Contact
Procurement	1	General Conditions for Purchasing at Volkswagen de México, S.A. de C.V.	Info.	All suppliers	Group Supply	Information - Divisions - Procurement - Procurement Terms and Conditions - Volkswagen de Mexico	Responsible Forward Sourcer
	2	Capacity Sheet	Info.	All suppliers		Information - Divisions - Procurement - Demand Data Management	
	3	Price A, B, C definition	Info.	All suppliers		Information - Divisions - Procurement - A-B-C Price Definition	
	4	Enhanced FS Standard Package for Suppliers	Info.	Only suppliers interested	ESL	Information received into the RFQ	
Regress Management	1	Form sheet for defective sparts from the field (TVS)	✓	All suppliers	Group Supply	Information - Divisions - Quality Assurance - Search iHUB	Juan Manuel Pérez Santos (M-CMG2) juan.perez3@vw.com.mx
	2	Manufacturer's Code	Info.	All suppliers		Information - Divisions - Quality Assurance - Regress - Volkswagen Passenger Cars and Volkswagen Commercial Vehicles - Manufacturer Code (HCD)	
	3	Waiting list file	Info.	All suppliers		Information - Divisions - Quality Assurance - Regress - Volkswagen Passenger Cars and Volkswagen Commercial Vehicles - Guideline for Suppliers Cost Recovery of Field Failures	
Quality + Regress Management	1	Guidelines for transferring costs associated with supplier-caused field and 0 km complaints	Info.	All suppliers	Group Supply	Information - Divisions - Quality Assurance - Regress - Volkswagen Passenger Cars and Volkswagen Commercial Vehicles - Quality Management Agreement	
Quality Assurance	1	Form Sheet Technical Factor (TF)	✓	All suppliers	Group Supply	Information - Divisions - Quality Assurance - Regress - Volkswagen Passenger Cars and Volkswagen Commercial Vehicles - Technical Factor	Juan Manuel Pérez Santos (M-CMG2) juan.perez3@vw.com.mx
	2	Flyer - Concept Responsibility Agreement (KVV)	Info.	All suppliers	Group Supply	Information - Divisions - Quality Assurance - Basic Requirements / Regulations - Concept Responsibility Agreement (KVV)	-> Garcia Rueda, Rafael Alejandro (M-GQK/1) rafael.garcia@vw.com.mx
	3	Volkswagen Quality Requirements - Supplier Information for Graining	Info.	Only suppliers of grained parts		Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen de Mexico - QLAH General	
	4	Formel Q	Info.	All suppliers		Information - Divisions - Quality Assurance - Formel Q	
	5	Devices and methods for the dimensional control	Info.	All suppliers	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen de Mexico - QLAH General		
	6	Q LAH VW NAR Manual	Info.	All suppliers	ESL	Information received into the RFQ	
	7	Q process LH	Info.	All suppliers			
Purchasing Supplier Management	1	QTR User's Handbook	Info.	All suppliers	Group Supply	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen de Mexico - QTR	-> Lizet Ariadna Martinez Merino lizet.martinez@vw.com.mx
	2	QTR Form	✓	All suppliers	ESL	Information received into the RFQ	
	3	Subsupplier structure	✓	All suppliers			
	4	LSA - Supplier Self Assessment	✓	Only new suppliers			
Logistics	1	Logistics Standard Specifications Catalogue Version 12.2	Info.	All suppliers	Group Supply	Information - Divisions - Logistics - General Logistics Documents	-> Garcia Moreles, Vanessa (M-PLL/5) vanessa.garcia@vw.com.mx
	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			
	6	IT Requiremten for JIS Suppliers	Info.	Only JIS / JIT parts			
	7	Handbook JIS / JIT	Info.	Only JIS / JIT parts			
Government Relations	1	Handbook Proveedor Extranjero	Info.	Only foreign suppliers	Group Supply	Information - Supply Chain Sustainability - Compliance - Volkswagen de México SA de CV	-> Romero Gomez, Isaias (M-FDA) isaias.romero@vw.com.mx
	2	Handbook Proveedor Nacional	Info.	Only national suppliers			
	3	Origin Information for deliveries to VWM	Info.	All suppliers			
Finance	1	Matriz Insurance - Procurement	Info.	All suppliers	Group Supply	Information - Divisions - Finance - Volkswagen de Mexico	-> Araiza Navarrete, Jorge (M-FTT) jorge.araza@vw.com.mx