

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

Supplier Integration Team

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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	✓	All suppliers		Information - Divisions - Procurement - Demand Data Management	
	3	Price A, B, C definition	Info.	All suppliers	ESL	Information received into the RFQ	
	4	Enhanced FS Standard Package for Suppliers	Info.	Only suppliers interested			
Quality Assurance	1	Form sheet for defective sparts from the field (TVS)	✓	All suppliers	Group Supply	Information - Divisions - Quality Assurance - Technical Factor and Part Dispatch Control	Jose Luis Villanueva Martinez jose.villanueva@vw.com.mx +52 (222) 230-7244
	2	Form Sheet Technical Factor (TF)	✓	All suppliers		Information - Divisions - Quality Assurance - Manufacturer's Code	
	3	Manufacturer's Code	Info.	All suppliers		Information - Divisions - Quality Assurance - Arrangements on Recourse procedures	
	4	Guidelines for transferring costs associated with supplier-caused field and 0 km complaints	Info.	All suppliers		Information - Divisions - Quality Assurance - Concept Responsibility Agreement (KVV)	
	5	Flyer - Concept Responsibility Agreement (KVV)	Info.	All suppliers	ESL	Information received into the RFQ	Elizabeth Otañez Allende elizabeth.otanez@vw.com.mx +52 (222) 230- 7543
	6	Volkswagen Quality Requirements - Supplier Information for Graining	Info.	Only suppliers of grained parts			
	7	Formel Q	Info.	All suppliers	Information - Divisions - Quality Assurance - Formel Q		
	8	Devices and methods for the dimensional control	Info.	All suppliers	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen de Mexico		
	9	Q LAH VW NAR Manual	Info.	All suppliers	ESL	Information received into the RFQ	
	10	Q process LH	Info.	All suppliers			
KTM	1	Waiting list file	Info.	All suppliers	Group Supply	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen - Chargeback guidelines	-> Lizet Ariadna Martínez Merino lizet.martinez@vw.com.mx -> Fernando Fernández Molina fernando.fernandez@vw.com.mx +52 (222) 230-9642
	2	QTR User's Handbook	Info.	All suppliers		Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen de Mexico	
	3	QTR Form	✓	All suppliers		Information - Divisions - Quality Assurance - Quality Technical Requirements (QTR)	
	4	Subsupplier structure	✓	All suppliers	ESL	Information received into the RFQ	
	5	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	->Monica Sampieri Sandoval +52 (222) 230-7843 monica.sampieri@vw.com.mx (Interior & Connectivity) '-> Manuel Fierro Cruz +52 (222) 230 6989 manuel.fierro@vw.com.mx (Exterior & Powertrain) Octavio Flores Huerta octavio.flores@vw.com.mx (Metales)
	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 Requirementen 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	Handbook Proveedor Extranjero	Info.	Only foreign suppliers	Group Supply	Information - Sustainability, Compliance and Security - Brand specific information - Volkswagen de Mexico S.A de C.V	Julian Vargas D. Gonzalez relaciones.gubernamentales@vw.com.mx +52 (222) 303 5991
	2	Handbook Proveedor Nacional	Info.	Only national suppliers			
	3	Origin Information for deliveries to VWM	Info.	All suppliers	ESL	Information received into the RFQ	
Finance	1	Matriz Insurance - Procurement	Info.	All suppliers	Group Supply	Information - Divisions - Finance - Volkswagen de Mexico	Janet Gonzalez Perez janet.gonzalez@proved-vw.com.mx +52 (222) 230-8287
	2	Supplier outside of México, must quote the investment including VAT (Only if the tooling stays in the same country where will be the serie production), where VWM acquire tools produced in foreign countries and the VAT is not refundable.	Info.	All suppliers	Ley del IVA (SAT)	Information - Divisions - Finance - Volkswagen de Mexico	Eduardo Colon Figueroa , Impuestos, mail: jose.colon@vw.com.mx, +52 (222) 230 8439
	3	Regarding Mexican Laws, ourchase orders for Tooling must be addressed to the Production Site. Purchase Orders of Material should be addressed to Delivery Site.	Info.	All suppliers	Ley del Impuesto sobre la Renta (SAT)	Information - Divisions - Finance - Volkswagen de Mexico	Angel Primo Reyes, Impuestos, mail: angel.primo@vw.com.mx,+52 (222) 230-8469