

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

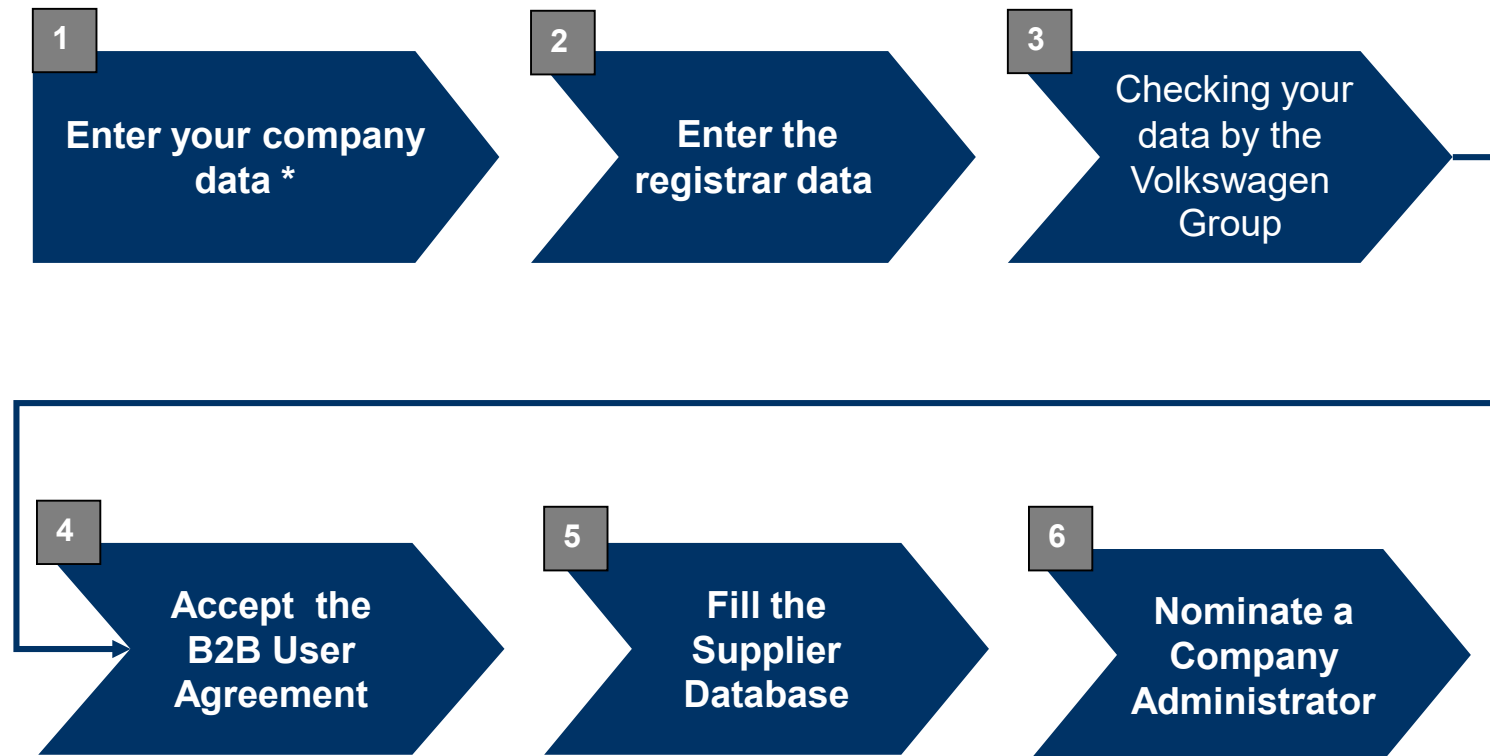
Becoming partner on ONE.Konzern Business Plattform: What does that mean?

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 shows the Volkswagen ONE.Group Business Platform website. The top navigation bar includes links for Home, Cooperation, Partner registration, Innovation, Legal Information, Support, and Login. The 'Partner registration' link is highlighted with a red box. A red arrow points from this link to a text box on the right that reads: 'Clicking on the button “Partner registration” or “Register as a Partner” takes you to the registration process.' Below the navigation bar, the main content area features a large image of a city street at night with light trails. Overlaid on this image is a blue box with the text 'Innovation' and 'Your innovation can be the beginning of a promising cooperation!'. To the right of the image is a section for 'ONE.KBP' with a 'Covid-19 Coronavirus' warning. Below this, there are two buttons: 'Login' and 'Register as a Partner'. The 'Register as a Partner' button is highlighted with a red box, and a red arrow points from the text box on the right to it.

VOLKSWAGEN GROUP

EN DE RU

Cooperation Partner registration Innovation Legal Information Support Login

Welcome to the ONE.Group Business Platform

Innovation
Your innovation can be the beginning of a promising cooperation!

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

Clicking on the button “Partner registration” or “Register as a Partner” takes you to the registration process.

Partner Registration

VOLKSWAGEN
GROUP

DE EN



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.



Start registration

The registration process

D-U-N-S- Number

Help on 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

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*

Country*

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

The screenshot shows the 'Registrar Information' step of the Volkswagen Group registration process. A progress bar at the top indicates the sequence: 1. Company Data, 2. Registrar Data (current step), 3. Data Validation, 4. User Agreement, 5. Supplier DB, and 6. Company Admin. A sidebar on the left lists the steps and provides a 'Process description' link. The main form area contains the following fields:

- Salutation:** A dropdown menu.
- Last name prefix:** A text input field.
- First name:** A text input field.
- Nationality:** A dropdown menu with 'Please Select' as the current selection.
- Address:** A multi-line text input field.
- Provide a post box:** A checkbox.
- Company state/district:** A text input field.
- Company telephone:** A text input field with a country code dropdown.
- Company E-Mail:** A text input field.
- Last name:** A text input field.
- Last name appendix:** A text input field.
- Gender:** A dropdown menu.
- Please Select:** A dropdown menu.
- Your preferred language:** A dropdown menu with 'English' selected.
- ZIP/Postal Code:** A text input field.
- Company country:** A dropdown menu with 'Afghanistan' selected.
- Company city:** A text input field.
- Company fax:** A text input field with a country code dropdown.

At the bottom of the form, there are two buttons: 'previous' and 'Submit'. A red arrow points from the 'Submit' button to a red box containing the text: '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-public/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

VolksWagen GROUP

User Management (UMS) | Datenklassifikation: Vertraulich

Passwort neu setzen

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.

VolksWagen GROUP

User Management (UMS) | Datenklassifikation: Vertraulich

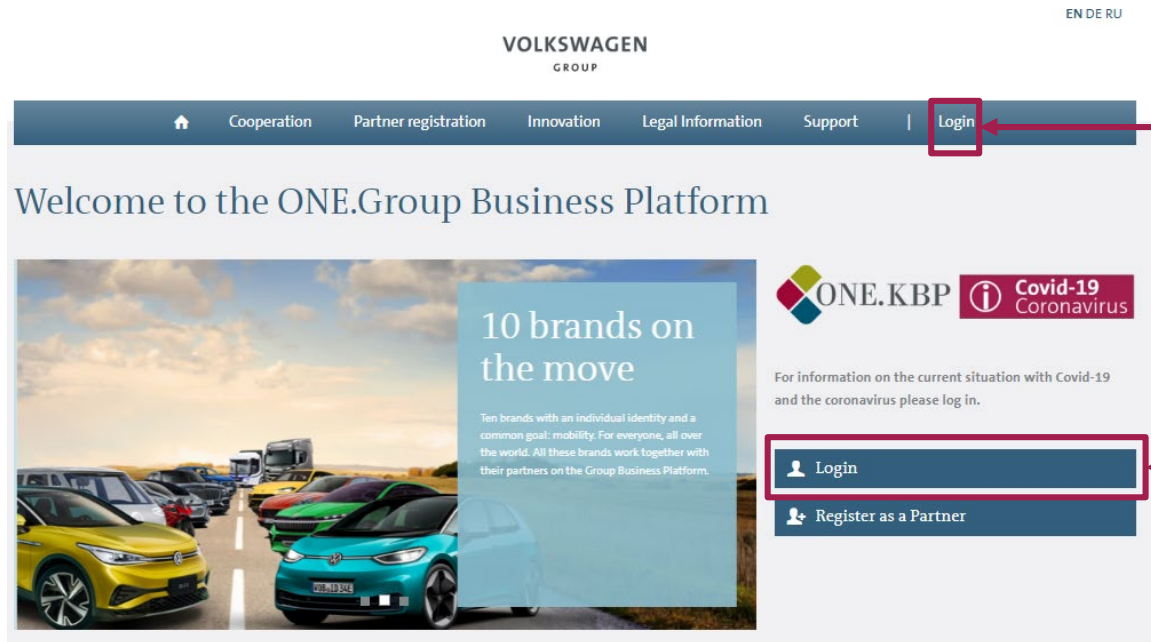
Passwort neu setzen

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



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

[Forgot Password](#)
☒ Strong authentication with TOTP
PASSWORD LOGIN

Login using Certificate

CERTIFICATE LOGIN

Login via SecurID

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

[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

1

Company Data

2

Registrar Data

3

Data Validation

4

User Agreement

5

Supplier DB

6

Company Admin

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, conduces 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 81475-1271

52459 Metzingen


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 ☐

Submit

[B2B Contract](#)

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

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

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 101550
 50458 Köln
 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 ☐

Submit

B2B Contract

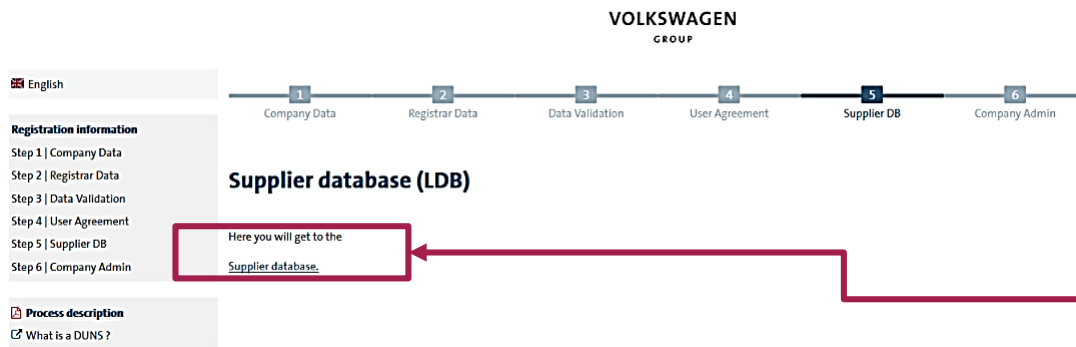
I agree to the terms and conditions below ☒

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 ⓘ

Address information Last Modification: 14.07.2017

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 (i)

Further Addresses			
	Street	Post Code / City	Country
This list contains no item.			

[Add](#)

Contact persons of your responsibilities

Surname	Business Division	Phone	E-Mail
This list contains no item.			

[Add](#)

[Back](#) [Continue the initial data entry...](#)

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
 Logout

Your contact data
 Supplier database

Please capture here information about businesswide contact partners. Please name one contact partner per responsibility. ¹

Contact partner

Salutation:* ¹

Title: ¹

Name:* ¹

Surname:* ¹

Business Division:* ¹

Department: ¹

Function: ¹

Remark: ¹

Languages

German: ☐

English: ☐

Spanish: ☐

other languages:

Contact Information

Phone:* ¹

Mobile Phone: ¹

Fax:* ¹

E-Mail:*

Contact Address

Company: ¹

Department P.O. Box: ¹

Street 1:* ¹

Street 2: ¹

Post Code* / City*: ¹

State:

Country:* ¹

(*) Fields with asterisks must be filled!

Responsibility Brands / Regions

☐ Volkswagen
☐ Audi
☐ Seat
☐ Skoda
☐ Africa
☐ Middle- and South America

☐ Bentley
☐ Bugatti
☐ Lamborghini
☐ Porsche
☐ Asia/Pacific
☐ North America

☐ Ducati
☐ Volkswagen Light Commercial Vehicles
☐ Scania
☐ MAN
☐ Europe

☒ * As the responsible company admin/ registrar, I hereby confirm that the affected persons have been informed transparently about the processing of their personal data by the participating companies of the Volkswagen Group in advance of the survey, with the [Data protection declaration](#) provided by the Volkswagen Group.

The contact data should be added here.

The fields with the * mark are mandatory.

In case you do not have different departments in your company, please enter the general manager/owner in the field Business Divisions “General Management”.

At the end please click on the button “Save changes”.

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

General Information
Imprint

Your ability range
Supplier database

Here you can register your ability range as well as the information belonging to it. [i](#)

This list contains no item.

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

To add the information click on “Add”.

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

General Information
Imprint

Your ability range
Supplier database

Please choose first, which part of the product group catalogue you want to browse. [i](#)

☒ Non-production material ☐ Production material

key	Product group	
13-00-00-00	Development service*	i
17-00-00-00	Machine, device (for special applications)*	i
18-00-00-00	Equipment f. mining, metallurgical plant, rolling mill a. foundry*	i
19-00-00-00	Information, communication and media technology*	i
20-00-00-00	Packing material*	i
21-00-00-00	Tool*	i
22-00-00-00	Construction technology*	i
23-00-00-00	Machine element, fixing, mounting*	i
24-00-00-00	Office products, facilities and technics, papeterie*	i
25-00-00-00	Service*	i
26-00-00-00	Energy, extraction product, secondary raw materials and residues*	i
27-00-00-00	Electric engineering, automation, process control engineering*	i
28-00-00-00	Automotive technology*	i

*) This eCl@ss-key is used in the purchasing process of the Volkswagen Group.

☐ 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

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

The screenshot shows a table with columns: Key, Product group, and a checkbox. The table lists various material groups under the 'Non-production material' tab. The 'Key' column contains hierarchical codes, and the 'Product group' column contains descriptions. A red box highlights a checkbox with an arrow icon next to the key '20-04-04-00'. A red line connects this checkbox to a text box on the right. Another red line connects a checkbox with a blank space to a text box below.

Key	Product group	Checkbox
20-04-00-00	Can (packing material)*	<input checked="" 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 type="checkbox"/>
20-04-04-00	Can (cardboard / paperboard, packing material)*	<input checked="" 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)*	<input type="checkbox"/>

*) 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.			

 Add contact

 Complete


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 eCI@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

 Back

 Add

 Continue the initial data entry...

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)

Type	Certifying Agency	Certification Exp. Date	Description
This list contains no item.			

Area	Description
This list contains no item.	

Type	Description	since
This list contains no item.		

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

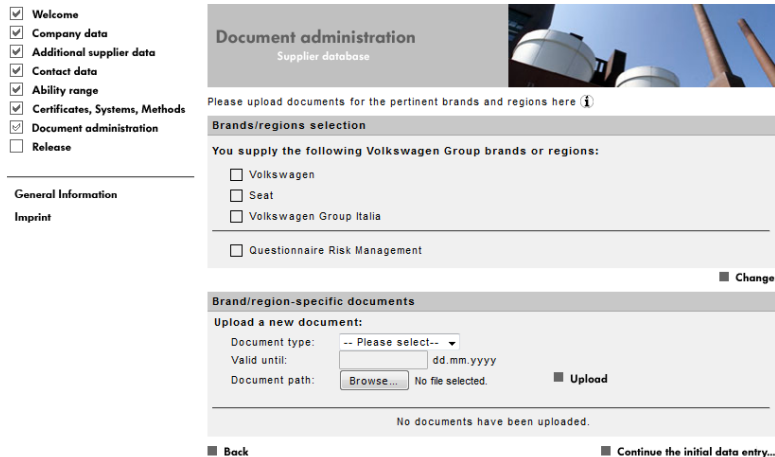
Please capture here your businesswide certificates. (i)

Certificate	
Type:*	AVSQ
Certificate no.:	
Description:	
Certifying Agency:*	
Certification Date:	
Certification Exp. Date:*	
Level:	-- no selection --

(*) Fields with asterisks must be filled!


With “Save Changes” the entries are saved.

Step 5: Supplier database – Document administration



The screenshot shows the 'Document administration' page for the 'Supplier database'. On the left is a navigation menu with a list of steps: Welcome, Company data, Additional supplier data, Contact data, Ability range, Certificates, Systems, Methods, Document administration (which is highlighted), and Release. Below this menu are links for 'General Information' and 'Imprint'. The main content area has a header 'Document administration' with a sub-header 'Supplier database' and a small image of industrial chimneys. Below the header, it says 'Please upload documents for the pertinent brands and regions here'. The 'Brands/regions selection' section asks the user to supply Volkswagen Group brands or regions, with checkboxes for Volkswagen, Seat, Volkswagen Group Italia, and Questionnaire Risk Management. A 'Change' button is next to this section. The 'Brand/region-specific documents' section allows uploading a new document, with fields for document type (a dropdown menu), valid until (a date field), and document path (a 'Browse...' button). An 'Upload' button is also present. At the bottom, it states 'No documents have been uploaded.' and has 'Back' and 'Continue the initial data entry...' buttons.


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 

Brand/region-specific documents



Upload a new document:

Document type:

Valid until:

Document path: No file selected. 

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.

[Back](#) **Complete**

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.

OK

With "OK" you enter the next step of the registration.

Step 6: Create a CompanyAdmin

The screenshot shows the 'Create a CompanyAdmin' step of the Volkswagen Group registration process. At the top, a progress bar labeled 'VOLKSWAGEN GROUP' shows six steps: 1. Company Data, 2. Registrar Data, 3. Data Validation, 4. User Agreement, 5. Supplier DB, and 6. Company Admin (the current step). The left sidebar contains 'Registration Information' (listing steps 1-6) and 'Process description' (with a link 'What is a DUNS?'). The main content area is titled 'Create a CompanyAdmin' and includes a paragraph explaining the role of the Company Administrator. Below this, a list of tasks for the Company Administrator is provided.

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?](#)

Create a CompanyAdmin

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 UMS (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 reviews the data of the applied 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 UMS.

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 last step you should nominate the CompanyAdmin who will be responsible for the administrative platform tasks.

next

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 address

Company P.O. Box

Company city

Company telephone

Company E-Mail

Company Name

Company P.O. Box Zip

Company ZIP/Postal Code

Company country Germany

Company fax

Registrar information

User-ID D965369

First name Max

Telephone

Department

Your preferred language German

Gender male

Last name

Fax

E-Mail

CompanyAdmin information

☐ Registrar becomes CompanyAdmin ☐ Create a new CompanyAdmin

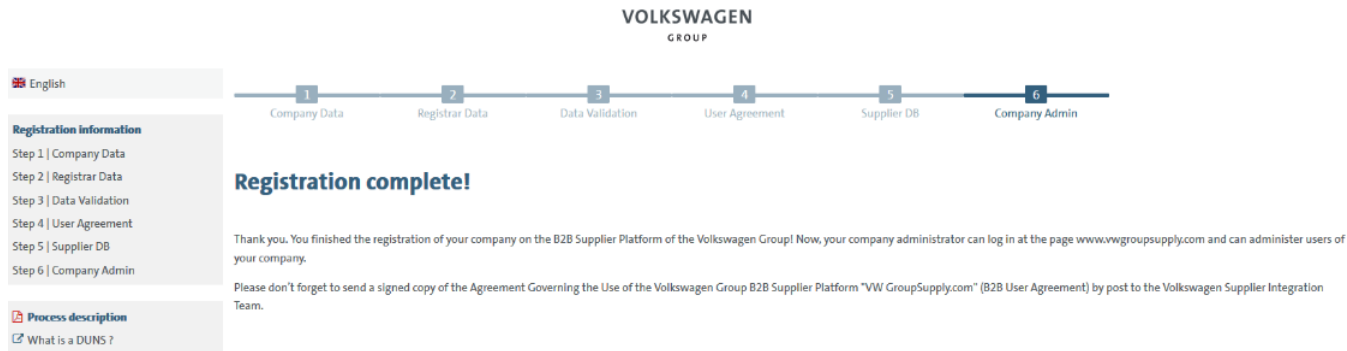
Submit

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



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

