

1

Acesse o Portal B2B

www.vwgroupsupply.com

e clique em
'Register as a Partner'

www.vwgroupsupply.com/one-kbp-pub/en/kbp_public/homepage/homepage.html



EN DE RU

VOLKSWAGEN
GROUP



Cooperation

Partner registration

Innovation

Legal Information

Support

Login

Welcome to the ONE.Group Business Platform



Login

Register as a Partner

To Supply Chain Grievance Mechanism

Communication

Terms and Conditions

Privacy policy of Group companies

Service

Sustainability

Terms of use

Here you can find all information concerning **communication**, **collaboration** and **data exchange** with the Volkswagen Corporation.

- Online Collaboration with MS Teams
- E-Mail Security
- Electronic Data Interchange (EDI) – Inbound – Material- and Packaging Flow Processes



2

Em seguida, clique em
'Start Registration'

Nesta tela você encontra o descritivo
geral do preenchimento no
Portal B2B

The screenshot shows a web browser window with the URL https://www.vwgroupsupply.com/one-kbp-pub/en/kbp_public/partner_registration_1/partner_registration_17rzez8r9w7hz.htm. The page has a dark blue navigation bar with links: Home, Cooperation, Partner registration, Innovation, Legal Information, Support, and Login. Below the navigation bar, the page title is "Partner registration" followed by "Partner registration" in a larger font. The main heading is "Becoming a partner on our ONE.Konzern Business Plattform: What does that mean?". Below this, a paragraph states: "You will become an authorized user of our ONE.Konzern Business Plattform by a multi-stage registration process. As a user, you will have access to those applications and information services activated for you." A red arrow points from the text "Start Registration" in the instruction box to a blue button labeled "Start registration" with a rocket icon. At the bottom, there are three tabs: "The registration process", "D-U-N-S- Number", and "Help on registration". The "The registration process" tab is active, showing the text: "The registration process consists of 6 steps which you need to complete as a prospective partner of the Volkswagen Group. Base for registration is the D-U-N-S® number, which is used as unique key." and the first step: "1. Enter your company data".

Partner registration

Partner registration

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

You will become an authorized user of our ONE.Konzern Business Plattform 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

The registration process consists of 6 steps which you need to complete as a prospective partner of the Volkswagen Group. Base for registration is the D-U-N-S® number, which is used as unique key.

1. Enter your company data

3

Nesta primeira tela você tem uma mensagem explicativa breve. Para seguir, clique em 'NEXT'

er Self Registration - Supplier X

<https://iso.volkswagen.de/ssr/faces/selfRegistration/start.xhtml>

80%



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

Further steps

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 Profile ID and a request to set your password in an email.

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

4

Em seguida, o CAPTCHA precisa ser resolvido para seguir com o preenchimento. Resolva o CAPTCHA e clique em 'Submit'

The screenshot shows a web browser window with the title "Supplier Self Registration - Supplier". The address bar displays the URL "https://iso.volkswagen.de/ssr/faces/selfRegistration/welcome.xhtml". The page header includes the "VOLKSWAGEN GROUP" logo. On the left, there is a sidebar with a language selector set to "English" and a "Registration information" section listing steps from "Step 1 | Company Data" to "Step 6 | Company Admin". Below this is a "Process description" section with links for "Further steps" and "What is a DUNS?". The main content area is titled "Supplier Self-Registration" and contains a blue banner with the text "Please enter the correct result to continue". Below the banner is a CAPTCHA challenge: "4 * 8 = " followed by an input field. A "renew" link is positioned below the input field. At the bottom of the challenge area is a "Submit" button. Red lines and boxes highlight the input field and the "Submit" button, with an arrow pointing from the instruction box to the "Submit" button.

Supplier Self Registration - Supplier

https://iso.volkswagen.de/ssr/faces/selfRegistration/welcome.xhtml

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

- Further steps
- What is a DUNS ?

Supplier Self-Registration

Please enter the correct result to continue

4 * 8 =

[renew](#)

Submit

5

A primeira tela do
preenchimento vai abrir.

Aqui você deve colocar os dados da
empresa **EXATAMENTE** como os
dados registrados no seu DUNS

Self Registration - Compan X



https://lso.volkswagen.de/ssr/faces/selfRegistration/registrationStep1.xhtml

70%



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

Further steps

What is a DUNS ?



Company Information

DUNS Number*

Address*

Provide a post box

☐

State/district

Company telephone*

 + - -

Company E-Mail*

Extended system access

☐

Access to internal Volkswagen IT systems

* = mandatory field

next

Company Name*

ZIP/Postal Code*

City*

Country*

Company fax

 + - -

Do you supply*

- ☐ Products for the production procurement
- ☐ Products for the non-production procurement

Siga para a próxima tela para verificar como identificar os dados do seu DUNS

5

Acesse o link ao lado para verificar seus dados registrados no DUNS.

Preencha o DUNS no campo de busca abaixo e clique em 'Search' (não precisa alterar outro parâmetro)

[UPIK-Plattform - Dun & Bradstreet \(dnb.com\)](https://dnb.com)

[UPIK® Platform Search](#)

What is the D&B D-U-N-S® Number?

How does D&B support UPIK®?

UPIK® - Unique Partner Identification Key ⓘ

Search for your company

Please enter an exact name or D-U-N-S Number of the company you are looking for.

🔍 Search here...

Germany ▼

Street

City

[Clear Search](#)

Search

5

O resultado aparece abaixo, com os dados da sua empresa conforme este exemplo. E, conforme apresentado aqui, você deve seguir com o preenchimento no Portal B2B.

Search for your company

Please enter an exact name or D-U-N-S Number of the company you are looking for.

[Clear Search](#)[Search](#)

Top 1 Search Results

VOLKSWAGEN TRUCK & BUS INDUSTRIA E COMERCIO DE VEICULOS LTDA

D-U-N-S® Number: 897792158

Company Address:

Av. FIGUEIRA BRANCA 1035 BLOCO A MZNINOMEZANINO SALA VOLKSWAGEN TRUCK B 13487-510
LIMEIRA (BAIRRO DOS LOPES)

The information is incorrect and you want to make changes?

5

Volte ao Portal B2B e preencha os dados, levando em consideração o seguinte:

Considerar como **COMPANY NAME** – exatamente como está (não abreviar!)

VOLKSWAGEN TRUCK & BUS INDUSTRIA E COMERCIO DE VEICULOS LTDA

D-U-N-S® Number: 897792158

Company Address:

Av. FIGUEIRA BRANCA 1035 BLOCO A MZNINOMEZANINO SALA VOLKSWAGEN TRUCK B
LIMEIRA (BAIRRO DOS LOPES)

The information is incorrect and you want to make changes?

Considerar como **CITY** – a cidade e o bairro exatamente como está, com parênteses

Considerar como **ZIP/POSTAL CODE** – o CEP deve ser incluído com hífen, sem ponto

13487-510

5

Portanto o preenchimento aqui ficará conforme segue.
Lembre-se de preencher os demais campos obrigatórios: o DUNS, telefone e e-mail e o seu tipo de fornecimento.

VOLKSWAGEN TRUCK & BUS INDUSTRIA E COMERCIO DE VEICULOS LTDA

D-U-N-S® Number: 897792158

Company Address:

Av. FIGUEIRA BRANCA 1035 BLOCO A MZNINOMEZANINO SALA VOLKSWAGEN TRUCK B 13487-510
LIMEIRA (BAIRRO DOS LOPES)

The information is incorrect and you want to make changes?

Company Information

DUNS Number*

89-779-2158

Address*

Av. FIGUEIRA BRANCA 1035 BLOCO A MZNINOMEZANINO SALA VOLKSWAGEN TRUCK

Provide a post box

☐

State/district

Company telephone*

+ 55 - 11 - 0

Company E-Mail*

emaildaempresa@emaildaempresa.com.br

Extended system access

☐

Access to internal Volkswagen IT systems

* = mandatory field

next

Company Name*

VOLKSWAGEN TRUCK & BUS INDUSTRIA E COMERCIO DE VEICULOS LTDA

ZIP/Postal Code*

13487-510

City*

LIMEIRA (BAIRRO DOS LOPES)

Country*

Brazil

Company fax

+ - - -

Do you supply*

- ☐  Products for the production procurement
☒  Products for the non-production procurement

Após preencher os dados, clicar em 'NEXT'

6

VOLKSWAGEN GROUP

Company Data Register Data Data Validation User Agreement Supply Chain Company Address

Last name: value is required
First name: Value is required
Please check a generic.

Registrar Information

Surname*

First name*

First name append*

Gender*

Nationality

Year of birth*

Address*

ZIP/Postal Code*

Country*

Company name*

Company city*

Company telephone*

Company FAX*

Submit

Preencha os dados e clique e **SUBMIT** para enviar sua solicitação de acesso.

Insira os dados da pessoa responsável por realizar o registro no Portal B2B aqui. Os dados são necessários para o envio do Login e Senha.

Por favor, observe o seguinte durante a entrada:

- O e-mail do registrador deve ser um **indivíduo** (termos como, por exemplo, “Suporte de TI” não é aceitável).
- O registrador é quem realiza o processo de registro (não necessariamente o gerente geral).
- Somente a entrada do alfabeto internacional é permitido aqui (sem “ß”, “ä”, “ü” etc.)
- O ID de e-mail deve ser personalizado (IDs de e-mail gerais não são aceitáveis; por ex. informações@...).
- O domínio do e-mail deve corresponder ao nome da empresa (sem endereços de e-mail gratuitos como por exemplo @yahoo.de; @web.de etc).

7

Ao concluir esses 3 itens de preenchimento, o fornecedor receberá a mensagem de confirmação e o número (registration number) da solicitação.

Um e-mail de confirmação também é enviado.

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

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 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

We look forward to a good, successful collaboration with you !

Yours Sincerely,

The Volkswagen B2B Team



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

Your 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

IMPORTANTE

O processo de avaliação pode levar até 3 dias úteis – caso receba um e-mail informando ERRO, verifique as orientações enviadas no e-mail, e envie a correção ou faça novamente esses 7 passos indicados.

Qualquer problema ou dúvida adicional, entre em contato com o suporte b2bteam@vwgroupsupply.com

Após uma avaliação bem-sucedida, o contato indicado como responsável pelo registro vai receber o login e o link para definir sua senha por e-mail. Abra seu e-mail e clique no link para seguir...



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

User Management (UMS) | Datenklassifikation: Vertraulich

Passwort neu setzen

VOLKSWAGEN
GROUP

Nachfolgend können Sie Ihr neues Passwort definieren:

Neues Passwort:

Passwort wiederholen:

OK Abbrechen

9

Após clicar no link, você vai ser direcionado ao sistema para criar a sua senha. Clique em OK para seguir

User Management (UMS) | Datenklassifikation: Vertraulich

Passwort neu setzen

VOLKSWAGEN
GROUP

Ihr Passwort wurde erfolgreich geändert.

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

9

Após criar a senha, você vai receber uma confirmação na tela do sistema.
Ao clicar em "Here" (o link na mensagem) você acessa o portal e pode fazer login com seus dados de acesso.

EN DE RU

VOLKSWAGEN
GROUP

Home Cooperation Partner registration Innovation Legal Information Support | Login

Welcome to the ONE.Group Business Platform



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

Login

Register as a Partner

10

A seguir o fornecedor deve acessar novamente o **Portal B2B** e continuar com o preenchimento

Clique em 'LOGIN'

11

O fornecedor deve acessar pelo primeiro campo denominado 'LOGIN WITH PASSWORD'

Entrar com o login enviado por e-mail (a informação que começa com 'D', no formato D12345)

No campo PASSWORD você vai entrar com sua nova senha cadastrada. Atenção a letras maiúsculas e caracteres.

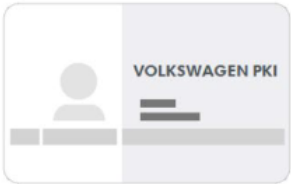
Após preencher seus dados, clique em 'PASSWORD LOGIN'

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GROUP

Login with Password

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

Login using Certificate


CERTIFICATE LOGIN

Login via SecurID

 427913
SECURID LOGIN

Login with Password

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

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

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Ao acessar você terá a explicação sobre as 3 fases seguintes

Clique em 'NEXT' para continuar

A seguir você terá acesso a informação relacionada ao 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 ID
- Step 6: Company Admin

Process description

What is a DUNS ?

13

Contrato do Usuário B2B deve ser impresso, assinado e enviado por correio para o endereço indicado abaixo. Apenas o cópia original é considerada para a aprovação. Antes de realizar o download, o B2B User Agreement deve ser aceito eletronicamente. Só depois do aceite eletrônico somando as demais etapas do registro, é que o cadastro pode ser finalizado.

Selecione a caixinha para confirmar que você aceita os termos de uso do Portal B2B e clique em 'SUBMIT'

Depois de clicar no botão "Submit" a opção "Next" é ativada. Clique em "Next" para prosseguir com o preenchimento.

The screenshot shows the 'B2B User Agreement' page of the Volkswagen Group B2B Supplier Platform. At the top, a progress bar indicates six steps: 1. Company Data, 2. Register Data, 3. Data Validation, 4. User Agreement, 5. Supplier DB, and 6. Company Admin. The current step is 'User Agreement'. The page contains the following text:

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 contained 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 100000
38440 Wolfsburg
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.

Below the text, there is a checkbox labeled "I agree to the terms and conditions below" which is checked. To the left of this checkbox is a link "B2B Contract". To the right of the checkbox is a "Submit" button. Red arrows from the text boxes on the right point to these elements: one to the checkbox, one to the "Submit" button, and one to the "B2B Contract" link.

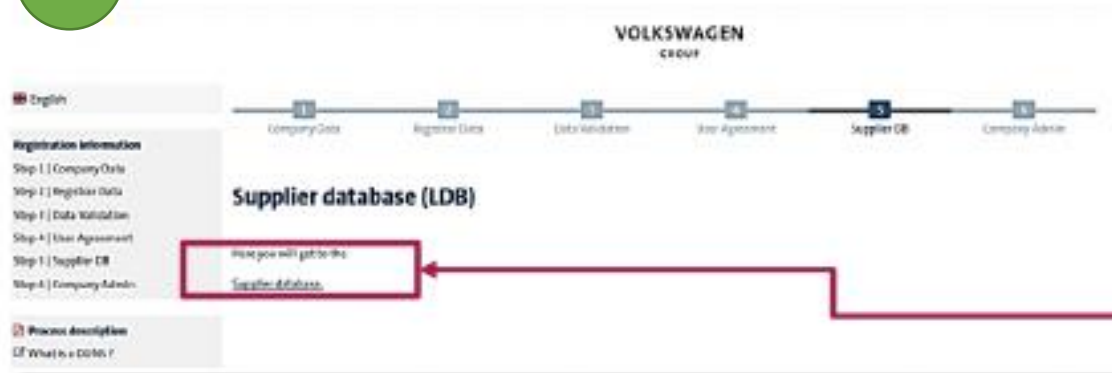
Envio para

Volkswagen Process Center Team
B2B User Agreement
Rothenfelder Str. 47

38440 Wolfsburg
Germany

Siga com as demais etapas

14



Clique em "Supplier Database"

15



Clique em "Continue Initial Data Entry"

- ☒ 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 (i)

Address Information Last Modification: 14.07.2017

Q&S D-U-N-S® No.: 11-812-1226

Company Name: BV PVT LTD

Trade Name:

Short name:

Street 1: KOKSAJI PUNE

Street 2:

Post Code: 410508 / City: PUNE

Additional postal address: -no selection-

P.O. Box:

P.O. Box Post Code/City:

State:

Country: India

Phone Switchboard: +91 - 554 - 4673-3356 +49 5384 9423-45

Fax Central: - - +49 5384 9423-95

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*

☐ Headquarters	☐ Accounting	☐ Sales / Marketing
☐ General Administration	☐ Procurement / Sourcing	
☐ Production / Assembly	☐ Distribution	☐ Warehouse / Storage
☐ Development	☐ Transportation	☐ Other

Back Continue the initial data entry...

Inserir o nome fantasia, ou um nome curto para a empresa

Inserir um endereço de e-mail geral da empresa

Aqui você vai definir a função específica desta unidade que está sendo cadastrada

17

Aqui você pode incluir informações adicionais. Esses campos não são obrigatórios, então se você tiver dúvidas, pode deixar em branco.

Clique em ***“Continue Initial Data Entry”***

18

A1 Você pode incluir endereços adicionais aqui, mas não é mandatório.

A2 Incluir pelo menos 1 contato e sua responsabilidade. Campo obrigatório.

Clique em ***“Continue Initial Data Entry”***

Nesta parte você vai definir quais serviços e/ou produtos sua empresa fornece.

Para adicionar uma nova informação clique em "Add"

Todas as opções disponíveis vão abrir. Você pode adicionar diretamente pelas opções Non-production ou Production, ou use a ferramenta de busca.

The screenshot displays the 'Classification' tab in the SAP S/4HANA Material Master. It shows a hierarchical tree structure of materials categorized by keys. The first column lists keys such as 20-04-06-00, 20-04-01-00, 20-04-02-00, etc. The second column contains descriptions like 'Can (packing material)*', 'Can (plastic, packing material)*', 'Can (metal, packing material)*', etc. A red box highlights the checkbox next to the key 20-04-06-00. A red arrow points from this checkbox to a text box on the right. Another red box highlights the checkbox next to the key 20-04-04-01. A red arrow points from this checkbox to another text box below it.

Ao selecionar o check box, o sistema vai abrir a estrutura de "árvore". O final da estrutura aparece quando a caixinha com a engrenagem aparecer.

Para adicionar um grupo de materiais na lista, clique em um check box branco ao lado do item correspondente.

* This class-key is used in the purchasing process of the Volkswagen Group.

■ Cancel

☐ No items assigned
Mouse click = adding items of the subtree

☒ General items of the subtree are assigned
Mouse click = comparing the remaining elements of the subtree

☒ All items of the subtree are assigned
Mouse click = Removing all items of the subtree

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

General Information
Printer

Your ability range
Supplier selection

Chosen ability: 2l Can (cardboard) 20-04-04-01

Here you can find information about ability specific contact partners for the selected product group.

Contact partner assigned for can (cardboard)

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

Add contact

Complete

Ao final você pode adicionar uma pessoa responsável para o grupo de habilidade definido. Essa opção não é obrigatória.

Para salvar, clique em "Complete"

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

General Information
Printer

Your ability range
Supplier selection

Here you can register your ability range as well as the information belonging to it.

General Ability

Icon	Ability	Product description	Unit
	20-04-04-01	2l Can (cardboard)	1
	20-04-04-02	2l Can (cardboard)	1
	20-04-04-03	2l Can (cardboard)	1
	20-04-04-04	2l Can (cardboard)	1

1) This category is required in the purchasing process in the Volkswagen Group.

☒ Supplier name and address are assigned. ☒ All items of this category are assigned. ☒ Supplier name and address are assigned. ☒ All items of this category are assigned.

☐ Back ☐ Add ☐ Continue to ability data entry...

Você pode continuar a adicionar outras habilidades clicando em Add ou continue com o preenchimento clicando em "Continue..."

Nesta etapa você pode adicionar suas certificações. Esta etapa também não é obrigatória. Clique em ADD para adicionar, ou em "Continue..." para prosseguir.

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

General Information
 Input

Your certificates, systems, methods
 Supplier database

Please insert here information about business-wide certification, systems, methods, innovations and patents. 

Type	Certifying Agency	Certification Exp. Date	Description
This list contains no item.			
IT Systems and methods			
Type	Description		
This list contains no item.			
Laboratory and testing methods			
Type	Description	Area	
This list contains no item.			
Innovations and patents			
Type	Description	Area	
This list contains no item.			

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

Para abrir a página de Input, clique em Add.

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

General Information
 Input

Your certificates, systems, methods
 Supplier database

Please capture here your business-wide certification. 

CERTIFICATE

Type:

CERTIFYING AGENCY:

CERTIFICATION DATE:

CERTIFICATION EXP. DATE:

Level:

 **PLEASE ENTER DETAILS ABOUT YOUR**

[Back](#) [Save changes](#)

Clique em Save para concluir

21

Esta etapa não é aplicável para a Volkswagen do Brasil. Clique em "Continue..." para prosseguir.

Clique em **"Continue Initial Data Entry"**

22

Quando todas as informações do Step 5 estiverem preenchidas, seus dados de entrada estão completos.

Complete

The supplier database will be closed automatically and redirects you back to the "following process" of your registration.

OK

Clique OK para prosseguir para o próximo (e último) Step

Ao concluir, uma mensagem vai aparecer informando que o preenchimento foi finalizado. Clique em Complete para finalizar essa etapa, e OK para prosseguir para a última parte.

Na última parte você vai definir o Company Admin, ou o administrador da conta da empresa no Portal. Essa pessoa é responsável por diversas atividades, como definição de novos acessos por exemplo.

VOLKSWAGEN
GROUP

German
English

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

Registration: (80 %) (80 %)

Create a CompanyAdmin

You have online confirmed the 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.

- So the company administrator is the contact person of his company.
- Also, he is responsible for the Users in UMG (User Management System).
- He assigns and defines the users' roles on the B2B Supplier Platform or revokes 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 coordinates them.
- He immediately deletes the data of former users in the UMG.

After you have taken notice of the rights and duties of a "Company Administrator", you, as a registrant, can accept this role or you can choose another person of your company in the following.

Download
(PDF, 18 pages, 1.1 MB)

Clique em "next"

next

Você pode incluir o "Registrar" (a pessoa definida no Step 2) ou incluir uma nova pessoa como administradora

VOLKSWAGEN
GROUP

German
English

Step 1 Step 2 Step 3 Step 4 Step 5 **Step 6**

Registration: (80 %) (80 %)

Create a CompanyAdmin

Company Information

UMG Number: 11-112-1126
Company Name: RV Pvt. Ltd.
Address: ROAD 5, PUNE
P.O. Box:
ZIP/Postal Code: 411001
City: PUNE
Country: India
Telephone: +91-20-44-4478-2026
Fax:
Company E-Mail:

Registrar Information

UMG ID: 0000000
Gender: female
Title:
First name: Rudhika
Last name: Varadach
Telephone: +91-20-44-4478-2026
Fax:
Department: UNDEFINED
E-Mail: rudhika.varadach@volkswagen.co.in
Your preferred language: English

CompanyAdmin Information

☐ Registrar becomes CompanyAdmin ☐ Create a new CompanyAdmin

Submit

Se o "Registrar" for a pessoa escolhida como administradora, selecione a opção "Registrar becomes CompanyAdmin"

Se for outra pessoa, selecione "Create a new CompanyAdmin", e clique em Submit – uma nova janela vai abrir para preencher os dados da pessoa responsável.

Ao concluir os 6 Steps, você receberá a mensagem de conclusão cadastral

VOLKSWAGEN GROUP

German
» English

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
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Registration:  (100 %)

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

 **Download**
(PDF, 10 pages, 1.1 MB)

Registration completed

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.