

VOLKSWAGEN

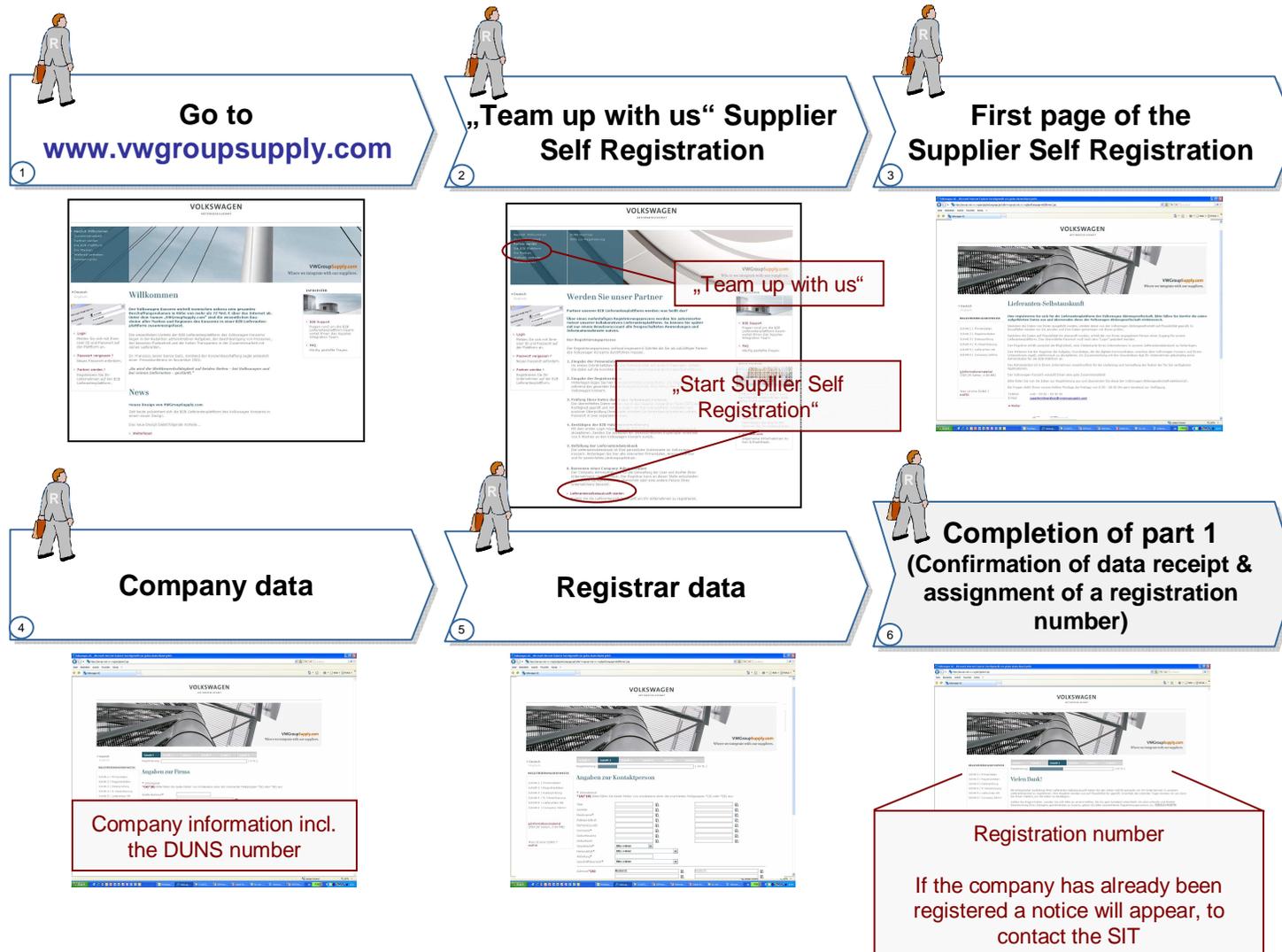
AKTIENGESELLSCHAFT

Process description

Registration of your company on
the B2B Supplier Platform
VWGroupSupply.com

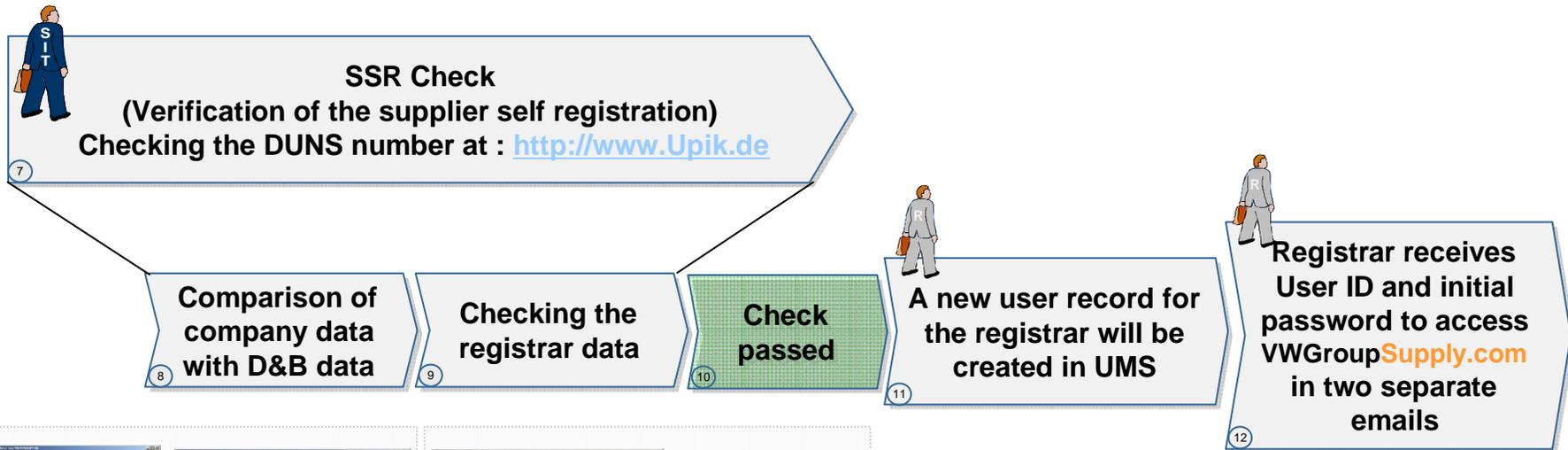
Supplier Self Registration SSR: Part 1 (Team up with us) of 3

The first part in registration on **VWGroupSupply.com** is to start the supplier self registration by clicking on to the link „Team up with us“. At this point the company registrar begins the registration process.



Supplier Self Registration SSR: Part 2 (Data check) of 3

After the company data has been sent the Supplier Integration Team (SIT) will verify the entered information with D&B. If the entered information matches the data provided by D&B, the SIT will authorize the company for the third part of the registration.



28.01.2009

Finishing Part 2

Now the company registrar is able to log onto the **VWGroupSupply.com** to continue with the third part of the registration process

Supplier Self Registration SSR: Part 3 (Additional information) of 3

To complete the registration process for using **VWGroupSupply.com** it is necessary to enter more information about the company into the Supplier Database, accept the B2B User Agreement and create a company administrator in UMS.



13 **First login to the secured area of the B2B supplier platform**



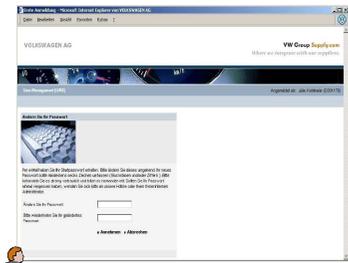
14 **Changing the initial password**



15 **Filling the Supplier Database, Accepting the B2B User Agreement, Nomination of company administrator**



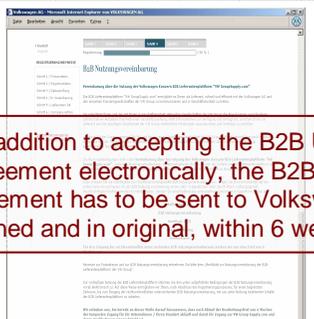
16 **Initial data entry into the Supplier Database**



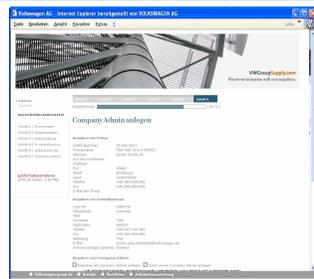
17 **Accepting the B2B User Agreement electronically**



18 **Creating a user profile for the company administrator in UMS**



In addition to accepting the B2B User Agreement electronically, the B2B User Agreement has to be sent to Volkswagen signed and in original, within 6 weeks.



Supplier Self Registration SSR: Part 3 (Additional Information) of 3

To complete the registration process for using **VWGroupSupply.com** it is necessary to enter more information about the company into the Supplier Database, accept the B2B User Agreement and create a company administrator in UMS.



The initial data entry into the Supplier Database is finished.



The B2B User Agreement has been accepted electronically.



A user profile for the company administrator has been created in UMS.

Registration process for using **VWGroupSupply.com** is complete.

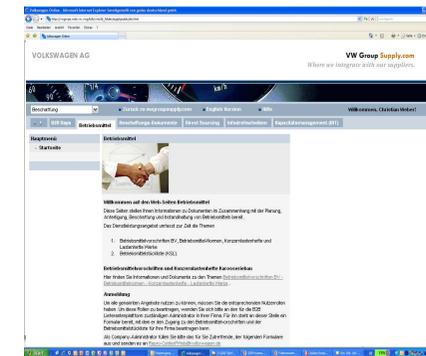
The supplier has temporary access to the B2B supplier platform until the original B2B User Agreement arrives.

Suppliers can access the B2B supplier platform at least for 6 weeks without the original User Agreement. After the expiration of this time limit, the account will be suspended automatically.



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Access rights to use specific applications can be assigned to the company administrator by Volkswagen.



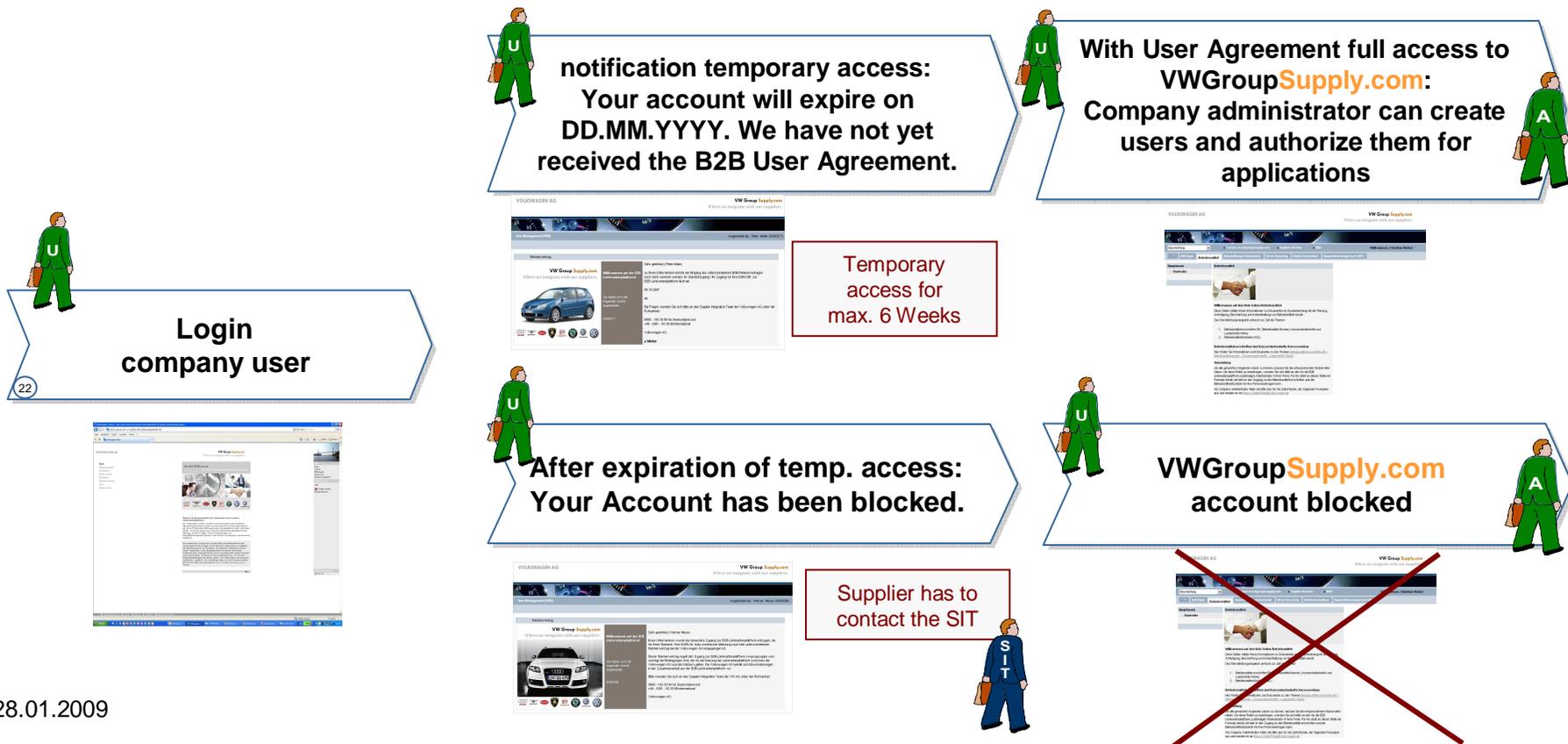
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The management of users and their access is done by the company administrator using UMS.

B2B User Agreement

Within the scope of the registration, the supplier has to first accept the B2B User Agreement electronically. Once it has been electronically accepted, the supplier has to send the signed original document to the Volkswagen Group. The B2B User Agreement defines the rules of how the Volkswagen Group and the suppliers interact on the B2B supplier platform.

After finishing the registration the supplier has limited access to the **VWGroupSupply.com** for six weeks. If the B2B User Agreement has not reached Volkswagen within this time limit, the limited access will be suspended. As soon as the original B2B User Agreement has arrived, the company will be granted full access rights.





Process description: Supplier Self Registration (SSR)

<p>1</p> 	<p>Go to www.VWGroupSupply.com</p> <p>The B2B Supplier Platform of the Volkswagen Group can be found on the internet at www.vwgroupsupply.com.</p> <p>The VWGroupSupply.com is divided into an extern and intern area. The latter is secured by the User-ID and the Password towards unauthorized access.</p>
<p>2</p> 	<p>“Team up with us” Supplier Self Registration</p> <p>At the top navigation bar of VWGroupSupply.com you can choose the menu item “Team up with us”, with which you can start the multistage registration process.</p> <p>You can find information on registration in the submenu, to D-U-N-S® number as well as to the link “Start Self Registration”, with which you can start part-1 of the registration process.</p>
<p>3</p> 	<p>Supplier Self Registration “homepage“</p> <p>After choosing the menu item “Start Self Registration” you go to the homepage of the Supplier Self Registration. Within this page, you get relevant information on registration process as well as on contact information from the Supplier Integration Team (SIT) of the Volkswagen Group.</p> <p>Please continue the registration process by clicking the red field “>> Next” at the bottom of the page.</p>
<p>4</p> 	<p>Company data</p> <p>Please fill in the D-U-N-S® number of your plant as it is the most necessary information on your company. Please note that we cannot cooperate with your company if the D-U-N-S® number is missing or wrong.</p> <p>The D-U-N-S® number is a 9-digit clear key that is given by Dun & Bradstreet. If you do not know the D-U-N-S® number of your company, you can search it worldwide via a phone book function at the UPIK-Project (Unique-Partner-Information) of VDA and D&B Germany www.upik.de. If you do not have a D-U-N-S® number for your plant, you should apply for one.</p> <p>While recording your company data, please note that there are further mandatory fields besides the D-U-N-S® number that should be completed. You have the opportunity to choose between information on a post office box, a place, and a summonable address.</p> <p>Via the differentiation “supplier for procurement of production material” and/or “suppliers for general procurement”, rules are already deployed on applications at the item of access right. At that item, it is advantageous to make already a correct choice.</p> <p>In the context of registration, it is possible to leave a short message to the Supplier Integration Team via additional information. This information has no influence to the process of a successful registration.</p>
<p>5</p> 	<p>Registrar data</p> <p>At information on contact person, you distinguish, cf. company data, between optional and mandatory fields. The mandatory fields must be completely completed with the information on the registrar.</p> <p>Please give your own company email address and not the general company address or your private email address.</p>



Company Registrar



Company Administrator



Supplier Integration Team



Process description: Supplier Self Registration (SSR)

<p>6</p> 	<p>Completion of part 1</p> <p>After you have recorded your data, entered the field “>> send” at the bottom of the page, and if your data is correct, you will get a confirmation that the Supplier Integration Team (SIT) has received your data. Moreover, you will get the registration number with which you can check the actual state of the processing at the SIT.</p> <p>Parallel to this information, we will send you an email as a confirmation that contains your registration number.</p> <p>If the online check of your data shows inconsistency or if your company is already registered on our platform, you will see the advice to contact the SIT on the website and you will get the same advice to your email so that the issue can be clarified.</p> <p>If your data at the online check is correct, part 2 “The SSR Check” of the registration will start at the SIT.</p>
<p>7</p> 	<p>SSR Check (The check of the Supplier Self Registration)</p> <p>After you >> sent your data, it will be available at the database of the Volkswagen Group. The Supplier Intergrarion Team (SIT) has access to this database for the status tracking.</p> <p>The checking of the company data takes place via the comparison with the data given by the DnB as well as via the check of the registrar data.</p>
<p>8</p> 	<p>Comparison of the company data with D&B</p> <p>If the company is already listed at the worldwide supplier database of Volkswagen, but is not registered at the VWGroupSupply.com, a validity check on the basis of the D-U-N-S® Number takes place towards the supplier database.</p> <p>Companies that are unknown to the Group, a data collation via the D-U-N-S® number takes place towards the UPIK®-database www.UPIK.de of VDA and the DnB Germany.</p> <p>If your company master data differs from that given by the Supplier Database or rather of UPIK®, your registration will be rejected. You will be advised to correct your data at UPIK® or rather to reregister your company at “Team up with us” with the correct company data.</p>
<p>9</p> 	<p>Registrar data check</p> <p>The Supplier Integration Team contacts the headquarter of the respective company by phone to check the registrar data.</p> <p>The headquarter of the respective company confirms the membership and the email address of the registrar to the Supplier Integration Team. If the registrar data is correct, we will accept the registrar.</p> <p>If there is not a clear identification, the registration will be rejected for reasons of safety. If necessary, the company is asked to reregister.</p>



Company Registrar



Company Administrator



Supplier Integration Team



Process description: Supplier Self Registration (SSR)

<p>10</p>	<p>Correct data</p> <p>If the company and registrar data are correct, the access data will be sent.</p> <p>If the company or the registrar data is incorrect, the registration process will be stopped.</p>
<p>11</p>	<p>Registrar gets a data set at the User Management</p> <p>At “company data”, you are registered automatically as a registrar with the personal data at the User Management which you have given at the registration process.</p> <p>For the completion of part 3 of the registration process you will be authorized to register yourself at the secured area of VWGroupSupply.com.</p>
<p>12</p> 	<p>Registrar gets User ID and password in two separate emails by the VWGroupSupply.com</p> <p>Via the automatic attachment of your registrar data at the User Management, you will get your User ID and initial password.</p> <p>For security reasons the registrar will get the User ID und initial password in two separate emails. We will send the emails to your email which can be found at the User Management.</p> <p>You can register your company at the secured area via the access data. Now, you can complete process part-3.</p>
<p>13</p> 	<p>First login at the secured area of VWGroupSupply.com</p> <p>The loading of VWGroupSupply.com takes place as it is described at 1.</p> <p>At the right navigation bar on the homepage you can find the button „Login“, with which you have access to the secured area of VWGroupSupply.com. Please note that you need your access data.</p>
<p>14</p> 	<p>Changing the initial password</p> <p>After entering your User ID and the initial password you will be asked via an input mask to change your password.</p> <p>Please enter your new password twice.</p> <p>After confirming your new password via the button “Accept” you are asked again to enter your new password. Now you can enter the secured area of VWGroupSupply.com.</p>
<p>15</p> 	<p>Completing LDB, B2B User Agreement, nomination of the company administrator</p> <p>At the following process, you will find links with steps to click on that should be finished at the secured B2B Supplier Platform. Please not that only with the completion of these steps the registration process is finished.</p> <p>See B2B User Agreement, Supplier database, Company Admin.</p>
<p>16</p> 	<p>Compete the initial fill of the LDB</p> <p>After you have chosen the item supplier database you will get to the initial fill of the supplier database.</p> <p>Here you are asked to complete the database with general information on your company up to your business activities. Via an assistant (see Wizzard) you are guided through the system.</p> <p>The initial fill is finished when you click “finish”.</p> <p>The company administrator can always change supplements, changes, and updates.</p>



Company Registrar



Company Administrator



Supplier Integration Team



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	<p>17 Confirmation B2B User Agreement</p> <p>At the menu item B2B User Agreement, you should first agree online on the described conditions to the use of the B2B Supplier Platform.</p> <p>If you click the menu item “I agree on the conditions described below” and if you then affirm the send button, the online confirmation is carried out.</p> <p>Within 6 weeks your signed agreement should arrive at the Volkswagen AG. At the item B2B user agreement, you can find and download the agreement in German and in English.</p>
	<p>18 To draw up a profile for the Company Administrator at the user administration (UMS)</p> <p>At the item “Company Admin” you should nominate the administrator who manages your plant at the B2B Supplier Platform.</p> <p>You have the opportunity to adopt your data as registrar and thus, to nominate yourself as admin or you can fill in new personal data so that you can set up a new person as the admin.</p> <p>The data will be automatically provided at the user administration and the administrator will get his access data in two separate emails.</p>
<p>19</p>	<p>Concluded registration process of VWGroupSupply.com</p> <p>You have a temporary access to the B2B supplier platform until the signed and mailed agreement has come in at Volkswagen. Please do not send it online.</p> <p>The access without the signed agreement applies maximal 6 weeks.</p>
	<p>20 Access right to the Company Admin</p> <p>The Supplier Integration Team passes application rights to the administrator who is registered at the UMS.</p> <p>The Company Administrator will be informed on access right via email.</p>
	<p>21 Administration of the User and applications via the Company Administrator</p> <p>The Company Administrator administrates the users and application rights at the user administration “UMS”, the secured area of the B2B supplier platform. Please see the menu item “Administration”.</p> <p>He is responsible for the activation and deactivation of the users and to pass on or to revoke rights.</p>
<p>22</p>	<p>B2B User Agreement</p> <p>After the registration has finished and you have again logged in, you will get to an advice page to the B2B User agreement.</p> <p>Here you can see, if you have already accepted the B2B User Agreement of the B2B Supplier Platform or not.</p> <p>If the User Agreement has not come in at Volkswagen, you will have a temporary access to the B2B Supplier Platform of maximal 6 weeks. Please do not send it online.</p> <p>If we get the signed User Agreement, the access to the B2B Supplier Platform will be unlimited.</p> <p>If Volkswagen has not received your accepted B2B User Agreement, the access to the B2B Supplier Platform will be stopped.</p> <p>In this case, please contact the Supplier Integration Team.</p>



Company Registrar



Company Administrator



Supplier Integration Team