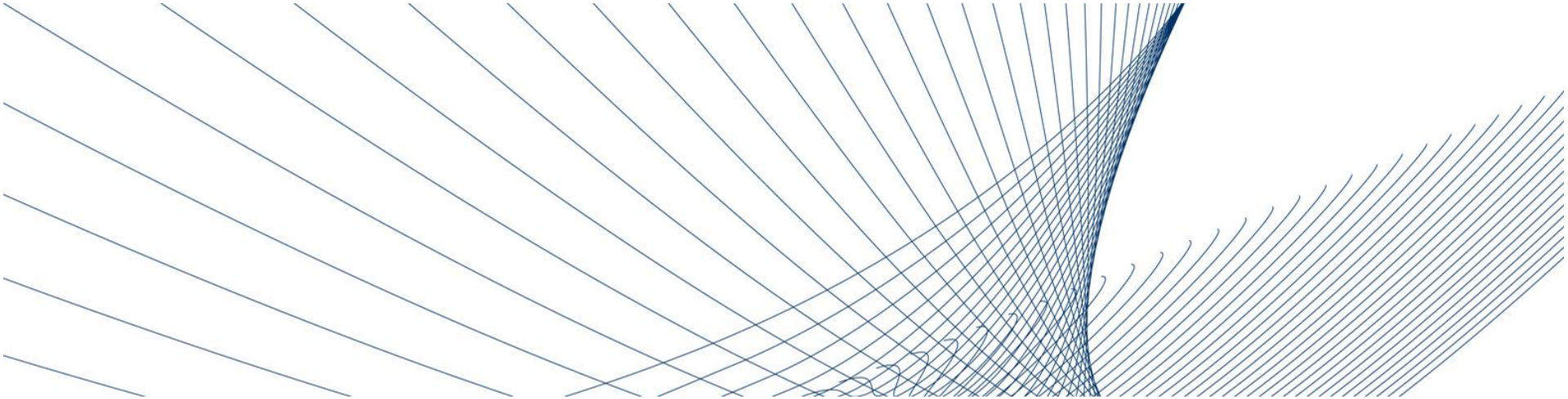
VOLKSWAGEN

AKTIENGESELLSCHAFT

PUBLIC
ÖFFENTLICH



The Registration Process

Supplier Integration Team (SIT)

Function of the platform

The Volkswagen Group has established the 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

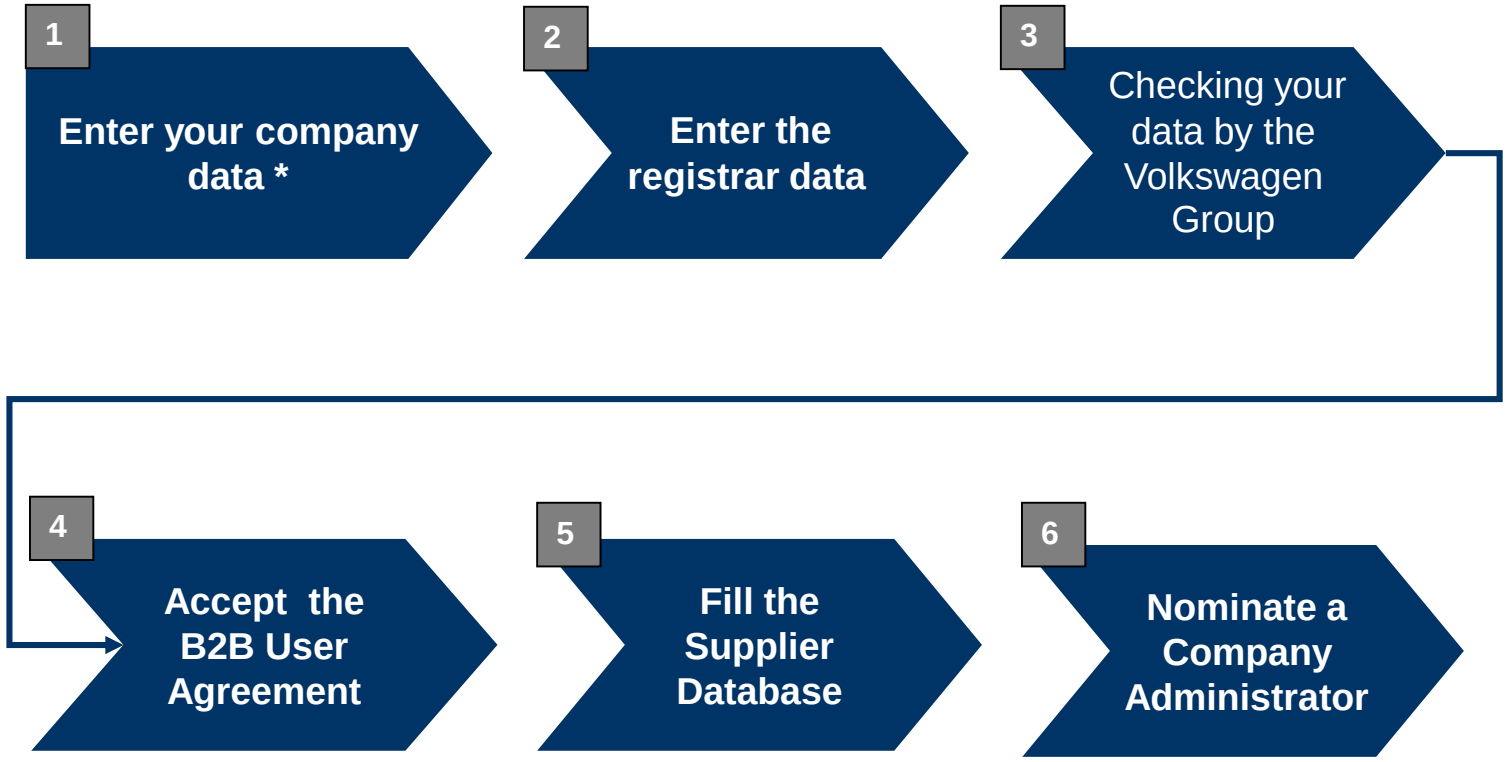
Becoming partner on ONE.Konzern Business Plattform: What does that mean?

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.

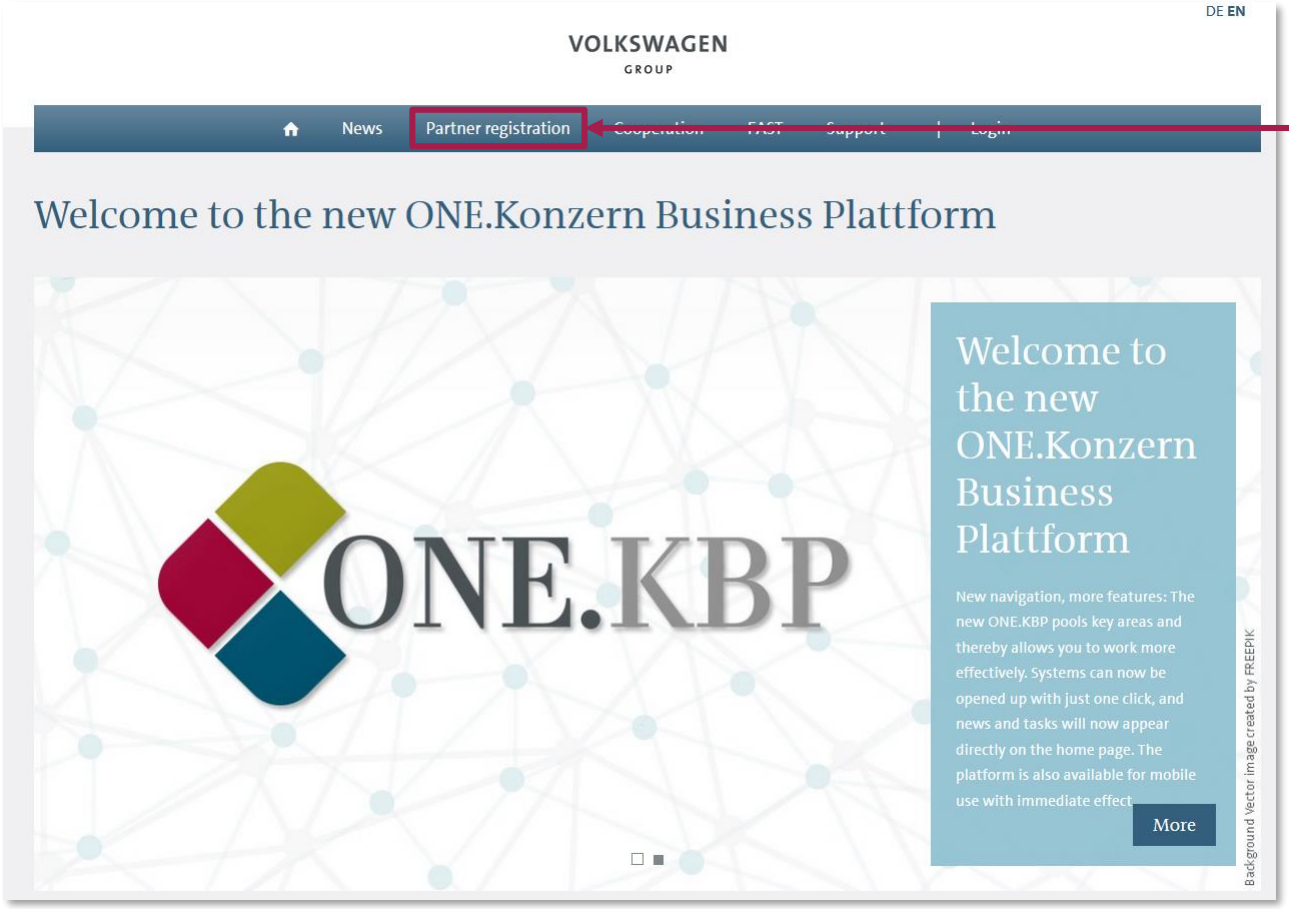
Registration overview



*** Text with bold formating:**
These steps are carried out by suppliers.

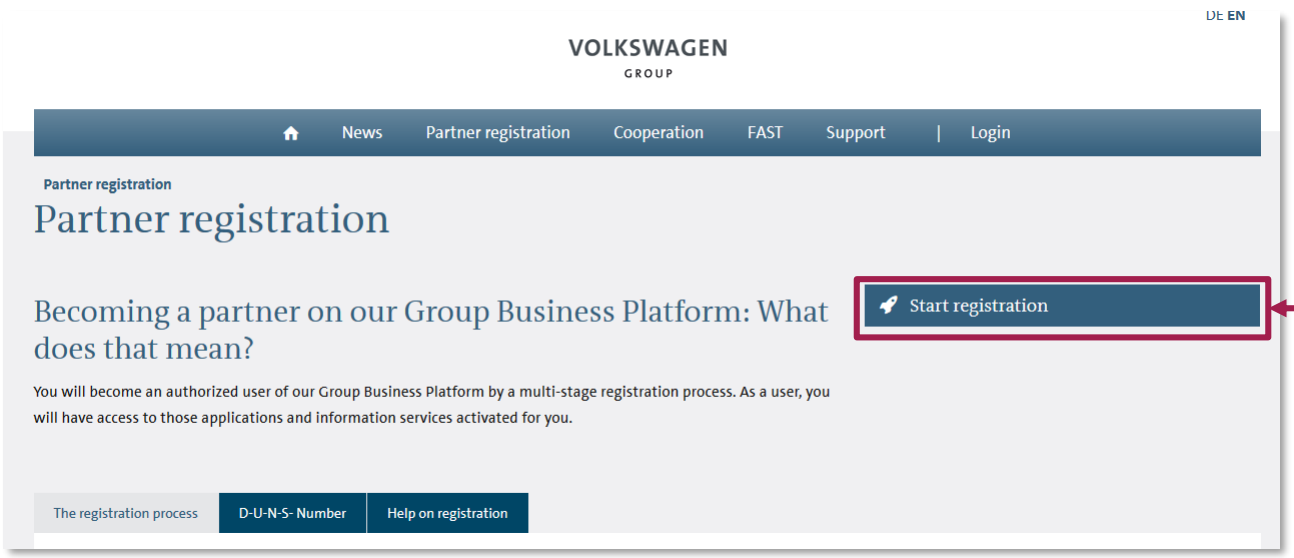
.

Partner Registration



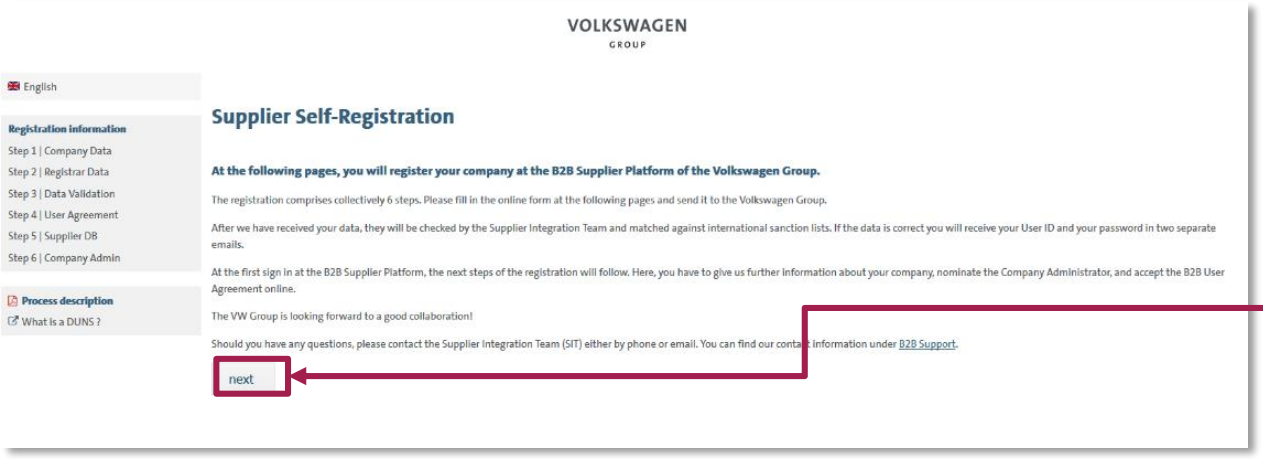
Clicking on the button **“Partner registration”** takes you to the registration process.

Partner Registration



Clicking the button **"Start registration"** starts the registration process.

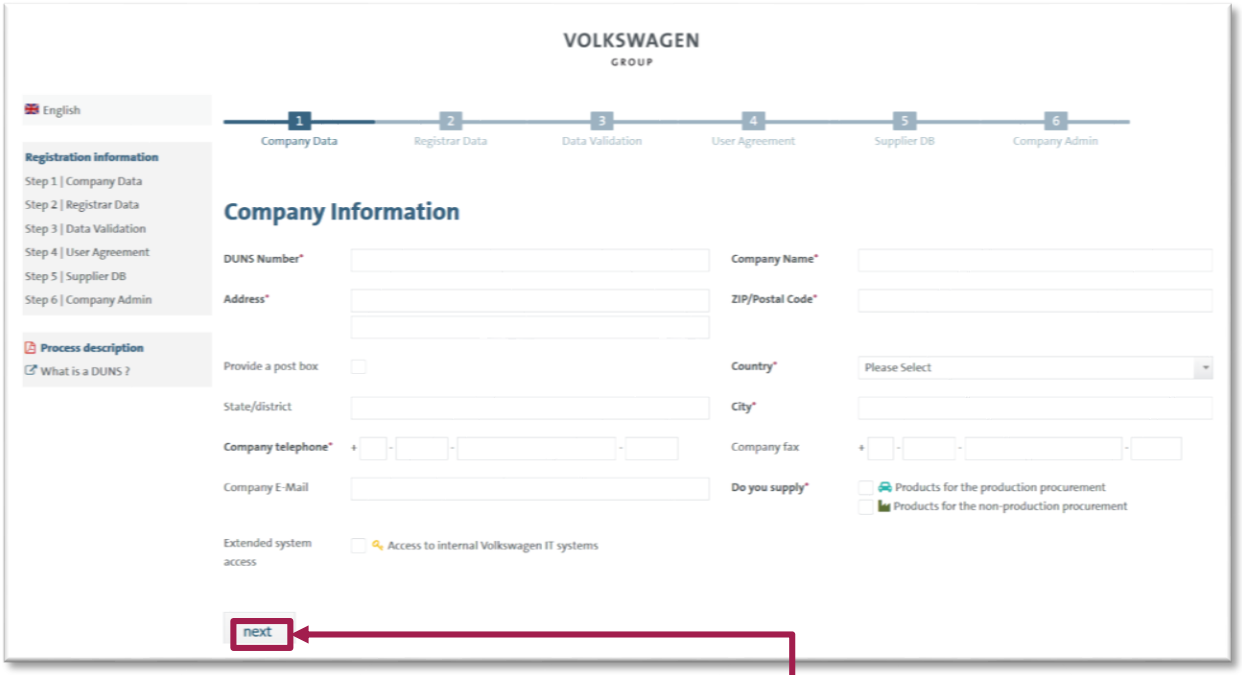
Supplier Self-Registration



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



Please enter here your company data.

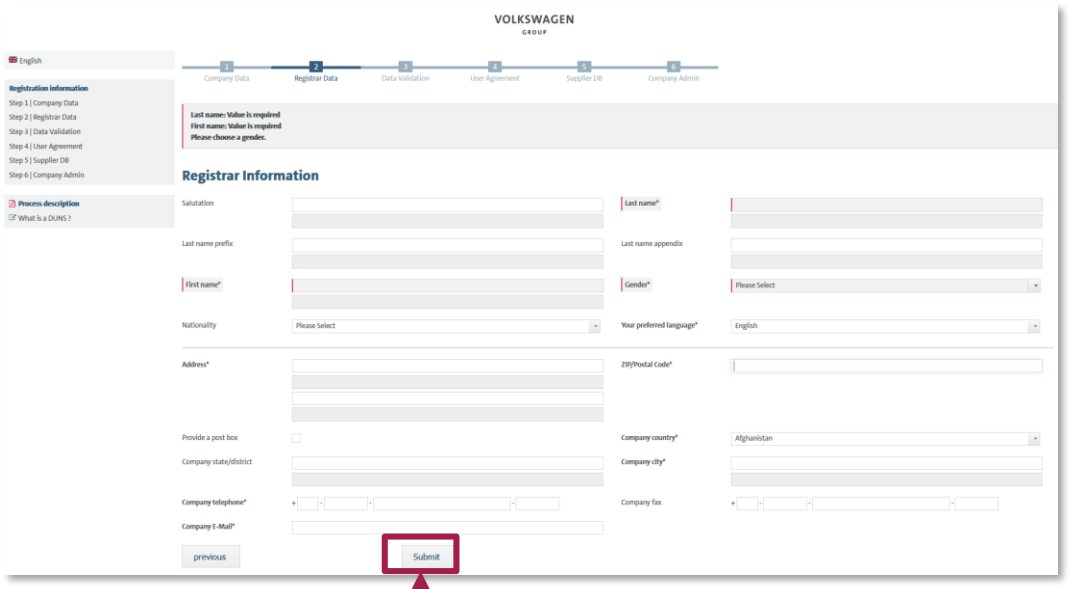
The fields of either (A) or (B) group should be filled.

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

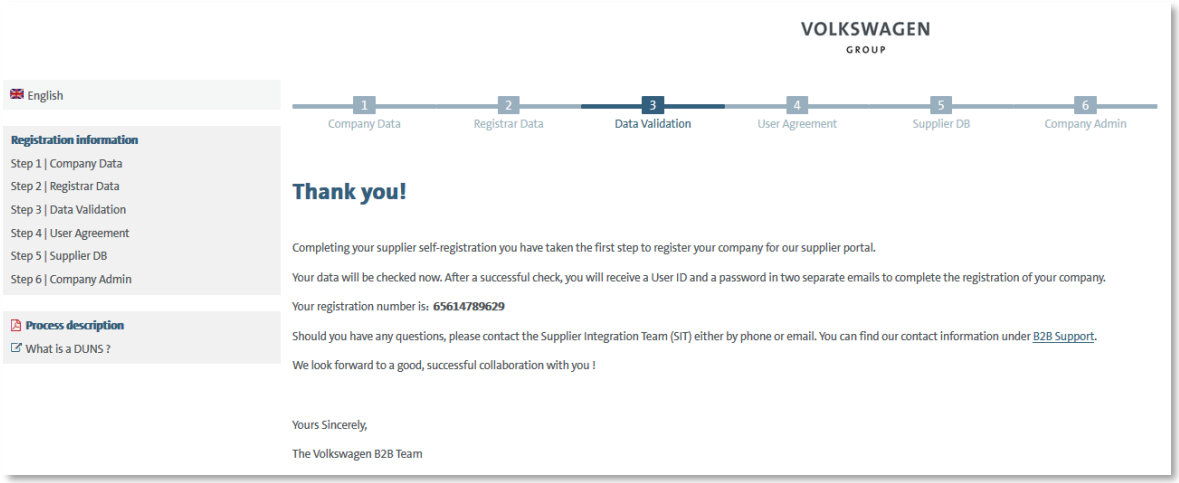


Submit the data by clicking on the button **"Submit"**. Any subsequent change is no longer possible.

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.).

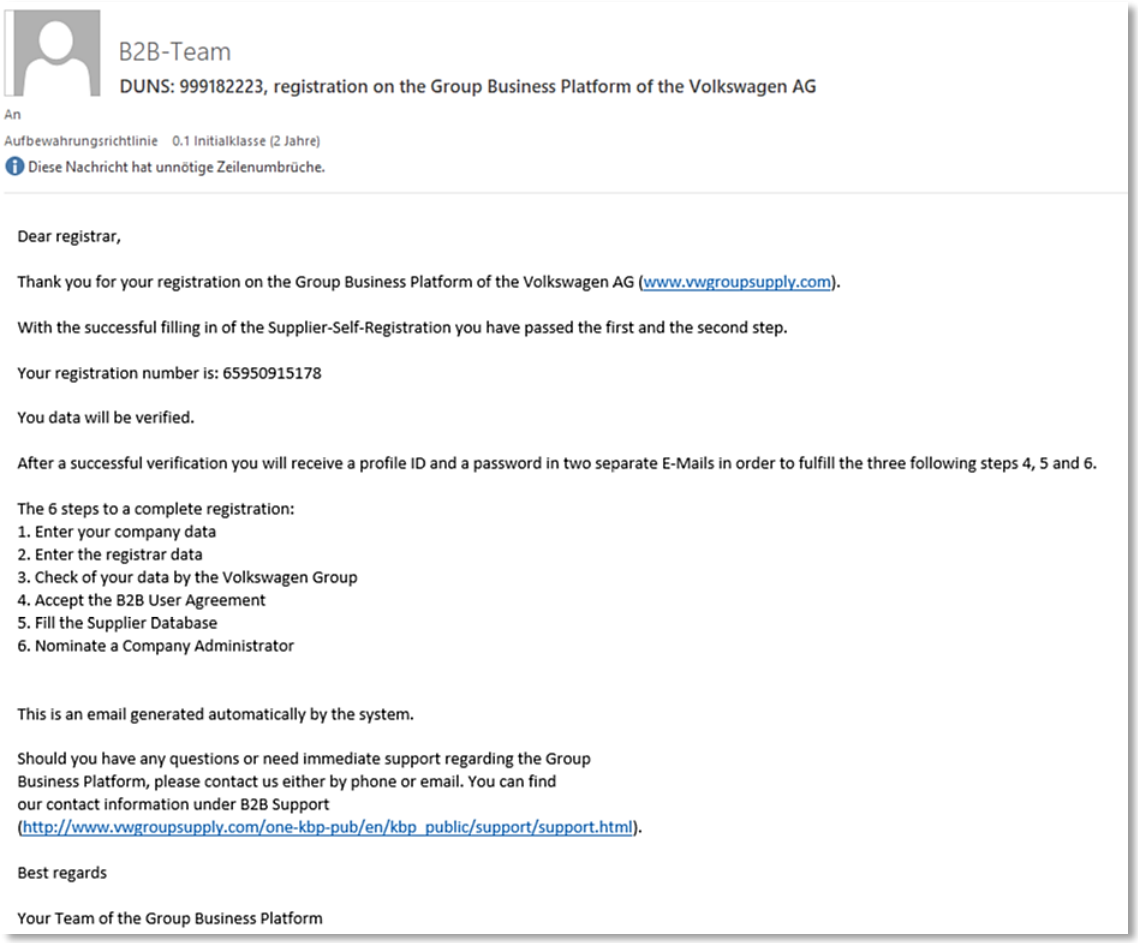
End of supplier self-registration



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.

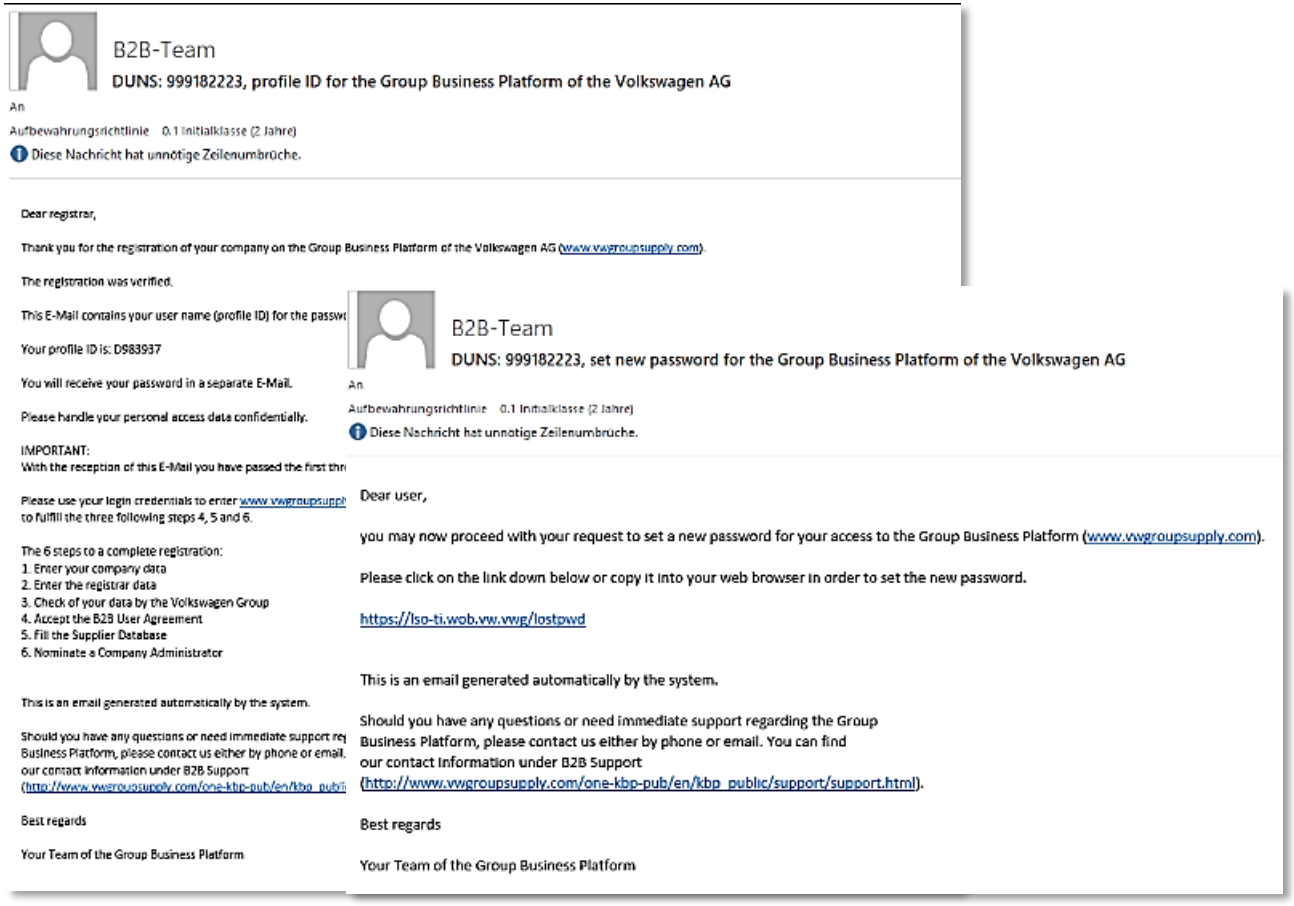
Should you have any questions or need immediate support regarding the Group Business Platform, please contact us either by phone or email. You can find our contact information under B2B Support (http://www.vwgroupsupply.com/one-kbp-pub/en/kbp_public/support/support.html).

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



B2B-Team

DUNS: 999182223, profile ID for 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 the registration of your company on the Group Business Platform of the Volkswagen AG (www.vwgroupsupply.com).

The registration was verified.

This E-Mail contains your user name (profile ID) for the passw

Your profile ID is: D983937

You will receive your password in a separate E-Mail.

Please handle your personal access data confidentially.

IMPORTANT:
With the reception of this E-Mail you have passed the first thr

Please use your login credentials to enter www.vwgroupsupph
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 re
Business Platform, please contact us either by phone or email.
our contact information under B2B Support
(http://www.vwgroupsupply.com/one-kbp-pub/en/kbp_publi

Best regards

Your Team of the Group Business Platform

B2B-Team

DUNS: 999182223, set new password for the Group Business Platform of the Volkswagen AG

An

Aufbewahrungsrichtlinie 0.1 Initialklasse (2 Jahre)

Diese Nachricht hat unnötige Zeilenumbrüche.

Dear user,

you may now proceed with your request to set a new password for your access to the Group Business Platform (www.vwgroupsupply.com).

Please click on the link down below or copy it into your web browser in order to set the new password.

https://lso-ti.wob.vw.vwg/lostpwd

This is an email generated automatically by the system.

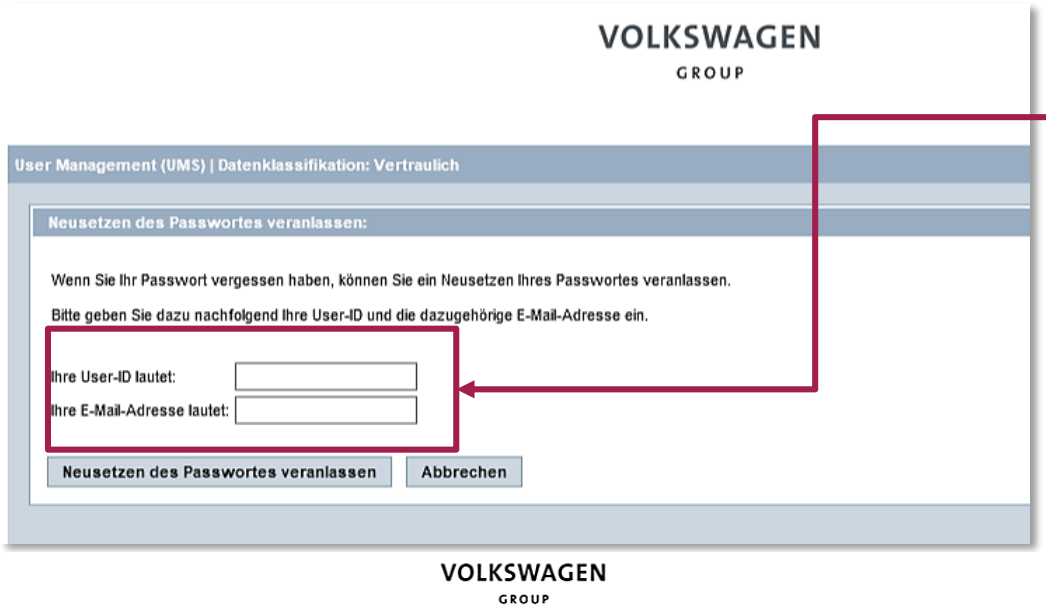
Should you have any questions or need immediate support regarding the Group Business Platform, please contact us either by phone or email. You can find our contact information under B2B Support (http://www.vwgroupsupply.com/one-kbp-pub/en/kbp_public/support/support.html).

Best regards

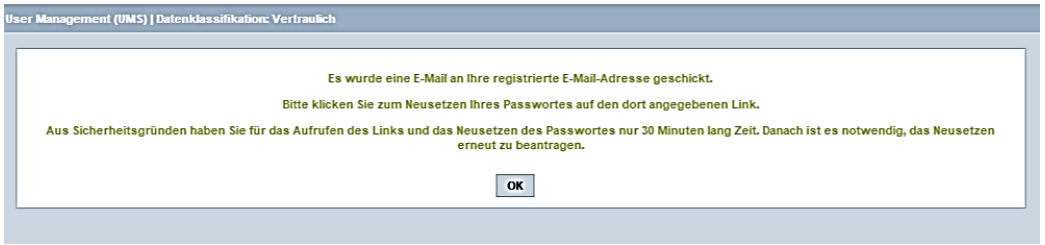
Your Team of the Group Business Platform

After a successful validation of the data the registrar receives the login details for the ONE.Konzern Business Plattform by two separate system generated emails .

Login

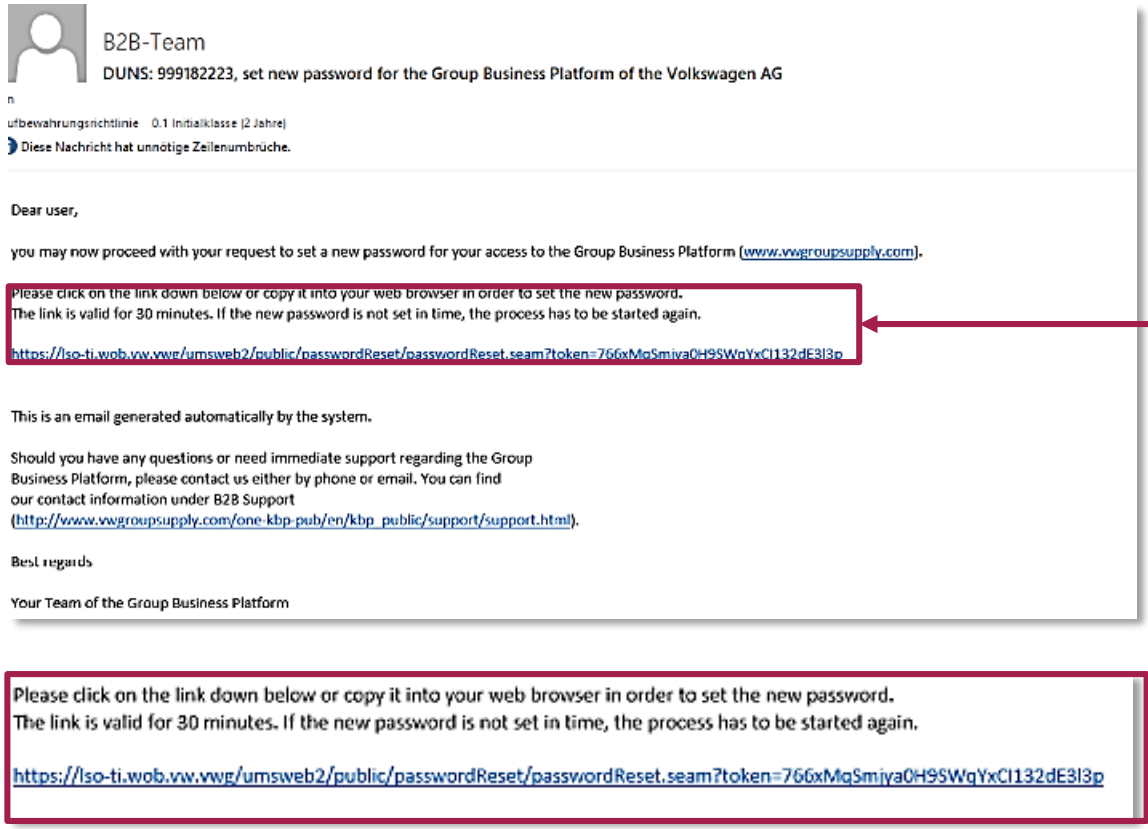


After clicking the link you need to confirm your identiy by entering the received UserID and the e-mail adress which you have entered during the registration.



If you have submitted the confirmation you see an information that you will receive an e-mail with a new link which is only valid for 30 minutes.

Login



B2B-Team
DUNS: 999182223, set new password for the Group Business Platform of the Volkswagen AG
n
ufbewahrungsrichtlinie 0.1 Initialklasse (2 Jahre)
Diese Nachricht hat unnötige Zeilenumbrüche.

Dear user,

you may now proceed with your request to set a new password for your access to the Group Business Platform (www.vwgroupsupply.com).

Please click on the link down below or copy it into your web browser in order to set the new password.
The link is valid for 30 minutes. If the new password is not set in time, the process has to be started again.

https://lso-ti.wob.vw.vwg/umsweb2/public/passwordReset/passwordReset.seam?token=766xMqSmiya0H9SWqYxCI132dE3I3p

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

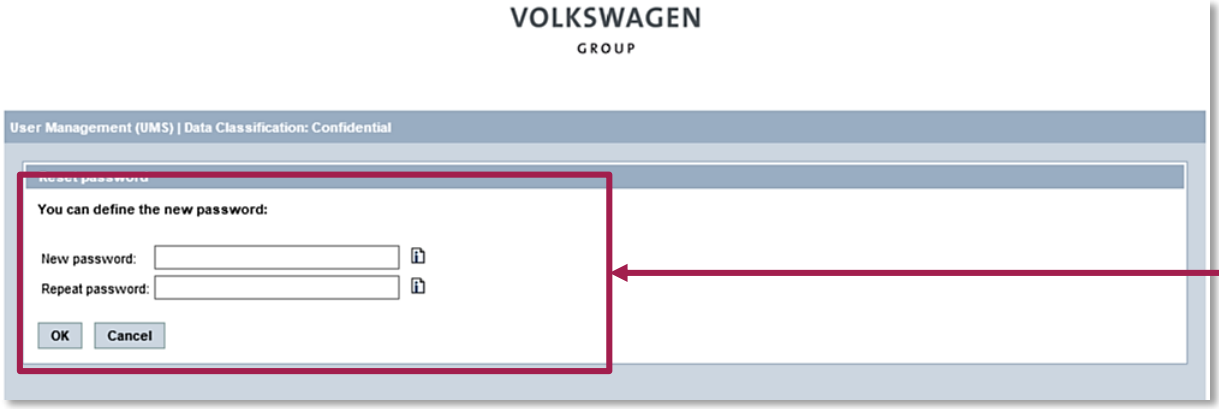
Your Team of the Group Business Platform

Please click on the link down below or copy it into your web browser in order to set the new password.
The link is valid for 30 minutes. If the new password is not set in time, the process has to be started again.

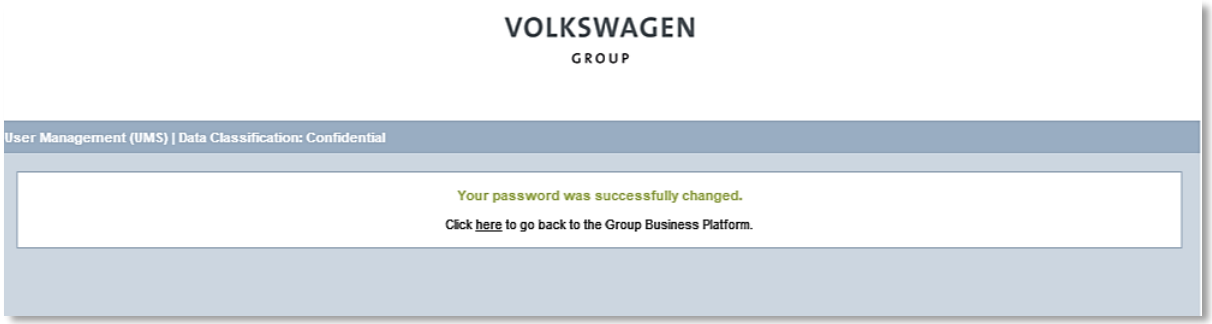
https://lso-ti.wob.vw.vwg/umsweb2/public/passwordReset/passwordReset.seam?token=766xMqSmiya0H9SWqYxCI132dE3I3p

Click on this link for setting your own password. The link is valid for 30 minutes.

Login

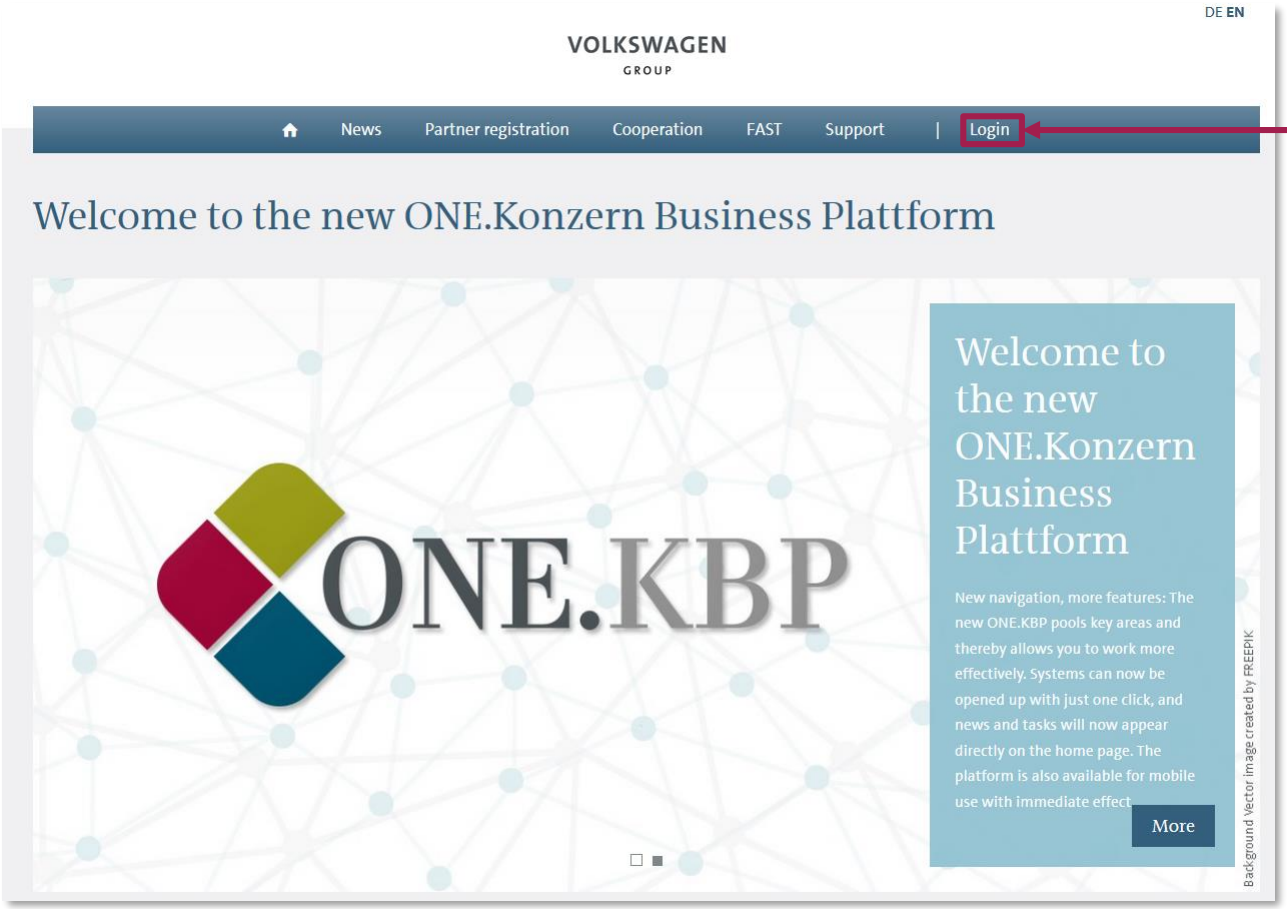


Enter here your own password



After generate your password you see an informationbox with the confirmation

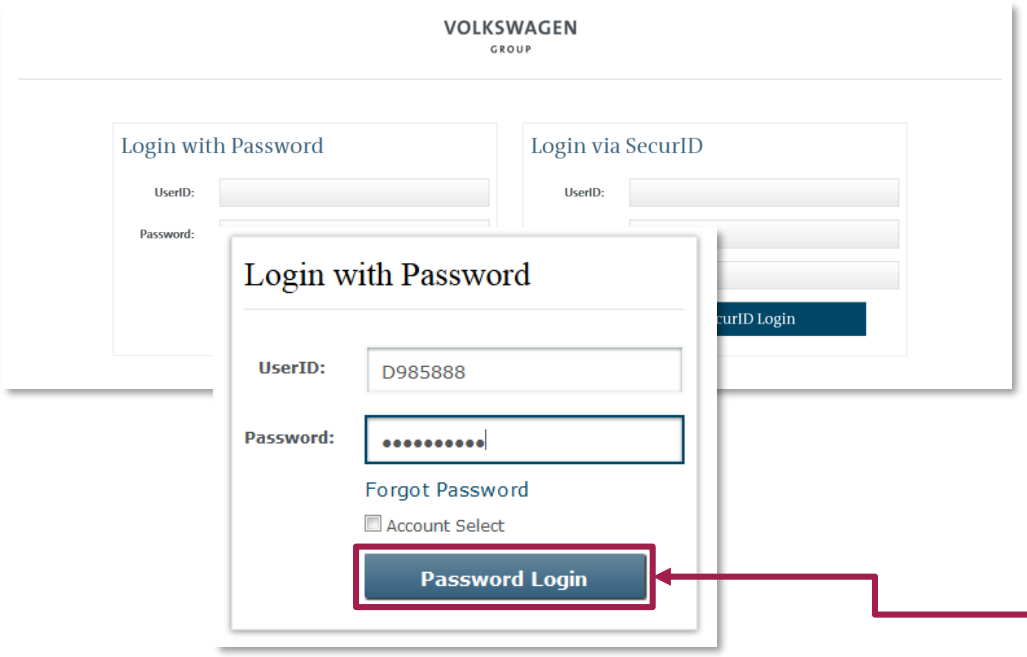
Login



As next step the registration has to be completed on www.vwgroupsupply.com

To login click on the button **“Login”.**

Login



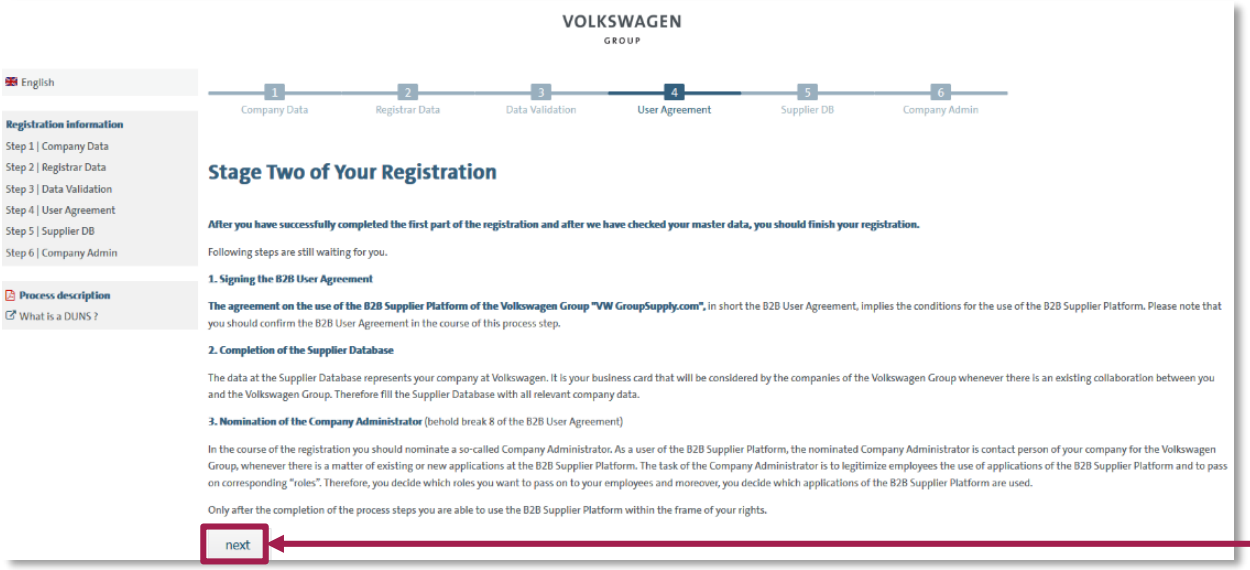
The login window on the left side is applicable for logging into the platform.

The user ID received by the email should be entered here (beginning with D...).

In the second row you entered 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).

By clicking **"Password Login"** you will get to the following steps.

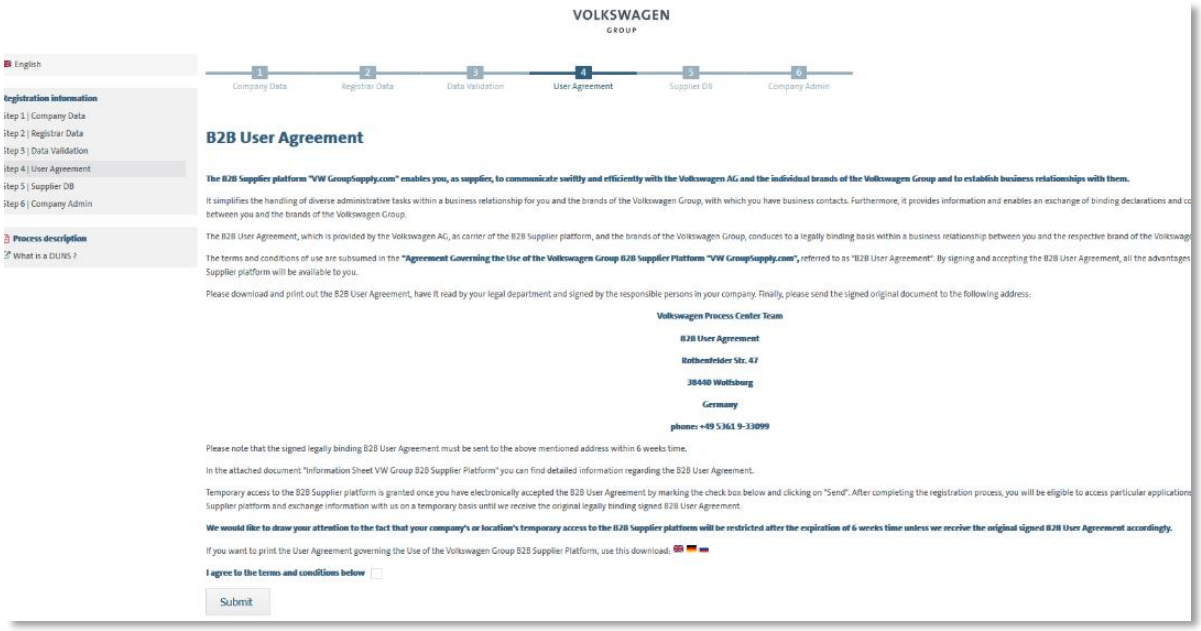
Stage Two of Your Registration



Here the remaining 3 steps of the registration are listed and explained.

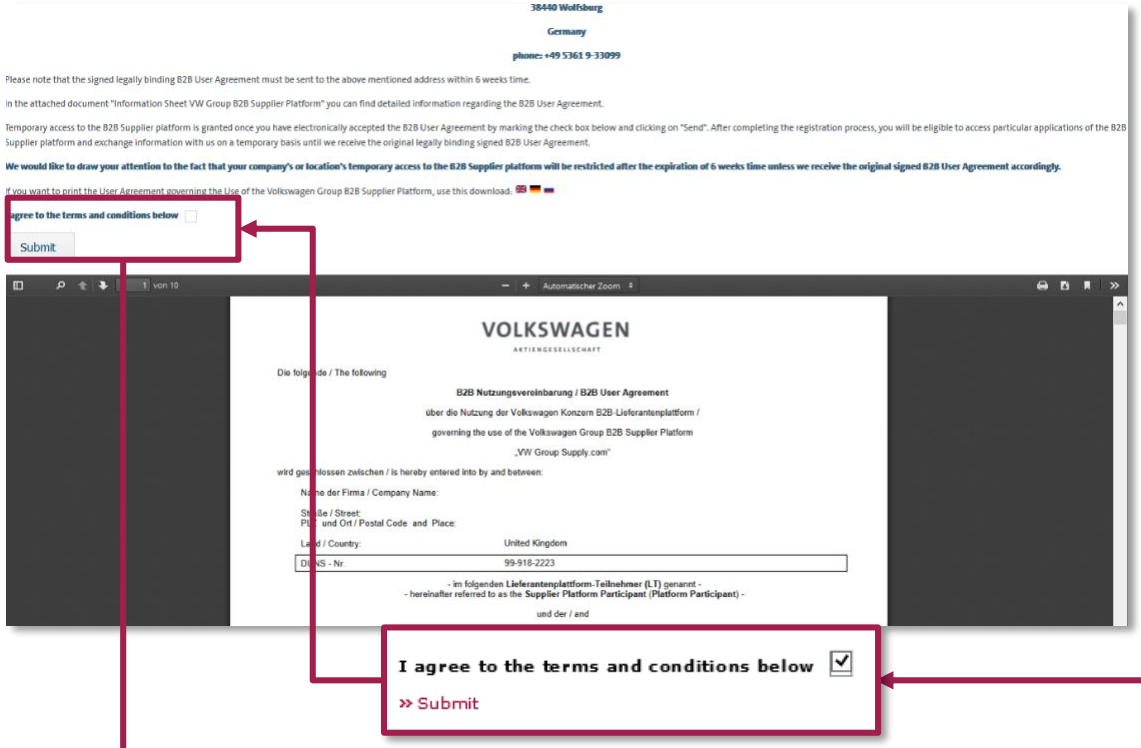
A click on **“next”** takes you to the next step.

Step 4: B2B User Agreement



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

Step 4: B2B User Agreement

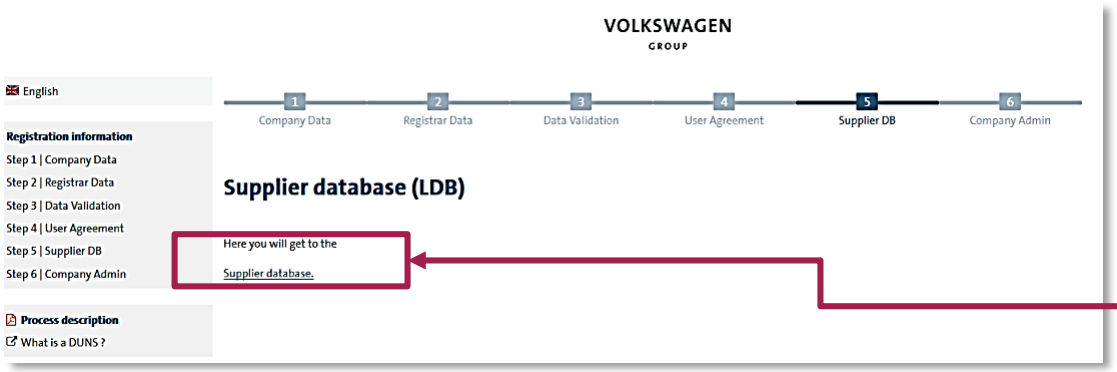


The B2B User Agreement should be printed out, signed and couriered to the given address. Only the original copy is considered for the approval. Before taking the print, the B2B User Agreement has to be accepted electronically. Only after the electronic acceptance further steps of the registration can 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



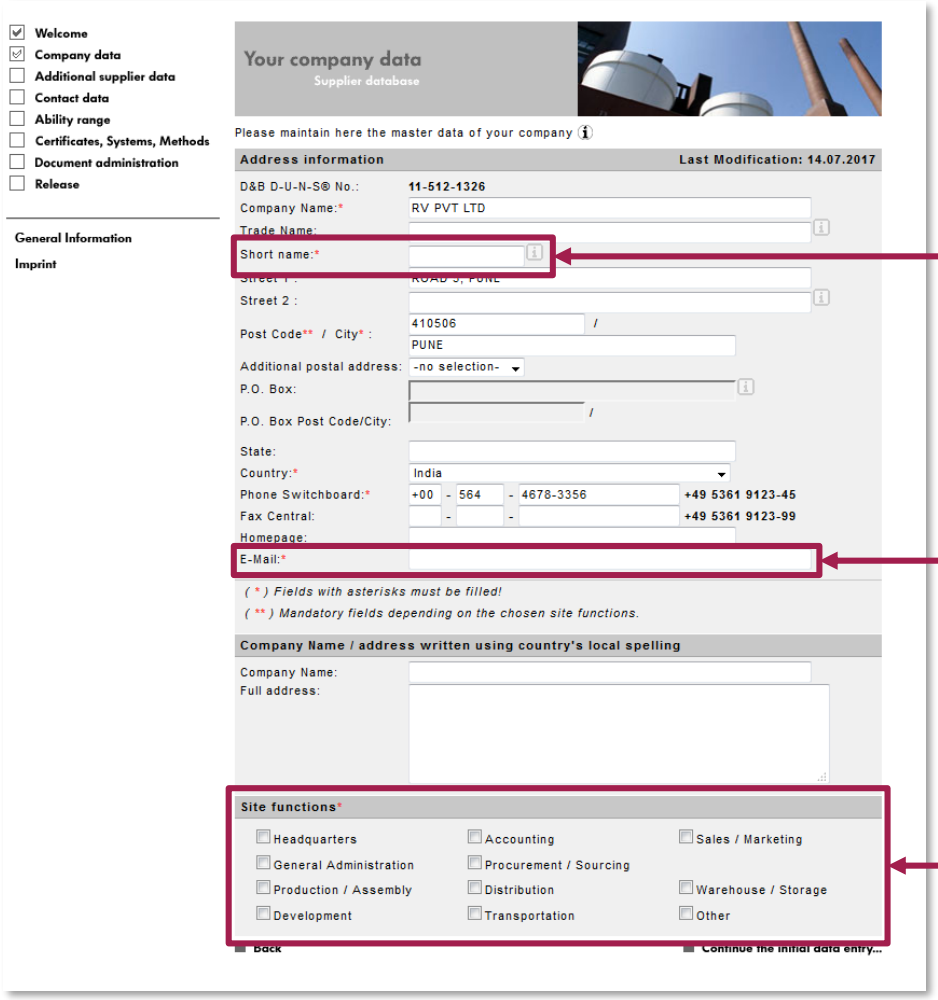
Afterwards the Supplier database should be filled.

By clicking on the button **"Supplier database"** you enter the Supplier database

Here you find the general information regarding the Supplier database.

By clicking on the button **"Continue the initial data entry..."** the next page of Supplier database opens.

Step 5: Supplier Database – Company data



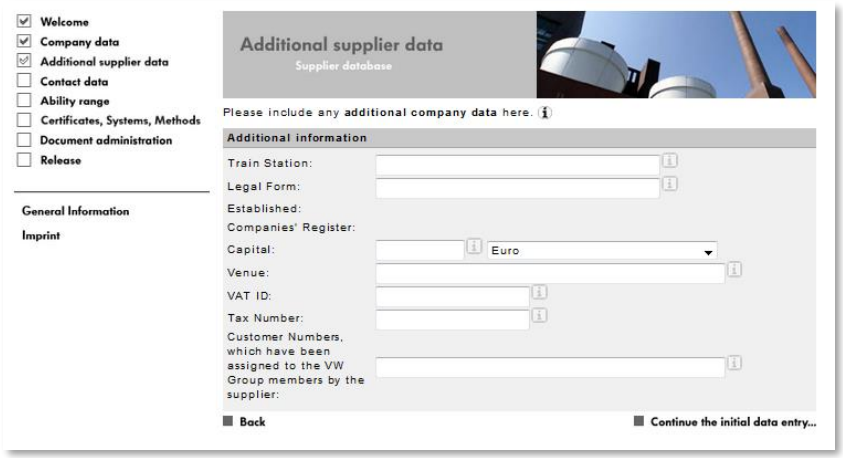
Most of the fields are already filled with the information from the registration. All additional mandatory fields on the following pages are marked with *.

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

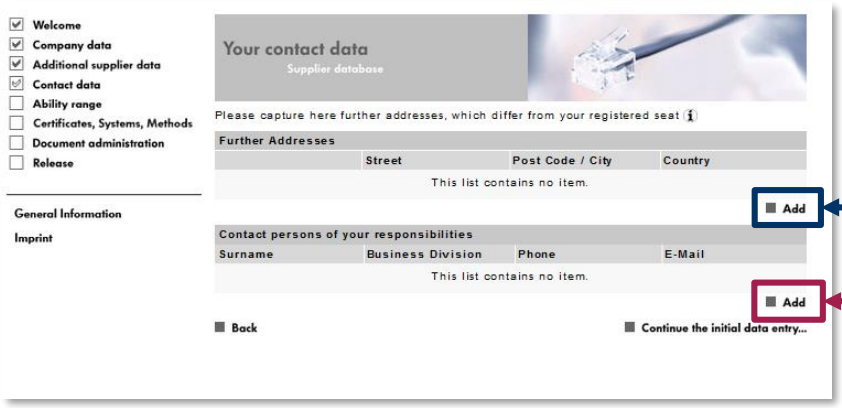


Here the additional data can be entered.

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

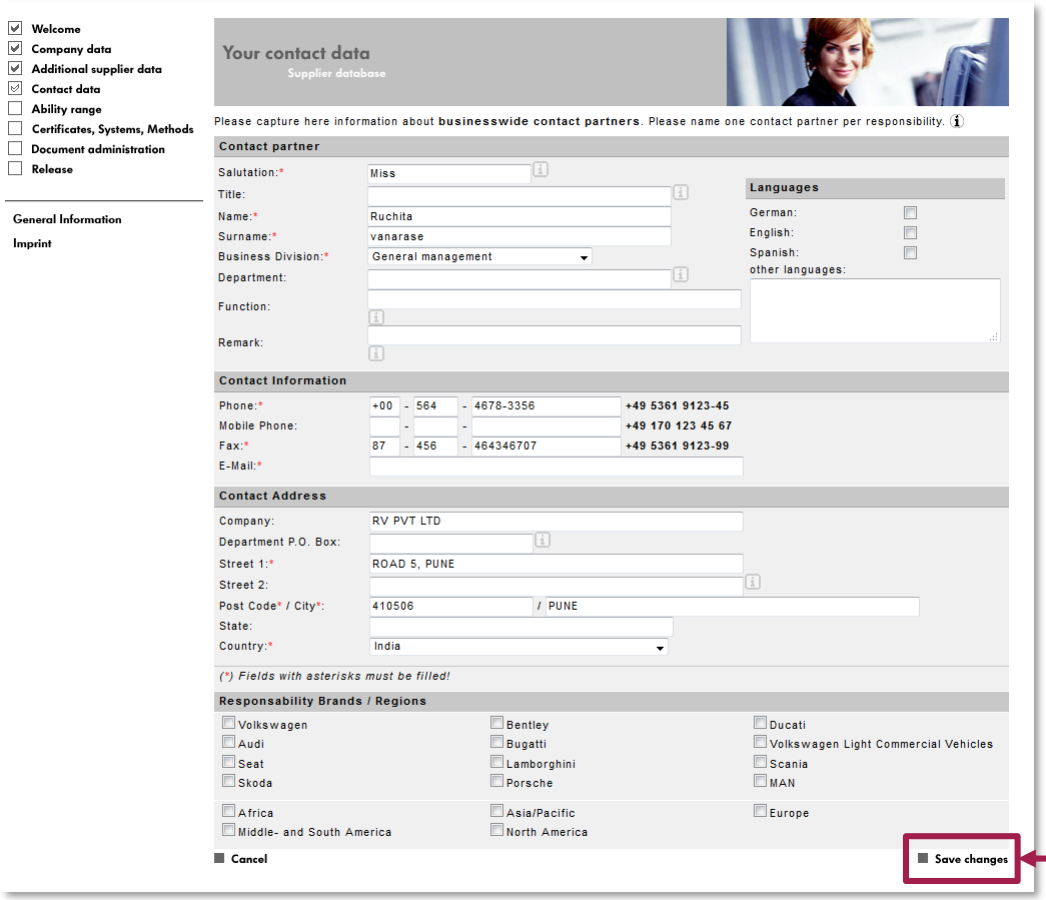


You could also enter additional addresses here. However it is not mandatory.

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



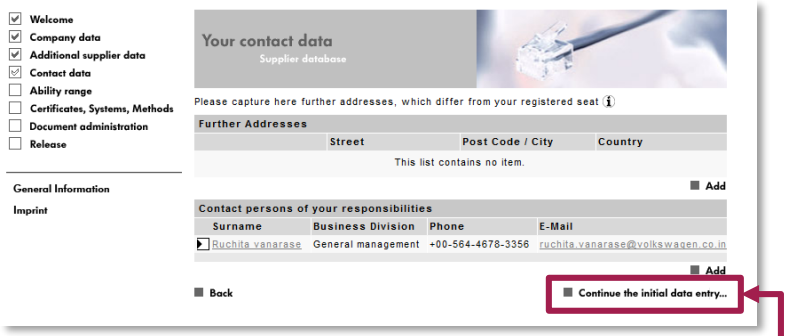
The contact data should be added here.

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

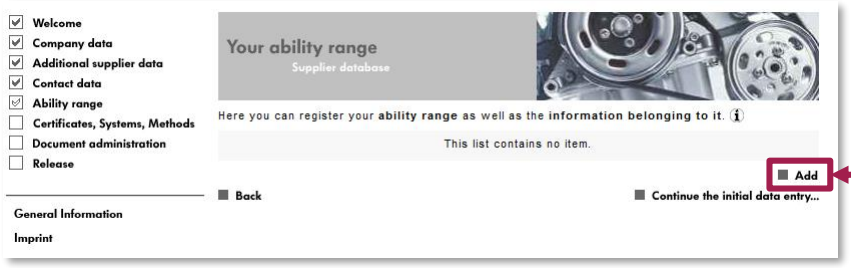


After clicking on **"Save changes"** the start page of the Contact data appears.

You may add additional contacts as well.

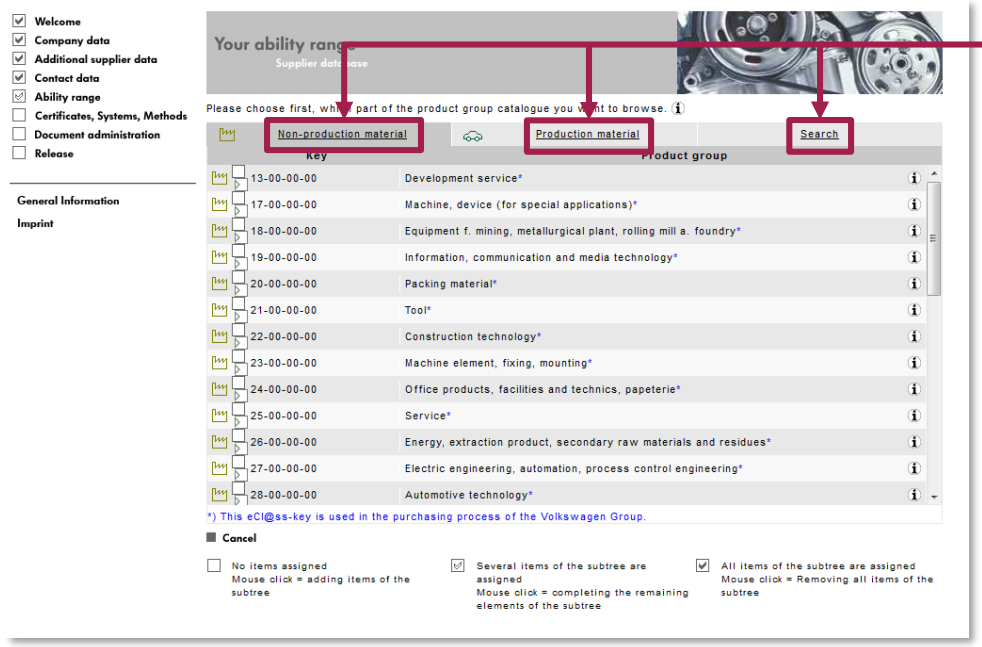
Otherwise by clicking on **"Continue initial data entry ..."** you enter the next section of the Supplier database.

Step 5: Supplier Database – Ability range



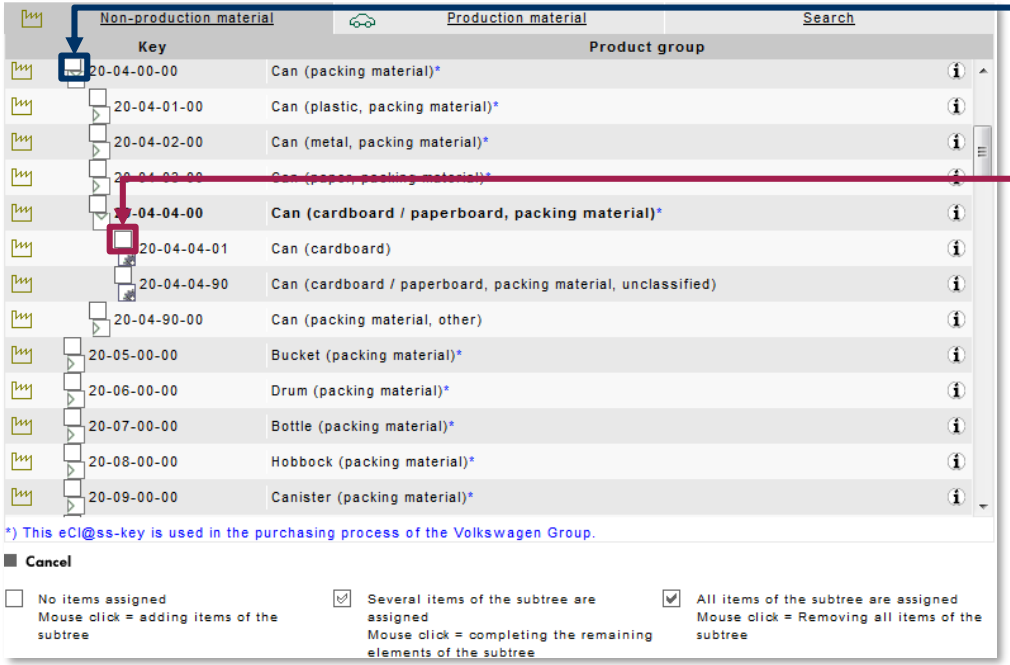
In the ability range you will have to choose what your company offers or manufactures.

To add the information click on **“Add”**.



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

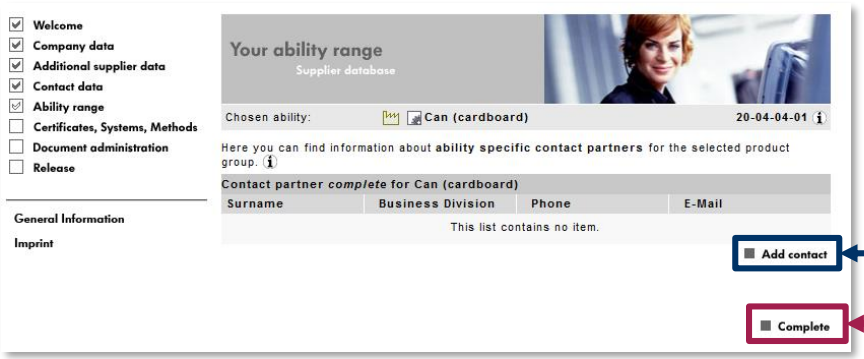


A click on the check box with an arrow inside opens the tree structure. At the end of the tree structure a box with a gearwheel inside is displayed.

To add a material group in the list please click on the blank check box next to the respective product key.

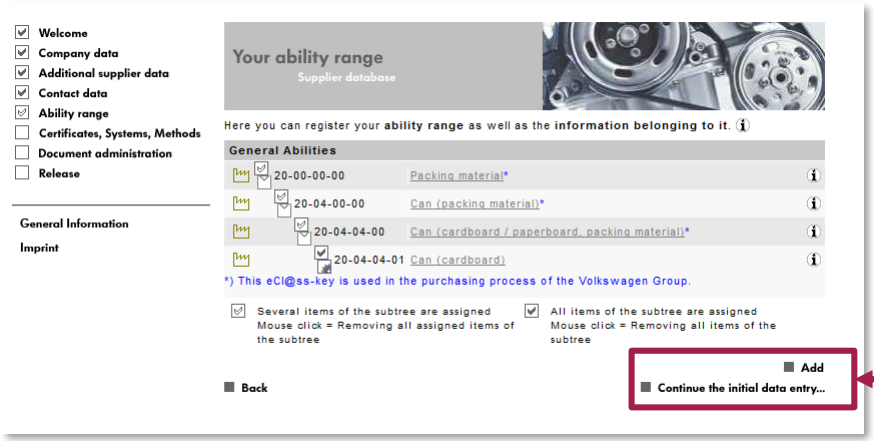
Only one material group can be added at a time.

Step 5: Supplier database – Ability range



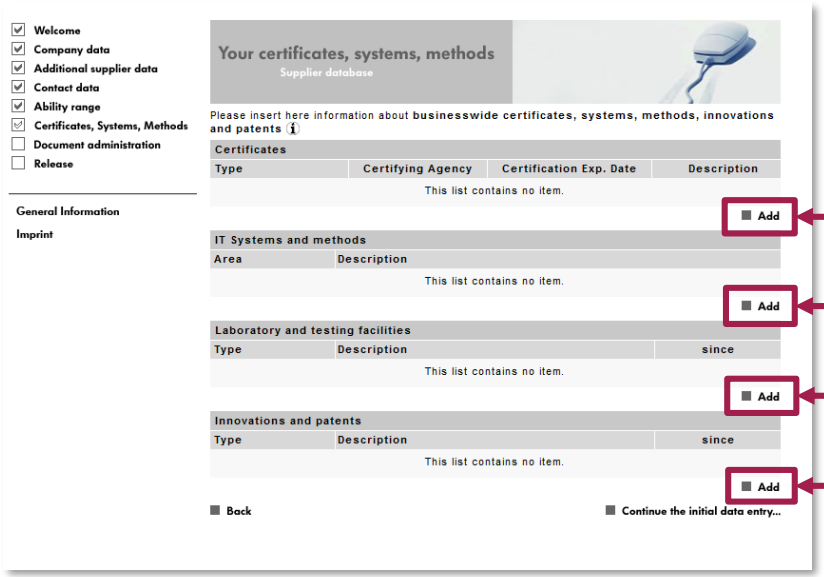
At the end you could add a contact person for the selected product group. This is however not mandatory.

To save click on **“Complete”**.



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

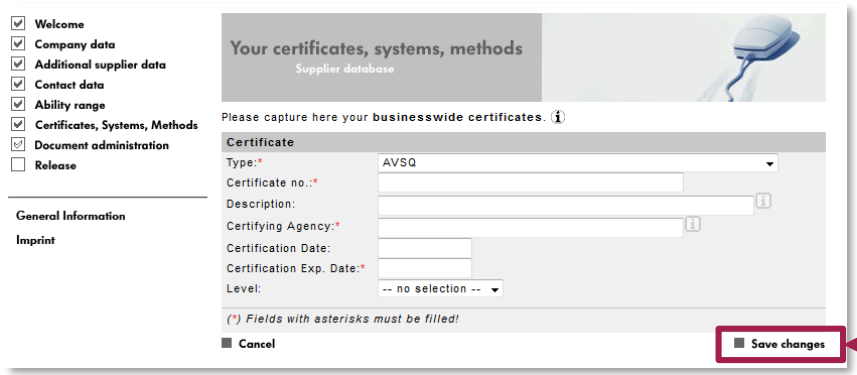


Here you could enter certificates, systems and methods.

It is not possible to upload the documents. Documents can be uploaded under the option “Document administration”.

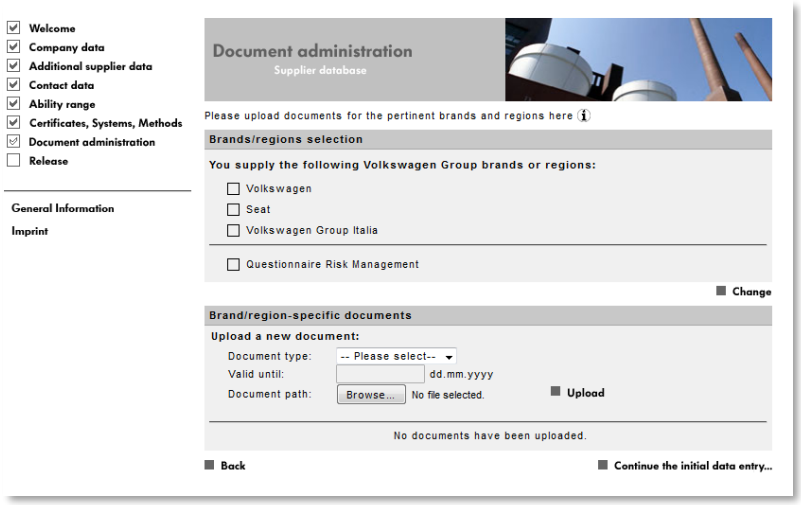
This tab is exclusively for data entry.

To open the input page click on **“Add”** under the respective title.



With **“Save Changes”** the entries are saved.

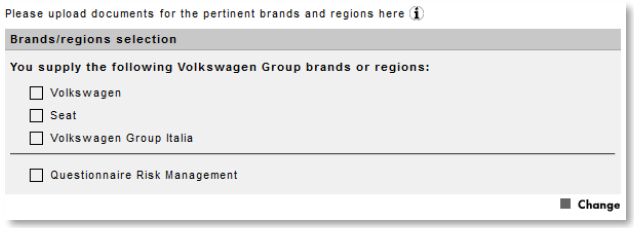
Step 5: Supplier database – Document administration

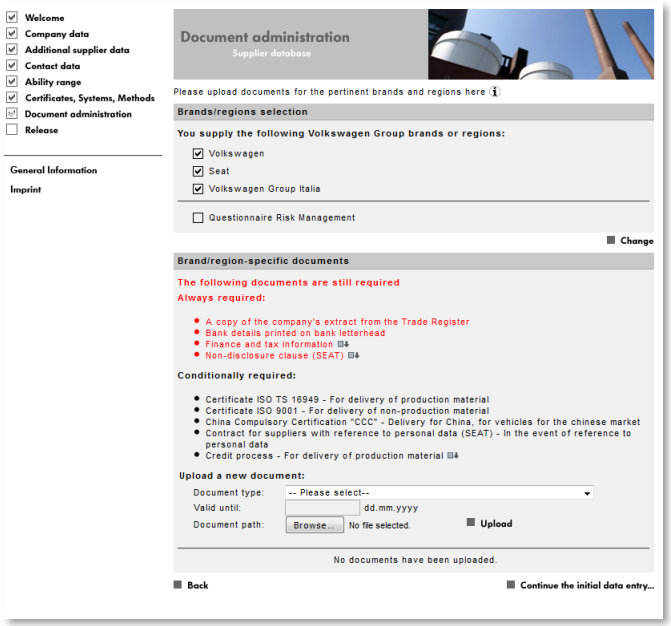


Various documents could be uploaded here.

However it is not a mandatory field since all documents are optional.

Step 5: supplier database – Document administration





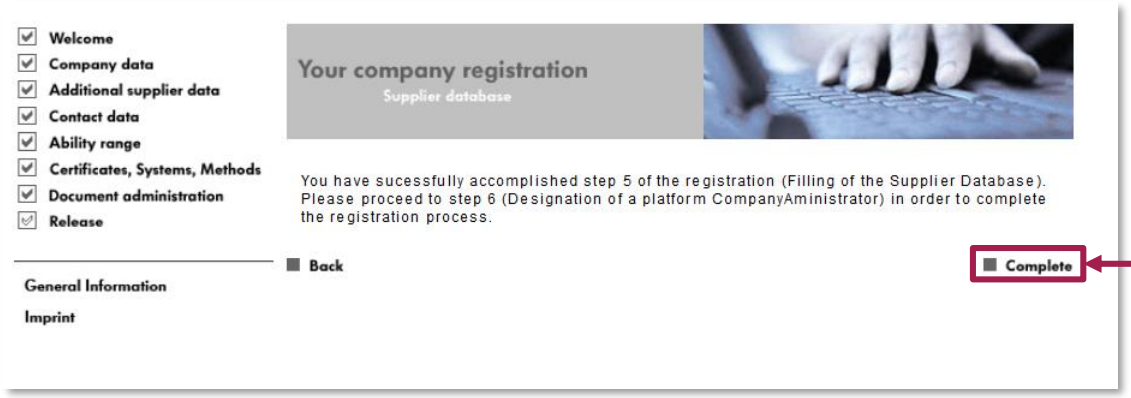
Uploading different documents as per the brand/region is possible here.

If e.g. “Volkswagen” is selected, a company presentation document can be uploaded.

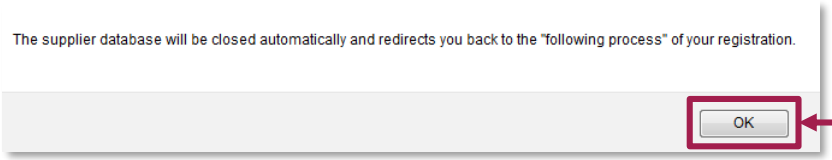
If however “Seat” and/or “Volkswagen Group Italy”, is selected, uploading various documents is mandatory.

A general selection is however not necessary and has no influence on eventual business relationships.

Step 5: Supplier database – Release

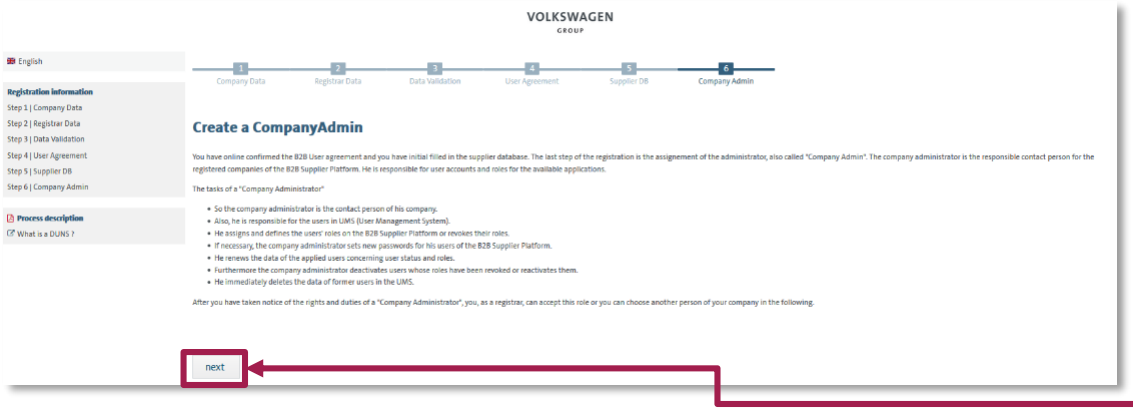


When all the tabs are filled, the entry in the Supplier database is completed.



With **“OK”** you enter the next step of the registration.

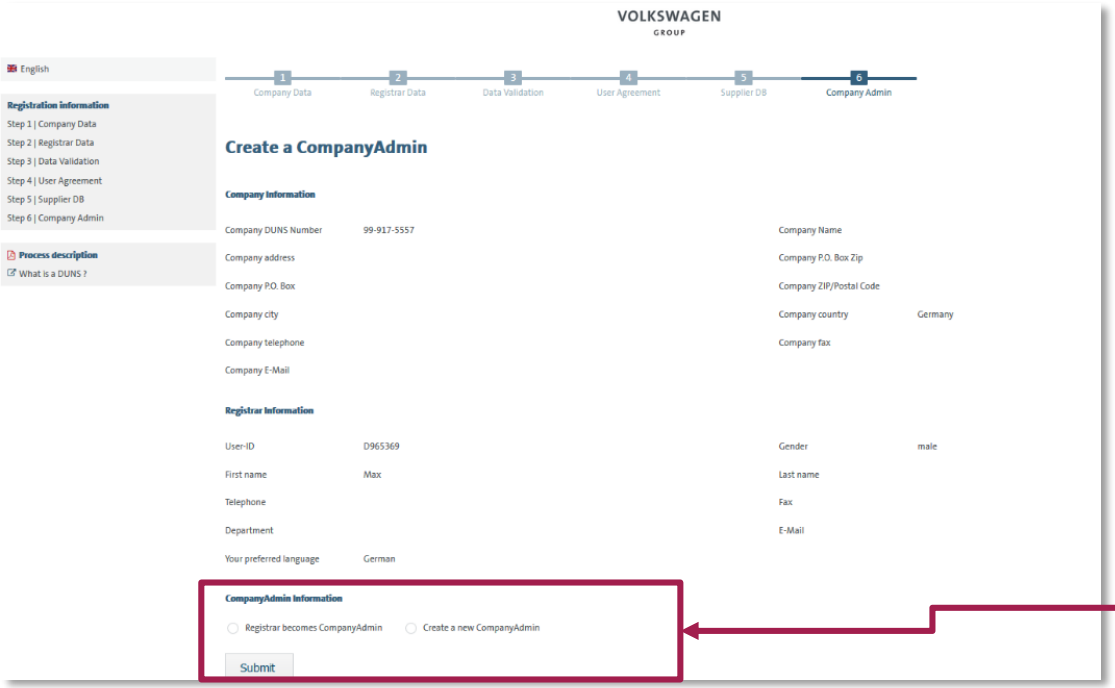
Step 6: Create a CompanyAdmin



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

To enter the data click on **“next”**.

Step 6: Create CompanyAdmin

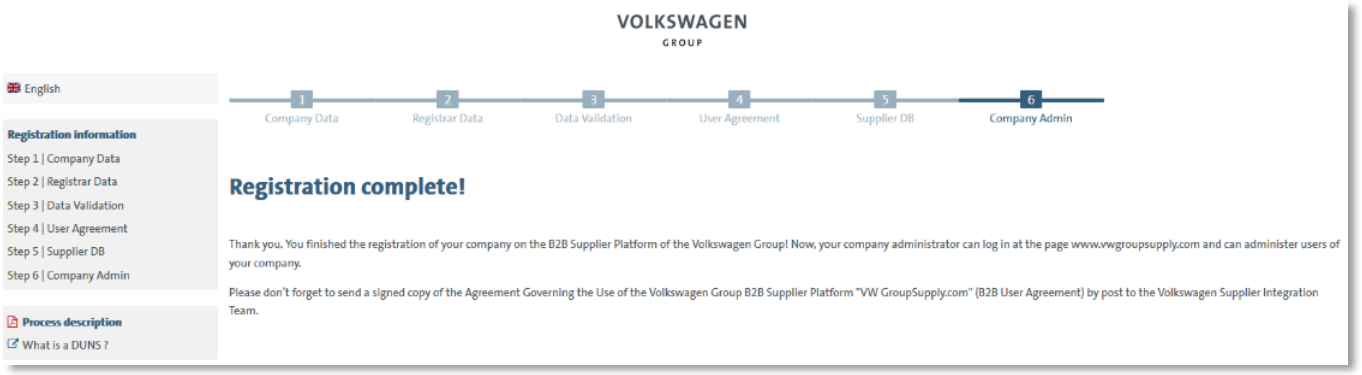


Either the registrar himself can become the CompanyAdmin or another person can be nominated as a CompanyAdmin.

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