

Volkswagen do Brasil



Manual para Cadastro de Fornecedores

Prezado fornecedor, bem-vindo à Volkswagen do Brasil.

Este documento contém todas as informações necessárias para que sua empresa entre em nossa lista de potenciais fornecedores, e tem por objetivo orientá-lo sobre o procedimento geral de cadastramento.

Importante

A empresa precisa completar todo o processo do cadastro aqui descrito.

A Volkswagen do Brasil reserva-se no direito de recusar o cadastramento de qualquer fornecedor que não apresente capacidade técnica ou comercial adequada aos critérios exigidos da empresa.

Leia todo o documento antes de iniciar o processo de cadastro para ter certeza que sua empresa possui condições de prosseguir.

Resumo

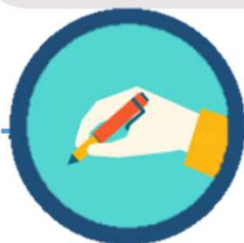


Fornecedor

Número *Duns*

PARTE I

Providenciar o seu número *Duns* para o CNPJ objeto de cadastro. **O *Duns* é obrigatório para todos os fornecedores.**



Portal B2B

PARTE II

Providenciar seu registro no Portal de Negócios da Volkswagen. O registro é obrigatório.



Documento

PARTE III

Enviar Ficha Cadastral para Volkswagen do Brasil e aguardar finalização do cadastro nos sistemas internos.



Aguardar a liberação do registro, você será informado por *e-mail*.



Parte I – Orientações gerais



Fornecedor

Número *Duns*

PARTE I

Providenciar o seu número *Duns* para o CNPJ objeto de cadastro. **O *Duns* é obrigatório para todos os fornecedores.**



Portal B2B

Documentos

- O *Duns Number* é **obrigatório** para todos os fornecedores;
- Há custos para a aquisição com urgência e também para a renovação anual do *Duns*;
- Apenas o *Duns Number* é obrigatório, qualquer serviço adicional que a empresa queira contratar não é uma exigência para este processo.



sistemas internos.

informado por e-mail.





Parte I



Fornecedor

Entre em contato com a *Dun & Bradstreet*, e adquira o Número DUNS®



(11) 4933-7500

O número DUNS® é a base para a cooperação com o Grupo Volkswagen e suas marcas. É um número de identificação em todo o mundo, coerente, que é atribuído pela Dun & Bradstreet. O Grupo Volkswagen funciona em todo o mundo com o DUNS® Number como sistema de chave. O número DUNS® é obrigatório para trabalhar com o Grupo Volkswagen. Por esta razão a sua empresa deve ser registrada na Dun & Bradstreet com um Número DUNS® legalmente atribuído.

UPIK® Record - L	
L Registered company name	Dun & Bradstreet do Brasil Ltda.
W Non-registered name or business unit	Dun & Bradstreet do Brasil Ltda
L D-U-N-S® Number	904567583
L Registered address	Av. Bernardino de Campos 98
L Post code	04004 040
L City	São Paulo
L Country	Brazil
W Country code	89
Post office box number	
Post office box town	
L Telephone number	1121076800
W Fax number	1121076802
W Name primary executive	José Eduardo de Oliveira
W Activity (SIC)	7323

Exemplo do registro do Número DUNS



Após confirmada a liberação do *Duns Number*, siga para a PARTE II



A *Dun & Bradstreet* não tem vínculos com a Volkswagen do Brasil, é apenas a fornecedora do Número Duns, sendo que essa empresa não tem nenhuma ação sobre este processo de cadastro. Há **custo** para a aquisição do código. O código é um bem do fornecedor, portanto sua empresa é totalmente responsável por ele, além dos custos de aquisição e manutenção do mesmo.

Parte II



Fornecedor

Quando tiver seu Número Duns, acesse o Portal B2B e faça seu registro



www.vwgroupsupply.com



Início da Etapa A



The screenshots illustrate the registration process on the Volkswagen Group B2B portal. The first screenshot shows the 'Partner registration' link in the top navigation bar. The second screenshot shows the 'Partner registration' page with a 'Start registration' button. The third screenshot shows the 'Supplier Self-Registration' page with a 'Next' button.

1
Clique em:
"Partner registration"

2
Clique em:
"Self registration"

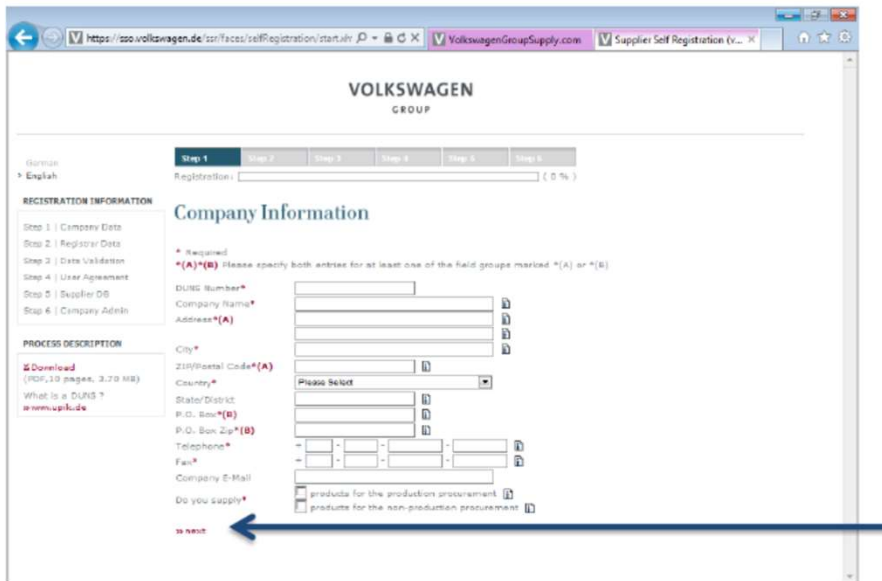
3
Clique em:
"Next"

4



Preencha o **Step 1** “Company Information” com as informações básicas da empresa e clique em “Next” para prosseguir. Os dados aqui devem ser exatamente os mesmos do Número DUNS (contanto abreviações), exceto os caracteres especiais.

Campos marcados com * são obrigatórios, exceto o campo *(B) que não é aplicável ao Brasil



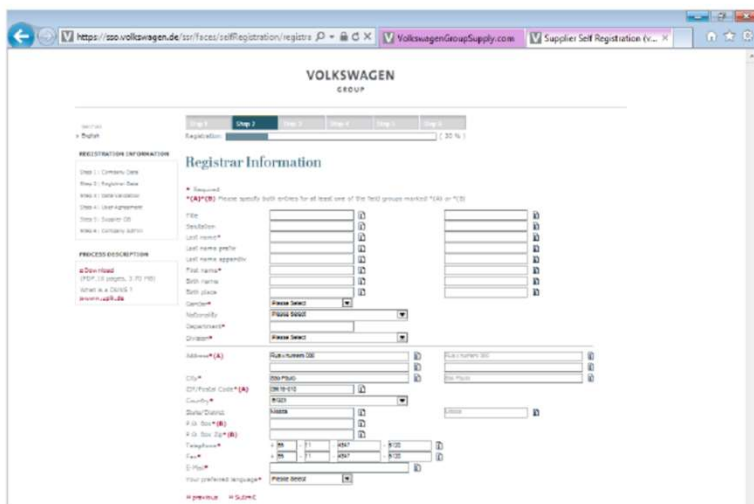
* Required
(A) (B) Please specify both entries for at least one of the field groups marked *(A) or *(B)

Código Duns atualizado	DUNS Number*	<input type="text"/>
Razão Social	Company Name*	<input type="text"/>
Endereço	Address*(A)	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
Cidade (Bairro)	City*	<input type="text"/>
CEP (com hífen)	ZIP/Postal Code*(A)	<input type="text"/>
		<input type="text"/>
		<input type="text"/>
	Pais	Country*
		Please Select
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
Telefone (com cód. de área)	Telephone*	+ <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Fax (se não tiver, coloque o tel.)	Fax*	+ <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Email para envio de cotações	Company E-Mail	<input type="text"/>
		<input type="checkbox"/> products for the production procurement
		<input type="checkbox"/> products for the non-production procurement
Tipo de fornecimento: Produtivo ou Improdutivo	Do you supply	<input type="checkbox"/> products for the production procurement
		<input type="checkbox"/> products for the non-production procurement
		>> next

*Produtivos: o material fornecido é usado diretamente em nosso produto final, ou seja, produtos para os veículos
Não produtivos: o produto/serviço é utilizado nas atividades gerais da empresa (ex: Manutenção, eventos, EPI, etc)

5

Preencha o **Step 2** “Registrar Information” e clique em “Next” para prosseguir. Nesta parte você vai inserir os dados da pessoa que está fazendo o cadastro, ou seja, a pessoa na sua empresa responsável por receber login e senha e fazer o preenchimento dos dados no Portal.



* Required
 (A)(B) Please specify both entries for at least one of the field groups marked *(A) or *(B)

Último sobrenome
 Primeiro nome
 Sexo
 Departamento
 Divisão
 Endereço (Já estará preenchido)
 Cidade (Já estará preenchido)
 Código postal (Já estará preenchido)
 País (Já estará preenchido)
 Telefone e Fax (Já estarão preenchidos)
 *Email pessoal do responsável:
 Língua de preferência

Title
 Salutation
 Last name*
 Last name prefix
 Last name appendix
 First name*
 Birth name
 Birth place
 Gender*
 Nationality
 Department*
 Division*
 Address*(A)
 City*
 ZIP/Postal Code*(A)
 Country*
 State/District
 P.O. Box*(B)
 P.O. Box Zip*(B)
 Telephone*
 Fax*
 E-Mail*
 Your preferred language*

*O e-mail nominal da empresa da pessoa responsável pelo cadastro, por exemplo: maria@volkswagen.com.br

Etapa A
finalizada

6

From: b2bcom-cs@vwgroupsupply.com
To: Venerese, Ruchita (VW India)
Cc:
Subject: DUNS: 115121326, registration on the Group Business Platform of the Volkswagen AG

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: 00023418224

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/portal01/vw/pub/hilfe>).



VOLKSWAGEN
GROUP

German
English

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6
Registration: [40 %]

REGISTRATION INFORMATION

Step 1 | Company Data
Step 2 | Registrar Data
Step 3 | Data Validation

Thankyou!

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: **00023418224**

If 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

Você concluiu a Etapa A (etapa do auto registro) e receberá na tela uma mensagem informando o número de controle/protocolo da abertura do registro (*Registration Number*) e um e-mail de confirmação. **Guarde este número.**



From: b2bteam_cs@vwgroupsupply.com
To: Varanase, Ruchita (VW India)
Cc:
Subject: DUNS: 115121326, password for the Group Business Platform of the Volkswagen AG

Dear Ruchita Varanase,

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 provides you with the initial password in order to access the password-protected area.

Your initial password is: QpWkN2,1*9

Please handle your personal access data confidentially.

The new password is a one-time password and is unused valid for 10 days.
After a successful first login on the Group Sup

From: b2bteam_cs@vwgroupsupply.com
To: Varanase, Ruchita (VW India)
Cc:
Subject: DUNS: 115121326, profile ID for the Group Business Platform of the Volkswagen AG

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 password-protected area.

Your profile ID is: D985888

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 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/portal01/vw/pub/11116>).

Best regards
Your Team of the Group Business Platform

7

Aguardar 3 dias úteis para receber o login e senha. Você deve receber essas informações em 2 emails, um com o login e outro com a senha.

Passou o prazo e seus dados não chegaram



Se não receber seu login e senha dentro do prazo entre em contato com o suporte do México: 0052 222 230 9386 ou b2bteam@vwgroupsupply.com

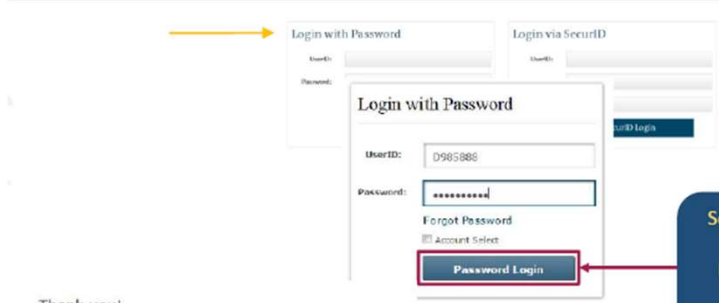


8 Login

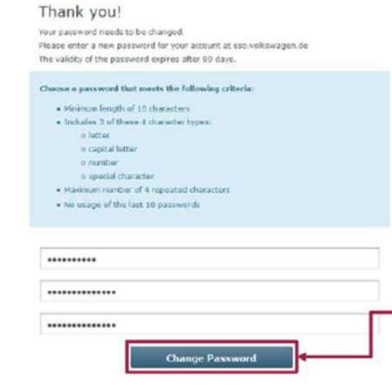
Ao receber os dados, acesse novamente o Portal e faça seu login



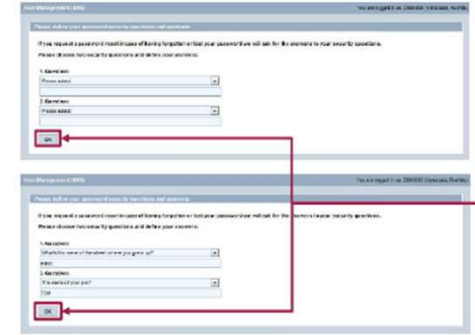
Clique em "login"



10
Selecione os campos de "Login with Password" e insira seus dados de acesso.



11
Depois altere sua senha conforme especificações informadas na página.



12
Por último você vai definir as perguntas de segurança e então prosseguir.

Início da
Etapa B



VOLKSWAGEN GROUP

German
English

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

Registration:  (50 %)

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)

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

13

Clique em "next"

Você deve concordar com as condições de utilização do Portal e imprimir o contrato de usuário B2B User Agreement.



VOLKSWAGEN
GROUP

Language: English

Registration progress: 100% (20%)

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.

If you wish to be handling all business administrative matters within a business relationship between you and the brands of the Volkswagen Group, with which you have business contacts, Volkswagen AG provides information and assistance in exchange of being accessible and accessible decisions via the brand-orient Volkswagen Group.

The B2B User Agreement, which is provided by the Volkswagen AG, as a member of the B2B Supplier platform and the brands of the Volkswagen Group, constitutes a legally binding contract in a business relationship between you and the respective brand of the Volkswagen Group.

The terms and conditions of use are subject to 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 provisions 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 person at your company. Finally, please send the signed digital document to the address below.

Volkswagen Supplier Integration Team
B2B Nutzungserviceteam
c/o Mrs. Exner
Ruhlfelder Str. 47
38446 Wolfsburg
Germany
phone: +49 5361 9-33619

Please note that the signed legally binding B2B User Agreement must be sent to the above mentioned address within 4 weeks from.

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 checkbox below and clicking on "Send". After completing the registration process, you will be eligible to access particular applications of the B2B Supplier platform and subsequent services will be available to you as 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 9 weeks from unless we receive the 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

[B2B Supplier](#)

14

Clique em "submit" para concordar

Após o Submit, a opção "next" ficará disponível.



Você deve clicar em umas das bandeiras apontadas abaixo para imprimir o B2B User Agreement, e colocar um *flag* na caixinha indicada para prosseguir

if you want to print the Agreement please do so via the Volkswagen B2B Supplier Platform, see the screenshot

Tap on the icon and continue below

VOLKSWAGEN
 DIE WAGENWERKE
 EBS Nutzungvereinbarung / B2B User Agreement
 über die Nutzung der Volkswagen Konzern EBS Lieferantenplattform /
 governing the use of the Volkswagen Group EBS Supplier Platform
 „VW Group Supply.com“
 wird geschlossen zwischen / is hereby entered into between:
 Name der Firma / Company Name : **Prezentor.com e Brasil Social**
 Straße / Street : **Prezentor.com - rua da Roca**
 PLZ and City / Postal Code and Place : **Prezentor.com - CEP: 04011-000**
 Land / Country : **Brasilien - São Paulo**
 DUNS - Nr. : **Prezentor.com v. 101690-0195**
 Mitfolgender Nutzer genannt –
 Name / and : **VOLKSWAGEN AKTIENGESELLSCHAFT**
 38401 Wolfsburg

Unterzeichnet / by Signature: **J. Kokotovic**

Im Namen und vor behalf of
 Firma/Company: **Prezentor.com e Brasil Social**
 rechtswirksam akzeptiert am (TT.MM.JJJJ) / accepted with legally
 binding effect on Date (day/month/year): **04/04/2020**

Unterschrift / by Signature: **Kokotovic J**
 Name / Name: **Prezentor.com e Brasil Social**
 Position: **Legal**

Enviar documento para:
 Volkswagen GmbH
 Supplier Integration Team
 Rothenfelder Str. 47
 38440 Wolfsburg – Germany

O envio deste documento é obrigatório!



O próximo passo tem sete subcategorias que você precisa preencher.

VOLKSWAGEN GROUP



Supplier database

Here you will get to the

[» Supplier database.](#)

Clique em "Supplier Database"

15

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

General information

Impress



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

[update your data regularly.](#)

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

Clique em "Continue Initial Data entry..."

16



Company Data

Ao acessar a tela de cadastro, a maioria dos campos já está preenchida. Você deve apenas complementar os dados nos campos obrigatórios

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. Last Modification: 14.07.2017

Address information

DAB D-U-IL-SS No.: 11-412-4226
Company Name*: RV PVT LTD
Trade Name:
Short name*:
Street 1:
Street 2:
Post Code** / City*: 41658 / PUFF
Additional postal address: --no selection--
P.O. Box:
P.O. Box Post Code/City:
State:
Country*:
Phone Switchboard*: +90 - 504 - 4670-3350 +49 534 1 9123-45
Fax Central: - - +49 5361 9423-90
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...

17

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

18

Inserir um endereço de e-mail geral da empresa

19

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



Additional Supplier Data

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

20


- 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: 



Contact Data

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

- 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 ⓘ

Further Addresses			
	Street	Post Code / City	Country
This list contains no item.			
<input type="button" value="Add"/>			

Contact persons of your responsibilities

Surname	Business Division	Phone	E-Mail
This list contains no item.			
<input type="button" value="Add"/>			

21

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

22

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



Contact Data

Preencher obrigatoriamente os campos marcados com *, e, caso sua empresa não tenha vários departamentos, selecione "General Management" no campo 'Business Division'.

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

General Information Impire

Your contact data

Supplier database

Please capture here information about businesswide contact partners. Please name one contact partner per responsibility. [i](#)

Contact partner

Salutation*	Ms	i	Languages
Title:		i	German: <input type="checkbox"/>
Name*	Rachna	i	English: <input type="checkbox"/>
Surname*	venarao	i	Spanish: <input type="checkbox"/>
Business Division*	General management	i	Other languages:
Department:		i	
Function:		i	
Resort:		i	

Contact Information

Phone*	+36 - 564 - 4678-3358	+49 6384 9195 46
Mobile Phone:		+49 179 423 45 67
Fax*	87 - 458 - 46846707	+49 6351 9123-99
E-Mail*		

Contact Address

Company:	RV PVT LTD
Department P.O. Box:	
Street 1*	ROAD 5, PUNE
Street 2:	
Post Code* / City*	410516 / PUNE
State:	
Country*	India

(*) Fields with asterisks must be filled!

Responsibility Brands / Regions

<input type="checkbox"/> Volkswagen	<input type="checkbox"/> Bentley	<input type="checkbox"/> Ducati
<input type="checkbox"/> Audi	<input type="checkbox"/> Bugatti	<input type="checkbox"/> Volkswagen Light Commercial Vehicles
<input type="checkbox"/> Seat	<input type="checkbox"/> Lamborghini	<input type="checkbox"/> Scania
<input type="checkbox"/> Skoda	<input type="checkbox"/> Porsche	<input type="checkbox"/> MAN
<input type="checkbox"/> Africa	<input type="checkbox"/> Asia/Pacific	<input type="checkbox"/> Europe
<input type="checkbox"/> Middle- and South America	<input type="checkbox"/> North America	

23

Clique em "Save Changes" para prosseguir.



Contact Data

Após salvar, a tela anterior vai aparecer, e então você pode adicionar mais contatos se quiser, clicando no "ADD" ou continuar com o preenchimento.

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 farther 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
Ruchita VANATASE	General management	+90-564-4678-3356	ruchita.vanatase@volkswagen.com

Add

Back

Continue the initial data entry...

24

Clique em "Continue the initial data entry" para prosseguir.



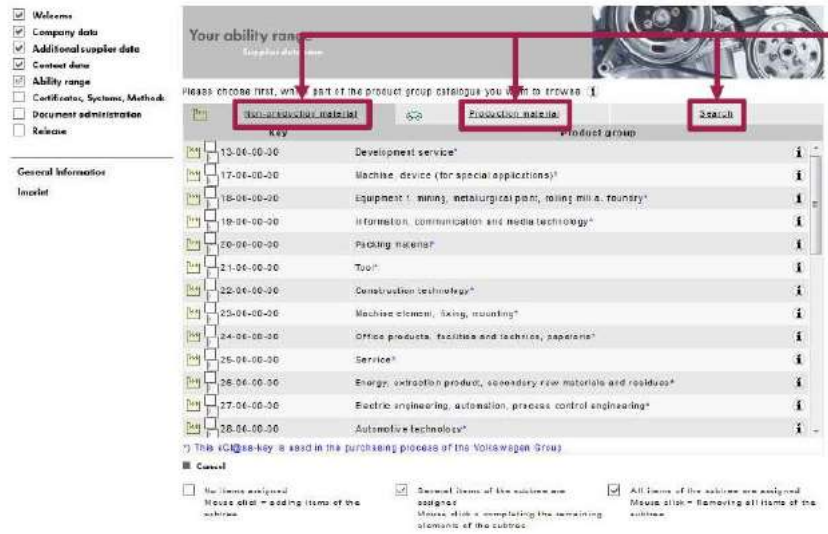
Ability Range

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



25

Para adicionar uma nova informação clique em "Add"



26

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



Ability Range

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

The screenshot shows a software interface with a table of product groups. The table has columns for 'Key' and 'Product group'. A tree structure is visible on the left side of the table, with a red box highlighting a specific node. A red arrow points from this node to a callout box. Below the table, there are three radio button options for assigning items to the subtree.

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

*) 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

27

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.

28

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



Ability Range

Finalize o preenchimento das habilidades da empresa e continue com o preenchimento de dados.

29

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.			

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

30

Para salvar, clique em "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

<input checked="" type="checkbox"/>		20-00-00-00	Packing material*	
<input checked="" type="checkbox"/>		20-04-00-00	Can (packing material)*	
<input checked="" type="checkbox"/>		20-04-04-00	Can (cardboard / paperboard, packing material)*	
<input checked="" type="checkbox"/>		20-04-04-01	Can (cardboard)	

*) This eClass-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.

31

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



Certificate

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

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

General Information
Input

Your certificates, systems, methods
Supplier member

Please input here information about businesswide certificates, systems, methods, innovations and patents.

Certificates

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

IT Systems and methods

Area	Description
This list contains no item.	

Laboratory and testing facilities

Type	Description	since
This list contains no item.		

Innovations and patents

Type	Description	since
This list contains no item.		

32

Para abrir a página de Input, clique em Add.

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

General Information
Input

Your certificates, systems, methods
Supplier member

Please capture here your businesswide certificates.

Certificate

Type: AVSQ

Certificate no.:

Description:

Certifying Agency:

Certification Date:

Certification Exp. Date:

Level: -- no selection --

(*) Fields with asterisks must be filled!

33

Clique em Save para concluir

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




- 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 [i](#)

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

Upload a new document:

Document type: [v](#)

Valid until:

Document path: No file selected. [Upload](#)

No documents have been uploaded.

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

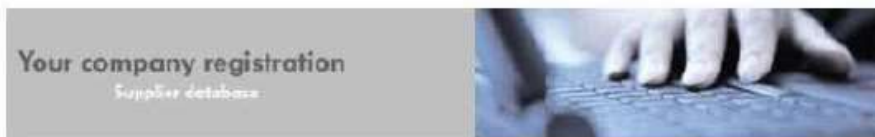


Release

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.

35

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



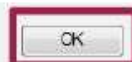
You have successfully accomplished step 5 of the registration (Filling of the Supplier Database). Please proceed to step 6 (Designation of a platform Company Administrator) in order to complete the registration process.

General Information
Imprint

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

36

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



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



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 %)

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, 15 pages, 1.1 MB)

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.

- 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 revokes their roles.
- If necessary, the company administrator sets new passwords for his users of the B2B Supplier Platform.
- He renews 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.

» next

Clique em "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 %)

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, 16 pages, 1.1 MB)

Create a CompanyAdmin

Company Information

DUNS Number:	11-512-1326
Company Name:	RV PVT LTD
Address:	ROAD 5, PUNE
P.O. Box Zip:	
P.O. box:	
ZIP/Postal Code:	410506
City:	PUNE
Country:	India
Telephone:	+00-564-4678-3356
Fax:	
Company E-Mail:	

Registrar Information

User ID:	D989888
Gender:	female
Title:	
First name:	Ruchita
Last name:	Vanarase
Telephone:	+00-564-4678-3356
Fax:	
Department:	UNDEFINED
E-Mail:	ruchita.vanarase@volkswagen.co.in
Your preferred language:	English

CompanyAdmin Information

Registrar becomes CompanyAdmin Create a new CompanyAdmin

» Submit

38

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.



Conclusão

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

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, 18 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.vwgroupesupply.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.

Conclusão
da Etapa B



Parte III

- **Apenas após finalizar a Parte I e II do cadastro inicie esta Parte III;**
- Não envie NADA além do exigido neste momento do cadastro;
- Documentos adicionais serão exigidos caso sua empresa avance nos processos internos de fornecimento.

Portal B2B



PARTE III
Enviar seu cadastro no Portal B2B para os Negócios da Volkswagen. O cadastro é obrigatório.

Documento

PARTE III

Enviar Ficha Cadastral para Volkswagen do Brasil e aguardar finalização do cadastro nos sistemas internos.



Aguardar a liberação do registro, você será informado por *e-mail*.

Fornecedor

Obrigatório para todos os fornecedores.





Ficha Cadastral - Volkswagen do Brasil

I - Volkswagen do Brasil - © 2009 propriedade pela Volkswagen - Bolinas em Brasil

SAP: Net:

II - Fornecedor

Informações básicas

Razão Social:	<input type="text"/>		
Nome fantasia:	<input type="text"/>		
CNPJ:	<input type="text"/>	Duns:	<input type="text"/>

Se ainda não tem o Duns, clicar em buscar

Dados de contato comercial

Nome Contato:	<input type="text"/>	Telefone (DDD):	<input type="text"/>
E-mail:	<input type="text"/>		
mail p/ envio de Cotações:	<input type="text"/>		
E-mail p/ info. de XML:	<input type="text"/>		

Dados complementares

Nome de Atividade:

Regime fiscal: << Clique para selecionar a opção na lista ao lado

Assinale com um "X" a única opção em que a empresa enquadra

1. A empresa fornece materiais de classificação produtiva - material para veículos

2. A empresa fornece materiais/serviços improdutivos

o assinalado a opção 2, relacionar a atividade adequada à sua empresa

Faturamento dos últimos 3 anos		Capital Social dos últimos 3 anos	
Ano	<input type="text"/>	Ano	<input type="text"/>
Ano	<input type="text"/>	Ano	<input type="text"/>
Ano	<input type="text"/>	Ano	<input type="text"/>

Observações:

Responsável pelo preenchimento:

Assinatura

Nome:	<input type="text"/>	CPF:	<input type="text"/>
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Add footer

Envie o documento Ficha Cadastral para o e-mail:
USAMSIT@volkswagen.com.br

O envio deste documento é obrigatório!

Aguarde a conclusão do registro, você será informado por e-mail.