



Volkswagen do Brasil MANUAL PARA CADASTRO DE FORNECEDORES

www.vw.com.br

Designed by Ibrandify / Freepik

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.



11 4347-5518



usamsit@volkswagen.com.br

RESUMO

PARTE I

Providenciar o seu número Duns para o CNPJ objeto de cadastro.

O Duns é obrigatório para todos os fornecedores.

PARTE II

Providenciar seu registro no Portal de Negócios do Grupo Volkswagen.

O registro é obrigatório.

PARTE III

Enviar a documentação descrita neste manual para a Volkswagen do Brasil e aguardar a finalização do cadastro nos sistemas locais.

Após executar esses 3 passos, aguardar a liberação do registro. Você será informado(a) por e-mail.



PARTE I

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

- 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.



11 4933 7500



clientes@cialdnb.com

Entre em contato com a Dun & Bradstreet,
e providencie o seu Número DUNS®



Illustration by Freepik Stories

O número DUNS é a base de 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 identificador chave, e é obrigatório para trabalhar com todas as marcas do grupo - Por essa razão a sua empresa deve ser registrada na Dun & Bradstreet com um DUNS Number legalmente atribuído.

Bisnode | UPIK® - Unique Partner Identification Key | **dun & bradstreet**
WORLDWIDE NETWORK

[www.bisnode.de](#) | [Back to search](#) | [Dun & Bradstreet do Brasil Ltda](#)

[UPIK® platform](#) | [What is the D&B D-U-N-S® Number?](#) | [How does D&B UPIK® support?](#) | [Bisnode](#)

Dun & Bradstreet do Brasil Ltda

D-U-N-S® number: 90-456-7583

Company information

Address: Av. Bernardino de Campos 98 2
Andar
04004-040 São Paulo (Paraiso)

Exemplo do registro do Número DUNS

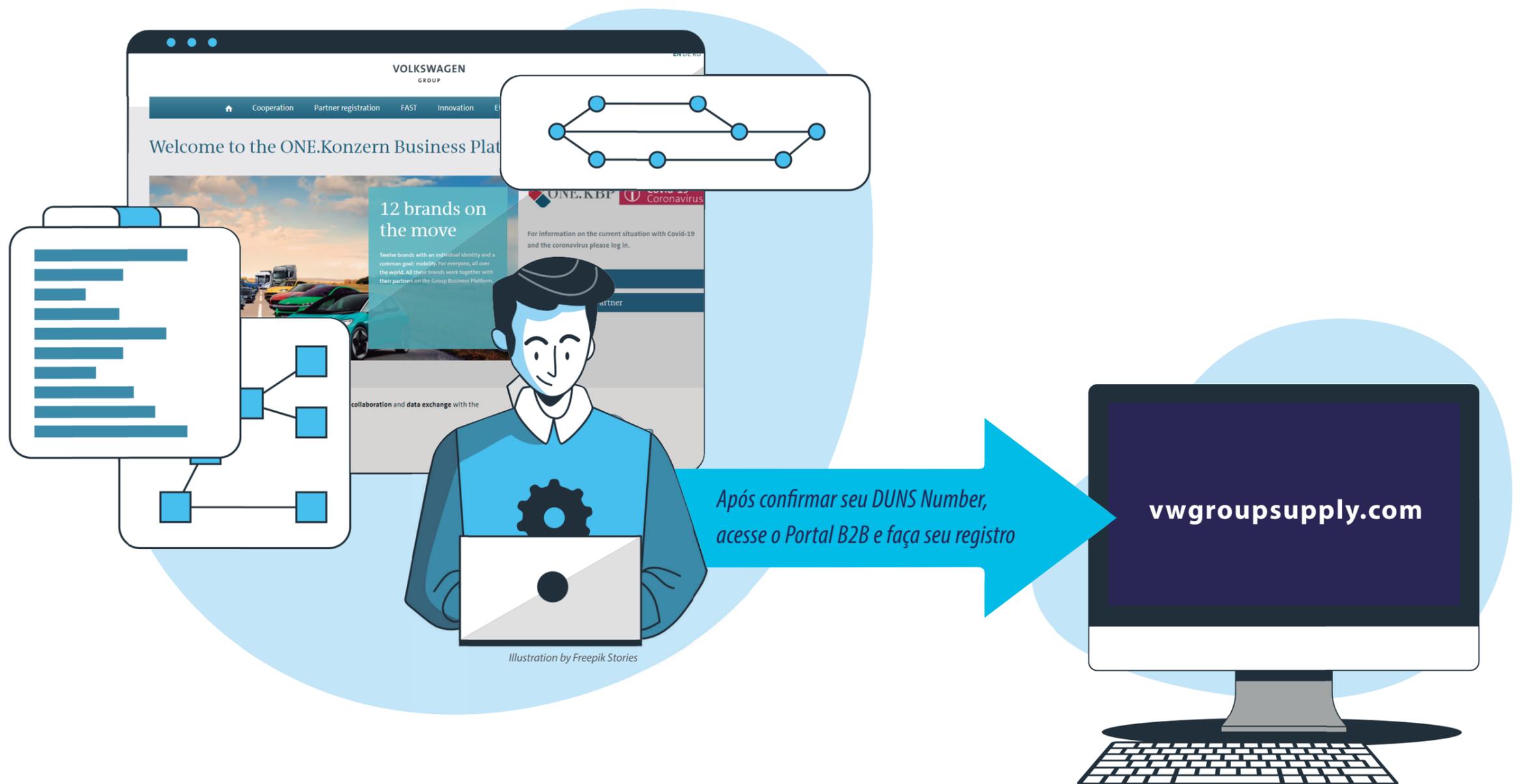
A Dun & Bradstreet não tem vínculos com a Volkswagen do Brasil, é apenas a fornecedora do Número Duns, sendo que essa empresa não tem nenhuma ação sobre este processo de cadastro. Há custo para a aquisição de alguns módulos do código. O código é um bem do fornecedor, portanto sua empresa é totalmente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



PARTE II

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

- Todas as etapas do registro eletrônico devem ser cumpridas para efetivar o cadastro;
- Qualquer pendência nos processos aqui descritos podem inviabilizar/bloquear o cadastro em nosso sistema;
- Após a conclusão, deste processo novas atividades podem ser requisitadas para complemento. Acompanhe sempre os e-mails do sistema.



Solicitação de Registro e Acesso - Passos de 1 a 5

1

VOLKSWAGEN GROUP

EN DE RU

Cooperation Partner registration FAST Innovation EU-GDPR Support | Login

Welcome to the ONE.Konzern Business Plattform

12 brands of the move

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

Login Register as a Partner

Communication Terms and Conditions Sustainability

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

- Online Collaboration with SKYPE for Business
- E-Mail Security
- Electronic Data Interchange (EDI)

Clique em **“Register as a Partner”**

2

VOLKSWAGEN GROUP

EN DE RU

Cooperation Partner registration FAST Innovation EU-GDPR Support | Login

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.

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
2. Enter the registrar data
3. Check of your data by the Volkswagen Group

Clique em **“Start Registration”**

3

VOLKSWAGEN GROUP

EN DE RU

English

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 your password in two separate emails.

At the first sign in at the B2B Supplier Platform, the next steps of the registration will follow. Here, you have to give us further information about your company, nominate the Company Administrator, and accept the B2B User Agreement online.

The VW Group is looking forward to a good collaboration!

Should you have any questions, please contact the Supplier Integration Team (SIT) either by phone or email. You can find our contact information under [B2B Support](#).

next

Clique em **“Next”**

4

VOLKSWAGEN GROUP

EN DE RU

1 2 3 4 5 6

Company Data Registrar Data Data Validation User Agreement Supplier DB Company Admin

Company Information

DUNS Number* Company Name*

Address* ZIP/Postal Code*

Provide a post box City*

State/district Country* Please Select

Company telephone* Company fax

Company E-Mail Do you supply* Products for the production procurement Products for the non-production procurement

Extended system access Access to internal Volkswagen IT systems

* = mandatory field

next

Preencha os dados e clique em **“Next”**

Veja a seguir como preencher corretamente:

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 (contando abreviações), exceto os caracteres especiais.



Company Information

DUNS Number*	<input type="text" value="12-345-6789"/>	Company Name*	<input type="text" value="Empresa Fornecedora LTDA"/>
Address*	<input type="text" value="Rua da Empresa 000"/> <input type="text"/>	ZIP/Postal Code*	<input type="text" value="01234-567"/>
Provide a post box	<input type="checkbox"/>	City*	<input type="text" value="Cidade (Bairro)"/>
State/district	<input type="text"/>	Country*	<input type="text" value="Brazil"/>
Company telephone*	+ <input type="text" value="55"/> - <input type="text" value="11"/> - <input type="text" value="12345678"/> - <input type="text"/>	Company fax	+ <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Company E-Mail	<input type="text" value="email@nomedaempresa.com.br"/>	Do you supply* <input type="checkbox"/> Products for the production procurement <input type="checkbox"/> Products for the non-production procurement	
Extended system access	<input type="checkbox"/> Access to internal Volkswagen IT systems		

Production Procurement: a empresa fornece peças para automóveis

Non-Production Procurement: outros produtos/serviços não relacionados a produção

5



Registrar Information

Last name*	<input type="text"/>	Last name prefix	<input type="text"/>
Last name appendix	<input type="text"/>	First name*	<input type="text"/>
Gender*	<input type="text" value="Please Select"/>	Your preferred language*	<input type="text" value="English"/>
Address*	<input type="text" value="Rua dos Bobos 0"/> <input type="text" value="Rua dos Bobos 0"/> <input type="text"/>	ZIP/Postal Code*	<input type="text" value="09616-010"/>
Provide a post box	<input type="checkbox"/>	Company city*	<input type="text" value="São Bernardo do Campo"/> <input type="text" value="São Bernardo do Campo"/>
Company state/district	<input type="text" value="SP"/> <input type="text" value="SP"/>	Company country*	<input type="text" value="Brazil"/>
Company telephone*	+ <input type="text" value="55"/> - <input type="text" value="11"/> - <input type="text" value="43475518"/> - <input type="text"/>	Company fax	+ <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Company E-Mail*	<input type="text"/>		

* = mandatory field

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.

Preencha os dados e clique em "Submit"

Veja a seguir como preencher corretamente:



Registrar Information

Last name*	<input type="text" value="Sobrenome"/> <input type="text" value="Sobrenome"/>	Last name prefix	<input type="text"/>
Last name appendix	<input type="text"/>	First name*	<input type="text" value="Nome"/> <input type="text" value="Nome"/>
Gender*	<input type="text" value="female"/>	Your preferred language*	<input type="text" value="Portuguese"/>

Address*	<input type="text" value="Endereço"/> <input type="text" value="Endereço"/> <input type="text"/>	ZIP/Postal Code*	<input type="text" value="12345-678"/>
Provide a post box	<input type="checkbox"/>	Company city*	<input type="text" value="Cidade"/> <input type="text" value="Cidade"/>
Company state/district	<input type="text" value="SP"/> <input type="text" value="SP"/>	Company country*	<input type="text" value="Brazil"/>
Company telephone*	+ <input type="text" value="55"/> - <input type="text" value="11"/> - <input type="text" value="43475518"/> - <input type="text"/>	Company fax	+ <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Company E-Mail*	<input type="text" value="nome@empresa.com.br"/>		

Os dados são então enviado automaticamente para Volkswagen(A/B). Agora os dados são validados e comparados com o dados em Dun & Bradstreet / Upik. Após uma validação bem-sucedida, a pessoa responsável pelo cadastro recebe automaticamente um ID de usuário e um link para configurar seu própria senha para o ONE.Konzern Plataforma de negócios através de dois e-mails separados (C).

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 ?

Thank you!

Completing your supplier self-registration you have taken the first step to register your company for our supplier portal.

Your data will be checked now. After a successful check, you will receive a User ID and a password in two separate emails to complete the registration of your company.

Your registration number is: **65614789629**

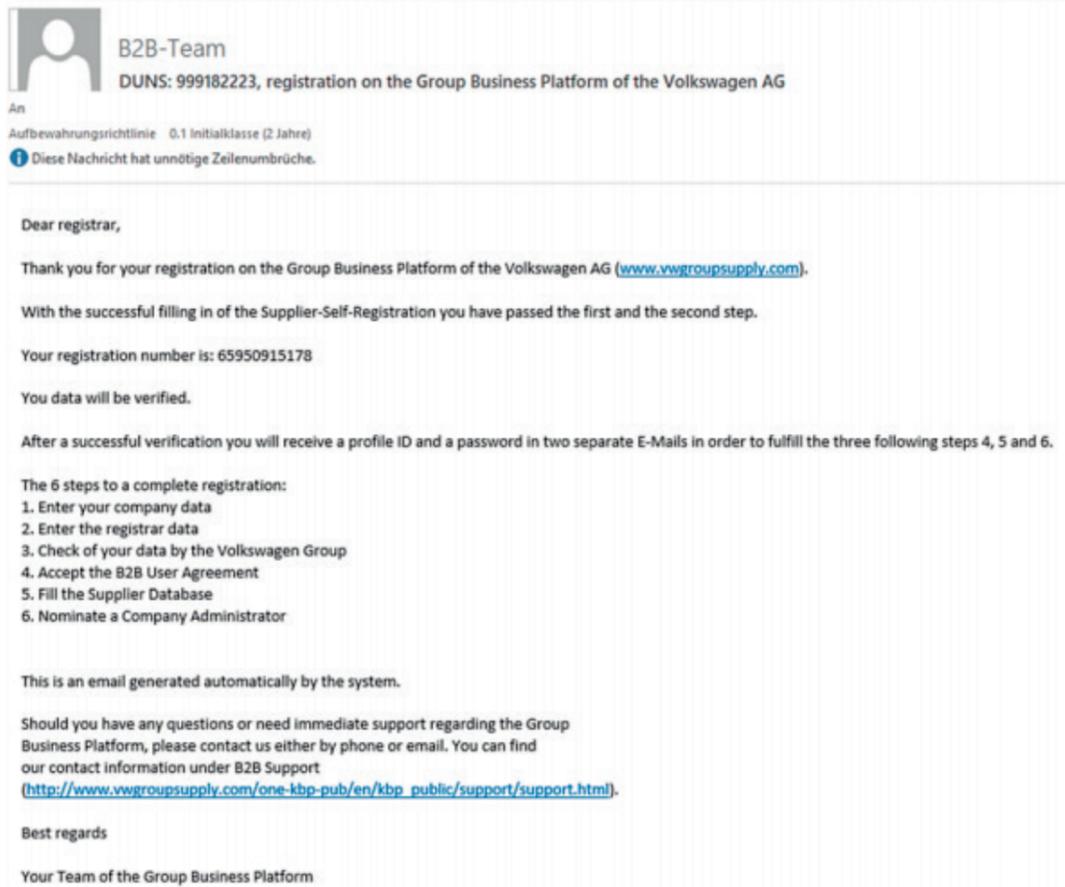
Should you have any questions, please contact the Supplier Integration Team (SIT) either by phone or email. You can find our contact information under [B2B Support](#).

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

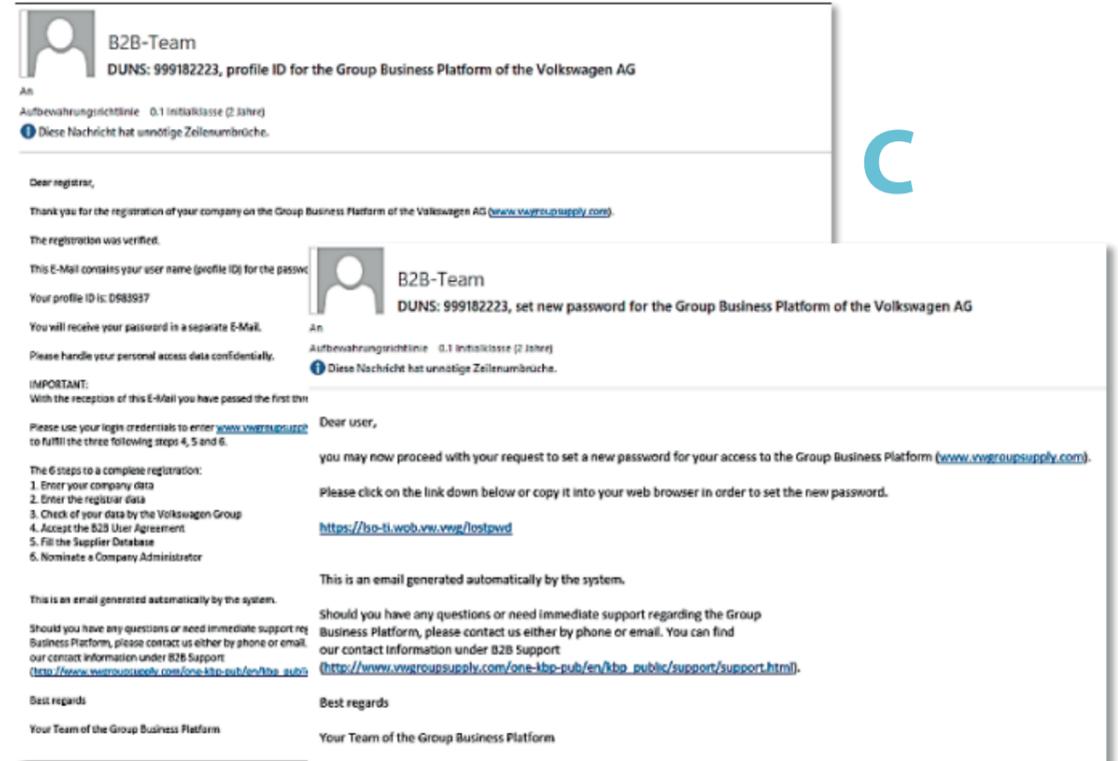
Yours Sincerely,
The Volkswagen B2B Team

Validação do Login e Senha - Passos de A a F

B



entre em contato com o suporte caso seu email não chegue em até 3 dias úteis: b2bteam@vwgroupsupply.com



C

D

Depois de clicar no link você precisa confirmar sua identidade inserindo o ID do usuário e o endereço de e-mail que você utilizou durante o registro.

VOLKSWAGEN GROUP

User Management (UMS) | Datenklassifikation: Vertraulich

Neusetzen des Passwortes veranlassen:

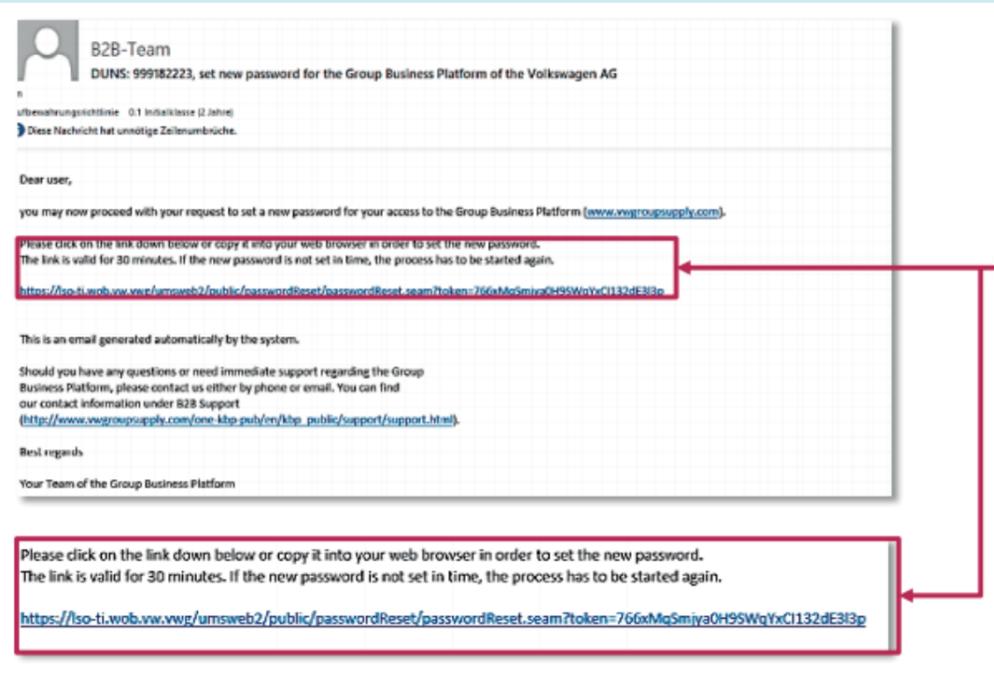
Wenn Sie Ihr Passwort vergessen haben, können Sie ein Neusetzen Ihres Passwortes veranlassen.
Bitte geben Sie dazu nachfolgend Ihre User-ID und die dazugehörige E-Mail-Adresse ein.

Ihre User-ID lautet:

Ihre E-Mail-Adresse lautet:

Neusetzen des Passwortes veranlassen Abbrechen

E



Clique neste link para definir o seu própria senha. O link é válido por 30 minutos.

F

VOLKSWAGEN GROUP

User Management (UMS) | Datenklassifikation: Vertraulich

You can define the new password:

New password:

Repeat password:

OK Cancel

VOLKSWAGEN GROUP

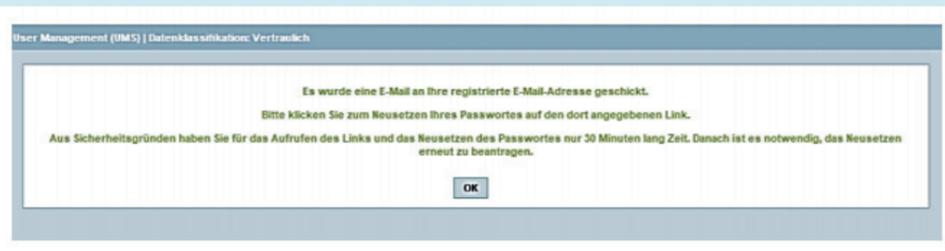
User Management (UMS) | Datenklassifikation: Vertraulich

Your password was successfully changed.
Click [here](#) to go back to the Group Business Platform.

Digite aqui sua própria senha

Depois de gerar sua senha você vê uma caixa de informações com a confirmação

Após a confirmação você receberá uma mensagem informando que você vai receber um e-mail com um novo link que é válido apenas por 30 minutos.



Conclusão do Registro - Passos 6 a 19

Nas próximas etapas, o registro precisa ser concluído em www.vwgroupsupply.com

6

VOLKSWAGEN GROUP

EN DE RU

Cooperation Partner registration FAST Innovation EU-GDPR Support | Login

Welcome to the ONE.Konzern Business Plattform

12 brands of the move

12 brands with an individual identity, a common goal: mobility. For everyone, all over the world. All these brands work together with their partners on the Group Business Platform.

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

Login Register as a Partner

Communication Terms and Conditions Sustainability

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

- Online Collaboration with SKYPE for Business
- E-Mail Security
- Electronic Data Interchange (EDI)

Clique em "login"

7

VOLKSWAGEN GROUP

Login with Password Login via SecurID

UserID: Password: UserID: Password:

UserID: D985888 Password: [masked]

Forgot Password Account Select

Password Login

O ID de usuário recebido por e-mail deve ser inserido aqui (começando com D...) e a senha que você definiu. Lembre-se que deve-se respeitar as letras maiúsculas também.

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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

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

Clique em "Next"

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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

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, at center of the B2B Supplier platform, and the brands of the Volkswagen Group, conducts 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 submitted 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 Process Center Team
B2B User Agreement
Boltzstraße 66, 47
38440 Wolfsburg
Germany
phone: +49 5361 9-33099

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.

If you want to print the User Agreement governing the Use of the Volkswagen Group B2B Supplier Platform, use this download.

I agree to the terms and conditions below

Submit

"Flag" a caixinha de aceite e clique em "Submit"

38440 Wolfsburg
Germany
phone: +49 5361 9 33099

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 edit the User Agreement concerning the use of the Volkswagen Group B2B Supplier Platform, use this download.

agree to the terms and conditions below

Submit

VOLKSWAGEN
ANTERESSULLUSKRAFT

Die folgende / The following

B2B Nutzungsvereinbarung / B2B User Agreement
über die Nutzung der Volkswagen Konzern B2B-Lieferantplattform /
governing the use of the Volkswagen Group B2B Supplier Platform
„VW Group Supply.com“

wird geschlossen zwischen / is hereby entered into by and between:

Name der Firma / Company Name:
Straße / Street:
PLZ und Ort / Postal Code and Place:
Land / Country: United Kingdom
DUNS-Nr.: 99-919-2223

- in folgenden Lieferantensystemen, Teilnehmern (LT) genannt -
- hereinafter referred to as the Supplier Platform Participant (Platform Participant) -
und der / and

I agree to the terms and conditions below

>> Submit

O Contrato do Usuário B2B deve ser impresso, assinado e **enviado por correio** para o endereço indicado abaixo. Apenas a 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.

Volkswagen Process Center Team
B2B User Agreement
Rothenfelder Str. 47
38440 Wolfsburg
Germany

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

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English

VOLKSWAGEN
GROUP

1 Company Data 2 Registrar Data 3 Data Validation 4 User Agreement 5 Supplier DB 6 Company Admin

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

Supplier database (LDB)

Here you will get to the
Supplier database.

Process description
What is a DUNS ?

Clique em "Supplier Database"

11

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

General Information
Imprint

Your company registration
Supplier database

The supplier database is an important component of our Group Business Platform VWGroupSupply.com and an essential link between your company and the Volkswagen Group. Our database allows you to store all important business information in one place. You can simplify our cooperation and daily work using the database, since all procurement departments as well as many other departments of the Volkswagen Group have access to it. Your presence on our platform helps us to quickly identify your expertise and enables us to place specified requests for quotation.

The wizard helps you enter your data when visiting our platform for the first time. You may stop the entry process at any time and continue it later on.

Our database is divided into several areas, e.g., general company information, range of services, etc. In the upper left menu the wizard indicates the area that you are currently working on.

To keep the database up to date, we kindly ask you to update and **confirm your data regularly.**

Continue the initial data entry.

Clique em "Continue Initial Data Entry"

12

- 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

D&B O-U-II-SD No.: **11-512-1225**

Company Name:

Trade Name:

Short name:

Street 1:

Street 2:

Post Code** / City*: /

Additional postal address:

P.O. Box:

P.O. Box Post Code/City:

State:

Country:

Phone Switchboard*:

Fax Central:

Homepage:

(*) 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"/> Warehouse / Storage
<input type="checkbox"/> Production / Assembly	<input type="checkbox"/> Distribution	<input type="checkbox"/> Other
<input type="checkbox"/> Development	<input type="checkbox"/> Transportation	

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

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- 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. i

Additional information

Train Station:

Legal Form:

Established:

Companies' Register:

Capital:

Venue:

VAT ID:

Tax Number:

Customer Numbers, which have been assigned to the VW Group members by the supplier:

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"

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

General Information
Imprint

Your contact data

Supplier database

Please capture here further addresses, which differ from your registered seat i

Further Addresses

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

Contact persons of your responsibilities

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

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"

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- 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: 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.

Para salvar, clique em "Complete"

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- 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

Key	Description
20-00-00-00	Packing material*
20-04-00-00	Can (packing material)*
20-04-04-00	Can (cardboard / paperboard packing material)*
20-04-04-01	Can (cardboard)

*) This 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

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

16

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

General Information
Imprint

Your certificates, systems, methods
Supplier database

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

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

Area	Description
This list contains no item.	

Type	Description	since
This list contains no item.		

Type	Description	since
This list contains no item.		

Para abrir a página de Input, clique em Add.

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
Imprint

Your certificates, systems, methods
Supplier database

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!

Clique em Save para concluir

17

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

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

18

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.

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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

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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
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PROCESS DESCRIPTION

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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: D985888
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

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
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

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.

PROCESS DESCRIPTION

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PARTE III

Enviar a documentação descrita neste manual para a Volkswagen do Brasil e aguardar a finalização do cadastro nos sistemas locais.

- 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.



1. FORMULÁRIOS

Faça o download em nossa página, preencha, reconheça firma e envie

2. FICHA CADASTRAL

Faça o download em nossa página, preencha e envie

3. CERTIDÃO SIMPLIFICADA

da junta comercial, emitida nos últimos 30 dias

4. ÚLTIMA ALTERAÇÃO/CONSOLIDAÇÃO DO CONTRATO SOCIAL

Enviar também ata de eleição, procuração, e outros adendos SE necessário para comprovar poderes de quem assina o Formulário.

Enviar os documentos para usamsit@volkswagen.com.br
coloque no assunto: Nome da Empresa e CNPJ
E aguarde a conclusão do registro local.