

Informative translation from the Czech language.

ANNEX E TO THE TENDER DOCUMENTATION

- 1. Process of registration to the Volkswagen group trading platform**
- 2. Process of obtaining “S-Rating”**

PROCESS OF REGISTRATION TO THE VOLKSWAGEN GROUP TRADING PLATFORM

Link: www.vwgroupsupply.com

VOLKSWAGEN GROUP

Cooperation Partner registration FAST Innovation Legal Information Support | Login

Welcome to the ONE.Group Business Platform

Partner registration

Partner registration

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

You will become an authorized user of our ONE.Konzern Business Plattform by a multi-stage registration process. As a user, you will have access to those applications and information services activated for you.

The registration process D-U-N-S- Number Help on registration

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 sanctions lists.

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.

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 details on our website.

next

If you have not been provided with your DUNS number, please call 00420 274 000 600 (or contact the company D&B in your country). Upon communicating your Identification Number, you will be provided with either your DUNS number, or information on next steps. Without a DUNS number, you cannot proceed with your registration.

MATRIX Media s.r.o.

ACTIVE

HEADQUARTERS

Address: 1079/40 U průhonu, Praha 7 - Holešovice, 17000, CZ

Phone: 251512500

D-U-N-S: 51-141-9231

Registration #: CZ26504740

Informative translation from the Czech language.

1

2

3

4

5

6

Company Data

Registrar Data

Data Validation

User Agreement

Supplier DB

Company Admin

Company Information

DUNS Number*	51-141-9231	Company Name*	MATRIX Media s.r.o.
Address*	1079/40 U průhonu	ZIP/Postal Code*	170 00
Provide a post box	<input type="checkbox"/>	City*	Praha 7 - Holešovice
State/district		Country*	Czechia
Company telephone*	+ 420 - 777 - 797115	Company fax	+ - -
Company E-Mail*	bara.zvonickova@matrixmedia.eu	Do you supply*	<input type="checkbox"/> Products for the production procurement <input checked="" type="checkbox"/> Products for the non-production procurement
Extended system access	<input checked="" type="checkbox"/> Access to internal Volkswagen IT systems		

* = mandatory field

next

1

2

3

4

5

6

Company Data

Registrar Data

Data Validation

User Agreement

Supplier DB

Company Admin

Registrar Information

Last name*	Zvoníčková Zvonickova	First name*	Bára Bara
Your preferred language*	English		
Address*	1079/40 U průhonu 1079 40 U pruhonu	ZIP/Postal Code*	170 00
Provide a post box	<input type="checkbox"/>	Company city*	Praha 7 - Holešovice Praha 7 - Holesovice
Company state/district		Company country*	Czechia
Company telephone*	+ 420 - 777 - 797115	Company fax	+ - -
Company E-Mail*	bara.zvonickova@matrixmedia.eu		

* = mandatory field

previous

Submit

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 Profile ID and a password in two separate emails to complete the registration of your company.

Your registration number is: **43264870119**

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

Within approx. 3 working days, you should receive two e-mails - one with your user name – ID. In the other e-mail, you should find a link to create your password.

Informative translation from the Czech language.

From: B2BTeam@vwgroupsupply.com [mailto:B2BTeam@vwgroupsupply.com]
Sent: Thursday, January 27, 2022 10:44 AM
To: Bára Zvoníčková
Subject: DUNS: 511419231, profile ID for the Group Business Platform of the Volkswagen AG

Dear everyone,

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: **D47484L**

You will receive a separate email with a link to set your new password.

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

From: B2BTeam@vwgroupsupply.com [mailto:B2BTeam@vwgroupsupply.com]

Sent: Thursday, January 27, 2022 10:44 AM

To: Bára Zvoníčková

Subject: DUNS: 511419231, set new password for the Group Business Platform of the Volkswagen AG

Dear everyone,

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://iso.volkswagen.de/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 on pub/en/kbp_public/support/support.html.

Best regards

Your Team of the Group Business Platform

Request to set a new password here.

Please enter your Profile ID and the respective email address.

Profile ID: *

D47484L

Email address: *

bara.zvonickova@matrixme

Request to set a new password

Cancel

An email was sent to your registered email address.

For setting the new password please click on the embedded link.

Due to security reasons you have 30 minutes to set your new password. After that it is necessary to request the setting of the password again.

OK

Informative translation from the Czech language.



In case you forgot your password, please click on Forgot Password and you will receive an e-mail with a link to create a new password.

The screenshot displays the login interface of the Volkswagen Group Business Platform. It features three main login panels: 'Login with Password', 'Login using Certificate', and 'Login via SecurID'. The 'Login with Password' panel includes fields for 'User ID' (containing 'D47484L') and 'Password', a 'Forgot Password' link, a checkbox for 'Strong authentication with TOTP', and a 'PASSWORD LOGIN' button. The 'Login using Certificate' panel shows a 'VOLKSWAGEN PKI' graphic and a 'CERTIFICATE LOGIN' button. The 'Login via SecurID' panel has fields for 'User ID', 'PIN', and 'Token' (containing '427913'), and a 'SECURID LOGIN' button. Below the login panels is a progress bar with six steps: 1. Company Data, 2. Registrar Data, 3. Data Validation, 4. User Agreement, 5. Supplier DB, and 6. Company Admin. Step 4 is currently active.

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. The 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 they need to contact your company. 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 responsible for the use 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 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

Informative translation from the Czech language.

B2B User Agreement

The B2B Supplier platform "VW GroupSupply.com" enables you, as supplier, to communicate swiftly and efficiently with the Volkswagen AG and the individual brands of the Volkswagen Group and to establish business relationships with them.

It simplifies the handling of diverse administrative tasks within a business relationship for you and the brands of the Volkswagen Group, with which you have business contacts. Furthermore, it provides information and enables an exchange of binding declarations and contracts between you and the brands of the Volkswagen Group.

The B2B User Agreement, which is provided by the Volkswagen AG, as carrier of the B2B Supplier platform, and the brands of the Volkswagen Group, conduces 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 subsumed 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
Rothenfelder Str. 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.

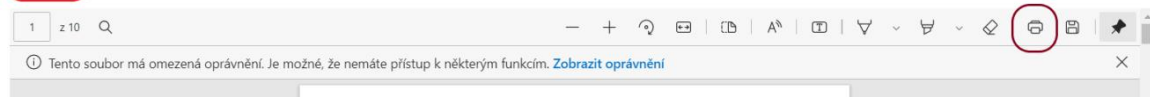
Temporary access to the B2B Supplier platform is granted once you have electronically accepted the B2B User Agreement by marking the check box below and clicking on "Send". After completing the registration process, you will be eligible to access particular applications of the B2B Supplier platform and exchange information with us on a temporary basis until we receive the original legally binding signed B2B User Agreement.

We would like to draw your attention to the fact that your company's or location's temporary access to the B2B Supplier platform will be restricted after the expiration of 6 weeks time unless we receive the original signed B2B User Agreement accordingly.

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

I agree to the terms and conditions below ☒

Submit



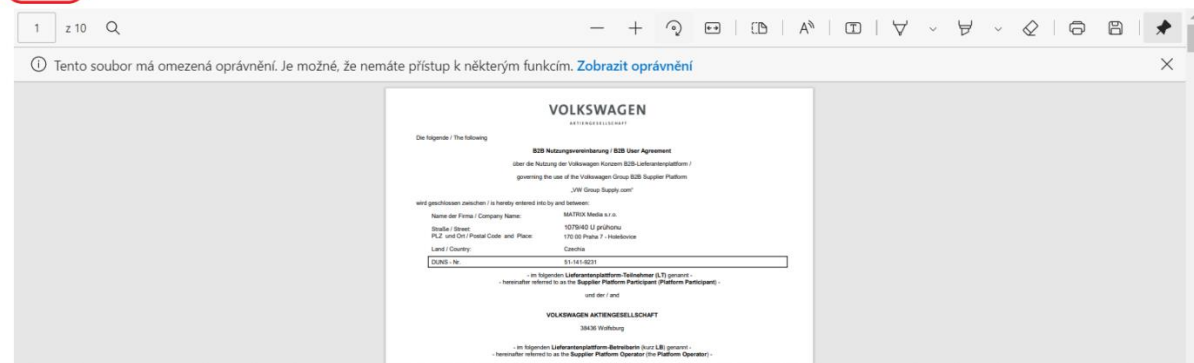
The agreement needs to be printed out and sent by mail to the VW address (in the blue frame). Irrespective of the sending, you can continue with your registration.

We would like to draw your attention to the fact that your company's or location's temporary access to the B2B Supplier platform will be restricted after the expiration of 6 weeks time unless we receive the original signed B2B User Agreement accordingly.

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

I agree to the terms and conditions below ☒

next



Supplier database (LDB)

Here you will get to the

Supplier database.

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 expand your data regularly.

Attention: The entry of personal data (e.g. name, e-mail address, telephone number) in free text fields is not permitted!

■ Continue the initial data entry...

Informative translation from the Czech language.

Your company data
Supplier database



Please maintain here the master data of your company ⓘ

Address information

Last Modification: 27.01.2022

D&B D-U-N-S® No.:51-141-9231

Company Name: *MATRIX Media s.r.o.

Trade Name: ⓘ

Short name: *Matrix ⓘ

Street 1 : **1079/40 U prunonu ⓘ

Street 2 : ⓘ

Post Code** / City* :170 00 / Praha 7 - Holešovice

Additional postal address: -no selection- ▼

P.O. Box: ⓘ

P.O. Box Post Code/City: /

State:

Country: *Czech Republic ▼

Phone Switchboard: *+420 - 777 - 797115 +49 5361 9123-45

Fax Central: - - +49 5361 9123-99

Homepage:

E-Mail: *bara.zvonickova@matrixmedia.eu

(*) Fields with asterisks must be filled!

(**) Mandatory fields depending on the chosen site functions.

Company Name / address written using country's local spelling

Company Name:

Full address:

Site functions*

☒ Headquarters

☒ General Administration

☐ Production / Assembly

☐ Development

☐ Accounting

☐ Procurement / Sourcing

☐ Distribution

☐ Transportation

☒ Sales / Marketing

☐ Warehouse / Storage


☐ Other

■ Back

■ Continue the initial data entry...

Informative translation from the Czech language.

Additional supplier data
Supplier database



Please include any additional company data here. ⓘ

Additional information

Train Station:

ⓘ

Legal Form:

ⓘ

Year founded or Year the current owner took control:

2002

Companies' Register:

26504740

Capital:

ⓘ

Euro

▼

Venue:

ⓘ

VAT ID:

ⓘ

Tax Number:

ⓘ

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

ⓘ

■ Back

■ Continue the initial data entry...

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.			

■ Add

Contact persons of your responsibilities

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

■ Add


■ Back


■ Continue the initial data entry...

Informative translation from the Czech language.

Your contact data


Supplier database



Please capture here information about businesswide contact partners. Please name one contact partner per responsibility. 

Contact partner


[NOT SPECIFIED]


Salutation:*
Mrs. 


Title:


Name:*
Bára

Surname:*
Zvoníčková

Business Division:*
General management 

Department:


Function:


Remark:


Languages

German:
☐

English:
☒

Spanish:
☐

other languages:

Contact Information

Phone:*
+420 - 777 - 797115 +49 5361 9123-45


Mobile Phone:
+49 170 123 45 67

Fax:*
+420 - 777 - 797115 +49 5361 9123-99


E-Mail:*
bara.zvonickova@matrixmedia.eu

Contact Address

Company:
MATRIX Media s.r.o.


Department P.O. Box:


Street 1:*
1079/40 U průhonu

Street 2:


Post Code* / City*:
170 00 / Praha 7 - Holešovice

State:

Country:*
Czech Republic 

(*) Fields with asterisks must be filled!

Responsibility Brands / Regions

☒ Volkswagen
☐ Audi
☐ Seat
☒ Skoda
☐ Africa
☐ Middle- and South America

☐ Bentley
☐ Bugatti
☐ Lamborghini
☐ Porsche
☐ Asia/Pacific
☐ North America

☐ Ducati
☐ Volkswagen Light Commercial Vehicles
☐ Scania
☐ MAN
☐ Europe

☒ As the responsible company admin/ registrar, I hereby confirm that the affected persons have been informed transparently about the processing of their personal data by the participating companies of the Volkswagen Group in advance of the survey, with the [Data protection declaration](#) provided by the Volkswagen Group.

Informative translation from the Czech language.

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.			

■ Add

Contact persons of your responsibilities			
Surname	Business Division	Phone	E-Mail
▶ Bára Zvoníčková	General management	+420-777-797115	bara.zvonickova@matrixmedia.eu

■ Add

■ Back

■ Continue the initial data entry...

Your ability range
Supplier database



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

This list contains no item.

■ Add

■ Back

■ Continue the initial data entry...

Please select an approximate field of your activity - always depending on presentation of your company in the Purchasing Department of ŠKODA and in specialized departments.

Your ability range
Supplier database



Please choose first, which part of the product group catalogue you want to browse. ⓘ

Non-production material		Production material	Search
Key		Product group	
23-00-00-00	machine element, fixing, mounting*		
24-00-00-00	Office products, facilities and technics, papeterie*		
25-00-00-00	Service*		
25-01-00-00	Security service*		
25-02-00-00	Development, planning service*		
25-04-00-00	Facility management*		
25-04-09-00	Office service (facility)*		
25-04-09-01	Procurement management (facility)		
25-04-09-02	Copy and printer service (facility)		
25-04-09-03	Information management (facility)		
25-04-09-04	Central communication service (facility)		
25-04-09-90	Office service (facility, unclassified)		
25-04-10-00	Sanitation service (facility)*		

*) This eCI@ss-key is used in the purchasing process of the Volkswagen Group.

■ Cancel


- ☐ 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




Informative translation from the Czech language.


INTERN

Your ability range

Supplier database



Chosen ability:   Procurement management (facility) 25-04-09-01 

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

Contact partner *complete* for Procurement management (facility)

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


■ Add contact


■ Complete

INTERN













Your ability range

Supplier database



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

General Abilities

		25-00-00-00	Service*	
		25-04-00-00	Facility management*	
		25-04-09-00	Office service (facility)*	
		25-04-09-01	Procurement management (facility)	

*) This eCI@ss-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

■ Add


■ Back


■ Continue the initial data entry...

INTERN

Your certificates, systems, methods

Supplier database



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

Certificates

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

■ Add

IT Systems and methods

Area	Description
This list contains no item.	

■ Add

Laboratory and testing facilities

Type	Description	since
This list contains no item.		

■ Add

Innovations and patents

Type	Description	since
This list contains no item.		


■ Add


■ Back

■ Continue the initial data entry...

Informative translation from the Czech language.

Document administration
Supplier database



Please upload documents for the pertinent brands and regions here 

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:

Valid until:

Document path: Nevybrán žádný soubor ■ Upload

No documents have been uploaded.

■ Back

■ Continue the initial data entry...

Your company registration
Supplier database



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

■ Back

■ Complete


VOLKSWAGEN
GROUP


[Home](#) [News](#) [Applications](#) [Information](#) [FAST](#) [Legal Policy](#) [Support](#)

[Home](#) [News](#) [Applications](#) [Information](#) [FAST](#) [Legal Policy](#) [Support](#)

Start

My Systems

 Supplier Database (LDB)

 User Management System (B2B-UMS)

Informative translation from the Czech language.



Create a CompanyAdmin

Company Information

Company DUNS Number	51-141-9231	Company Name	MATRIX Media s.r.o.
Company address	1079/40 U průhonu	Company P.O. Box Zip	
Company P.O. Box		Company ZIP/Postal Code	170 00
Company city	Praha 7 - Holešovice	Company country	Czechia
Company telephone	+420-777-797115	Company fax	
Company E-Mail	bara.zvonickova@matrixmedia.eu		

Registrar Information

Profile ID	D47484L	First name	Bára
Last name	Zvoníčková	Telephone	+420-777-797115
Fax		Department	
E-Mail	bara.zvonickova@matrixmedia.eu	Your preferred language	English

CompanyAdmin Information

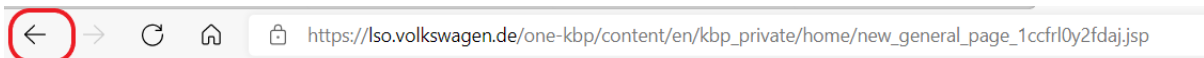
☒ Registrar becomes CompanyAdmin ☐ Create a new CompanyAdmin

Submit



Registration complete!

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.



VOLKSWAGEN GROUP

[Home](#) [News](#) [Applications](#) [Information](#) [FAST](#) [Legal Policy](#) [Support](#)

[Home](#) [News](#) [Applications](#) [Information](#) [FAST](#) [Legal Policy](#) [Support](#)

Start

My Systems

[Supplier Database \(LDB\)](#)

[User Management System \(B2B-UMS\)](#)

[News](#) [Applications](#) [Information](#) [FAST](#) [Legal Policy](#) [Support](#)

User Management System

B2B-UMS

[Overview](#) [Supporting media](#) [Contact](#)

Support

Supporting times:

Last changed: 19.11.2020
Version 1.0



Start

The application TOTP Authenticator must be installed on your mobile phone.



User management

Main menu

Own company data

Own personal data

Change own password

My admins

Actions

Activate TOTP

Export personal data

Own personal data

Profile ID

D47484L

Name

Zvoníčková, Bára

DUNS

511419231

Personal data

Contact data

Contract data

Profile

Roles

Linked profiles

Last name

Zvoníčková

Zvonickova

First name

Bára

Bara

Place of birth

Birth date

Preferred language

English

ID Level

1

Edit

Security Advice for TOTP Initialization

Next step is a re-login where you have to enter your user ID and password again. After that you will receive an email with a numerical code. Please enter this code on the next page. After successful check you will get access to your TOTP¹ secret key (QR code) which is needed to initialize your authenticator app.

CONTINUE

¹) TOTP = Time-based One-Time Password – 6-digit numerical code that will be generated by an authenticator app.

Login with Password

User ID
D47484L

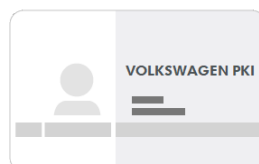
Password

Forgot Password

☐ Strong authentication with TOTP

PASSWORD LOGIN

Login using Certificate



CERTIFICATE LOGIN

Login via SecurID

User ID

PIN

Token 427913

SECURID LOGIN

Informative translation from the Czech language.

You will receive the e-mail below.

Hello,

You have requested a one-time password (OTP) to login on a website of the Volkswagen Group.

Following one-time password was generated for you: **8191-833830**

Regards,

One-timepassword Manager of the Volkswagen Group

Fill in the numbers from the received e-mail.

Email OTP - Login

A one-time password (OTP) was send to your email address. Please check your in-box for this email (maybe also your spam folder). Receiving this email can take some minutes.

Sender: **noreply.emailotp@volkswagen.de**
Recipient: **bara.zvonickova@matrixmedia.eu**
Subject: **"One-time password"**

Please enter the one-time password you received by email here.

Enter one-time password:

8191	-	833830
------	---	--------

LOGIN

After opening the TOTP application in your mobile phone, please click on + and then on Scan QR code. Proceed to scan the QR code from the screen.

TOTP - Secret Key



BGPBSTZEQEPKO6K6RXOILP
EMEQP33HY2
Secret key
(Base32, SHA1, 6 digits)

The QR code can be scanned with an authenticator app. If a scan is not possible the alphanumerical code below the QR code can be entered manually into the authenticator app.

After successful initilization the authenticator app will show a 6-digit numerical code.

To finalize the process it is necessary to login with the code generated by your authenticator app. To do this, please click on the button "Continue with login".

Otherwise your TOTP registration would be rejected after 24 hours. You will then have to ask your Company Administrator to restart the process again.

REGENERATE KEY

CONTINUE WITH LOGIN

Upon opening the application, you will be shown a code which changes every 30 seconds. Please fill in the code each time when signing in to the system.

TOTP - Login

Enter the one-time password (OTP) generated by your authenticator app.

Enter Code:

123456

LOGIN

User Management (UMS) | Data Classification: Confidential

User management

Main menu

- Search for profiles
- Own company data
- Own personal data
- Change own password
- My admins
- Set up user profile

Search for profiles

DUNS511419231Company

Profile ID

First name

Last name

Search with * possible (except for DUNS)

SearchAdd to the search resultNew search

User Management (UMS) | Data Classification: Confidential

User management

Main menu

- Search for profiles
- Own company data
- Own personal data
- Change own password
- My admins
- Set up user profile

Actions

- Edit roles
- Activate TOTP
- Export personal data

Own personal data

Profile IDD47484L

NameZvoníčková, Bára

DUNS511419231

Personal dataContact dataContract dataProfileRolesLinked profiles

Last nameZvoníčkováZvonickova

First nameBáraBara

Place of birth

Birth date

Preferred languageEnglish

ID Level1

Edit

Informative translation from the Czech language.

Selection of role to be edited

Search for entries with following role

- GPS Online Negotiation (GPS-ON)
 - Supplier Participant**
- Online orders (Non-series) (OHUB)
 - E-Mail Audi
 - E-Mail SEAT
 - E-Mail SKODA
 - E-Mail VW
 - Read

GPS Online Negotiation (GPS-ON)
System used to negotiation offers electronically
Supplier Participant
Right for Suppliers to access the application and submit offers

☐ with time limitation **Assign role** Revoke role

Selected profile

Profile ID	Last name	First name	Status		
D47484L	Zvoníčková	Bára			

View details

Then select E-Mail SKODA and click on Assign Role. This is how you assign the following roles **Read, Write, RFQ-A User and RFQ-A View**

☐ with time limitation **Assign role** Revoke role

Selected profile

Profile ID	Last name	First name	Status		
D47484L	Zvoníčková	Bára			

View details

Solution	Role	
GPS Online Negotiation (GPS-ON)	Supplier Participant	
Online orders (Non-series) (OHUB)	E-Mail SKODA	
Online orders (Non-series) (OHUB)	Read	
Online orders (Non-series) (OHUB)	Write	
Online Request for Quotation (RFQA)	RFQ-A User	
Online Request for Quotation (RFQA)	RFQ-A View	
Supplier Database (LDB)	CompanyAdministrator	
User Management	Company Admin	

User Management (UMS) | Data Classification: Confidential

You are (strong authenticated) logged in as D47484L (Zvoníčková, Bára)

User management

Main menu

- Search for profiles
- Own company data
- Own personal data
- Change own password
- My admins
- Set up user profile

Actions

- Edit roles

Own personal data

The following actions were successfully carried out for the user profile D47484L: 6 Roles assigned.

Profile ID	D47484L
Name	Zvoníčková, Bára
DUNS	511419231

Personal data **Contact data** **Contract data** **Profile** **Roles** **Linked profiles**

DONE!

Please send an e-mail stating your DUNS and informing about finishing the registration to Petr.chromy@sko-energo.cz. A registration to our systems must be completed.

Contact person in the matters of trading platform registration support:

Jiří Skála, BAD-Services and logistical needs procurement
ŠKODA AUTO a.s., tř. Václava Klementa 869, 293 60 Mladá Boleslav, Czech Republic
Phone: +420 326 8 31017
jiri.skala@skoda-auto.cz; www.skoda-auto.cz

PROCESS OF OBTAINING S-RATING

S-Rating is awarded based on the SAQ Questionnaire evaluation outcome. If the supplier does not obtain the points required to be awarded a positive evaluation based on the SAQ Questionnaire, the S-Rating may be awarded based on an audit (On Site Check).

Once the supplier registers to the B2B portal following the process described in the tender documentation, it is invited to fill in the SAQ Questionnaire.

The contracting authority wishes to point out that suppliers are obliged to register to the external platform NQC on the internet address <www.supplierassurance.com> before filling in the SAQ Questionnaire. Filling the SAQ Questionnaire in will be enabled only after this registration is completed. The primary source of registration identification is the supplier's DUNS number.

Within 48 hours following the registration the supplier will receive an activation e-mail, using which it will arrange for access to its user account. Subsequently the supplier may start filling in the questionnaire and uploading required documents.

The filled-in questionnaire must be sent for evaluation (the "Validation" phase takes 5 working days).

Upon validation completion the supplier is informed about the SAQ Questionnaire evaluation outcome. The final outcome of S-Rating is automatically imported into the GLOBE system. Shall the supplier not obtain a SAQ Questionnaire outcome necessary to be awarded a positive evaluation, improvements must be done in the questionnaire and it must be resent for evaluation (each evaluation takes 5 working days).

Minimum group requirements to obtain a positive S-Rating evaluation are in particular:

- supplier's developed Code of Conduct;
- supplier's developed Policy on Human Rights and Working Conditions;
- supplier's developed Policy on Health and Safety;
- supplier's developed Policy on Business Ethics;
- supplier's developed Policy on Environmental Sustainability.

Contact persons in the matters of obtaining S-Rating:

Pavla Kozderková, BSB-S-Rating and GDPR Specialist
ŠKODA AUTO a.s., Tř. Václava Klementa 869, 293 01 Mladá Boleslav, Czech Republic
M: +420 704 941 579
pavla.kozderkova@skoda-auto.cz, www.skoda-auto.com

Dipl.-Kffr. Irena Zeggel, LL.M., BSB-S-Rating Project Specialist
ŠKODA AUTO a.s., Tř. Václava Klementa 869, 293 01 Mladá Boleslav, Czech Republic
M: 730 867 074
irena.zeggel@skoda-auto.cz, www.skoda-auto.com