

PŘÍLOHA E

ZADÁVACÍ DOKUMENTACE

- 1. Postup registrace do obchodní platformy koncernu Volkswagen**
- 2. Postup pro zajištění „S-Ratingu“**

POSTUP PRO REGISTRACI DO OBCHODNÍ PLATFORMY KONCERNU VOLKSWAGEN

Odkaz: www.vwgroupsupply.com

VOLKSWAGEN GROUP

Cooperation Partner registration FAST Innovation Legal Information Support | Login

Welcome to the ONE.Group Business Platform

Cooperation Partner registration FAST Innovation Legal Information Support | Login

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

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 ?

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. 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. 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 here.

next

V případě, že neznáte Vaše DUNS číslo, zavolejte na tel. 274 000 600. Po sdělení Vašeho IČ Vám DUNS sdělí, případně Vám řeknou další postup. Bez DUNS čísla není možné v registraci pokračovat.

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



Company Information

DUNS Number*	<input type="text" value="51-141-9231"/>	Company Name*	<input type="text" value="MATRIX Media s.r.o."/>
Address*	<input type="text" value="1079/40 U průhonu"/>	ZIP/Postal Code*	<input type="text" value="170 00"/>
Provide a post box	<input type="checkbox"/>	City*	<input type="text" value="Praha 7 - Holešovice"/>
State/district	<input type="text"/>	Country*	<input type="text" value="Czechia"/>
Company telephone*	<input type="text" value="+ 420 - 777 - 797115"/>	Company fax	<input type="text" value="+ - -"/>
Company E-Mail*	<input type="text" value="bara.zvonicikova@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



Registrar Information

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

Do cca. 3 pracovních dnů obdržíte dva e-maily – v jednom bude Vaše uživatelské jméno – ID. V druhém pak odkaz na vytvoření hesla.

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

Welcome to the ONE.Group Business Platform

V případě zapomenutí hesla, klikněte na Forgot Password a přijde Vám do e-mailu odkaz na vytvoření nového.

VOLKSWAGEN
GROUP

Login with Password

User ID

Password

Forgot Password
 Strong authentication with TOTP

PASSWORD LOGIN

Login using Certificate

VOLKSWAGEN PKI

CERTIFICATE LOGIN

Login via SecurID

User ID

PIN

Token

SECURID LOGIN

1 Company Data
2 Registrar Data
3 Data Validation
4 User Agreement
5 Supplier DB
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 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 in charge 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](#)

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, concludes 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.

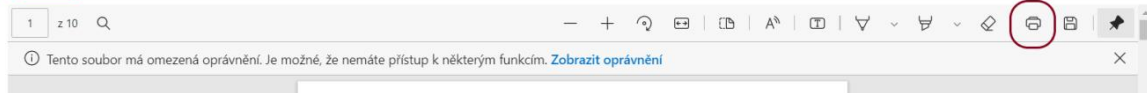
Temporary access to the B2B Supplier platform is granted once you have electronically accepted the B2B User Agreement by marking the check box below and clicking on "Send". After completing the registration process, you will be eligible to access particular applications of the B2B Supplier platform and 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



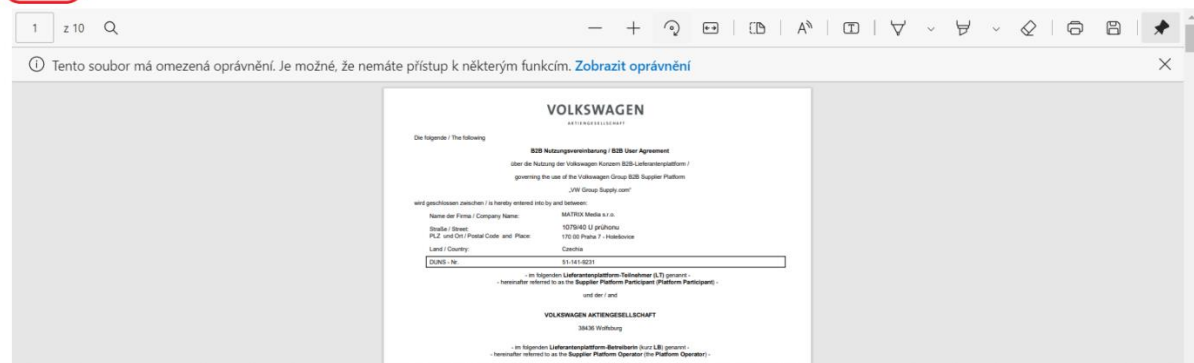
Smlouvu je nutné vytisknout a odeslat poštou na adresu VW (v modrém rámečku). Můžete ale nezávisle na odeslání dál pokračovat v registraci.

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



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

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...

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:	<input type="text"/>		
Short name:*	Matrix		
Street 1 : **	1079/40 U prunonu		
Street 2 :	<input type="text"/>		
Post Code** / City* :	170 00	/	Praha 7 - Holešovice
Additional postal address:	-no selection- ▼		
P.O. Box:	<input type="text"/>		
P.O. Box Post Code/City:	<input type="text"/>		
State:	<input type="text"/>		
Country:*	Czech Republic ▼		
Phone Switchboard:*	+420 - 777	- 797115	+49 5361 9123-45
Fax Central:	<input type="text"/>	- <input type="text"/>	+49 5361 9123-99
Homepage:	<input type="text"/>		
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:	<input type="text"/>
Full address:	<input type="text"/>

Site functions*

- | | | |
|------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Headquarters | <input type="checkbox"/> Accounting | <input checked="" type="checkbox"/> Sales / Marketing |
| <input checked="" 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 | |

■ Back

■ Continue the initial data entry...

Additional supplier data

Supplier database



Please include any additional company data here. ⓘ

Additional information

Train Station:	<input type="text"/>	ⓘ
Legal Form:	<input type="text"/>	ⓘ
Year founded or Year the current owner took control:	2002	
Companies' Register:	26504740	
Capital:	<input type="text"/>	ⓘ Euro <input type="text"/>
Venue:	<input type="text"/>	ⓘ
VAT ID:	<input type="text"/>	ⓘ
Tax Number:	<input type="text"/>	ⓘ
Customer Numbers, which have been assigned to the VW Group members by the supplier:	<input type="text"/>	ⓘ

■ 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...

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:*

Zvoničková

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.zvoniczkova@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

Bentley

Ducati

Audi

Bugatti

Volkswagen Light Commercial Vehicles

Seat

Lamborghini

Scania

Skoda

Porsche

MAN

Africa

Asia/Pacific

Europe

Middle- and South America

North America

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.

Cancel

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.

■ 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. (i)

This list contains no item.

■ Add

■ Back

■ Continue the initial data entry...

Vyberte přibližný obor Vaší činnosti – vždy záleží na prezentaci Vaší společnosti v nákupním oddělení Škoda a v odborných útvech

Your ability range

Supplier database



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

Key	Production material	Search	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

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

Your ability range

Supplier database



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

General Abilities

	<input type="checkbox"/>	25-00-00-00	Service*	
	<input type="checkbox"/>	25-04-00-00	Facility management*	
	<input type="checkbox"/>	25-04-09-00	Office service (facility)*	
	<input checked="" type="checkbox"/>	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


■ Back


■ Add

■ Continue the initial data entry...

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

■ Add

■ Continue the initial data entry...

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:
Valid until: dd.mm.yyyy
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](#)

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[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 \(B2B-UMS\)](#)



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

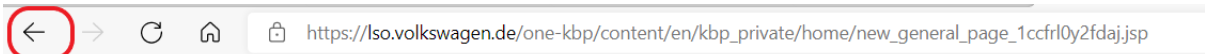
Registrar becomes CompanyAdmin Create a new CompanyAdmin

Submit

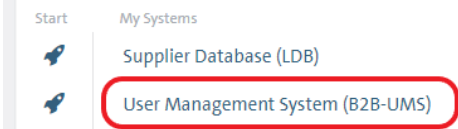
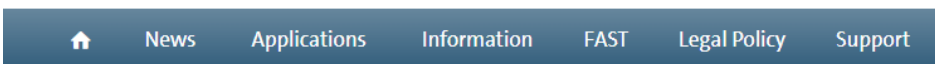
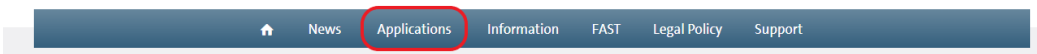


Registration complete!

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.



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News Applications Information FAST Legal Policy Support

User Management System

B2B-UMS

Last changed: 19.11.2020
Version 1.0

Overview Supporting media Contact

Support

Supporting times:

Start

Do telefonu je nutné si nainstalovat aplikaci TOTP Authenticator



User management

Main menu

- Own company data
- Own personal data
- Change own password 1
- My admins

Actions

- Activate TOTP 2
- 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

VOLKSWAGEN PKI

CERTIFICATE LOGIN

Login via SecurID

User ID

PIN

Token: 427913

SECURID LOGIN

Obdržíte níže uvedený e-mail.

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

Doplníte čísla z obdrženého e-mailu.

Email OTP - Login

A one-time password (OTP) was send to your email address. Please check your inbox 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:

LOGIN

Po otevření aplikace TOTP na telefonu klikněte na + a následně na Scan QR code a načtete QR kód z monitoru.

TOTP - Secret Key



BGPBSTZQEPKO6K6RXOILP
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 initialization 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

Při otevření aplikace se Vám bude po 30 sekundách měnit kód. Ten bude nutný vyplnit při každém přihlášení do systému.

TOTP - Login

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

Enter Code:

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

DUNS 511419231 Company

Profile ID

First name

Last name

Status

TOTP status

Search with * possible (except for DUNS)

Search Add to the search result New 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 ID D47484L

Name Zvoníčková, Bára

DUNS 511419231

Personal data Contact data Contract data Profile Roles Linked profiles

Last name ⁱ	Zvoníčková	Zvonickova
First name ⁱ	Bára	Bara
Place of birth ⁱ		
Birth date ⁱ		
Preferred language ⁱ	English	
ID Level ⁱ	1	

Edit

Selection of role to be edited

Search for entries with following role

- GPS Online Negotiation (GPS-ON)
 - Supplier Participant** 1
- 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

Následně označíte E-Mail SKODA a kliknete na Assign role. Takto si přiřadíte dále role **Read, Write, RFQ-A User a RFQ-A View**

with time limitation **Assign role** Revoke role

Selected profile

Profile ID	Last name	First name	Status
D47484L	Zvoníčková	Bára	

View details

Reset changes Revoke all roles **Save changes**

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) **Logout**

User management

Main menu

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

Activities

- 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

A je HOTOVO!

Zašlete, prosím, e-mail s Vaším DUNS a informací, že je ukončeno na: Petr.chromy@sko-energo.cz.
Je nutné provést doregistraci v našich systémech.

Kontaktní osoba pro podporu registrace do koncernové obchodní platformy:

Jiří Skála, BAD-Nákup služeb a logistických potřeb
ŠKODA AUTO a.s., tř. Václava Klementa 869, 293 60 Mladá Boleslav, Czech Republic
T +420 326 8 31017
jjiri.skala@skoda-auto.cz; www.skoda-auto.cz

Postup pro zajištění S-Ratingu

S-Rating je udělován na základě výsledku hodnocení Dotazníku SAQ. V případě, že dodavatel nezíská potřebný počet bodů k udělení pozitivního hodnocení na základě Dotazníku SAQ, je možné získat S-Rating provedením auditu (On Site Check).

Jakmile se dodavatel zaregistruje na B2B portálu dle postupu uvedeného v zadávací dokumentaci, je vyzván k vyplnění Dotazníku SAQ.

Zadavatel upozorňuje, že dodavatelé jsou povinni se před vyplněním Dotazníku SAQ zaregistrovat na externí platformě NQC na internetové adrese <www.supplierassurance.com>. Vyplňování Dotazníku SAQ bude dodavatelům umožněno až po této registraci. Primárním zdrojem pro identifikaci registrace je DUNS číslo dodavatele.

Do 48 hodin po zaregistrování obdrží dodavatel aktivační email, s jehož pomocí si zajistí přístup na svůj uživatelský účet. Následně může dodavatel započít s vyplňováním dotazníku a nahráváním požadovaných dokumentů.

Vyplněný dotazník je třeba odeslat k vyhodnocení (fáze „Validace“, trvá 5 pracovních dní).

Po ukončení validace je dodavatel informován o výsledku vyhodnocení Dotazníku SAQ. Celkový výsledek S-Ratingu je automaticky importován do systému GLOBE. Pokud dodavatel nedosáhne v Dotazníku SAQ výsledek potřebný k získání pozitivního hodnocení, musí svůj dotazník vylepšit a znovu odeslat k hodnocení (každé hodnocení trvá 5 pracovních dní).

Minimální koncernové požadavky pro získání pozitivního hodnocení S-Ratingu jsou zejména:

- vypracovaný kodex chování dodavatele;
- vypracovaná politika dodavatele týkající se lidských práv a pracovních podmínek;
- vypracované zásady dodavatele týkající se zdraví a bezpečnosti;
- vypracované zásady dodavatele týkající se obchodní etiky;
- vypracovaná politika dodavatele týkající se environmentální udržitelnosti.

Kontaktní osoby pro podporu při získání S-Ratingu:

Pavla Kozderková, BSB-Specialista S-Rating a GDPR
ŠKODA AUTO a.s., Tř. Václava Klementa 869, 293 01 Mladá Boleslav, Czech Republic
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