

Volkswagen requirements for suppliers during the quotation phase

Dear supplier:

The following matrix contains the documents that must be considered before to giving a quotation to Volkswagen of Mexico.

The information is organized by area and indicates which document is only for your information and which one is needed to be sent it back with required information to the appropriate contact, also document's path within Group Supply is specified.

We hope this matrix will help you in the Forward / Global Sourcing processes that you are participating with Volkswagen of Mexico.

Kind Regards,

Supplier Integration Team  
Tel: SIT México +52-222-230-9386  
SIT Germany +49-5361-9-33099  
E-mail: [b2bteam@VWGroupSupply.com](mailto:b2bteam@VWGroupSupply.com)

Department	Id	Document	Send it back?	Applies to	Path within Group Supply	Contact Person	
Purchasing	1	General Conditions for Purchasing at Volkswagen de México, S.A. de C.V.	Info.	All suppliers	Information - Divisions - Procurement - Terms and Conditions of Purchasing - Volkswagen AG - Other Volkswagen locations	Forward Sourcing Process Forward Sourcer	
	2	Capacity Information Sheet	✓	All suppliers	Information - Divisions - Procurement - Demand Data Management		
	3	Price A, B, C definition	Info.	All suppliers	Applications - ESL - Start - Transaction search - Into process - Standards & Documents	Global Sourcing Process Line Buyer	
	4	Enhanced FS Standard Package for Suppliers	Info.	Only interested suppliers			
Quality Assurance	4	Form Sheet Technical Factor (TF)	✓	All suppliers	Information - Divisions - Quality Assurance - Technical Requirements (QA)	Jose Luis Villanueva Martinez <a href="mailto:jose.villanueva@vw.com.mx">jose.villanueva@vw.com.mx</a> +52 (222) 230-7244	
	5	Guidelines for transferring costs associated with supplier-caused field and 0 km complaints	Info.	All suppliers	Information - Divisions - Quality Assurance - Arrangements on Recourse procedures		
	6	Flyer - Concept Responsibility Agreement (KVV/XVQ)	Info.	All suppliers	Information - Divisions - Quality Assurance - Basic Requirements / Regulations (Quality Assurance)		
	7	Volkswagen Quality Requirements - Supplier Information for Graining	Info.	Only suppliers of grained parts	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen- Additional Information	-> Lizet Ariadna Martínez Merino <a href="mailto:lizet.martinez@vw.com.mx">lizet.martinez@vw.com.mx</a> +52 (222) 230-9642	
	8	Formel Q	Info.	All suppliers	Information - Divisions - Quality Assurance - Formel Q		
	9	Devices and methods for the dimensional control	Info.	All suppliers	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen de México - Downloads	-> Elizabeth Otañez Allende <a href="mailto:elizabeth.otanez@vw.com.mx">elizabeth.otanez@vw.com.mx</a> +52 (222) 230-7543	
	10	QTR User's Handbook	Info.	All suppliers			
	11	QTR Form	✓	All suppliers	Information - Divisions - Quality Assurance - Technical Requirements (QA)		
	12	Subsupplier structure	✓	All suppliers			
	13	LSA - Supplier Self Assessment	✓	Only new suppliers	Applications - ESL - Start - Transaction search - Into process - Standards & Documents		
	14	Q LAH VW NAR Manual	Info.	All suppliers			
	15	Q process LH	Info.	All suppliers			
	Logistics	1	Logistics Standard Specifications Catalogue Version 12.2	Info.	All suppliers	Information - Divisions - Logistics - Requirements Specifications	-> Carlos Maus Ratz <a href="mailto:carlos.maus@vw.com.mx">carlos.maus@vw.com.mx</a> +52 (222) 230 6602  -> Enrique Arzate Castro <a href="mailto:enrique.arzate@vw.com.mx">enrique.arzate@vw.com.mx</a> +52 (222) 230-6617
		2	Area of application 2 - Volkswagen de Mexico S.A de C.V	Info.	All suppliers		
		3	Handbook of storables	Info.	All suppliers		
4		Packaging requirements imported engine parts	Info.	All suppliers			
5		General Conditions for Packaging Management National	Info.	All suppliers	Information - Divisions - Logistics - Brand Specific Logistics Documents - Volkswagen de México S.A. de C.V		
6		IT Requirement for JIS Suppliers	Info.	Only JIS / JIT parts			
7		Handbook JIS / JIT	Info.	Only JIS / JIT parts			
8		Catálogo de Protección de Piezas Productivas - Tiguán	Info.	Only project Tiguán			
Government Relations	1	Foreign supplier handbook	Info.	Only foreign suppliers	Information - Compliance (al final de la pagina) - Volkswagen de México S.A. de C.V.	Julian Vargas D. Gonzalez <a href="mailto:relaciones.gubernamentales@vw.com.mx">relaciones.gubernamentales@vw.com.mx</a> +52 (222) 303 5991	
	2	Supplier in Mexico handbook	Info.	Only national suppliers			
	3	Origin Information for deliveries to VWM	Info.	All suppliers	Applications - ESL - Start - Transaction search - Into process - Standards & Documents		
Finance	1	Matriz Insurance - Procurement	Info.	All suppliers	Information - Divisions - Finance - Volkswagen de Mexico	Fausto Clemente Bello, Tel. +52 (222) 230 8015 Cel. (222) 125 7107	
NSO	1	Form sheet for defective sparts from the field (TVS)	✓	All suppliers	Information - Divisions - Quality Assurance - Technical Requirements (QA)	Ismael Hugo Montiel Castillo <a href="mailto:hugo.montiel@vw.com.mx">hugo.montiel@vw.com.mx</a> +52 (222) 230-7080	
	2	Manufacturer's Code	Info.	All suppliers	Information - Divisions - Quality Assurance - Manufacturer's Code		
	3	Waiting list file	Info.	All suppliers	Information - Divisions - Quality Assurance - Brand Specific Information - Volkswagen - Manual		
Industrial security	1	Responsable of Seguridad Industrial, qualification STPS DC-3 (NOM-030-STPS-2009 numeral 4.1)	Yes (to present to Seguridad Industrial before jobs execution).	Risk jobs: energy, welding, fire, trucks driving, quemie products (SQP). Companies with more than 100 workers.	<a href="http://portalvwm.vwm.na.vwg/web/guestion-de-la-salud/bienvenida2">http://portalvwm.vwm.na.vwg/web/guestion-de-la-salud/bienvenida2</a>	Adriana Pérez Almazán / Marco A. Cortés Rojas / Y. Rodolfo Domínguez Juárez Tel. (222) 230-9910 <a href="mailto:adriana.perez@vw.com.mx">adriana.perez@vw.com.mx</a> <a href="mailto:marco.cortes@vw.com.mx">marco.cortes@vw.com.mx</a> <a href="mailto:seguridad.industrial@vw.com.mx">seguridad.industrial@vw.com.mx</a> <a href="mailto:yanuario.dominguez@vw.com.mx">yanuario.dominguez@vw.com.mx</a>	
	2	Diagnóstico Normativo en materia de Seguridad e Higiene (NOM-030-STPS-2009 numeral 4.3).	No (audit under request).	All companies no matter the activitie.			
	3	Capacitación Legal en materia de Seguridad e Higiene avalada por STPS (DC3).	No (audit under request).	All companies (depending on the kind of job to be done, depends the specific qualifications to be applied under "Diagnóstico de Normatividad".			
Security VMM	1	Presentacion de documentos para tramite de credencializacion/vehiculos para ingresar a las instalaciones de VM.	Papers validation at door 5 - suppliers entrance	All companies with VWM contract	<a href="http://portalvwm.na.vw">http://portalvwm.na.vw</a>	<a href="mailto:adrian2.gonzalez@vw.com.mx">adrian2.gonzalez@vw.com.mx</a> <a href="mailto:capvf@vw.com.mx">capvf@vw.com.mx</a> , oficinas control de acceso a proveedores, puerta 5 horarios de Lunes a Viernes de 8 a 17 horas. Telefonos: 2309366, 2309277	
Quality (Guaranties)	1	Chargeback guaranties limits Manufactures Code/VW 10540 Comany designation, Marking of parts - VW 10500	Info.	All suppliers	Information/Divisions/Quality Assurance/Brand Specific Information/Volkswagen de México/Guaranties.	Hugo Montiel Castillo, Tel. +52 (222) 230-7080 email: <a href="mailto:hugo.montiel@vw.com.mx">hugo.montiel@vw.com.mx</a>	