



## Chatbot communication instructions for:

- missing documents
- invoices
- notes
- payment advices

In order to use the chatbot communication, enter the website:

<https://vwpldigiprod.launchpad.cfapps.eu10.hana.ondemand.com/site/vwpclients#Shell-home>



<https://vwpldigiprod.launchpad.cfapps.eu10.hana.ondemand.com/site/vwpclients#Shell-home>

Welcome to VW PL | Digi VW: CF - Prod!

or sign in with:

**SAP IAS PROD**  
Default Identity Provider

**If you have an account on the VW Group Supply platform – please select**

**If you don't have an account on the VW Group Supply platform – go to page no. 8**

Choose 1 of 3 login options:

### Login with Password

Profile ID (e.g. D123456)

Password



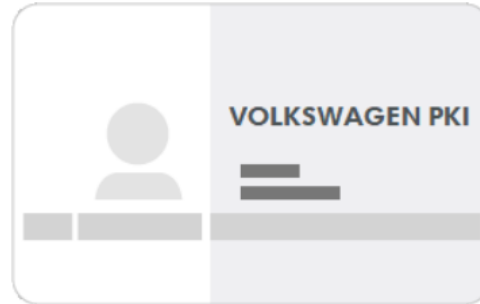
#### Forgot Password



Strong authentication with TOTP

PASSWORD LOGIN

### Login using Certificate



CERTIFICATE LOGIN

### Login via SecurID

Profile ID

PIN



Token



SECURID LOGIN



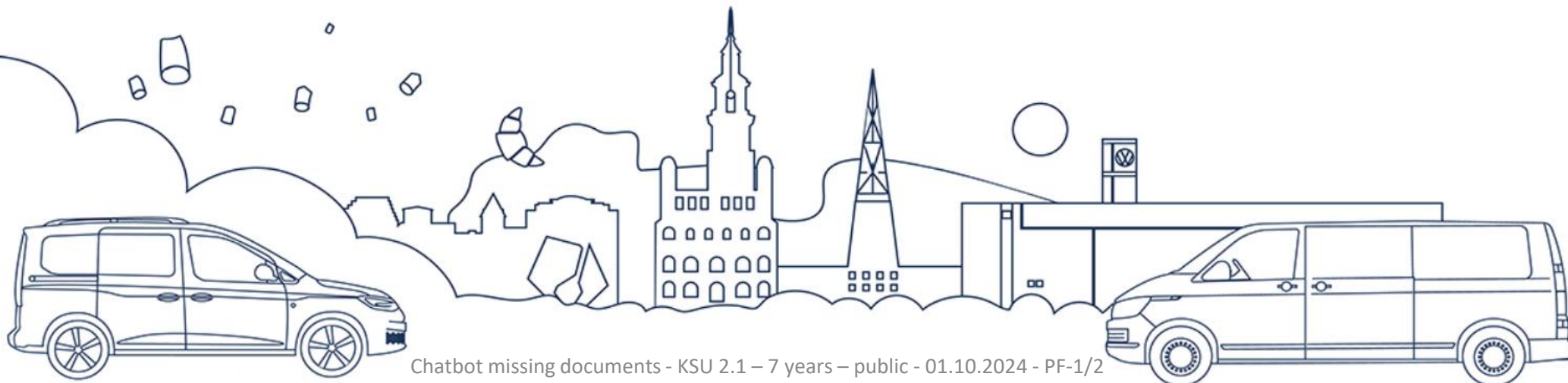
BOT VWP

Click on the "Missing documents" button

Missing documents  
Invoice, Notes, Paym...



**Volkswagen Poznań**  
Fabryka Samochodów Dostawczych i Komponentów



### Missing documents

**i** Thank you for logging in to the portal. In order to receive the documents, please fill in the fields below. After successful verification, the requested documents will be sent to your e-mail address. If your e-mail address is not valid, please contact us at: [sap.dostawcy.vwpm.r.poznan@vw-poznan.pl](mailto:sap.dostawcy.vwpm.r.poznan@vw-poznan.pl)

Type:

\*Please enter customer/supplier number:

\*Enter Invoice Number/ Document Number:  Manually  Copy from clipboard

\*

Enter document year:

Check

**STEP 1**  
 If you want to receive an invoice or a note – select / enter:  
 Type: "Invoices / notes",  
 Customer/Supplier number, e.g. K00000000 lub 5000000000 lub 4000000000  
 Enter Invoice Number / Document Number: select one of the options and enter the details e.g. G4A00123, 5500003698, 70001491, 9080000351, 1440026587  
 Year of issue: select from the list

**STEP 2**  
 Next press the "Check" button

**STEP 3**  
 Soon you will receive a message about the correct finding of documents and sending them to your company's e-mail address, which is in our database.  
 If you entered the data incorrectly, you will receive a message that the documents can't be found.  
 If you want to update your e-mail address in our database, please send email to:  
[sap.dostawcy.vwpm.r.poznan@vw-poznan.pl](mailto:sap.dostawcy.vwpm.r.poznan@vw-poznan.pl)

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Type:

Please enter customer/supplier number:\*

Enter avizo number:\*

Check

**STEP 1**  
 If you want to receive a payment advice – select / enter :  
 Type: "Payment advices",  
 Supplier number, e.g. K00000000 lub 5000000000 lub 4000000000  
 Payment advice number: e.g. 9091197023

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 If you want to update your e-mail address in our database, please send email to:  
**VWP\_PF\_Treasury@vw-poznan.pl**

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or sign in with:

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Default Identity Provider

**If you don't have an account on the VW Group Supply platform – log in with your account in the SAP system**

**If you don't have an account in the SAP system – go to page no. 14**



Enter your email address or  
username and click  
"Continue"

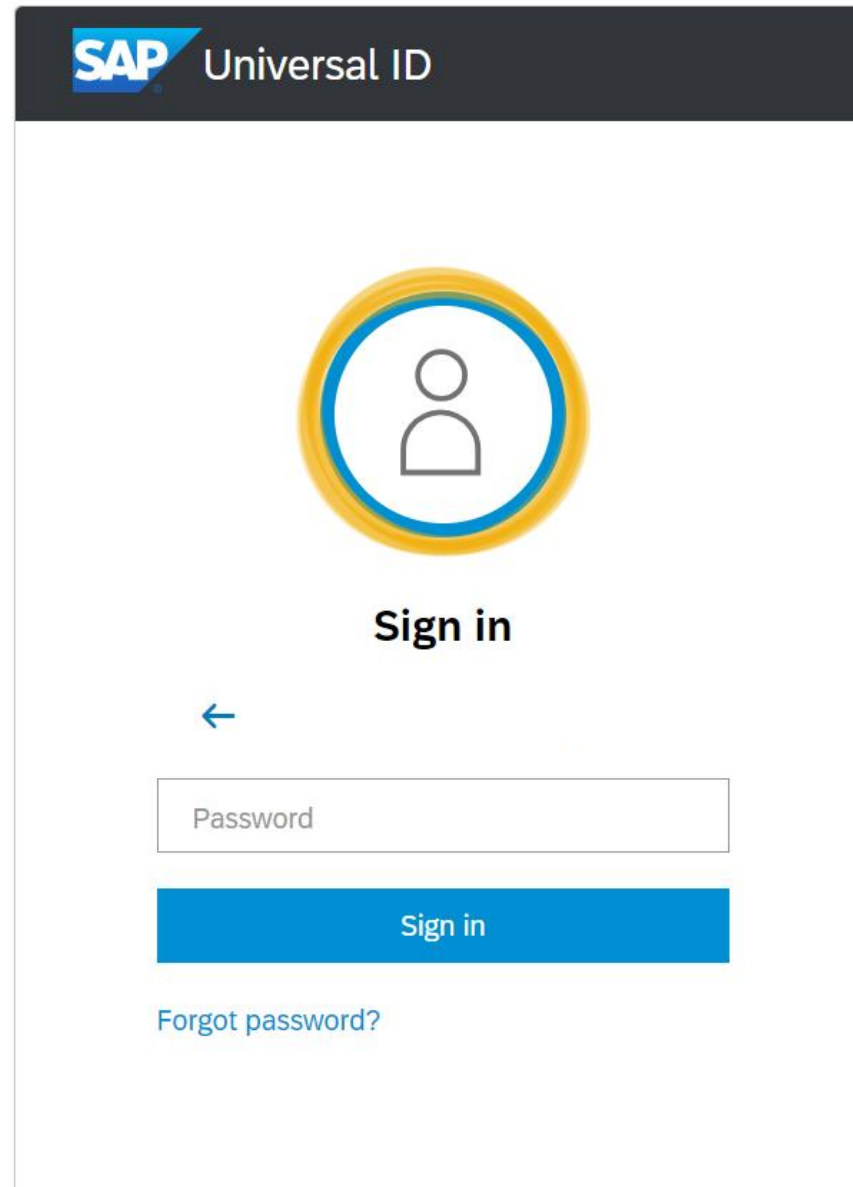
**SAP® ID Service**

**Sign In**

E-Mail, ID, or Login Name

**Continue**

Enter your password and click:  
„Sign in”



The screenshot shows the SAP Universal ID sign-in interface. At the top, there is a dark header with the SAP logo and the text "Universal ID". Below the header, a large circular icon with a person silhouette is centered. Underneath the icon, the text "Sign in" is displayed in a bold font. A blue arrow points to the left, indicating a back option. Below the arrow is a text input field labeled "Password". Underneath the input field is a prominent blue button with the text "Sign in". At the bottom of the page, there is a link that says "Forgot password?".



BOT VWP

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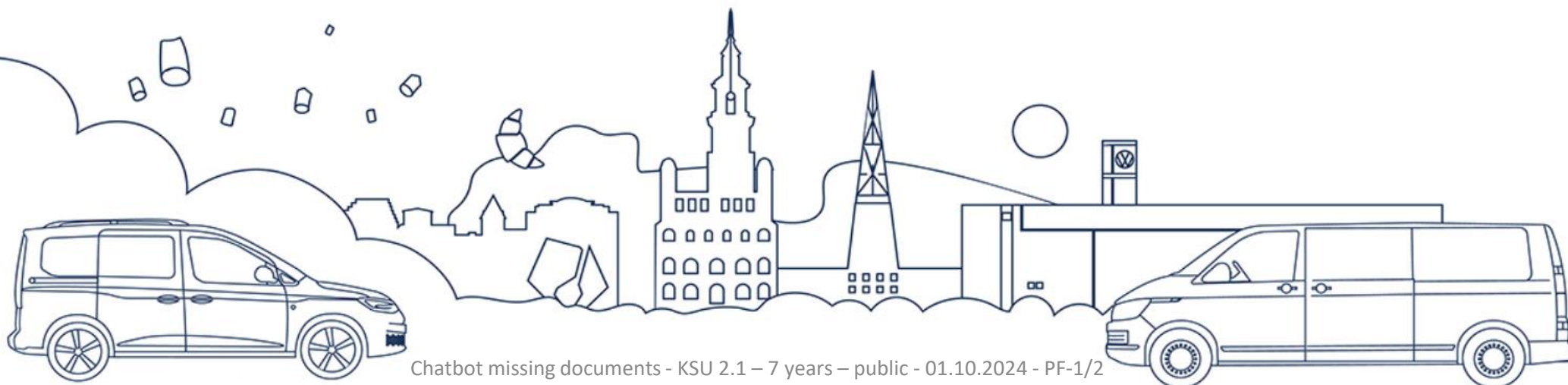
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Samochody  
Dostawcze

**Volkswagen Poznań**

Fabryka Samochodów Dostawczych i Komponentów



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\*Please enter customer/supplier number:

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Enter document year:

Check

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If you don't have an account in SAP system, you can create one on the website: <https://www.sap.com> and then click on the image

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