

In order to improve Spare Part customer service, we are pleased to inform you about the VW Group Motorsport platform new updates that will improve timing on processing orders which means a faster service and better communication channel to our customers.

These Updates will apply on the VW Group Motorsport platform http://vwgroupmotorsport-onlineplatform.com/

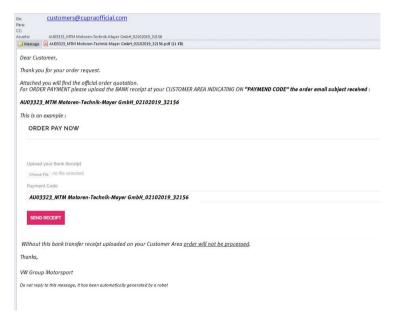






### ORDERING AND QUOTATION PROCESS

- Quotation service will improve from 8h/5 days/week to 24h/7 days/week
- Ordering process:
- 1. Customer will place the order.
- 2. The system will request you delivery address confirmation to assure right quotation and freight
- Customer will receive an OFFICIAL ORDER quotation (coming from customers@cupraofficial.com)
- Quotation will include VAT 21% when applicable. (Subtotal, VAT and Total)



Chose delivery address					
Delivery adress should be indicated	below (All fields are mandatory) .				
Name		Address			
		Address			
Email		Phone			
Email		Phone	Phone		
Contact person					
Contact person					
Location	ZIP code		Country		
Location	ZIP code		Spain	-	



#### **CUSTOMER AREA**



· Delivery note- new option: customer have delivery notes available few hours after the parts are shipped







#### **CUSTOMER AREA**

Customer/partner will be able to check information available:

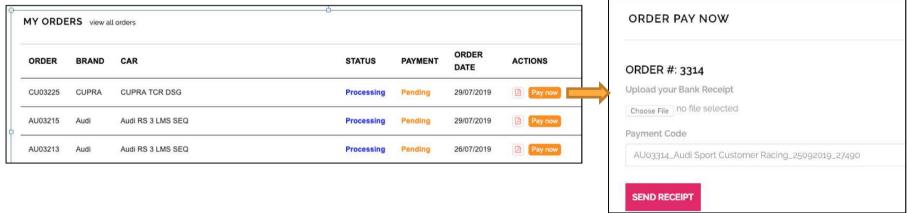


#### Payment receipt – new option:

Once the customer receive the OFFICAL QUOTATION quotation he will be able to upload payment receipt and this payment receipt will be sent directly to Accounting dept for approval.

#### Important:

- 1. Bank receipt payment amount should match with the OFFICIAL QUOTATION received from <a href="mailto:customers@cupraofficial.com">customers@cupraofficial.com</a> and will be admitted only through Customer Area.
- 2. Bank commissions should be covered by sender side. Any commission amount deducted from payment amount will stop order preparation.

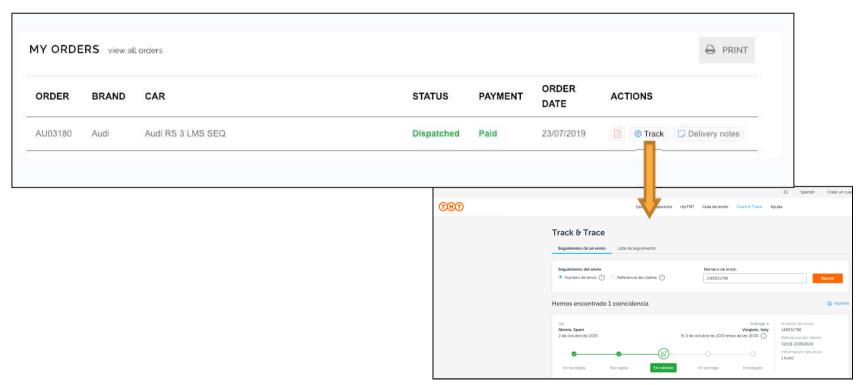






### **CUSTOMER AREA**

• TNT tracking: customer will have TNT tracking number available few hours after the parts are shipped



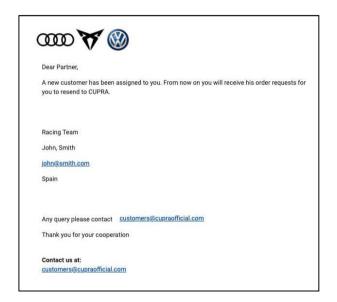




### NEW CUSTOMERS PLATFORM ACCESS REQUEST

- Requests for new customers will be linked to a partner that customer will choose.
- Partner will be informed about new customer's details in order to start the new business relationship once the user has validated the password.







### NEW UPDATES LAUNCHING AGENDA

- MONDAY October 7th: Platform closes temporary due to maintenance works (07:00h AM-24:00h PM local time)
- TUESDAY October 8th: Platform opens with new updates (08:00h AM local time)
- Any query contact: Customers Cupra <u>customers@cupraofficial.com</u>