CSN CHECKLIST

This checklist is a guideline to accompany the provisioning workflow "Connection to the Volkswagen and/or Audi partner network (PFN)" (PFN connection) for the use of various VW Group systems. You will be supported with questions about necessary tasks and their possible sequence.

Information about contracts, prices, technical basics, applications, others	https://www.operational-services.de/en/supplier-solutions
Download of information	https://www.operational-services.de/en/supplier-solutions/csn/dokumente-zum-download
CSN Partner Portal - Access to the application form and further information	https://csn-partner.atlassian.net

ORGANIZATIONAL PREPARATIONS   done? ✔

A	Filling and transfer of **Request** for setup of access to the partner network of Volkswagen Group at the CSN Partner Portal.	
B	A valid **Non-Disclosure Agreement (NDA)** with a Volkswagen Group brand must exist. NDA does not exist: Conclude a NDA with your responsible department within the Volkswagen Group.	
C	Proof of appropriate information security by a **TISAX® Assessment.** Initiation, execution and proof of the assessment will be managed on the TISAX® online portal, https://www.enx.com/en-us/tisax/. To prove the available TISAX® label, it needs to be shared on the ENX portal with "Sharing level A + Labels" for the following Participant IDs: PVPT9Z (Volkswagen) & PN9TT0 (CSN service of operational services GmbH & Co. KG) The successful assessment of information security needs to be verified for each location (company address) that will be given data access with the partner company connection. If the verification of the TISAX® assessment is considerably delayed, please clarify the further procedure with your commissioning department of the Volkswagen Group.	
D	For application access to HyperKVS, CONNECT, ZMB, ECA and VW DMS a valid **Volkswagen Group userID** is required for every upcoming user. In case you or other upcoming users do not have a (valid) userID, contact your responsible department within the Volkswagen Group (that department of VW, Audi, Seat, Skoda, etc. you are collaborating with). The provisioning process for the Group UserID runs independently of the activities for setting up access to the VW Group's partner company network and has no influence on this process.	
	Note: the documents in E, F and G will be provided to you by our service team during order processing.	
E	Selection of the preferred network connection type from the portfolio of network providers certified for PFN access, followed by completion of the **Technical Data** document.	
F	Conclusion of a **CSN Contract** for technical connection to the partner network of Volkswagen and/or Audi. Cross-brand central VW Group systems are available for use in the PFN Volkswagen.	
G	Conclusion of a **PDM Contract** for application support service insofar as you want to use one or more of the following applications: HyperKVS, CONNECT, ZMB, ECA, Syncrofit or VW DMS.	
H	Send the documents **E**, **F**, **G**, when prompted, by email to the Service Support Center (csn.service@o-s.de) It is not necessary to send the original document by postmail.	

TECHNICAL PREPARATIONS   ✔

I	Select the desired network connection variant from the portfolio of network connection types and providers certified for the PFN. If necessary, conclude a network **provider contract**. The CSN service team will support you in contacting the network provider.	
J	Data exchange with **OFTP2** requires OFTP2 software, an Odette ID and an Odette certificate. Purchasing and installation runs independent of the setup of PFN connection.	
K	The Service Support Center will send you an overview of your **technical configuration** and, if necessary, additional hardware. If necessary: Adapt the configuration of your network and execute any necessary client installations.	
L	Arrange an appointment for a **connection test** with the Service Support Center After successful completion of the test, the network connection will be activated.	