

# **ORIGIN CALCULATION SYSTEM SUPPLIER GUIDE**

**INSTRUCTION ON HOW TO SUBMIT LONGTERM SUPPLIER  
DECLARATION/STATEMENT OF ORIGIN DECLARATIONS TO  
VITESCO TECHNOLOGIES.**

## SUMMARY

1. Vitesco Technologies uses the MIC Origin Calculation System to maintain the origin certification process.
2. Vitesco Technologies requests the long-term supplier's declarations/origin declarations to be provided in an electronic format in a timely manner.
3. The supplier must provide all relevant origin information of goods supplied to Vitesco Technologies in the MIC OCS portal.
4. To provide the origin data in MIC OCS supplier portal, the following steps must be taken:
  - > Origin data input for requested products – PART NUMBERS
  - > Approval of Origin Declaration (The supplier must approve origin information inserted into MIC OCS supplier portal)

This instruction will guide suppliers on how to submit long-term supplier's declarations/Statement of origin declarations to Vitesco Technologies.

Suppliers may print or save the declaration for their own records/documentation.

## 1. RECEIVING REQUEST FROM VITESCO TECHNOLOGIES

If there is a new request to complete origin certification status for parts, the supplier will automatically receive an email request to complete task in OCS WEB.

Dear Supplier,

Vitesco Technologies is committed to maintaining high standards of trade and customs compliance. To maintain compliance, Vitesco Technologies is requesting Long-Term Supplier Declarations (LTSDs) from our suppliers. This is to ensure that all goods received into Vitesco's manufacturing facilities have the required documentation to continue to comply with the unions customs codes (UCC).

What We Ask:

It is essential for business continuity that suppliers work effectively with Vitesco to establish and allocate the correct preferential origin details for parts and components that Vitesco procures from around the globe.

As such, within the next 14 working days we ask that you complete the LTSD using the Weblink portal, providing all the information required. It is essential that these declarations are completed in a timely manner and submitted to Vitesco through the portal.

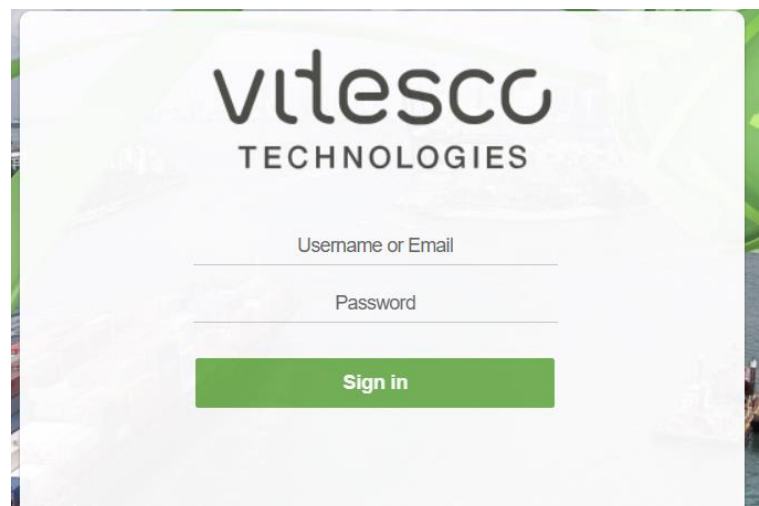
<https://vitgtm.eu.micgtm.com/mis-server-test/rap>

Further Assistance:

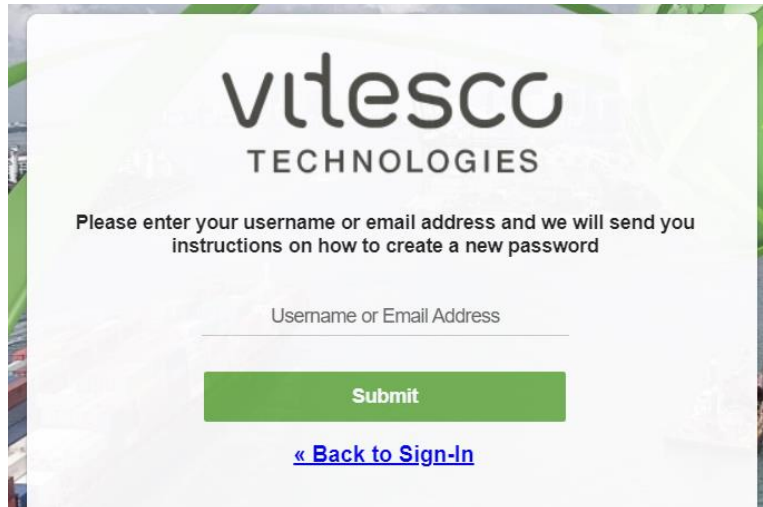
For any queries regarding how to complete LTSDs, please refer to system's User Guide pressing F1 in OCS WEB to understand how to navigate the portal and what information is required.

## 2. LOG-IN TO THE OCS SYSTEM

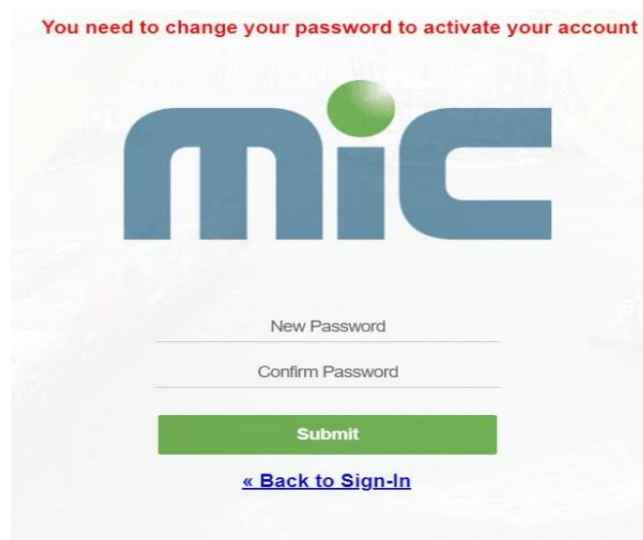
1. Open the notification email received from MIC.
2. Click on the link: <https://vitgtm.eu.micgtm.com/mic-server-test/rap> provided in the notification email.
3. The following "log-in screen" appears:



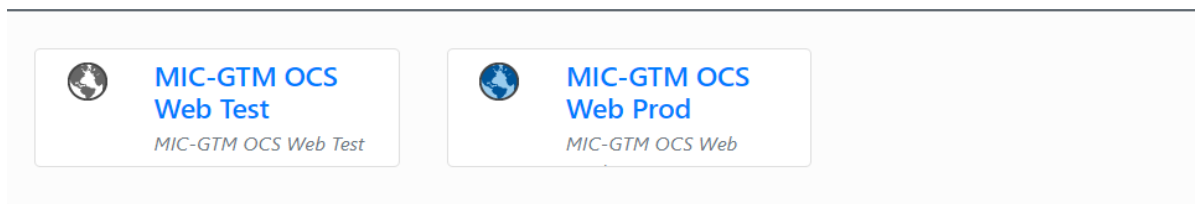
4. To log-in for the **first time** the instruction below must be followed:
  - > The supplier needs to click on “Forgot your password?”
  - > Following screen will open:



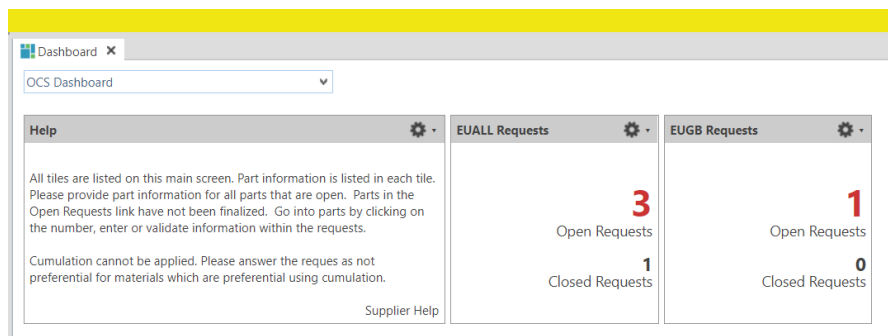
- > The supplier needs enter the email address for which an MIC account was created (email is now used as username, not MIC ID). Please ensure that no space at the beginning or at the end is included.
- > The supplier needs to click the “Submit” button which will generate an email with a link for the reset credentials.
- > The supplier has got 5 minutes after clicking “Submit” to use the link from the reset credentials email and to reset the password.  
**In case the link expires please try the reset password procedure again.**
- > The supplier needs to follow the instructions received via email and must click on the “Back to Sign-In” link.
- > Once, your password has been successfully reset, supplier can log in to the application.  
Following screen will appear:



- > The supplier needs to type a new password and confirm (repeat) it, then press “Submit” button.
- > Once everything is done, the following screen will appear:



- > The supplier needs to click on “**MIC-GTM OCS Web Prod**”.
- The following screen will appear:

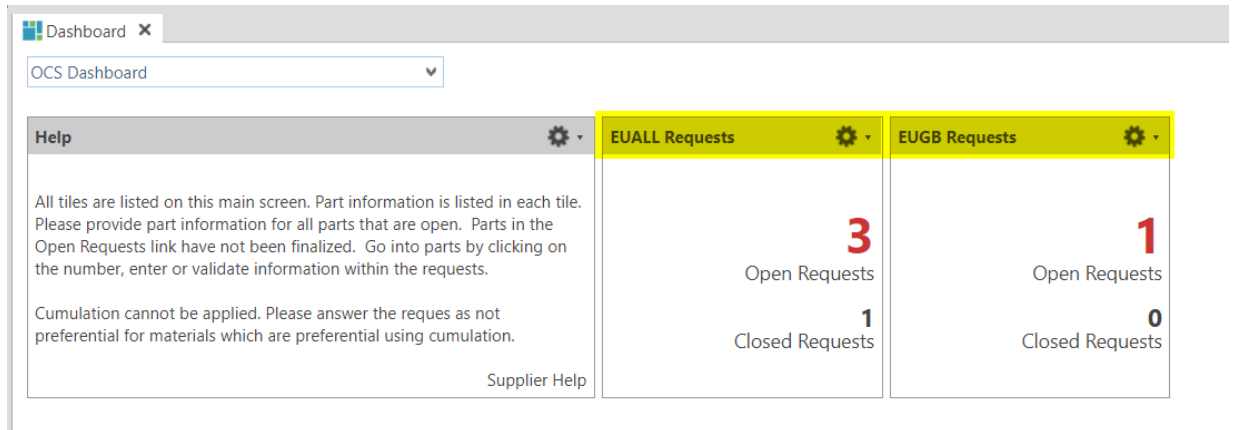


- > In case you would like to change the language, please add following text to the link (only en, de, fr):

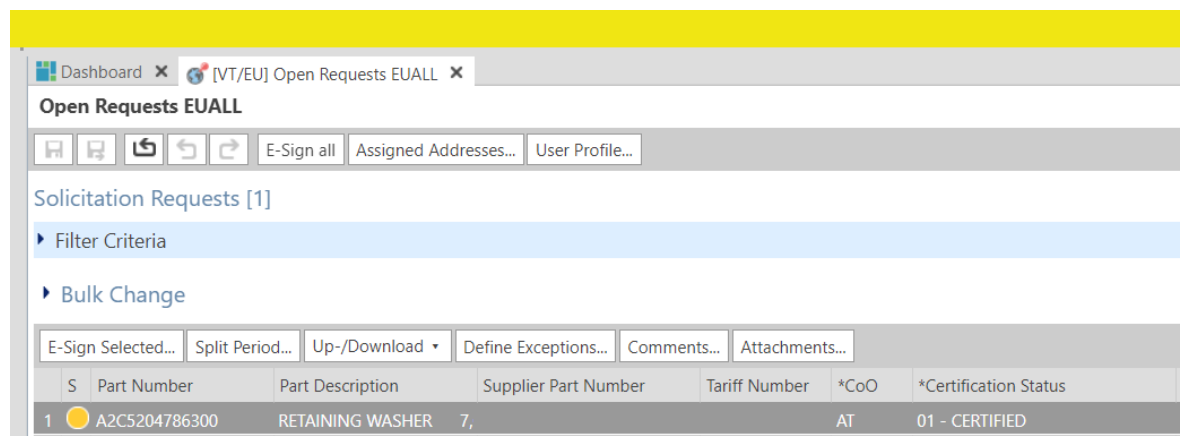
- ?prefLanguage=en
- ?prefLanguage=de
- ?prefLanguage=fr
- Example: <https://vitgtm.eu.micgtm.com/mic-server-test/rap?prefLanguage=en>

5. For the next log-in the supplier needs enter the email address as username and password created during the password reset procedure (please see point 4). If the password has been forgotten or has been expired, the password reset procedure needs to be repeated.

- Once the supplier logs in to the app the dashboard will show the number of open/closed requests for each agreement:



- To complete the requests, the supplier needs to open them by clicking on the request/tiles visible above.  
The following screen appears:



### 3. INPUT ORIGIN DATA

#### 3.1. MANUAL PROCESS

Once the open request is identified, the status of the part is showing a red dot. Then the origin data needs to be provided.

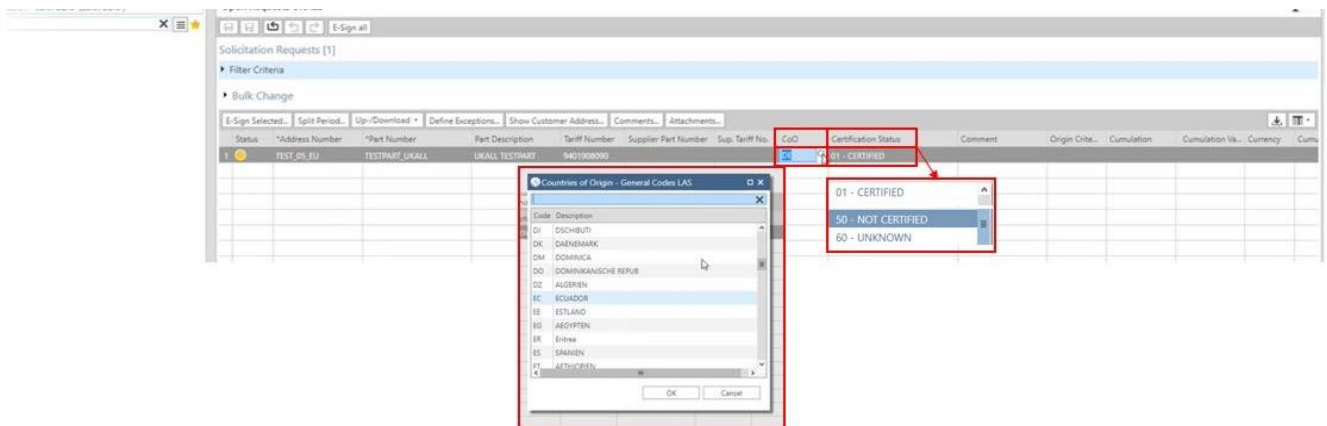
To close the request, the supplier must:

1. Assign the country of origin and the preferential status of the supplied goods.

**Country of Origin** can be chosen via the magnifying glass icon or entered manually.

**Preferential Status** needs to be chosen from the “Preferential Status” dropdown menu.

**Origin Criteria for Japan** need to be chosen from the dropdown menu.



Available statuses are as follows:

- > 01 – CERTIFIED if the part has a preferential status
- > 50 – NOT CERTIFIED if the part has a NON-preferential status
- > 60 – UNKNOWN status is temporary unknown/please note that if the status is UNKNOWN the additional column “**Comment**” must be completed with the reason of unknowing origin status for the requested part.
- > 63 – NOT DELIVERED – The part is not delivered to Vitesco anymore.

2. Excluding a country (only **EUALL** agreement)/if applicable

The supplier may define the part as preferential for a specific country with exclusion of other countries.

*Example:*

*The part can be defined as preferential for EUALL Agreement with an exclusion of MEXICO. Then the part will have preferential treatment to all countries listed in EUALL Agreement but to MEXICO it will be non-preferential.*

To exclude a specific country, the supplier needs to:

- > Click the button “Define Exceptions” in the menu tab.

**Open Requests EUALL**

S	Part Number	Part Description	Supplier Part Number	Tariff Number	*CoO	*Certification Status
1	A2C5204786300	RETAINING WASHER	7,		AT	01 - CERTIFIED

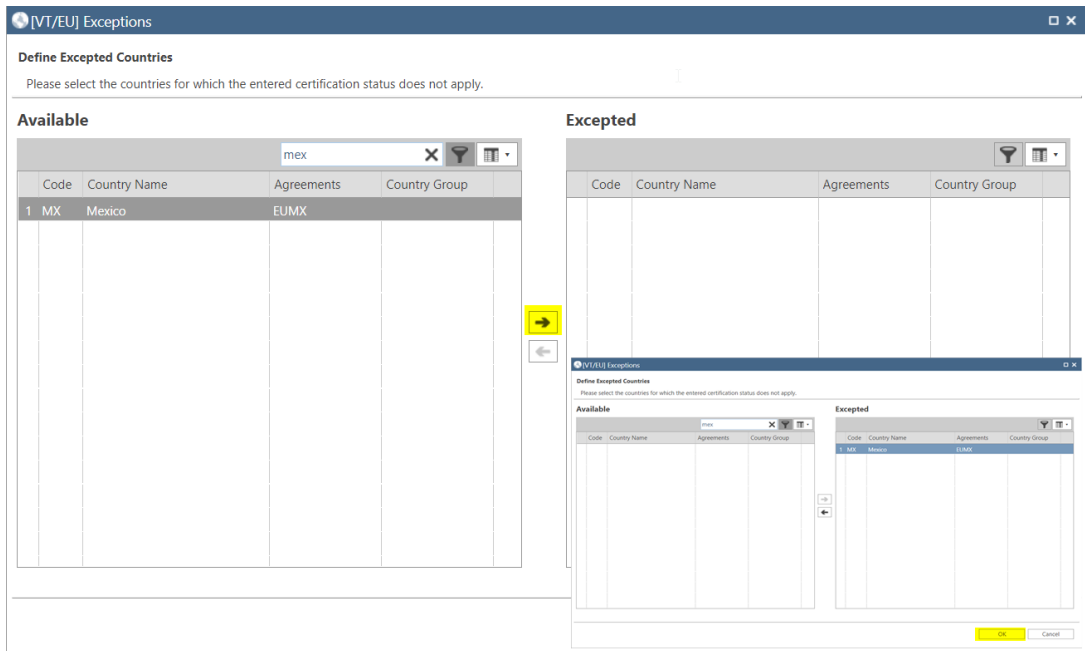
- > “Define Exceptions” button launches screen below where supplier can start to type the name of country which will be a subject to exclusion:

Code	Country Name	Agreements	Country Group
1	MX	Mexico	EUMX

Code	Country Name	Agreements	Country Group
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- > The supplier needs to highlight for which country the exception should be applied and press the arrow afterwards. Then the specific country will be transferred to “Excepted Countries” box. The choice needs to be confirmed by pressing the “OK” button.



- > Once the supplier excludes certain countries, the final certification document in PDF-format, which is generated after completing the whole process, will show the list of countries that will (or will not) be certified based on exclusion.
- > Once the above information has been provided and saved, the status of part will change to orange dot.
- > The next step is to E-Sign the selected requests.

Example below:

Supplier number:

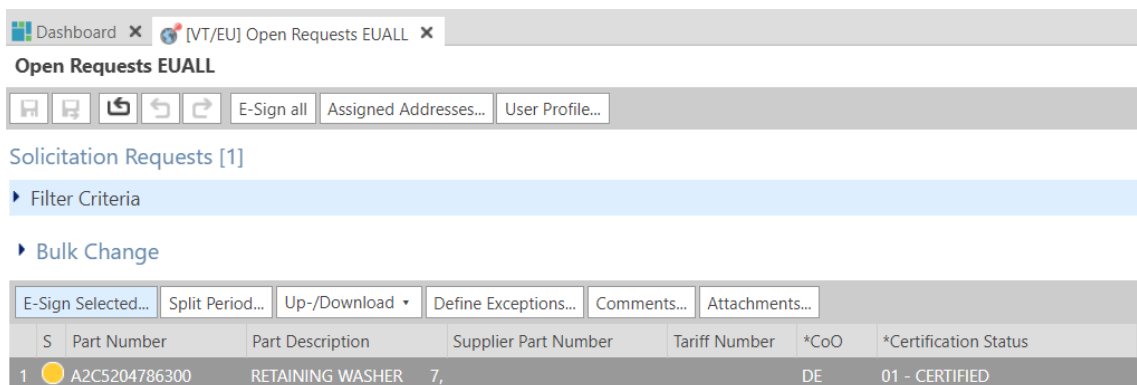
V22000014-001  
VIT\_CLERK

Preferential trade with	Part Number Description	Country of Origin	Used rule of preferential origin (JP) <sup>1</sup>	Preferential Status
AL, AND, BA, BW, CA, CAF, CAM, CH, CI, CL, DZ, EC, EG, ESA, FJ, FO, GB, GE, GH, IL, IS, JO, JP, KR, LB, LI, LS, MA, MD, ME, MK, MX, MZ, NA, NO, PG, PS, SG, SZ, TN, UA, VN, WS, XC, XK, XL, XS, ZA	A2C5204786300 RETAINING WASHER 7,00X0,200	AT	C2	CERTIFIED

3. E-signing document/Approving certification document

After providing all required information supplier must e-sign the document for system to be able to generate final certification.

- > The supplier needs to highlight (double click) the part related to line (request) – status orange dot.
- > Next action is to click the “E-Sign Selected” button as shown below:



The next screen which will appear is driven by the **agreement**:

- > For the **EUALL** agreement, all the fields with the star must be provided.
- > For the **EUGB** agreement, alongside all the fields with the star also the **EORI number** must be provided.

**E-Sign Declaration for EUALL**

By pressing the "Accept" button, I certify that:

I am duly authorized by the legal entity to which this request is directed (the "Certifying Entity"), and by the applicable laws and regulations of the country in which I reside, to attest and certify on behalf of the Certifying Entity that the information on this document is true and accurate and I assume the responsibility for proving such representations. I understand that I and the Certifying Entity are liable for any false statements or material omissions made on or in connection with this document.

I attest and certify that the Certifying Entity agrees to maintain, and present upon request, documentation necessary to support this certificate, and to inform, in writing, all persons to whom the certificate was given of any changes that could affect the accuracy.

Validity period:	
Valid From 01 / 01 / 2022	Valid To 12 / 31 / 2022
Approval Date 03 / 24 / 2022	
Supplier Profile Lang + Menke GMBH (SU702008141)	
Exporter Name Lang + Menke GMBH	Street Altenaer Strasse 1-13
City Hemer	ZIP 58675
State	Country DE - Germany
Signatory Profile Serhat Diken (410729017)	
*Name Serhat	*Position BA
Phone	*E-Mail sdiken@mic.co.at
	*Company MIC

- > GB Suppliers: for goods exported to the European Union, the exporter must be identified under the EORI reference number – number assigned in accordance with the laws and regulations within the United Kingdom.

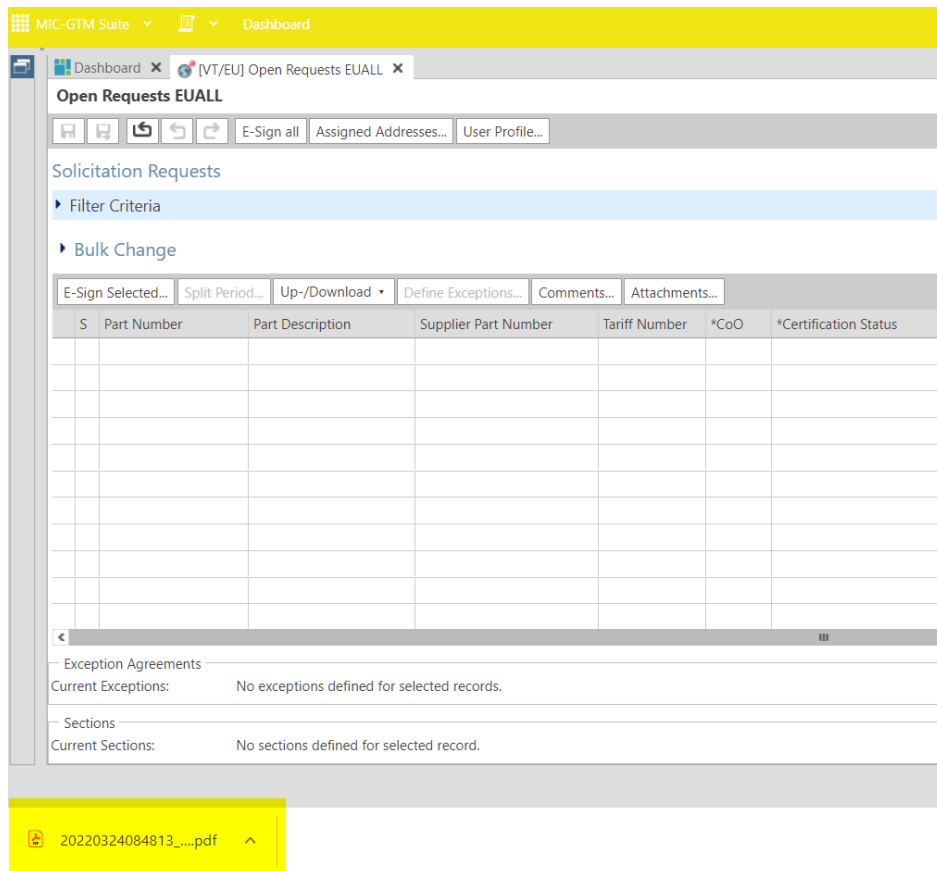
According to specific agreement, the validation is allowed as follows:

- EUALL – Validity up to 1 year. The Supplier is NOT allowed to change validity during Approval.
- EGUB – Validity up to 1 year. The Supplier is NOT allowed to change validity during Approval.

Supplier needs to verify validity dates and click on “Accept” button on the bottom of the screen.

4. Generating final certification/pdf document

After clicking the “Accept” button, the supplier generates a PDF-document which can be saved/printed.



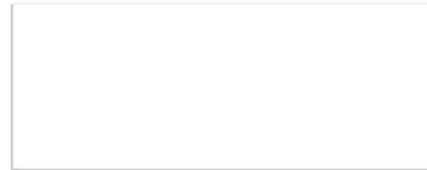
5. PDF-DOCUMENT

By clicking on the generated PDF, the supplier can review the final document/certification.

*Example below:*



Vitesco  
Osterhofener Str. 14A  
93055 Regensburg



**Long-term supplier's declaration for products having preferential origin status**

**DECLARATION/ERKLÄRUNG/DÉCLARATION**

**I, the undersigned (Exporter Reference No ), declare that the goods described below:**

Der Unterzeichner erklärt, dass die nachstehend bezeichneten Waren: ... / Je soussigné déclare que les marchandises décrites ci-après: ...

**see attachment**

die regelmäßig an ... geliefert werden, Ursprungszeugnisse ... sind und den Ursprungsregeln für den Präferenzverkehr mit ... entsprechen, qui font l'objet d'envois réguliers à ..., sont originaires de ...et satisfont aux règles d'origine régissant les échanges préférentiels avec ...

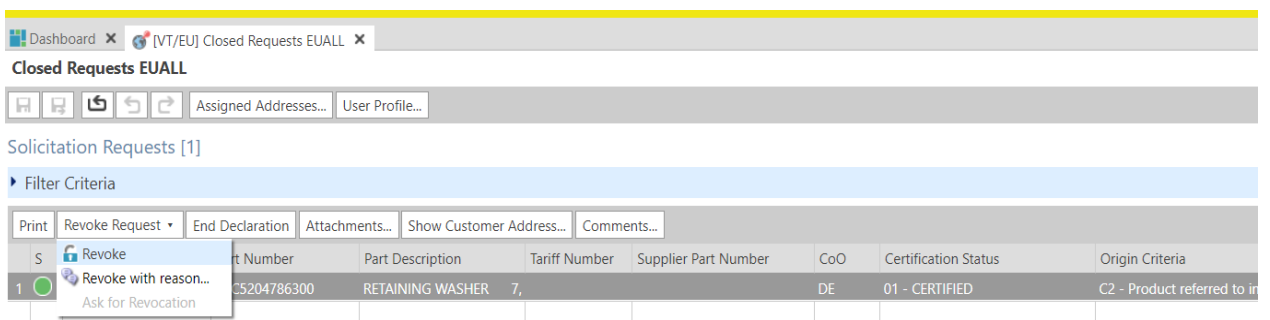
which are regularly supplied to **Vitesco Technologies (DE, FR, RO)**, originate in **the EU** and satisfy the rules of origin governing preferential trade with:

**6. REVOKING DOCUMENT**

If the supplier needs to change the input/provided content within the E-signed document due to a mistake or any other required amendments, there is the possibility to revoke the document and make adjustments.

To revoke the document the following steps must be completed:

1. The supplier needs to press the “Revoke Request” button.



2. The status of the part will visibly change as shown on the picture below and the system allows to modify the included information, for example define exceptions to exclude the countries if previously forgotten.

**Open Requests EUALL**

E-Sign all Assigned Addresses... User Profile...

Solicitation Requests [1]

Filter Criteria

Bulk Change

E-Sign Selected... Split Period... Up-/Download Define Exceptions... Comments... Attachments...

S	*Address Number	Part Number	Part Description	Supplier Part Number	Tariff Number	*CoO	*Certification Status
1	SU702008141	A2C5204786300	RETAINING WASHER	7,		DE	01 - CERTIFIED

3. After completing the above activity, the new document must be E-signed **again**.
4. Please follow the instructions from “3. Input of origin data” points 3 & 4.

**Open Requests EUALL**

E-Sign all Assigned Addresses... User Profile...

Solicitation Requests [1]

Filter Criteria

Bulk Change

E-Sign Selected... Split Period... Up-/Download Define Exceptions... Comments... Attachments...

S	Part Number	Part Description	Supplier Part Number	Tariff Number	*CoO	*Certification Status	Origin Criteria
1	A2C5204786300	RETAINING WASHER	7,		AT	01 - CERTIFIED	C2 - Product referred to in

5. After completing the e-sign process the supplier needs to go back to the main dashboard and refresh status on the requests as per picture below. After refreshing, the number of the open requests will be updated.

Dashboard x

OCS Dashboard

**Help**

All tiles are listed on this main screen. Part information is listed in each tile. Please provide part information for all parts that are open. Parts in the Open Requests link have not been finalized. Go into parts by clicking on the number, enter or validate information within the requests.

Cumulation cannot be applied. Please answer the reques as not preferential for materials which are preferential using cumulation.

Supplier Help

**EUALL Requests**

Edit...  
[Refresh](#)  
 Close

Open Requests

Closed Requests **1**

**EUGB Requests**

Open Requests **1**

Closed Requests **0**