

VOLKSWAGEN PON FINANCIAL SERVICES

FINANCIEREN. LEASEN. VERZEKEREN. MOBILITEIT.



Fleet Information Tool: User Guide

VRIJHEID IN MOBILITEIT.

Introduction

This user guide describes the functions of our Fleet Information Tool.

To ensure the proper functioning of the application, we recommend that you use an up-to-date browser:

- Firefox, version 37 or higher
- Chrome, version 42 or higher
- Internet Explorer, version 11 or higher

Inloggen

Use the following url: <https://www.fleetinformatie.nl>

- To register, click on 'Heeft u nog geen account? Dan dient u zich eerst te registreren.' in the following screen. This way, you can register. If you already have an account, click on 'Inloggen', to log in.

- To log in, enter your e-mail address and your password. When logging in for the first time, please enter your e-mail address and click on 'Verificatiecode'.
- Enter the verification code you received by e-mail. Then create a new password as requested. Please note: when logging in via Microsoft; you will receive your verification code from them. This is not to be regarded as spam. It might take several minutes before the code appears in your mailbox. If you already have an account, you can skip this step.
- After, a screen for the two-step verification will appear. Choose your country and enter a mobile phone number without o.

- You have two options to proceed. If you choose 'Code verzenden', you will receive a text message with a verification code that you can enter in the next step. If you choose 'Bellen', you will be called and you can follow the instructions on the call to complete the login process.
- Depending on your choice, you will receive the verification code by text. Enter the code as requested and select 'Code verifiëren'. Did you not receive the code correctly? Then choose 'verzend een nieuwe code' and try again.

If you chose 'Bellen', you have to follow the instructions to proceed. You are now logged in.

Are you unable to create an account? Please contact your designated contact or send an e-mail to fleetinfo@vwvps.nl.

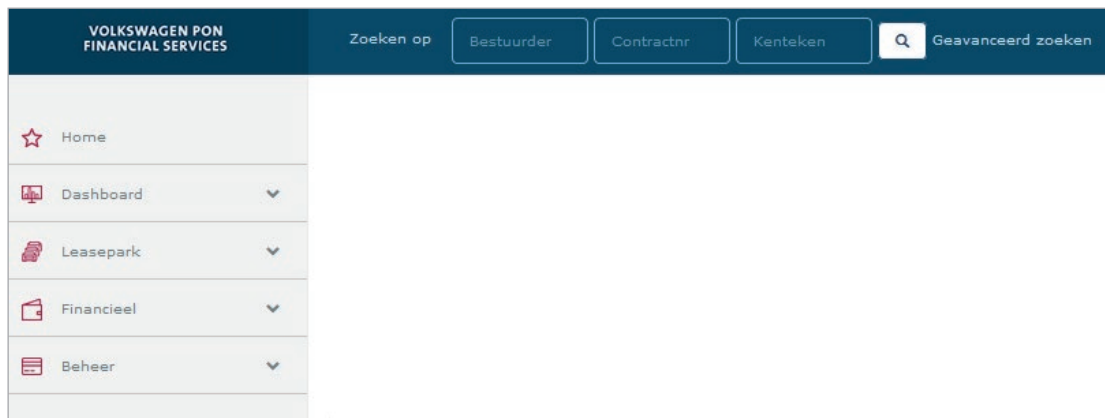
Menu options

The main menu includes the following functions:

- Home: This takes you back to the home page.
- Dashboard: All the important information about your entire fleet on one screen.
- Leasepark: This allows you to select all the information you need about your entire fleet.
- Financieel: Here you can access all financial matters relating to your payroll administration.
- Beheer: Here you can update the KPIs, MTC management and service forms.

Zoeken op: Use this function to search your entire fleet by driver, contract number or vehicle registration number.

You can also use the 'Geavanceerd zoeken' function to search by invoice, damage, traffic fines, refuelling activity, client or invoice number. You can also use the 'Account' button (top right) to switch fleets (if you have more than one), change your password or log out.



Dashboard

You can select which dashboard you want to see: passenger cars or light commercial vehicles. Both dashboards provide you with all relevant information about your entire fleet, e.g. CO2 levels, number of traffic fines, quantity per make of car and expiries. Clicking on any bar in the diagram will give you further details. You can use more filters in the actual report (via Leasepark or Financial) to get the data set you require.

To download the data, you can create a PDF-file.



Leasepark

You can view and export reports, modify data and review all contracts which are new, current, due to expire or have been returned.

- **Signalen lopend park**

Here you will see all current contracts.

This report uses colours to highlight any irregularities, such as:

- o number of damage incidents in the past year
- o varying mileage
- o number of traffic fines per 100,000 km
- o varying fuel consumption (standard set by the manufacturer + 15%)
- o months until expiry date
- o APK (periodic motor vehicle test) date

Different colours are used to notify different things:

- red = large variation
- yellow/orange = moderate variation
- green = minor or no variation

Grey means there is no information available or this component is not covered by the contract. You can also sort by notification by clicking on the required colour.

- **Berijderoverzicht**

A list of all the drivers in the selected fleet.

- **Contracten op peildatum**

This shows you all your contracts. You can select by status, date, client, holding or cost centre.

- **Nieuwe contracten**

Here is a list of all contracts not yet activated, e.g. those which have only been drawn up and/or ordered.

- **Lopende contracten**

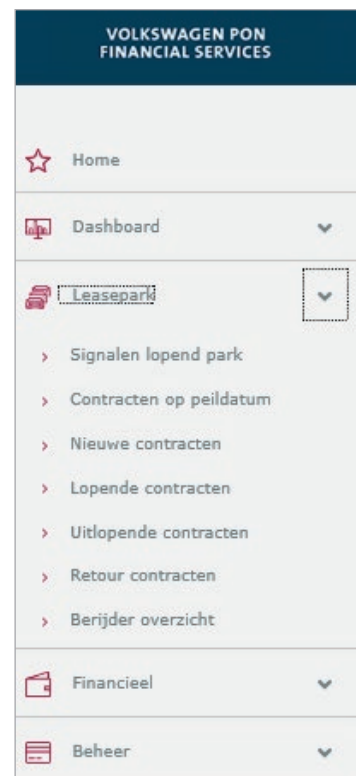
This gives you a list of all current contracts.

- **Uitlopende contracten**

'Expire' shows all contracts which have the status 'current' but with an expiry date within your specified date range. A contract's expected expiry date is determined by taking its commencement date and adding the contractually agreed contract term.

- **Retour contracten**

This shows you a list of all contracts which have been returned.



Financieel

- **IFRS16**

Here you can find the IFRS 16 reports related to your annual report. You can export this report to Excel.

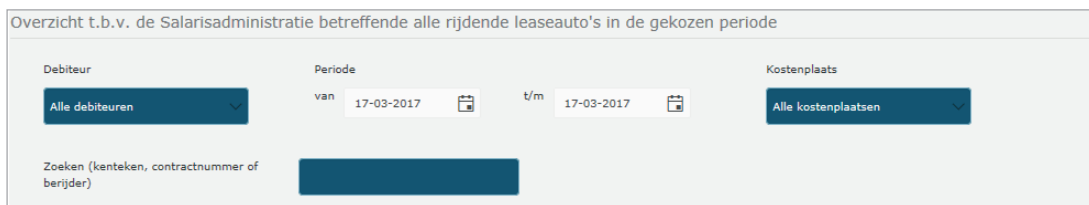
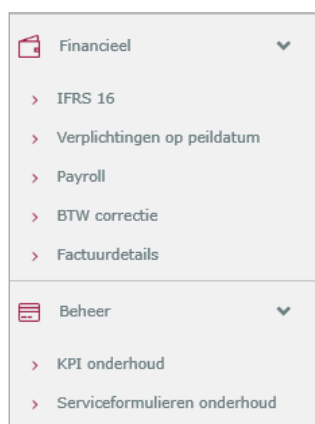
Clicking on the required line will give you the option to send a notification to the vehicle leasing company with a request for a copy of the invoice.

- **Payroll**

Here you can find an overview of the payroll administration for all driving lease vehicles in your selected period.

- **BTW correctie**

This allows you to generate the report you need for VAT payments over your specified period. You can export this report to Excel or generate a PDF file with the required information.



Beheer - KPI maintenance

You can use the parameters on the KPI maintenance screen to select the KPIs you wish to achieve. Your settings will immediately become visible in the traffic-lights of the Signalen lopend park, to view your current fleet notifications.

- [Home](#)
- [Dashboard](#)
- [Leasepark](#)
- [Financieel](#)
- [Beheer](#)

KPI's met boven- en ondergrens

KPI	Ondergrens (groen)	Bovengrens (rood)
CO ₂ -uitstoot: Afwijkingpercentage CO ₂ uitstoot t.o.v. van CO ₂ fabrieksopgave	10	20
Brandstof afw (%): Afwijkingpercentage werkelijk verbruik t.o.v. norm brandstofverbruik	10	20
APK datum: Aantal dagen tot APK datum	90	30
Expiratie: Aantal dagen tot expiratie datum	120	0
Schuld schades: Aantal niet verhaalbare schades per contract	0	3
KM afw(%): Afwijkingpercentage werkelijk jaarkilometrage t.o.v. contract jaarkilometrage (Onder- en bovengrens gelden zowel voor negatieve en positieve afwijkingpercentages)	10	20
Aantal schades: Aantal schades per contract	1	4
Aantal bekeuringen: Aantal bekeuringen per contract	0	4
VV afw(%): Afwijkingpercentage vervangend vervoer kosten t.o.v. vervangend vervoer opbrengst	5	10
ROB afw(%): Afwijkingpercentage ROB kosten t.o.v. van ROB opbrengst	5	10

KPI met een boven- of ondergrens

KPI	Waarde
CO ₂ Norm: De norm voor de CO ₂ uitstoot voor benzine auto's van het wagenpark	130
CO ₂ Norm DSL: De norm voor de CO ₂ uitstoot voor diesel auto's van het wagenpark	130
Brandstofverbruik Verb	6.1
Norm brandstofverbruik (%): Correctie fabrieksopgave brandstofverbruik uitgedrukt in percentage	15

[Bewaar](#)

Contract Details - Overview

Clicking on a contract number in any of the above-mentioned reports or lists will give you the contract details. The overview gives you all relevant contract details. You can also obtain more information regarding the individual items. For example, clicking on the 'description' label under vehicle registration number will give you more information regarding the vehicle. You can use the advanced search function to obtain more information on the following items: invoices, traffic fines, vehicle damage and fuel data.

You can also use this to obtain information regarding:

- o the driver (you can also enter address or other changes here)
- o previous drivers
- o fuel consumption
- o specification of traffic fines
- o specification of damage incidents
- o specification of refuelling

Schade - overview

This screen displays all reported damage. This information can be accessed by clicking on one of the “Damage” buttons. You can export the data from this list to Excel or PDF. Clicking on the contract or vehicle registration number in the heading brings up the screen showing the contract details for the relevant vehicle. Clicking on the “Service Emails” button brings up the screen showing the various email options.

← Specificatie schades

Omschrijving schuldcoderingen

Export to Excel

Schade Datum	Schadenummer	Berijder	Schuld codering	Schade locatie	Omschrijving	Totaal doorbelast
			N1	A12	Band en velg	135,00
			N1		Sleutel	135,00
			N1		Voortuit	65,00
			N1	BREDA	Rechterzijde	135,00
			N2	HOOGVLIET	Rechter voorzijde	135,00
			J	A15	Achterzijde	0,00
			N1	HELLEVOETSLUIS	Linker achterzijde	135,00
			N1		Voortuit reparatie	0,00
			J	A27 OOSTERHOUT	Achterzijde	0,00

Facturen - overview

You can find every invoice here. If you need a copy of an invoice, you can request one via ‘verzoek factuur’.

Zoeken op tankgedrag

Here you can find all the refuelling specifications for a particular contract and period. You can export this report to Excel or PDF. Clicking on ‘contractnummer’ will give you all the car’s contract details. Clicking on ‘werkelijk verbruik’ will give you all the refuelling specifications.

Verkeersboetes - overview

This screen displays all traffic fines reported per vehicle. This information can be accessed by clicking on the ‘traffic fines’ traffic-light. You can export the data from this list to Excel or PDF. Clicking on a particular fine will give you the option to display the PDF version (if available). Clicking on the contract or vehicle registration number in the heading brings up the screen showing the contract details for the relevant vehicle. Clicking on the “Service Emails” button brings up the screen showing the various email options.

Finally

If you have any questions or comments, please contact your designated contact at Volkswagen Pon Financial Services or send an e-mail to fleetinfo@vwvfs.nl.