



# Service Information

**Support**

**Number: VSS-14-12**

**Subject: 2015 Volkswagen Touareg – Market Introduction  
Temporary Warranty Process and Parts Return Program  
(US Dealers Only)**

**Date: Dec 17, 2014**

**Supersedes VSS 14 - 11 due to change in repair/reporting date range**

**Effective:** From repair date December 17, 2014 to March 28, 2015

**Model:** Volkswagen Touareg

**Model Year:** 2015

During the Market Introduction of the new Touareg, Volkswagen will collect all warranty repair information to ensure prompt analysis and resolution of any emerging concerns.

- **After performing the preliminary diagnosis, you must create a Volkswagen Technical Assistance (VTA) ticket and call the Technical Helpline prior to performing any repairs.**
  - A separate VTA case number is required for each line item of warranty repair. This excludes all Required Vehicle Updates (RVU) and Campaign Circulars. (Be sure both RO Number and RO Date are entered correctly in all VTA cases)
- All Volkswagen Technical Assistance cases will need to be "CLOSED" at the completion of the repair.
- Dealers will be notified after Volkswagen Technical Assistance case closure of part return requests.
- Only warranty claims with a closed Volkswagen Technical Assistance case number in the Comments field and verified return parts will be processed for reimbursement.

**Program Highlights:** Dealership technicians must create a VTA case for every warranty repair using ElsaWeb and select concern group **"2015 Touareg – All concerns"**.

- Call the Volkswagen Technician Helpline with your Volkswagen Technical Assistance access code: **1-800-678-2389**.
- Select the option: prompt 1 to enter the access code given from ElsaWeb.
- The technician must perform a preliminary diagnosis on each concern reported by the customer and obtain a Volkswagen Technical Assistance (VTA) access code before contacting the Volkswagen Technician Helpline.
  - **Note: Attachments will be mandatory. To be able to generate an access code you must have an attachment.**
- Technician must provide complete repair information in the VTA system prior to closing VTA case.
- For all Buy-Pack issues: A picture of the unopened Bag and a Picture of the label will be required. See: **00 14 10** October 1, 2014 **2036935**
- If a part is ordered, the technician must obtain a Parts Sales Document number and enter it into the space (Sales Doc #) provided in the preparedness questionnaire.
- If any part(s) are replaced, please document the Part Numbers in the space (Parts Replaced) provided in the preparedness questionnaire.



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- If a Vehicle leaves the Dealership with the Customer for any reason the VTA ticket should be closed with the latest information available. If vehicle is leaving due to parts being ordered, a new VTA ticket will be required when parts are replaced to verify repair path.
- See Service Information-Support document: VSS-08-12 “Technician Preparation when Calling the Volkswagen Dealer Technician Helpline”.
- The Volkswagen Technician Helpline consultant will provide a Volkswagen Technical Assistance case number for each properly documented concern (repair) on the repair order brought up by the technician.
  - **Note:** This number is different from the access code generated when creating a case in ElsaWeb. The case code has a 2 digit letter code then a series of numbers. (Example FE-1234). This number is only given once the dealer calls the Technical Helpline and the case is accepted by a Helpline Consultant.
- The Volkswagen Technical Assistance case number(s) and closure date for each repair must be written on the back of the repair order alongside the technician punch time for the applicable repair (ERO dealers enter the contact number under the description of the repair information), and entered in the Comments Field of each eligible warranty claim.

## Warranty and Parts Return Process:

- The Volkswagen Warranty Parts Return Center will notify the dealership of a part return on all closed Volkswagen Technical Helpline case numbers within one (1) business day.  
Warranty Parts Return Center personnel will:
  - Create a shipping request in the Warranty Parts Shipping Portal (WPSP).
  - Create and email a Warranty Part Shipping Request form for each part request
  - Follow up with the dealership if the requested part(s) is not picked up by FedEx in 48hrs.
- Dealership personnel should:
  - Monitor the Outstanding Warranty Parts Report in WPSP for new requests.
  - Print the pre-addressed shipping label from the WPSP
  - Return the requested part(s) with repair documentation and a printed copy of the VTA case to the Warranty Parts Return Center same day.
  - Enter the warranty claim into SAGA within 24 hours of repair.
- Replaced parts on the warranty claim will be requested through SAGA with the exception of Hazard Material (HAZMAT) parts.
- In the event a HAZMAT part (airbags, seat belts, batteries, etc.) is requested through SAGA contact the Warranty Helpline: 866-306-8447
- HAZMAT parts will be requested on a case-by-case basis during the launch. Your dealership will be contacted with a request for HAZMAT parts. Parts should be shipped as outlined in the Warranty Parts Request User’s Guide.
- Engines and Transmissions will be requested on a case by case basis. Your dealership will be contacted with a request for an engine or transmission. Follow the shipping guidelines as outlined in the Warranty Parts Request User’s Guide.
- If requested parts are returned prior to receiving a SAGA part return request, email the Warranty Parts Return Center ([vwoawprc@vw.com](mailto:vwoawprc@vw.com)) with comments regarding the return and provide the FedEx tracking number.
- If the parts have not been returned at the time of claim submission, the SAGA barcode and required documentation (i.e. repair order and technician notes) should be sent with the requested parts.
- A printed copy of the Volkswagen Technical Helpline case number as well as all applicable required documentation must be included when sending the requested parts.



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Top Performing Dealers must return all requested launch parts. **The requirement for providing a Helpline Case Number per repair is still in effect when a QTM or resident engineer is directly involved in a repair procedure.**

## Why attach Documents to the VTA; user information.

### GFF / 00 / Collection Services:

Provides us with:

- Part numbers of Control Modules
- Hardware/software versions / levels
- All faults, even the ones related but occasionally overlooked
- Provides specific module coding
- Test Plan results or failures
- Scan tool Base and Brand version levels
- Base line of vehicle configuration

### Pictures and Video w/sound:

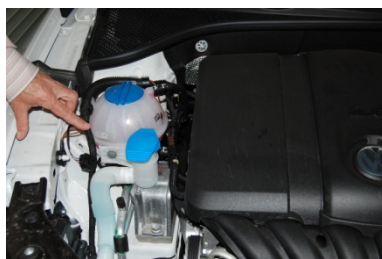
Provide us with:

- Visual documentation of Fit, Finish or Color.
- Visual location of condition
  - Pictures should include – 3 Views

Overall location on vehicle

Location on panel or body

Complaint of Component



- Assists consultants in seeing and hearing what techs are experiencing

### Detailed Worksheets:

Provides us with:



# Service Information

- Exact readings and values pertaining to specific problems.
- Specific information needed for root cause analysis.

**GFF Paperless is not acceptable due to delays in uploads.**

<b>What to attach:</b>	<b>Preferred</b>	<b>Accepted</b>
Check engine light on:	GFF Log	
Drivability concern, no Check Engine light	Collection services / GFF log	GFF log /Collection Serv.
HVAC concern with faults	GFF log	
HVAC concern without faults	Collection services / GFF log	Collection services
Electrical concerns without faults	Collection services / GFF log	
Electrical concern with faults	GFF log	
Noises, rattles. or vibrations	Sound Bite	Collection services
Paint concerns	Pictures x 3	
Fit and Finish concerns	Pictures x 3	
Glass deformities	Pictures x 3	
Interior trim concerns	Pictures x 3	
TPMS light on with faults	GFF log & Printout from TPMS test tool– BRT – DBL4	
TPMS light on without faults	GFF log & Printout from TPMS test tool – BRT – DBL4	Collection services & Printout from TPMS test tool – BRT –DB
Drivetrain function concerns with faults	GFF log	
Drivetrain function concerns without faults	Collection services / GFF log	
Drivetrain Vibration concerns without	Sound Bite	Collection services



# Service Information

<b>faults</b>		
<b>Infotainment concerns with faults (Radio, Navigation, SAT, MDI, Bluetooth, etc.).</b>	<b>GFF log</b>	
<b>Infotainment complaints without faults (Radio, Navigation, SAT, MDI, Bluetooth, etc.).</b>	<b>Sound Bite &amp; GFF log</b>	<b>Collection services</b>
<b>Brake vibrations and noises</b>	<b>Collection services</b>	
<b>ABS function concerns with faults</b>	<b>GFF log</b>	
<b>ABS function concerns without faults</b>	<b>Collection services / GFF log</b>	
<b>No Communication</b>	<b>DSO Screen shots</b>	<b>GFF log / Collection services if possible</b>
<b>Parasitic Draw</b>	<b>DSO Long term draw test</b>	<b>GFF log /Collection services</b>
<b>Hybrid Concerns</b>	<b>GFF log</b>	<b>Collection services</b>
<b>Convertible Top Concerns</b>	<b>GFF log &amp; Pictures x 3</b>	<b>Collection services</b>
<b>Immobilizer Concerns with Faults</b>	<b>GFF log</b>	
<b>Immobilizer Concerns without faults</b>	<b>GFF log</b>	<b>Collection services</b>