

VOLKSWAGEN

GROUP CHINA



VGC eBOX

L4_eBox User Manual



Version	1.9	Current version number
Valid from	2017-03-09	Release date of this version
Next review	2023-11-08	Date if next planned review
Initial Release	2017-03-09	Release date of initial version
Author	Feng.Gao@volkswagen.com.cn	Name of document owner
Released by	Gao, Feng	Name of the approver

VOLKSWAGEN

GROUP CHINA

Version History

<i>Version</i>	<i>Release On</i>	<i>Edit By</i>	<i>Affected Section & Description of Change</i>
1.0	9 th March, 2017	Leng, Feng	Creation of draft document
1.1	20 th March, 2017	Leng, Feng	Added contacts & target location of documents
1.2	20 th July, 2017	Leng, Feng	Updated some wording
1.4	25 th July, 2017	Leng, Feng	Updated contents
1.5	27 th July, 2017	Leng, Feng	Updated formats
1.6	02 nd Oct, 2017	Leng, Feng	Updated formats
1.7	20 th Dec, 2017	Leng, Feng	Updated contents
1.8	08 th Nov, 2019	Gao, Feng	Change Owner, Updated contents
1.9	08 th Nov, 2021	Gao, Feng	Minor updates

VOLKSWAGEN

GROUP CHINA

Contents:

1	Pre-condition	4
	*PIN definition and setting scenarios	4
	**Comparison between different data parcel classifications:	4
2	Introduction to eBox	5
3	Use of eBox	6
3.1	Sending parcel	6
3.2	Receipt of data parcel	16
3.3	Other functions.....	21
3.3.1	List of outgoing data parcel	21
3.3.2	History of outgoing data parcel	22
3.3.3	List of incoming data parcel	22
3.3.4	History of incoming data parcels	22
3.3.5	Templates.....	23
4	Appendix / Reference Documents	24

VOLKSWAGEN

GROUP CHINA

1 Pre-condition

- The total number of files that can be added to the parcel is 1,000.
- The total size limit of file is 10,000 MB.
- The recommendation of the maximum size of single file is 1 GB.
- The validity period of file is 7 days.
- The maximum number of download of file is 10 times for each receiver.
- Data sender/owner should ensure a valid contract with Confidentiality terms or a valid NDA is signed with the data receiver.
- PKI card and mobile phone number is needed for data parcel with classification **Internal** and **Confidential**, the files will be encrypted to zip format and the unzip password will be sent to the predefined mobile phone number by SMS.



*PIN definition and setting scenarios

The PIN (at least 8 characters, with a combination of upper- and lower-case letters together with digits, symbols can also be used), can only be set by data parcel sender (i.e. creator/owner).

- For Confidential parcel the PIN must be set.
- It is optional for classification Public & Internal.

If the data parcel sender has set the PIN, the data parcel receiver must enter the same PIN to access the parcel.

**Comparison between different data parcel classifications:

<i>Requirements</i>	<i>Public</i>	<i>Internal</i>	<i>Confidential</i>
<i>PIN</i>	<i>Optional</i>	<i>Optional</i>	<i>Y</i>
<i>PKI</i>	<i>N</i>	<i>Y</i>	<i>Y</i>
<i>Mobile/SMS</i>	<i>N</i>	<i>Y</i>	<i>Y</i>
<i>Encryption</i>	<i>N</i>	<i>Y</i>	<i>Y</i>

VOLKSWAGEN

GROUP CHINA

2 Introduction to eBox

eBox system enables sending and receiving of large volumes of data between users in accordance with Volkswagen Group China (further as “VGC”) principles. The transfers are available within the company, as well as between the employees and external subjects (e.g. customer).

The transfers are implemented as “Data Parcels” in this project. Each Data Parcel can be addressed to one or more recipients; downloading the data is available only after authorization PIN has been successfully entered – The PIN can only be set by data parcel sender (i.e. creator/owner). For Confidential parcel the PIN must be set. It is optional for classification Public & Internal. If the data parcel sender has set the PIN, the data parcel receiver must enter the PIN to access the parcel. PIN has to be delivered via different communication method (SMS, verbal, email, phone, etc) to the recipient(s). During the transferring, PIN means the “Extraction Code”, which is used to extract the file.

Data transferring, I always initiated by an internal employee, while he or she can choose between an Outgoing Data Parcel (for sending files) and Incoming Data Parcel (for receiving files).

Basic scenarios for both cases are described further in following chapters.

The user is responsible for proper classification of data and the use of the services that VGC eBox offers. (See [IT Security and Information Classification](#)). The transferred data are stored and can be examined by an authorized person.

If you are not sure how to classify data, please contact your colleague responsible for security before sending the item.



3 Use of eBox

eBox is available for users in Volkswagen Group China via a browser on address <https://vgcebox.ap.vwg/web>. In order to be able to upload files, you must have one of the following browsers: Internet Explorer 11 or a newer version or Firefox (other modern browsers like Chrome are also supported). After entering the address, you will see the following:

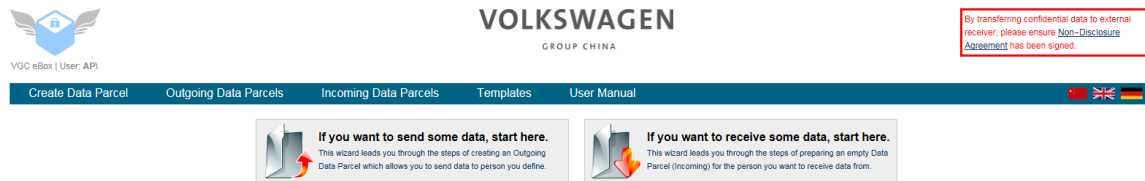


Figure 1: Introductory Page of the eBox application

You can select the language modification at the top on the right. The currently available languages are German (DE), English (EN) and Chinese (CN). The default language setting is corresponded to the language setting for the employee portal.

Receiving and sending data is done by clicking on the required wizard with the text "for sending" or the text "receiving". Below these links to the wizards, a list of unfinished transfers and processed sent parcel may be displayed.

3.1 Sending parcel

The fastest way to send parcel is by clicking on the button reading "If you want to send files, start here."

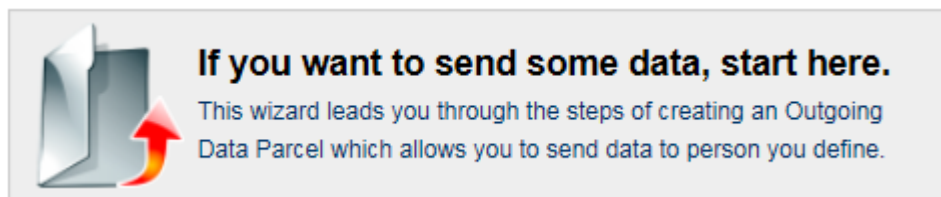


Figure 2: Button for sending parcel

Another option for sending parcel is to select via the menu at the top "Create Data Parcel" - > "Create outgoing parcel". Then click on "Create".

VOLKSWAGEN

GROUP CHINA

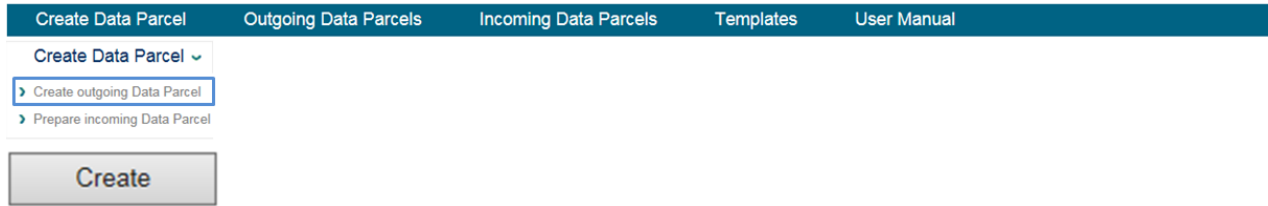


Figure 3: Creating parcel

Then you will be guided through the steps by the wizard.

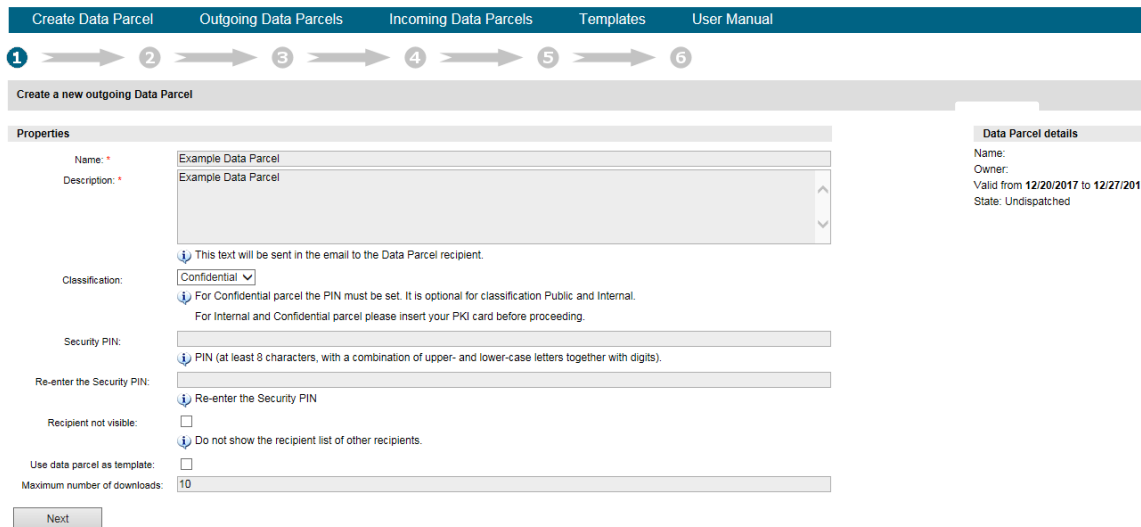


Figure 4: First steps for creating parcel

The first step is to give the parcel an appropriate name and description. These details will be sent to the e-mail recipient, so that the recipient will know what the subject is. These fields are mandatory.


You must also select the classification, eBox offers **Public/Internal/Confidential** data parcels. The PIN (at least 8 characters, with a combination of upper- and lower-case letters together with digits, symbols can also be used), is optional to Public and Internal parcels but a must for confidential. For security reasons, the PIN must be delivered to the recipient using a different communication method (SMS, verbal, email, phone, etc). If the classification **Internal** or **Confidential** has been selected, it is then need the PKI card and mobile phone numbers, also necessary to encrypt the files, and they will be encrypted in a zip file automatically. The system encrypts all files with the same unzip

VOLKSWAGEN

GROUP CHINA

password (sent to the predefined mobile numbers), but each one separately. Therefore, when sending a larger number of files, it is recommended to combine them first into a single file in some way.

The selection of the classification and the handover of the PIN are important parts of data security. Please select the PIN carefully.

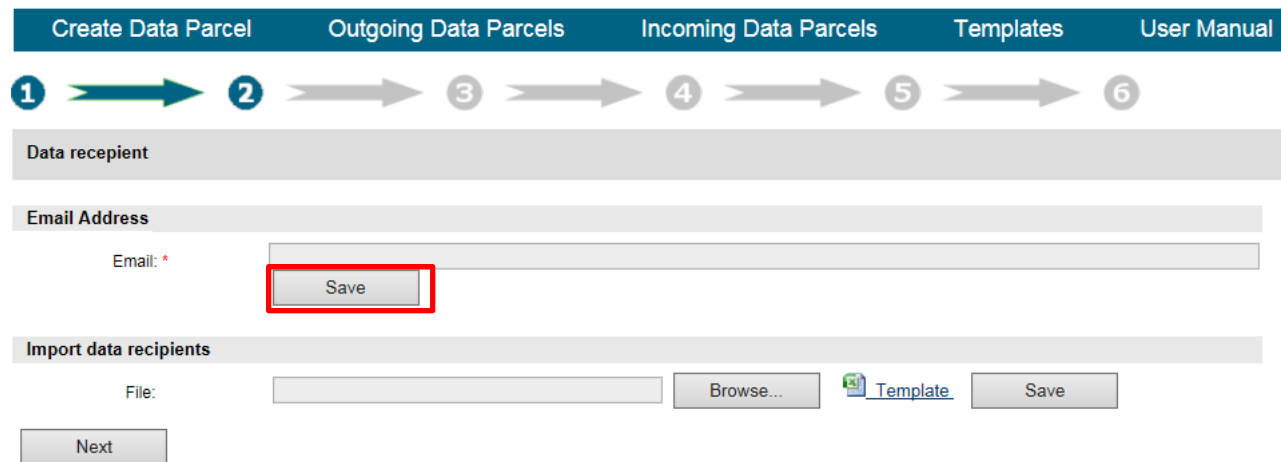


You also have an option to check "Recipient not visible" Do not show the recipient list of other recipients. - Recipients not visible" so that no recipient will be seen by the others. This option should be selected if the list of recipients is too long. There is a risk of criminal liability for distributing private data.

The next option will save the current settings as a template Use data parcel as template: . If this option is chosen, after the current data parcel is successfully created, a template will be created, which will be available under the menu item "Templates" and will have the same parameters, together with the list of addressees, as the current parcel item.

The maximum number of download of files will be the final step to be set up in this form.

By clicking the "Next" button, you will move to the second step in the process.



Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

1 → 2 → 3 → 4 → 5 → 6

Data recipient

Email Address

Email: *

Import data recipients

File:

Figure 5: Second step of parcel creation

VOLKSWAGEN

GROUP CHINA

In the second step, the data parcel recipients will be added. You can enter the recipient's e-mail address in the "E-mail" field and then save it using the "Save" button. If this is the first time using the particular e-mail address, the system will ask for the e-mail address owner's first name, surname, company and mobile phone number. A password will be sent to the phone number for unencrypting sent files, which are automatically encrypted by the system (see also the previous document page). If that number is not yet recorded in the system, you will be asked for it.

If it becomes necessary to change the telephone number or send the password to the number again, please contact the Service Desk¹.

The screenshot shows a navigation bar with five items: 'Create Data Parcel', 'Outgoing Data Parcels', 'Incoming Data Parcels', 'Templates', and 'User Manual'. Below this is a progress indicator with six numbered steps (1-6) connected by arrows. Step 2 is highlighted with a green arrow, indicating the current step. The main content area is titled 'Data Parcel recipient/sender' and contains a form with the following fields:

- Email: * (example1@email.com)
- First name: *
- Last name: *
- Company: *
- Mobile:

Below the form is a checkbox labeled 'Publish mobile number for others:' which is currently unchecked. A blue information icon is located below the 'Mobile:' field. At the bottom left of the form, a 'Next' button is highlighted with a red rectangular border.

Figure 6: Addition of required information about the recipient for the second step

¹ Service Desk VGC China: +86 10 6531 3333 (ext. 3333), VGC.UHD@volkswagen.com.cn


VOLKSWAGEN

GROUP CHINA

Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

1 → 2 → 3 → 4 → 5 → 6

Data recipient



joe smith, JS

Email Address

Email:

Save

Import data recipients

File: 

As soon as you have completed the fields and clicked "Next", you will **return to the screen with the recipients.**

In the section "**Import data recipients**" you can add a list of recipients, which you have created based on a template for more frequent usage. In the template, you will fill in the listed information and then export the data. The file that you're exporting can be then uploaded, and the contained information will be read.

Import data recipients

File: 

Click to the "Template" and input the email address for each recipient.

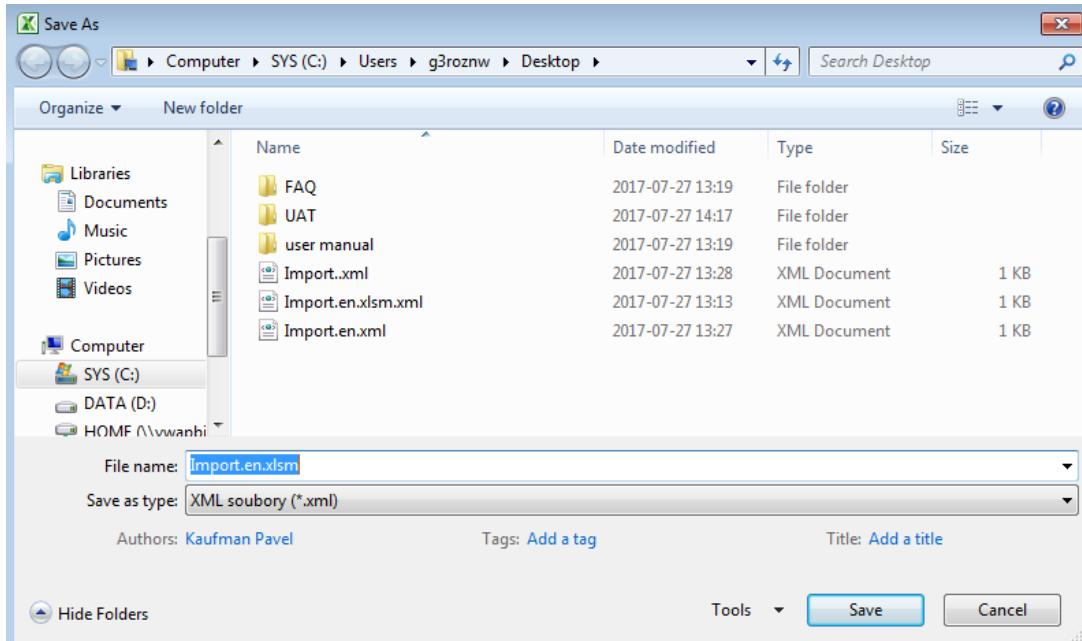
DataBox - Bulk import addresses.xlsm

Addresses				
Email	First Name	Last Name	Company	Mobile
example@email.com	joe	Smith	JS	
exmple1@email.com	Smith	Joe	SJ	

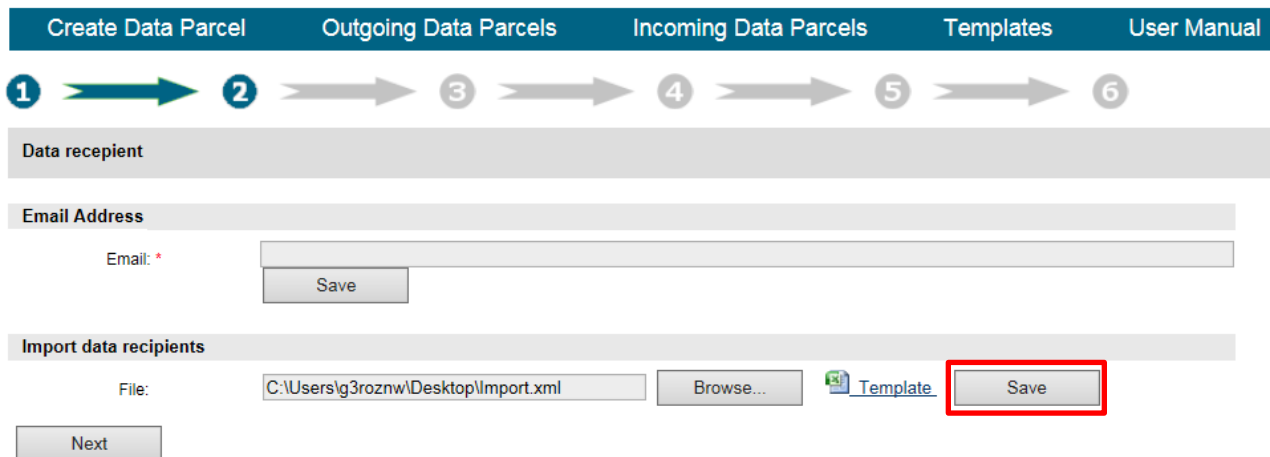
Click to the "Export" button in the excel, which will help to export the form into "XML" format automatically.

VOLKSWAGEN

GROUP CHINA



After you have saved the “XML” file document, you should return to the eBox website and upload the “XML” file and click “Save” button.



VOLKSWAGEN

GROUP CHINA

Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

1 → 2 → 3 → 4 → 5 → 6

Data recipient

- ✕ example1@email.com
Smith Joe, SJ
- ✕ example@email.com
joe Smith, JS

Email Address

Email:

Import data recipients

File: [Template](#)


Then you will finish by clicking "Next" to move to the next step.

Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

Data Parcel content

Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

Data Parcel content

 **Koala.jpg**
780.83 KB ✓

Data Parcel details

Name: Example Data Parcel
Owner:
Size limit: 10000 MB
Description: Example Data Parcel

Classification: Public
Valid from 7/27/2017 to 8/3/2017.
State: Undispatched

Files already uploaded

- ✕ Koala.jpg
0.74 MB

Figure 7: Fourth step of data parcel creation

VOLKSWAGEN

GROUP CHINA

Here you can upload files by clicking "Browse" button. If you experience any problems with uploading a file, try to rename the file, so that it contains only alphanumeric characters without diacritics, and thus the new name is not too long.

Data parcel labelled as "Internal" and "Confidential" shall be encrypted automatically by the system, so it's not necessary to encrypt them manually.



You can select more than one file to upload together. The progress of uploading file(s) will be displayed continuously, and files which have been already uploaded will also be visible. Upon uploading completed, you can continue by clicking the "Next" button.

Larger files (50+ MB) require some extra time after uploading, because all files are tested by an anti-virus program. This section displays a summary and may display a message stating that the data parcel cannot be sent.

Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

1 → 2 → 3 → 4 → 5 → 6

Data Parcel summary Edit properties

Properties

Example Data Parcel
Example Data Parcel
Size limit 10000 MB
Valid from 7/27/2017 to 8/3/2017

Data Recipient/Sender Edit recipient/sender

example1@email.com
joe smith, JS

Files Add or remove files

Koala.jpg
762.53 KB , Processed with success

This is a Data Parcel summary. If you click Dispatch, no more changes can be made to Data Parcel and notification email will be sent to Data Parcel recipient/sender.

Figure 8: Fifth step of parcel creation

After the Data Parcel Summary section, user should click "Dispatch" to successfully send the file to the appointed user.

VOLKSWAGEN

GROUP CHINA

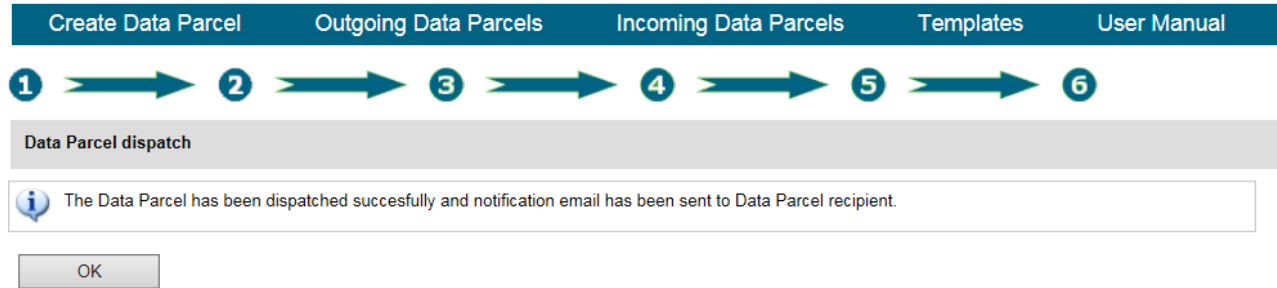


Figure 9: Sixth step of parcel creation

In the final step (the sixth step), there is an information will be reminded user that Data Parcel has been successfully sent. Click “OK” button will jump to the homepage of the eBox.

As the sender, you will receive a confirmation e-mail stating that the data parcel has been sent, and you may receive an SMS message with a password.

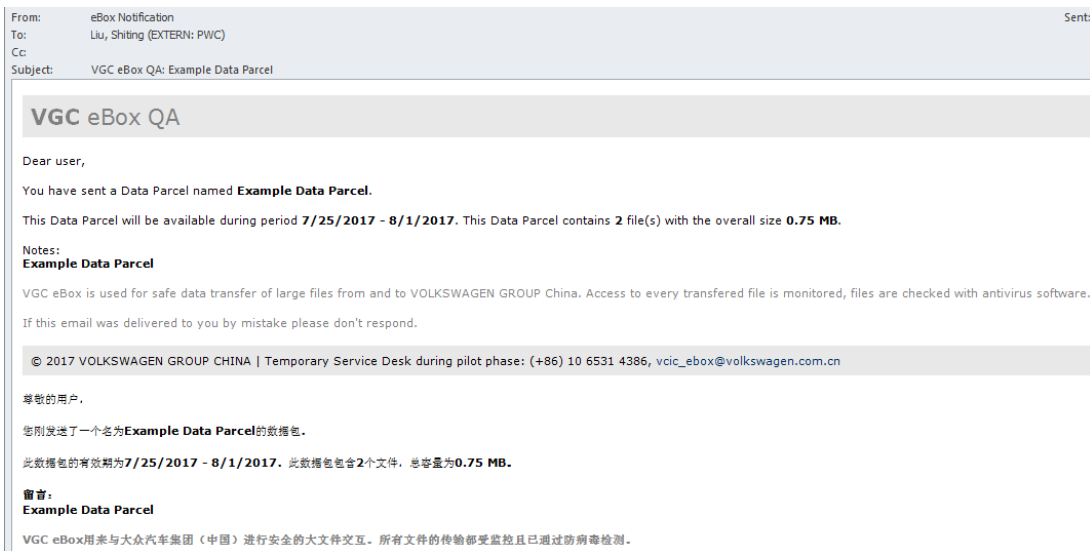


Figure 10: Confirmation e-mail for the sender

The recipient of the data parcel will receive an e-mail with a link for downloading the sent files and may receive an SMS message with a password.

VOLKSWAGEN

GROUP CHINA

VGC eBox QA

Dear user,
there is a Data Parcel named **Example Data Parcel** prepared for you at VOLKSWAGEN(China) Investment Co., LTD., prepared by Extern.Shiting.Liu@volkswagen.com.cn.
This Data Parcel will be available during period **7/25/2017 - 8/1/2017**. This Data Parcel contains **1 file(s)** with the overall size **0.74 MB**.
You can download file(s) from this Data Parcel using following link:
https://vqceboxqa.vgc.com.cn/Web/uqcD04W9zp1t37AmYG4M9TFZudCMtHZnc1K_vqgzOuSZWNUKvzDVsw==/Public/Summary.
Author's notes for this Data Parcel:
Example Data Parcel
Skoda eBox is used for safe data transfer of large files from and to VOLKSWAGEN(China) Investment Co., LTD. company. Access to every transferred file is monitored, files are checked with antivirus software.
If this email was delivered to you by mistake please don't respond.
© 2017 VOLKSWAGEN GROUP CHINA | Temporary Service Desk during pilot phase: (+86) 10 6531 4386, vqc_ebox@volkswagen.com.cn
尊敬的用戶，
來自于大眾汽車集團（中國）的 Extern.Shiting.Liu@volkswagen.com.cn 為您準備了一個名為 **Example Data Parcel** 的數據包。
此數據包的有效期為 **7/25/2017 - 8/1/2017**。此數據包包含 **1** 個文件，總容量為 **0.74 MB**。
您可以從以下鏈接下載此數據包中的文件：
https://vqceboxqa.vgc.com.cn/Web/uqcD04W9zp1t37AmYG4M9TFZudCMtHZnc1K_vqgzOuSZWNUKvzDVsw==/Public/Summary。
留意：
Example Data Parcel
VGC eBox 用來與大眾汽車集團（中國）進行安全的大文件交互。所有文件的傳輸都受監控且已通過病毒掃描。
如果此郵件被錯誤的發送給您，請勿回復。

Figure 11: E-mail for the recipient

The recipient can either click on the link in the e-mail body; or copy and paste it in the browser's address field. After this, the recipient will be asked to enter a PIN, and by following its successful confirmation, the sent files will be then displayed. The recipient will have the option of downloading them.

The accessibility of the sent files is limited to 7 days by default. Only the creator of the batch of sent files or the administrator can see the batch after that validity has expired. If the recipient does not retrieve the files by that deadline, they will have to be re-sent.

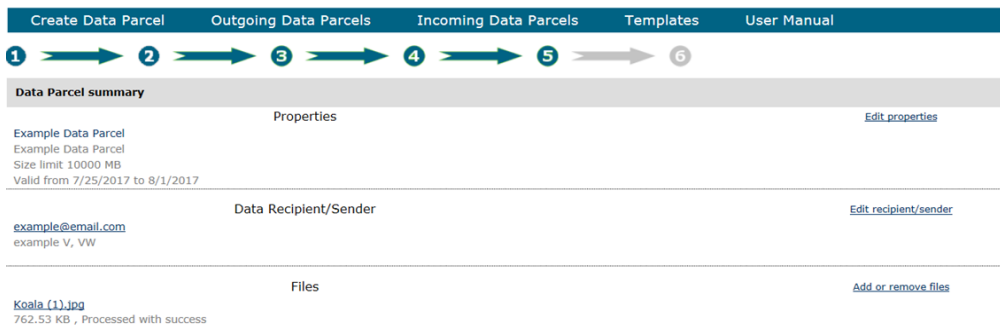


Figure 12: Downloading data parcel

If the batch of sent files (data parcel) has been automatically encrypted, a password received by SMS will be needed to decrypt it. Most widely used operating systems containing an integrated tool for unzipping files do not support unzipping encrypted files, and therefore it will be necessary to use some third-party software for this purpose.

3.2 Receipt of data parcel

For receipt of a data parcel from a third-party, you must create a batch of files as a recipient. Click the "Start here if you want to accept files." option

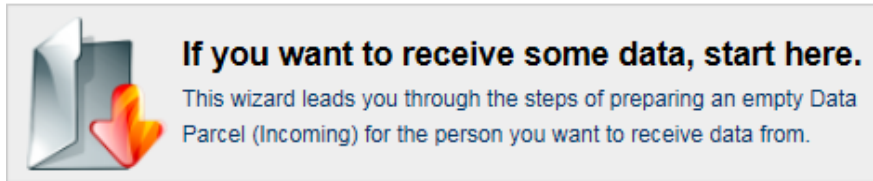


Figure 13: Button for receipt of files

This will launch the wizard, which will guide you through the steps of creating a batch of files.

Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

Edit incoming Data Parcel properties

Properties

Name: * Example Data Parcel x

Description: * Example Data Parcel

Classification: Public

Security PIN:

Re-Enter the PIN:

Size limit: 10000

Use data parcel as template:

Next

Data Parcel details

Name: Example Data Parcel

Owner:

Size limit: 10000 MB

Description: Example Data Parcel

Classification: Public

Valid from 7/25/2017 to 8/1/2017.

State: Undispatched

Figure 14: First step of acceptance of sent files

Like with sending files, you no longer have to enter a name and a description of the batch of files. You must again select the correct classification and select a PIN, and you can also set the maximum size of the batch. Like during sending, the batch can be saved as a template.

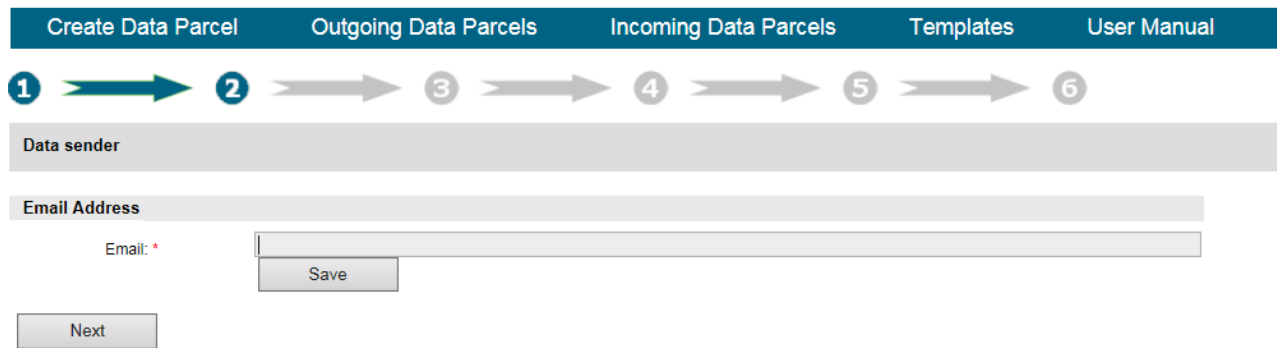
VOLKSWAGEN

GROUP CHINA

The selection of the classification and the handover of the PIN are important parts of data security. Please select the PIN carefully.



After clicking on the "Next" button, you can enter the batch sender. There can be only one here.



Create Data Parcel Outgoing Data Parcels Incoming Data Parcels Templates User Manual

1 → 2 → 3 → 4 → 5 → 6

Data sender

Email Address

Email: *

Save

Next

Figure 15: Second step of acceptance of sent files

After entering the recipient's e-mail address, confirming by clicking "Save" and then clicking "Next", you will move to what for now will be the last step. Similarly to an outgoing data parcel, in this case it will also be necessary for confidential batches of files to enter the telephone number to which the encryption password will be sent. If it becomes necessary to change the telephone number or send the password to the number again, please contact the Service Desk².

² Service Desk VGC China: +86 10 6531 3333 (ext. 3333), VGC.UHD@volkswagen.com.cn

VOLKSWAGEN

GROUP CHINA

The screenshot shows a navigation bar with five tabs: 'Create Data Parcel', 'Outgoing Data Parcels', 'Incoming Data Parcels', 'Templates', and 'User Manual'. Below the navigation bar is a progress indicator with six numbered steps (1-6) connected by arrows. Step 5 is highlighted, indicating the current step. The main content area is titled 'Data Parcel summary' and contains the following information:

- Properties** (with a link to [Edit properties](#)):
 - Example Data Parcel
 - Example Data Parcel
 - Size limit 10000 MB
 - Valid from 7/25/2017 to 8/1/2017
- Data Recipient/Sender** (with a link to [Edit recipient/sender](#)):
 - example@email.com
 - joe Smith, JS

A warning message is displayed: "This is a Data Parcel summary. If you click Dispatch, no more changes can be made to Data Parcel and notification email will be sent to Data Parcel recipient/sender." Below the message are two buttons: 'Dispatch' (highlighted with a red box) and 'Cancel'.

Figure 16: Fifth step of acceptance of sent files

After clicking "Dispatch", the system will confirm the batch of files, and you will receive a confirmation e-mail:

The screenshot shows an email header from 'VGC eBox QA'. The body of the email contains the following text:

Dear user,
you have created the empty Data Parcel named **Example Data Parcel**.
There was allocated **10000 MB** for this Data Parcel and it will be available during period **7/25/2017 - 8/1/2017**.

Notes:
Example Data Parcel

Škoda eBox is used for safe data transfer of large files from and to VOLKSWAGEN(China) Investment Co., LTD. company. Access to every transferred file is monitored, files are checked with antivirus software.

If this email was delivered to you by mistake please don't respond.

© 2017 VOLKSWAGEN GROUP CHINA | Temporary Service Desk during pilot phase: (+86) 10 6531 4386, vcic_ebox@volkswagen.com.cn

尊敬的用户，
您已创建名为**Example Data Parcel**的空数据包。
此数据包共有**10000 MB**空间可供上传文件，此数据包的有效期为**7/25/2017 - 8/1/2017**。

Figure 17: Confirmation e-mail for batch creation

The sender will receive an e-mail with a link. After clicking the link, they must enter a PIN that you have shared with them in advance and must begin uploading data.

VOLKSWAGEN

GROUP CHINA

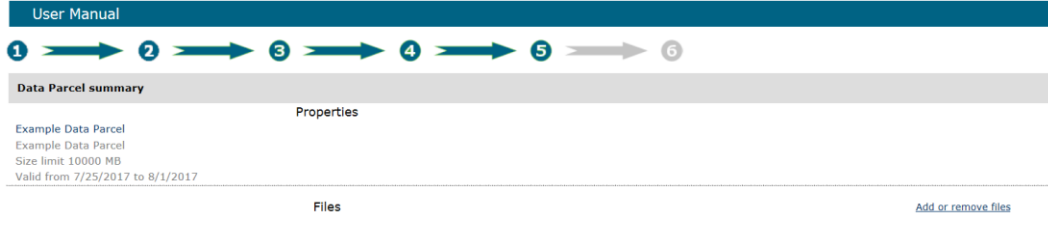
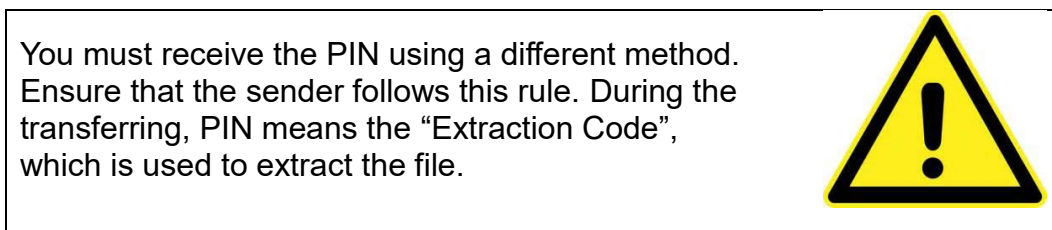


Figure 18: Preview for uploading files on the sender's side

The sender will click the link "Add or remove files" and will be taken to the screen for uploading files. If you experience any problems with uploading a file, try to rename the file, so that it contains only alphanumeric characters without diacritics and so that the new name is not too long.



Figure 19: Fourth step of acceptance of sent files



Larger files (50+ MB) require some extra time after uploading, because all files are tested by an anti-virus program. If the classification "Confidential" has been selected, it will also be necessary to encrypt the files, and they will be encrypted in a zip file automatically. The system encrypts all files with the same password, but each one separately. Therefore, when sending a larger number of files it is recommended to combine them first into a single file in some way.

VOLKSWAGEN

GROUP CHINA

This section displays a summary and may display a message stating that the data parcel cannot be sent. As soon as the uploading process is finished, the user can click the "Send" button.

The user will receive a confirmation of uploading of the batch of files, and you will receive a link for downloading it and may receive a password by SMS.

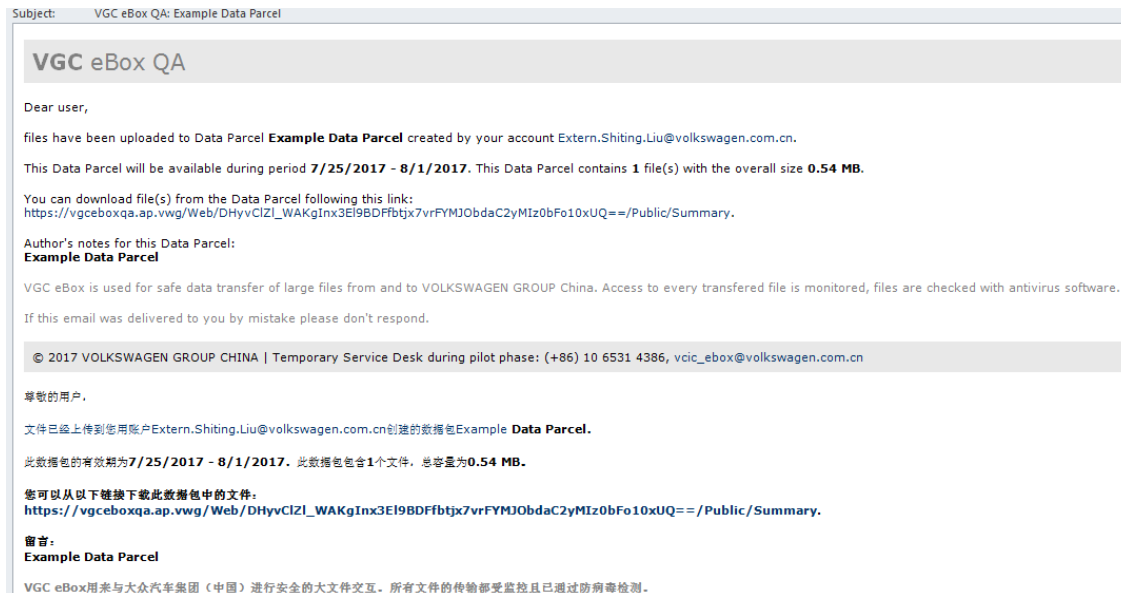


Figure 20: Confirming e-mail for the recipient of the files with a link

Clicking the link will take you to a screen, where you can download the files onto your computer after entering the PIN.

VOLKSWAGEN

GROUP CHINA

Create Data Parcel **Outgoing Data Parcels** Incoming Data Parcels Templates User Manual

1 → 2 → 3 → 4 → 5 → 6

Data Parcel summary

Properties

XLS
XLS
Size limit 10000 MB
Valid from 7/27/2017 to 8/3/2017

Data Recipient/Sender

Files

[list.xml](#)
386 B , Processed with success

Stop

Figure 21: Screen for downloading sent files

If the batch of sent files (data parcel) has been automatically encrypted, a password received by SMS will be needed to decrypt it. Most operating systems containing an integrated tool for unzipping files do not support unzipping encrypted files, and therefore it will be necessary to use some third-party software for this purpose.

3.3 Other functions

3.3.1 List of outgoing data parcel

By selecting the item "Outgoing data parcels" -> "Outgoing data parcel list" from the menu, you can see the currently active sent data parcel items. Here you can also finish individual outgoing data parcels after clicking through. When the data parcel is finished, you will receive an e-mail notifying you about this.

Create Data Parcel **Outgoing Data Parcels** Incoming Data Parcels Templates User Manual

List of your outgoing Data Parcels

[Example Data Parcel](#) (State: Files ready for download)
Example Data Parcel
Valid from 7/27/2017 to 8/3/2017.

Figure 22: List of outgoing data parcel

3.3.2 History of outgoing data parcel

By selecting the item "Outgoing data parcels" -> "Outgoing data parcel history" from the menu, you can see data parcel items whose **validity has expired or which have been finished or stopped.**

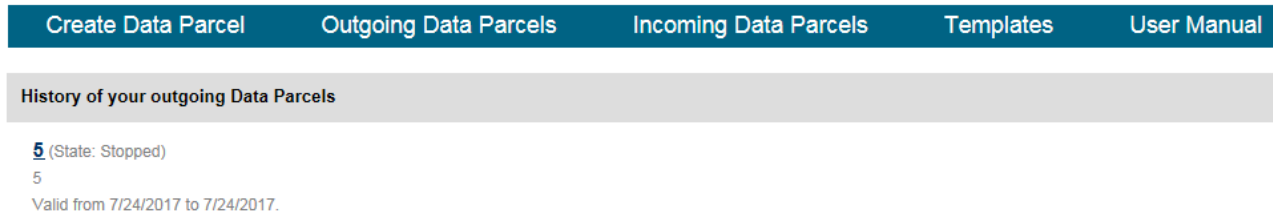


Figure 23: List of sent data parcel after validity dates

3.3.3 List of incoming data parcel

By selecting the item "Incoming data parcels" -> "Incoming data parcel list" from the menu, you can see the currently active sent data parcel items. Here you can also finish individual incoming data parcels after clicking through. When the data parcel is finished, you will receive an e-mail notifying you of this.

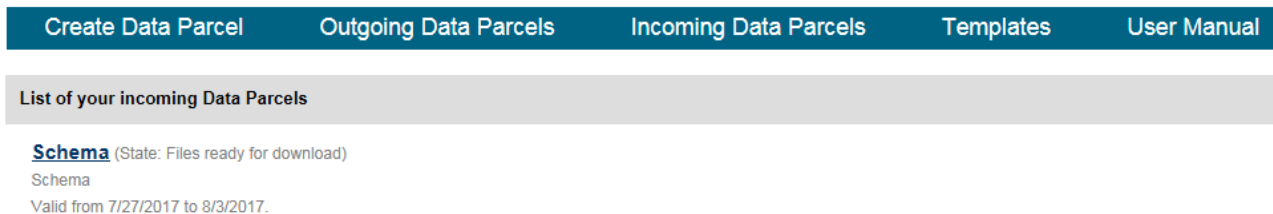


Figure 24: List of incoming data parcel

3.3.4 History of incoming data parcels

By selecting the item "Incoming data parcels" -> "Incoming data parcel history" from the menu, you can see data parcel whose **validity already expired or which were finished.**

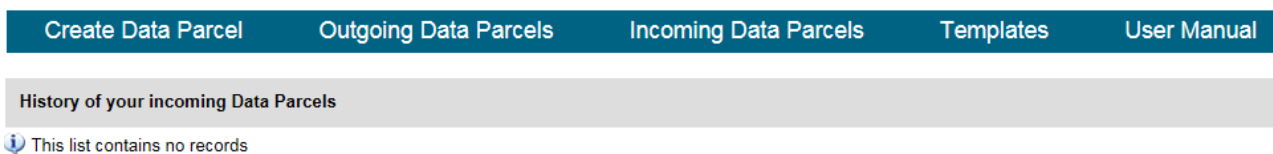


Figure 25: List of incoming data parcel after validity dates

VOLKSWAGEN

GROUP CHINA

3.3.5 Templates

In this field, after selecting a type of data parcel batch, you will see the templates you have created, and by clicking them you can continue with creating a batch with the same parameters as the template.

VOLKSWAGEN

GROUP CHINA

4 Appendix / Reference Documents

<i>Document name</i>	<i>Description</i>	<i>Storage location</i>
N/A		

Table 1: Reference Documents

All User Manuals have to be uploaded into Intranet, see link: <http://portal.vcic.ap.vwg/faq>

In case of any question, please contact UHD.

Telephone: 3333

Email: VGC.UHD@volkswagen.com.cn