

Guidelines for ITMT System Registration and Trainings Booking

VDA QMC China already implemented the International Training Management Tool (ITMT) system since 6 Dec. 2019, from then on, the trainees need to use this tool for searching and registering for our public trainings in China. With this system, the trainees can easily and efficiently understand and register for the trainings of their interests when need. Meanwhile, the basic information (e.g.: Company, Fapiao and Postal info...) for the trainees will be stored in the system, so no need to enter repeatedly when signed up for another training.

Meanwhile, All online courses will be conducted through the online training platform from august 2023, so every participants needs to register on the ITMT system and complete the verification of the registered email address before participating in the training.

This instruction handbook will introduce 5 parts :

Part 1: New customer registration. (Page 2-5)

Part 2: How to select / find the training. (Page 6)

Part 3: How to book the training. (Page 7-8)

Part 4: How to cancel the training. (Page 9-10)

Part 5: HR or head of business booker book the training for the employees. (Page 11)

Note: This handbook is focused on the public training registration process, the inhouse customer can read Part 1 and Part 5 for reference, but for the select, book or cancel training, please contact our inhouse admin.

Part 1: New customer registration

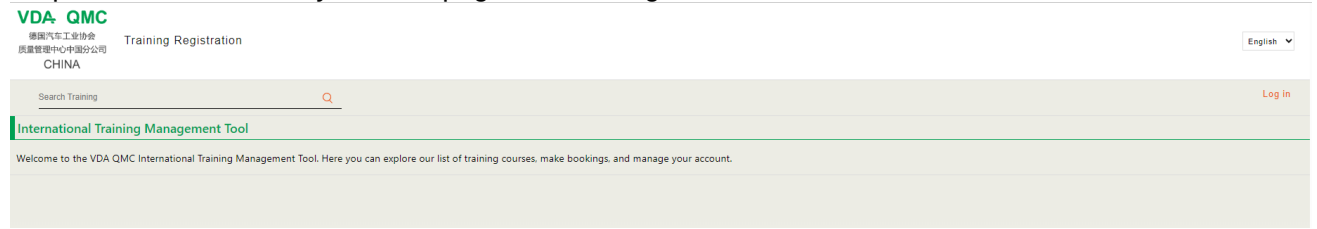
Join the ITMT system:

Desktop computer or laptop: Open the browser and input the ITMT system website. Website link is: itmt.vda.cn.

Smart phones and iPad: Open your mobile phone's browser and enter the ITMT system with the weblink: itmt.vda.cn.

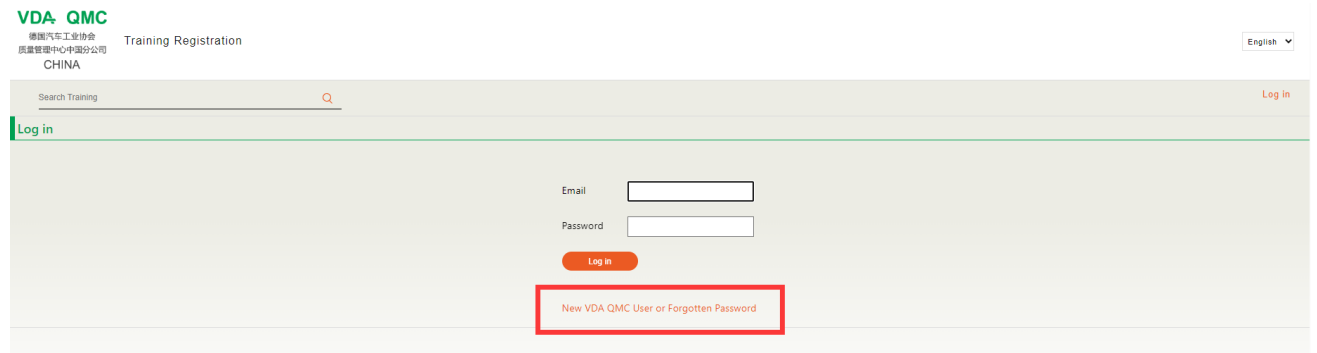
New customer register:

Step 1. Go to the ITMT system first pag and click “log in”button;



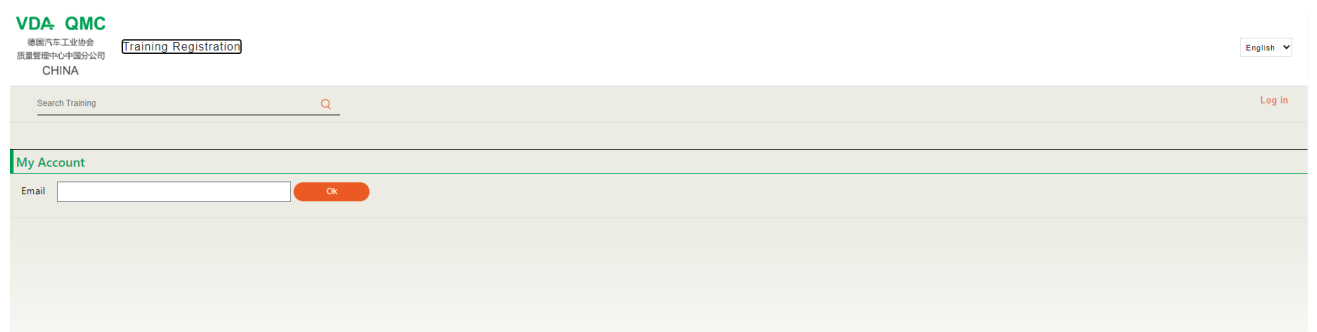
The screenshot shows the homepage of the VDA QMC International Training Management Tool. The header includes the VDA QMC logo, the text '德国汽车工业协会 质量管理中心中国分公司 CHINA', and 'Training Registration'. A search bar labeled 'Search Training' is on the left, and a 'Log in' button is on the right. The main content area has a green bar with the title 'International Training Management Tool' and a welcome message: 'Welcome to the VDA QMC International Training Management Tool. Here you can explore our list of training courses, make bookings, and manage your account.'

Step 2: Press “New VDA QMC User or Forgotten Password”;



The screenshot shows the login page of the VDA QMC International Training Management Tool. The header is identical to the previous screenshot. The main content area has a green bar with the title 'Log in'. Below this, there are input fields for 'Email' and 'Password', followed by a 'Log in' button. A red box highlights the link 'New VDA QMC User or Forgotten Password' at the bottom of the login section.

Step 3: Input email address and then press OK button;



The screenshot shows the 'My Account' page of the VDA QMC International Training Management Tool. The header is identical to the previous screenshots. The main content area has a green bar with the title 'My Account'. Below this, there is an input field for 'Email' and an 'OK' button. The 'OK' button is highlighted with a red box.

Step 4: Fill in the data marked red "*" in the table sequentially and accurately.

My Account

Email

33579203@qq.com

Ok

Cancel

Mobile

*

Phone

Chinese Details

☐ Not Applicable

Title/Prefix

Chinese

Surname

* Chinese

Forename

* Chinese

Company

Chinese

Department

Chinese

Job Title

Chinese

Fapiao Info

Fapiao/Invoice information (detail information).

Passport Details

Title/Prefix

Pinyin

Surname

* Pinyin

Forename

* Pinyin

Date of Birth

*

Note:

1. Please fill in the pinyin for the surname and forename in the Passport Details box.
2. Please fill in the invoice information in detail, especially the VAT invoice. Note: VDA QMC China Shanghai office has started to provide electrical Fapiao/Invoice, participants shall provide accuracy email box to receive electrical Fapiao/Invoice.
3. Foreign customers are no need to fill in the Chinese details, please check the box named Not applicable on the upper left corner.

Step 5: Maintain the company information (EN and CN name are both OK), and then set password and press "Register" button to finish the registration.

Company Details

Company

* Pinyin

VAT Number

Department

Pinyin

Job Title

Pinyin

Your Password

Password

*

Confirm Password

*

Register

Step 6: Important!

After completing the above registration step, the system needs to verify your registered email address, as shown in Figure 1. Please Click the "Verify Now" button above and the initially registered email address will receive an email activation email, enter the verification code in the activation email and press Verify Email button to finish the registration, as shown in Figure 2.

Figure 1

VDA QMC
 德国汽车工业协会
 质量管理中心中国分公司
 CHINA

Training Registration

English ▼

Search Training

Q

My Training

Contacts

33579203@qq.com

Log out

International Training Management Tool

Welcome to the VDA QMC International Training Management Tool. Here you can explore our list of training courses, make bookings, and manage your account.

My Training

Booking Ref.	PO Number	Booking Status	Title	Venue	City	From	To	Status

Figure 2

The screenshot displays the VDA QMC Training Registration interface. At the top, a yellow banner states: "Your email address must be verified [Verify Now](#)". The header includes the VDA QMC logo, the text "德国汽车工业协会 质量管理中心中国分公司 CHINA", and "Training Registration". A language dropdown menu is set to "English". The navigation bar contains a search field labeled "Search Training", and links for "My Training", "Contacts", a user profile icon with the email "33579203@qq.com", and a "Log out" button. A central modal titled "Email Address Verification" is highlighted with a red border. It shows "Verification sent at 25/07/2023 10:32", a label "Verification Code" next to an input field, a red "Verify Email" button, and a red link "Resend verification email".

Note: If the initially registered email still not receive the verification code, please look for the spam email address, if you still cannot find it, please contact VDA QM China staff.
Verification code will be sent via email address: noreply@vdachina.com.cn

Part 2: How to select / find the training.

Step 1: Go to the ITMT system and log in your registered account.

Step 2: Select the training name or ID at Search Training box.

Note: Training can be found via training ID, you can find all of the training ID via Training Catalogue which can be downloaded at our website download center, website is:
http://vdachina.com.cn/Portal/Page/index/page_id/134.html

Example :

From VDA 6.3:2016 to VDA 6.3:2023 – Upgrade. Training ID: 333

VDA 6.3:2023 - Process Auditor – Qualification, Training ID: 381

VDA 6.3:2023 – Process Auditor – Examination, Training ID: 382

Part 3: How to book the training.

Take VDA 6.3 Training as a example

Step 1: Please log in your account at ITMT home page.

Step 2: Input VDA6.3 at search training box and press “” button and then system will show all of the VDA 6.3 training including From VDA 6.3:2016 to VDA 6.3:2023 – Upgrade, VDA 6.3:2023 - Process Auditor – Qualification and VDA 6.3:2023 – Process Auditor – Examination

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 质量管理中心中国分公司
 CHINA

Training Registration

English

6.3

My Training Contacts 1831359277@qq.com Log out

Training Registration

Filter

Search keyword: VDA6.3

☐ Search descriptions

City: All

Type: All

Language: All

Starting between: and

Search Clear

Fully Booked and/or Registration has closed

Last few places available and/or Registration will be closing soon

Places available

Audit Rules VDA 6.x

In order to make possible uniform and comparable assessment of QM systems, processes, products and services for automotive manufacturers, their suppliers and associated service organisations, VDA QMC has developed quality standards for the German automotive industry that are described in the VDA 6.x volumes. In our trainings and exams, participants can qualify as VDA 6.x system auditors, process auditors and product auditors in order to implement the relevant standards internally or with suppliers, or to certify organisations to VDA 6.x.

■ 333/23-24SH From VDA 6.3:2016 to VDA 6.3:2023 - Upgrade	Live Online Training (Shanghai)	27/07/2023	
■ 333/23-86SH From VDA 6.3:2016 to VDA 6.3:2023 - Upgrade	Shanghai	27/07/2023	
■ 333/23-25SH From VDA 6.3:2016 to VDA 6.3:2023 - Upgrade	Live Online Training (Shanghai)	27/07/2023	
■ 382/23-41SH VDA 6.3:2023 - Process Auditor - Examination	Shanghai	28/07/2023	
■ 381/23-43SH VDA 6.3:2023 - Process Auditor - Qualification	Shanghai	31/07/2023 - 03/08/2023	
■ 381/23-51BJ VDA 6.3:2023 - Process Auditor - Qualification	Live Online Training (Beijing)	31/07/2023 - 03/08/2023	
■ 333/23-47BJ From VDA 6.3:2016 to VDA 6.3:2023 - Upgrade	Live Online Training (Beijing)	31/07/2023	① BJ Trainer
■ 333/23-46BJ From VDA 6.3:2016 to VDA 6.3:2023 - Upgrade	Live Online Training (Beijing)	01/08/2023	① BJ Trainer

步骤 3: After confirm the training date via step 2, please press the confirmation date and then the system will show under information, please select the participant name box.

Step 4: Fill in the information one by one and check the 4 boxes one by one, then press the BOOK NOW button to finish the booking.

Note:

1. The system will send booking request, booking confirm and training confirmation open letter in the futhure.
2. Some of the training which existed pre-condition, our staff will contact you later.

Part 4: How to cancel the training.

*** Temporary cancellation for training classes may charge cancellation fee**

Step 1: Please log in you account and press my training choosing the training which you want to cancel.

VDA QMC
 德国汽车工业协会
 质量管理中心中国分公司
 CHINA

Training Registration

Search Training  [My Training](#) [Conta](#)

International Training Management Tool

Welcome to the VDA QMC International Training Management Tool. Here you can explore our list of training courses, make bookings, and manage your account.

My Training

Booking Ref.	PO Number	Booking Status	Surname	Forename	Email	Title	Venue
816/22-02BJ-4401		Event Cancelled	Test	Tester	1831359277@qq.com	ISO 21434 Automotive Cyber Security Management System Training (Cooperate with DEKRA)	Unit 0505P Tower 1,DRC Liangmaqiao Diplomatic Office Bu No.19 Dongfangdonglu, Chaoyang District, Beijing
802/22-01BJ-4398		Event Cancelled	Test	Tester	1831359277@qq.com	Automotive Spice - Overview	北京市朝阳区东三环北路6号亮马河大厦2座0512室 (仅限VC训学员)
419/22-02BJ-4400		Event Cancelled	Test	Tester	1831359277@qq.com	8D with Elements of the Standardized Process for Handling Customer Complaints for Users	Unit 0505P Tower 1,DRC Liangmaqiao Diplomatic Office Bu No.19 Dongfangdonglu, Chaoyang District, Beijing
		Booked	Xi	Chen	xi.chen.qa@faw-vw.com	Intacs™ certified Provisional Assessor (Automotive SPICE®)	Changchun-Changchun Huayang Hotel
		Booked	Si	Wenli	wenli.si@faw-vw.com	Intacs™ certified Provisional Assessor (Automotive SPICE®)	Changchun-Changchun Huayang Hotel
		Booked	Tang	Ye	ye.tang@faw-vw.com	Intacs™ certified Provisional Assessor (Automotive SPICE®)	Changchun-Changchun Huayang Hotel

步骤 2: Press the “” button in the left side, and then press CANCEL BOOKING, fill in reason and press CANCEL MY BOOKING.

804/22-02BJ Introduction to the VDA Automotive SPICE® Guidelines

 TBD, Shanghai
 Fully Booked

Booking

Booking for someone else? Add them to your Contacts [MANAGE MY CONTACTS](#)

Fully Booked

[JOIN WAITING LIST](#)
 Join the waiting list to get email notification when places become available

☐ LIU, Kun (VDA QMC)		
☒ test 2222, test 3333		Booked Booking Ref: 804/22-02BJ-7069 Order: #13314
		Booked Order: #13314
		Booked Order: #13314
		Booked Order: #13314

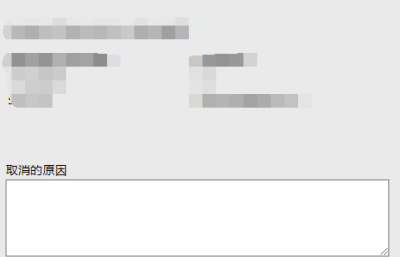
开放预约中

是否还需帮其他人预约? 在你的联系方式中添加他们 [管理我的联系信息](#)

☒ LIU, Kun (test) lktitan@sina.com

已预约
培训参考: 910/23-09BJ-4158
订单: #22845

[取消我的预约](#) [更换参训学员](#)



取消的原因

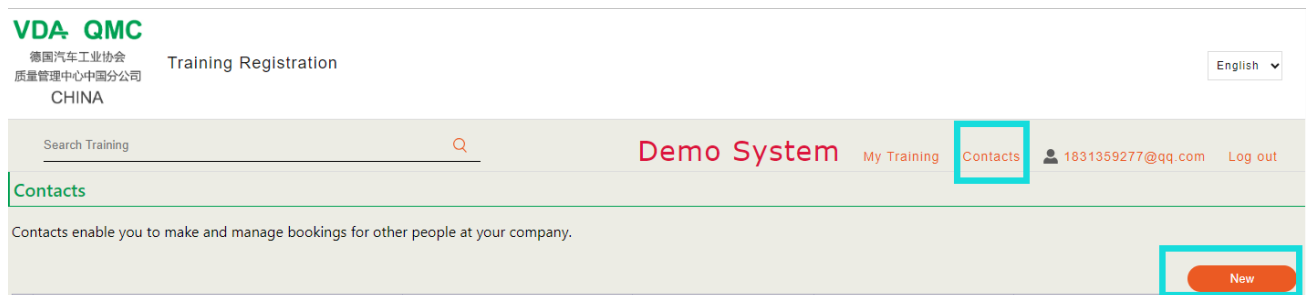
[取消我的预约](#)

Step 3: Please wait our admin to approve your cancellation requirement , you will receive the mail if your requirement approved. Note: System cannot provide cancel booking function before the training will be opned within 5 days, please contact our staff if you meet this matter.

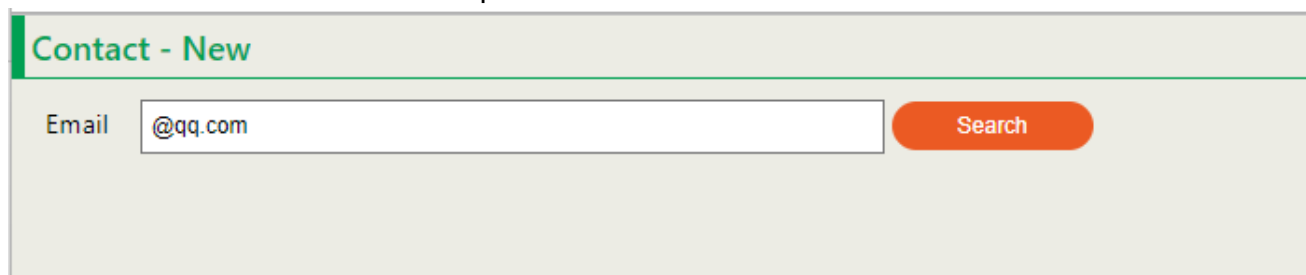
Part 5: HR or head of business booker book the training for their employees.

Step 1: HR or Head of Business Booker (hereinafter referred to as HB), complete the registration and verification of your personal account in accordance with the Part 1 of this guideline.

Step 2: Press contacts and then press New button.



Step 3: Input employees information at email box and then press search button. Note: Different email domains can be acceptable but sometimes the email address cannot be added.



Step 4:

- 4.1 HB will add their employee did not register at ITMT before, then HB can add their email under the contacts list. BUT employee must finish the registration at ITMT and verify their account and then they can join the training and test, please see Step 6 of Part 1.
- 4.2 The employees has finished the registration before and HB has same email domain with the employee. HB can add those kinds of employee to the contacts list but cannot change the information of the employees.
- 4.3 The employees has finished the registration and verification, but HB has different email domain, then HB cannot add this kinds of employees under the contacts list. The system will show "You are not authorised to add this contact"