

GUIDELINE: SUPPLIER APPLICATION.



BMW AG | 2021



Rolls-Royce
Motor Cars Limited

OVERVIEW.

1. Introduction
2. New login
3. First registration
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1. INTRODUCTION.

Entry into supplier registration.

1

If you cannot find your company, you will be redirected to the respective country manager if you click [HERE](#), to get your D-U-N-S number.

- To apply as a supplier, you need a valid D-U-N-S number.
- The D-U-N-S number is available from Bisnode at <https://www.bisnode.de/upik-en/>

HERE. Do you have any questions about using the UPIK platform? Our customer service is available at +49 6151 380 789 or by e-mail at upik@dnbgermany.de.'" data-bbox="232 413 691 875"/>

Search for your company

Please enter an exact name of the company you are looking for!

Enter company name/D-U-N-S@ number **Search**

Advanced search Germany




1 If you cannot find your company, please enter further search criteria or check the criteria you have entered. If you still cannot find your company, please contact the responsible D&B partner in your country, you will find the contact [HERE](#). Do you have any questions about using the UPIK platform? Our customer service is available at +49 6151 380 789 or by e-mail at upik@dnbgermany.de.

2. NEW LOGIN.

New login.

1 To start the supplier application process, go to the Partner Portal of the BMW Group.
<https://b2b.bmw.com>

2 Please click on „Register“.

BMW GROUP   Rolls-Royce Power Solutions **BMW GROUP PARTNER PORTAL** EN 

WELCOME.

Our suppliers contribute directly to the success of the BMW Group. Together with our employees, they advance all business relevant activities through the Partner Portal.

The Partner Portal is the global platform for a cooperation which is distinguished by a common understanding of quality of product and quality of production, security of supply, innovative capacity as well as the consequent integration of our commitment to sustainability.

[Purchasing Conditions](#) >

[FAQ / Support](#) >

2 [Register](#) [Password forgotten?](#)

LOGIN

Username

Password

[Login](#)

2. NEW LOGIN.

New login.

3 Please click on „Apply as a partner“.

The screenshot shows the BMW Group Partner Portal interface. At the top, there are logos for BMW Group, MINI, and Rolls-Royce. The main header reads "BMW GROUP PARTNER PORTAL" with a navigation menu containing "Registration", "Purchasing", and "Help". The "Registration" section is active. Below the header is a large image of a modern building with a glass facade. The main content area is divided into two columns. The left column is titled "REGISTRATION." and contains a sub-section "ADMISSION MASTER ADMINISTRATOR AND PORTALACCOUNT." with the text "You already have a supplier number with the BMW Group, but you have not yet been admitted to the partner portal?" and a link "Request new Master Administrator / Request new User Registration". The right column is titled "LOGIN PARTNER PORTAL." and contains a link "Login Site". Below that is a section "BECOME A PARTNER." with a paragraph explaining the application process. It includes "Step 1" (applying for a D-U-N-S number) and "Step 2" (applying for admission). A blue button labeled "Apply as a partner" is highlighted with a red box and a red circle containing the number "3". Below the button is a link "Guideline Supplier Application". At the bottom of the right column is a section "PENDING APPLICATION.".

REGISTRATION.

ADMISSION MASTER ADMINISTRATOR AND PORTALACCOUNT.

You already have a supplier number with the BMW Group, but you have not yet been admitted to the partner portal?

[Request new Master Administrator / Request new User Registration](#)

LOGIN PARTNER PORTAL.

> [Login Site](#)

BECOME A PARTNER.

You want to apply as a partner of the BMW Group and are not yet registered in the BMW supplier database? Then we will be happy to help you – you are only two steps away from approval.

Step 1
In order to be approved you need to apply for a so-called D-U-N-S number (data Universal numbering system). Since its introduction in 1962, it has been used clearly identify companies worldwide and it is recommended and used by the Association of the Automotive Industry (VDA). You will receive the number free of charge via the universal identification system on the [Bisnode platform](#) (unique partner identification key).

Step 2
After you have received the number, you can apply for admission to the BMW Group via the "Apply as a partner" section. We are looking forward to meeting you.

[Apply as a partner](#)

[Guideline Supplier Application](#)

PENDING APPLICATION.

3. FIRST REGISTRATION.

First registration.

1

To complete the registration, fill out the required forms and click "register".



BMW GROUP PARTNER PORTAL

EN

Registration

Purchasing

Help

BECOME A PARTNER.

You can apply as a new partner via the application below.

New Registration

Please store your password in a safe place. Your data will be stored even if you do not press the save-buttons. Your application will be forwarded to us after you have finished all needed steps, not before. To continue your application within the next session, please logon with your password and D-U-N-S No. at "Registered Applicants" on the main page of the supplier database.

Company:	<input type="text"/>
D-U-N-S No.:	<input type="text"/>
Password:	<input type="password"/>
ConfirmPassword:	<input type="password"/>
Secret Question*:	<input type="text"/>
Answer:	<input type="text"/>
E-Mail-Address:	<input type="text"/>
Confirm E-Mail Address:	<input type="text"/>

*) with the correct answer to your secret question, you can reset your password if necessary.

3. FIRST REGISTRATION.

First registration.

2 Please click „Next“.

BMW Supplier Database.
Your registration was successful.

[Next](#)

You can now continue your application.

You can enter your company data in the following steps.

Please also have the following documents ready:

- Commercial register excerpt or W8/W9 form as PDF document.
- If located in China, the company name including company name and address in Mandarin as a PDF document.

In case of an application without previous contact to the BMW specialist purchasing department, this is an additional requirement:

- Documents about your company and product/service range as a PDF document

After processing you will receive a feedback by e-mail.

[Next](#) **2**

[Help](#) [Print](#) [Logout](#)

4. COMPANY DATA & CONTACT.

Company data & contact.

1 Enter your company, contact and address data in the appropriate fields.

2 If you are applying as a potential supplier BMW with automotive parts, automotive materials, raw materials or production tools, set a mark next to “Additional Information.”

3 If you have checked the box **Additional Information**, first press **Save** and then press **Show an change Position**. A new window will open with a map display in which you confirm your location including the geographical data. These data are relevant for the natural hazard assessment. Click on “**Next**” to proceed to the next application step.

BMW Supplier Database.
Company Data.

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Next

Please enter your company data below. Fields marked with * are mandatory but we ask you to fill as much information as possible to support our selection of suppliers.

Company	Contact
Company Name* Musterfirma-BMW	Phone* 0891111111
Name Extension	Fax
extra field (name/adr.)	Internet Address
D-U-N-S® No. 999999676	E-Mail Address* info@bmw.de
Password*	E-Mail Validation* info@bmw.de
Password repeat*	

Please enter a general and not all personal e-mail address of your company.

Address	Tax and Business Court Data
Street* Knorrstrasse 147	Tax Number 1111111111
Postcode / City * 80807 Muenchen	VAT-No.
Postcode / P.O.Box	Commercial Reg. No.
Country* Germany	Currency* European Euro
State* Bavaria	
Pay Scale Category	
Pay Scale Area	

Additional Information
Apply for the supply of BMW automotive parts, automotive materials, raw materials or production techniques? <input checked="" type="checkbox"/>

Geographical data
Latitude [decimal] 48.19418 (L)
Longitude [decimal] 11.5708 (L)
Altitude above sea level (L)m

Group assignment

Parent Company

Show and change Position

Save Back Next

Help Print Logout

1

2

3

5. RISK PREVENTION.

Risk prevention.

1

Completing the risk prevention questionnaire is only required for **production locations** which produce series parts for the BMW Group or are applying to do so herewith (direct materials).

Click on **“Next”** to proceed to the next application step.

BMW Supplier Database.
Questions about risk prevention.

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The following list contains all questionnaires about risk prevention.

New risk prevention questionnaire

1

Es ist ein neuer Risikopräventionsbogen verfügbar, der von Ihnen noch nicht ausgefüllt wurde.

Risk prevention questionnaires

Requested by BMW at

Version

Approval / Edit

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6. DOCUMENTS.

Documents.

1

Please upload here the excerpt from the commercial register or W8/W9 form of your company and, if located in China, also the company data in Mandarin.

Click on **“Next”** to proceed to the next application step.

BMW Supplier Database.
Provide documents.

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Next

Please add your extract from the commercial register or W8/W9 form as a PDF document.
If located in China, please also include the company name including company name and address in Mandarin as a PDF document.
Without this document your application cannot be processed.

Documents

Date	Document name	DATEI
------	---------------	-------

1

Documentname

Filename Keine ausgewählt

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7. YOUR INVITATION OR APPLICATION DATA.

Your invitation or application data.

1

If you have already been in contact with BMW Purchasing and you have been invited to apply, please click on **“Invitation”** and enter the email address of the BMW Purchaser who invited you.

Click on **“Next”** to proceed to the next application step.

1

BMW Supplier Database.
Your invitation or application data

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Invitation

If you already had contact with BMW Purchasing and were invited to register, please enter the received email address of the buyer and press the continue button.

Email of the BMW purchaser:

Application

If you have not yet been in contact with BMW Purchasing and are applying for your first BMW we need the following information from you:

Selection of the best for your product suitable performance range:

Your company presentation including product/service range as a PDF document:

Documentname

Date

Document name

DATEI

Filename

Keine ausgewählt

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7. YOUR INVITATION OR APPLICATION DATA.

Your invitation or application data.

2

If you are applying without an invitation from BMW's purchasing department, please tick the **"Application"** box. Please select the **performance range** that best matches your product portfolio (drop-down list) and upload a **company presentation** including your **product portfolio**.

Click on **"Next"** to proceed to the next application step.

2

BMW Supplier Database.
Your invitation or application data

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Next

Invitation

If you already had contact with BMW Purchasing and were invited to register, please enter the received email address of the buyer and press the continue button.

Email of the BMW purchaser:

Application

If you have not yet been in contact with BMW Purchasing and are applying for your first BMW we need the following information from you:

Selection of the best for your product suitable performance range:

- please select -

Your company presentation including product/service range as a PDF document:

Documentname

Date

Document name

DATEI

Filename

Datei auswählen

Keine ausgewählt

Upload

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8. OVERVIEW.

Overview.

1 Please **check** the data you have entered to ensure it is correct.

2 **Confirm** this using the checkbox.

3 Please click on „**submit application**“ in order to start the process.

4 Your application will be forwarded to the responsible purchasing department for decision. In case of acceptance you will get an email to the registered address on further proceedings .

BMW Supplier Database.
Overview.

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Here you have the opportunity to check all of your previous information. Your data will be stored and processed in accordance with the data protection regulations applicable in Germany. The data will only be used to evaluate your application as a potential supplier to BMW AG. Only after a successful check by purchasing will you be accepted as a supplier to the BMW Group and a supplier number will be created for you. You will be informed of this automatically by email. Even in the event of a rejection, you will be informed automatically by email.

To send your application you have to check the correctness of your data by clicking the checkbox confirm and press the button "Send application".

1 I confirm the correctness of your data

2 I confirm the correctness of your data

3 [Send application](#)

Unternehmensdaten

Company	Contact
Company Name* <input type="text" value="Musterfirma-BMW"/>	Phone* <input type="text" value="08911111111"/>
Name Extension <input type="text"/>	Fax <input type="text"/>
D-U-N-S® No. <input type="text" value="999994593"/>	Internet Address <input type="text"/>
	E-Mail Address* <input type="text" value="info@bmw.de"/>

Address	Tax and Business Court Data
Street* <input type="text" value="Knorrstrasse 147"/>	Tax Number <input type="text" value="1111111111"/>
Postcode / city* <input type="text" value="80807"/> <input type="text" value="Muenchen"/>	VAT-No. <input type="text"/>
Postcode / P.O. Box <input type="text"/>	Commercial Reg. No. <input type="text"/>
Country* <input type="text" value="Germany"/>	Currency* <input type="text" value="European Euro"/>
State* <input type="text" value="Bavaria"/>	

Pay Scale Category <input type="text"/>	Additional Information
Pay Scale Area <input type="text"/>	Apply for the supply of BMW automotive parts, automotive materials, raw materials or production techniques? <input checked="" type="checkbox"/>

Geographical data	<input type="text"/>
Latitude [decimal]	<input type="text" value="48.19418 (L)"/>
Longitude [decimal]	<input type="text" value="11.5708 (L)"/>
Altitude above sea level	<input type="text" value="(L) m"/>

Dokumente

Risikoprävention

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9. CONTACT BMW BUSINESS SUPPORT SUPPLIER MASTER DATA.



BMW business support supplier master data:

E-mail: Lieferantenstammdaten@bmw.de

Tel.: +49-89-382-33330