

# SUPPLIER APPLICATION AT THE BMW GROUP

## GUIDE FOR QUICK SUPPLIER CHECK-IN



MZ-24 | 2022

**BMW  
GROUP**

THE NEXT  
100 YEARS 



Rolls-Royce  
Motor Cars Limited

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# 1. STARTING THE SUPPLIER APPLICATION

## Starting the supplier application

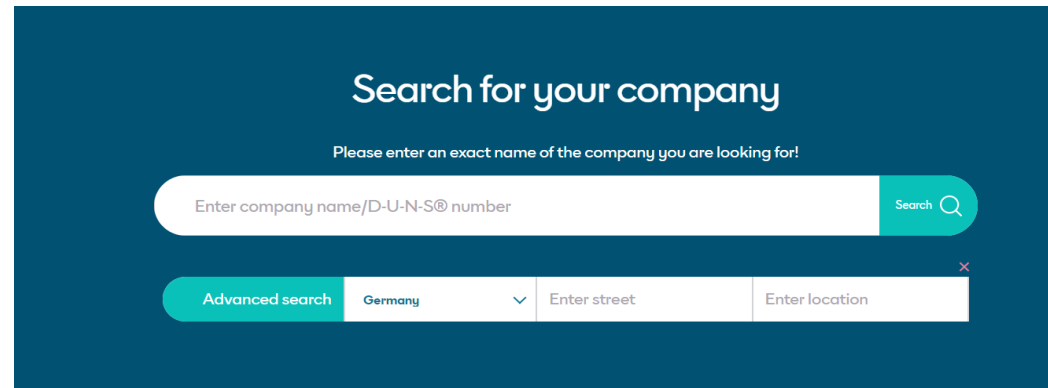
1

If you cannot find your company, if you click on **"HERE"** you will be forwarded to the relevant D&B partner contact in your country to apply for your D-U-N-S number

– To apply as a supplier, you need a valid D-U-N-S number.

– You can obtain this on the Internet from Bisnode at:

<https://www.bisnode.de/upik>



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](mailto:upik@dnbgermany.de)

1

# 2. REGISTRATION

## Registration

1

Via the B2B Partner Portal of the BMW Group you have access to the registration of the supplier application:  
<https://b2b.bmw.com>

2

Choose language “English”

3

Click on “Register”

BMW GROUP MINI ROLLS-ROYCE BMW GROUP PARTNER PORTAL 1 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](#) >

**LOGIN**

[Registered Partner](#) [Strong authentication](#)

Username

Password

[Login](#)

Here you can use your Windows authentication to do an automatic login.

[Start IWA Login](#)

**3** [Register](#) [Password forgotten?](#)

# 2. REGISTRATION


## Registration

4

As an **applicant**, you must apply as a **partner**. Please go to "Become A Partner" and click on "**Apply as a partner**" to the start the next steps.

BMW GROUP    BMW GROUP PARTNER PORTAL

EN 

 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?

### 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](#)

4

[Guideline Supplier Application](#)

# 3. INITIAL REGISTRATION

## Initial Registration

1

To complete the **initial registration**, please fill in the fields with the appropriate information.

Start your application process with click on **“Register”**.

### 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"/>

1

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

# 3. INITIAL REGISTRATION

## Initial Registration

2

Now you can continue your application with **“Next”**.



BMW GROUP PARTNER PORTAL

### BECOME A PARTNER

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

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

Help

Print

Logout

2



# 4. COMPANY & CONTACT DATA

## Company & contact data

1 Enter the **company, address, contact and tax data.**

2 If you apply to **supply** BMW with **vehicle parts, vehicle materials, raw materials or production technology**, please tick the **"Additional information"** box.

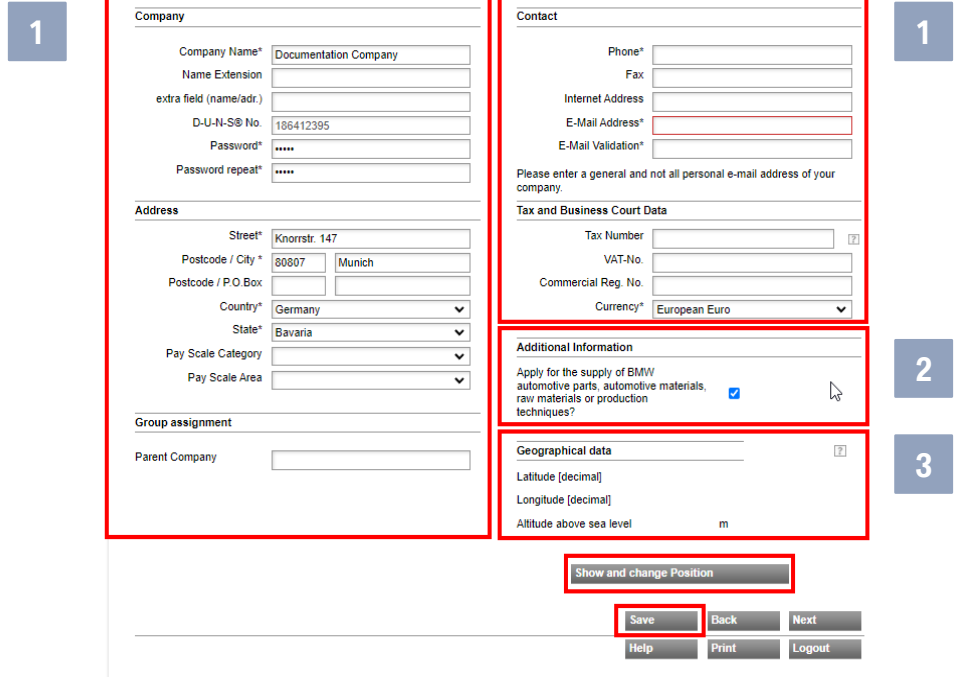
3 If you have ticked "Additional information", first press **"Save"** and then **"Show and change Position"**. A new window opens with a map display in which you can confirm your location including the **geographic data**. This data is **relevant for decision-making** when assessing natural hazards.

With **"Next"** you come to the next application step.

BMW GROUP   BMW GROUP PARTNER PORTAL

### BECOME A PARTNER

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



The screenshot shows the 'BECOME A PARTNER' form with several sections highlighted by red boxes:

- Company** (labeled with a '1' in a blue box): Includes fields for Company Name (Documentation Company), Name Extension, extra field (name/adr.), D-U-N-S® No. (186412395), Password, and Password repeat.
- Address** (labeled with a '1' in a blue box): Includes fields for Street (Knorrstr. 147), Postcode / City (80807 Munich), Postcode / P.O. Box, Country (Germany), State (Bavaria), Pay Scale Category, and Pay Scale Area.
- Contact** (labeled with a '1' in a blue box): Includes fields for Phone, Fax, Internet Address, E-Mail Address, and E-Mail Validation. A note below states: "Please enter a general and not all personal e-mail address of your company."
- Tax and Business Court Data** (labeled with a '1' in a blue box): Includes fields for Tax Number, VAT-No., Commercial Reg. No., and Currency (European Euro).
- Additional Information** (labeled with a '2' in a blue box): A checkbox labeled "Apply for the supply of BMW automotive parts, automotive materials, raw materials or production techniques?" is checked.
- Geographical data** (labeled with a '3' in a blue box): Includes fields for Latitude [decimal], Longitude [decimal], and Altitude above sea level (m).

At the bottom of the form, there are several buttons: "Show and change Position" (highlighted with a red box), "Save" (highlighted with a red box), "Back", "Next", "Help", "Print", and "Logout".



# 5. RISK PREVENTION

## Risk Prevention

1

Filling out the **risk prevention questionnaire** is only **mandatory for production sites** that produce or apply for series parts for the BMW Group (direct material).

With **"Next"** you get to the next step in the application.

BMW GROUP



ROLLS-ROYCE

BMW GROUP PARTNER PORTAL

### BECOME A PARTNER

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

BMW Supplier Database.  
Questions about risk prevention.

Page 3 of 6

Back

Next

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

Back

Next

Help

Print

Logout

# 6. DOCUMENTS

## Documents

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

With "Next" you get to the next step in the application.

### BECOME A PARTNER

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

BMW Supplier Database.  
Provide documents.

Page 4 of 6

Back

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

Back

Next

Help

Print

Logout

# 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.

With **"Next"** you get to the next step in the application.

BMW GROUP



BMW GROUP PARTNER PORTAL

### BECOME A PARTNER

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

BMW Supplier Database.  
Your invitation or application data

Page 5 of 6

Back

Next

1

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

Datei auswählen | Keine ausgewählt

Upload

Back

Next

Help

Print

Logout

# 7. YOUR INVITATION OR APPLICATION DATA

## Your invitation or application data

2

If you are applying without an invitation from BMW Purchasing, please tick the **"Application"** box.

Please select the **service area** that best suits your product portfolio (drop-down list) and upload a meaningful **company presentation** including your **product portfolio** as a document.

With **"Next"** you get to the next step in the application

2

BMW GROUP



BMW GROUP PARTNER PORTAL

### BECOME A PARTNER

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

BMW Supplier Database.  
Your invitation or application data

Page 4 of 5

Back

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:

stephan.rupprecht@bmw.de

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

DATE!

Filename

Date! auswählen Keine ausgewählt

Upload

Back

Next

Help

Print

Logout

# 8. OVERVIEW

## Overview

- 1 Please **check** that the **data** you have entered is correct.
- 2 If your **data is correct**, please confirm this by **ticking the box**.
- 3 Please click on **“Bewerbung absenden”** to submit the application
- 4 Your **application** will now be submitted to the **responsible buyers** for a decision. If your **application is accepted**, you will be **notified** via the **email address** you provided and informed about how to proceed.

### BECOME A PARTNER

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

BMW Supplier Database.  
Overview.

Page 5 of 5

Back

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".

2

Ich bestätige die Richtigkeit meiner Daten

Bewerbung absenden

3

1

Unternehmensdaten

Company	Contact
Company Name* Documentation Company	Phone* 089123
Name Extension	Fax
D-U-N-S® No. 186412394	Internet Address
	E-Mail Address* Info@sulzer.de

Address	Tax and Business Court Data
Street* Knorrstr. 147	Tax Number
Postcode / city* 80807 Munich	VAT-No. DE123456789
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?

# 9. CONTACT DETAILS OF THE BMW SUPPLIER MASTER DATA SUPPORT



## **BMW Business support supplier master data:**

**Email:** [Lieferantenstammdaten@bmw.de](mailto:Lieferantenstammdaten@bmw.de)

**Tel.:** +49-89-382-33330