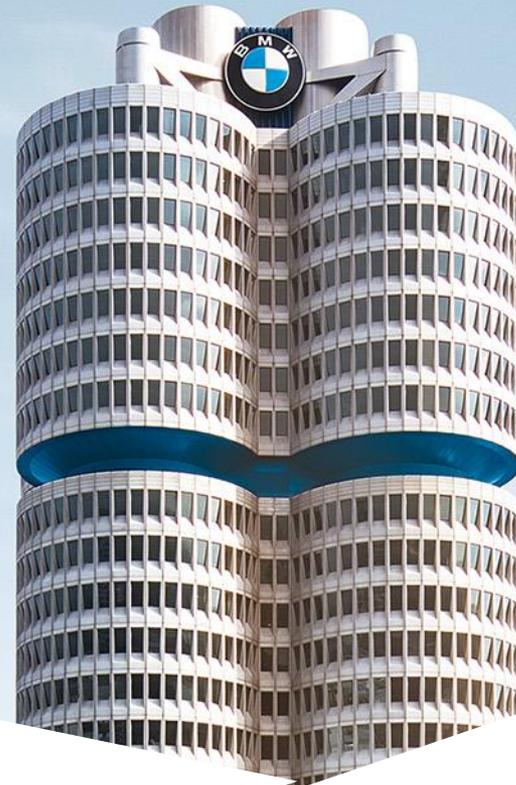


CLICKGUIDE HOW TO APPLY AS SUPPLIER AT THE BMW GROUP PARTNER PORTAL VIA → B2B.BMW.COM



2025



Rolls-Royce
Motor Cars Limited

CONFIDENTIAL

OVERVIEW

1. How to apply

- 1.1. - D-U-N-S Number
- 1.2. - Registration
- 1.3. - Vendor data and contact data (incl. chinese letters)
- 1.4. - Bank Data
- 1.5. - Riskde2management
- 1.6. - Documents
- 1.7. - Invitation or application
- 1.8. - Confirm data

2. Update your supplier data via B2B

- 2.1. - Requirements
- 2.2. - Register as a master-administrator
- 2.3. - Start the app – „SUPPLIER DATA MAINTAINANCE”

1. HOW TO APPLY AS SUPPLIER VIA B2B

1.1. D-U-N-S NUMBER

Prerequisites for the application process

1

If you cannot find your company on the D&B landing page, you will be directed to your D&B partner contact in your country to obtain your D-U-N-S Number by clicking **'HERE'**.

- To apply as a vendor, you need a valid D-U-N-S Number.
- You can apply for a D-U-N-S Number via DNB at the following link:
<https://www.dnb.com/en-us/smb/duns/get-a-duns.html>

1.2. REGISTRATION

Registration

1 Via the BMW Group Partner Portal you can start your application:

<https://b2b.bmw.com>

2 Select the language “English”

3 Then click „Register“

BMW GROUP   ROLLS-ROYCE  BMW GROUP PARTNER PORTAL

2

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.

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1.2. REGISTRATION

> Registration

REGISTRATION



BECOME A VENDOR. 

ARE YOU ALREADY A BMW GROUP PARTNER AND NEED ACCESS TO THE PAR... 

BMW EMPLOYEE REGISTRATION. 

INSTRUCTIONS FOR REGISTRATION



1.2. REGISTRATION

Registration

1 Please click on „Become a vendor“.

2 You can enter your email address to receive an email with a link to start the application.

BMW GROUP BMW GROUP PARTNER PORTAL EN

> Registration

REGISTRATION

1 BECOME A VENDOR.

Become a vendor in 3 steps

Step 1
To apply as a new vendor, you must provide a D-U-N-S number (data Universal numbering system). Since its introduction in 1962, it has been used to identify companies worldwide and it is recommended and used by the Association of the German Automotive Industry (VDA). You get the number free of charge via the universal identification system on the [Bisnode platform](#) (unique partner identification key).

Step 2
After receiving the DUNS number, you can start the application by entering your e-mail address in the area below.
Further information on the application process can be found here: [Guideline Supplier Application](#) (Instructions are currently being updated).

Step 3
As soon as your application has been accepted by the BMW Group, you will receive an automatically generated email with the assigned supplier number.

Your company is not a partner of the BMW Group and does not have a supplier number yet?

Please apply here by entering your email address. You will receive a registration verification code within the next few minutes, which you can use to log in on the following page.

E-mail address:

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INSTRUCTIONS FOR REGISTRATION

1.2. REGISTRATION

Registration

1 Press „weiter“ (= next).

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BMW Supplier Database.
Your registration was successful.

Weiter

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.

1.3. VENDOR DATA AND CONTACT DETAILS

Company data and contact details

1 To complete the initial registration, please provide your company information..

2 If you are applying to supply the BMW Group with parts for car production, raw materials, or production technology, please check the box 'Additional Information'.

3 Have you flagged the 'Additional Information'? First, please press 'Save' and then click on 'Show and Change Position.' A map will appear, displaying your location and geographical details for confirmation. This information is crucial for your natural hazard assessment. .

Press „Next“ to continue.

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BMW Supplier Database.
Your company data.

Page 2 of 8

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.

1

Company	Catena-X
Company Name* <input type="text" value="stephan ltd"/>	Legal Entity BPN <input type="text"/>
Name Extension <input type="text"/>	Address BPN <input type="text"/>
extra field (name/adr.) <input type="text"/>	Site BPN <input type="text"/>
D-U-N-S® No. <input type="text" value="444444441"/>	

Address	
Street* <input type="text"/>	Country* <input type="text" value="Germany"/>
Postcode* / City <input type="text"/>	State* <input type="text"/>
Postcode / P.O.Box <input type="text"/>	Pay Scale Category <input type="text"/>
	Pay Scale Area <input type="text"/>

Contact	
Phone* <input type="text"/>	
Internet Address <input type="text"/>	
E-Mail Address* <input type="text"/>	

Bitte geben Sie eine allgemeine und keine personengebundene E-Mail Adresse des Unternehmens ein.

Additional Information	
You supply BMW automotive parts, automotive materials, raw materials or production techniques <input type="checkbox"/>	2

Geographical data	
Latitude [decimal] <input type="text"/>	
Longitude [decimal] <input type="text"/>	
Please direct your inquiry to standortrisiken@bmw.de .	3

1.3. VENDOR DATA AND CONTACT DETAILS (CHINA)

Company data and contact details → Chinese letters for chinese vendors only

For all vendors located in China, the **'Name'** and **'Address'** of the vendor must be provided in Chinese characters, as this is a legal requirement for communication with the Chinese government.

4 Please press **"Data entry for local language"** (Chinese only)

5 Please maintain your Chinese characters for the following information:

- Name of the company
- Additional name (if relevant)
- Additional name/address (if relevant)
- City
- Street

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Company

Company Name*

Name Extension

extra field (name/adr.)

D-U-N-S® No.

Legal Entity BPN

Address BPN

Site BPN

4

Address

Street*

Postcode* / City

Postcode / P.O.Box

Country*

State*

Pay Scale Category

Pay Scale Area

Data entry in local language

BMW GROUP   ROLLS ROYCE LDB - Lieferantendatenbank - Supplierdatabase

Contact

Phone*

Internet Address

E-Mail Address*

Bitte geben Sie eine allgemeine und keine personengebundene E-Mail Adresse des Unternehmens ein.

5

BMW Supplier Database.
Your company data in the local language. [Back to Company Data](#)

Please enter data in the relevant fields in Chinese characters. Make sure that the information in English and Chinese is the same.

Company

Company Name

Name Extension

extra field (name/adr.)

Postcode

City

City

Street

[Save](#)

1.3. VENDOR DATA AND CONTACT DETAILS

Company data and contact details

1

Maintain your tax data.

Continue with „Next“.



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POWER SYSTEMS

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BMW Supplier Database.
Steuer- und Handelsregisterdaten.

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Please add the following fields to your company data.

Steuer- und Handelsregisterdaten

Natural person Only relevant for EU suppliers

Tax Number ?

Internat SteuerRegNr

VAT ID

Commercial Reg. No.

Currency*

Country*

Additional VAT ID

Create a new European VAT ID number

Country	VAT ID
<input type="text"/>	<input type="text"/>

1.4. BANK DATA

Maintain Banking Data

1

Maintain your bank data.

Continue with „Next“.

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BMW Supplier Database.

Bankdata

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To ensure a smooth payment process, you are kindly requested to provide your bank details here and update them as needed. Providing the bank account information allows invoices to be processed quickly and reliably. To ensure the correctness of your details, we require official proof of your bank details. Please upload this proof in the "Enter new bank details" section. Of course, the bank details will be treated confidentially.

Further information on editing and deleting bank details can be found under "Help".

Enter new bank details

Bank Name	Bank Key	SWIFT / BIC	Currency	
Account Holder	Account number	IBAN	Control Key	Reference Details

1.5. RISKMANAGEMENT

Riskmanagement

1 New risk prevention questionnaire only required for suppliers applying for series parts production.

Continue with „Next“

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BMW Supplier Database.
Questions about risk prevention.

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The following list contains all questionnaires about risk prevention.

1 **New risk prevention questionnaire**

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

Risk prevention questionnaires

Requested by BMW at	Version	Approval / Edit		
---------------------	---------	-----------------	--	--

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1.6. DOCUMENTS

Documents

1

Please upload your letterhead, official registration documents, or W8/W9 forms, or any similar documents of your company in Roman letters.

Continue with „Next“.

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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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1.7. INVITATION OR APPLICATION

Invitation or Application

1

If you have already been in contact with a BMW Group buyer and received an invitation, please click on **"Invitation"** and enter the email address of the buyer who provided you with the invitation. Continue with „Next“

1



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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:

XXXXXXXXXX@bmw.XXX

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
	04.08.2025	Digi	Öffnen
Filename	04.08.2025		Öffnen

[Datei auswählen] Keine ausgewählt

Upload

Allocate to your invitation

If you have received an invitation from a BMW employee or a BMW Group partner, please enter your invitation code here so that your application can be correctly assigned.

Invitation code:

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1.8. CONFIRM THE DATA

Confirm the data and send the application

1 Please check all entered data.

2 If all the data is correct, please tick the box labeled "I confirm...".

3 and !!! also press:
„Send application“

Your application will be send to an applicant inbox.

If your application is successfully accepted, you will be informed via the e-mail adress you provided during the application process.

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BMW Supplier Database.
Overview. Page 8 of 8 [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".

I confirm the correctness of your data [Send application](#)

Unternehmensdaten

Company	Contact
Company Name* [Galaxy Systems Fire Protection]	Phone* [8779823473]
Name Extension	Fax
D-U-N-S-® No. [021562487]	Internet Address
	E-Mail Address* [Seatman73@gmail.com]

Address

Street* [5737 Kanan Rd #411]	Tax and Business Court Data
Postcode / city* [91301] [Agoura Hills]	Tax Number [27-0642588]
Postcode / P.O.Box [91301] [Agoura Hill]	VAT-No.
Country* [USA]	Commercial Reg. No.
State* [California]	Currency* [United States Dollar]
Play Scale Category	Additional Information
Play Scale Area	Apply for the supply of BMW automotive parts, automotive materials, raw materials or production techniques? <input type="checkbox"/>

Dokumente

Dialogoperation

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2. UPDATE YOUR DATA VIA THE BMW GROUP PORTAL

2.1. PREREQUISITES

Prerequisites

To update your vendor master data in the BMW Group database, you will need the following:

- 1 An 8-digit BMW Group vendor number**
- 2 Active BMW GROUP Partner Portal account.**

1 BMW Group vendor number

To obtain the 8-digit vendor number, you must apply for it through the BMW Group Portal, or a representative from the BMW Group procurement department will generate it internally for your company and provide it to you.

2 Active BMW Group Partner Portal Account / Registration as a Master Administrator

To gain full access to the BMW Group Partner Portal, your company must designate a Master Administrator.

If you already have a vendor number with the BMW Group, you will also need to register as a "Master Administrator" for the BMW Partner Portal. Please complete the registration to obtain a login user account.

The Master Administrator is responsible for managing the users linked to the company's vendor number(s). This includes approving new users, maintaining company data, assigning roles to users, and granting additional Master Administrator roles (e.g., local and/or proxy) to other users within the company.

With an active account in the BMW Group Partner Portal, you will have access to important information and applications that facilitate smooth collaboration.

2.2. REGISTER AS MASTER ADMINISTRATOR

Register as a Master Administrator

1 Through the BMW Partner Portal you get access for the registration:

<https://b2b.bmw.com>

2 Choose your language "EN"

3 Press „Register“

BMW GROUP   ROLLS-ROYCE **BMW GROUP PARTNER PORTAL**

2

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.

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Password Management

2.2. REGISTER AS A MASTER ADMINISTRATOR

„NEW“ PROCESS TO BECOME A MASTER ADMIN AND CHANGE A MASTER ADMINISTRATOR

A user from a vendor can initiate the process within the BMW Group Partner Portal in the application 'Maintain Vendor Data' under the menu '1. Contact Information' -> 'Master Administrator' to create a new admin or to change an existing admin.

The screenshot shows the 'BMW GROUP PARTNER PORTAL' interface. On the left is a navigation menu under '1. Contact Information' with 'Master Administrator' selected. The main content area is titled 'BMW Supplier Database. Masteradministrator.' and contains a form with the following fields: Solutation (dropdown), First name, Last name, Phone, Mobile, and CEO email address. Below the form is a confirmation message: 'Confirmation request to CEO not sent'. At the bottom right are buttons for 'Save', 'Back', 'Next', 'Help', 'Print', and 'Logout'.

After providing the details of the managing director/CEO and the new Master Administrator(s), the managing director/CEO will receive an email to approve the **new Master Admin** or to update the '**Changes to Contact Partners**' data. Only when the managing director/CEO confirms the workflow will the new Master Administrator receive an email confirming their new role as '**Data Confirmed and Accept Role as Master Administrator,**' or they may choose to deny it with the response '**Deny – I won't be the Master Administrator for my company.**' Once the Master Administrator(s) is confirmed, the workflow is complete, and changes will be reflected automatically within 30 minutes in the BMW Partner Portal User Administration. If the Master Admin does not have a user account in the BMW Group Partner Portal, they must first register in the BMW Group Partner Portal to complete the workflow.

2.3. START THE APP – „SUPPLIER DATA MAINTENANCE”

Login in BMW GROUP Partner Portal

1 Login via BMW Group Partner Portal

<https://b2b.bmw.com>

2 Choose the language “EN”

3 Login with your username and password

BMW GROUP



ROLLS-ROYCE

BMW GROUP PARTNER PORTAL

1

2

EN

WELCOME.

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Purchasing Conditions



FAQ / Support



LOGIN

Portal Login



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Password Management



2.3. START THE APP – „SUPPLIER DATA MAINTENANCE”

Starten der App – „LIEFERANTENDATEN PFLEGEN“

4 Click on „**Application**“ and press „**All Apps**“.

5 Please maintain the search help for "SUPPLIER DATA MAINTENANCE."

6 To start the app press “**Start**”.

The screenshot displays the BMW Group Partner Portal interface. At the top, the header includes the BMW Group logo, the Rolls-Royce logo, and the text 'BMW GROUP PARTNER PORTAL'. A search bar is located to the right of the header. Below the header, there are three tabs: 'Collaboration', 'Departments', and 'Applications'. The 'Applications' tab is selected and highlighted with a blue bar and a blue square containing the number '4'. Below the tabs, the text 'APPLICATION FINDER.' is displayed. A search bar is present with the text 'supplier data' and a filter icon. Below the search bar, there are three icons: 'All Apps', 'My Apps', and 'Favorite Apps'. The 'All Apps' icon is selected and highlighted with a blue square containing the number '4'. Below the icons, the text 'ALL APPS' is displayed. A card for the 'SUPPLIER DATA MAINTENANCE (...)' app is shown. The card has a star icon and a blue square containing the number '5'. The card text reads: 'Portal application for: - Centralized storage of BMW supplier data for purchasing - Self-management of a subset by Show details'. A circular 'START' button is located on the right side of the card, highlighted with a blue square containing the number '6'. At the bottom of the page, there is a footer with links for 'Contact', 'Imprint', 'Terms of Use', and 'Data Protection Notice', and a copyright notice: '© COPYRIGHT 2025 BMW GROUP'.