GUIDELINE: MASTER ADMINISTRATOR APPLICATION.

HOW TO SET UP A NEW ACCOUNT, CHANGE OF MASTER ADMINISTRATOR AND CONTACT FOR SUPPORT.

Group IT – Enabling Processes | June 2021 | BMW System Owner
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1. INTRODUCTION.

The purpose of this Master Administrator application guideline is to show, how to easily register and apply for a BMW GROUP PARTNER PORTAL Master Administrator account.

The prerequisite is that your company already has an official BMW supplier number available.

An active BMW GROUP PARTNER PORTAL account gives you access to useful information and applications ensuring smooth collaboration. Before getting access to the BMW GROUP PARTNER PORTAL and adding new users, your company needs to register a Master Administrator.

The Master Administrator is responsible for the administration of the users associated to the company’s supplier number(s), which includes the approval of registrations, the assignment of roles or the appointment of other administrators.

How to change a Master Administrator, for instance in case of changed responsibilities, is also covered in this guideline as well as some other useful tricks to quickly get started.
2. HOW TO GET TO THE BMW GROUP PARTNER PORTAL.

How to get to the BMW GROUP PARTNER PORTAL.

1. Search for "BMW GROUP PARTNER PORTAL" or directly use the link below.

   https://b2b.bmw.com
3. REGISTRATION WITHIN THE BMW GROUP PARTNER PORTAL.

Registration within the BMW GROUP PARTNER PORTAL.

1. Click on the „Register“ button as shown on the image.
NEW MASTER ADMINISTRATOR.
4. NEW MASTER ADMINISTRATOR.

a. Downloading the Master Administrator application form.

1. Download the Master Administrator application form (PDF file) by clicking on the link shown on the image.

Please always use the link, as the file might be updated regularly.
4. NEW MASTER ADMINISTRATOR.

b. Filling out the Master Administrator application form.

1. "New registration as a Master Administrator" is present.
2. Fill in your:
   - Supplier number
   - Company name
3. Fill in the information of the new Master Administrator:
   - Given name / Surname
   - E-Mail address
   - Telephone number
4. Print both pages and sign the form (page 1 and 2).

Please note, that only E-Mails belonging to physical persons are accepted. No shared accounts, free mail accounts or functional inboxes are accepted as stated in the General Terms and Condition of Use.
4. NEW MASTER ADMINISTRATOR.

c. How to request a new Master Administrator account.

Once the form is completed, you can submit it in the BMW GROUP PARTNER PORTAL by registering a new Master Administrator.

Click the marked link to access the section where forms are uploaded to.

https://b2b.bmw.com/en/web/b2b/user-registration

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

Request new Master Administrator / Request new User Registration

Your request has been processed, the BMW Group will send you a username and password for the first login by e-mail. A short message after receiving the e-mail, you can log in to the BMW Group Partner Portal with this data. Please change the password immediately to a string of your choice and use “Expired Knowledge for Password Reset” to keep your working even if you forget your password.
4. NEW MASTER ADMINISTRATOR.

d. Submission of the request for a new Master Administrator account.

1. Fill in your:
   - BMW Supplier Number
   - Supplier’s Plant Code

2. Submit your request by clicking “Continue”.

In case the BMW supplier number is not listed in the system, the user will be redirected to set up a new supplier number (not scope of this guideline).
4. NEW MASTER ADMINISTRATOR.

d. Submission of the request for a new Master Administrator account.

1. If there is no other user registered as Master Administrator, a prompt to apply for this position will be displayed in the blue section.

3. In order to proceed, click on “Apply for a master administrator registration”.

1. If there is another user registered as Master Administrator, a prompt to apply for a new user will be displayed in the blue section (not scope of this guideline).
4. NEW MASTER ADMINISTRATOR.

d. Submission of the request for a new Master Administrator account.

4. Fill in your
   - First Name / Last Name
   - E-Mail Address
   - Telephone Number

5. Click on “Upload” button to add the master admin form previously filled out and stored locally.

6. Select the checkbox confirming BMW AG’s collection, processing and use of personal data.

7. Click on “Create” button to submit the request.

Please note, that only E-Mails belonging to physical persons are accepted. No shared accounts, free mail accounts or functional inboxes are accepted as stated in the General Terms and Condition of Use.
4. NEW MASTER ADMINISTRATOR.

e. Login to the BMW GROUP PARTNER PORTAL.

1. Once the registration process has been completed, you will receive two emails within 72 h. One with the username and the other with your initial password.

2. Use the provided information to access the BMW GROUP PARTNER PORTAL.

3. After the initial login, you will be prompted to change the password.
CHANGE OF MASTER ADMINISTRATOR.
5. CHANGE OF MASTER ADMINISTRATOR.

a. Downloading the Master Administrator application form.

1. Download the Master Administrator application form (PDF file) by clicking on the link shown on the image.

Please always use the link, as the file might be updated regularly.
5. CHANGE OF MASTER ADMINISTRATOR.

b. Filling out the Master Administrator application form.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Choose „Change Master Administrator“.</td>
</tr>
<tr>
<td>2</td>
<td>Fill in your - Supplier number - Company name</td>
</tr>
<tr>
<td>3</td>
<td>Fill in the information of the new Master Administrator: - Given name / Surname - E-Mail address - Telephone number - Portal Login</td>
</tr>
<tr>
<td>4</td>
<td>Fill in the information of the current Master Administrator: - Given name / Surname - Portal Login</td>
</tr>
<tr>
<td>5</td>
<td>Sign the form (page 1 and 2).</td>
</tr>
</tbody>
</table>

**Master administration for the Partner Portal of the BMW Group**

![Image](image-url)

**Supplementary Terms and Conditions for Administrators:**

The following terms and conditions apply to master administration / administrator.

The master administrator / administrator shall be the partner company's central organizational point of contact in connection with the use of this portal. He is responsible for the organization and co-ordination of electronic communications between partner companies and BMW. To assist this, partner companies with more than one registered portal user shall designate at least one further administrator as a deputy. Further inquiries and, for decentralized use administration, additonal administrators may be designated. The master administrator / administrator shall, in general, receive all information relating to the operation and use of the Portal server and shall have access to all data of the Portal server intended for his company. A master administrator / administrator shall be designated by each partner company and shall act on its behalf. The master administrator / administrator is responsible for ensuring that only requests for access from its users, which are entirely responsible for the user's position or privileges with that user's own company or any entity or organization and the partner or user information other than the user's own portal user information are accepted. BMW Group is entitled to Group Partner Portal and, if necessary, the BMW Group.  

Please note, that only E-Mails belonging to physical persons are accepted. No shared accounts, free mail accounts or functional inboxes are accepted as stated in the General Terms and Condition of Use.
5. CHANGE OF MASTER ADMINISTRATOR.

c. How to request the change of a Master Administrator account.

In case you are requesting a change of Master Administrator for the BMW GROUP PARTNER PORTAL, please send the signed form as an attachment to: itsd-english@bmw.com mentioning KB0110517
5. CHANGE OF MASTER ADMINISTRATOR.

d. Login to the BMW GROUP PARTNER PORTAL.

Once the request has been sent, you will receive an email within 72 h to confirm the change of Master Administrator in the BMW GROUP PARTNER PORTAL.

Use your existing Username and Password to access the BMW GROUP PARTNER PORTAL and your profile has now been updated to reflect the new authorities.
CONTACT.
6. CONTACT.

For specific questions or in case of system issues.

For question with regards to: Support for BMW GROUP PARTNER PORTAL.
Web: https://b2b.bmw.com/en/web/b2b/help
E-Mail: itsd-english@bmw.com
Phone: + 49 89 382-554 55 (Spoken language English, 24/7 availability)