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Master administration for the Partner Portal of the BMW Group

New registration as a master administrator

Change master administrator

To register a master administrator BMW needs the confirmation of your enterprise on the **business paper of the society** for which the master administration is applied for. This confirmation must be signed by the business manager or power of procuration.

We need the following information:

Please **fill in all fields**. Only completely filled applications are valid!

Supplier number:

Company name

New master administrator

Given name:

Surname:

E-Mail address:

Telephone number:

Additional information when **changing the master administrator**:

Current administrator

Given name:

Surname:

Portal-Login

New administrator

Portal-Login

Signature Business manager / power of procuration

Save As...

Print

New masteradmin registration: please go to <https://b2b.bmw.com/en/web/b2b/registration> to register and upload this form. For a change in masteradmin please send this form to usc.hotline@bmw.de mentioning KB article KB0110517

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Supplementary Terms and Conditions for Administrators:

The following terms and conditions apply to master administrators / administrators.

The master administrator / administrator shall be the partner companies' central organizational point of contact in connection with the use of the Portal. He is responsible for the organization and co-ordination of electronic communications between partner companies and BMW. To assist him, partner companies with more than one registered portal user shall designate at least one further administrator as a deputy. Further deputies and, for decentralized user administration, additional 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 assuring that only requests for access from authorized persons are forwarded or notified to BMW. He shall be personally responsible for the maintenance and updating of his company's user data. Whenever a user's position or responsibilities are changed, he shall assure the consistency of access privileges with that user's new responsibilities including the termination of employment with a partner company or an early termination of the contractual relationship between BMW or its affiliate companies and the partner company. In addition, the master administrator / administrator shall delete user information either on termination of the user's employment or at that user's express request. BMW is entitled to inspect and review the partner company's implementation of the BMW Group Partner Portal for its compliance with the prerequisites provided by BMW. We herewith confirm that the above-named employee shall act as a master administrator for the abovementioned BMW Group supplier numbers in accordance with the General Terms and Conditions of Use for the BMW Group Partner Portal.

Name in block letters
Business manager / power of procuration

Signature
Business manager / power of procuration