

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

**BMW
GROUP**



ROLLS-ROYCE
MOTOR CARS LTD

OVERVIEW.

1. Introduction.
2. How to get to the BMW GROUP PARTNER PORTAL.
3. Registration within the BMW GROUP PARTNER PORTAL.
4. New Master Administrator.
 - a. Downloading the Master Administrator application form.
 - b. Filling out the Master Administrator application form.
 - c. How to request a new Master Administrator account.
 - d. Submission of the request for a new Master Administrator account.
 - e. Login to the BMW GROUP PARTNER PORTAL.
5. Change of Master Administrator.
 - a. Downloading the Master Administrator application form.
 - b. Filling out the Master Administrator application form.
 - c. How to request the change of a Master Administrator account.
 - d. Login to the BMW GROUP PARTNER PORTAL.
6. Contact.

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.

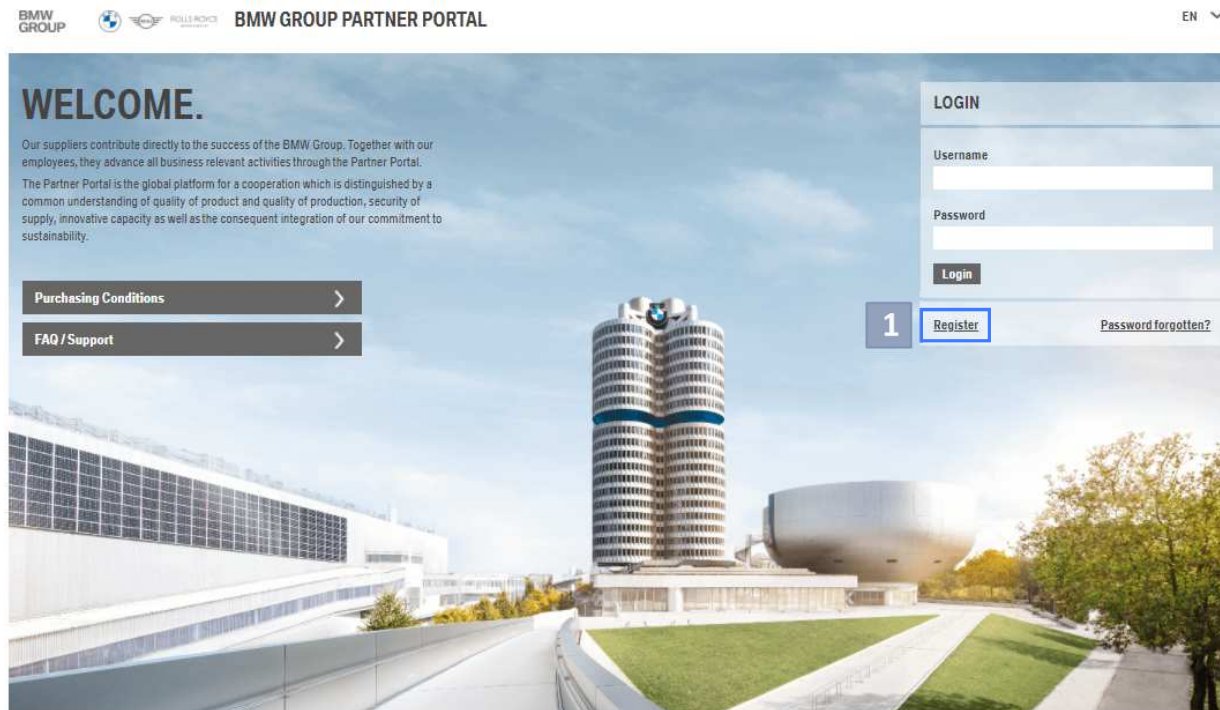
<https://b2b.bmw.com>

The screenshot shows a Google search interface. The search bar contains the text "bmw group partner portal". Below the search bar, there are navigation options: "Alle", "Shopping", "News", "Bilder", "Videos", "Mehr", "Einstellungen", and "Suchfilter". The search results are displayed below, starting with "Ungefähr 7.440.000 Ergebnisse (0,40 Sekunden)". The first result is for "https://b2b.bmw.com" with the title "Registration - BMW Group Partner Portal - B2B Portal". The description for this result reads: "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 ...". Below this, there is a link to "Home - BMW Group Partner Portal - B2B Portal" with a sub-description: "BMW Group Partner Portal. EN. DEEN. EN. DEEN. Registration · User Registration · Purchasing · Purchasing - Direct Material · Purchasing - Indirect Material ... Registration · User Registration · International BMW Locations · Terms of Use". The second result is for "https://logindaten.com" with the title "Bmw Login - Registration - Bmw Group Partner Portal - B2B ...". The description for this result reads: "21.02.2021 — Admission Master Administrator and Portalaccount. ... A short moment after receiving the e-mail, you can log in to the BMW Group Partner ...".

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.

BMW GROUP **BMW GROUP PARTNER PORTAL** EN

Registration Purchasing Help

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](#)

[Here](#) you can apply for admission with just a few clicks. The prerequisite is that your company has a master administrator. He/She manages all the users of your company and ensures that you will receive a user name and password for the first log-in after you have submitted your application by e-mail. If your registration fails because your company has not yet registered a valid master administrator, confirm in the "Request Admission" dialog box that you want to apply for a "Master Administrator" and enter the required data.

Please print **1** [the new installation or change of the master administrator on your business paper](#) and have it signed by your managing director [before uploading it via the upload button](#). Once you [have been processed, the BMW Group will send you a username and password for the first time log-in by e-mail](#). A short moment 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 "Deposited Knowledge for Password Reset" to keep you working even if you forget your password.

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.

You have already logged in with your D-U-N-S number, but have not yet sent your application as a partner? Then, you can view your previous information [here](#) and process it further. We are looking forward to receiving your application.

BMW EMPLOYEE REGISTRATION.

As a BMW employee you can request the access to the Partner Portal directly

4. NEW MASTER ADMINISTRATOR.

b. Filling out the Master Administrator application form.

1 „New registration as a Master Administrator“ is preset.

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).

Master administration for the Partner Portal of the BMW Group

1 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!

2 Supplier number:
123456 - 10

Company name:
John Smith Enterprises Ltd.

3 **New master administrator**

Given name: George Surname: Stone

E-Mail address:
george.stone@smith-enterprises.com

Telephone number:
+44 7654 321

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

Current administrator

Given name: Surname:

Portal-Login

New administrator

Portal-Login

4 *John Smith*
Signature Business manager / power of procuration

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 itsd-english@bmw.com mentioning KB article KBD0110517.

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

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 John Smith *John Smith*
Name in block letters Signature
Business manager / power of procuration Business manager / power of procuration

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 itsd-english@bmw.com mentioning KB article KBD0110517.

4. NEW MASTER ADMINISTRATOR.

c. How to request a new Master Administrator account.

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

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

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

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

1 **Here** you can apply for admission with just a few clicks. The prerequisite is that your company has a master administrator. He/She manages all the users of your company and ensures that you will receive a user name and password for the first log-in after you have submitted your application by e-mail. If your registration fails because your company has not yet registered a valid master administrator, confirm in the "Request Admission" dialog box that you want to apply for a "Master Administrator" and enter the required data. Please print the PDF for the new installation or change of the master administrator on your business paper and have it signed by your managing director/representative ([application Master Administration](#)) before uploading it via the upload button. Once your request has been processed, the BMW Group will send you a username and password for the first time log-in by e-mail. A short moment 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 "Deposited Knowledge for Password Reset" to keep you working even if you forget your password.

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 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.

You have already logged in with your D-U-N-S number, but have not yet sent your application as a partner? Then, you can view your previous information [here](#) and process it further. We are looking forward to receiving your application.

BMW EMPLOYEE REGISTRATION.

As a BMW employee you can request the access to the Partner Portal directly

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".

i

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).

The screenshot shows the BMW Group Partner Portal interface. At the top, there are logos for BMW Group, Rolls-Royce, and the BMW Group Partner Portal. The navigation menu includes 'Registration', 'Purchasing', and 'Help'. The current page is 'User Registration'. The main heading is 'REQUEST A NEW USER ACCOUNT.' Below this, there is a note for BMW employees. The registration form is titled 'Apply for registration' and contains two mandatory fields: '*BMW Supplier Number' and '*Supplier's Plant Code'. The first field has a value of '123456' and a '1' in a blue box next to it. The second field has a value of '10' and a '2' in a blue box next to it. There are 'Continue' and 'Reset' buttons at the bottom of the form. The page also includes a version number '27.04.2021 (v1.2) | BMW AG' and 'Info' links for each field.

BMW GROUP ROLLS-ROYCE BMW GROUP PARTNER PORTAL EN

Registration Purchasing Help

> Registration > User Registration

REQUEST A NEW USER ACCOUNT.

You can send a request to register a new user account to your master administrator via the application below.

Note for BMW Employees:
As a BMW employee you can request the access to the Partner Portal directly via the BMW Intranet. Please click [here](#).

27.04.2021 (v1.2) | BMW AG

Apply for registration

To apply for registration please give your supplier number and plant code:
The fields marked with asterisks are mandatory.

*BMW Supplier Number: e.g. 123456 [Info](#)

*Supplier's Plant Code: e.g. 10 [Info](#)

4. NEW MASTER ADMINISTRATOR.

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

i 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”.

i 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).

BMW GROUP ROLLS ROYCE BMW GROUP PARTNER PORTAL EN

Registration Purchasing Help

> Registration > User Registration

REQUEST A NEW USER ACCOUNT.

You can send a request to register a new user account to your master administrator via the application below.

Note for BMW Employees:
As a BMW employee you can request the access to the Partner Portal directly via the BMW Intranet. Please click [here](#).

27.04.2021 (v1.2) | BHW AG

Apply for a master administrator's registration

No master administrator exists for the supplier number you entered.

A master administrator is responsible for the administration of the users associated to his company's supplier number(s), which includes the approval of registrations, the assignment of roles, the installment of other administrators, a.o.

Please pay particular attention to the supplementary regulations for master administrators in the [General Terms and Condition of Use](#) (Section 13).

Find a short description of the registration process in the [FAQ](#).

Would you like to apply for a registration as a master administrator?

3

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.

The screenshot shows the 'BMW GROUP PARTNER PORTAL' interface. At the top, there are logos for BMW Group, Rolls-Royce, and the portal title. Navigation tabs for 'Registration', 'Purchasing', and 'Help' are visible, with 'Registration' selected. A breadcrumb trail shows '> Registration > User Registration'. The main heading is 'REQUEST A NEW USER ACCOUNT.' Below this, a note states: 'You can send a request to register a new user account to your master administrator via the application below.' A specific note for BMW employees is also present: 'Note for BMW Employees: As a BMW employee you can request the access to the Partner Portal directly via the BMW Intranet. Please click [here](#).' The registration form is titled 'Apply for a master administrator's registration' and includes the following fields: 'Supplier number:' (123456), 'Please complete your personal data. The fields marked with asterisks are mandatory.', 'First Name:' (George), 'Last Name:' (Stone), 'Email Address:' (george.stone@smith-enterprises.com), 'Telephone Number:' (+44 7654 321), and 'Signed registration letter:' (Masteradmin_Form_EN.pdf). A red warning triangle icon is positioned next to the email field. Below the form, there is a checkbox for 'I consent to BMW AG's collection, processing, and use of my personal data.' with a link to '(Details)'. An 'Upload' button is located to the right of the consent checkbox. At the bottom of the form, there are 'Create' and 'Reset' buttons. A red text box on the right side of the form contains the warning: '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.

i 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.

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

i After the initial login, you will be prompted to change the password.

BMW GROUP ROLLS-ROYCE 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](#) >

LOGIN

1

Username
george.stone

Password

[Login](#)

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

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.

The screenshot displays the BMW Group Partner Portal interface. At the top, there are logos for BMW Group, Rolls-Royce, and the BMW Group Partner Portal. Navigation tabs for 'Registration', 'Purchasing', and 'Help' are visible. The main content area is divided into several sections:

- REGISTRATION.** This section features a large image of a modern building with a glass facade. Below the image, there is a heading 'ADMISSION MASTER ADMINISTRATOR AND PORTALACCOUNT.' and a question: 'You already have a supplier number with the BMW Group, but you have not yet been admitted to the partner portal?'. Underneath, there is a sub-heading 'Change Master Administrator' and a paragraph of text. A red box highlights a link: '1 [Click the PDF for the new installation or change of the master administrator \(application Master Administration\)](#), then please send it as a scan to the e-mail address specified on the form.' Below this, there is a 'Note:' section.
- LOGIN PARTNER PORTAL.** This section contains a link: '> [Login Site](#)'.
- BECOME A PARTNER.** This section includes introductory text and two steps: 'Step 1' and 'Step 2', each with descriptive text and links like '[Apply as a partner](#)' and '[Guideline Supplier Application](#)'.
- PENDING APPLICATION.** This section contains text about logging in and viewing previous information, with a link: '[here](#)'.
- BMW EMPLOYEE REGISTRATION.** This section contains text: 'As a BMW employee you can request the access to the Partner Portal directly'.

5. CHANGE OF MASTER ADMINISTRATOR.

b. Filling out the Master Administrator application form.

- 1 Choose „Change Master Administrator“.
- 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
 - Portal Login
- 4 Fill in the information of the **current Master Administrator**:
 - Given name / Surname
 - Portal Login
- 5 Sign the form (page 1 and 2).

Master administration for the Partner Portal of the BMW Group

1 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!

2 Supplier number:
123456 - 10

Company name:
John Smith Enterprises Ltd.

3 **New master administrator**

Given name: George Surname: Stone

E-Mail address:
george.stone@smith-enterprises.com

Telephone number:
+44 7654 321

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

Current administrator

Given name: Lucy Surname: Brown

Portal-Login
Lucy.Brown

3 **New administrator**

Portal-Login
George.Stone

5 *John Smith*
Signature Business manager / power of procuration

Print

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

ionally responsible for the er a user's position or privileges with that user's tner company or an early ompanies and the partner ste user information either quest. BMW is entitled to ! Group Partner Portal for ! confirm that the above-mentioned BMW Group ons of Use for the BMW

5 **John Smith** *John Smith*


Name in block letters Signature
 Business manager / power of procuration Business manager / power of procuration

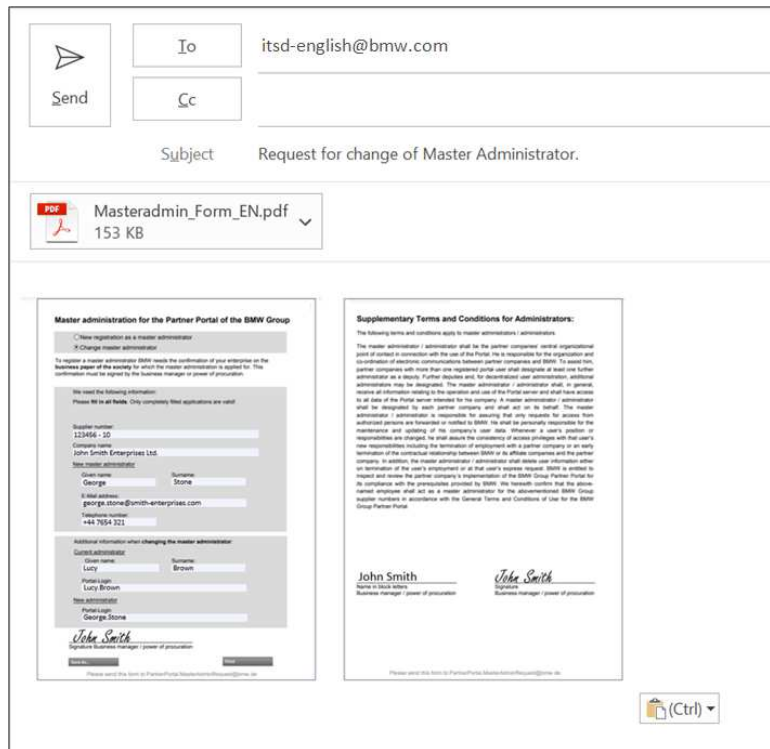
New masteradmin registration: please go to <https://b2b.bmw.com/en/web/b2b/registration> to register and upload this form. For a change in masteradmin please send this form to itsd-english@bmw.com mentioning KB article KBD0110517

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



The screenshot shows an email interface. At the top, there is a 'Send' button and a 'To' field containing 'itsd-english@bmw.com'. Below that is a 'Cc' field. The subject line reads 'Request for change of Master Administrator.' An attachment is shown as a PDF icon with the filename 'Masteradmin_Form_EN.pdf' and a size of '153 KB'. Below the attachment are two document thumbnails. The left thumbnail is titled 'Master administration for the Partner Portal of the BMW Group' and contains a form with fields for 'Business name' (John Smith Enterprises Ltd), 'New master administrator' (George Stone), and 'Additional information when changing the master administrator' (Lucy Brown). The right thumbnail is titled 'Supplementary Terms and Conditions for Administrators:' and contains a signature line for 'John Smith' and 'John Smith'.

5. CHANGE OF MASTER ADMINISTRATOR.

d. Login to the BMW GROUP PARTNER PORTAL.

i 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.

1 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.

BMW GROUP ROLLS-ROYCE 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](#) >

LOGIN

Username
george.stone

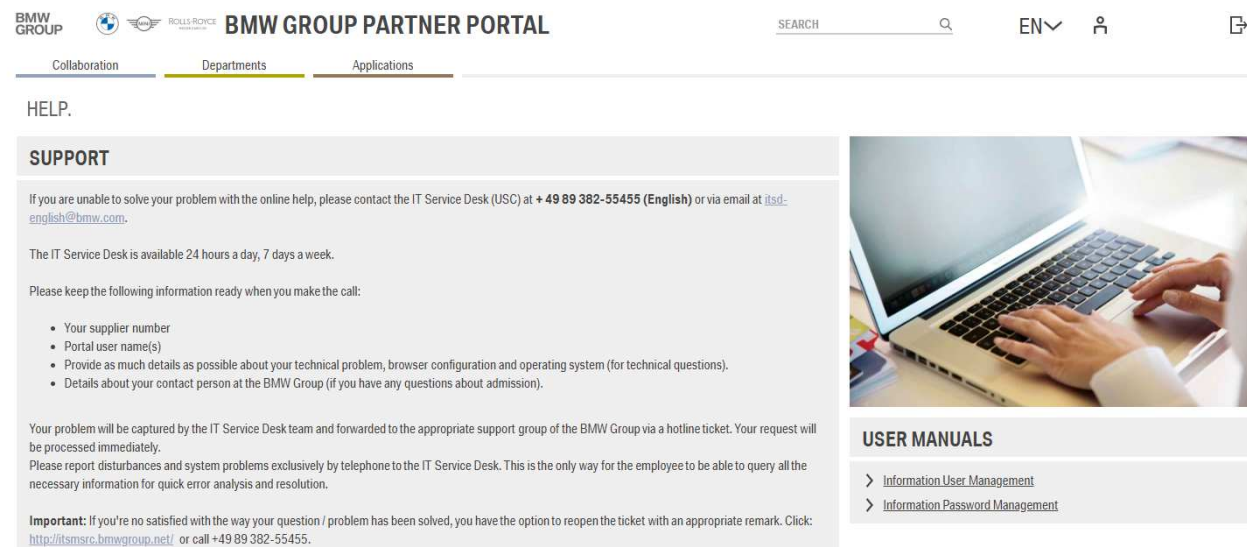
Password

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

CONTACT.

6. CONTACT.

For specific questions or in case of system issues.



The screenshot shows the BMW Group Partner Portal interface. At the top, there are logos for BMW Group, Rolls-Royce, and the BMW Group Partner Portal. A search bar and language selector (EN) are visible. Below the navigation tabs (Collaboration, Departments, Applications), there is a 'HELP.' section. The 'SUPPORT' section contains the following text:

If you are unable to solve your problem with the online help, please contact the IT Service Desk (USC) at + 49 89 382-55455 (English) or via email at itsd-english@bmw.com.

The IT Service Desk is available 24 hours a day, 7 days a week.

Please keep the following information ready when you make the call:

- Your supplier number
- Portal user name(s)
- Provide as much details as possible about your technical problem, browser configuration and operating system (for technical questions).
- Details about your contact person at the BMW Group (if you have any questions about admission).

Your problem will be captured by the IT Service Desk team and forwarded to the appropriate support group of the BMW Group via a hotline ticket. Your request will be processed immediately.

Please report disturbances and system problems exclusively by telephone to the IT Service Desk. This is the only way for the employee to be able to query all the necessary information for quick error analysis and resolution.

Important: If you're no satisfied with the way your question / problem has been solved, you have the option to reopen the ticket with an appropriate remark. Click: <http://itsmsrc.bmwgroup.net/> or call +49 89 382-55455.

To the right of the text is an image of hands typing on a laptop keyboard. Below the image is a 'USER MANUALS' section with two links: '> Information User Management' and '> Information Password Management'.

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)