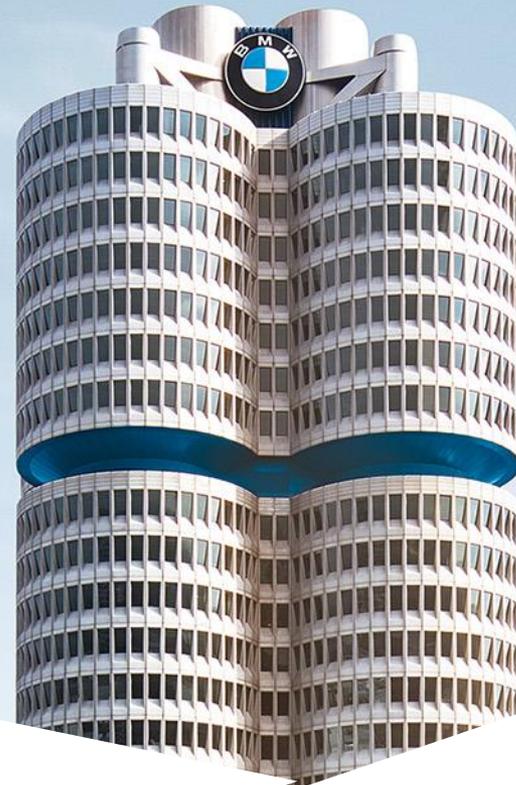


SUPPLIER APPLICATION AT THE BMW GROUP

GUIDE FOR QUICK SUPPLIER CHECK-IN



MZ-24 | 2022



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>

The screenshot shows a search interface on a dark blue background. At the top, it says "Search for your company". Below that, a prompt reads "Please enter an exact name of the company you are looking for!". There is a large white search input field with the placeholder text "Enter company name/D-U-N-S® number" and a teal "Search" button with a magnifying glass icon. Below the main search field is an "Advanced search" section with a teal button labeled "Advanced search", a dropdown menu currently set to "Germany", and two input fields labeled "Enter street" and "Enter location". A red "x" icon is visible to the right of the advanced search fields.

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

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”

2. REGISTRATION

Registration

4

As an **applicant**, you must apply as a **partner**. Please click on **“Register”** to the start the next steps.

The screenshot shows the BMW Group Partner Portal registration page. At the top left, there are logos for BMW GROUP, MINI, and ROLL-ROYCE, followed by the text 'BMW GROUP PARTNER PORTAL'. In the top right corner, there is a language selector 'EN' with a dropdown arrow. The main content area features a large background image of a modern building complex. On the left side of the page, there is a 'WELCOME.' heading followed by two paragraphs of text. Below the text are two dark grey buttons with white text and right-pointing arrows: 'Purchasing Conditions' and 'FAQ / Support'. On the right side, there is a 'LOGIN' button, a blue 'Portal Login' button with a right-pointing arrow, and a 'Register' button which is highlighted with a red rectangular box. Below the 'Register' button is a 'Password Management' button. In the bottom right corner of the screenshot, there is a small blue square containing the number '4'.

3. INITIAL REGISTRATION

Initial Registration

1

To complete the **initial registration**, please choose from the following options

“Yes, there is a supplier number” or

“No, there is no supplier number”.

As this guide is meant for first time applicants, the following pages explain the “No, there is no supplier number” option.

BMW GROUP MINI ROLLS-ROYCE BMW GROUP PARTNER PORTAL EN

> Registration

REGISTRATION

NEW REGISTRATION

DO YOU NEED ACCESS TO THE BMW PARTNER PORTAL AS USER OR FOR YOUR COMPANY? PLEASE FOLLOW THE OFFERED OPTION TO GET ACCESS.

Does your company already have a supplier number?

*If you are not sure whether a supplier number exists, please contact potential Masteradministrator internally. Existing business relationships with the BMW Group indicate that a supplier number must already exist.

BECOME A PARTNER IN 3 STEPS

MANUALS AND DOCUMENTS

3. INITIAL REGISTRATION

Initial Registration

2

As a first step, please enter a valid email address. You will then receive a verification code on this email address. You can continue & send the code by clicking **“Next”**.

The screenshot shows the BMW Group Partner Portal registration interface. At the top, there are logos for BMW Group, MINI, and Rolls-Royce, followed by the text 'BMW GROUP PARTNER PORTAL' and a language selector 'EN'. Below the header, there is a breadcrumb trail '> Registration'. The main content area is titled 'REGISTRATION' and features a large image of a modern building with a glass facade. Below the image, there is a section titled 'NEW REGISTRATION' with a question: 'DO YOU NEED ACCESS TO THE BMW PARTNER PORTAL AS USER OR FOR YOUR COMPANY? PLEASE FOLLOW THE OFFERED OPTION TO GET ACCESS.' The text below the question asks if the user is not a partner of the BMW Group and does not have a supplier number yet. It then instructs the user to apply by entering their email address, promising a verification code within the next few minutes. There is an input field for the email address with the placeholder text 'Please enter your e-mail adress'. Below the input field are 'Back' and 'Next' buttons. A blue square with the number '2' is overlaid on the 'Next' button. On the right side of the page, there are two menu items: 'BECOME A PARTNER IN 3 STEPS' and 'MANUALS AND DOCUMENTS', both with downward-pointing chevrons.

3. INITIAL REGISTRATION

Initial Registration

3

Please enter the verification code you have received and click on “**Sign in with the verification code sent to you**”.

BMW GROUP BMW GROUP PARTNER PORTAL EN

> Registration

REGISTRATION

NEW REGISTRATION

DO YOU NEED ACCESS TO THE BMW PARTNER PORTAL AS USER OR FOR YOUR COMPANY? PLEASE FOLLOW THE OFFERED OPTION TO GET ACCESS.

A Verification code was sent to you via email. Please use the Verification code to sign up.

E-mail address:

Verification code:

29 minutes until expiry
37 seconds

[Back](#) [Sign in with the verification code sent to you](#)

If you do not receive an e-mail with the verification code to be entered, please check your spam and advertising folder.

BECOME A PARTNER IN 3 STEPS

MANUALS AND DOCUMENTS

3. INITIAL REGISTRATION

Initial Registration

4

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



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

4

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.

1

Company	Contact
Company Name* <input type="text" value="Documentation Company"/>	Phone* <input type="text"/>
Name Extension <input type="text"/>	Fax <input type="text"/>
extra field (name/adr.) <input type="text"/>	Internet Address <input type="text"/>
D-U-N-S® No. <input type="text" value="186412395"/>	E-Mail Address* <input type="text"/>
Password* <input type="password" value="****"/>	E-Mail Validation* <input type="text"/>
Password repeat* <input type="password" value="****"/>	Please enter a general and not all personal e-mail address of your company.
Address	Tax and Business Court Data
Street* <input type="text" value="Knorrstr. 147"/>	Tax Number <input type="text"/>
Postcode / City* <input type="text" value="80807"/> <input type="text" value="Munich"/>	VAT-No. <input type="text"/>
Postcode / P.O. Box <input type="text"/>	Commercial Reg. No. <input type="text"/>
Country* <input type="text" value="Germany"/>	Currency* <input type="text" value="European Euro"/>
State* <input type="text" value="Bavaria"/>	
Pay Scale Category <input type="text"/>	Additional Information
Pay Scale Area <input type="text"/>	Apply for the supply of BMW automotive parts, automotive materials, raw materials or production techniques? <input checked="" type="checkbox"/>
Group assignment	Geographical data
Parent Company <input type="text"/>	Latitude [decimal] <input type="text"/>
	Longitude [decimal] <input type="text"/>
	Altitude above sea level <input type="text"/> m

1

2

3

Show and change Position

Save Back Next
Help Print 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



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

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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

DATE!

Filename

Keine ausgewählt

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

3 Bewerbung absenden

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

Tel.: +49-89-382-33330