

BMW  
GROUP



# BMW GROUP PARTNER PORTAL

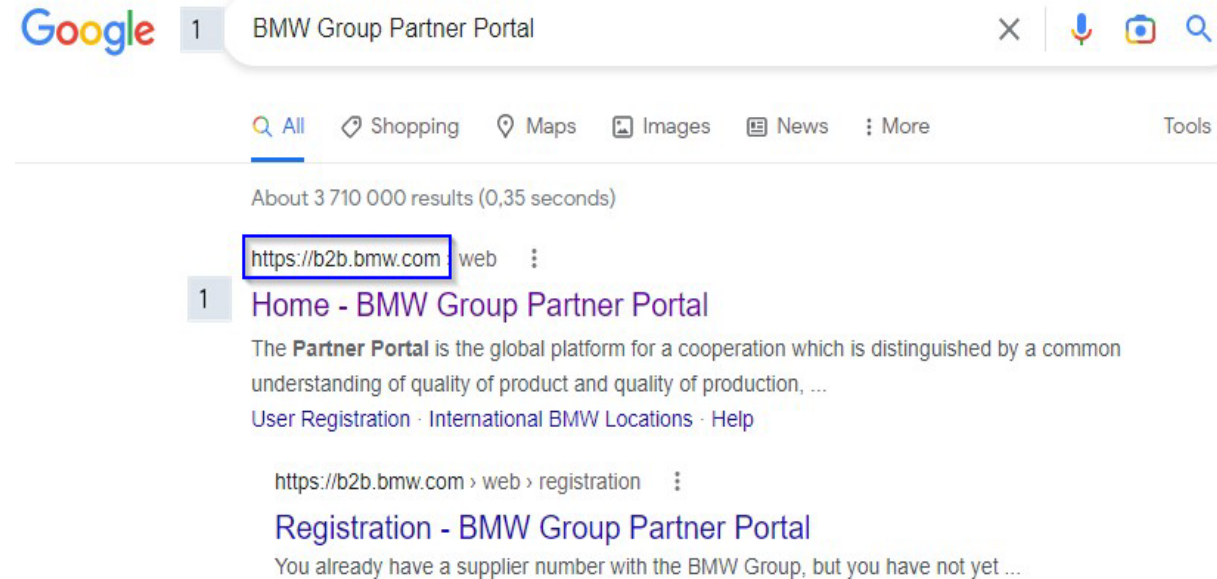
EDOCUMENT PORTAL

# 1. HOW TO GET TO THE EDOCUMENT PORTAL

## How to get to the eDOCUMENT 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 links for "All", "Shopping", "Maps", "Images", "News", and "More". The search results show "About 3 710 000 results (0,35 seconds)". The first result is "Home - BMW Group Partner Portal" with a URL "https://b2b.bmw.com" highlighted in a blue box. Below the title, there is a description: "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, ...". There are also links for "User Registration", "International BMW Locations", and "Help". Below this, there is another result for "Registration - BMW Group Partner Portal" with a URL "https://b2b.bmw.com > web > registration" and a description: "You already have a supplier number with the BMW Group, but you have not yet ...".



## 2. LOGIN TO THE BMW GROUP PARTNER PORTAL

### Login to the BMW GROUP PARTNER PORTAL – Login

1a

- Select Portal Login

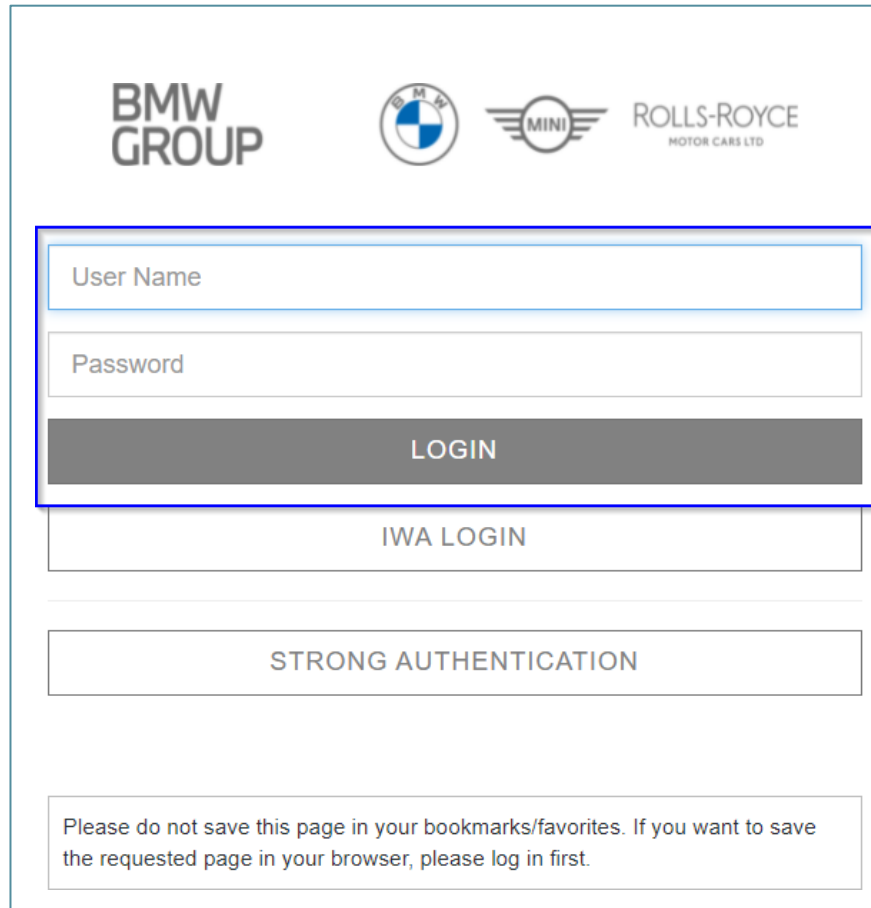
The screenshot shows the BMW Group Partner Portal homepage. At the top, there are logos for BMW Group, Rolls-Royce, and the BMW Group Partner Portal. A navigation menu includes 'EN' and a home icon. A yellow warning banner at the top states: 'Please note that due to a technology change, single sign-on for VTS/SharePoint and B2B will no longer be possible until October 2022. As a result, you may need to enter your login credentials repeatedly.' The main content area features a 'WELCOME.' heading and a paragraph about the portal's purpose. On the right, a 'LOGIN' section contains a blue 'Portal Login' button with a right arrow, a blue 'Load Application Finder directly \*) >' button, and links for 'Register' and 'Password Management'. Below the welcome text are two dark grey buttons: 'Purchasing Conditions >' and 'FAQ / Support >'. The background is a large image of a modern building complex. A blue callout box at the bottom right of the image reads: '\*) Here you only have access to the applications in the B2B portal. You can also use this access if the regular login of the B2B Portal is not available due to technical problems.' The footer contains links for 'Contact', 'Imprint', 'Terms of Use', and 'Data Protection Note', along with the copyright notice '© COPYRIGHT 2022 BMW GROUP'.

## 2. LOGIN TO THE BMW GROUP PARTNER PORTAL

### Login to the BMW GROUP PARTNER PORTAL – Login

1b

- LOGIN with your existing Username and Password to access the BMW GROUP PARTNER Portal



BMW GROUP

MINI

ROLLS-ROYCE  
MOTOR CARS LTD

User Name

Password

LOGIN

IWA LOGIN

STRONG AUTHENTICATION

Please do not save this page in your bookmarks/favorites. If you want to save the requested page in your browser, please log in first.

# 5. EDOCUMENT PORTAL APPLICATION SEARCH

## eDOCUMENT PORTAL– Application start

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- If the User has been assigned a B2B role for eDocument Portal

Go back to BMW GROUP PARTNER PORTAL

Select „Applications“

The screenshot shows the BMW Group Partner Portal homepage. At the top, there are logos for BMW Group, Rolls-Royce, and the portal title "BMW GROUP PARTNER PORTAL". A search bar and user profile icons are on the right. Below the navigation tabs (Collaboration, Departments, Applications), a red box highlights the "Applications" tab, with a mouse cursor pointing to it. A yellow warning banner below the navigation states: "The User Administration of the Partner Portal of the BMW Group (B2B) will temporarily not be available on Monday, April 3rd 2023, between 07:00 PM - 11:00 PM CEST due to maintenance activities." The main content area is divided into several sections: "WELCOME TO THE BMW GROUP PARTNER PORTAL" with a large image of a modern building; "NEWS" featuring three articles: "KAMÄLEON UPDATE" (dated 20.03.2023), "CATENA-X" (dated 14.03.2023), and "PAINTS NOW AVAILABLE IN" (dated 02.02.2023); and "FEATURES OF THE PARTNER PORTAL" which includes an "Introduction Video BMW Partner Portal" player and a link to "Click here to get the features overview".

# 6. EDOCUMENT PORTAL APPLICATION START

## eDOCUMENT PORTAL– Application start

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- Search for the „eDocument Portal“ application and click on the START Button

The screenshot displays the BMW Group Partner Portal interface. At the top, there are logos for BMW Group and Rolls-Royce, followed by the text "BMW GROUP PARTNER PORTAL". A search bar is visible on the right. Below the navigation tabs (Collaboration, Departments, Applications), the "APPLICATION FINDER" section is active. It includes a search bar with the text "docu" and a filter icon. Underneath, the "FAVORITE APPS" section lists the "EDOCUMENT PORTAL" application. The application description reads: "A web-based application for BMW Group suppliers and partners." Below the description is a "Show details" link. A red square highlights the "START" button, which is a circular icon with the word "START" inside.

# 7. EDOCUMENT PORTAL APPLICATION AUTHENTICATION

## eDOCUMENT PORTAL– Application authentication

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- Access has been approved, proceed to the eDocument Portal application and select Start Button
- You will now be navigated to the application and can proceed with the tool you have been granted access to

The screenshot displays the BMW Group eDocument Portal application interface. At the top, the BMW Group logo is prominently featured, alongside the logos for MINI and Rolls-Royce Motor Cars Ltd. A dark blue sidebar on the left contains a navigation menu with the following items: WELCOME, MY ONBOARDING (with a dropdown arrow), MY DOCUMENTS (with a dropdown arrow), MY REPORTS (with a dropdown arrow), and HELP. The main content area features a large blue box with the text "eDocument Portal" and a background image of a hand interacting with a digital interface, overlaid with various icons such as a magnifying glass, a folder, and a music note. Below this image, there are three expandable menu items: "▶ My OnBoarding", "▶ My Documents", and "▶ My Reports".



# 8. CONTACT

For specific questions or in case of system issues.

HELP.

## SUPPORT

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 [usc.hotline@bmw.de](mailto:usc.hotline@bmw.de).

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 not 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.

For questions with regards to support for BMW GROUP PARTNER PORTAL:

Web: <https://b2b.bmwgroup.net/web/b2b/help>

E-Mail: [usc.hotline@bmw.de](mailto:usc.hotline@bmw.de)

Phone: +49 89 382-55455 (spoken language English, 24/7 availability)