

## How to Extent user Credentials on B2B Portal

- Log onto B2B Portal (<https://b2b.bmw.com> )
- Log in with your user credentials
- Go to My Account – drop down list and Select UserManagement

The screenshot shows the BMW Group Partner Portal interface. At the top, there are logos for BMW Group, MINI, and Rolls-Royce, followed by the text "BMW GROUP PARTNER PORTAL". A search bar is located to the right of the logos. In the top right corner, there is a language selector set to "EN", a notification icon with "45", a help icon, and a share icon. Below the logos, there are three tabs: "Collaboration", "Departments" (which is highlighted), and "Applications".

Two yellow warning banners are visible. The first one contains a warning icon and the text: "Currently users may experience a 'Forbidden Error' when logging into the BMW Group Partner Portal. The issue will be resolved soon. Workaround: remove 'c/portal/protected' from the URL and hit the return key." The second banner contains a warning icon and the text: "Every User must immediately actively confirm the [terms of use](#) of the portal once upon login. If these are not confirmed, the BMW Group Partner Portal may not be used!"

Below the banners, there is a section titled "WELCOME TO THE BMW GROUP PARTNER PORTAL" with a large image of a modern building. On the right side, a navigation menu is open, showing the following items:

- Earl Buys
  - Supplier Selection (TC/CPM)
  - > Show Masteradmin
- My Account
  - > Personal Data
  - > Password Reset
  - Stored Knowledge for Password Reset
- My Projects
  - No B2B role Project Shares (Panama) available
  - No B2B role VTS (Virtual Team Space) available
- Administration
  - > Usermanagement
  - > Password Reset for Administrators
  - > B2B Role assignment
  - > Supplier Letters and Production Breaks
  - > Partnerintegration

- Search for user

**Search for users**

You can search for users even without giving their company's name. You can use any combination of entry fields. To see all users you are administrating, enter \* instead of a BMW Group supplier number.

First Name :

Last Name :

e-mail-address :

BMW Group supplier number (6 digits):

2 Result(s) Pages : 1

Last Name	First Name	e-mail-address	BMW Group supplier number
Buys	Earl	earlbuys@rocketmail.com	111389 10
Buys	Earl	Earl.Buys@partner.bmw.co.za	111389 10

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- Once the user has been found, click on the user's Surname
- All The User's account info will then be Displayed
- **NB NB**
- If the user's account has already Expired, you will first have to "change the Expiration Date"— If Not this step may be Skipped
- Expiration date should be extended by 1 year only

<input type="button" value="Optional Master Data"/>	<input type="button" value="Block/Activate user account"/>	<input type="button" value="Delete user account"/>	<input type="button" value="Change expiration date"/>
<input type="button" value="Extended master data"/>	<input type="button" value="Assign roles"/>	<input type="button" value="Delegate administration"/>	<input type="button" value="Show applications"/>

- Next step is to Click on **Block/Activate** user
- The following screen will give you an "Activate" Option
- Once the account is Activated you may exit