



B2B user creation

Part A: Instructions for partner company

Version: September 2021

Contents

1	Introduction	3
2	Manage partner company employees	3
2.1	Step 1: Create a company	4
2.2	Step 2: Create people (= set up user profiles)	6
2.2.1	Start B2B-UMS	6
2.2.2	Enable TOTP – to get strongly authenticated	7
2.2.3	Creating people	8
2.3	Step 3: Activate as contractor employee	9
2.3.1	Assign contract administrator role	9
2.3.2	Activate as contractor employee	9
2.4	Step 4: Confirm contractor employee	11
2.5	Step 5: Request accounts/access	11
3	Support	12

1 Introduction

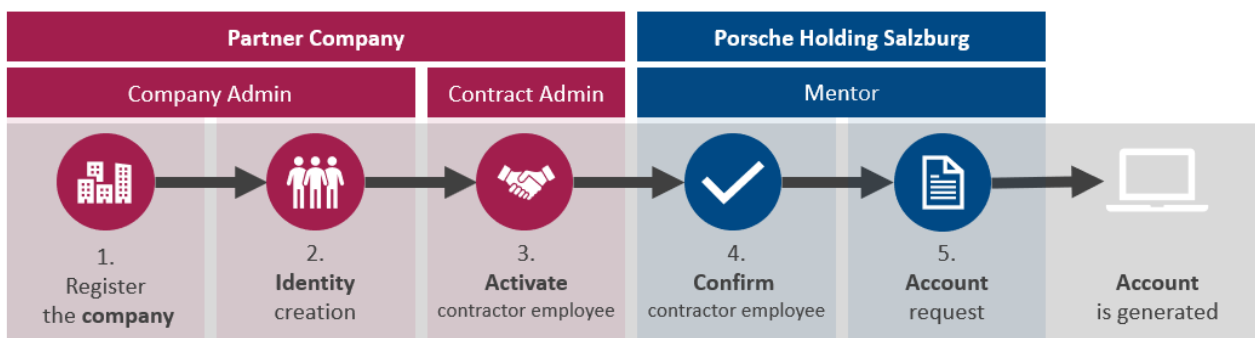
Porsche Holding Salzburg (and its subsidiaries) is a 100% subsidiary of Volkswagen AG. Within Volkswagen AG, processes and systems are used for the management of identities, users and access to required applications.

These processes are also used in the companies of **Porsche Holding Salzburg** (PHS for short). In case that **employees of suppliers, agencies or partners** need access to **internal systems of PHS or Volkswagen**, these companies must register at the “**ONE.KBP - Konzern Business Platform** (VW Group Supply Portal)” and manage its employees themselves before an account can be created for them. The term “**partner company employee**” is used in further reference for employees of suppliers, agencies, or partners.

This guide describes the process of managing partner company employees. In some points, more detailed descriptions are referred, if any.

2 Manage partner company employees

The process of creating and managing identities, as well as requesting accounts and access for partner company employees, can be roughly divided into 5 steps, each performed by different people. The procedure and responsibilities are shown in the following graphic.



Porsche Holding Salzburg uses the **ONE KBP Platform (= ONE Group Business Platform) of Volkswagen AG** for the management of identities. The platform is also known under the term **VW Group Supply Portal**

<https://www.vwgroupsupply.com>.

In this portal, the accounts (= entities) and the related persons (= identities) are maintained. The **management of the entity and identities is the responsibility of the respective partner company**. This means that the partner company is responsible for the creation and maintenance including deletion of identities. This ensures that the data is checked for timeliness and validity.

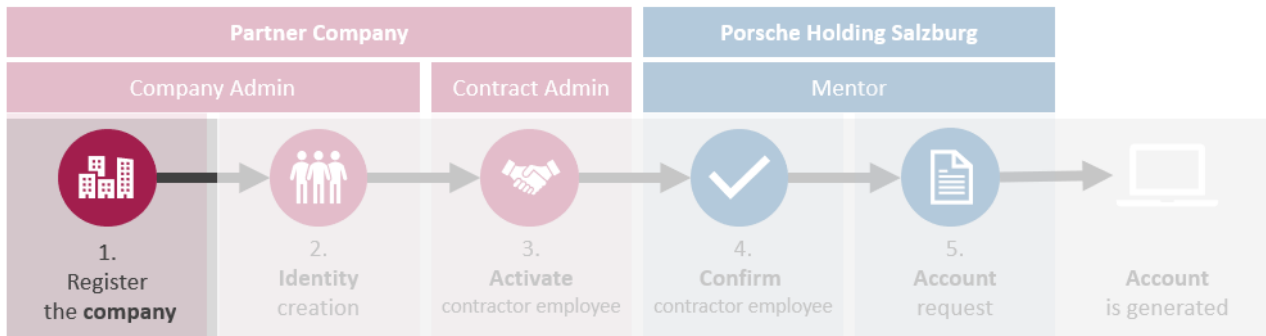
If you **have any questions or problems** with the VW Group Supply Portal, please contact the B2B Service Team of Volkswagen AG **directly**:

Volkswagen Group Services

Service hours: Monday to Friday from 8:00 a.m. to 6:00 p.m. (CET)

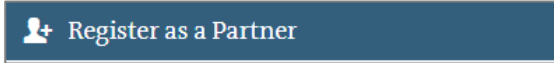
Contact: +49 5361-9-33099 or b2bteam@vwgroupsupply.com

2.1 Step 1: Create a company



The registration of the company (= entity) represents the initial step for the subsequent management of identities.

- Open the [ONE. Group Business Platform](#) and click on the button "Register as a Partner".



- Clicking on the button will take you to a page where you will get a brief overview of the registration process. In addition, see **the "Help with Registration"** section for detailed instructions on the registration process.



For the registration process, you need a D-U-N-S[®] number that is used as a unique key. If there is no D-U-N-S[®] number, this can be requested via the following link: [D-U-N-S[®] number \(for Austria\)](#)

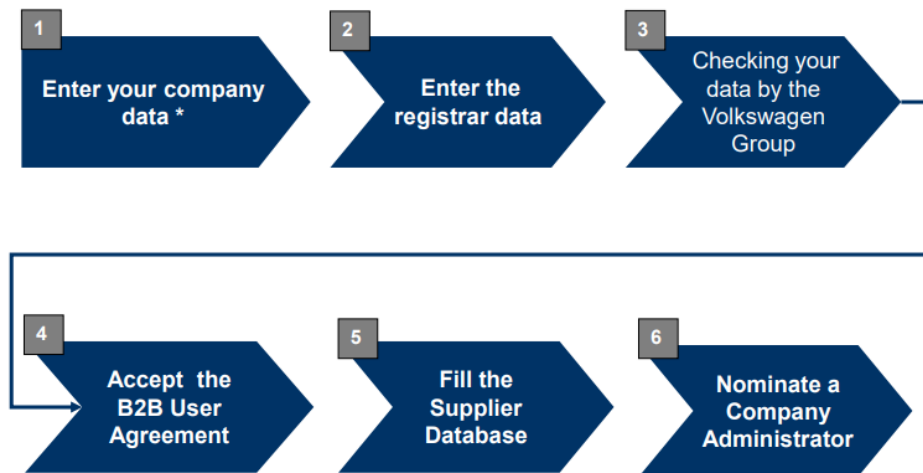
- Once you have a D-U-N-S ® number, start the registration process by clicking on the "**Start Registration**" button and follow the individual steps that the form gives you.

Becoming a partner on our ONE.Konzern Business Plattform: What does that mean?

You will become an authorized user of our ONE.Konzern Business Plattform by a multi-stage registration process. As a user, you will have access to those applications and information services activated for you.

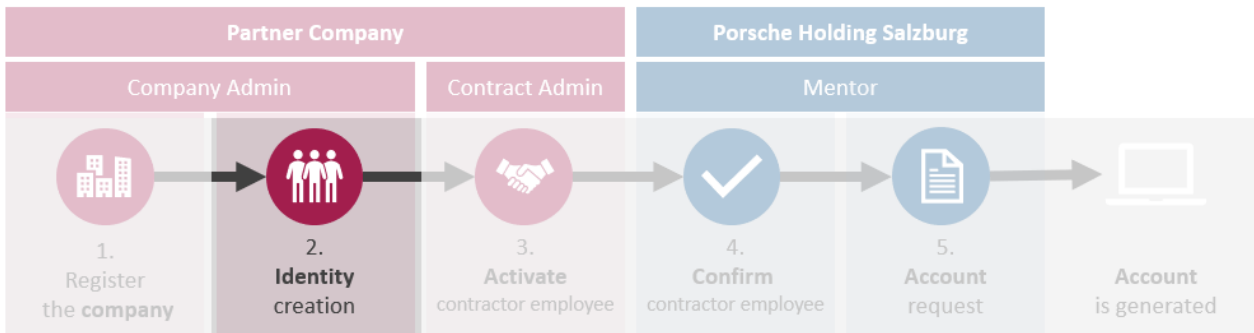
The registration process D-U-N-S- Number Help on registration

Start registration



*The **company administrator** is responsible for managing the users. The registrar may decide whether to take on this role by himself or to appoint another person in his company.*

2.2 Step 2: Create people (= set up user profiles)



After successful registration of the company, the next step is to create the persons in the **B2B-UMS (= B2B User Management System)**.

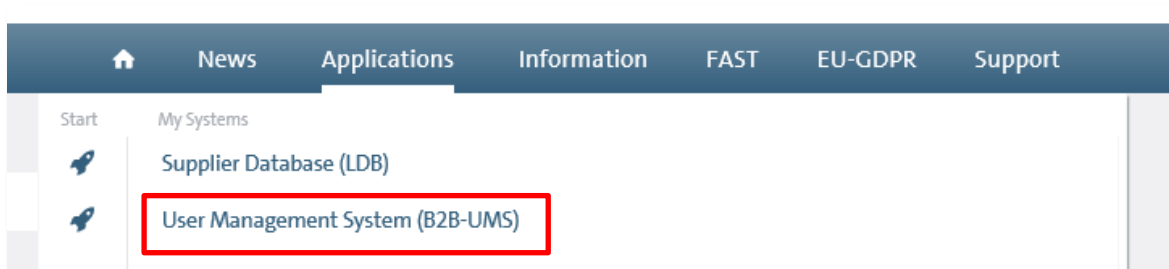
*People are managed by the **company administrator**.*

2.2.1 Start B2B-UMS

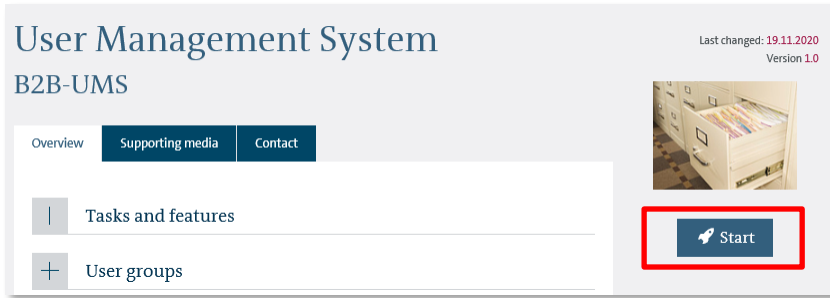
- Log in to [ONE.Konzern Business Platform](#).



- In the "**Applications**" tab, click on "**User Management System (B2B-UMS)**".



- Click on the **"Start"** button on the right. (In the **"Supporting Media"** tab, you can find detailed user management manuals if necessary.)



- If you are not strongly authenticated, you will see this in the B2B UMS.



*To take advantage of all the content and features of user management, you must be **strongly authenticated (e.g. via TOTP)**.*

2.2.2 Enable TOTP – to get strongly authenticated

- You must **enable TOTP** once, in order to authenticate strongly in the B2B-UMS. To do this, click on the link **"Enable TOTP"** shown below and follow the instructions.



- After successful TOTP activation **and re-login**, you can use all the functions of user management.



2.2.3 Creating people

- For each person (= partner company employee) the creation of a so-called **user profile** in the B2B-UMS is necessary.

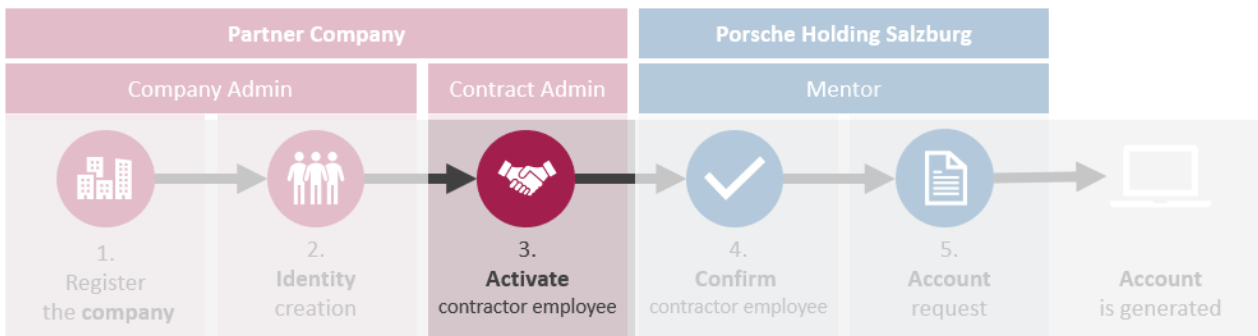
*The management of user profiles is performed by the **company administrator**.*



The image shows the 'Set up user profile' form. It is divided into two columns. The left column contains fields for 'DUNS' (Last name, First name, Company address, Company postbox, Company postal code of the postbox, Company city, Company postal code, Company federal state) and 'Valid from' and 'Next confirmation' date pickers. The right column contains fields for 'Company' (Department, Company address, Preferred language, Company E-mail, Company telephone, Company fax, Company cell phone number, Company country) and 'Valid until' date picker. At the bottom, there is a checkbox for a confirmation statement and a 'Save' button.

- After the details of the user profile have been filled out, the user receives the access data by e-mail.

2.3 Step 3: Activate as contractor employee



The user profile created in the previous step must now be assigned to a PHS Group company. Only then additional permissions can be granted for the identity. This connection between the user profile and the group company is referred to as "Group assignment".

*A group assignment can only be assigned by the **contract administrator** (see next point).*

2.3.1 Assign contract administrator role

The "contract administrator" is an extra role and is **NOT** automatically assigned to the company administrator. The role "contract administrator" must be requested at b2bteam@vwgroupsupply.com under specification of your DUNS number and the name of the desired contract administrator. The "contract administrator" role can also be taken on by the company administrator.

2.3.2 Activate as contractor employee

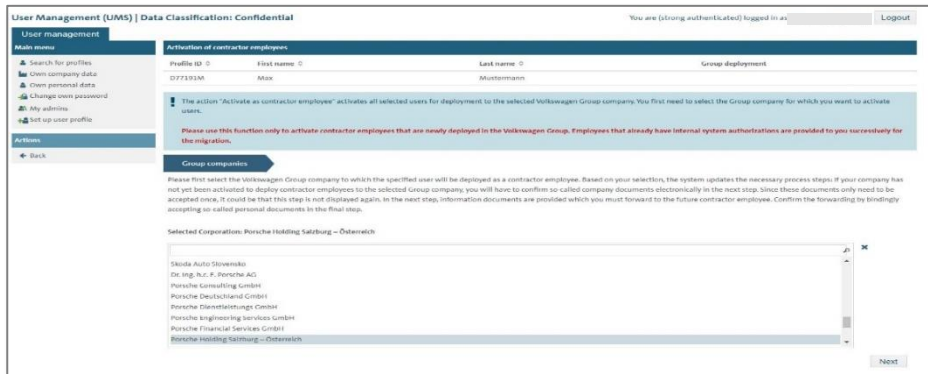
*A group assignment can only be assigned by the **contract administrator**.*

- Start B2B-UMS (see point 2.2.1 Start B2B-UMS)

- **Select** the person you want from the list, and then select the **"Activate as contractor employee"** action from the menu on the left.

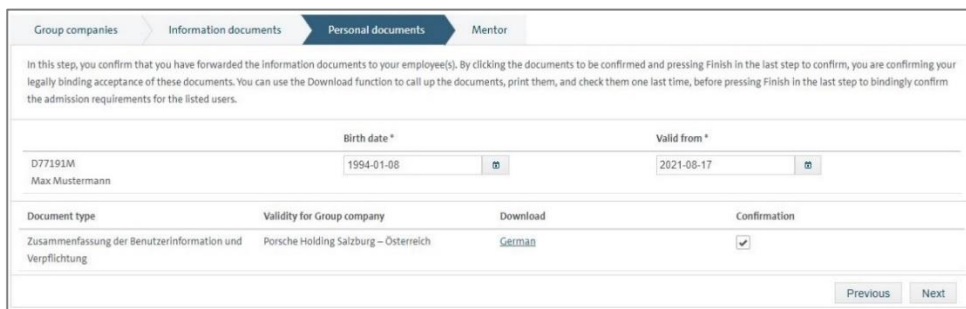


- In the **"Group Companies"** tab, select the entry **"Porsche Holding Salzburg - Österreich"**. Entering a search term in the Filter by field makes selection easier.



- Subsequently, you will be shown **documents and agreements** that form the basis for the collaboration. Be aware that these documents are currently only available in German language.

- In the **"Personal Documents"** tab, you first enter the date of **birth of** the partnercompany-employee. You must **open the attached document before you can confirm it to proceed to the next step.**



- The process ends for the partner company administrator with the **selection of the mentor**. To do this, use the contact person within Porsche Holding Salzburg, who is responsible for this partner company administrator.

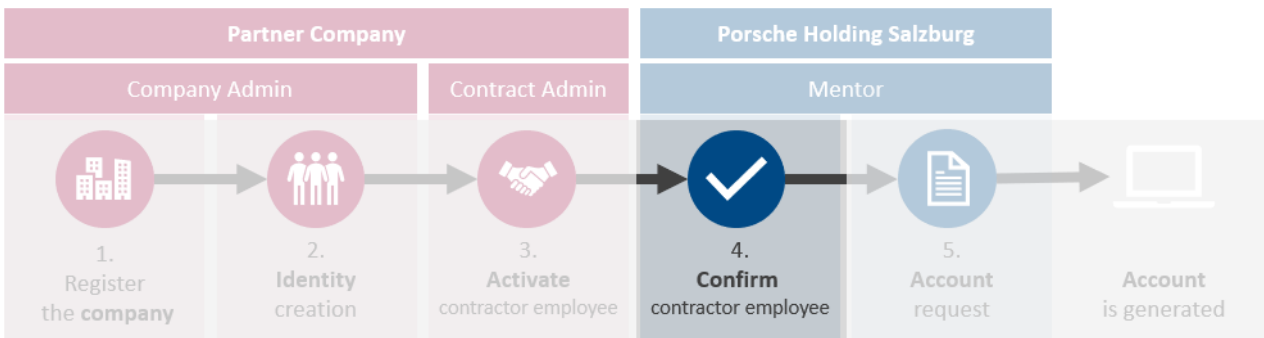
Please enter an internal employee from the selected group company as mentor for the selected user (specify the email address) who serves as internal contact for the contractor employee within the organizational unit of the group company. The mentor needs to confirm that the contractor employee can get access to group-internal applications within the context of service provision by the contracting company. This will trigger the creation of a group-internal username for the contractor employee which you will receive via email. Should there be no confirmation within 90 days the deployment in the group company will be removed.

If the initially selected mentor does not confirm the access to group-internal applications for the contractor employee, you can change the selected mentor at the user profile under Deployment within the group. The mentor is responsible for the application of access rights for the new contractor employee. It is possible to inform the mentor additionally about required access rights.

Profile ID	Last name	First name	E-Mail of the mentor at Porsche Holding Salzburg – Österreich *	Hints/ required permissions
D77191M	Mustermann	Max	<input type="text"/>	<input type="text"/>

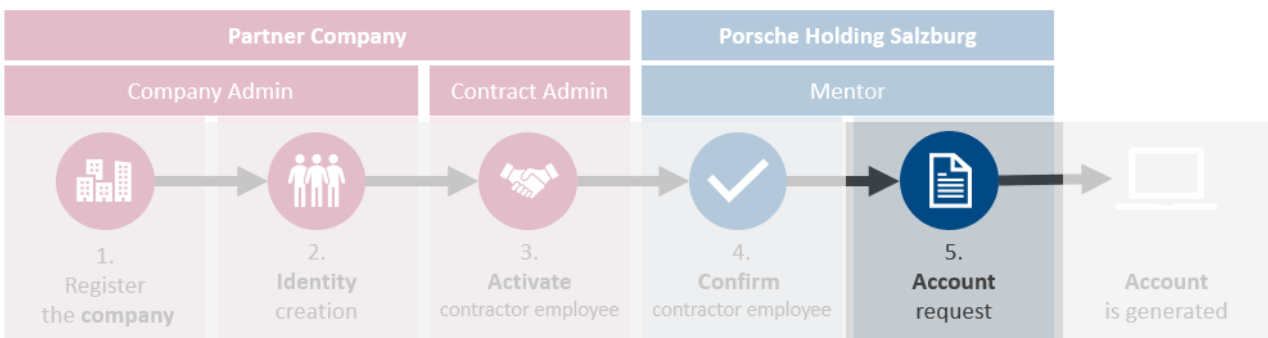
Previous Next

2.4 Step 4: Confirm contractor employee



The selected mentor will be informed by e-mail about the creation and must now confirm this in his own VW portal. After confirmation, the partner company employee will receive information by e-mail.

2.5 Step 5: Request accounts/access



You can now contact the contact person at PHS to request accounts and further access.

3 Support

If you have any questions or problems with the **VW Group Supply Portal**, please contact the **B2B Service Team of Volkswagen AG** directly:

Volkswagen Group Services

Service hours: Monday to Friday from 8:00 a.m. to 6:00 p.m. (CET)

Contact: +49 5361-9-33099 or b2bteam@vwgroupsupply.com

If you have any other questions, please contact your **contact person at Porsche Holding Salzburg** or, if you have any technical problems, please contact the Support Center of Porsche Informatik:

Support Center Porsche Informatik

Contact: +43 662 4670 2222 or support@porscheinformatik.com