

B2B user creation

Part A: Instructions for partner company

Version: September 2021

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1 Introduction

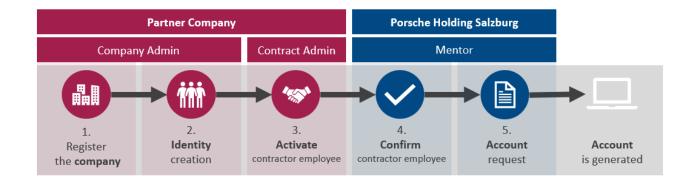
Porsche Holding Salzburg (and its subsidiaries) is a 100% subsidiary of Volkswagen AG. Within Volkswagen AG, processes and systems are used for the management of identities, users and access to required applications.

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**

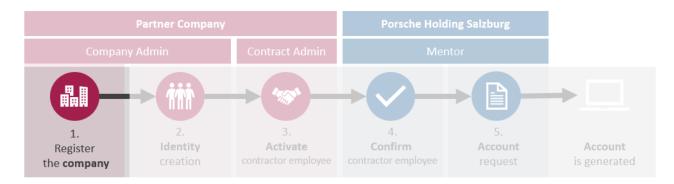
https://www.vwgroupsupply.com.

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



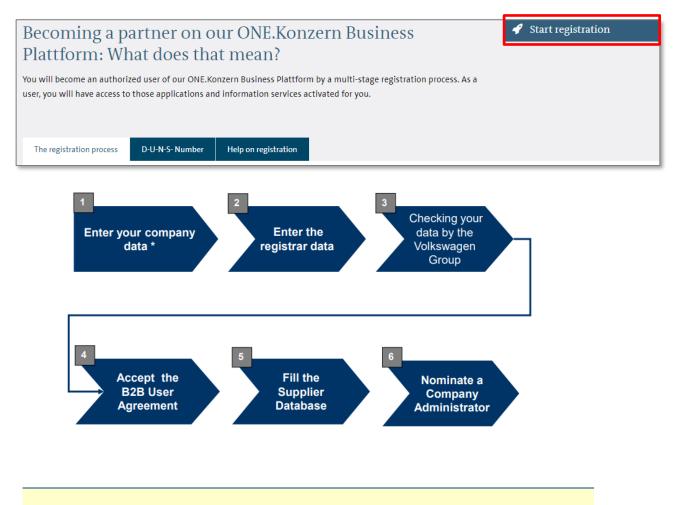
The registration of the company (= entity) represents the initial step for the subsequent management of identities.

- > Open the **ONE. Group Business Platform** and click on the button **"Register as a Partner"**.
 - 👤 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.

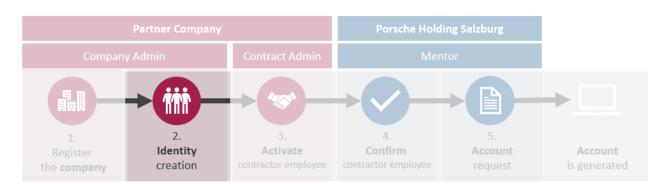
Becoming a partner on our ONE.Konzern Business	🚀 Start registration
Plattform: What does that mean?	
You will become an authorized user of our ONE.Konzern Business Plattform by a multi-stage registration process. As a user, you will have access to those applications and information services activated for you.	
The registration process D-U-N-S- Number Help on registration	

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: <u>D-U-N-S[®] number (for Austria)</u> 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.



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**).



2.2.1 Start B2B-UMS

Log in to <u>ONE.Konzern Business Platform.</u>

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

ń	News	Applications	Information	FAST	EU-GDPR	Support	
Start	My Systems	. (199)					
*	Supplier Data		445)				
*	User Manage	ement System (B2B-U	MS)				

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.

User Management (UMS) Data Classification: Confidential	Logged in as	Logout
	A You are not strongly authenticated. Some	content is hidden.
To take advantage of all the content and	footures of user managem	ant
To take advantage of all the content and f		ent,
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- 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.

User Management (U	JMS) Data Classification: Confidential	You are (strong authenticated) logged in as	Logout
User management			
Main menu	Search for profiles		

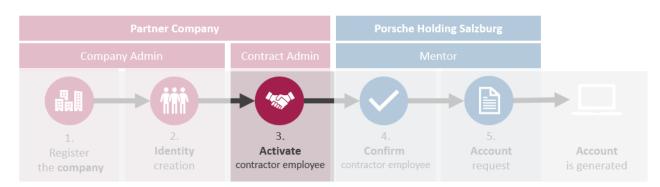
2.2.3 Creating people

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

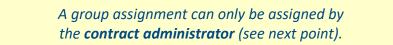
User mar	agement								
Main menu									
main menu									
👗 Search fo	r profiles								
🕍 Own con	npany data								
🛔 Own per	sonal data								
- Change of	wn password								
A My admi									
an wy dann	113								
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After the details of the user profile have been filled out, the user receives the access data by email.





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".



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" muss 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.

	Data Classification:	Confidential		You are (strong authenticated) logged in as	Logou
ier management					
menu	Activation of contra	actor employees			
Search for profiles	Profile ID 0	First name: 0	Last name O	Group deployment	
Jwn company data Jwn personal data	D77191M	Max	Mestermann		
hange own password ly admins et up user profile	The action "Act users.	tivate as contractor employee" activates all se	elected users for deployment to the selected Volkswagen Gro	oup company. You first need to select the Group company for which you	want to activate
	Please use this the migration,		ees that are newly deployed in the Volkswagen Group. Empl	loyees that already have internal system authorizations are provided to	you successively for
ĸk	Group compa	mies			
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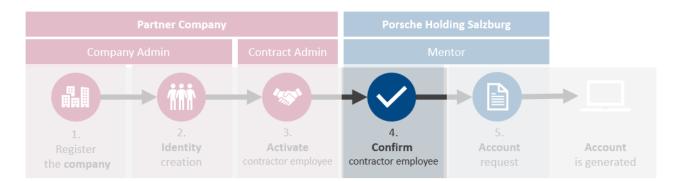
- Subsequently, you will be shown documents and agreements that form the basis for the collaboration. Be aware that these documents are currently only available in German language.
- In the "Personal Documents" tab, you first enter the date of birth of the partnercompanyemployee. You must open the attached document before you can confirm it to proceed to the next step.

Group companies Inform	mation documents	Personal documents	Mentor			
n this step, you confirm that you have						
egally binding acceptance of these do he admission requirements for the lis		ownload function to call up the do	ocuments, print them, and check	k them one last time, before pressing	Finish in the last step to	bindingly confirm
		Birth date *		Valid from *		
D77191M		1994-01-08	0	2021-08-17	0	
Max Mustermann						
Document type	Validity for	Group company	Download	Confi	rmation	
usammenfassung der Benutzerinforr /erpflichtung	nation und Porsche Hole	ding Salzburg – Österreich	German	•		
					Brow	vious Next

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.

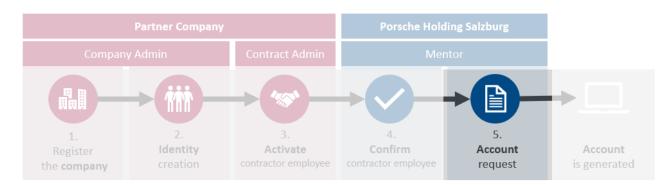
				e email address) who serves as internal contact for the o I applications within the context of service provision by	
				re be no confirmation within 90 days the deployment in	
the initially	selected mentor does not co	nfirm the access to group-internal a	pplications for the contractor em	ployee, you can change the selected mentor at the user j	profile under Deployment within the group . The
		f access rights for the new contracto	or employee. It is possible to info	m the mentor additionally about required access rights.	
		f access rights for the new contracto First name		m the mentor additionally about required access rights. or at Porsche Holding Salzburg – Österreich *	Hints/ required permissions

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 <u>b2bteam@vwgroupsupply.com</u>

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 <u>support@porscheinformatik.com</u>