Assignment of roles in the UMS system for electronic communication with the VW concern
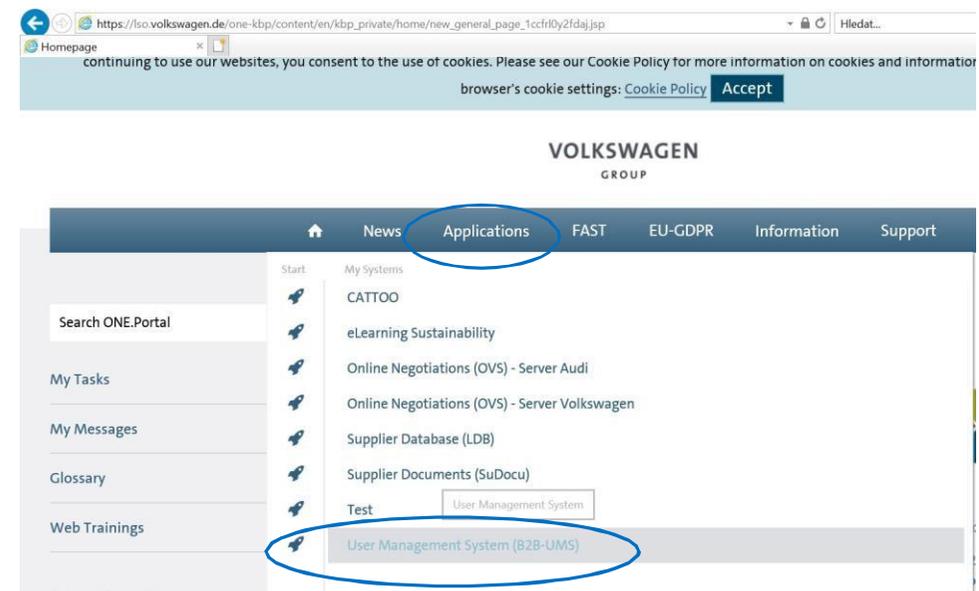
1. Open the website www.vwgroupsupply.com
2. Log in as administrator via Login on the ONE portal

3. Click on Applications, select User Management System from the menu and click on the "rocket" symbol (to start the application)

You will see a list of roles you can assign as administrator in the Own personal data tab

As administrator, you can assign the displayed roles to yourself or to other users in the company. Either the administrator or another user in the company must have at least the following roles: GPS ON (former OVS Bidder), RFQ-A User, E-Mail SKODA, READ WRITE

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User Management (UMS)   You are logged in as:

User management

You are located here: Own personal data   Help

Main menu
- Search for profiles
- Own company data
- Own personal data
- Change own password
- My admins
- Set up user profile

Actions
- Edit roles

Own personal data

Profile ID:
Name:
DUNS:

| Personal data | Contact data | Contract data | Profile | Roles | Password questions |

Application ⇕	Role ⇕	Source ⇕	Copy
Debit Credit Payment (FIN)	Supplier Admin	Profile	☐
Debit Credit Payment (FIN)	SupplierUser	Profile	☐
Debit Notes Online (BAO)	Warranty / Charge Back Operator	Profile	☐
Group Quality Documents (PMATDOCS)	LogQSDocuments	Profile	☐
Online Catalog (CATALOG)	Catalog	Profile	☐
Online inquiries (ESL)	ESL User	Profile	☐
Online Negotiations (OVS)	OVS Bidder	Profile	☐
Online orders (Non-series) (OHUB)	Read	Profile	☐
Online orders (Non-series) (OHUB)	Write	Profile	☐
Online Orders Series material (ONB)	Read	Profile	☐
Online Request for Quotation (RFQA)	RFQ-A User	Profile	☐
Online Request for Quotation (RFQA)	RFQ-A View	Profile	☐
Online Standards (ONNO)	ONNO User	Profile	☐
Questionnaire (LDBQUEST)	Sustainability	Profile	☐

Role is assigned

? Role is missing

«« « 1 2 » »»

E-Mail SKODA
READ
WRITE

We also recommend assigning the following concern roles to yourself: E-Mail AUDI, E-Mail Seat, E-Mail VW

If you cannot find the required role in the selection, contact the Supplier Integration Team (through the Support tab on the main page of the ONE portal)
http://www.vwgroupsupply.com/b2bpub/help/b2bsupport.htm

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To assign a new role to a different user, select the Search for profiles tab, enter the user's name and click on Search. After the required user appears below, select them by clicking the check box, then click on Edit roles.

Select the required role from the menu, click on Assign role and save it via Apply changes and Save changes

You will see the newly assigned role in Roles of the application

Access to assigned systems is through Applications on the main screen (e.g. OVS Server VW, applications are launched via the "rocket" symbols)