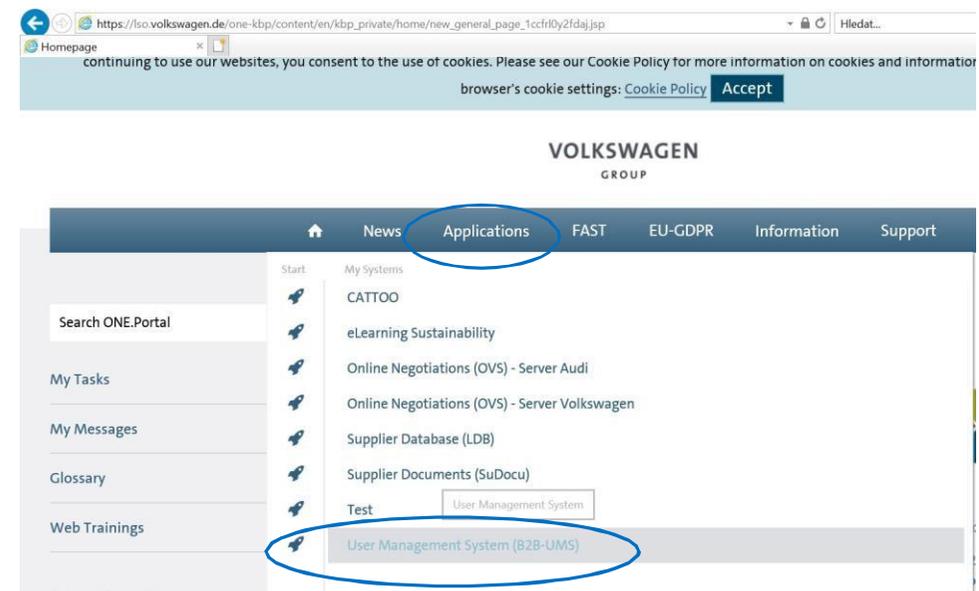




Assignment of roles in the UMS system for electronic communication with the VW concern

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)

User / Admin





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You will see a list of roles you can assign as administrator in the [Own personal data](#) tab

User Management (UMS) You are logged in as: [User Name]

User management

You are located here: Search for profiles [Help](#)

Main menu

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

Search for profiles

Enter search criteria:

DUNS: [Hatched box]

Company name: [Hatched box]

Profile ID: [Text box]

First name: [Text box]

Last name: [Text box]

Status: all ▼

Search with * possible (except for DUNS/company)

Please select the required roles:

Filter by: [Text box] ✕

Debit Credit Payment (FIN)

- Supplier Admin
- SupplierUser

Debit Notes Online (BAO)

- Warranty / Charge Back Operator

Any ▼ of 0 Selected roles [\[Cancel selection\]](#)

Search **Add to the search result** **New search**



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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

User Management (UMS) You are logged in as: [redacted]

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: [redacted]
 Name: [redacted]
 DUNS: [redacted]

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

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

←
←
1
2
→
→

E-Mail SKODA
READ
WRITE

Role is assigned

? Role is missing

3/8

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



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User Management (UMS) You are logged in as: [redacted]

User management Help

You are located here: My admins

Main menu

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

My admins

Profile ID: [redacted]
 Name: [redacted]
 Company: [redacted]

Application ^	Role ^	available Admins
Debit Credit Payment (FIN)	Supplier Admin	[redacted]
Debit Credit Payment (FIN)	SupplierUser	[redacted]
Debit Notes Online (BAO)	Warranty / Charge Back Operator	[redacted]
eLearning Sustainability (LMN)	Supplier	[redacted]
electronic Nomination Agreement B2B (ENAB2B)	Commit	[redacted]
electronic Nomination Agreement B2B (ENAB2B)	Read	[redacted]
Group Quality Documents (PMATDOCS)	LogQSDocuments	[redacted]
Online Catalog (CATALOG)	Catalog	[redacted]
Online inquiries (ESL)	ESL User	[redacted]
Online Negotiations (OVS)	OVS Bidder /GPS ON	[redacted]
Online orders (Non-series) (OHUB)	E-Mail Audi	[redacted]

Admin

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](#).

Admin

User Management (UMS) You are logged in as: [redacted]

User management

You are located here: Search for profiles Help

Main menu

- 1 [Search for profiles](#)
- [Own company data](#)
- [Own personal data](#)
- [Change own password](#)
- [My admins](#)
- [Set up user profile](#)

Search for profiles

Enter search criteria:

DUNS: [redacted]
 Company name: [redacted]
 Profile ID: [redacted]
 First name: 2 [input type="text"/>
 Last name: [input type="text"/>
 Status: all

Please select the required roles:
 Filter by: [input type="text"]
 Debit Credit Payment (FIN)
 Supplier Admin
 SupplierUser
 Debit Notes Online (BAO)
 Warranty / Charge Back Operator
 Any of 0 Selected roles [\[Cancel selection\]](#)

3 [Search](#) [Add to the search result](#) [New search](#)

Search results (1 hits, 1 marked)

Selection: page [none](#) [reverse](#) Display: [restrict to selected](#) [restrict to unselected](#) Export: [all results](#)

Profile ID	Status	Last name	First name	DUNS	Roles of the application
4 <input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	Please select

Actions

- [View user profile](#)
- [View company](#)
- [Display admins](#)
- [Deactivate login](#)
- [Activate login](#)
- [Set password](#)
- [Deactivate user profile](#)
- [Activate user profile](#)
- [Compare user profiles](#)
- 5 [Edit roles](#)
- [Edit admin rights](#)
- [Delete user profile](#)



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Select the required role from the menu, click on [Assign role](#) and save it via [Apply changes](#) and [Save changes](#)

User Management (UMS) You are logged in as: [User Name]

User management
You are located here: [Search for profiles](#) > [Edit roles](#) [Help](#)

Main menu

- [Search for profiles](#)
- [Own company data](#)
- [Own personal data](#)
- [Change own password](#)
- [My admins](#)
- [Set up user profile](#)

Selection of role to be edited

Filter by:

- Catalog
- Online inquiries (ESL)
- ESL User
- Online Negotiations (OVS)**
- OVS Bidder
- Online orders (non-series) (OHUB)
- E-Mail Audi
- E-Mail VW
- Read
- Write
- Online Orders Series material (ONB)
- E-Mail

[Cancel selection](#)

7 [Assign role](#)
[Revoke role](#)

Actions

[Back](#)

View details

[Reset changes](#)
 [Revoke all roles](#)
 8 [Apply changes](#)

Please select a user profile, in order to have its roles displayed.

Profile ID	Last name	First name	
			+ Online Negotiations (OVS): OVS Bidder ✕ Supplier-Parts Information Online (LION) - Officer ✕

Overview of the role changes

+ Online Negotiations (OVS) : OVS Bidder

[Back to selection](#)
 9 [Save changes](#)



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You will see the newly assigned role in [Roles of the application](#)

User Management (UMS) You are logged in as: [User Name]

User management

You are located here: Search for profiles Help

Main menu

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

Search for profiles

Enter search criteria:

DUNS: [Redacted]

Company name: [Redacted]

Profile ID: [Input field]

First name: [Input field]

Last name: [Input field]

Status: all

Search with * possible (except for DUNS/company)

Please select the required roles:

Filter by: [Input field]

- Debit Credit Payment (FIN)
- Supplier Admin
- SupplierUser
- Debit Notes Online (BAO)
- Warranty / Charge Back Operator

Any of 0 Selected roles [Cancel selection]

Search Add to the search result New search

Actions

- View user profile
- View company
- Display admins
- Deactivate login
- Activate login
- Set password
- Deactivate user profile
- Activate user profile
- Compare user profiles
- Edit roles
- Edit admin rights
- Delete user profile



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

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User

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My Tasks

My Messages

Glossary

Web Trainings

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- 🚀 CATTOO
- 🚀 eLearning Sustainability
- 🚀 Online Negotiations (OVS) - Server Audi
- 🚀 Online Negotiations (OVS) - Server Volkswagen
- 🚀 Supplier Database (LDB)
- 🚀 Supplier Documents (SuDocu)
- 🚀 Test User Management System
- 🚀 User Management System (B2B-UMS)