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

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): [Visit the support page](http://www.vwgroupsupply.com/b2pub/help/b2bsupport.htm)
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)