

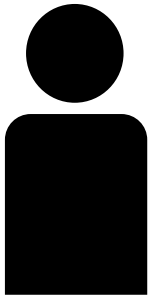


# Registration at the Business Partner Portal

## REGISTRATION

# Activation and invitation

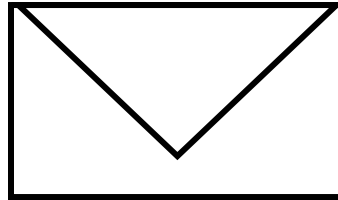
1



Your responsible purchaser creates an account for you in the Business Partner Portal (BPP)\*.



2



You will then receive an email with a link that will take you to the registration page.

Dear

welcome to the Kaufland Business Partner Portal. As already announced, Kaufland has simplified authentication in the Business Partner Portal for you.

The aim of the portal is to make the joint business relationship between Kaufland and you, as business partners, even simpler, above all, more efficient and digital. We ensure at all times that all information form is always secure and unauthorized third parties have no access to it.

To authenticate yourself on the platform, please click on the following link.

[Click here to activate your account](#)



If the link above is not displayed or does not work, copy and paste the link below to the address bar of your browser.

[https://Your link is displayed here.](#)

Additional steps, as well as frequently asked questions about the Business Partner Portal, can be found here: <https://business-partner.kaufland.com>

If you have further questions, you are also welcome to contact our support team.

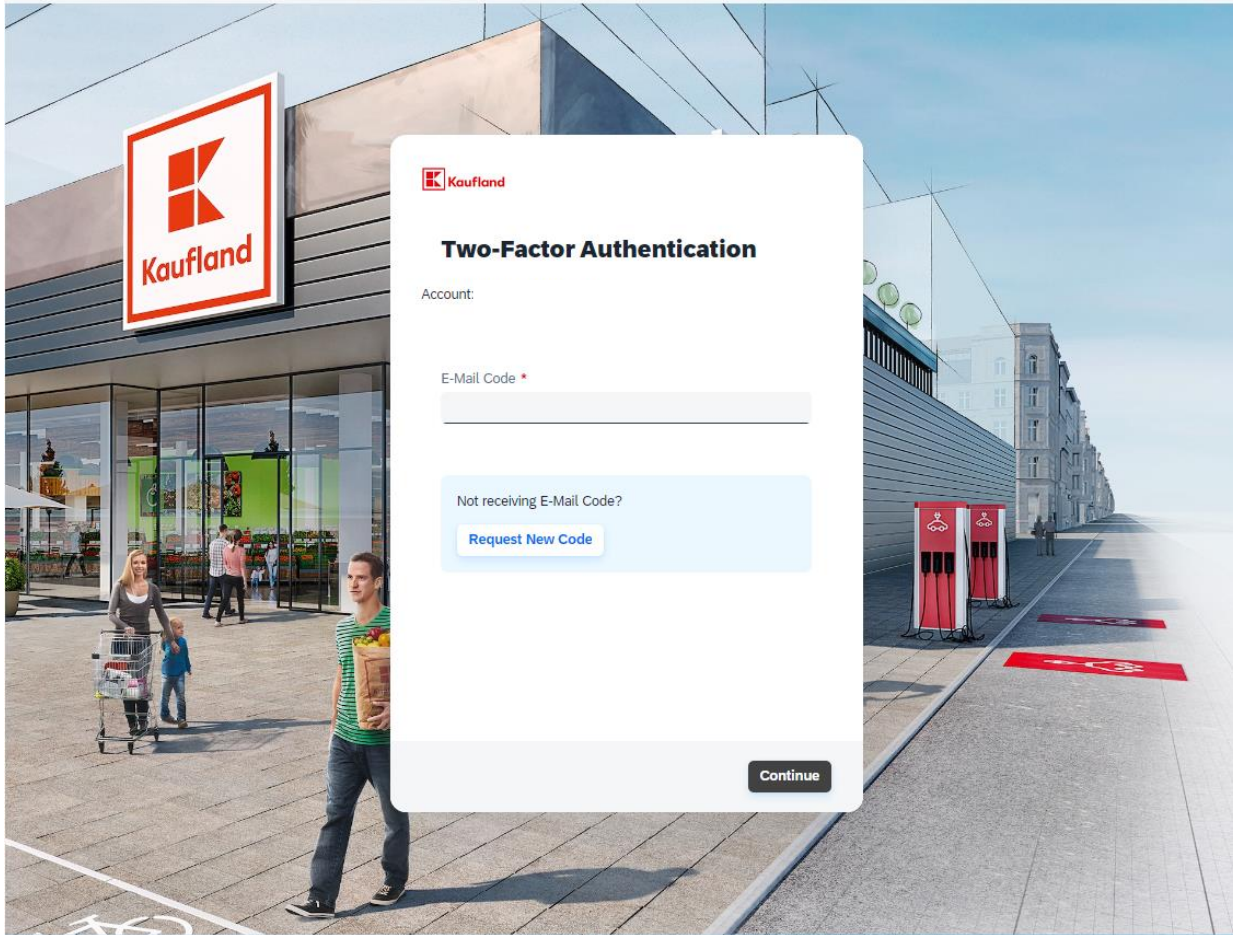
[Click here to send us an email!](#)

We look forward to welcoming you to our new platform soon.

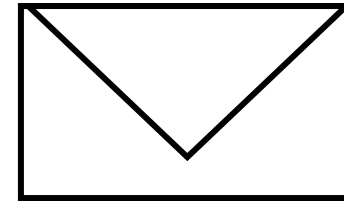
With kind regards  
Kaufland - Business Partner Portal Team

## REGISTRATION

# Two-Factor Authentication



3



You will then receive an email with a code for your Two-Factor Authentication

## REGISTRATION

# Two-Factor Authentication

4



Dear

You have just logged in to the Business Partner Portal, for your security please confirm your identity using the following code so that you can proceed with your work in the Business Partner Portal.

91129134

Further steps, as well as frequently asked questions about Business Partner Portal, can be found here: <https://business-partner.kaufland.com>

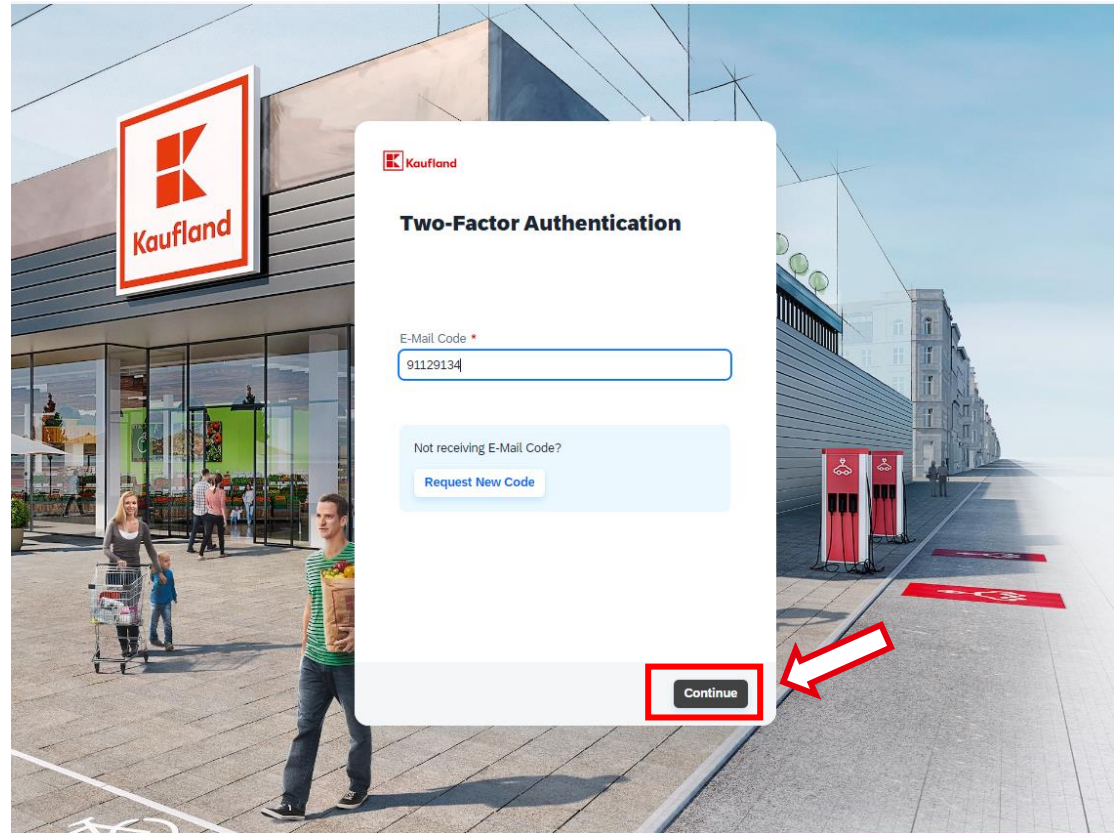
If you have further questions, you are also welcome to contact our support team. [Click here to send us an email!](#)

We wish you a great day!

With kind regards  
Kaufland - Business Partner Portal Team

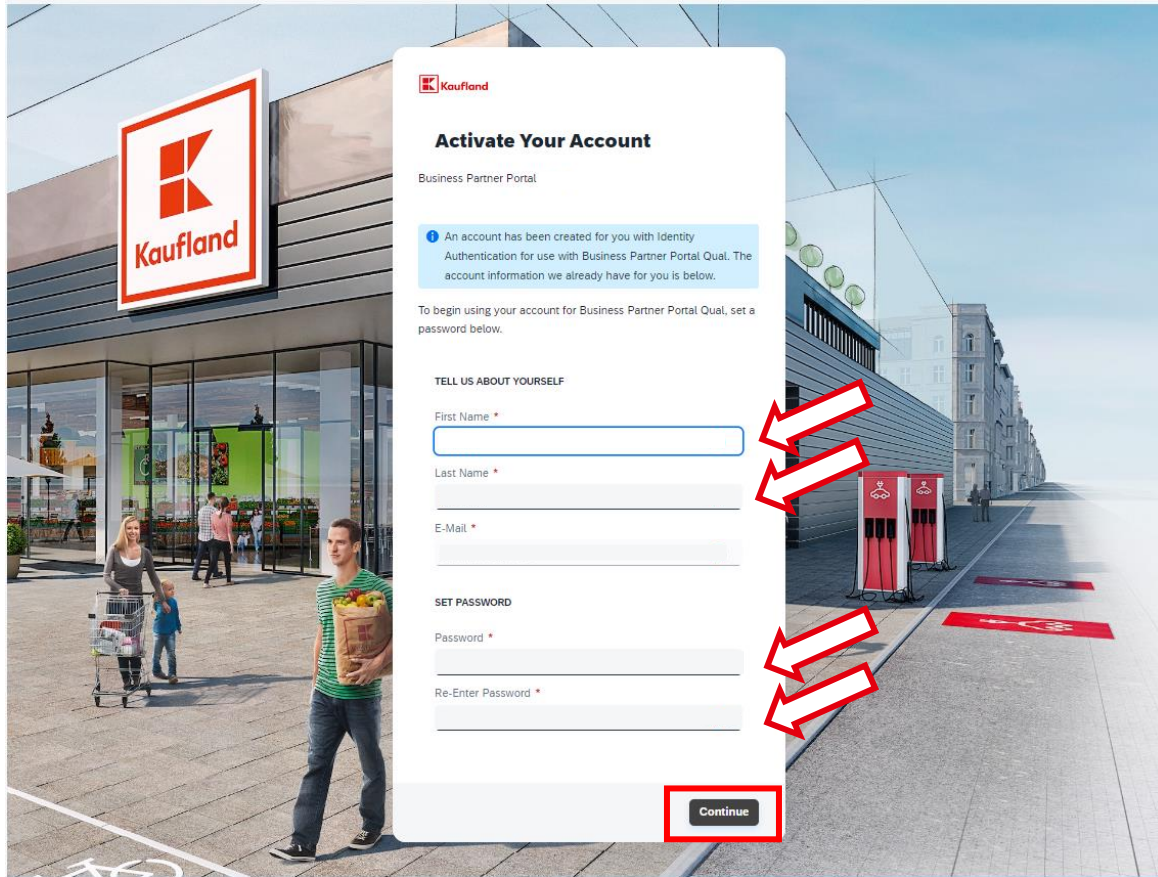
This e-mail may contain trade secrets or privileged, undisclosed, or otherwise confidential information. If you have received this e-mail in error, you are hereby notified that any review, copying, or distribution of it is strictly prohibited. Please inform us immediately and destroy the original transmittal. Thank you for your cooperation.

5



## REGISTRATION

# Set password



**Kaufland**

### Activate Your Account

Business Partner Portal

**i** An account has been created for you with Identity Authentication for use with Business Partner Portal Qual. The account information we already have for you is below.

To begin using your account for Business Partner Portal Qual, set a password below.

**TELL US ABOUT YOURSELF**

First Name \*

Last Name \*

E-Mail \*

**SET PASSWORD**

Password \*

Re-Enter Password \*

**Continue**

6



Complete all the required data.  
The following password requirements must be fulfilled:

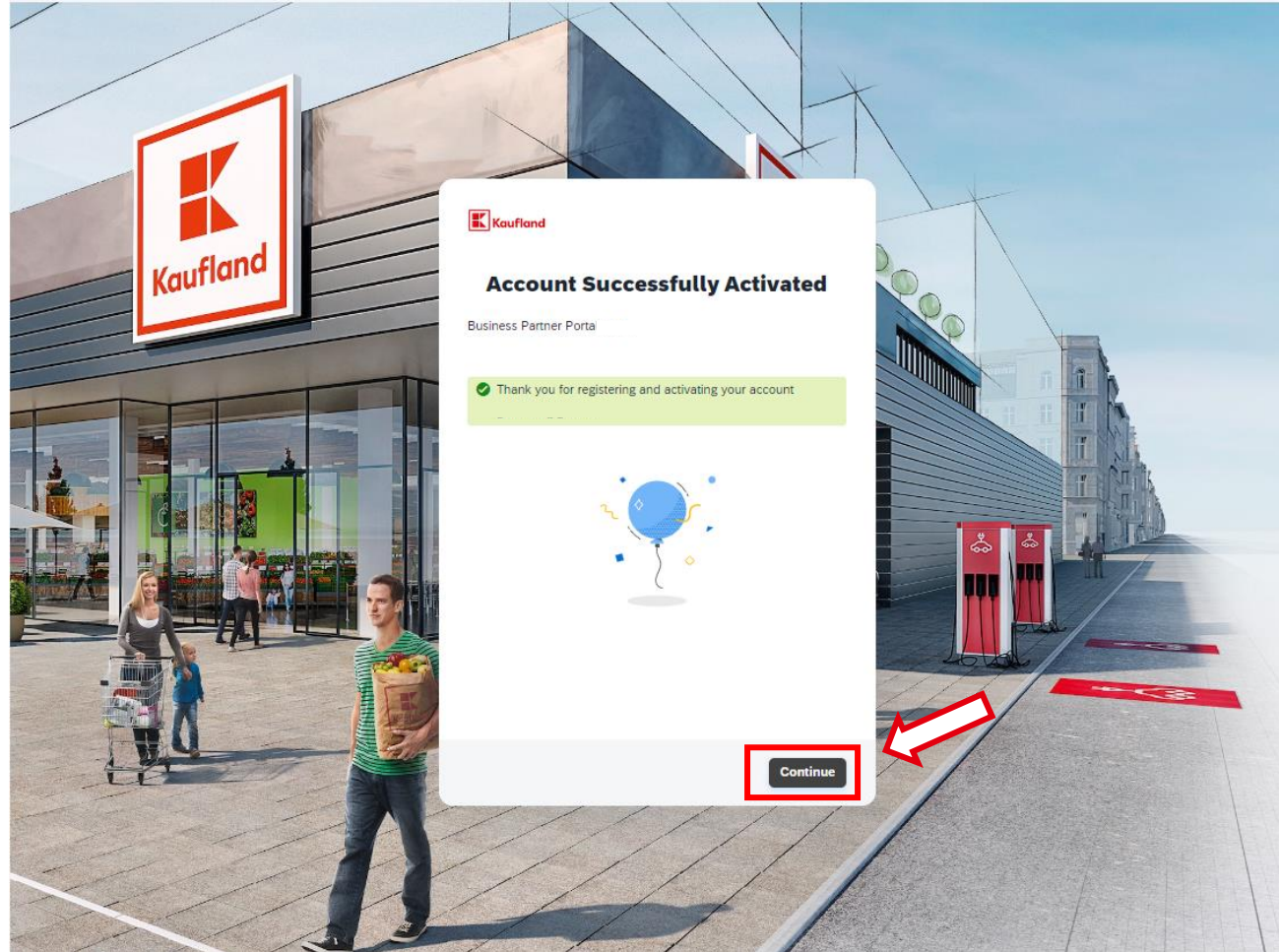
- Between 8 and 255 characters
- Capital letter
- Small letter
- Numbers
- Symbols

**!** Attention: Collective mailboxes are not legally compliant!



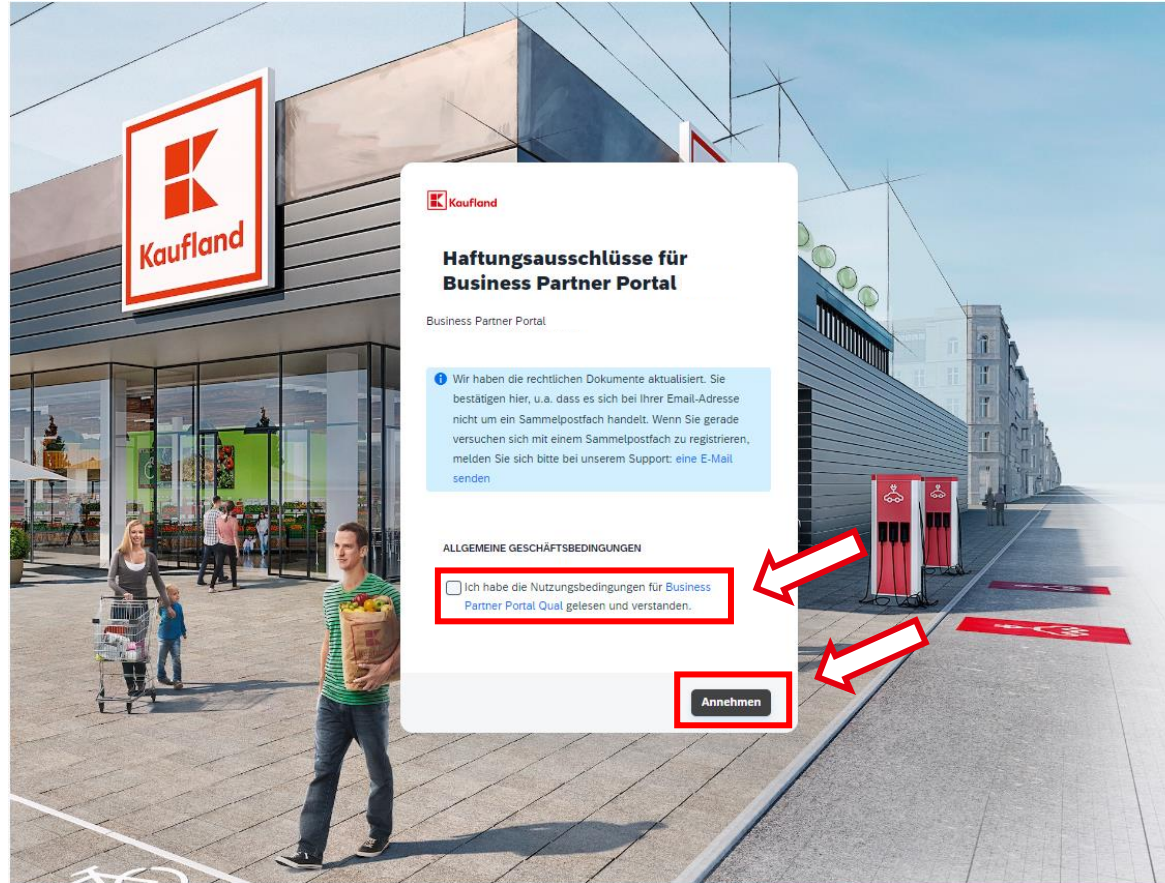
## REGISTRATION

# User account successfully activated!



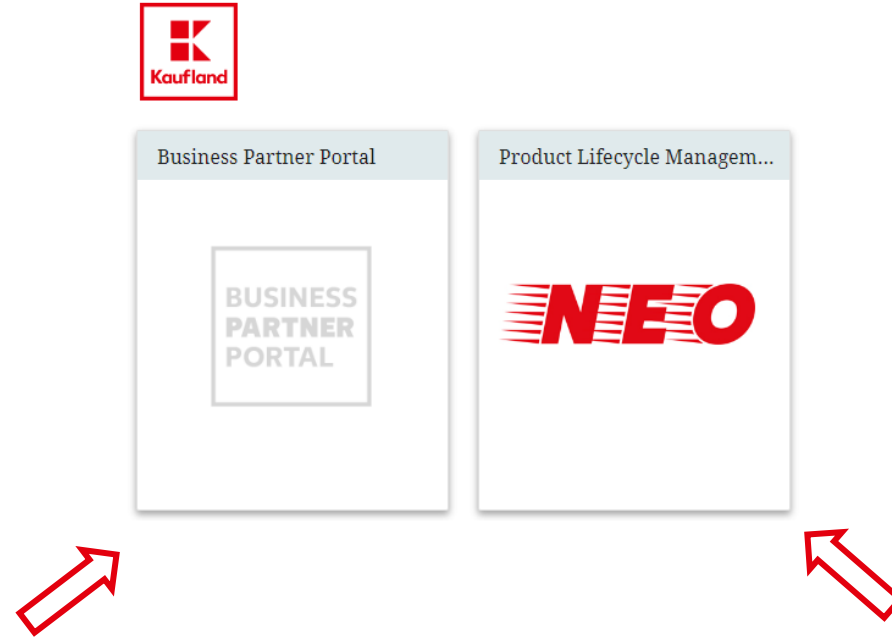
## REGISTRATION

# Confirmation of the terms of business / use



## REGISTRATION

# Start page Business Partner Portal



**The Business Partner Portal is used for communication between Purchasing and Business Partners.**

- e.g. Inquiries about potential and existing articles can be created.

**NEO is used for the call for offers of the Kaufland private label articles.**

- e.g. confirmation of quality requirements and processing of product and packaging specifications