



ECAP.

SPECIAL PROCESS DOWN PAYMENT
PURCHASE ORDER WITH SPECIAL PAYMENT AGREEMENT.

AGENDA

Example of a Special Payment Agreement:

This tutorial shows you an example of a payment term with payments of 30, 50, 10 and 10 percent.

The various documents are shown depending on the progress of the process.

On the basis of the **Purchase Order**, the important information and data are highlighted.

The **eCap fields** relevant to the special process are described and mandatory fields are marked.

A **visualization** then shows the result of the entered data.

BMW Purchase Order
(Example Special Payment Agreement)

Down Payment
30% after order confirmation against bank guarantee

Partial Invoice 1
50% after delivery or readiness to deliver replacing delivery, each against submission of transfer agreement

Partial Invoice 2
10% after "ready-for-use" delivery

Final Payment
10% after final acceptance

Example:

Documents to be issued	Terms of Payment	Net	VAT 19%	Gross
	Total purchase order value	100.000	19.000	119.000
DOWN PAYMENT	30%	30.000	5.700	35.700
PARTIAL INVOICE 1	80% Total value of Partial Invoice 1	80.000	15.200	95.200
	- 30% Down Payment already paid	-30.000	-5.700	-35.700
	= 50%	50.000	9.500	59.500
PARTIAL INVOICE 2	10% after "ready-for-use" delivery	10.000	1.900	11.900
FINAL PAYMENT	10% after final acceptance	10.000	1.900	11.900

01 PURCHASE ORDER.

BMW Purchase Order: :

The information relevant to eCAP is shown here.

Header Segment / Profile Information	Line Items
Header Details	Shipping Information

BMW GROUP



Purchase Order

BMW Company
Contractual Partner (Supplier Address)

BMW AG, 80788 München
JOHN DOE COMPANY
123 MAIN PC
12345 ANYTOWN
GERMANY

Contractual Partner

PO No.: F123456	Amendment No.: 0001	Supplier Number: 1000010
Order Date: 01.01.2024	Amendment Date: 01.01.2024	Page: 1/2
Buyer: Buyer Name		Department: MG-00
Telephone: +49-89-382-55555	Fax:	
Email: Buyer.Name@bmw.de		
Requestor: Requestor Name		Department: MG-00
Telephone: +49-89-382-55555	Fax:	
Email: Requestor.Name@bmw.de		

BMW Contact

Order Description:
Robot Machine

Payment Terms

Payment Terms:

Payment will be made:
30% after order confirmation against bank guarantee
50% after delivery or readiness to deliver replacing delivery, each against submission of transfer agreement
10% after "ready-for-use" delivery
10% after final acceptance
Each net in full within 30 days.

eCAP Line Item/
Purchase Order
Position

Item	Product-ID	Quantity	UM	Price per PU	Currency	PU
1		1,000	PC	500.000,00	EUR	1 Stück
Description Robot Machine						Net price Item 500.000,00 EUR
Delivery Date: 01.01.2024						

UM
= Unit of Measure
Price per PU
= Price per Unit

Item Description

Item	Product-ID	Quantity	UM	Price per PU	Currency	PU
2		1,000	PC	500.000,00	EUR	1 Stück
Description Robot Machine						Net price Item 400.000,00 EUR
Delivery Date: 01.01.2024						

Total Net Price: 900.000,00 EUR

Invoice Recipient

Invoice Address:
BMW AG
Kreditorenbuchhaltung,
Rechnungsprüfung
80788 München

Shipping Address:
BMW AG Werk Landshut
Planning Machining
Ohmstraße 2
84030 LANDSHUT

Ship To Address

02 ECAP: DOWN PAYMENT.

30% after order conCompanytion against bank guarantee.
 = Quantity 0,300 → Select Document Type = Down Payment

Header Details:

Delivery / Service number and -date are **not filled** because no service or delivery has yet been made in the down payment status.

Header Segment	
* Document Type:	Down Payment
* Supplier:	10000010 - John Doe Comp.
* Company:	A1 - BMW AG

Select the appropriate VAT ID/ TAX ID in accordance with the tax situation.
 Enter your supplier details in the profile information.

Profile Information	
▼ Contact Person (BMW)	
Name:	Requestor Name
Department:	MG-00
Telephone:	+4989-382-55555
E-Mail:	Requestor.Name@bmw.de

Header Details					
* Currency	* Document Number	* Document Date	Order Number	Delivery / Service Number	Delivery / Service Date
EUR	Invoice No	05.07.2024	F123456	⊘	⊘
▼ Header Notes					
Original Invoice Number	Reference to an Agreement	Payment Terms	Footer Text		
INV123	Cancellation 123	According to PO	FREE TEXT: e.g. Down Payment = 30% after order confirmation against bank guarantee.		
* Early Payment Description	* Early Payment Discount Date	* Discount Due Date			
30% Down Payment	05.07.2024	05.07.2024			

Line Items						
Option	Line Item	Order Number	* Item Description	* BMW Part Number	Delivery or Service Number	
⊕ ⊞ ⊞	1	F123456	Robot Parts PART A	0000000		
⊕ ⊞ ⊞	2	F123456	Robot Parts PART B	0000000		

* UoM	* Quantity	* Unit Price	Net Amount	* Tax Rate	Tax Amount	Gross Amount
PC	0,300	500.000,00	150.000,00	19,00	28.500,00	178.500,00
PC	0,300	400.000,00	120.000,00	19,00	22.800,00	142.800,00

Document Totals					
Invoice Currency	Net Amount	Taxable Amount	Tax Amount	Gross Amount	
EUR	270.000,00	270.000,00	51.300,00	321.300,00	

02 ECAP: DOWN PAYMENT.

ECAP Visualization:

Example of an ECAP Visualization
Down Payment.

Down Payment		Number	Date					
From		Invoice Number	2024-07-05					
JOHN DOE COMPANY 123 MAIN PC 12345 ANYTOWN GERMANY VAT ID TAX ID 10000010 Supplier Contact Details		To	BMW AG Petuelring 130 80788 München Germany DE129273398 143/301/01130 BMW Contact Details					
		Ship To	BMW AG Werk Landshut, Ohmstraße 2 84030 LANDSHUT					
Order Number								
F123456								
Item	Part No	Description	Quantity/ Q.Unit	Price per Unit	Net Amount	Tax	Tax Amount	Gross Amount
1	0000000	Robot Machine Part A	0.300 PC	500000.00	150000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	28500.00	178500.00
2	0000000	Robot Machine Part B	0.300 PC	400000.00	120000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	22800.00	142800.00
Tax Summary								
Tax	Type	Tax Rate (%)	Net Amount	Tax Amount				
Standard Rate	S	19.00 %	270000.00 EUR	51300.00 EUR				
Early Payments								
Description	Early Payment Discount Date	Discount Due Date	Amount Invoiced (net)	270000.00 EUR				
30%	2024-07-05	2024-07-05	VAT Amount	51300.00 EUR				
			Amount Invoiced (gross)	321300.00 EUR				
			Total Amount	321300.00 EUR				
FREE TEXT: e.g. Down Payment = 30% after order confirmation against bank guarantee.								

03 ECAP: PARTIAL INVOICE 1.

50% after delivery or readiness to deliver replacing delivery, each against submission of transfer agreement.
 = Quantity 0,800 → Select Document Type = Invoice

Please note that the deposit will be charged to replace the bank guarantee. Service Confirmation must therefore be made for the amount of 80%. 80% Service Confirmation minus 30% Down Payment = 50% partial payment.
 (The down payment is charged based on the "negative Unit Price".)

Header Segment	
* Document Type:	Rechnung
* Supplier:	10000010 - John Doe Comp.
* Company:	A1 - BMW AG

Select the appropriate VAT ID/ TAX ID in accordance with the tax situation.
 Enter your supplier details in the profile information.

Profile Information	
▼ Contact Person (BMW)	
Name:	Requestor Name
Department:	MG-00
Telephone:	+4989-382-55555
E-Mail:	Requestor.Name@bmw.de

Header Details					
* Currency	* Document Number	* Document Date	Order Number	* Delivery / Service Number	* Delivery / Service Date
EUR	Invoice No	05.07.2024	F123456	LFS123456	05.07.2024
▼ Header Notes					
Original Invoice Number	Reference to an Agreement	Payment Terms	Footer Text		
INV123	Cancellation 123	According to PO	FREE TEXT: e.g. 50% after delivery or readiness to deliver replacing delivery, each against submission of transfer agreement.		

Line Items						
Option	Line Item	Order Number	* Item Description	* BMW Part Number	Delivery or Service Number	
+	1	F123456	Robot Parts PART A	0000000	LFS123456	
+	2	F123456	Robot Parts PART A	0000000	LFS123456	
+	3	F123456	Robot Parts PART B	0000000	LFS123456	
+	4	F123456	Robot Parts PART B	0000000	LFS123456	

* UoM	* Quantity	* Unit Price	Net Amount	* Tax Rate	Tax Amount	Gross Amount
PC	0,800	500.000,00	400.000,00	19,00	76.000,00	476.000,00
PC	0,300	-500.000,00	-150.000,00	19,00	-28.500,00	-178.500,00
PC	0,800	400.000,00	320.000,00	19,00	60.800,00	380.800,00
PC	0,300	-400.000,00	-120.000,00	19,00	-22.800,00	-142.800,00

Document Totals				
Invoice Currency	Net Amount	Taxable Amount	Tax Amount	Gross Amount
EUR	450.000,00	450.000,00	85.500,00	535.500,00

Shipping Information	
▼ Ship To / Service Delivery Address	
* Street:	BMW AG Werk Landshut, Ohmstraße 2
* City:	LANDSHUT
Postal Code:	84030
* Country:	Germany

03 ECAP: PARTIAL INVOICE 1.

ECAP Visualization:

Example of an ECAP Visualization
Partial Invoice 1 (Invoice).

Invoice		Number	Date					
From		Invoice Number	2024-07-05					
JOHN DOE COMPANY 123 MAIN PC 12345 ANYTOWN GERMANY VAT ID TAX ID 10000010 Supplier Contact Details		To	BMW AG Petuelring 130 80788 München Germany DE129273398 143/301/01130 BMW Contact Details					
		Ship To	BMW AG Werk Landshut, Ohmstraße 2 84030 LANDSHUT					
Order Number	Delivery Number	Date of Supply						
F123456	LFS123456	2024-07-05						
Item	Part No	Description	Quantity/ Q.Unit	Price per Unit	Net Amount	Tax	Tax Amount	Gross Amount
1	0000000	Robot Machine Part A	0.800 PC	500000.00	400000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	76000.00	476000.00
2	0000000	Robot Machine Part A	0.300 PC	-500000.00	-150000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	-28500.00	-178500.00
3	0000000	Robot Machine Part B	0.800 PC	400000.00	320000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	60800.00	380800.00
4	0000000	Robot Machine Part B	0.300 PC	-400000.00	-120000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	-22800.00	-142800.00
Tax Summary								
Tax	Type	Tax Rate (%)	Net Amount	Tax Amount				
Standard Rate	S	19.00 %	450000.00 EUR	85500.00 EUR				
Amount Invoiced (net)				450000.00 EUR				
VAT Amount				85500.00 EUR				
Amount Invoiced (gross)				535500.00 EUR				
Total Amount				535500.00 EUR				
FREE TEXT: e.g. Partial Invoice 1 = 50% after delivery or readiness to deliver replacing delivery, each against submission of transfer agreement.								

04 ECAP: PARTIAL INVOICE 2.

10% after "ready-for-use" delivery.
 = Quantity 0,100 → Select Document Type = Invoice

Header Segment

* **Document Type:** ▼

* **Supplier:** ▼

* **Company:** ▼

Select the appropriate VAT ID/ TAX ID in accordance with the tax situation.
 Enter your supplier details in the profile information.

Profile Information

▼ **Contact Person (BMW)**

Name: Department:

Telephone: E-Mail:

Header Details

* **Currency:** ▼ * **Document Number:** * **Document Date:** 📅 **Order Number:** * **Delivery / Service Number:** * **Delivery / Service Date:** 📅

▼ **Header Notes**

Original Invoice Number: Reference to an Agreement: Payment Terms: Footer Text:

Line Items

Option	Line Item	Order Number	* Item Description	* BMW Part Number	Delivery or Service Number
<input type="checkbox"/>	1	<input type="text" value="F123456"/>	<input type="text" value="Robot Parts PART A"/>	<input type="text" value="0000000"/>	<input type="text" value="LFS123456"/>
<input type="checkbox"/>	2	<input type="text" value="F123456"/>	<input type="text" value="Robot Parts PART B"/>	<input type="text" value="0000000"/>	<input type="text" value="LFS123456"/>

* UoM	* Quantity	* Unit Price	Net Amount	* Tax Rate	Tax Amount	Gross Amount
<input type="text" value="PC"/>	<input type="text" value="0,100"/>	<input type="text" value="500.000,00"/>	<input type="text" value="50.000,00"/>	<input type="text" value="19,00"/>	<input type="text" value="9.500,00"/>	<input type="text" value="59.500,00"/>
<input type="text" value="PC"/>	<input type="text" value="0,100"/>	<input type="text" value="400.000,00"/>	<input type="text" value="40.000,00"/>	<input type="text" value="19,00"/>	<input type="text" value="7.600,00"/>	<input type="text" value="47.600,00"/>

Document Totals

Invoice Currency	Net Amount	Taxable Amount	Tax Amount	Gross Amount
<input type="text" value="EUR"/> ▼	<input type="text" value="90.000,00"/>	<input type="text" value="90.000,00"/>	<input type="text" value="17.100,00"/>	<input type="text" value="107.100,00"/>

Shipping Information

▼ **Ship To / Service Delivery Address**

* **Street:** * **City:**

Postal Code: * **Country:**

04 ECAP: PARTIAL INVOICE 2.

ECAP Visualization:

Example of an ECAP Visualization
Partial Invoice (Invoice).

Invoice		Number	Date					
From		Invoice Number	2024-07-05					
JOHN DOE COMPANY 123 MAIN PC 12345 ANYTOWN GERMANY VAT ID TAX ID 10000010 Supplier Contact Details		To	BMW AG Petuelring 130 80788 München Germany DE129273398 143/301/01130 BMW Contact Details					
		Ship To	BMW AG Werk Landshut, Ohmstraße 2 84030 LANDSHUT					
Order Number	Delivery Number	Date of Supply						
F123456	LFS123456	2024-07-05						
Item	Part No	Description	Quantity/ Q.Unit	Price per Unit	Net Amount	Tax	Tax Amount	Gross Amount
1	0000000	Robot Machine Part A	0.100 PC	500000.00	50000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	9500.00	59500.00
2	0000000	Robot Machine Part B	0.100 PC	400000.00	40000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	7600.00	47600.00
Tax Summary								
Tax	Type	Tax Rate (%)	Net Amount	Tax Amount				
Standard Rate	S	19.00 %	90000.00 EUR	17100.00				
Amount Invoiced (net)				90000.00 EUR				
VAT Amount				17100.00 EUR				
Amount Invoiced (gross)				107100.00 EUR				
Total Amount				107100.00 EUR				
FREE TEXT: e.g. Partial Invoice 2 = 10% after „ready-for-use“ delivery.								

05 ECAP: FINAL PAYMENT.

10% after final acceptance.
 = Quantity 0,100 → Select Document Type = Final Payment

Header Segment

* **Document Type:** Final Payment

* **Supplier:** 10000010 - John Doe Comp.

* **Company:** A1 - BMW AG

Select the appropriate VAT ID/ TAX ID in accordance with the tax situation.
 Enter your supplier details in the profile information.

Profile Information

▼ **Contact Person (BMW)**

Name: Requestor Name Department: MG-00

Telephone: +4989-382-55555 E-Mail: Requestor.Name@bmw.de

Header Details

* **Currency:** EUR * **Document Number:** Invoice No * **Document Date:** 05.07.2024

Order Number: F123456 * **Delivery / Service Number:** LFS123456 * **Delivery / Service Date:** 05.07.2024

▼ **Header Notes**

Original Invoice Number: INV123 Reference to an Agreement: Cancellation 123 Payment Terms: According to PO Footer Text: FREE TEXT: e.g. 10% after final acceptance.

* **Early Payment Description:** 10% * **Early Payment Discount Date:** 05.07.2024 * **Discount Due Date:** 05.07.2024

Line Items

Option	Line Item	Order Number	* Item Description	* BMW Part Number	Delivery or Service Number
+	1	F123456	Robot Parts PART A	0000000	LFS123456
+	2	F123456	Robot Parts PART B	0000000	LFS123456

* UoM	* Quantity	* Unit Price	Net Amount	* Tax Rate	Tax Amount	Gross Amount
PC	0,100	500.000,00	50.000,00	19,00	9.500,00	59.500,00
PC	0,100	400.000,00	40.000,00	19,00	7.600,00	47.600,00

Document Totals

Invoice Currency	Net Amount	Taxable Amount	Tax Amount	Gross Amount
EUR	90.000,00	90.000,00	17.100,00	107.100,00

Shipping Information

▼ **Ship To / Service Delivery Address**

* **Street:** BMW AG Werk Landshut, Ohmstraße 2 * **City:** LANDSHUT

Postal Code: 84030 * **Country:** Germany

05 ECAP: FINAL PAYMENT.

ECAP Visualization:

Example of an ECAP Visualization
Final Payment.

Final Payment		Number	Date					
From		Invoice Number	2024-07-05					
JOHN DOE COMPANY 123 MAIN PC 12345 ANYTOWN GERMANY VAT ID TAX ID 10000010 Supplier Contact Details		To	BMW AG Petuelring 130 80788 München Germany DE129273398 143/301/01130 BMW Contact Details					
		Ship To	BMW AG Werk Landshut, Ohmstraße 2 84030 LANDSHUT					
Order Number	Delivery Number	Date of Supply						
F123456	LFS123456	2024-07-05						
Item	Part No	Description	Quantity/ Q.Unit	Price per Unit	Net Amount	Tax	Tax Amount	Gross Amount
1	0000000	Robot Machine Part A	0.100 PC	500000.00	50000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	9500.00	59500.00
2	0000000	Robot Machine Part B	0.100 PC	400000.00	40000.00	Tax Rate: 19.00 Tax Law Reference: Standard Rate	7600.00	47600.00
Tax Summary								
Tax	Type	Tax Rate (%)	Net Amount	Tax Amount				
Standard Rate	S	19.00 %	90000.00 EUR	17100.00				
Early Payments								
Description	Early Payment Discount Date	Discount Due Date	Amount Invoiced (net)	90000.00 EUR				
10%	2024-07-05	2024-07-05	VAT Amount	17100.00 EUR				
			Amount Invoiced (gross)	107100.00 EUR				
			Total Amount	107100.00 EUR				
FREE TEXT: e.g. Final Payment = 10% after final acceptance.								