



## **Electronic Invoicing with BMW AG:**

In any case, access to the B2B portal is required to send invoices electronically with BMW AG.

The following BMW companies can currently receive electronic invoices:

BMW AG (A1)  
BMW UK Manf. Ltd. (MU)  
BMW Hams Hall Motoren GmbH (U0)  
BMW Motoren GmbH (C5)  
Rolls Royce Motor Cars Limited (LG)  
BMW Fahrzeugtechnik GmbH (B7)  
BMW Österreich Holding GmbH (S5)  
BMW Bank GmbH (B1)  
BMW Mobility Development Center s.r.o. (RK)  
BMW Manufact. Hungary Kft (UH)  
BMW SLP S.A. de C.V. (LY)  
Rolls-Royce Motor Cars GmbH (FE)

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## **Access to the B2B portal (if not yet available)**

Go to <https://b2b.bmw.com/> -> Register -> “Apply For Admission”

### REQUEST A NEW USER ACCOUNT

You can send a request to register a new user account to your master administrator via the application below.  
Each supplier number consists of 8 digits (611919-99).  
The company ID is the first six numeric digits.  
The last two always refer to the counting address/plant code.  
By default, the first counting address is created with the two-digit number -10.  
Other locations will then receive sequential numbers.

**Note for BMW Employees:**  
BMW B2B AppDisplay Portlet

#### Apply for registration

To apply for registration please give your supplier number and plant code:  
The fields marked with asterisks are mandatory.

*BMW Supplier Number:	<input type="text" value="123456"/>	e.g. 611919	<a href="#">Info</a>
*Supplier's Plant Code:	<input type="text" value="10"/>	e.g. 99	<a href="#">Info</a>
*Email Address:	<input type="text" value="benutzer@acme.de"/>	e.g. john.f.doe@yourCompany.com	<a href="#">Info</a>

If a Master Admin has already been created, you will be registered as a “normal” user

#### Apply for a user's registration

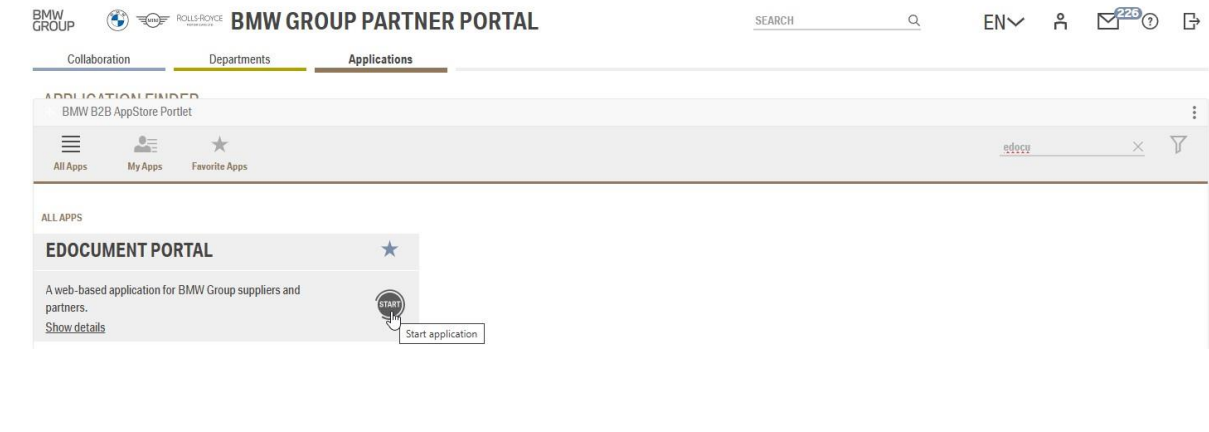
A master admin already exists for this supplier. You will be registering as a regular user.

After the MasterAdmin has confirmed your request, you have access to the B2B portal.

If master administrator hasn't been added to your supplier number yet, please contact [Registration\\_PartnerPortal@bmw.de](mailto:Registration_PartnerPortal@bmw.de) with your 8-digit supplier number to start the registration workflow (<https://b2b.bmw.com/en/web/b2b/registration>)

## Start the eDocument portal:

If you are successfully logged in to the B2B portal, start the eDocument Portal via “Applications”

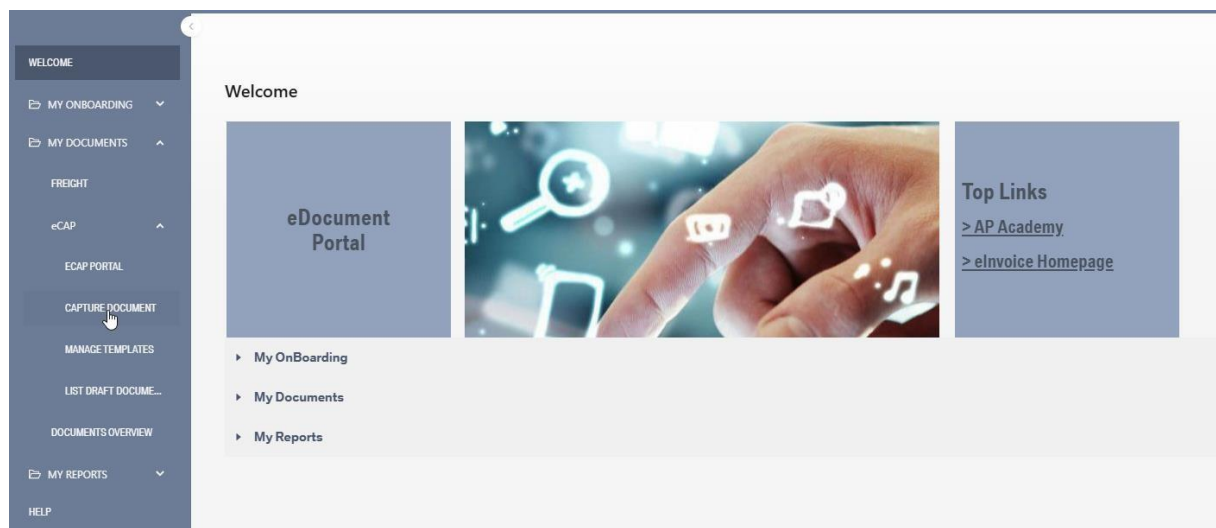


## You now have the following options for sending invoices electronically:

### Option 1 — “eCap”:

In the eDocument Portal, you can immediately use manual eInvoicing via eCap. Invoices are entered manually using the input mask and transferred to BMW.

Start eCap via eCap -> “Capture Document”



You will then be taken to the input screen and can enter an invoice:

**Capture Document**

Invoices, Credit Notes, Tools Invoices, Down Payments and Final Payments can be captured within the eCap tool. Each document type can result in different required fields, as a result please start by selecting the document type. From this transaction a draft document can be saved at any time for further processing. Upon saving a draft document warning messages will be shown if any data is incomplete or incorrectly captured. Once saved, the document can be viewed in the Draft Document List and then processed further. The document can be submitted if all required validations have been met and no errors are reported. To display submitted invoices please navigate to the Documents Overview Report.

X ↵

\* Document Type: Invoice

\* Supplier: Enter partner number or partner name

Supplier VAT Code: \_\_\_\_\_

Supplier Tax ID: Supplier Tax ID

\* Company: \_\_\_\_\_

BMW Company VAT Code: \_\_\_\_\_

BMW Company Tax ID: \_\_\_\_\_

▶ Profile Information

▼ Header Details

\* Currency: Select

\* Document Number: RE12345

\* Document Date: \_\_\_\_\_

\* Order Number: \_\_\_\_\_

\* Delivery/Service Number: \_\_\_\_\_

\* Delivery/Service Date: \_\_\_\_\_

Order Number not available

▶ Header Notes

▶ Line Items

▶ Document Totals

Detailed instructions can be found in the "Help" section.

WELCOME

- MY ONBOARDING
- MY DOCUMENTS
- MY REPORTS
- ? HELP**

## Help

Select the language of the document and click on "DOWNLOAD":

My Onboarding    **My Documents**    My Reports

eCap User Guide	EN ▾	↓ DOWNLOAD
eCap Special Process Down Payment	EN ▾	↓ DOWNLOAD
eCap Special Process SBM-Order	EN ▾	↓ DOWNLOAD
Documents Overview - Customer	EN ▾	↓ DOWNLOAD
Documents Overview - Supplier	EN ▾	↓ DOWNLOAD
Documents Overview - TNR Overview	EN ▾	↓ DOWNLOAD
eCap Purchase Order Flip	EN ▾	↓ DOWNLOAD

## Option 2 — ‘Dispatch via EDI’:

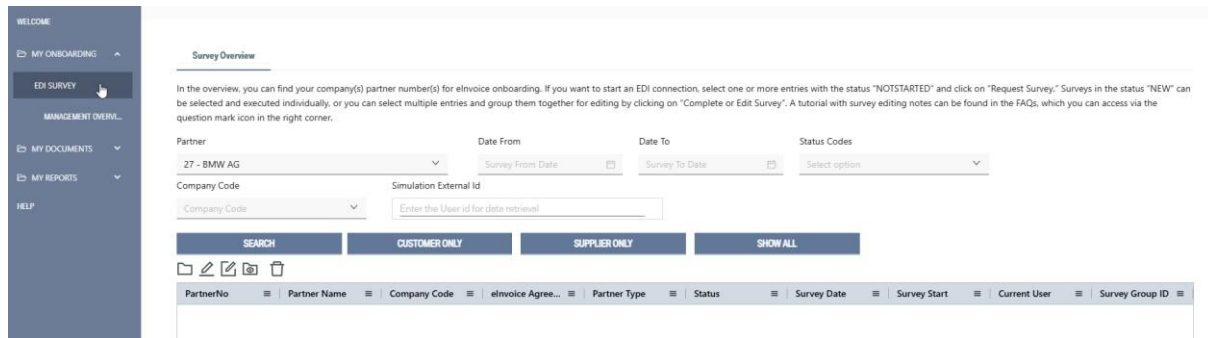
In addition to eCap, invoices can be sent in ZUGFeRD, XRechnung or VDA formats.

Guidelines and further information can be found here ->

<https://www.einvoicing.bmwgroup.com/de/document-transfer.html>

If you want to use EDI an onboarding via our service provider QUIBIQ is required

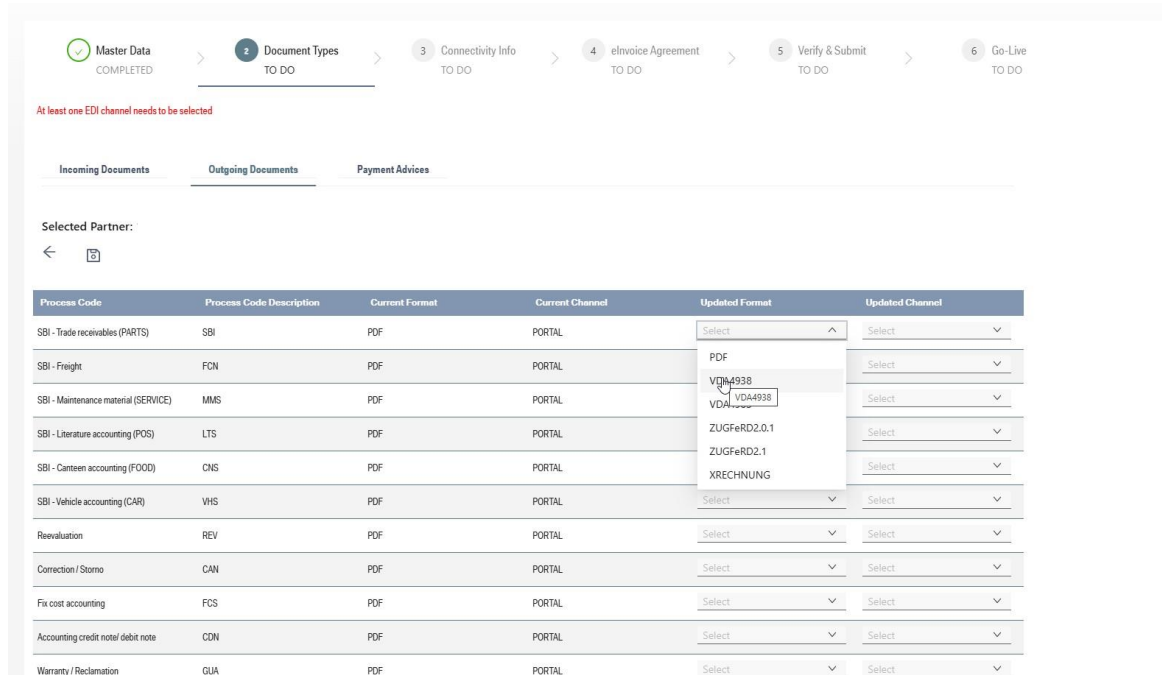
To do this, go to “My Onboarding” -> “EDI Survey”



Your partner number and available booking circles are shown in an overview.

Please only complete the survey for booking groups with whom you also do business.

You can define the format and channel for incoming and outgoing financial documents.



Detailed instructions can also be found in the “help” section.

## Note:

If you want to send invoices in VDA, be sure to use the correct qualifier and identifier:

Identifier = BMWTP supplier number/  
Qualifier ZZ or ZZZ

UNB+UNOC:3+BMWTPSupplier number:zzz+bmwgroupa1:zzz+ 161130:1250 +100000023  
2+++++1'

The survey is transferred to our service provider QUBIQ via “Verify & Submit”.

Master Data: **COMPLETED**

Document Types: **TO DO** At least one EDI channel needs to be selected

Connectivity Info: **TO DO** At least one EDI channel needs to be selected  
Missing Technical Contact

Invoice Agreement: **TO DO** Agreement not downloaded  
Agreement not accepted

**VERIFY SURVEY COMPLETION**

Based on the verification executed, your Survey is not completed and requires your attention to address and complete the areas with the noted issues

Within the next 1-2 days, QUBIQ will send you an “invite link” to their landing page.

This is followed by the technical setup (certificate exchange, smoke test, etc.) and the final “Go Live”.

The link is sent to the technical contact (connectivity information - technical contact details)

The “Go Live” will also be confirmed via email — after that, the onboarding is complete.

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## Growth Opportunities Act

If you simply want to send invoices in accordance with EN16931 by e-mail, please contact [einvoice@bmwgroup.com](mailto:einvoice@bmwgroup.com) with the subject **#growthopportunitiesact + supplier number**.

## Further links:

BWM eInvoicing home page <https://www.einvoicing.bmwgroup.com/en.html>

AP Academy <https://b2b.bmw.com/group/b2b/ap-academy1> (only via B2B portal)

QUBIQ GMBH <https://www.quibiq.de/>

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Contact if you have any questions: [einvoice@bmwgroup.com](mailto:einvoice@bmwgroup.com)

Please always include your supplier number in the subject line.