

**BMW  
GROUP**



**ROLLS-ROYCE**  
MOTOR CARS LTD



# eDOCUMENT PORTAL.

MY ONBOARDING - EDI SURVEY - TUTORIAL.

FR-23

# AGENDA.

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# 01 EDI SURVEY.

## Main Aim:

The EDI Survey is used when a partner wants to switch the document transfer to an EDI connection, or wants to adapt an existing EDI connection. Depending on your business relation, this option is available for the following company codes:

- A1 BMW AG
- MU BMW (UK) Manufacturing Ltd.
- B7 BMW Fahrzeugtechnik GmbH
- UH BMW Manufacturing Hungary Kft.
- RK BMW Mobility Development Center s.r.o.
- C5 BMW Motoren GmbH
- S5 BMW Österreich Holding GmbH
- LG Rolls Royce Motor Cars Lt
- FE Rolls-Royce Motor Cars GmbH
- H9 BMW Sverige AB
- T1 BMW Norge AS
- T2 Oy BMW Suomi Ab
- U0 BMW Hams Hall Motoren
- LY BMW SLP S.A. de C.V.
- L8 BMW CEEU (Team Central and Eastern Europe)
- F4 BMW Iberica S.A.
- C6 BMW Austria GmbH

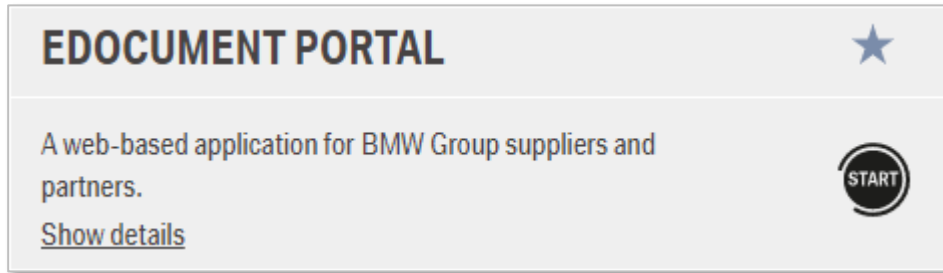
## Content:

- EDI SURVEY LOGIN

# 01 EDI SURVEY.

## Access Supplier:

BMW Group Partner Portal (B2B):  
<https://b2b.bmwgroup.net/group/b2b/applications>



**EDOCUMENT PORTAL** ★

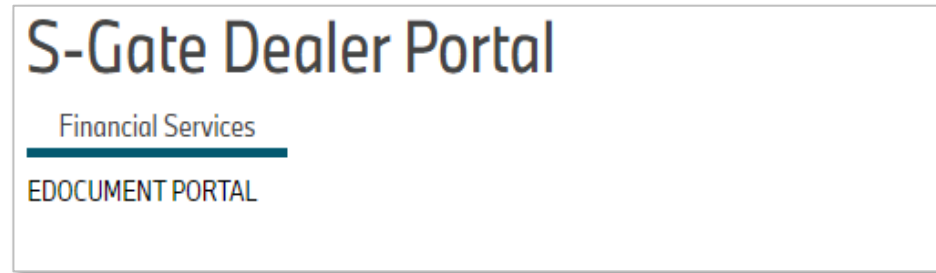
A web-based application for BMW Group suppliers and partners.

[Show details](#)

START

## Access Customer:

BMW Group B2D Portal (S-GATE):  
<https://sgate.bmwgroup.net/>



**S-Gate Dealer Portal**

[Financial Services](#)

EDOCUMENT PORTAL



BMW GROUP MINI ROLLS-ROYCE MOTOR CARS LTD

Welcome

eDocument Portal

My OnBoarding

**EDI SURVEY**

My Documents

My Reports

1. Login to eDocument Portal.
2. Click on My Onboarding „EDI Survey“.
3. You can now select the appropriate partner number and request the Survey.

Click on  
“EDI SURVEY”.

## 02 SURVEY OVERVIEW.

### Main Aim:

In the overview, you can find your company(s) partner number(s) for eInvoice onboarding. If you want to start an EDI connection, select one or more entries with the status "NOT STARTED" and click on "Request Survey." Surveys in the status "NEW" can be selected and executed individually, or you can select multiple entries and group them together for editing by clicking on "Complete or Edit Survey".

### Content:

- SURVEY OVERVIEW PAGE
- ACTION BUTTONS
- RESULT FIELDS
- REQUEST SURVEY
- COMPLETE OR EDIT SURVEY

# 02 SURVEY OVERVIEW.

The functionality of the individual buttons is explained on the following slide.

Click on "CUSTOMER ONLY" or "SUPPLIER ONLY" or "SHOW ALL" to list the partner numbers assigned to you.

You can open the FAQs by clicking on the question mark.

The screenshot shows the 'Survey Overview' page. At the top, there are logos for BMW GROUP, MINI, and ROLLS-ROYCE MOTOR CARS LTD. On the right, there is a user profile icon labeled 'User Name' and a notification bell with the number '6'. A question mark icon is circled in black. Below the logos, there is a 'Request Survey' section with three buttons: 'CUSTOMER ONLY', 'SUPPLIER ONLY', and 'SHOW ALL'. Below these buttons is a toolbar with icons for folder, edit, delete, and trash. A table below the toolbar lists survey entries with columns for PartnerNo, Partner Name, Company Code, eInvoice Agreement, Partner Type, Status, Survey Date, Survey Start, Current User, and Survey Group ID. The 'Status' column for all entries is 'NOT STARTED'. A callout box points to the 'Request Survey' button, and another callout box points to the 'Status' column.

PartnerNo	Partner Name	Company Code	eInvoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group ID
<input checked="" type="checkbox"/> 12345610	Partner Name	A1		Supplier	NOT STARTED				
<input checked="" type="checkbox"/> 12345610	Partner Name	B7		Supplier	NOT STARTED				
<input checked="" type="checkbox"/> 12345610	Partner Name	MU		Supplier	NOT STARTED				
<input checked="" type="checkbox"/> 12345612	Partner Name	UH		Supplier	NOT STARTED				






Select one or more Master Data Records.

The status of the survey is shown here:  
NOT STARTED -> Request Survey  
NEW, IN PROGRESS -> Complete or Edit Survey  
COMPLETED -> View Survey  
LIVE -> Survey Change Request






# 02 SURVEY OVERVIEW. ACTION BUTTONS.

**Survey Overview**

In the overview, you can find your company(s) partner number(s) for eInvoice onboarding. If you want to start an EDI connection, select one or more entries with the status "NOT STARTED". Surveys in the status "NEW" can be selected and executed individually, or you can select multiple entries and group them together for editing by clicking on "Complete or Edit Survey". A tutorial with survey editing notes can be found in the FAQs, which you can access via the question mark icon in the top right corner.





PartnerNo	Partner Name	Company Code	eInvoice Agreement	Partner Type	Status	Survey Date
<input checked="" type="checkbox"/> 12345610	Partner Name	A1		Supplier	NOT STARTED	
<input checked="" type="checkbox"/> 12345610	Partner Name	B7		Supplier	NOT STARTED	

Button	Hover Information	Information
	<b>Request Survey</b>	Request Survey can only be executed on a Master Data Record with a status of NOT STARTED.
	<b>Complete or Edit Survey</b>	Start or continue executing a Survey in the status NEW or IN PROGRESS.
	<b>Survey Change Request</b>	CHANGE REQUEST ON SURVEY can only be executed on a Master Data Record with the status of LIVE. (Adapt an existing EDI connection)
	<b>View Survey</b>	You can view the status of a created Survey with the status IN PROGRESS or COMPLETED.
	<b>Remove Survey</b>	You can remove a Survey from a Survey Group ID to process this Master Data Record separately.

# 02 SURVEY OVERVIEW. RESULT FIELDS.

**Survey Overview**

In the overview, you can find your company(s) partner number(s) for eInvoice onboarding. If you want to start an EDI connection, select one or more entries with the status "NOT STARTED" and click on "Request Survey." Surveys in the status "NEW" can be selected and executed individually, or you can select multiple entries and group them together for editing by clicking on "Complete or Edit Survey". A tutorial with survey editing notes can be found in the FAQs, which you can access via the question mark icon in the top right corner.

PartnerNo	Partner Name	Company Code	eInvoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group ID
<input type="checkbox"/> 12345610	Partner Name	A1	El_Bedingungen_V1.5	Supplier	IN PROGRESS	2023-05-01	2023-05-01	User Name	20230501-12-34

Result Fields	Information	Result Fields	Information
PartnerNo	Your BMW Supplier or Customer Number.	Status	Shows the status of the survey.
Partner Name	Your company name.	Survey Date	Date the survey was requested.
Company Code	BMW company codes assigned to your profil.	Survey Start	Date on which survey processing was started.
eInvoice Agreement	The BMW eInvoice agreement associated with your company code.	Current User	The current user in your company who has started or continued processing the survey.
Partner Type	Supplier or Customer. NB: Supplier and Customer must be processed separately from each other in a survey.	Survey Group ID	ID number that shows which entries have been grouped together in order to process the survey for several partner numbers at the same time. NB: It can only be grouped into a Survey Group ID if the entries have the same eInvoice agreement.



# 02 SURVEY OVERVIEW. REQUEST SURVEY.

Click on "CUSTOMER ONLY" or "SUPPLIER ONLY" or "SHOW ALL" to list the partner numbers assigned to you.

**Request Survey** [CUSTOMER ONLY] [SUPPLIER ONLY] [SHOW ALL]

Partner No	Partner Name	Company Code	Invoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group ID
<input checked="" type="checkbox"/> 12345610	Partner Name	A1		Supplier	NOT STARTED				
<input checked="" type="checkbox"/> 2345610	Partner Name	B7		Supplier	NOT STARTED				
<input checked="" type="checkbox"/> 12345610	Partner Name	MU		Supplier	NOT STARTED				
<input checked="" type="checkbox"/> 12345612	Partner Name	UH		Supplier	NOT STARTED				

Request Survey can only be executed on a Master Data Record with a status of NOT STARTED.

After you click Request Survey, the status changes to NEW. In addition, the Invoice agreement is linked and the Survey Date and Current User are displayed.

Select one or more Master Data Records and click on Request Survey Button.

PartnerNo	Partner Name	Company Code	Invoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group ID
<input type="checkbox"/> 12345610	Partner Name	A1	El_Bedingungen_V1.5	Supplier	NEW	2023-05-01		User Name	

# 02 SURVEY OVERVIEW. COMPLETE OR EDIT SURVEY.


“Complete or Edit Survey” can only be executed on a Master Data Record with a status of NEW or IN PROGRESS

If you select a Master Data Record in the status IN PROGRESS and click “Complete or Edit Survey”, editing continues for all entries with the same Survey Group ID.

**Survey Overview**

In the overview, you can find your company(s) partner number(s) for eInvoice onboarding. If you want to start an EDI connection, select one or more entries with the status “NOT STARTED” and click on “Request Survey.” Surveys in the status “NEW” can be selected and executed individually, or you can select multiple entries and group them together for editing by clicking on “Complete or Edit Survey”. A tutorial with survey editing notes can be found in the FAQs, which you can access via the question mark icon in the top right corner.

**Complete or Edit Survey**    **SUPPLIER ONLY**    **SHOW ALL**



PartnerNo	Partner Name	Company Code	eInvoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group ID
<input checked="" type="checkbox"/> 12345610	Partner Name	A1	EI_Bedingungen_V1.5	Supplier	NEW	2023-05-01		User Name	
<input checked="" type="checkbox"/> 12345610	Partner Name	MU	EI_Bedingungen_V1.5	Supplier	NEW	2023-05-01		User Name	
<input type="checkbox"/> 12345610	Partner Name	B7	EI_Bedingungen_V1.5	Supplier	NEW	2023-05-01		User Name	

Select one or more Master Data Records and click on Complete or Edit Survey Button.

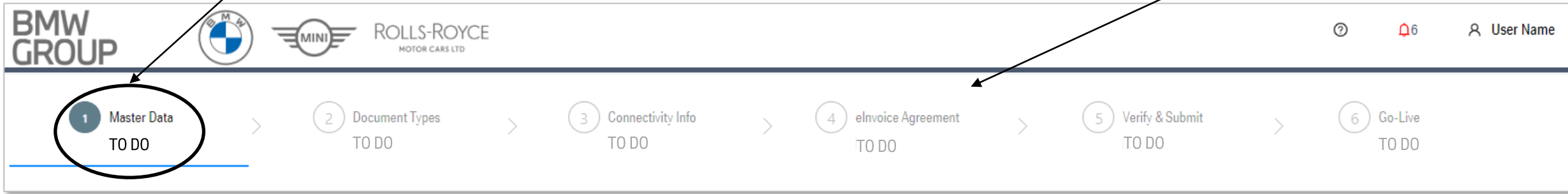
If you click Complete or Edit Survey, the status changes from NEW to IN PROGRESS. In addition, Survey Start and the Survey Group ID are displayed.

PartnerNo	Partner Name	Company Code	eInvoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group...
<input type="checkbox"/> 12345610	Partner Name	A1	EI_Bedingungen_V1.5	Supplier	IN PROGRESS	2023-05-01	2023-05-01	User Name	20230406-12-34
<input type="checkbox"/> 12345610	Partner Name	MU	EI_Bedingungen_V1.5	Supplier	IN PROGRESS	2023-05-01	2023-05-01	User Name	20230406-12-34
<input type="checkbox"/> 12345610	Partner Name	B7	EI_Bedingungen_V1.5	Supplier	NEW	2023-05-01		User Name	

# 02 SURVEY OVERVIEW. COMPLETE OR EDIT SURVEY.

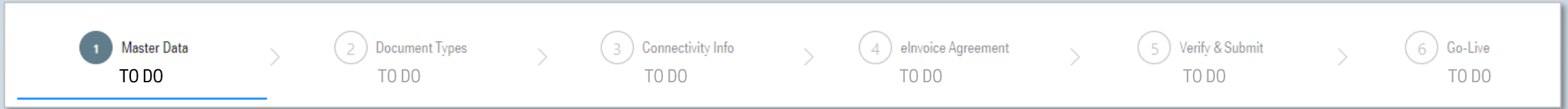
All steps are initially in the status TO DO.  
As soon as you have successfully completed a step, the status is COMPLETED.

To process the survey, you must go through the six steps listed here. By clicking on the respective number, you can switch between steps and go back and forth, save, pause and resume editing.



Processing Step	Information
MASTER DATA	Please check your master data and confirm it.
DOCUMENT TYPES	Here you can select your preferred eInvoice format and transmission channel from a range of EDI connections.
CONNECTIVITY INFO	Depending on the format and channel you choose, you may need to provide your connectivity information and a contact person for technical inquiries.
eINVOICE AGREEMENT	The eInvoice agreement assigned to your company is displayed here for download and acceptance.
VERIFY & SUBMIT	Here you have the option to check whether all steps have been completed successfully or you can receive information about outstanding issues.
GO-LIVE	The date of the survey transmission and the go-live date as soon as the technical implementation by our service provider has been completed is displayed here.

# 03 MASTER DATA.



## Main Aim:

Please check and confirm the respective master data of your company. If an update is necessary, you as a supplier can update your master data in the BMW Group Partner Portal (<https://b2b.bmw.com>) with the application 'SUPPLIER DATA MAINTENANCE'. As a customer, please contact your BMW Group contact person in sales or business department, who will arrange the updating of the customer master data for you.

## Content:

- VERIFY AND ACCEPT MASTER DATA

# 03 MASTER DATA.

Information about what is missing to complete this step.

- 1 Master Data TO DO
- 2 Document Types TO DO
- 3 Connectivity Info TO DO
- 4 eInvoice Agreement TO DO
- 5 Verify & Submit TO DO
- 6 Go-Live TO DO

Master data not accepted

Click here to accept the master data.

Return to Survey Overview page.

This shows whether the master data has been accepted. The status must be YES to complete this step.

The following partner data sets of the BMW Group have been selected for this survey.

Accept Master Data confirm the respective master data of your company. If an update is necessary, you as a supplier can update your master data in the BMW Group Partner Portal (<https://b2b.bmw.com>) with the application 'SUPPLIER DATA MAINTENANCE'. Please contact your BMW Group contact person in sales or business department, who will arrange the updating of the customer master data for you.

Partner No	Partner Name	Company Code	Partner Type	Accept
<input checked="" type="checkbox"/> 12345610	Partner Name	A1	Supplier	NO
<input type="checkbox"/> 12345610	Partner Name	MU	Supplier	NO

Select an entry by clicking on a partner number and check the data. Only one entry can be selected at a time.

### Partner Address

Partner No	Partner Name	Street	City	PO Box	Postal Code	Partner Country	Update Date
12345610	Partner Name	Partner Street	Partner City		12345	DE	2021-10-28

### Partner Tax/VAT

Partner No	Partner Name	Partner Country Code	Tax Id	Vat Code	Update Date
12345610	Partner Name	DE	143/301/01130	DE129273398	2021-11-09

# 03 MASTER DATA.

After acceptance of all entries, the step changes to COMPLETED.

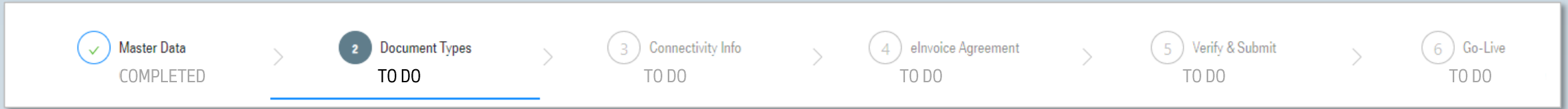
By clicking on step 2, you can select the document types and continue editing the survey.

The screenshot shows the BMW Group onboarding survey progress bar with six steps: 1. Master Data (COMPLETED), 2. Document Types (TO DO), 3. Connectivity Info (TO DO), 4. eInvoice Agreement (TO DO), 5. Verify & Submit (TO DO), and 6. Go-Live (TO DO). A notification box in the top right corner states "Successfully Survey data updated successfully". Below the progress bar, the "Master Data" section is titled "The following partner data sets of the BMW Group have been selected for this survey." and includes instructions for suppliers and customers. A table below lists partner data sets with columns for Partner No, Partner Name, Company Code, Partner Type, and Accept. The "Accept" column for the selected row (Partner No: 12345610, Company Code: MU) is circled in black.

Partner No	Partner Name	Company Code	Partner Type	Accept
<input type="checkbox"/> 12345610	Partner Name	A1	Supplier	YES
<input checked="" type="checkbox"/> 12345610	Partner Name	MU	Supplier	YES

This shows whether the master data has been accepted. The status must be YES to complete this step.

# 04 DOCUMENT TYPES.



## Main Aim:

The following eDocument variants are assigned to a current format and channel, which corresponds to a standard value as a placeholder. Therefore, please change the default values (ECAP/PORTAL for incoming documents or PDF/PORTAL outgoing documents and payment advice) to your preferred EDI connection.

When you run a supplier Survey, you can choose between the editing options “Edit All - Supplier” (recommended) (bulk change of all process codes per eDocument variant - IN, OUT, PAD) or “Expert View - Supplier” (change of each process code separately).

When you run a customer Survey, you can only “Edit All” process codes into the same EDI Format/Channel combination.

## Content:

- EDIT FORMAT AND CHANNEL INFORMATION
- EDIT ALL - SUPPLIER
- EXPERT VIEW - SUPPLIER (INCOMING DOCUMENTS, OUTGOING DOCUMENTS, PAYMENT ADVICES)
- EDIT ALL - CUSTOMER
- PLEASE NOTE THAT AT LEAST ONE EDOCUMENT VARIANT MUST BE CHANGED TO AN EDI CONNECTION

# 04 DOCUMENT TYPES. (SUPPLIER)

Information about what is missing to complete this step.

Link to the BMW eInvoice Homepage for further explanations regarding Format and Channel options.

The 3 process codes categories “Incoming Documents”, “Outgoing Documents” and “Payment Advices” are displayed here.

The following eDocument variants are assigned to a standard format or channel for the partner data listed below. When you run a supplier Survey, you can choose between the editing options “Edit All - Supplier” (bulk change of all process codes per eDocument variant - IN, OUT, PAD) or “Expert View - Supplier” (change of each process code separately). Please note that at least one eDocument variant must be changed to an EDI connection. (EDI SURVEY) When you run a customer Survey, you can only “Edit All” process codes into the same EDI Format/Channel combination.

[Definitions: Format and Channel](#)

				Partner sends documents to BMW		BMW sends documents to Partner		Payment Advices	
Select	Partner Number	Survey ID	Company Code	Current Format	Current Channel	Current Format	Current Channel	Current Format	Current Channel
<input checked="" type="checkbox"/>	12345610	1470	A1	ECAP	PORTAL	PDF	PORTAL	PDF	PORTAL
<input type="checkbox"/>	12345610	1472	MU	ECAP	PORTAL	PDF	PORTAL	PDF	PORTAL

Click here to do “Edit All - Supplier”

Click here to do “Expert View – Supplier”

Select a partner number and click on “Edit All - Supplier” to do a change for this record. Each Partner Number record must be updated separately.



# 04 DOCUMENT TYPES. EDIT ALL - SUPPLIER.

Please select first the updated EDI Format and second the updated EDI Channel

12345610 - A1

<b>Outgoing Documents</b>	Current Format PDF	Current Channel PORTAL	<b>Updated Format</b> ZUGFeRD	<b>Updated Channel</b> SMTP
<b>Payment Advices</b>	Current Format PDF	Current Channel PORTAL	PDF	<b>Updated Channel</b> PORTAL
<b>Incoming Documents</b>	Current Format ECAP	Current Channel PORTAL	VDA4938	<b>Updated Channel</b> PORTAL
			VDA4983	
			ZUGFeRD	
			ZUGFeRD2.0.1	
			ZUGFeRD2.1	
			XRECHNUNG	

SAVE

Clicking on the Format field opens a drop-down list to select the EDI format to be requested.

Clicking on the Channel field opens a drop-down list to select the EDI channel to be requested.

Finally, please save the format/channel selection you want to request.

The 3 process codes categories "Incoming Documents", "Outgoing Documents" and "Payment Advices" are displayed here.

Current Format / Channel

Updated Format / Channel

# 04 DOCUMENT TYPES. EXPERT VIEW - SUPPLIER. (INCOMING)

You can switch between the 3 process codes categories "Incoming Documents", "Outgoing Documents" and "Payment Advices".

As a standard solution, the ECAP/PORTAL option will always remain activated so that you can submit documents via the eCAP tool.

Clicking on the Format field opens a drop-down list to select the EDI format to be requested.

Clicking on the Channel field opens a drop-down list to select the EDI channel to be requested.

Selected Partner: 12345610 - MU

Process Code	Process Code Description	Current Format	Current Channel	Updated Format	Updated Channel
Incoming Invoices	ECAP	ECAP	PORTAL	ECAP	PORTAL
Incoming Invoices	INC	ECAP	PORTAL	Select	Select

Current Format / Channel


Updated Format / Channel

Finally, please save the format/channel selection you want to request and click on the other process codes categories or back arrow to get on the overview screen.

# 04 DOCUMENT TYPES. EXPERT VIEW - SUPPLIER. (OUTGOING)

Incoming Documents    Outgoing Documents    Payment Advices

Selected Partner: 12345610 - MU

← 

**Current Format / Channel**

Process Code	Process Code Description	Current Format	Current Channel	Updated Format	Updated Channel
SBI - Trade receivables (PARTS)	SBI	PDF	PORTAL	ZUGFeRD	SMTP
SBI - Freight	FCV	PDF	PORTAL	ZUGFeRD	SMTP
SBI - Maintenance material (SERVICE)	...	...	...	ZUGFeRD	SMTP
SBI - Literature accounting (POS)	LTS	PDF	PORTAL	ZUGFeRD	SMTP
SBI - Canteen accounting (FOOD)	CNS	PDF	PORTAL	ZUGFeRD	SMTP
SBI - Vehicle accounting	...	PDF	PORTAL	ZUGFeRD	SMTP
Reevaluation	...	PDF	PORTAL	ZUGFeRD	SMTP
Correction / Stop	...	PDF	PORTAL	ZUGFeRD	SMTP
Fix cost accounting	FCS	PDF	PORTAL	ZUGFeRD	SMTP
Accounting credit note/ debit note	CDN	PDF	PORTAL	ZUGFeRD	SMTP
Warranty / Reclamation	...	PDF	PORTAL	ZUGFeRD	SMTP
Warranty / Reclamation - Freight	...	PDF	PORTAL	ZUGFeRD	SMTP
Information letter	...	PDF	PORTAL	ZUGFeRD	SMTP

**Updated Format / Channel**

**You can switch between the 3 process codes categories "Incoming Documents", "Outgoing Documents" and "Payment Advices".**

**Finally, please save the format/channel selection you want to request and click on the other process codes categories or back arrow to get on the overview screen.**

**Depending on the company code, a small number of process codes may also be displayed.**

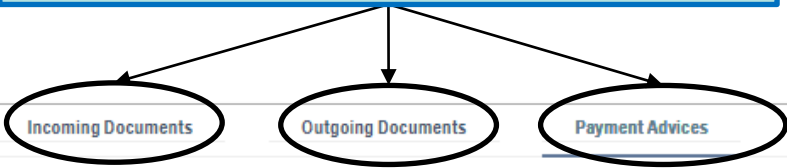
**Clicking on the Format field opens a drop-down list to select the EDI format to be requested.**

**Clicking on the Channel field opens a drop-down list to select the EDI channel to be requested.**


**Expert View: You can select for each process code the Format/Channel combination separately.**

# 04 DOCUMENT TYPES. EXPERT VIEW - SUPPLIER. (PAYMENT ADVICES)

You can switch between the 3 process codes categories "Incoming Documents", "Outgoing Documents" and "Payment Advices".



Selected Partner: 12345610 – MU

← 

Process Code	Process Code Description	Current Format / Channel		Updated Format / Channel	
		Current Format	Current Channel	Updated Format	Updated Channel
Payment advice	PAD	PDF	PORTAL	Select	Select

Annotations: A yellow circle highlights the back arrow icon. A blue box labeled "Current Format / Channel" spans the "Current Format" and "Current Channel" columns. Another blue box labeled "Updated Format / Channel" spans the "Updated Format" and "Updated Channel" columns. The "Updated Format" and "Updated Channel" fields are circled, with arrows pointing to their respective drop-down lists.

Finally, please save the format/channel selection you want to request and click on the other process codes categories or back arrow to get on the overview screen.

Clicking on the Format field opens a drop-down list to select the EDI format to be requested.

Clicking on the Channel field opens a drop-down list to select the EDI channel to be requested.

# 04 DOCUMENT TYPES. (CUSTOMER)

**Document Types**

The following eDocument variants are assigned to a standard format or channel for the partner data listed below.  
 When you run a supplier Survey, you can choose between the editing options "Edit All - Supplier" (bulk change of all process codes per eDocument variant - IN, OUT, PAD) or "Expert View - Supplier" (change of each process code separately).  
 Please note that at least one eDocument variant must be changed to an EDI connection. (EDI SURVEY) When you run a customer Survey, you can only "Edit All" process codes into the same EDI Format/Channel combination.

Definitions: [Format and Channel](#)

Partner No	Partner Name	Company Code
1001234500	Customer Name	A1
1001234600	Customer Name	A1
12345	Customer Name	A1
12346	Customer Name	A1

1 to 4 of 4

Process Code	Current Format	Current Channel
AR01	PDF	PORTAL
AR02	Parts	PDF
AR03	Vehicle	PDF
AR04	Quantitative	TAL
AR05	Endcustomer	TAL
AR06	Miscellaneous	TAL
AR07	Direct sale	TAL
AR08	Repaired d	TAL
AR09	Service inc	TAL
AR10	New Cars	TAL
AR11	Used Cars	PDF
AR12	New Motorcycles	PDF
AR13	Used Motorcycles	PDF
AR14	Partial Invoice Correction	PDF
AR15	Retail	PDF

**Edit ALL**

Select an alternative FORMAT and CHANNEL you would like to received for ALL your CUSTOMERS documents

Current Format	Current Channel	Updated Format	Updated Channel
PDF	PORTAL	ZUGFeRD	SMTP

**Click here to do "Edit All - Supplier"**

**The 15 AR process codes are displayed here. Depending on the company code, a small number of process codes may also be displayed.**

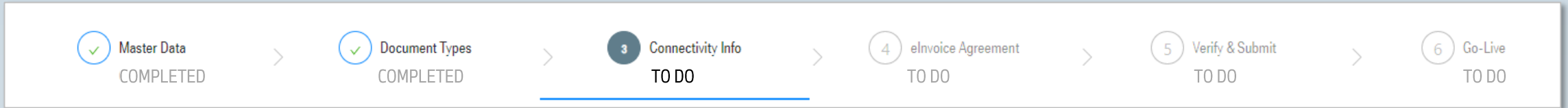
**Link to the BMW eInvoice Homepage for further explanations regarding Format and Channel options.**

**If selected the EDI format/channel combination – please click SAVE.**

**Clicking on the Format field opens a drop-down list to select the EDI format to be requested.**

**Clicking on the Channel field opens a drop-down list to select the EDI channel to be requested.**

# 05 CONNECTIVITY INFO.



## Main Aim:

In addition to a contact person for technical questions regarding the EDI connection, you must provide the appropriate data and information depending on the EDI solution selected and provide a test file for incoming documents if this is to be done via an EDI connection.

## Content:

- CAPTURE CONNECTIVITY INFO
- AS2
- SMTP
- OFTP2
- VDA
- PEPPOL
- TEST FILE

# 05 CONNECTIVITY INFO. TECHNICAL CONTACT INFO.

Information about what is missing to complete this step.

Progress bar: 1 Master Data COMPLETED, 2 Document Types COMPLETED, 3 Connectivity Info TO DO, 4 eInvoice Agreement TO DO, 5 Verify & Submit TO DO, 6 Go-Live TO DO

AS2 Info Not supplied, SMTP Info Not supplied, OFTP2 Info Not supplied, Peppol Info Not supplied, Missing Technical Contact, VDA Info Not supplied

### Connectivity Info

Technical Contact Details | AS2 | SMTP | OFTP2 | VDA | Peppol | Test File

GroupId: 20230501-12-34  
Provide Technical Contact Person Details. This is the person who is contacted to support and complete the eInvoice connection connectivity setup.

\* Technical Contact Name :

\* Technical Contact Surname :

\* Technical Contact Number :

\* Technical Contact Email Address :

Date :

**SAVE CONTACT DETAILS**

NB: To complete the connectivity setup for your respective eInvoice connection, our eInvoice service provider will contact you.

Here you must specify a contact person for technical inquiries and to set up the EDI connection. In addition, based on your selection of document types, the EDI channels are listed and you must provide connectivity information accordingly.

When you have entered the contact details, please click on "SAVE CONTACT DETAILS."

# 05 CONNECTIVITY INFO. AS2 PRE-REQUISITES.

Information about what is missing to complete this step.

AS2 Info Not supplied

## Connectivity Info

Technical Contact Details

AS2

You can switch between the different pages to get more information or fill in and SAVE the required data.

GroupId: 20230501-12-34

You have selected AS2 as the communication channel.

Please provide the required information for AS2 connectivity between you and our eInvoice service provider:

PRE-REQUISITES

AS2 Details

Alerts & Certificate Management

Your software must be at the latest security version and be TLS v1.2 and SHA-2 compliant. It should also be able to support the following configuration:

### Important

MDN Signed Encrypted Receipt	Asynchronous MDN
Signed Data	SHA-256 Signing Certificate (expiring every 3 years)
Encryption Method	Triple DES

**If your software cannot be upgraded to accommodate this Industry Standard Security Information, please move to a different connection variant.**



# 05 CONNECTIVITY INFO. AS2 DETAILS.

AS2 Info Not supplied

## Connectivity Info

Technical Contact Details

AS2

GroupId: 20230501-12-34

You have selected AS2 as the communication channel.

Please provide the required information for AS2 connectivity between you and our eInvoice service provider:

PRE-REQUISITES

AS2 Details

Alerts & Certificate Management

Do you want to capture the PRODUCTION or TEST environment details?

Production Detail

If you Require Assistance identifying this information, contact your Network Administrator or your AS2 Software Vendor.

> AS2 Details - Production Detail

> Message

> MDN

SAVE AS2 - PRODUCTION

Information about what is missing to complete this step.

You can switch between the different pages to get more information or fill in and SAVE the required data.

You can select between "Production Detail" and "Test Detail" for additional connectivity tests.

By clicking on the arrow, you can expand the menu item and get the relevant information and fields to enter your data.

When you have entered the required data, please click on "SAVE."

# 05 CONNECTIVITY INFO.

## AS2 - ALERTS & CERTIFICATE MANAGEMENT.

**PRE-REQUISITES**      **AS2 Details**      **Alerts & Certificate Management**

**Indicate the contacts to receive the AS2 alerts and AS2 certificate updates.**

AS2 notification receiver is the contact that receives AS2 alerts or errors in case of problems exchanging messages through AS2.

AS2 Alerts Recipient	Comment
* Contact First Name :	<input type="text"/>
* Contact Last Name :	<input type="text"/>
* Contact Phone :	<input type="text"/>
* Contact Email :	<input type="text"/>

AS2 certificate update receiver is the contact who is notified if your AS2 certificate expires and needs to be updated.

AS2 Certificate Updates	Comment
* Contact First Name :	<input type="text"/>
* Contact Last Name :	<input type="text"/>
* Contact Phone :	<input type="text"/>
* Contact Email :	<input type="text"/>

**SAVE DETAILS**

You can switch between the different pages to get more information or fill in and **SAVE** the required data.

When you have entered the required data, please click on **“SAVE.”**

# 05 CONNECTIVITY INFO. SMTP.

Information about what is missing to complete this step.

SMTP Info Not supplied

## Connectivity Info

Technical Contact Details

SMTP

GroupId: 20230501-12-34

You have selected SMTP as the communication channel.

Please provide the required information for SMTP connectivity between you and our eInvoice service provider:

Do you want to capture the PRODUCTION or TEST environment details?

Production Detail

You can select between "Production Detail" and "Test Detail" for additional connectivity tests.



> Service Provider TO Trading Partner - Production Detail

> Trading Partner TO Service Provider - Production Detail

> Direct Connection EMAIL Details - Production Detail

SAVE SMTP DETAIL

When you have entered the required data, please click on "SAVE."

By clicking on the arrow, you can expand the menu item and get the relevant information and fields to enter your data.

# 05 CONNECTIVITY INFO. OFTP2 - SERVER DETAILS.

You can select between "Production Detail" and "Test Detail" for additional connectivity tests.

You have selected OFTP2 as the communication channel.  
Please provide the required information for OFTP2 connectivity between you and our service provider:  
Do you want to capture the PRODUCTION or TEST environment details?  Production Detail  Test Detail

You can switch between the different pages to get more information or fill in and SAVE the required data.

**OFTP Server Details**    Data Transfer Parameters

▼ **OFTP Server Details - Production Detail**

OFTP2 Parameters	Comment	Instruction
* OFTP2 Production Server SFID Code :	<input type="text"/>	<input type="text"/>
* Security Preference :	<input type="text" value="v"/>	<input type="text"/>
* File Exchange Mode :	<input type="text" value="v"/>	<input type="text"/>
* Server Address :	<input type="text"/>	<input type="text"/>
* Server Port :	<input type="text"/>	<input type="text"/>
* SSID Code :	<input type="text"/>	<input type="text"/>
* Password Available :	<input type="checkbox"/>	<input type="text"/>
* Use TLS :	<input type="checkbox"/>	<input type="text"/>
* Use Cryptographic Authentication :	<input type="checkbox"/>	<input type="text"/>
* Certificate available :	<input type="checkbox"/>	<input type="text"/>

**SAVE OFTP2 DETAIL**

When you have entered the required data, please click on "SAVE."

# 05 CONNECTIVITY INFO.

## OFTP2 - DATA TRANSFER PARAMETERS

You can select between "Production Detail" and "Test Detail" for additional connectivity tests.

You can switch between the different pages to get more information or fill in and SAVE the required data.

When you have entered the required data, please click on "SAVE."

By clicking on the arrow, you can expand the menu item and get the relevant information and fields to enter your data.

You have selected OFTP2 as the communication channel.  
Please provide the required information for OFTP2 connectivity between you and our client's service provider:  
Do you want to capture the PRODUCTION or TEST environment details?  Production Detail  Test Detail

**OFTP Server Details**      **Data Transfer Parameters**

> Service Provider Pushes TO Trading Partner - Production Detail

▼ Trading Partner pushes files to Service Provider - Production Detail

OFTP2 Parameters	Comment	Instruction
File Types:	<input type="text"/>	<input type="text"/>
Originator - for non EDI:	<input type="text"/>	<input type="text"/>
Recipient - for non EDI:	<input type="text"/>	<input type="text"/>
APRF - for non EDI:	<input type="text"/>	<input type="text"/>
VFN used to send:	<input type="text"/>	<input type="text"/>
* Data Encoding:	<input type="text"/>	<input type="text"/>

**SAVE OFTP2 DETAIL**

# 05 CONNECTIVITY INFO. VDA.

## Connectivity Info

Technical Contact Details

VDA

You have selected VDA as the communication channel.

Please provide the required information for VDA connectivity between you and our eInvoice service provider:

Do you want to capture the PRODUCTION or TEST environment details?

Production Detail

You can select between "Production Detail" and "Test Detail" for additional connectivity tests.

### VDA Details

#### VDA Production details

\* Invoice PRODUCTION EDI identifier :

#### Comments

#### Instruction

Capture INVOICE PROD ID

\* Invoice PRODUCTION EDI qualifier :

Capture INVOICE PROD QUALIFIER

\* Payment advice PRODUCTION EDI identifier :

Capture PAD PROD ID

\* Payment advice PRODUCTION EDI qualifier :

Capture PAD PROD QUALIFIER

SAVE VDA DETAILS

When you have entered the required data,  
please click on "SAVE."

# 05 CONNECTIVITY INFO. PEPPOL.

**Connectivity Info**

**Technical Contact Details**      **Peppol**

You have selected PEPPOL as the communication channel. Please provide the required information for PEPPOL connectivity between you and our eInvoice Service Provider.

Do you want to capture the PRODUCTION or TEST environment details?  Production Detail

\* Your PRODUCTION PEPPOL ID for receiving documents:

\* Your PRODUCTION PEPPOL ID for sending documents:

**SAVE**

You can select between "Production Detail" and "Test Detail" for additional connectivity tests.

When you have entered the required data, please click on "SAVE."

# 05 CONNECTIVITY INFO. TEST FILE.

**Connectivity Info**

**Technical Contact Details** | **Test File**

Upload test file(s) for the document formats you selected.

[? Link To Download Guideline and Sample File](#)

[DOWNLOAD YOUR TEST FILE UPLOADED](#) | [DOWNLOAD REPORT RECEIVED](#)

Process Code	Document Format	Version	File Status	Validation Status	Latest Uploaded	Latest Submission
<input checked="" type="checkbox"/> Incoming Invoices	ZUGFeRD	V0.0.1				

Process Code	Document Format	Version	File Status	Validation Status	Upload Time	Submission Time
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Upload Test file for process INC in format ZUGFeRD

\* File:

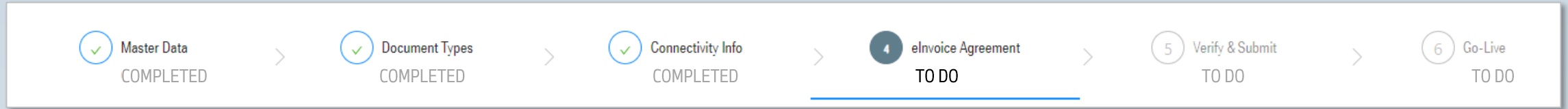
1 to 1 of 1 | Page 1 of 1

**Annotations:**

- Link to the BMW eInvoice Homepage for further explanations regarding Format and Channel options. (BMW eInvoicing Solutions -> Incoming)
- Here you can download your test file and the validation report.
- The selected EDI format is displayed here.
- Here you can see the current status of the validation.
- Here you can select and upload your test file.



# 06 eINVOICE AGREEMENT.



## Main Aim:

We ask for your review and approval of the eInvoice agreement 'Terms and conditions for the electronic exchange of billing documents between Partners and companies of the BMW Group'.

## Content:

- DOWNLOAD AND ACCEPT EINVOICE AGREEMENT

# 06 eINVOICE AGREEMENT.

Information about what is missing to complete this step.

Select the Agreement and select "Accept Agreement" and enter your name and email address.

Progress bar: 1 Master Data COMPLETED > 2 Document Types COMPLETED > 3 Connectivity Info COMPLETED > 4 eInvoice Agreement TO DO > 5 Verify & Submit TO DO > 6 Go-Live TO DO

Agreement not downloaded, Agreement not accepted

### eInvoice Agreement

We ask for your review and approval of the eInvoice agreement 'Terms and conditions for the electronic exchange of billing documents between Partners and companies of the BMW Group'. To view the agreement, please click Download.

BMW Group eInvoice Agreement Document :

\* Do you agree to the BMW Group eInvoice Agreement :

\* eInvoice Agreement Approver Name :

\* eInvoice Agreement Approver email :

eInvoice Agreement Approval Date :

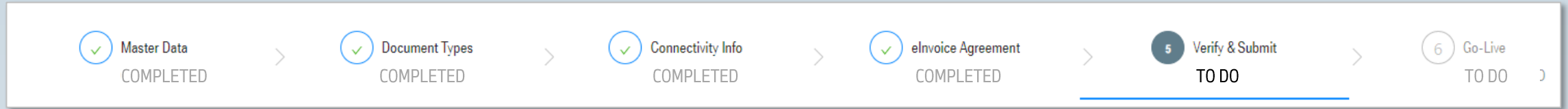
You have to DOWNLOAD the selected eInvoice Agreement first, before you can SAVE and ACCEPT it.

✔ Agreement Document downloaded

When you have selected / entered the required data, please click on "SAVE."

✔ Agreement Data saved successfully

# 07 VERIFY & SUBMIT.



## Main Aim:

Here you can find the processing status for the individual categories. Please click on “VERIFY SURVEY COMPLETION” to view the status. If the categories have the status “COMPLETED,” please click “SUBMIT” to complete the survey. Afterwards, the eInvoicing will be set up for you.

## Content:

- VERIFY SURVEY DATA AND SUBMIT

# 07 VERIFY & SUBMIT.

You can expand the display if there are multiple entries.

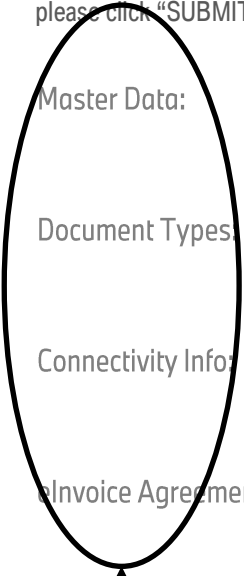
**Verify & Submit**

Here you can find the processing status for the individual categories. Please click on "VERIFY SURVEY COMPLETION" to view the status. If the categories have the status "COMPLETED," please click "SUBMIT" to complete the survey. Afterwards, the invoicing will be set up for you.

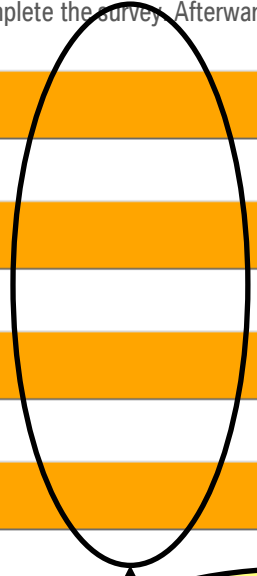
Master Data:	[Orange bar]	[Grey bar]
Document Types	[Orange bar]	[Grey bar]
Connectivity Info:	[Orange bar]	[Grey bar]
Invoice Agreement:	[Orange bar]	[Grey bar]

[Blue bar with yellow button: 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



Here are the SURVEY steps.



This shows the verify status.



Click "VERIFY SURVEY COMPLETION" to verify that all steps have been completed successfully. If yes, the color display changes to green and COMPLETE. If not, you will receive further information in which step the required data is still missing.



# 07 VERIFY & SUBMIT.

## Verify & Submit

Here you can find the processing status for the individual categories. Please click on "VERIFY SURVEY COMPLETION" to view the status. If the categories have the status "COMPLETED," please click "SUBMIT" to complete the survey. Afterwards, the invoicing will be set up for you.

Master Data:

COMPLETED

Document Types:

COMPLETED

Connectivity Info:

COMPLETED

eInvoice Agreement:

COMPLETED

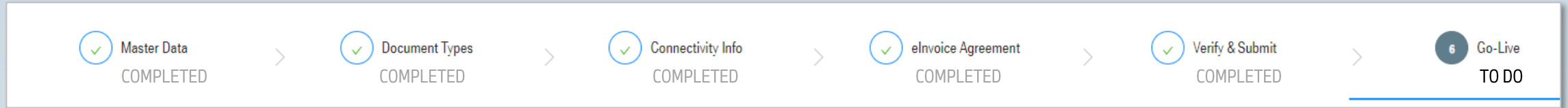
SUBMIT

Based on the above, your Survey is ready for SUBMISSION. Click on the SUBMIT button to finalise Survey Completion

✓ Survey submitted successfully

When all steps are COMPLETED, please click SUBMIT to complete the SURVEY.

# 08 GO-LIVE.



## Main Aim:



Your survey information was forwarded to the BMW Group service provider Opentext for the setup of the einvoice onboarding. Once the eInvoicing has been set up for you, you will receive the confirmed Go-Live date here.

## Content:

- CHECK YOUR CONFIRMED GO-LIVE DATE

# 08 GO-LIVE.





If the SURVEY submitted successfully, the status is COMPLETED and you`ll be redirected back to the Survey Overview. You can now only view the survey in view mode until the status is LIVE.

**BMW GROUP**   **ROLLS-ROYCE**  
MOTOR CARS LTD







**Survey Overview**

In the overview, you can find your company(s) partner number(s) for elnvoice onboarding. If you want to start an EDI connection, select one or more entries with the status "NOT STARTED" and click on "Request Survey." Surveys in the status "NEW" can be selected and executed individually, or you can select multiple entries and group them together for editing by clicking on "Complete or Edit Survey". A tutorial with survey editing notes can be found in the FAQs, which you can access via the question mark icon in the top right corner.

**CUSTOMER** **View Survey** **SUPPLIER ONLY** **SHOW ALL**

PartnerNo	Partner Name	Company Code	elnvoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group ID
<input checked="" type="checkbox"/> 12345610	Partner Name	A1	El_Bedingungen_V1.5	Supplier	COMPLETED	2023-05-01	2023-05-01	User Name	20230501-12-34
<input checked="" type="checkbox"/> 12345610	Partner Name	MU	El_Bedingungen_V1.5	Supplier	COMPLETED	2023-05-01	2023-05-01	User Name	20230501-12-34

 Master Data **COMPLETED** >  Document Types **COMPLETED** >  Connectivity Info **COMPLETED** >  elnvoice Agreement **COMPLETED** >  Verify & Submit **COMPLETED** >  **Go-Live** **TO DO**

**WELCOME**

Your survey information was forwarded to the BMW Group service provider Opentext for the setup of the elnvoice onboarding. Once the elnvoicing has been set up for you, you will receive the confirmed Go-Live date here.

**Go-Live**

Your submission date is:

Your confirmed go-live date is:

The confirmed Go-Live date is displayed here, one the elnvoicing set up has been done.

# 09 APPENDIX.

## Content:

- SURVEY CHANGE REQUEST



# 09 APPENDIX. SURVEY CHANGE REQUEST.

Survey Change Request can only be executed on a Master Data Record with a status of LIVE.

**Survey Overview**

In the overview, you can find your company(s) partner number(s) for elnvoice onboarding. If you want to start an EDI connection, select one or more entries with the status "NOT STARTED" and click on "Request Survey." Surveys in the status "NEW" can be selected and executed individually, or you can select multiple entries and group them together for editing by clicking on "Complete or Edit Survey". A tutorial with survey editing notes can be found in the FAQs, which you can access via the question mark icon in the right corner.

Survey Change Request    SUPPLIER ONLY    SHOW ALL

PartnerNo	Partner Name	Company Code	eInvoice Agreement	Partner Type	Status	Survey Date	Survey Start	Current User	Survey Group ID
<input checked="" type="checkbox"/>	12345610	Partner Name	A1	Lieferant	LIVE				
<input checked="" type="checkbox"/>	12345611	Partner Name	A1	Lieferant	LIVE				
<input checked="" type="checkbox"/>	12345612	Partner Name	A1	Lieferant	LIVE				
<input type="checkbox"/>	12345613	Partner Name	A1	Lieferant	LIVE				
<input type="checkbox"/>	12345614	Partner Name	A1	Lieferant	LIVE				

Select one or more Master Data Records and click on Request Survey Button.

After you click Survey Change Request, the status changes to NEW. To change your EDI connection, please follow the steps from page 10.