

**BMW
GROUP**



ROLLS-ROYCE
MOTOR CARS LTD



eDOCUMENT PORTAL.

CUSTOMER AND DEALER - INTRODUCTION.

FR-23

AGENDA.

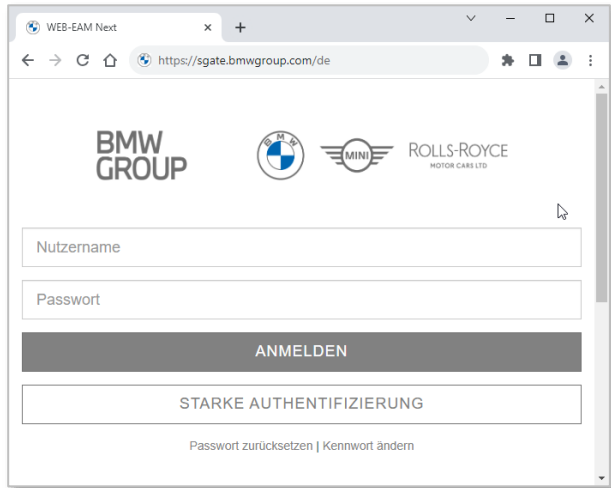
01 S-GATE ROLE ASSIGNMENT	03 – 04
02 START THE eDOCUMENT PORTAL APPLICATION	05
03 eDOCUMENT PORTAL WELCOME PAGE AND MENU	06
04 SUPPORT	07

MAIN AIM:

The introductory tutorial is intended to show how to assign roles for the “eDocument PORTAL”, how to access the application via S-Gate and the welcome page of the eDocument PORTAL with its menu items.

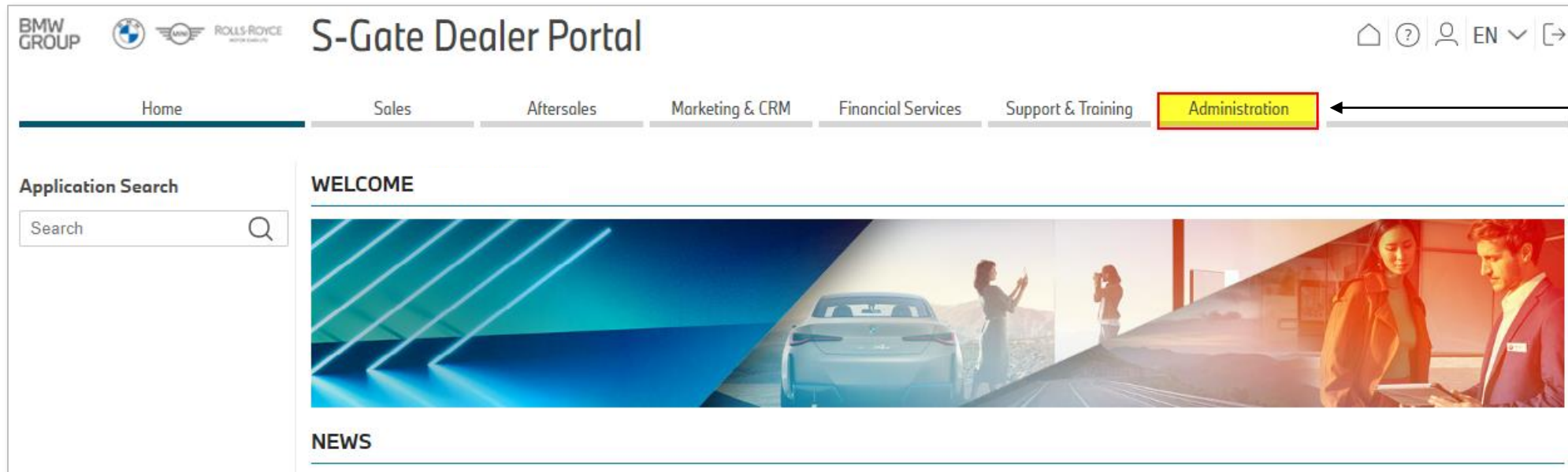
The eDocument Portal is the central exchange platform for **VIEWING, RECEIVING** and **DOWNLOADING** documents (invoices, credit notes, etc.) from BMW companies for all customers and retailers. In addition, partners can conclude new or existing **eINVOICE agreements** and select or update transmission formats and channels.

01 S-GATE ROLE ASSIGNMENT.



➤ You can access the S-GATE portal on the Internet via the following link and then enter your user name and password.

- Link: <https://sgate.bmwgroup.com/XX> (XX = Market Code)
(Example German DE market = <https://sgate.bmwgroup.com/de>)
- S-GATE Login-Name
- S-GATE Password

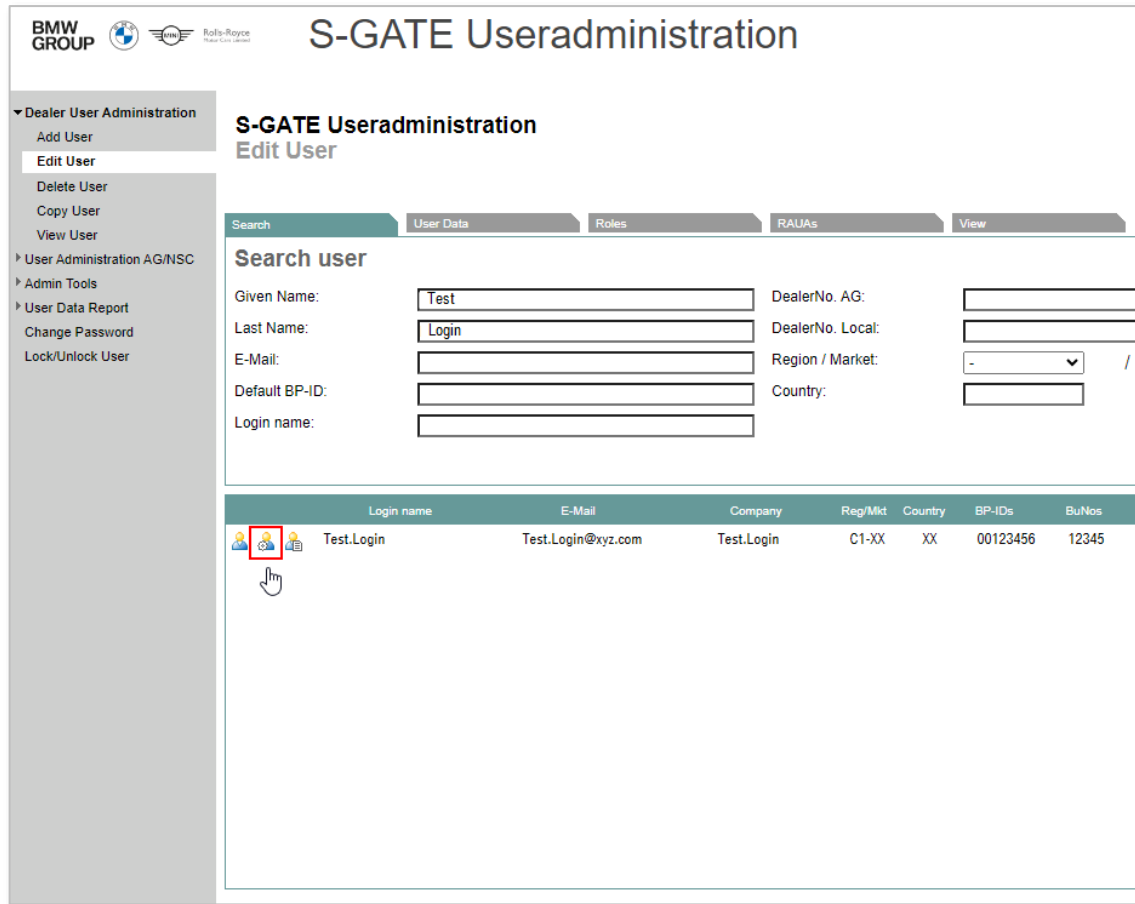


Click on
“Administration” and
open the
S-Gate user
administration

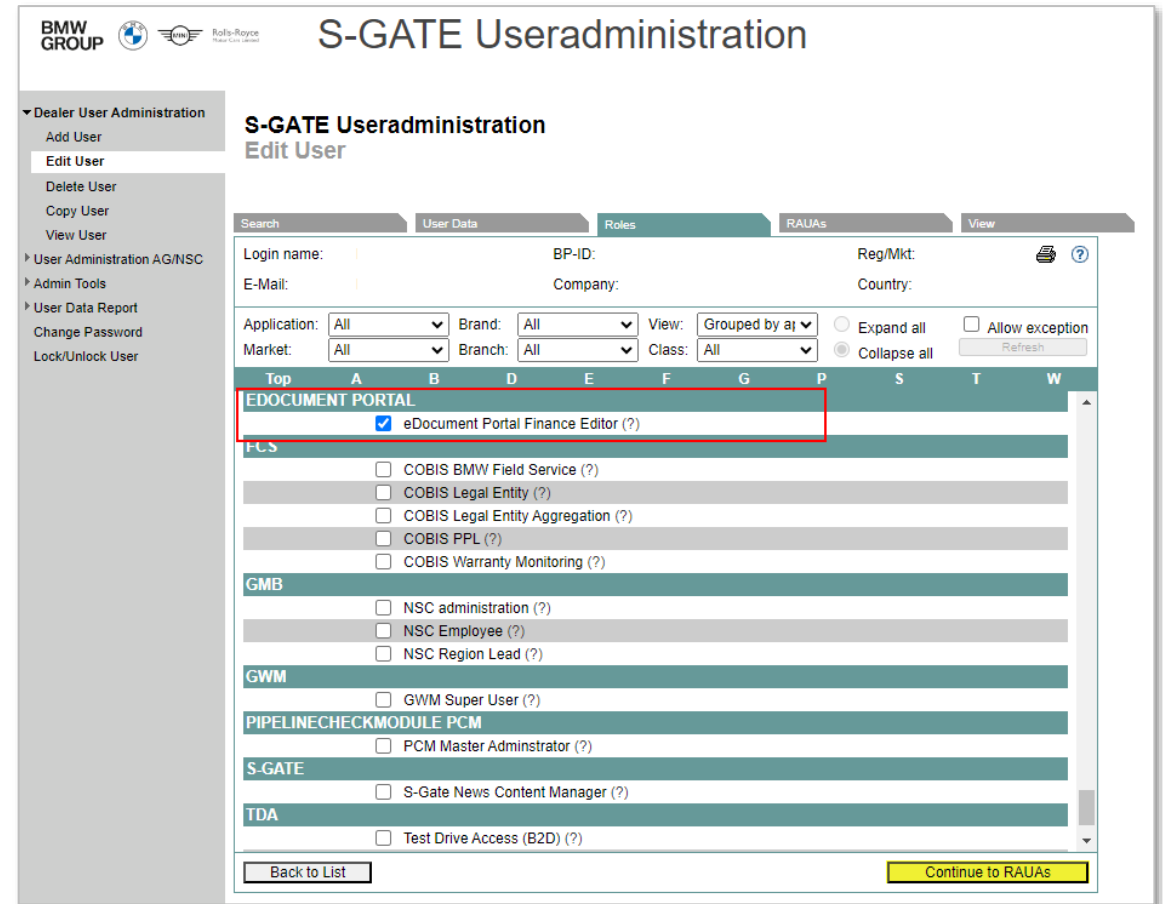
01 S-GATE ROLE ASSIGNMENT.

- Who? By the local dealer administrator.
- How? In the S-GATE user administration, call up Edit User, search for the user and click Edit.

- Select the „eDocument Portal Financial Editor“ role, click Continue on RAUAs & save the role assignment.
(*RAUA = Rollenabhängige User-Attribute; not applicable)



The screenshot shows the 'S-GATE Useradministration Edit User' interface. The left sidebar contains navigation options: Dealer User Administration (Add, Edit, Delete, Copy, View User), User Administration AG/NSC, Admin Tools, User Data Report, Change Password, and Lock/Unlock User. The main area has tabs for Search, User Data, Roles, RAUAs, and View. The 'Search user' section contains form fields for Given Name (Test), Last Name (Login), E-Mail, Default BP-ID, Login name, DealerNo. AG, DealerNo. Local, Region / Market, and Country. Below the form is a table with columns: Login name, E-Mail, Company, Reg/Mkt, Country, BP-IDs, and BuNos. A single entry is visible: Test.Login, Test.Login@xyz.com, Test.Login, C1-XX, XX, 00123456, 12345. A mouse cursor is pointing at the user icon in the first row.



The screenshot shows the 'S-GATE Useradministration Edit User' interface with the 'Roles' tab selected. It features search filters for Login name, BP-ID, Reg/Mkt, E-Mail, and Company. Below the filters are dropdown menus for Application, Market, Brand, Branch, View, and Class. There are also radio buttons for 'Expand all', 'Collapse all', and 'Allow exception', along with a 'Refresh' button. A table lists roles with columns Top, A, B, D, E, F, G, P, S, T, W. The 'EDOCUMENT PORTAL' section is highlighted with a red box, and the 'eDocument Portal Finance Editor (?)' role is selected with a checked checkbox. Other roles listed include FCS, GMB, GWM, PIPELINECHECKMODULE PCM, S-GATE, and TDA. At the bottom, there are 'Back to List' and 'Continue to RAUAs' buttons.

02 START THE EDOCUMENT PORTAL APPLICATION.

The user can use the application search or directly via the menus Sales, Aftersales or Financial Services search for and open the “**EDOCUMENT PORTAL**”.

- eDocument Portal = central exchange platform for VIEWING, RECEIVING and DOWNLOADING documents (invoices, credit notes, etc.).
- Survey to conclude new or adapt existing elnvoice agreements and selection or update of transmission formats and channels.

The screenshot displays the S-Gate Dealer Portal Germany interface. At the top, there are logos for BMW GROUP, MINI, and ROLLS ROYCE. The main navigation bar includes 'Home', 'Sales', 'Aftersales', 'Marketing & CRM', 'Financial Services', 'Support & Training', and 'Administration'. The 'Financial Services' menu item is highlighted in yellow. Below the navigation bar, there is a 'WELCOME' section with a large banner image showing a car and people in a dealership setting. On the left side, there is an 'Application Search' dropdown menu. The search term 'eDocument Portal' is entered, and the search results list three options: 'EDOCUMENT PORTAL Sales', 'EDOCUMENT PORTAL Financial-services', and 'EDOCUMENT PORTAL Aftersales'. An arrow points from the text box above to the search results.

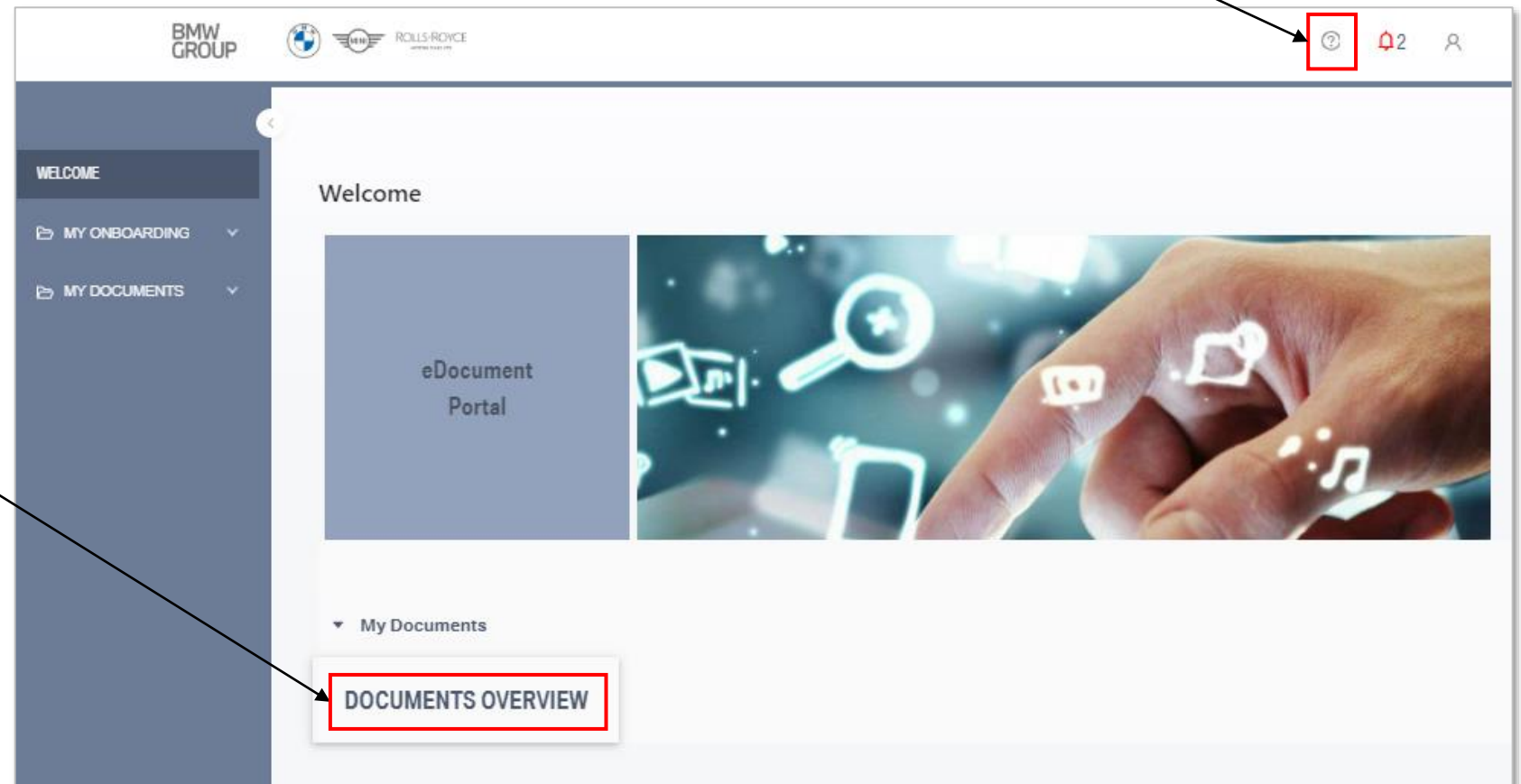
03 EDOCUMENT PORTAL WELCOME PAGE AND MENU.

Help-Page:

Tutorial on how to use My Documents can be downloaded here.

Documents Overview:

The electronically transmitted invoice documents are listed here and made available for download.



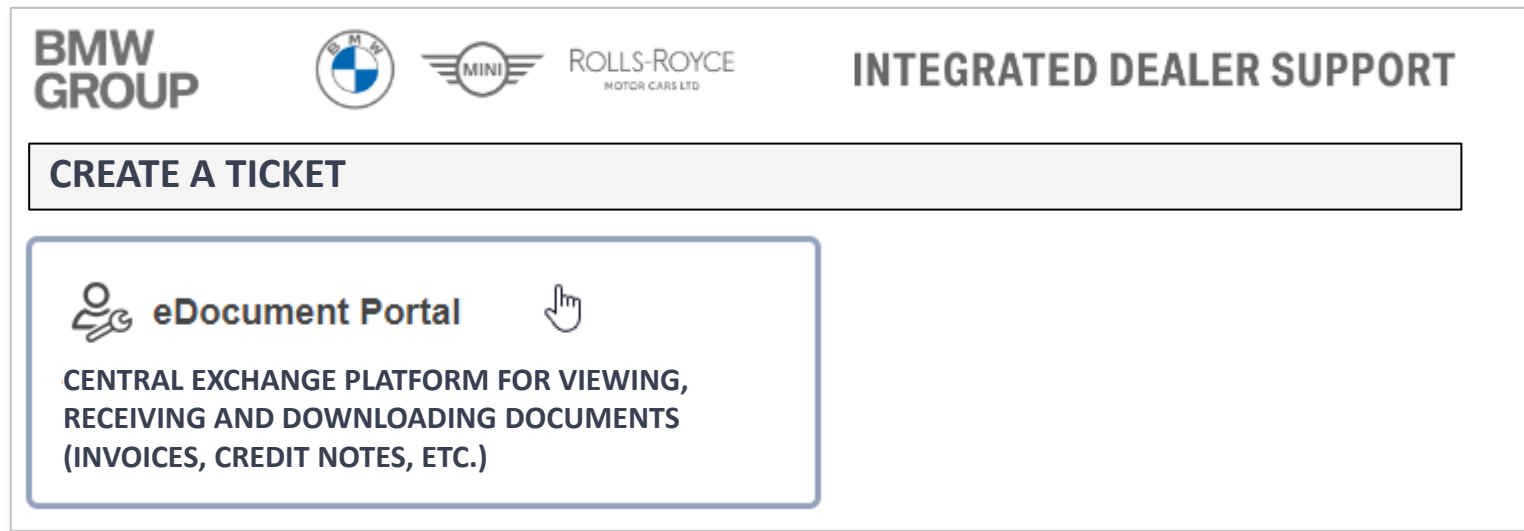
04 SUPPORT.

➤ **Applikation issues:**

Please contact your local administrator first. If he is unable to help with technical problems, please let him create a ticket via **Integrated Dealer Support** (IT Systems, Portal & Applications -> eDocument Portal).

➤ **Administration issues:**

In case of issues, e.g. no authorization, no menu entry, please contact your local S-Gate administrator first. Only he is entitled to make any necessary corrections to your personal user profile. If he is unable to help, please let him create a ticket via **Integrated Dealer Support**.



The screenshot shows the top navigation bar of the Integrated Dealer Support portal. On the left, the BMW Group logo is displayed, followed by the logos for MINI and Rolls-Royce Motor Cars Ltd. The text 'INTEGRATED DEALER SUPPORT' is centered in the top right. Below the navigation bar is a prominent 'CREATE A TICKET' button. Underneath this button is a box for the 'eDocument Portal', which includes a user icon, a hand cursor icon, and the text: 'CENTRAL EXCHANGE PLATFORM FOR VIEWING, RECEIVING AND DOWNLOADING DOCUMENTS (INVOICES, CREDIT NOTES, ETC.)'.