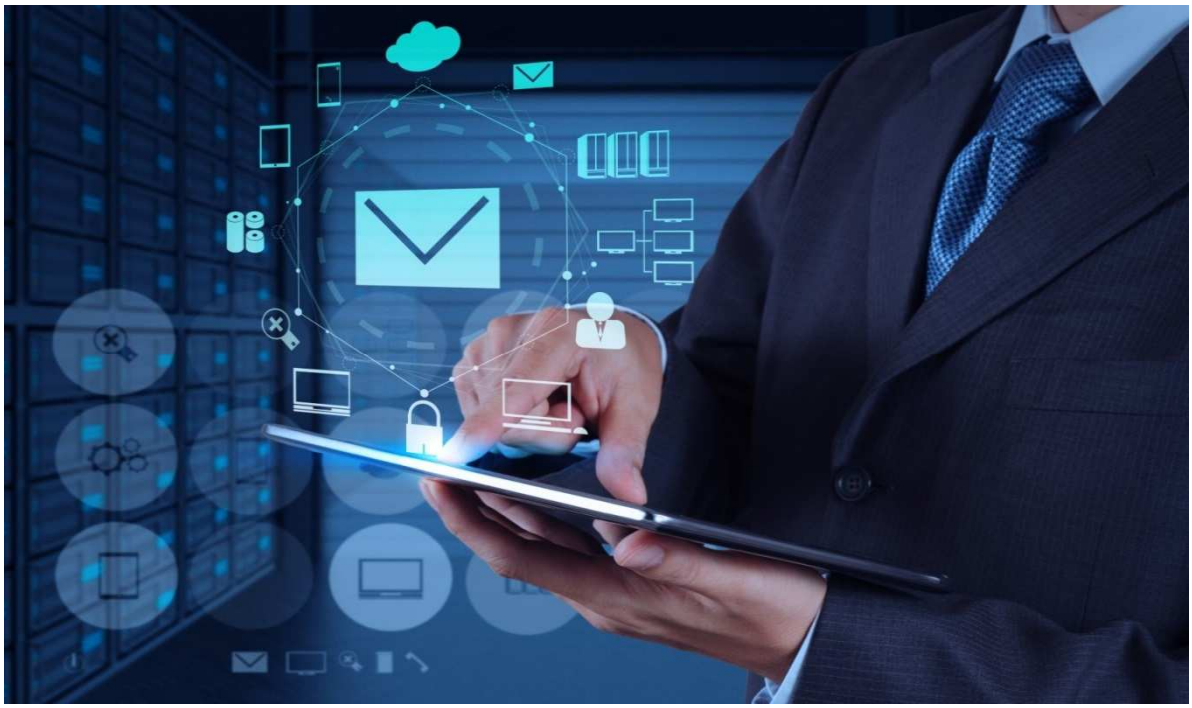

BMW Onboarding Portal

Overview of structure and functions

DIGITAL DOCUMENT MANAGEMENT

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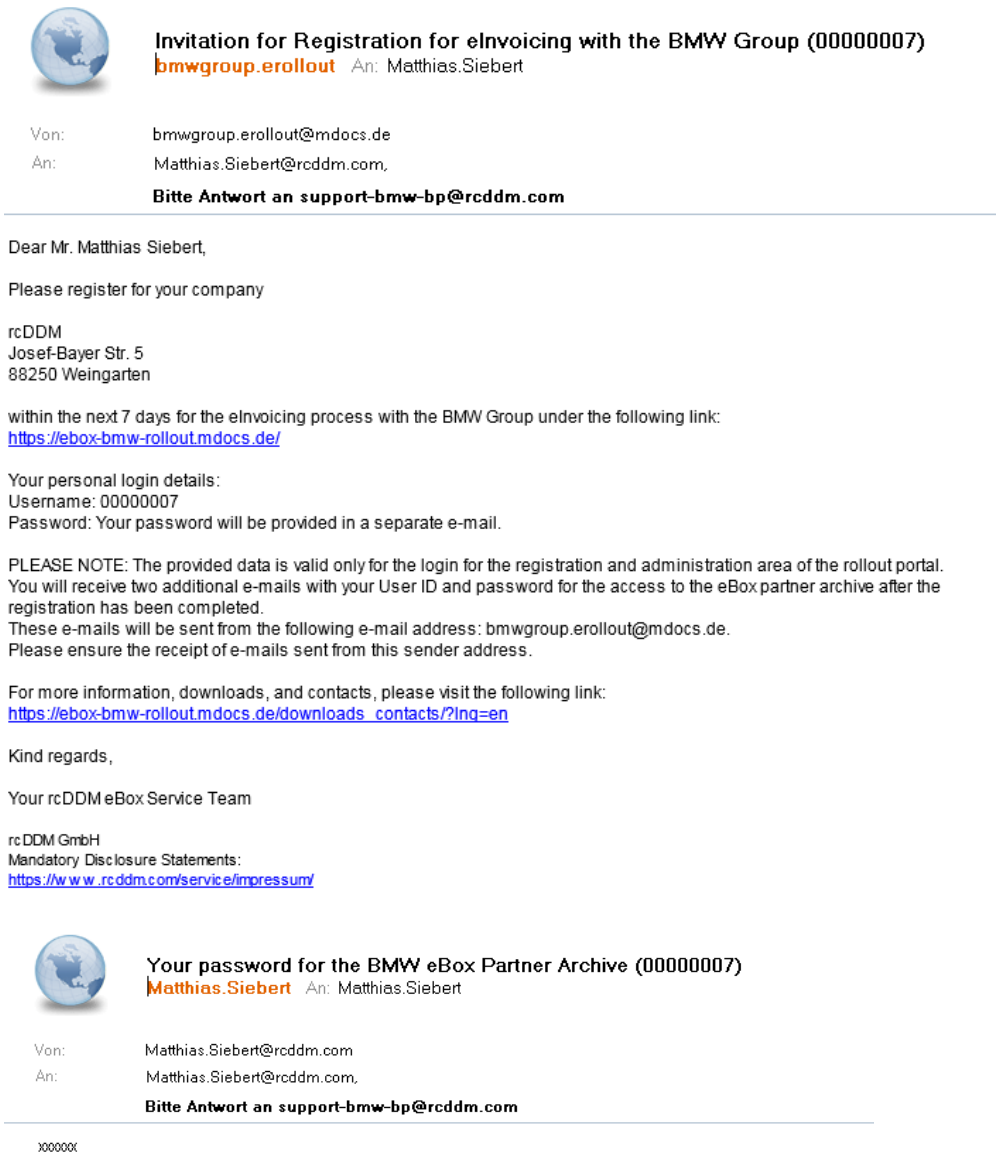
1 INTRODUCTION

Within the scope of switching to electronic invoice exchange the Onboarding Portal offers the possibility to centralize contained work steps and represent them clearly.
It is divided into two areas: The registration for the switch to electronic invoice exchange itself and the administration area after the successful registration. The administration area allows the adjustment of contact and business data entered in the initial registration as well as management of access data for eBox partner archive. In the following individual functions of Onboarding Portal will be described and their tasks will be clarified.

1.1 Registration

If BMW selects a business partner for the switch to electronic invoice exchange, the authorized signatory receives the respective invitation via email in which he is asked to register in onboarding portal within the next seven working days. Password is received via separate email.



Invitation for Registration for eInvoicing with the BMW Group (00000007)
bmwgroup.erollout An: Matthias.Siebert

Von: bmwgroup.erollout@mdocs.de
An: Matthias.Siebert@rcddm.com,
Bitte Antwort an support-bmw-bp@rcddm.com

Dear Mr. Matthias Siebert,

Please register for your company

rcDDM
Josef-Bayer Str. 5
88250 Weingarten

within the next 7 days for the eInvoicing process with the BMW Group under the following link:
https://ebox-bmw-rollout.mdocs.de/

Your personal login details:
Username: 00000007
Password: Your password will be provided in a separate e-mail.

PLEASE NOTE: The provided data is valid only for the login for the registration and administration area of the rollout portal.
You will receive two additional e-mails with your User ID and password for the access to the eBox partner archive after the registration has been completed.
These e-mails will be sent from the following e-mail address: bmwgroup.erollout@mdocs.de.
Please ensure the receipt of e-mails sent from this sender address.

For more information, downloads, and contacts, please visit the following link:
https://ebox-bmw-rollout.mdocs.de/downloads_contacts/?lng=en

Kind regards,

Your rcDDM eBox Service Team

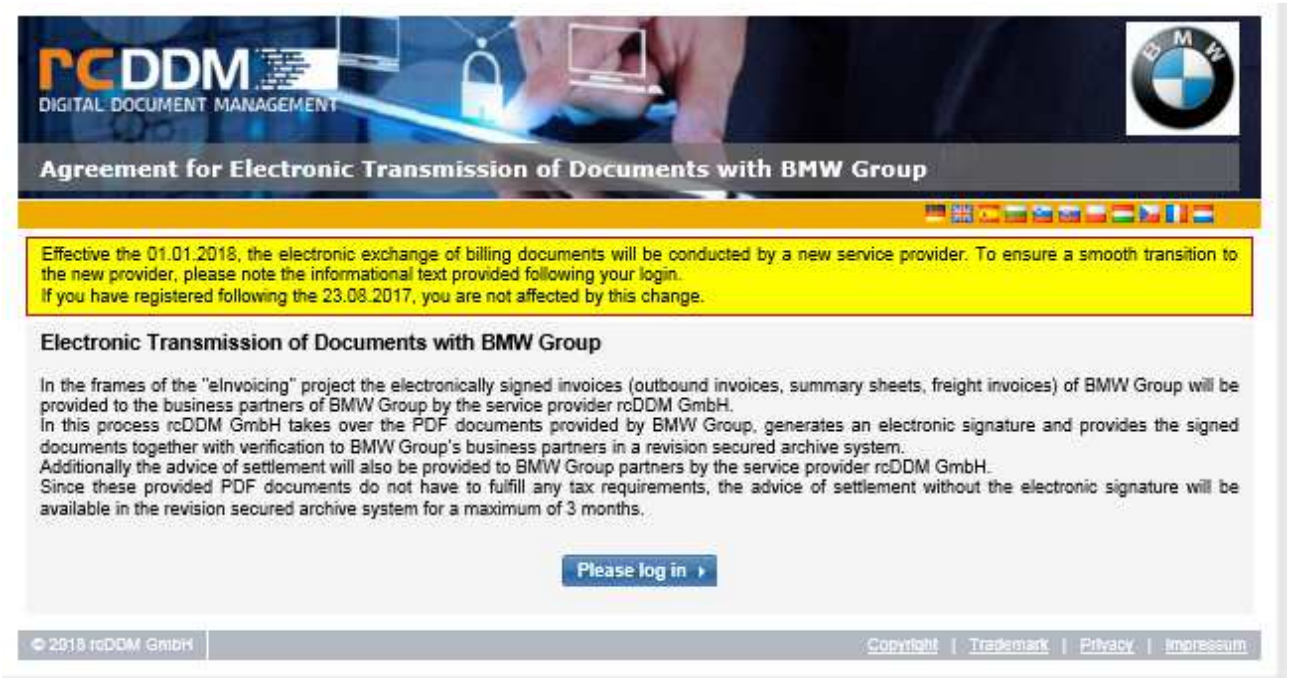
rcDDM GmbH
Mandatory Disclosure Statements:
https://www.rcddm.com/service/impressum/

Your password for the BMW eBox Partner Archive (00000007)
Matthias.Siebert An: Matthias.Siebert

Von: Matthias.Siebert@rcddm.com
An: Matthias.Siebert@rcddm.com,
Bitte Antwort an support-bmw-bp@rcddm.com

xxxxxx

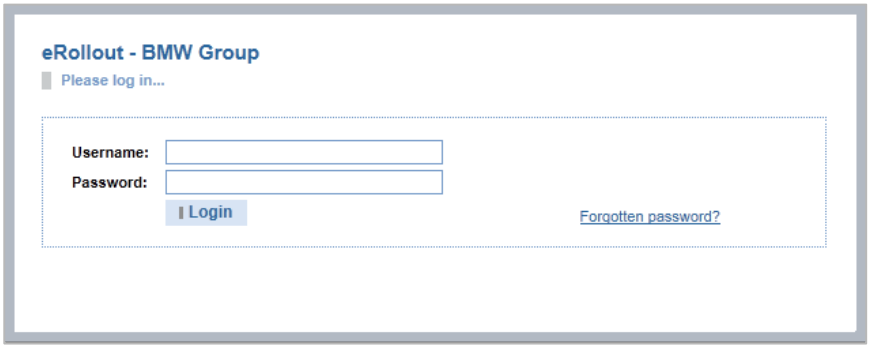
By clicking on the given URL https://ebox-bmw-rollout.mdocs.de you will be linked to the business partner's area homepage.



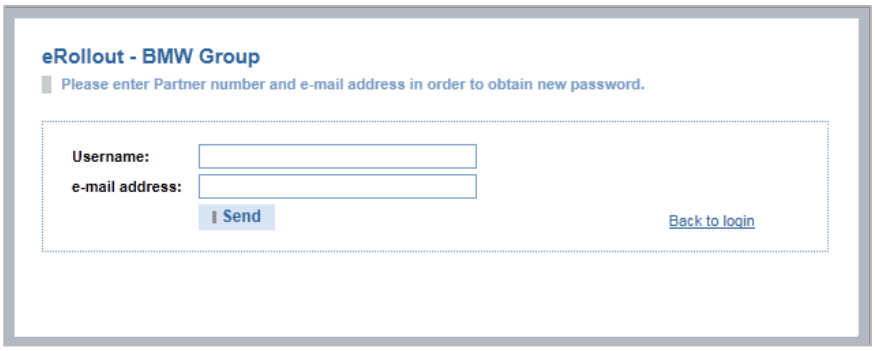
You can choose your language by clicking on the country flag in the upper right corner .

It is necessary to log in with personal login credentials in order to be able to register.

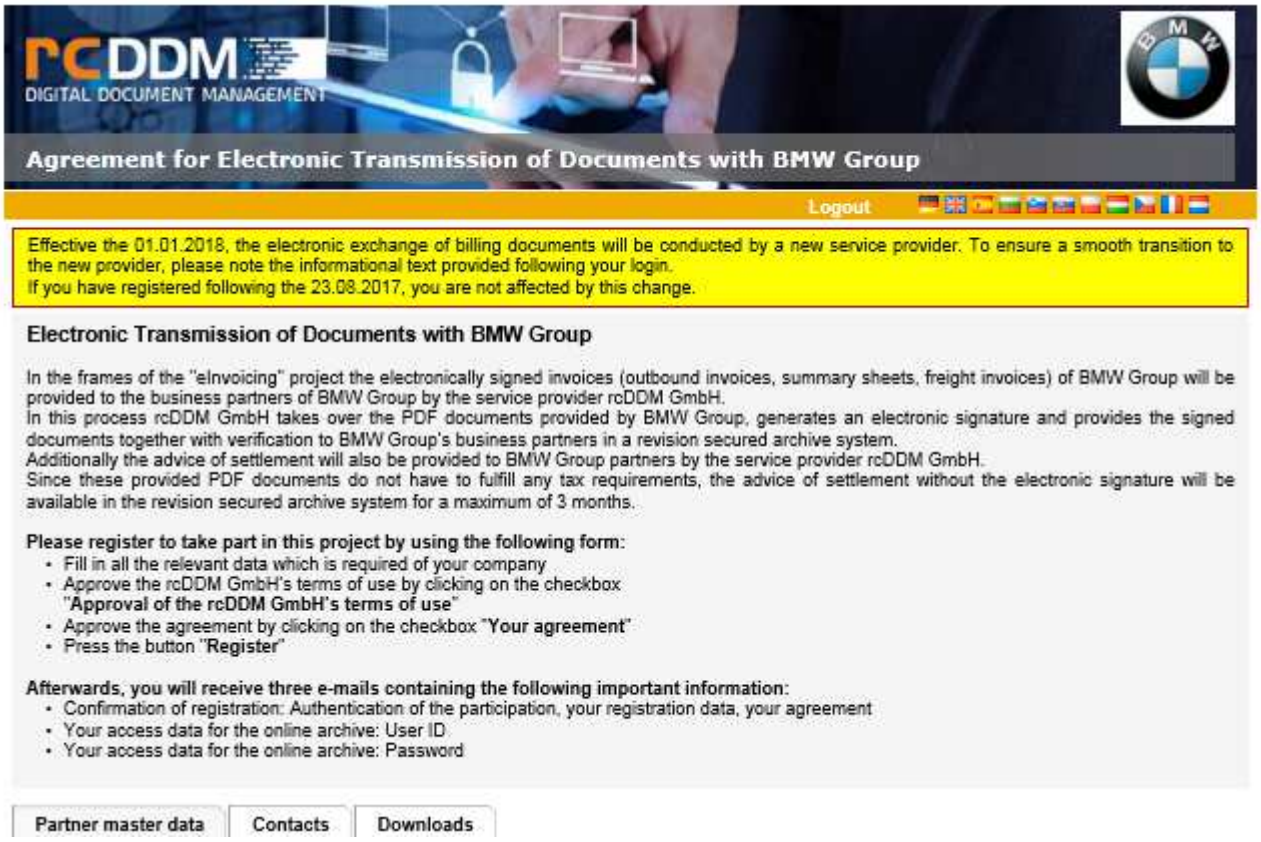
This can be done through the respective mask by clicking on the field .



If the business partner forgets his password, he can ask for a new one by entering his username and email address under the function Forgotten password?



After successful login, the business partner will be linked to registration's site.
In the upper part of the registration's site you can find the explanation of the content for electronic invoice exchange, steps which need to be taken and at the end the list of the information and confirmation sent to the business partner after registration has been successfully completed.



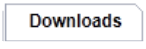
To select the required area please choose one of the following tabs: Partner master data, Contacts or Downloads.

You can register by selecting the tab

.

Under the tab

you can find relevant contact data regarding the electronic invoice exchange.

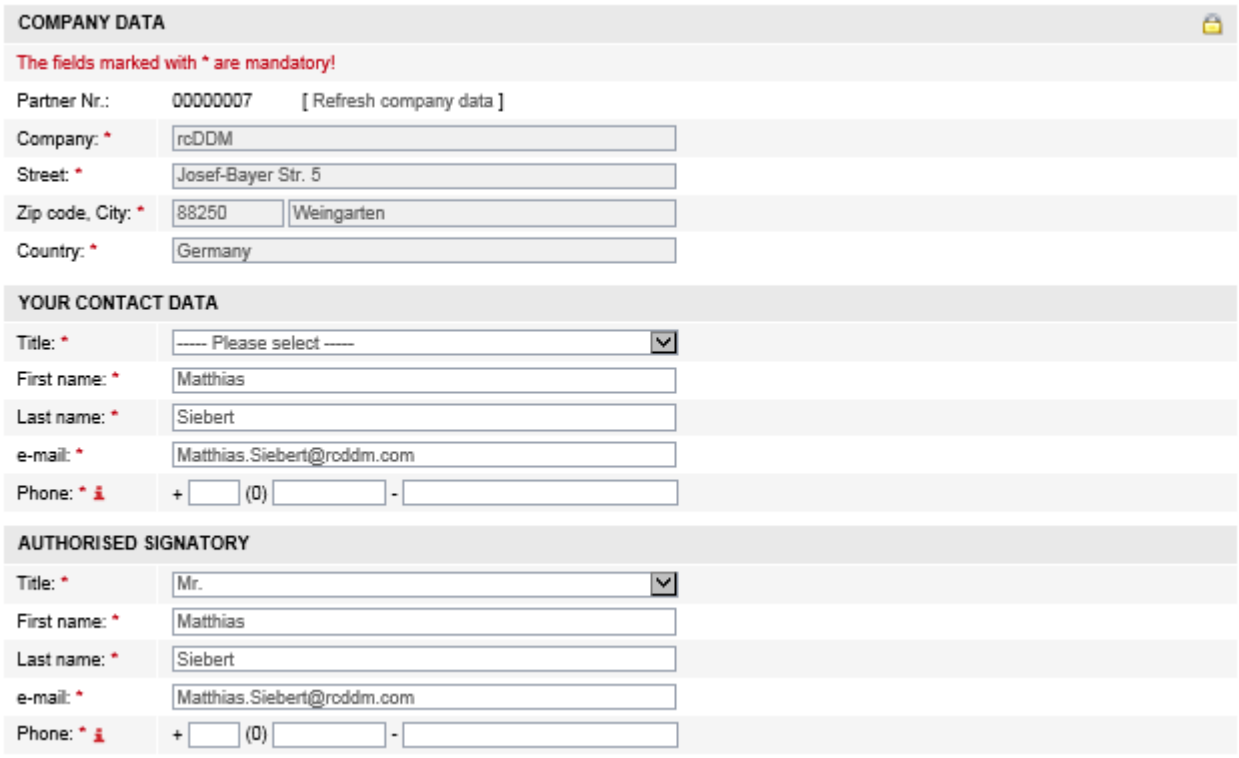
Under the tab 

you can find and download all the relevant documents regarding the electronic invoice exchange.

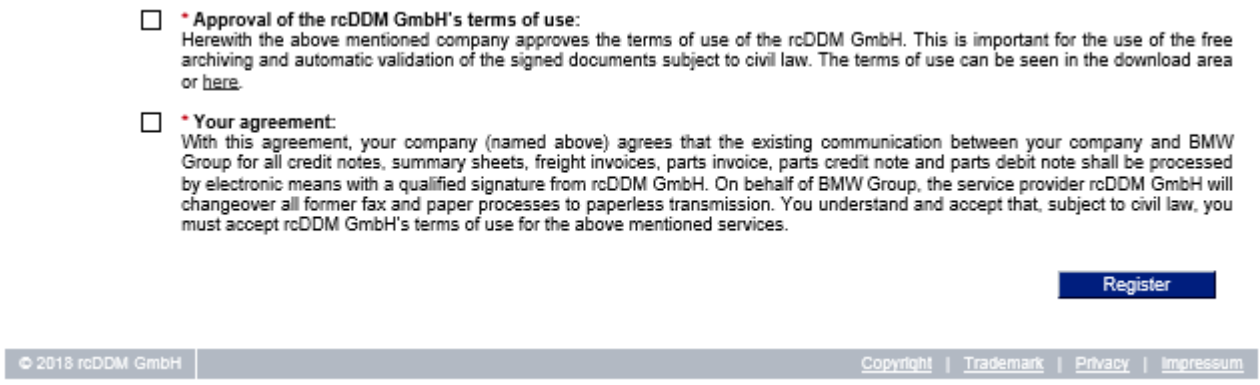
1.1.1 Partner master data

In this area, you can find company data, contact data, as well as data of authorized signatory.

Information entered in the invitation sent to the business partner by a customer is automatically transferred to the registration form. All other information needs to be entered by the business partner taking into consideration that all fields marked with an asterisk (*) are mandatory.



In the lower part of the registration form you have to confirm the rcDDM GmbH terms of use as well as the declaration of agreement regarding the switch to the electronic invoice exchange.



After all mandatory fields in the partner's master data have been filled and the terms of use as well as the declaration of agreement have been accepted, the registration can be completed by clicking on the field Register.

After successful registration, the business partner receives three automatically generated emails with following content:

- Registration confirmation

  - Sender: bmwgroup.erollout@mdocs.de
  - Receiver: Email of business partner who did the registration

- The log in data to eBox Partner Archive, whereat the password is sent in a separate email

  - Sender: Email of business partner who did the registration
  - Receiver: Email of authorized signatory of respective business partner

Registration confirmation for rcDDM / BMW Group (00000007)
bmwgroup.erollout An: Matthias.Siebert

Von: bmwgroup.erollout@mdocs.de
An: Matthias.Siebert@rcddm.com,
Bitte Antwort an support-bmw-bp@rcddm.com

Dear Mr. Matthias Siebert,

Thank you for registering for electronic invoice transmission of BMW Group using the rcDDM eInvoicing Services.

For more information, downloads, and contacts, please visit the following link:
https://ebox-bmw-rollout.mdocs.de/downloads_contacts/?lng=en

YOUR DETAILS:

COMPANY DATA

Partner number: 00000007
Company: rcDDM
Street: Josef-Bayer Str. 5
Zip code, City: 88250 Weingarten
Country: Germany

YOUR CONTACT DATA

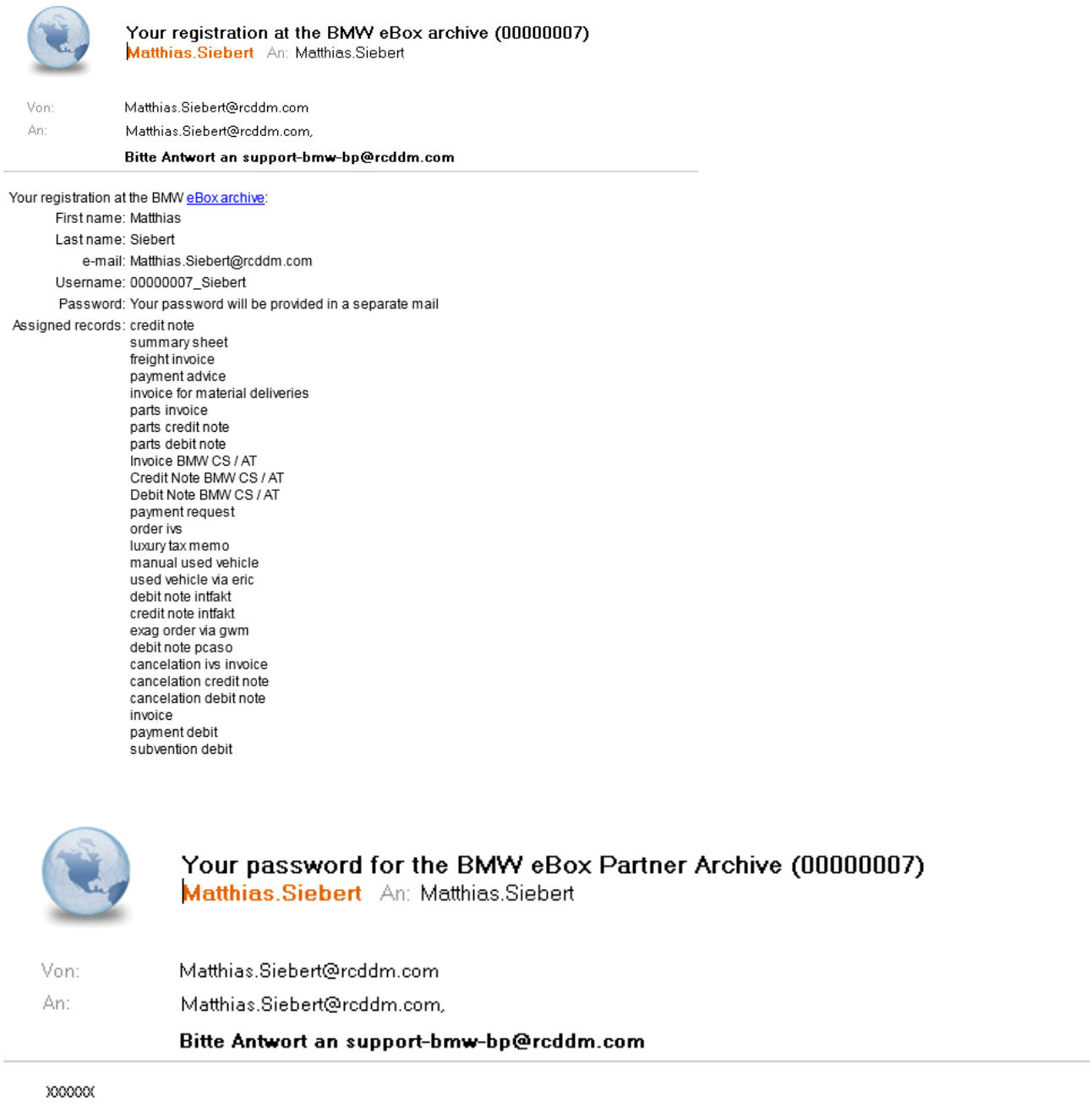
Mr. Matthias Siebert
e-mail: Matthias.Siebert@rcddm.com
Phone: 0049 751 4508

AUTHORISED SIGNATORY

Mr. Matthias Siebert
e-mail: Matthias.Siebert@rcddm.com
Phone: 0049 751 4508

Your agreement:

With this agreement, your company (named above) agrees that the existing communication between your company and BMW Group for all credit notes, summary sheets, freight invoices, parts invoice, parts credit note and parts debit note shall be processed by electronic means with a qualified signature from rcDDM GmbH. On behalf of BMW Group, the service provider rcDDM GmbH will changeover all former fax and paper processes to paperless transmission. You understand and accept that, subject to civil law, you must accept rcDDM GmbH's terms of use for the above mentioned services.



Your registration at the BMW eBox archive (00000007)
Matthias.Siebert An: Matthias.Siebert

Von: Matthias.Siebert@rcddm.com
An: Matthias.Siebert@rcddm.com,
Bitte Antwort an support-bmw-bp@rcddm.com

Your registration at the BMW eBox archive:
First name: Matthias
Last name: Siebert
e-mail: Matthias.Siebert@rcddm.com
Username: 00000007_Siebert
Password: Your password will be provided in a separate mail
Assigned records: credit note
summary sheet
freight invoice
payment advice
invoice for material deliveries
parts invoice
parts credit note
parts debit note
Invoice BMW CS / AT
Credit Note BMW CS / AT
Debit Note BMW CS / AT
payment request
order ivs
luxury tax memo
manual used vehicle
used vehicle via eric
debit note intfakt
credit note intfakt
exag order via gwm
debit note pcaso
cancelation ivs invoice
cancelation credit note
cancelation debit note
invoice
payment debit
subvention debit

Your password for the BMW eBox Partner Archive (00000007)
Matthias.Siebert An: Matthias.Siebert

Von: Matthias.Siebert@rcddm.com
An: Matthias.Siebert@rcddm.com,
Bitte Antwort an support-bmw-bp@rcddm.com

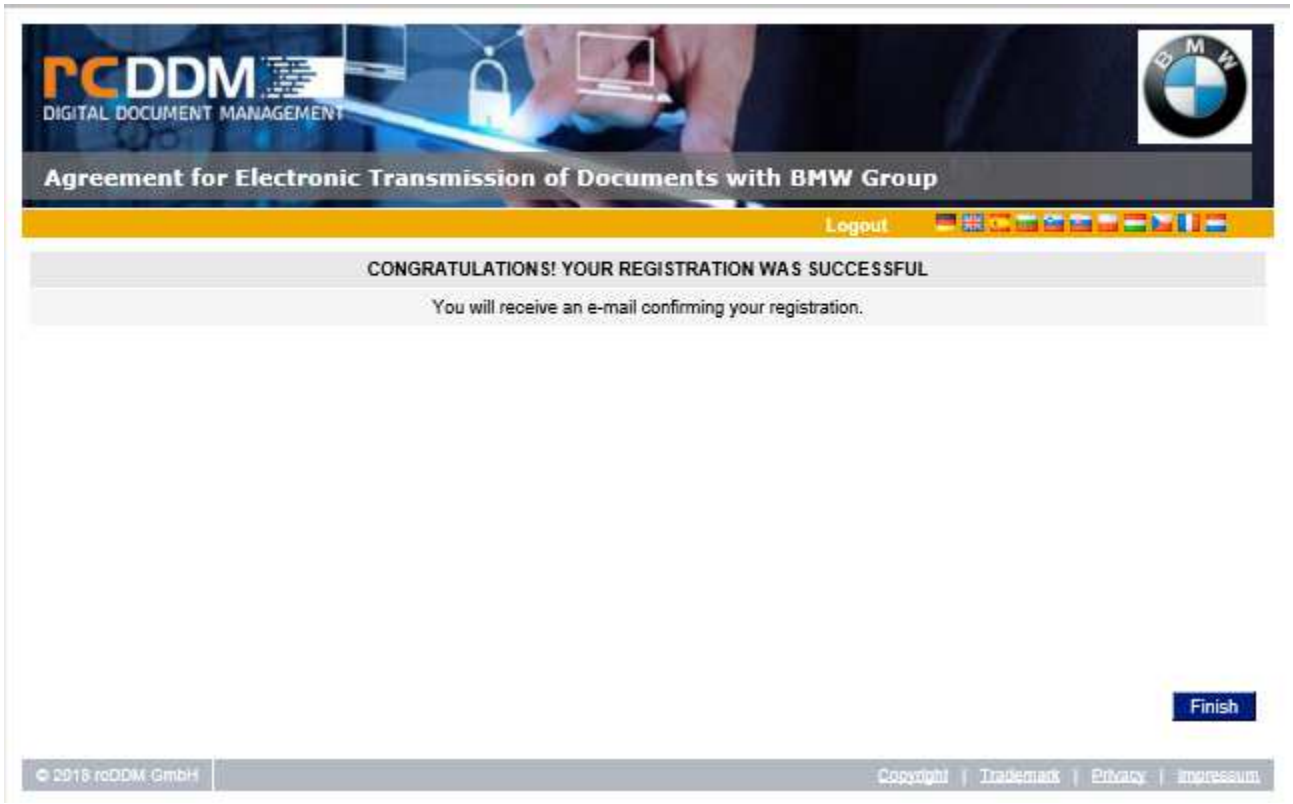
xxxxxx

The username for the eBox Partner Archive is composed of **BMW Partner Number_last name**.

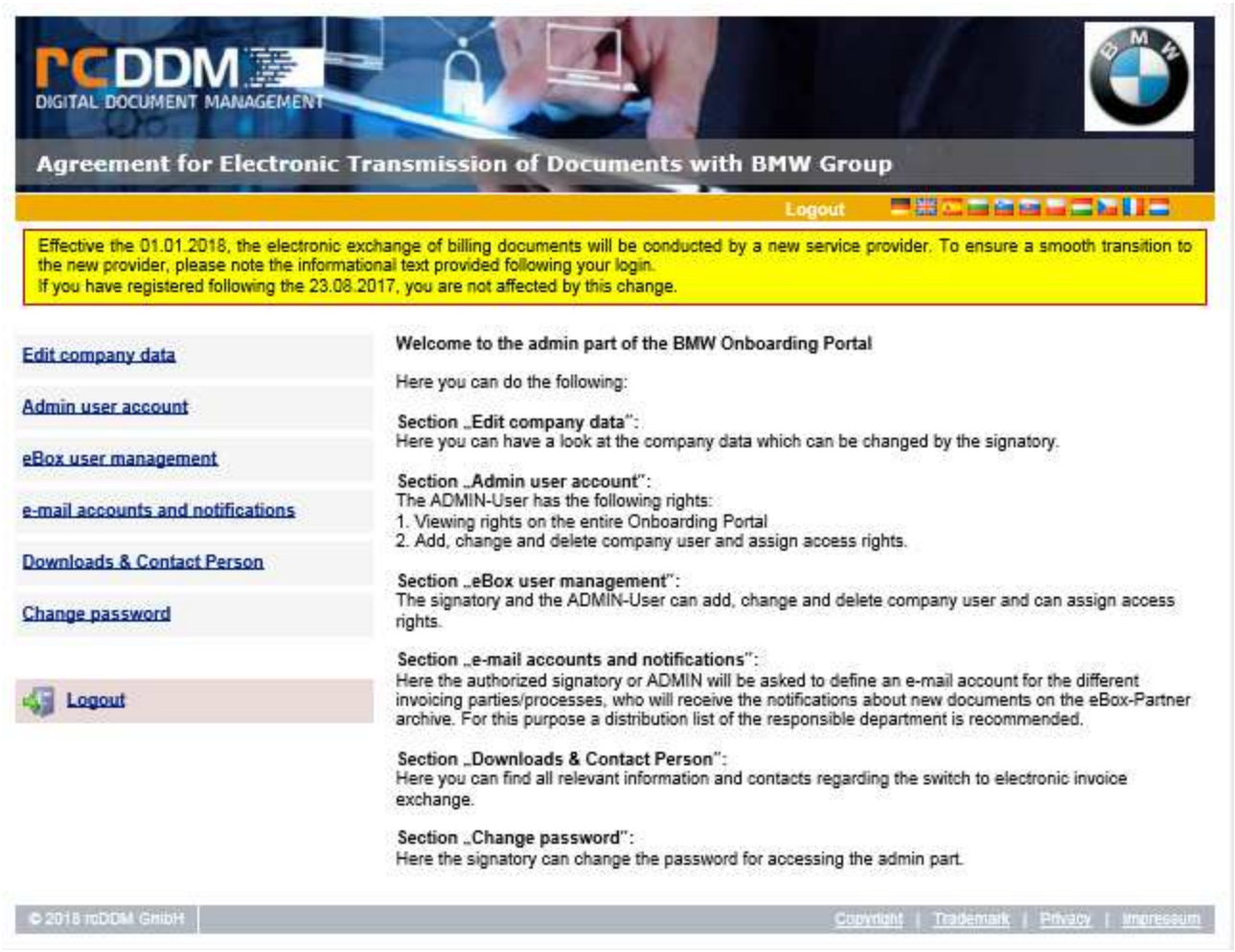
The system generates the password automatically. It consists of 8 characters, and it has to contain at least one capital letter, one small letter and one number.

After the registration has been completed using the field

, the following mask will be displayed in the portal:



By clicking on Finish business partner will be lead to the administration area.


rcDDM
DIGITAL DOCUMENT MANAGEMENT
Agreement for Electronic Transmission of Documents with BMW Group
Logout
Effective the 01.01.2018, the electronic exchange of billing documents will be conducted by a new service provider. To ensure a smooth transition to the new provider, please note the informational text provided following your login.
If you have registered following the 23.08.2017, you are not affected by this change.
Edit company data
Admin user account
eBox user management
e-mail accounts and notifications
Downloads & Contact Person
Change password
Logout
Welcome to the admin part of the BMW Onboarding Portal
Here you can do the following:
Section „Edit company data":
Here you can have a look at the company data which can be changed by the signatory.
Section „Admin user account":
The ADMIN-User has the following rights:
1. Viewing rights on the entire Onboarding Portal
2. Add, change and delete company user and assign access rights.
Section „eBox user management":
The signatory and the ADMIN-User can add, change and delete company user and can assign access rights.
Section „e-mail accounts and notifications":
Here the authorized signatory or ADMIN will be asked to define an e-mail account for the different invoicing parties/processes, who will receive the notifications about new documents on the eBox-Partner archive. For this purpose a distribution list of the responsible department is recommended.
Section „Downloads & Contact Person":
Here you can find all relevant information and contacts regarding the switch to electronic invoice exchange.
Section „Change password":
Here the signatory can change the password for accessing the admin part.
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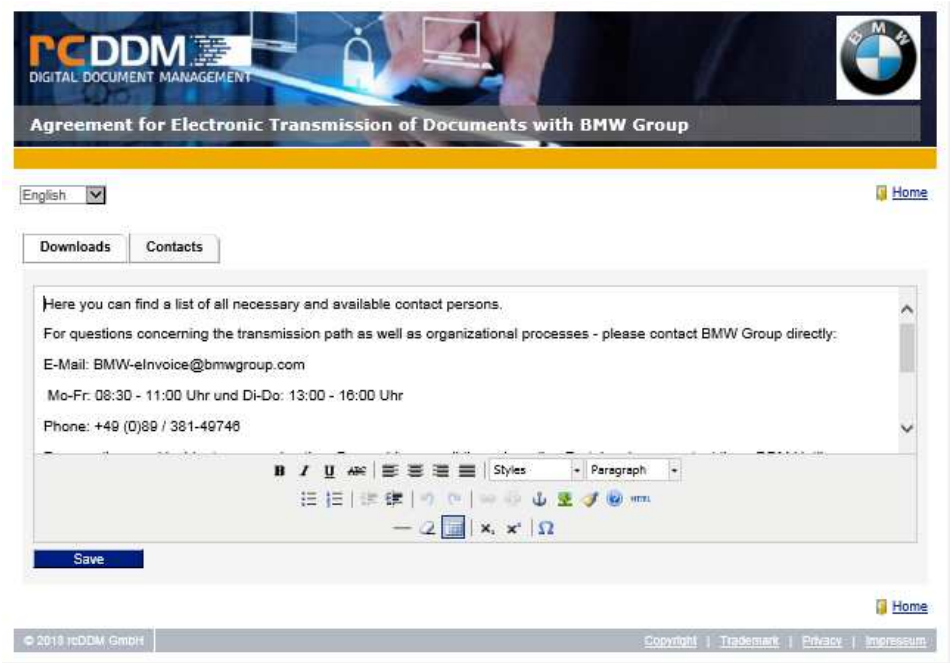
Copyright | Trademark | Privacy | Impressum

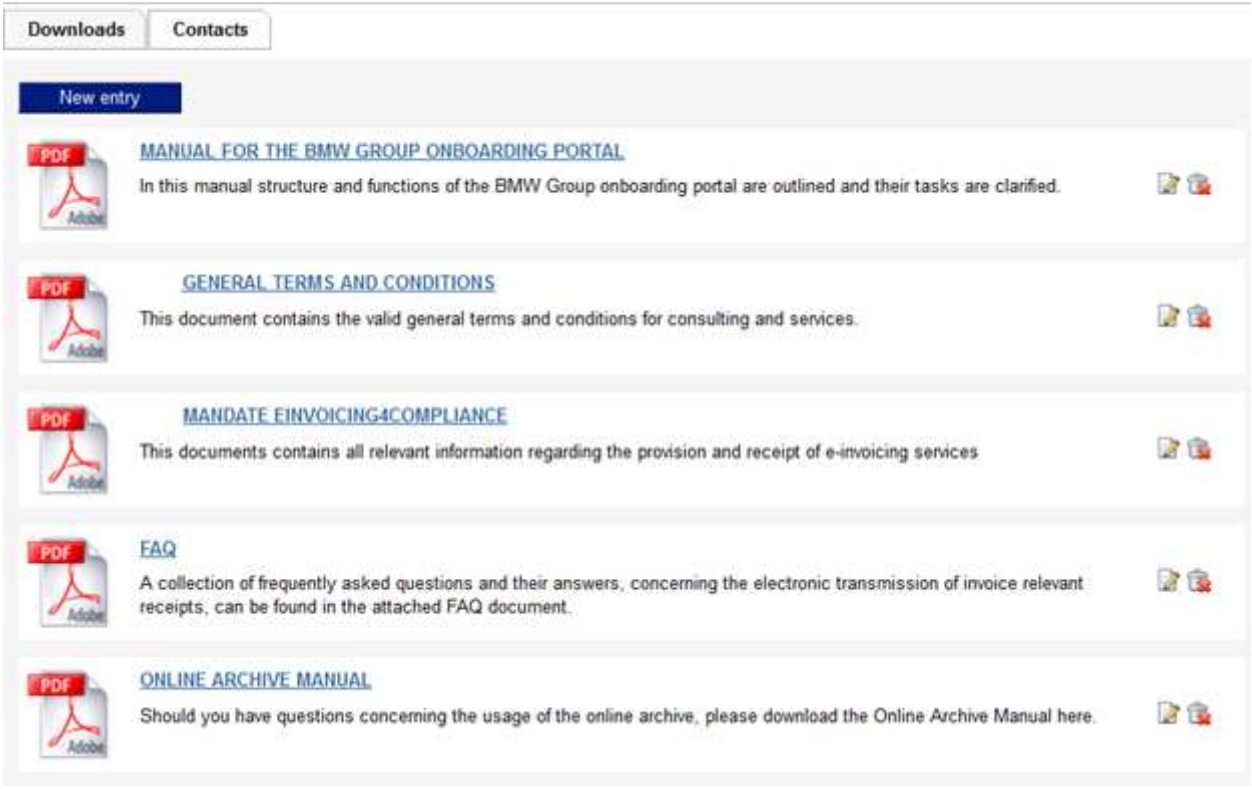
1.1.2 Contacts

Under this tab, you can see all the important contact data for the switch to the electronic invoice exchange.



1.1.3 Downloads

Under this tab, you can see all the important documents for the switch to the electronic invoice exchange.



1.2 Administration area

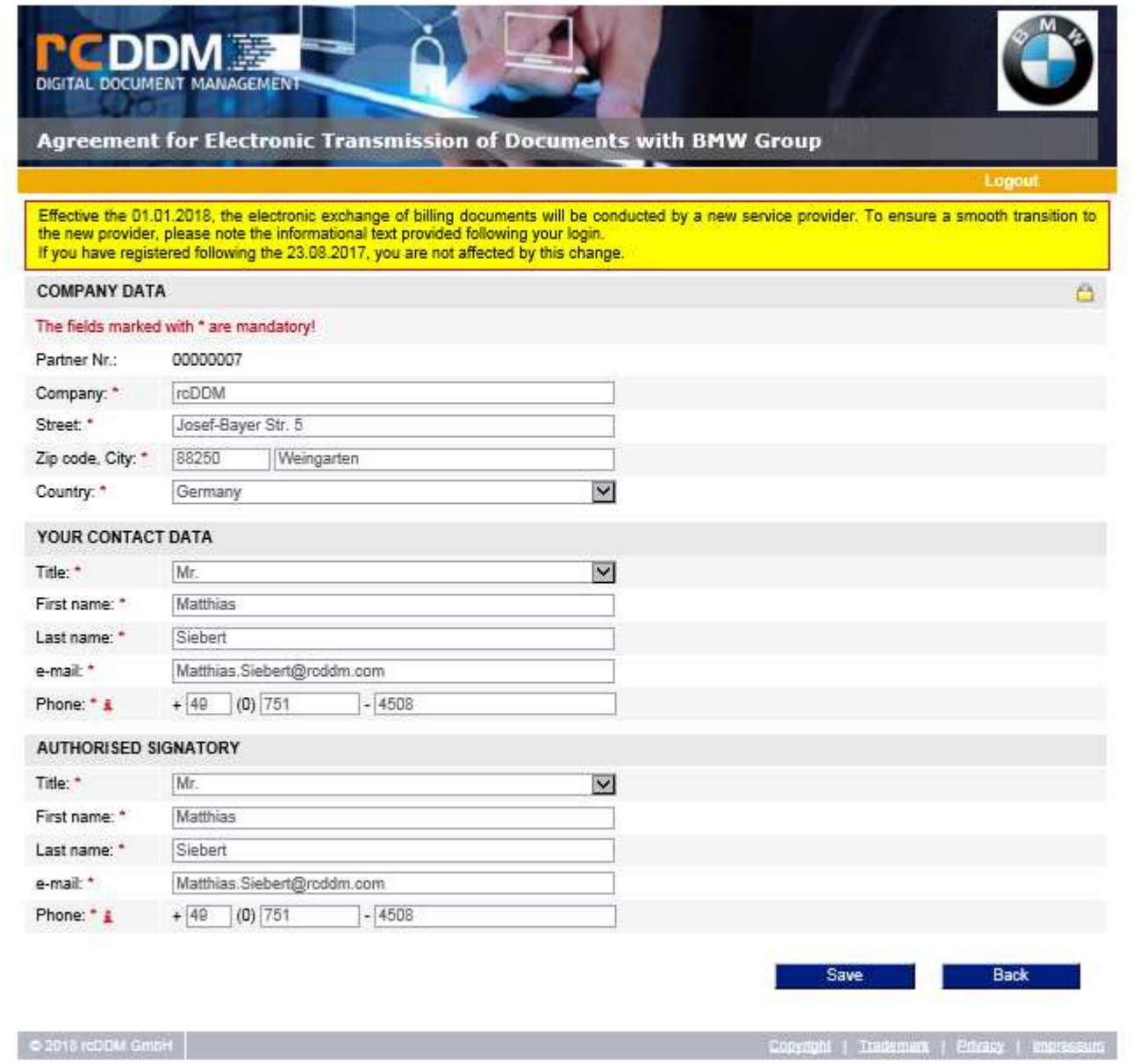
The administration area can be reached via the same URL as the registration portal:

https://ebox-bmw-rollout.mdocs.de

In administration area, you can edit your company and contact data, manage company access data for eBox partner archive and change the password for logging in into administration area. Additionally, you can view documents and contact data relevant to electronic invoice exchange. Only authorized signatory can add an additional administrator who can manage users for eBox Partner Archive.

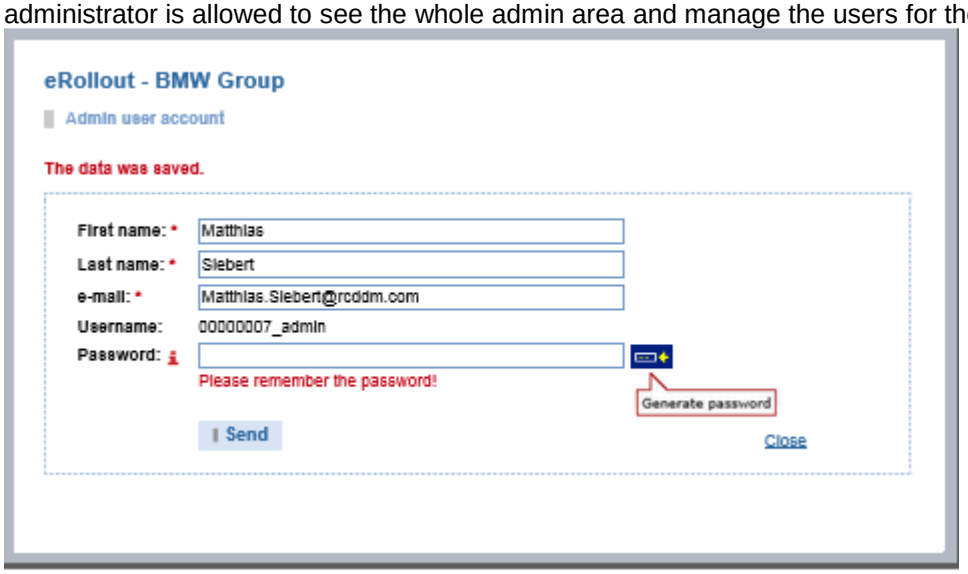
1.2.1 Edit company data

Here company data can be displayed and edited by the authorized signatory.



1.2.2 Admin User Account

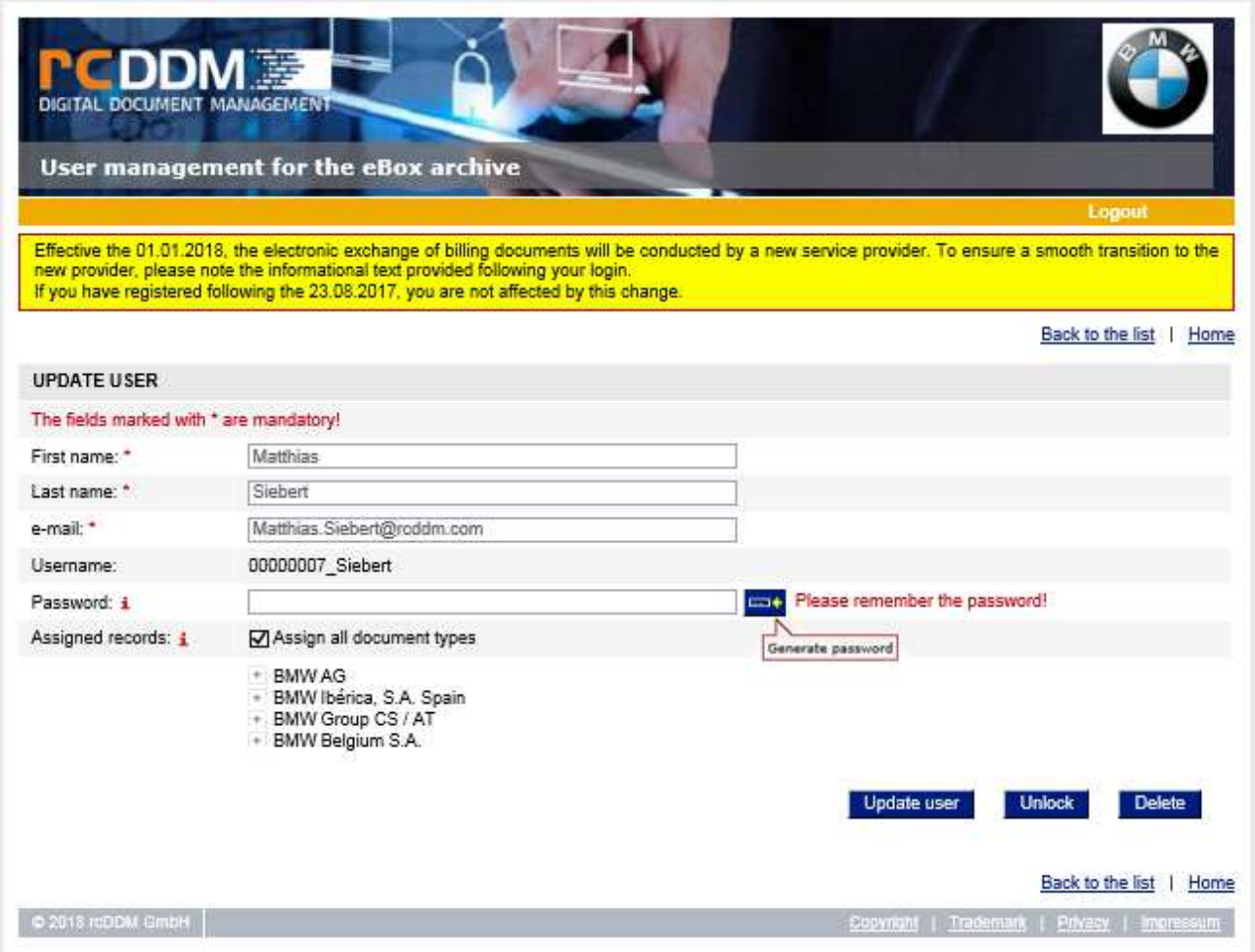
This function enables the authorized signatory to add one additional administrator. The additional administrator is allowed to see the whole admin area and manage the users for the eBox Partner Archive.



1.2.3 eBox user management

This area provides the possibility to manage the access to eBox partner archive.
Already existing accesses can be changed, unlocked or deleted and new ones can be created.

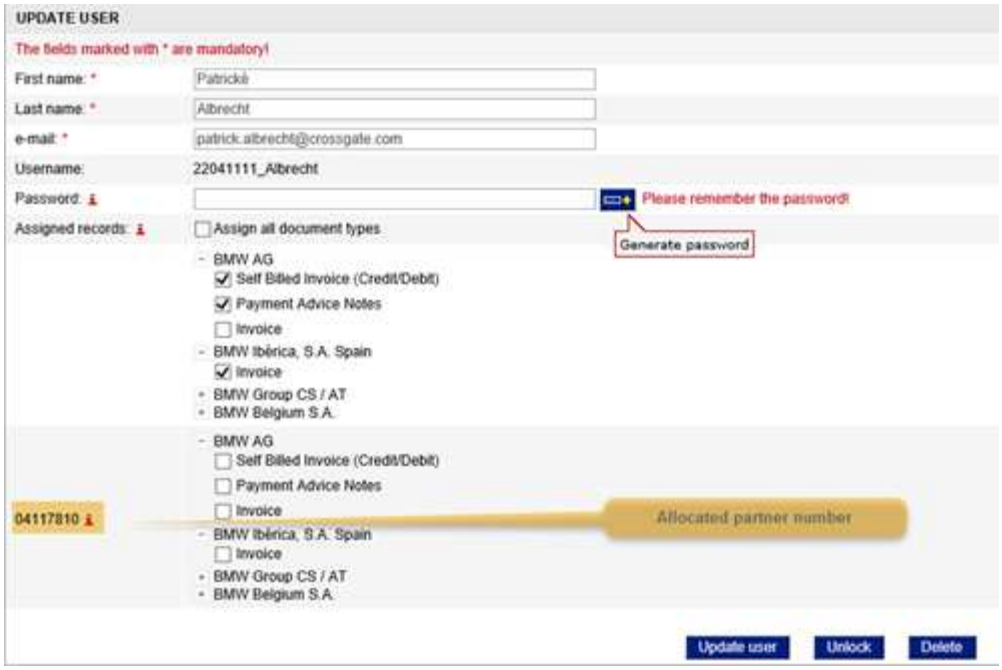
Using the option Change you can modify first and last name as well as the e-mail address of an existing eBox User. Allocating a new password to access eBox partner archive is possible as well.
Please note that the new password will **not** be communicated to the affected eBox user via e-mail.



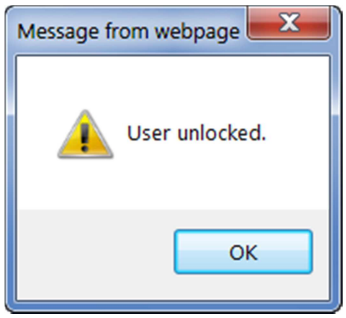
Here it is also possible to display and modify the document types assigned to eBox users.

PLEASE NOTE: An existing eBox user can only access documents which are assigned to him.

This is also relevant in the context of Master number assignments.
In case a partner number is assigned to a Master number, the eBox users of the Master number can be enabled to access also the document archived for the allocated partner. Prerequisite is the assignment of respective document types:



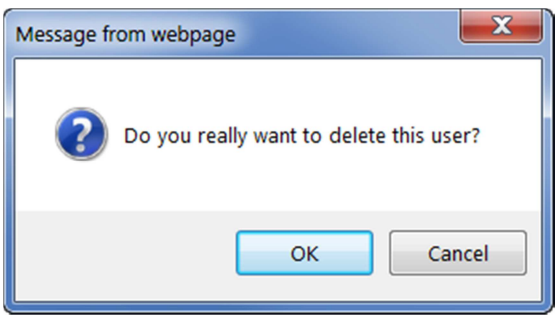
Using the option Unlock you can reactivate users whose access to the eBox partner archive has been disabled. This can happen after wrong login credentials have been entered multiple times.
After the access has been unlocked the system displays the following message:



The existing password remains unchanged.

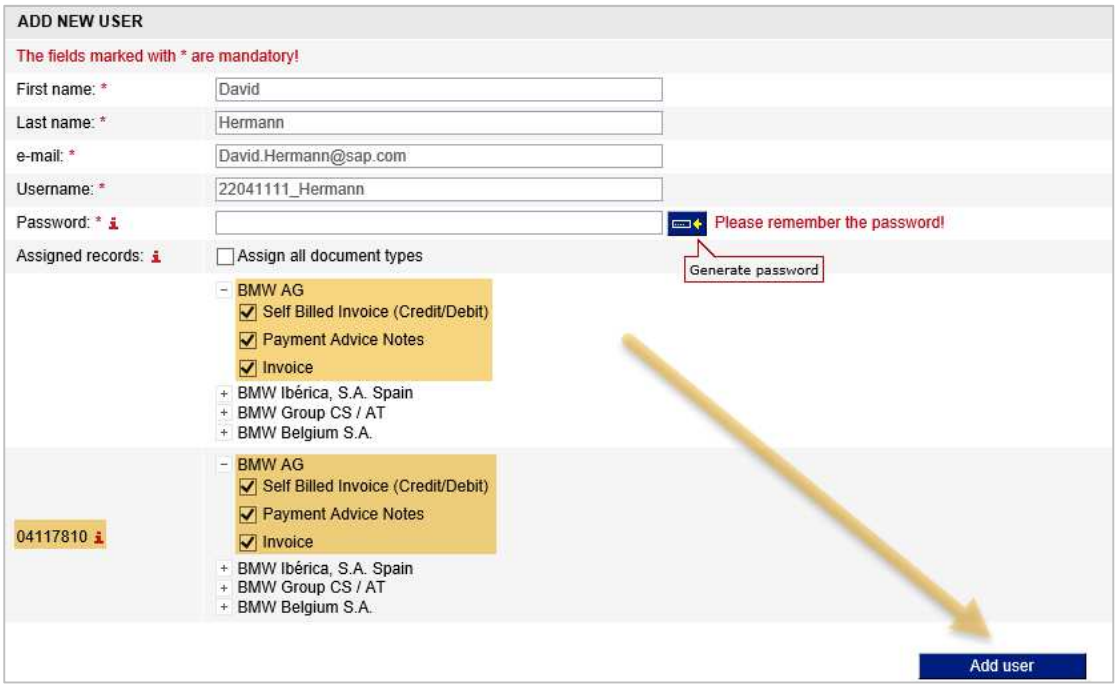
To permanently delete access to eBox Partner Archive of an existing user the option Delete can be used.

Before deletion of the user the system reassures that the chosen action is really wanted.



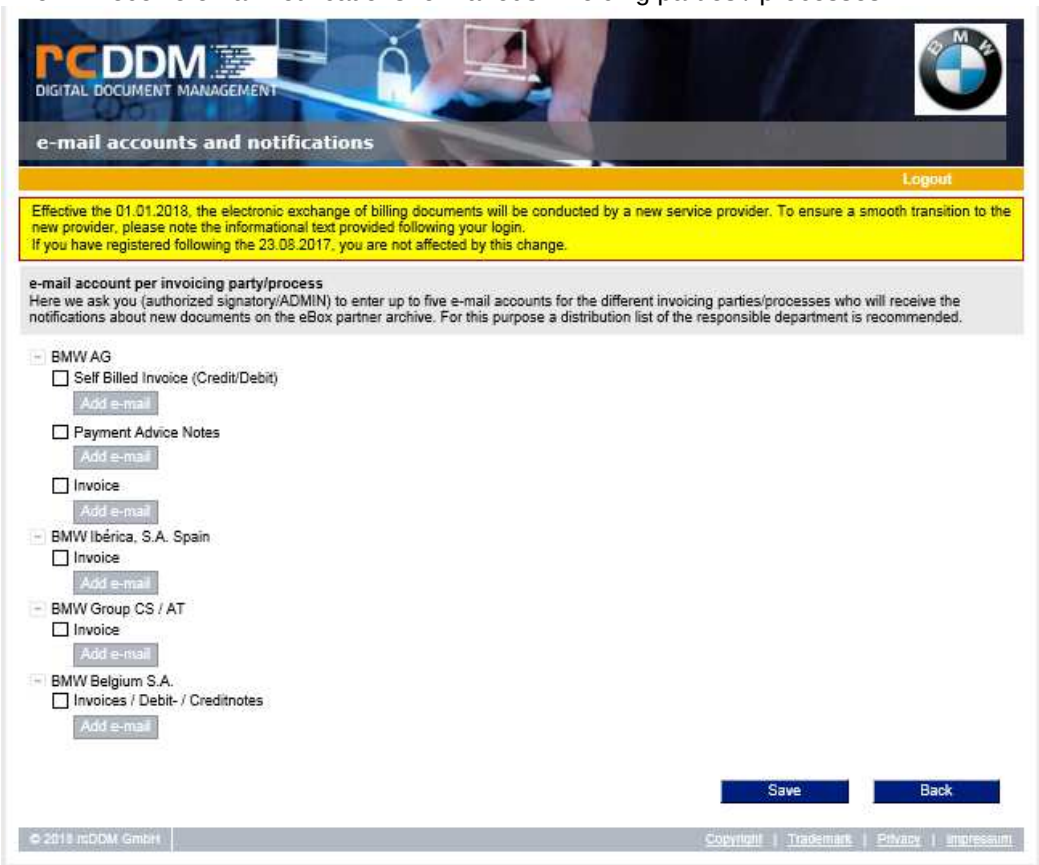
Using the option Add new user you can add additional users for eBox partner archive.

The new user will receive the access data for eBox Partner archive via email.
Also here it is crucial to assign all relevant document types to the new user:



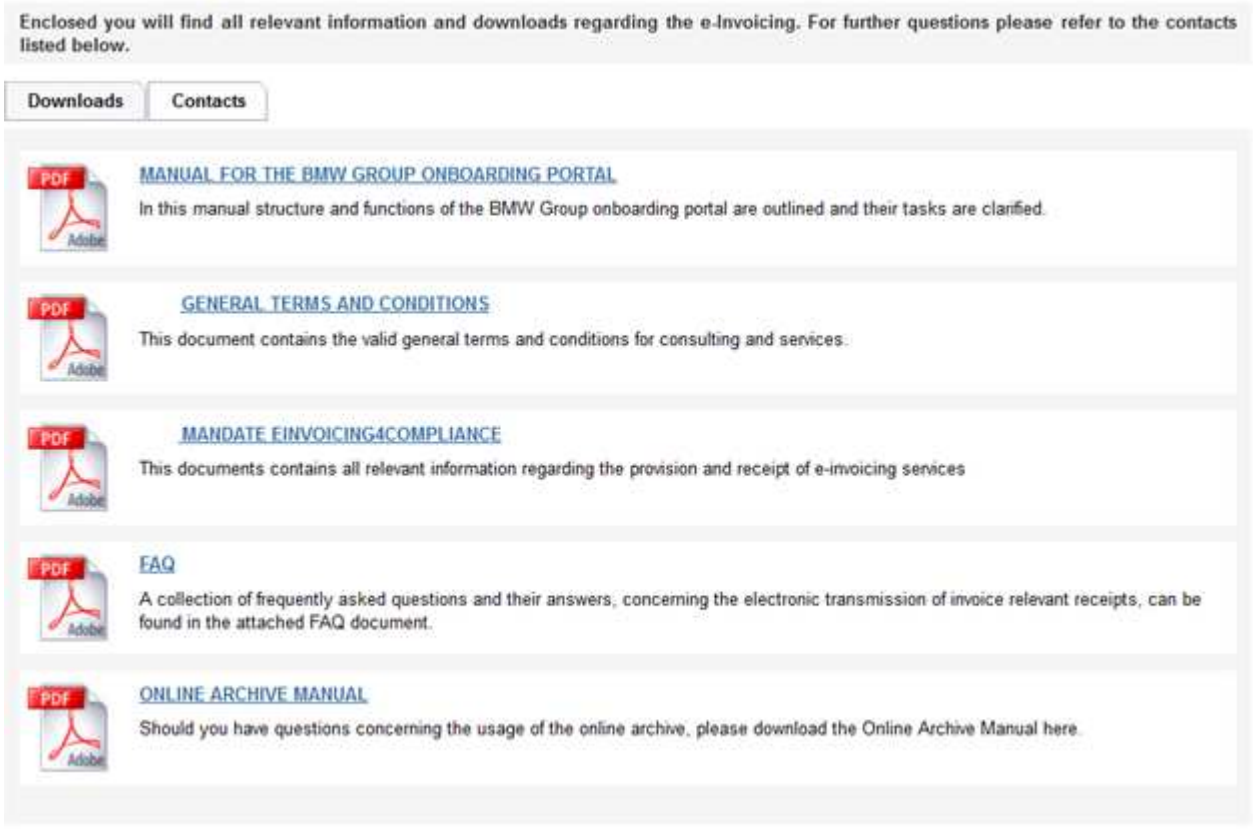
1.2.4 Email accounts and notifications

In this section authorized signatory as well as the administrator have the possibility to enter up to five people who will receive email notifications for various invoicing parties / processes.



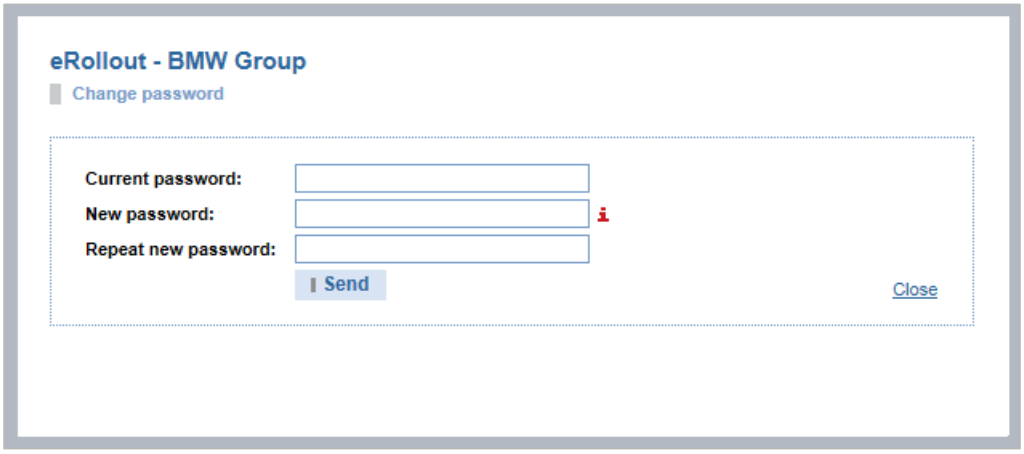
1.2.5 Downloads & Contacts

Here you can find all relevant information and contacts regarding the switch to electronic invoice exchange which are also displayed at the registration via the tabs “Contacts” and “Downloads” (see section 1.1.2 Contacts and 1.1.3 Downloads)

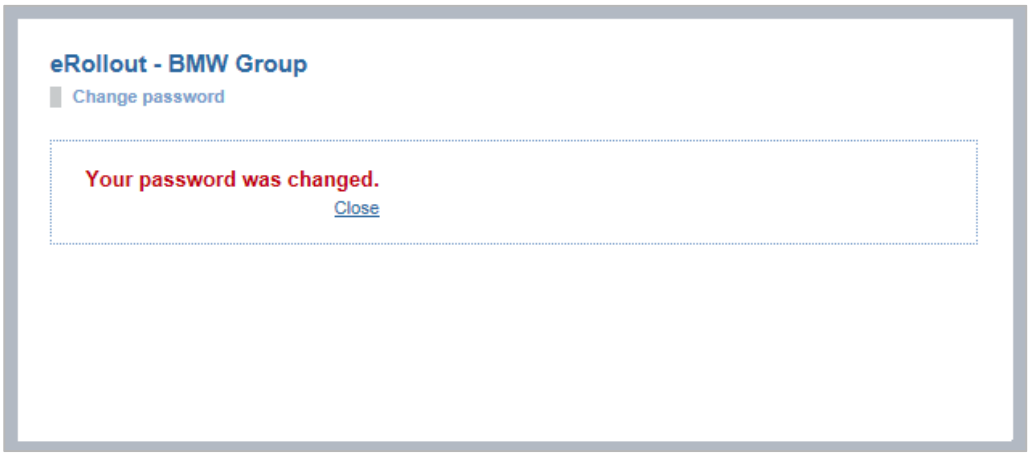


1.2.6 Change Password

Here you can change the password for administration area.



After the password has been changed successfully the system will show the following message:



There is no email confirmation.

DIGITAL DOCUMENT MANAGEMENT