



# BMW Onboarding Portal

Overview of structure and functions

## CONTENT

1	INTRODUCTION .....	3
1.1	<b>Registration .....</b>	<b>3</b>
1.1.1	Partner master data .....	6
1.1.2	Contacts .....	11
1.1.3	Downloads .....	11
1.2	<b>Administration area .....</b>	<b>12</b>
1.2.1	Edit company data .....	13
1.2.2	Admin User Account .....	14
1.2.3	eBox user management .....	14
1.2.4	Email accounts and notifications .....	17
1.2.5	Downloads & Contacts .....	18
1.2.6	Change Password .....	19

## 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](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**

---

XXXXXXXX

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



**rcDDM**  
DIGITAL DOCUMENT MANAGEMENT

**Agreement for Electronic Transmission of Documents with BMW Group**

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.

**Electronic Transmission of Documents with BMW Group**

In the frames of the "eInvoicing" project the electronically signed invoices (outbound invoices, summary sheets, freight invoices) of BMW Group will be provided to the business partners of BMW Group by the service provider rcDDM GmbH.  
In this process rcDDM GmbH takes over the PDF documents provided by BMW Group, generates an electronic signature and provides the signed documents together with verification to BMW Group's business partners in a revision secured archive system.  
Additionally the advice of settlement will also be provided to BMW Group partners by the service provider rcDDM GmbH.  
Since these provided PDF documents do not have to fulfill any tax requirements, the advice of settlement without the electronic signature will be available in the revision secured archive system for a maximum of 3 months.

Please log in

© 2018 rcDDM GmbH | Copyright | Trademark | Privacy | Impressum

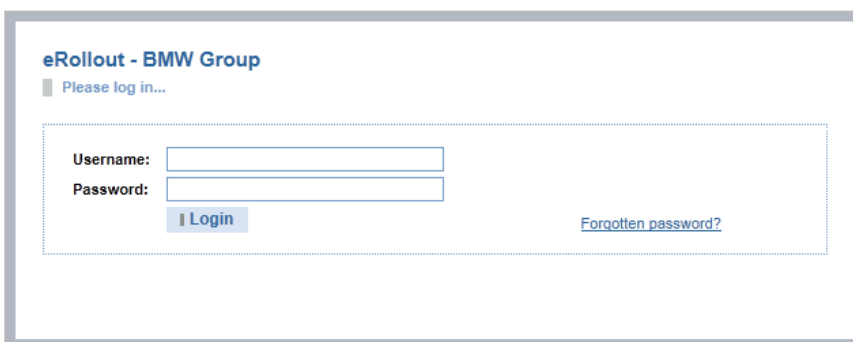
You can choose your language by clicking on the country flag in the upper right corner



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

Please log in



**eRollout - BMW Group**

Please log in...

Username:

Password:

Login

[Forgotten password?](#)



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?](#)

**eRollout - BMW Group**  
 Please enter Partner number and e-mail address in order to obtain new password.

Username:   
 e-mail address:   
 [Back to login](#)

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.

**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.

**Electronic Transmission of Documents with BMW Group**  

In the frames of the "eInvoicing" project the electronically signed invoices (outbound invoices, summary sheets, freight invoices) of BMW Group will be provided to the business partners of BMW Group by the service provider rcDDM GmbH.

In this process rcDDM GmbH takes over the PDF documents provided by BMW Group, generates an electronic signature and provides the signed documents together with verification to BMW Group's business partners in a revision secured archive system.

Additionally the advice of settlement will also be provided to BMW Group partners by the service provider rcDDM GmbH.

Since these provided PDF documents do not have to fulfill any tax requirements, the advice of settlement without the electronic signature will be available in the revision secured archive system for a maximum of 3 months.

**Please register to take part in this project by using the following form:**

- Fill in all the relevant data which is required of your company
- Approve the rcDDM GmbH's terms of use by clicking on the checkbox "Approval of the rcDDM GmbH's terms of use"
- Approve the agreement by clicking on the checkbox "Your agreement"
- Press the button "Register"

**Afterwards, you will receive three e-mails containing the following important information:**

- Confirmation of registration: Authentication of the participation, your registration data, your agreement
- Your access data for the online archive: User ID
- Your access data for the online archive: Password

[Partner master data](#)
[Contacts](#)
[Downloads](#)

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

Partner master data

Under the tab

Contacts

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

Under the tab



Downloads

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.

COMPANY DATA	
The fields marked with * are mandatory!	
Partner Nr.:	00000007 [ Refresh company data ]
Company: *	rcDDM
Street: *	Josef-Bayer Str. 5
Zip code, City: *	88250 Weingarten
Country: *	Germany
YOUR CONTACT DATA	
Title: *	--- Please select ---
First name: *	Matthias
Last name: *	Siebert
e-mail: *	Matthias.Siebert@rcddm.com
Phone: * 	+ (0) -
AUTHORISED SIGNATORY	
Title: *	Mr.
First name: *	Matthias
Last name: *	Siebert
e-mail: *	Matthias.Siebert@rcddm.com
Phone: * 	+ (0) -

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.

- ☐ \* **Approval of the rcDDM GmbH's terms of use:**  
Herewith the above mentioned company approves the terms of use of the rcDDM GmbH. This is important for the use of the free archiving and automatic validation of the signed documents subject to civil law. The terms of use can be seen in the download area or [here](#).
- ☐ \* **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.

Register

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](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 pcsao

cancellation ivs invoice

cancellation credit note

cancellation 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**

---

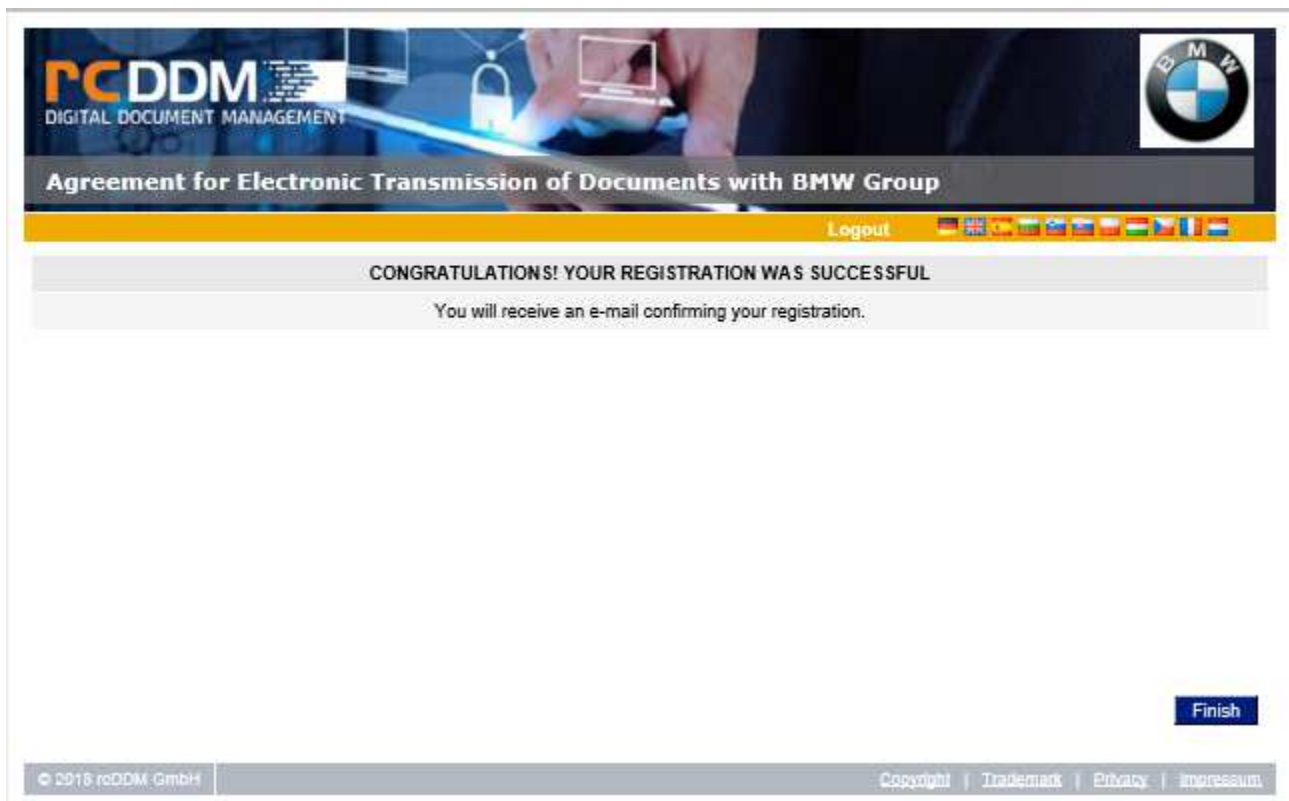
XXXXXXXX

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 **Register**, the following mask will be displayed in the portal:






By clicking on [Finish](#) business partner will be lead to the administration area.

**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](#)

**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.

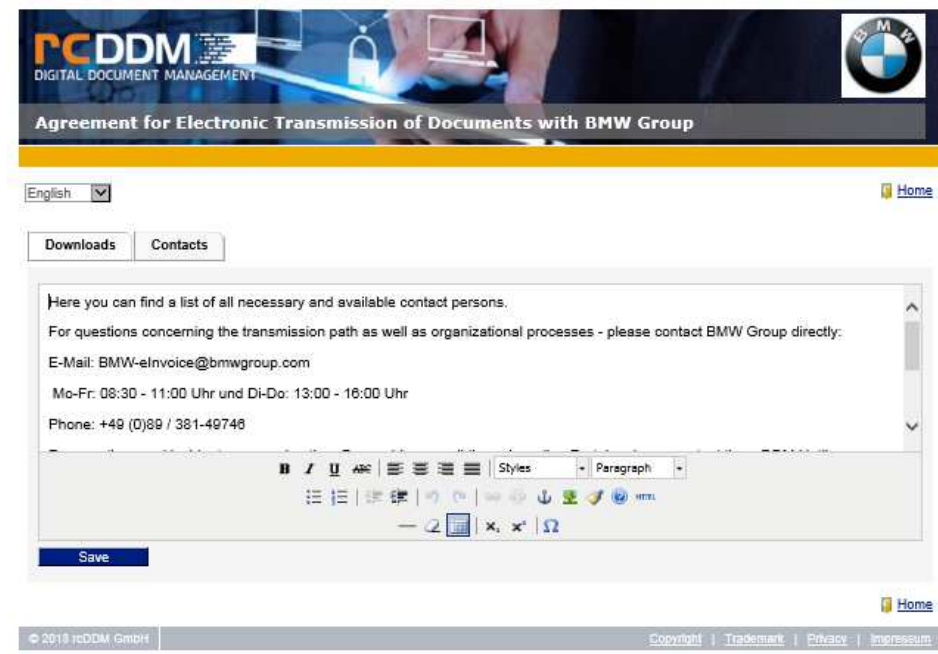
**Section „Change password“:**  
Here the signatory can change the password for accessing the admin part.

© 2018 roDDM GmbH

[Copyright](#) | [Trademark](#) | [Privacy](#) | [Impressum](#)

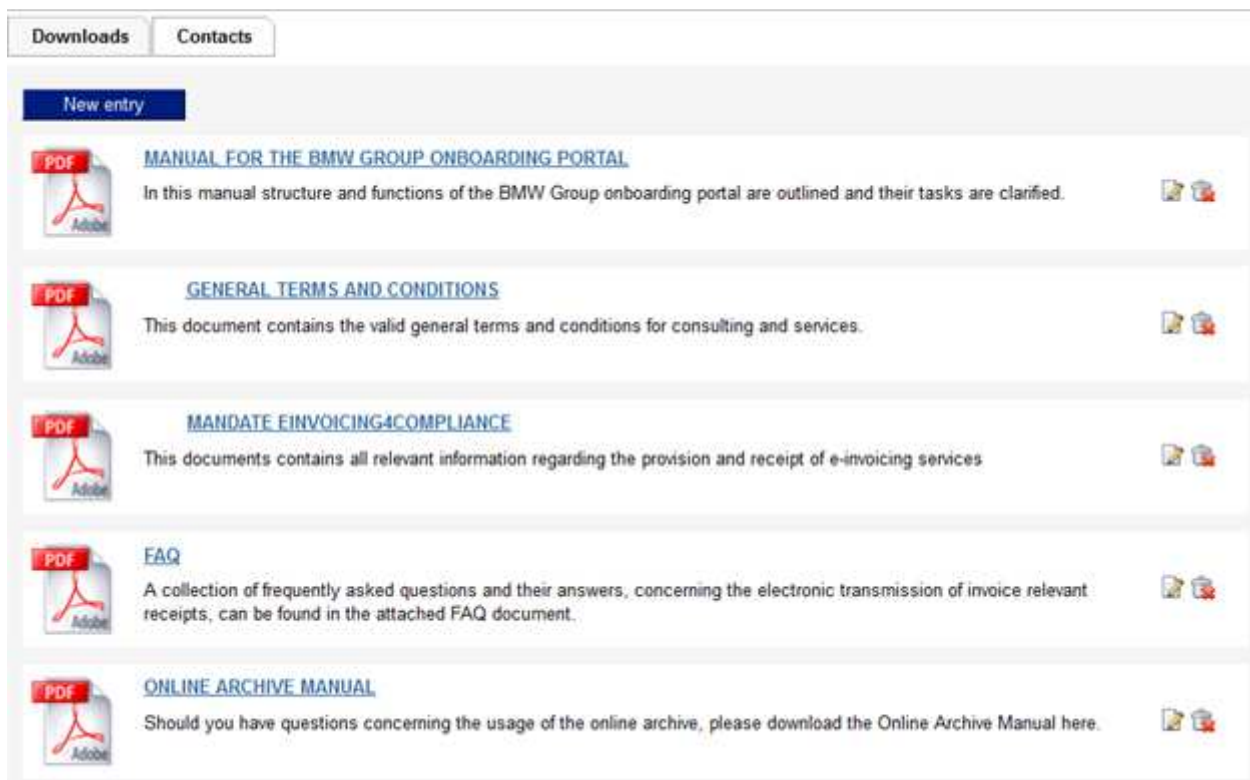
### 1.1.2 Contacts

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.



**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.

**COMPANY DATA**

The fields marked with \* are mandatory!

Partner Nr.: 00000007

Company: \* rcDDM

Street: \* Josef-Bayer Str. 5

Zip code, City: \* 88250 Weingarten

Country: \* Germany

**YOUR CONTACT DATA**

Title: \* Mr.

First name: \* Matthias

Last name: \* Siebert

e-mail: \* Matthias.Siebert@roddm.com

Phone: \* + 49 (0) 751 - 4508

**AUTHORISED SIGNATORY**

Title: \* Mr.

First name: \* Matthias

Last name: \* Siebert

e-mail: \* Matthias.Siebert@roddm.com

Phone: \* + 49 (0) 751 - 4508

Save Back

© 2018 rcDDM GmbH Copyright | Trademark | Privacy | Impressum

### 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.

**eRollout - BMW Group**

Admin user account

The data was saved.

First name: \* Matthias

Last name: \* Siebert

e-mail: \* Matthias.Siebert@rcddm.com

Username: 00000007\_admin

Password:  [Generate password](#)

Please remember the password!

[Send](#) [Close](#)

### 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.

**rcDDM** DIGITAL DOCUMENT MANAGEMENT

**User management for the eBox archive**

[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.

[Add new user](#) | [Home](#)

Username	Name			
00000007_admin	Matthias Siebert	<a href="#">Change</a>	<a href="#">Unlock</a>	<a href="#">Delete</a>
00000007_Siebert	Matthias Siebert	<a href="#">Change</a>	<a href="#">Unlock</a>	<a href="#">Delete</a>

[Add new user](#) | [Home](#)

© 2015 rcDDM GmbH | [Copyright](#) | [Trademark](#) | [Privacy](#) | [Impressum](#)

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.



**PCDDM**  
DIGITAL DOCUMENT MANAGEMENT

**User management for the eBox archive**

[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.

[Back to the list](#) | [Home](#)

### UPDATE USER

The fields marked with \* are mandatory!

First name: \*

Last name: \*

e-mail: \*

Username:

Password:  [Generate password](#) **Please remember the password!**

Assigned records: ☒ Assign all document types

- BMW AG
- BMW Ibérica, S.A. Spain
- BMW Group CS / AT
- BMW Belgium S.A.

[Update user](#) [Unlock](#) [Delete](#)

[Back to the list](#) | [Home](#)

© 2018 roDDM GmbH [Copyright](#) | [Trademark](#) | [Privacy](#) | [Impressum](#)

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:



**UPDATE USER**

The fields marked with \* are mandatory!

First name: \* Patrick

Last name: \* Albrecht

e-mail: \* patrick.albrecht@crossgate.com

Username: 22041111\_Albrecht

Password:  Please remember the password!

Assigned records:

☐ Assign all document types

- BMW AG
  - ☒ Self Billed Invoice (Credit/Debit)
  - ☒ Payment Advice Notes
  - ☐ Invoice
- BMW Ibérica, S.A. Spain
  - ☒ Invoice
- BMW Group CS / AT
- BMW Belgium S.A.

04117810 Allocated partner number

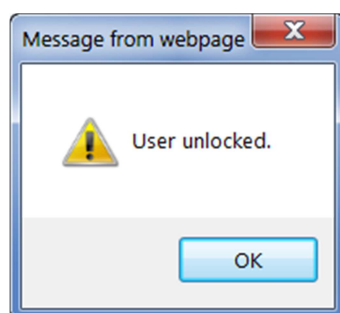
☐ Assign all document types

- BMW AG
  - ☐ Self Billed Invoice (Credit/Debit)
  - ☐ Payment Advice Notes
  - ☐ Invoice
- BMW Ibérica, S.A. Spain
  - ☐ Invoice
- BMW Group CS / AT
- BMW Belgium S.A.

[Generate password](#)

[Update user](#) [Unlock](#) [Delete](#)

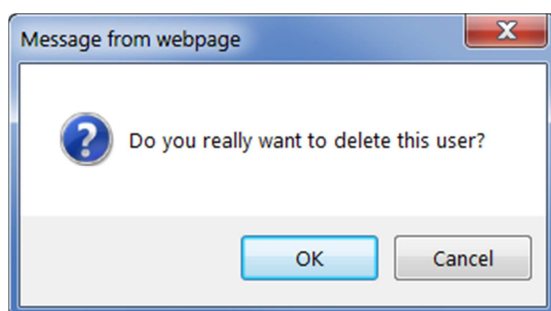
Using the option [Unlock](#) you can reactivate users whose access to the eBox partner archive has been disabled. This can happen after wrong login credentials have been entered multiple times. After the access has been unlocked the system displays the following message:



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:

**ADD NEW USER**


The fields marked with \* are mandatory!


First name: \*


Last name: \*

e-mail: \*

Username: \*

Password: \*   Please remember the password!

Assigned records:  ☐ Assign all document types Generate password

**04117810** 

- BMW AG
  - ☒ Self Billed Invoice (Credit/Debit)
  - ☒ Payment Advice Notes
  - ☒ Invoice
- + BMW Ibérica, S.A. Spain
- + BMW Group CS / AT
- + BMW Belgium S.A.

- BMW AG
  - ☒ Self Billed Invoice (Credit/Debit)
  - ☒ Payment Advice Notes
  - ☒ Invoice
- + BMW Ibérica, S.A. Spain
- + BMW Group CS / AT
- + BMW Belgium S.A.

**Add 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.

**PCDDM**  
DIGITAL DOCUMENT MANAGEMENT

**e-mail accounts and notifications**

**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.

**e-mail account per invoicing party/process**  
Here we ask you (authorized signatory/ADMIN) to enter up to five e-mail accounts 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.

**BMW AG**

☐ Self Billed Invoice (Credit/Debit) **Add e-mail**

☐ Payment Advice Notes **Add e-mail**

☐ Invoice **Add e-mail**

**BMW Ibérica, S.A. Spain**

☐ Invoice **Add e-mail**

**BMW Group CS / AT**

☐ Invoice **Add e-mail**

**BMW Belgium S.A.**

☐ Invoices / Debit- / Creditnotes **Add e-mail**

**Save** **Back**

© 2018 PCDDM GmbH Copyright | Trademark | Privacy | Impressum

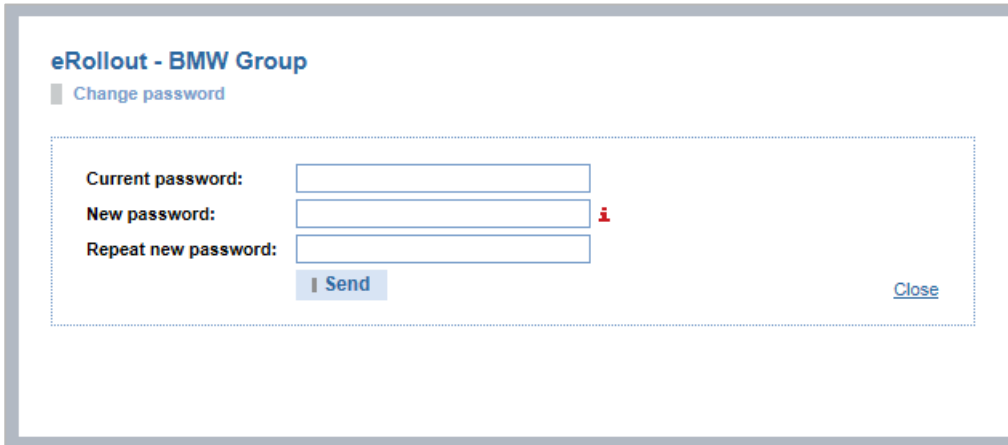
### 1.2.5 Downloads & Contacts

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)

Enclosed you will find all relevant information and downloads regarding the e-Invoicing. For further questions please refer to the contacts listed below.

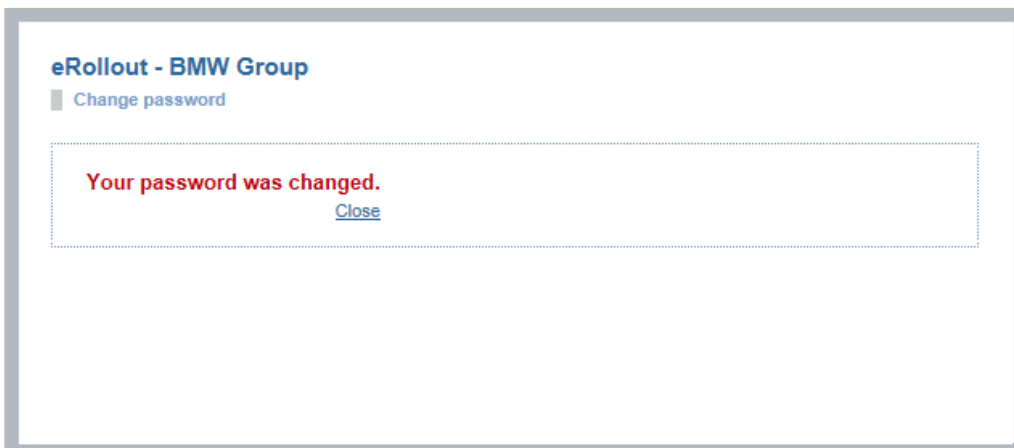
### 1.2.6 *Change Password*

Here you can change the password for administration area.



The screenshot shows a web form titled "eRollout - BMW Group" with a sub-header "Change password". The form contains three input fields: "Current password:", "New password:", and "Repeat new password:". The "New password:" field has a red information icon to its right. Below the fields are two buttons: "Send" and "Close".

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



The screenshot shows a success message box titled "eRollout - BMW Group" with a sub-header "Change password". The message text is "Your password was changed." in red, with a "Close" link below it.

There is no email confirmation.

