



Electronic Invoicing with BMW AG:

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

The following BMW companies can currently receive electronic invoices:

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

Access to the B2B portal (if not yet available)

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

REQUEST A NEW USER ACCOUNT

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

Note for BMW Employees:
BMW B2B AppDisplay Portlet

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Apply for registration

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

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

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

Apply for a user's registration

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

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

If no Master Admin has been set yet, you will receive the following message:

Apply for a user's registration

Please be informed that still no master admin has been designated for your supplier. To define the designated master admin email address, please contact the BMW Group IT Hotline via telephone +49 89 382 55555 or via email itsd-german@bmw.com and create an incident to LDB_Prod_Standard support group.

[Exit](#)

In this case, please send an email to einvoicing-platform@bmwgroup.com.

Subject: Your supplier number — Master Admin request

We will then get back to you as soon as possible.

Start the eDocument portal:

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

The screenshot shows the BMW Group Partner Portal interface. At the top, there are logos for BMW Group, Rolls-Royce, and the BMW Group Partner Portal. A search bar and user profile icons are visible on the right. The main navigation bar includes 'Collaboration', 'Departments', and 'Applications'. The 'Applications' section is active, displaying a list of applications. The 'EDOCUMENT PORTAL' is highlighted, with a 'Start application' button and a 'Show details' link. A tooltip is visible over the 'Start application' button.

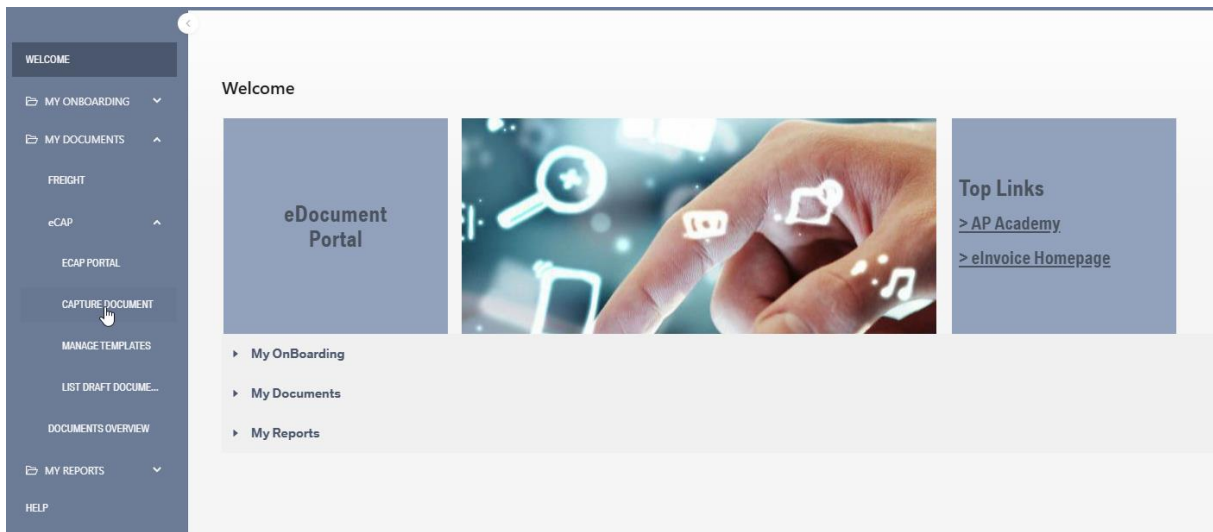
You now have the following options for sending invoices electronically:

Option 1 — “eCap”:

In the eDocument Portal, you can immediately use manual eInvoicing via eCap.

Invoices are entered manually using the input mask and transferred to BMW.

Start eCap via eCap -> “Capture Document”



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

Capture Document

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

✕ ↺

* Document Type:	Invoice	Supplier VAT Code:		Supplier Tax ID:	Supplier Tax ID
* Supplier:	Enter partner number or partner name	BMW Company VAT Code:		BMW Company Tax ID:	
* Company:					

▶ Profile Information

▼ Header Details

* Currency	* Document Number	* Document Date	* Order Number	* Delivery/Service Number	* Delivery/Service Date
Select	RE12345				
			<input type="checkbox"/>		
			Order Number not available		

▶ Header Notes

▶ Line Items

▶ Document Totals

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

The screenshot shows a user interface with a dark blue sidebar on the left and a main content area on the right. The sidebar contains a 'WELCOME' message and three menu items: 'MY ONBOARDING', 'MY DOCUMENTS', and 'MY REPORTS', each with a dropdown arrow. The 'HELP' menu item is highlighted with a white question mark icon. The main content area has a light gray header with a back arrow icon. Below the header, the word 'Help' is displayed in a large font. A bold instruction reads: 'Select the language of the document and click on "DOWNLOAD":'. Below this instruction are three tabs: 'My Onboarding', 'My Documents', and 'My Reports'. The 'My Documents' tab is selected and underlined. A list of seven documents is shown, each with a language dropdown menu set to 'EN' and a 'DOWNLOAD' button with a download icon. A mouse cursor is pointing at the first 'DOWNLOAD' button.

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

Option 2 — “Dispatch via EDI”:

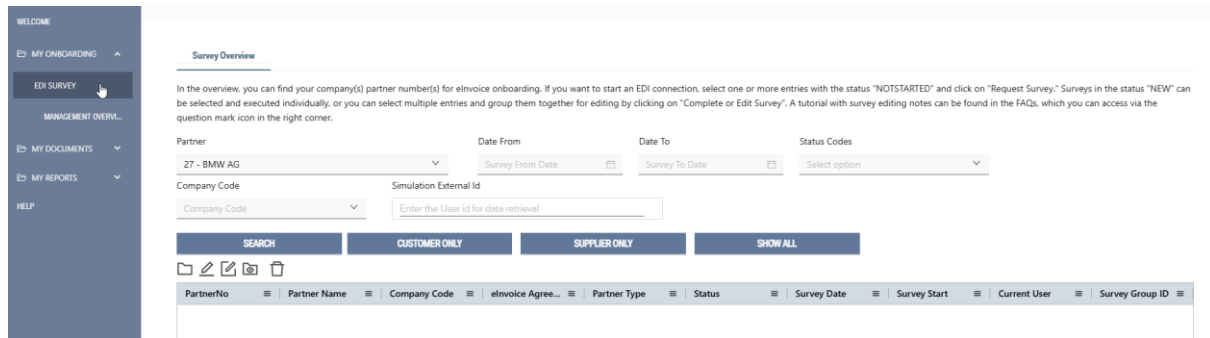
In addition to eCap, invoices can be sent in ZUGFeRD, XRechnung or VDA formats.

Guidelines and further information can be found here ->

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

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

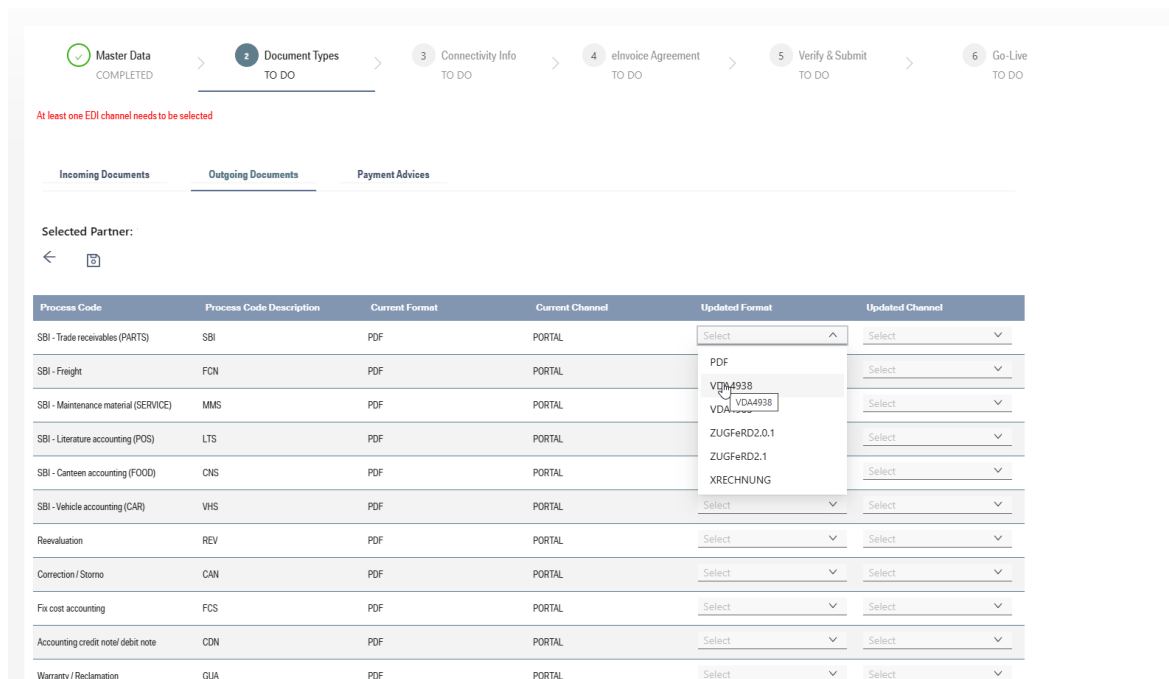
To do this, go to “My Onboarding” -> “EDI Survey”



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

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

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



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

Note:

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

Identifier = BMWTP supplier number/
Qualifier ZZ or ZZZ

UNB+UNOC:3+BMWTPSupplier number:zzz+bmwgroupa1:zzz+ 161130:1250 +10000023

2+++++1'

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

Master Data: **COMPLETED**

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

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

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

VERIFY SURVEY COMPLETION

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

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

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

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

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

Further links:

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

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

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

Contact if you have any questions: einvoicing-platform@bmwgroup.com

Please always include your supplier number in the subject line.