

**BMW
GROUP**



OVERALL SBI PROCESS.

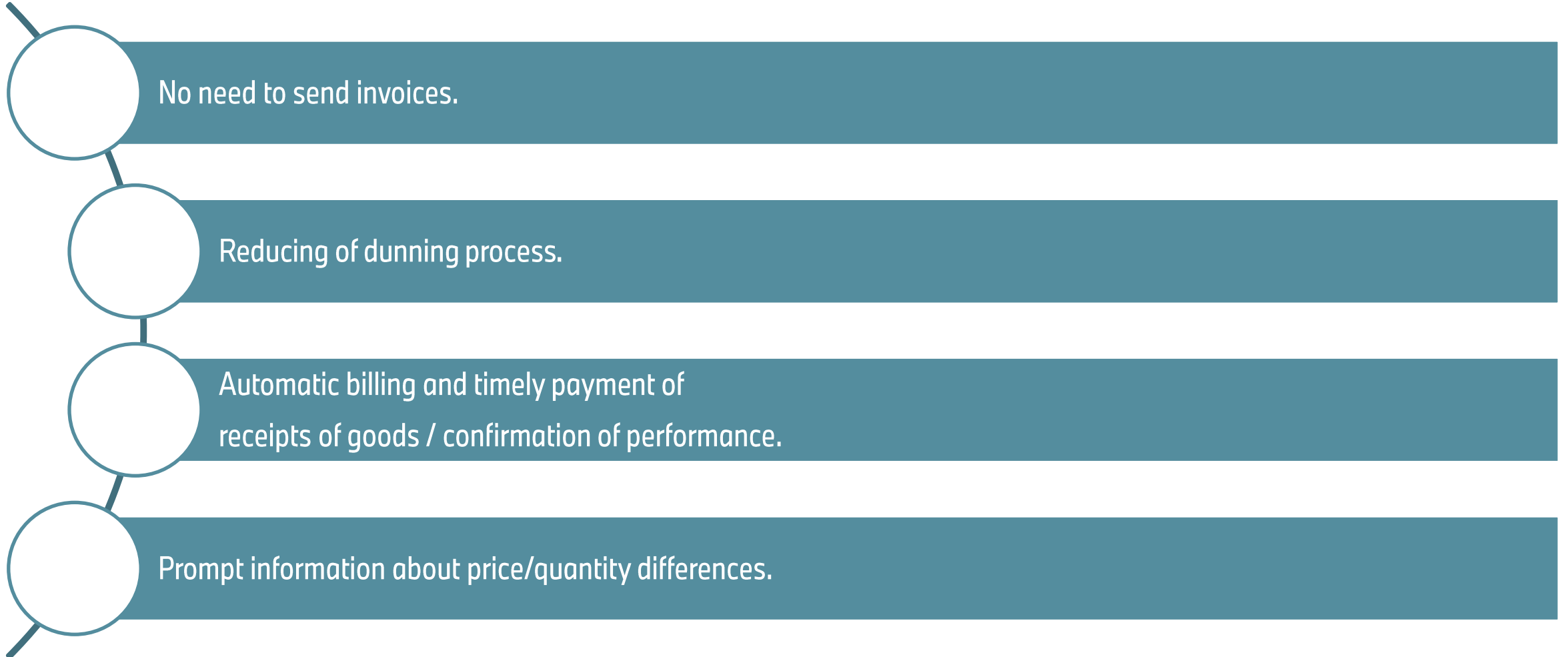
BMW AG / BMW (UK) MANUFACTURING LTD.

FR-233

OVERALL SBI PROCESS. THE CONTENT.

1	The benefits.
2	The billing procedures in comparison.
3	The SBI process in the overall process chain.
4	The requirements for the SBI process.
5	The correct order.
6	The supply chain.
7	The sequential number range.
8	The documents of the SBI process.
9	The exchange of billing documents.
10	Complaints and inquiries.

OVERALL SBI PROCESS. THE BENEFITS.



OVERALL SBI PROCESS. THE BILLING PROCEDURES IN COMPARISON.

The aim is to use automated billing (SBI procedure) for all tax –permitted scopes to ensure an efficient and timely payment process.

This is also included in the international purchasing conditions (7.1):



IPC_DE

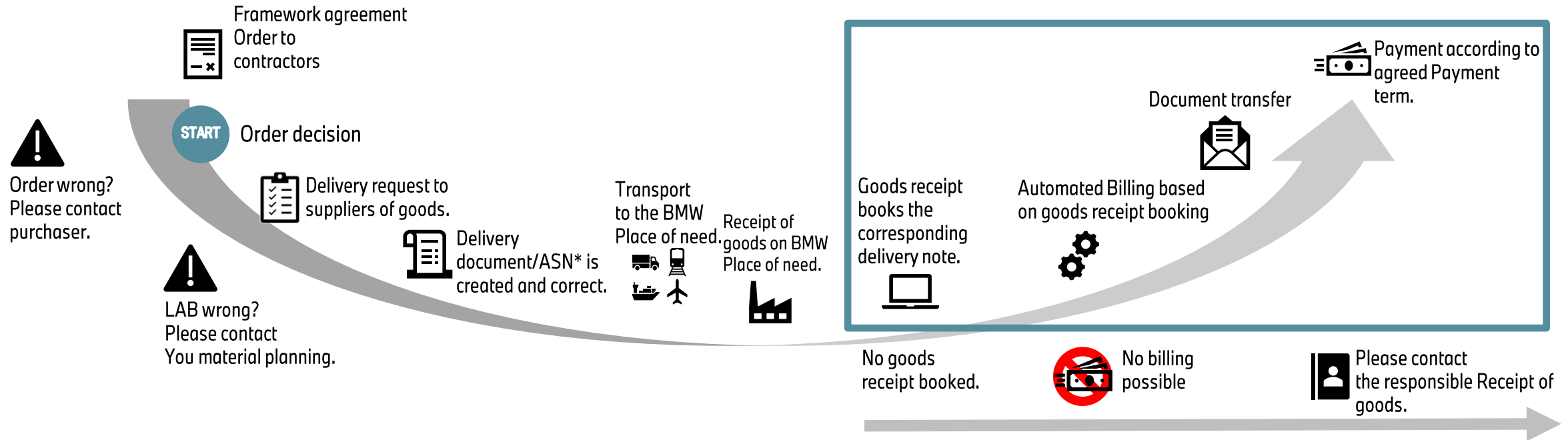


IPC_EN

Transactions SBI process	Transactions invoicing
Series deliveries and spare parts deliveries	SBM purchased parts
Auxiliaries & consumables	Overheads and investments
Special processes	Test parts
Catalogue goods (depending on volume, individual agreement)	Catalogue goods (depending on volume, individual agreement)
Commercial, technical temporary workers	

OVERALL SBI PROCESS.

THE CREDITING PROCESS IN THE OVERALL PROCESS CHAIN.



If there are any differences in quantity, please contact the responsible goods receipt department.
The contact details of the responsible goods receipt can be found on the delivery plan/retrieval.
**Correct presentation of the delivery relationship in the ASN and/or on the delivery note*



In case of incorrect information in the purchase order, a new purchase order must be issued as a matter of standard.
The later an incorrect order is identified, the higher the clarification and correction effort.

OVERALL SBI PROCESS. THE REQUIREMENTS FOR THE SBI PROCESS.

Correct order writing

- Basis for billing.
- Incorrect partner roles lead to incorrect billing.

Coordination of supply chains

- Correct supply chains secure correct tax billing.



SBI agreement

- Ensures rights and obligations of the contracting parties.

Exchange of documents

- Electronic exchange of billing documents is set up.

OVERALL SBI PROCESS. THE CORRECT ORDER.

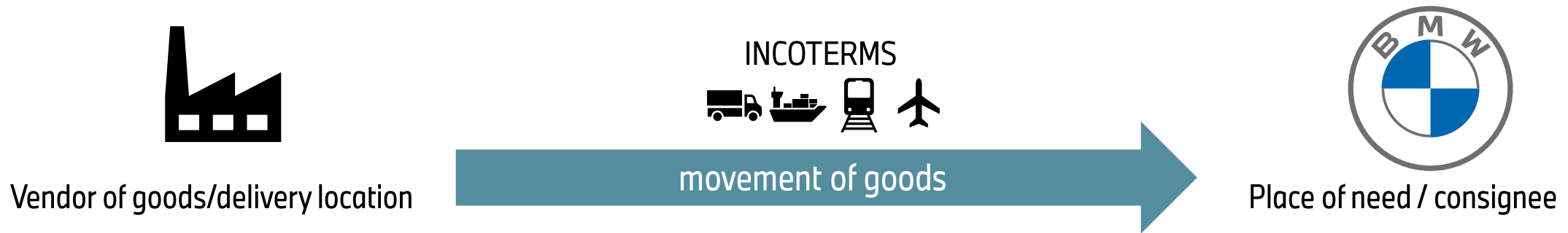
Order content	Description
Contract partner/ order supplier	Supplier who owes the service under civil law (order recipient) and whose VAT ID number is used for billing.
Invoicing supplier	The supplier who creates the invoice or to whom the refund is issued and to whom payment is made.
Price	Price per unit of measure.
Currency	Currency in which billing and payment are made.
Price unit	Quantity information, e.g. pieces, hours, kilograms, etc.
Payment terms	Decisive for determining the due date and the time of payment.
Vendor of goods/delivery location	Last shipping point in the supply chain at the location of need.
Place of need/ consignee	Final destination of the goods.
Incoterm	Delivery conditions/Regulates the transfer of risk and influences pricing.
Invoice recipient	BMW Company billing address.



If the order is written incorrectly, please contact the responsible purchasing department. The contact details can be found on your order. An **incorrect order** usually results in **incorrect billing** or **delayed payment**.

OVERALL SBI PROCESS. THE SUPPLY CHAIN.

The supply chain is the basis for tax assessment and is decisive for the correct determination of tax rate, the tax identification numbers to be used and the tax reporting country.



examples	Vendor of goods/ Delivery location	Place of use/ Recipient of goods	INCOTERMS	Sales tax ID	Outcome of the tax treatment
1	Company S / Stuttgart, Germany	BMW AG Munich, Germany	FCA	Company S with German VAT number, BMW AG with German VAT number	domestic delivery, tax rate 19%
2	Company S / Milan, Italia	BMW AG Munich, Germany	FCA	Company S with Italian VAT number, BMW AG with German VAT number	Intra-Community delivery, no tax

OVERALL SBI PROCESS. THE SEQUENTIAL NUMBER RANGE.

“According to the tax authorities the purchaser must have a separate number range for each supplier if SBI is applied”

Legal requirement in the following EU countries (as of 10/2019):



OVERALL SBI PROCESS.

THE DOCUMENTS OF THE SBI PROCEDURE.

Credit note

- Quantity x Price,
Booked goods receipt is settled with the price of the order under consideration of the tax relevance.

Price revaluation

- Retroactive billing per delivery note for price or condition changes due to purchasing (credit or debit).
- No receipt required from the supplier.
- Due date according to the original document.
- Pricing using Incoterm:
 - DDP/DAP → goods receipt date
 - FCA/EXW/etc. → delivery note date

Payment advice

- The billing documents instructed for payment are indicated with reference (Your document = Delivery note number) and amount. You will find the number of the payment advice in your bank entry.

OVERALL SBI PROCESS.

THE EXCHANGE OF BILLING DOCUMENTS.

With the eDocument Portal, the BMW Group has created a central platform for our partners, which allows exchange and facilitates the management of billing documents and information about them more efficient for all process partners. You can easily access our eDocument portal from the BMW Group Partner Portal (B2B) *

The functions of the eDocument Portal at a glance:

Capture Invoices to BMW directly via eCap, create templates and drafts.



Capture Document

Access your in- and outgoing documents directly and download them as PDF or in the designated EDI-Format.



Document Overview

With the help of our EDI survey you decide for yourself from a variety of offered formats and transmission paths. Details can be found here.



document control

Get informed about the status of your receipts, orders and payments from the BMW Group systems partly in real time.



Reports

Billing documents are only exchanged electronically via our eDocument portal.

* If you do not yet have a B2B user account, please apply for one from your responsible master administrator (your company)

OVERALL SBI PROCESS. COMPLAINTS AND INQUIRIES.

Missing or canceled incoming goods registrations and quantity differences

Missing or canceled incoming goods notes and quantity differences have to be clarified directly with the responsible goods receipt office.
Prerequisite: signed proof of delivery.

Price differences

Price differences have to be clarified directly with the purchasing department. Prices or conditions retrospectively adjusted in the purchase orders are automatically credited or debited via the revaluation.

Test reports

Test reports can be accessed via the B2B portal. Technical and content-related queries can be clarified directly with the **test report issuer**.

Missing billing documents or payment visas

Missing billing documents or payment visas can be requested directly from the ITSD hotline (**itsd-english@bmw.com**).
Please provide the 10-digit document number and the digit supplier number.
In case of problems, send the ticket number directly to **ituser.carecenter@bmw.com email**.

Open items from the SBI proceedings

- Template (open items)
- Recipient:
selfbilling.ap@bmw.de
- Subject: LN xxx/open posts



Open_Items

Reporting of other corrections

Tax, UID, discount repayment, quantity difference, double payment