



BMW M

### E-Invoicing Consent Form

Company	
Customer Number	
Contact person	
E-Mail Contact person	
Street, Number	
ZIP Code, City	
Country	
Phone	

*Please fill out the necessary information and return the form to*  
[zs-buchhaltungsservice@bmw.de](mailto:zs-buchhaltungsservice@bmw.de)

We hereby confirm the following terms and conditions and agree to follow them when sending e-invoices the BMW M GmbH.

Please choose your format for sending invoices and credit notes:

☐

ZUGFeRD (XML file + PDF invoice in one file / version 2.0.1)

☐

PDF & separate attachments

- Multi-page invoices must be submitted as a multi-page document in one file.
- Additional documents (attachments) must be attached to the email separately from the invoice in one or more files in PDF format.
- The invoice document and attachments must be identifiable; this must be done with a prefix "AT" or "AN" in the file name of the attachments:

**Example: Invoice = 987654.PDF, attachment = AN987654.pdf**  
**For multiple attachments = AN1\_987654.pdf, AN2\_987654.pdf**

- Strictly one invoice document may be sent per email, i.e. only one file for the invoice document and (if necessary) one or more files for attachment documents.
- No password protection or reading confirmation.
- Maximum email size including attachments 20MB.
- The sender must be clearly to be identified, and the mail is usually sent from a non-personal address.

Please submit our invoices to [zs-einvoicing@bmw-m.com](mailto:zs-einvoicing@bmw-m.com).

Invoices and credit notes will be sent from this address:

Name and position of the representative:

Date	City	Signature

**CONFIDENTIAL**