e-invoicing information sheet for the

BMW M GmbH Gesellschaft für individuelle Automobile

1. Regulatory requirement:

You can download our e-invoicing consent form for the BMW M GmbH here:

consent form.pdf

Please send the filled out and signed form to buchhaltungsservice@bmw.de **before** submitting us your first invoice.

Please note:

Currently it is <u>not possible</u> to submit invoices für the BMW M GmbH via the BMW AG B2B portal!

2. Technical requirements:

Important:

If the requirements below are not met, the inbox will reject your invoice automatically!

The invoice inbox of BMW M GmbH (zs-einvoicing@bmw-m.com) currently supports the following two file formats:

- **ZUGFeRD** (XML-File + PDF-Invoice combined / Version 2.0.1) with linked attachments
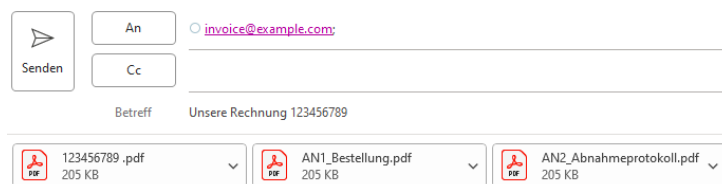
- **PDF** Invoices

  When submitting as a **PDF file**, please note the following:

  - **Multi-page invoices** must be transmitted as a coherent document in one file.

  - **Additional documents (attachments to the invoice)** must be sent to within in the same email, in one or more separate PDF files.

  - Only **one invoice** may be sent **per email**, i.e. only one file for the invoice document and (if necessary) one or more PDF files for the attachment documents.

  - The **invoice document and the invoice attachment** (e. g. purchase order, time slip,...) **must be clearly identifiable**; this must be done with one of the following prefixes **"AN" "AN_" "AT"** or **"AT_"** in the file name of the invoice attachment:

  - Note: The name of the invoice document and the appendix does not matter as long as the appendix name starts with one of the prefixes mentioned above!

Example: invoice = 123456789.pdf, invoice attachment = AN123456789.pdf
Invoice = Invoice.pdf, invoice attachment = AN_Protokoll.pdf
Invoice = Rechnung.pdf, invoice attachment = AN.pdf

Example multiple attachments: AN1_123456789.pdf, AN2_123456789.pdf, etc.

The following also applies to both formats (ZUGFeRD and PDF):

- The submitted files **must not be password protected** and **must not require a read confirmation**.
- The transmitted email, including all attachments, **must not exceed 20 MB**.
- The **sender address is clearly identifiable** and usually from a non-personalized mailbox.

Invoices must be sent to: zs-einvoicing@bmw-m.com

Please note:

zs-einvoicing@bmw-m.com is an automated scanning inbox! Dunning notifications, remittance requests or questions that are sent to this mailbox cannot be considered.

For accounting inquiries, please use zs-buchhaltungsservice@bmw.de instead.

If you have any further questions about our e-invoicing process, please also contact this address.

3. Summary:

Invoices regarding the BMW M GmbH please submit to zs-einvoicing@bmw-m.com
Questions / information for the BMW M GmbH accounting team please submit to zs-buchhaltungsservice@bmw.de