



## How to manage my personal account on the BEV Online Shop

### Benefits of the BEV Online-Shop

- ✓ Access to the current catalog of furniture and equipment
- ✓ Complete information about new products
- ✓ Actual prices
- ✓ Availability of items in stock
- ✓ Online access to your personal data such as orders and invoices
- ✓ Information about promotions
- ✓ Access to personal account to track orders
- ✓ Ability to manage company data and delivery addresses

### Content

**Step 1:** How can I register?

**Step 2:** How can I search for products?

**Step 3:** How can I place an order?

# Step 1: How can I register?

Click on the „Registration“ button on the home page to register:



## Enter your personal info

Fill in all fields marked \* (these fields are mandatory).

The password need to be from 6 to 20 characters and contain numbers and Latin letters:

Name, Last Name*	Sam Sample
Phone*	+49 123 45678910
E-mail*	sam@sample.com
Job Position	Manager
Password*	*****
Password confirmation*	*****

## Enter your company legal info

Fill in the legal information and indicate the dealership BUNO (BMW dealership Number):

TAX Number*	DE231842862
BuNo*	11111
Company Legal Name*	Sam Sample GmbH
Legal Address*	Sample str 1, 111111
Country*	GERMANY
Town*	Berlin

## Commodity interest and order information

Choose your groups of interest and put “Yes” to allow us share your order information with BMW AG:

Commodity groups of interest	BMW, MINI, MOTORRAD
Share order information with BMW AG*	Yes

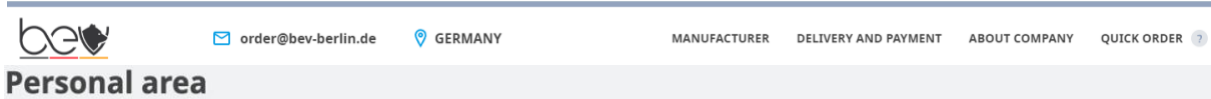
Click on  .

Please wait until your company is verified.

## Verification status

You can independently check whether the company is linked to the account using the link „[Personal Area](#)“.

If the registration has not been completed, the field will indicate:



Your application is being considered by the BEV manager.

Your personal account for this counterparty is not yet available.

Please wait for the confirmation of the application by the manager or select another counterparty from the list below to continue working in your personal account..

If after 24 hours your company has not been registered, please contact the technicalsupport [support@bev-berlin.de](mailto:support@bev-berlin.de) to get full access to the site.

## How can I register several companies (group of companies) in one account?

You can place orders for several branches of your company from one account.

Fill out the [Registration Form](#) and pass the information about the additional company to your responsible manager or technical support [support@bev-berlin.de](mailto:support@bev-berlin.de).

## Step 2: How can I search for products?

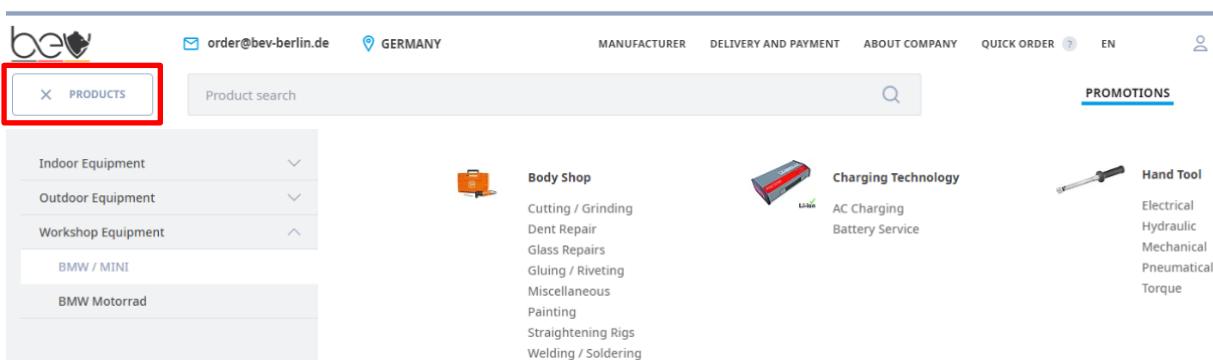
In the „Intelligent Search field“, you can search for products by Reference number, name, category, brand or property:



Use spaces for complex searches with multiple criteria:



Use button **PRODUCTS** to search for areas, brands and product types by group:

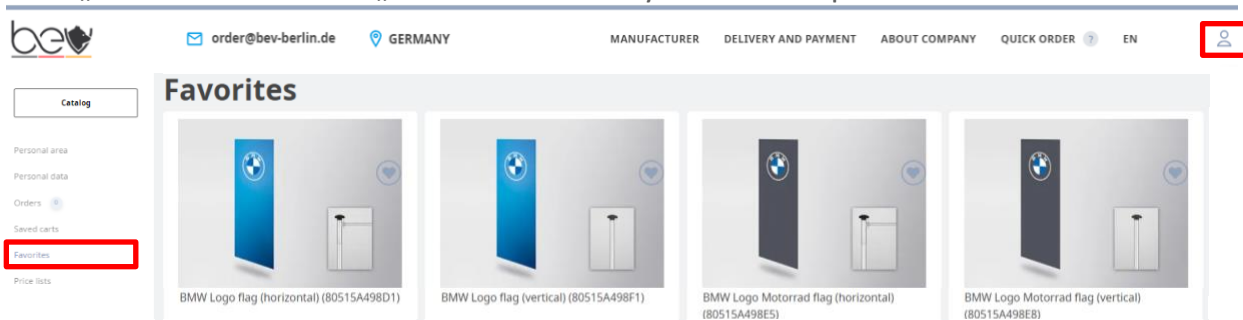


## What additional options do I have?

### Favorites

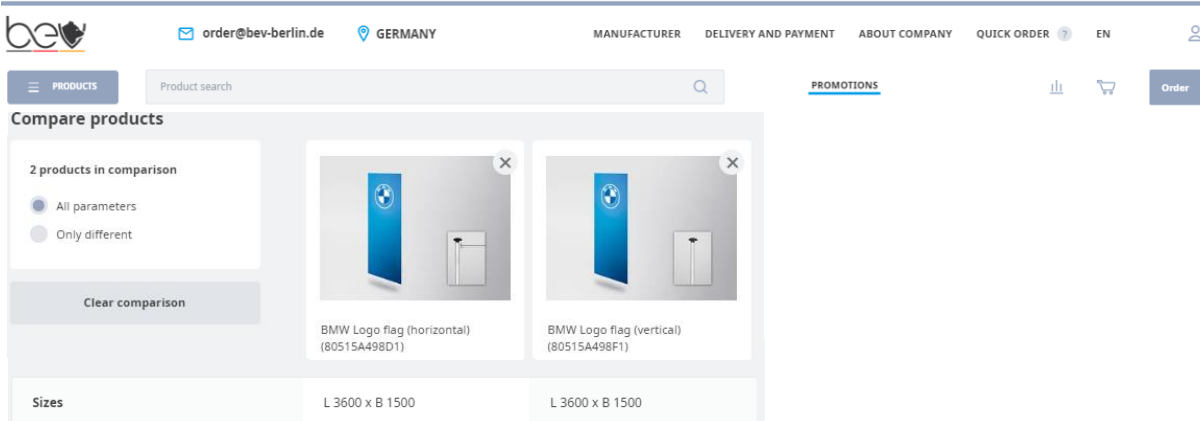
You can mark your products as „Favorites“ with the button .

Click „Personal Area“  – „Favorites“ to find your marked products:



## Compare products

Mark positions with button „Compare products“  and go to „Comparison page“ to compare products by parameters:



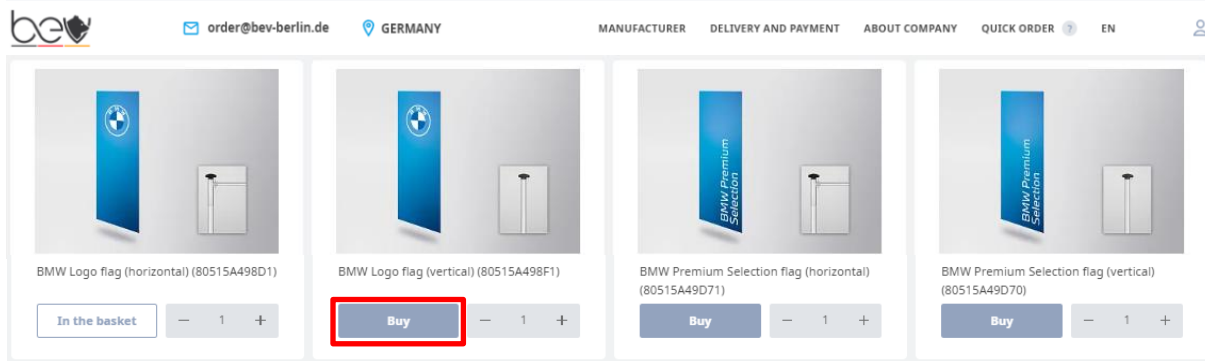
## Step 3: How can I place an order?

Important.

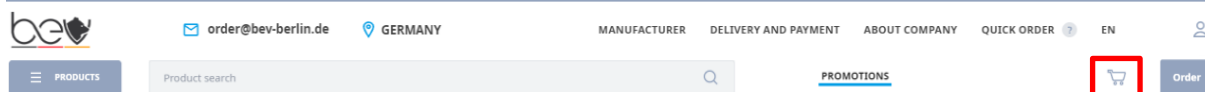
For further invoicing, make sure that your company has been verified.

See [Verification status](#).

Select the necessary items. Use button  to add them to the „Shopping cart“:



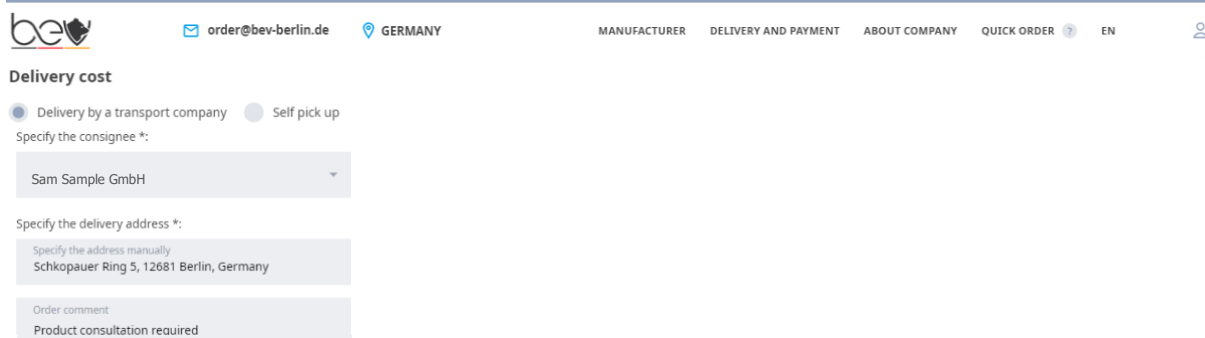
Once you have selected the items you want, go to the „Shopping cart“ using button :

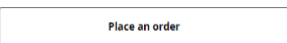


Click on .

Please select consignee, delivery type and enter the address.

You can leave a comment for manager if necessary:

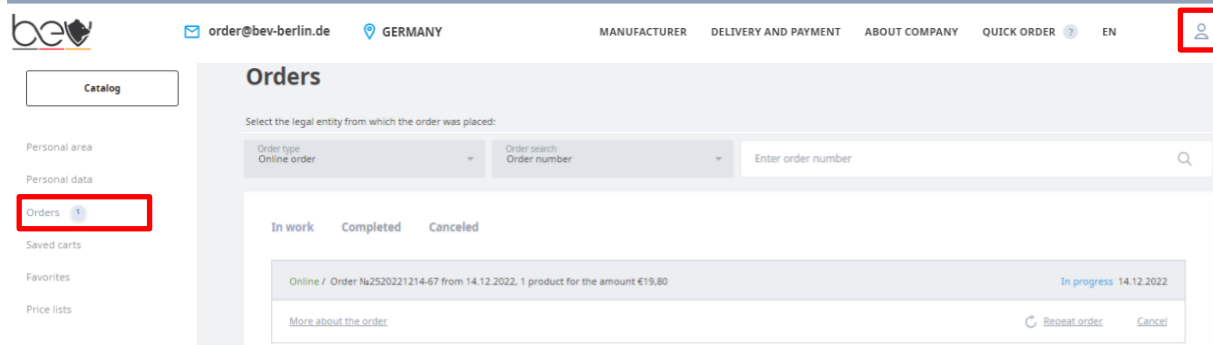


Click on .

Your order has been successfully created.

You will receive an automatic acknowledgment of receipt by e-mail from the system that your order has been received and is being processed by a BEV manager.

Order statuses are available with the button „Personal Area“  – „Orders“:



## What additional options do I have?

### Save cart


If you have created an order and want to edit it later, click on the  **Save cart** button.

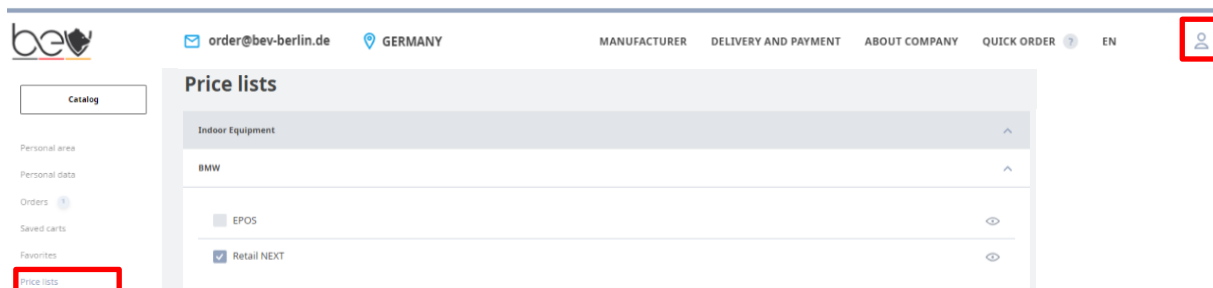
### Quick Order

Use button „Quick Order“ to load the list of items to shopping card only by Reference Number and Quantity:



### Price lists

Use button „Personal Area“  - „Price lists“ you can generate a price list of your choice in e.g. Excel or PDF:



## If you have any questions just let us know!

For product related consultation and order placement:

[order@bev-berlin.de](mailto:order@bev-berlin.de)

For questions about registration and site operation:

[support@bev-berlin.de](mailto:support@bev-berlin.de)

For inquiries and suggestions:

[customercare@bev-berlin.de](mailto:customercare@bev-berlin.de)