

Payout Guidelines.

Invoice

- Invoice must be on Partner headed paper with VAT number visible.
- Invoiced to ALPHERA Financial Services t/a BMW Financial Services (GB) Ltd, Summit ONE, Summit Avenue, Farnborough, Hampshire, GU14 0FB. If you are short for space please remove the county.
- Vehicle description, registration date, registration number and chassis number must all appear and match the agreement and FAMOS.
- Vehicle start mileage should match the finance agreement, if applicable, and FAMOS and must be within the allowable tolerance of 150 miles. New vehicles must be less than 100 miles.
- All new vehicles must have VAT on the invoice and this must match the figure in FAMOS. If a used vehicle is VAT qualifying the VAT flag must be ticked in FAMOS.
- The total cash price, deposit and balance to finance must match between the invoice, finance agreement and FAMOS.
- Lifestyle products or non Partner/factory fitted items can only be financed on a separate loan agreement.
- We cannot finance any admin fees or SMART Insurance - Insurance items must be disbursed.
- Paint Protection can be included in the invoice