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## **CREDIT CARD PAYMENT PROCEDURES FOR SRI INVOICES**

**Please note: There will be a Processing/Site fee for all Credit Card Transactions. This fee will only be seen on the Credit Card payment portal and will NOT apply to payments made by cash or checks.**

1. Go to [www.subsri.com](http://www.subsri.com) & highlight Repair Information tab. Select BMW Service Center Support.
2. In the “Payment Information” section, click the link that reads “CLICK HERE FOR CREDIT CARD PAYMENTS”. You will be directed to the Xpress-Pay Home Page. Select “Accept terms and continue”. A pop up will state that Supplier Resources, Inc. only accepts Credit/Debit cards. Select “OK” to continue.
3. Please have your invoice from SRI International available. You will need to enter the following information (located in the “Bill To” part of the invoice):

Contact name (as stated on the invoice)  
Invoice Number  
Dealership Name

**ALL 3 FIELDS NEED TO BE COMPLETED IN CAPITAL LETTERS TO ACCESS YOUR INVOICE.**

Once you have completed all 3 fields, select “Find Bills”. Your invoice information will be shown.

Select “Add to cart”. This will move your invoice to the cart. Select “View Cart” to see the invoice in the cart. Select “Proceed to payment” to pay the invoice.

**NOTE: COMPLETE ALL FIELDS WITH A RED ASTERISK (\*) AND SELECT CONTINUE.**

Once these fields have been completed, please follow the instructions to complete your transaction.

**FOR ANY QUESTIONS PLEASE CONTACT ZUBIN VERMA AT 864-247-1652**