

# DAIMLER TRUCK

Information package electronic invoice transmission

01.2024



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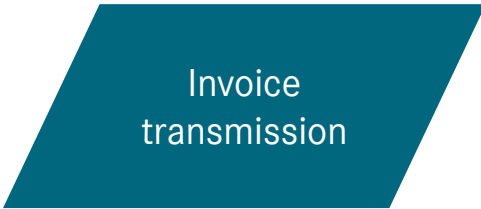
**SETRA**

# Invoice transmission

## You can choose how your invoice will reach us:

Self billing invoicing (EDI-VDA4938)	EDI – VDA4938	Basware
For production material (PM) Non-Productive Material (NPM) Catalogue Procurement (Catbuy)	For production material (PM) and Non-Productive Material (NPM) (Without attachments)	Suitable for all types of invoices (incl. attachments)
Settlement via self billing process instead of incoming invoice	Global Invoic.	E-Mail PDF Premium Invoice Key In

# SBI – Self Billing Invoicing



The **self billing invoicing/SBI process** is a special form of invoicing for deliveries between a customer and his service provider. In this case, it is crucial that instead of the submission of an invoice by the supplier, the customer executes the invoicing by creating its own billing document (credit note). This credit note from the customer replaces billing and tax-related the supplier's invoice. The self billing process can be used if all tax requirements are met and the credit notes can be created correctly in accordance with tax requirements.

This process is **exclusively for suppliers of production material** as well as some other situations, e.g. **Catalogue procurement (Catbuy) and NPM (non-productive-material)** are suitable.

### Advantages:

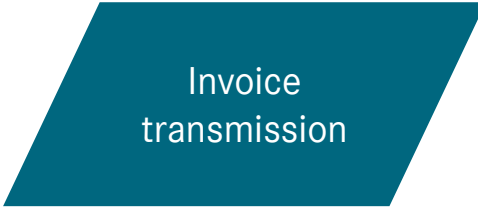
- Fully automated and standardized process based on contract conclusions
- Credit notes are generally transmitted electronically via **EDI VDA4938**. (For a transitional period, it is also possible to create a paper document). Credit notes can be downloaded as a PDF via the Financial Vendor Portal (download/archive is only possible 6 months retroactively).
- Positive cash flow effect for the supplier due to regular and punctual payments based on incoming goods and price agreements

**If you are interested in SBI process** for the German plants, please contact us at the following e-mail address **quoting your supplier number**:

- [Daimler-CreditNoteProcess-Installation@daimlertruck.com](mailto:Daimler-CreditNoteProcess-Installation@daimlertruck.com)



# EDI – VDA 4938



In order to meet the current legal and tax requirements in the automotive industry, the Association of the German Automotive Industry (VDA) has developed the VDA 4938 standard.

The goal of VDA 4938 is to standardize the design of electronic invoices and credit notes so that they can be exchanged electronically between companies.

**Daimler Truck AG uses the VDA recommendation Global INVOIC D.07A** (included in VDA 4938 T2), **which is standardized in the automotive industry.** In addition to setting up and testing the EDIFACT message, an EDI agreement between the contractual partners is also required.

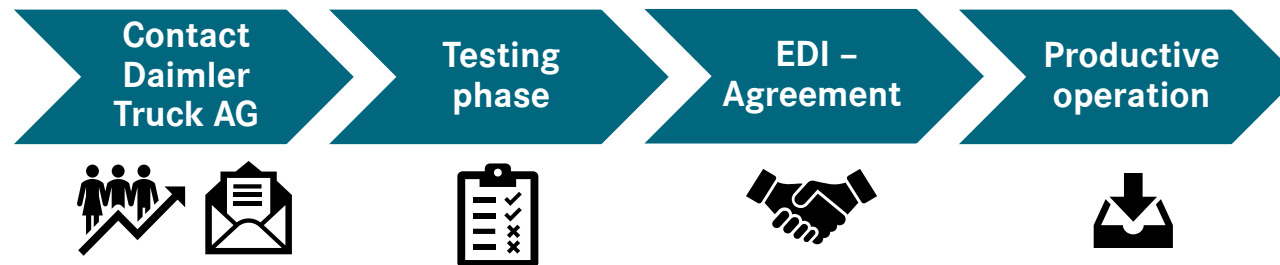
### Advantages:

- Use of **uniform standards** in the automotive environment (format can be used for many other recipients)
- Very well suited for transferring **high invoice volumes**
- You will receive an **“APERAK” message** for each transmission in VDA 4938 format. This ensures **complete control** and transparency of the transfer.

**If you are interested in the EDI process,** our VDA team at Daimler Truck AG will be happy to help you:

[InvoiceEntry@daimlertruck.com](mailto:InvoiceEntry@daimlertruck.com)

**Further information** can be found in the Daimler Truck Supplier Portal: [Invoice Transmission | Daimler Supplier Portal \(https://supplier-portal.daimler.com/docs/DOC-2683\)](https://supplier-portal.daimler.com/docs/DOC-2683) in the *“Handbook for Remote Data Transfer (EDI)”*.



# Electronic invoice transmission via BASWARE

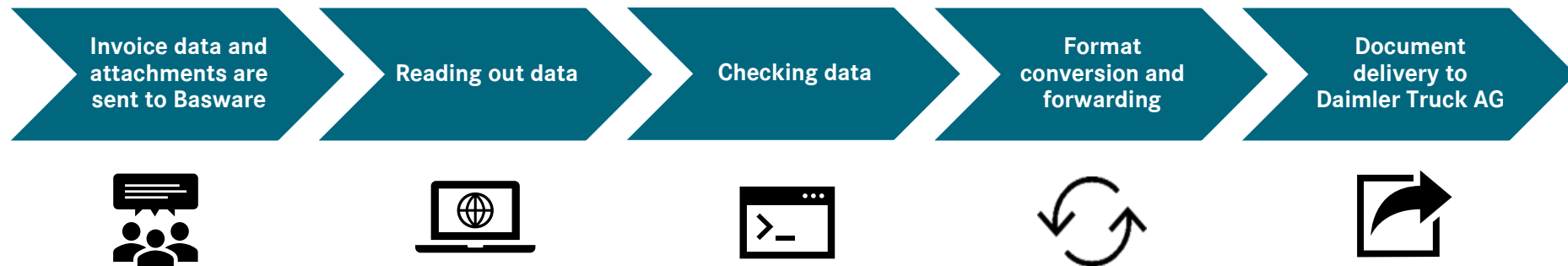
Invoice  
transmission

In addition to the credit note procedure and EDI processing, the transmission process via the **Basware service provider** completes the Daimler Trucks elnvoicing portfolio.

Basware offers simple and cost-effective elnvoicing, which offers monetary and qualitative advantages for both the invoice issuer and the invoice recipient.

The following different variants can be used:

1. E-Mail PDF
2. Premium
3. Invoice Key In



# 1. E-Mail PDF via Basware

## 1. E-Mail PDF

With **Basware Email PDF**, invoices can be sent easily and **free of charge** via email to Basware.

You can use your **existing solution** to generate the invoice as before and send it as an **electronically readable PDF** via e-mail to the respective Basware e-mail address of the Daimler Truck AG companies.

To use PDF invoices as an attachment to an e-mail, please first register online at:

<https://portal.basware.com/join/zqvj2y70>

Here you will also find all further details on the procedure.

You can then immediately submit the first productive invoice.

You can find an additional explanation by video here:

[https://www.youtube.com/watch?v=rh\\_SFjcNt30](https://www.youtube.com/watch?v=rh_SFjcNt30)

### Advantages:

- **No costs** for using the portal or sending invoices.
- No time-consuming test phase – immediate start possible after registration.
- No IT investments required on your side – use of existing e-mail programs and PDF format.
- No more lost invoices, no more postage and no more postage costs.
- Easy to set up and no running costs.

### Important:

This **service is limited to a maximum of 500 receipts /year** to the Daimler Group. For larger volumes, please use the PREMIUM variant.

### You can find support for sending PDFs by e-mail:

In the Daimler Truck Supplier Portal: [Invoice Transmission | Daimler Supplier Portal](#) (<https://supplier-portal.daimler.com/docs/DOC-2683>) in „*Basware User Guide*“



## 2. BASWARE Premium

### 2. BASWARE Premium Service

By setting up the Premium solution, the supplier can send its invoice data to Basware in many different formats (structured formats or printer drivers). There, the invoice data is validated, converted into the target format and then sent directly to the invoice recipient -> Daimler Truck AG via the existing communication channel.

#### Important:

When using structured data formats, one-off connection costs may arise for the implementation. If you already use other eInvoicing providers, you can also forward the invoices to Basware via these providers ("roaming"). Here, the two service providers agree on the format and transmission paths

#### Available packages and services

Annual packages are offered for different invoice quantities. These can also be used for many other invoice recipients. If your receipt volume exceeds that of your annual package, an additional fee will be charged for the additional invoices (see table).

#### Advantages:

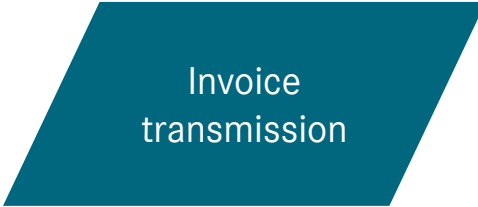
- Fully automated machine solution for large document volumes.
- Highest quality and reliability thanks to prior testing of the solution between the supplier, Basware and Daimler Truck AG before go-live.
- Transfer of position information.
- Printer driver is provided by Basware free of charge.
- Various data formats are possible.

You can obtain **support for registering** and sending via **PREMIUM** from our invoice receipt process management team at Daimler Truck AG:

[InvoiceEntry@daimlertruck.com](mailto:InvoiceEntry@daimlertruck.com)

Yearly- Package	Documents per year	Package- Price	Overrun fee per additional invoice
XS	1.000	600€	0,75€
S	2.000	950€	0,50€
M	4.000	1.400€	0,40€
L	8.000	2.250€	0,30€
XL	20.000	3.900€	0,23€

# 3. Invoice Key In via Basware



## 3. Invoice Key IN E-Mail PDF

With Basware Invoice Key In, invoices can be created easily and free of charge via the online Basware portal. The supplier enters the necessary data manually and can add invoice attachments. The invoice is then created automatically and sent to the invoice recipient via the existing interfaces. These documents are available on the Basware portal and can be downloaded for three months if required.

This format is only suitable for suppliers without their own machine-readable PDF invoice layout.

### Advantages:

- No costs for using the portal or creating the receipts
- No time-consuming test phase – immediate start possible after registration
- Easily access online from anywhere and set invoices manually

### Support for registering and sending via Invoice Key In can be found

In the Daimler Truck Supplier Portal: [Invoice transmission | Daimler Supplier Portal \(https://supplier-portal.daimler.com/docs/DOC-2683\)](https://supplier-portal.daimler.com/docs/DOC-2683) in the “Invoice Key-In Manual”.

You can find an additional explanation by video here: <https://www.youtube.com/watch?v=3W8Drk0KAUA>

