

DAIMLER TRUCK

Information material
Invoice entry at Daimler Truck AG and the
related processes

01.01.2024



FREIGHTLINER

FUSO

W
WESTERN STAR

Thomas
BUILT BUSES

BHARATBENZ

SETRA

DAIMLER TRUCK

The information material is for our suppliers to

- Provide a full range of information to ensure that the invoice receipt process runs smoothly on both sides.
- Identify essential requirements and interrelationships before the start of invoicing, thereby enabling an efficient and automated invoicing process for both sides.



Master data in Supplier Database Truck (SDBT)

- You keep **your master data** under control
- You can access your company data stored with us at any time

If essential data of your company changes, we speak of

- **Master data changes.**

If the data is not correctly maintained or if the data has changed, please click on the Supplier Database Truck (SDB) button to make your changes.

- The SDB is the central database system for the suppliers of Daimler Truck Holding AG worldwide, which enables the creation and maintenance of supplier data.



You have the opportunity to initiate the changes with us here. We will then make the adjustment together with you.

Please note:

- ✓ this processing takes some time and the data will be updated at a later date.
- ✓ **Incorrect master data can lead to process disruptions with effects on the payment process.**
- ✓ Here you can check your bank- and tax information stored with the corresponding company.
- ✓ Please check whether the specified e-mail address should be used for standard communication.

The purchase order

- The purchase order is always the basis for invoicing
- The assignment is generally placed in writing, in the form of an purchase order. In exceptional cases, this can also take place informally.
- An invoice must refer to the ordered positions.
- Incorrect and missing purchase order details lead to disruptions throughout the entire process and prevent correct and timely invoicing. Therefore, all details of the purchase order should be checked immediately upon receipt.
- If you have any questions about your purchase order, please contact your responsible buyer or contact person.

Purchase order

DAIMLER TRUCK

Werk Wörth Seite 1 von 1

ZSAB-Abbruchbestellung

| | |
|---|---|
| Daimler Truck AG, 76742 Wörth UHLY Technologie GmbH Obersülzer Str. 41 67269 Grünstadt | Beleg-/Bestellnummer 3060319496 Datum 06.03.2023 Ansprechpartner/in WEILER, RALF Abt., HPC: TE/OEM-4 , K137 Tel.: +49-7271-71 2855 RALF.WEILER@DAIMLER.COM Unsere USt-IDNr.: DE321281771 Lieferantenummer Rechnungsstellung in 18112771 EUR Angebotsnummer Angebotsdatum 2023-30075 02.03.2023 |
|---|---|

| | |
|--|--|
| Abladestelle Nr. 207 Versandanschrift: Daimler Truck AG Werk Wörth Daimlerstraße 1 76742 Wörth Liefertermin Tag 30.03.2023 | Rechnungsempfänger: Daimler Truck AG Werk Wörth HPC KT60 LN 1xx/xxxxx 76742 Wörth am Rhein |
|--|--|

Wir rufen auf Basis des u.g. Abschlusses wie folgt ab:
 Anfertigung 6 Fahrwerke für Schrauberaufhängung.
 Ansprechpartner bei technischen Rückfragen sind Daniel Schrader und Andreas Eitzkorn, TE/OEM

| Pos. | Sachnummer/Beschreibung/Abmessung | Menge | ME | Preis EUR | PME | Betrag EUR |
|-----------------------|-----------------------------------|-------------------------|-------------|-----------|------|------------|
| 00010 | Sonderaufwagen | 6 | ST | 503,00 | 1 ST | 3.018,00 |
| | Abbruch zu Abschluss: | 2010001700 | Position 10 | | | |
| | Lieferung: | Geliefert benannter Ort | | | | |
| Gesamtwert ohne MwSt. | | | | | | 3.018,00 |

Nachfolgende Konditionen gelten für alle Positionen, sofern keine abweichenden Angaben beschrieben sind.
 Zahlung :
 Lieferung : siehe Positionszusatzdaten
 Verpackung : siehe Position
 Verp. Rückk. : keine, der Auftraggeber behält sich vor Verpackung zurückzugeben

Mit freundlichen Grüßen

Daimler Truck AG
 Werk Wörth

Requirements for an invoice

- **An invoice** may only refer to **a written purchase order**.
- There must be a valid order item for each invoice item.
- Breakdown of the total invoice amount into the agreed individual prices and order- or delivery note items.
- All **required proofs must be enclosed with the invoice in complete** and in a legible condition.
- **Clear referencing** (by order text or item number) of the invoice items to the order items or price sheet items.
- Additional- or special services agreed in writing with the **Purchasing team** must be clearly identified as such.
- **Price negotiations should be concluded before invoicing** (unconditional order acceptance).
- **For (partial) settlements of fixed prices:**
 - a) only possible if explicitly agreed in our order documents (legal provisions remain unaffected);
 - b) If the partial amount is not explicitly defined (e.g. by milestone plan), the calculation/derivation of the partial invoice amount must be specified on the invoice.



- Billing is generally carried out **by invoice**.
- Invoices must be addressed and sent to the respective invoice address of the plant. Invoice details and information on the recipient of the delivery and service can be found here: [Supplier Portal | Accounting | Invoicing](#) (Invoice address and VAT identification -> DTAG Invoice Addresses Overview). The corresponding plant can be found in the purchase order or the delivery schedule.
- For series deliveries**, it is **mandatory** to specify the **unloading point** (alphanumeric 3 or 4 digits), which you can find in the delivery call-off.
- Invoices can be sent by post or in electronic form.



- A reference on the invoice to mandatory information in other documents is not accepted by Daimler Truck AG.
- Services/deliveries that are subject to the VAT law of another state must be prepared in accordance with the regulations of that state.

Must-have Invoice I: The mandatory information according to § 14 (4) UStG

| The mandatory information according to § 14 (4) UStG | |
|---|---|
| Supplier: full name and full address | ✓ |
| Beneficiary: full name and full address | ✓ |
| Supplier: Tax number and VAT identification number | ✓ |
| Issue date & sequential invoice number | ✓ |
| Quantity and type (commercial designation) of the delivered items. | ✓ |
| Time of delivery/service date | ✓ |
| Remuneration broken down by tax rates and individual tax exemptions | ✓ |

Must-have Invoice II.: Specific content

| Type of delivery: | Serial Invoice | Service Invoice | Freight Invoice | NPM – Invoice |
|--|---------------------------------|------------------------|---|------------------------|
| Type of invoice: Credit note or invoice | Material- or item number | Type of service | Bordero- /Travel number | Material number |
| Correct invoice address with plant number | ✓ | ✓ | ✓ | ✓ |
| Supplier number | ✓ | ✓ | ✓ | ✓ |
| Order number or purchase order numbers and - date of order | | ✓ | ✓ | ✓ |
| Unloading point | ✓ | | ✓ | ✓ |
| Price and quantity as per order/agreement | ✓ | ✓ | ✓ | ✓ |
| Delivery note number | ✓ | | ✓ | ✓ |
| Bank details | ✓ | ✓ | ✓ | ✓ |
| Daimler Truck contact person | ✓ | ✓ | ✓ | ✓ |
| Shipment Information | | | Supplier pickup, delivery note, weight, chassis #, container #; submissions | |

Additional note for FTP suppliers – **urgently required for special purchases without order:**

- ✓ Cost center/CO-order
- ✓ Contact person at Daimler Truck department

✓ For **credit notes**, the underlying invoice number must be stated

Invoicing addresses

DAIMLER TRUCK

Rechnungsadressen / Invoicing addresses

Wörth

Daimler Truck AG
Werk 060 HPC KT60
LN 1xxxxxxx
DE - 76742 Wörth am Rhein

Gaggenau

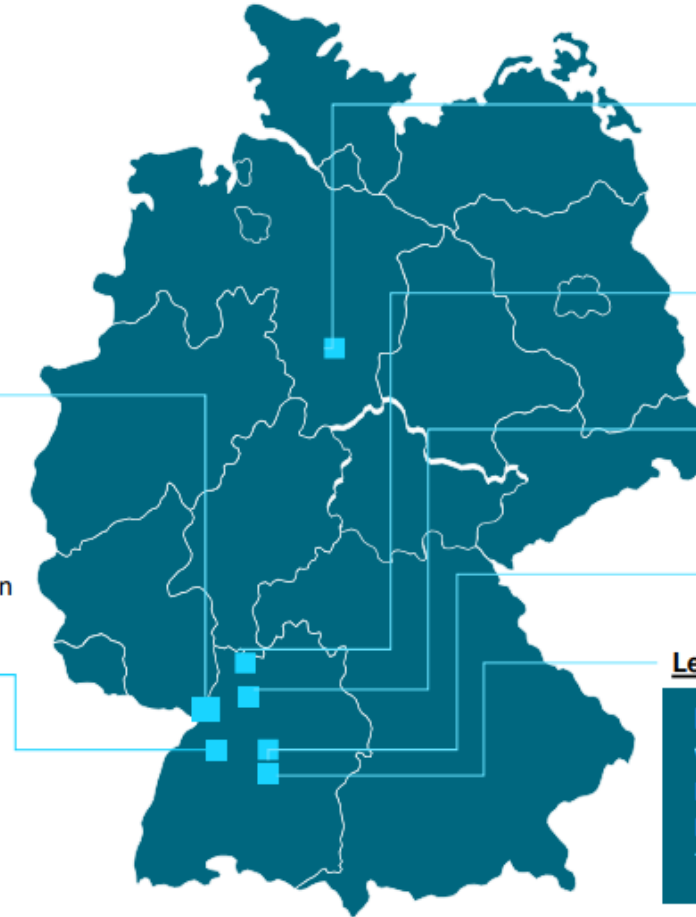
Daimler Truck AG
Werk 034 HPC NT34
LN 1xxxxxxx
DE - 76568 Gaggenau

Wörth

Daimler Truck AG
Sonderfahrzeuge
Werk 038 HPC KT38
LN 1xxxxxxx
DE - 76742 Wörth am Rhein

Gaggenau

Daimler Truck AG
Consolidation Center
Werk 025 HPC NT25
LN 1xxxxxxx
DE - 76568 Gaggenau



Kassel

Daimler Truck AG
Werk 069 HPC 281H
LN 1xxxxxxx
DE - 34112 Kassel

Mannheim

Daimler Truck AG
Werk 020 HPC A48
LN 1xxxxxxx
DE - 68299 Mannheim

Germersheim GLC

Daimler Truck AG
Werk 057 HPC KT57
LN 1xxxxxxx
DE - 76742 Wörth am Rhein

Stuttgart

Daimler Truck AG
Entwicklung
Werk 004 HPC NT04
Werk 005 HPC NT05
LN 1xxxxxxx
Fasanenweg 10
70771 Leinfelden-Echterdingen

Leinfelden- Echterdingen

Daimler Truck AG
Werk 001 HPC NT01
LN 1xxxxxxx
Fasanenweg 10
70771 Leinfelden-Echterdingen

Daimler Truck Holding AG

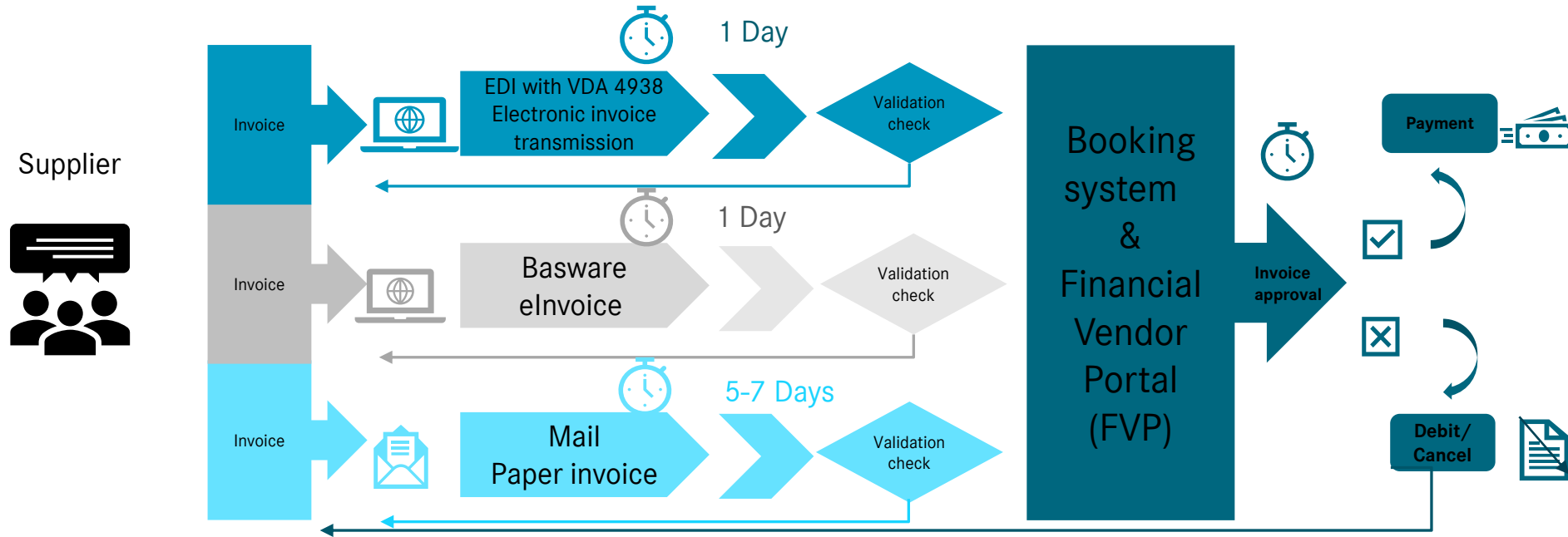
Werk 174 HPC NT174
LN 1xxxxxxx
Fasanenweg 10
70771 Leinfelden-Echterdingen

Download additional invoicing addresses : [Download invoicing addresses](#)

Invoice transmission

| You can choose how your invoice will reach us: | | | |
|---|--|--|--|
| Self billing invoicing (EDI-VDA4938) | EDI – VDA4938 | Basware | Paper invoices |
| 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) | 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 | |

Daimler Truck AG – Invoice entry



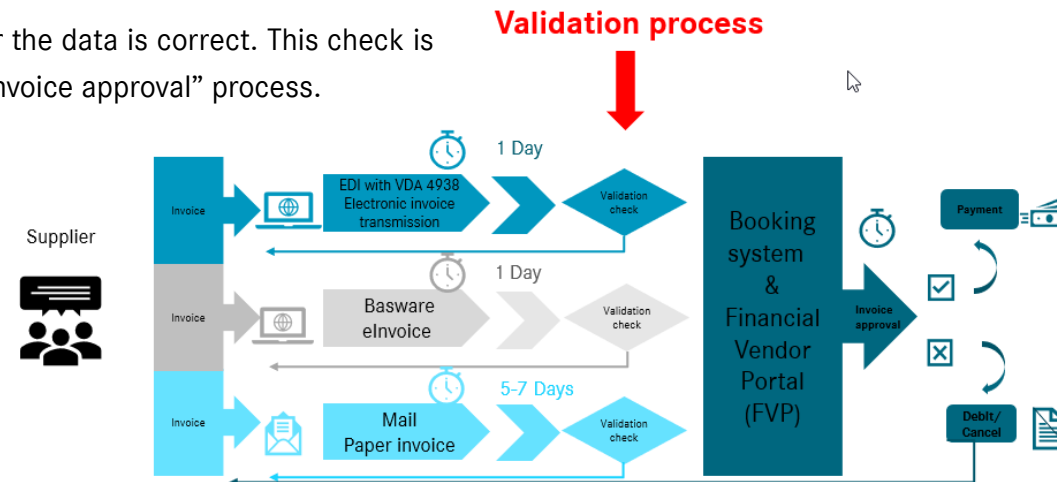
Invoice rejection after validation process

As a validation process is implemented, the invoice may be rejected at this stage.

- Before entering the DTAG booking system, a validation check is carried out:
 - ✓ for completeness in accordance with § 14
 - ✓ Daimler Truck AG specific content (such as supplier number, plant number, etc.)
- More under “Must-have invoice” -> general specifications for all documents.
- It is not checked whether the data is correct. This check is carried out later in the “Invoice approval” process.

Invoices that are evaluated as incomplete are rejected as followed:

- **EDI** : Suppliers receive an automated error message.
- **Basware**: Suppliers receive an e-mail with the rejection of Basware.
- **Paper invoices**: Suppliers are informed of the rejection of the invoice in writing (by post, or by e-mail if data is available).



In the case of a rejection, it is essential to correct the invoice(s) and send it/them again via the agreed channel.

Examples of rejections: EDI -> Suppliers receive an automated error message

Aperak message with error message

```
UNA:+.? 'UNB+UNOC:3+00013000560MB060000+0013000003ROBBOSCHFEEKH1+170201:0945+1234+++++1'  
UNH+1+APERAK:D:08A:UN:GAVJ10'  
BGM+305:::X02+00000123400001+9+CA'  
DTM+137:20170201094500:204'  
FTX+ABV+++Validation protocol?::Your message contained 2 errors.:There is NO further processing of your invoice data in the system.:Please submit the invoice again.+EN'  
CNT+55:2'  
RFF+IV:311263'  
RFF+INN:00000000000228'  
DTM+171:201109211126:203'  
NAD+MS+761513::91++DAIMLER AG'  
NAD+MR+ :92'  
ERC+N003::10'  
FTX+AAO++E+UNT[1]:UNT_0074 is "62", must be number of segments = 61:UNT?: Number of segments in the message is incorrect+EN'  
RFF+AWL:61:2:0'  
ERC+V999::10'  
FTX+AAO++E+UNH[2]:NAD_3039 is "", must exist:Plausibility error. More detailed error description is in the following FTX segment+EN'  
RFF+AWL:7:3:1'  
UNT+17+1'  
UNZ+1+1234'
```

Aperak successful transfer message

```
UNA:+.? 'UNB+UNOC:3+00013000560MB060000+0013000003ROBBOSCHFEEKH1+170201:0945+1234+++++1'  
UNH+1+APERAK:D:08A:UN:GAVJ10'  
BGM+305:::X02+00000123400001+9+AP'  
DTM+137:20170201094500:204'  
FTX+ABV+++Validation protocol?::Your message contained 0 errors.:The message is forwarded to the inbound processing.+EN'  
CNT+55:0'  
RFF+INN:00000000000228'  
DTM+171:201109211126:203'  
NAD+MS+761513::91++DAIMLER AG'  
NAD+MR+10277515::92++ROBERT BOSCH GMBH'  
ERC+M000::10'  
UNT+11+1'  
UNZ+1+1234'|
```

Example of a rejection: BASWARE

-----Original Message-----

From: no.reply@basware.com <no.reply@basware.com>

Sent: Wednesday, January 4, 2023 4:34 PM

To: [REDACTED]

Subject: (0001_18952) the duplicate document number 6340571550 (ArchivID: 16728075744779946549133) from 04.01.2023 for Daimler AG - PDF via E-Mail was rejected!

[**EXTERNAL EMAIL**]

Hello,

You sent us the above mentioned document.

The receiver sent a notification mail, informing that the CreditNote/Invoice number(s) is duplicated and should be sent back to you.

The first CreditNote/Invoice with this CreditNote/Invoice number(s) was successfully processed and sent to the receiver.

Best Regards,

Basware Service Desk

Please contact your local Basware Service Desk for more information, https://apc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbasware.service-now.com%2Fbw%3Fid%3Dbw_csm_index&data=05%7C01%7Cinfy.dagmast.otr%40infosys.com%7C33a38db578fd432717f408daee4377aa%7C63ce7d592f3e42cda8ccbe764cff5eb6%7C0%7C0%7C638084271563366193%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAilCjoiV2luMzliLCJBTiI6IjEhaWwiLCJXVCi6Mn0%3D%7C3000%7C%7C&data=NkupXf2fWcRTwxON%2FMBDedMNnFfc1D5usSyVi3SV2A%3D&reserved=0.

- Sender is always no.reply@basware.com
- ✓ To: E-Mail registered at Basware
- Rejection / description of the error
- Contact to Basware

Examples of rejections: paper invoice

- Email will be sent from mbox-495-invoicemanagement@daimler.com
- Reason, possibly several reasons why the invoice was rejected.

Examples of error causes:

| Fehlercode | |
|------------|---|
| 1 | Lieferanten-Nummer (LN) Ohne Angabe der Lieferantenummer ist es uns nicht möglich Ihren Vorgang zu bearbeiten. Bitte führen Sie die Lieferantenummer im oberen Drittel der Rechnung im folgenden Format auf: Lieferantenummer 1XX/XXXX |
| 2 | Lieferschein-Nummer Ohne Angabe der Lieferscheinnummer ist es uns nicht möglich Ihre Lieferung zuzuordnen. |
| 3 | Zeitpunkt der Lieferung oder sonstigen Leistung (lokale gesetzliche Rechnungsanforderung) Die Angabe des Datums der Lieferung oder sonstigen Leistung ist aus steuerlichen Gründen zwingend erforderlich. Diese Angabe ist auch dann notwendig, wenn der Tag der Lieferung/Leistung mit dem Rechnungsdatum oder dem Lieferscheindatum übereinstimmt. Wird nur das Lieferscheindatum angegeben, muss der Hinweis „Lieferscheindatum entspricht Leistungsdatum“ enthalten sein |
| 4 | Abladestelle Ohne Angabe einer gültigen Abladestelle ist es uns nicht möglich Ihre Lieferung zuzuordnen. Bei Rückfragen zur Abladestelle wenden Sie sich bitte an Ihren Auftraggeber |
| 5 | Bankverbindung Für die Zahlung Ihrer Rechnung benötigen wir die Angabe einer gültigen Bankverbindung (IBAN; BIC). |
| 6 | Bestellnummer Ohne Angabe der Bestellnummer ist es uns nicht möglich, den Vorgang zu bearbeiten. Sollte Ihnen keine Bestellnummer vorliegen, geben Sie bitte mindestens Name, Abteilung und Telefonnummer des Bestellers an. Bei Rückfragen wenden Sie sich bitte an Ihren Auftraggeber |
| 7 | fortlaufende Rechnungsnummer (lokale gesetzliche Rechnungsanforderung) Entsprechend der gültigen lokalen Rechnungsanforderung muss eine Rechnung eine fortlaufende Nummer mit einer oder mehreren Zahlenreihen, die zur Identifizierung der Rechnung vom Rechnungsaussteller einmalig vergeben wird (Rechnungsnummer) enthalten. |
| 8 | Rechnungsdatum (lokale gesetzliche Rechnungsanforderung) Entsprechend der gültigen lokalen Rechnungsanforderung muss eine Rechnung ein Rechnungsdatum enthalten. |

DAIMLER TRUCK

Daimler Truck AG - HPC: 277 - 76569 Gaggenau

Lieferanten-Nummer 1
B
DE-97816 Lohr

Email
mbox-495-invoicemanagement@daimler.com

Unsere Belegnummer
3972000461

Telefon
+49 30-88 721 5599

Datum
20.12.2022

Rechnungsstellung an Daimler Truck AG

Ihre Rechnungs-Nummer 83710281 vom 13.12.2022

Sehr geehrte Damen und Herren,

Für die pünktliche Begleichung Ihrer Forderungen entsprechend der vereinbarten Zahlungsbedingungen benötigen wir die Angabe bestimmter prüfrelevanter Daten auf Ihren Rechnungen. Als Anlage erhalten Sie die Kopie der Rechnung zurück mit der Bitte um Ergänzung der nachfolgenden Daten:

Lieferanten-Nummer (LN)
 Ohne Angabe der Lieferantenummer ist es uns nicht möglich Ihren Vorgang zu bearbeiten.
 Bitte führen Sie die Lieferantenummer im oberen Drittel der Rechnung im folgenden Format auf:
 Lieferantenummer 1XX/XXXX

Korrigieren Sie bitte die Rechnung um die fehlenden Informationen und schicken Sie diese an die Ihnen bekannte Rechnungsadresse. Zu diesem Vorgang benötigen wir keine Gutschrift Ihrerseits.

Als Alternative zum herkömmlichen postalischen Versand Ihrer Belege empfehlen wir Ihnen dringend im Rahmen unserer Digitalisierungsstrategie den elektronischen Rechnungsversand.
 Zu den Vorteilen dieser Übermittlungsmethode zählen neben der Beschleunigung der Rechnungserfassung auch eine effizientere Abwicklung der Rechnungsprüfung, eine höhere Zahlungspünktlichkeit sowie eine Reduzierung des Mahnwesens dank verbesserter Belegzustellung.

Sofern Sie nicht bereits elektronisch an die Daimler Truck AG versenden, schicken Sie uns bezüglich Umstellung eine kurze Nachricht an InvoiceEntry@daimlertruck.com.

Rechnungen per Fax oder als E-Mail dürfen in unserem Haus nicht verwendet werden.

Vielen Dank

Mit freundlichen Grüßen

Daimler Truck AG

Dieses Schreiben ist maschinell erstellt und daher ohne Unterschrift gültig.

Daimler Truck AG
 AG und Registergericht/Trade and Court of Registry: Stuttgart, HRB Nr. 1/Commercial Register No.: HRB 16
 Vorsitzender des Aufsichtsrats/Chairman of the Supervisory Board: Jost Weiser
 Vorstand/Board of Management: Martin Damm, Vorstandsvize/Chairman: Karl Dreger, Stefan Gericke, Andreas Grottel, Jürgen Hechtig, John O'Leary, Marie Klöpper, Ingrid Kasper

Daimler Truck AG
 Feuerweg 83
 70773 Leinfelden-Echterdingen, Germany
 Telefon/Fax: +49 7 14 84 81-0
 Telefax/Fax: +49 7 14 84 81-20 00
invoice@daimlertruck.com
www.daimler-truck.com

Rejection of the invoice after invoice verification

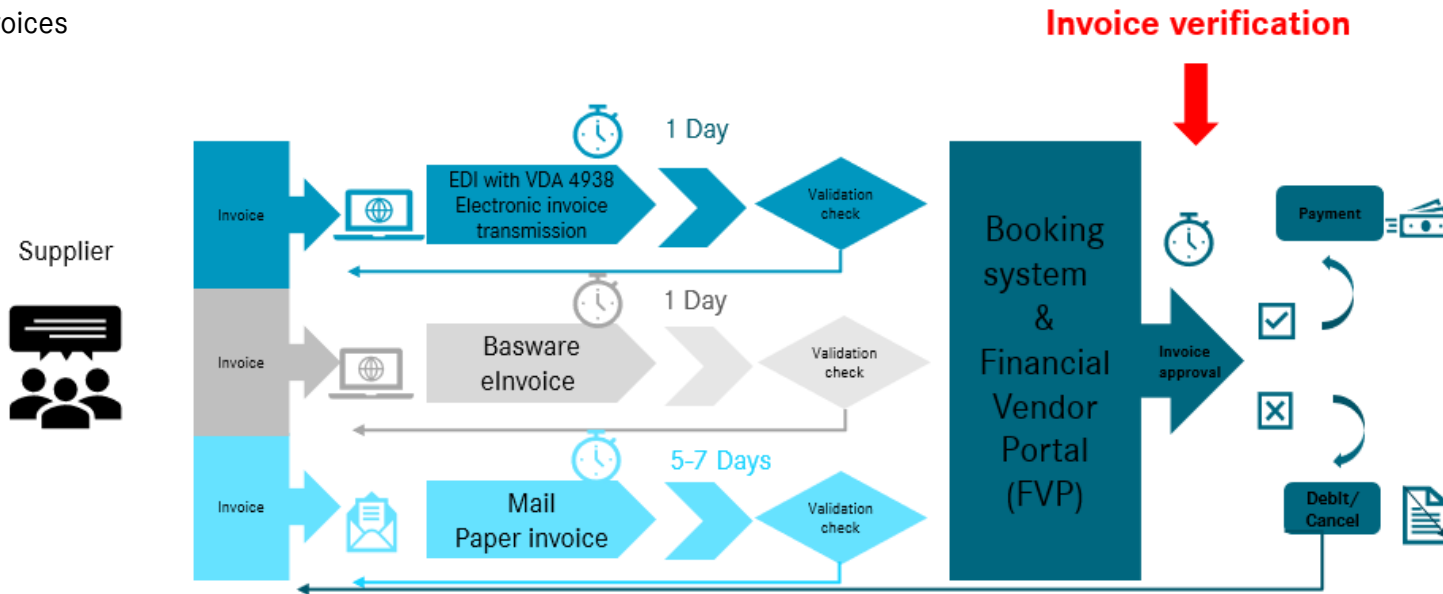
Invoice transmission

The following points are checked during invoice verification:

- Formal check – according to §14
- Conformity with order
- Goods receipt
- Professional approval of the department must be completed
- Invoice verification generally works according to the due date of the invoices

If the invoice has not been issued correctly or cannot be technically approved ->

- The invoice is then cancelled.
- Supplier is informed:
- The information is also available to the supplier in FVP!



SBI – Self Billing Invoicing

Invoice transmission

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.

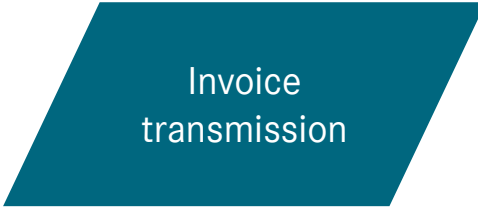
Advantages:

- 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 the SBI process for the German plants, please contact us at the following e-mail address quoting your supplier number:
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.

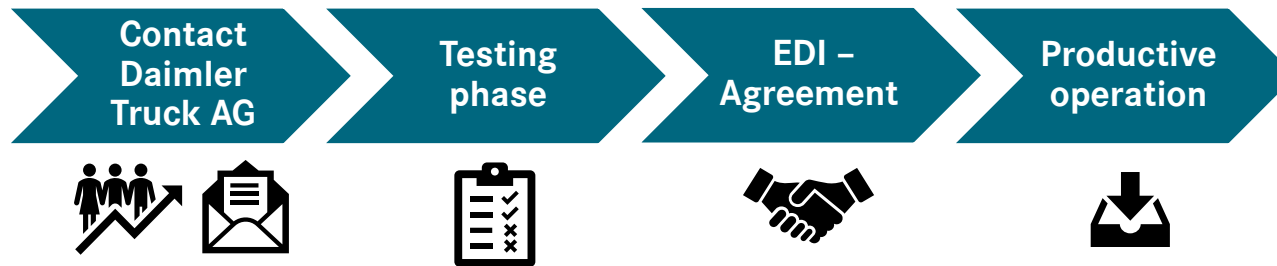
Advantages:

- 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

Further information can be found in the Daimler Truck Supplier Portal: [Invoice Transmission | Daimler Supplier Portal \(https://supplier.daimlertruck.com/fileadmin/user_upload/Zusammenarbeit/pdfs/2.-Remote-Data-Transmission-Handbook.pdf\)](https://supplier.daimlertruck.com/fileadmin/user_upload/Zusammenarbeit/pdfs/2.-Remote-Data-Transmission-Handbook.pdf) in the *“Electronic Data Interchange Manual (EDI)”*.



Electronic invoice transmission via BASWARE

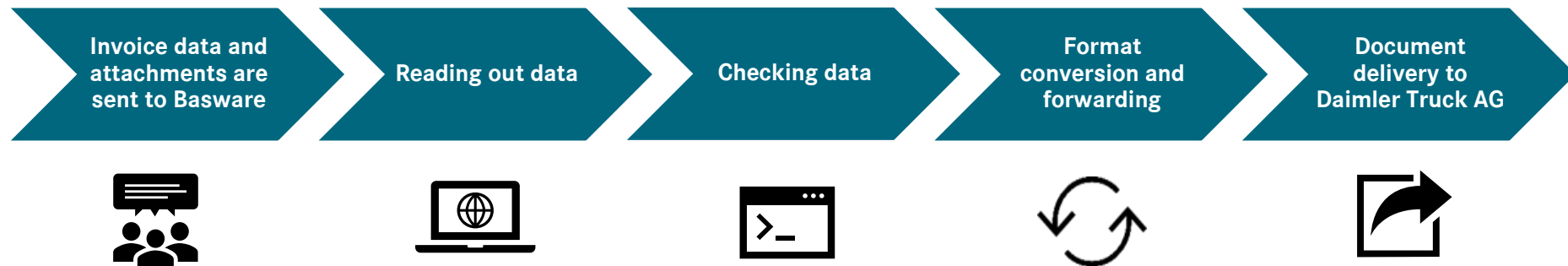
Invoice
transmission

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/zqvj2y7O>

Here you will also find all further details on the procedure. In following link you find the description on “How to register at Basware”: [Basware Network - Registration process for PDF e-Invoice for Sending - Basware Customer Support \(service-now.com\)](#) 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

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](#) 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:

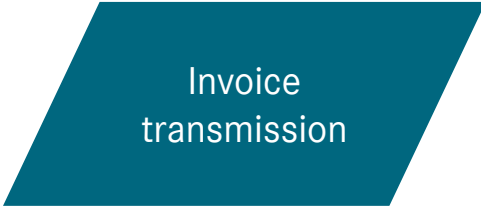
- Fully automated machine solution for large document volumes.
- Highest quality and reliability thanks to prior testing of the solution between the supplier, Basware and Daimler Truck AG before go-live.
- Transfer of position information.
- Printer driver is provided by Basware free of charge.
- Various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

| 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

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](#) in the “[Invoice Key-In Manual](#)”.

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



Paper invoices

Our suppliers still have the option of sending their paper invoices to us by post in the traditional way.

The correct address is essential here, which is why you should take the address from your order. You can also find the correct invoice address of another plant in our Supplier Portal:

<https://supplier.daimlertruck.com/docs/DOC-1114>

You can find **support** in the Daimler Truck Supplier Portal:

[Invoice Transmission | Daimler Truck Supplier Portal](https://supplier-portal.daimler.com/docs/DOC-2683)
(<https://supplier-portal.daimler.com/docs/DOC-2683>).

Advantages:

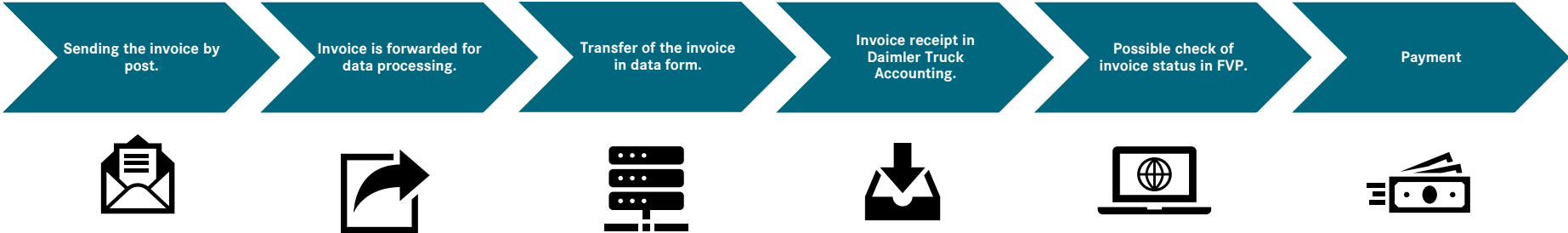
- Suitable for suppliers with very low invoice volumes

Disadvantages:

- Time delay due to sending and transfer to file format.
- Compared to eInvoicing, the supplier does not receive immediate feedback on the transfer.
- In the event of missing or incorrect information on the invoice (e.g. missing supplier number, error in tax rate, etc.), the invoice is rejected -> further delay.

If you have any further questions about the receipt of invoices, our invoice receipt team at Daimler Truck AG will be happy to help you:

InvoiceEntry@daimlertruck.com



Support: We in the Supplier Portal DAIMLER TRUCK

Supplier Portal

<https://supplier.daimlertruck.com/en/collaboration/accounting>

- ✓ Individual areas provide detailed and structured information
- ✓ Information is regularly supplemented and updated
- ✓ FAQ – frequently asked questions offer a kind of quick “self-help” for every supplier



Ansprechpartner



Rechnungsstellung



Rechnungs-
übermittlung



Prozess



FAQ Frequently
asked questions



FVP Financial
Vendor Portal

Support: Financial Vendor Portal (FVP) of Daimler Truck AG

Are you already familiar with our new Financial Vendor Portal (FVP) of Daimler Truck AG?

The benefits to you at a glance:

You keep an overview – whenever you want:
In the FVP, you can gain insight and an overview of your supplier accounts at Daimler Truck AG. Regardless of whether Daimler Truck AG itself or a Daimler Truck company is affected.
The FVP is available 24/7 and up-to-date.

Do you have questions about open invoices or closed items?

You can find the current verification status of your invoice in the FVP. If the invoice has not yet been approved, you can send a request to the responsible invoice verification department or contact your account manager for payment details or questions about payments.

You have access to the documents generated by Daimler Truck:

Whether credit- or debit note, advice or special booking display – you have direct access to the respective document. You can download these in the FVP and print them out if necessary.
Instead of waiting for a reply, you now only have loading time for the documents.

You can make your financial forecast convenient and easy with just a few clicks:

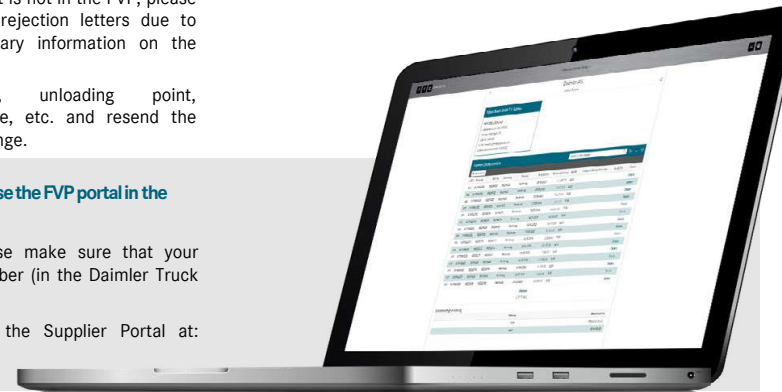
You can research future and past payment volumes as well as current document entries and derive needs for action directly. If, for example, a document is not in the FVP, please check for possible rejection letters due to Non-existing necessary information on the invoice, e.g.
Supplier number, unloading point, delivery/service date, etc. and resend the invoice after the change.

You keep your master data under control:

You can access your company data stored with us at any time. If something changes for you: bank details, company address, etc., you have the option of initiating the changes here.
We will then make the adjustment together with you.

Have we convinced you? Let's get going! You can find all the information you need to use the FVP portal in the Supplier Portal. Here is an overview of the most important information:

- If you are unable to register on the Daimler Truck Supplier Portal, please make sure that your Daimler Truck contact person defined a portal manager for your supplier number (in the Daimler Truck Supplier Data Base).
- Information on registration and all general conditions can be found in the Supplier Portal at: <https://supplier.daimlertruck.com/docs/DOC-1112>



Daimler Truck AG – Invoice entry

