

# DAIMLER TRUCK

Basware for Daimler Truck AG suppliers

E-Invoice entry



# AGENDA

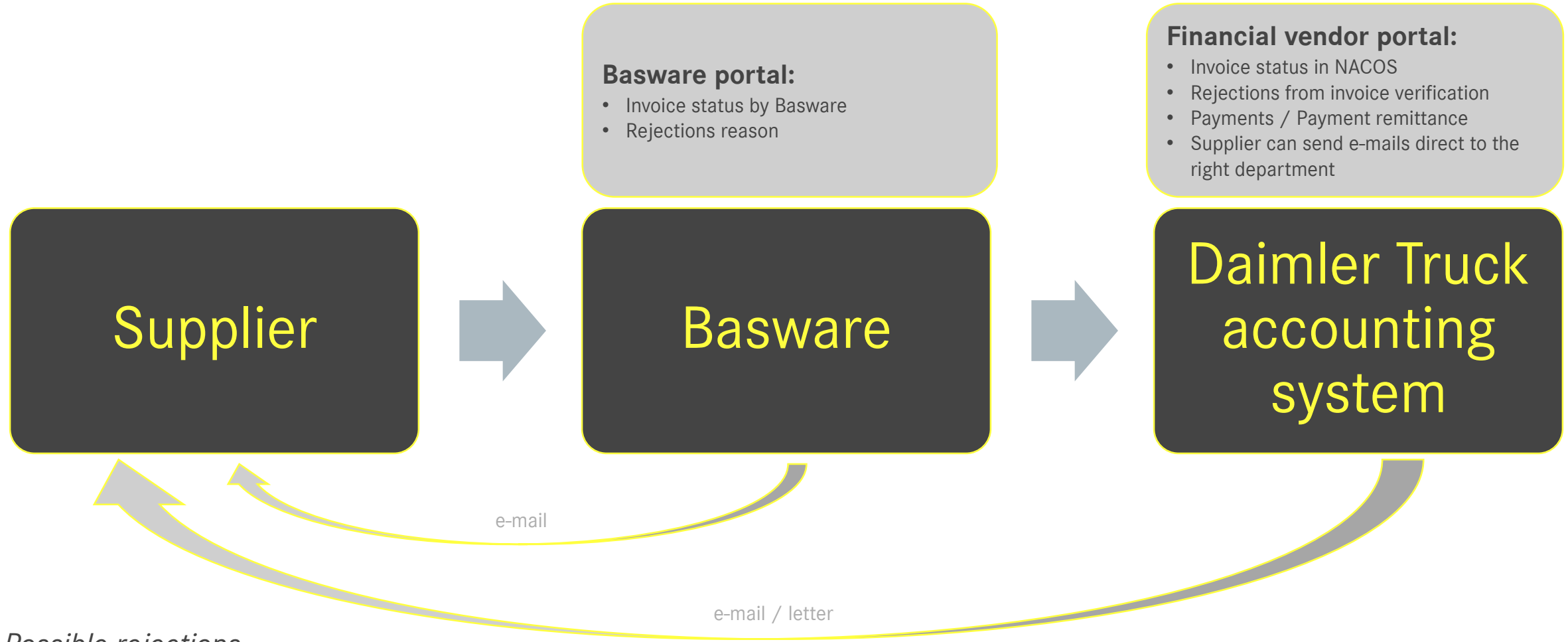
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# BASWARE – DAIMLER TRUCK – Invoice flow



# BASWARE – DAIMLER TRUCK – Invoice flow

*Supplier possibility to check the status of the documents*



# INVOICE TRANSMISSION



# INVOICE REQUIREMENTS

## Invoice has to contain all information required by German law - §14 UStG:

[https://www.gesetze-im-internet.de/ustg\\_1980/\\_14.html](https://www.gesetze-im-internet.de/ustg_1980/_14.html)

- Name and address of provider and customer
- Tax ID or VAT ID of the provider, event. TAX ID or VAT ID of the customer (mandatory for EU invoices)
- Invoice date
- Unique invoice number
- Description and quantity of the provided goods / services
- Delivery date
- Invoice amount (splitted per applicable tax rates)
- Tax rates and tax amount, tax exemption reasons

## Daimler Truck requirements

- Vendor number
- Plant number
- PO Number / contact person – when applicable
- Delivery note number – when applicable
- Unloading point (Abladestelle) – when applicable

For details check Daimler Truck Supplier Portal: [English](#), [Deutsch](#)  
The invoicing addresses are also available here.

# INVOICE SENDING - eINVOICING

## Premium

- Interface between Sender & Basware
- Contract between Sender & Basware
- Mapping of the invoice data is done in an implementation phase and solution is tested
- High quality service
- Line item data transmission

## eMail PDF

- Sender has to get invitation link to use the service and be able to send documents to DTB entity
- Sender registration by Basware
- Sender e-mail addresses activated for eMail PDF
- E-mail sent to ["customer"@email.basware.com](mailto:customer@email.basware.com)
- Suppliers with own machine-readable PDF invoice layout, moderated volumes of documents

## Invoice Key-In

- Sender has to get invitation link to use the service and be able to send documents to DTB entity
- Sender registration
- Invoice created in Basware portal
- Low quality, often errors
- For suppliers with no machine-readable PDF file and very low volumes of invoices

## Common aspects

- ❖ Sender is registered by Basware
- ❖ Basware is the only subject who has access to the data of the Sender (passwords, users, etc.)
- ❖ Sender has an own access to Basware Portal:
  - Status of the sent invoices visible
  - User management
  - Activation/deactivation of e-mail addresses for sending
- ❖ Sender communicates with Basware regarding rejections or other issues

Phone: [https://basware.service-now.com/bw?id=bw\\_kb\\_article&sys\\_id=3894aad61b2378903bd8eb97624bcbb4](https://basware.service-now.com/bw?id=bw_kb_article&sys_id=3894aad61b2378903bd8eb97624bcbb4)

Online: [https://basware.service-now.com/bw?id=bw\\_sc\\_cat\\_item\\_public](https://basware.service-now.com/bw?id=bw_sc_cat_item_public)

# SUPPLIER REGISTRATION – eMail PDF

Basware registration – video tutorial: [Supplier registration by Basware](#)

Basware registration – information Daimler Truck Supplier portal: [English](#), [Deutsch](#)

## Procedure:

1. To use PDF invoices as an attachment to an e-mail, please register online in advance at:  
[https://portal.basware.com/open/Daimler\\_Truck\\_and\\_Bus](https://portal.basware.com/open/Daimler_Truck_and_Bus)
2. Please do not forget to authorize your e-mail address to send invoices.
3. After registration, you can immediately send your invoices (in machine-readable format, i.e. PDF) productively to the e-mail address: [Daimler\\_Truck\\_AG@email.basware.com](mailto:Daimler_Truck_AG@email.basware.com).

## Schritte:

1. Zur Nutzung von PDF Rechnungen als Anhang zu einer E-Mail registrieren Sie sich bitte vorab online unter:  
[https://portal.basware.com/open/Daimler\\_Truck\\_and\\_Bus](https://portal.basware.com/open/Daimler_Truck_and_Bus)
2. Bitte vergessen Sie nicht Ihre E-Mail Adresse zum Rechnungversand zu autorisieren.
3. Nach der Registrierung können Sie Ihre Rechnungen (in maschinell lesbarem Format, z.B. PDF) sofort produktiv an die E-Mail Adresse: [Daimler\\_Truck\\_AG@email.basware.com](mailto:Daimler_Truck_AG@email.basware.com) senden.



# eMail PDF PREREQUISITS

Usage of the correct receiver e-mail address - **Every entity has a specific e-mail address:**

*Daimler Truck AG*

[Daimler\\_Truck\\_AG@email.basware.com](mailto:Daimler_Truck_AG@email.basware.com)

*Daimler Truck Holding AG*

[Daimler\\_Truck\\_Holding\\_AG@email.basware.com](mailto:Daimler_Truck_Holding_AG@email.basware.com)

*Gamma 1 Daimler Truck Grundstücksverwaltung GmbH & Co. OHG*

[Gamma\\_1\\_Daimler\\_Truck\\_Grundstuecksverwaltung@email.basware.com](mailto:Gamma_1_Daimler_Truck_Grundstuecksverwaltung@email.basware.com)

*Gamma 2 Daimler Truck Grundstücksverwaltung GmbH & Co. OHG*

[Gamma\\_2\\_Daimler\\_Truck\\_Grundstuecksverwaltung@email.basware.com](mailto:Gamma_2_Daimler_Truck_Grundstuecksverwaltung@email.basware.com)

*Gamma 3 Daimler Truck Grundstücksverwaltung GmbH & Co. OHG*

[Gamma\\_3\\_Daimler\\_Truck\\_Grundstuecksverwaltung@email.basware.com](mailto:Gamma_3_Daimler_Truck_Grundstuecksverwaltung@email.basware.com)

*Gamma 4 Daimler Truck Grundstücksverwaltung GmbH & Co. OHG*

[Gamma\\_4\\_Daimler\\_Truck\\_Grundstuecksverwaltung@email.basware.com](mailto:Gamma_4_Daimler_Truck_Grundstuecksverwaltung@email.basware.com)

*TASIAP (Technical Assistance Services)*

[TASIAP\\_GmbH@email.basware.com](mailto:TASIAP_GmbH@email.basware.com)

*Daimler Truck Customer Services & Parts s.r.o.*

[Daimler\\_Truck\\_Customer\\_services\\_parts@email.basware.com](mailto:Daimler_Truck_Customer_services_parts@email.basware.com)

*Daimler Buses GmbH*

[Daimler\\_Buses\\_GmbH@email.basware.com](mailto:Daimler_Buses_GmbH@email.basware.com)

**Sender e-mail address is registered** in Basware portal and confirmed

Invoice format – **machine-readable PDF**

**Attachments** – PDF format, contain the word Attachment / Anhang in the name

# E-INVOICING REJECTIONS

## Basware rejection – reasons examples:

Technical	Content related / Special verifications
<ul style="list-style-type: none"><li>▪ The PDF invoice file is not machine-readable</li><li>▪ Sender e-mail address is not registered</li><li>▪ Parts of the text cannot be extracted</li><li>▪ Invoice layout is different (only 1 layout per sender is possible)</li></ul>	<ul style="list-style-type: none"><li>▪ A mandatory field empty, not detected</li><li>▪ Calculation errors</li><li>▪ Company name, VAT ID, plant wrong / not related</li><li>▪ Delivery Date is in future</li><li>▪ Recipient does not accept 0 sum invoices, etc.</li></ul>

## Basware does not check:

- The existence and correctness of PO number (only format)
- The complete address – only name, plant, VAT ID

Supplier has to contact the **Basware support to clarify unclear rejections**

## Duplicat check

- Only when invoice was transferred to NACOS
- When a duplicate has to be transferred – 2 options:
  - Send invoice, get rejection e-mail and resend this to [invoiceentry@daimlertruck.com](mailto:invoiceentry@daimlertruck.com)
  - Request the temporal deactivation of the check – only for high number of documents



# BASWARE PORTAL



# BASWARE PORTAL


Supplier has his own space in Basware portal: [Basware portal link](#)

**Data visible in Basware Portal** for each entity:

- Company data
- Services used
- Sent and received documents (only Premium, e-mail PDF and Smart PDF)
- Users with access rights to the entity (End user / Admin User)
- E-mail addresses of the activated senders for e-mail PDF

**Important:** Daimler Truck does not have access to suppliers' login data, may not check, change or create these

# Documents search

basware Home **Documents** Vault Services Network Support Reports 

Enter a document number

» Create Credit Note

**All** **Inbox** **Sent** **Invoice** ▶

Showing 50 results (Scroll down for more) Date Range: 10/01/2023 - ...

**Advanced Search**

Sender: <input type="text"/>	Recipient: <input type="text"/>
Last Updated 10/01/2023 - <input type="text"/>	Document Date <input type="text"/> - <input type="text"/>
Due Date <input type="text"/> - <input type="text"/>	Gross Total <input type="text"/> - <input type="text"/>
Buyer Reference: <input type="text"/>	Creation Date <input type="text"/> - <input type="text"/>

# Document

Enter a document number

> Create Credit Note

All Inbox Sent Invoice

Showing 50 results (Scroll down for more) Date Range: 11/01/2023 - ...

Last Updated	Status	Information (Sort by: Document Date Due Date)
10/02/2023 09:24:00	Delivery in progress	<b>Invoice 23-0512 - Industrie-Service GmbH - Daimler Truck AG Werk Kassel</b> Document Date 09/02/2023 Total 198.22 EUR
10/02/2023 09:23:56	Delivered to recipient	<b>Invoice 65325491 - DHL Freight GmbH - Daimler Truck AG Gaggenau Consolidation Center</b> Document Date 10/02/2023 Total 1,810,75 EUR
10/02/2023 09:23:43	Delivery in progress	<b>Invoice 23-0510 - Industrie-Service GmbH - Daimler Truck AG Werk Mannheim, PLZ Motoren</b> Document Date 09/02/2023 Total 1,532.29 EUR

Carl-Benz-Strasse 6 Althengstett 75382 Germany  <b>Tax Registration Country and ID</b> Germany VAT DE205848766	<b>Delivery Date</b> 02/02/2023  <b>Recipient's Contact Person</b> - Herr Peter Handel  <b>Contract Number</b> <b>Payment Terms</b>  <b>Comment</b> -----Die gelieferte Ware bleibt bis zur vollständigen Bezahlung unser Eigentum!st nichts anderes angegeben, entspricht das Datum des Lieferscheins dem Leistungszeitpunkt.Besuchen Sie uns auf unserer Web-Seite: www.isg-alth.deNeue Bankverbindungsdaten:Sparkasse Pforzheim Calw., BIC: PZHSDE66 , IBAN: DE87 6665 0085 0004 8850 07	<b>Supplier's Contact Person</b> Frau Kling  <b>Recipient's Email Address</b> einvoicing@mercedes-benz.com  <b>Buyer Reference</b> <b>Currency</b> EUR  <b>Exchange Rate</b>
<b>Recipient</b> <b>Daimler Truck AG Werk Kassel</b> Kassel 34112 Germany  <b>Tax Registration Country and ID</b> (no value)  <b>invoicing Address</b> (Unnamed invoicing address) DAIM0400069	<b>Shipment Number</b> <b>Tax Information</b>	<b>Payment Penalty Rate</b> <b>Advance Payment Terms</b>

Line Data 0 line items Files 5 attachments History 2 events

Attachment(s)  
None

Business Document Image(s)

2023-3572551448.pdf Image 298744 B	2023-3572551448.protocol.pdf Image 424072 B
A0CE4D53-BF36-4349-8DC9-F3A4DC865E86.tiff Image 288565 B	

Data File(s)

2023-3572551448.cms Data file 210684 B	2023-3572551448.edi Data file 1218 B
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View and download all related documents

ONLY 3 MONTHS LONG

Line Data 0 line items Files 5 attachments History 2 events

Event Date	Status	Created by	Event Details
10/02/2023 09:24:48	Delivery in progress	Basware Gateway	The document is being delivered to the recipient <a href="#">Show More</a>
10/02/2023 09:23:48	Delivery in progress	Basware Gateway	The document is being delivered to the recipient <a href="#">Show More</a>

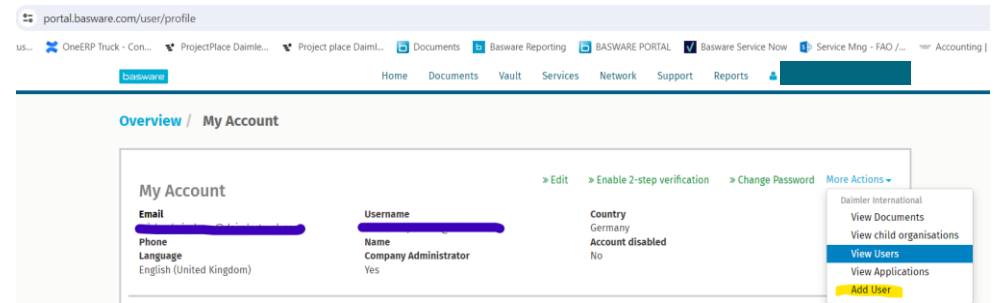
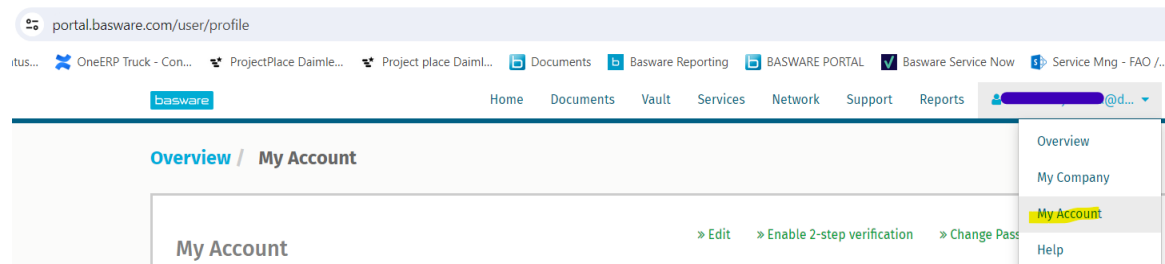
Tax Details				Invoice Summary	
Tax %	19.00 %	Net Total	166.57	Amount	31.65
				Currency	EUR
				Net Total	166.57
				Tax	31.65
				GROSS TOTAL	198.22

Sender's Details  
 Company: Industrie-Service GmbH  
 Carl-Benz-Strasse 6

View the history of the document and its status eventually also the rejection reason

# USER CREATION

## User creation:



Overview / My Company / Users / Add user

### Create New Account

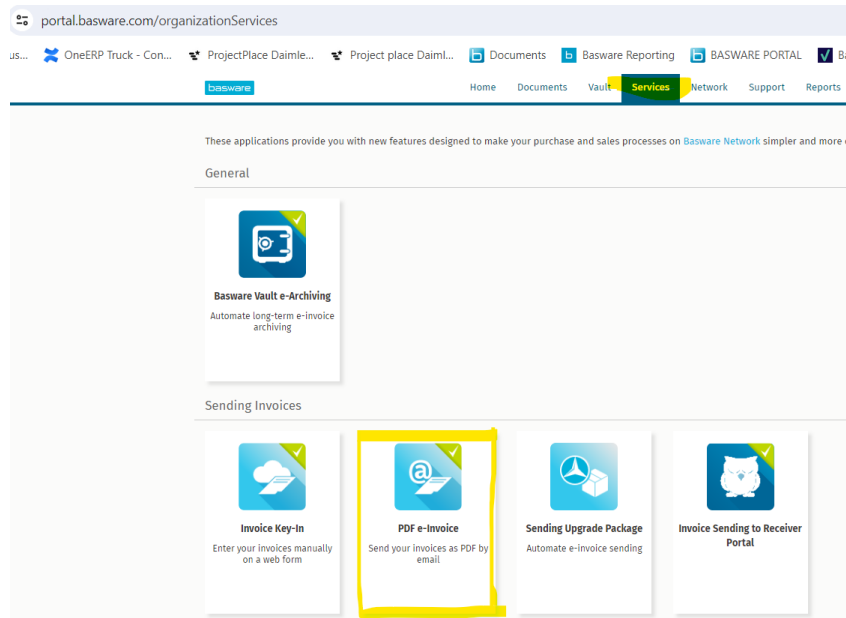
<b>Email</b>	<input type="text"/>	<b>Username</b>	<input type="text"/>	<b>Country</b>	<input type="text" value="Select Country"/>
<b>Phone</b>	<input type="text"/>	<b>First Name</b>	<input type="text"/>		
<b>Language</b>	<input type="text" value="Select Language"/>	<b>Last Name</b>	<input type="text"/>		
		<b>Role</b>			
		<input checked="" type="radio"/> End User			
		<input type="radio"/> Company Administrator			

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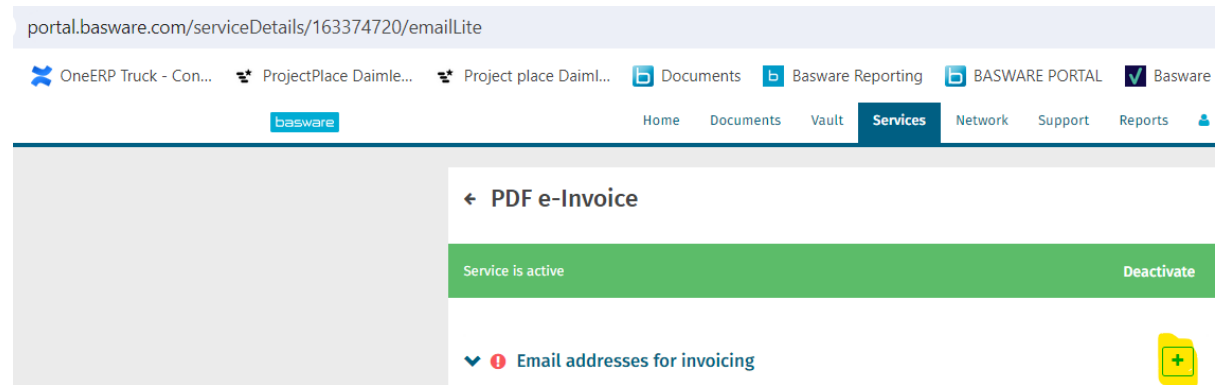
Login history	Last unsuccessful login	Number of unsuccessful login attempts since the last successful login
Last successful login		0

» Cancel   » Save Changes

# E-MAIL ADDRESS AUTHORIZATION FOR SENDING



The screenshot shows the Basware portal interface. The top navigation bar includes 'Home', 'Documents', 'Vault', 'Services', 'Network', 'Support', and 'Reports'. The 'Services' menu is highlighted. Below the navigation bar, there is a section titled 'General' with a card for 'Basware Vault e-Archiving'. Underneath, there is a section titled 'Sending Invoices' with four cards: 'Invoice Key-In', 'PDF e-Invoice', 'Sending Upgrade Package', and 'Invoice Sending to Receiver Portal'. The 'PDF e-Invoice' card is highlighted with a yellow border.



The screenshot shows the 'PDF e-Invoice' service details page. The top navigation bar is the same as the previous screenshot. The page title is 'portal.basware.com/serviceDetails/163374720/emailLite'. Below the navigation bar, there is a section titled 'PDF e-Invoice' with a green bar indicating 'Service is active' and a 'Deactivate' button. Below this, there is a section titled 'Email addresses for invoicing' with a yellow folder icon and a plus sign.



- When an e-mail address is added here, Basware sends an e-mail to it. The confirmation of the e-mail address is necessary.
- The e-mail address may be added to only one account.
- noreply e-mail address can be confirmed via ticket.
- (Not all noreply address work, they have to be usable only by the entity.)



# BASWARE SUPPORT



# BASWARE SUPPORT FOR THE SUPPLIERS

Suppliers have to contact Basware support on their own.

## **Contact:**

- Phone numbers: [https://basware.service-now.com/bw?id=bw\\_kb\\_article&sys\\_id=3894aad61b2378903bd8eb97624bcbb4](https://basware.service-now.com/bw?id=bw_kb_article&sys_id=3894aad61b2378903bd8eb97624bcbb4)
- Online: [https://basware.service-now.com/bw?id=bw\\_sc\\_cat\\_item\\_public](https://basware.service-now.com/bw?id=bw_sc_cat_item_public)

## **Topics** to be clarified i.e.:

- Rejection clarification
- New invoice layout => mapping adaptation
- Login data

When an **escalation** is needed, they can send e-mail to [invoiceentry@daimlertruck.com](mailto:invoiceentry@daimlertruck.com) providing the ticket number from Basware.

# USEFUL LINKS



# USEFUL LINKS

## **Basware Portal:**

<https://portal.basware.com/access?requestedService=https://portal.basware.com/home>

## **Daimler Truck supplier portal – Accounting (and all subpages)**

Deutsch: <https://supplier.daimlertruck.com/zusammenarbeit/accounting>

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

## **FAQ**

Daimler Truck supplier portal

Deutsch: <https://supplier.daimlertruck.com/zusammenarbeit/accounting/faq>

English: <https://supplier.daimlertruck.com/en/zusammenarbeit/accounting/faq>

Basware service now – Find answer:

[https://basware.service-now.com/bw?id=bw\\_kb\\_view2](https://basware.service-now.com/bw?id=bw_kb_view2)