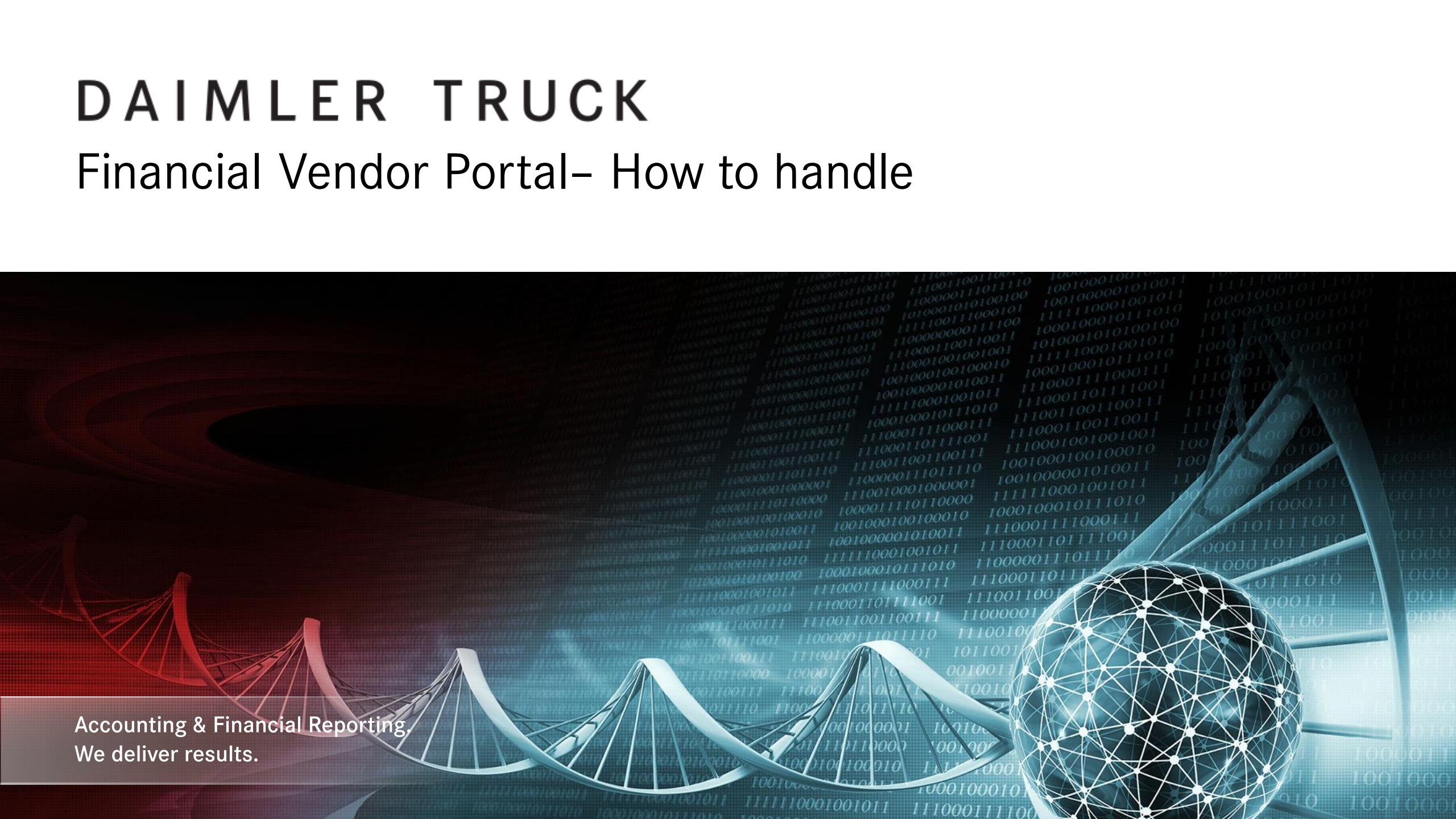
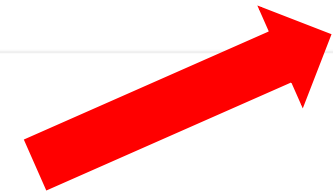


DAIMLER TRUCK

Financial Vendor Portal- How to handle



Accounting & Financial Reporting
We deliver results.



Mustermann Company GmbH

Max Mustermann

Vendor Account: 0012345678

Address: Stuttgart, DE

UserId: MAXMUST

E-Mail: max.mustermann@mail.com

Local Vendor Number: 12345678

Welcome to the Financial Vendor Portal!

Every site contains a question mark on the upper right hand side. Please click on the icon in order to receive a walk through and page specific information.

Max Mustermann

Vendor Account: 0012345678

UserId: MAXMUST

E-Mail: max.mustermann@mail.com

Company Name

1.



2.

Please select the company you would like to check your business with.

3.

,Start Request'

By entering name, address, etc. all specific results will be shown.

Select Company (only one company can be selected)

Search

Company Name	Address
Daimler Truck AG	Daimler Truck AG
Daimler Truck Holding AG	Daimler Truck Holding AG
Mercedes-Benz do Brasil	Mercedes-Benz do Brasil Ltda.

You are now on the main menu. Let's see one by one each functionality:

Display Invoices status

With this function all your invoice statuses can be displayed



Payment Advice

With this Function all Payment Advices can be requested



Display your own data

With this Function you can check your Master Data



Message to Front Office AP Department

With this Function you send a Message to the respective AP Accountant



A. Display Invoices status

B. Payment Advice

C. Display your own data

D. Message to Front Office AP Department

A. Display Invoice status

Display Invoices status

With this function all your invoice statuses can be displayed



Payment Advice

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Display your own data

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Message to Front Office AP Department

With this Function you send a Message to the respective AP Accountant



1. Click on 'Display Invoice status'.

Mustermann Company GmbH

Max Mustermann

Vendor Account: 0012345678

Address: Stuttgart, DE

Userid: MAXMUST

E-Mail: max.mustermann@mail.com

Local Vendor Number: 12345678


1. Open Invoices

Open at Key Date: 

3. Your Invoice Number:

Our Document
Number:

2. Closed invoices

Clearing Date:  To: 

Document Date: 

Payment Block:

Amount:

4. Currency:

Start Request

1. All open items will be displayed.

2. All closed items will be displayed.

3. Please enter our or your invoice number. If you turn the switch ,off' you are able to enter and search for a range of invoice numbers.

4. You are able to search currencies via ISO Code.

1. 2. 3.

Line Invoices Results

Search Values in all Columns    

 Full List

BA	Doc. No	Ref. No.	Assignment	Doc. Type	Invoice Date	Invoice Posting Date	Doc. Amount	Curr	Current Status	Payment Due on	Clear. Date	Docs/Inquiry
020	3471234567	12345678	12345678	Invoice	30.04.2024	06.05.2024	-2.731,20	EUR	invoice verification	25.05.2024		Docs/Inquiry
025	4341234567	0987654321	0987654321	ERS credit note	22.04.2024	22.04.2024	-21.600,00	EUR	Free for payment	19.05.2024		Docs/Inquiry
025	4340987654	1234567890	1234567890	ERS credit note	06.05.2024	06.05.2024	-3.304,56	EUR	Free for payment	25.05.2024		Docs/Inquiry
025	4341144556	0011223344	0011223344	ERS credit note	01.04.2024	01.04.2024	-36.000,00	EUR	Free for payment	09.05.2024	08.05.2024	Docs/Inquiry

Partial Amount per Currency

Currency	4.	5.	Total Amount
EUR			-63.635,76

1. With this option you are able to download a CSV file.
2. With this option you are able to sort the table as you prefer.
3. This option lets you edit the table by adding or removing items from the table headline.
4. In this field you can see the current status of the invoice.
5. The link ,Docs/Inquiry' includes the option to request document copies or to send a message to the Front Office AP Department .

B. Payment Advice

Display Invoices status

With this function all your invoice statuses can be displayed



Payment Advice

With this Function all Payment Advices can be requested



Display your own data

With this Function you can check your Master Data



Message to Front Office AP Department



With this Function you send a Message to the respective AP Accountant




1. Click on 'Payment Advice'.

Payment Selection Criteria

Request for Payments

1. Payment Date:  To: 

2.



Payment Run Results

Download in PDF

Payment Date	Amount paid in Payment Currency	Payment Currency	Download Payment Run
04.04.2024	-38.845,60	EUR	3. <input type="button" value="Download"/>
09.04.2024	-54.004,56	EUR	<input type="button" value="Download"/>
19.04.2024	-56.610,00	EUR	<input type="button" value="Download"/>
25.04.2024	-6.380,00	EUR	<input type="button" value="Download"/>
29.04.2024	-9.000,00	EUR	<input type="button" value="Download"/>
08.05.2024	-54.702,28	EUR	<input type="button" value="Download"/>

4.



1. Enter the period in which you are looking for the payment run or need a payment advice.

2. With ,start request' all payment runs during the specific period are shown.

3. Using the download function all details concerning the selected payment run are downloaded as csv document (payment advice)

Please take note – After opening the csv document

- a) Select column A.
 - b) On the **Data** tab, click **Text to Columns** in the **Data Tools** group.
 - c) The text conversion assistant will now open up. Select **Delimited** and click on ,next'.
 - d) On the next page please select **comma** and click on ,next'.
 - e) From the **Column data format** options please select the data type **text**.
- After clicking on ,finish' you are able to save the data as an Excel document.

4. With ,Download in PDF' you can choose and download the payment advice in PDF-format.

C. Display Master Data

Display Invoices status

With this function all your invoice statuses can be displayed



Payment Advice

With this Function all Payment Advices can be requested



Display your own data

With this Function you can check your Master Data



Message to Front Office AP Department

With this Function you send a Message to the respective AP Accountant



1. Click on 'Display Master Data'.

1.

Address Data

[Change Vendor Master Data](#)

2.

Name
Name: Mustermann Company GmbH

Communication
Telephone(main):

Street Address
Street/House Number: Musterstreet 12
Postal Code: 70745
City: Leinfelden-Echterdingen
Region: Baden-Württemberg
Country: Deutschland

PO Box Address
PO Box:
PO Box Code:

Invoice Recipient
Invoice Recipient:

5.

E-Mail

[Request For Master Data Email Change](#)

3.

E-Mail Address	Main No	Blk for Comm.	Notes	ID
accounting.mustermann@mail.com	<input checked="" type="radio"/>	<input type="checkbox"/>	FIAVIS-ORIGINAL	003

Bank Details

[Change Bank Account Data](#)

4.

Country	Bank Key	Bank Account	SWIFT/BIC	IBAN	Bank Type	Name of Bank
DE	12345678	09876543211	ABCDEFFXXX	DE1234567890123456789		MUSTER Bank Company Deutschland

Tax Information

Country Key	VAT Registration Number	Sequence	TAX ID
DE	DE1234567890		No data

1. Please check if the data which are stored by the specific company are displayed correctly.

2. In case the data is not displayed correctly or there have been changes in the data please click on the button ,Change Vendor Master Data'. You will now be forwarded to the Supplier Database (SDB) and are able to do your changes as usual. Please note that you are applying for these changes so these have to be checked and approved by the master data team (apart from contact data).

3. Please check if the displayed Email address shall be used as main communication. Click on the button ,Request For Master Data Email Change' if you want to request changes in your Email address(es).

4. Please check if the bank information stored by the specific company are displayed correctly. By clicking on the button ,Change Bank Account Data'. You will now be forwarded to the Supplier Database (SDB) and are able to do your changes as usual. Please note that you are applying for these changes so these have to be checked and approved by the master data team (apart from contact data).

5. Please check if the tax information stored by the specific company are displayed correctly.

D. Message to Front Office AP Department

Display Invoices status

With this function all your invoice statuses can be displayed



Payment Advice

With this Function all Payment Advices can be requested



Display your own data

With this Function you can check your Master Data



Message to Front Office AP Department

With this Function you send a Message to the respective AP Accountant



1. ,Message to Front Office AP Department' will be removed by April 1st, 2024.

2. For higher usability you can directly send requests under the corresponding areas ,Display invoice status', ,Payment advice' or ,Display your own data'.