

# Mercedes-Benz



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TM Manual  
Subdocument:

## ***Quality control – Manual Transports (T500)***

Contact:  
IBL Support  
[Contact form TM](#)

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Quality control .....	3
1 Manual Transports (T500).....	3
1.1 Information cycle .....	3
1.2 Viewing transports.....	3
1.3 Selecting the transports.....	4
1.4 Expiration of the objection period .....	5
1.5 Using the transport details screen.....	6
1.6 Making a statement .....	6
1.7 Viewing the comment .....	8

## Quality control

### 1 Manual Transports (T500)

In the TM/Quality Control area, the manually created transports from the backend systems are displayed in the **Manual transport (T500)** function. Also, the missing transports that were created by the confirmation of receipt VDA 4913 VA 30 MOD by a crossdock operator.

The function is used analogously to the corresponding functions from the DQM quality control to support the information and claim process. The processing of manual transports by the supplier takes place after entry via the **search mask** the display of the **transport details** and the entry of a **statement**, which is then accepted or rejected in the further process.

The displayed transports were all entered manually by Mercedes-Benz AG since no EDI was available at the time of the goods receipt.

#### 1.1 Information cycle

Manually entered transports are displayed in TM on the following day via the **Manual transports** function.

The supplier can view manually entered transports and, if necessary, make a statement on the issue and view the commentary made by Mercedes-Benz AG.

Under the "**User data – Personal settings (I002)**" navigation item, the TM user has the option of creating a notification email.

• Manual recording of transport data in the plant of the customer



#### 1.2 Viewing transports

The **Manual transport** function contains an overview of all manually entered transports.

The current debiting month is always displayed first.

### 1.3 Selecting the transports

The screenshot shows the SAP interface for searching manual transports (T500). At the top, there are search filters for recording date (from 01.08.2023 to 23), recording time (from 23 to 23), and status (checkboxes for various status icons). A 'Charge status' summary shows 449,00 €. Below the filters is a search bar and a 'Clear All' button. The main table has columns: Status, Comment, Plant for receipt data, Plant for incoming goods, Creator No., Bordero No., Forwarding number, Transport type, Freight type, Recording date, Recording-system, Supplier number, Delivery note number, Consignment number, and Unloading point. The table contains multiple rows of transport data with various status icons and dates.

1. Search criteria can be entered in this line. The user can restrict a search to the **plant or transport data** (Creator No., Bordero No., Forwarding number, Transport type, Freight type and Unloading point).

**Note:** Wildcards/placeholder characters "\*" and "?" can be included in the search criteria.

The width of the columns can be increased or decreased. In addition, the display can be sorted by clicking on one of the fields within the selection line/menu line. A small triangle appears.

Ascending = the triangle points upwards or  
Descending = the triangle points downwards

2. The **Time** for the search can be defined here. The **Recording Date** is entered in numerical form dd.mm.yy or selected by means of the calendar function. To do so, simply click the **calendar symbol** and select the desired date in the calendar.








In addition, the **Recording time** to which the search should refer can be restricted. To do this, simply enter the time in the form hh:mm.

3. In addition, a certain Supplier, Delivery note or Consignment number can be selected.

4. Checking the checkboxes allows for a search according to **transport status**. The quantity appears beside this.

5. A selection based on recording date and recording time is displayed after clicking on **Search**.
6. Clicking the **Symbol** provides the user with the detailed view of the corresponding transport.
7. By clicking the **K** symbol once, the comment from Mercedes-Benz AG is displayed.
8. The current **charge status** to be debited for the selected search criteria appears here.

Brief explanations of the transport status:

Symbol	Designation	Description
	Manual entry	Transport needed to be entered manually. No statement has been issued.
	Statement rejected	1. 1. The supplier's statement was rejected by Mercedes-Benz AG. 2. On the 5th of each month, all manually entered transports from the past month are automatically set to the status "Statement rejected" and thus marked as rejected (no separate email is sent).
	Statement accepted	Supplier's statement accepted by Mercedes-Benz AG
	Statement issued	Statement issued by supplier, but not yet processed by Mercedes-Benz AG
<b>K</b>	Comment	Mercedes-Benz AG has provided a comment
	Charged	Transport has been billed, changes no longer possible
	Definitely not charged	Transport has not been billed, changes no longer possible
	Exception period	Transports are omitted from billing, changes no longer possible

**Note:**

The detailed view is possible for all transport statuses; a statement can only be issued once for **Manual entry**.

**1.4 Expiration of the objection period**

On the 5th of each month, all transports with the status "**Manual entry**" from the previous month are automatically set to "**Statement rejected**" (no separate email is sent!).

## 1.5 Using the transport details screen

This function allows the user to display the transport details (Bordero number, ..., Supplier, Consignment and Delivery note data). The information shown corresponds to the original transport.

Manual entry of a transport can be accompanied by a statement and a transfer protocol if the status is **manual entry**.

> TM > Charging > Manual transport (T500) > Transport details

**Bordero 15011015**  
 Creator No.: [redacted]      Creator Name: [redacted]

Carrier: [redacted]      Carrier name: [redacted]  
 Bordoro number: 15011015      Bordoro date: 05.09.2023  
 Entry date: 05.09.2023      Recording plant: Kecskemet (Plant 371)  
 Entry time: 11:25

Number plate: [redacted]  
 Freight type: [redacted]

①

②

Field	Contents	Info
Transport partner number		?
Data receiver		?
Means of transport code	Number plate	?
Means of transport number		?
Bordero number	15011015	?
Bordero date	05.09.2023	?
Type of truck		?
Extra tour		?
Scheduled arrival date	05.09.2023	?
Scheduled arrival time	11:25	?
Total consignment gross weight kg	0000001	?

▶ Statement      ▶ Back

1. Entry date and entry time correspond to the time of entry in the respective recording plant.
2. The details of the original transport are shown here.

Two functions are available:

- ▶ **Statement**  
A statement can be entered for the transport displayed.
- ▶ **Back**  
The **Back** function takes you back to the transport list.

## 1.6 Making a statement

The content of the free text field and, if necessary, the attachment, are sent to an email address after the performance of the **Send statement** function. You then return to the transport list.

> TM > Charging > Manual transport (T500) > Transport details

**Bordero 15011015**  
 Creator No.:  Creator Name:

Carrier:	<input type="text"/>	Carrier name:	<input type="text"/>
Bordero number:	15011015	Bordero date:	05.09.2023
Entry date:	05.09.2023	Recording plant:	Kecskemet (Plant 371)
Entry time:	11:25		
Number plate:			
Freight type:			

Your data from Supplier Portal:

Name:	<input type="text"/>	Last name:	<input type="text"/>
Phone number:	<input type="text"/>	E-mail:	<input type="text"/>

Transport statement - Created by Transport partner

Attachment(max 10 MB):  Keine Datei ausgewählt

Comment for statement - Created by plant

1. Here, the contact data from the global Mercedes-Benz AG Supplier Portal (<http://supplier.mercedes-benz.com>) are carried over.  
**Note:** If the contact data are not correct, please change them via the Supplier Portal.
2. Free text can be entered in the **Statement** field.
3. After selecting the **Datei auswählen**/ Select file function, the attachment file can be selected via a file browser. If you wish to attach several files, these must first be collected in an archive.
4. Deliver by clicking on the **Send statement** link.
5. Using the **Transport** function, it is possible to return to the transport details.
6. Using the **Back** function, it is possible to return to the transport list. There is no confirmation prompt here (if the user has entered text or selected an attachment).
7. After the processing of the statement, the comment is displayed here.

### 1.7 Viewing the comment

- After Mercedes-Benz AG has checked the statement, an informational email is sent to the supplier using the saved email address.
- The status of the transport is changed to „**Statement rejected**“ or „**Statement accepted**“.
- As soon as a comment is available, a **K** appears in the **Comment** column. Clicking on the symbol opens a pop-up window showing the comment.

The screenshot shows a web application interface for 'Manual transport (T500)'. At the top, there are search filters for 'Recording date' (from: 14.08.2023, to: 23) and 'Recording time'. Below these are status filters with checkboxes and icons for various status types, and a 'Toggle all' option. A table lists transport entries with columns for 'Status', 'Number', and 'Comment'. The first entry has a status icon with a red 'X' and a 'K' in the comment column. A pop-up window is open over this entry, displaying a detailed comment. The comment text is as follows:

**Comment:**  
 Dear Sir or Madam,  
 your statement or rather your transmission log shows, that the data was sent after the goods were delivered to the plant.  
 Please make sure in future that all the required data and information is sent to us electronically in its entirety, without error and in good time. Otherwise, additional costs for manual processing will occur.  
 If you are unable to create all the haulage note data by means of standard electronic message (e.g. according to VDA 4921), special processing transactions can be created and sent under the navigation item - New Main Transport (T603).  
 In cases where an electronic haulage note is not sent, we incur additional costs for manual processing.  
 In order to offset these additional costs, we have no other option than to invoice you for the respective costs as provided for under Mercedes-Benz Special Terms No. 35.  
 Invoicing is carried out quarterly and on the credit side.  
 Only debits over 500.- euros are included.  
 For the above-mentioned reasons, we are unable to offer you the prospect of a credit.  
 If you have any contractual questions, please contact your purchaser.  
 Kind regards,

The pop-up window has a 'Close' button at the bottom.