# Mercedes-Benz



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## New Consignment

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## 1 New consignment - Delivery note entry

## 1.1 Delivery note entry - Process selection

You can use the navigation point to enter delivery notes for the following processes and print out all relevant documents:

## **New Consignment**

- With ordering data (D302)
- For serial/non-serial scopes (D303)
- Delivery entry for development scope / MTC/VTC deliveries (D304)
- For deliveries to third parties (D305)
- With ordering for deliveries to third parties (D308)
- ASN (D321)

#### **▼New Consignment**

with ordering data (D302)

For serial/non- serial scopes (D303)

Delivery entry for development

scopes (D304)

for deliveries to third parties (D305)

with ordering for deliveries to third

parties (D308)

ASN (D321)

## Note:

- All sent and saved data (drafts) can be found after the registering process under "Search Consignments – Search for consignment data (D301)".
- Error-free data can now be transferred.

#### 1.2 General notes:

#### 1.2.1 Navigation tree

Entry of a delivery begins with the entry of the delivery data at the **Consignment** level. Next, the next level is added using the toolbar or by clicking the right mouse button.

At least one delivery note with an item number must be created before it is possible to check or save a delivery.



## 1.2.2 Working with the right mouse button

For entering consignments, a right mouse click in the navigation tree will display a context menu analogous to the toolbar and providing the same functions as the toolbar. This gives the user the option of calling up all functions using either the toolbar or the context menu.

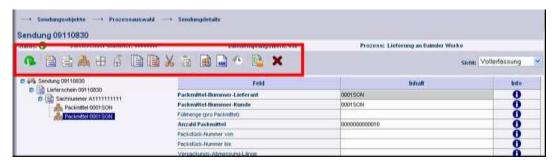
Functions that are not usable at the given level are deactivated (gray).

#### For example:

At the **Consignment** level, the user can only create a **New delivery note**. Creating a **New delivery note item** is not possible.



## 1.2.3 Description of the symbols in the navigation bar



#### Note:

Functions that are not usable at the given level are deactivated (gray).

For example:

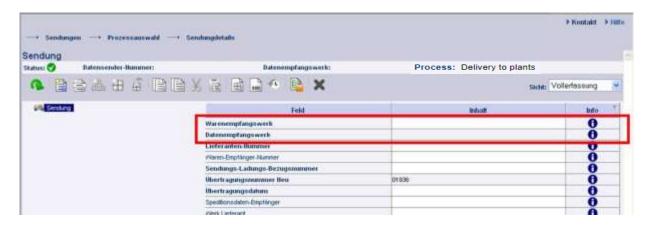
At the consignment level, the user can only create a "New delivery note". Creating a "New delivery note item" is not possible.

Symbol	Function	Description
<u>a</u>	Check consignment	The "Validate consignment" function checks the
		current consignment for errors. If the consignment
		has been saved at least once, the current change
		status is saved temporarily in the cache.
	Create new delivery note	The "Create new delivery note" function adds a new
_		delivery note at the end of the delivery note list.
	Create new delivery note item	The "Create new delivery note item" function adds a
		new delivery note item at the end of the delivery note
A-		item list of the current delivery note.
	New packaging	The "New packaging" function adds an empty load
		carrier underneath the delivery note item.
	Packaging	The "Packaging" function starts the packaging
		screen. "Packaging" is only possible on a delivery
		note item with a valid item number, see description
1-1	Copy element	"Packaging - with Packaging Plan".  The "Copy element" function copies an element
	Copy element	(without pasting it).
1-7	Duplicate element	The "Duplicate element" function adds a copy of the
	Duplicate element	element at the same level.
	Duplicate element multiple times	The "Duplicate element multiple times" function adds
Щ		up to 9 copies of a delivery note, delivery note item or
		packaging. When copying a delivery note, you must
		indicate the first delivery note number of the copying
		procedure.
X	Cut element	The "Cut element" function removes the element.
-		Using the "Paste element" function, the element can
-		be inserted elsewhere at the same level.
	Paste element	The "Paste element" function inserts a copy of the
		previously copied element at the same level.
E=	Save template	The "Save template" function saves the current
	1	consignment with all its sub-objects.
E <sup>2</sup>	Load template	In the Template overview, the "Load template"

		function loads a consignment template that can then be edited further.
×	Delete element	The "Delete element" function deletes the element that is selected in the tree (after a confirmation prompt).
	Cancel consignment	The "Cancel consignment" function cancels the consignment (after a confirmation prompt).
<del>                                      </del>	Duplicate	The "Duplicate" function creates a draft that can be used as a template.

Differentiation between the incoming goods plant and the data receipt plant

The "Incoming goods plant" and "Data receipt plant" are displayed at the consignment level:



Only the "Incoming goods plant" can be selected; the "Data receipt plant" is filled out automatically once "Incoming goods plant" is selected.

## Example 1 (When do the incoming goods plant and the data receipt plant differ?):

If an EDI is sent to the "Incoming goods plant" 002, Control Center/Sales, the entry "010, Stuttgart Untertürkheim" automatically appears in the field "Data receipt plant". This is allocated automatically by a stored mapping table.

## Note:

The mapping table is stored in the info area of the IBL.

The delivery note level contains the "Customer plant" field:



The "Customer plant" field is automatically filled out when the "Incoming goods plant" is selected if the field was first filled out at the consignment level and the delivery note level was then added. The "Incoming goods plant" and "Customer plant" plants are identical. The entry can still be changed in the "Customer plant" field (see Special case).

#### Special case:

The ordering plant is not the same as the "Incoming goods/data receipt plant".

## Example 2 (filling in "Customer plant" field manually):

If the ordering plant is not the same as the "Incoming goods/data receipt plant", then the ordering plant can be indicated in the "Customer plant" field:

#### 1. Consignment level:

- "Incoming goods plant = 002, Headquarters/Distribution"
- "Data receipt plant = 010, Stuttgart Untertürkheim" filled out.

#### 2. Delivery note level:

"Customer plant = 050, Sindelfingen" (manual entry)

If the order has been transferred by a different plant, then this plant can be entered manually in the "Customer plant" field

## 1.2.4 Difference between "Check" - "Save" and "Print document"







**At least** one delivery note with an item number must be created before it is possible to check or save a delivery.

In contrast to the previous delivery note entry method, there is now a "check" function when entering a delivery (in the menu bar or using the right mouse button). The data are stored temporarily. DQM checks the previous entries and shows these using corresponding status symbols.

The data that are temporarily stored via the "check" are not accessible using a consignment search. Accessing that data is only possible after the first proper save procedure.

If you happen to close the browser accidentally or a session times out then, after you have logged in again, DQM calls up the temporarily saved data to avoid a loss of data. The data is **not** lost.

## The "save" function is necessary to activate the "Print document" function.

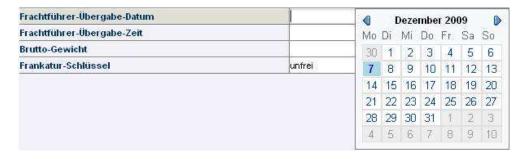
After the "save" is performed, the data can be found as a draft ( ) under Item 301 "Search for consignment data". Here the data can be loaded, changed and transferred once more.



If there is an error in the data, no document is created; the error is highlighted red and must be corrected. It is only possible to print a consignment once it is free of errors. Then the "Print document" button is activated and the goods receipt/issue documents can be displayed and printed.

#### 1.2.5 Date field

A calendar is opened for all date fields. Clicking the desired date accepts that date information. The field then closes automatically. Direct input of the date is possible using the DD.MM.YYYY format



## 1.2.6 Displaying consignments in DQM

- Deliveries that have been sent via EDI (VDA 4913 or EDIFACT DESADV) are shown for 21 days
- Deliveries that have been created in DQM are shown for 90 days
- Deleted consignments are removed from the display after 90 days

-	Unconfirmed consignments in the "Deliveries to a third party" process are deleted after one year Templates are not deleted

## 1.2.7 Templates - creating and editing

#### 1. Create template

A template can be created from previously sent data or during the data entry.



Using the "Consignment template" icon, the current consignment is saved and an overview of the previously saved templates is shown. Here, the templates can be saved and deleted. A name must be entered for the new template and it can then be saved.

#### Note:

Templates are saved as part of this process.

For example:

Templates in the deliveries to a third party process can only be called up for new consignments to a third party.

#### 2. Edit template



When creating a new consignment, clicking the "Consignment template" icon displays the overview of the previously saved templates. Here, the templates can be saved, deleted and loaded. If a template is loaded, the previously entered data is overwritten. A prompt appears and requires confirmation. The data can then be edited.

#### Note:

Please change all key fields (consignment number and delivery note number); otherwise, duplicates will occur

## 1.3 Delivery note entry to the plants

## 1.3.1 Series/non-series scopes to the plants of Mercedes-Benz AG

The **New Consignments – with ordering data (D302)** navigation item enables the user to select the process for "delivery note entry for series/non-series scopes to plants of Mercedes-Benz AG".

Before entering delivery note data, the user can choose between two views:

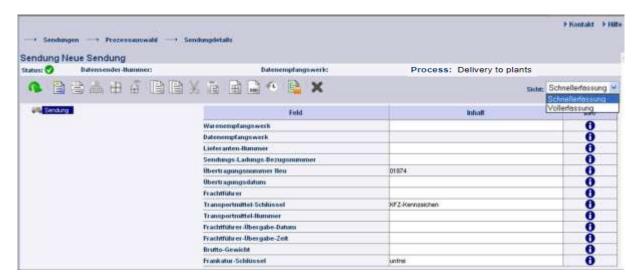
#### Complete entry:

All of the fields are displayed. Mandatory fields are displayed in bold type.

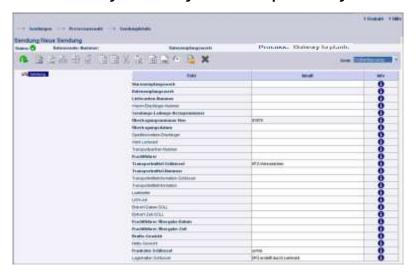
#### Quick entry:

Only the mandatory fields are displayed.

**Engineering Parts:** Additional input fields are required for entering delivery notes for development scopes. These are displayed in the entry function depending on the selected data receiving plant (019 or 059). See also 3 Delivery note entry for development scopes (MTC Sindelfingen and MTC Stuttgart-Untertürkheim)



## 1.3.2 Delivery note entry in the complete entry view



The record is divided into four columns.

## Navigation tree

The navigation tree is located on the very left of the screen and is constructed automatically during the entry process. The user can navigate to the individual levels here.

An object with errors (consignment, delivery note, delivery note item, packaging item) is indicated in red type - the red type indicates errors within the object described. A red symbol indicates errors in the hierarchies subordinate to the object.

#### Field column:

Name of the input field.

#### Content column:

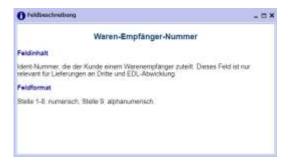
An entry is obligatory in all mandatory fields (indicated in bold type) when entering a delivery note.

The line is highlighted in red when an error occurs.

## Info column:

Clicking on the info symbol displays the corresponding field description, format and remarks for each field. The text can be displayed in German or English. The language settings can be made under IBL – user data - Personal settings (I002).

#### Field description

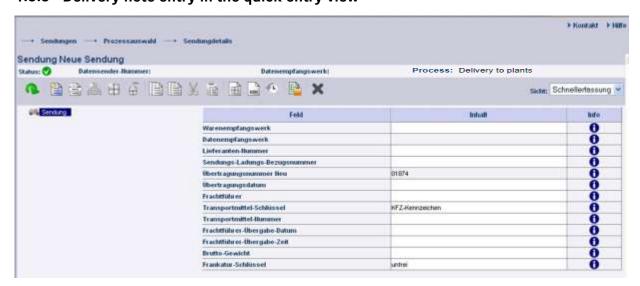


In the event of an error, a red exclamation mark appears. Clicking on the symbol displays the error message



You can find a detailed description of the field contents in the EDI manual in Section 3.6.1. (The EDI manual is available from the Mercedes-Benz AG Supplier Portal (http://supplier.daimler.com) under "Collaboration", "Production and Logistics", "Data communication with Mercedes-Benz AG".

## 1.3.3 Delivery note entry in the quick entry view



The record is divided into four columns.

The navigation tree is located on the very left of the screen and is constructed automatically during the entry process. The user can navigate to the individual levels here.

An object with errors (consignment, delivery note, delivery note item, packaging item) is indicated in red type - the red type indicates errors within the object described. A red symbol indicates errors in the hierarchies subordinate to the object.

#### Field column:

Name of the input field.

#### Content column:

An entry is obligatory in all mandatory fields (indicated in bold type) when entering a delivery note.

The line is highlighted in red when an error occurs.

For certain entries, an optional field may become a mandatory field. The application then automatically switches to "Complete entry".

For example:

If the value "QTEXT" is entered in the Item number – Customer field, then the user must make an entry in the Position text 1: Designation of delivery field.

#### Info column:

Clicking on the Info symbol displays the corresponding field description, format and remarks for each field. The text can be displayed in German or English. The language settings can be made under IBL – user data - Personal settings (I002).

## Field description



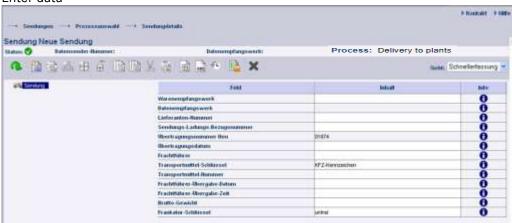
In the event of an error, a red exclamation mark appears. Clicking on the symbol displays the error message



You can find a detailed description of the field contents in the EDI manual in Section 3.6.1. (The EDI manual is available from the Mercedes-Benz AG Supplier Portal

(http://supplier.daimler.com) under "Collaboration", "Production and Logistics", "Data communication with Mercedes-Benz AG".

#### Enter data



Data is entered in the respective field in the **Content** column. You can move to the next field by pressing the Tab button or using the mouse.

If all fields are filled, then the next level can be edited. You can do this using either the toolbar or the right mouse button.

Create a record using the toolbar by clicking on the symbols:



Create a record with the right mouse button by clicking on the corresponding command:



#### Note:

It is not possible to click between steps on the **Save** button (see Section 8.2.5).

Only once all levels have been filled out is it possible to click on "Check".

If incorrect entries are present, these will be highlighted in red and can be corrected. The error status (A, B, C or "Error-free") is shown in the menu bar. After making corrections, click "Check" once more. If there are no errors in the consignment, the consignment documentation can be printed and the data can be released (see Section 8.3.5).

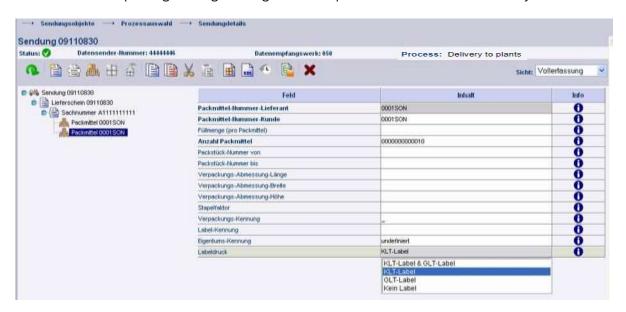
## 1.3.4 Checking, printing and sending data

#### 1. Checking data:

If all data have been entered, then the entry can be checked. Data can only be transferred if they have the status "Error-free". If an error is still present, then it will be highlighted and can be corrected. For as long as the consignment contains errors, it can only be saved as a draft and called up using the "Search consignment data (301)" navigation item.

#### 2. Printed label:

A new field is located in the packaging line: "Printed label". Using this option, it is possible to decide before printing which goods tags are to be printed in addition to the delivery note.



#### 3. Print document:

The "Print document" function is only activated once "Save" has been clicked and this downloads a PDF with all necessary documents (delivery notes, goods tags for containers and small load carriers). The desired pages can be printed from this PDF. If an error is present in the data, the button remains inactive (gray); the error is highlighted red and must be corrected. It is only possible to print once the consignment is error-free.

#### 4. Send data:

The "Send data" function is only activated **after** printing. The text "Sending successful" appears, along with the notification that the data is being processed and can only be changed after a period of 5 minutes, where necessary.



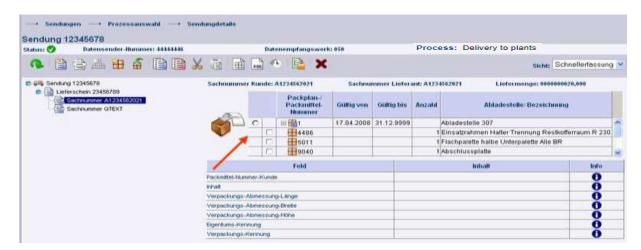
All sent and saved data (drafts) can be found after the registering process under "Search Consignments – Search consignment data (D301)".

## 1.3.5 Packaging - with packaging plan

## 1.3.5.1 Packaging plan exists



Once the delivery note item has been entered, the user can click on the "Packaging" button.



If one or several packaging plans have been defined, then it is possible to select one packaging plan via a selection box.

It is possible to select the entire contents of a packaging plan. In the event that some parts of the packaging plan are not in stock, then the plan can be reduced in accordance with the actual physical contents.

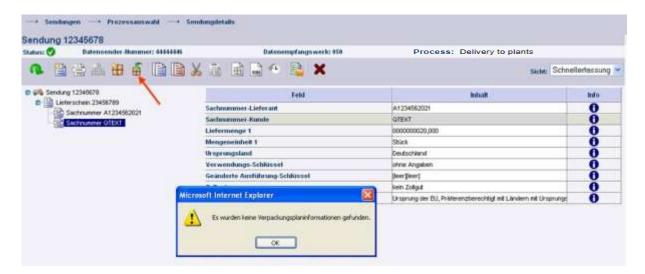
The packaging plan list shows all currently valid packaging plans. The packaging plan corresponding to the unloading point you have selected is shown at the top of the list.

The following information is relevant for the packaging plan display:

- Plant number (data receipt plant)
- Supplier number
- Item number
- Unloading point

If no receiving areas have been entered, then all packaging plans for the given plant number/supplier number/item number are shown.

## 1.3.5.2 No packaging plan exists



Once the delivery note item has been entered, the user can click on the "Packaging" button. The "Packaging" function is only available if there is a valid item number.

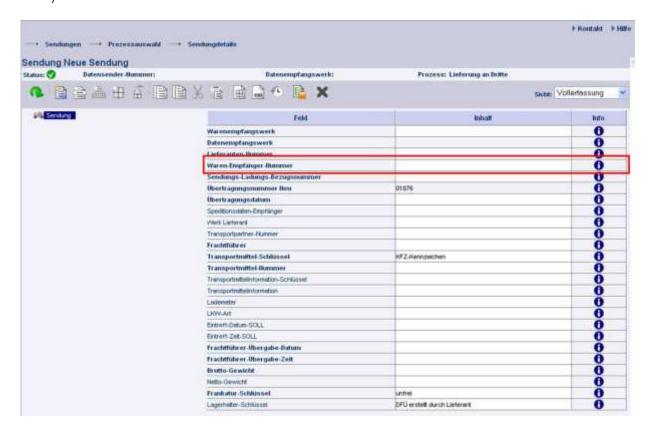
If no packaging plan is defined, this message appears. It is then possible to package goods freely using the "Create new load carrier" function. In addition to the valid packaging code input method, there is also the possibility of selecting a packaging code from the VDA-defined packaging types (e.g. 0001SON, see VDA 4913- Recommendation).

## 2 Deliveries to third parties (D305)

## 2.1 Delivery note entry in DQM

The **New Consignment – Deliveries to third parties (D305)** navigation item enables the user to select the process for "delivery note entry for deliveries to third parties (cross-trade)".

The only difference to delivery note entry for "Series/non-series scopes to plants of Mercedes-Benz AG" is that the delivery note entry for third parties has the **"Goods recipient number"** field (see Section 8.3.1).



#### Goods recipient number:

The Mercedes-Benz AG supplier number of the goods recipient must be entered here. This number is communicated by the respective ordering party.

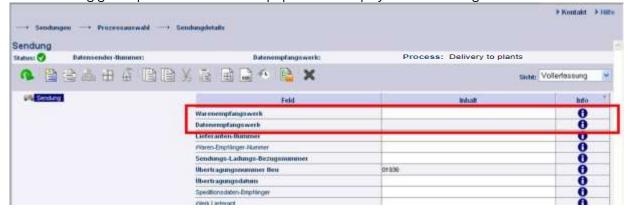
#### Note:

If an invalid number is entered here, the data cannot be sent.

As a general rule, the "Deliveries to third party" process can only be performed in coordination with Mercedes-Benz AG and the data recipient.

## 2.1.1 Differentiation between the incoming goods plant and the data receipt plant

The "Incoming goods plant" and "Data receipt plant" are displayed at the consignment level:



Only the "Incoming goods plant" can be selected; the "Data receipt plant" is filled out automatically once "Incoming goods plant" is selected.

## Example (When do the incoming goods plant and the data receipt plant differ?):

If an EDI is sent to the "Incoming goods plant" 002, Control Center/Sales, the entry "010, Stuttgart Untertürkheim" automatically appears in the field "Data receipt plant". This is allocated automatically by a stored mapping table.

The delivery note level contains the "Customer plant" field:



The "Customer plant" field is automatically filled out when the "Incoming goods plant" is selected if the field was first filled out at the consignment level and the delivery note level was then added. The "Incoming goods plant" and "Customer plant" plants are identical.

## **Attention:**

Entries in the "Customer plant" field MUST NOT be changed for the Deliveries to third party process.

## 2.2 Data creation as per VDA 4913

#### 2.2.1 Additional fields

For cross-trade, the following fields must be specified in VDA 4913:

Record	Position	Position	n Data element Input	
type				
711	011	59	Delivery identifier	Н
713	013	60-68	Goods recipient	8- or 9-digit supplier number of the goods
			number	recipient

#### 2.2.2 File name

In order that the data can be routed correctly, a different file name must be used

## MB050DRV instead of MB050WES

## 2.3 Data creation as per EDIFACT DESADV

## 2.3.1 Additional fields

For cross-trade, the following DESADV fields must be filled out:

VDA element	Data element	Edifact segment	Input
71111	Delivery identifier	BGM.1225	Н
71313	Goods recipient number	NAD.3039 (NAD.3035=	8- or 9-digit supplier number of
		DP)	the goods recipient

## 2.3.2 File name

In order that the data can be routed correctly, a different file name must be used

MB050DRVE instead of MB050DESA

## 2.4 Tracking a consignment in DQM (D306)

Once all of the necessary delivery note data has been entered and the consignment has been sent, the data is displayed under the navigation item "Search Consignment - Deliveries to third parties (D306)". The processing status shows whether the goods recipient has adopted your data or acquired your data with the recognition of differences.

Symbol	Description
	Unconfirmed
<b>②</b>	Fully confirmed without differences
	Fully confirmed with differences
<b>②</b>	Partially confirmed without differences
	Partially confirmed with differences

All sent and saved data (drafts) can be found after the registering process under "Search Consignments – Search consignment data (D301)".

The consignments that are confirmed by the goods recipient are also shown here. The confirmed consignment has an automatically assigned consignment number; the delivery note number remains unchanged. This allows for a distinction to be drawn between the original and confirmed consignments.

- Confirmed data are shown for 21 days.
- Unconfirmed data are deleted after one year.

## Note:

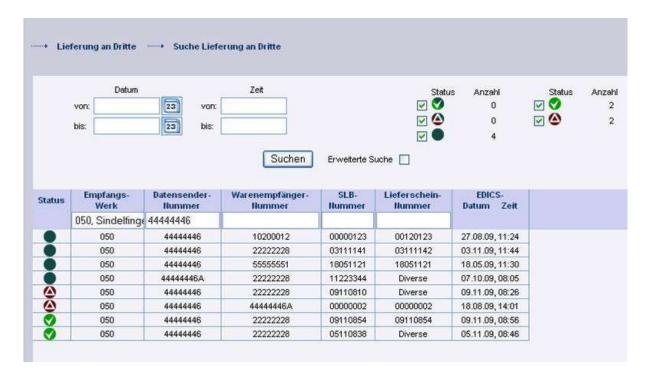
The goods recipient is only shown for error-free consignments here for the purposes of confirmation. If an EDI error occurs, then this must be corrected by the data sender under "Search Consignments – Search consignment data (D301)".

## 2.5 Data recipient

## 2.5.1 Edit deliveries to a third party

The incoming data is processed using the navigation item "Search Consignments - Delivery to 3rd parties (D306)".

The data sender has an identical view of the data.



**Note:** For the "**Delivery note number**" there is also the possibility to perform a "**Diverse**" search. With the "**Diverse**" search option, only consignments that contain more than one different value in the respective field are found.

Click on the symbol once to open the consignment.

You can only edit unconfirmed consignments.

Partially or fully confirmed consignments can be displayed.

Overview of new symbols

Symbol Description	
	Unconfirmed
<b>②</b>	Fully confirmed without differences
	Fully confirmed with differences
<b>~</b>	Partially confirmed without differences
	Partially confirmed with differences

## 2.5.2 Confirm deliveries to a third party



Click **Display** to show the data at the respective level.

The quantity of delivered goods can be confirmed or corrected.

If the quantity position is "0", then a value must be entered. Deleting the incoming data is not permissible!

Clicking the **Back to the list** button opens an overview (Search Consignments - Delivery to 3rd parties (D306)) without the data being saved.

As soon as all information is entered correctly in its entirety, the data can be transferred. Click the **Save** button to save and transfer the edited data. You are then forwarded automatically to the overview (Search Consignments - Delivery to 3rd parties (D306)).

#### Note:

After confirming the data, they will be shown for a period of 21 days.

#### Note for metal management:

If the further processing of a consignment cannot be completed, checking the box to the left of the respective delivery note resets the delivery note.

The unprocessed delivery notes appear in the overview "Search for deliveries to a third party" with the status "unconfirmed".

#### 2.5.3 Confirming with differences



If the confirmed quantity deviates from the advised quantity, this is indicated immediately through a symbol. As soon as there is a quantity-based difference in a consignment, the entire consignment is assigned the status "Fully confirmed with differences"

Clicking the **Back to the list** button opens an overview (Search Consignments - Delivery to 3rd parties (D306)) without the data being saved.

As soon as all information is entered correctly in its entirety, the data can be transferred. Click the **Save** button to save and transfer the edited data. You are then forwarded automatically to the overview (Search Consignments - Delivery to 3rd parties (D306)).

#### Note:

After confirming the data, they will be shown for a period of 21 days.

#### Note for metal management:

If the further processing of a consignment cannot be completed, checking the box to the left of the respective delivery note resets the delivery note.

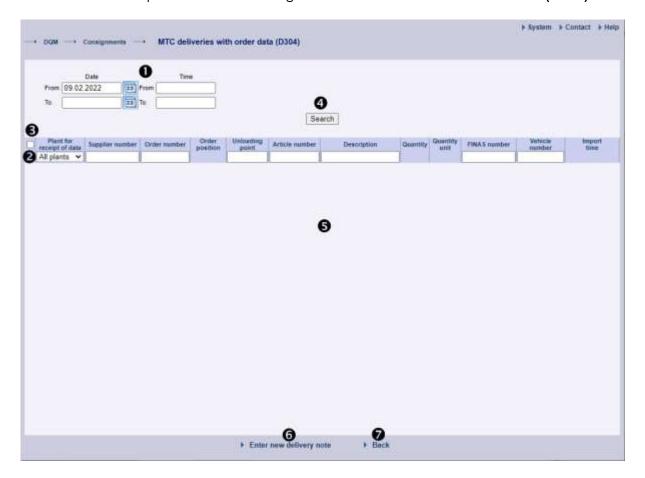
The unprocessed delivery notes appear in the overview "Search for deliveries to a third party" with the status "unconfirmed".

# 3 Delivery note entry for development scopes (MTC Sindelfingen and MTC Stuttgart-Untertürkheim)

## 3.1 Function MTC deliveries with order data (D304)

The old version of the D304 function is temporarily retained and can be accessed via the navigation tree. After a transition period, it will be switched off and only the new version will be available.

The function is called up via DQM - New Consignment - MTC deliveries with order data (D304).



1. The **Period** for the search can be defined here. The **Date** can either be entered in numerical form **dd.mm.yy** or selected using the calendar function. To do so, click the **Calendar symbol** and select the desired date in the calendar.

Here, the applicable **Time** for the search can be restricted. The time of day is entered in the format **hh:mm**.

- 2. The search criteria can be entered in this line. The user can restrict the search to the following values:
  - Plant for receipt of data (Selection from drop-down list; 019 oder 059)

- **Supplier number** (the supplier only sees his own orders)
- Order number
- Unloading point
- Article number
- Description
- FINAS number
- Vehicle number
- 3. Individual rows can be selected in the **selection column**. A click on the selection box in the table header selects all search results of the current search.

To be able to compile a delivery flexibly from different orders, the selection was realised in such a way that selected elements are also displayed in the search result after a new search, even if they no longer correspond to the search criteria.

- 4. The selection is displayed after clicking on **Search**.
- 5. In addition to the above search criteria, the **search result** shows the order position, quantity, quantity unit and import time (which was selected as the period under 1.).
- 6. The user selects the article numbers to be delivered in the selection column. By pressing ► Enter new delivery note, the user branches to the delivery note entry function. There, a consignment, one or more delivery notes and the selected item numbers are already created and prefilled by the system.

The function first checks whether the selected data records always contain the same supplier number, the same plant (data recipient number, goods recipient number) and the same unloading point. Otherwise, an error message is output stating that only data for one supplier number, for one receiving plant and for one unloading point may be selected within one consignment.

7. The ▶ Back function branches to the next higher navigation level.

In the example, the search was carried out via plant and order number:



After selecting the order positions ☑ and executing the function ► Enter new delivery note, the order data is transferred to a consignment. The further procedure is described in the next chapter.

#### 3.2 **Delivery note entry**

The consignment data is pre-filled using the data imported from Nacos. Missing data must be added. Mandatory fields on the system side are displayed in red when the function

## Validate consignment •

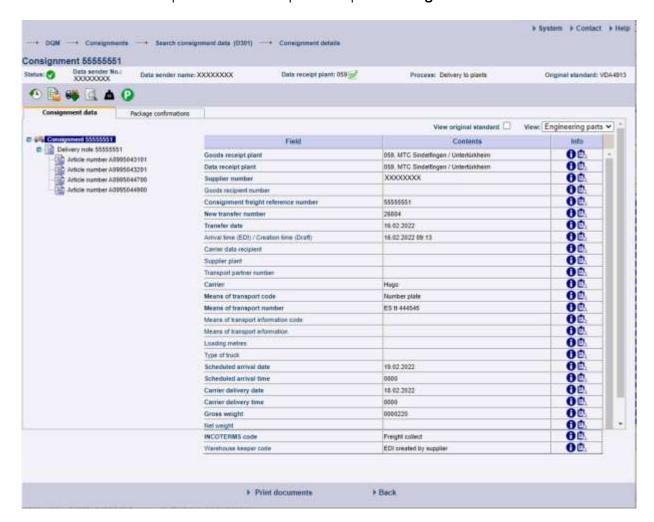


is executed.

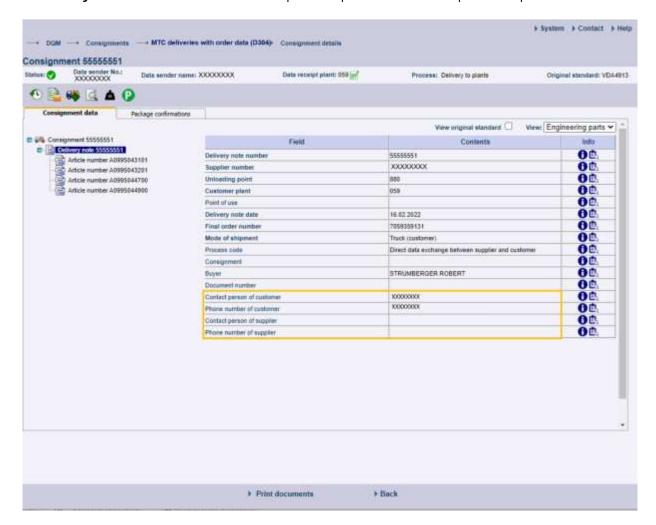
Correcting the fields at all levels and checking again (or saving) results in an error-free consignment.

View Engineering Parts: Additional input fields are required for entering delivery notes for development scopes. These are displayed in the entry function depending on the selected data receiving plant (019 or 059).

There are no additional input fields for development scopes at **consignment level**.

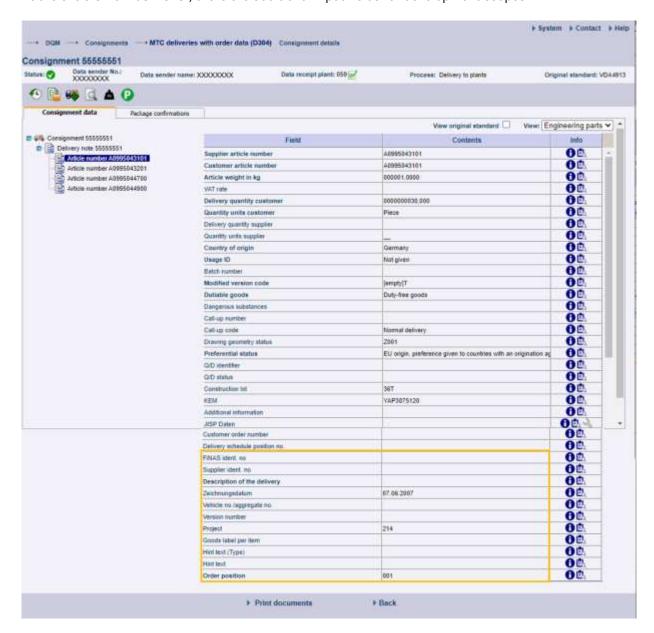


At **delivery note level** there are additional optional input fields for development scopes.



The **delivery note date** is to be checked and changed if necessary - it is pre-set with the current date.

At the article number level, there are additional input fields for development scopes.

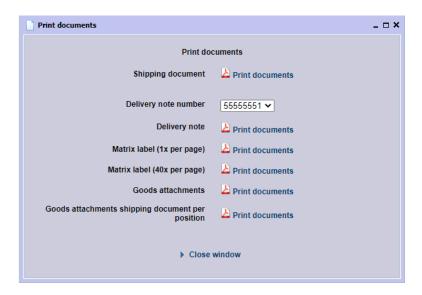


There are no additional input fields for development scopes at the **packaging level**.

#### 3.3 Print documents

As soon as the consignment data is error-free, the required documents can be printed.

By executing the function **Print documents**, a pop-up window is displayed in which the user can download the necessary documents.



The following documents are available:

- Shipping document
- Delivery note (with selection of delivery note number from drop-down list)
- Matrix label (1x per page)
- Matrix label (40x per page)
- Goods attachment
- Goods attachments shipping document per position

The **Print documents** function can/must be executed for each individual document.

With ► Close window the pop-up window is closed.

(The instructions are available from the Mercedes-Benz AG Supplier Portal (http://supplier.daimler.com) under "Collaboration", "Production and Logistics", "Data communication with Mercedes-Benz AG".

## 3.4 Function MTC deliveries (D319)

The entry without transfer of order data from Nacos is done manually

## 4 Contacts for all Mercedes-Benz AG plants

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