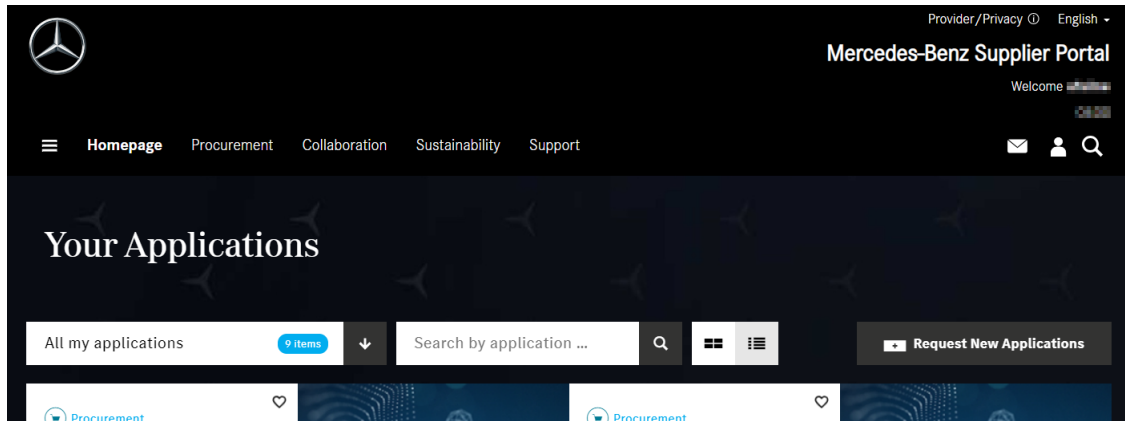


User Manual for Financial Vendor Portal

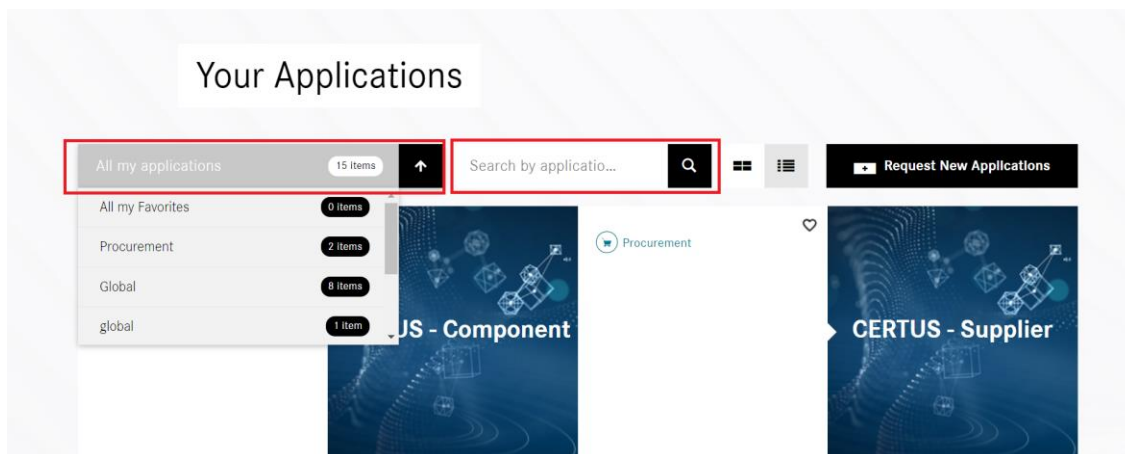
| | |
|---|----|
| Access Financial Vendor Portal via Supplier Portal | 2 |
| Description of FVP functionalities | 4 |
| Selection of entity | 4 |
| Display Invoice Status | 7 |
| General settings | 8 |
| Search functionality for open and closed invoices | 10 |
| Download attachments | 12 |
| Payment Advices | 14 |
| Display your own data | 15 |
| Message to Front Office AP Department | 18 |
| Send a “Request for Invoice Status” | 18 |
| Send a “Request on Master Data” | 19 |
| Send a “Request on reduced/rejected invoices” | 20 |
| Send a “Request for Payments” | 21 |
| Support | 21 |
| Learn more | 22 |

Access Financial Vendor Portal via Supplier Portal

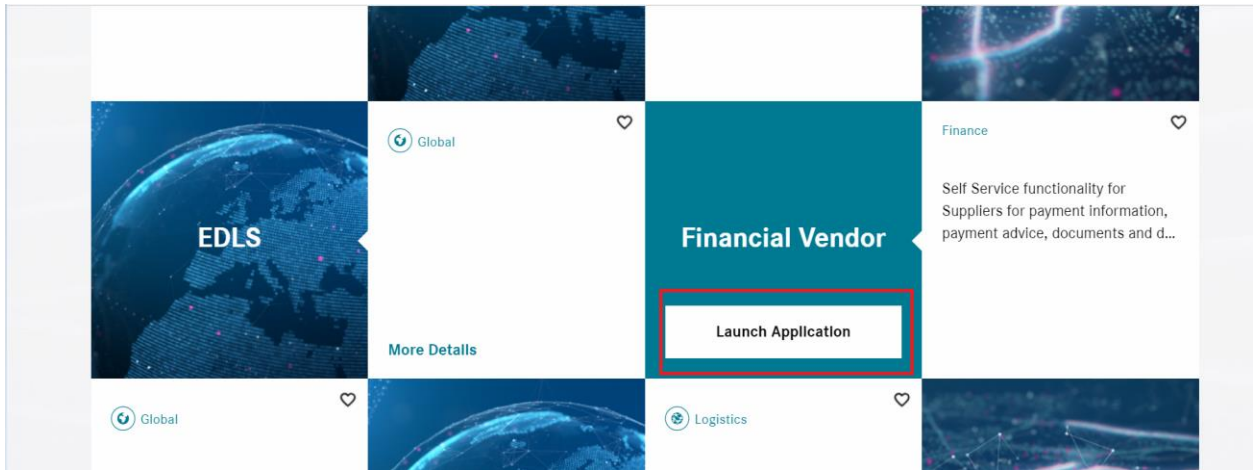
1. Access Mercedes Benz Supplier Portal using below link:
[Homepage | Mercedes-Benz Supplier Portal](#)
2. Open FVP application via Mercedes-Benz Supplier Portal (MBSP)



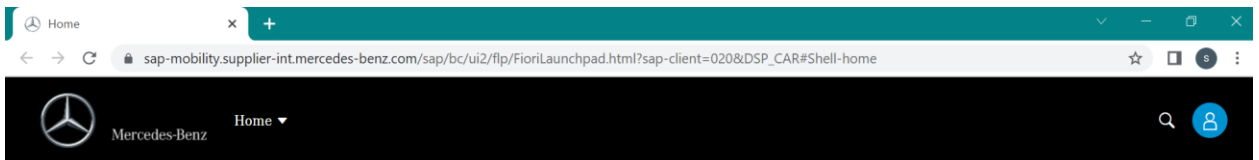
All application will be displayed, if FVP application is not displayed then click on drop down “All my application” you can see the FVP application or Search Financial Vendor Portal in the search bar.



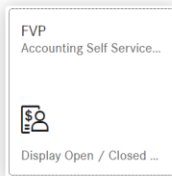
2. Financial Vendor Portal (FVP) is shown in the MBSP. Launch the Application by clicking on the FVP tile.



3. Click on FVP tile.



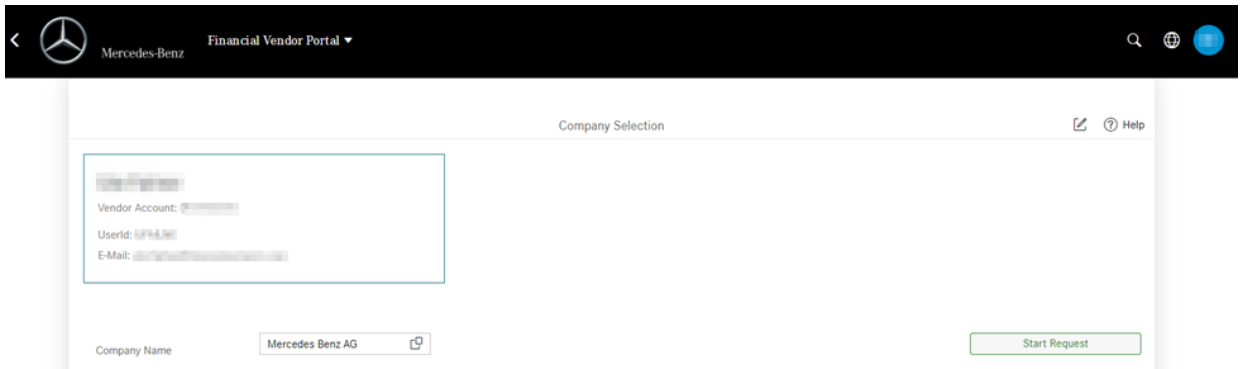
Financial Vendor Portal



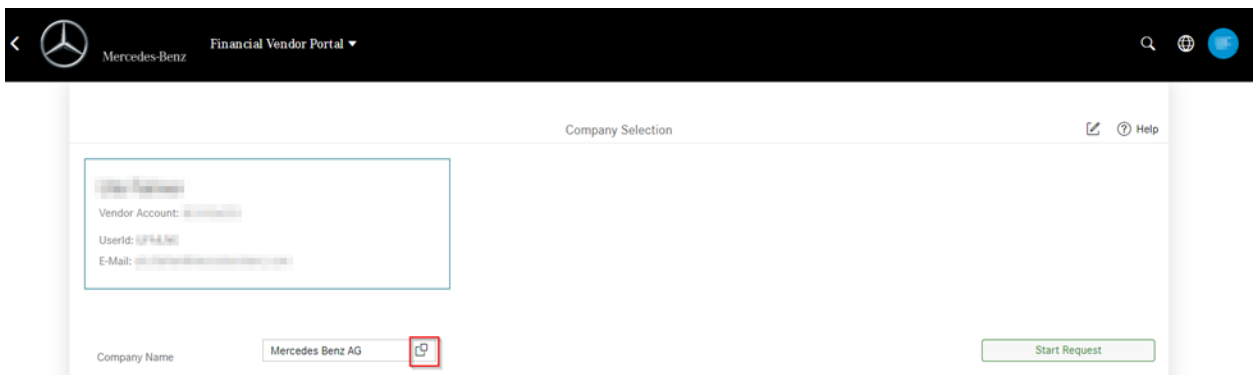
Description of FVP functionalities

Selection of entity

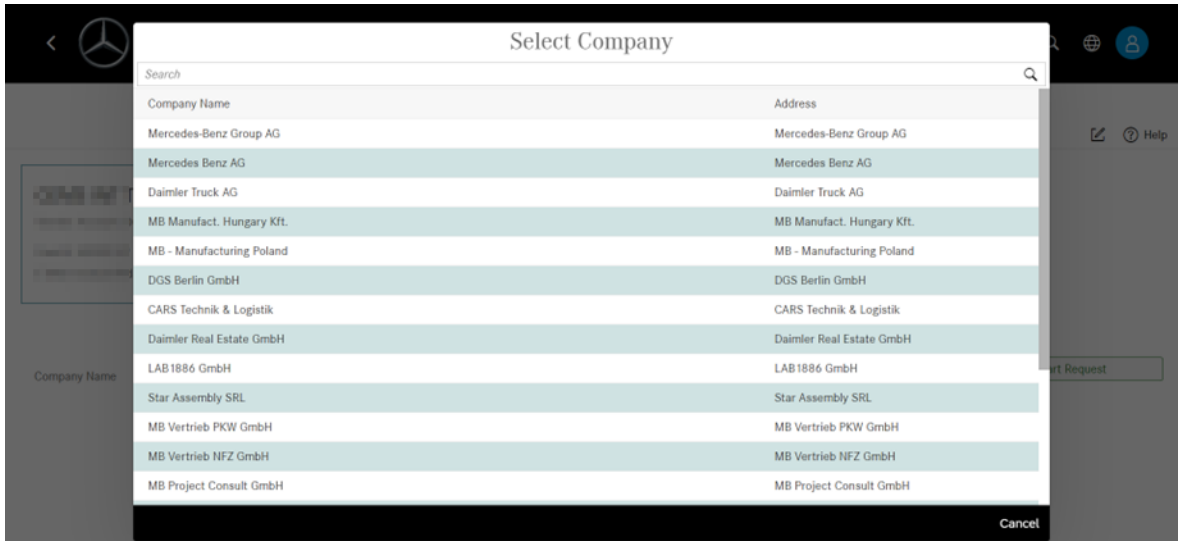
1. On Click on FVP tile below screen will be displayed. You can see your User Name, Vendor Account Number, User Short ID and User Email ID information.



2. User can select the list of legal entities/company codes that he is doing business with by clicking on the marked icon. Mercedes-Benz AG is pre-selected as default.



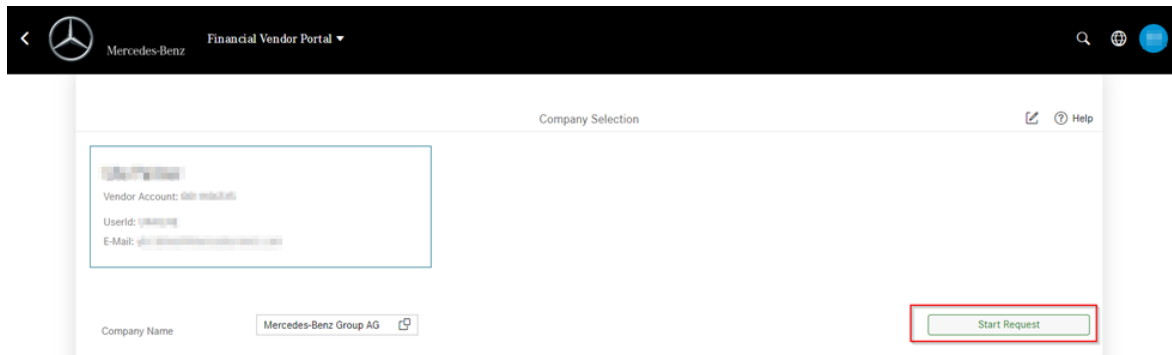
3. A list of Legal entities/ Company Names are provided as shown below.



4. Select for example the Company “Mercedes Benz Group AG”.



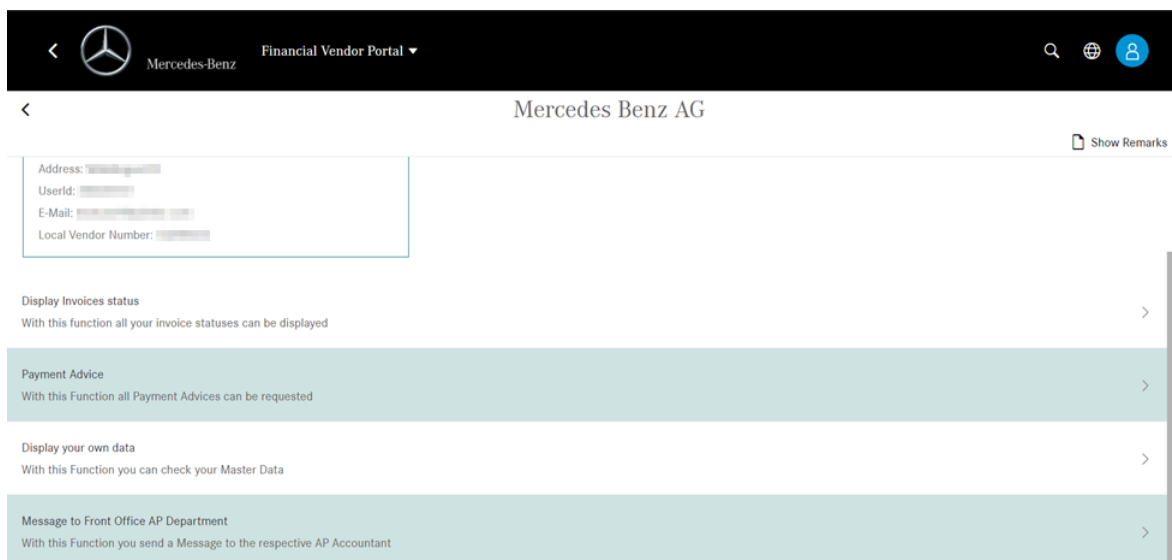
4. Select the Company Name and click on **Start Request**.



5. The following screen is shown where you can access:

- **Display Invoices status** → Open/Closed invoices can be seen and attachments can be downloaded.
- **Payment Advices** → Payment Advices generated can be seen and downloaded.
- **Display your own data** → Vendor Master information can be displayed and access to Supplier Database (SDB) is provided.
- **Message to Front Office AP Department** → you can send different requests, e.g. request for Invoices status, Payments etc.

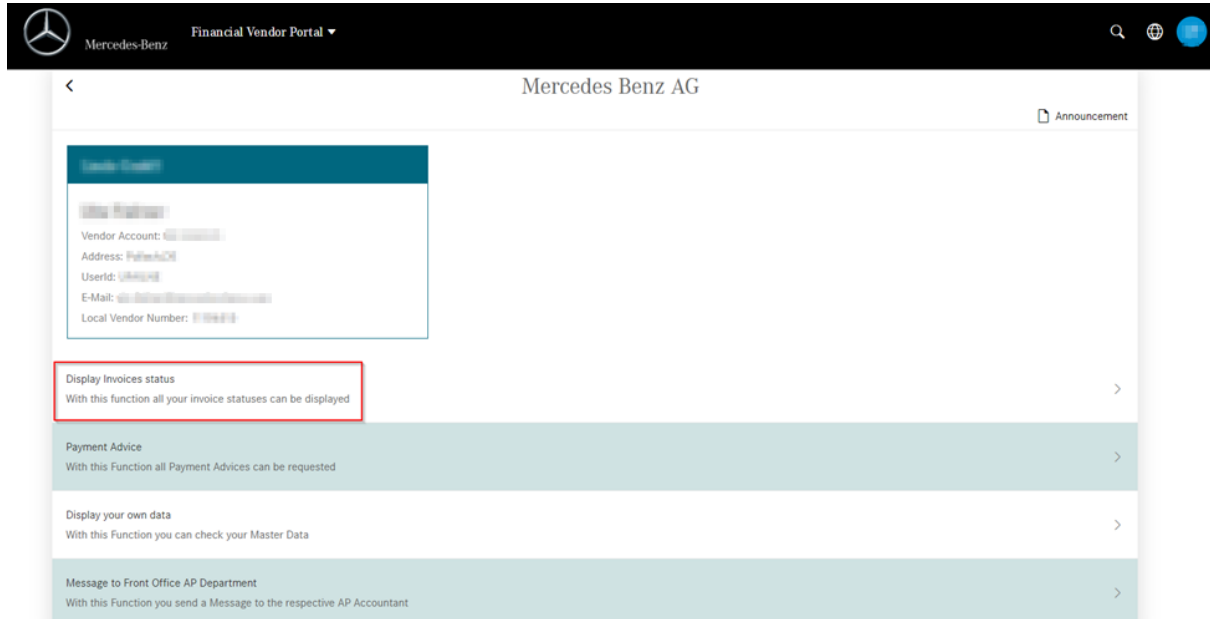
Details of each sections are described on the following pages.



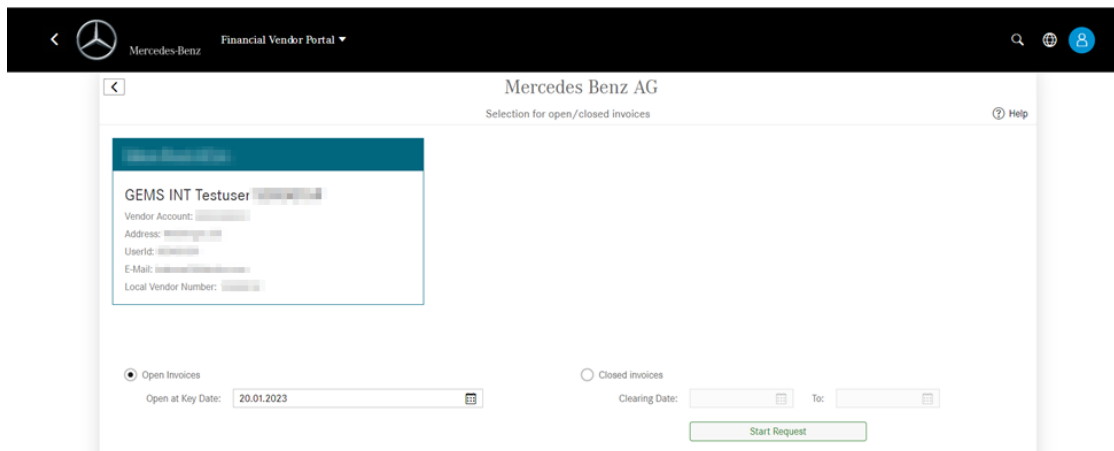
Display Invoice Status

Open/Closed invoices can be seen and attachments can be downloaded.

1. Click on “Display Invoices Status”



2. Click on **Start Request** to see the list of Open Invoices available.



Mercedes-Benz Financial Vendor Portal

Mercedes Benz AG
Open Invoices Results

Line Invoices Results

| BA | Doc. No | Ref. No. | Assignment | Doc. Type | Invoice Date | Doc. Amount | CURR | Company Code | Due Date | Pay. blk / Doc. Info | Clear. Date | Docs/Inquiry |
|-----|------------|------------|------------|-----------|--------------|-------------|------|--------------|------------|----------------------|-------------|--------------|
| 880 | 3376046088 | 4033408888 | 4113489000 | Invoice | 18.08.2023 | -5,000.00 | EUR | 8800 | 18.08.2023 | Invoice for payment | | Docs/Inquiry |
| 880 | 3376046088 | 4120408888 | 4220408888 | Invoice | 20.08.2023 | -1,000.00 | EUR | 8800 | 18.08.2023 | Invoice for payment | | Docs/Inquiry |

General settings

1. Change settings by clicking on the marked icon, e.g. to hide columns.

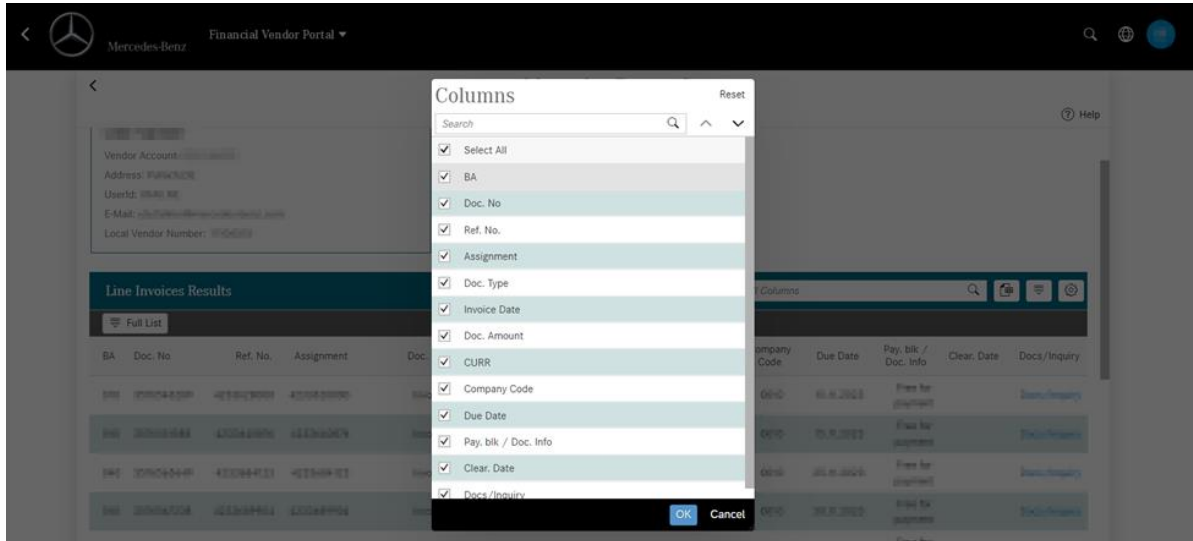
Mercedes-Benz Financial Vendor Portal

Mercedes Benz AG
Open Invoices Results

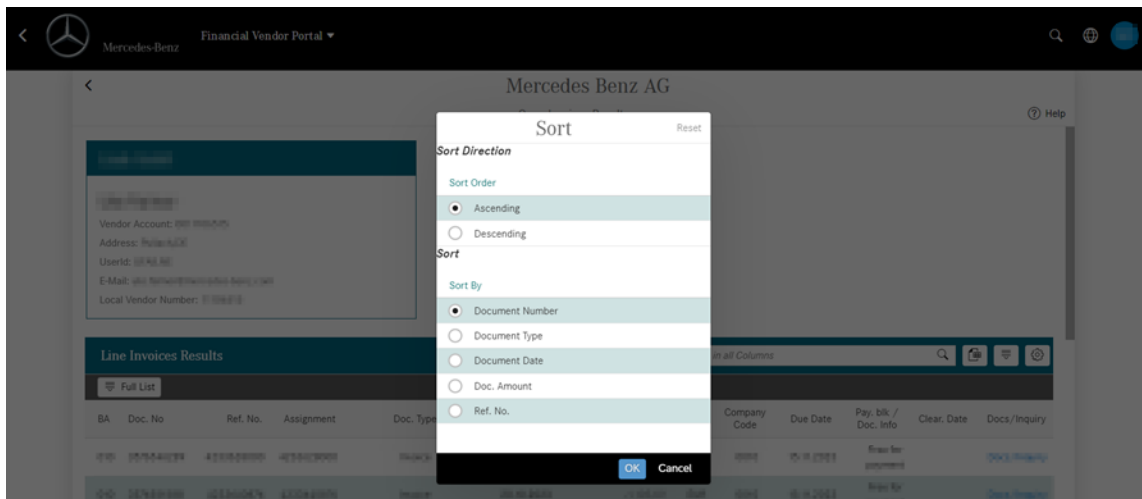
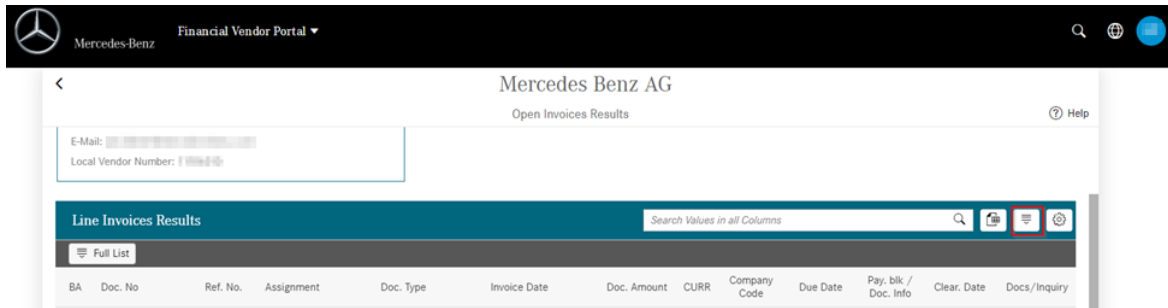
Vendor Account: 001 88000000
Address: 3740400000
Userid: 00000000
E-Mail: 001 88000000@00000000.com
Local Vendor Number: 00000000

Line Invoices Results

| BA | Doc. No | Ref. No. | Assignment | Doc. Type | Invoice Date | Doc. Amount | CURR | Company Code | Due Date | Pay. blk / Doc. Info | Clear. Date | Docs/Inquiry |
|----|---------|----------|------------|-----------|--------------|-------------|------|--------------|----------|----------------------|-------------|--------------|
|----|---------|----------|------------|-----------|--------------|-------------|------|--------------|----------|----------------------|-------------|--------------|



2. Change order of list by clicking the marked item



Search functionality for open and closed invoices

For open invoices

Search by your (=supplier´s) invoice number, internal (=entity specific) document number, document date, amount or currency.

To search for invoices with payment block, use the checkbox next to “Payment Block”.

Click “Start Request” afterwards.

The screenshot displays the Mercedes-Benz Financial Vendor Portal interface. At the top, the Mercedes-Benz logo and 'Financial Vendor Portal' are visible. Below this, the header shows 'Mercedes-Benz Group AG' and 'Selection for open/closed invoices'. A sidebar on the left contains a 'Vendor Profile' section with details such as Vendor Account, Address, User ID, E-Mail, and Local Vendor Number. The main content area is divided into two sections: 'Open Invoices' and 'Closed Invoices'. The 'Open Invoices' section is selected and includes a date field 'Open at Key Date' set to '10.11.2023', and two search fields: 'Your Invoice Number' and 'Our Document Number', both with 'ON' toggle switches. The 'Closed Invoices' section includes a 'Clearing Date' field with a 'To' field, a 'Document Date' field, a 'Payment Block' checkbox, an 'Amount' field set to '0', and a 'Currency' field. A 'Start Request' button is located at the bottom right of the search area. Red boxes highlight the search input fields in both sections.

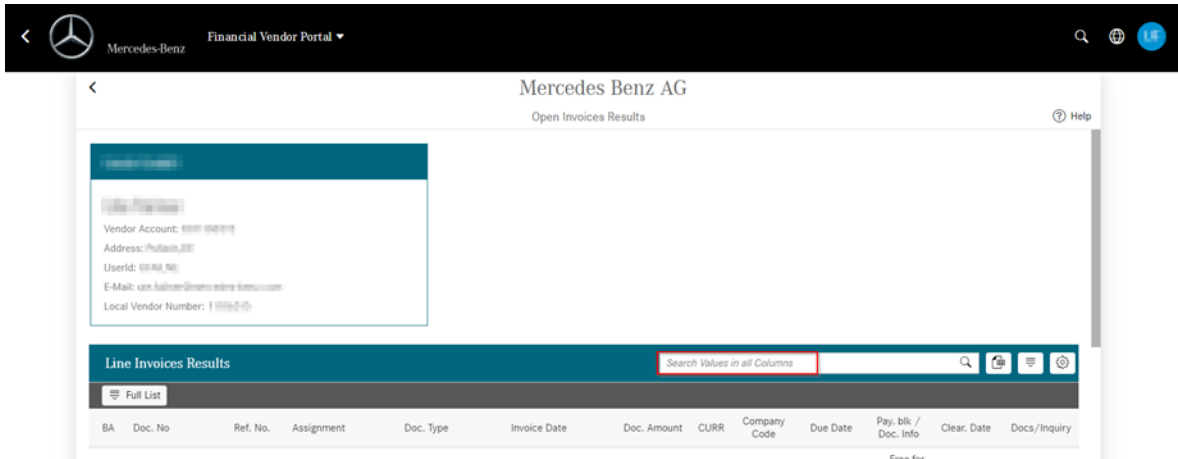
For closed invoices

Search by selecting a dedicated time span, document date, amount or currency. Then click on “Start Request”.

The following screen appears:

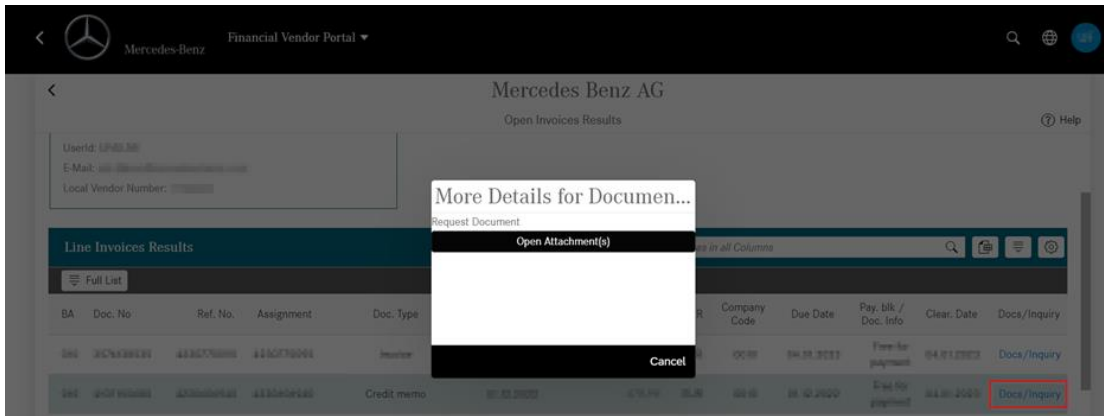
| BA | Doc. No | Ref. No. | Assignment | Doc. Type | Invoice Date | Doc. Amount | CURR | Company Code | Due Date | Pay. blk. / Doc. Info | Clear. Date | Docs/Inquiry |
|-----|------------|-----------|------------|-----------|--------------|-------------|------|--------------|------------|-----------------------|-------------|------------------------------|
| 104 | 1070394070 | 427424787 | 427424787 | Invoice | 01.04.2018 | -103,81 | EUR | 0010 | 02.04.2018 | Free for payment | 01.04.2023 | Docs/Inquiry |
| 100 | 1070394074 | 427424788 | 427424788 | Invoice | 04.02.2018 | -175,03 | EUR | 0010 | 05.02.2018 | Free for payment | 01.04.2023 | Docs/Inquiry |

To search within the “Invoice Results” list use the marked field.

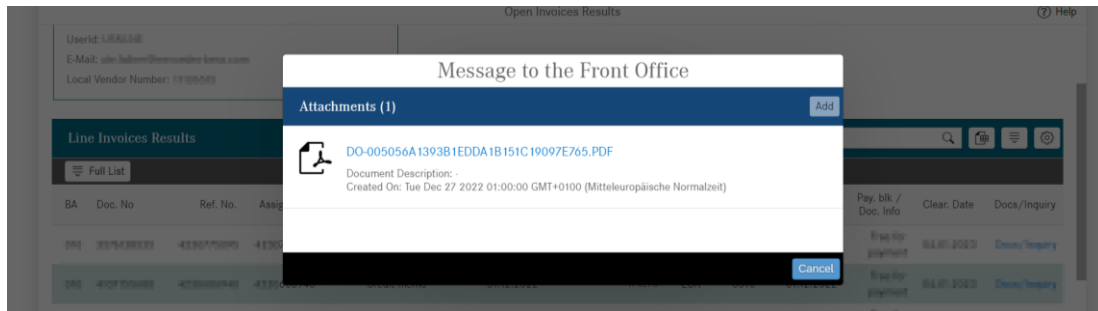


Download attachments

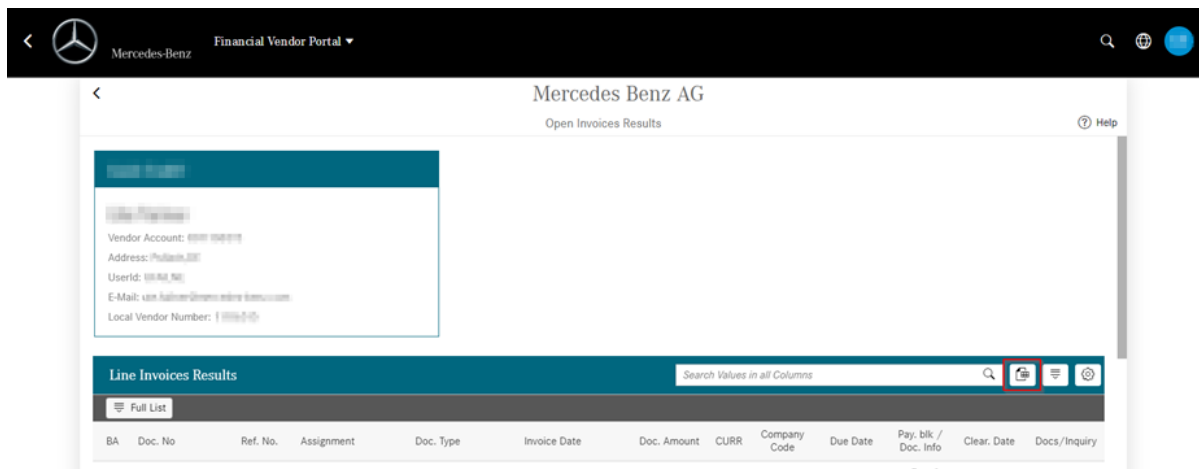
1. Click on “**Docs/Inquiry**” and “open attachment”.



2. For the download, click on the document name.



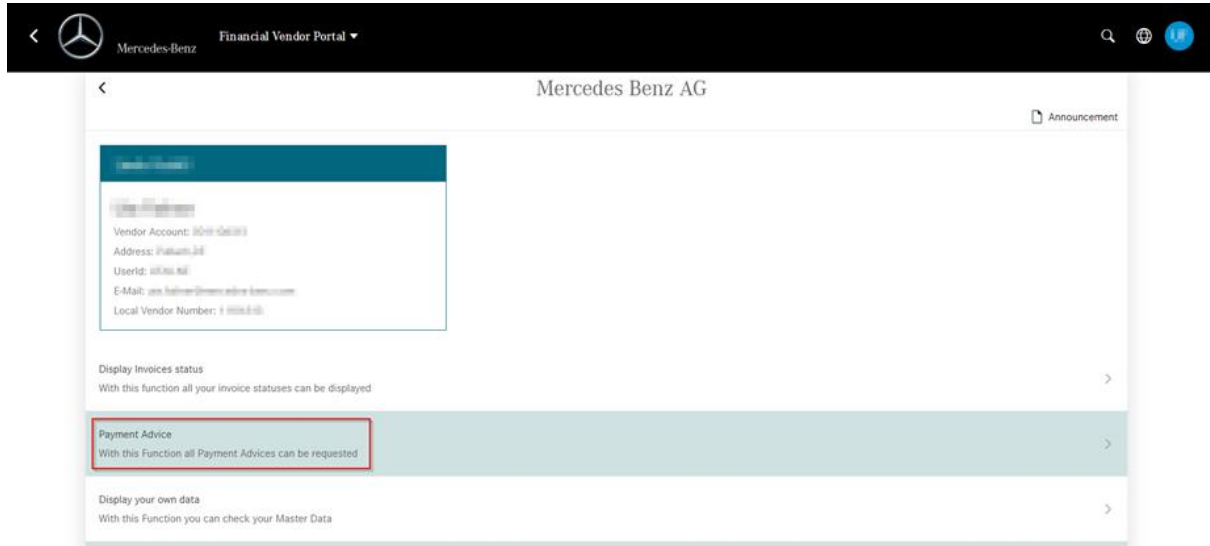
3. To download all list items to excel click on the marked button.



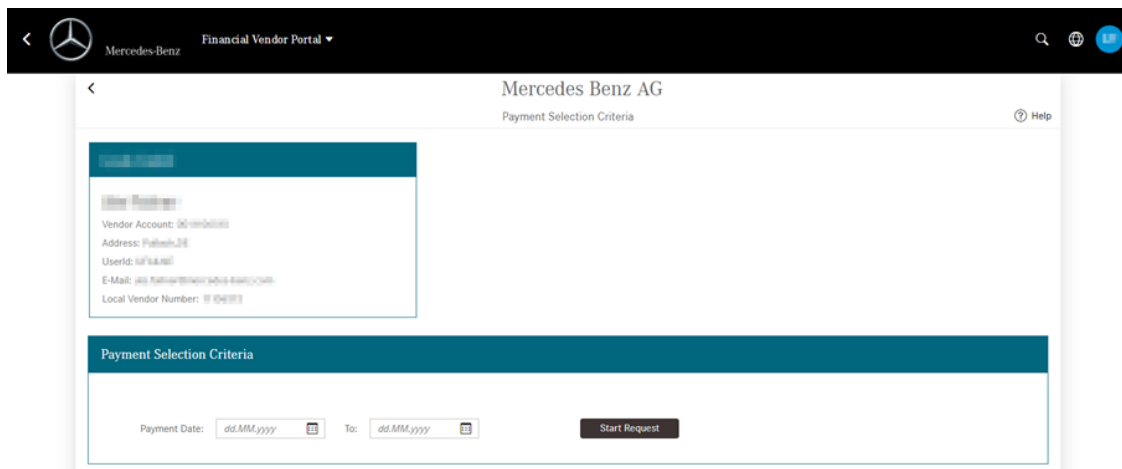
Payment Advices

Payment Advices generated can be seen and downloaded

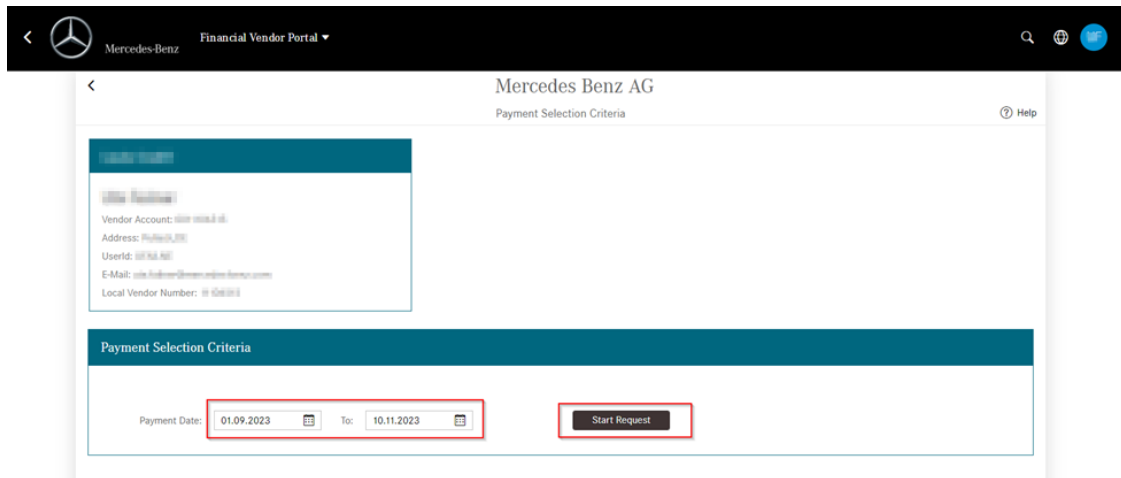
1. Click on Payment Advice



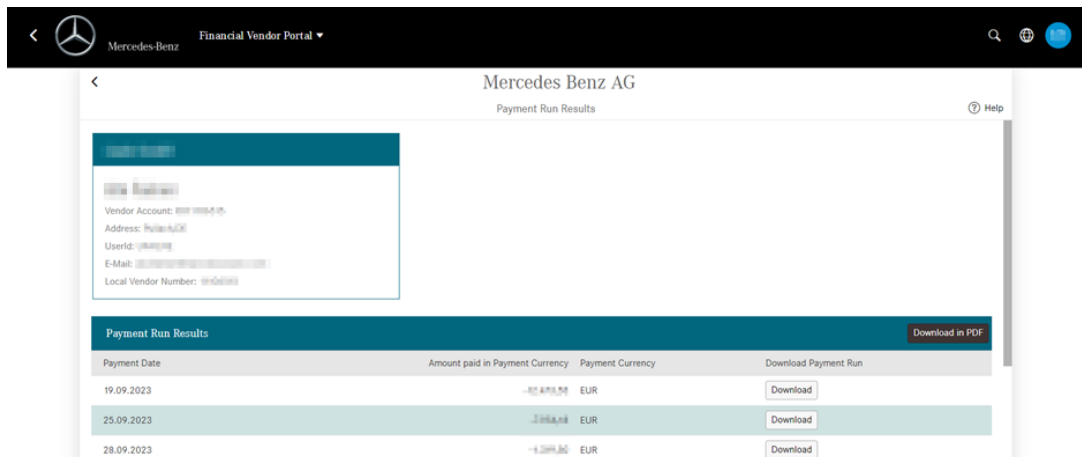
The following screen appears:



2. Provide dates and click on **Start Request**.



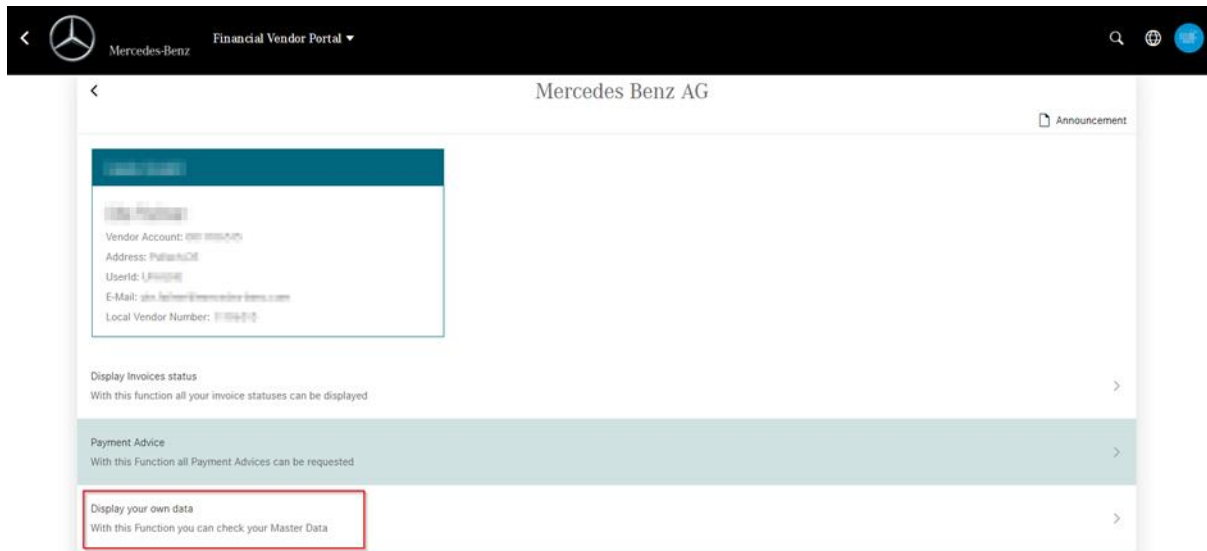
3. List of Payment Advices are shown which can be downloaded by clicking on the download button.



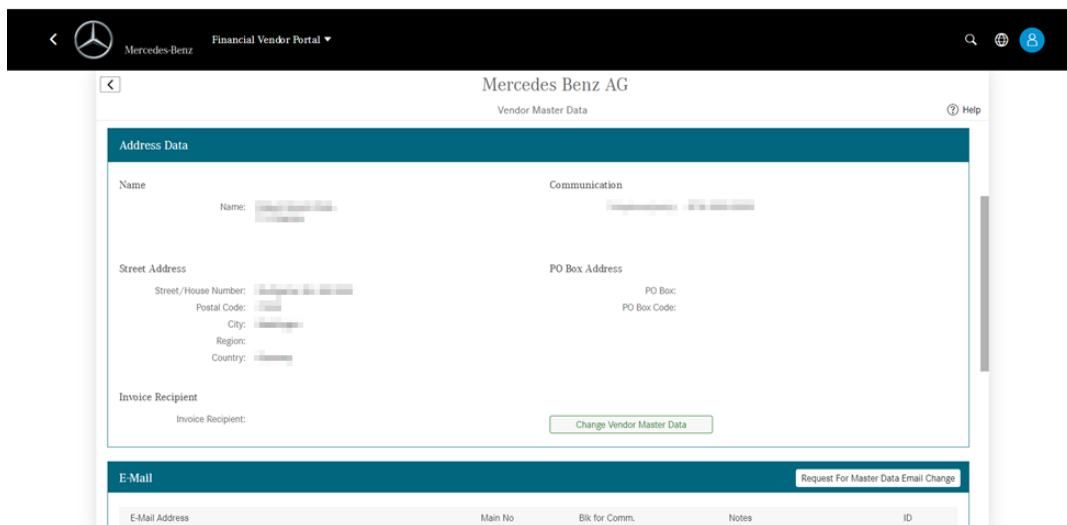
Display your own data

Vendor Master information can be displayed and access to Supplier Database (SDB) is provided.

1. Click on “Display your own data”



The following screen appears:



2. SDB can be accessed by clicking on “Change Vendor Master Data”. Also, for bank account changes navigate to the supplier data base. [Link Supplier Data Base \(SDB\)](#)

Mercedes-Benz Financial Vendor Portal

Mercedes Benz AG Vendor Master Data

Street/House Number: [redacted] PO Box: [redacted]
 Postal Code: [redacted] PO Box Code: [redacted]
 City: [redacted]
 Region: [redacted]
 Country: [redacted]

Invoice Recipient
 Invoice Recipient: [redacted]

[Change Vendor Master Data](#)

E-Mail [Request For Master Data Email Change](#)

| E-Mail Address | Main No | Blk for Comm. | Notes | ID |
|----------------|-----------------------|--------------------------|------------|------------|
| [redacted] | <input type="radio"/> | <input type="checkbox"/> | [redacted] | [redacted] |
| [redacted] | <input type="radio"/> | <input type="checkbox"/> | [redacted] | [redacted] |

- Click on “Request for Master Data Email Change” to change your mail address. Please provide your supplier number in the free text field in the request form.

Mercedes-Benz Financial Vendor Portal

Mercedes Benz AG Vendor Master Data

City: **Pforzheim**
 Region:
 Country: **Germany**

Invoice Recipient
 Invoice Recipient: [redacted]

[Change Vendor Master Data](#)

E-Mail [Request For Master Data Email Change](#)

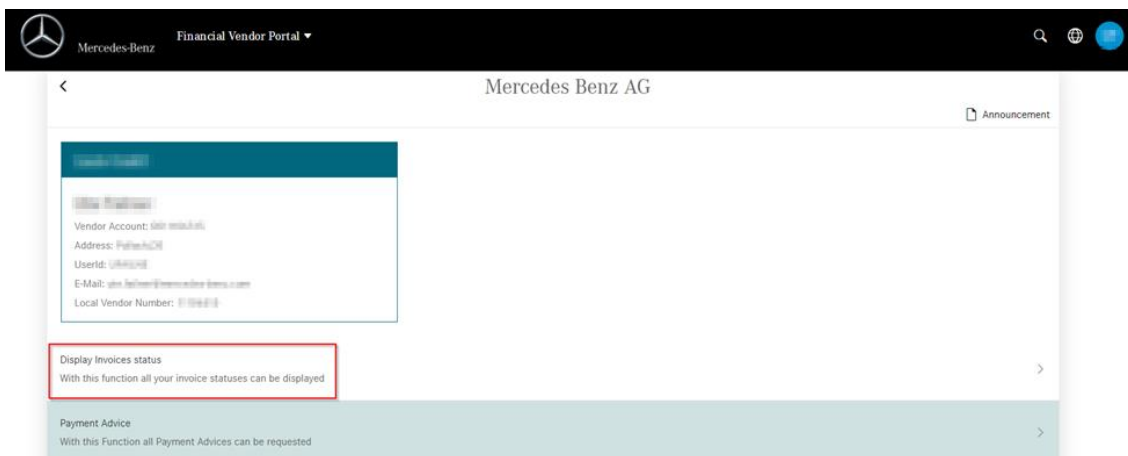
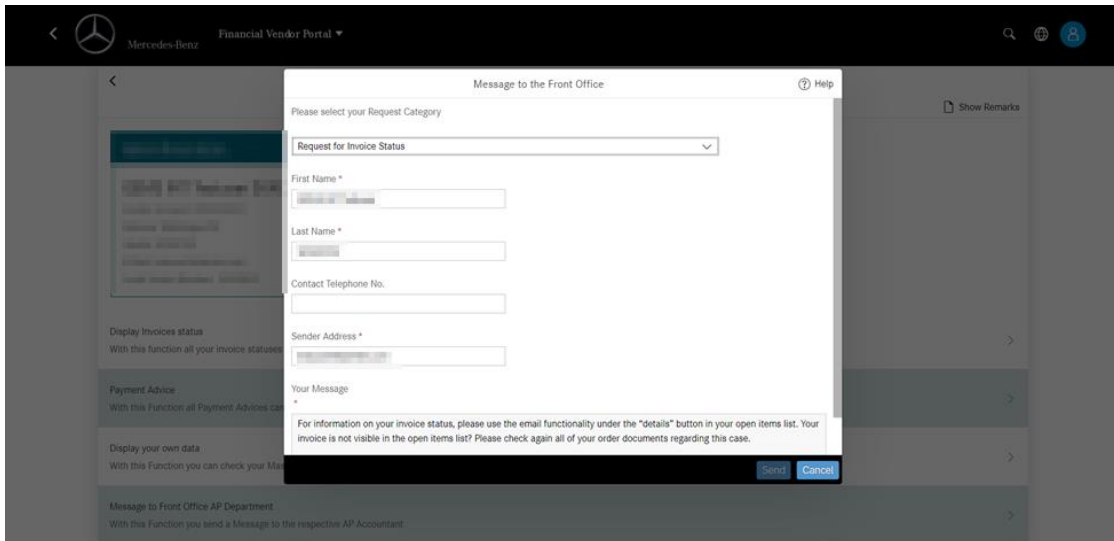
| E-Mail Address | Main No | Blk for Comm. | Notes | ID |
|----------------|----------------------------------|--------------------------|------------|------------|
| [redacted] | <input checked="" type="radio"/> | <input type="checkbox"/> | [redacted] | [redacted] |

Message to Front Office AP Department

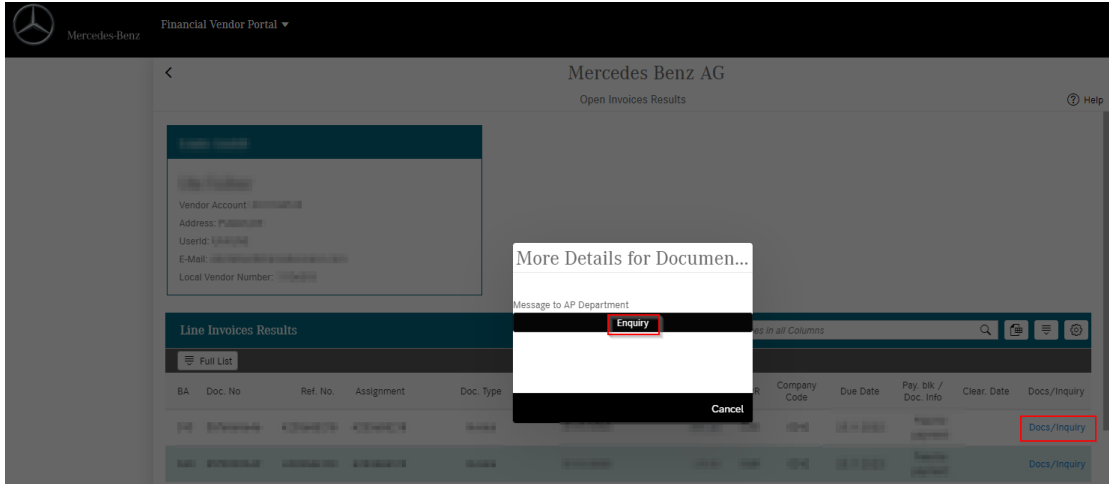
You can send different requests, e.g. request for Invoices status, Payments etc.

Send a “Request for Invoice Status”

1. To send a request for Invoice Status please navigate to “Display invoice status”.
Hint: For some systems it is also possible to send the request here. If so, send the request directly from here.

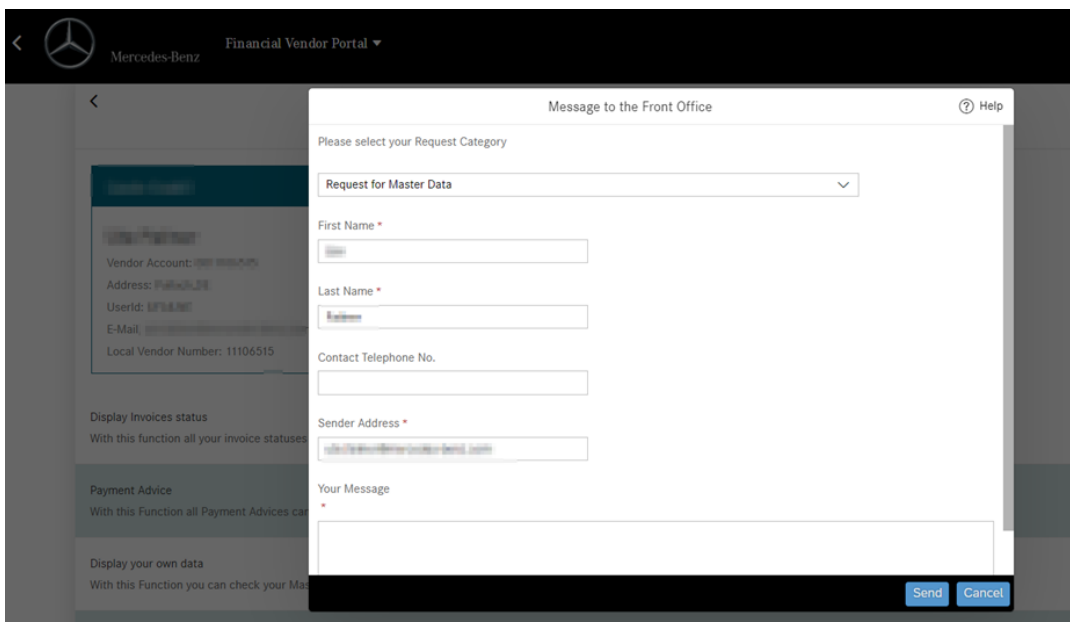


2. Under “Display invoice status”, please click on “docs/inquiry” in the corresponding document line. Afterwards, click on “Enquiry”.

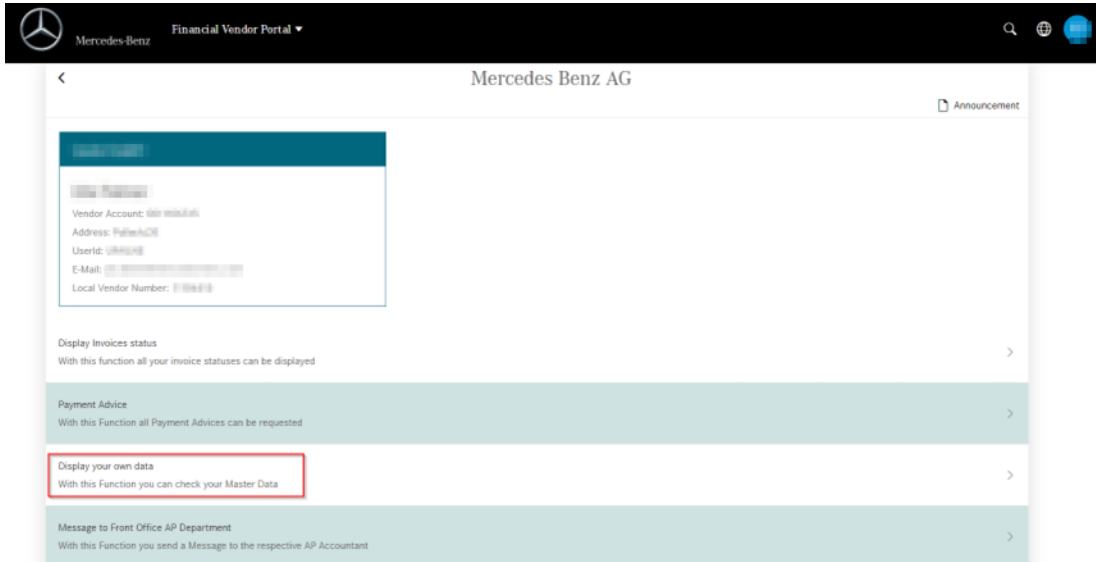


Send a “Request on Master Data”

1. Use this request form under “Message to Front Office AP department” or navigate to “Display your own data”.



2. Under “Display your own data you can request the change of your email address” and other master data. For details refer to the content “Display your own data”.



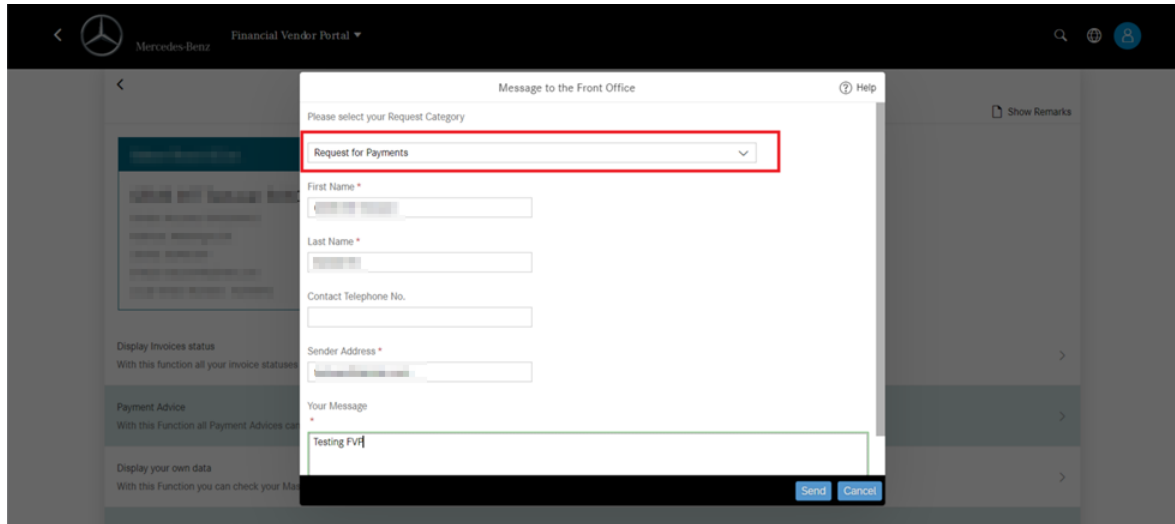
Send a “Request on reduced/rejected invoices”

If you have questions on reduced/rejected invoices, please follow the instructions: For information on reduced or cancelled invoices please check our debit note which is provide in paper form or transferred via EDI. Please check the information on the debit notes first, then follow the instructions mentioned on the documents.

You can find additional information in our [FAQs Link](#)

Send a “Request for Payments”

Fill in this form and click on “Send”.

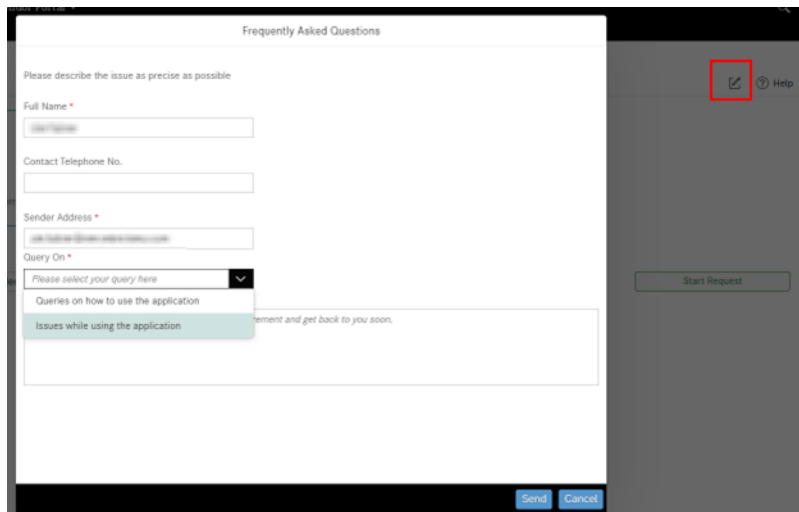


Support

Please click on the icon with the pencil in the upper right corner and send an inquiry if you have

- Queries how to use the application, or
- Issues while using the application.

Use the free text field to describe the problem as precise as possible.



Learn more

Further information on the Financial Vendor Portal can be found in the tile FVP in the Mercedes-Benz Supplier Portal ([Link](#)). There you can also find FAQs in case of questions.

Up-to-date information concerning Mercedes-Benz AG or Mercedes-Benz Group AG will be displayed as a pop-up window when selecting the legal entity. This information can also be found under the "Announcement" button.

