

# User Manual for Financial Vendor Portal

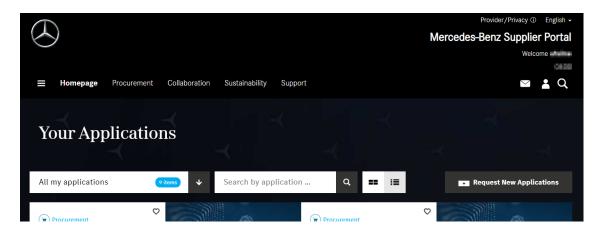
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# Access Financial Vendor Portal via Supplier Portal

1. Access Mercedes Benz Supplier Portal using below link: <u>Homepage | Mercedes-Benz Supplier Portal</u>

2. Open FVP application via Mercedes-Benz Supplier Portal (MBSP)

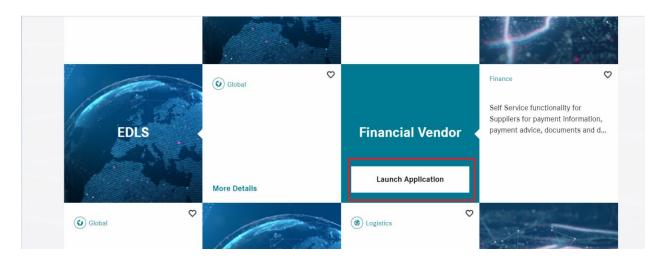


All application will be displayed, if FVP application is not displayed then click on drop down "All my application" you can see the FVP application or Search Financial Vendor Portal in the search bar.





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	
FVP Accounting Self Service	
EC Display Open / Closed	



## **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.

← ← Financial Vendor Portal ▼ Mercedes Benz		۹ 🖨 🛑
	Company Selection	🗹 🕜 Help
Vendor Account: 1 Userid: 14 E-Mail:		
Company Name Mercedes Benz AG C9		Start Request

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.

<	Mercedes-Benz Financial Vendor Portal •		Q	•
		Company Selection	🖉 🕜 Help	
	Vendor Account			
	Useridi anti anti anti anti anti anti anti ant			
		]		
	Company Name Mercedes Benz AG		Start Request	



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

<	Select Company		2		8
$\bigcirc$	Search		۹		
	Company Name	Address	18		
	Mercedes-Benz Group AG	Mercedes-Benz Group AG		Ľ	(?) Help
	Mercedes Benz AG	Mercedes Benz AG			
COMPARED TO	Daimler Truck AG	Daimler Truck AG			
And Description	MB Manufact. Hungary Kft.	MB Manufact. Hungary Kft.			
Traces and the	MB - Manufacturing Poland	MB - Manufacturing Poland			
	DGS Berlin GmbH	DGS Berlin GmbH			
	CARS Technik & Logistik	CARS Technik & Logistik			
	Daimler Real Estate GmbH	Daimler Real Estate GmbH			
Company Name	LAB1886 GmbH	LAB1886 GmbH	. 8		
	Star Assembly SRL	Star Assembly SRL			
	MB Vertrieb PKW GmbH	MB Vertrieb PKW GmbH	. I		
	MB Vertrieb NFZ GmbH	MB Vertrieb NFZ GmbH			
	MB Project Consult GmbH	MB Project Consult GmbH	. I		
		Can	cel		

4. Select for example the Company "Mercedes Benz Group AG".

es-Benz	Select Company	
	Search	Q
	Company Name	Address
	Mercedes Benz AG	Mercedes Benz AG
	Mercedes-Benz Group AG	Mercedes-Benz Group AG
1.00	MB Manufact. Hungary Kft.	MB Manufact. Hungary Kft.
a saata da	MB - Manufacturing Poland	MB Manufacturing Poland
11.16	DGS Berlin GmbH	Daimler Group Services Berlin
	CARS Technik & Logistik	CARS Technik & Logistik GmbH
	Daimler Real Estate GmbH	Daimler Real Estate GmbH
	LAB 1886 GmbH	LAB1886 GmbH
Name	Star Assembly SRL	Star Assembly SRL
	MB Vertrieb PKW GmbH	MB Vertrieb PKW GmbH
	MB Vertrieb NFZ GmbH	MB Vertrieb NFZ GmbH
	Daimler Gastronomie GmbH	Daimler Gastronomie GmbH
	Grundstücksverwaltungsges. Daimler AG & Co.	Grundstücksverwaltungsges. Daimler AG & Co.
	MB Project Consult GmbH	MB Project Consult GmbH
	TASIAP GmbH	TASIAP GmbH
	ANOTA Fhrzg Serv/Vert.mbH	ANOTA Fhrzg Serv/Vert.mbH
	Accumotive GmbH & Co. KG	Accumotive GmbH & Co. KG
		Cancel



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

✓ Mercedes-Benz Financial Vendor Portal ▼		Q (#)
	Company Selection	🗹 🛞 Help
Vendor Account: Maria Userid: Userid: E-Mail: a		
Company Name Mercedes-Benz Group AG		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**  $\rightarrow$  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.

Financial Vendor Portal	•	⊕ (8)
<	Mercedes Benz AG	
		Show Remarks
Address: Userid: E-Mail: Local Vendor Number:		
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		>



### **Display Invoice Status**

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

1. Click on "Display Invoices Status"

Mercedes Benz AG      Mercedes Benz AG      Mercedes Benz AG      Display Invoices status  Display Invoices status  With this function all your invoice statuses can be displayed  Payment Advice	Announcement
Vendor Account: Address: Userdd: E-Mai: Local Vendor Number: Display Invoices status With this function all your invoice statuses can be displayed	
Vendor Account: Address: Userda: E-Mail: Local Vendor Number: Display Invoices status With this function all your invoice statuses can be displayed	
Vendor Account:	
Address: Final Control of Control	
Userid: E-Mait: Local Vendor Number: Display Invoices status With this function all your invoice statuses can be displayed	
E-Mall: Local Vendor Number: The	
Local Vendor Number:	
Display Invoices status With this function all your invoice statuses can be displayed	
With this function all your invoice statuses can be displayed	
With this function all your invoice statuses can be displayed	
Diument Arbine	
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	

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

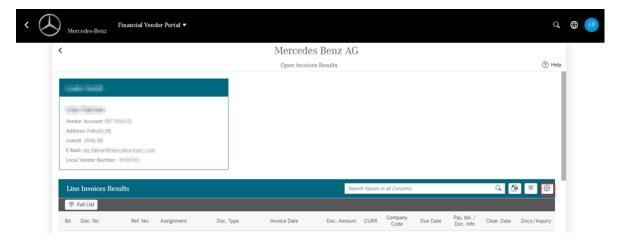
< A Mercedes-Benz Fit	nancial Vendor Portal 🔻			۹ 🔀
<		Mercedes Benz AG		
		Selection for open/closed invoices		(2) Help
GEMS INT Testu: Vinder Account: Addrea: Userde: Local Vendor Number: Open Invoices	Ser	Closed invoices		
		-		-
Open at Key Date:	20.01.2023	Clearing Date:	To: Start Request	



Q		Fin les-Benz	ancial Vendor Por	tal ▼								Q (#
					Mercede	es Benz AG						
					Open Invoic	es Results						(?) H
Line	e Invoices Re	sults				Searc	ch Values i	in all Columns			Q	€ ©
â	Full List											
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
110	3176346289	-0334/00000	4111418000	India	90.00.2023	-0.000.00	0.8	100	10.1.2022	Free for percent		Intrans
100	317600100	400040878	10000-0009	Investor	10.01.0033	-0.05529	0.00	100	16.0.2012	Reacher payment		Description of

### General settings

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

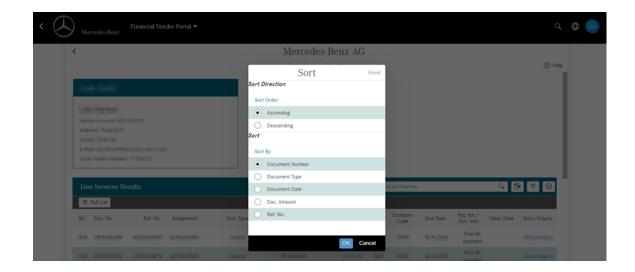


<	Columns	Reset		
	Search	Q ^ V		(?) Help
	Select All			
	⊡ BA			
	Doc. No			
Local Vendor Number: In College	Ref. No.			
	I Assignment			
	🗹 Doc. Type	Golumna		4 6 7 0
The Full List	Invoice Date			
	Doc. Amount	ompany	Pay, bik (	
BA Doc. No Ref. No. Assignment	Doc 💟 CURR	Code	Due Date Doc. Info	Clear. Date Docs/Inquiry
IN PERSON OF BRIDE	Company Code	00-0	Statute Party	
	Due Date			
	Pay, blk / Doc. Info	000		
INC DESCRIPTION ADDRESS OF TAXABLE	Clear, Date	1000	all in party . Free for	



2. Change order of list by clicking the marked item

Financial Vendor Portal								Q	
<		Mercedes	s Benz AG						
		Open Invoice	s Results					⑦ Help	
E-Mail: Local Vendor Number:									
Line Invoices Results			Search Value	s in all Columns			Q	• ≡ ⊚	
Full List									
BA Doc. No Ref. No. Assignment	Doc. Type	Invoice Date	Doc. Amount CURF	Company Code	Due Date	Pay. blk / Doc. Info	Clear. Date	Docs/Inquiry	



### Overview Invoice Date/Invoice Posting Date

Lin	Line Invoices Results					Search Valu	Search Values in all Columns Q				∎ ≜ ©
Ê	Full List										
BA	Doc. No	Ref. No.	Assignment	Doc. Type	Invoice Date Posting Date	Doc. Amount	Curr	Current Status	Payment Due on	Clear. Date	Docs/Inquiry

Based on the new column "Inovice Posting Date" you will know when the invoice arrived on Mercedes side.



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.

<	Mercedes-Benz Group AG		
	Selection for open/closed invoices		⑦ Help
1000-10001			
Vendor Account:			
Address:			
Userid:			
Local Vendor Number:			
	Closed invoices		
Local Vendor Number: [	Closed invoices	Tec 🔲	
Open Invoices	Clearing Date:	det.MMAyyyyy	-
Open Invoices     Open at Key Date: 10.11.2023	Clearing Date: Document Date:	dd.MMA,yyyy	7
Open Invoices     Open at Key Date: 10.11.2023	Clearing Date:	dd.MM.yyyy 🔟	7



#### For closed invoices

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

<	Mer	rcedes Benz AG		
	Selection f	for open/closed invoices		(?) Help
UR-Tables				
Vendor Account: Address: Market Address: Marke				
Userid:				
E-Mail: and fail or Times adoption of the last				
E-Mail: one follow three advantages and				
E-Mail: one follow three advantages and				
E-Mail: one follow three advantages and		Closed invoices		
E-Mail: an famor there are some composite for the second s		-	01.09.2023 To: 10.11.2023 To:	
E-Mail: an famor the second local Vendor Number: 1 1000		-	01.09.2023 To: 10.11.2023	
E-Mail: an famor Book and Company Local Vendor Number: E Book 5		Clearing Date:	dd.MMJ9999	

#### The following screen appears:

Mercedes-Benz	Financial Ve	ndor Portal 🔻									
				Mercede	s Benz AG						
				Closed Invoid	es Results						0
Inc. Call											
de l'ester											
Vendor Account:	0.04111										
Address:											
Userid: Userid:											
E-Mail: Local Vendor Numbe											
Local Vendor Multipe											
Line Invoices R	esults				Searc	h Values i	in all Columns			Q [	€ = ©
BA Doc. No			D 7	Invoice Date	Doc. Amount	CURR	Company Code	Due Date	Pay. blk / Doc. Info	Clear. Date	Docs/Inquiry
	Ref. No.	Assignment	Doc. Type								
IN DIVISION	Ref. No.		Doc. type	0.04.2010	-113,0	1.0	0010	10:0120:0	Free for programment	0.012103	Inc. (mpir)
	1144040				454		0010	10.01.2010			Inc. Inc.



To search within the "Invoice Results" list use the marked field.

<		Mercede	s Benz AG						
		Open Invoice	es Results					⑦ Help	p
Vendor Account: 400 1000 Address: Malan B Userid: 100 50 E-Mala: Local Vendor Number: 100 100									
Line Invoices Results			Search Values	in all Columns			Q	• ₹ ©	
Full List									
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	

#### Download attachments

1. Click on "Docs/Inquiry" and "open attachment".

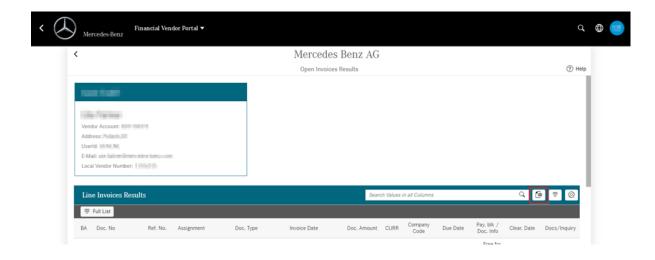
			Mercedes	s Benz AG						
			Open Invoice	s Results						
Userid: Undo: National Sectors Construction	-		More Details fo equest Document	r Documen						
			Open Attach	ment(s)		n all Columna			Q	
等 Full Lint										
BA Doc. No Ref. 1	o. Assignment	Doc. Type			R	Company Code	Due Date	Pay, blk / Doc. Info	Clear. Date	Docs/Inqu
161 XCA38131 4330750		Junton 1		Can	el		9434.001	Free for pagement	04312322	
		Credit memo	10.01.0000	121.00						



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

	Open Invoices Results	(?) He
	Message to the Front Office	
	Attachments (1)	Add
Line Invoices Results	DO-005056A 1393B1EDDA 1B 151C 19097E765.PDF Document Description: -	Q (⊞) ♥ (0)
BA Doc. No Ref. No. Assig	Created On: Tue Dec 27 2022 01:00:00 GMT+0100 (Mitteleuropäische Normalzeit)	Pay. blk / Clear. Date Docs/Inquiry Doc. Info
010 2174-2012 42307-5005 4230		Participant and a second basis from the party
		Encode Register BLE DED Description

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

<	Mercedes Benz AG	
		Announcement
Test Control of Contro		
Up Falser		
Vendor Account: Ident datas		
Address: Pallam.M		
Userid: III. III. III.		
E-Mail: en la companya de la		
Local Vendor Number: 1		
Display Invoices status		
With this function all your invoice statuses can be displayed		>
Payment Advice		
With this Function all Payment Advices can be requested		

### The following screen appears:

<	Mercedes Benz AG	
	Payment Selection Criteria	(?) He
too a company		
title Tottlew		
Vendor Account:		
Address:		
UserId: Infinitian		
Local Vendor Number:		
Payment Selection Criteria		



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

← → Financial Vendor Portal ▼		۹ 🖨 🍯
<	Mercedes Benz AG	
	Payment Selection Criteria	⑦ Help
Vendor Account: Internet Market Address: Press A Userd: Internet Market E-Mail: Internet Market Local Vendor Number: Internet		
Payment Selection Criteria Payment Date: 01.09.2023  To: 10.11.20	23 🖃	

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

< (5)	Financial Vendor Portal ▼ Mercedes-Benz				q	۲
	<	Mercedes B	Benz AG			_
		Payment Run Re	sults		? Help	
	Vendor Account:					
	Payment Run Results			Download	in PDF	
	Payment Date	Amount paid in Payment Currency		Download Payment Run		
	19.09.2023	-0.003	EUR	Download		
	25.09.2023	.194,6	EUR	Download		
	28.09.2023	-1.289,00	EUR	Download		



### Send "Request for Payments"

Mercedes-Benz Financial Vend	or Portal 🔻		
	<	Mercedes Benz AG	
		Payment Selection Criteria	⑦ Help & FAOs
	Vendor Account: Address: Userd: E-Mai: Local Vendor Number:		
	Payment Selection Criteria		Request for Payments
	Payment Date: e.g. 31.12.2024 📰 To: e.g. 31.12.2024 📰	Start Request	

Click on the button "Request for Payments"

Fill in this form and click on "Send".

-				
	Request for Payments	? Help	p & FAOs	
Ine	Please select your Request Category			
oun	Request for Payments 🗸			
esti	First Name *			
failr				
or N	Last Name *			
	The second secon			
: Se	Contact Telephone No.			t fo
yme	Sender Address *			
	- phalaistica Manage and advances are not			
	Your Message			
		Send	Cancel	



### Display your own data

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

Click on "Display your own data"

<	Mercedes Benz AG	
		Announcemer
(and result)		
10-5x8x		
Vendor Account:		
Address: Pullarh Off		
Userid: Userid:		
E-Mail: the below if were a low inner the		
Local Vendor Number: 1004111		
Display Invoices status		
With this function all your invoice statuses can be displayed		
Payment Advice		
With this Function all Payment Advices can be requested		

The following screen appears:

<	Mercedes Benz AG	
	Vendor Master Data	(2) Help
Address Data		
Name	Communication	
Name:	Instanton Phase	- 1
Street Address	PO Box Address	
Street/House Number: Postal Code:	PO Box: PO Box Code:	
City:	PO Box Code:	
Region:		
Country:		
Invoice Recipient		
Invoice Recipient:	Change Vendor Master Data	



#### Send "Requests for Master Data Change"

1. General Master Data: Click on "Change Vendor Master Data" if changes required. You will be directed to master data tool. <u>Link Supplier Data Base (SDB)</u>

<		Mercedes Benz AG	
		Vendor Master Data	(?) Help
Street/House Number:	And a second sec	PO Box:	
Postal Code:		PO Box Code:	
City:	- Martin and Article and Artic		
Region:			
Country:			
Invoice Recipient			
Invoice Recipient:		Change Vendor Master Data	

2. Email Change: 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.

< (	Fire Mercedes-Benz	nancial Vendor Portal 🔻					q	•
	<		Merced	les Benz AG				
			Vendor N	faster Data		(?)	Help	
		City: Region:						
	Invoice Recipient	ipient:		Change Vendor Master Data				
	E-Mail					Request For Master Data Email Change		
	E-Mail Address		Main No	Blk for Comm.	Notes	ID		

3. Bank Data Change: Click on "Change Bank Account Data". You will be directed to the master data tool "SDB". <u>Link Supplier Data Base (SDB)</u>

Bank Details						Change Bank Account Data
Country Bank Kej	Bank Account	SWIFT/BIC	IBAN	Bank Type	Name of Bank	



### **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.

K Mercedes-Benz	dor Portal 🕈		Q	•
<	Message to the Front Office	(?) Help		
	Please select your Request Category		Show Remarks	
and the second second	Request for Invoice Status	- 1		
COLUMN TAXABLE PORT	First Name *	- 1		
Tables Relation 11 Table States 10 Table States Tables	Last Rame *	- 1		
ter er inne innin	Contact Telephone No.	- 1		
Display Invoices status With this function all your invoice statuses	Sender Address *	- 1		
Payment Advice With this Function all Payment Advices can	Your Message			
Display your own data With this Function you can check your Max	For information on your invoice status, please use the email functionality under the "details" button in your open items is invoice is not visible in the open items list? Please check again all of your order documents regarding this case.	Cancel		
Message to Front Office AP Department With this Function you send a Message to	the respective AP Accountant			

rcedes Benz AG



2. After opening the open item list, please click on "docs/inquiry" in the corresponding document line. Afterwards, click on "Enquiry".

Mercedes-Benz	Financial Vendor Portal 💌		
	<	Mercedes Benz AG	
		Open Invoices Results	? Help
	Vendor Account L Admess P Usend L E-Mait Local Vendor Number	More Details for Documen	
	Line Invoices Results	Enquiry es in all Columns	Q @ ₹ Ø
	₩ Full List		
	BA Doc. No Ref. No. Assignment Doc. Type	R Company Due Date Pay, bik / Code Due Date Pay, bik / Code Due Date Pay, bik / Code	Clear. Date Docs/Inquiry
	10 STREET CONTRACTOR		Docs/Inquiry
	to PARTY INCOME COMPANY AND		

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".

K Mercedes-Benz Financial Ven	dor Portal ▼	
<	Message to the Front Office	⑦ Help
	Please select your Request Category	- 18
1000	Request for Master Data	- 88
	First Name *	
	Last Name *	
Local Vendor Number: 11106515	Contact Telephone No.	
Display Invoices status With this function all your invoice statuses	Sender Address *	
Payment Advice With this Function all Payment Advices car	Your Message	
Display your own data With this Function you can check your Ma		Connel
	Send	Cancel



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 "<u>Display your own data</u>".

Financial Vendor Portal •	٩	•
<	Mercedes Benz AG	
100/100		
the future		
Vendor Account: 100 million		
Address:		
Userid: E-Mail:		
Local Vendor Number:		
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	>	

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.

Message to the Front Office	(?) Help
Please select your Request Category	
Request for Rejected/Reduced Invoices	
First Name *	
13a	
Last Name *	
Corr.	
Contact Telephone No.	
Sender Address *	
uits iki ine iinen uite iine uute	
Your Message	
car *	
For information on reduced or cancelled invoices please check our debit note which is provided in paper form or tran EDI. Please check the information on the debit notes first, then follow the instructions mentioned on the documents.	
Se	end Cancel

You can find additional information in our FAQs Link



### Send a "Request for Payments"

Fill in this form and click on "Send". You can also use the request function under the section "Payment Advice".

< Mercedes-Benz Financial Ve				
<	Message to the Front Office	(?) Help		
	Please select your Request Category		Show Remarks	
interview.	Request for Payments V			
Shit of factor life	First Name *			
	Last Name *			
	Contact Telephone No.			
Display Invoices status With this function all your invoice statuse	Sender Address *			
Payment Advice With this Function all Payment Advices ca	Your Message Testing PVH			
Display your own data With this Function you can check your Mu		Send Cancel		

### Help & FAQs

If you have questions, click the button "Help & FAQs". You will directed to the <u>FVP page</u> in the Mercedes-Benz Supplier Portal. There you will find detailed information.

K Mercedes-Benz Financial Vende	or Portal 💌	
	< Mercedes Benz AG روب ال	Help & FAQs
	She fulles	

- Support Information Link
- Contact List Link



- FAQs <u>Link</u>
- Information on registration process/Supplier Portal Manager Link

# **Technical Support**

Please click on the icon with the head set 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.

	Support	
Please describe the issue as precise as possibl	9	Support (?) Help & FAQs
Full Name *		
Contact Telephone No.		
Sender Address *		
Please select your query here Queries on how to use the application		Start Request
Issues while using the application	requirement and get back to you soon.	
	Send Cancel	

### Learn more

Further information on the Financial Vendor Portal can be found in the tile FVP in the Mercedes-Benz Supplier Portal (<u>Link</u>).

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.



Financial Vendor Portal •		० 🔀 🙂
<	Mercedes Benz AG	
		Announcement
Look-Celliff		
Use Testran		
Vendor Account:		
Address: Fallen		
UserId:		
E-Mail:		
Local Vendor Number:		