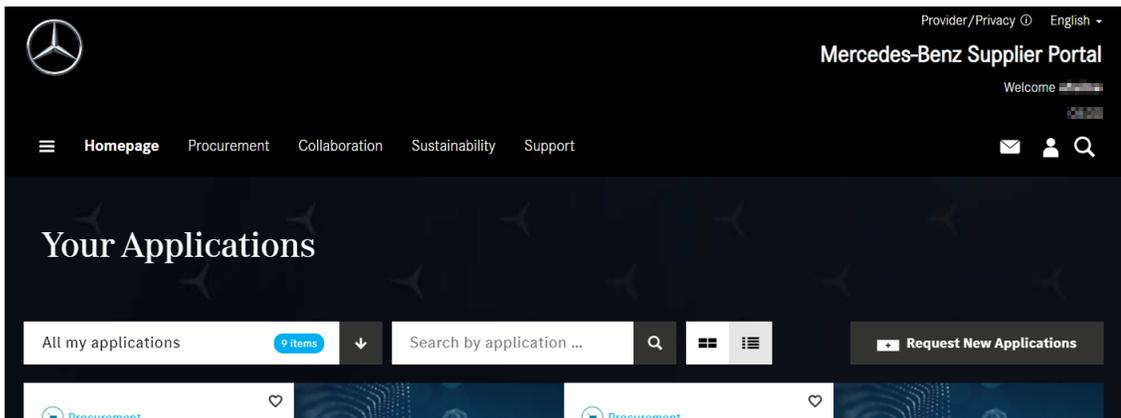


User Manual for Financial Vendor Portal

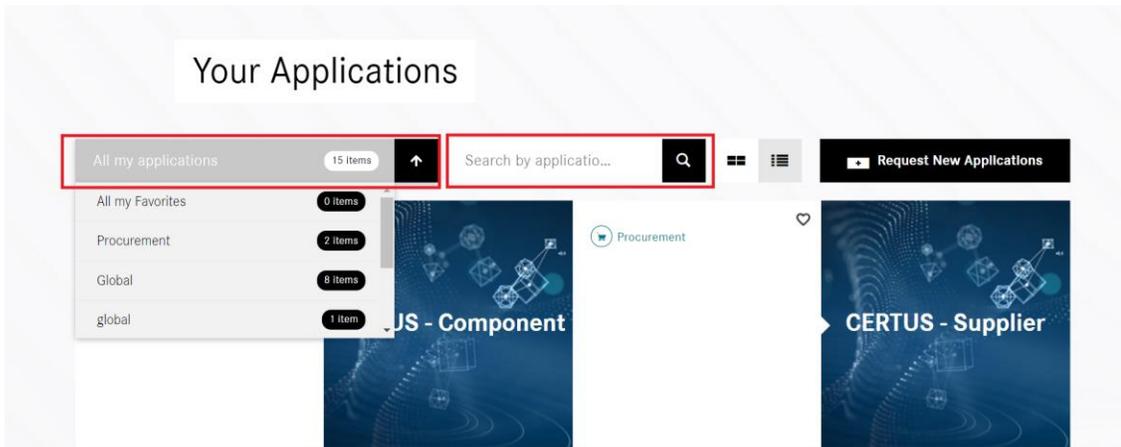
Access Financial Vendor Portal via Supplier Portal	2
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Access Financial Vendor Portal via Supplier Portal

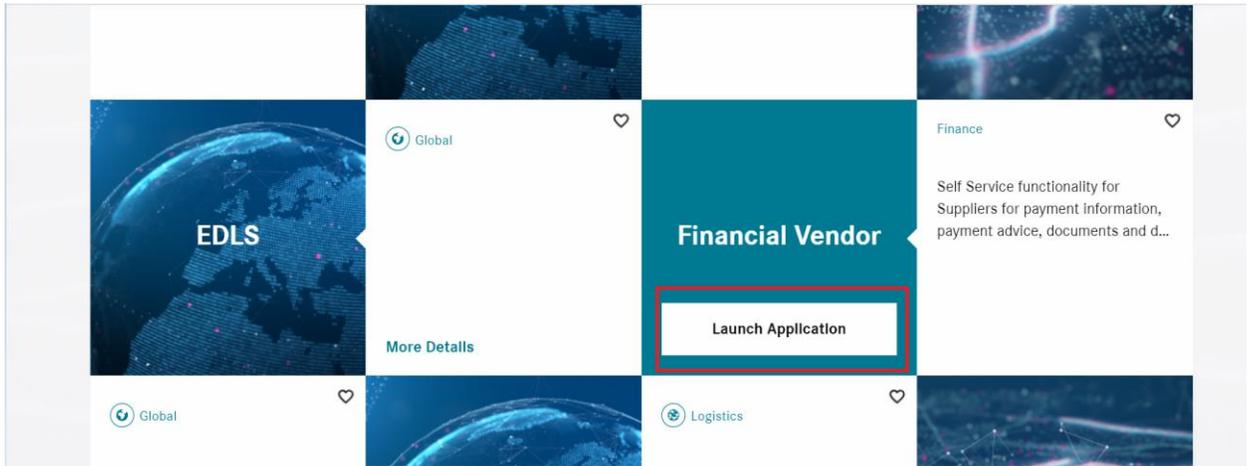
1. Access Mercedes Benz Supplier Portal using below link:
[Homepage | Mercedes-Benz Supplier Portal](#)
2. Open FVP application via Mercedes-Benz Supplier Portal (MBSP)



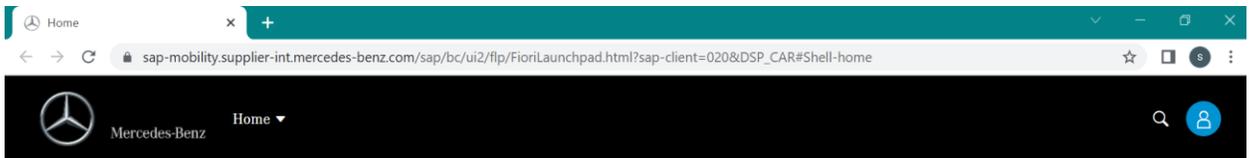
All application will be displayed, if FVP application is not displayed then click on drop down “All my application” you can see the FVP application or Search Financial Vendor Portal in the search bar.



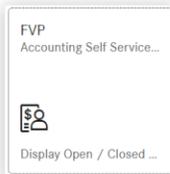
2. Financial Vendor Portal (FVP) is shown in the MBSP. Launch the Application by clicking on the FVP tile.



3. Click on FVP tile.



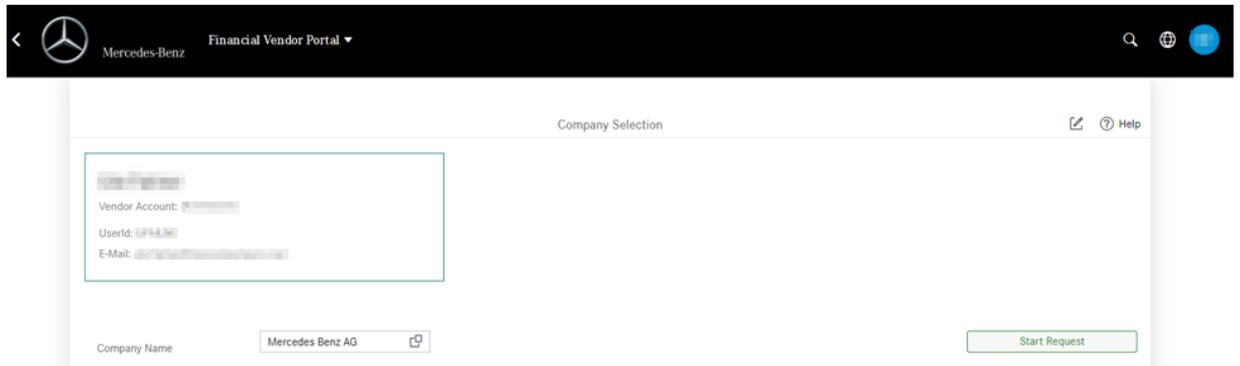
Financial Vendor Portal



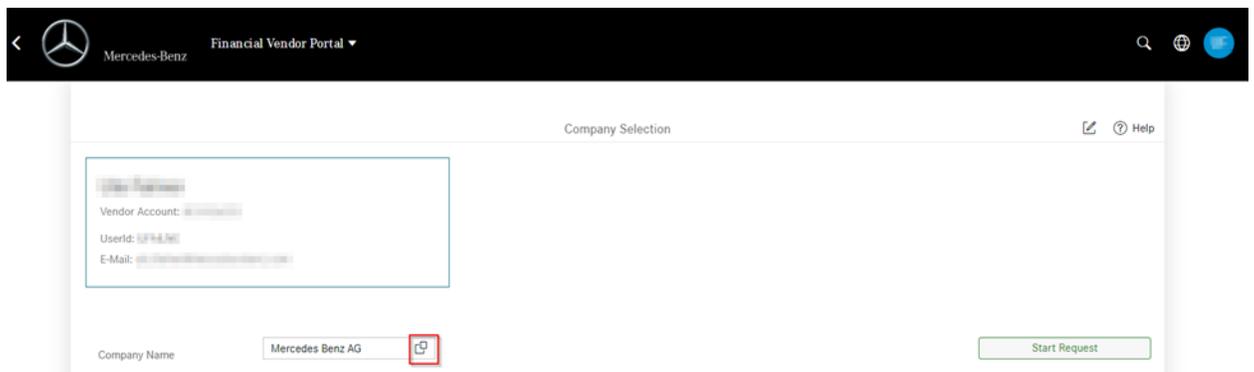
Description of FVP functionalities

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.



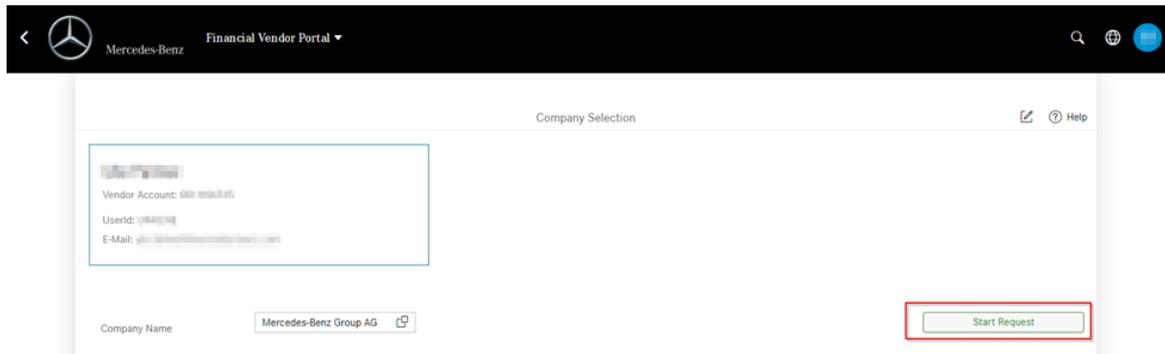
3. A list of Legal entities/ Company Names are provided as shown below.



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



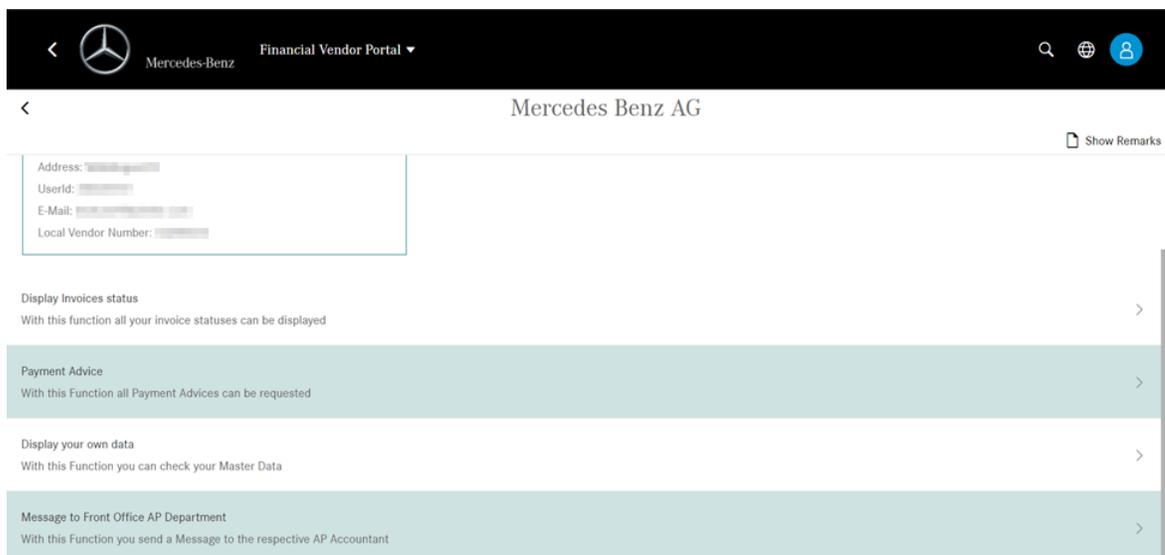
4. Select the Company Name and click on **Start Request**.



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.

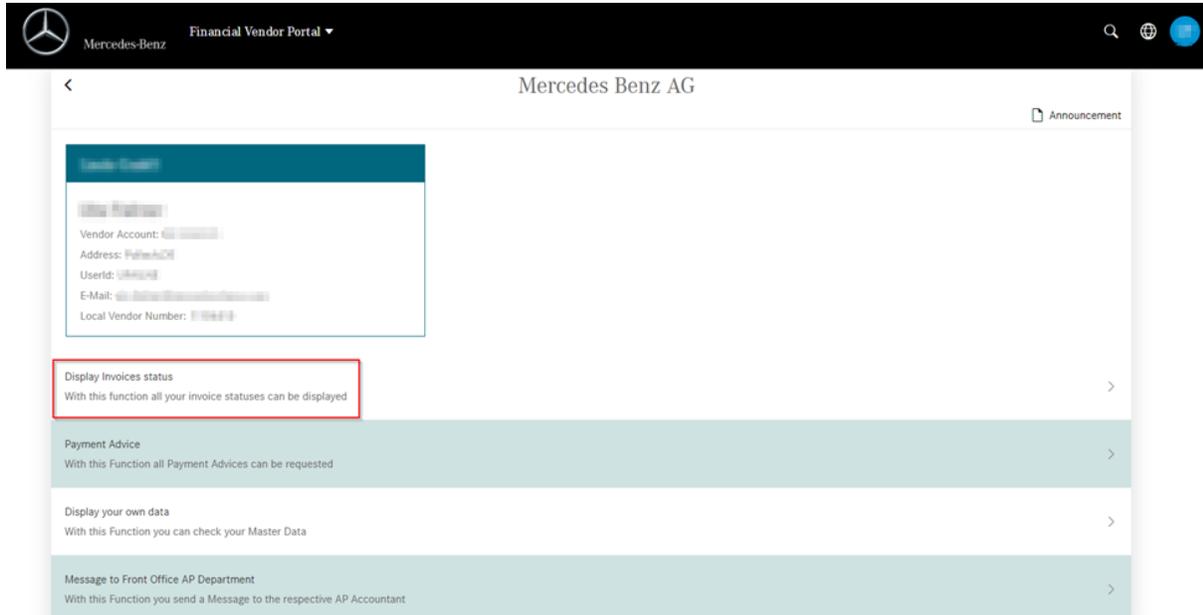
Details of each sections are described on the following pages.



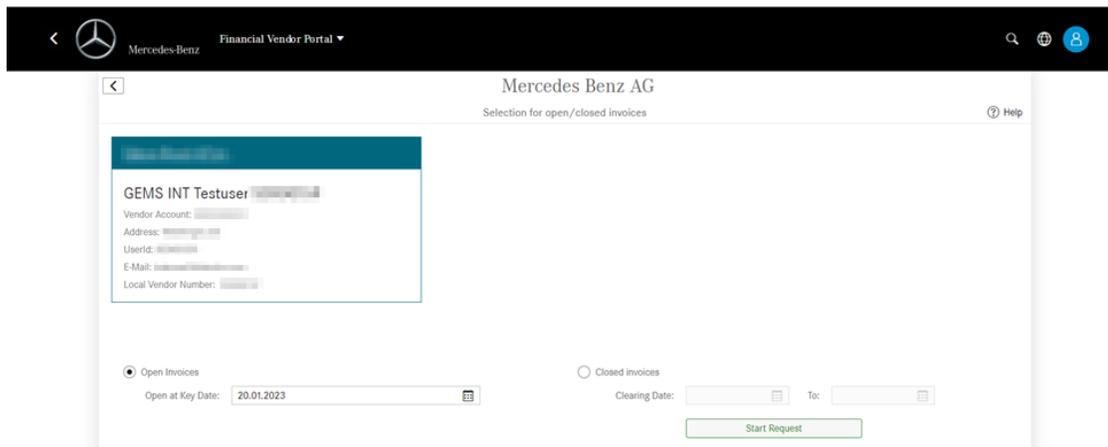
Display Invoice Status

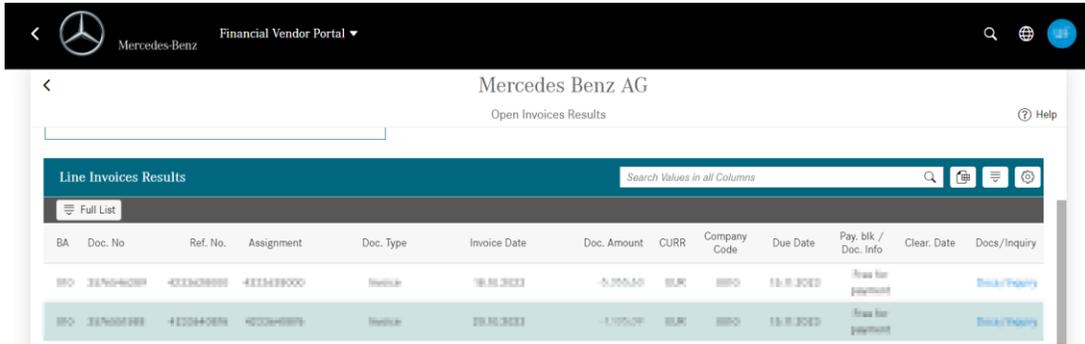
Open/Closed invoices can be seen and attachments can be downloaded.

1. Click on “Display Invoices Status”



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

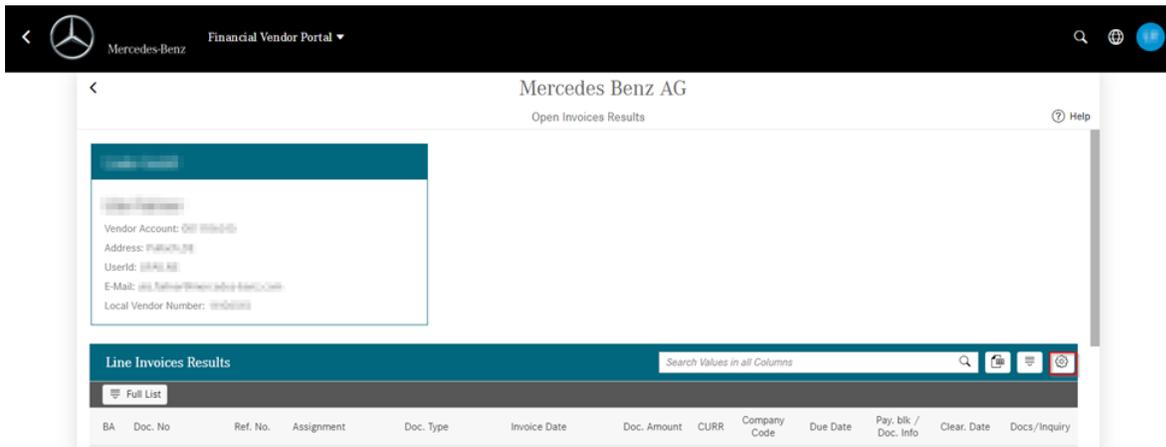




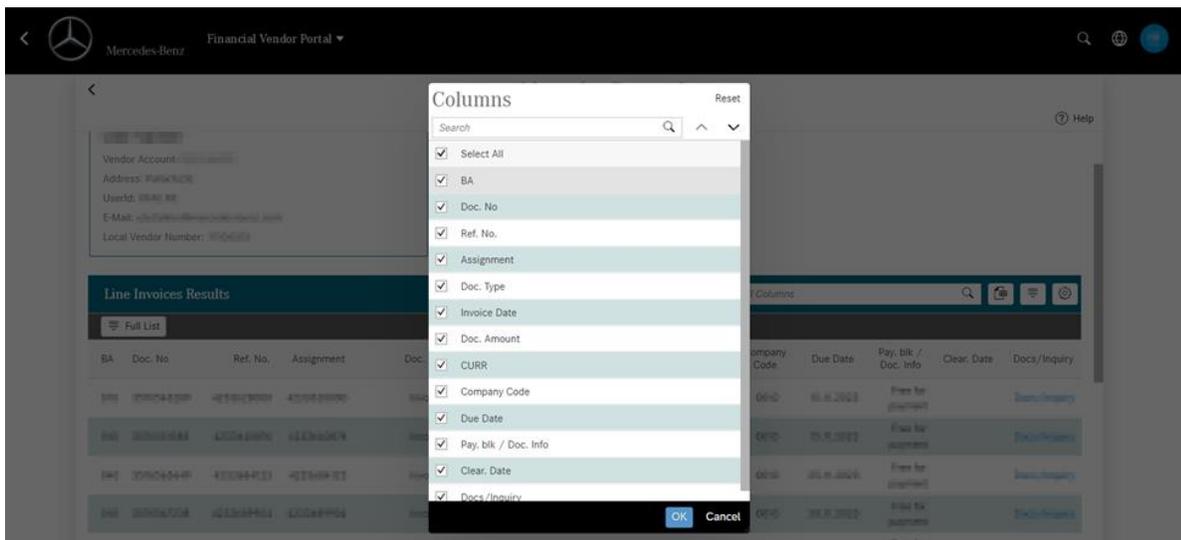
BA	Doc. No	Ref. No.	Assignment	Doc. Type	Invoice Date	Doc. Amount	CURR	Company Code	Due Date	Pay. blk / Doc. Info	Clear. Date	Docs./Inquiry
880	3376046088	4033408888	4113489000	Invoice	18.08.2023	-5,000.00	EUR	8800	18.08.2023	Free for payment		Docs./Inquiry
880	3376046088	4122440876	4222440876	Invoice	20.08.2023	-1,000.00	EUR	8800	18.08.2023	Free for payment		Docs./Inquiry

General settings

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



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	Free for payment		Docs./Inquiry
880	3376046088	4122440876	4222440876	Invoice	20.08.2023	-1,000.00	EUR	8800	18.08.2023	Free for payment		Docs./Inquiry

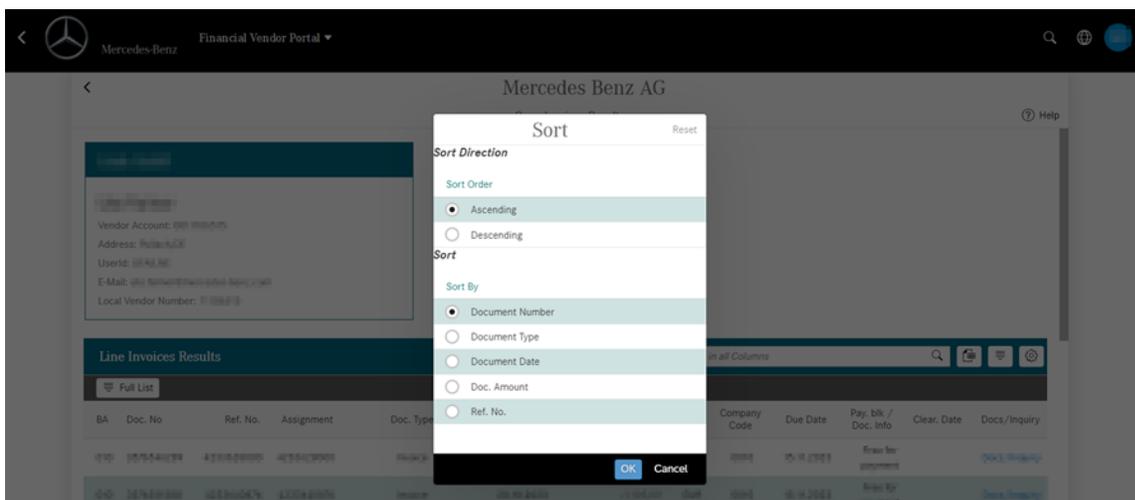
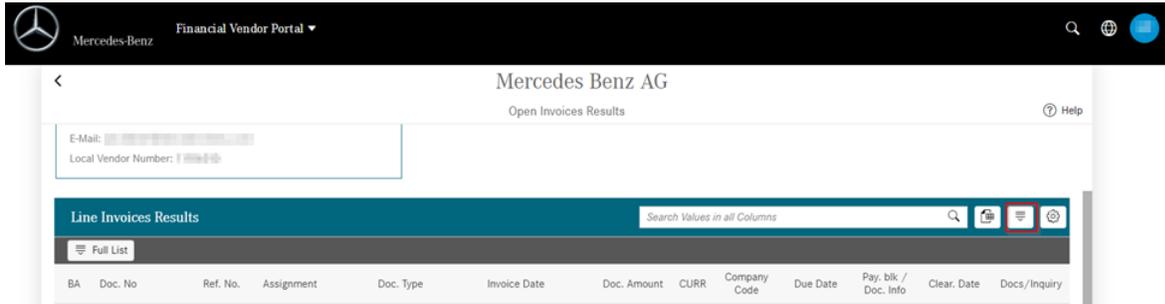


Columns Reset

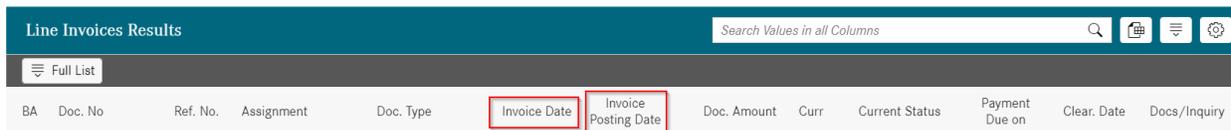
Search:

- Select All
- 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



Overview Invoice Date/Invoice Posting Date



Based on the new column “Invoice Posting Date” you will know when the invoice arrived on Mercedes side.

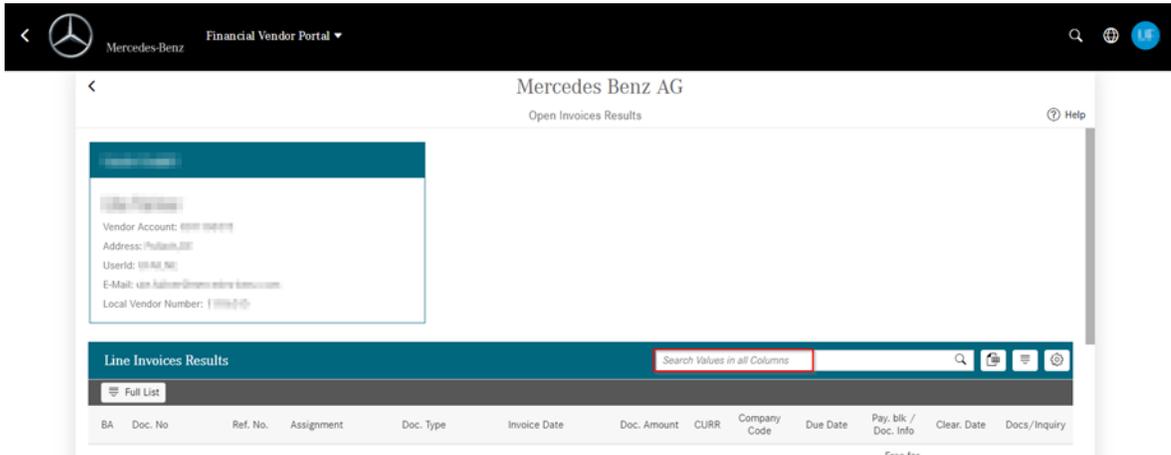
For closed invoices

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

The following screen appears:

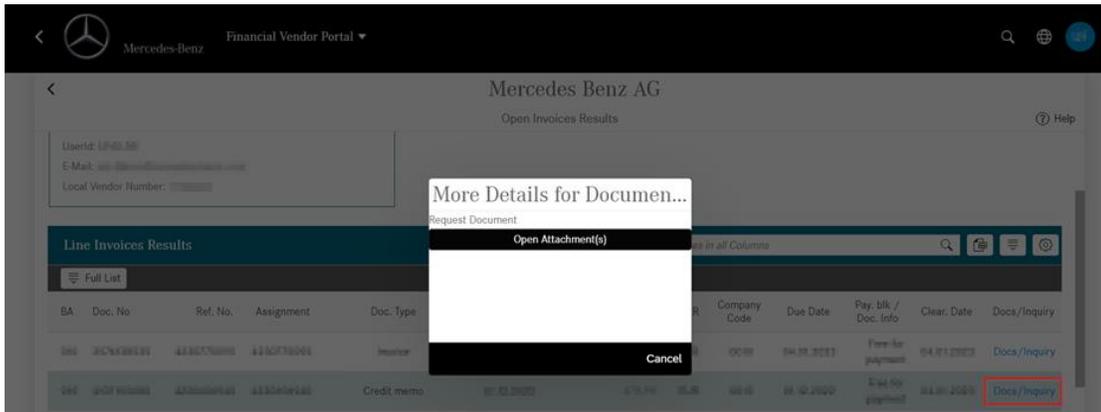
BA	Doc. No	Ref. No.	Assignment	Doc. Type	Invoice Date	Doc. Amount	CURR	Company Code	Due Date	Pay. blk. / Doc. Info	Clear. Date	Docs/Inquiry
104	1070394070	427424787	427424787	Invoice	01.04.2018	-103,81	EUR	0010	02.04.2018	Free for payment	01.04.2023	Docs/Inquiry
100	1070394074	427424788	427424788	Invoice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

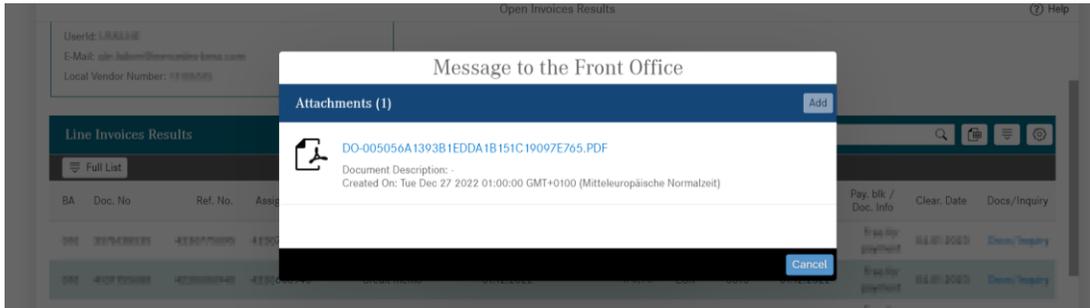


Download attachments

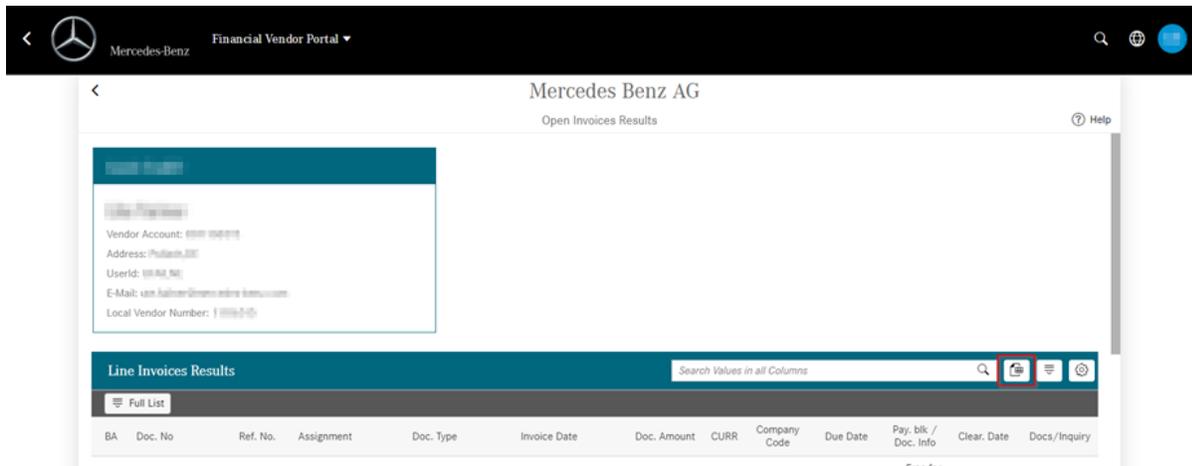
1. Click on “**Docs/Inquiry**” and “open attachment”.



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



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



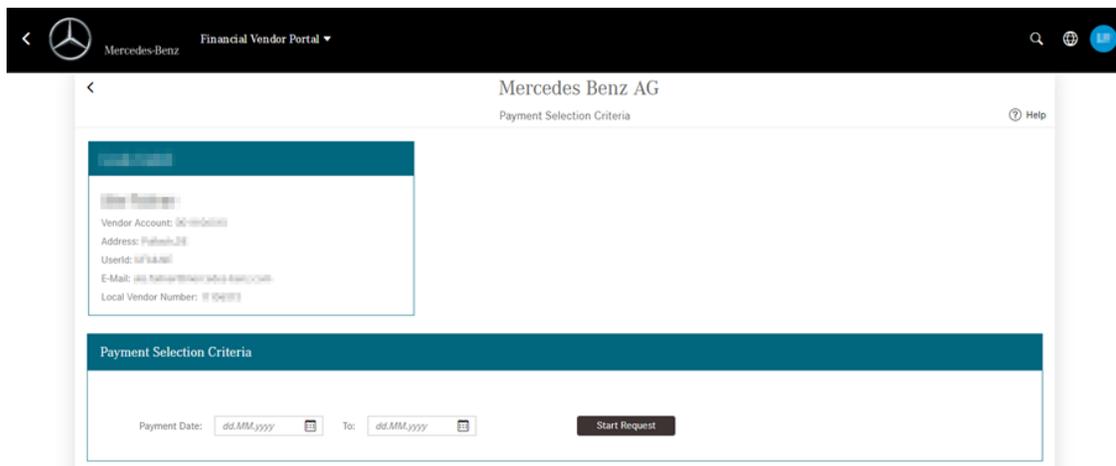
Payment Advices

Payment Advices generated can be seen and downloaded

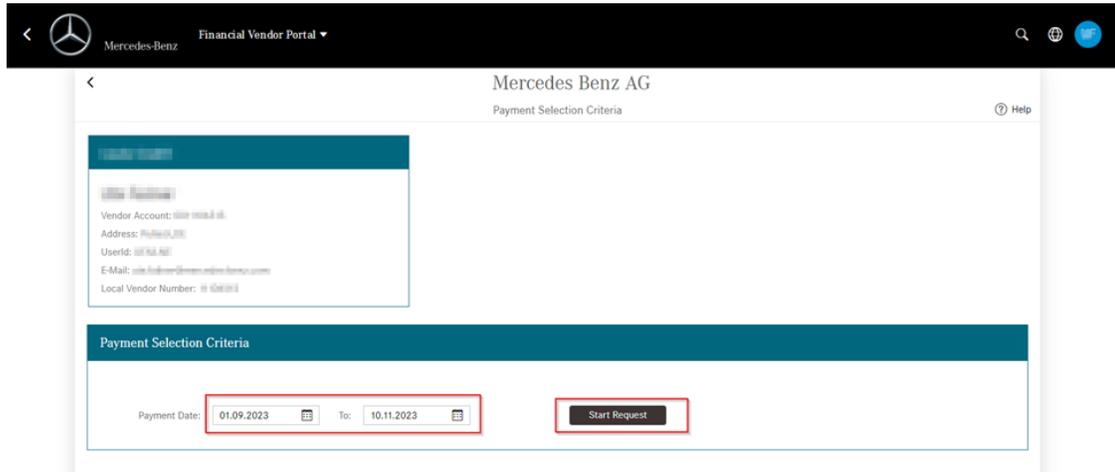
1. Click on Payment Advice



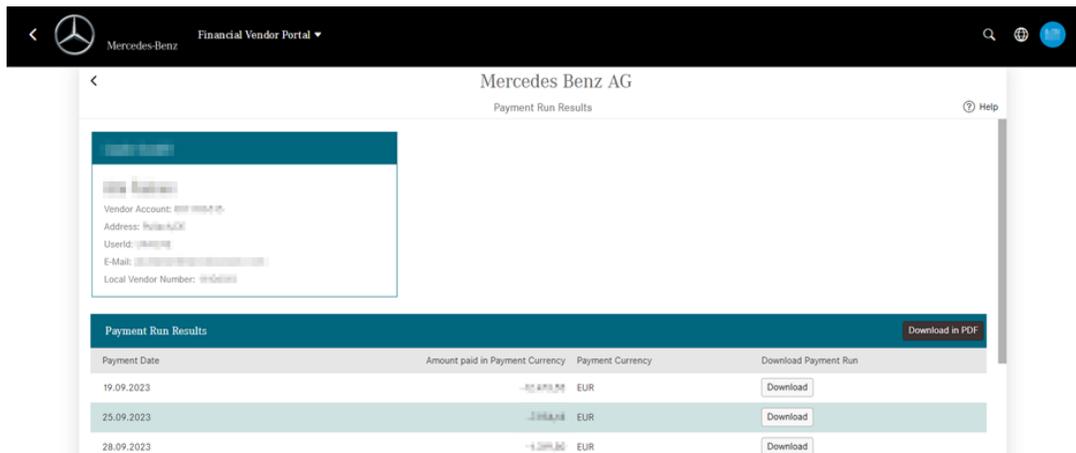
The following screen appears:



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

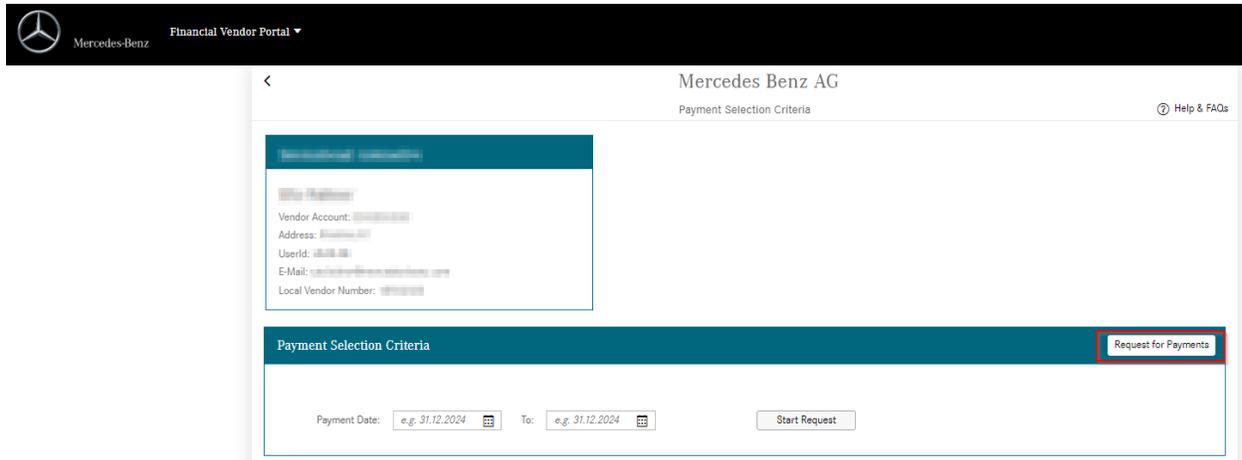


3. List of Payment Advices are shown which can be downloaded by clicking on the download button.



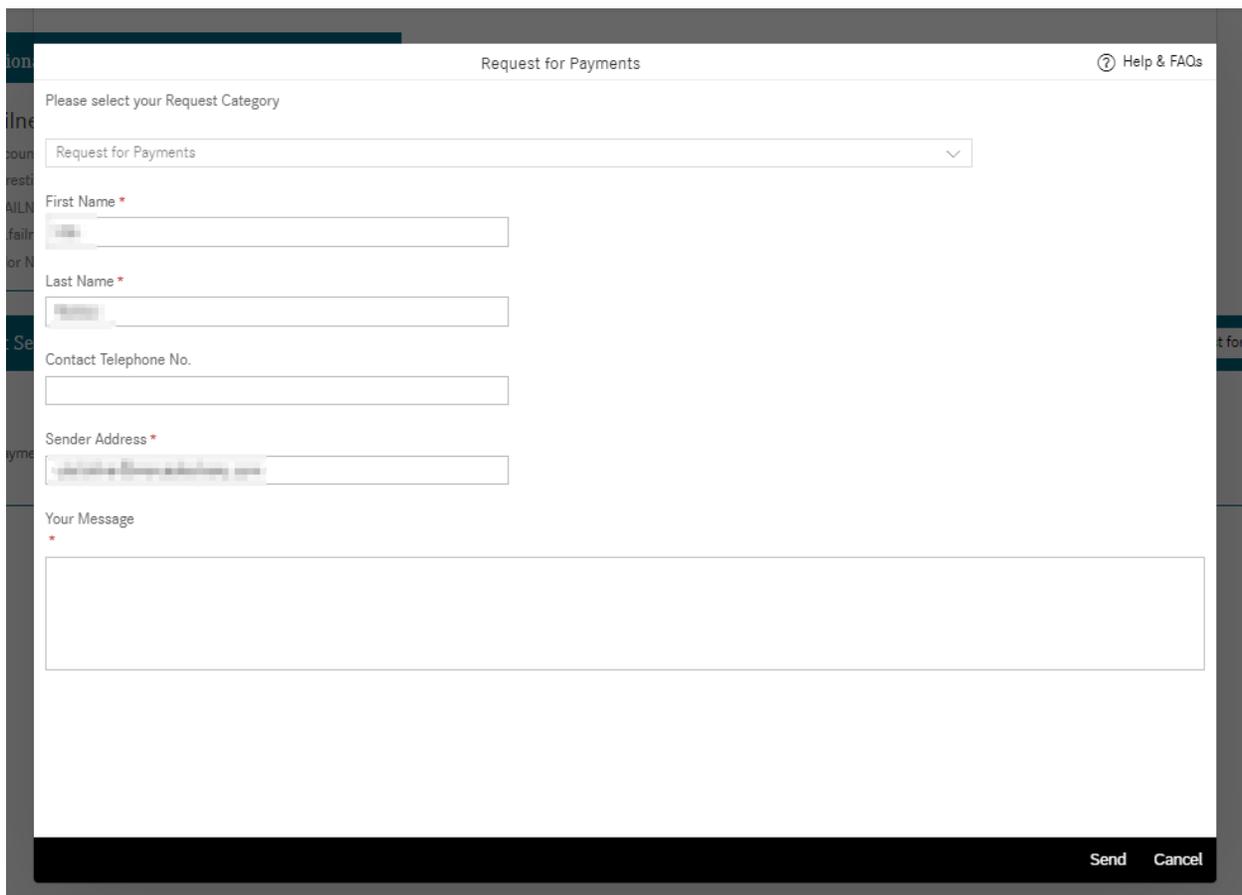
Send “Request for Payments”

Click on the button “Request for Payments”



The screenshot shows the Mercedes-Benz AG Financial Vendor Portal. The page title is "Mercedes Benz AG" and the subtitle is "Payment Selection Criteria". There is a "Help & FAQs" link in the top right. A sidebar on the left contains a list of vendor details: Vendor Account, Address, UserId, E-Mail, and Local Vendor Number. Below this is a section titled "Payment Selection Criteria" with a "Request for Payments" button highlighted by a red box. At the bottom, there are date pickers for "Payment Date" and "To" (both set to "e.g. 31.12.2024") and a "Start Request" button.

Fill in this form and click on “Send”.

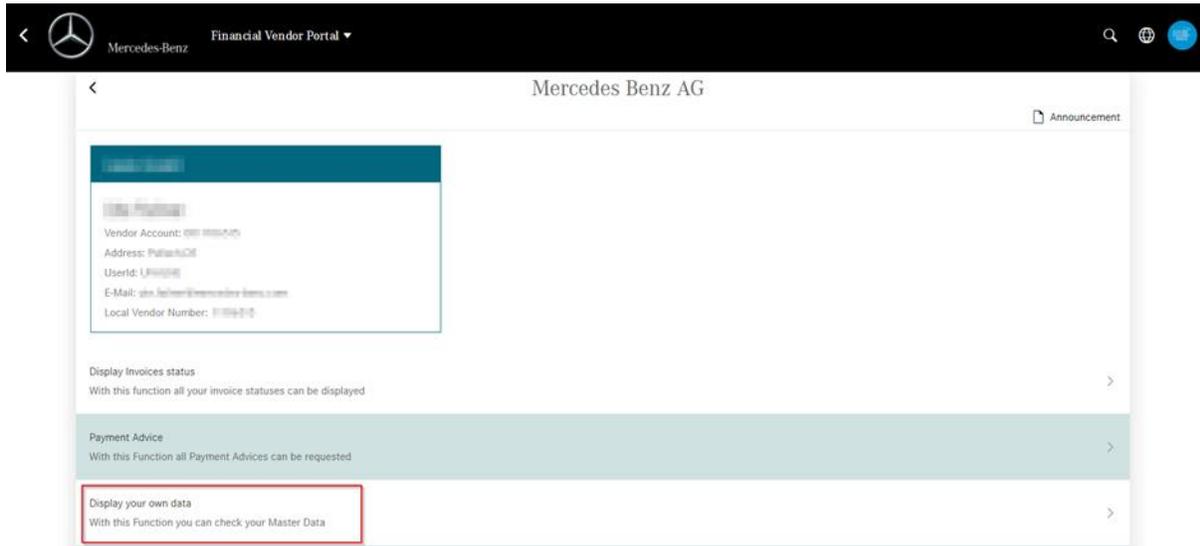


The screenshot shows the "Request for Payments" form. The page title is "Request for Payments" and there is a "Help & FAQs" link in the top right. The form starts with a dropdown menu labeled "Please select your Request Category" with "Request for Payments" selected. Below this are several input fields: "First Name *", "Last Name *", "Contact Telephone No.", and "Sender Address *". At the bottom is a large text area labeled "Your Message *". At the very bottom of the form are "Send" and "Cancel" buttons.

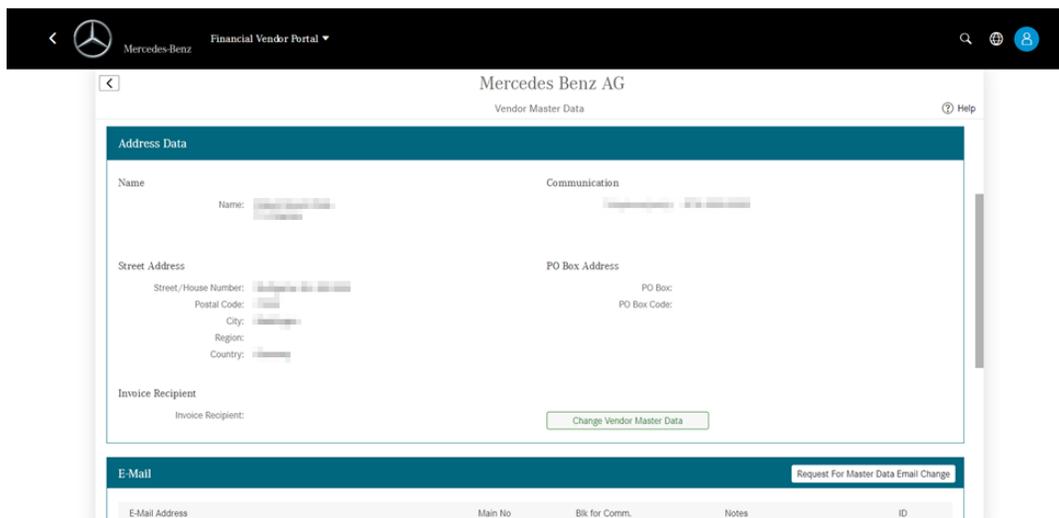
Display your own data

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

Click on “Display your own data”



The following screen appears:



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. [Link Supplier Data Base \(SDB\)](#)



Mercedes Benz AG
Vendor Master Data

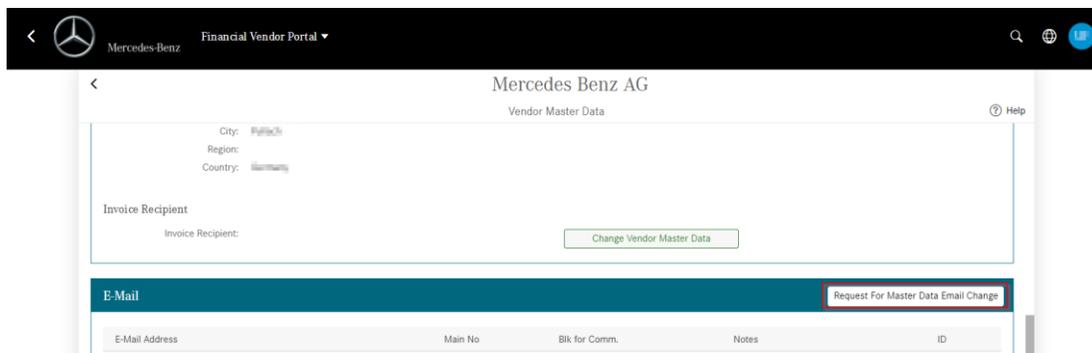
Street/House Number: [redacted]
Postal Code: [redacted]
City: [redacted]
Region: [redacted]
Country: [redacted]

PO Box:
PO Box Code:

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.



Mercedes-Benz Financial Vendor Portal

Mercedes Benz AG
Vendor Master Data

City: [redacted]
Region: [redacted]
Country: [redacted]

Invoice Recipient
Invoice Recipient:

[Change Vendor Master Data](#)

[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”. [Link Supplier Data Base \(SDB\)](#)



Bank Details

[Change Bank Account Data](#)

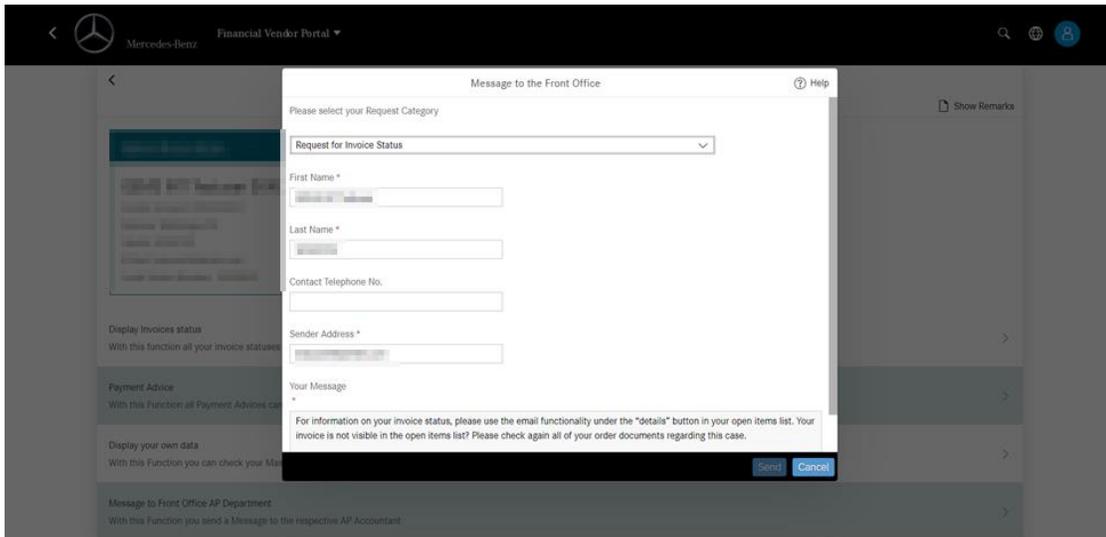
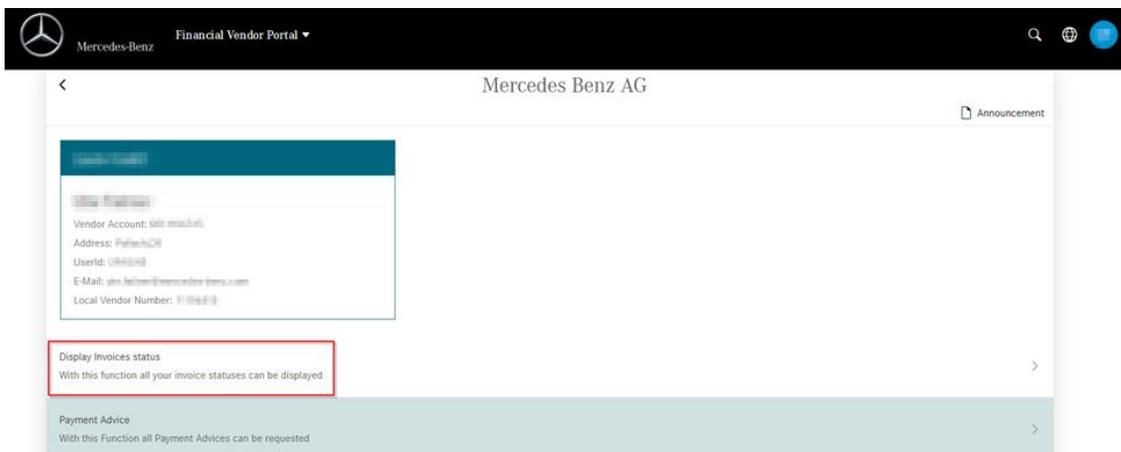
Country	Bank Key	Bank Account	SWIFT/BIC	IBAN	Bank Type	Name of Bank

Message to Front Office AP Department

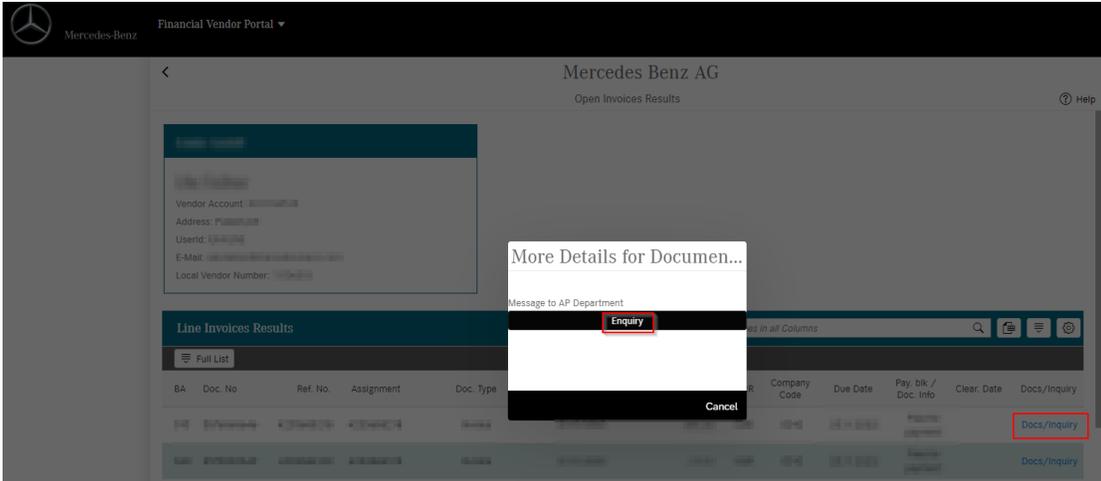
You can send different requests, e.g. request for Invoices status, Payments etc.

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.

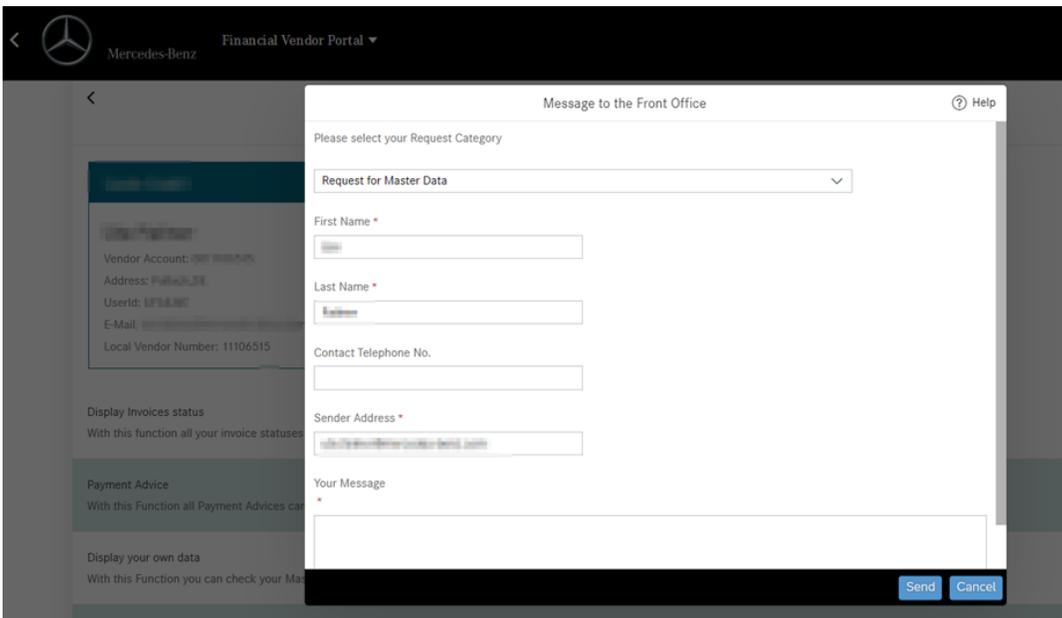



2. After opening the open item list, please click on “docs/inquiry” in the corresponding document line. Afterwards, click on “Enquiry”.

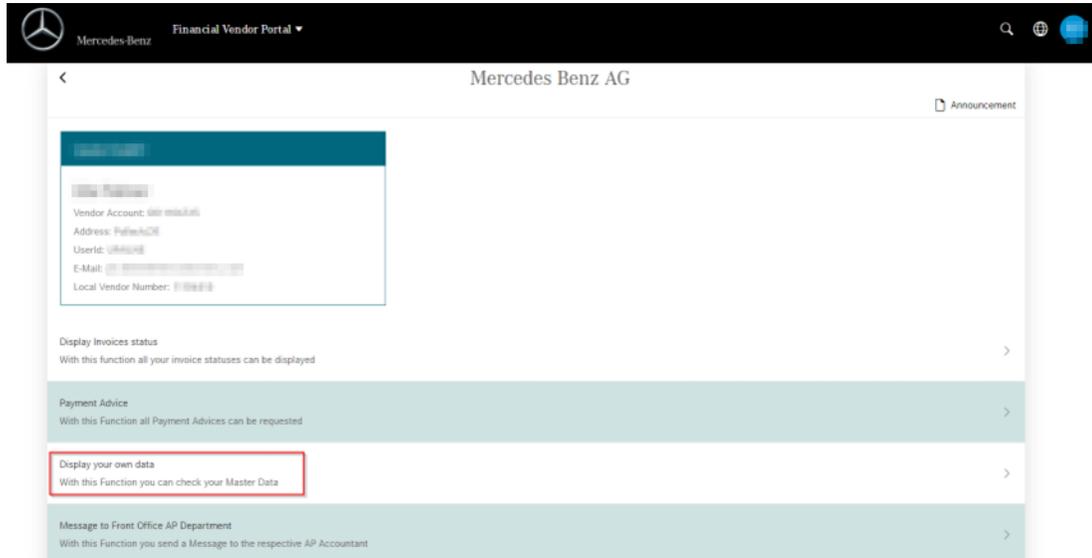


Send a “Request on Master Data”

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

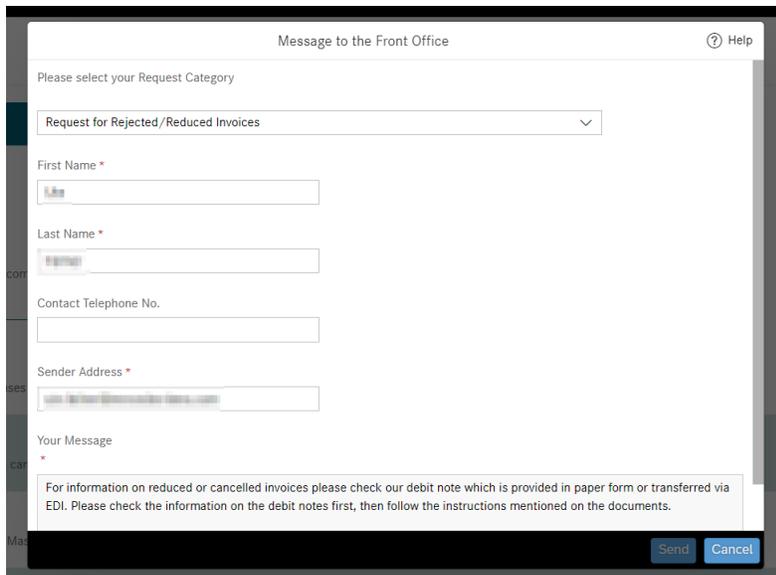


2. Under “Display your own data you can request the change of your email address” and other master data. For details refer to the content “Display your own data”.



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.



Message to the Front Office

Please select your Request Category

Request for Rejected/Reduced Invoices

First Name *

Last Name *

Contact Telephone No.

Sender Address *

Your Message *

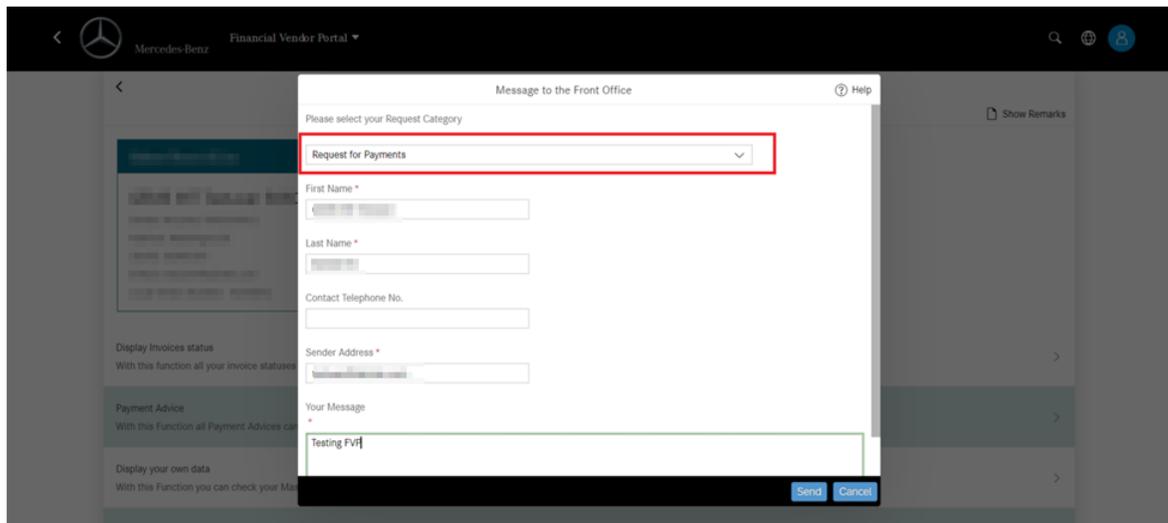
For information on reduced or cancelled invoices please check our debit note which is provided in paper form or transferred via EDI. Please check the information on the debit notes first, then follow the instructions mentioned on the documents.

Send Cancel

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

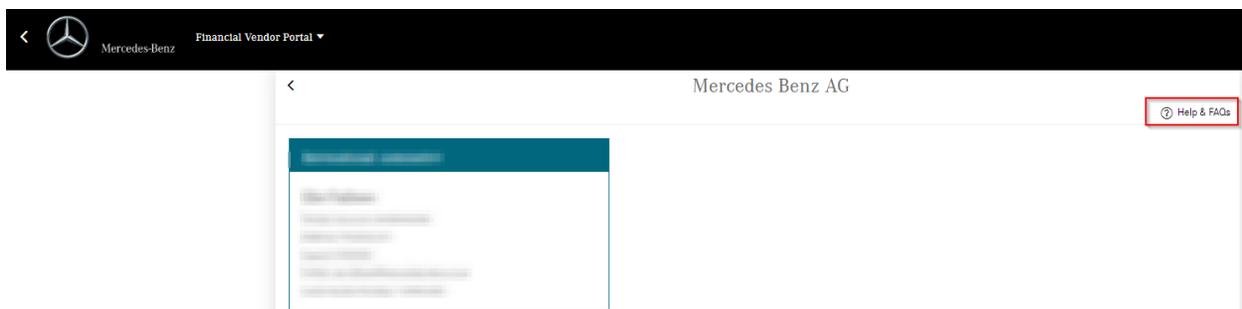
Send a “Request for Payments”

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



Help & FAQs

If you have questions, click the button “Help & FAQs”. You will be directed to the [FVP page](#) in the Mercedes-Benz Supplier Portal. There you will find detailed information.



- Support Information [Link](#)
- Contact List [Link](#)

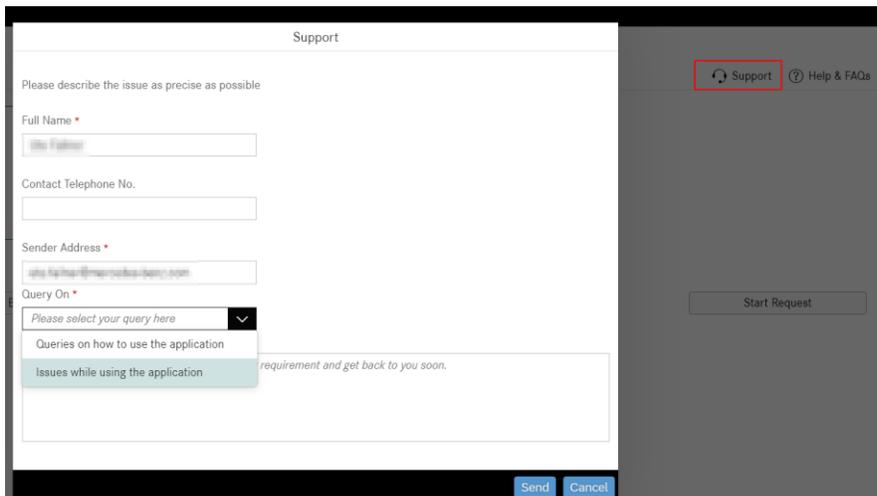
- FAQs [Link](#)
- Information on registration process/Supplier Portal Manager [Link](#)

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 possible

Full Name *

Contact Telephone No.

Sender Address *

Query On *

Please select your query here

Queries on how to use the application

Issues while using the application

Start Request

Send Cancel

Learn more

Further information on the Financial Vendor Portal can be found in the tile FVP in the Mercedes-Benz Supplier Portal ([Link](#)).

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.

Announcement

Vendor Account: [REDACTED]
Address: [REDACTED]
Userid: [REDACTED]
E-Mail: [REDACTED]
Local Vendor Number: [REDACTED]