

Quick guide - Registration for
Mercedes-Benz Supplier Portal
and Financial Vendor Portal



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Supplier Portal Registration

General Information (1/2)

- The „Mercedes-Benz Supplier Portal“ is the **central platform** for information exchange **between Mercedes-Benz and its suppliers**. The “Mercedes-Benz Supplier Portal” offers our suppliers a worldwide standard access to Mercedes-Benz-Online-Applications (e.g. “Financial Vendor Portal” also known as FVP). The Supplier Portal stores all information related to IT applications relevant for suppliers on an interdisciplinary basis across specialist units throughout the world. The Supplier Portal offers a public domain as well as a secured access domain for registered users.
- The „Mercedes-Benz Supplier Portal“ provides a **secure and standard access to all authorized applications for respective suppliers**. All suppliers of Mercedes-Benz AG with a valid supplier number can register free of charge.

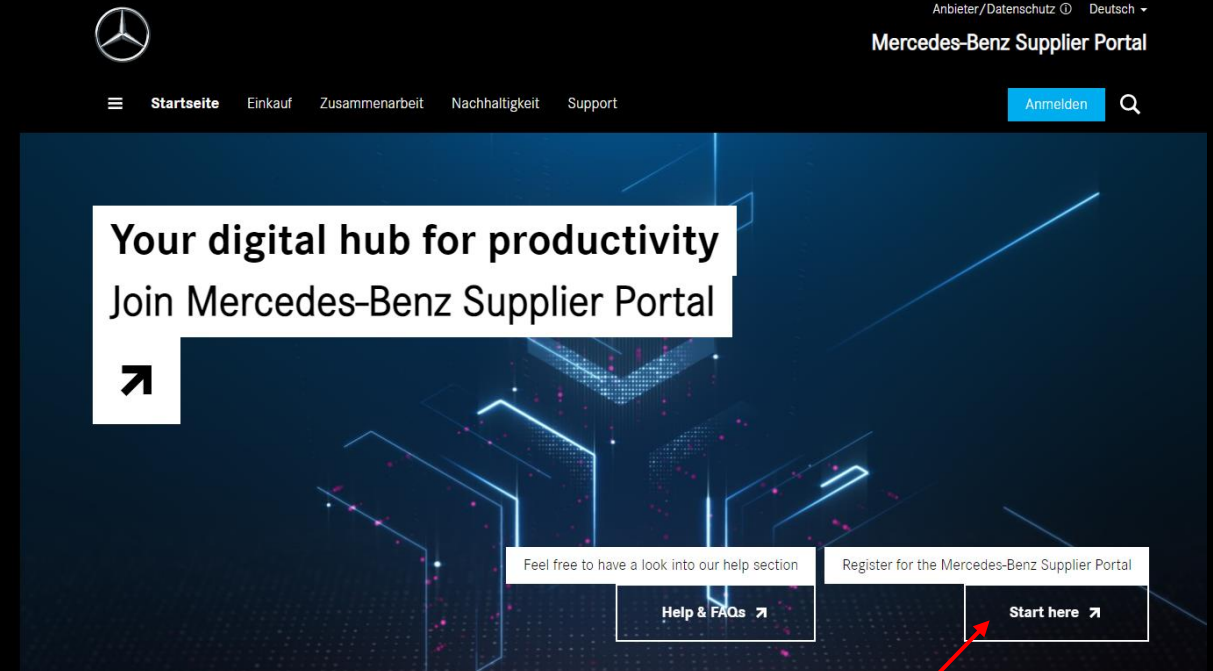
General Information (2/2)

- A User ID and a password is the key to secure internet environment in which access to applications from development, purchasing, logistics, finance and other areas are possible.
- Before activating your Mercedes-Benz supplier number for the “Financial Vendor Portal”, a separate registration in the “Mercedes-Benz Supplier Portal” is necessary at <https://supplier.mercedes-benz.com/portal/en>

Registration at Mercedes-Benz Supplier Portal (1/4)

At the beginning of **registration**, you will be prompted to **enter the supplier number**.

You will find **your supplier number** in your **contract documents**. You can then register by clicking the link „Register for the Mercedes-Benz Supplier Portal“ at the Mercedes-Benz Supplier Portal homepage.



Registration at Mercedes-Benz Supplier Portal (2/4)

Registration:

Enter your Mercedes-Benz Supplier Code to start the registration.

The screenshot shows a registration page with a progress bar at the top. The progress bar has four steps: 01 Supplier Number Verification (active), 02 Profile Data, 03 Overview, and 04 Confirmation. The main heading is 'Registration'. Below the heading, the text 'Supplier Number' is displayed. The main content area contains the question 'What is your Supplier Number?' followed by a helpful note: 'If you are not sure about your Supplier Number, please contact the counterpart who asked you to register for the Supplier Portal. In case your Supplier Location has an Index, please put a blank between Supplier Code and Index (Example: 12345678 A)'. Below this is a text input field labeled 'Supplier Number *' containing the value '12345678'. At the bottom left, there is a note: 'Fields marked with (*) must be completed.'. At the bottom right, there are two buttons: 'Back' and 'Next'.

Registration

01 Supplier Number Verification 02 Profile Data 03 Overview 04 Confirmation

Supplier Number

What is your Supplier Number?

If you are not sure about your Supplier Number, please contact the counterpart who asked you to register for the Supplier Portal. In case your Supplier Location has an Index, please put a blank between Supplier Code and Index (Example: 12345678 A)

Supplier Number *

12345678

Fields marked with (*) must be completed.

Back Next

Registration at Mercedes-Benz Supplier Portal (3/4)

Enter Profile Data

The necessary user information must be entered (see *marks). Continue by clicking the button “Next”.

The screenshot shows the 'Registration' process at the Mercedes-Benz Supplier Portal, specifically the '02 Profile Data' step. The progress bar at the top indicates the current step. The 'Personal Information' section contains the following fields:

- Name ***: Text input field with placeholder 'Enter your name'.
- Surname ***: Text input field with placeholder 'Enter your surname'.
- Title**: Dropdown menu with 'Select Title' and a downward arrow.
- Daimler Function ***: Dropdown menu with 'Select Function' and a downward arrow.

The screenshot shows the 'Address' section of the registration form. It includes the following fields:

- Supplier Name**: Text input field with 'Mercedes-Benz AG Werk Untertürkheim'.
- Supplier Number**: Text input field with '10001006'.
- Streetname & Number ***: Text input field with 'Mercedesstrasse 137'.
- City ***: Text input field with 'Stuttgart'.
- Postal Code ZIP ***: Text input field with '70546'.
- Region**: Text input field with 'Region'.
- Country ***: Text input field with 'Germany' and a downward arrow.

The screenshot shows the 'Contact Information' section of the registration form. It includes the following fields:

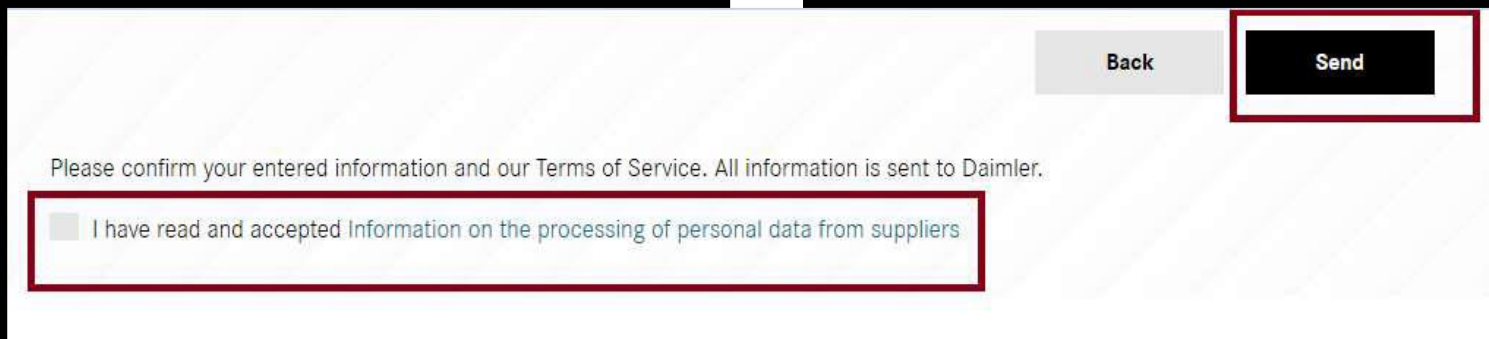
- Email Address ***: Text input field with placeholder 'Enter your email'.
- Password ***: Text input field with placeholder 'Password'.
- Telephone Number ***: Text input field with placeholder 'Tel. +49'.
- Mobile Number ***: Text input field with placeholder 'Tel. +49'.

At the bottom, there is a note: 'Fields marked with (*) must be completed.' and two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red border.

Registration at Mercedes-Benz Supplier Portal (4/4)

Confirm the information, Terms and Conditions and click the button "Send".

Following this, you will receive a confirmation email that you have registered for the "Mercedes-Benz Supplier Portal".



The screenshot shows a registration confirmation page. At the top right, there are two buttons: "Back" and "Send". The "Send" button is highlighted with a red border. Below the buttons, there is a text prompt: "Please confirm your entered information and our Terms of Service. All information is sent to Daimler." Below this prompt, there is a checkbox with the text "I have read and accepted Information on the processing of personal data from suppliers". This checkbox is also highlighted with a red border.



Financial Vendor
Portal (FVP)
Registration

General Information

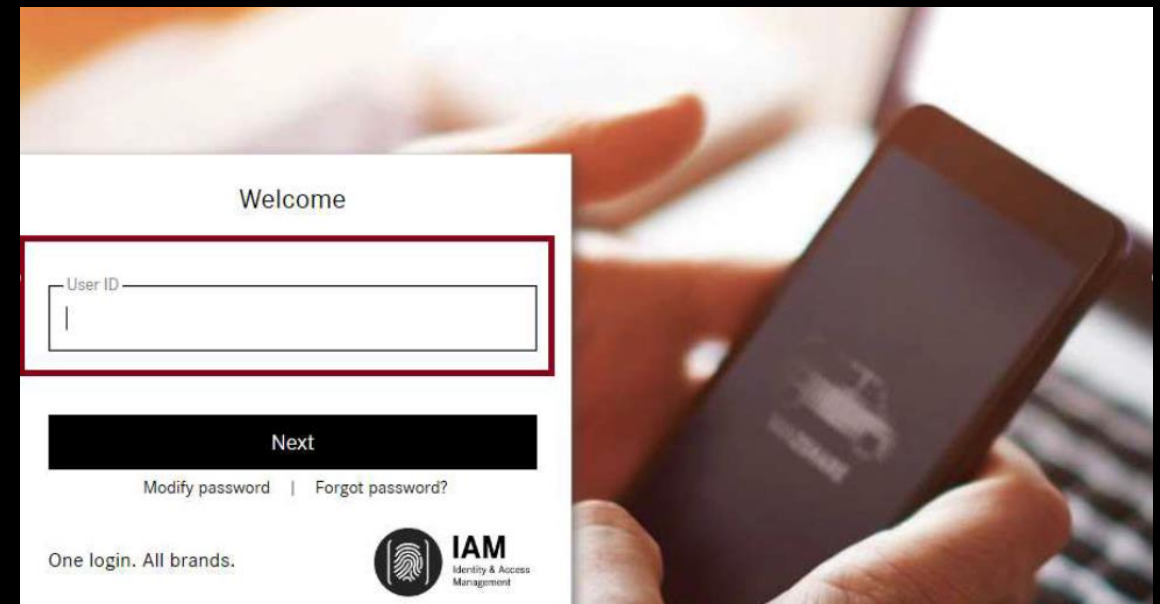
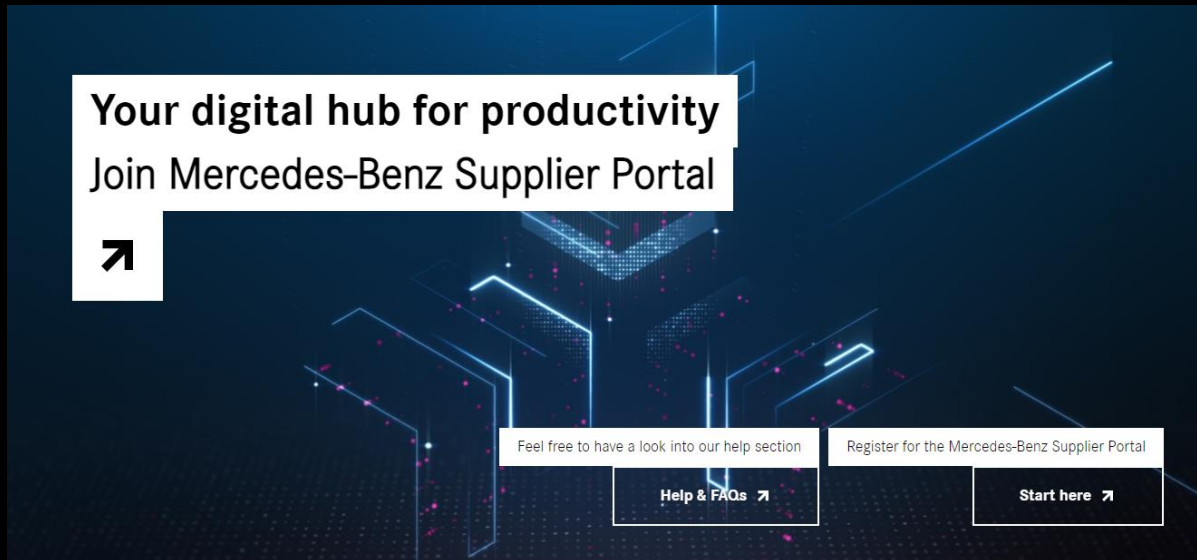
With the introduction of the free Self-Service application “[Financial Vendor Portal](#)” the business partners are able to exchange information in electronic form without paper. Business partners and subsidiaries of the Mercedes-Benz AG are therefore able to communicate “online” using a secure platform.

The Self Service application offers business partners access to enquiries relating to open/due and cleared items, document queries, download of payment advice as well as functions to display and change business partner master data.

Target of the tool is to reduce the number of vendor requests to the Accounts Payables team e.g. by mail or telephone by offering a self-service tool with real time data.

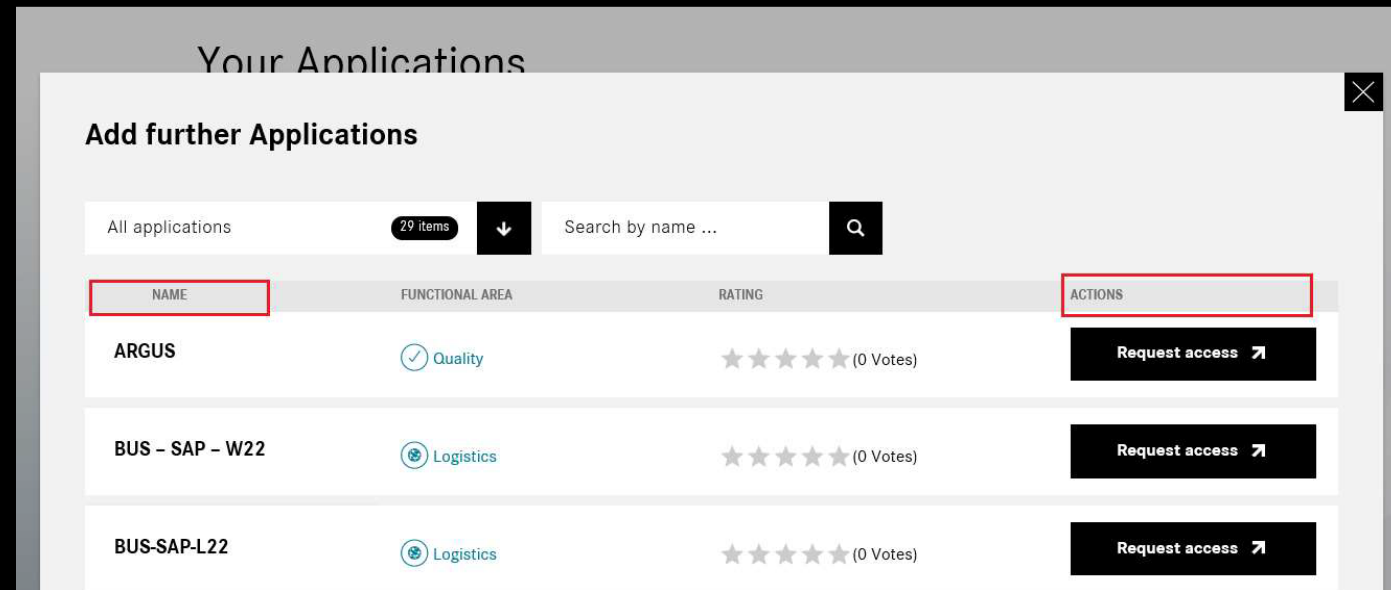
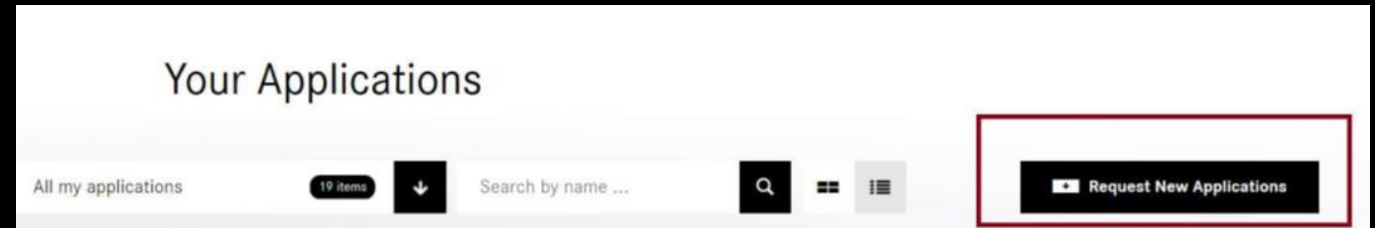
FVP Self Service application (1/4)

Login information: The users can log on to “Mercedes-Benz Supplier Portal” with their User ID and password at <https://supplier.mercedes-benz.com/portal/en>



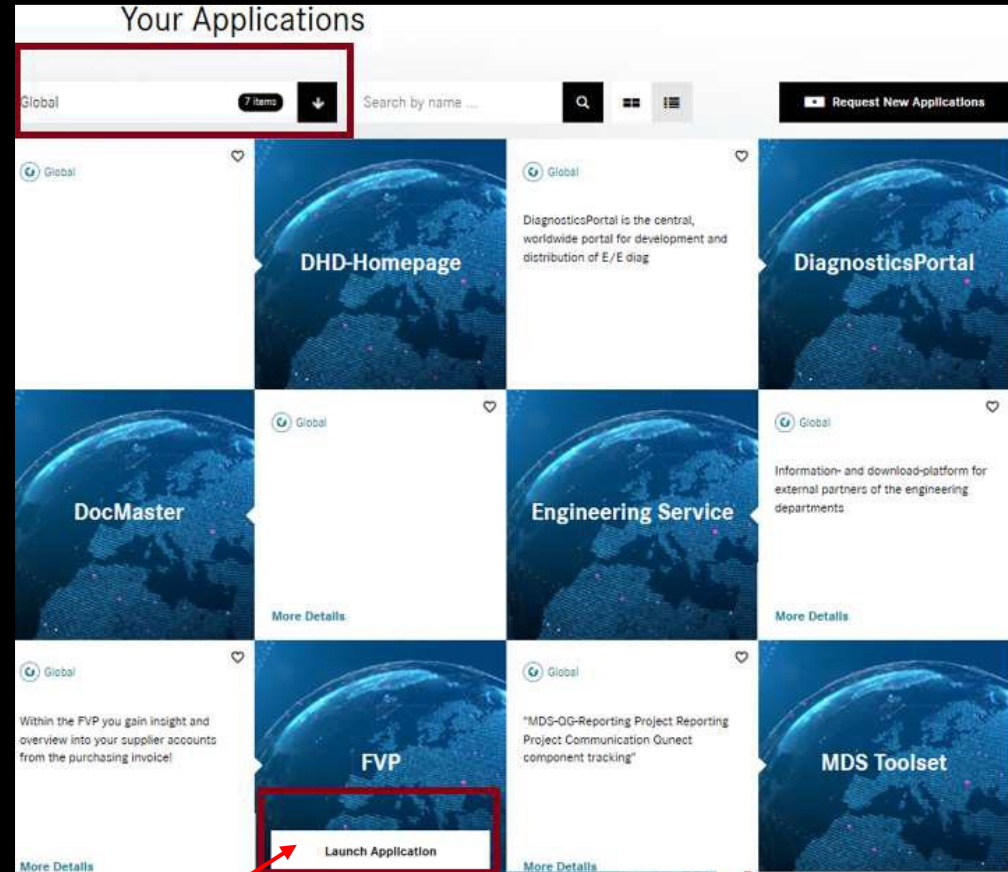
FVP Self Service application (2/4)

Click “Request New Application“, select “FVP” from the ”Name” drop list, then press the “Request access” button for the Portal manager approval.



FVP Self Service application (3/4)

Back in the main menu, FVP App is launched in “Your Applications” after your portal manager approve the task.



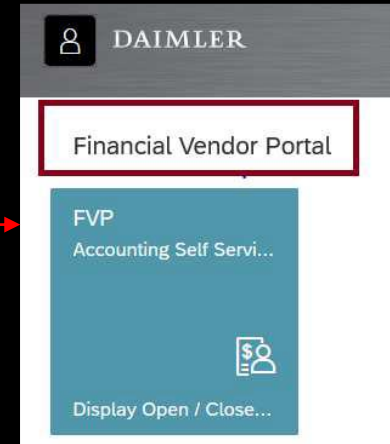
FVP Self Service application (4/4)

Access to the tool by clicking
“Launch Application”

Subsequently, you will get
access to the Self Service
application.

Your business partner can be
entered under Company name,
e.g. Mercedes-Benz AG

Start the request.



Publisher:

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