



# Introduction to Supplier Database 4.0

# Table of contents

1. What is the new Supplier Database 4.0?	3
2. New user interface	4
3. Getting started with SDB 4.0	5
4. New supplier creation	6
5. Supplier search & update process	13
6. Notes	16

# 1. What is the new Supplier Database 4.0?

- The Supplier Database 4.0 is the centrally managed **supplier master data management system** at Mercedes-Benz Group worldwide. The data of all Mercedes-Benz Group suppliers are registered and managed in this application.

*Three key functionalities:*

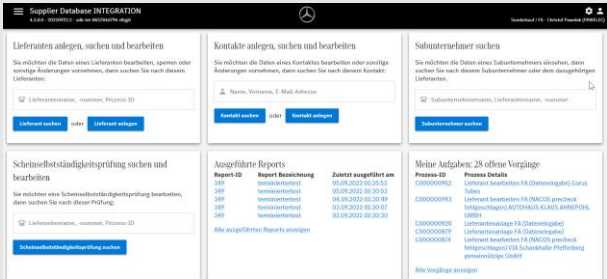
- 1) Supplier creation
- 2) Supplier data maintenance
- 3) Autom. execution of checks



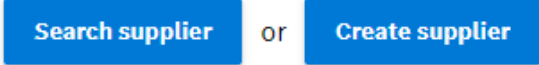
- **Increased user-friendliness** and **reduced complexity** will lead to higher work efficiency.

## Increased user-friendliness:

- New design and graphical user interfaces with focus on simplified usage
- Multiple languages to facilitate work for international suppliers
- Helpdesk to provide immediate support



## Reduzierte Komplexität:



- Stronger involvement of suppliers to add and update their master data (on a regular basis)  
*Exception: Change of the company's legal status -> trade register excerpt  
Change of bank details -> Letterhead (Letterhead, invoice, offer, ...)*
- The workbox on the start page provides a quick overview of open and completed tasks.
- Clear functions and process transparency increase the process speed.

## 2. New user interface

- New Design & User Interfaces supports easy navigation:

The screenshot shows the 'Create new supplier' interface. At the top, there is a progress bar with five steps: 1. Data input, 2. Automated checks, 3. Hierarchical approval, 4. Accounting approval, and 5. Supplier number created. The current step is 'Data input'. Below the progress bar, there is a summary of the supplier information: Supplier name, Supplier number, Process ID, Department, Location, and Start date. The main form is divided into two columns: 'Supplier name' and 'Address'. The 'Supplier name' column has a text input field for the supplier name and a checkbox for 'Accept data of existing supplier'. The 'Address' column has several input fields: 'Street and house number', 'Zip code', 'Place', 'District', 'Country/Region' (with a dropdown menu showing 'GERMANY'), and 'State' (with a dropdown menu showing 'Please select'). There is also a checkbox for 'Verify Address and Geodata via HERE'. At the bottom, there are buttons for 'Forward to approver', 'Send to register for completion', 'Forward to different office', 'Save', and 'Cancel'.

- ✓ State-of-the-art digital and intuitive design
- ✓ Better overview - clear structure with most important functions on the start screen
- ✓ Key Functions are directly explained
- ✓ Progress bar shows current process status

- The supported supplier creation facilitates the creation process:

The screenshot shows the 'Assisted supplier creation' interface. It has two main sections: 'Supplier creation via D-U-N-S number' and 'Supplier creation with basis data'. The 'D-U-N-S number' section has a single text input field for the 'D-U-N-S number'. The 'Basis data' section has several input fields: 'Supplier name', 'Country/Region' (with a dropdown menu showing 'Please select'), 'Street and house number', 'Zip code', and 'Place'. At the bottom, there are buttons for 'Search', 'Create supplier yourself', and 'Cancel'. Two blue arrows point from the 'DUNS number' and 'Basis data' labels below to the respective input fields in the screenshot.

DUNS number

Basis data

- ✓ The supported supplier creation can be done using a **DUNS number** or
- ✓ By entering **basis data** such as **supplier name & country**.

# 3. Getting started with SDB 4.0

Here you can manage your contacts:

- Use the search field and click on the button „*Search contact*“ to find and edit existing contact data.
- Click on the button „*Create contact*“ to register a new contact and to add it to an existing supplier.

Here you can change the „*Language*“.

Click here to find your contact persons for **technical support** as well as **supporting documents** and „*Log out*“.

Here you can manage your suppliers:

- Use the search field and click on the button „*Search supplier*“ to find and edit existing supplier data.
- Click on the button „*Create supplier*“ to register a supplier and to generate a Daimler supplier number.

The screenshot shows the 'Supplier Database INTEGRATION' interface with the following sections and callouts:

- Header:** Supplier Database INTEGRATION 4.2.3.0 - 20230523.1 - sdb-int-d6774acc64-espDk. User: Special Buy / FA - Christof Pawelek (PAWELEK).
- Supplier Management:** 'Create, search and edit supplier' section with a search field and buttons for 'Search supplier' and 'Create the supplier'.
- Contact Management:** 'Create, search and edit contact' section with a search field and buttons for 'Search contact' and 'Create contact'.
- Subcontractor Search:** 'Search subcontractor' section with a search field and a 'Search Subcontractor' button.
- User Profile:** 'Christof Pawelek' with options for 'Abmelden', 'Hilfedokumente', and 'Ansprechpartner'.
- False Self-Employment Check:** 'Search and edit false self-employment check' section with a search field and a 'Search false self-employment check' button.
- Report Execution:** Table with columns 'Report ID', 'Report name', and 'Last executed on'. Includes a 'Show all Report Executions' link.
- News:** 'News' section with a 'Show all news' link.
- Open Processes:** 'Open processes: 35 open processes' section with a table of process IDs and details, and a 'Show all processes' link.
- My tasks:** 'My tasks: 33 open activities' section with a table of process IDs and details, and a 'Show all processes' link.
- Hierarchy Management:** 'Hierarchy management: 464 new requests' section with a table of process IDs and details, and a 'Show all open requests' link.
- Completed Processes:** 'Completed processes: 84 completed processes' section with a table of process IDs and details, and an 'All completed processes' link.
- Subscribed Suppliers:** 'Changes of subscribed suppliers: No changes' section with a 'Show all processes' link.

Here you can read the **latest news** about the SDB, e.g. to **downtimes** or **releases**.

Here you can see all **changes of your subscribed suppliers**.

Here you can see your **open resp. completed tasks**.

# 4. New supplier creation- Different types (1/7)

Here you can create a new supplier:

- First **choose** the affected **location**.
- Please **confirm** the policy
- Then either **send** the process **to** the **supplier** for completion or **start the process yourself**.

Here you can upgrade a temporary supplier:



- When upgrading a temporary supplier, the data of a supplier that has already been entered does not have to be entered again in the new creation process (a letterhead is required for this).

If you are not sure which location is correct use the advanced search.

## Create new supplier

Create new supplier

Please select one of the following options:  
Send the creation of a new supplier to the potential supplier for completion or create the supplier yourself.

Location \*    
No selection 


[Determine the location by using the plant issuing the invoice](#)



I herewith declare that I am aware of the limits in accordance with the specifications in Policies B63.6. This process shall exclusively be used for small and special buy procurement.

[Send to supplier for completion](#) [Create supplier yourself](#)

Create new supplier index

If you want to create a supplier index (e.g. 12345678A) for a deviating location of a supplier, select one of the following options:  
Send the creation of the new supplier to the possible supplier for completion or create the supplier yourself:

Supplier number  


Location    
No selection 

[Determine the location by using the plant issuing the invoice](#)

[Send to supplier for completion](#) [Create supplier yourself](#)

Upgrade temporary supplier

To upgrade a temporary supplier, enter the supplier number here:

Supplier number  

[Upgrade supplier](#)

Here you can create an index supplier (can be used if there is a different location of a supplier):

- First enter the **main supplier number**
- Second **choose** the **location**
- Then you can either **send** the process **to** the **supplier** for completion or **start the process yourself**.

# 4. New supplier creation - Assisted supplier creation (2/7)

### Assisted supplier creation

To create a supplier, please enter a D-U-N-S number you already know.

If you do not know a D-U-N-S number, please fill in as many fields as possible on the right.  
In case of missing information, please use "\*".

To create the supplier with the help of an external company register, please click on "Search".  
This will prefill several fields of the supplier with data.

If you want to create the supplier without pre-filled fields, please click on "Create supplier yourself".

#### Supplier creation via D-U-N-S number

D-U-N-S number \*

#### Supplier creation with basis data

Supplier name \*

Country/Region \*

Please select ▼

Street and house number

Zip code

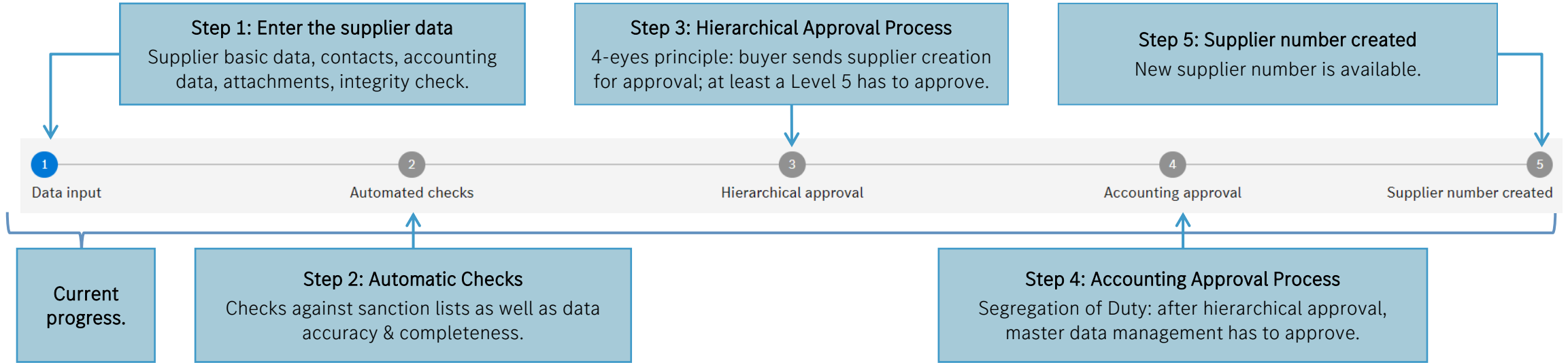
Place

**Assisted supplier creation**

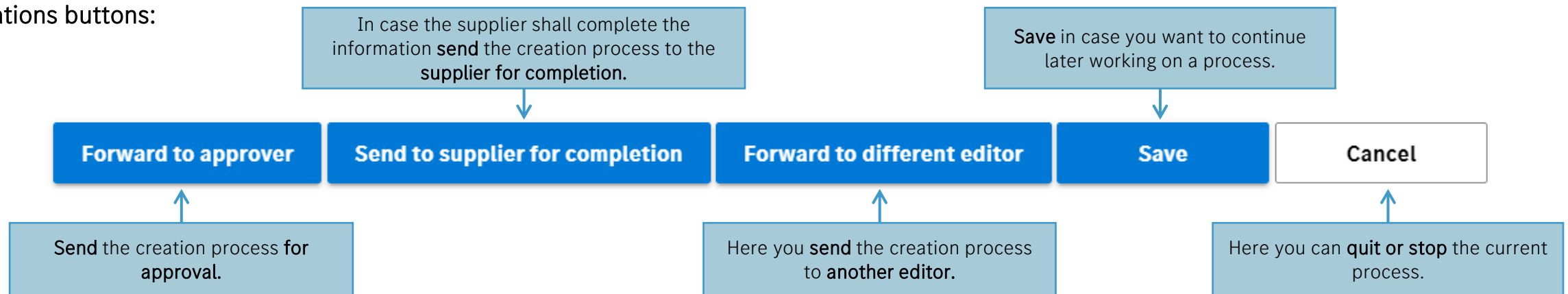
- With this function, you can create a new supplier using the DUNS number. The SDB is connected to Dun & Bradstreet's database and the supplier's basic data is pre-filled directly.
- Alternatively, you can search for the supplier by name and country. The basic data is also pre-filled directly here.

# 4. New supplier creation - Progress bar & Navigations buttons (3/7)

➤ Progress bar:

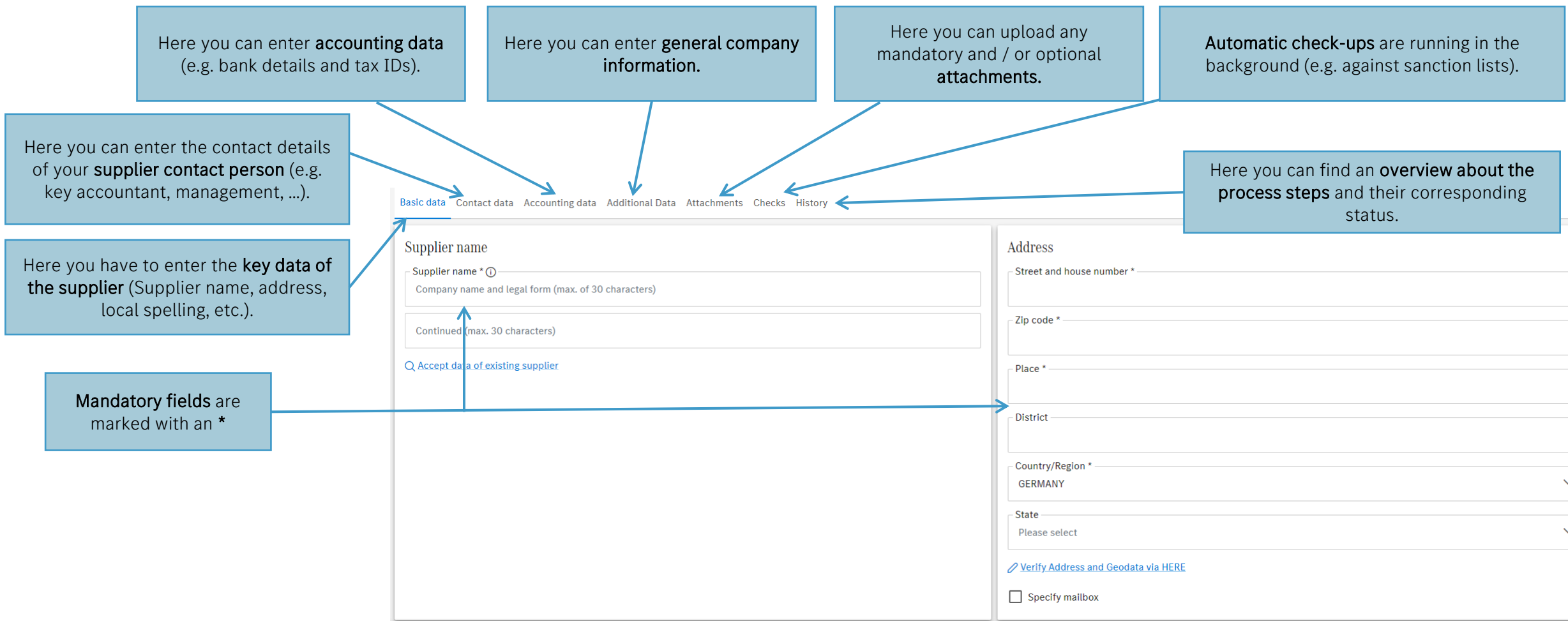


➤ Navigations buttons:





# 4. New supplier creation - Description of tabs (4/7)



# 4. New supplier creation - Accounting data (5/7)

Basic data  Contact data  **Accounting data** Additional Data Attachments Checks History

### Accounting data of location Mercedes-Benz Group AG

**Account**

Bank country \*  
Please select

SWIFT/BIC

IBAN

Remarks

Note 2

+ Add another account

Depending on the **bank country**, entering **SWIFT / BIC** and **IBAN** is mandatory or optional. Attention: SWIFT / BIC must be **11 digits** (if necessary fill with XXX).

If required a **remark** for the approver can be entered  
E.g.: Several currencies (USD, CHF...) or companies (EVOBUS, AMG...).

More than one **bank account** can be created for each supplier for several currencies/ companies. This should be noted in the field remark.

### Tax data Mercedes-Benz Group AG

Please enter either the tax number and/or the VAT ID or confirm that you do not have either of the two numbers.

No VAT ID or tax number existing

Tax number \*

Country/Region  
GERMANY

VAT ID \*

Country/Region  
GERMANY

+ Add another VAT ID

### Construction withholding tax Mercedes-Benz Group AG

Construction: yes/no ⓘ

Depending on the country, a **VAT ID** and/or **tax number** is mandatory.

Click here to add another **VAT number**.

Click here for **automatic checks** and **hierarchical approval** after all mandatory data in the information tabs have been filled out.

- Forward to approver
- Send to supplier for completion
- Forward to different editor
- Save
- Cancel

# 4. New supplier creation - Forward to approver (6/7)

The screenshot shows a 'Forward to approver' dialog box with the following elements and callouts:

- Header:** 'Forward to approver' with a close button (X) in the top right corner.
- Approver Section:**
  - Text: 'Approval level 1', 'Sven Hery', 'Department FAO/R'.
  - Link: [Change approver](#)
  - Checkbox:  'Enable edit by deputy'. A callout box explains: 'Allow approval by deputy enables an official deputy from the MB INSIDE to act as deputy.'
  - Dropdown menu: 'Please select' with a downward arrow.
- Accounting approver group:** Text: 'The accounting authorization is granted in the accounting system NACOS'.
- Comments Section:** A large text input field. A callout box explains: 'A comment for the approver can be entered, this will be seen later in the history.'
- Buttons:** 'Forward to approver' (blue) and 'Cancel' (white) buttons at the bottom right.

Additional callouts on the left side:

- Callout 1: 'Hierarchical approver from MB INSIDE. Has to be at least a Level 5.' with an arrow pointing to the 'Approval level 1' text.
- Callout 2: 'Change approver to another approver having the same approval level' with an arrow pointing to the 'Change approver' link.

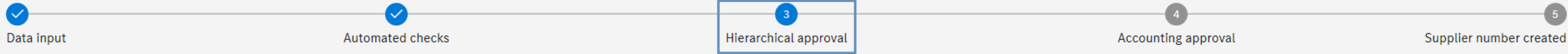
# 4. New supplier creation - Hierarchical approval (7/7)

## Create new supplier

PDF

Supplier name: Test Lieferant  
Address: Teststr. 77  
77777 Testcity  
GERMANY

Supplier number: -  
Process ID: C000003764  
Department: Special Buy / FA  
Location: Mercedes-Benz Group AG  
Start date: 03/02/2023



Basic data Contact data Accounting data Additional Data Attachments Checks History Approval

### Process history

No.	Modified by	Function	Date	Status	Remarks
1	Christof Pawelek	BUYER	05/08/2023 15:02:23	Data input	
2	Sven Hery	APPROVER		Approval	
3	ZFS	ACCOUNTING			Accounting approval in the accounting system NACOS

Accounting Approval needs to be given by clicking the approve button.

Approve Reject Forward to different approver Cancel

# 5. Supplier search & update process - Search results (1/3)

Supplier search field and advanced search options. The advanced search gives you the possibility to search for suppliers and/or processes.

Number of identified suppliers.

All suppliers that match your search criteria.

## Lieferant suchen und bearbeiten

Sie möchten die Stammdaten eines Lieferanten pflegen, eine Sperre setzen, den Lieferanten für eine Lokation aktivieren oder eine sonstige Aktionen durchführen. In diesem Fall, suchen Sie zuerst nach diesem Lieferanten.

Lieferant suchen

[Erweiterte Suchoptionen einblenden](#)

Lieferanten (603) Prozesse (0)

Such-Parameter:  
 proQ-Sperre: Nein Buchungssperre: Nein Suchfeld: Bosch NACOS-Löschvermerk: Nein Einkaufssperre: Nein

Ergebnisse pro Seite 10 ↓ ↓ XLS ⚙️

Lieferantennummer	Index	D-U-N-S Nummer	Lieferantenname	Straße	Postleitzahl	Ort	Land/Region	Bundesland	DSN Status	
10200012	-	344831263	Robert Bosch GmbH T.V. Daimler	Stuttgarter Str. 130	71332	Waiblingen	DEUTSCHLAND	-	-	⋮
10200012	1	-	ROBERT BOSCH GMBH c/o Robert Bosch Espana	Hermanos Garcia Noblejas, 19	28037	Madrid	SPANIEN	-	-	⋮
10200012	2	323666362	Robert Bosch GmbH	Robert Bosch Str. 1	87509	Immenstadt	DEUTSCHLAND	-	-	⋮
10200012	3	323045757	ROBERT BOSCH GMBH	ROBERT-BOSCH-STR. 40	96050	BAMBERG	DEUTSCHLAND	-	-	⋮
10200012	4	315227620	Robert Bosch GmbH	Bietigheimer Str. 50	71732	Tamm	DEUTSCHLAND	-	-	⋮

Standard-Suchprofil speichern Suchprofil speichern Suchparameter zurücksetzen Lieferanten suchen Zurück

Open supplier by clicking on it.

Number of identified processes corresponding to your search terms

Export an Excel file with a supplier overview

Change layout

Quick Action Menu allows to

- Open a supplier for further details
- Set or undo a purchase block (see slide 16)
- View the supplier structure
- Subscribe to a supplier and receive all updates by e-mail.

# 5. Supplier search & update process - Overview supplier data (2/3)

Other information like contacts or accounting data can be maintained.

**Please note:** The Accounting Data tab can only be edited by the **supplier** himself or by **special users** of MB AG. In case of changes in bank details, an **official document** (letterhead, invoice, offer, ...) is required and **two-factor authentication** is carried out.

*“Supplier type”* and *“Supplier usable”* show if a supplier can be used by the buyer.

Here you can **subscribe to a supplier or remove a subscription**. When you subscribe to a supplier you receive an email as soon as someone has changed data of this supplier.

**Testlieferant**

Address: Straße 4  
76584 Stuttgart  
GERMANY

Supplier number: 16168825  
Supplier type: Mercedes-Benz  
Supplier usable: ✓ Yes  
Last updated: 03/15/2018 12:20:00

Buttons: ☆ Subscribe to supplier, PDF

Navigation: Basic data | Contact data | Accounting data | Additional Data | Attachments | Supplier Structure | Checks | History

**Supplier name and address**  
Testlieferant  
Straße 4  
76584 Stuttgart  
GERMANY  
[Edit name, address or local spelling \(approval required\)](#)

Location	Local accounting ID	Department	Last updated
Mercedes-Benz Group AG		SC/WT, Special Buy / FA, R&D, MP, IPS	03/15/2018 12:20:00

[Add location and complete internally \(requires approval\)](#)  
[Add one or more locations at once and send them to suppliers for completion \(requires approval\)](#)

**Supplier data in country specific characters (e.g.メルセデス・ベンツ)**  
Supplier name: \_\_\_\_\_  
Short name: \_\_\_\_\_

**Geo data**  
Longitude: \_\_\_\_\_  
Latitude: \_\_\_\_\_

Buttons: **Send for data update to supplier**, Back

Here you can initiate a **name or address change**.

Here you can add/change a **supplier's address in local characters**.

Mit „Zur Datenaktualisierung an Lieferanten **senden**“ können Sie den Datensatz an den Lieferanten senden damit dieser Aktualisierungen durchführt.

Here you can initiate to **add a location** to an existing supplier. In case the SS Masterdata Team approves the supplier can be used in respective entities.

# 5. Supplier search & update process - Overview supplier data (3/3)

“Supplier status” show additional information, e.g. for which business unit a supplier is relevant if a supplier is registered in Supplier Portal. Currently all suppliers are supplied to ProQ.

“Blocks” show if a supplier is currently blocked in a purchasing or accounting system. A block can be set / removed here via a process (ProQ block/ purchasing block = purchase) (Accounting block / deletion flag = ln-stammdaten@daimler.com)

Suppliable commodity codes

Commodity Code

No results were found.

---

Supplier Portal

Supplier Portal status of the supplier ⓘ

No, supplier is not registered for the Supplier Portal

[Register new Portal Manager](#)

---

Supplier status

- ✗ Purchasing supplier
- ✓ Reviewed by hierarchy management
- ✗ Mercedes-Benz subsidiary
- HOTAI flag (Japan): Not relevant

Department	Relevant for	Significant supplier
Special Buy / FA	No	No
IPS	No	No
MP	No	No
TT/G	No	No
R&D	No	No
MB Customer Solutions	No	No
PM	No	No
NPM	No	No
SC/WT	No	No
FTP	No	No

[Edit supplier status](#)

---

Block

proQ block ⓘ

Supplier is not blocked for proQ  
[Set proQ block \(approval required\)](#)

Purchasing block ⓘ

Supplier is not blocked for new commercial activities.  
[Set purchasing block \(approval required\)](#)

Accounting block in NACOS ⓘ

Supplier does not have an Accounting block in NACOS.

Deletion Flag NACOS ⓘ

Supplier does not have a deletion flag.

Related successor supplier

Supplier does not have a successor.

# 6. Notes



▶ FO ◀

