



Introduction to Supplier Database 4.0

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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:

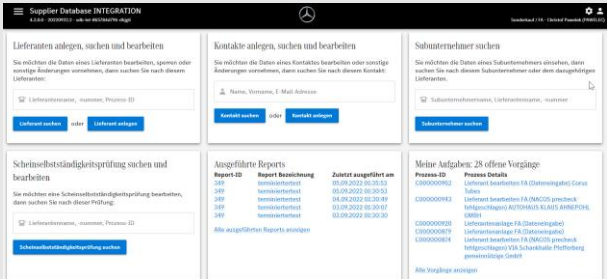
- 1) Supplier creation
- 2) Supplier data maintenance
- 3) Autom. execution of checks



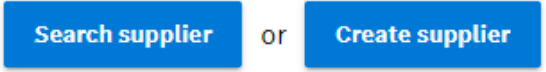
- **Increased user-friendliness** and **reduced complexity** will lead to higher work efficiency.

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 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 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.

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.

The screenshot shows the 'Supplier Database INTEGRATION' interface. At the top, there is a navigation bar with the Mercedes-Benz logo and user information: 'Special Buy / FA - Christof Pawelek (PAWELEK)'. The main content area is divided into several sections:

- Create, search and edit supplier:** Includes a search field for 'Supplier name, number, process ID' and buttons for 'Search supplier' and 'Create the supplier'.
- Create, search and edit contact:** Includes a search field for 'Name, first name, e-mail address' and buttons for 'Search contact' and 'Create contact'.
- Search subcontractor:** Includes a search field for 'Subcontractorname, Supplername, -number' and a 'Search Subcontractor' button.
- Search and edit false self-employment check:** Includes a search field for 'Supplier name, supplier number, process ID' and a 'Search false self-employment check' button.
- Report Execution:** A table with columns for 'Report ID', 'Report name', and 'Last executed on'. A link 'Show all Report Executions' is provided.
- Open processes: 35 open processes:** A table with columns for 'Process ID' and 'Process details'. A link 'Show all processes' is provided.
- Completed processes: 84 completed processes:** A table with columns for 'Process ID' and 'Process details'. A link 'All completed processes' is provided.
- Changes of subscribed suppliers: No changes:** A message stating 'You currently don't have any favorites suppliers.' with a link 'Show all processes'.
- News:** A section with a link 'Show all news'.
- My tasks: 33 open activities:** A list of process IDs and details, including 'Set purchasing block (approval required) FA (Data input) Robert Bosch KGaA T.V. Daimler'.
- Hierarchy management: 464 new requests:** A list of process IDs and details, including 'thechainer IPS' and 'COMETA TESTING124 IPS'. A link 'Show all open requests' is provided.
- User Profile:** A sidebar for 'Christof Pawelek' with options: 'Abmelden', 'Hilfedokumente', and 'Ansprechpartner'.

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.

The screenshot shows the SAP 'Create new supplier' interface. It is divided into three main sections:

- Create new supplier:** This section prompts the user to select a location from a dropdown menu. Below the dropdown is a link: "Determine the location by using the plant issuing the invoice". There is also a checkbox for a declaration: "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." At the bottom are two buttons: "Send to supplier for completion" and "Create supplier yourself".
- Upgrade temporary supplier:** This section asks the user to enter the supplier number in a search field with a magnifying glass icon. Below the field is a button: "Upgrade supplier".
- Create new supplier index:** This section prompts the user to enter a supplier number in a search field with a magnifying glass icon. Below it is a location dropdown menu with a link: "Determine the location by using the plant issuing the invoice". At the bottom are two buttons: "Send to supplier for completion" and "Create supplier yourself".

Callouts from the text boxes point to the location dropdown in the 'Create new supplier' section, the search field in the 'Upgrade temporary supplier' section, and the search field in the 'Create new supplier index' section.

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

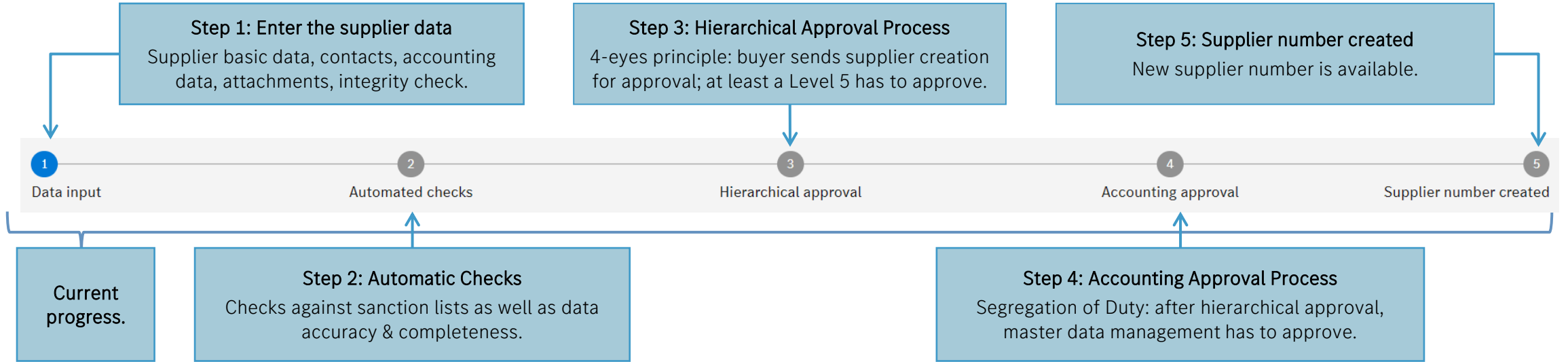
Place

Assisted supplier creation

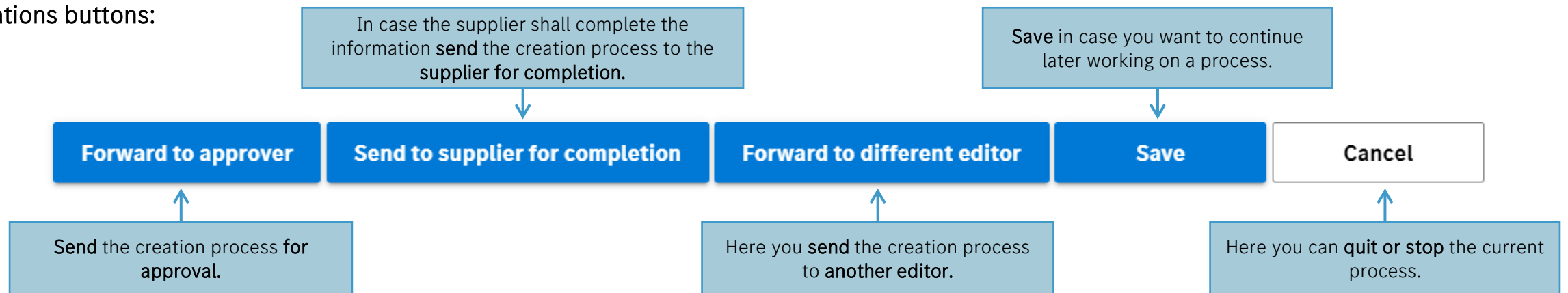
- With this function, you can create a new supplier using the DUNS number. The SDB is connected to Dun & Bradstreet's database and the supplier's basic data is pre-filled directly.
- Alternatively, you can search for the supplier by name and country. The basic data is also pre-filled directly here.

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

➤ Progress bar:



➤ Navigations buttons:



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

The image shows a screenshot of a web-based form for creating a new supplier. The form is divided into several tabs: Basic data, Contact data, Accounting data, Additional Data, Attachments, Checks, and History. The 'Basic data' tab is currently active, showing fields for 'Supplier name' and 'Address'. The 'Supplier name' section includes a mandatory field for 'Supplier name *' and a text area for 'Company name and legal form (max. of 30 characters)'. The 'Address' section includes mandatory fields for 'Street and house number *', 'Zip code *', 'Place *', and 'District', and dropdown menus for 'Country/Region *' (set to GERMANY) and 'State' (set to Please select). A link 'Verify Address and Geodata via HERE' and a checkbox 'Specify mailbox' are also present.

Here you can enter **accounting data** (e.g. bank details and tax IDs).

Here you can enter **general company information**.

Here you can upload any mandatory and / or optional **attachments**.

Automatic check-ups are running in the background (e.g. against sanction lists).

Here you can enter the contact details of your **supplier contact person** (e.g. key accountant, management, ...).

Here you can find an **overview about the process steps** and their corresponding status.

Here you have to enter the **key data of the supplier** (Supplier name, address, local spelling, etc.).

Mandatory fields are marked with an *

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' (Callout: 'Allow approval by deputy enables an official deputy from the MB INSIDE to act as deputy.')
 - Dropdown menu: 'Please select' (Callout: 'Change approver to another approver having the same approval level')
- Accounting approver group:** 'The accounting authorization is granted in the accounting system NACOS'
- Comments Section:** A large text area for entering comments (Callout: 'A comment for the approver can be entered, this will be seen later in the history.')
- Buttons:** 'Forward to approver' (blue) and 'Cancel' (white).

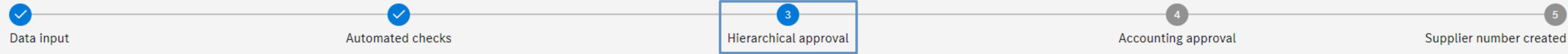
4. New supplier creation - Hierarchical approval (7/7)

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.

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

Lieferantennummer	Index	D-U-N-S Nummer	Lieferantename	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	-	-	>≡

Number of identified processes corresponding to your search terms

Export an Excel file with a supplier overview

Change layout

Open supplier by clicking on it.

- 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.

The screenshot shows the 'Testlieferant' supplier profile page. At the top, there is a header with the supplier name and address: 'Testlieferant', 'Straße 4', '76584 Stuttgart', 'GERMANY'. To the right of the header, there are buttons for 'Subscribe to supplier' and 'PDF'. Below the header, there is a navigation bar with tabs: 'Basic data', 'Contact data', 'Accounting data', 'Additional Data', 'Attachments', 'Supplier Structure', 'Checks', and 'History'. The main content area is divided into several sections: 'Supplier name and address' (with an 'Edit name, address or local spelling (approval required)' link), 'Locations' (with a table of locations and links to 'Add location and complete internally (requires approval)' and '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)' (with input fields for 'Supplier name' and 'Short name'), and 'Geo data' (with input fields for 'Longitude' and 'Latitude'). At the bottom right, there is a 'Send for data update to supplier' button and a 'Back' button.

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 = In-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 ◀

