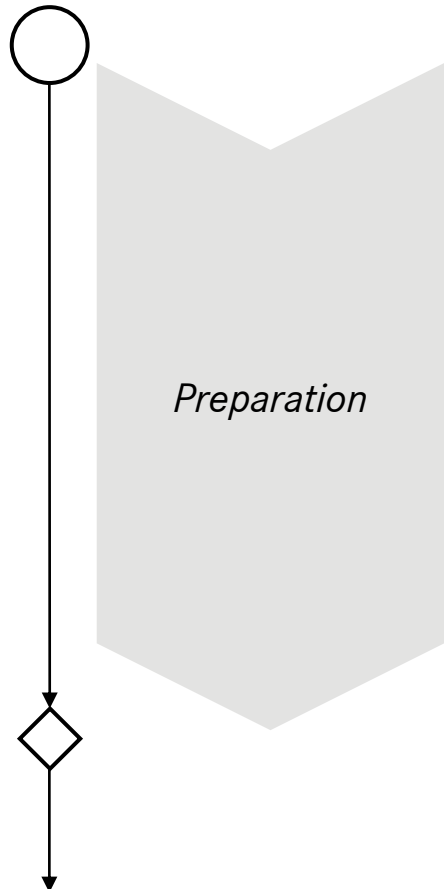


# Pick-Up-Sheet

## Your individual checklist for implementing the Pick-Up-Sheet-Process







*This phase serves to clarify organizational aspects regarding the further implementation process as well as to communicate the essential process changes through the Pick-Up-Sheet.*


### **Involved persons from your company:**

- *Disposition*
- *Dispatch*
- *IT*
- *Data transmission*

### **Relevant information Suppliers first video**

### **Checklist for completing the phase “Preparation”:**

- Send contact person to us*  [\*Excel contact person\*](#)
- Watch initial information video*
- Apply for IBL, SMB, GLASS access*  [\*Access rights guide\*](#)
- Initiate IT implementations*  [\*RDT requirements\*](#)  
*For DESADV:*  [\*Notes on the shipment structure\*](#)

 [You can find these documents in the download area](#)

### Contact the INTO<sup>SC</sup>-Team



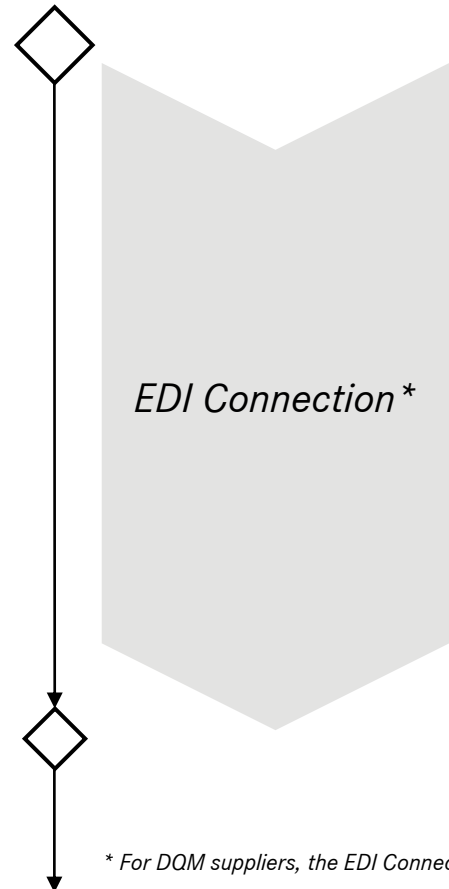
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# Pick-Up-Sheet

## Your individual checklist for implementing the Pick-Up-Sheet-Process






During this phase, our IT partner T-Systems works with you and, if applicable, your IT service provider to implement the technical EDI connection for correct transmission of the VDA formats.

### Involved persons from your company:


- IT
- Data transmission

**Relevant information:** Learning material EDI connection for IT/data transmission

### Checklist for completing the phase “EDI Connection”:

- Participate in EDI training
- Receive and process VDA 4985 correctly  [Data description](#)
- Transmit VDA 4913 correctly  [Examples for VDA 4913 in the PUS process](#)
- Import data into IBL test environment  [Guide for RDT test](#)

\* For DQM suppliers, the EDI Connection phase is not required.

 [You can find these documents in the download area](#)

### Contact the INTO<sup>SC</sup>-Team



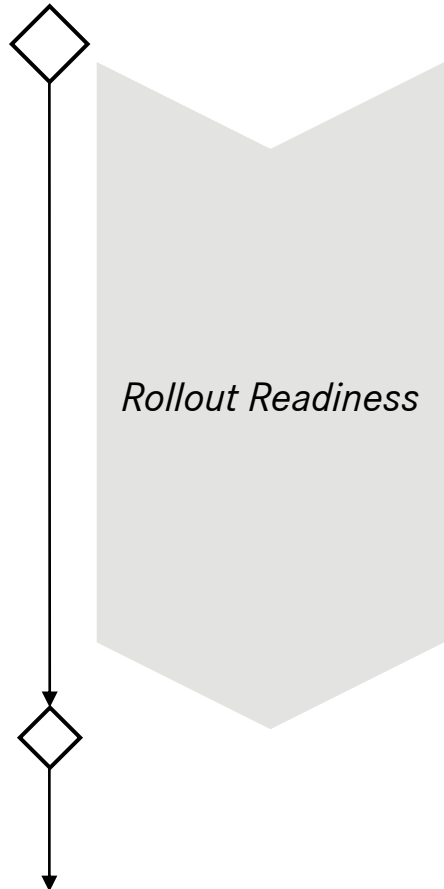
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# Pick-Up-Sheet

## Your individual checklist for implementing the Pick-Up-Sheet-Process



*In this phase, you are instructed in all methodological topics and the start of the rollout is scheduled. The subsequent smooth conversion of the first part numbers in the live system is ensured by means of an eLearning.*

### **Involved persons from your company:**

- *Disposition*
- *Dispatch*

**Relevant information:** *Learning material rollout for disposition/dispatch*

### **Checklist for completing the phase „Rollout Readiness“:**

- Watch training videos PUS process*
- Get PUS certificate from eLearning*
- Coordinate rollout start date with us*

### Contact the INTO<sup>SC</sup>-Team



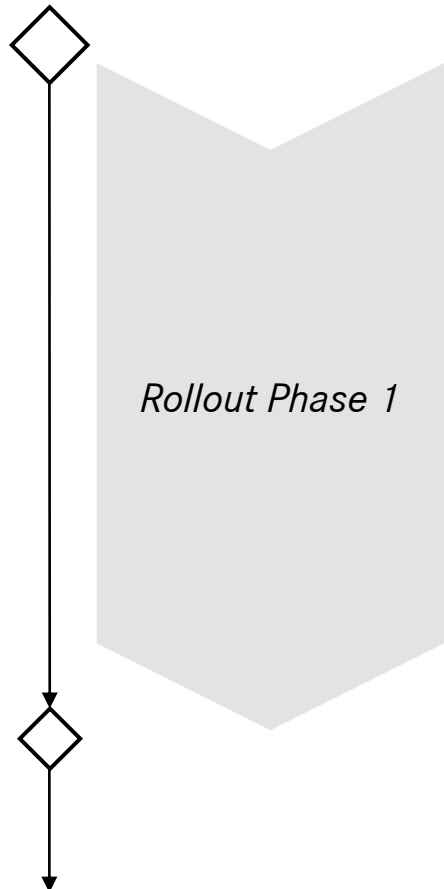
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# Pick-Up-Sheet

## Your individual checklist for implementing the Pick-Up-Sheet-Process





After receiving the PUS certificate, you will be able to start Rollout Phase 1. Two part numbers in the live system will be changed over, which will be supplied using Pick-Up-Sheets as of now – we will support you at any time for the correct implementation.


### Involved persons from your company:

- Disposition
- Dispatch

**Relevant information:** Learning material rollout for disposition/dispatch

### Checklist for completing the phase „Rollout Phase 1“:

- Correct PUS  [Guidance for your first PUS](#)
- Correct supplier SPUS  [PUS test scenarios](#)
- Receipt of the Mercedes-Benz SPUS

 [You can find these documents in the download area](#)

### Kontakt zum INTO<sup>SC</sup>-Team



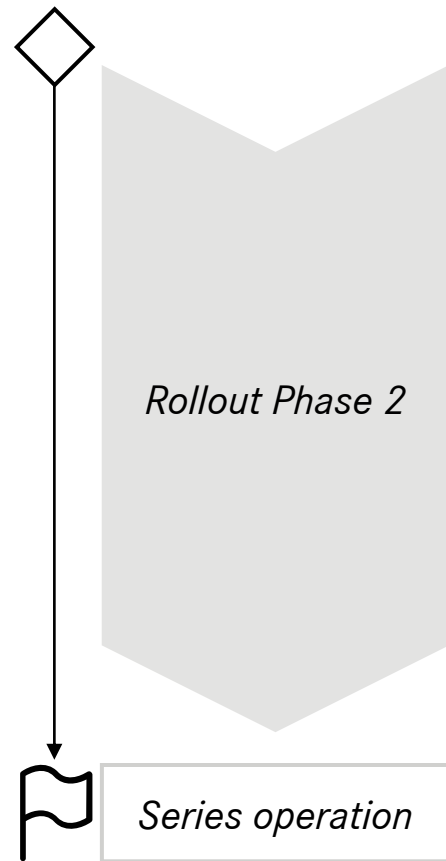
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# Pick-Up-Sheet

## Your individual checklist for implementing the Pick-Up-Sheet-Process



*In Rollout Phase 2, all relevant part numbers will be changed over to delivery by Pick-Up-Sheets. We will continue to actively support you until series operation.*

### **Involved persons from your company:**

- *Disposition*
- *Dispatch*

**Relevant information:** *Learning material rollout for disposition/dispatch*

### **Checklist for completing the phase „Rollout Phase 2“:**

- Three consecutive error-free PUS*
- Clarify open questions before handover to series operation*

### **Kontakt zum INTO<sup>SC</sup>-Team**

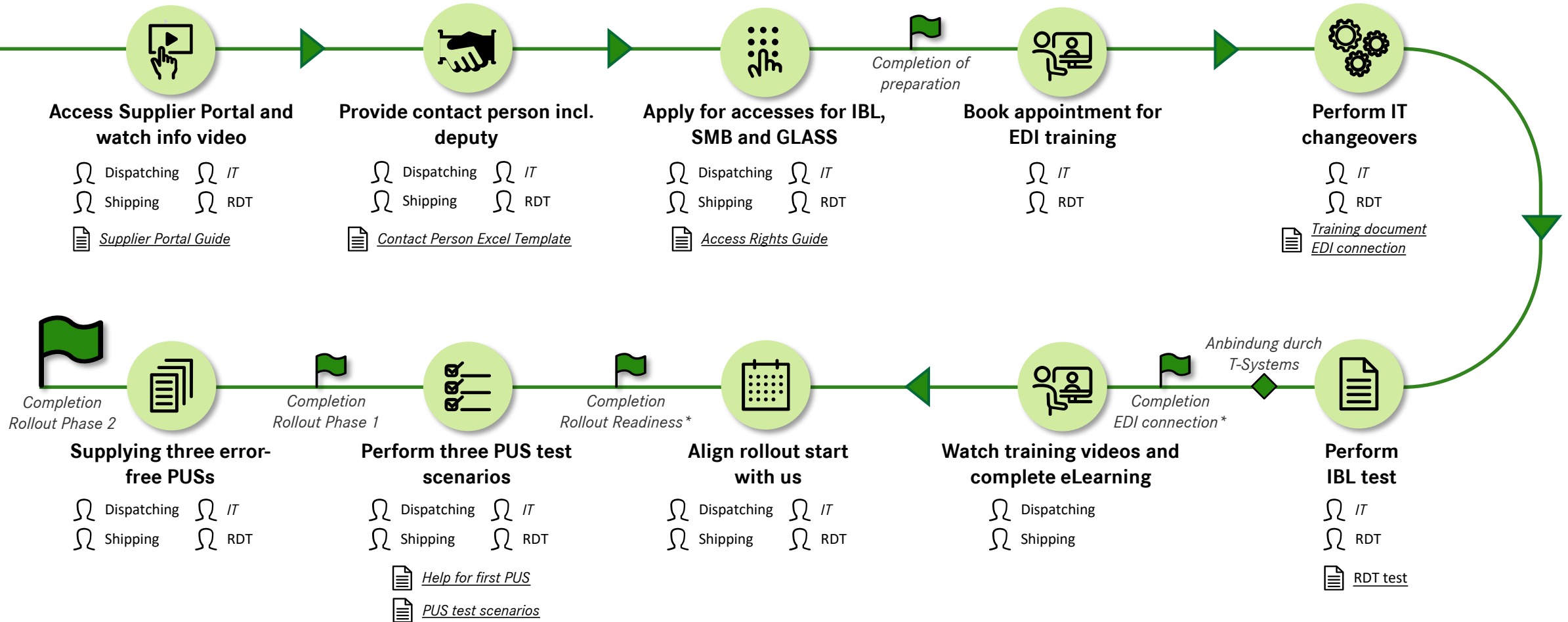


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# Pick-Up-Sheet



[You can find these documents in the download area](#)

\* The EDI connection and rollout readiness phases can be processed partly in parallel.