

DAIMLER TRUCK

Financial Vendor Portal How to use the FVP-Application



Company Selection



Example Company GmbH

Vendor Account: 0011873205 ▾

UserId: EXAMPLE

E-Mail: exemplename@examplecompany.com

Company Name

Start Request

Welcome to the Financial Vendor Portal Truck (FVP Truck).
Every site contains a question mark on the upper right hand side. Please click on the icon in order to receive a walk through and page specific information.

Company Selection

Example Company GmbH

Vendor Account: 0011873205 ▾

UserId: EXAMPLE

E-Mail: examplename@examplecompany.com

Company Name 1 🔍 —————→ 2 Start Request

- 1) Click on the selection button (🔍) next to Company name and choose the respective company you want to check your business with.
- 2) Click on ,Start Request'.

Select Company



Company Name	Address
Daimler Truck AG	Daimler Truck AG
Daimler Truck Holding AG	Daimler Truck Holding AG

.com

- 1) Choose the respective company you want to check your business with. Please be aware that only one company can be selected.
- 2) Click on ‚Start Request‘ to go to the company’s main menu.

You are now on the main menu. Let's see one by one each functionality:

A

Display Invoices status

With this function all your invoice statuses can be displayed

B

Payment Advice

With this Function all Payment Advices can be requested

C

Display your own data

With this Function you can check your Master Data

D

Message to Front Office AP Department

With this Function you send a Message to the respective AP Accountant

- A. Display Invoices Status
- B. Payment Advice
- C. Display your own data
- D. Message to Front Office AP Department

A. Display Invoices Status

Display Invoices status

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1. Click on ,Display Invoices Status'

1 Open Invoices
Open at Key Date:

2 Closed invoices
Clearing Date: To:

Additional Selection

3 Your Invoice Number: ON

Our Document Number: ON

Document Date:
Payment Block:
Amount:
4 Currency:

1. All open items will be displayed.
2. All closed items will be displayed.
3. Please enter our or your invoice number. If you turn the switch ,off‘ you are able to enter and search for a range of invoice numbers.
4. You are able to search currencies via ISO Code.

Line Invoices Results

Search Values in all Columns [Search Icon] [List Icon] [Sort Icon] [Settings Icon]

Full List

BA	Doc. No	Ref. No.	Assignment	Doc. Type	Invoice Date	Doc. Amount	CURR	Company Code	Due Date	Pay. blk / Doc. Info	Clear. Date	More Details
219Z	123456789	123456789	123456789	Invoice	05.11.2024	-48,02	EUR	0082	30.11.2024	Free for payment		More Details
220Z	123456789	123456789	123456789	Invoice	11.11.2024	-10,71	EUR	0082	09.12.2024	Free for payment		More Details
212Z	123456789	123456789	123456789	Invoice	11.11.2024	-172,79	EUR	0082	09.12.2024	Free for payment		More Details
212Z	123456789	123456789	123456789	Invoice	11.11.2024	-141,37	EUR	0082	09.12.2024	Free for payment		More Details
220Z	123456789	123456789	123456789	Invoice	11.11.2024	-42,9	EUR	0082	09.12.2024	Free for payment		More Details
239Z	123456789	123456789	123456789	Invoice	11.11.2024	-757,7	EUR	0082	09.12.2024	Free for payment		More Details
219Z	123456789	123456789	123456789	Invoice	11.11.2024	-54,47	EUR	0082	09.12.2024	invoice verification		More Details
247Z	123456789	123456789	123456789	Invoice	11.11.2024	-97,88	EUR	0082	09.12.2024	invoice verification		More Details

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Partial Amount per Currency

Currency	Total Amount
EUR	-1.325,84

1. With this option you are able to download a CSV file.
2. With this option you are able to sort the table as you prefer.
3. This option lets you edit the table by adding or removing items from the table headline.
4. In this column the invoice status is displayed. This information is also included in the CSV download.
5. The link ,More Details‘ includes the option to request document copies or to send a message to the Front Office AP Department.

B. Payment Advice

Display Invoices status

With this function all your invoice statuses can be displayed

Payment Advice

With this Function all Payment Advices can be requested

Display your own data

With this Function you can check your Master Data

Message to Front Office AP Department

With this Function you send a Message to the respective AP Accountant

1. Click on ‚Payment Advice‘

Overview of paid invoices in Payment Advice

Payment Selection Criteria

1 Payment Date: Jan 1, 2024 To: Dec 12, 2024 2 **Start Request**

Payment Run Results [Download in PDF](#)

Payment Date	Amount paid in Payment Currency	Payment Currency	Download Payment Run
05-01-2024	-48,02	EUR	3 Download 4
15-01-2024	-3.899,51	EUR	Download
19-01-2024	-166,01	EUR	Download
02-02-2024	-15.076,05	EUR	Download
09-02-2024	-286,22	EUR	Download
28-02-2024	-2.248,6	EUR	Download
04-03-2024	-4.267,28	EUR	Download
25-03-2024	-148,28	EUR	Download

Overview of paid invoices in Payment Advice

1) Enter the period in which you are looking for a payment run for which you require a payment advice.

2) With 'Start Request' all payment runs in the corresponding period are displayed.

3) Use the download function to download the details of the selected payment run as a CSV file (Payment Advice).

Please note - When opening the CSV file in Excel, proceed as follows:

a) Mark column A.

b) Select '**Data**' in the top menu bar and click '**Text in Columns**' in the '**Data Tools**' area.

c) The '**Text Conversion Wizard**' now opens. Select the '**Disconnected**' file type and press '**Next**'.

d) On the next page, under the '**Delimiter**' option, select the '**Comma**' field. Click on '**Continue**'.

e) Select the '**Text**' field under '**Column data format**'.

Now that you have clicked on '**Finish**', you can save the data as an Excel file.

4) Use 'Download to PDF' to download the selected payment advice in PDF format

C. Display your own data

Display Invoices status

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1. Click on ,Display your own data'

1

Address Data

Name Name: Example Company
Germany GmbH & Co. KG

Communication Telephone(main):

Street Address Street/House Number: Example Street 3B
Postal Code: 123456
City: Stuttgart
Region:
Country: Germany

PO Box Address PO Box:
PO Box Code:

Invoice Recipient Invoice Recipient:

2 → [Change Vendor Master Data](#)

E-Mail 3 → [Request For Master Data Email Change](#)

E-Mail Address	Main No	Blk for Comm.	Notes	ID
avise@examplecompany.com	<input checked="" type="radio"/>	<input type="checkbox"/>	FIAVIS-ORIGINAL	001
avise@examplecompany.com	<input type="radio"/>	<input type="checkbox"/>	FIPAA	002

Bank Details 4 → [Change Bank Account Data](#)

Country	Bank Key	Bank Account	SWIFT/BIC	IBAN	Bank Type	Name of Bank
DE	10010000	123456789	STUTTGXX123	DE12345678901234567890		Stuttgart Example Bank

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Tax Information

Country Key	VAT Registration Number	Sequence	TAX ID
DE	DE1234567	1	123/4567/8901

Display your own data

1) Please check whether the data stored by the respective company is displayed correctly.

2) If the data is not displayed correctly or changes have been made to the data, please click on the '**Change Vendor Master Data**' button. You will now be redirected to the Supplier Database (SDB) and can make your changes proceed as usual. Please note that you are requesting these changes and therefore need to contact the Master Data Team (except contact data) must be checked and approved.

3) Please check if the displayed email address should be used as the main communication. Click on the button '**Request for Master Data Email Change**' if you want to request changes to your email address(es).

4) Please check whether the bank details stored by the respective company are displayed correctly. Click on the button '**Change Bank Account Data**' button. You will now be redirected to the Supplier Database (SDS) and can make your changes like as usual. Please note that you are requesting these changes and therefore need to contact the Master Data Team (except contact data) must be checked and approved.

5) Please check whether the tax information stored by the respective company is displayed correctly.

D. Message to Front Office AP Department

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Message to Front Office AP Department

With this Function you send a Message to the respective AP Accountant

1. Click on ,Message to Front Office AP Department'

2. For greater user-friendliness, you can send requests directly under the corresponding areas 'Display invoice status', 'Payment advice' or 'Display own data'

Message to the Front Office ? Help

Please select your Request Category

Request for Payments ▼

First Name*

Last Name*

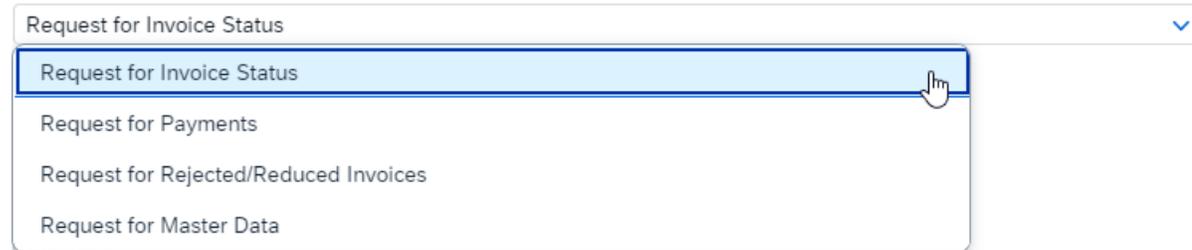
Contact Telephone No.

Sender Address*

Your Message*

Message to Front Office AP Department own data

1) Please choose your request category



A screenshot of a web application's dropdown menu. The dropdown is open, showing four options: 'Request for Invoice Status', 'Request for Payments', 'Request for Rejected/Reduced Invoices', and 'Request for Master Data'. The first option, 'Request for Invoice Status', is highlighted with a blue background and a mouse cursor is pointing at it. The dropdown menu is positioned over a text input field that currently contains the text 'Request for Invoice Status'.

2) Please enter at least your first and last name. Storing a phone number is optional and can be used for necessary recalls can be used.

3) Please enter your message here and note that you have entered all the data required for processing. Your Message is forwarded to the appropriate employee. You will receive a confirmation email.