

# DAIMLER



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**T** - Systems -

## **Guideline for the Internet Application:**

**Delivery-Note Entry for Development Parts and Systems  
(MTC Sindelfingen and MTC Stuttgart-Untertürkheim)**

**(Including material tags acc. to MTC Specifications)**

Contact person: Purchaser at Daimler AG

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# 1 Preface

This guideline contains only the most important information regarding the internet application 'delivery-note entry for development parts and systems (MTC Sindelfingen and MTC Untertürkheim or VTC Stuttgart-Untertürkheim)'.

# 2 Registration

For using the application you have to admit yourself to Data Quality Management (DQM). Login to Daimler Supplier Portal (<https://supplier.daimler.com>) with your current valid Daimler Supplier-Access-data or follow the steps marked **yellow**:

The screenshot shows the Daimler Supplier Portal homepage. At the top left is the DAIMLER logo. To the right, it says 'Daimler Supplier Portal' and 'Welcome!' with a dropdown arrow. Below the logo is a row of brand logos: Mercedes-Benz, smart, FREIGHTLINER, FUSO, WESTER OLE, MAN, and SEYR. A navigation bar contains 'Home', 'Collaboration', 'Brands and Regions', and 'My User Account' (highlighted in yellow). Below this is another bar with 'Sustainability', 'Daimler Supplier Network', and 'Daimler Supplier Magazine'. The main content area has a heading 'Welcome to our Daimler Supplier Portal' followed by a paragraph about partners and a link to find out more. On the right, there is a login form with fields for 'User ID:' and 'Password:', a 'Login' button, and a link for 'Forgot your Password?'.

The screenshot shows the 'Administrative Functions for non-registered Users' page. The Daimler logo and 'Daimler Supplier Portal' header are at the top. The navigation bar includes 'Home', 'Collaboration', 'Brands and Regions', and 'My User Account' (highlighted in yellow). Below this is a sub-navigation bar with 'Administration Tools', 'Security Administrators', 'Application Administrators', 'Invite', 'Change Password', and 'Log Off'. The main content area lists several functions: 'Registration' (highlighted in yellow), 'Forgot Password', 'Forgot User ID', 'Check Registration Status', and 'Become a Partner'. Each function has a brief description. On the right, there is a login form with 'User ID:' and 'Password:' fields, a 'Login' button, and links for 'Forgot your Password?' and 'Check your registration status'. At the bottom right, there is a 'Support' section with links for 'Contact the HELPDESK' and 'MANUALS'.

Further informations see:

**Instructions and Help:**

- [Registration manual](#)

More help you can get at: Telephone (+49)7031/90- 77339 or  
Email: 050\_datenqualitaet@daimler.com

### 3 Selection between the applications

Start application DQM from your application list on <https://supplier.daimler.com>

The screenshot shows the Daimler Supplier Portal interface. At the top, there is a navigation bar with the Daimler logo, a 'Supplier Portal' title, and a breadcrumb trail: HOME / COLLABORATION / BRANDS AND REGIONS / MY USER ACCOUNT. Below the navigation bar, there are three news items: 'Welcome to new Daimler Supplier Portal', 'eDocs downtime', and 'First Portal App for Suppliers now available'. The main content area is titled 'Your Applications' and contains a table of applications. The table has columns for 'Access', 'Icon', 'Name', 'Summary', 'Functional Area', 'Manual', 'FAQ', and 'Request'. The application 'IBL - InBound Logistics - DQM TM Reikia' is highlighted with a red box. Other applications listed include 'AppAdmin-Tool', 'Application Specific Administrators', 'OCS - Corporate Certificate Service', 'CERTUS - eOOCs Zertifikatsmanagement', 'DocMaster', 'ECM-PP - Enterprise Content Management Production Planning', 'SDB - Supplier Database', 'SMB - Lieferantenmanagement', 'SPOB - Source Package Database', 'SQMS - Supplier Quality Management System', and 'START - System fuer Teile-, Anlauf- und Reifgradtransparenz'.

Access	Icon	Name	Summary	Functional Area	Manual	FAQ	Request
<input checked="" type="checkbox"/>		- AppAdmin-Tool - Application Administration Tool	▶ Detail	Administration			
<input checked="" type="checkbox"/>		- Application Specific Administrators	▶ Detail	Administration			
<input checked="" type="checkbox"/>		- OCS - Corporate Certificate Service	▶ Detail	ALL			
<input checked="" type="checkbox"/>		- CERTUS - eOOCs Zertifikatsmanagement	▶ Detail	Purchasing			
<input checked="" type="checkbox"/>		- DocMaster	▶ Detail	ALL			
<input checked="" type="checkbox"/>		- ECM-PP - Enterprise Content Management Production Planning	▶ Detail	Supplier Development			
<input checked="" type="checkbox"/>		- IBL - InBound Logistics - DQM TM Reikia	▶ Detail	Supply & Logistics			
<input checked="" type="checkbox"/>		- SDB - Supplier Database	▶ Detail	Purchasing			
<input checked="" type="checkbox"/>		- SMB - Lieferantenmanagement	▶ Detail	Supply & Logistics			
<input checked="" type="checkbox"/>		- SPOB - Source Package Database	▶ Detail	Purchasing			
<input checked="" type="checkbox"/>		- SQMS - Supplier Quality Management System	▶ Detail	Quality			
<input checked="" type="checkbox"/>		- START - System fuer Teile-, Anlauf- und Reifgradtransparenz	▶ Detail	Supply & Logistics			

Decide between acquiring data for delivery note data regarding productive / non-productive scope or development scope (MTC Sindelfingen und MTC Stuttgart-Untertürkheim oder VTC Stuttgart-Untertürkheim).

The consignee (with that the delivery note data receiver) refer to the order.  
When in doubt call on purchaser of Daimler.

→ DQM → Consignments → New consignment (D304)

Supplier number

Data recipient

- 019, VTC Stuttgart - Untertürkheim
- 059, MTC Stuttgart - Untertürkheim
- 059, MTC Sindelfingen

If your supplier number has not yet been enabled, you can request

- ▶ [enablement of your supplier number here](#)

▶ Enter new delivery note

## 4 Selection window

After the log-in, the selection window is displayed:

Here you can choose between the delivery-note-data entry and the archive.

The screenshot shows a web interface for T-Systems. At the top left is the T-Systems logo. At the top right are links for 'Logout | Contact | Help |'. Below the logo is a grey bar with the text 'Supplier: Musterlieferant, 6666 Musterhausen'. The main content area has the heading 'please select!' and three radio button options: 'delivery note entry', 'archive', and 'orders upload'. A 'continue...' button is positioned below these options. At the bottom of the form are two small flags, one for Germany and one for the United Kingdom.

**1 To the delivery-note entry** – Creation of a new delivery note as well as corresponding material tags **when the corresponding order data are not available.**

**2 To the archive** – Call-up and editing of already created and stored delivery notes.

**3 Order data for the delivery-note entry** – **Creation of a new delivery note as well as corresponding material tags when order data are available.**

**Note:** If this function is used to create delivery papers, order-relevant data will automatically be pasted into the fields that must contain these data in advance. This significantly reduces the amount of data to be entered!

## 4.1 Delivery-note entry



In order to create a new delivery note as well as corresponding material tags when the corresponding order data are **not available**, select this option on the selection window and confirm your choice with **continue...**

To completely edit a delivery note, the corresponding input windows need to be filled in or edited in the following order:

- Transport data
- Delivery-note header data
- Delivery-note position data
- Packaging-unit data (if required)
- Show / send transport scope

**Note:** The individual input windows contain both 'can' and 'must' fields. The required fields are marked with an asterisk (\*) and must imperatively be filled in. If data relating to a non-required field are indicated on Daimler orders, this field automatically turns into a required field.

## 4.2 Navigation bars

**T Systems** Logout | Contact | Help |

Supplier: Musterlieferant, 6666 Musterhausen

**data goods recipient number** ^

**shipping loading reference number (SLB)** ^

supplier plant

number of carrier

**carrier name** ^

**means of transportation code** ^

license no./tracking no. ^

trailer number

delivery date (scheduled)

delivery time (scheduled)

DDMMYY

HHMM

**pick-up date** ^

**pick-up time** ^

DDMMYY

HHMM

**gross weight [kg]** ^

net weight [kg]

kg

kg

**terms of delivery** ^

unpaid

\* denotes required field

back to selection | save data

The navigation bars are located on the upper and lower edge of the input window.

### Upper navigation bar:

- Logout** Click this button to log out.
- Contact** Click this button to obtain contact data for content-related or technical questions.
- Help** Click this button to obtain comprehensive information on the data communication with Daimler

### Lower navigation bar:

This bar contains the activities that can be performed in the respective input windows.

- save data** Click this button to save data
- back to selection** Click this button to abort a process. All non-saved data will be lost.

Further button functions will be explained later on in the text.



### 4.3 Transport data

The screenshot shows a web form for entering transport data. At the top, it says 'T-Systems' and 'Supplier: Musterlieferant, 6666 Musterhausen'. The form contains several input fields, some of which are highlighted with red boxes to indicate they are required. These fields are: 'data goods recipient number' (a dropdown menu), 'shipping loading reference number (SLB)' (a text input), 'means of transportation code' (a dropdown menu), 'pick-up date' (a date input in DDMMYY format), 'gross weight [kg]' (a text input followed by 'kg'), 'terms of delivery' (a dropdown menu), 'carrier name' (a text input), 'license no./tracking no.' (a text input), 'pick-up time' (a time input in HHMM format), and 'supplier plant' (a text input). There are also fields for 'number of carrier', 'delivery date (scheduled)' (DDMMYY), and 'delivery time (scheduled)' (HHMM). A note at the bottom right says '\* denotes required field'. At the bottom of the form, there are two buttons: 'back to selection' and 'save data'.

= required field

**Data (and) goods recipient number:** To see the data (number) of the goods recipient, use the drop-down menu to select the corresponding receiving plant.

**'Shipping loading reference no.'(SLB):** This is the shipping/freight reference number. It can be chosen as desired. However, this number may not be used twice within one calendar year. Please combine all delivery notes for the transport to one unloading station under one SLB number.

**Means of transportation code:** This code refers to the following license number/tracking number and hence indicates the type of number to be entered next. Pick the applicable transportation type from the list:  
 ➤ In the case of a delivery by truck or passenger car (freight forwarder, supplier, DC), choose 'motor-vehicle license plate' from the list.

- If one of the other delivery types (general cargo, express service, rail transport, postal or private parcel service) applies, select the corresponding list entry.

**License no./ tracking no.:**

This number depends on the selected -transportation-means code.

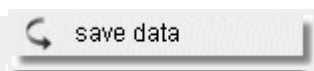
- If 'motor-vehicle license plate' was selected in the field 'means of transportation code', enter the license-plate number. If this is not known at the time of data entry, enter 'truck'.
- If you selected a different means-of-transportation code, then the following applies to the respective code:
  - General cargo number → enter the general-cargo number assigned by the freight forwarder
  - Express-service number → enter the express-service number allocated by the respective courier, express or parcel service
  - Wagon number → indicate the number of the wagon
  - Postal parcel → indicate the parcel number allocated by the postal service
  - Private parcel service → indicate the parcel number allocated by the parcel service

Should the respective number not be known at the time of the data entry, enter the figure '9'.

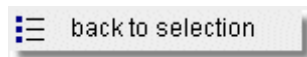
Format: motor-vehicle license plate: alphanumerical without special characters. Other numbers: purely numerical.

**Carrier name:**

Name of the company forwarding the freight



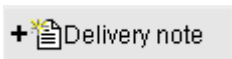
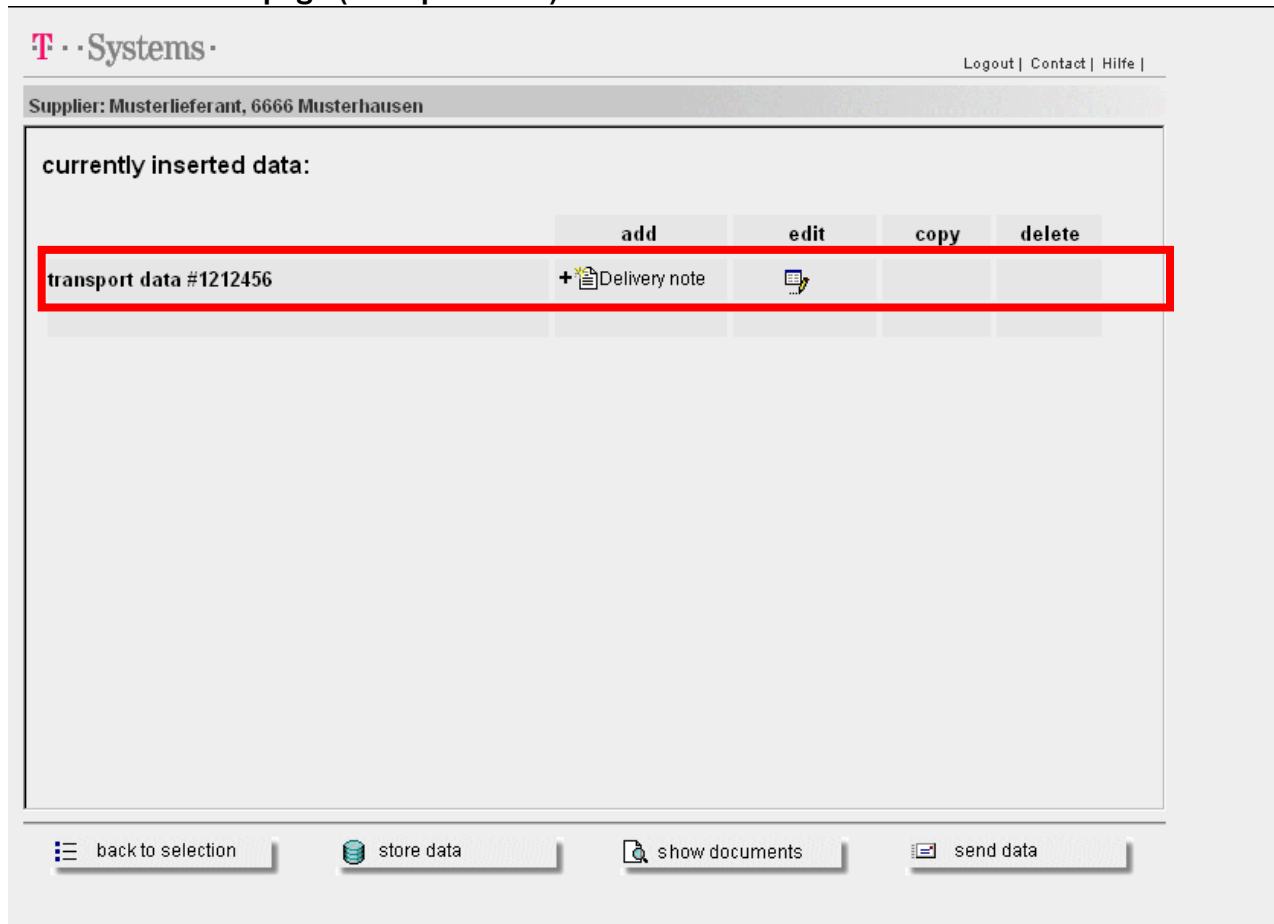
After all required fields have been filled in, click this button to save the data and to proceed to the overview page displaying the data entered so far.



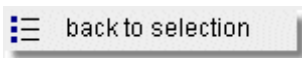
Click this button to get back to the selection window (see section 4).

**Important:** If you only saved, but did not archive your data, your entries are not saved in the database. (The first possibility to archive data is after entering and saving the 1<sup>st</sup> transport data)

### 4.3.1 Overview page (transport data)



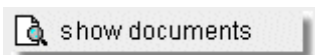
Click this button to add a delivery note to the current transport.  
Click this button to edit the current transport.



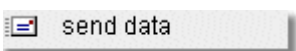
Click this button to get back to the selection window where you can choose between delivery-note data entry and archive



Click this button to archive unspent data and edit the data at a later point in time. (At least one delivery note must have been created.)



Click this button to view the goods-accompanying document, delivery note and material tag and to print them.



The data can be sent after the goods-accompanying document has been printed.

## 4.4 Delivery-note header data

The screenshot shows the 'Delivery-note header data' form in the T-Systems application. The form is titled 'Supplier: Musterlieferant, 6666 Musterhausen'. It contains several input fields and dropdown menus. The 'shipping loading reference number (SLB) \*' is pre-filled with '1212456'. The 'delivery note number' field is empty. The 'order number' field is empty. The 'Plant customer \*' field contains '059'. The 'shipping date' field is empty and has a 'DDMMYY' format indicator. The 'unloading point \*' dropdown menu is open, showing a selection. The 'shipping type \*' dropdown menu is open, showing 'LKW-Spedition'. The 'name of recipient', 'phone no. recipient', 'contact person supplier', and 'phone no. contact person supplier' fields are empty. The 'address' field is empty. A note at the bottom of the form states '\* denotes required field'. At the bottom right, there are two buttons: 'save data' and 'cancel'. The 'save data' button is highlighted with a red box.

See section '#KD000: header data' under section 5.2 for a translation of the drop-down menus

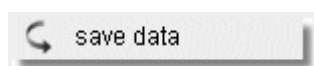
**Delivery-note number:** This number can be chosen as desired. It may, however, not be used twice within one calendar year.

**Order number:** Enter the order number (see order)

**Unloading point:** Enter the unloading point (see order)

**Shipping date:** Date of the delivery note or date of the remote data transmission

**Shipping type:** This field will be filled out in advance with data on the basis of the entries in the field 'means of transportation code' in the 'transport data' window



After all required fields have been filled in, click this button to save all data and to get to the overview page containing the data recorded so far.

#### 4.4.1 Overview page (delivery-note header data)

Supplier: Musterlieferant, 6666 Musterhausen

currently inserted data:

	add	edit	copy	delete
transport data #1212456	+  Delivery note			
delivery note # 12234	+  Position			

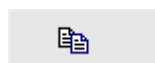
back to selection   store data   show documents   send data



Click this button to add a delivery-note position to the existing delivery note.



Click this button to edit the existing delivery-note header.



Click this button to copy the existing delivery-note header.



Click this button to delete the existing delivery-note header.

## 4.5 Delivery-note position data

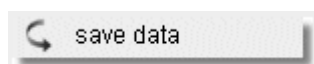
The screenshot shows the 'Systems' web application interface for entering delivery-note position data. The form is titled 'Supplier: Musterlieferant, 6666 Musterhausen' and includes a shipping loading reference number (SLB) of 1212456. The form contains several required fields (marked with an asterisk) and optional fields. The fields are organized into a grid-like layout. The 'save data' button is located at the bottom right of the form.

See section '#PD000: position data' under section 5.2 for a translation of the drop-down menus

- Order item:** Entry of the position of the order
- Supplier item/part number:** Entry of your part number or article name.
- Customer item/part number:** Entry of the Daimler part number of the order
- Designation of delivery:** Entry of the designation corresponding to this part-number
- Drawing geometry data (ZGS):** Entry of the delivered drawing geometry data (i.e. the drawing geometry level)  
This can deviate from the ordered ZGS-level.

**! Attention:** If a material tag shall be created for every part, click the field 'material tag for each item'

➔ Entry of additional data, as far as the order contains any.



After all required fields have been filled in, click on this button to save the data and get back to the overview page containing all data entered and saved so far.

#### 4.5.1 Overview page (delivery-note position data)

Supplier: Musterlieferant, 6666 Musterhausen

currently inserted data:

	add	edit	copy	delete
transport data #1212456	+ Delivery note			
delivery note # 12234	- Position			
1. delivery note position # SDFDFDFD	+ Package			

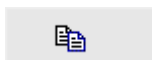
back to selection   store data   show documents   send data



Click this button to add further delivery-note positions to the existing delivery note.



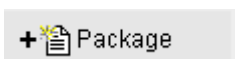
Click this button to edit the existing delivery-note position data.



Click this button to copy the existing delivery-note position data.



Click this button to delete the existing delivery-note position data.



Click this button to add packaging-unit data to the existing delivery-note-position data.

## 4.6 Packaging-Unit Data

The screenshot shows the 'Packaging-Unit Data' entry form. At the top, it displays the T-Systems logo and navigation links (Logout | Contact | Help |). Below the header, the supplier information is shown: 'Supplier: Musterlieferant, 6666 Musterhausen' and 'shipment loading reference number : 1212456'. The form contains several input fields and dropdown menus:

- packaging number supplier \*** (text input, highlighted with a red box)
- packaging number customer \*** (text input, highlighted with a red box)
- number of packaging units \*** (text input, highlighted with a red box)
- filling capacity per packaging \*** (text input, highlighted with a red box)
- packaging unit number from (text input)
- packaging unit number to (text input)
- packaging length (text input) mm
- packaging width (text input) mm
- stacking factor (text input)
- packaging height (text input)
- packaging identification (dropdown menu, value: ohne Angabe)
- label identification (dropdown menu, value: ohne Angabe)
- property identification (dropdown menu, value: ohne Angabe)

A note at the bottom left states: '\* denotes required field'. At the bottom right, there are two buttons: 'save data' and 'cancel'.

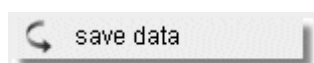
See section '#PS000: packaging-unit data' under section 5.2 for a translation of the drop-down menus

**Note:** This window only needs to be filled in/edited when you use standard or special containers. For each type of transport container (packaging unit type, one input window needs to be filled in. In the case of a packaging unit consisting of, e.g. one returnable pallet, various small load containers and one cover three entry processes would be required.

**Packaging number (issued by) supplier:** Supplier's number or designation for a packaging unit/container

**Packaging number (issued by) customer:** For containers which are the property of Daimler AG, the number assigned to the packaging unit/container listed in the purchase order shall be used. For containers which are the property of the supplier, a code according to VDA recommendation 4913 shall be used.

**Filling capacity:** Indicates the number of units the respective packaging type can hold



After all required fields have been filled in, click this button to save the data and return to the overview page containing the data entered so far.



#### 4.6.1 Overview page (packaging-unit data)

Supplier: Musterlieferant, 6666 Musterhausen

Logout | Contact | Hilfe |

currently inserted data:

	add	edit	copy	delete
transport data #1212456	+  Delivery note			
delivery note # 12234	+  Position			
1. delivery note position # SDFDFDFDFD	+  Package			
1.package				

back to selection | store data | show documents | send data

+ Package

Click this button to add further packaging-unit data to the existing delivery-note position.



Click this button to edit the existing packaging-unit data.



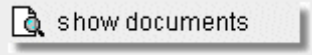
Click this button to copy the existing packaging-unit data.



Click this button to delete the existing packaging-unit data.

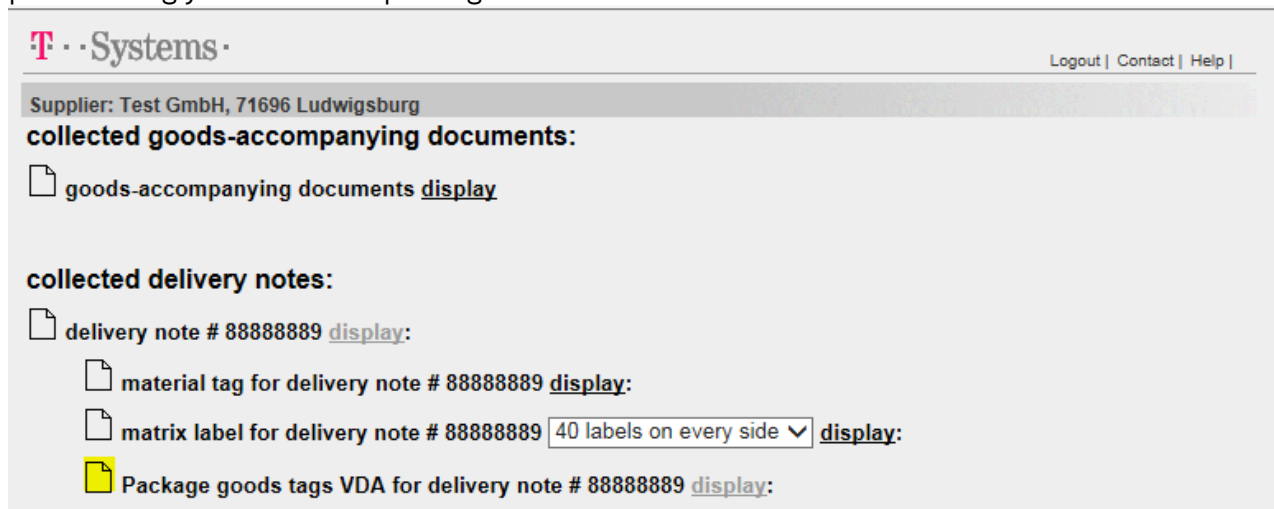
## 4.7 Show/send transport scope

### 4.7.1 Show transport scope



After all data have been entered, click this button to get to the overview page containing the goods-accompanying documents entered so far.

Here, the goods-accompanying documents to be sent via remote data transmission, the delivery notes, the material tags and the Package goods tags VDA (marked yellow) can be displayed and printed using your browser's printing function.



The screenshot shows a web application interface for 'T-Systems'. At the top right, there are links for 'Logout | Contact | Help'. Below the header, the supplier information is 'Supplier: Test GmbH, 71696 Ludwigsburg'. The main content area is titled 'collected goods-accompanying documents:' and contains a list item: 'goods-accompanying documents [display](#)'. Below this is the section 'collected delivery notes:', which contains three items: 'delivery note # 88888889 [display](#)', 'material tag for delivery note # 88888889 [display](#)', and 'matrix label for delivery note # 88888889  [display](#)'. The last item is marked with a yellow icon, indicating it is a Package goods tag VDA. Below this is another item: 'Package goods tags VDA for delivery note # 88888889 [display](#)'.

**Important:** You can only send the entered data after the **the goods-accompanying document for remote data transmission ('DFÜ-Warenbegleitschein')**, delivery note and material tag have been displayed. **It is imperative that the delivery note and the material tag be sent together with the goods.** If you notice data errors in the displayed delivery note and would like to correct or add data, you can do so via the overview page.

Click on the '[display](#)' button to open a separate browser window displaying the goods-accompanying document(s), delivery note(s) and material tag(s).

**Note:** To display the delivery notes, the material tags and the Package goods tags VDA, you need the software 'Acrobat Reader' by the Adobe company. This program can be downloaded for free under the following link:  
<http://www.adobe.com/products/acrobat/readstep2.html>.



The individual documents can be printed via the browser's print function.

**Example of delivery note:**

<b>Lieferschein / Delivery Note</b>					
Empfänger / recipient <b>Daimler AG MTC</b> Benzstraße, Bau 60 71059 Sindelfingen Abl. 924 delivery location LNSV 10109049	<table border="1"> <tr> <td>SLB</td> <td>88888889</td> </tr> <tr> <td>LS/Datum DN/date</td> <td>88888889      17-08-10</td> </tr> </table>	SLB	88888889	LS/Datum DN/date	88888889      17-08-10
SLB	88888889				
LS/Datum DN/date	88888889      17-08-10				
Lieferant / supplier <b>Test GmbH</b> 71696 Ludwigsburg	Versandanschrift / dispatch address				
Transportdetails / transport details <b>Truck forwarding</b>					
Lieferkonditionen / delivery conditions 01					
Besteller / orderer <b>STOLZ AGNES</b> Empfänger / recipient <b>BISCHOFF, REINH</b> Ansprechpartner Lieferant supplier contact person	Telefon / phone +49-7031-90 438 Telefon / phone				
Besteller-Nr./Datum / order no./date 6059458373 / 170810 Gesamtgewicht in kg / total weight in kg Brutto      Netto 12					
 10109049~88888889~6059458373~100817					

Pos-Nr. pos no.	Sachnummer Kunde / customer item/part number	Menge und Einheit quantity/unit	BE-Pos order pos.
<b>1</b>	<b>HAA1673205900</b> Sachnummer Lieferant / item/part number of supplier <b>A2185050130</b> Bezeichnung der Lieferung / description of delivered item <b>OELDRÜCKLEITUNG</b> ZGS <b>001</b> Fahrzeug-/Aggregatenummer / vehicle/component no. <b>2456767</b> Baulos / pre-production test batch <b>ATG</b> Projekt / project <b>167</b>	<b>2 ST</b>  001	<b>001</b>
Packst.-Nr. package no. <b>1</b>	Packmittel Nr. Kunde / packaging no. customer <b>6045</b> Packmittel Nr. Lieferant / packaging no. supplier <b>unterpalette</b>	Anzahl Packmittel / number of packaging units <b>1</b> Füllmenge / filling capacity per packaging	
Packst.-Nr. package no. <b>2</b>	Packmittel Nr. Kunde / packaging no. customer <b>2032</b> Packmittel Nr. Lieferant / packaging no. supplier <b>vdabehälter</b>	Anzahl Packmittel / number of packaging units <b>2</b> Füllmenge / filling capacity per packaging <b>1</b>	

**Example of material tag:**

(for attachment) 	(13) DAI plant W059	(21) Supplier name Test GmbH 71696 Ludwigsburg	(20) Supplier no. 10109049
(18) Order number 6059444596	(19) Order item 002	(22) DAI contact A. Wunsch / MOLITOR JOHANNE	
(2) Part designation KAEITEMITTELLEITUNG			
(1) item number <b>A1668300615</b>	ES1 ES2	(3) ZGS 001	(8) D/Q status EQ01
(16) DAI vehicle number 1234	(17) FINAS number 1234567	(5) Version number VER01	(10) Production date
(14) DAI model series 166	(15) DAI preproduction test batch AT	(4) KEM YAP20107	(7) Production site
(23) Text field			

**Example of matrix label:**

**SNR: A1668300615**  
**KAEITEMITTELL...**  
**ZGS: 001**  
 veh. no.: 1234  
 BR/BL: 166 AT  
 LFT no.: 10109049



**Example of Package goods tags VDA:**

(1) recipient <b>Daimler AG MTC Benzstraße, Bau 60 71059 Sindelfingen</b>		(2) Unloading point <b>924</b>	
(3) Delivery note number (N) <b>88888889</b> 		(4) supplier address (shortname, plant, zipcode, town) <b>Test GmbH 71696 Ludwigsburg</b>	
(8) Item number customer (P) <b>HAA1673205900</b> 		(5) Netweight	(6) Gross Weight
(9) Filling quantity (Q)		(7) Quantity package <b>1</b>	
(12) Supplier number (V) <b>10109049</b> 		(10) Part Designation <b>OELDRUCKLEITUNG</b>	
(15) package number (B)		(11) Item number packaging customer (B) <b>6045</b> 	
		(13) date <b>100817</b>	(14) Change status construction <b>001</b>
		(16) batch number (H) <b>565656</b> 	

**Please note:**

As of now the VDA-package labels can be generated.

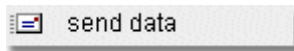
Since May 2nd 2017 the delivery order application is adjusted to the new MTC-Specification 1 / 2 version 0003.

The demanded labels can be printed. For the printout to a laserprinter please use the Mini-Organisations-labels single format 45,7 x 25,4 mm for example Zweckform part number L7654-25 (40 pieces per side). Single labels can be printed on a Label-printer.

Material tags are in format DIN A 6.

#### 4.7.2 Send transport scope

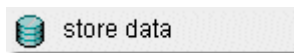
Sending the transport / delivery-note data is only possible after the delivery note(s) and material tag(s) have been displayed and printed out.



Click this button to transfer data to Daimler AG.  
After a successful data transmission, these data will be archived.

#### 4.8 Archiving data

All data not to be sent immediately or to be edited or sent at a later point in time can be archived. These data will be saved in a corresponding database.



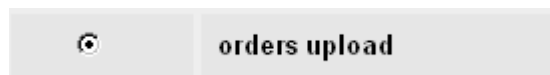
Click this button to archive the data entered so far in the database and to reload and edit these data at a later point in time.

**Important:** If unsent data with identical transmission and delivery-date number are archived several times, the already existing dataset is always overwritten with the new dataset.

## 5 Selecting available order data for delivery-note entry

In order to provide the supplier with a faster way to enter delivery notes into the Supplier Portal, the order data are listed there as an entry aid. For the entry of the delivery note, the supplier is displayed a list of data from the corresponding purchase order and only needs to add the data relevant for transport and the delivery note.

For the creation of a new delivery note as well as corresponding material tags with provided order data, proceed as follows.



In order to create a new delivery note as well as corresponding material tags with provided order data, select 'orders upload' in the selection window and confirm your entry with **continue ...**

## 5.1 Selecting order data for the delivery-note entry

### 5.1.1 Order selection

T·Systems · Logout | Contact | Help |

Supplier: Musterlieferant, 6666 Musterhausen

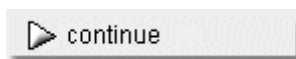
order number: 3059001478

sorted by plant: all

back to selection continue

Select the order for the items for which you would like to create delivery documents.

In order to reduce the number of available selection options, a selection by goods recipient is possible under 'sorted by [receiving] plant'.



To view the individual order positions, confirm your selection with **continue**.



### 5.1.2 Overview of order positions

Lieferant: Musterlieferant, 6666 Musterhausen

please select the order positions of order no: 3059001478

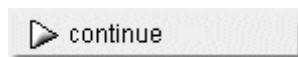
order position	item no.	description	quantity	unit	selection	status	FiNAS ID-no.	vehicle no.
001	A1697600461	INNENBETAETIGUNG	10	ST	<input type="checkbox"/>	K		W121
002	A1697600659 ...	TUERGRIFF	10	ST	<input type="checkbox"/>	K		W121

back to selection    previous    continue

You are shown all order positions of the selected order, except those with status “E”.

Status designation:

- K** – Not delivered to date, default setting as soon as the order is saved on the Supplier Portal
- T** – Some of the items have been delivered, status information entered by the user
- E** – All items have been delivered, status information entered by the user
- A** – Change of order position, assigned by the system as soon as a change of the order position is electronically sent.



In the column “selection”, select the positions for which you would like to create a delivery note, and confirm your entry with **continue**.



### 5.1.4 Adding the order position to a transport

add selected order positions to ...

a new transport       to an existing transport, SLB: 89898990

Here, you may select whether the new order positions shall be assigned to a new transport or to an existing, but yet unsent transport.

- If you want to assign this delivery note to a new transport, click **continue** and start with the entry of the transport data as described from section 4.3 on.
- If you like to assign this delivery note to an already existing but not yet delivered transport, select the corresponding shipping-loading reference number ("SLB") from the selection window, and confirm your entry with **continue** to get back to the overview page containing the data entered so far. In order to create an additional delivery note, proceed as described from section 4.4 on.  
**Note:** Do not change any fields relevant for the order, such as order number, order position, item/part number or item description. However, adapt the delivery-specific fields, such as the ZGS level, to the items actually to be delivered.

## 6 Archive

From the archive you can recall transport data which have been archived earlier on,

- e.g. for:
- adding data
  - changing the data
  - copying
  - printing and sending the delivery-note data
  - downloading delivery-note data as xls.-file.

→ In the start-page selection window, select “archive“

→ Click  to go to the archive

The screenshot shows the T·Systems web application interface. At the top left is the logo 'T·Systems'. At the top right are links for 'Logout | Contact | Help |'. Below the header, a grey bar displays 'Supplier: Musterlieferant, 6666 Musterhausen'. The main content area features a 'please select!' prompt above a list of options: 'delivery note entry', 'archive', and 'orders upload'. Each option is preceded by a radio button. The 'archive' option is selected, and its radio button and text are circled in red. Below the list is a 'continue...' button. At the bottom, there are two small flags representing Germany and the United Kingdom.

**Note:** If unsent data with identical shipping-number and delivery-note number are archived several times, the existing data record is always replaced by the new data record.

**T** - Systems
Logout | Contact | Help |

---

**Supplier: Musterlieferant, 6666 Musterhausen**

<b>date of dispatch</b>	<b>del. note no.</b>	<b>status</b>	<b>recipient</b>	
<input type="text" value=""/> <small>(TT.MM.JJJJ)</small>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="button" value="search"/>

---

**archive:**

13.03.2008	2008100	2008101	✓	Werk 059 MTC Sindelfingen	<a href="#">cancel</a>	<a href="#">load</a>	<input type="checkbox"/>
13.03.2008	081303	900000	✗	Werk 059 MTC Sindelfingen	<a href="#">delete</a>	<a href="#">load</a>	<input type="checkbox"/>
28.02.2008	8473262	89473	✗	Werk 059 MTC Sindelfingen	<a href="#">delete</a>	<a href="#">load</a>	<input type="checkbox"/>
08.02.2008	847362	89473	✗	Werk 059 MTC Sindelfingen	<a href="#">delete</a>	<a href="#">load</a>	<input type="checkbox"/>
12.12.2007	847362	89473	✓	Werk 059 MTC Sindelfingen	<a href="#">cancel</a>	<a href="#">load</a>	<input type="checkbox"/>
11.12.2007	20070001	20070001	✗	Werk 059 MTC Sindelfingen	<a href="#">delete</a>	<a href="#">load</a>	<input type="checkbox"/>
10.04.2007	100867	1008671	✗	Werk 059 MTC Sindelfingen	<a href="#">delete</a>	<a href="#">load</a>	<input type="checkbox"/>
28.02.2007	12348	323107	✓	Werk 059 MTC Sindelfingen	<a href="#">cancel</a>	<a href="#">load</a>	<input type="checkbox"/>
12.02.2007	564853	256489	✓	Werk 059 MTC Sindelfingen	<a href="#">cancel</a>	<a href="#">load</a>	<input type="checkbox"/>
12.12.2006	123567	123567	✓	Werk 059 MTC Stuttgart Untertürkheim	<a href="#">cancel</a>	<a href="#">load</a>	<input type="checkbox"/>
12.12.2006	12356	12356	✗	Werk 059 MTC Stuttgart Untertürkheim	<a href="#">delete</a>	<a href="#">load</a>	<input type="checkbox"/>
12.12.2006	1	1	✓	Werk 059 MTC Sindelfingen	<a href="#">cancel</a>	<a href="#">load</a>	<input type="checkbox"/>
02.11.2005	99999999	66666666	✓	Werk 059 MTC Sindelfingen	<a href="#">cancel</a>	<a href="#">load</a>	<input type="checkbox"/>
12.08.2005	123	12	✗	Werk 059 MTC Sindelfingen	<a href="#">delete</a>	<a href="#">load</a>	<input type="checkbox"/>

In order to make the search for a specific delivery note easier, the data can be filtered by 4 search criteria:

- date of dispatch
- delivery-note number
- status
- recipient (i.e. the receiving plant )

A combination of the individual search criteria is also possible.

Delivery-status description:

- Data have already been sent to Daimler AG
- Data have been archived but not yet been sent to Daimler AG

➔ Enter the search criteria and click

Click this button to call up the desired delivery notes. This will bring you back to the “Show/send transport scope“ window.

**delete**

Click this button to delete a yet unsent delivery note from the archive.

**cancel**

Click this button to cancel an already sent delivery note. In this event, the respective receiving plant needs to be informed so that the data can also be cancelled in the plant's goods-receiving-system.

Please note that the status you yourself have set when you adopted purchase-order data will not be reset afterwards, and that hence the positions of cancelled delivery notes can no longer be displayed in the order-positions overview and automatically inserted in a new delivery note.

**Note:** You can also copy a transport with delivery note(s). To do this, call up the desired transport via the "load"-function. Then, change the shipping-loading reference number ("SLB") as well as the delivery-note number and save this change. → The transport was copied and saved under the new shipping-loading reference number.



→ sent data: can no longer be changed, except when they are saved under a changed shipping-loading reference number.

**download**

→ possibility to save the delivery-note data as XLS-file.  
For the file description, see section 8.

## 7 Downloading delivery-note data

### 7.1 Description of the download of delivery-note data

The delivery-note data can be downloaded from the database as an .xls file.

To do so:

- Start the archive (see section 5)
- Under the heading "download", mark the desired delivery note with
- Click on the "download" button
- Enter directory and file name under which the download shall be saved
- Click on "store" → data are saved in the .csv format
- Start Excel
- Via the "open file" function, select the corresponding delivery note and double-click on it → data are opened in the excel format
- Data can be saved in the excel format: Via "Save file under" you can select the data type "xls" and save the data

## 7.2 Description of the delivery-note data

### MTC data-record types

#### #TD000: Transport data (exactly 1x per file)

Pos.	Field	Type	Length (Max.)	Requ. Field	Use	List
1	Data-record type		exactly 6	X	#TD000	
2	Data (and goods) recipient number			X		-> code list
3	Shipping-loading reference number	N	8	X		
4	Carrier name	AN	14	X		
5	Means-of-transportation code			X		-> code list
6	License number/tracking number	AN	15	X		
7	Pick-up date	D	exactly 6	X	DDMMYY	
8	Pick-up time	Z	exactly 4	X	HHMM	
9	Gross weight [kg]	N	7	X		
10	Net weight [kg]	N	7			
11	Transportation code			X		-> code list
12	Supplier plant	AN	3			
13	Transport-partner number	N	exactly 8			
14	Target delivery date (scheduled)	D	exactly 6		DDMMYY	
15	Target delivery time (scheduled)	Z	exactly 4		HHMM	

#### #KD000: Header data (at least 1x per file)

Pos.	Field	Type	Length (Max.)	Requ. field	Use	List
1	Data-record type		exactly 6	X	#KD000	
2	Delivery-note number	N	8	X		
3	Unloading point			X		-> code list
4	Order number	AN	12	X		
5	Customer plant	AN	exactly 3	X	zeros are being added	
6	Shipping date/date of dispatch	N	exactly 6	X	DDMMYY	
7	Shipping type			X		-> code list
8	Orderer	AN	15			
9	Consignment	N	8			
10	Orderer (recipient), name	AN	15			
11	Orderer (recipient), phone no.	AN	15			
12	Sender (supplier)	AN	15			
13	Sender (supplier), phone no.	AN	15			
14	Shipping address, supplier 1	AN	20			
15	Shipping address, supplier 2	AN	20			



**#PD000: Position data** (at least 1 x per header data)

Pos.	Field	Type	Length (Max.)	Requ. Field	Use	List
1	Data-record type		exactly 6	X	#PD000	
2	Order position	AN	3	X		
3	Supplier item/part number	AN	22	X		
4	Customer item/part number	AN	22	X		
5	Delivered quantity ('delivered scope')	N	13	X		
6	Quantity unit			X		-> code list
7	Designation (name) of the ordered item(s) ("designation of delivery")	AN	24	X		
8	ZGS (drawing geometry data (level))	N	6	X		
9	Usage code			X		-> code list
10	Changed product code			X		-> code list
11	Country of origin			X		-> code list
12	Dutiable goods				default: dutiable goods = no	-> code list
13	Batch number	AN	15			
14	Drawing date	N	6		DDMMYY	
15	Ident. type				default: Ident. type = F	-> code list
16	Ident. no.	AN	24			
17	Vehicle no./powertrain component no.	AN	8			
18	E/Q status	AN	8			
19	KEM	AN	16			
20	Version no.	AN	11			
21	Batch (pre-production test batch)	AN	5			
22	Project	AN	10			
23	Comment type				default: comment type = AL	-> code list
24	Comment text	AN	40			
25	Hazardous goods/materials	AN	8			

**#PS000: Packaging-unit data** (optionally 1 or several per position data)

Pos.	Field	Type	Length (Max.)	Requ. Field	Use	List
1	Data-record type			X	#PS000	
2	Packaging number, supplier	AN	22	X		
3	Packaging number, customer	AN	7	X		
4	Number of packaging units	N	3	X		
5	Filling capacity per packaging	N	13	X		
6	Packaging identification				default: „ „ = not specified	-> code list
7	Label identification				default: „ „ = not specified	-> code list
8	Property identification				default: „ „ = not specified	-> code list
9	Packaging-unit number from	N	9			
10	Packaging-unit number to	N	9			
11	Packaging length	N	4			
12	Packaging width	N	4			
13	Packaging height	N	4			
14	Stacking factor	N	1			

**#END: End of record**

Pos.	Field	Type	Length (Max.)	Requ. Field	Use	List
1	Data-record type	AN	exactly 6	X	#END	

The following record types exist and are defined as:

- 1.) **AN** (alphanumeric) = { A...Z a...z 0...9 ! \$ % & ' ( ) \* + , - . / : ; = ? Ö ö Ü ü Ä ä ß }
- 2.) **N** (numerical) = { 0...9 }
- 3.) **D** (date) = DDMMYY with 0 < DD < 32 , 0 < MM < 13
- 4.) **Z** (time [for *Zeit* in German]) = HHMM with 0 <= HH <= 23 , 0 <= MM <= 59

For record types **D** and **Z**, leading zeros are added to the filled-in data to create 6 or 4 digit numbers.

**Code list for the MTC and Production**

Record type	Pos	Code	Code content	Comment
#TD000	2, 2	Data-recipient number	<p>COMB059 = Plant 059 MTC Sindelfingen                      COMB019 = MTC Stuttgart Untertürkheim                      COMB006 = Plant 006 GLC Germersheim                      COMB010 = Plant 010 Stuttgart Untertürkheim                      COMB020 = Plant 020 Mannheim                      COMB028 = Plant 028 EvoBus Mannheim                      COMB028U = Plant 028 EvoBus Ulm                      COMB030 = Plant 030 Gaggenau                      COMB030C = Plant 030 Gaggenau                      COMB033 = Plant 033 Mannheim KTB                      COMB037 = Plant 037 NLG Ludwigsfelde                      COMB038 = Plant 038 GBU Gaggenau                      COMB040 = Plant 040 Berlin                      COMB050 = Plant 050 Sindelfingen                      COMBCKD = Plant 050 CKD Sindelfingen                      COMB051 = Plant 051 MBCC                      COMB054 = Plant 054 Rastatt                      COMB060 = Plant 060 Wörth                      COMB065 = Plant 065 Düsseldorf                      COMB067 = Plant 067 Bremen                      COMB068 = Plant 068 Hamburg                      COMB069 = Plant 069 Kassel                      COMB072 = Plant 072 MBLenk Düsseldorf                      COMB091 = Plant 091 CTS GmbH Hamburg                      COMB152 = Plant 152 MBTürk Istanbul                      COMB152A = Plant 152 MBTürk Aksaray                      COMB154 = Plant 154 MB Brazil                      COMB155 = Plant 155 MB Argentina                      COMB157 = Plant 157 MB Spain                      COMB186 = Plant 186 NAW (Switzerland)                      COMB616 = Plant 616 MB Accessories</p>	
	5, 5	Means-of-transportation codes	<p>01 , 1 = license plate number ('trailer number')                      06 , 6 = general cargo number ('number of piece')                      07 , 7 = express-service number ('express no.')                      08 , 8 = wagon number ('number of waggon')                      09 , 9 = postal-parcel number ('post package no.')                      20 = private parcel service</p>	
	11, 10	Freight-term codes	<p>01 , 1 = unpaid                      03 , 3 = franco domicile (carriage paid)</p>	

#KD000	3	Unloading point	<p>910 400            912 4005            913 400A            914 400L            915 400Z            920 402            921 4024            922 405            924 415            940 415M            950 416            951 446            952            953            954 N            955            956            957            958 V            959            964 P            970            971            980            990            991 P            995            997            998            999</p>	
	7, 7	Shipping type	<p>03, 3 = trucking company            09, 9 = general mail service            20 = private parcel service            06, 6 = by rail            07, 7 = rail express service            08, 8 = by wagon</p>	
	10	Transaction codes	<p>„ „ (empty field) = not specified            40</p>	

#PD000	<p>6, 5, 13</p> <p>9, 7</p> <p>10, 8</p> <p>11, 9</p> <p>15</p> <p>23</p> <p>12,9</p> <p>18</p>	<p>Quantity unit 1/2</p> <p>Usage codes</p> <p>Changed product codes</p> <p>Country of origin</p> <p>Ident. type</p> <p>Comment type</p> <p>Dutiable goods</p> <p>E/Q-type</p>	<p>M = meter L = liter T = metric ton ('Tonne') G = gram ('Gramm') ST = piece ('Stück') KG = kilogram ('Kilogramm') MM = millimeter SA = set ('Satz') PA = pair ('Paar')</p> <p>„ „ (empty field) = not specified S = serial production in general ('Serie allgemein') E = spare parts in general ('Ersatz allgemein') U = serial-production and spare parts ('Serie und Ersatz') V = testing ('Versuch') P = pilot production ('Pilot') Z = additional requirement ('Zusatzbedarf') M = initial sample ('Erstmuster') Y = sample ('Muster') X = other ('Sonstige')</p> <p>T = [blank] T GT = G T G =G [blank] „ „ (empty field) = [blank] [blank]</p> <p>001,1 = France ('Frankreich') 002,2 = Belgium ('Belgien') 003,3 = Netherlands ('Niederlande') 004,4 = Germany ('Deutschland') 005,5 = Italy ('Italien') 006,6 = England 007,7 = Ireland ('Irland') 008,8 = Denmark ('Dänemark') 010,9 = Portugal 011,11 = Spain ('Spanien') 030,30 = Sweden ('Schweden') 036,36 = Switzerland ('Schweiz') 038,38 = Austria ('Österreich') 064,64 = Hungary ('Ungarn') 400 = USA 404 = Canada ('Kanada') 432 = Japan 999 = other countries ('andere Länder')</p> <p>F or „ „ (empty field)= Finas (default) L = supplier</p> <p>AL or „ „ (blank) = general (default) ('Allgemein') MS = material thickness ('Materialstärke') MG = material quality ('Materialgüte') MO = module structure ('Modulstruktur') SG = material thickness/quality ('Materialstärke/güte')</p> <p>„ „ (empty field) = no ('nein') 1 = yes ('ja')</p> <p>E (default) Q</p>	
--------	---	--	---	--

#PS000	6	Packaging identification	M = reusable packaging ('Mehrweg-Verpackung') E = non-reusable packaging ('Einweg-Verpackung') „ „ = not specified (default) ('ohne Angabe')
	7	Label identification	G = mixed shipment ('Gemischte Sendung') M = master label S = single label „ „ = not specified (default) ('ohne Angabe')
	8	Property identification	K = returnable packaging, property of the customer ('Mehrwegverpackung Eigentum Kunde') L = returnable packaging, property of the supplier ('Mehrwegverpackung Eigentum Lieferant') D = returnable packaging, property of a third party ('Mehrwegleihverpackung von Dritten') „ „ = not specified (default) ('ohne Angaben')