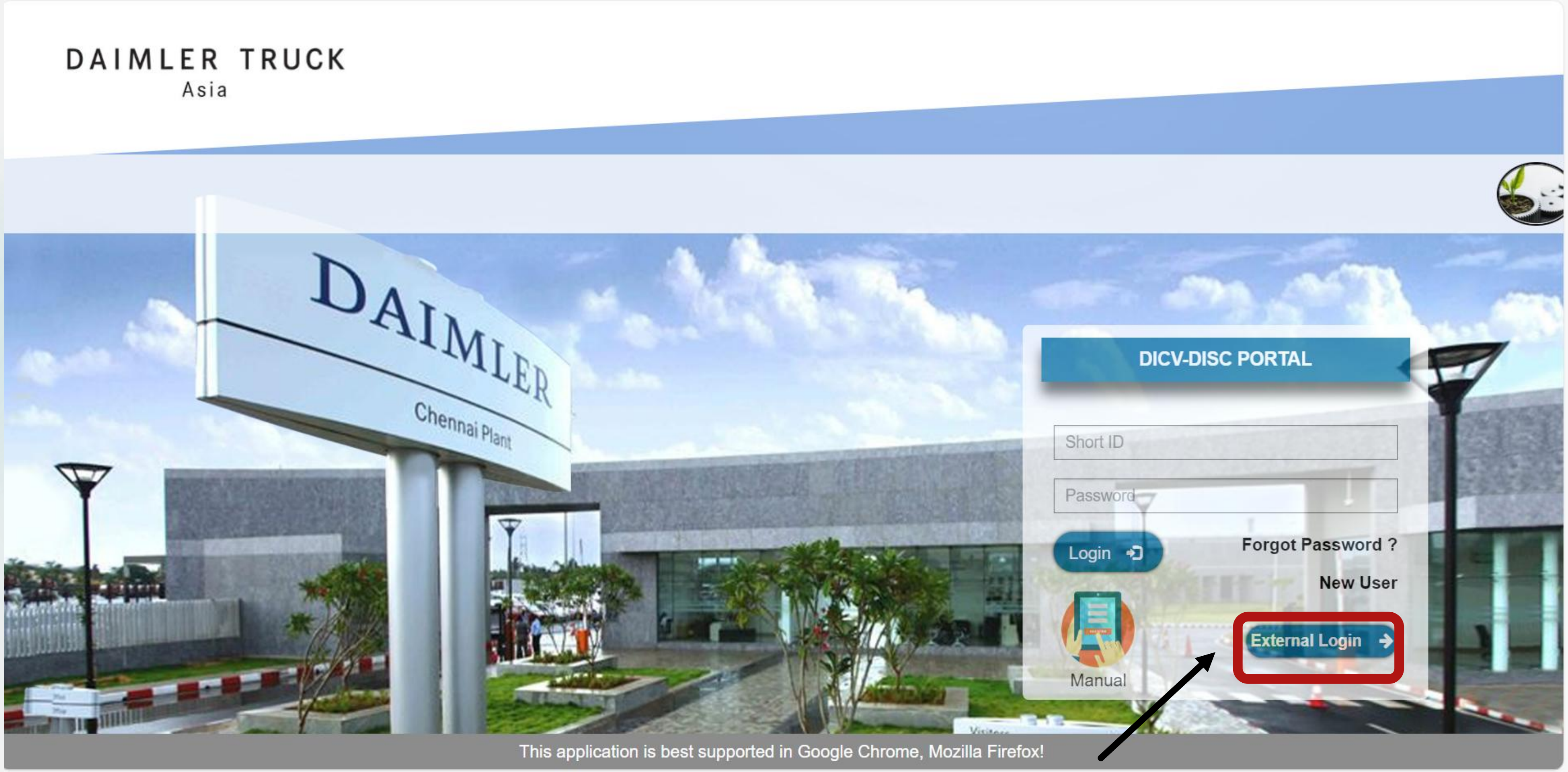
WELCOME TO
PAY RETRO APPLICATION.

External Users

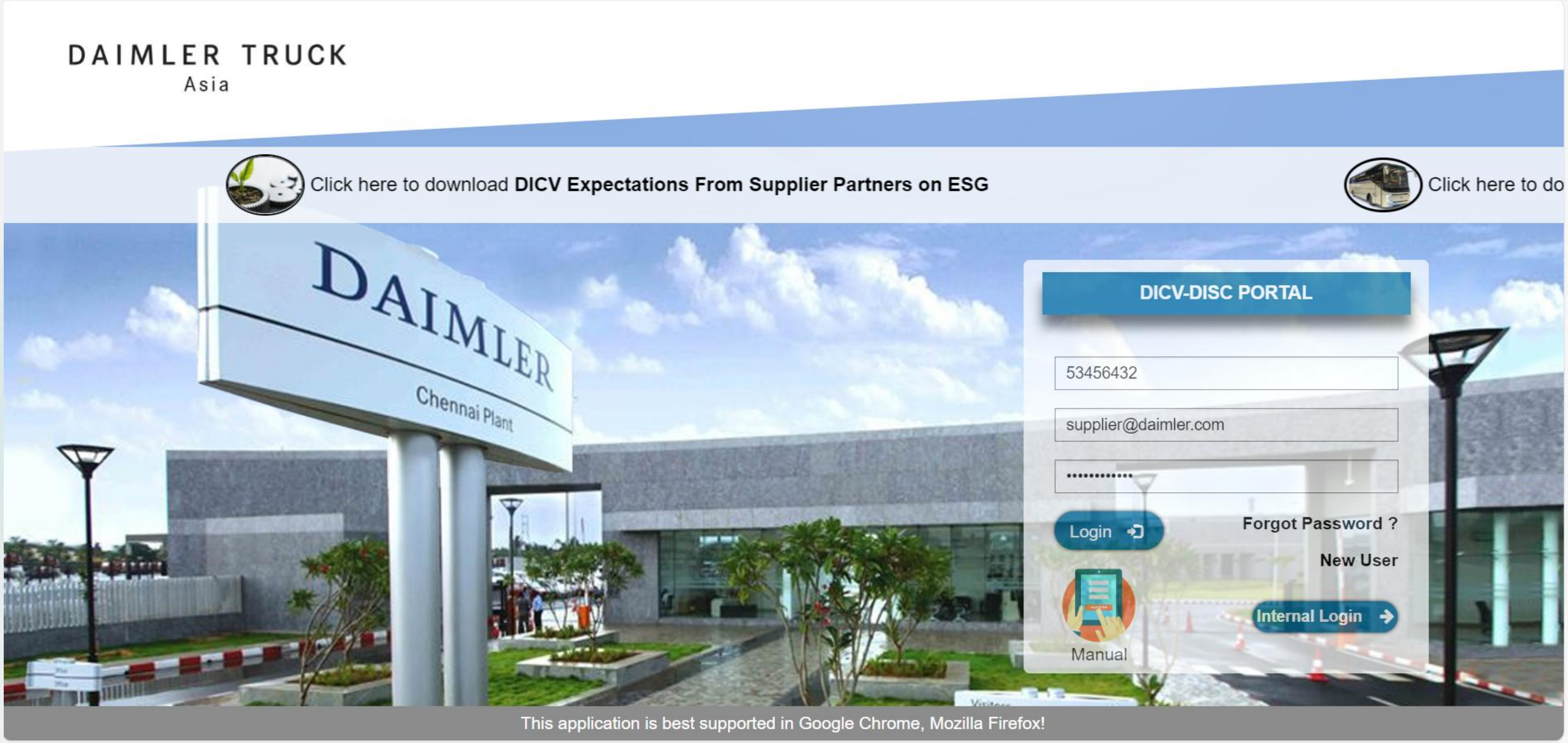
1. Open the **DICV-DISC Portal**

(https://www.digitalsupplychain.bharatbenz.com/dicvscar/DaimDISC/#/login)

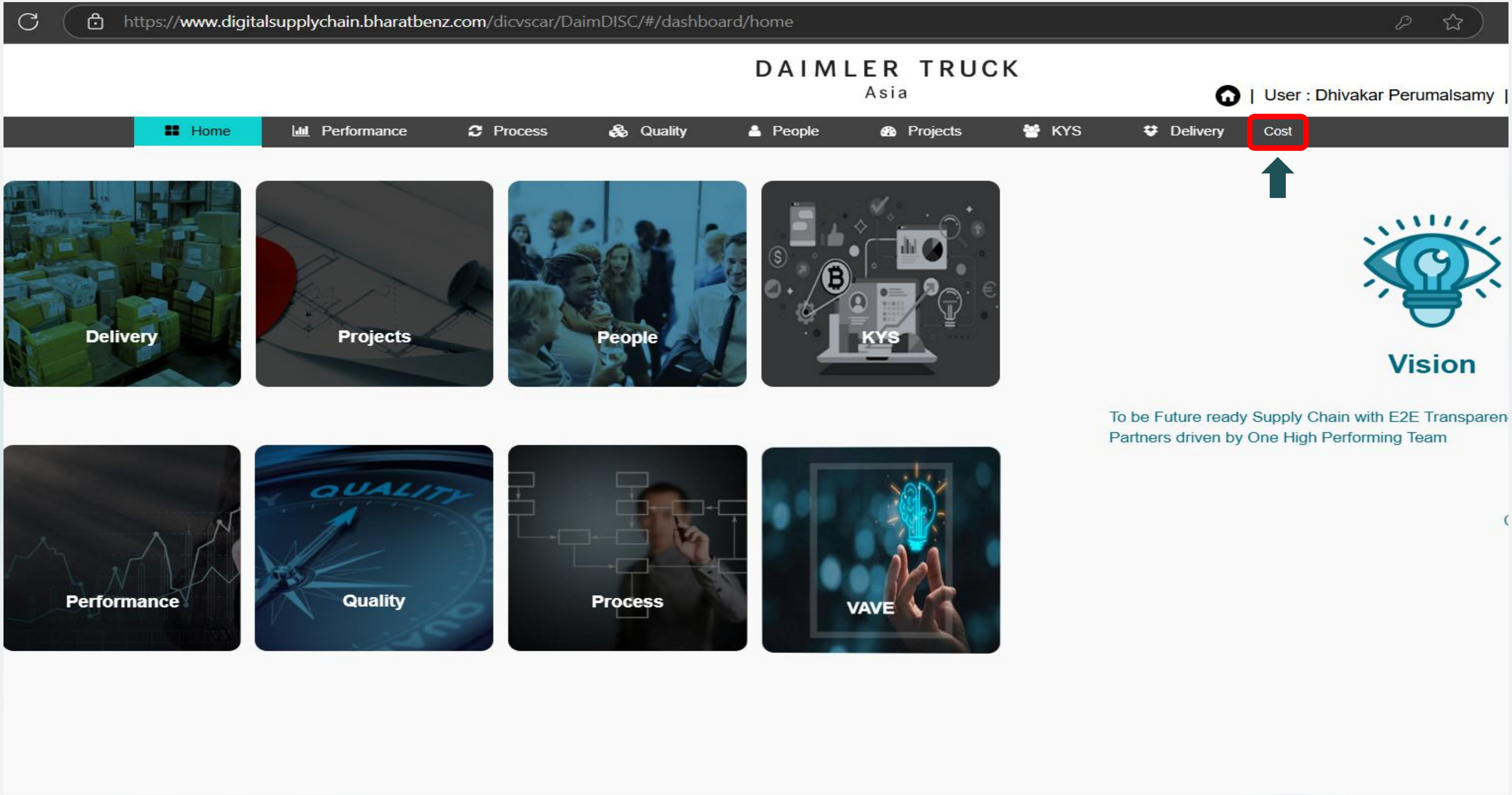
2. Switch to **External Login** to Login the Portal.



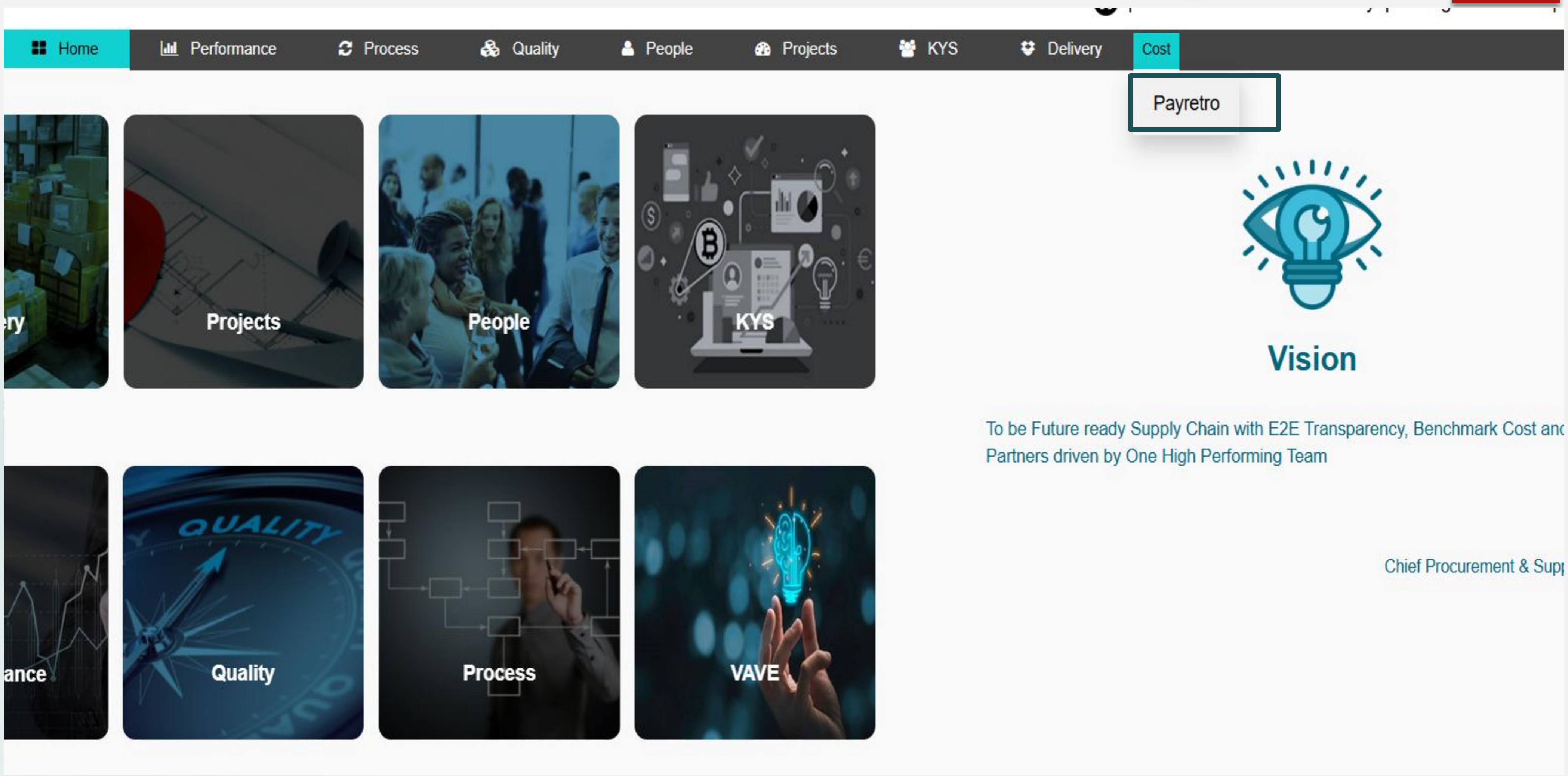
After switching, you can enter the user credentials and login to access the Portal.



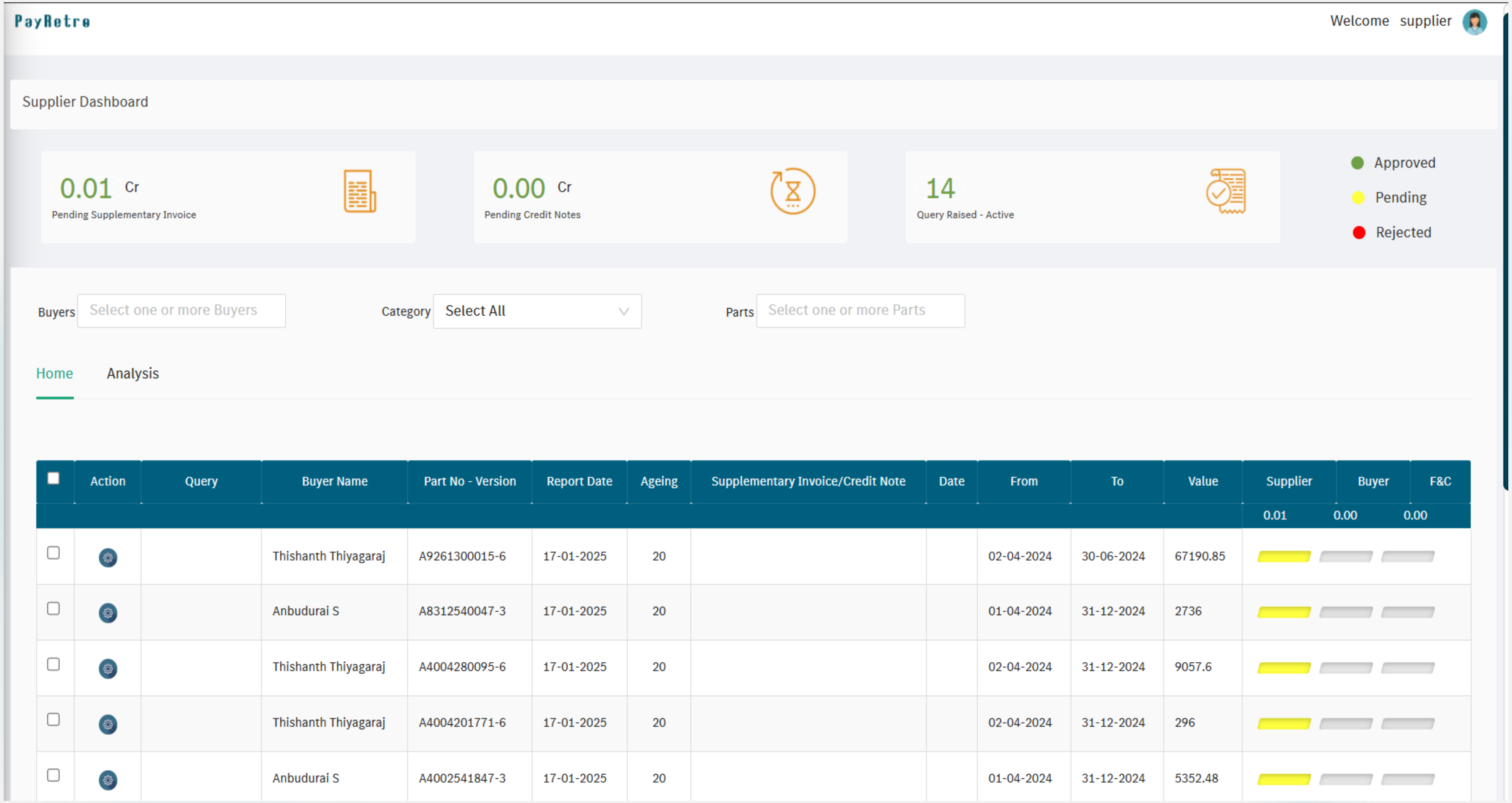
Once you Logged in, the DISC Portal **Home page** will be displayed. Now you can click the **Cost** tab to navigate the Pay Retro Application.



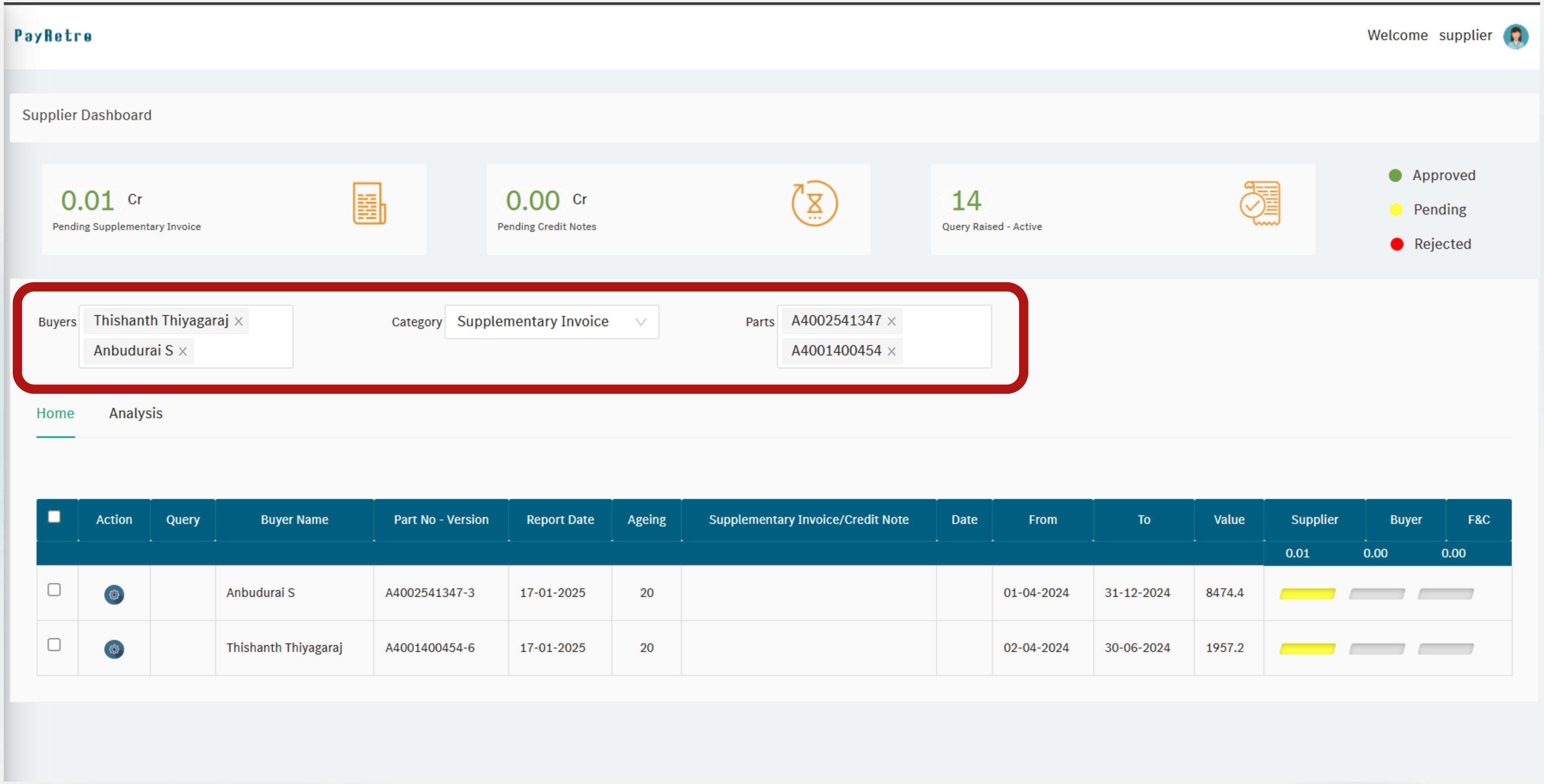
Click the **Payretro** Button



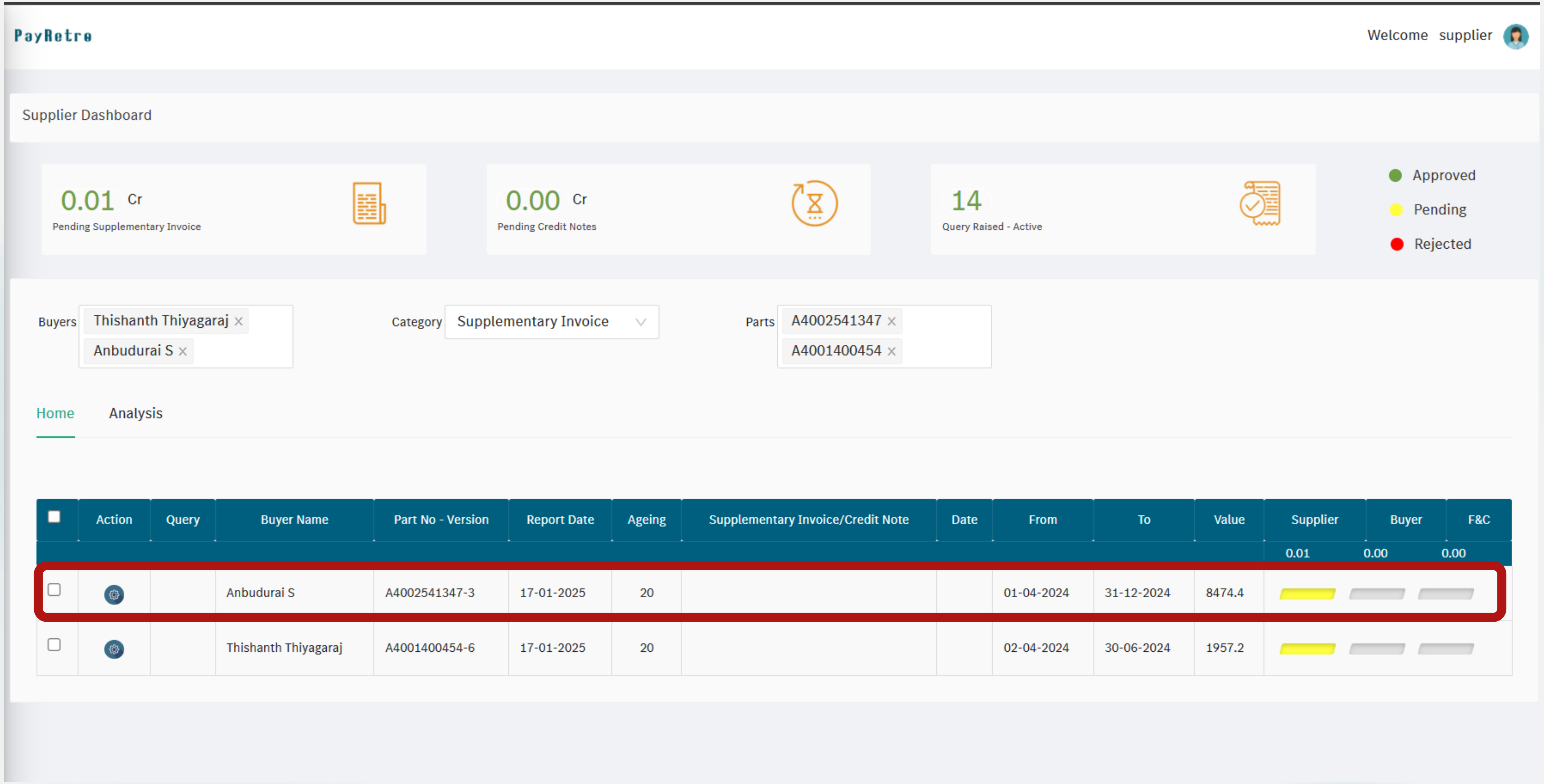
Upon logging into the portal, the supplier will be directed to the supplier dashboard screen



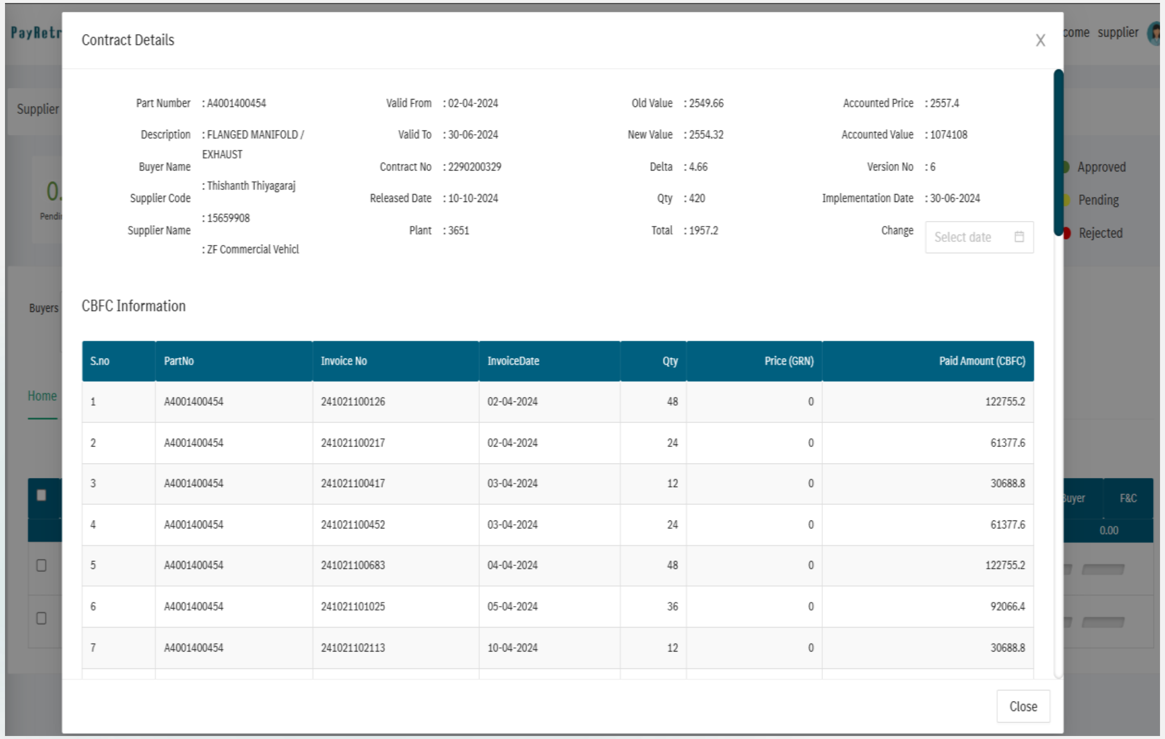
Now, use the Buyers, Category, and Part Number filters to filter the table.
Note: Buyer and Part Number support multi-select options.



After applying the filters, the specific **Supplementary Summary** document will be displayed. Now, click on the respective row of the document.



By clicking on a row of the document, a window will pop up displaying the **Contract details**, **Accounting information**, and **Annexure details**.



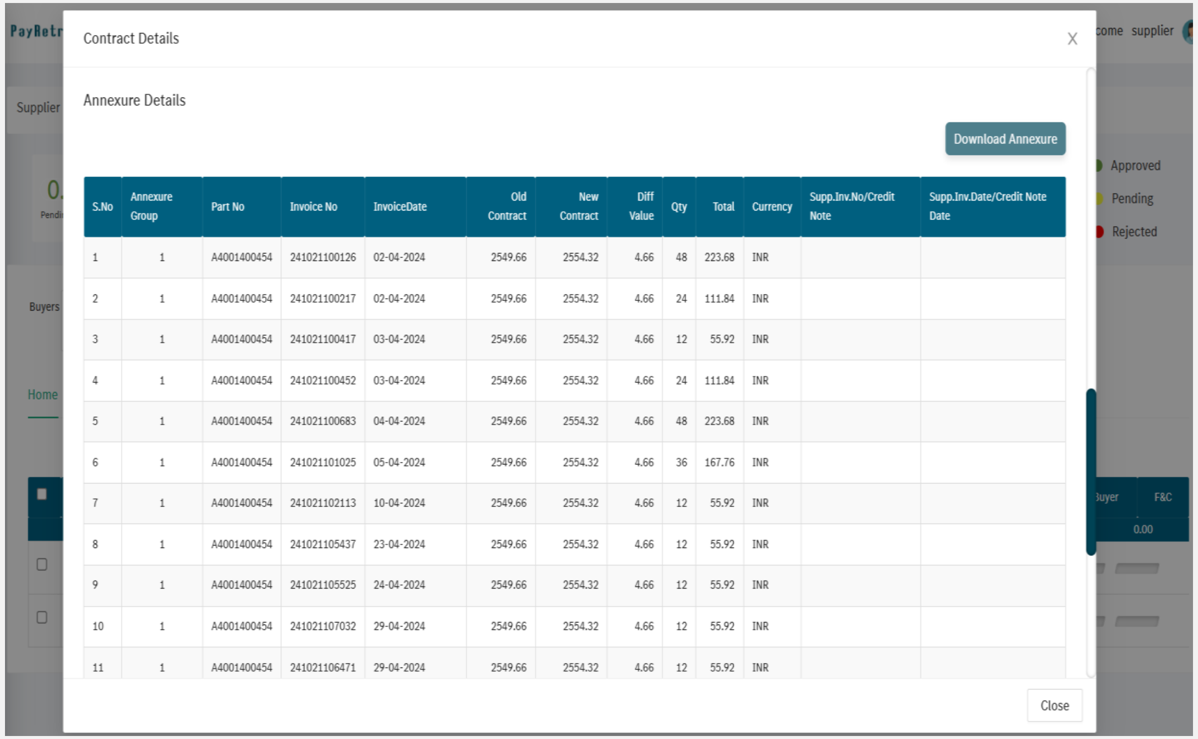
Contract Details

Part Number	: A4001400454	Valid From	: 02-04-2024	Old Value	: 2549.66	Accounted Price	: 2557.4
Description	: FLANGED MANIFOLD / EXHAUST	Valid To	: 30-06-2024	New Value	: 2554.32	Accounted Value	: 1074108
Buyer Name	: Thishanth Thiyagaraj	Contract No	: 2290200329	Delta	: 4.66	Version No	: 6
Supplier Code	: 15659908	Released Date	: 10-10-2024	Qty	: 420	Implementation Date	: 30-06-2024
Supplier Name	: ZF Commercial Vehicl	Plant	: 3651	Total	: 1957.2	Change	Select date

CBFC Information

S.no	PartNo	Invoice No	InvoiceDate	Qty	Price (GRN)	Paid Amount (CBFC)
1	A4001400454	241021100126	02-04-2024	48	0	122755.2
2	A4001400454	241021100217	02-04-2024	24	0	61377.6
3	A4001400454	241021100417	03-04-2024	12	0	30688.8
4	A4001400454	241021100452	03-04-2024	24	0	61377.6
5	A4001400454	241021100683	04-04-2024	48	0	122755.2
6	A4001400454	241021101025	05-04-2024	36	0	92066.4
7	A4001400454	241021102113	10-04-2024	12	0	30688.8

Close



Contract Details

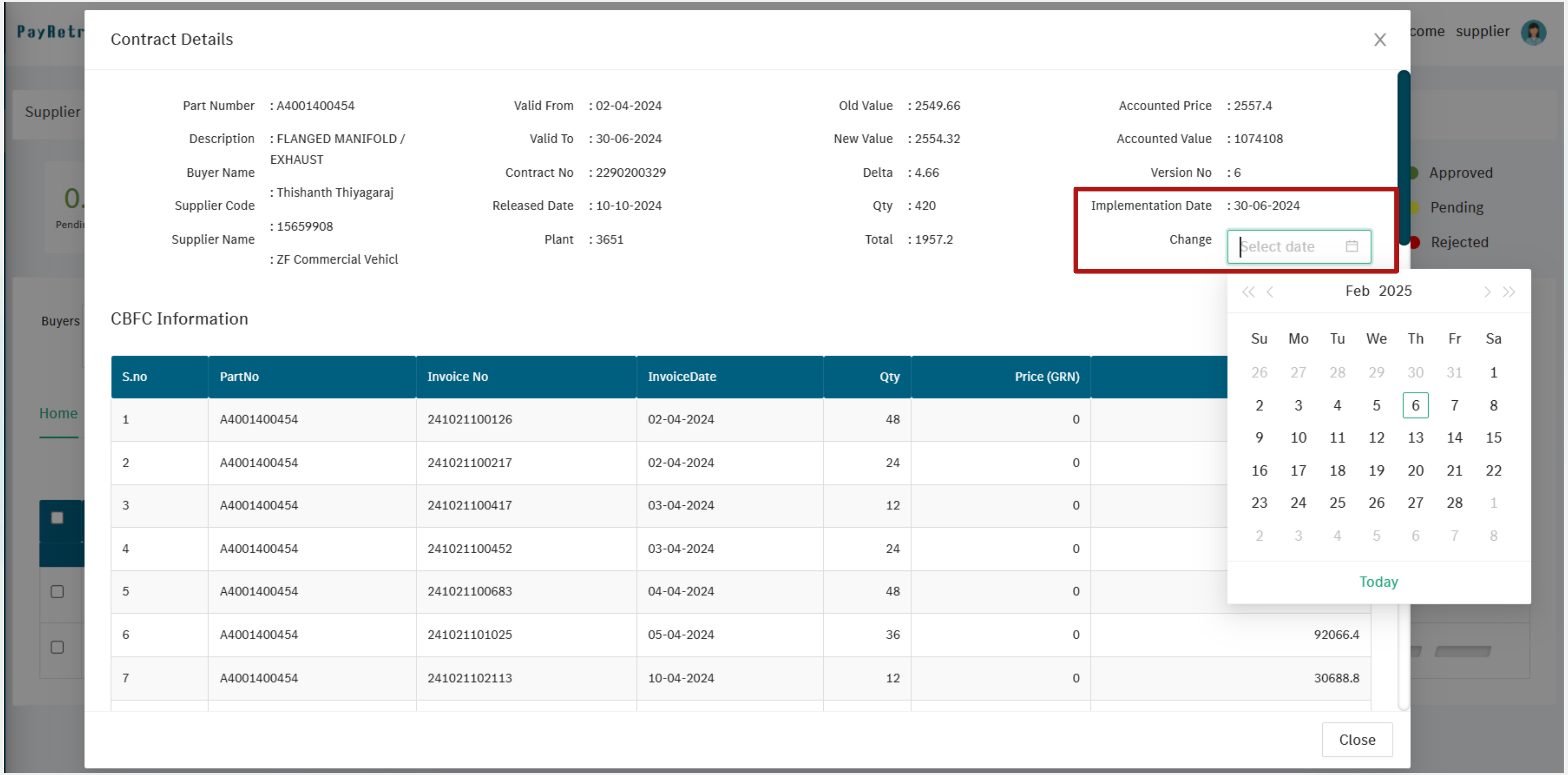
Annexure Details

Download Annexure

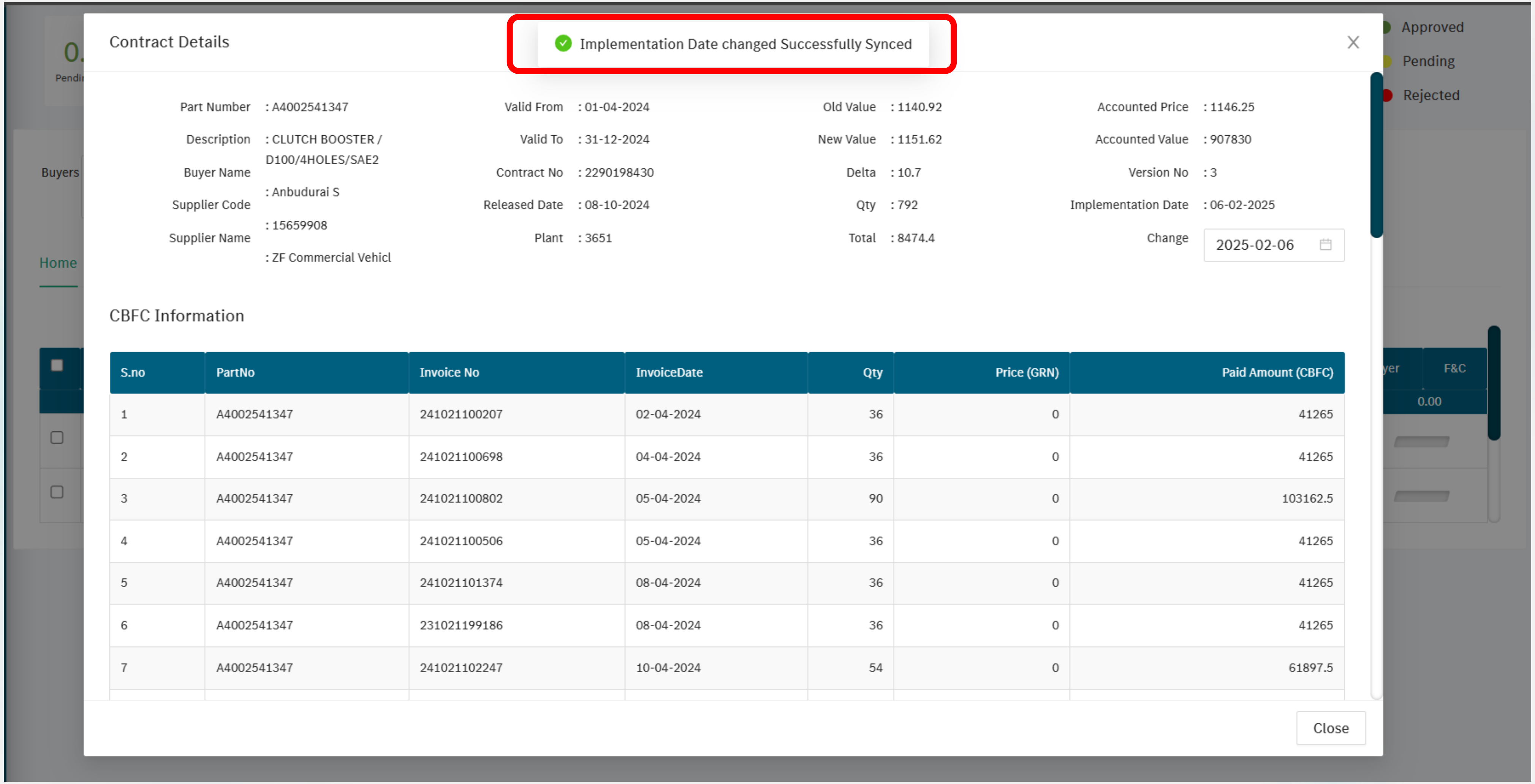
S.No	Annexure Group	Part No	Invoice No	InvoiceDate	Old Contract	New Contract	Diff Value	Qty	Total	Currency	Supp.Inv.No/Credit Note	Supp.Inv.Date/Credit Note Date
1	1	A4001400454	241021100126	02-04-2024	2549.66	2554.32	4.66	48	223.68	INR		
2	1	A4001400454	241021100217	02-04-2024	2549.66	2554.32	4.66	24	111.84	INR		
3	1	A4001400454	241021100417	03-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
4	1	A4001400454	241021100452	03-04-2024	2549.66	2554.32	4.66	24	111.84	INR		
5	1	A4001400454	241021100683	04-04-2024	2549.66	2554.32	4.66	48	223.68	INR		
6	1	A4001400454	241021101025	05-04-2024	2549.66	2554.32	4.66	36	167.76	INR		
7	1	A4001400454	241021102113	10-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
8	1	A4001400454	241021105437	23-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
9	1	A4001400454	241021105525	24-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
10	1	A4001400454	241021107032	29-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
11	1	A4001400454	241021106471	29-04-2024	2549.66	2554.32	4.66	12	55.92	INR		

Close

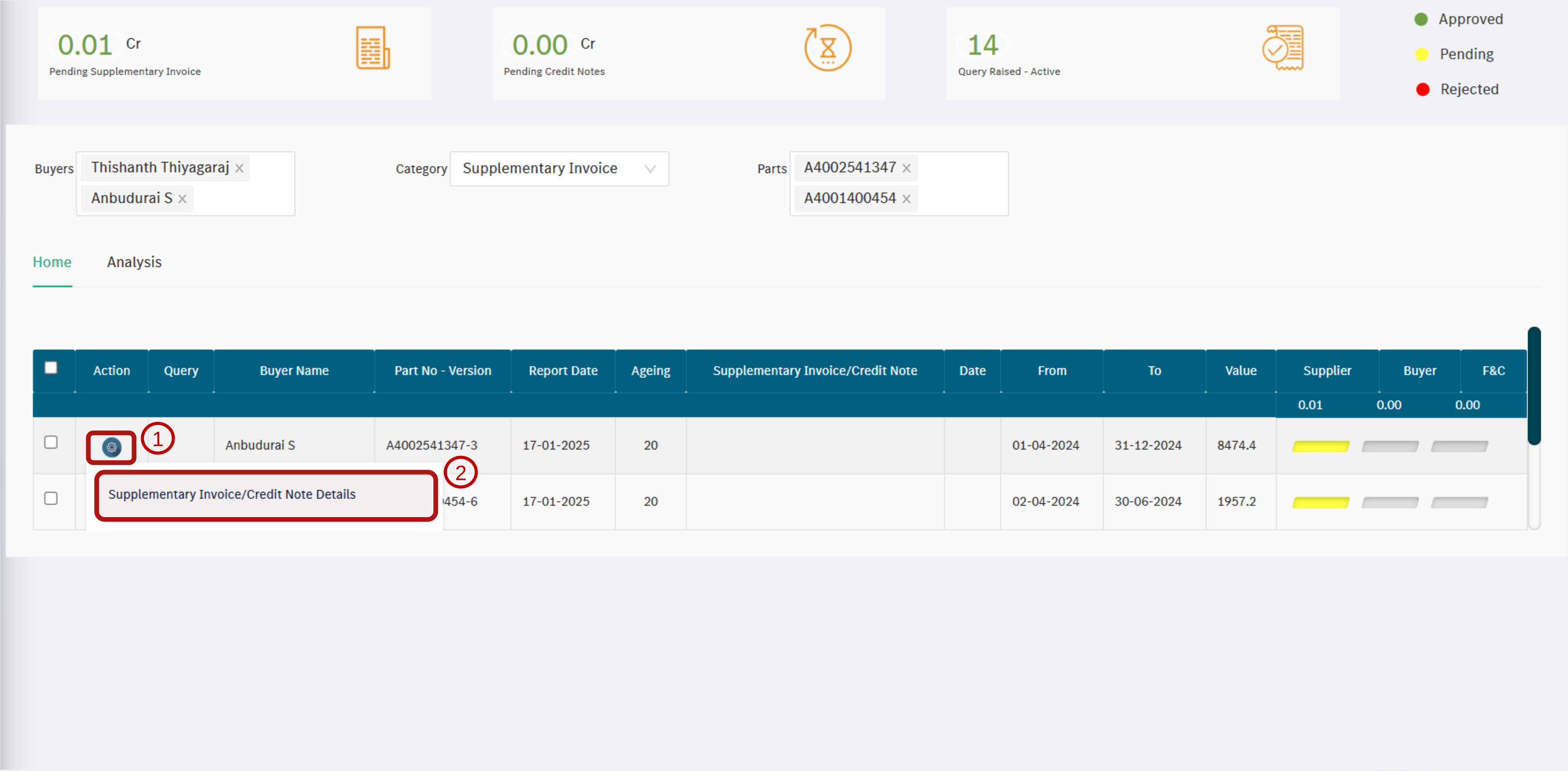
If you want to change the **Implementation date**, you can change it accordingly.



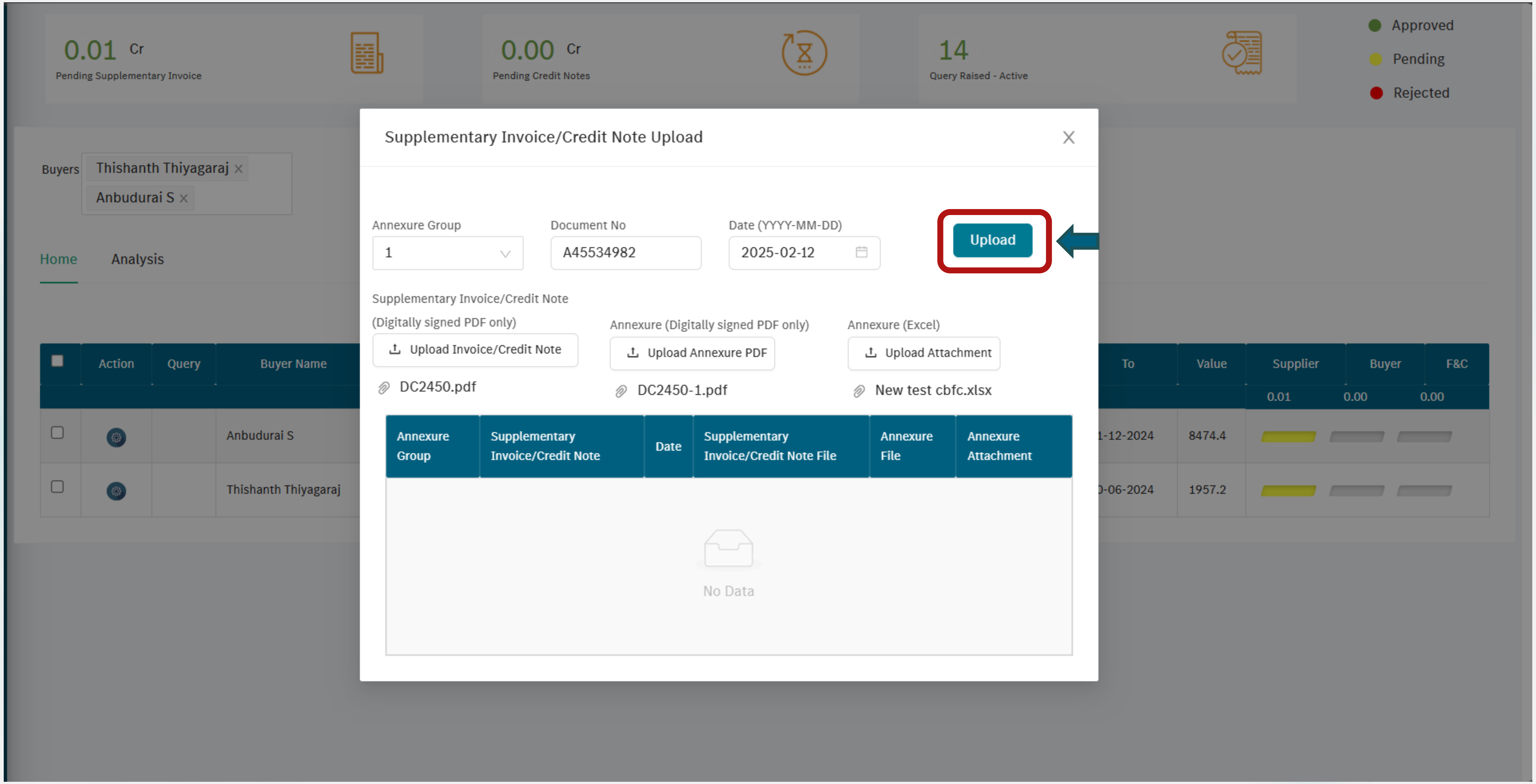
After changing the implementation date, a notification saying **Implementation date changed successfully** is shown at the top of the screen.



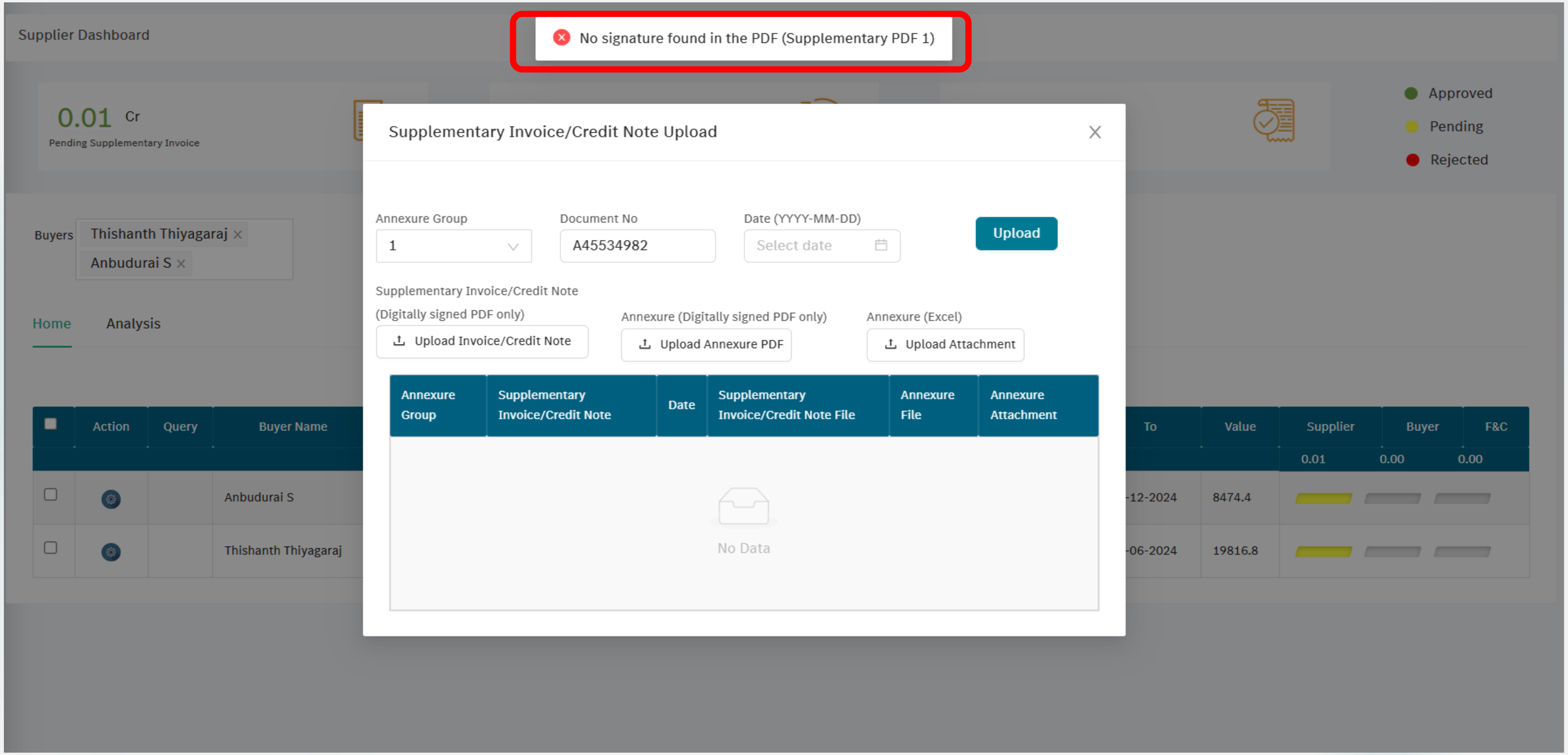
Now, upload the supplementary invoice/ credit note by clicking the **Supplementary Invoice/ Credit Note** option from action column to upload the document.



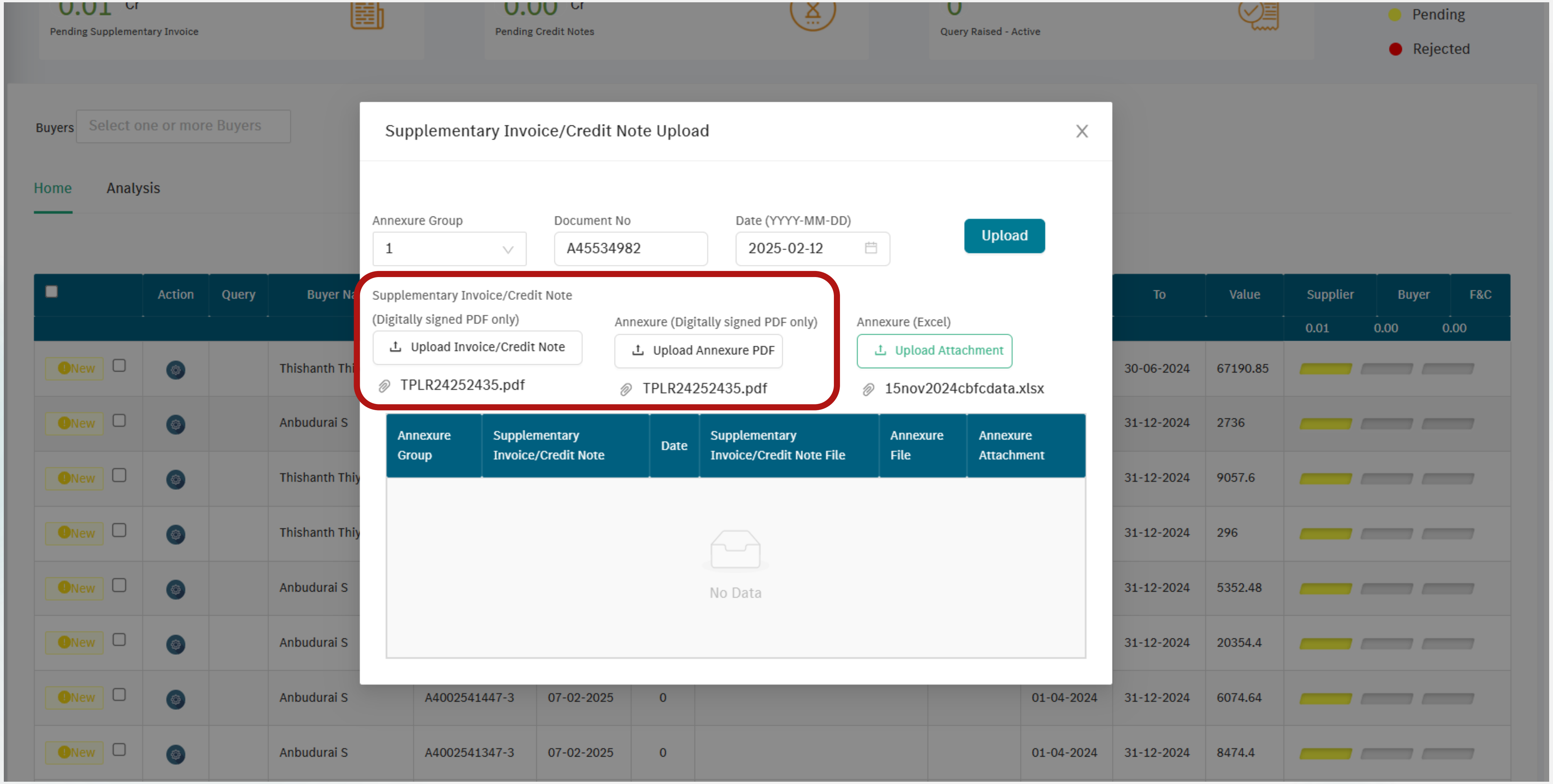
Fill in the invoice details (**Invoice No, Date, Invoice PDF, Annexure PDF**, and **Excel attachment**) and click **Upload** button.
Note: Invoice and Annexure should be in PDF, and Annexure attachment in Excel format



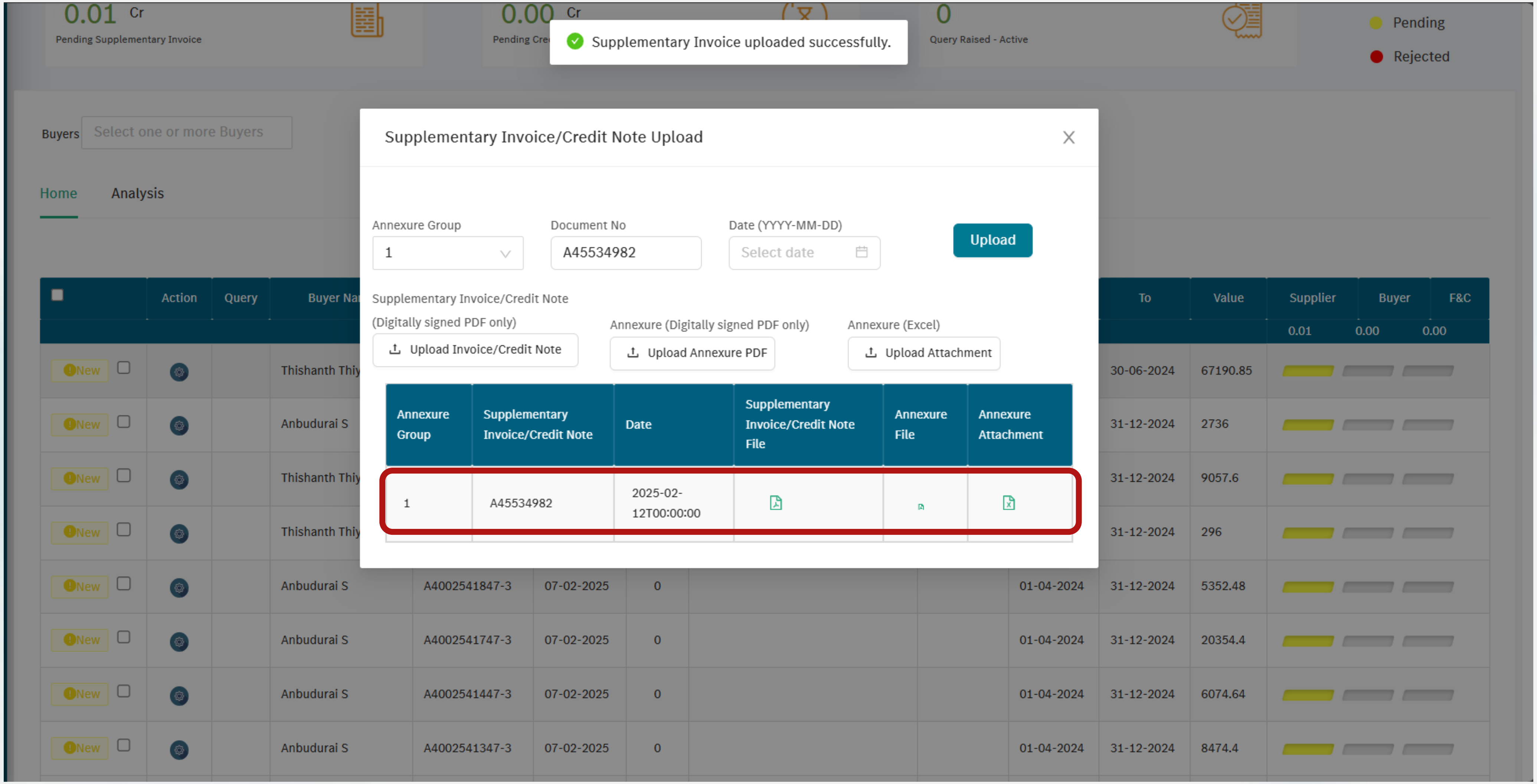
If you attempt to upload a PDF document without a **digital signature** in the **Supplementary Invoice and Annexure** section, an error message saying **No signature found in PDF** will be displayed.



Now select the valid **Digital signature** document upload in that fields and click on upload.



After uploading the invoice details, the documents will be listed in the table below.



After uploading the invoice details, the **Invoice Number** and **Invoice Date** will be automatically updated to the **Annexure Details** table.

Contract Details

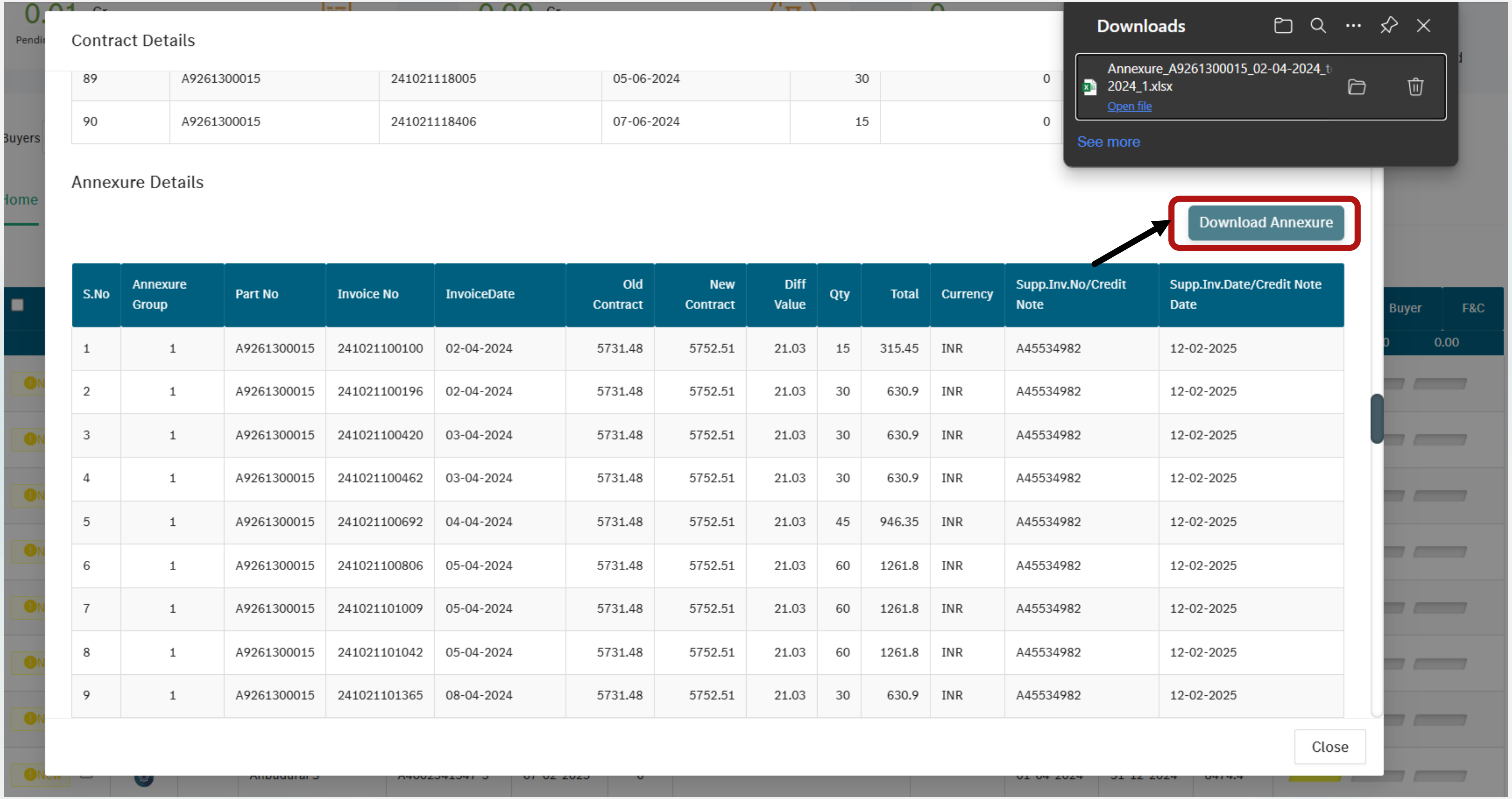
Annexure Details

Download Annexure

S.No	Annexure Group	Part No	Invoice No	InvoiceDate	Old Contract	New Contract	Diff Value	Qty	Total	Currency	Supp.Inv.No/Credit Note	Supp.Inv.Date/Credit Note Date
1	1	A9261300015	241021100100	02-04-2024	5731.48	5752.51	21.03	15	315.45	INR	A45534982	12-02-2025
2	1	A9261300015	241021100196	02-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
3	1	A9261300015	241021100420	03-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
4	1	A9261300015	241021100462	03-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
5	1	A9261300015	241021100692	04-04-2024	5731.48	5752.51	21.03	45	946.35	INR	A45534982	12-02-2025
6	1	A9261300015	241021100806	05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR	A45534982	12-02-2025
7	1	A9261300015	241021101009	05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR	A45534982	12-02-2025
8	1	A9261300015	241021101042	05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR	A45534982	12-02-2025
9	1	A9261300015	241021101365	08-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
10	1	A9261300015	241021101379	08-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
11	1	A9261300015	241021101043	08-04-2024	5731.48	5752.51	21.03	60	1261.8	INR	A45534982	12-02-2025

Close

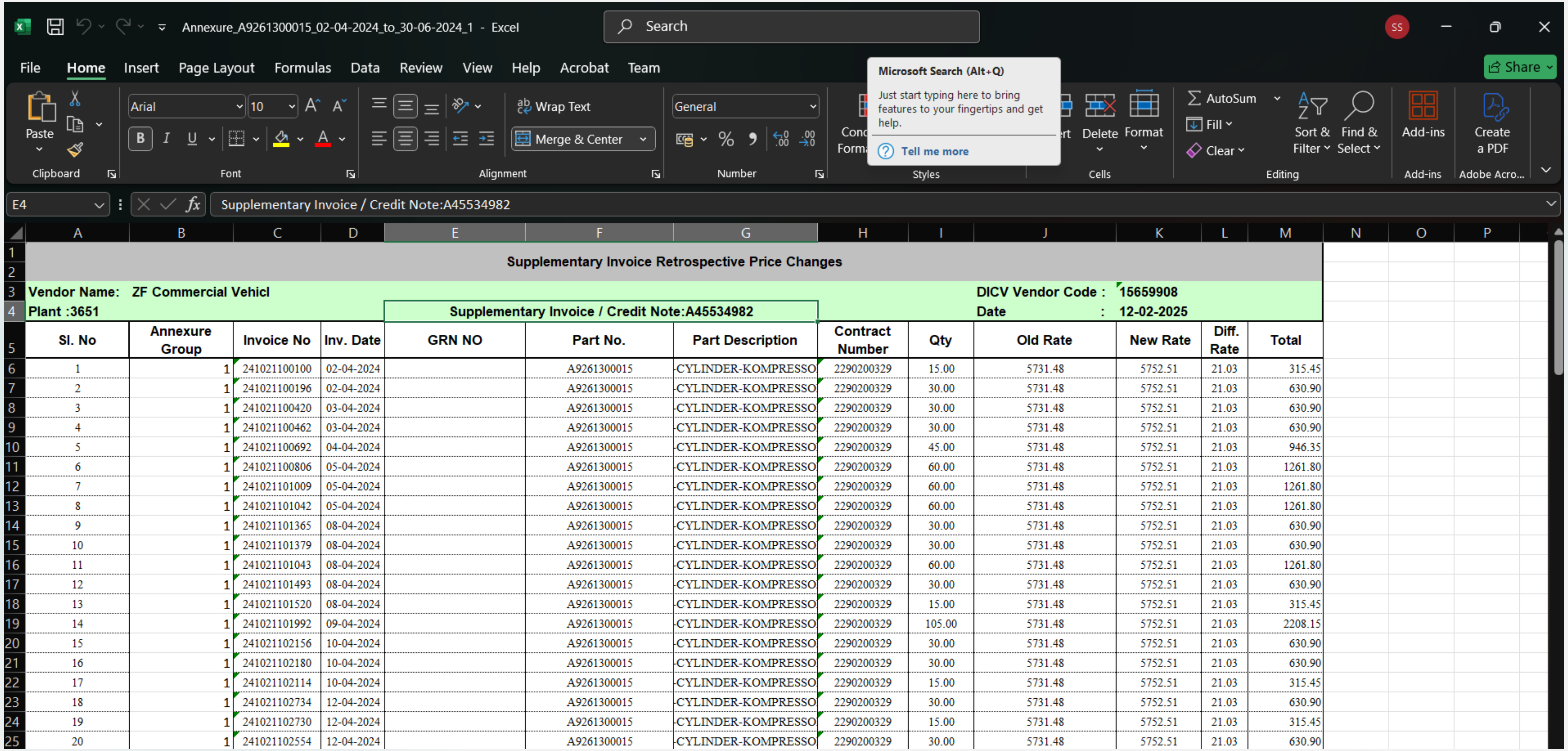
To download the annexure, click the **Download Annexure** button to download the Annexure Details table.



89	A9261300015	241021118005	05-06-2024	30	0
90	A9261300015	241021118406	07-06-2024	15	0

S.No	Annexure Group	Part No	Invoice No	InvoiceDate	Old Contract	New Contract	Diff Value	Qty	Total	Currency	Supp.Inv.No/Credit Note	Supp.Inv.Date/Credit Note Date
1	1	A9261300015	241021100100	02-04-2024	5731.48	5752.51	21.03	15	315.45	INR	A45534982	12-02-2025
2	1	A9261300015	241021100196	02-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
3	1	A9261300015	241021100420	03-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
4	1	A9261300015	241021100462	03-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025
5	1	A9261300015	241021100692	04-04-2024	5731.48	5752.51	21.03	45	946.35	INR	A45534982	12-02-2025
6	1	A9261300015	241021100806	05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR	A45534982	12-02-2025
7	1	A9261300015	241021101009	05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR	A45534982	12-02-2025
8	1	A9261300015	241021101042	05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR	A45534982	12-02-2025
9	1	A9261300015	241021101365	08-04-2024	5731.48	5752.51	21.03	30	630.9	INR	A45534982	12-02-2025

"After downloading the document, open the Excel sheet to view the details."



Annexure_A9261300015_02-04-2024_to_30-06-2024_1 - Excel

Supplementary Invoice / Credit Note:A45534982

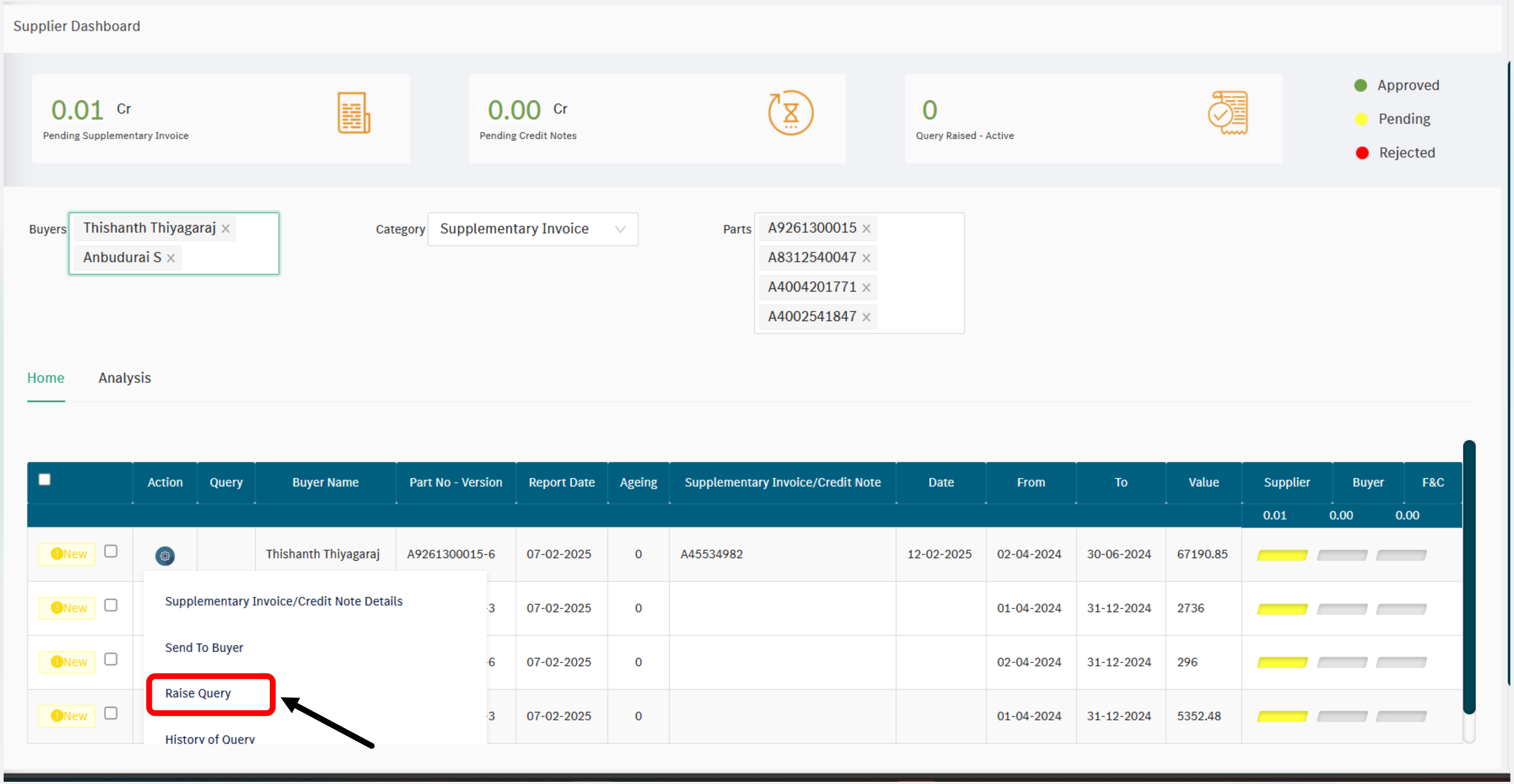
Supplementary Invoice Retrospective Price Changes

Vendor Name: ZF Commercial Vehicl — **DICV Vendor Code : 15659908**

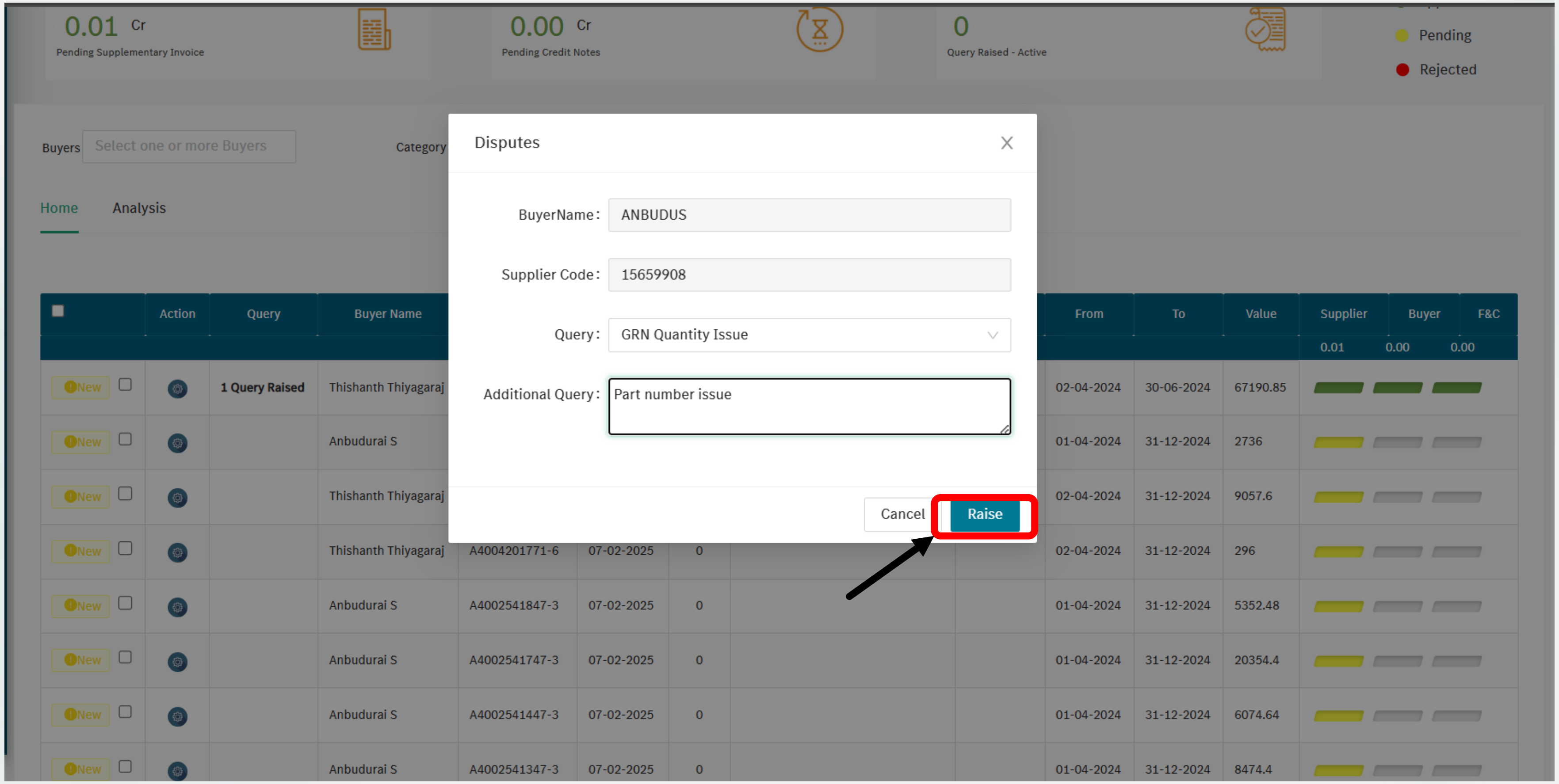
Plant :3651 — **Supplementary Invoice / Credit Note:A45534982** — **Date : 12-02-2025**

Sl. No	Annexure Group	Invoice No	Inv. Date	GRN NO	Part No.	Part Description	Contract Number	Qty	Old Rate	New Rate	Diff. Rate	Total
1	1	241021100100	02-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	15.00	5731.48	5752.51	21.03	315.45
2	1	241021100196	02-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
3	1	241021100420	03-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
4	1	241021100462	03-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
5	1	241021100692	04-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	45.00	5731.48	5752.51	21.03	946.35
6	1	241021100806	05-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	60.00	5731.48	5752.51	21.03	1261.80
7	1	241021101009	05-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	60.00	5731.48	5752.51	21.03	1261.80
8	1	241021101042	05-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	60.00	5731.48	5752.51	21.03	1261.80
9	1	241021101365	08-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
10	1	241021101379	08-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
11	1	241021101043	08-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	60.00	5731.48	5752.51	21.03	1261.80
12	1	241021101493	08-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
13	1	241021101520	08-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	15.00	5731.48	5752.51	21.03	315.45
14	1	241021101992	09-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	105.00	5731.48	5752.51	21.03	2208.15
15	1	241021102156	10-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
16	1	241021102180	10-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
17	1	241021102114	10-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	15.00	5731.48	5752.51	21.03	315.45
18	1	241021102734	12-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90
19	1	241021102730	12-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	15.00	5731.48	5752.51	21.03	315.45
20	1	241021102554	12-04-2024		A9261300015	-CYLINDER-KOMPRESSO	2290200329	30.00	5731.48	5752.51	21.03	630.90

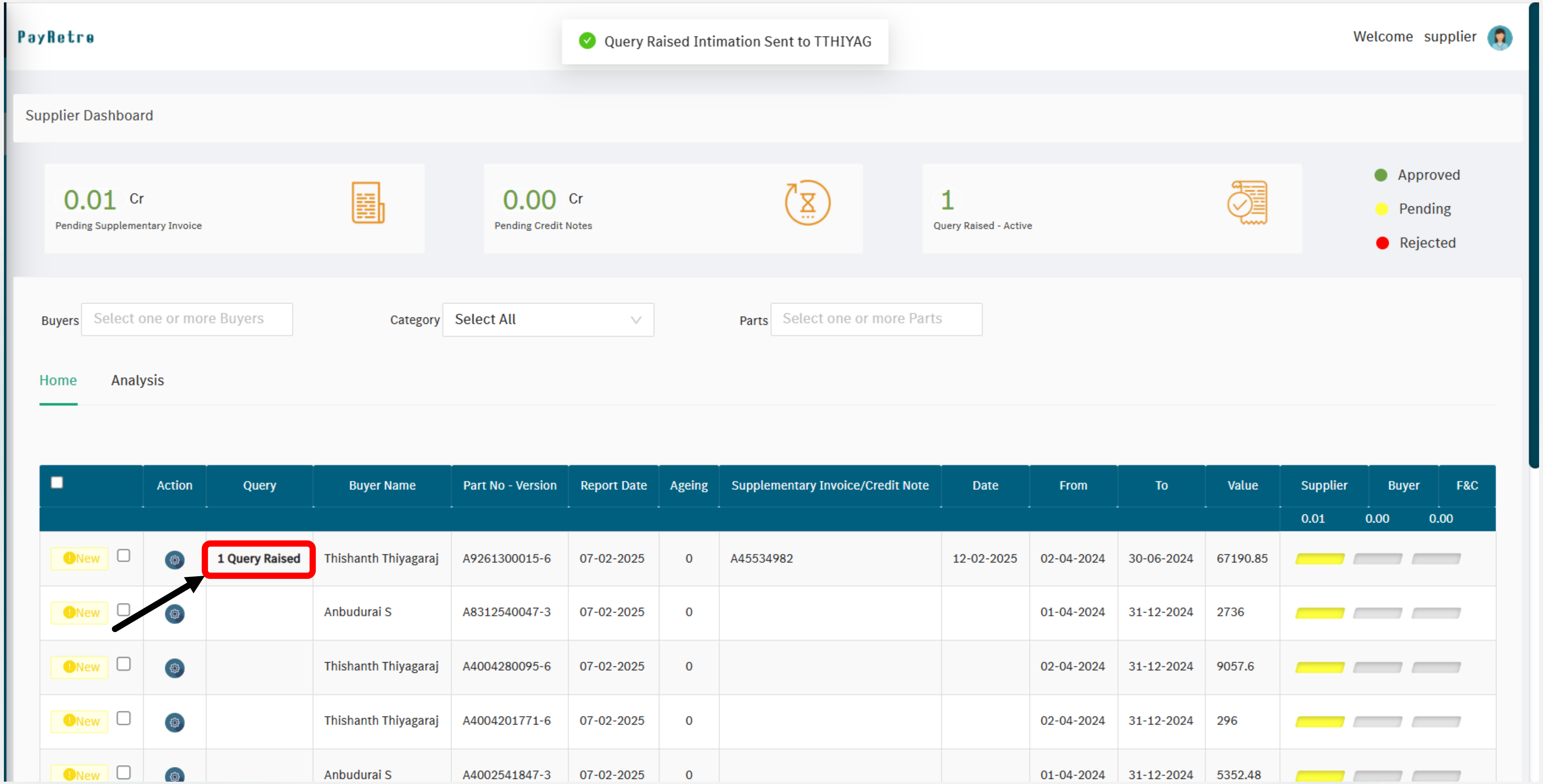
If the supplier wants to raise the query, Click the **Raise Query** option from the **Action button** from the Action column.



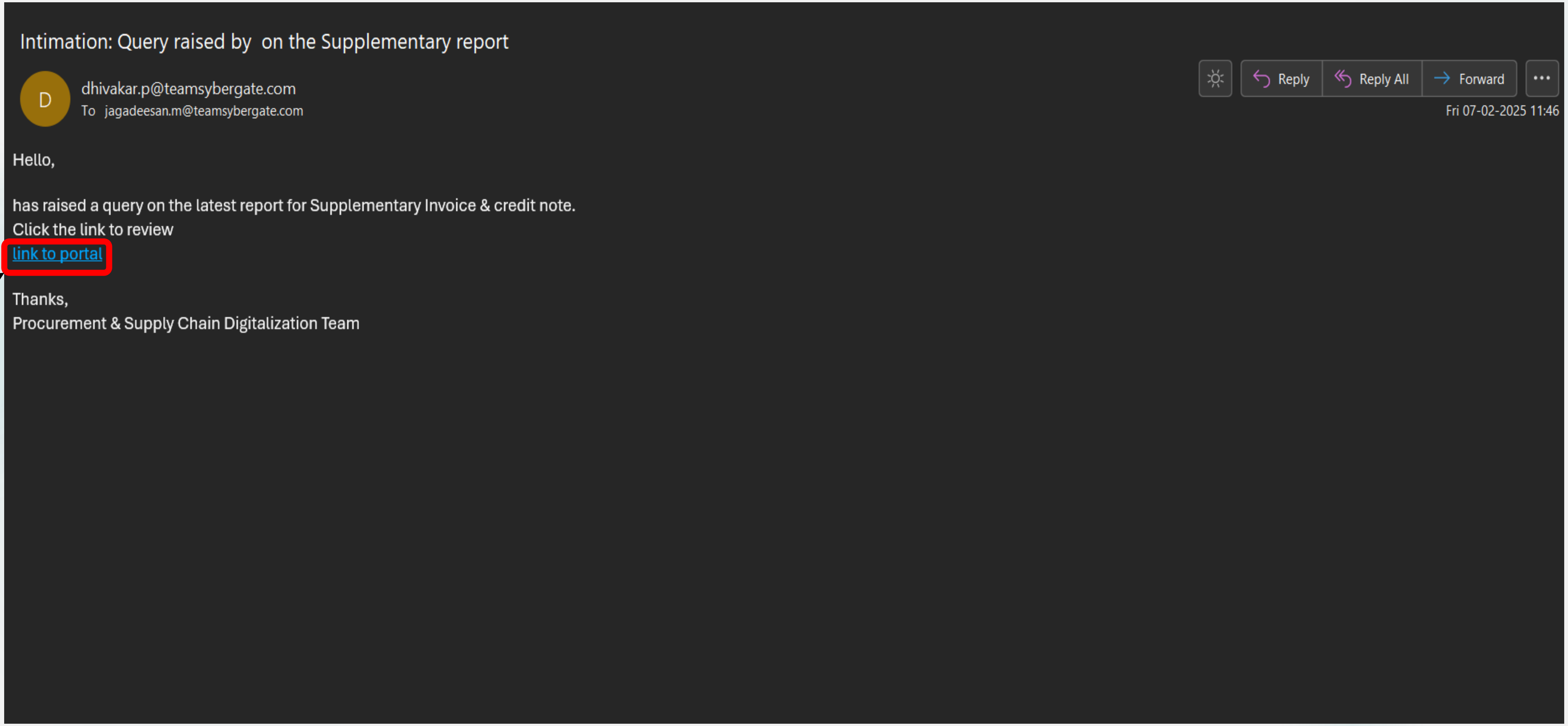
"Now, the **buyer's name** and **supplier's code** will be automatically entered in the buyer and supplier text boxes. Then, select the **query** from the dropdown and enter **the additional query** related to the document. After entering the details click "**Raise**" button."



"Once the **Raise** button is clicked, **the query raised intimation** will be sent to the **respective buyer**, and the **number of queries raised** will be visible in the **Query** column of the respective document."



“At the same time, a Query Raised intimation mail will be sent for that Respective buyer and waiting for Query Resolve mail from buyer.”



Intimation: Query raised by on the Supplementary report

D

dhivakar.p@teamsybergate.com

To jagadeesan.m@teamsybergate.com

Reply | Reply All | Forward

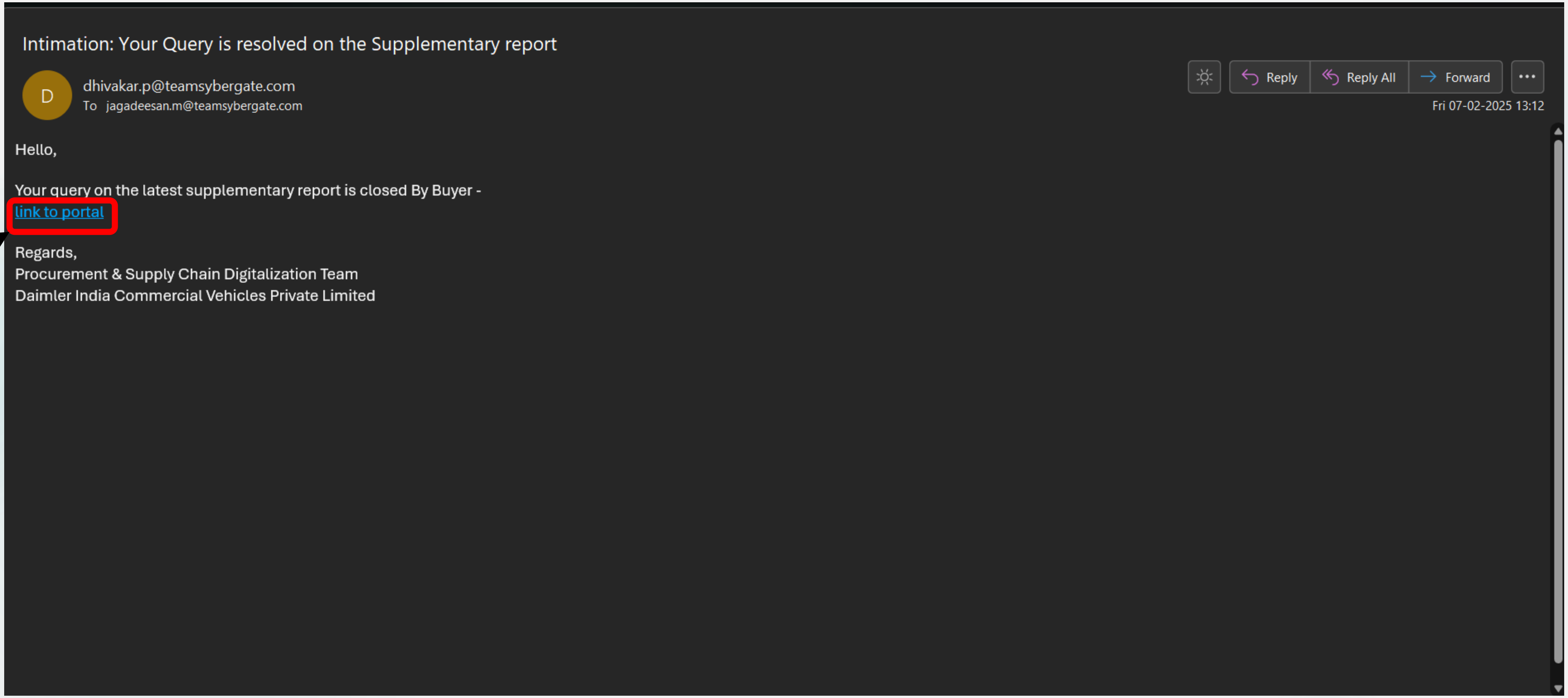
Fri 07-02-2025 11:46

Hello,

has raised a query on the latest report for Supplementary Invoice & credit note.
Click the link to review
link to portal

Thanks,
Procurement & Supply Chain Digitalization Team

"Once the Buyer closes the query, the supplier receives the **query resolve** email and by clicking the **Link to Portal**, they can access the portal and proceed with the next steps of the process."


Intimation: Your Query is resolved on the Supplementary report

D dhivakar.p@teamsybergate.com
To jagadeesan.m@teamsybergate.com

Reply Reply All Forward

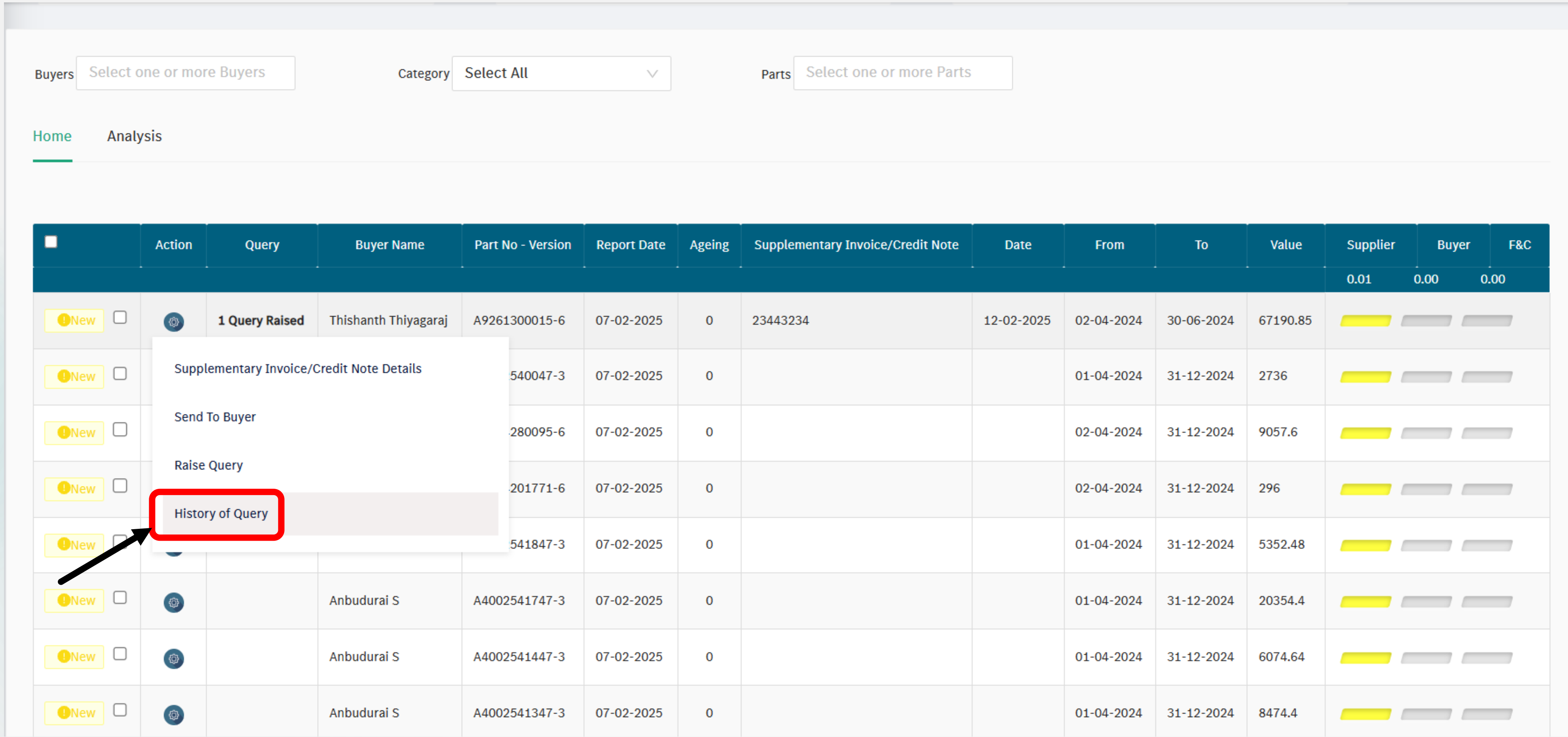
Fri 07-02-2025 13:12

Hello,

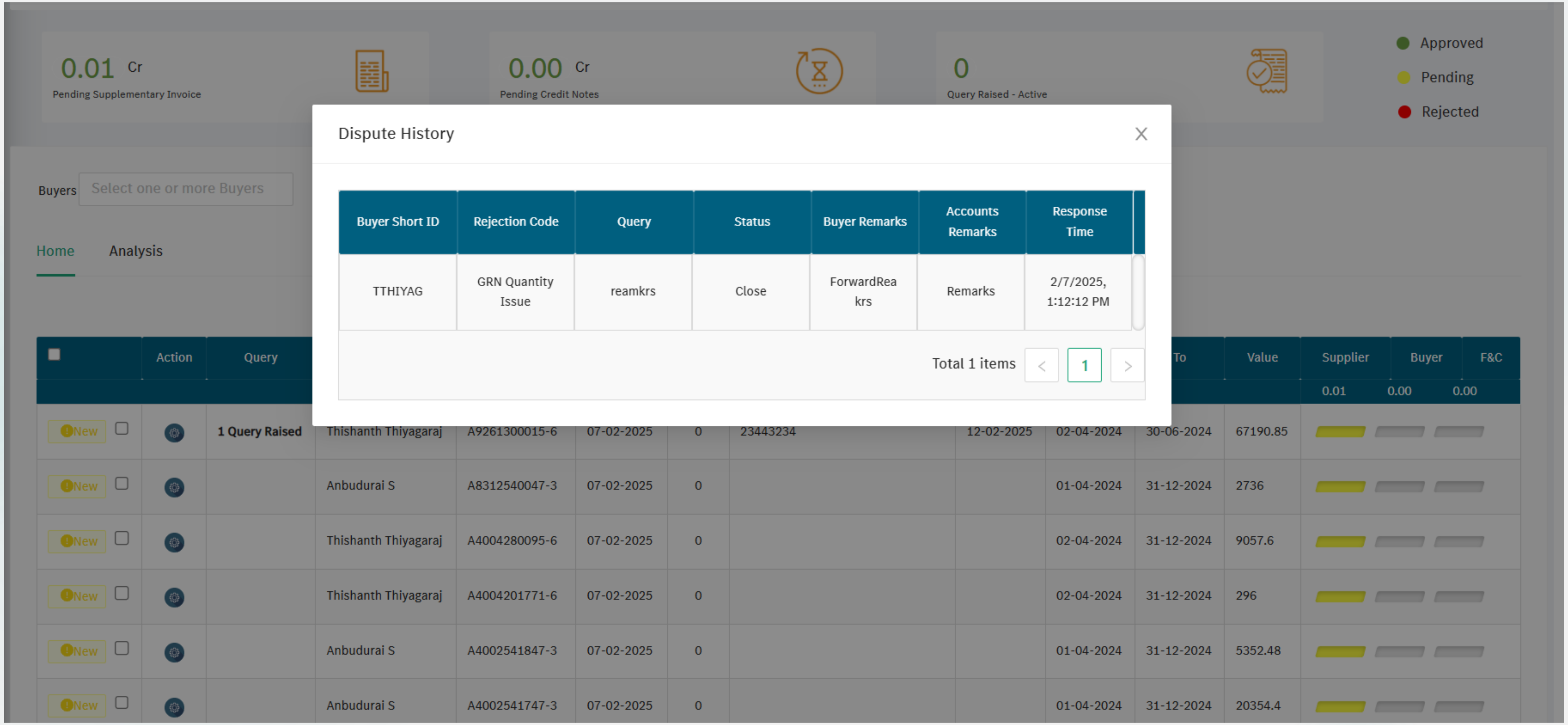
Your query on the latest supplementary report is closed By Buyer -
link to portal

Regards,
Procurement & Supply Chain Digitalization Team
Daimler India Commercial Vehicles Private Limited

"If the supplier wants to view the **raised query**, they can select **History of Query** from the Action dropdown."



"After selecting the **History of Query** option, the **Dispute History** modal will pop up, and the **previously raised query** for that document will be displayed in the modal's table."



“Supplier can raise more than a query for a Document.“

Query Raised Intimation Sent to TTHIYAG

Buyers Select one or more Buyers

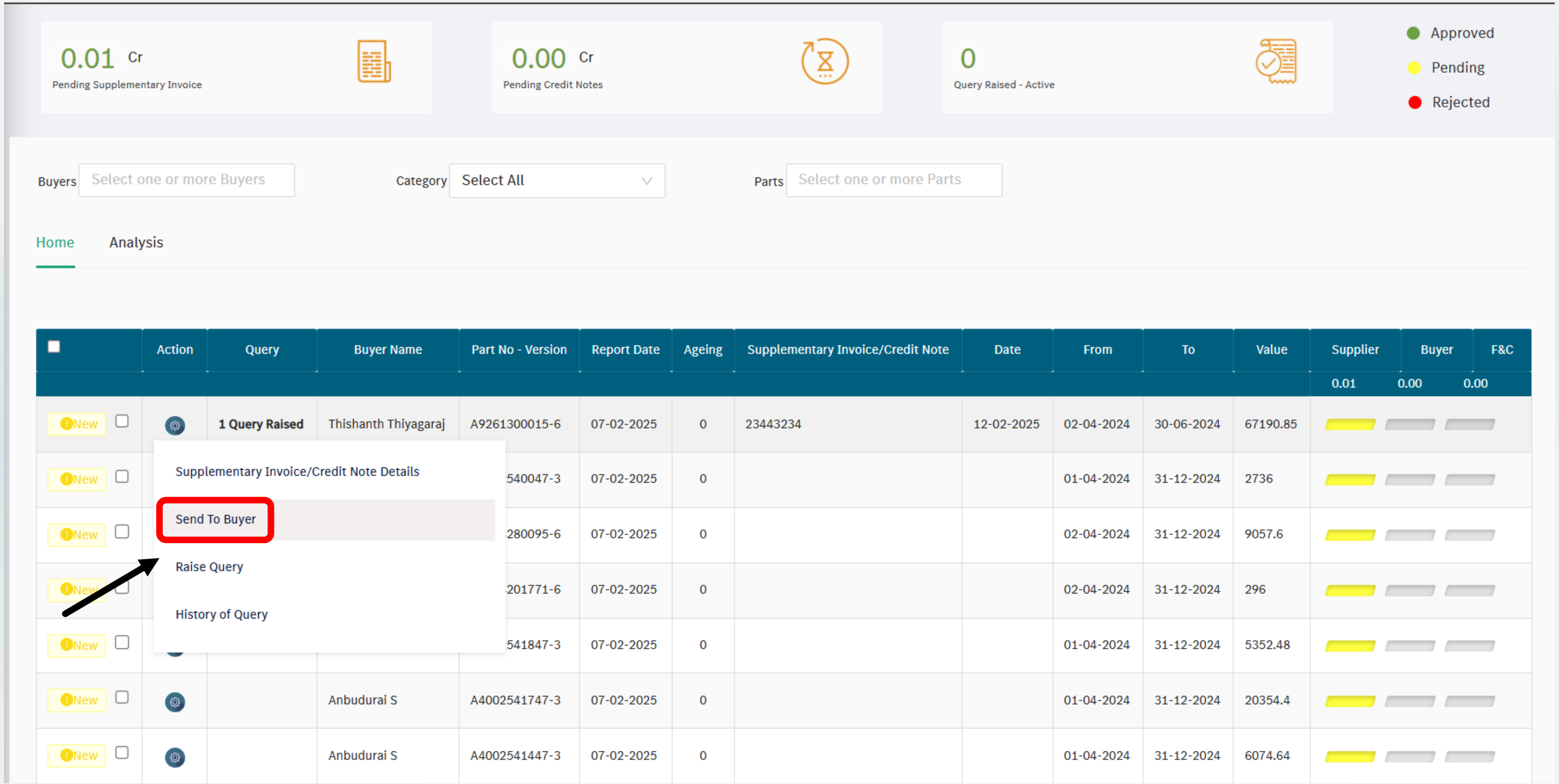
Category Select All

Parts Select one or more Parts

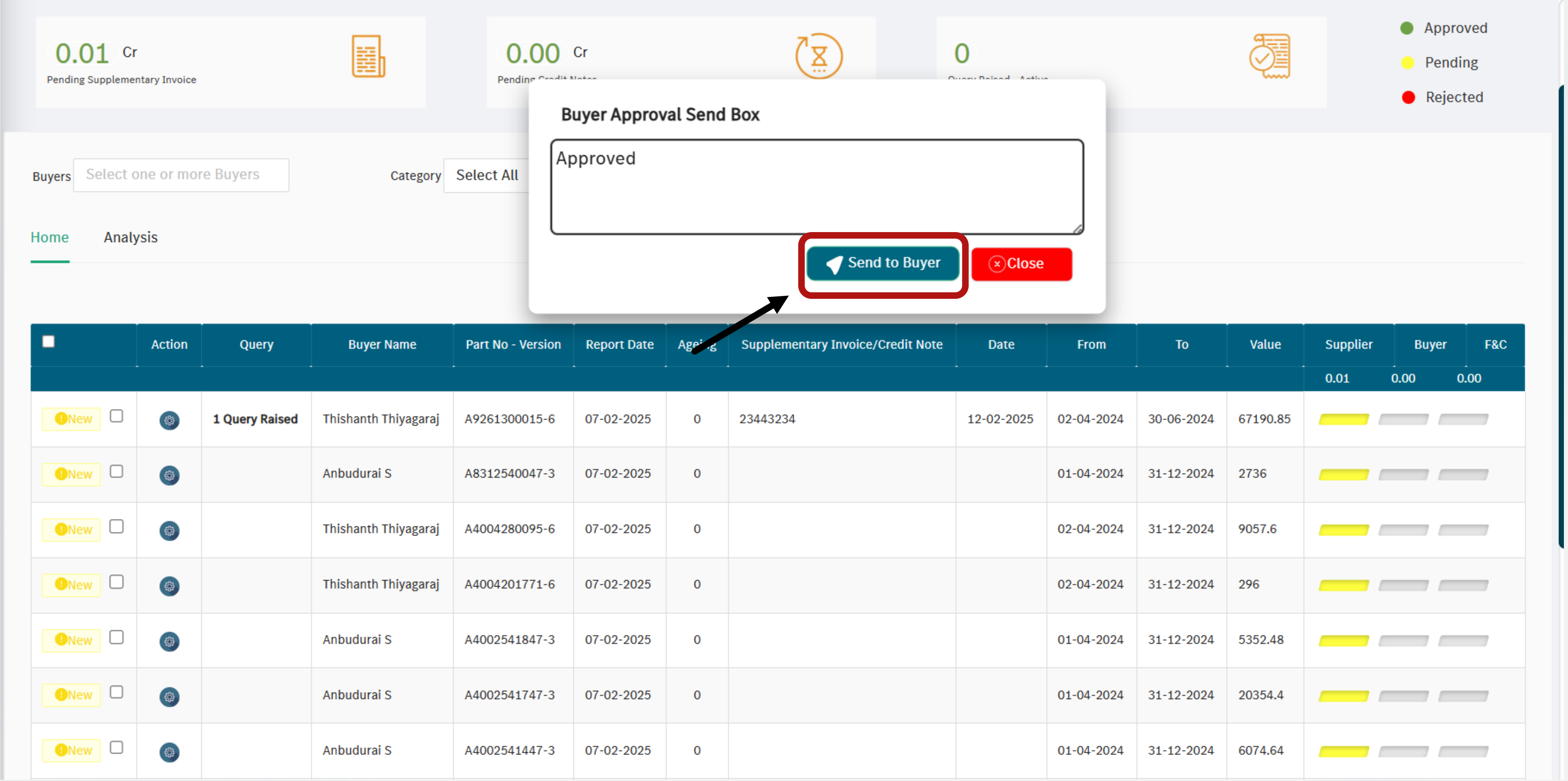
Home Analysis

	Action	Query	Buyer Name	Part No - Version	Report Date	Ageing	Supplementary Invoice/Credit Note	Date	From	To	Value	Supplier	Buyer	F&C
												0.01	0.00	0.00
New		**2 Query Raised**	Thishanth Thiyagaraj	A9261300015-6	07-02-2025	0	23443234	12-02-2025	02-04-2024	30-06-2024	67190.85			
New			Anbudurai S	A8312540047-3	07-02-2025	0			01-04-2024	31-12-2024	2736			
New			Thishanth Thiyagaraj	A4004280095-6	07-02-2025	0			02-04-2024	31-12-2024	9057.6			
New			Thishanth Thiyagaraj	A4004201771-6	07-02-2025	0			02-04-2024	31-12-2024	296			
New			Anbudurai S	A4002541847-3	07-02-2025	0			01-04-2024	31-12-2024	5352.48			
New			Anbudurai S	A4002541747-3	07-02-2025	0			01-04-2024	31-12-2024	20354.4			
New			Anbudurai S	A4002541447-3	07-02-2025	0			01-04-2024	31-12-2024	6074.64			
New			Anbudurai S	A4002541347-3	07-02-2025	0			01-04-2024	31-12-2024	8474.4			

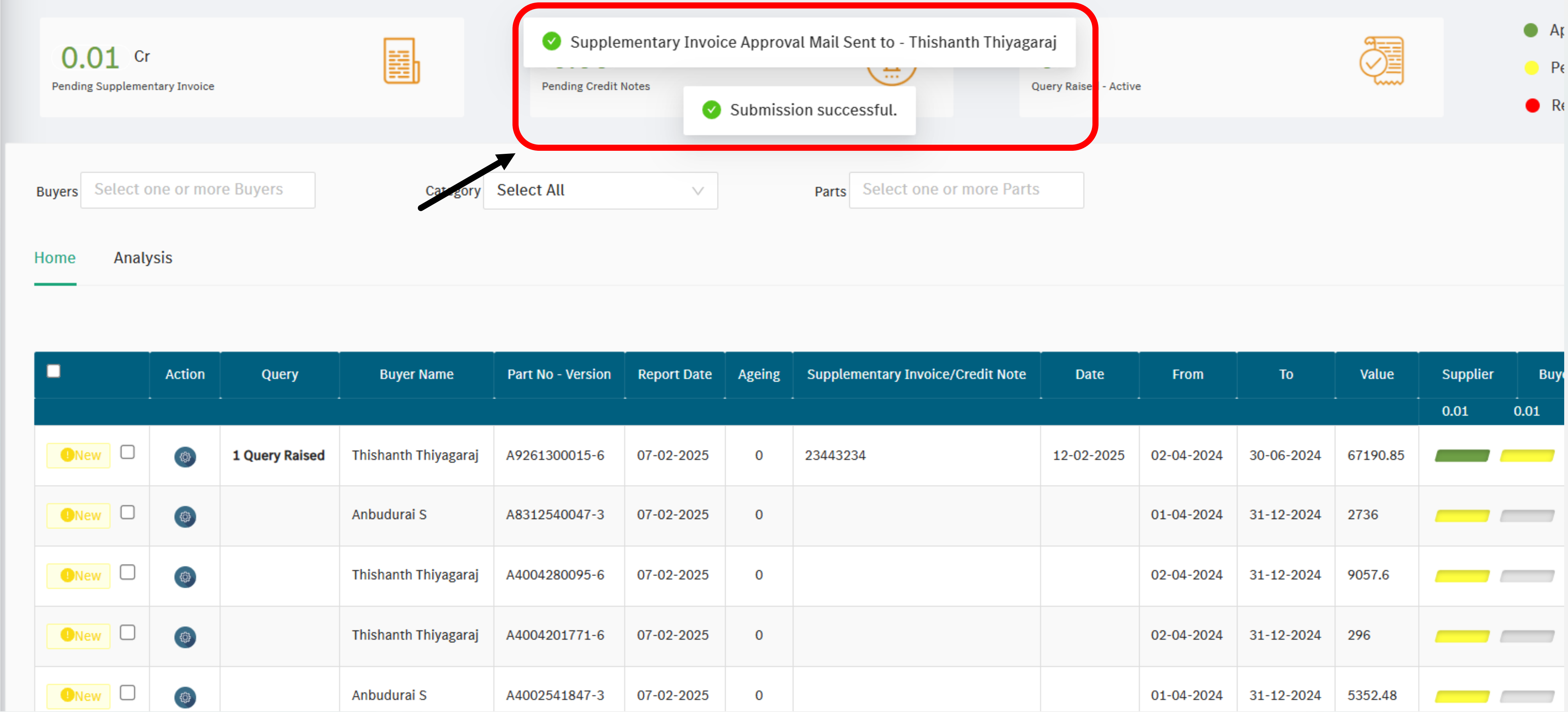
"After all files are uploaded, click the **Send to Buyer**' option."
Note: By getting all queries resolved, only then can Supplier can send the document for approval.



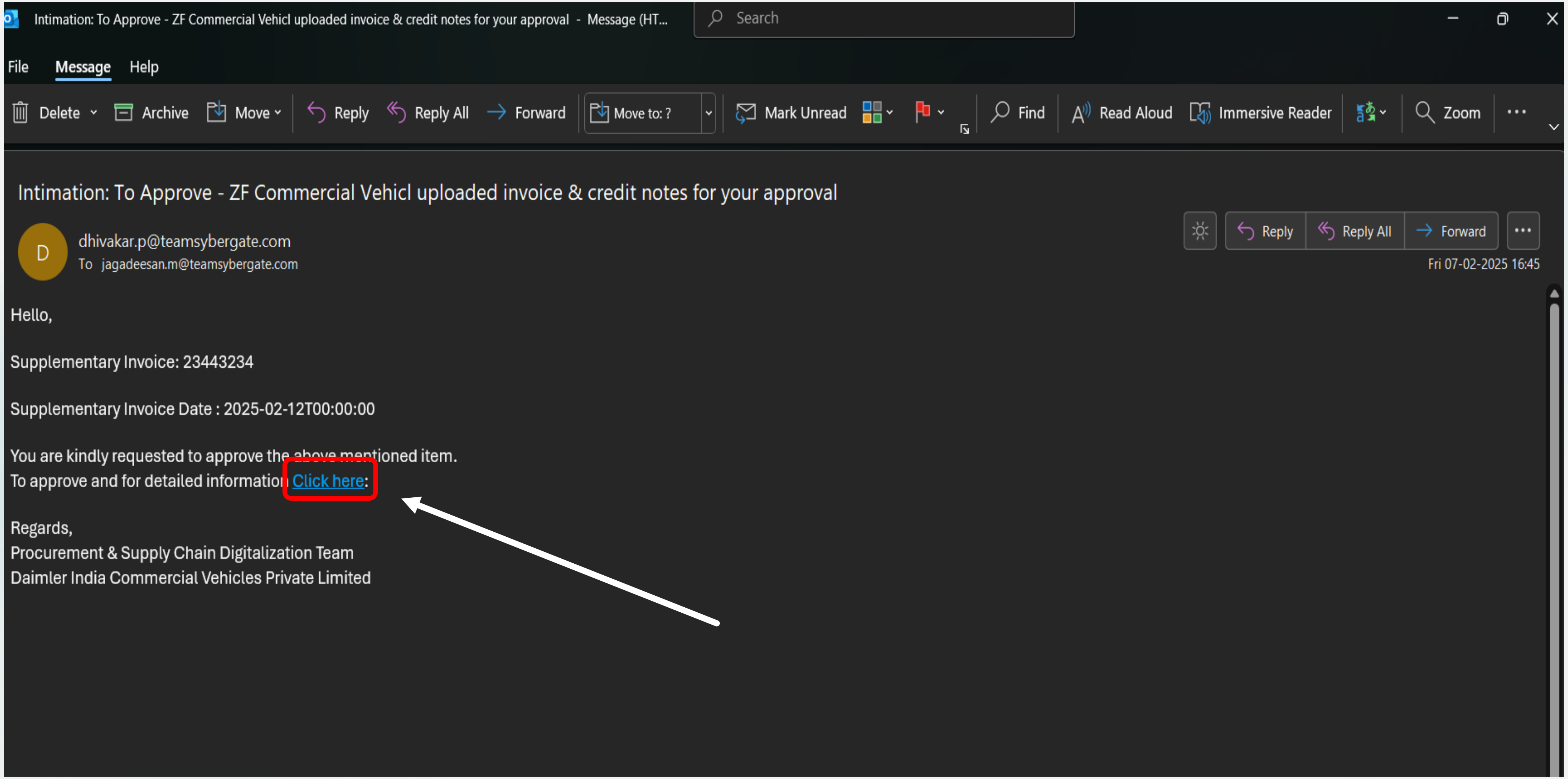
"After clicking the **Send to Buyer** option, a **Buyer Approval Send Box** modal will pop up on the screen. Now, enter the **remark** and click the **Send to Buyer** button."



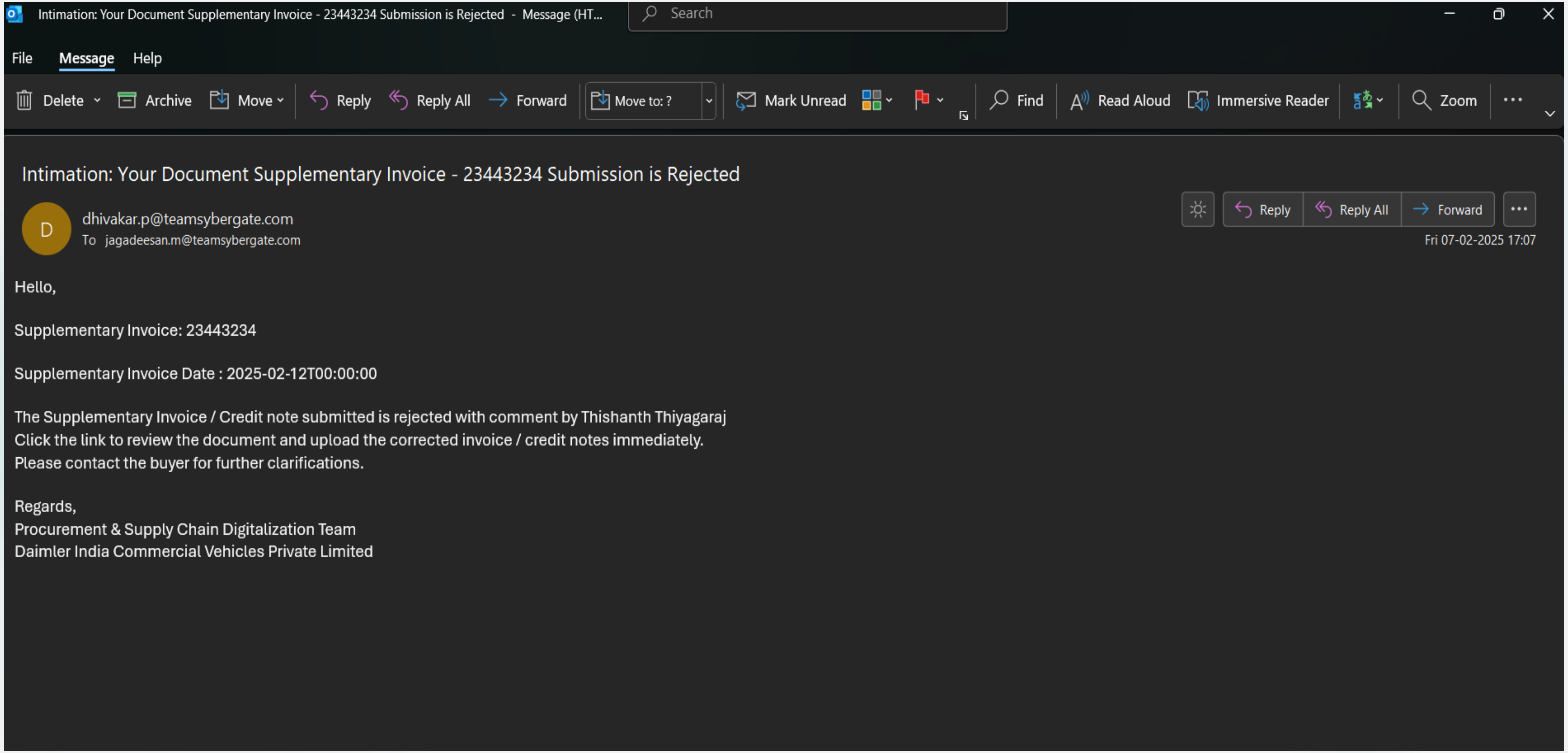
"After clicking the **Send to Buyer** button, an **approval email** will be sent to the **respective Buyer's** email address."



"At the same time, an **Approve intimation mail** will be sent for that Respective **buyer**."



“If the **buyer rejects** the document, a **rejected document intimation** email will be sent from the **buyer** to the respective **supplier.**”



Intimation: Your Document Supplementary Invoice - 23443234 Submission is Rejected

dhivakar.p@teamsybergate.com

To jagadeesan.m@teamsybergate.com

Fri 07-02-2025 17:07

Hello,

Supplementary Invoice: 23443234

Supplementary Invoice Date : 2025-02-12T00:00:00

The Supplementary Invoice / Credit note submitted is rejected with comment by Thishanth Thiyagaraj
Click the link to review the document and upload the corrected invoice / credit notes immediately.
Please contact the buyer for further clarifications.

Regards,
Procurement & Supply Chain Digitalization Team
Daimler India Commercial Vehicles Private Limited

Thank you…