

# DAIMLER TRUCK

## Pay Retro Supplier Manual

Version 1  
10-02-2025



# PayRetro Digital Tool

We are pleased to announce the official launch of **PayRetro**, a digital tool designed to streamline the processing of supplementary invoices and credit notes.

## Key Benefits of PayRetro:

1. **Faster Processing:** Significantly reduces the time required for invoice and credit note submissions and approvals.
2. **Error-Free Submissions:** Minimizes manual errors, ensuring accurate and complete documentation.
3. **Simplified Workflow:** A user-friendly interface that makes managing transactions easier.
4. **Enhanced Transparency & Tracking:** Enables seamless tracking of invoice submissions from start to finish.
5. **Dynamic & Live Reporting:** Provides real-time updates and insights on submitted invoices.
6. **Paperless Operations:** A fully digital solution that promotes sustainability and eliminates paperwork.

# Intimation Mail:

An Intimation mail is sent to the Supplier with the part number and value details whenever a new report get generated in the PayRetro application. Click the link button to access the portal.

Hello,

Click on the [link](#) to access the list of invoices having credit or debit balances with us, that require your immediate action. Ensure the supplementary invoices or the debit notes are submitted within two weeks of this email. Please contact the buyer for any doubts or clarifications.

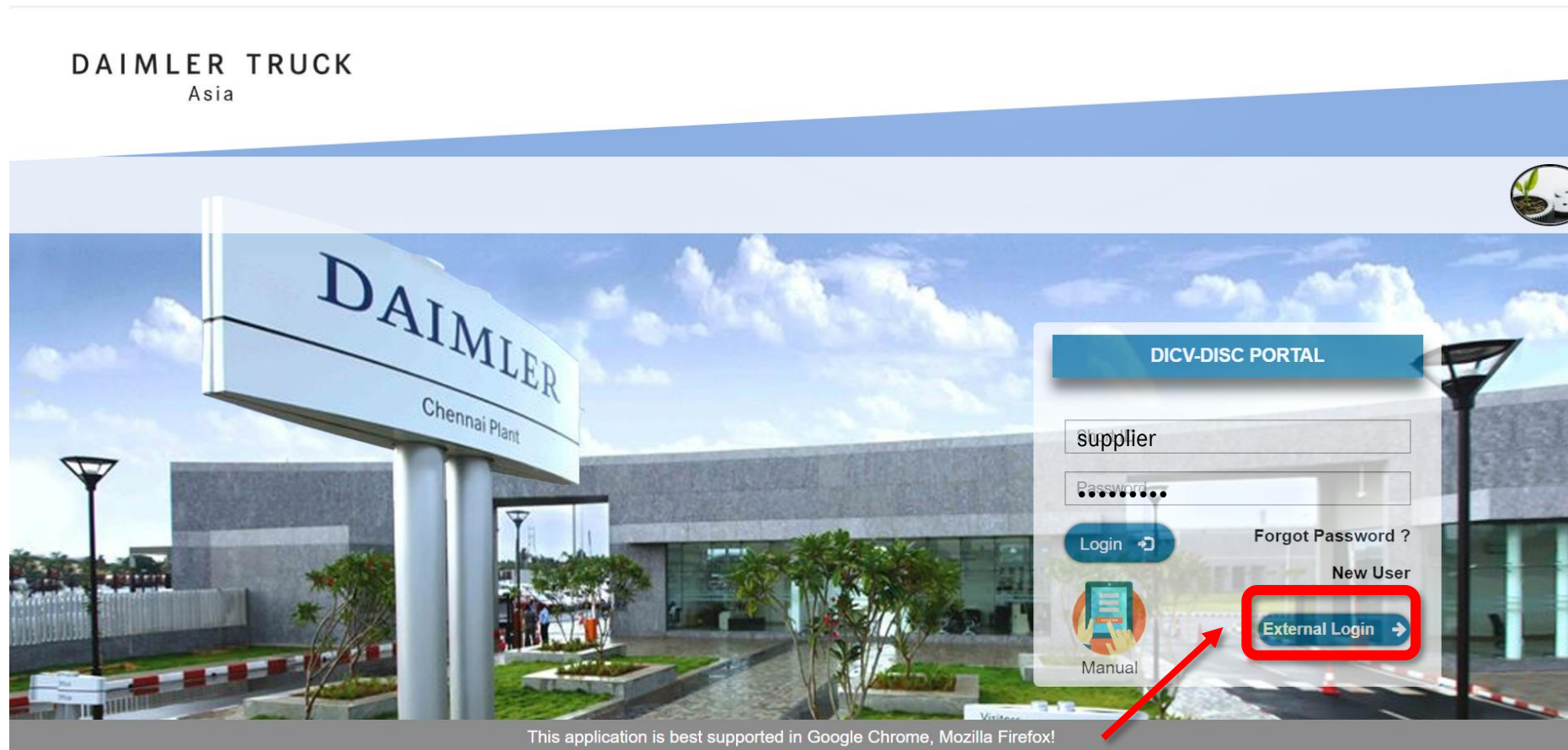
Supplier	Buyer	PartNo	Value	Category
			8474.40	Supplementary Invoice
			6074.64	Supplementary Invoice
			20354.40	Supplementary Invoice
			5352.48	Supplementary Invoice
			2736.00	Supplementary Invoice

Thanks,

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

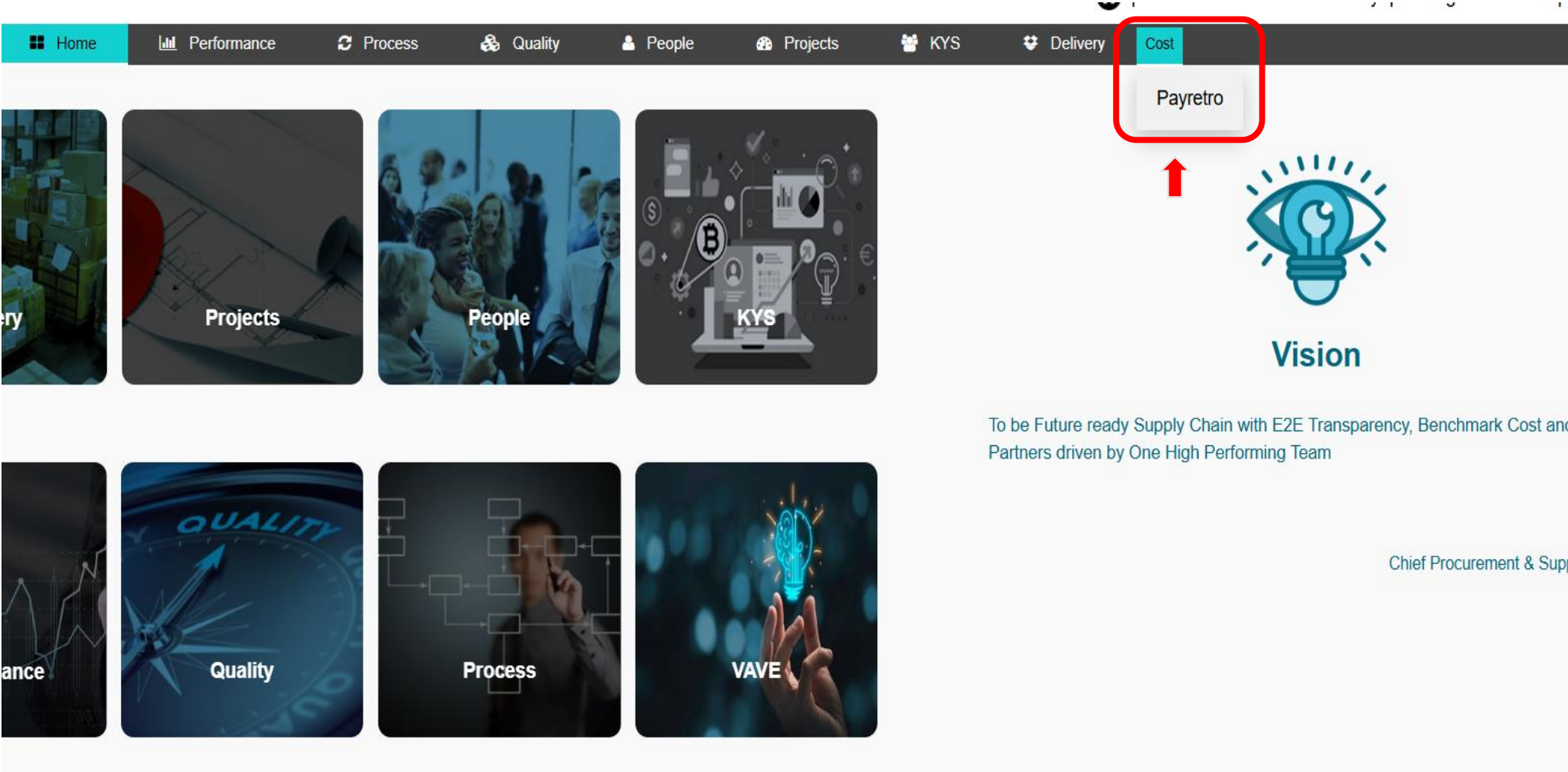
# Open the **DICV-DISC Portal** & Switch to **External Login** to Login the Portal

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



Enter the user credentials and login to access the Portal

After login, click the **Cost** tab to navigate the **Pay Retro** application in the DISC Portal **Home page**



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

PayRetro

Welcome supplier

Supplier Dashboard

0.01 Cr

Pending Supplementary Invoice

0.00 Cr

Pending Credit Notes

14

Query Raised - Active

● Approved

● Pending

● Rejected

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
<input type="checkbox"/>			XXXXXXXXXX	XXXXXXXXXX	17-01-2025	20			02-04-2024	30-06-2024	67190.85	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>			XXXXXXXXXX	XXXXXXXXXX	17-01-2025	20			01-04-2024	31-12-2024	2736	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>			XXXXXXXXXX	XXXXXXXXXX	17-01-2025	20			02-04-2024	31-12-2024	9057.6	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>			XXXXXXXXXX	XXXXXXXXXX	17-01-2025	20			02-04-2024	31-12-2024	296	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>			XXXXXXXXXX	XXXXXXXXXX	17-01-2025	20			01-04-2024	31-12-2024	5352.48	<div></div>	<div></div>	<div></div>

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

PayRetra

Welcome supplier

Supplier Dashboard

0.01 Cr

Pending Supplementary Invoice

0.00 Cr

Pending Credit Notes

14

Query Raised - Active

● Approved

● Pending

● Rejected

Buyers

BUYER1

BUYER2

Category

Supplementary Invoice

Parts

A3xxxxx-1

A3xxxxx-2

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
<input type="checkbox"/>					17-01-2025	20			01-04-2024	31-12-2024	8474.4	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>					17-01-2025	20			02-04-2024	30-06-2024	1957.2	<div></div>	<div></div>	<div></div>

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

PayRetre

Welcome supplier

Supplier Dashboard

0.01 Cr

Pending Supplementary Invoice

0.00 Cr

Pending Credit Notes

14

Query Raised - Active

● Approved

● Pending

● Rejected

Buyers

BUYER1

BUYER2

Category

Supplementary Invoice

Parts

A3xxxxx-1

A3xxxxx-2

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
<input type="checkbox"/>					17-01-2025	20			01-04-2024	31-12-2024	8474.4	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>					17-01-2025	20			02-04-2024	30-06-2024	1957.2	<div></div>	<div></div>	<div></div>



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 : A3xxxxx-8

Valid From : 02-04-2024

Old Value : 2549.66

Accounted Price : 2557.4

Description : FLANGED MANIFOLD /

Valid To : 30-06-2024

New Value : 2554.32

Accounted Value : 1074108

Buyer Name : BUYER1

Contract No : 16xxxxxx8

Delta : 4.66

Version No : 6

Supplier Code : 16xxxx01

Released Date : 10-10-2024

Qty : 420

Implementation Date : 30-06-2024

Supplier Name : Supplier1

Plant : 3651

Total : 1957.2

Change 

Select date

CBFC Information

S.no	PartNo	Invoice No	InvoiceDate	Qty	Price (GRN)	Paid Amount (CBFC)
1			02-04-2024	48	0	122755.2
2			02-04-2024	24	0	61377.6
3			03-04-2024	12	0	30688.8
4			03-04-2024	24	0	61377.6
5			04-04-2024	48	0	122755.2
6			05-04-2024	36	0	92066.4
7			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			02-04-2024	2549.66	2554.32	4.66	48	223.68	INR		
2	1			02-04-2024	2549.66	2554.32	4.66	24	111.84	INR		
3	1			03-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
4	1			03-04-2024	2549.66	2554.32	4.66	24	111.84	INR		
5	1			04-04-2024	2549.66	2554.32	4.66	48	223.68	INR		
6	1			05-04-2024	2549.66	2554.32	4.66	36	167.76	INR		
7	1			10-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
8	1			23-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
9	1			24-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
10	1			29-04-2024	2549.66	2554.32	4.66	12	55.92	INR		
11	1			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  
Implementation date is the date from when the price is updated on your invoice as per contract for the regular supplies

PayRetr

Supplier

0.

Pendi

Buyers

Home

Contract Details

Part Number : A3xxxxx-8

Description : FLANGED MANIFOLD /

Buyer Name : BUYER1

Supplier Code : 16xxxx01

Supplier Name : Supplier1

Valid From : 02-04-2024

Valid To : 30-06-2024

Contract No : 16xxxxxx8

Released Date : 10-10-2024

Plant : 3651

Old Value : 2549.66

New Value : 2554.32

Delta : 4.66

Qty : 420

Total : 1957.2

Accounted Price : 2557.4

Accounted Value : 1074108

Version No : 6

Implementation Date : 30-06-2024

Change

CBFC Information

S.no	PartNo	Invoice No	InvoiceDate	Qty	Price (GRN)
1			02-04-2024	48	0
2			02-04-2024	24	0
3			03-04-2024	12	0
4			03-04-2024	24	0
5			04-04-2024	48	0
6			05-04-2024	36	0
7			10-04-2024	12	0

come supplier

Approved

Pending

Rejected

<< < Feb 2025 > >>

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Today

Close

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

Contract Details

✓ Implementation Date changed Successfully Synced

X

Part Number : A4002541347

Valid From : 01-04-2024

Old Value : 1140.92

Accounted Price : 1146.25

Description : A3xxxxx-8

Valid To : 31-12-2024

New Value : 1151.62

Accounted Value : 907830

Buyer Name : Buyer1

Contract No : 2290198430

Delta : 10.7

Version No : 3

Supplier Code : 16xxxxx8

Released Date : 16xxxxx8

Qty : 792

Implementation Date : 06-02-2025

Supplier Name : 16xxxx01

Plant : 3651

Total : 8474.4

Change : 2025-02-06

CBFC Information

S.no	PartNo	Invoice No	InvoiceDate	Qty	Price (GRN)	Paid Amount (CBFC)
1	A4002541347	241021100207	02-04-2024	36	0	41265
2			04-04-2024	36	0	41265
3			05-04-2024	90	0	103162.5
4			05-04-2024	36	0	41265
5			08-04-2024	36	0	41265
6			08-04-2024	36	0	41265
7			10-04-2024	54	0	61897.5

Close

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

Contract Details

89	A3xxxxx-7	22xxxxxxx7	05-06-2024	30	0
90	A3xxxxx-7	22xxxxxxx7	07-06-2024	15	0

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			02-04-2024	5731.48	5752.51	21.03	15	315.45	INR		12-02-2025
2	1			02-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
3	1			03-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
4	1			03-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
5	1			04-04-2024	5731.48	5752.51	21.03	45	946.35	INR		12-02-2025
6	1			05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR		12-02-2025
7	1			05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR		12-02-2025
8	1			05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR		12-02-2025
9	1			08-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025

Downloads

Annexure\_A9261300015\_02-04-2024\_t  
2024\_1.xlsx

Open file

See more

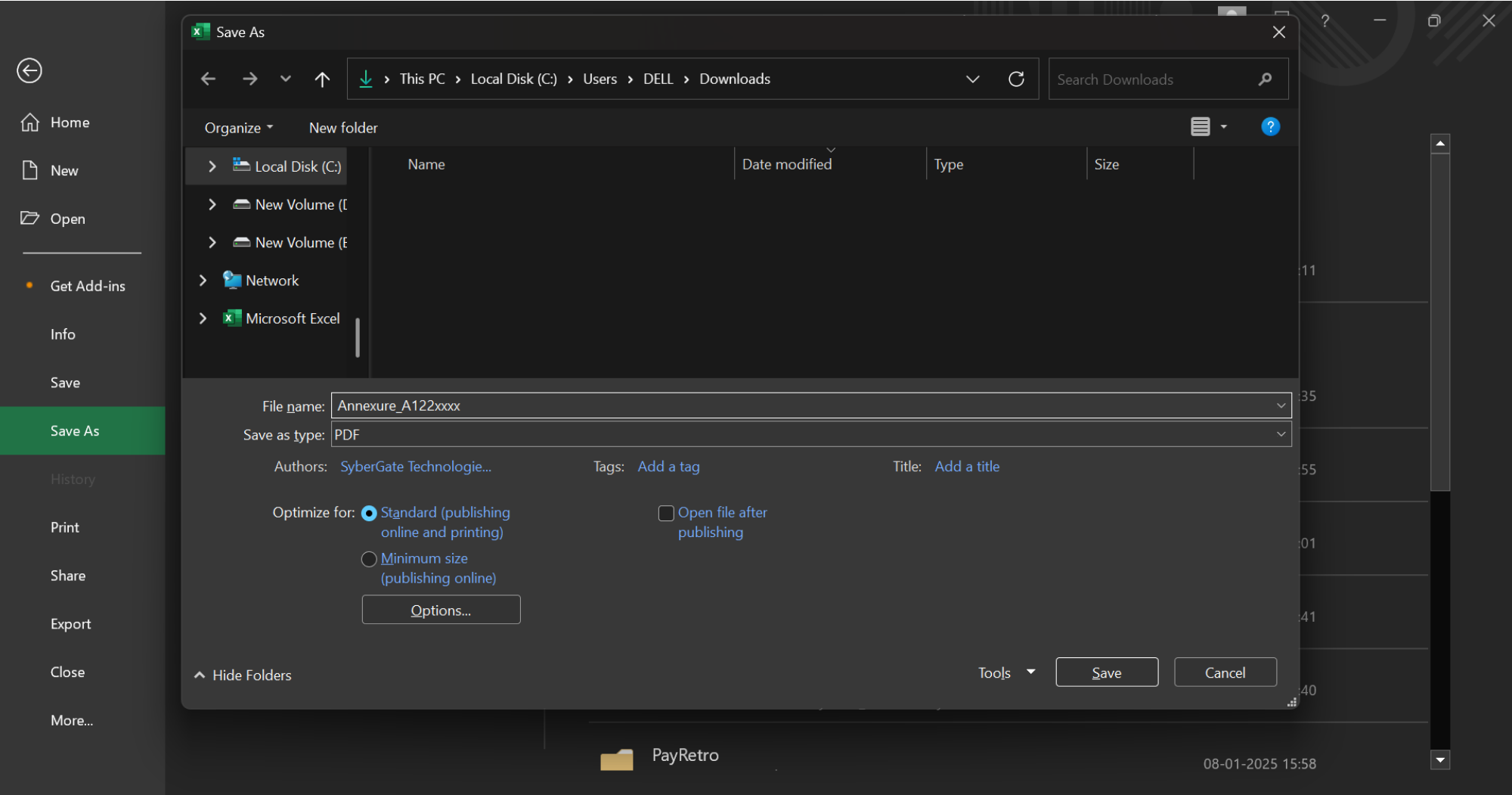
Close

After downloading the document, open the Excel sheet to view the details and fill the Supplementary Invoice/Credit Note number and the date of Document

**Note :** The Document Number is the invoice / credit note created locally in your System

Supplementary Invoice Retrospective Price Changes													N	O
Vendor Na SUNGWOO STAMPING PVT														
Plant :3654														
Supplementary Invoice / Credit Note: SI001														
DICV Vendor Code : 15663773														
Date : 25														
Sl. No	Annexure Group	Invoice No	Inv. Date	GRN NO	Part No.	Part Description	Contract Number	Qty	Old Rate	New Rate	Dif. Rate	Total		
1	1	2412066684	02-01-2025	4104575834	A4009700267	SUPPORTING PANEL FRT R	2290321356	40.00	341.97	342.61	0.64	25.60		
2	1	2501	03-	4:				40.00	341.97	342.61	0.64	25.60		
3	1	2501	04-	4:				20.00	341.97	342.61	0.64	12.80		
4	1	2501	06-	4:				20.00	341.97	342.61	0.64	12.80		
5	1	2501	06-	4:				20.00	341.97	342.61	0.64	12.80		
6	1	2501	07-	4:				20.00	341.97	342.61	0.64	12.80		
									0.00					
									0.00					
Total								160.00	2051.82	2055.66	3.84	102.40		
Remarks:														

After verifying the Document, save the file as PDF format



After saving the document, Open PDF Editor and Sign the Document digitally.

Supplementary Invoice Retrospective Price Changes												
Vendor Name: SUNGWOOT STAMPING PVT								DICV Vendor Code : 15663773				
Plant : 3654								Supplementary Invoice / Credit Note: SI001				
								Date : 2/14/2025				
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	1/2/2025					40.00	341.97	342.61	0.64	25.60
2		1	1/3/2025					40.00	341.97	342.61	0.64	25.60
3		1	1/4/2025					20.00	341.97	342.61	0.64	12.80
4		1	1/6/2025					20.00	341.97	342.61	0.64	12.80
5		1	1/6/2025					20.00	341.97	342.61	0.64	12.80
6		1	1/7/2025					20.00	341.97	342.61	0.64	12.80
									0.00			
									0.00			
Total								160.00	2051.82	2055.68	3.84	102.40
Remarks:												

b8784949-4418-40e1-9718-92768afc0646  
Digitally signed by b8784949-4418-40e1-9718-92768afc0646  
Date: 2025.02.18 12:52:24 +05'30'

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

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Notes

14  
Query Raised - Active

● Approved

● Pending

● Rejected

Buyers

BUYER1

BUYER2

Category

Supplementary Invoice


Parts

A3xxxxx-1

A3xxxxx-2

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
<input type="checkbox"/>		1			17-01-2025	20			01-04-2024	31-12-2024	8474.4	<div></div>	<div></div>	<div></div>
<input type="checkbox"/>	Supplementary Invoice/Credit Note Details				2	17-01-2025	20		02-04-2024	30-06-2024	1957.2	<div></div>	<div></div>	<div></div>

A3xxxxx-2



Upload the locally created invoice in Supplementary Invoice/Credit Note field and the downloaded annexure in PDF format, ensuring both are digitally signed.

Pending Supplementary Invoice

Pending Credit Notes

Query Raised - Active

Pending

Rejected

Buyers

Select one or more Buyers

Home

Analysis

	Action	Query	Buyer No
<div>New</div>			
<div>New</div>			
<div>New</div>			
<div>New</div>			
<div>New</div>			
<div>New</div>			
<div>New</div>			
<div>New</div>			

Supplementary Invoice/Credit Note Upload

Annexure Group

Document No

Date (YYYY-MM-DD)

Upload

1

A45534982

2025-02-12

Supplementary Invoice/Credit Note

Annexure (Digitally signed PDF only)

Annexure (Excel)

Upload Invoice/Credit Note

Upload Annexure PDF

Upload Attachment

TPLR24252435.pdf

TPLR24252435.pdf

15nov2024cbfcddata.xlsx

Annexure Group	Supplementary Invoice/Credit Note	Date	Supplementary Invoice/Credit Note File	Annexure File	Annexure Attachment
<div>No Data</div>					

To	Value	Supplier	Buyer	F&C
		0.01	0.00	0.00
30-06-2024	67190.85			
31-12-2024	2736			
31-12-2024	9057.6			
31-12-2024	296			
31-12-2024	5352.48			
31-12-2024	20354.4			
31-12-2024	6074.64			
31-12-2024	8474.4			

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

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Notes

14  
Query Raised - Active

Buyers

Home Analysis

Action	Query	Buyer Name
<input type="checkbox"/>		
<input type="checkbox"/>		

To	Value	Supplier	Buyer	F&C
		0.01	0.00	0.00
1-12-2024	8474.4			
0-06-2024	1957.2			

Supplementary Invoice/Credit Note Upload

Annexure Group  
1

Document No  
A3xxxxx-1

Date (YYYY-MM-DD)  
2025-02-12

Upload

Supplementary Invoice/Credit Note  
(Digitally signed PDF only)

Annexure (Digitally signed PDF only)

Annexure (Excel)

Upload Invoice/Credit Note

Upload Annexure PDF

Upload Attachment

DC2450.pdf

DC2450-1.pdf

New test cbfc.xlsx

Annexure Group	Supplementary Invoice/Credit Note	Date	Supplementary Invoice/Credit Note File	Annexure File	Annexure Attachment
<div>No Data</div>					

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.

Supplier Dashboard

0.01 Cr

Pending Supplementary Invoice

Buyers

Thishanth Thiyagaraj x

Ar

Home

Analysis

	Action	Query	Buyer Name
<input type="checkbox"/>			Anbudurai S
<input type="checkbox"/>			TI

No signature found in the PDF (Supplementary PDF 1)

Supplementary Invoice/Credit Note Upload

Annexure Group

Document No

Date (YYYY-MM-DD)

Upload

1

A45534982

Select date

Supplementary Invoice/Credit Note

Annexure (Digitally signed PDF only)

Annexure (Excel)

Upload Invoice/Credit Note

Upload Annexure PDF

Upload Attachment

Annexure Group	Supplementary Invoice/Credit Note	Date	Supplementary Invoice/Credit Note File	Annexure File	Annexure Attachment
<div>No Data</div>					

Approved

Pending

Rejected

To	Value	Supplier	Buyer	F&C
-12-2024	8474.4	<div></div>	<div></div>	<div></div>
-06-2024	19816.8	<div></div>	<div></div>	<div></div>

After uploading the invoice details, the documents will appear in the table below. Close the modal by clicking the close button.

**Note:** Refer to the Annexure Group column in the downloaded annexure, then select "1" and "2" from the Annexure Group dropdown and upload the documents.

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Note

Supplementary Invoice uploaded successfully.

0  
Query Raised - Active

Pending

Rejected

Buyers

Select one or more Buyers

Home

Analysis

Supplementary Invoice/Credit Note Upload

Annexure Group

Document No

Date (YYYY-MM-DD)

Upload

1

A3xxxxx-1

Select date

Supplementary Invoice/Credit Note

(Digitally signed PDF only)

Annexure (Digitally signed PDF only)

Annexure (Excel)

Upload Invoice/Credit Note

Upload Annexure PDF


Upload Attachment

Annexure Group	Supplementary Invoice/Credit Note	Date	Supplementary Invoice/Credit Note File	Annexure File	Annexure Attachment
1	A3xxxxx-1	2025-02-12T00:00:00			

To	Value	Supplier	Buyer	F&C
30-06-2024	67190.85			
31-12-2024	2736			
31-12-2024	9057.6			
31-12-2024	296			
31-12-2024	5352.48			
31-12-2024	20354.4			
31-12-2024	6074.64			
31-12-2024	8474.4			

After uploading the Documents, You can check the Contract Details by **clicking on the row** in which you uploaded the invoice and annexure in the table.


PayRetro

Welcome supplier 

Supplier Dashboard


0.01 Cr

Pending Supplementary Invoice




0.00 Cr

Pending Credit Notes



14

Query Raised - Active



● Approved

● Pending

● Rejected

Buyers

BUYER1 x

BUYER2 x

Category

Supplementary Invoice v



Parts

A3xxxxx-1 x

A3xxxxx-2 x

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
<input type="checkbox"/>					17-01-2025	20			01-04-2024	31-12-2024	8474.4	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<input type="checkbox"/>					17-01-2025	20			02-04-2024	30-06-2024	1957.2	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>

Daimler Truck

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			02-04-2024	5731.48	5752.51	21.03	15	315.45	INR		12-02-2025
2	1			02-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
3	1			03-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
4	1			03-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
5	1			04-04-2024	5731.48	5752.51	21.03	45	946.35	INR		12-02-2025
6	1			05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR		12-02-2025
7	1			05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR		12-02-2025
8	1			05-04-2024	5731.48	5752.51	21.03	60	1261.8	INR		12-02-2025
9	1			08-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
10	1			08-04-2024	5731.48	5752.51	21.03	30	630.9	INR		12-02-2025
11	1			08-04-2024	5731.48	5752.51	21.03	60	1261.8	INR		12-02-2025


Close

If the supplier wants to Submit the Document and **Send for Approval**, Click the **Send to Buyer** option from the  Action button from the Action column.

Supplier Dashboard


0.01 Cr

Pending Supplementary Invoice




0.00 Cr

Pending Credit Notes



0

Query Raised - Active



● Approved

● Pending

● Rejected

Buyers

Thishanth Thiyagaraj x

Anbudurai S v

Category

Supplementary Invoice v


Parts

A9261300015 x

A8312540047 v

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
<div>New</div>			Thishanth Thiyagaraj	A9261300015-6	07-02-2025	0	A45534982	12-02-2025	02-04-2024	30-06-2024	67190.85	<div></div>	<div></div>	<div></div>
<div>New</div>	Supplementary				07-02-2025	0			01-04-2024	31-12-2024	2736	<div></div>	<div></div>	<div></div>
<div>New</div>	Send To Buyer			6	07-02-2025	0			02-04-2024	31-12-2024	296	<div></div>	<div></div>	<div></div>
<div>New</div>	Raise Query			3	07-02-2025	0			01-04-2024	31-12-2024	5352.48	<div></div>	<div></div>	<div></div>
	History of Querv													

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.

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Note

0  
Query Raised - Action

Approved

Pending

Rejected

Buyers

Category

Home

Analysis

Buyer Approval Send Box

Send to Buyer

Close

	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
<div>New</div>	<div></div>	1 Query Raised			07-02-2025	0	23443234	12-02-2025	02-04-2024	30-06-2024	67190.85			
<div>New</div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	2736			
<div>New</div>	<div></div>				07-02-2025	0			02-04-2024	31-12-2024	9057.6			
<div>New</div>	<div></div>				07-02-2025	0			02-04-2024	31-12-2024	296			
<div>New</div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	5352.48			
<div>New</div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	20354.4			
<div>New</div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	6074.64			



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

0.01 Cr  
Pending Supplementary Invoice

✓ Supplementary Invoice Approval Mail Sent to - 1. [redacted]

Pending Credit Notes

✓ Submission successful.

Query Raised - Active

Buyers

Category

Parts

Home

Analysis

	Action	Query	Buyer Name	Part No - Version	Report Date	Ageing	Supplementary Invoice/Credit Note	Date	From	To	Value	Supplier	Buyer
												0.01	0.01
<div>New</div>	<div></div>	1 Query Raised	[redacted]	[redacted]	07-02-2025	0	23443234	12-02-2025	02-04-2024	30-06-2024	67190.85	<div></div>	<div></div>
<div>New</div>	<div></div>		[redacted]	[redacted]	07-02-2025	0			01-04-2024	31-12-2024	2736	<div></div>	<div></div>
<div>New</div>	<div></div>		[redacted]	[redacted]	07-02-2025	0			02-04-2024	31-12-2024	9057.6	<div></div>	<div></div>
<div>New</div>	<div></div>		[redacted]	[redacted]	07-02-2025	0			02-04-2024	31-12-2024	296	<div></div>	<div></div>
<div>New</div>	<div></div>		[redacted]	[redacted]	07-02-2025	0			01-04-2024	31-12-2024	5352.48	<div></div>	<div></div>

## Mail Approval to Buyer:

1. An **Approval intimation mail** will be sent to the respective buyer.

Hello,

Supplementary Invoice: [REDACTED]

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

You are kindly requested to approve the above mentioned item.

To approve and for detailed information [Click here:](#)

Regards,

Procurement & Supply Chain Digitalization Team

Daimler India Commercial Vehicles Private Limited

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

Hello,

Supplementary Invoice: 23443234

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

The Supplementary Invoice / Credit note submitted is rejected with comment by 1 [REDACTED]

[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

## Mail Approval to Accounts:

1. An **Approval intimation mail** will be sent to the respective Accounts user.

Hello,

Supplementary Invoice: [REDACTED]

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

You are kindly requested to approve the above mentioned item.

To approve and for detailed information [Click here:](#)

Regards,

Procurement & Supply Chain Digitalization Team

Daimler India Commercial Vehicles Private Limited

2. If the **Account user rejects** the document, a **rejected document intimation** email will be sent from the **account's user** to the respective **supplier**.

Hello,

Supplementary Invoice: 23443234

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

The Supplementary Invoice / Credit note submitted is rejected with comment by 1 [REDACTED]


[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

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

Supplier Dashboard


0.01 Cr

Pending Supplementary Invoice




0.00 Cr

Pending Credit Notes



0

Query Raised - Active



● Approved

● Pending

● Rejected

Buyers

Thishanth Thiyagaraj ×  
Anbudurai S ×

Category


Supplementary Invoice

Parts

A9261300015 ×  
A8312540047 ×  
A  
A

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
<div>New</div>			Thishanth Thiyagaraj	A9261300015-6	07-02-2025	0	A45534982	12-02-2025	02-04-2024	30-06-2024	67190.85	<div></div>	<div></div>	<div></div>
<div>New</div>		Supplementary Invoice			07-02-2025	0			01-04-2024	31-12-2024	2736	<div></div>	<div></div>	<div></div>
<div>New</div>		Send To Buyer		-6	07-02-2025	0			02-04-2024	31-12-2024	296	<div></div>	<div></div>	<div></div>
<div>New</div>		Raise Query		-3	07-02-2025	0			01-04-2024	31-12-2024	5352.48	<div></div>	<div></div>	<div></div>
		History of Query												

“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.”

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Notes

0  
Query Raised - Active

Pending

Rejected

Buyers 

Select one or more Buyers

Category

Home

Analysis

	Action	Query	Buyer Name
<div>New</div>	<div></div>	1 Query Raised	Thishanth Thiyagaraj
<div>New</div>	<div></div>		
<div>New</div>	<div></div>		garaj
<div>New</div>	<div></div>		garaj
<div>New</div>	<div></div>		
<div>New</div>	<div></div>		
<div>New</div>	<div></div>		
<div>New</div>	<div></div>		Anbudural S

Disputes

BuyerName: ANBUDUS

Supplier Code: 15659908

Additional Query: Part number issue

Cancel

Raise

From	To	Value	Supplier	Buyer	F&C
			0.01	0.00	0.00
02-04-2024	30-06-2024	67190.85			
01-04-2024	31-12-2024	2736			
02-04-2024	31-12-2024	9057.6			
02-04-2024	31-12-2024	296			
01-04-2024	31-12-2024	5352.48			
01-04-2024	31-12-2024	20354.4			
01-04-2024	31-12-2024	6074.64			
01-04-2024	31-12-2024	8474.4			

“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.”

PayRetra

Query Raised Intimation Sent to TTHIYAG

Welcome supplier

Supplier Dashboard

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Notes

1  
Query Raised - Active

Approved

Pending

Rejected

Buyers

Select one or more Buyers

Category

Select All

Parts

Select one or more Parts

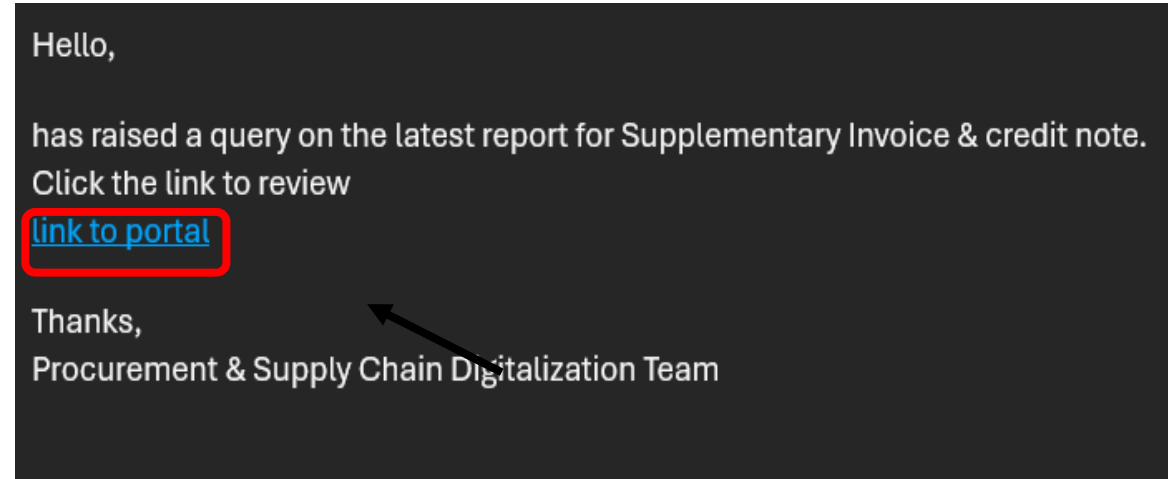
Home

Analysis

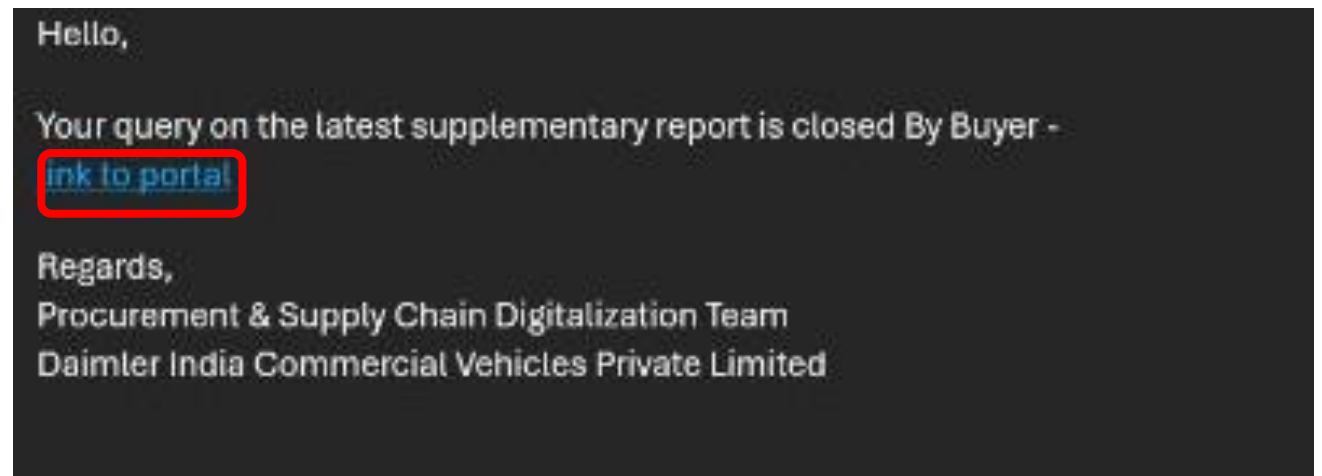
	Action	Query	Buyer Name	Part No - Version	Report Date	Ageing	Supplementary Invoice/Credit Note	Date	From	To	Value	Supplier	Buyer	F&C
												0.01	0.00	0.00
<div>New</div>	<div></div>	1 Query Raised	Thyssen Thoppey	A45534982	07-02-2025	0	A45534982	12-02-2025	02-04-2024	30-06-2024	67190.85			
<div>New</div>	<div></div>		Thyssen Thoppey	A45534982	07-02-2025	0			01-04-2024	31-12-2024	2736			
<div>New</div>	<div></div>		Thyssen Thoppey	A45534982	07-02-2025	0			02-04-2024	31-12-2024	9057.6			
<div>New</div>	<div></div>		Thyssen Thoppey	A45534982	07-02-2025	0			02-04-2024	31-12-2024	296			
<div>New</div>	<div></div>		Thyssen Thoppey	A45534982	07-02-2025	0			01-04-2024	31-12-2024	5352.48			

# Intimation Mail process

1. An intimation mail for Query Raised will be sent to the respective buyer.



2. 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.



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













Buyers

Category

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
 <input type="checkbox"/>		1 Query Raised			07-02-2025	0	23443234	12-02-2025	02-04-2024	30-06-2024	67190.85	<div></div>	<div></div>	<div></div>
 <input type="checkbox"/>		Supplementary Invoice/Credit Note Details			07-02-2025	0			01-04-2024	31-12-2024	2736	<div></div>	<div></div>	<div></div>
 <input type="checkbox"/>		Send To Buyer			07-02-2025	0			02-04-2024	31-12-2024	9057.6	<div></div>	<div></div>	<div></div>
 <input type="checkbox"/>		Raise Query			07-02-2025	0			02-04-2024	31-12-2024	296	<div></div>	<div></div>	<div></div>
 <input type="checkbox"/>		History of Query			07-02-2025	0			01-04-2024	31-12-2024	5352.48	<div></div>	<div></div>	<div></div>
 <input type="checkbox"/>					07-02-2025	0			01-04-2024	31-12-2024	20354.4	<div></div>	<div></div>	<div></div>
 <input type="checkbox"/>					07-02-2025	0			01-04-2024	31-12-2024	6074.64	<div></div>	<div></div>	<div></div>
 <input type="checkbox"/>					07-02-2025	0			01-04-2024	31-12-2024	8474.4	<div></div>	<div></div>	<div></div>



"After selecting the **History of Query** option, the **Dispute History** moule will pop up, and the references for the **previously raised query** will be displayed"

0.01 Cr

Pending Supplementary Invoice

0.00 Cr

Pending Credit Notes

0

Query Raised - Active

Approved

Pending

Rejected

Buyers

Select one or more Buyers

Home

Analysis

Action

Query

1 Query Raised

Thibarth Thivarsal

2024-02-07

07-02-2025

0

23443234

12-02-2025

02-04-2024

30-06-2024

67190.85

New

Action

Query

07-02-2025

0

01-04-2024

31-12-2024

2736

New

Action

Query

07-02-2025

0

02-04-2024

31-12-2024

9057.6

New

Action

Query

07-02-2025

0

02-04-2024

31-12-2024

296

New

Action

Query

07-02-2025

0

01-04-2024

31-12-2024

5352.48

New

Action

Query

07-02-2025

0

01-04-2024

31-12-2024

20354.4

New

Dispute History

Buyer Short ID

Rejection Code

Query

Status

Buyer Remarks

Accounts Remarks

Response Time

GRN Quantity Issue

reamkrs

Close

ForwardRea krs

Remarks

2/7/2025, 1:12:12 PM

Total 1 items

<

1

>

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

Buyers

Category

✓ Query Raised Intimation Sent to

Home

Analysis

<input type="checkbox"/>	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
<div><div>New</div><div></div></div>	<div></div>	2 Query Raised			07-02-2025	0	23443234	12-02-2025	02-04-2024	30-06-2024	67190.85	<div></div>	<div></div>	<div></div>
<div><div>New</div><div></div></div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	2736	<div></div>	<div></div>	<div></div>
<div><div>New</div><div></div></div>	<div></div>				07-02-2025	0			02-04-2024	31-12-2024	9057.6	<div></div>	<div></div>	<div></div>
<div><div>New</div><div></div></div>	<div></div>				07-02-2025	0			02-04-2024	31-12-2024	296	<div></div>	<div></div>	<div></div>
<div><div>New</div><div></div></div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	5352.48	<div></div>	<div></div>	<div></div>
<div><div>New</div><div></div></div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	20354.4	<div></div>	<div></div>	<div></div>
<div><div>New</div><div></div></div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	6074.64	<div></div>	<div></div>	<div></div>
<div><div>New</div><div></div></div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	8474.4	<div></div>	<div></div>	<div></div>

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

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Notes

0  
Query Raised - Active

● Approved

● Pending

● Rejected

Buyers

Category

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
<div>New</div>	<div>⚙</div>	1 Query Raised			07-02-2025	0	23443234	12-02-2025	02-04-2024	30-06-2024	67190.85			
<div>New</div>		Supplementary Invoice/Credit Note Details												
<div>New</div>		Send To Buyer			07-02-2025	0			02-04-2024	31-12-2024	9057.6			
<div>New</div>		Raise Query			07-02-2025	0			02-04-2024	31-12-2024	296			
<div>New</div>		History of Query			07-02-2025	0			01-04-2024	31-12-2024	5352.48			
<div>New</div>	<div>⚙</div>				07-02-2025	0			01-04-2024	31-12-2024	20354.4			
<div>New</div>	<div>⚙</div>				07-02-2025	0			01-04-2024	31-12-2024	6074.64			

In case your Document get rejected ,You can resubmit the same document by clicking on the **Action button** and Select the **Resubmit** option from the Dropdown and again continue the Approval process.

0.01 Cr  
Pending Supplementary Invoice

0.00 Cr  
Pending Credit Notes

0  
Query Raised - Active

Approved

Pending

Rejected

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
<div>New</div>	<div></div>	1 Query Raised			07-02-2025	0	23443234	12-02-2025	02-04-2024	30-06-2024	67190.85			
<div>New</div>	<div></div>	Supplementary Invoice/Credit Note Details			07-02-2025	0			01-04-2024	31-12-2024	2736			
<div>New</div>	<div></div>	Send To Buyer			07-02-2025	0			02-04-2024	31-12-2024	9057.6			
<div>New</div>	<div></div>	Raise Query			07-02-2025	0			02-04-2024	31-12-2024	296			
<div>New</div>	<div></div>	History of Query			07-02-2025	0			01-04-2024	31-12-2024	5352.48			
<div>New</div>	<div></div>	Resubmit			07-02-2025	0			01-04-2024	31-12-2024	20354.4			
<div>New</div>	<div></div>				07-02-2025	0			01-04-2024	31-12-2024	6074.64			

Thank You...

