DSP Order Process

Retailer Car Scheme (RCS)

Mercedes-Benz UK will be ordering stock for the Retailer Staff Car Scheme. These cars will be transferred to a holding account and then allocated via the DSP Link System in CESAR Dealer Front End (DFE).

Retailers will have new accounts available in CESAR to process orders (1 for Mercedes-Benz and 1 for smart). These accounts start with the prefix 'RCS' and are only available at Market Area Hub level. Cars can have different ship to parties however, in order to deliver to staff at other sites within the Market Area.

If no stock of the preferred car is available in MBUK's holding account then retailers can nominate a car from their own stock. If this car is specification frozen, then the configuration must match the car listing (engine, transmission and options). If the car is amendable, then the system will amend the configuration automatically to match RCS specifications.

If you would like to nominate a car from your own stock, then please nominate the comm number on the system.

If no MBUK or Retailer stock is available for a particular model then you will need to cancel the order and create a new order by choosing a different model.

The following flow chart and screen shots from the DSP Link system should help you to process your orders. In addition there is an eLearning module for DSP Link accessible through the SABA training system.

Please note: The specification of Retailer Staff Car Scheme vehicles is fixed. Please do not propose to use any cars that do not match the choicelist. If any cars are amended after being transferred, then the order will be cancelled and the Market Area may be ineligible to participate in the program. The only exception to this is the exterior colour – this can be amended if required, only flat and metallic paint colours can be selected (Designo colours are excluded from the scheme.

DSP Order Process
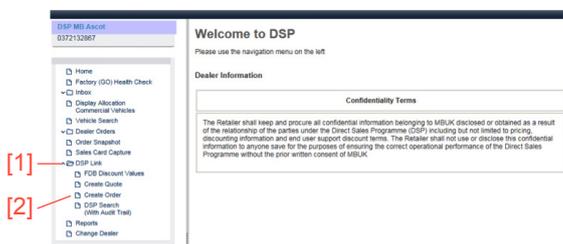
[1] Login to your RCS account and click on 'DSP Link'.

[2] Click on 'Create Order' to begin.
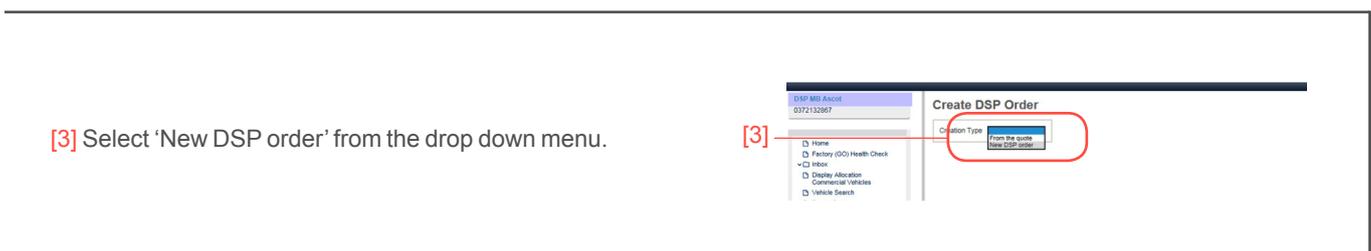
[3] Select 'New DSP order' from the drop down menu.
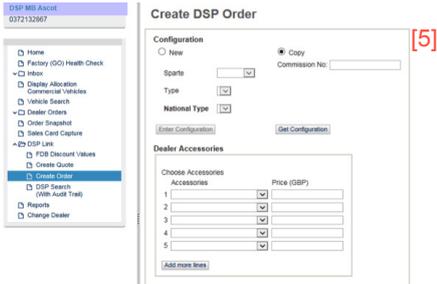
[5] Use the CESAR configurator to match the fixed vehicle specification of the choicelist.

Note: Do NOT change the specification of the car. Only the colour can be amended - choose flat or metallic paint only (no designo).

[6] You can change the colour of the car. Only flat and metallic colours can be selected (do not select designo paint). **No other specification should be amended.**
[7] Click 'Accept'.
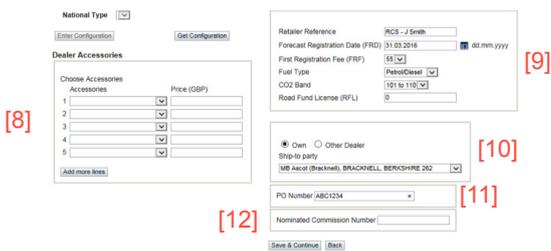
[8] Please do **NOT** select any dealer accessories (these are not covered as part of the Scheme).
[9] Please enter any requested information.
[10] Select Ship-to party (only sites within your MA can be selected).
[11] Enter the Purchase Order (P/O) number here.
[12] This is not relevant as the system will assign you a commission number.

[13] Select Car Benefit Solutions as the 'Lease Co'.
[14] Select Car Benefit Solutions as the End User.
[15] Select 'Commercial' as the End User Account Type.
[16] Enter P/O price here (excluding VAT) and attach the P/O. **Both P/O document must be uploaded and price must match the CESAR price before you can continue.**
[17] Click 'Submit DSP Order' to finalise the order.
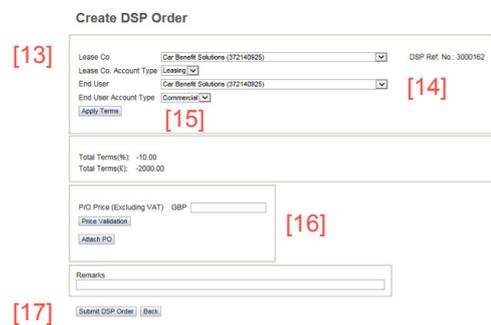
[18] Click on 'DSP Search (With Audit Trail)' to see your existing RCS orders. You can check on this screen whether your order has been fulfilled (you will also receive an inbox message when a commission number is assigned to your order).

DSP Process Flow

Employee requests vehicle via CBS system / Employer approves request.

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Retailer logs in to RCS account via CESAR-DFE and opens DSP Link menu.

- Separate account for MB and smart Accounts start with the prefix 'RCS'.

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Retailer creates new DSP. (Specification must match choicelist)

- Enter all relevant information, including ship-to party.
- No accessories can be added.
- The leasing company is CBCS.
- Purchase Order (PO) number and amount needs to be entered and the PO must be uploaded.

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Vehicle available in MBUK stock?

— No →

Yes ↓

MLT team approve order and car is transferred to Retailer RCS account (marked sold).

Retailer to search their own/free release stock and nominate a car to use for RCS.

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If no car is available, then you will need to delete the order and create a new order by choosing a different model.

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End of Order Process.

MLT team approve order. The spec on the order is applied to the car and it is transferred to retailer (marked sold).