

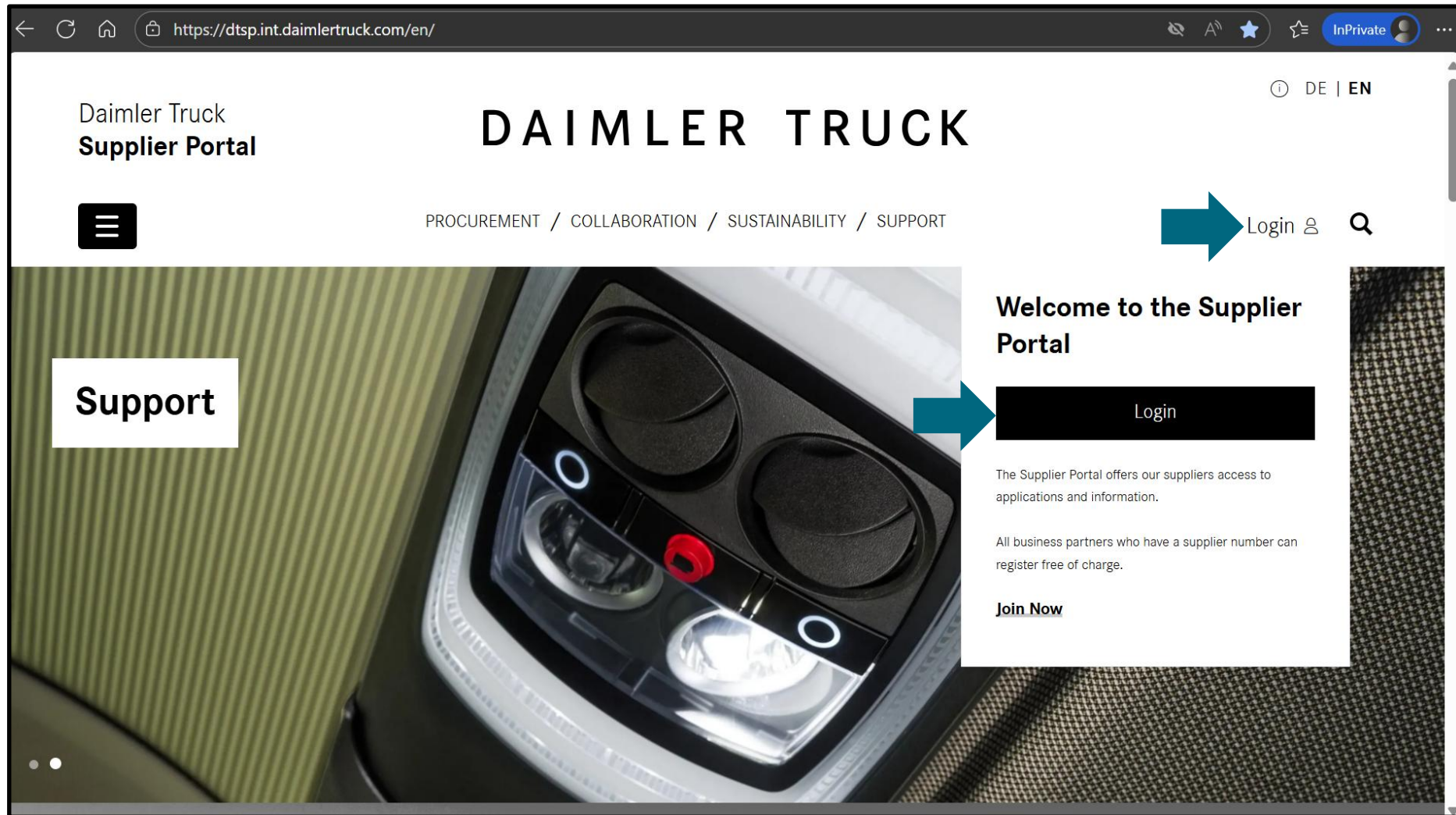
DAIMLER TRUCK

How to Edit Personal Details (Job Title, Email ID, etc.) in the Daimler Truck Supplier Portal

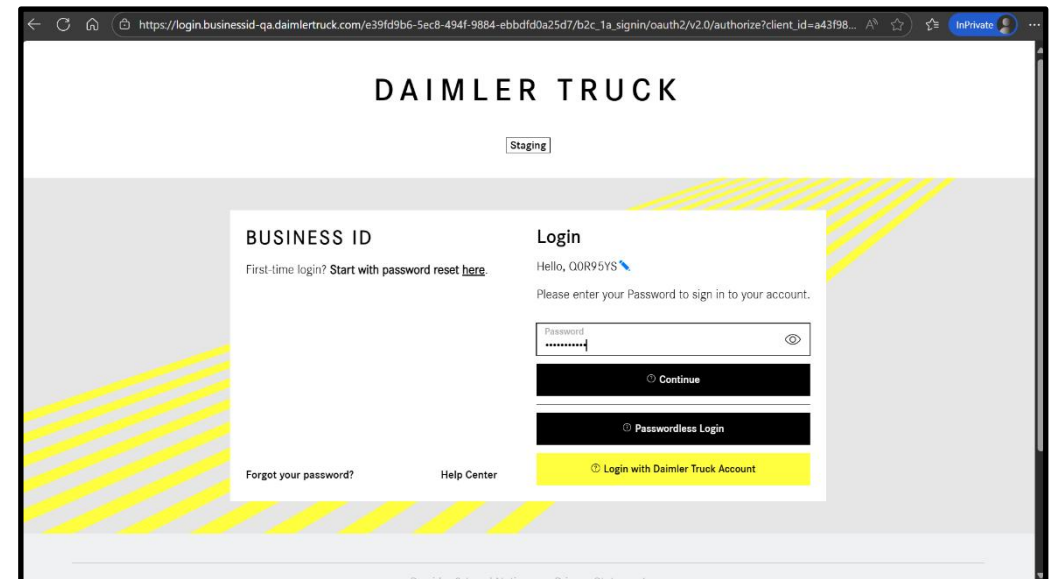
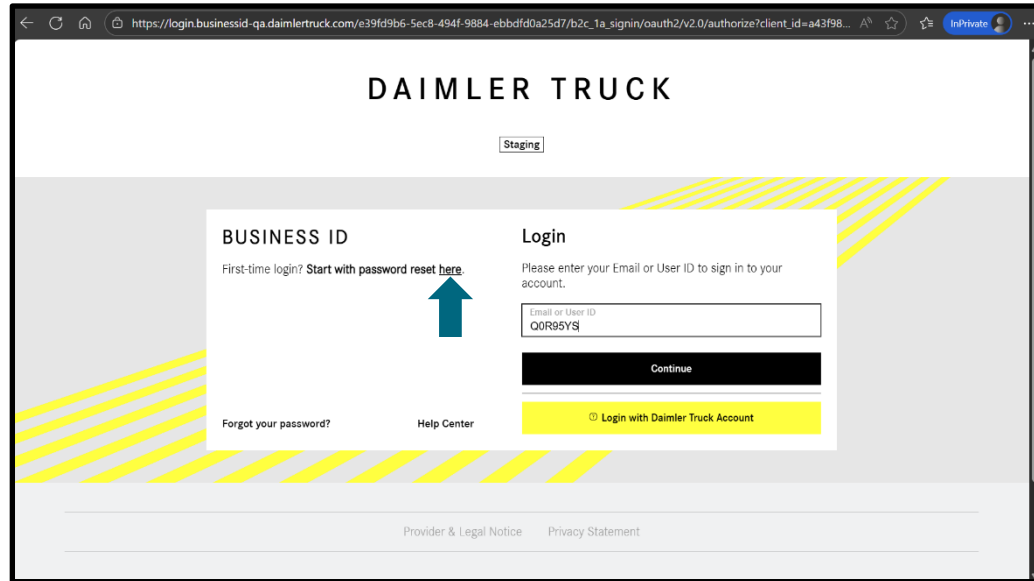


Step 1: Access the Daimler Truck Supplier Portal using the URL below and click **“Login”**.

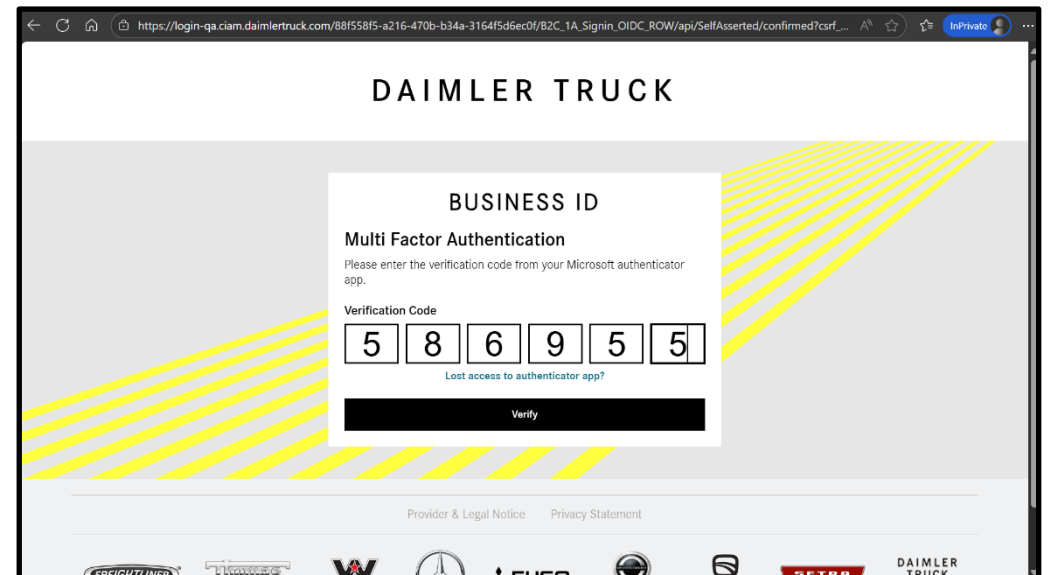
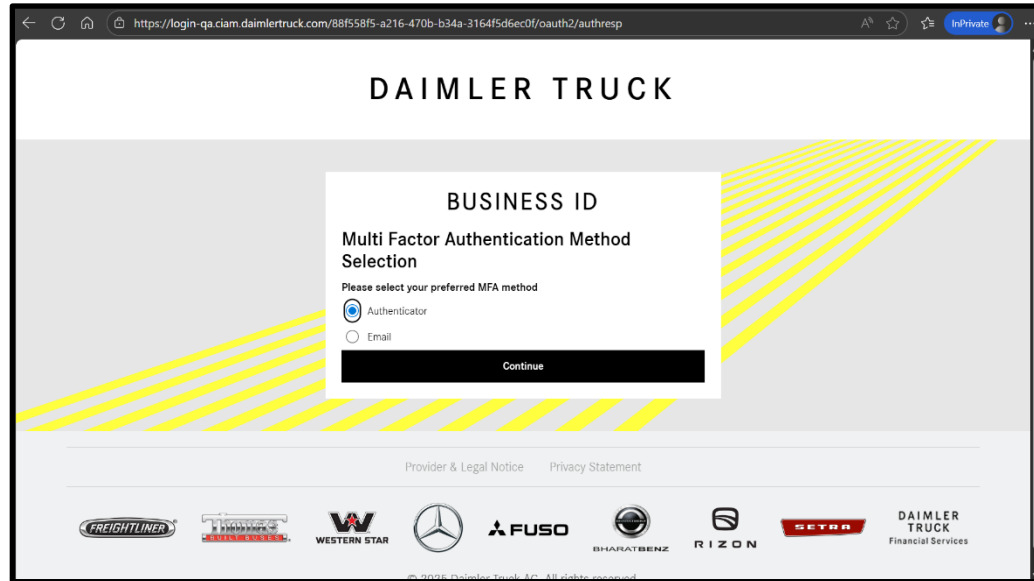
URL: <https://supplier.daimlertruck.com>



Step 2: If you're logging in for the first time, click on option shown below to reset your password. Otherwise, enter your login credentials to proceed.



Step 3: Choose your preferred MFA method (email or authenticator) and complete the authentication process.



Step 4: Navigate to “My Profile” and select the “Edit my profile”.


The screenshot shows the Daimler Truck Supplier Portal interface. At the top, the header includes the Daimler Truck logo, the text "DAIMLER TRUCK", and language options "DE | EN". Below the header, a navigation bar contains the text "PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS". A blue arrow points from this navigation bar to the "My Profile" link in the top right corner. Below the navigation bar, the main content area is titled "Your applications". On the left, there is a dropdown menu for "SELECTED ORGANIZATION" with the value "S-19299999". To its right is a search bar labeled "Search for applications". A blue arrow points from the search bar to the "Edit my profile" option in a dropdown menu that is open on the right side of the page. The dropdown menu lists several options: "My Portal Manager", "My organisations", "Edit my profile", "Delete my profile", "Change my password", and "Apply as Portal Manager". At the bottom of the dropdown menu is a "Logout" button. Below the "Your applications" section, there are several application cards, including "DTNA Applications", "DocMaster", "SWAN Landing", "SDB-T", and "PuSh ED Truck".

Step 5: To update the Job Title, click the drop-down arrow, choose the required job title by selecting the checkbox, and click the **“Save”** button.

The screenshot shows a web browser window with the URL <https://supplier.daimlertruck.com/en/useraccount/edit-my-profile>. The page title is "Edit user profile".

General Information
You can update your general profile information here.

Supplier number: Company: Username:

Job Title: (3) Management, Key account,  Title: First Name:


Management
 Bookkeeping
 Service
 Procurement
 Development
 IT
 Key account

Phone Number:

Contact Information
You can update your contact information here.

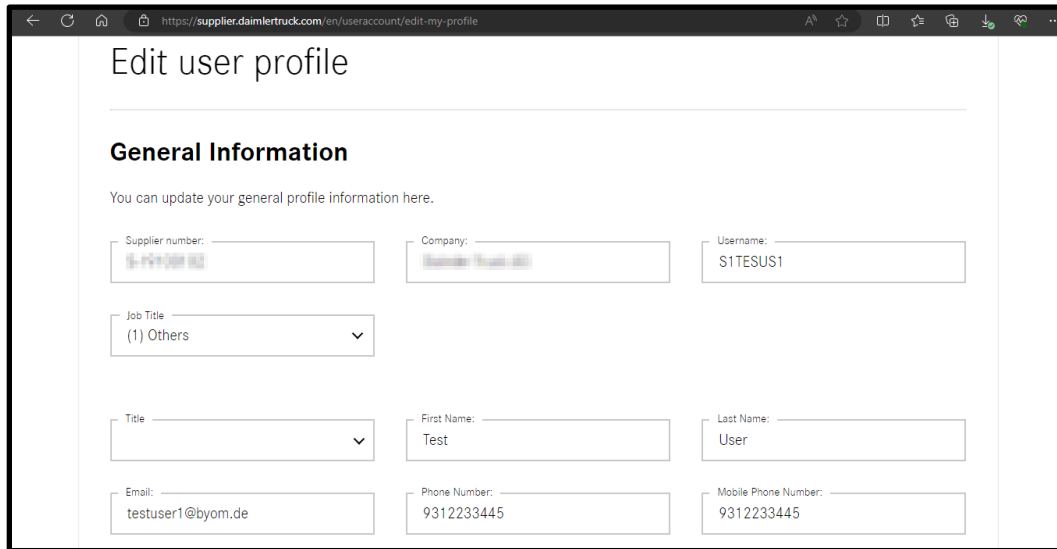
Street: City: State or Province:

Zip/Postal Code: Country:

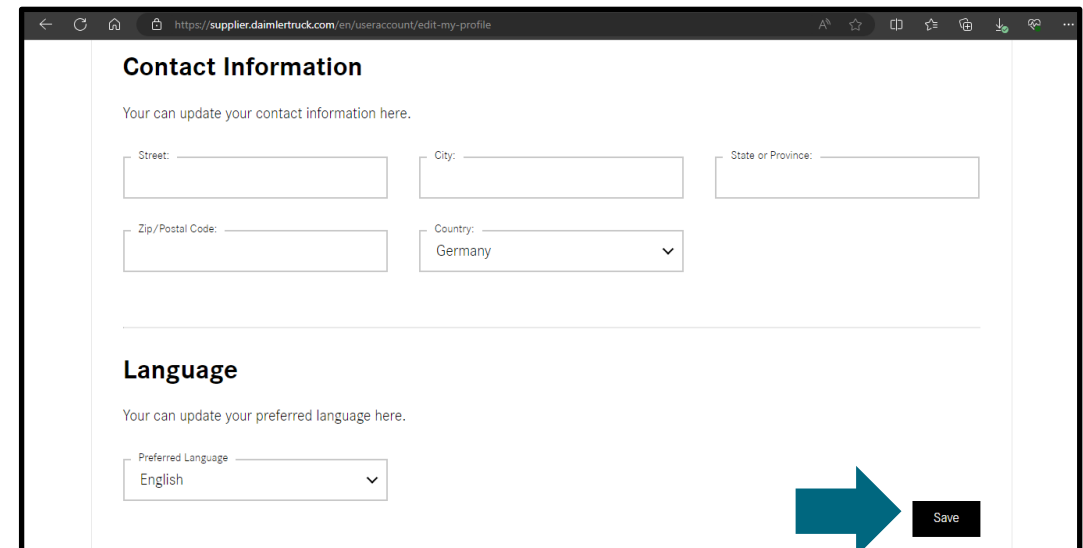


Step 6: You can also update the remaining fields (e.g. Email-ID, Phone Number etc.) as required.
After making the changes, click **“Save”**.

Note: Once the changes are saved, log out and log in to confirm the updates.



The screenshot shows a web browser window with the URL <https://supplier.daimlertruck.com/en/useraccount/edit-my-profile>. The page title is "Edit user profile". Under the heading "General Information", there is a sub-heading "You can update your general profile information here." followed by several input fields: "Supplier number:" (with a masked value), "Company:" (with a masked value), "Username:" (containing "S1TESUS1"), "Job Title:" (a dropdown menu showing "(1) Others"), "Title:" (a dropdown menu), "First Name:" (containing "Test"), "Last Name:" (containing "User"), "Email:" (containing "testuser1@byom.de"), "Phone Number:" (containing "9312233445"), and "Mobile Phone Number:" (containing "9312233445").



The screenshot shows the same web browser window, now displaying the "Contact Information" section. The sub-heading "Your can update your contact information here." is followed by input fields for "Street:", "City:", "State or Province:", "Zip/Postal Code:", and "Country:" (a dropdown menu showing "Germany"). Below this is the "Language" section with the sub-heading "Your can update your preferred language here." and a "Preferred Language" dropdown menu showing "English". A large blue arrow points to a "Save" button in the bottom right corner of the form area.