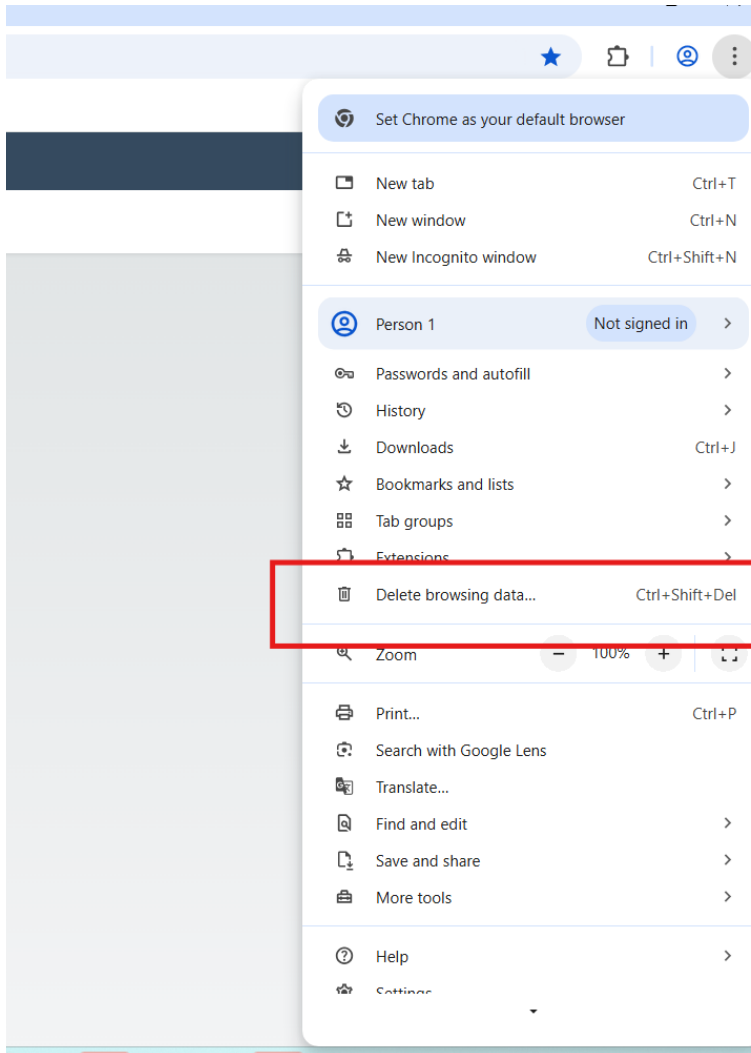
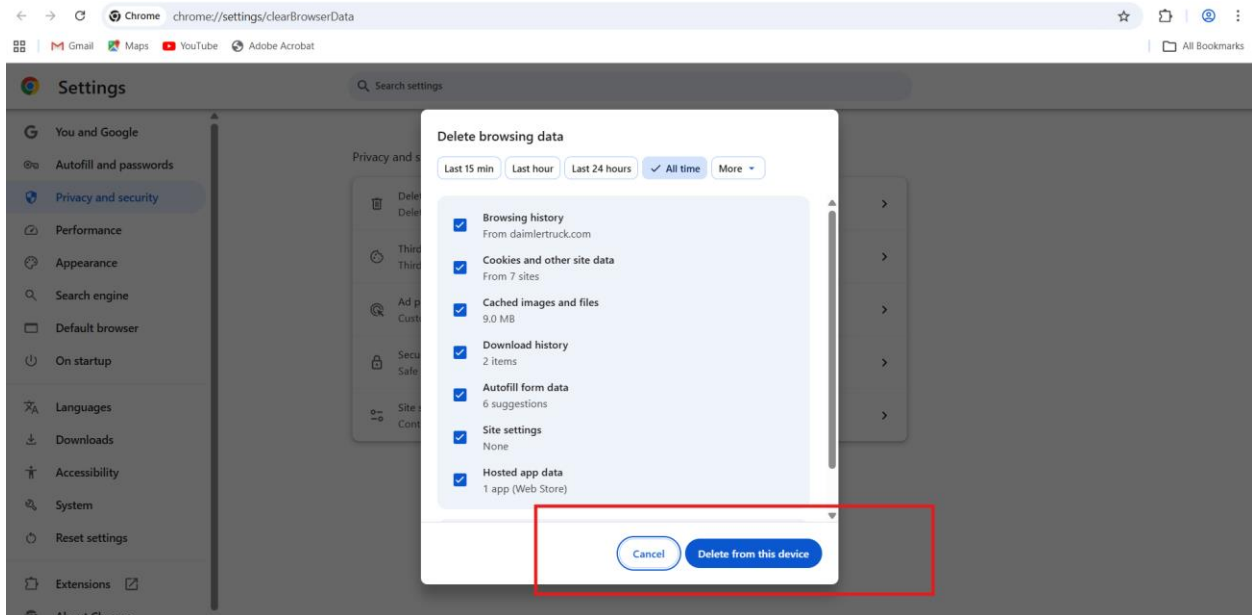


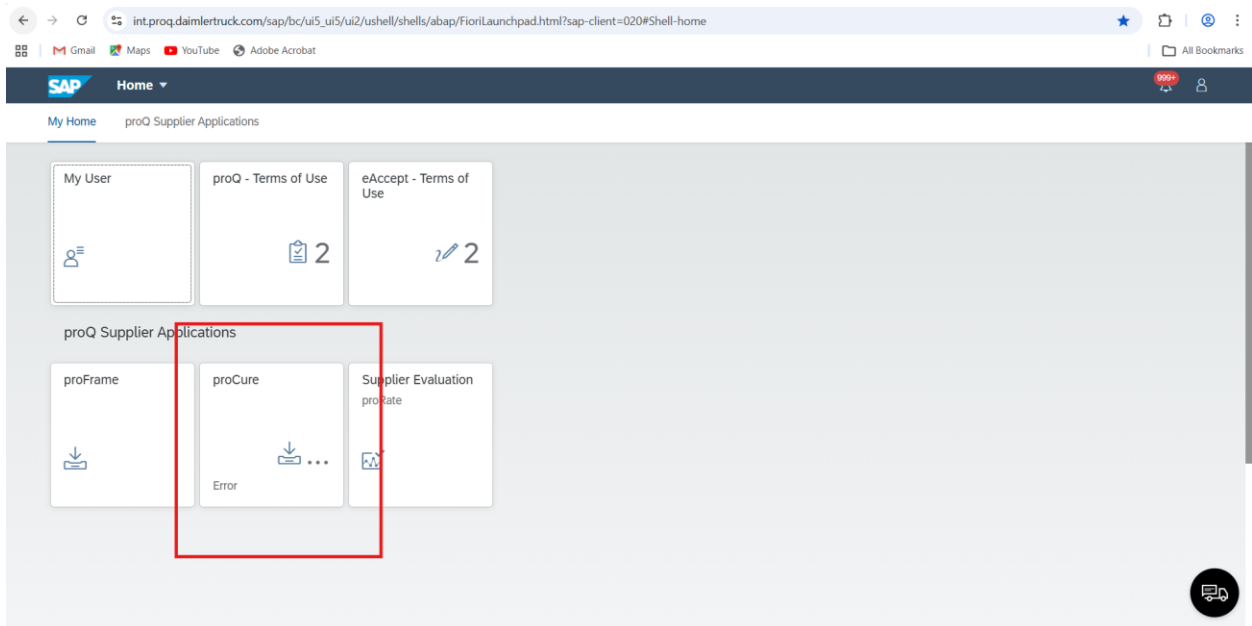
First time logging into proCure

If you are logging into proCure first time after getting the roles and accepting the TOUs and you do not see the proCure application on your home page then please clear your browsing data like cache and history and log out and login again



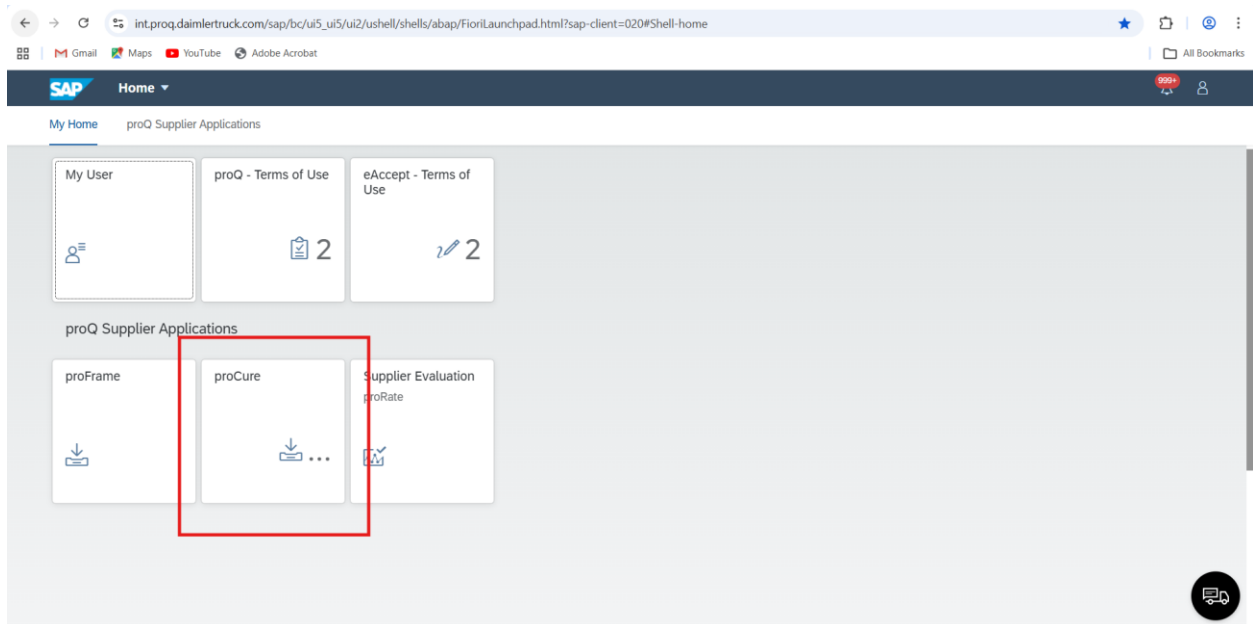


After logging in again you will be able to view the proCure application.

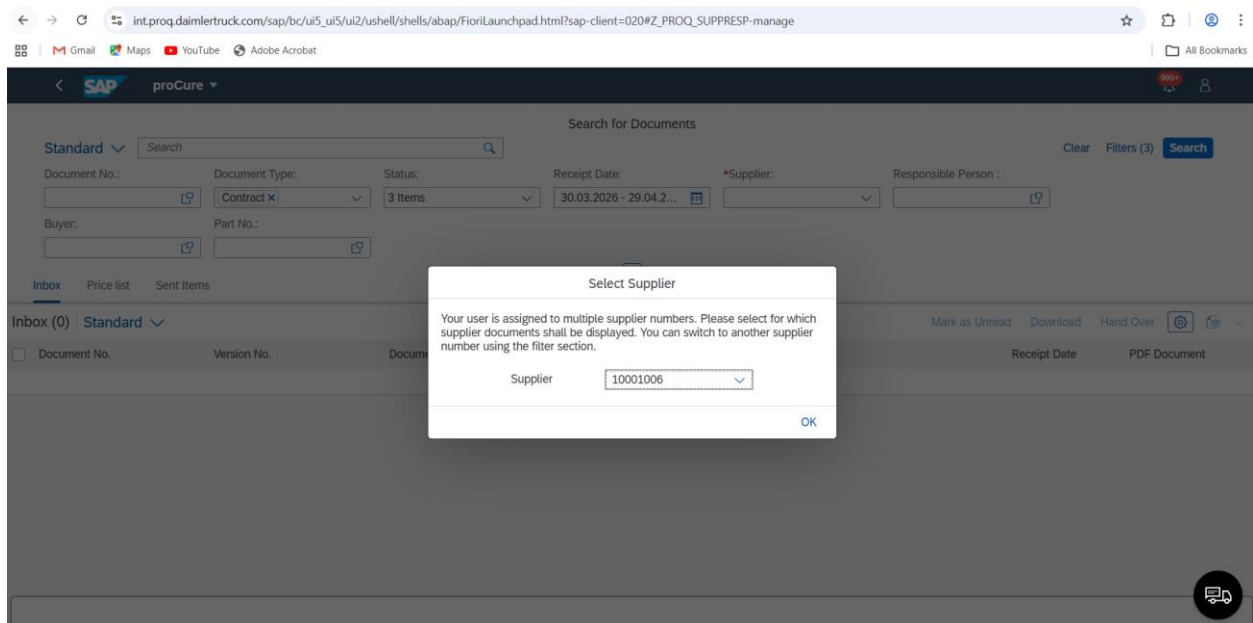


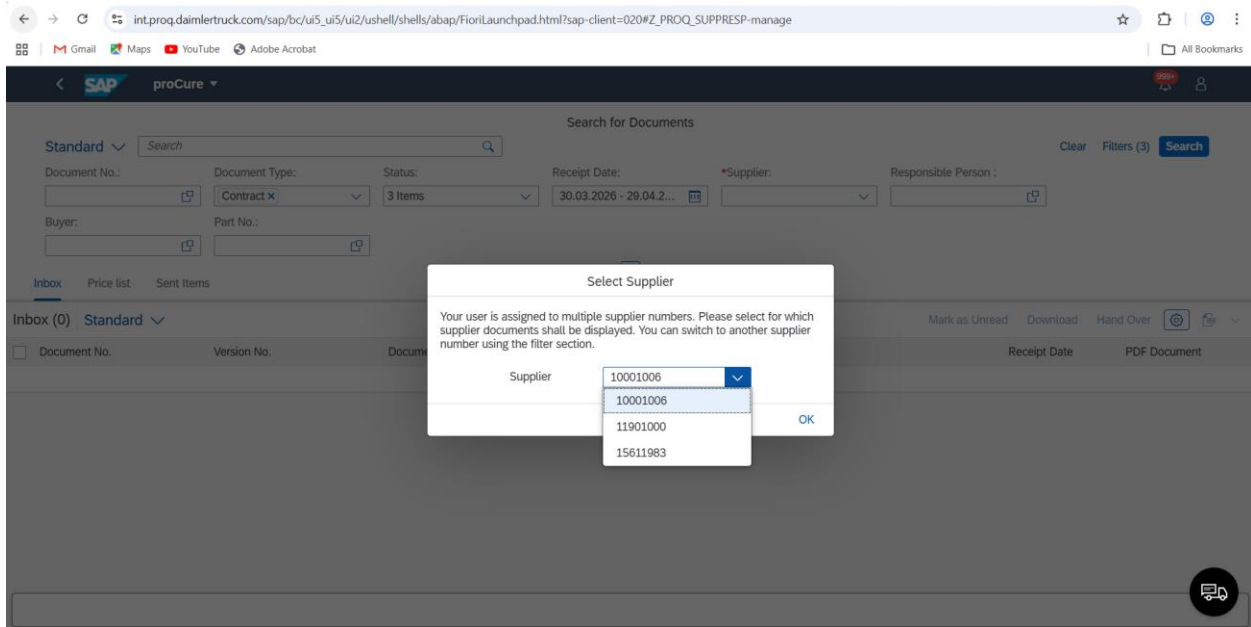
How to search documents in proCure

Step 1: Open proCure application



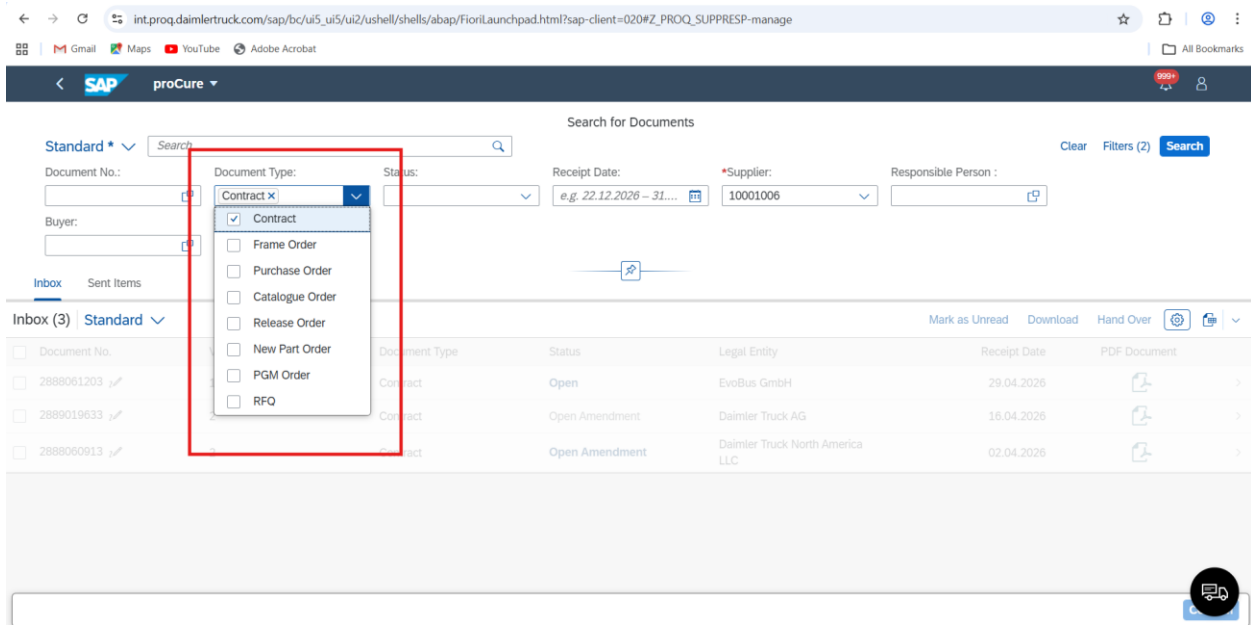
Step 2: Select the supplier from dropdown for which you want to view the document





Step 3: Select the document type.

Note: You can only select one document type at a time (Purchase Contract or Purchase Orders or RFQ)



Step 4: Select the status of the document

The screenshot shows the SAP proCure search interface. The search criteria include Document Type: Contract, Status: Open Amendment, Receipt Date: e.g. 22.12.2026 - 31..., and Supplier: 10001006. A dropdown menu is open for the Status field, showing options: Open (checked), Open Amendment (checked), Rejected, Canceled, Confirmed, Expired, Confirmed with Reservation, and Auto-confirmed. The table below shows search results with columns for Document No., Version No., Document Type, Status, Legal Entity, Receipt Date, and PDF Document.

Document No.	Version No.	Document Type	Status	Legal Entity	Receipt Date	PDF Document
2888061203	1	Contract	Open	EvoBus GmbH	29.04.2026	[PDF Icon]
2889019633	2	Contract	Open Amendment	Daimler Truck AG	16.04.2026	[PDF Icon]
2888060913	2	Contract	Open Amendment	Daimler Truck North America LLC	02.04.2026	[PDF Icon]

Step 5: Please choose the receipt date range for which you want to view the documents sent to you and click on Search.

The screenshot shows the SAP proCure search interface after clicking the Search button. The search criteria are updated to include a Receipt Date range of 01.01.2026 - 30.04.2026. The Status dropdown now shows 2 Items. The table below shows 8 search results.

Document No.	Version No.	Document Type	Status	Legal Entity	Receipt Date	PDF Document
2888061203	1	Contract	Open	EvoBus GmbH	29.04.2026	[PDF Icon]
2889019633	2	Contract	Open Amendment	Daimler Truck AG	16.04.2026	[PDF Icon]
2888060913	2	Contract	Open Amendment	Daimler Truck North America LLC	02.04.2026	[PDF Icon]
2999409940	4	Contract	Open Amendment	Daimler Truck AG	30.03.2026	[PDF Icon]
2999409940	3	Contract	Open Amendment	Daimler Truck AG	30.03.2026	[PDF Icon]
2888060825	2	Contract	Open Amendment	Daimler Truck AG	26.03.2026	[PDF Icon]
2889019609	2	Contract	Open Amendment	Daimler Truck AG	26.03.2026	[PDF Icon]