

DAIMLER TRUCK

Procurement System proQ – Manual for Suppliers

Global Procurement Trucks & Buses



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Preface



Your access to the Daimler Truck Procurement System “proQ”

With the Daimler Truck procurement system proQ and its modular system landscape, we are responding to the future requirements of our relationships with our business partners. Your benefits: Duplicate entries are reduced, processes are digitized and data exchange is improved.

There are three modules in the proQ application in which we provide orders, contracts and requests for proposals electronically:

- proCure with eAccept - for contracts with price structure (e.g. orders, final agreements) as well as simple price inquiries
- proFrame with eAccept - for all other contracts (e.g. multi-year supply contracts, framework agreements, non-disclosure agreements) as well as complex price inquiries
- proSource - for complex project requests and the associated documents

You can also find the terms of use of the application under "Terms of Use".

We are convinced that this will create a future-oriented basis for our further cooperation with you.

Before you start with the Daimler Truck Supplier Portal and our Procurement System...



Usage of Google Chrome:



- The procurement system *proQ* and the live-training tool WhatFix are optimized in the Google Chrome browser and offer there the best performance.
- We recommend making a regular update to the newest version of the Google Chrome browser for optimal systems usage.



Deactivation of the pop-up blocker:

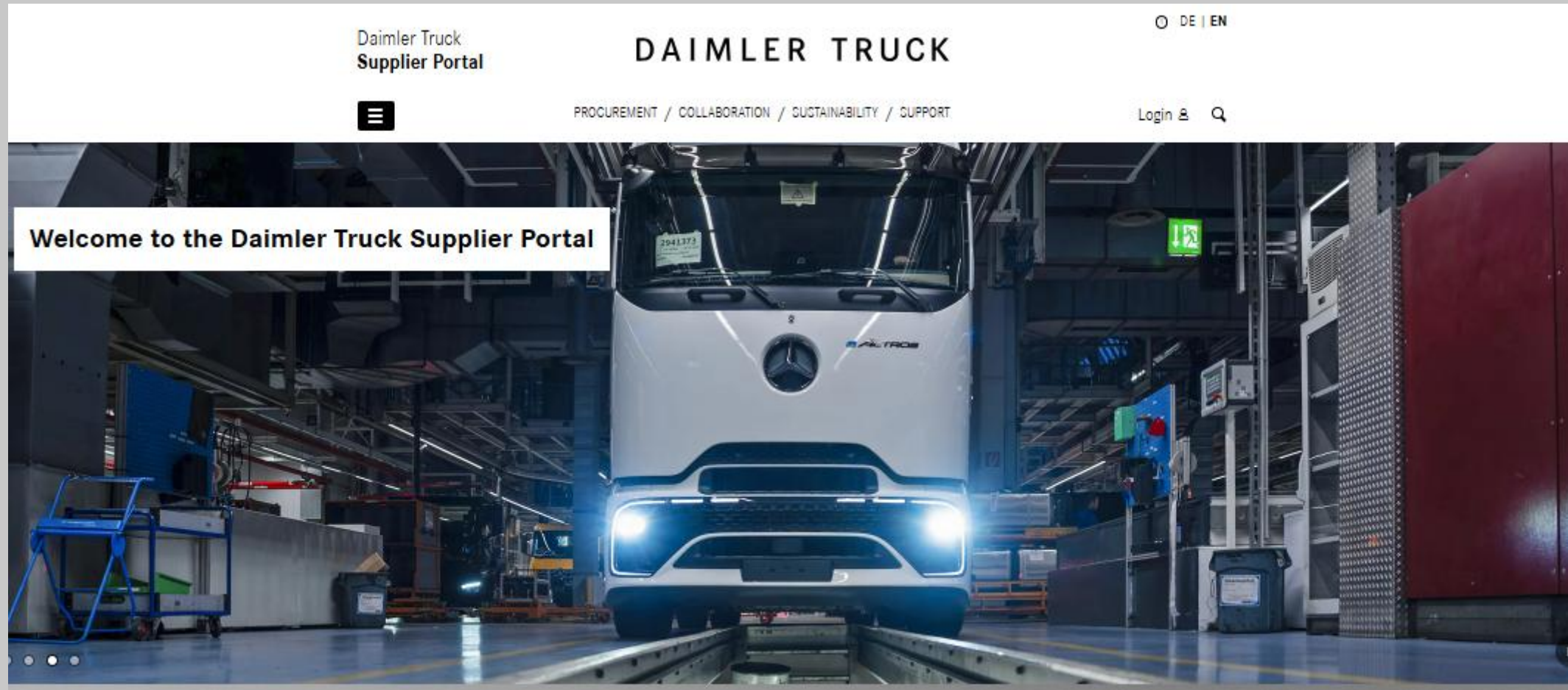
- Important information is provided among others by pop-ups of the live-training tool WhatFix in the procurement system *proQ*.
- Through the deactivation of the pop-up blocker, smooth usage of the procurement system *proQ* and the live-training tool WhatFix can be ensured.



Auto-clearing of the local browser cache:

- In general, by using the procurement system *proQ*, a lot of information is stored in the local browser cache.
- Therefore, in case of new releases, there may be issues caused by outdated data in the local browser cache.
- To avoid this, you can use an auto-clearing function of your cache for our websites only.

Get started with the Daimler Truck Supplier Portal



If you have no login credentials for the Daimler Truck Supplier Portal yet: Please register to be able to work with our Procurement System proQ

Step 1 Daimler Truck Supplier Portal Website

Please visit the Daimler Truck Supplier Portal:
<https://supplier.daimlertruck.com>

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SUSTAINABILITY / SUPPORT

Login

Click on “Login” and afterwards on “Join Now”

Welcome to the Supplier Portal

Login

The Supplier Portal offers our suppliers access to applications and information.

All business partners who have a supplier number can register free of charge.

Join Now

Please click on “Login” and afterwards “Join Now” for registration

Step 2 Registration Steps for Login

Please follow the Registration Steps (Supplier number, Personal Information):

ORGANISATION USER REGISTRATION CONFIRMATION

User Registration

Enter Organization ID

Please enter your organization's unique identification number in the field below. This ID is typically provided by your organization and is used for verification purposes.

Supplier number

Continue

Now you have to wait for the approval by your company’s “Portal Manager”.

After the approval of the Portal Manager, you will get all the relevant information you need to sign into the Daimler Truck Supplier Portal.

You don’t know, if your company has a defined Portal Manager? Please ask your responsible buyer from Daimler Truck AG or its subsidiaries.

Get started with the Procurement System proQ

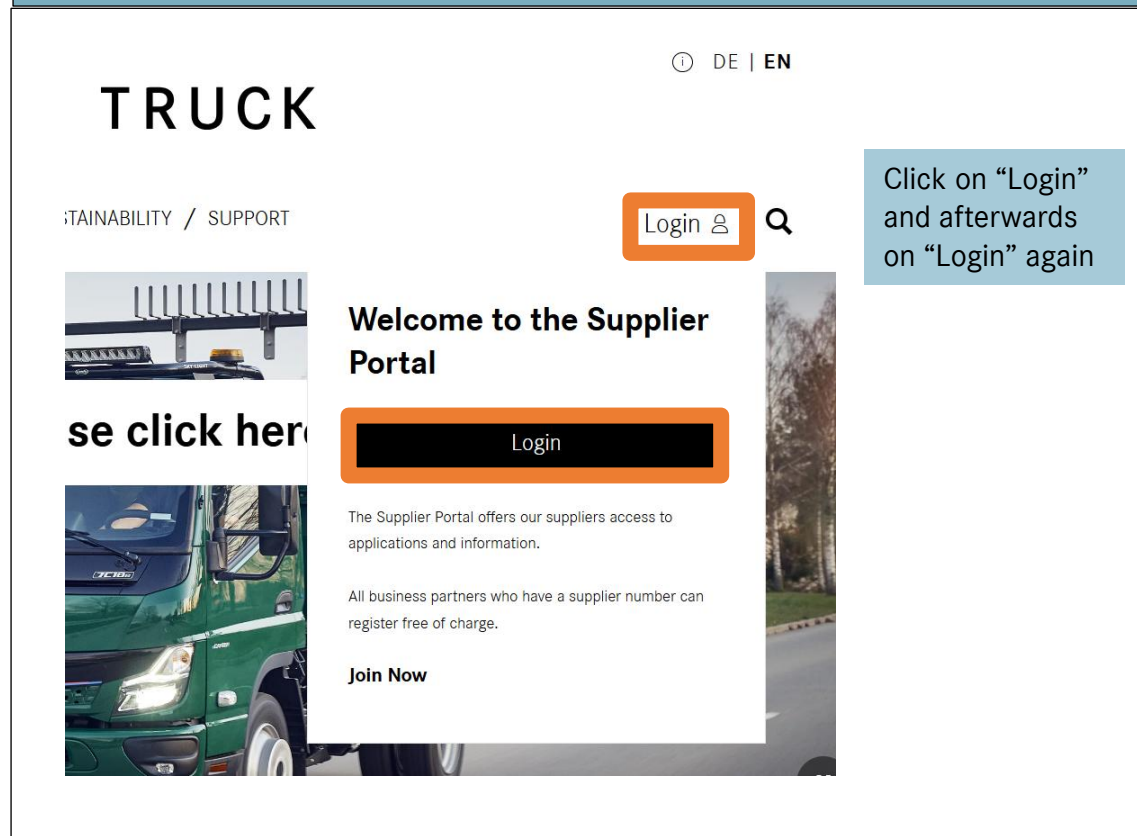


proQ

Procurement System: Add proQ Application in the Supplier Portal

Step 1 Login to Daimler Truck Supplier Portal

Please login to the Daimler Truck Supplier Portal:
<https://supplier.daimlertruck.com>



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SUSTAINABILITY / SUPPORT

Login

Click on “Login” and afterwards on “Login” again

Welcome to the Supplier Portal

Login

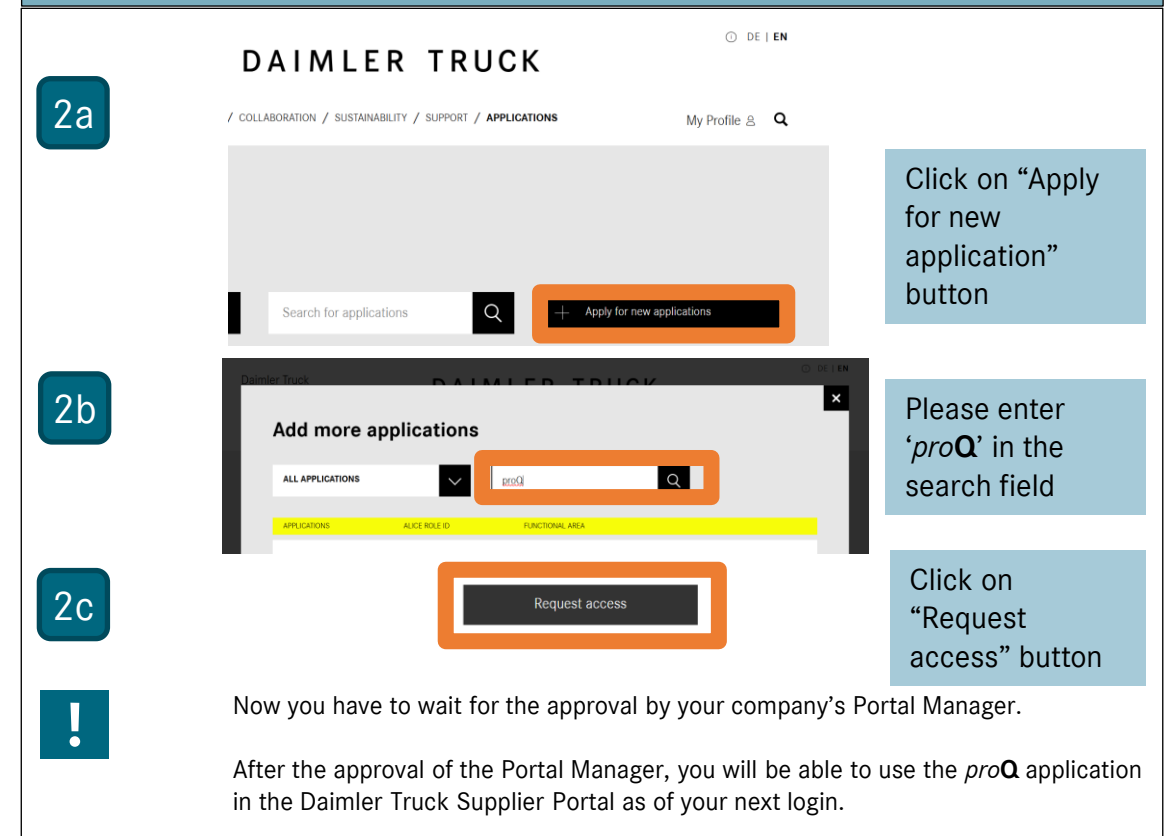
The Supplier Portal offers our suppliers access to applications and information.

All business partners who have a supplier number can register free of charge.

Join Now

Step 2 Request proQ Application

Please follow these steps to register for the proQ application:



2a

DAIMLER TRUCK

COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS

My Profile

Search for applications

Apply for new applications

Click on “Apply for new application” button

2b

Add more applications

ALL APPLICATIONS

proQ

APPLICATIONS

ALICE ROLE ID

FUNCTIONAL AREA

Please enter ‘proQ’ in the search field

2c

Request access

Click on “Request access” button

!

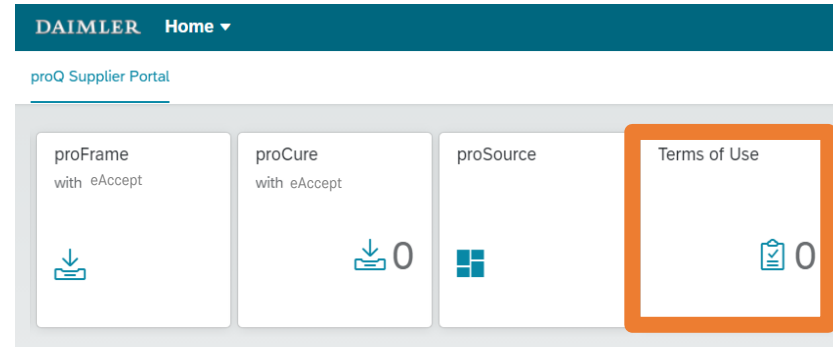
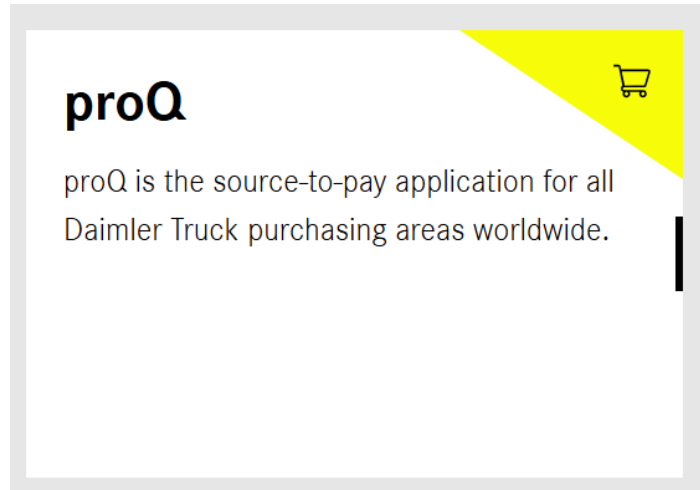
Now you have to wait for the approval by your company’s Portal Manager.

After the approval of the Portal Manager, you will be able to use the *proQ* application in the Daimler Truck Supplier Portal as of your next login.

Please confirm proQ Terms of Use

Step 3 Confirmation of proQ Terms of Use

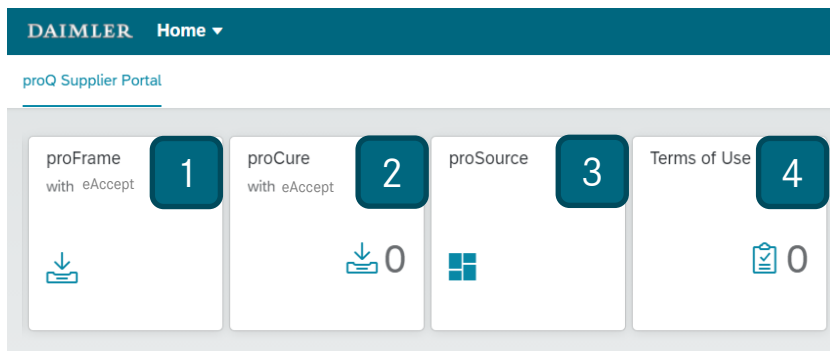
Please confirm the terms of use in order to work with the proQ application and to have access to all available features of our procurement system:



Where to find which Procurement Document / Request in proQ

Launch the proQ Application: Look and Feel of your proQ Supplier Portal

Within the proQ Supplier Portal you have access to all Procurement Documents and Requests from the Daimler Truck AG and its Subsidiaries:



Where to find which documents / requests:

1. proFrame with eAccept: For contracts such as framework agreement, supply agreement, non-disclosure agreement, other agreements
2. proCure with eAccept: For purchase orders, purchase contracts (price agreements), simple requests for quotation
3. proSource: Complex requests for quotation
4. Terms of Use: For accepting the terms of use of proQ

proQ Support for your Issues and Questions



proQ Support

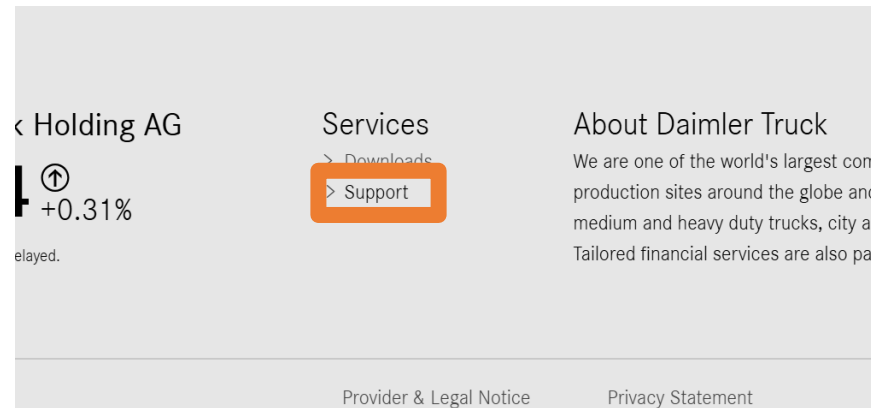
Do you need Support while working with proQ?

Support for working with the proQ Application

If you have any questions regarding the proQ application, please feel free to use the following support opportunities:

1 Daimler Truck Supplier Portal Support:

At the bottom of the page – please click within the Service Section on Support. You will be directed to a page where you can see all support details, such as email address and telephone number of the support (EN/DE), FAQs.



2 Support Documents:

Please open following page: [SAP Supplier | Daimler Truck Supplier Portal](#). You will be directed to a page where you can download various self service guides, such as: FAQ for proQ, how to use eAccept within proQ etc.

SAP Supplier

Basic Settings in Launchpad
📄 PDF (1,53 MB)