

# eAccept – Terms of Use and *proQ* – Terms of Use

Supplier handbook for acceptance via electronic confirmation and electronic signature





Welcome to *proQ*!

Please register for the Supplier Portal first.

This document shows how to accept the “*proQ* – Terms of Use” and “eAccept – Terms of Use”. As a prerequisite, you must have registered yourself in the Supplier Portal as a user.

Please visit <https://supplier.mercedes-benz.com> (for Cars/Vans) or <https://supplier.daimlertruck.com> (for Trucks/Buses) with your browser.

If you experience display issues, please consider clearing your browser cache. Furthermore, it is recommended to use the latest browser version.

Please note that the exact appearance of the screens shown in this manual may differ depending on the location of your business or the location of the company you are doing business with.

Thank you!



# eAccept - Terms of Use and *proQ* - Terms of Use

## General information





Willkommen

Benutzer-ID

Weiter

Passwort ändern | Passwort vergessen?

Ein Login. Alle Marken. IAM Identity & Access Management

Please first enter your User-ID.



Willkommen

Passwort

Angemeldet bleiben

Anmelden

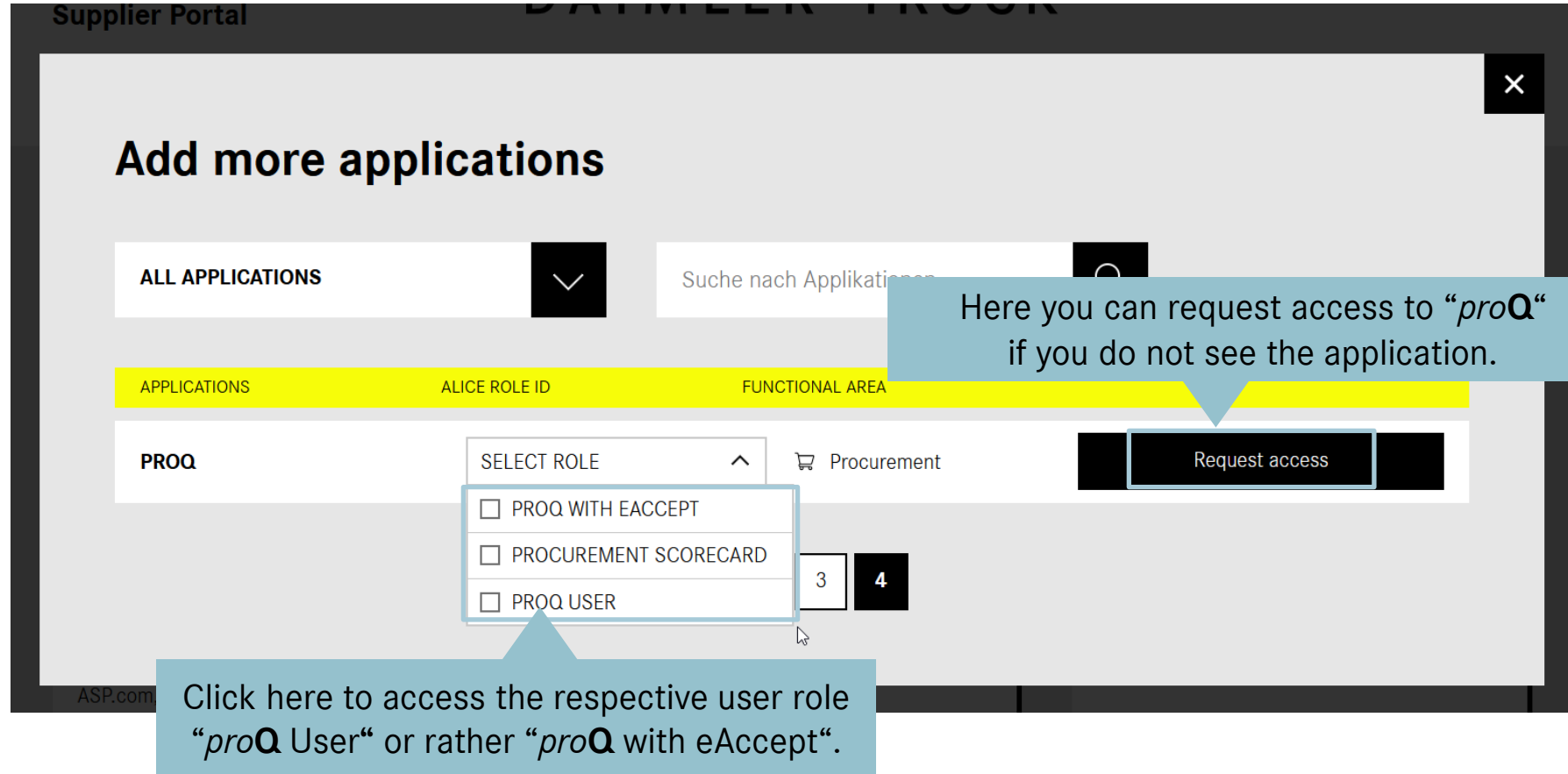
Passwort ändern | Passwort vergessen?

Ein Login. Alle Marken. IAM Identity & Access Management

Please enter in a second step your password and afterwards click on „Register“.

Please log into the Supplier Portal with your credentials.

# Start of „proQ” application



Supplier Portal

## Add more applications

ALL APPLICATIONS

Suche nach Applikation

APPLICATIONS	ALICE ROLE ID	FUNCTIONAL AREA
PROQ	<input type="checkbox"/> PROQ WITH EACCEPT <input type="checkbox"/> PROCUREMENT SCORECARD <input type="checkbox"/> PROQ USER	Procurement

Request access

ASP.com

Here you can request access to “proQ” if you do not see the application.

Click here to access the respective user role “proQ User” or rather “proQ with eAccept”.

Please launch the application “proQ”.  
If you do not see the application “proQ”, please click “Request New Application”.

# The different user roles “User” and “User with eAccept”

<i>proQ</i> Role	Possible actions	Prerequisites
User	<p>“User” can</p> <ul style="list-style-type: none"> <li>• <b>See</b> and <b>download</b> contract offers, fully accepted contracts, price agreements and RfQs including the RfQ documents</li> <li>• <b>Upload</b> a bid</li> <li>• In some cases, <b>upload</b> a manually signed copy to confirm a contract offer</li> </ul>	<p><b>Terms of Use to be confirmed</b></p> <ul style="list-style-type: none"> <li>• Every “User” has to accept the “<i>proQ</i> – Terms of Use”</li> </ul>
User with eAccept	<p>“User with eAccept” can</p> <ul style="list-style-type: none"> <li>• <b>See</b> and <b>download</b> contract offers, fully accepted contracts, price agreements and RfQs including the RfQ documents</li> <li>• <b>Upload</b> a bid</li> <li>• <b>Electronically accept(confirm)</b> purchase order/contract using the eAccept feature</li> </ul>	<p><b>Terms of Use to be confirmed</b></p> <ul style="list-style-type: none"> <li>• Every “User” has to confirm the “<i>proQ</i> – Terms of Use”</li> <li>• An authorized representative has to confirm the “eAccept – Terms of Use”</li> </ul>

Please apply for the right user role in alignment with the portal manager registered for your company. The portal manager will receive an email and needs to approve your request.



# Requesting approval for the "proQ functions" from the Portal Manager

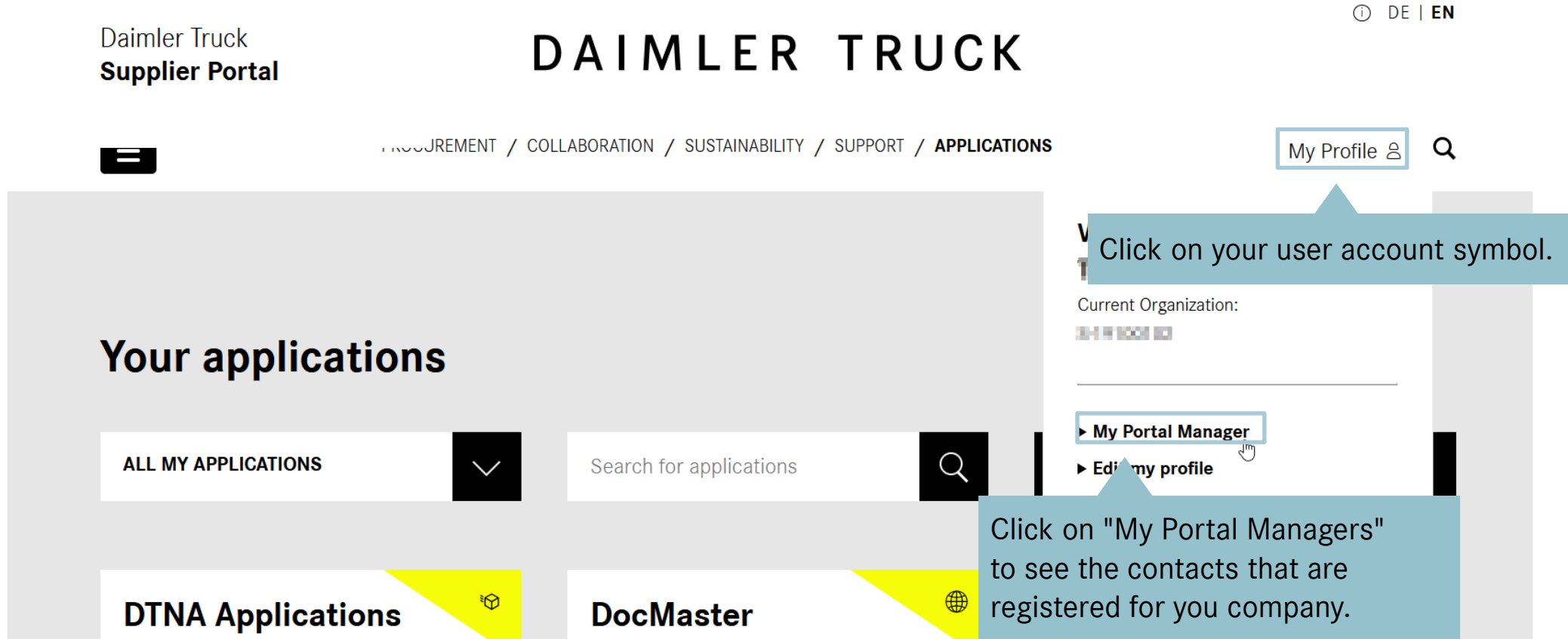
Via the "Tasks" tile Portal Manager will get access to his/her task.

By clicking on "All Tasks" the request will be displayed.

**Please note:**  
Due to technical reasons in the URL as well as in the Alice system itself, "Mercedes-Benz" is displayed even it is a Daimler Truck access request.

The Portal Manager simply logs into Alice (Identity and Access Management System) and approves the access request from their task list.  
**Direct to Alice:** //alice mercedes-benz .com /access /tasks

# Requesting approval for the "proQ functions" from the Portal Manager

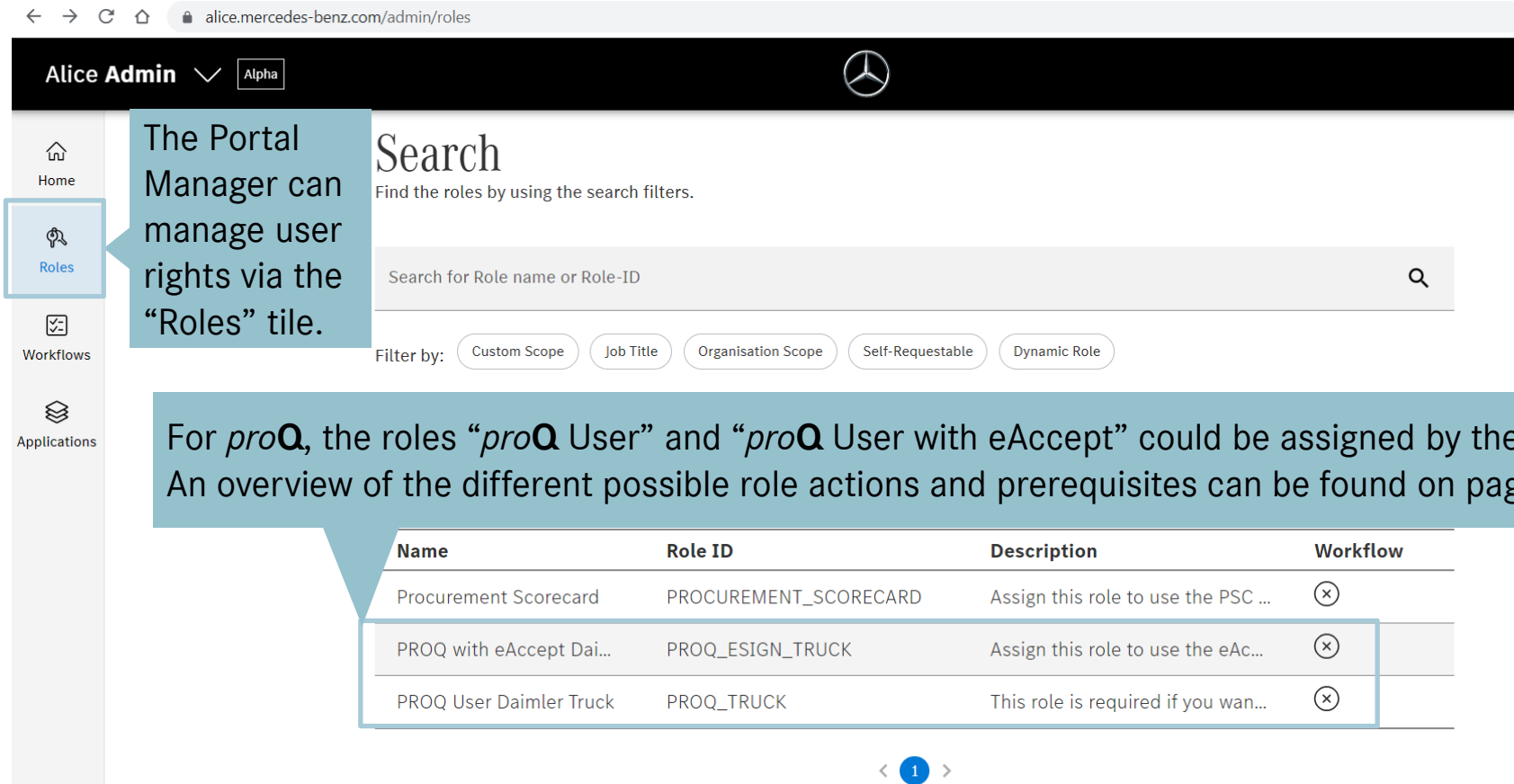


The screenshot shows the Daimler Truck Supplier Portal interface. At the top left, it says "Daimler Truck Supplier Portal". The main header is "DAIMLER TRUCK". Below the header, there is a navigation bar with "PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS". On the right, there is a "My Profile" button with a user account symbol and a search icon. Below the navigation bar, the main content area is titled "Your applications". It features a search bar with "Search for applications" and a search icon. Below the search bar, there are two application cards: "DTNA Applications" and "DocMaster". On the right side of the main content area, there is a user profile dropdown menu. The menu is open, showing "My Portal Manager" and "Edit my profile". A callout box points to the user account symbol with the text "Click on your user account symbol." Another callout box points to the "My Portal Manager" option with the text "Click on 'My Portal Managers' to see the contacts that are registered for you company."

By clicking on your user account symbol, you will see the registered contacts for your company.



# Requesting approval for the "proQ functions" from the Portal Manager



The Portal Manager can manage user rights via the "Roles" tile.

Search  
Find the roles by using the search filters.

Search for Role name or Role-ID

Filter by: Custom Scope Job Title Organisation Scope Self-Requestable Dynamic Role

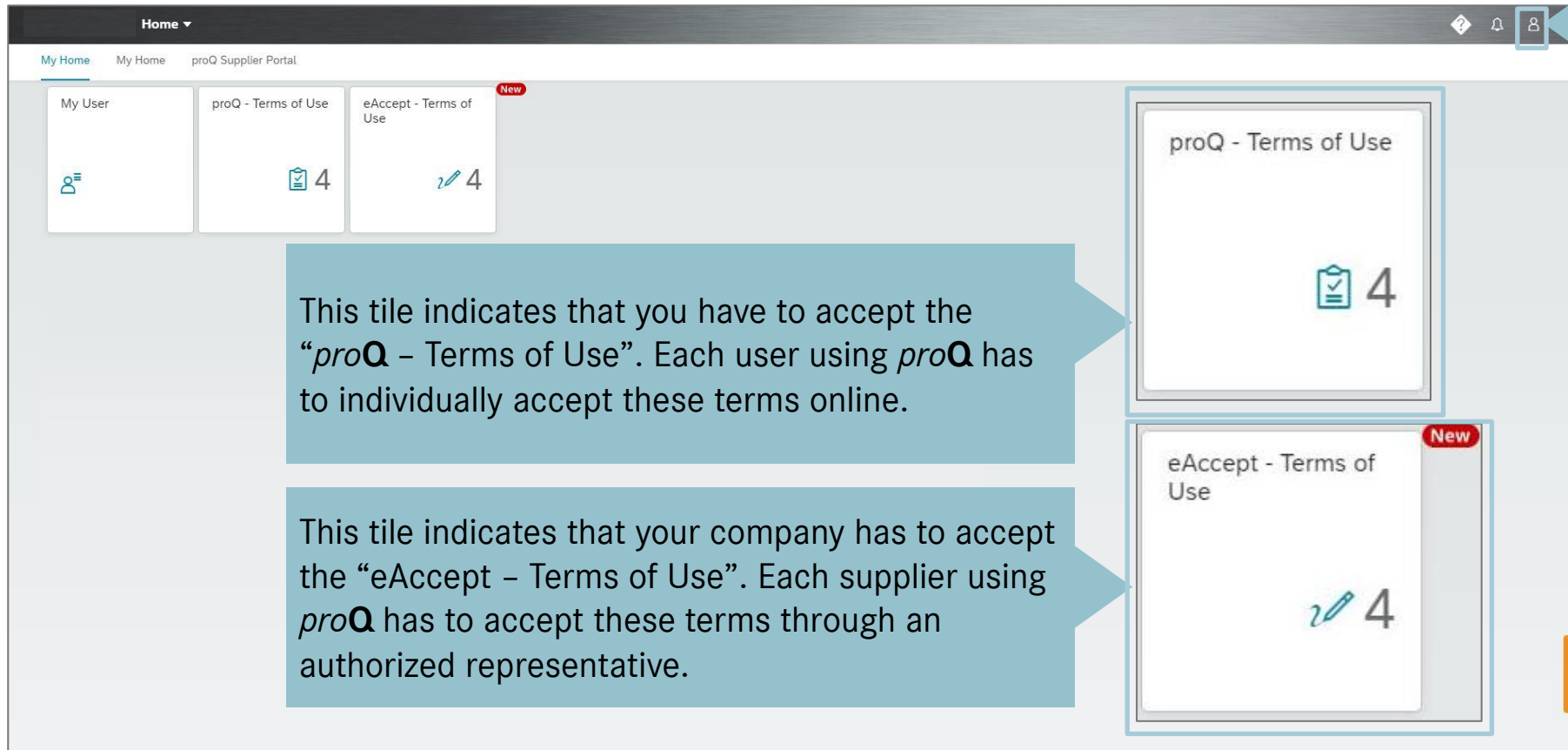
Name	Role ID	Description	Workflow
Procurement Scorecard	PROCUREMENT_SCORECARD	Assign this role to use the PSC ...	⊗
PROQ with eAccept Dai...	PROQ_ESIGN_TRUCK	Assign this role to use the eAc...	⊗
PROQ User Daimler Truck	PROQ_TRUCK	This role is required if you wan...	⊗

For *proQ*, the roles "*proQ* User" and "*proQ* User with eAccept" could be assigned by the Portal Manager. An overview of the different possible role actions and prerequisites can be found on page 6 of this supplier handbook.

**Please note:**  
Due to technical reasons in the URL as well as in the Alice system itself, "Mercedes-Benz" is displayed even it is a Daimler Truck access request.

The Portal Manager simply logs into Alice (Identity and Access Management System) and approves the access request from their task list.  
**Direct to Alice:** //alice.mercedes-benz.com/access/tasks

# The *proQ* application and its “Terms of Use” tiles



If these tiles are not visible, please check the “App Finder” and pin the required tile to your Launchpad.

This tile indicates that you have to accept the “*proQ* - Terms of Use”. Each user using *proQ* has to individually accept these terms online.

This tile indicates that your company has to accept the “eAccept - Terms of Use”. Each supplier using *proQ* has to accept these terms through an authorized representative.

Please start the “Terms of Use” accepting process by selecting one of the tiles. The “eAccept - Terms of Use” tile is only visible if you applied for the role “User with eAccept”.

# The “*proQ* – Terms of Use” acceptance process



# The “*proQ* – Terms of Use” acceptance process

proQ - Terms of Use								
proQ - Terms of Use (4) <span style="float: right;">Historical Data <input type="checkbox"/> NO</span>								
Supplier	Supplier ID	Supplier Index	Scope	Category	Version	Valid From	Valid To	Accepted At
Ludwigsburg, Germany	[REDACTED]	-	Mercedes-Benz Cars	TOU	1.0	01.01.2020	31.03.2022	
Ludwigsburg, Germany	[REDACTED]	-	Daimler Trucks	TOU	1.0	01.01.2020	31.03.2022	
Ludwigsburg, Germany	[REDACTED]	-	Mercedes-Benz Cars	TOU	2.0	01.01.2021	31.12.9999	
Ludwigsburg, Germany	[REDACTED]	-	Daimler Trucks	TOU	2.0	01.01.2021	31.12.9999	30.11.2021, 14:11:38

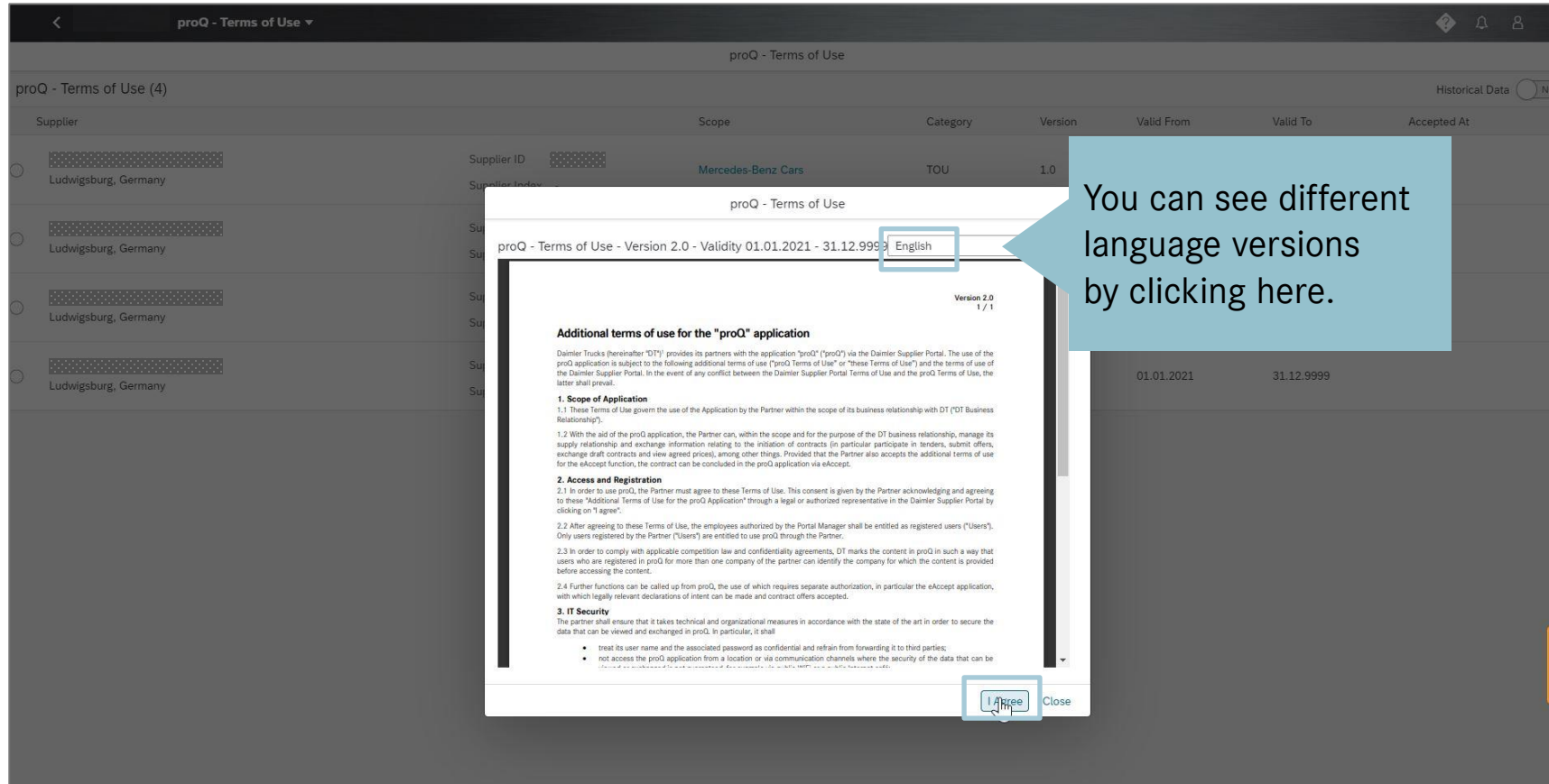
Please note that due to technical reasons, any confirmation received between August and November 2021 will be shown as November 30, 2021.

Here you can see all valid versions of the *proQ* – Terms of Use.  
 During renewal periods, old and new versions are visible.  
 Please select the “Terms of Use” entry which you want to read.

To finish the *proQ* acceptance process successfully, please always choose the **version 2.0**.



# The “proQ – Terms of Use” acceptance process



The screenshot displays the 'proQ - Terms of Use' interface. At the top, there is a header with navigation icons and a search bar. Below the header, a table lists suppliers with columns for Supplier, Supplier ID, Scope, Category, Version, Valid From, Valid To, and Accepted At. A popup window is open, showing the 'proQ - Terms of Use - Version 2.0 - Validity 01.01.2021 - 31.12.9999' in English. The popup contains the following text:

**Additional terms of use for the "proQ" application**

Daimler Trucks (hereinafter "DT") provides its partners with the application "proQ" ("proQ") via the Daimler Supplier Portal. The use of the proQ application is subject to the following additional terms of use ("proQ Terms of Use" or "these Terms of Use") and the terms of use of the Daimler Supplier Portal. In the event of any conflict between the Daimler Supplier Portal Terms of Use and the proQ Terms of Use, the latter shall prevail.

**1. Scope of Application**

1.1 These Terms of Use govern the use of the Application by the Partner within the scope of its business relationship with DT ("DT Business Relationship").

1.2 With the aid of the proQ application, the Partner can, within the scope and for the purpose of the DT business relationship, manage its supply relationship and exchange information relating to the initiation of contracts (in particular participate in tenders, submit offers, exchange draft contracts and view agreed prices), among other things. Provided that the Partner also accepts the additional terms of use for the eAccept function, the contract can be concluded in the proQ application via eAccept.

**2. Access and Registration**

2.1 In order to use proQ, the Partner must agree to these Terms of Use. This consent is given by the Partner acknowledging and agreeing to these "Additional Terms of Use for the proQ Application" through a legal or authorized representative in the Daimler Supplier Portal by clicking on "I agree".

2.2 After agreeing to these Terms of Use, the employees authorized by the Portal Manager shall be entitled as registered users ("Users"). Only users registered by the Partner ("Users") are entitled to use proQ through the Partner.

2.3 In order to comply with applicable competition law and confidentiality agreements, DT marks the content in proQ in such a way that users who are registered in proQ for more than one company of the partner can identify the company for which the content is provided before accessing the content.

2.4 Further functions can be called up from proQ, the use of which requires separate authorization, in particular the eAccept application, with which legally relevant declarations of intent can be made and contract offers accepted.

**3. IT Security**

The partner shall ensure that it takes technical and organizational measures in accordance with the state of the art in order to secure the data that can be viewed and exchanged in proQ. In particular, it shall

- treat its user name and the associated password as confidential and refrain from forwarding it to third parties;
- not access the proQ application from a location or via communication channels where the security of the data that can be

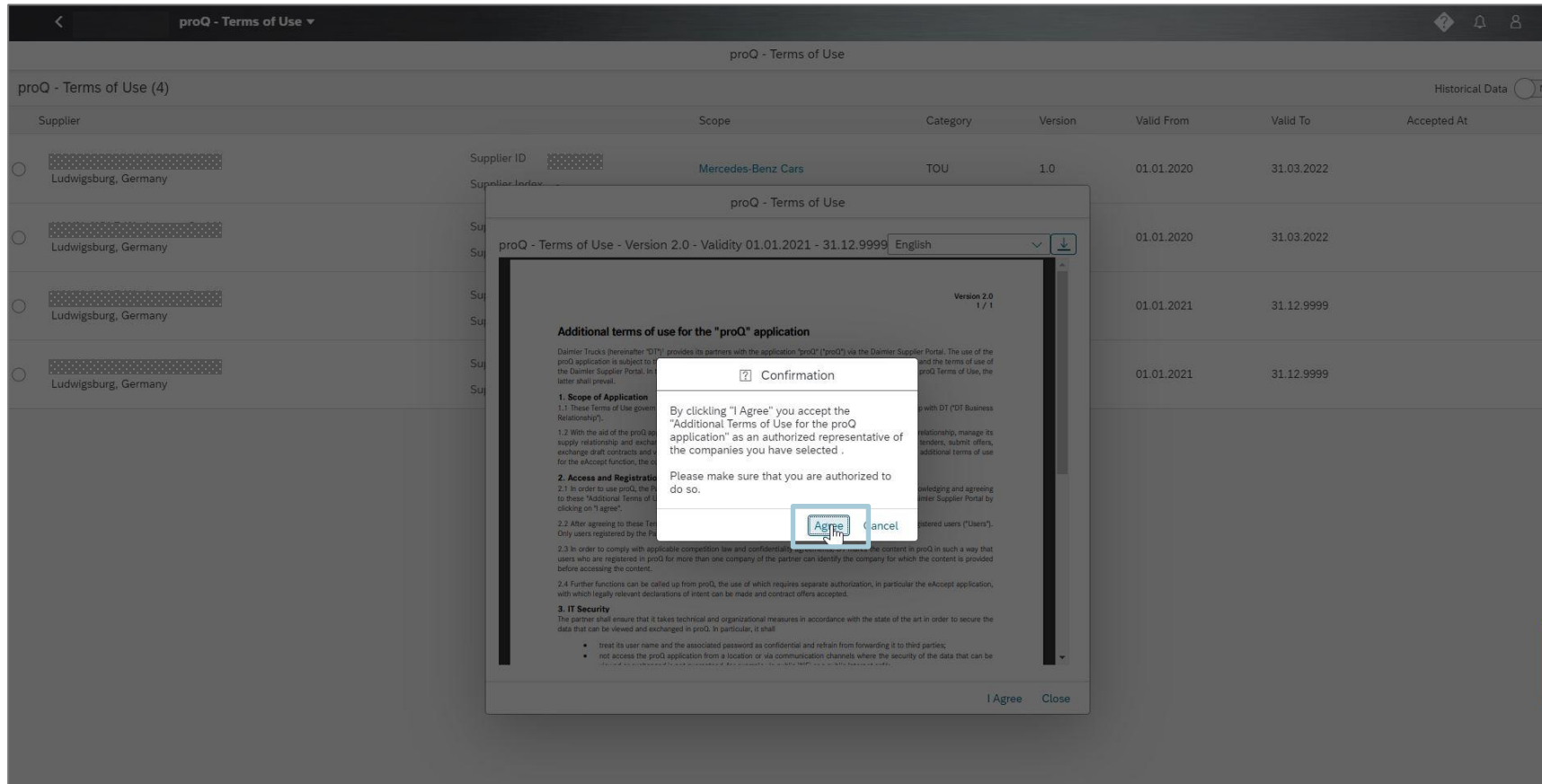
The popup also features a 'Close' button and a 'Self Help' link on the right side.

You can see different language versions by clicking here.

The popup shows the Terms of Use for the selected Supplier ID and Scope. Please read the terms and click “I agree” if you agree with the “proQ – Terms of Use”.



# The “*proQ* – Terms of Use” acceptance process



proQ - Terms of Use

proQ - Terms of Use (4)

Supplier	Supplier ID	Scope	Category	Version	Valid From	Valid To	Accepted At
Ludwigsburg, Germany	[REDACTED]	Mercedes-Benz Cars	TOU	1.0	01.01.2020	31.03.2022	
Ludwigsburg, Germany	[REDACTED]				01.01.2020	31.03.2022	
Ludwigsburg, Germany	[REDACTED]				01.01.2021	31.12.9999	
Ludwigsburg, Germany	[REDACTED]				01.01.2021	31.12.9999	

proQ - Terms of Use - Version 2.0 - Validity 01.01.2021 - 31.12.9999 - English

Version 2.0  
1 / 1

**Additional terms of use for the "proQ" application**

Daimler Trucks (hereinafter "DT"), provides its partners with the application "proQ" ("proQ") via the Daimler Supplier Portal. The use of the proQ application is subject to the Daimler Supplier Portal, including the terms of use of the proQ Terms of Use, the latter shall prevail.

**1. Scope of Application**

1.1. These Terms of Use govern the relationship between the partner and DT ("DT Business Relationship").

1.2. With the aid of the proQ application, the partner shall manage its relationship with DT ("DT Business Relationship"), manage its orders, manage its offers, manage its contracts, and exchange draft contracts and documents with DT.

**2. Access and Registration**

2.1. In order to use proQ, the partner must register in the proQ application. The partner shall be responsible for ensuring that the user is authorized to use proQ. The partner shall be responsible for ensuring that the user is authorized to use proQ.

2.2. After agreeing to these Terms of Use, the partner shall be responsible for ensuring that the user is authorized to use proQ. Only users registered by the partner are allowed to use proQ.

2.3. In order to comply with applicable competition law and confidentiality requirements, the partner shall ensure that the content in proQ is such a way that users who are registered in proQ for more than one company of the partner can identify the company for which the content is provided before accessing the content.

2.4. Further functions can be called up from proQ, the use of which requires separate authorization, in particular the eAccept application, with which legally relevant declarations of intent can be made and contract offers accepted.

**3. IT Security**

The partner shall ensure that it takes technical and organizational measures in accordance with the state of the art in order to secure the data that can be viewed and exchanged in proQ. In particular, it shall:

- treat its user name and the associated password as confidential and refrain from forwarding it to third parties;
- not access the proQ application from a location or via communication channels where the security of the data that can be viewed and exchanged in proQ is not sufficiently guaranteed.

Confirmation

By clicking "I Agree" you accept the "Additional Terms of Use for the proQ application" as an authorized representative of the companies you have selected.

Please make sure that you are authorized to do so.

Agree Cancel

I Agree Close

Please click “Agree” to confirm the acceptance process.  
If you do not agree with the “*proQ* – Terms of Use”, click “Cancel”.

# The “eAccept – Terms of Use” acceptance process

## Option 1: Digital Signature\* – simple, fast & efficient



# The “eAccept – Terms of Use” acceptance process

Please note that due to technical reasons, any confirmation received between August and November 2021 will be shown as November 30, 2021.

If you are enabled for several Supplier IDs, you see several entries here.

eAccept Terms of Use									
eAccept(5)									
Supplier	Scope	Category	Version	Valid From	Valid To	Status	Document	Accepted At	Accepted By
[Redacted] Supplier ID [Redacted] Ludwigsburg, Germany	Mercedes-Benz Cars	EACCEPT	1.0	01.02.2021	31.12.9999	Uploaded			
[Redacted] Supplier ID [Redacted] Ludwigsburg, Germany	Mercedes-Benz Cars	EACCEPT	1.0	01.02.2021	31.12.9999	eAccept Req Expired			
[Redacted] Supplier ID [Redacted] Stuttgart, Germany	Daimler Trucks	EACCEPT	1.0	01.01.2021	31.12.9999	Uploaded			
[Redacted] Supplier ID [Redacted]	Daimler Trucks	EACCEPT	0.9	01.02.2021	31.12.9999	Not Started			
[Redacted] Supplier ID [Redacted]	Daimler Trucks	EACCEPT	0.9	01.02.2021	31.12.9999	Not Started			

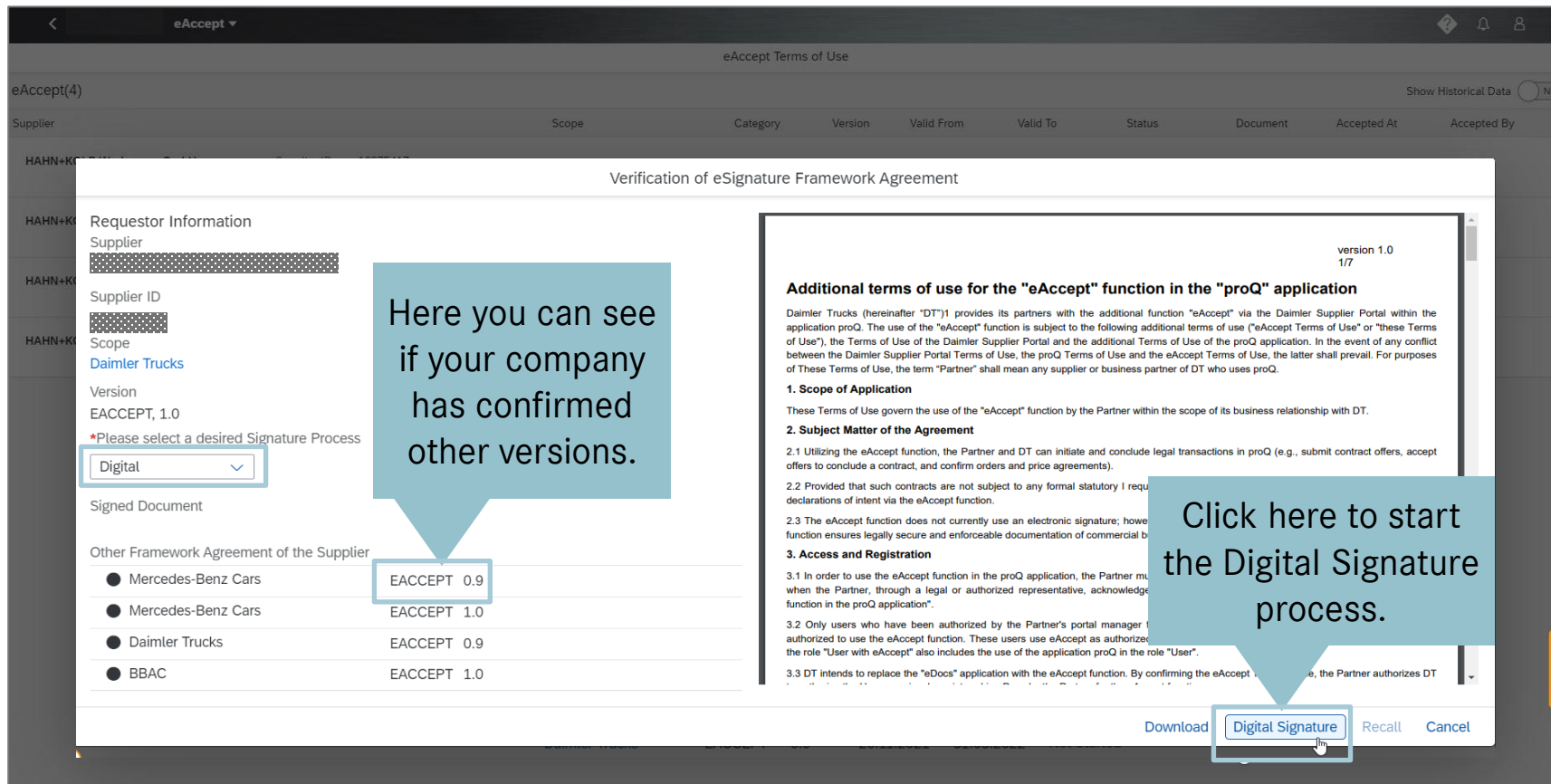
Show Historical Data  NO

For technical reasons, you may see a “0.9” version if you were “eDocs User” or “eDocs Admin” earlier.

You see all valid versions of the eAccept – Terms of Use.  
 During renewal periods, several versions are visible.  
 Please select the “Terms of Use” entry which you want to read.  
 To finish the eAccept acceptance process successfully, please always choose the **version 1.0**.

# The “eAccept – Terms of Use” acceptance process

## Option 1: Digital Signature\* – simple, fast & efficient



The screenshot shows the 'eAccept Terms of Use' interface. A modal window titled 'Verification of eSignature Framework Agreement' is open. On the left, 'Requestor Information' includes Supplier, Supplier ID, Scope (Daimler Trucks), and Version (EACCEPT, 1.0). A dropdown menu for 'Signature Process' is set to 'Digital'. Below, a table lists 'Other Framework Agreement of the Supplier' with radio buttons for Mercedes-Benz Cars and Daimler Trucks, each with EACCEPT 0.9 and 1.0 options. On the right, the 'Additional terms of use' document is displayed. At the bottom, a 'Digital Signature' button is highlighted. Two callouts provide instructions: one points to the 'Digital' dropdown and the other points to the 'Digital Signature' button.

Here you can see if your company has confirmed other versions.

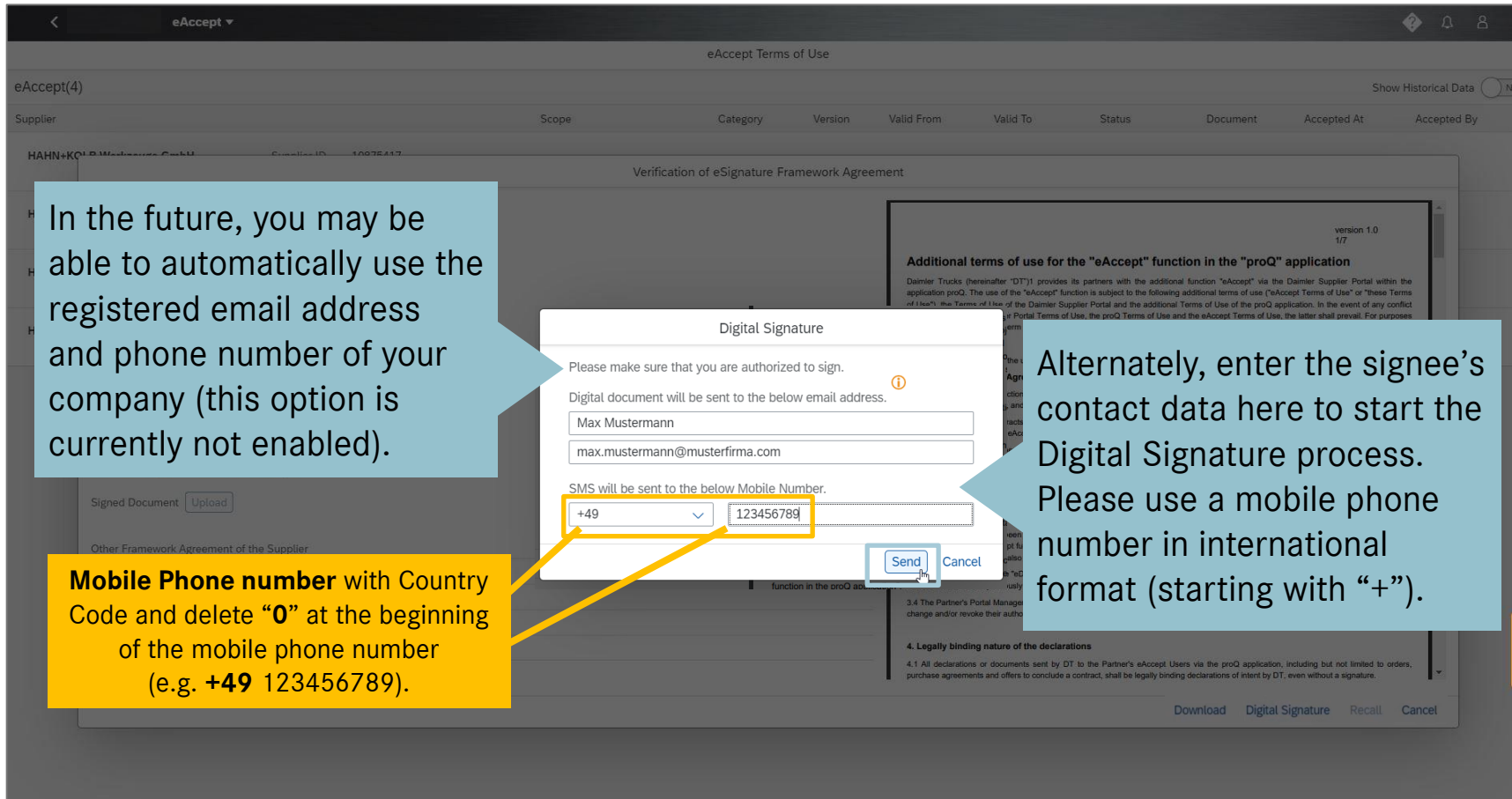
Click here to start the Digital Signature process.

Please read the “eAccept – Terms of Use” and decide how to process your acceptance. If you want to use an electronic signature to accept the Terms of Use, please select “Digital” in the drop-down menu and afterwards click on “Digital Signature”.



# The “eAccept – Terms of Use” acceptance process

## Option 1: Digital Signature\* – simple, fast & efficient



In the future, you may be able to automatically use the registered email address and phone number of your company (this option is currently not enabled).

Alternately, enter the signee’s contact data here to start the Digital Signature process. Please use a mobile phone number in international format (starting with “+”).

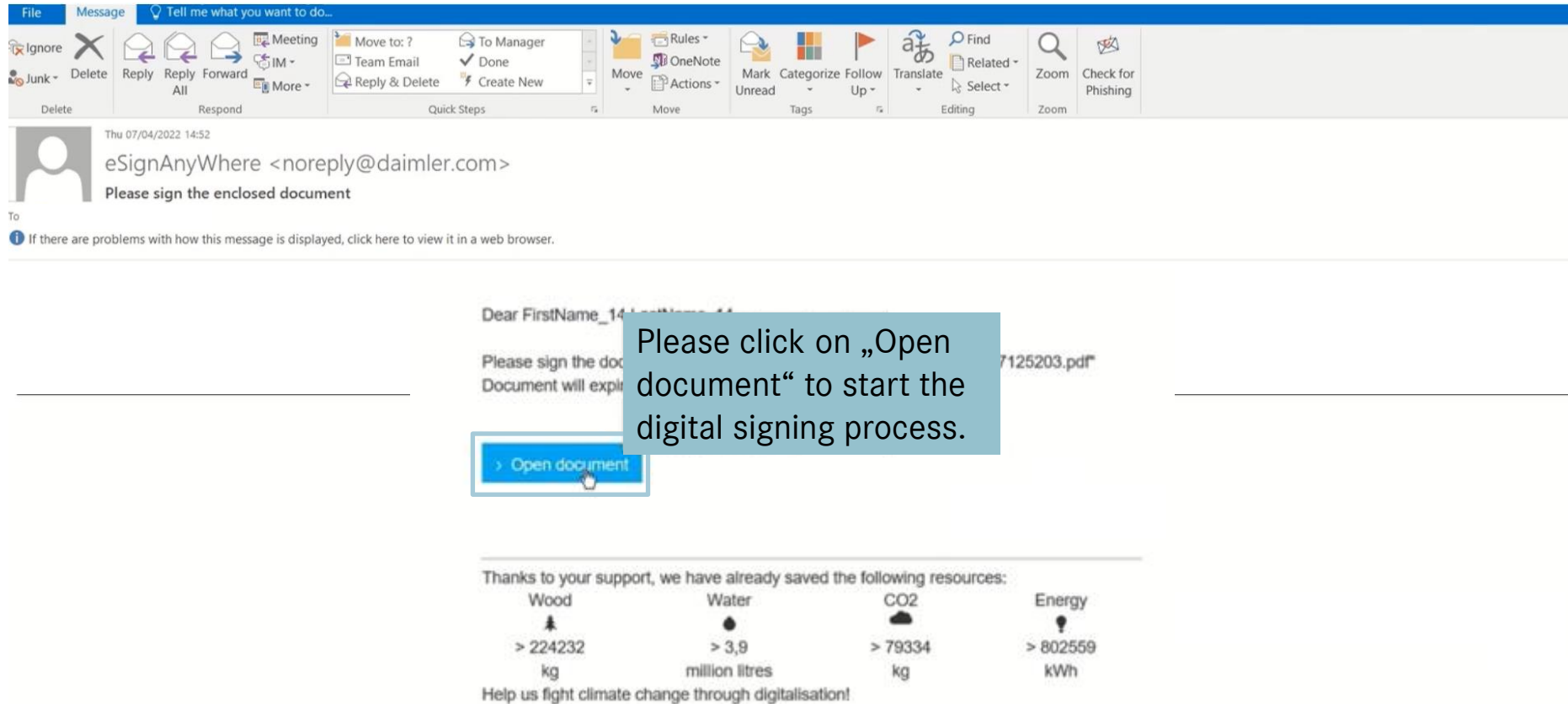
**Mobile Phone number** with Country Code and delete “0” at the beginning of the mobile phone number (e.g. **+49** 123456789).

Please enter the signee’s email and mobile phone number (starting with “+”) to start the Digital Signature process to accept the Terms of Use.



# The “eAccept – Terms of Use” acceptance process

## Option 1: Digital Signature\* – simple, fast & efficient



Thu 07/04/2022 14:52

eSignAnyWhere <noreply@daimler.com>  
Please sign the enclosed document

To

If there are problems with how this message is displayed, click here to view it in a web browser.

Dear FirstName\_14 LastName\_44

Please sign the document: 7125203.pdf

Document will expire on 07/04/2022 15:00

[Open document](#)

Thanks to your support, we have already saved the following resources:

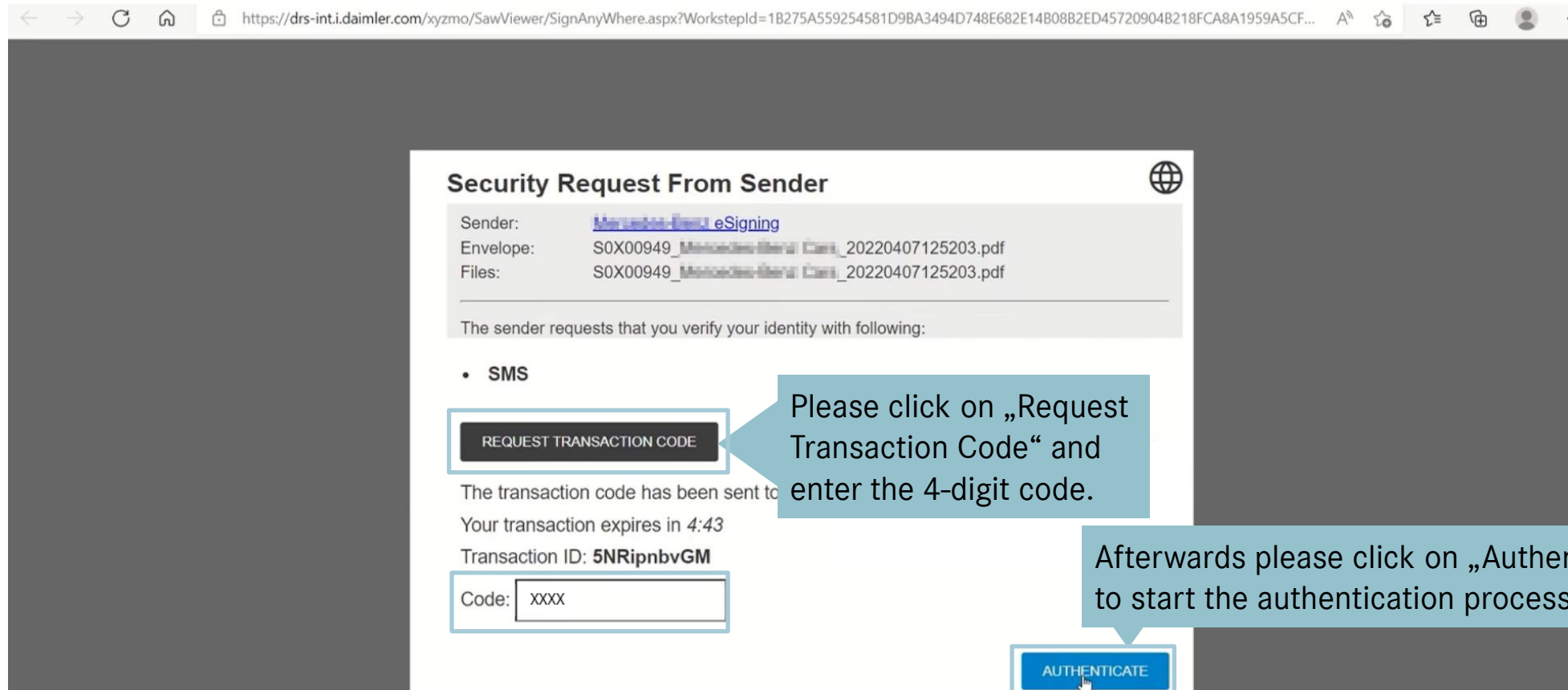
Resource	Amount	Unit
Wood	> 224232	kg
Water	> 3,9	million litres
CO2	> 79334	kg
Energy	> 802559	kWh

Help us fight climate change through digitalisation!

Haven't received an email from the sender 'eSignAnywhere'?  
Please also check the spam folder of your email application.

# The “eAccept – Terms of Use” acceptance process

## Option 1: Digital Signature\* – simple, fast & efficient



Security Request From Sender

Sender: [Mercedes-Benz eSigning](#)

Envelope: SOX00949\_Mercedes-Benz Cars\_20220407125203.pdf

Files: SOX00949\_Mercedes-Benz Cars\_20220407125203.pdf

The sender requests that you verify your identity with following:

- SMS

**REQUEST TRANSACTION CODE**

The transaction code has been sent to your mobile phone.  
Your transaction expires in 4:43  
Transaction ID: 5NRipnbvGM

Code:

**AUTHENTICATE**

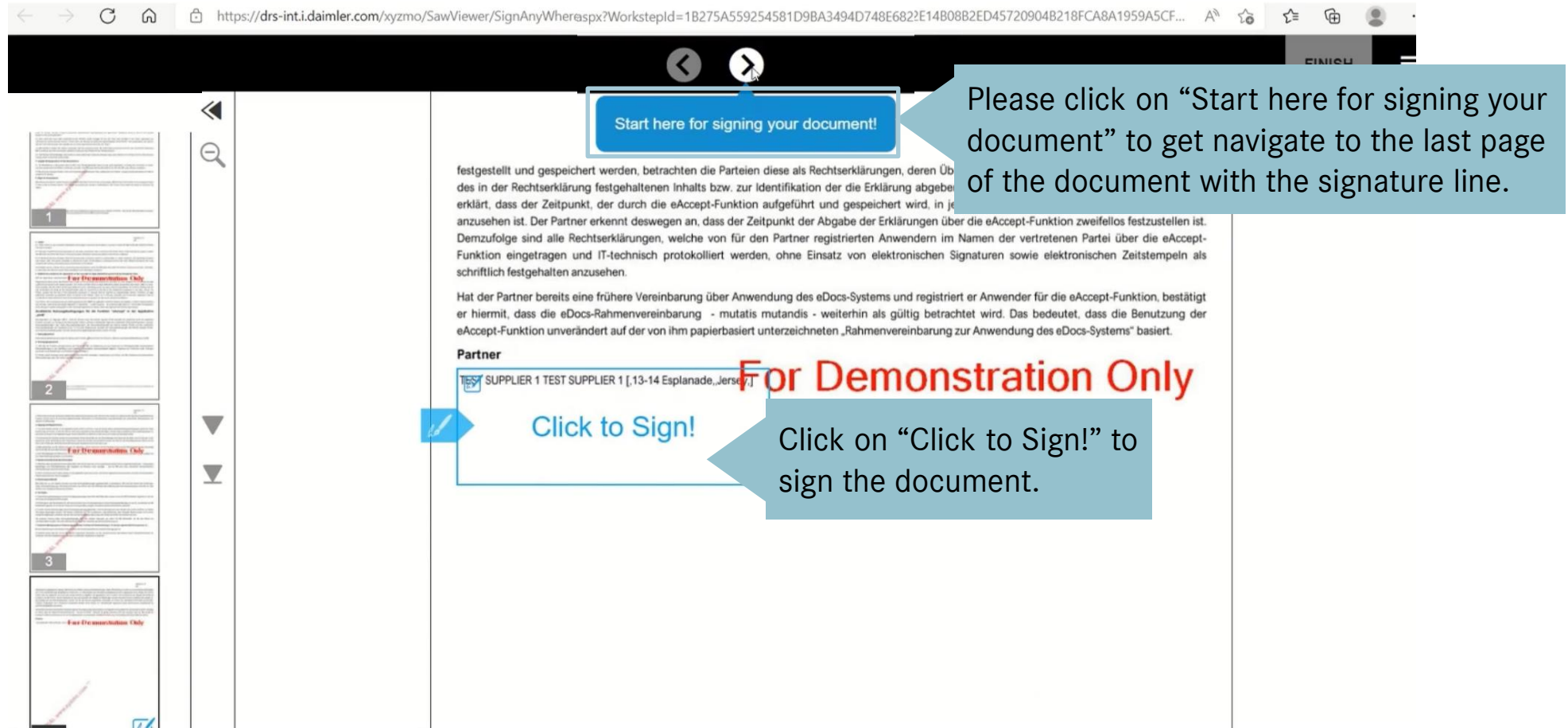
Please click on „Request Transaction Code“ and enter the 4-digit code.

Afterwards please click on „Authenticate“, to start the authentication process.

Loading the document may take a few seconds, please wait and **do not close** the browser window.  
Please enter the 4-digit code you received by text message on your mobile phone.  
The second step is the authenticity check.

# The “eAccept – Terms of Use” acceptance process

## Option 1: Digital Signature\* – simple, fast & efficient

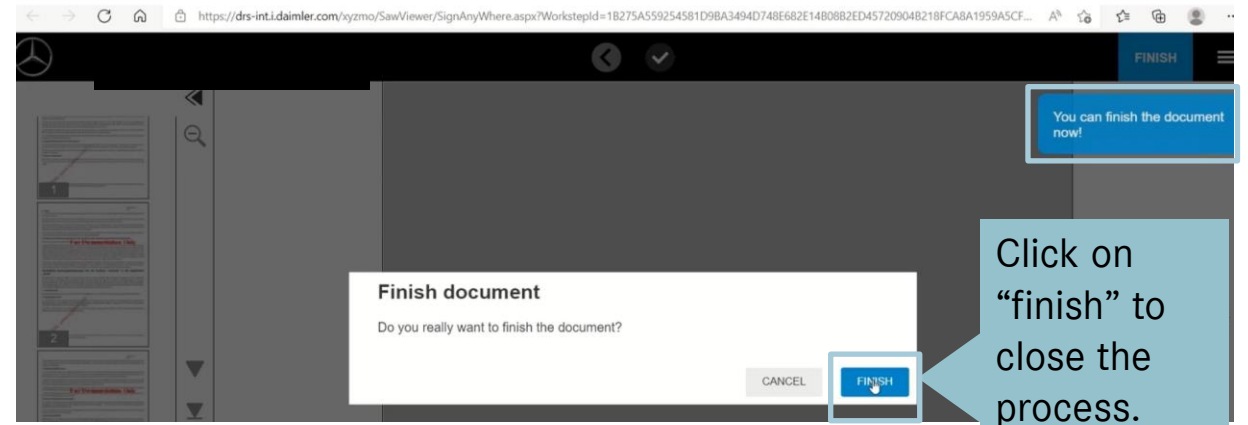
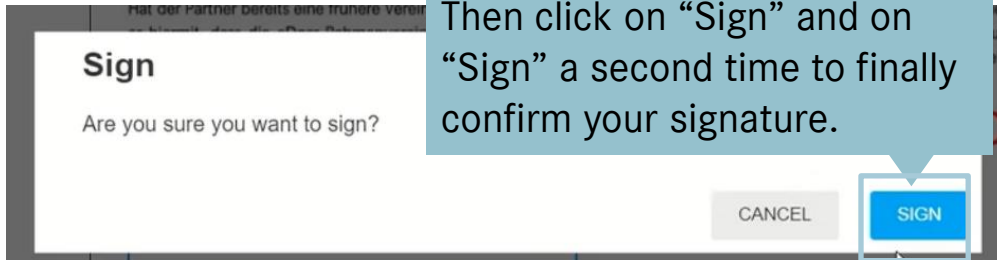
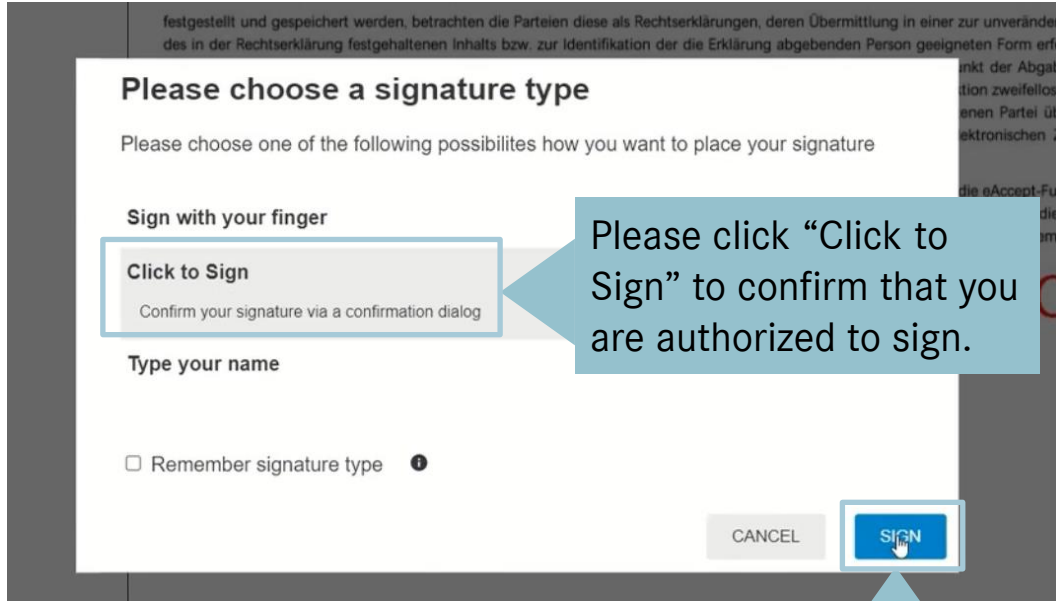


The screenshot shows a web browser window with a URL starting with `https://drs-int.i.daimler.com/xyzmo/SawViewer/SignAnyWhere.aspx?WorkstepId=1B275A559254581D9BA3494D748E682E14B08B2ED45720904B218FCA8A1959A5CF...`. The main content area displays a document with German text. A blue callout box with a right-pointing arrow contains the text "Start here for signing your document!". A second blue callout box with a left-pointing arrow contains the text "Click to Sign!". A red text overlay "For Demonstration Only" is positioned above the "Click to Sign!" button. A third blue callout box with a left-pointing arrow contains the text "Please click on 'Start here for signing your document' to get navigate to the last page of the document with the signature line." The document text includes: "festgestellt und gespeichert werden, betrachten die Parteien diese als Rechtserklärungen, deren Übereinstimmung mit dem Inhalt der Rechtserklärung festgehaltenen Inhalts bzw. zur Identifikation der die Erklärung abgegebenen Partei der Zeitpunkt, der durch die eAccept-Funktion aufgeführt und gespeichert wird, in jeder Hinsicht anzusehen ist. Der Partner erkennt deswegen an, dass der Zeitpunkt der Abgabe der Erklärungen über die eAccept-Funktion zweifellos festzustellen ist. Demzufolge sind alle Rechtserklärungen, welche von für den Partner registrierten Anwendern im Namen der vertretenen Partei über die eAccept-Funktion eingetragen und IT-technisch protokolliert werden, ohne Einsatz von elektronischen Signaturen sowie elektronischen Zeitstempeln als schriftlich festgehalten anzusehen." and "Hat der Partner bereits eine frühere Vereinbarung über Anwendung des eDocs-Systems und registriert er Anwender für die eAccept-Funktion, bestätigt er hiermit, dass die eDocs-Rahmenvereinbarung - mutatis mutandis - weiterhin als gültig betrachtet wird. Das bedeutet, dass die Benutzung der eAccept-Funktion unverändert auf der von ihm papierbasiert unterzeichneten „Rahmenvereinbarung zur Anwendung des eDocs-Systems“ basiert." Below the text, it says "Partner" and "TEST SUPPLIER 1 TEST SUPPLIER 1 [13-14 Esplanade, Jersey]".

Please start the final signature process via “Start here for signing your document” and “Click to Sign!”.

# The “eAccept – Terms of Use” acceptance process

## Option 1: Digital Signature\* – simple, fast & efficient



In the first step, please confirm that you are authorized to sign.  
 In the second step, you will be asked twice to confirm that you wish to finalize the signature.  
 Once completed, your successfully submitted signature will be displayed, and the eAccept functions will be activated.



# The “eAccept – Terms of Use” acceptance process

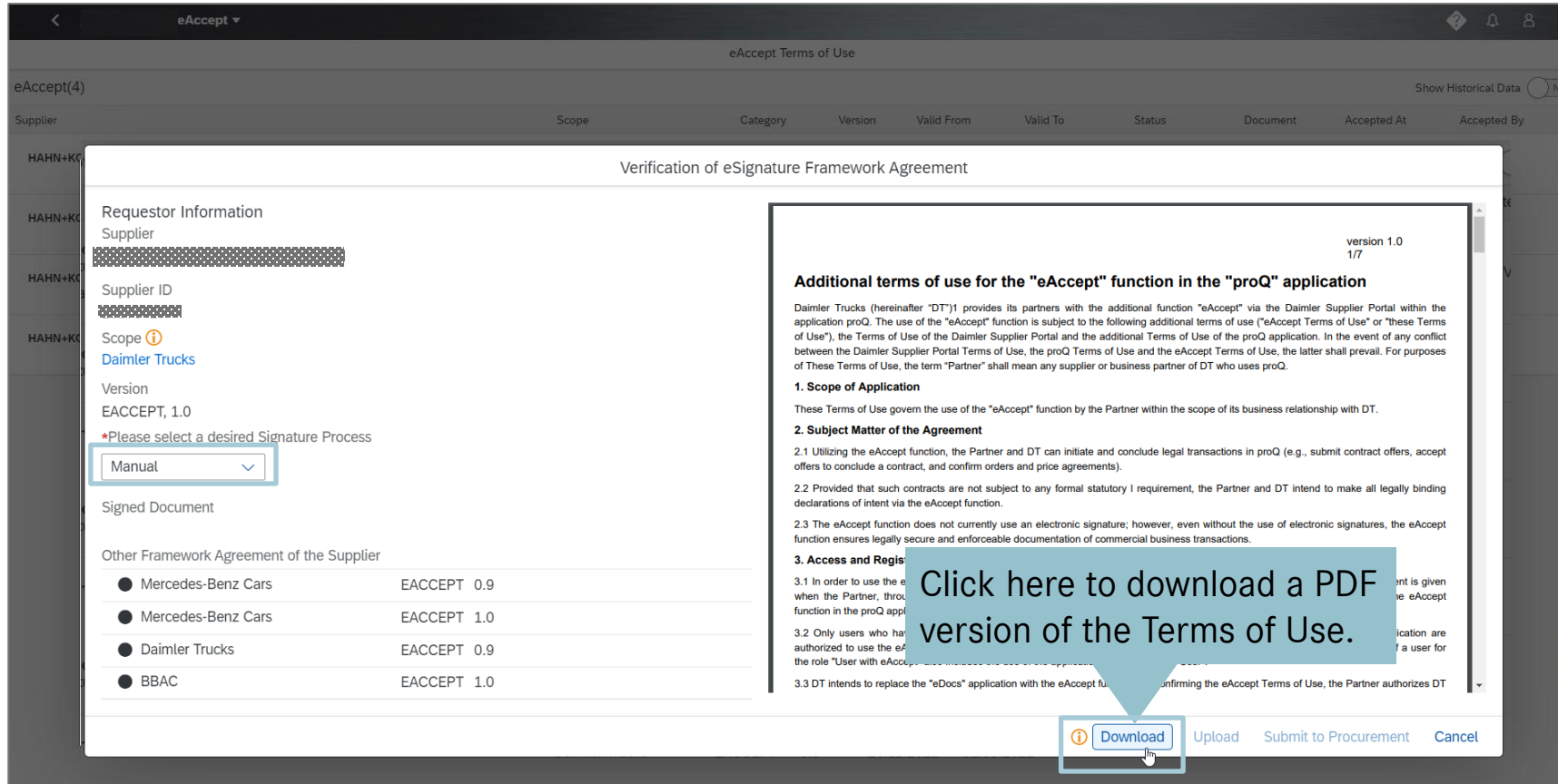
## Option 2: Manual Signature





# The “eAccept – Terms of Use” acceptance process

## Option 2: Manual Signature



Verification of eSignature Framework Agreement

Requestor Information

Supplier  
[Redacted]

Supplier ID  
[Redacted]

Scope ⓘ  
Daimler Trucks

Version  
EACCEPT, 1.0

\*Please select a desired Signature Process

Manual

Signed Document

Other Framework Agreement of the Supplier

<input checked="" type="radio"/> Mercedes-Benz Cars	EACCEPT 0.9
<input checked="" type="radio"/> Mercedes-Benz Cars	EACCEPT 1.0
<input checked="" type="radio"/> Daimler Trucks	EACCEPT 0.9
<input checked="" type="radio"/> BBAC	EACCEPT 1.0

Additional terms of use for the "eAccept" function in the "proQ" application

version 1.0  
1/7

Daimler Trucks (hereinafter "DT") provides its partners with the additional function "eAccept" via the Daimler Supplier Portal within the application proQ. The use of the "eAccept" function is subject to the following additional terms of use ("eAccept Terms of Use" or "these Terms of Use"), the Terms of Use of the Daimler Supplier Portal and the additional Terms of Use of the proQ application. In the event of any conflict between the Daimler Supplier Portal Terms of Use, the proQ Terms of Use and the eAccept Terms of Use, the latter shall prevail. For purposes of These Terms of Use, the term "Partner" shall mean any supplier or business partner of DT who uses proQ.

**1. Scope of Application**

These Terms of Use govern the use of the "eAccept" function by the Partner within the scope of its business relationship with DT.

**2. Subject Matter of the Agreement**

2.1 Utilizing the eAccept function, the Partner and DT can initiate and conclude legal transactions in proQ (e.g., submit contract offers, accept offers to conclude a contract, and confirm orders and price agreements).

2.2 Provided that such contracts are not subject to any formal statutory requirement, the Partner and DT intend to make all legally binding declarations of intent via the eAccept function.

2.3 The eAccept function does not currently use an electronic signature; however, even without the use of electronic signatures, the eAccept function ensures legally secure and enforceable documentation of commercial business transactions.

**3. Access and Registration**

3.1 In order to use the eAccept function, the Partner and DT can initiate and conclude legal transactions in proQ (e.g., submit contract offers, accept offers to conclude a contract, and confirm orders and price agreements).

3.2 Only users who have been authorized to use the eAccept function by DT are authorized to use the eAccept function. The role "User with eAccept" is used for this purpose.

3.3 DT intends to replace the "eDocs" application with the eAccept function. Upon confirming the eAccept Terms of Use, the Partner authorizes DT

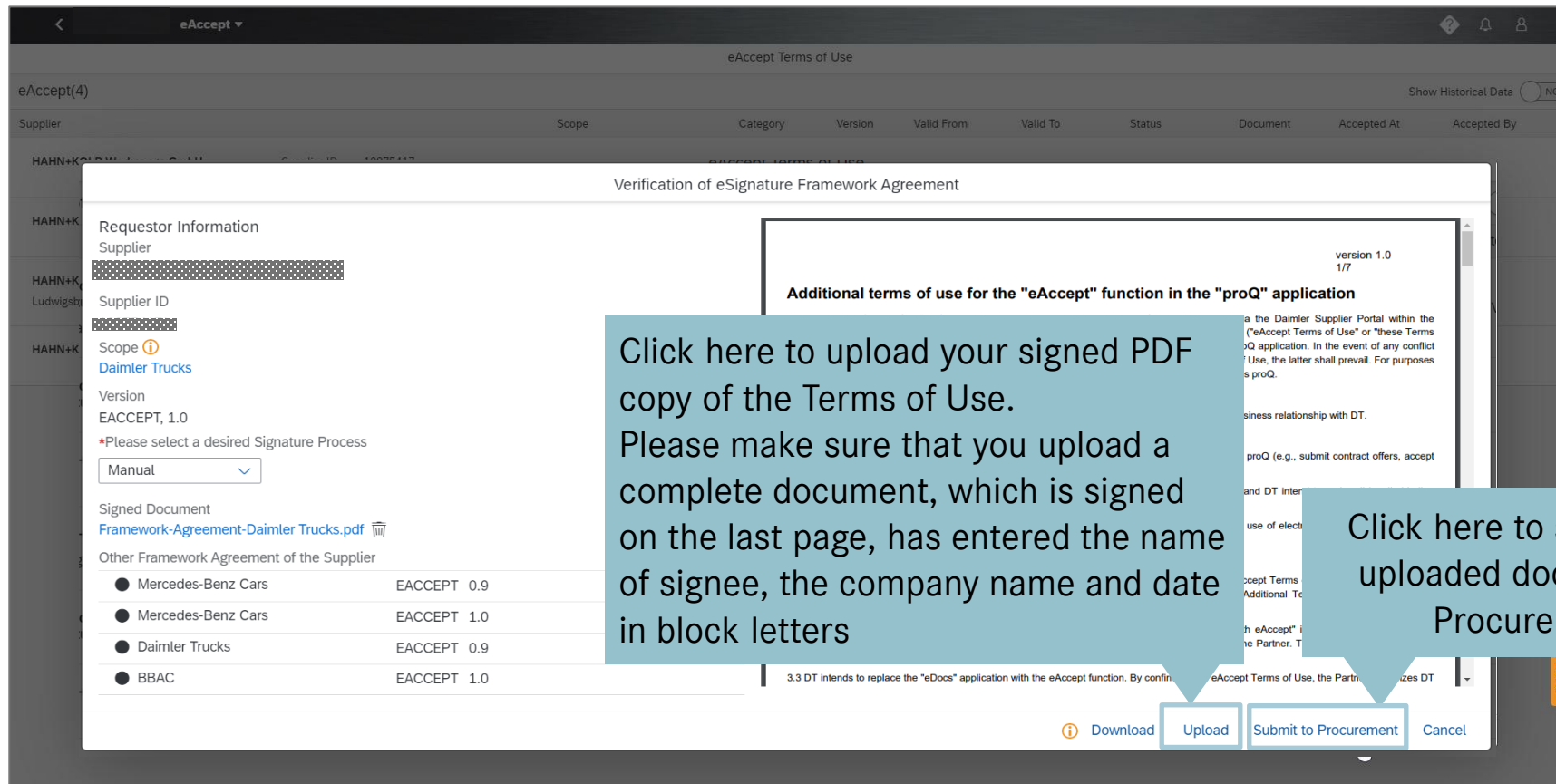
Click here to download a PDF version of the Terms of Use.

Download Upload Submit to Procurement Cancel

If you cannot use the Digital Signature tool to accept the Terms of Use, please select “Manual” in the drop-down menu. Afterwards download a PDF copy and sign it offline, scanning in the signed document to upload a signed document.

# The “eAccept – Terms of Use” acceptance process

## Option 2: Manual Signature



The screenshot shows the 'eAccept Terms of Use' interface. A modal window titled 'Verification of eSignature Framework Agreement' is open. On the left, there is a form with the following fields:

- Requester Information**
- Supplier: [Redacted]
- Supplier ID: [Redacted]
- Scope: [Daimler Trucks](#)
- Version: EACCEPT, 1.0
- \*Please select a desired Signature Process: **Manual** (dropdown menu)
- Signed Document: [Framework-Agreement-Daimler Trucks.pdf](#)
- Other Framework Agreement of the Supplier:
 

<input type="radio"/>	Mercedes-Benz Cars	EACCEPT 0.9
<input type="radio"/>	Mercedes-Benz Cars	EACCEPT 1.0
<input type="radio"/>	Daimler Trucks	EACCEPT 0.9
<input type="radio"/>	BBAC	EACCEPT 1.0

On the right, a document preview is shown with the title 'Additional terms of use for the "eAccept" function in the "proQ" application'. The document content includes: 'version 1.0 1/7', 'the Daimler Supplier Portal within the ("eAccept Terms of Use" or "these Terms of Use", the latter shall prevail. For purposes of this proQ.', 'business relationship with DT.', 'proQ (e.g., submit contract offers, accept', and 'and DT inter'. At the bottom of the modal, there are buttons for 'Download', 'Upload', 'Submit to Procurement', and 'Cancel'. The 'Upload' and 'Submit to Procurement' buttons are highlighted with callouts.

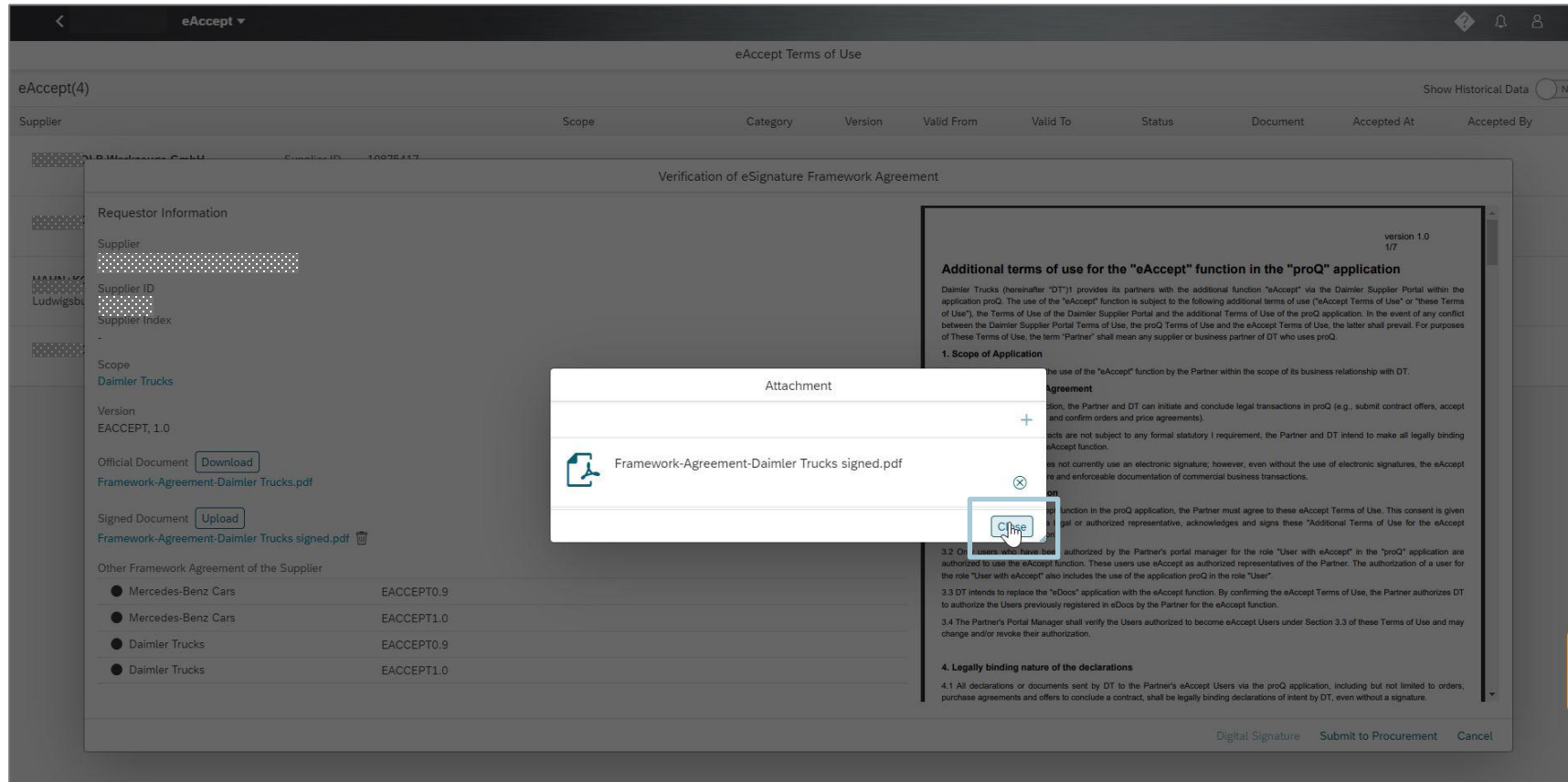
Click here to upload your signed PDF copy of the Terms of Use. Please make sure that you upload a complete document, which is signed on the last page, has entered the name of signee, the company name and date in block letters

Click here to submit the uploaded document to Procurement

After uploading your signed version, please click “Submit to Procurement” to complete your action.

# The “eAccept – Terms of Use” acceptance process

## Option 2: Manual Signature



The screenshot displays the 'eAccept Terms of Use' interface. A modal window titled 'Attachment' is open, showing a file named 'Framework-Agreement-Daimler Trucks signed.pdf'. The background interface includes a table for 'Requestor Information' and a section for 'Signed Document' with an 'Upload' button. The main content area shows the 'Verification of eSignature Framework Agreement' with additional terms of use for the 'eAccept' function in the 'proQ' application.

After your uploaded copy has been verified, the eAccept features are enabled.

# FAQ





## 1. What to do if my manual uploaded document was rejected?

→ Please check the entered comment. Then click on the „Download“ button and upload a new document via the „Upload“ button.

## 2. What do to if you want to reset the digital signature process?

→ If the document is not signed within 30days and now has the status „expired“, please click on the „Recall“ button to reset the workflow.  
→ Same approach could be used to switch from the digital to the manual signature process.

## 3. Who can be contacted for technical support?

→ Please see support overview page: [Support Request | Daimler Truck Supplier Portal](#)