

proQ Supplier Portal

proFrame



proSource



proCure



367

By clicking on this tile, you will be directed to *proCure*.
If you are registered for the proQ application, you have the permission to see procurement related documents such as purchase orders, purchase contracts, simple requests for quotations and reply to simple requests for quotations. If you are

How to confirm a purchase contract in proCure



proQ Supplier Portal

proFrame



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proCure



By clicking on this tile, you will be directed to **proCure**.

If you are registered for the proQ application, you have the permission to see procurement related documents such as purchase orders, purchase contracts, simple requests for quotations and reply to simple requests for quotations. If you are registered for the eAccept functionality, you are additionally allowed to digitally accept purchase orders and purchase contracts.

This flow shows you how to confirm your purchase contracts in **proCure**. Click on '**proCure**' tile to get started!

Duration ca. 2 mins.

How to confirm a purchase contract in proCure
(Step 1 of 8)

Search for Documents

Standard * ▾ 

Clear Filters (4) **Search**

Document No.:

Document Type: ⓘ

Contract  ▾

Status:

3 Items ▾

Receipt Date:

12/22/2021 - 01/21/2... 

*Supplier:

10001006 ▾

Respon...

Buyer:

Inbox Price list Sent Items

Mark as Unread Download Forward  **New**  ▾

☐ Document No. Version No. ⓘ Document Type Status Legal Entity Receipt Date PDF Document

To start, set the relevant filters.

Confirm

Search for your purchase contract by choosing the right filters. Then click on 'Search'.

How to confirm a purchase contract in proCure (Step 2 of 8)

Self Help

Search for Documents

Standard * ▾ Search

Clear Filters (4) **Search**

ⓘ Status: 3 Items Receipt Date: 12/22/2021 - 01/21/2... *Supplier: 10001006 Responsible Person : ⓘ



Mark as Unread Download Forward ⓘ **New** ▾

There are two ways to confirm a document.
1. Way: Please choose the purchase contract you want to confirm by marking the corresponding **checkbox**.

Back

How to confirm a purchase contract in proCure (Step 3 of 8)

☐	Document No.	Version No. ⓘ	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	2999205486	1	Contract	Open	Mercedes-Benz AG	01/21/2022	>
☐	2999355589	2	Contract	Open Amendment	Mercedes-Benz AG	01/21/2022	>
☐	2999355561	1	Contract	Open	Mercedes-Benz AG	01/20/2022	>
☐	2999355295	2	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>
☐	2999355388	3	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>
☐	2999355534	2	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>
☐	2999355527	2	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>
☐	2999355511	2	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>

Confirm



Purchase Contract

2999205486

Version No. ⓘ	Status	Supplier	Release Order Contact	Responsible Buyer	Legal Entity	Receipt Date	Limit Per Release	Supplier's Note ⓘ
1	Open	Mercedes-Benz AG (10001006)	MATTHIAS WIESENHUETTER (CP00004228)	Andrea Hunger	Mercedes-Benz AG (2724)	01/21/2022	2,500 EUR	

- General
- Items
- Terms
- Plant
- Contract Documents (1)
- Related Documents

Contract Validity
01/01/2022 - 12/31/2022

Items

Items (1) | Standard ▾

Item No.	Part No. ⓘ	Valid To
1		12/31/2022 >
Line Item		

Terms

Now click here to confirm the document.

Hint: No worries, this is no final confirmation, you will have to confirm the confirmation in the next step.

Back

How to confirm a purchase contract in proCure (Step 4 of 8)

Confirm

Confirm with Reservation

Self Help



2999205486

Version No.	Status	Supplier
1	Open	Merced

General Items Terms F

Contract Validity
01/01/2022 - 12/31/2022

Items

Items (1) Standard ▾

Item No.

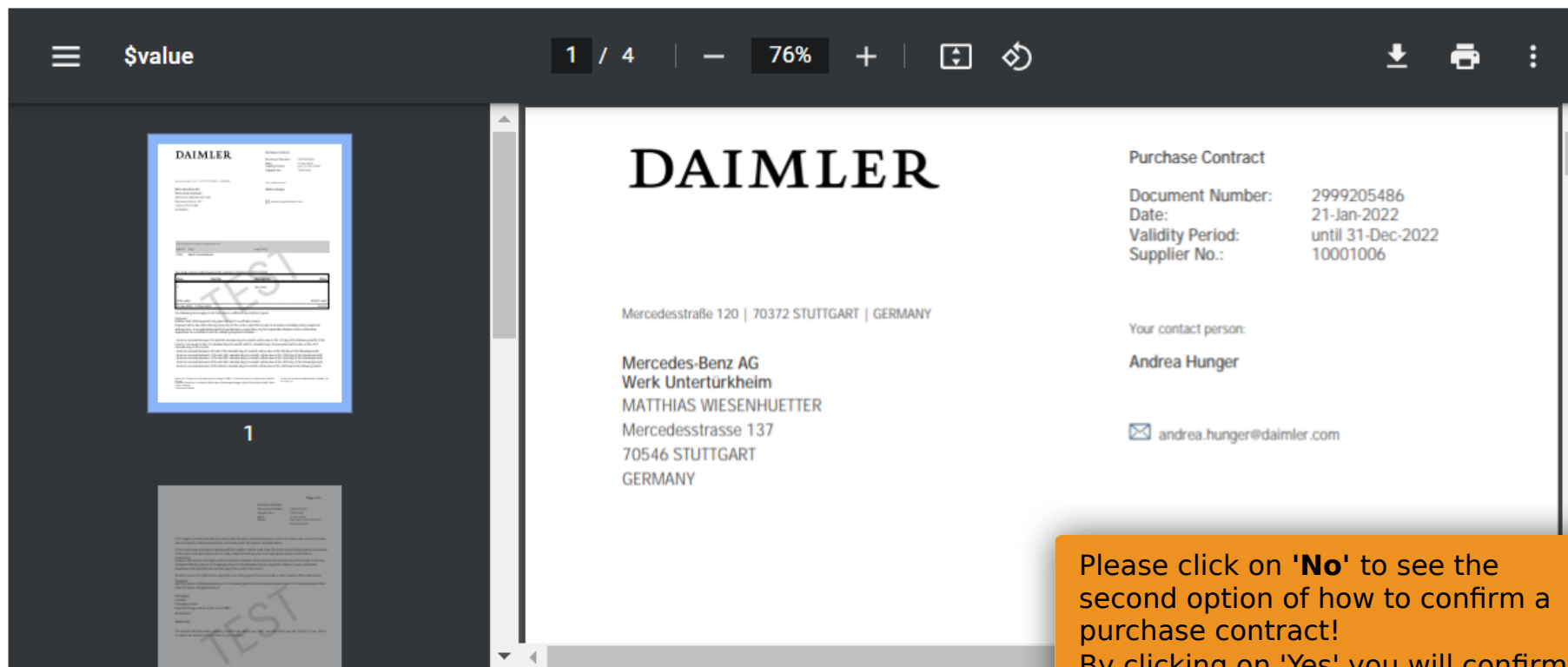
1

Line Item

Terms

Agreement Confirmation

You have indicated your acceptance of the offer to conclude the contract [2999205486](#) . by the function eAccept. Is this your intention?
You also confirm that you have downloaded and read the attachments provided in contract document section.



Please click on **'No'** to see the second option of how to confirm a purchase contract!
By clicking on 'Yes' you will confirm the contract.

Hint: 'No' does not mean, that you are rejecting the document.

How to confirm a purchase contract in proCure
(Step 5 of 8)

Yes No

confirm

Confirm with Reservation

Self Help

Search for Documents

Standard * ▾

Clear Filters (4) **Search**

Document No.:

Document Type: ⓘ

Contract ✕ ▾

Status:

pen Amendment ✕ ▾

Receipt Date:

12/22/2021 - 01/21/2... 📅

*Supplier:

10001006 ▾

Responsible Person : ⓘ

Buyer:

2. Way: Open a purchase contract you want to confirm by clicking on the respective row. ✕

How to confirm a purchase contract in proCure (Step 6 of 8)

Inbox Price list Sent Items

Inbox (93) Standard ▾

Mark as Unread Download Forward ⚙️ **New** ▾

☐	Document No.	Version No. ⓘ	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	2999205488 <i>✎</i>	1	Contract	Open	Mercedes-Benz AG	01/21/2022	>
☐	2999205486 <i>✎</i>	1	Contract	Open	Mercedes-Benz AG	01/21/2022	>
☐	2999355589 <i>✎</i>	2	Contract	Open Amendment	Mercedes-Benz AG	01/21/2022	>
☐	2999205453 <i>✎</i>	2	Contract	Open Amendment	Daimler AG	01/20/2022	>
☐	2999355514 <i>✎</i>	1	Contract	Open	Mercedes-Benz AG	01/20/2022	>
☐	2999355511 <i>✎</i>	2	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>
☐	2999355527 <i>✎</i>	2	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>
☐	2999355534 <i>✎</i>	2	Contract	Open Amendment	Mercedes-Benz AG	01/20/2022	>

Confirm

Self Help

Search for Documents

Standard *

Search

Clear

Filters (4)

Search

Document No.:

Document Type:

Contract

Status:

pen Amendment

Receipt Date:

12/22/2021 - 01/21/2...

*Supplier:

10001006

Responsible Person :

Buyer:

[Inbox](#) [Price list](#) [Sent Items](#)

Inbox (93) [Standard](#)

[Mark as Unread](#) [Download](#) [Forward](#)

⚙️ New

☐	Document No.	Version No.	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☒	2999205488	1	Contract	Open	Mercedes-Benz AG	01/21/2022	📄
☐	2999205486	1	Contract	Open	Mercedes-Benz AG	01/21/2022	📄
☐	2999355589	2	Contract	Open Amendment	Mercedes-Benz AG	01/21/2022	📄
☐	2999205453	2	Contract	Open Amendment	Daimler AG	01/20/2022	📄
☐	2999355514	1	Contract	Open	Mercedes-Benz AG		📄
☐	2999355511	2	Contract	Open Amendment	Mercedes-Benz AG		📄
☐	2999355527	2	Contract	Open Amendment	Mercedes-Benz AG		📄
☐	2999355534	2	Contract	Open Amendment	Mercedes-Benz AG		📄

After checking all details you can confirm the document by clicking on 'Confirm'.

Hint: No worries, you will still have to confirm the confirmation in the next step.

How to confirm a purchase contract in proCure (Step 7 of 8)

Confirm

Self Help

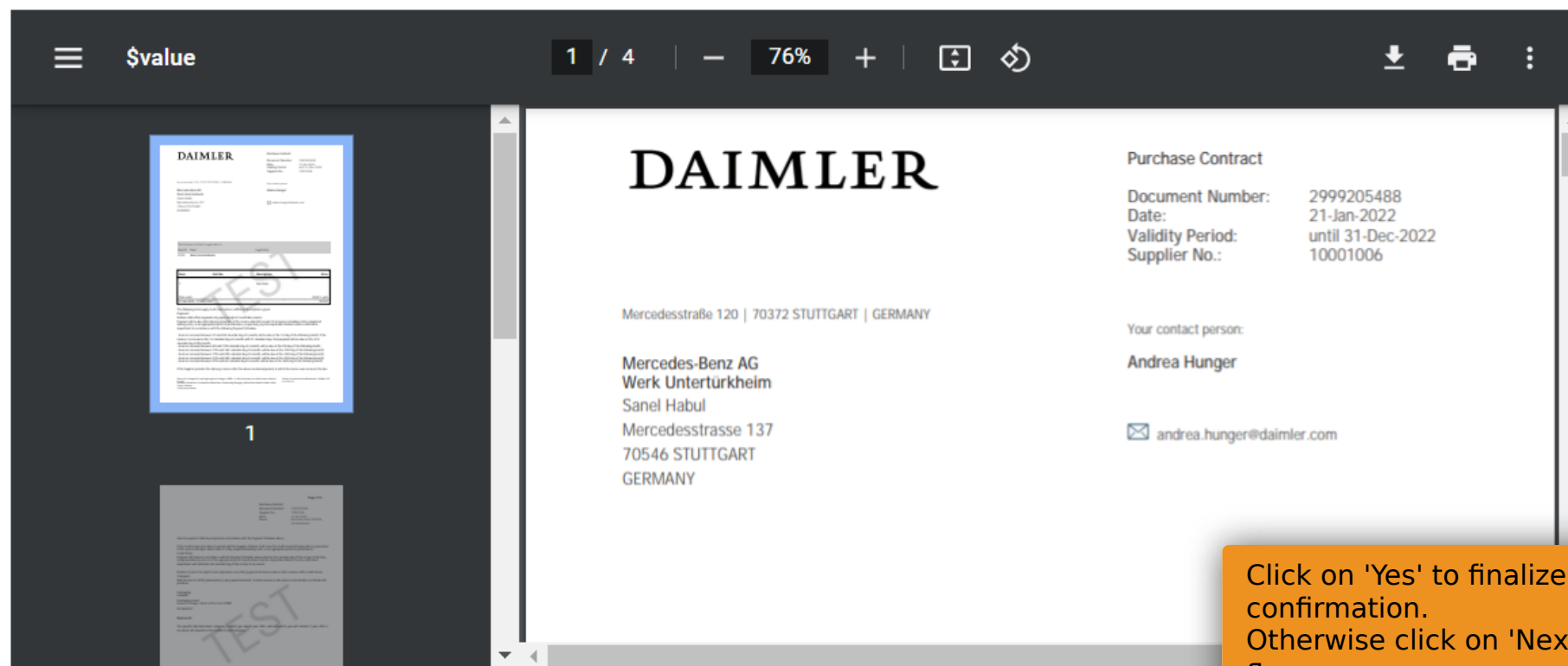
Search

Inbox (93) | Standard ▾

☐	Document No.	Ver
☒	2999205488 	1
☐	2999205486 	1
☐	2999355589 	2
☐	2999205453 	2
☐	2999355514 	1
☐	2999355511 	2
☐	2999355527 	2
☐	2999355534 	2

Agreement Confirmation

You also confirm that you have downloaded and read the attachments provided in contract document section.



Click on 'Yes' to finalize the confirmation.
Otherwise click on 'Next' to finish this flow.

Hint: 'No' does not mean, that you are rejecting the document.

Next

How to confirm a purchase contract in proCure (Step 8 of 8)

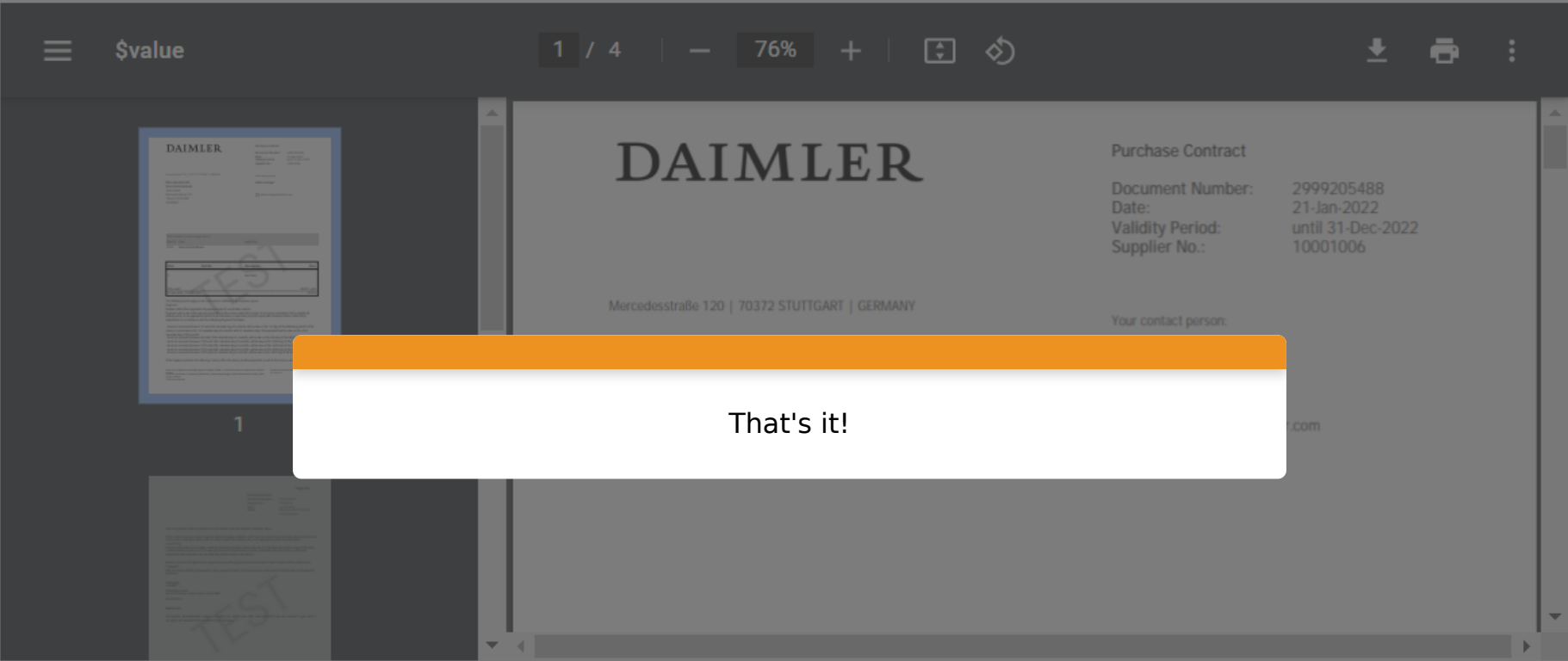
No

Confirm

Self Help

Agreement Confirmation

You have indicated your acceptance of the offer to conclude the contract [2999205488](#) . by the function eAccept. Is this your intention?
You also confirm that you have downloaded and read the attachments provided in contract document section.



That's it!

Yes No

Confirm