

proQ Supplier Portal

proFrame



proSource



Tonnage

Supplier Evaluation
proRate

proCure



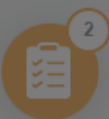
362

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

How to confirm a purchase order in proCure

Please be aware, that you can only process this action with eAccept access and **not** with proQ Guest Access.



proQ Supplier Portal

proFrame



proSource



Tonnage

Supplier Evaluation
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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 orders in **proCure**. Please click on '**proCure**' to get started!

How to confirm a purchase order in proCure (Step 1 of 10)





Standard * ▾

Search



Clear

Filters (4)

Search

Document No.:

Document Type: ⓘ

Status:

Receipt Date:

*Supplier:

Responsible Person : ⓘ

Buyer:

Purchase Order x ▾

3 Items ▾

12/20/2021 - 01/19/2...

10001006 ▾

Inbox

Price list

Sent Items

Inbox (0)

Standard ▾



Document No.

Version No. ⓘ

Document Type

Status

Legal Entity

To start, set the relevant filters.

Search for your purchase order by either using the overall searchbar or filters. Then click on 'Search'.

How to confirm a purchase order in proCure (Step 2 of 10)



Confirm

Self Help

Standard * Search

Clear Filters (4) Search

Document No.: Document Type: Purchase Order Status: 3 Items Receipt Date: 12/20/20 Person: Buyer:

Inbox Price list Sent Items

Inbox (56) Standard

Mark as Unread Download Forward Settings Print Filter

Document No.	Version No.	Document Type	Status	Legal Entity	Receipt Date	PDF Document
1060999045	1	Purchase Order	Open	Daimler Truck AG	01/18/2022	PDF
1060998985	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	PDF
1060998915	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	PDF
1060998885	7	Purchase Order	Open Amendment	Daimler Truck AG	01/17/2022	PDF
1060998995	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	PDF
1060999146	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	PDF
5000034634	1	Purchase Order	Open	Mercedes-Benz AG	01/17/2022	PDF
1060998937	1	Purchase Order	Open	Daimler Truck AG	01/14/2022	PDF
1060999254	1	Purchase Order	Open	Daimler Truck AG	01/14/2022	PDF
1060999264	2	Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	PDF
1060999274	2	Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	PDF
1060999185	1	Purchase Order	Open	Daimler Truck AG	01/13/2022	PDF
1060999027	1	Purchase Order	Open	Daimler Truck AG	01/12/2022	PDF
1060999204	1	Purchase Order	Open	Daimler Truck AG	01/11/2022	PDF

Confirm

There are two ways to confirm a document.

1. Way: Choose a purchase order you want to confirm by clicking on the right row.

How to confirm a purchase order in proCure (Step 3 of 10)

Self Help



Purchase Order

1060998985

Document Type	Version No. 	Status	Total Value	Supplier	Responsible Person	Responsible Buyer	Receipt Date	Plant	XML Download	Supplier's Note 
Purchase Order Document	1	Open	18,000.00 EUR	Mercedes-Benz AG (10001006)	Sanel Habul	Andrea Hunger	01/17/2022	Werk Wörth (0600)	Download	

- General
- Items
- Terms
- Text
- Contract Documents (1)
- Related Documents
- History

Technical Contact Person

[Frank Leibeck](#)

Items

Items (3) | [Standard](#) ▾



Item No.	Part No. 	Quantity	Price	Delivery Date
1		10.000 each	1,000.00 EUR	01/17/2022 >
Item 1				
2		20.000 each		01/17/2022 >
Item 2				
3		20.000 each		01/17/2022 >
Item 2				

Terms

Payment

Transport

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 order in proCure (Step 4 of 10)

[Confirm](#) Confirm with Reservation

Self Help

1060998985

Document Type	Version No.	Status	Total V
Purchase Order Document	1	Open	18,0

General Items Terms Text Contract Documents (3)

Technical Contact Person
Frank Leibeck

Items

Items (3) Standard ▾

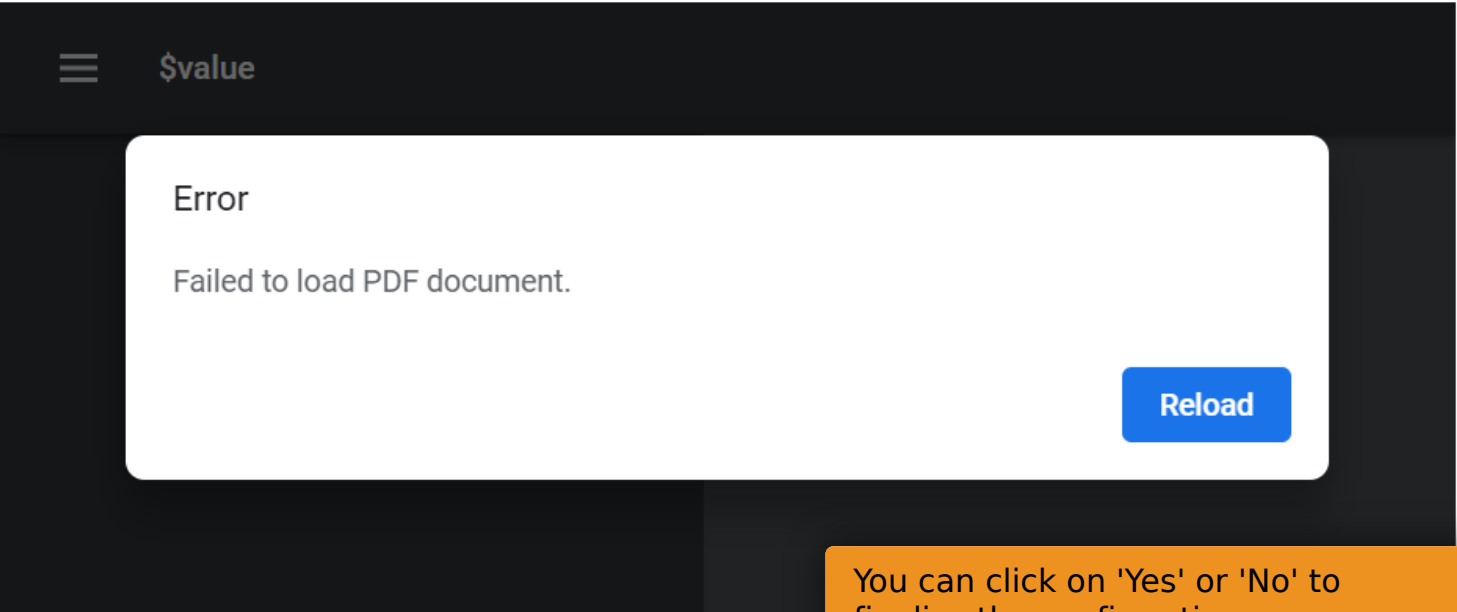
Item No.	Part No.
1	Item 1
2	Item 2
3	Item 2

Terms

Payment

Agreement Confirmation

You have indicated your acceptance of the offer to conclude the contract [1060998985](#) . by the function eAccept. Is this your intention?
You also confirm that you have downloaded and read the attachments provided in contract document section.



You can click on 'Yes' or 'No' to finalize the confirmation.
Please click on 'No' to continue with this instruction.

Hint: 'No' doesn't mean, that you are rejecting the document.

How to confirm a purchase order in proCure (Step 5 of 10)

Yes No

Confirm Confirm with Reservation

2. Way to confirm:
Please choose the purchase order
you want to confirm by **clicking on
the corresponding checkbox.**
Hint: You can also confirm multiple
documents at a time by choosing more than
one checkbox.

Next

How to confirm a purchase order in proCure (Step 7
of 10)

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Search for Documents

🔍

ClearFilters (4)Search

Status:

3 Items

Receipt Date:

12/20/2021 - 01/19/2...

*Supplier:

10001006

Responsible Person :

📄

Buyer:

📄

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Mark as UnreadDownloadForward⚙️📄

▼

☐	Document No.	Version No. 📄	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	1060999045 ✎	1	Purchase Order	Open	Daimler Truck AG	01/18/2022	📄 >
☐	1060998985 ✎	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	📄 >
☐	1060998915 ✎	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	📄 >
☐	1060998885 ✎	7	Purchase Order	Open Amendment	Daimler Truck AG	01/17/2022	📄 >
☐	1060998995 ✎	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	📄 >
☐	1060999146 ✎	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	📄 >
☐	5000034634 ✎	1	Purchase Order	Open	Mercedes-Benz AG	01/17/2022	📄 >
☐	1060998937 ✎	1	Purchase Order	Open	Daimler Truck AG	01/14/2022	📄 >
☐	1060999254 ✎	1	Purchase Order	Open	Daimler Truck AG	01/14/2022	📄 >
☐	1060999264 ✎	2	Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	📄 >
☐	1060999274 ✎	2	Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	📄 >
☐	1060999185 ✎	1	Purchase Order	Open	Daimler Truck AG	01/13/2022	📄 >
☐	1060998937 ✎	1	Purchase Order	Open	Daimler Truck AG	01/13/2022	📄 >
☐	1060999204 ✎	1	Purchase Order	Open	Daimler Truck AG	01/11/2022	📄 >

Confirm

Self Help

Search for Documents

Standard * ▾

Clear Filters (4) **Search**

Document No.:

Document Type: ⓘ

Purchase Order x ▾

Status:

3 Items ▾

Receipt Date:

12/20/2021 - 01/19/2... 📅

*Supplier:

10001006 ▾

Responsible Person : ⓘ

Buyer:



Inbox Price list Sent Items

Inbox (56) Standard ▾

Mark as Unread Download Forward ⚙️ 📄 ▾

☐	Document No.	Version No. ⓘ	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	1060999045	1	Purchase Order	Open	Daimler Truck AG	01/18/2022	>
☒	1060998985	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	1060998915	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	1060998885	7	Purchase Order	Open Amendment	Daimler Truck AG	01/17/2022	>
☐	1060998995	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	1060999146	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	5000034634	1	Purchase Order	Open	Mercedes-Benz AG		>
☐	1060998937	1	Purchase Order	Open	Daimler Truck AG		>
☐	1060999254	1	Purchase Order	Open	Daimler Truck AG		>
☐	1060999264	2	Purchase Order	Open Amendment	Daimler Truck AG		>
☐	1060999274	2	Purchase Order	Open Amendment	Daimler Truck AG		>
☐	1060999185	1	Purchase Order	Open	Daimler Truck AG		>
☐	1060998937	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	1060999204	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>

After choosing a purchase order you can confirm the document by clicking here.

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

Back

How to confirm a purchase order in proCure (Step 8 of 10)

Confirm

Self Help

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SAP

proCure

?

🔔

👤

Standard *

▼

Search

Document No.:

📄

Document Type:

Purchase Order

×

▼

Inbox

Price list

Sent Items

Inbox (56)

Standard

▼

☐	Document No.	Version No.
☐	1060999045 ✎	1
☒	1060998985 ✎	1
☐	1060998915 ✎	1
☐	1060998885 ✎	7
☐	1060998995 ✎	1
☐	1060999146 ✎	1
☐	5000034634 ✎	1
☐	1060998937 ✎	1
☐	1060999254 ✎	1
☐	1060999264 ✎	2
☐	1060999274 ✎	2
☐	1060999185 ✎	1
☐	1060999027 ✎	1
☐	1060999204 ✎	1

Agreement Confirmation

You have indicated your acceptance of the offer to conclude the contract [1060998985](#) . by the function eAccept. Is this your intention?

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

☰

\$value

You can click on 'Yes' for final confirmation. Otherwise click on 'No'.

How to confirm a purchase order in proCure (Step 9 of 10)

Yes

No

Clear

Filters (4)

Search

Mark as Unread

Download

Forward

⚙️

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▼

Receipt Date	PDF Document
01/18/2022	📄 >
01/17/2022	📄 >
01/17/2022	📄 >
01/17/2022	📄 >
01/17/2022	📄 >
01/17/2022	📄 >
01/17/2022	📄 >
01/17/2022	📄 >
01/17/2022	📄 >
01/14/2022	📄 >
01/14/2022	📄 >
01/14/2022	📄 >
01/14/2022	📄 >
01/13/2022	📄 >
01/12/2022	📄 >

Confirm

Self Help

Search for Documents

Standard * Search

Clear Filters (4) Search

Document No.: Document Type: Purchase Order Status: 3 Items Receipt Date: 12/20/2021 - 01/19/2... *Supplier: 10001006 Responsible Person : Buyer:

Inbox Price list Sent Items

The document will change into status 'Confirmed'. You can find it in your 'Send Items'.

Next

How to confirm a purchase order in proCure (Step 10 of 10)

Document Type Status Legal Entity Receipt Date PDF Document

Purchase Order	Open	Daimler Truck AG	01/18/2022	Download	Forward	Settings	Calendar	More
Purchase Order	Open	Daimler Truck AG	01/17/2022	Download				
Purchase Order	Open Amendment	Daimler Truck AG	01/17/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/17/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/17/2022	Download				
Purchase Order	Open	Mercedes-Benz AG	01/17/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/14/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/14/2022	Download				
Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	Download				
Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/13/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/12/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/11/2022	Download				
Purchase Order	Open	Daimler Truck AG	01/11/2022	Download				

Confirm

Self Help

Standard * ▾

Search

Clear

Filters (4)

Search

Document No.:

Document Type: ⓘ

Purchase Order x ▾

Status:

3 Items ▾

Receipt Date:

12/20/2021 - 01/19/2... 📅

*Supplier:

10001006 ▾

Responsible Person : ⓘ

Buyer:

Inbox Price list Sent Items

Inbox (55) Standard ▾

Mark as Unread Download Forward ⚙️ 📄 ▾

☐	Document No.	Version No. ⓘ	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	1060999045	1	Purchase Order	Open	Daimler Truck AG	01/18/2022	>
☐	1060998915	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	1060998885	7	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	1060998995	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	1060999146	1	Purchase Order	Open	Daimler Truck AG	01/17/2022	>
☐	5000034634	1	Purchase Order	Open	Mercedes-Benz AG	01/17/2022	>
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☐	1060999254	1	Purchase Order	Open	Daimler Truck AG	01/14/2022	>
☐	1060999264	2	Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	>
☐	1060999274	2	Purchase Order	Open Amendment	Daimler Truck AG	01/14/2022	>
☐	1060999185	1	Purchase Order	Open	Daimler Truck AG	01/13/2022	>
☐	1060998927	1	Purchase Order	Open	Daimler Truck AG	01/12/2022	>
☐	1060999204	1	Purchase Order	Open	Daimler Truck AG	01/11/2022	>
☐	1060999135	1	Purchase Order	Open	Daimler Truck AG	01/11/2022	>

Confirm

Self Help

That's it!