



Home ▾



My Home

test

rest

My Home

proQ Supplier Portal

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 registered for the eAccept functionality, you are additionally allowed to digitally accept purchase orders and purchase contracts.

How to create a quote in proCure

Self Help



proQ Supplier Portal

proFrame



proSource



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 create an RFQ**. ×

Click on *proCure* tile to get started!

Duration ca. 3mins

How to create a quote in proCure (Step 1 of 13)





Search for Documents

Standard ▾

Search

🔍

Clear Filters (3) **Search**

Document No.:

📄

Document Type: ⓘ

Contract x

▾

Status: ⓘ

3 Items

▾

Receipt Date:

06.03.2023 - 05.04.2...

📅

*Supplier:

▾

Responsible Person : ⓘ

📄

Buyer:

📄

Part No.:

Inbox Price list Sent Items

Click Next to continue

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Next

How to create a quote in proCure (Step 2 of 13)

Mark as Unread Download Hand Over ▾

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

To start, set the relevant filters.

Search for Documents

Standard * ▾

Clear Filters (4) **Search**

Document No.: 
 Document Type: Contract  ▾
 Status: 3 Items ▾
 Receipt Date: 18.03.2023 - 17.04.2... 
 *Supplier: 11901000 ▾
 Responsible Person: 

Buyer: 
 Part No.: 

Choose status as **Open** from the drop down list

Click Next to continue

Next

Inbox Sent Items

Inbox (140) Standard ▾

Mark as Unread Download Hand Over   ▾

☐	Document No.	Version No. 	Document Type	Status 	Legal Entity	Receipt Date	PDF Document
☐	2888014929 	2	Contract	Open Amendment	Daimler Truck AG	17.04.2023	 >
☐	2888014917 	1	Contract	Open	Daimler Truck AG	17.04.2023	 >
☐	2888014920 	2	Contract	Open Amendment	Daimler Truck AG	17.04.2023	 >
☐	2888014911 	1	Contract	Open	Daimler Truck AG	17.04.2023	 >
☐	2888014908 	1	Contract	Open	Daimler Truck AG	17.04.2023	 >
☐	2888014903 	2	Contract	Open Amendment	Daimler Truck AG	16.04.2023	 >
☐	2888014877 	1	Contract	Open	Daimler Truck AG	16.04.2023	 >
☐	2888014894 	1	Contract	Open	Daimler Truck AG	16.04.2023	 >
☐	2888014855 	1	Contract	Open	Daimler Truck AG	15.04.2023	 >
☐	2888014891 	1	Contract	Open	Daimler Truck AG	15.04.2023	 >

Self Help

Confirm

Search for Documents

Standard * ▾ 

Clear Filters (4) **Search**

Document No.:



Document Type:

RFQ 

▾

Status:

2 Items ▾

Receipt Date:

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

*Supplier:

10001006 ▾

Responsible Person:



Buyer:



RFQ Due Date:



Please find the right RFQ either by using the overall searchbar or the right filters.

Then **Click** on **Search**.

Back

How to create a quote in proCure (Step 4 of 13)

Inbox Price list Sent Items

Inbox (0) Standard ▾

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

To start, set the relevant filters.

Self Help

Confirm

Search for Documents

Standard * ▾

Clear Filters (4) **Search**

Document No.:

Document Type: ⓘ
RFQ × ▾

Status:
2 Items ▾

Receipt Date:
12/22/2021 - 01/21/2... 📅

*Supplier:
10001006 ▾

Responsible Person : ⓘ

Buyer:

RFQ Due Date:

Choose the RFQ by **clicking on the right row.** ✕

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How to create a quote in proCure (Step 5 of 13)

Inbox Price list Sent Items

Inbox (114) Standard ▾

Mark as Unread Download Forward ⚙️ New 📄 ▾

☐	Document No.	Version No. ⓘ	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	3000032901	1	RFQ	Open	Daimler AG	01/20/2022	>
☐	3000032899	1	RFQ	Open	Daimler AG	01/20/2022	>
☐	3000032897	1	RFQ	Open	Daimler AG	01/20/2022	>
☐	3000032893	1	RFQ	Open	Daimler AG	01/20/2022	>
☐	3000032890	1	RFQ	Open	Daimler AG	01/20/2022	>
☐	3000032889	1	RFQ	Open	Daimler AG	01/20/2022	>
☐	3000032888	1	RFQ	Open	Daimler AG	01/20/2022	>
☐	3000032887	1	RFQ	Open	Daimler AG	01/20/2022	>

Self Help

Confirm



RFQ

3000032901

Version No. ⓘ	Status	Responsible Person	Responsible Buyer	Receipt Date	Legal Entity	Submission Deadline	Remaining Time	Supplier's Note ⓘ
1	Open	Dirk Heymann	Andreas Goell	01/20/2022	Daimler AG (0400)	12/31/2022, 22:59	344 Days 13:21	

- General
- Item
- Texts ▾
- Attachments (1)
- Related Documents
- History

Quote Valid Until	Currency	Expected Contract Validity
04/30/2022	EUR	01/01/2021 - 12/31/2022
Due Date		
12/31/2022		

Item

Items (2) | Standard ▾

Item No.	Part No. ⓘ	Expected Annual Usage	Plant
1		10.000 each	Werk Untertürkheim
create rfx item			

 **New**

Click on Create Quote to edit your quote. ✕

How to create a quote in proCure (Step 6 of 13)

Decline **Create Quote**

Self Help



Quote Response

Submit ⬇ ⬆

Header General Item Attachments Text Related Documents History

*Quote Valid Until

04/30/2022 📅

Supplier

Please make sure to **complete all relevant data.** ✕

Next

How to create a quote in proCure (Step 7 of 13)

Expected Contract Validity

01/01/2021 - 12/31/2022

Item

Item (2)

Include Decline

☐	Item No.	Part No.	Supplier Part No.	GTIN	Expected Annual Usage	*Base Price	Order Unit	*Production Country
☐	1				10.000 each	0.00 EUR	1	📄 >
create rfx item								
Total Price:								
AVOB:								

Save Cancel

Self Help



Quote Response

Submit ⬇ ⬆

Header General Item Attachments Text Related Documents History

*Quote Val

04/30/20

Expected

01/01/2021 - 12/31/2022

Click on Attachments

Back

How to create a quote in proCure (Step 8 of 13)

Supplier Quote Number

Item

Item (2)

Include Decline

☐	Item No.	Part No.	Supplier Part No.	GTIN	Expected Annual Usage	*Base Price	Order Unit	*Production Country
☐	1				10.000 each	0.00 EUR	1	
create rfx item								
Total Price:								
AVOB:								

Save Cancel

Self Help



Quote Response

Submit



Header General Item Attachments Text Related Documents History

Attachments

☐ Attachments (0)



No files found.

Drop files to upload, or use the "+" button.

Text

Internal Note

Save

Cancel

Enter Internal Note

Please **add** all relevant **attachments by clicking on the '+'**.

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How to create a quote in proCure (Step 9 of 13)

Self Help



Quote Response

Submit



Header General Item Attachments **Text** Related Documents History

Attachments

☐ Attachments (0)

↕ ⊗ ↓ +

Click on Text

Back

How to create a quote in proCure (Step 10 of 13)



No files found.

Drop files to upload, or use the "+" button.

Text

Internal Note

Save

Cancel

Enter Internal Note

Self Help



Quote Response

Submit



Header

General

Item

Attachments

Text

Related Documents

History

Please **add a response note** here



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How to create a quote in proCure (Step 11 of 13)

Response Note

Related Documents

Save

Cancel

Self Help



Quote Response

Submit



Header

General

Item

Attachments

Text

Related Documents

History

Please **check if all data is filled** out correctly, **then click on Save**



Otherwise click on Cancel

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How to create a quote in proCure (Step 12 of 13)

Save

Cancel

Self Help



Quote Response

3000009992

Submit Edit ⬇ ⬆ ⬇

RFQ Document No.	Status	Supplier	Responsible Buyer	Responsible Person
3000032901	Draft	Mercedes-Benz AG	Andreas Goell	Dirk Heymann

General Item Text Related Documents History

Version Overview

Version	Last Change Date
1 - Active	01/21/2022

Changelog (1)

Status	Changed By	Changed At
Created	proTech DSP2	01/21/2022, 16:15

×

If you **click on Submit** you will finally submit your quote.

Please **click on Next to finish** this flow.

***Hint:** After submitting your quote the document's status will change into 'Submitted'.*

Back**Next**

How to create a quote in proCure (Step 13 of 13)

<

Quote Response

3000009992

Submit

Edit

↓

↑

RFQ Document No.	Status	Supplier	Responsible Buyer	Responsible Person
3000032901	Draft	Mercedes-Benz AG	Andreas Goell	Dirk Heymann

- General
- Item
- Text
- Related Documents
- History

Version Overview	
Version	
1 - Active	

That's it!

Changelog (1)		
Status	Changed By	Changed At
Created	proTech DSP2	01/21/2022, 16:15