

proQ Supplier Portal

proFrame



Tonnage



proCure

📄 1.98 K

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.

My Home

My User



How to customize your results table view



proQ Supplier Portal

proFrame



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My Home

My User



This guiding instruction shows you how to customize your results table view in **proCure**. Please click on the '**proCure**' tile to get started.

How to customize your results table view (Step 1 of 19)



Search for Documents

test11 ▾ 

Clear Filters (4)

Document No.:

Document Type:

Contract 

 ▾

Status:

3 Items

 ▾

Receipt Date:

11/08/2021 - 12/08/2...



*Supplier:

10001006

 ▾

Responsible Person : 

Buyer:

Inbox Price list Sent Items

Here you can switch your view between your Inbox and all documents you've already replied to.

Next

How to customize your results table view (Step 2 of 19)

Mark as Unread Download Forward   ▾

		Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐		Contract	Rejected	Mercedes-Benz AG	12/08/2021	 >
☐		Contract	Open Amendment	Mercedes-Benz AG	12/08/2021	 >
☐	2999350162 	3	Contract	Open Amendment	Mercedes-Benz AG	12/08/2021  >
☐	2999352627 	1	Contract	Rejected	Mercedes-Benz AG	12/08/2021  >
☐	2999201039 	1	Contract	Open	Daimler AG	12/07/2021  >
☐	2999352553 	1	Contract	Rejected	Mercedes-Benz AG	12/07/2021  >
☐	2999352548 	1	Contract	Open	Mercedes-Benz AG	12/06/2021  >
☐	2999352319 	1	Contract	Open	Mercedes-Benz AG	12/03/2021  >

Confirm

Self Help

Search for Documents

test11 ▾ 

Clear Filters (4) **Search**

Document No.: 

Document Type:

Contract 

 ▾

Status:

3 Items

Receipt Date:

*Supplier:

06

 ▾

Responsible Person :  

Buyer: 

This table offers you an overview over all documents, their current status and all information depending on your filter bar settings.

Back **Next**

How to customize your results table view (Step 3 of 19)

Inbox Price list Sent Items

Inbox (238) **Standard** ▾

Mark as Unread Download Forward   ▾

☐	Document No.	Version No. 	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	2999352652 	1	Contract	Rejected	Mercedes-Benz AG	12/08/2021	 >
☐	2999352680 	2	Contract	Open Amendment	Mercedes-Benz AG	12/08/2021	 >
☐	2999350162 	3	Contract	Open Amendment	Mercedes-Benz AG	12/08/2021	 >
☐	2999352627 	1	Contract	Rejected	Mercedes-Benz AG	12/08/2021	 >
☐	2999201039 	1	Contract	Open	Daimler AG	12/07/2021	 >
☐	2999352553 	1	Contract	Rejected	Mercedes-Benz AG	12/07/2021	 >
☐	2999352548 	1	Contract	Open	Mercedes-Benz AG	12/06/2021	 >
☐	2999352319 	1	Contract	Open	Mercedes-Benz AG	12/03/2021	 >

Confirm

Self Help

Search for Documents

test11 * ▾

Clear Filters (4)

Document No.:

Document Type:

RFQ 

Status:

Open 

Receipt Date:

11/08/2021 - 12/08/2... 

*Supplier:

10001006 ▾

Responsible:

Buyer:

RFQ Due Date:



Here you can extract the information of your results table below as an excel sheet.

How to customize your results table view (Step 4 of 19)

Inbox Price list Sent Items

Inbox (8) Standard ▾

Mark as Unread Download Forward   ▾

☐	Document No.	Version No. 	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	3000031314	1	RFQ	Open	Daimler AG	11/26/2021	 >
☐	3000031321	1	RFQ	Open	Daimler AG	11/26/2021	 >
☐	3000031250	1	RFQ	Open	Daimler AG	11/24/2021	 >
☐	3000030637	1	RFQ	Open	Daimler Truck AG	11/18/2021	 >
☐	3000030671	1	RFQ	Open	Daimler Truck AG	11/18/2021	 >
☐	3000030509	1	RFQ	Open	Daimler AG	11/13/2021	 >
☐	3000030494	1	RFQ	Open	Mercedes-Benz AG	11/12/2021	 >
☐	3000030322	1	RFQ	Open	Mercedes-Benz AG	11/08/2021	 >

Self Help

Search for Documents

test11 * ▾ 

Clear Filters (4) **Search**

Document No.:

Document Type:
RFQ 

Status:
Open 

Receipt Date:
11/08/2021 - 12/08/2... 

*Supplier:
10001006 ▾

Responsible Person : 

Buyer:

RFQ Due Date:

Click here to open the view settings.

Back

How to customize your results table view (Step 5 of 19)

Inbox Price list Sent Items

Inbox (8) Standard ▾

Mark as Unread Download Forward   ▾

☐	Document No.	Version No. 	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	3000031314	1	RFQ	Open	Daimler AG	11/26/2021	 >
☐	3000031321	1	RFQ	Open	Daimler AG	11/26/2021	 >
☐	3000031250	1	RFQ	Open	Daimler AG	11/24/2021	 >
☐	3000030637	1	RFQ	Open	Daimler Truck AG	11/18/2021	 >
☐	3000030671	1	RFQ	Open	Daimler Truck AG	11/18/2021	 >
☐	3000030509	1	RFQ	Open	Daimler AG	11/13/2021	 >
☐	3000030494	1	RFQ	Open	Mercedes-Benz AG	11/12/2021	 >
☐	3000030322	1	RFQ	Open	Mercedes-Benz AG	11/08/2021	 >

Confirm

Self Help

Standard

Search

Document No.:

Document Type:

Search for Documents

Clear Filters (1) Search

Here you can see how many and which columns you have selected to show in your view.

Next

How to customize your results table view (Step 6 of 19)

View Settings

Columns	Sort	Filter	Group
Search Show Selected			
Select All (7/11)			
Document No.			
Version No.			
Document Type			
Status			
Receipt Date			
☒ Buyer			
☒ PDF Document			
☐ Responsible Person (Portal ID)			
☐ RFQ Due Date			
☐ Total Value			
☐ XML Download			

OK Cancel Restore

test11 *

Search

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (8)

Standard

Document No.

3000031314

3000031321

3000031250

3000030637

3000030671

3000030509

3000030494

3000030322

View Settings

Columns

Sort

Filter

Group

Search

Show Selected

Select All (7/17)

Document No.

Version No.

Document Type

Status

Legal Entity

Receipt Date

PDF Document

Buyer

Company Code

EC Number

Indicator

Responsible Person (Portal ID)

RFQ Due Date

Supplier's Note

Technical Contact Person

Total Value

You can also find the columns by typing them into this searchbar.

Back

Next

How to customize your results table view (Step 7 of 19)

OK

Cancel

Restore

Clear

Filters (4)

Search

Download

Forward

PDF Document

Self Help

Confirm

DAIMLER

proCure

test11 *

Search

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (8)

Standard

Document No.

3000031314

3000031321

3000031250

3000030637

3000030671

3000030509

3000030494

3000030322

View Settings

Columns

Sort

Filter

Group

Search

Show Selected

⬆

⬆

⬆

⬇

☐

Select All (7/17)

☒

Document No.

☒

Version No.

☒

Document Type

☒

Status

☒

Legal Entity

☒

Receipt Date

☒

PDF Document

☐

Buyer

☐

Company Code

☐

EC Number

☐

Indicator

☐

Responsible Person (Portal ID)

☐

RFQ Due Date

☐

Supplier's Note

☐

Technical Contact Person

☐

Total Value

OK

Cancel

Restore

To arrange columns differently you need to click on the column name first. Then use the arrows to move your columns to the right (arrows down) or to the left (arrows up).

Back

Next

How to customize your results table view (Step 8 of 19)

PDF Document

Confirm

Self Help

test11 *

Search

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (8)

Standard

Document No.

3000031314

3000031321

3000031250

3000030637

3000030671

3000030509

3000030494

3000030322

View Settings

Columns

Sort

Filter

Group

Search

Show Selected

Select All (7/17)

Document No.

Version No.

Document Type

Status

Legal Entity

Receipt Date

PDF Document

Buyer

Company Code

EC Number

Indicator

Responsible Person (Portal ID)

RFQ Due Date

Supplier's Note

Technical Contact Person

Total Value

OK

Cancel

Restore

Click on 'Show Selected' to only view your selected columns.

How to customize your results table view (Step 9 of 19)

Download

Forward

PDF Document

Confirm

Self Help

DAIMLER

proCure

test11 *

Search

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (8)

Standard

Document No.

3000031314

3000031321

3000031250

3000030637

3000030671

3000030509

3000030494

3000030322

View Settings

Columns

Sort

Filter

Group

Select All (7/17)

Document No.

Version No.

Document Type

Status

Legal Entity

Receipt Date

PDF Document

Click on 'Sort' to change the order of your results.

Back

How to customize your results table view (Step 10 of 19)

OK

Cancel

Restore

Clear

Filters (4)

Search

Download

Forward

PDF Document

Confirm

Self Help

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DAIMLER

proCure

test11 *

>

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (8)

Standard

>

Document No.

3000031314

3000031321

3000031250

3000030637

3000030671

3000030509

3000030494

3000030322

?

Clear

Filters (4)

Search

Download

Forward

>

PDF Document

>

>

>

>

>

>

>

>

Confirm

View Settings

Columns

Sort

Filter

Group

(none)

>

Ascending

>

×

+

Add a sorting criteria by choosing a column and then choosing between 'Ascending' and 'Descending'.

Hint: You can only make the selection for 'Ascending/Descending' if you choose a sort criteria.

Next

How to customize your results table view (Step 11 of 19)

OK

Cancel

Restore

Self Help

<

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proCure

test11 *

Search

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (8)

Standard

Document No.

3000031314

3000031321

3000031250

3000030637

3000030671

3000030509

3000030494

3000030322

View Settings

Columns

Sort

Filter

Group

(none)

Ascending

⊗

+

OK

Cancel

Restore

Click on 'x' or '+' to remove or add a sorting criteria.

Back

Next

How to customize your results table view (Step 12 of 19)

Download

Forward

⚙

📄

⌵

PDF Document

Confirm

Self Help

DAIMLER

proCure

test11 *

Search

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (8)

Standard

☐

Document No.

☐

3000031314

☐

3000031321

☐

3000031250

☐

3000030637

☐

3000030671

☐

3000030509

☐

3000030494

☐

3000030322

Clear

Filters (4)

Search

Download

Forward

PDF Document

Self Help

Confirm

View Settings

Columns

Sort

Filter

Group

(none)

Asce

Click on 'Filter' to filter your results.

How to customize your results table view (Step 13 of 19)

OK

Cancel

Restore

test11 * ▼ Search

Document No.:

Buyer:

Inbox

Inbox (8) Standard ▼

☐ Document No.

☐ 3000031314

☐ 3000031321

☐ 3000031250

☐ 3000030637

☐ 3000030671

☐ 3000030509

☐ 3000030494

☐ 3000030322

View Settings

Columns

Sort

Filter

Group



Include

Click on '>'.

Back

How to customize your results table view (Step 14 of 19)



equal to



Value



OK

Cancel

Restore

Self Help

Confirm

Search for Documents

Standard ▾

Document No.:

Document Type:

Clear Filters (1)

Inbox Price list Sent Items

Inbox (92) Standard ▾

☐	Document No.	Version No.
☐	3000010638	1
☐	2999320115	12
☐	2999324183	1
☐	2999171738	1
☐	2999171743	1
☐	2999324171	1
☐	2999324162	1
☐	3000009687	1
☐	2999170962	1
☐	3000010480	1
☐	6834800270	1
☐	6034800086	1
☐	6034800081	1
☐	6034800080	1

View Settings

Columns Sort Filter Group

Include

Document No. ▾

equal to ▾

Exclude

Now you can decide whether to include (show) or exclude (hide) the results matching to your filters. You can choose your filters, your filter conditions and values.

Hint: By clicking on '+' you can add more filter criteria or delete them by clicking on the 'x'.

Back

Next

How to customize your results table view (Step 15 of 19)

OK

Cancel

Restore

Self Help Supplier

test11

Search

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (0)

Standard

☐

Document No.

DAIMLER

proCure

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👤

Clear

Filters (3)

Search

Download

Forward

⚙️

📄

▼

Date

PDF Document

Self Help

View Settings

Columns

Sort

Filter

Group

> Include

> Exclude

Click on 'Group'.

How to customize your results table view (Step 16 of 19)

OK

Cancel

Restore

test11 ▾

Document No.:



Buyer:



Inbox Price list Sent Items

Inbox (0) Standard ▾

☐ Document No.

✕
Click here to choose a criteria you want to group your documents by.

For example: Choosing the 'Document Type' here will group all documents with same title together.

Back

How to customize your results table view (Step 17 of 19)

Group

Clear Filters (3)

Download Forward ▾

Date PDF Document

Cancel Restore

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DAIMLER

proCure

test11

▼

Document No.:

Buyer:

Inbox

Price list

Sent Items

Inbox (0)

Standard

▼

☐

Document No.

?

🔔

👤

Clear

Filters (3)

Search

Download

Forward

⚙️

📄

▼

Date

PDF Document

Self Help

View Settings

Columns

Sort

Filter

Group

(none)

▼

Now you can choose whether you want to reset all settings to default (**Restore**), save (**OK**) or **cancel** them.

Back

How to customize your results table view (Step 18 of 19)

OK

Cancel

Restore

Search for Documents

test11 * ▾

Clear Filters (4) **Search**

Document No.:

Document Type:
RFQ ✕ ▾

Status:
Open ✕ ▾

Receipt Date:
11/08/2021 - 12/08/2... 📅

*Supplier:
10001006 ▾

Responsible Person : 👤

Buyer:

RFQ Due Date:

Any changes you have made will now be visible here. ✕

Back **Next**

How to customize your results table view (Step 19 of 19)

Inbox Price list Sent Items

Inbox (8) **Standard** ▾

Mark as Unread Download Forward ⚙️ 📄 ▾

☐	Document No.	Version No. 👤	Document Type	Status	Legal Entity	Receipt Date	PDF Document
☐	3000031314	1	RFQ	Open	Daimler AG	11/26/2021	📄 >
☐	3000031321	1	RFQ	Open	Daimler AG	11/26/2021	📄 >
☐	3000031250	1	RFQ	Open	Daimler AG	11/24/2021	📄 >
☐	3000030637	1	RFQ	Open	Daimler Truck AG	11/18/2021	📄 >
☐	3000030671	1	RFQ	Open	Daimler Truck AG	11/18/2021	📄 >
☐	3000030509	1	RFQ	Open	Daimler AG	11/13/2021	📄 >
☐	3000030494	1	RFQ	Open	Mercedes-Benz AG	11/12/2021	📄 >
☐	3000030322	1	RFQ	Open	Mercedes-Benz AG	11/08/2021	📄 >

Confirm

Self Help

Search for Documents

test11 * ▾

Search

🔍

ClearFilters (4)Search

Document No.:

Document Type:

RFQ × ▾

Status:

Open × ▾

Receipt Date:

11/08/2021 - 12/08/2... 📅

*Supplier:

10001006 ▾

Responsible Person : ⓘ

Buyer:

RFQ Due Date:

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

Inbox (8) | Standard ▾

Mark as UnreadDownloadForward⚙️📄▾

☐	Document No.	Version No. ⓘ	Do			Receipt Date	PDF Document
☐	3000031314	1	RFQ			11/26/2021	📄 >
☐	3000031321	1	RFQ	Open	Daimler AG	11/26/2021	📄 >
☐	3000031250	1	RFQ	Open	Daimler AG	11/24/2021	📄 >
☐	3000030637	1	RFQ	Open	Daimler Truck AG	11/18/2021	📄 >
☐	3000030671	1	RFQ	Open	Daimler Truck AG	11/18/2021	📄 >
☐	3000030509	1	RFQ	Open	Daimler AG	11/13/2021	📄 >
☐	3000030494	1	RFQ	Open	Mercedes-Benz AG	11/12/2021	📄 >
☐	3000030322	1	RFQ	Open	Mercedes-Benz AG	11/08/2021	📄 >

Confirm

Self Help