

DAIMLER TRUCK

How to edit personal details (Jobtitle, Email ID) in the Daimler Truck Supplier Portal

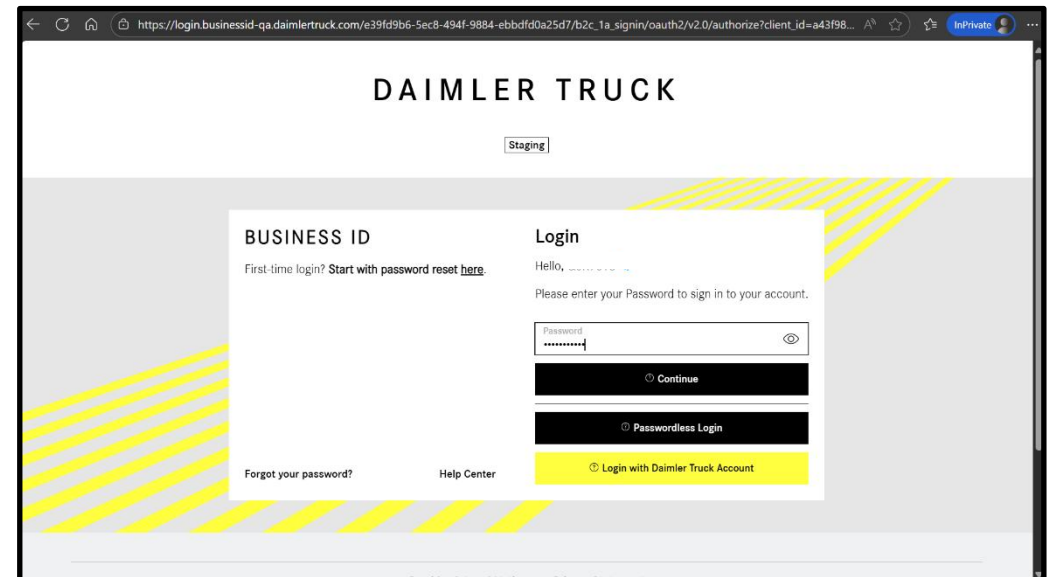
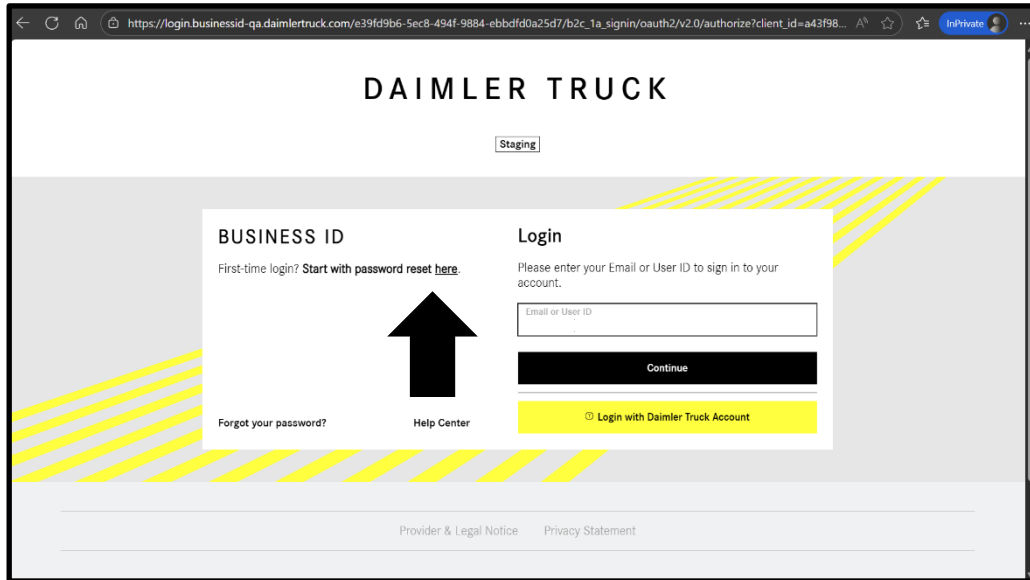


Step 1: Access the Daimler Truck Supplier Portal and click **“Login”**.

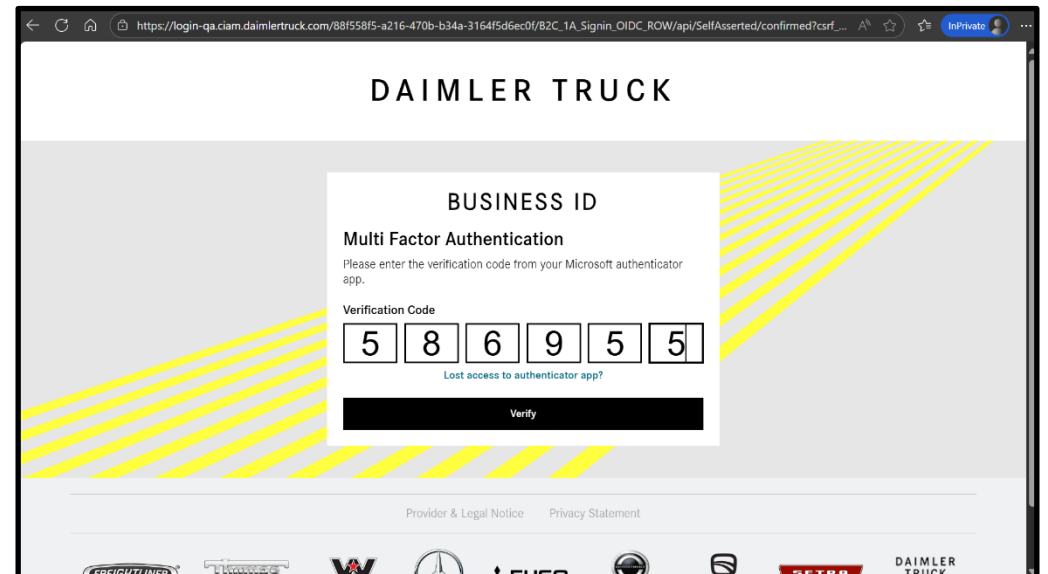
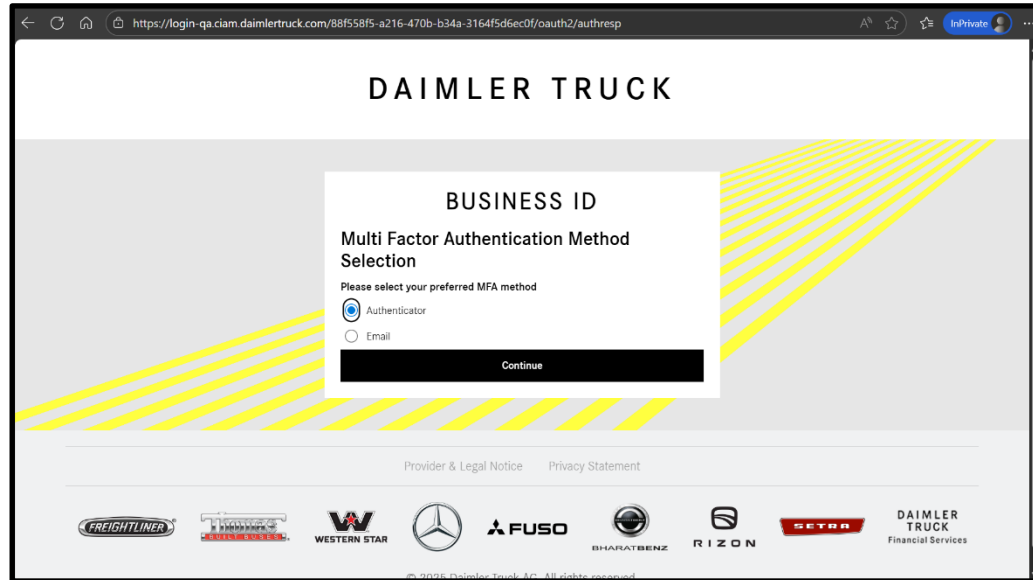
URL: <https://supplier.daimlertruck.com>

The screenshot shows the Daimler Truck Supplier Portal website. The browser address bar displays <https://dtsps.int.daimlertruck.com/en/>. The page header includes the Daimler Truck logo, the text "Daimler Truck Supplier Portal", and navigation links for "PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT". A "Login" link with a user icon is visible in the top right corner, with a black arrow pointing to it. Below the header, there is a large image of a truck's front end. A white box with the word "Support" is overlaid on the left side of the image. On the right side of the image, a white box contains the text "Welcome to the Supplier Portal" and a prominent black "Login" button, with a black arrow pointing to the button. Below the "Login" button, there is a short paragraph of text and a "Join Now" link.

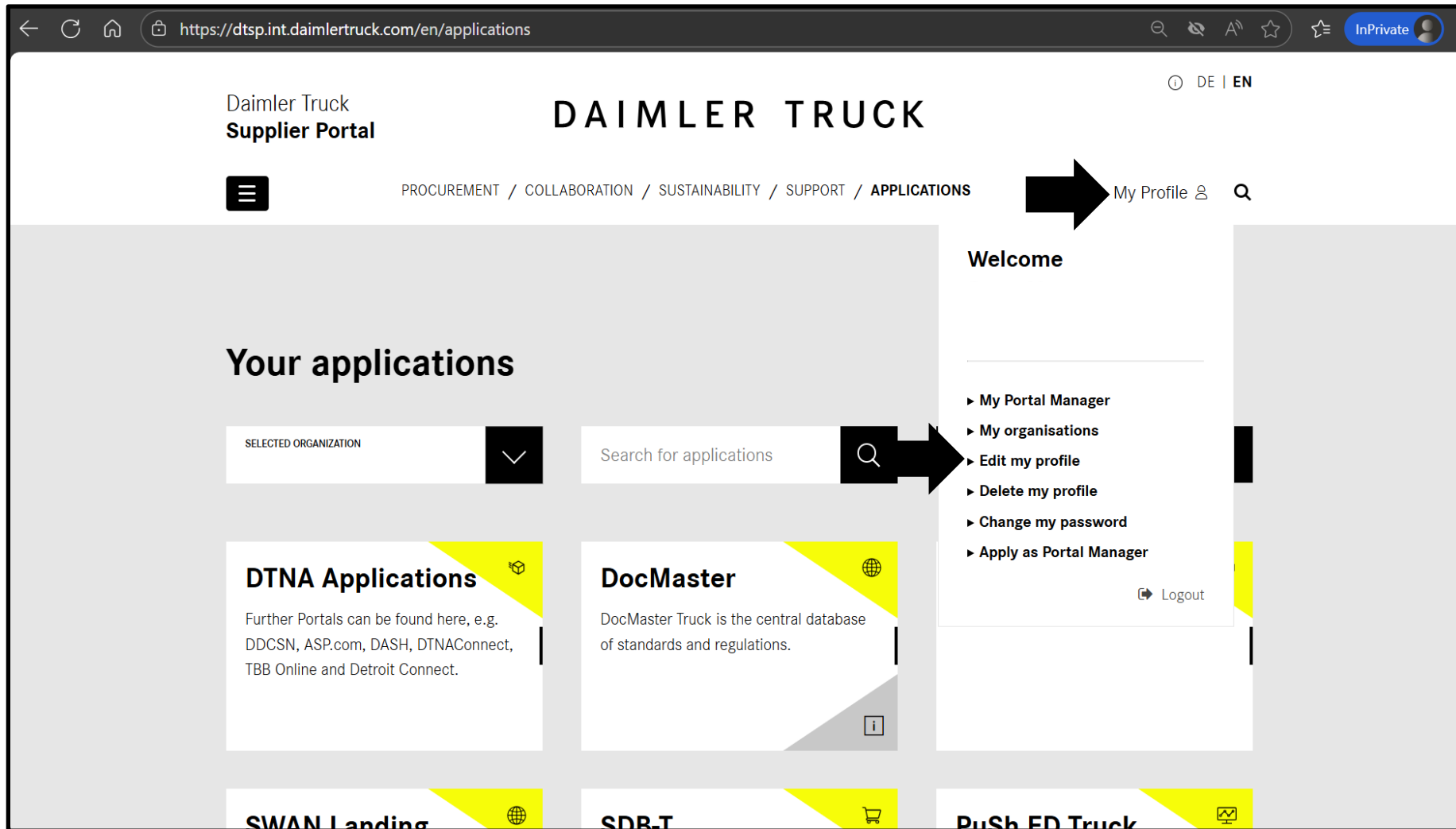
Step 2: If you're logging in for the first time, click on option shown below to reset your password. Otherwise, enter your login credentials to proceed.



Step 3: Choose your preferred MFA method (email or authenticator app) and complete the authentication process.



Step 4: Navigate to “My Profile” and select the “Edit my profile”.



Step 5: To update the jobtitle, click the drop-down, choose the required jobtitle by selecting the checkbox, and click the **“Save”** button.

The screenshot shows a web browser window with the URL <https://supplier.daimlertruck.com/en/useraccount/edit-my-profile>. The page title is "Edit user profile".

General Information

You can update your general profile information here.

Supplier number: Company: Username:

Job Title: (3) Management, Key account, ... Title:

- Management
- Bookkeeping
- Service
- Procurement
- Development
- IT
- Key account

First Name: Phone Number:

Contact Information

Your can update your contact information here.

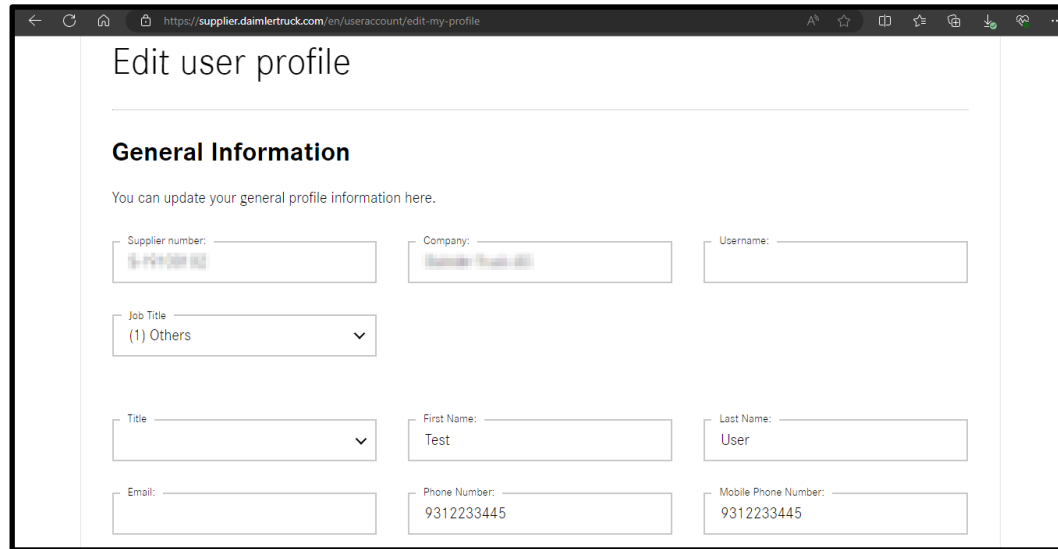
Street: City: State or Province:

Zip/Postal Code: Country:

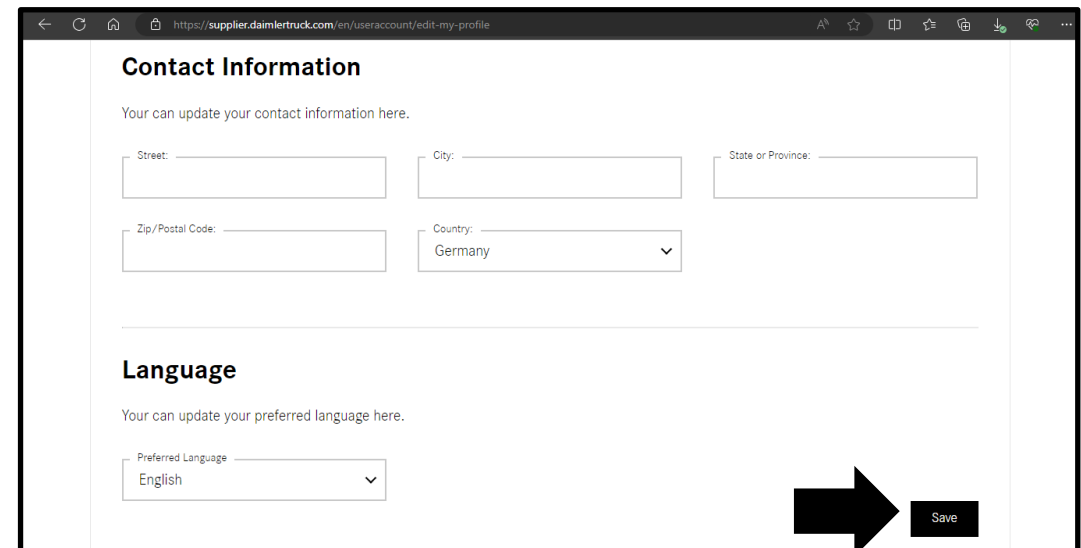
Save

Step 6: You can also update the remaining fields (e.g. Email-ID, Phone Number etc.) as required.
After making the changes, click **“Save”**.

Note: **Once the changes are saved, log out and log in to confirm the updates.**



The screenshot shows a web browser window with the URL <https://supplier.daimlertruck.com/en/useraccount/edit-my-profile>. The page title is "Edit user profile". Under the heading "General Information", there is a sub-heading "You can update your general profile information here." followed by several input fields: "Supplier number:" (with a value of 9312233445), "Company:" (with a value of Daimler Truck AG), "Username:" (empty), "Job Title:" (a dropdown menu with "(1) Others" selected), "Title:" (a dropdown menu), "First Name:" (with a value of Test), "Last Name:" (with a value of User), "Email:" (empty), "Phone Number:" (with a value of 9312233445), and "Mobile Phone Number:" (with a value of 9312233445).



The screenshot shows the same web browser window, now displaying the "Contact Information" section. The sub-heading "You can update your contact information here." is followed by input fields for "Street:", "City:", "State or Province:", "Zip/Postal Code:", and "Country:" (a dropdown menu with "Germany" selected). Below this is the "Language" section with the sub-heading "You can update your preferred language here." and a "Preferred Language" dropdown menu with "English" selected. A large black arrow points to a "Save" button in the bottom right corner of the form area.