

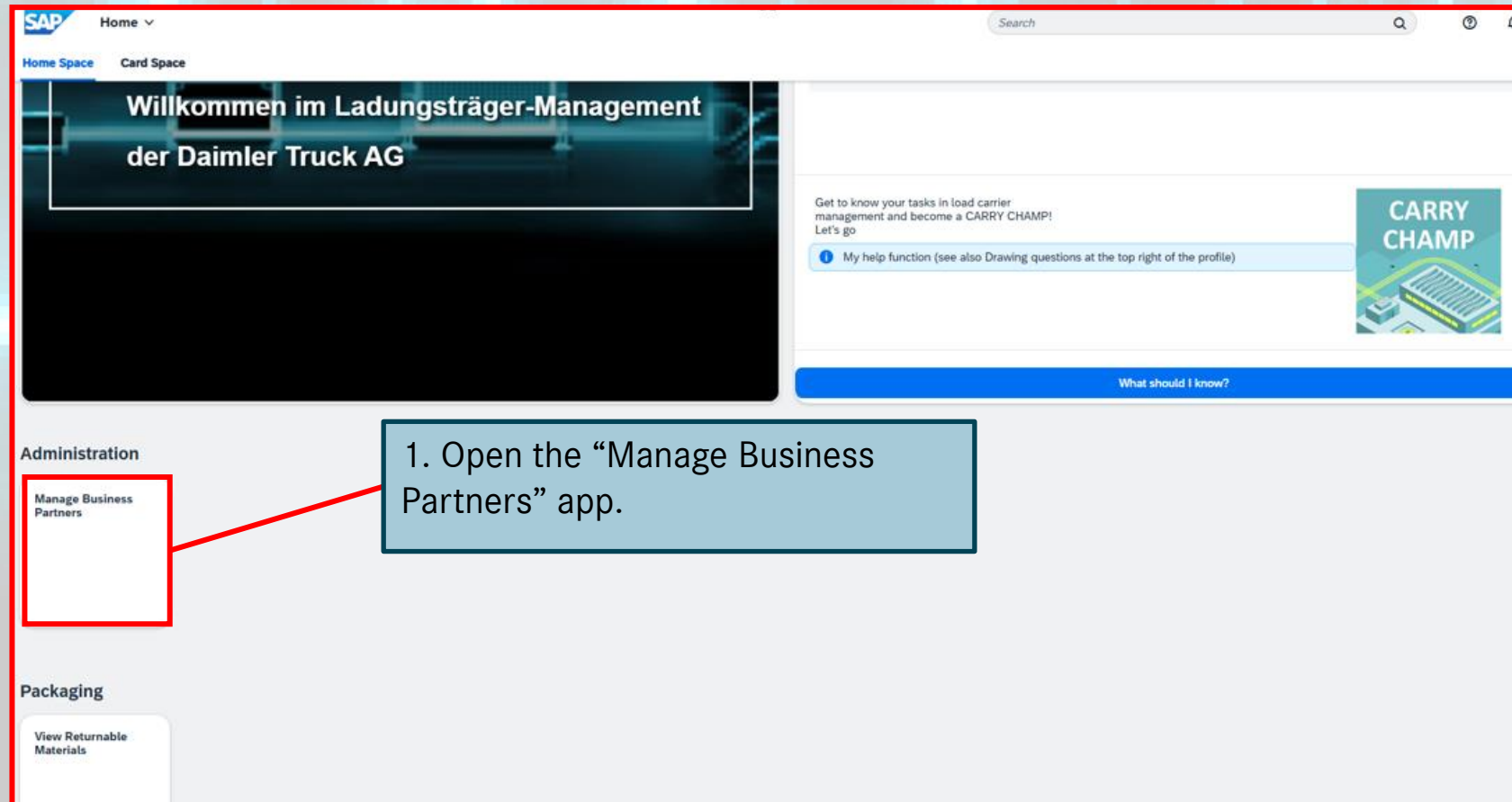


Maintain contacts and responsibilities

Manage Business Partners

With the “Admin” or “Accounts” role, you can maintain the responsibilities of individuals within your company in the “Manage Business Partners” app, in order to assign the appropriate contacts who will receive the relevant notifications via email.

- i** Please note that the responsibility assigned in Daimler Truck CARRY may differ from the role requested in the Supplier Portal – ideally, you should select the same role and responsibility to ensure consistency.



Manage Business Partners

<

SAP

Manage Business Partners

Search

?

🔔

Standard

Editing Status: All

Business Partner Code:

Vendor Code:

Customer Code:

Country/Region:

Contact Name:

Go

Adapt Filters (1)

Business Partners (13,025)

Business Partner Code	Business Partner Na...	Vendor Code	Customer Code	Business Partn...	Country/Region	Language	Address	Address Line 1	Address Line 2	Address Line 3	Company Code	Cor

2. Click on the row with the supplier number for which you want to edit or create a contact person to open the detail view.

Manage Business Partners

3. Click on “Edit” to activate edit mode.

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SAP

Manage Business Partners

Search

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🔔

Edit

View Planning

View Posting Documents

View Rentals

View Packaging Accounts

🔗

Changed By:

Number of Accounts

Business Partner Description

Parent Business Partner

Changed On:

0

—

Business Partner Details

Address

Contact Details

Additional Details

Change Log

Business Partner Code:

Vendor Code:

Business Partner Name:

Business Partner Name Extension:

Customer Code:

Language:

Exempt Inventory Value Claim:

NO

Address

Street:

City:

House Number:

Post Office Box:

Address Line 1:

Country/Region:

Manage Business Partners

4. Click on “Contact Details”.

SAP

Manage Business Partners

Search

Changed By:

Number of Accounts

Business Partner Description

Changed On:

0

Edit

View Planning

View Posting Documents

View Rentals

View Packaging Accounts

Parent Business Partner

-

Business Partner Details

Address

Contact Details

Additional Details

Change Log

Business Partner Code:

Vendor Code:

Business Partner Name:

Business Partner Name Extension:

Customer Code:

Language:

Exempt Inventory Value Claim:

NO

Address

Street:

City:

House Number:

Post Office Box:

Address Line 1:

Country/Region:

Manage Business Partners

Business Partner Details

Address

Contact Details

Additional Details

Change Log

Contact Details

Contact Details (1)

Contact Name*

Email*

Telephone Number

Carry Process

Process*

Attachment Type

Create

Delete

6. Enter the name, email address, and, if applicable, the phone number of the contact person.

5. Click on “Create” to add a new contact person. Existing contact persons can be edited directly.

To delete irrelevant data, first check the box next to the item you want to remove. Then click on “Delete” to remove the selected entry.

Manage Business Partners

Business Partner Details

Address

Contact Details

Additional Details

Change Log

Contact Details

Contact Details (1)

CreateDelete

Contact Name *

Email *

Telephone Number

Carry Process

Process *

Attachment Type

0 Administration

1 Konto/Accounts

2 Planung/Planning

3 Inventur/Inventory Count

4 Miete/Rental

Inventurzahlung

Kontoauszug

Leihguttickets

Ohne

7. Depending on the assigned responsibility, the corresponding responsibility combination for the “Carry Process” and “Process” will be available for selection.

1

Carry Process

Administration

Process *

2

Carry Process

Konto/Accounts

Process *

Account Statement

3

Carry Process

Planung/Planning

Process *

Inventory Counting

4

Carry Process

Inventur/Inventory Count

Process *

Inventory Counting

5

Carry Process

Miete/Rental

Process *

None

Account Statement: The contact person receives a monthly account statement via email, including all relevant booking documents.

Packaging Issues: The contact person receives new requests from DTAG.

Inventory Count: The contact person receives an email request to carry out the inventory count.

Business Partner Details

Address

Contact Details

Additional Details

Change Log

Contact Details

Contact Details (1)

CreateDelete

Contact Name *

Email *

Telephone Number

Carry Process

Process *

Attachment Type

Microsoft Excel (*.xlsx)

PDF

8. In the “Attachment Type” column, you can select the format in which the file will be sent via email: Microsoft Excel or PDF.

Contact Details

Contact Details (1)

CreateDelete

<input type="checkbox"/>	Contact Name*	Email*	Telephone Number	Carry Process	Process*	Attachment Type
<input type="checkbox"/>						

Save

Discard Draft

9. After filling in all fields, click “Save”.