DAIMLER TRUCK

Application role assignment by Portal Manager in Alice

Step 1: Open Alice.
(URL: https://alice.mercedes-benz.com)
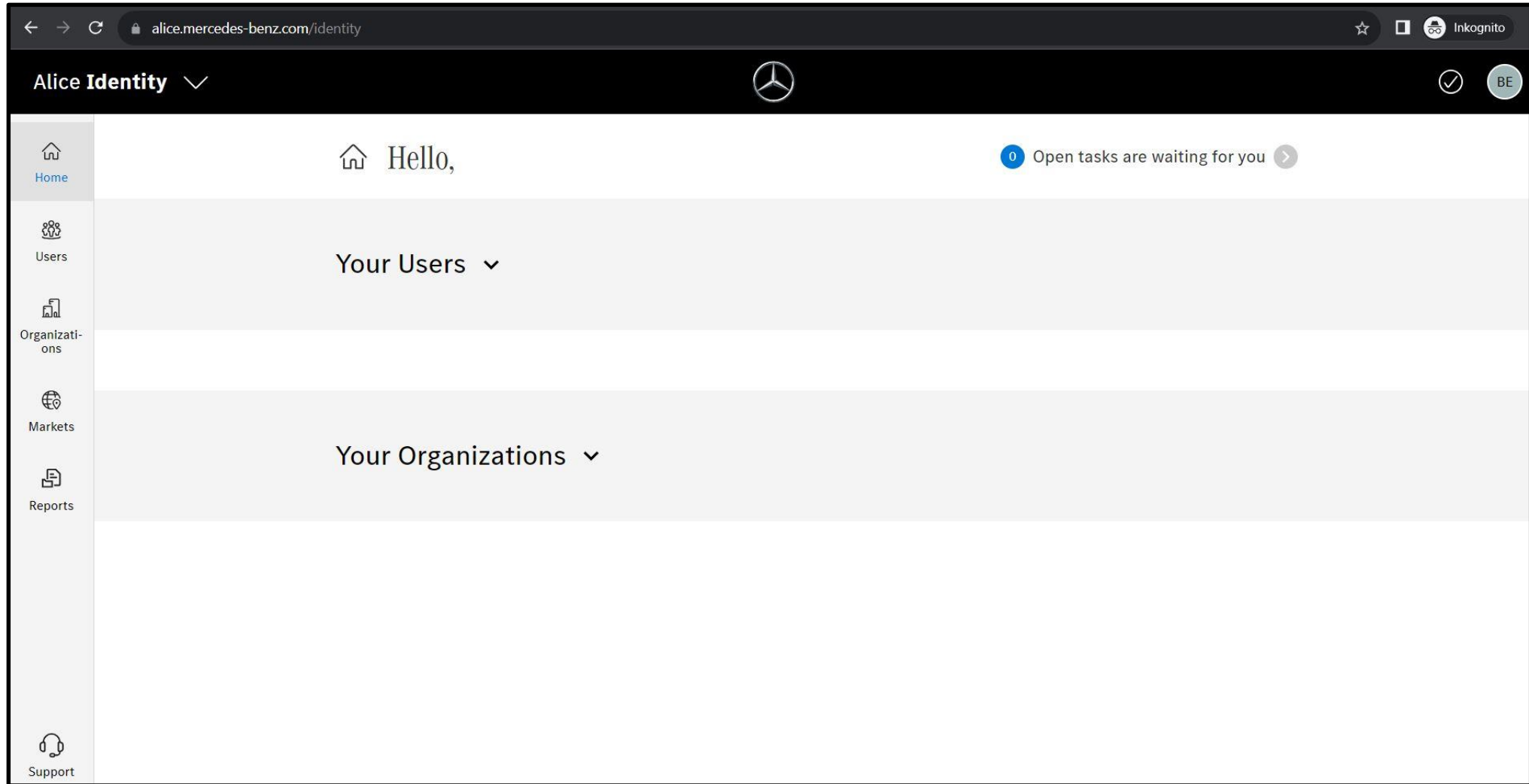
Step 2: Go to "**Alice Access**" and click "**New Request**" to assign the role to a specific user, click "**Someone else**" to select the user.

Step 3: Use the search bar and search for the user ID you want to assign the role to and click "**Next**".

Step 4: Use the search bar and find the role you want to assign to the user.

Step 5: Once you have selected the role, add validity incase if you don't want the validity deselect the checkbox and click "**Add Role**".

Step 6: Click on "**Next**" as soon as you see a green check mark next to the selected role.

Step 7: Specify the reason for assigning the role to the supplier and click "**Next**".

Step 8: Cross check all the fields (e.g., selected role, user ID) and click on "**Submit**".

Step 9: As soon as you click on **"Submit"**, the corresponding role will be assigned to the respective user.