DAIMLER TRUCK

Procurement System proQ – Manual for Suppliers

Global Procurement Trucks & Buses

Preface

Your access to the Daimler Truck Procurement System "proQ"

With the Daimler Truck procurement system proQ and its modular system landscape, we are responding to the future requirements of our relationships with our business partners. Your benefits: Duplicate entries are reduced, processes are digitized and data exchange is improved.

There are three modules in the proQ application in which we provide orders, contracts and requests for proposals electronically:

- proCure with eAccept – for contracts with price structure (e.g. orders, final agreements) as well as simple price inquiries
- proFrame with eAccept – for all other contracts (e.g. multi-year supply contracts, framework agreements, non-disclosure agreements) as well as complex price inquiries
- proSource – for complex project requests and the associated documents

You can also find the terms of use of the application under "Terms of Use".

We are convinced that this will create a future-oriented basis for our further cooperation with you.

Before you start with the Daimler Truck Supplier Portal and our Procurement System...

Usage of Google Chrome:

- The procurement system *pro*Q and the live-trainingtool WhatFix are optimized in the Google Chrome browser and offer there the best performance.
- We recommend making a regular update to the newest version of the Google Chrome browser for optimal systems usage.

Deactivation of the pop-up blocker:

- Important information is provided among others by pop-ups of the live-training tool WhatFix in the procurement system *pro*Q.
- Through the deactivation of the pop-up blocker, smooth usage of the procurement system *pro*Q and the live-training tool WhatFix can be ensured.

Auto-clearing of the local browser cache:

- In general, by using the procurement system *pro*Q, a lot of information is stored in the local browser cache.
- Therefore, in case of new releases, there may be issues caused by outdated data in the local browser cache.
- To avoid this, you can use an auto-clearing function of your cache for our websites only.

Get started with the Daimler Truck Supplier Portal

If you have <u>no</u> login credentials for the Daimler Truck Supplier Portal yet: Please register to be able to work with our Procurement System proQ

Step 1 — Daimler Truck Supplier Portal Website

Please visit the Daimler Truck Supplier Portal:
https://supplier.daimlertruck.com

Please click on "Start now" for Registration

Step 2 — Registration Steps for Login

Please follow the Registration Steps:

2a

Registration

Get access to Daimler applications and information.

All Daimler business partners with a supplier number identification number can register free-of-charge.

Register ↗

2b

Registration   01 Supplier Number Verification   02 Profile Data   03 Overview   04 Confirmation

Supplier Number

What is your Supplier Number?
If you are not sure about your Supplier Number, please contact the counterpart at Daimler who asked you to register for the Daimler Supplier Portal. In case your Supplier Location has an Index, please put a blank between Supplier Code and Index (Example: 12345678 A)

Daimler Supplier Number *
12345678

Fields marked with (*) must be completed.   Back   Next

!

Now you have to wait for the approval by your company's "Portal Manager".

After the approval of the Portal Manager, you will get all the relevant information you need to sign into the Daimler Supplier Portal.

You don't know, if your company has a defined Portal Manager? Please ask your responsible buyer from Daimler Truck AG or its subsidiaries.

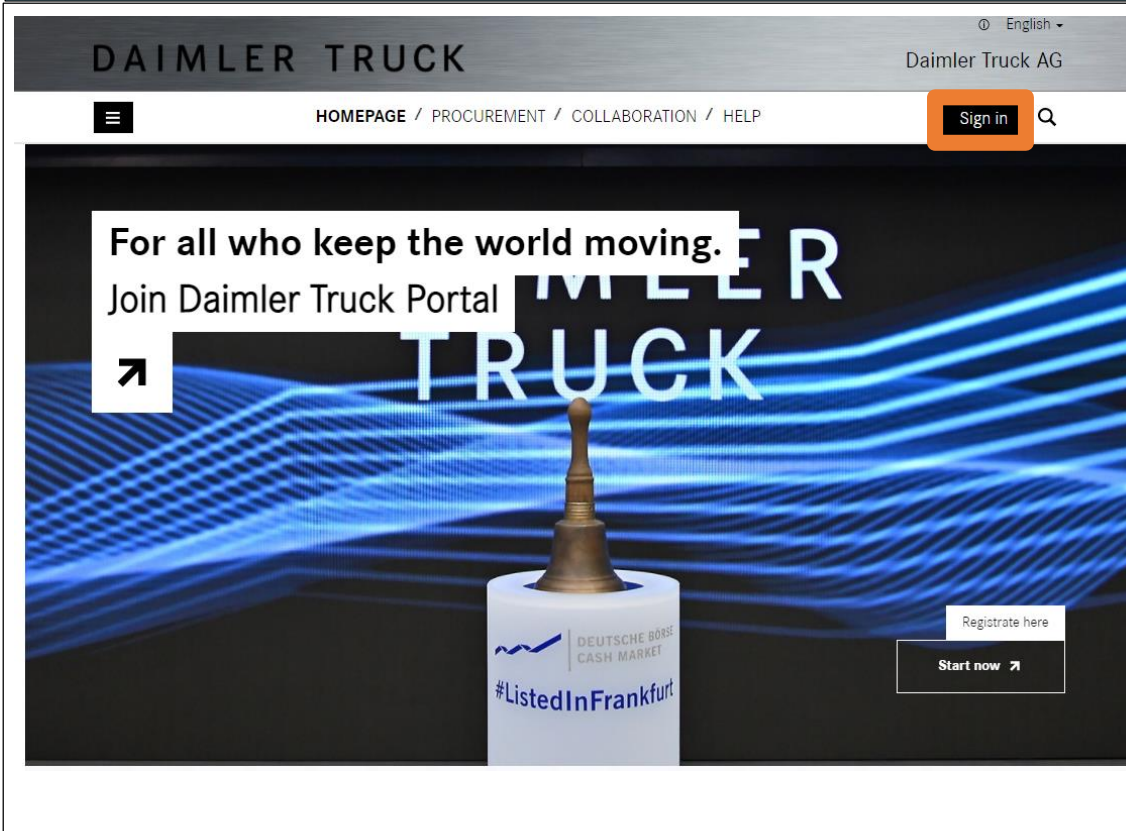# Get started with the Procurement System proQ

Procurement System: Add proQ Application in the Supplier Portal

Step 1	Login to Daimler Truck Supplier Portal

Please login to the Daimler Truck Supplier Portal:
https://supplier.daimlertruck.com

Step 2	Request proQ Application

Please follow these steps to register for the proQ application:

2a

Your Applications

2b
Add further Applications — Please enter 'proQ' in the search field

2c
Request access

! Now you have to wait for the approval by your company's Portal Manager.

After the approval of the Portal Manager, you will be able to use the *proQ* application in the Daimler Supplier Portal as of your next login.

Please confirm proQ Terms of Use

Please confirm the terms of use in order to work with the proQ application and to have access to all available features of our procurement system:

Where to find which Procurement Document / Request in proQ

Launch the proQ Application: Look and Feel of your proQ Supplier Portal

Within the proQ Supplier Portal you have access to all Procurement Documents and Requests from the Daimler Truck AG and its Subsidiaries:
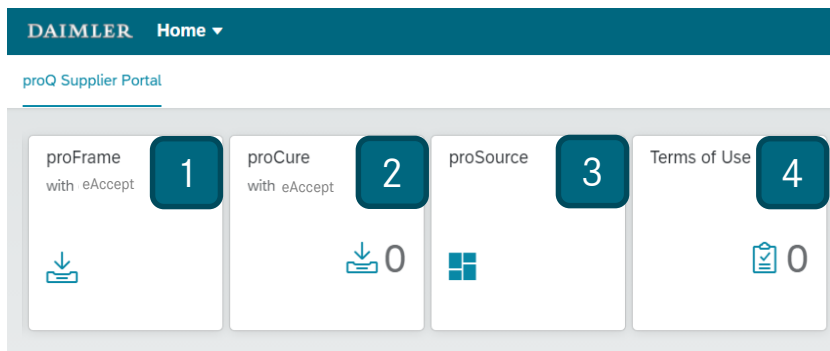
Where to find which documents / requests:

1. proFrame with eAccept — For contracts such as framework agreement, supply agreement, non-disclosure agreement, other agreements

2. proCure with eAccept — For purchase orders, purchase contracts (price agreements), simple requests for quotation

3. proSource — Complex requests for quotation

4. Terms of Use — For accepting the terms of use of proQ

# proQ Support for your Issues and Questions

Do you need Support while working with proQ?

Support for working with the proQ Application

If you have any questions regarding the proQ application, please feel free to use the following support opportunities:

1 **Daimler Truck Supplier Portal:**

At the bottom of the page – please click within the Service Section on Support. Here you find the email address and telephone number of the support (EN/DE).
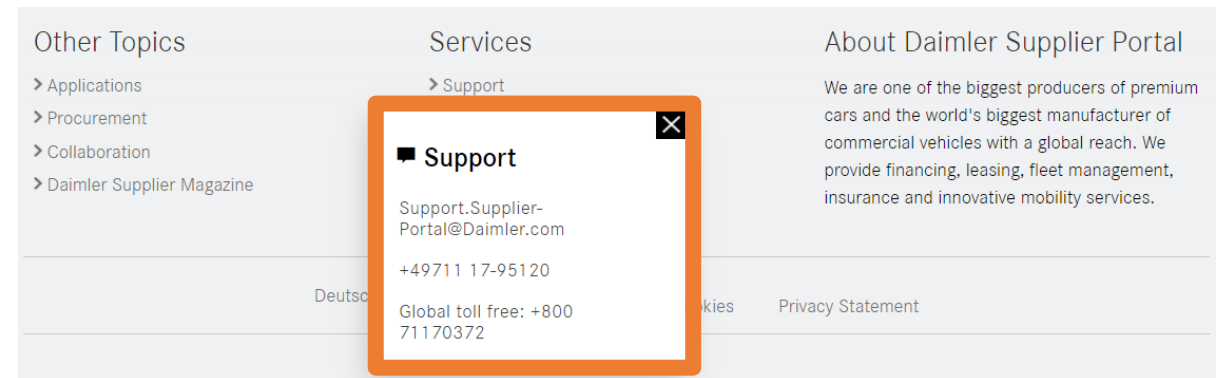
2 **Support Documents:**

proQ Application: Please click on "More Details". You will be directed to a page where you can download support documents, such as: FAQ for proQ, Google Chrome settings, WhatFix Trainings Tool, how to use eAccept within proQ etc.

Get Support directly in the proQ Application via the Help Tool WhatFix

Support for working with the proQ Application

Within the proQ Application you find our Support and Help Tool „WhatFix". You will recognize it via the orange colored features. Please click on these features to open the corresponding popup window:

3 **Task List (Step-by-Step Instructions):**

- The Task List is located on the bottom left side.
- It offers interactive step-by-step instructions (so called "flows"), which are leading users directly through the system and show how to create/edit documents or execute app-specific tasks.
- WhatFix flows can be started easily by clicking on them.

Self Help (Support Contact & FAQ):

- The Self Help is located on the right hand side.
- It contains various useful information like contact details of the support and important links and answers of frequently asked questions.