

DAIMLER TRUCK

Password reset by Portal Manager in ALICE for supplier user



Step 1 : Login to Daimler Truck Supplier Portal with your credentials.
(URL: <https://supplier.daimlertruck.com>)

The screenshot shows the Daimler Truck Supplier Portal homepage. The browser address bar displays 'supplier.daimlertruck.com/en/'. The page features a dark blue header with the 'DAIMLER TRUCK' logo in the center. To the right of the logo, there are language options 'DE | EN', the text 'Daimler Truck Supplier Portal', and a 'Login' button with a blue arrow icon. Below the logo, there is a navigation menu with the items 'PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT'. A large banner image with a digital background contains a white box with the text 'Welcome to the new Daimler Truck Supplier Portal'. On the right side of the page, there is a 'Welcome to the Supplier Portal' section with a 'Login' button, a paragraph of text, and a 'Join Now' link.

Step 2: Click on the “My Profile” and click on the “User Management (Alice)”.

The screenshot shows the Daimler Truck Supplier Portal interface. At the top, the URL is `supplier.daimlertruck.com/en/applications`. The main header features the "DAIMLER TRUCK" logo and navigation links for "PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS". On the right, there are language options "DE | EN", the text "Daimler Truck Supplier Portal", and a "My Profile" link with a user icon and a search icon.

The main content area is titled "Your applications" and includes a search bar with the text "ALL MY APPLICATIONS" and a search icon. Below this, there are two application cards: "DTNA Applications" and "DocMaster".

A dropdown menu is open under the "My Profile" link, displaying the following options:

- ▶ My Portal Manager
- ▶ Edit my profile
- ▶ Delete my profile
- ▶ Change my password
- ▶ User management (Alice) ← (highlighted with a blue arrow)
- Logout

Step 3: Click on the drop down for accessing the “**Alice Identity**”.

The screenshot shows a web browser window with the URL `alice.mercedes-benz.com/access`. The page title is "Alice Access" and features the Mercedes-Benz logo. A navigation dropdown menu is open, showing three options: "Alice Access", "Alice Identity" (highlighted with a blue arrow), and "Alice Admin". The main content area displays a greeting "Hello, [blurred name]" and "What do you want to do today?". Below this is a section titled "Your Options" with four cards: "Request Roles & Rights" (with a "Create a new request" button), "My Tasks 0" (with a "Review open tasks" button), "Request Overview 3" (with a "See all requests related to you" button), and "Control Center" (with a "Get insights to the Access Rights of your team or organisation" button). A sidebar on the left contains icons for "New Request", "Tasks", "Requests", "Control Center", "Profile", and "Support".

Step 4: Change the status to “**Active & Inactive**” and search the user ID in the “**Search bar**”.

The screenshot displays the 'Alice Identity' web interface. The browser address bar shows 'alice.mercedes-benz.com/identity/Users'. The page header includes the 'Alice Identity' logo and the Mercedes-Benz emblem. A left-hand navigation sidebar contains icons and labels for 'Home', 'Users', 'Organizations', 'Markets', and 'Reports'. The main content area is titled 'Search' and includes the instruction 'Find the User by using the search filters.' Below this, there is a search input field with the placeholder text 'Search for User ID, Name, Surname or E-Mail' and a magnifying glass icon. Three filter dropdown menus are positioned below the search bar: 'Status' (set to 'Active & Inactive'), 'Community' (set to 'All Communities'), and 'Country' (set to 'All Countries'). Two blue arrows point to the search bar and the 'Status' dropdown. At the bottom of the main content area, there are two icons: a 2x2 grid icon and a list icon.

Step 5: Click on “More Actions”

The screenshot shows a web browser window with the URL `alice.mercedes-benz.com/identity/Users/`. The page title is "Alice Identity". The user profile shown is for a user with a red circular avatar, labeled "Active" with a green checkmark, and roles "Supplier" and "Development". The user is associated with "MBAG" and "DTAG" organizations. Below the profile, there are sections for "Home Organization" and "Workplace Organization". At the bottom of the profile section, there are four buttons: "Edit User Data" (blue), "Delete User" (blue with a trash icon), "Manage Roles" (white with a checkmark icon), and "More Actions" (white with a three-dot menu icon). A green arrow points to the "More Actions" button. Below the buttons are tabs for "Overview", "Admin Roles", and "LDAP View". The "Overview" tab is selected, and the "User Data" section is visible below it. The left sidebar contains navigation links for Home, Users, Organizations, Markets, Reports, and Support. The top right corner shows the Mercedes-Benz logo and a user profile icon with "VR" next to it.

Step 6: Click on “Reset Password”

The screenshot shows a web browser window displaying the Alice Identity user management interface. The browser's address bar shows the URL `alice.mercedes-benz.com/identity/Users/...`. The page header includes the 'Alice Identity' logo and the Mercedes-Benz logo. A sidebar on the left contains navigation links for Home, Users, Organizations, Markets, Reports, and Support. The main content area displays a user profile for a user with initials 'RC'. The user is 'Active' and has roles 'Supplier' and 'Development'. Below the profile, there are sections for 'Home Organization' and 'Workplace Organization'. A row of action buttons includes 'Edit User Data', 'Delete User', 'Manage Roles', and 'More Actions'. The 'More Actions' dropdown menu is open, showing 'Reset Password' and 'Reset MFA'. A blue arrow points to the 'Reset Password' option. At the bottom of the page, the 'User Data' section is partially visible.

Step 7: Click on **“Copy”** and Share the password to the user.

The screenshot shows the Alice Identity user management interface. A modal dialog box is displayed in the center, indicating a successful password reset. The dialog contains a green checkmark icon, the text "Password Reset is Successful!", and the instruction "Share the below password to the user." Below this text is a password field with a masked password and a blue "Copy" button. A teal arrow points to the "Copy" button. The background interface shows a user profile for "RC" with status "Active" and roles "Supplier" and "Development". Navigation options include Home, Users, Organizations, Markets, Reports, and Support. The Mercedes-Benz logo is visible in the top right corner of the interface.