

DAIMLER TRUCK

Procedure for adding/editing contacts in SDBT

Note: Only users with portal manager rights can start the data editing process.



Step 1: Refer the URL: <https://sdb.daimlertruck.com> and click on "Edit Company Data".

The screenshot shows the Daimler Truck SDB Supplier Database interface. The browser address bar displays the URL: <https://sdb.daimlertruck.com/external/portal/editsupplier.xhtml?gc=15128017&tab=supplierInformation>. The page title is "Daimler Truck SDB" and "Supplier Database". The version information is "4.1.13.0 / 20230419.1 / sdb-prod-669d688cdb-nrld5".

The main content area is titled "Overview of supplier data" and includes a "PDF" download button. The supplier information is as follows:

Supplier name:	Daimler Truck AG	Supplier number:	[REDACTED]
Address:	[REDACTED]	Supplier type ⓘ:	Daimler / Mercedes
		Last updated:	04/25/2023 12:45:05

The navigation menu includes the following tabs: Basic data (selected), Contact data, Accounting data, Additional Data, Attachments, Supplier Structure, and Subcontractor.

The "Supplier name" section displays:

Supplier name	Daimler Truck AG
	-

The "Address" section displays:

Street and house number	[REDACTED]
Zip code	[REDACTED]
Place	[REDACTED]
District	-
Country/Region	GERMANY
State	-

At the bottom right, there is a blue arrow pointing to the "Edit company data" button, and a "Back" button next to it.

Step 2: After clicking "Edit Company Data", click "Contact Data" to add more contact details.

The screenshot shows the 'Supplier Database' interface for 'Daimler Truck AG'. The page is titled 'Supplier Database' and includes a version number '4.1.13.0 / 20230419.1 / sdb-prod-669d688cdb-nrk5'. The main content area is divided into 'Data input' (marked with a '1') and 'Data sent' (marked with a '2'). The 'Data input' section has a tabbed interface with the following tabs: 'Basic data' (checked), 'Contact data' (selected and highlighted with a blue arrow), 'Accounting data', 'Additional Data', and 'Attachments'. Below the tabs, there is an 'Input notes' section with instructions: 'Please enter a contact person for the following functions: Key account, Management' and 'Please enter additional contacts for the following functions (if existing): Bookkeeping'. A table titled 'Contact data (21)' contains two rows of contact information:

First name	Last name	Function	Telephone	E-mail	Active in the portal	
Testuser	S0X00940	Other		gems-testuser-int@mercedes-benz.com	Yes Portaluser-ID: S0X00940	>≡
Testuser	S0X00938	Other		gems-testuser-int@mercedes-benz.com	Yes Portaluser-ID: S0X00938	>≡

At the bottom of the page, there are four buttons: 'Data has not changed', 'Intermediate saving', 'Send to SDB', and 'Cancel'. The URL in the browser address bar is 'https://sdb.daimlertruck.com/external/supplier/external-edit-process.xhtml?pid=0b62fe91-f08f-11ed-b9cf-ce48e367c584&tab=contacts'.

Step 3: Once the contact details are visible, scroll to the bottom and click "**Add another contact person**".

The screenshot shows the Daimler Truck SDB Supplier Database interface. The browser address bar displays the URL: <https://sdb.daimlertruck.com/external/supplier/external-edit-process.xhtml?pid=0b62fe91-f08f-11ed-b9cf-ce48e367c584&tab=contacts>. The page title is "Daimler Truck SDB" and "Supplier Database". The interface shows a table with contact details. A large blue arrow points to the "+ Add another contact person" button at the bottom left of the table area.

Testuser	SOX00937	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00937	>
Testuser	SOX00945	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00945	>
Testuser	SOX00936	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00936	>
Testuser	SOX00939	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00939	>
Testuser	SOX00943	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00943	>
Testuser	SOX00948	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00948	>
Testuser	SOX00941	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00941	>
Testuser	SOX00946	Sonstige		gems-testuser-int@mercedes-benz.com	Ja Portaluser-ID: SOX00946	>

+ Add another contact person

Data has not changed Intermediate saving Send to SDB Cancel

Step 4: Fill in the required details, click on "Ok" and click on "Send to SDB" and wait for the approval from the SDBT team.

The screenshot displays the Daimler Truck SDB interface. On the left, a table lists test users with IDs ranging from SOX00937 to SOX00942. The main area features a 'Contact' form with fields for Title, Name (First and Last), Function, E-mail, Telephone, Mobile telephone, and Fax. There are also checkboxes for 'Contact data in country-specific characters' and 'From supplier deviating address'. At the bottom of the form are 'OK' and 'Cancel' buttons. A large blue arrow points from the 'OK' button to the 'Send to SDB' button in the bottom navigation bar. To the right, a 'Supplier Database' table shows a list of suppliers with 'Ja' status and 'Portaluser-ID' values, each with a menu icon. A second large blue arrow points from the 'Send to SDB' button to the 'Send to SDB' button in the bottom navigation bar.

Testuser	ID
Testuser	SOX00937
Testuser	SOX00945
Testuser	SOX00936
Testuser	SOX00939
Testuser	SOX00943
Testuser	SOX00948
Testuser	SOX00941
Testuser	SOX00946
Testuser	SOX00942

Status	Portaluser-ID
Ja	SOX00937
Ja	SOX00945
Ja	SOX00936
Ja	SOX00939
Ja	SOX00943
Ja	SOX00948
Ja	SOX00941
Ja	SOX00946
Ja	SOX00942

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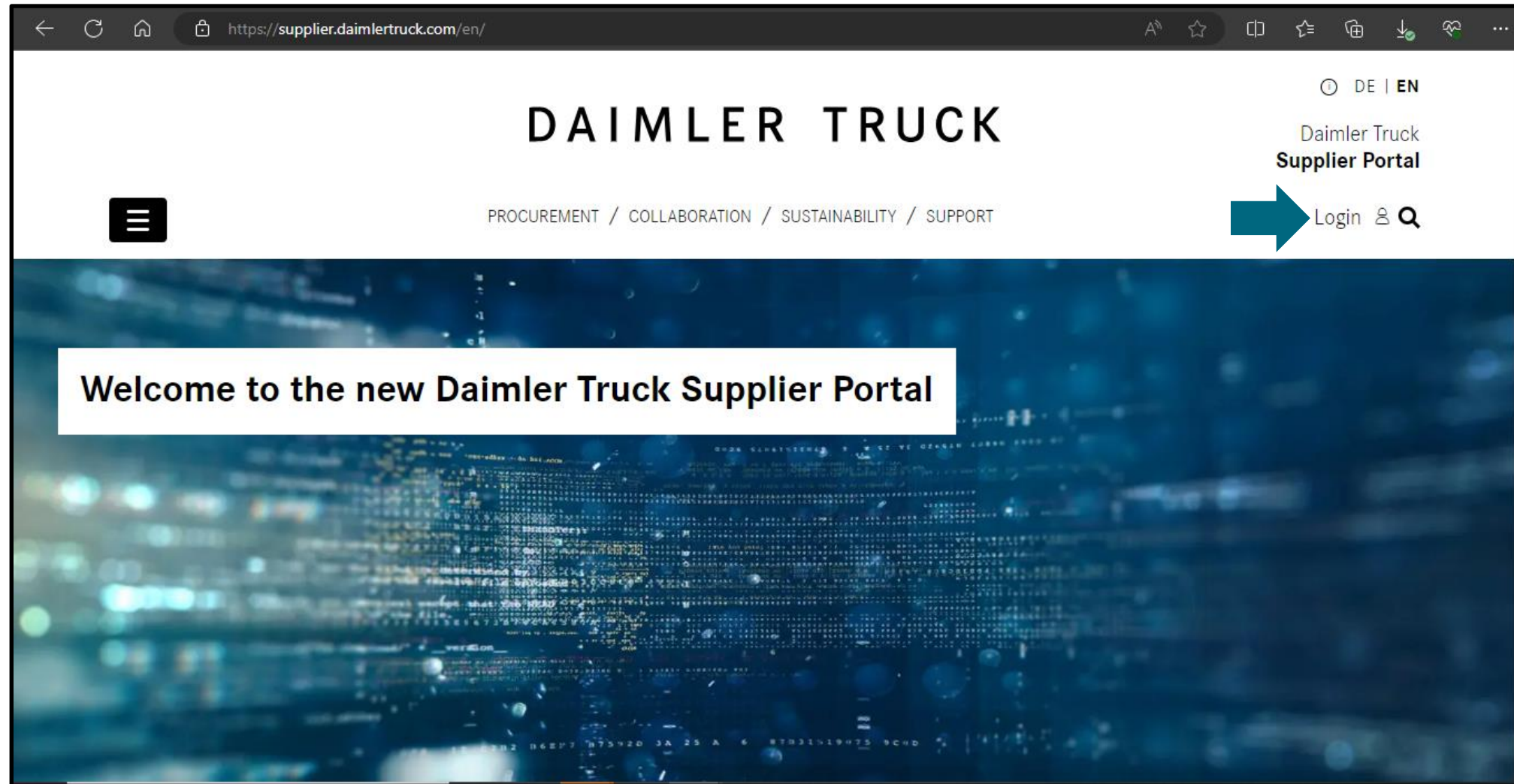
How to edit profile data in the Daimler Truck Supplier Portal

Note: Supplier with portal user ID cannot edit the contact data via SDBT, but must make these changes via the Daimler Truck Supplier Portal.



Step 1: Login to Daimler Truck Supplier Portal with your credentials.

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



Step 2: Click on the “My Profile” icon and then on “Edit my profile”.

The screenshot shows the Daimler Truck Supplier Portal interface. At the top, the URL is <https://supplier.daimlertruck.com/en/applications>. The main header features the Daimler Truck logo and the text "Daimler Truck Supplier Portal". A navigation bar includes "PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS". On the right, there are language options "DE | EN" and a "My Profile" link with a user icon and a search icon. A large blue arrow points to the "My Profile" link. Below the "My Profile" link, a dropdown menu is open, listing several options: "My Portal Manager", "Edit my profile", "Delete my profile", "Change my password", and "Apply as Portal Manager". A blue arrow points to the "Edit my profile" option. Below the dropdown, there is a "Logout" button. The main content area is titled "Your applications" and contains a search bar with "ALL MY APPLICATIONS" and "Search for applications". Below the search bar, there are two application cards: "DTNA Applications" and "DocMaster".

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Daimler Truck
Supplier Portal

DE | EN

My Profile

WELCOME
Test User
Current Organization:
[REDACTED]

- ▶ My Portal Manager
- ▶ Edit my profile
- ▶ Delete my profile
- ▶ Change my password
- ▶ Apply as Portal Manager

Logout

Your applications

ALL MY APPLICATIONS

Search for applications

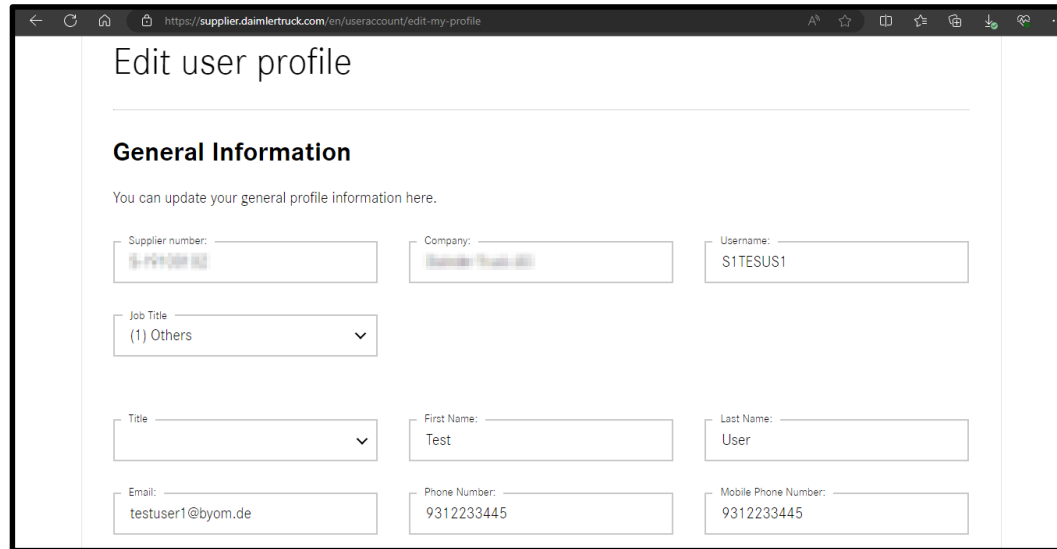
DTNA Applications

Further Portals can be found here, e.g.
<https://supplier.daimlertruck.com/en/useraccount/edit-my-profile> connect,

DocMaster

DocMaster Truck is the central database of standards and regulations.

Step 3: Make the desired changes (e.g., Job Title, Email-ID, Address etc.) and click "**Save**" to save your changes.



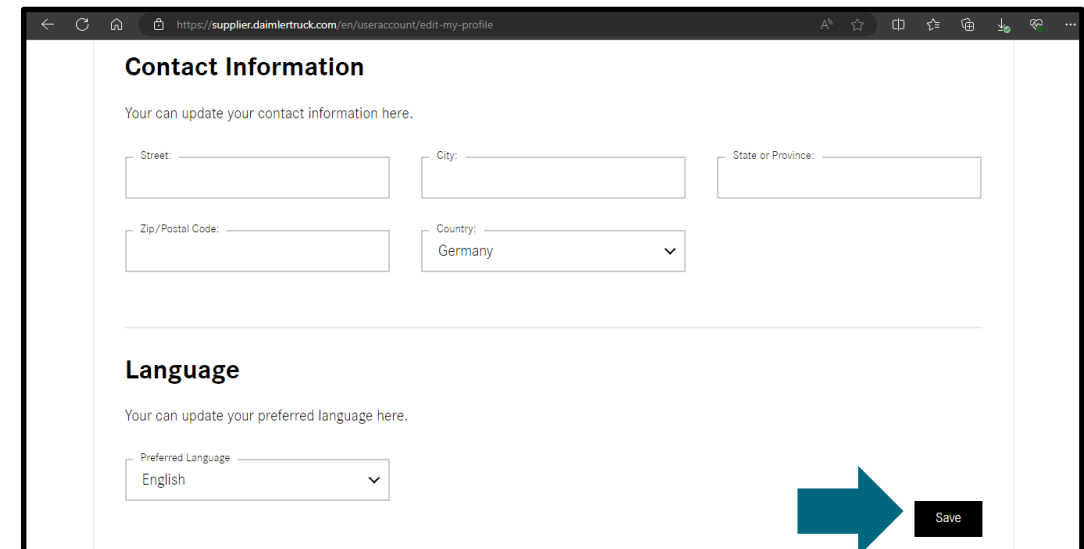
https://supplier.daimlertruck.com/en/useraccount/edit-my-profile

Edit user profile

General Information

You can update your general profile information here.

Supplier number: [Supplier Number]	Company: [Company Name]	Username: S1TESUS1
Job Title: (1) Others		
Title: [Title]	First Name: Test	Last Name: User
Email: testuser1@byom.de	Phone Number: 9312233445	Mobile Phone Number: 9312233445



https://supplier.daimlertruck.com/en/useraccount/edit-my-profile

Contact Information


You can update your contact information here.

Street: [Street]	City: [City]	State or Province: [State or Province]
Zip/Postal Code: [Zip/Postal Code]	Country: Germany	

Language

You can update your preferred language here.

Preferred Language: English

 **Save**