

# DAIMLER TRUCK

Requesting access for Portal Manager in Daimler Truck Supplier Portal



**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 magnifying glass icon. Below the header, a navigation menu includes 'PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT'. The main content area has a dark blue background with a white box containing the text 'Welcome to the new Daimler Truck Supplier Portal'. To the right, 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 “My Profile” and click on “Apply as Portal Manager”.**

The screenshot shows the Daimler Truck Supplier Portal interface. At the top, the browser address bar displays 'supplier.daimlertruck.com/en/'. 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' and the text 'Daimler Truck Supplier Portal'. A search bar contains the text 'My Profile' with a magnifying glass icon. A blue arrow points to this search bar. Below the header, a large banner reads 'Welcome to the new Daimler Truck Supplier Portal'. On the right side, a 'Welcome' section displays a user profile picture and the text 'Current Organization:'. Below this, a list of menu items is shown: 'My Portal Manager', 'Edit my profile', 'Delete my profile', 'Change my password', and 'Apply as Portal Manager'. A blue arrow points to the 'Apply as Portal Manager' option. At the bottom right of the menu, there is a 'Logout' link with a door icon.

**Step 3** : Select your supplier code and click on “**Submit**” for the Portal Manager rights.

The screenshot shows a web browser window with the URL `supplier.daimlertruck.com/en/useraccount/apply-as-portal-manager`. The page header includes the Daimler Truck logo, a language selector (DE | EN), and the text "Daimler Truck Supplier Portal". A navigation menu contains "PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS". On the right, there is a "My Profile" link with a search icon. The main content area is titled "Apply as Portal Manager" and contains a form with a "Supplier number:" dropdown menu. A blue arrow points to the "Submit" button at the bottom right of the form.

**Step 4 :** Portal Manager application process completed existing portal manager needs to approve the request in Alice.

The screenshot shows a web browser window displaying the 'Apply as Portal Manager' page on the Daimler Truck Supplier Portal. The browser's address bar shows the URL: `supplier.daimlertruck.com/en/useraccount/apply-as-portal-manager?tx_dtdtsp_pi3%5Baction%5D=statusPortalManager&tx_dtdtsp_pi3%5Bcontroller%5D=...`. The page header features the 'DAIMLER TRUCK' logo, a navigation menu with 'PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS', and user options for 'DE | EN', 'Daimler Truck Supplier Portal', and 'My Profile'. The main content area is titled 'Apply as Portal Manager' and includes a section for 'Pending requests for portal manager application:' with a single entry showing 'Task: [redacted] - Org ID: [redacted]'. The footer contains social media icons for Facebook, X, YouTube, Instagram, and LinkedIn.

## Task to be performed by the portal manager

**Step 1** : Click on the “**My Profile**” then click on the “**User Management (Alice)**”.

The screenshot shows the Daimler Truck Supplier Portal interface. The browser address bar displays 'supplier.daimlertruck.com/en/applications'. The page header includes the 'DAIMLER TRUCK' logo, a language selector for 'DE | EN', and the text 'Daimler Truck Supplier Portal'. A navigation menu contains 'PROCUREMENT / COLLABORATION / SUSTAINABILITY / SUPPORT / APPLICATIONS'. On the right, there is a 'My Profile' link with a user icon and a search icon. The main content area is titled 'Your applications' and features a search bar with the text 'ALL MY APPLICATIONS' and a search input field containing 'Search for applications'. Below the search bar, there are two application cards: 'DTNA Applications' and 'DocMaster'. A dropdown menu is open from the 'My Profile' link, showing a 'Welcome' message and a list of options: 'My Portal Manager', 'Edit my profile', 'Delete my profile', 'Change my password', and 'User management (Alice)'. A blue arrow points to the 'User management (Alice)' option. A 'Logout' button is also visible at the bottom of the dropdown menu.

Step 2 : Click on “Accept” icon and then submit the request.

The screenshot shows the Alice Access portal interface. The browser address bar displays `alice.mercedes-benz.com/access/tasks`. The page title is "Alice Access". A left sidebar contains navigation options: Home, New Request, Tasks (highlighted), Requests, Control Center, Profile, and Support. The main content area is titled "All Tasks / SMB\_START". Under the "Task Types" menu, "All Tasks" is selected, showing a notification badge with the number "1". Below this, there are sections for "Role Requests", "User & Organization", "Reviews", and "Administration". The "Overview" section displays a table with the following data:

Task ID	Creation Date	Expiration Date	Status
V: [redacted]	26 Sep, 2023	25 Sep, 2024	Pending

Below the table, the "Request Reason" is listed as "-". The "Requester" and "Beneficiary" fields are also present with redacted names. At the bottom of the task card, there are two tabs: "Request" and "Role". The "Request" tab is active. In the bottom right corner of the task card, there are two icons: a checkmark (Accept) and a close (X) icon. A blue arrow points to the checkmark icon.