

DAIMLER TRUCK SUPPLIER PORTAL














Quickguide for Portal Managers

DAIMLER TRUCK




<https://supplier.daimlertruck.com>

Legend

	Portal manager
	User
	Apply as portal manager
	Registration
	Approval new user
	Add A New User
	Delete User
	Assign a new role
	Password management
	Report / Review Users
	Request applications
	Create new password after reset by a portal manager
	Change password yourself






Portal Manager: Add A New User

1 
<https://supplier.daimlertruck.com>
Enter

2 **Supplier Portal**
Login

3 **Welcome**
MANAG1Y1 x
Password

Login

4   
MANAGE
Portal Manager Tool (GEMS)


5

Tasks **Users** Organizations Info




Users **Create User** Invite User Migrate User Migrate/Review Users Review Users

6 **User home organization:** ***
First name: ***
Last name: ***
E-mail address: ***
Phone: ***

7 **Create user**

8 
New created user

9 **User has been created successfully. (...)**
UID **Initial internal password**
NEWUSER1Y1 4DWiYnh4yL
Don't close browser window, user data will get lost otherwise!

10   
Send userdata to the new created user



Portal Manager: Assign a new role

1

https://supplier.daimlertruck.com

Enter

2

Supplier Portal

Login

3

Welcome

MANAG1Y1 x

Password

Login

4

MANAGE

Portal Manager Tool (GEMS)

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Tasks Users Organizations Info

Users Create User Invite User Migrate User Migrate/Review Users Review Users

6

USERname

Search

7

User

USERname

...

Manage roles

Manage Admin. roles

Delete User

8

FILTER ROLES BY

Role name Role ID

Search

ASSIGNED ROLES

Assign role

9

Key Account from til

Pick roles

Delete role

validity is optional

10

certain roles require further confirmation


11

New assigned role



Portal Manager: Reset User Password

1


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

2




Supplier Portal
Login

3

Welcome
MANAG1Y1 x
Password

Login

4

  
MANAGE
Portal Manager Tool (GEMS)

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Tasks **Users** Organizations Info

Users Create User Invite User Migrate User Migrate/Review Users Review Users

6

First name	Surname	User ID	Email
Only active	Organization name	City	City
Only active	All communities	All Countries	Job title role name

Search clear input

7

COMMUNITY	USER ID	ACTIVE	...
Supplier	S1JERDOE	✓	...

8

User
USERname
...
Password Management
Manage roles
Manage Admin Roles

9

STATUS

New Password

Reset Password



Portal Manager: Report / Review Users

1

<https://supplier.daimlertruck.com>

Enter

2

Supplier Portal

Login

3

Welcome

MANAG1Y1 x

Password

Login

4

MANAGE

Portal Manager Tool (GEMS)

5

Tasks **Users** Organizations Info

Users Create User Invite User Migrate User Migrate/Review Users **Review Users**

6

FILTER ORGANIZATIONS BY:

All communities	All Countries	All org. types	All org. states
Only active	Organization name	City	Street, No.
Zip code	Dealer No.	Outlet ID/ Supplier ID	Technical organization ID

Search clear input

7

COMMUNITY	NAME	...
Supplier	Suppliname GmbH	...

8

Suppliname GmbH
Supplier

...

Manage sub-organizations

Manage Users

Report

9 Step 1

- List of all ...
- List of all ...
- List of all ...
- ...

Proceed to Step 2

10 Step 2

- Print view (HTML)
- Download to file (CSV)

Show/Download report

11

USER ID	NAME	ACTIVE	DATA
S1JERDOE	Jerry Doe	✓	...
S1JEHARI	Jessica Harris	✓	...
S1BESTOR	Ben Storm	✗	...

12

download report (CSV)



Portal Manager: Delete a User

1 A search bar containing the URL `https://supplier.daimlertruck.com` with an **Enter** button below it.

2 The **Supplier Portal** login page with a **Login** button.

3 The **Welcome** page for user **MANAG1Y1** with a **Password** field and a **Login** button.

4 The **MANAGE** section of the interface with a **Portal Manager Tool (GEMS)** button.

5 The **Users** management page with a navigation menu containing **Tasks**, **Users**, **Organizations**, and **Info**. Below the menu are buttons for **Create User**, **Invite User**, **Migrate User**, **Migrate/Review Users**, and **Review Users**.

6 A search bar with the placeholder `USERname` and a **Search** button.

7 A dropdown menu for a **User** with options: **USERname**, **...**, **Manage roles**, **Manage Admin Roles**, and **Delete User**.

8 A confirmation dialog box with the text: **Do you really want to delete the user? This action cannot be undone!** and two buttons: **No** and **Yes - delete user**.



User: Change password yourself

1

<https://supplier.daimlertruck.com>

Enter

2

Supplier Portal

Login

3

Welcome

USER1Y1 x

Password

Login

4

PERSONAL

Edit Profile

5

PROFIL

Edit Profile Preferences **Change Password** Delete User

Please click [here](#), to change your password.

6

User name

Password *

Access code Access code

Next

7

New password *

Repeat the new password *

Next

ABC	<input checked="" type="checkbox"/>	> 10 ***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
abc	<input checked="" type="checkbox"/>	< 26 ***	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
123	<input checked="" type="checkbox"/>	+D-name-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
!*\$%& / ()=?_@	<input checked="" type="checkbox"/>	ÄäÖöÜü	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8

Your password has been modified successfully.

You can use the new password now. The password will be **valid for 1 year**.



User: Create new password after reset by a portal manager

1

New temporary password has been sent to user

2

https://supplier.daimlertruck.com

Enter

3

Supplier Portal

Login

4

Welcome

USER1Y1 x

Password

Login

5

Welcome

Login failed!
Your password has expired and has to be modified for a renewed login.

[Modify password](#)

USER1Y1 x

6

User ID USER1Y1

Password Temp***

Next

7 Step 1 - Select access question

Select access question Favorite place? ? 1

New answer ***

Repeat the answer ***

Next

8 Step 2 - Create personal passphrase

Personal passphrase Favorite Movie? ? 2

New answer ***

Repeat the answer ***

Next

9 Step 3 - Create new password

New password New***

Repeat the new password New***

Next

ABC ✓ > 10 *** ✓
abc ✓ < 26 *** ✓
123 ✓ ID name ✓
! "\$ % & / () = ? _ @ ✓ Ä ä Ö ö Ü ü ✓
last 12 Passwords ✓

10 Your password has been modified successfully.

You can use the new password now. The password will be valid for 1 year.



User: Apply as portal manager

1

https://supplier.daimlertruck.com

Enter

2

Supplier Portal

Login

3

Welcome

USER1Y1 x

Password

Login

4

MANAGE

Apply as Portal Manager

5

Supplier Number

X-XXXXXXX
X-XXXXXXY
X-XXXXXXZ

Apply

6

Thank you, your application has been sent successfully.

7

Activation token has been sent to user

8

Supplier Portal

Login

9

MANAGE

Portal Manager Tool (GEMS)

10

Data protection disclaimer

Terms & Conditions

Supplier

Accept Reject

11

Activation required!

Email address

user1y1@supplier.com

Activation token

Tok***

Activate me

9

Your activation was performed successfully. You can now use GEMS.

New approved Portal Manager