eAccept – Terms of Use and *pro*Q – Terms of Use

Supplier handbook for acceptance via electronic confirmation and electronic signature

Welcome to *pro*Q!
Please register for the Supplier Portal first.

This document shows how to accept the "*pro*Q – Terms of Use" and "eAccept – Terms of Use".
As a prerequisite, you must have registered yourself in the Supplier Portal as a user.

Please visit Home | MFTBC Supplier Portal (for Trucks/Buses) with your browser.

If you experience display issues, please consider clearing your browser cache.
Furthermore, it is recommended to use the latest browser version.

Please note that the exact appearance of the screens shown in this manual may differ depending on the location of your business of the location of the company you are doing business with.

Thank you!

eAccept - Terms of Use and *pro*Q – Terms of Use
General information

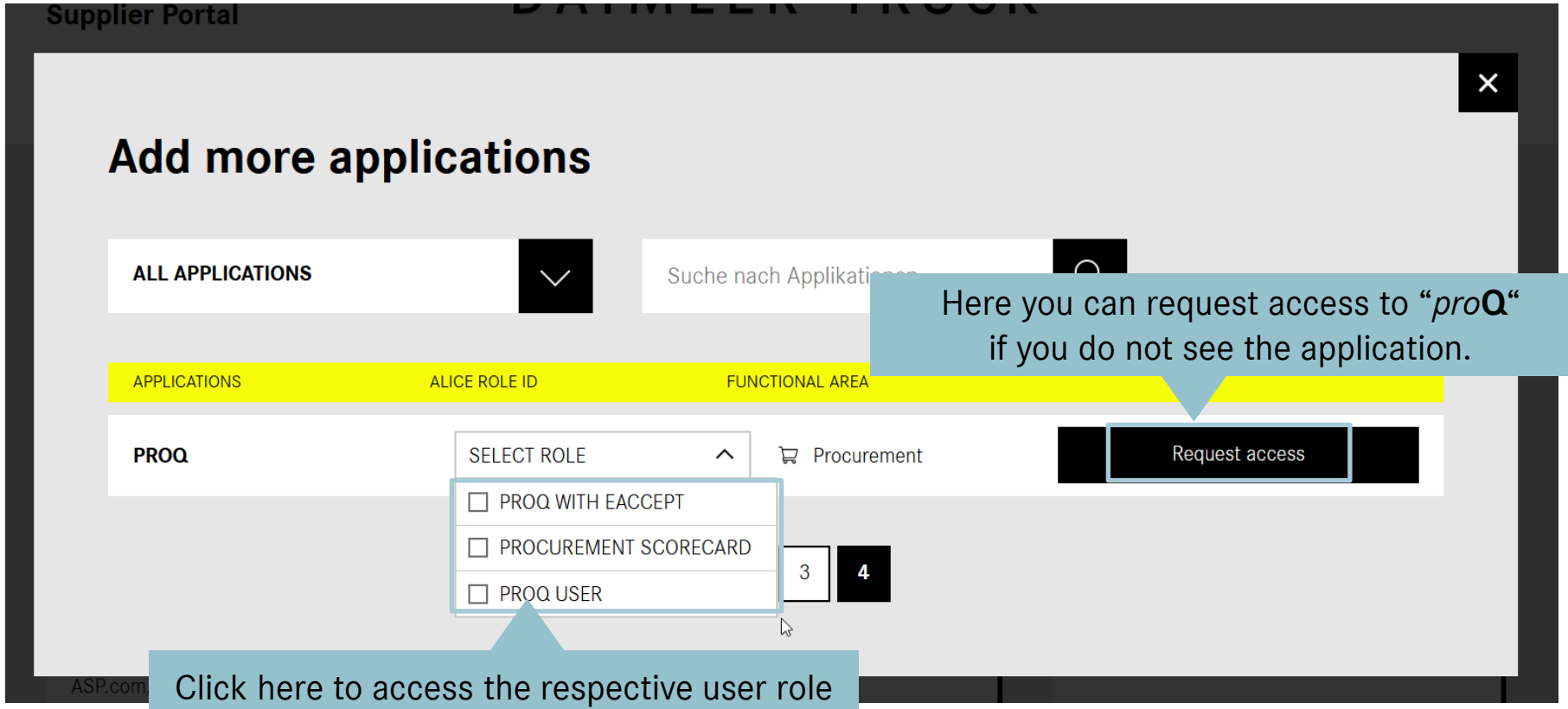
Supplier Portal

Please first enter your User-ID.

Please enter in a second step your password and afterwards click on „Register“.

Please log into the Supplier Portal with your credentials.

Start of „*pro*Q” application



Please launch the application “*pro*Q”.
If you do not see the application “*pro*Q”, please click “Request New Application”.

The different user roles “User” and “User with eAccept”

proQ Role	Possible actions	Prerequisites
User	**“User” can** • **See** and **download** contract offers, fully accepted contracts, price agreements and RfQs including the RfQ documents • **Upload** a bid • In some cases, **upload** a manually signed copy to confirm a contract offer	**Terms of Use to be confirmed** • Every “User” has to accept the “*proQ* – Terms of Use”
User with eAccept	**“User with eAccept” can** • **See** and **download** contract offers, fully accepted contracts, price agreements and RfQs including the RfQ documents • **Upload** a bid • **Electronically accept(confirm)** purchase order/contract using the eAccept feature	**Terms of Use to be confirmed** • Every “User” has to confirm the “*proQ* – Terms of Use” • An authorized representative has to confirm the “eAccept – Terms of Use”

Please apply for the right user role in alignment with the portal manager registered for your company.
The portal manager will receive an email and needs to approve your request.

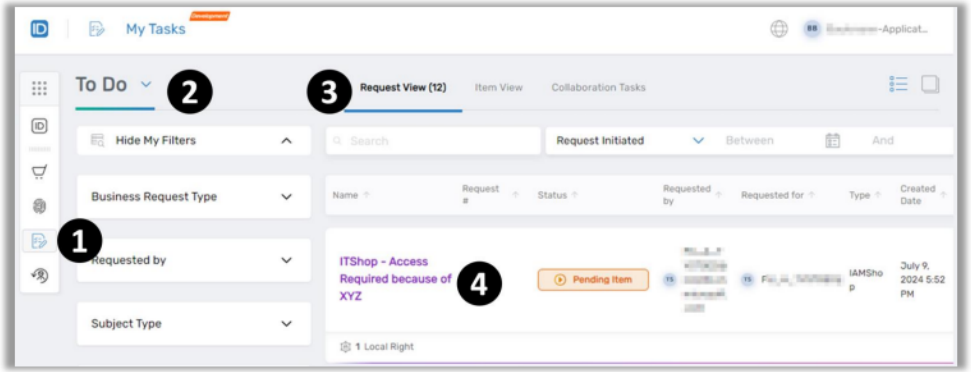
Requesting approval for the "*pro*Q functions" from the Portal Manager/Org admin

[Approve or Reject a Request.pdf]

Step 2: Navigate to My Tasks and choose a request (3/3)

1. Click the "My Tasks" icon on the navigation bar on the left.
2. Choose "To Do" in the drop-down menu.
3. Select "Request View".
4. Select a request by clicking it.

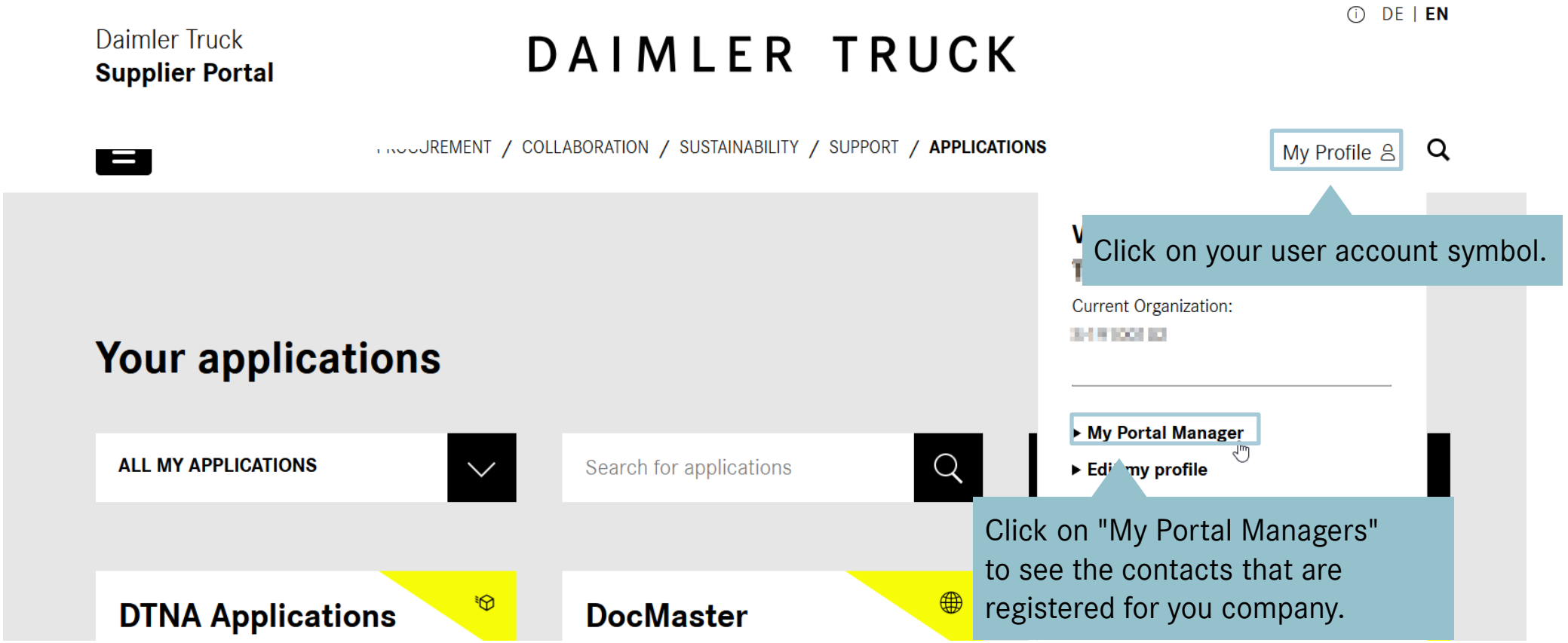
Please note: For more details on the filters and structure of the MyTasks page see previous slides.



The Portal Manager simply logs into IAM (Identity and Access Management System) and approves the access request from their task list.

Direct to IAM https://identity.iga.tbinter.net/WebIdPForms/Login/Portal/AzureB2C-Corptbbid

Requesting approval for the "*pro*Q functions" from the Portal Manager /Org admin



By clicking on your user account symbol, you will see the registered contacts for your company.

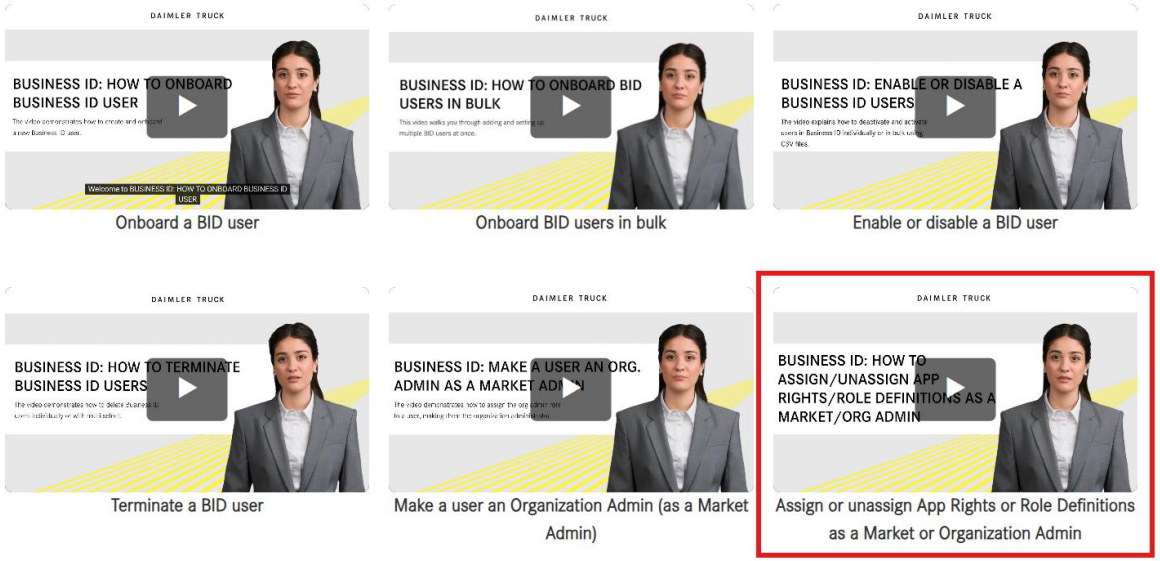
Requesting approval for the "*pro*Q functions" from the Portal Manager /Org admin

For proQ, the roles “proQ User” and “proQ User with eAccept” could be assigned by the Portal Manager.
An overview of the different possible role actions and prerequisites can be found on Business ID Help Center.

[Business ID Helpcenter]

Please note:
A Portal Manager cannot approve their own access request.
Another Portal Manager must approve it.

Video Guides for Market and Organization Administrators of Business ID Identity & Access Management:



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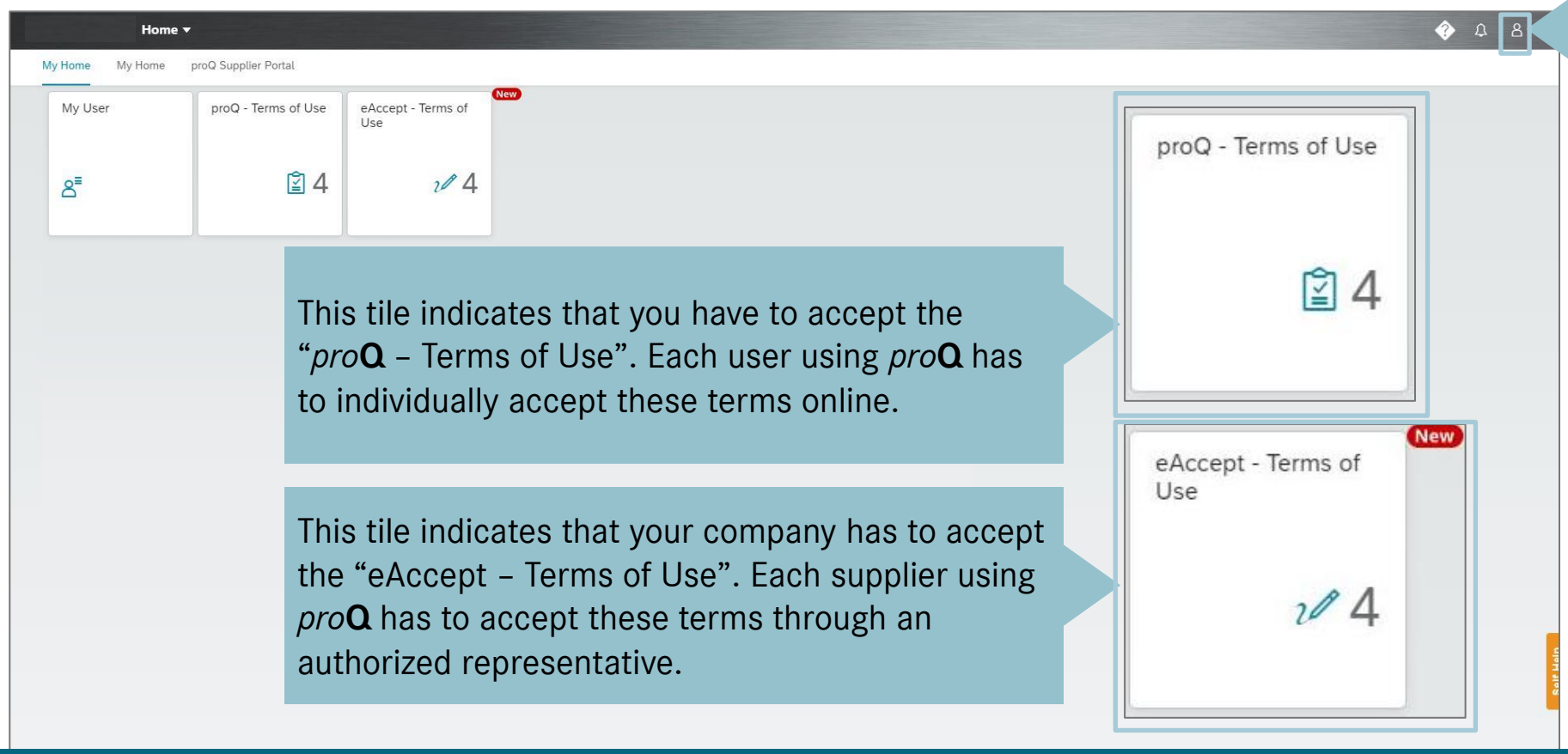
The *pro*Q application and its “Terms of Use” tiles



If these tiles are not visible, please check the “App Finder” and pin the required tile to your Launchpad.

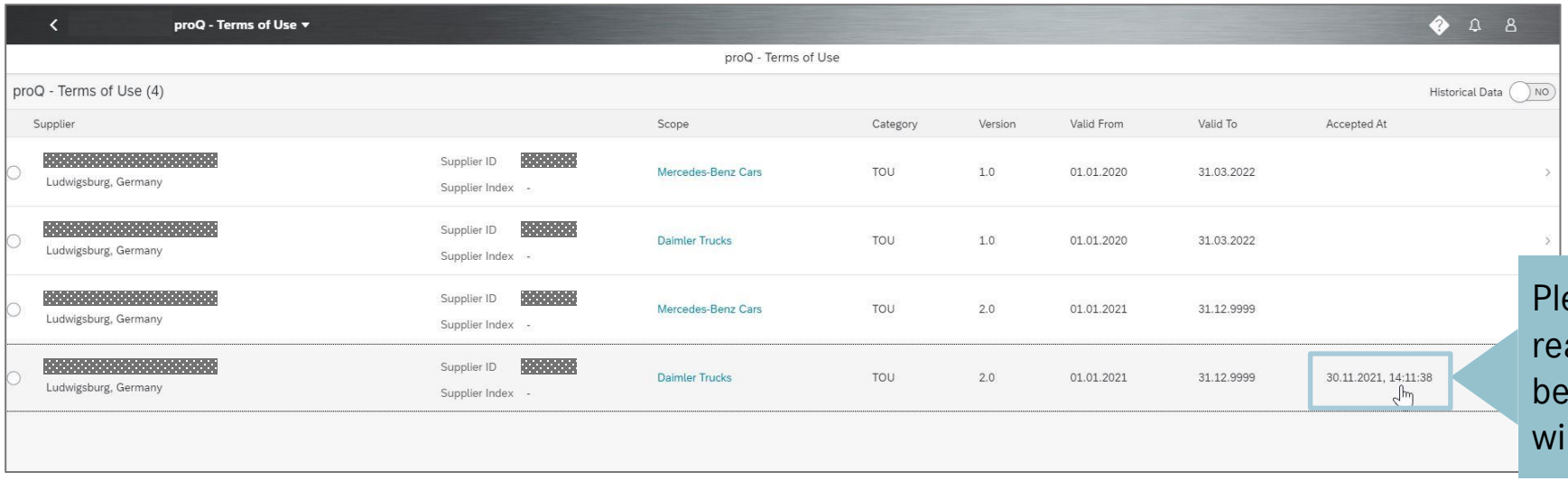
This tile indicates that you have to accept the “*pro*Q – Terms of Use”. Each user using *pro*Q has to individually accept these terms online.

This tile indicates that your company has to accept the “eAccept – Terms of Use”. Each supplier using *pro*Q has to accept these terms through an authorized representative.

Please start the “Terms of Use” accepting process by selecting one of the tiles.
The “eAccept – Terms of Use” tile is only visible if you applied for the role “User with eAccept”.

The “*pro*Q – Terms of Use” acceptance process

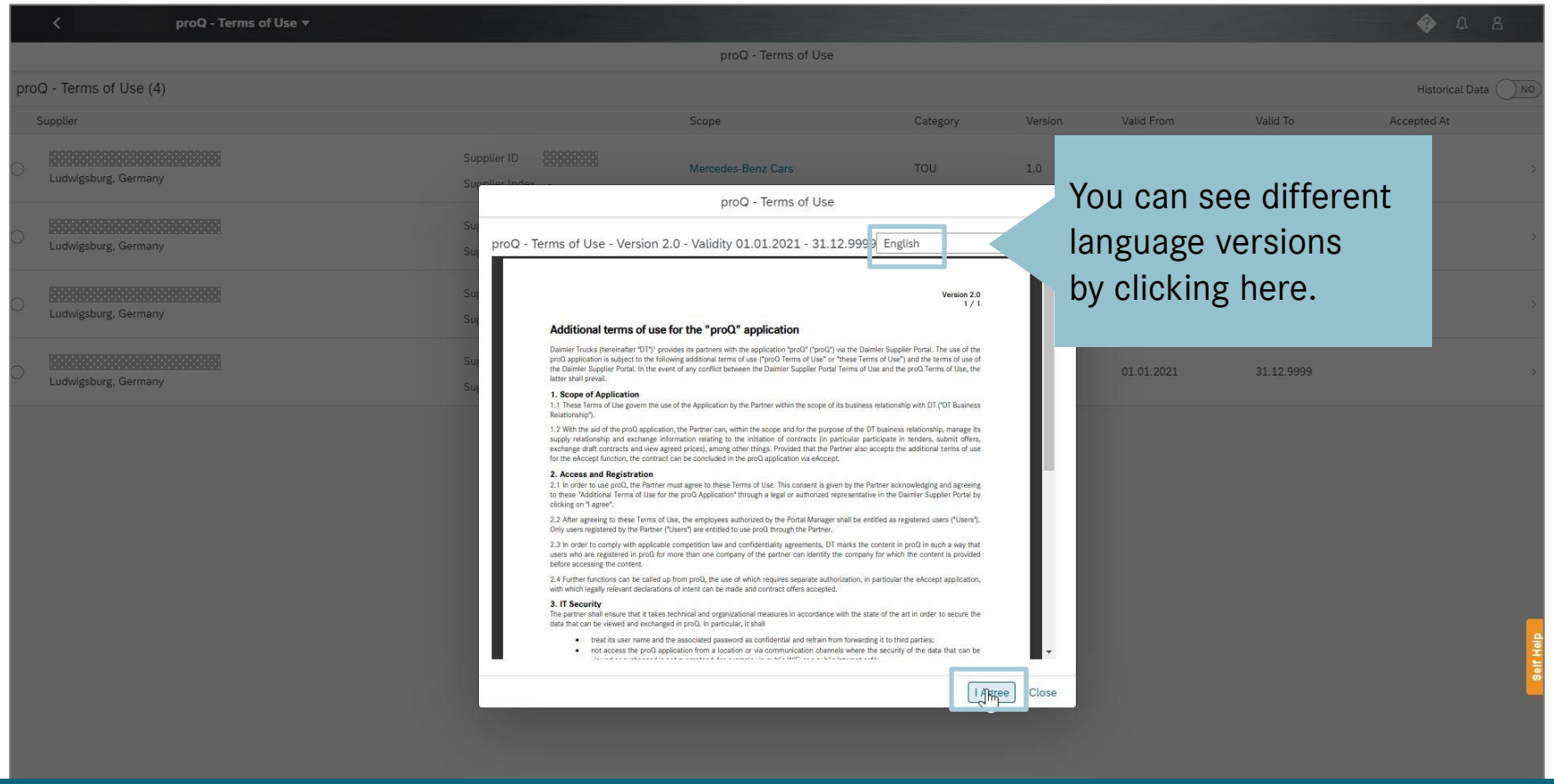
The “*pro*Q – Terms of Use” acceptance process



Please note that due to technical reasons, any confirmation received between August and November 2021 will be shown as November 30, 2021.

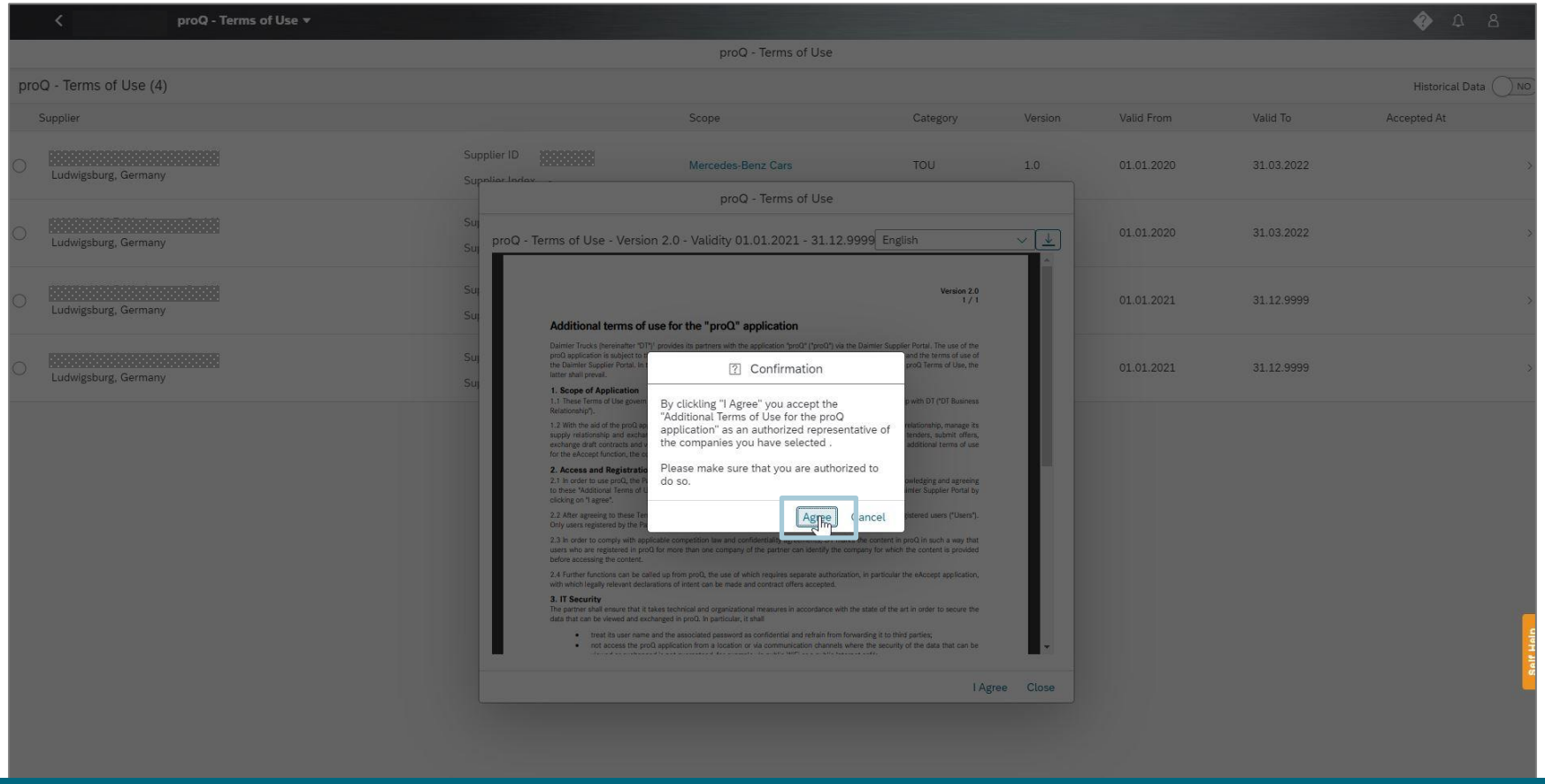
Here you can see all valid versions of the *pro*Q – Terms of Use.
During renewal periods, old and new versions are visible.
Please select the “Terms of Use” entry which you want to read.
To finish the *pro*Q acceptance process successfully, please always choose the **version 2.0.**

The “*pro*Q – Terms of Use” acceptance process



The popup shows the Terms of Use for the selected Supplier ID and Scope.
Please read the terms and click “I agree” if you agree with the “*pro*Q – Terms of Use”.

The “*pro*Q – Terms of Use” acceptance process



Please click “Agree” to confirm the acceptance process.
If you do not agree with the “*pro*Q – Terms of Use”, click “Cancel”.

The “eAccept – Terms of Use” acceptance process
Option 1: Digital Signature* – simple, fast & efficient

The “eAccept – Terms of Use” acceptance process

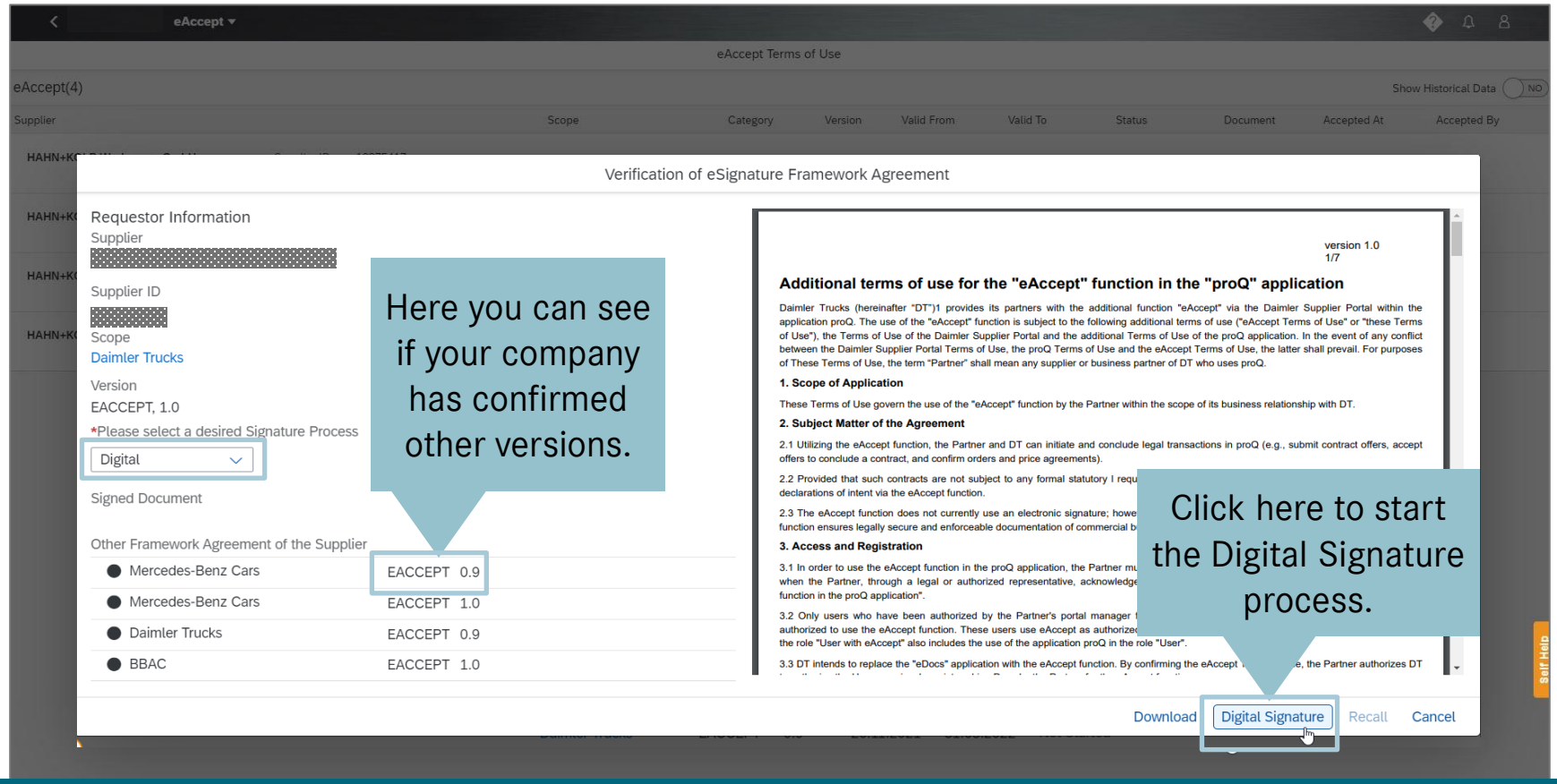
If you are enabled for several Supplier IDs, you see several entries here.

Please note that due to technical reasons, any confirmation received between August and November 2021 will be shown as November 30, 2021.

For technical reasons, you may see a “0.9” version if you were “eDocs User” or “eDocs Admin” earlier.

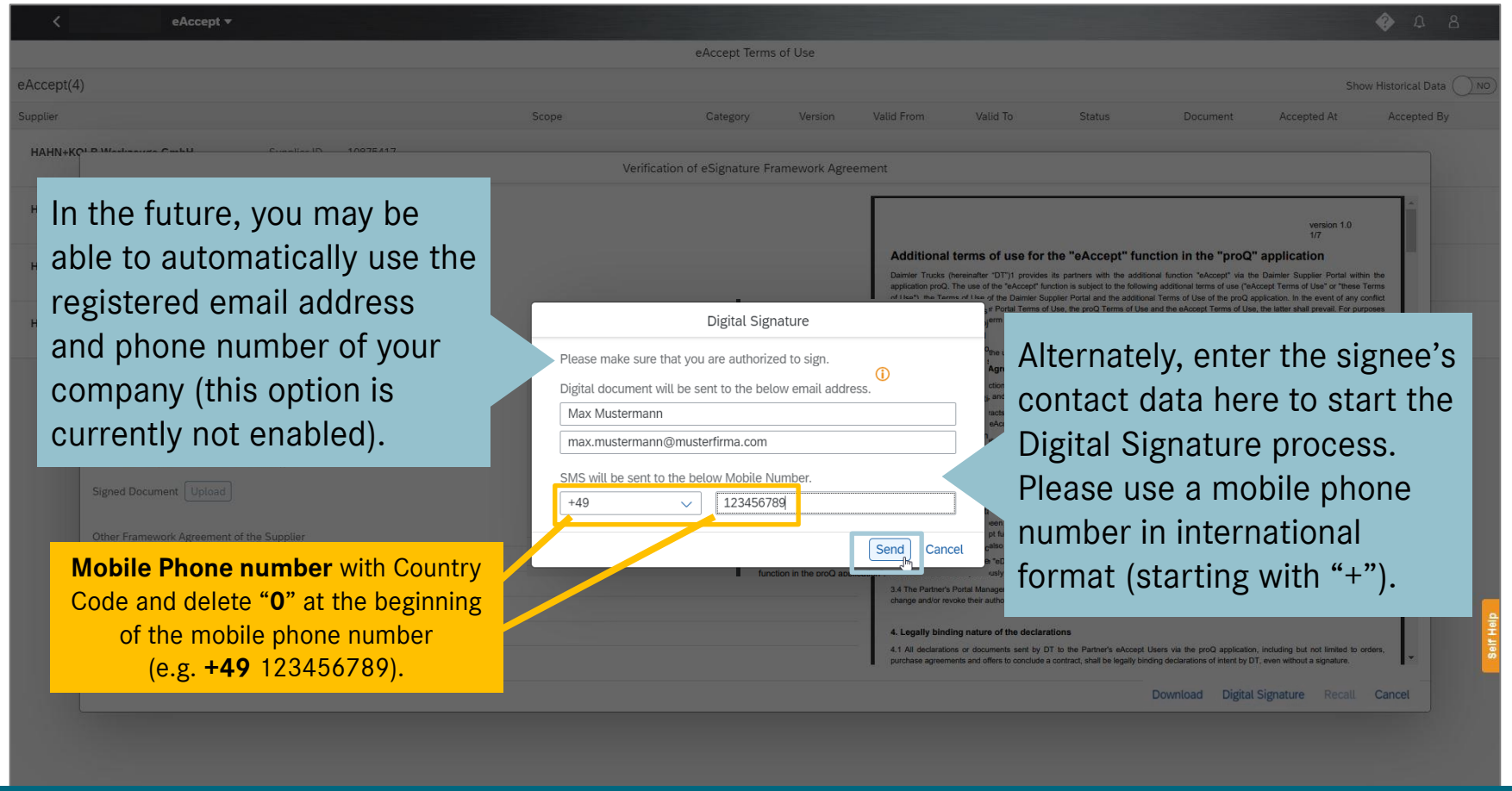
You see all valid versions of the eAccept – Terms of Use.
During renewal periods, several versions are visible.
Please select the “Terms of Use” entry which you want to read.
To finish the eAccept acceptance process successfully, please always choose the **version 1.0.**

The “eAccept – Terms of Use” acceptance process
Option 1: Digital Signature* – simple, fast & efficient



Please read the “eAccept – Terms of Use” and decide how to process your acceptance.
If you want to use an electronic signature to accept the Terms of Use, please select “Digital” in the drop-down menu and afterwards click on “Digital Signature”.

The “eAccept – Terms of Use” acceptance process
Option 1: Digital Signature* – simple, fast & efficient



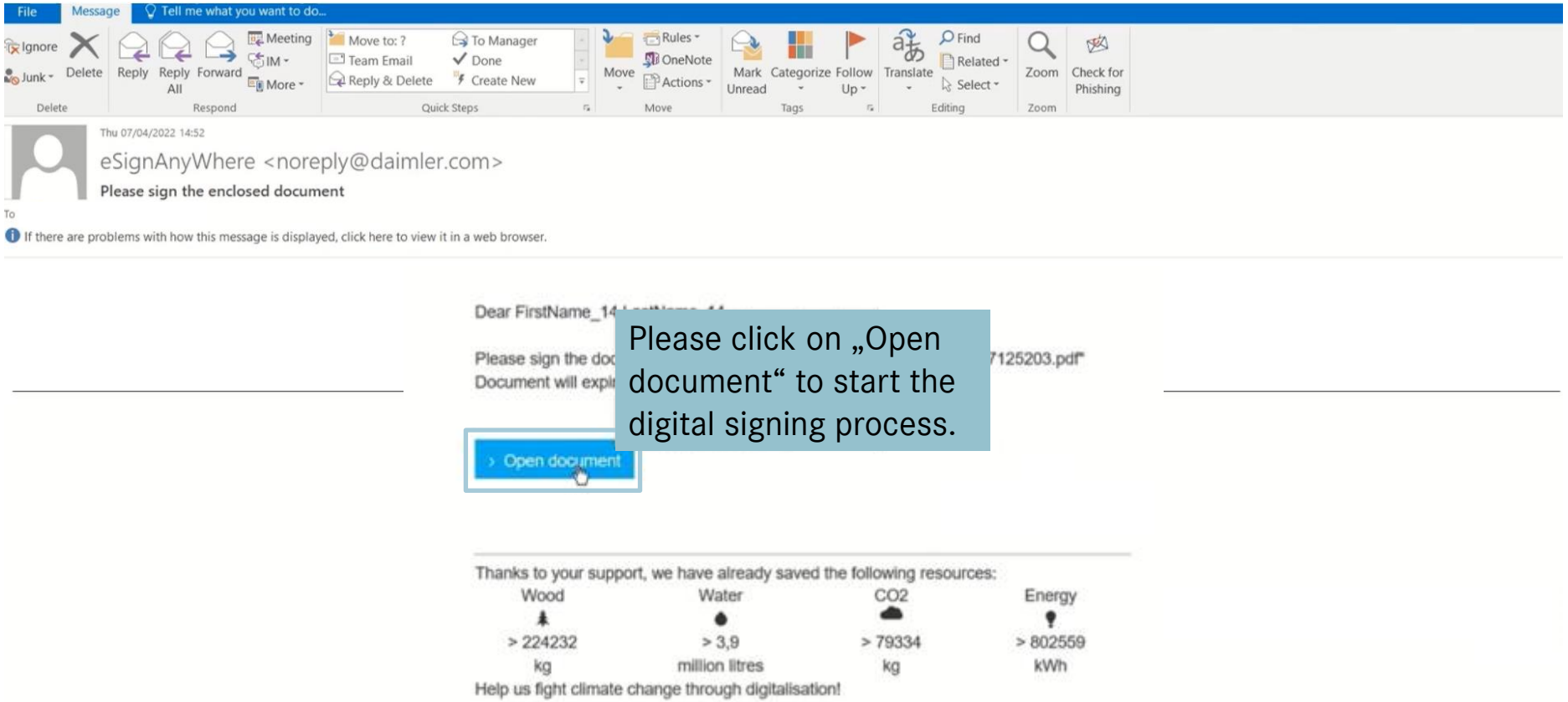
In the future, you may be able to automatically use the registered email address and phone number of your company (this option is currently not enabled).

Mobile Phone number with Country Code and delete “**0**” at the beginning of the mobile phone number (e.g. **+49** 123456789).

Alternately, enter the signee’s contact data here to start the Digital Signature process. Please use a mobile phone number in international format (starting with “+”).

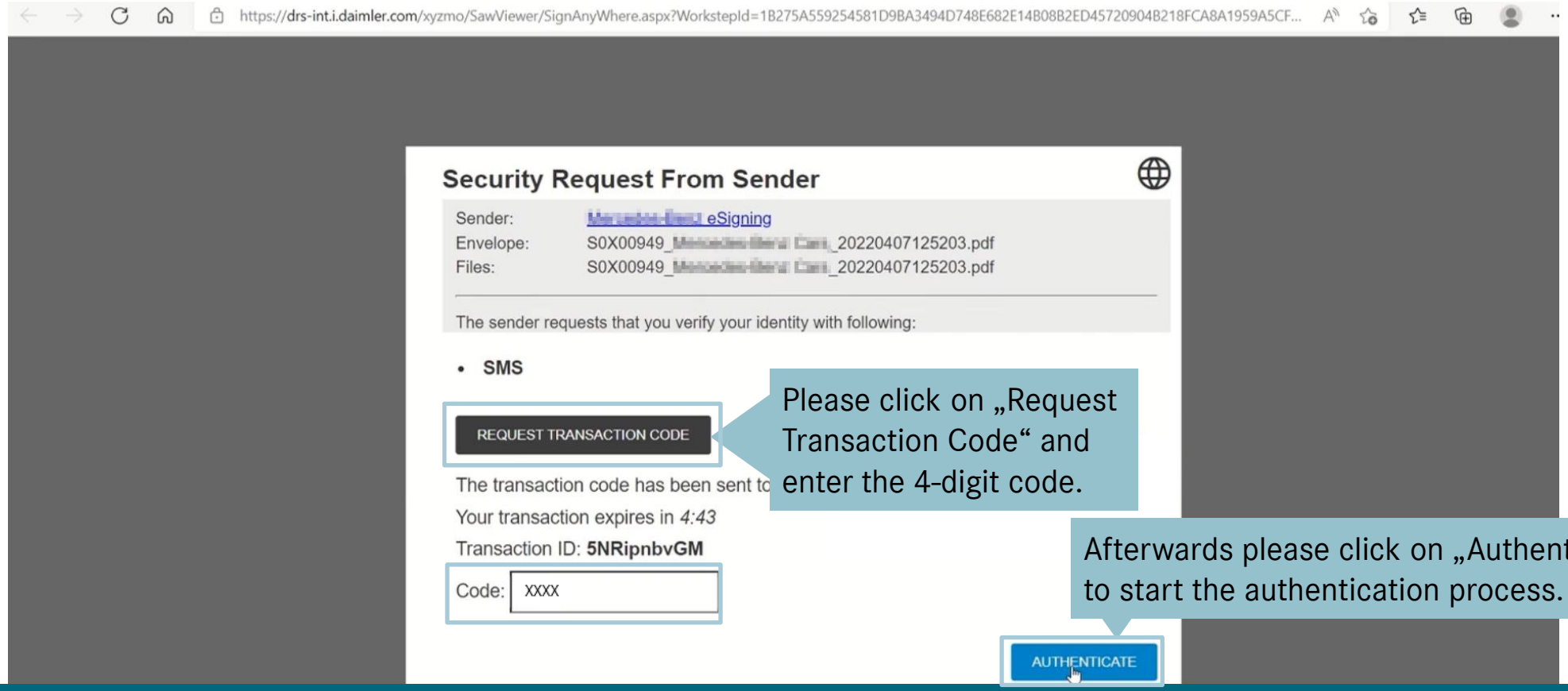
Please enter the signee’s email and mobile phone number (starting with “+”) to start the Digital Signature process to accept the Terms of Use.

The “eAccept – Terms of Use” acceptance process
Option 1: Digital Signature* – simple, fast & efficient



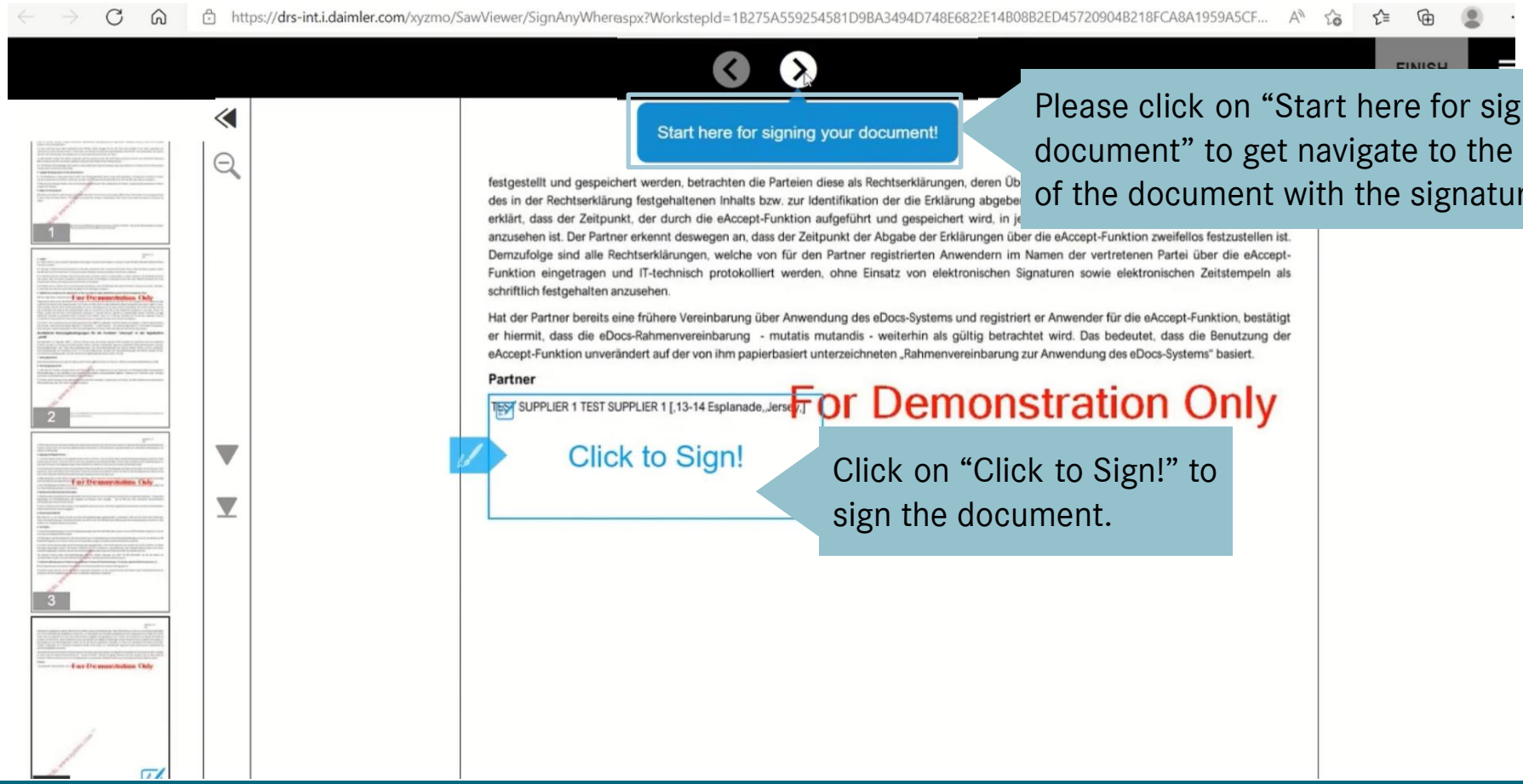
Haven’t received an email from the sender 'eSignAnywhere'?
Please also check the spam folder of your email application.

The “eAccept – Terms of Use” acceptance process
Option 1: Digital Signature* – simple, fast & efficient



Loading the document may take a few seconds, please wait and **do not close** the browser window.
Please enter the 4-digit code you received by text message on your mobile phone.
The second step is the authenticity check.

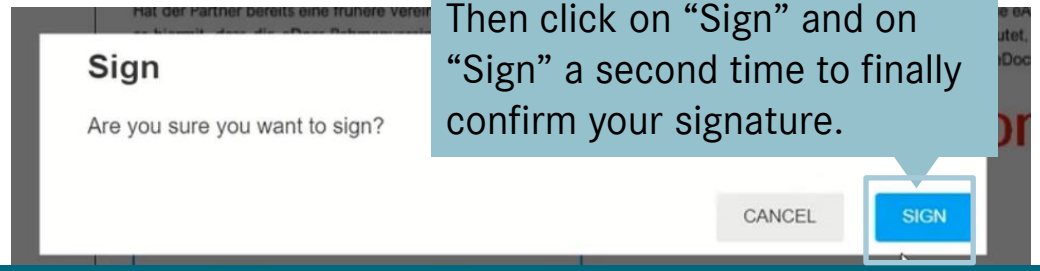
The “eAccept – Terms of Use” acceptance process Option 1: Digital Signature* – simple, fast & efficient



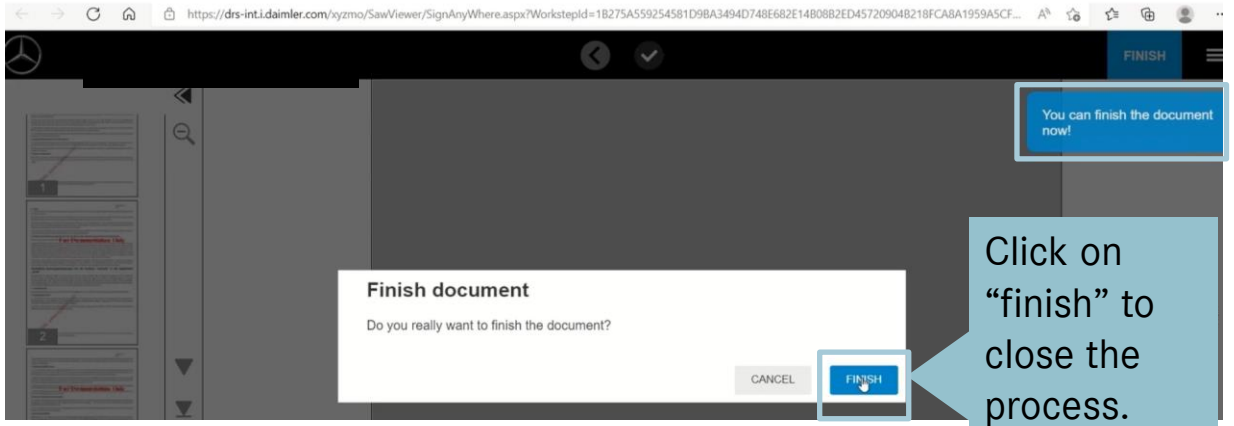
Please start the final signature process via “Start here for signing your document” and “Click to Sign!”.

The “eAccept – Terms of Use” acceptance process
Option 1: Digital Signature* – simple, fast & efficient

Please click “Click to Sign” to confirm that you are authorized to sign.



Then click on “Sign” and on “Sign” a second time to finally confirm your signature.



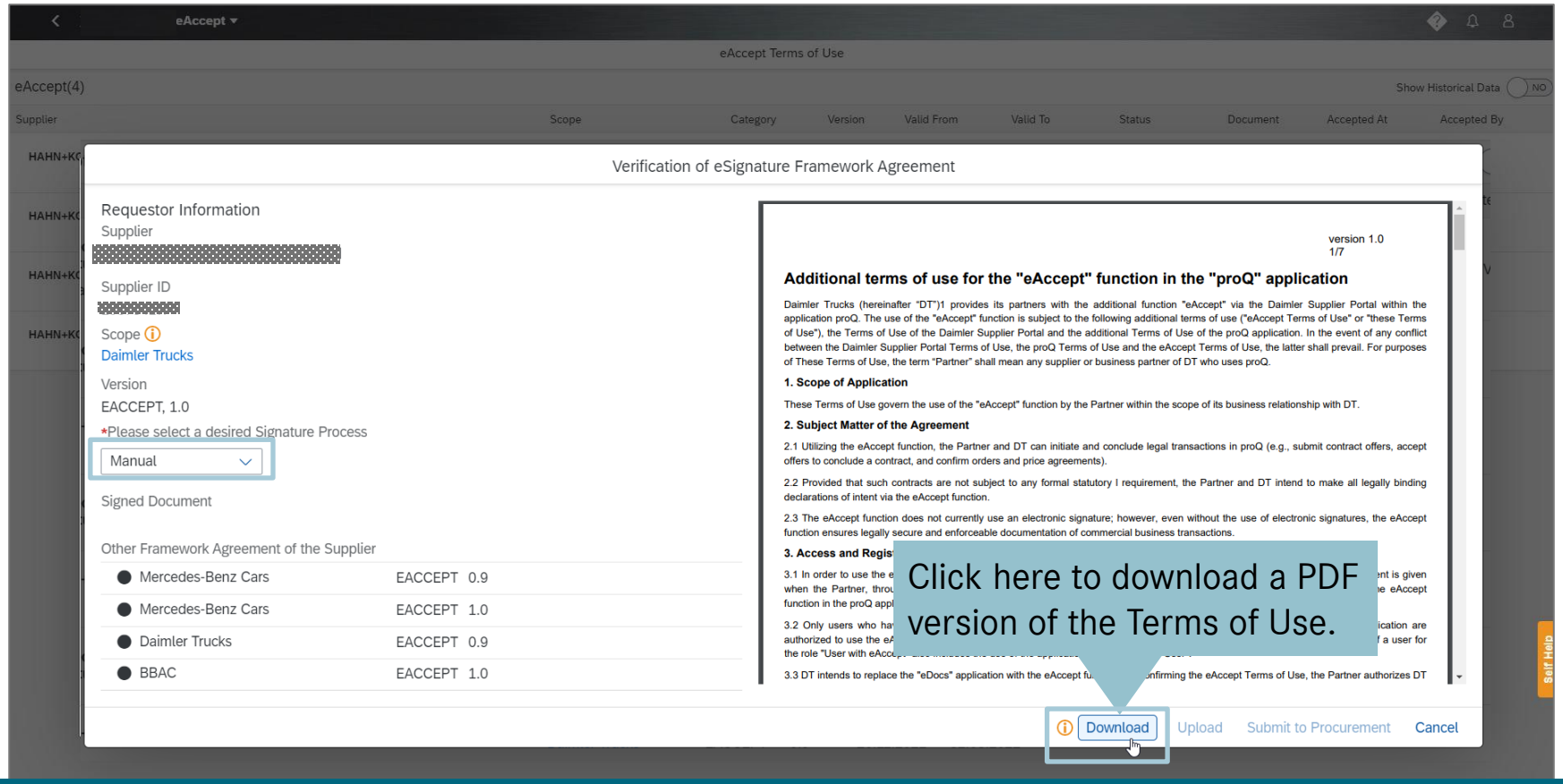
Click on “finish” to close the process.

Document is signed successfully.

In the first step, please confirm that you are authorized to sign.
In the second step, you will be asked twice to confirm that you wish to finalize the signature.
Once completed, your successfully submitted signature will be displayed, and the eAccept functions will be activated.

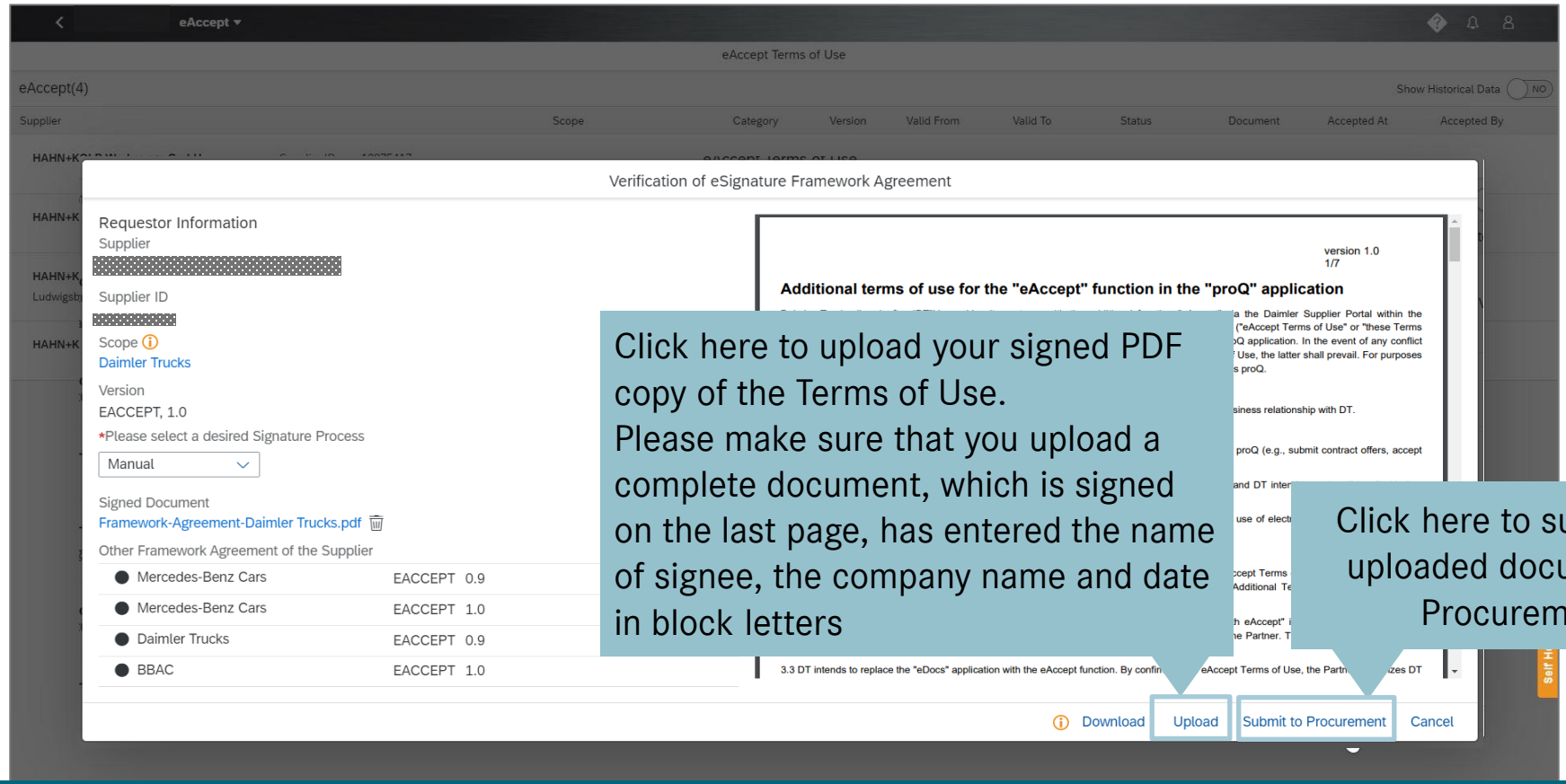
The “eAccept – Terms of Use” acceptance process
Option 2: Manual Signature

The “eAccept – Terms of Use” acceptance process Option 2: Manual Signature



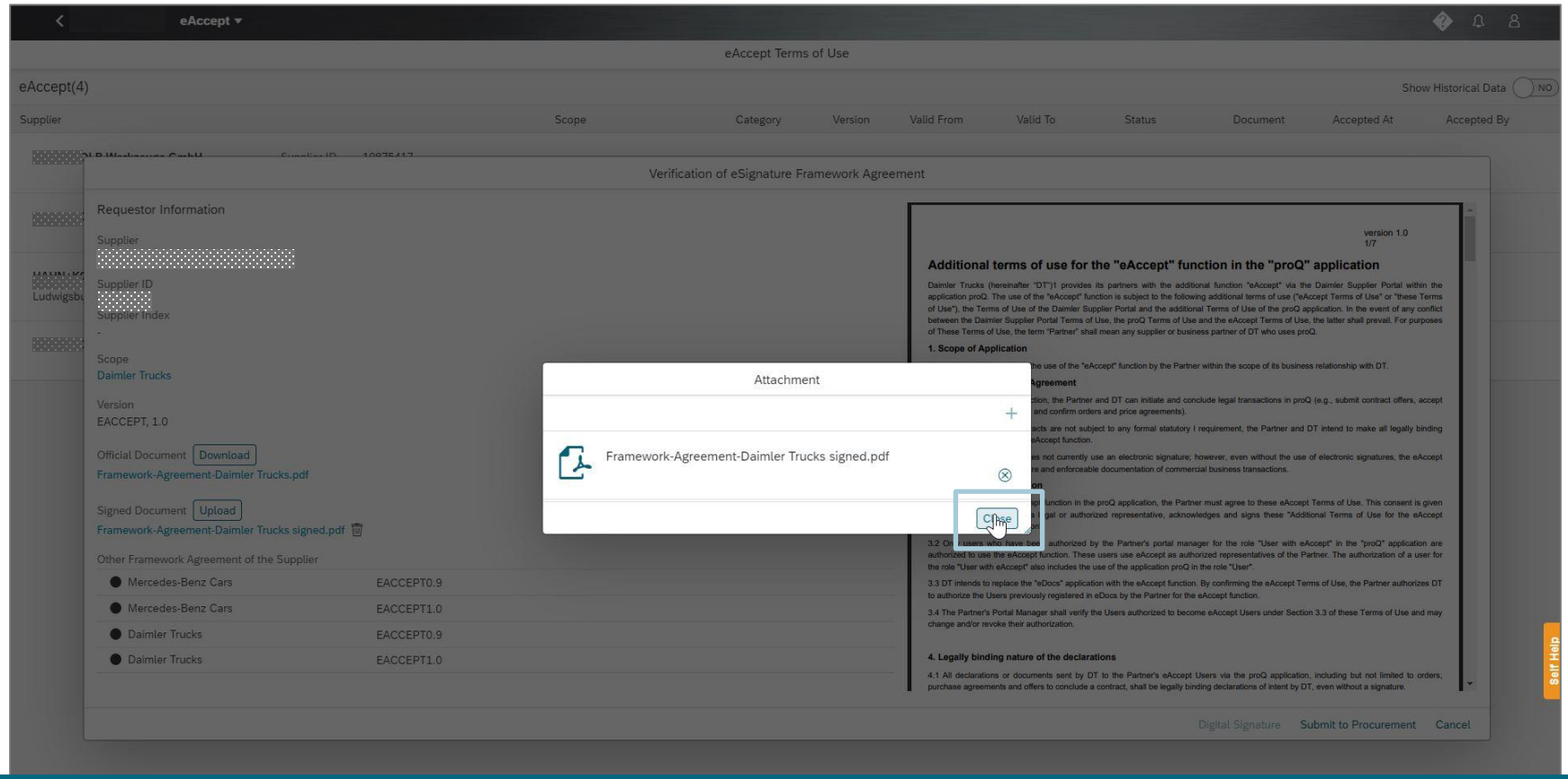
If you cannot use the Digital Signature tool to accept the Terms of Use, please select “Manuel” in the drop-down menu. Afterwards download a PDF copy and sign it offline, scanning in the signed document to upload a signed document.

The “eAccept – Terms of Use” acceptance process Option 2: Manual Signature



After uploading your signed version, please click “Submit to Procurement” to complete your action.

The “eAccept – Terms of Use” acceptance process Option 2: Manual Signature



After your uploaded copy has been verified, the eAccept features are enabled.

FAQ

FAQ

1. What to do if my manual uploaded document was rejected?

→ Please check the entered comment. Then click on the „Download“ button and upload a new document via the „Upload“ button.

2. What do to if you want to reset the digital signature process?

→ If the document is not signed within 30days and now has the status „expired“, please click on the „Recall“ button to reset the workflow.

→ Same approach could be used to switch from the digital to the manual signature process.

3. Who can be contacted for technical support?

→ Please see support overview page: Support Request | MFTBC Supplier Portal