

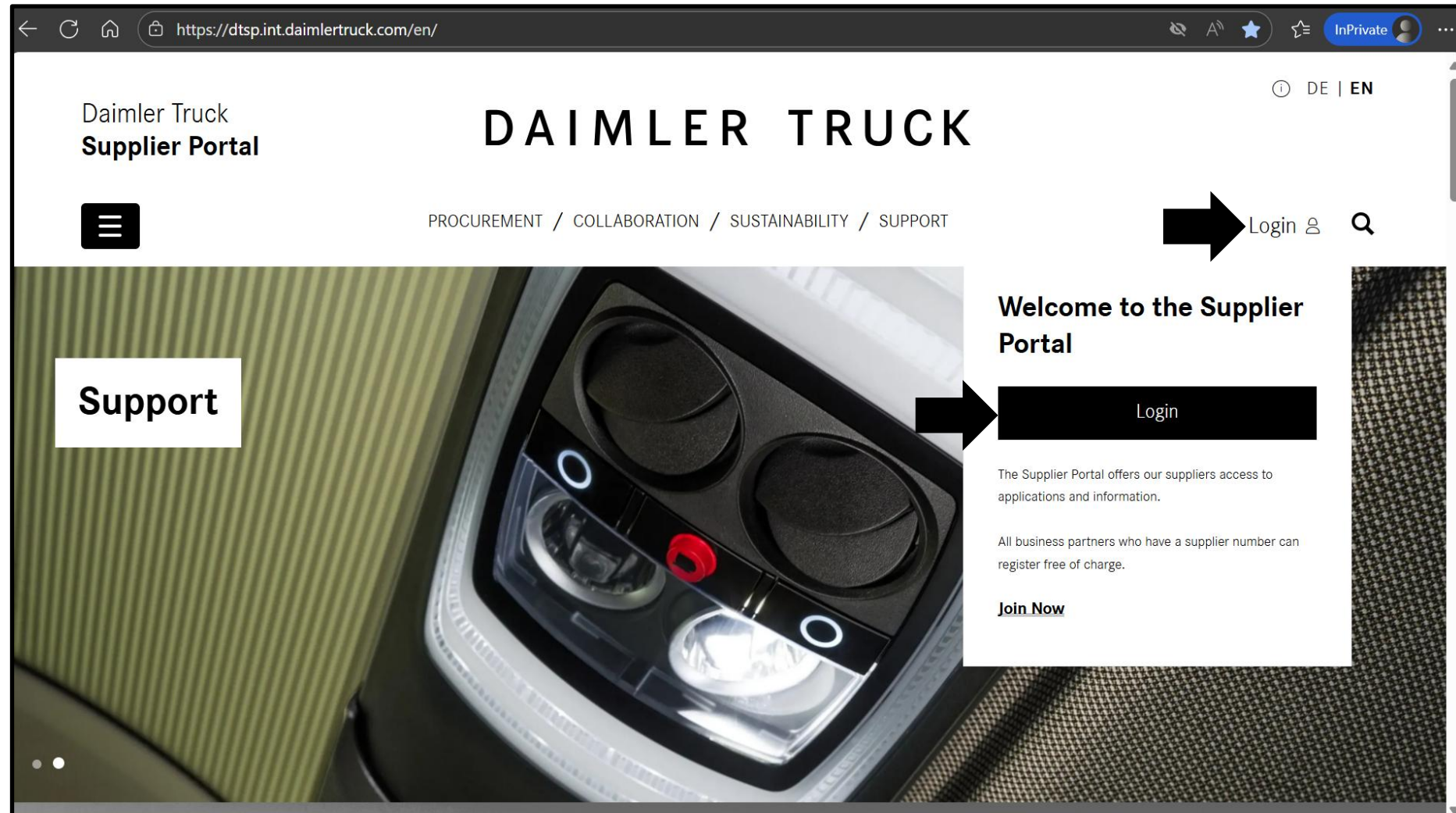
DAIMLER TRUCK

How to Edit Personal Details in the DTSP

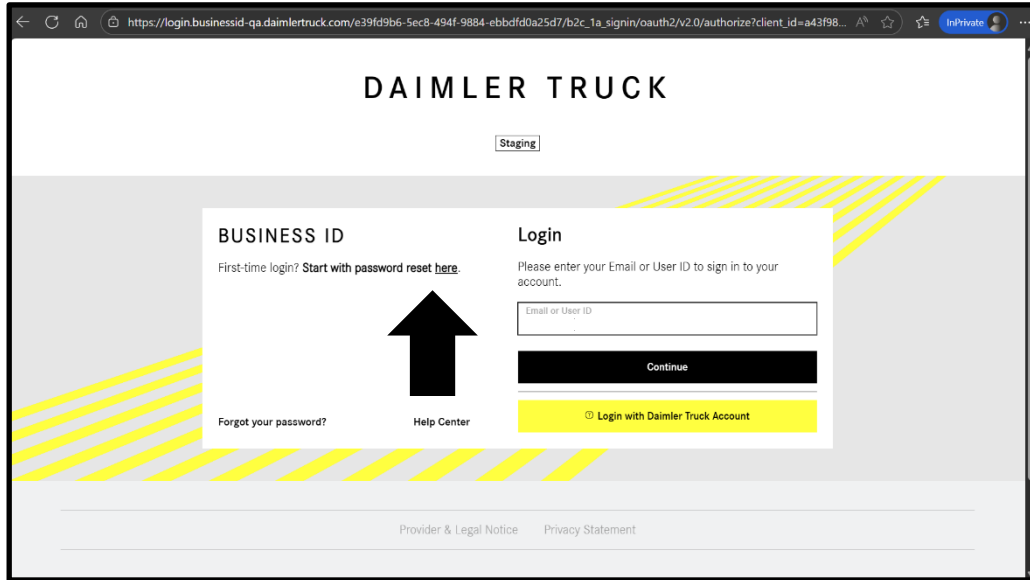


Step 1: Access the Daimler Truck Supplier Portal and click “**Login**”.

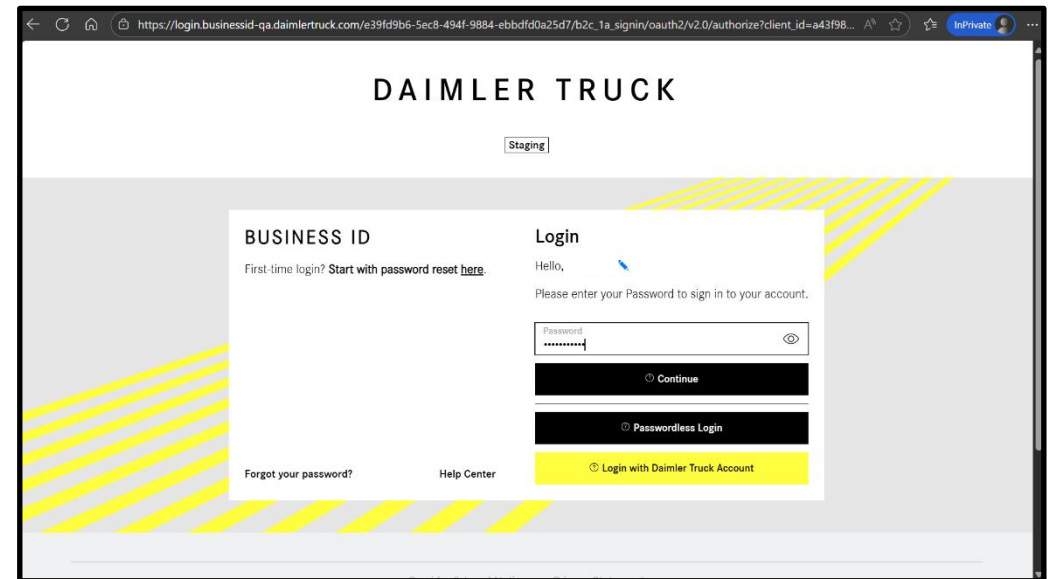
URL: <https://supplier.daimlertruck.com>



Step 2: If you're logging in for the first time, click on option shown below to reset your password. Otherwise, enter your login credentials to proceed.

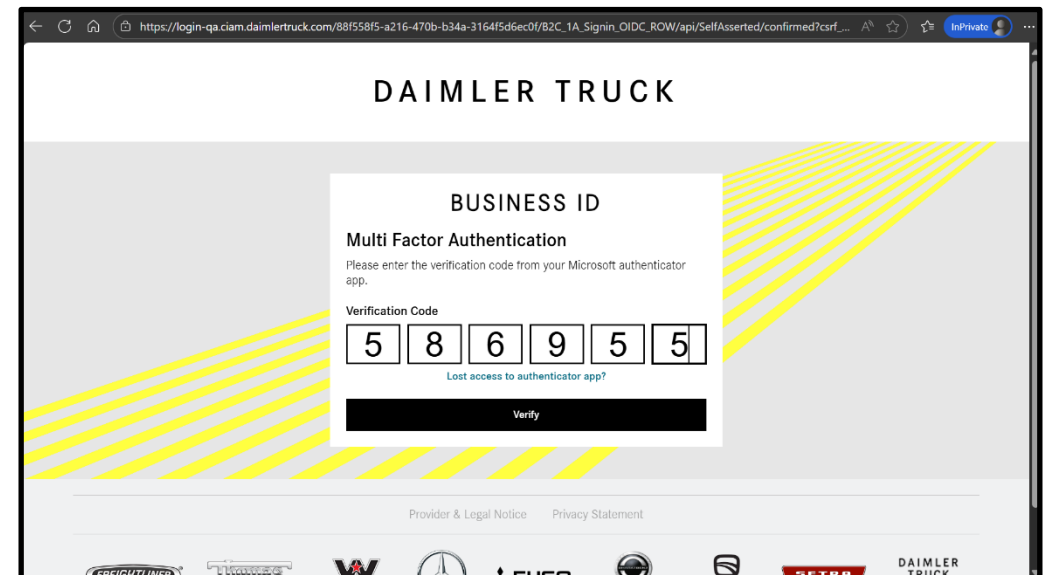
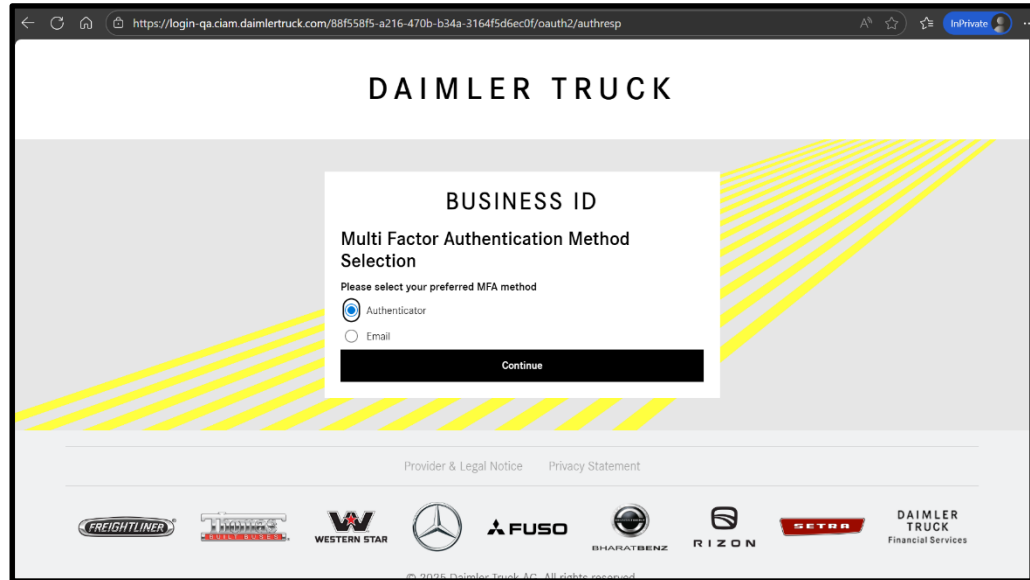


The screenshot shows the Daimler Truck login page. At the top, the 'DAIMLER TRUCK' logo is displayed, followed by a 'Staging' label. The main content area is divided into two sections: 'BUSINESS ID' and 'Login'. The 'BUSINESS ID' section contains the text 'First-time login? Start with password reset [here](#).' and a large black upward-pointing arrow. Below the arrow are links for 'Forgot your password?' and 'Help Center'. The 'Login' section prompts the user to 'Please enter your Email or User ID to sign in to your account.' and features an input field for 'Email or User ID', a 'Continue' button, and a yellow button labeled 'Login with Daimler Truck Account'. At the bottom of the page, there are links for 'Provider & Legal Notice' and 'Privacy Statement'.

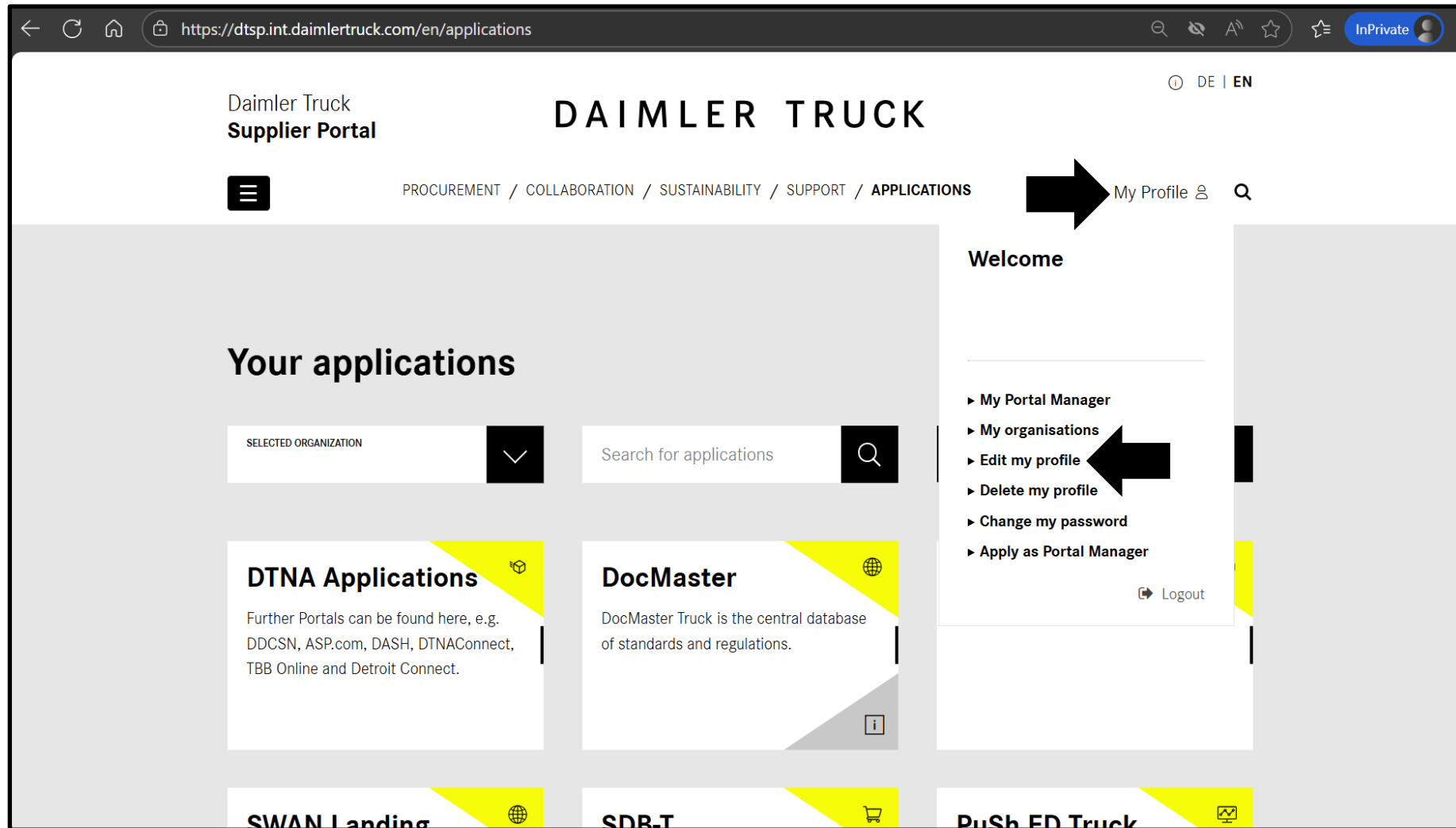


This screenshot shows the same Daimler Truck login page, but with the 'Login' section active. The 'BUSINESS ID' section remains the same. In the 'Login' section, the text now says 'Hello,' followed by 'Please enter your Password to sign in to your account.' There is a password input field with a masked password '*****' and a toggle icon. Below the input field are buttons for 'Continue', 'Passwordless Login', and 'Login with Daimler Truck Account'. The 'Forgot your password?' and 'Help Center' links are still present at the bottom of the login section.

Step 3: Choose your preferred MFA method (email or authenticator app) and complete the authentication process.



Step 4: Navigate to “My Profile” and select the “Edit my profile”.



Step 5: To update the jobtitle, click the drop-down, choose the required jobtitle by selecting the checkbox, and click the **“Save”** button.

The screenshot shows a web browser window with the URL <https://supplier.daimlertruck.com/en/useraccount/edit-my-profile>. The page title is "Edit user profile".

General Information

You can update your general profile information here.

Supplier number: Company: Username:

Job Title: (3) Management, Key account, Title: First Name:

☒ Management
☐ Bookkeeping
☐ Service
☐ Procurement
☐ Development
☐ IT
☒ Key account

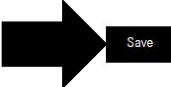
Phone Number:

Contact Information

You can update your contact information here.

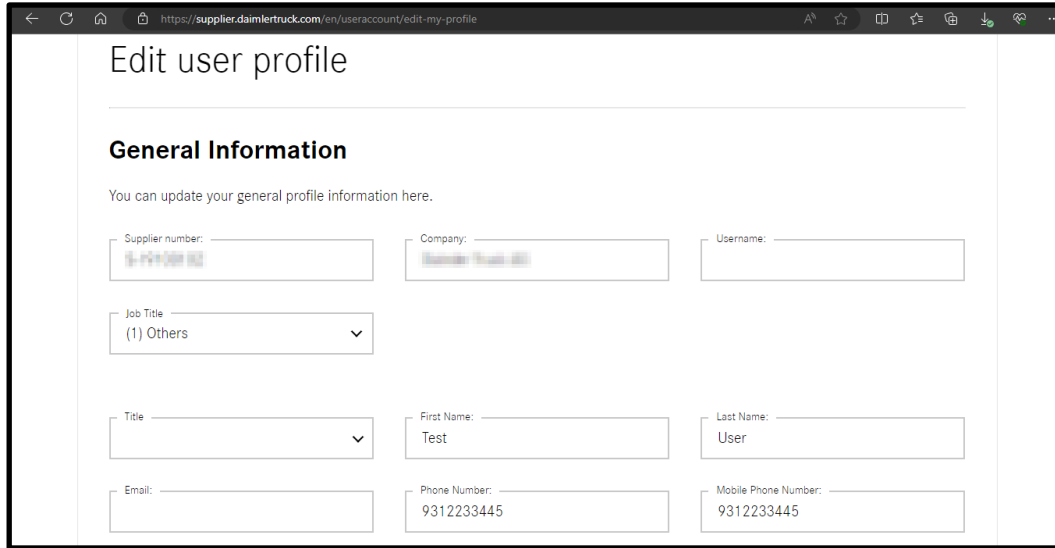
Street: City: State or Province:

Zip/Postal Code: Country:

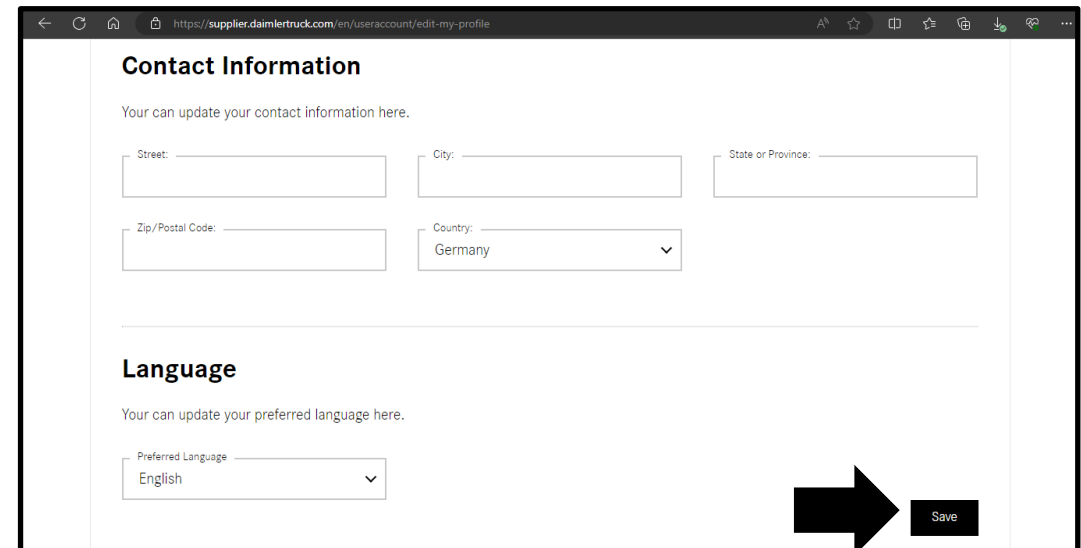


Step 6: You can also update the remaining fields (e.g. Email-ID, Phone Number etc.) as required.
After making the changes, click **“Save”**.

Note: Once the changes are saved, log out and log in to confirm the updates.



The screenshot shows a web browser window with the URL <https://supplier.daimlertruck.com/en/useraccount/edit-my-profile>. The page title is "Edit user profile". Below the title is a section header "General Information" followed by the text "You can update your general profile information here." The form contains several input fields: "Supplier number:" with a value "5-1937308 00", "Company:" with a value "Daimler Truck AG", "Username:" (empty), "Job Title:" with a dropdown menu showing "(1) Others", "Title:" with a dropdown menu (empty), "First Name:" with a value "Test", "Last Name:" with a value "User", "Email:" (empty), "Phone Number:" with a value "9312233445", and "Mobile Phone Number:" with a value "9312233445".



The screenshot shows the same web browser window, but now displaying the "Contact Information" section. The text "You can update your contact information here." is present. The form includes fields for "Street:", "City:", "State or Province:", "Zip/Postal Code:", and "Country:" with a dropdown menu showing "Germany". Below this is a section header "Language" followed by the text "Your can update your preferred language here." and a dropdown menu for "Preferred Language" showing "English". A large black arrow points to a "Save" button in the bottom right corner.