

## Quick Reference

## Registration for the Daimler Supplier Portal (in Covisint) to access the EngineeringPortal

## Contents

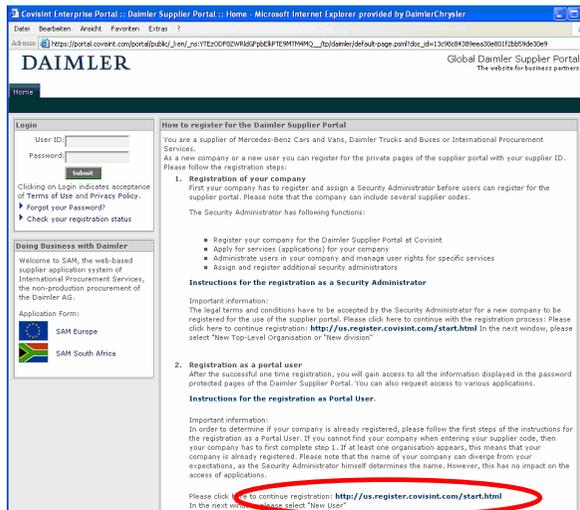
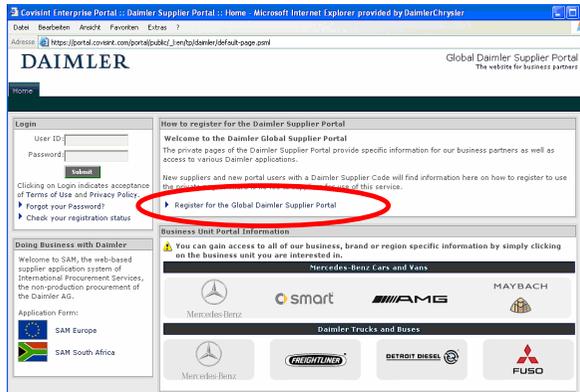
- Registration for the Daimler Supplier Portal
- Access to the EngineeringPortal

## Your contact at Daimler:

Service Desk EngineeringPortal and SWAN  
 Tel.: +49 7031 90 - 89042 und - 81835  
 Fax.: +49 7031 90 - 3877  
 Email: engineeringportal@daimler.com

## Register for the Daimler Supplier Portal

### 1 http://daimler.covisint.com



- Click on <http://us.register.covisint.com/start.html>

### 2 Register as new user

Thank you for choosing to register with Covisint. To begin the multi-step process, please select from the options below. If you are unsure what option to select, [help for this screen is available](#)

**organization options**

**New User**  
 Select this method if you are an employee of an existing Covisint Member Company seeking access to one of the applications your organization uses or subscribes to OR if you are not sure if your organization is registered.

**Please note:** after selecting this option, you will be prompted to locate your Organization within our system.

**New Top-Level Organization**  
 select this method if you wish to join the Covisint Exchange as a new Covisint Organization

**Please note:** you must be the individual wishing to be the Security Administrator\* of your Top-Level Organization to select this method.

**New Division**  
 select this method if you would like to become the Security Administrator\* of a new division within an existing Covisint Organization

**Please note:** after selecting this option, you will be prompted to locate your Organization within our system.

\* the responsibilities of the Security Administrator will be explained in detail after you select a registration method. However, you may choose to cancel your registration in order to allow a different member of your Organization to register as the Security Administrator.

[begin registration](#)

### 3

## Find your organisation/company

As a new user, you may perform a keyword search for any 'active' organization by full name, by 'begins with', or by 'contains' criteria. If you are unable to find your organization after performing a search, you may decide to create a new organization.

**find organization by keyword search**

enter organization name:  contains  search tips

results per page: 50  search

- OR -

If your company does business with any of the companies displayed in the drop-down list below, you may be able to find your Covisint organization using their supplier code identifier. Select a company from the drop-down, then enter the supplier code they use to identify your company.

**find organization by supplier code**

select a supplier portal: Mercedes-Benz Cars and Daimler Trucks (Daimler Portal: Access to Mercedes-Benz Cars and Daimler Trucks)

enter supplier code:

results per page: 50  search

In the second search section:

- Select „Mercedes-Benz Cars and Daimler Trucks (Daimler Portal:Access to...“
- Enter your supplier code

Your organization has elected to delegate administration into one or more administrative divisions. Using the Organization Name and the organization responsible for approving your registration request from the structure below.

Organization Name	Address
Muster & Eisen GmbH & Co.KG	Reinhold-Wurth-Strasse 12-17, Künzelsau 6
Achmann Vertriebsgesellschaft mbH -- (top level organization)	Mühlpasse 14, Fordtberg-Ernstbach Baden
Musert Umformtechnik GmbH & Co.KG -- (top level organization)	Carl-Arnold Str. 25, Forchtenberg - Ernstbach
Muster Service GmbH & Co.KG -- (top level organization)	Haikerstr. 54, Ratingen / Rheinland NRW 4
Mausser +Hau GmbH & Co.KG -- (top level organization)	Borsigstr. 40, Stuttgart Baden-Württemberg
Hommel12 Bachmann Vertriebsgesellschaft mbH KG -- (top level organization)	Heidelberger Str. 52, Viernheim Hessen 695
Muster Automatenstahl GmbH & Co.KG -- (top level organization)	Industriepark Wuerrth, Drillberg Bad Mergent
IndustrieserviceXC GmbH & Co.KG -- (top level organization)	Zeilbaumweg 15, Öhringen Baden-Württeml

[continue registration](#) [new search](#)

- Select your Company/Department

### 4

## Enter user information

**user information**

**\* = required fields**

Organization Name:  Mauser+Hau GmbH & Co.KG

Prefix:  (Mr., Mrs., Ms., Miss)

\*First Name:  Harald

Middle Name:

\*Last Name:  Mustermann

Job Title:

\*Address 1:  Carl-Arnold Str. 39

Address 2:

Address 3:

\*City/Region:  Forchtenberg

\*State/Province:  BW

\*Postal Code:  74670

\*Country:  GERMANY

\*Phone Number:  258963214

mobile phone number:

Fax Number:

\*Email Address:  1abccd@efgh.com

Wireless Email Address:

\*Time Zone:  (GMT-05:00) Eastern Time (US & Canada)

\*Language Preference:  English

Note: This language selection does not guarantee the availability of the language in Covisint services or applications.

[continue registration](#) [undo changes](#)

