

Supplier Portal

Quickguide for Users
<https://supplier.mercedes-benz.com>

Mercedes-Benz



Legend



Portal manager



User



Apply as portal manager



Registration



Approve New User



Add A New User



Delete User



Assign a new role



Report / Review Users



Request applications



Change password yourself



User: Registration

- 

New User
- [Enter](#)
- Register for the Mercedes-Benz Supplier Portal

[Register here ↗](#)
- Registration

[Register ↗](#)
- 01 Supplier Number Verification

Mercedes-Benz Supplier Number:

Captcha Code

[Back](#) [Next](#)
- 02 Profile Data

PERSONAL INFORMATION

Name:

[Back](#) [Next](#)
- 04 Confirmation

Your registration request has been successfully submitted.

[Back to home page ↗](#)



Portal Manager: Approve New User

- 

Portal manager
- 

MANAGE

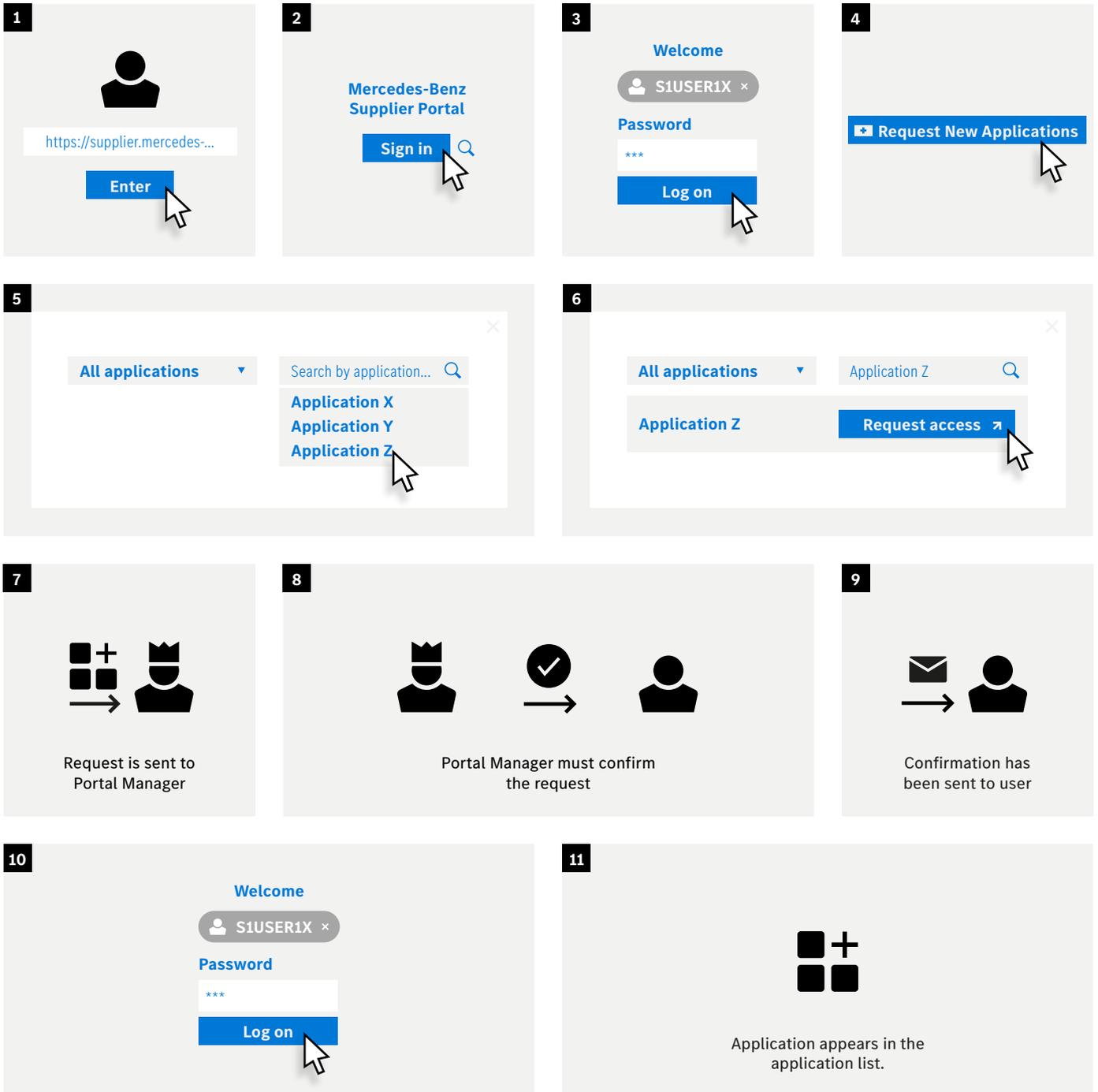
[Portal Manager Tool](#)
- 

Portal Manager must confirm newly registered user
- 

New supplier account created



User: Request applications





User: Change password yourself

1 
<https://supplier.mercedes-...>
Enter

2 Mercedes-Benz Supplier Portal
Sign in

3 Welcome
S1USER1X x
Password

Log on

4   
PERSONAL
Edit Profile

5

PROFILE

Edit Profile | Preferences | **Change Password** | Delete User

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

6 IAM | Password
Password PingID-FA Mainframe
..., please select Password -

7 Password
..., please select Password - Modify.

8 Welcome
S1USER1X x
Password

Log on

9 New password: New***
Repeat the new password: New***
Next

ABC	✓	> 10 ***	✓	!
abc	✓	< 64 ***	✓	last 12 Passwords
123	✓	ID name	✓	
! " \$ % & / () = ? _ @	✓	Ä ä Ö ö Ü ü	✓	

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.mercedes...

Enter

2

Mercedes-Benz Supplier Portal

Sign in

3

Welcome

S1USER1X

Password

Log on

4



MANAGE

Apply as Portal Manager

5

Supplier Number

X-XXXXXXZ

Apply

6



Thank you, your application has been sent successfully.

7



Confirmation has been sent to user

8

Mercedes-Benz Supplier Portal

Sign in

9

Data protection disclaimer

I agree to the Terms & Conditions

Accept

Reject

10



MANAGE

Portal Manager Tool

