

MANUAL SERVICECARDPORTAL

Registration for Workshops

IMPRESSUM

Mercedes ServiceCard GmbH & Co. KG, TE/SCX
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1. THE SERVICECARDPORTAL APPLICATION

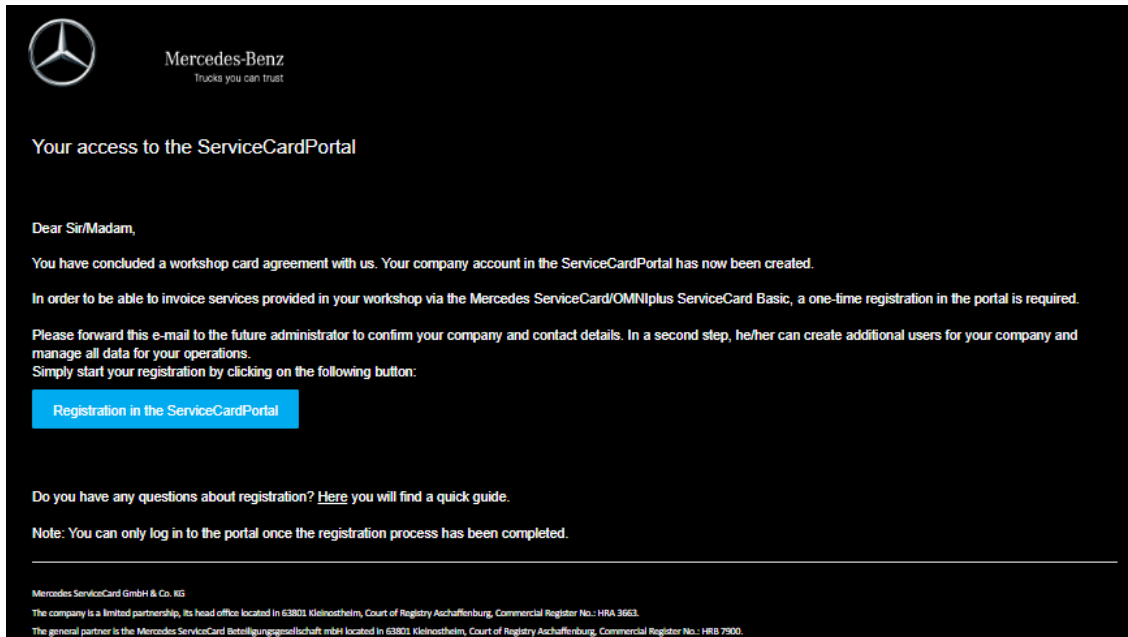
The ServiceCardPortal is the online platform for processing payment and service cards. In addition, the workshop staff will find all the important information they need to carry out the card related processing. The ServiceCardPortal is an application that Mercedes ServiceCard GmbH & Co. KG provides to all Daimler Truck and Daimler Buses workshops. In order to use the portal, companies must first register online at Mercedes ServiceCard GmbH & Co. KG.

Authorised dealers who have registered to use the portal can run the following functions:

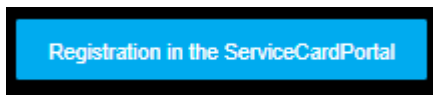
- Obtain guarantee of payment for the execution of workshop work and parts sales ("authorisation")
- Retrieve important customer-specific settlement information prior to invoicing
- Submit invoice data and the invoice document electronically
- Submit credit notes electronically
- Carry out preliminary verification of invoices
- Trigger master data changes

2. REGISTRATION

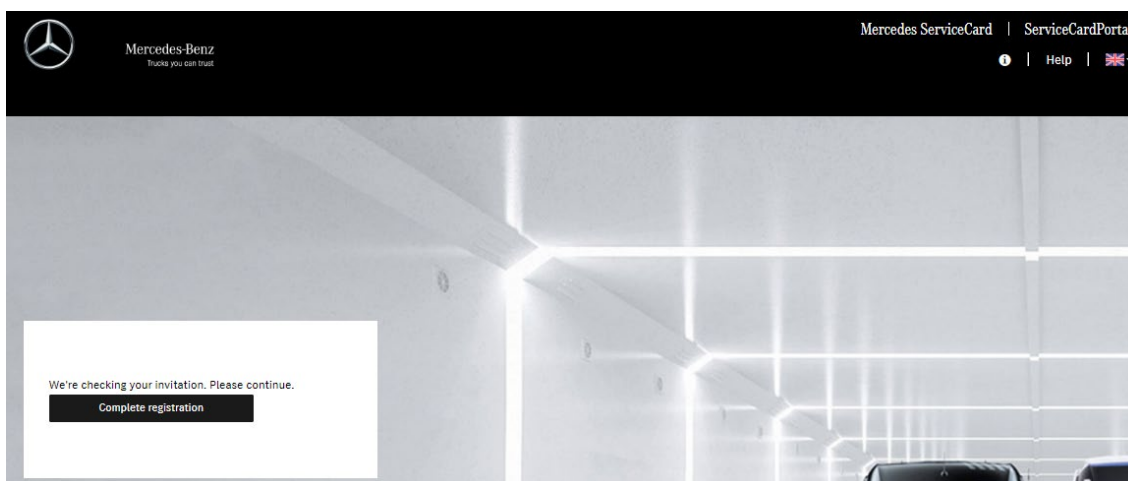
You received the following email from Mercedes ServiceCard as an invitation to register. This user is listed as an administrator in your account and has the rights to administrate workshop operations in the ServiceCardPortal and to create additional users.



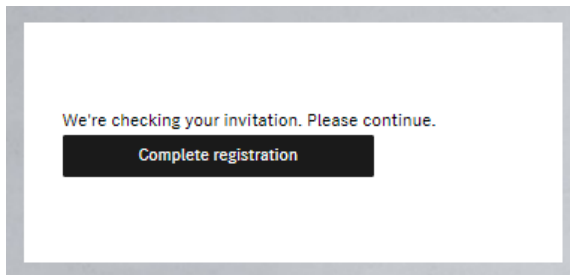
Please click on the button [Registration in the ServiceCardPortal].



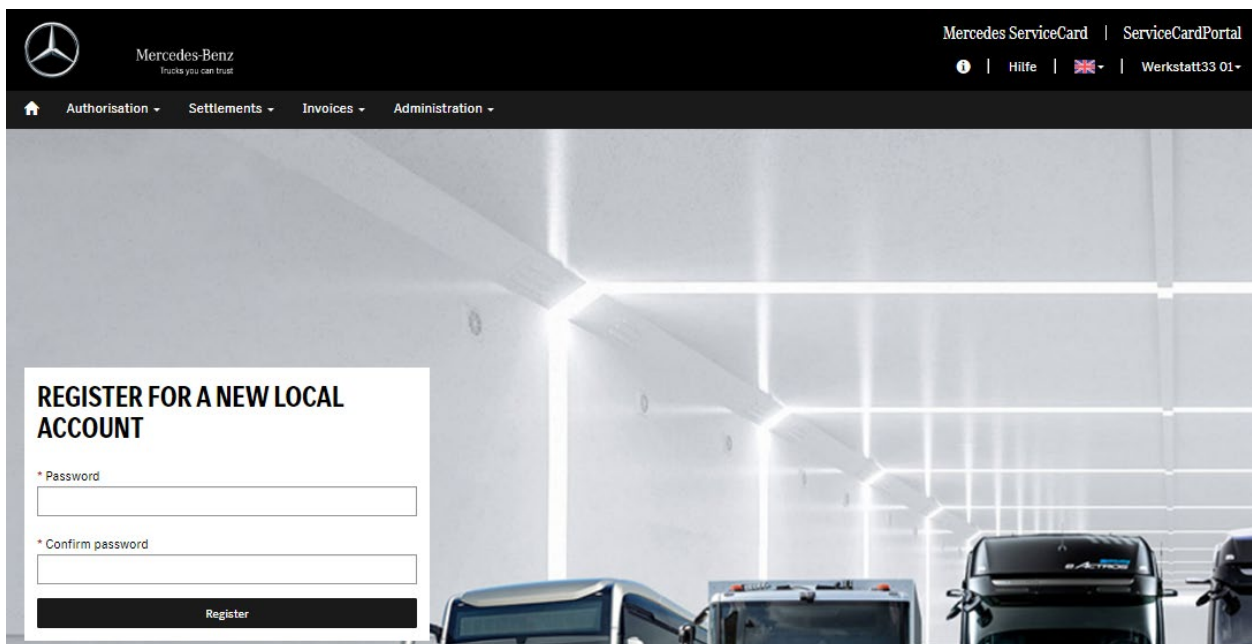
Then a browser and a window will open to complete the registration.



Please click the [Complete registration] button.

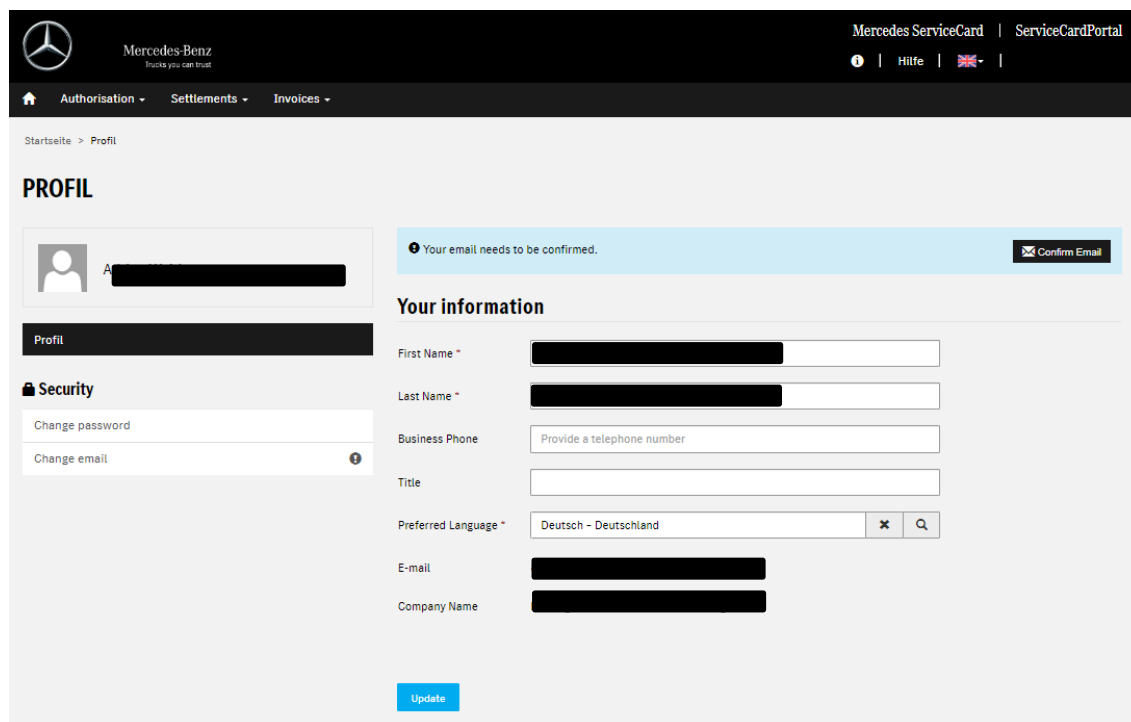


Then the following window opens.




Please enter a user name and password there and click on the [Register] button.

Then the following window opens. Here you can view your data and update it if necessary. At the end, please click the [Update] button.




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Mercedes ServiceCard | ServiceCardPortal

1 | Hilfe |  |

Startseite > Profil

PROFIL

 A [redacted]



Your information

First Name *

Last Name *

Business Phone

Title

Preferred Language *  


E-mail

Company Name

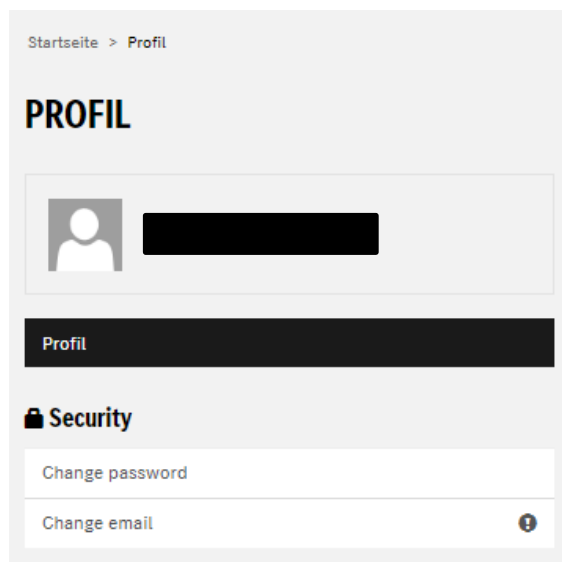
[Update](#)

Security

[Change password](#)


[Change email](#) 

You can also change your password and your email address here. To do this, please click on the respective button.



Startseite > Profil


PROFIL

 [redacted]

Profil

Security

[Change password](#)

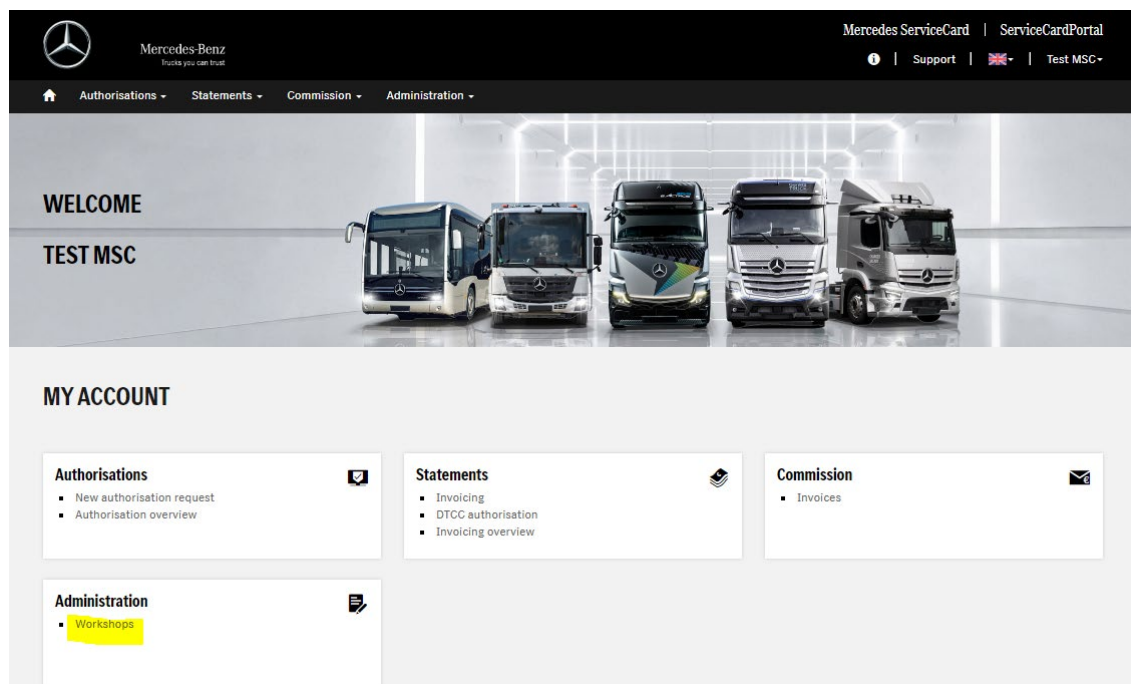
[Change email](#) 

3. ADMINISTRATION

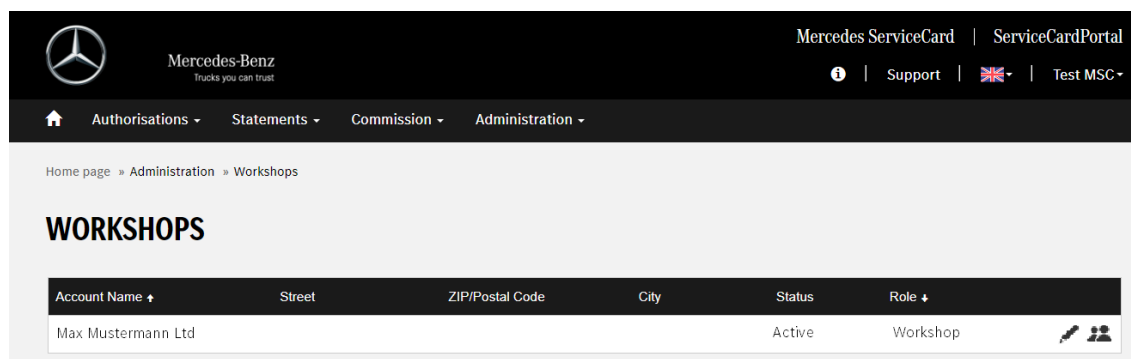
3.1 User Administration

According to the general terms and conditions for using the ServiceCardPortal, user administration is the task of the person responsible for the system (administrator) at a business location. He is also the first point of contact for all user questions and receives all information about the ServiceCardPortal, primarily via e-mail.


The function is called up in the main menu via the menu item [Administration] - [Workshops].

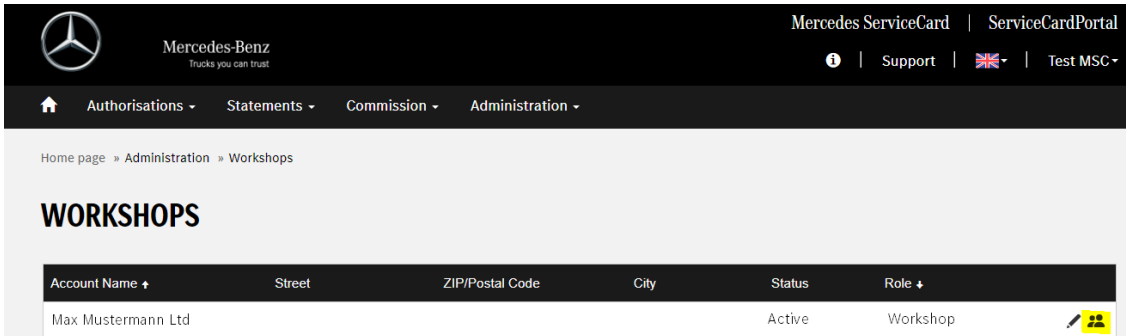


In the user administration, an overview of your own company is shown first.



3.2 User Management

To manage new and existing users, click this  [Manage Users] button.



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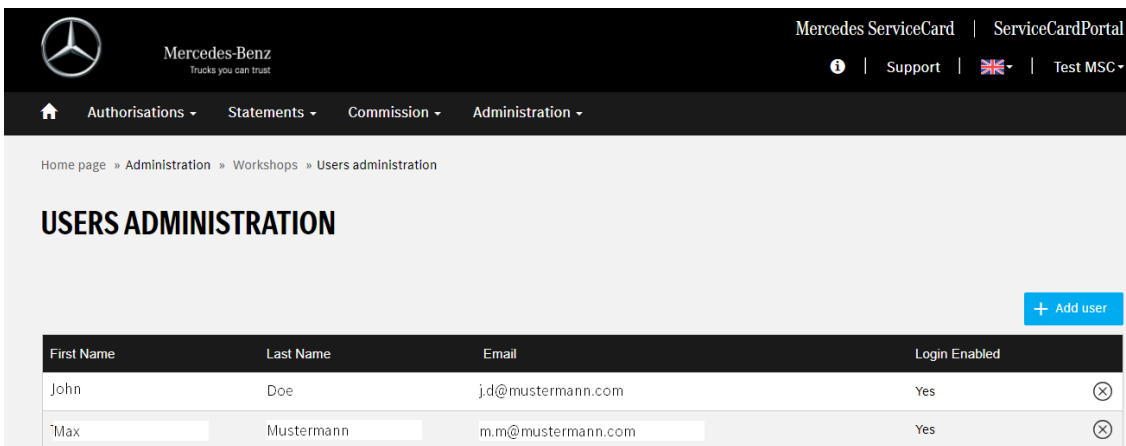
Support | Test MSC

Home page » Administration » Workshops

WORKSHOPS

Account Name	Street	ZIP/Postal Code	City	Status	Role
Max Mustermann Ltd				Active	Workshop

At [Administration > Workshops > Users administration] you can add new users or manage existing ones.



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Support | Test MSC

Home page » Administration » Workshops » Users administration

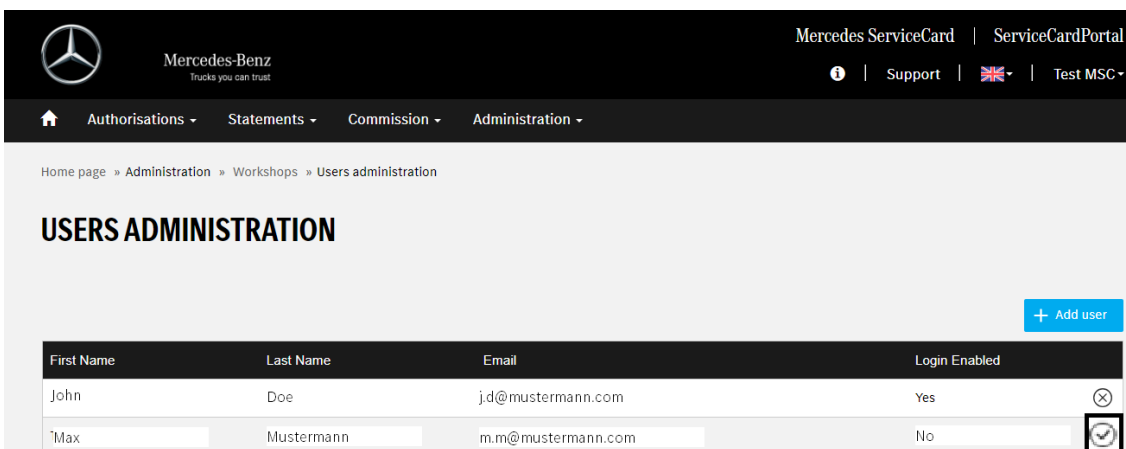
USERS ADMINISTRATION

+ Add user

First Name	Last Name	Email	Login Enabled
John	Doe	j.d@mustermann.com	Yes
Max	Mustermann	m.m@mustermann.com	Yes

Please make sure that the e-mail address is spelled correctly, as the new user will automatically receive the access data by e-mail. The e-mail address you defined and an automatically generated password are used as access data.

If you have added a new user, you still have to activate this user for portal access. Please click here .



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Support | Test MSC

Home page » Administration » Workshops » Users administration


USERS ADMINISTRATION

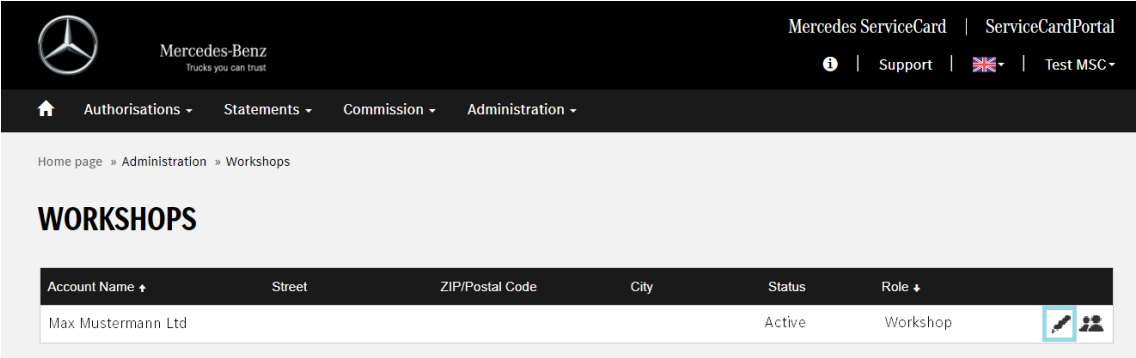
+ Add user

First Name	Last Name	Email	Login Enabled
John	Doe	j.d@mustermann.com	Yes
Max	Mustermann	m.m@mustermann.com	No

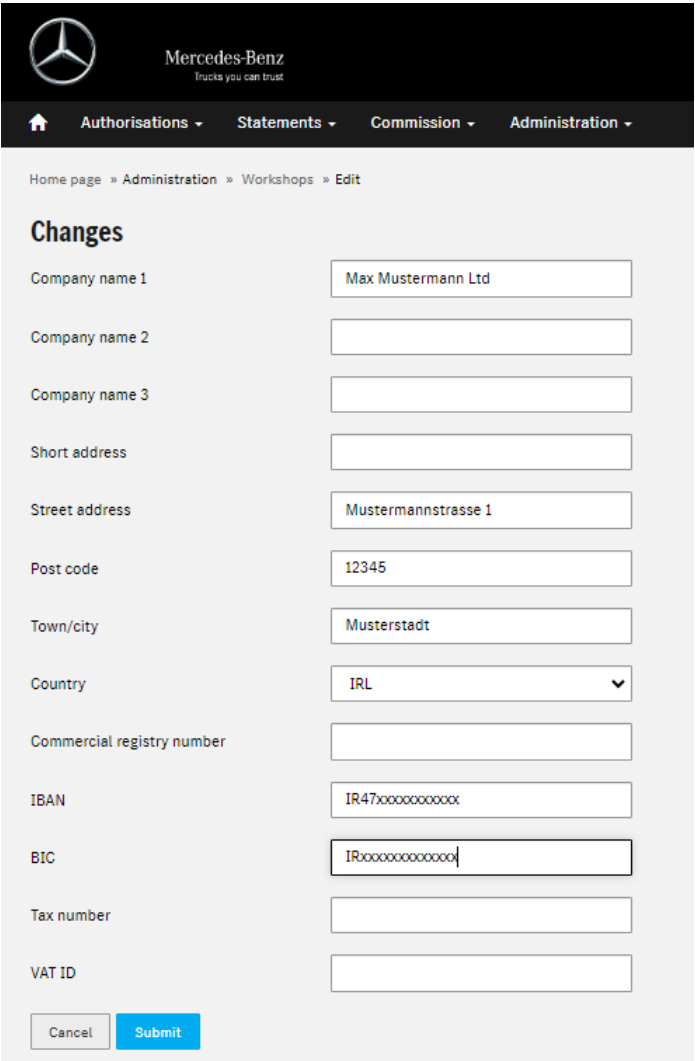
You can withdraw portal access by clicking on this button with the icon .

3.3 Manage own outlet

To manage your own outlet, please click on this  [Edit] button here.



Here you can change and save your account data.

The screenshot shows the 'Changes' form for editing workshop data. The breadcrumb trail is 'Home page » Administration » Workshops » Edit'. The form has a title 'Changes' and a list of fields to be updated. The fields and their current values are: 'Company name 1' (Max Mustermann Ltd), 'Company name 2' (empty), 'Company name 3' (empty), 'Short address' (empty), 'Street address' (Mustermannstrasse 1), 'Post code' (12345), 'Town/city' (Musterstadt), 'Country' (IRL), 'Commercial registry number' (empty), 'IBAN' (IR47xxxxxxxxxx), 'BIC' (IRxxxxxxxxxx), 'Tax number' (empty), and 'VAT ID' (empty). At the bottom, there are 'Cancel' and 'Submit' buttons.