



ORION TRAINING FOR SUPPLIERS

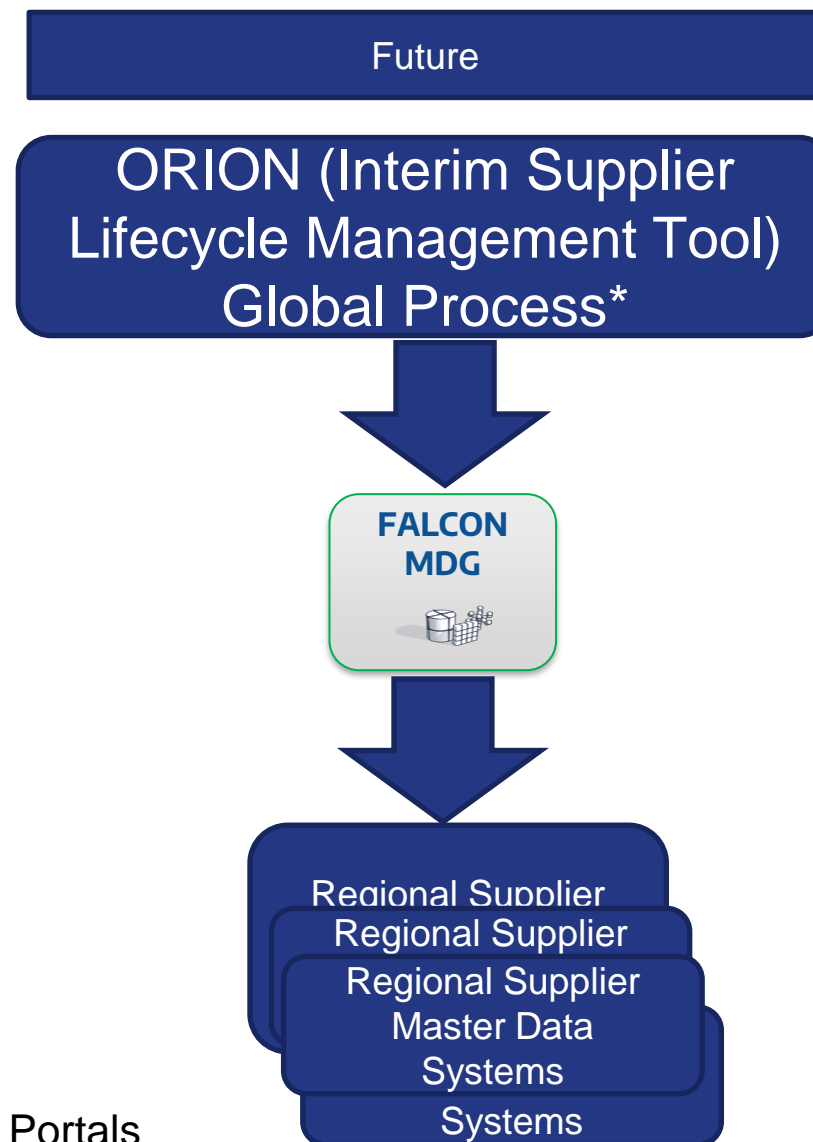
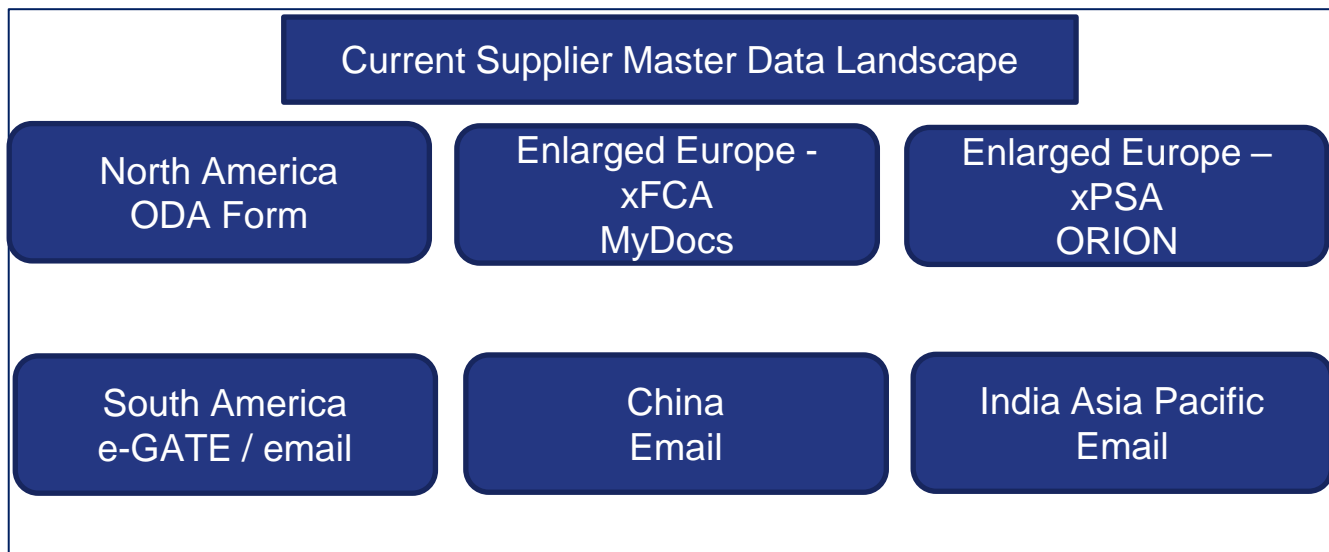
USER GUIDE FOR EX-FCA SUPPLIERS





1. Supplier Master Data – Current / Future
2. Registration First Step
3. Registration Draft Status
4. Registration Prospect Status
5. COFOR Without The B2B Access
6. COFOR With The B2B Access
7. B2B/ORION Support
8. Ordinary User vs. PLSA
9. PLSA Administration Workspace
10. Administration – ORION (PLSA)
11. Help and Documentation
12. Key Takeaways





* Suppliers will access ORION through eSupplierConnect and B2B Supplier Portals



The screenshot shows the PSA Groupe B2B Portal registration page. At the top left is the PSA GROUPE logo and the text 'THE B2B PORTAL'. To the right are 'Log in' and language selection buttons for 'FR' and 'EN'. Below this is a navigation bar with 'WELCOME' (highlighted), 'REGISTER YOUR COMPANY', 'GET AN ACCESS FOR YOUR COMPANY', 'INFORMATION & DOCUMENTATION', and 'HELP & CONTACT', along with a search icon. The main content area features a 'LOG IN' button, a link for 'UNABLE TO LOG IN?' with sub-links for 'I forgot my user name' and 'I forgot my password', and a 'REGISTER A NEW USER' button with a 'READ MORE' link. A section titled 'DISCOVER THE GROUPE PSA B2B PORTAL' includes a description and a 'READ MORE' link. At the bottom, there are 'NEWS' and 'NEWS FEED' sections. The footer contains links for 'PRIVACY POLICY', 'B2B PORTAL MENTION', and 'GROUPE STELLANTIS'.

B2B portal

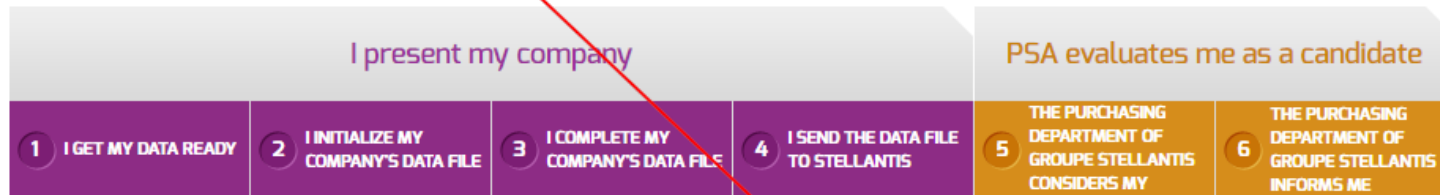




HOW TO PRESENT YOUR COMPANY?

Discover the procedure, step by step (please read the content of each step)

In order to work with GROUPE PSA, your company must be referenced in our Purchasing Department's Suppliers Database. Click on the different stages to discover the associated requirements. Contextual help is provided at each step to guide you through the process.



Stage 1: I get my data ready

In preface : [GDPR - Protection of personal data](#)

To ensure a company has only one single data file in the Suppliers Database, GROUPE STELLANTIS uses the Dun & Bradstreet international database ([consult the dedicated section of the DNBwebsite](#)). This organisation has implemented an international numbering system (Data Universal Numbering System, or D-U-N-S® Number) that identifies each entity of a company through an individual number, according to its location. Once the D-U-N-S® Number has been assigned, it cannot be re-used for any other company.

The D-U-N-S® Number linked to your company will be required when initialising your company's data file (stage 2)

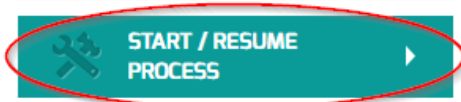
Legal information and other company identification data will also be required for presenting your company:

- your company's national registration number

HELP

[Download the instructions in "Portuguese" language](#)

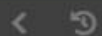
To request a D-U-N-S® Number: please [consult the dedicated section of the DNBwebsite](#). Start by selecting your country in the list provided at the top of the website. You will then be automatically directed to the partner site corresponding to your country.



EN VERSION: [B2B portal](#)

FR VERSION: [Portail B2B](#)





Fields marked by an asterisk * are mandatory

Welcome, you will now proceed to the initial phase of registration for your Company with STELLANTIS.



You will be requested to provide your DUNS number (refer on-line help). Note that you will have to choose a password that will allow you to come back on your supplier details later. Your e-mail will be your login.

IDENTIFICATION

Login*

Password*

Login

[Lost your password?](#)



[New Supplier? Register Now](#)



Helpdesk : b2b-portal@stellantis.com

Documentation links :

- All day management
- Contact management
- Document management
- DUNS number management
- The inscription process
- Writing rules of the specific areas by country



REGISTRATION – FIRST STEP



STELLANTIS ORION

Suppliers Contracts Commodities Analytics Admin Config Settings

< ↻ ☆ | New Supplier? Register Now

1 2 Register Cancel

Step 1: Create your credential

Last Name* First Name*

Email*

Password* Confirm password*

✓ Passwords should match.
✗ Password must contain at least 1 digit(s)
✗ Password must contain at least 1 non-alphanumeric character(s)
✗ Password must contain at least 6 characters

Step 2: Address

Street Number Street*

Additional information 1

Additional information 2

Zip Code* City*

Country* State/Province

Step 3: Identity

Company name*

Common name* en

Initials/Acronym

Legal Form*

DUNS number*

Capital (€)*

Step 4: Company contact information

Generic E-mail

Web site

Phone code ⓘ

Standard phone number* Fax number

Step 5: Legal information

Company registration number* VAT number

Commercial Register number Commercial registration city

Do you belong to a group?
 Yes No

Security Control

84M2

Retype Characters Here

DUNS number is mandatory for the registration process.

DUNS - info:
en.wikipedia.org

DNB webpage:
<https://www.dnb.com/>

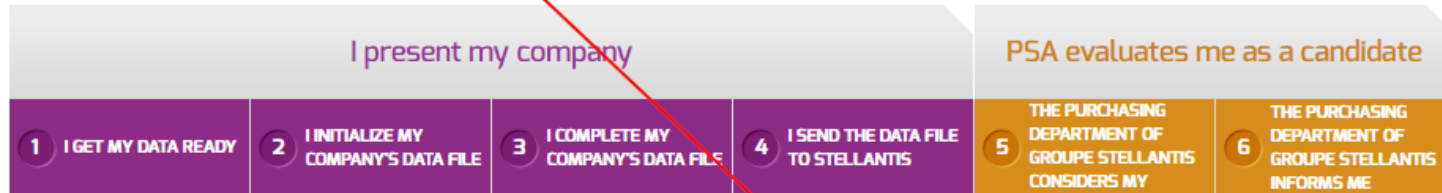
It is necessary to fill all the mandatory fields (*) and after that the applicant has to click on **‘Register’**.



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In order to work with GROUPE PSA, your company must be referenced in our Purchasing Department's Suppliers Database. Click on the different stages to discover the associated requirements. Contextual help is provided at each step to guide you through the process.



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The D-U-N-S® Number linked to your company will be required when initialising your company's data file (stage 2)

Legal information and other company identification data will also be required for presenting your company:

- your company's national registration number

HELP

[Download the instructions in "Portuguese" language](#)

To request a D-U-N-S® Number: please [consult the dedicated section of the DNBwebsite](#). Start by selecting your country in the list provided at the top of the website. You will then be automatically directed to the partner site corresponding to your country.

START / RESUME PROCESS

The applicant has to login again by clicking on **'START / RESUME PROCESS'** to finish the **DRAFT**.





ORION

Welcome, you will now proceed to the initial phase of registration for your Company with STELLANTIS.



You will be requested to provide your DUNS number (refer on-line help). Note that you will have to choose a password that will allow you to come back on your supplier details later. Your e-mail will be your login.

IDENTIFICATION

Login*

Password*

[Lost your password?](#)



[New Supplier? Register Now](#)



[Helpdesk : b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com)

Documentation links :

- All day management
- Contact management
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- The inscription process
- Writing rules of the specific areas by country

Login and **Password** has to be the same as it was used in the registration form from the **'FIRST STEP'**.



The screenshot shows the 'ORION' system interface for 'Company Info'. The page has a dark header with the 'ORION' logo and a notification bell. Below the header, there are navigation tabs for 'General Info' and 'Sourcing'. The main content area is titled 'Company Info' and contains a 'Save' button and a 'Submit supplier card' button. A sidebar on the left lists various menu items: Identity, Contacts, Documents & Certs, Financial Indicators, Approval, Partner Functions, Change Log, and ECOVADIS (ext). The main form area is divided into sections: 'Company information' and 'Address'. The 'Company information' section includes fields for 'Company name*' (containing 'Text 2'), 'Common name*' (containing 'Text 2'), 'Initials/Acronym', and 'DUNS*' (containing '000000000'). The 'Address' section includes fields for 'Street Number' (containing '9') and 'Additional Address 1'. A red box highlights a list of error messages:

- ⚠ The "Sales Responsible" role is missing.
- ℹ Fields marked by an asterisk * are mandatory
- 📅 Expected date format: M/d/yyyy
- ❌ - The function of the supplier contact is missing
- ❌ - Contact with the function Sales Responsible is mandatory
- ❌ - Contact with the function Legal documents contact is mandatory
- ❌ - Contact with the function Legal Representative is mandatory
- ❌ - Document type company registration document is mandatory
- ❌ - Contact with the function DEMAT-ACHAT Contact is missing

It is necessary to fill all the mandatory fields (*) – the missing data you can find on the right side (>>).

In 'Documents & Certs' it is needful to upload the appropriate regional documents*

The final step is to 'Submit' the supplier card and the company automatically changes the status to 'PROSPECT'.





The screenshot shows the ORION Vendor portal interface. At the top, there is a dark blue header with the 'STELLANTIS' logo on the left and 'ORION' in large white letters on the right. Below the header, there are navigation tabs for 'General Informations' and 'Consultations'. The main content area is titled 'Vendor portal' and contains several sections:

- Company Profile:** A sidebar icon with an 'i' and the text 'Company Profile'.
- Onboarding Progress:** A vertical list of four items, each with a checkmark icon:
 - Under construction:** Onboard Pending (green checkmark)
 - prospect:** Gather information (black checkmark, circled in red)
 - Approval in progress:** Review information (grey checkmark)
 - Approved:** OnboardComplete (grey checkmark)
- announcement:** A box containing the text 'The selected content contains no text'.
- documents:** A box titled 'External user guides' containing a list item: 'Data formats by country 15/11/2022'.

In the center of the 'Onboarding Progress' section, there is a green clipboard icon with a checkmark and the text: 'There is no item requiring your attention at the moment.'

Prospect status means that your access is temporarily blocked until a COFOR (supplier code) is created after a Stellantis buyer approves one or more of your commodity families.



REGISTRATION – COFOR (WITHOUT THE B2B ACCESS)

Dear Viliam Kratochvila,

The supplier Test 2 card has been approved and COFOR number generated.

COFOR number: A00NM0 01

Please note that your site number is the last 2 digit of your COFOR number.
Please use this COFOR when communicating with Stellantis team.

Your company has now a COFOR number in our Suppliers database,
If your company is a Head Office, it does not yet have access to its "B2B Portal private area".

To open the access for your company, go to on the B2B Portal (<http://b2b.groupe-psa.com> 'Groupe STELLANTIS Supplier Portal'), and follow the instructions in the menu "Get an access for your company".

We remind you that access to the B2B Portal is only possible at Head Offices.

Regards,

ORION Team

This is an automatically generated e-mail, please do not reply

At the moment a COFOR of a company is created, the involved contact of the supplier receives an information e-mail with simple instruction what to do, if they want the B2B access (an example is above).



REGISTRATION – COFOR (WITHOUT THE B2B ACCESS)

REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

[Download the instructions in "Portuguese" language](#)

Only companies **referenced** by GROUPE PSA can access the private area on the B2B Portal. To obtain access to the B2B Portal, your company must have:

- Have read the [GDPR - Protection of personal data](#)
- a COFOR headquarter (supplier code on 10 characters made up of 6 characters, 2 spaces and 2 characters), [no opening to the Portal for sites](#),
- requested access to the B2B Portal, using the online form
- accepted (online) the General Terms of Use for the B2B Portal and assigned a Partner Logic and Security Administrator (PLSA)

The service below will provide the appropriate forms according to your company's situation. If your company already has operational access, you can contact your Partner Logic and Security Administrator (PLSA) directly to ask for a personal login.

Company referenced ?

Company's status ?

B2B access requested ?

GTU accepted ?

B2B access opened ?

PLSA identified ?

By entering your company's COFOR (the first 6 characters) and Site Code (the last 2 characters of the COFOR) in the form opposite, you can see which stage your company is at and find out how to move to the next stage, if the process is not complete.

* : The COFOR (the first 6 characters) is mandatory. If the Code Site is not indicated, the analysis will be carried out on the COFOR of the head office of your company.

Please fill in the following information:

COFOR Site Code

[I don't know my company's supplier code](#)

START ANALYSIS ▶

It is necessary to use the **COFOR 6 characters**.

'Site code' is not mandatory, but it is **recommended** to use.



REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

COFOR * A00NM0

Site Code

RESUME ANALYSIS



Your company has not yet requested access to the GROUPE STELLANTIS B2B Portal

You must have a COFOR (supplier code) to access the GROUPE STELLANTIS B2B Portal. Each company must specifically request the opening of access rights.

To request access to the B2B Portal, you must provide the contact details of 2 people:

- The Legal Representative

This person will only be contacted when access to the GROUPE STELLANTIS B2B Portal is requested. Their role involves:

- accepting, in the name of the company they represent and for all the name-specific logins that will be opened for the company, the General Terms of Use for the GROUPE STELLANTIS B2B Portal
- appointing a B2B administrator (PLSA) for the company

The legal representative will have 3 months to accept the General Terms of Use and to name the PLSA, beyond this period the request will be canceled.

- The B2B administrator (PLSA)

Once access to the GROUPE STELLANTIS B2B Portal is opened, the PLSA is responsible for managing access to information and applications via the GROUPE STELLANTIS B2B Portal, on a

HELP

How to choose the relevant contacts for this stage?

Start the process to open access to the B2B Portal for your company by completing the following form:

[Request an access to the B2B Portal for my company.](#)

Have you got a question about this step?
[Contact the B2B Portal Assistance.](#)





Request an access to the B2B web site for my company

Applicant

Last Name *
First Name *
E-mail Address *

Company

Full Name *
Supplier Code (COFOR) A00NMO

Legal Representative ?

Last Name *
First Name *
E-mail Address *
Telephone Number *
Preferred Language * English

PLSA (B2B Administrator) ?

Last Name *
First Name *
E-mail Address *
Telephone Number *
Preferred Language * English
Captcha * 59941

SUBMIT

Mission of PLSA

- The PLSA is a special contact of the STELLANTIS B2B Portal who has access to the private area and to the administration tool of the B2B Portal.
- The PLSA is familiar with office tools and Internet. He/she has a good knowledge of his/her company allowing him/her to identify internal contacts involved in the company-STELLANTIS cooperation.
- The PLSA assigns an **unique** ID to each of the users of his/her company, who needs this.
- The PLSA allocates the access rights/activities needed for the users and which are needed for the access to the applications available on the B2B Portal.
- The PLSA provides only necessary access rights for his users. He/she deletes unnecessary access rights following a change within the activities or the organization of his users.
- The PLSA helps his users who have lost their ID or password.
- The PLSA informs the B2B Portal Team, by e-mail, in case of any anomaly or incident relating to the access or regarding the security.
- The PLSA manages a review of access rights of his users at least once a year.





E-MAIL CONFIRMATION
Your e-mail has been successfully sent to the B2B Portal Team.

The user:

- ▶ Last Name: Viliam
- ▶ First Name: Kratochvila
- ▶ E-mail Address: viliam.kratochvila@stellantis.com

has requested an access to the B2B Portal for the company Test 2.

Supplier code (COFOR): A00NMD.

Legal Representative

- ▶ Last Name: Viliam
- ▶ First Name: Kratochvila
- ▶ E-mail Address: viliam.kratochvila@stellantis.com
- ▶ Telephone Number: 000000
- ▶ Preferred Language: English

PLSA

- ▶ Last Name: Viliam
- ▶ First Name: Kratochvila
- ▶ E-mail Address: viliam.kratochvila@stellantis.com
- ▶ Telephone Number: 000000
- ▶ Preferred Language: English

PSA THE B2B PORTAL

WELCOME REGISTER YOUR COMPANY

REQUEST AN ACCESS

Company referenced

Your company has not been referenced. You must have a COFOR company must specifically be referenced. To request access to the B2B Portal, you must:

- The Legal Representative must be identified. This person will only be contacted if requested. Their role involves:
- accepting, in the name of the company that will be opened, the STELLANTIS B2B Portal General Terms & Conditions (GTU).
- appointing a B2B Administrator.

The legal representative must identify the PLSA, beyond this step, the B2B Administrator must be identified.

Once access to the GROUPE STELLANTIS B2B Portal is granted, you will be able to manage access to information.

Log in - FR EN

CONTACT

PLSA identified ?

relevant contacts for

When access to the B2B Portal is granted, the company by completing the following form:

the B2B Portal for

For more information about this step? [Assistance](#).

SUBMIT

GRUPE STELLANTIS

The request is automatically sent to inscription-b2b-portal@stellantis.com.

The **B2B support team** has to add this contacts to Orion and also they have to send the **General Terms & Conditions (GTU)**.





Good morning / afternoon Viliam Kratochvila,

Following your request for access to the B2B Portal GROUPE STELLANTIS for the company Test 2, and in order to reach the applications given on line for business contact (E-consultation, Amadeus, DEMAT-ACHAT,... etc), you must consequently obtain a Privé space in the B2B Portal.

Therefore, you have to :

- Accept online our General Terms and Conditions of the B2B Portal (CGU)
- Appoint your IT Support Administrator (ASL-Tiers)

To achieve these actions, please follow this process:

1. You have 4 hours to choose your password on the page: [Set password](#).
2. After this time, you will have to request a new one from the page : [Login](#)
3. You can then connect on the following page [Login](#) with your ID : viliam.kratochvila@stellantis.com
4. Accept the General Terms and Conditions (your signature online is saved in our systems)
5. Complete the IT Support Administrator (ASL-Tiers) identification (please make sure your email address is correct)

Best Regards,

Supplier Database / B2B Portal Team

This is an automatically generated e-mail, please do not reply

The e-mail with the GTU looks like here above. They have to **login within 4hours, if not, they have to make a request for a new password.**





ORION

Config Settings

Welcome, you will now proceed to the initial phase of registration for your Company with STELLANTIS.



You will be requested to provide your DUNS number (refer on-line help). Note that you will have to choose a password that will allow you to come back on your supplier details later. Your e-mail will be your login.

IDENTIFICATION

Login*

Password*

Login

Lost your password?



New Supplier? Register Now



Helpdesk : b2b-portal@stellantis.com

Documentation links :

- All day management
- Contact management
- Document management
- DUNS number management
- The inscription process
- Writing rules of the specific areas by country

In case of **lost password**, or in case **they didn't catch the 4 hours window**, it is necessary to make the request for a new password here.

It is necessary to use as the **Login** the same **e-mail address** as it was used for the function '**Legal representative**' in the '**Request an access to the B2B Portal for my company**' form.





ORION

The **Legal representative** of the company has to **tick the acceptance of the GTU**, he needs to **select/create a PLSA** and **validate the GTU**.

1. OBJET DES CONDITIONS GENERALES D'UTILISATION DU PORTAIL B2B

Le présent document (ci-après les « Conditions d'utilisation ») a pour objet de fixer les conditions générales d'utilisation par votre société (ci-après le « Partenaire ») du Portail B2B du GROUPE PSA accessible en ligne à l'adresse "b2b.groupe-psa.com" (ci-après le « Portail B2B »).

Pour les besoins des présentes, PSA AUTOMOBILES SA (ci-après dénommée, avec les filiales du GROUPE PSA telles que définies ci-dessous) et le Partenaire sont ci-après dénommés individuellement la « Partie » et collectivement les « Parties ».

Par « Filiales » du GROUPE PSA, il faut entendre toute société, présente ou à venir, contrôlée, directement ou indirectement, conformément à l'article L 233-3, I et II du Code de Commerce, par Peugeot SA, société holding du GROUPE PSA. La (les) société(s) dans laquelle (lesquelles) une (plusieurs) société(s) du GROUPE PSA détient (détiennent) 50% du capital, sera (seront) considérée(s) comme une (des) filiale(s), à l'exclusion de FAURECIA.

I have acknowledge Conditions of Use of B2B portal and I accept them*

Print

2. Select a PLSA (Partner Logic Security Administrator)

Download PLSA mission

Contact *

Keywords

Select Existing Contact

Contact	Email
<input type="checkbox"/> Kratochvila Viliam	viliam.kratochvila@stellantis.com

3. Validate: Upon validation, your account will close and you will receive a notification confirming the signature of the CGU.



REGISTRATION - COFOR (WITH THE B2B ACCESS)



1 Madam, Sir,

We are pleased to confirm you the registration of your company Test 2 to the private area of the B2B Portal of Groupe PSA, and we recall that the legal representative of your company has designated you administrator.

Your supplier code (COFOR) : A00NMO 01
Your username : V217505

For security reasons your password has been sent in another email.

When connecting to the B2B Portal for the first time, we suggest you to consider the following recommendations :

- Check the PLSA supports, by clicking the "Administration"/"Supports" tab in the B2B private workspace.
- You must have been assigned the "Head Quarter" activity in order to gain access to the "Suppliers' Database" application, which will allow you to keep your company's contact list up to date.

To have an activity assigned, please check the guidelines available in the "Administration"/"Supports" tab, in section "The PLSA's Tools"/"ADM Partenaires".

To gain access to the "e-RFQ" application, which will enable you to receive and respond to calls for Groupe PSA tenders, you must have been assigned the "Request for Quotations" activity.

Best Regards,

The B2B Portal Team
<http://b2b.groupe-psa.com>

2 Madam, Sir,

Your password is : fsdestu7

When connecting to the B2B Portal for the first time, we suggest you to consider the following recommendations:

- Check the PLSA supports, by clicking the "Administration"/"Supports" tab in the B2B private workspace.
- You must have been assigned the "Head Quarter" activity in order to gain access to the "Supplier Database" application, which will allow you to keep your company's contact list up to date.

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To gain access to the "e-RFQ" application, which will enable you to receive and respond to calls for Groupe PSA tenders, you must have been assigned the "Request for Quotation" activity.

Best Regards,

The B2B Portal Team
<http://b2b.groupe-psa.com>

The PLSA receives **2 e-mails** – e-mail with his ID and e-mail with his temporary password (an example above)



ORDINARY USER VS PLSA



1

PSA THE B2B PORTAL

FIRST NAME LAST NAME - V [REDACTED] Notifications FR [REDACTED]

DASHBOARD APPLICATIONS DOCUMENTATION HELP & CONTACT ADMINISTRATION & DOCUMENTATION

Stellantis business gift policy
01/26/2022 Stellantis business gift policy to our valued suppliers.

MY INFORMATION
MY COMPANY MY PLSA
SUPPLIER CODE [REDACTED]
Business Name: FOURNISSEUR TEST A
Site and/or City: POSSY

MY FAVORITES
APPLICATIONS DOCUMENTATION
You do not currently have any favorite applications selected. Click the "CONFIGURE" button at the bottom to choose your favorite applications.

MY CALENDAR
January 2023
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4
5 6 7 8 9 10 11

NEWS FEED:
01/26/2023 RF - Supplier's Information Meeting
01/26/2023 RF - Supplier's Information Meeting
04/26/2023 RF - Supplier's Information Meeting

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

2

PSA THE B2B PORTAL

FIRST NAME LAST NAME - V [REDACTED] Notifications FR [REDACTED]

DASHBOARD APPLICATIONS DOCUMENTATION HELP & CONTACT

STELLANTIS
STELLANTIS QUALITY REQUIREMENTS FOR SUPPLIERS (QRS)
01/26/2022 The new document "Stellantis Quality Requirements for Suppliers (QRS)" of 01270_22_00061 has been published.

MY INFORMATION
MY COMPANY MY PLSA
SUPPLIER CODE [REDACTED]
Business Name: FOURNISSEUR TEST A
Site and/or City: POSSY

MY FAVORITES
APPLICATIONS DOCUMENTATION
You do not currently have any favorite applications selected. Click the "CONFIGURE" button at the bottom to choose your favorite applications.

MY CALENDAR
January 2023
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4
5 6 7 8 9 10 11

NEWS FEED:
01/26/2023 RF - Supplier's Information Meeting
01/26/2023 RF - Supplier's Information Meeting
04/26/2023 RF - Supplier's Information Meeting

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

The main difference you will notice on the screen is that the PLSA will have the 'ADMINISTRATION & DOCUMENTATION' tab





DASHBOARD **APPLICATIONS** **DOCUMENTATION** **HELP & CONTACT** **ADMINISTRATION & DOCUMENTATION**

PLSA ADMINISTRATION WORKSPACE

TOOLS **PLSAS DOCUMENTATION** **NEWSLETTER**

Welcome in the administration workspace
As PLSA (Administrator) this workspace is specifically dedicated to you.
The two applications you will need to manage your users and their rights are put together below.
Consult the short and illustrated guides to carry out each action of administration in "PLSAs Documentation" tab and the news connected with this role of administrator in the "Newsletters" tab.

SUPPLIER CODE **MY COMPANY**

Business name: **FOURNISSEUR TEST A**

THE SUPPLIERS DATABASE - ORION

In this application, you can :

- Create, update or delete a contact
- Allocate or remove an access to B2B portal
- Declare a new site for your company
- Declare a new company for your Group

If the access to the Suppliers Database is inactive, you should first allocate to your own B2B login an access to this application (Activity: HEAD QUARTER). Read the chapter "Managing GROUPE STELLANTIS application access for your users" in "PLSA Documentation" tab, to add this activity

ADM PARTENAIRES

In this application, you can :

- reset the password for a user
- allocate or remove access to application for each user
- modify the main workplace for a user
- Share or give up your PLSA's role

SUPPLIERS DATABASE - ORION **ADM PARTENAIRES**

PRIVACY POLICY **B2B PORTAL MENTION** **GROUPE STELLANTIS**

There are two admin applications in the 'ADMINISTRATION & DOCUMENTATION' tab

'THE SUPPLIERS DATABASE – ORION' tab is for updating contacts and modifying company master data (company name, company address, legal data etc)

'ADM PARTENAIRES' tab is for providing and managing access to the B2B applications for you and your users.



The screenshot displays the ORION system interface for 'Company Info'. The 'Identity' tab is active in the left sidebar. The main content area shows 'Company information' with the following fields:

Field	Value
Company name	FOURNISSEUR TEST A
Common name	FOURNISSEUR TEST A
COFOR	3
Serie / Program	Production
Status	Active Supplier
Status date	5/23/2013

At the top right of the form, there are three buttons: 'Save', 'Request Information Change' (circled in red with a '1' above it), and 'Create a site' (circled in red with a '2' above it).

In the 'Identity' tab in ORION the PLSA can update company information such as company name, address, legal data etc by clicking on 'Request Information Change (1)'. The request is sent to the Stellantis Master Data team. They will review and approve your request. If there is an issue preventing approval, they will send an email advising what is required for approval.

If you need to create a branch site under your HQ company, click 'Create a Site' (2) and you will be able to register your site



The screenshot displays the Orion PLSA administration interface. At the top, there's a dark header with the 'STELLANTIS' logo and the word 'ORION'. Below this, a navigation bar shows 'General Info.' and 'Sourcing' tabs. A left sidebar lists various menu items: Identity, Contacts, Documents & Certs., Financial Indicators, Approval, Partner Functions, Change Log, and ECOVIDIS (ext). The main content area is titled 'Company Info' and features a 'Save' button circled in red. Below this is the 'Internal Contacts' section, which includes a search bar with 'Keywords' and 'Search' buttons, and a 'Functions' dropdown menu. A 'B2B contact' checkbox is present. Two buttons, 'Select Existing Contact' and '+ Create a new Contact', are highlighted with red boxes. Below these is a table with columns: Contact, Function, Cell Phone, Email, B2B, and History. The table contains one row with a contact entry. The 'B2B' checkbox in this row is checked and circled in red. A 'Request' button is also visible in the top right of the main content area.

In the 'Contacts' tab the PLSA can 'Create a new Contact' (1) or increase the access for existing users by choosing 'Select Existing Contact' (2) Don't forget to tick the B2B Access field (3) if the users needs a B2B ID. Finally make sure to click 'Save' (4)



The screenshot displays the 'PLSA ADMINISTRATION WORKSPACE' interface. At the top, there is a navigation bar with icons and labels for 'DASHBOARD', 'APPLICATIONS', 'DOCUMENTATION', 'HELP & CONTACT', and 'ADMINISTRATION & DOCUMENTATION'. Below this, the main workspace has three tabs: 'TOOLS', 'PLSAS DOCUMENTATION', and 'NEWSLETTER'. The 'PLSAS DOCUMENTATION' tab is circled in red, and a red arrow points to a list of documentation topics enclosed in a red box. The footer contains links for 'PRIVACY POLICY', 'B2B PORTAL MENTION', and 'GROUPE STELLANTIS'.

PLSA ADMINISTRATION WORKSPACE

TOOLS PLSAS DOCUMENTATION NEWSLETTER

- ▶ MISSIONS OF PLSA
- ▶ THE PLSA'S TOOLS
- ▶ MANAGING THE CONTACTS OF YOUR COMPANY
- ▶ MANAGING B2B PORTAL ACCESS FOR THE PEOPLE IN YOUR COMPANY
- ▶ MANAGING GROUPE STELLANTIS APPLICATION ACCESS FOR YOUR USERS
- ▶ SHARING OR TRANSFERRING PLSA PERMISSIONS
- ▶ MANAGING THE STRUCTURE OF MY COMPANY / MY GROUP
- ▶ THE RIGHTS REVIEW

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

You can find all necessary user guides for ORION and ADM PARTENAIRES in the 'PLSAS DOCUMENTATION' tab





PSA THE B2B PORTAL

Log in - FR EN

WELCOME REGISTER YOUR COMPANY GET AN ACCESS FOR YOUR COMPANY INFORMATION & DOCUMENTATION **HELP & CONTACT**

GET HELP

HELP

- ▶ USING THE B2B PORTAL
- ▶ INTRODUCE YOUR COMPANY
- ▶ GET AN ACCESS
- ▶ I FORGOT B2B LOGIN AND/OR MY PASSWORD
- ▶ CHANGING YOUR PASSWORD...
- ▶ THE AUTHENTICATION WINDOW DISPLAYED AGAIN
- ▶ COMPATIBLE BROWSERS
- ▶ GLOSSARY

CONTACT

Last Name *

First Name *

E-mail Address *

B2B Identifier

Company *

COFOR/SGR

Zip Code

Subject *

Please include some comments *

Attachments (image and/or PDF) ▶

Enter the characters shown in the image: *

* Mandatory fields
 Receive a copy

SUBMIT ▶

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

In 'HELP & CONTACT you can find information about the B2B Portal including how to get access, how to change your password etc.

Your PLSA can help you to find additional information.

If you are a PLSA and have issues, always check all of the documentation available here before sending your issue to B2B support.





Important information and user guides (GPSC):

[ORION \(Info/User Guides\)](#)

[PLSA user guides](#)

xP B2B support:

b2b-portal@stellantis.com





Key Take-Aways

- Stellantis Supplier Master Data process will be ORION for all regions.
- Ex-FCA suppliers will automatically have COFORS created for their existing locations in ORION.
- A PLSA is the B2B/ORION equivalent of an esupplierconnect portal Root Security Administrator
- Ex-FCA Suppliers will want to register for B2B access so their PLSA can manage their supplier master data directly in ORION
- ORION has user guides and documentation available for users
- Regional Required Documents will not change, Supplier will attach during registration, Buyers will validate they are present and filled out completely.
- New System Launches on July 3, 2023

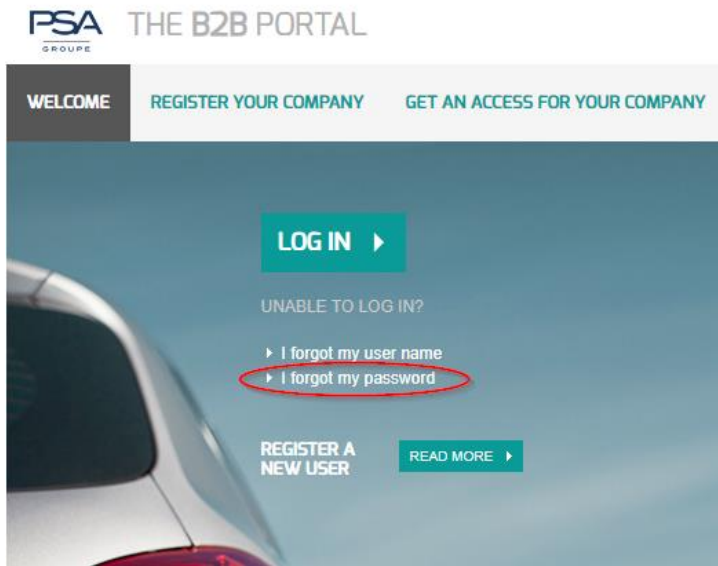




Back Up

TIP 1 - LOST PASSWORD (PLSA ONLY)

1



2

You need at least your e-mail address and either your B2B login or Supplier Code (COFOR) in order to authenticate.

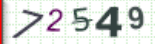
I forgot my password - Access is denied

E-mail Address *

B2B login

COFOR (First 6 char.)

Site Code (Last 2 char.)

Captcha * 

3

You are a PLSA and your authentication is correct. You will receive a temporary password by email in a few minutes.


I forgot my password - Access is denied

E-mail Address *

B2B login

COFOR (First 6 char.)

Site Code (Last 2 char.)

Captcha * 

4

Bonjour,

Le 25/11/2022 à 10:42, vous avez signalé la perte ou l'oubli de votre mot de passe.

Voici un mot de passe temporaire, qui vous permettra d'accéder à nouveau au portail B2B PSA Peugeot Citroën : k4Q6pXVw

Veillez attendre 11:12 pour vous connecter, le temps de sa propagation.

A votre première connexion, vous serez invité à changer votre mot de passe afin de le personnaliser.

Veillez à bien respecter les consignes de déconnexion, fermeture du navigateur et temps d'attente avant toute nouvelle connexion, sinon, vous pourriez à nouveau bloquer votre accès.

Cordialement,
L'équipe Portail B2B

Hello,

The 25/11/2022 at 10:42, you mentioned you lost or forgot your password.

Here a temporary password, which will give access to you again the B2B PSA Peugeot Citroen Portal : k4Q6pXVw

Please wait 11:12 to connect you, the time of its propagation.

At your first connection, you will be invited to change your password in order to personalize it.

Take care of well respecting the instructions of disconnection, closing of the web browser and latency before all new connection, if not, you could block your access again.

Best regards,
The B2B Portal Team

HOW TO CHANGE MY PASSWORD (EXPIRED PASSWORD)



Your (all users) B2B password expires every 3 months and it has to be changed.



The new captured password must satisfy the following rules :

- Have exactly 8 characters.
- Formed only with letters (lowercase or uppercase) and numbers.
- contain at least 1 lowercase letter and at least 1 number.
- not contain any special character or space (blank).
- must not contain "peugeot", "citroen", "pevry" or "pevry", nor the first name or surname of the user.
- be different from the last 10 passwords used.

Caution : swapping uppercase and lowercase letters will not modify the password.

The strength must be GOOD or VERY GOOD. The new password :

- must be a random sequence of characters.
- must not have any particular meaning.
- should not resemble a dictionary word.



The new captured password must satisfy the following rules :

- Have exactly 8 characters.
- Formed only with letters (lowercase or uppercase) and numbers.
- contain at least 1 lowercase letter and at least 1 number.
- not contain any special character or space (blank).
- must not contain "peugeot", "citroen", "pevry" or "pevry", nor the first name or surname of the user.
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- must not have any particular meaning.
- should not resemble a dictionary word.

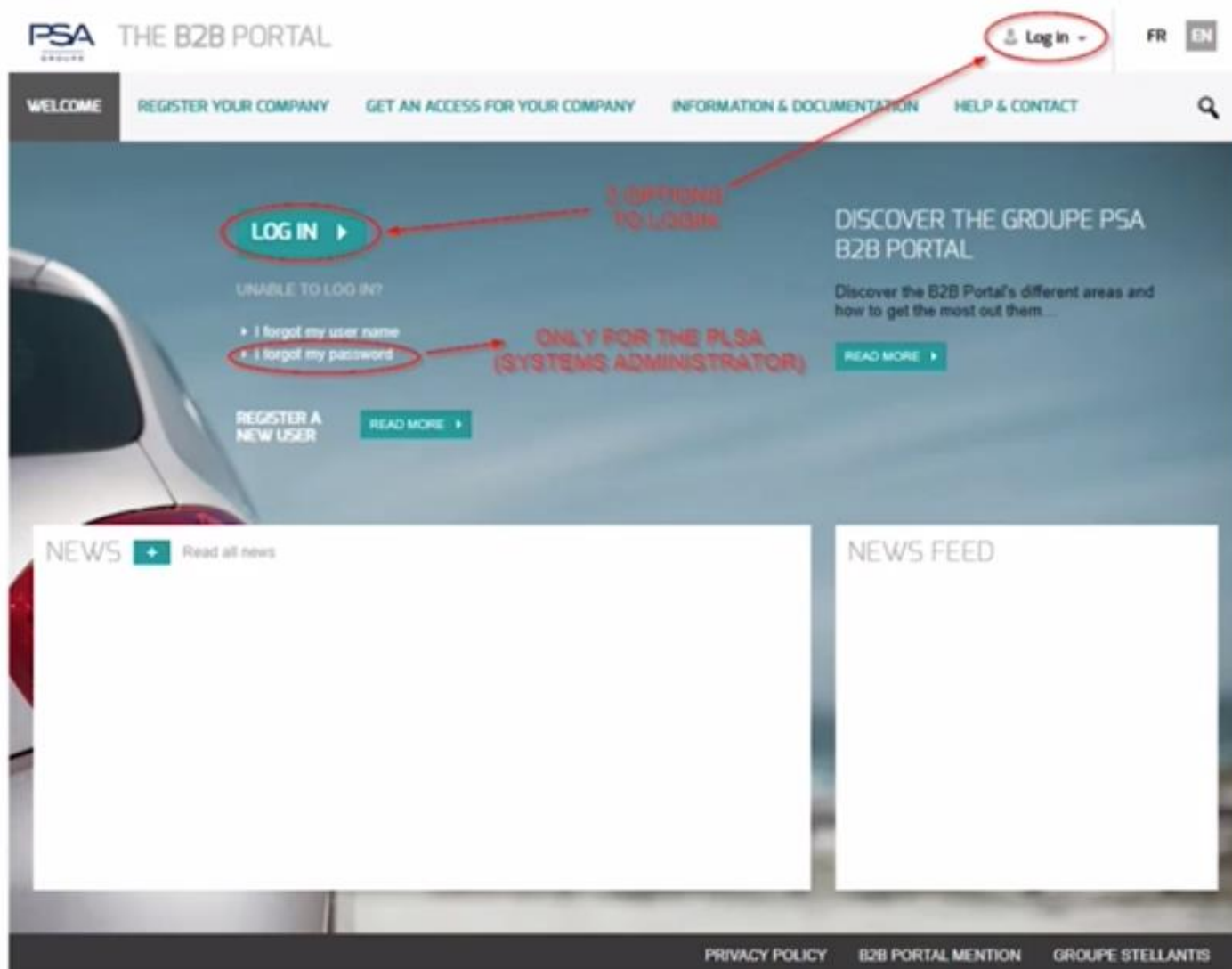
6

Your new password has been saved.
It will take 30 minutes for it to be propagated across all PSA systems.
Click on the link [Leave Passweb](#) to close the session.

You need to wait 30 minutes, because the changes have to be transferred to all your applications

WELCOME PAGE

1

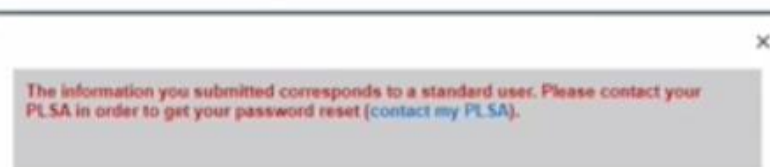


In case you don't have your password, you can use the „I forgot my password“ button and fill the form.

- If you are a **PLSA (Systems Administrator)**, you can obtain your password directly.

- If you're **not** the **PLSA**, you have to click on „**contact my PLSA**“ (2) and you have to send a message to your **PLSA** that you need a new password.

2



WELCOME REGISTER YOUR COMPANY **GET AN ACCESS FOR YOUR COMPANY** INFORMATION & DOCUMENTATION HELP & CONTACT

REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

[Download the instructions in 'Portuguese' language](#)

Only companies referenced by GROUPE PSA can access the private area on the B2B Portal. To obtain access to the B2B Portal, your company must have:

- Have read the [GDPR - Protection of personal data](#)
- a COFOR headquarter (supplier code on 10 characters made up of 6 characters, 2 spaces and 2 characters), [no opening to the Portal for sites](#).
- requested access to the B2B Portal, using the online form
- accepted (online) the General Terms of Use for the B2B Portal and assigned a Partner Logic and Security Administrator (PLSA)

The service below will provide the appropriate forms according to your company's situation. If your company already has operational access, you can contact your Partner Logic and Security Administrator (PLSA) directly to ask for a personal login.

Company referenced ? Company's status ? B2B access requested ? GTU accepted ? B2B access opened ? PLSA identified ?

Please fill in the following information:

COFOR * Site Code

[I don't know my company's supplier code](#)

START ANALYSIS

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

If you don't know who your PLSA is and you can't remember your ID and/or password, you can send the request directly to your PLSA using 'GET AN ACCESS FOR YOUR COMPANY'

HOW TO CONTACT MY PLSA WITHOUT TO LOGIN

1

PSA THE B2B PORTAL

Log in - FR EN

WELCOME REGISTER YOUR COMPANY GET AN ACCESS FOR YOUR COMPANY INFORMATION & DOCUMENTATION HELP & CONTACT

REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

COFOR * Site Code RESUME ANALYSIS

✓ Company referenced ✓ Company's status : validated ✓ B2B access requested ✓ GTU accepted ✓ B2B access opened ✓ PLSA identified

A B2B Administrator (PLSA) has been designated for your company

By completing the form below, you can contact this person directly to inform them about your need to access the GROUPE STELLANTIS B2B Portal on behalf of your company.

[Contact my PLSA](#)

HELP

2

If you don't know who is your PLSA, you could send him an e-mail by filling out this form. The fields marked with an asterisk (*) are mandatory.

Contact my PLSA

Last Name *

First Name *

E-mail Address *

B2B Identifier

Supplier Code (COFOR)

Site Code

Please include some comments *

Captcha * 58769

Receive a copy of this message

Here you can send your request to **all your PLSAs**.

DASHBOARD



PSA THE B2B PORTAL

FIRST NAME LAST NAME - V

Notifications FR EN

DASHBOARD APPLICATIONS DOCUMENTATION HELP & CONTACT

Stellantis business gift policy
12/21/2022 Stellantis business gift policy to our valued suppliers.

MY INFORMATION

MY COMPANY MY PLSA

SUPPLIER CODE
3

Business Name:
FOURNISSEUR TEST A

Site and/or City:
POISSY

MY FAVORITES

APPLICATIONS DOCUMENTATION

You do not currently have any favorite applications selected. Click the "CONFIGURE" button at the bottom to choose your favorite applications.

CONFIGURE

MY CALENDAR

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

NEWS FEED:

- 02/23/2023 RIF - Suppliers's Information Meeting
- 03/23/2023 RIF - Suppliers's Information Meeting
- 04/26/2023 RIF - Suppliers's Information Meeting

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

You can change your password or sign out by clicking on the triangle located next to your ID.

On the 'DASHBOARD' you can find news, 'NEWS FEED' a Calendar and you can also check here for your PLSA(s) and your supplier code(s)

MY CALENDAR

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

favorite CONFIGURE or favorite

JANUARY 25

Meeting dedicated to suppliers of parts for mass production