STELLANTIS

ORION and B2B Supplier Training

March 2024

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1. Overview
2. Help and Support

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What is ORION: ORION is a global Stellantis system that is used for requesting supplier codes and maintaining existing supplier data. All new supplier codes and updates to existing supplier master data will originate in ORION and be assigned a COFOR (supplier code). ORION will pass the data downstream to our regional systems which will create regional supplier codes in the 'regional' supplier code format.

When was ORION launched for xFCA: July 2023 - ORION replaced the former regional systems that were used to manage supplier data (e.g. ODA in North America, MyDocs in Enlarged Europe, etc.).

How to Access ORION: ORION can be accessed through the B2B portal (registered users with a B2B Portal User ID) or a direct link (non-registered users).

Note: ORION does not replace eSupplierConnect, they are two different systems with two different purposes.

User Guides	Submit Ticket	Email Support
1	**2**	**3**
B2B user guides in B2B Portal under the HELP & CONTACT tab

See section 12 for PLSA Admin User Guides | Fill out the "CONTACT" section on the B2B Portal homepage and click the Submit Button. Your inquiry will be routed to the ORION Support Group and they will follow-up with you with an answer | Send an email to b2b-portal@stellantis.com for support and questions |

GROUPE

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

GET HELP

HELP **1**

▶ 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

2 CONTACT

Last Name *
First Name *
E-mail Address *
B2B Identifier
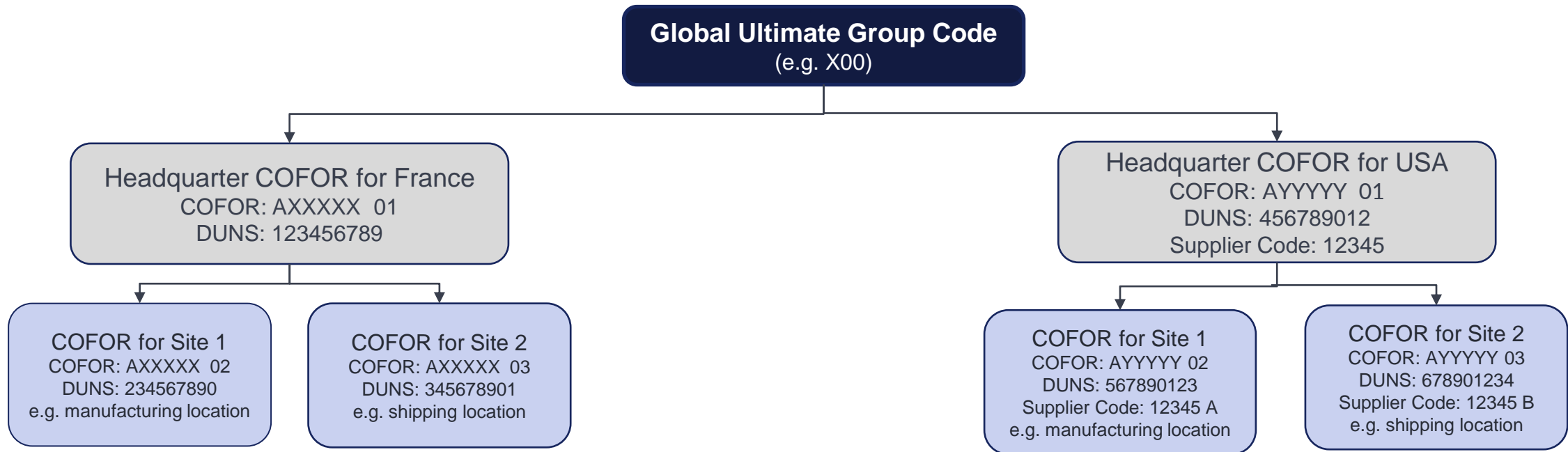Company *
COFOR/SGR
Zip Code
Subject *
Please include some comments *

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3. COFOR / DUNS / Supplier Code
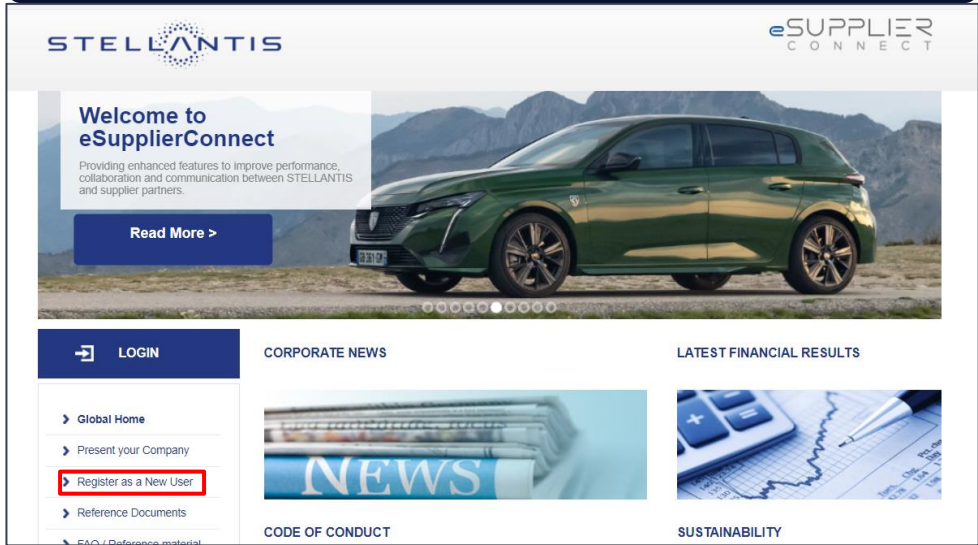# 4. eSupplierConnect / B2B / ORION

Supplier ABC - Example

```
                        ┌─────────────────────────────┐
                        │  Global Ultimate Group Code  │
                        │         (e.g. X00)           │
                        └─────────────────────────────┘
```

Headquarter COFOR for France
COFOR: AXXXXX 01
DUNS: 123456789

Headquarter COFOR for USA
COFOR: AYYYYY 01
DUNS: 456789012
Supplier Code: 12345

COFOR for Site 1
COFOR: AXXXXX 02
DUNS: 234567890
e.g. manufacturing location

COFOR for Site 2
COFOR: AXXXXX 03
DUNS: 345678901
e.g. shipping location

COFOR for Site 1
COFOR: AYYYYY 02
DUNS: 567890123
Supplier Code: 12345 A
e.g. manufacturing location

COFOR for Site 2
COFOR: AYYYYY 03
DUNS: 678901234
Supplier Code: 12345 B
e.g. shipping location

Global Ultimate Group Code (GU): A 3-alphanumeric code used to "group" all COFORs together for a company that has multiple COFOR codes - supplier must have a Duns & Bradstreet Global Ultimate Group Code. To request a Global Ultimate Group Code, email b2b-portal@stellantis.com.

COFOR: A code that is issued from the B2B/ORION system (instructions in sections below). If the supplier does business in multiple countries and locations, each location must have a separate COFOR. COFOR = **CO**de **FO**urnisseu**R** (French word for Supplier code). Site number is the last two digits of the COFOR. When ORION launched in July 2023, COFORs were automatically created for xFCA suppliers. If you does not know their COFOR, your eSupplierConnect Administrator can look up the COFOR codes through eSupplierConnect, see section 10.

DUNS: A code that is issued through Dun & Bradstreet (D&B). The DUNS Number is a unique nine-digit identifier for a legal entity (https://www.dnb.com/) and is an attribute of a COFOR. Every supplier's physical location requires a DUNS number. 1 COFOR = 1 DUNS

Regional Supplier Code: When a COFOR is approved, ORION will create the regional supplier codes. For former FCA supplier who already have a COFOR, the buyer may need to extend the COFOR to a different location (e.g. shipping location, manufacturing location) within the headquarter COFOR.

eSupplierConnect Supplier Portal

B2B Portal Supplier Portal
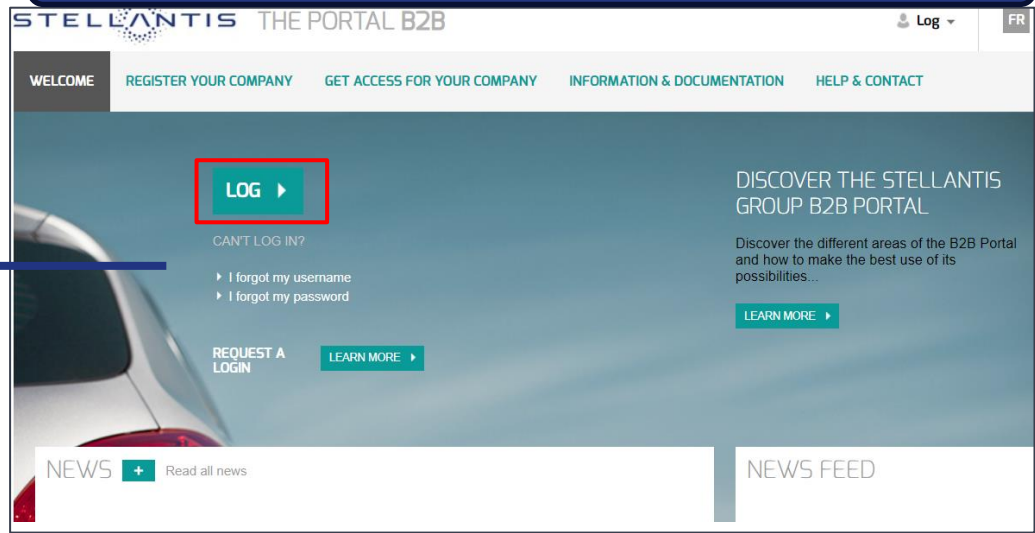
ORION

ORION and B2B have the same user ID and password

- https://www.esupplierconnect.com
- eSupplierConnect is the Stellantis Supplier Portal that contains bulletins, alerts, reference documents, links to applications, etc.
- eSupplierConnect requires a unique User ID (WID) and password
- To register for eSupplierConnect click the "Register as a New User"
- You can access B2B Portal through the landing page of eSupplierConnect https://www.esupplierconnect.com

Note: For xFCA suppliers, COFORs were automatically created in July 2023, however, xFCA suppliers still need to request access to B2B / ORION and add contacts.

Note: When logging into B2B and ORION use Edge, Mozilla Firefox or Safari web-browser. Chrome is not recommended.

- http://b2b.psa-peugeot-citroen.com/Pages/en-US/Home.aspx
- B2B is the xPSA Supplier Portal that contains bulletins, alerts, reference documents, etc.
- A B2B User ID (VID) and Password are required for **ALL** Stellantis suppliers to gain access to ORION
- B2B /ORION requires a user ID and password (the user ID and password are the same for B2B / ORION but different then eSupplierConnect)
- You can access B2B Portal through the direct link or through the landing page of eSupplierConnect https://www.esupplierconnect.com
- To register for the B2B Portal, see section 7 this training

Note: eSupplierConnect and B2B Portal Supplier Portals will be merged into **ONE** Stellantis Supplier Portal in the near future.

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5. B2B and ORION Roles

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Requestor or Applicant
The person who initially requests access to B2B Portal and ORION. This person can be anyone at the supplier and can be the same person as the Legal Representative or PLSA (Partner Logic Security Administrator).

Legal Representative
The person who accepts the General Terms of Use (GTU) for B2B and ORION. The Legal Representative is responsible for identifying the PLSA. The Legal Representative is usually a COO or someone who can act on behalf of the company. They don't necessarily need to be a lawyer.

PLSA – Partner Logic Security Administrator
The person responsible for updating supplier information such as contacts and supplier master data (e.g. address, supplier name, etc.). **It is recommended to have more than 1 PLSA for backup.** The PLSA can be the same person as the Legal Representative and can be the same person across multiple COFORs within a company group.

B2B and ORION Contacts
Contacts are added by the PLSA. Most contacts will not go into ORION

6. High-level Process Flows

Process for a Supplier to Request a COFOR and B2B / ORION Access

This is a high-level process flow to request a COFOR Code and B2B/ORION Access. The detailed steps can be found in the following sections of this training.

A Supplier must have a COFOR (supplier code linked to a DUNS number) to receive Purchase Orders.

Link to B2B: LINK

B2B Poral support:
B2b-portal@stellantis.com

The requester starts the registration on the B2B Portal homepage by clicking 'Register your Company' and 'Start/resume process'

→

From the ORION registration page, the requester will enter general supplier data including DUNS Number and new password

→

At this point, the User ID (requestor email) and password are setup. The requestor will log into ORION to enter the remaining of supplier information

→

Enter the remaining supplier information such as Legal Representative, commodity, required documents, etc.

This will trigger ORION to send an approval email to the buyer of the Commodities you indicated

→

The buyer responsible for your commodity will receive an email and approve the supplier request

→

The Purchasing Manager will receive an email and approve the supplier request

→

When the request is approved, the requestor will receive an email with the new COFOR number

→

The requestor clicks the "Get Access for Your Company" through the homepage of B2B Portal and completes the steps to initiate the request. An email will be sent to the Legal Representative

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The Legal Representative will login and approve the B2B/ORION General Terms of Use (GTU) before access will be granted

→

The legal representative will identify the PLSA admin. The PLSA will then receive to setup their user ID and password

→

For xFCA, to generate or extend a company code after the COFOR is created, the Buyer needs to "extend" the COFOR in ORION to generate a regional supplier code for that company code

→

The Master Data Group will trigger the appropriate back-end systems to create supplier codes with the appropriate regional format

---

- = Supplier Responsible
- = Buyer Responsible
- = Purchasing Manager
- = Master Data Group

Note: The Supplier will attach the regional specific documents during registration. Buyers will validate they are present and filled out completely. It is critical that the appropriate documents are filled in properly to allow the Accounting groups to set up new suppliers for payment.

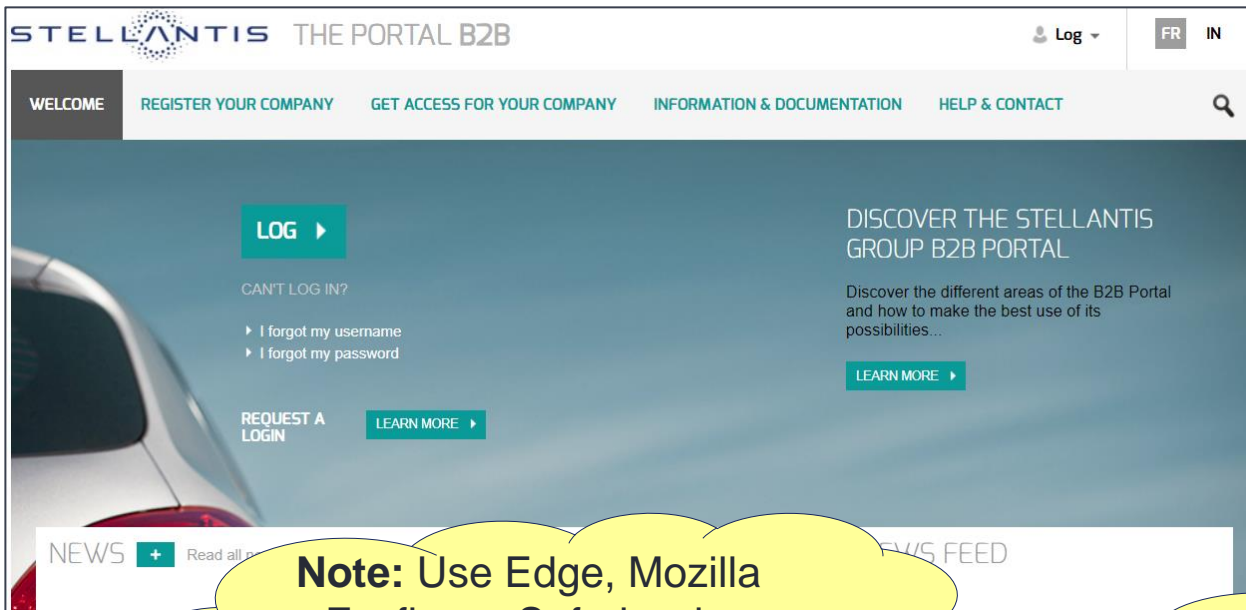# Process for a Supplier to Request B2B / ORION Access (If They Already Have a COFOR)

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This process flow would be followed for the below situations:
- If the supplier has a COFOR but does NOT have access to the B2B Portal and ORION
- If the supplier is xFCA and has a COFOR which was automatically granted through the ORION migration in July 2023 but supplier isn't register in B2B or ORION

These steps are a sub-set of the process flow on the previous page. The below steps assume the supplier already has a COFOR. A Supplier must have a COFOR (supplier code linked to a DUNS number) to receive Purchase Orders.

Link to B2B: LINK

B2B Poral support:
B2b-portal@stellantis.com

The requester starts the registration on the B2B Portal homepage by clicking 'Register your Company' and 'start/resume process' ~~[Step does not apply]~~

From the ORION registration page, the requester will enter general supplier data including DUNS Number and new password ~~[Step does not apply]~~

At this point, the User ID (requestor email) and password are setup. The requestor will log into ORION to enter the remaining of supplier information ~~[Step does not apply]~~

Enter the remaining supplier information such as Legal Representative, commodity, required documents, etc. ~~[Step does not apply]~~

This will trigger ORION to send an approval email to the buyer on the Commodities you indicated ~~[Step does not apply]~~

The buyer responsible for your commodity will receive an email and approve the supplier request ~~[Step does not apply]~~

The Purchasing Manager will receive an email and approve the supplier request ~~[Step does not apply]~~

When the request is approved, the requestor will receive an email with the new COFOR number ~~[Step does not apply]~~

The requestor clicks the "Get Access for Your Company" through the homepage of B2B Portal and completes the steps to initiate the request. An email will be sent to the Legal Representative

The Legal Representative will login and approve the B2B/ORION General Terms of Use (GTU) before access will be granted

The legal representative will identify the PLSA admin. The PLSA will then receive to setup their user ID and password

For xFCA, to generate or extend a company code after the COFOR is created, the Buyer needs to "extend" the COFOR in ORION to generate a regional supplier code for that company code

The Master Data Group will trigger the appropriate back-end systems to create supplier codes with the appropriate regional format

Legend:
- = Supplier Responsible
- = Buyer Responsible
- = Purchasing Manager
- = Master Data Group
- X = Step does not apply

Note: The Supplier will attach the regional specific documents during registration. Buyers will validate they are present and filled out completely. It is critical that the appropriate documents are filled in properly to allow the Accounting groups to set up new suppliers for payment.

Process if a Regional Supplier Code is Needed for a Supplier with a COFOR

This process flow would be followed for the below situation:

- If the supplier has a COFOR but needs a regional supplier code in a different region

These steps are a sub-set of the process flow on the previous two pages. The below steps assume the supplier already has a COFOR and access to B2B / ORION. A Supplier must have a COFOR (supplier code linked to a DUNS number) and to receive Purchase Orders.

Link to B2B: LINK

B2B Poral support:
B2b-portal@stellantis.com

The requester starts the registration on the B2B Portal homepage by clicking 'Register your Company' and 'start/resume process' ✗

From the ORION registration page, the requester will enter general supplier data including DUNS Number and new password ✗

At this point, the User ID (requestor email) and password are setup. The requestor will log into ORION to enter the remaining of supplier information ✗

Enter the remaining supplier information such as Legal Representative, commodity, required documents, etc. ✗

This will trigger ORION to send an approval email to the buyer of the Commodities you indicated ✗

The buyer responsible for your commodity will receive an email and approve the supplier request ✗

The Purchasing Manager will receive an email and approve the supplier request ✗

When the request is approved the requestor will receive an email with the new COFOR number ✗

The requestor clicks the "Get Access for Your Company" through the homepage of B2B Portal and completes the steps to initiate the request. An email will be sent to the Legal Representative ✗

The Legal Representative will login and approve the B2B/ORION General Terms of Use (GTU) before access will be granted ✗

The legal representative will identify the PLSA admin. The PLSA will then receive to setup their user ID and password ✗

For xFCA, to generate or extend a company code after the COFOR is created, the Buyer needs to "extend" the COFOR in ORION to generate a regional supplier code for that company code

The Master Data Group will trigger the appropriate back-end systems to create supplier codes with the appropriate regional format

Legend:
- = Supplier Responsible (green)
- = Buyer Responsible (blue)
- = Purchasing Manager (red)
- = Master Data Group (purple)
- ✗ = Step does not apply

Note: The Supplier will attach the regional specific documents during registration. Buyers will validate they are present and filled out completely. It is critical that the appropriate documents are filled in properly to allow the Accounting groups to set up new suppliers for payment.

7. Registration – Detailed Process Steps:

- **Process for a Supplier to Request a COFOR <u>and</u> B2B / ORION Access**

- **Process for a Supplier to Request B2B /ORION Access (if supplier already has COFOR)**

Important Message to Suppliers: If a supplier registers in ORION, it does not mean they will receive an approved Stellantis supplier code. The Purchasing Team has responsibility for managing the supplier panel, and the approval of a new company. Each application is reviewed and approved on a case-by-case basis by Purchasing, when an operational requirement arises.

- To start the COFOR registration process, click the B2B Portal link **OR** the eSupplierConnect landing page link. This step is only needed if the supplier does not have a COFOR.

Requester or Applicant

B2B Portal

eSupplierConnect

to remain on **eSupplierConnect Supplier Portal**
| CLICK HERE |

to continue to **B2B Supplier Portal**
| CLICK HERE |
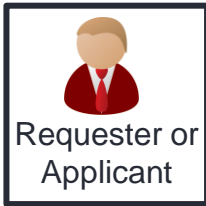
Note: Use Edge, Mozilla Foxfire or Safari web-browser. Chrome is not recommended.

Note: One COFOR = One Registration

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- Click the **Register Your Company** tab

- Read through the instructions

- Click **Start / Resume Process**

Note: These steps are only needed if the supplier does not have a COFOR.

Note: The process of requesting a COFOR and requesting access to B2B portal only happens once. In this process a Legal Representative and PLSA(s) will be identified. The PLSA will add additional contacts if needed.

STELLANTIS THE **B2B** PORTAL

Requester or Applicant

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

HOW TO PRESENT YOUR COMPANY?

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

In order to work with GROUPE STELLANTIS, 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.

I present my company

| 1 I GET MY DATA READY | 2 I INITIALIZE MY COMPANY'S DATA FILE | 3 I COMPLETE MY COMPANY'S DATA FILE | 4 I SEND THE DATA FILE TO STELLANTIS |

STELLANTIS evaluates me as a

| 5 THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS CONSIDERS MY | 6 THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS INFORMS ME |

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.

START / RESUME PROCESS

- This will bring up the screen shown here, next click the **New Supplier? Register Now** link

Note: This step is only needed if the supplier does not have a COFOR.

- Complete the information on this screen. It is necessary to fill in all the mandatory fields (*)

- **Generic E-mail** must be the person's company email address (domain must be name of company). The email can NOT be a shared group mailbox and can NOT be gmail.com, yahoo.com, etc.

- Generic E-mail (temporary ID) & Password are needed for next step

- The **DUNS number** is mandatory for the registration process. Click here for additional information on DUNS: **https://www.dnb.com/**

- Click the **Register** button to move to the next step. The request is now in "Draft" Status

Note: This step is only needed if the supplier does not have a COFOR.

Note: If your company is already registered in B2B, you will get a warning that the DUNS Number is already in B2B

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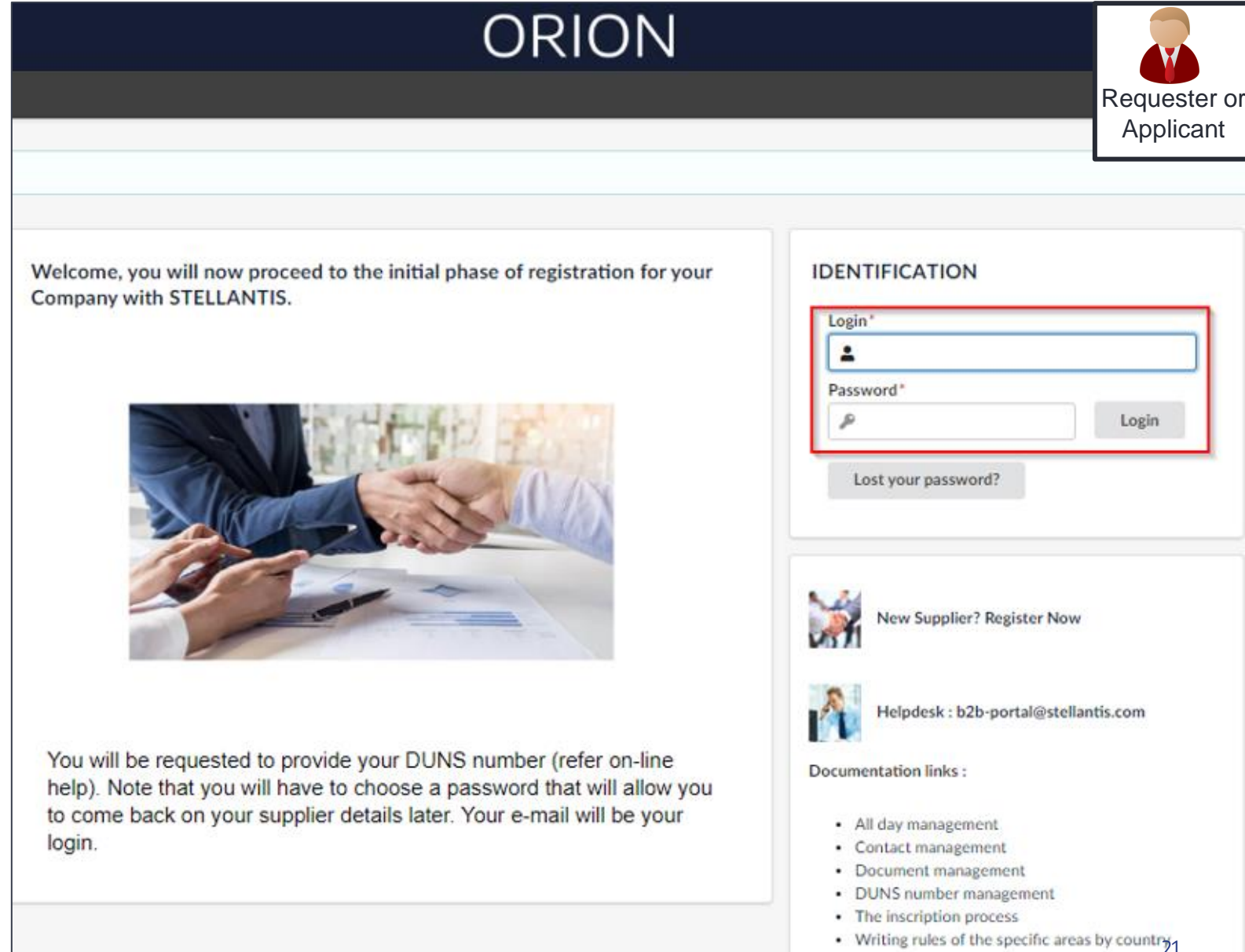
- Now that the first step has been completed, once again go into B2B Portal and click the **Register Your Company** and **Start / Resume Process** button

Note: This step is only needed if the supplier does not have a COFOR.

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• This will return the Requester/Applicant to the login screen. At this time use the login ID and password created in the previous step to log in.

Note: This step is only needed if the supplier does not have a COFOR.

ORION

Requester or Applicant

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

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

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.

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- Complete the information on this screen. There are multiple tabs on the left of the screen that require data input. It is necessary to fill in all the mandatory fields (*).

- Ensure the Commodity Code is correct because this is how the Stellantis Buyer will be identified for your request approval

Note: This step is only needed if the supplier does not have a COFOR.

ORION

General Info. **Sourcing**

Company Info

Requester or Applicant

🖫 Save | Submit supplier card

i Identity

👥 Contacts

Documents & Certs.

Financial Indicators

Approval

Partner Functions

Change Log

ECOVADIS (ext)

⚠ The "Sales Responsible" role is missing.

ⓘ 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

Company information

Company name*

Common name*

Test 2

DUNS*

000000000

Note: If information is missing an error message(s) will appear – all error messages need to be resolved before moving forward

Contacts
The contacts tab currently has 4 required fields (Legal Representative, Legal Documents Contact, Sales Responsible and Demat-Achat Contact). This tab replaces the xFCA SIC application on eSupplierConnect

Partner Functions
Make sure your supplier codes are set up with proper Partner functions such as Manufacturing Location, Ship From Location etc.

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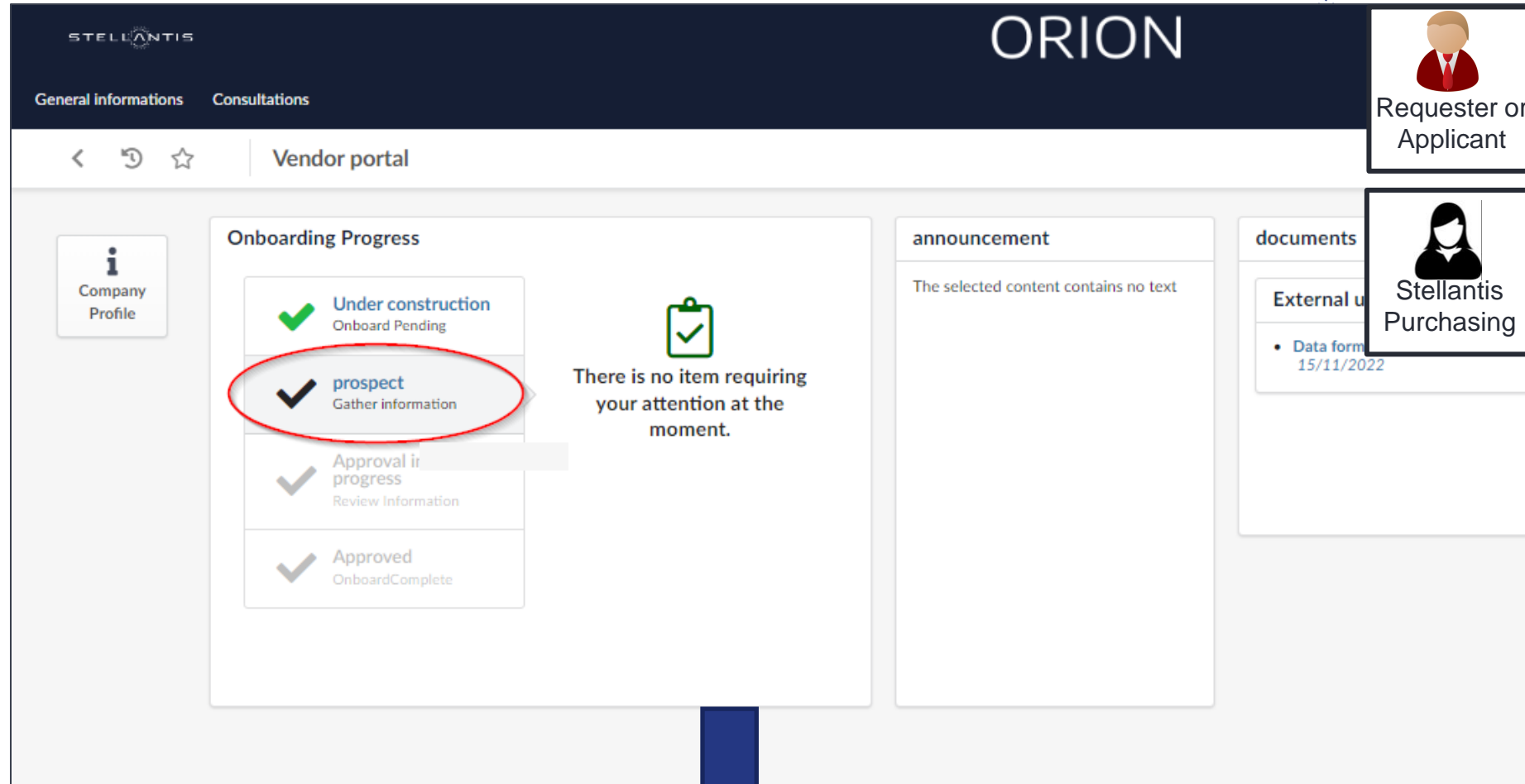
- In **Documents & Certs** it is required to upload the appropriate regional documents. Blank versions of the normal new supplier documents for each region can be downloaded and must be completed and attached in the **Documents & Certs**. tab. This is critical because the documents are needed to setup payment.

- The GRPG (Global Responsible Purchasing Guidelines) template needs to be downloaded, signed and uploaded

- The final step is to click the **Submit Supplier Card** button. If information is missing an error message will appear

- The request has now moved from "Draft" status to "Prospect" status

Note: This step is only needed if the supplier does not have a COFOR.

Requester or Applicant

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ORION

General Info.   Sourcing

< ⟲ ☆   Company Info

i Identity

🖫 Save   Submit supplier card

👥 Contacts

▤ Documents & Certs.

🏛 Financial Indicators

👍 Approval

🤝 Partner Functions

✎ Change Log

ECOVADIS (ext)

📅 Expected date format: M/d/yyyy   ← regional templates

📄 Blank documents

Keywords   Status

Legal Documents   upload appropriate regional document(s)

Add Legal Documents

0 Result(s)

Sustainability Documents   upload signed GRPG document

Add Sustainability Documents

0 Result(s)

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- The next step is for the Stellantis Buyer and Purchasing Manager to approve the request in ORION. An email has been sent to the Buyer associated with the Commodity Code that was identified in the initial setup

- After Purchasing has approved the request, the system will generate the CORFOR

Note: This step is only needed if the supplier does not have a COFOR.

Buyer and Purchasing Manager Approval is Required at this step

Requester or Applicant

- After the request is approved by Stellantis Purchasing, the COFOR of the supplier is created

- The ORION system will automatically send an email to the Requester/Applicant with instructions on how to request B2B access. Suppliers will need B2B/ORION access in order to submit updates to their supplier master data, add contacts, etc.

Note: This step is only needed if the supplier does not have a COFOR.

Dear

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

COFOR number: A00 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

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IMPORTANT PROCESS NOTE

This is the point the process steps start if the supplier already had a COFOR and only needs to get B2B/ORION access

- The Requester/Applicant will go to the B2B Portal and click the **Get An Access For Your Company** tab

- Enter the COFOR 6 characters (required at this step). **Site code** is not mandatory, but it is recommended to use

- Click **Start Analysis** button

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- The supplier will read the instructions on the left hand side of the screen and click the link to **Request an access to the B2B portal for my company**

- Complete the required fields and click **Submit**

Mission of Legal Representative:
- Accepts the General Terms of Use (GTU) for B2B/ORION.
- Identify the PLSA.

Mission of PLSA:
- The PLSA is a special contact of the B2B Portal who has access to the private area and to the administration tool of the B2B Portal and ORION.
- The PLSA is familiar with office tools and Internet and has a good knowledge of the company allowing them to identify internal contacts involved with Stellantis.
- The PLSA assigns an unique ID to each of the users of the company, who needs this.
- The PLSA allocates the access rights and 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 the users.
- The PLSA helps the 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 the users at least once a year.

Requester or Applicant

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- The request is automatically sent to inscription-b2b-portal@stellantis.com. Here is the confirmation the Requester / Applicant will receive

- The B2B Support Team has to verify and add these contacts to ORION

- The Legal Representative who was identified in the previous step will receive an email with next steps

B2B Admin

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

The user:

- *Last Name:*
- *First Name:*
- *E-mail Address:*

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

Supplier code (COFOR): A0

Legal Representative

- *Last Name:*
- *First Name:*
- *E-mail Address:*
- *Telephone Number: 000000*
- *Preferred Language: English*

PLSA

- *Last Name:*
- *First Name:*
- *E-mail Address:*
- *Telephone Number: 000000*
- *Preferred Language: English*

Legal
Representative

- The Legal Representative will receive the email below. From this email, they will setup their password using the link in Step #1 (within 4 hours of receiving the email)

- If the Legal Representative was **not** able to setup their password within 4 hours of receiving the email, they will need to request a new password using the link in Step #2

- The Legal Representative should log into ORION using the link and his e-mail address in Step #3. Once they are logged into ORION, they will accept the General Terms of Use (GTU) and assign the PLSA

Good morning / afternoon

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:
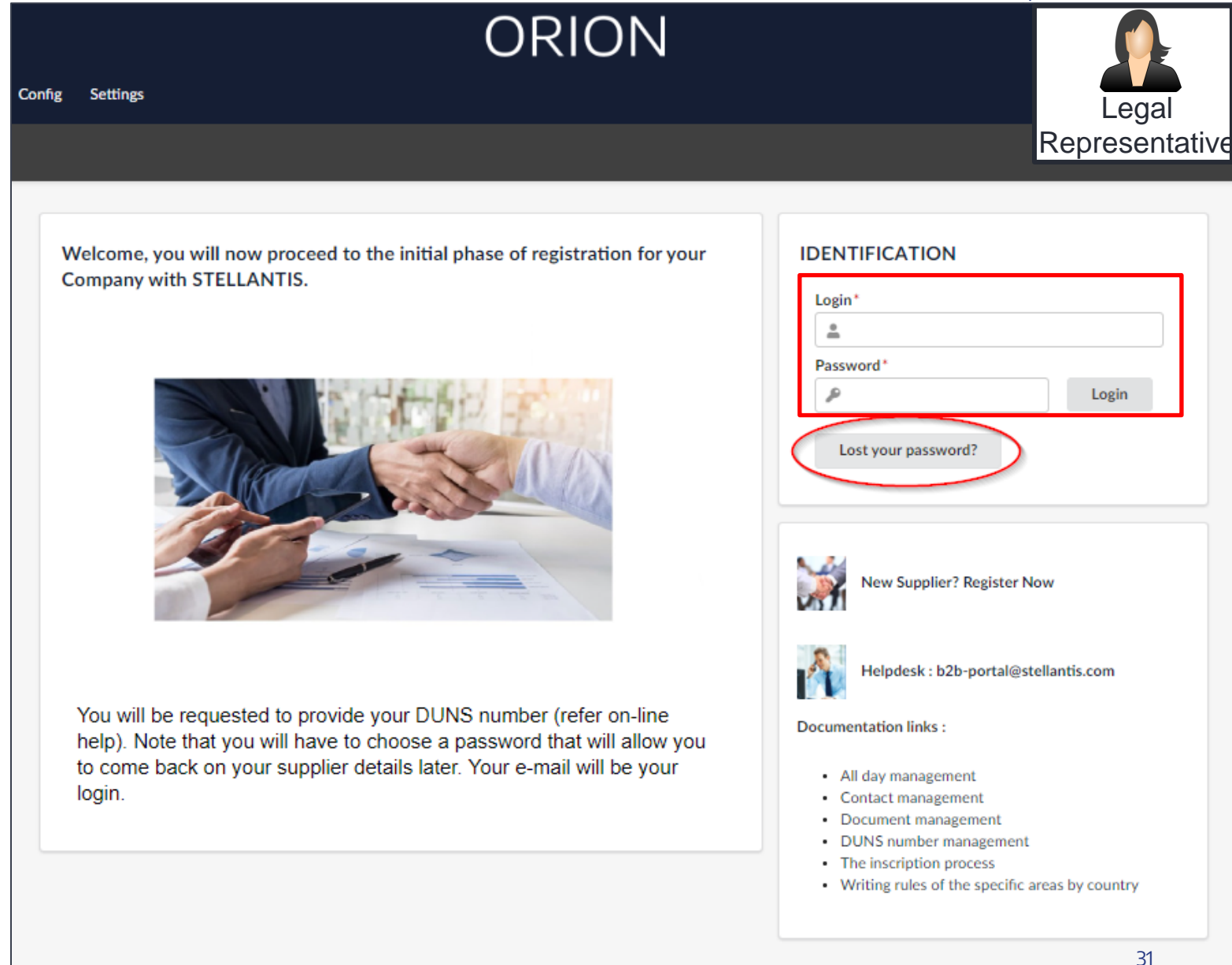
1. You have 4 hours to choose your password on the page: Set password.
2. After this time, you will have to request a new one from the page : Login
3. You can then connect on the following page Login with your ID : viliam.kratochvila@stellantis.com
4. Accept the General Terms and Conditions (your signature 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 Legal Representative will log into ORION using their e-mail address and password they just sent up

- 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 by clicking **Lost your password?** button

- When using the **Lost your password?** button, the Login is the same e-mail address that was entered on **Request an access to the B2B Portal for my company** form for the the function 'Legal Representative'. The login can also be found in the email the Legal Representative received.

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- The Legal Representative will review the General Terms of Use (GTU) on the screen

- The Legal Representative will now check box **I have acknowledge Conditions of Use of B2B portal and I accept them**

- The Legal Representative also needs to select/create the PLSA by using the **Select Existing Contact** or the **Create a new Contact** buttons

- The Legal Representative will finally click the **Validate** button

Note: The ORION General Terms of Use (GTU) are specific to B2B / ORION and are **NOT** the same as the Purchasing General Terms & Conditions for Purchase Orders governance

Note: The GTUs can be saved to a PDF by clicking the Print button

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PLSA

- The PLSA will receive two different emails, see below
- The PLSA will log into the system using the ID and temporary password provided in the emails and the first time they log in they will be required to enter their password

1   Madam, Sir,

Email #1 – sent to PLSA (includes ID)

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) :   AC▮▮▮01
Your username   :   V▮▮▮

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,

Email #2 – sent to PLSA (includes temporary password)

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.
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 Quotation" activity.

Best Regards,

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

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8. PLSA vs. End User Screen

- The main difference between the PLSA screen and the normal user screen is the **Administration & Documentation** tab, see below.

PLSA Screen

Normal User Screen

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9. How to Find Your PLSA at Your Company

- 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**

- Fill in your COFOR code and click the **START ANALYSIS** button

End User

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1 Click **the Contact my PLSA** link

2 Complete the mandatory fields and click **Submit** and a request will be sent to all your PLSAs

End User

10. How to Find My COFOR Code

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All eSupplierConnect Administrators can find their company's codes on eSupplierConnect (vendor or sector code, group codes and COFOR codes). eSupplierConnect Administrator are the only ones who have this function.

eSupplierConnect Admin

1 Log into eSupplierConnect

2 Click the **Administration** tab

3 Click **Administration Group** and then **click Manage**

4 Click the **Codes** button

5 Click the **SSC** button

In this section you can find the correspondence between the supplier code and COFOR code

	Grou...	Group Name	Group Id
		Chrysler	1800001155
		Korea RSO	1800001156
		LAGO ALBERTO ASSEMBLY	1800001157
		Technical Advisor Database Access	1800001158
		SALTILLO TRUCK ASSEMBLY PLANT	1800001160
		CHRYSLER DE MEXICO - RAIL TRACKING	1800001159
		Chrysler SCM	1800031429
		Chrysler Purchasing	1800031640
		Chrysler LMS	1800033470
		Global EBSC	1800036309

Vendor Number	Sector Description	Company Name	Company Name 2	Supplier Code / CoFor	Vendor Type
	North America	CHRYSLER DE MEXICO S A	CHRYSLER LLC		Direct
	North America	CHRYSLER DE MEXICO S A	CHRYSLER LLC		Direct
	North America	N.A. P&SCM-not valid for sourcing			
	North America	N.A. P&SCM-not valid for sourcing			
	LATAM	N.A. P&SCM-not valid for sourcing			
	North America	DAIMLERCHRYSLER PROCUREMENT O...	CHRYSLER LLC		

COFOR codes will appear here

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**11. PLSA
Workspace and Responsibilities**

There are two admin applications in the **ADMINISTRATION & DOCUMENTATION > TOOLS** tab

1 **THE SUPPLIERS DATABASE – ORION** button is for updating contacts and modifying company master data (company name, company address, legal data, etc.)

2 **ADM PARTENAIRES** button is for providing and managing access to the B2B applications for you and your users (e.g. re-set passwords, share PLSA role, etc.).

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After clicking the **SUPPLIERS DATABASE – ORION** button on the previous slide, click **Identity** tab. The PLSA can:

PLSA

- Update supplier information such as supplier name, address, legal data etc. by clicking **Request Information Change** button. The request is sent to the Stellantis Master Data team. They will review and approve the request. If there is an issue preventing approval, they will send an email advising what is required for approval.

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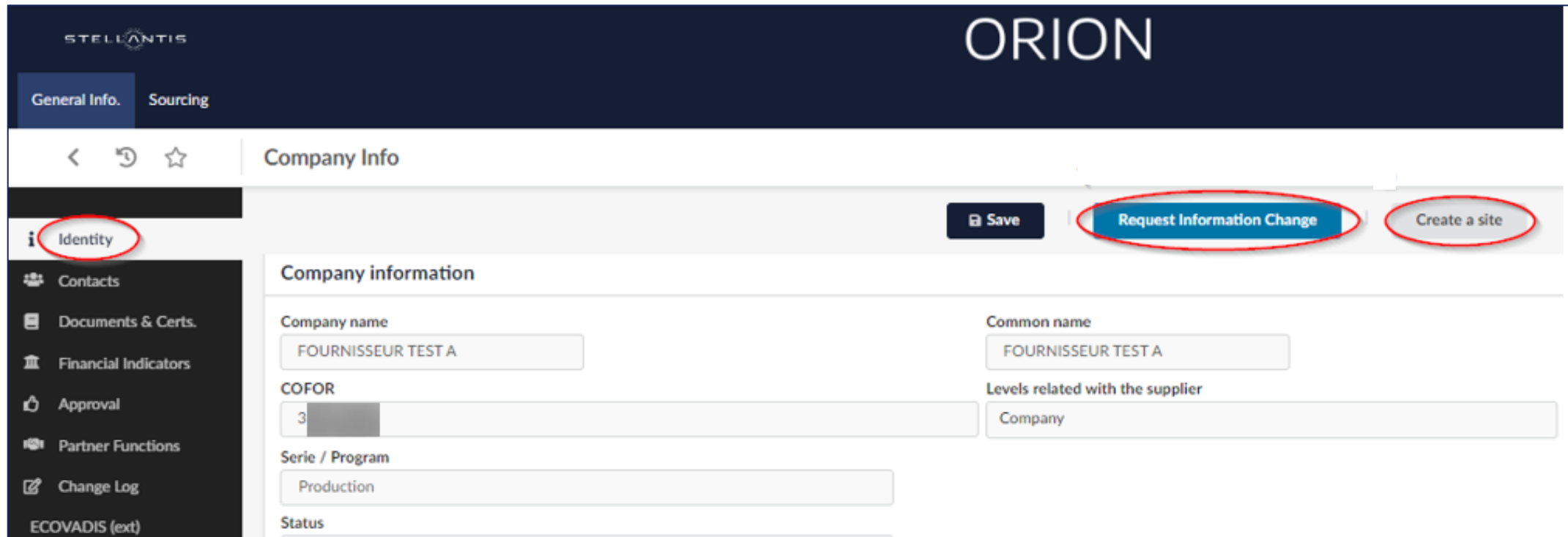
STELLANTIS

- Create a new site location under a COFOR HQ company by clicking the **Create a site** button to register new site (e.g. A00KHM 03). The PLSA must email b2b-portal@stellantis.com , to request approval

PLSA

STELLANTIS

ORION

PLSA

In the **Contacts** tab the PLSA can:

1 Create a new contact by clicking **Create a new Contact** button

2 Change a contact's information or inactivate a contact by clicking **Select Existing Contact.** To inactive a contact, remove all the activities and uncheck the B2B access box

3 Click **Save**

New contacts and updates do NOT require Stellantis validation

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General Info.   Sourcing

Company Info

3 Save   Request

Identity

Contacts

Documents & Certs.

Financial Indicators

Approval

Partner Functions

Change Log

ECOVADIS (ext)

Internal Contacts

Rights review of the contacts

Keywords

[   ]   Q Search   Reset

Functions

2 [   ] **1** B2B contact

IMPORTANT: If the contact will need to log into ORION, make sure to check this box.

Select Existing Contact   + Create a new Contact

Contact	Function	Cell Phone	Email	B2B	History
Last Name First Name	Systems Administrator (PLSA) × ▾ Sales Director			**3** ✓	

Note: There is no limit to the number of contacts

Note: The contacts are at the COFOR company level

Note: xFCA supplier contacts were **not** automatically added to ORION when the COFORs were created. The contacts need to be added

12. PLSA User Guides

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- PLSA User Guides are under the **ADMINISTRATION & DOCUMENTATION** tab of the B2B Portal

- Click on the **PLSAS DOCUMENTATION** tab to find all necessary user guides for ORION and ADM PARTENAIRES

🏠 DASHBOARD   🛠 APPLICATIONS   📄 DOCUMENTATION   ❓ HELP & CONTACT   ⚙ ADMINISTRATION & DOCUMENTATION   PLSA

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

B2B and ORION Help and Support

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User Guides

1

B2B user guides in B2B Portal under the HELP & CONTACT tab

Submit Ticket

2
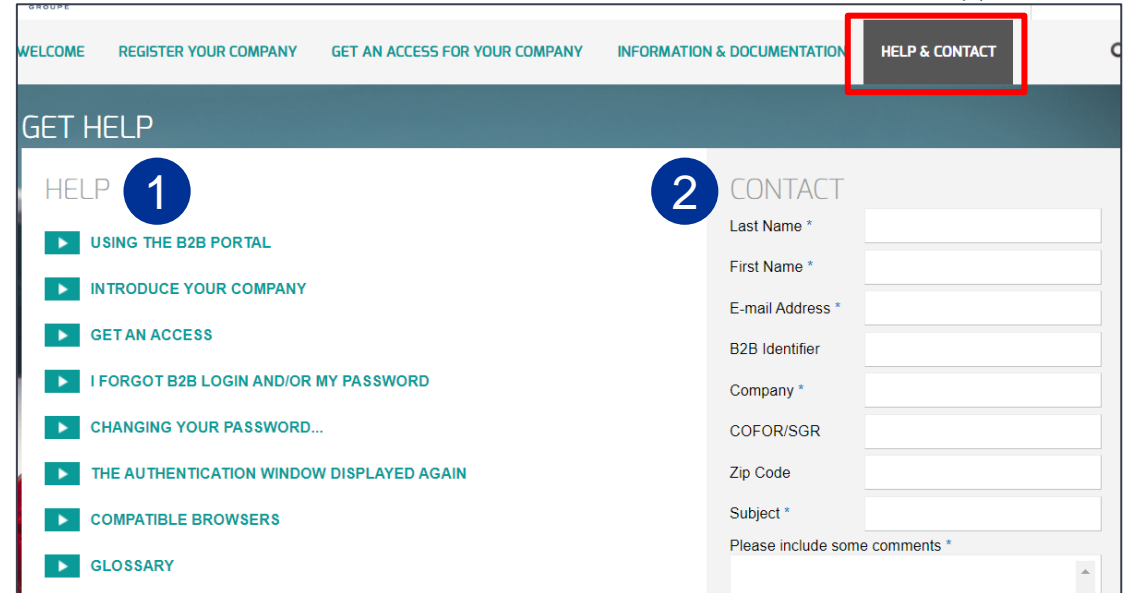
Fill out the "CONTACT" section on the B2B Portal homepage and click the Submit Button. Your inquiry will be routed to the ORION Support Group and they will follow-up with you with an answer

Email Support

3

Send an email to b2b-portal@stellantis.com for support and questions

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

GET HELP

HELP **1**

- 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

2 CONTACT

Last Name *
First Name *
E-mail Address *
B2B Identifier
Company *
COFOR/SGR
Zip Code
Subject *
Please include some comments *

13 . Key Take Aways

- Stellantis Supplier Master Data process will be ORION for all regions. All former regional systems are no longer used..

- Ex-FCA suppliers automatically have COFORS created for their existing locations in ORION.

- Ex-FCA Suppliers will want to register for B2B access so their PLSA can manage their supplier master data directly in ORION

- A PLSA is the B2B/ORION equivalent of an esupplierconnect portal Root Security Administrator

- ORION and B2B has user guides and documentation available for users

- Regional Required Documents don´t change, Supplier will attach during registration, Buyers will validate they are present and filled out completely

- ORION was launched globally in July 2023

Q & A

14. Back-up

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

Obtain an initial password/Troubleshoot
(for internal users and PSA service providers only)

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

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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.

You can change your password or sign out by clicking 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)
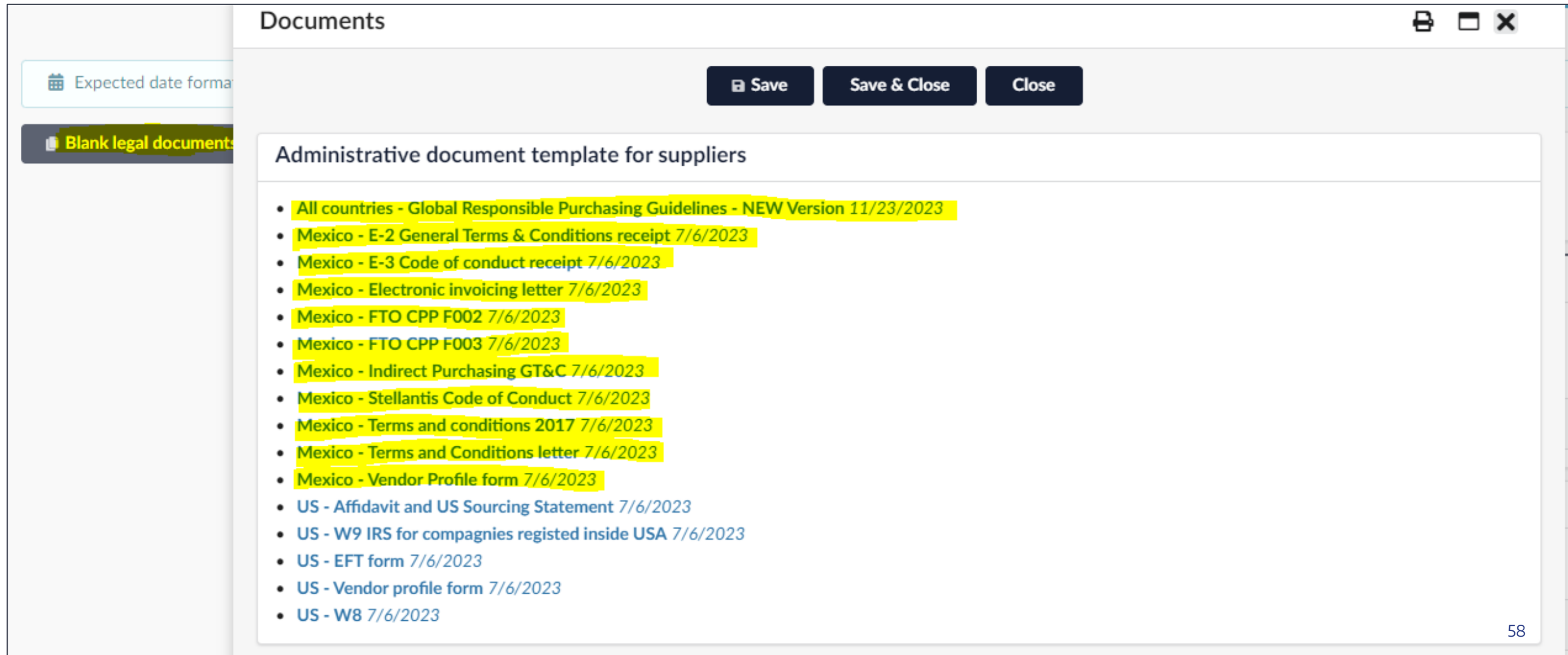
Documents for new North America supplier codes located in **Mexico** and shipping to Stellantis locations located within Mexico

Documents

🖶 ▭ ✕

📅 Expected date format

💾 Save   Save & Close   Close

📄 Blank legal documents
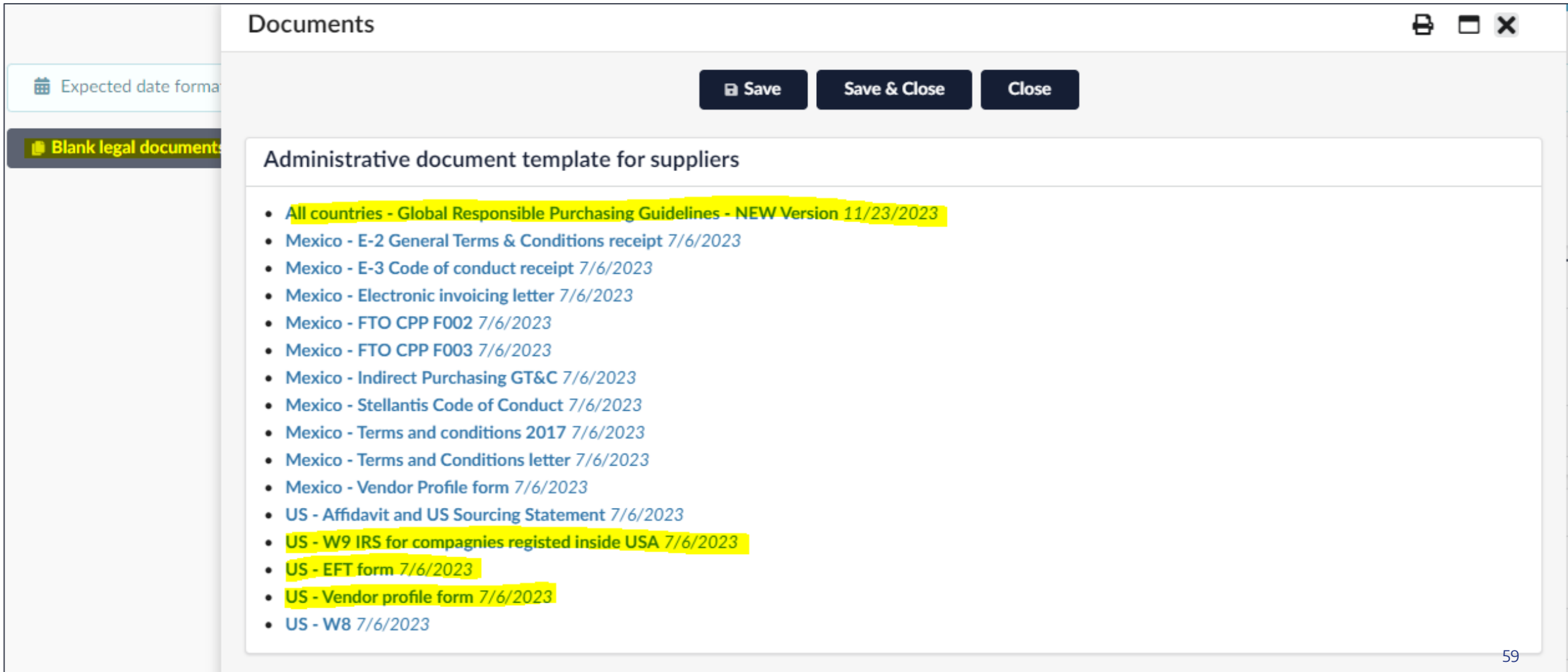
Administrative document template for suppliers

- All countries - Global Responsible Purchasing Guidelines - NEW Version *11/23/2023*
- Mexico - E-2 General Terms & Conditions receipt *7/6/2023*
- Mexico - E-3 Code of conduct receipt *7/6/2023*
- Mexico - Electronic invoicing letter *7/6/2023*
- Mexico - FTO CPP F002 *7/6/2023*
- Mexico - FTO CPP F003 *7/6/2023*
- Mexico - Indirect Purchasing GT&C *7/6/2023*
- Mexico - Stellantis Code of Conduct *7/6/2023*
- Mexico - Terms and conditions 2017 *7/6/2023*
- Mexico - Terms and Conditions letter *7/6/2023*
- Mexico - Vendor Profile form *7/6/2023*
- US - Affidavit and US Sourcing Statement *7/6/2023*
- US - W9 IRS for compagnies registed inside USA *7/6/2023*
- US - EFT form *7/6/2023*
- US - Vendor profile form *7/6/2023*
- US - W8 *7/6/2023*

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Documents for new North America supplier code located in **USA**

Documents

🖶 ▢ ✕

Save   Save & Close   Close

Administrative document template for suppliers

Expected date forma...

Blank legal documents

- All countries - Global Responsible Purchasing Guidelines - NEW Version 11/23/2023
- Mexico - E-2 General Terms & Conditions receipt 7/6/2023
- Mexico - E-3 Code of conduct receipt 7/6/2023
- Mexico - Electronic invoicing letter 7/6/2023
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- Mexico - FTO CPP F003 7/6/2023
- Mexico - Indirect Purchasing GT&C 7/6/2023
- Mexico - Stellantis Code of Conduct 7/6/2023
- Mexico - Terms and conditions 2017 7/6/2023
- Mexico - Terms and Conditions letter 7/6/2023
- Mexico - Vendor Profile form 7/6/2023
- US - Affidavit and US Sourcing Statement 7/6/2023
- US - W9 IRS for compagnies registed inside USA 7/6/2023
- US - EFT form 7/6/2023
- US - Vendor profile form 7/6/2023
- US - W8 7/6/2023

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Documents for NA new supplier code located outside the USA (except for Mexico to Mexico listed previously)

Documents

Save   Save & Close   Close

Expected date forma

Blank legal documents
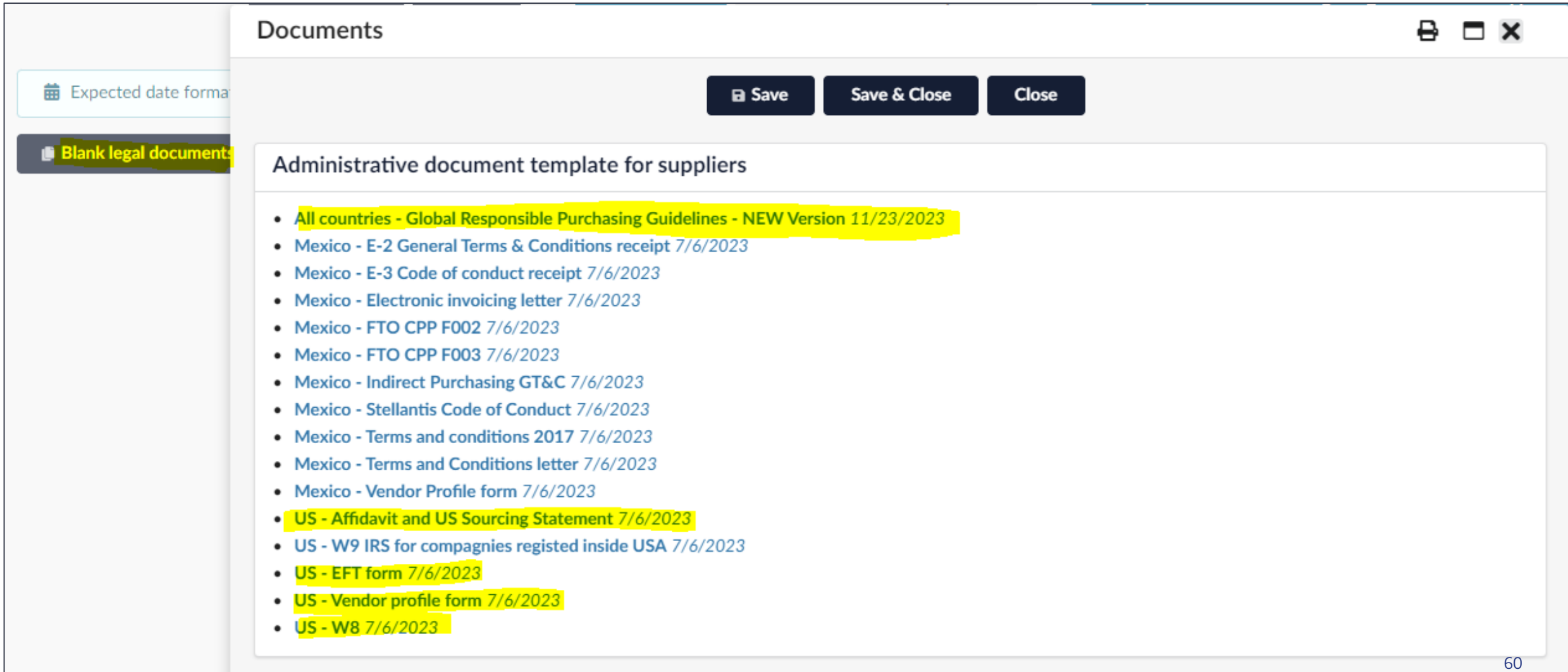
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- Mexico - FTO CPP F003 7/6/2023
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- Mexico - Terms and conditions 2017 7/6/2023
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- US - W9 IRS for compagnies registed inside USA 7/6/2023
- US - EFT form 7/6/2023
- US - Vendor profile form 7/6/2023
- US - W8 7/6/2023

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- **What is MyDocs: Bank Details management:** a specific Mydocs application functionality through eSupplierConnect that is used to upload banking information for payments. With the launch of Orion in July 2023, MyDocs allows exFCA suppliers only to save their bank details, which are then sent to FCA Service for payments. The bank details are linked to the sector supplier code

- **What regions use MyDocs: Bank Details management:** Enlarged Europe suppliers whose POs are issued from xFCA systems. If the supplier must be codified on exFCA backend systems it means that bank details must be uploaded using Bank Details management functionality

- **How to request access to MyDocs: Bank Details management**: Follow the process to request an application within eSupplierConnect

- **How does MyDocs: Bank Details management impact ORION**: Bank details management is currently not connected to Orion, CoFor is the shared code between the two systems

- **How to find the reference guide on eSupplierConnect portal**: Suppliers can find applications dedicated manuals on eSupplierConnect (after login) under **Enlarged Europe / LATAM / North America / APAC > Application > Application Launchpad** or **Request application** section by clicking the manual icon on the right side. Bank details management information is found in the general Mydocs manual: **chapter 6 of Supplier Code Coding - MyDocs_Supplier User_Manual - EN_2_3.pdf** or **Mydocs Bank details.pdf**