



eSupplierConnect QuickStart Guide

How to register as a new user

November 2023

 New User Registration

- First supplier's user (becoming Supplier Administrator)
- Organizations already having a Supplier Administrator
- First Access to eSupplierConnect
- Help Desk contacts

The process to create a new user on eSupplierConnect can have **2 options**:

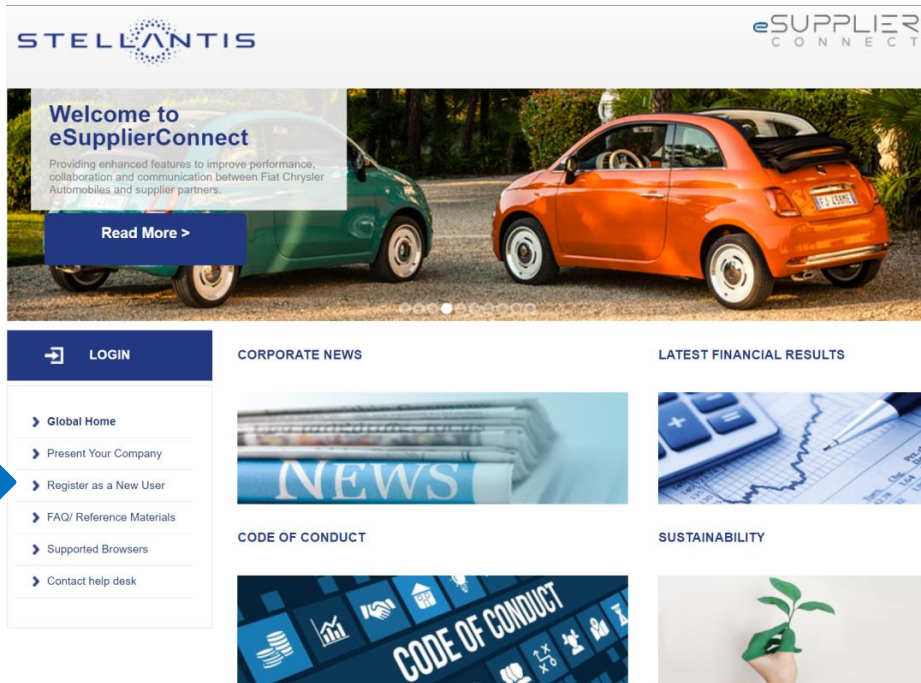
1. If you are the first user of your organization (**pages 4-11**)
2. If an administrator is already present for your organization on eSupplierConnect (**pages 12-19**)

New User Registration

**First supplier's user (becoming
Supplier Administrator)**

eSupplierConnect portal link: www.esupplierconnect.com

If you are a **brand new supplier** you need to register on **Orion portal** by clicking "**Present Your Company**" link



Click on "Register as a New User" link



Welcome to the eSupplierConnect self-guided registration procedure!

If you are not the first person from your organization to use eSupplierConnect, you can request assistance from one of the Supplier Security Administrators from your company. This process may also be performed by your Supplier Security Administrators through their administration control panel. The information icon next to the field will provide more details about that field.

Click on the related information button to see more details about each field.

Notice: All the fields in red (*) are mandatory.

Supplier Code / CoFor:*



Insert manually the related **Supplier Code / CoFor** of your company. (bidder or vendor)

Click on the information icon to see more details or check the next page of this guide

Next Step ▶ Reset Help

Click on Next Step to go on

Fill in all fields (those marked with a red * are mandatory)

How to fill in the Supplier Code field:

- In case of **COFOR CODE**, the code must be 10 digits long using spacebar in order to reach the standard 10 digits length (e.g. ABCDEF 01 -> ABCDEFspacebarspacebar01). 1 spacebar counts like 1 digit.
- If you need to enter a code that starts with 15, supplier code must be 10 digits long.

Insert your company data and click on Next Step

Step
2/5

Information about your company



Please specify this additional information about your company:

Address:*	<input type="text"/>
City:*	<input type="text"/>
Postal Code:*	<input type="text"/>
State/Province:*	<input type="text"/>
Country:*	<input type="text"/>
Phone Number:*	<input type="text"/>
Fax Number:	<input type="text"/>

Fill in all the fields
(those marked
with a red * are
mandatory)

◀ Previous Step Next Step ▶  Reset  Help

Notice: Since you are the first user of your organization to be registered on eSupplierConnect you will be asked further information to create the first Administration Group (Root AG) - see next step.

Create the Root Administration Group for your organization by defining a name and click on Next Step

**Step
3/5**

Information about your company



The Supplier Code 00C you entered does not have a Root Administration Group, which means you are the first user to request authorization for this code. In order to create the related Root Administration Group for your organization, you will need to enter a unique name.

Root Administration Group Name:*



[◀ Previous Step](#) [Next Step ▶](#) [Reset](#) [Help](#)

Insert your own user personal data and click on Next Step

**Step
4/5**

User master data



At the moment your Organization on eSupplierConnect does not have a Root Supplier Security Administrator (Root SSA) or an existing Root SSA is no longer active on the portal. In order to facilitate and guarantee the work activities for all the users of your Organization you will become the Root Supplier Security Administrator for your Organization.

The Root Supplier Security Administrator main duties and responsibilities are:

- Manage your own company's end users (e.g. Add, Change, Delete, and Authorize user IDs)
- Manage your own company's administration group structure (e.g. Nominating other administrators, Creating new administration groups)

Note: If you are not the appropriate person for this role you can continue with the registration procedure but, after that, the correct person should register as an administrator to cover this role. The eSupplierConnect Helpdesk can assist in setting up that person and downgrading your profile.

Replace as a New User:

Main Region of Interest:*
 Select Supplier Home Location code:*

First Name:*

Middle Name:

Last Name:*

Birthdate: Month:* Day:*

Email Address:*

Group Email Address:

Preferred System Lang...:*

Address 1:*

Address 2:

Address 3:

City:*

Postal Code:*

State/Province:*

Country:*

Phone Number:*

Fax Number:

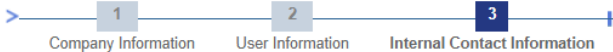
Mobile Number:

Select **Main Region / Main Business Area** corresponding to your main Stellantis partner Company and the **Supplier Home Location code**

All communications to the user from eSupplierConnect will be sent to this email address

Fill in all the fields (those marked with a red * are mandatory)

Insert the Internal Contact Data



Fill in all the fields to identify your Stellantis GPSC Purchasing contact (Buyer). This information will be used to verify your registration.

Notice: Your request has to be approved by an internal eSupplierConnect Portal Administrator.

First Name:*

Last Name:*

Email:*

Reason:*

Fill in all the fields with your **Stellantis GPSC Purchasing contact (Buyer)**. These fields are mandatory and fundamental to support internal eSupplierConnect Portal Administrators to approve your request.



◀ Previous Step

Click on Submit

Notice: since you are the first user for your organization that is being registered, the request has to be approved by an internal eSupplierConnect Portal Administrator.

New User Registration

**Organizations already having a
Supplier Administrator**

eSupplierConnect portal link: www.esupplierconnect.com

Click on "Register as a New User" link



Welcome to the eSupplierConnect self-guided registration procedure!

If you are not the first person from your organization to use eSupplierConnect, you can request assistance from one of the Supplier Security Administrators from your company. This process may also be performed by your Supplier Security Administrators through their administration control panel. The information icon next to the field will provide more details about that field.

Click on the related information button to see more details about each field.

Notice: All the fields in red (*) are mandatory.

Supplier Code / CoFor:*



Insert manually the related **Supplier Code / CoFor** of your company. (bidder or vendor)

Click on the information icon to see more details or check the next page of this guide

Next Step ▶ Reset Help

Click on Next Step to go on

Fill in all fields (those marked with a red * are mandatory)

How to fill in the Supplier Code field:

- In case of **COFOR CODE**, the code must be 10 digits long using spacebar in order to reach the standard 10 digits length (e.g. ABCDEF 01 -> ABCDEFspacebarspacebar01). 1 spacebar counts like 1 digit.
- If you need to enter a code that starts with 15, supplier code must be 10 digits long.

Select the type of user the you want to create and click on Next Step

Step
2/5

Select the type of User



Register a New User

Register as a new End User

The End User can:

- Request new applications
- Access Applications that have been approved by SSA
- Modify application access in terms of Supplier Codes and Roles
- Manage Personal Master Data
- Manage Favorites, Resources and Applications
- Read important communications sent by FCA to the Suppliers



Register a New Supplier Security Administrator

Register as a new Supplier Security Administrator (SSA)

The SSA has the same access as an End User and can also:

- Manage their own company's end users (e.g. Add, Change, Delete, and Authorize user IDs)
- Manage their own company's administration group structure (e.g. Nominating other administrators, Creating new administration groups)

Select the Administration Group in which to create the user and click on Next Step

**Step
3/5**

Select the Administration Group





Please select the most appropriate Administration Group (Root or Basic) where you want to register based on the Supplier Codes you have to use.

Note that you will not be able to see application data on codes outside this group.

To help you choose, the green highlighted the Administration Group(s) contain the Supplier Code you specified during the registration process.


Organization Information:

 Root Administration Group

 Basic Administration Group

Administration Group Tree

- TEST CODE - Root administration group
 - TEST CODE - Basic administration Group

 AG containing your Supplier Code

[◀ Previous Step](#) [Next Step ▶](#) [Reset](#) [Help](#)

Insert your own user personal data and click on Next Step

Step
4/5

Replace as a New User:

Admin Group Name: Group Type:

Main Region of Interest: *
Select Supplier Home Location code: *

First Name: *
Middle Name:
Last Name: *

Birthdate: Month: * Day: *

Email Address: *
Group Email Address:

Preferred System Lang...: *

Address 1: *
Address 2:
Address 3:

City: *
Postal Code: *
State/Province: *
Country: *

Phone Number: *
Fax Number:
Mobile Number:

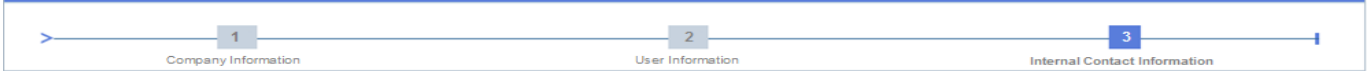
Select **Main Region / Main Business Area** corresponding to your main Stellantis partner Company and the **Supplier Home Location code**

All communications to the user from eSupplierConnect will be sent to this email address

◀ Previous Step Next Step ▶

Fill in all the fields (those marked with a red * are mandatory)

Internal contact information of your Organization



Fill in all the fields with the data of a contact person within your Organization. This information will be used to verify your registration.

Notice: Your request has to be accepted by a Supplier Security Administrator within your Organization.

First Name:

Last Name:

Email:

Reason: *

Fill in all the fields with the data of a contact person within your organization which may be useful for your Supplier Security Administrator.

◀ Previous Step Submit Reset ? Help

Click on Submit

Notice: Your request has to be accepted by a Supplier Security Administrator (from your organization).



- New User Registration
 - First supplier's user (becoming Supplier Administrator)
 - Organizations already having a Supplier Administrator
- First Access to eSupplierConnect
- Help Desk contacts

You will have received an email from the eSupplierConnect Portal Team with your User ID and temporary password instructions

If this is your first time logging in in:

- Login using the provided credentials



Password Change

You have to change your password. To change the password, type the old one and the new one in the correct fields.

WT6165A

Old Password

New Password

Confirm New Password

PASSWORD CHANGE RULES

1. Password length should be at least 8 characters
2. New password must contain at least one character from three of the following character types:
 - o Upper case letters (A, B, C, ...)
 - o Lower case letters (a, b, c, ...)
 - o Numbers (0, 1, 2, 3, 4, 5, 6, 7, 8, 9)
 - o Special characters (! ~ = + = ? / ...)
3. Password should be different from the last 4 previously used
4. The password should not contain text that closely matches part of the name, surname or user ID

Change Password

- You will immediately be asked to change your password
- Using the password rules provided in the window, change the password to something you will remember for future logins
- Login again with the new password you have just created

- A "Terms & Conditions" Page displays
- Click "Accept" for all 3 sections if you agree

Notice: *You will only have to do this on your very first login attempt.*



Terms & Conditions for End User

Terms and Conditions for the use of the Fiat/Chrysler/Fiatsa Supplier Portal

1. INTRODUCTION AND ACCEPTANCE

The present document is providing the Terms and Conditions for the use of the "eSupplierConnect" website published at "Fiat-Chrysler.eSupplierConnect.com" (respectively the "Terms of Use" and the "Supplier Portal") jointly owned by

This is the eSupplierConnect "Authenticated Home Page"

The left side of the page displays menu items, the right side displays the information

The screenshot shows the eSupplierConnect authenticated home page. At the top left is the Stellantis logo. To the right is the 'eSUPPLIER CONNECT' logo. Below these are navigation tabs: 'Global Home', 'Enlarged Europe', 'LATAM', 'North America', and 'APAC'. A secondary navigation bar contains 'Home', 'Administration', 'Bulletins', and 'Help Desk and Support'. On the left side, there is a vertical 'MENU' with a 'CLOSE MENU' button. The main content area features a blue header with the 'STELLANTIS' logo. Below this, there are three links: '[19.01.2021] Press Release - Stellantis Day 1', '[19.01.2021] Letter from Stellantis CEO', and '[18.01.2021] New email domain Stellantis'. A 'COVID-19 UPDATE' section contains a banner for 'FCA COVID - 19 Updates' with a 'READ MORE' button. At the bottom, an 'ETHICS HELPLINE' section also has a 'READ MORE' button.



- New User Registration
 - First supplier's user (becoming Supplier Administrator)
 - Organizations already having a Supplier Administrator
- First Access to eSupplierConnect
- Help Desk contacts

- If you need to know your eSupplierConnect Administrators you can find the list through the eSupplierConnect path **Global Home** **Self Service** **User Info**
- if you are facing issues during user registration and you still don't have your own eSC credentials (user ID and password), please contact the helpdesk by phone at the following section:

www.esupplierconnect.com → click on "**Contact help desk**" → **Support request (all users)**

- if you are facing issues on eSC portal/eSC applications and you already have your own active eSC credentials (user ID and password) you can open an incident or support request on our DriveIT tool at the following section:

log into eSC portal click on "**Global Home**" click on "**Help Desk and Support**"

STELLANTIS

