How to present your company in GROUPE PSA’s Suppliers Database
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Prerequisites

Your company is not known by the GROUPE PSA. To make you know, you need to fill in a form containing the information of your company; to do this you need to have in your possession the following prerequisites:

- Have the DUNS\(^1\) number of your company - [Data Universal Numbering System](http://www.dnb.com)
- Be in possession of the complete coordinates (Last name, first name, e-mail, phone number) of the contacts to be entered:
  - Legal Representative,
  - Legal Documents Contact
- Company registration number (INN).
- Be in possession of an Extract from the register of the companies of a validity period of less than 3 months.

Pay attention to the mailbox settings (Spam).

As soon as the form is sent to GROUPE PSA, you will no longer be able to modify it.

\(^1\) To register your company, you need to have your DUNS number. To know it: [http://www.dnb.com](http://www.dnb.com)
It is not compulsory to give all the information requested (a red asterisk specifies the compulsory data).

*The information you will send us is confidential and will never be given to a third party.*
1 - Step 1, access to the data entry form

From the public space of the GROUPE PSA’s B2B Portal, click on « Present your company » tab, then « Start / Resume process »

Then click on « Next » of the first case « you did not create your supplier form yet »
2 - Step 2, entry of the information in the form.

During the complete information phase of the form, you can safeguard the information in order to complete it later on. Just click on the “Save” button and then on “End”.

To create your access to the Suppliers database, you must enter:
- The corporate name,
- DUNS number,
- Last name and first name,
- Your function,
- Your email (check the syntax of the mail address before clicking on the « next » button,
- Your password.

Your email and password will enable you to access your data in the Suppliers Database as long as the identification form of your company has not been sent to PSA Peugeot Citroën.

Store carefully your e-mail and password. They will be required for eventual reconnection during the first stage.
When the first information is entered, click on « next » in order to continue the data entry.
Enter the information of your company tab by tab.
The compulsory data are mentioned by a red asterisk (*).
2.1 - «Identity» tab.

The TVAIC code is compulsory for the companies belonging to the countries of the European Union.

2.2 - «Legals» tab.
2.3 - « Commodities » tab.

Carefully choose this information as it is from this choice that the purchasing correspondents concerned will be alerted that your company proposes its services to GROUPE PSA.

If you are already in relation with the purchasing department, make sure to obtain the information on the type of commodity (ies) you will have to choose on this step.

To add one or several « Commodities », click on the icon.

A new window is displayed, it will enable you to look for and to select the commodity (ies) on which you work.

To select a commodity, click on the icon in front of the commodity.
As soon as you have selected, click on the « Close » button then go back to the data entry form.

To validate your « commodities » choice, click on the « save » button.
2.4 - "Contacts" tab.

To add one or several contacts, click on the icon beside the name of the function.

A new window is displayed; it allows to look for and to select the contact.

If the contact does not exist in the Suppliers database, it is possible to create a new contact form by clicking on the 'Create new contact' button.
2.5 - « Financial » tab.
To add financial information, click on the buttons.

2.6 - « Documents to attach » tab.
You can add all the documents you consider to be relevant to introduce your company. The legal documents are compulsory, the extract from the Company Registry is imperative, the insurance and National insurance document are strongly recommended.
Fill in and add the attachment.

**Legal document type**
- Company registration document

**Supplier**
- TheCompany

**Begin date**
- 08/09/2011

**End validity**
- initialized

**Status**

To remove the attachment, thank you for adding a new attachment.

Source (10Mo max) [TEMP/registrationdoc.txt] [Parcourir...]

Created By John Doe the 8/11/2011 11:11:58
3 - Interruption of the data entry

At any time you can stop the data entry of the identification form of your company and come back later on to finish it; you just have to click on the ‘Save’ button then on the ‘End’ button.

To come back to the data capture, you just have to click on « Present your company » tab, then « Start / Resume process » from the GROUPE PSA’s B2B Portal.
Then click on « Next » of the second case.

You will enter your login name and password you defined at the creation of the form and recalled by e-mail.
4 - Dispatching of the form to GROUPE PSA

Third and last step, your form is complete: you can send it to GROUPE PSA. You will just have to click on the ‘Submit your supplier form to GROUPE PSA’ button.

From that time, you will no longer be able to update your form, and it is completely useless to create a new one as it will not be taken into consideration.

The attribution of a COFOR (Supplier Code) is not systematic; the dispatching of your company form only informs the Purchasing correspondents of your existence and of your willingness to work with the GROUPE PSA. If your company is retained, they will start the referencing process. Your COFOR will be given to you by the Purchasing correspondents who will be your interlocutors.

The attribution of the COFOR (Supplier Code) will not give you access to the PSA’s B2B Portal: to have access to it, see the « Register your company » case on B2B Portal.
5 - Frequently Asked Questions (FAQ)

« My inscription password is no longer valid once the supplier form is transmitted »:
When your supplier form is sent to GROUPE PSA, your account is blocked and this throughout the period during which your form is pending referencing.

« I want to send my form but I have a message: “The DUNS already exists”.
The DUNS number is unique. This message means that a supplier form is already in our Suppliers database and is perhaps already referenced.
For more information, you can ask the question to the Suppliers database: contact-psa-b2b@mpsa.com

« I have sent my form and I want to perform some updating »
Your supplier form is in a status that does not allow you to perform updating.
Contact a purchasing manager if you are already in contact with a Purchasing team or send the modifications to be brought about to the mail address: contact-psa-b2b@mpsa.com.