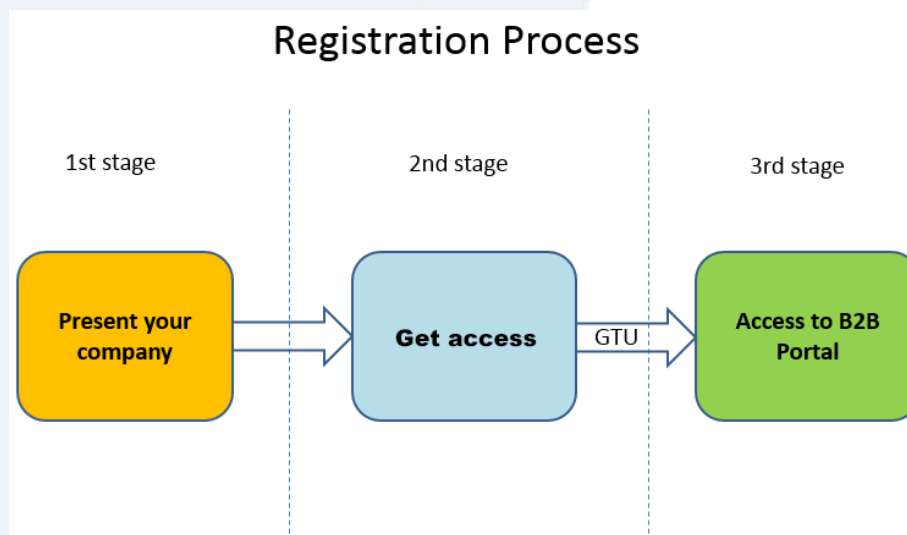


# **How to present your company in GROUPE STELLANTIS's Suppliers Database**

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## Prerequisites

To make your company known to GROUPE STELLANTIS, you need to have the following information available to complete the registration form:

- Have the DUNS<sup>1</sup> number of your company - [Data Universal Numbering System](#)
- Full contact details (Last name, first name, e-mail, phone number) of :
  - Legal Representative,
  - Legal Documents Contact
- Company registration number (INN).
- Extract from the 'register of the companies' less than 3 months old.



**Pay attention to the mailbox settings (Spam).**



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

It is not compulsory to give all the information requested (a red asterisk specifies the compulsory data).

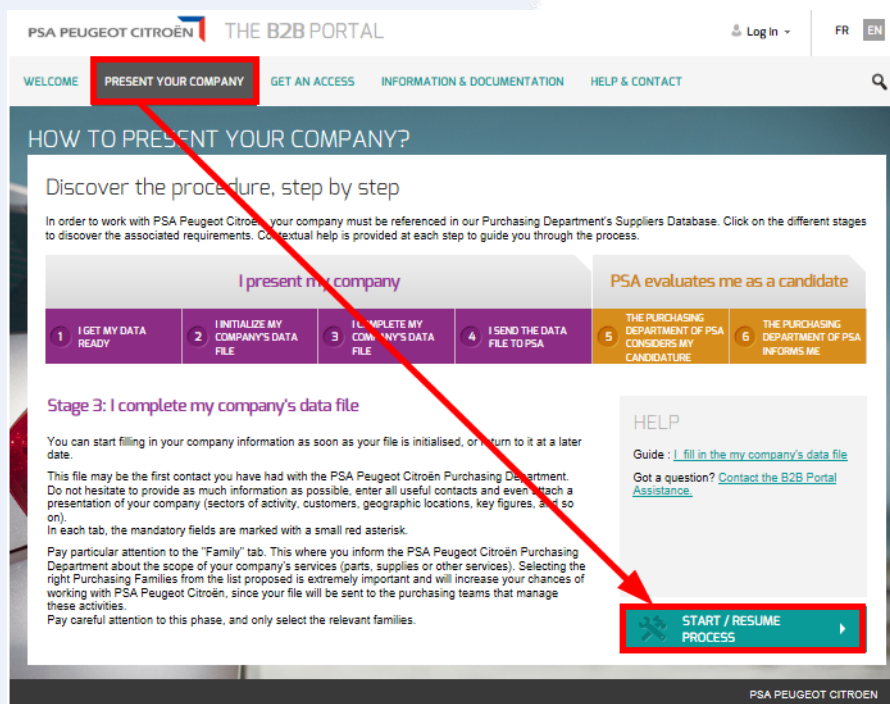


*The information you will send us is confidential and will never be given to a third party.*

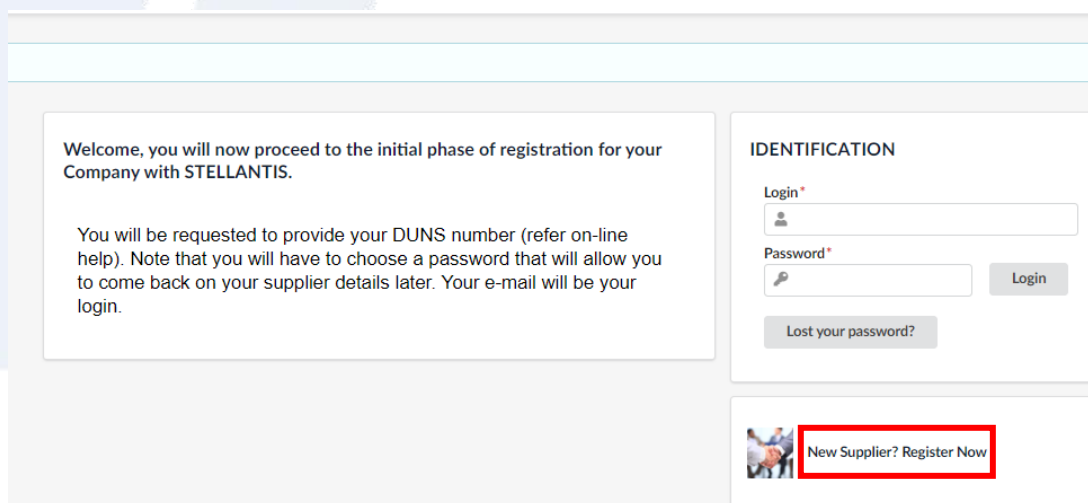
<sup>1</sup> To register your company, you need to have your DUNS number.  
To know it : <http://www.dnb.com>

## 1 - Step 1, access to the data entry form

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



Then click on « New supplier? Register Now ».



## 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 of the company to be presented,
- Last name and first name,
- Your function,
- Your email (check the syntax of the mail address before clicking on the « Register » 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 Groupe STELLANTIS.**

Carefully store your e-mail and password as they will be required for reconnection during the first stage.

Complete the page with the required information and then, click on « Register » in order to continue the data entry.

New Supplier? Register Now

Register

The first element registered, log in to continue the registration.

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?](#)

Enter the information of your company tab by tab.  
The compulsory data are mentioned by a red asterisk (\*).

Navigation: List of Commodities, Commodities extractions, (aft)

Buttons: Save & Close, Save, Create a site, Submit supplier card

Fields marked by an asterisk \* are mandatory

Company information		HQ Address	
<input type="checkbox"/> Independent Supplier Company name* DUNS ⓘ* <small>DUNS must have a value</small> Supplier type* Common name* Initial/Acronym Status Draft COFOR Number COFOR generated on 12:00:00 AM Supplier 172678 Typology Monitoring legal document Status date 12:00:00 AM COFOR or Group code Absorbed COFOR COFOR or absorbent Group code Supplier belongs to a group? <input type="radio"/> Yes <input checked="" type="radio"/> No		Address Street Number Address Line* <small>Address Line must have a value</small> Additional Address 1 Additional Information 2 PO Box ZIP/Postal code* <small>ZIP/Postal code must have a value</small> City* Country* TUNISIA <input type="checkbox"/> State is UE	
Legal information ⓘ		Data of validation	
Legal Form* SARL - SOCIETE ANONYME A RESPONSABILITE LIMITEE ⓘ Year of incorporation* VAT number NAF Code Capital (€) 10,000.00 Company registration number* Old SIC/NAF		Compliance or ethical check Checked by On:	
Nature of supplier			
<input type="checkbox"/> [A] R&D / Technical center adre <input type="checkbox"/> [D] Sales Department <input type="checkbox"/> [E] Delivery Site <input type="checkbox"/> [F] Accounting Department (inv <input type="checkbox"/> [L] Logistic Department			

## 2.1 - « Identity » tab.



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

## 2.2 - « Approvals » 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 STELLANTIS.

If you are already in contact with Groupe STELLANTIS purchasing Department, make sure you know the type of commodity (ies) you will have to choose on this step. If you are not clear, please contact Groupe STELLANTIS Purchasing Department.

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

Once the new window is displayed, select all commodities applicable to your product(s).

To select a commodity, click on the commodity, or click on "See All" to see all the commodities available, and select them :

**Supplier Approval**

Approval

**Qualification Scope**

Company Name  
- LEFEBVRE DALLOZ COMPETENCES

Commodity\*

- A01 - FUEL INJ. & PUMPS
- A02 - RAILS & TUBES-HP
- A03 - FILTERS - FUEL
- A04 - PUMPS-VACUUM-MECH
- A05 - TURBO CHARGERS

[See All](#)

**Save & Close** **Close**

After finishing your selection, click on the « Save & Close » button then go back to the data entry form.

To validate your « commodities » choice, click on the « save » button.

**Commodities**

Select the commodity famille(s) on which you work

- A01 - FUEL INJ. & PUMPS, A02 - RAILS & TUBES-HP,
- A05 - TURBO CHARGERS, A06 - EXHAUST - HOT & COLD,
- A08 - TUBES & HOSES-FUEL, A09 - INTAKE MANIFOLDS,
- A11 - EXHAUST WITHOUT PGM, A12 - THERMOSTATWATEROUTI
- A16 - REMAN - PUMPS, A17 - RAILS & TUBES-HP,
- APF - FAMILLE SPECIFIQUE, CFO - COMPTA FOURNISSEUR,
- E03 - WHEEL LINERS, L92 - PRESTA. EVEN. VIA AG,
- M10 - PLASTIC DOOR FRAMES, MKA - Famille spécifique,
- Q05 - POWER TOOLS, RIB - FAMILLE SPECIFIQUE,
- Z27 - SPECIALTY-JV-MITSUBI



## 2.3 - « Contacts » tab.

To add one or several contacts, click on the buttons "Select existing contact" to add of contact already registered, or "Create a new contact" for a new contact.

Expected date format: M/d/yyyy

Internal Contacts

Rights review of the contacts

Keywords

Functions    ☐ B2B contact

Contact	Function	Cell Phone	Email	B2B	History
	Systems Administrator			<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Origins parts			<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Legal Representative			<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	PSA Key			<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Managing Director			<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Origins parts			<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

Other Contributors

Keywords

☐ B2B contact

Contact	Other function	Email	Phone	Cell Phone	B2B	History
	electronics engineer				<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Other function				<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	assistant				<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	NEW				<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	ASL Tiers				<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Test	toto1@toto.com			<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
	Essai				<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>

7 Result(s)

Existing contact : A new window is displayed; it allows you to look for and to select the contact:

Select Contacts

Keywords  Supplier

	Position	Phone	Cell Phone	Email
<input type="checkbox"/>				
<input type="checkbox"/>	Terieur Alain			
<input checked="" type="checkbox"/>	bricot juda			

Select in checkbox the contact, and close the popup

New contact :

Supplier Contact Management

[Cancel Reunis](#) | [Save](#) [Save & Close](#) [Close](#)

Fields marked by an asterisk \* are mandatory

**Identity**

Title*	First Name*	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
	First name (Country language)	Name (Country language)
	<input type="text"/>	<input type="text"/>
Email*	exFCA ID	
<input type="text"/>	<input type="text"/>	
List of languages	Contact ID	
<input type="text" value="French"/>	<input type="text"/>	

Fill in the contact information and Save and close the popup.

Don't forget to select the function (s) of this contact before to save the supplier card :

Contact	Function	Cell
Almarre Jean	<div>Systems Administrator ✕ Origins parts</div>	

## 2.4 - « Financial » tab.

To add financial information, select the year, fill in the informations and click on "Save" button :

**Indicators**

Code	Values of financial indicators	Bidding Currency
Total sales (K€)	<input type="text"/>	EUR
Net profit (K€)	<input type="text"/>	EUR
Sales with PSA (K€)	<input type="text"/>	EUR
Total workforce	<input type="text"/>	ea.
4 Result(s)		

**Year**

2022

## 2.5 - « Documents to attach » tab.

You can add all documents you consider relevant to introduce your company. Legal documents are compulsory, the extract from the Company Registry. Insurance and National insurance document are strongly recommended.

Keywords	Status	State to date	<input type="checkbox"/> Archived Documents	<input type="button" value="Q Search"/>	<input type="button" value="Reset"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="1/25/2023"/>			

### Legal Documents

Fill in and add the attachment.

#### Edit document : Legal Documents

Document

**Fields marked by an asterisk \* are mandatory**  
**Expected date format: M/d/yyyy**

<b>Description</b>		<b>Follow up</b>
Document Type * <input type="text"/>	Status <input type="text" value="Draft"/>	Notification Date <input type="text"/>
Document Name <input type="text"/> en	Begin Date * <input type="text"/>	Date Archived <input type="text"/>
Document * <input type="text"/> Click or Drag to add a file	Expiration Date <input type="text"/>	Request Date <input type="text"/>
Document's owner		

### Legal Documents

Att.	Document Type	Document Name	Begin Date	Expiration Date
	Company registration document	KBIS	8/9/2012	8/9/2014

### 3 - Interruption of the data entry

You can stop your data entry at any time and come back at a later date to finish; you just have to click on the 'Save' button then on the 'End' button.

To come back to your data capture, just click on « Present your company » tab, then « Start / Resume process » from the GROUPE STELLANTIS's B2B Portal.

PSA PEUGEOT CITROËN THE B2B PORTAL

Log In FR EN

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

## HOW TO PRESENT YOUR COMPANY?

Discover the procedure, step by step

In order to work with PSA Peugeot Citroën, 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				PSA evaluates me as a candidate	
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 PSA	5 THE PURCHASING DEPARTMENT OF PSA CONSIDERS MY CANDIDATURE	6 THE PURCHASING DEPARTMENT OF PSA INFORMS ME

### Stage 3: I complete my company's data file

You can start filling in your company information as soon as your file is initialised, or return to it at a later date.

This file may be the first contact you have had with the PSA Peugeot Citroën Purchasing Department. Do not hesitate to provide as much information as possible, enter all useful contacts and even attach a presentation of your company (sectors of activity, customers, geographic locations, key figures, and so on).

In each tab, the mandatory fields are marked with a small red asterisk.

Pay particular attention to the "Family" tab. This is where you inform the PSA Peugeot Citroën Purchasing Department about the scope of your company's services (parts, supplies or other services). Selecting the right Purchasing Families from the list proposed is extremely important and will increase your chances of working with PSA Peugeot Citroën, since your file will be sent to the purchasing teams that manage these activities.

Pay careful attention to this phase, and only select the relevant families.

HELP

Guide : [I fill in the my company's data file](#)

Got a question? [Contact the B2B Portal Assistance](#)

**START / RESUME PROCESS**

PSA PEUGEOT CITROËN

You will enter your login name and password you defined at the creation of the form.

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?](#)

## 4 - Dispatching of the form to GROUPE STELLANTIS

Third and final step. Once your form is complete: you can send it to GROUPE STELLANTIS. You will just have to click on the '**Submit supplier card**' button.

After you have submitted your form, it cannot be updated. Any further submissions / newly created forms will not be taken into consideration.



***Your company's submission notifies Groupe STELLANTIS of your interest only and does not automatically result in a supplier COFOR (Supplier Code) being allocated. If your company is retained, your COFOR will be allocated at a later date. Please note that once your company has been allocated a COFOR you are not automatically given access to Groupe STELLANTIS's B2B portal. To request an access to the B2B Portal, see menu << GET AN ACCESS >> on B2B Portal.***

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

### REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

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:

- a COFOR (supplier code on 10 characters made up of 6 characters, 2 spaces and 2 characters),
- 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** ▶

## 5 - Frequently Asked Questions (FAQ)

**« My inscription password is no longer valid once the supplier form is transmitted »:**

Once you have submitted your application form to Groupe STELLANTIS your account is blocked until such time that your company has been accepted and allocated a COFOR.

**« 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 in our Suppliers database and already referenced.

For assistance, please email [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com) with detailed information including screenshots of the error message.

**« 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. Send any updates to your Groupe STELLANTIS Purchasing contact (if known), otherwise send an e-mail to: [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com).