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

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

- Have the DUNS\(^1\) 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 PSA, you will no longer be able to modify it.

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\(^1\) To register your company, you need to have your DUNS number.
To know it: 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 GROUPE PSA’s B2B Portal, click on « Present your company » tab, then « Start / Resume process »

Then click on « Next » of the first case « ’You wish to be registered but 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 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 « 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 Groupe PSA.

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 « 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 contact with Groupe PSA 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 PSA 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 icon in front of the commodity.
After finishing your selection, 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 you 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 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.
Fill in and add the attachment.

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 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.
4 - Dispatching of the form to GROUPE PSA

Third and final step. Once 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.

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 PSA 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 PSA’s B2B portal. To request an access to the B2B Portal, see menu << GET AN ACCESS >> on B2B Portal.

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 PSA 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 contact-psa-b2b@mpsa.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 PSA Purchasing contact (if known), otherwise send an e-mail to: contact-psa-b2b@mpsa.com.