

#### ▶ A4. Receive your COFOR

- When a supplier gets its **supplier code (COFOR)**, it is considered as referenced.
- Suppliers recorded in the database do not systematically have a COFOR. **The 'COFORISATION' process is initiated by the buyer in charge.**
- All the suppliers sheets are accessible to the PSA buyers: whether the suppliers are 'COFORISED' or not.
- As soon as a buyer has engaged a relationship with your company, you will received an e-mail with your COFOR and the instructions file on how to register and get your access to the private area of the portal B2B. (see Practical guide **Access B2B Portal and its application – step 3**).
- Sign the General Rules of Use and declare your ASL-tiers.



## Guides at your disposal

To update data from the supplier details sheet, please refer to the practical guides :

- \* Daily management of my details sheet
- \* Documents management on the B2B Portal
- \* Contacts management on the B2B Portal



**Please update regularly your documents.**  
The reliability of these documents is a key factor of success in the daily management of the relationship between PSA group and its suppliers.

# B2B PORTAIL

#### ▶ YOUR CONTACTS

To get some information about :

- The creation of your company sheet in the suppliers database, please send an e-mail to:  
**contact-psa-b2b@mpsa.com**
- Your registration on the B2B Portal, please send an e-mail to:  
**contact-psa-b2b@mpsa.com**

#### ▶ ACCESS

Internet :

<http://b2b.groupe-psa.com>



# B2B PORTAIL

## Guide

**Register to  
B2B Portal**

**Réf.: 00610\_10\_00036**

**SUPPORTING THE EXTENDED ENTERPRISE**

# You want to access the suppliers database

## Prerequisite

- Subscribe to an internet connection (High Speed connection recommended)
- Have in your possession your DUNS\* number (see Practical guide "Search of your n°DUNS").
- Have in your possession a "Company registration document" (see slide 3) with at least a 3 month validity
- Have in your possession every information you need to fill in all the contacts: legal representative and legal document contact

\* To register your company, you need a DUNS number. To identify your DUNS number, please go to:

<http://www.dnb.com>

Or call 0 825 805 805

For further details, download the practical guide

« Search of your # DUNS »

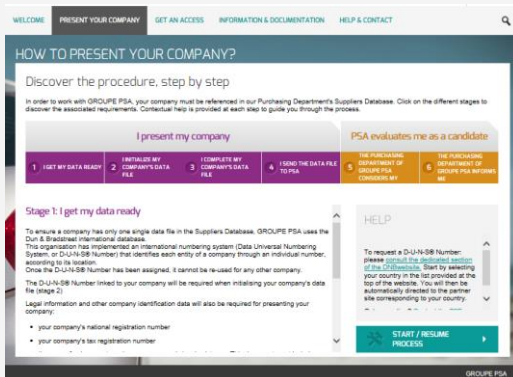
## ► ACCESS then Public Area

To share your know-how and expertise with PSA :

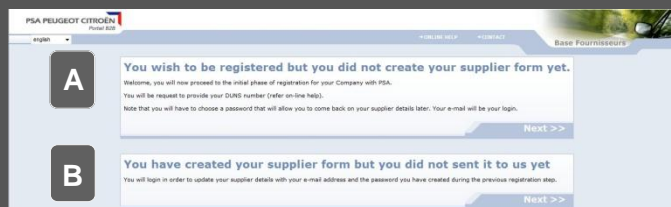
➔ Connect yourself to the portailB2B

<http://b2b.psa-peugeot-citroen.com>

➔ Click on "**Present your company**" to access the Public space and then create your supplier details sheet.



# You want to create or modify your supplier details sheet



A You have never registered your company and would like to create an access to the PSA supplier database.

B You have already registered your company, but you have not declared the purchasing segments you work on. You can access your supplier details sheet in order to modify it.

➔ Refer to Practical Guide :

## DAILY MANAGEMENT OF MY DETAILS SHEET

## ► A1. Create your access

- To create your access to the supplier database, you must fill in: description, the DUNS, your first name, surname, your function, your e-mail and password.
- Your e-mail and password will allow you to access your data in the supplier database whereas you still do not have a supplier code (COFOR).

Hello, you are now connected to PSA supplier database

<p><b>Fill in your company information</b></p> <p>Corporate name : NewMKA DUNS : 124578899</p> <p><b>Fill in your contact information</b></p> <p>Last Name : Clorec First Name : Géraldine Function / Position : Legal Representative</p> <p><b>Fill in your user identification information</b></p> <p>E-Mail Address : gclorec@newmka.com Password : ***** Password confirmation : *****</p>	<p>Please confirm your password to avoid typing errors</p>
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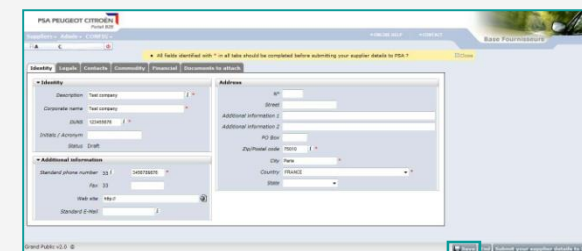
Next >>

## ► A2. Describe your company

- Menu "My company information", you have to fill in 6 tabs to describe your company. Fields with a star are mandatory :
  - Identity : description, city, phone number...
  - Legal : date of creation, legal form...
  - Commodities : commercial activity that PSA should know about
  - Contacts : contacts information helpful for the relationship with PSA.
  - Financial : your key financial data
  - Documents to attach : legal documents and those who can help to have a better understanding of your company.

➔ To fill in these tabs, refer to the Practical guide : **DAILY MANAGEMENT OF MY DETAILS SHEET**

- Do not forget to save by clicking on "SAVE"



**At this stage, your details sheet can be modified and have the "draft" status. You can get back to it whenever you want in order to continue the filling in. You just have to log yourself with your e-mail and password.**

## ► A3. Forward your form

- If your form is fully completed, then you are allowed to forward it to PSA.
- You must click on "Submit your supplier details to PSA"

Submit your supplier details to PSA

**At this stage, your details sheet cannot be modified and have the "Prospect" status. (i.e : to be validated by the buyer in charge)**