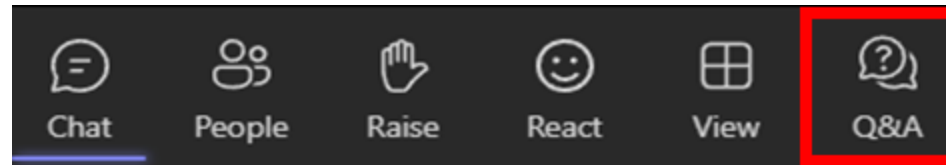


# Welcome to the Stellantis ORION Supplier Training

- Please enter your questions using the Q&A icon. Questions will be answered at the end of the training



- The presentation will be emailed to you if you complete the attendance form. The presentation can also be found in the Supplier Web Academy (via eSupplierConnect)





# ORION and B2B Supplier Training



March 2024  
Version 5



1. ORION Overview
2. B2B and ORION Help and Support
3. COFOR / DUNS / Supplier Code - Example
4. eSupplierConnect / B2B Portal / ORION Relationships
5. B2B and ORION Roles & Responsibilities
6. High-level Process Flows
7. Registration – Detailed Process Steps:
  - Process for a Supplier to Request a COFOR and B2B / ORION Access
  - Process for a Supplier to Request B2B /ORION Access (if supplier already has COFOR)
  - Process if a Regional Supplier Code is Needed for a Supplier with a COFOR
8. PLSA vs. End User Screen
9. How to Find Your PLSA at your Company
10. How to Find My COFOR Code
11. PLSA Workspace and Responsibilities:
  - Create or Update Contacts
  - Update Supplier Data / Create a New Site (xP Suppliers Only)
  - Create and Update Partner Functions
12. PLSA User Guides
13. Key Take Aways
14. Backup:
  - Change or Reset Your Password
  - Welcome Page and Dashboard
  - Documentation for North America
  - Mydocs/MyBank (Enlarged Europe only)





# **1. Overview**

## **2. Help and Support**



**What is ORION:** ORION is a global Stellantis system that is used for requesting supplier codes and maintaining existing supplier data. All new supplier codes and updates to existing supplier master data will originate in ORION and be assigned a COFOR (supplier code). ORION will pass the data downstream to our regional systems which will create regional supplier codes in the 'regional' supplier code format.

**When was ORION launched for xFCA:** July 2023 - ORION replaced the former regional systems that were used to manage supplier data (e.g. ODA in North America, MyDocs in Enlarged Europe, etc.).

**How to Access ORION:** ORION can be accessed through the B2B portal (registered users with a B2B Portal User ID) or a direct link (non-registered users).

**Note:** ORION does not replace eSupplierConnect, they are two different systems with two different purposes.





### User Guides

1

B2B user guides in [B2B Portal](#) under the HELP & CONTACT tab

See section 12 for PLSA Admin User Guides



### Submit Ticket

2

Fill out the “CONTACT” section on the [B2B Portal](#) homepage and click the Submit Button. Your inquiry will be routed to the ORION Support Group and they will follow-up with you with an answer



### Email Support

3

Send an email to [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com) for support and questions



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

### GET HELP

#### HELP 1

- ▶ USING THE B2B PORTAL
- ▶ INTRODUCE YOUR COMPANY
- ▶ GET AN ACCESS
- ▶ I FORGOT B2B LOGIN AND/OR MY PASSWORD
- ▶ CHANGING YOUR PASSWORD...
- ▶ THE AUTHENTICATION WINDOW DISPLAYED AGAIN
- ▶ COMPATIBLE BROWSERS
- ▶ GLOSSARY

#### 2 CONTACT

Last Name \*

First Name \*

E-mail Address \*

B2B Identifier

Company \*

COFOR/SGR

Zip Code

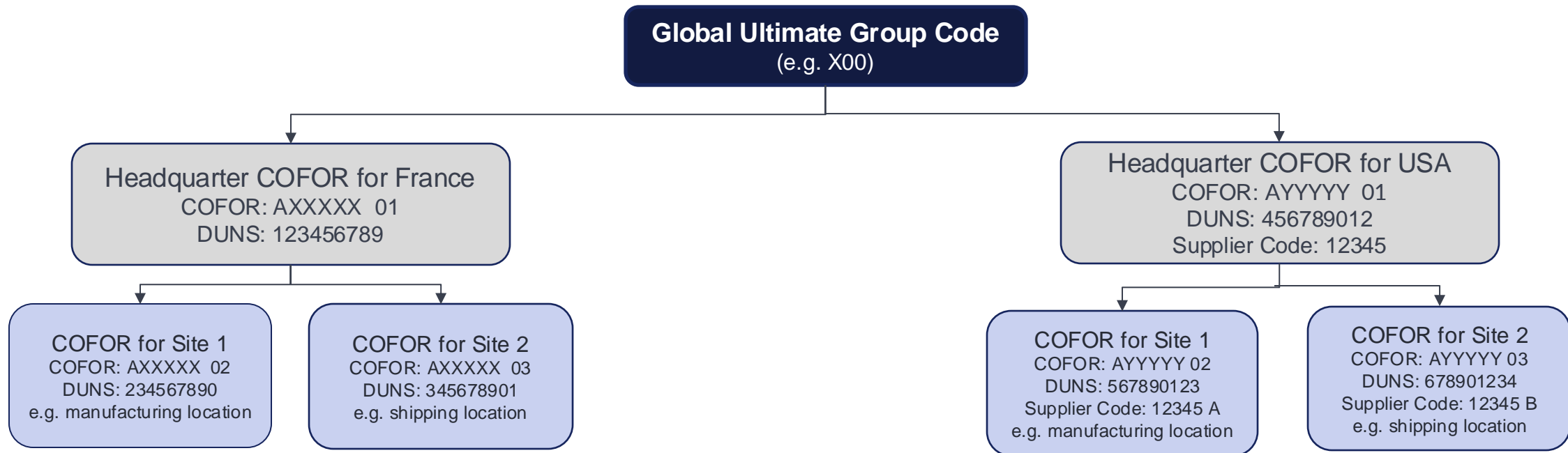
Subject \*

Please include some comments \*



- 3. COFOR / DUNS / Supplier Code**
- 4. eSupplierConnect / B2B / ORION**

# Supplier ABC - Example



**Global Ultimate Group Code (GU):** A 3-alphanumeric code used to “group” all COFORs together for a company that has multiple COFOR codes - supplier must have a Duns & Bradstreet Global Ultimate Group Code. To request a Global Ultimate Group Code, email [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com).

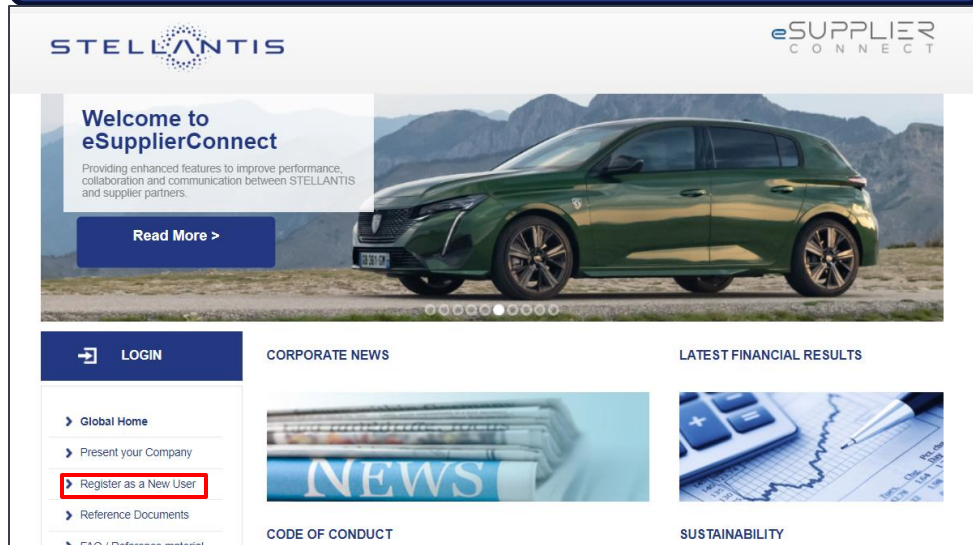
**COFOR:** A code that is issued from the B2B/ORION system (instructions in sections below). If the supplier does business in multiple countries and locations, each location must have a separate COFOR. COFOR = **C**ode **F**ournisseu**R** (French word for Supplier code). Site number is the last two digits of the COFOR. When ORION launched in July 2023, COFORs were automatically created for xFCA suppliers. If you does not know their COFOR, your eSupplierConnect Administrator can look up the COFOR codes through eSupplierConnect, see section 10.

**DUNS:** A code that is issued through Dun & Bradstreet (D&B). The DUNS Number is a unique nine-digit identifier for a legal entity (<https://www.dnb.com/>) and is an attribute of a COFOR. Every supplier's physical location requires a DUNS number. 1 COFOR = 1 DUNS

**Regional Supplier Code:** When a COFOR is approved, ORION will create the regional supplier codes. For former FCA supplier who already have a COFOR, the buyer may need to extend the COFOR to a different location (e.g. shipping location, manufacturing location) within the headquarter COFOR.



## eSupplierConnect Supplier Portal



- <https://www.esupplierconnect.com>
- eSupplierConnect is the Stellantis Supplier Portal that contains bulletins, alerts, reference documents, links to applications, etc.
- eSupplierConnect requires a unique User ID (WID) and password
- To register for eSupplierConnect click the "Register as a New User"
- You can access B2B Portal through the landing page of eSupplierConnect <https://www.esupplierconnect.com>

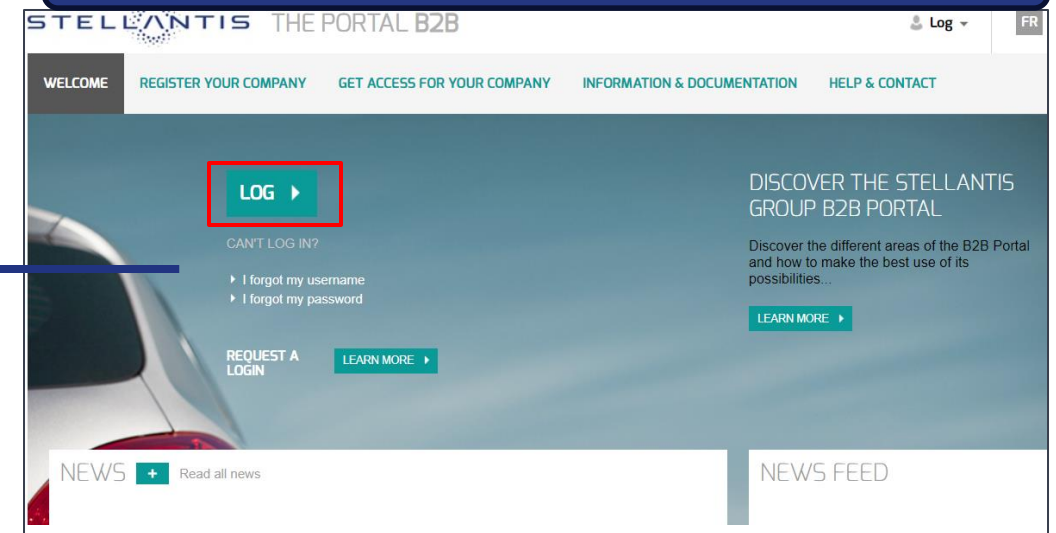
**Note:** For xFCA suppliers, COFORs were automatically created in July 2023, however, xFCA suppliers still need to request access to B2B / ORION and add contacts.

**Note:** When logging into B2B and ORION use Edge, Mozilla Firefox or Safari web-browser. Chrome is not recommended.

**ORION**

ORION and B2B have the same user ID and password

## B2B Portal Supplier Portal



- <http://b2b.psa-peugeot-citroen.com/Pages/en-US/Home.aspx>
- B2B is the xPSA Supplier Portal that contains bulletins, alerts, reference documents, etc.
- A B2B User ID (VID) and Password are required for **ALL** Stellantis suppliers to gain access to ORION
- B2B /ORION requires a user ID and password (the user ID and password are the same for B2B / ORION but different then eSupplierConnect)
- You can access B2B Portal through the direct link or through the landing page of eSupplierConnect <https://www.esupplierconnect.com>
- To register for the B2B Portal, see section 7 this training

**Note:** eSupplierConnect and B2B Portal Supplier Portals will be merged into **ONE** Stellantis Supplier Portal in the near future.



## 5. B2B and ORION Roles



### Requestor or Applicant

The person who initially requests access to B2B Portal and ORION. This person can be anyone at the supplier and can be the same person as the Legal Representative or PLSA (Partner Logic Security Administrator).



### Legal Representative

The person who accepts the General Terms of Use (GTU) for B2B and ORION. The Legal Representative is responsible for identifying the PLSA. The Legal Representative is usually a COO or someone who can act on behalf of the company. They don't necessarily need to be a lawyer.



### PLSA – Partner Logic Security Administrator

The person responsible for updating supplier information such as contacts and supplier master data (e.g. address, supplier name, etc.). **It is recommended to have more than 1 PLSA for backup.** The PLSA can be the same person as the Legal Representative and can be the same person across multiple COFORs within a company group.



### B2B and ORION Contacts

Contacts are added by the PLSA. Most contacts will not go into ORION



## 6. High-level Process Flows



## Process for a Supplier to Request a COFOR and B2B / ORION Access



This is a high-level process flow to request a COFOR Code and B2B/ORION Access. The detailed steps can be found in the following sections of this training.

A Supplier must have a COFOR (supplier code linked to a DUNS number) to receive Purchase Orders.

**Link to B2B:** [LINK](#)

**B2B Portal support:**  
B2b-portal@stellantis.com

The requester starts the registration on the [B2B Portal](#) homepage by clicking 'Register your Company' and 'Start/resume process'

From the ORION registration page, the requester will enter general supplier data including DUNS Number and new password

At this point, the User ID (requestor email) and password are setup. The requester will log into ORION to enter the remaining of supplier information

Enter the remaining supplier information such as Legal Representative, commodity, required documents, etc.

This will trigger ORION to send an approval email to the buyer of the Commodities you indicated

The buyer responsible for your commodity will receive an email and approve the supplier request

The Purchasing Manager will receive an email and approve the supplier request

When the request is approved, the requestor will receive an email with the new COFOR number

The requestor clicks the "Get Access for Your Company" through the homepage of B2B Portal and completes the steps to initiate the request. An email will be sent to the Legal Representative

The Legal Representative will login and approve the B2B/ORION General Terms of Use (GTU) before access will be granted

The legal representative will identify the PLSA admin. The PLSA will then receive to setup their user ID and password

For xFCA, to generate or extend a company code after the COFOR is created, the Buyer needs to "extend" the COFOR in ORION to generate a regional supplier code for that company code

The Master Data Group will trigger the appropriate back-end systems to create supplier codes with the appropriate regional format

- = Supplier Responsible
- = Buyer Responsible
- = Purchasing Manager
- = Master Data Group

**Note:** The Supplier will attach the regional specific documents during registration. Buyers will validate they are present and filled out completely. It is critical that the appropriate documents are filled in properly to allow the Accounting groups to set up new suppliers for payment.

# Process for a Supplier to Request B2B / ORION Access (If They Already Have a COFOR)



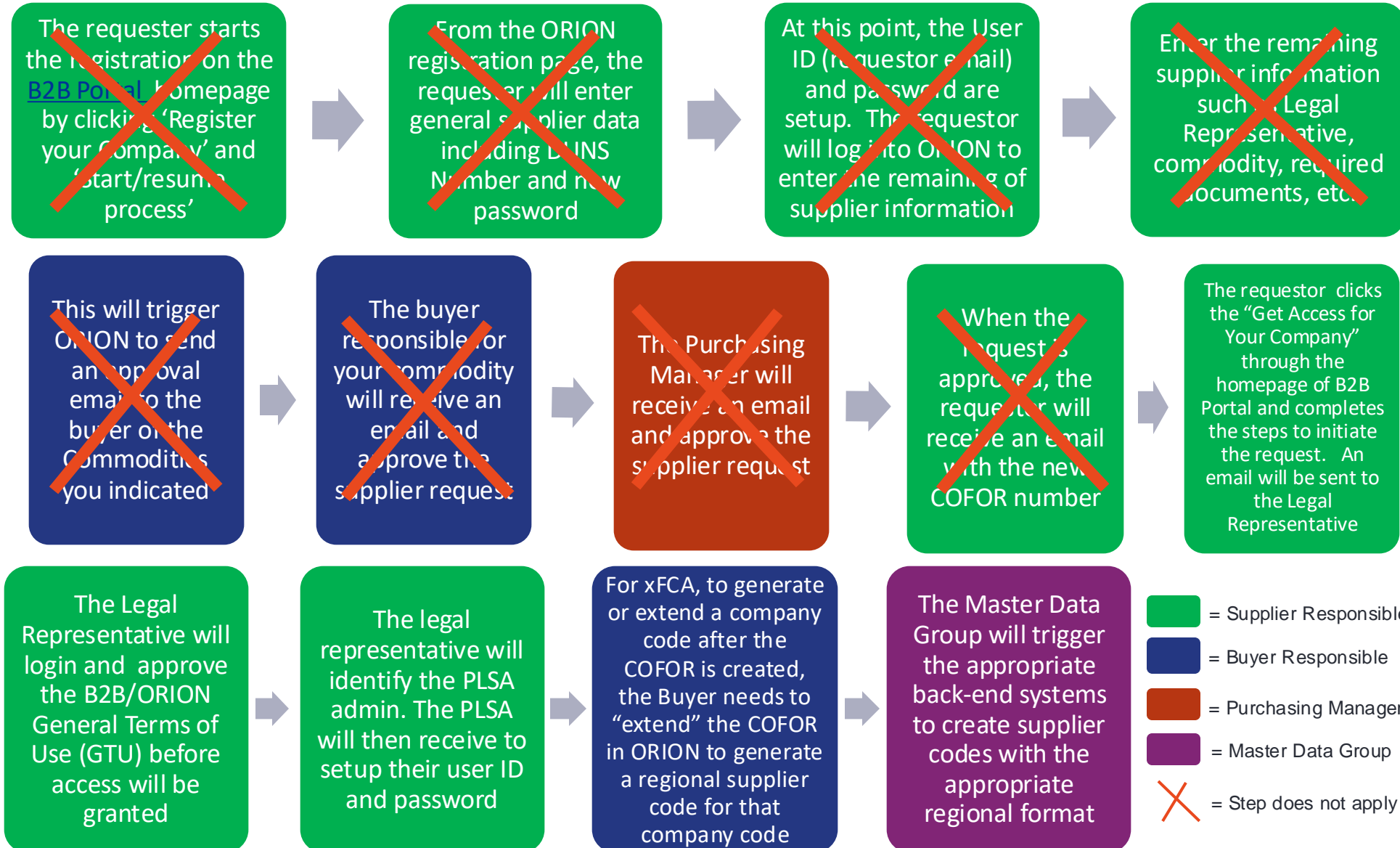
## This process flow would be followed for the below situations:

- If the supplier has a COFOR but does NOT have access to the B2B Portal and ORION
- If the supplier is xFCA and has a COFOR which was automatically granted through the ORION migration in July 2023 but supplier isn't register in B2B or ORION

These steps are a sub-set of the process flow on the previous page. The below steps assume the supplier already has a COFOR. A Supplier must have a COFOR (supplier code linked to a DUNS number) to receive Purchase Orders.

Link to B2B: [LINK](#)

B2B Portal support:  
B2b-portal@stellantis.com



**Note:** The Supplier will attach the regional specific documents during registration. Buyers will validate they are present and filled out completely. It is critical that the appropriate documents are filled in properly to allow the Accounting groups to set up new suppliers for payment.

## Process if a Regional Supplier Code is Needed for a Supplier with a COFOR



### This process flow would be followed for the below situation:

- If the supplier has a COFOR but needs a regional supplier code in a different region

These steps are a sub-set of the process flow on the previous two pages. The below steps assume the supplier already has a COFOR and access to B2B / ORION. A Supplier must have a COFOR (supplier code linked to a DUNS number) and to receive Purchase Orders.

Link to B2B: [LINK](#)

### B2B Portal support:

B2b-portal@stellantis.com



**Note:** The Supplier will attach the regional specific documents during registration. Buyers will validate they are present and filled out completely. It is critical that the appropriate documents are filled in properly to allow the Accounting groups to set up new suppliers for payment.



## 7. Registration - Detailed Process Steps:

- Process for a Supplier to Request a COFOR and B2B / ORION Access
- Process for a Supplier to Request B2B /ORION Access (if supplier already has COFOR)



## Process for a Supplier to Request a COFOR and B2B / ORION Access

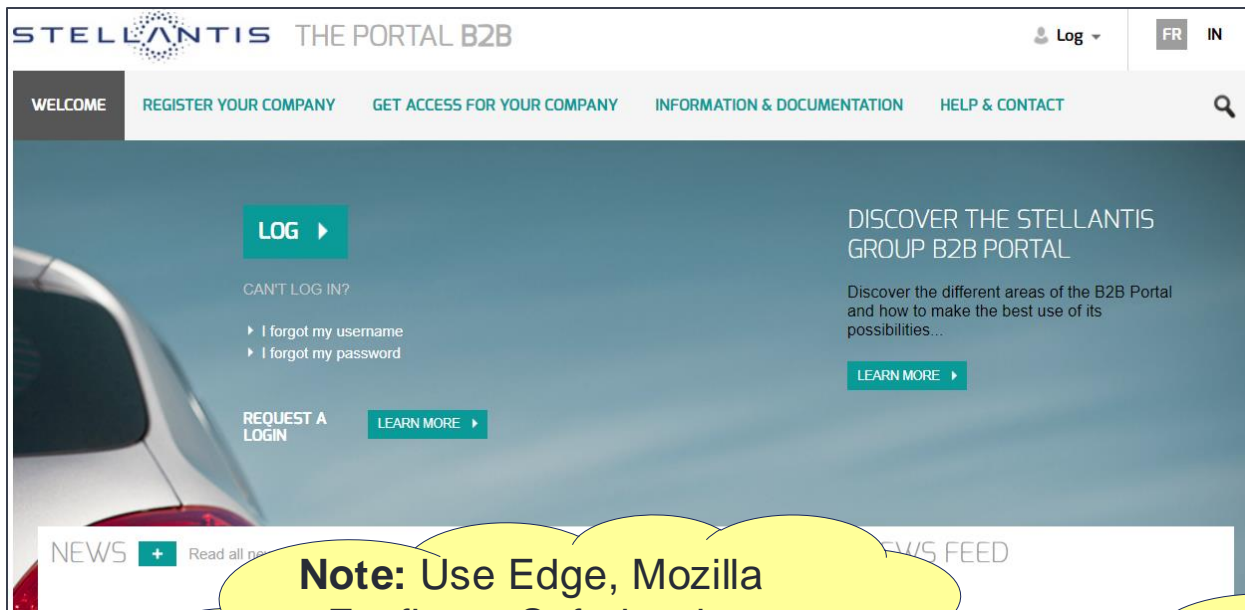


**Important Message to Suppliers:** If a supplier registers in ORION, it does not mean they will receive an approved Stellantis supplier code. The Purchasing Team has responsibility for managing the supplier panel, and the approval of a new company. Each application is reviewed and approved on a case-by-case basis by Purchasing, when an operational requirement arises.

- To start the COFOR registration process, click the B2B Portal link **OR** the eSupplierConnect landing page link. This step is only needed if the supplier does not have a COFOR.



### B2B Portal



**Note:** Use Edge, Mozilla Firefox or Safari web-browser. Chrome is not recommended.

### eSupplierConnect

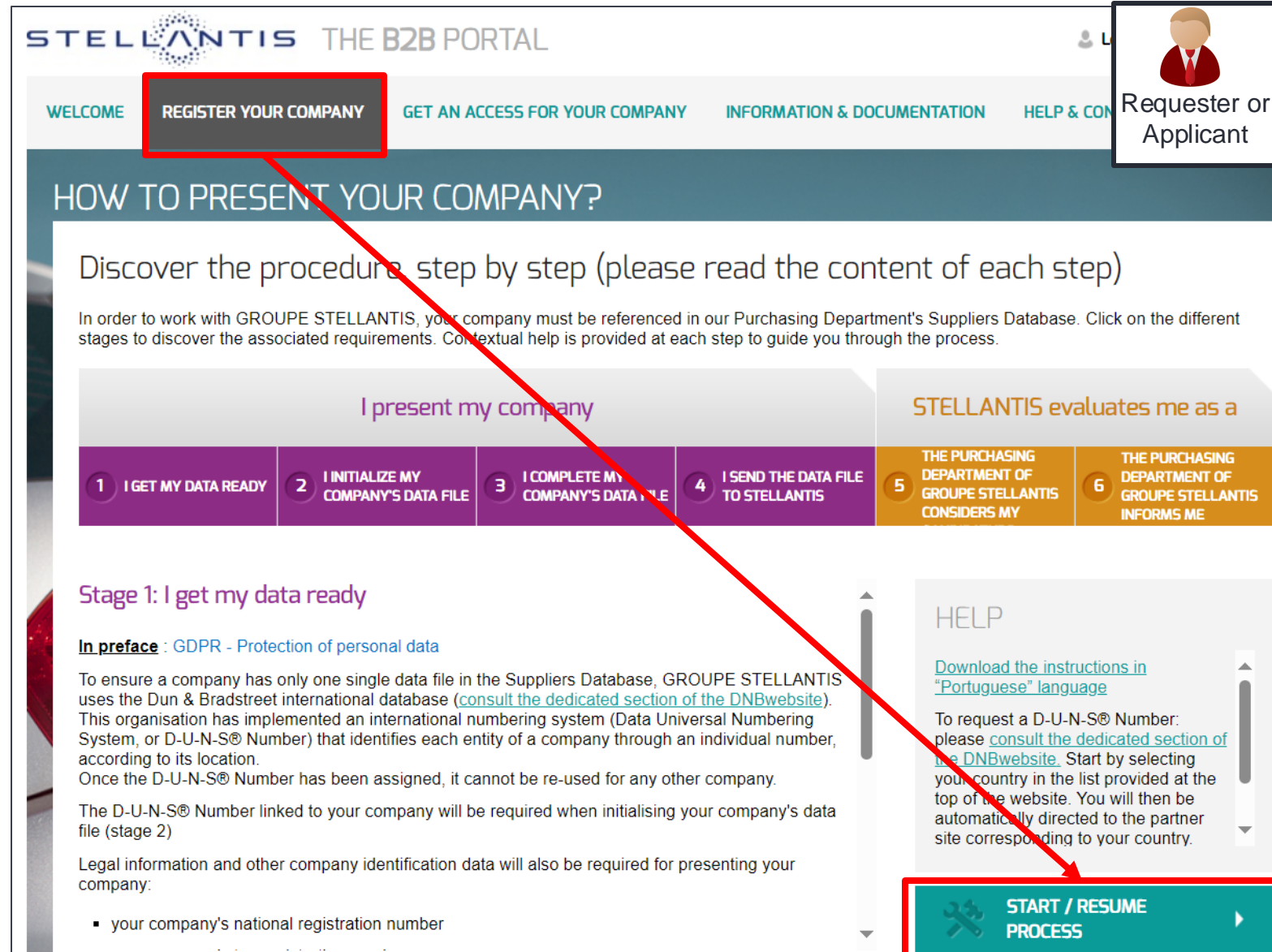


**Note:** One COFOR = One Registration

- Click the **Register Your Company** tab
- Read through the instructions
- Click **Start / Resume Process**

**Note:** These steps are only needed if the supplier does not have a COFOR.

**Note:** The process of requesting a COFOR and requesting access to B2B portal only happens once. In this process a Legal Representative and PLSA(s) will be identified. The PLSA will add additional contacts if needed.



The screenshot shows the 'STELLANTIS THE B2B PORTAL' interface. A red box highlights the 'REGISTER YOUR COMPANY' tab in the top navigation bar. A red arrow points from this tab down to the 'START / RESUME PROCESS' button at the bottom right. The main content area is titled 'HOW TO PRESENT YOUR COMPANY?' and includes a step-by-step guide. The steps are: 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 STELLANTIS, 5. THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS CONSIDERS MY, and 6. THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS INFORMS ME. The 'START / RESUME PROCESS' button is located at the bottom right of the page.

STELLANTIS THE B2B PORTAL

WELCOME REGISTER YOUR COMPANY GET AN ACCESS FOR YOUR COMPANY INFORMATION & DOCUMENTATION HELP & CONTACT

HOW TO PRESENT YOUR COMPANY?

Discover the procedure step by step (please read the content of each step)

In order to work with GROUPE STELLANTIS, 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

STELLANTIS evaluates me as a

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 STELLANTIS 5 THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS CONSIDERS MY 6 THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS INFORMS ME

Stage 1: I get my data ready

In preface : [GDPR - Protection of personal data](#)

To ensure a company has only one single data file in the Suppliers Database, GROUPE STELLANTIS uses the Dun & Bradstreet international database ([consult the dedicated section of the DNBwebsite](#)). This organisation has implemented an international numbering system (Data Universal Numbering System, or D-U-N-S® Number) that identifies each entity of a company through an individual number, according to its location. Once the D-U-N-S® Number has been assigned, it cannot be re-used for any other company. The D-U-N-S® Number linked to your company will be required when initialising your company's data file (stage 2)

Legal information and other company identification data will also be required for presenting your company:

- your company's national registration number

HELP


[Download the instructions in "Portuguese" language](#)

To request a D-U-N-S® Number: please [consult the dedicated section of the DNBwebsite](#). Start by selecting your country in the list provided at the top of the website. You will then be automatically directed to the partner site corresponding to your country.

START / RESUME PROCESS

- This will bring up the screen shown here, next click the **New Supplier? Register Now** link


**Note:** This step is only needed if the supplier does not have a COFOR.

ORION

[Login](#)

Fields marked by an asterisk \* are mandatory

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 \*


[New Supplier? Register Now](#)



Helpdesk : [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com)

Documentation links :

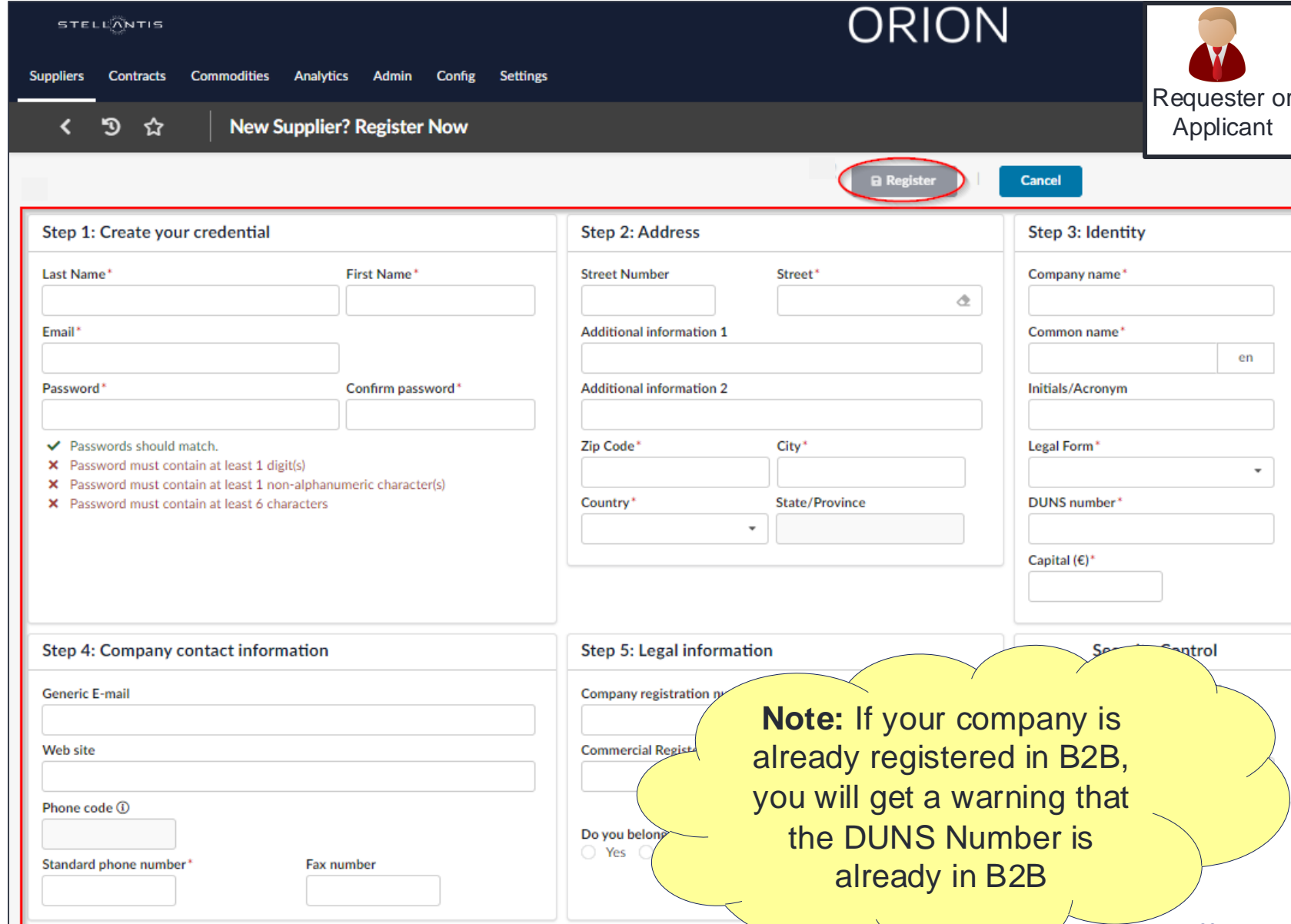
- All day management
- Contact management
- Document management
- DUNS number management
- The inscription process
- Writing rules of the specific areas by country



Requester or Applicant

- Complete the information on this screen. It is necessary to fill in all the mandatory fields (\*)
- **Generic E-mail** must be the person's company email address (domain must be name of company). The email can NOT be a shared group mailbox and can NOT be gmail.com, yahoo.com, etc.
- Generic E-mail (temporary ID) & Password are needed for next step
- The **DUNS number** is mandatory for the registration process. Click here for additional information on DUNS: <https://www.dnb.com/>
- Click the **Register** button to move to the next step. The request is now in "Draft" Status

**Note:** This step is only needed if the supplier does not have a COFOR.



The screenshot shows the ORION registration interface. At the top, there's a navigation bar with 'Suppliers', 'Contracts', 'Commodities', 'Analytics', 'Admin', 'Config', and 'Settings'. Below this is a dark bar with 'New Supplier? Register Now' and a 'Register' button circled in red. A user profile icon is in the top right corner with the text 'Requester or Applicant'.

The main form is divided into five steps:

- Step 1: Create your credential**
  - Last Name\* (text input)
  - First Name\* (text input)
  - Email\* (text input)
  - Password\* (text input)
  - Confirm password\* (text input)
  - Feedback:
    - ✓ Passwords should match.
    - ✗ Password must contain at least 1 digit(s)
    - ✗ Password must contain at least 1 non-alphanumeric character(s)
    - ✗ Password must contain at least 6 characters
- Step 2: Address**
  - Street Number (text input)
  - Street\* (text input)
  - Additional information 1 (text input)
  - Additional information 2 (text input)
  - Zip Code\* (text input)
  - City\* (text input)
  - Country\* (dropdown menu)
  - State/Province (text input)
- Step 3: Identity**
  - Company name\* (text input)
  - Common name\* (text input)
  - Initials/Acronym (text input)
  - Legal Form\* (dropdown menu)
  - DUNS number\* (text input)
  - Capital (€)\* (text input)
- Step 4: Company contact information**
  - Generic E-mail (text input)
  - Web site (text input)
  - Phone code ⓘ (text input)
  - Standard phone number\* (text input)
  - Fax number (text input)
- Step 5: Legal information**
  - Company registration n° (text input)
  - Commercial Register (text input)
  - Do you belong to a group? (radio buttons: Yes, No)

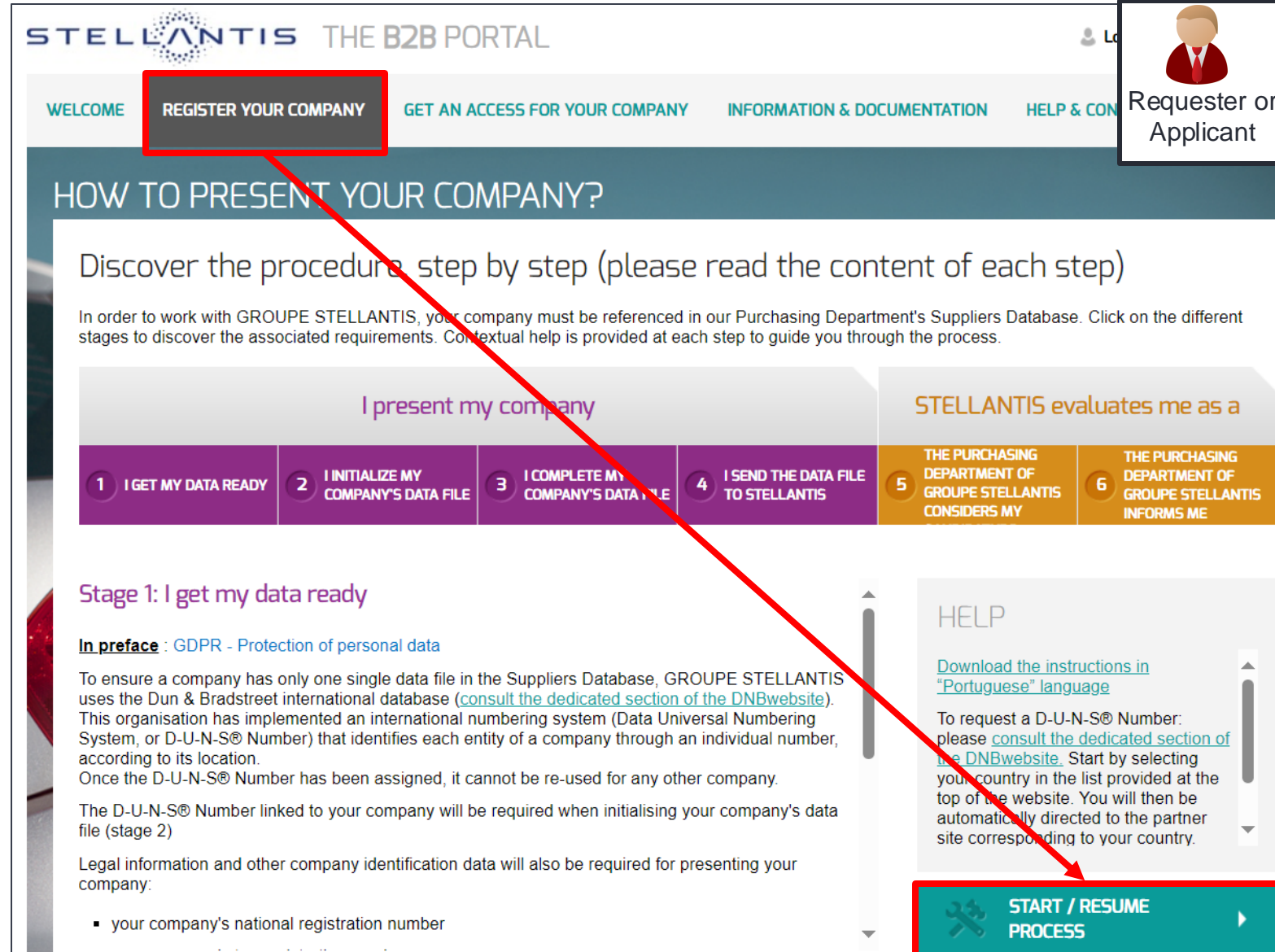
A yellow callout bubble on the right side of the form contains the following text:

**Note:** If your company is already registered in B2B, you will get a warning that the DUNS Number is already in B2B



- Now that the first step has been completed, once again go into [B2B Portal](#) and click the **Register Your Company** and **Start / Resume Process** button

**Note:** This step is only needed if the supplier does not have a COFOR.



The screenshot displays the 'STELLANTIS THE B2B PORTAL' interface. A red box highlights the 'REGISTER YOUR COMPANY' button in the top navigation bar. A red arrow points from this button to the 'START / RESUME PROCESS' button at the bottom right. The main content area is titled 'HOW TO PRESENT YOUR COMPANY?' and includes a step-by-step guide. The steps are as follows:

I present my company				STELLANTIS evaluates me as a	
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 STELLANTIS	5 THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS CONSIDERS MY	6 THE PURCHASING DEPARTMENT OF GROUPE STELLANTIS INFORMS ME

**Stage 1: I get my data ready**

**In preface :** [GDPR - Protection of personal data](#)

To ensure a company has only one single data file in the Suppliers Database, GROUPE STELLANTIS uses the Dun & Bradstreet international database ([consult the dedicated section of the DNBwebsite](#)). This organisation has implemented an international numbering system (Data Universal Numbering System, or D-U-N-S® Number) that identifies each entity of a company through an individual number, according to its location. Once the D-U-N-S® Number has been assigned, it cannot be re-used for any other company. The D-U-N-S® Number linked to your company will be required when initialising your company's data file (stage 2)

Legal information and other company identification data will also be required for presenting your company:

- your company's national registration number

**HELP**

[Download the instructions in "Portuguese" language](#)


To request a D-U-N-S® Number: please [consult the dedicated section of the DNBwebsite](#). Start by selecting your country in the list provided at the top of the website. You will then be automatically directed to the partner site corresponding to your country.

**START / RESUME PROCESS**

- This will return the Requester/Applicant to the login screen. At this time use the login ID and password created in the previous step to log in.


**Note:** This step is only needed if the supplier does not have a COFOR.

# ORION



Requester or Applicant

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?



New Supplier? Register Now

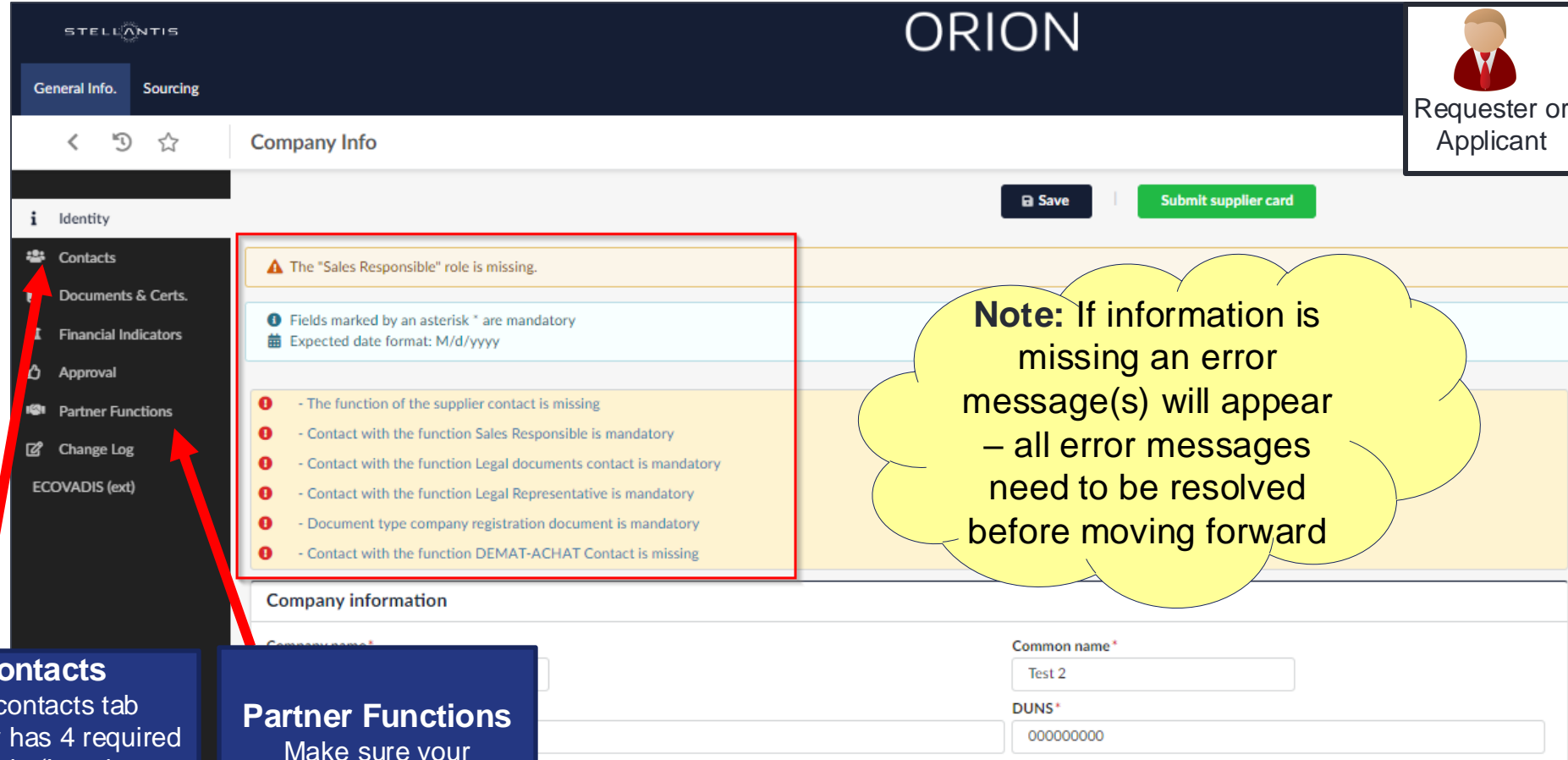


Helpdesk : [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com)

Documentation links :

- All day management
- Contact management
- Document management
- DUNS number management
- The inscription process
- Writing rules of the specific areas by country

- Complete the information on this screen. There are multiple tabs on the left of the screen that require data input. It is necessary to fill in all the mandatory fields (\*).
- Ensure the Commodity Code is correct because this is how the Stellantis Buyer will be identified for your request approval



**ORION**

General Info. Sourcing

< ↻ ☆ Company Info

Save Submit supplier card

**Identity**

- Contacts
- Documents & Certs.
- Financial Indicators
- Approval
- Partner Functions
- Change Log
- ECOVADIS (ext)

**Company Info**

The "Sales Responsible" role is missing.

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

- The function of the supplier contact is missing
- Contact with the function Sales Responsible is mandatory
- Contact with the function Legal documents contact is mandatory
- Contact with the function Legal Representative is mandatory
- Document type company registration document is mandatory
- Contact with the function DEMAT-ACHAT Contact is missing

**Company information**

Common name\*  
Test 2

DUNS\*  
000000000

**Note:** If information is missing an error message(s) will appear – all error messages need to be resolved before moving forward

## Contacts

The contacts tab currently has 4 required fields (Legal Representative, Legal Documents Contact, Sales Responsible and Demat-Achat Contact). This tab replaces the xFCA SIC application on eSupplierConnect

## Partner Functions

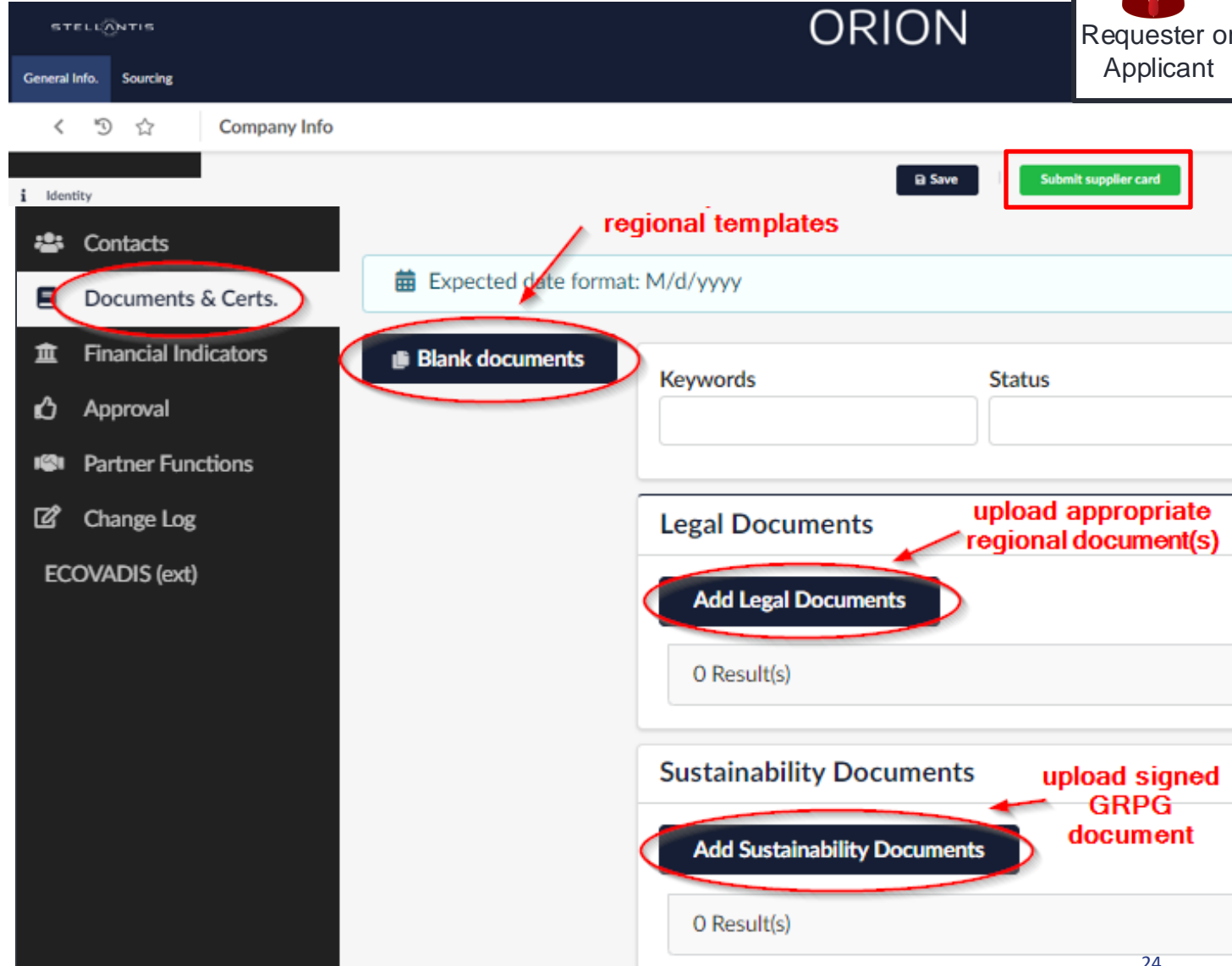
Make sure your supplier codes are set up with proper Partner functions such as Manufacturing Location, Ship From Location etc.

**Note:** This step is only needed if the supplier does not have a COFOR.



- In **Documents & Certs** it is required to upload the appropriate regional documents. Blank versions of the normal new supplier documents for each region can be downloaded and must be completed and attached in the **Documents & Certs**. tab. This is critical because the documents are needed to setup payment.
- The GRPG (Global Responsible Purchasing Guidelines) template needs to be downloaded, signed and uploaded
- The final step is to click the **Submit Supplier Card** button. If information is missing an error message will appear
- The request has now moved from “Draft” status to “Prospect” status

**Note:** This step is only needed if the supplier does not have a COFOR.



ORION

General Info. Sourcing

Company Info

Identity

Contacts

**Documents & Certs.**

Financial Indicators

Approval

Partner Functions

Change Log

ECOVADIS (ext)

Save

**Submit supplier card**

Expected date format: M/d/yyyy

**Blank documents**

Keywords

Status

**Legal Documents**

**Add Legal Documents**

0 Result(s)

**Sustainability Documents**

**Add Sustainability Documents**

0 Result(s)

regional templates

upload appropriate regional document(s)

upload signed GRPG document



## Process for a Supplier to Request a COFOR and B2B / ORION Access



- The next step is for the Stellantis Buyer and Purchasing Manager to approve the request in ORION. An email has been sent to the Buyer associated with the Commodity Code that was identified in the initial setup
- After Purchasing has approved the request, the system will generate the CORFOR

ORION

General Informations Consultations

Vendor portal

Company Profile

Onboarding Progress

- Under construction Onboard Pending
- prospect Gather information**
- Approval in progress Review information
- Approved OnboardComplete

There is no item requiring your attention at the moment.

announcement

The selected content contains no text

documents

External u

Data form 15/11/2022

Requester or Applicant

Stellantis Purchasing

**Note:** This step is only needed if the supplier does not have a COFOR.



Buyer and Purchasing Manager Approval is Required at this step



- After the request is approved by Stellantis Purchasing, the COFOR of the supplier is created
- The ORION system will automatically send an email to the Requester/Applicant with instructions on how to request B2B access. Suppliers will need B2B/ORION access in order to submit updates to their supplier master data, add contacts, etc.

**Note:** This step is only needed if the supplier does not have a COFOR.

Dear [REDACTED]

The supplier Test 2 card has been approved and COFOR number generated.

COFOR number: A00 [REDACTED] 01

Please note that your site number is the last 2 digit of your COFOR number.  
Please use this COFOR when communicating with Stellantis team.

Your company has now a COFOR number in our Suppliers database,  
If your company is a Head Office, it does not yet have access to its "B2B Portal private area".

To open the access for your company, go to on the B2B Portal (<http://b2b.groupe-psa.com> "Groupe STELLANTIS Supplier Portal"), and follow the instructions in the menu "Get an access for your company".

We remind you that access to the B2B Portal is only possible at Head Offices.

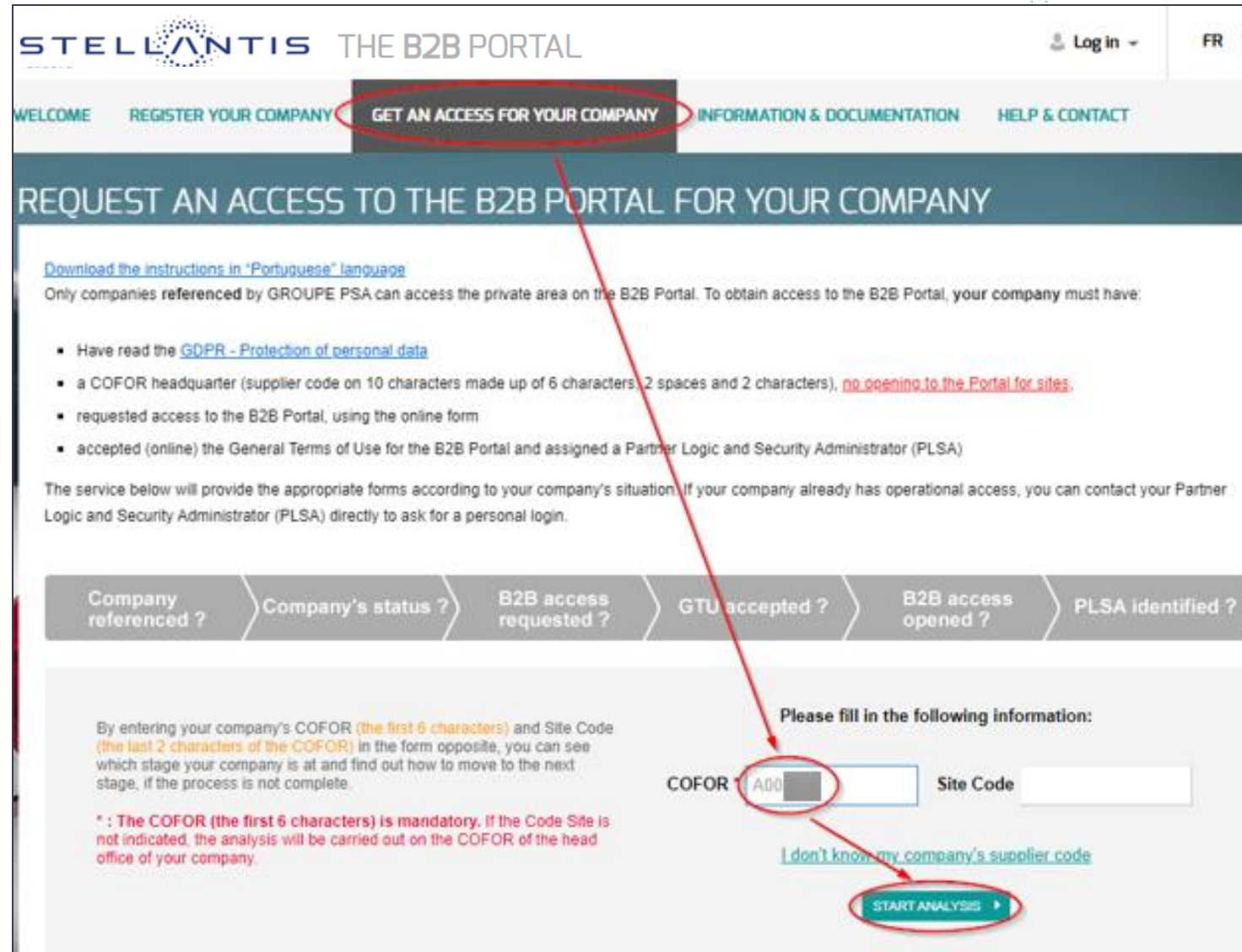
Regards,

ORION Team

### IMPORTANT PROCESS NOTE

This is the point the process steps start if the supplier already had a COFOR and only needs to get B2B/ORION access

- The Requester/Applicant will go to the B2B Portal and click the **Get An Access For Your Company** tab
- Enter the COFOR 6 characters (required at this step). **Site code** is not mandatory, but it is recommended to use
- Click **Start Analysis** button



STELLANTIS THE B2B PORTAL

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

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

[Download the instructions in "Portuguese" language](#)

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:

- Have read the [GDPR - Protection of personal data](#)
- a COFOR headquarter (supplier code on 10 characters made up of 6 characters, 2 spaces and 2 characters), [no opening to the Portal for sites](#).
- 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 ?

Please fill in the following information:

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.

COFOR  Site Code

[I don't know my company's supplier code](#)

**START ANALYSIS**

## Process for a Supplier to Request B2B / ORION Access



- The supplier will read the instructions on the left hand side of the screen and click the link to **Request an access to the B2B portal for my company**

STELLANTIS THE B2B PORTAL

WELCOME REGISTER YOUR COMPANY GET AN ACCESS FOR YOUR COMPANY INFORMATION & DOCUMENTATION HELP & CONTACT

REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

COFOR \* A00 Site Code RESUME ANALYSIS

Company referenced Company's status : validated No B2B access requested GTU accepted ? B2B access opened ? PLSA identified ?

Your company has not yet requested access to the GROUPE STELLANTIS B2B Portal

You must have a COFOR (supplier code) to access the GROUPE STELLANTIS B2B Portal. Each company must specifically request the opening of access rights.

To request access to the B2B Portal, you must provide the contact details of 2 people:

- The Legal Representative

This person will only be contacted when access to the GROUPE STELLANTIS B2B Portal is requested. Their role involves:

- accepting, in the name of the company they represent and for all the name-specific logins that will be opened for the company, the General Terms of Use for the GROUPE STELLANTIS B2B Portal
- appointing a B2B administrator (PLSA) for the company

The legal representative will have 3 months to accept the General Terms of Use and to name the PLSA, beyond this period the request will be canceled.

- The B2B administrator (PLSA)

Once access to the GROUPE STELLANTIS B2B Portal is opened, the PLSA is responsible for managing access to information and applications via the GROUPE STELLANTIS B2B Portal, on a

HELP

How to choose the relevant contacts for this stage?

Start the process to open access to the B2B Portal for your company by completing the following form:

[Request an access to the B2B Portal for my company.](#)

Have you got a question about this step? [Contact the B2B Portal Assistance.](#)



- 
- Requester or Applicant

## Mission of PLSA:

- PSA  
GROUPE

THE B2B PORTAL

WELCOME

REGISTER YOUR COMPANY

REQUEST AN ACCESS TO THE B2B WEB SITE FOR MY COMPANY

CC

Company referenced

Your company has not yet been identified by the PLSA.

You must have a COFOR (company must specifically identify the person who will be requested access to the B2B portal).

  - The Legal Representative

This person will only be contacted if requested. Their role involves:

  - accepting, in the name of the company, that will be opened on the STELLANTIS B2B portal.
  - appointing a B2B administrator.

The legal representative is the PLSA, beyond this person, the B2B administrator is the one who will manage access to the B2B portal.

Once access to the GROUPE STELLANTIS B2B portal is granted, you will be able to manage access to inform your customers.

Request an access to the B2B web site for my company

Applicant

Last Name \*

First Name \*

E-mail Address \*

Company

Full Name \*

Supplier Code (COFOR) A00

Legal Representative ?

Last Name \*

First Name \*

E-mail Address \*

Telephone Number \*

Preferred Language \* English

PLSA (B2B Administrator) ?

Last Name \*

First Name \*

E-mail Address \*

Telephone Number \*

Preferred Language \* English

Captcha \* 59941

SUBMIT

Requester or Applicant

PLSA identified ?

relevant contacts for

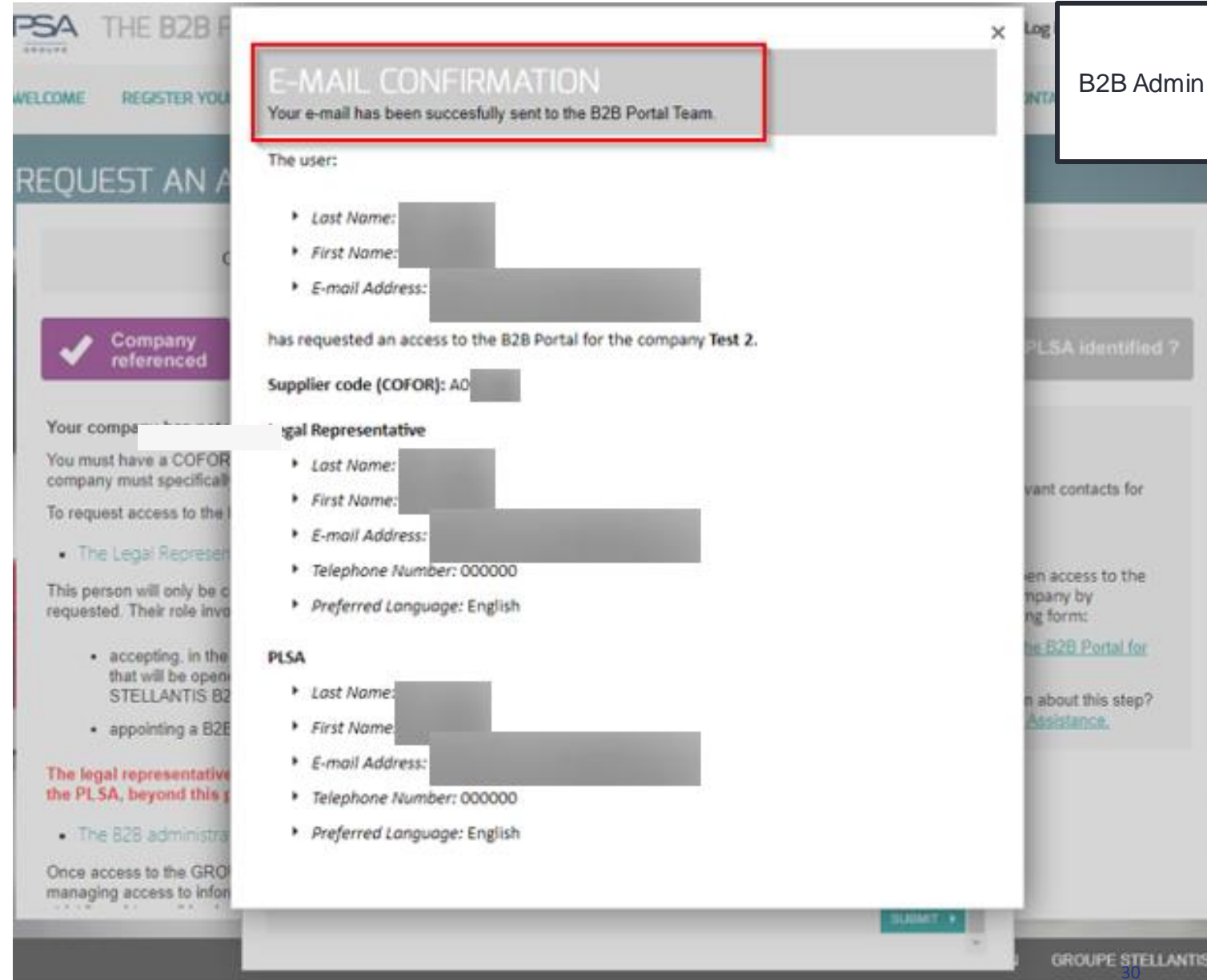
open access to the company by filling form:

the B2B Portal for

on about this step? Assistance.

GROUPE STELLANTIS

- The request is automatically sent to [inscription-b2b-portal@stellantis.com](mailto:inscription-b2b-portal@stellantis.com). Here is the confirmation the Requester / Applicant will receive
- The B2B Support Team has to verify and add these contacts to ORION
- The Legal Representative who was identified in the previous step will receive an email with next steps



The screenshot displays the B2B Portal registration process. A modal window titled "E-MAIL CONFIRMATION" is shown, indicating that the user's email has been successfully sent to the B2B Portal Team. The background shows the "REQUEST AN ACCESS" form, which includes a "Company referenced" status and a list of required steps for the legal representative.

**E-MAIL CONFIRMATION**  
Your e-mail has been successfully sent to the B2B Portal Team.

The user:

- Last Name: [Redacted]
- First Name: [Redacted]
- E-mail Address: [Redacted]

has requested an access to the B2B Portal for the company Test 2.

Supplier code (COFOR): AD [Redacted]

**Legal Representative**

- Last Name: [Redacted]
- First Name: [Redacted]
- E-mail Address: [Redacted]
- Telephone Number: 000000
- Preferred Language: English

**PLSA**

- Last Name: [Redacted]
- First Name: [Redacted]
- E-mail Address: [Redacted]
- Telephone Number: 000000
- Preferred Language: English

**REQUEST AN ACCESS**

WELCOME REGISTER YOUR COMPANY

Company referenced

Your company must have a COFOR company must specifically request access to the B2B Portal.

- The Legal Representative

This person will only be requested. Their role involves:

- accepting, in the company that will be opened on the STELLANTIS B2B Portal
- appointing a B2B Administrator

The legal representative of the PLSA, beyond this step, will be responsible for the B2B Portal for the company.

Once access to the GROUPE STELLANTIS B2B Portal is granted, the B2B Administrator will be able to manage access to the B2B Portal.

Log in

PLSA identified ?

Want contacts for the B2B Portal for the company?

about this step? Assistance.

GROUPES STELLANTIS

B2B Admin

## Process for a Supplier to Request B2B / ORION Access



- The Legal Representative will receive the email below. From this email, they will setup their password using the link in Step #1 (within 4 hours of receiving the email)
- If the Legal Representative was **not** able to setup their password within 4 hours of receiving the email, they will need to request a new password using the link in Step #2
- The Legal Representative should log into ORION using the link and his e-mail address in Step #3. Once they are logged into ORION, they will accept the General Terms of Use (GTU) and assign the PLSA

Good morning / afternoon [REDACTED]

Following your request for access to the B2B Portal GROUPE STELLANTIS for the company Test 2, and in order to reach the applications given on line for business contact (E-consultation, Amadeus, DEMAT-ACHAT,... etc), you must consequently obtain a Privé space in the B2B Portal. Therefore, you have to :

- Accept online our General Terms and Conditions of the B2B Portal (CGU)
- Appoint your IT Support Administrator (ASL-Tiers)

To achieve these actions, please follow this process:

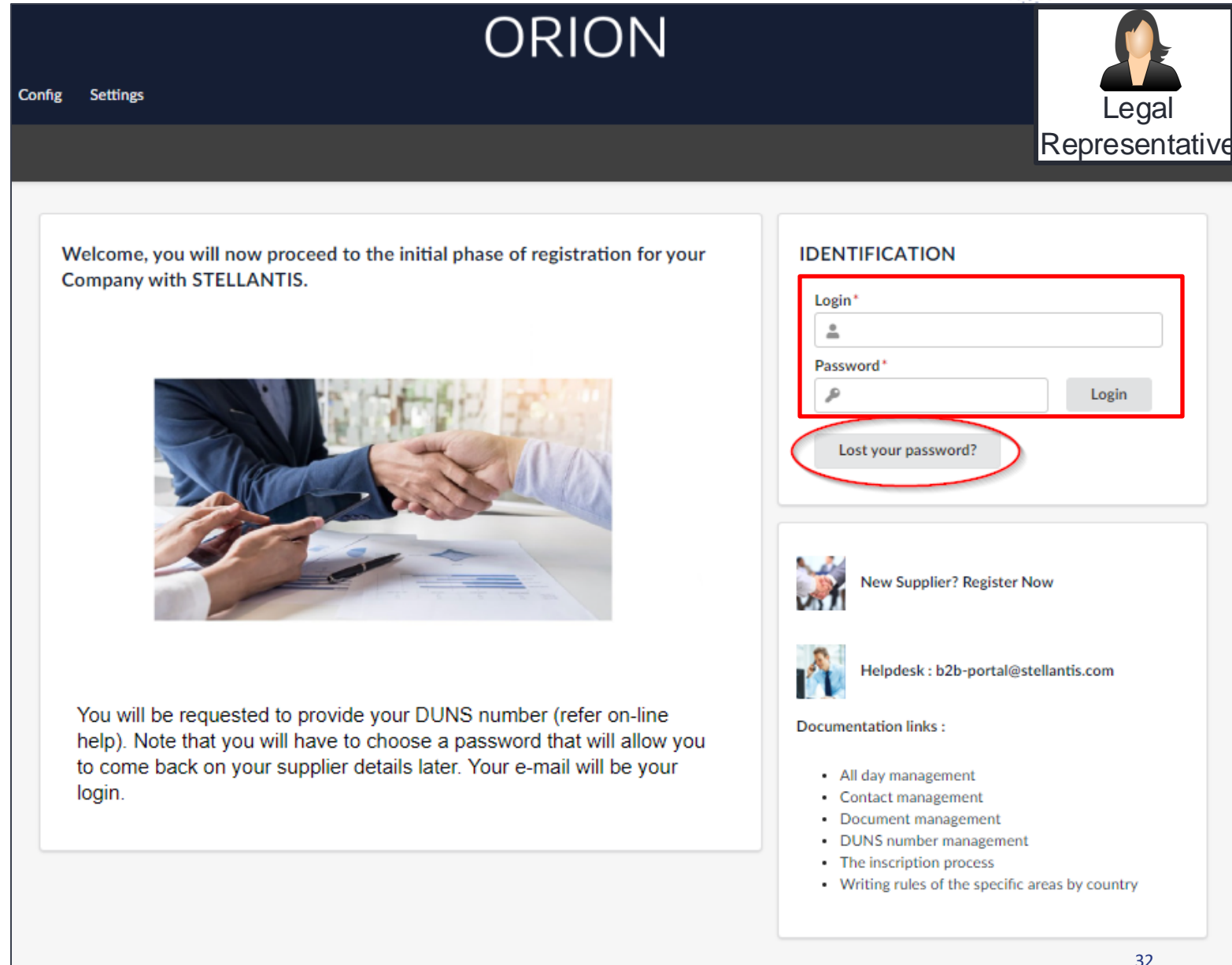
1. You have 4 hours to choose your password on the page: [Set password](#).
2. After this time, you will have to request a new one from the page : [Login](#)
3. You can then connect on the following page [Login](#) with your ID : [viliam.kratochvila@stellantis.com](mailto:viliam.kratochvila@stellantis.com)
4. Accept the General Terms and Conditions (your signature online is saved in our systems)
5. Complete the IT Support Administrator (ASL-Tiers) identification (please make sure your email address is correct)

Best Regards,

Supplier Database / B2B Portal Team

This is an automatically generated e-mail, please do not reply

- The Legal Representative will log into ORION using their e-mail address and password they just sent up
- In case of lost password, or in case they didn't catch the 4 hours window, it is necessary to make the request for a new password by clicking **Lost your password?** button
- When using the **Lost your password?** button, the Login is the same e-mail address that was entered on **Request an access to the B2B Portal for my company** form for the the function 'Legal Representative'. The login can also be found in the email the Legal Representative received.



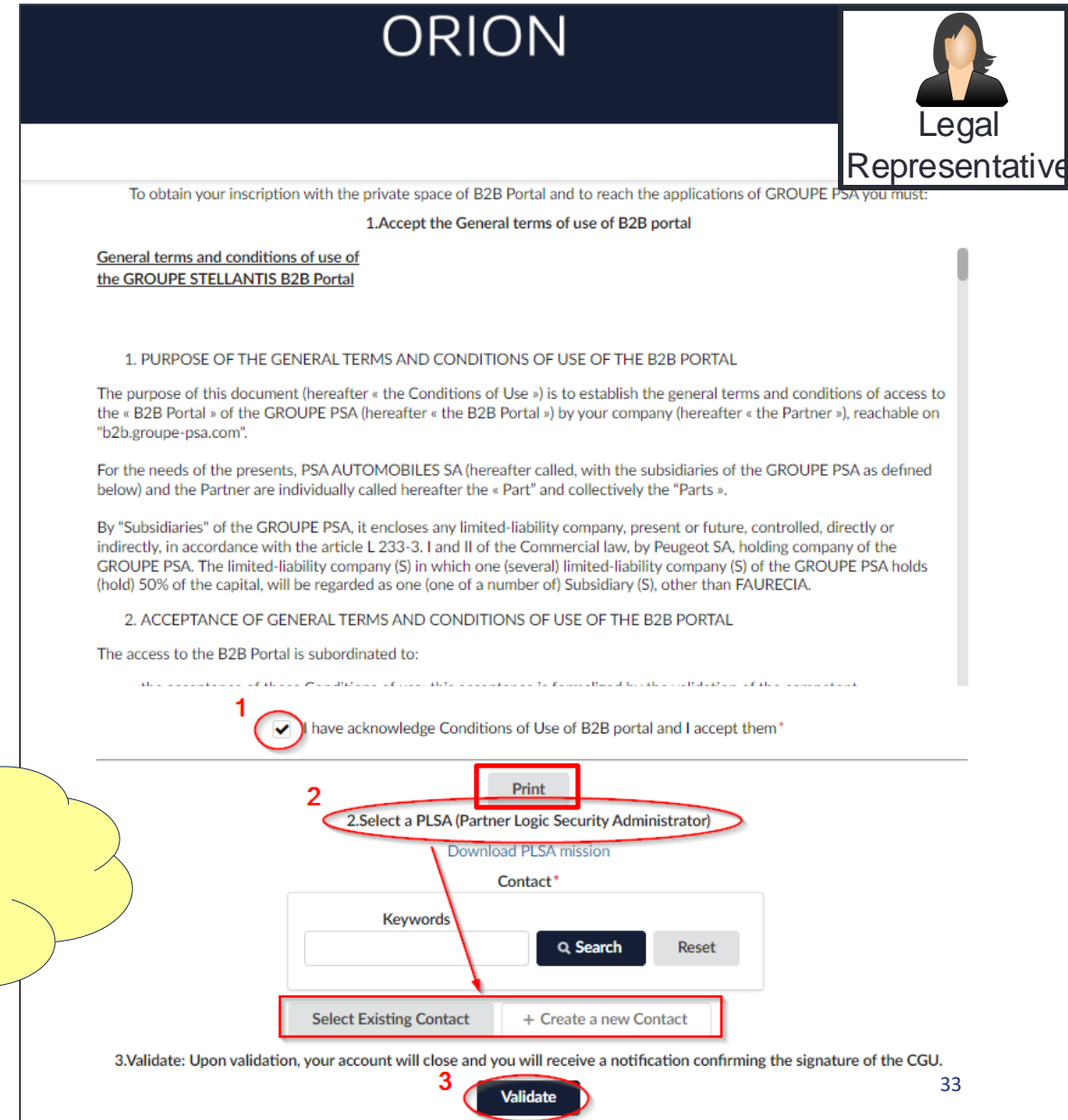
The screenshot shows the ORION portal interface. At the top, there's a dark blue header with the 'ORION' logo in white. Below the header, there are two tabs: 'Config' and 'Settings'. On the right side of the header, there's a profile icon of a woman and the text 'Legal Representative'. The main content area is divided into two columns. The left column has a welcome message: 'Welcome, you will now proceed to the initial phase of registration for your Company with STELLANTIS.' Below this is an image of two people shaking hands over a table with documents. Under the image, there's a paragraph: '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.' The right column has a section titled 'IDENTIFICATION'. It contains two input fields: 'Login \*' and 'Password \*'. The 'Login \*' field is highlighted with a red rectangle. Below these fields is a 'Login' button. Below the 'Login' button is a button labeled 'Lost your password?', which is also highlighted with a red oval. At the bottom of the right column, there are two links: 'New Supplier? Register Now' and 'Helpdesk : b2b-portal@stellantis.com'. Below these links is a section titled 'Documentation links :' with a list of links: 'All day management', 'Contact management', 'Document management', 'DUNS number management', 'The inscription process', and 'Writing rules of the specific areas by country'.



- The Legal Representative will review the General Terms of Use (GTU) on the screen
- The Legal Representative will now check box **I have acknowledge Conditions of Use of B2B portal and I accept them**
- The Legal Representative also needs to select/create the PLSA by using the **Select Existing Contact** or the **Create a new Contact** buttons
- The Legal Representative will finally click the **Validate** button

**Note:** The ORION General Terms of Use (GTU) are specific to B2B / ORION and are **NOT** the same as the Purchasing General Terms & Conditions for Purchase Orders governance

**Note:** The GTUs can be saved to a PDF by clicking the Print button



The screenshot shows the ORION portal registration process. At the top right, there is a profile icon labeled "Legal Representative". The main heading is "ORION". Below it, a message states: "To obtain your inscription with the private space of B2B Portal and to reach the applications of GROUPE PSA you must:".

**1. Accept the General terms of use of B2B portal**

General terms and conditions of use of the GROUPE STELLANTIS B2B Portal

**1. PURPOSE OF THE GENERAL TERMS AND CONDITIONS OF USE OF THE B2B PORTAL**

The purpose of this document (hereafter « the Conditions of Use ») is to establish the general terms and conditions of access to the « B2B Portal » of the GROUPE PSA (hereafter « the B2B Portal ») by your company (hereafter « the Partner »), reachable on "b2b.groupe-psa.com".

For the needs of the presents, PSA AUTOMOBILES SA (hereafter called, with the subsidiaries of the GROUPE PSA as defined below) and the Partner are individually called hereafter the « Part » and collectively the "Parts ».

By "Subsidiaries" of the GROUPE PSA, it encloses any limited-liability company, present or future, controlled, directly or indirectly, in accordance with the article L 233-3. I and II of the Commercial law, by Peugeot SA, holding company of the GROUPE PSA. The limited-liability company (S) in which one (several) limited-liability company (S) of the GROUPE PSA holds (hold) 50% of the capital, will be regarded as one (one of a number of) Subsidiary (S), other than FAURECIA.

**2. ACCEPTANCE OF GENERAL TERMS AND CONDITIONS OF USE OF THE B2B PORTAL**

The access to the B2B Portal is subordinated to:

the acceptance of these Conditions of use, this acceptance is formalized by the validation of the agreement

**1** ☒ I have acknowledge Conditions of Use of B2B portal and I accept them \*

**2** **Print** button (circled in red). Below it, a link "Download PLSA mission Contact\*" is visible.

**2. Select a PLSA (Partner Logic Security Administrator)**

Keywords:  **Search** **Reset**

**Select Existing Contact** **+ Create a new Contact** (both buttons are circled in red)

**3** **Validate** button (circled in red)

**3. Validate:** Upon validation, your account will close and you will receive a notification confirming the signature of the CGU.



- The PLSA will receive two different emails, see below
- The PLSA will log into the system using the ID and temporary password provided in the emails and the first time they log in they will be required to enter their password

### 1 **Email #1 – sent to PLSA (includes ID)**

Madam, Sir,

We are pleased to confirm you the registration of your company Test 2 to the private area of the B2B Portal of Groupe PSA, and we recall that the legal representative of your company has designated you administrator.

Your supplier code (COFOR) : AC 01  
Your username : V

For security reasons your password has been sent in another email.

When connecting to the B2B Portal for the first time, we suggest you to consider the following recommendations :

- Check the PLSA supports, by clicking the "Administration"/"Supports" tab in the B2B private workspace.
- You must have been assigned the "Head Quarter" activity in order to gain access to the "Suppliers' Database" application, which will allow you to keep your company's contact list up to date.

To have an activity assigned, please check the guidelines available in the "Administration"/"Supports" tab, in section "The PLSA's Tools"/"ADM Partenaires".

To gain access to the "e-RFQ" application, which will enable you to receive and respond to calls for Groupe PSA tenders, you must have been assigned the "Request for Quotations" activity.

Best Regards,

The B2B Portal Team  
<http://b2b.groupe-psa.com>

### 2 **Email #2 – sent to PLSA (includes temporary password)**

Madam, Sir,

Your password is : fsdestu7

When connecting to the B2B Portal for the first time, we suggest you to consider the following recommendations:

- Check the PLSA supports, by clicking the "Administration"/"Supports" tab in the B2B private workspace.
- You must have been assigned the "Head Quarter" activity in order to gain access to the "Supplier Database" application, which will allow you to keep your company's contact list up to date.

To have an activity assigned, please check the guidelines available in the "Administration"/"Supports" tab, in section "The PLSA's Tools"/"ADM Partenaires".

To gain access to the "e-RFQ" application, which will enable you to receive and respond to calls for Groupe PSA tenders, you must have been assigned the "Request for Quotation" activity.

Best Regards,

The B2B Portal Team  
<http://b2b.groupe-psa.com>



## 8. PLSA vs. End User Screen

## PLSA vs. End User Screen



- The main difference between the PLSA screen and the normal user screen is the **Administration & Documentation** tab, see below.



### PLSA Screen

STELLANTIS THE B2B PORTAL

FIRST NAME LAST NAME - V Notifications FR EN

DASHBOARD APPLICATIONS DOCUMENTATION HELP & CONTACT **ADMINISTRATION & DOCUMENTATION**

Stellantis business gift policy  
12/29/2022 Stellantis business gift policy to our valued suppliers.

MY INFORMATION  
MY COMPANY MY PLSA  
**SUPPLIER CODE**  
3  
Business Name:  
FOURNISSEUR TEST A  
Site and/or City:  
POISSY

MY FAVORITES  
APPLICATIONS DOCUMENTATION  
You do not currently have any favorite applications selected. Click the 'CONFIGURE' button at the bottom to choose your favorite applications.

MY CALENDAR  
January 2023  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4  
5 6 7 8 9 10 11

NEWS FEED:  
02/23/2023 RIF - Suppliers's Information Meeting  
03/23/2023 RIF - Suppliers's Information Meeting  
04/26/2023 RIF - Suppliers's Information Meeting

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

### Normal User Screen

STELLANTIS THE B2B PORTAL

FIRST NAME LAST NAME - V Notifications FR EN

DASHBOARD APPLICATIONS DOCUMENTATION HELP & CONTACT

The NEW STELLANTIS QUALITY REQUIREMENTS FOR SUPPLIERS (QRS)  
12/12/2022 The new document "Stellantis Quality Requirements for Suppliers (QRS)" ref 01276\_22\_00061 has been published.

MY INFORMATION  
MY COMPANY MY PLSA  
**SUPPLIER CODE**  
3  
Business Name:  
FOURNISSEUR TEST A  
Site and/or City:  
POISSY

MY FAVORITES  
APPLICATIONS DOCUMENTATION  
You do not currently have any favorite applications selected. Click the 'CONFIGURE' button at the bottom to choose your favorite applications.

MY CALENDAR  
January 2023  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4  
5 6 7 8 9 10 11

NEWS FEED:  
02/23/2023 RIF - Suppliers's Information Meeting  
03/23/2023 RIF - Suppliers's Information Meeting  
04/26/2023 RIF - Suppliers's Information Meeting

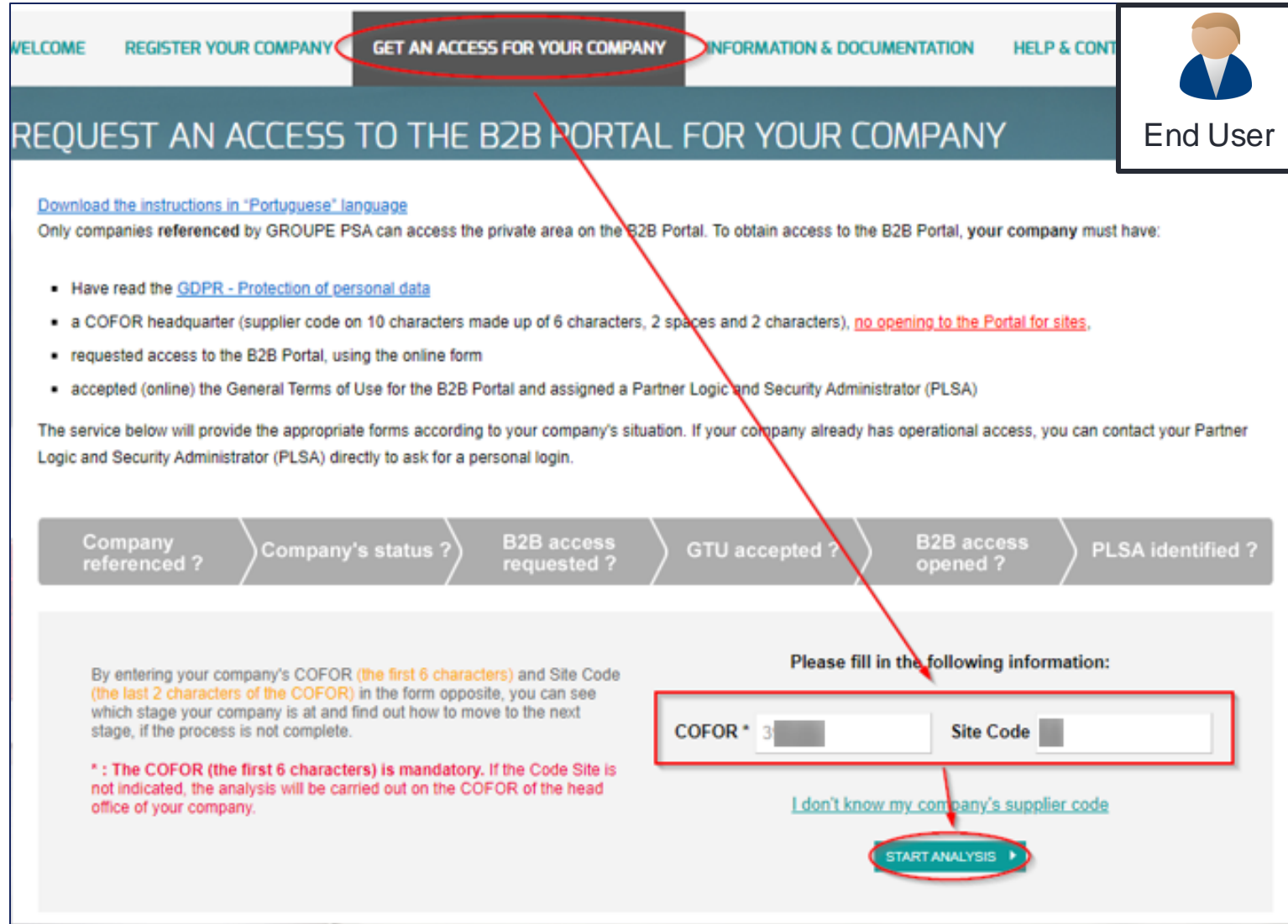
PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS





## **9. How to Find Your PLSA at Your Company**

- If you don't know who your PLSA is and you can't remember your ID and/or password, you can send the request directly to your PLSA using **GET AN ACCESS FOR YOUR COMPANY**
- Fill in your COFOR code and click the **START ANALYSIS** button



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

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

[Download the instructions in "Portuguese" language](#)

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:

- Have read the [GDPR - Protection of personal data](#)
- a COFOR headquarter (supplier code on 10 characters made up of 6 characters, 2 spaces and 2 characters), [no opening to the Portal for sites](#),
- 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 \* 3  Site Code

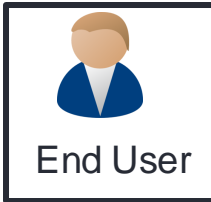
[I don't know my company's supplier code](#)

**START ANALYSIS** ▶

## How to Find and/or Contact Your PLSA at Your Company



- 1 Click the **Contact my PLSA** link
- 2 Complete the mandatory fields and click **Submit** and a request will be sent to all your PLSAs



STELLANTIS THE B2B PORTAL

Log In FR EN

WELCOME REGISTER YOUR COMPANY GET AN ACCESS FOR YOUR COMPANY INFORMATION & DOCUMENTATION HELP & CONTACT

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

COFOR \* 3 Site Code RESUME ANALYSIS

✓ Company referenced ✓ Company's status : validated ✓ B2B access requested ✓ GTU accepted ✓ B2B access opened ✓ PLSA identified

A B2B Administrator ( PLSA) has been designated for your company

By completing the form below, you can contact this person directly to inform them about your need to access the GROUPE STELLANTIS B2B Portal on behalf of your company.

[Contact my PLSA](#)

HELP

×

If you don't know who is your PLSA, you could send him an e-mail by filling out this form. The fields marked with an asterisk (\*) are mandatory.

### Contact my PLSA

Last Name \*  
First Name \*  
E-mail Address \*  
B2B Identifier  
Supplier Code (COFOR)  
Site Code  
Please include some comments \*  
Captcha \* 58769  
☐ Receive a copy of this message

SUBMIT



# **10. How to Find My COFOR Code**

## How to Find My COFOR Code



All eSupplierConnect Administrators can find their company's codes on eSupplierConnect (vendor or sector code, group codes and COFOR codes). eSupplierConnect Administrator are the only ones who have this function.



eSupplierConnect Admin

- 1 Log into eSupplierConnect
- 2 Click the **Administration** tab
- 3 Click **Administration Group** and then click **Manage**
- 4 Click the **Codes** button
- 5 Click the **SSC** button

In this section you can find the correspondence between the supplier code and COFOR code

The screenshot shows the eSupplierConnect Administration interface. The 'Administration' tab is selected. Under 'Administration Group', the 'Manage' option is highlighted. The 'Codes' button is selected, and the 'SSC' button is highlighted. The 'Supplier Codes' table is displayed, showing the correspondence between the supplier code and COFOR code.

Vendor Number	Sector Description	Company Name	Company Name 2	Supplier Code / CoFor	Vendor Type
	North America	CHRYSLER DE MEXICO S A	CHRYSLER LLC		Direct
	North America	CHRYSLER DE MEXICO S A	CHRYSLER LLC		Direct
	North America	N.A. P&SCM-not valid for sourcing			
	North America	N.A. P&SCM-not valid for sourcing			
	LATAM	N.A. P&SCM-not valid for sourcing			
	North America	DAIMLERCHRYSLER PROCUREMENT O...	CHRYSLER LLC		

COFOR codes will appear here



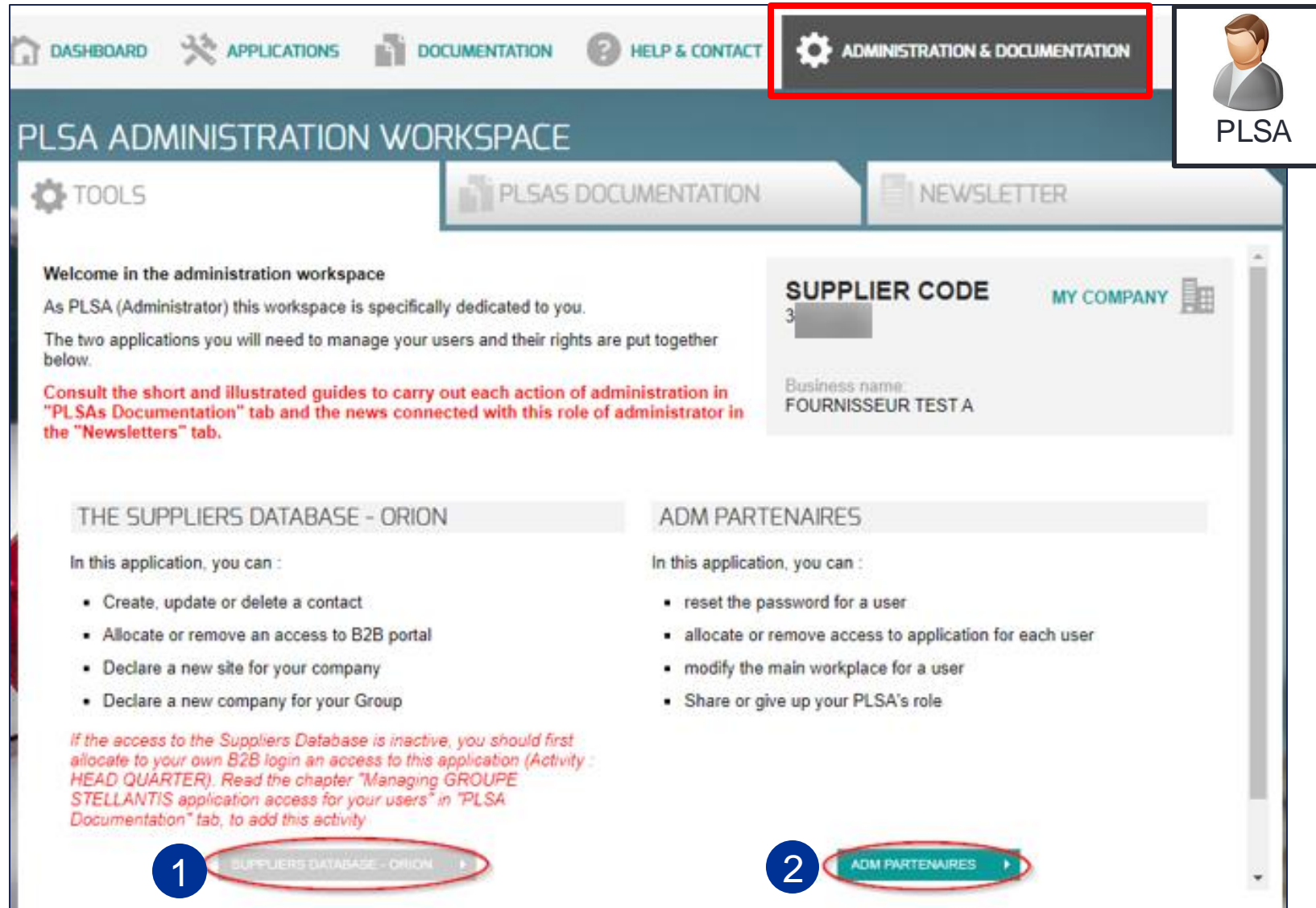


# **11. PLSA**

## **Workspace and Responsibilities**

There are two admin applications in the **ADMINISTRATION & DOCUMENTATION > TOOLS** tab

- 1 **THE SUPPLIERS DATABASE – ORION** button is for updating contacts and modifying company master data (company name, company address, legal data, etc.)
- 2 **ADM PARTENAIRES** button is for providing and managing access to the B2B applications for you and your users (e.g. reset passwords, share PLSA role, etc.).



**ADMINISTRATION & DOCUMENTATION**

**PLSA ADMINISTRATION WORKSPACE**

**TOOLS** | PLSAS DOCUMENTATION | NEWSLETTER

Welcome in the administration workspace  
As PLSA (Administrator) this workspace is specifically dedicated to you.  
The two applications you will need to manage your users and their rights are put together below.

Consult the short and illustrated guides to carry out each action of administration in "PLSAs Documentation" tab and the news connected with this role of administrator in the "Newsletters" tab.

**SUPPLIER CODE** MY COMPANY  
3 [REDACTED]

Business name: FOURNISSEUR TEST A

**THE SUPPLIERS DATABASE - ORION**

In this application, you can :

- Create, update or delete a contact
- Allocate or remove an access to B2B portal
- Declare a new site for your company
- Declare a new company for your Group

If the access to the Suppliers Database is inactive, you should first allocate to your own B2B login an access to this application (Activity : HEAD QUARTER). Read the chapter "Managing GROUPE STELLANTIS application access for your users" in "PLSA Documentation" tab, to add this activity

**ADM PARTENAIRES**

In this application, you can :

- reset the password for a user
- allocate or remove access to application for each user
- modify the main workplace for a user
- Share or give up your PLSA's role

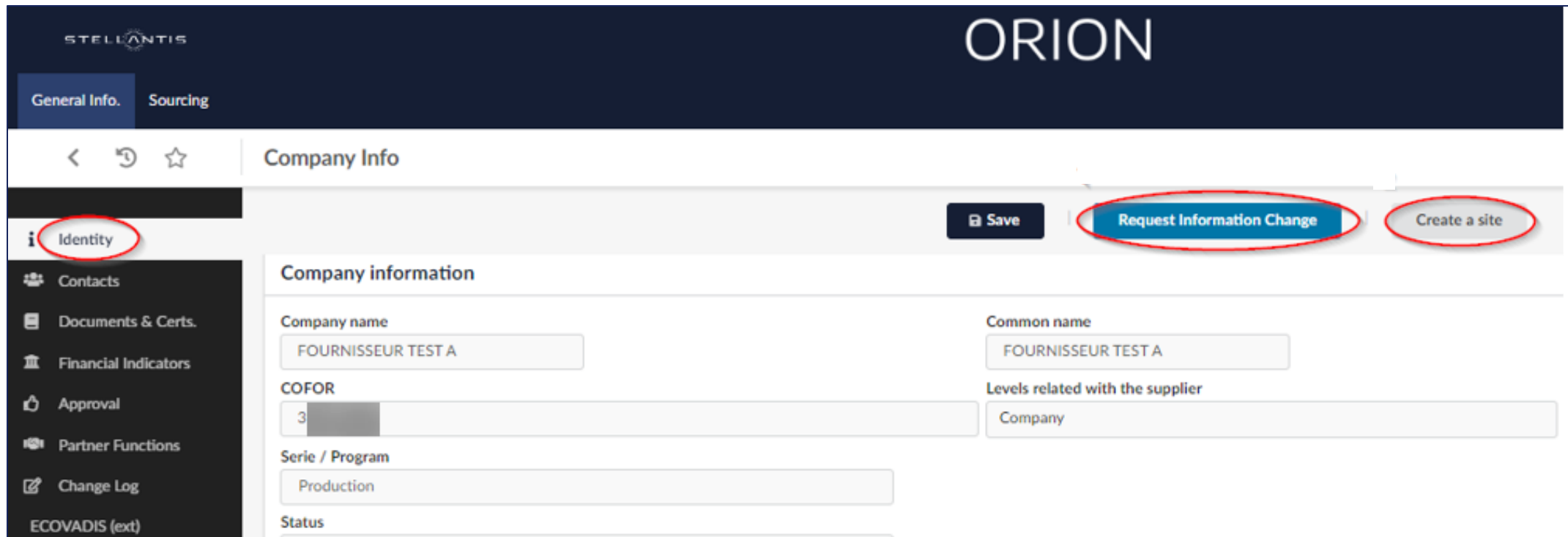
1 SUPPLIERS DATABASE - ORION

2 ADM PARTENAIRES

After clicking the **SUPPLIERS DATABASE – ORION** button on the previous slide, click **Identity** tab. The PLSA can:

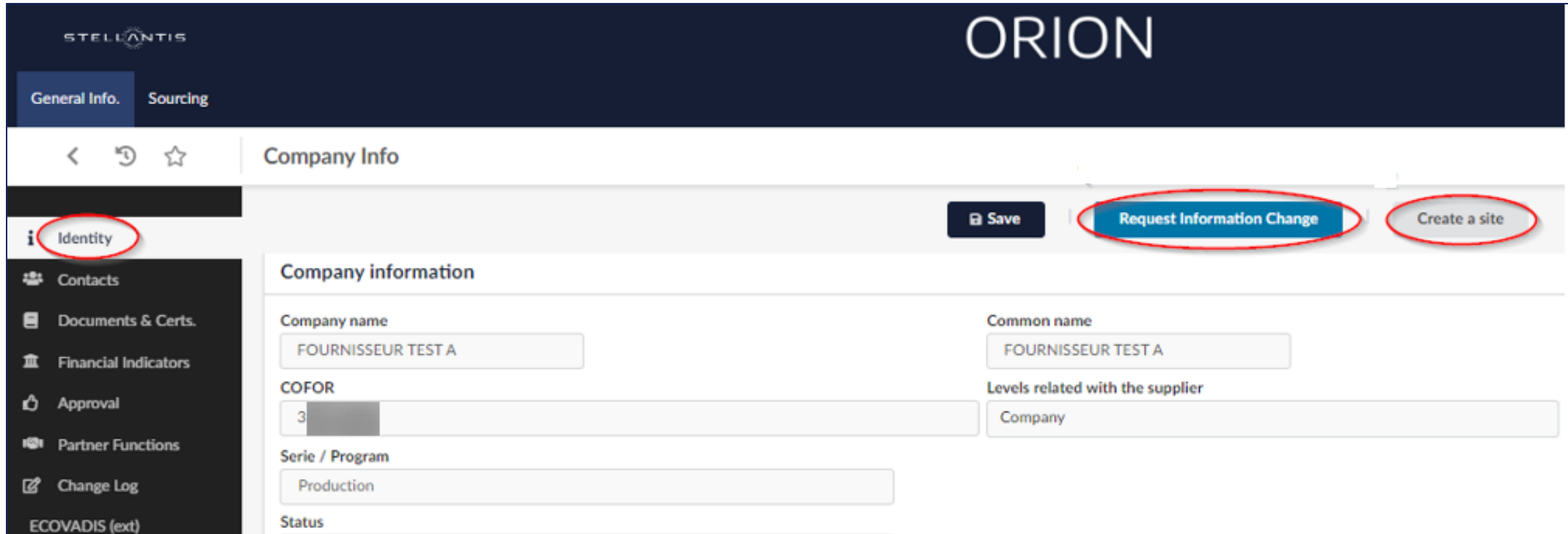


- Update supplier information such as supplier name, address, legal data etc. by clicking **Request Information Change** button. The request is sent to the Stellantis Master Data team. They will review and approve the request. If there is an issue preventing approval, they will send an email advising what is required for approval.



The screenshot displays the ORION PLSA interface. At the top, the 'ORION' logo is prominent. Below it, a navigation bar includes 'General Info.' and 'Sourcing'. The main content area is titled 'Company Info' and features a sidebar on the left with various tabs: 'Identity' (highlighted with a red circle), 'Contacts', 'Documents & Certs.', 'Financial Indicators', 'Approval', 'Partner Functions', 'Change Log', and 'ECOVDIS (ext)'. The 'Identity' tab is active, showing a form for 'Company information'. The form includes fields for 'Company name' (FOURNISSEUR TEST A), 'Common name' (FOURNISSEUR TEST A), 'COFOR' (3), 'Serie / Program' (Production), and 'Status'. A 'Request Information Change' button is highlighted with a red circle, along with 'Save' and 'Create a site' buttons. The 'Levels related with the supplier' section shows 'Company'.

- Create a new site location under a COFOR HQ company by clicking the **Create a site** button to register new site (e.g. A00KHM 03). The PLSA must email [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com), to request approval

The screenshot shows the ORION Sourcing interface. At the top, there's a dark blue header with the "ORION" logo. Below it, a navigation bar has "General Info." and "Sourcing" tabs. A left sidebar contains a menu with "Identity" (circled in red), "Contacts", "Documents & Certs.", "Financial Indicators", "Approval", "Partner Functions", "Change Log", and "ECOVDIS (ext)". The main area is titled "Company Info" and contains a "Company information" form. The form has fields for "Company name" (FOURNISSEUR TEST A), "Common name" (FOURNISSEUR TEST A), "COFOR" (3), "Levels related with the supplier" (Company), "Serie / Program" (Production), and "Status". At the top right of the form, there are three buttons: "Save", "Request Information Change" (circled in red), and "Create a site" (circled in red).





In the **Contacts** tab the PLSA can:

- 1 Create a new contact by clicking **Create a new Contact** button
- 2 Change a contact's information or inactivate a contact by clicking **Select Existing Contact**. To inactive a contact, remove all the activities and uncheck the B2B access box
- 3 Click **Save**

New contacts and updates do NOT require Stellantis validation

**Note:** There is no limit to the number of contacts

**Note:** The contacts are at the COFOR company level

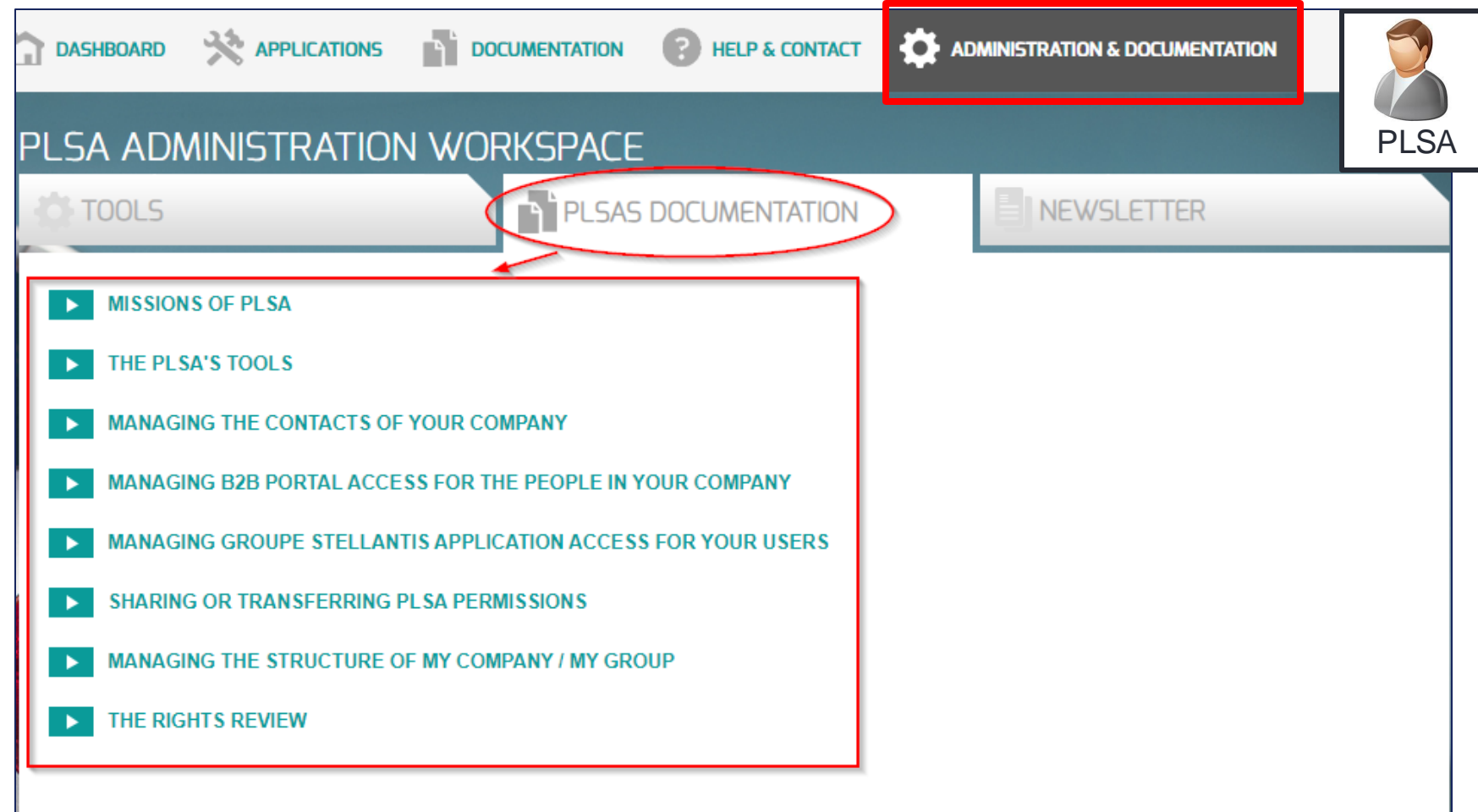
**Note:** xFCA supplier contacts were not automatically added to ORION when the COFORs were created. The contacts need to be added

**IMPORTANT:** If the contact will need to log into ORION, make sure to check this box.



# 12. PLSA User Guides

- PLSA User Guides are under the **ADMINISTRATION & DOCUMENTATION** tab of the B2B Portal
- Click on the **PLSAS DOCUMENTATION** tab to find all necessary user guides for ORION and ADM PARTENAIRES



### User Guides

- 1**  
B2B user guides in [B2B Portal](#) under the HELP & CONTACT tab



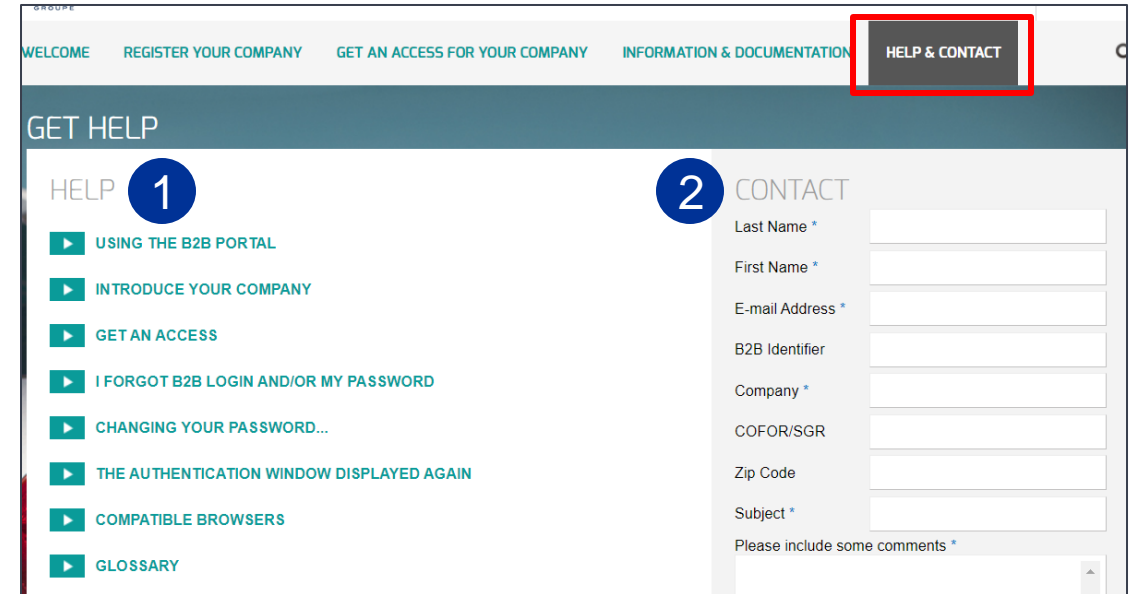
### Submit Ticket

- 2**  
Fill out the "CONTACT" section on the [B2B Portal](#) homepage and click the Submit Button. Your inquiry will be routed to the ORION Support Group and they will follow-up with you with an answer



### Email Support

- 3**  
Send an email to [b2b-portal@stellantis.com](mailto:b2b-portal@stellantis.com) for support and questions



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

### GET HELP

**1**  
HELP

- ▶ USING THE B2B PORTAL
- ▶ INTRODUCE YOUR COMPANY
- ▶ GET AN ACCESS
- ▶ I FORGOT B2B LOGIN AND/OR MY PASSWORD
- ▶ CHANGING YOUR PASSWORD...
- ▶ THE AUTHENTICATION WINDOW DISPLAYED AGAIN
- ▶ COMPATIBLE BROWSERS
- ▶ GLOSSARY

**2**  
CONTACT

Last Name \*

First Name \*

E-mail Address \*

B2B Identifier

Company \*

COFOR/SGR

Zip Code

Subject \*

Please include some comments \*





# 13 . Key Take Aways

- Stellantis Supplier Master Data process will be ORION for all regions. All former regional systems are no longer used.
- Ex-FCA suppliers automatically have COFORS created for their existing locations in ORION.
- Ex-FCA Suppliers will want to register for B2B access so their PLSA can manage their supplier master data directly in ORION
- A PLSA is the B2B/ORION equivalent of an esupplierconnect portal Root Security Administrator

- ORION and B2B has user guides and documentation available for users
- Regional Required Documents don't change, Supplier will attach during registration, Buyers will validate they are present and filled out completely
- ORION was launched globally in July 2023

# Q & A







# 14. Back-up

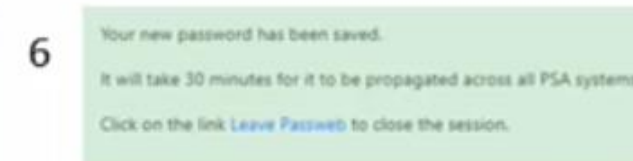
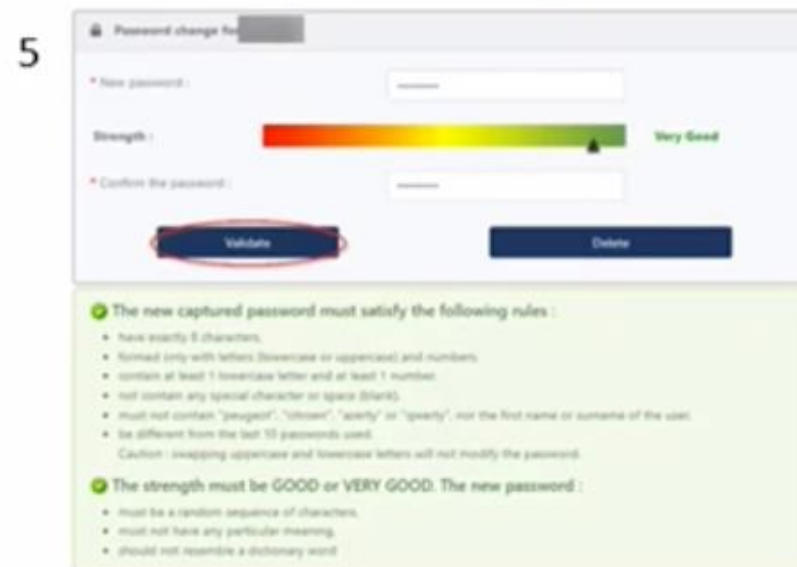
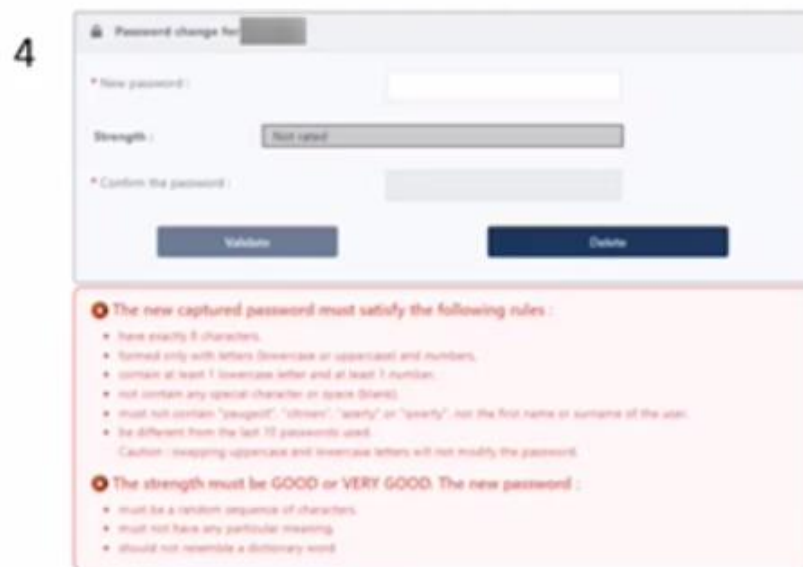
# How to Change an Expired Password



Obtain an initial password/Troubleshoot

(for internal users and PSA service providers only)

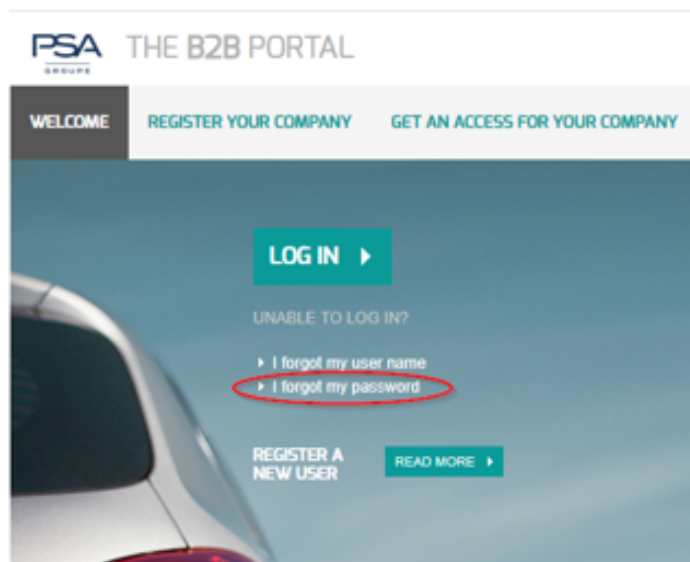
Your (all users) B2B password expires every 3 months and it has to be changed.



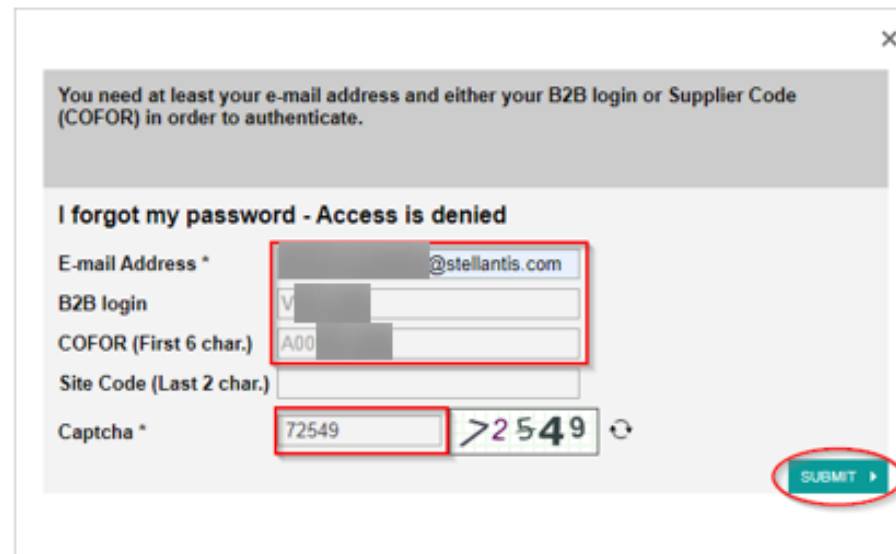
You need to wait 30 minutes, because the changes have to be transferred to all your applications

# Lost Password (PLSA Only)

1

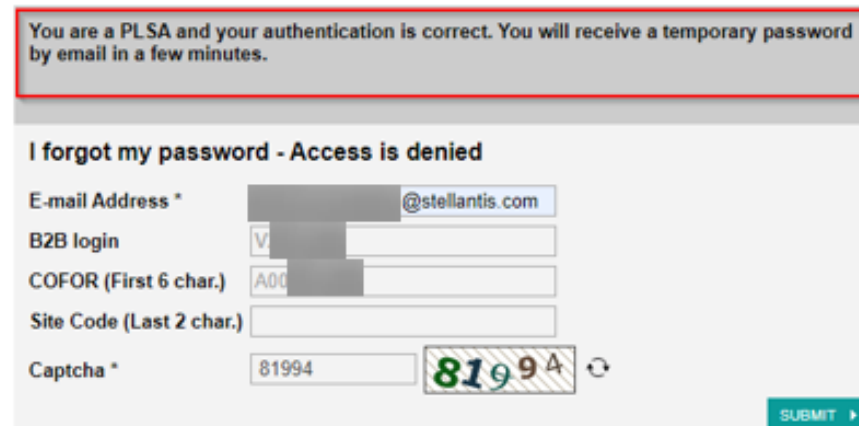


2



The image shows a 'Forgot password' form. At the top, it says 'You need at least your e-mail address and either your B2B login or Supplier Code (COFOR) in order to authenticate.' Below this, there is a section titled 'I forgot my password - Access is denied'. The form contains the following fields: 'E-mail Address \*' (with a red box around the input field and the '@stellantis.com' text), 'B2B login' (with a red box around the input field), 'COFOR (First 6 char.)' (with a red box around the input field), 'Site Code (Last 2 char.)' (with a red box around the input field), and 'Captcha \*' (with a red box around the input field and the captcha image). A 'SUBMIT' button is at the bottom right, circled in red.

3



The image shows the same 'Forgot password' form as in step 2, but with a success message at the top: 'You are a PLSA and your authentication is correct. You will receive a temporary password by email in a few minutes.' The message is enclosed in a red box. The form fields are the same as in step 2, but the 'SUBMIT' button is now disabled.

4

Bonjour,

Le 25/11/2022 à 10:42, vous avez signalé la perte ou l'oubli de votre mot de passe.

Voici un mot de passe temporaire, qui vous permettra d'accéder à nouveau au portail B2B PSA Peugeot Citroën : k4Q6pXVw

Veuillez attendre 11:12 pour vous connecter, le temps de sa propagation.

À votre première connexion, vous serez invité à changer votre mot de passe afin de le personnaliser.

Veuillez à bien respecter les consignes de déconnexion, fermeture du navigateur et temps d'attente avant toute nouvelle connexion, sinon, vous pourriez à nouveau bloquer votre accès.

Cordialement,  
L'équipe Portail B2B

---

Hello,

The 25/11/2022 at 10:42, you mentioned you lost or forgot your password.

Here a temporary password, which will give access to you again the B2B PSA Peugeot Citroën Portal : k4Q6pXVw

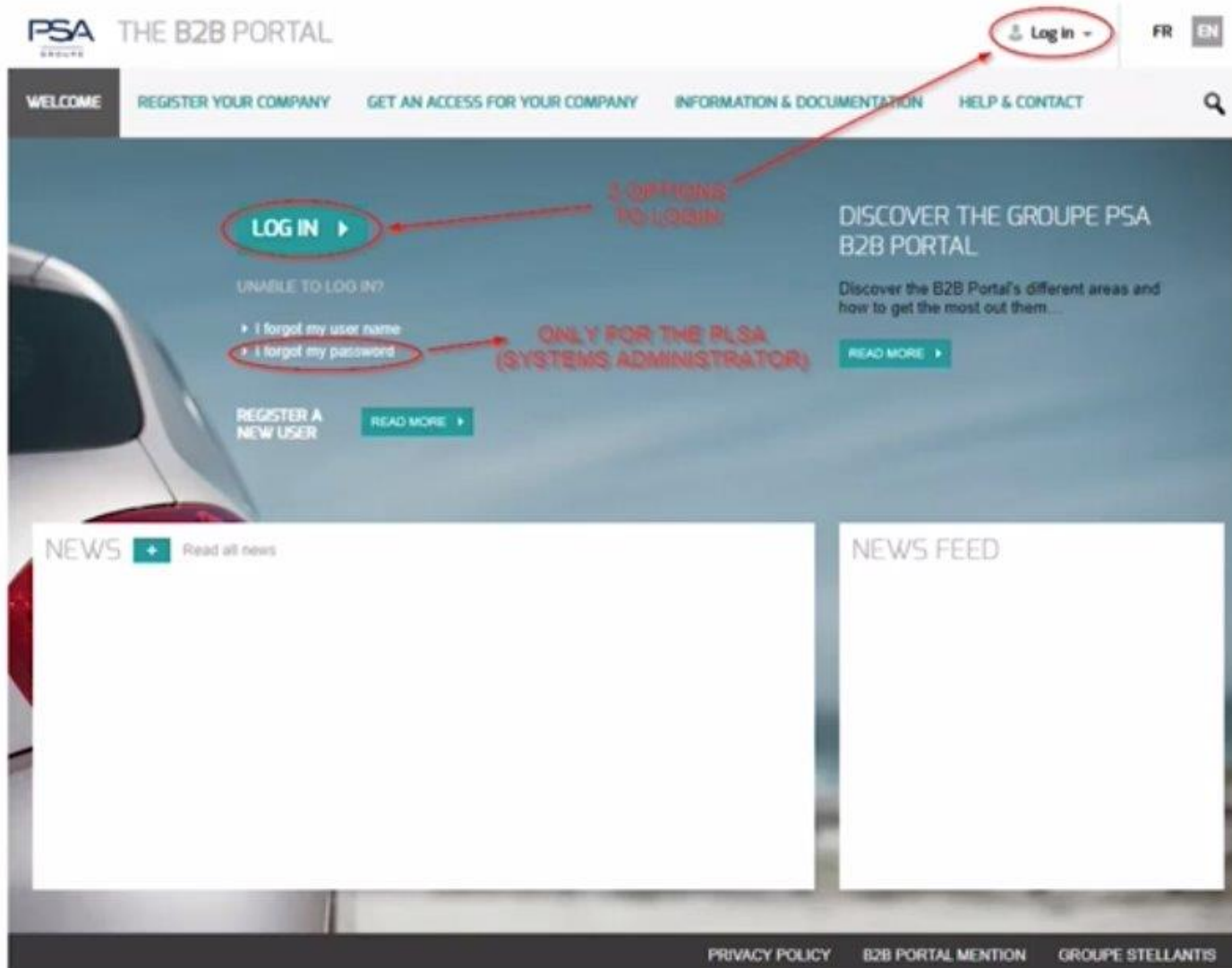
Please wait 11:12 to connect you, the time of its propagation.

At your first connection, you will be invited to change your password in order to personalize it.

Take care of well respecting the instructions of disconnection, closing of the web browser and latency before all new connection, if not, you could block your access again.

Best regards,  
The B2B Portal Team

1

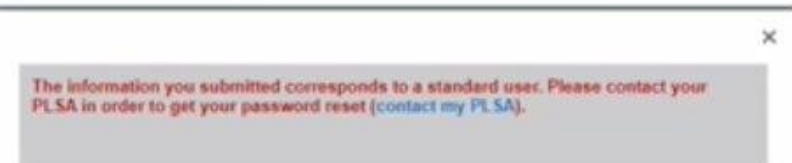


In case you don't have your password, you can use the „I forgot my password“ button and fill the form.

- If you are a **PLSA (Systems Administrator)**, you can obtain your password directly.

- If you're **not** the **PLSA**, you have to click on „**contact my PLSA**“ (2) and you have to send a message to your **PLSA** that you need a new password.

2





PSA THE B2B PORTAL

FIRST NAME LAST NAME - V [dropdown] Notifications FR EN

**DASHBOARD** APPLICATIONS DOCUMENTATION HELP & CONTACT

Stellantis business gift policy  
12/21/2022 Stellantis business gift policy to our valued suppliers...

MY INFORMATION MY COMPANY MY PLSA  
**SUPPLIER CODE**  
3 [redacted]  
Business Name: FOURNISSEUR TEST A  
Site and/or City: POISSY

MY FAVORITES APPLICATIONS DOCUMENTATION  
You do not currently have any favorite applications selected. Click the 'CONFIGURE' button at the bottom to choose your favorite applications.  
CONFIGURE

MY CALENDAR  
January 2023  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4  
5 6 7 8 9 10 11

NEWS FEED:  
02/23/2023 RIF - Suppliers's Information Meeting  
03/23/2023 RIF - Suppliers's Information Meeting  
04/26/2023 RIF - Suppliers's Information Meeting

PRIVACY POLICY B2B PORTAL MENTION GROUPE STELLANTIS

You can change your password or sign out by clicking the triangle located next to your ID.

On the **DASHBOARD** you can find news, **NEWS FEED** a Calendar and you can also check here for your PLSA(s) and your supplier code(s)

MY CALENDAR  
January 2023  
Su Mo Tu We Th Fr Sa  
1 2 3 4 5 6 7  
8 9 10 11 12 13 14  
15 16 17 18 19 20 21  
22 23 24 25 26 27 28  
29 30 31 1 2 3 4  
5 6 7 8 9 10 11

favorite 'CONFIGURE' or favorite

JANUARY 25  
Meeting dedicated to suppliers of parts for mass production

02/23/2023 RIF - Suppliers's Information Meeting  
03/23/2023 RIF - Suppliers's Information Meeting  
04/26/2023 RIF - Suppliers's Information Meeting



Documents for new North America supplier codes located in **Mexico** and shipping to Stellantis locations located within Mexico

Expected date format

Blank legal documents

Documents

Save

Save & Close

Close

Administrative document template for suppliers

- All countries - Global Responsible Purchasing Guidelines - NEW Version 11/23/2023
- Mexico - E-2 General Terms & Conditions receipt 7/6/2023
- Mexico - E-3 Code of conduct receipt 7/6/2023
- Mexico - Electronic invoicing letter 7/6/2023
- Mexico - FTO CPP F002 7/6/2023
- Mexico - FTO CPP F003 7/6/2023
- Mexico - Indirect Purchasing GT&C 7/6/2023
- Mexico - Stellantis Code of Conduct 7/6/2023
- Mexico - Terms and conditions 2017 7/6/2023
- Mexico - Terms and Conditions letter 7/6/2023
- Mexico - Vendor Profile form 7/6/2023
- US - Affidavit and US Sourcing Statement 7/6/2023
- US - W9 IRS for companies registered inside USA 7/6/2023
- US - EFT form 7/6/2023
- US - Vendor profile form 7/6/2023
- US - W8 7/6/2023

Documents for new North America supplier code located in **USA**

Documents

Expected date format

Blank legal document

Save

Save & Close

Close

Administrative document template for suppliers

- All countries - Global Responsible Purchasing Guidelines - NEW Version 11/23/2023
- Mexico - E-2 General Terms & Conditions receipt 7/6/2023
- Mexico - E-3 Code of conduct receipt 7/6/2023
- Mexico - Electronic invoicing letter 7/6/2023
- Mexico - FTO CPP F002 7/6/2023
- Mexico - FTO CPP F003 7/6/2023
- Mexico - Indirect Purchasing GT&C 7/6/2023
- Mexico - Stellantis Code of Conduct 7/6/2023
- Mexico - Terms and conditions 2017 7/6/2023
- Mexico - Terms and Conditions letter 7/6/2023
- Mexico - Vendor Profile form 7/6/2023
- US - Affidavit and US Sourcing Statement 7/6/2023
- US - W9 IRS for companies registered inside USA 7/6/2023
- US - EFT form 7/6/2023
- US - Vendor profile form 7/6/2023
- US - W8 7/6/2023

Documents for NA new supplier code located outside the USA (except for Mexico to Mexico listed previously)

Documents

Expected date format

Blank legal documents

Save

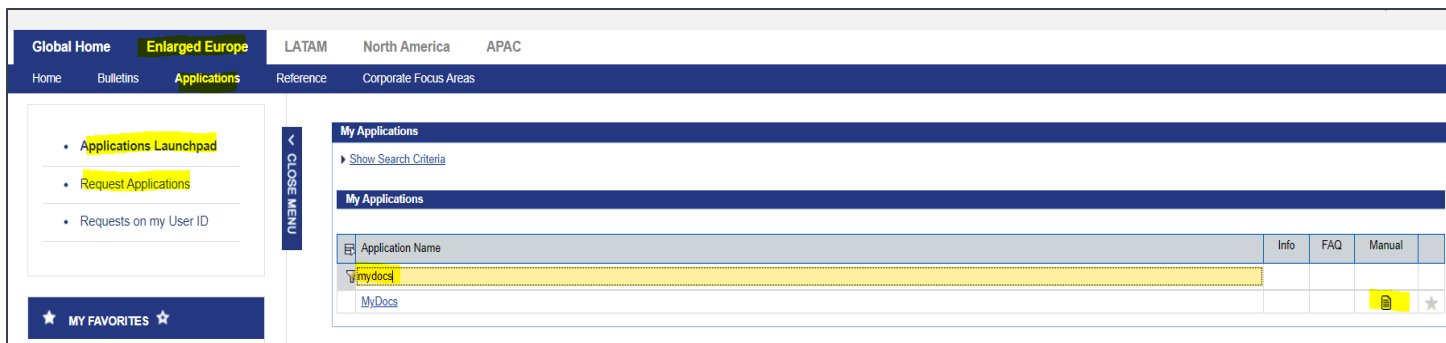
Save & Close

Close

Administrative document template for suppliers

- All countries - Global Responsible Purchasing Guidelines - NEW Version 11/23/2023
- Mexico - E-2 General Terms & Conditions receipt 7/6/2023
- Mexico - E-3 Code of conduct receipt 7/6/2023
- Mexico - Electronic invoicing letter 7/6/2023
- Mexico - FTO CPP F002 7/6/2023
- Mexico - FTO CPP F003 7/6/2023
- Mexico - Indirect Purchasing GT&C 7/6/2023
- Mexico - Stellantis Code of Conduct 7/6/2023
- Mexico - Terms and conditions 2017 7/6/2023
- Mexico - Terms and Conditions letter 7/6/2023
- Mexico - Vendor Profile form 7/6/2023
- US - Affidavit and US Sourcing Statement 7/6/2023
- US - W9 IRS for companies registered inside USA 7/6/2023
- US - EFT form 7/6/2023
- US - Vendor profile form 7/6/2023
- US - W8 7/6/2023

- **What is MyDocs: Bank Details management:** a specific Mydocs application functionality through eSupplierConnect that is used to upload banking information for payments. With the launch of Orion in July 2023, MyDocs allows exFCA suppliers only to save their bank details, which are then sent to FCA Service for payments. The bank details are linked to the sector supplier code
- **What regions use MyDocs: Bank Details management:** Enlarged Europe suppliers whose POs are issued from xFCA systems. If the supplier must be codified on exFCA backend systems it means that bank details must be uploaded using Bank Details management functionality
- **How to request access to MyDocs: Bank Details management:** Follow the process to request an application within eSupplierConnect
- **How does MyDocs: Bank Details management impact ORION:** Bank details management is currently not connected to Orion, CoFor is the shared code between the two systems
- **How to find the reference guide on eSupplierConnect portal:** Suppliers can find applications dedicated manuals on eSupplierConnect (after login) under **Enlarged Europe / LATAM / North America / APAC > Application > Application Launchpad** or **Request application** section by clicking the manual icon on the right side. Bank details management information is found in the general Mydocs manual: **chapter 6 of Supplier Code Coding - MyDocs\_Supplier User\_Manual - EN\_2\_3.pdf** or **Mydocs Bank details.pdf**



The screenshot shows the eSupplierConnect portal interface. The top navigation bar includes 'Global Home', 'Enlarged Europe' (selected), 'LATAM', 'North America', and 'APAC'. Below this, there are tabs for 'Home', 'Bulletins', 'Applications' (selected), 'Reference', and 'Corporate Focus Areas'. The left sidebar contains a 'My Applications' section with a 'CLOSE MENU' button. The main content area displays a table titled 'My Applications' with columns for 'Application Name', 'Info', 'FAQ', and 'Manual'. A row for 'MyDocs' is highlighted, and a 'Manual' icon is visible in the bottom right corner of the table.

MyDocs > User Guides			
Name	Size	Changed On	
<a href="#">Mydocs Bank details.pdf</a>	2.1 MB	3/21/24 3:46:20 PM	
<a href="#">MyDocs - eSupplierConnect QuickStart Guide v9.pdf</a>	1.4 MB	2/23/24 10:24:59 AM	
<a href="#">My Plants - End User Manual - EE supplier location declaration v3.pdf</a>	2.3 MB	11/22/23 5:54:19 PM	
<a href="#">My Subcontracts - End User Manual - IT.pdf</a>	6 MB	5/3/21 9:36:00 AM	
<a href="#">My WIP Invoices - End User Manual - EN</a>	2.2 MB	9/15/22 5:54:11 PM	
<a href="#">Supplier Code Coding - MyDocs_Supplier User_Manual - EN_2_3.pdf</a>	6.9 MB	6/22/20 9:22:05 AM	