

General end user Manual

eSupplierConnect

Version 10

November 2023

Table of contents:

1	Introduction	3
2	About eSupplierConnect	5
2.1	Portal Access	6
2.2	Portal Structure	7
2.3	Actors (External Users)	9
2.4	Organization and Administration Structure	10
3	Self-Service Registration	13
4	Self-Service	15
4.1	How to change personal data	15
4.1.2	Personal data	17
4.1.3	Change password	18
4.1.3	How to display user's and company data	19
4.2	End User – Application request	21
4.3	User Application Manager	24
4.4	Requests on my user ID	26
4.5	Applications Launchpad	27
4.5.3	How to access to an application from eSupplier Connect	27
4.6	User Enable/Disable	28
5	SUPPORT	30
5.1	Supported Browser	30

1 Introduction

This document is the **General User Manual** and provides all the required information to begin to use eSupplierConnect Portal.

The next paragraphs explain:

PART 1

- **Basic information and general 'guidelines'** of eSupplierConnect.

PART 2

- **Self-service registration** detailing how a supplier can register in order to have access to eSupplierConnect's functionalities and applications.

PART 3

- **Support.** Describing how to contact the Help Desk or find information about eSupplierConnect.

PART 2

ABOUT eSupplierConnect

2 About eSupplierConnect

eSupplierConnect is the STELLANTIS suppliers' portal through which the suppliers' partners will be able to access applications, resources and communications.

eSupplierConnect grants:

- A unified access point for all STELLANTIS suppliers;
- Multi-purpose portal content, not only related to Purchasing needs;
- A single supplier portal to gather information;
- Faster user ID provisioning and management;
- Ease of access to applications with a single sign on.

2.1 Portal Access

In order to access eSupplierConnect, use the URL below:

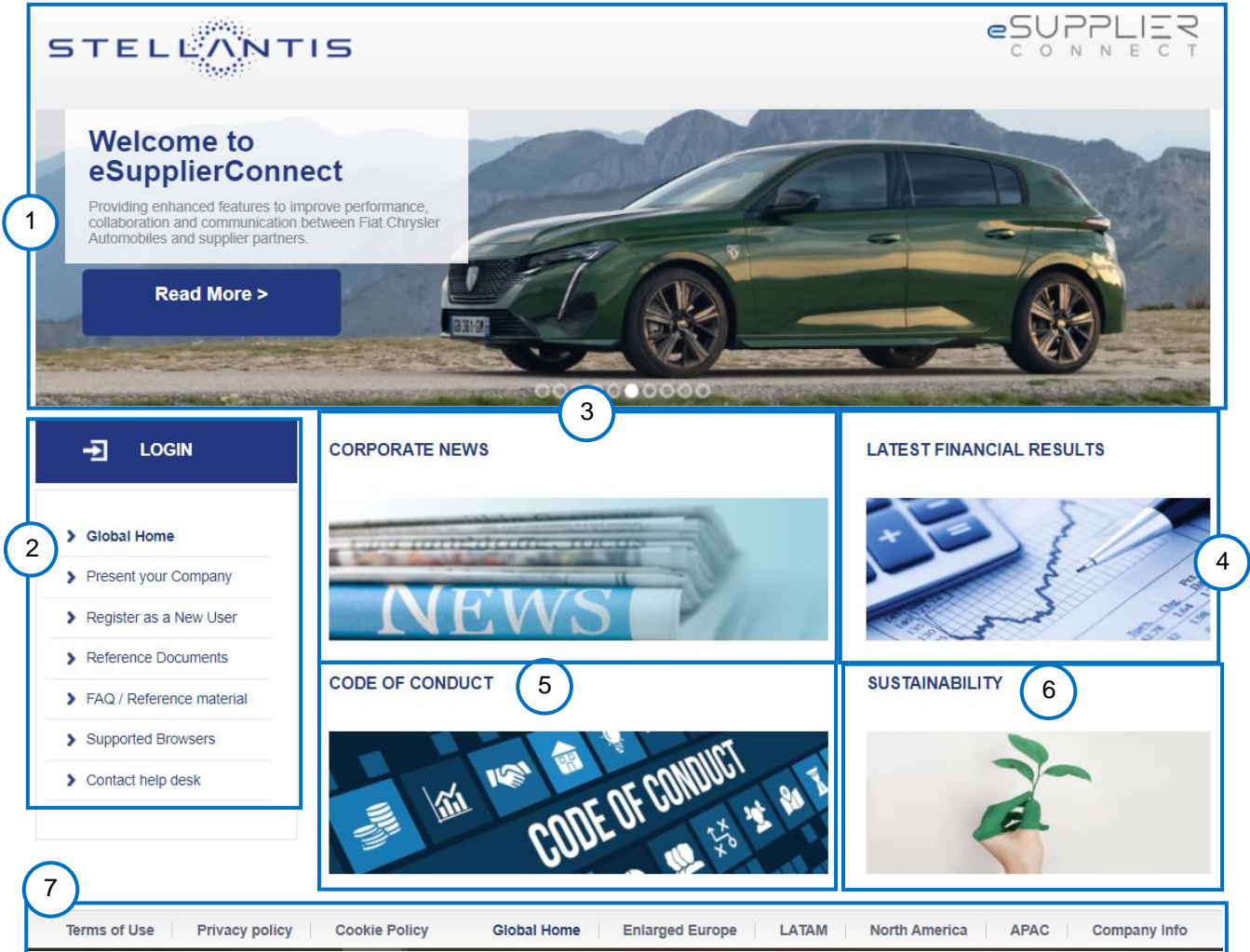
<https://www.esupplierconnect.com/>

The *Global Home* [Page] of eSupplierConnect is displayed:

The screenshot displays the eSupplierConnect Global Home page. At the top, the Stellantis logo is on the left and the eSupplierConnect logo is on the right. Below the logos is a large banner featuring a green car parked in a mountainous landscape. The banner includes the text "Welcome to eSupplierConnect" and a sub-headline: "Providing enhanced features to improve performance, collaboration and communication between Fiat Chrysler Automobiles and supplier partners." A blue button labeled "Read More >" is positioned below the text. Underneath the banner, there is a "LOGIN" section with a list of navigation links: "Global Home", "Present your Company", "Register as a New User", "Reference Documents", "FAQ / Reference material", "Supported Browsers", and "Contact help desk". The main content area is organized into four columns: "CORPORATE NEWS" with a "NEWS" image, "LATEST FINANCIAL RESULTS" with a calculator and chart image, "CODE OF CONDUCT" with a "CODE OF CONDUCT" image, and "SUSTAINABILITY" with a plant image. At the bottom, a footer contains a row of links: "Terms of Use", "Privacy policy", "Cookie Policy", "Global Home", "Enlarged Europe", "LATAM", "North America", "APAC", and "Company Info".

2.2 Portal Structure

The Global Home Page has the following structure (**Anonymous Area**):



In the table below is a quick explanation of each section:

1	Welcome area. This header area contains the welcome message;
2	Log in and main section selection. This section contains links to the Login page, ORION portal link, Support Area and Self-Registration (for information please see the next chapter);
3	Corporate news. This section includes general news and announcements
4	Latest Financial Results.
5	Code of Conduct.

6	CORPORATE SOCIAL RESPONSIBILITY
7	Footer area. This section contains links that allow you to filter news and information based on the selected Region (i.e. Enlarged Europe or North America). In addition, you can find information about terms of use and privacy policy of the Portal.

As a general rule, all eSupplierConnect Portal sections will adopt the following logics for the **Authenticated Area**:



Here is a quick explanation of each section:

1	<p>Header. This area is divided into different menus:</p> <p>Welcome Menu. This area lists your name and contains a link to logging out.</p> <p>Global Home. This area provides global information and bulletins access.</p> <p>Regions (Enlarged Europe, LATAM, North America, APAC). This allows you to choose which Region you want to work with for its specific applications.</p>
2	<p>User favorites (for portal pages): by clicking on the name of your preferred portal page, the required functionality will be returned in the main area (see next bullet). To add a new favorite to the list, click on the star icon on the top of list when you are in a portal page.</p> <p>Applications favorites: list of your favorite applications configured from applications launchpad.</p> <p>Note: You can close/open this tab by clicking on the side button open/close menu.</p>

3	<p>Main area. As the default for the home pages, this section contains general communications relevant to users. In all other cases, this area shows the specific application/functionality you are using.</p>
4	<p>Footer area. In this part of each page, in addition to policy – company info, you can find:</p> <ul style="list-style-type: none"> ➤ link to eSupplierConnect references (Terms of use and Privacy policy); ➤ link to eSupplierConnect support area (i.e. documents, how-to materials, frequently asked questions, Ticketing System and Help Desk Support).

2.3 Actors (External Users)

The eSupplierConnect’s portal content and functionalities presented to the user depend on the access mode.

From an eSupplierConnect perspective, each external user belongs to one of the following user categories:

- **Supplier Security Administrator (SSA).** A supplier security administrator manages their own company’s end users (ex. create new users) and their own company’s administration group structure.

An **SSA** could be:

- **ROOT Administrator:** A Root Administrator is the SSA of all the company. The user with this role will be the person in charge of all the company and all the users created into the system for his/her company;
- **BASIC Administrator:** A Basic Administrator is the SSA of his/her own Administration Group subset of the company and all the users created into the system for his/her Administration Group and the Groups underneath;

- **End User.** An end user can:

- use the applications available for him/her;
- request access to extra applications, and/or supplier codes, available for his/her organization.

- **Anonymous user** (log in is not required). An Anonymous User can:

- Navigate in the Anonymous Area
- Self-register to the portal

Note: Supplier Security Administrators can also perform end user activities.

2.4 Organization and Administration Structure

A new external user registration into eSupplierConnect (the very first one) starts the definition of the organizational structure of the supplier company triggering the creation of the ROOT Administration Group that is the header of the company; this group must have at least a user with ROOT Administrator role.

All the supplier codes that belong to a company are assigned to the ROOT Administration Group and the Root Administrator is the person in charge to manage them into eSupplierConnect.

The Root Administrator can divide its company in subsets (delegated administration) and assign part of the supplier codes of the company to the different subsets, these subsets are called **Basic Administration group**.

A **Basic Administration Group** is an intermediate level connecting a subset of supplier codes with certain characteristics.

The real content of a grouping level, its organization and usage is an option input by the root administrator.

Consider the following example:

The ROOT Administration group for a supplier is

- “Group World”

Under “Group World”, there are two different Basic Administration Groups:

- “Region NORTH AMERICA”
- “Region Enlarged Europe”

“Region NORTH AMERICA” and “Region Enlarged Europe” are two different entities that can manage its own codes and its own structure subset.

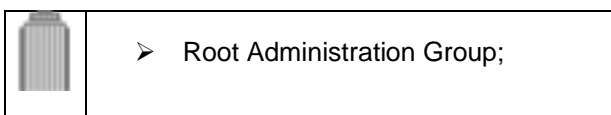
“Region NORTH AMERICA” has three different Basic Administration Groups:

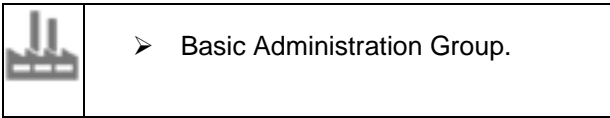
- “Country USA”
- “Country CANADA”
- “Country MEXICO”

“Country USA” has two Basic Administrator Groups “TEXAS” and “CALIFORNIA” under it.

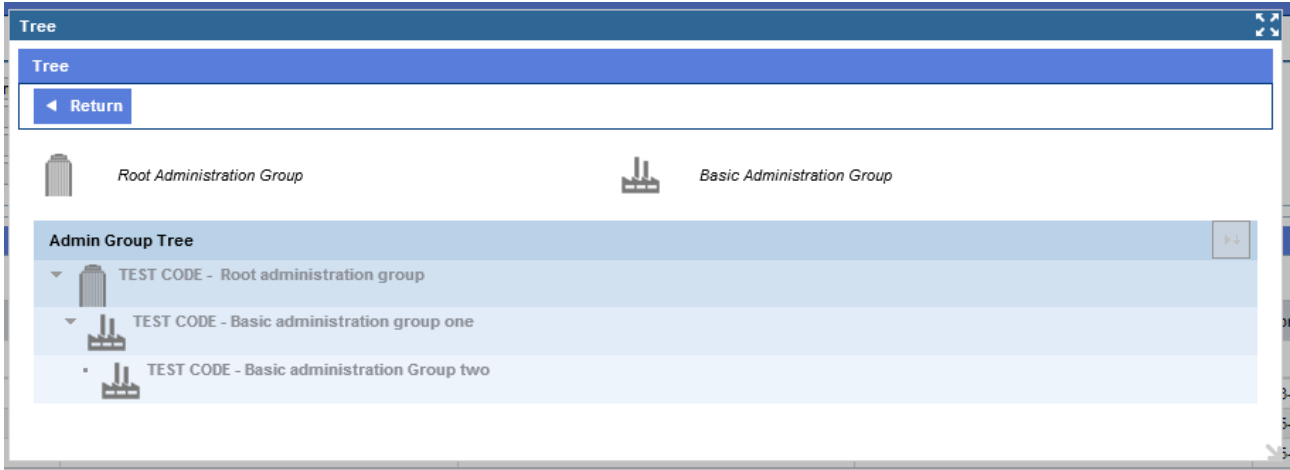
All these groups are different entities that can manage its own codes and its own structure subset.

The system shows the organizational structure using different icons for each group type:





In the image below an example of a Supplier Administration Groups tree in the eSC portal.



PART 3

SELF-SERVICE REGISTRATION

3 Self-Service Registration

[How to register as new user guide link](#)

PART 4

USER MANAGEMENT

4 Self-Service

This section explains:

- How to change personal data;
- How to display company data;
- How to find and add an application;
- How to modify an account of a granted application;
- How to check the status of own profiling requests.

The workflow to add an application depends on your role in eSupplierConnect:

- End user;
- Administrator (root or group).

4.1 How to change personal data

It is possible to change user personal data accessing the Self Service area from the Global Home page.

To change user personal data, follow the path: **Global Home > Self Service > User Data Management**

Self-Service User Data Management

W28028A ROBERT RUTKEY
1

Personal Data
Change Password
Challenge Questions and Answers
2

Save personal data

First Name:	<input type="text" value="ROBERT"/>	Supplier GSC:	<input type="text" value="1500220415"/>
Middle Name:	<input type="text"/>	Supplier Company Name:	<input type="text" value="TEST CODE - DCX PORTAL"/>
Last Name:	<input type="text" value="RUTKEY"/>	Home Location Code:	<input type="text" value="57995**"/>
Job Title:	<input type="text"/>		
Birthday (Month/Day): *	<input type="text" value="01"/> <input type="text" value="31"/>	Language:	<input type="text" value="English"/>
Email: *	<input type="text" value="rr@chrysler.com"/>		
Group Email:	<input type="text"/>		
Address 1: *	<input type="text" value="N.A."/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Country: *	<input type="text" value="N.A."/>		
City: *	<input type="text" value="N.A."/>		
State/Province: *	<input type="text" value="Nebraska"/>		
Postal Code: *	<input type="text" value="10138"/>		
Phone Number: *	<input type="text" value="999999999999"/>		
Fax Number:	<input type="text"/>		
Mobile Number:	<input type="text" value="393484000000"/>		

3

The "User Data management" is structured as below:

1	Self-Service User Data Management: Here the system reminds the user ID and name and surname of the user logged;
2	Select the area where to make changes: <ul style="list-style-type: none"> ➤ Personal data; ➤ Change Password; ➤ Challenging Questions and Answers.
3	Fields related to chosen area.

4.1.2 Personal data

When changing personal user data, the following rules apply:

- It is possible to change only fields with a white background.
- It is not possible to change fields with a grey background
- It is mandatory to insert an e-mail address not already used in the e-mail field.

After you have completed your changes select “Save personal data” to complete the changing.

Self-Service User Data Management

W28028A ROBERT RUTKEY

Personal Data
Change Password
Challenge Questions and Answers

Save personal data

First Name:	<input type="text" value="ROBERT"/>	Supplier GSC:	<input type="text" value="1500220415"/>
Middle Name:	<input type="text"/>	Supplier Company Name:	<input type="text" value="TEST CODE - DCX PORTAL"/>
Last Name:	<input type="text" value="RUTKEY"/>	Home Location Code:	<input type="text" value="57995**"/>
Job Title:	<input type="text"/>		
Birthday (Month/Day): *	<input type="text" value="01"/> <input type="text" value="31"/>	Language:	<input type="text" value="English"/>
Email: *	<input type="text" value="rr@chrysler.com"/>		
Group Email:	<input type="text"/>		
Address 1: *	<input type="text" value="N.A."/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Country: *	<input type="text" value="N.A."/>		
City: *	<input type="text" value="N.A."/>		
State/Province: *	<input type="text" value="Nebraska"/>		
Postal Code: *	<input type="text" value="10138"/>		
Phone Number: *	<input type="text" value="999999999999"/>		
Fax Number:	<input type="text"/>		
Mobile Number:	<input type="text" value="393484000000"/>		


4.1.3 Change password

To change your password, the following fields must be completed:


- Current password;
- New Password;
- Confirm password.

When you have finished select the *Change Password* button to confirm .

Self-Service User Data Management

 **W28028A ROBERT RUTKEY**

Personal Data
Change Password
Challenge Questions and Answers


Change Password

First Name:

Last Name:

Current password:

New password:

Confirm password:

4.1.3 How to display user's and company data

It is possible to display user's related information, and a set of company data, by accessing the Self Service area from the Global Home page.

To display user's and company data follow the path: **Global Home > Self Service > User Info**

User's Admin Group

Show Tree 1

Name:

country:

orgCode:

city:

adminGroupld:

postalCode:

groupType:

address:

2

Own Supplier Security Administrators

Export ▶

	User ID	First Name	Last Name	Email	Phone Number
	W2	ROBERT	RL Y	rob...r.com	123-456-7890
	W3	LORENZO	FC D	mo...al.fc...	555-12345678
	W7	KIM	MO	kim'...@ta...	555-1212

3

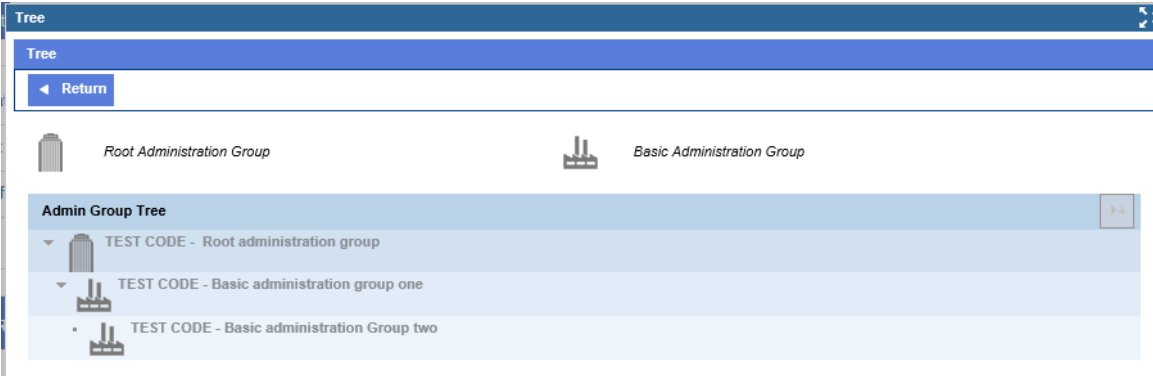
Root Supplier Security Administrators

Export ▶

	User ID	First Name	Last Name	Email	Phone Number
	W2	ROBERT	RL	rob...er.com	123-456-7890
	W3	LORENZO	FO	mo...ial.fc...	555-12345678
	W7	KIM	MC	kiml...@fca...	555-1212

4

In the following table is a quick explanation of each section of the image above.

<p>1</p>	<p>User's Admin Group: Select Show Tree to display the organizational structure of your company;</p> 
<p>2</p>	<p>Data of the Administration Group of the user.</p>
<p>3</p>	<p>Own Supplier Security Administrator: List of Administrator related to the Group the user belongs to</p>
<p>4</p>	<p>Root Supplier Security Administrator: List of Administrator of the Root Administration Group</p>

4.2 End User – Application request

You can access the Applications Request by choosing which Region you want to work with for its specific applications:

- **[Region] > Applications > Request Applications**

Different search type logics are provided in order to search for and select the appropriate application.

Request New Application

1 2

Select Applications Select Role / Supplier Code (s)

Next Step ▶
Abort

Select Applications

Search Type

My Organization Applications
 All Others Available Applications

[▶ Show Search Criteria](#)

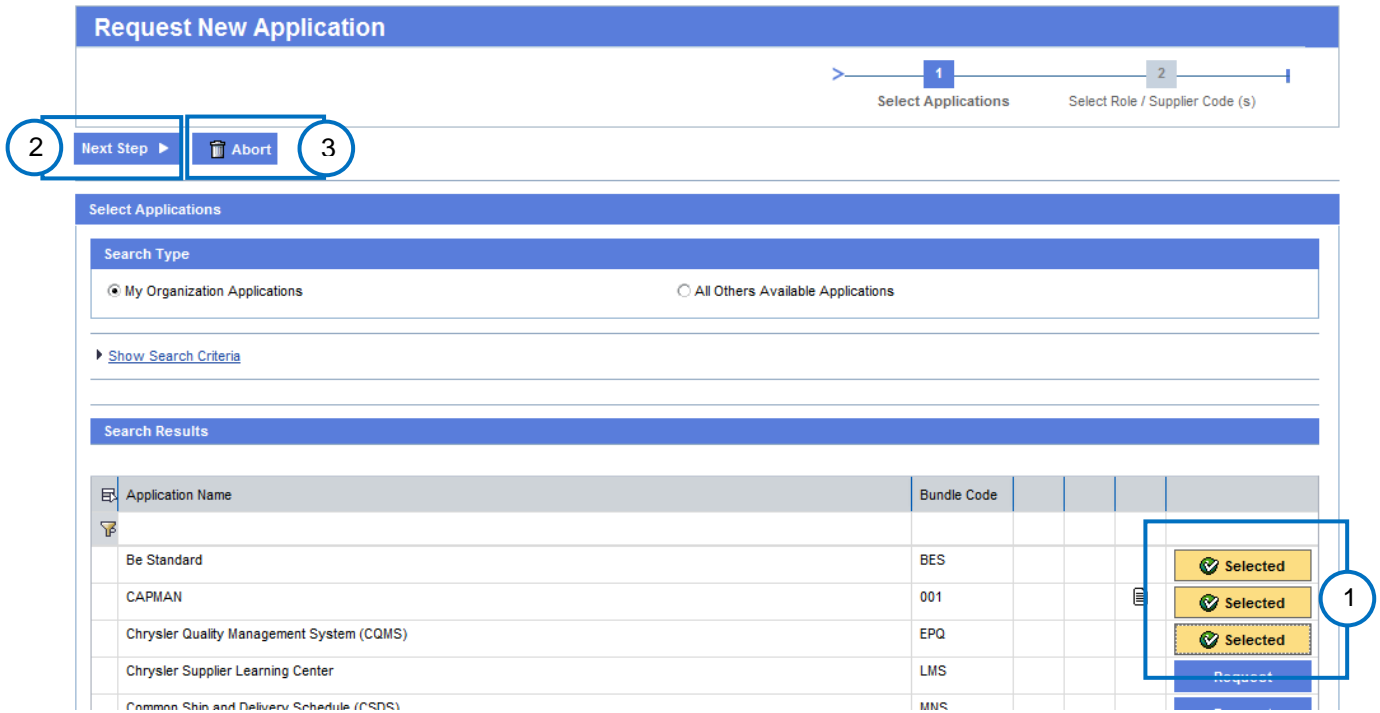
Search Results

Application Name	Bundle Code				
Be Standard	BES				Request
CAPMAN	001				Request
Chrysler Quality Management System (CQMS)	EPQ				Request
Chrysler Supplier Learning Center	LMS				Request
Common Ship and Delivery Schedule (CSDS)	MNS				Request

The available search types are:

- **My Organization Applications:** This option allows users to view all the available applications for a certain organization;
- **All Available Applications:** This option allows users to view all other applications available in the system. The applications in this list should be authorized for the user's organization before they can be requested. Once authorized, the applications are moved in the **My Organization Applications** list.

Request new application(s) **First Step**, select one or more applications under **My Organization Applications**:



In the following table is a quick explanation of each section of the image above.

1	Request Button. Click on the <i>Request</i> button to start the activation process for an application. The application is marked as selected (the Request button is switched to Selected);
2	Next Step Button. Click <i>Next Step</i> button, to go ahead in the process;
3	Abort Button. Click this button to stop the application request process.

When you click the **Next** button the process will continue allowing the access to the next screen for the applications profiling.

Select Supplier Code(s) and submit your request, **Second Step**:

Request New Application

1 Select Applications 2 Select Role / Supplier Code (s)

◀ Previous Step **Submit** **4**

Select Role / SupplierCode(s)

[Reset All Assignment](#)

Applications

	Bundle Code	Bundle Name	Select Role
	BES	Be Standard	consulter
	001	CAPMAN	Logistic Manager
	EPQ	Chrysler Quality Management System (CQMS)	SC Chrysler Supplier

Supplier Codes

	Supplier Code	Company Name	Sector
<input type="checkbox"/>	000040397	FAF SRL	EMEA
<input checked="" type="checkbox"/>	0397	FA SRL	NAFTA

◀ Previous Step **Submit** **Abort**

In the following table is a quick explanation of each section of the image above.

1	Select Application. Select the application to be profiled. When all the applications have been profiled it is possible click on the Submit button.
2	Select Role. Select the role for the application. This option for some applications could be unavailable. Some applications do not need roles for the profiling.
3	Select Supplier Code(s). Check the supplier's codes you want to be configured for the selected application.
4	Submit Button. Click this button to submit the profiling and complete the applications configuration request.

Note: It is not possible to submit a new request until the previous one has not been completed.

4.3 User Application Manager

It is possible to change a user's accounts on granted applications by accessing the Self Service area from the Global Home Page.

To access the Account Manager follow the path:

Global Home > Self Service > User Application Manager

Select the applications you want to modify and click the "Change Role / Supplier Code(s)" button; it is possible to select more than one application.

	User ID	Application Name	Status
<input type="checkbox"/>	W28028A	B2C Developer's Portal	
<input type="checkbox"/>	W28028A	Be Standard	
<input type="checkbox"/>	W28028A	CADNET	
<input type="checkbox"/>	W28028A	CAPMAN	
<input type="checkbox"/>	W28028A	Change Notice	
<input type="checkbox"/>	W28028A	Chrysler Quality Management System (CQMS)	
<input type="checkbox"/>	W28028A	Chrysler Supplier Learning Center	
<input type="checkbox"/>	W28028A	CMW	
<input type="checkbox"/>	W28028A	Common Ship and Delivery Schedule (CSDS)	
<input type="checkbox"/>	W28028A	Company Card	
<input type="checkbox"/>	W28028A	Container Portal (CRATES/ACAP)	
<input type="checkbox"/>	W28028A	Corporate Accounts Payable (CAP)	
<input type="checkbox"/>	W28028A	Customer Owner Information Network (COIN)	
<input type="checkbox"/>	W28028A	Delivery Rating Improvement Verification (DRIVE)	
<input checked="" type="checkbox"/>	W28028A	Deviation Management	
<input type="checkbox"/>	W28028A	EBSC - External Balanced Scorecard	
<input checked="" type="checkbox"/>	W28028A	eLog	
<input checked="" type="checkbox"/>	W28028A	EPS – Engineering Planning System	
<input type="checkbox"/>	W28028A	eVOs	
<input type="checkbox"/>	W28028A	EXP	

In the following table is a quick explanation of each section of the image above.

1	Select Application. Select the application(s) to be profiled.
2	Change Role / Spplier Code(s) button. Click the button to access the next screen for the applications profiling.

User Application Manager, **How to manage profile changes:**

User Application Manager

1 2

Select Application Change Role / Supplier Code(s)

◀ Previous Submit 4

Select Application

Reset All Assignment

	Account User ID	Application Name
<input checked="" type="checkbox"/>	W28028A	Deviation Management 1
<input type="checkbox"/>	W28028A	eLog
<input type="checkbox"/>	W28028A	EPS – Engineering Planning System

Select Business Role

Business Role: Supplier 2

Select Application Supplier Code(s)

	Code	Company Name	Sector
<input type="checkbox"/>	0000133455	TEST CODE - DCX PORTAL - HELP DESK	LATAM
<input type="checkbox"/>	0800003983	POSADAS	LATAM
<input checked="" type="checkbox"/>	0800013458	RAIM	LATAM
<input checked="" type="checkbox"/>	0800220415	TEST CODE - DCX PORTAL	LATAM

3

In the following table is a quick explanation of each section of the image above.

1	Select Application. Select the application to be profiled. When all the applications have been profiled it is possible click on the Submit button.
2	Select Role. If needed, select the role for the application. This option for some applications could be unavailable. Some applications do not need roles for the profiling.
3	Select Supplier Code(s). Check or uncheck the supplier's codes to configure the selected application.
4	Submit Button. Click this button to submit the profiling and complete the applications configuration request.

Note: It is not possible to submit a new request until the previous one has not been completed.

4.4 Requests on my user ID

It is possible to check the status of own profiling requests by accessing the Self Service area from the Global Home Page.

To access the Request on my user ID follow the path:

Global Home > Self Service > Requests on my user ID

The same application will be also available at the following path:

[Region] > Applications > Requests on my user ID

Search Form

Search
 Reset

Status:

Requester ID:

Submit Date: From: To:

Requests

If you need any further details, please call help desk.

Target User ID	Type	Submit Date	Application Name	Status	In Charge To	Request ID	Last Update	Requester ID
W28028A	Add/Change Application(s)	2015-02-10 13:36:54	CADNET	Expired		236033	2015-02-10 13:38:00	W28028A
W28028A	Lock/Unlock Applications(s)	2015-01-19 11:36:01	B2C Developer's Portal	Error		230249	2015-01-19 11:37:02	W28028A
W28028A	Add/Change Application(s)	2014-12-23 15:55:42	FCM LATAM – Container Management	Completed		224486	2014-12-23 15:58:02	W28028A
W28028A	Add/Change Application(s)	2014-12-23 15:39:53	FCM LATAM – Container Management	Completed		224235	2014-12-23 15:43:40	W28028A
W28028A	Add/Change Application(s)	2014-12-23 10:25:57	FCM LATAM – Container Management	Completed		223977	2014-12-23 10:32:32	W28028A
W28028A	Add/Change Application(s)	2014-12-16 17:36:56	FCM LATAM – Container Management	Expired		221950	2014-12-16 17:50:01	W28028A
W28028A	Add/Change Application(s)	2014-10-20 15:50:48	Details	Error		196764	2014-10-21 14:14:01	W28028A
W28028A	Add/Change Application(s)	2014-10-10 18:30:46	Details	Completed		193485	2014-10-10 18:42:06	W28028A
W28028A	Add/Change Application(s)	2014-10-10 09:32:09	CMWF	Completed		193481	2014-10-10 09:38:40	W28028A
W28028A	Add/Change Application(s)	2014-01-21 12:02:57	EPM for Suppliers	Error		94249	2014-01-21 14:27:31	W28028A

It is possible to search request for:

- Status
- Requester ID
- Submit Date (Range of dates)

It is also possible to filter the content of the table for:

- Target ID
- Type (of request)
- Submit Date
- Application Name
- Status
- In Charge To
- Request ID
- Last Update
- Requester ID

Clicking on the application name link it is possible to display the details of the supplier codes requested for the application. If there is more than one application in the request the application name is substituted by the string “Details”. Clicking on the details string are displayed the details of the applications requested.

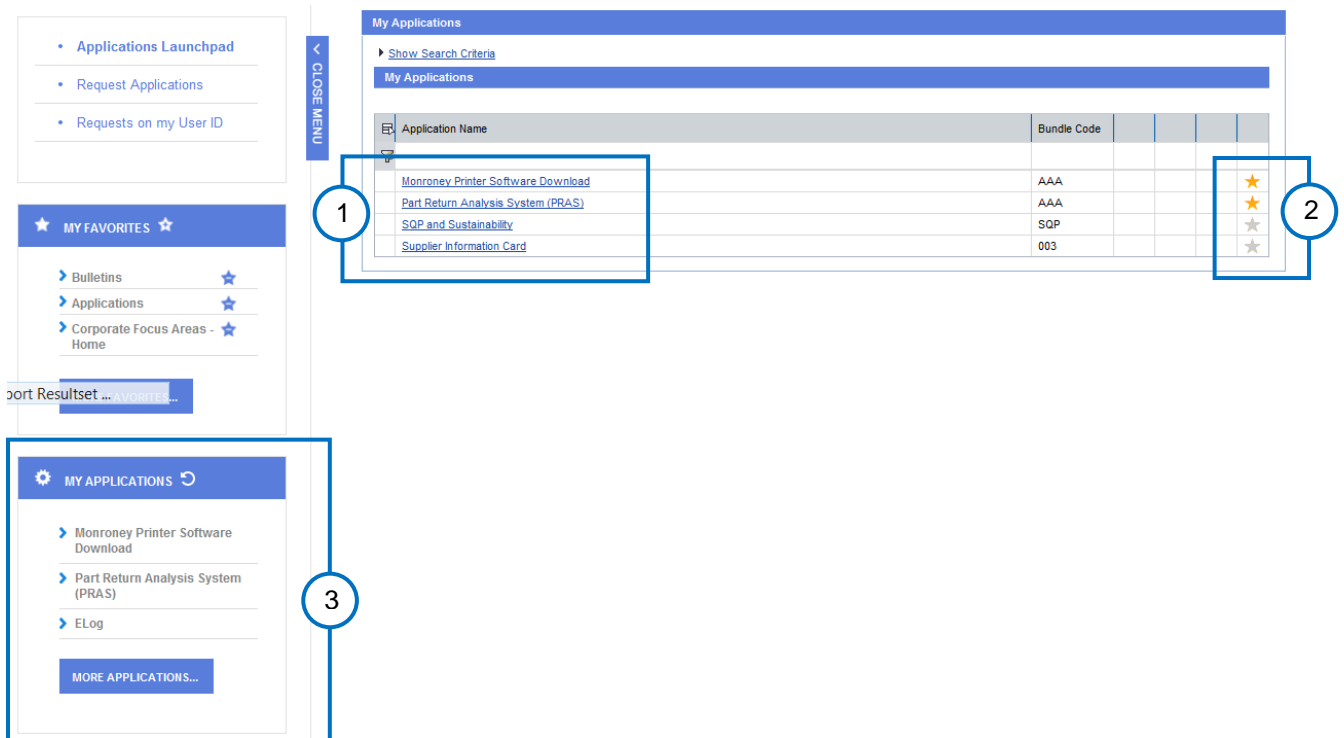
4.5 Applications Launchpad

In this section will be explained how to access to an application from eSupplierConnect.

4.5.3 How to access to an application from eSupplier Connect

You can access the Applications Launchpad by choosing which Region you want to work with for its specific applications:

- [Region] > Applications > Applications Launchpad



In the following table is a quick explanation of each section of the image above.

<p>1</p>	<p>Application Name. The application can be run by clicking on the application name in the “Application Name” column;</p>
<p>2</p>	<p>Star Icon. When you click on the Star icon, the icon color will change to yellow and the application name will be added into the preferred list (on the far left side of the screen). This allows users to quickly run the desired application without executing the search procedure every time;</p>
<p>3</p>	<p>Preferred List. This area (set on the left side of the screen) contains all the applications selected as described in the previous step. It allows a quick ‘find and run’ of an application.</p>

4.6 User Enable/Disable

- Only users with an Administrator role are enabled to access the users' enable/disable management.

In the case that your user id has been disabled, please contact your Administrator.

PART 5 SUPPORT

5 SUPPORT

[Support user manual link](#)

5.1 Supported Browser

This section lists the browser currently supported by the eSupplierConnect portal.

Microsoft Edge

- Latest versions supported

Chrome

- Latest versions supported