eSupplierConnect QuickStart guide

How to Register as a New User

February 21, 2016

Introduction and Browser Compatibility

FCA
FIAT CHRYSLER AUTOMOBILES

eSupplierConnect is the worldwide portal for Fiat Chrysler Automobiles supplier partners

- **eSupplierConnect browser compatibility**:

  - Internet Explorer (IE)
    - Version 7
    - Version 8
    - Version 9 (Compatibility Mode)
    - Version 10

  - Firefox
    - Latest versions supported

  - Chrome
    - Latest versions supported

  - Safari on Mac OS
    - Safari 5.0 on Mac OS 10.5/6
    - Safari 5.0 on Mac OS 10.6/7
    - Safari 5.0 on Mac OS 10.8

New User Registration

To create a New User on eSupplierConnect you have 2 options:

1. You may **ask to one of the eSupplierConnect Administrators of your organization** to create your personal user ID

or

2. You may proceed to **request it by your own** (see next pages)

Access to eSupplierConnect

Paste the URL into your browser:
https://www.esupplierconnect.com

Click on "Register as a New User" link

New User Registration

Insert Company information and click on Next Step

Step 1/5

Information about your company

1 Company Information   2 User Information   3 Internal Contact Information

Welcome to the eSupplierConnect self-guided registration procedure!

If you are not the first person from your organization to use eSupplierConnect, you can request assistance from one of the Supplier Security Administrators from your company. This process may also be performed by your Supplier Security Administrators through their administratio... The information icon next to the field will provide more details about that field.

Notice: All the fields in red (*) are mandatory.

Main FCA Region of interest: *

Supplier Code: *

Company Name: *

◄ Previous Step   Next Step ►   Reset   Help

Select **Main Region / Main Business Area** corresponding to your FCA main partner Company.

Insert manually the related **Supplier Code** of your company.

Click on the information icon to see more details.

Click on Next Step to go on

Fill in all fields (those marked with a red * are mandatory)

New User Registration

Select the type of user to create

Step 2/5

Select the type of User

>	1	2	3
	Company Information	User Information	Internal Contact Information

Register a New User

Register as a new End User
The End User can:
- Request new applications
- Access Applications that have been approved by SSA
- Modify application access in terms of Supplier Codes and Roles
- Manage Personal Master Data
- Manage Favorites, Resources and Applications
- Read important communications sent by FCA to the Suppliers

Register a New Supplier Security Administrator

Register as a new Supplier Security Administrator (SSA)
The SSA has the same access as an End User and can also:
- Manage their own company's end users (e.g. Add, Change, Delete, and Authorize user IDs)
- Manage their own company's administration group structure (e.g. Nominating other administrators, Creating new administration groups)

Notice: *If you are the first user of your organization to be registered on eSupplierConnect you will be asked further information to create the first Administration Group (Root AG). In this case you will also automatically profiled as Root Supplier Security Administrator.*

New User Registration

Select the Administration Group in which to create the user and click on Next Step

Step 3/5

Select the Administration Group

> ──[1]──────────────────[2]──────────────────[3]──────────
> Company Information   User Information   Internal Contact Information

Please select the most appropriate Administration Group (Root or Basic) where you want to register based on the Supplier Codes you have to use.

Note that you will not be able to see application data on codes outside this group.

To help you choose, the green highlighted Administration Group(s) contain the Supplier Code you specified during the registration process.

	Organization Name	Organization Code
Organization Information:		

🏢 *Root Administration Group*   🏭 *Basic Administration Group*

Administration Group Tree ▶↑

▼ 🏢 TEST CODE - Root administration group

• 🏭 TEST CODE - Basic administration Group

🟩 AG containing your Supplier Code

◀Previous Step | Next Step▶ | Reset | ❓ Help

Notice*: To help you choose, the green highlighted Administration Group(s) contain the Supplier Code you specified during the registration process.*
This step does not occur if you are the first user of your organization to be registered on eSupplierConnect.

7

New User Registration

Insert the user personal data and click on Next Step

Step 4/5

User personal data

1	2	3
Company Information	User Information	Internal Contact Information

Administration Group Name   **Administration Group Type**

User Creation in Administration Group:

First Name: *

Middle Name:

Last Name: *

Birthday: Month: *   Day: *

Email Address: *

Group Email Address:

Preferred System Language

Address 1: *

Address 2:

Address 3:

City: *

Postal Code: *

State/Province: *

Country: *

Phone Number: *

Fax Number:

Mobile Number:

All communications to the user from eSupplierConnect will be sent to this email address

Fill in all the fields (those marked with a red * are mandatory)

◄ Previous Step   Next Step ►   Reset   Help

New User Registration

Insert contact information and click on Submit

Step 5/5

Internal contact information of your Organization

> ———1———————————2———————————3——|
> Company Information   User Information   Internal Contact Information

Fill in all the fields with the data of a contact person within your Organization. This information will be used to verify your registration.

Notice: Your request has to be accepted by a Supplier Security Administrator within your Organization.

First Name: [   ]
Last Name: [   ]
Email: [   ]
Reason: * [   ]

◄ Previous Step | 📄 Submit | 🖼 Reset | 💡 Help

Fill in all the fields with the internal contact data (**Buyer or other FCA contact person**). These fields are mandatory only if you are the first user of your organization.

Click on Submit

Notice: Your request has to be accepted by a Supplier Security Administrator (from your organization). If you are the first user for your organization that is being registered, the request has to be approved by an internal eSupplierConnect Portal Administrator.