

# Discover the new B2B Portal !



▶ *Public page of B2B Portal* : **Don't you have yet an access to the B2B Portal ?**

## Don't you have a company code (COFOR) ?

Present your company and complete your company data file and then send it to the GROUPE PSA Purchasing Department.

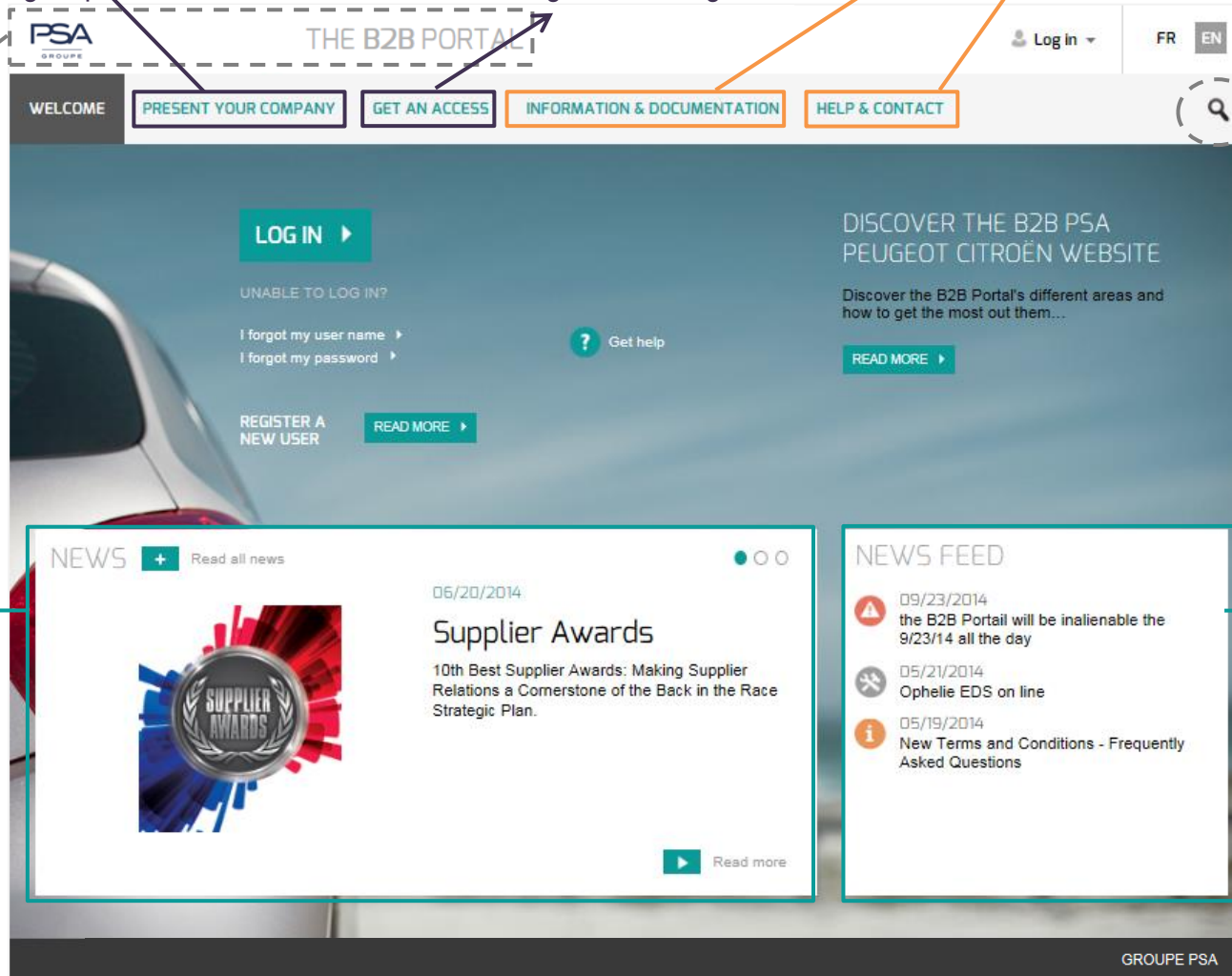
## Do you already have a COFOR?

Request access to the B2B portal. A B2B access may be already opened for the company, in this case the user can contact the PLSA to get a B2B login.

## Lost?

Navigation tabs: information, documentation, help and contacts

To return to the home page click on the GROUPE PSA logo



News about GROUPE PSA

News and Information about the B2B Portal

# Discover the new B2B Portal !



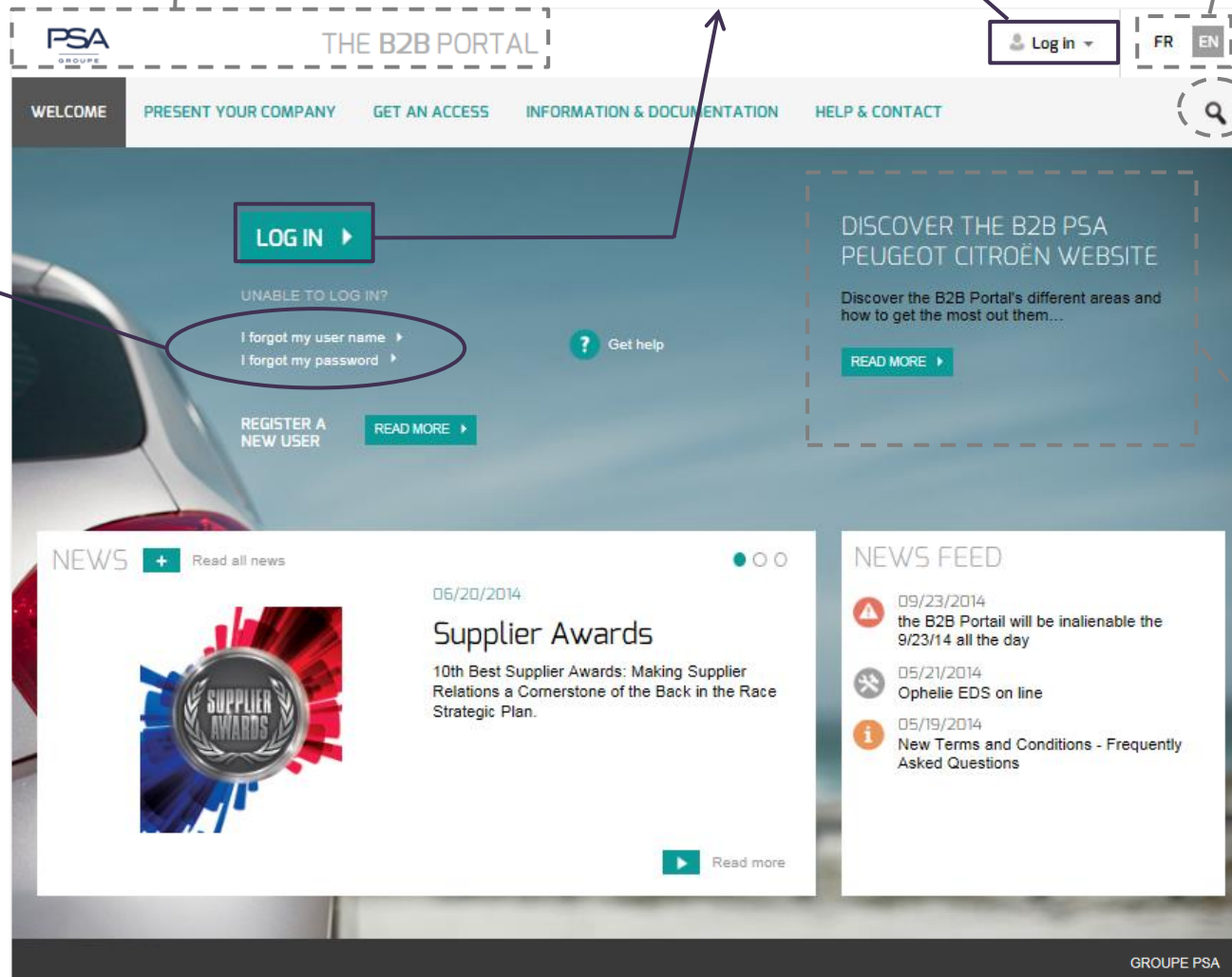
▶ **Public page of B2B Portal : Do you have already an access to a B2B Portal?**

To return to the home page click on the GROUPE PSA

**Have you got a GROUPE PSA login for the B2B Portal?**

Access to your private area

Buttons to change the interface language of the B2B portal: French or English

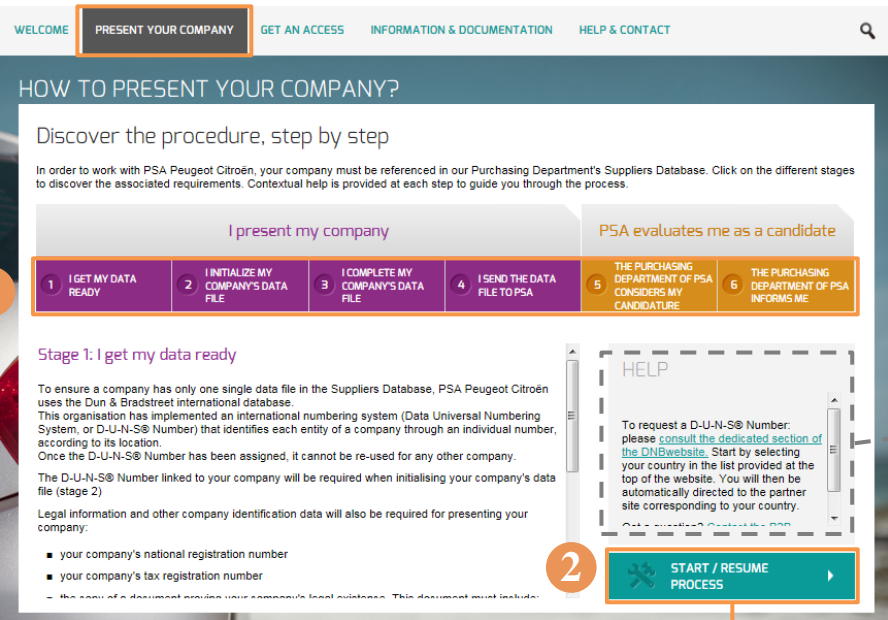


**Do you have forget your password? Your access to the portal is blocked?** Resetting your password is needed: fill in the form, you will be immediately told how to be helped, according to your profile.

Search Button

This is where you can find this presentation of B2B portal

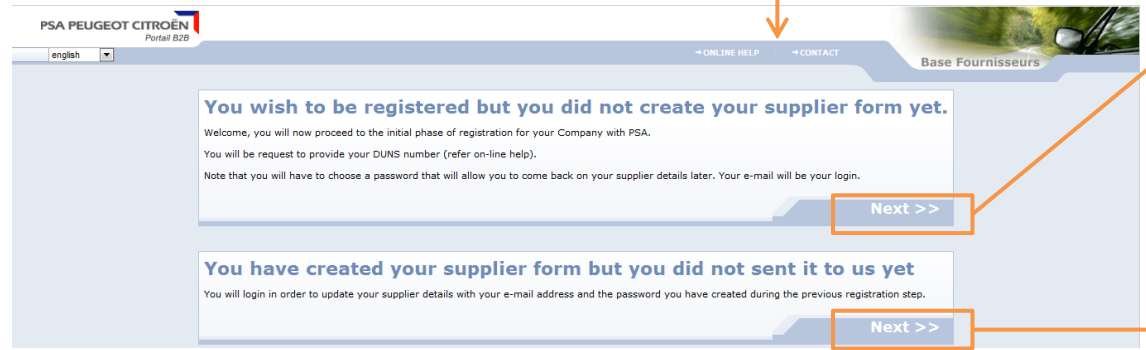
# 1. Present your company in the Supplier Database GROUPE PSA



1. Follow the procedure in 6 steps:
  - ▶ Steps in purple are your responsibility
  - ▶ Steps in yellow are the responsibility of GROUPE PSA
  - ▶ To access the description of a step, click on it
2. Once you have read the description of each step and you are ready, click the **"Start / resume process"** button.

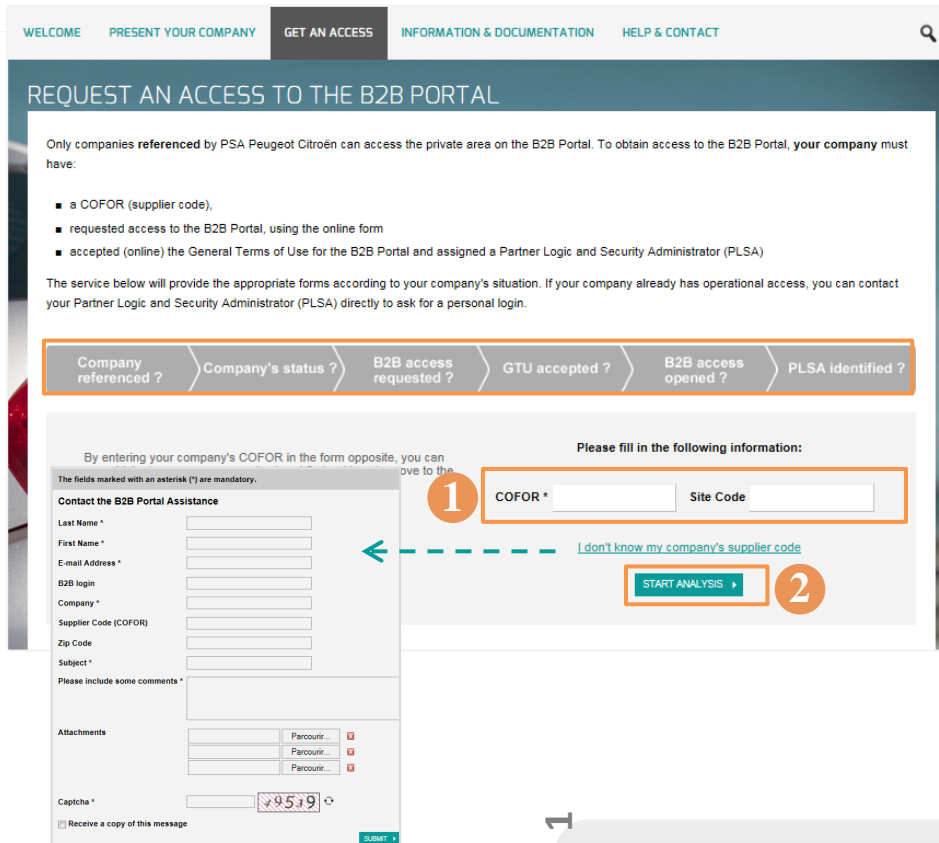
Help is available at every step

1. To create a data file for your company in the GROUPE PSA Suppliers Database :  
You will define a log in (your email address) and a password in order to complement your file later if you do not have all the information necessary for this first connection



2. To update your company data file and send it to GROUPE PSA:  
You will use the username and password defined in step above to access your file

## 2. Get access to B2B portal



**⚠ To carry out this stage, you must have a COFOR for your company.**

All stages/prerequisites are given in the grey frieze.

1. To sent your request, fill in your COFOR and the site code (optional)
2. Click on "**start analysis**."

**⚠ The « COFOR » information is mandatory.**

- ▶ If you do not know your COFOR, click on the link "**I do not know my company COFOR**". It opens a form to contact the assistance of B2B portal. Fill in and click on "**Submit**".

### Results:

According to stages already passed, the webservice will propose you the relevant information and forms.

EXAMPLE 1

- Company that has not yet asked access to B2B portal
- ▶ Form to declare the legal representative and the PLSA



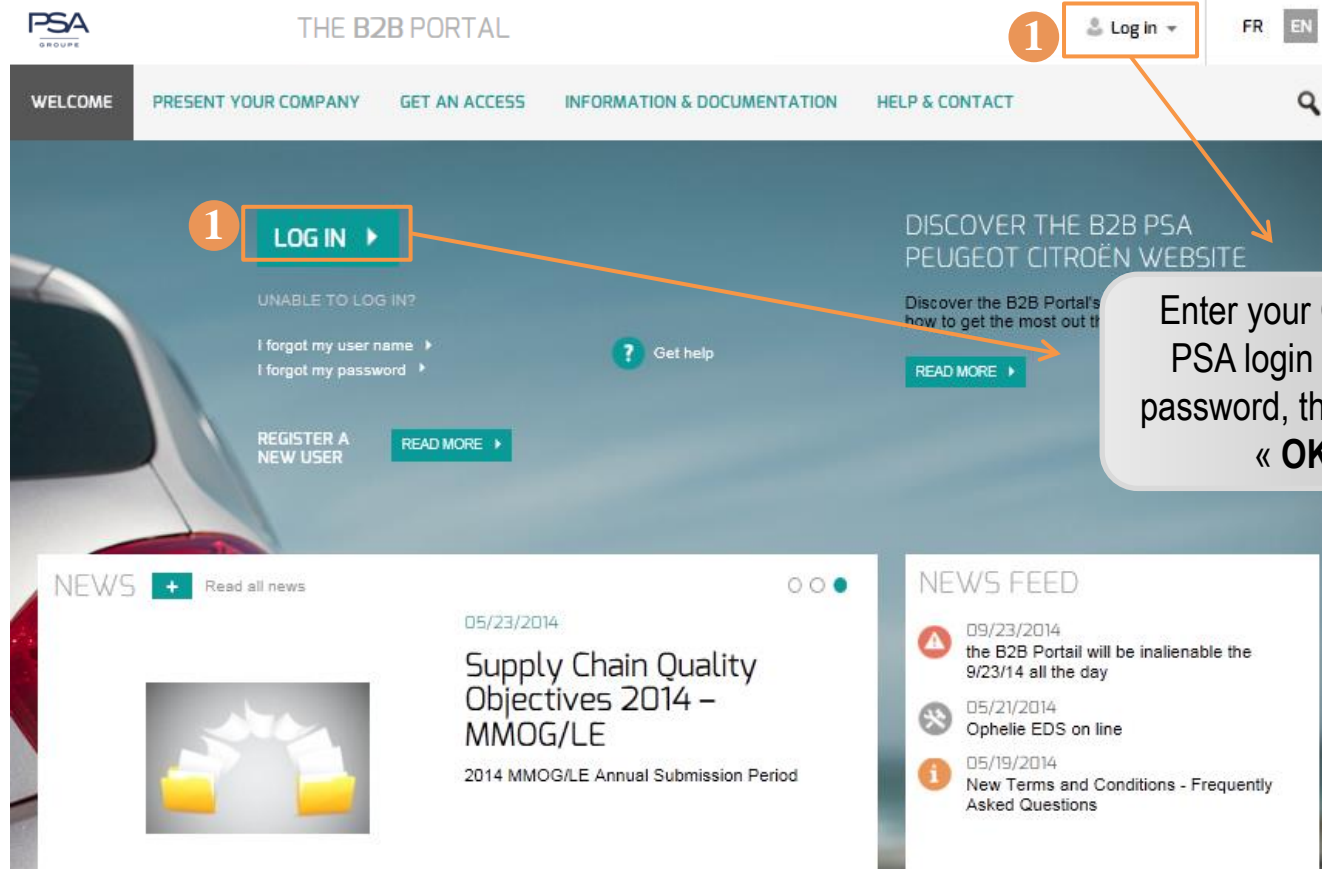
EXAMPLE 2

- Company with operational access and PLSA
- ▶ Form for the user to directly contact his PLSA to request the creation of a B2B login.





### 3. Login to your private area



1. Two access points to logging in to your private area.

To access your private area :

- ▶ Your company should have opened access to B2B portal
- ▶ You must have a GROUPE PSA login for the B2B Portal (starts with V)
- ⚠ **This login is PERSONAL**

# Lost password / Username lost / Blocked access?

1. **Forgot your username ?** → Fill in the form and click on “**submit**”
  2. **Forgot your password ?** → Fill in the form and click on “**submit**”
- ⚠ These forms can only be used for B2B login (starting with V), **not for the phase of presentation of your company.**

The fields marked with an asterisk (\*) are mandatory.

**Contact the B2B Portal Assistance**

Last Name \*

First Name \*

E-mail Address \*

B2B login

Company \*

Supplier Code (COFOR)

Zip Code

Subject \*

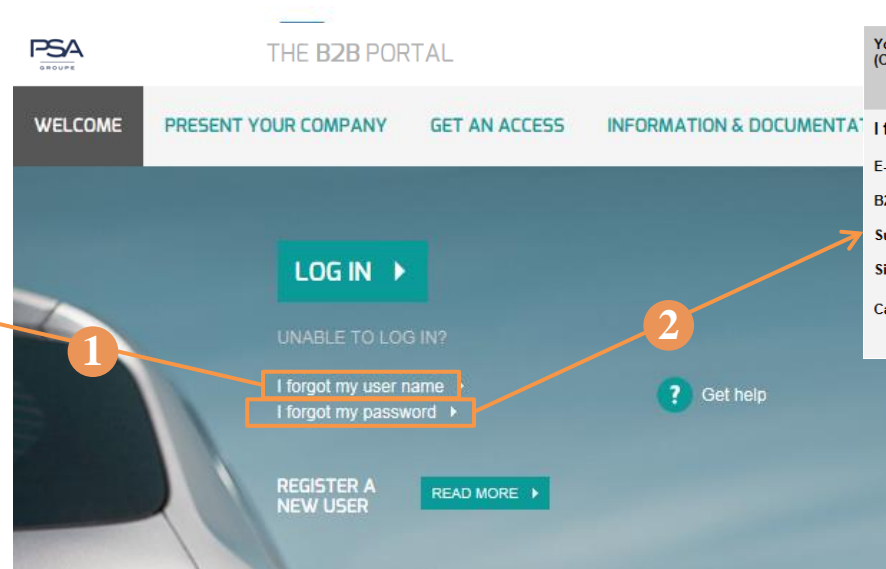
Please include some comments \*

Attachments  Parcourir...

Captcha \*  9539

Receive a copy of this message

**SUBMIT**



You need at least your e-mail address and either your B2B login or Supplier Code (COFOR) in order to authenticate.

**I forgot my password - Access is denied**

E-mail Address \*

B2B login

Supplier Code (COFOR)

Site Code

Captcha \*  6A497

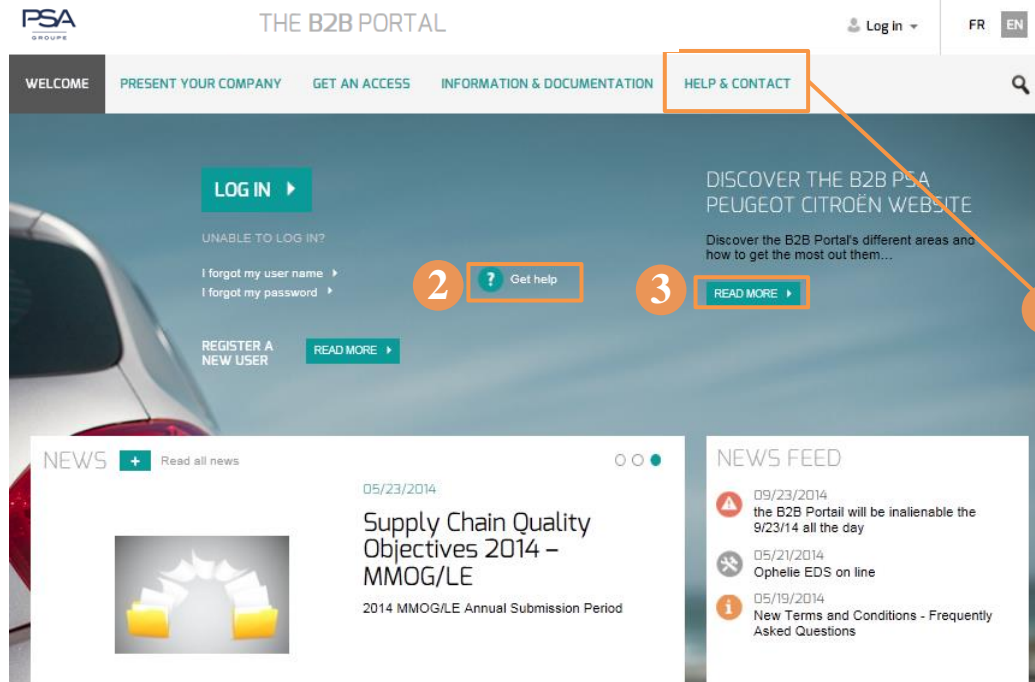
**SUBMIT**

**PLSA:** You can obtain with this form password resetting. You must enter your GROUPE PSA login **and** COFOR to get your temporary password.

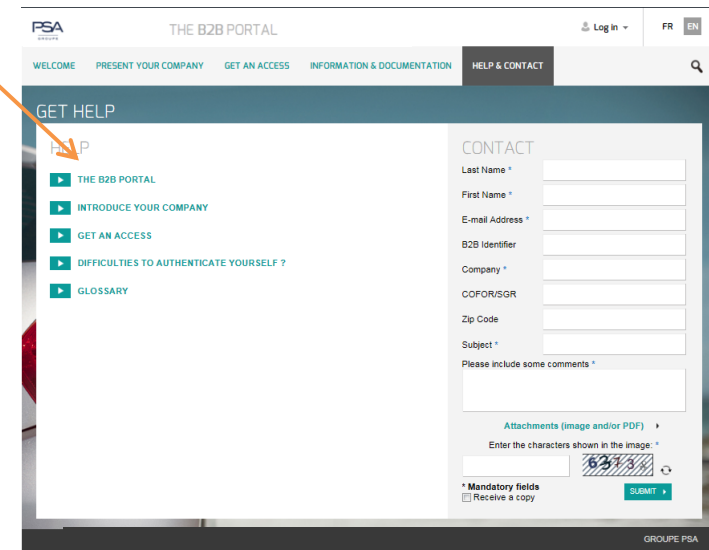
**User:** New password must be provided by your PLSA. **If you do not know who are your PLSA, complete this form and you can contact them directly.**

⚠ **Your e-mail address must exactly match the one registered for your B2B login. Respect upper / lower case if necessary.**

# A question ? Read Help & Contact !



- Fill in the purpose of your request
- A free text field allows you to detail your question (s).
- You can join a screenshot
- Fill in your details as completely as possible, including B2B login and COFOR if you have them: this will allow us to answer more quickly.
- By clicking on "submit" submit, an e-mail is sent directly to the assistance of GROUPE PSA B2B Portal .



1. Click on "Help & Contact" tab :

▶ See the Help topic. You will find:

- The summary of this area,
- Documents and guides to help you every step: present your company, register your company to B2B portal, to connect ....

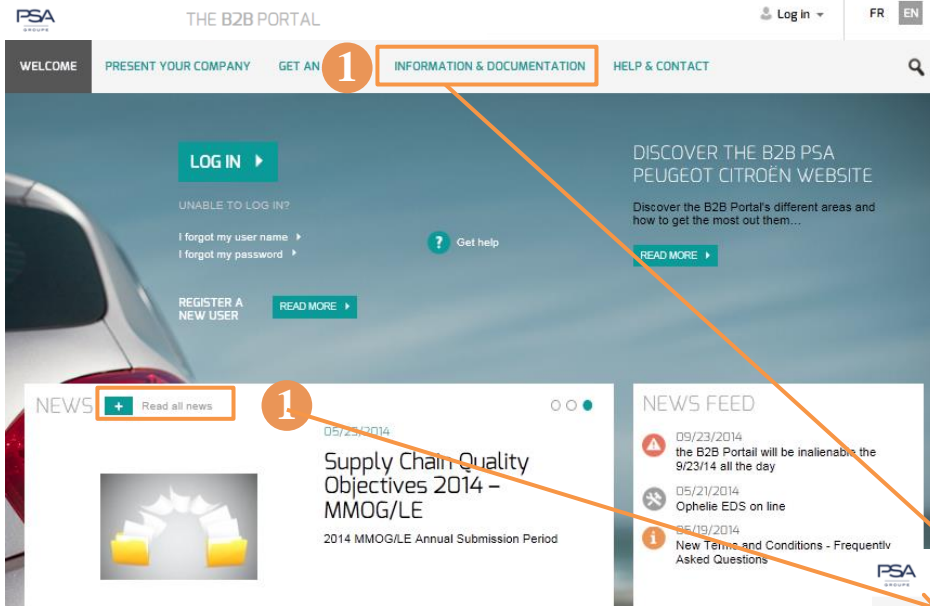
▶ Can not find the answer to your question in the Help topic?

You can contact the support of GROUPE PSA B2B Portal by using this online form.

2. Click the « Get help » button

3. If you want a B2B Portal presentation, click on the button "Read more"

# Information about GROUPE PSA?



1. Click on the « **Information & Documentation** » tab

or Click on « **+ Read all news** »

2. Click on the tab that interests you :

- ▶ All news
- ▶ Documentation

