

Supplier Security Administrator Manual

eSupplierConnect

Version 9.5

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1 Introduction

This document is the **Administrator Manual** and provides all the required information to use *eSupplierConnect* functionalities.

The next paragraphs will explain:

PART 1

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

PART 2

- **Application Request**, which details how you can request authorization to specific application(s) supporting activities performed with Fiat Chrysler Automobiles;
- **User Management**, which describes how to create, modify and profile an End User and also reset his password;
- **Reporting**, which allows to access detailed information about Users, applications or administration groups;

PART 3

- **Content Management**, which shows the rules to manage bulletins and alerts and how to display them.

PART 4

- **Support Area**, which describes how to contact the Help Desk or find Information about *eSupplierConnect*.



Not all the functionalities described in the next section will be available to every set of users. Their availability depends on the user profile (*end user* or *supplier administrator*).
If functionality is assigned to a subset of users, this will be highlighted in the title.

PART 1

GENERAL INFORMATION

2 About eSupplierConnect

eSupplierConnect is the Fiat Chrysler Automobiles (following referenced as FCA) suppliers' portal through which the suppliers' partners will be able to access applications, resources and communications.

eSupplierConnect grants:

- A unified access point for all FCA 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 logon.

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:

FCA
FIAT CHRYSLER AUTOMOBILES

eSUPPLIER
CONNECT

Welcome to eSupplierConnect
Providing enhanced features to improve performance, collaboration and communication between Fiat, Chrysler Group and supplier partners.

LOGIN

- Global Home
- Register as a New User
- Need Help?
- Supported Browsers

CORPORATE NEWS

Approval of cross-border merger to create Fiat Chrysler Automobiles N.V. (FCA) [LEARN MORE](#)

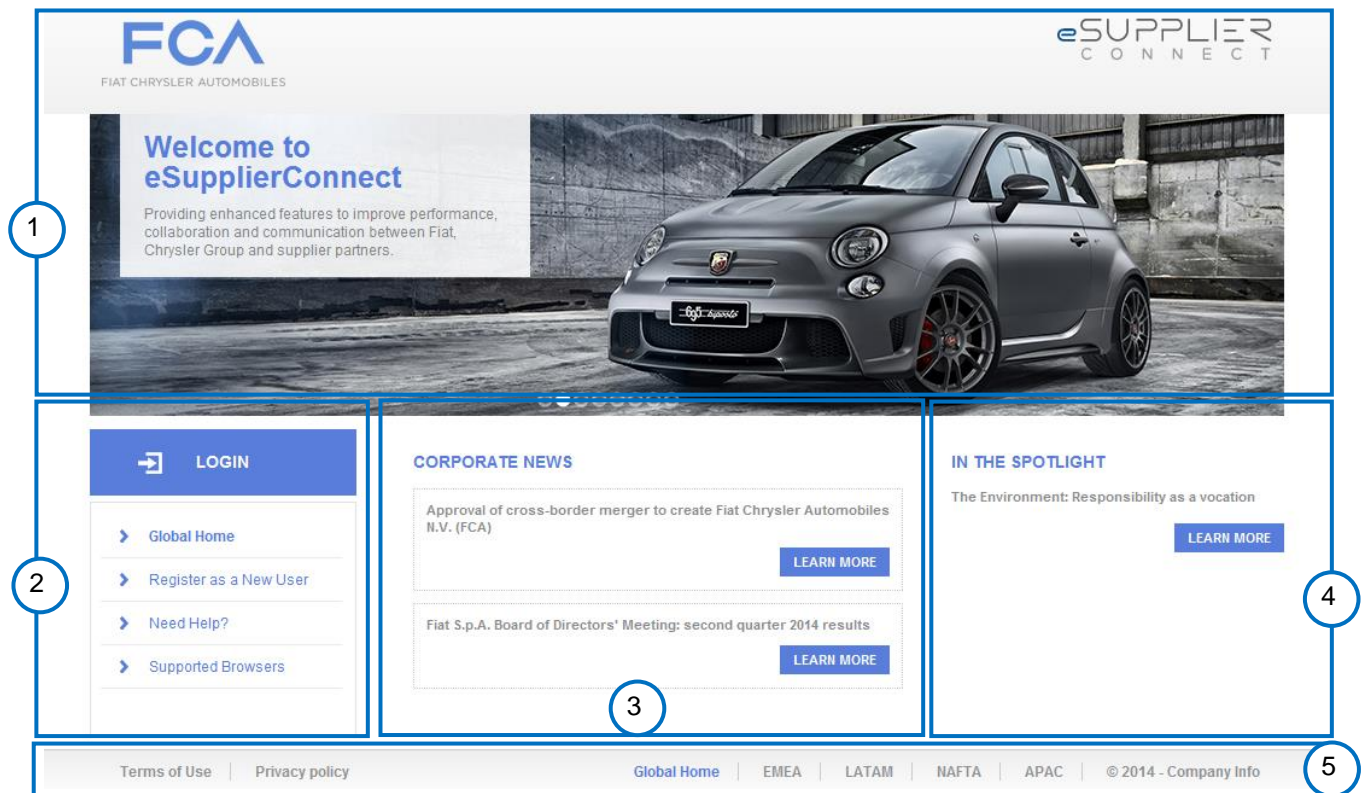
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IN THE SPOTLIGHT
The Environment: Responsibility as a vocation [LEARN MORE](#)

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2.2 Portal Structure

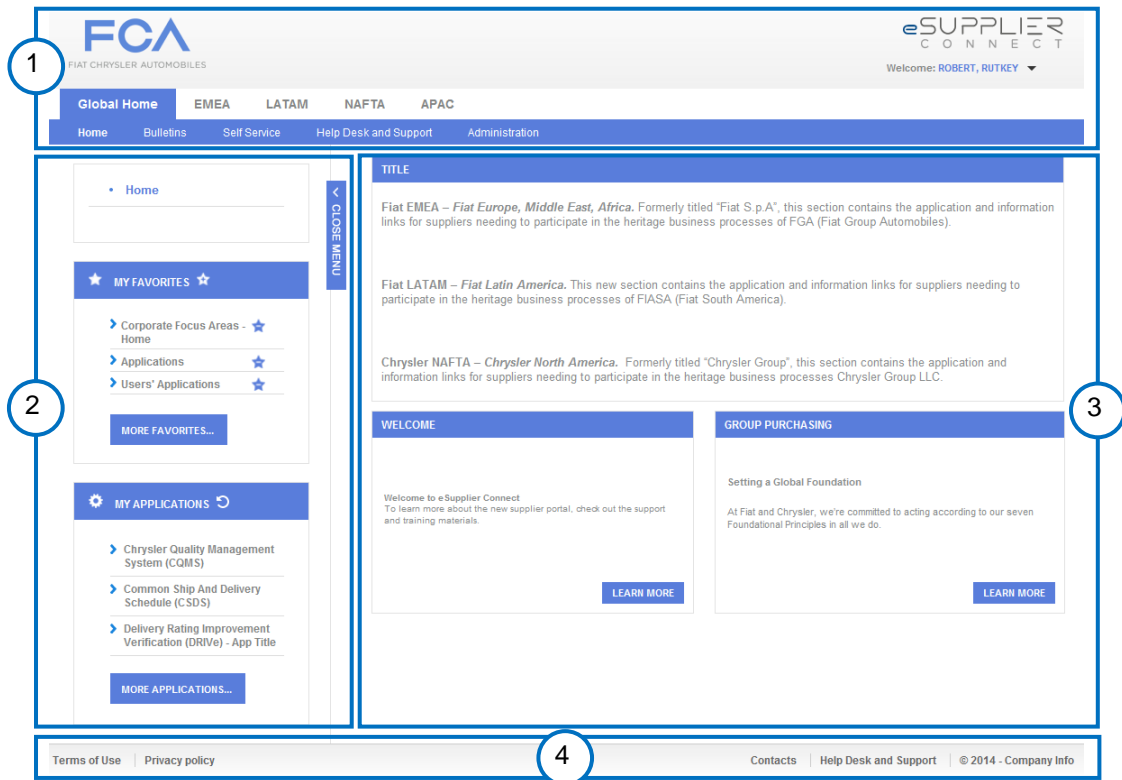
The Global Home Page has the following structure (**Anonymous Area**):



Here 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 Login page, Support Area and Self-Registration (for information please see the next chapter); Notice that within a “Company Page,” new users can complete the self-registration process to request access to eSupplierConnect (for more information please refer to the Anonymous User Manual).
3	Corporate news. This section includes general news and announcements;
4	In the spotlight. This section includes feature stories related to FCA;
5	Footer area. This section contains links in the footer that allow you to filter news and information based on the selected Region (i.e. EMEA or NAFTA). In addition you can find information about terms of use and privacy policy of the Portal.

As a general rule, all eSupplierConnect sections will adopt the following logic 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 bulletin access.</p> <p>Regions (EMEA, LATAM, NAFTA, 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 the 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.</p> <p>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 content and functionalities presented depend on the roles of the user that accesses the portal.

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

➤ **Supplier Security Administrator (SSA).** A supplier security administrator can:

- request access to applications;
- create specific supplier users;
- disable and enable users;
- add applications to administered user;
- modify the data of an administered user;
- create, modify or delete an Administration Group;

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;
- **Group Administrator:** A Group 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 NAFTA”
- “Region EU”;

“Region NAFTA” and “Region EU” are two different entities that can manage its own codes and its own structure subset.



“Region NAFTA” has three different Basic Administration Groups:

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

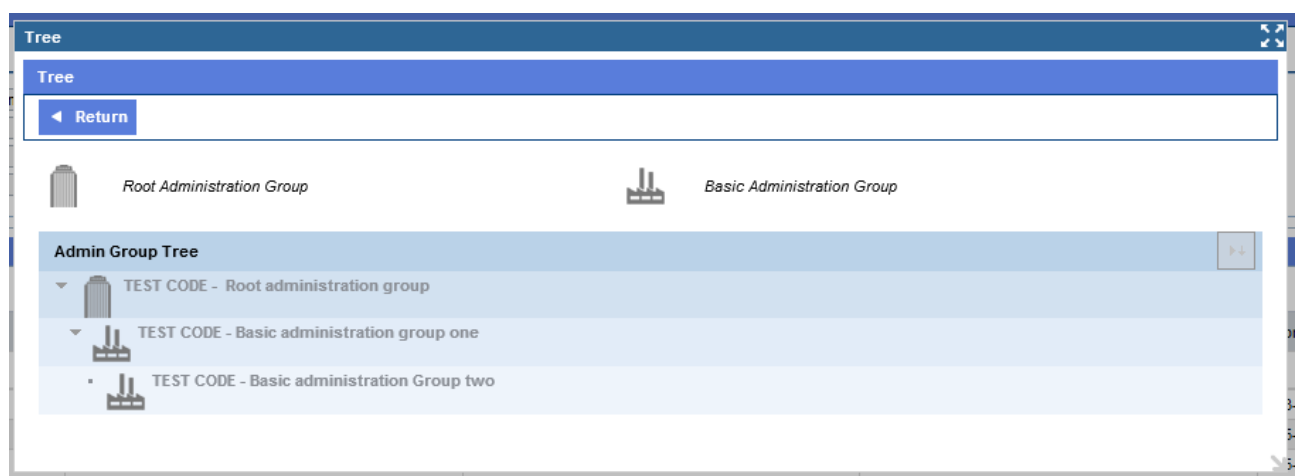
“Country USA” has two Basic Administrator Groups “TEXAS” and “CALIFORNIA” under it.

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:

	➤ Root Administration Group;
	➤ Basic Administration Group.

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



PART 2

USER MANAGEMENT

3 Self-Service

This section explains how administrators can find and add an application to their user profile and how to manage the list containing all the applications. This section also explains how to require an application for their organization.

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

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

Note: You can find details about self-service functionalities in the “Self-Service” chapter of End User manual.

3.1 Supplier Security Administrator – Application request

You can access the Applications Request 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 that they can be requested. Once authorized 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 Step** 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

2

Select Applications

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"/>	0000040397	FAF SRL	EMEA
<input checked="" type="checkbox"/>	40397	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.

3.2 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 Administration Requests

It is possible to check the status of the profiling requests of the administered users.

To access the “Administration Requests” portal component follow the path:

Global Home > Administration > Administration Requests

Search Form

Search

Reset

Status:

Type:

Requester ID:

Target ID:

Submit Date:

From:

To:

Requests

	Target ID	Type	Submit Date	Application Name	Status	In Charge To	Request ID	Last Update	Requester ID
	WT4531A	Supplier Administration Request	2016-03-01 13:46:43	eSupplierConnect Portal	Completed		297229	2016-03-01 13:58:00	W28028A
	WT4530A	Supplier Administration Request	2016-02-25 15:37:11	Details	Completed		297228	2016-02-25 15:50:00	W28028A
	WT4529A	Supplier Administration Request	2016-02-25 15:36:14	eSupplierConnect Portal	Completed		297227	2016-02-25 15:46:00	W28028A
	WT4528A	Supplier Administration Request	2016-02-25 15:35:09	eSupplierConnect Portal	Completed		296976	2016-02-25 15:46:00	W28028A
	WT4524A	Supplier Administration Request	2016-02-09 16:51:33	eSupplierConnect Portal	Completed		294718	2016-02-09 16:58:00	W28028A
		User Self-Service Request	2015-12-03 10:58:14	Details	Expired		290434		Guest
		User Self-Service Request	2015-12-01 11:37:22	Details	Rejected		289179		Guest
	W35492A	Add/Change Application(s)	2015-11-30 17:19:10	CAPMAN	Error		288928	2015-11-30 17:22:00	W35492A
		User Self-Service Request	2015-11-30 17:13:30	Details	Rejected		288927		Guest
	WT4502A	Password Reset	2015-11-30 07:28:31		Error		288926	2015-11-30 07:30:01	W35492A

It is possible to search request for:

- Status
- Type
- Requester ID
- Target 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.

5 Administration Group Management

On eSupplierConnect a supplier, as already described in the previous sections, is able to arrange, his/her own supplier codes and the related user IDs in a hierarchical structure:

- **Root Administration Group:** this is created by an internal sponsor and is related to the supplier root administrator.
- **Basic Administration Group:** this represents the aggregation level of the supplier organization, for administration purposes.

The creation of the administration group is also tied to the user creation. For this reason, the administration groups creation process will be described also in the next section, which also explains the user creation with direct mode. This chapter will describe all the functionalities of the Administration Group Management component, to manage already created administration groups or to create new ones.

5.1 Subscribe to Administration Groups

The subscribe to administration groups function allows an administration to subscribe to one or more of the administration group of his/her organization in order to receive the notifications of the requests of the users of the subscribed groups and if needed approve or reject them.


An administrator could subscribe to any of the groups underneath his/her administration group.


To access the subscribe to administration group function, follow the path:

- **Global Home > Administration > Administration Groups > Subscribe**



Administration Group Subscription





Administration Groups Hierarchy


Root Administration Group


Basic Administration Group

View of the administration groups that you can subscribe



Save

	Subscribed	Group Ty...	Group Name	Group Id
▼			TEST CODE-DCX PORTAL-ICT	1800030054
▪	<input type="checkbox"/>		TEST CODE-DCX PORTAL-APPL OWNERS	1800030055
▼	<input type="checkbox"/>		TEST CODE-DCX PORTAL - OFFSHORE TEAM	1800030112
▪	<input checked="" type="checkbox"/>		TEST CODE-DCX PORTAL - OFFSHORE TEAM - INDIA	1800030110

To make edits, you must complete one of two actions:

- You must select all the check boxes for all the Administration Groups for which you want to receive the Approval Tasks for users' requests in your Universal Worklist.
- You must unselect all the check boxes for all the Administration Groups for which you no longer want to receive Approval Tasks for users' requests in your Universal Worklist.

When finished select the Save button to save the new configuration.

5.2 Manage Administration Group

To access the Administration Groups Management follow the path:

Global Home > Administration > Administration Groups > Manage

Then select an administration group and then click the Next Step button.

Manage Administration Groups

1

2

3

4

Search Org

View Tree

Select Action

Complete

2

Next Step ▶

✖ Abort

Root

Basic

Select Adm. Group that will be defined as parent of the new Adm. Group

	Group Icon	Group Name	Group Id
1		TEST CODE - Chrysler Portal Admin	1800003517
		TEST CODE-DCX PORTAL-ICT	1800030054
		TEST CODE-DCX PORTAL-APPL OWNERS	1800030055
		TEST CODE-DCX PORTAL - OFFSHORE TEAM	1800030112
		TEST CODE-DCX PORTAL - OFFSHORE TEAM - INDIA	1800030110
		TEST CODE-DCX PORTAL-HELP DESK	1800030111

Details

Codes

Users

Administration Group Details

Address:

800 Chrysler Drive

City:

Auburn Hills

Country:

US

Phone Number:

1111111111

Postal Code:

State/Province:

Mi

Fax Number:

23232323111

Next Step ▶

✖ Abort

From this screen, it is also possible to display details, suppliers codes and users related to the selected group.

At the next step, it is possible to select the action to be executed related to the selected administration group.

Manage Administration Groups

[Previous Step](#)[Abort](#)

Parent Administration Group:

TEST CODE - Basic administra Basic Admin Group

USA



Add a New Basic Group

Register a New Basic Administration Group: this option allows to create a New GroupID on Supplier Connect.



Modify Group

Modify the Administration Group.



Remove Group

Remove the Administration Group.

[Previous Step](#)[Abort](#)

The following actions will be available:

- Add a New Basic Group
- Modify Group
- Remove Group

5.2.1 Administration Groups Management – Add a new group

After the “Add a New Basic Group” action has been selected in the previous step, the following screen is displayed.

Manage Administration Groups

>

1

2

3

4

|

Search OrgView TreeSelect ActionInsert Data

Previous Step

Create Group

Abort

Parent Administration Group:

TEST CODE - Chrysler Portal | Root Admin Group | US

Administration Group Name: *

Administration Group Type:

Top Admin Group

Address: *

Country: *

City: *

State/Province: *

Postal Code: *

Phone Number: *

Fax Number:

Previous Step

Create Group

Abort

The following fields must be compiled in order to create a new administration group:

- Administration Group Name, the name must be unique in the portal, the system will warn if the chosen name is already present
- Address
- Country
- City
- State/Province
- Postal Code
- Phone Number
- Fax Number (Optional)

When all the fields are completed, click on the “Create Group” button.

The administrator that creates the new group is automatically subscribed to the new group in order to receive the requests that will come from the users that will register in the new group.

5.2.2 Administration Groups Management – Modify a Group

After the “Modify” action has been selected in the previous step, the following screen is displayed.

Manage Administration Groups

>

1

2

3

4

|

Search OrgView TreeSelect ActionModify Data

Previous Step

Save

Abort

Administration Group Name: *

IT Test basic group modified

Administration Group Type:

Basic Admin Group

Address: *

C.so Agnelli 200 - modified

Country: *

USA

City: *

Paris

State/Province: *

Texas

Postal Code: *

45678

Phone Number: *

555-987654321

Fax Number:

7654321

Previous Step

Save

Abort

The following fields could be modified in order to create a new administration group:

- Administration Group Name, the name must be unique in the portal, the system will warn if the chosen name is already present
- Address
- Country
- City
- State/Province
- Postal Code
- Phone Number
- Fax Number (Optional)

When all the fields are completed, click on the “Save” button.

5.2.3 Administration Groups Management – Remove a Group

After the “Remove” action has been selected in the previous step, the following screen is displayed.

Manage Administration Groups

>

1

2


3


4

|

Search OrgView TreeSelect ActionRemove Group

◀ Previous Step

 Delete Group

 Abort

Administration Group Name:

La prova delle prove

Administration Group Type:

Basic Admin Group

Address:

Via Righi 11

Country:

Albania

City:

Tirana

State/Province:

TR

Postal Code:

Phone Number:

8888888778787

Fax Number:

654654888484848

Administration Group Enabled Users

User Name	First Name	Last Name	

Click on the “Delete Group” button to delete the selected group.

For the Administration groups, the following deletion constraints apply:

- The administration group to be deleted must not have administration groups underneath, or these must have been deleted also.
- The administration group to be deleted must not have active users assigned, only disabled users. When the group is deleted, the disabled users are moved to the parent group.
- The deletion of a group will be logical. A deleted group could be recovered by opening a ticket for the Help Desk. For this reason an Administration Group name used by a deleted group could not be used to create a new one; Administration Groups names are unique within the portal.

5.3 Assign Supplier codes to Administration Groups

An administrator can directly assign new supplier codes to an Administration group which he administers and to all of the Administration groups underneath it.

To access the Assign Supplier codes to Administration groups function follow the path:

- **Global Home > Administration > Administration Group > Add Supplier Code**

Add Supplier Codes to an Administration Group

Add To Administration Group

Search Supplier Code

Group Supplier Code:
Sector Supplier Code:

Company Name: contains
Sector Region:

☒ Display All Suppliers Available

Search Supplier Codes

Reset Search

Available Suppliers

selected	Display	Group Supplier Code	Sector Supplier Co...	Company Name	Supplier Code Region	Organization Code	Organization Name
<input type="checkbox"/>		1500221764	57997**	TEST CODE-DCX PO...	NAFTA	1900012635	TEST CODE - Chrysl...
			58002	TEST CODE-DCX PO...	NAFTA	1900012635	TEST CODE - Chrysl...
			58002**	TEST CODE-DCX PO...	NAFTA	1900012635	TEST CODE - Chrysl...
<input type="checkbox"/>		1500258335	2000057995	TEST CODE - DCX P...	EMEA	1900012635	TEST CODE - Chrysl...
			3000057995	TEST CODE - DCX P...	LATAM	1900012635	TEST CODE - Chrysl...

Select Target Administration Group

Select the target administration group (among the ones for which you have administration rights)

Root

Basic

		AGType	Administration Group Name	Administration Group ID
▼			TEST CODE - Root administration group	1800003517
▼			TEST CODE - Basic administration group one	1800030001
▶			TEST CODE - Basic administration Group two	1800030003

The assignment of suppliers codes to an administration group is a four steps operation

- 1) Search for the supplier codes to be added. It is possible to display all available the codes checking the "Display All Suppliers Available" check box. The result of the search will be displayed in the table "Available Suppliers"
- 2) Select the supplier code to be added checking the check box on the left of each code in the table "Available Suppliers"
- 3) Select the target Administration Group in the table "Select Target Administration Group". The selected group will be highlighted

- 4) Click on the Button “Add to Administration Group” at the top of the application component. You will be warned if the code(s) is already present in the target administration group. At the completion of the operation a “Process OK” pop-up will be displayed

5.4 Change User's Administration Group

An administrator can move a user from a source administration group to a target administration group. The available groups for the operation are the Administration group that he administers and all of the Administration groups underneath it.

To access the Change User's Administration Group function follow the path:

Global Home > Administration > Administration Group > Change User's AG

Change User's Administration Group

4

Move To Administration Group

Search Users

User ID: contains

First Name: contains

Last Name: contains

EmailSearch: contains

☒ Display all Users

Instructions:

1: Select at least a user from list

2: Select a target administration group among the ones for which you have administration rights

3: Change Administration Group by pressing "Move To Administration Group" button

Search User

Reset Search

Select Users

Selected	Display	User ID	First Name	Last Name	Email	Administratio...	Organization ...	Group Suppli...	Last Login D...	Is Admin
<input type="checkbox"/>		W2f	BETTY	Y	be j...	1800003517	1900012635	1500221764	2016-11-04 1...	<input type="checkbox"/>
<input type="checkbox"/>		W:	KELLY	Hf	ke r...	1800003517	1900012635	1500221764	2016-10-07 1...	<input type="checkbox"/>
<input type="checkbox"/>		W:	D	Fl	di il...	1800003517	1900012635	1500221764	2015-11-17 2...	<input type="checkbox"/>
<input type="checkbox"/>		W:	ROBERT	RL	r e...	1800003517	1900012635	1500221764	2017-01-13 0...	<input checked="" type="checkbox"/>
<input type="checkbox"/>		W2	RICHARD	TH	ri o...	1800003517	1900012635	1500221764	2016-12-18 1...	<input type="checkbox"/>

Select Target Administration Group

Select the target administration group (among the ones for which you have administration rights)

Root

Basic

	AGType	Administration Group Name	Administration Group ID
		TEST CODE - Root administration group	1800003517
		TEST CODE - Basic administration group one	1800030001
		TEST CODE - Basic administration group two	1800030002

The change of a user administration group is a four steps operation:

- 1) Search for the user to be moved. It is possible to display all the available users checking the “Display All Users” check box. The result of the search will be displayed in the table “Selected Users”
- 2) Select the user to be moved checking the check box on the left of each user in the table “Selected Users”

- 3) Select the target Administration Group in the table "Select Target Administration Group". The selected group will be highlighted
- 4) Click on the Button "Move to Administration Group" at the top of the application component. A pop-up will be displayed with the user to be moved. If the target administration group does not contain the all the suppliers codes, used by the User to be moved, in the user's granted applications, also the missing codes will be added to the target administration group. At the completion of the operation a "Process Ok" pop-up will be displayed

6 User Creation – Direct Mode

This section explains how to create a user without the self-registration functionality.

➔ **Only an administrator is able to create a user directly.**

An administrator is able to create users that belong to its own area of competence:

- The **Root Administrator** of a company can create **all users** of its group, **including users with Administrator Group role**.
- The **Group Administrator** can create **all users** of its group, **including users with Administrator Group role** of lower levels.

The direct user creation doesn't need the approval workflow. The user will be automatically granted access into the portal.

6.1 *Root Administrator – Create End User*

It is possible to manage the users accessing the Administration menu from the Global Home page.

To access the create function follow the path:

- **Global Home > Administration > User Management > Create**

As the first step, select a supplier code. The eSupplierConnect portal provides several searching criteria as shown in the image below:

Find Group Supplier Codes

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data

[Search Supplier](#)
[Previous Step](#)
[Next Step](#)
[Create User](#)
[Abort](#)

Search Supplier

By Supplier

By Organization

Company Name: contains

Supplier Code: 1500220417 Group Supplier Code:

Country:

Results

Search Results

Supplier Code	Company name
1500220417	TEST CODE - DCX PORTAL-APPL OWNERS

Supplier Sector Codes

Supp. Sector C...	Sector
58002	NAFTA
58002**	NAFTA

City: AUBURN HILLS
 Country: USA
 Fiscal Code:

Postal Code: 48326
 Euorepean VAT Nr:

Street: 800 CHRYSLER DR
 Region: USA, Michigan

VAT Number:
 Type Supplier:

[Search Supplier](#)
[Previous Step](#)
[Next Step](#)
[Create User](#)
[Abort](#)

There are two main searching logics:

- **By Supplier**, which provides the following options:
 - Company Name;
 - Supplier Code;
 - Country.
- **By Organization**, which provides the following options:
 - Organization Name;
 - Organization Code.

Then press *Enter* (on keyboard) to start the searching. Select the appropriate supplier code (by clicking on the gray box on the left of each supplier code). The supplier code selected will be highlighted. Choose *Next Step* button to move to next step.

As shown in the image below there are now three options:

Select Action

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data


Previous Step

Next Step

Create User


Abort

Select Operation



Option to create a new supplier connect user

Register a New User



Option to create a new basic administrator group for an existing supplier connect administration structure

Register a New Basic Administration Group

Previous Step

Next Step

Create User

Abort

Click on:

- **Register a New User:** Click this icon to create a new user (either administrator or end user);
- **Register a New Basic Administration Group:** Click this icon to create a new Basic Administration Group (similar to a 'sub-folder' – it represents an aggregation level in the supplier structure). The administrator user ID will also be created, together with the Administration Group. Additional information will be provided in the next paragraphs.

6.1.1 Register a New User

When selecting the *Register a new user* icon, a specific workflow is started.

Step 1 – Select the Administration Group

At this step, you have to select the administration groups where the user should be created

Select Action

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data

Previous Step

Next Step

Create User

Abort

Supplier Code Home Location:

Supplier Code

Company Name

Sector

Root Administration Group

Basic Administration Group

Admin Group Tree

TEST CODE - Chrysler Portal Admin

TEST CODE-DCX PORTAL-ICT

TEST CODE-DCX PORTAL-APPL OWNERS

TEST CODE-DCX PORTAL - OFFSHORE TEAM

TEST CODE-DCX PORTAL - OFFSHORE TEAM - INDIA

TEST CODE-DCX PORTAL-HELP DESK

Step 2 – Fill in Personal Data

At this step, you have to fill the form with the personal data of the user to be created.

Insert Personal data

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data

Previous Step

Next Step

Create User

Select Applications

Abort

Insert Personal Data

Supplier Code:

1500203722

TEST CODE - DCX PORTAL - HELP DESK

Main Interest Sector: *

Is Administrator:

no

First Name: *

Middle Name:

Last Name: *

Job Title:

Birthday Month: *

Day: *

Email @address: *

Group Email @address:

Address 1: *

Address 2:

Address 3:

Country: *

City: *

State/Province: *

Postal Code: *

Phone Number: *

Fax Number:

Mobile Phone Number:

Previous Step

Next Step

Create User

Select Applications

Abort

- **Main Interest Sector:** Choose the sector (e.g. Chrysler for Chrysler Group LLC);
- **Supplier Home Location Code:** This field is available when **Main Interest Sector** chosen is Chrysler, choose a supplier code from the drop-down menu;
- **Request Administration Right:** Select Yes if, for the user being created, you want to request Administration Right on the Administration Group chosen in the first step. Leave No if you just need the new user to be profiled as an end user'.
- **First Name:** Name of user;
- **Last Name:** Surname of user;
- **Email Address:** Email of user;

- **Address 1, 2 and 3:** Address of the user. The field *Address 2 and Address 3* are available for additional details, if needed;
- **Country:** Country of user;
- **City:** City of user;
- **State/Province:** State/province of user;
- **Postal Code:** Postal code of the user;
- **Phone Number:** Telephone number of user;
- **Fax Number:** Optional field;
- **Mobile Phone Number:** Optional field.

In the footer, there are four buttons:

- **Create User:** Click this button to have the request for user creation automatically sent. If this option is chosen additional application could be added after the user has been created;
- **Previous Step:** Click this button to go back to the previous page to make some modifications;
- **Abort** (Trash Bin icon): Click this button to cancel the entire process. All the changes that were made will be deleted;
- **Select Application:** Click this button to add applications to the user you are creating. The steps are described below.

Step 3 - Select Application

At this step it is possible to select the applications to be granted to the created user.

Select Application

User Completion: > 1 2

Select Applications
Select Supplier Codes

◀ Previous Step
Next Step ▶
Submit
🗑️ Abort

Select Applications

1 Search Applications

2 ▼ Hide Search Criteria

Regions

☒ NAFTA ☒ LATAM ☒ APAC
☒ EMEA

Business Areas

☒ Purchasing ☒ Engineering ☒ Manufacturing
☒ Supply Chain ☒ Quality ☒ Finance

Supplier Type

☒ Production ☒ Non Production ☒ Carrier

Sectors

☒ Case New Holland ☒ Chrysler ☒ FERRARI
☒ FPT Industrial ☒ Fiat Group Automobiles ☒ IVECO
☒ Maserati

Search Results

Application Name	Bundle Code	
B2C Developer's Portal	BDO	Request
Be Standard	BES	Request
CADNET	002	Request
CAPMAN	001	Request
Change Notice	ECA	✔ Selected
Chrysler Quality Management System (CQMS)	EPQ	✔ Selected
Chrysler Supplier Learning Center	LMS	Request

1	Search Application Button. After inserting the appropriate search criteria, press this button to narrow the list of applications to those satisfying the criteria.
2	Show Search Criteria. Click on the <i>Show search criteria</i> link to display the next area (once displayed, you can close it, by clicking on <i>Hide Search Criteria</i>).
3	Searching Criteria Area. The criteria are organized in four frames and a check-box field is available for each criterion: fill or remove check to optimize the searching.
4	Search Result Area. Upon clicking the <i>Search Application</i> button, all the applications satisfying the searching criteria in this area will be returned.

Select the required application(s) to add it/them to the user's profile. The selected application will be marked as Selected. Select the *Next step* button to continue. Click the *Abort* button to immediately terminate this step.

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Step 4 - Select Supplier Codes

Select Supplier Codes

User Completion: 1 Select Applications 2 Select Supplier Codes

Previous Step Next Step Submit Abort

Select Supplier Codes

Reset All Assignment

Applications

Bundle Code	Bundle Name	Select Role
ECA	Change Notice	SC Chrysler Supplier
EPQ	Chrysler Quality Management System (CQMS)	SC Chrysler Supplier

Supplier Codes

Supplier Code	Company Name	Sector
<input checked="" type="checkbox"/> 57995	TEST CODE - DCX PORTAL	Chrysler
<input checked="" type="checkbox"/> 57995**	TEST CODE - DCX PORTAL	Chrysler
<input checked="" type="checkbox"/> 57997	TEST CODE-DCX PORTAL-IT DEVELOPERS	Chrysler
<input type="checkbox"/> 57997**	TEST CODE-DCX PORTAL-IT DEVELOPERS	Chrysler
<input type="checkbox"/> 57999	TEST CODE - DCX PORTAL - HELP DESK	Chrysler
<input type="checkbox"/> 57999**	TEST CODE - DCX PORTAL - HELP DESK	Chrysler
<input type="checkbox"/> 58002	TEST CODE - DCX PORTAL-APPL OWNERS	Chrysler
<input type="checkbox"/> 58002**	TEST CODE - DCX PORTAL-APPL OWNERS	Chrysler

Previous Step Next 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.

In addition, the following functionalities are available:

- **Reset All Assignment:** Click this button and all codes selected for assignment to certain applications will be de-assigned
- **Previous Step:** Click this button to return back to "Select Application";
- **Abort** (the button with the bin icon): Click this button to delete all the user creation workflow.

6.1.2 Register a New Basic Administration Group

Upon selecting the *Register a New Basic Administration Group* icon, a specific workflow is displayed

Step 1 - Select Administration Group

At this step, you have to define the Administration Group for which the user will become the administrator for. As shown in the image below, the entire supplier group tree is displayed.

A **Basic Administration Group** is an intermediate level combining a subset of supplier codes with certain characteristics (usually a region, a country, a local company division or a plant). The actual content of a grouping level, its organization and usage is optional and must be driven by the root administrator.

The Basic Administration Group can be defined as a sub-level of the root administration group (i.e. a region, a country or a plant).

Select Action

1 Find Supplier 2 Select Action 3 Select Parent Adm Group 4 Create Adm Group 5 Insert Data

◀ Previous Step Next Step ▶ Create User Abort

Supplier Code Home Location: Supplier Code Company Name Sector

Root Administration Group Basic Administration Group

Admin Group Tree

- TEST CODE - Chrysler Portal Admin
- TEST CODE-DCX PORTAL-ICT
 - TEST CODE-DCX PORTAL-APPL OWNERS
 - TEST CODE-DCX PORTAL - OFFSHORE TEAM
 - TEST CODE-DCX PORTAL - OFFSHORE TEAM - INDIA
 - TEST CODE-DCX PORTAL-HELP DESK

Select the appropriate administration group under which you want to create the new basic administration group. Click on *Next Step* on the top of the page, to go ahead.

Step 2 - Insert Basic Administration Group Data

- ➔ Data inserted for the new Administration Group can be modified, after the creation, using the Administration Groups Management functionality.

Create Admin Group

1 Find Supplier 2 Select Action 3 Select Parent Adm Group 4 **Create Adm Group** 5 Insert Data

Previous Step **Next Step** Create User Abort

Parent Administration Group: TEST CODE - Chrysler Portal Root Administration Group

Administration Group Name: * Test Basic Admin Group

Address: * Viale Londra

Country: * Italy

City: * Roma

State/Province: * Roma

Postal Code: * 00142

Phone Number: * 555-12345678

Fax Number:

Previous Step **Next Step** Create User Abort

Mandatory fields are highlighted with an asterisk “*”:

- **Administration Group Name:** Write the Administration Group Name you desire;
- **Address:** Street or plaza of the administration group, will be copied in the Address 1 field of the following screen;
- **Country:** will be copied in the Address 1 field of the following screen;
- **City:** will be copied in the Address 1 field of the following screen;
- **State/Province:** will be copied in the Address 1 field of the following screen;
- **Postal Code:** will be copied in the Address 1 field of the following screen;
- **Phone Number:** Contact number;
- **Fax Number:** *optional field*;

Select **Next Step** (in the **header of the page**) to go to next step.

Step 3 - Insert Personal Data

➔ **WARNING:** After inserting personal data for users, not all of the fields can be modified later. Please make sure to accurately fill in these fields.

Insert Personal data

>

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data

Previous Step

Next Step >

Create User

Abort

Insert Personal Data

Supplier Code:

1500220415

TEST CODE - DCX PORTAL

Main Interest Sector: *

First Name: *

middle Name:

Last Name: *

Job Title:

Birthday Month: *

Day: *

Email @ddress: *

Group Email @ddress:

Address 1: *

Viale Londra

Address 2:

Address 3:

Country: *

Italy

City: *

Roma

State/Province: *

Roma

Postal Code: *

00142

Phone Number: *

555-12345678

Fax Number:

Mobile Phone Number:

Previous Step

Next Step >

Create User

Abort

Mandatory fields are highlighted with a star “*”:

- **Main Interest Sector:** Choose the sector (e.g. Chrysler for Chrysler Group LLC);
- **Supplier Home Location Code:** This field is available when **Main Interest Sector** chosen is Chrysler, choose a supplier code from the drop-down menu;
- **First Name:** user first name;
- **Last Name:** user last name;
- **Birthdate** (Month and Day): month and day of user's birth date;
- **Email Address:** Please note that all communications to the user from eSupplierConnect will be sent to this email address:

- **Group email address:** alternate email address
- **Address 1:** Street or plaza, filled in with the data inserted for the Administration Group in the previous screen;
- **Address 2, Address 3:** Additional address data;
- **Country:** Related to Address 1, filled in with the data inserted for the Administration Group in the previous screen;
- **City:** Related to Address 1, filled in with the data inserted for the Administration Group in the previous screen;
- **State/Province:** Related to Address 1, filled in with the data inserted for the Administration Group in the previous screen;
- **Postal code:** *Mandatory field;*
- **Phone number:** Contact number;
- **Fax number:** *Optional field;*
- **Mobile number:** *Optional field.*

Select *Create User* (at the **header of the page**) to go on with the creation procedure.

6.2 Basic Administrator: Create End User

It is possible to manage the users accessing the Administration menu from the Global Home page.

To access the create function follow the path:

Global Home > Administration > User Management > Create

For the first step, select a supplier code, the eSupplierConnect portal provides several searching criteria as shown in the image below:

Find Group Supplier Codes

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data

[Search Supplier](#)
[Previous Step](#)
[Next Step](#)
[Create User](#)
[Abort](#)

Search Supplier

By Supplier

By Organization

Company Name:

contains

Supplier Code:

1500220416

Group Supplier Code

Country:

Results

Search Results

Supplier Code	Company name
1500220416	TEST CODE-DCX PORTAL-IT DEVELOPERS

Supplier Sector Codes

Supp. Sector C...	Sector
57995	NAFTA
57995 B	NAFTA
57995**	NAFTA
57997	NAFTA
57997**	NAFTA

City:

AUBURN HILLS

Fiscal Code:

Country:

USA

Euorepean VAT Nr:

Postal Code:

48326

Region:

USA, Michigan

Street:

800 CHRYSLER DR

Type Supplier:

VAT Number:

[Search Supplier](#)
[Previous Step](#)
[Next Step](#)
[Create User](#)
[Abort](#)

There are two main searching logics:

- **By Supplier**, which provides the following options:
 - Social Region;
 - Supplier Code;
 - Country.
- **By Organization**, which provides the following options:
 - Organization Name;

- Organization Code.

Press *Enter* (on keyboard) to start the search process. Then select the appropriate supplier code (by pushing on the gray square on the left of each supplier code). The supplier code(s) selected will be highlighted. Choose *Next Step* button to move to the next step.

As shown in the image below there are now two options:

Select Action

>

1

2

3

4

5

|

Find Supplier Select Action Select Parent Adm Group Create Adm Group Insert Data


Previous Step

Next Step


Create User

Abort

Select Operation


Register a New User

Option to create a new supplier connect user


Register a New Basic Administration Group

Option to create a new basic administrator group for an existing supplier connect administration structure

- **Register a New User:** Click this icon to create a new user (either administrator or end user);
- **Register a New Basic Administration Group:** Click this icon to create a new Basic Administration Group (similar to a 'sub-folder' – it represents an aggregation level in the supplier structure). The administrator user ID will also be created, together with the Administration Group. Additional information will be provided in the next paragraphs.

6.2.1 Register a New User

Step 1 - Select Administration Group

The administrator then has to select the administration group where the user should be created.

Select Action

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data

Previous Step

Next Step

Create User

Abort

Supplier Code Home Location:

Supplier Code

Company Name

Sector

Root Administration Group

Basic Administration Group

Admin Group Tree

TEST CODE-DCX PORTAL-ICT

TEST CODE-DCX PORTAL-APPL OWNERS

TEST CODE-DCX PORTAL - OFFSHORE TEAM

TEST CODE-DCX PORTAL - OFFSHORE TEAM - INDIA

Previous Step

Next Step

Create User

Abort

Step 2 – Insert the personal data

The administrator then has to fill the form with the personal data of the new user.

Insert Personal data

>

1
Find Supplier

2
Select Action

3
Select Parent Adm Group

4
Create Adm Group

5
Insert Data

◀ Previous Step
Next Step ▶
Create User
Select Applications
Abort

Insert Personal Data

Supplier Code:

Main Interest Sector: *

Is Administrator:

First Name: *

Middle Name:

Last Name: *

Job Title:

Birthday Month: * Day: *

Email @address: *

Group Email @address:

Address 1: *

Address 2:

Address 3:

Country: *

City: *

State/Province: *

Postal Code: *

Phone Number: *

Fax Number:

Mobile Phone Number:

- **Main Interest Sector:** Choose the sector (e.g. Chrysler);
- **Supplier Home Location Code:** This field is available when **Main Interest Sector** chosen is Chrysler, choose a supplier code from the drop-down menu;
- **First Name:** Name of the User;
- **Last Name:** Surname of the User;
- **Email Address:** Email of the User;
- **Group Email Address:** alternate email address;
- **Address 1, 2 and 3:** Address of the user. The field *Address 2 and Address 3* are available for additional details, if needed;
- **Country:** Country of user;
- **City:** City of user;

- **State/Province:** State/province of user;
- **Postal Code.** Postal code of the user;
- **Phone Number:** Telephone number of user;
- **Fax Number:** Optional field;
- **Mobile Phone Number:** Optional field.

In the footer, there are four buttons:

- **Create User:** Click this button to have the request for user creation automatically sent. If this option is chosen additional applications could be added after the user has been created;
- **Previous Step:** Click this button to go back to the previous page to make some modifications;
- **Abort** (Trash Bin icon): Click this button to cancel the entire process. All the changes that were made will be deleted;
- **Select Application:** Click this button to add applications to the user you are creating. The steps are described below.

Step 3 - Select Application (optional)

This step applies only if in the previous step has been selected the button *Select Applications*.

Select Application

User Completion: > 1 2

Select Applications
Select Supplier Codes

Previous Step
Next Step >
Submit
Abort

Select Applications

1 Search Applications

2 Hide Search Criteria

Regions

☒ NAFTA
 ☒ LATAM
 ☒ APAC
☒ EMEA

Business Areas

☒ Purchasing
 ☒ Engineering
 ☒ Manufacturing
☒ Supply Chain
 ☒ Quality
 ☒ Finance

Supplier Type

☒ Production
 ☒ Non Production
 ☒ Carrier

Sectors

☒ Case New Holland
 ☒ Chrysler
 ☒ FERRARI
☒ FPT Industrial
 ☒ Fiat Group Automobiles
 ☒ IVECO
☒ Maserati

Search Results

Application Name	Bundle Code	
B2C Developer's Portal	BDO	Request
Be Standard	BES	Request
CADNET	002	Request
CAPMAN	001	Request
Change Notice	ECA	Selected
Chrysler Quality Management System (CQMS)	EPQ	Selected

1	Search Application Button. After inserting the appropriate search criteria, press this button to narrow the list of applications to those satisfying the criteria.
2	Show Search Criteria. Click on the Show search criteria link to display the next area (once displayed, you can close it, by clicking on Hide Search Criteria).
3	Searching Criteria Area. The criteria are organized in four frames and a check-box field is available for each criterion: fill or remove check to optimize the searching.
4	Search Result Area. Upon clicking the Search Application button, all the applications satisfying the searching criteria in this area will be returned.

Select the application(s) required to add it/them to the user. The application selected will be marked as **Selected**.

Select the *Next step* button to continue. Click the *Abort* button to terminate this step immediately.

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Step 4 - Select Supplier Codes

Select Supplier Codes

User Completion: 1 Select Applications 2 Select Supplier Codes

Previous Step Next 4 Submit Abort

Select Supplier Codes

Reset All Assignment

Applications

Bundle Code	Bundle Name	Select Role
ECA	Change Notice	SC Chrysler Supplier
EPQ	Chrysler Quality Management System (CQMS)	SC Chrysler Supplier

Supplier Codes

Supplier Code	Company Name	Sector
57995	TEST CODE - DCX PORTAL	Chrysler
57995**	TEST CODE - DCX PORTAL	Chrysler
57997	TEST CODE-DCX PORTAL-IT DEVELOPERS	Chrysler
57997**	TEST CODE-DCX PORTAL-IT DEVELOPERS	Chrysler
57999	TEST CODE - DCX PORTAL - HELP DESK	Chrysler
57999**	TEST CODE - DCX PORTAL - HELP DESK	Chrysler
58002	TEST CODE - DCX PORTAL-APPL OWNERS	Chrysler
58002**	TEST CODE - DCX PORTAL-APPL OWNERS	Chrysler

Previous Step Next 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.

In addition, the following functionalities are available:

- **Reset All Assignment:** Click this button and all codes selected for assignment to certain applications will be de-assigned
- **Previous Step:** Click this button to return back to "Select Application";
- **Abort** (the button with the bin icon): Click this button to delete all the user creation workflow.

6.2.2 Register a New Basic Administration Group

Upon selecting the *Register a New Basic Administration Group* icon, a specific workflow is displayed

Step 1 - Select Administration Group

At this step, you have to define the Administration Group for which the user will become the administrator for. As shown in the image below, the entire supplier group tree is displayed.

A **Basic Administration Group** is an intermediate level combining a subset of supplier codes with certain characteristics (usually a region, a country, a local company division or a plant). The actual content of a grouping level, its organization and usage is optional and must be driven by the root administrator.

The Basic Administration Group can be defined as a sub-level of the root administration group (i.e. a region, a country or a plant).

Select Action

1

Find Supplier

2

Select Action

3

Select Parent Adm Group

4

Create Adm Group

5

Insert Data

Previous Step

Next Step

Create User

Abort

Supplier Code Home Location:

Supplier Code

Company Name

Sector

Root Administration Group

Basic Administration Group

Admin Group Tree

TEST CODE-DCX PORTAL-ICT

TEST CODE-DCX PORTAL-APPL OWNERS

TEST CODE-DCX PORTAL - OFFSHORE TEAM

TEST CODE-DCX PORTAL - OFFSHORE TEAM - INDIA

Previous Step

Next Step

Create User

Abort

Step 2 – Create Administration Group

Create Admin Group

1

2

3

4

5

Find SupplierSelect ActionSelect Parent Adm GroupCreate Adm GroupInsert Data

Previous Step

Next Step

Create User

Abort

ODE-DCX PORTAL-ICTTop Administration GroupUSA

Administration Group Name: *

test basic administration group

Address: *

viale mosca

Country: *

Italy

City: *

Roma

State/Province: *

Roma

Postal Code: *

00142

Phone Number: *

555-12345678

Fax Number:

Previous Step

Next Step

Create User

Abort

Mandatory fields are highlighted with an asterisk “*”:

- **Administration Group Name:** Write the Administration Group Name you desire;
- **Address:** Street or plaza of the administration group, will be copied in the Address 1 field of the following screen;
- **Country:** will be copied in the Address 1 field of the following screen;
- **City:** will be copied in the Address 1 field of the following screen;
- **State/Province:** will be copied in the Address 1 field of the following screen;
- **Postal Code:** will be copied in the Address 1 field of the following screen;
- **Phone Number:** Contact number;
- **Fax Number:** *optional field*;

Select **Next Step** (in the header of the page) to go to next step.

Step 3 – Insert Data

Insert Personal data

>
1
—
2
—
3
—
4
—
5
>

Find Supplier
Select Action
Select Parent Adm Group
Create Adm Group
Insert Data

◀ Previous Step
Next Step ▶
👤 Create User
🗑️ Abort

Insert Personal Data

Supplier Code: 1500220415 TEST CODE - DCX PORTAL

Main Interest Sector: * ▼

First Name: *

middle Name:

Last Name: *

Job Title:

Birthday Month: * ▼ **Day: *** ▼

Email @address: *

Group Email @address:

Address 1: * viale mosca

Address 2:

Address 3:

Country: * Italy ▼

City: * Roma

State/Province: * Roma

Postal Code: * 00142

Phone Number: * 555-12345678

Fax Number:

Mobile Phone Number:

- **Main Interest Sector:** Choose the sector (e.g. Chrysler for Chrysler Group);
- **Supplier Home Location Code:** This field is available when **Main Interest Sector** chosen is Chrysler, choose a supplier code from the drop-down menu;
- **First Name:** Name of Administrator Group;
- **Last Name:** Surname of Administrator Group;
- **Email Address:** Email of Administrator Group;
- **Group Email Address:** alternate email address;
- **Address 1, 2 and 3:** Address of the user. The field is already filled with the address of the supplier chosen before. The field *Address 2 and Address 3* are available for additional details, if needed;
- **Country:** Country of user. If the *Create Adm Group* section has been compiled, this field will already be filled in;
- **City:** City of user. If the *Create Adm Group* section has been compiled, this field will already be filled in;

- **State/Province:** State/province of user. If the *Create Adm Group* section has been compiled, this field will already be filled in;
- **Postal Code.** If the *Create Adm Group* section has been compiled, this field will already be filled in;
- **Phone Number:** Telephone number of user;
- **Fax Number:** Optional field;
- **Mobile Phone Number:** Optional field.

In the footer, there are four buttons:

- **Create User:** Click this button to have the request for user creation automatically sent;
- **Previous Step:** Click this button to go back to the previous page to make some modifications;
- **Abort** (Bin icon): Click this button to cancel the entire process. All the changes that were made will be deleted;

7 User Enable/Disable

This section describes the user enable/disable function.

To access the Enable/Disable function follow the path:

- **Global Home > Administration > User Management > Enable/Disable**
- ➔ **Only users with an Administrator role are able to access the user enable/disable management.**

Disable: An administrator could decide to disable a user that is subjected directly to its administration group or to an administration groups underneath.

Enable: An administrator can restore a disabled user directly subject to its administration group (or that belongs to an administration group underneath).

Step 1 – Search Users

Insert the appropriate search criteria in the *Search from* section.

Enable / Disable

1

Select users

Disable selected users

Enable selected users

Search Form

Search

Reset

User ID:

W2

contains

Email:

contains

First Name:

contains

Last Name:

contains

User status:

☐ All
 ☒ Enabled
 ☐ Disabled

Results

		User ID	First Name	Last Name	Email	Last Login Date	Status
	<input type="checkbox"/>	W2	BETTY	YOI	bett	2016-11-04 15:38:12	

In addition to basic searching criteria, you can optimize the search by using:

- **User Status**, which allows you to perform the query to a specific subset of users:
 - **All**: searches all users with no limitation;
 - **Enabled**: searches enabled user IDs;
 - **Disabled**: searches disabled user IDs.

To execute a query press the *Search* button (binoculars icon).

8 Clone User

The clone user function allow an administrator to clone an existing user in his/her organization, the new user can have all or part of the applications granted to the source user.

For the clone user function, following rules apply:

- An administrator can select as a source user for the clone function a user of his/her administration group or of a group underneath
- The new user will be created in the same administration group of the source user

To access the clone user function follow the path:

- **Global Home > Administration > User Management > Clone**

Upon selecting the *Clone User* menu option, a specific workflow is displayed.

Step 1: Search the user to be used as the template for the clone process.

To clone a user, select the user to be cloned by filling in at least one of the following fields:

- **User Name:** In this field, insert the USER ID.
- **Email:** Select the user based on the user's email address.
- **First Name:** Insert the first name of the user.
- **Last Name:** Insert the surname of the user.
- **User Status:**
 - **All:** Permits the administrator to search within the user IDs for all of the lists of the users belonging to that supplier organization's administration groups and to the administration groups underneath;
 - **Enabled:** Conducts a search within the enabled user IDs;
 - **Disabled:** Conducts a search within the disabled user IDs.

Clone User

User Completion: 1 Search User 2 Insert Data 3 Select Applications

4 Next Step ▶ Abort

Search Form

2 Search Reset

1

User ID: W2? contains

Email: contains

First Name: contains

Last Name: contains

User status: ☐ All ☒ Enabled ☐ Disabled

Search User

Results

User ID	First Name	Last Name	Email	Phone number	Last Login Date
W2?	BETTY	YC	betty	24	2016-11-04 15:38:12

3

Next Step ▶ Abort

After inserting data into at least one field, click on the *Search* button (point 2 of the image above). To clear the search criteria and perform a new search, click the *Reset* button.

In the Results area, information will be displayed, that includes the data of the user searched for based on the criteria inserted. Select the user you want to clone by checking the box next to the user's name (point 3 of the image above) and click the Next Step button (point 4 of the image above).

Step 2: Fill in the personal data form of the user to be cloned.

➔ **WARNING:** After inserting personal data for users, not all of the fields can be modified later. Please make sure to accurately fill in these fields.

Clone User

User Completion: >

1

2

3

Search User

Insert Data

Select Applications

Previous Step

Next Step

Abort

Insert Personal Data

Supplier Code:

1500220415

TEST CODE - DCX PORTALADMINISTRATION

Main Interest Sector: *

Chrysler

Select Supplier Home Location code: *

57995

Is Administrator:

no

First Name: *

Cloned

Middle Name:

Last Name: *

User

Job Title:

Birthday Month: *

4

Day: *

1

Email Address: *

cloned.user@fakemail.com

Group Email Address:

Address 1: *

N.A.

Address 2:

Address 3:

Country: *

N.A.

City: *

N.A.

State/Province: *

Nebraska

Postal Code: *

10138

Phone Number: *

555-123456

Fax Number:

Mobile Phone Number:

Mandatory fields are highlighted with an asterick "*":

- **Main Interest Sector:** Choose a sector from the drop-down menu (e.g Chrysler for Chrysler Group);
- **Select Supplier Home Location Code:** Choose the supplier home location from the drop-down menu; this field is displayed and is mandatory if the **Main Interest Sector** chosen is **Chrysler**;
- **First Name:** Name of the user to be cloned;
- **Last Name:** Surname of the user to be cloned;
- **Email Address:** Email of the user to be cloned;

- **Address 1, 2 and 3:** Address of the user to be cloned. The field is already filled with the address of source user of the clone process. The field *Address 2* and *Address 3* are available for additional details, if needed;
- **Country:** Country of user to be cloned. The field is already filled with the address of source user of the clone process;
- **City:** City of user to be cloned. The field is already filled with the address of source user of the clone process.;
- **State/Province:** State/province of user to be cloned. The field is already filled with the address of source user of the clone process.;
- **Postal Code.** Postal code of the suer to be cloned. The field is already filled with the address of source user of the clone process.;
- **Phone Number:** Telephone number of user to be cloned;
- **Fax Number:** Optional field;
- **Mobile Phone Number:** Optional field.

When all mandatory fields are compiled click on the *Next Step* button.

Step 3: Select applications for the user to be cloned

Clone User

User Completion: >

1

2

3

Search User

Insert Data

Select Applications

Previous Step

Abort

Create User

2

Select Applications

Search Applications

Show Search Criteria

Search Results

Application Name	Bundle Code	
B2C Developer's Portal	BDO	Selected
Change Notice	ECA	Selected
Chrysler Quality Management System (CQMS)	EPQ	Selected
Chrysler Supplier Learning Center	LMS	Selected
Common Ship and Delivery Schedule (CSDS)	MNS	Request
Container Portal (CRATES/ACAP)	PP1	Request
Corporate Accounts Payable (CAP)	FCP	Request

1

Select the applications that you would like to assign to the cloned user. You can select only the applications that were previously assigned to the source user of the clone operation. You cannot choose the supplier code assigned to the selected applications. Actions on a cloned user's profile can be done only after the user has been created.

When all the needed applications have been selected you can select the *Create User* button.

When the user creation has been submitted a "success" message is displayed in a pop-up. The selection of the OK button inside the pop-up drives the application to the first screen; the application is then ready to start a new clone user operation.

9 Manage Applications

This section describes the Manage Applications function. To access this function follow the path:

- **Global Home > Administration > User Management > Manage Applications**

To modify the profile of a user, select the user for which you would like to change the profile by filling in at least one of the following fields:


- **User Name:** In this field, insert the USER ID.
- **Email:** Select the user based on the user's email address;
- **First Name:** Insert the first name of the user(s);
- **Last Name:** Insert the surname of the user(s).

After inserting the parameters, click on the Search button. To cleanse the search criteria and perform a new search, press the Reset button.

Search User

[Add Applications ▶](#) [Manage Applications ▶](#) [🗑️ Abort](#)

Search Form

 Search

Reset

User ID: ✕ contains

Email: contains

First Name: contains

Last Name: contains

Search User

Results						
	User ID	First Name	Last Name	Email	Phone number	Last Login Date
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

[Add Applications ▶](#) [Manage Accounts ▶](#) [🗑️ Abort](#)

In the Results area, information will be displayed that includes the data the user searched for according to the criteria inserted. Select one of the searched results by clicking on the grey square at the beginning of a row and the selection is highlighted

Search User

[Add Applications ▶](#) [Manage Applications ▶](#) [🗑️ Abort](#)

Search Form

[🔍 Search](#) [Reset](#)

User ID:

Email:

First Name:

Last Name:

Search User

Results

	User ID	First Name	Last Name	Email	Phone number	Last Login Date	
	W2*****	ROE	RUT	rr@c*****	10101	2017-01-23 14:26:11	

[Add Applications ▶](#) [Manage Accounts ▶](#) [🗑️ Abort](#)

Select Supplier Code(s) and submit your request.

Select Supplier Codes

User Completion:

1
2
3

Search User
Select Applications
Configure Applications

Previous Step
Submit
4
Abort

Select Supplier Codes

Reset All Assignment

Applications

	Bundle Code	Bundle Name	Select Role
	ECA	Change Notice	SC Chrysler Supplier
	EPQ	Chrysler Quality Management System (CQMS)	SC Chrysler Supplier
	LMS	Chrysler Supplier Learning Center	SC Chrysler Supplier
	SQP	SQP	Supplier NC Manager

Supplier Codes

	Supplier Code	Company Name	Sector
	0000040397	FAFURNEX SERVICES ENR S.R.L	EMEA
	40397	FAFURNEX SERVICES ENR S.R.L	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.

9.1.2 Manage Applications – Manage Applications

To modify a user account, select the Manage Accounts button from the Search Screen.

Search User

Add Applications ▶
Manage Applications ▶

Abort

Search Form

Search
Reset

User ID: W28028A contains
Email: contains
First Name: contains
Last Name: contains

Search User

Results

User ID	First Name	Last Name	Email	Phone number	Last Login Date
W28028A	ROE	RUT	rr@c	10101	2017-01-23 14:26:11

Add Applications ▶
Manage Accounts ▶

Abort

Select the application(s) you want to manage and click on the *Change Profiling* button.

User Application Manager

1
2

Select Application
Change Role / Supplier Code(s)

Return to Search Users
Change Role / Supplier Code(s) ▶
 Disable applications
 Enable applications

	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	CMV	
<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 checked="" type="checkbox"/>	W28028A	eVOs	

Make the profile changes needed and submit your request.

User Application Manager

1

2

Select Application

Change Role / Supplier Code(s)

Previous

Return to Search Users

Submit

4

Select Application

Reset All Assignment

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

Select Business Role

Business Role: Supplier

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"/>	3800220415	TEST CODE - DCX PORTAL	LATAM

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.

Additional functions in the Change Profile view

It is possible to remove an application from the list of the applications selected for configuration changes by selecting the trash can next to the application name. This action removes the application only from the change list and not from the list of user's granted applications.

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

10 Reset Password tool for Administrators

The Reset Password Tool for Administrators allows each Administrator to set a new initial password for users belonging to the Administrator's own supplier organization. In the event that a user is locked out of eSupplierConnect due to multiple wrong password log in attempts, an Administrator can reset it to the user according to the following guidelines:

- The Root Administrator can reset the password of each user of the organization.
- The SSA can reset passwords only for those users who belong to the administration group and any underlying administration groups that the Administrator manages.

➔ **Note: Only users with an Administrator role will be able to use the Reset Password Tool.**

To access the user profiling function follow the path:

- **Global Home > Administration > User Management > Reset Password**


To reset a password, select the user for which you would like to set a new initial password by filling in at least one of the following fields:

- **User Name:** In this field insert the USER ID.
- **Email:** Select the user based on the user's email address;
- **First Name:** Insert the first name of the user(s)
- **Last Name:** Insert the surname of the user(s)
- **User Status:**
 - **All:** Permits the administrator to search within the user IDs for all of the lists of the users belonging to that supplier organization's administration groups and to the administration groups underneath;
 - **Enabled:** Conducts a search within the enabled user IDs;
 - **Disabled:** Conducts a search within the disabled user IDs.

After inserting the parameters, click on the *Search* button. To cleanse the search criteria and perform a new search, press the *Reset* button.

In the *Results* area, information will be displayed that includes the data of the user searched for according to the criteria inserted. Select the appropriate action item you would like to perform and press the *Pencil* icon.

Search Form

 Search

Reset

User ID:


Email:


First Name:

Last Name:

User status: ☐ All ☒ Enabled ☐ Disabled

Results



User ID	First Name	Last Name	Email	Last Login Date	Reset Password
W2	BETTY	YOL	betty.jp.c...	2016-11-04 15:38:12	

The following screen is then displayed with the user's data. This allows for a final review before the password is officially reset.

[◀ Back](#) [✎ Reset password](#)

First Name:	DAVIDE	Supplier GSC:	1500040918
Middle Name:		Supplier Company Name:	
Last Name:	BATTISTONI	Home Location Code:	
Job Title:			
Birthday (Month/Day):	1	1	
Email:	Provaazione@gmail.com		
Group Email:			
Address 1:	Via Roma		
Address 2:			
Address 3:			
Country:	AND		
City:	RM		
State/Province:	RM		
Postal Code:	04753-110		
Phone Number:	654654654		
Fax Number:			
Mobile Number:			

To submit the reset password request, press the *Reset password* button, then confirm the reset by pushing the *Ok* button in the pop-up screen that appears.

11 Modify User Data

The Modify User Data for Administrators allows each Administrator to change the personal data for users belonging to the Administrator's own supplier organization according to the following guidelines:

- The Root Administrator can modify the personal data of each user of the organization.
- The SSA can modify the personal data only for those users who belong to the administration group and any underlying administration groups that the Administrator manages.

To access Modify User Data function follow the path:

- **Global Home > Administration > User Management > Modify**


To modify the personal data of a user, select the user for which you would like to change the data by filling in at least one of the following fields:

- **User Name:** In this field, insert the USER ID.
- **Email:** Select the user based on the user's email address.
- **First Name:** Insert the first name of the user(s).
- **Last Name:** Insert the surname of the user(s).
- **User Status:**
 - **All:** Permits the administrator to search within the user IDs for all of the lists of the users belonging to that supplier organization's administration groups and to the administration groups underneath;
 - **Enabled:** Conducts a search within the enabled user IDs;
 - **Disabled:** Conducts a search within the disabled user IDs.

After inserting data into at least one field, click on the *Search* button. To clear the search criteria and perform a new search, click the *Reset* button.

In the Results area, information will be displayed that includes the data of the user searched for according to the criteria inserted. Select the appropriate action item you would like to perform and click the Pencil icon to the right of the user's information.

Search Form

 Search

Reset

User ID:

contains

Email:

contains

First Name:


contains


Last Name:

contains

User status: ☐ All ☒ Enabled ☐ Disabled

Results



User ID	First Name	Last Name	Email	Last Login Date	Modify User Data
W28	ROBERT	RL	rot	2017-01-13 04:42:46	

After clicking on the pencil button, the screen below is displayed with the user's data. As you prepare to make edits to the user's data, please note that:

- 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 email address not already used in the email field.

Once you have made the desired changes, click the "Save" button to complete the edits.

Select the "Back" button to return to the previous search screen without saving.

You can use the Modify User Data functionality to assign/revoke administrative rights to an end user. When an end user is configured to become administrator he will become the administrator of the Administration Group he belongs to.



To request a chrysler application, you must set Home Location Code

[Back](#) [Save](#)

Is Administrator:	<input type="text" value="yes"/>	Supplier GSC:	<input type="text" value="1500040918"/>
First Name:	<input type="text" value="DAVIDE"/>	Supplier Company Name:	<input type="text" value="RAIMECK COM IMPORTACAO E EXP"/>
Middle Name:	<input type="text"/>	Home Location Code:	<input type="text"/>
Last Name:	<input type="text" value="BATTISTONI"/>		
Job Title:	<input type="text"/>		
Birthday (Month/Day):	<input type="text" value="01"/> <input type="text" value="01"/>		
Email: *	<input type="text" value="Provaazione@gmail.com"/>		
Group Email:	<input type="text"/>		
Address 1: *	<input type="text" value="Via Roma"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
Country: *	<input type="text" value="AND"/>		
City: *	<input type="text" value="RM"/>		
State/Province: *	<input type="text" value="RM"/>		
Postal Code: *	<input type="text" value="04753-110"/>		
Phone Number: *	<input type="text" value="654654654"/>		
Fax Number:	<input type="text"/>		
Mobile Number:	<input type="text"/>		

12 Reporting

This section details the reports available in the system. In the reporting area, the user can access to detailed information about:

- Users;
- Applications;
- Administration Groups.

To access the reporting area follow the path:

- **Global Home > Administration > Reporting**

12.1 User Reporting

There are three different types of reports related to user information available from the *Reporting* menu:

- Select “User Detail” for general user reporting with search option;
- Select “Users by Organization” for the list of the user of the organization (without search option);
- Select “User Applications” for user reporting, with search option, focused on the applications and the codes granted to the searched users;

12.1.1 User Details

The *User Details* report allows searching for a user compiling the “Search From” fields and then clicking on “Search” button at the top of the form. The results of the search will be displayed in the “Users’ details” table

Search Form

Search

Reset

Display all users:

☒

Group Supplier Code:

Company Name:

contains

Sector Supplier Code:

User ID:

contains

Email:

contains

First Name:

contains

Last Name:

contains

Home Location:

User's region:

☐ NAFTA
 ☐ EMEA
 ☐ LATAM
 ☐ APAC

User's type:

☐ Root Administrators
 ☐ Basic Administrators
 ☐ End Users

User Status:

☐ All
 ☒ Enabled
 ☐ Disabled

Users' details

Enable / Disable

Reset Password

Modify Data

Profiling

Clone

Applications

Display Admin Group Structure

User By Organization

Export

	User ID	First Name	Last Name	Email	SSC Home Location	Region	Administrator	Enabled	Last Login date yyyy-MM-dd hh:mm:ss
	WT4004A	FDEA01	LDEA01	fdea01.ldea01...	0000040397		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017-01-23 04:19:30
	WT4005A	FDEA02	LDEA02	fdea02.ldea02...	0000040397		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017-01-19 11:44:29
	WT4006A	FDEA03	LDEA03	fdea03.ldea03...	0000040397		<input type="checkbox"/>	<input type="checkbox"/>	
	WT4007A	FDEA04	LDEA04	fdea04.ldea04...	0000040397		<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Search field available are divided in:

- Supplier Data:
 - Group Code
 - Company Name
 - Sector Code and Region
- User Data:

- User ID
- Email
- First Name
- Last Name
- Home Location and Region
- User's Region
- User's Type
- User Status

Selecting the “Display all Users” check box will disable all the search fields allowing the administrator to retrieve the list of the administered users.

Select one of the searched results by clicking on the grey square at the beginning of a row. Once the selection is highlighted the system will complete the underlying tables with reporting information related to the selected user:

- Terms and Conditions;
- User's Admin Group;
- Own Supplier Security Administrators;
- Root Supplier Security Administrator;
- Applications Granted;
- Supplier Code Assigned

Users' details								
		Enable / Disable	Reset Password	Modify Data	Profiling			
		Clone	Applications	Display Admin Group Structure	User By Organization			
Export								
User ID	First Name	Last Name	Email	SSC Home Location	Region	Administrator	Enabled	Last Login date yyyy-MM-dd hh:mm:ss
W2	Ti	ST	TA	57		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
W2	Ri	SP	rol	57		<input type="checkbox"/>	<input type="checkbox"/>	
WC	M	Zul	mq	5		<input type="checkbox"/>	<input type="checkbox"/>	
WC	Bl	YO	be	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	2016-02-17 05:51:03
WC	Ki	HE	kh	5	NAFTA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2015-07-21 08:01:06

Terms and Conditions			
Export			
Title	Accepted At	Rejected At	Enabled
Terms & Cond for root admin	6/24/2013		<input checked="" type="checkbox"/>

Users' Admin Group			
Name:	TEST CODE - Root administration grou	Org. Code:	19
Admin Group ID:	18	Group Type:	Root Administration Group

Own Supplier Security Administrators						
Export						
User ID	First Name	Middle Name	Last Name	Email	Phone Number	Subscribed
W2	Ri	EL	Ri	rc	123-456-7890	<input type="checkbox"/>
W	LO		FO	mc	555-12345678	<input type="checkbox"/>
W	Ki		M	ka	555-1212	<input type="checkbox"/>

Selecting the “Export Apps, Codes and Roles” will allow the administrator to export all the applications accounts, codes and roles of the user selected in the “User Details” table.

12.1.1.1 User Details Reporting Actions

The *Users Details* report allows the access to a set of actions that ease the users' administration. After the execution of a search select one of the searched results by clicking on the grey square at the beginning of a row, once the selection is highlighted it is possible to execute one of the following actions for the selected user:

Modify Data	Please refer to chapter 11 “Modify User Data” for details about this function.
Reset Password	Please refer to chapter 10 “Reset Password tool for Administrators” for details about this function.
Enable/Disable	Please refer to chapter 7 “User Enable/Disable” for details about this function.
Clone User	Please refer to chapter 8 “Clone User” for details about this function.
Manage Applications	Please refer to chapter 9 “Manage Applications” for details about this function.
Applications	Please refer to chapter 12.1.4 “Applications” for details about this function.
Display Admin Group Structure	Please refer to chapter 12.2 “Admin Group Structure” for details about this function.
Users By Organization	Please refer to chapter 12.1.2 “Users by Organization” for details about this function.

12.1.2 Users by Organization

Selecting “Users by Organization” from the Reporting menu, the system displays all the users belonging to the Organization the user belongs to. Select one of the users in the “Users” table by clicking on the grey square at the beginning of the line. The selection will be highlighted and the system display an underlying list with reporting information related to the user selected:

- Terms and Conditions;
- User's Admin Group;
- Own Supplier Security Administrators;
- Root Supplier Security Administrator.

Search Users By Organization																																																																					
Organization Data																																																																					
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W3	LC		FC	mc	555-12345678																																																																
W1	K		MI	ki	555-1212																																																																

12.1.3 User Applications

When selecting “User Applications”, it is possible to search a user compiling the “Search from” tab fields, and then clicking on “search” button in the top of the tab.

The results will be shown in the “Users” underlying list. Select one of the searched results by clicking on the grey square at the beginning of the line. The selection will then be highlighted, and the system will complete an underlying list with reporting information related to the user selected that displays all the applications granted.

User Applications

Search Form

Search

Reset

Display all users: ☒

Supplier Code:

Company Name:

contains

Sector Supplier Code:

User ID:

contains

Email:

contains

First Name:

contains

Last Name:

contains

Home Location:

User Status:

☐ All
 ☒ Enabled
 ☐ Disabled

Users

Export

User ID	First Name	Last Name	Email	SSC Home Location	Region	Is Administrator	Is Enabled	Last Login Date
W2	Til	STI	TAI	57		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
W2	RC	SF	ro	57		<input type="checkbox"/>	<input type="checkbox"/>	
W2	Mi	ZI	mz	57		<input type="checkbox"/>	<input type="checkbox"/>	
W2	BI	YC	be	57		<input type="checkbox"/>	<input checked="" type="checkbox"/>	2016-02-17 05:51:03
W2	KI	HI	kh	57	NAFTA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2015-07-21 08:01:06

Applications Granted

Export Apps, Codes and Roles

Show export Legend

Application Name	Bundle Name	Bundle Code	Is Default
eSupplierConnect	Portal Bundle	000	<input type="checkbox"/>
Delivery Rating Improvement Verification (DRI/e)	Delivery Rating Improvement Verification (DRI/e)	DVE	<input type="checkbox"/>
Common Ship and Delivery Schedule (CSDS)	Common Ship and Delivery Schedule (CSDS)	MNS	<input type="checkbox"/>
Capacity Management	Capacity Management	PPD	<input type="checkbox"/>
CENTS - 3270	CENTS - 3270	VCE	<input type="checkbox"/>

Search field available are divided in:

- Supplier Data:
 - Group Code
 - Company Name
 - Sector Code and Region
- User Data:
 - User ID
 - Email
 - First Name
 - Last Name
 - Home Location and Region
 - User's Region
 - User's Type

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○ User Status

Selecting the “Display all Users” check box will disable all the search fields allowing the administrator to retrieve the list of the administered users.

12.1.4 Applications

Selecting “Applications” from the Reporting menu, the system displays the list of applications granted to the organization.

Available Applications

Applications

Export

App. ID	App. Name	Bundle Name	Bundle Code
1	eSupplierConnect	Portal Bundle	000
601	Delivery Rating Improvement Verification (DRIVE)	Delivery Rating Improvement Verification (DRIVE)	DVE
602	Customer Owner Information Network (COIN)	Customer Owner Information Network (COIN)	SRM
603	Common Ship and Delivery Schedule (CSDS)	Common Ship and Delivery Schedule (CSDS)	MNS
604	Accelerated Digital Asset Management (ADAM)	Advanced Digital Asset Management (ADAM)	DAM

Users' Accounts

Export Apps, Codes and Roles

Show export Legend

User ID	First Name	Last Name	Email	SSC Home Location	Region	Administrator	Enabled	Last Login Date
W2	Ch	OF	ro	57		<input type="checkbox"/>	<input checked="" type="checkbox"/>	2016-Feb-26
WC	TI	ST	TA	57		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WC	BE	YC	be	58		<input type="checkbox"/>	<input checked="" type="checkbox"/>	2016-Feb-17
W2	RC	RI	rok	57		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016-Feb-29
WC	RI	TH	ricl	57	NAFTA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2016-Jan-20

Supplier Codes Assigned

Export

Supplier Code / Role	Code Type	Sector System
57	Sector Supplier Code	PRUCLNT100

Selecting one of the applications in the “Applications” table will be displayed the Users’ account of the selected application.

Selecting one of the user’s accounts in the “Users’ Accounts” table will be displayed all the suppliers codes assigned to the selected application.

Selecting the “Export Apps, Codes and Roles” will allow the administrator to export all the accounts, codes and roles of application the selected in the “Applications” table.

12.2 Admin Group Structure

An administrator can access this area to have information about the Administration Groups of the supplier organization.

Selecting “Admin Group Structure” from the Reporting menu, the system displays the list:

Organization Data				
<div> <div>Export Administration Group Structure</div> </div>				
Organization Code:	15	Organization Name:	TEST CODE - Chrysler Portal Admin	
Admin Group				
<div> <div>Export</div> <div>ShowTree</div> </div>				
Administration Group ID	Group Type	Name	Organization Code	Parent Group ID
18i	Root	TEST CODE - Root administration group	19i	-1
18	Basic	TEST CODE - Basic administration group one	190	18i
18	Basic	TEST CODE - Basic administration Group two	19	18
Organization's Vendors				
<div> <div>Export</div> </div>				
Company Name	Company Name 2	Group Supplier Code	Sector Description	Supplier Sector Code
TEST CODE - DCX PORTAL	ADMINISTRATION	15i	NAFTA	57
TEST CODE-DCX PORTAL-IT DEVELOPERS	TEST CODE - DCX PORTAL	15	NAFTA	58
TEST CODE-DCX PORTAL-IT DEVELOPERS	TEST CODE - DCX PORTAL	150	NAFTA	58
TEST CODE-DCX PORTAL-IT DEVELOPERS	TEST CODE - DCX PORTAL	15i	NAFTA	57
TEST CODE-DCX PORTAL-IT DEVELOPERS	TEST CODE - DCX PORTAL	15i	NAFTA	57
Admin Group's Vendors				
<div> <div>Export</div> </div>				
Company Name	Company Name 2	Group Supplier Code	Sector Description	Supplier Sector Code
TEST CODE - DCX PORTAL	ADMINISTRATION	15i	EMEA	20
TEST CODE-DCX PORTAL-IT DEVELOPERS	TEST CODE - DCX PORTAL	15i	EMEA	21
TEST CODE-DCX PORTAL-IT DEVELOPERS	TEST CODE - DCX PORTAL	15i	EMEA	22

Select one of the administration groups by clicking on the grey square at the beginning of the line in the “Admin Group” table. The selection will then be highlighted, and the system will complete underlying lists that include reporting information related to the Administration group selected:

- Group Supplier Codes and Sector Supplier Codes of the Organization;
- Group Supplier Codes and Sector Supplier Codes of the Selected Administration Group
- Supplier Security Administrators of the Selected Administration Group.
- Users of the Selected Administration Group.

Selecting “Export Administration Group Structure” it is possible to export the structure of the administration groups of the organization with all the supplier codes assigned to each administration group.

The company organizational structure can be displayed by clicking on the “Show Tree” button in the top of the Admin Group list.

13 What's New

This section highlights all functionalities and features for Administrators that have been recently developed for their use. This section will be updated on an ongoing basis as new tools are developed.

To access the What's New section follow the path:

- **Global Home > Administration > What's New**

PART 3

COMMUNICATION

14 Bulletins and Alerts (Supplier Side)

14.1 *Bulletins*

Bulletins are information content made of text and attachment(s). These can be edited in more than one language and can be both published and sent via email to subscribers (if needed).

Supplier partners can display bulletins content, but the maintenance of bulletins is managed by the eSupplierConnect team.

The next paragraphs are specific to supplier users.

14.1.1 Bulletins Main Display

The main display section contains published bulletins and provides the following features:

- *Unread/Read* identifier for every bulletin (unique to the user);
- *New* identifier for every bulletin;
- *Urgent/Normal Priority* identifier for every bulletin;
- Direct access to *All List Display* component;
- Access to bulletin subscriber service.

14.1.2 Display All Live Bulletins

The Display All Live Bulletins component displays published bulletins and provides the following features:

- Configurable number of displayed bulletins (paging) or list of all published bulletins;
- *New* identifier for every bulletin;
- *Unread/Read* identifier for every bulletin(unique to the user);
- *Urgent/Normal Priority* identifier for every bulletin;
- Search on bulletins titles (excluding attachments);
- Access to bulletin subscriber service.

14.1.3 Display All Archived Bulletins

This section provides similar functionalities to the previous ones, but the search is conducted on all the archived bulletins.

14.2 Alerts

Alerts are text messages for the eSupplierConnect team to communicate something unusual. The alerts are public on the eSupplierConnect pages.

Only the eSupplierConnect team is able to create and/or modify Alerts.

The next paragraph is specific to supplier users.

There are 3 different types of alerts, which are indicated by the communication's level of relevance:



Informative. These are communications of information to suppliers with a low level of urgency.



Warning. These alert suppliers about important news affecting the system usability or the business processes.



Alarm. These communicate critical news that is severely impacting the system usability or the business processes.



Please note that you will see only Bulletins and Alerts suited for your use.

PART 4

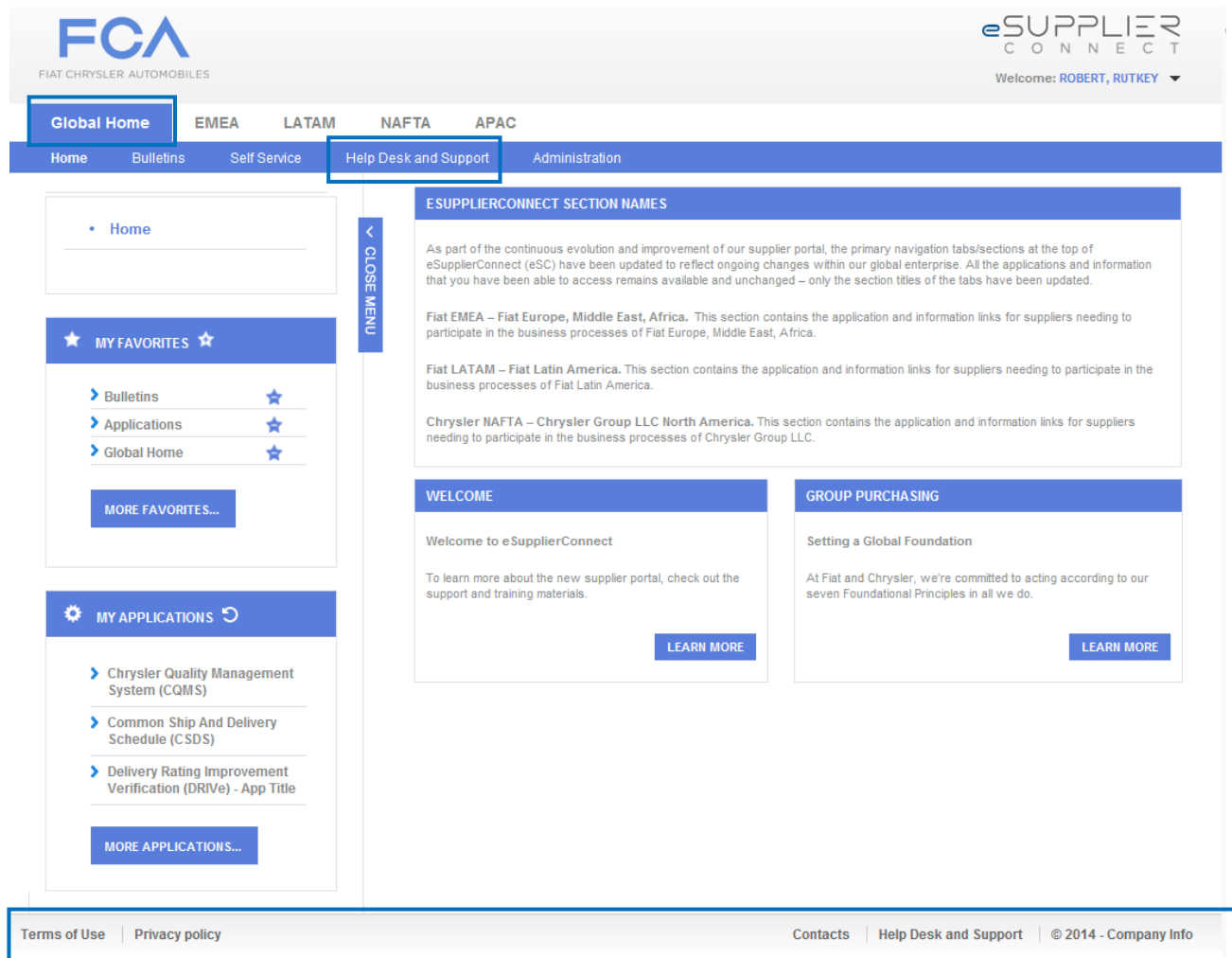
SUPPORT

15 Need Help?

This section explains what to do in case any problems arise or if you would like additional information about eSupplierConnect, and what is the support service offered.

The Support Area is reachable from two different links:

- Global Home;
- Footer.



The screenshot displays the eSupplierConnect portal interface. At the top, the FCA logo and 'FIAT CHRYSLER AUTOMOBILES' are on the left, and the 'eSUPPLIER CONNECT' logo with a user welcome message 'Welcome: ROBERT, RUTKEY' is on the right. Below the header is a navigation bar with tabs: 'Global Home', 'EMEA', 'LATAM', 'NAFTA', and 'APAC'. Under 'Global Home', there are sub-tabs: 'Home', 'Bulletins', 'Self Service', 'Help Desk and Support' (which is highlighted with a red box), and 'Administration'. The main content area is divided into several sections. On the left, there is a 'HOME' section with a 'Home' link, a 'MY FAVORITES' section with links to 'Bulletins', 'Applications', and 'Global Home', and a 'MY APPLICATIONS' section with links to 'Chrysler Quality Management System (CQMS)', 'Common Ship And Delivery Schedule (CSDS)', and 'Delivery Rating Improvement Verification (DRIVE) - App Title'. On the right, there is a 'ESUPPLIERCONNECT SECTION NAMES' section with a detailed announcement about portal updates and descriptions for 'Fiat EMEA', 'Fiat LATAM', and 'Chrysler NAFTA'. Below this are two boxes: 'WELCOME' with a 'LEARN MORE' button, and 'GROUP PURCHASING' with a 'LEARN MORE' button. At the bottom, there is a footer with links for 'Terms of Use', 'Privacy policy', 'Contacts', 'Help Desk and Support', and '© 2014 - Company Info'.

In the footer area (see Chapter 2.2 for the definition of “footer area”), there are links to help users with questions or issues concerning eSupplierConnect:

- **Need Help?**, this links to the following contents:
 - **Support Area**, this link contains all contents and useful information to solve your issue. These information are also replicated specifically in the following two main areas:
 - **Reference Material**, this links to the following contents:
 - **Manuals**
User guides that provide in-depth details on all sections of eSupplierConnect;
 - **Quick Reference Guides**
Quick learning modules that describe eSupplierConnect functionalities;
 - **Frequently Asked Questions (FAQs)**
Answers to commonly asked questions about new user registration, Covisint migration and more;
 - **Contact Help Desk**, This link takes you to two options for requesting support or help with a problem;
 - **Create a Ticket**
Visit the eSupport system to open a new ticket or check the status of an existing ticket;
 - **Call for Support**
Use these telephone numbers to contact the help desk over the phone.

15.1 Help Desk Support

The Help Desk options also include:

- **Create a Ticket:** Visit the eSupport system to open a new ticket or check the status of an existing ticket.
- **Note:** Login is required.
- **Call for Support:** Use these telephone numbers to contact the help desk over the phone.

Country	Language	Local number	Toll free number
International	English	+44-2033182510 (same as UK)	+800-85573586 (*)
Argentina	Spanish	+54-1152175860	0800-666-1239
Brazil	Portuguese	+55-1132301204	0-800-0380623
Canada	English	1-647-556-5988	1-800-841-1752 (same as US)
China	English	+86-400-120-0758	10-800-713-1504
France	English	+33-975181792	0800-910563
Germany	English	+49-305683700517	0800-181-9127
India	English	Not available	1-800-841-1752
Italy	Italian	+39-02-266002 618	800-555797
Mexico	Spanish	+52-5546242417	01-800-099-0297
Poland	Italian	+48-223071194	00-800-1410155
Serbia	English	Not available	0800-190-163
Turkey	English	Not available	00-800-8529-5936
UK	English	+44-2033182510	0-800-088-5543
USA	English	1-646-513-2694	1-800-841-1752
Venezuela	Spanish	+58-2123357483	0-800-100-4658

Notes

(*) When dialing a universal toll free number the caller must first dial the appropriate country's international access code (+).

When a user calls, he will be automatically directed to the 'Main Language' related to each number (e.g., Italy → Italian, USA → English and Brazil → Portuguese).

If the related language is not available because of the time zone, the call will be automatically redirected to the International Number (English).

15.2 Supported Browser

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

Browser	Version
Internet Explorer (IE)	<ul style="list-style-type: none">• Version 7• Version 8• Version 9 (Compatibility Mode)• Version 10
Firefox	<ul style="list-style-type: none">• Latest versions supported
Chrome	<ul style="list-style-type: none">• Latest versions supported
Safari on Mac OS	<ul style="list-style-type: none">• Safari 5.0 on Mac OS 10.5/6• Safari 5.1 on Mac OS 10.6/7• Safari 6.0 on Mac OS 10.8