

Date: 04.09.2019

MyInvoices Portal

Operating Guide



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1 Introduction

This manual provides instructions for using the Document Management Portal (MyInvoices) issued by suppliers to the companies of the FCA and CNHi groups, available by FCA Services in order to:

- use e-mail and / or direct upload to the portal to send documents
- facilitate and speed up the transmission of documents from the supplier to the receiving company
- trace the reception of documents.

Legend

Customer or **client company**: means the company to which the supplier issues a fiscal document. **Supplier**: the person/entity who registers on the platform, signs conditions for electronically sending the documents, uploads the fiscal documents issued to the Customer.

Account: VAT Code indicated during registration, corresponds to the username.

Country: means the country of the client company.

1.1 Subjects who can register with the MyInvoices Portal

You can register all suppliers (any physical or legal entity, company or freelancer) who have a business relationship with certain FCA and CNHi Group companies whose list is visible when registering on the Portal.

You must have a VAT number or Fiscal Code and an email address that will be requested during registration to the site.

The Portal is constantly updated, consult the Help Desk section to find new companies added and request new qualifications.

1.2 System requirements

You can use the following browsers:

- Windows Internet Explorer® 11 or higher, the compatibility mode is as follows (open an IE page and F12 click):

F12 DOM Expl	orer Console	Debugger	Rete 🖻	Prestazioni	Memoria	Emulazione
ම _ ෆ						
Modalità			V	isualizzazione		
Modalità			O	rientamento	Orizzontale	~
documento	11 (Predefinito)	✓ 🚺	Ri	soluzione	Predefinito	~
Profilo browser	Desktop	~				
Stringa agente utente	Internet Explorer 11	(Pre 🗸	G	eorilevazione		

- Chrome starting from version 38
- Firefox from version 40.



1.3 Type of files allowed

In order to allow FCA Services to view and process documents correctly, files with the extension: .TIF, .TIFF, .7Z, .ZIP, .PDF are correct.

The pdf compliant files must not have the flag "Vis. High-speed web "enhanced, correct example extracted from Acrobat (Document Properties):

roprieta documento	0	7
Descrizione Prote	ezione Font Personalizz. Avanzate	
Descrizione		_
File:	Manuale MyInvoices_ITA_V01.pdf	
Titolo:	Microsoft Word - Manuale MyInvoices_ITA_V01.docx	
Autore:	gf03002	
Oggetto:		
Parole chiave:		1
Creato il:	: 15/12/2017 16:00:13	
Creato il: Modificato:	: 15/12/2017 16:00:13 : 15/12/2017 16:00:13	
Creato il: Modificato: Applicazione:	1 15/12/2017 16:00:13 15/12/2017 16:00:13 PScript5.dll Version 5.2.2	Vis. Web veloce: N
Creato il: Modificato: Applicazione: Avanzate	1 15/12/2017 16:00:13 15/12/2017 16:00:13 PScript5.dll Version 5:2:2	Vis. Web veloce: N
Creato il: Modificato: Applicazione: Avanzate Autore c	el PDF: GPL Ghostscript 8.15	Vis. Web veloce: N
Creato il: Modificato: Applicazione: Avanzate Autore c Versio	el PDF: GPL Ghostscript 8.15	Vis. Web veloce: N
Creato il: Modificato: Applicazione: Avanzate Autore c Versio Po	1 15/12/2017 16:00:13 15/12/2017 16:00:13 PScript5.dll Version 5:2.2 del PDF: GPL Ghostscript 8:15 one PDF: 1.4 (Acrobat 5:x) osizione: D:\UFFICIO\MyInvoices\Manuale\Italiano\	Vis. Web veloce: N
Creato il: Modificato: Applicazione: Avanzate Autore c Versio Po Dimensi	L 15/12/2017 16:00:13 : 15/12/2017 16:00:13 : PScript5.dll Version 5:2:2 del PDF: GPL Ghostscript 8:15 one PDF: 1.4 (Acrobat 5:x) sosizione: D:\UFFICIO\MyInvoices\Manuale\Italiano\ ioni file: 1,59 MB (1.669.475 Byte)	Vis. Web veloce: N
Creato il: Modificato: Applicazione: Avanzate Autore o Versio Po Dimensioni	I 15/12/2017 16:00:13 : 15/12/2017 16:00:13 : 15/12/2017 16:00:13 : PScript5.dll Version 5:2.2 del PDF: GPL Ghostscript 8:15 one PDF: 1.4 (Acrobat 5:x) sizione: D/UFFICIO\MyInvoices\Manuale\taliano\ ioni file: 1.59 MB (1:669:475 Byte) ipagina: 2.1597 x 27,937 cm	Vis. Web veloce: N

The resolution for a correct display of information written on the document is greater than or equal to 200 dpi.

Files with a lower resolution will be rejected.

PDF files should not be protected.



2 Login to the Portal

URL: https://fca-services.digtechs.com/myinvoices

Before starting the registration process choose the language, the system offers automatically "English":

	MyInvoi	ices - Suppliers	portal	
	Login			
	Password Login Reset password	Language en Don't have an account? Register now		 Username Password
Key to access the too with user ar	ol if provided	Key to access tool registration	the accredita	ation area for new





3 Registration to the Portal MyInvoices

The registration process on the MyInvoices Portal of FCA Services consists of three phases:

- 1. Entering personal data;
- 2. Choice of companies;
- 3. Acceptance of conditions (N.B.: only for some case studies additional documents are required to support the registration request to the portal for more information see Par. 3.4).

3.1 Step 1 – Entering personal data

To start the registration process, click on the "Register here" button and enter:

- VAT number or tax code (it will be your username)
- the Supplier Name (ie the company name)
- the Registered Office (or the nationality of your company)
- the e-mail reference (it will be used for sending further communications from us).

Enter the displayed Captcha code, example:

FCA SERVICES					DT Digital Technologies
	Register User				
	Enter the data: vat number and na will be issued. Your request will be	me of your company. Email address: this address v subject to FCA Services authorization. You will be	vill be sent to the notices. For every sir sent a notification email.	ngle VAT, an account	
	Company Vat Number	Company Name	eMail reference	Registered Office	
				Select an Option V	
		Enter Captcha to proceed.]		
		lwnOkz			
		Captcha			
	Next Step Cancel Registration				

When finished, click on Next Step.

Warning! If you specify a PEC email address, it is recommended to check the settings of your mailbox in order to accept our communications.

Company Vat Number	Company Name	eMail reference In case you enter a certified mail address in eMail reference field, please check that your mailbox accepts messages from a non- certified mail address	Registered Office Select an Option



3.2 Step 2 – Company Selection

Click on the "Add Rule" button to select the companies to which you invoice:

FCA SERVICES			DT Dig Tec	gital chnologies
	Routing Rules			
	E-Mail Channel rule definition: In o and related recipient.			
	Company Vat Number	Company Name		
	DFGS	GAFFGAFG		
	Next Step Cancel Registration	Add Rule		

For each company selected, you will need to write the email address with which you intend to send us your documents.

Type only one address at a time.

If you want to use multiple email addresses, select the same company again and write an additional email address. Up to 10 e-mail addresses are allowed.

Warning! The tool checks whether the e-mail address entered is already present in the database for another previously registered provider. If it is present, an error message will appear and you will need to enter a new one. Example of error:

Rule: from roberta.digregorio@fcagroup.con	to fcartalyspa-qa@invoicing.fcagroup.com already exist in the sys	em for another VAT Number	
VAT987654321	Ristorante XX		
From Address	Customer (G124) FCA ITALY S.p.A.	To Address fcaitalyspa-qa@invoicing.fcagroup	com 🗶
Next Step Cancel Registration			Add Rule

The system will immediately show you the email address of our companies, take note, will be the email to send your documents.



Example:

FCA SERVICES					DT Digital Technologies
	Routing Rules				
	E-Mail Channel rule definition: In o and related recipient.	rder to use e-mail document channel a set of rules must be (lefined. Each rule define allowed sender a	address	
	Company Vat Number	Company Name			
	DFGS	GAFFGAFG			
	From Address	Customer	To Address		
	prova1@prova.it	(1000) COMAU S.P.A.	comauspa-qa@invoicing.fcagroup.com	×	
	prova2@prova.it	(G025) CNH INDUSTRIAL NV	cnh_uk@invoicing.fcagroup.com	×	
	prova3@prova.it	(G124) FCA ITALY S.p.A.	fcaitalyspa-qa@invoicing.fcagroup.com	X	
	Next Step Cancel Registration			Add Rule	

3.3 Step 3 – Acceptance of conditions

Based on the nationality of the supplier and of the customer chosen to invoice, the system proposes the conditions to be read and signed for acceptance.

The conditions are always available for consultation in the Account Profile.

N.B.

Only for suppliers with a flat rate / advantage for which the use of this tool is allowed instead of sending paper documents to FCA Services offices that are exempt from electronic invoicing - whose nationality is "IT" which they bill to Italian companies ("IT"), the following information will appear:

Egregio fornitore Fornitore Prova srl IT12345678912, confermi di seguito di aderire a:				
Regime forfettario per gli autonomi di cui all'art. 1 commi 54-89 della Legge n. 190/2014.				
Regime di vantaggio per l'imprenditoria giovanile e lavoratori in mobilità di cui all'art. 27 commi 1-2 del D.L. n. 98/2011.				
Stai autocertificando di inviare i documenti tramite e-Mail e/o Upload web come da dettaglio dell'informativa a conferma avvenuta.				
Conferma				

Once the operation is confirmed, the system will show the agreement to be read and signed. The agreements are different depending on the country of the client company and may be required to sign different ones - it depends on the legislation of the individual country.



Example of Agreement Sequence:

FCA SERVICES		DT Digital Technologies
	Accept Agreement	
	Agreement supplier message: You must read all Agreement to go forward	
	Agreement A Company Name: GAFFGAFG	
	Company Vat Number: DFGS	
	Agreement C Company Name: GAFFGAFG Company Vat Number: DFGS	
	Agree Cancel Registration	

Click on Accept to continue or on Cancel registration to abort the entire operation (in this case no previously entered information will be written into our database).

At the end of the registration, an informative email will be sent to the mailbox indicated in Step1.

You will have to wait for the validation by the FCA Services staff.

Check your e-mail!

In case of acceptance of your registration request to the Portal, you will receive a summary email with the Username and the link to the portal where you can set the password for the first access.

In case of refusal you will receive an email with an indication of the motivation. If you wish, you can apply again for registration on the Portal.

From now, you will be able to access the MyInvoices Portal and the system will accept your documents that you have sent via email and/or upload.

Remember: it is the Supplier's responsibility to check the correct upload of documents on the platform through the website. Therefore, it is necessary to constantly access the tool. Below are the steps to access and use the tool.



3.4 Supplier that invoices to Polish companies ("PL")

If the Supplier selects one or more Polish Customer Companies it is required to sign a specific agreement for each client company chosen.

The system then sends an information email to the address of the supplier indicated by him in Step 1.

Email example:

SUPPLIER ALREADY REGISTERED

Dear User, to complete the request to add the following companies: [lista società] download the contracts, sign the files and upload the signed files. Use the following link for the operation: [link token] This email has been sent automatically. Please DO NOT reply to this message. Best regards FCA MyInvoices team

NEW REGISTRATION

Dear User,

we inform that your request to access to FCA MyInvoices Documental Platform was taken over. To complete the registration download the Polish companies contracts, sign the files and upload the signed files. Use the following link for the operation: [link token] This email has been sent automatically. Please DO NOT reply to this message. Best regards FCA MyInvoices team

In the mail there is a link (token) to a web page.

The Supplier is required to click on the link and follow the instructions to attach the scans of the signed agreement previously signed and send the same signed originals to the address indicated.

During the upload of the scans, the system will verify the format of the files, informing the supplier of any anomalies.

Only when FCA Services received the agreement in paper format, they will compare it with it what was loaded on the portal by the Supplier. Next they proceed to accept or refuse the supplier registration request depending on the result of comparison.



4 First access

Follow the instructions given by email and set the password.

The sending mail is <u>noreply@invoicing.fcagroup.com</u>

It is the responsibility of the supplier to verify that their e-mail system accepts e-mail reception from this sender address. Example of mail:

I ちびかい	¢ =	FCA MyInvoices Documenta	al Platform - User Validated - M	Nessaggio (HTML)	XOX	() YXXX	6	? <u>\</u>
FILE MESSAGGIO	Dictation Nuance PDF				\smile 0	- ror	\sim	0
🕞 Ignora 🛛 🗙	😥 🏠 🖳 🕅 Riunione	🕒 Inoltra a: Racca 🕒 Inoltra a:	🔺 🎍 🖬 Regole 🔹	🔂 📕	► at	A Trova	Q	
🗞 Posta indesid. 🗸 Elimina	Rispondi Rispondi Inoltra 📺 Altro	G-SUITE G-SUITE	▼ Sposta ↓ OneNote	Segna come Categorizza	Completa Traduc	i Elementi correlati *	Zoom	
Elimina	a tutti Rispondi	Azioni rapide	Sposta	da leggere 🗸 Categorie		Modifica	Zoom	~
giovedì 12/07/20	18 10:49							
FCA Mylpyoices	DICING.TCAGFOUD.COM							
A Di Gregorio Roberta (FCA)								
D. U.								
Dear User,								
Welcome to the FCA I Your site registration r	MyInvoices Documental Platform <u>h</u> equest has been approved.	ttps://fca-services.digtechs.com/myinv	voices/ reserved for the s	uppliers of the FCA ar	nd CNHi groups.			
Username: BE0439592	2518							
To complete your regis	stration you must set the password,	click on the following link:						
https://fca-services.dig	techs.com/myinvoices//ext/activatio	n user/8e9ad4af-917c-4543-b9a1-e0c	<u>c6606298b5</u>					
The password lasts 18) days, remember to change it perio	dically.						_
If you do not access th From the Login page	e portal for more than 180 days, yo you can manage the password chan	ur account will be blocked.						
For security reasons, th	ne password is not sent by mail, it is	recommended to write it and keep it	in a safe place.					
For more information of	on how to use the tool, you consult	the user manual on the <u>https://fca-serv</u>	rices.digtechs.com/myinv	roices/				
		4						
This email has been set	nt automatically. Please DO NOT re	ply to this message.						
Best regards								

Follow the instructions given by e-mail and set the password.

FCA SERVICES	
	Inserire Password per attivare ulenza it112233
	La password deve contenere: • Un numero • Un carattere minuscolo • Un carattere minuscolo • Uno dei seguenti simboli speciali "@#\$%&" Nuova Password Conferma nuova Password
	Cambia Annulla

4.1 Failure to receive e-mail for account validation

If the supplier should find that the eMail with token is not delivered, simply send an email to the following address: <u>myinvoices technicalsupport@fcagroup.com</u> Please indicate the account under which the supplier has registered.

FCAS will send an e-mail with a new token to the e-mail address you indicated as e-mail for communications (par.3.1).



5 Initial mask

Dedicated area to upload documents	Dedicated area to search documents	Area dedicated to the request of new companies to be enabled	Contacts	Agreemen signed	t
UPLOAD	Gestione regole Help Desk Accordi			Lingus J# ~	FORNITORE SPA 🌢 ~
Seleziona Società Seleziona Valore	T				
Seleziona Società File Permessi: TIF La dimensione de Trascina i file all' i Aggiungi File	a! F, TIFF, PDF, 7Z, ZIP. Is singoli file non deve superare i 5 interno della pagina oppure clicca nizia Caricamento	MB. su "Aggiungi File". Clicca su "Inizia Cai	ricamento" per eseguire l' upload.		
Pic. 1				A	ccount Profile

Portal language choice

The mask shown in Pic. 1 is divided into sections:

1. **UPLOAD**: you can upload your documents directly from the site instead of sending them via email.

In this section we ask you to select the company to which you are invoicing.

Then drag your files or use the "Add File" button. Follow the instructions written on the page for the file formats that you can attach. To start uploading, click "Start Loading".

Follow the upload status and the result:



(1000) COMAU S.P.A.	× *						
Select customer first!							
Allowed file formats: TIF, TIFF, PDF, The size of each file must not exceed Drag files inside Page or click on "AD + Add ties	Allowed file formats: TIF, TIFF, PDF, 7Z, ZIP. The size of each file must not exceed 5 MB. Drag files inside Page or click on "ADD Files" Button. Click "Start Upload" to finalize action. + Add fles.						
	49746415.pdf File Uploaded	13.4 KB					

RECOMMENDATIONS

In order to speed up the management of documents, if possible, we recommend that you follow these guidelines:

- attach the .pdf files to the mail with 1 document per file (1 PDF: 1 invoice)
- attach .ZIP files with N pdf files to each mail and for each 1 document only
- name files with invoice numbers, this will allow you to recognize documents faster.

The invoices must be integrated with any attachments in the same file (pdf, tiff, zip, 7z) loaded on the platform.

Any documents other than invoices will be rejected.

2. Search: in this section you can view your documents:

Upload Sear	rch Rule Management Help De	esk Agreements Ac	tions ~				Language 🏁 🗸	Roberta spa 🛎 🗸
Customer			Filename	Source Channel	Mail Sender		Mail To	
Select an Option		v		Select an Option	v			
Load Date			N. Pages	Internal ID				

Search Reset	II conten	lf museu	If courses	if under	17 u p	lf marcada	lf mare	ti.
Internal ID	customer	riiename	Source Channel	Load Date	N. Pages	Mail Sender	Mail 10	
3464	(1000) COMAU S.P.A.	49740415.pdi	OPLOAD	14/12/2017 15:15	3			
3161								

If you click on the single line, you can see the image of what you have uploaded:



Date: 04.09.2019

RVICES Upload	Search Rule Management Help Desk Agreements			Language 🏴 🗸 🛛 Roberta spa	
Document Info Internal ID Customer	3161 (1000) COMAU S.P.A.	P → □ 1 / 3 → 107%	▼ ∉® ∓ Strument	i Compila e firma Commento	
Filename	49746415.pdf	Easy Drive S.r.I.	FATTURA / INVOICE		
Source Channel	UPLOAD 14/12/2017 15:13 🗮	Caso Agrient 200, 10135 Tollino (TC) Cap.Soc. Euro 10.400,00 - Tel. 011/0043219 Reg.Impr.Torino/Cd.Fisc./P.IVA.n.06792900018	Documento nr. / Document Nr. 7001008451	Data documento / Document Date 07.06.2017	
N. Pages	3	Dir. e coord.: Fiat Chrysler Automobiles N.V. Codice Fornitore Easydrive n ⁴ 434402	Numero Ord. Acq. / PO Number	Data Ord. Acq. / PO Date	
Mail Sender Mail To		Cliente / Customer	Intestatario fattura / Bill to		
	Back	D.M.C. M.I. VENDITE USATO UDC 0253 CORSO SETTEMBRINI 215	D.M.C. M.I. VENDITE USAT CORSO SETTEMBRINI 215	D UDC 0253	

3. **RULE MANAGEMENT**: if you want to review the email addresses you indicated during registration and modify them, or request new companies, you can go to this section and apply for a new subscription.

FC	Upload Search Rule Management Help Desk Ag	greements		Language 🍽 🗸	Roberta spa 🌡 🗸
	From Address	Customer	To Address		
	roberta.digregorio@fcagroup.com	(1000) COMAU S.P.A.	comauspa-qa@invoicing.fcagroup.com		
	Confirm				Add Rule

Changing email addresses is not subject to approval and after your confirmation are active right away to allow you to send your documents.

The request to enable new companies, instead follows two simple rules:

a. if you request a company whose nationality is the same as the companies previously authori zed to you, there will be no authorization from FCA Services and you will automatically be enabled to send by email or upload your documents to the site.

We advise you to log out and log in to get the changes.

b. Instead, if you request companies of a different nationality from those previously authorized, you will be asked to review the agreements that the Portal itself will submit to you. Your request will be authorized (or refused) by FCA Services.

As a reminder you will receive a summary email of your request.

4. **HELP DESK**: in this section you will find the references in case you need help.



- 5. AGREEMENTS: you can consult the agreements you have accepted.
- 6. **LANGUAGE**: you can choose to view the site in Italian or English.
- 7. **PROFILE**: you can view the registration data, change the password, consult the FAQs and log out.



Remember that the password expires after 180 days.