

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.

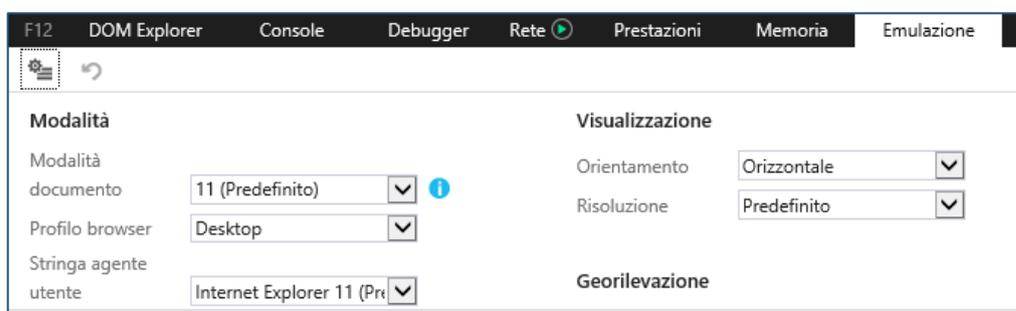
You must have a VAT number or Fiscal Code and an email address that will be requested during registration to the site.

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):

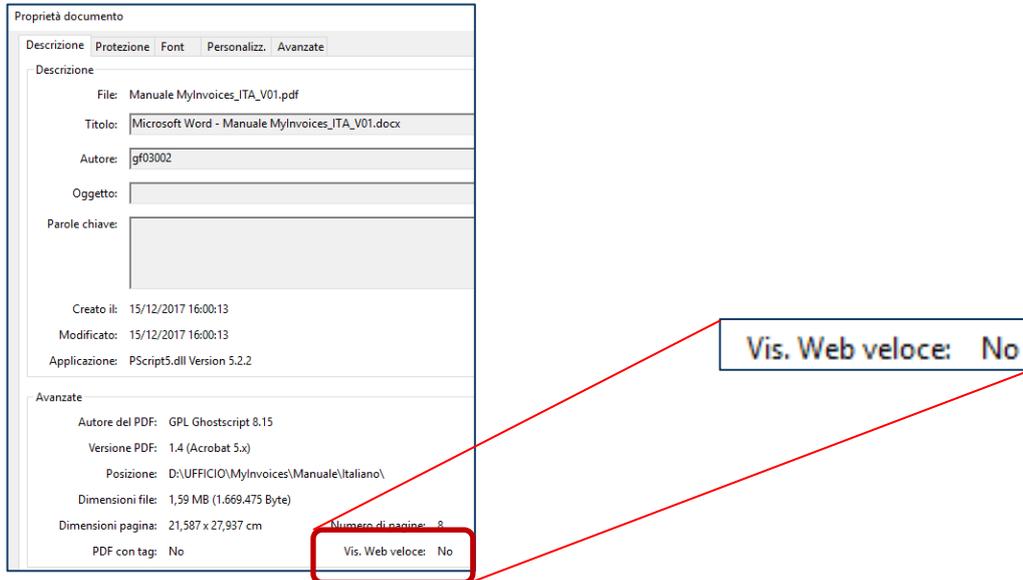


- Chrome starting from version 38
- Firefox from version 40.

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):



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":

The screenshot shows the 'MyInvoices - Suppliers portal' login interface. It includes a 'Login' header, a text input for 'Username', a password input for 'Password', and a 'Language' dropdown menu currently set to 'en'. Below these fields is a blue 'Login' button. Further down, there is a 'Don't have an account?' section with a blue 'Register now' button and a 'Reset password' link. Annotations with arrows point to the Username field (labeled 'Username'), the Password field (labeled 'Password'), the Language dropdown (highlighted with a red box), the 'Login' button, and the 'Register now' button.

Key to access the tool if provided with user and password

Key to access the accreditation area for new tool registrations

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:

The screenshot shows the 'Register User' form with the following elements:

- Company Vat Number:
- Company Name:
- eMail reference:
- Registered Office:
- Captcha:
- Buttons: 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.

The close-up shows the 'eMail reference' field and the following warning message:

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

3.2 Step 2 – Company Selection

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

For each company selected, you will need to write the email address with which you intend to send 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.com to fcailalyspa-qa@invoicing.fcagroup.com already exist in the system for another VAT Number

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

Example:

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
Close

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:

The screenshot displays a web interface titled 'Accept Agreement'. At the top left is the 'FCA SERVICES' logo, and at the top right is the 'DT Digital Technologies' logo. Below the title, there is a message: 'Agreement supplier message: You must read all Agreement to go forward'. The main content area contains two scrollable boxes, each representing an agreement. The first is 'Agreement A' with 'Company Name: GAFFGAFG' and 'Company Vat Number: DFSG'. The second is 'Agreement C' with the same company details. At the bottom of the interface, there are two buttons: 'Agree' and 'Cancel Registration', which are enclosed in a red rectangular box.

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.

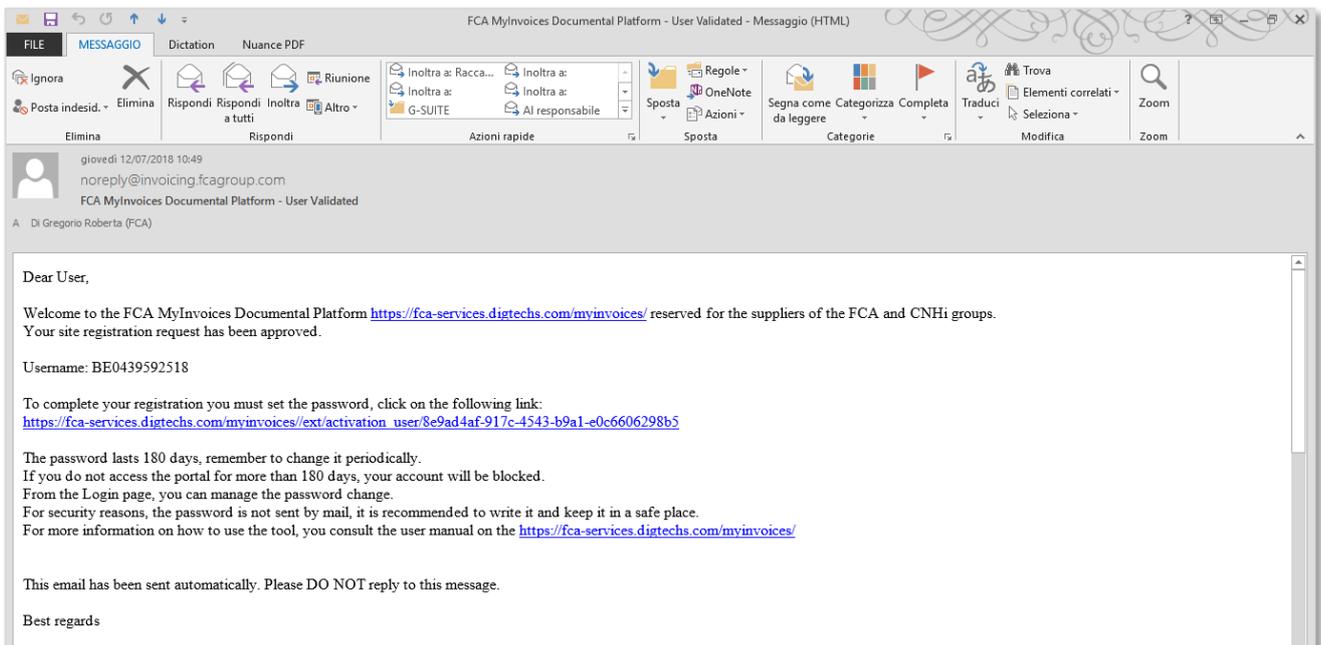
Only when FCA Services received the agreement in paper format, they will compare it with it what was loaded on the portal by the Supplier. Next they proceed to accept or refuse the supplier registration request depending on the result of comparison.

4 First access

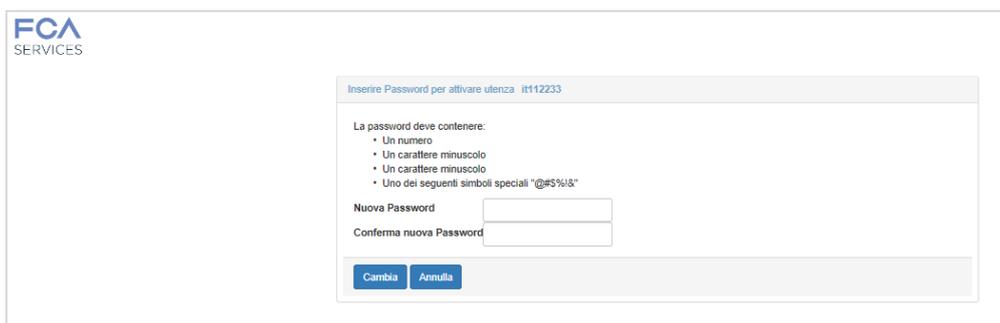
Follow the instructions given by email and set the password.

The sending mail is noreply@invoicing.fcagroup.com

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:



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



The form is titled "Inserire Password per attivare utenza it112233". It includes the following instructions and fields:

La password deve contenere:

- Un numero
- Un carattere minuscolo
- Un carattere maiuscolo
- Uno dei seguenti simboli speciali "@#%&'"

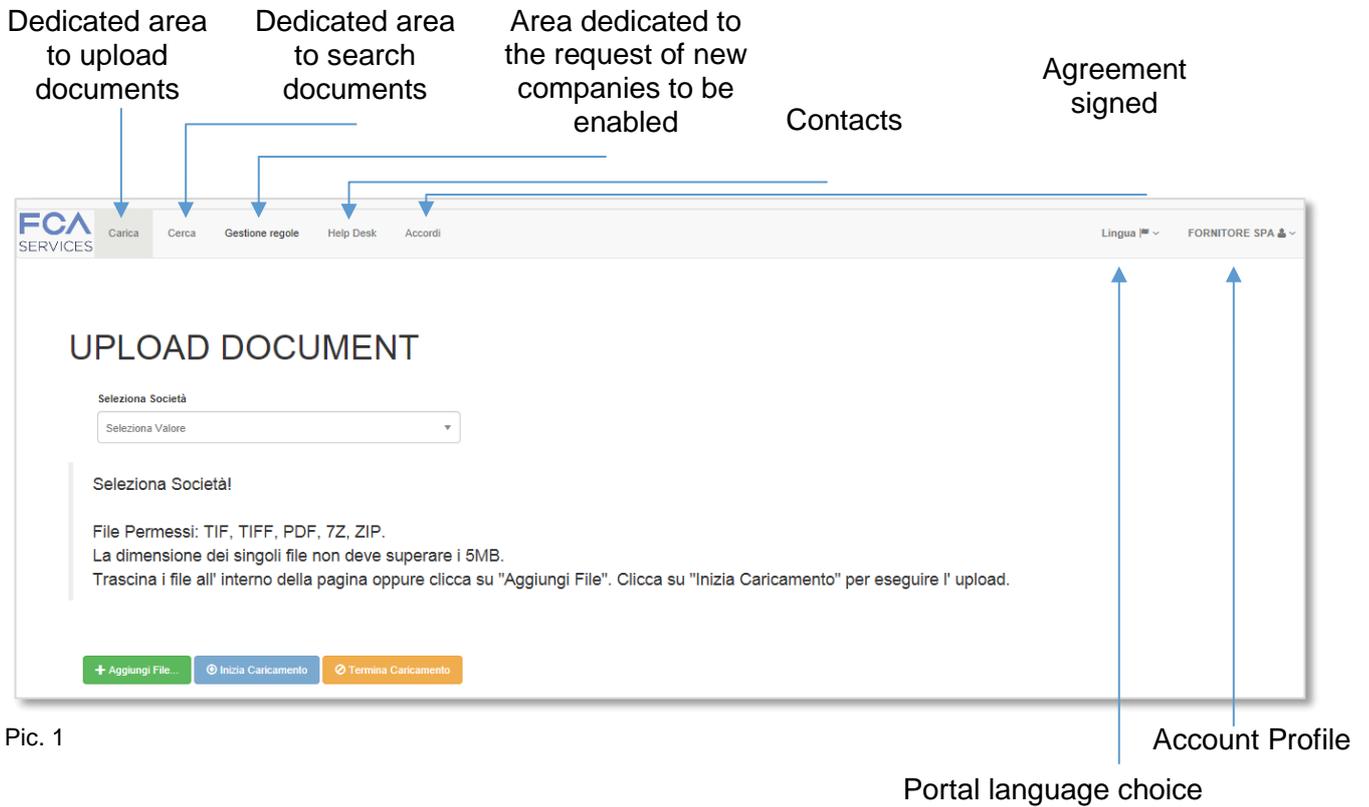
Fields for "Nuova Password" and "Conferma nuova Password" are provided, along with "Cambia" and "Annulla" buttons.

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: myinvoices_technicalsupport@fcagroup.com
 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



Pic. 1

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.

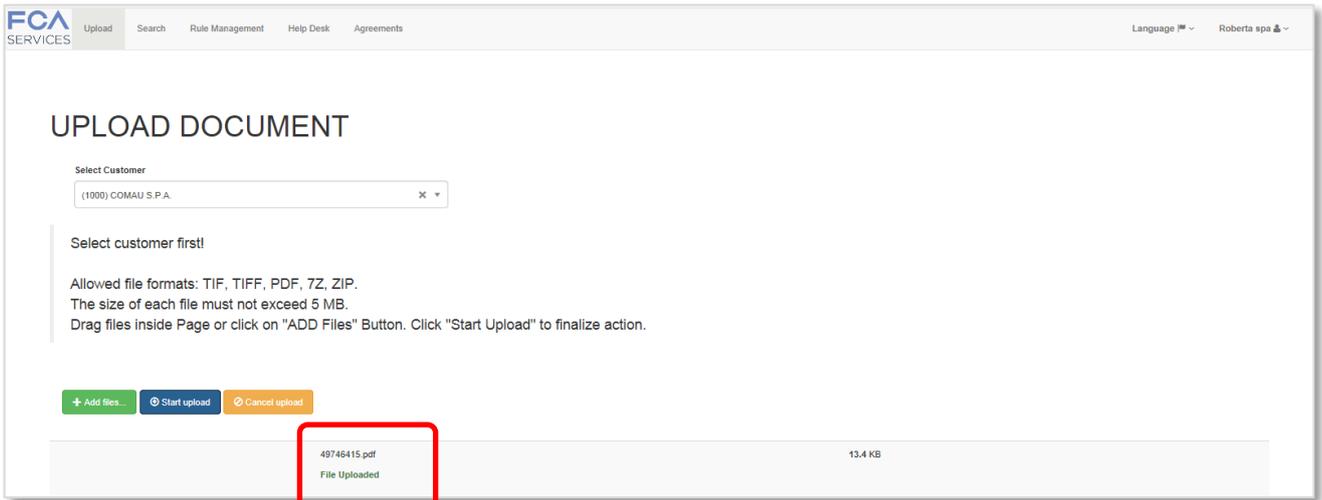
In this section we ask you to select the company to which you are invoicing.

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:



RECOMMENDATIONS

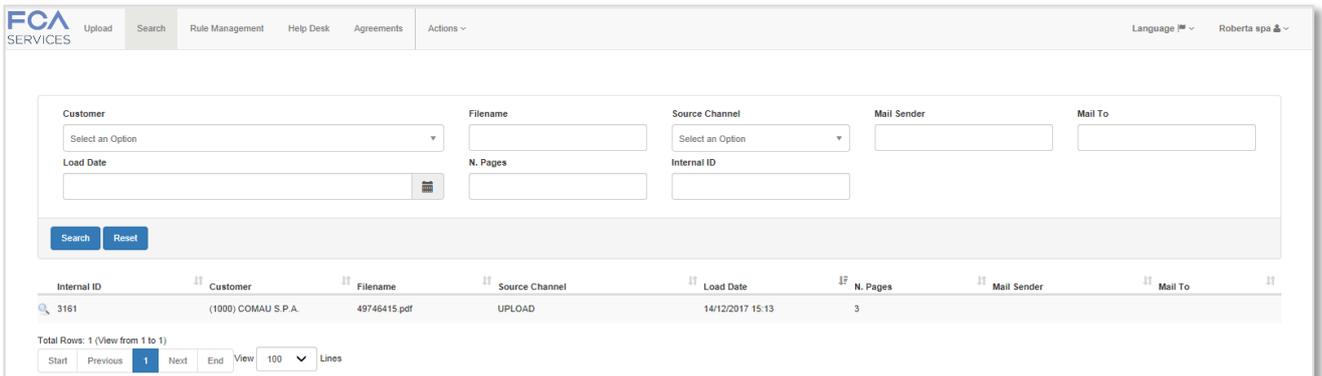
In order to speed up the management of documents, if possible, we recommend that you follow these guidelines:

- 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:



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

The screenshot shows the 'Document Info' section on the left and a preview of an invoice on the right. The invoice is titled 'FATTURA / INVOICE' and is from 'Easy Drive S.r.l.' to 'FCA ITALY S.P.A.'.

FATTURA / INVOICE	
Documento nr. / Document Nr. 7001008451	Data documento / Document Date 07.06.2017
Numero Ord. Acq. / PO Number	Data Ord. Acq. / PO Date
Cliente / Customer FCA ITALY S.P.A. D.M.C. M.I. VENDITE USATO UDC 0253 CORSO SETTEMBRINI 215	
Intestatario fattura / Bill to FCA ITALY S.P.A. D.M.C. M.I. VENDITE USATO UDC 0253 CORSO SETTEMBRINI 215	

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.

The screenshot shows the 'Rule Management' section with three input fields: 'From Address' (roberta.digregorio@fcagroup.com), 'Customer' ((1000) COMAU S.P.A.), and 'To Address' (comauspa-qa@invoicing.fcagroup.com). There are 'Confirm', 'Cancel', and 'Add Rule' buttons at the bottom.

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:

- if you request a company whose nationality is the same as the companies previously authorized 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.

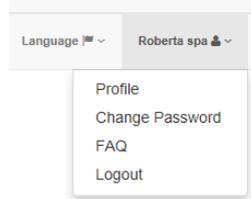
We advise you to log out and log in to get the changes.

- 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.