

# ACCESS TO BILBAO & E-RFQ / E-CONSULTATION

## SUPPLIER

(user guide)



### ❖ SUPPLIER WITHOUT ACCESS TO THE B2B:

- 1) The supplier without the access has to present his company [HERE](#) by using „[How to present your company](#)“
- 2) PSA/OV Buyer has to validate the request for the COFOR (Supplier Code) in MKA (Marketing Achats)
- 3) The supplier has to request the access to the B2B portal:

WELCOME PRESENT YOUR COMPANY **GET AN ACCESS** INFORMATION & DOCUMENTATION HELP & CONTACT

### REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

Only companies **referenced** by GROUPE PSA can access the private area on the B2B Portal. To obtain access to the B2B Portal, **your company** must have:

- a COFOR (supplier code on 10 characters made up of 6 characters, 2 spaces and 2 characters),
- requested access to the B2B Portal, using the online form
- accepted (online) the General Terms of Use for the B2B Portal and assigned a Partner Logic and Security Administrator (PLSA)

The service below will provide the appropriate forms according to your company's situation. If your company already has operational access, you can contact your Partner Logic and Security Administrator (PLSA) directly to ask for a personal login.

Company referenced? Company's status? **B2B access requested?** GTU accepted? B2B access opened? PLSA identified?

Please fill in the following information:

COFOR \*  Site Code

[I don't know my company's supplier code](#)

**START ANALYSIS**

WELCOME PRESENT YOUR COMPANY **GET AN ACCESS** INFORMATION & DOCUMENTATION HELP & CONTACT

### REQUEST AN ACCESS TO THE B2B PORTAL FOR YOUR COMPANY

COFOR \*  Site Code  **RESUME ANALYSIS**

✓ Company referenced ✓ Company's status : validated ✗ **No B2B access requested** GTU accepted? B2B access opened? PLSA identified?

**Your company has not yet requested access to the GROUPE PSA B2B Portal**

You must have a COFOR (supplier code) to access the GROUPE PSA B2B Portal. Each company must specifically request the opening of access rights.

To request access to the B2B Portal, you must provide the contact details of 2 people:

- [The Legal Representative](#)

This person will only be contacted when access to the GROUPE PSA B2B Portal is requested. Their role involves:

- accepting, in the name of the company they represent and for all the name-specific logins that will be opened for the company, the General Terms of Use for the GROUPE PSA B2B Portal
- appointing a B2B administrator (PLSA) for the company

**The legal representative will have 3 months to accept the General Terms of Use and to name the PLSA, beyond this period the request will be canceled.**

- [The B2B administrator \(PLSA\)](#)

Once access to the GROUPE PSA B2B Portal is opened, the PLSA is responsible for managing access to information and applications via the GROUPE PSA B2B Portal, on a strict "need-to-use"

**HELP**

How to choose the relevant contacts for this stage?

Start the process to open access to the B2B Portal for your company by completing the following form:

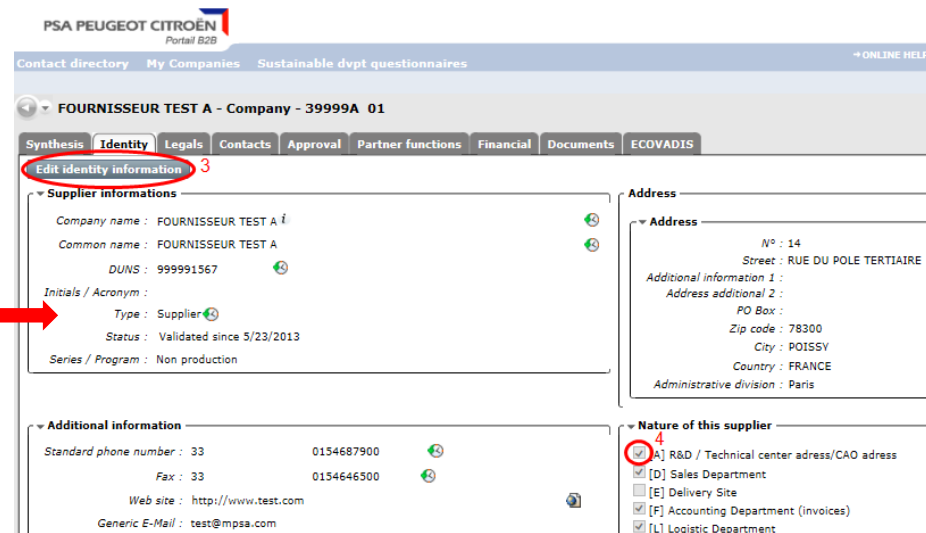
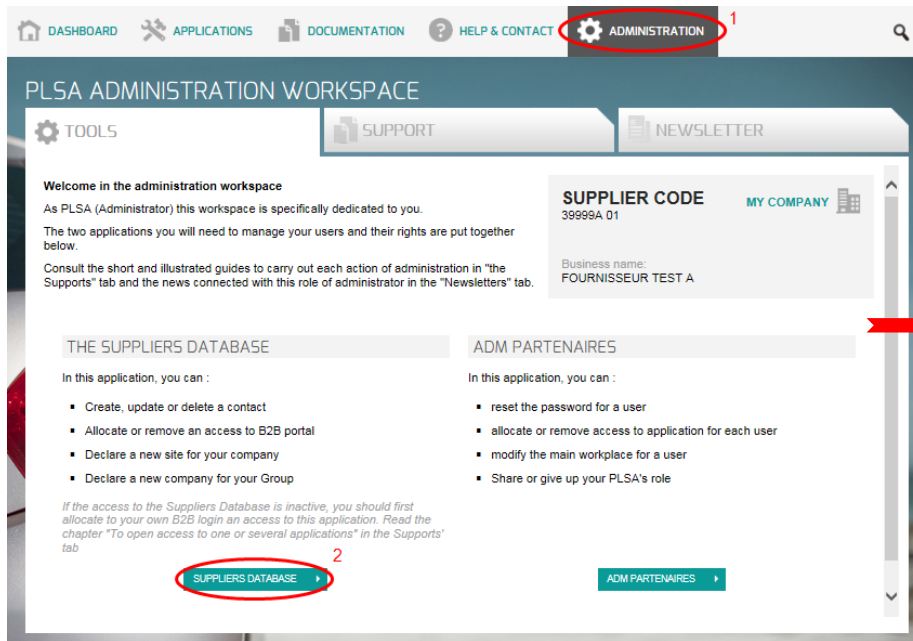
**Request an access to the B2B Portal for my company.**

Have you got a question about this step? [Contact the B2B Portal Assistance.](#)

- 4) After the validation of the request by the PSA Groupe the supplier will receive the CGU (General Conditions). He has to validate it for the successful access to the B2B portal

### ❖ SUPPLIER WITH ACCESS TO THE B2B (ACCESS TO BILBAO):

- 1) The systems administrator (PLSA) for the company has to tick „[A] R&D / Technical center adress/CAO adress“ in the „Suppliers Database“:



- 2) The request has to be validated by the PSA Groupe

### ❖ SUPPLIER WITH ACCESS TO THE B2B (ACCESS TO BILBAO and E-RFQ / e-consultation):

- 3) The PLSA has to add the activity **Development**, **Manufacturing** or **Logistics (Bilbao)** and **Request For Quotation (e-RFQ / e-consultation)** to the user in the „ADM Partenaires“:

**PLSA ADMINISTRATION WORKSPACE**

Welcome in the administration workspace  
As PLSA (Administrator) this workspace is specifically dedicated to you.  
The two applications you will need to manage your users and their rights are put together below.  
Consult the short and illustrated guides to carry out each action of administration in "the Supports" tab and the news connected with this role of administrator in the "Newsletters" tab.

**SUPPLIER CODE** 39999A 01 **MY COMPANY**

Business name: FOURNISSEUR TEST A

**THE SUPPLIERS DATABASE**

In this application, you can :

- Create, update or delete a contact
- Allocate or remove an access to B2B portal
- Declare a new site for your company
- Declare a new company for your Group

If the access to the Suppliers Database is inactive, you should first allocate to your own B2B login an access to this application. Read the chapter "To open access to one or several applications" in the Supports' tab

**ADM PARTENAIRES**

In this application, you can :

- reset the password for a user
- allocate or remove access to application for each user
- modify the main workplace for a user
- Share or give up your PLSA's role

**SUPPLIERS DATABASE** **ADM PARTENAIRES**

**PSA PEUGEOT CITROËN B2B Portal**

→ ON-LINE HELP → CONTACT → APPOINT AN ADMINISTRATOR → ADMINISTER

→ Workplaces  
→ **Users** 3  
→ Navigate  
→ Search  
→ Search for activities

**Users**

27 Result(s)

Identifier	Last Name	First Name
MY000007	MY000007	
V012424	NOM	PRENOM

**PRENOM NOM - V012424**

[Change password](#) [Modify personal data](#) [Suspend](#)

**Identifier:** V012424  
**Last Name:** NOM  
**First Name:** PRENOM  
**E-mail:** pprf2002@mpsa.com

**Workplace** **Activities**

**Workplace code** S2BTE154  
**Company name** 39999A 01 - FOURNISSEUR TEST A

[Add a workplace](#) [Remove a workplace](#) [Allocate an activity](#) 5

## e-RFQ / e-consultation: Access (SUPPLIER)

**Allocation of a business**

Identifier: V012424  
Last Name: NOM  
First Name: PRENOM  
Workplace code: S2BTE154  
Company name: FOURNISSEUR TEST A  
Activities already allocated (family/activities)  
*Make your choice using add and delete then validate*

6

Add  
Remove

Suppliers Head Quarter  
Suppliers Development  
Suppliers Manufacturing  
Suppliers Quality  
Suppliers Purchasing / Sales  
Suppliers Logistics  
Suppliers Finance  
Suppliers Information Technology  
Suppliers Request For Quotation  
Suppliers Maquette numérique  
Test B2B Test SAIPA

click on

7

**Allocation of a business**

Identifier: V012424  
Last Name: NOM  
First Name: PRENOM  
Workplace code: S2BTE154  
Company name: FOURNISSEUR TEST A  
Activities already allocated (family/activities)  
*Make your choice using add and delete then validate*

Development  
Manufacturing  
Logistics  
Request For Quote

Add  
Remove

Warning : activity allocation will be effective after 30 minutes

8

4) The access to the applications should be active within **24h** from the time it was allocated