Table of Contents

I. Application Overview 2

A. Surcharge Web Application Overview 2

B. New user registration 3

C. Existing user login 4

D. Manage My Account update account information 5

E. Navigation 6

II. Receipts View 7

A. Entering Part Information 7

1. Navigating to Edit Info 7

2. Entering Part Data 8

3. Entering Assembly Data 9

B. Entering Rate Information 11

1. Navigating to Edit Rates 11

2. Entering Rates 12

C. Reviewing Receipts 13

1. Overview of Part Receipts 13

2. Part Receipts Detail Window 14

3. Disputing Receipts 15

III. Attachments View 16

A. Overview 16

B. Adding an Invoice 17

C. Adding an attachment 18

IV. Reports View 19

A. Overview 19

B. Run report 20

I. Application Overview

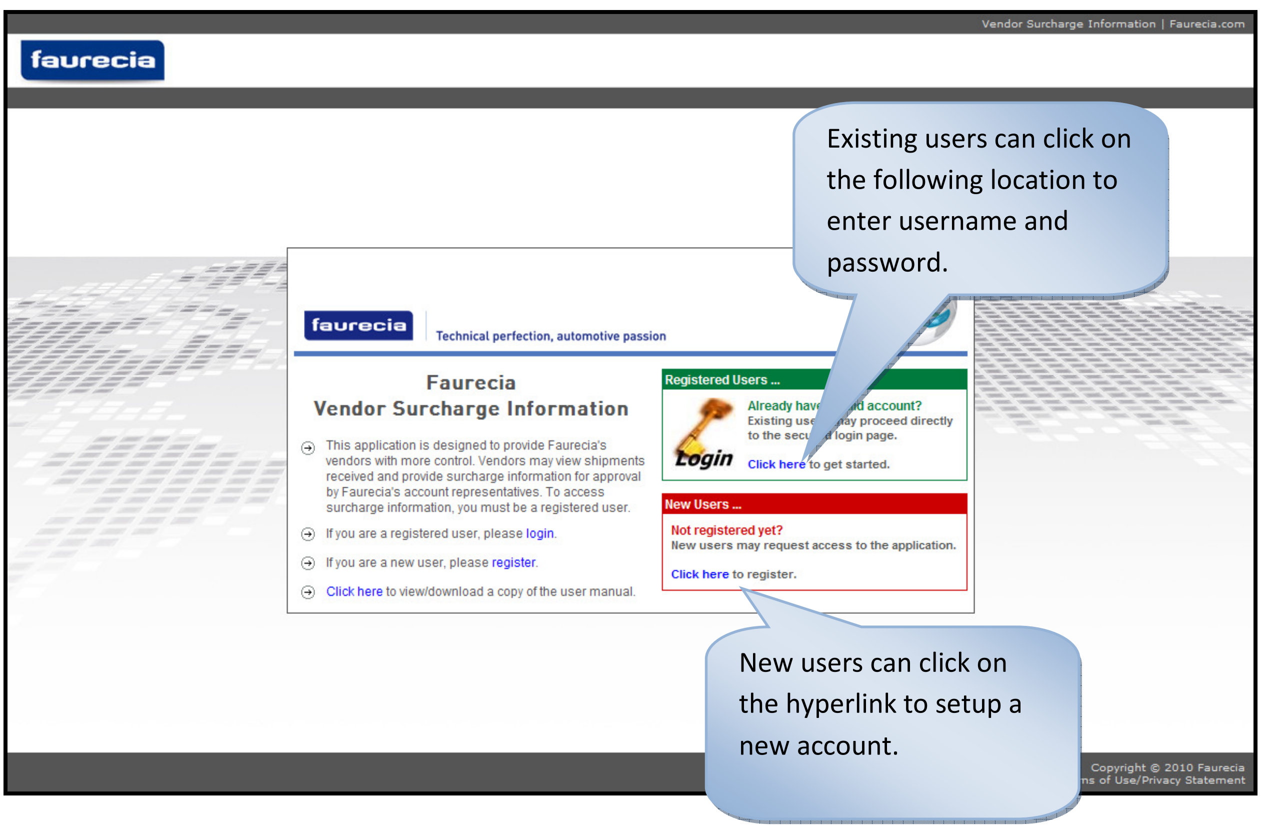
A. *Surcharge Web Application Overview*

This web application will be the new official collection point for vendor surcharges. It is based upon the old process, but has been streamlined to make it as painless as possible for all parties involved. The following user manual will take you through the entire new procedure.

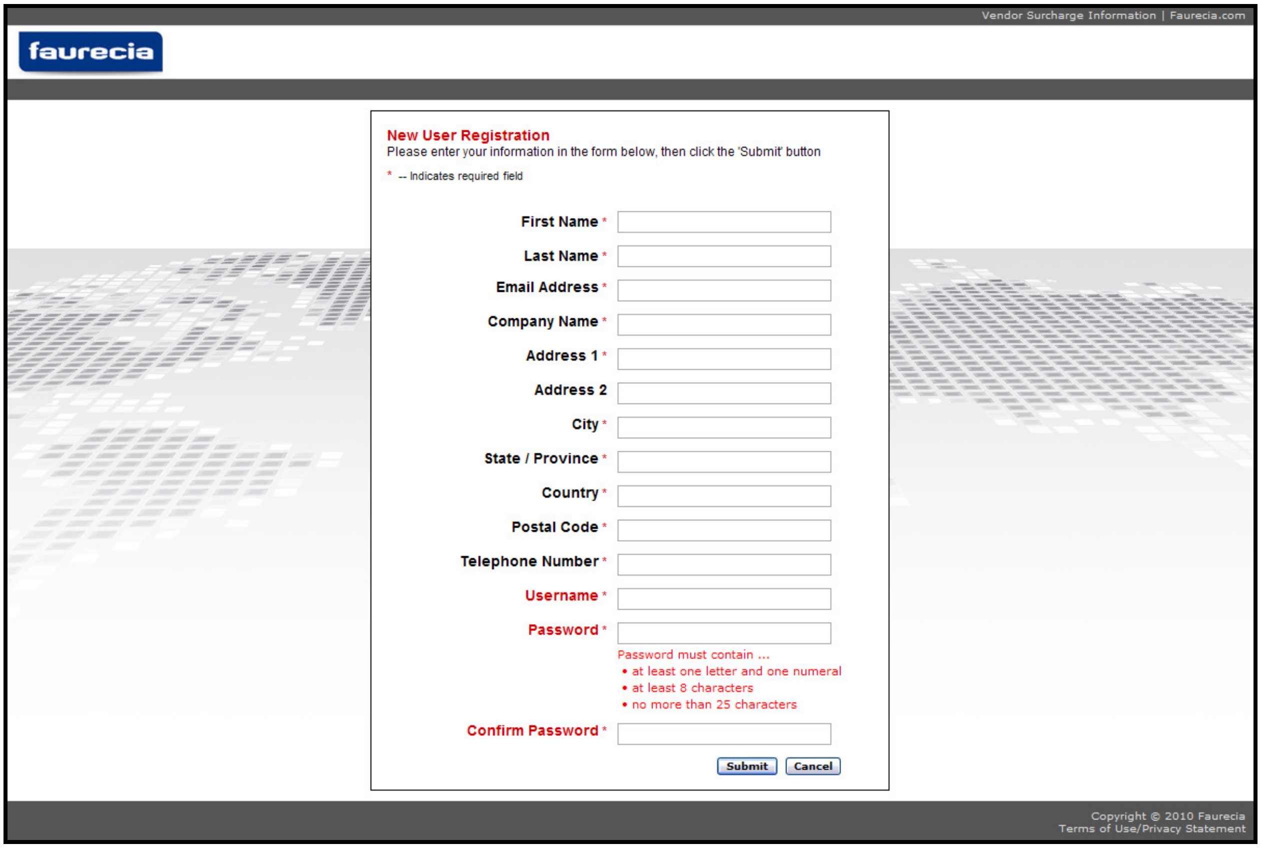
As per the old timelines all entries and attachments must be submitted by the 10th day of the month. All vendors must comply if they wish to be paid and any non-conformance or divergence from this process will result in late or no payments.

The surcharge web application will be located at the following address:
http://vsi.emcontechnologies.com/

Upon entering the portal you will be asked to do one of two things, either register as a new user or login if you are an existing user.

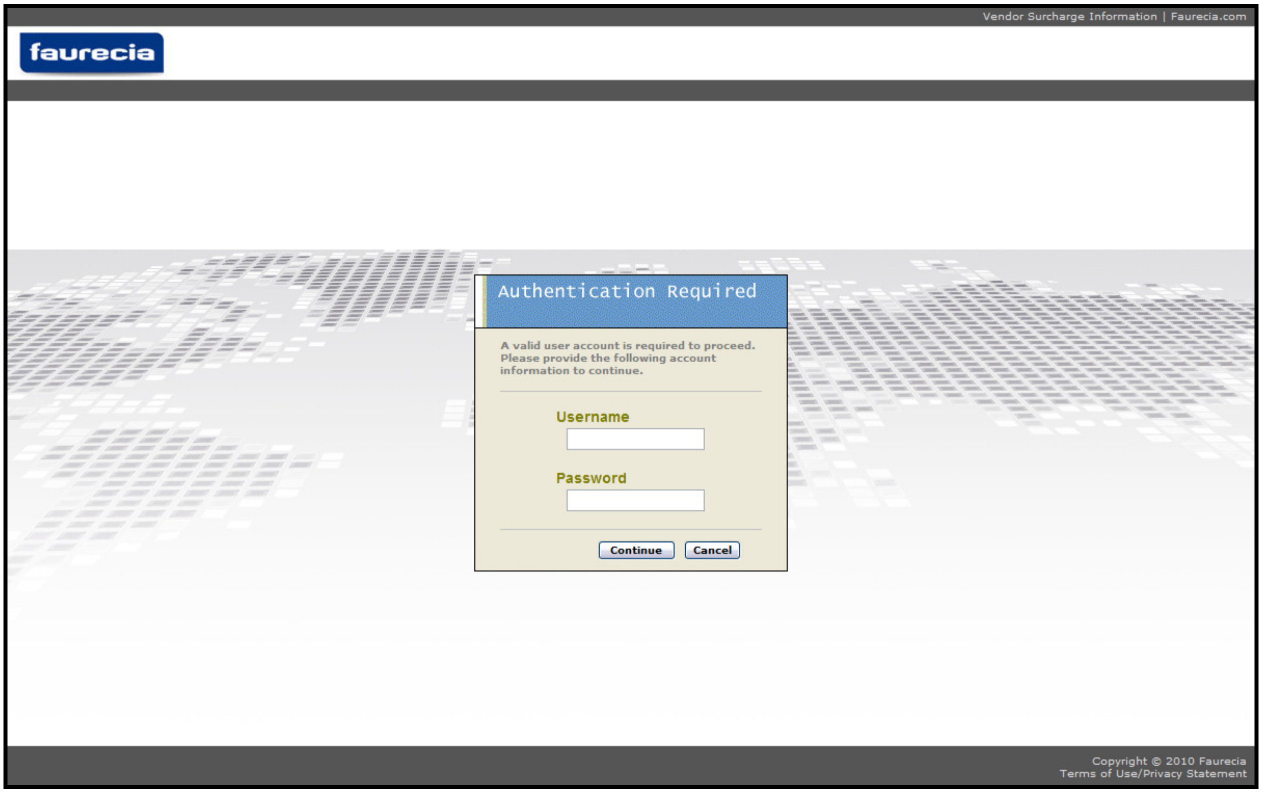


B. New user registration



Upon choosing to register as a new user you will be redirected to this screen in which you will have to fill in some information about yourself as well as choosing a username and password. Once this has been submitted the Faurecia Administrators will receive an email and will have to accept you as a new user before you can log into the site and start to do any work.

C. Existing user login

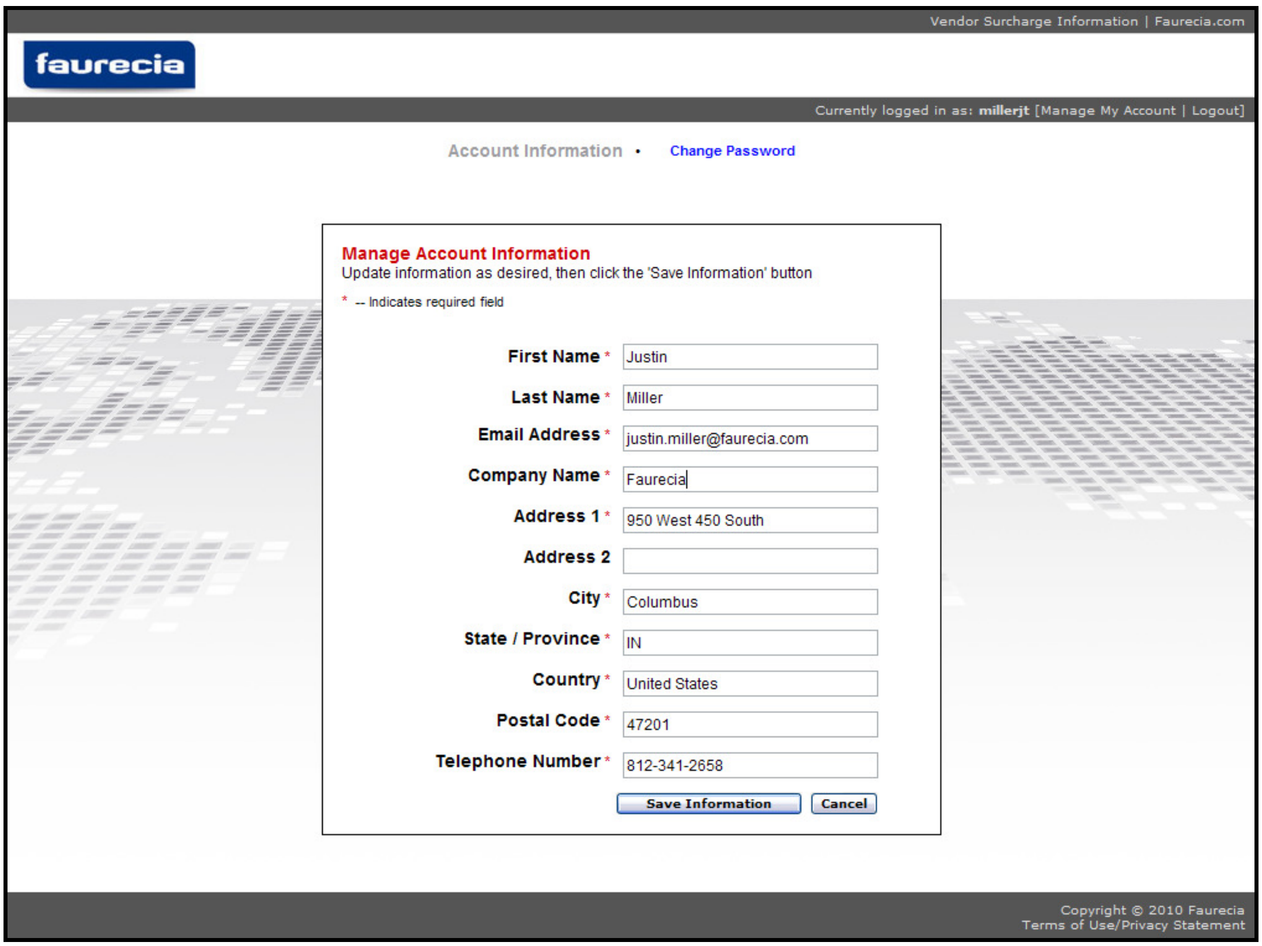


If you are an existing user you will be redirected to this screen in which you can enter your username and password that you have setup at the initial registration screen.

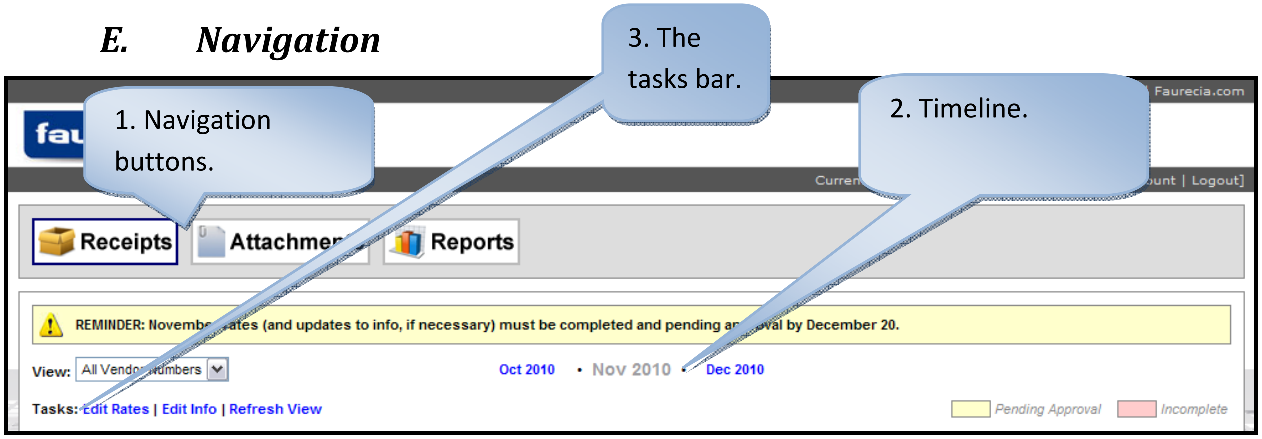
Users can click on the following location to manage their accounts!

D. Manage My Account update account

The following screen allows you to manage/update your personal information.



E. Navigation



1. Navigation buttons-

- Below the Faurecia logo are the three navigation buttons that allows users to move between the three different functions in the application.
- “Receipts” - This is where all the part data is shown and where you will be able to do most of the work required of you.
- “Attachments”- This is where you will be able to upload invoices and other necessary attachments.
- “Reports”- This is where you are able to download Excel reports of the surcharge amounts on a monthly/yearly basis.

2. Timeline

- The timeline allows you to look at three months worth of data by plant. The current month view will be defaulted, but you can navigate to the previous or next month’s view.
- You can only view the previous month’s data, but you are able to work on the current and next month’s data.

3. Tasks

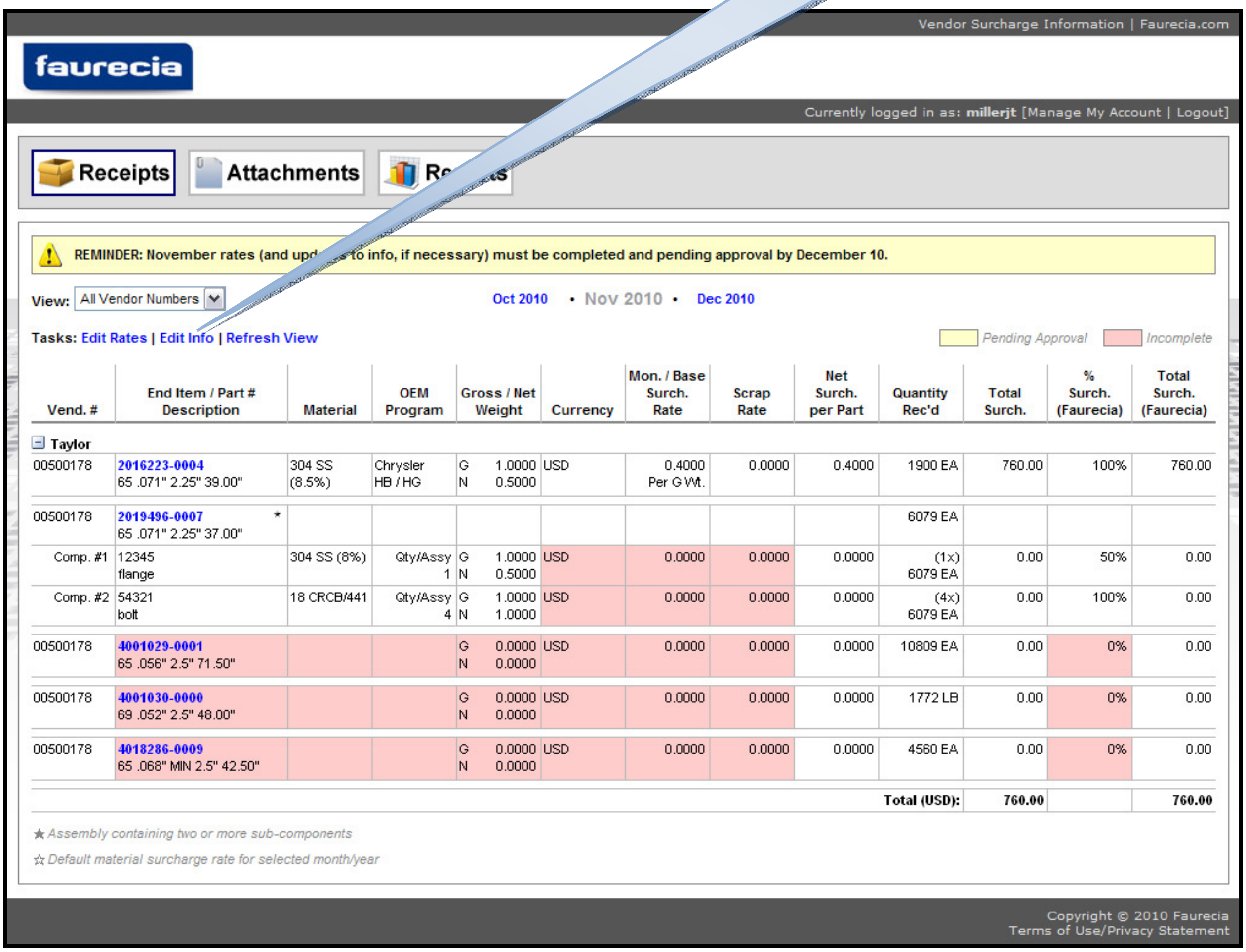
- The tasks section will be the area in which most of the work will be done. This section will allow you to edit the part information and the rates associated with each part.

II. Receipts View

A. Entering Part Information

1. Navigating to Edit Info

Click on the hyper-linked “Edit Info” button to start editing all the parts information.



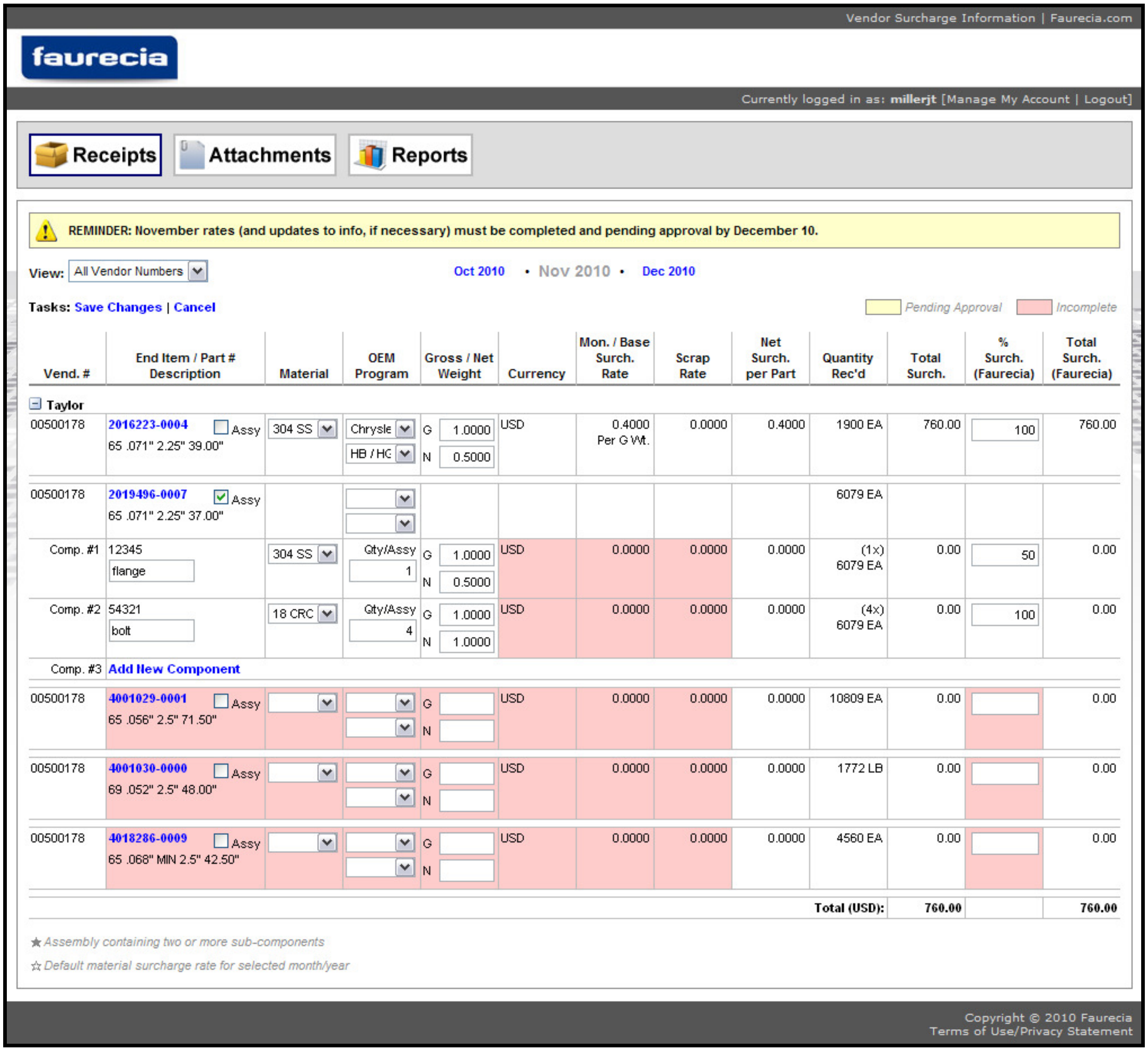
Vend. #	End Item / Part # Description	Material	OEM Program	Gross / Net Weight	Currency	Mon. / Base Surch. Rate	Scrap Rate	Net Surch. per Part	Quantity Rec'd	Total Surch.	% Surch. (Faurecia)	Total Surch. (Faurecia)
00500178	2016223-0004 65 .071" 2.25" 39.00"	304 SS (8.5%)	Chrysler HB / HG	G 1.0000 N 0.5000	USD	0.4000 Per G Wt.	0.0000	0.4000	1900 EA	760.00	100%	760.00
00500178	2019496-0007 * 65 .071" 2.25" 37.00"								6079 EA			
Comp. #1	12345 flange	304 SS (8%)	Qty/Assy 1	G 1.0000 N 0.5000	USD	0.0000	0.0000	0.0000	(1x) 6079 EA	0.00	50%	0.00
Comp. #2	54321 bolt	18 CRCB/441	Qty/Assy 4	G 1.0000 N 1.0000	USD	0.0000	0.0000	0.0000	(4x) 6079 EA	0.00	100%	0.00
00500178	4001029-0001 65 .056" 2.5" 71.50"			G 0.0000 N 0.0000	USD	0.0000	0.0000	0.0000	10809 EA	0.00	0%	0.00
00500178	4001030-0000 69 .052" 2.5" 48.00"			G 0.0000 N 0.0000	USD	0.0000	0.0000	0.0000	1772 LB	0.00	0%	0.00
00500178	4018286-0009 65 .068" MIN 2.5" 42.50"			G 0.0000 N 0.0000	USD	0.0000	0.0000	0.0000	4560 EA	0.00	0%	0.00
									Total (USD):	760.00		760.00

Once you are okay with all of the receipts you may now begin to work on the part’s info and surcharge rate data. Editing each part’s information will need to be done only once. The buyers will then have to approve the initial information and that will be carried over from month to month unless there are any changes.

On the other hand the rates will need to be updated on a monthly basis and will require the approval of the buyers as well. Supporting documentation on the rates used will need to be submitted each month as well.

To start editing the information on the parts received click on the “Edit Info” hyper-link in the “Tasks” section.

2. Entering Part Data


Vendor Surcharge Information | Faurecia.com

faurecia

Currently logged in as: **millerjt** [Manage My Account | Logout]

Receipts | Attachments | Reports

REMINDER: November rates (and updates to info, if necessary) must be completed and pending approval by December 10.

View: All Vendor Numbers — Oct 2010 • Nov 2010 • Dec 2010

Tasks: Save Changes | Cancel — Pending Approval — Incomplete

Vend. #	End Item / Part # Description	Material	OEM Program	Gross / Net Weight	Currency	Mon. / Base Surch. Rate	Scrap Rate	Net Surch. per Part	Quantity Rec'd	Total Surch.	% Surch. (Faurecia)	Total Surch. (Faurecia)
Taylor												
00500178	2016223-0004 Assy 65 .071" 2.25" 39.00"	304 SS	Chrysle HB / HC	G 1.0000 N 0.5000	USD	0.4000 Per G Wt.	0.0000	0.4000	1900 EA	760.00	100	760.00
00500178	2019496-0007 Assy 65 .071" 2.25" 37.00"								6079 EA			
Comp. #1	12345 flange	304 SS	Qty/Assy 1	G 1.0000 N 0.5000	USD	0.0000	0.0000	0.0000	(1x) 6079 EA	0.00	50	0.00
Comp. #2	54321 bolt	18 CRC	Qty/Assy 4	G 1.0000 N 1.0000	USD	0.0000	0.0000	0.0000	(4x) 6079 EA	0.00	100	0.00
Comp. #3	Add New Component											
00500178	4001029-0001 Assy 65 .056" 2.5" 71.50"			G N	USD	0.0000	0.0000	0.0000	10809 EA	0.00		0.00
00500178	4001030-0000 Assy 69 .052" 2.5" 48.00"			G N	USD	0.0000	0.0000	0.0000	1772 LB	0.00		0.00
00500178	4018286-0009 Assy 65 .068" MIN 2.5" 42.50"			G N	USD	0.0000	0.0000	0.0000	4560 EA	0.00		0.00
									Total (USD):	760.00		760.00

★ Assembly containing two or more sub-components

☆ Default material surcharge rate for selected month/year

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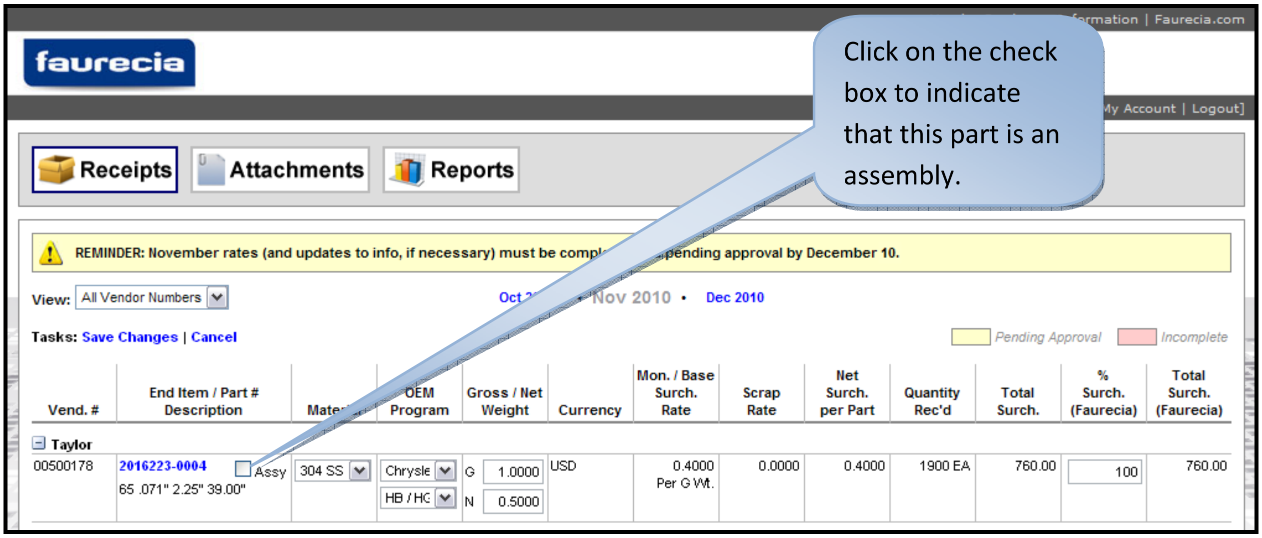
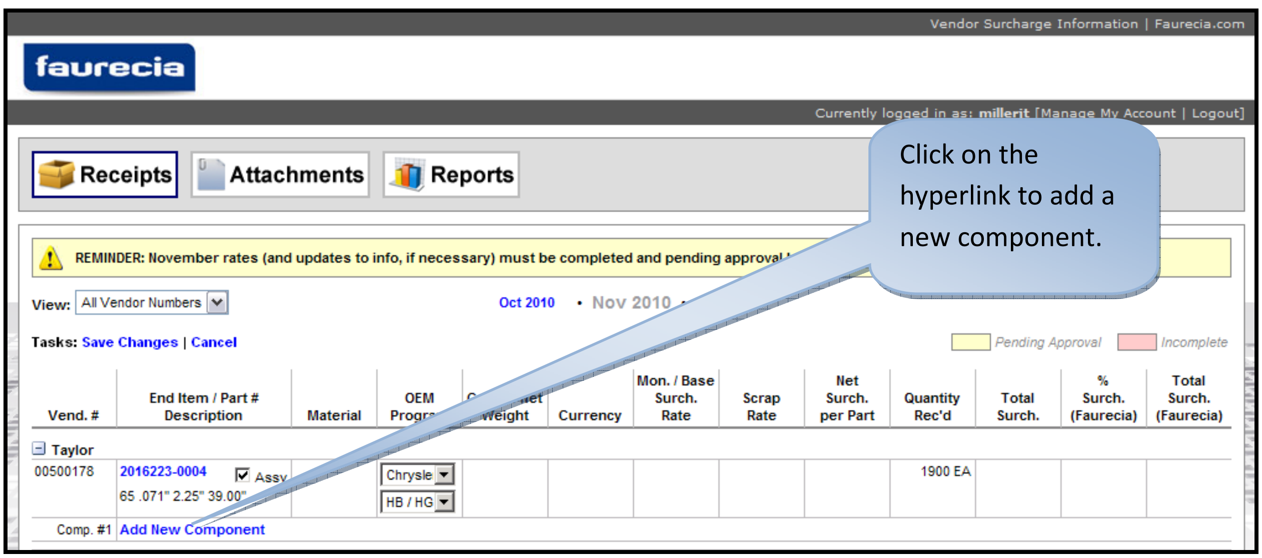
This is the "Edit Info" page, where you will provide further detail on the part numbers. Here you will add material type, OEM, program, weights, and Faurecia sharing percentage.

If the part is an assembly that contains more than one material type that has applicable surcharges then you will need to follow the steps below.

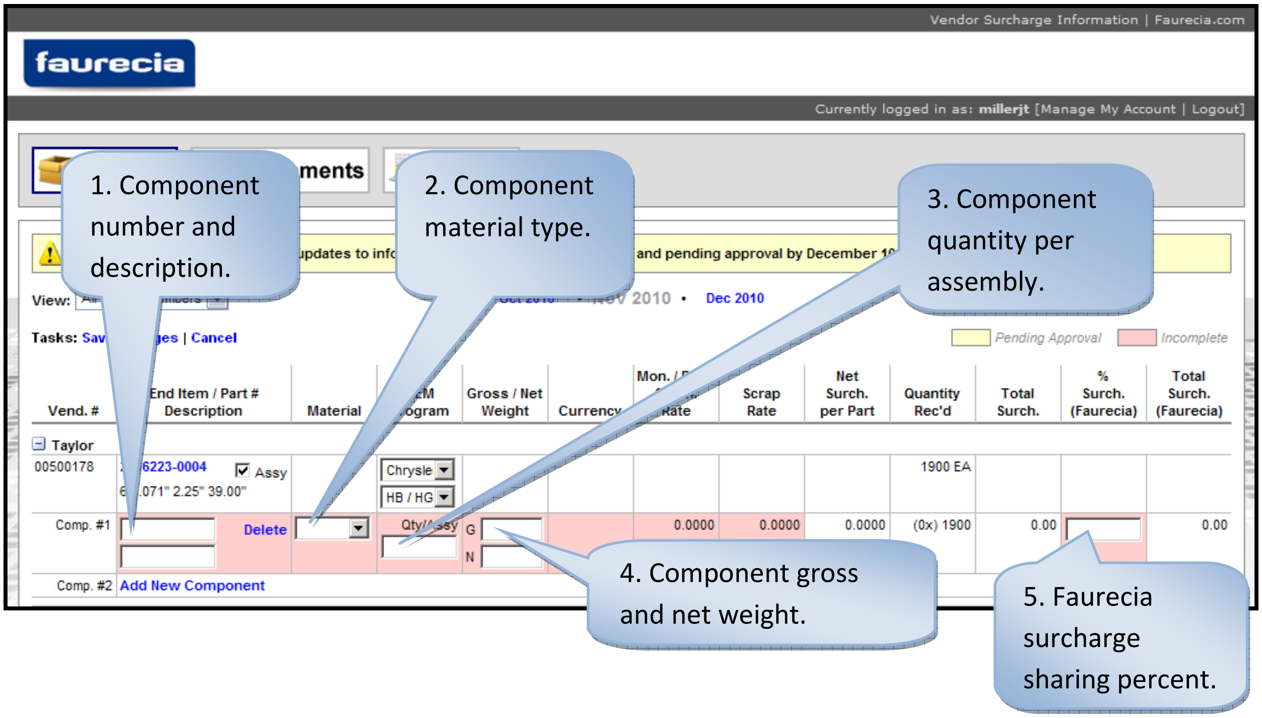
3. Entering Assembly Data



If a given part number is an assembly with multiple components that require separate rate entries, click on the “Assy” check-box to create the assembly breakdown.



Once you click on the check box an additional line will appe ar for the first component. Click on the “Add New Component” hyperlink to add the first component.



Enter the information for the first component. Because you are entering new information the line will be highlighted in red.

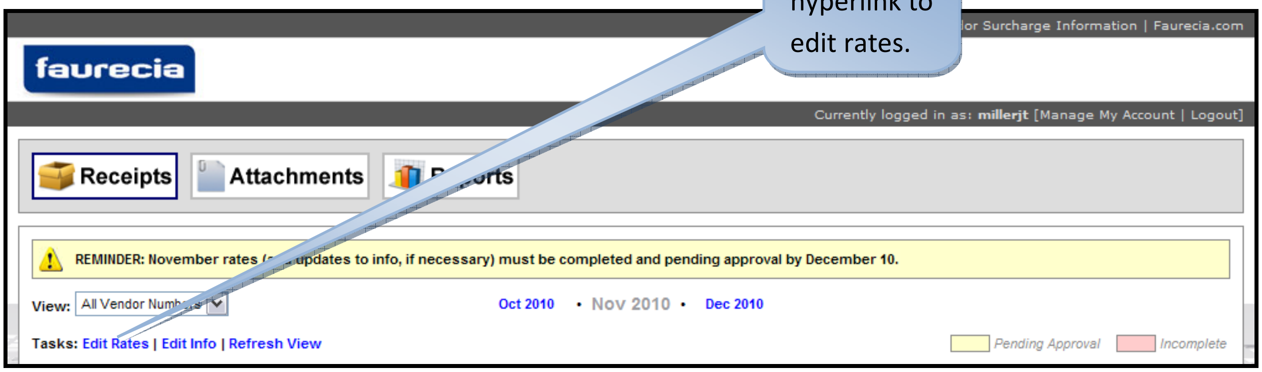
1. Enter the vendor part number and the description of the component.
2. Use the pull down menu to enter the component material type.
3. Enter the component quantity per assembly.
4. Enter the gross and net weight of the component.
5. Enter the Faurecia sharing percent.

You can click on the “Add New Component” hyperlink to add additional components.

Once you have entered all the part information click on the “Save Changes” hyperlink. It is recommended that you save changes often to keep from losing data.

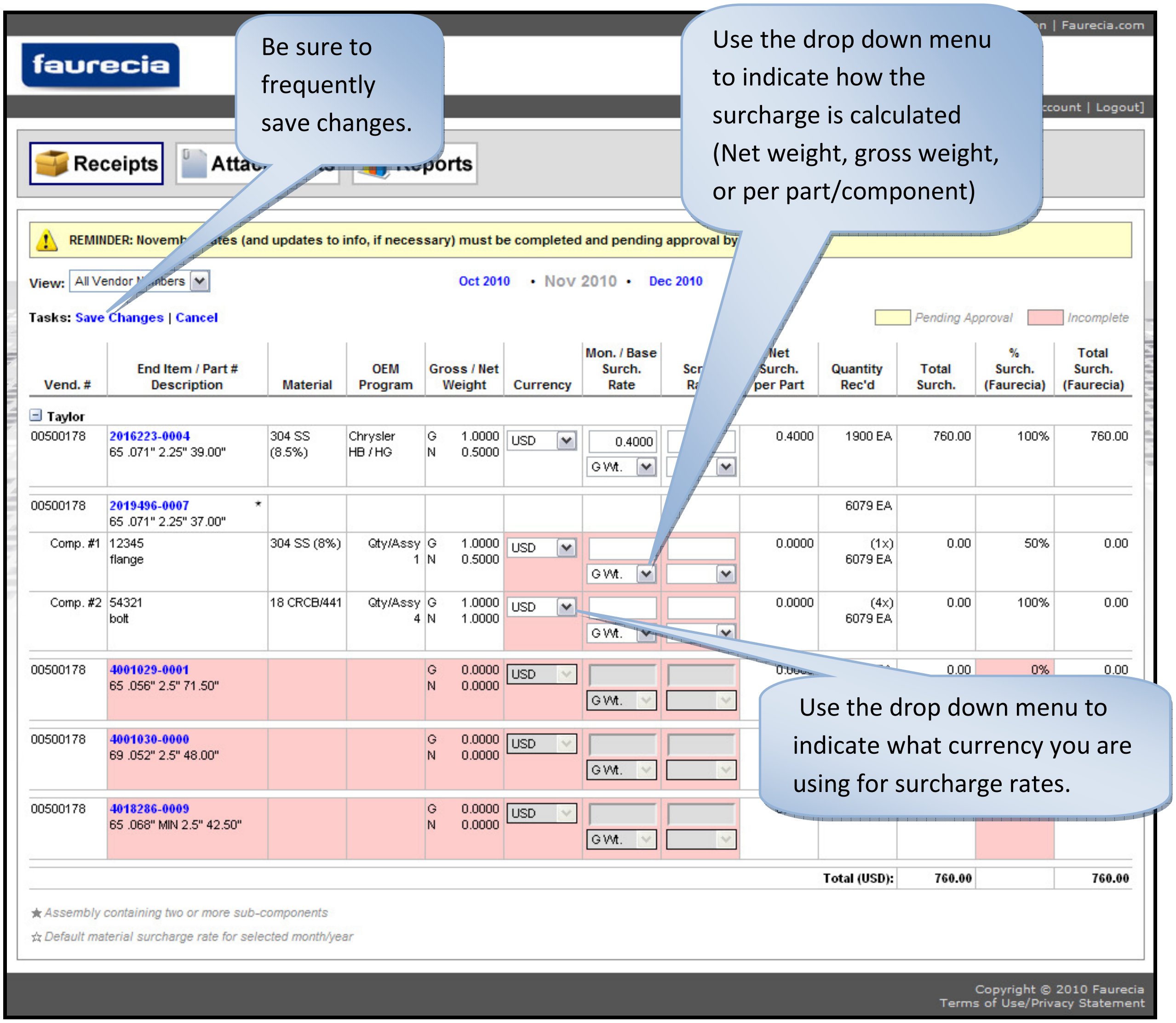
B. Entering Rate Information

1. Navigating to Edit Rates



Click the hyperlink above to enter into the “Edit Rates” screen.

2. Entering Rates



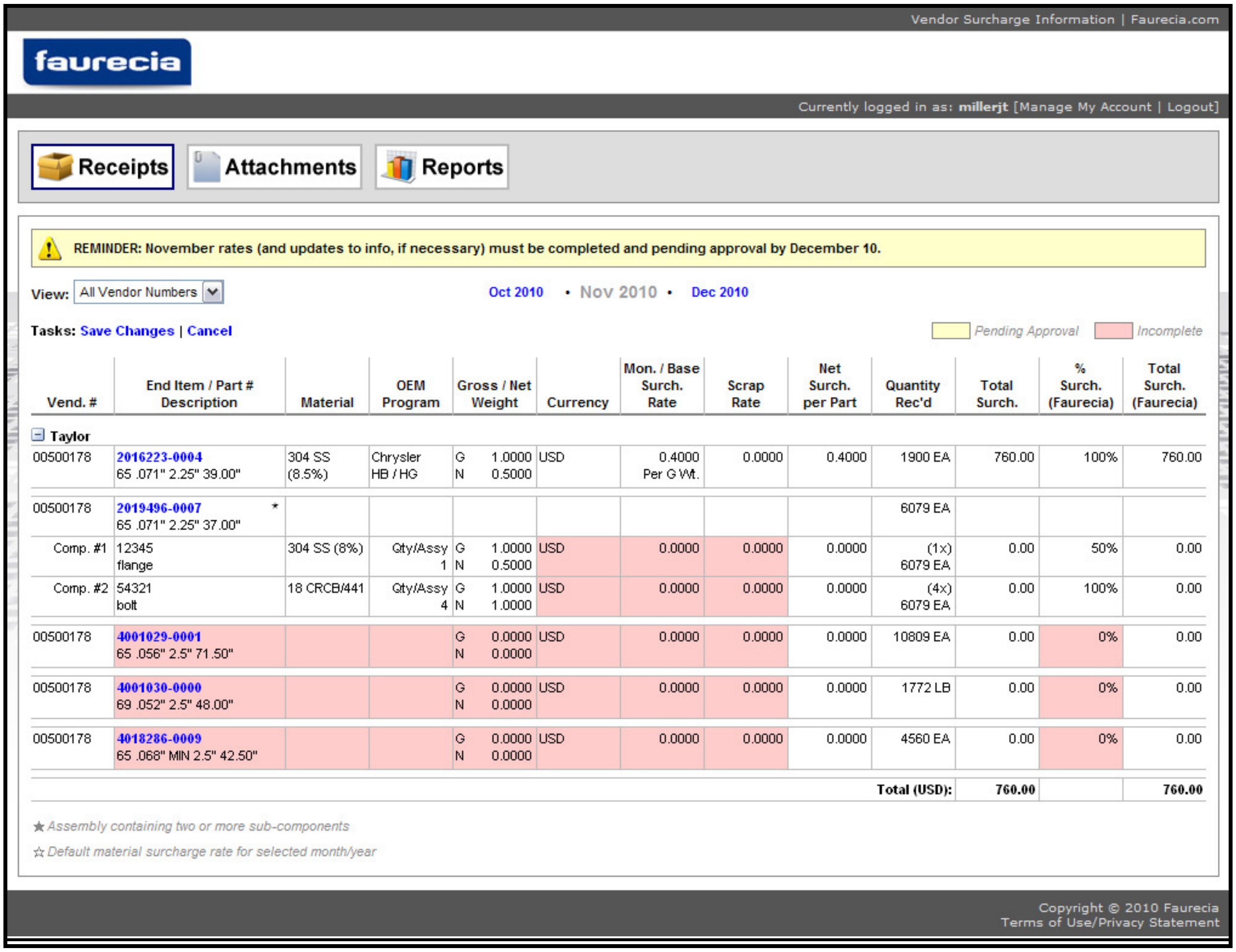
For each part/component you will need to enter the Currency, Surcharge Rate, and Scrap Rate (if applicable). Please note that under the surcharge rate you will need to select how the surcharge is calculated, whether it should be based on net weight, gross weight or per part/component.

Please be sure to frequently save changes to keep from losing information. At this point once you enter the necessary information and save the changes the system will automatically calculate the surcharge amount for the given month.

C. Reviewing Receipts

1. Overview of Part Receipts

This is an example page that you will see once you click the "Receipts" button. Listed for each part number is the description, material type, OEM, program, weights, surcharge rates, total quantities received, Faurecia percentage sharing, and total surcharge amount.



Vendor Surcharge Information | Faurecia.com

faurecia

Currently logged in as: **millerjt** [Manage My Account | Logout]

Receipts | Attachments | Reports

REMINDER: November rates (and updates to info, if necessary) must be completed and pending approval by December 10.

View: All Vendor Numbers — Oct 2010 • Nov 2010 • Dec 2010

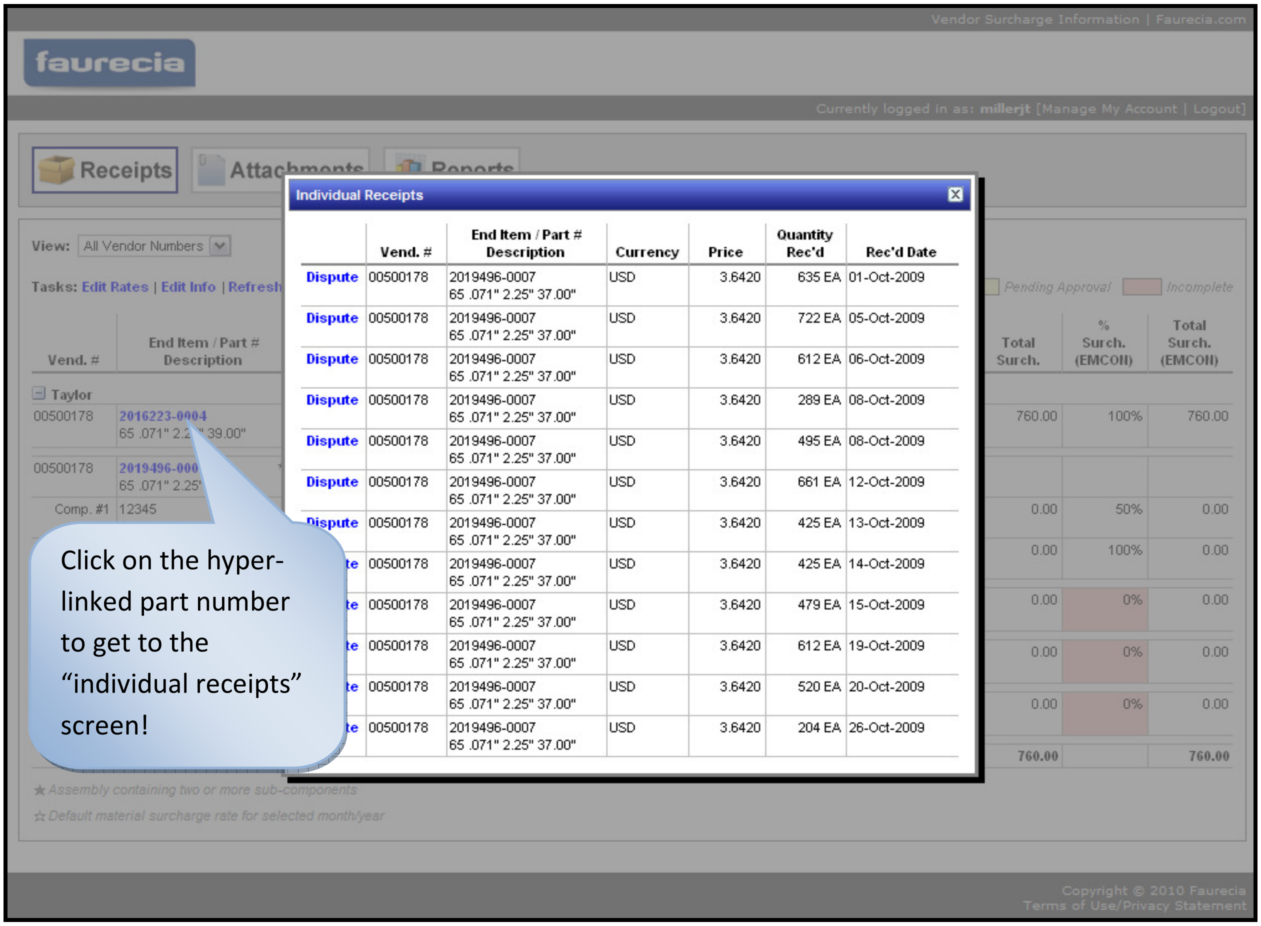
Tasks: Save Changes | Cancel — *Pending Approval* *Incomplete*

Vend. #	End Item / Part # Description	Material	OEM Program	Gross / Net Weight	Currency	Mon. / Base Surch. Rate	Scrap Rate	Net Surch. per Part	Quantity Rec'd	Total Surch.	% Surch. (Faurecia)	Total Surch. (Faurecia)
Taylor												
00500178	2016223-0004 65 .071" 2.25" 39.00"	304 SS (8.5%)	Chrysler HB / HG	G 1.0000 N 0.5000	USD	0.4000 Per G Wt.	0.0000	0.4000	1900 EA	760.00	100%	760.00
00500178	2019496-0007 * 65 .071" 2.25" 37.00"								6079 EA			
Comp. #1	12345 flange	304 SS (8%)	Qty/Assy 1	G 1.0000 N 0.5000	USD	0.0000	0.0000	0.0000	(1x) 6079 EA	0.00	50%	0.00
Comp. #2	54321 bolt	18 CRCB/441	Qty/Assy 4	G 1.0000 N 1.0000	USD	0.0000	0.0000	0.0000	(4x) 6079 EA	0.00	100%	0.00
00500178	4001029-0001 65 .056" 2.5" 71.50"			G 0.0000 N 0.0000	USD	0.0000	0.0000	0.0000	10809 EA	0.00	0%	0.00
00500178	4001030-0000 69 .052" 2.5" 48.00"			G 0.0000 N 0.0000	USD	0.0000	0.0000	0.0000	1772 LB	0.00	0%	0.00
00500178	4018286-0009 65 .068" MIN 2.5" 42.50"			G 0.0000 N 0.0000	USD	0.0000	0.0000	0.0000	4560 EA	0.00	0%	0.00
									Total (USD):	**760.00**		**760.00**

★ *Assembly containing two or more sub-components*

☆ *Default material surcharge rate for selected month/year*

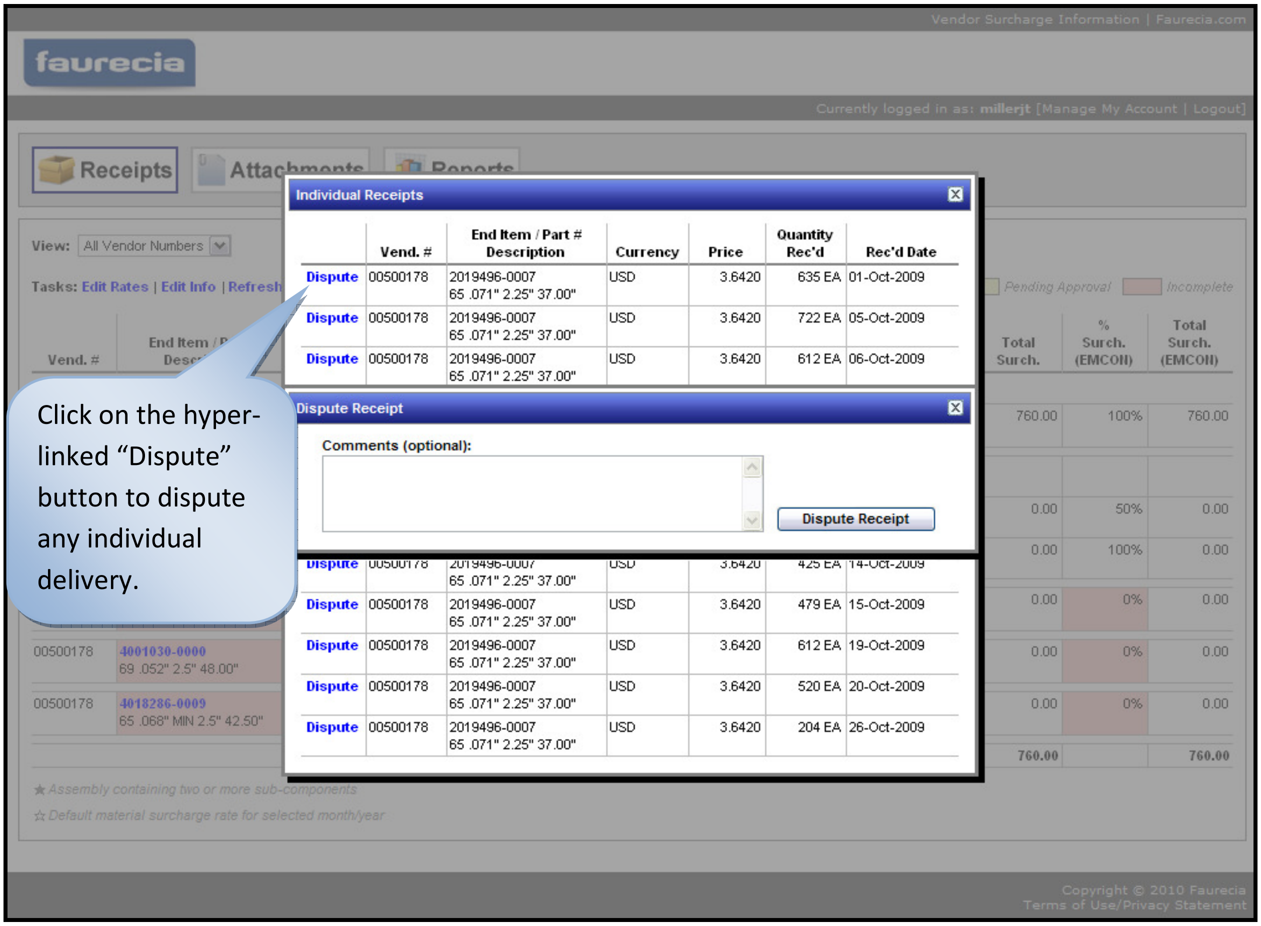
2. Part Receipts Detail Window



While in the “Receipts” view you will be able to look at every part number that has been received by Faurecia from your respective company. Monthly receipts totals for each part number are listed.

To see further detail of received quantities click on the hyper-linked part number. You can also run a report to get all the part receipts detail, but we’ll get to this topic in a later section.

3. Disputing Receipts

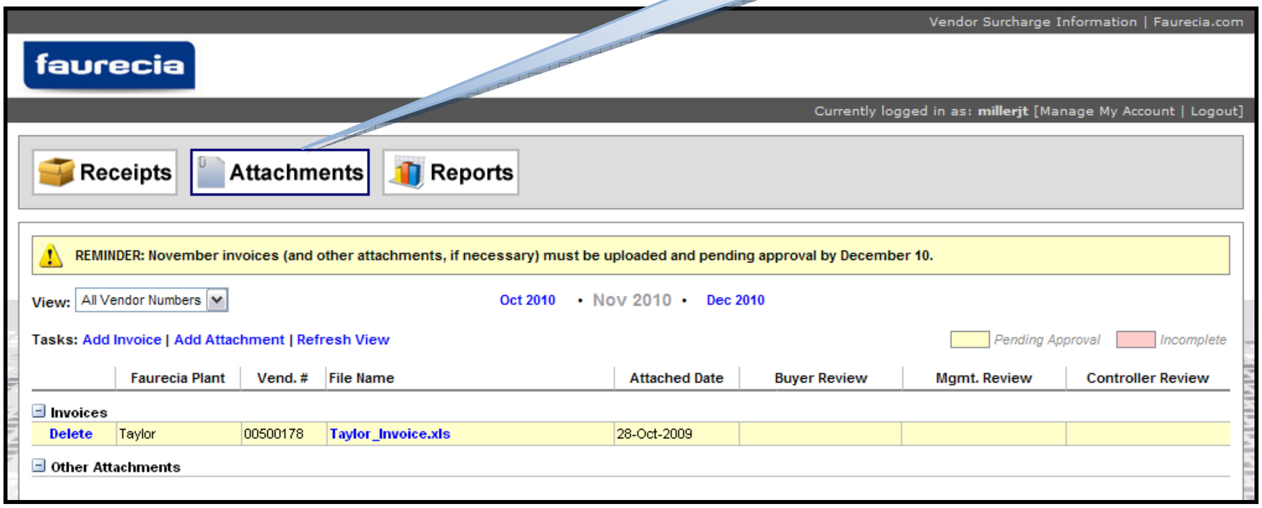


If you feel any of the receipts are wrong you can click the dispute link to the left of the part number and a "Dispute Receipts" window will pop up. Here you will be able to add comments that will be sent directly to the materials coordinator at the respective Faurecia plant. Please **DO NOT** contact the buyer! They will **NOT** be able to handle any volumes disputes in this new process!

III. Attachments View

A. Overview

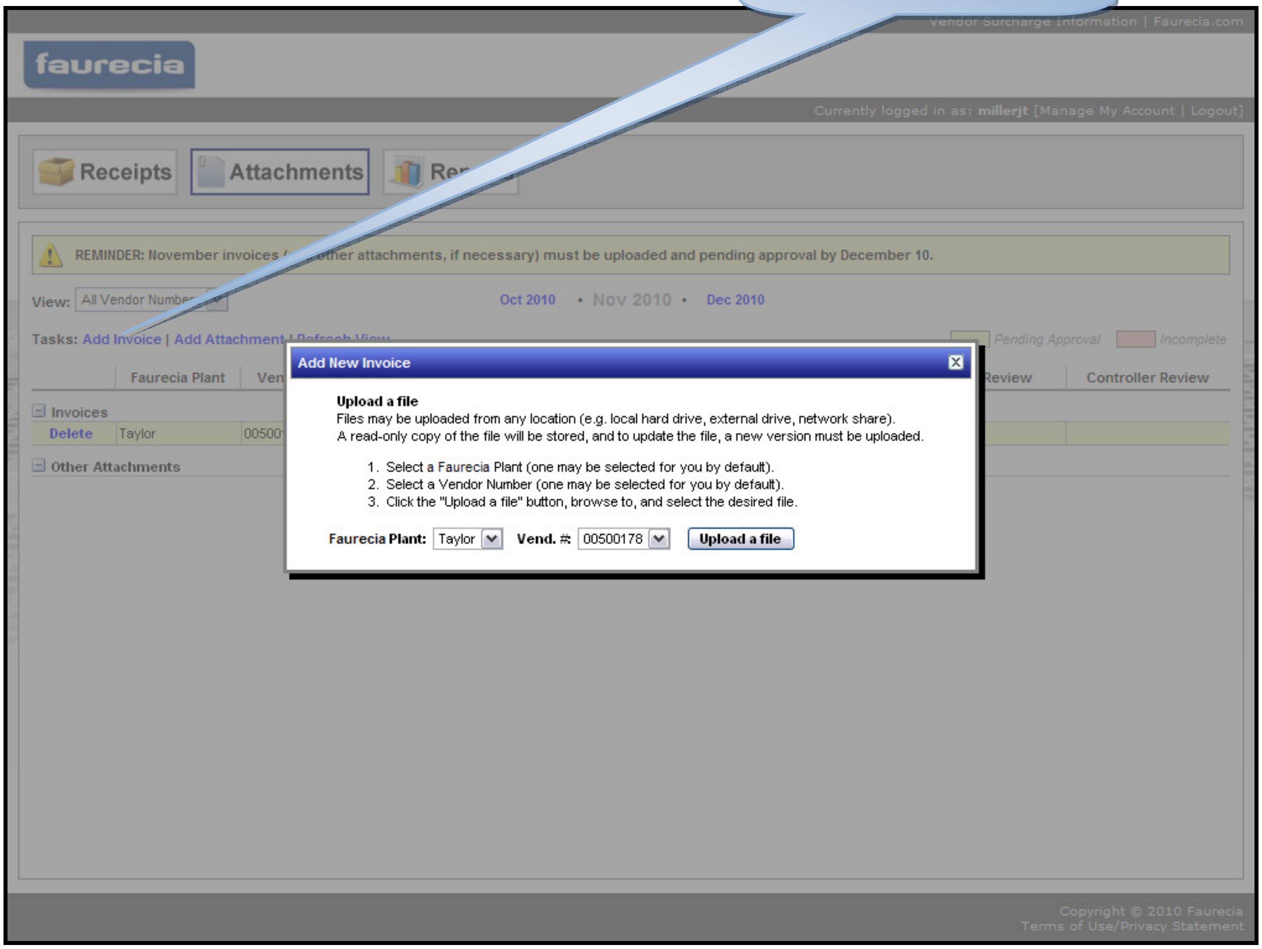
Click on the attachments button to add invoices or supporting documents.



Click on the “Attachments” button to add invoices and supporting documents on the rates used. A monthly invoice must be submitted for each Faurecia plant.

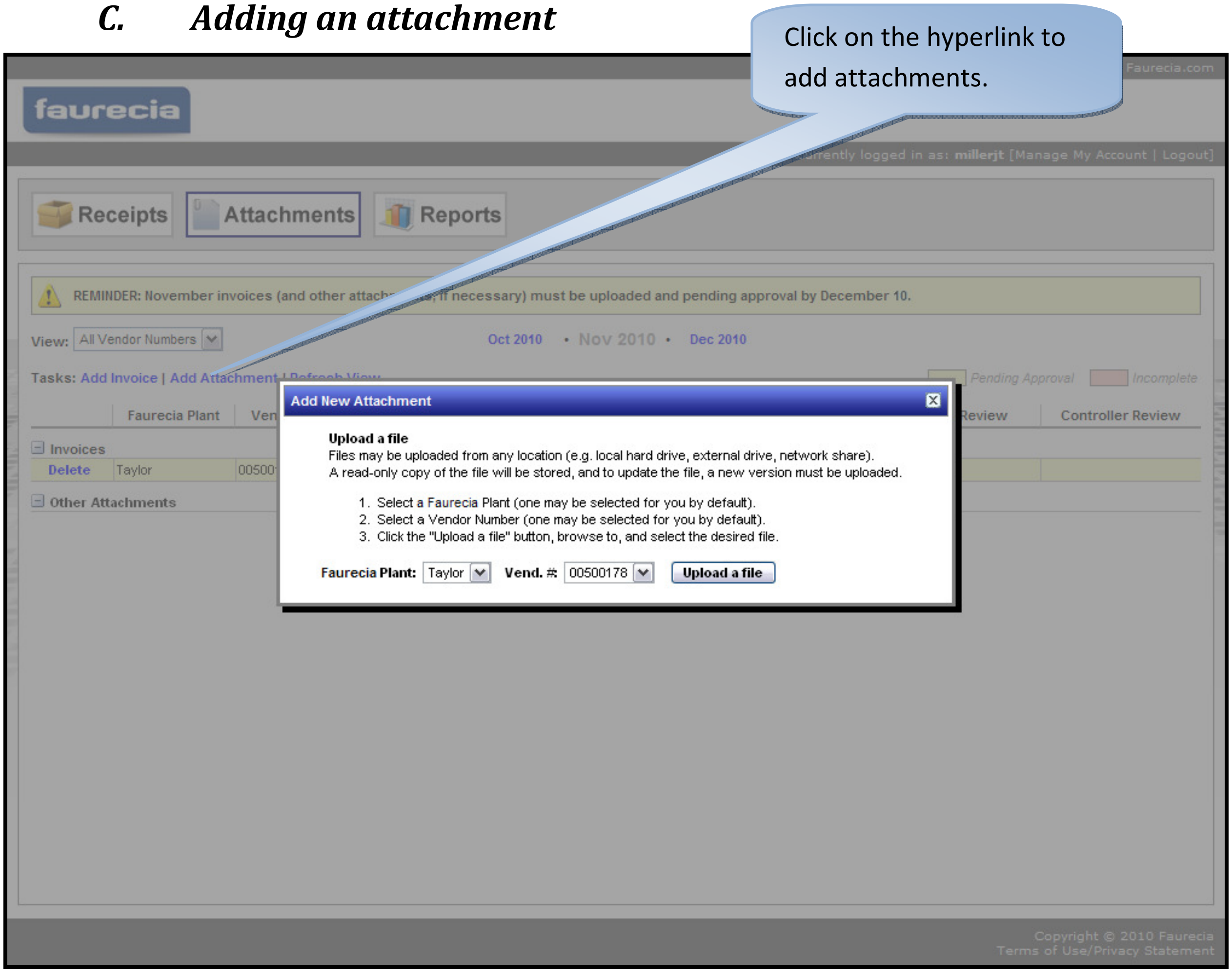
B. *Adding an Invoice*

Click on the hyperlink to add an invoice.



Click on the hyperlink above to add an invoice. You need to add one invoice per Faurecia plant.

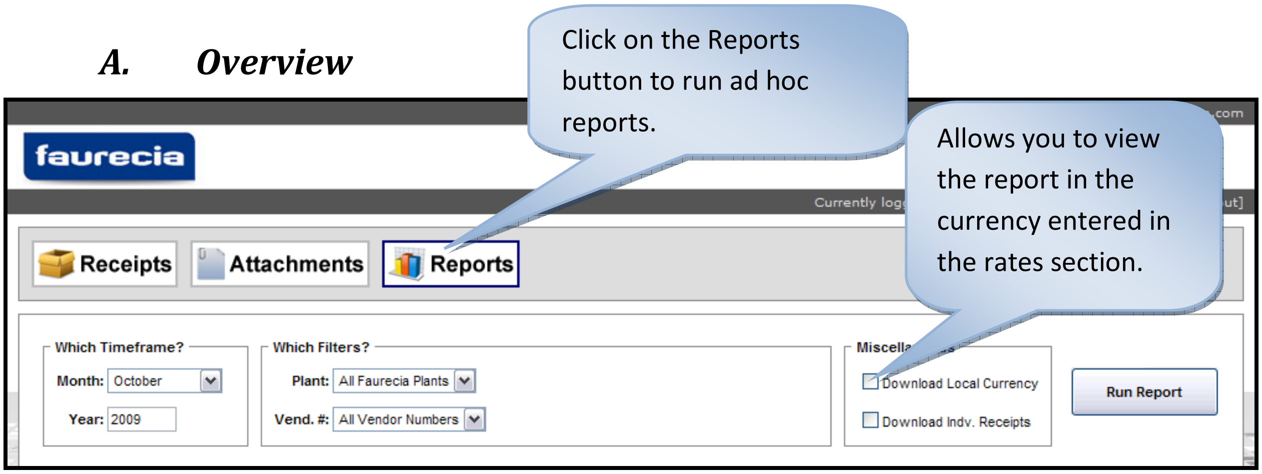
C. Adding an attachment



Click on the hyperlink above to add an attachment.

IV. Reports View

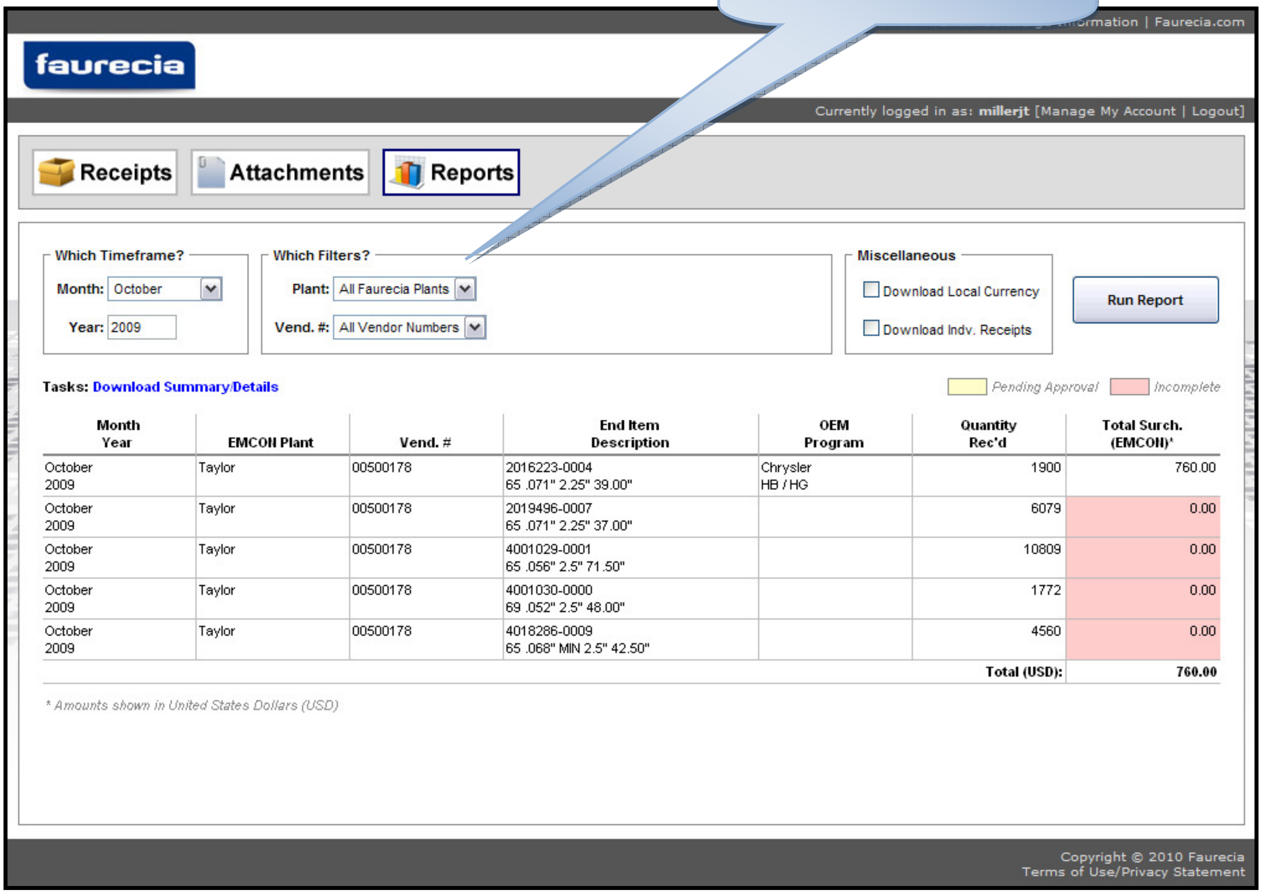
A. Overview



Click on the "Reports" button to run ad hoc reports based on month, year, Faurecia plant, and Vendor Number. Use the drop down menus to select different report criteria that you would like to see. If you check the "Download Local Currency" box, it will show the report in the currency entered in the rates section; otherwise, it defaults to USD.

B. Run report

Use the pull down menus to select report criteria.



Month Year	EMCON Plant	Vend. #	End Item Description	OEM Program	Quantity Rec'd	Total Surch. (EMCON)*
October 2009	Taylor	00500178	2016223-0004 65 .071" 2.25" 39.00"	Chrysler HB / HG	1900	760.00
October 2009	Taylor	00500178	2019496-0007 65 .071" 2.25" 37.00"		6079	0.00
October 2009	Taylor	00500178	4001029-0001 65 .056" 2.5" 71.50"		10809	0.00
October 2009	Taylor	00500178	4001030-0000 69 .052" 2.5" 48.00"		1772	0.00
October 2009	Taylor	00500178	4018286-0009 65 .068" MIN 2.5" 42.50"		4560	0.00
					Total (USD):	760.00

Use the drop down menus to select different report criteria