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I. Application Overview

A. Surcharge Web Application Overview

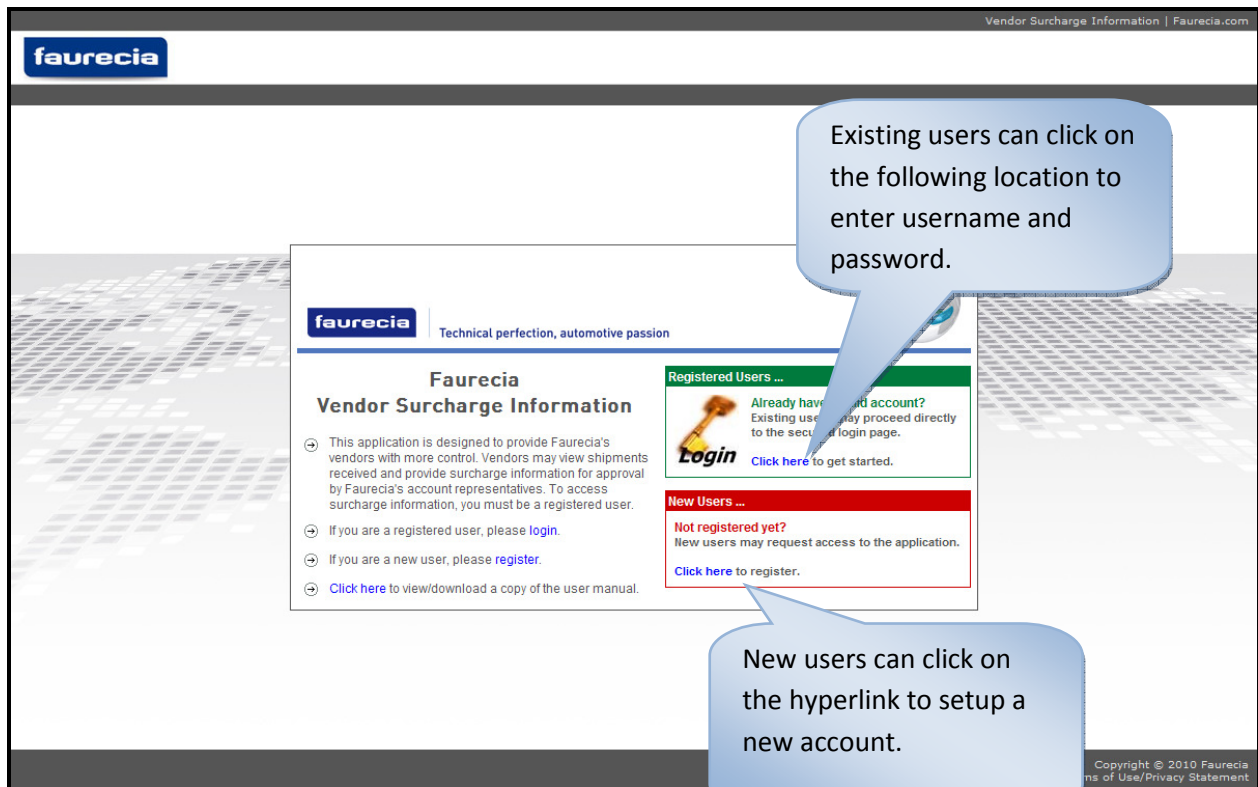
This web application will be the new official collection point for vendor surcharges. It is based upon the old process, but has been streamlined to make it as painless as possible for all parties involved. The following user manual will take you through the entire new procedure.

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.

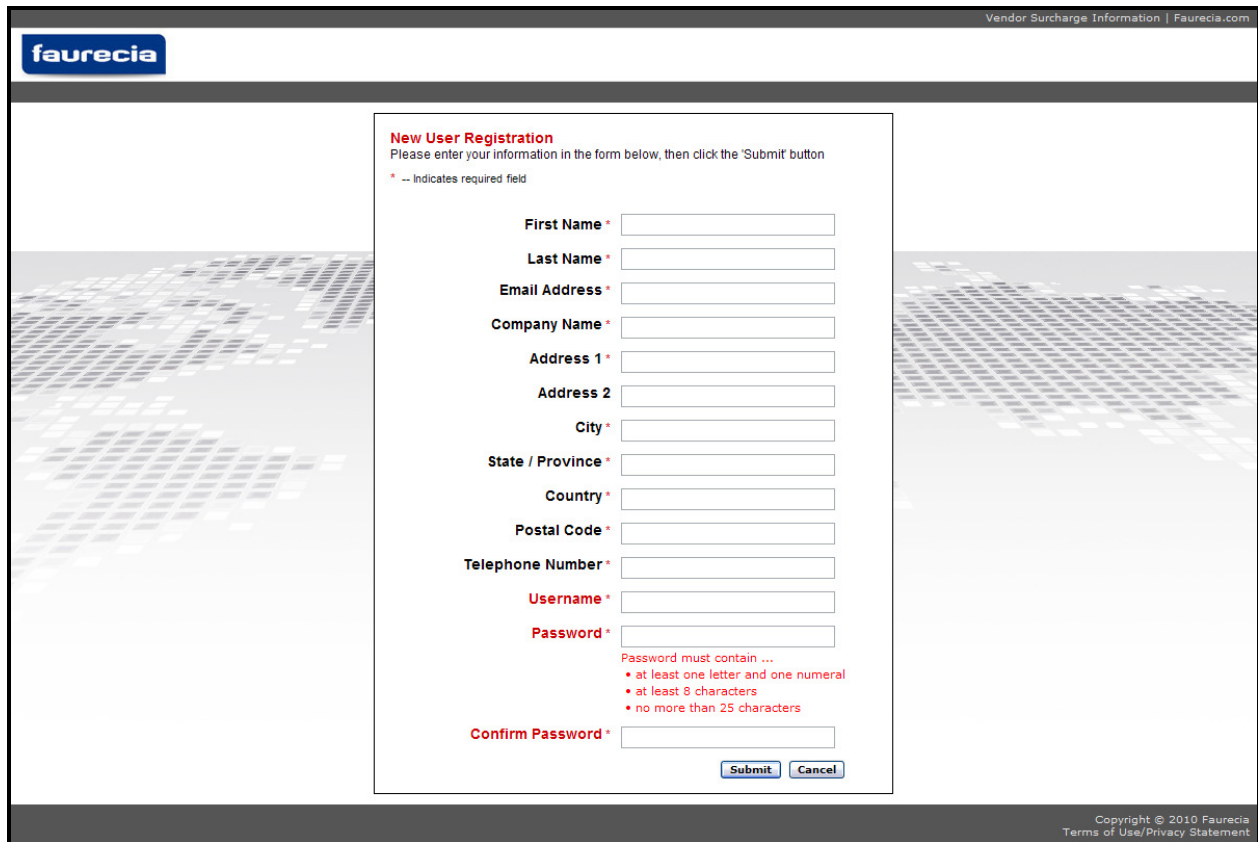
The surcharge web application will be located at the following address:

<http://vsi.emcontechologies.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



The screenshot shows the 'New User Registration' form on the Faurecia website. The form is titled 'New User Registration' and includes instructions: 'Please enter your information in the form below, then click the 'Submit' button'. A note states '* -- Indicates required field'. The form fields are: First Name *, Last Name *, Email Address *, Company Name *, Address 1 *, Address 2, City *, State / Province *, Country *, Postal Code *, Telephone Number *, Username *, Password *, and Confirm Password *. The Password field has a red asterisk and a list of requirements: 'Password must contain ...', 'at least one letter and one numeral', 'at least 8 characters', and 'no more than 25 characters'. At the bottom right of the form are 'Submit' and 'Cancel' buttons. The Faurecia logo is in the top left, and 'Vendor Surcharge Information | Faurecia.com' is in the top right. The footer contains 'Copyright © 2010 Faurecia' and 'Terms of Use/Privacy Statement'.

faurecia

Vendor Surcharge Information | Faurecia.com

New User Registration
Please enter your information in the form below, then click the 'Submit' button
* -- Indicates required field

First Name *

Last Name *

Email Address *

Company Name *

Address 1 *

Address 2

City *

State / Province *

Country *

Postal Code *

Telephone Number *

Username *

Password *

Password must contain ...

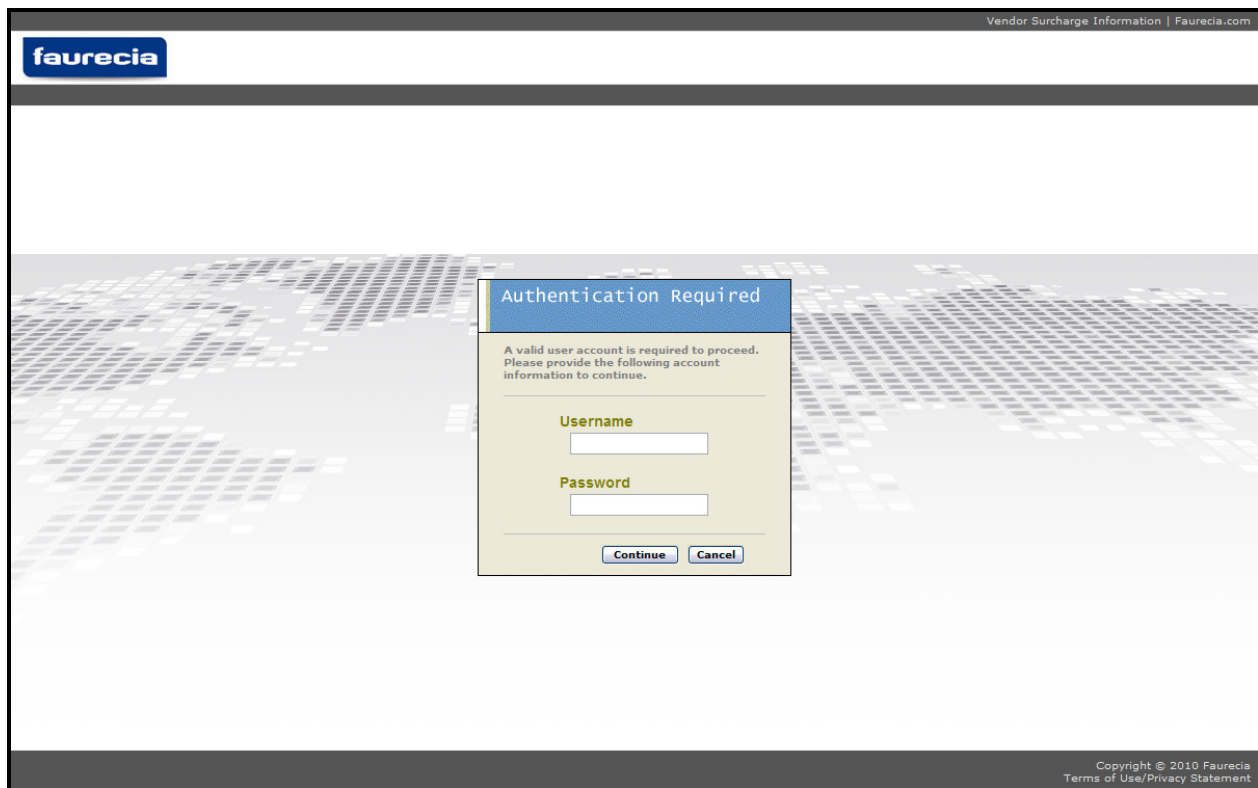
- at least one letter and one numeral
- at least 8 characters
- no more than 25 characters

Confirm Password *

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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



The image shows a web browser window displaying the Faurecia login interface. At the top left is the 'faurecia' logo. At the top right is the text 'Vendor Surcharge Information | Faurecia.com'. The main content area has a light gray background with a subtle grid pattern. In the center, a modal dialog box titled 'Authentication Required' is displayed. The dialog contains the text: 'A valid user account is required to proceed. Please provide the following account information to continue.' Below this text are two input fields: 'Username' and 'Password'. At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'. At the bottom right of the browser window, there is a small footer: 'Copyright © 2010 Faurecia Terms of Use/Privacy Statement'.

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Vendor Surcharge Information | Faurecia.com

Authentication Required

A valid user account is required to proceed.
Please provide the following account
information to continue.

Username

Password

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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.

D. *Manage My Account update account*

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



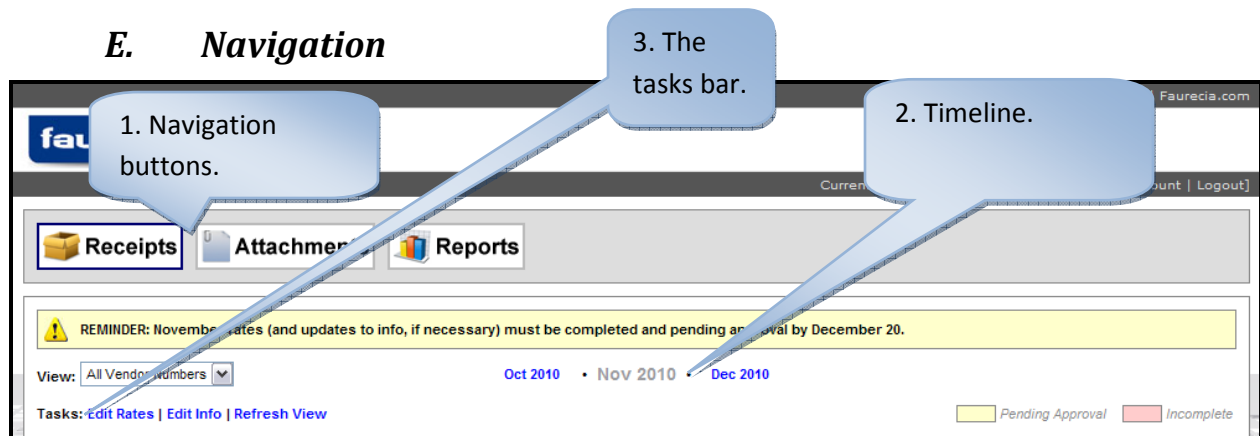
The following screen allows you to manage/update your personal information.

The screenshot displays the 'Manage Account Information' form within the Faurecia user interface. The page header includes the Faurecia logo and 'Vendor Surcharge Information | Faurecia.com'. The user is logged in as 'millerjt' with links for '[Manage My Account | Logout]'. The page title is 'Account Information • Change Password'. The form is titled 'Manage Account Information' and includes instructions: 'Update information as desired, then click the 'Save Information' button' and a note that '*' indicates a required field. The form contains the following fields:

Field	Value
First Name *	Justin
Last Name *	Miller
Email Address *	justin.miller@faurecia.com
Company Name *	Faurecia
Address 1 *	950 West 450 South
Address 2	
City *	Columbus
State / Province *	IN
Country *	United States
Postal Code *	47201
Telephone Number *	812-341-2658

At the bottom of the form are two buttons: 'Save Information' and 'Cancel'. The footer of the page reads 'Copyright © 2010 Faurecia Terms of Use/Privacy Statement'.

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.

Vendor Surcharge Information | Faurecia.com

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

faurecia

Receipts Attachments Receipts

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: [Edit Rates](#) | [Edit Info](#) | [Refresh View](#) 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 N	1.0000 0.5000	USD		0.4000 Per G VM.	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 N	1.0000 0.5000	USD	0.0000	0.0000	(1x) 6079 EA	0.00	50%	0.00
Comp. #2	54321 bolt	18 CRCB/441	Qty/Assy 4	G N	1.0000 1.0000	USD	0.0000	0.0000	(4x) 6079 EA	0.00	100%	0.00
00500178	4001029-0001 65 .056" 2.5" 71.50"			G N	0.0000 0.0000	USD	0.0000	0.0000	10809 EA	0.00	0%	0.00
00500178	4001030-0000 69 .052" 2.5" 48.00"			G N	0.0000 0.0000	USD	0.0000	0.0000	1772 LB	0.00	0%	0.00
00500178	4018286-0009 65 .068" MIN 2.5" 42.50"			G N	0.0000 0.0000	USD	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

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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	Chrysler HB / HC	G 1.0000 N 0.5000	USD	0.4000 Per G.V.M.	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

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Vendor Surcharges Information | Faurecia.com

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

Tasks: Save Changes | Cancel

Oct 2010 • Nov 2010 • Dec 2010

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	Chrysler	G 1.0000 HB / HG N 0.5000	USD	0.4000 Per GVM.	0.0000	0.4000	1900 EA	760.00	100	760.00

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.

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Vendor Surcharges Information | Faurecia.com

Currently logged in as: millerit [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

Tasks: Save Changes | Cancel

Oct 2010 • Nov 2010 • Dec 2010

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	Chrysler	G 1.0000 HB / HG N 0.5000	USD	0.4000 Per GVM.	0.0000	0.4000	1900 EA	760.00	100	760.00

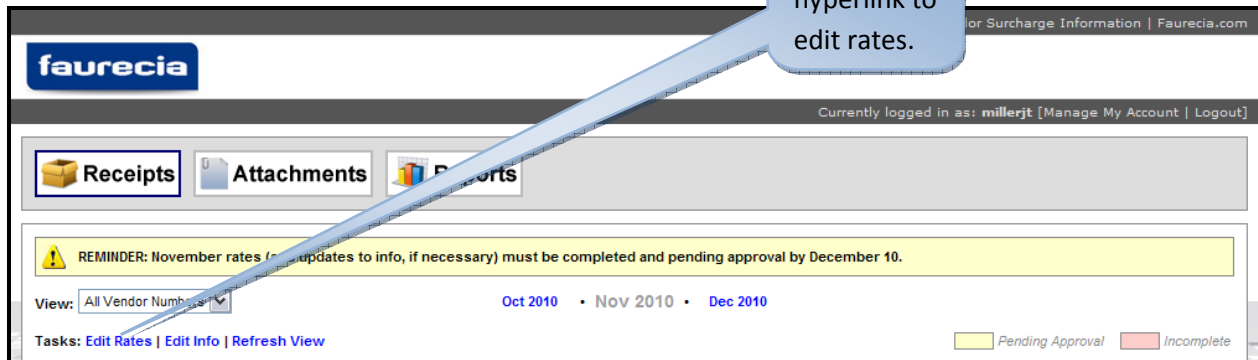
Comp. #1 [Add New Component](#)

Once you click on the check box an additional line will appear for the first component. Click on the "Add New Component" hyperlink to add the first component.

B. Entering Rate Information

1. Navigating to Edit Rates

Click the
hyperlink to
edit rates.



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

2. Entering Rates

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Be sure to frequently save changes.

Use the drop down menu to indicate how the surcharge is calculated (Net weight, gross weight, or per part/component)

Use the drop down menu to indicate what currency you are using for surcharge rates.

REMINDER: November rates (and updates to info, if necessary) must be completed and pending approval by [Name] | Faurecia.com

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

Tasks: Save Changes | Cancel

Legend: Pending Approval (Yellow), Incomplete (Red)

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		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	(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	(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		0.00	0%	0.00	
00500178	4001030-0000 69 .052" 2.5" 48.00"			G 0.0000 N 0.0000	USD								
00500178	4018286-0009 65 .068" MIN 2.5" 42.50"			G 0.0000 N 0.0000	USD								
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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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

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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 VMT.	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

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2. Part Receipts Detail Window

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Vendor Surcharge Information | Faurecia.com

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

Receipts Attachments Reports

View: All Vendor Numbers

Tasks: Edit Rates | Edit Info | Refresh

Vend. # End Item / Part # Description

Taylor

00500178 2016223-0004 65 .071" 2.25" 37.00"

00500178 2019496-000 65 .071" 2.25"

Comp. #1 12345

Individual Receipts

	Vend. #	End Item / Part # Description	Currency	Price	Quantity Rec'd	Rec'd Date
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	635 EA	01-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	722 EA	05-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	612 EA	06-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	289 EA	08-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	495 EA	08-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	661 EA	12-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	425 EA	13-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	425 EA	14-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	479 EA	15-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	612 EA	19-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	520 EA	20-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	204 EA	26-Oct-2009

Click on the hyper-linked part number to get to the "individual receipts" screen!

Pending Approval Incomplete

Total Surch.	% Surch. (EMCOII)	Total Surch. (EMCOII)
760.00	100%	760.00
0.00	50%	0.00
0.00	100%	0.00
0.00	0%	0.00
0.00	0%	0.00
0.00	0%	0.00
760.00		760.00

★ Assembly containing two or more sub-components
☆ Default material surcharge rate for selected month/year

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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

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Vendor Surcharges Information | Faurecia.com

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

Receipts Attachments Reports

View: All Vendor Numbers

Tasks: [Edit Rates](#) | [Edit Info](#) | [Refresh](#)

Vend. # End Item / Part # Description

Individual Receipts

	Vend. #	End Item / Part # Description	Currency	Price	Quantity Rec'd	Rec'd Date
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	635 EA	01-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	722 EA	05-Oct-2009
Dispute	00500178	2019496-0007 65 .071" 2.25" 37.00"	USD	3.6420	612 EA	06-Oct-2009

Dispute Receipt

Comments (optional):

[Dispute Receipt](#)

Click on the hyper-linked "Dispute" button to dispute any individual delivery.

★ Assembly containing two or more sub-components
☆ Default material surcharge rate for selected month/year

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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.

Vendor Surcharge Information | Faurecia.com

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

faurecia

Receipts Attachments Reports

REMINDER: November invoices (and other attachments, if necessary) must be uploaded and pending approval by December 10.

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

Tasks: [Add Invoice](#) | [Add Attachment](#) | [Refresh View](#) Pending Approval Incomplete

	Faurecia Plant	Vend. #	File Name	Attached Date	Buyer Review	Mgmt. Review	Controller Review
Invoices							
Delete	Taylor	00500178	Taylor_Invoice.xls	28-Oct-2009			
Other Attachments							

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.

The screenshot shows the Faurecia web application interface. At the top, the Faurecia logo is on the left, and 'Vendor surcharge information | Faurecia.com' is on the right. Below the logo, it says 'Currently logged in as: millerjt [Manage My Account | Logout]'. The main navigation bar has three tabs: 'Receipts', 'Attachments', and 'Receipts'. A yellow banner with a warning icon states: 'REMINDER: November invoices (and other attachments, if necessary) must be uploaded and pending approval by December 10.' Below this, there's a 'View:' section with 'All Vendor Numbers' selected, and a month selector showing 'Oct 2010', 'Nov 2010', and 'Dec 2010'. The 'Tasks' section includes 'Add Invoice | Add Attachment | Default View'. A table with columns 'Faurecia Plant' and 'Vendor Number' is partially visible. A modal dialog box titled 'Add New Invoice' is open in the center. It contains instructions on how to upload a file, a list of steps, and a form with dropdown menus for 'Faurecia Plant' (set to 'Taylor') and 'Vend. #' (set to '00500178'), followed by an 'Upload a file' button. The bottom right corner of the page has 'Copyright © 2010 Faurecia' and a link to 'Terms of Use/Privacy Statement'.

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Vendor surcharge information | Faurecia.com

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

Receipts Attachments Receipts

REMINDER: November invoices (and other attachments, if necessary) must be uploaded and pending approval by December 10.

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

Tasks: Add Invoice | Add Attachment | Default View

Pending Approval Incomplete

Review Controller Review

Add New Invoice

Upload a file
Files may be uploaded from any location (e.g. local hard drive, external drive, network share).
A read-only copy of the file will be stored, and to update the file, a new version must be uploaded.

1. Select a Faurecia Plant (one may be selected for you by default).
2. Select a Vendor Number (one may be selected for you by default).
3. Click the "Upload a file" button, browse to, and select the desired file.

Faurecia Plant: Taylor Vend. #: 00500178 **Upload a file**

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

C. Adding an attachment

The screenshot shows the Faurecia web application interface. At the top, the 'faurecia' logo is on the left, and the user is logged in as 'millerjt' with links for 'Manage My Account' and 'Logout'. Below the header, there are three main navigation buttons: 'Receipts', 'Attachments' (which is highlighted), and 'Reports'. A reminder banner states: 'REMINDER: November invoices (and other attachments, if necessary) must be uploaded and pending approval by December 10.' Below this, there's a 'View:' dropdown set to 'All Vendor Numbers' and a month selector showing 'Oct 2010', 'Nov 2010', and 'Dec 2010'. The 'Tasks' section includes links for 'Add Invoice', 'Add Attachment', and 'Refresh View'. A table lists attachments with columns for 'Faurecia Plant' and 'Vendor Number'. One entry is visible: 'Taylor' with vendor number '00500'. An 'Add New Attachment' dialog box is open in the center, providing instructions on how to upload a file. The dialog includes a list of steps: 1. Select a Faurecia Plant, 2. Select a Vendor Number, and 3. Click the 'Upload a file' button. At the bottom of the dialog, there are dropdown menus for 'Faurecia Plant' (set to 'Taylor') and 'Vend. #.' (set to '00500178'), followed by an 'Upload a file' button. A blue callout bubble points to the 'Add Attachment' link in the tasks section, containing the text: 'Click on the hyperlink to add attachments.'

faurecia

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

Receipts Attachments Reports

REMINDER: November invoices (and other attachments, if necessary) must be uploaded and pending approval by December 10.

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

Tasks: Add Invoice | Add Attachment | Refresh View

Pending Approval Incomplete

Review Controller Review

Faurecia Plant Vendor

Invoices

Delete Taylor 00500

Other Attachments

Add New Attachment

Upload a file
Files may be uploaded from any location (e.g. local hard drive, external drive, network share).
A read-only copy of the file will be stored, and to update the file, a new version must be uploaded.

1. Select a Faurecia Plant (one may be selected for you by default).
2. Select a Vendor Number (one may be selected for you by default).
3. Click the "Upload a file" button, browse to, and select the desired file.

Faurecia Plant: Taylor Vend. #: 00500178 Upload a file

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Click on the hyperlink above to add an attachment.

IV. Reports View

A. Overview

The screenshot shows the Faurecia web application interface. At the top is the Faurecia logo. Below it is a navigation bar with three buttons: "Receipts" (with a box icon), "Attachments" (with a folder icon), and "Reports" (with a bar chart icon). The "Reports" button is highlighted with a blue box and a callout bubble that says "Click on the Reports button to run ad hoc reports." Below the navigation bar is a form with two main sections: "Which Timeframe?" and "Which Filters?". The "Which Timeframe?" section has a "Month:" dropdown menu set to "October" and a "Year:" text input field set to "2009". The "Which Filters?" section has a "Plant:" dropdown menu set to "All Faurecia Plants" and a "Vend. #:" dropdown menu set to "All Vendor Numbers". To the right of these sections is a "Miscellaneous" section with two checkboxes: "Download Local Currency" (checked) and "Download Indiv. Receipts" (unchecked). A "Run Report" button is located to the right of the "Miscellaneous" section. A callout bubble points to the "Download Local Currency" checkbox, stating "Allows you to view the report in the currency entered in the rates section."

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.

