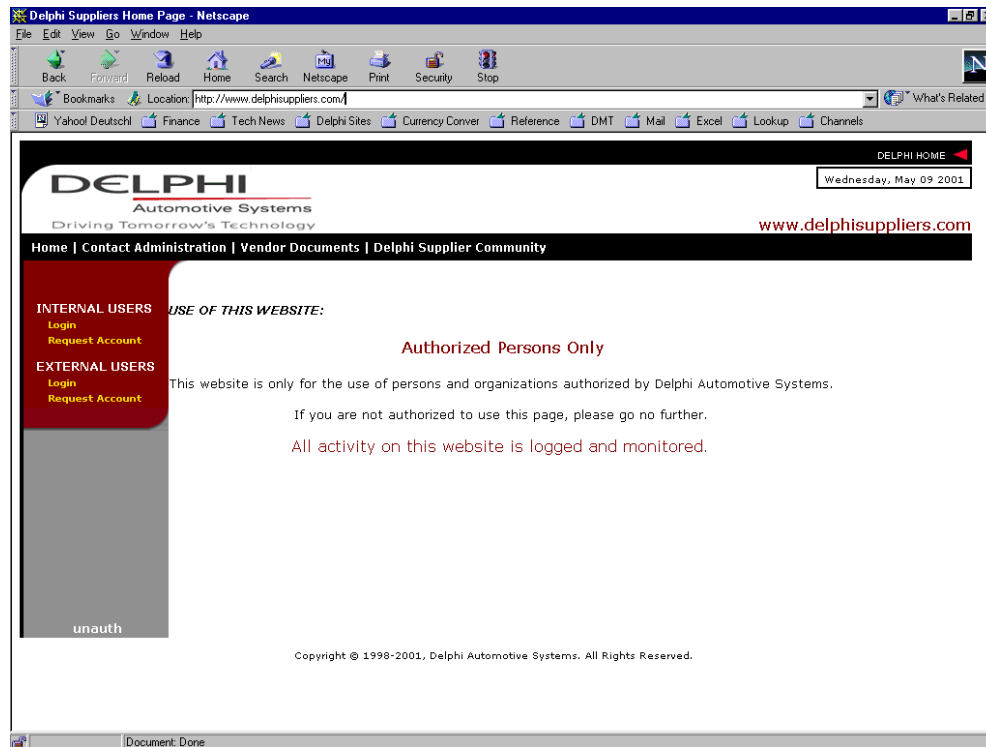


Instructions for Suppliers to sign-up and login to <https://www.delphisuppliers.com/>

Technical Requirements: *Netscape or Internet Explorer 4.0 or greater*

Requesting Account

The first screen you will see is the following:



Click on **EXTERNAL USERS -> Request Account**
You will see:

A screenshot of the 'Request External User Account' form in a Netscape browser window. The browser's address bar shows 'http://www.delphisuppliers.com/request_vendor_account.html'. The page features the Delphi Automotive Systems logo and navigation links. A red sidebar on the left contains links for 'INTERNAL USERS' (Login, Request Account) and 'EXTERNAL USERS' (Login, Request Account). The main content area has a heading 'REQUEST EXTERNAL USER ACCOUNT' and a form titled 'External User Information'. The form contains several input fields for user information: *Real Name (First, Last), *Company, *Address, *City, State, Zip Code, *Country, *Telephone, and FAX. Each field is preceded by an asterisk, indicating it is a required field.

www.delphisuppliers.com

Instructions for External Users

The screenshot shows a Netscape browser window titled "Request External User Account - Netscape". The address bar displays "http://www.delphisuppliers.com/request_vendor_account.html". The form contains the following fields:

- *Country (text box)
- *Telephone (text box)
- FAX (text box)
- *E-mail (text box)
- *Username (text box)
- *Password (text box)
- *Enter password again for validation (text box)
- *Comment (Reason for request) (text area)

Below the form, there is a red asterisk and the text "Required Field". At the bottom of the form, there are two buttons: "Request Account" and "Reset Form". The footer of the browser window shows "Copyright © 1998-2001, Delphi Automotive Systems. All Rights Reserved." and "Document: Done".

Fill in all the requested information (*!! make sure that your e-mail is spelled correct!!*) and click on the "Request Account" button (*make a note of your Username and Password*).

Usually within the next 24 hours you will receive the following message through e-mail:

Status as Delphi Suppliers Website

Username : (here you will see your assigned username)
Name : (here you will see your name)
Company : (here you will see your companies name)
Email : (here you will see your e-mail address)

Your account has been established to access the Delphi Suppliers web site. This account will enable the external user community to exchange data with Delphi in a secure manner. When it is time to use your account a Delphi employee will contact you. The Delphi web site at www.delphisuppliers.com is for the transfer of data to and from Delphi.

Your status was changed to active by the site administrator.
If you have any questions, please email webmaster@delphisuppliers.com.

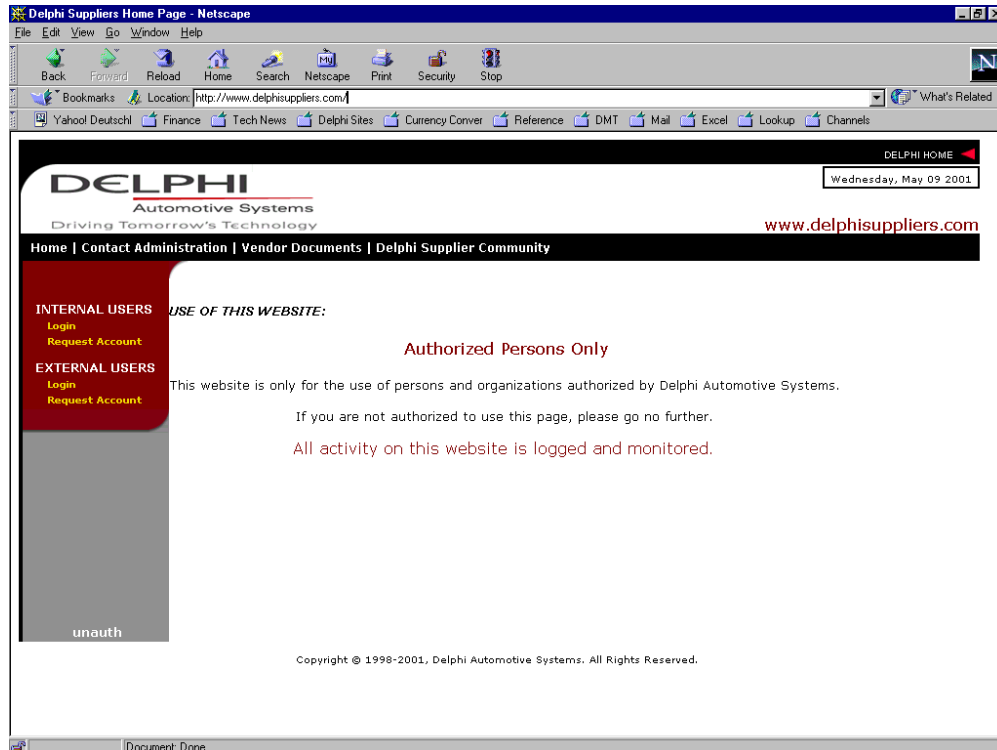
Login to the website

(For the first login, you have to wait until the Delphi person, you are exchanging data with, has notified you that there is a file for download. After you downloaded the first file, the full functionality will be established)

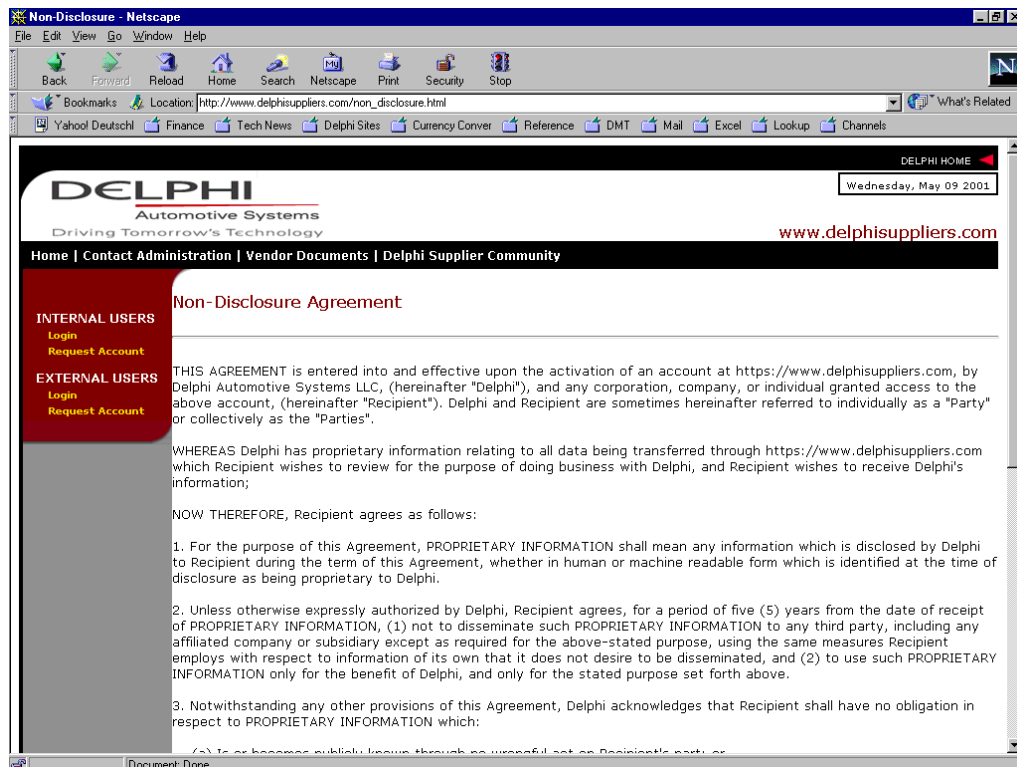
www.delphisuppliers.com

Instructions for External Users

First screen you will see is the following:

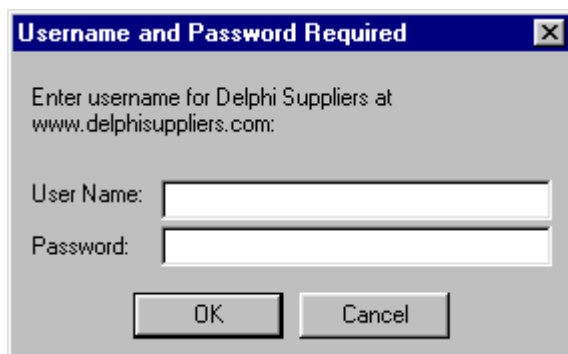


Click on **EXTERNAL USERS -> Login**
You will see:



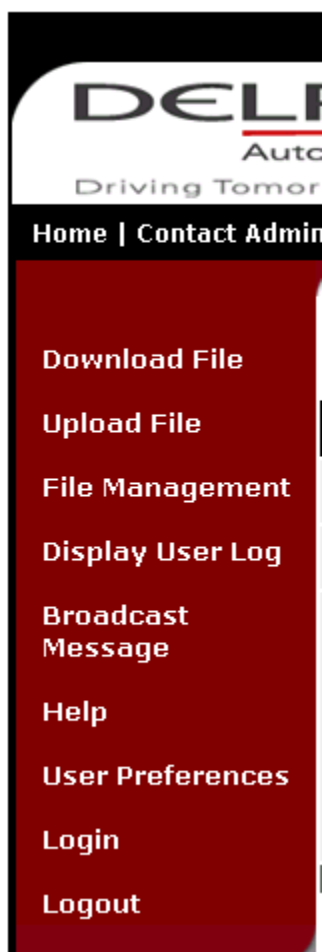
Read and scroll to the bottom of the Agreement and click on **"I agree"** (if you agree).

Then you will see:

A Windows-style dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside says "Enter username for Delphi Suppliers at www.delphisuppliers.com:". Below this are two input fields: "User Name:" and "Password:". At the bottom are two buttons: "OK" and "Cancel".

Type in you **User Name** and **Password** and click **OK** (After 6 failed login attempts, the account is disabled. You can use the feedback form to request a password reset and re-enabling of the account. Before the sixth attempt is made, you can click on the Cancel button of the login box and reach a page where you can request a reset of the password. It will be emailed to your email address in the delphisuppliers.com database).

On the next screen on the left you will see a menu like this:



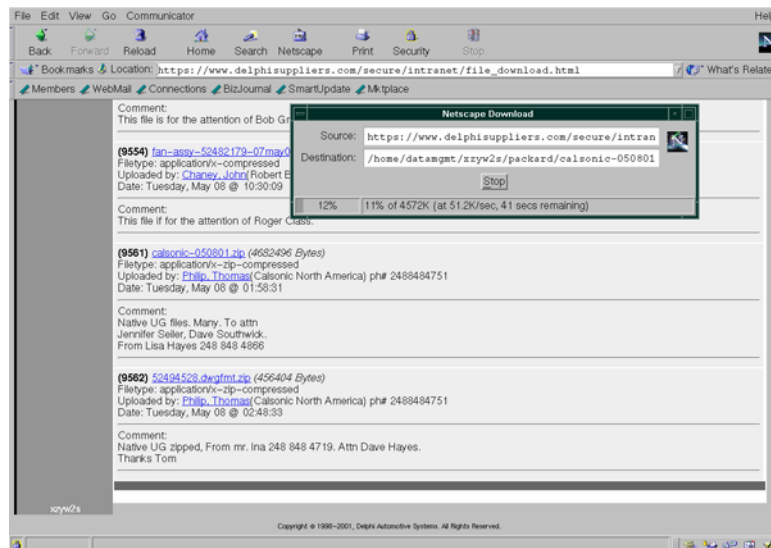
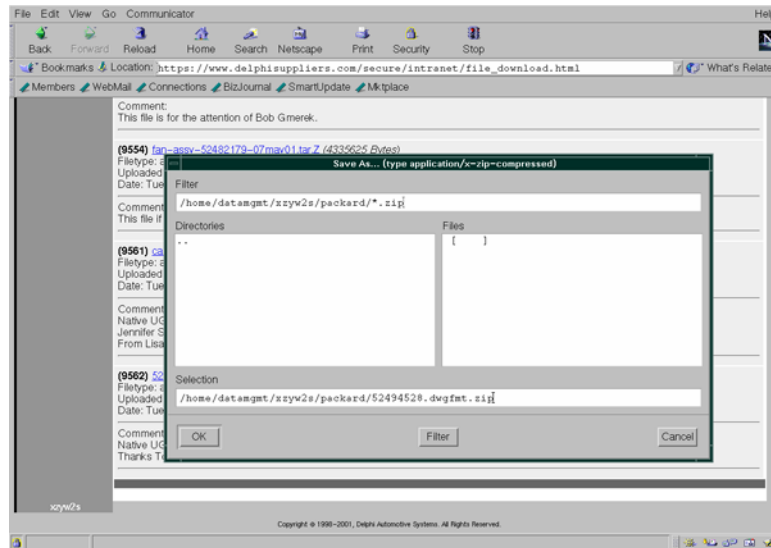
Here you can select "**Download File**" to get to the download page, which will show you the files for you to download.

www.delphisuppliers.com

Instructions for External Users

The file will be underlined and in a zipped, or compressed format. **Select the file.** A window will open displaying where the file will be saved. After viewing **Select OK.** Another window will open showing the Netscape (in the case you use Netscape) download process, showing a destination and time. When the file has completed downloading the window will close. When the file has completed downloading the window will close.

On Unix it will look like this:



On the PC it will look like this:



To upload a file select **UPLOAD FILE** from the menu located on the left side of the screen. The Delphi Contact will appear in the window under the title, select user to link file to. With the mouse button **select the addressee**. The line will highlight in black. Under the title “file to upload” **select Browse**. A window will appear displaying the areas where the files could be located. **Select the file** under the title “Files”. The file name will display in the area under the title “Selection”. **Select OK**. Under the title “File Information” there is an area to attach a comment to the file being sent. The comment section should supply the following information: the designer/engineer who’s sending the file, the program, the name of the designer/engineer who should receive the data, and the sender’s name and phone number. Once the form has been completed **select Upload File**. When the file has uploaded successfully a confirmation will display showing the file name, receiver’s name, size, and email address. There will also be a confirmation in the person’s email when a file has been sent or received.

There are only certain file types allowed to be uploaded.
Allowed File Types:

- application/x-zip-compressed
- application/zip
- application/x-tar
- application/x-compress
- application/x-unknown-content-type-WinZip
- x-gzip
- x-compress
- x-tar.z
- application/x-tar.z
- application/x_tar.z
- application/x-compressed
- application/x-gzip-compressed
- application/x-zip
- application/octet-stream
- application/x-gzip
- application/compress

The files sent are automatically deleted after 30 days.
If you encounter and problems, please contact your data exchange partner in Delphi.