

## HOME PAGE HELP

### HOME PAGE LAYOUT

The screenshot shows the P@mela website interface. At the top left is the MARKIV Automotive logo. At the top right is the P@mela logo with a language selection menu (5) showing French and English options. The main content area is divided into several sections:

- 1 EDITO:** A welcome message from Luc Schwab, Director General, regarding the portal for suppliers of MARK IV Air Intake and Cooling. It includes a photo of Luc Schwab and a list of key milestones from 2008 to 2009.
- CONNEXION:** A login window (2) with fields for 'Login' and 'Mot de passe', and a 'Valider' button. A link for 'Mode de passe perdu ? | Contacter l'administrateur' is provided below.
- INSCRIVEZ VOTRE SOCIÉTÉ:** A registration window (3) explaining that registration is only possible for suppliers already referenced in the MARK IV database. It includes a link for '>> Demande d'inscription'.
- LIENS:** A section (4) with a magnifying glass icon and a list of links: 'Présentation du portail', 'Politique QES', 'Accéder aux sites de MARK IV AIR INTAKE AND COOLING', 'Règles de vie à respecter sur les sites MARK IV', and 'Présentation MARK IV Air Intake and Cooling'.

At the bottom of the page, there is a footer with 'MARKIV Automotive tous droits réservés 2008' and an 'Aide' link.

#### Areas of the home page

- 1 Editorial
- 2 Logging in window
- 3 Registration window
- 4 Links
- 5 Choice of language

#### 1. EDITORIAL

Information from MARK IV management about the objectives of the Supplier Quality Management system and about Purchasing policy.

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### 2. LOGGING ON WINDOW

 **CONNEXION**

▶ Login :

▶ Mot de passe :

[Mode de passe perdu ?](#) | [Contacter l'administrateur !](#)

- ▶ **Login:** input window for logging in to access the portal.

Login information is provided by the [P@mela portal administrator](#) for access by [MARK IV](#)

Login information is provided by the [supplier portal administrator](#) for access by [suppliers](#).

- ▶ **Password:** individual password for each user. The password must contain letters and numbers and is automatically renewed every 3 months. The new password must be different to the previous month's password.
- ▶ **Lost your password:** Enables you to reset the password by giving your login and e-mail address. The message will be sent to your administrator to reset your password.


 **RÉINITIALISER LE MOT DE PASSE**

▶ Login :

▶ Mon email :

[Retourner à la page de login !](#)


- ▶ **Contact the administrator:** Lets you send an e-mail to the MARK IV P@mela portal administrator.

 **CONTACTER L'ADMINISTRATEUR**

[Retourner à la page de login !](#)

- ▶ **Back to the home page:** click on the MARK IV logo (from any navigation level).

- ▶ **Access the shared portal:** appears after returning to the home page by a connected user. Lets you go back to "My page" without logging in again.

 **DÉCONNEXION**

▶ Login :

▶ Utilisateur :

[>> Accéder au portail collaboratif](#)

[Changer de mot de passe!](#) | [Se déconnecter !](#)

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### 3. REGISTRATION WINDOW

Enables registration of your company if this operation has not already been done.

To be registered in the portal each supplier must be qualified in the MARK IV supplier panel.

A new supplier is automatically registered when it is qualified and its portal administrator is defined. This person has the power to create the respective accounts of internal users at the supplier and to assign them applications available in the portal.

#### VOTRE SOCIÉTÉ ET MARK IV AIC

Pour inscrire votre société sur le portail veuillez saisir votre code fournisseur MARKIV.

Si vous ne connaissez pas votre code fournisseur veuillez contacter notre service achat.

▶ Code fournisseur

Veuillez nommer un administrateur portail fournisseur et nous indiquer ses coordonnées :

▶ Nom

▶ Prenom

▶ Mail

Info

Votre demande d'inscription a été transmise à l'administrateur du portail.

### 4. LINKS

Links to information documents. The contents of the links section changes with the life cycle of the portal. Clicking on one of these links opens the selected document, generally as a PDF format. If you can't open the chosen document, check if your computer has the free Adobe Acrobat Reader software. If not, download it and install it from the following site:

<http://www.adobe.com/fr/products/acrobat/readstep2.html>

- ▶ [Introduction to the portal](#) summary of the P@mela portal
- ▶ [QES policy](#): MARK IV AIC policy on Quality, Environment and Safety
- ▶ [Getting to MARK IV AIC sites](#): Maps to get to our sites
- ▶ [Rules to be followed on MARK IV AIC sites](#): safety and environmental instructions to be considered when visiting our sites.
- ▶ [Introduction to MARK IV AIC](#): brief introduction to MARK IV AIC.

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### 5. CHOICE OF LANGUAGE

Language selection for screens and documents.

Warning: your responses will only be accepted in French or English (for example 8D).



### 6. MY PAGE

After logging in you arrive on the "My page" window. See the P@mela suppliers portal manual for detailed information.