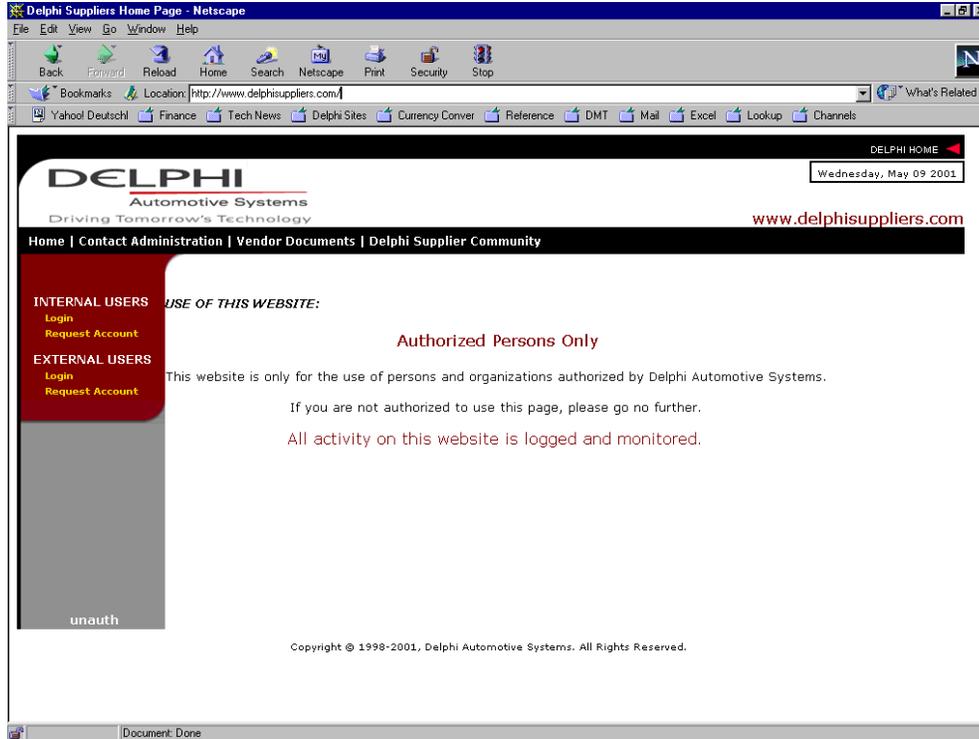


Instructions for Suppliers to sign-up and login to <https://www.delphisuppliers.com/>

Technical Requirements: Netscape or Internet Explorer 4.0 or greater

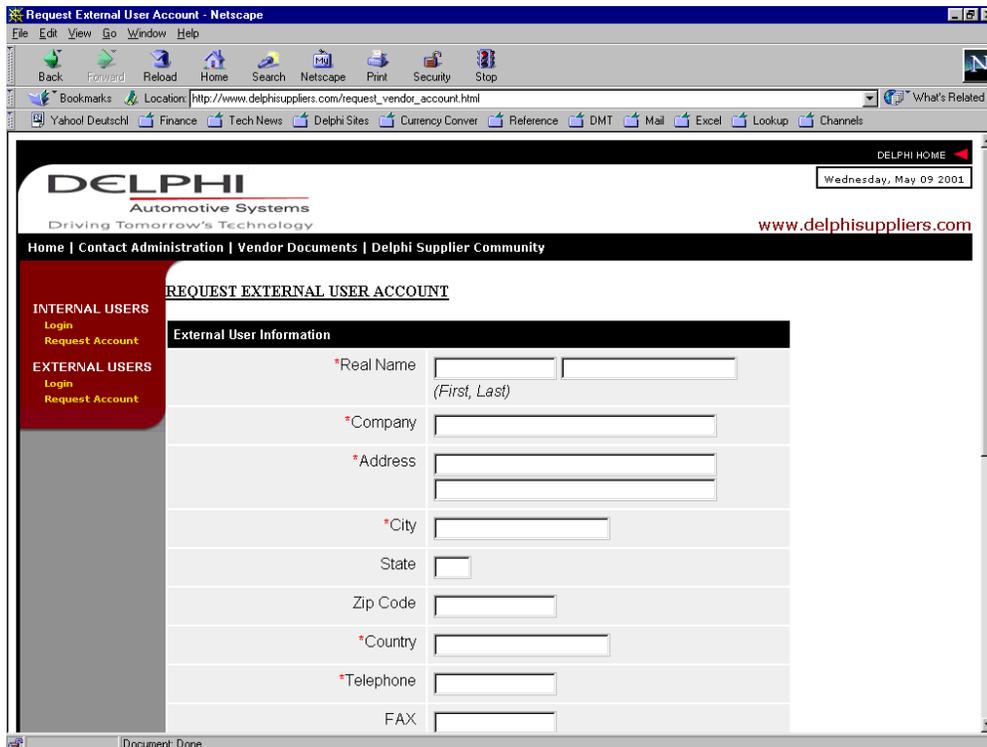
Requesting Account

The first screen you will see is the following:



Click on **EXTERNAL USERS** -> **Request Account**

You will see:



www.delphisuppliers.com

Instructions for External Users

Request External User Account - Netscape

File Edit View Go Window Help

Back Forward Reload Home Search Netscape Print Security Stop

Bookmarks Location: http://www.delphisuppliers.com/request_vendor_account.html

Yahoo! Deutschl Finance Tech News Delphi Sites Currency Converter Reference DMT Mail Excel Lookup Channels

*Country

*Telephone

FAX

*E-mail

*Username

*Password

*Enter password again for validation

*Comment: (Reason for request)

*Required Field

Request Account Reset Form

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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.

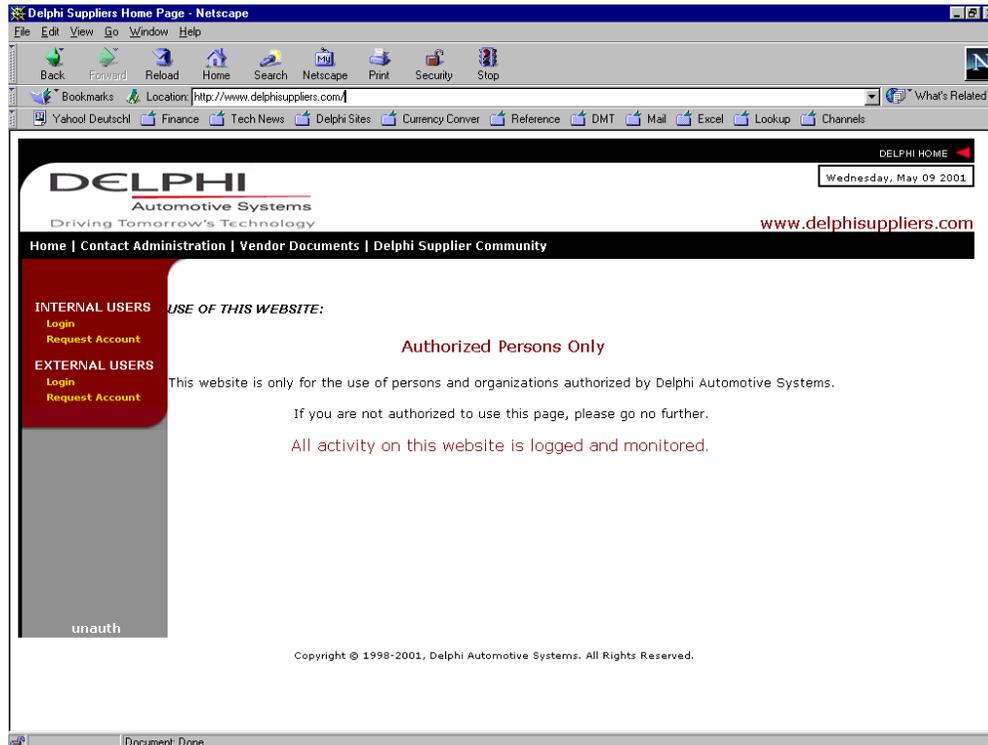
Your status was changed to active by the site administrator.
If you have any questions, please email webmaster@delphisuppliers.com.

Login to the website

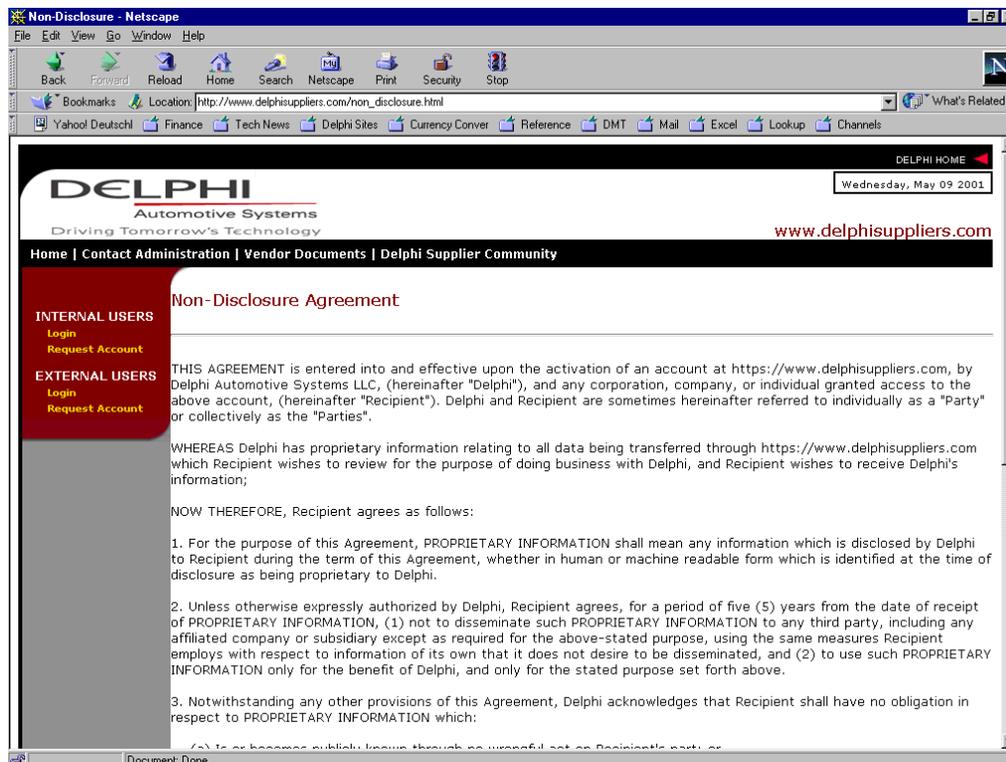
(For the first login, you have to wait until the Delphi person, you are exchanging data with, has notified you that there is a file for download. After you downloaded the first file, the full functionality will be established)

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 dialog box titled "Username and Password Required" with a close button (X) in the top right corner. The text inside reads: "Enter username for Delphi Suppliers at www.delphisuppliers.com:". Below this text are two input fields: "User Name:" followed by a text box, and "Password:" followed by a password box. At the bottom of the dialog 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:



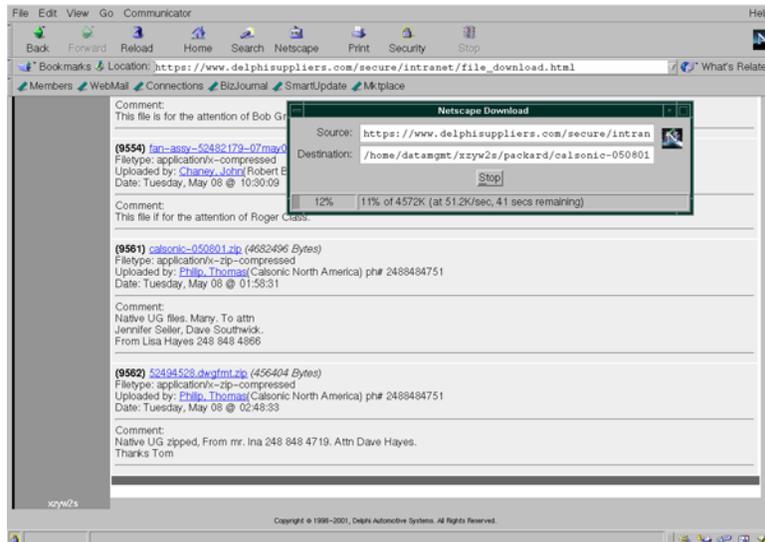
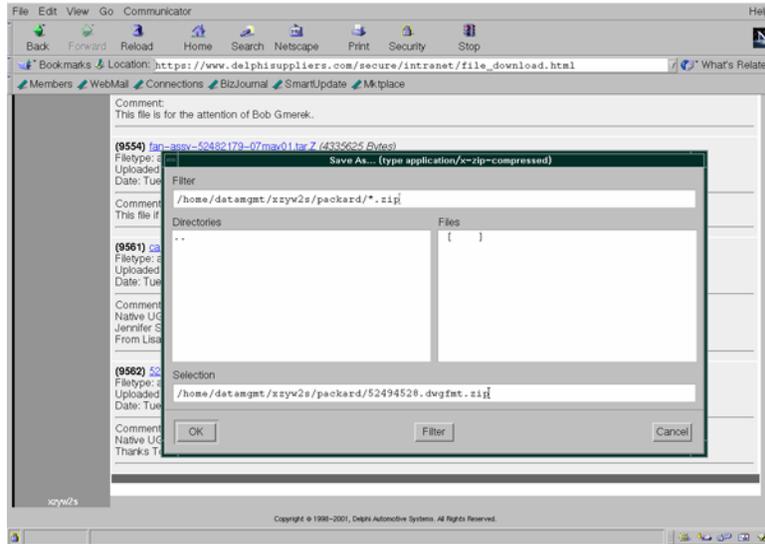
Here you can select "**Download File**" to get to the download page, which will show you the files for you to download.

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.