

Anonymous User Manual

Ferrari Portal

Version 2.0

December 5th, 2023

Ferrari

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1 Introduction

This document is the **Anonymous User Manual** and provides all the required information to begin to use Ferrari Portal.

The next paragraphs explain:

PART 1

- **Basic information and general 'guidelines'** of the Ferrari Portal.

PART 2

- **Self-service registration** detailing how a supplier can register in order to have access to Ferrari Portal's functionalities and applications.

PART 1

GENERAL INFORMATION

2 About Ferrari Portal

The Ferrari Portal is the suppliers' portal through which the suppliers' partners will be able to access beSTandard, the application to download Norms documents.

The Ferrari Portal grants:

- A unified access point for all suppliers;
- Faster user ID provisioning and management;
- Ease of access to applications with a single sign on.

2.1 Portal Access

In order to access the Ferrari Portal, use the URL below:

<https://ferrari.esupplierconnect.com/>

The *Global Home* [Page] of the Ferrari Portal is displayed:



Welcome to Ferrari Portal for Suppliers

Providing enhanced features to improve performance, collaboration and communication between Ferrari and supplier partners.

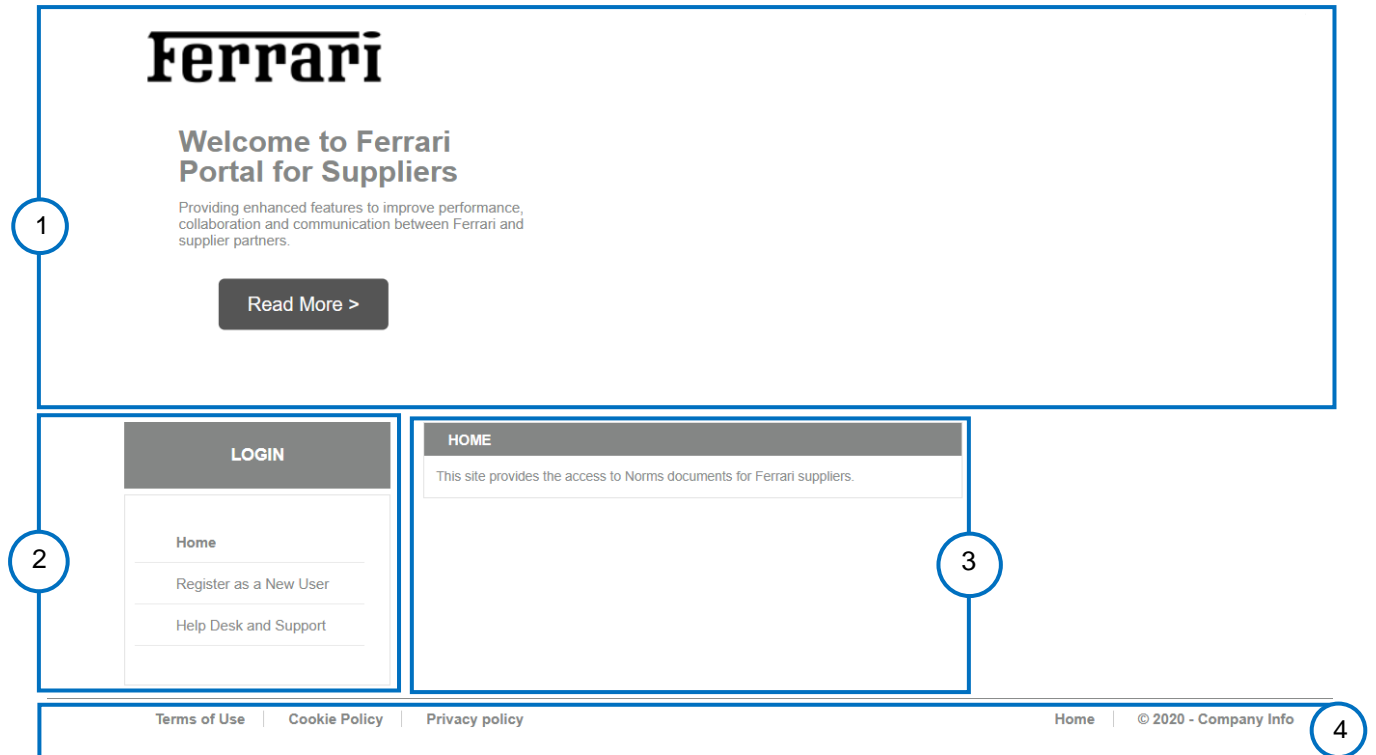
[Read More >](#)

LOGIN
Home
Register as a New User
Help Desk and Support

HOME
This site provides the access to Norms documents for Ferrari suppliers.

2.1 Portal Structure

The Home Page has the following structure (**Anonymous Area**):



In the table below is a quick explanation of each section:

1	Welcome area. This header area contains the welcome message;
2	Log in and main section selection. This section contains links to the Login page, Support Area and Self-Registration (for information please see the next chapter);
3	Home Box. This section may include general announcements
4	Footer area. In this section you can find information about terms of use and privacy policy of the Portal.

2.2 Actors (*External Users*)

The Ferrari Portal's content and functionalities presented to the user depend on the access mode.

From a Ferrari Portal perspective, each external user belongs to one of the following user categories:

- **Supplier Security Administrator (SSA).** A supplier security administrator manage their own company's end users (ex. create new users) and their own company's administration group structure.

An **SSA** could be:

- **ROOT Administrator:** A Root Administrator is the SSA of all the company. The user with this role will be the person in charge of all the company and all the users created into the system for his/her company.
 - **BASIC Administrator:** A Basic Administrator is the SSA of his/her own Administration Group subset of the company and all the users created into the system for his/her Administration Group and the Groups underneath.
- **End User.** An end user can:
 - use the applications available for him/her;
 - **Anonymous user** (log in is not required). An Anonymous User can:
 - Navigate in the Anonymous Area
 - Self-register to the portal

Note: *Supplier Security Administrators can also perform end user activities.*

PART 2

FUNCTIONALITIES

3 Self-Service Registration

This section describes the process to register to the Ferrari Portal as a new user explaining how to start the self-registration process and how to register as a Supplier Security Administrator or as an End User.

3.1 Self-Registration – Path and Steps

From the Home [Page], you can start the self-registration process by clicking the **Register as a New User** in the left side menu.)

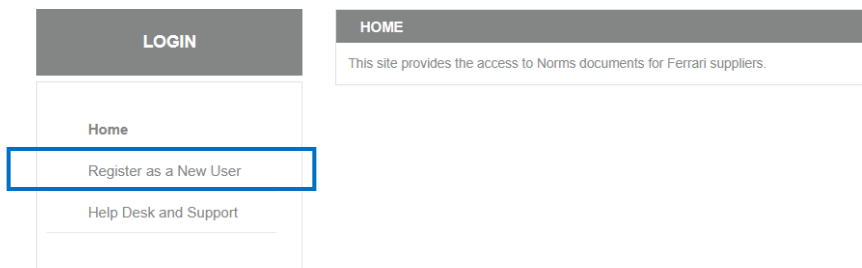
Link to Global Home: <https://ferrari.esupplierconnect.com>



Welcome to Ferrari Portal for Suppliers

Providing enhanced features to improve performance, collaboration and communication between Ferrari and supplier partners.

[Read More >](#)



3.1.1 Self-Registration – First User of an Organization

After selecting **Register as a New User** a new window is opened.

General Rules

- **The self-registration steps are the same for both administration users and end users** who have to be activated to operate with the Ferrari Portal.
- To successfully complete the self-registration process, **it is required to fill in all the mandatory fields in the forms.**
- In the top of the page (left corner), a navigation bar shows the required steps to complete the self-registration. This also works as a progress bar as it highlights the current step in blue).
- The mandatory fields are highlighted with an asterisk **'*'**

The screenshot shows the 'Information about your company' section of the Ferrari self-guided registration procedure. At the top, there is a progress bar with three steps: 1. Company Information (highlighted in blue), 2. User Information, and 3. Internal Contact Information. Below the progress bar, the text reads: 'Welcome to the Ferrari self-guided registration procedure!'. It provides instructions for non-first users and mentions assistance from Supplier Security Administrators. A notice states: 'Notice: All the fields in red (*) are mandatory.' Below this, there is a form field labeled 'Supplier Code / CoFor:*' with an asterisk indicating it is mandatory. An information icon (i) is located to the right of the field. At the bottom of the form, there are three buttons: 'Next Step', 'Reset', and 'Help'.

Insert the information related to your company

Information about your company


1 Company Information 2 User Information 3 Internal Contact Information



Welcome to the Ferrari self-guided registration procedure!

If you are not the first person from your organization to use Ferrari Supplier Portal, you can request assistance from one of the Supplier Security Administrators from your company. This process may also be performed by your Supplier Security Administrators through their administration control panel. The information icon next to the field will provide more details about that field.

Click on the related information button to see more details about each field.

Notice: All the fields in red (*) are mandatory.

Supplier Code / CoFor:* 

Next Step  **Reset**  **Help**

In this section the following data fields are required as mandatory (*):

- **Supplier Code:** The supplier code assigned to each vendor by Ferrari.

Once you have filled in these fields with the appropriate information, click on **Next Step** in order to move to the next registration phase.

GATEWAY: First user for the organization

If you are the first user of your organization, you must provide company information and Root Administration Group Name:

Information about your company

1 Company Information 2 User Information 3 Internal Contact Information

Please specify this additional information about your company:

Address:*

City:*

Postal Code:*

State/Province:*

Country:*

Phone Number:*

Fax Number:

◀ Previous Step **Next Step ▶** Reset Help

Mandatory fields are highlighted with an asterisk “*“:


- **Address:** Street or plaza of the Administration Group;
- **Country:** Related to Address;
- **City:** Related to Address;
- **State/Province:** Related to Address;
- **Postal Code:** Related to Address;
- **Phone Number:** Contact number;
- **Fax Number:** *optional field*;

Select **Next Step** to go to next step.

Information about your company

1 Company Information 2 User Information 3 Internal Contact Information

The Supplier Code null you entered does not have a Root Administration Group, which means you are the first user to request authorization for this code. In order to create the related Root Administration Group for your organization, you will need to enter a unique name.

Root Administration Group Name:* 

[◀ Previous Step](#) [Next Step ▶](#) [Reset](#) [Help](#)

Mandatory fields are highlighted with an asterisk “*”:

- **Administration Group Name:** Write the Administration Group Name you desire;

The Administration Group name should be unique in the Ferrari Portal, if the name chosen is already present you must choose another name.

Select **Next Step** to go to next step.

Insert Personal data

User master data

1 Company Information 2 User Information 3 Internal Contact Information

You are the first user from your Organization to register on the Ferrari Portal and so you will become the Root Supplier Security Administrator.
The Root Supplier Security Administrator main duties and responsibilities are:

- Manage your own company's end users (e.g. Add, Change, Delete, and Authorize user IDs)
- Manage your own company's administration group structure (e.g. Nominating other administrators, Creating new administration groups)

Note: If you are not the appropriate person for this role you can continue with the registration procedure but, after that, the correct person should register as an administrator to cover this role. The Ferrari Portal Helpdesk can assist in setting up that person and downgrading your profile.

Replace as a New User: Admin Group Name: TEST AG Group Type: Root Administration Group

Main Region of Interest:* [Dropdown]

Select Supplier Home Location code:* [Dropdown]

First Name:* [Text Box]

Middle Name: [Text Box]

Last Name:* [Text Box]

Birthdate: Month:* [Dropdown] Day:* [Dropdown]

Email Address:* [Text Box]

Group Email Address: [Text Box]

Preferred System Lang...:* [Dropdown]

Address 1:* [Text Box]

Address 2: [Text Box]

Address 3: [Text Box]

City:* [Text Box]

Postal Code:* [Text Box]

State/Province:* [Text Box]

Country:* [Dropdown]

Phone Number:* [Text Box]

Fax Number: [Text Box]

Mobile Number: [Text Box]

◀ Previous Step Next Step ▶ 🔄 Reset 🛑 Help

Mandatory fields are highlighted with an asterisk "*" :

- **Main Region of Interest:** select **Ferrari** as partner company;
- **Supplier Home Location Code:** select your Ferrari supplier code;
- **First Name:** user first name;
- **Last Name:** user last name;
- **Birth date** (Month and Day): month and day of user's birth date;
- **Email Address:** Please note that all communications to the user from the Ferrari Portal will be sent to this email address;
- **Group Email Address (optional):** a group mailbox if available (e.g.: info@company.com);

- **Preferred System Language (English selected by default):** The language to display the portal content when available. When the selected language is not available the content is displayed in English
- **Address 1:** Work Address;
- **Address 2 (optional):** Additional address data;
- **Address 3 (optional):** Additional address data;
- **Country:** Related to Address 1;
- **City:** Related to Address 1;
- **State/Province:** Related to Address 1;
- **Postal Code:** Related to Address 1;
- **Phone Number:** Work phone number;
- **Fax Number (optional):** Work Fax Number;
- **Mobile Number (optional):** Work Mobile Number;

Select *Next Step* to go to next step.

Insert the Ferrari Contact Data

Insert the Internal Contact Data

1 Company Information 2 User Information 3 Internal Contact Information

Fill in all the fields to identify your contact (e.g. the buyer). This information will be used to verify your registration.

Notice: Your request has to be approved by an internal Portal Administrator.

First Name: *

Last Name: *

Email: *

Reason: *

◀ Previous Step **Submit** Reset ? Help

At this step, the supplier must insert internal (Ferrari) contact data:


- **First Name:** First Name of the internal contact person
- **Last Name:** Last Name of the internal contact person
- **Email:** Email of the internal contact person
- **Reason:** The rationale about why you want to register to have access to the Ferrari Portal.

Select **Submit** button to complete the process and send the request to the approver. The person in charge to approve the request is the one of the Internal Ferrari Portal Administrators.

GATEWAY: Not the first user for the Organization


Select the type of User

1 Company Information 2 User Information 3 Internal Contact Information



Register as a New User

- Register as a new End User
- The End User can:
 - Request new applications
 - Access Applications that have been approved by SSA
 - Modify application access in terms of Supplier Codes and Roles
 - Manages own User Master Data
 - Manages own Favorites, Resources and Applications
 - Read important communications sent by Ferrari to the Suppliers



Register as a New Supplier Security Administrator

- Register as a new Supplier Security Administrator (SSA)
- The SSA has the same access as an End User and can also:
 - Manage their own company's end users (e.g. Add, Change, Delete, and Authorize user IDs)
 - Manage their own company's administration group structure (e.g. Nominating other administrators, Creating new administration groups)

◀ Previous Step ? Help

Chose the type of the user you want to create, the options are:

➤ Register as a New User

The End User can request and access applications that have been approved by SSA

➤ Register as a New Supplier Security Administrator

The SSA has the same access as an End User and can also:

- Manage their own company's end users
- Manage their own company's administration group structure



Select the Administration Group in which to create the user


Select the Administration Group


1 Company Information 2 User Information 3 Internal Contact Information

Please select the most appropriate Administration Group (Root or Basic) where you want to register based on the Supplier Codes you have to use.
Note that you will not be able to see application data on codes outside this group.
To help you choose, the green highlighted Administration Group(s) contain the Supplier Code you specified during the registration process.

Organization Information: Organization Code: 1550002941 Organization Name: TECHEDGE S.P.A.

 Root Administration Group  Basic Administration Group

Type	Administration Group Name	Group ID
	Root AG - TECHEDGE S.P.A.	1800041556

 AG containing your Supplier Code

◀ Previous Step Next Step ▶ ? Help

Select the administration group to which you will belong.

Notice: To help you choose, the green highlighted Administration Group(s) contain the Supplier Code you specified during the registration process.

Click on **Next Step** button on the top of page, to move to the next step.

Insert Personal data

User master data

1 Company Information 2 User Information 3 Internal Contact Information

Replace as a New User:

Main Region of Interest:*

Select Supplier Home Location code:*

First Name:*

Middle Name:

Last Name:*

Birthdate: Month:* Day:*

Email Address:*

Group Email Address:

Preferred System Lang...:*

Address 1:*

Address 2:

Address 3:

City:*

Postal Code:*

State/Province:*

Country:*

Phone Number:*

Fax Number:

Mobile Number:

◀ Previous Step **Next Step ▶** 🔄 Reset 💡 Help

Mandatory fields are highlighted with an asterisk "*" :

- **Main Region of Interest:** select **Ferrari** as partner company;
- **Supplier Home Location Code:** select your Ferrari supplier code;
- **First Name:** user first name;
- **Last Name:** user last name;
- **Birth date** (Month and Day): month and day of user's birth date;
- **Email Address:** Please note that all communications to the user from eSupplierConnect will be sent to this email address;

Ferrari

- **Group Email Address (optional):** a group mailbox if available (e.g.: info@company.com);
- **Preferred System Language (English selected by default):** The language to display the portal content when available. When the selected language is not available the content is displayed in English
- **Address 1:** Work Address;
- **Address 2 (optional):** Additional address data;
- **Address 3 (optional):** Additional address data;
- **Country:** Related to Address 1;
- **City:** Related to Address 1;
- **State/Province:** Related to Address 1;
- **Postal Code:** Related to Address 1;
- **Phone Number:** Work phone number;
- **Fax Number (optional):** Work Fax Number;
- **Mobile Number (optional):** Work Mobile Number;

Select *Next Step* to go to next step.

Insert Internal Contact Information of your Organization

Internal contact information of your Organization

1 Company Information 2 User Information 3 Internal Contact Information

Fill in all the fields with the data of a contact person within your Organization. This information will be used to verify your registration.

Notice: Your request has to be accepted by a Supplier Security Administrator within your Organization.

First Name:

Last Name:

Email:

Reason: *

◀ Previous Step **Submit** Reset ? Help

At this step the supplier can insert contact data (optional) and **Reason** (mandatory): the rationale about why you want to register to have access to the Ferrari Portal.

Select **Submit** button to complete the process and send the request to the approver. The person in charge to approve the request is one of the Supplier Security Administrator of the Administration Group chosen during the Select Administration Group step, who may approve or reject your request.