



GESTAMP AUTOMOCION
Purchasing Portal
Supplier's technical requirements
FULLSTEP PORTAL VS. 3.0.



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1 Introduction

The following document indicates the minimum technological requirements approved suppliers must have to access and use properly the functions available in the Gestamp Automoción's private supplier area.

2 Requirements

Suppliers approved by Gestamp Automoción must meet certain technical requirements to ensure their offers are received properly.

2.1 Internet connection

The supplier must have a computer with an **Internet connection** as access to the private area must be by web page, through which offers can be sent during the period determined by Gestamp Automoción, as well as providing other functions.

2.2 E-mail account

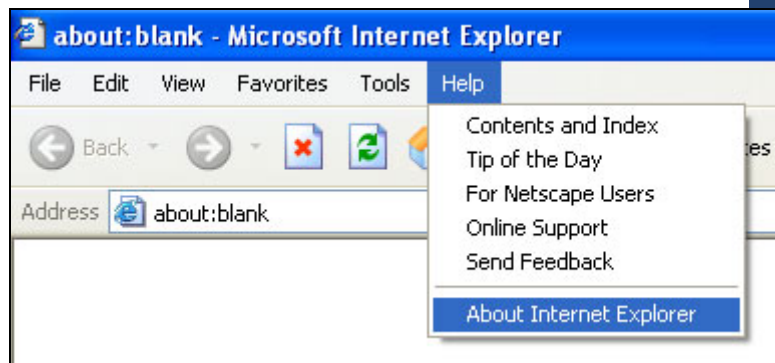
The supplier must have an e-mail account through which it will receive various communications from Gestamp Automoción.

2.3 Internet Explorer

The supplier must have installed on its computer **Internet Explorer 6 or higher**.

2.3.1 Version of Internet Explorer

To check the **version of Internet Explorer** the user will have to open the browser, go into the "**Help**" menu and select "**About Internet Explorer**". Once this option has been selected, a window opens in which the version of the browser appears.



If the version of Internet Explorer is too old an updated version from the following address should be downloaded and installed:

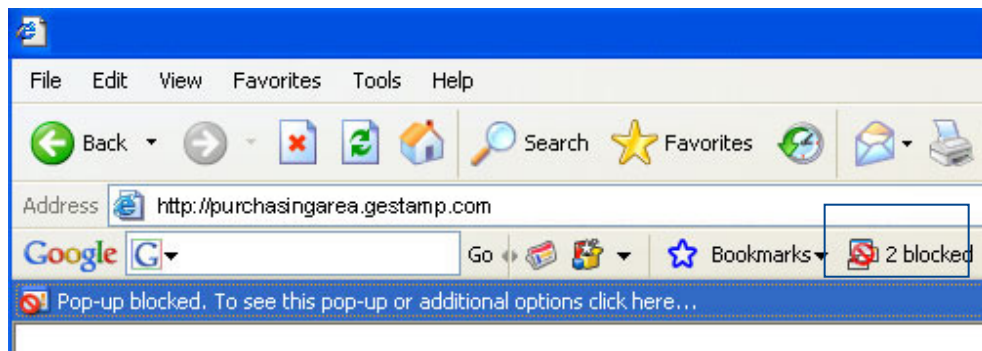
<http://www.microsoft.com/windows/ie/downloads/ie6/default.asp>

Once inside this page, click on "**Download Center**". You will be redirected to a new page from which you can go ahead with downloading and installing the new version of the browser.

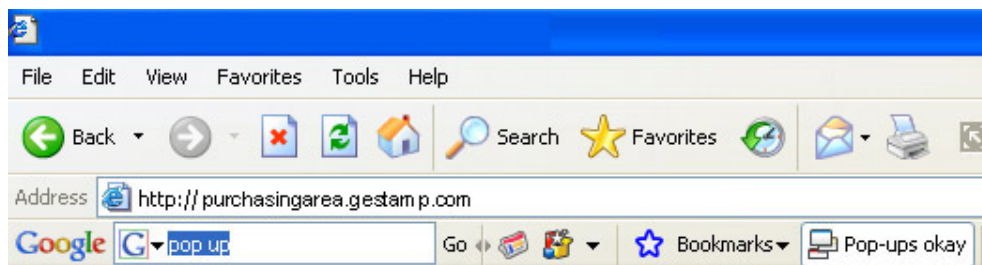
3 Troubleshooting: Pop-ups blocker

3.1 Google toolbar

If you have installed the Google toolbar, probably the popup blocker is enabled. You can easily check it at the toolbar, where the number of blocked elements is shown.

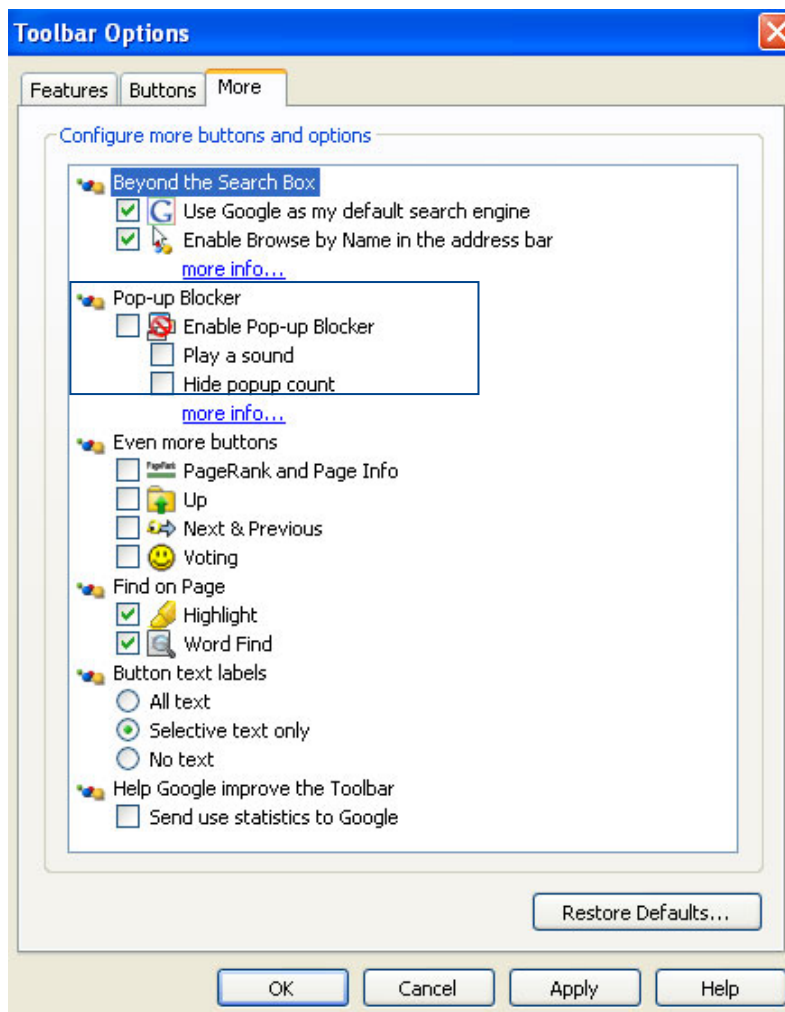


In order to disable the Popup Blocker for the purchasing portal, visit the site and press the Popup Blocker button. The button text will change to read "**Pop-ups okay**" indicating that the Popup Blocker is disabled on the site in question.



Finally, if you'd like to disable the Popup Blocker completely, please follow the instructions below:

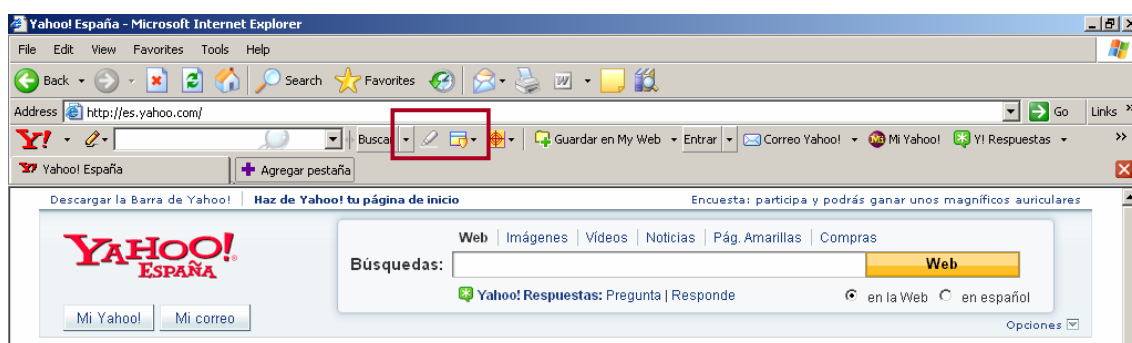
1. Click the "Settings" button on your Toolbar and choose "Options."
2. Select the "More" tab.
3. Un-check the box next to "Popup Blocker."
4. Click "Apply" and then "OK."



3.2 Yahoo toolbar

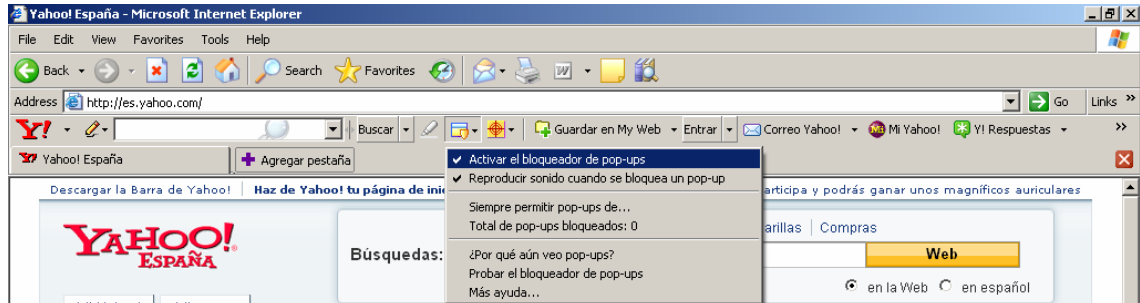
If the Yahoo toolbar has been installed, it is possible that the popup blocking option has been activated.

To be able to access the Portal's pop-ups, simply click on the icon shown in the following screen shot.





A drop down menu appears in which you should uncheck the **Activate popup blocking** option.



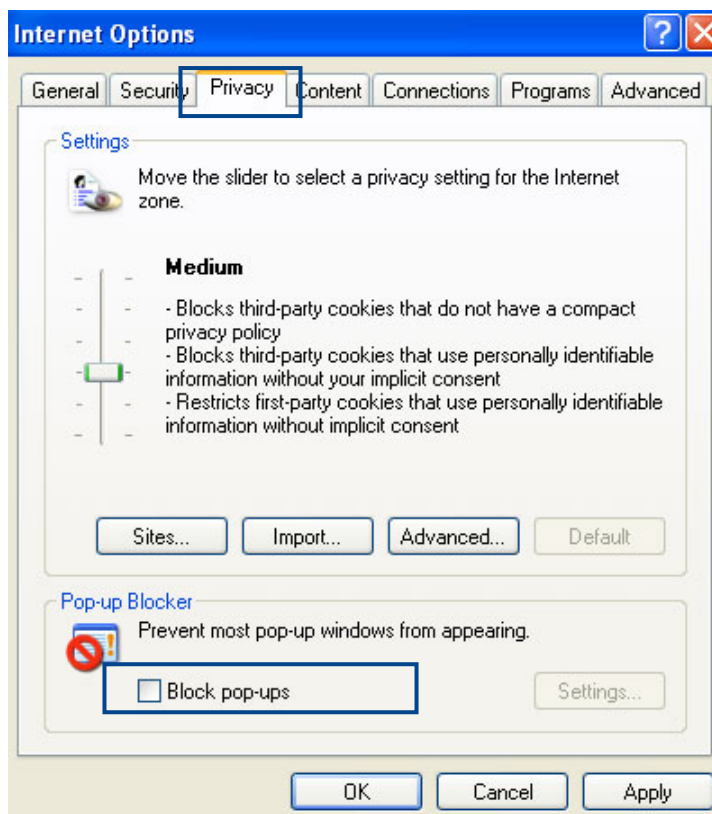
3.3 Compatibility with Windows XP – Service Pack 2

Certain problems with pop-ups and files downloading may arise by using Windows XP – Service Pack 2. Please follow the following instructions to solve these problems:

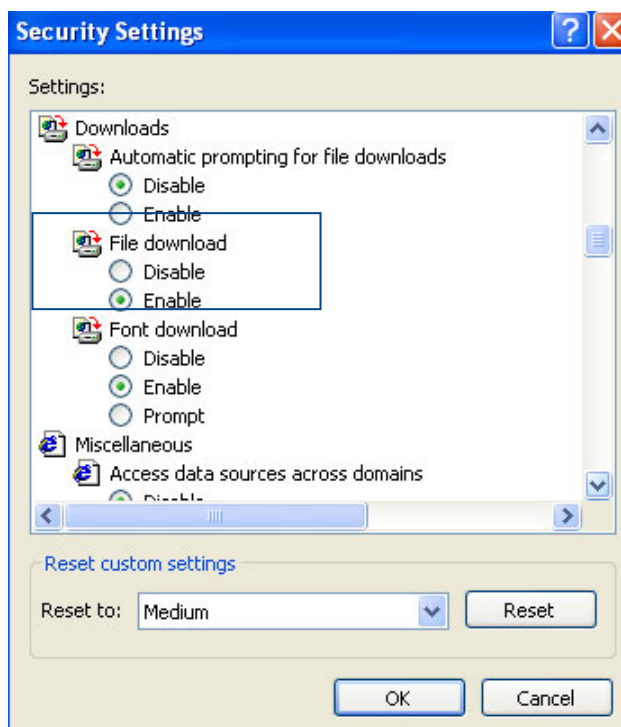
- 1- From Internet Explorer, go to **Tools → Internet Options → Privacy**.

The “Block pop-ups” option must remain un-checked.

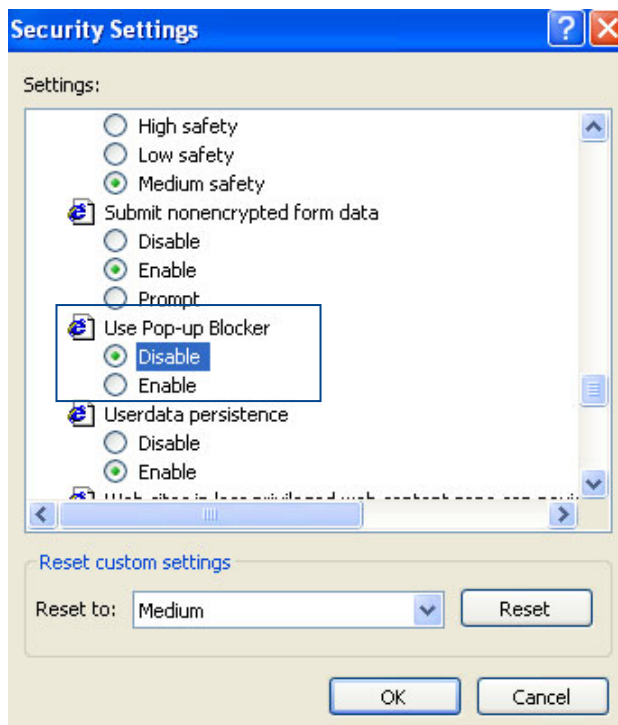
This will not affect the security set-up for each site (Internet, intranet, trust sites)



- 2- Select the "**Security**" tab and press the "**custom level**" button. The "**File download**" option must be enabled.

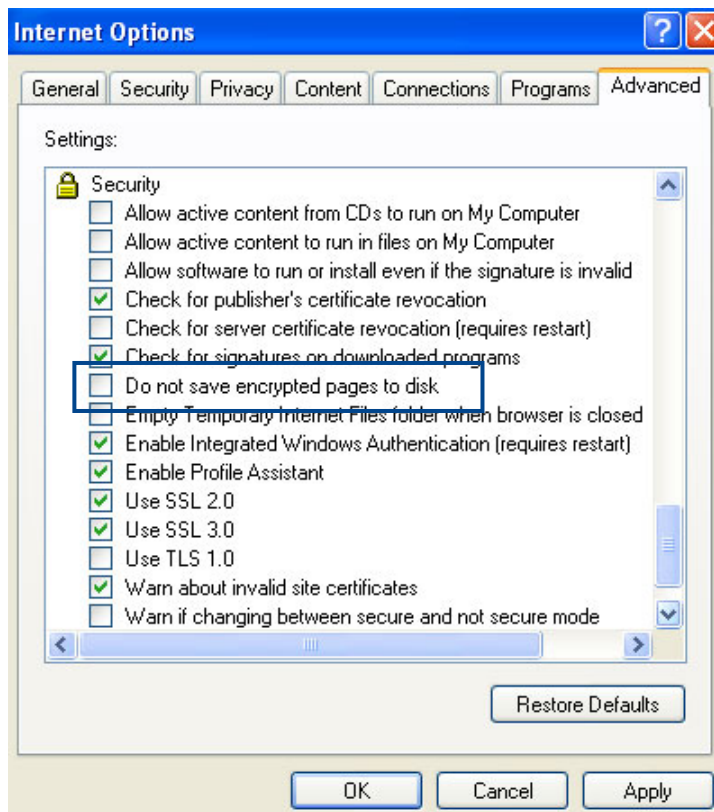


Verify that the **"Use pop-up blocker"** option is disabled.




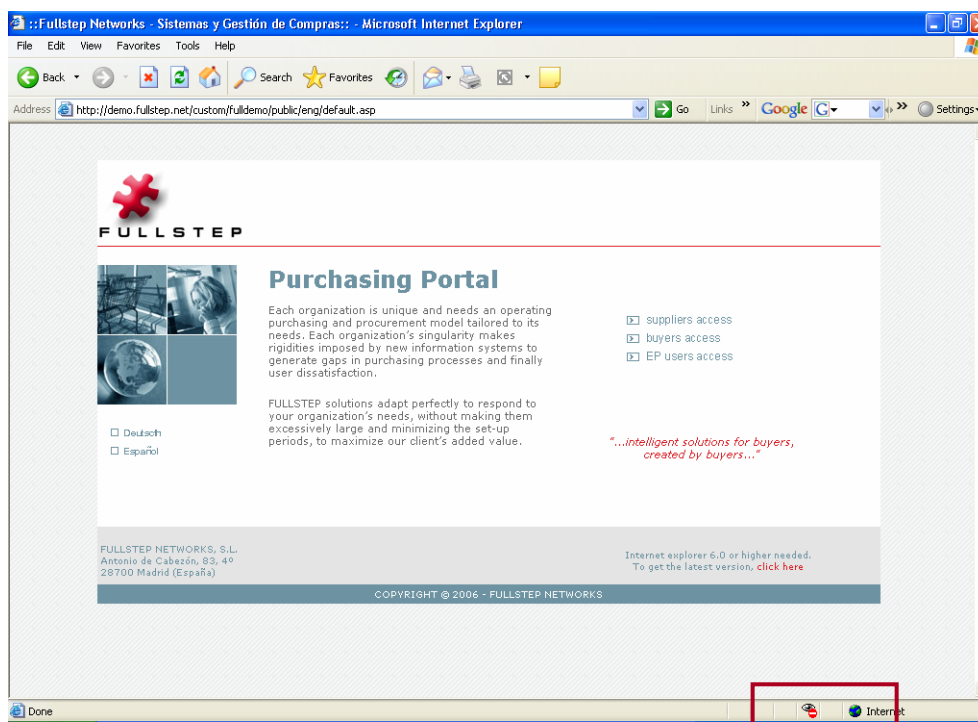
3.- Select the **"Advance options"** tab:

The **"Do not save encrypted pages to disk"** option must be disabled.

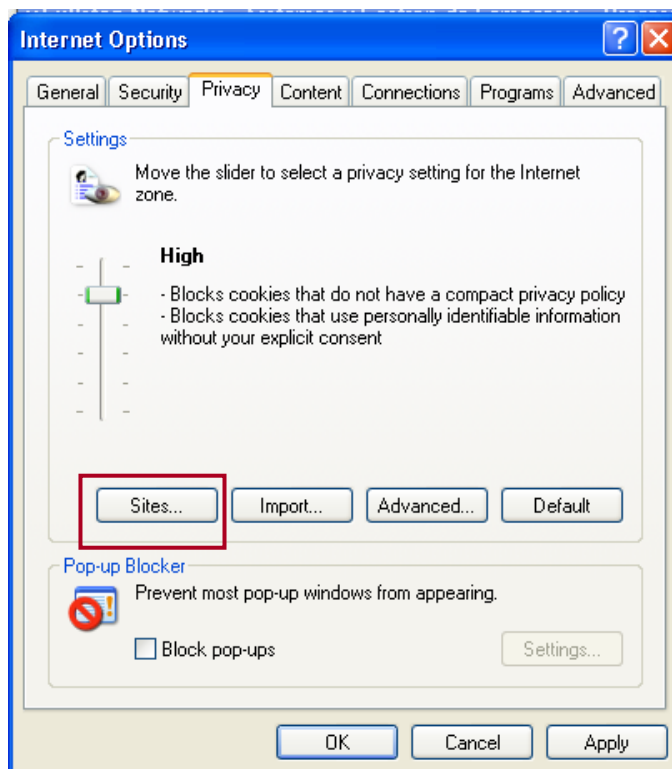


3.4 Internet privacy setting

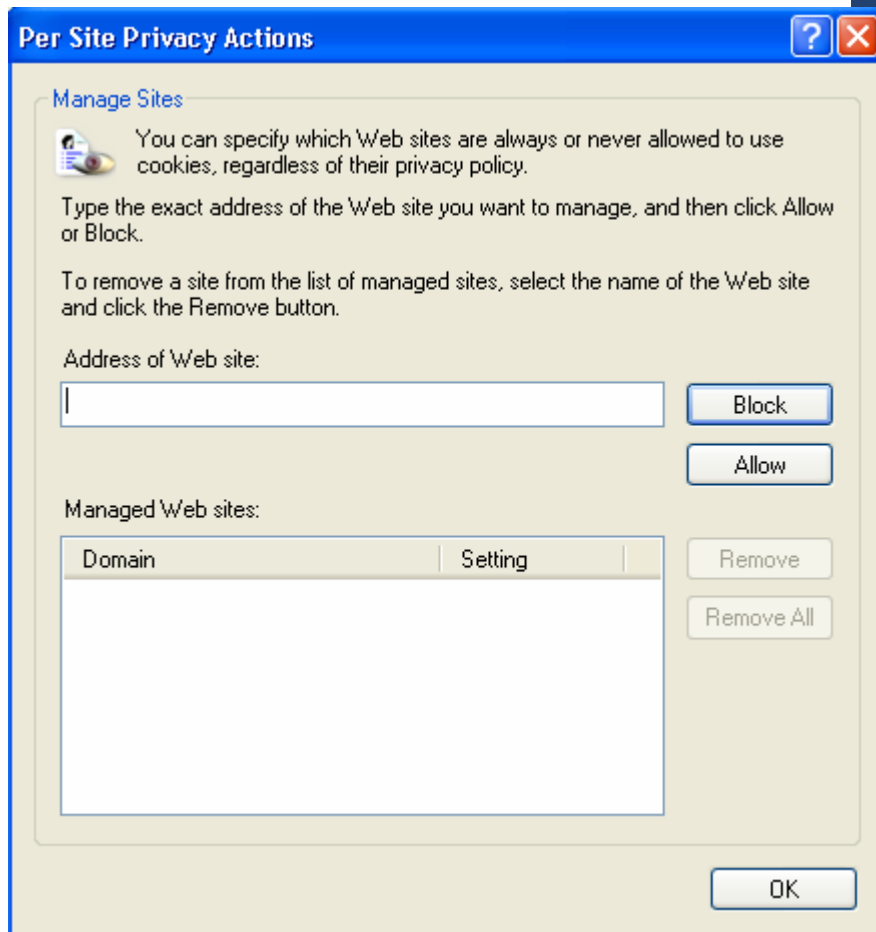
If the privacy setting for the internet zone is set to high, it is possible that access to certain sites will be blocked. You will see the  icon in the lower section of your browser, which indicates a privacy setting of high.



Go to **Internet options** → **Privacy** to add the websites that you want to allow, regardless of their security status.



Click on “**Sites**” and a window will open in which you can enter the address of the website that you want to allow.



Enter the website address, click **"Allow"** and then **"OK"**.

3.5 Error downloading specifications in the portal

Some antivirus applications (checked with **Norton** and **Panda**) block offer request specifications from being downloaded. The most up to date antivirus applications also scan and block specific pages.

To check if the antivirus is blocking file downloads, do the following:

1. Close the browser. The affected supplier should then temporarily deactivate the antivirus. The antivirus is normally deactivated by clicking on the right mouse button over the antivirus icon (bottom right part of the screen) and selecting the antivirus deactivate option. If the user does not have an antivirus deactivate option, consult an IT specialist.
2. Once the antivirus is deactivated, access the request for offer function and try to download the specifications. If it now works, the antivirus is no longer blocking it.
3. To prevent suppliers from having to deactivate their antivirus every time they want to access a FULLSTEP portal, they should configure their antivirus to trust the portal. Since each supplier



has a different antivirus, the IT team at each supplier should take responsibility for ensuring that the antivirus software does not block the portal.

3.6 Antivirus blocking

It is possible that if your equipment is protected by an antivirus, this is blocking your access to the suppliers' portal.

To resolve the problem, carry out one of the following two actions:

- Configure the antivirus so that it allows access to the purchasing portal.
- Temporarily deactivate your equipment's antivirus each time you want to access the purchasing portal.