



# PARTS & SERVICES MEDIA LIBRARY USER GUIDE

2024/09

MKT / BRAND COMMUNICATION



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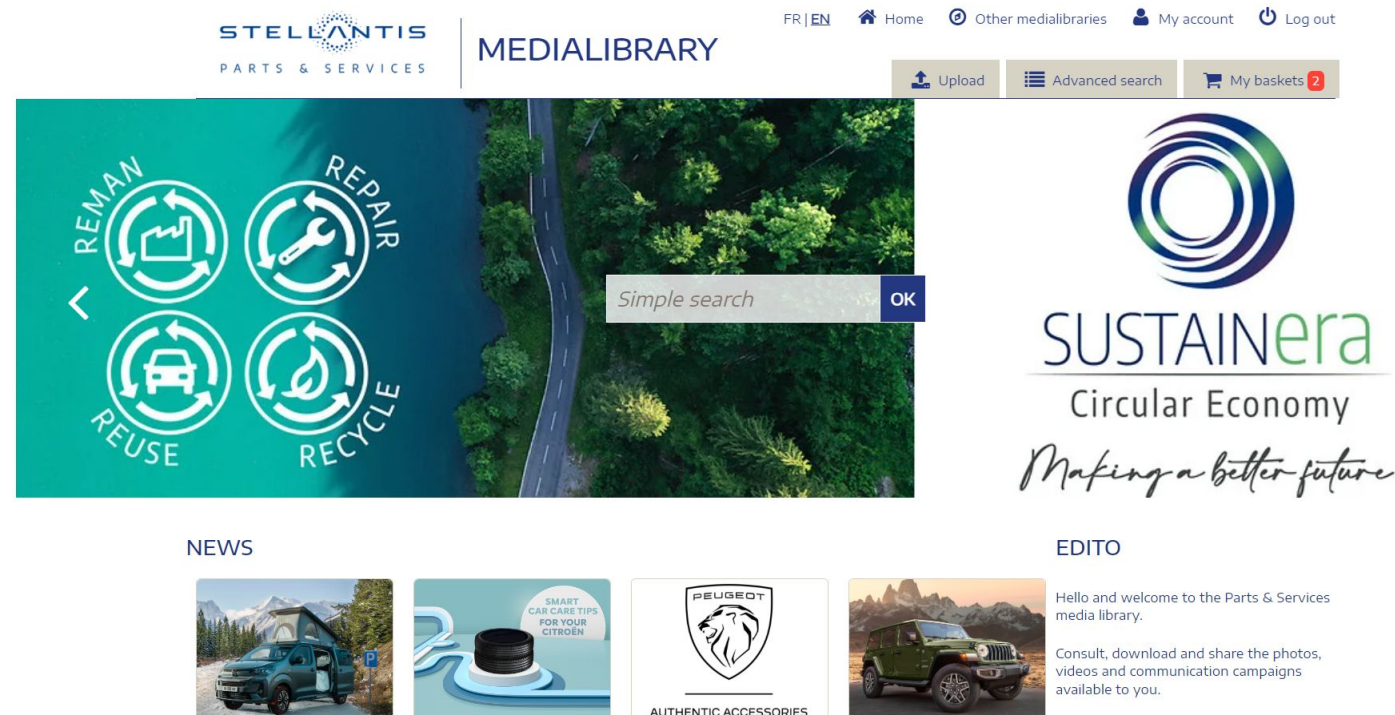
# ACCESS TO THE MEDIA LIBRARY

# INTRODUCTION

The Parts & Services Media Library is the central location for all aftersales media libraries. Here you find the assets of all Stellantis brands and services in one single place.

The media library can be accessed at the following address :

→ <https://medialibrary.stellantis.com/dsp>





# MEDIALIBRARY NAVIGATION

# ACCESS

The screenshot shows the 'Welcome to the Aftermarket Medialibrary' page. It features a dark blue header with the Stellantis logo and a navigation bar. The main content area has a background image of a car's engine. Three callout boxes are overlaid on the page:

- Stellantis Internal only:** A box on the left containing a 'Sign In (Stellantis Credentials)' button.
- Stellantis external sign in:** A central box for external users. It includes a message for those outside Stellantis, a link for journalists to contact the press content center, and a login form with fields for 'User ID' and 'Password', a 'Validate' button, and links for 'FR | EN' and 'Forgotten password'.
- Register:** A box at the bottom containing a 'Register' button.

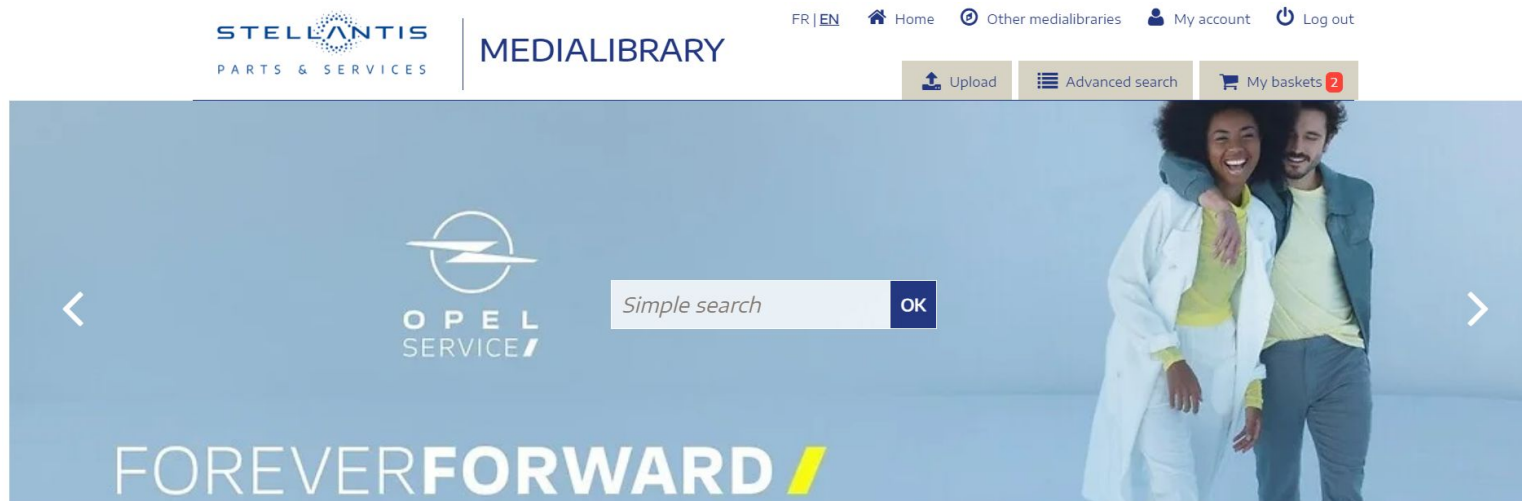
At the bottom of the page, there is a footer with links for 'Legal notice', 'Help', 'Video tutorials', 'Contact', 'www.stellantis.com', and 'Accessibility'.

If you have a **Stellantis ID**, log in here with your Stellantis login.

If you are **external to Stellantis** and have an account, log in here.

If you **do not yet have an account** and are external to Stellantis, please complete the **registration form** available via this button.

# HOME PAGE

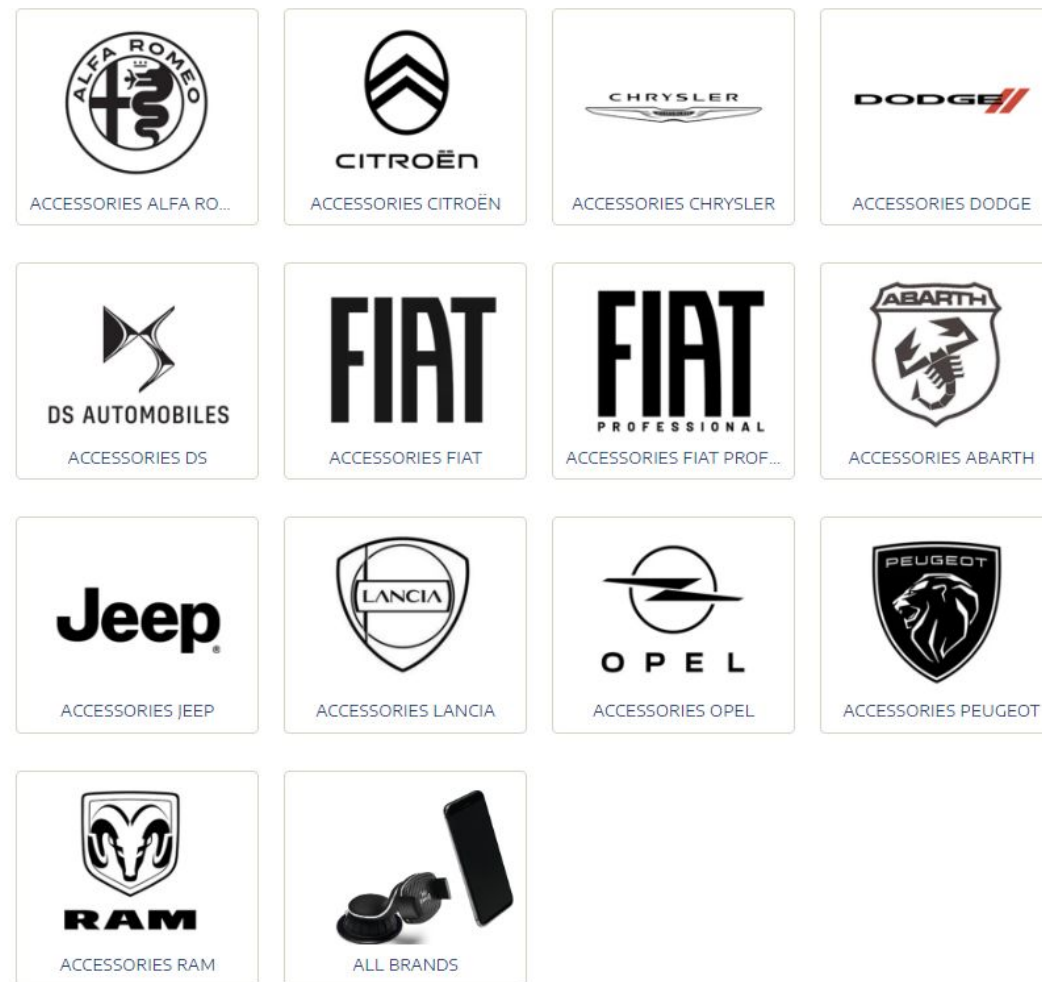


- At the top of the page, you can change the language, access other Stellantis media libraries as well as your account.
- You will also find a search bar, an advanced search and access to your baskets.
- In the footer, you can contact the administrators and access the media library user guide.

# FOLDER NAVIGATION

- The **folder mosaic** allows you to browse through the different Stellantis brands, whether in the after-sales or accessory themes.
- Click on a thumbnail to access the different product media for each brand.

## ACCESSORIES COMMUNICATION





# NEWS SECTION

The **‘News’ section** lets you find out about the latest productions published in the media library. This section is updated regularly, so keep an eye on it!

## NEWS



AUTUMN/WINTER CAM...



TIPS & TRICKS



AUTHENTIC ACCESSORIES  
LOGOS ACCESSORIES

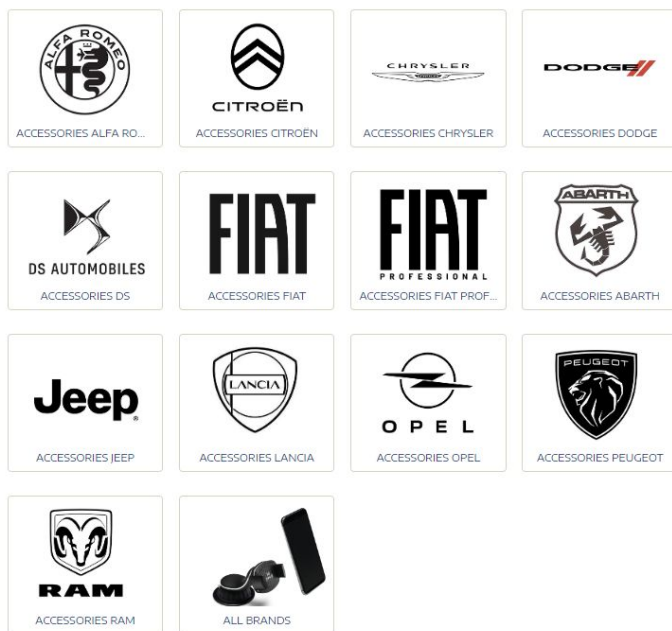


3 YEARS JEEP

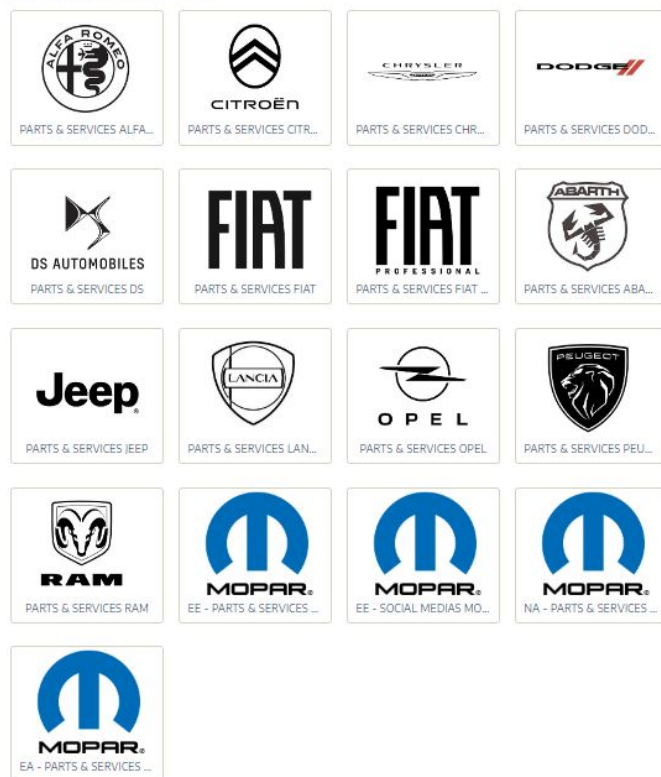
## CLASSIFICATION PLAN

The content is placed by **Brand** in the 3 main categories of the medialibrary. You can click on the different folders to access the media available for each brand.

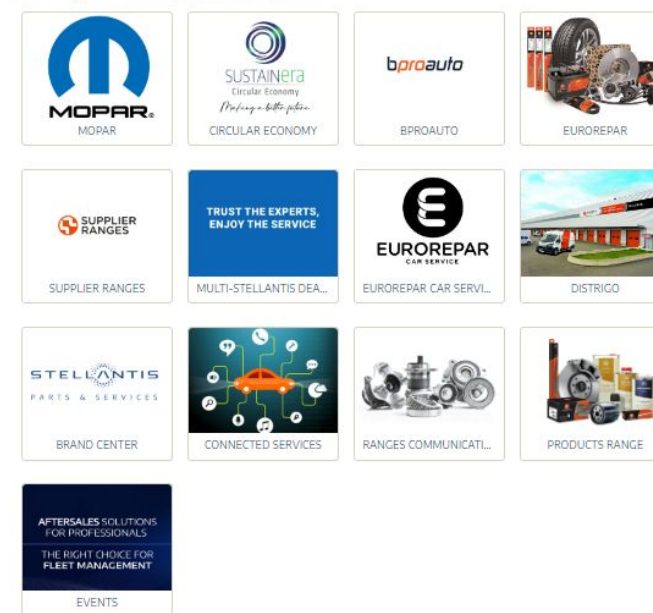
### Accessories communication



### Brand communication



### Other(s) brands communication



# SEARCH FOR ASSETS

## TEXT SEARCH

- **Text search** is available on the home page or at the top of a results page.
- You can enter one or more words in the search bar. The engine **suggests** terms used to describe the media as soon as the first characters are entered.
- Press the “Enter” key or click on the magnifying glass to launch the search



### HELPFUL TIP

*You can also enter Boolean operators between words (“or” to search for both words at once, “\*” to search for variants of the ending of the word in question, “” to search for the exact expression)*

## CORPORATE OR LOCAL ASSETS

STELLANTIS PARTS & SERVICES

MEDIALIBRARY

FR | EN Home Other medialogs My account Log out

Upload Advanced search My baskets 2

Simple search OK Corporate and Market selection (1) x

☒ HQ ☐ AE ☐ AT ☐ BE ☐ CH ☐ CZ ☐ DE ☐ DK ☐ EG ☐ ES ☐ FI ☐ FR  
☐ GR ☐ HU ☐ IT ☐ LU ☐ MA ☐ NL ☐ NO ☐ PL ☐ PT ☐ RS ☐ RU ☐ SE  
☐ SK ☐ UK ☐ ZA

CLOSE

MODEL / CARLINE / CATEGORY  
MOTORIZATION  
PRODUCT MODEL YEAR  
ASSET CATEGORY  
CAMPAIGN CATEGORY  
CAMPAIGN NAME  
ASSET TYPE  
DURATION  
FORMAT / DIMENSIONS  
ASSET PRODUCTION YEAR  
LANGUAGE  
OLD - MODELS

AP\_508\_2023\_ACC\_1629032480.jpg - 4312x4223 px  
AP\_508\_2023\_ACC\_1629032580.jpg - 4647x4345 px  
AP\_508\_2023\_ACC\_1629032480.tif  
AP\_508\_2023\_ACC\_1629032580.tif

Trailer hitch  
Accessories  
Roof bars

→ The **market** depends on your user rights. If you have access to several markets, you can filter the value here to obtain only the media that correspond to the market you're interested in.

→ **Corporate assets** (corresponding to the HQ codification) are the media seen by default by Stellantis users.

→ **Local assets** (corresponding to the country code) are the default media seen by dealers depending on their country of registration.



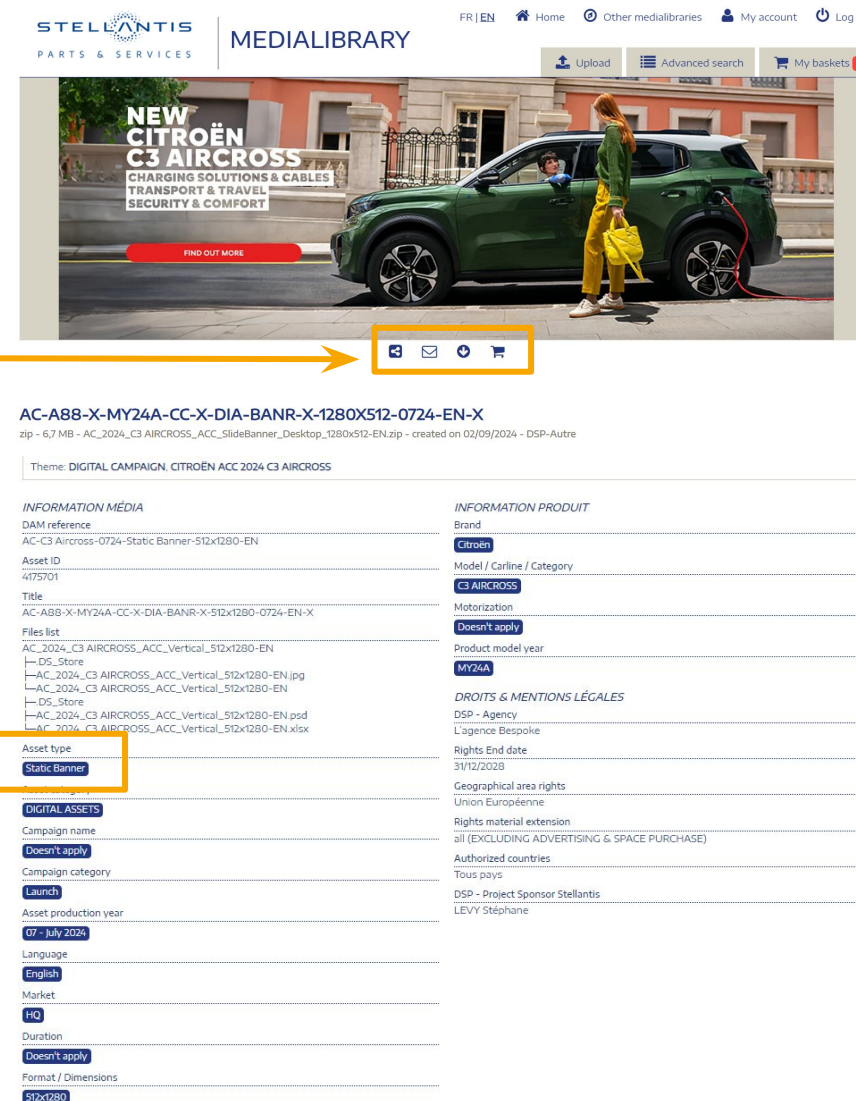
## REFINE YOUR RESULTS

The screenshot displays the Stellantis Medialibrary interface. At the top, the logo 'STELLANTIS PARTS & SERVICES' is on the left, and navigation links 'FR | EN', 'Home', 'Other medialibraries', 'My account', and 'Log out' are on the right. Below the logo, the word 'MEDIALIBRARY' is prominently displayed. A search bar contains the text 'Simple search' and 'OK'. To the right of the search bar, there's a filter selection area showing 'Search in the folder : Accessories Citroën' and 'Corporate and Market selection (1)'. Below the search bar, a 'FILTERS' sidebar is highlighted with an orange border, listing various filter categories: FILE EXTENSION, BRAND, MODEL / CARLINE / CATEGORY, MOTORIZATION, PRODUCT MODEL YEAR, ASSET CATEGORY, CAMPAIGN CATEGORY, CAMPAIGN NAME, ASSET TYPE, DURATION, FORMAT / DIMENSIONS, ASSET PRODUCTION YEAR, and LANGUAGE. The main content area shows 'SEARCH RESULTS' with a red badge indicating '1600 ITEMS'. Below this, the theme is set to 'AFTERMARKET > ACCESSORIES COMMUNICATION > Accessories Citroën'. There are three tabs: 'PC', 'Transversal', and 'LCV'. The sorting options are 'Sort by: Creation date' (selected) and 'Media type'. The order options are 'Order: Ascending' (selected) and 'Descending'. Four asset thumbnails are displayed, each with a title and a description: 1. 'AC-è-C3-0924-Design with Video-3840x2160-EN-Mobius' (mov - 3840x2160 px), 2. 'AC-è-C3-0924-DOOH-1080x1920-EN-Mobius 2' (mp4 - 1080x1920 px), 3. 'AC-è-C3-0924-DOOH-1080x1920-EN-Mobius 3' (mp4 - 1080x1920 px), and 4. 'AC-è-C3-0924-DOOH-1080x1920-EN-Mobius 1' (mp4 - 1080x1920 px).

- You can use the **dynamic filters** on the left pane to refine your search. Check the box of the filter(s) you are interested in.
- You can **remove active filters** by clicking on the cross next to each selected keyword.

## VIEW MEDIA DETAILS

- Click on the thumbnail of a media item to enter its details. Each media file contains a number of **explanatory fields**, including the end-of-rights date and the media's scope of use.
- To **share**, **download** or add your media to a **basket** from this interface, click on these icons.
- **Keywords highlighted** in blue can be clicked on to view all media with the keyword in question.



The screenshot displays the 'MEDIALIBRARY' interface. At the top, there's a navigation bar with 'FR | EN', 'Home', 'Other medialibraries', 'My account', and 'Log out'. Below this, a search bar and 'Upload', 'Advanced search', and 'My baskets' buttons are visible. The main content area features a large thumbnail of a green Citroën C3 Aircross with a person standing next to it. Below the thumbnail, a row of icons for sharing, email, download, and basket is highlighted with an orange box. An orange arrow points from the 'download' icon to the 'Asset type' field in the metadata section below. The metadata is organized into two columns: 'INFORMATION MÉDIA' and 'INFORMATION PRODUIT'. The 'INFORMATION MÉDIA' column includes fields like 'DAM reference', 'Asset ID', 'Title', 'Files list', 'Asset type' (highlighted with an orange box), 'Campaign name', 'Campaign category', 'Asset production year', 'Language', 'Market', 'Duration', and 'Format / Dimensions'. The 'INFORMATION PRODUIT' column includes 'Brand', 'Model / Carline / Category', 'Motorization', 'Product model year', 'DROITS & MENTIONS LÉGALES', 'Rights End date', 'Geographical area rights', 'Rights material extension', 'Authorized countries', and 'DSP - Project Sponsor Stellantis'. The 'Asset type' field is highlighted with an orange box, and an orange arrow points from the 'download' icon in the thumbnail area to it.

**AC-A88-X-MY24A-CC-X-DIA-BANR-X-1280X512-0724-EN-X**  
 zip - 6,7 MB - AC\_2024\_C3 Aircross\_ACC\_SlideBanner\_Desktop\_1280x512-EN.zip - created on 02/09/2024 - DSP-Autre

Theme: DIGITAL CAMPAIGN, CITROËN ACC 2024 C3 Aircross

INFORMATION MÉDIA	INFORMATION PRODUIT
DAM reference AC-C3 Aircross-0724-Static Banner-512x1280-EN	Brand <b>Citroën</b>
Asset ID 4175701	Model / Carline / Category <b>C3 Aircross</b>
Title AC-A88-X-MY24A-CC-X-DIA-BANR-X-1280X512-0724-EN-X	Motorization <b>Doesn't apply</b>
Files list AC_2024_C3 Aircross_ACC_Vertical_512x1280-EN └─ DS_Store └─ AC_2024_C3 Aircross_ACC_Vertical_512x1280-EN.jpg └─ AC_2024_C3 Aircross_ACC_Vertical_512x1280-EN └─ DS_Store └─ AC_2024_C3 Aircross_ACC_Vertical_512x1280-EN.psd └─ AC_2024_C3 Aircross_ACC_Vertical_512x1280-EN.xlsx	Product model year <b>MY24A</b>
Asset type <b>Static Banner</b>	DROITS & MENTIONS LÉGALES DSP - Agency L'agence Bespoke
DIGITAL ASSETS Campaign name <b>Doesn't apply</b>	Rights End date 31/12/2028
Campaign category <b>Launch</b>	Geographical area rights Union Européenne
Asset production year <b>07 - July 2024</b>	Rights material extension all (EXCLUDING ADVERTISING & SPACE PURCHASE)
Language <b>English</b>	Authorized countries Tous pays
Market <b>HQ</b>	DSP - Project Sponsor Stellantis LEVY Stéphane
Duration <b>Doesn't apply</b>	
Format / Dimensions <b>512x1280</b>	

DOWNLOAD ASSETS

# SELECT FILES FOR DOWNLOAD

SEARCH RESULTS ☒ 2 OF 731 ITEMS SELECTED



Click here to **download all the selected assets**. If no assets are selected, all displayed assets will be downloaded.

Theme: AFTERMARKET > PARTS & SERVICES COMMUNICATION > Parts & Services Citroën ☆

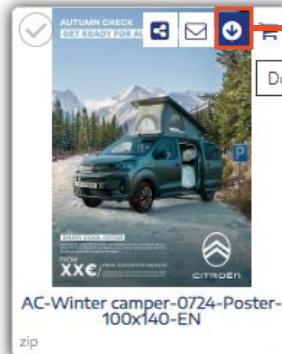
Parts & Services communication

Partnership

Photos

Sort by: ☒ Creation date ☐ Media type

Order: ☐ ☒



Click here to download a **single asset**.

Click here to **select assets**.

## DOWNLOADING ASSETS

X

## DOWNLOADING 2 ITEMS

Item terms of use\*:

☒ I fully accept the [general terms and conditions](#) and the [specific terms and conditions](#).

When you choose the personalized download, your e-mail address will only be processed by Stellantis Automobiles S.A. 2-10 boulevard de l'Europe, 78300 POISSY as controller to send you a link to download the requested documents. Your e-mail address will be automatically deleted right after sending the e-mail from our servers. By providing your e-mail address, you accept to receive a unique message to answer to your request, based on Art. 6 (1) 1 b GDPR ("necessary for the performance of a contract").

For more information regarding this processing, and especially your Privacy related rights, please contact us at postal address above (please add "Case courrier RU017" for rights and general information, add "Case courrier YT238" to contact directly the DPO). To exercise your right to lodge a complaint (Art. 77 GDPR) please contact the CNIL [www.cnil.fr](http://www.cnil.fr).

**Express download**

With one click, download your items in original format

**Express Download**

**Custom download**

Choose a format adapted to your use and get the usage rights information file as a PDF attachment.

**CUSTOM DOWNLOAD**

\* : mandatory fields

Click here and you will find the assets in your computer's **“Downloads”** folder.

**Customized formats** are also available for download. Choose the format best suited to your needs, and find it in your computer's "Downloads" folder.



BASKETS

# BASKET CREATION

A basket permits you to keep **a selection of media for future use** (downloading, sharing,...), so you don't have to search for them again.

SEARCH RESULTS ✓ 2 OF 731 ITEMS SELECTED



Click here to **add all assets of your research to your basket**. If you selected specific assets, only these assets would be added to your basket.

Theme: AFTERMARKET > PARTS & SERVICES COMMUNICATION > Parts & Services Citroën ☆

Parts & Services communication

Partnership

Photos

Sort by: ☒ Creation date ☐ Media type

Order: ☐ ☒



Click here to **add a single asset** to your basket.

Click to here to **select several assets**.

# OVERVIEW PAGE OF ALL SAVED BASKETS

STELLANTIS  
PARTS & SERVICES

MEDIALIBRARY

FR | [EN](#) [Home](#) [Other medialibraries](#) [My account](#) [Log out](#)

[Upload](#) [Advanced search](#) [My baskets \*\*2\*\*](#)

MY BASKETS **2 BASKET(S)**

Click here to **see the contents of your baskets.**

Sort by: ☒ Creation date ☐ Name ☐ Media count

Order: ☐ ☒ ☐



My basket 2

Media count: 2



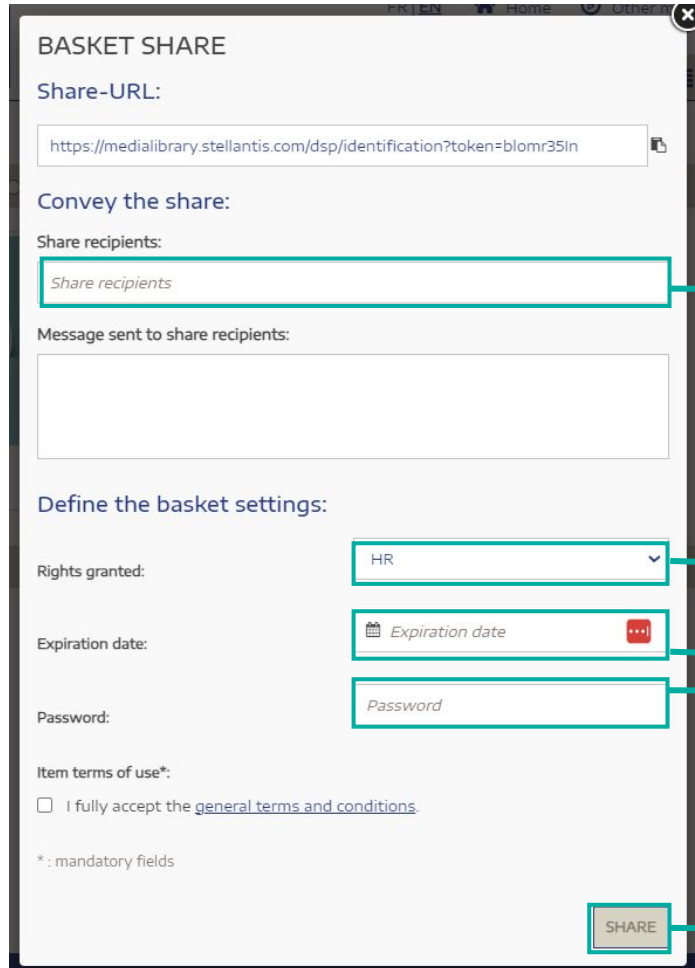
My basket

Media count: 2

Click here to **delete** your basket.

Click here to **share** your basket. You can give access to your basket **to external users** who are not registered in the Media Library.

# SHARING A BASKET WITH EXTERNAL USERS



The screenshot shows a 'BASKET SHARE' form with the following sections:

- Share-URL:** A text box containing the URL `https://medialibrary.stellantis.com/dsp/identification?token=blomr35ln`.
- Convey the share:**
  - Share recipients:** A text box with the placeholder `Share recipients`. A red box highlights this field with an arrow pointing to the instruction 'Enter the recipient's e-mail address.'
  - Message sent to share recipients:** A large empty text area.
- Define the basket settings:**
  - Rights granted:** A dropdown menu showing 'HR'. A red box highlights this field with an arrow pointing to the instruction 'Define **authorized download rights**: high resolution, low resolution or no rights.'
  - Expiration date:** A text box with a calendar icon and the placeholder `Expiration date`. A red box highlights this field with an arrow pointing to the instruction 'You can define an expiration date and a password if you want **to protect the access to your basket**.'
  - Password:** A text box with the placeholder `Password`. A red box highlights this field with an arrow pointing to the instruction 'These features are optional.'
- Item terms of use\*:** A checkbox labeled 'I fully accept the [general terms and conditions](#)'.
- \* : mandatory fields**
- SHARE** button: A button at the bottom right. A red box highlights this button with an arrow pointing to the instruction 'An automated email will be sent to the recipient with a link to the shared basket in media library.'

Enter the recipient's e-mail address.

Define **authorized download rights**: high resolution, low resolution or no rights.

You can define an expiration date and a password if you want **to protect the access to your basket**.

These features are optional.

An automated email will be sent to the recipient with a link to the shared basket in media library.



# SHARE ASSETS



# SELECT FILES FOR E-MAILING

SEARCH RESULTS ✓ 2 OF 731 ITEMS SELECTED

Theme: AFTERMARKET &gt; PARTS &amp; SERVICES COMMUNICATION &gt; Parts &amp; Services Citroën ★

Parts &amp; Services communication

Partnership

Photos

Sort by: ☒ Creation date ☐ Media typeOrder: ☐ ☒ 

AC-Winter camper-0724-Poster-A3-EN

zip



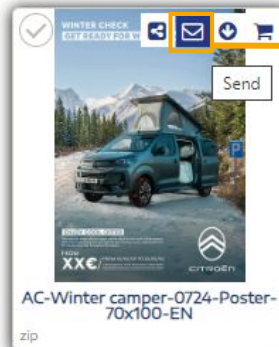
AC-Winter camper-0724-Leaflet-EN-DIRMAILING

zip



AC-Winter camper-0724-Poster-100x140-EN

zip



AC-Winter camper-0724-Poster-70x100-EN

zip

Click here to **send all the selected assets**. If no assets are selected, all displayed assets will be sent. The recipient will receive a download link.

Click here to email **a single asset**.

Click here to **select assets**.

# SENDING ASSETS

MEDIA LIBRARY

SEND BY EMAIL

Recipients: \*

Recipients \*

Email content\*:

Choose a custom format for pictures:

Original files

Item terms of use\*:

☒ I fully accept the [general terms and conditions](#) and the [specific terms and conditions](#).

\* : mandatory fields

SEND

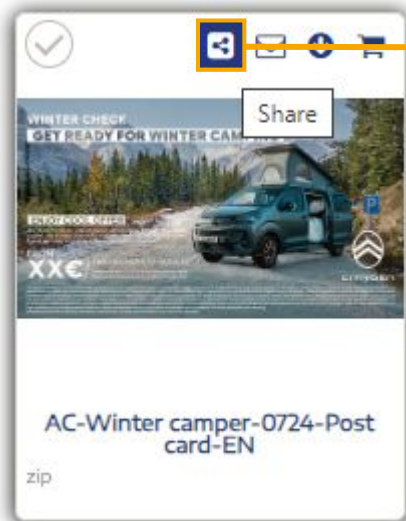
Enter the **recipient's e-mail address**. You can send your asset to external users who are not registered in the Media Library.

It is **mandatory to write a message**.

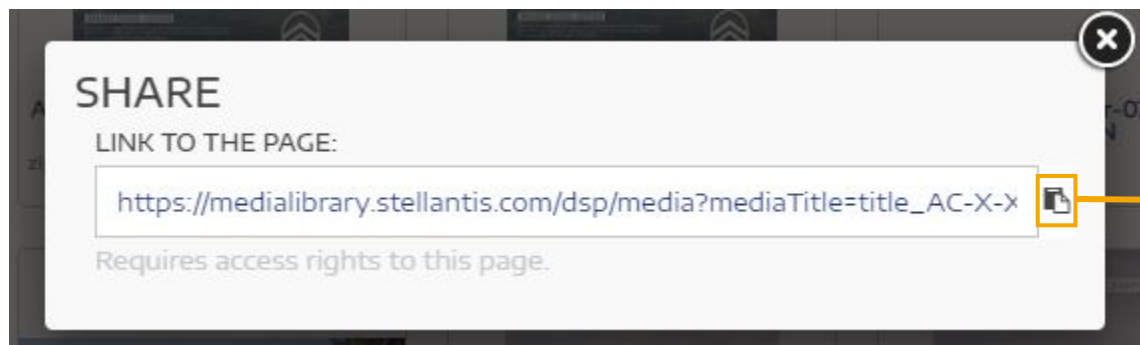
You can **choose the format** to which you wish to send your file.

An **automated email will be sent** to the recipient.  
Depending on the attachment size, it will contain either the asset attached or a download link to the media library.

## SHARING A LINK TO AN ASSET



Click here to **create a link** to the asset in the media library.



Click here to **copy the link**. You can then paste the link into an email or chat message.

BE INFORMED ON NEW  
UPLOADS AND CHANGES

# DEFINE FAVOURITE FOLDER

*You will receive immediate system messages for all changes and new uploads done in your favourite folders.*

SEARCH RESULTS 9296 ITEMS



Theme: AFTERMARKET > PARTS & SERVICES COMMUNICATION > Parts & Services Opel ★

being classified	Parts & Services Communication	Marketing Channel
Media Type	Model	Origin
Projects	Target Group	Trade Tool Box
Year	Parts & Services Vauxhall	

2. Click on the **star icon** to mark your favourite folder.

1. Navigate throughout the folder tree to your favorite subfolder.



# OVERVIEW ON FAVOURITE FOLDERS

1. Click here to **see all your favorite** folders.



## MY FAVORITE CATEGORIES



2. Click here to **delete a folder from your list**.



# SUPPORT

If you have any further questions, please contact:

[mediatheque-aftermarket@stellantis.com](mailto:mediatheque-aftermarket@stellantis.com)