



STELLANTIS AFTERMARKET MEDIA LIBRARY USER GUIDE

2023/01/12
MKT / AMCC



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INTRODUCTION

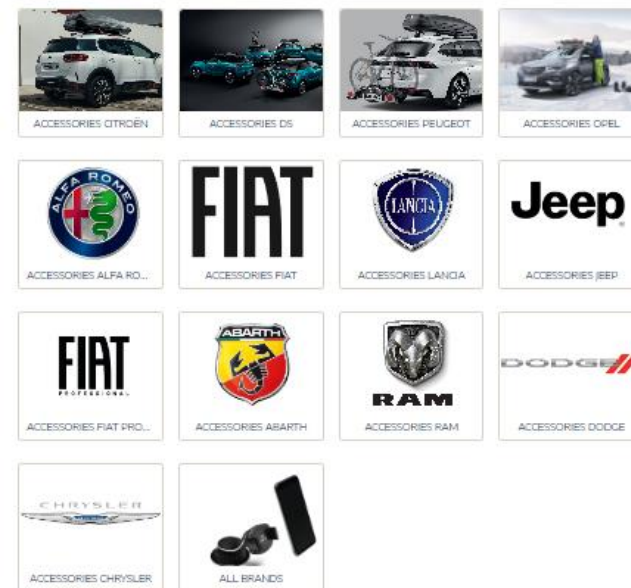
Stellantis Medialibrary User Guide

INTRODUCTION

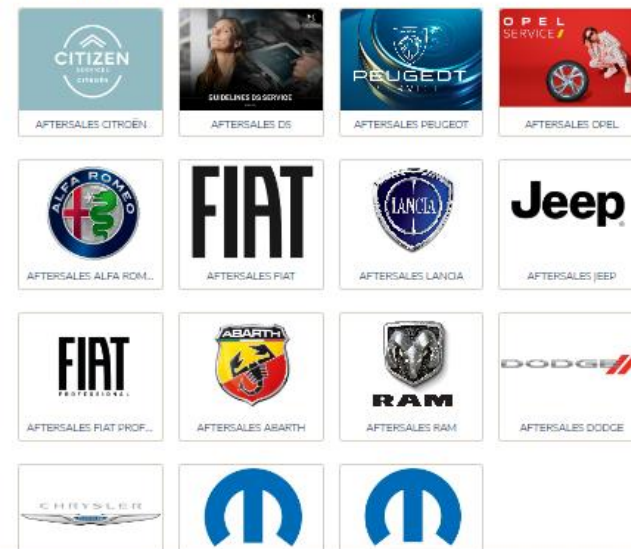
The **STELLANTIS Aftermarket Media Library** is the central location for all Aftermarket media libraries. Here you find the assets of all **STELLANTIS** brands and services at one single place.

The overview on the right hand shows all available **STELLANTIS** Aftermarket media libraries.

ACCESSORIES COMMUNICATION



AFTERSALES COMMUNICATION





ACCESS STELLANTIS AFTERMARKET MEDIALIBRARY

STELLANTIS Aftermarket Medialibrary User Guide

ACCESS

Direct link to STELLANTIS Aftermarket Medialibrary:

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

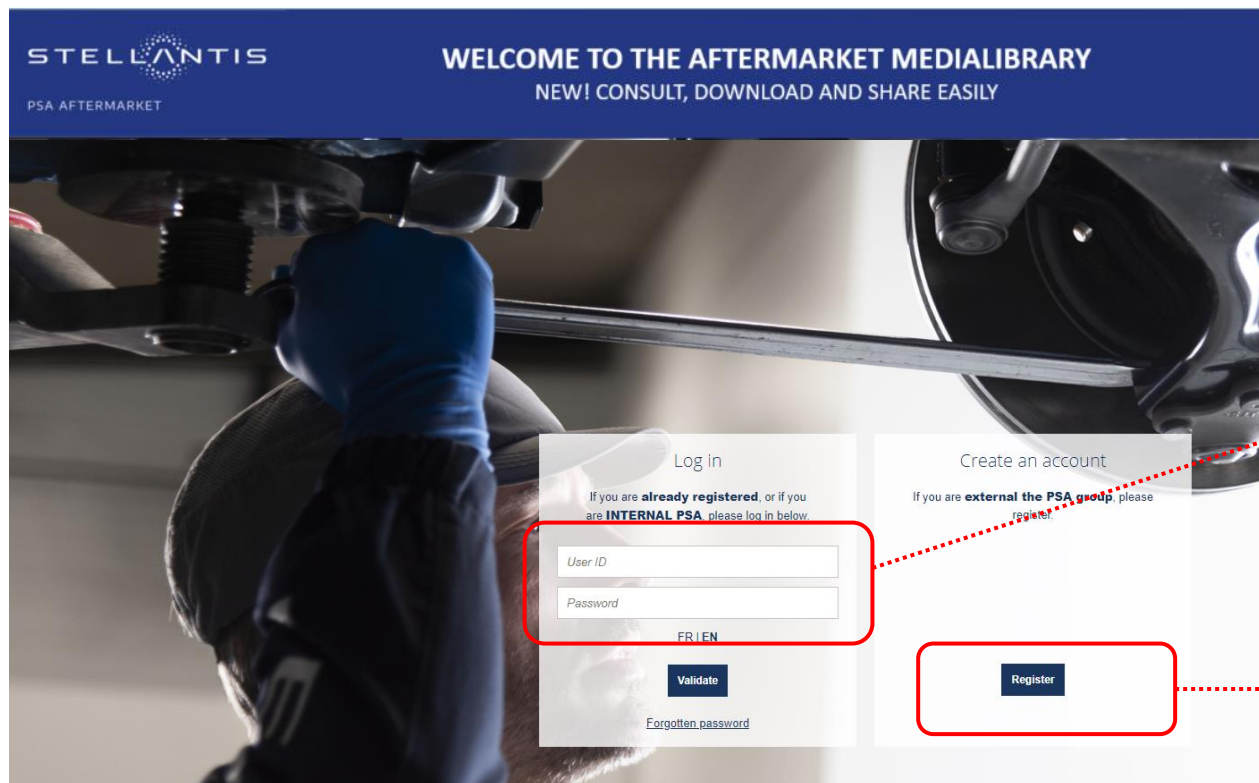
Alternatively: if you are already in another Stellantis media library:



Click here to switch to another medialibrary.
Then select Stellantis Parts & Services



LOGIN



First time user with STELLANTIS ID:
Log in with your STELLANTIS ID and
STELLANTIS password for registration.

If you are already registered, log in here.

External first time user (without
STELLANTIS ID):
Register here

HOMEPAGE

Switch to other Stellantis brand media libraries,

Overview on available STELLANTIS Aftermarket media libraries. Click on icon to access selected media library

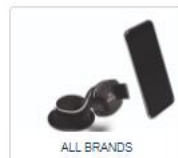


Log in settings

Access to my baskets

Full text search area on entire STELLANTIS Aftermarket Medialibrary

ACCESSORIES COMMUNICATION



AFTERSALES COMMUNICATION



NEWS

Hello !
Welcome to the new Home Page of the Aftermarket Media Library.
Consult, download and share the contents: accessories communication, after-sales and multi-brand.

DISCOVER OUR LATEST SUPPORTS :

- « Plant a tree » campaign : [Peugeot](#), [Citroën](#), [Eurorepar Car Service](#)
- Winter accessories campaign: [Peugeot](#), [Citroën](#)
- Lifestyle accessories visuals 3008 : [Peugeot](#)
- Studio accessories visuals 3008 : [Peugeot](#)
- Studio accessories visuals 5008 : [Peugeot](#)
- Distigo Corporate communication A4 Insert : [Distigo Relay](#) ; [Distigo Market](#)
- Covid19-Boost Com : [Peugeot](#), [Citroën](#)
- Winter offer template : [Eurorepar Car Service](#)
- Story telling presentation : [Eurorepar](#)
- Advent calendar template : [Distigo](#)
- Accessory videos C4 : [Citroën](#)
- Lifestyle accessories visuals Jumpy : [Citroën](#)
- Lifestyle accessories visuals Expert : [Peugeot](#)
- Service 24/7 : [Peugeot](#), [Citroën](#), [DS](#)
- Accessories visuals C4 : [Citroën](#)
- C4 accessories brochure : [Citroën](#)
- Kit Circular economy : [Peugeot](#), [Citroën](#)
- Kit payment facilities offer : [Peugeot](#)

See latest asset uploads, with direct links to the items



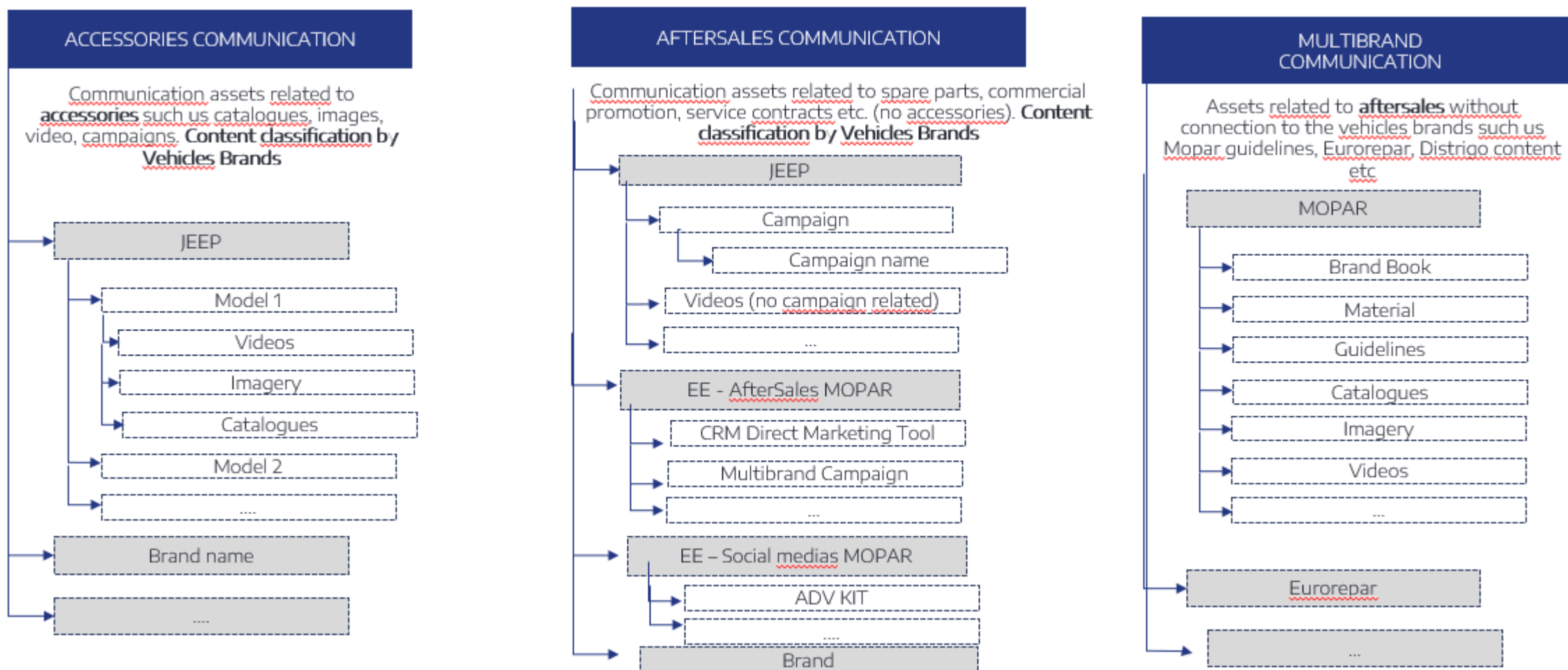
SEARCH FOR ASSETS

STELLANTIS Aftermarket Medialibrary User Guide

CLASSIFICATION PLAN

The content is placed by Brand (and model when it's possible) in the 3 main categories of the medialibrary :

“ACCESSORIES COMMUNICATION”, “AFTERSALES COMMUNICATION” and “MULTIBRAND COMMUNICATION”



MEDIALIBRARY HOMEPAGE

The screenshot shows the Stellantis Aftermarket Media Library interface. At the top, there's a navigation bar with language options (FR | EN), Home, Other medialogs, My account, and Log out. Below this is a search bar with a 'Simple search' button and an 'OK' button. A red box highlights the search bar and the 'OK' button, with an annotation pointing to it. To the right of the search bar is an 'Upload' button, which is also highlighted with a red box and an annotation stating 'Do not use, function not activated'. Below the search bar is a 'FILTERS' section with dropdown menus for FILE EXTENSION, BRAND, OV - MEDIA TYPE, and OV - PROJECTS. To the right of the filters is a 'SEARCH RESULTS' section showing '85 ITEMS'. Below this is a 'Theme' section with a breadcrumb trail: 'Theme: AFTERMARKET > AFTERSALES COMMUNICATION > AfterSales Opel'. Below the theme section are several filter buttons: Marketing Channel, Media Type, Model, Origin, Projects, Target Group, and Year. Below the filters is a 'Sort by' section with radio buttons for 'Creation date' and 'Media type', and an 'Order' section with radio buttons for 'Ascending' and 'Descending'. At the bottom, there's a grid of asset thumbnails. Each thumbnail has a title in a different language (Italian, French, and Spanish) and a description: 'OV_2020_Plantatree_Emailing_600_x238_Preview'. The first thumbnail is for 'Preview IT.jpg', the second for 'Preview FR.jpg', the third for 'Preview FR.jpg', and the fourth for 'Preview ES.jpg'. A red box highlights the grid of asset thumbnails, with an annotation pointing to it. Another red box highlights the 'Upload' button, with an annotation stating 'Do not use, function not activated'. A third red box highlights the 'Simple search' button, with an annotation stating 'Select subfolder for Simple search and assets display'. A fourth red box highlights the 'OK' button, with an annotation stating 'Full text search in selected folder'. A fifth red box highlights the 'FILTERS' section, with an annotation stating 'Options to set filter for search'. A sixth red box highlights the 'Sort by' section, with an annotation stating 'Options to sort displayed assets'. A seventh red box highlights the asset thumbnails, with an annotation stating 'Displayed assets (search results)'. An eighth red box highlights the asset thumbnails, with an annotation stating 'Click on asset to find details'. A ninth red box highlights the asset thumbnails, with an annotation stating 'If not yet filtered, you see here the latest asset uploads'.

Full text search in selected folder

Options to set filter for search

Options to sort displayed assets

If not yet filtered, you see here the latest asset uploads

Displayed assets (search results)

Click on asset to find details

Do not use, function not activated

Select subfolder for Simple search and assets display

SETTING FILTERS

FILTERS

Activated filters.

OV - Projects : Plant a Tree



Click here to de-activate the filter

You can click on one or several filters for activation.

All searches via search field or navigation will only show filtered results

FILE EXTENSION

Zip (45)

Jpg (23)

Pdf (3)

BRAND

OV - MEDIA TYPE

Online and Digital Material (20)

E-Mailings (19)

Facebook Ads (15)

Showroom TV (12)

Visuals (5)

Caution: Ensure to de-activate filters when not required any more.

FULL TEXT SEARCH

☒ Search in the folder : AfterSales Opel

Enter one or more words in the search window, then click on ok

Ensure to search in the right folder.
If you click on the checkbox, the search is done on the entire STELLANTIS Aftermarket Library. Here: only in Opel AfterSales (more info: see next page)

The search engine searches through all asset names and metadata details

<input type="text" value="christmas emailing"/> <input type="button" value="OK"/>	→	If you enter two or more words, the search engine selects those assets, which include all words. Here: „christmas“ AND „emailing“
<input type="text" value="christmas or emailing"/> <input type="button" value="OK"/>	→	If you enter „or“ between the words, the search engine shows all assets, which include at least one of the words.
<input type="text" value="christ*"/> <input type="button" value="OK"/>	→	If you are not sure of the spelling of a word, simply enter the first or last letters of the word and “ * “
<input type="text" value="*mas"/> <input type="button" value="OK"/>	→	

SEARCH BY NAVIGATION

You can also search for assets by navigating through folders and subfolders

Simple search OK ☒ Search in the folder : AfterSales Opel

FILTERS

- FILE EXTENSION
- BRAND
- OV - MEDIA TYPE
- OV - PROJECTS

SEARCH RESULTS 86 ITEMS



Theme: AFTERMARKET > AFTERSALES COMMUNICATION > AfterSales Opel ☆

- Marketing Channel
- Media Type
- Model
- Origin
- Projects
- Target Group
- Year

Select folder.

Search field is adapted to folder.

Subfolders are shown

Navigate back by clicking into the navigation path

Simple search OK ☒ Search in the folder : Media Type

FILTERS

- FILE EXTENSION
- BRAND
- OV - MEDIA TYPE
- OV - PROJECTS

SEARCH RESULTS 85 ITEMS



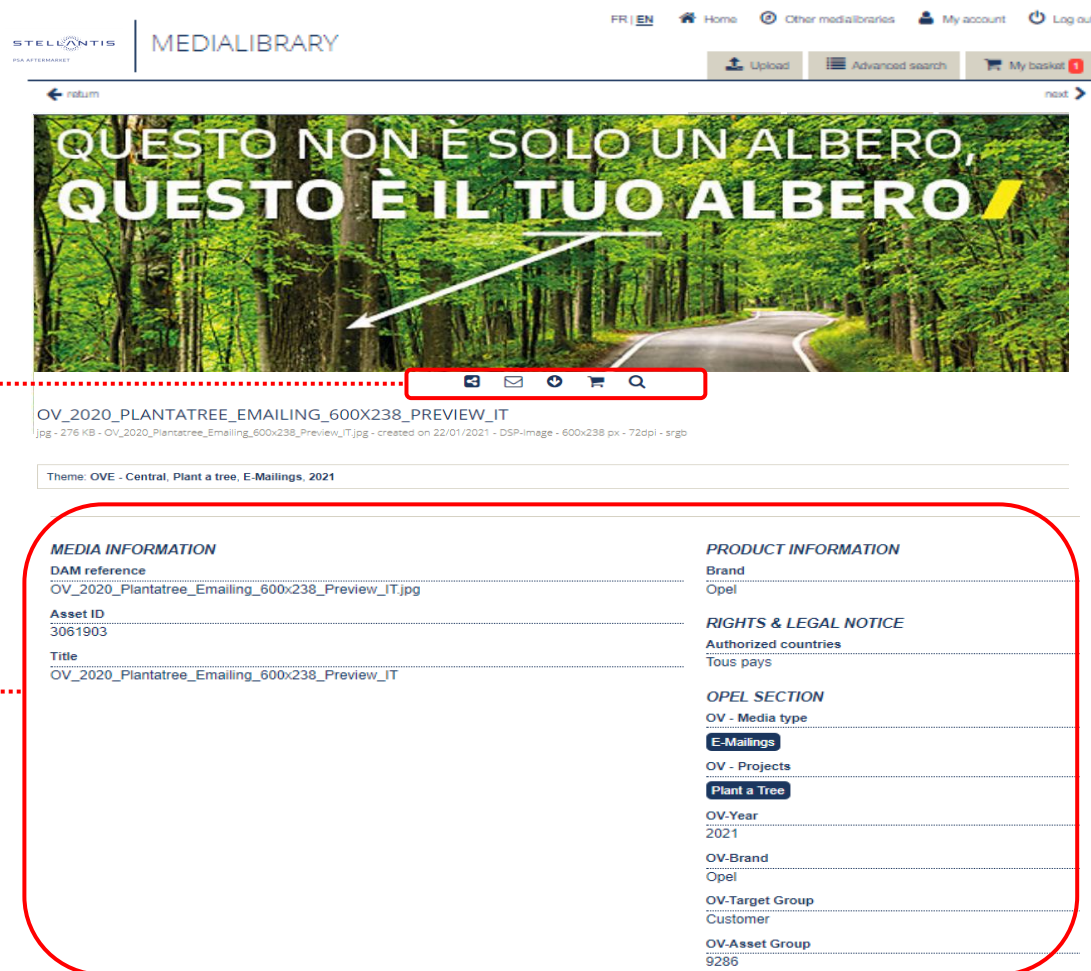
Theme: AFTERMARKET > AFTERSALES COMMUNICATION > AfterSales Opel > Media Type ☆

- Images
- Offline Material
- Online and Digital Material
- Videos

ASSET DETAIL

Click on icon to download an asset to your computer, send it by email or put it into a basket

See detailed information / meta data on asset



The screenshot displays the 'MEDIALIBRARY' interface. At the top, there's a navigation bar with links for 'FR | EN', 'Home', 'Other medialogs', 'My account', and 'Log out'. Below this, a toolbar includes 'Upload', 'Advanced search', and 'My basket' (with a red notification icon). The main content area features a large image of a forest path with the text 'QUESTO NON È SOLO UN ALBERO, QUESTO È IL TUO ALBERO' overlaid. A red box highlights a row of icons (download, email, share, basket, search) below the image. Below the image, the asset name 'OV_2020_PLANTATREE_EMAILING_600X238_PREVIEW_IT' is shown, along with its file size and creation date. A red box highlights the 'MEDIA INFORMATION' and 'PRODUCT INFORMATION' sections. The 'MEDIA INFORMATION' section includes 'DAM reference', 'Asset ID', and 'Title'. The 'PRODUCT INFORMATION' section includes 'Brand', 'Authorized countries', and 'Tous pays'. The 'OPEL SECTION' includes 'OV - Media type', 'OV - Projects', and 'OV - Year'. The 'OPEL SECTION' also includes 'OV - Brand', 'OV - Target Group', and 'OV - Asset Group'.

FR | EN Home Other medialogs My account Log out

Upload Advanced search My basket

QUESTO NON È SOLO UN ALBERO, QUESTO È IL TUO ALBERO

OV_2020_PLANTATREE_EMAILING_600X238_PREVIEW_IT
jpg - 276 KB - OV_2020_Plantatree_Emailing_600x238_Preview_IT.jpg - created on 22/01/2021 - DSP-Image - 600x238 px - 72dpi - srgb

Theme: OVE - Central, Plant a tree, E-Mailings, 2021

MEDIA INFORMATION

DAM reference
OV_2020_Plantatree_Emailing_600x238_Preview_IT.jpg

Asset ID
3061903

Title
OV_2020_Plantatree_Emailing_600x238_Preview_IT

PRODUCT INFORMATION

Brand
Opel

RIGHTS & LEGAL NOTICE

Authorized countries
Tous pays

OPEL SECTION

OV - Media type
E-Mailings

OV - Projects
Plant a Tree

OV-Year
2021

OV-Brand
Opel

OV-Target Group
Customer

OV-Asset Group
9286

SEARCH BY CORPORATE OR DEALER CONTENT

2 types of assets are available in the Parts & Services medialibrary :

- **Corporate assets** (corresponding to the HQ codification)

By default, Stellantis profiles see directly HQ assets.

To be able to see local assets, select the corresponding country code in the ***Market and Corporate selection*** filter

- **Local assets** (corresponding to the country code)

Dealers will see all local assets corresponding to their Country / Brand registration

SEARCH BY CORPORATE OR DEALER CONTENT

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 contains 'Simple search' and 'OK'. A dropdown menu is open, showing 'Search in the folder : Accessories Fiat' and 'Corporate and Market selection (1)'. The left sidebar lists filters: FILE EXTENSION, MARKET, BRAND, MODELS, MEDIA TYPOLOGY, and LANGUAGE / VERSION. The main area shows 'SEARCH RESULTS 1830 ITEMS'. A breadcrumb trail reads 'Theme: AFTERMARKET > ACCESSORIES COMMUNICATION > Accessories Fiat'. Below this, there's a 'Model' filter. The results are sorted by 'Creation date' and ordered by 'Creation date'. The first row of results includes: a car interior image labeled 'PN 52057018 jpg - 800x600 px', a document titled 'FIAT DOBLO PEOPLEMOVER - MASTER OF DIGITAL ACCESSORIES BROCHURE.docx', a ZIP file icon labeled '12. Artwork Banner HTLM - PSD zip', and a presentation slide labeled 'Kit ADV pptx'. The second row shows a ZIP file icon, and three images of a black car accessory (a strap with a buckle).

Use the **Corporate and Market selection** menu

SEARCH BY CORPORATE OR DEALER CONTENT

The screenshot shows the Stellantis Medialibrary interface. At the top, there's a navigation bar with 'FR | EN', 'Home', 'Other medialibraries', 'My account', and 'Log out'. Below this, the 'MEDIALIBRARY' header is visible. A search bar contains 'Simple search' and 'OK'. A dropdown menu shows 'Search in the folder : Accessories Fiat' and 'Corporate and Market selection (1)'. A red box highlights a grid of checkboxes for selecting a perimeter. The grid includes 'HQ' (checked) and various country codes (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). A 'CLOSE' button is at the bottom right of the grid. Below the grid, there are filters for 'MODELES', 'TYPOLOGIE MÉDIA', 'LANGUE / VERSION', and 'THÈMES'. A sidebar on the right lists categories: 'DTN Communications', 'Catalogue', 'Guides', 'Brochure', 'Imagery', 'Materials', 'Poster', and 'Video'. At the bottom, there's a sorting section with 'Trier par : Date de création' (selected) and 'Type d'élément', and 'Ordre : ' (selected). The main content area displays a grid of search results, each with a 'ZIP' icon and a title: '03. ARTWORK ENGLISH VERSION 9 of 9', '12. Artwork - 2 part', 'Wrangler My21 - 1941', '03. ARTWORK ENGLISH VERSION 1 of 9', '12. Artwork open files', '03. ARTWORK ENGLISH VERSION 3 of 9', 'Authentic Accessories', and '03. ARTWORK ENGLISH VERSION 5 of 9'.

Select the perimeter concerned :

- HQ for Corporate assets
- xx corresponding to the country code for local assets



CREATE BASKETS

STELLANTIS Aftermarket Medialibrary User Guide

BASKET CREATION

Baskets enable you to „save“ selected files for future usage (download, sharing etc), so you don't need to search for them again

SEARCH RESULTS 4 OF 28 ITEMS SELECTED



Click here to send all assets of this view into the basket. If individual assets were selected, all selected assets are sent into the basket

Theme: AFTERMARKET > AFTERSALES COMMUNICATION > AfterSales Opel ☆

Marketing Channel

Media Type

Model

Origin

Projects

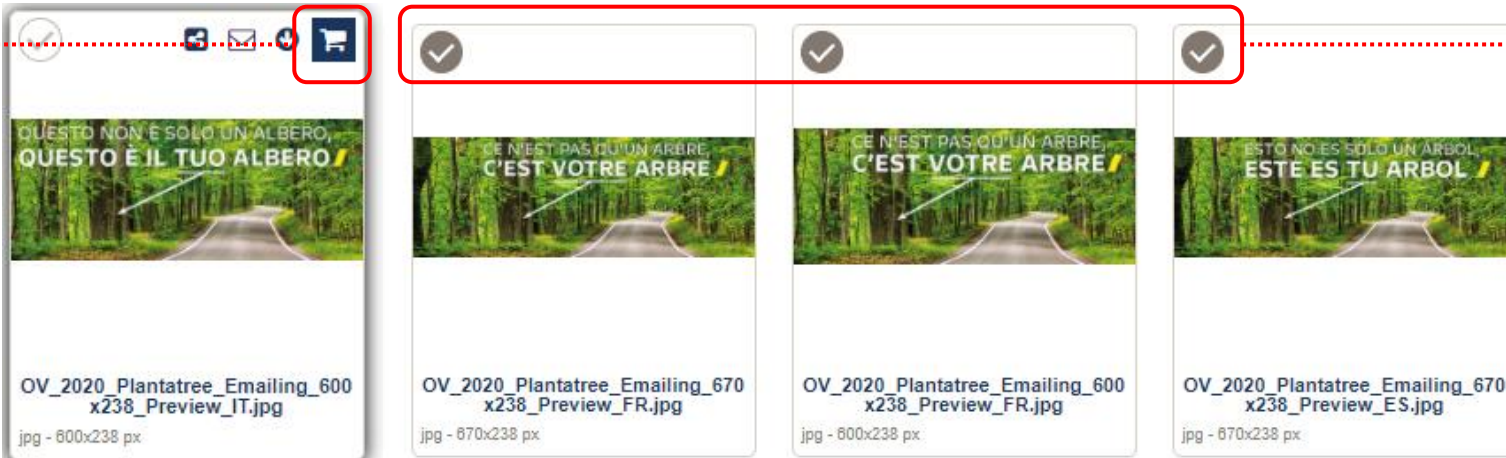
Target Group

Year

Sort by: ☒ Creation date ☐ Media type

Order: ☐ ☒

Click here to send a single asset into the basket



Click here to select multiple assets

OVERVIEW PAGE OF ALL SAVED BASKETS

Click here to see the contents of your baskets (see below)



MEDIALIBRARY

FR | EN

Home

Other medialibraries

My account

Logout

Upload

Advanced search

My baskets 2

MY BASKETS 2 BASKET(S)

Sort by: ☒ Creation date ☐ Name ☐ Media count

Order: ☐ ☒ ☐



Example basket 2

Media count: 6



Example basket 1

Media count: 4



Share

Click here to delete the basket

Click here to share the basket (see page: 28)

You can create several baskets

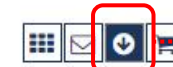


DOWNLOAD ASSETS

STELLANTIS Aftermarket Medialibrary User Guide

SELECT FILES FOR DOWNLOAD

SEARCH RESULTS **2 OF 28 ITEMS SELECTED**



Download the 2 selected items

Click here to download all selected assets.

If no assets are selected all displayed assets are downloaded.

Theme: AFTERMARKET > AFTERSALES COMMUNICATION > AfterSales Opel ☆

Marketing Channel

Media Type

Model

Origin

Projects

Target Group

Year

Sort by: ☒ Creation date ☐ Media type

Order: ☐ ☒ ☐ ☐

Click here to download a single asset



Download



OV_2020_Plantatree_Emailing_600
x238_Preview_IT.jpg

jpg - 600x238 px



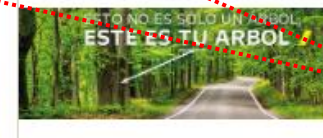
OV_2020_Plantatree_Emailing_670
x238_Preview_FR.jpg

jpg - 670x238 px



OV_2020_Plantatree_Emailing_600
x238_Preview_FR.jpg

jpg - 600x238 px



OV_2020_Plantatree_Emailing_670
x238_Preview_ES.jpg

jpg - 670x238 px

Click here to select assets

DOWNLOADING ASSETS

DOWNLOADING 2 ITEMS

Item terms of use*:

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

When you choose the personalized download, your e-mail address will only be processed by PSA 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 courier RU017" for rights and general information, add "Case courier YT238" to contact directly the DPO). To exercise your right to lodge a complaint (Art. 77 GDPR) please contact the CNIL 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

If the attachment is too large for emailing, a link is sent to download assets from Media Library

Click here and you will find the assets on your computer in the „Download“ folder

For images, there are alternative file sizes available for selection. You find the file(s) downloaded on your computer in the „Download“ folder.



EMAIL ASSETS

STELLANTIS Aftermarket Medialibrary User Guide

SELECT FILES FOR EMAILING

If the attachment is too large for emailing, a link is sent to download assets from Media Library

SEARCH RESULTS 2 OF 28 ITEMS SELECTED



E-mail the 2 selected items

Theme: AFTERMARKET > AFTERSALES COMMUNICATION > AfterSales Opel ☆

Marketing Channel

Media Type

Model

Origin

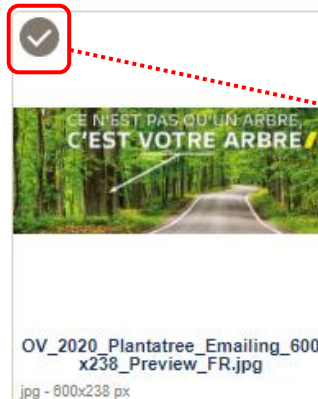
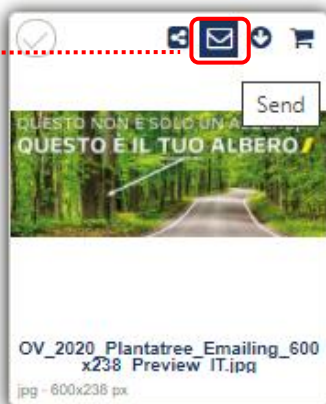
Projects

Target Group

Year

Sort by: ☒ Creation date ☐ Media type

Order: ☐ Asc ☒ Desc



Click here to email all selected assets.

If no assets are selected all displayed assets are sent. The recipient will receive a download link.

Click here to select assets

Click here to email a single asset

SENDING ASSETS

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 Medialibrary.

EMAILING 2 ITEMS

Recipients: *

Recipients *

Email content*:

Choose a custom format for pictures:

Original files

Original files

JPG High Resolution

JPG Low Resolution image

To send by Email

For website use

Use SEO

Renaming

OV Site Presse

DSP OV

Item terms of use*:

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

* : mandatory fields

SEND

Enter the emailaddress of recipient

It is mandatory the send a message

You can choose the file format of the assets to be sent



SHARE ASSETS

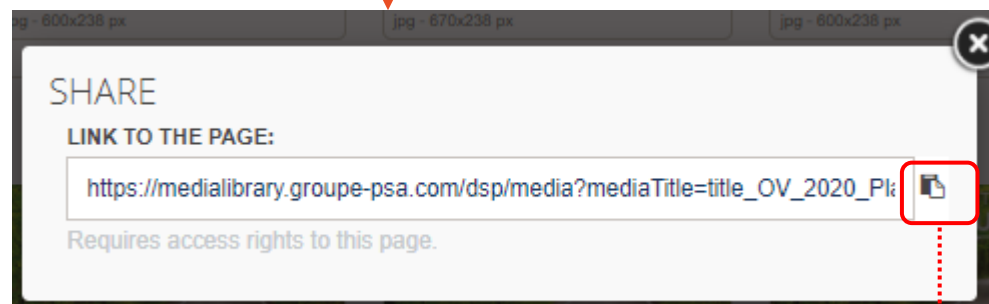
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SHARING A LINK TO AN ASSET

You can send a link to people, who have access to Media Library



Click here to create a link to the asset in Media Library



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

SHARING A BASKET

You can give external users who are not registered access to your basket in Media Library

MY BASKETS **2 BASKET(S)**

Sort by: ☒ Creation date ☐ Name ☐ Media count



Click here to share the basket

SHARING A BASKET WITH EXTERNAL USERS

You can set a password and define the duration of access rights

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

BASKET SHARE

Share-URL:

<https://medialibrary.groupe-psa.com/dsp/identification?token=bMuHjc7VD>

Convey the share:

Share recipients:

[Peter.mustermann@home.de](#)

Message sent to share recipients:

Hi Peter,
[here is the link to the basket of assets](#). With separate email, I will send you the password which you need to access the Medialibrary.
Best regards.

Define the basket settings:

Rights granted:

Expiration date:

Password:

Item terms of use*: ☒ I fully accept the [general terms and conditions](#).

* : mandatory fields

***If you have set a password:
Don't forget to send a separate
email to the recipient to provide
the password, which you have
defined.***

Enter the email address of recipient

Define file formats: high resolution, low resolution or both

Define expiration access rights*

Define a password*

* optional

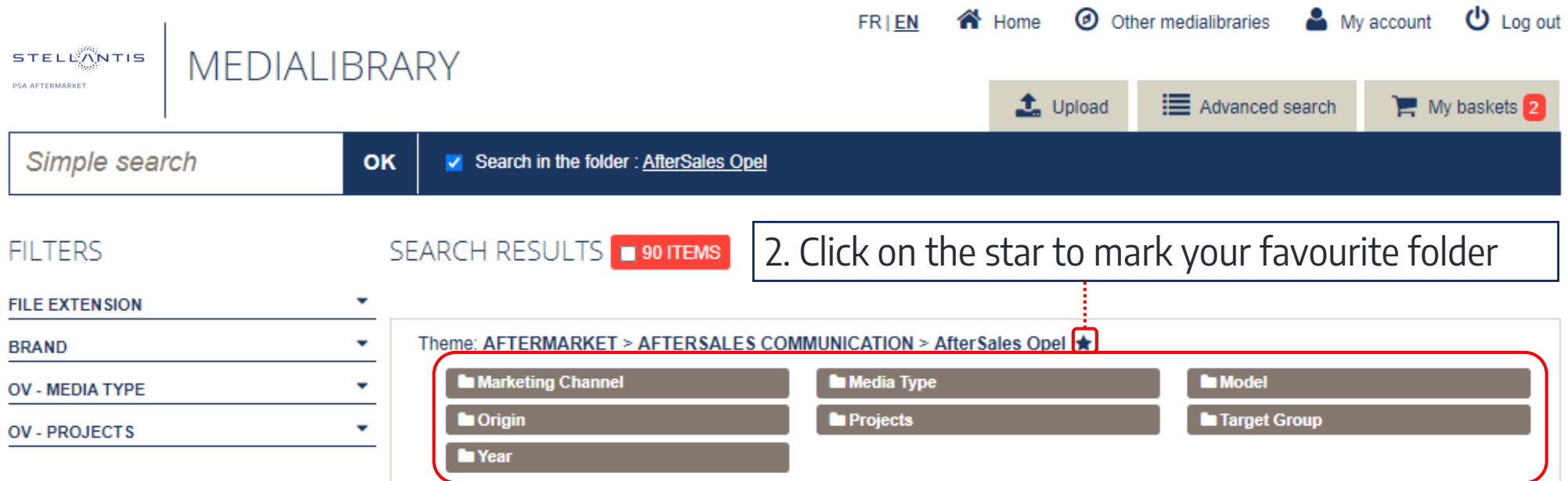


BE INFORMED ON NEW UPLOADS/CHANGES

STELLANTIS Aftermarket Medialibrary User Guide

DEFINE FAVOURITE FOLDER

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



The screenshot shows the Stellantis Aftermarket Media Library interface. At the top, there is a navigation bar with links for FR | EN, Home, Other medialibraries, My account, and Log out. Below this is a search bar with a 'Simple search' button and an 'OK' button. The search results show 'Search in the folder : AfterSales Opel' with 90 items. On the left, there are filters for FILE EXTENSION, BRAND, OV - MEDIA TYPE, and OV - PROJECTS. The search results are displayed as a list of folders: Marketing Channel, Media Type, Model, Origin, Projects, Target Group, and Year. A red box highlights the 'Marketing Channel' folder, and a red star icon is visible next to the breadcrumb 'AfterSales Opel'.

FR | EN Home Other medialibraries My account Log out

Upload Advanced search My baskets 2

Simple search OK ☒ Search in the folder : AfterSales Opel

FILTERS

FILE EXTENSION

BRAND

OV - MEDIA TYPE

OV - PROJECTS

SEARCH RESULTS 90 ITEMS

2. Click on the star to mark your favourite folder

Theme: AFTERMARKET > AFTERSALES COMMUNICATION > AfterSales Opel ★

Marketing Channel Media Type Model

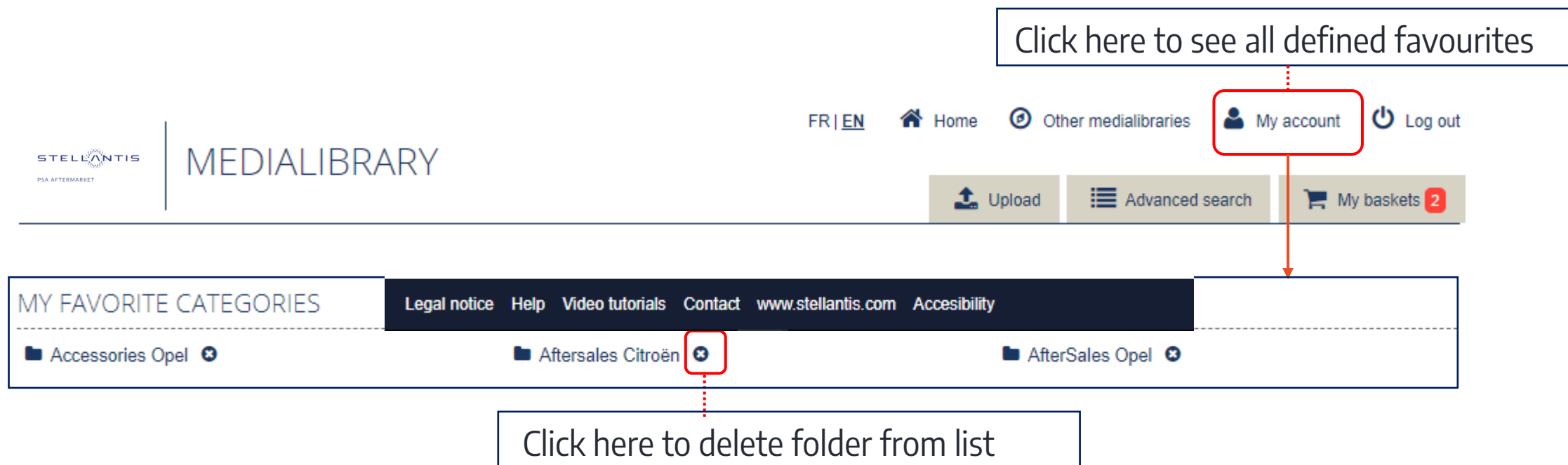
Origin Projects Target Group

Year

1. Navigate to the folder or subfolder, which is your favourite

OVERVIEW ON FAVOURITE FOLDERS

Click here to see all defined favourites



The screenshot shows the 'MEDIALIBRARY' interface. At the top, there is a navigation bar with links for 'FR | EN', 'Home', 'Other medialibraries', 'My account' (highlighted with a red box and an arrow pointing to a callout), and 'Log out'. Below this are buttons for 'Upload', 'Advanced search', and 'My baskets' (with a red badge showing '2'). The main content area is titled 'MY FAVORITE CATEGORIES' and lists three folders: 'Accessories Opel', 'Aftersales Citroën' (highlighted with a red box and an arrow pointing to a callout), and 'AfterSales Opel'. Each folder has a small 'x' icon next to it. The callouts provide instructions: 'Click here to see all defined favourites' for the 'My account' link and 'Click here to delete folder from list' for the 'x' icon next to the 'Aftersales Citroën' folder.

Click here to delete folder from list



SUPPORT

If you have any further questions, please contact:

mediatheque-aftermarket@stellantis.com