## REVIEW

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1.1 Solution
This document describes the features available on Trusted Hub Platform for Domestic and International Payments of the CNH Industrial Companies.

1.2 Requirements
To benefit of the portal services must be provided with the following credentials:
- User ID
- Password (received by e-mail)
- PIN (received by e-mail) Only for signer
You need also:
- An Internet access
- A Browser eg. MS IE v10.0 or higher, Firefox v3.5 or higher
- Adobe Acrobat Reader for PDF file.

1.3 Support

1.3.1 Help-Desk Intesa
For any support request contact our Help Desk.

- By e-Mail
  Address: hdintesa@advalia.com (*)

- By Phone
  ➢ 800 805093 (Italy only)
  ➢ +39 02 87119396 (outside Italy)

- By Web
  URL: http://www.hda.intesa.it

* To use the service you will always need the CREDENTIALS ACCESS that you may require directly on the site http://www.hda.intesa.it/
Services Portal

1.4 Login

To access at the CPCHCI portal type the following Internet address [https://cpchci.thb2bfin.intesa.it/](https://cpchci.thb2bfin.intesa.it/) using your own User ID and password.

1.5 Installation certificate on the Browser

1.5.1 Wizard to install Certification Authority Intesa

To increase the security of Trusted Hub Platform the portal use the HTTPS protocol during the navigation.

The following instruction allow you to install the certificate of Certification Authority Intesa on the Root Certificate Store on your computer only if the certificate of Certification Authority Intesa is not present in the store please following the instruction below:
1. Click on: “Continue to this website (not recommended)”
2. Click on: “Certificate error”
3. Click on: “View certificates”
4. Click on: “Install Certificate…”

5. Click on: “Next >”

6. Choose the option: “Place Certificate in the following store” and click on: “Browse…”
7. Select: “Trusted Root Certificate Authorities”

8. Click on: “Next >”
9. Click on: “Finish”

![Certificate Import Wizard](image1.png)

10. Click on: “Yes”

![Security Warning](image2.png)

11. When the pop-up “The import was successful” is shows click on “OK” to finish

![Certificate Import Wizard](image3.png)

Now the Certification Authority Intesa is trusted and installed.
1.6 Contact Us

In the function Contact Us you can find all the ways to ask support.
1.7 Login and Services Portal

1.7.1 Login
To login at the portal you need your own User ID and Password as shows below:

N.B.: The User ID is NOT key sensitive. The Password is Key sensitive

1.7.2 Services available after first login
At the first login the system asks you to change the default Password with one choose by yourself. After this operation you’ll be able to manage all the services set for your rules (eg. Change Password, Bulletin, PS Paroll Multicurrency, AS Domestic Based Currency included Employes, ect.)
1.7.3 Service Portal
On the left side of the screen you can see how the services are available:
SERVICES

Services are:

- Community: CPCHCI
- User: CPCHCIUSR
- Your password expires in 142 days.

- Change Password
- Bulletin
- Master_data
  - Master_data_debtor_banks
- PS Payroll multicurrency
  - List
  - Unlock
  - Sign
- AS Domestic based currency included employees
- BS Sepa EURO SCT included employees
- CS Cross border other currency and EURO out of SEPA
- DS Dealer Payments all currencies
- ES Collections Direct Debit
- US Collections Unpaid Direct Debit
- MS MT940
  - List
- PN Payroll Payslip
  - Master Data User
    - List
    - Insert
    - Dispositions list
    - Insert
    - Unlock
    - Receipt list
    - Sign
- AN Domestic based currency included employees
- BN Sepa EURO SCT included employees
- CN Cross border other currency and EURO out of SEPA
- DN Dealer Payments all currencies
- GN General Ledger Payments
- UN Urgent and Financial Payments
- ACK
  - ACK_List
  - Utility
  - Warnings

The item portal could be different for rules and privileges.
1.8 Change Password

To change your password type your actual one in the first field, choose the new password and type it in the second and third field and press Submit button.

Password rules are:

- R1: Password length shall be at least 8 characters.
- R2: Password shall contain at least one alphabetic character (a..z) and one no alphabetic character (number or special character).
- R3: Password shall not contain numeric characters in the first and last position.
- R4: Password shall not contain more than 3 consecutive characters equal to those used in the old password.
- R5: Password shall not contain more than 2 equal consecutive characters.
- R6: Password shall not contain the User ID.
- R7: Password shall be different from the last 4 previously used.
- R8: Password shall not contain blank spaces.
1.9 Bulletin

Bulletin service allows you to receive communication from Intesa or from the Administrator.
1.9.1 **Security Grid**

The Security Grid (matrix of Characters and Number) sent to you by e-mail, in PDF format, is cypher by the PIN contained in same e-mail. Each signers have a owner Security Grid. The scope is to allow you manage a second authorisation level (*Strong Authentication*), for example Central Digital Signature.

N.B.: to open and read the Security Grid is always necessary to digit your own PIN

The **Security Grid:**
1.10 Change PIN

The service Change PIN allows you to change the PIN of your Security Grid. For security reason to change the PIN you can't use the keyboard but only the mouse clicking on the virtual keyboard number. The change PIN service is under Strong Authentication step.

PIN rules are:

- Do NOT choose your birthday
- You cannot be used digits in ascending or descendant sequence (eg. 1234 or 4321)
- You cannot be repeated more than two times the same digits in sequence (eg. 1111, 2222 etc)
1.11 Master data Debtor Banks
The service Master Data Debtor Banks enables the management of accounts. The Service is in charge of Fiat Chrysler Finance S.p.A. – Turin. The rules to associate the accounts to each Company are those shared centrally. The CPCH Primary account is associated on the basis of the currency to use for each bank of the Polish perimeter

1.12 PS - Payroll Payslip
The service Payroll Payslip allow you to:
1. List payments with summary information and status
2. Unlock payments
3. Sign payments

1.12.1 List
This service allow to list the payments present in the Plattform Trusted Hub. The search button performs the search. It is possible use the search fields for a limited search. The Cancel button reset the search fields

WARNING: there are many columns on the web page respect to that stated in the printout used as example.

1.12.2 More Details for only single row
In the column of detail section is possible to have access to further details.

Clicking to the **xml icon to download** the original xml file.
Clicking to the **key icon** is possible to download the original file, the signed file, the signed file with timestamp.
Clicking to the **CompressFile icon** is possible to download in a zipped file the signed file.

Clicking to the **Status link** a pop-up shows the history of the change status.

![Status History](image.png)

### 1.12.3 The Payments Status are:

1. **SUSPENDED: Signing request**. The payment is waiting to be signed
2. **ON LINE: Signed**. The payment is signed
3. **Sent to Bank**. The payment is Send to Bank

Warning. The status are under review and are likely to change.

Clicking to the **Receipt number** a pop-up shows the history of the acknowledge received for this payments.
It's also possible download the acknowledge Clicking on the **xml icon**.
PS Payroll Payslip > List > Custom

Details

Receipt Number: 442401PL991990055P80000

ID Pain XML: 442401PL991990055P80000

Disposition Number: 0000000000019

- Operation Date: 04/12/2015 06:50:28
- Status: ACSP
- ACK Code: NARR
- Ack Description: /00000000/CE Accepted

Document: Download
1.12.4 Unlock

Before to sign payments the User must unlock the payments’ file using the function as shows below:

The search button performs the search. It is possible use the search fields for a limited search. The Cancel button reset the search fields. The Unlock button execute the unblocking of records. Suspend function must be attributed only to Signer.
1.12.5 Sign

The Signer can sign the payments’ file using the function as shows below:

The Signer can choose one or more payments’ files clicking on the check box. After clicking the button Sign a second authorisation is needed (Strong Authentication).
1.12.5.1 **Strong Authentication**
The Strong Authentication step requests to type the three coordinates from your own Security Grid and PIN. At each session the coordinates change.
1.13 **AS - Domestic based currency included employees**
Same functions explained for PS Payroll Payslip Service.

1.14 **BS - Sepa EURO SCT included employees**
Same functions explained for PS Payroll Payslip Service.

1.15 **CS - Cross border other currency and EURO out of SEPA**
Same functions explained for PS Payroll Payslip Service.

1.16 **DS - Dealer Payments all currencies**
Same functions explained for PS Payroll Payslip Service.
1.17 ES - Collections Direct Debit

1.17.1 This service allow to list the outcomes of the payments SCT present in the Plattform List
1.18 US -Collection Unpaid Direct Debit

1.18.1 This service allow to list the outcomes Unpaid of the Direct Debit present in the Platform

1.18.1 List
1.19 MT940

1.19.1 **This service allow to list the Bank statements received from the bank and present in the Plattform List**

![MT940 Screen Shot]

1.20 **PN - Payroll multicurrency**

The service PN Payroll multicurrency allows the management of manual payments with two groups of functions:

First group to handle the beneficiary account information identified with the label Master Data user.

Other functions to insert the payment disposition

1.20.1 **Master Data USER**

The "Master Data user" Service permits to:

• enter information about the recipient as well as the bank.

• search, insert, delete, or edit the information about the beneficiary / ies in the system.

1.20.1.1 **List**

This service allow to list the payments’ files present in the Plattform Trusted Hub.

The search button performs the search. It is possible use the search fields for a limited search.

The Clear button reset the search fields
1.20.1.2 **Insert**

The service Master Data user - Insert enables the management of Beneficiary accounts with the following functions:

1. Search
2. Clear
3. Insert
4. Edit
5. Delete

1.20.1.3 **Search**

This function allows you to display the information present on the Data Base. It is possible use the search fields for a limited search.
1.20.1.4 **Clear**  
This function resets the page.

1.20.1.5 **Insert**  
This function open a page that allows to enter the details of the beneficiary bank account and assign the payment document on which you want to work.

Field with * are mandatory

Field Beneficiary ID : it is possible select the first radio Bottom for choose a beneficiary already defined if you want insert a new beneficiary bank account for the same beneficiary.  
The first insert of beneficiary bank account select the second radio Bottom and digit the Beneficiary ID.

The WEB page, enable or disable some fields (IBAN code, BIC code, account number) in according to the rules of the country of the beneficiary bank.

To exit from the page without insert click the "X" button on the top right.
1.20.1.6    **Edit**

This function opens a page that allows to modify the details of the Beneficiary bank account. Some fields are not modifiable following the same rules indicated on the page Insert.

To exit from the page without insert click the "X" button on the top right.
1.20.1.7 Delete
This function allows you to delete the records into database.

1.20.2 Disposition List
This function allows you to display the information present on the Data Base.
It is possible use the search fields for a limited search and carry out changes or cancellations of payment dispositions that are in a state that allows such activities.
1.20.3 *Insert*
This function allows to enter the details of the payment disposition.
The user can select from the List Box, the company and/or bank, the beneficiary code and the system compile all field with the information presents on the Data Base.

The currency is set by the system according to the rules of the Beneficiary account country (explained below) and the type of payment.

The User can indicate the amount and the description, select the Financial Charges and the Type Operation.

As execution date, the system proposes the first working day. The user can choose a different date respect to that proposed using the second radioBottom and select the date.

Once entered all the data the User can confirms the insertion of the disposition.

1.20.4 *Unlock*
This function allows to unlock the payment disposition, but there is still the possibility to modify the payment before you unlock it.

In this page is possible:

1. Search
2. Clear
3. Validate
4. Edit

1.20.5 Search
This function allows you to display the information present on the Data Base.
It is possible use the search fields for a limited search.

The web page display more columns in respect to those presents in the screenshot.

1.20.6 Clear
This function resets the page.

1.20.7 Validate
This function allows you to validate one or more disposition (multiply check) set the check-box.
It is possible select the check-box present in the Header row (before ID field) and the system check all disposition displayed in this page.

It is possible use the search fields for a limited search.
After confirming the validation, the system creates the xml file, with the following rules:

Uniqueness for company, Document Type (specify for service), Debtor account Number, Business Code (Type Operation), Execution date, currency, ServiceLevel Code (specify for service).

1.20.8 Edit

This function allows you to modify a disposition before to be validate. Only some fields are modifiable.

This field are:
- Amount
- Execution date
- Financial Charges
- Type Operation
- Description

The checks on the fields modified are the same.

To exit from the page without save click the "X" button on the top right.

1.20.9 Receipt List

This function allows you to display the payments’ files present on the Data Base in all related
1.20.10  **More Details for only single row**

In the column of detail section is possible to have access to further details.

Clicking to the *xml icon* the original xml file is download.
Clicking to the *key icon* is possible to download the original file, the signed file, the signed file with timestamp.
Clicking to the *CompressFile icon* is possible to download in a zipped file the signed file.
Clicking to the *Status link* a pop-up shows the history of the change status.
Clicking to the *Receipt number* a pop-up shows the history of the acknowledge received for this payments.
It's also possible download the acknowledge Clicking to the *xml icon*. 
1.20.11 **Sign**

The Signer can **sign** the payments’ file using the function as shows below.

It is possible select one or more payments’ files, or use the check Box present in the Header row (before Status label) and the system check all the payments’ files displayed in the page.

The Signer can choose one or more payments clicking on the check box. After clicking the button Sign is need (*Strong Authentication*).

1.21 **AN - Domestic based currency included employees**

Same functions explained for PN Payroll Multicurrency Service.

1.22 **BN - Sepa EURO SCT included employees**

Same functions explained for PN Payroll Multicurrency Service.
1.23 **CN - Cross border other currency and EURO out of SEPA**
Same functions explained for PN Payroll Multicurrency Service.

1.24 **DN - Dealer Payments all currencies**
Same functions explained for PN Payroll Multicurrency Service.

1.25 **GN - General Ledger Payments**
Same functions explained for PN Payroll Multicurrency Service.

1.26 **UN - Urgent and Financial Payments**
Same functions explained for PN Payroll Multicurrency Service.
1.27 ACK

1.27.1 List

This function allows you to display the information present on the Data Base. It is possible use the search fields for a limited search.

It is possible download the file ACK in XML format or in compress format.

you can also get more details by selecting the symbol " ".