



Access to Customer FIRST is controlled through ADMP

1 To be created as a user in Customer FIRST you need to be:

1. An active user in ADMP
2. With one of the roles below

My job role in ADM-Partenaires is...	As a result I will get the C1st role of...	Which will allow me to...
<p>Citroen: Salesman (UV) or Salesman (NV) Peugeot: Salesman (NV) or Salesman (UV) DS: DS Advisor (NV) or DS Salesman (UV) Vauxhall: Salesman NV / UV</p>	Sales Person	<ul style="list-style-type: none"> • Manage leads assigned to me • Manage opportunities • Create & manage offers • View orders • Access the Customer database • View my calendar • See my performance
<p>Citroen: Dealer principal or Sales manager (NV) or Sales manager (Used vehicles) Peugeot: Dealer principal or Sales manager (NV) or Sales manager (Used vehicles) DS: Dealer principal or DS Sales manager (NV) or DS Sales manager (UV) Vauxhall: VX-Retailer Director or VX – Sales Manager</p>	Sales Manager	<ul style="list-style-type: none"> • View & manage all leads • Assign leads to other users • Manage opportunities • Create & manage offers • Create & manage Orders • Access Reports & Retailer dashboards • Access the Customer database • View my calendar and my team's calendar • See the performance of my site & my team
<p>Citroen: Accountant or Sales administrator (NV) or AFRL administrator Peugeot: Cheif Accountant or Company Secretary or Sales administrator or AFRL administrator/ Used Vehicle administrator DS: Accountant or DS Sales administrator NV or DS AFRL administrator Vauxhall: VX-Accountant or VX-Sales / Warranty Accountant</p>	Secretary	<ul style="list-style-type: none"> • Manage leads assigned to me • Manage opportunities • Create & manage offers • Create & manage Orders • Access the Customer database • View my calendar
<p>Citroen: Service Manager or Warranty Administrator Peugeot: Service Team Manager or Service Administrator/ Warranty Administrator Vauxhall: Service Manager or Service Administrator/ Warranty Administrator</p>	Aftersales Manager	<ul style="list-style-type: none"> • Customer search • Vehicle Search • manage aftersales enquiries, service and parts leads • Manage Work to be done (WTBD) telemaintenance alerts

Getting access to Customer FIRST Roles & Process

Understanding your profile and the connection with ADMP

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The day following your creation/activation in ADMP with a relevant role you will be automatically be created with the corresponding Customer FIRST role.

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If you are working in a BDC and need access to multiple sites, you need to contact your central Stellantis contact (e.g. Zone Manager) to request additional manual set-up once you have completed steps 1 and 2 and obtained an ADMP D-number at ONE of the sites which you need access for.

Note: If you are a multibrand retail user, please review the below handy guide for a useful tip on how to set yourself up to be able to switch between your different brand accounts in a couple of clicks! : 'Multibrand_Customer_First_Login_Instructions'