

## **Registering a Company for Chrysler**

Your company has to register and name a Security Administrator before users can work with the supplier portal.

The Security Administrator will have complete and comprehensive responsibility for the following tasks:

- New registration of your company for the Chrysler Supplier Portal
- Applying for services (applications) for your company
- Handling user administration for your company with the help of the registration system at Covisint (CCA)
- Issuing user rights for specific services
- Determining and appointing additional Security Administrators

As a new company, we will also ask you to accept legal terms and conditions for the supplier portal.

You must know your supplier code (also known as a site code) before beginning the registration process.

Please access this web site: <http://chrysler.covisint.com>


Next click on Begin Registration

Covisint Enterprise Portal :: Chrysler Supplier Portal :: Home - Microsoft Internet Explorer provided by Chrysler

File Edit View Favorites Tools Help

Address <https://portal.covisint.com/portal/public/tp/chrysler/>

Covisint Automotive Portals Language Support Login



Home Applications Reference

### Login

User ID:

Password:

Clicking on Login indicates acceptance of Terms of Use and Privacy Policy.

- ▶ Forgot your Password?
- ▶ Check your registration status

### Welcome


#### Welcome to the Chrysler Supplier Portal Pages

This site was designed with you in mind. As you navigate through the portal, you will be able to learn about numerous organizations and opportunities you may experience in your relationship with Chrysler. It is our goal to provide our supply base with every opportunity to improve their performance and understanding of Chrysler Requirements. Communication and Education are our keys to success!

#### How to register for Chrysler Supplier Portal


- ▶ Instructions to Register a New Company/Organization
- ▶ Instructions to Register a New User
- ▶ **Begin Registration** ←

### Chrysler Product Overview



Chrysler offers new industry-leading cars and trucks with cutting-edge technology, high quality and increased fuel economy. ▶ more

### Extended Enterprise



#### Chrysler's Supplier Program

With the Extended Enterprise® initiative we utilize a more global perspective than ever in evaluating the performance and value of procurement and supply activities of our suppliers. The process of doing business with suppliers is now uniform and transparent. The core of Extended Enterprise® is the Global Performance Based Cooperation model. Here you will find more information... ▶

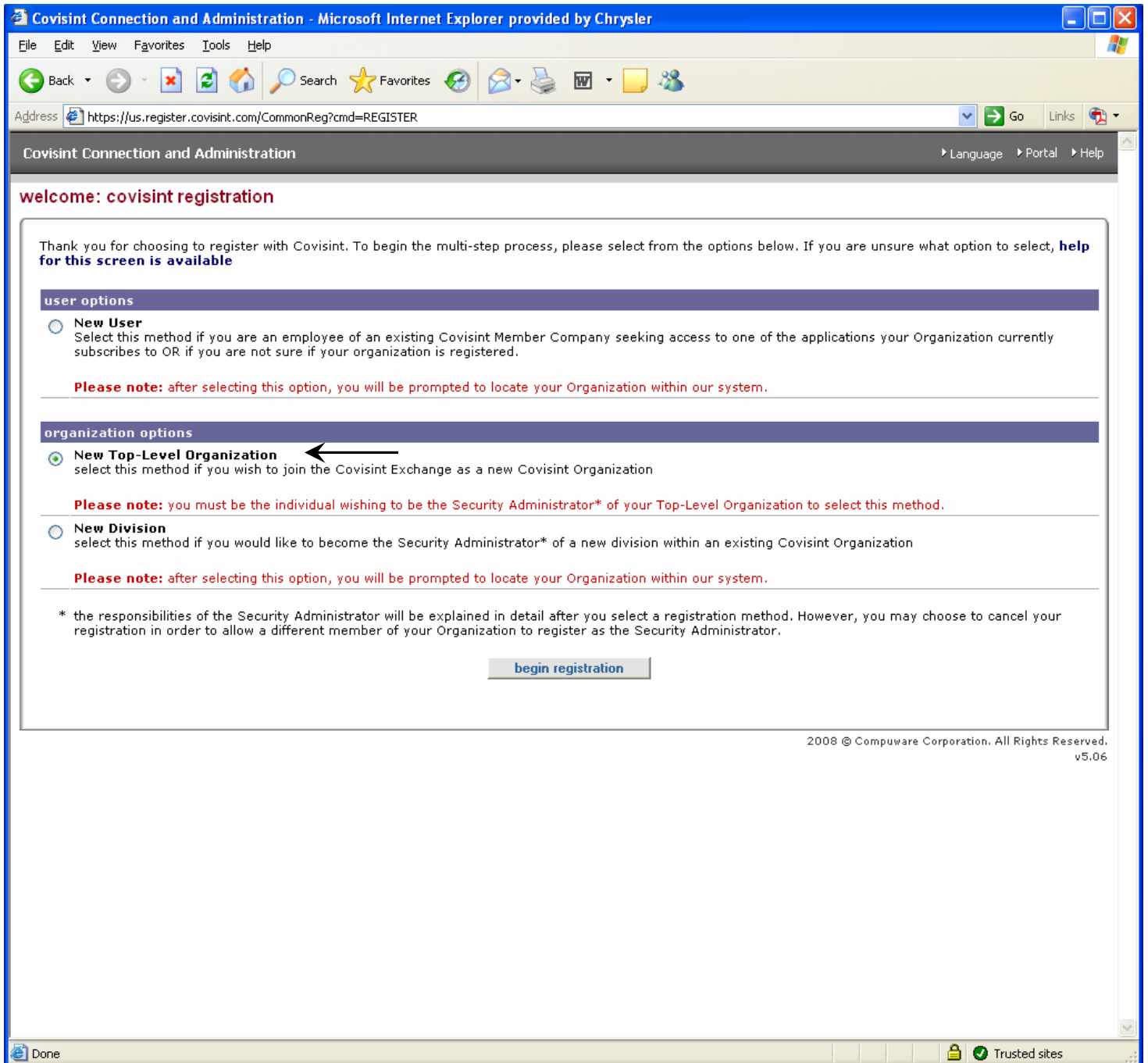
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Trusted sites

Select: New Top-Level Organization and click begin registration



The first person to register the company with Covisint must become the company's Security Administrator. Click accept administrator role.

## accept administrator role

Steps: 1 2 3 4 5 6

As the first person registering on behalf of your organization, you are automatically designated as 'Security Administrator.'

The Security Administrator is responsible for:

- approving new users
- resetting user passwords
- granting user access permissions
- approving new divisions
- rejecting requests
- revoking user access

Therefore, this is a critical role, especially in regards to security. Depending upon the number of people in your organization who are currently registered with Covisint, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. However, to assist you as Security Administrator, additional administrators can be appointed to distribute the workload.

To accept this role and its responsibilities, please click the 'accept administrator role' button. If you do not wish to assume the role of Security Administrator, please click the 'no, i do not accept' button. Doing so allows an alternate person within your organization to assume the Security Administrator role.

# Enter your company information

Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler

Address: [https://us.register.covisint.com/CommonReg?cmd=REGISTER\\_ACCEPT\\_ADMIN&acceptAdmin=true](https://us.register.covisint.com/CommonReg?cmd=REGISTER_ACCEPT_ADMIN&acceptAdmin=true)

Covisint Connection and Administration [Portal](#) [Help](#)

### enter organization information

Steps: 1 2 3 4 5 6

Please enter your organization information below.

organization information	
<b>* = required fields</b>	
<b>* Organization Name:</b>	<input type="text"/>
<b>* Address 1:</b>	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
<b>* City/Region:</b>	<input type="text"/>
<b>* State/Province:</b>	<input type="text"/>
<b>* Postal Code:</b>	<input type="text"/>
<b>* Country:</b>	<input type="text" value="UNITED STATES"/>
Phone Number:	<input type="text"/>
Fax Number:	<input type="text"/>
URL:	<input type="text"/>
DUNS #:	<input type="text"/> <b>request DUNS number</b>

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Trusted sites

You will then be asked to enter in all your contact information and click continue registration.

The screenshot shows a Microsoft Internet Explorer browser window with the title "Covisint Connection and Administration - Microsoft Internet Explorer provided by DaimlerChrysler". The address bar is empty. The page content includes a navigation bar with "Portal" and "Help" links. Below this is a section titled "enter user information" with a progress indicator showing five steps, with the third step (3) highlighted. The main form area is titled "user information" and contains the following fields:

- \* = required fields**
- Organization Name:
- Prefix:
- \*First Name:**
- Middle Name:
- \*Last Name:**
- Job Title:
- \*Address 1:**
- Address 2:
- Address 3:
- \*City/Region:**
- \*State/Province:**
- \*Postal Code:**
- \*Country:**
- \*Phone Number:**
- mobile phone number:
- Fax Number:
- \*Email Address:**
- Wireless Email Address:
- \*Time Zone:**
- \*Language Preference:**

The Windows taskbar at the bottom shows the Start button and several open applications: "New Memo - Lotu...", "Covisint Connectio...", "Microsoft Excel - s...", and "Document1 - Mic...". The system clock in the bottom right corner displays "8:25 AM".

Enter your user information and click continue registration.

**enter user information** Steps: 1 2 3 4 5 6

Please input your user information into the fields below.

**user information**

\* = required fields

Organization Name: My company

Prefix:  (Mr., Mrs., Ms., Miss)

\* First Name:

Middle Name:

\* Last Name:

Job Title:

\* Address 1:

Address 2:

Address 3:

\* City/Region:

\* State/Province:

\* Postal Code:

\* Country: UNITED STATES

\* Phone Number:

mobile phone number:

Fax Number:

\* Email Address:

Wireless Email Address:  ?

\* Time Zone: (GMT-05:00) Eastern Time (US & Canada)

\* Language Preference: English

Note: This language selection does not guarantee the availability of the language in Covisint services or applications.

Create an ID and password for yourself. Enter a challenge question and answer that will be used when you need to reset your password. Click continue registration.

Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler

File Edit View Favorites Tools Help

Address <https://us.register.covisint.com/CommonReg> Go Links

Covisint Connection and Administration Portal Help

**enter user information** Steps: 1 2 3 4 5 6

Please input your user information into the fields below.

**user login information**

**\* = required fields**

**\*User ID:**   
**Note:** Userid must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.

**\*Password:**  [show password rules](#)

**\*Re-enter Password:**

**\*Challenge Question:**   
**Note:** in case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.

**\*Challenge Answer:**   
**Note:** to retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.

[continue registration](#) [undo changes](#)

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Done Trusted sites



Select Chrysler Portal: Service for Chrysler and/or Chrysler Portal: Service for Chrysler Financial Services on the application list and click continue.

The screenshot shows a web browser window titled "Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler". The address bar displays "https://us.register.covisint.com/CommonReg". The main content area is a list of services, each with a checkbox and a "more info" link. The "Partner Portals" section is highlighted in blue, and the "Chrysler Portal: Service for Chrysler" entry is selected with a checked checkbox. Below the list, there are "continue" and "back" buttons. The status bar at the bottom indicates "Trusted sites".

Service Name	Selected	More Info
Covisint Gateway Plug-ins & Updates	<input type="checkbox"/>	<a href="#">more info</a>
Covisint Logistics (Invitation Only)	<input type="checkbox"/>	<a href="#">more info</a>
Covisint Logistics - GM do Brazil (invitation required)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - Amtex (invitation required)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - Faurecia (Invitation Required - Include Supplier Code in Request)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - GM Baltimore (invitation required)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - GM do Brazil (invitation required)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - Lear Europe (invite only)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - Lear North America (invite only)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - Metaldyne (invitation required)	<input type="checkbox"/>	<a href="#">more info</a>
Supplier Connection - Mitsubishi Electric Automotive America (MEAA)	<input type="checkbox"/>	<a href="#">more info</a>
<b>Partner Portals</b>		
<input checked="" type="checkbox"/> Chrysler Portal: Service for Chrysler		<a href="#">more info</a>
<input type="checkbox"/> Chrysler Portal: Service for Chrysler Financial Services		<a href="#">more info</a>
<input type="checkbox"/> Daimler Portal: Access to Freightliner		<a href="#">more info</a>
<input type="checkbox"/> Daimler Portal: Access to Mercedes-Benz Cars and Daimler Trucks		<a href="#">more info</a>
<input type="checkbox"/> Daimler Portal: Access to Procurement South East Asia		<a href="#">more info</a>
<input type="checkbox"/> Delphi Supplier Portal		<a href="#">more info</a>
<input type="checkbox"/> Ford Supplier Portal		<a href="#">more info</a>
<input type="checkbox"/> Johnson Controls Supplier Portal		<a href="#">more info</a>
<input type="checkbox"/> Metaldyne Supplier Portal		<a href="#">more info</a>
<input type="checkbox"/> Mitsubishi Motors Supplier Portal		<a href="#">more info</a>
<input type="checkbox"/> One Stop Shop Portal		<a href="#">more info</a>
<input type="checkbox"/> Visteon Supplier Portal		<a href="#">more info</a>
<b>Quality</b>		
<input type="checkbox"/> Problem Solver		<a href="#">more info</a>

[continue](#) [back](#)

Click I agree on the terms and conditions.

The screenshot shows a Microsoft Internet Explorer browser window with the title "Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler". The address bar shows the URL "https://us.register.covisint.com/CommonReg". The page content includes a navigation bar with "Portal" and "Help" links, and a progress indicator showing "Steps: 1-5-6" with step 5 highlighted. The main content area is titled "Covisint Terms and Conditions for the use of the Chrysler Portal: Service for Chrysler" and includes a "Printer-friendly version" link. The text of the terms and conditions is as follows:

**Printer-friendly version**

Terms of Use for DaimlerChrysler Corporation Supplier Portal

IMPORTANT INFORMATION ABOUT ACCEPTANCE OF THESE TERMS OF USE.

If you are reading these Terms of Use for DaimlerChrysler Corporation Supplier Portal ("Terms of Use"), You have requested, on behalf of the company for which you work or provide service (the "Supplier"), access to DaimlerChrysler Corporation's (the Auburn Hills entity, referred to as "DCA") supplier portal (the "DCA Supplier Portal"). In making such request, you have represented to DCA that you are Supplier's appointed security administrator. You are referred to in these Terms of Use as "You" or as the "SA". You are being asked to agree that Supplier is bound by the Terms of Use that follow in the screens below, but before You may proceed, You need to confirm that You are the right person to do this for Supplier.

If you click "Yes" below, You represent that You have full corporate authority to bind Supplier to these Terms of Use for all of Supplier's employees, contract workers, agents or other individuals that Supplier has authorized or will in the future authorize to use the DCA Supplier Portal.

If You do not agree with this statement, please check "No" below.

If you've checked "No," please consult Your management to identify the person who does have the authority described above; that person may be able to appoint You as another SA once he or she agrees to these Terms of Use on behalf of Supplier.

At the bottom of the terms and conditions section, there are two buttons: "I AGREE" and "I DO NOT AGREE".

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At the bottom of the browser window, there is a "Trusted sites" indicator.

Click I agree on the next set of terms and conditions.

**Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler**

File Edit View Favorites Tools Help

Address <https://us.register.covisint.com/CommonReg> Go Links

Covisint Connection and Administration Portal Help

## Covisint Terms and Conditions for the use of the Chrysler Portal: Service for Chrysler

Steps: 1 2 3 4 5 6

**Printer-friendly version**

MORE IMPORTANT INFORMATION ABOUT ACCEPTANCE OF THESE TERMS OF USE.

If You agree to these Terms of Use below, please signify Your agreement by clicking "I AGREE" below. If You do not agree, or if You have any questions, please click "I DO NOT AGREE". If You click "I DO NOT AGREE", You will not be able to access the DCA Supplier Portal.

As the SA for Supplier, You agree on behalf of Supplier to these Terms of Use for every person who use the DCA Supplier Portal on behalf of Supplier, including:

- (i) Supplier's employees, contract workers, agents or other individuals that Supplier has authorized and who are already using DCA supplier applications directly by accessing DCA's Extended Enterprise Network system (including You) who wish to "migrate" in order to access (via the Covisint Global Supplier Portal as described below), and use those same DCA supplier applications, or additional or new DCA supplier applications now or in the future; and
- (ii) Supplier's employees, contract workers, agents or other individuals that Supplier authorizes (through You or another SA) to access the DCA Supplier Portal (via the Covisint Global Supplier Portal as described below), or to access and use any DCA supplier application or additional or new DCA supplier application now or in the future, (collectively "Users").

### 1. ACCESSING THE DCA SUPPLIER PORTAL

Covisint LLC ("Covisint"), the entity that hosts the DCA Supplier Portal within its "Covisint Global Supplier Portal," requires that You and each User register with Covisint in order to use the DCA Supplier Portal. When you register with Covisint, Covisint will give You a Covisint-supplier ID number ("ID") and a password ("Password") that You will use to access the Covisint Global Supplier Portal, including that portion of it which is uniquely the DCA Supplier Portal.

In addition, as part of that registration process DCA may give You (or has given You if You are migrating), as the SA, the right under these Terms of Use, (i) to grant access to any number of Users; and (ii) to grant these same privileges that You have as an SA to one or more other individuals so that those individuals can grant access to Users, in each case only if (a) Supplier agrees (as it does when You agree to these Terms of Use) to remain responsible for each SA's and each User's compliance with these Terms of Use; and (b) the SA granting a User access to the DCA Supplier Portal has knowledge that the individual is one who needs such access, on behalf of Supplier, to engage in activities directly related to Supplier's relationship with DCA.

Supplier is solely responsible for all acts or omissions of any person who accesses the DCA Supplier Portal using an ID or Password of any SA or other User, including compliance with these Terms of Use. Supplier and You must therefore take measures to maintain the confidentiality of those IDs and Passwords and enforce those measures with all Users.

### 2. REVOKING OR BLOCKING USERS ACCESS

You and each other SA must take reasonable measures to identify when a User, including another SA appointed under these Terms of Use, is no longer an employee or otherwise no longer has any connection with Supplier's relationship with DCA; You or another SA must then revoke such User's access to the DCA Supplier Portal. Each SA has this capability by using the Covisint Connection and Administration (CCA) Tool.

Covisint may have rights under its Covisint Membership Agreement with Supplier, or another agreement with Supplier, to permanently or temporarily block or revoke Supplier's access to the Covisint Global Supplier Portal. This, of course, will permanently or temporarily block or revoke Supplier's (each User's) access to the DCA Supplier Portal. DCA is not responsible for such occurrences. In addition, DCA has the unilateral right to require an SA to revoke a User's access for any reason or to request Covisint to block or revoke access to all Users of a Supplier.

### 3. NO UNAUTHORIZED ACCESS

No User may access, or attempt to access, any applications or areas of the DCA Supplier Portal that the User is not authorized to access as described above.

### 4. CONTENT

DCA Portal Content" means the information, data and materials available on the DCA Supplier Portal, (including in any application on the DCA Supplier Portal), including "User-supplied Content," as defined below and "User-linked Third Party Content," as defined below. DCA Portal Content may come from a variety of sources, both human and machine, and the information, data and materials can also be changed by a variety of sources, both human and machine.

"User-supplied Content" means all information, data or materials that any user, including Supplier's Users, puts into or creates or modifies in the DCA Supplier Portal. "User-linked Third Party Content," means all linked websites that a user, including Supplier's Users, may add to its "My Page" section of the DCA Supplier Portal and all content of those linked sites. "Supplier Content" means only that portion of the User-supplied Content and User-linked Third Party content that

Done Trusted sites

Enter your Chrysler or Chrysler Financial supplier code and click continue registration.

Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler

File Edit View Favorites Tools Help

Address <https://us.register.covisint.com/CommonReg> Go Links

Covisint Connection and Administration Portal Help

### Enter supplier code for Chrysler Portal: Service for Chrysler

Steps: ✓ ✓ ✓ ✓ **5** 6

A supplier code is needed to forward your request to the appropriate administrator. Please enter the appropriate supplier code and select the 'continue registration' button. If you do not know the supplier code, please contact your Organization Administrator or the organization that issues the supplier code for assistance. If you are an administrator, **additional help is available**. If you do not know your supplier code for this service package, click 'deselect and continue' to deselect this service package and continue registration without this service package.

Please Note: You may enter a supplier code OR a parent code in this space. In either case, our system will look up the parent code and associate it with your request.

**enter supplier code**

**\*enter supplier code:**

[continue registration](#) [back](#) [deselect and continue](#)

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Done Trusted sites

Click yes, I accept agreement.

The screenshot shows a Microsoft Internet Explorer window titled "Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler". The address bar displays "https://us.register.covisint.com/CommonReg". The page content includes a progress indicator for "Steps" with 6 steps, where step 5 is the current step. The main text explains the role of a Service Authority Organization (SAO) and lists responsibilities such as approving requests and site codes. At the bottom, there are two buttons: "yes, i accept agreement" and "no, i do not accept agreement". The footer contains the text "2008 © Compuware Corporation. All Rights Reserved. v5.06".

Covisint Connection and Administration - Microsoft Internet Explorer provided by Chrysler

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://us.register.covisint.com/CommonReg> Go Links

Covisint Connection and Administration Portal Help

### Review Chrysler Portal: Service for Chrysler SAO Information

Steps: ✓ ✓ ✓ ✓ 5 6

You are the first organization to register for Chrysler Portal: Service for Chrysler using this Parent Supplier Code, therefore your organization will be designated the Service Authority Organization (SAO).

As the administrator of a SAO organization, you are responsible for the Parent Supplier Code for Chrysler Portal: Service for Chrysler. Should other organizations register and request Chrysler Portal: Service for Chrysler with the same Parent Supplier Code, those requests will be routed to your organization for approval. You will be responsible for granting or rejecting Chrysler Portal: Service for Chrysler, its sub-services and its site codes to organizations sharing your Supplier Code. Note: When multiple organizations share the same Parent Supplier Code, the SAO designation may be transferred between the organizations as desired.

**Why is the Service Authority Organization needed?**  
The Covisint Connection and Administration (CCA) tool allows multiple independent administrative organizations for a single Legal Corporation. Some services, such as the Ford and DaimlerChrysler Supplier Portals, require relationships between these organizations based on the Supplier Code. The Service Authority Organization is responsible for all organizations with the same parent supplier code.

**Service Authority Organization Responsibilities**

- Approve Requests for the service submitted by Related Organizations
- Approve and Revoke Site Codes grants to Related Organizations
- Revoke access to the service from Related Organizations

Note that the Service Authority Organization designation may be transferred to any other independent CCA organization sharing the same parent supplier code for the service.

[yes, i accept agreement](#) [no, i do not accept agreement](#)

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Done Trusted sites

Click submit registration.