How to obtain a COVINSIT ID&FSNID and associate them with GTPCM Web Application and your GSBD Codes

Updated Oct 23, 2023

- 1) If you already have a COVISINT ID do the following:
 - a. Log into COVISINT <u>https://us.sso.covisint.com</u> using your COVISINT ID
 - b. Go to My Portals section and click on Ford Supplier Portal, then in 'Administration' section on left, then Click on 'My Administrators' link and write down who they are so that you can reach out to one of them to approve your request after you have submitted it.
 - c. Go to menu 'My Profile' menu on top left and click on 'Request a Service Package' link.
 - d. Go to 'Partner Portals' section at top and find 'Ford Supplier Portal (FSP)' row under the 'request sub-package (application package) subtitle. If 'Ford Supplier Portal' is above this subtitle as seen below, that means your COVISINT ID already has FSP access, now skip to Step 9 below.



- e. Skip to Step 7 to request FSP access.
- Register your COVISINT ID -<u>https://us.register.covisint.com/CommonReg?cmd=REGISTER</u>
- 3) Click 'begin registration' link.
- 4) Search for your company organization.

- 5) Select the appropriate location and click on 'continue registration' link.
- 6) Enter your User Information and click on 'continue registration' link.
- 7) Check the check box for 'Ford Supplier Portal' of the below 'select service package(s)' page and click 'continue' at bottom of page:

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| $\leftarrow \rightarrow$ | C ŵ | https://us.register.covisint.com/CommonReg |
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| Covisint Conne | ection and | Administration |
| select service | e packag | le(s) |
| The following lind automatica | ist displays Illy granted | all service packages currently offered through Covisint. Please select from the service packages below: Note that your administr to the Organization's Security Administrator. To access and use these services, the newly approved Administrator can grant the |
| service pack | age name | |
| | | Jaguar Land Rover Supplier Portal |
| | <i>I</i> | Mitsubishi Motors Supplier Portal |
| | | Chery Jaguar Land Rover Portal |
| | Ø | MAHLE Supplier Portal |
| | Ø | Delphi Technologies Supplier Portal |
| | I | Ford Supplier Portal |
| | I | One Stop Shop Portal |
| | | Freight Verify Portal |
| | Ø | Adient: Automotive Experience |
| | Ø | Johnson Controls Portal: Power Solutions |
| | Ø | Johnson Controls Portal: Building Efficiency |
| ALL | | |
| | <i>V</i> | Aptiv Supplier Portal |
| Content Mar | nagement | Applications |
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8) Enter your company 4 digit 'home site code' and click on 'continue registration'.

| $\leftarrow \rightarrow$ C \bigcirc M | tps://us.register.covisint.com/ | CommonReg | | | | | | |
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| 🎦 Ford Timesheets 🛛 👼 Rally Partner C | omm 📋 GSEC GEC Hub B2Bi | Passwords and ID's | CTPCM GSEC JAVA | Ġ Google 🌰 My fil | les - OneDriv | e 🛅 Projects | o Mail - Chesterfield, | Users |
| Covisint Connection and Administrat | on | | | | | | | |
| Enter location code for Ford Su | oplier Portal | | | | | | | |
| A location code is needed to forward your request to the appropriate administrator. Please enter the appropriate location code and select the 'continue registration' button. If you do not know the location code, please contact your C administrator, additional help is available. If you do not know your location code for this service package, click 'continue without requesting Ford Supplier Portal' to deselect this service package and continue registration without ! | | | | | | | | |
| Please Note: You may enter a location 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 location code | | | | | | | | |
| | enter home site code: | 94 | | | | | | |
| | | | | continue registration | Back | continue without re | equesting Ford Supplier Portal | |
| | | | | | | | | |

9) On the 'Request Sub-packages for Ford Supplier Portal' page, by using 'Filter by' drop down list select 'Sales and Marketing' and click 'Go'.

The following list contains all sub-packages of Ford Supplier Portal. You may request any of the sub-packages below. NOTE: Only those marked as subscribed by your organization are currently approvable by your Security Administrator. Filter by:

10) Check box for our 'Global Trading Partner Community Management (GTPCM)' Sub Package for Ford Supplier Portal. If you have already associated our GTPCM Web Application to your FSNID and you want to just add more GSDB Codes to it, then skip to Step 19.

| following list of service pa | ALLY PHOCOC SEC CEC Hub B288 CTOCM SEC U | WAL Passeeds and D'S Store & Forward C Google pplier Portal for Wilf Chesterfield av request any of the sub-packages below. NOTE: Only those Filter by: [Sales&Marketing] | My files - OxeOnix Ford Software Projects Mail - ChesterHeld | My files - OneDrive Team events Ite by your Security Administrator. Ite by your Security Administrator. | Ste |
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| following list of service pa | package: request sub-package of Ford Su contains all sub-packages of Ford Supplier Portal. You muture and the supplier Portal. You muture and the supplier Portal. You muture and the supplication of the supplication | upplier Portal for Wilf Chesterfield ay request any of the sub-packages below. NOTE: Only those Filter by: Sales&Marketing | e marked as subscribed by your organization are currently appovable | le by your Security Administrator. | Ste |
| following list of service pa | contains all sub-packages of Ford Supplier Portal. You ma | ay request any of the sub-packages below. NOTE: Only those Filter by: Sales&Marketing | e marked as subscribed by your organization are currently appovabl | le by your Security Administrator. | |
| following list of service pa | contains all sub-packages of Ford Supplier Portal. You ma | ay request any of the sub-packages below. NOTE: Only those Filter by: Sales&Marketing | e marked as subscribed by your organization are currently approvabl | le by your Security Administrator. | |
| service pa | | Filter by: Sales&Marketing | Go | | |
| service pa | | | Is = per user fees apply ▼ = subscribed to by your parent con | and a statement to formation and a deal | |
| service pa | | | ,,,,,,, | mpany 🌌 = additional information needed | 🐚 = role req |
| service pa | | | | S = not available for u | ser's Supplier |
| | ackages | Functional Area | Notes | | more |
| canadian D | Jealer Facilities Website | Sales@Marketing | ✓ 2. | | more |
| CARS Admi | in | Sales&Marketing | | | more |
| Contest and | d Incentive Wizard(CIW) | Sales&Marketing | • | | more |
| Contest and | d Incentive Wizard(CIW) - EXTBUILDCONTEST | Sales&Marketing | ⊻ | | more |
| Contest and | d Incentive Wizard(CIW) - EXTCIWALLSCREENS | Sales&Marketing | | | more |
| Contest and | d Incentive Wizard(CIW) - EXTDEALERSCREENS | Sales&Marketing | | | more |
| Contest and | d Incentive Wizard(CIW) - EXTREACTHQSCREENS | Sales&Marketing | | | more |
| Ford Pro Co | onversion Solutions | Sales&Marketing | I | | more |
| Global Trad | ding Partner Community Management (GTPCM) | Sales&Marketing | I | | more |
| Quick Lane | Canada Dealer - SupplierQLRequester | Sales&Marketing | I | | more |
| Quick Lane | Canada Dealer - SupplierQLReviewer | Sales&Marketing | I | | more |
| Quick Lane | Canada Dealer - SupplierQLViewer | Sales&Marketing | I | | more |

11) Enter a Request reason above and click 'continue'

12) In the list shown in the next page please select the GSDB/Site Codes in your company to associate them all to your new COVISINT ID / FSNID in the Ford Supplier Portal and click 'continue'.

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| Covisint Connection and Administra | ation | | | | | ♦ Home ♦ Portal → | Help 🕨 Logout |
| Home i My Profile i My Org | janization : | | | | | | Show side nav |
| To ensure you have the ability to l | be able to make all types of updates | s or support the ability of GSDB On | line (Update Token) users to make all u | odates, please select all the | Wilf five character Site codes you r | Chesterfield - Ford Motor (equire as well as the c | ompany Portal orresponding |
| request service package: G | lobal Trading Partner Commu | nity Management (GTPCM) fo | r Wilf Chesterfield > select site cod | les(s) | | Steps: | -0-0-0- |
| (| | .,,. | | | | 01000 | |
| | | | | | | | |
| Select the site codes to apply to t | this service package grant. | | | | | | U |
| site codes | description | street address | town or city | state | postal code | country code | |
| DE8X | EVEREST SUPPORT - AU TAX | | | | | | |
| DE8XA | AUTAX | | | | | AU | |
| DE8XB | AUTAX | | | | | AU | |
| DE8Y | EVEREST SUPPORT - BE TAX | | | | | | |
| DE8YA | BETAX | | | | | BE | |
| DE8Z | EVEREST SUPPORT - CA TAX | | | | | | |
| DE8ZA | CATAX | | | ON | L2N 6E7 | CA | |
| DE9A | EVEREST SUPPORT - FR TAX | | | | | | |
| DE9AA | FRTAX | | | | | FR | |
| DE9B | EVEREST SUPPORT - DE TAX | | | | | | |
| DE9BA | DETAX | | | | | DE | |
| DE9C | EVEREST SUPPORT - GB TAX | | | | | | |
| DE9CA | GBTAX | | | | SS16 5XX | GB | |
| DE9D | EVEREST SUPPORT - MX TAX | | | | | | |
| DE9DA | MXTAX | | | | | MX | |
| DE9E | EVEREST SUPPORT - NZ TAX | | | | | | |
| DE9EA | NZTAX | | | | | NZ | |
| DE9F | EVEREST SUPPORT - ES TAX | | | | | | |
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- 13) The 'Request successful' page will display showing you our GTPCM sub package and all GSDB/Site Codes associated to your new COVISINT / FSNID.
- 14) You will receive an email letting you know that your request has been submitted.
- 15) Now your Covisint Company's Security Administrator (CSA) must approve your request for you. To find out who this is, Click on 'My Organization' menu on top left and then select 'View my organization administrators' link and write down who they are, so that you can reach out to one of them to approve your request.
- 16) Once your request is approved by your CSA, you will receive an email letting you know that your request has been approved and it will show you the GSDB Codes that are now associated to your Covisint / FSNID's for our GTCPM Web Application.
- 17) All members in your team that have the same role should do this process above, so they can also use your company GSDB Codes in our Ford GTPCM Web Application <u>www.gtpcm.ford.com</u>.

18) Additional Support:

a. If you need help after doing the above steps please go to the following COVISINT Support URL <u>COVISINT Contact Us - Support Portal</u>, to contact the COVISINT support team. 'Select Your Region' from the drop-down list, to get the Toll-Free Numbers for your region or use the 'Chat' feature link on this COVISINT support page at the top left.



19) Go to and hover on 'My Profile' menu at top left and click on 'View my Service Packages', then click on the '+' symbol for the 'Ford Supplier Portal' row found in 'Partner Portals' section.

| Covisint Connection and Administration | | | | | | | | |
|--|--|------------------|-----------|-----------------------|---|---|--|--|
| Home My Profile My Organization : | | | | | | Show side nav | | |
| view service packages for: Wilf Chesterfield | | | | | | Wilf Chesterfield - Ford Motor Company Portal | | |
| view profil | ſ | | | view service packages | | | | |
| edit user profile view pending requests | change user password view request history | | | ≻ re ≻ er | quest service package nail preferences | | | |
| The service packages currently granted to this user ID are listed below. The service packages are organized by Category. | | | | | | | | |
| | | | | | | 🧟 = uses site codes | | |
| service package name | ho | me location code | more info | status | status for organization | date granted/updated | | |
| Administration | | | | | | | | |
| Covisint (required) | | | more info | Active Active | Active | 2021.12.03 3:52 AM EST | | |
| Covisint Supplied Services | | | | | | | | |
| Support Portal | | | more info | Active | Active | 2021.12.02 9:52 PM EST | | |
| Partner Portals | | | | | | | | |
| 🖻 Ford Supplier Portal 🖉 | | Q494 🔳 | more info | Active | Active | 2021.12.03 3:52 AM EST | | |
| Purchasing | | | | | | | | |
| GSDB Online (View Only) 🦨 🖽 🛍 | | | more info | Active | Active | 2022.10.13 2:18 PM EDT | | |
| Sales&Marketing | | | | | | | | |
| Global Trading Partner Community Management (GT | 2СМ) 🕺 🖽 🛍 | | more info | Active | Active | 2022.10.27 6:39 AM EDT | | |
| | | | | | | | | |

20) Click on the 'Global Trading Partner Community Management (GTPCM)' link seen above. On the next page seen below click on the 'request site codes' link in the 'service package information' section. Then go back to Step 12.

| Covisint Connection and Administration | ortal 🕨 Help 🌖 Logout |
|---|-----------------------|
| Home i My Profile i My Organization i | Show side na |
| Global Trading Partner Community Management (GTPCM) details for: Wilf Chesterfield | Motor Company Portal |
| The following shows all details about the service package Global Trading Partner Community Management (GTPCM), which is currently granted to this User ID. The status of the package can be active or suspended. If a package is suspended, it to this User ID. | it is unaccessible |
| view user profile view user service package list | |
| service package status | |
| status 🗹 Active | |
| permanently remove service package | |
| service package information | |
| description Global Trading Partner Community Macagement (GTPCM) | |
| site codes view current site codes request site codes remove site codes | |
| services included within Global Trading Partner Community Management (GTPCM) A Service Package may consist of one or many services. The services included in this Service Package are listed below. | |
| service name more info | |
| SalesMurketing | |
| Slocal racing Patcher Community Planagement (GTPCH) more into | |