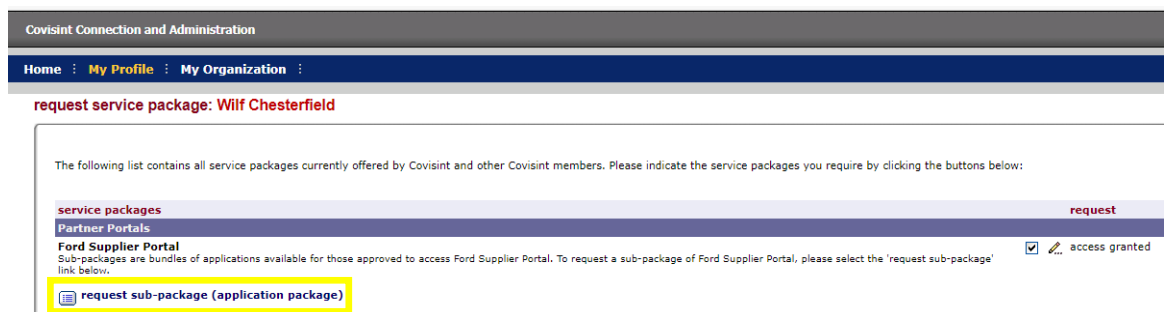


How to obtain a COVINSIT ID&FSNID and associate them with GTPCM Web Application and your GSBD Codes

Updated Oct 23, 2023

- 1) If you already have a COVISINT ID do the following:
 - a. Log into COVISINT - <https://us.sso.covisint.com> 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.
- 2) Register your COVISINT ID - <https://us.register.covisint.com/CommonReg?cmd=REGISTER>
- 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:

The following list displays all service packages currently offered through Covisint. Please select from the service packages below: Note that your administrator is not automatically granted to the Organization's Security Administrator. To access and use these services, the newly approved Administrator can grant the administrator access to these services.

services list

service package name		
Partner Portals		
<input type="checkbox"/>		Jaguar Land Rover Supplier Portal
<input type="checkbox"/>		Mitsubishi Motors Supplier Portal
<input type="checkbox"/>		Chery Jaguar Land Rover Portal
<input type="checkbox"/>		MAHLE Supplier Portal
<input type="checkbox"/>		Delphi Technologies Supplier Portal
<input checked="" type="checkbox"/>		Ford Supplier Portal
<input type="checkbox"/>		One Stop Shop Portal
<input type="checkbox"/>		Freight Verify Portal
<input type="checkbox"/>		Adient: Automotive Experience
<input type="checkbox"/>		Johnson Controls Portal: Power Solutions
<input type="checkbox"/>		Johnson Controls Portal: Building Efficiency
ALL		
<input type="checkbox"/>		Aptiv Supplier Portal
Content Management Applications		

- 8) Enter your company 4 digit 'home site code' and click on 'continue registration'.

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 Covisint 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 it.

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.

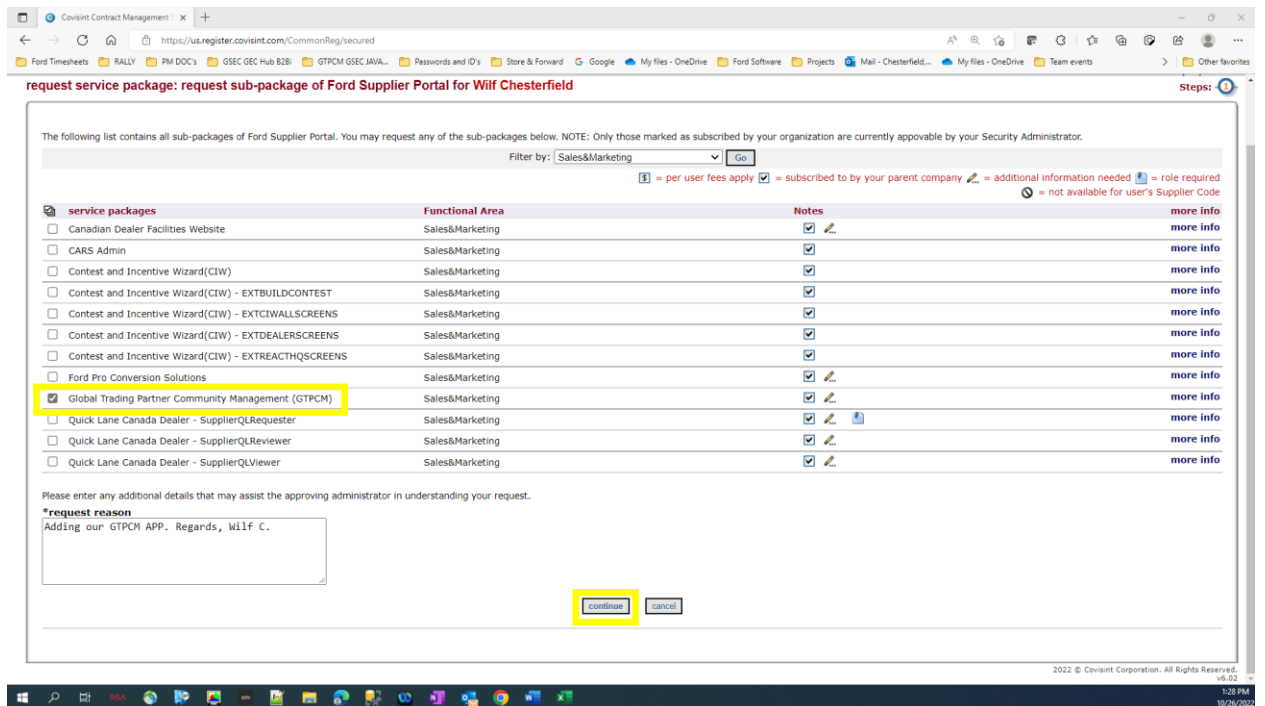
enter location code

*enter home site code:

- 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'.

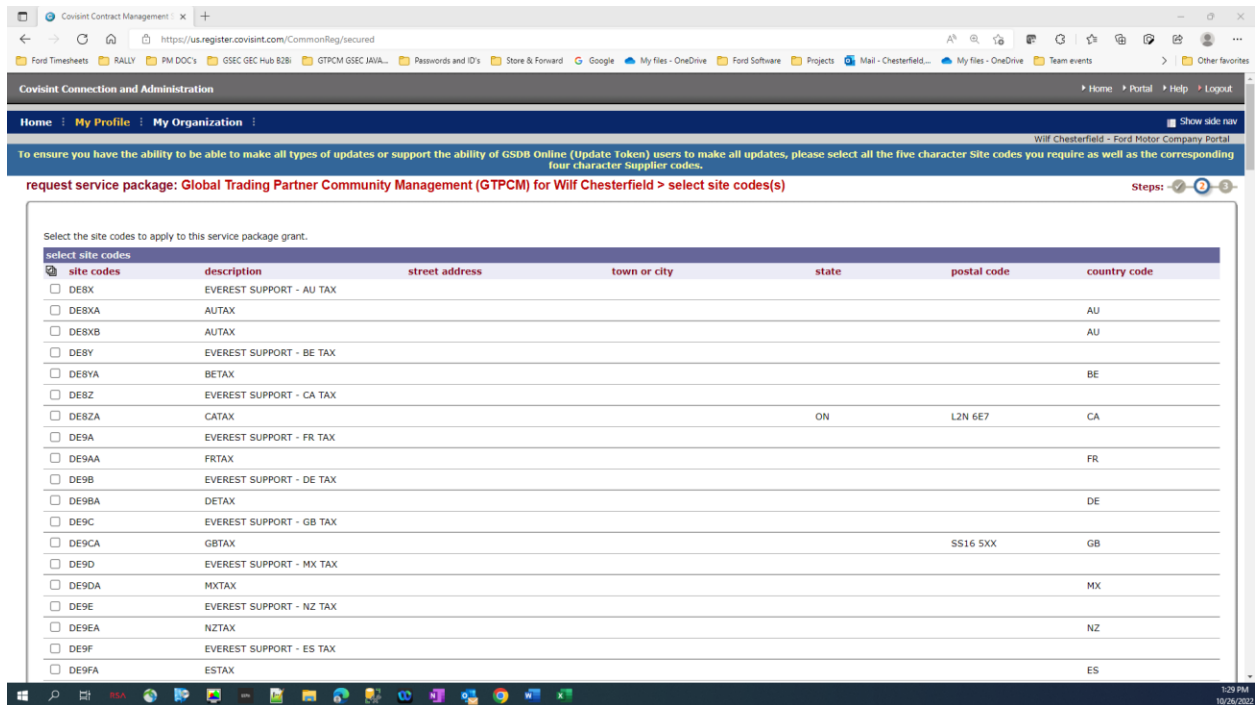


- 10) Check box for our 'Global Trading Partner Community Management (GTPCM)' Sub Package for Ford Supplier Portal. If you have already associated our GTPCM Web Application to your FSNID and you want to just add more GSDB Codes to it, then skip to Step 19.



- 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'.



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.

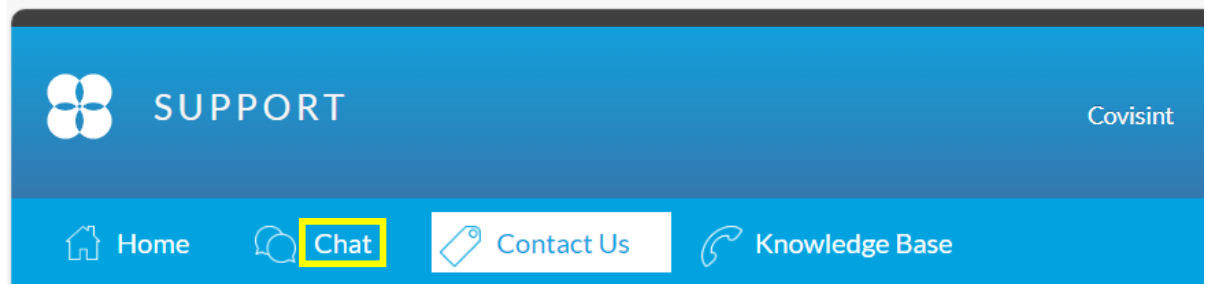
15) Now your Covisint Company's Security Administrator (CSA) must approve your request for you. To find out who this is, Click on 'My Organization' menu on top left and then select 'View my organization administrators' link and write down who they are, so that you can reach out to one of them to approve 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 site 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 www.gtpcm.ford.com.**

18) Additional Support:

- a. If you need help after doing the above steps please go to the following COVISINT Support URL [COVISINT Contact Us - Support Portal](#), 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.



- 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

view service packages for: Wilf Chesterfield

view profile | view service packages

edit user profile | change user password | request service package
view pending requests | view request history | email preferences

The service packages currently granted to this user ID are listed below. The service packages are organized by Category.
Click on a Service Package Name to view details about the service package. Administrators may click on a service package name to remove the service package access from this user ID.

service package name	home location code	more info	status	status for organization	date granted/updated
Administration					
Covisint (required)		more info	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 (GTPCM)		more info	Active	Active	2022.10.27 6:39 AM EDT

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- 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

Home My Profile My Organization

Global Trading Partner Community Management (GTPCM) details for: Wilf Chesterfield

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 is inaccessible to this User ID.

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 Management (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
Sales&Marketing	more info
Global Trading Partner Community Management (GTPCM)	more info

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