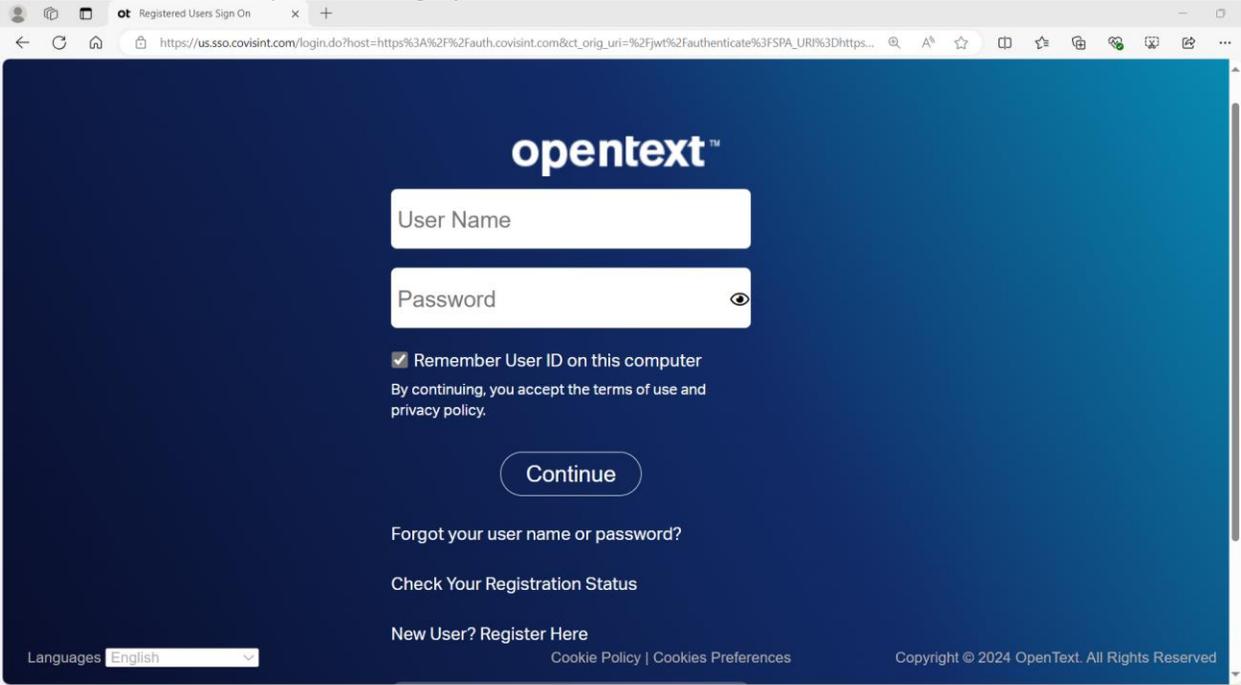


How to obtain a Covisint ID&FSNID and associate them with GTPCM Web Application and your GSBD Codes

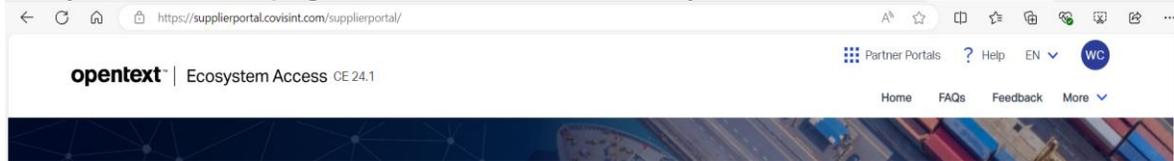
Updated Jul 25, 2024

- 1) If you already have a Covisint ID do the following:
 - a. Log into Covisint / opentext - <https://us.sso.covisint.com> by entering your Covisint ID and Password. Click 'Remember User ID on this computer' check box to keep your ID for the next time you login and then and click 'Continue' button. The first-time logging in you may be asked to setup a Security question and answer.

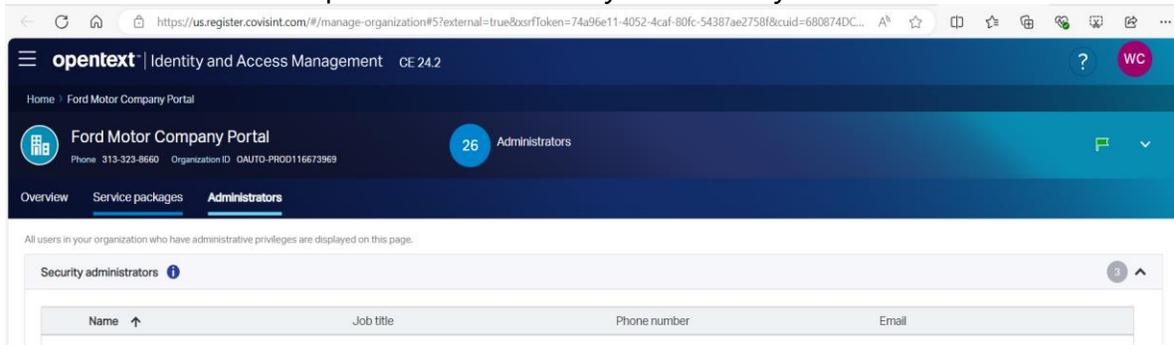


The screenshot shows the login page for opentext. The page has a dark blue background with the opentext logo at the top. Below the logo are two input fields: 'User Name' and 'Password'. The 'Password' field has an eye icon to toggle visibility. Below the input fields is a checkbox labeled 'Remember User ID on this computer' which is checked. Underneath the checkbox is the text: 'By continuing, you accept the terms of use and privacy policy.' Below this is a 'Continue' button. At the bottom of the page, there are links for 'Forgot your user name or password?', 'Check Your Registration Status', and 'New User? Register Here'. In the footer, there is a language dropdown menu set to 'English', links for 'Cookie Policy | Cookies Preferences', and a copyright notice: 'Copyright © 2024 OpenText. All Rights Reserved'.

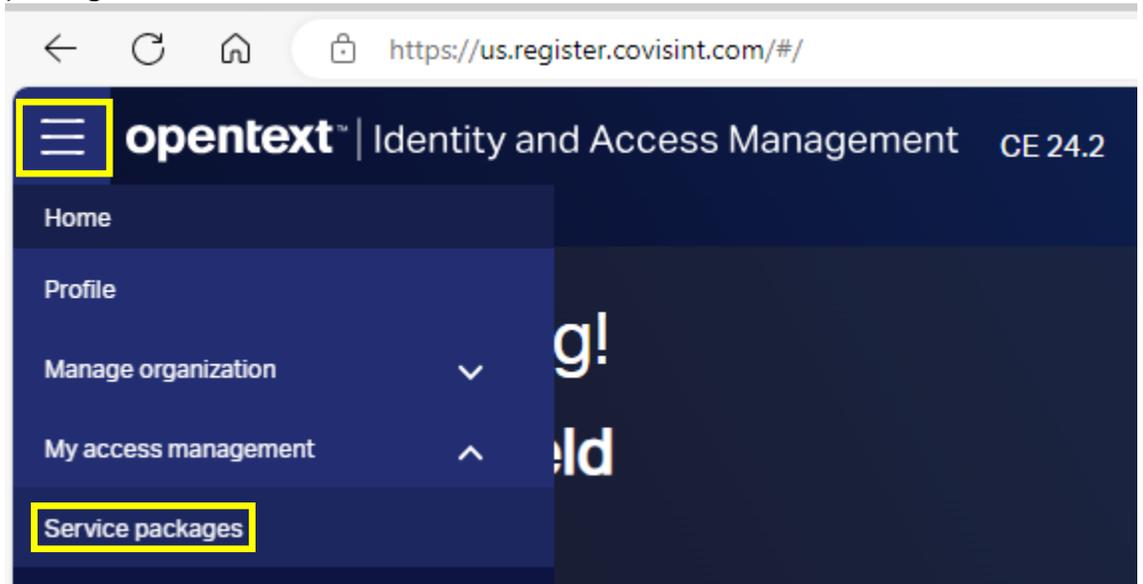
- b. Click on your initials round icon on top right of the 'opentext Ecosystem Access' page and then click on the 'My Administrator' link.



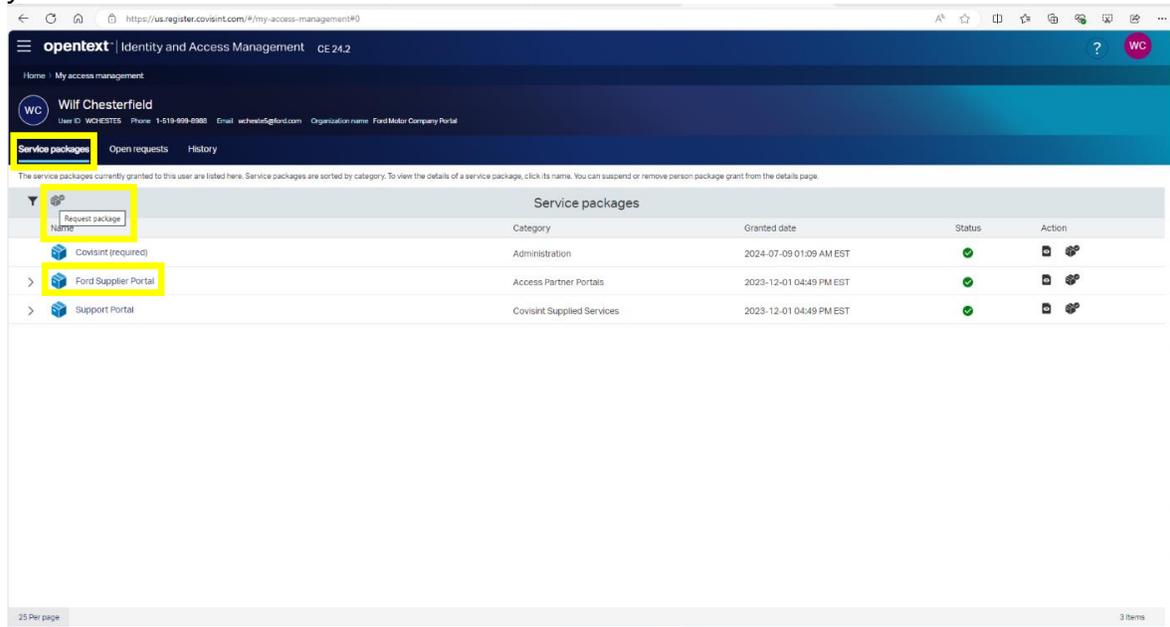
- c. Then look in 'Administrators' tab on the 'opentext Identity and Access Management' page where you will see the 'Security administrators' section. Expand this section and write down who the 'Security administrators' are along with their contact information. Then you can reach out to one of them to approve your request after you have submitted it or to ask questions to them if you have any issues.



- d. Click on the 'Home hamburger' menu link on top left of the page, then click on the menu 'My access management' and the sub menu 'Service packages' seen below.

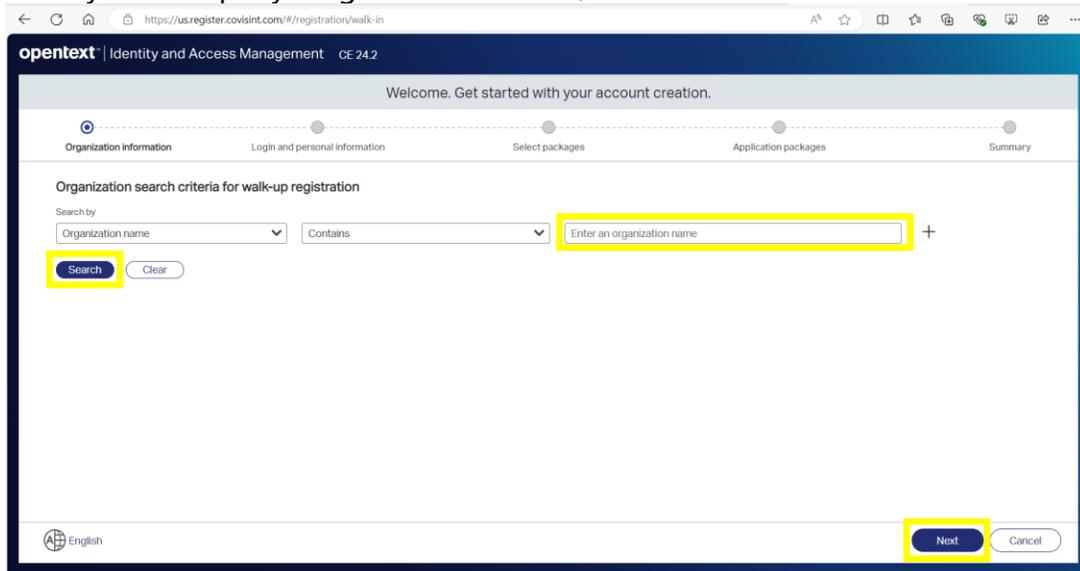


- e. Click on 'Service packages' tab and if you don't see 'Ford Supplier Portal', click on the 'Request Package' link seen below. If 'Ford Supplier Portal' is seen below, that means your Covisint ID already has FSP access, skip to step 13 to associate our GTPCM Web Application to your Covisint ID / FSN ID.



- f. Skip to Step 10 to request Ford Supplier Portal (FSP) access.

- 2) To register your Covisint ID click on the 'New User? Register Here' on bottom of previous page or go to <https://us.register.covisint.com/#/registration/walk-in>
- 3) Enter your company 'Organization name', click 'Search'



- 4) If your company is not found, then click on the 'Create Organization' button and follow instructions, but your company Covisint Security Administrator should do this setup. If found select it and then click on the 'Next' button.

The screenshot shows the 'Organization list' step in the account creation process. The breadcrumb trail at the top indicates the current step is 'Organization information', followed by 'Login and personal information', 'Select packages', 'Application packages', and 'Summary'. A progress bar below the breadcrumb shows the current step is active. The main content area is titled 'Organization list' and includes a search bar with 'Edit search' and 'Search results : 15 Items'. A 'Create organization' button is highlighted with a yellow box. Below the search bar is a list of organizations, each with a radio button and a name: FORD MOTOR COMPANY, FORD MOTOR COMPANY (NC), FORD MOTOR COMPANY S.R.O., Ford Motor Company (Environmental-ME), Ford Motor Company (STA), Ford Motor Company - DD/MDO, Ford Motor Company - Dealer Development, Ford Motor Company - FM00, Ford Motor Company - Nanjing, and Ford Motor Company Fr. At the bottom right, there are 'Next' and 'Cancel' buttons, with the 'Next' button highlighted in yellow.

- 5) Enter your your Information, the red * indicates a mandatory field and then click on the 'Next' button.

The screenshot shows the 'Login and personal information' step in the account creation process. The breadcrumb trail at the top indicates the current step is 'Login and personal information', followed by 'Organization information', 'Select packages', 'Application packages', and 'Summary'. A progress bar below the breadcrumb shows the current step is active. The main content area is titled 'Login details' and includes a 'User ID' field with a 'Check for availability' button, a 'Password' field, and a 'Retype password' field. Below this is the 'Personal details' section, which includes fields for 'Title', 'First name', 'Middle name', 'Last name', 'Suffix', and 'Job title'. At the bottom, there is an 'Address' field. At the bottom right, there are 'Previous', 'Next', and 'Cancel' buttons, with the 'Next' button highlighted in yellow.

6) You must select 'Covisint (required)' and click on the 'Next' button below.

The screenshot shows the 'opentext Identity and Access Management CE 24.2' registration interface. A progress bar at the top indicates the current step is 'Select packages'. Below the progress bar, the organization name is 'FORD MOTOR COMPANY'. A table titled 'Service packages' lists available options:

<input type="checkbox"/>	Name	Created date	Category	View details
<input checked="" type="checkbox"/>	Covisint (required)	2024-03-10	Administration	View details

At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a yellow box), and 'Cancel'.

7) Fill out 'Request reason' and click on the 'Next' button below.

The screenshot shows the 'opentext Identity and Access Management CE 24.2' registration interface. The progress bar indicates the current step is 'Application packages'. Below the progress bar, the 'Application package details' section shows 'Covisint (required)' selected in a dropdown menu. Below this, there is a 'Request reason' text area, which is highlighted with a yellow box. Below the text area, there is a small instruction: 'Enter a request reason if needed. Enter additional details to assist the approving administrator understand your request.'

At the bottom right, there are three buttons: 'Previous', 'Next' (highlighted with a yellow box), and 'Cancel'.

- 8) Review your information for registration with your company and then click on the 'Submit' button below.

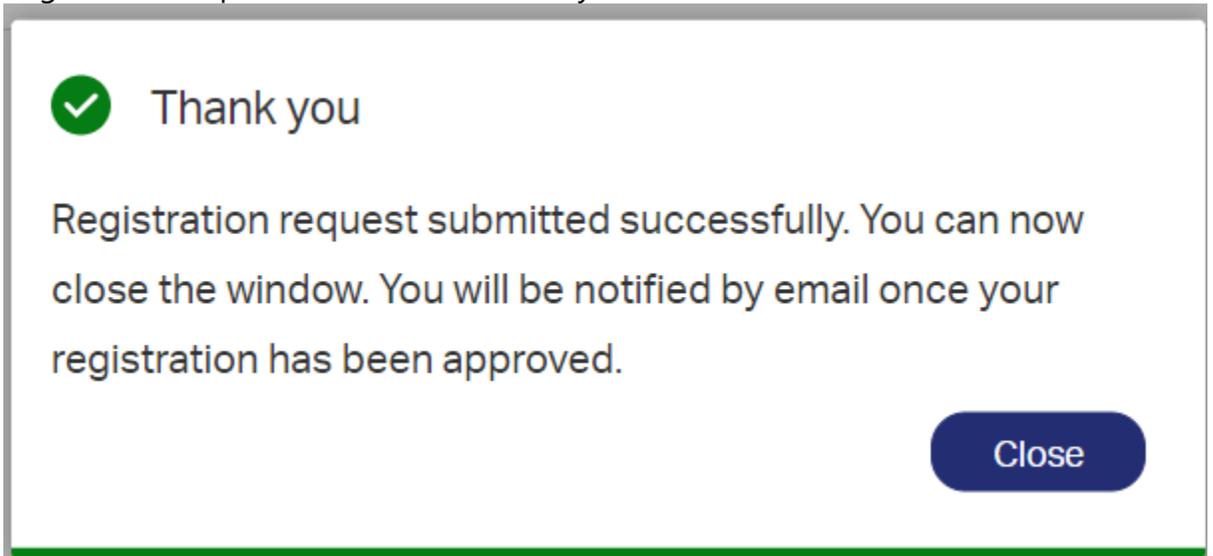
The screenshot shows a web browser window with the URL <https://us.register.covisint.com/#/registration/walk-in>. The page title is "opentext | Identity and Access Management CE 24.2". The main heading is "Welcome. Get started with your account creation." Below this is a progress bar with five steps: "Organization information", "Login and personal information", "Select packages", "Application packages", and "Summary". The "Organization information" step is highlighted with a green checkmark and a yellow box around the text "FORD MOTOR COMPANY". The "Person information" section includes a "User ID" of "wcheste4". The "Personal details" section is a table with the following data:

Title	First name	Middle name	Last name
Mr	Will		Chesterfield
Suffix	Job title		

Address	Address 2	Address 3	Postal code
70000 Rotunda Dr			48124
City	State/Province/Prefectures	Country	
Dearborn	Michigan	United States	
Email	Phone number	Mobile number	
wcheste4@ford.com	1.510.000.0000	1.510.000.0000	

At the bottom right, there are three buttons: "Previous", "Submit" (highlighted with a yellow box), and "Cancel".

- 9) You will receive the pop-up message below. Click on the 'Close' button below and wait to hear back from Covisint registration team to confirm you Covisint ID has been created. You will receive an email with Subject 'OpenText: Registration request has been successfully submitted'.



10) Click 'Request' arrow icon on 'Ford Supplier Portal' row

<input type="checkbox"/>	Name	Category	Creation date	Approval required	Action
<input type="checkbox"/>	Content Management	Content Management Applications	2023-05-23 10:48 AM EST	organizationAdmin	
<input type="checkbox"/>	Ford Alert Manager	Reporting Tools	2023-05-23 10:56 AM EST	organizationAdmin	
<input type="checkbox"/>	Ford Supplier Portal	Access Partner Portals	2024-06-04 12:40 AM EST	organizationAdmin	
<input type="checkbox"/>	Jaguar Land Rover Supplier Portal	Access Partner Portals	2023-08-22 02:36 AM EST	organizationAdmin	
<input type="checkbox"/>	Supplier Connection	Covisint Supplied Services	2023-05-23 10:48 AM EST	organizationAdmin	

11) Fill out 'Request reason' and then click on the 'Send Request' button below.

Request service package

Review request details and enter a request reason if required

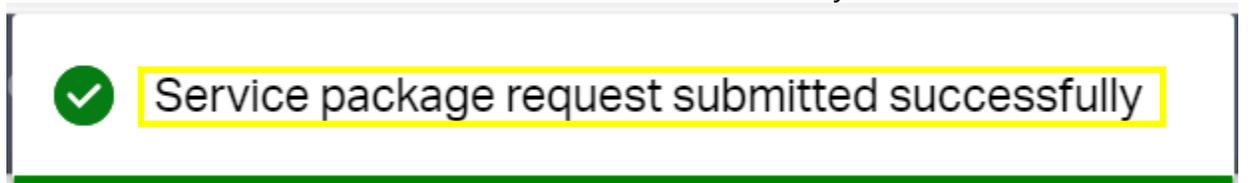
Package details

Ford Supplier Portal

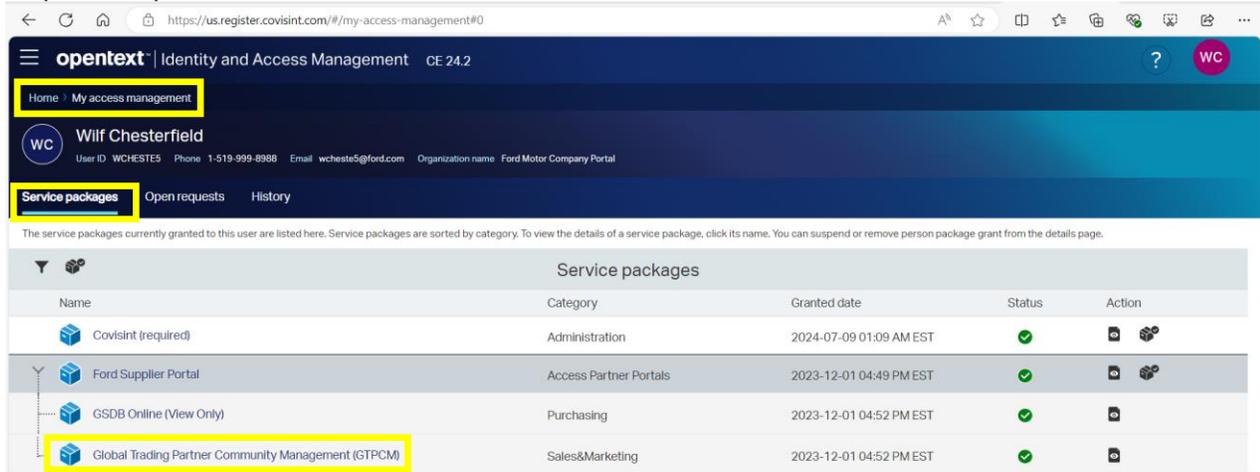
Package description
Ford Supplier Portal

Request reason

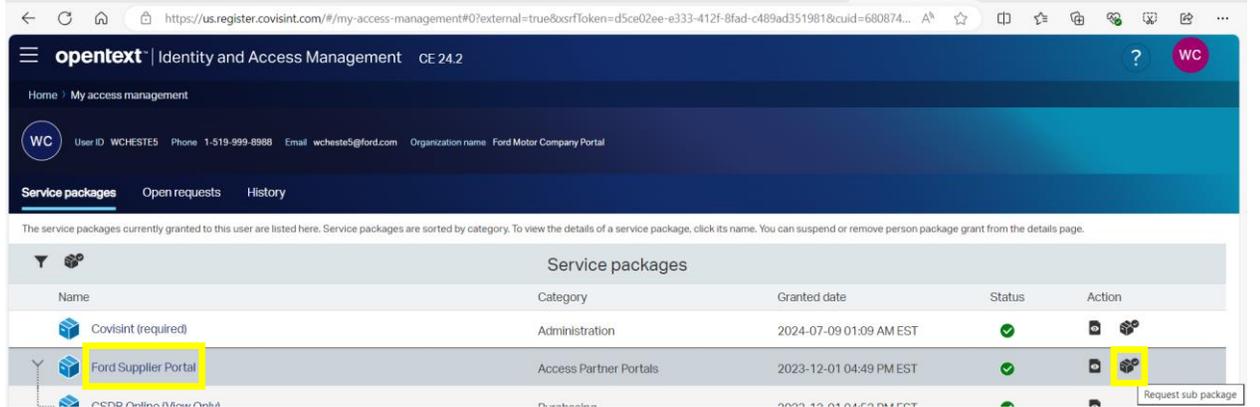
12) You will receive the pop-up message 'Service package request submitted successfully' below. Wait to hear back from your company Covisint Security Administrator to confirm the FSP has been associated with your Covisint ID.



13) Once you have FSP access then click the arrow to the left of 'Ford Supplier Portal' row to expand view, if our 'Global Trading Partner Community Management (GTPCM)' Sub Package is seen as below, then you have already associated our GTPCM Web Application to your Covisint ID / FSN ID. If you want to just associate more GSDB Codes to our GTPCM Web Application, then skip to Step 17.



14) If you don't see our 'Global Trading Partner Community Management (GTPCM)' Sub Package below, then click on the 'Request sub package' link seen below.



15) Find 'Global Trading Partner Community Management (GTPCM)' row using filter and click on the 'Request' arrow at the far right of the row.

Service packages

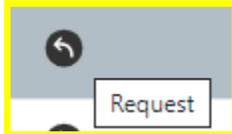
Request sub package

Select service packages from the following list. Package selection is limited to 10.

<input type="checkbox"/>	Name	Category	Creation date	Approval required	Action
<input type="checkbox"/>	Add-On Provider Website	Customer Service	2023-05-30 11:34 AM EST	organizationAdmin	
<input type="checkbox"/>	ANAQUA	Product Development	2023-05-30 11:34 AM EST	organizationAdmin	
<input type="checkbox"/>	ANAQUA1	Collaboration	2023-05-30 11:34 AM EST	organizationAdmin	
<input type="checkbox"/>	APDM	Product Development	2023-05-31 12:38 PM EST	organizationAdmin	
<input type="checkbox"/>	ASCENT	Supply Chain Management	2023-11-22 06:43 PM EST	organizationAdmin	
<input type="checkbox"/>	ASCENT Training Portal	Supply Chain Management	2024-04-03 11:39 AM EST	organizationAdmin	
<input type="checkbox"/>	ASTUTE AGENT ACCESS	Customer Service	2023-05-31 12:38 PM EST	organizationAdmin	
<input type="checkbox"/>	Atlassian Jira Software	Product Development	2023-05-31 12:38 PM EST	organizationAdmin	
<input type="checkbox"/>	Canadian Dealer Facilities Website	Sales&Marketing	2023-05-31 12:39 PM EST	organizationAdmin	
<input type="checkbox"/>	Capacity Planning [GCP]	Purchasing	2023-05-30 11:34 AM EST	organizationAdmin	

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Global Trading Partner Community Management (GTPCM) Sales&Marketing 2023-05-31 12:39 PM EST



16) A pop-up message 'Service package request submitted successfully' will be shown.

Service packages

Request sub package

Service package request submitted successfully

<input type="checkbox"/>	Name	Category	Creation date	Approval required	Action
<input type="checkbox"/>	Ford of Mexico Electronic Invoicing	Finance	2023-05-31 12:38 PM EST	organizationAdmin	
<input type="checkbox"/>	Global ED	Quality	2023-05-31 12:38 PM EST	organizationAdmin	
<input type="checkbox"/>	Global Color Management System (GCMS)	Product Development	2023-05-31 12:38 PM EST	organizationAdmin	
<input type="checkbox"/>	Global Material Approval(Point Approval) (For...	Environmental	2023-05-30 11:34 AM EST	organizationAdmin	
<input type="checkbox"/>	Global Material Management (GMM Supplier ...	Environmental	2024-05-24 06:15 AM EST	organizationAdmin	
<input type="checkbox"/>	GPIRS DDL	Product Development	2023-05-30 11:34 AM EST	organizationAdmin	
<input type="checkbox"/>	Historical Vehicle Bill of Materials	Customer Service	2023-05-30 11:34 AM EST	organizationAdmin	
<input type="checkbox"/>	Imagine	Finance	2023-05-31 12:39 PM EST	organizationAdmin	
<input type="checkbox"/>	iNexus	Purchasing	2023-05-31 12:39 PM EST	organizationAdmin	
<input type="checkbox"/>	MCPV	Purchasing	2023-05-30 11:34 AM EST	organizationAdmin	
<input type="checkbox"/>	N-tier Visibility	Purchasing	2023-05-31 12:39 PM EST	organizationAdmin	
<input type="checkbox"/>	OneCX	Customer Service	2023-05-31 12:39 PM EST	organizationAdmin	
<input type="checkbox"/>	Pinda	Supplier Development	2023-05-31 12:39 PM EST	organizationAdmin	

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17) Click on the 'Global Trading Partner Community Management (GTPCM)' link to show you what GSDB Codes you currently have associated with our GTPCM Web Application below.

The screenshot shows the 'Service packages' section of the opentext Identity and Access Management interface. The user is Wilf Chesterfield. The table lists the following service packages:

Name	Category	Granted date	Status	Action
Covisint (required)	Administration	2024-07-09 01:09 AM EST	✓	[Icons]
Ford Supplier Portal	Access Partner Portals	2023-12-01 04:49 PM EST	✓	[Icons]
GSDB Online (View Only)	Purchasing	2023-12-01 04:52 PM EST	✓	[Icon]
Global Trading Partner Community Management (GTPCM)	Sales&Marketing	2023-12-01 04:52 PM EST	✓	[Icon]

18) Click on the 'GSDB Code' link on top left of page and the next page will show you what GSDB Codes you currently have associated with our GTPCM Web Application below.

The screenshot shows the 'GSDB Code' details for the 'Global Trading Partner Community Management (GTPCM)' package. The package ID is PAUTO-PROD118380512 and it was created on May 31st, 2023. The package includes one service: 'Global Trading Partner Community Management (GTPCM)'.

Package details

Type	Parent service ID	Included services 1
servicePackage	118061341	
Owning organization	Grantee	
Ford Motor Company Portal	Chesterfield, Wilf	

Included services

A service package can consist of one or more services. Services included within the package are listed in the table.

Name	Category	Description
Global Trading Partner Community Management (GTPCM)	Sales&Marketing	GTPCM allows both External Trading Partners of F...

19) Click on the '+' symbol on top left of page to add more GSDB Codes below. Your 4 digit company 'Parent GSDB Code' is shown.

The screenshot shows the 'opentext Identity and Access Management' interface. The breadcrumb trail is 'Home > My access management > Global Trading Partner Community Management (GTPCM)'. The main heading is 'Global Trading Partner Community Management...' with package ID 'PAUTO-PROD118360512' and creation date 'May 31st 2023'. Below this, there is a section for 'GSDB Code' with the text 'Your authorized Parent GSDB Code for this package is Q494'. A table titled 'GSDB Codes' lists various codes with columns for GSD B Codes, Name, Description, Address, City, State/Provin..., Country code, Postal code, and Action. A yellow box highlights a '+' icon in the top left of the table area. The table contains 10 rows of data, including codes like JVVQ, JVVQA, JWBV, JWBVA, KYGR, KYGRA, Q494A, and Q494B. The table is paginated with '25 Per page', 'Previous', '1', and 'Next' buttons. A 'Close' button is located at the bottom right of the table area.

GSDB Codes	Name	Description	Address	City	State/Provin...	Country code	Postal code	Action
JVVQ	DUMMY CODE - FORD CREDIT SA	DUMMY CODE					
JVVQA	DUMMY CODE - FORD CREDIT S A-	DUMMY CODE ...	SOLO CONTABL...	ALMUSSA...		ES	46440	
JWBV	DUMMY CODE - CADIZ ELECTRONI..	DUMMY CODE ...	AO DC-102,,	ALMUSSA...		ES	46440	
JWBVA	DUMMY CODE - CADIZ ELECTRONI-	DUMMY CODE ...	AO DC-102,,	ALMUSSA...		ES	46440	
KYGR	DUMMY CODE - FORD ESPANA S A	DUMMY CODE ...	AO DC-102,,	ALMUSSA...		ES	46440	
KYGRA	DUMMY CODE - FORD ESPANA S A	DUMMY CODE ...	AO DC-102,,	ALMUSSA...		ES	46440	
Q494A	SHIP AS DIRECTED	SHIP AS DIREC...	SHIP AS DIREC...	SHIP AS DL...	MI	US	48067	
Q494B	DUMMY CODE	DUMMY CODE	INTELLIGENT A...	INTELLIGE...	MI	US	485550000	

You can use filter to find a specific GSDB Code.

The screenshot shows a filter interface. At the top, there is a filter icon (a funnel) and a '+' sign, both highlighted with yellow boxes. Below this is a section titled 'Refine by'. Underneath, there is a label 'GSDB Code' and an empty input field, also highlighted with a yellow box. Below the input field, the text 'GSDB Code must be an exact match' is displayed.

20) In the list shown below if you just want one GSDB Code associated to our 'Global Trading Partner Community Management (GTPCM)' Web Application then just check the box and click on the Action 'Request' arrow at the far right of the row. If you want more than one, then check the box for each GSDB Code you want and the number of 'Selected' rows will be shown. Then click on the 'Request' link, at the top left of page, seen below.

GSDB Codes

Selected	GSDB Codes	Name	Description	Address	City	State/Provi...	Country code	Postal code	Action
<input checked="" type="checkbox"/>	DE8X	EVEREST SUPPOR...	EVEREST SUPPOR...	..					
<input checked="" type="checkbox"/>	DE8XA	AUTAX	AUTAX	..			AU		
<input type="checkbox"/>	DE8XB	AUTAX	AUTAX	..			AU		
<input type="checkbox"/>	DE8Y	EVEREST SUPPOR...	EVEREST SUPPOR...	..					
<input type="checkbox"/>	DE8YA	BETAX	BETAX	..			BE		
<input type="checkbox"/>	DE8Z	EVEREST SUPPOR...	EVEREST SUPPOR...	..					
<input type="checkbox"/>	DE8ZA	CATAX	CATAX	..			CA	L2N 6E7	
<input type="checkbox"/>	DE9A	EVEREST SUPPOR...	EVEREST SUPPOR...	..					
<input type="checkbox"/>	DE9AA	FRTAX	FRTAX	..			FR		
<input type="checkbox"/>	DE9B	EVEREST SUPPOR...	EVEREST SUPPOR...	..					

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GSDB Codes

Selected **2** Request

21) You will then get a message seen below showing you how many GSDB / Vendor Codes you selected to be associated with our GTPCM Web Application.

Successfully requested one or more vendor codes - 2.

22) You will receive an email with subject 'OpenText: Request to change vendor code/role for 'Global Trading Partner Community Management (GTPCM)' letting you know that your request has been submitted with the list of GSDB / Vendor Codes.

- 23) Now your Covisint Company's Security Administrator (CSA) must approve your request for you. To find out who this is, Click on the '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.
- 24) 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.
- 25) **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 GTCPM Web Application www.gtpcm.ford.com.**
- 26) Additional Support:
- 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.

