



## JOB AID – GTPCM NEW/CHANGE CONNECTION REQUEST

This document provides instructions for requesting in the GTPCM Website a new connection or changing an existing connection to exchange data with Global Electronic Commerce Hub (GECHub).

URL to submit request: [www.gtpcm.ford.com](http://www.gtpcm.ford.com)

Application: **Global Trading Partner Community Management (GTPCM)**

### Contents

A) Submit New/Change Connection Request .....	2
Select ID Type.....	2
New Connection Requests selection page.....	3
Change Connection Request selection page.....	3
Option 1 – User Not Logged-in to GTPCM (via ADFS authentication) .....	3
Option 2 – For Ford Internal User (Logged-in via ADFS Multi-Factor authentication) .....	4
Option 3 – For External User (Logged-in via ADFS Covisint authentication) .....	4
B) Request for e-Invoicing setup for Germany market.....	10
C) Contact GTPCM Team.....	11
D) Creating a Ford IT Connect Support ticket .....	13



## A) Submit New/Change Connection Request

1. Click on URL [www.gtpcm.ford.com](http://www.gtpcm.ford.com)
2. Go to navigation menu - Data Exchange Services -> Connection Request
  - New Connection menu

The screenshot shows the Ford Global Trading Partner Community Management website. The top navigation bar includes 'Data Exchange Services', 'Credentials Management', 'Information', 'Report Incident', and 'Help'. The 'Connection Request' dropdown menu is open, with 'New Connection' highlighted. Other options in the dropdown include 'Connection Requests Status', 'Access Request - SOLMIS', and 'Update Contact'. The main content area features 'Important Bulletins' and 'Upcoming Changes' sections. A link for 'GECHUB/Data Exchange Services Introduction' is visible at the bottom.

- Change Connection menu

The screenshot shows the Ford Global Trading Partner Community Management website. The top navigation bar includes 'Data Exchange Services', 'Credentials Management', 'Information', 'Report Incident', and 'Help'. The 'Connection Request' dropdown menu is open, with 'Change Connection' highlighted. Other options in the dropdown include 'Connection Requests Status', 'Access Request - SOLMIS', and 'Update Contact'. The main content area features 'Important Bulletins' and 'Upcoming Changes' sections. A link for 'GECHUB/Data Exchange Services Introduction' is visible at the bottom.

### Select ID Type

- Shown in “New Connection Requests” page for non-authenticated and Ford Internal, External Trading Partner users.
- Shown in “Change Connection Requests” page for non-authenticated and Ford Internal users.
- **GSDB Code** – This is the 5 character code assigned to your company/location by Ford. This will become your unique connection ID in GECHub. e.g., LMC64
- **Generic ID** – For Internal Ford applications only. This is the Generic ID that will be used by non-mainframe applications to connect with GECHub. e.g., SFTPXXX, OFTPXXX
- **RACFID** – For Internal Ford applications only. This ID is for mainframe application to connect with GECHub. e.g., SS####XX, AB####XX



## New Connection Requests selection page

- Once the Unauthenticated user clicks on the 'Submit' button the "New Connection Requests" page, will show all fields with blanks.

Global Trading Partner Community Management Login

Data Exchange Services ▾ Credentials Management Information ▾ Report Incident Help ▾

### New Connection Requests

Select ID Type ▾

Submit

## Change Connection Request selection page

### Option 1 – User Not Logged-in to GTPCM (via ADFS authentication)

- Once the Unauthenticated user selects the 'ID Type' and populates the Connection ID and then clicks on the 'Submit' button below, the "Change Connection Requests" page will show all fields with blanks.

Global Trading Partner Community Management Login

Data Exchange Services ▾ Credentials Management Information ▾ Report Incident Help ▾

### Change Connection Requests

**Info** Please use "Login" button at the top right corner of the home page to see existing connection details on the "Change Connection Requests" page. If you are unable to authenticate then a blank form will be presented. Please refer to the linked user guide [here](#) to enable authentication if you are an external Trading Partner. ✕

Select ID Type ▾

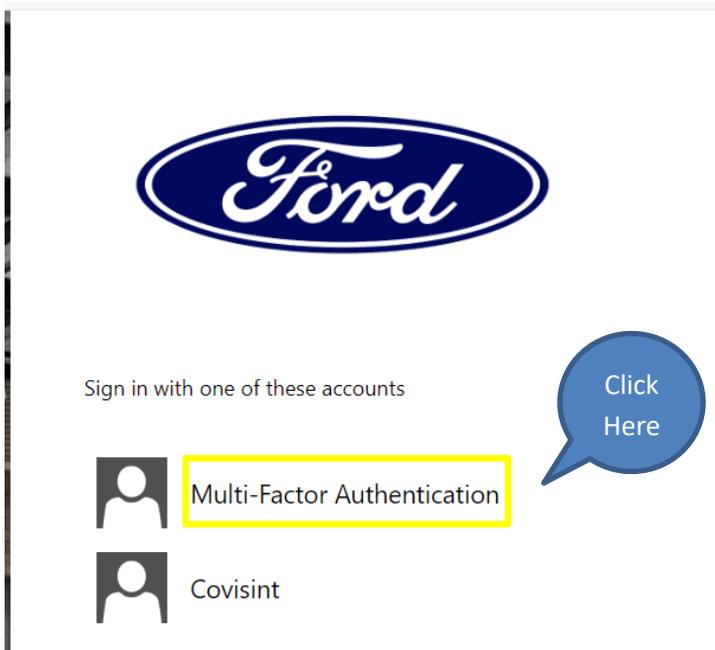
Submit

- In the light blue banner message in the above page for Trading Partners external users, the link will give instructions on how create a COVISINT / Ford Supplier Network ID (FSNID) in the Ford Supplier Portal and how to associate their GSDB Codes to it, that will be shown in GSDB Code drop down list on the "Trading Partner Change Connection" page.

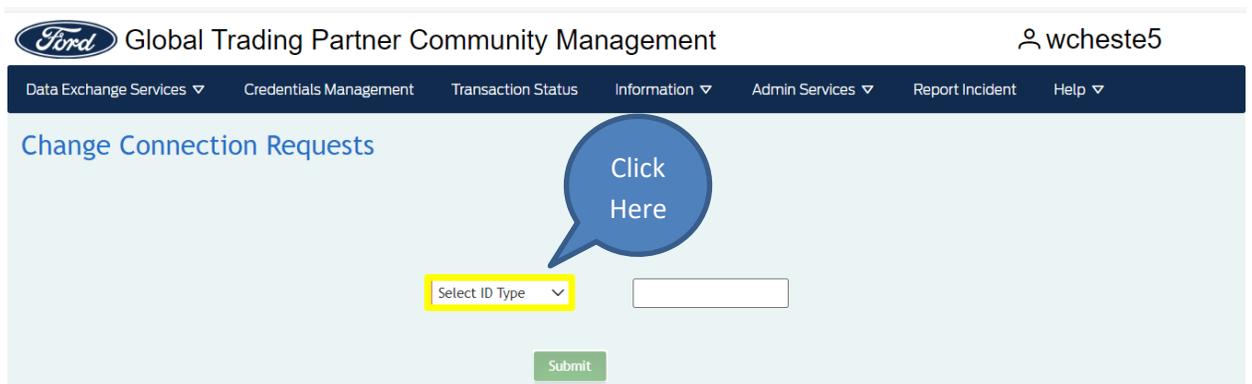


### Option 2 – For Ford Internal User (Logged-in via ADFS Multi-Factor authentication)

- When user clicks on the ‘Login’ button in the ‘Change Connection Requests’ page show Authentication page below.



- Once the Authenticated Ford Internal user clicks on the ‘Submit’ button the “Change Connection Requests” page will show all fields with prepopulated data.



#### Select GSDB Code

- Shown in “Trading Partner Change Connection Requests” page for Authenticated Trading Partners External users.
- **GSDB Code** – This is the 5 character code assigned to your company/location by Ford. This list will be created from the GSDB Codes that are associated to your COVISINT / Ford Supplier Network ID (FSNID).

### Option 3 – For External User (Logged-in via ADFS Covisint authentication)

- When user clicks on the ‘Login’ button in the ‘Change Connection Requests’ page show Authentication page below.



Sign in with one of these accounts



Multi-Factor Auth

Click Here

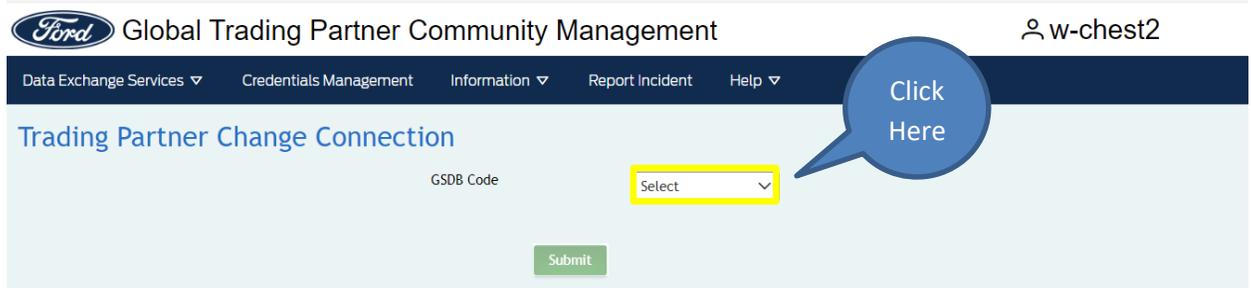


Covisint

- When user clicks on 'Covisint' link above, show below 'opentext' login page. Then user fills out User Name and Password and clicks on 'Continue' button.

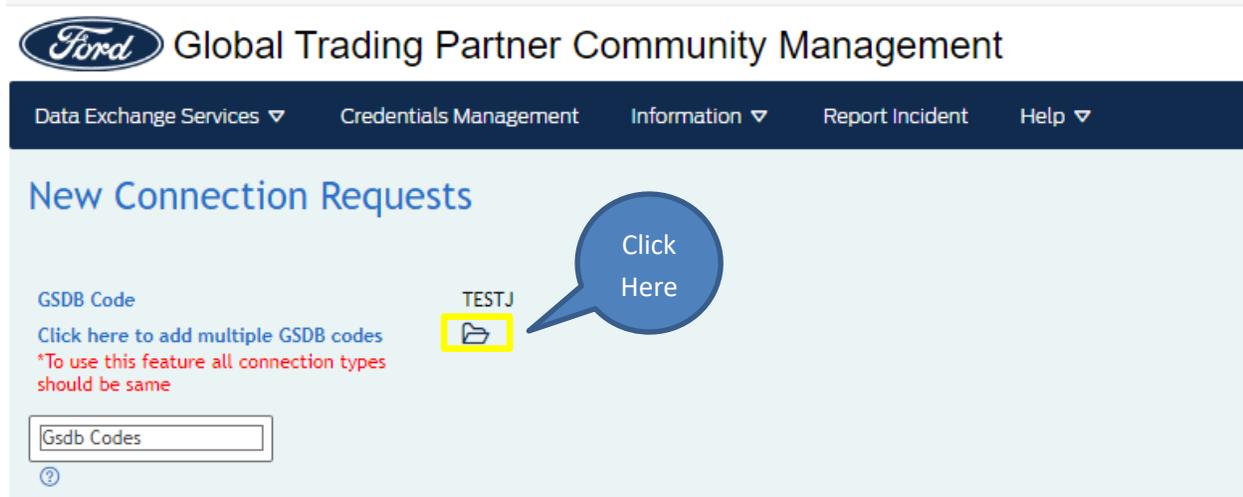
The image shows the 'opentext' login page. It features a dark blue background with the 'opentext' logo at the top. Below the logo are two input fields: 'User Name' and 'Password'. The 'User Name' field is highlighted with a yellow border. Below the 'Password' field is a checkbox labeled 'Remember User ID on this computer' which is checked. Underneath the checkbox is the text 'By continuing, you accept the terms of use and privacy policy.' At the bottom of the form is a 'Continue' button, which is also highlighted with a yellow border. A blue speech bubble with the text 'Click Here' points to the 'Continue' button.

- Once the Authenticated Trading Partners External user clicks on the 'Submit' button on the below "Trading Partner Change Connection" page, then the "Change Connection Requests" page will show all fields with prepopulated data.



### 3. Multiple GSDb code function

- This function is in both “New and Change Connection Requests” pages and can be used when you have the same contact and configuration information for more than 1 GSDb Code that you administer.
- Additional GSDb Codes can be entered when you click on the ‘folder’ icon and see the data entry box below, this is not used for Generic ID’s or RACFID’s.



To add GSDb Codes in data entry box above, after entering a value hit the ‘enter’, ‘tab’ or ‘comma’ to confirm GSDb Code value, then you may begin typing the next GSDb Code until you have entered all GSDb Codes that you require, then move to the next data entry field on the page.

### 4. Enter Contact Information

- All the fields with a Red \* are required.
- This section is very important, the information is used to contact you if there are any changes at Ford or when your credentials are due for renewal.
- If your GTPCM Connection Request is for a ‘Generic ID’ the Escalation 1 – ‘Ford Sponsor’ or Escalation 2 – ‘Manager/Reports To’ fields are prepopulated from the Ford Active Directory system. Using the ‘Clear Escalation Contact Us’ green button, which is only shown for Generic ID requests, the user can replace these contacts with their own contact information.



\*Denotes required fields

▼ Contact Information

Contact Name*	<input type="text"/>		
Phone Number*	<input type="text"/>	Extension	<input type="text"/>
Email Address*	<input type="text"/>		
Country*	<input type="text"/>		
State/Province/Region*	<input type="text"/>		
Escalation Contact Name 1*	<input type="text"/>		
Escalation Phone Number 1*	<input type="text"/>	Extension	<input type="text"/>
Escalation Email Address 1*	<input type="text"/>		
<small>Escalation 2 details are mandatory for submitting the form. If Escalation 2 details do not exist, click checkbox to use Escalation 1 details for Escalation 2. <input type="checkbox"/></small>			
Escalation Contact Name 2*	<input type="text"/>		
Escalation Phone Number 2*	<input type="text"/>	Extension	<input type="text"/>
Escalation Email Address 2*	<input type="text"/>		

Escalation contacts are auto populated from Enterprise Identity Management. However you can use clear button to override

- VAN or Service Provider managed connections - Contact information of the Trading Partner should be provided in Escalation 1 or Escalation 2 fields.

## 5. Enter Configuration Information

- All the fields with a Red \* are mandatory.
- 'Communication Protocol' - Drop down menu with the protocols that are available in GECHub.
- FTP Communication Protocol is no longer supported at Ford.
- When 'Data Type' field has 'EDI' or 'BOTH' selected in drop down list, the following fields are shown:
  1. EDI Format - Has multi select drop down to list.
  2. EDI Transaction Types -Has multi select drop down list with values based on what was select in EDI Format above.
  3. Plant Code
- 'EAN Number' - This field is displayed and mandatory if you select 'SBI – Self Billing Invoice' in 'EDI Format' field and select 'EANCON' in 'EDI Transaction Types' field.
- 'Plant Code' - This field is mandatory if you select 'EDIFACT' in 'EDI Format' field and/or select '866' in 'EDI Transaction Type' field.
- 'Application Name(s)' – Enter in all the Ford Teams or Application names that you will be exchanging files with.
- 'Is this connection for SOLMIS only' - Using the radio buttons and select the right option or select 'Not Known' if you are not sure.
- 'Group Destination Codes' - Which is displayed under the SOLMIS question when 'Yes' is selected, this is a mandatory field for SOLMIS connections. e.g., ARALL, AUOUT
- 'Environment' has 3 options:
  1. Test Only - This option should be selected if you have a separate environment for Testing and you are only going to test with the Connection ID in your request.
  2. Production Only - This option should be selected if you have Production environment only and you do not have a separate test environment.



- Both (Test and Production) - This option should be selected if you have separate environment for Testing as well as Production.

Configuration Information

Communication Protocol \*

Data Type\*

EDI Format \*

EDI Transaction Types \*  EAN Number \*

Plant Code

Application Name(s) \*

Is this connection for SOLMIS only? \*  Yes  No  Not Known

Group Destination Codes \*

Environment \*

### 6. Enter Dates

- The 'Production Launch Date' is required to be after the 'Quality Assurance Testing Date'.
- These dates will be reviewed by the GTPCM Onboarding Analyst for prioritization based on the QA date you put in your request.

Dates

Quality Assurance Testing Date\*  MM/DD/YYYY

Production Launch Date\*  MM/DD/YYYY

### 7. Enter Comments if any

- Use this section to share any special instructions or to share business impact tied to dates in your request or any other GSDB Codes that you already have that are setup in the same way.

Comments

I'm not a robot

©2021 Ford Motor Company Corporate Website | Privacy Policy | Privacy Policy (EU)

### 8. Submit your request



## 9. GTPCM Connection Request Confirmation message

- REQGTPCM\* - This number can be used to view the status of your request in the navigation of 'Data Exchange Services -> Connection Requests Status'
- You will need a COVISINT/ FSNID to access the GTPCM Connection Request information for your GSDB Code(s) if you are a Trading Partner external user. If you are a Ford internal user, you will use your Ford CDSID to see your GTPCM Connection Request information.

The screenshot shows the 'Global Trading Partner Community Management' portal. At the top, there is a navigation bar with links for 'Data Exchange Services', 'Credentials Management', 'Information', 'Report Incident', and 'Help'. Below the navigation bar, a message states: 'Please allow 1-8 business days for your request to be assigned to an EDI analyst (time depends on no. of requests in the queue). Once assigned, the EDI analyst will contact you and share required connection and testing procedures.' Below this message, a blue banner reads 'Following GTPCM request(s) have been created successfully'. A table below the banner shows the request details:

Connection ID	Request ID	Submission Successful
TESTL	REQGTPCM2024005707	true

## 10. GTPCM Connection Request Confirmation Email message sent to 'Contact Email' address

The screenshot shows an email from 'gnorepl1@ford.com' to 'Chesterfield, Wilf (W.)'. The subject is 'GTPCM Prod: GTPCM - New Connection Request Submission for Connection ID TESTL'. The email body contains the same message as the screenshot above, followed by a table of request details:

Request ID	REQGTPCM2024005707
Request Date	07/30/2024
Contact Name	Wilf Chesterfield
Contact Phone	519-555-1212
Contact Email	wcheste5@ford.com
Communication Protocol	SFTP
QA Testing Date	07/30/2024
Prod Launch Date	07/31/2024
GSDB-Code	TESTL

At the bottom of the email, it says 'Sent for Unauthenticated User'.



## B) Request for e-Invoicing setup for Germany market

If you are working on a connection for e-Invoicing flow for IERP-AP for Germany market, then in the Comments section of your GTPCM NEW/CHANGE Connection Request shown above put the following message:

This request is to setup e-Invoicing flow for IERP-AP (Accounts Payable) for Germany market.

Fill out the following fields as below:

- All the fields with a Red \* are mandatory.
- **Step 1: Communication Protocol**

The protocols that are available in GECHub are provided in the drop-down list.

Select the protocol you will be using to communicate with GECHub.

- **Step 2: Data Type**

Select 'BOTH' in the Data Type drop down list

- **Step 3: EDI Format**

In the EDI Format drop-down list:

Select 'Other/None'

After selecting 'Other/None', the 'Desc' textbox is displayed.

Select any other EDI formats that you will be using.

- **Step 4: EDI Format Desc**

Enter 'e-Invoice IERP-AP'.

- **Step 5: EDI Transaction Types**

In the EDI Transaction Type drop-down list:

Select 'Other/None' (After selecting 'Other/None', the 'Desc' textbox is displayed.)

Select any other EDI transaction types that you will be using.

- **Step 6: EDI Transaction Types Desc**

Enter 'e-Invoice for Germany XML'.

- **Step 7: Plant Code**

This field is mandatory if you select 'EDIFACT' in 'EDI Format' field and/or select '866' in 'EDI Transaction Type' field. Otherwise it is an optional field.

Enter the plant code in the textbox.

- **Step 8: Application Name(s)**

In the Application Name(s) textbox:

Enter 'IERP-AP' in the textbox.

If you have additional applications to enter,



Enter a comma followed by any other applications that you will be exchanging files with. Use a comma between each entered application.

- **Step 9: Is this connection for SOLMIS only?**

Select the 'No' radio button

- **Step 10: Environment**

'Environment' has 3 options:

Test Only - This option should be selected if you have a separate environment for Testing and you are only going to test with the Connection ID in your request.

Production Only - This option should be selected if you have Production environment only and you do not have a separate test environment.

Both (Test and Production) - This option should be selected if you have separate environment for Testing as well as Production.

Select the environments you need to connect to.

The screenshot shows a 'Configuration Information' form with the following fields and steps:

- Step 1:** Communication Protocol \* (Dropdown: Select Option)
- Step 2:** Data Type \* (Dropdown: BOTH)
- Step 3:** EDI Format \* (Dropdown: Other/None)
- Step 4:** EDI Format \* (Text: e-Invoice IERP-AP)
- Step 5:** EDI Transaction Types \* (Dropdown: Other/None)
- Step 6:** EDI Transaction Types \* (Text: e\_Invoice for Germany XML)
- Step 7:** Plant Code (Text: )
- Step 8:** Application Name(s) \* (Text: IERP-AP)
- Step 9:** Is this connection for SOLMIS only? \* (Radio buttons: Yes, No, Not Known)
- Step 10:** Environment \* (Dropdown: Select Option)

## C) Contact GTPCM Team

1. You can use the GTPCM Website [www.gtpcm.ford.com](http://www.gtpcm.ford.com) and use one of the following methods which require you to authenticate with your COVISINIT credentials:
  - i. Go to the 'Data Exchange Services -> Connection Requests Status' menu and find you GTPCM Connection Request and click on the 'Contact Analyst' button.



Global Trading Partner Community Management | wcheste5

Data Exchange Services | Credentials Management | Transaction Status | Information | Admin Services | Report Incident | Help

### Connection Requests Status

Global Search

Request ID	Request Type	Status	Assigned To	Communication Protocol	QA Date	QA ETA Date	PROD Date	PROD ETA Date	Action
REQGTPCM2024005707	TESTL	NEW	Submitted	SFTP	07-30-2024		07-31-2024		Contact Analyst

- ii. Go to the 'Report Incident' menu and use this feature, to ask questions regarding your GTPCM Connection Requests.

Global Trading Partner Community Management | Login

Data Exchange Services | Credentials Management | Information | Report Incident | Help

Important Bulletins

1. You will select the GSDB Code that you have a question on, from the drop down list provided below that are associated with your COVISINT / FSNID in the Ford Supplier Portal.

Global Trading Partner Community Management

Data Exchange Services | Credentials Management | Information | Report Incident | Help

### Submit Incident

GSDB Code

Select

Submit

- Q494A
- Q494B
- Q494C

If you have issues with accessing your GSDB Codes in above 2 GTPCM pages, please review the Job Aids file '**How to Obtain a COVISINT ID and FSNID and Associate them with GTPCM Web Application and your GSDB Codes**', found in the GTPCM 'Help -> Job Aids' menu.



## **D) Creating a Ford IT Connect Support ticket**

You can go to our GTPCM Website [www.gtpcm.ford.com](http://www.gtpcm.ford.com) 'Help -> Contact Us' menu, to find information and links.

Please ensure to give the following information:

- i. Your Connection ID / GSDB Code / Generic ID / RACFID.
- ii. Environment you are having issue - QA or PROD.
- iii. Description of issue, please provide any details and or print screens on the errors you received. If you are VAN provider than please add your VAN name.