

## GM SupplyPower Registration Instructions for Users Not Previously Registered in Covisint

### Assumptions:

- Your organization is already registered in Covisint and has access to GM SupplyPower

1. Go to the **Covisint Registration** page website, located at <https://us.register.covisint.com/start.html> and click **begin registration**.

Covisint Connection and Administration

Language Portal Help

welcome: covisint registration

Steps: 1 2 3 4 5

Thank you for choosing to register with Covisint! Our registration wizard will walk you through the following steps:

1. Review registration instructions
2. Search for your organization; if your organization does not exist, you will be prompted to register one
3. Create a user account
4. Select the services your organization will need to access
5. Submit your request

Your request will then be sent to an administrator for approval. We will let you know as status changes through email updates.

Note: if you are registering for an automotive portal service, you may be asked for your site code or supplier code during the registration process. Please have that information handy.

**begin registration**

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2. Search for your organization either by company name or supplier code and select **GM SupplyPower** from the Supplier portal drop-down and hit **Search**.

Covisint Connection and Administration

Portal Help

Find Your Organization

Steps: 1 2 3 4 5

Find your organization by entering your company's name in the search box below. Keep your search terms as general as possible find all possible results (Example: search "Acme" instead of "Acme Fasteners and Bolts, LLC")

**Find organization by keyword search**

enter organization name: contains search tips

results per page: 50

search register new organization

— OR —

Search for your company using your supplier code or site code. If your company is already registered AND has access to an OEM portal...

**Find organization by supplier code**

select a supplier portal: General Motors Corp. (GM SupplyPower)

enter supplier codes:

results per page: 50

**search**

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3. Select your Organization Name and hit **Continue Registration** button.

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Portal Help

Find Your Organization

Steps: 1 2 3 4 5

Your organization has elected to delegate administration into one or more administrative divisions. Using the Organization Name and Address to assist you, please select the organization responsible for approving your registration request from the structure below.

**Select**

**Organization Name**

GMSP Test Org

**continue registration** new search

If you cannot locate an appropriate organization from the above list, you may conduct a **new search** or register a new organization.

If you would like more assistance on searching, go to **search tips**.

**Find organization by keyword search**

enter organization name: contains search tips

results per page: 50

search register new organization

— OR —

Search for your company using your supplier code or site code. If your company is already registered AND has access to an OEM portal...

4. Enter the user profile information including name, phone number and email address and select **Continue Registration**.

Covisint Connection and Administration

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: ABC Test Supplier

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

\*First Name: Jane

Middle Name:

\*Last Name: Supplier

Job Title:

\*Address 1: 123 Supplier Avenue

Address 2:

Address 3:

\*City/Region: Warren

\*State/Province: MI

\*Postal Code: 48088

\*Country: UNITED STATES

\*Phone Number: 586-999-888

mobile phone number:

FAX NR:

\*Email Address: jane@supplier.com

\*Re-enter Email Address: jane@supplier.com

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.

Department:

EDI Communication Code:

continue registration undo changes

5. Enter a user name and password as well as a challenge question and answer and select **Continue Registration**.

Covisint Connection and Administration

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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6. Select the **GM SupplyPower** service package and hit **Continue** button at the bottom of the page.

Covisint Connection and Administration Portal Help

**select service package(s)** Steps: 1 2 3 4 5 6 7 8 9 10

The following list displays all service packages currently offered through Covisint. Please select from the service packages below:

**services list** [i] = per user fees apply [i] = additional information needed

service package name	More info
<b>Partner Portals</b>	
<input type="checkbox"/> Nexteer Automotive Portal	More info
<input type="checkbox"/> Mitsubishi Motors Distributor Portal	More info
<input type="checkbox"/> Daimler Portal: Access to Daimler Trucks North America	More info
<input type="checkbox"/> Chery Jaguar Land Rover Portal	More info
<input type="checkbox"/> Jaguar Land Rover Supplier Portal	More info
<input type="checkbox"/> Freight Verify Portal	More info
<input type="checkbox"/> Mitsubishi Motors Supplier Portal	More info
<input type="checkbox"/> Delphi Supplier Portal	More info
<input type="checkbox"/> MAHLE Supplier Portal	More info
<input type="checkbox"/> Indonesia SupplyOnline	More info
<input type="checkbox"/> Indonesia Supplier Exchange Portal	More info
<input type="checkbox"/> Mitsubishi Motors Dealer Portal	More info
<input type="checkbox"/> GCAC Portal (Members Only)	More info
<input type="checkbox"/> Adient : Automotive Experience	More info
<input type="checkbox"/> Johnson Controls Portal: Building Efficiency	More info
<input type="checkbox"/> GM AgencyPower	More info
<input type="checkbox"/> One Stop Shop Portal (DEMO)	More info
<input type="checkbox"/> GM AlliancePower	More info
<input type="checkbox"/> Ford Supplier Portal	More info
<input type="checkbox"/> Daimler Portal: Access to Mercedes-Benz Cars and Daimler Trucks	More info
<input type="checkbox"/> Johnson Controls Portal: Power Solutions	More info
<input type="checkbox"/> GM SupplyPower	More info
<b>Accounting</b>	
<input type="checkbox"/> MHCTwo (SAHL)	More info

7. Request any additional SupplyPower service packages and hit **Continue Registration**.

Covisint Connection and Administration Portal Help

**Request Sub-packages for GM SupplyPower** Steps: 1 2 3 4 5 6 7 8 9 10

GM SupplyPower has identified 13 out of 13 additional applications that may be requested by you at this time. Place a check mark next to the applications you wish to request.

**service package information**

**description** GM SupplyPower

**owner organization** General Motors Corp.

**Additional Subpackage Requests with GM SupplyPower**

Filter by: Functional Area ...

[i] = per user fees apply [x] = subscribed to by your parent company [i] = additional information needed [i] = role required

service packages	Functional Area	Notes	More info
<input type="checkbox"/> Container Program Management Suite (CPMS)	Production Control & Logistics	<input checked="" type="checkbox"/> [i]	More info
<input type="checkbox"/> Container Scheduling Portal(CSP)	Production Control & Logistics	<input checked="" type="checkbox"/> [i]	More info
<input type="checkbox"/> ContainerOps-Repair-Coordinator-GM Only	Supply Chain Management		More info
<input type="checkbox"/> Contract Administration - Original Plan	Purchasing	<input checked="" type="checkbox"/>	More info
<input type="checkbox"/> Covisint EDI Search Query	Manufacturing		More info
<input type="checkbox"/> e-DACOR	Finance	<input checked="" type="checkbox"/>	More info
<input type="checkbox"/> e-Disbursement	Finance	<input checked="" type="checkbox"/>	More info
<input type="checkbox"/> Logistics Library	Manufacturing Collaboration	<input checked="" type="checkbox"/>	More info
<input type="checkbox"/> SSCP (Supply Chain Part Planning) System	Material Handling Engineering	<input checked="" type="checkbox"/> [i]	More info
<input type="checkbox"/> SUGS	Supply Chain Management	<input checked="" type="checkbox"/>	More info
<input type="checkbox"/> SUGS_SUPER_USER_P2	Purchasing	<input checked="" type="checkbox"/>	More info
<input type="checkbox"/> TestPKG_GMSP_Eng_0924	Accounting		More info
<input type="checkbox"/> TestCovisintPkg2	Human Resources		More info

8. You will be prompted to accept the GM SupplyPower Terms and Conditions

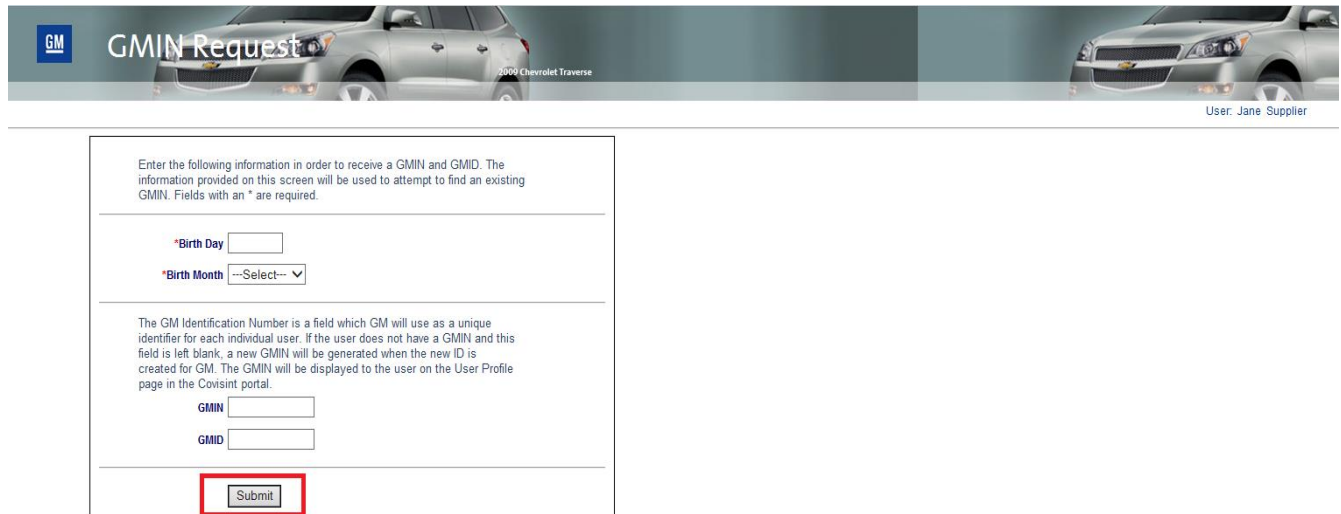
Covisint Connection and Administration

PortalHelp

Covisint Terms and Conditions for the use of the GM SupplyPower

Steps:1234567891011121314151617181920212223242526272829303132333435363738394041424344454647484950515253545556575859606162636465666768697071727374757677787980818283848586878889909192939495969798991001011021031041051061071081091101111121131141151161171181191201211221231241251261271281291301311321331341351361371381391401411421431441451461471481491501511521531541551561571581591601611621631641651661671681691701711721731741751761771781791801811821831841851861871881891901911921931941951961971981992002012022032042052062072082092102112122132142152162172182192202212222232242252262272282292302312322332342352362372382392402412422432442452462472482492502512522532542552562572582592602612622632642652662672682692702712722732742752762772782792802812822832842852862872882892902912922932942952962972982993003013023033043053063073083093103113123133143153163173183193203213223233243253263273283293303313323333343353363373383393403413423433443453463473483493503513523533543553563573583593603613623633643653663673683693703713723733743753763773783793803813823833843853863873883893903913923933943953963973983994004014024034044054064074084094104114124134144154164174184194204214224234244254264274284294304314324334344354364374384394404414424434444454464474484494504514524534544554564574584594604614624634644654664674684694704714724734744754764774784794804814824834844854864874884894904914924934944954964974984995005015025035045055065075085095105115125135145155165175185195205215225235245255265275285295305315325335345355365375385395405415425435445455465475485495505515525535545555565575585595605615625635645655665675685695705715725735745755765775785795805815825835845855865875885895905915925935945955965975985996006016026036046056066076086096106116126136146156166176186196206216226236246256266276286296306316326336346356366376386396406416426436446456466476486496506516526536546556566576586596606616626636646656666676686696706716726736746756766776786796806816826836846856866876886896906916926936946956966976986997007017027037047057067077087097107117127137147157167177187197207217227237247257267277287297307317327337347357367377387397407417427437447457467477487497507517527537547557567577587597607617627637647657667677687697707717727737747757767777787797807817827837847857867877887897907917927937947957967977987998008018028038048058068078088098108118128138148158168178188198208218228238248258268278288298308318328338348358368378388398408418428438448458468478488498508518528538548558568578588598608618628638648658668678688698708718728738748758768778788798808818828838848858868878888898908918928938948958968978988999009019029039049059069079089099109119129139149159169179189199209219229239249259269279289299309319329339349359369379389399409419429439449459469479489499509519529539549559569579589599609619629639649659669679689699709719729739749759769779789799809819829839849859869879889899909919929939949959969979989991000100110021003100410051006100710081009101010111012101310141015101610171018101910201021102210231024102510261027102810291030103110321033103410351036103710381039104010411042104310441045104610471048104910501051105210531054105510561057105810591060106110621063106410651066106710681069107010711072107310741075107610771078107910801081108210831084108510861087108810891090109110921093109410951096109710981099110011011102110311041105110611071108110911101111112111311141115111611171118111911201121112211231124112511261127112811291130113111321133113411351136113711381139114011411142114311441145114611471148114911501151115211531154115511561157115811591160116111621163116411651166116711681169117011711172117311741175117611771178117911801181118211831184118511861187118811891190119111921193119411951196119711981199120012011202120312041205120612071208120912101211121212131214121512161217121812191220122112221223122412251226122712281229123012311232123312341235123612371238123912401241124212431244124512461247124812491250125112521253125412551256125712581259126012611262126312641265126612671268126912701271127212731274127512761277127812791280128112821283128412851286128712881289129012911292129312941295129612971298129913001301130213031304130513061307130813091310131113121313131413151316131713181319132013211322132313241325132613271328132913301331133213331334133513361337133813391340134113421343134413451346134713481349135013511352135313541355135613571358135913601361136213631364136513661367136813691370137113721373137413751376137713781379138013811382138313841385138613871388138913901391139213931394139513961397139813991400140114021403140414051406140714081409141014111412141314141415141614171418141914201421142214231424142514261427142814291430143114321433143414351436143714381439144014411442144314441445144614471448144914501451145214531454145514561457145814591460146114621463146414651466146714681469147014711472147314741475147614771478147914801481148214831484148514861487148814891490149114921493149414951496149714981499150015011502150315041505150615071508150915101511151215131514151515161517151815191520152115221523152415251526152715281529153015311532153315341535153615371538153915401541154215431544154515461547154815491550155115521553155415551556155715581559156015611562156315641565156615671568156915701571157215731574157515761577157815791580158115821583158415851586158715881589159015911592159315941595159615971598159916001601160216031604160516061607160816091610161116121613161416151616161716181619162016211622162316241625162616271628162916301631163216331634163516361637163816391640164116421643164416451646164716481649165016511652165316541655165616571658165916601661166216631664166516661667166816691670167116721673167416751676167716781679168016811682168316841685168616871688168916901691169216931694169516961697169816991700170117021703170417051706170717081709171017111712171317141715171617171718171917201721172217231724172517261727172817291730173117321733173417351736173717381739174017411742174317441745174617471748174917501751175217531754175517561757175817591760176117621763176417651766176717681769177017711772177317741775177617771778177917801781178217831784178517861787178817891790179117921793179417951796179717981799180018011802180318041805180618071808180918101811181218131814181518161817181818191820182118221823182418251826182718281829183018311832183318341835183618371838183918401841184218431844184518461847184818491850185118521853185418551856185718581859186018611862186318641865186618671868186918701871187218731874187518761877187818791880188118821883188418851886188718881889189018911892189318941895189618971898189919001901190219031904190519061907190819091910191119121913191419151916191719181919192019211922192319241925192619271928192919301931193219331934193519361937193819391940194119421943194419451946194719481949195019511952195319541955195619571958195919601961196219631964196519661967196819691970197119721973197419751976197719781979198019811982198319841985198619871988198919901991199219931994199519961997199819992000200120022003200420052006200720082009201020112012201320142015201620172018201920202021202220232024202520262027202820292030203120322033203420352036203720382039204020412042204320442045204620472048204920502051205220532054205520562057205820592060206120622063206420652066206720682069207020712072207320742075207620772078207920802081208220832084208520862087208820892090209120922093209420952096209720982099210021012102210321042105210621072108210921102111211221132114211521162117211821192120212121222123212421252126212721282129213021312132213321342135213621372138213921402141214221432144214521462147214821492150215121522153215421552156215721582159216021612162216321642165216621672168216921702171217221732174217521762177217821792180218121822183218421852186218721882189219021912192219321942195219621972198219922002201220222032204220522062207220822092210221122122213221422152216221722182219222022212222222322242225222622272228222922302231223222332234223522362237223822392240224122422243224422452246224722482249225022512252225322542255225622572258225922602261226222632264226522662267226822692270227122722273227422752276227722782279228022812282228322842285228622872288228922902291229222932294229522962297229822992300230123022303230423052306230723082309231023112312231323142315231623172318231923202321232223232324232523262327232823292330233123322333233423352336233723382339234023412342234323442345234623472348234923502351235223532354235523562357235823592360236123622363236423652366236723682369237023712372237323742375237623772378237923802381238223832384238523862387238823892390239123922393239423952396239723982399240024012402240324042405240624072408240924102411241224132414241524162417241824192420242124222423242424252426242724282429243024312432243324342435243624372438243924402441244224432444244524462447244824492450245124522453245424552456245724582459246024612462246324642465246624672468246924702471247224732474247524762477247824792480248124822483248424852486248724882489249024912492249324942495249624972498249925002501250225032504250525062507250825092510251125122513251425152516251725182519252025212522252325242525252625272528252925302531253225332534253525362537253825392540254125422543254425452546254725482549255025512552255325542555255625572558255925602561256225632564256525662567256825692570257125722573257425752576257725782579258025812582258325842585258625872588258925902591259225932594259525962597259825992600260126022603260426052606260726082609261026112612261326142615261626172618261926202621262226232624262526262627262826292630263126322633263426352636263726382639264026412642264326442645264626472648264926502651265226532654265526562657265826592660266126622663266426652666266726682669267026712672267326742675267626772678267926802681268226832684268526862687268826892690269126922693269426952696269726982699270027012702270327042705270627072708270927102711271227132714271527162717271827192720272127222723272427252726272727282729273027312732273327342735273627372738273927402741274227432744274527462747274827492750275127522753275427552756275727582759276027612762276327642765276627672768276927702771277227732774277527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11. Enter birth day and birth month, leaving non-required fields blank and hit **Submit**.



The screenshot shows a web form titled "GMIN Request" with the GM logo. The form is for a "2009 Chevrolet Traverse" and the user is identified as "User: Jane Supplier". The form contains the following fields and instructions:

Enter the following information in order to receive a GMIN and GMID. The information provided on this screen will be used to attempt to find an existing GMIN. Fields with an \* are required.

\*Birth Day

\*Birth Month

The GM Identification Number is a field which GM will use as a unique identifier for each individual user. If the user does not have a GMIN and this field is left blank, a new GMIN will be generated when the new ID is created for GM. The GMIN will be displayed to the user on the User Profile page in the Covisint portal.

GMIN

GMID

### What Happens Next?

- You will see a screen confirming the submission of your access request, along with your GMID and GMIN (save this for your records). The GMID and GMIN will not be active until you receive confirmation that your request has been approved by your Supplier Security Administrator.
- The confirmation screen will also list the name of your security administrator to follow-up to see if your request has been approved.
- Your Supplier Security Administrator should either inform you if your request has been approved or rejected.