

## GM SupplyPower Registration Instructions for New Companies Not Previously Registered in Covisint

Prerequisites for GM SupplyPower access:

- Company must first register in Covisint (no cost to supplier)
- Company must have an Ultimate DUNS number in CSIDS (Corporate Supplier Identification Source)
- Company must have an active relationship with GM (i.e. contract/purchase order)

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

The screenshot shows the 'Covisint Connection and Administration' page with the 'welcome: covisint registration' section. A progress indicator shows 5 steps, with step 1 highlighted. The main content area contains a list of 5 steps: 1. Review registration instructions, 2. Search for your organization, 3. Create a user account, 4. Select the services your organization will need to access, and 5. Submit your request. Below the list, there is a note about administrator approval and a 'begin registration' button highlighted with a red box. The footer includes '2018 © Covisint Corporation. All Rights Reserved. v6.02'.

2. Verify that the supplier organization is not already registered in Covisint searching either by company name or supplier code. If search returns no results, select **Register New Organization**.

The screenshot shows the 'Covisint Connection and Administration' page with the 'Find Your Organization' section. A progress indicator shows 5 steps, with step 2 highlighted. The main content area contains two search options: 'find organization by keyword search' and 'find organization by supplier code'. The 'keyword search' section has a dropdown menu set to 'contains', a search box, and a 'register new organization' button highlighted with a red box. The 'supplier code' section has a dropdown menu set to 'Adient PLC (Adient : Automotive Experience)', a search box, and a 'search' button. The footer includes '2018 © Covisint Corporation. All Rights Reserved. v6.02'.

3. The **Accept Administrator Role** screen is displayed. Review the list of administrator responsibilities and select the **Accept Administrator Role** button.

Covisint Connection and Administration Portal Help

**accept administrator role** Steps: 1 2 3 4 5 6

As the first person registering on behalf of your organization, you are automatically designated as 'Security Administrator.'

The Security Administrator is responsible for:

- approving new users
- resetting user passwords
- granting user access permissions
- approving new divisions
- rejecting requests
- revoking user access

Therefore, this is a critical role, especially in regards to security. Depending upon the number of people in your organization who are currently registered with Covisint, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. However, to assist you as Security Administrator, additional administrators can be appointed to distribute the workload.

To accept this role and its responsibilities, please click the 'accept administrator role' button. If you do not wish to assume the role of Security Administrator, please click the 'no, I do not accept' button. Doing so allows an alternate person within your organization to assume the Security Administrator role.

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4. Enter organization name and address and select **Continue Registration**.

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**enter organization information** Steps: 1 2 3 4 5 6

Please enter your organization information below.

**organization information** \* = required fields

\*Organization Name:

\*Address 1:

Address 2:

Address 3:

\*City/Region:

\*State/Province:

\*Postal Code:

\*Country: UNITED STATES

Phone Number:

FAX\_NR:

URL:

DUNS #:  request DUNS number

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

Covisint Connection and Administration Portal Help

**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: 696-999-888

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:

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

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.

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

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

**services list**

per user fees apply  additional information needed

service package name	More info
<input type="checkbox"/> Partner Portals	
<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 checked="" type="checkbox"/> GM SupplyPower	More info
<b>Accounting</b>	
<input type="checkbox"/> MHCTwo (SAML)	More info

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8. Enter the company ultimate DUNS number and select **Continue Registration**.

Enter ultimate DUNS number for GM SupplyPower

A ultimate DUNS number is needed to forward your request to the appropriate administrator. Please enter the appropriate ultimate DUNS number and select the 'continue registration' button. If you do not know the ultimate DUNS number, please contact your Organization Administrator or the organization that issues the ultimate DUNS number for assistance. If you do not know your ultimate DUNS number for this service package, click 'continue without requesting GM SupplyPower' to deselect this service package and continue registration without this service package. Please Note: You may enter a ultimate DUNS number 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 ultimate DUNS number**

\*enter ultimate DUNS number:

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**Note: If the DUNS number you entered is NOT recognized as a valid then please work with your buyer to ensure your DUNS number is added to CSIDS.**

9. New companies will be prompted with the Service Authority Organization (SAO) information. Select **Yes, I Accept Agreement** to continue.

Covisint Connection and Administration Portal Help

Review GM SupplyPower SAO Information Steps: 1 2 3 4 5 6

You are the first organization to register for GM SupplyPower using the Parent Supplier Code 386826697. Your organization will be designated the **Service Authority Organization (SAO)** or parent administrator. As the administrator of a SAO organization, you are responsible for administering access for 386826697 and all its child codes for GM SupplyPower. [Click here](#) to learn more about SAO organizations. Should other organizations request access to GM SupplyPower for 386826697 or any of its child codes, Parent Supplier Code, you will be responsible for approving or rejecting those requests. Similarly, you will be responsible for administering access for any applications that may be requested by organizations sharing access to 386826697

10. Review the request information. Also, enter the following information in the **Request Reason** textbox:
- If you have a business relationship with GM
  - Buyer's name
  - Current Contract/Purchase Order Number (if known)

Click **Submit Registration**.

Covisint Connection and Administration Portal Help

review request and submit Steps: 1 2 3 4 5 6

Before your registration request is submitted, please make sure the information below is correct. If you need to make changes, simply use the 'back' button to return a specific step number. A request reason may be entered at this time. Please enter any additional details that may assist the approving administrator in understanding your request.

**request reason\***

Please indicate if you have business relationship with GM, OPEL AUTOMOBILE GMBH or

**organization information**

Organization Name	ABC Test Supplier	Address 1	123 Supplier Avenue
Phone Number		Address 2	
FAX_NR		Address 3	
DUNS #		City/Region	Warren
URL		State/Province	MI
		Postal Code	48088
		Country	UNITED STATES

**user information**

User ID	ABCSUPPLIER	Organization Name	ABC Test Supplier
Prefix		Address 1	123 Supplier Avenue
First Name	Jane	Address 2	
Middle Name		Address 3	
Last Name	Supplier	City/Region	Warren
Job Title		State/Province	MI
Phone Number	586-999-888	Postal Code	48088
mobile phone number		Country	UNITED STATES
FAX_NR		Time Zone	(GMT-05:00) Eastern Time (US & Canada)
Email Address	jane@supplier.com	Department	
Wireless Email Address		EDI Communication Code	
Language Preference	English		

**services selected**

Partner Portals

GM SupplyPower

11. Click **Continue** to be taken to the GM IDS Application.

Covisint Connection and Administration Portal Help

You will be navigated to GM IDS Application

You need to register at partner's site in order to receive GM SupplyPower service package grant. By clicking the "continue" button, you will navigate to the GM IDS application. Once you finish the registration, GM IDS application will navigate you back to CCA. Your GHSD and QHSD will be displayed on the confirmation page.

12. Enter birth day and birth month, leaving non-required fields blank and hit **Submit**.



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 the GM SupplyPower Security Administrator.
- If approved, you will receive an email notification that access has been granted. You may now use your Covisint ID and password to access the GM SupplyPower portal.
- If rejected, you will receive an email indicating the rejection reason.