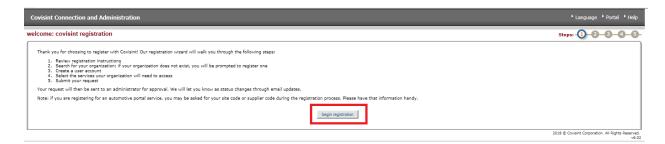
GENERAL MOTORS SUPPLYPOWER

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

Prerequisites for GM SupplyPower access:

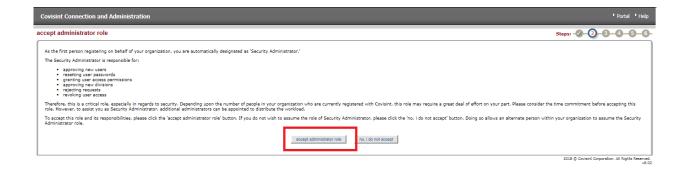
- Company must first register in Covisint (no cost to supplier)
- Company must have an Ultimate DUNS number in CSIDS (Corporate Supplier Identification Source)
- Company must have an active relationship with GM (i.e. contract/purchase order)
- 1. Go to the **Covisint Registration** page website, located at https://us.register.covisint.com/start.html and click begin registration.



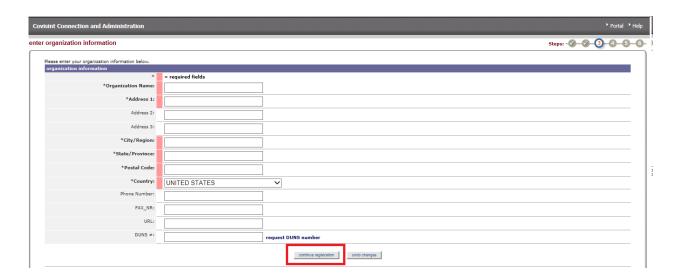
2. Verify that the supplier organization is not already registered in Covisint searching either by company name or supplier code. If search returns no results, select **Register New Organization**.



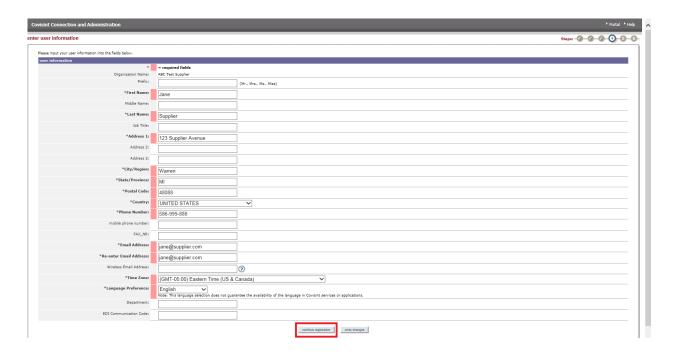
3. The *Accept Administrator Role* screen is displayed. Review the list of administrator responsibilities and select the **Accept Administrator Role** button.



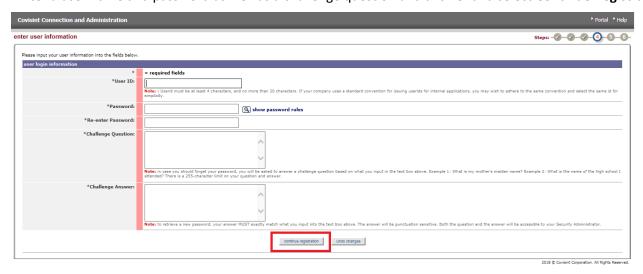
4. Enter organization name and address and select **Continue Registration**.



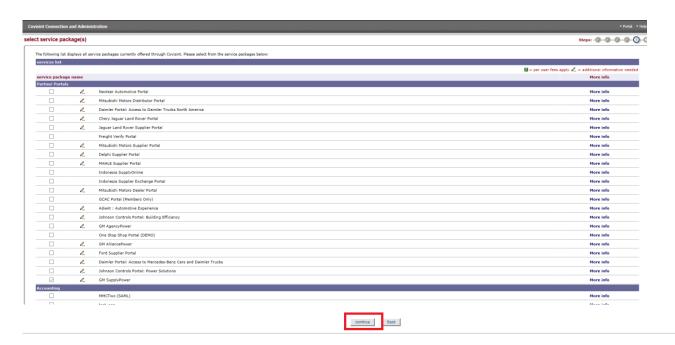
5. Enter the user profile information including name, phone number and email address and select **Continue Registration**.



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



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



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



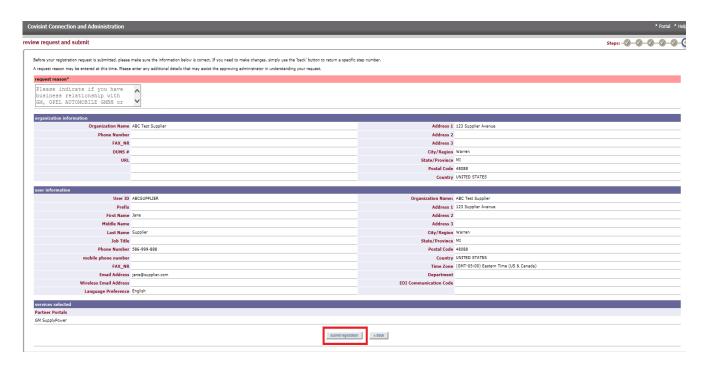
Note: If the DUNS number you entered is NOT recognized as a valid then please work with your buyer to ensure your DUNS number is added to CSIDS.

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



- 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)

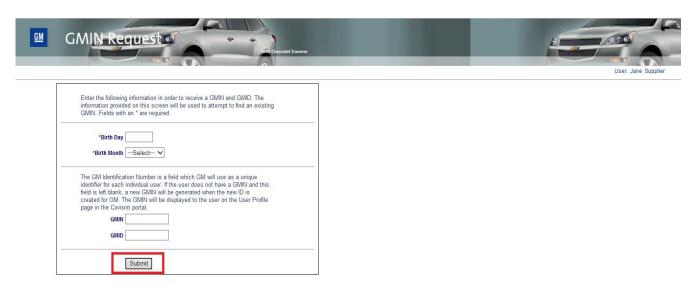
Click Submit Registration.



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



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



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.