



## OV Supplier Portal Registration Instructions for Companies Already Registered in Covisint

### Assumptions:

- Your organization is already registered in Covisint
- You are a security administrator in your organization

### Prerequisites for OV Supplier Portal access:

- Company must have an Ultimate DUNS number in CSIDS (Corporate Supplier Identification Source)
- Company must have an active relationship with OPEL-VAUXHALL (i.e. contract/purchase order)

1. Login to Covisint Connection and Administration page with using your existing login and password.

The screenshot shows the Covisint logo at the top left. A blue bar at the top right contains the text "English" and a dropdown arrow. Below this is a white login box titled "Registered Users Login" with a lock icon. It contains fields for "User ID:" and "Password:", a checkbox for "Remember User ID on this computer", and a blue "LOGIN" button. Below the button, it says "Clicking Login indicates acceptance of Terms of Use and Privacy Policy". To the right of the login box, a message reads: "Registered users may use the form to login. If you are not already a member with a User ID and Password, you may register with Covisint."

2. Click on **Request a Service Package for my Organization**.

The screenshot shows the "Covisint Connection and Administration" dashboard. At the top, there is a navigation bar with "Home", "Portal", "Help", and "Logout". Below that is a breadcrumb trail: "Home > My Profile > My Organization > Search > Administration > Reports". The main content area is titled "Covisint Connection and Administration for:" and contains several sections. The "COMMON ADMINISTRATOR ACTIONS" section has a table with three columns: "Organization", "Reports", and "Audits". The "Organization" column has "View my Organization Service Packages" and "View my Organization Users". The "Reports" column has "Security Administrator Reports", "User Summary", and "User Service Summary". The "Audits" column has "Quarterly User Audit" (No previous quarterly audit) and "Annual User Grant Audit" (No previous annual audit). The "Request a Service Package for my Organization" link is highlighted with a red box. Below this is a "PENDING REQUESTS: 0 total" section with a table for "My Users" and "My Organization".

Organization	Reports	Audits
View my Organization Service Packages	Security Administrator Reports	Quarterly User Audit <span style="float: right;">Last</span>
View my Organization Users	User Summary	Annual User Grant Audit
<b>Request a Service Package for my Organization</b>	User Service Summary	No previous quarterly audit
		No previous annual audit

My Users	My Organization
0: New users	0: New organizations
0: Service	0: Service packages
0: Site codes	0: Site codes
0: Home Location Codes	

### 3. Click on **Request** next to OV Supplier Portal.

The following list contains all service packages currently offered by Covisint and other Covisint members. Please indicate the service packages your organization requires by clicking the buttons below:

= per user fees apply  = subscribed to by your parent company = additional information needed

service packages	request	More info
<b>Partner Portals</b>		
Delphi Supplier Portal	request	More info
MAHLE Supplier Portal	request	More info
GCAC Portal (Members Only)	request	More info
Ford Supplier Portal	request	More info
Indonesia Supplier Exchange Portal	request	More info
Indonesia SupplyOnline	request	More info
Daimler Portal: Access to Mercedes-Benz Cars and Daimler Trucks	request	More info
Daimler Portal: Access to Daimler Trucks North America	request	More info
Mitsubishi Motors Supplier Portal	request	More info
One Stop Shop Portal (DEMO)	request	More info
Mitsubishi Motors Dealer Portal	request	More info
Mitsubishi Motors Distributor Portal	request	More info
Jaguar Land Rover Supplier Portal	request	More info
GM SupplyPower	request	More info
GM AlliancePower	request	More info
GM AgencyPower	request	More info

### 4. Scroll to the bottom of the page and enter the following information in the **Request Reason** textbox and hit **Continue**:

- If you have a business relationship with OPEL-VAUXHALL
- Buyer's name
- Current Contract/Purchase Order Number (if known)

Please enter any additional details that may assist the approving administrator in understanding your request.

request reason

continue

cancel

**Note:** Your request will be rejected if you leave this field blank.

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

Covisint Connection and Administration Portal Help

Enter ultimate DUNS number for GM SupplyPower Steps: 1 2 3 4 5 6

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.

### 6. You will be prompted with the Service Authority Organization (SAO) information for **OV Supplier Portal**. Click **Accept SAO terms** to continue.

Covisint Connection and Administration Home Portal Help Logout

request service package: GM SupplyPower > Accept SAO Terms and Conditions Steps: 1 2 3 4 5 6

You are the first organization to register for GM SupplyPower using the Parent Supplier Code. 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 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 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:

**Why is the Service Authority Organization needed?**

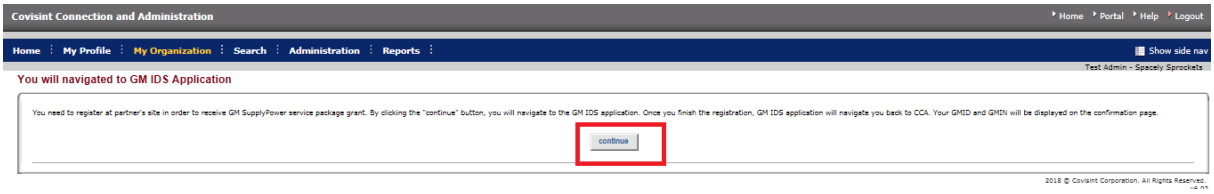
The Covisint Connection and Administration (CCA) tool allows multiple independent administrative organizations for a single Legal Corporation. Some services, such as the Ford and DaimlerChrysler Supplier Portals, require relationships between these organizations based on the Supplier Code. The Service Authority Organization is responsible for all organizations with the same parent supplier code.

**Service Authority Organization Responsibilities**

- Approve Requests for the service submitted by Related Organizations
- Approve and Revoke Site Codes grants to Related Organizations
- Revoke access to the service from Related Organizations

Note that the Service Authority Organization designation may be transferred to any other independent CCA organization sharing the same parent supplier code for the service.

### 7. You will be navigated to the GM IDS Application. Click **Continue**.



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

The image shows a 'GMIN Request' form. At the top, there is a banner with the GM logo and the text 'GMIN Request' over a background image of a blue Opel Insignia. Below the banner, the form contains the following text: '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.' Below this text are two required fields: '\*Birth Day' with a text input box and '\*Birth Month' with a dropdown menu showing '---Select---'. Below these fields is a paragraph explaining the GMIN: '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.' Below this paragraph are two optional fields: 'GMIN' and 'GMID', each with a text input box. At the bottom of the form is a 'Submit' button.

### What Happens Next?

- You will see a screen confirming the submission of your access request.
- 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 OV Supplier Portal portal.
- If rejected, you will receive an email indicating the rejection reason.