



Contents

1. OV Supplier Portal Registration Instructions for Users Not Previously Registered in Covisint ...	2
1.1 If an Email invitation is received:	2
1.2 If No email invitation received:.....	3
2. Identifying Your Administrators.....	6
3. How to Request Access to an Application in OV Supplier Portal (once your access has been approved).....	6



1. OV Supplier Portal Registration Instructions for Users Not Previously Registered in Covisint

There are two potential ways you can register for OV Supplier Portal access:

- You receive an email invitation
- OR you register directly at the Covisint website

1.1 If an Email invitation is received:

1. Click the URL in the invitation email.
2. Key in all user information as required, then click **continue registration**.

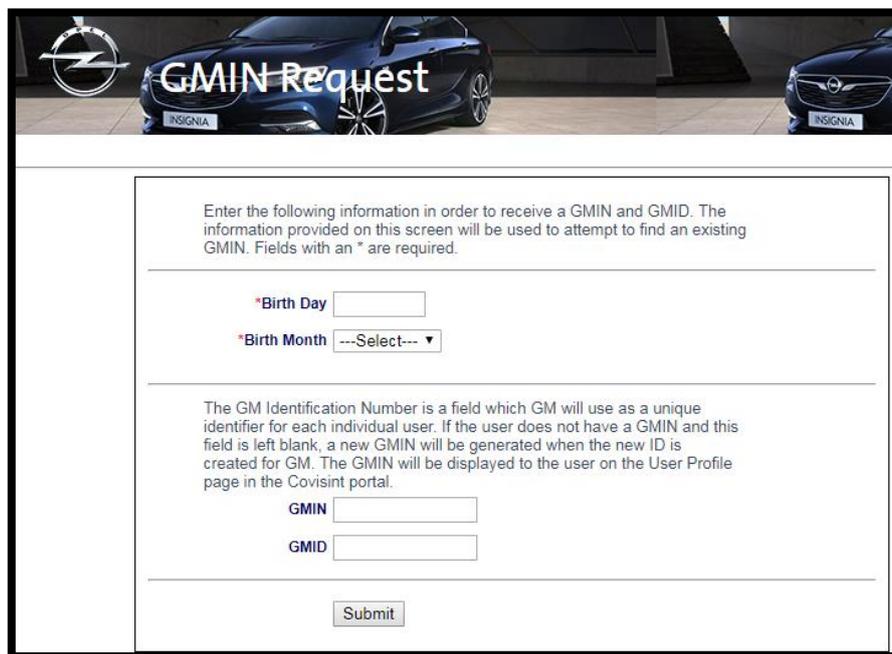
Field	Description
User ID	Create the user identification you wish to use each time you log in to Covisint. (The User ID must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing User IDs for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.)
Password	Create the password you wish to use each time you log in to Covisint. (This must follow the password rules, as described on the screen.)
Re-enter Password	Re-enter the password you created in the previous field. (This is done to confirm that you keyed in the password as you had intended).
Challenge Question	A Challenge Question is used as a security measure if you ever forget your password and need to reset it. You will be asked to answer this challenge question. The answer must match that which you will key into the field below, "Challenge Answer".
Challenge Answer	The Challenge Answer is used as a security measure if you ever forget your password and need to reset it. You will be asked to provide this answer to the challenge question you created in the field above.

3. Click **continue registration**. The *Select Service Package* screen is displayed.

4. Enable the checkbox next to **OV Supplier Portal** to request access to the portal package, then click **continue**.

5. Enable the checkbox of each additional **OV Supplier Portal** service package you wish to request, then click **continue registration**. The *Review Request and Submit* screen is displayed.

6. Review the accuracy of the request. If satisfied, click submit registration. The Supplier GMIN Request page is displayed.

The screenshot shows a web page titled "GMIN Request" with a blue Opel Insignia car in the background. The main content area 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--". A horizontal line separates this from a paragraph explaining the GM Identification Number: "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 explanation are two optional fields: "GMIN" and "GMID", each with a text input box. At the bottom of the form is a "Submit" button.

7. Key in the day of your birth.

8. From the drop down menu, select the month in which you were born.

9. Optionally, key in additional information.

10. Although the GMIN and GMID fields are not required, it is critical that you provide your GMIN or GMID if you have one.

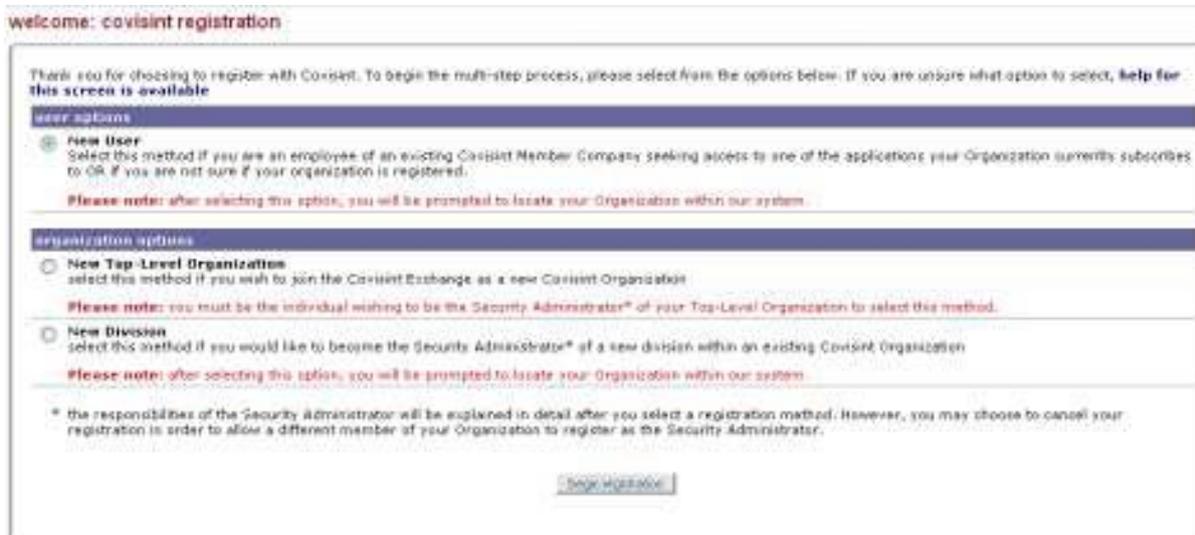
11. Click **Submit**. The confirmation screen is displayed.

What Happens Next?

- You will receive an email confirming the submission of your registration request.
- Your Administrator receives an email notification of your pending request, and will approve or reject your request.
- If approved, you will receive an email notification that you have been registered in Covisint, and access to the requested services has been granted. You may now use your ID and password to access the OV Supplier Portal.
- If rejected, you will receive an email indicating the rejection reason.

1.2 If No email invitation received:

1. Navigate to the **OV Supplier Portal** Registration Wizard URL at:
<https://us.register.covisint.com/CommonReg?cmd=REGISTER>



2. Enable the *New User* radio button, then click **begin registration**. The *Find Organization* screen is displayed.

3. Key in search criteria to locate the *name of your organization*, then click **Search**. Search Results are displayed.



4. Enable the radio button next to your organization, then click **continue registration**.

5. Key in the following fields:

Field	Description
User ID	Create the user identification you wish to use each time you log in to Covisint. (The User ID must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing User IDs for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.)
Password	Create the password you wish to use each time you log in to Covisint. (This must follow the password rules, as described on the screen.)
Re-enter Password	Re-enter the password you created in the previous field. (This is done to confirm that you keyed in the password as you had intended).

Challenge Question	A Challenge Question is used as a security measure if you ever forget your password and need to reset it. You will be asked to answer this challenge question. The answer must match that which you will key into the field below, "Challenge Answer".
Challenge Answer	The Challenge Answer is used as a security measure if you ever forget your password and need to reset it. You will be asked to provide this answer to the challenge question you created in the field above.

6. Click **continue registration**. The *Select Service Package* screen is displayed.

7. Enable the checkbox next to **OV Supplier Portal** to request access to the portal package, then click **continue**.

8. Enable the checkbox of each additional **OV Supplier Portal** service package you wish to request, then click **continue registration**. The Review Request and Submit screen is displayed.

9. Review the accuracy of the request. If satisfied, click **submit registration**. The GMIN request Application is displayed.

10. Key in the *day of your birth*.

11. From the drop down menu, select the *month* in which you were born.

12. Optionally, key in additional information.

13. Although the GMIN and GMID fields are not required, it is critical that you provide your GMIN or GMID in the open text fields, if you have this type of ID.

14. Click **Submit**. The confirmation screen is displayed.

What Happens Next?

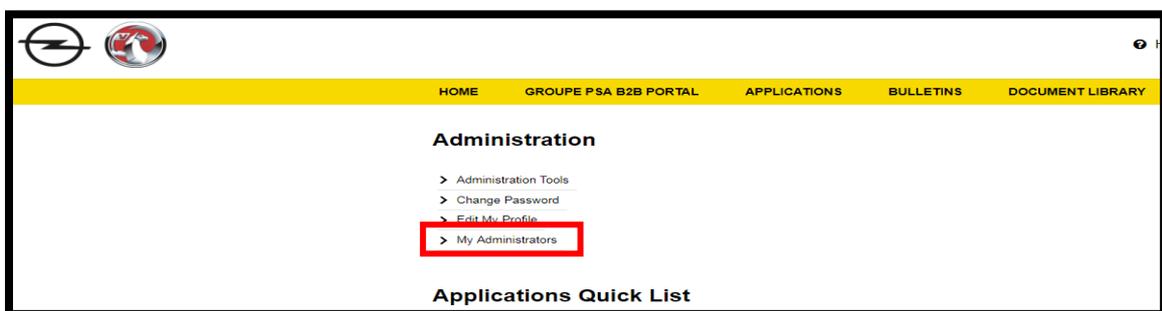
- You will receive an email confirming the submission of your registration request.

- Your Administrator receives an email notification of your pending request, and will approve or reject your request.
- If approved, you will receive an email notification that you have been registered in Covisint, and access to the requested services has been granted. You may now use your Covisint ID and password to access OV Supplier Portal.
- If rejected, you will receive an email indicating the rejection reason.

Helpful Tips:

2. Identifying Your Administrators

1. Log in to OV Supplier Portal. <https://ovsupplypower.portal.covisint.com/web/portal/home>
2. Click **Applications**
3. Click **My Administrators**



3. How to Request Access to an Application in OV Supplier Portal (once your access has been approved)

1. Log in to OV Supplier Portal. <https://ovsupplypower.portal.covisint.com/web/portal/home>



2. Click **Applications**
3. Click on **Detail** next to the application you would like to obtain access.



Application Detail page will open with instructions on how to obtain access to the application. Follow the instructions for how to request access. Some applications have unique requirements.