



## OV Supplier Portal Registration Instructions for New Companies Not Previously Registered in Covisint

Prerequisites for OV Supplier Portal 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 OPEL- VAUXHALL

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**.

Covisint Connection and Administration Portal Help

Steps: 1 2 3 4 5 6

enter organization information

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

continue registration undo changes

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

Covisint Connection and Administration Portal Help

Steps: 1 2 3 4 5 6

enter user information

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

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

Covisint Connection and Administration Portal Help

Steps: 1 2 3 4 5 6

enter user information

Please input your user information into the fields below.

user login information

\* = required fields

\*User ID:

\*Password:  show password rules

\*Re-enter Password:

\*Challenge Question:

\*Challenge Answer:

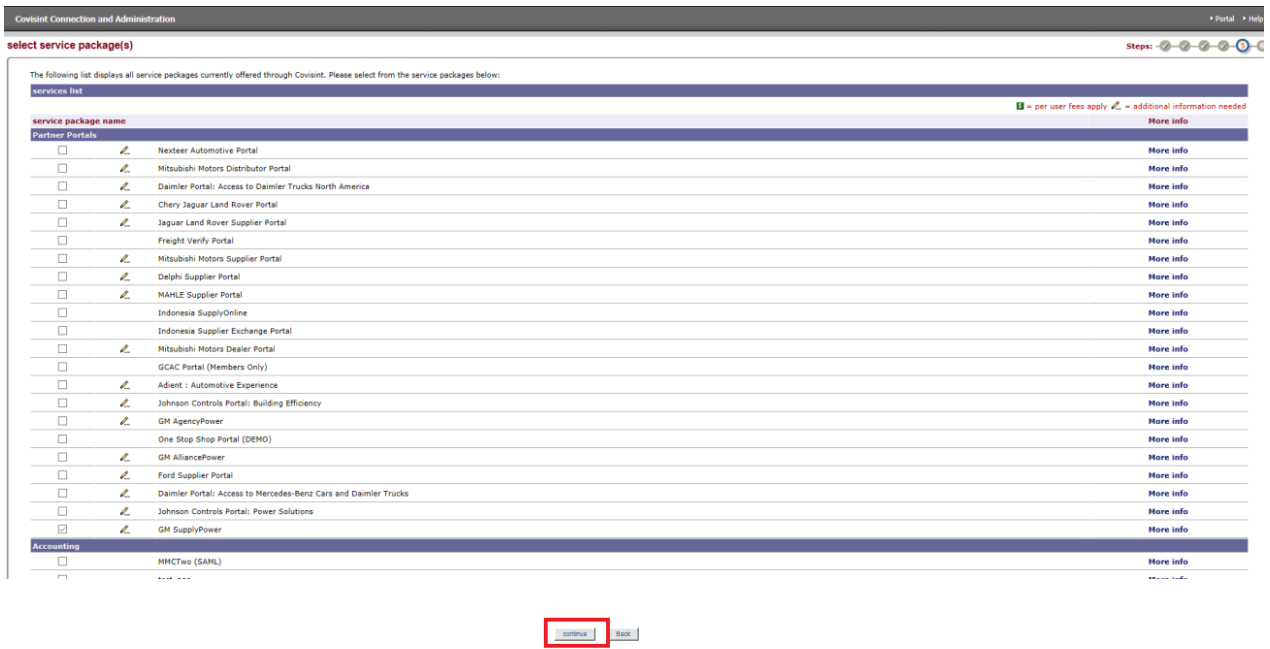
Notes: In case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.

Notes: 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.

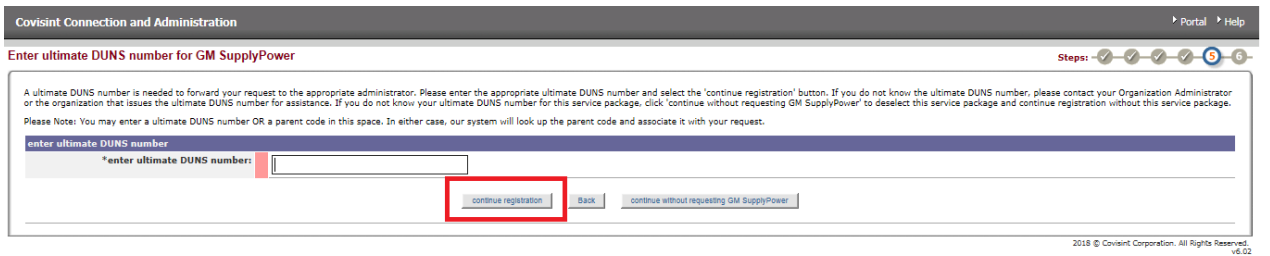
continue registration undo changes

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7. Select the **OV Supplier Portal** service package and hit **Continue** button at the bottom of the page.

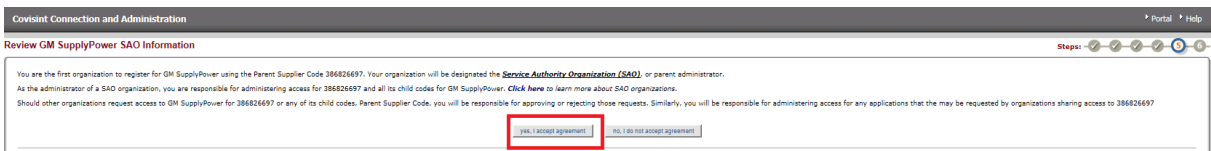


## 8. Enter the company ultimate DUNS number and select **Continue Registration**.



**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 OPEL-VAUXHALL
- **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 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

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, AUTOWEBUS, GDSH 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	556-999-888	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

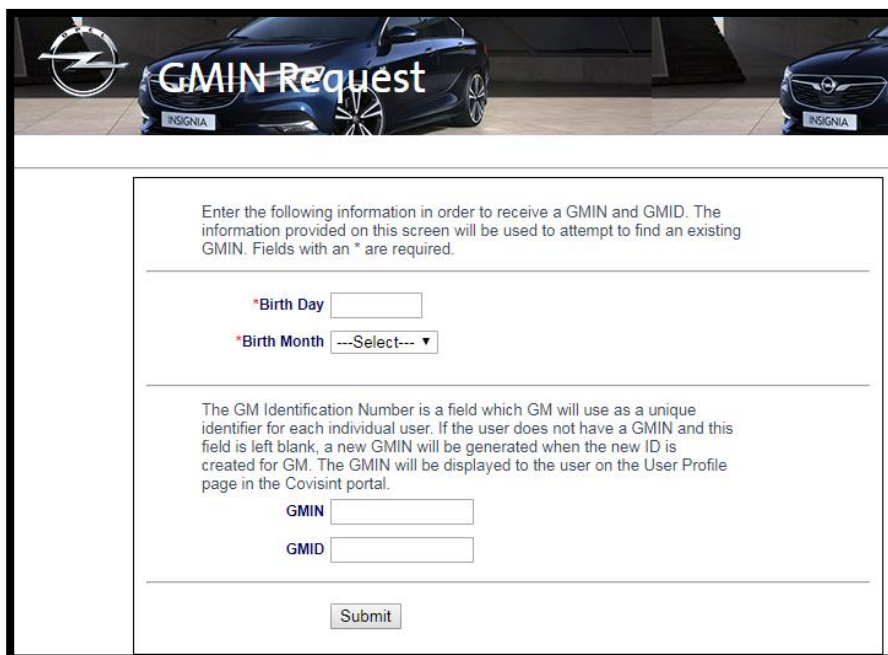
11. Click **Continue** to be taken to the GMIN Request Application.

Covisint Connection and Administration Portal Help

You will navigate 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 GMID and GMIN will be displayed on the confirmation page.

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



**GMIN Request**

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 OV Supplier Portal 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 OV Supplier Portal.
- If rejected, you will receive an email indicating the rejection reason.