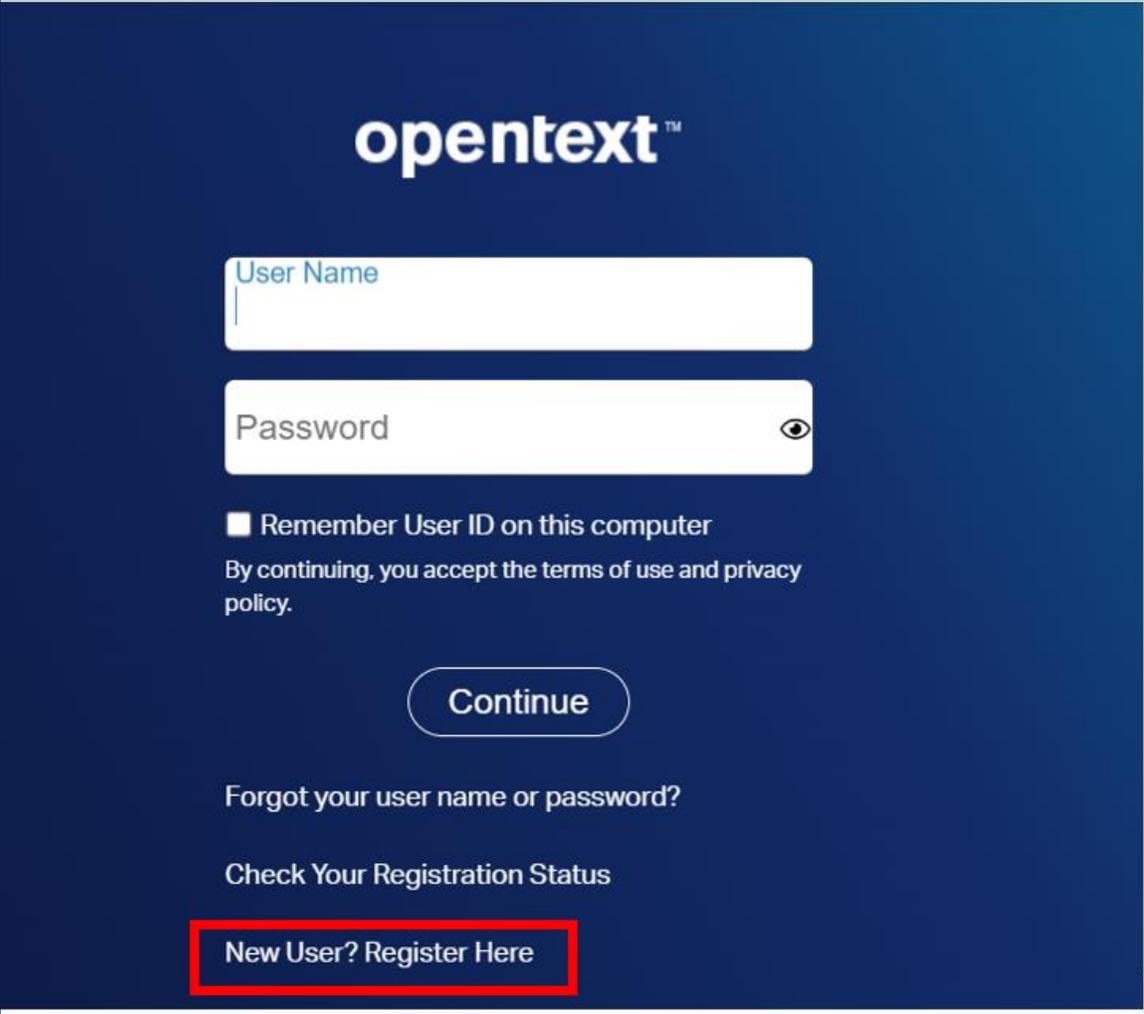


# How to Register a New Organization in Ford Supplier Portal

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Access OpenText (Covisint) Automotive Exchange: <https://us.register.covisint.com/>

Click on **New User? Register Here.**



The image shows a login page for OpenText. At the top right is the "opentext™" logo. Below it are two input fields: "User Name" and "Password". The "Password" field has an eye icon on the right. Below the fields is a checkbox labeled "Remember User ID on this computer". Underneath the checkbox is the text "By continuing, you accept the terms of use and privacy policy." A rounded "Continue" button is centered below this text. At the bottom of the page, there are three links: "Forgot your user name or password?", "Check Your Registration Status", and "New User? Register Here". The "New User? Register Here" link is highlighted with a red rectangular border.

opentext™

User Name

Password 

Remember User ID on this computer

By continuing, you accept the terms of use and privacy policy.

Continue

Forgot your user name or password?

Check Your Registration Status

**New User? Register Here**

Select **Vendor code** in the **Search by** dropdown.

opentext™ | Identity and Access Management CE 24.2

Welcome. Get started with your account creation.

Organization information    Login and personal information    Select packages    Application packages    Summary

### Organization search criteria for walk-up registration

Search by

Vendor code    Select top-level package    Enter vendor code    +

- Organization name
- Parent vendor code
- Vendor code**

Select **Ford Supplier Portal** as the **top-level package**.

**opentext™** | Core Secure Access Admin CE 25.3

Welcome. Get started with your account creation.

Organization inform... Login and personal informati... Select packages Application packages Summary

**Organization search criteria for walk-up registration**

Search by

Vendor code  Enter vendor code +

English

Enter your 4-digit parent code as the vendor code and click Search.

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Welcome. Get started with your account creation.

Organization information    Login and personal informati...    Select packages    Application packages    Summary

**Organization search criteria for walk-up registration**

Search by

Vendor code    Ford Supplier Portal    E7GW    +

**Search**    Clear

English    **Next**    Cancel

Click **Create organization**.

**opentext™** | Core Secure Access Admin CE 25.3

Welcome. Get started with your account creation.

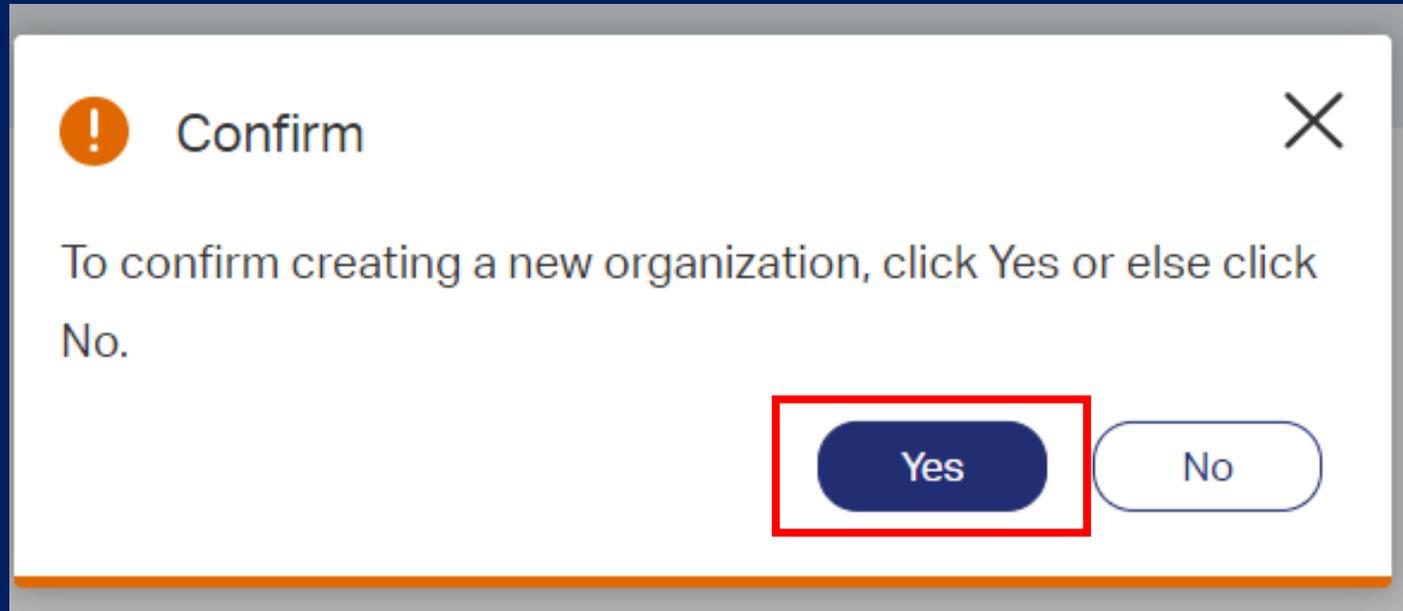
Organization information    Login and personal informati...    Select packages    Application packages    Summary

• Organization list     Edit search    Search results : 0 Items    **Create organization**

No records found

English    Next    Cancel

Click **Yes** in the popup to confirm you are creating a new organization.



Review the information regarding responsibilities of holding **Security administrator** role.

Acceptance of this responsibility will designate you as a Corporate Security Administrator (CSA) for your organization.

If you accept this responsibility, click **Accept**.

You are registering as a 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 for securing the system. Your workload as the security administrator will be proportional to the number of users in your organization registered with this system. More users from your organization can later be added to the security administrator role to share the workload. To accept this role, click "Accept" or else click Do not accept.

Populate all the (\*) mandatory fields, at minimum, and click on **Next** to proceed.

*Note any organization name or address updates entered here will not directly feed Ford Motor Company's Global Supplier Database (GSDB) and are contained strictly within your organization's OpenText (Covisint) profile.*

opentext™ | Identity and Access Management CE 24.2

Welcome. Get started with your account creation.

Organization infor...    Login and personal information    Select packages    Application packages    Summary

### Organization details

\* Organization name  
 [Check for availability](#)

\* Address  
       

\* City    \* State/Province/Prefectures    \* Country    \* Postal code  
           

English    **Next**    Cancel

Populate all the (\*) mandatory fields, at minimum, and click on **Next** to proceed.

Welcome. Get

Organization information ✓ Login and personal information ○ Summary ○

### Login details

\*User ID  i Check for availability

\*Password  \*Retype password  i

### Personal details

Title  \*First name  Middle name  \*Last name

Suffix  Job title

\*Address

Previous **Next** Cancel

- The password must contain 3 of the following character types: upper case letters, lower case letters, numbers, special characters
- The password length must be between 8 and 20 characters
- The password will be expired after 90 days
- The password cannot be repeated for 7 cycle changes

Select the checkbox for the **Ford Supplier Portal** service package then click **Next**.

Welcome. Get started with your account creation.

Organization information    Login and personal information    **Select packages**    Application packages    Summary

Organization name  
Detroit Glass and Tire LLC

Selected 1

<input type="checkbox"/>	Name	Created date	Category	View details
<input checked="" type="checkbox"/>	Ford Supplier Portal	2023-08-22	Access Partner Portals	<i>i</i>
<input type="checkbox"/>	Jaguar Land Rover Supplier Portal	2023-08-22	Access Partner Portals	<i>i</i>
<input type="checkbox"/>	Covisint (required)	2024-03-10	Administration	<i>i</i>
<input type="checkbox"/>	Content Management	2023-05-23	Content Management Applications	<i>i</i>
<input type="checkbox"/>	Supplier Connection	2023-05-23	Covisint Supplied Services	<i>i</i>
<input type="checkbox"/>	Ford Web Reports	2023-05-23	Reporting Tools	<i>i</i>

25 Per page    7 Items

Previous    **Next**    Cancel

Enter your **4-digit parent code** as the **GSDB Code** then click **Review terms and conditions**.

Welcome. Get started with your account creation.

Organization information    Login and personal information    Select packages    **Application packages**    Summary

Application package details

**\* Ford Supplier Portal**

Package description: Ford Supplier Portal    Organization: Detroit Glass and Tire LLC

**\* GSDB Code**

Request reason

Previous    **Next**    Cancel

Review the terms and conditions then click **Accept**.

**opentext™** | Identity and Access Management

Organization information

Application package details

- \* Ford Supplier Portal

Package description

Ford Supplier Portal

- \* GSDB Code

Q494

Request reason

Summary

Portal

ditions

Next

Cancel

### Review terms and conditions

**i** Read through and confirm you have read the terms and conditions.

other personal information User may provide Covisint, only for the purposes of providing the Services. Covisint may also share User's personal information with affiliates (including employees and agents), other users, and business partners in furtherance of these activities. User agrees that Covisint may collect, maintain, process and share User's personal information for these purposes, as more fully described in the Covisint Privacy Policy. User further agrees that it is User's responsibility to verify User's personal information and keep it current and accurate, and User therefore agrees to update User's personal information as necessary using the online tools provided or, if those tools are unavailable, by contacting [datacntl@covisint.com](mailto:datacntl@covisint.com). In addition, User acknowledges that personal information may be transferred to countries (like the United States) that the European Union does not regard as having adequate data protection.

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9.0 UCITA.

The parties agree that the Uniform Computer Information Transactions Act or any version thereof, adopted by any state, in any form ("UCITA"), shall not apply to this Agreement. To the extent that UCITA is applicable, the parties agree to opt out of the applicability of UCITA pursuant to the Opt-Out provision(s) contained therein.

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10.0 REFERENCE.

Customer agrees that Covisint may publicly refer to Customer, verbally and in writing, as a customer of Covisint's products and services. Any other reference to Customer by Covisint requires the written consent of Customer.

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11.0 TERMS AND CONDITIONS.

If User or its employer is party to a valid and effective Covisint Master Hosted Services Agreement, Services and Fees Schedule or other agreement entered into between the parties prior to the effective date of this Agreement, the terms and conditions of such other agreement shall govern and supersede any conflicting terms in this Agreement.

I have read and understood the terms and conditions.

[Download](#) **Accept** Decline Close

Review the confirmation message then click **Continue**.



## Confirm



Your organization is the first to register and claim access to parent vendor code **E7GW** for **Ford Supplier Portal**, therefore your organization will be designated the **Service authority organization (SAO)** for **E7GW** and all child codes linked to **E7GW**.

As administrator of the service authority organization, you will be responsible for evaluating all future requests to access to **Ford Supplier Portal** for **E7GW** and its children by other organizations.

### You can:

1. Click "Continue" to accept this role and related responsibilities.

Note: The Service authority organization designation may be transferred to their affiliated organizations sharing the same parent code for this service.

2. Click "Cancel" to exit the registration workflow.

Continue

Cancel

You have successfully submitted your registration request. Please click **Close** to exit the registration process.

Soon, you will receive two emails:

#1 - Confirmation that your registration request has been successfully submitted

#2 - Confirmation that your registration request has been approved (or rejected) by Ford Motor Company

Welcome. Get started with your account creation.

Organization infor... Login and personal information Select packages Application packages Summary

### Organization information

**Organization details**

Organization name			
Test site E7GW			
Address	Address 2		
ABCD			
City	State/Province/Prefecture	Postal code	
CHENNAI	TAMILNADU	123456	

**Person information**

User ID

Test123

**Personal details**

Title	First name	Middle name	Last name
	Test		site

Previous Submit Cancel

✓ Thank you

Registration request submitted successfully. You can now close the window. You will be notified by email once your registration has been approved.

Close