Instruction Registration at Covisint Security Admin (CSA) Level

REQUEST SUB-PACKAGE ORGANIZATION LEVEL: (Sprof Admin, ePayments, Problem Solver, Web EDI etc…)

1. Login form: http://Delphi Technologies Technologies.covisint.com with your user id and password
2. Click Administration Tools on the left side of the screen
3. Place your cursor over My Organization at the top of the page
4. From drop down menu, select Request a Service Package for My Organization
5. Look for the Delphi Technologies Supplier Portal and click Request Sub-package link
6. Select the application(s) e.g. Problem Solver, ePayments, Web EDI or and Sprof Admin and Click Continue
7. You will get a message that: "Your Request was Successfully Submitted"

REQUEST DELPHI TECHNOLOGIES SUPPLIER PORTAL to your Organization LEVEL

1. Login form: http://Delphi Technologies.covisint.com with your user id and password
2. Click Administration Tools on the left side of the screen
3. Place your cursor over My Organization at the top of the page
4. From drop down menu, select Request a Service Package for My Organization
5. Look for the Delphi Technologies Supplier Portal and click Request and click Continue
6. Select your Duns number and click Continue
7. Scroll to the bottom of the page and click I Agree and click submit
8. You will get a message that: "Your Request was Successfully Submitted"

ADD SUB-Package TO USERS PROFILE

Note: This instruction applies when the user is the Security Admin and the SAO.

1. Log into Covisint from http://Delphi Technologies.covisint.com with your user id and password
2. Click Administration Tools from the left side of the screen
3. Place your cursor over My Organization at the top of the page
4. From the drop down menu select View My Organization Users
5. Click the name of the person you want to add the application to
6. Click Add Service Package link near the top of the page
7. From Delphi Technologies Supplier Portal and click Add Sub-Package link
8. Select the application(s) you want to add and click Continue
9. For the Sprof Admin application you will need to select the specific location(s) Duns and Click Continue, Click Submit
10. You will get a message that: "Your Request was Successfully Submitted"

ADD DELPHI TECHNOLOGIES SUPPLIER PORTAL AND SUB-Package TO USERS PROFILE

1. Log into Covisint from https://Delphi Technologies.covisint.com with your user id and password
1. Click Administration Tools from the left side of the screen
2. Place your cursor over My Organization at the top of the page
3. From the drop down menu select View My Organization Users
4. Click the name of the person you want to add the application to
5. Click Add Service Package link near the top of the page
6. Place a check mark next to Delphi Technologies Supplier Portal, Click Add checked, Click Continue
7. Select/enter your Duns and Continue
8. Scroll to the bottom of the page and Click I Agree, Click Submit
9. Click Add Another Service Package & look for the Delphi Technologies Supplier Portal, click Add Sub-Package link
10. Select all sub package or any others sub packages as needed: e.g Problem Solver, WEB EDI, Sprof Admin or ePayments etc… and Click Continue, Click Submit
11. You will get a message that: "Your Request was Successfully Submitted"

ADD SITE CODES TO SPROF ADMIN PROFILE

1. Log into Covisint from https://Delphi Technologies.covisint.com with your user id and password
2. Click Administration Tools on the left side of the screen
3. Place your cursor over My Organization at the top of the page
4. From drop down menu select View My Organization Users
5. Click on your name, click the View Service Packages tab near the top of the page
6. Click the "**+**" sign to the left of the Delphi Technologies Supplier Portal
7. Click directly on SPROF Admin, look for the words Site Codes in the middle of the page
8. Click Add Site Codes, select the Duns number you want to add
9. Click continue until you have completed all the steps
10. You will get a message that: "Your Request was Successfully Submitted"

REQUEST SITE CODES TO ORG LEVEL

1. Log into Covisint from https://Delphi Technologies.covisint.com with your user id and password
2. Click Administration Tools on the left side of the screen
3. Place your cursor over My Organization at the top of the page
4. From drop down menu select View My Organization Service Packages
5. Click directly on the Delphi Technologies Supplier Portal, look for the heading Service Package Information, below this find the words Site Codes
6. Click Request Site Codes, elect all the Duns your organization may need access to
7. Click continue until you have completed all the steps
8. You will get a message that: "Your Request was Successfully Submitted"

APPROVING PORTAL REQUESTS

1. go to https://Delphi Technologies.covisint.com and log in with your user id and password
2. on the left side of the page Click on Administration Tools
3. place your cursor over Administration and you will get a drop down menu
4. select Pending Requests then Organization Requests
5. you will see tabs across the top of the page, if there is a number in the tab it means there is a request pending approval
6. Click on the tab for service Package requests
7. Click on the piece of paper icon to the left of the request, this will open the request
8. select Approve and Click Submit

Instruction Registration at Covisint User Level

Note: only send this instruction when user is not a CSA or SAO

REQUEST SUB-Package AT User LEVEL (Sprof Admin, ePayments, Problem Solver, Web EDI etc…)

1. Login form: https://Delphi Technologies.covisint.com with your user id and password
2. Click Administration Tools on the left side of the screen
3. Place your cursor over My Profile at the top of the page
4. From drop down menu select Request a Service Package
5. Look for the Delphi Technologies Supplier Portal and Click Request Sub-Package link

6. Select the application(s) e.g. Problem Solver, ePayments, Web EDI or and Sprof Admin and Click Continue
7. You will get a message that: "Your Request was Successfully Submitted"

REQUEST DELPHI TECHNOLOGIES SUPPLIER PORTAL REQUEST AT USER LEVEL
1. Login form: https://Delphi Technologies.covisint.com with your user id and password
2. Click Administration Tools on the left side of the screen
3. Place your cursor over My Profile at the top of the page
4. From drop down menu, select Request a Service Package
5. Look for the Delphi Technologies Supplier Portal and Click Request, Click Continue
6. Select your Duns number and Click Continue
7. Scroll to the bottom of the page and Click I Agree, Click submit
8. You will get a message that: "Your Request was Successfully Submitted"

REQUEST SITE CODES FOR SPROF ADMIN PROFILE
1. Login form: https://Delphi Technologies.covisint.com with your user id and password
2. Click Administration Tools on the left side of the screen
3. Place your cursor over My Profile at the top of the page
4. From drop down menu select View My Service Packages
5. Click the + sign to the left of the Delphi Technologies Supplier Portal
6. Click directly on SPROF Admin and, Click Request Site Codes
7. Select the Duns number(s) you need access
8. You will get a message that: "Your Request was Successfully Submitted"

How do I request additional site codes?
1. Click on View Service Packages
2. Click the sub-package that you wish to request additional codes.
3. Click Request Site Code. Your request will be routed to your administrator.

How TO UPLOAD Certificate(s) & ENTER SUPPLIER CONTACTS
1. Login to https://Delphi Technologies.covisint.com
2. Click Delphi Technologies Supplier Portal on the left side of the page
3. Click the Applications tab near the top of the page
4. Click directly on Supplier Profile Administration (NOT SUPPLIER PROFILE)
5. A new window will open up and you will be directed to the application
6. Click View Profiles on the left side of the page
7. Select the location Duns you want to upload the certificate
8. Scroll down to the Certification heading
9. Select Certificate status from the drop down list
10. Enter the Expiration Date from Cert. Expiration fields
11. Click Browse button & Uploading cert document from your PC
12. Click Supplier Information tab and enter your company information.
13. Click Supplier Contacts tab and enter the mandatory contacts information

14. Click Verify/Save All Changes button after complete all mandatory supplier contacts information.

To Enter/Update Supplier Contacts Information
1. Login form: https://Delphi Technologies.covisint.com with your user id and password
2. Click Applications tab
3. Click Supplier Profile Administration link
4. Click View Profiles and click the location link needs to be updated supplier information.
5. Click Supplier Contacts tab.
6. Enter/verify supplier contact information and click Save/Verify All Changes button.
7. If there is no changes to contacts information, enter a "-"sign to a phone number and click "Save/Verify All Changes" button. You will receive a pop up message as "Your information has been save and verify"

Where to find instructions How to Report Spend Data
1. Login form: https://Delphi Technologies.covisint.com with your user id and password
2. Click Training tab
3. Click Supplier Profile link
4. Scroll down to under User Guide and click: "e-Learning - SPROF ADMIN: How to Enter Diversity Spend Data"

To enter spend data, please follow instruction from below:
Login from https://Delphi Technologies.covisint.com
Click Application tab, click Supplier Profile Administration link
Click Diversity Spend data, select year and the quarter and click Submit
Enter MBE duns (or your location duns number) and MBE name (your organization name)
Select from the drop down box for Diversity type.
Enter NMSDC certification number (or type in N/A if not applicable)
Select the Delphi Technologies Division from the Product Line from drop down list
Enter the amount of Diversity Spend for the quarter being reported. (Amounts MUST be entered without cents.)
Click Add then click Save.

How to contact Delphi Technologies Supplier Portal mail box?
1. Go to: https://Delphi Technologies.covisint.com
2. Click Contacts Delphi Technologies tab, Click "Delphi Technologies Supplier Portal Contacts", select the application
3. Click email link from the application and submit your case.

My Security Administrator has left the company. Now what?
1. The first step is to determine who the new Security Administrator should be.
2. The new Security Administrator can send an email to support@covisint.com requesting the change.
3. Please go to this link and follow the instruction to submit a request change SAO level: https://portal.covisint.com/web/supportauto/cca_kbase

How do I change the SAO designation?
1. In the case where multiple distinct CCA organizations have the same parent supplier code attached to a portal grant, the SAO designation can be switched between those related organizations. The organization that currently has the SAO designation must initiate the process.
2. Click View my Organization Service Packages from the My Organization drop down menu. The View Service Package Screen is displayed.
3. Click on the name of the portal service package for which you wish to change the SAO designation. The Details Screen for that service package is displayed.
4. Click request to change SAO.
5. Select the organization to receive the SAO designation. If there are no organizations listed, it means that no other CCA organization has the same parent supplier code for the portal package selected.
6. Review the change and click submit.

Who is my Security Administrator?
1. You can find out who your Security Administrator is by clicking the My Administrators link inside the application. You will see a list of all users in your organization with administrative responsibility.
2.

Who is a Service Authority Organization (SAO)?
1. The Service Authority Organization is a designation of primary responsibility for all organizations with the same parent supplier code. The Covisint Connection and Administration (CCA) tool allows companies to create multiple administrative organizations for a single Legal Corporation. For example, a company's European offices may have a completely separate CCA organization from the North American offices' CCA organizations. Most Portal packages, such as the Ford and Chrysler Supplier Portals, require relationships between these organizations based on the Supplier Code. Service Authority Organization Responsibilities:
2. Approve Requests for the service submitted by related organizations
3. Approve and Revoke Site Codes grants to related organizations
4. Revoke access to the service from related organizations

Nobody has responded to my request for a package or site code. Now what?
1. Your request was routed to your Security Administrator. You can send a reminder email to your Security Administrator by viewing your profile, then clicking the View Pending Requests link inside the application. You will have an opportunity from that screen to remind your Security Administrator to evaluate your request or you can cancel the request

Where to find instructions How to Report Spend Data
1. Login from https://Delphi Technologies.covisint.com
2. Click Training tab
3. Click Supplier Profile link
4. Scroll down to under User Guide and click: e-Learning - SPROF ADMIN: How to Enter Diversity Spend Data

How do I reset my password?
1. Navigate to the Login Screen: https://Delphi Technologies.covisint.com
2. Click Forgot Your Password.

3. Key in your User ID and then click Submit.
4. Key in the answer to each security question in the corresponding open text fields. Your answers must match exactly that which you entered during your initial registration, including case and space sensitivity. (The answer field is a case-sensitive field. You must remember exactly how you keyed in the answer during registration).
5. Click Submit. The first half of the new, system generated temporary password is displayed on the screen. The second half of this temporary password has been emailed to the address you entered during registration.
6. Write down the first half of the temporary password from the screen, and obtain the second half of the temporary password from your email. This temporary password is a single use password, and is a combination of letters and numbers totaling eight characters (i.e., 9AG877BO). The user is forced to create a new password the next time the user attempts to login, as in steps 7 - 13 below.
7. Click Login from the Password Reset screen.
8. Key in your User ID and 8-digit temporary password in the corresponding fields. (Recall that the first 4 digits were displayed on the screen, and the remaining 4 digits were emailed to the address with which you registered in the system).
9. Click Login. The Update Password screen is displayed.
10. In the Current Password field, key in the complete 8-digit temporary password you have just obtained.
11. In the New Password field, key in the new password you wish to create.
12. In the Confirm New Password field, key in the new password you created in the previous steps.
13. Click Update.

Register as New User or Division
Go to: https://Delphi Technologies.covisint.com click Registration tab, complete and submit your request as New User/New Division from link: "Click here to Register a Company/Organization, Division, or User"
Your request will goes to your top security admin(s) for approval

Register as New Top Level Organization
Go to: https://Delphi Technologies.covisint.com click Registration tab.
And click "Click here to Register a Company/Organization, Division, or User"
Check box for New Top-Level Organization and click Begin Registration.
Complete information to submit your request.
Your request will goes to Delphi Technologies for approval.

Covisint support - instruction
https://portal.covisint.com/web/supportauto/cca
https://am.serviceportal.hp.com/servicesportal/eua2/index.html#/home

How to approve a user's or and sub package request:
1. Login from https://Delphi Technologies.covisint.com click Administration Tools link
2. From the Administration -> Pending Requests menu, click User Request. The Review
3. User Pending Approval screen is displayed
4. Click in the view request column next to the user name for whom you wish to review the request. The Details screen is displayed
5. Perform one or more of the following: check box Yes or No for approval or reject request
6. Click submit decision.
7. Click OK to confirm.

How to Update Organization Duns in CCA Tools:
Please follow instruction from below to modify your organization duns:
Login from https://Delphi Technologies.covisint.com
Click Administration Tools,
Under My Organization tab, click View My organization Service Packages
Click Edit Organization Profile, enter new duns to replace old duns, click submit

How to Edit Your Home Location Code
Log on to https://Delphi Technologies.covisint.com
Click Administration Tools
Click My Profile
Click View my Service Packages
Click Delphi Technologies Portal needs to change their code
Click Icon right next to your Home Location Code
Select the required code
Click continue
Click SUBMIT

Cancel Delphi Technologies portal pending request for your Organization:
(This case apply when an organization already revoke and the admin requested under
the wrong ultimate duns)
Log into www.covisint.com
Click on Administration Tools
Click on My Profile
Mouser over My Organization
View my Organization Profile
View Pending Requests
Cancel the pending request

Re-request the Delphi Technologies portal for your Organization:
1. Log on to www.covisint.com.
2. Click on Administration Tools.
3. Click on My Organization
4. Click on Request a Service Package for my Organization.
5. Click on (Request sub-package).
6. Click on the request button.

Contact Delphi Technologies Supplier Portal:
Go to: https://Delphi Technologies.covisint.com, click Contact Delphi Technologies tab
Click "Delphi Technologies Supplier Portal Contacts" link, click email link of the Portal
application to submit your issue.

Covisint's Support & Knowledge Center– Security admin training manual
https://portal.covisint.com/web/supportauto

How to Add Site Codes to a Division
The top-level organization administrator will have to give your organization access to
the correct site codes.

1. Login from https://Delphi Technologies.covisint.com click Administration Tools
2. The administrator will have to click on view hierarchy.
3. Click on the appropriate division.
4. Click on view service packages .
5. Click on the appropriate portal.
6. Click on add site codes.
7. Check the appropriate codes and click submit

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