

# User Access for Delphi Technologies Supplier Portal

**Delphi**  
Technologies

# Where to register

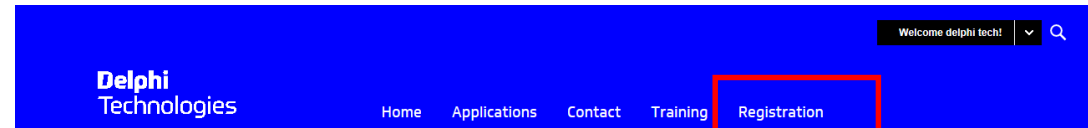


English

**Registered Users Login**

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.**

User ID: \_\_\_\_\_  
Password: \_\_\_\_\_



- You may begin registration from either Covisint or Delphi Technologies portal
- From Covisint, go to <https://us.sso.covisint.com/jsp/preLogin.jsp> and click on register with Covisint
- From Delphi Technologies portal, [delphitechnologies.covisint.com](https://delphitechnologies.covisint.com), click on the Registration on the banner and then select **Get Registered** (2<sup>nd</sup> hyperlink)

# Beginning the registration

## welcome: covisint registration

Steps: 1 2 3 4 5

Thank you for choosing to register with Covisint! Our registration wizard will walk you through the following steps:

1. Review registration instructions
2. Search for your organization; if your organization does not exist, you will be prompted to register one
3. Create a user account
4. Select the services your organization will need to access
5. Submit your request

Your request will then be sent to an administrator for approval. We will let you know as status changes through email updates.

Note: if you are registering for an automotive portal service, you may be asked for your site code or supplier code during the registration process. Please have that information handy.

[begin registration](#)

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- Click [begin registration](#)

# Locate your organization

Covisint Connection and Administration Home Portal Help Logout

Home : My Profile : My Organization : Search : Administration : Reports : Show side nav

Jody Buckbee - North America Delphi A Steps: 1 2 3 4 5

### Find Your Organization

Find your organization by entering your company's name in the search box below. Keep your search terms as general as possible find all possible results (Example: search "Acme" instead of "Acme Fasteners and Bolts, LLC")

**find organization by keyword search**

enter organization name: contains  [search tips](#)

results per page: 50

**- OR -**

Search for your company using your supplier code or site code. If your company is already registered AND has access to an OEM portal...

**find organization by supplier code**

select a supplier portal: Adient PLC (Adient: Automotive Experience)

enter supplier code:

results per page: 50

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v6.02


- Enter part of your organization by name and click

# Locate your organization



Home : My Profile : My Organization : Search : Administration : Reports : Show side nav

Jody Buckbee - North America Delphi A

**find organization > search results** Steps: 1 2 3 4 5

You can select one of the organizations listed below, search again, or **register a new organization**. If you would like more assistance on searching, go to **search tips**. Hint: You may click on the  hierarchy symbol to view the entire organization tree and select the appropriate organization. The top box of the hierarchy symbol will be highlighted if the organization is a top-level organization. One of the lower boxes will be highlighted if the organization is a child organization. If you do not know which organization to select, your administrator can assist you in selecting the correct organization.

**results** Found: 110 results

Select	Org	Organization Name	Organization Address
<input type="radio"/>		ABC Appliance Inc (ABC Warehouse)	1 Silverdome Industrial Park, Pontiac, MI 48343
<input type="radio"/>		ABC ASPHALT PAVING	2650 VAN HORN ROAD, TRENTON, MICHIGAN 48183

- Locate your organization from the list, select the radio button, scroll to the bottom and click.

[continue registration](#)

Proceed to slide 8

- If you do not locate your organization, you may proceed to register your company by clicking

[register new organization](#)

# Register a new organization

## accept administrator role

Steps: ✓ 2 3 4 5 6

As the first person registering on behalf of your organization, you are automatically designated as '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


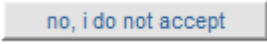
Therefore, this is a critical role, especially in regards to security. Depending upon the number of people in your organization who are currently registered with Covisint, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. However, to assist you as Security Administrator, additional administrators can be appointed to distribute the workload.

To accept this role and its responsibilities, please click the 'accept administrator role' button. If you do not wish to assume the role of Security Administrator, please click the 'no, i do not accept' button. Doing so allows an alternate person within your organization to assume the Security Administrator role.

accept administrator role

no, i do not accept

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- If you are registering a new organization, then you must accept the administrator role, which will make you responsible for the functions listed in the screen shot.
- If you want to proceed, click 
- If you select  the registration process will stop. You will need to find someone in your company or organization who will register and accept the administrator role before you can register as a user

# Organization Information

## enter organization information

Please enter your organization information below.

organization information

\* = required fields

*Organization Name:	<input type="text"/>
*Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
*City/Region:	<input type="text"/>
*State/Province:	<input type="text"/>
*Postal Code:	<input type="text"/>
*Country:	<input type="text" value="UNITED STATES"/>
Phone Number:	<input type="text"/>
Fax number:	<input type="text"/>
URL:	<input type="text"/>
DUNS #:	<input type="text"/> <a href="#">request DUNS number</a>

- Enter your organization information and click

# User Information

## enter user information

Please input your user information into the fields below.

user information	
	<b>* = required fields</b>
Organization Name:	ABC Appliance Inc (ABC Warehouse)
Title:	--NOT SELECTED-- ▾
<b>*First Name:</b>	<input type="text" value="Joe"/>
Middle Name:	<input type="text"/>
<b>*Last Name:</b>	<input type="text" value="Smith"/>

- Enter your user information and click
- Note: if you are already registered with Covisint with the email entered, you will receive a message but can continue if you are registering for an additional organization.



# User ID

## enter user information

Please input your user information into the fields below.

user login information	
*	= required fields
*User ID:	<input type="text" value="joesmith"/>
<b>Note:</b> : Userid must be at least 4 characters, and no more than 20 characters. to adhere to the same convention and select the same id for simplicity.	
*Password:	<input type="password" value="••••••••"/> <a href="#">show password rules</a>
*Re-enter Password:	<input type="password" value="••••••••"/>

- Create a user ID, password and security question. Click [continue registration](#)
- Note: if you are already registered with Covisint and need to register for an additional organization, you will need to create a new user ID for the new organization, i.e. one user ID cannot have access to multiple organizations.

# Selecting Delphi Technologies portal

- Select the Delphi Technologies Supplier Portal
- Scroll to the bottom and click [continue](#)

service package name			More info
<b>Partner Portals</b>			
<input type="checkbox"/>		Nexteer Automotive Portal	More info
<input type="checkbox"/>		Johnson Controls Portal: Building Efficiency	More info
<input type="checkbox"/>		Adient : Automotive Experience	More info
<input type="checkbox"/>		Delphi Supplier Portal	More info
<input type="checkbox"/>		MAHLE Supplier Portal	More info
<input type="checkbox"/>		GCAC Portal (Members Only)	More info
<input type="checkbox"/>		Jaguar Land Rover Supplier Portal	More info
<input type="checkbox"/>		Mitsubishi Motors Distributor Portal	More info
<input type="checkbox"/>		Daimler Portal: Access to Mercedes-Benz Cars and Daimler Trucks	More info
<input type="checkbox"/>		Johnson Controls Portal: Power Solutions	More info
<input type="checkbox"/>		Freight Verify Portal	More info
<input type="checkbox"/>		Mitsubishi Motors Dealer Portal	More info
<input type="checkbox"/>		One Stop Shop Portal (DEMO)	More info
<input type="checkbox"/>		Indonesia Supplier Exchange Portal	More info
<input type="checkbox"/>		Indonesia SupplyOnline	More info
<input type="checkbox"/>		Ford Supplier Portal	More info
<input checked="" type="checkbox"/>		Delphi Technologies Supplier Portal	More info
<input type="checkbox"/>		Chery Jaguar Land Rover Portal	More info
<input type="checkbox"/>		Mitsubishi Motors Supplier Portal	More info
<input type="checkbox"/>		Daimler Portal: Access to Daimler Trucks North America	More info

# Location code

## Enter location code for Delphi Supplier Portal


Steps: 

A location code is needed to forward your request to the appropriate administrator. Please enter the appropriate location code and select the 'continue registration' button. If you do not know the location code, please contact your Organization Administrator or the organization that issues the location code for assistance. If you are an administrator, **additional help is available**. If you do not know your location code for this service package, click 'continue without requesting Delphi Supplier Portal' to deselect this service package and continue registration without this service package.

Please Note: You may enter a location code 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 location code

\*enter location code:

- While registering, you must enter a location code. Delphi Technologies uses your location DUNS as the location code. Click 
- Note: if the location code is not recognized, then Delphi Technologies needs to add your location code to the grid. Please contact the Delphi Technologies Service Desk to create an incident to add a location code to the supplier portal.

# Requesting Sub-packages

## Request Sub-packages for Delphi Technologies Supplier Portal

Delphi Technologies Supplier Portal has identified 9 out of 9 additional applications that may be requested by you at this time. Place a check mark next to the applications you wish to request.

### service package information

**description** Delphi Technologies Supplier Portal

**owner organization** DELPHI TECHNOLOGIES PLC

### Additional Subpackage Requests with Delphi Technologies Supplier Portal

Filter by: Audience ... Functional Area ...

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

<input checked="" type="checkbox"/>	service packages	Audience	Functional Area	Notes
<input checked="" type="checkbox"/>	Delphi ePayments		Material Handling Engineering	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	eDelphi Pay	All Delphi Suppliers	Accounting	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Global Web EDI		Production Control & Logistics	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Problem Solver	All Delphi Suppliers	Direct Material Suppliers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Supplier Dashboard	All Delphi Suppliers	ALL	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Supplier Profile	All Delphi Suppliers	Administration	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Supplier Profile Admin		ALL	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Supplier ScoreCard	All Delphi Suppliers	Direct Material Suppliers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Supplier Suggestion	All Delphi Suppliers	ALL	<input checked="" type="checkbox"/>

- You will be prompted to select the Sub-packages that you need added to your user ID.
- Some Service Packages will require a site ID. The site ID is your location DUNS

# Completing the registration

- **Covisint Terms and Conditions for the use of the Delphi Supplier Portal**

Step

 **Printer-friendly version**


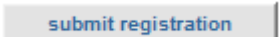
COVISINT HOSTED SERVICE AGREEMENT

This Covisint Hosted Service Agreement is a legal agreement between you (in your capacity as an individual and as an agent for your company, institution or other entity) and Covisint Corporation.

1.0 DEFINITIONS.

In this Covisint Hosted Service Agreement ("Agreement"), the following terms have the respective meanings as assigned below:

1.1 "Content" means any content or other material a Customer supplies, posts or otherwise makes available to Users via or through the Covisint Hosted Service.

- You will be prompted to agree to the Terms and Conditions for use of the portal. Review the terms and conditions and click 
- Click 

# What's Next?

- If you registered for a new organization, the request will be sent to Delphi Technologies to approve the organization.
- If you requested Problem Solver for your new organization, the organization must be added to Problem Solver by Delphi Technologies. Please submit a ticket to the Delphi Technologies Service Desk to create the organization in Problem Solver.
- If you registered as a new user for an existing organization, the request will be routed to your company's Covisint Security Admin. Individual user requests do NOT get sent to Delphi Technologies.
- Your Covisint Security Admin must approve the request in 30 days or it will be automatically canceled.
- Problem Solver and WebEDI sub-packages require additional set up within the application
  - Problem Solver requires your Problem Solver Company Admin (different than the Covisint Security Admin) to grant access to appropriate roles in the subpackage. If you do not know your Problem Solver Company Admin, please submit a ticket to the Delphi Technologies Service Desk requesting the name of your Problem Solver Company Admin.
  - WebEDI requires your user ID to be set up to your vendor code. This is managed by Production Control at Delphi Technologies. If you do not know your plant PC&L contact, please submit a ticket to the Delphi Technologies Service Desk requesting access to WebEDI and give either your plant code or your vendor number.

**Thank you.**

**Delphi**  
Technologies