

FSP Users: How to Request / Add Site Codes to your Sub Packages

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

Enter your Covisint User ID and
Password then click **Continue**.

opentext™

akshtest

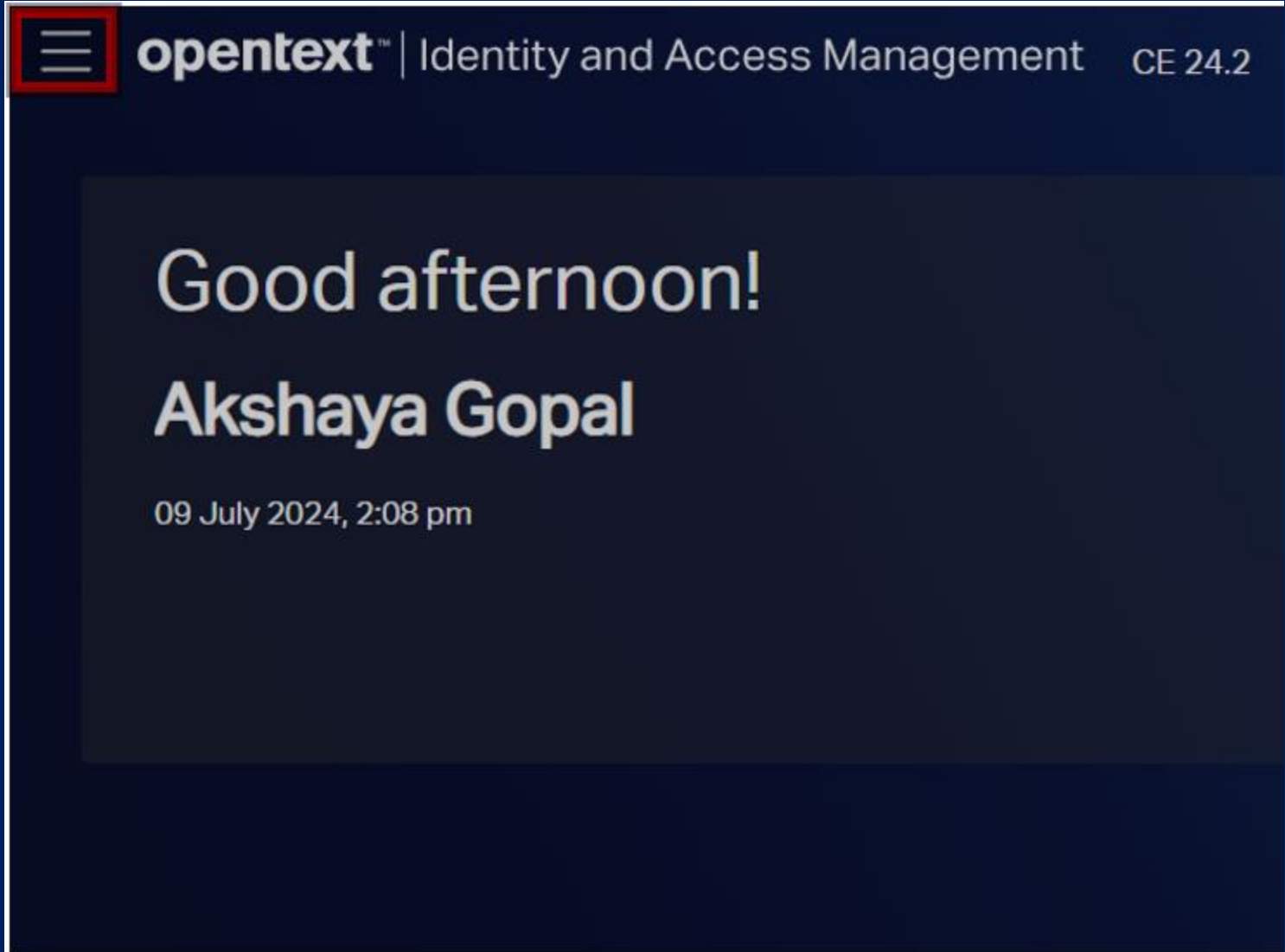
.....


Remember User ID on this computer

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

Continue

Click on the three lines in the upper left of the homepage.



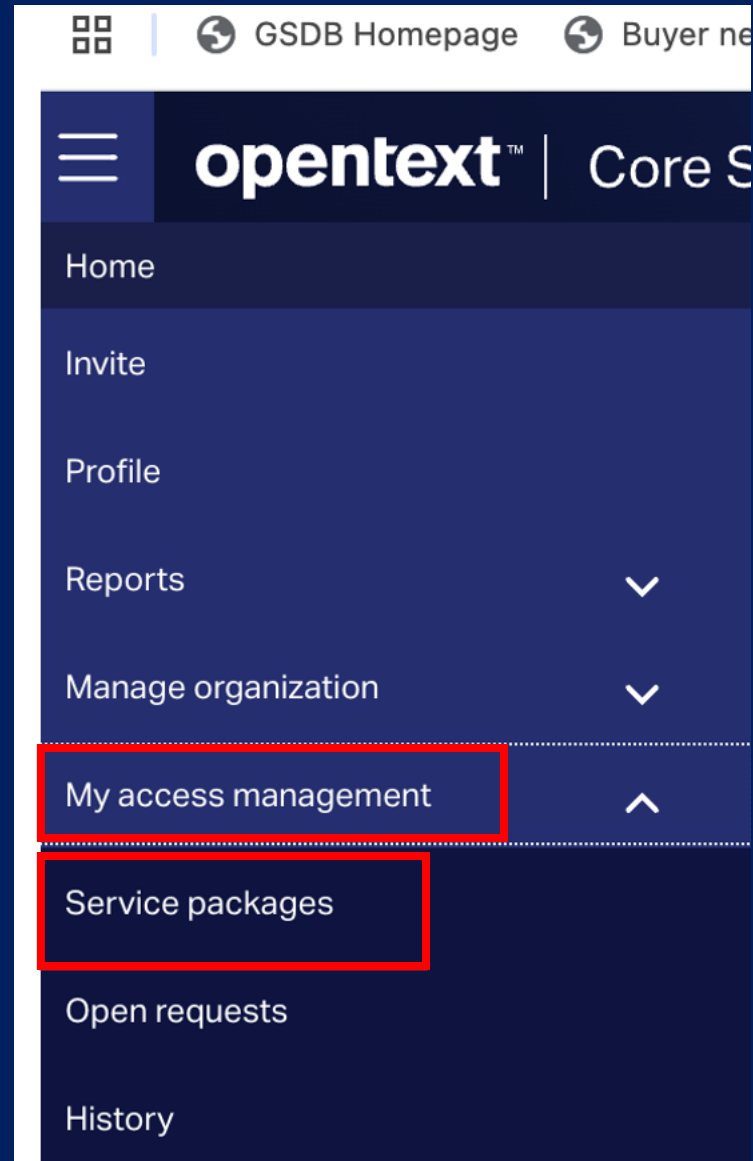
 **opentext™** | Identity and Access Management CE 24.2

Good afternoon!

Akshaya Gopal


09 July 2024, 2:08 pm

Click on **My access management** then click **Service packages** in the dropdown menu.





Click on the chevron  next to **Ford Supplier Portal**.

Home > My access management







 **Akshaya Gopal**
User ID: AKSHTEST1 Phone: 12345678 Email: gakshaya@ford.com Organization name: Ford Motor Company Portal

Service packages Open requests History

The service packages currently granted to this user are listed here. Service packages are sorted by category. To view the details of a service package, click its name. You can suspend or remove person package grant from the details page.

Service packages

Name	Category	Granted date	Status	Action
 Covisint (required)	Administration	2024-07-07 03:58 AM EST		
 Ford Supplier Portal	Access Partner Portals	2024-07-07 03:59 AM EST		

















Locate the name of the application for which the site code(s) need to be added. Click on the name of the application to view details for that sub package.

Home > My access management


AG Akshaya Gopal
User ID: AKSHTEST1 Phone: 12345678 Email: gkshaya@ford.com Organization name: Ford Motor Company Portal

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Service packages				
Name	Category	Granted date	Status	Action
 Covisint (required)	Administration	2024-07-07 03:58 AM EST	✓	 
 Ford Supplier Portal	Access Partner Portals	2024-07-07 03:59 AM EST	✓	 
 Add-On Provider Website	Customer Service	2024-07-08 03:09 AM EST	✓	
 WebQuote - Purchase Order Documents	Purchasing	2024-07-07 04:00 AM EST	✓	
 e-Payables (EPAY) - Mandatory	Finance	2024-07-07 04:24 AM EST	✓	
 e-Payables (EPAY) / Europe, Asia Pacific and Africa	Finance	2024-07-07 04:24 AM EST	✓	
 e-Payables (EPAY) / North America - As Required	Finance	2024-07-07 04:24 AM EST	✓	


Click on the **GSDB Code** tab.

←  **e-Payables (EPAY) - Mandatory**
Package ID PAUTO-PROD118305677 Creation date May 30th 2023

Overview **GSDB Code**

Package details

Type	Parent service ID
servicePackage	118061341
Owning organization	Grantee
Ford Motor Company Portal	Gopal, Akshaya

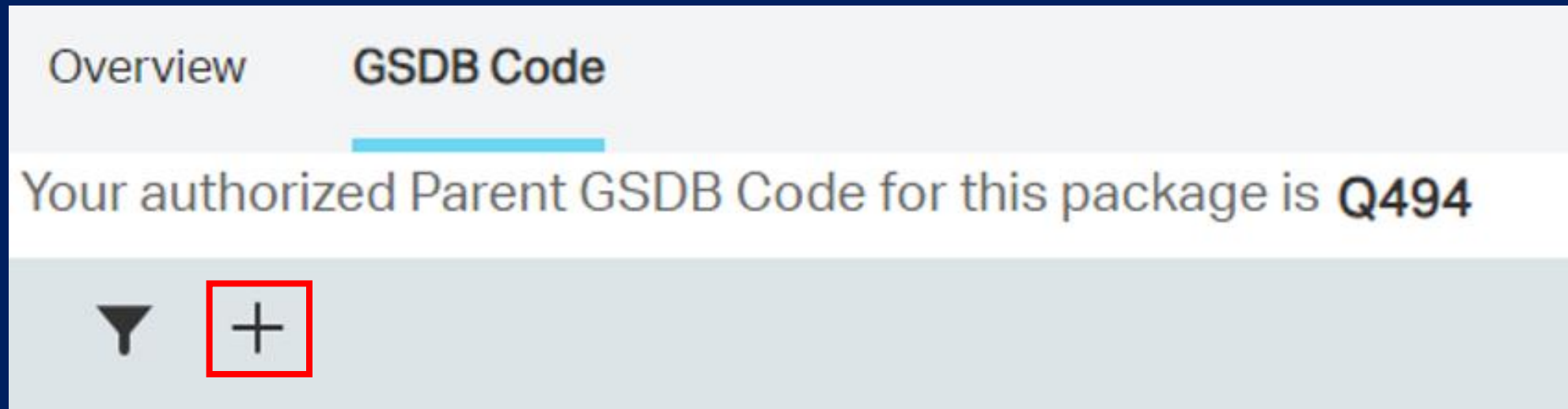
Included services 
1

*** Included services**

A service package can consist of one or more services. Services included within the package are listed in the table.



Name	Category	Description
e-Payables (EPAY)	Finance	The e-Payables site provides suppliers with payment st...

Click on the **Request GSDB Codes** symbol  to request additional GSDB codes for the sub package.



Overview **GSDB Code**

Your authorized Parent GSDB Code for this package is **Q494**

For each site code that access is required, select the 5-digit site code and the 4-digit supplier legal entity code related to the site (if not already granted) then click **Request**.

An approval request will be sent via email to your organization's Corporate Security Administrator (CSA). Once your CSA has approved your request, you will be able to access the added site code(s) within the application.

GSDB Codes									
Selected 2	Request								
<input type="checkbox"/>	GSDB Codes	Name	Description	Address	City	State/Provinc...	Country code	Postal code	Action
<input checked="" type="checkbox"/>	DE8X	EVEREST SUPPORT ...	EVEREST SUPPORT					
<input checked="" type="checkbox"/>	DE8XA	AUTAX	AUTAX	..			AU		