**How to register a company for Ford Supplier Portal (FSP) access**

This document provides instructions for Ford supplier organizations that require access to applications or links provided via the Ford Supplier Portal (FSP). Including:

1. [Registering Your Company for Covisint and the Ford Supplier Portal (FSP)](#No_Covisint_access)
2. [Registering Your Company for FSP access (organization already has Covisint access)](#Requesting_FSP_already_registered)
3. [Where to go for help](#help)

In order to be able to register for FSP access via Covisint ([www.covisint.com](http://www.covisint.com)) a supplier must have a Ford Global Supplier Database (GSDB) code. If you are unsure of your organization’s GSDB code please contact your Ford Buyer.

# Registering Your Company for Covisint and the Ford Supplier Portal (FSP)

The following instructions are for registering for FSP access if your company **does not have access** to Covisint.

Go to <https://us.register.covisint.com/start.html> or click on the ‘Click here to go to Covisint Registration’ link on the FSP Home Page.

1. Click **[Begin Registration]**. At the top of each of these pages, is a language link. If you need the instructions in a language other than English, you can change the language.
2. Click [**Register New Organization**]
3. Read the information about the role and responsibility of a Covisint Corporate Security Administrator (CSA) presented on this screen before accepting the administrator role for your company.
4. Complete the company information. Mandatory fields are noted in red. When finished, click **[Continue Registration]**.
5. Complete the user information for yourself (CSA). Email addresses should be unique for each user in your company. When all mandatory fields are complete, click **[Continue Registration]**.
6. On the following screen, enter your new ID and password, along with a challenge question and answer. Once all mandatory fields are complete, click **[Continue Registration]**.
7. Now you are prompted to select Service Packages. Under 'Partner Portals,' click the checkbox for the 'Ford Supplier Portal' (FSP). Click **[Continue]**.
8. On the following screen, enter the four digit GSDB code of the company requesting access to the Ford Supplier Portal and click **[Continue Registration]**.
9. Covisint Terms and Conditions will be displayed, review and click **[Accept]**.
10. On the following screen, enter a reason for this request and review the information you have entered. If you have an error click **[Back]** to return to a specific step where you can correct information submitted.  If all is correct, click **[Submit Registration]**.
11. You have successfully submitted your request for registration.  You will receive an email confirming your submission.  You will receive a notice of rejection or approval regarding your request within 72 hours.

### The following instructions are for organizations that already have Covisint access for other Covisint portals or services.

### Note: Only a Covisint CSA can submit requests on behalf of their organization for the Ford Supplier Portal available via Covisint.

1. Go to <http://us.register.covisint.com/> and log in with your Covisint ID and password; the link will send you to **'Administration Tools'**
2. At the top of page on the blue menu bar select **[My Organization]** and from the drop down menu click on **[Request a Service Package for my organization]**
3. Look for a blue bar titled **[Partner Portals]** and then look for **[Ford Supplier Portal]**. Note: If the box is checked (on the right) and **'Access Granted'** is displayed then your organization already has FSP access if not follow the below steps:
	1. On the right side click on the **[Request]** button for the Ford Supplier Portal
	2. You will need to enter a justification for why your company needs FSP. Enter your reason, scroll down and click on **[Continue]**
	3. **Enter one of your company's four digit company or GSDB Code** as the Location Code
	4. Displays the FSP Agreement. To continue, scroll down and click on **[Agree]**
		1. Submit the Request - The message **'You have successfully submitted your request'** should appear at the top of the screen.
		2. As CSA you will receive an email regarding your submitted request.
		3. In 2-48 hours you will receive another **email approving or rejecting** **your request** from Ford.

**Where to go for help**:

If you need help with your FSP registration you can send an email to SUPLHELP@Ford.com or contact the Ford Help Desk at one of the numbers below:

|  |  |
| --- | --- |
| US and Canada 1-888-31-74957 | Colombia +58-241-874-6123 |
| Argentina +54-11-47569898 | Germany +49 (0)221 9013322 |
| Australia +61 3 9359 8686 | Indonesia +62-21-2758-8375 |
| Brazil +55-11-4174 8400 | Mexico +52-55-1103-3930 |
| Chile +56-2-9405860 | Philippines +63-49-5415155 |
| China-Beijing +86-10-8507-0818 | Thailand +66 (0)2-686-5999 |
| China-Nanjing +86-25-5118-7818 | UK +44 (0)1277 253322 |
| China-Shanghai +86-21-3858-1818 | Venezuela +58-241-874-6123 |
| For all other countries +1-888-31-74957 |

If you need help accessing the Covisint registration link, using the Covisint Application Tools functions or completing your Covisint or FSP registration, contact the Covisint Help Desk at one of the numbers shown below:

|  |  |
| --- | --- |
| Argentina 0800.666.0367  | Malaysia 800 80 7658  |
| Australia 1.800.787.355  | Mexico 001800.903.2588  |
| Austria 0800/ 291488  | Netherlands 0800/ 9494612  |
| Belgium 0800/ 999 85  | Poland 00800 1112095  |
| Brazil 0.800.891.6002  | Portugal 800/ 781 400  |
| Canada 866.273.5038  | South Africa 0801110217 |
| China - North 10800 1301 550  | Spain 900/ 973 274  |
| China - South 10800 713 1590  | Sweden 20109150  |
| France 0800/ 91 68 77  | Taiwan 00801 14 8417 |
| Germany 0800/ 1860092  | Thailand 001.800.1.3.200.4876  |
| India 000-800-0016725  | Turkey +49 (0)6142/1621727  |
| Italy 800/ 780424  | UK 08007/ 834 347  |
| Japan 0066.33.821497  | USA 866.273.5038  |
| Korea 0807810883  | Venezuela 0800.100.5987  |