Doing business with Ford will involve working with many systems across the Ford organization. Ford Purchasing alone has 16 systems that suppliers may need to access. Access to Ford systems is handled via the Ford Supplier Portal (FSP), which is hosted by Covisint.

Listed below are the basic steps for getting your company and users registered in FSP and how to request access to applications (also referred to as 'sub-package', 'token'or 'service package'). All applications can be accessed by using this generic process. A few have additional steps (e.g., GSDB Online).

### Steps for Registering for an Application:

(Clicking on the each step below will take you to more detailed information regarding the step in this document)

1. [Registering Your Company for FSP](#_Registering_Your_Company)
	1. [FSP Registration Instructions for Companies that are NOT Registered in Covisint](#_FSP_Registration_Instructions)
	2. [FSP Registration Instructions for Companies with Access to Covisint](#_Requesting_Ford_Supplier)
2. [User Instruction for Registering for FSP](#_User_Instructions_for)
3. [FSP Application Service Packages](#_FSP_Application_Service)
4. [User Instructions for Requesting Access to Ford Application Service Packages](#_Requesting_User_Access)
5. [CSA Directions for Adding a Service Package to a User's Profile](#_CSA_Directions_for)
6. [Registering for GSDB Online on FSP](#_Registering_for_GSDB)

**Note**: The following processes assume that your company has been established with a code in Ford's Global Supplier Database (GSDB). GSDB codes are four or five characters codes that represent your organization's locations in various Ford Motor Company systems.

If your company has a code, but you are not sure what it is, please send an email to suplhelp@ford.com with the following information:

* Your company name and address
* Your name, email address, and telephone number

Someone will contact you as soon as possible to assist you.

If your company has not been set-up in GSDB, contact your buyer.

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

FSP allows Ford and its suppliers to share information and conduct business in a secure environment over the web. FSP is an entry point to over 90 cross-functional web applications ranging from Customer Service to Vehicle Programs.

### FSP Registration Instructions for Companies that are NOT Registered in Covisint

Instructions for registering for FSP differ if your company already has access to Covisint alone, if you had access to portals via Covisint in the past or if you have had access to another Covisint Portal (e.g., Visteon Supplier Portal, etc.).

* The instructions immediately below are for companies that do not already have access to Covisint.
* The section **'FSP Registration Instructions for Companies with Access to Covisint'** below provides instructions for companies that already have access to other Covisint portals.

**Note:** Only your company's Security Administrator (CSA) can request FSP or service packages from Ford for your organization.

**If you are the Company Security Administrator (CSA) and want to register your company for FSP, please follow the directions listed below:**

1. Go to <https://us.register.covisint.com?CommonReg?cmd=Register> or <https://us.register.covisint.com/start.html>
2. Choose **[New Top-Level Organization]** and complete this process. 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.
3. Click **[Begin Registration]**.
4. Read the information about the role and responsibility of a CSA presented on this screen.
	1. If you accept being the CSA for your company, click **[Accept Administrator Role]**.
	2. If you do not wish to assume the role of CSA, please click **[No, I do not accept]**. Doing so allows an alternate person within your organization to assume the CSA role, but will cancel your registration.

**Note: You will not be able to register your company until a CSA is designated**

1. Complete the fields on the following screen with all the required company information. Mandatory fields are noted in red. When finished, click **[Continue Registration]**.
2. Complete the fields on the following screen with all the required 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]**.
3. On the following screen, enter your new ID and password, along with a challenge question and answer. Please note the following ID and password requirements:
	1. The ID should be 4-20 characters in length -- the ID is not case sensitive.
	2. The password should be 8-20 characters in length with at least one numeric character included -- the password **IS** case sensitive.
	3. The challenge answer **IS** case and grammar sensitive.

Once all mandatory fields are complete, click **[Continue Registration]**.

1. Now you are prompted to select Service Packages. Under 'Partner Portals,' click the checkbox for the 'Ford Supplier Portal' (FSP). Click **[Continue]**.
2. On the following screen, enter the four digit GSDB code of the company requesting access to the Ford Supplier Portal and click **[Continue Registration]**.
3. Covisint Terms and Conditions will be displayed, review and click **[Accept]**.
4. 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]**.
5. 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.

### FSP Registration Instructions for Companies with Access to Covisint

**Note:** Only your company's Security Administrator (CSA) can request FSP or service packages from Ford for your organization.

**If you are the Company Security Administrator (CSA) and want to register your company for FSP (an additional Covisint portal), please follow the directions listed below:**

1. Go to <http://us.register.covisint.com/> and log in; 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]**
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 you receive an 'Access Granted'** message, please **go to either to 'Registering a User for FSP' – or - 'CSA Directions for Adding a Service Package to a User's Profile'** sections.
* **If you do not**, please **complete steps a – e below**:
	1. On the right side click on the **[Request]** button for the Ford Supplier Portal
	2. First Screen: Explains the Ford Supplier Portal. You will need to enter a justification for why your company needs FSP. Enter your reason, scroll down and click on **[Continue]**
	3. Second Screen (Location Code screen): **Select your company's four digit company or GSDB Code** as the Location Code
	4. Third Screen (Agreement screen): Displays the FSP Agreement. To continue, scroll down and click on **[Agree]**
	5. Submit The Request:
		1. 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

### User Instructions for Registering for FSP

Each individual at a company must be registered on FSP and be granted application sub-packages (also know as 'Service Packages', 'applications' or 'tokens') before they are able to use those applications. **Note**: Your parent company must be registered before users and / or site codes can be added. Your company's CSA does not have to register again for FSP, they would have already been granted access when they registered your company; however they will need to add FSP to their current ID.

 **Directions for user registration:**

1. Have the user go to: <https://us.register.covisint.com/CommonReg?cmd=REGISTER> - or -<https://us.register.covisint.com/start.html> to start the process.
2. Click on **[New User]** and click **[Begin Registration]**.
3. On the following screen, the user must fill in the company name or GSDB code.
	1. Using Company Name – Enter a portion or the complete name of your company in the **SUPPLIER NAME** box at the top of the screen.
	2. Using the GSDB Code (see bottom of screen):
		1. Select **'FORD SUPPLIER PORTAL'** from the drop down or click inside the **SUPPLIER PORTAL** box and select the **FORD SUPPLIER PORTAL**.
		2. Left click inside the SUPPLIER CODE BOX to enter your four digit Company Code.

**Note**: Using your company's four digit Ford Motor Company Supplier Code is recommended because it is possible, especially for large corporations, that the parent company is already registered with a name different than your company name.

* + 1. Click **[Search]** in the section that you used.
	1. When the proper search results are returned, select the desired organization from the list via the radio button displayed and click **[Continue Registration]**.
1. Complete the fields on the '**USER INFORMATION**' screen with all the required user information. **Note**: Email addresses should be unique for each user in the company. When all mandatory fields are complete, click **[Continue Registration]**.
2. 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]**. Please note the following ID, password, and challenge answer requirements:
	1. The ID should be 4-20 characters in length -- the ID is not case sensitive.
	2. The password should be 8-20 characters in length with at least one numeric character -- the password **IS** case sensitive.
	3. The challenge answer **IS** case and grammar sensitive.
3. Now you will be prompted to select Service Packages. Under '**Partner Portals**,' click the checkbox for the '**Ford Supplier Portal'** (FSP). Click **[Continue]**.
4. On the **'Home Location Code for FSP'** screen, enter your four digit GSDB company code and click **[Continue** **Registration]**.
5. Covisint Terms and Conditions will be displayed for your review. Click **[Accept]** to continue the user registration process.

**Note**: If "No I Do Not Accept' is selected the user request will be cancelled.

1. On the following screen, enter a reason for this request and review the information you have entered.
	1. If the review indicates some information was entered in error click **[Back]** to return to the specific step where the incorrect information was entered. The user will then be able to make corrections.
	2. If all is correct, click **[Submit Registration]**.
2. The user will have successfully submitted their request for registration. An email will then be automatically sent to your company's CSA notifying them that they have a pending request from a user that they must approve.

**Note:** The user will not be able to utilize their registration until the CSA acts on their request. If no action is taken by the CSA within 30 days of the request, it will be automatically rejected.

### FSP Application Service Packages

There are over 90 different Ford applications that reside on FSP. Each user should be granted access to only those applications which they will use during their day to day business transactions with Ford.

The **most frequently requested applications** for suppliers working with Ford Purchasing are:

**ePayables**: The ePayables system provides suppliers with a view into their orders for their sites including: pending payments, receipts, scheduled payments and actual payments made including transaction amounts and dates.

**GSDB Online:** This application provides suppliers with the ability to keep their company information up to date including site details (e.g., site address and phone numbers), Banking (supports Electronic Funds Transfer - EFT enablement) and Tax details, Quality Standards, and Corporate Contact information. Companies must complete the GSDB Online Registration process (see instructions in this document) before getting access to this application.

**WebQuote**: The suite of WebQuote applications includes the following:

* 'WebQuote RFQ and Quotes' – This application provides enabled suppliers with the ability to receive to Request for Quotes (RFQs) from your Ford Buyer, including any attachments and reply back to your Buyer via a quote including any attachments or notes required to support your quote. This two-way RFQ / Quote activity is supported via "real time" (no delays or waiting) communication between you and your Ford Buyer. Non-WebQuote enabled suppliers must collect their RFQs and provide quote data back to their buyers manually. A record of RFQs issues to your company and quotes provided back to Ford is also provided via this tool.
* 'WebQuote Purchase Order Documents' – This application provides enabled suppliers with the ability to receive Purchase Orders (POs) releases (RLs) and provides you with a history of all the PO documents issued to your company.
* ‘WebQuote Tool Tracking’ - In conjunction with assigning asset numbers to each tool in 2009, has created an application for suppliers to keep Ford updated on the latest information on these tools and assist us in processing supplier payments for these tools.
* ‘WebQuote’ Sourcing - When a new model program is being implemented, personnel from various Ford departments contribute to a product development plan using an internal system called the Advanced Sourcing Automated Process (ASAP). This new application interfaces with the existing WebQuote application to provide electronic sourcing delivery to suppliers.

**Note:** Getting access to the above applications is ***strongly recommended*** for suppliers who receive orders regularly (i.e., more than a few orders per year) and / or have high payment transaction volume. Suppliers who do infrequent business with Ford may not need these applications. Please talk to your buyer if you aren't sure if these applications will benefit your organization due to your volume.

### User Instructions for Requesting Access to Ford Application Service Packages

**Important Note**: Once the parent company is registered for FSP, the company's CSA is responsible for granting service package access for your company's sites. Please verify that your company's CSA has registered your parent company for FSP and the package you are requesting before attempting to request the package at a user level.

 User Directions for Access to a Ford Application Service Package

1. Have the user go to FSP via this link [https://portal.covisint.com/portal/public/\_l:en/tp/fsp](https://portal.covisint.com/portal/public/_l%3Aen/tp/fsp) and enter their User ID and password and then click **[Login]**.
2. The 'FSP Home page' displays. Click **[Administration Tools]** located on the left side of the screen.
3. On the menu bar, go to 'My Profile' and from the drop down menu click **[Request a Service Package]**.
4. Scroll down the page and under 'Partner Portals,' find 'Ford Supplier Portal' and click **[Request a Sub-Package]**.
5. Scroll down until you find the desired service package(s) and click **[Request]** next to each service package you would like to have added.

**Note**: If there is a no check symbol in the 'Notes' column to the right of the service package you want to add, this indicates that your parent company does not have access to the selected service package. Your parent company must first subscribe to the service package within Covisint / FSP before users can be added (see CSA note above).

1. Verify the service package request, fill in a reason for the request, and click **[Continue]**.
2. Select the appropriate site code or codes (i.e., the five and four digit matching codes) by clicking in the checkbox and click **[Continue]**.
3. The **'Request Confirmation'** screen displays and your CSA will receive an automatic email asking them to approve your request.

**Note:** The user will not be able to utilize the application until the CSA acts on their request. If no action is taken by the CSA within 30 days of the request, it will be automatically rejected.

CSA Directions for Adding a Service Package to a User's Profile

**Note**: As mentioned above, the Ford Supplier Portal (FSP) must be added to a user's profile before a service package can be added.

1. CSAs must go to: <http://us.register.covisint.com> (Administration Link) and log in.
2. On the Administration Menu, click on **[My Organization]**.
3. Click on **[View my Organization Users]**.
4. Click on the user name.
5. Click on **[Add a Service Package]**.
6. The CSA will be prompted to select Service Packages. Under 'Partner Portals' look for 'Ford Supplier Portal' and click **[Add Sub-Package]**
7. Select all the packages needed, scroll down on the screen, and click **[Add Checked].**
8. You can process each package separately by clicking the **[Continue]** button for each package being added**.**
9. When prompted for a Location Code (i.e., your company's site codes), select the appropriate 5 digit site codes and the matching 4 digit Supplier / Parent Codes by clicking in the checkbox by the code and clicking **[Continue]**

**Note**: All site codes for your company can be selected by clicking in the checkbox to the left of the column heading **[Site Codes]**

1. After you have processed all applications (a list will display) click on **[Submit].**

**Registering for GSDB Online on FSP**

Once your company has had Parent and Supplier codes created in GSDB including at least one active 5 digit site code and been established on FSP your Corporate FSP CSA can register your company and users for GSDB Online.

There are **two steps** to this process:

1. The CSA must grant themselves access to FSP and register for GSDB Online
2. The CSA must complete the GSDB Online Executive Sponsor form.

CSA Registration for GSDB Online - Executive Sponsor Form

Once access has been granted to FSP, the GSDB Executive Sponsor form can be filled out (if your company has been authorized to fax in a paper copy of this form, skip this step):

1. Go to: **https://web.fsp.ford.com/PerlMigrationWeb/jsp/gsdbOnlineIntroduction.jsp**

2. Enter your FSP(Covisint) User ID, then click **'Begin Registration'**

3. Fill in all of the information

* Do not add characters such as the “ ‘ “ in O’Hara or hyphens to names
* For phone extensions, use either 'ext' or 'x'.
* Note that the Executive Sponsor must be the CEO, President, or VP of Finance (CFO, COO are acceptable).

If you are the Executive Sponsor, **put your correct email address in the Executive Sponsor section** **and a different email address in the CSA section**. The system will not allow both email addresses to be the same.

4. Click **'Submit Nominations'**

**Note**: It is important to let the Executive Sponsor know the following:

* Two e-mails will be sent to the Executive Sponsor; one has a link to a website, the other a PIN code.
* The Executive Sponsor needs to **go to the website**, **enter his/her last name** and the **PIN code** then click **'Next.'** The Executive Sponsor then must **answer four questions** to approve the CSA.
* If the Executive Sponsor does not receive both emails within 48 hours, send a note to GSDBWEB@ford.com and include your company's name and GSDB code.

CSA Completing GSDB Online Registration – Adding a User (if Required)

After GSDB Online registration approval has been received your CSA must set-up at least two registered users for the GSDB Online application or access will not be allowed.

**To register a user the CSA must**:

1. Go to <https://us.register.covisint.com/start.html>; if you do not come to a screen with '**Welcome: Covisint Registration**' at the top, try <https://us.register.covisint.com/CommonReg?cmd=REGISTER>

2. Select **'New User'**, then click **'Begin Registration'**

1. Make sure the drop down for '**Enter the Organization Name**' says '**contains**', then enter the organization name, and click **'Search'**
2. Select your company, then click **'Continue Registration'**
3. Fill in the user information (orange fields are required). If any of the information needs to be changed it can be changed now.

**Note**: DO NOT use the same email address as another user ID. Choose another User ID and password. The password must be at least 8 characters and contain one numeric character.

1. Click **'Continue Registration'**
2. Select **'Ford Supplier Portal'** as the service package (in the 'Partner Portals' section of the services list), then click **'Continue'**
3. **Enter your 4 character GSDB code as your site code**, then click **'Continue Registration'**
4. Read the terms and conditions, then click **'Yes, I accept agreement'**
5. Review the information and click **'Submit Registration'**

**Note**: Your company's CSA (Security Administrator) must approve the request for the new user ID.

**The CSA can approve a new user by completing the following** **steps**:

 1. Log in (using their CSA's ID) to [www.covisint.com](http://www.covisint.com)

2. Click on **'Administration Tools'**

3. Click on **'User Requests'**

4. See the user's ID, click on **'Approve In Full'** (or **'Reject In Full'**) and **submit**

5. Continue until you receive a success message and/or are returned to the pending requests screen.

 **Adding GSDB Online and ePayables to Your Users' Profiles**

Once GSDB Online registration has been completed, permissions for GSDB Online will be granted to your company. In addition, your CSA should assign ePayables tokens to the appropriate users that will need to be able to view remittance advice data for your company via the ePayables Application in FSP.

**Note:**  It is the responsibility of your company's CSA to grant the appropriate permissions (i.e., access to applications and data) to the appropriate users.

**Permissions that must be granted for GSDB Online access**:

GSDB Online (Update token): The GSDB Online (Update token) permission should only be granted to users that will be updating banking and tax information

GSDB Online (Email token): This permission is a security feature; the holder of the permission will receive an email any time banking or tax information is updated

**GSDB Online (Email token) permission MUST be granted to at least one user**. **It CANNOT be granted to a user who also has the GSDB Online (Update token) permission.**

CSA Granting Permissions

Your company's CSA can grant permissions by completing the following steps:

1. Go to [www.covisint.com](http://www.covisint.com/) and log in
2. Click on **'Administration Tools'** (left side of the screen)
3. Click on **'My Organization'**
4. Click on **'View Users'** tab
5. Click on the appropriate **'User’s Name'**
6. Click on **'Add Service Package'**
7. Click on **'Add Sub-package'** (application package) under **'Ford Supplier Portal'**
8. In the purchasing section, add the packages you need – you can only select one package at a time (e.g., ePayables, GSDB Online Update, GSDB Online email)
9. Select the needed site codes for the user – make sure to select the 4 character GSDB as well as the 5 character site code(s)
10. Submit your request
11. If you need to request another package, click on the **'Add / Request Another Package'** button and return to the **“click on 'Add sub-package'”** step (Step 7 above). **Note**: A user may have as many sub-packages as needed, with one exception: A user can have one, but **not both**, of the GSDB Online (Update Token) and GSDB Online (Email Token) permissions.

**Note**: There may be a lag between the time permissions are granted and the time they are recognized within the database. This lag may be up to 1 business day.

### Sources of Supplier Help

For **Ford Motor Company** **Help** with **Ford FSP Service Packages** (aka., Applications, tokens, sub-packages) please send an email to suplhelp@ford.com with the following information:

* + - Your contact information (i.e., Company Name and user's name, phone number, and email address)
		- A description of your issue
		- The site code(s) you are using
		- Your Covisint / FSP ID

For **GSDB Help** including:

* + - Assistance with **GSDB Online** **registration** (assumes FSP registration has been completed) please send an email to gsdbweb@ford.com
		- Help with **GSDB Online functionality** or **issues** with GSDB Online please contact the Ford Corporate Help Desk at (888)317-4957

For **Covisint / FSP online instructions** including:

* + - **Register A Company For FSP**
		- **Register A User For FSP**
		- **Granting User Access To An Application Service Package**

please see the information provided at this link [https://portal.covisint.com/portal/public/\_l:en/tp/fsp](https://portal.covisint.com/portal/public/_l%3Aen/tp/fsp)

For **Covisint/FSP Help**, including:

* + - **CSA Changes**
		- **Organization Deletions**
		- **Organization Name Changes**

please send an email to portalsupp@covisint.com