



Ford Supplier Discovery Tool

TRAINING GUIDE

For

**Ford Supplier Discovery Tool
Administrator**


April 2017

Ford Supplier Discovery Tool

Training for Ford Supplier Discovery Administrator

April 2017

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Introduction

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

About this document

The purpose of this manual is to guide Supplier Discovery Ford Administrator on how to manage **Supplier Discovery Tool (SDT)** and also administer the **Potential Supplier Web Form Detail** screen for Ford.



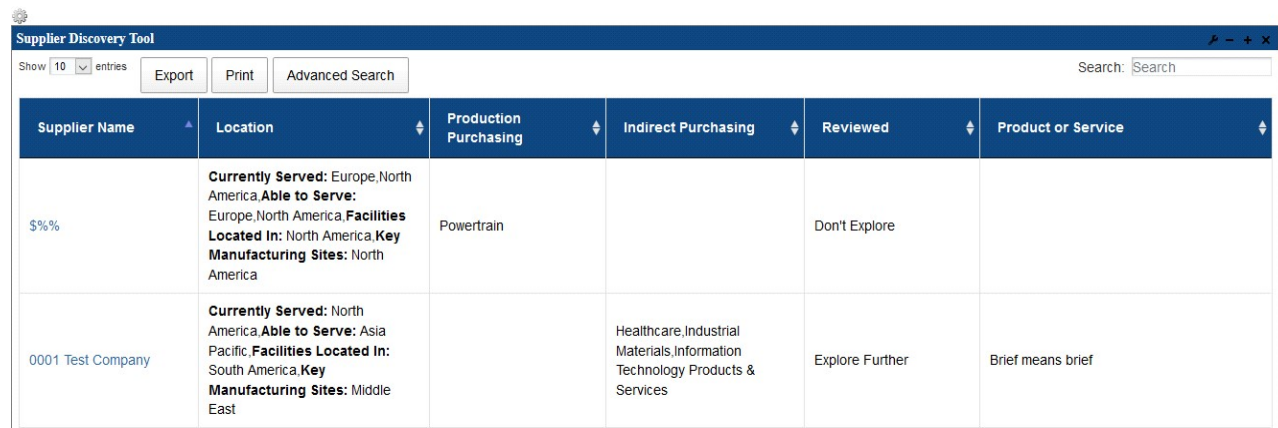
Prerequisite:

You must be a registered user.

You must have appropriate permissions to manage the Supplier Discovery Tool (SDT) portlet with Supplier Discovery Ford Administrator role.

Supplier Discovery Tool portlet

This portlet helps buyers or users with appropriate roles to locate potential suppliers with name, Specific region, Functional area, Product or Services or review wise by using search, advanced search and sort. It displays all the information of the Potential Supplier Web Form for buyers to view, export or print. Supplier Discovery Ford Administrator can manage this portlet.



The screenshot shows the Supplier Discovery Tool portlet interface. At the top, there's a title bar 'Supplier Discovery Tool' with window controls. Below it, a toolbar contains 'Show 10 entries', 'Export', 'Print', and 'Advanced Search' buttons. A search bar is on the right. The main table has columns: Supplier Name, Location, Production Purchasing, Indirect Purchasing, Reviewed, and Product or Service. Two rows are visible: one for a supplier with a masked name and another for '0001 Test Company'.

Supplier Name	Location	Production Purchasing	Indirect Purchasing	Reviewed	Product or Service
\$\$\$	Currently Served: Europe, North America Able to Serve: Europe, North America Facilities Located In: North America Key Manufacturing Sites: North America	Powertrain		Don't Explore	
0001 Test Company	Currently Served: North America Able to Serve: Asia Pacific Facilities Located In: South America Key Manufacturing Sites: Middle East		Healthcare, Industrial Materials, Information Technology Products & Services	Explore Further	Brief means brief

Fig 1: SDT portlet

1. Using the Supplier Discovery Tool

1.1. The Supplier Discovery Tool displays the following columns of information:

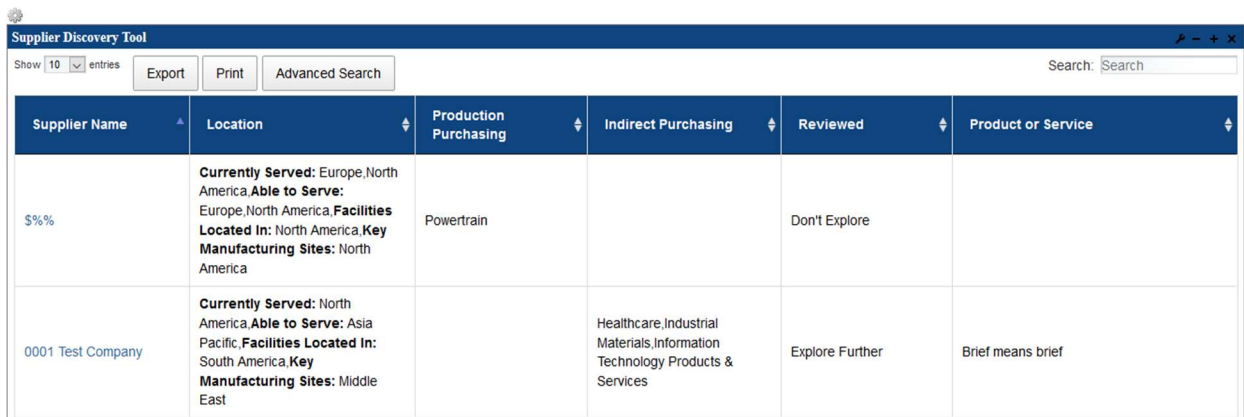
- Supplier Name

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- Location
- Production Purchasing
- Indirect Purchasing
- Reviewed
- Product or Service



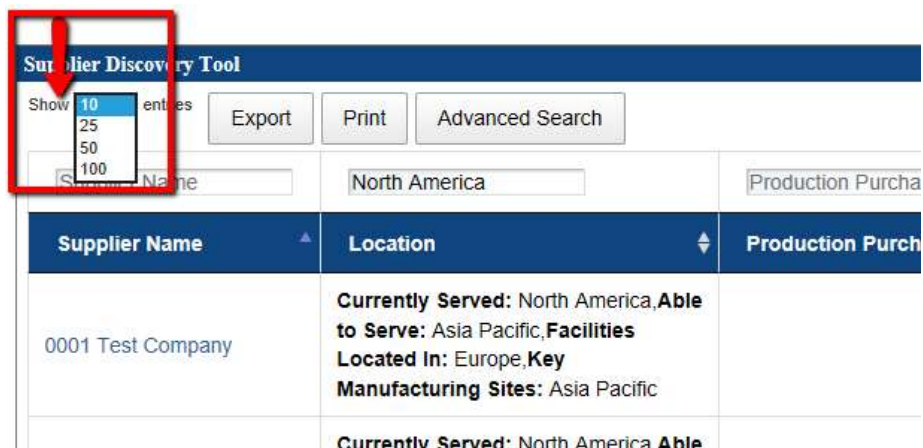
Supplier Name	Location	Production Purchasing	Indirect Purchasing	Reviewed	Product or Service
\$%%	Currently Served: Europe, North America, Able to Serve: Europe, North America, Facilities Located In: North America, Key Manufacturing Sites: North America	Powertrain		Don't Explore	
0001 Test Company	Currently Served: North America, Able to Serve: Asia Pacific, Facilities Located In: South America, Key Manufacturing Sites: Middle East		Healthcare, Industrial Materials, Information Technology Products & Services	Explore Further	Brief means brief

Fig 2: SDT portlet columns

1.2. All columns can be sorted alphabetically by clicking on the arrow .

1.3. Show # of entries.

- Choose # of entries to display per page (10, 25, 50, 100)



Supplier Name	Location	Production Purchasing
0001 Test Company	Currently Served: North America, Able to Serve: Asia Pacific, Facilities Located In: Europe, Key Manufacturing Sites: Asia Pacific	
	Currently Served: North America Able to Serve: Asia Pacific, Facilities Located In: Europe, Key Manufacturing Sites: Asia Pacific	

Fig 3: SDT portlet. Show # of entries

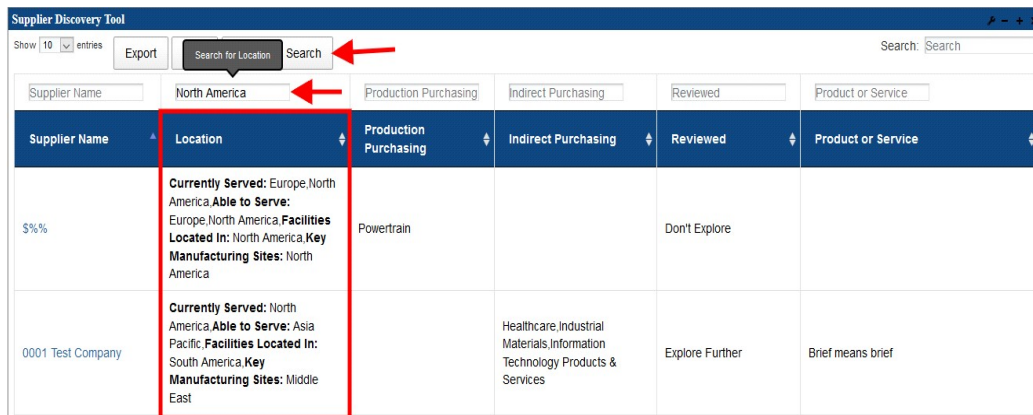
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1.4. Search Options

- **Search box.** Use the Search box located on far right corner for suppliers by Suppliers Name, Location, Production Purchasing, Non-Production Purchasing and Review. Allows display of results directly on column shown.
- **Advanced Search.** Advanced Search is for adding search criteria directly above column. Results appear as you type.



Supplier Name	Location	Production Purchasing	Indirect Purchasing	Reviewed	Product or Service
\$%%	Currently Served: Europe, North America Able to Serve: Europe, North America Facilities Located In: North America Key Manufacturing Sites: North America	Powertrain		Don't Explore	
0001 Test Company	Currently Served: North America Able to Serve: Asia Pacific Facilities Located In: South America Key Manufacturing Sites: Middle East		Healthcare, Industrial Materials, Information Technology Products & Services	Explore Further	Brief means brief

- **All information search.** A search can be conducted for any information that is contained in a potential supplier web form submission too. Search for the information and the supplier record will display. Click on supplier name to view full detail page for containing searched results.

1.5. Export / Print

- Click on Export button and 4 choices appear. (Copy, CSV, Excel, or PDF)

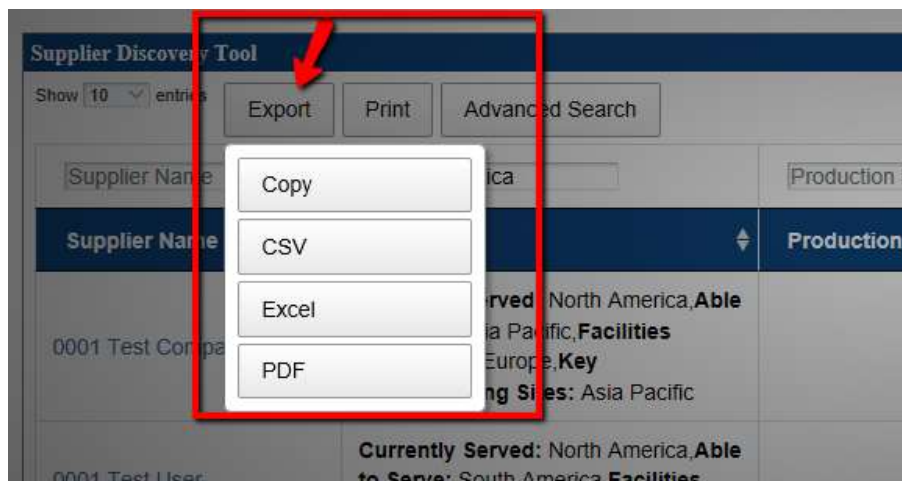


Fig 4: SDT portlet. Export options

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- Click on Print, a new tab is opened with Print options.

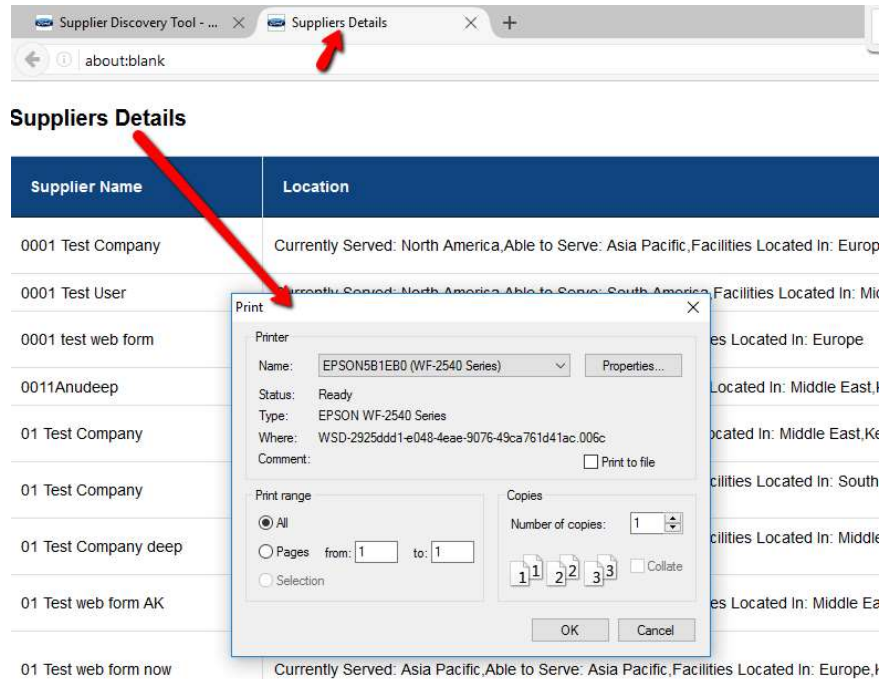


Fig 5: SDT portlet. Print

1.6. Pagination option at bottom right corner to go to Next page.

Ford Staging test	Currently Served: North America, Able to Serve: Africa, Facilities Located In: Middle East, Key Manufacturing Sites: Africa		Other,Transportation Services	Explore Further	test description
Ford Test for Fri March 31	Currently Served: Africa, Able to Serve: Asia Pacific, Facilities Located In: Africa, Key Manufacturing Sites: North America		Construction Services,Industrial Materials	No	test brief description
Global Supplier Inc.	Currently Served: Europe,North America, Able to Serve: Africa,South America, Facilities Located In: North America,South America,Europe,Africa, Key Manufacturing Sites: Europe,Africa,North America	Interior		No	Parts

Showing 1 to 10 of 35 entries (filtered from 41 total entries)

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[2](#)
[3](#)
[4](#)
[Next](#)

Fig 6: SDT portlet. Pagination

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1.7. Supplier Discovery Ford Administrator Configuration Options

- Supplier Discovery Ford Administrator can perform following configuration options:
- Managing optional columns in SDT portlet
- To show or hide these columns
- Managing Export options in SDT portlet
- Choose which export options to enable

1.8. Managing Optional Columns in SDT portlet

- Supplier Discovery Ford Administrator can manage optional columns in SDT portlet i.e. to show or hide these optional columns.

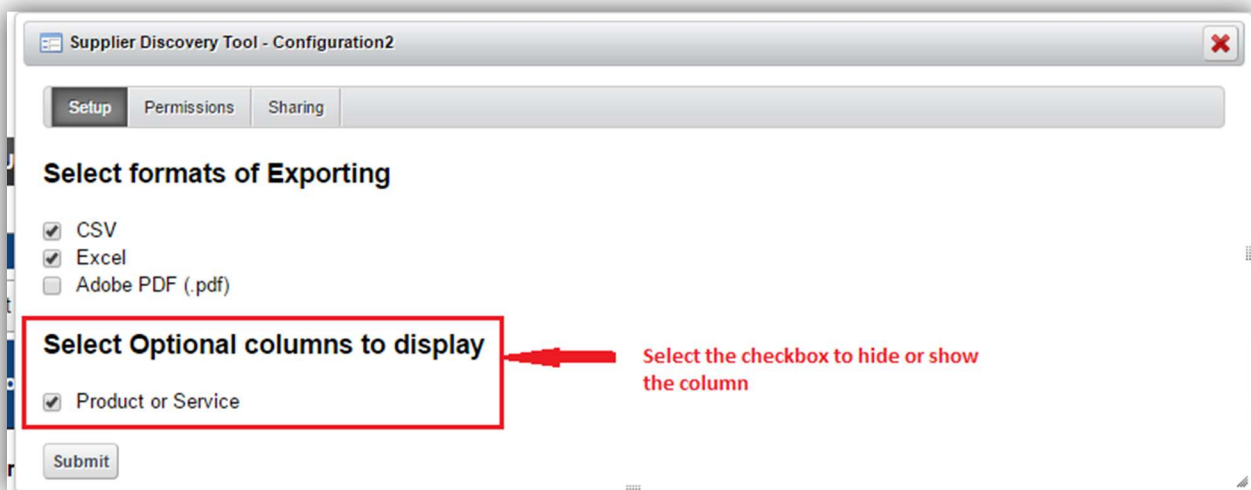




Fig 7: SDT portlet optional column

- Steps to manage optional column:
- Log into the Ford portal as a Ford Supplier Discovery Administrator
- Navigate to page Supplier Discovery Tool resides.
- Click Options  available on the top right corner of the portlet.
- Click  (the configuration2 icon). The pop up box with Setup Tab automatically displays.
- Click on the tab according to your need.
- Check/uncheck the checkbox/es of options listed in Select Optional columns that you wish to display on the portlet
- Click Submit.

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1.9. Managing Export options in SDT portlet

- Supplier Discovery Ford Administrator can manage optional columns in SDT portlet i.e. to show or hide these optional columns



Fig 8: SDT Export options

Steps to manage export options:

- Log into the Ford portal as a Ford Supplier Discovery Administrator
- Navigate to page Supplier Discovery Tool resides.
- Click Options  available on the top right corner of the portlet.
- Click  (the configuration2 icon). The pop up box with Setup Tab automatically displays.
- Click on the tab according to your need.
- Select the formats of exporting from the list.
- Click Submit.

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Supplier Web Form

The name of the supplier present on the Supplier Discovery Tool is tied with information or detail filled by Supplier on the Supplier Web Form.

Ford Web Form

Potential Suppliers

Thank you for contacting Ford. In order to consider your company for potential business please be as thorough as possible when completing this form. Please note that this form is for prospective suppliers only. Any non-related prospective supplier questions or comments will not be considered.

General Information

*= required

*Company Name:

Address:

*City:

State:

Zip Code:

*Country:

*Contact Name:

*Title:

*Phone:

*Email:

Primary Company Website:

Web links for Products and Catalogs to be considered:

Geographic Locations (check all that apply)

	Currently Served	Able to Serve	Facilities Located In	Key Manufacturing Sites
North America	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Europe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asia Pacific	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
South America	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle East	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Africa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Functional Area (Please check the one which best applies)

Production Purchasing

☐ Body & Exterior

☐ Chassis

☐ Electrical

☐ Interior

☐ Powertrain

☐ Raw Materials

☐ Other

Non-Production Purchasing

☐ Advertising & Marketing & Sales

☐ Construction Services

☐ Healthcare

☐ Industrial Materials

☐ Information Technology Products & Services

☐ Machinery & Equipment

☐ Professional Services

☐ Transportation Services

☐ Other

Note: 1. Select either Production or Non Production Purchasing
2. Select only one function for Production Purchasing
3. Multiple functions can be selected for Non Production Purchasing

Product or Service

Brief description of your product or service:

Unique or Innovative Product(s) or Service(s)

If your company provides unique or innovative products or services please explain:

Company Information

Total Annual Sales in U.S. Dollars:

Number of Employees:

Do you qualify as a Minority Supplier? Please select:

If yes, please explain:

Customer Name	% of Sales
Top three Customers:	%
	%
	%

What are your quality certifications (ex: Q 59000, ISO 14001, TS 16949)?

Additional Comments:

Fig

9: Potential Supplier Web Form

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Supplier Web form consist of the following fields:

Web Form fields	Description
<u>General Information:</u> Company name (required) Address City (required) State Zip code Country (required) Contact Name (required) Title (required) Phone (required) Email (required) Primary company website Web links for Products and Catalogs to be considered	Enter the name of the Supplier's company Address of the supplier's company City in which supplier's company is situated State in which supplier's company is situated Zip code of the city Name of the country Name of the contact person Title Phone number to contact Email id to contact Website of the company Web links for products if any
<u>Geographic Locations (check all that apply)</u>	Four columns(Currently served, able to serve, Facilities located in, Key Manufacturing Sites) in six regions(North America, Europe, Asia Pacific, South America, Middle East, Africa). It is mandatory that at least one box be checked in "Currently Served" and "Facilities Located in"
<u>Functional Area (Please check the one which best applies)</u> Production purchasing Non-Production purchasing	Provide the functional area in which supplier provides the functionalities. Select either production or non-production purchasing Select only one function for Production Purchasing Multiple functions can be selected for Non Production purchasing
<u>Product or Service</u>	Brief description of your product or services
<u>Unique or Innovative product(s) or Service(s)</u>	Explain if your company provides unique or innovative products or Services
<u>Company Information</u> Total Annual Sales in U. S. Dollars (required) Number of employees (required) Do you qualify as a Minority Supplier? (required) If Yes, please explain Top three customers What are your quality certifications (ex: QS9000, ISO14001, TS16949)? Additional Comments	Total annual sales of the Supplier's company in U.S. Dollars Number of employees in the supplier's company Yes or No If yes, please explain List the top three customers of supplier with % of sales Quality certifications of the company Add additional comments or information

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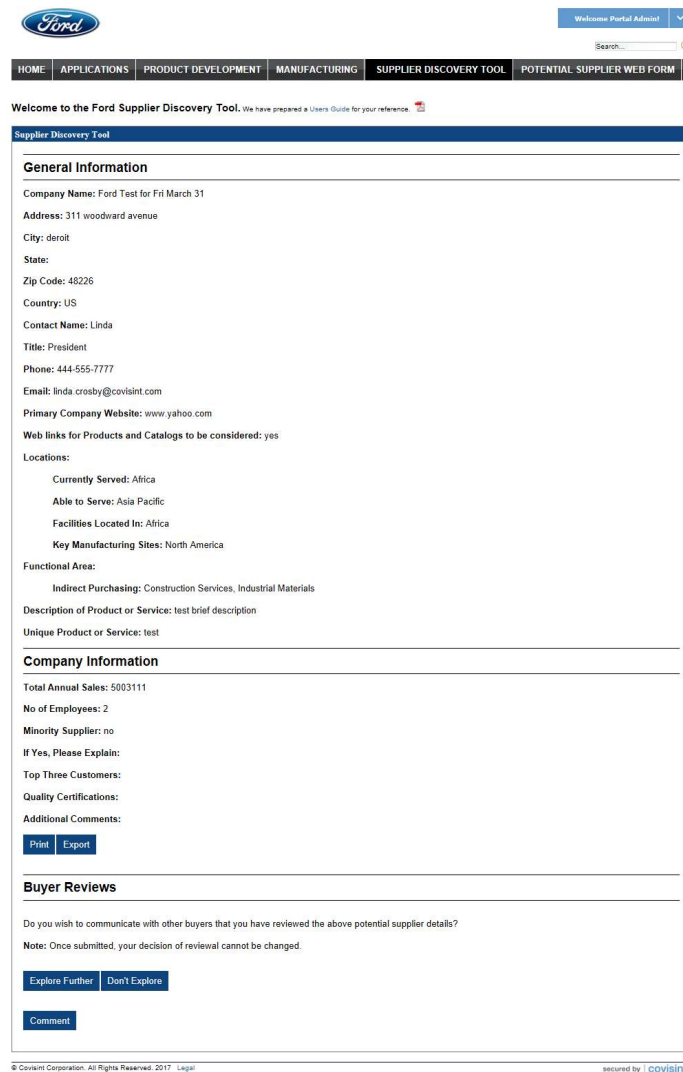
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1. Supplier Detail page

Complete detail of the Supplier displays here. Buyer can add comments in this field.

SDT portlet displays the name of the supplier and tied with the detailed information of the supplier on the Supplier Detail page.



The screenshot shows the Ford Supplier Discovery Tool interface. At the top, there is a Ford logo and a 'Welcome Portal Admin' dropdown menu. Below this is a navigation bar with links: HOME, APPLICATIONS, PRODUCT DEVELOPMENT, MANUFACTURING, SUPPLIER DISCOVERY TOOL (highlighted), and POTENTIAL SUPPLIER WEB FORM. A search bar is also present. The main content area is titled 'Supplier Discovery Tool' and contains a 'General Information' section with fields for Company Name, Address, City, State, Zip Code, Country, Contact Name, Title, Phone, Email, Primary Company Website, Web links for Products and Catalogs to be considered, and Locations. Below this is a 'Company Information' section with fields for Total Annual Sales, No of Employees, Minority Supplier, If Yes, Please Explain, Top Three Customers, Quality Certifications, and Additional Comments. At the bottom is a 'Buyer Reviews' section with a question, a note, and buttons for 'Explore Further', 'Don't Explore', and 'Comment'.

General Information

Company Name: Ford Test for Fri March 31
 Address: 311 woodward avenue
 City: deroit
 State:
 Zip Code: 48226
 Country: US
 Contact Name: Linda
 Title: President
 Phone: 444-555-7777
 Email: linda.crosby@covisint.com
 Primary Company Website: www.yahoo.com
 Web links for Products and Catalogs to be considered: yes
 Locations:
 Currently Served: Africa
 Able to Serve: Asia Pacific
 Facilities Located In: Africa
 Key Manufacturing Sites: North America
 Functional Area:
 Indirect Purchasing: Construction Services, Industrial Materials
 Description of Product or Service: test brief description
 Unique Product or Service: test

Company Information

Total Annual Sales: 5003111
 No of Employees: 2
 Minority Supplier: no
 If Yes, Please Explain:
 Top Three Customers:
 Quality Certifications:
 Additional Comments:
 Print Export

Buyer Reviews

Do you wish to communicate with other buyers that you have reviewed the above potential supplier details?
 Note: Once submitted, your decision of reviewal cannot be changed.
 Explore Further Don't Explore
 Comment

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Fig 10: Supplier Detail page

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Steps to follow:

- Navigate to the Ford portal.
- Go to the **Frequently Used Links** portlet.
- Click on the **Potential Suppliers**, you will be redirected to the Potential Suppliers page.
- Click on the Supplier Discovery Tool present in the middle of the Potential Suppliers page.
- Click on any Supplier Name, the detail of the supplier displays in a new tab.

Detail Display Features	Description
Print	Allow print of the details of the supplier detail
Export	Allow to download the supplier detail in PDF.
Buyer Reviews	<p>If the supplier is already explored we will get to know that that document is reviewed by reviewer.</p> <p>Eg. The above potential supplier details have been reviewed by: Portal Admin</p> <p>Also there are below options</p> <p>Explore Further – Need to Explore further.</p> <p>Don't Explore –</p> <p>No – It means that review has been completed, so that when other admin opens it, he gets to know what the previously reviewer comments.</p>
All Buyer Comments	Displays Name of User, Day, Date and Time stamp comment added.
Add Comments	Text box to add additional comments. Click Post Comment to add.



Only Buyers and users with appropriate role are accessible and viewable to SDT with fields (Print/Export. Buyer Review. Buyer Comments)

Comments are editable.