



Ford Supplier Discovery Tool

TRAINING GUIDE

For

**Ford Supplier Discovery Tool
Administrator**


October 2017

Ford Supplier Discovery Tool

Training for Ford Supplier Discovery Administrator

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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, Submission date, 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.

Supplier Discovery Tool						
Show 10 entries		Export	Print	Advanced Search	Search: <input type="text"/>	
Supplier Name	Submission Date	Location	Production Purchasing	Indirect Purchasing	Reviewed	Product or Service
TEST BY COVISINT - IGNORE #1 QA	Aug 16, 2017	Currently Served: Middle East. Able to Serve: Asia Pacific. Facilities Located In: Africa. Key Manufacturing Sites: North America		Construction Services	No	test
TEST BY COVISINT - IGNORE #1 QA	Aug 16, 2017	Currently Served: Middle East. Able to Serve: Asia Pacific. Facilities Located In: Africa. Key Manufacturing Sites: North America		Construction Services	Explore Further	test

Fig 1: SDT portlet

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1. Using the Supplier Discovery Tool

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

- Supplier Name
- Submission Date
- Location
- Production Purchasing
- Indirect Purchasing
- Reviewed
- Product or Service

Supplier Discovery Tool						
Show 10 entries		Export	Print	Advanced Search	Search: <input type="text"/>	
Supplier Name	Submission Date	Location	Production Purchasing	Indirect Purchasing	Reviewed	Product or Service
TEST BY COVISINT - IGNORE #1 QA	Aug 16, 2017	Currently Served: Middle East, Able to Serve: Asia Pacific, Facilities Located In: Africa, Key Manufacturing Sites: North America		Construction Services	No	test
TEST BY COVISINT - IGNORE #1 QA	Aug 16, 2017	Currently Served: Middle East, Able to Serve: Asia Pacific, Facilities Located In: Africa, Key Manufacturing Sites: North America		Construction Services	Explore Further	test

Fig 2: SDT portlet columns



Submission Date format: Aug 10, 2017

Submissions made prior to this new enhancement will show date as 'undefined'.

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)

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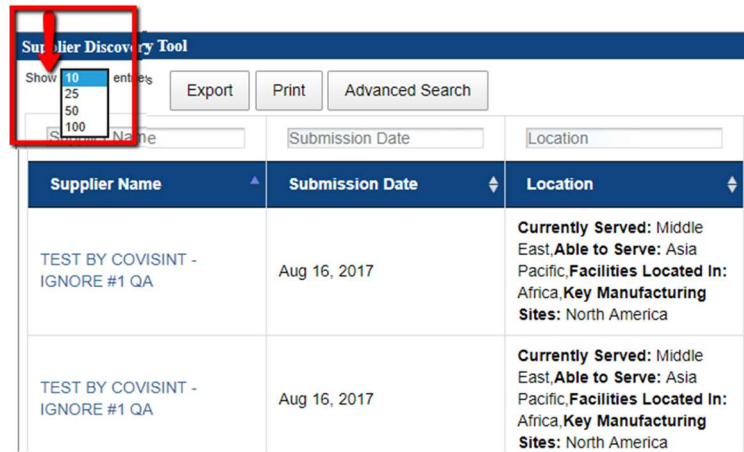


Fig 3: SDT portlet. Show # of entries

1.4. Search Options

- **Search box.** Use the Search box located on far right corner for suppliers by Suppliers Name, Submission Date, Location, Production Purchasing, Indirect Purchasing, Reviewed and Product or Service. 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.

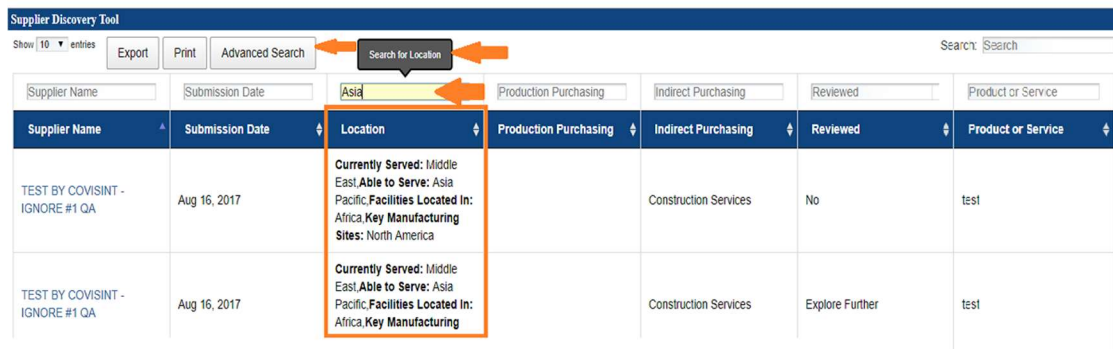


Fig4: Advanced Search

- **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.

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1.5. Export / Print

- Click on Export button and 3 choices appear. (Copy, CSV, Excel)

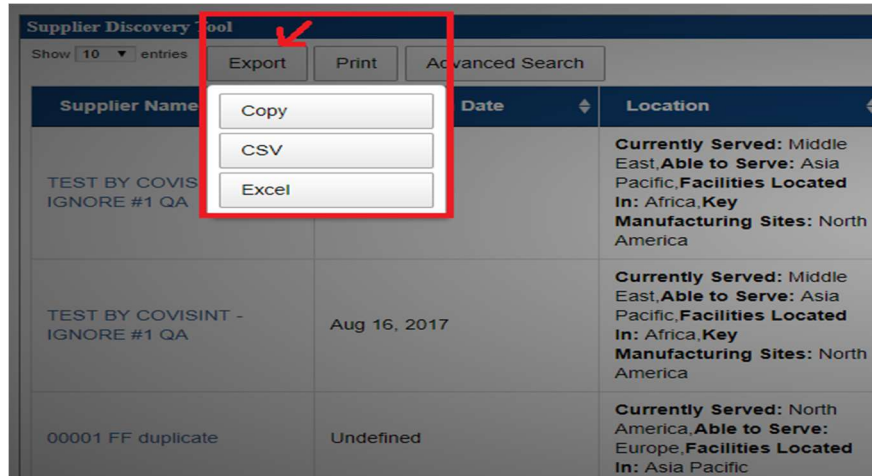


Fig 5: SDT portlet. Export options

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

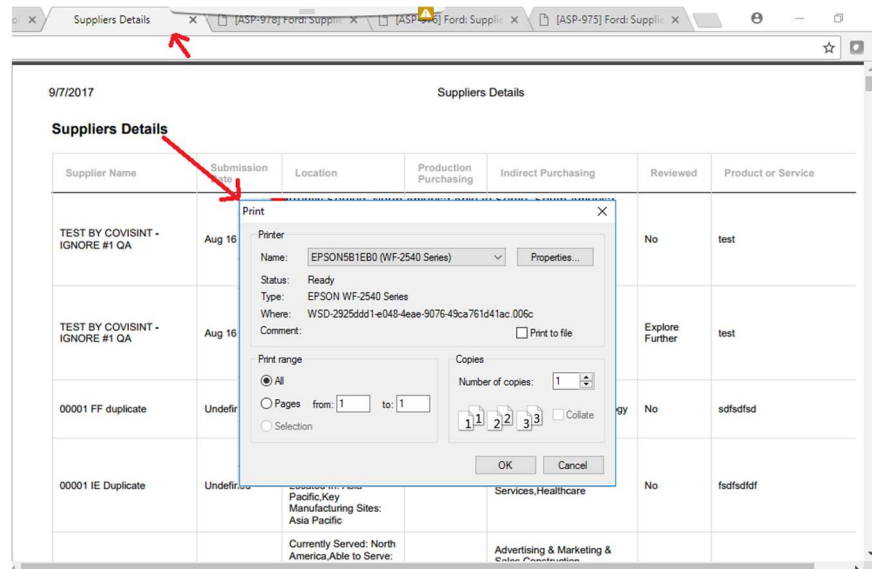


Fig 6: SDT portlet. Print

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

01 Test Company	Undefined	Currently Served: Africa. Able to Serve: Asia Pacific. Facilities Located In: Middle East. Key Manufacturing Sites: Europe	Information Technology Products & Services. Machinery & Equipment. Professional Services	No	Brief
01 Test Company	Undefined	Currently Served: North America. Able to Serve: Asia Pacific. Facilities Located In: South America. Key Manufacturing Sites: Middle East	Healthcare	Don't Explore	testte

Showing 1 to 10 of 193 entries


 Previous 1 2 3 4 5 ... 20 Next

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Fig 7: SDT portlet. Pagination

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.

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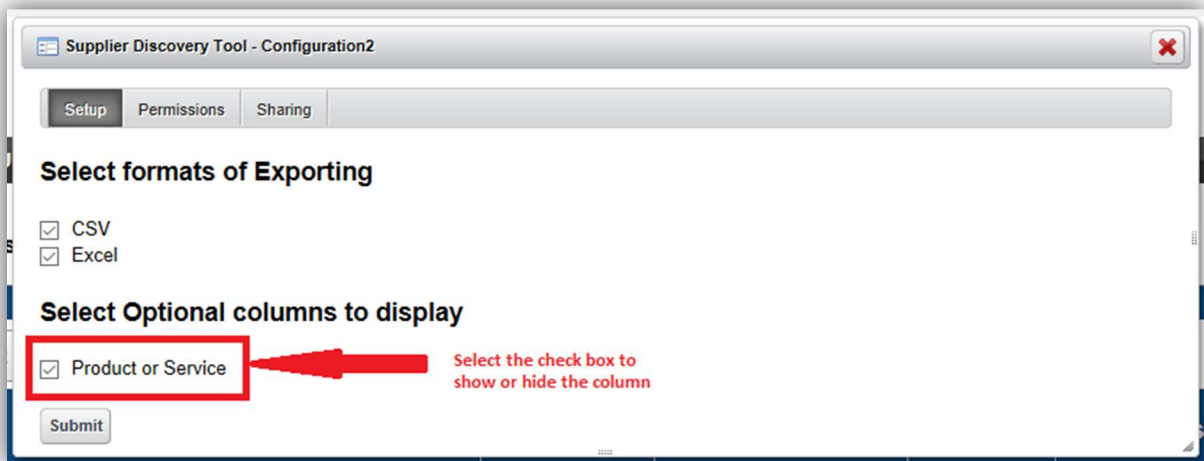




Fig 8: SDT portlet optional column

- 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.

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

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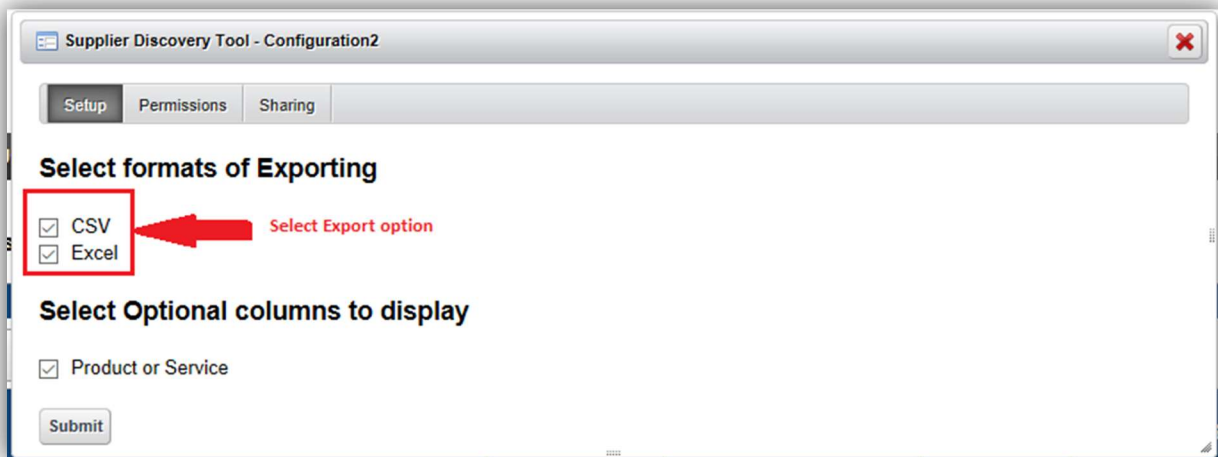




Fig 9: SDT Export options

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.



All the fields for a supplier are exported in Copy, CSV and Excel

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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 Motor Company. Please note that this form is for prospective suppliers only. Questions or comments submitted by anyone other than a prospective supplier will not be considered.

General Information

*= required

*Company Name:

Address:

*City:

State:

Zip Code:

*Country: United States ▼

*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

Indirect 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 Indirect Purchasing
2. Select only one function for Production Purchasing
3. Multiple functions can be selected for Indirect Purchasing

Product or Service

Brief description of your product or service:

Maximum 500 characters allowed

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

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

Maximum 500 characters allowed

Company Information

*Total Annual Sales in U.S. Dollars:

*Number of Employees:

*Do you qualify as a Minority Supplier? Please select ▼

If yes, please list current Minority Certifications: Please select ▼

If Other, please list certification (ex: WBENC, Great Lakes, NMSSC):

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

What are your quality certifications (ex: Q 9000, ISO14001, TS16949)?

Additional Comments:

Maximum 500 characters allowed

Fig 10: 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)	Enter the name of the Supplier's company
Address	Address of the supplier's company
City (required)	City in which supplier's company is situated
State	State in which supplier's company is situated
Zip code	Zip code of the city
Country (required)	Name of the country
Contact Name (required)	Name of the contact person
Title (required)	Title
Phone (required)	Phone number to contact
Email (required)	Email id to contact
Primary company website	Website of the company
Web links for Products and Catalogs to be considered	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>	Provide the functional area in which supplier provides the functionalities.
Production purchasing	Select either production or indirect purchasing
Indirect purchasing	Select only one function for Production Purchasing Multiple functions can be selected for Indirect 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)	Total annual sales of the Supplier's company in U.S. Dollars
Number of employees (required)	Number of employees in the supplier's company
Do you qualify as a Minority Supplier? (required)	Yes or No
If Yes, please list current minority certifications :	If yes, list the type of minority certification (Veteran, woman owned, minority and other) in the drop down box
If Other, please list certification(ex: WBENC, Great lakes, NMSDC):	If yes, name the certification in the text box
Top three customers	List the top three customers of supplier with % of sales
What are your quality certifications (ex: QS9000, ISO14001, TS16949)?	Quality certifications of the company
Additional Comments	Add additional comments or information (Max 500 characters allowed)

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1. Thank You message after form submission

Thank you message will be displayed once form is submitted. It has two options:

- Edit: Redirect back to the Supplier webform, where you can edit any of the field.
- Print: Allow print of the Thank you page with supplier detail.

Ford Web Form

Potential Suppliers

Thank you for submitting your information. The Purchasing team will contact you. If they decide that any further actions/information is needed (i.e., meeting in the Ford Corporate Offices, more information related to your company experience/capacity, etc.).

General Information

Company Name: Test123

Submission Date: Sep 15, 2017

Address: Southfield

City: Detroit

State: Michigan

Zip Code: 2345

Country: United States

Contact Name: Jinnie

Title: XYZ

Phone: 45678900

Email: xyz@yopmail.com

Primary Company Website: xyz@yopmail.com

Web links for Products and Catalogs to be considered: NA

Geographic Locations

Currently Served: North America

Able to Serve:

Facilities Located in: Asia Pacific

Key Manufacturing Sites:

Functional Area

Production Purchasing: Interior

Indirect Purchasing:

Product or Service

Brief description of your product or service: Best services

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

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

Company Information

Total Annual Sales in U.S. Dollars: 20000

Number of Employees: 540

Do you qualify as a Minority Supplier? yes

If yes, please list current Minority Certifications: Other

If Other, please list certification (ex: WBENC, Great Lakes, NMSDC): Test

Top three Customers:

AV, 75

AB, 50

AC, 25

What are your quality certifications (ex: QS9000, ISO14001, TS16949)? ISO9001

Additional Comments: NA

Edit

Print

Fig 11: Thank you page

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2. 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.

Submission Field date mentioned the date on which form is submitted. (Format: Aug 10, 2017)

Supplier Discovery Tool

General Information

Company Name: Test123
Submission Date: Sep 15, 2017
Address: Southfield
City: Detroit
State: Michigan
Zip Code: 2345
Country: US
Contact Name: Jinnie
Title: XYZ
Phone: 45678908
Email: xyz@yopmail.com
Primary Company Website: xyz@yopmail.com
Web links for Products and Catalogs to be considered: NA
Locations:
 Currently Served: North America
 Facilities Located In: Asia Pacific
Functional Area:
 Production Purchasing: Interior
Description of Product or Service: Best services
Unique Product or Service: Unique

Company Information

Total Annual Sales: 20000
No of Employees: 540
Minority Supplier: yes
If Yes, Please List Current Minority Certifications: Other
If Other, Please List Certification (ex: WBENC, Great Lakes, NMSDC): Test
Top Three Customers:
 AV : 75%
 AB : 50%
 AC : 25%
Quality Certifications: ISO9001
Additional Comments: NA

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

Fig 12: 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. E.g. The above potential supplier details have been reviewed by: Portal Admin Also there are below options Explore Further – Need to Explore further. Don't Explore – 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.

Submission Date shown as 'undefined' for the forms submitted prior to the new enhancement.