



Ford Supplier Discovery Tool

TRAINING GUIDE

For

Ford Supplier Discovery Tool

Administrator


January 2021

Ford Supplier Discovery Tool

Training for Ford Supplier Discovery Administrator

January 2021

Contents

Introduction.....	2
About this document	2
Supplier Discovery Tool portlet	2
1. Using the Supplier Discovery Tool	3
1.1. The Supplier Discovery Tool displays the following columns of information:.....	3
1.2. All columns can be sorted alphabetically by clicking on the arrow 	3
1.3. Show # of entries.....	3
1.4. Search Options	4
1.5. Export / Print	5
1.6. Pagination option at bottom right corner to go to Next page.....	6
1.7. Supplier Discovery Ford Administrator Configuration Options.....	6
1.8. Managing Optional Columns in SDT portlet	6
1.9. Managing Export options in SDT portlet	7
Supplier Web Form.....	9
1. Thank You message after form submission.....	11
2. Supplier Detail page	12
2.1 Delete Record Confirmation	14

Ford Supplier Discovery Tool

Training for Ford Supplier Discovery Administrator

January 2021

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: Search	
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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Training for Ford Supplier Discovery Administrator

January 2021

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 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 .

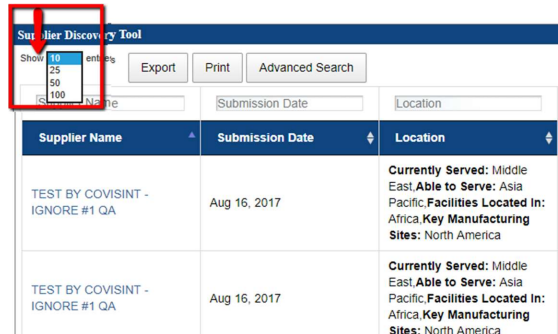
1.3. Show # of entries.

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

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Training for Ford Supplier Discovery Administrator

January 2021

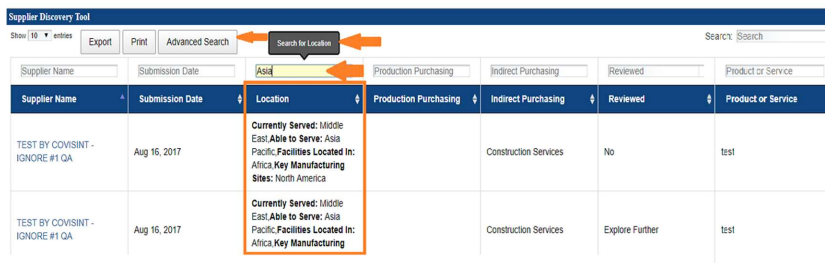


Supplier Name	Submission Date	Location
TEST BY COVISINT - IGNORE #1 QA	Aug 16, 2017	Currently Served: Middle East, Able to Serve: Asia Pacific, Facilities Located In: Africa, Key Manufacturing Sites: North America
TEST BY COVISINT - IGNORE #1 QA	Aug 16, 2017	Currently Served: Middle East, Able to Serve: Asia Pacific, Facilities Located In: Africa, Key Manufacturing Sites: North America

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.
 - **Jan. 2021** – Advanced Search is updated to enter one or more words which will enable Search to find entries which contain all words searched on.



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

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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Training for Ford Supplier Discovery Administrator

January 2021

1.5. Export / Print

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

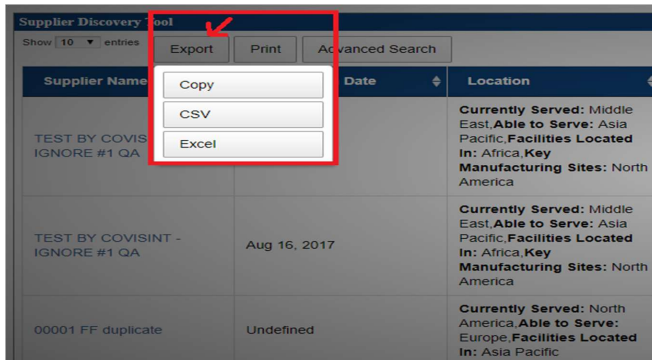


Fig 5: SDT portlet. Export options

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

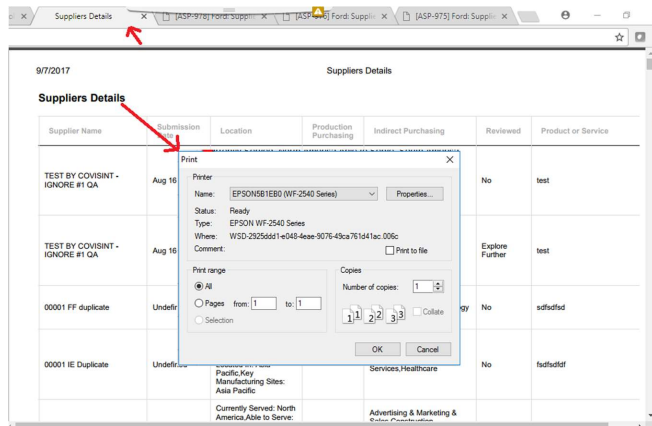


Fig 6: SDT portlet. Print

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January 2021

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	testile

Showing 1 to 10 of 103 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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Training for Ford Supplier Discovery Administrator

January 2021

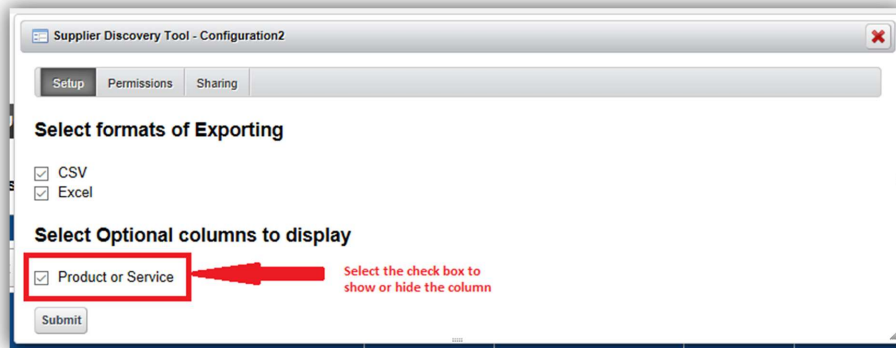




Fig 8: SDT portlet optional column

- 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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Training for Ford Supplier Discovery Administrator

January 2021

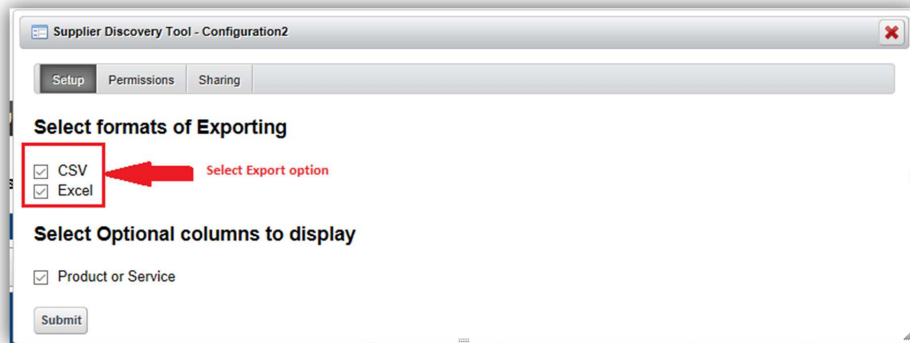




Fig 9: SDT Export options

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

Ford Supplier Discovery Tool

Training for Ford Supplier Discovery Administrator

January 2021

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 & Chassis

☐ 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

Notes:

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, NMSDC):

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

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

Additional Comments:

Maximum 500 characters allowed

Fig 10: Potential Supplier Web Form

Ford Supplier Discovery Tool

Training for Ford Supplier Discovery Administrator

January 2021

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)

Ford Supplier Discovery Tool


Training for Ford Supplier Discovery Administrator

January 2021

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: Annie
 Title: XYZ
 Phone: 4567890
 Email: xyz@opmail.com
 Primary Company Website: xyz@opmail.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(s):

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: W5ENC, Great Lakes, NMSOC): 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

Ford Supplier Discovery Tool

Training for Ford Supplier Discovery Administrator

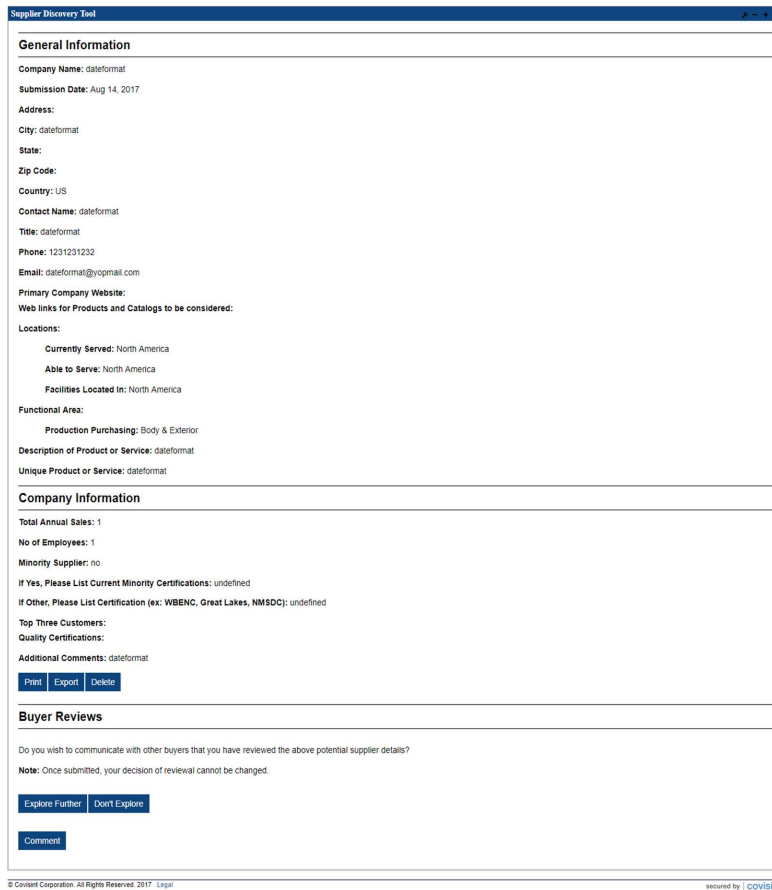
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2. Supplier Detail page

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: dateformat

Submission Date: Aug 14, 2017

Address:

City: dateformat

State:

Zip Code:

Country: US

Contact Name: dateformat

Title: dateformat

Phone: 1231231232

Email: dateformat@vopmail.com

Primary Company Website:

Web links for Products and Catalogs to be considered:

Locations:

Currently Served: North America

Able to Serve: North America

Facilities Located In: North America

Functional Area:

Production Purchasing: Body & Exterior

Description of Product or Service: dateformat

Unique Product or Service: dateformat

Company Information

Total Annual Sales: 1

No of Employees: 1

Minority Supplier: no

If Yes, Please List Current Minority Certifications: undefined

If Other, Please List Certification (ex: WBENC, Great Lakes, NMSDC): undefined

Top Three Customers:

Quality Certifications:

Additional Comments: dateformat

[Print](#) [Export](#) [Delete](#)

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](#)

[Comments](#)

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Fig 12: Supplier Detail page

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January 2021

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.
Delete	Allow to delete the record(s)
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.

[Only Ford SDT Administrator and Self Service administrators are able to delete the record\(s\)](#)

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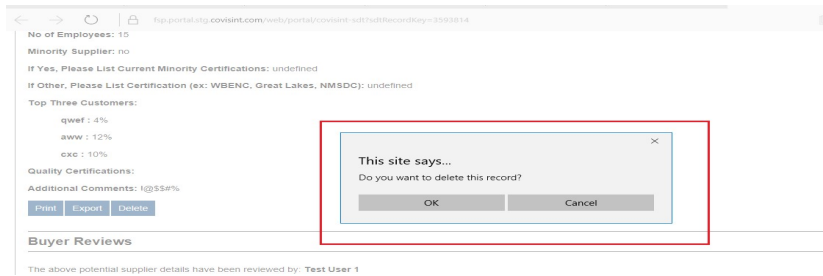
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Training for Ford Supplier Discovery Administrator

January 2021

2.1 Delete Record Confirmation

- Click on Delete button, Confirmation pop up displays.



The screenshot shows a web browser window with the URL <http://portal.ctg.covisint.com/web/portal/covisint-sdtdetailRecordKey=3593014>. The page displays supplier information for a record with ID 3593014. A confirmation pop-up dialog box is centered on the screen, asking "This site says... Do you want to delete this record?" with "OK" and "Cancel" buttons. The background page shows fields for "No of Employees: 15", "Minority Supplier: no", "If Yes, Please List Current Minority Certifications: undefined", "If Other, Please List Certification (ex: WBENC, Great Lakes, NMSDC): undefined", "Top Three Customers: qwe: 4%, aww: 12%, exe: 10%", "Quality Certifications:", "Additional Comments: k@55%", and "Buyer Reviews". At the bottom, it states "The above potential supplier details have been reviewed by: Test User 1".

- Click OK, record will be deleted.

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Formatted: Heading 3, Indent: Left: 0.5", Hanging: 0.38"

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