NISSAN
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Nissan Supplier Portal

Version No. 1

Registration process for Nissan Common Suppliers

(Suppliers that are currently using Opentext Portal)

https://nissansplr.portal.covisint.com

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Registration process for Nissan Common Suppliers

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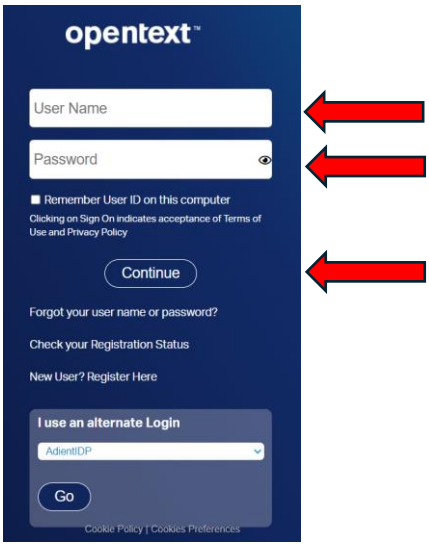
I. Supplier Portal Security Admin Registration

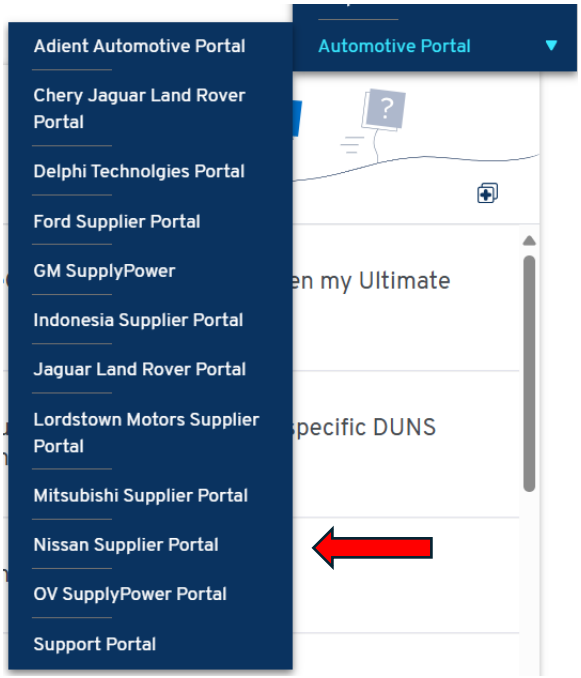
If a Supplier organization is already a common supplier registered to Covisint/Open Access Portals, they can request the Nissan Supplier Portal Service Package.

- You must have a supplier code from Purchasing before registering in the portal.
    - Supplier Code Format:
        - Production supplier codes start with "000" followed by seven digits. The format of the code needs to be 10 digits.
            - 000xxxxxxx; Example: 0001234567
        - Service format: F0xxxxxxx; Example: F01234567
        - Prototype format: PMxxxxxxxx; Example: PM12345678
        - Mexico Code: MX01xxxxx; Example: MX013456, MX0123927
- **Supplier Portal Security Admin should register the organization first and then grant user permissions to others as needed.**
    - If you do not know your organization's Supplier Portal Security Admin, call the OpenText Help Desk to inquire who the Security Admin is.
    - You must register your organization with a new Supplier Portal User ID.
    - The existing Nissan Supplier Login User ID can be entered as the new Supplier Portal user name but you must create a new Portal User ID and password.
    - The existing Nissan Supplier Portal login will be used for access into Nissan applications.
- When registering in the portal you must your company email address. Do not use personal email addresses (Gmail, Yahoo, Comcast, etc…)

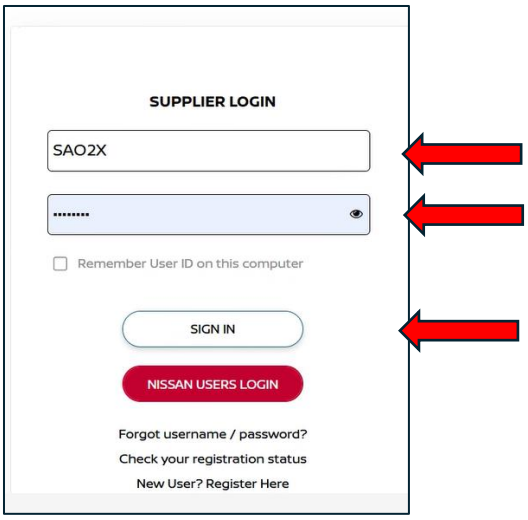
1. The Supplier Portal Security Admin will Log in using one of TWO methods.
    a. Log in via Covisint / Open Text Portal with your Supplier Portal UserID and password: Registered Users Sign On.
        i. Enter UserID and password. Click continue.



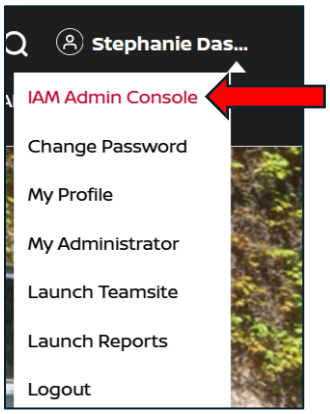
b. Second option to login is from other Automotive Portals.



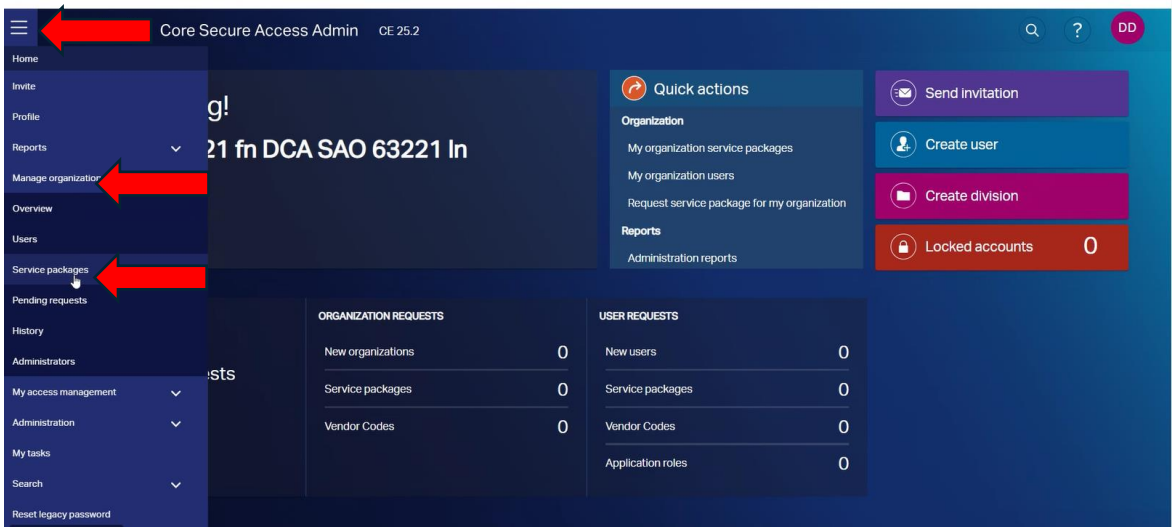
i. Click on Nissan Supplier Portal from the OpenText Automotive Portal.
ii. Enter in OpentText Portal UserID and Password and then click SIGN IN.



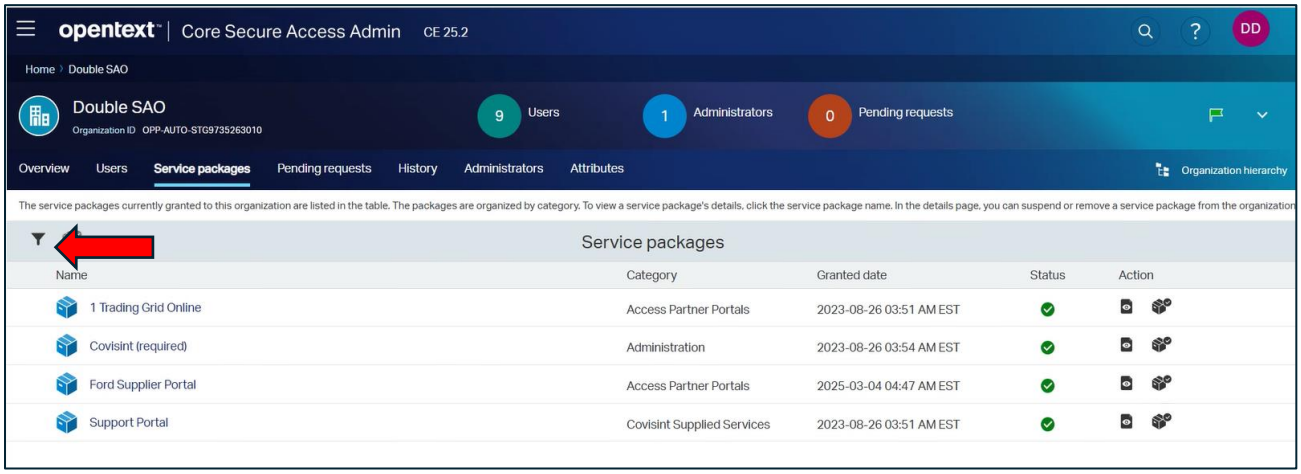
2. Navigate to the IAM Admin Console / CSA Screen:



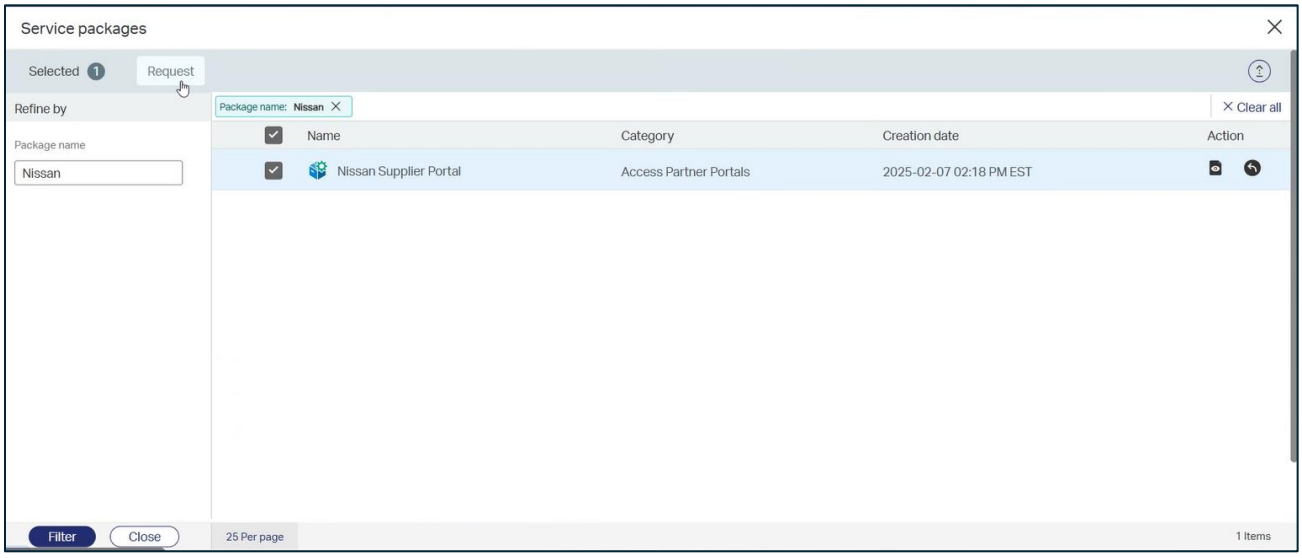
3. Click on the 3 line hamburger menu icon, then Manage Organization, then Service Packages.



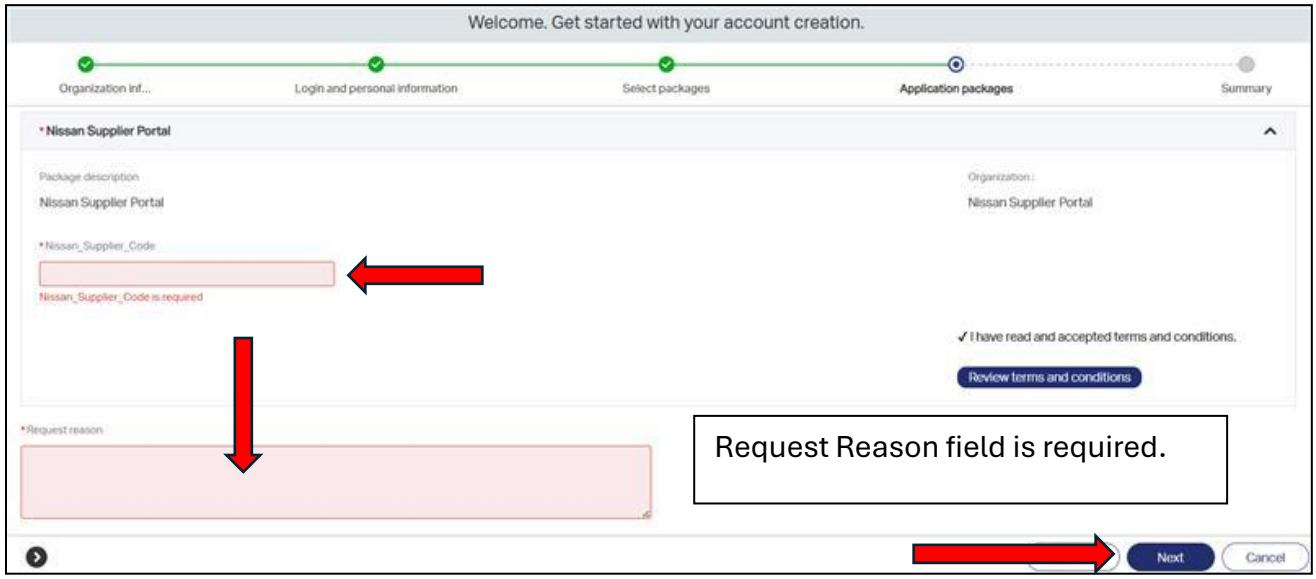
4. Click on Request Service Package Icon next to the filter icon:



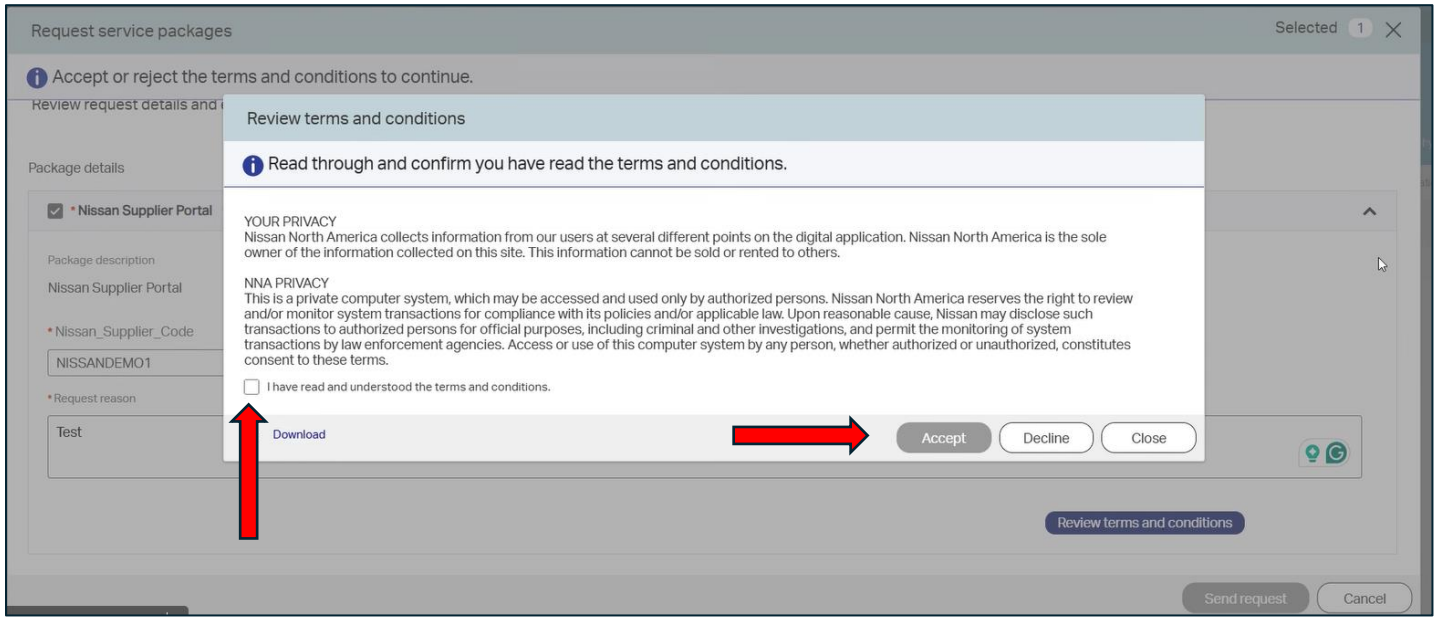
5. Type Nissan in the Package name filter:
   a. Click Nissan Supplier Portal
   b. Click Next Button.



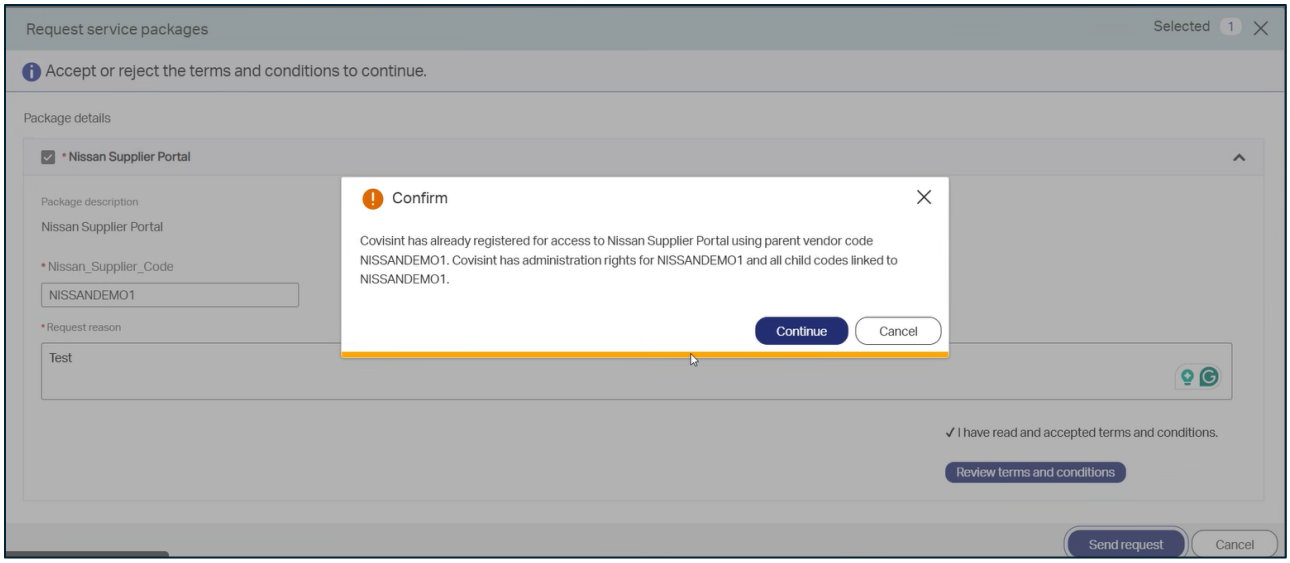
6. Add in the organization's approved Nissan Supplier Code. Include leading zeros for a full 10-digit number. Ex: 000XXXXXXX. Direct and indirect suppliers will have access to the Nissan Supplier Portal. This portal accepts different types of codes (NMX, aftersales, prototype, local, etc…).
    a. Add request reason.
    b. Click Next.



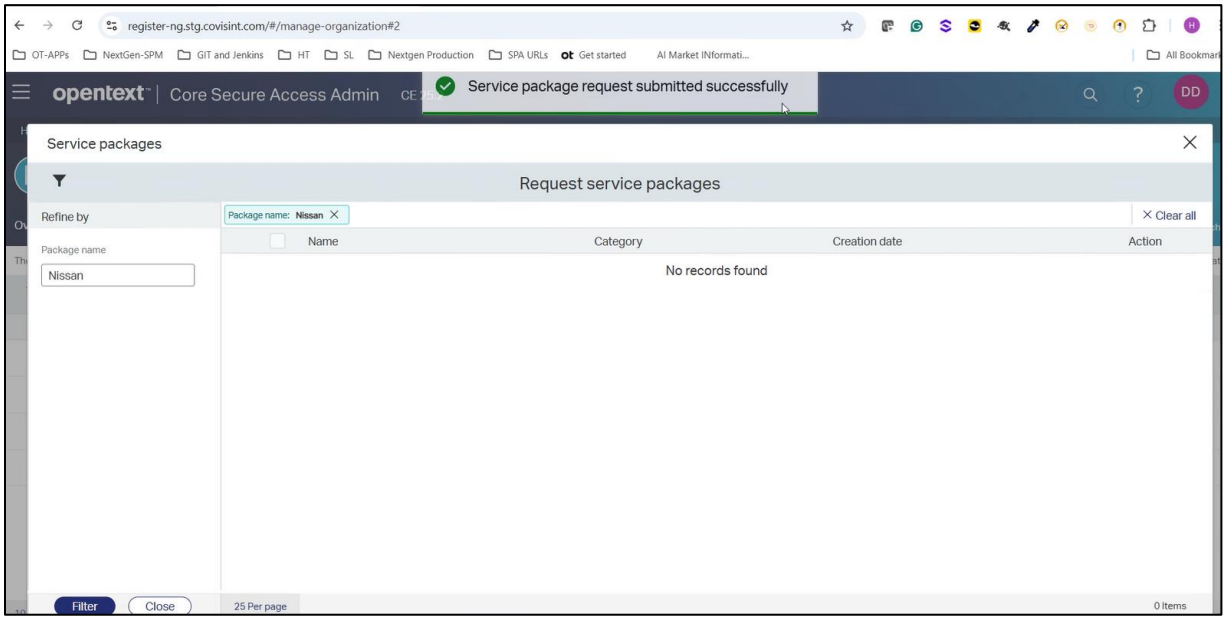
7. Click the Terms and Conditions button and read and accept.
    a. Click on the checkbox and the Accept Button for Terms and Conditions.
    b. Click Accept.



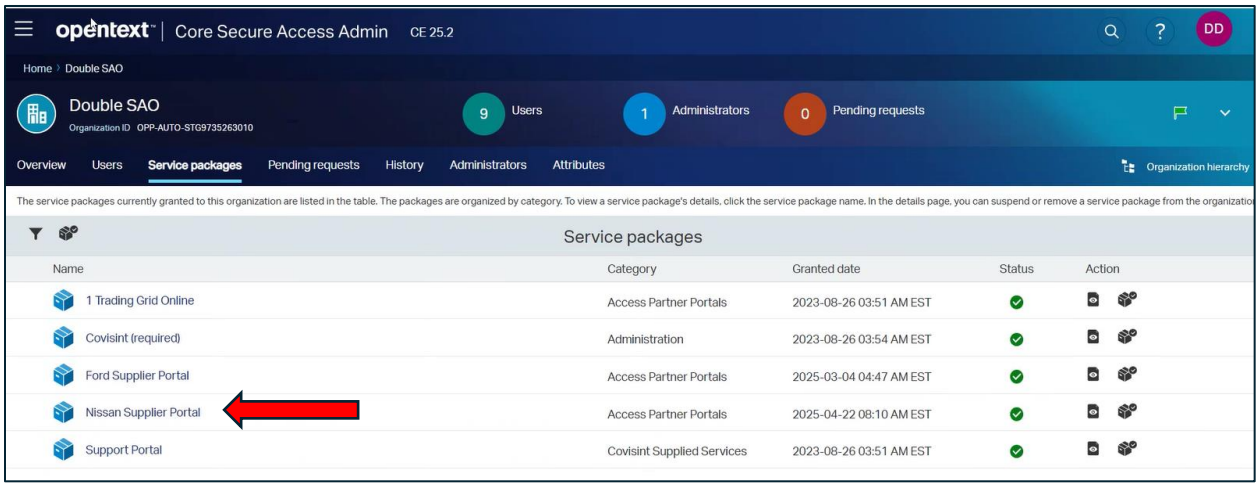
8. Since you have already registered as a Covisint User, you will get a message like below that will assign you to the Nissan Supplier Portal under your Nissan Supplier Code.



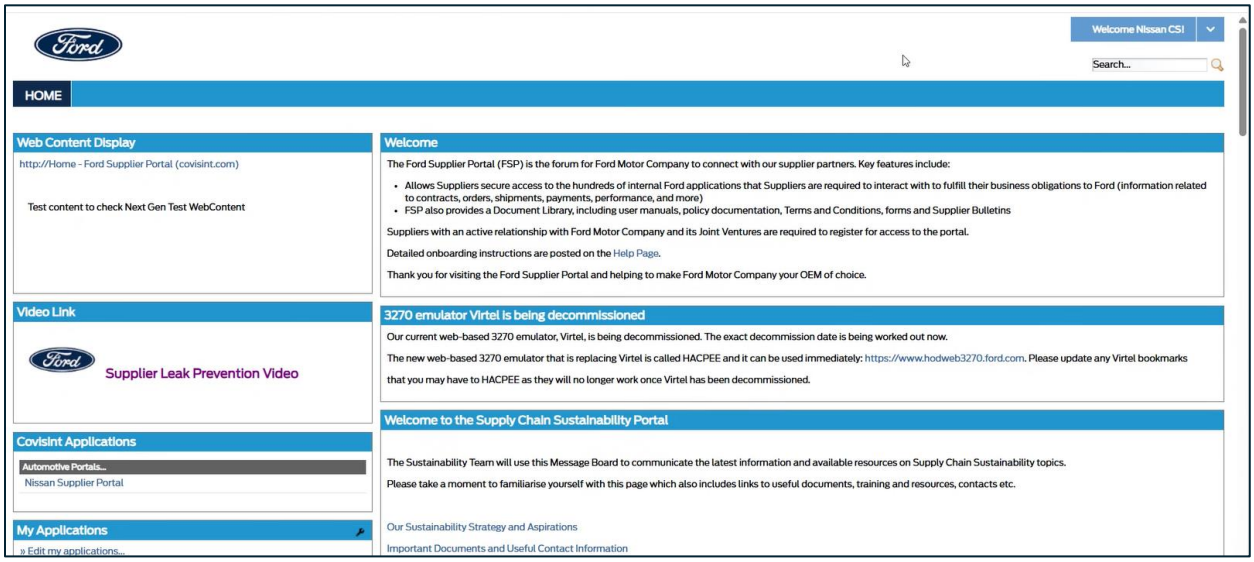
a. Nissan Supplier Portal service package request was submitted.
    i. You will receive a confirmation email.
b. The request will be sent to the Nissan Admin to approve/ reject after validation.
    i. Once the request has been approved/ rejected, you will receive a confirmation email.



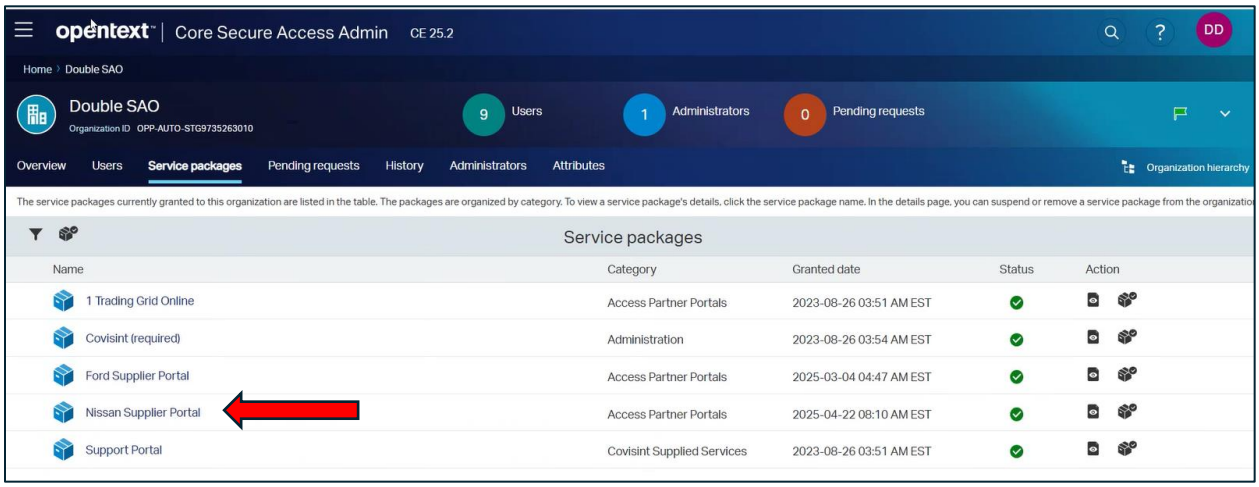
ii. Once when Supplier User logs in – they now see the Nissan Supplier Portal grant in their Service packages.



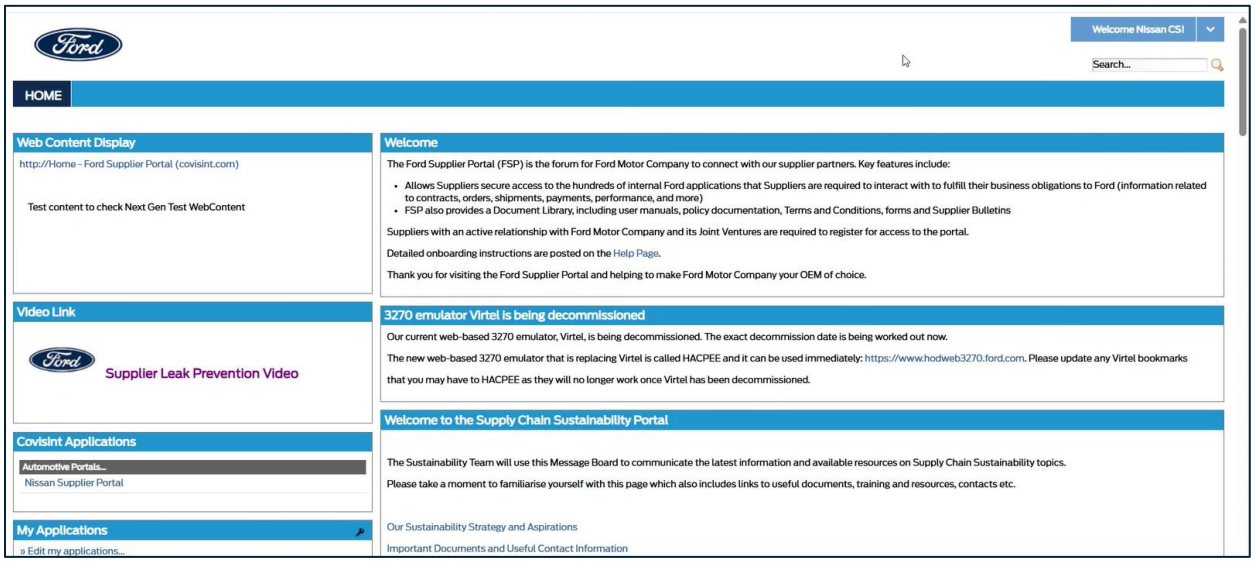
iii. Now when a Supplier that has multiple OEM grants, you will be able to see the Nissan Supplier Portal under Automotive Portals.



c. Then when Supplier Admin User logs in – they now see the Nissan Supplier Portal grant in their Service packages.



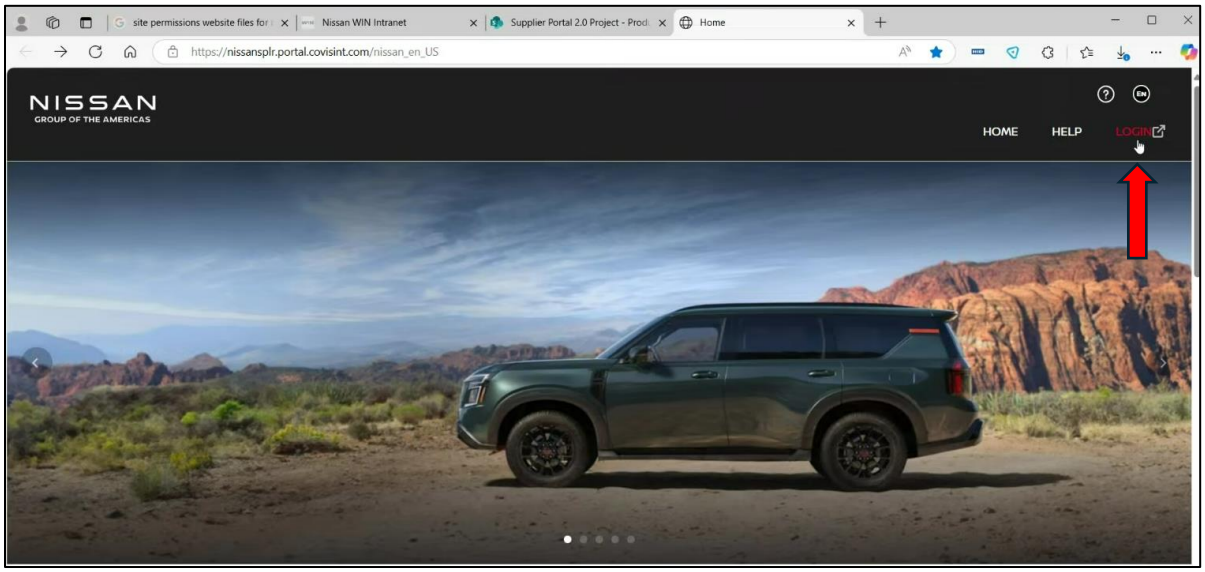
d. Now when a Supplier that has multiple OEM grants, you will be able to see the Nissan Supplier Portal under Automotive Portals.



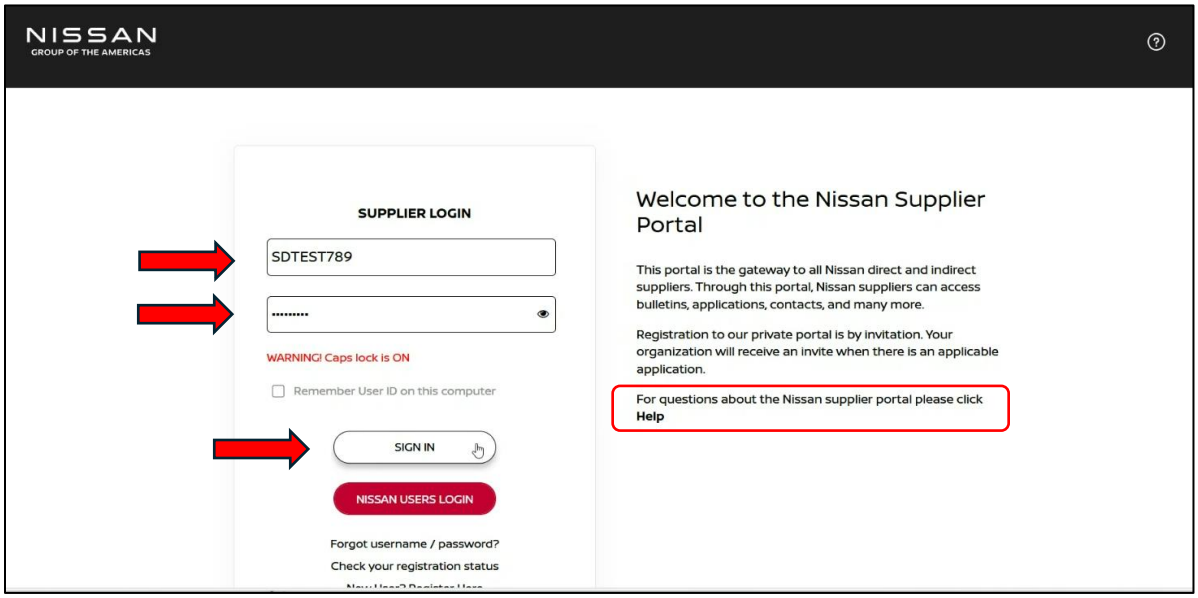
II. Click on the Following Link to access Nissan Supplier Portal:

https://nissansplr.portal.covisint.com

1. Click on Login

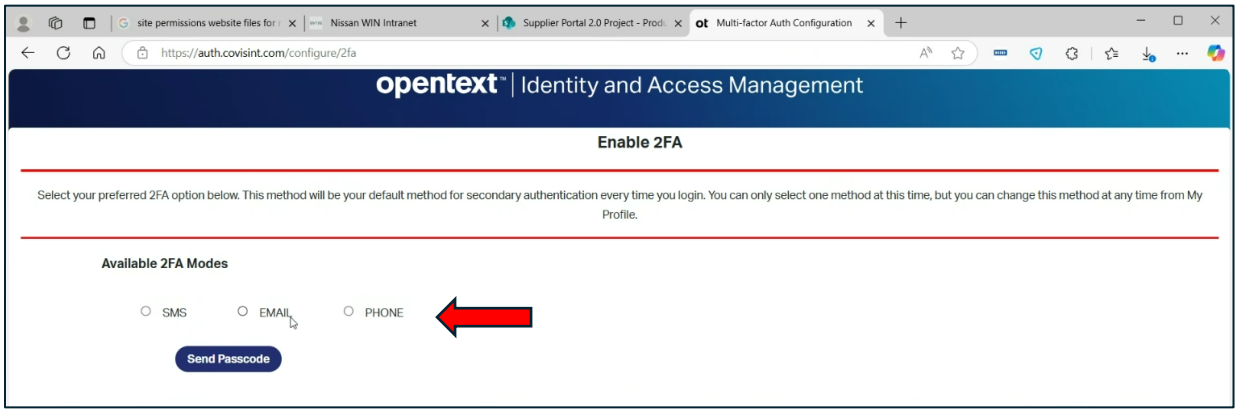


2. Enter User ID and password. Click Sign In



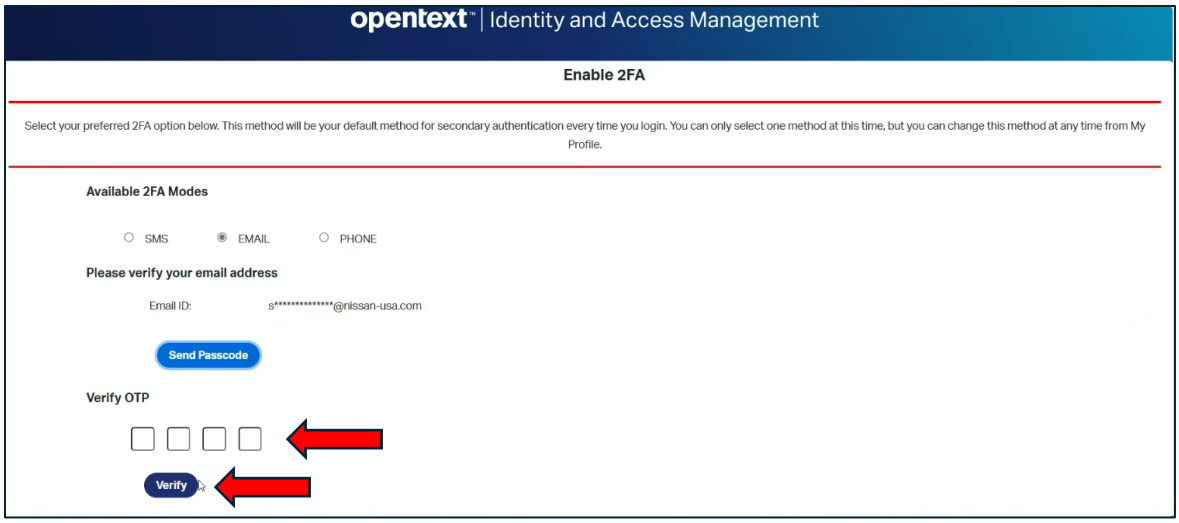
If you need assistance, click on Help.

3. Multi-factor authentication is required for the Nissan Supplier Portal. You will register for the type of MFA here (text, email, phone). Select your preferred method for two factor authentication.

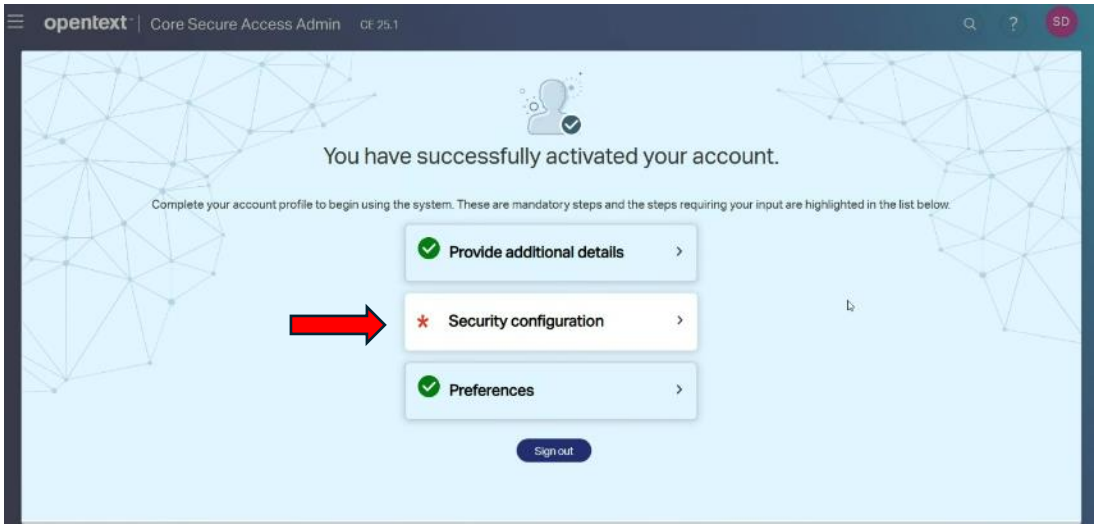


4. If you select e-mail, you will get a 4-digit code via email.

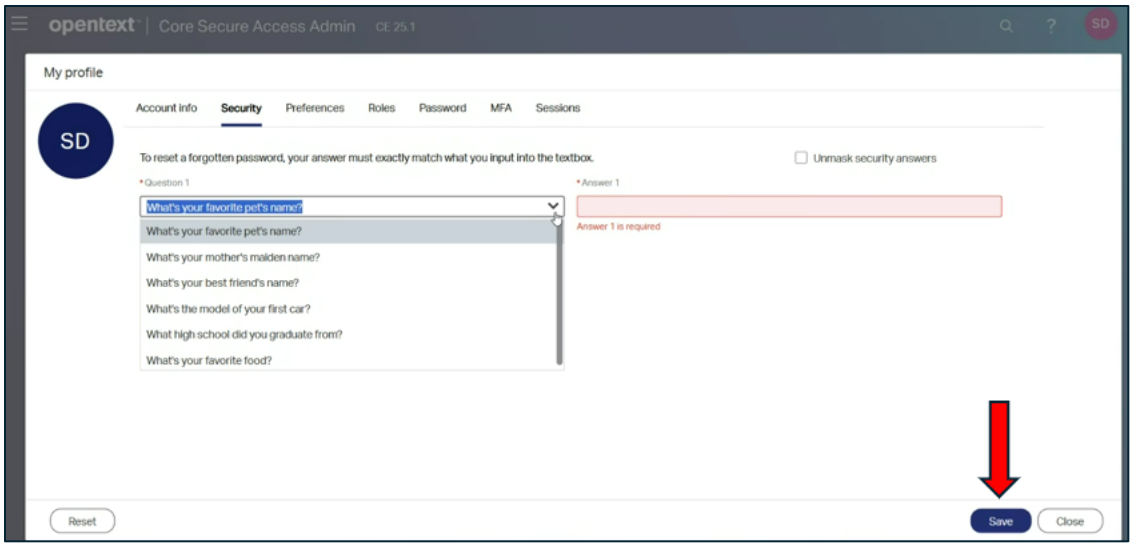
5. Enter the 4-digit code. Click Verify.



6. The first time you log in you will be prompted to configure security. Click on Security configuration.



7. Answer question 1. Click Save.


opentext | Core Secure Access Admin CE 25.1
SD
My profile
SD
Account info
Security
Preferences
Roles
Password
MFA
Sessions
To reset a forgotten password, your answer must exactly match what you input into the textbox.
Unmask security answers
*Question 1
*Answer 1
What's your favorite pet's name?
What's your favorite pet's name?
What's your mother's maiden name?
What's your best friend's name?
What's the model of your first car?
What high school did you graduate from?
What's your favorite food?
Answer 1 is required
Reset
Save
Close

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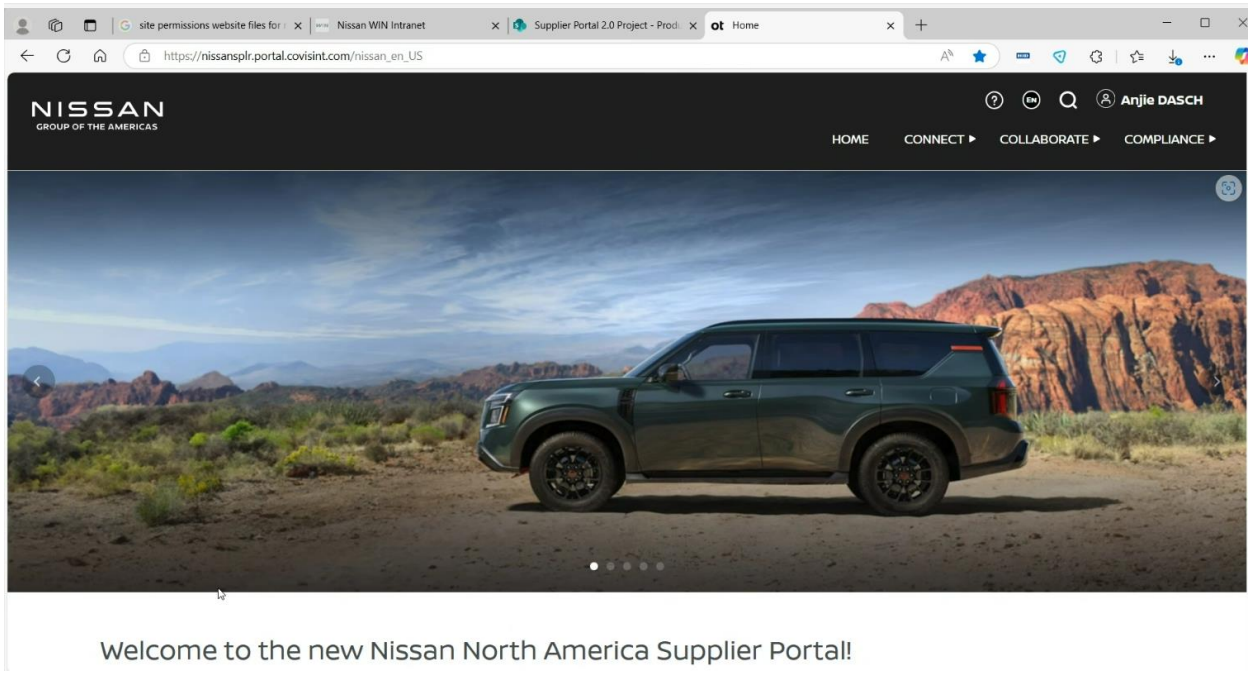
Welcome to the Nissan Supplier Portal



III. Supplier Portal Security Admin Approvals

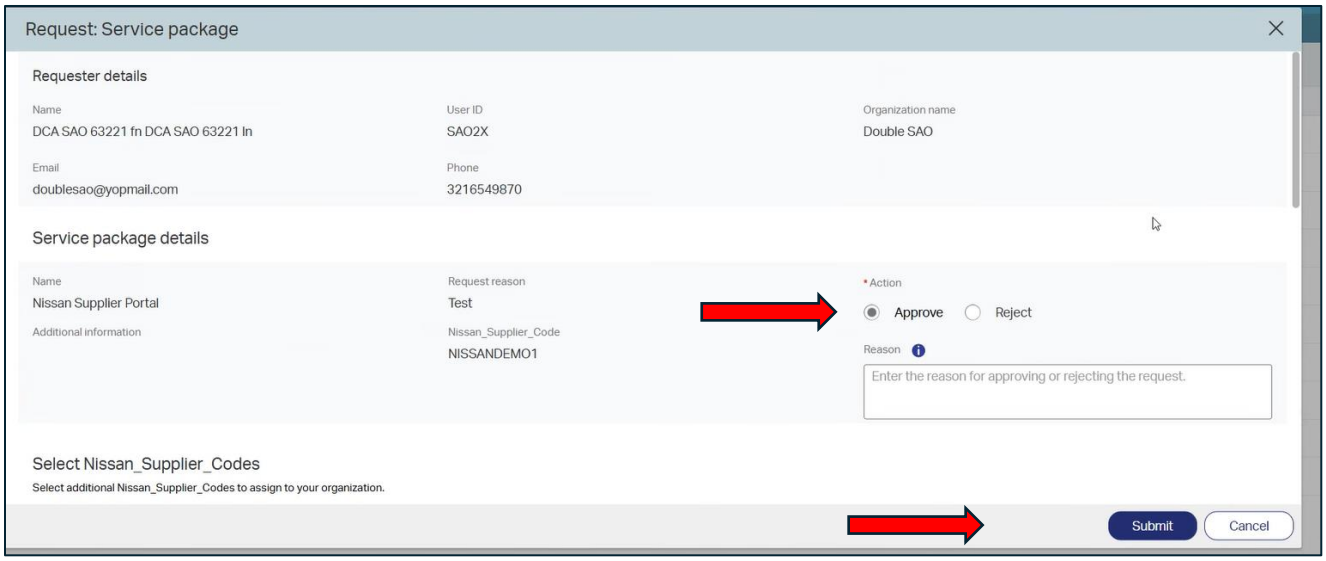
1. When a user from the organization requests access to the Nissan Supplier Portal:

a. The organization's Security Admin will get an email for request for approval.

i. Click on the request via the email or login to the CSA Admin screen to view your tasks.

ii. Click on the User request, validate it is an active user of the organization and registered with the organizations domain address.

iii. The Supplier Portal Security Admin will approve the request by clicking Approve and Submit.



b. The organization user will get an approval email and access to the Nissan Supplier Portal.

IV. Registration Help Desk Support

1. Contact online OpenText Help Desk at:
   https://support.covisint.com
2. Contact OpenText by Phone:

Contact Us By Phone

Select Your Region: North America

Looking for assistance? Reach us directly using Chat, opening a ticket, or calling us using a telephone number listed below.

REGION	COUNTRY	TOLL- FREE NUMBERS	DIRECT DIAL NUMBERS
North America	Canada	877 884 5775	+1 248 365 2525
North America	Mexico	800 668 0418	+1 248 365 2527
North America	USA	877 884 5775	+1 248 365 2525

Having difficulty dialing a toll-free telephone number? Try using the direct dial number instead.