Nissan Supplier Portal

Version No. 1

Registration process for Nissan Unique Suppliers

(Suppliers that are not currently using Opentext Portal)

https://nissansplr.portal.covisint.com

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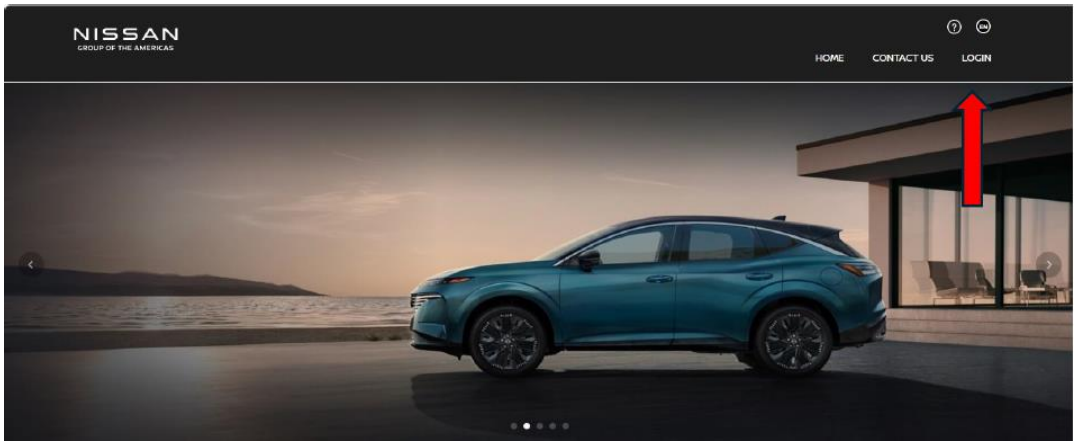
https://nissansplr.portal.covisint.com

I. Supplier Portal Security Admin Registration

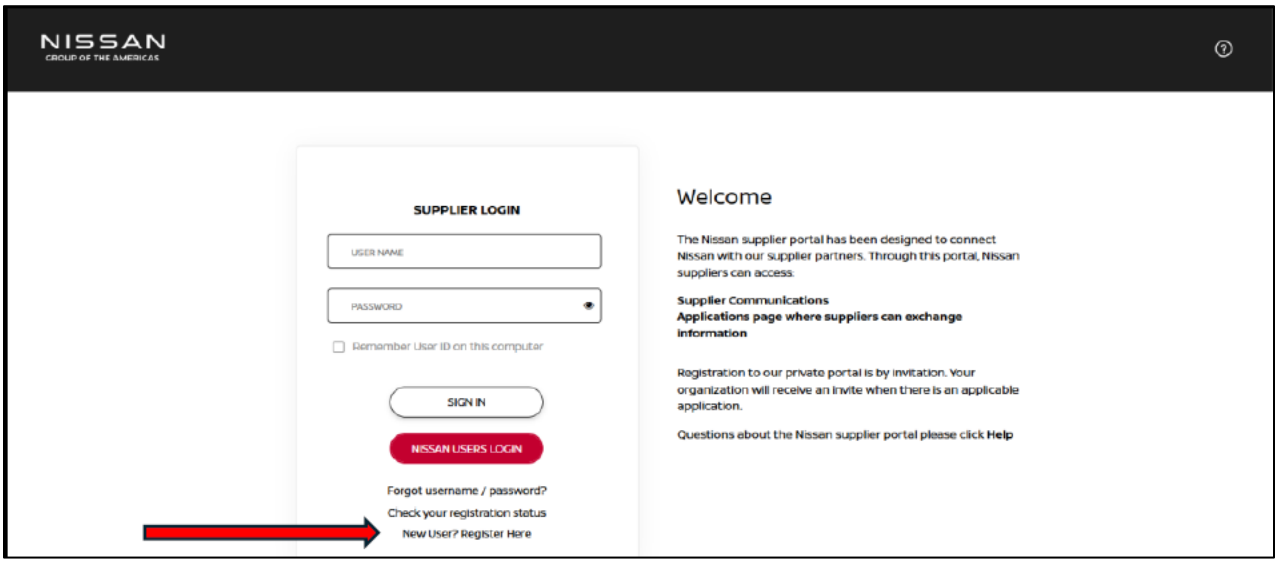
To register a new Organization approved by Nissan:

- 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 and grant user permissions to others as needed.
  - 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 username 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…)

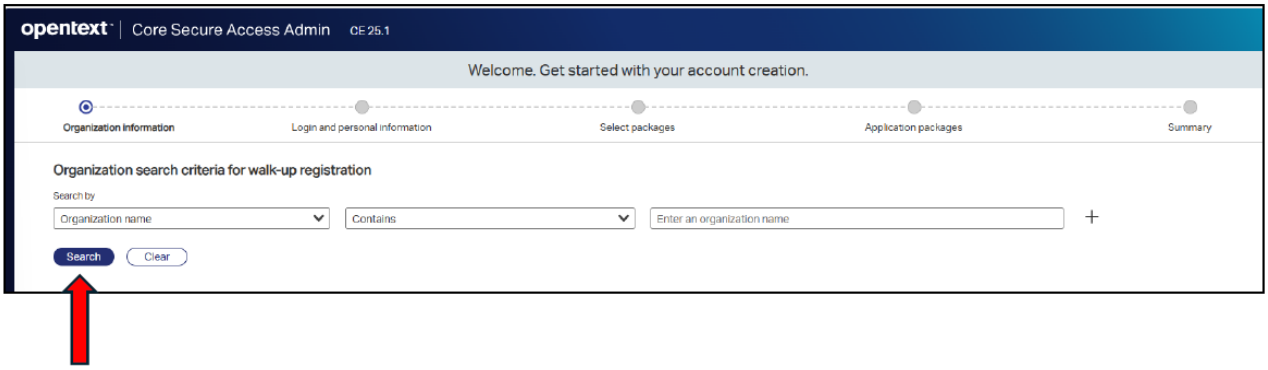
1. Open https://nissansplr.portal.covisint.com . Click on the Login Menu Item.



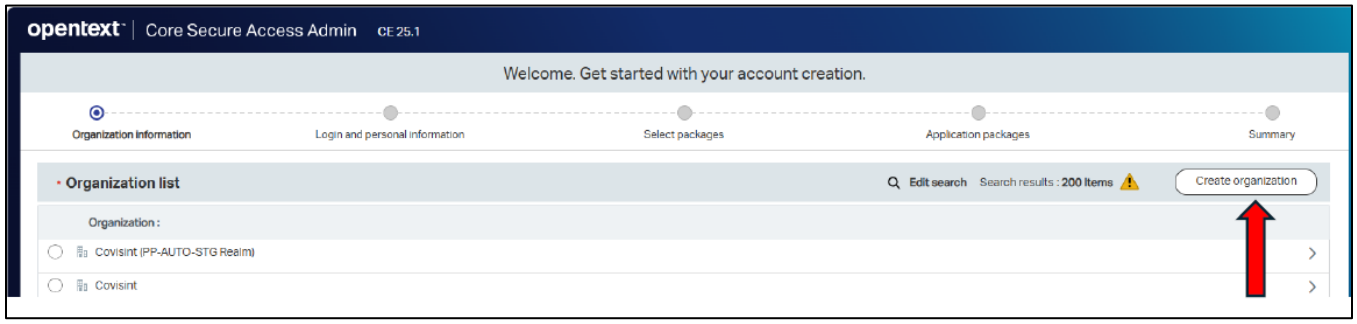
2. Click in the New User? Register Here link.



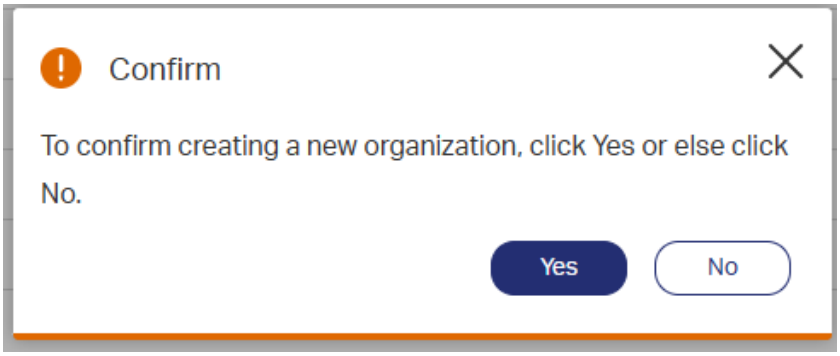
3. Click on the Search Button



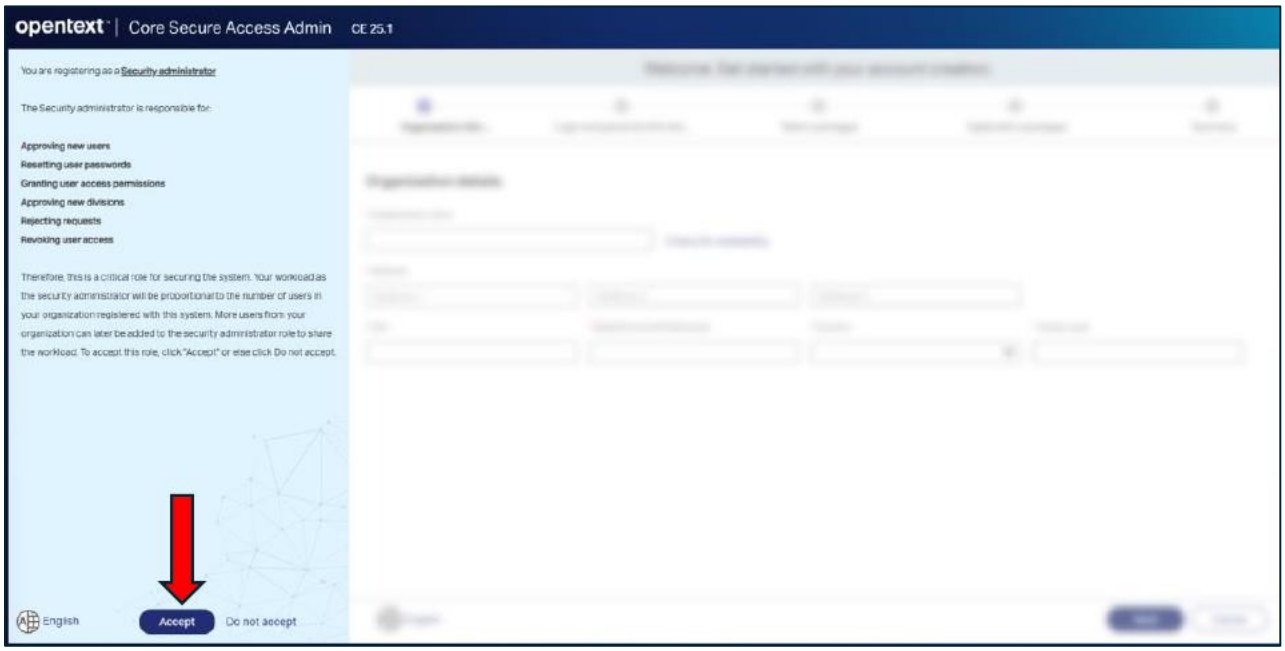
4. Click on the Create Organization Button. (add search component)



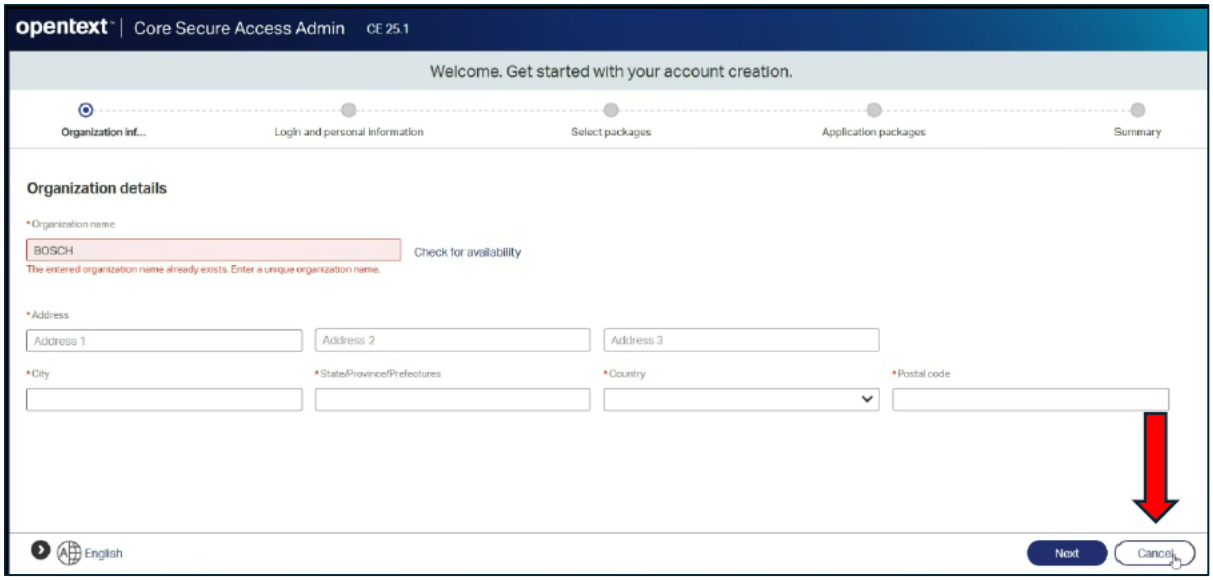
5. Click Yes, you want to create a new organization.



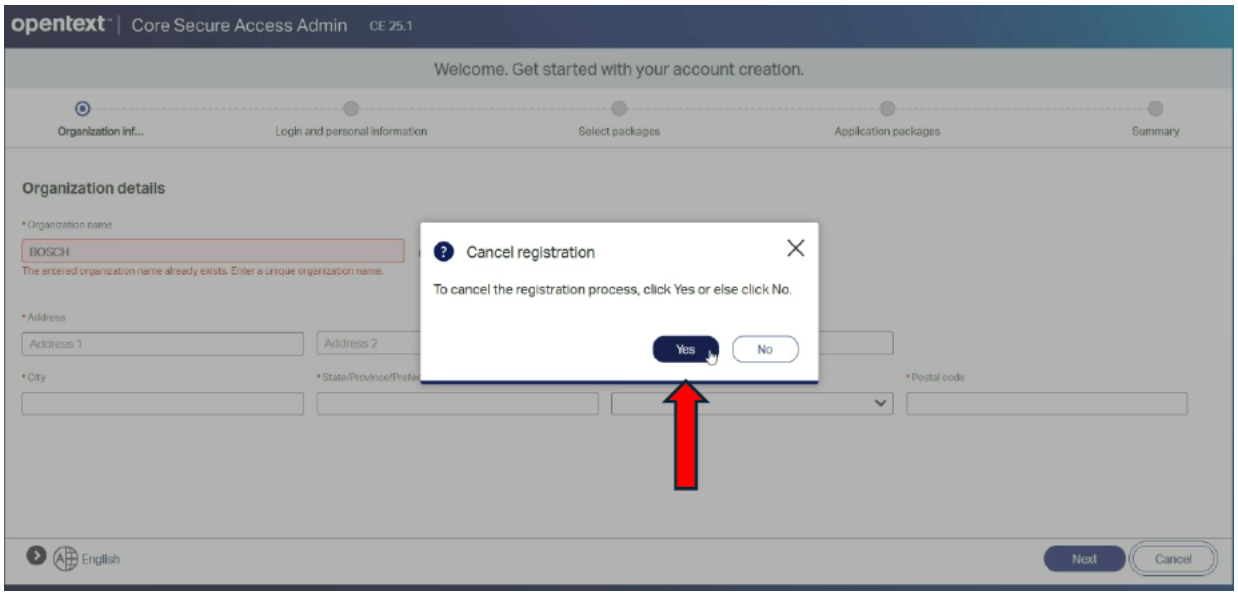
6. Click **Accept** to register as the Supplier Security Admin.
    a. The Security Admin is responsible for:
        i. Approving New Users in organization
        ii. Resetting User passwords
        iii. Granting User access permissions
        iv. Approving new divisions
        v. Rejecting requests
        vi. Revoking user access



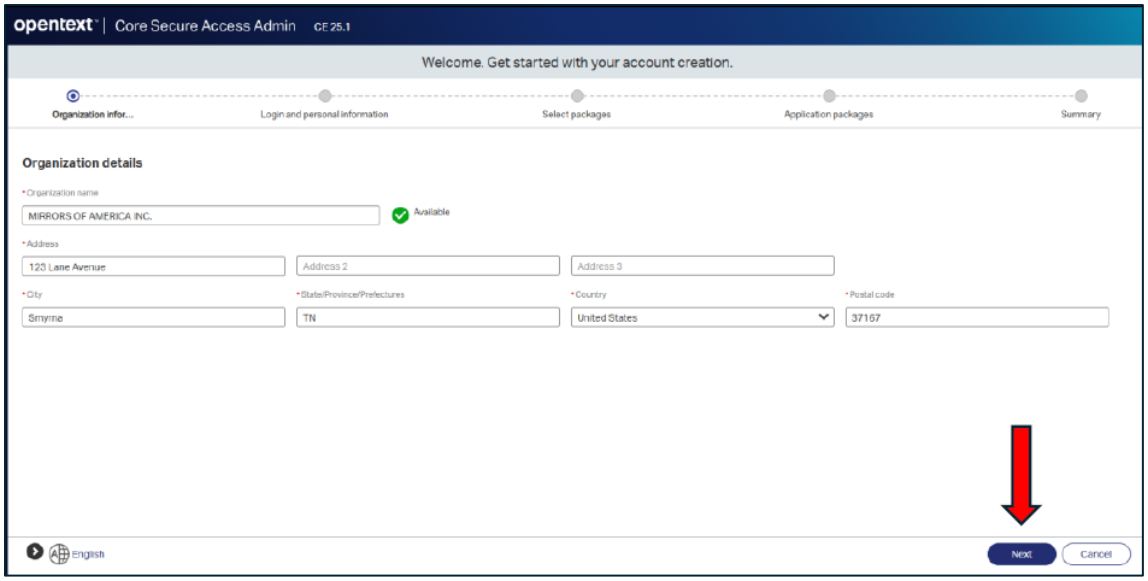
7. Enter in your correct Organization Name – click the 'check for availability' to see if your org is registered.
    a. If the org already exits you need to cancel the registration. Click cancel.



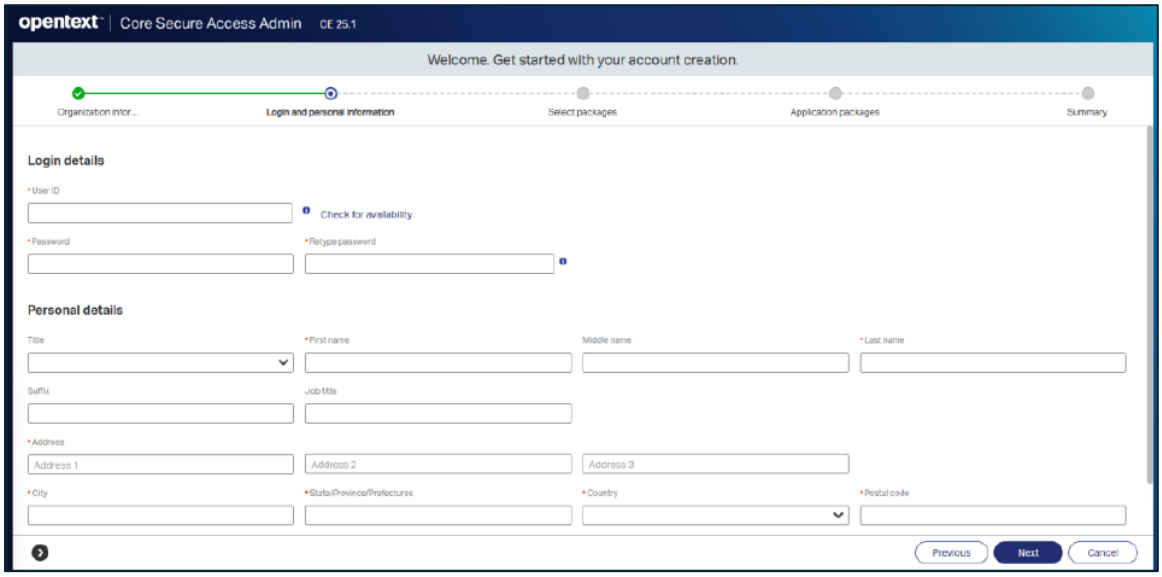
b. Click Yes to the pop up to cancel the registration. Go to Onboarding document for Common Suppliers.



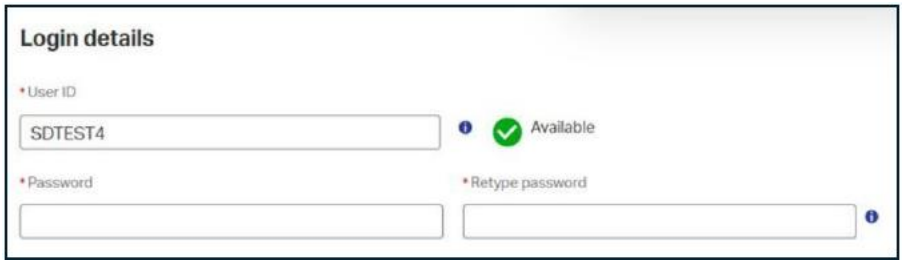
c. If the org is unique, enter in the Organization's primary location address. Click Next



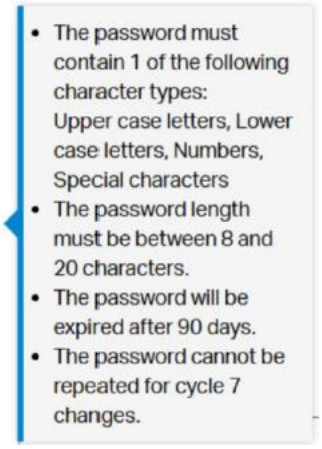
8. Create your defined User ID and Password for the Nissan Supplier Portal
    a. It's best practice to use an existing Nissan User ID provided by Nissan (from current portal or other systems). You can create a new ID if you choose.



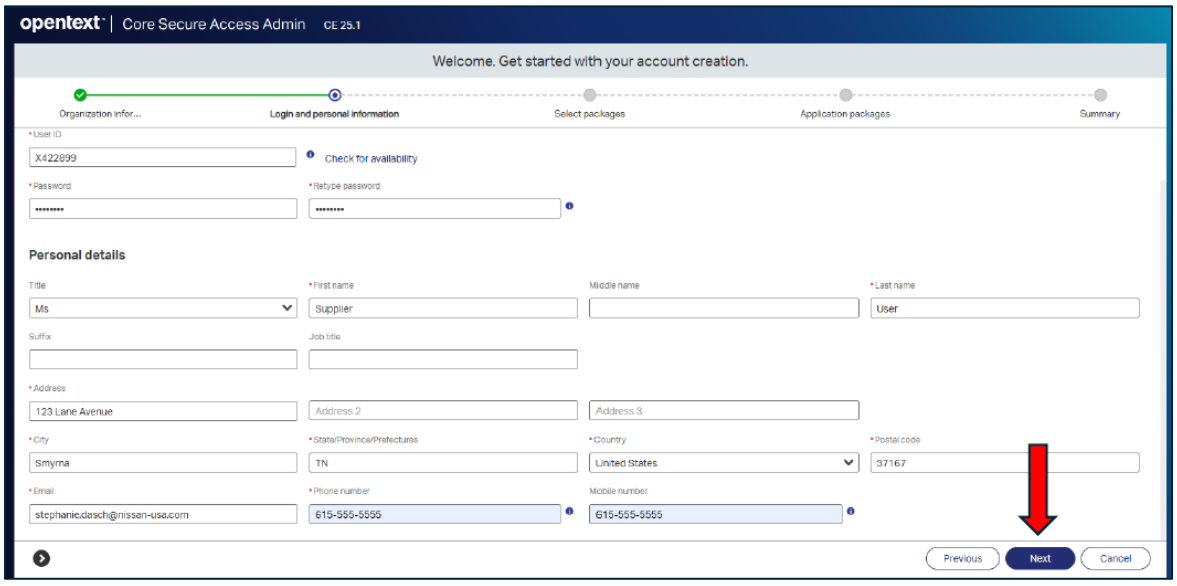
When creating User ID you need to check for availability to make it's not already in use.



Password requirements:

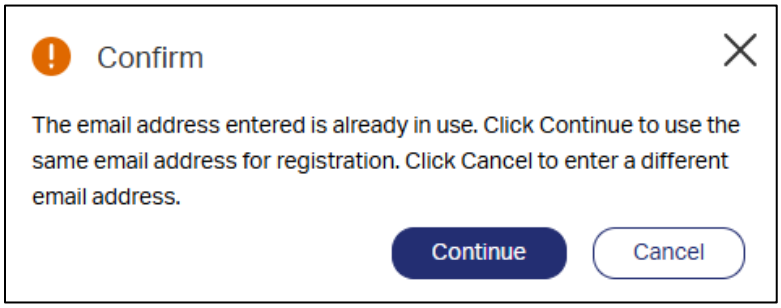


9. Click Next.

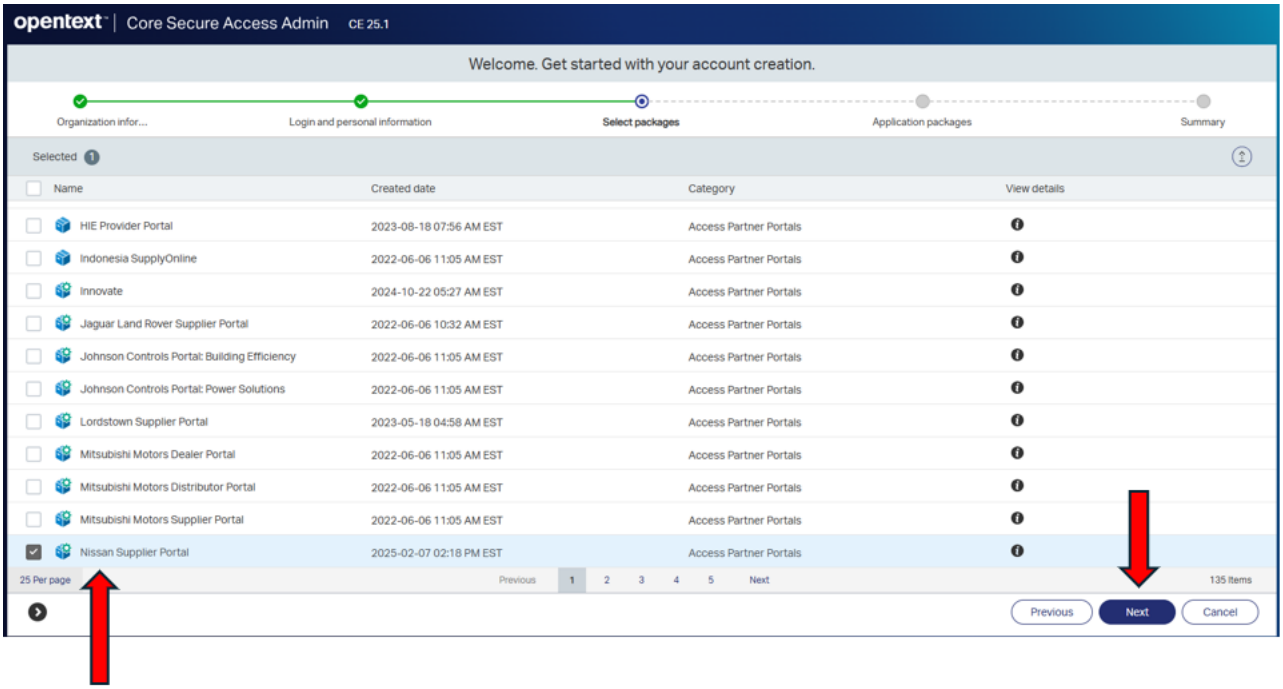


i. You can create multiple login names using the same email address. **You must use your company email address. Do not use personal email addresses (Gmail, Yahoo, Comcast, etc…).**

ii. Each Login is assigned to one Supplier Code. Used for SCM applications that are unique to local supplier code.
iii. Click Continue button.

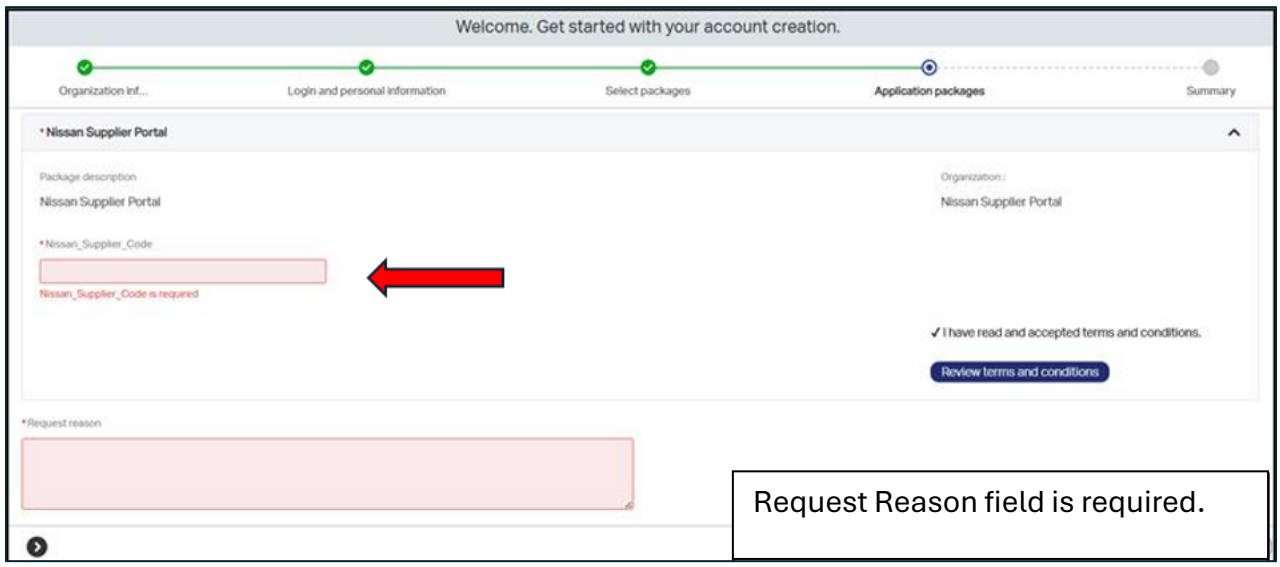


10. Scroll down or use filter to find Nissan Supplier Portal. Check the Nissan Supplier Portal to assign your Organization to Nissan.
    a. Then click Next button.

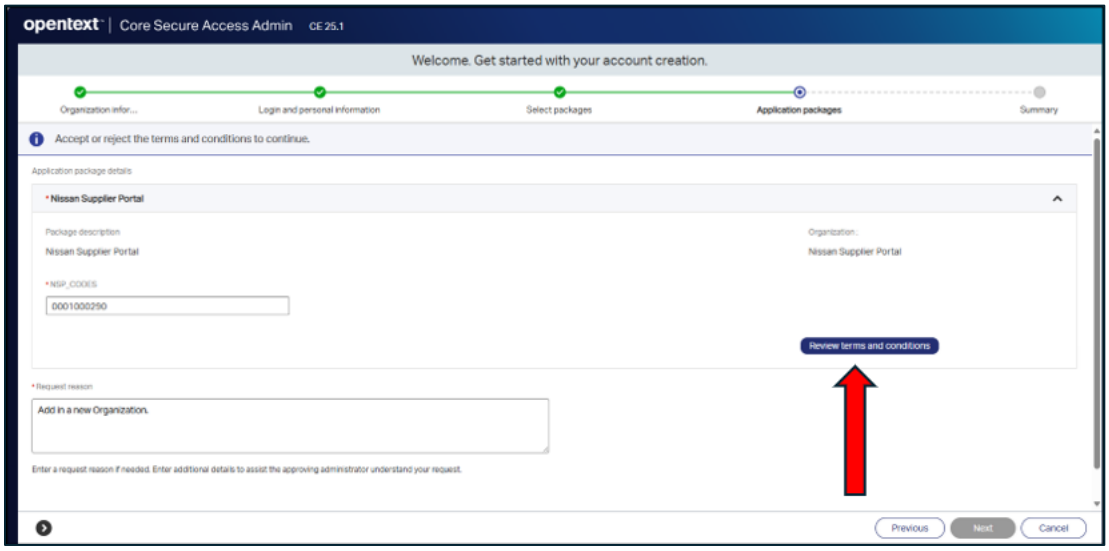


11. Add in the organization's approved Nissan Supplier Code. **Include leading zeros for a full 10-digit number. Ex: 000XXXXXXX**

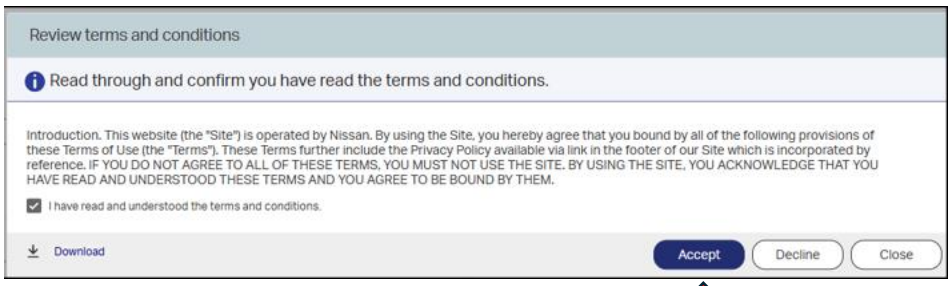
    This portal is accessible for many types of supplier codes (production codes, prototype codes, aftersales, etc…)



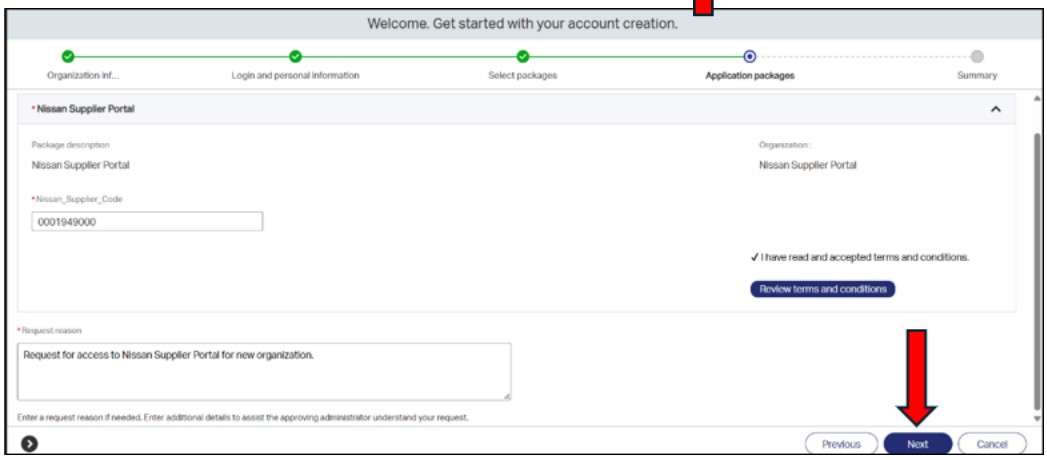
12. Click the Terms and Conditions button and read and accept.



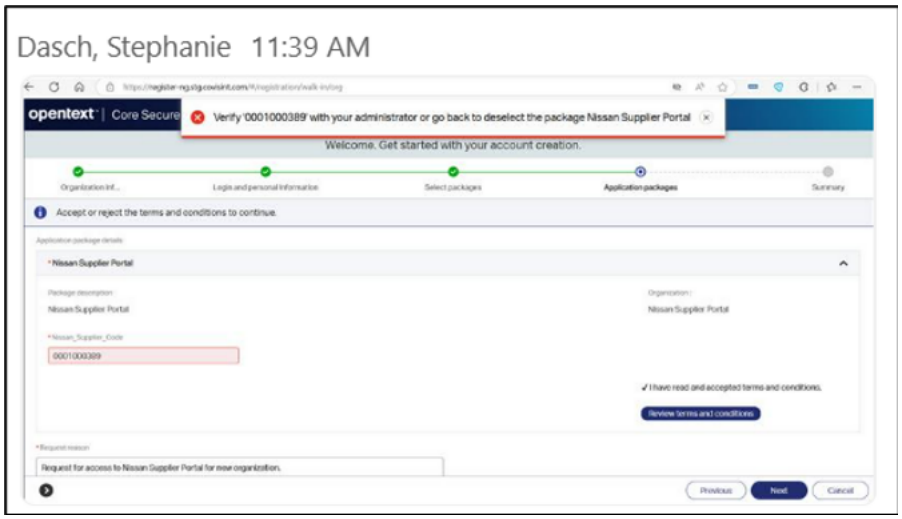
13. Click on the checkbox and the Accept Button for Terms and Conditions:



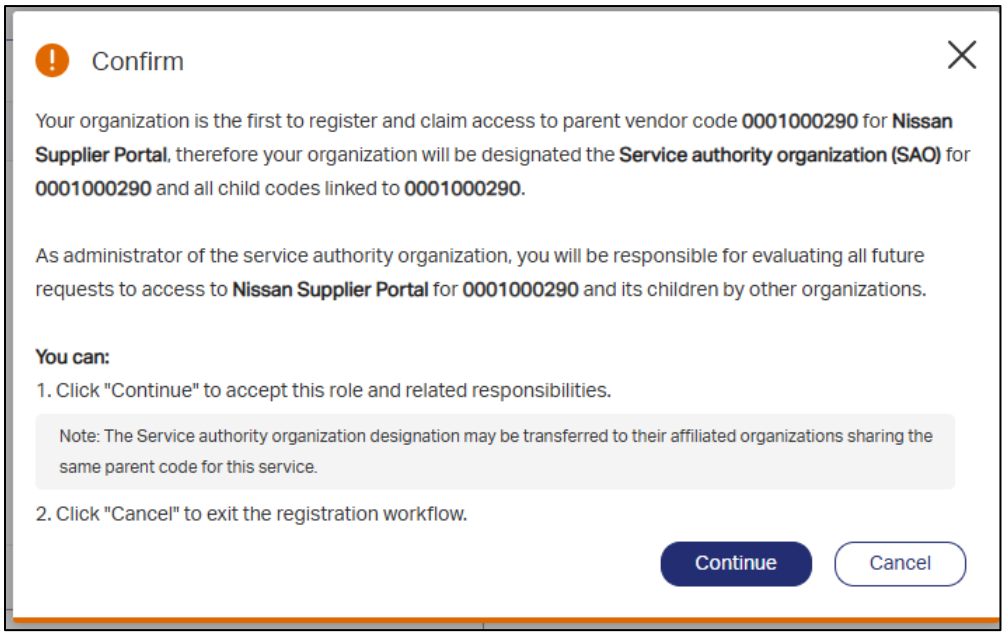
14. Click Next



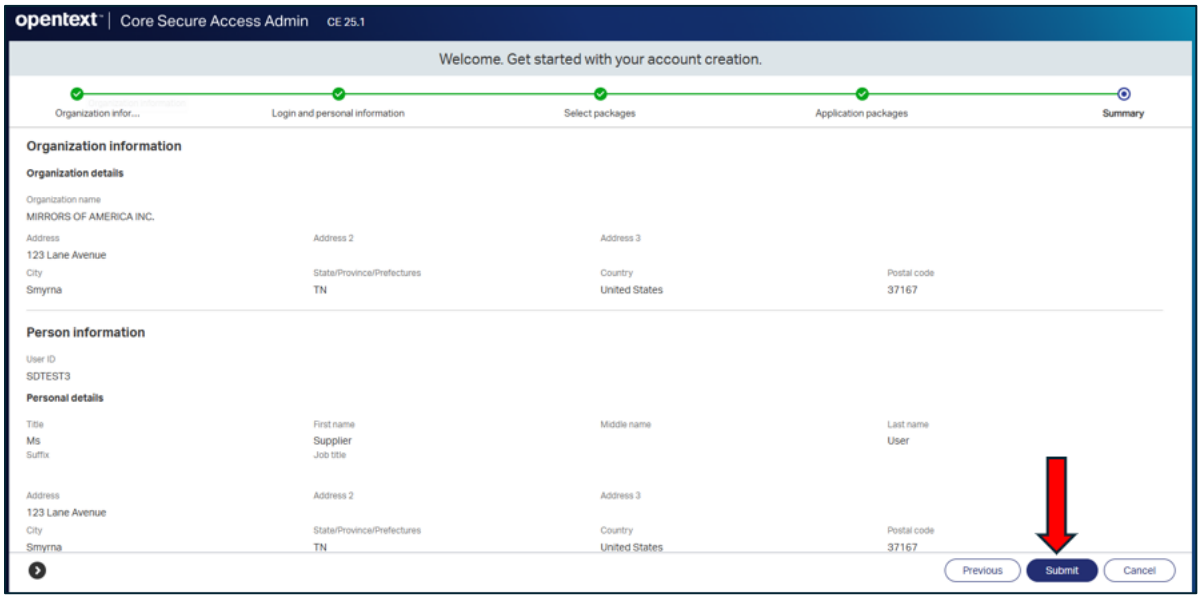
a) If you get this error, please contact your Purchasing buyer or your organization's supplier portal admin to confirm the correct supplier code.



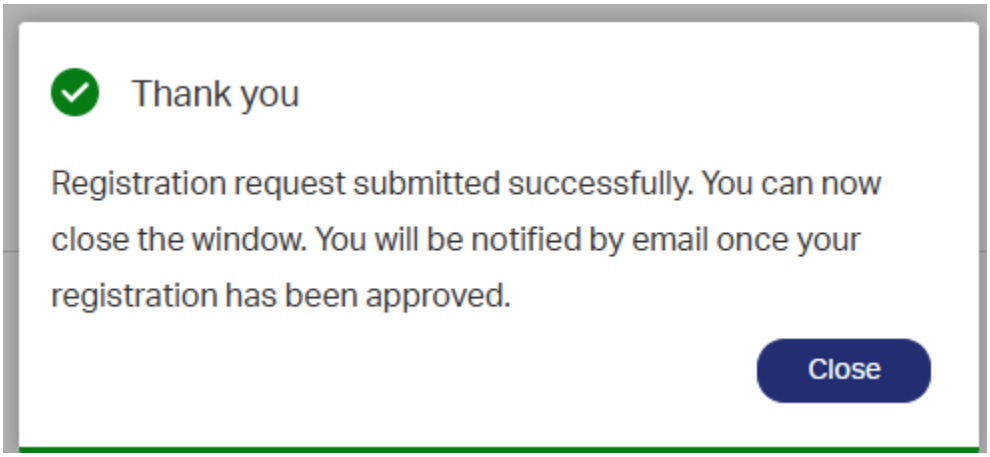
b) If the code is correct, please review message and confirm information and then click Continue button.



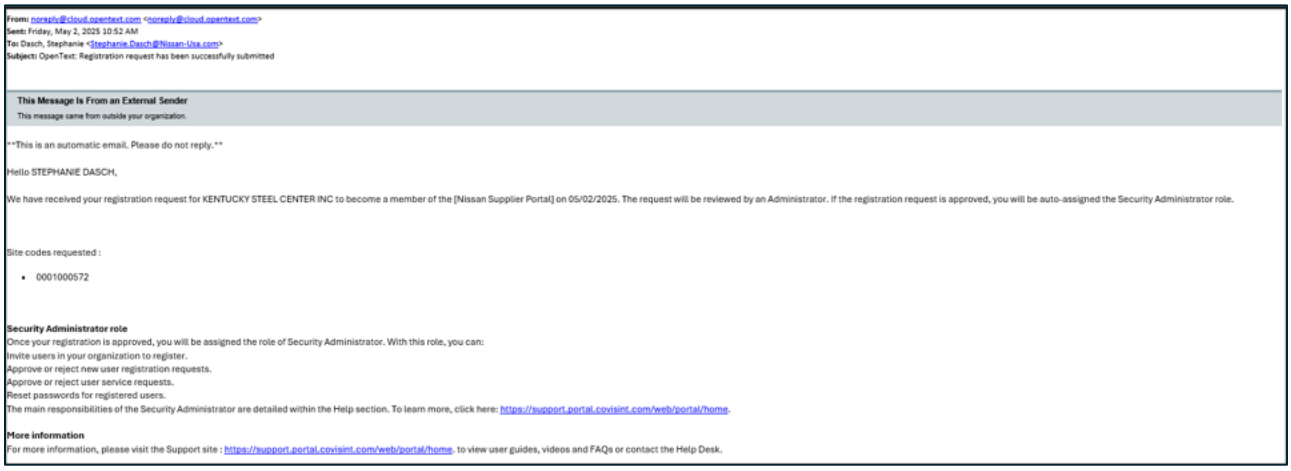
15. Review information for accuracy and then click Submit button.



16. Click close.



17. You will receive an email from the system informing you that your request was sent to the Nissan Admin.



From: noreply@cloud.opentext.com <noreply@cloud.opentext.com>
Sent: Friday, May 2, 2025 10:52 AM
To: Dasch, Stephanie <Stephanie.Dasch@Nissan-Usa.com>
Subject: OpenText: Registration request has been successfully submitted

This Message Is From an External Sender
This message came from outside your organization.

This is an automatic email. Please do not reply.

Hello STEPHANIE DASCH,

We have received your registration request for KENTUCKY STEEL CENTER INC to become a member of the [Nissan Supplier Portal] on 05/02/2025. The request will be reviewed by an Administrator. If the registration request is approved, you will be auto-assigned the Security Administrator role.

Site codes requested :

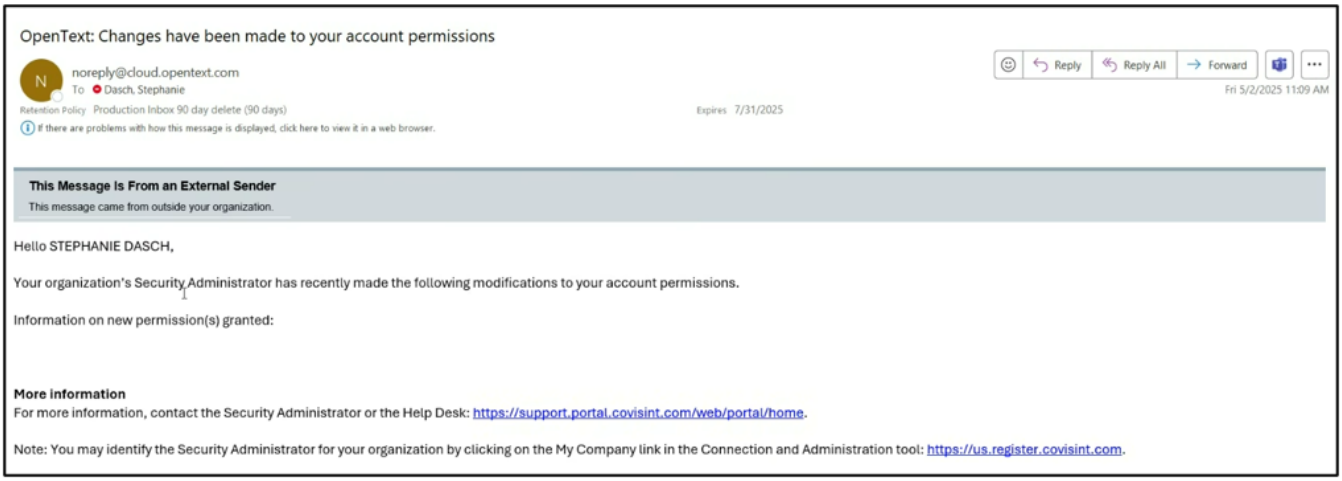
- 0001000572

Security Administrator role
Once your registration is approved, you will be assigned the role of Security Administrator. With this role, you can:
Invite users in your organization to register.
Approve or reject new user registration requests.
Approve or reject user service requests.
Reset passwords for registered users.
The main responsibilities of the Security Administrator are detailed within the Help section. To learn more, click here: https://support.portal.covisint.com/web/portal/home.

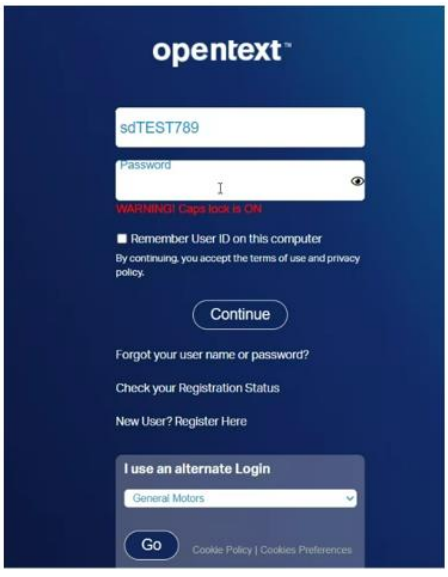
More information
For more information, please visit the Support site : https://support.portal.covisint.com/web/portal/home. to view user guides, videos and FAQs or contact the Help Desk.

18. The Nissan Admin group will approve access to the supplier portal.

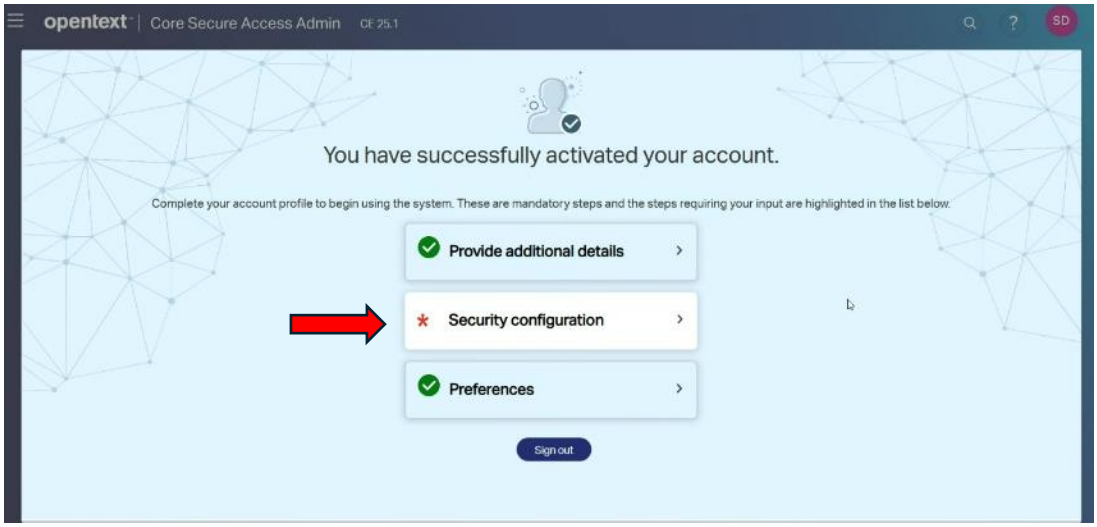
19. You will get several emails indicating your approval was granted.



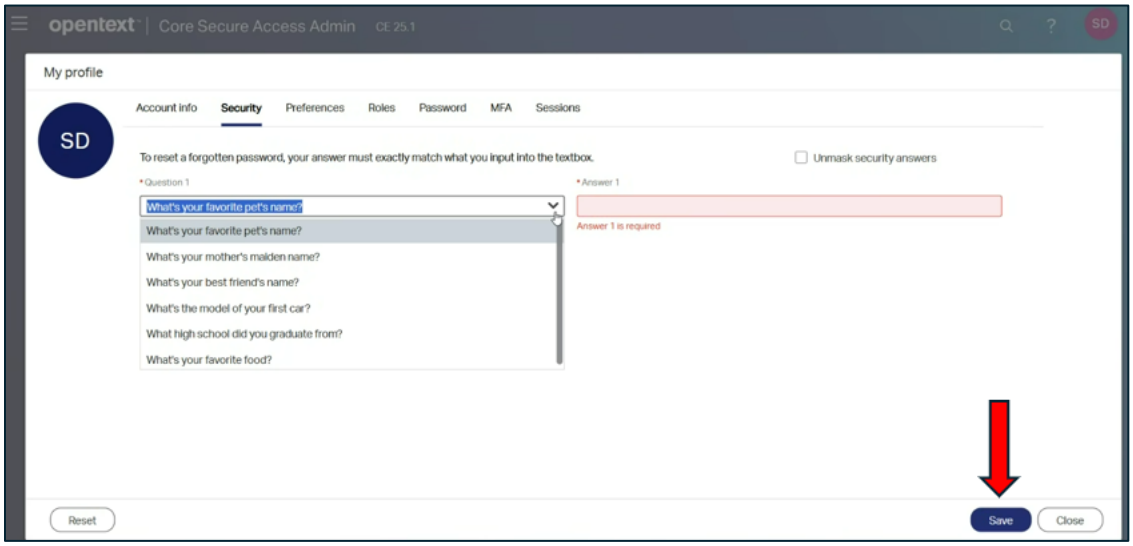
20. Access the portal using production link. https://nissansplr.portal.covisint.com



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

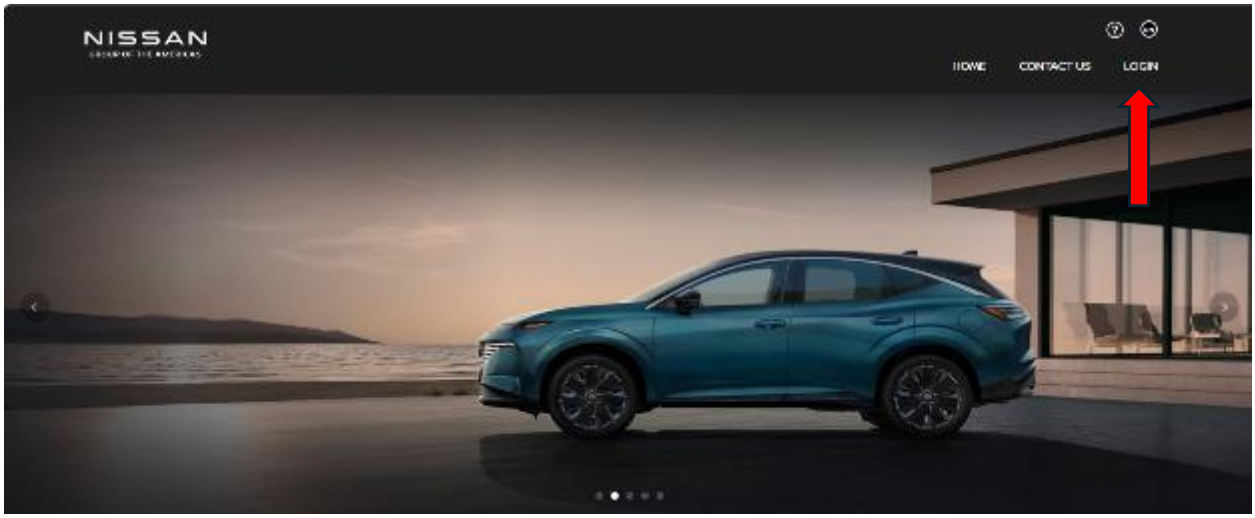


22. Answer question 1. Click Save.

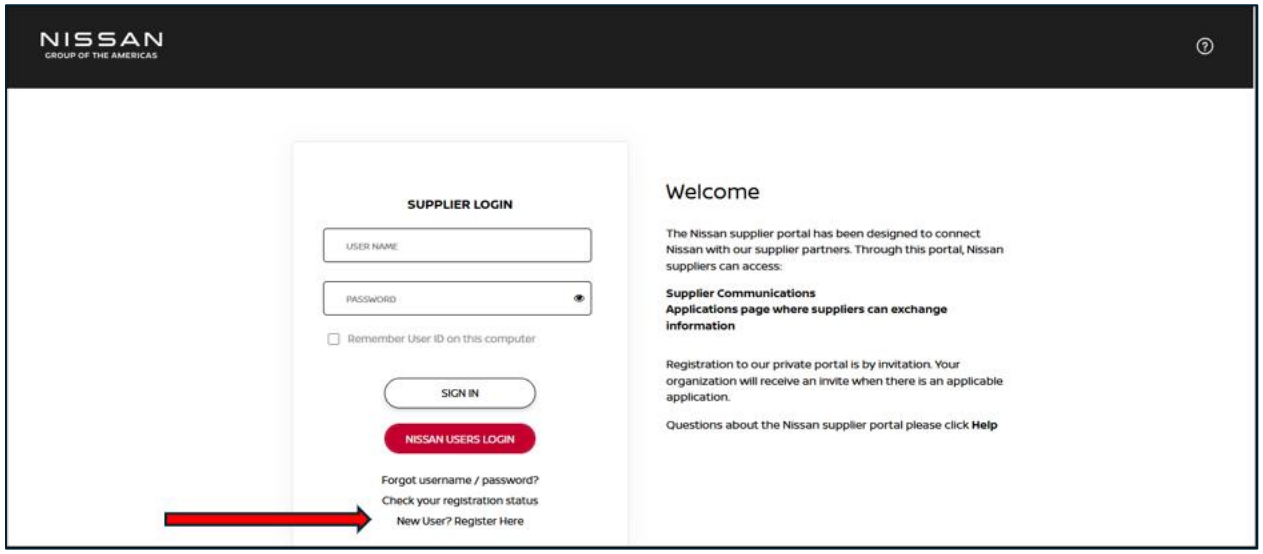


II. Non-Supplier Portal Security Admin / User Registration

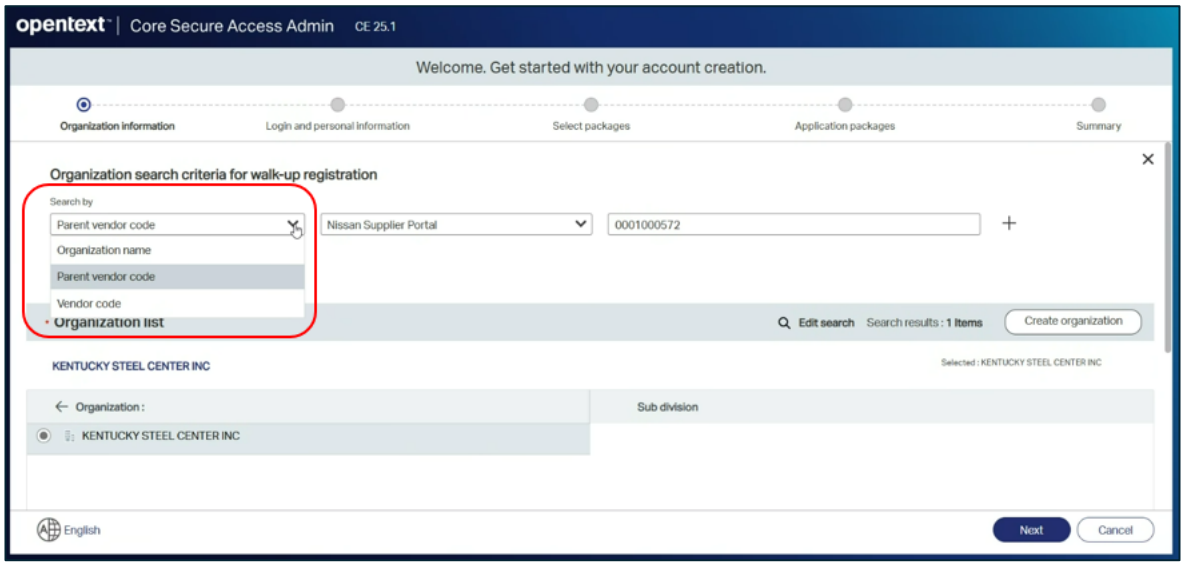
1. Click on the Login Menu Item.



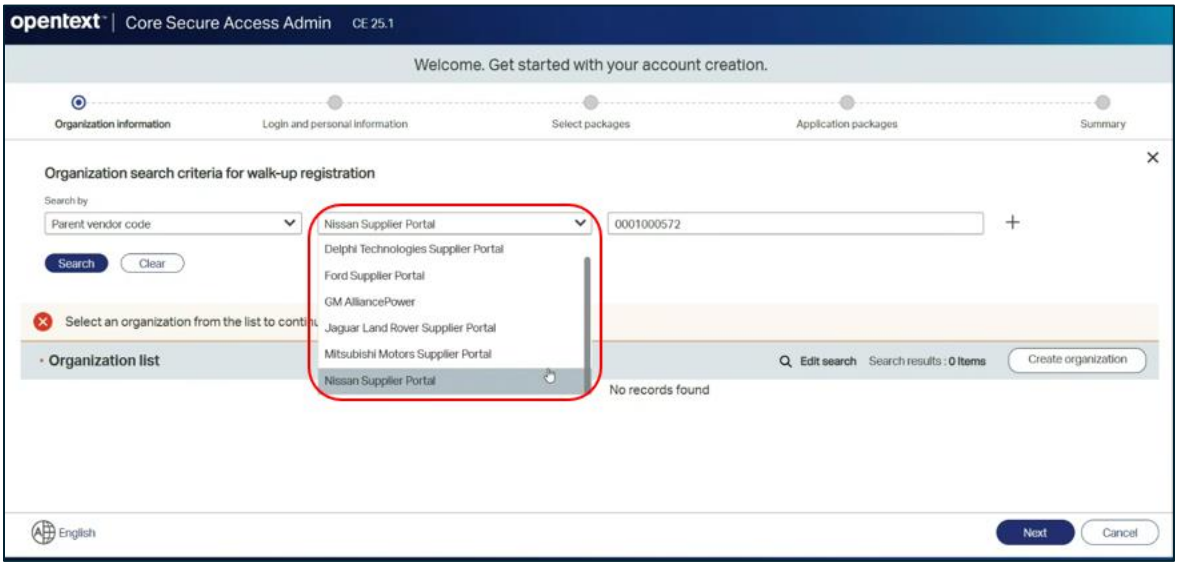
2. Click in the New User? Register Here link.



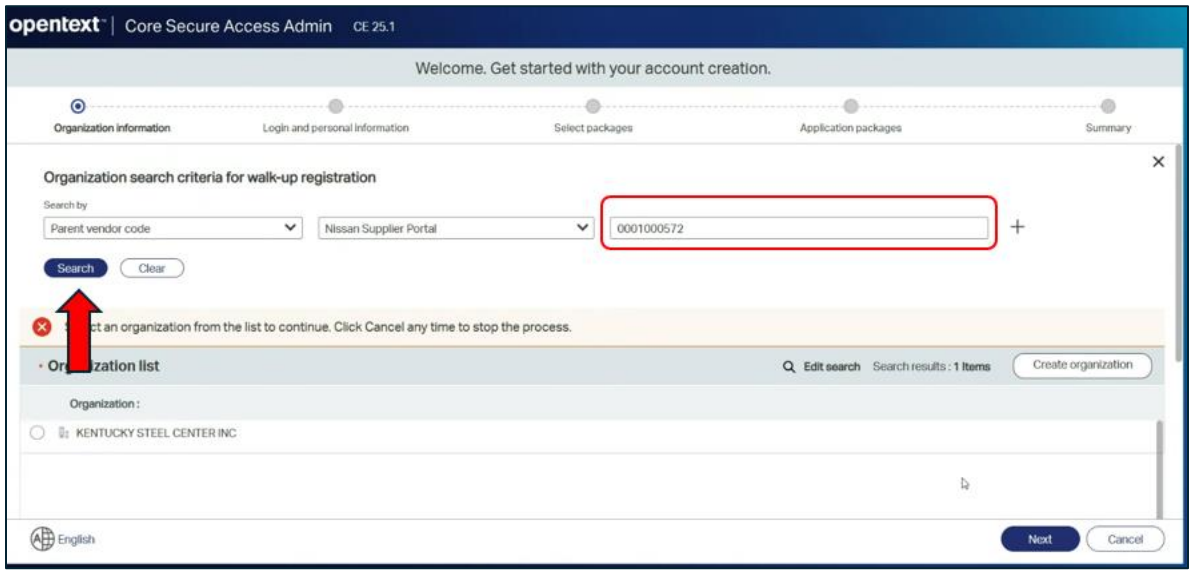
3. Change the 'Search By' drop down to **Parent Vendor Code.**



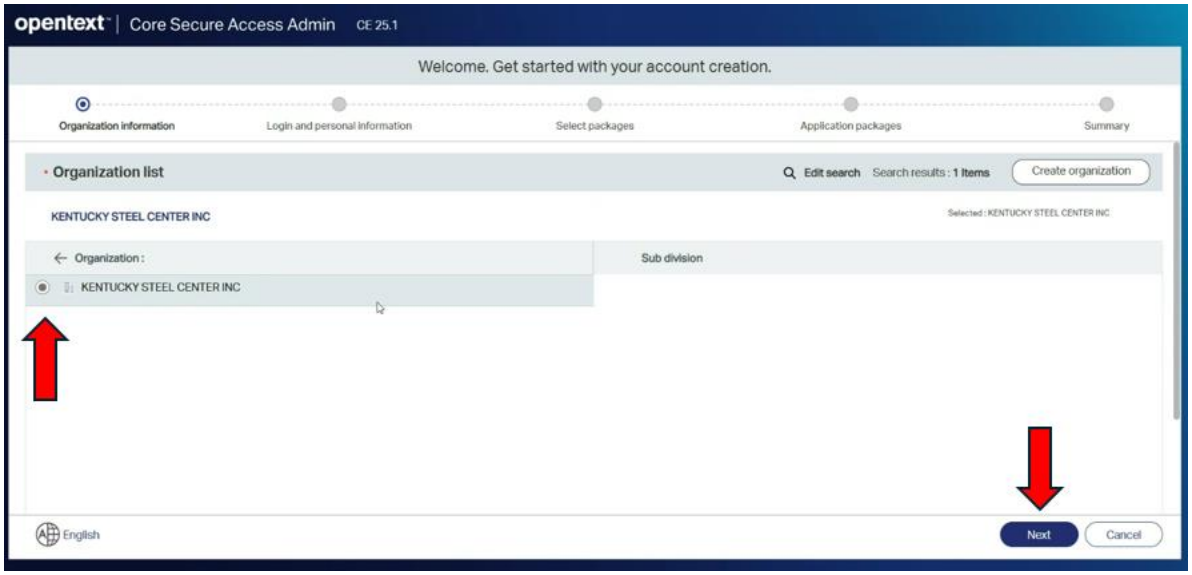
4. Select Nissan Supplier Portal from the 2nd drop down.



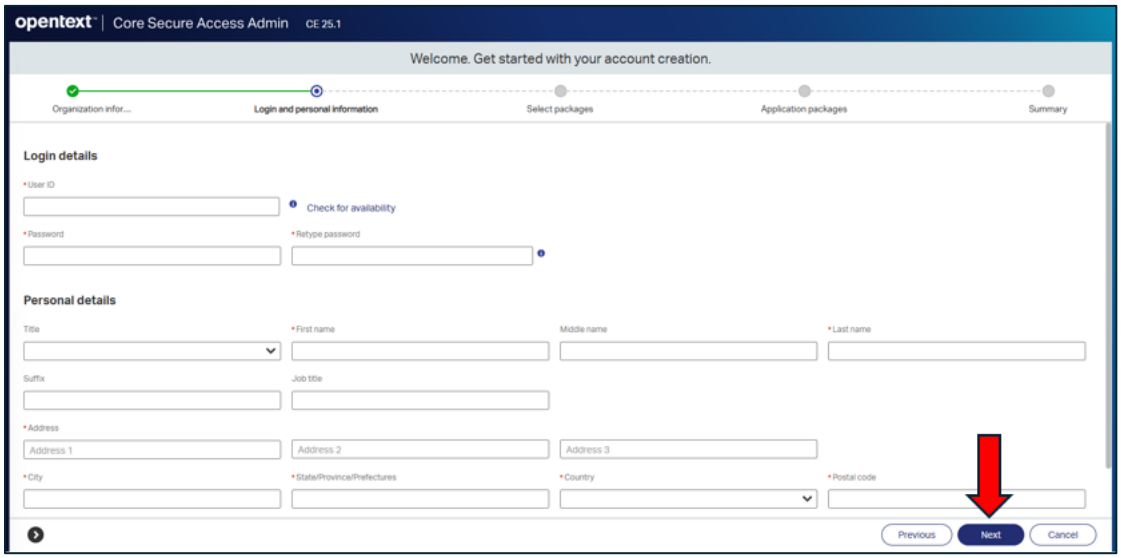
5. Enter your supplier code in 10-digit format (with preceding zeros). Click Search



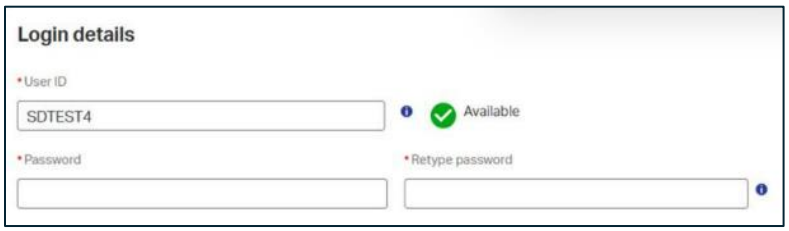
6. Select the supplier organization. Click Next



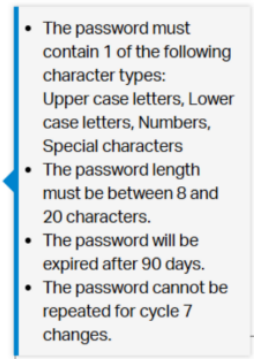
7. Create your defined User ID and Password for the Nissan Supplier Portal
    a. It's best practice to use an existing Nissan User ID provided by Nissan (from current portal or other systems). You can create a new ID if you choose.



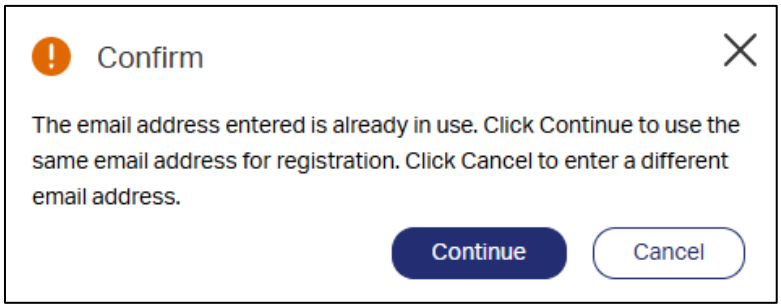
When creating User ID you need to check for availability to make it's not already in use.



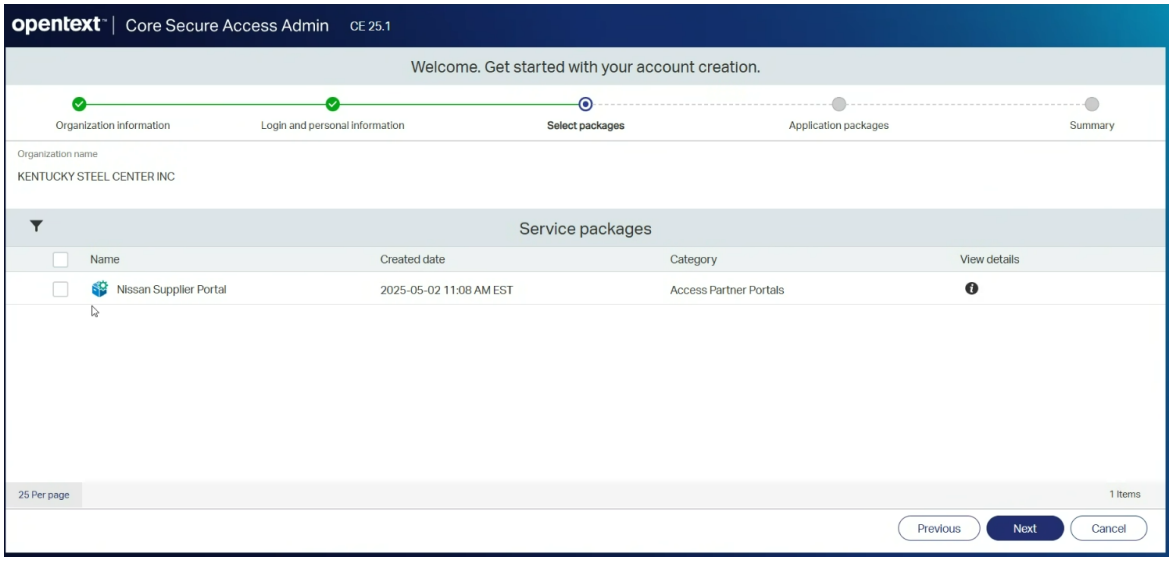
Password requirements:



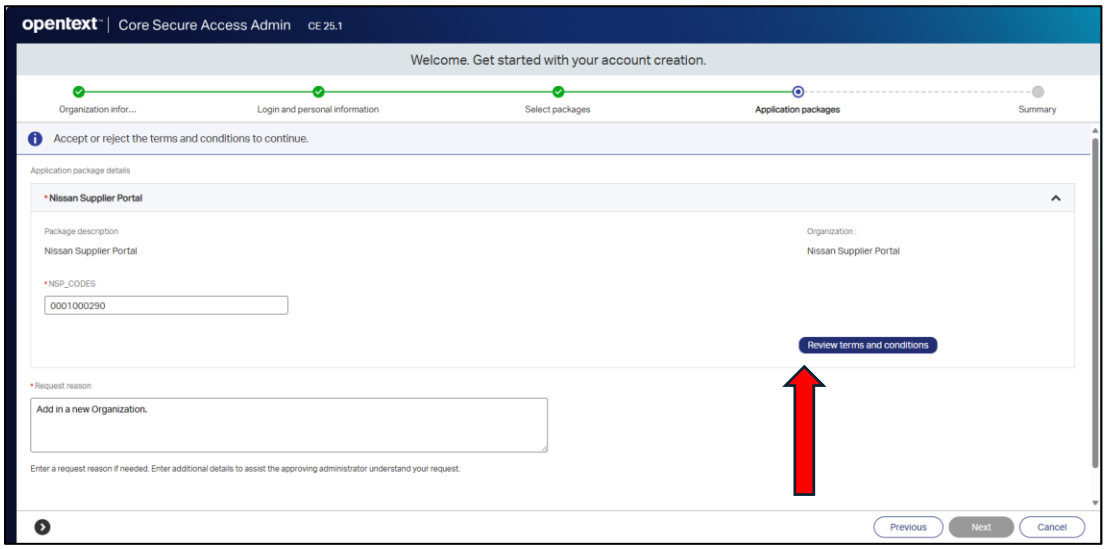
8. Click Next.
    a. You can create multiple login names using the same email address. **You must use your company email address. Do not use personal email addresses (Gmail, Yahoo, Comcast, etc…).**
    b. Each Login is assigned to one Supplier Code. Used for SCM applications that are unique to local supplier code.
    c. Click Continue button.



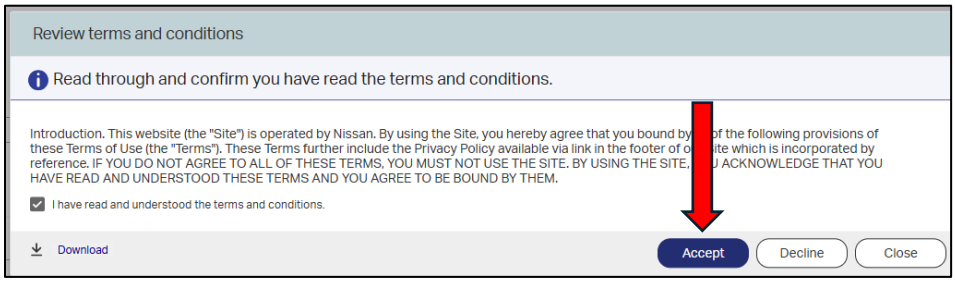
9. Select the Nissan Supplier Portal. Click Next



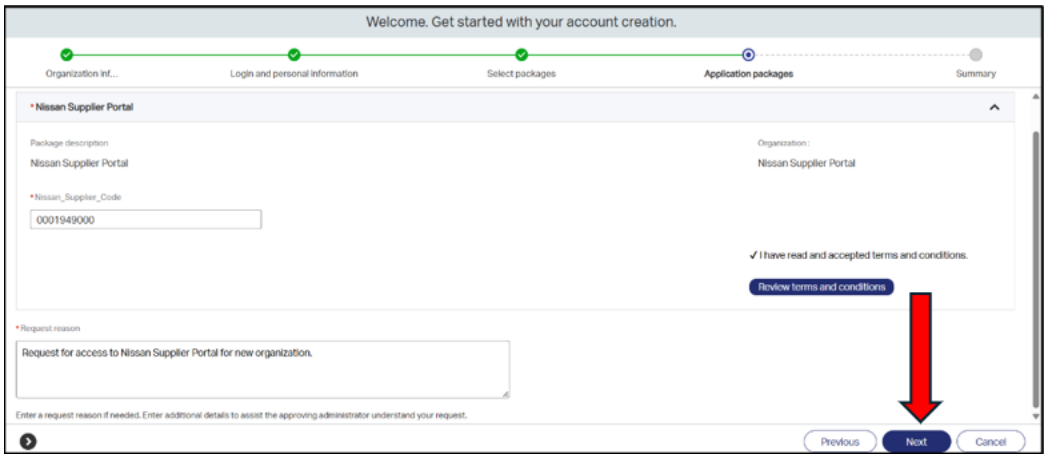
10. Click the Terms and Conditions button and read and accept.



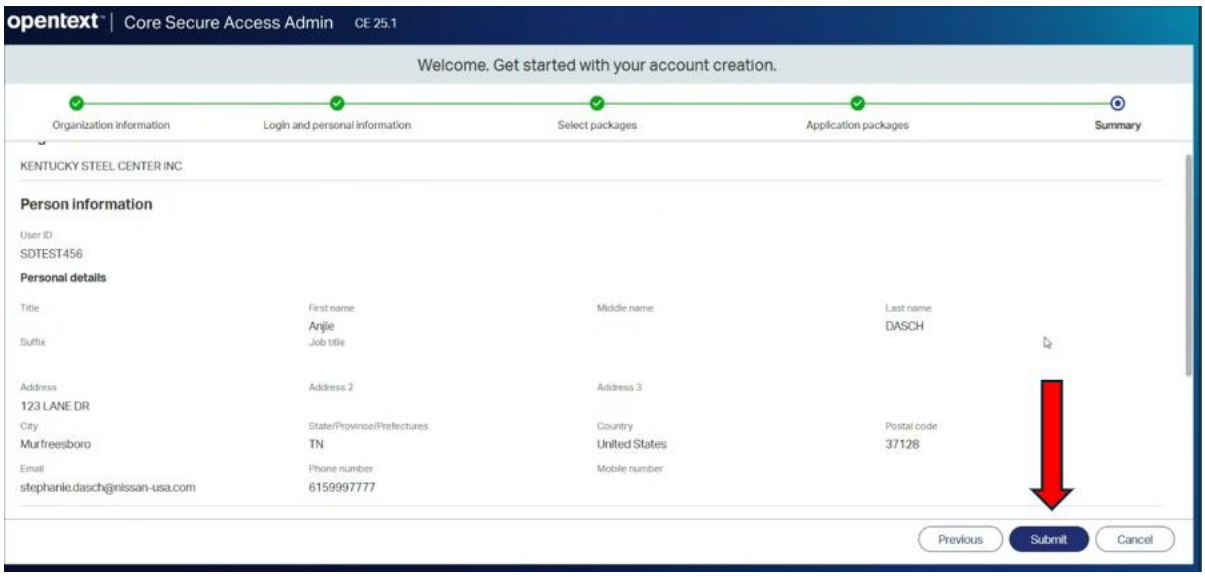
11. Click on the checkbox and the Accept Button for Terms and Conditions:



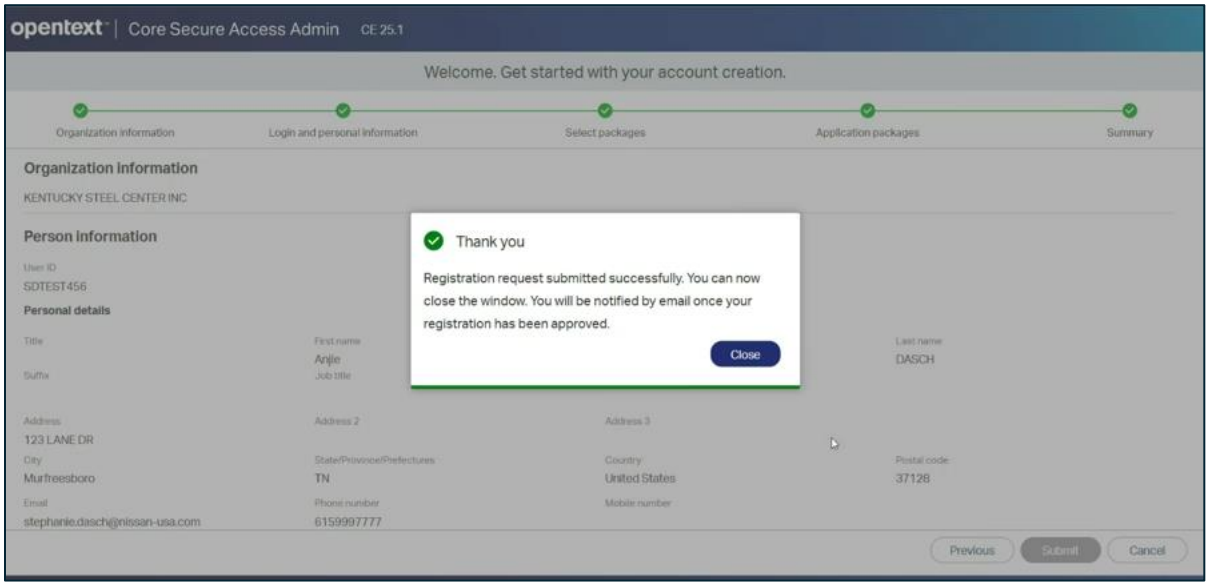
12. Click Next



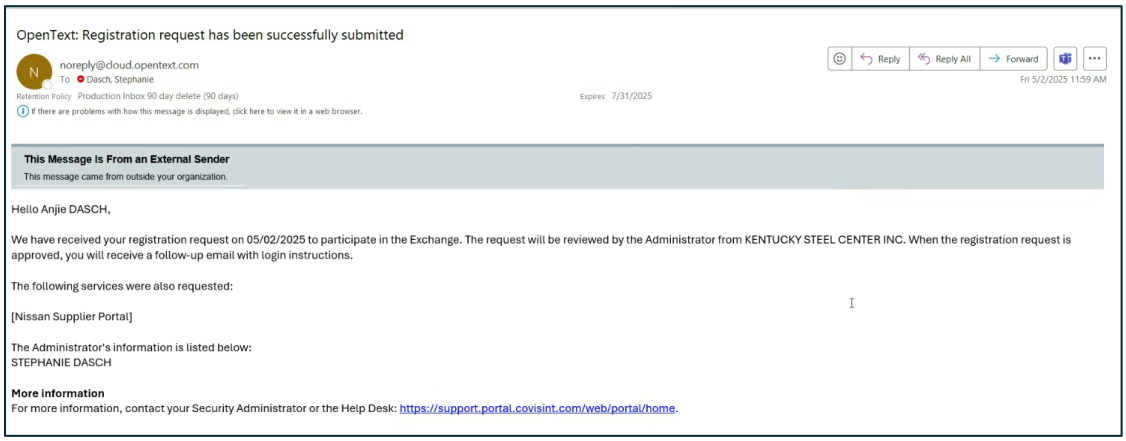
13. Click Submit



14. Click Close.



15. The user will receive this email.



OpenText: Registration request has been successfully submitted

noreply@cloud.opentext.com
To Dasch, Stephanie

Reply | Reply All | Forward

Fri 5/2/2025 11:59 AM

Retention Policy Production Inbox 90 day delete (90 days) Expires 7/31/2025

If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender
This message came from outside your organization.

Hello Anjie DASCH,

We have received your registration request on 05/02/2025 to participate in the Exchange. The request will be reviewed by the Administrator from KENTUCKY STEEL CENTER INC. When the registration request is approved, you will receive a follow-up email with login instructions.

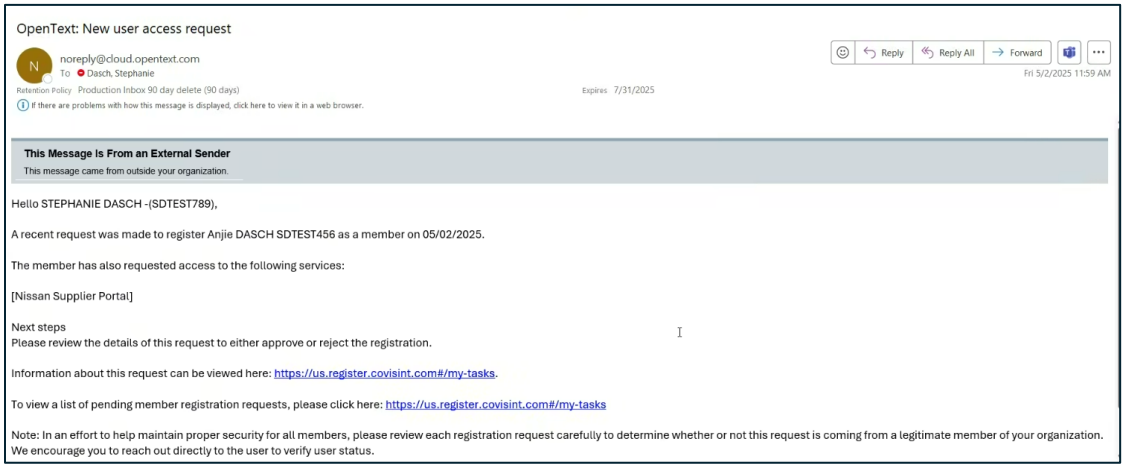
The following services were also requested:

[Nissan Supplier Portal]

The Administrator's information is listed below:
STEPHANIE DASCH

More information
For more information, contact your Security Administrator or the Help Desk: https://support.portal.covisint.com/web/portal/home.

The Supplier Portal Security Admin person at your organization will receive an email.



OpenText: New user access request

noreply@cloud.opentext.com
To Dasch, Stephanie

Reply | Reply All | Forward

Fri 5/2/2025 11:59 AM

Retention Policy Production Inbox 90 day delete (90 days) Expires 7/31/2025

If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Is From an External Sender
This message came from outside your organization.

Hello STEPHANIE DASCH -(SDTEST789),

A recent request was made to register Anjie DASCH SDTEST456 as a member on 05/02/2025.

The member has also requested access to the following services:

[Nissan Supplier Portal]

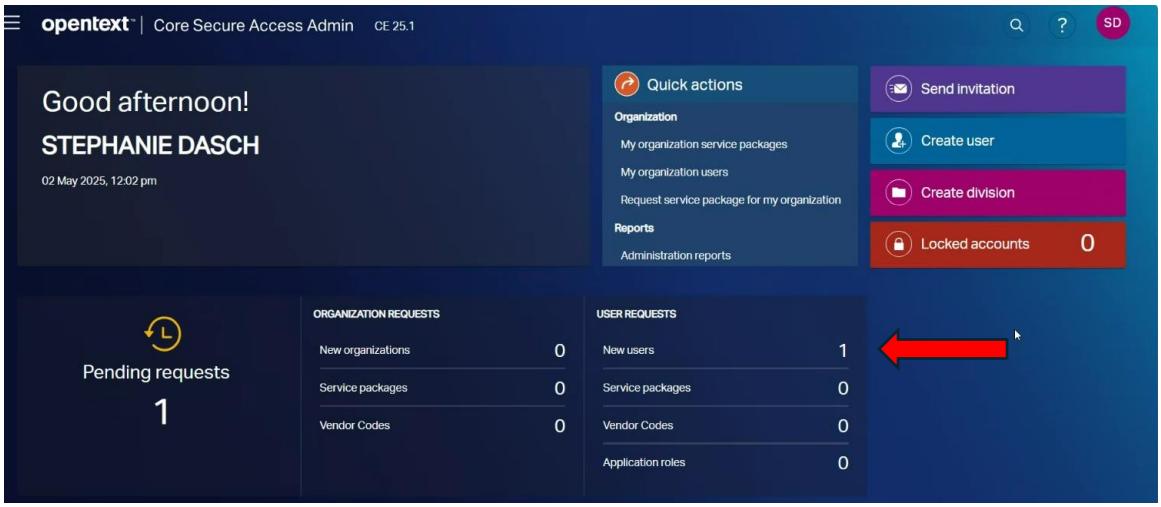
Next steps
Please review the details of this request to either approve or reject the registration.

Information about this request can be viewed here: https://us.register.covisint.com#/my-tasks.

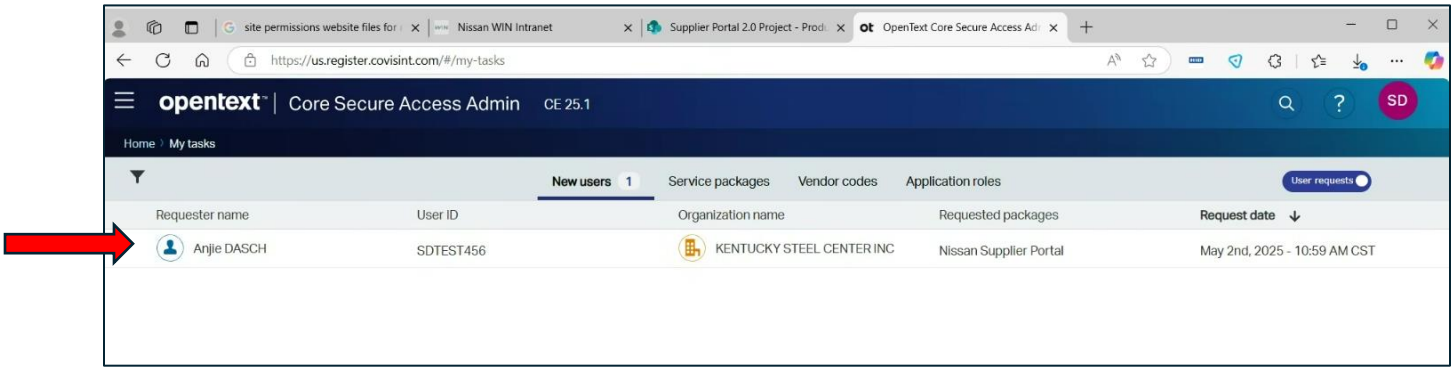
To view a list of pending member registration requests, please click here: https://us.register.covisint.com#/my-tasks

Note: In an effort to help maintain proper security for all members, please review each registration request carefully to determine whether or not this request is coming from a legitimate member of your organization. We encourage you to reach out directly to the user to verify user status.

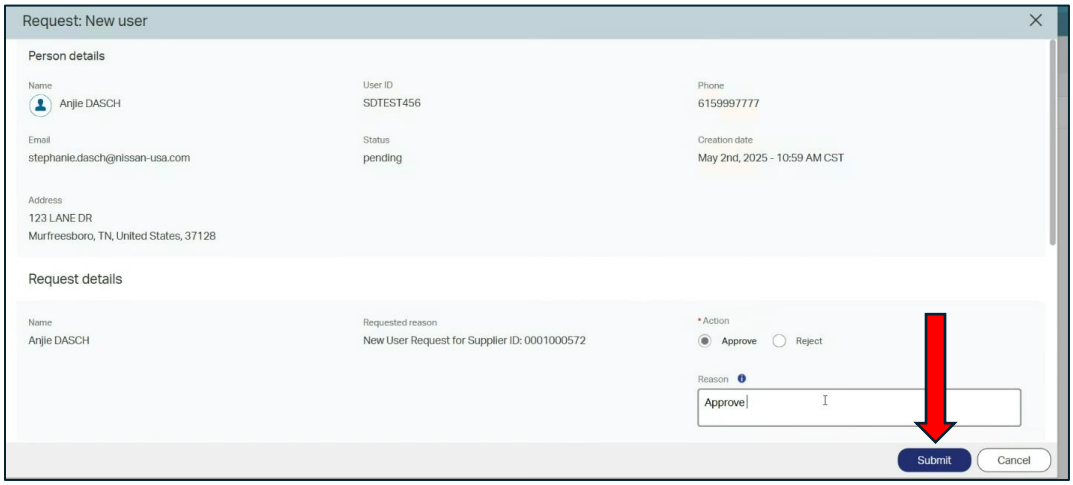
16. The Supplier Portal security admin logs into the portal IAM to approve new users. Click New Users



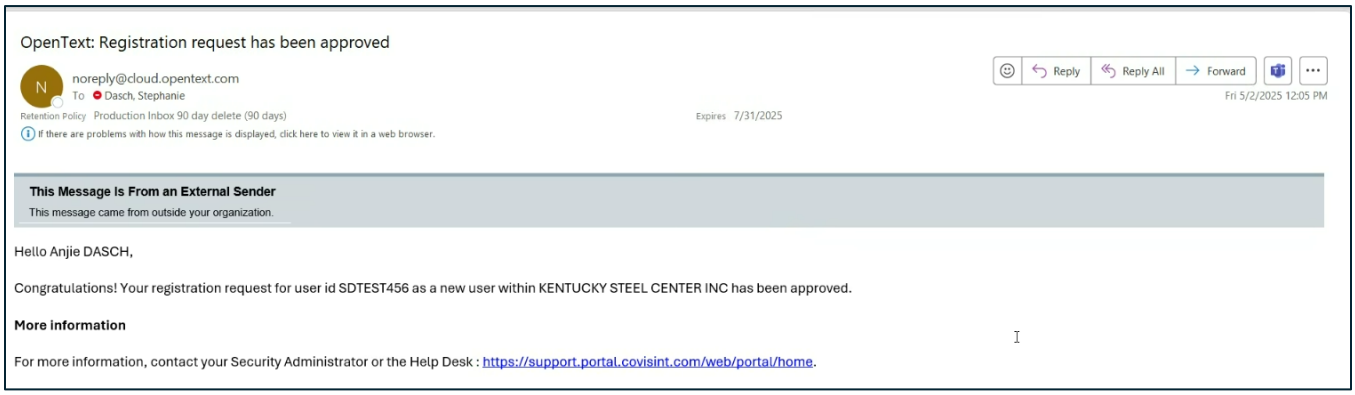
Click on the requestor name to view the request.



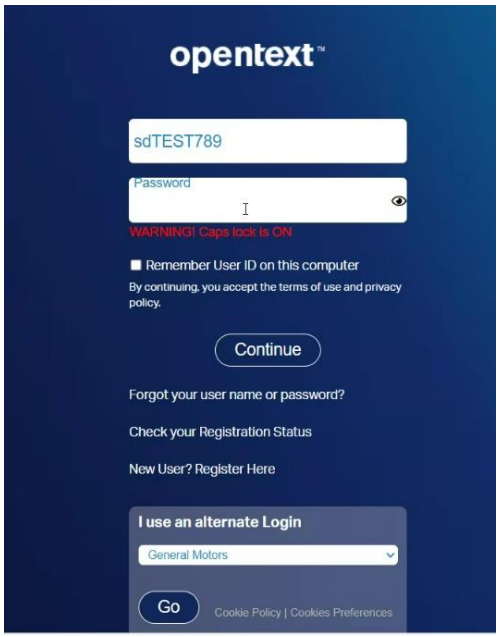
17. Supplier Portal Security Admin approves the request. Click Submit.



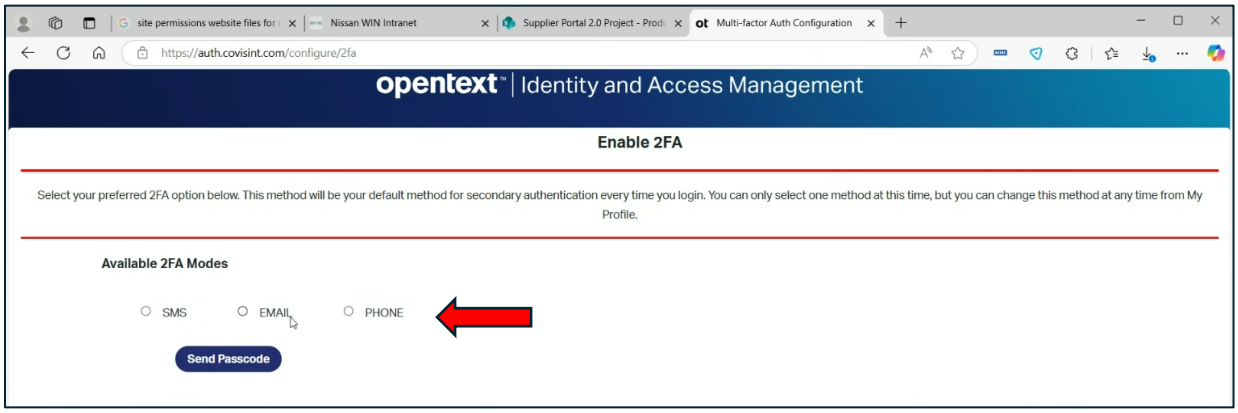
a. The user will receive an email that the request was approved.



18. Access the portal using production link. https://nissansplr.portal.covisint.com

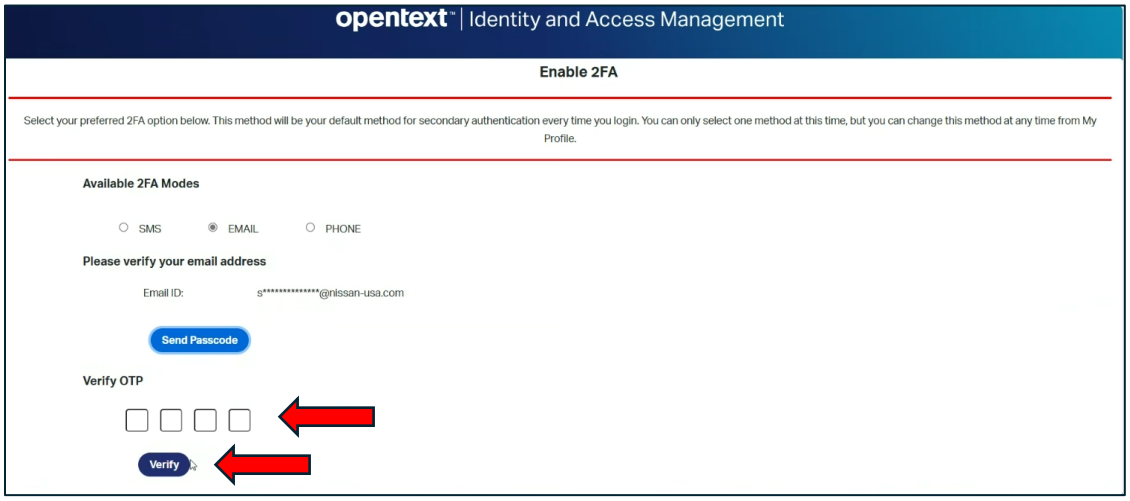


19. The first time you log in you will be prompted to complete Multi-factor Authentication (MFA) and configure security.
    a. Multi-factor authentication (MFA) is required for the Nissan Supplier Portal. You will register for the type of MFA here (text, email, phone). Select your preferred method for two factor authentication.
    b. Choose what method you want to receive your MFA code to log in (SMS / Tet, Email, Cell Phone).

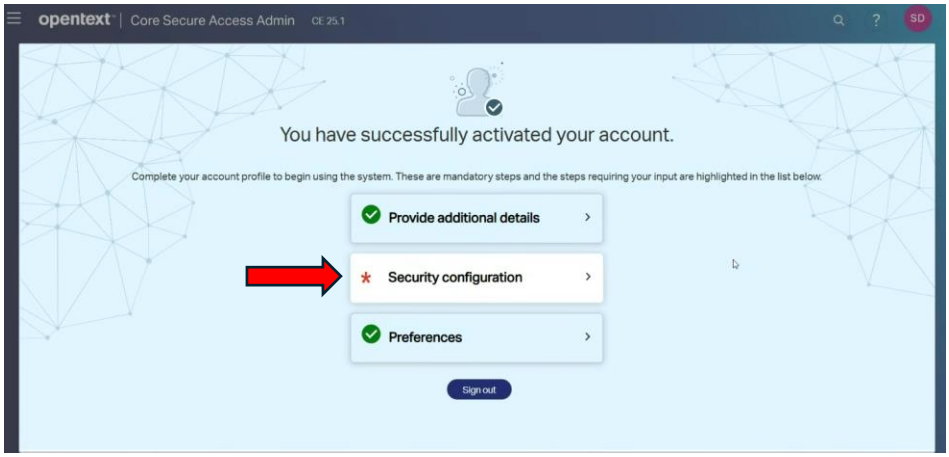


c. If you select e-mail, you will get a 4-digit code via email.

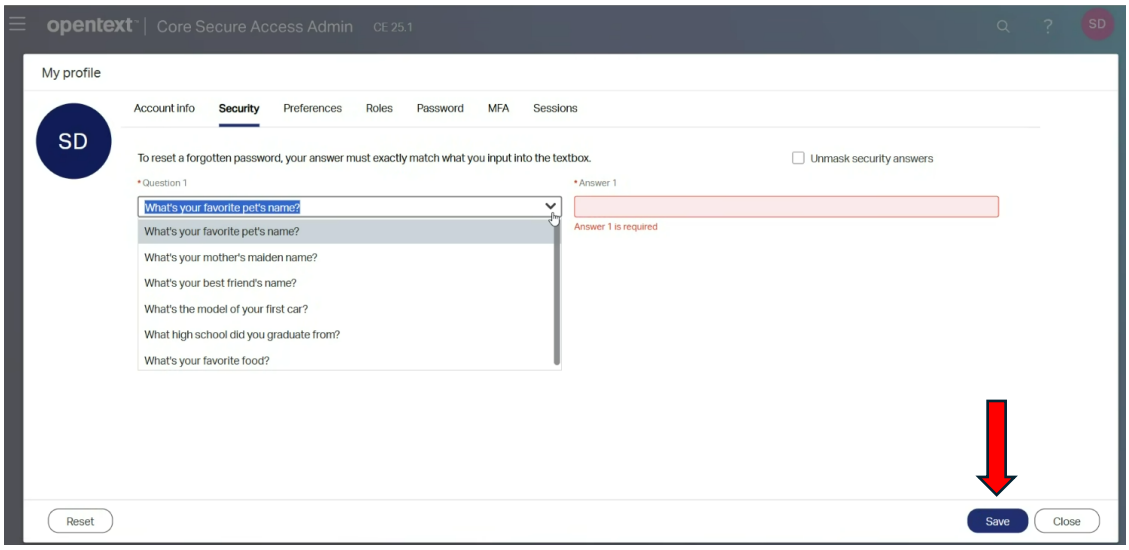
d. Enter the 4-digit code. Click Verify.



e. Click on Security configuration.



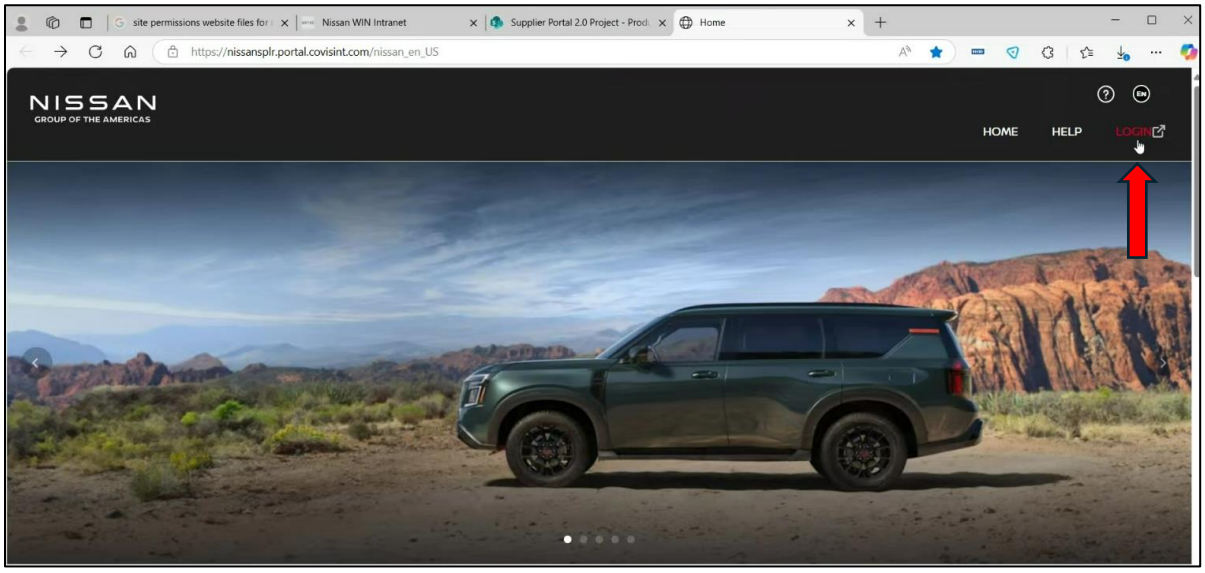
f. Answer question number 1, Click Save.



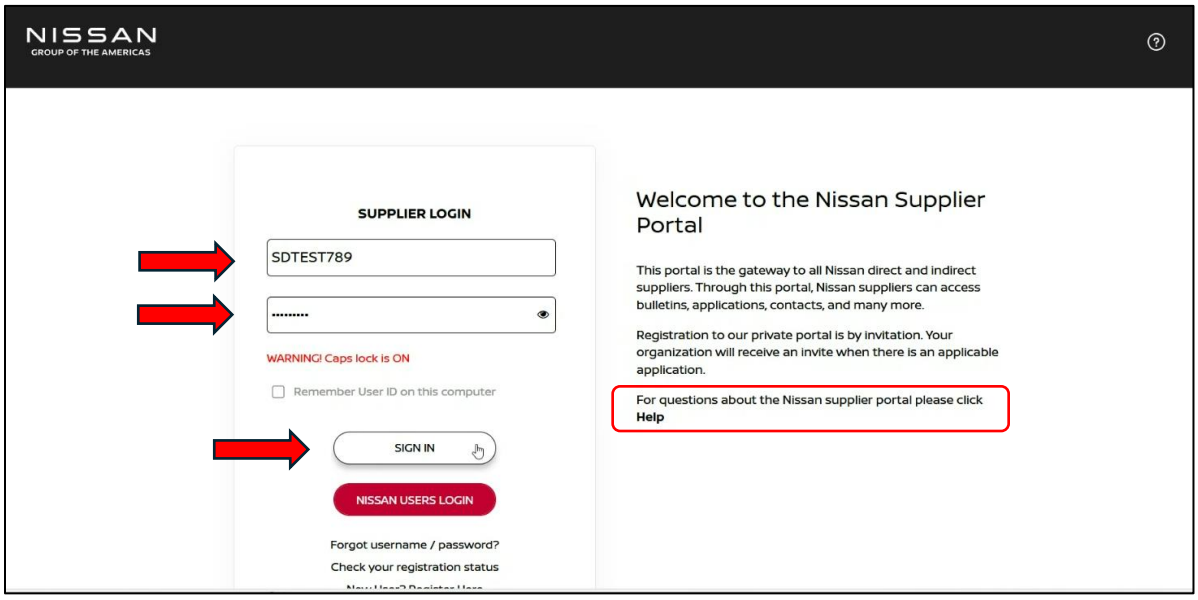
III. Click on the Following Link to access Nissan Supplier Portal:

https://nissansplr.portal.covisint.com

1. Click on Login

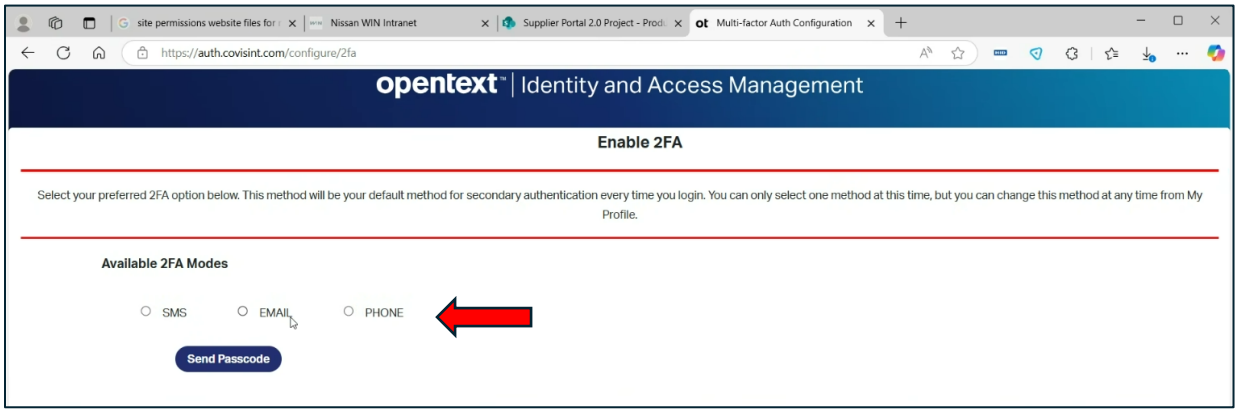


2. Enter User ID and password. Click Sign In



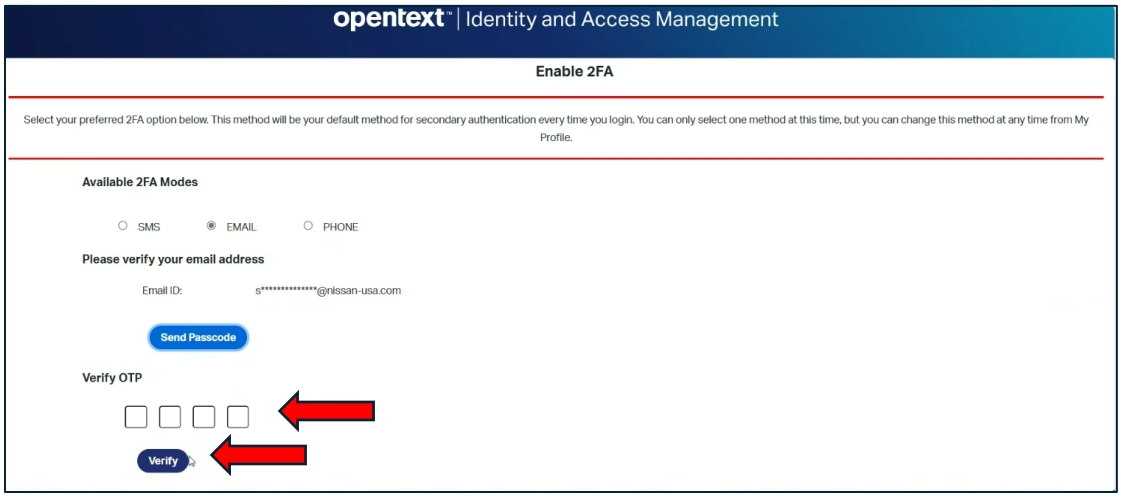
If you need assistance, click on Help.

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.

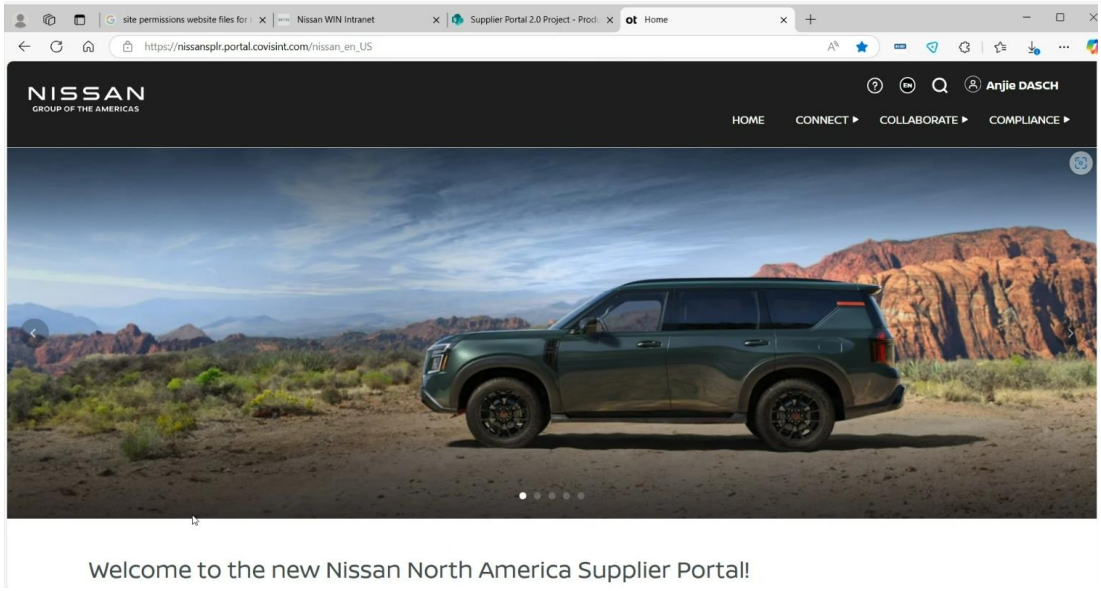


4. If you select e-mail, you will get a 4-digit code via email.

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



Welcome 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.