

Registration process for Nissan **Common** Suppliers

<https://nissansplr.portal.covisint.com>

To register a new organization approved by Nissan:

- The first person within your organization to register for the Nissan Supplier Portal should be the Supplier Portal Security Admin.
 - The Supplier Security Admin should register the organization and grant/approve user permissions to others as needed.
- You must have a Nissan supplier code before registering in the portal.
 - Please reach out to your Supplier Portal Security Admin or Nissan Buyer.
- When registering in the portal you must use your company email address. Do not use personal email addresses (gmail, yahoo, comcast, etc...)
- *If a Supplier organization is already a common supplier registered to Covisint/Open Access Portals, they can request the Nissan Supplier Portal Service Package.*

1. Log in using one of three methods.

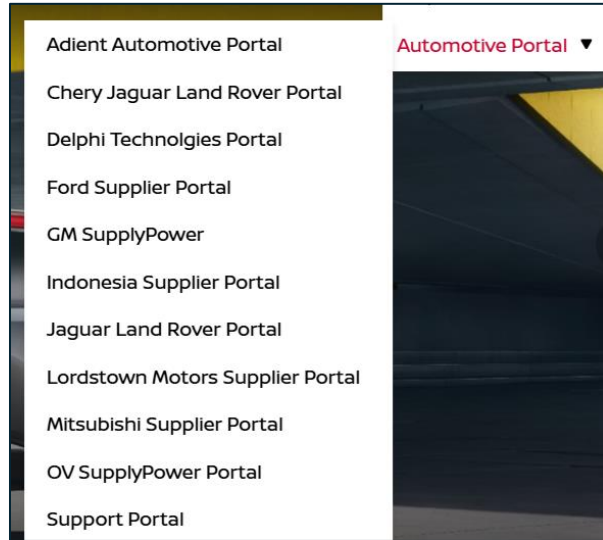
a. To log in via Covisint / Open Text Portal with your Supplier Portal UserID and password:

[Registered Users Sign On.](#)

i. Enter UserID and password. Click continue.

The image shows a screenshot of the OpenText login page. The page has a dark blue header with the 'opentext' logo. Below the header, there are two input fields: 'User Name' and 'Password'. The 'Password' field has a small eye icon to the right. Below these fields is a checkbox labeled 'Remember User ID on this computer' and a line of text: 'Clicking on Sign On indicates acceptance of Terms of Use and Privacy Policy'. Below this is a 'Continue' button. To the right of the 'User Name', 'Password', and 'Continue' fields, there are three red arrows pointing left towards them. Below the 'Continue' button, there are links: 'Forgot your user name or password?', 'Check your Registration Status', and 'New User? Register Here'. At the bottom, there is a section titled 'I use an alternate Login' with a dropdown menu showing 'Adventi@CP' and a 'Go' button. At the very bottom, there is a link for 'Cookie Policy | Cookies Preferences'.

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

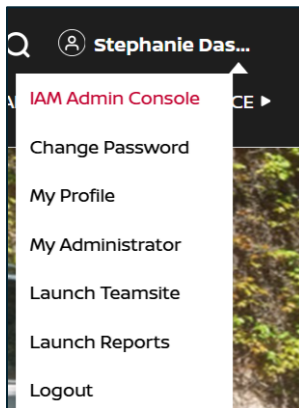


i. Click on Nissan Supplier Portal from this dropdown. Ready on 5/19.

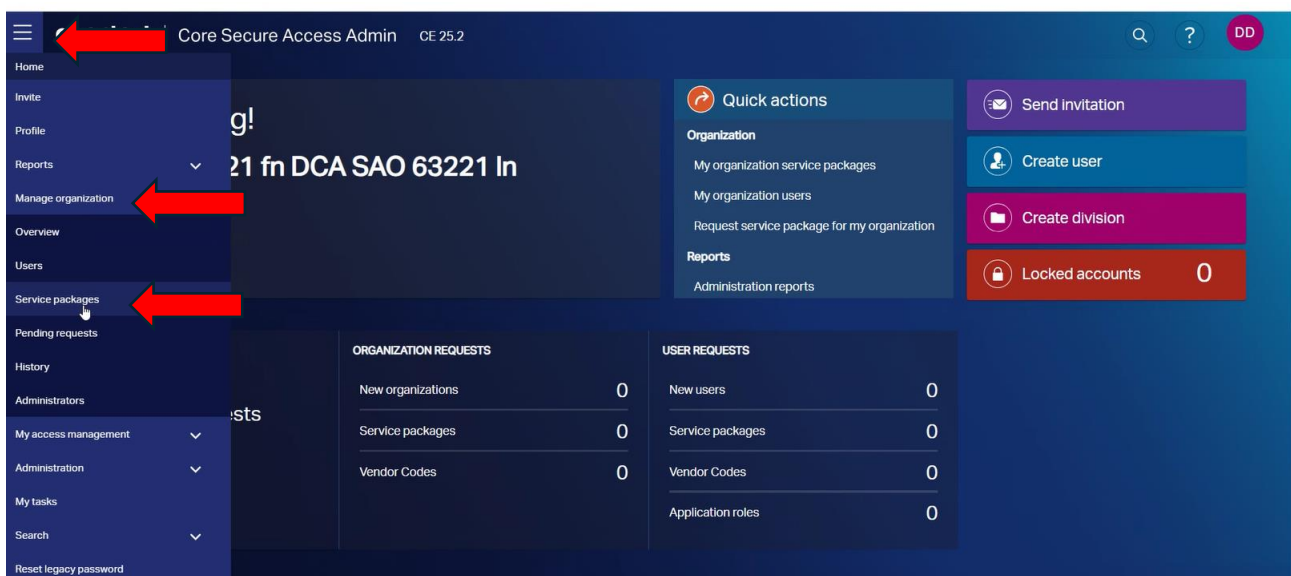
A screenshot of a web application showing the "SUPPLIER LOGIN" page. The page has a white background with a light gray border. It features a username input field with the text "SAO2X", a password input field with masked characters "*****" and a toggle icon, a checkbox labeled "Remember User ID on this computer", a "SIGN IN" button, and a "NISSAN USERS LOGIN" button. Below the buttons are links for "Forgot username / password?", "Check your registration status", and "New User? Register Here". Three red arrows point to the username field, the password field, and the "SIGN IN" button.

c. Third option to login is from Nissan Portal directly. <https://nissansplr.portal.covisint.com>

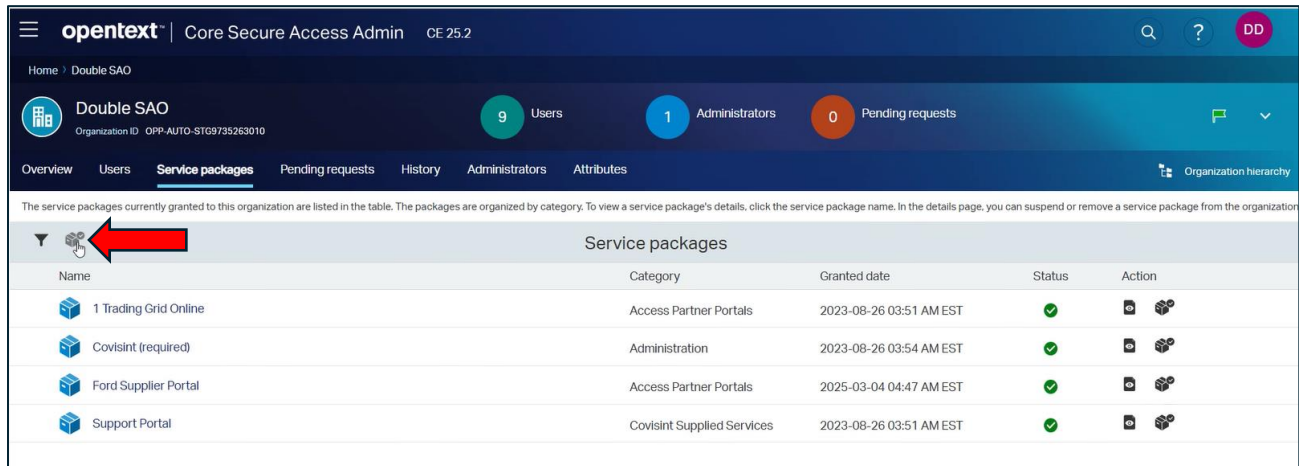
2. Navigate to the IAM Admin Console / CSA Screen:



3. Click on the 3 line hamburger menu icon, then manage organization, then service packages.



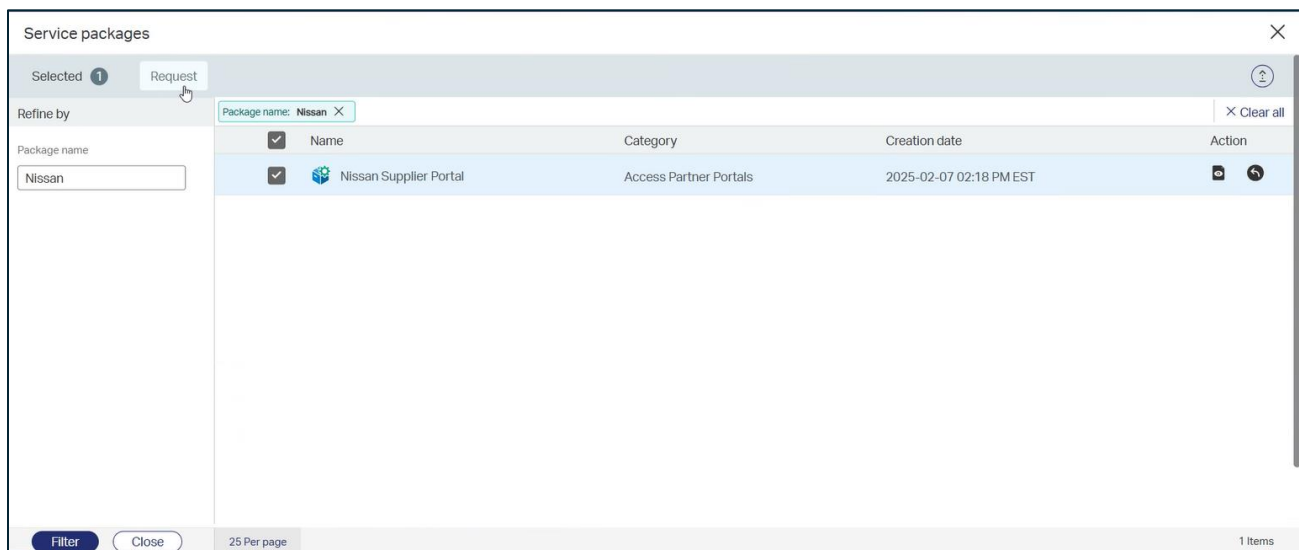
4. Click on Request Service Package Icon:



The screenshot shows the OpenText Core Secure Access Admin interface. The top navigation bar includes the OpenText logo, 'Core Secure Access Admin', and 'CE 25.2'. Below this, the 'Double SAO' organization is selected, with statistics for 9 Users, 1 Administrator, and 0 Pending requests. The 'Service packages' tab is active, showing a table of granted packages. A red arrow points to the 'Request' icon in the top left of the table.

Name	Category	Granted date	Status	Action
1 Trading Grid Online	Access Partner Portals	2023-08-26 03:51 AM EST	✓	[Icons]
Covisint (required)	Administration	2023-08-26 03:54 AM EST	✓	[Icons]
Ford Supplier Portal	Access Partner Portals	2025-03-04 04:47 AM EST	✓	[Icons]
Support Portal	Covisint Supplied Services	2023-08-26 03:51 AM EST	✓	[Icons]

5. Type Nissan in the Package name filter:
- Then click Nissan Supplier Portal
 - Then click Next Button.



The screenshot shows the 'Service packages' filter dialog. The 'Package name' filter is set to 'Nissan'. The 'Nissan Supplier Portal' package is selected in the list. The 'Request' button is visible in the top right corner.

Name	Category	Creation date	Action
Nissan Supplier Portal	Access Partner Portals	2025-02-07 02:18 PM EST	[Icons]

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.

Welcome. Get started with your account creation.

Organization info... Login and personal information... Select packages... Application packages... Summary

*** Nissan Supplier Portal**

Package description
Nissan Supplier Portal

Organization:
Nissan Supplier Portal

* Nissan_Supplier_Code
Nissan_Supplier_Code is required

* Request reason
Request Reason field is required.

✓ I have read and accepted terms and conditions.
Review terms and conditions

Next Cancel

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.

Request service packages

Selected 1

Accept or reject the terms and conditions to continue.

Review request details and terms

Package details

✓ * Nissan Supplier Portal

Package description
Nissan Supplier Portal

* Nissan_Supplier_Code
NISSANDEMO1

* Request reason
Test

Review terms and conditions

Read through and confirm you have read the terms and conditions.

YOUR PRIVACY
Nissan North America collects information from our users at several different points on the digital application. Nissan North America is the sole owner of the information collected on this site. This information cannot be sold or rented to others.

NNA PRIVACY
This is a private computer system, which may be accessed and used only by authorized persons. Nissan North America reserves the right to review and/or monitor system transactions for compliance with its policies and/or applicable law. Upon reasonable cause, Nissan may disclose such transactions to authorized persons for official purposes, including criminal and other investigations, and permit the monitoring of system transactions by law enforcement agencies. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

☐ I have read and understood the terms and conditions.

Download Accept Decline Close

Review terms and conditions

Send request Cancel



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.

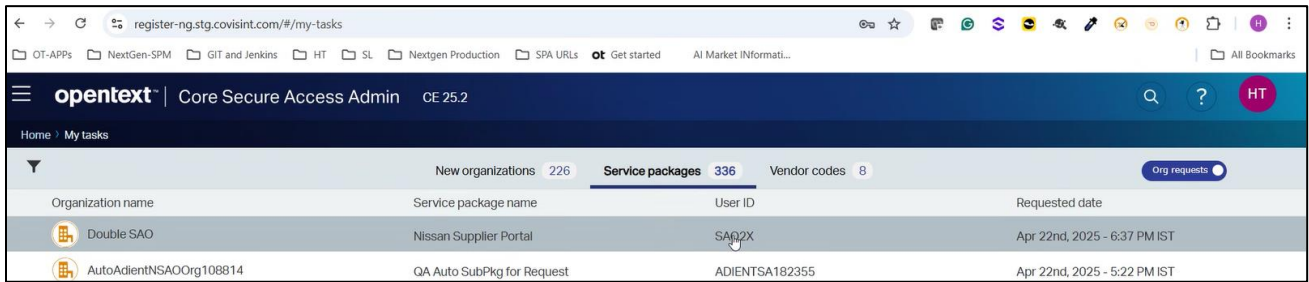
If you are not the registered supplier Admin, your organization's Supplier Portal Security Admin will need to approve your request.

The screenshot shows a web form titled "Request service packages" with a "Selected 1" indicator. A message at the top says "Accept or reject the terms and conditions to continue." Below this, the "Package details" section is visible, showing "Nissan Supplier Portal" as the selected package. A confirmation dialog box is overlaid on the form, titled "Confirm" with an orange exclamation mark icon. The dialog text reads: "Covisint has already registered for access to Nissan Supplier Portal using parent vendor code NISSANDEMO1. Covisint has administration rights for NISSANDEMO1 and all child codes linked to NISSANDEMO1." The dialog has "Continue" and "Cancel" buttons. In the background, the form includes fields for "Nissan_Supplier_Code" (containing "NISSANDEMO1") and "Request reason" (containing "Test"). At the bottom of the form, there is a checkbox for "I have read and accepted terms and conditions" and a "Review terms and conditions" button. The "Send request" button is at the bottom right.

- a. Nissan Supplier Portal service package request was submitted.

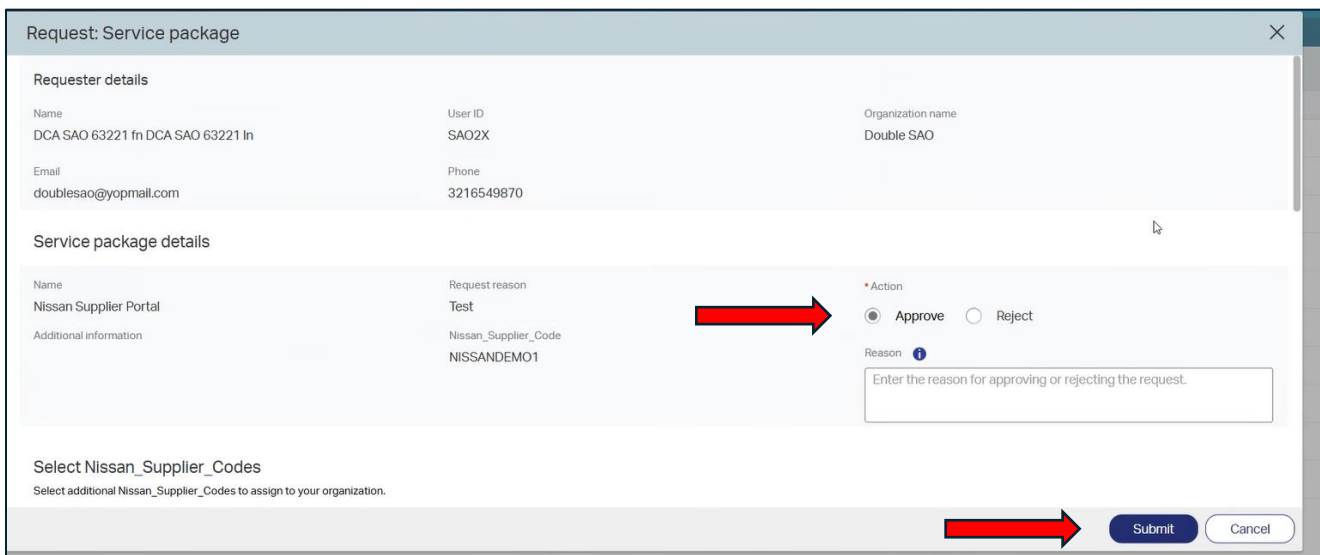
The screenshot shows a web browser window with the URL "register-ng.stg.covisint.com/#/manage-organization#2". The browser's address bar and tabs are visible. The page title is "opentext | Core Secure Access Admin". A green notification banner at the top says "Service package request submitted successfully". Below this, a modal window titled "Service packages" is open, showing a "Request service packages" form. The form has a "Refine by" section with a "Package name" filter set to "Nissan". The main table area shows "No records found". The table has columns for "Name", "Category", "Creation date", and "Action". At the bottom of the modal, there are "Filter" and "Close" buttons, and a "25 Per page" indicator. The bottom right corner of the modal shows "0 Items".

b. The Supplier Portal Security Admin will receive the request.



Organization name	Service package name	User ID	Requested date
Double SAO	Nissan Supplier Portal	SAO2X	Apr 22nd, 2025 - 6:37 PM IST
AutoAdientNSAORg108814	QA Auto SubPkg for Request	ADIENTSA182355	Apr 22nd, 2025 - 5:22 PM IST

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



Request: Service package

Requester details

Name DCA SAO 63221 fn DCA SAO 63221 In	User ID SAO2X	Organization name Double SAO
Email doublesao@yopmail.com	Phone 3216549870	

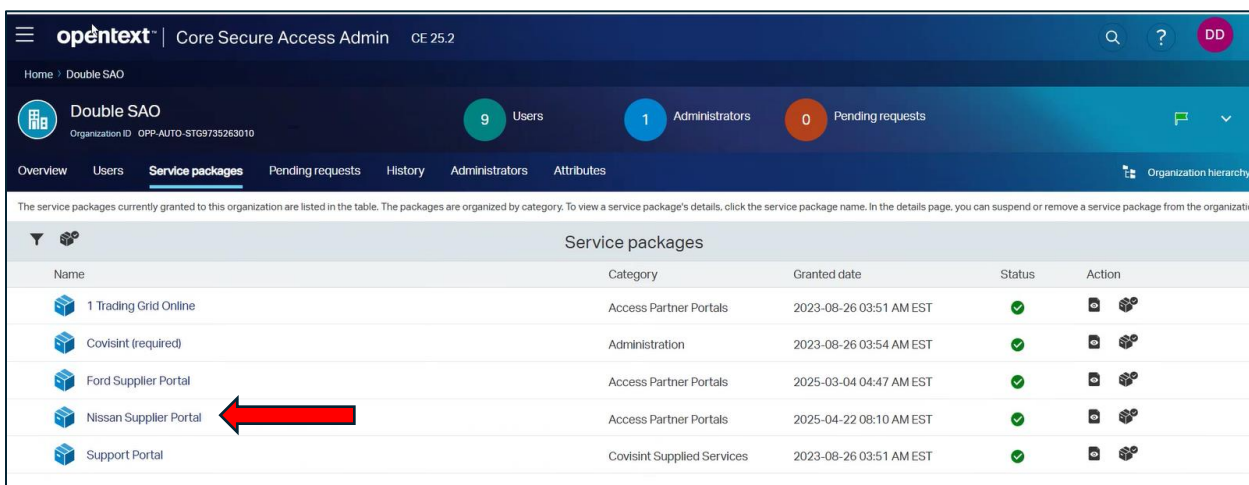
Service package details

Name Nissan Supplier Portal	Request reason Test	Action <input checked="" type="radio"/> Approve <input type="radio"/> Reject Reason ⓘ Enter the reason for approving or rejecting the request.
Additional information	Nissan_Supplier_Code NISSANDEMO1	

Select Nissan_Supplier_Codes
Select additional Nissan_Supplier_Codes to assign to your organization.


Submit **Cancel**

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



Name	Category	Granted date	Status	Action
1 Trading Grid Online	Access Partner Portals	2023-08-26 03:51 AM EST	✓	
Covisint (required)	Administration	2023-08-26 03:54 AM EST	✓	
Ford Supplier Portal	Access Partner Portals	2025-03-04 04:47 AM EST	✓	
Nissan Supplier Portal	Access Partner Portals	2025-04-22 08:10 AM EST	✓	
Support Portal	Covisint Supplied Services	2023-08-26 03:51 AM EST	✓	

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



Welcome Nissan CSI


Search...

HOME

Web Content Display
[http://Home - Ford Supplier Portal \(covisint.com\)](http://Home - Ford Supplier Portal (covisint.com))

Test content to check Next Gen Test WebContent

Video Link


Supplier Leak Prevention Video

Covisint Applications

Automotive Portals...

Nissan Supplier Portal

My Applications
Edit my applications...

Welcome

The Ford Supplier Portal (FSP) is the forum for Ford Motor Company to connect with our supplier partners. Key features include:

- Allows Suppliers secure access to the hundreds of internal Ford applications that Suppliers are required to interact with to fulfill their business obligations to Ford (information related to contracts, orders, shipments, payments, performance, and more)
- FSP also provides a Document Library, including user manuals, policy documentation, Terms and Conditions, forms and Supplier Bulletins

Suppliers with an active relationship with Ford Motor Company and its Joint Ventures are required to register for access to the portal. Detailed onboarding instructions are posted on the [Help Page](#).

Thank you for visiting the Ford Supplier Portal and helping to make Ford Motor Company your OEM of choice.

3270 emulator Virtel is being decommissioned

Our current web-based 3270 emulator, Virtel, is being decommissioned. The exact decommission date is being worked out now.

The new web-based 3270 emulator that is replacing Virtel is called HACPEE and it can be used immediately: <https://www.hodweb3270.ford.com>. Please update any Virtel bookmarks that you may have to HACPEE as they will no longer work once Virtel has been decommissioned.

Welcome to the Supply Chain Sustainability Portal

The Sustainability Team will use this Message Board to communicate the latest information and available resources on Supply Chain Sustainability topics. Please take a moment to familiarise yourself with this page which also includes links to useful documents, training and resources, contacts etc.

Our Sustainability Strategy and Aspirations

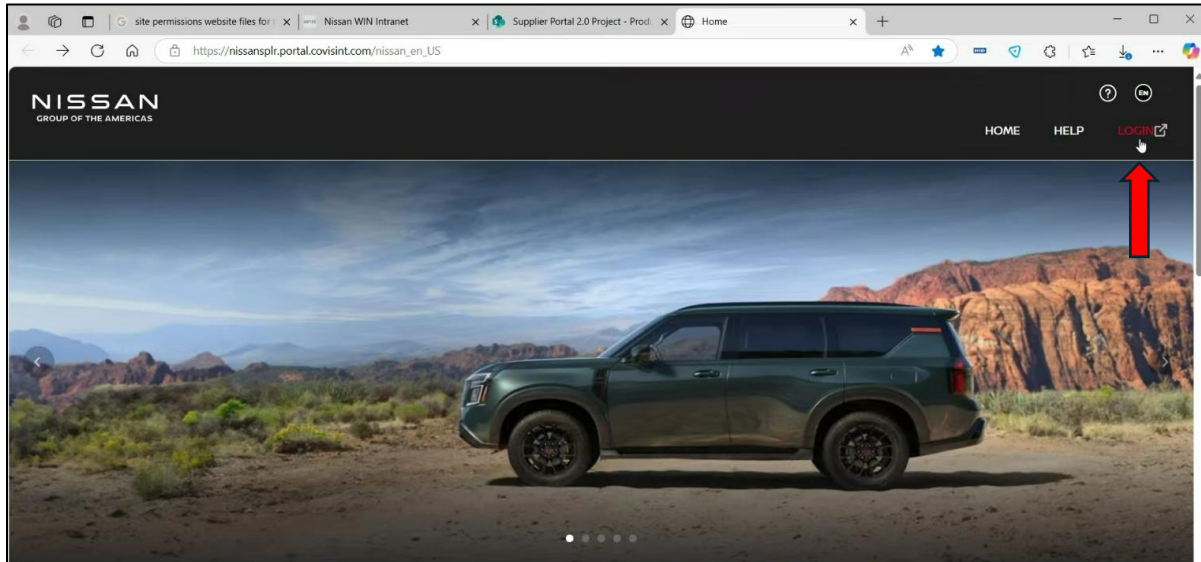
Important Documents and Useful Contact Information



Click on the Following Link to access Nissan Supplier Portal:

<https://nissansplr.portal.covisint.com>

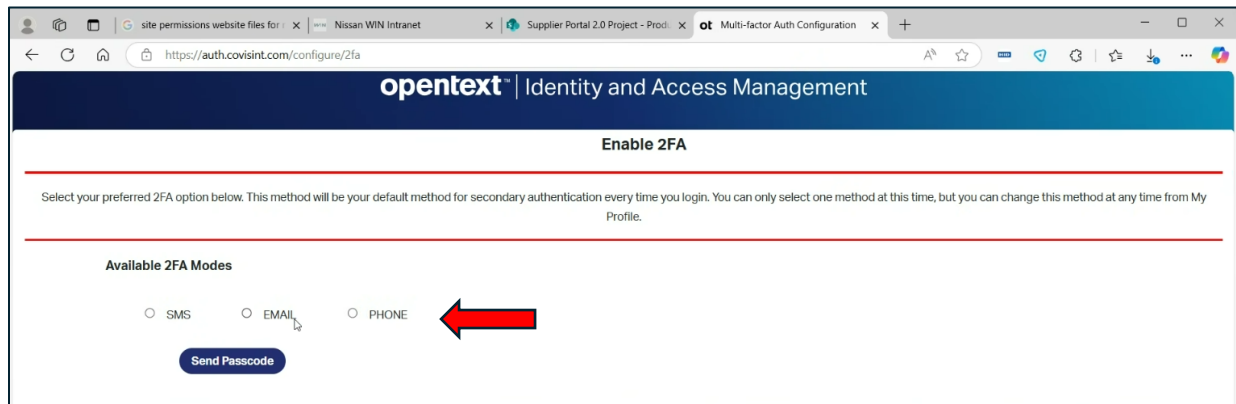
1. Click on Login



2. Enter User ID and password. Click Sign In

If you need assistance, click on Help.

- 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.



opentext | Identity and Access Management

Enable 2FA

Select your preferred 2FA option below. This method will be your default method for secondary authentication every time you login. You can only select one method at this time, but you can change this method at any time from My Profile.

Available 2FA Modes

☐ SMS ☐ EMAIL ☐ PHONE

[Send Passcode](#)

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



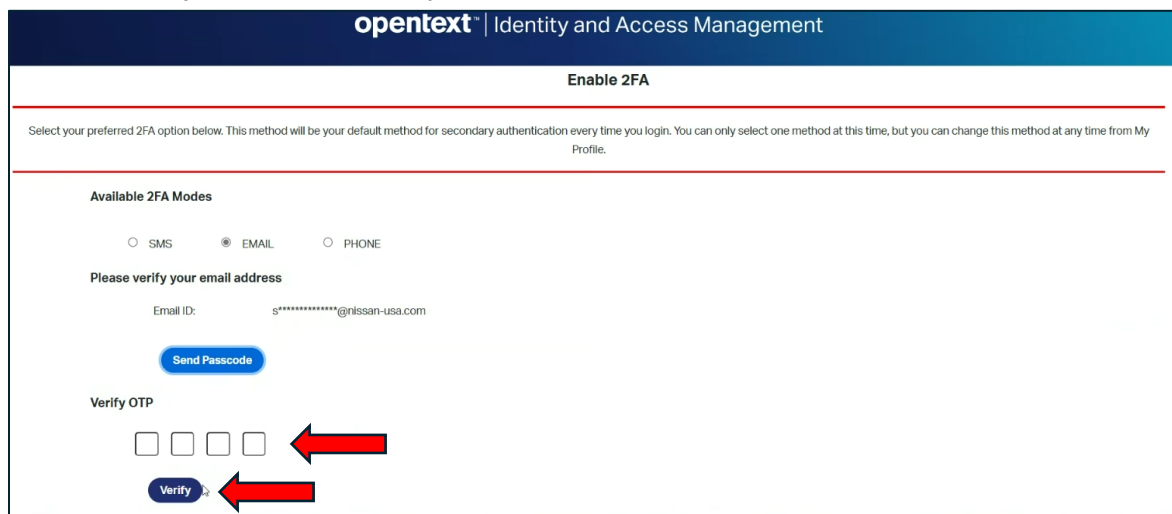
OpenText 2FA: Access code for login

noreply@cloud.opentext.com
To: Dasch, Stephanie
Retention Policy: Production Inbox 90 day delete (90 days)
Expires: 7/31/2025

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

Your OpenText access code is **2735**.

- Enter the 4-digit code. Click Verify.



opentext | Identity and Access Management

Enable 2FA

Select your preferred 2FA option below. This method will be your default method for secondary authentication every time you login. You can only select one method at this time, but you can change this method at any time from My Profile.

Available 2FA Modes

☐ SMS ☒ EMAIL ☐ PHONE

Please verify your email address

Email ID: s*****@nissan-usa.com

[Send Passcode](#)

Verify OTP

[Verify](#)

Welcome to the Nissan Supplier Portal

