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

NISSAN
GROUP OF THE AMERICAS

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(Suppliers that are not currently using Opentext Portal)
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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:
        - If supplier code starts with a number, 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: MXxxxxxxx; Example: MX1234567
- 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.
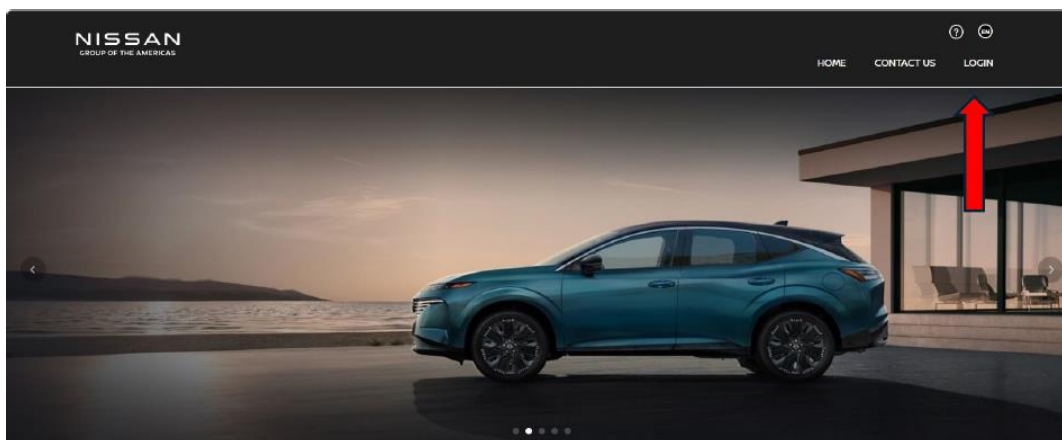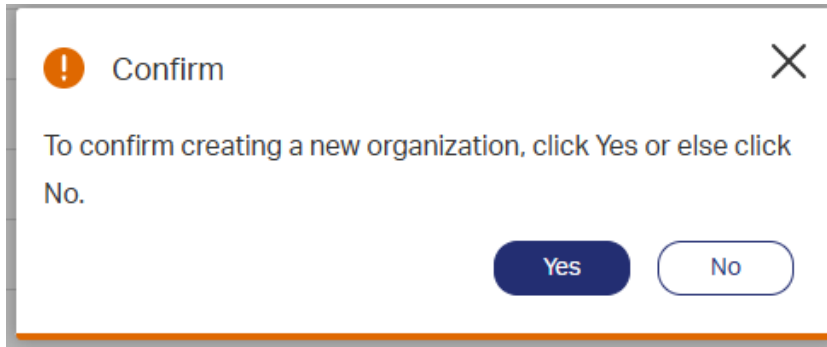
2. Click in the New User? Register Here link.

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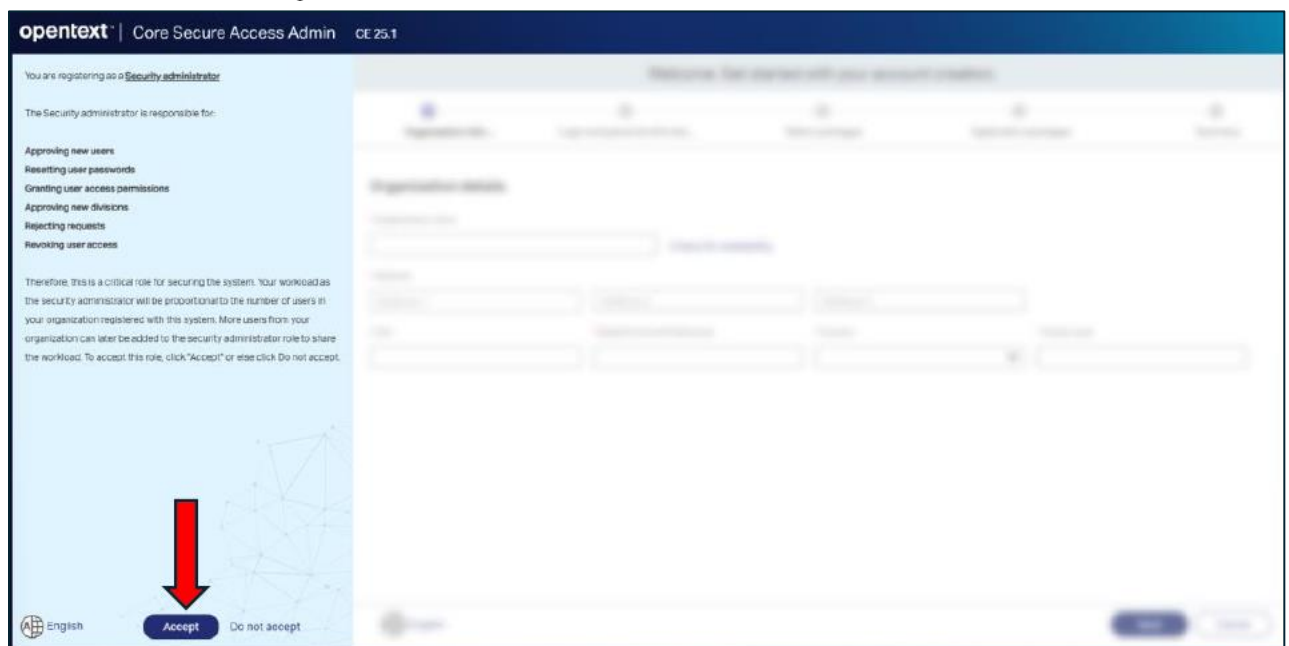
7. Enter in your correct Organization Name – click the 'check for availability' to see if your org is registered.
   a. If the org already exits you need to cancel the registration. Click cancel.

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:

- The password must contain 1 of the following character types: Upper case letters, Lower case letters, Numbers, Special characters
- The password length must be between 8 and 20 characters.
- The password will be expired after 90 days.
- The password cannot be repeated for cycle 7 changes.

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.
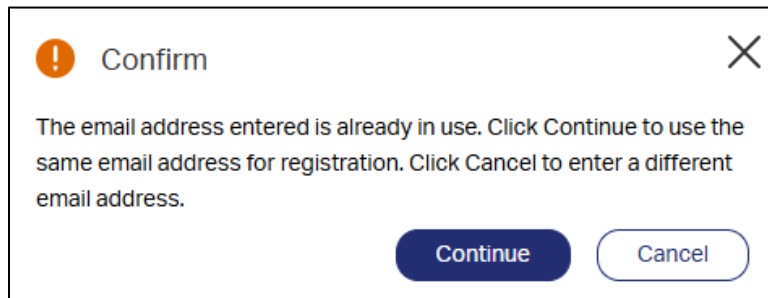
10. Scroll down or use filter to find Nissan Supplier Portal. Check the Nissan Supplier Portal to assign your Organization to Nissan.

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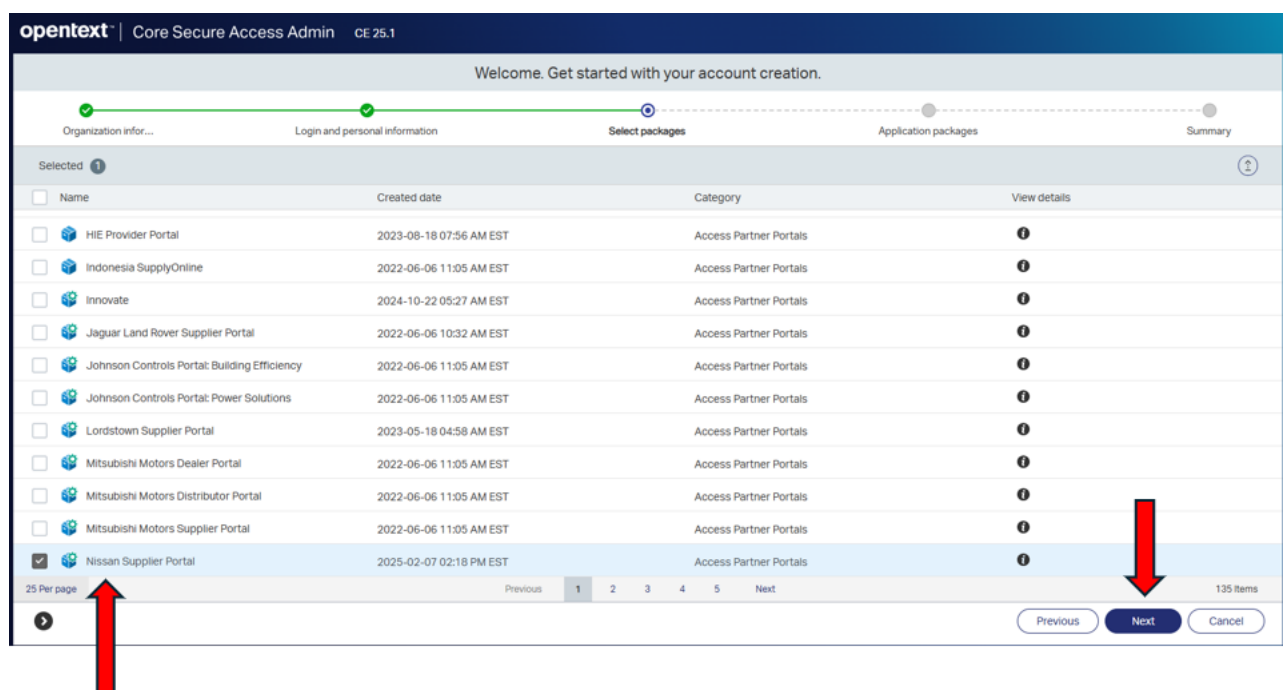
11. Add in the organization's approved Nissan Supplier Code. **Include leading zeros for a full 10-digit number. Ex: 000XXXXXXX**

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

Request Reason field is required.

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.

> **! Confirm**   ✕
>
> Your organization is the first to register and claim access to parent vendor code **0001000290** for **Nissan Supplier Portal**, therefore your organization will be designated the **Service authority organization (SAO)** for **0001000290** and all child codes linked to **0001000290**.
>
> As administrator of the service authority organization, you will be responsible for evaluating all future requests to access to **Nissan Supplier Portal** for **0001000290** and its children by other organizations.
>
> **You can:**
> 1. Click "Continue" to accept this role and related responsibilities.
>
> > Note: The Service authority organization designation may be transferred to their affiliated organizations sharing the same parent code for this service.
>
> 2. Click "Cancel" to exit the registration workflow.
>
> **Continue**   Cancel

15. Review information for accuracy and then click Submit button.
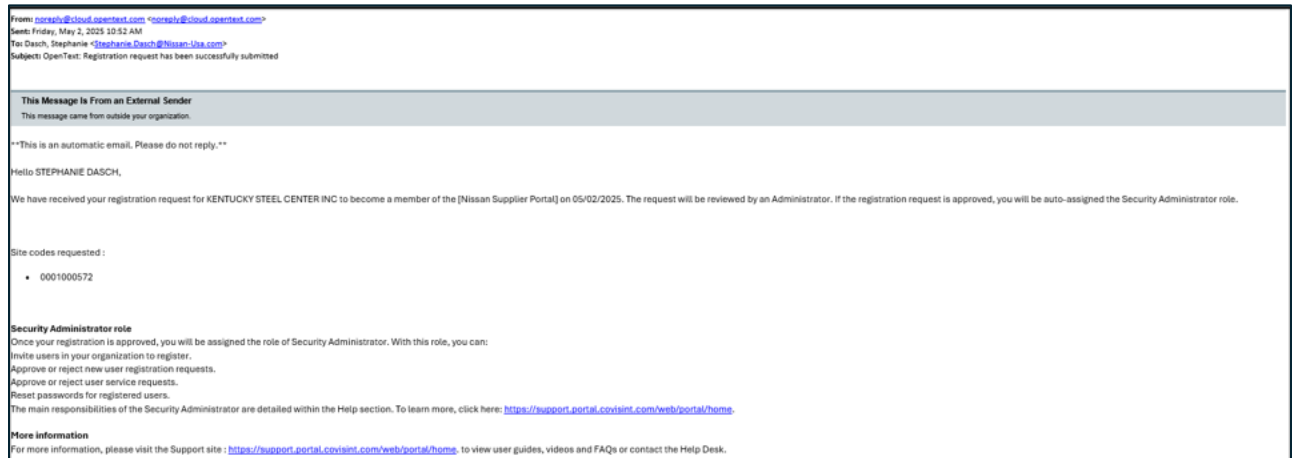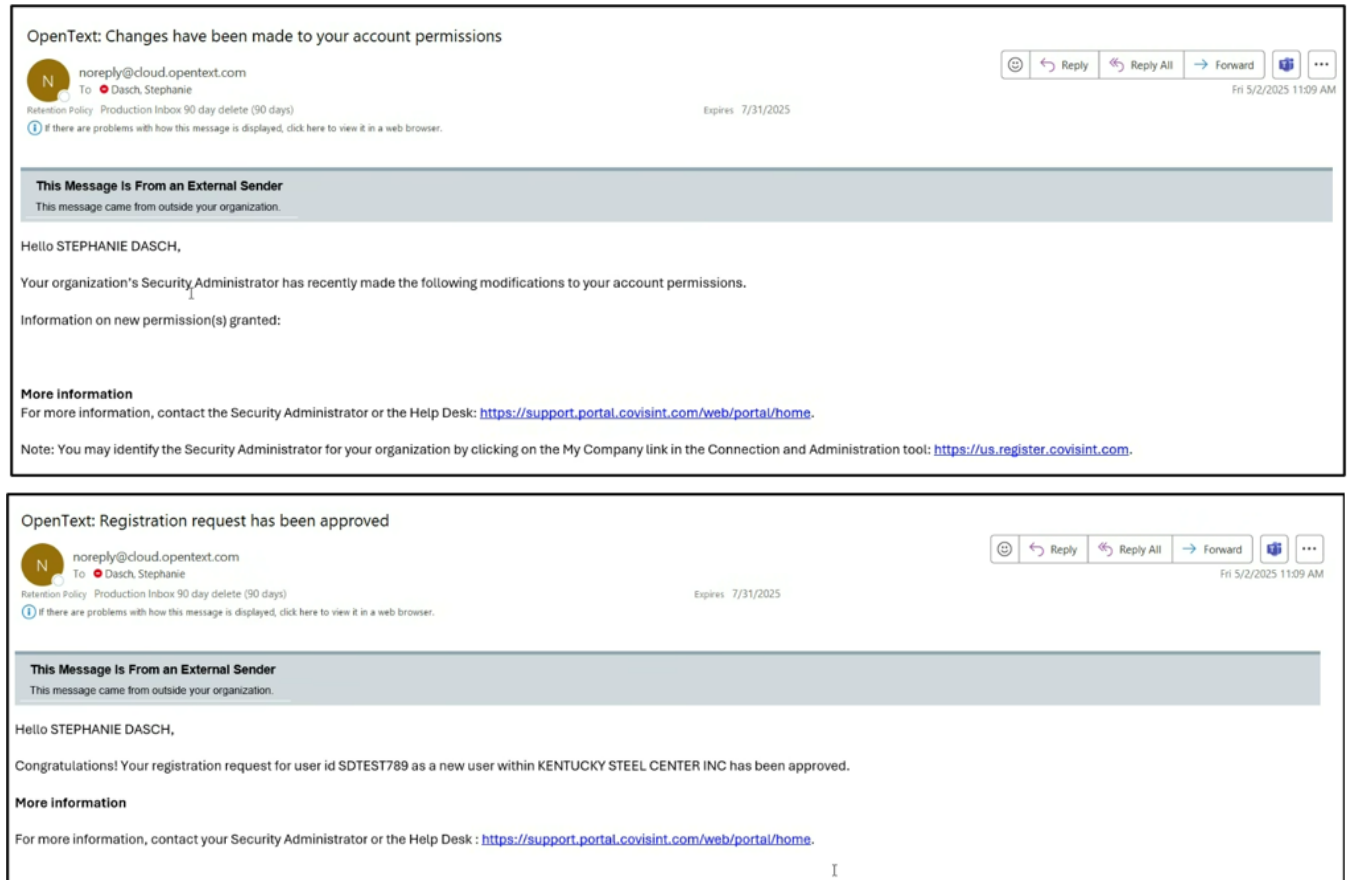
16. Click close.

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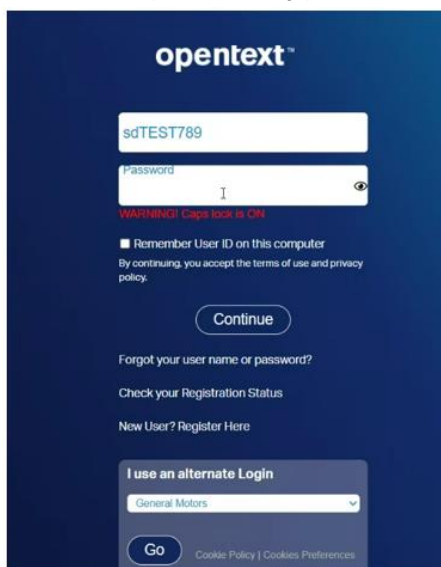

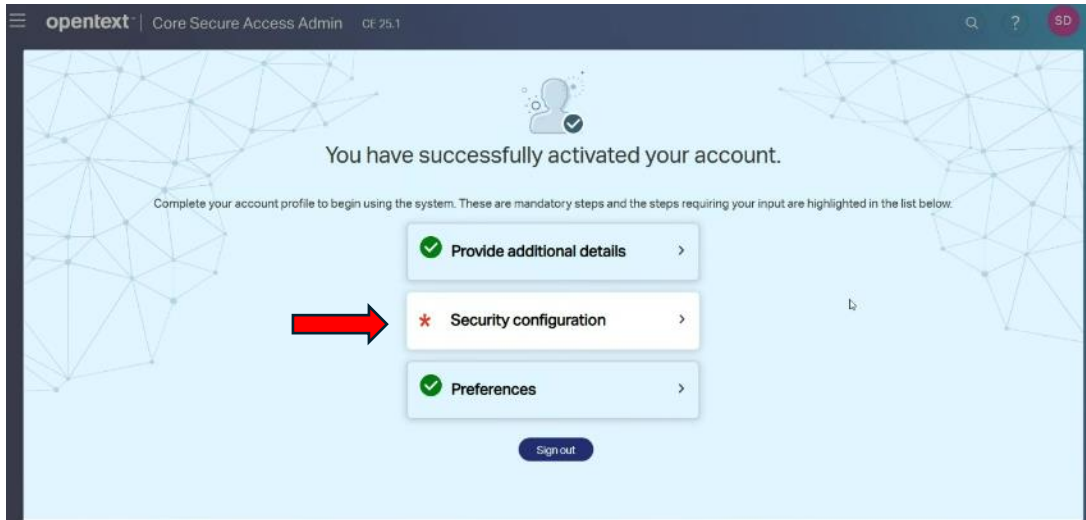18. The Nissan Admin group will approve access to the supplier portal.

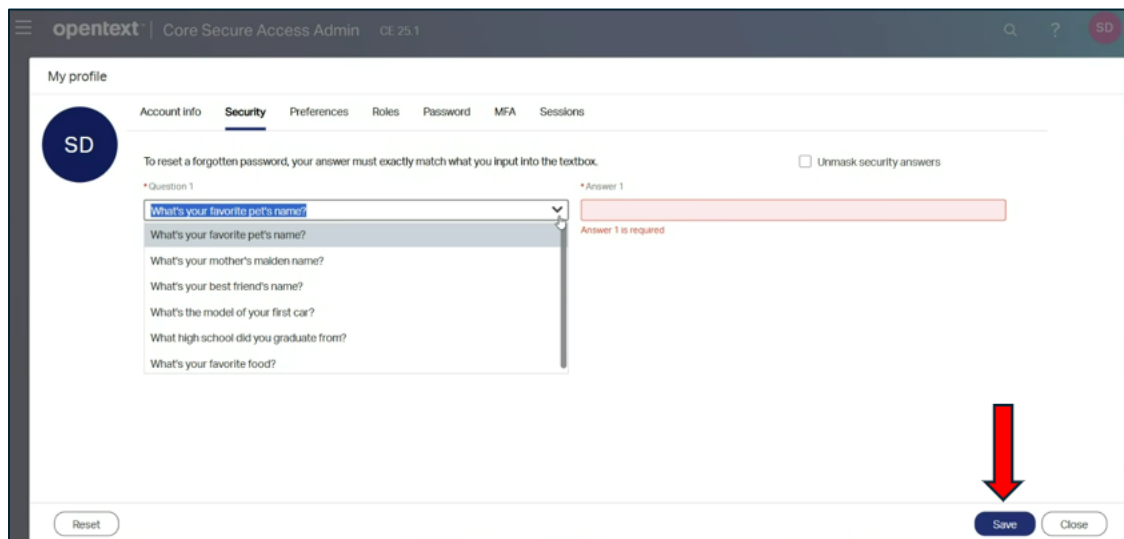19. You will get several emails indicating your approval was granted.

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 <u>Security configuration</u>.
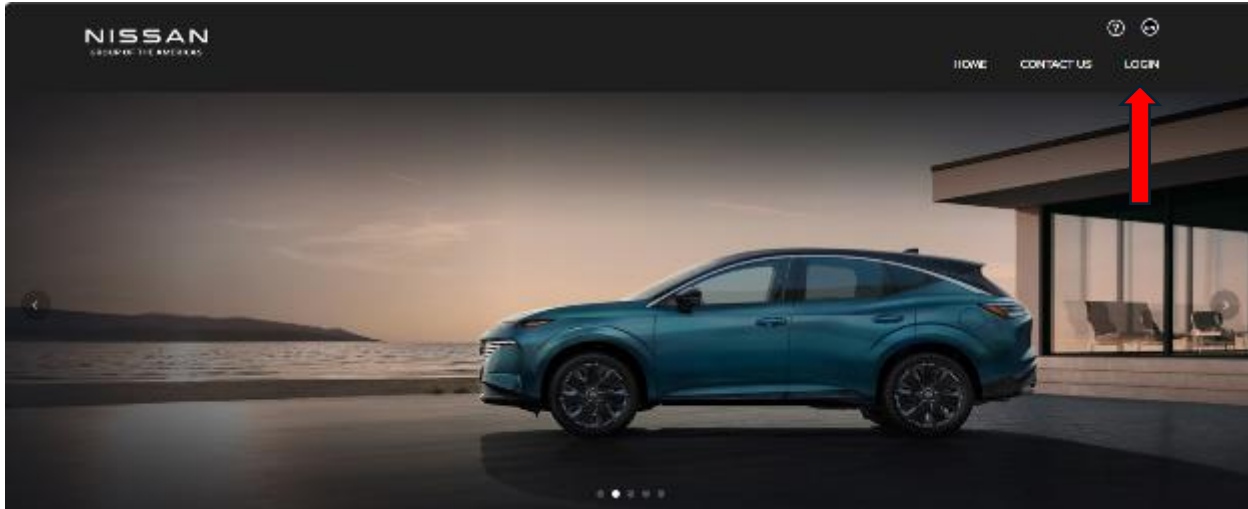

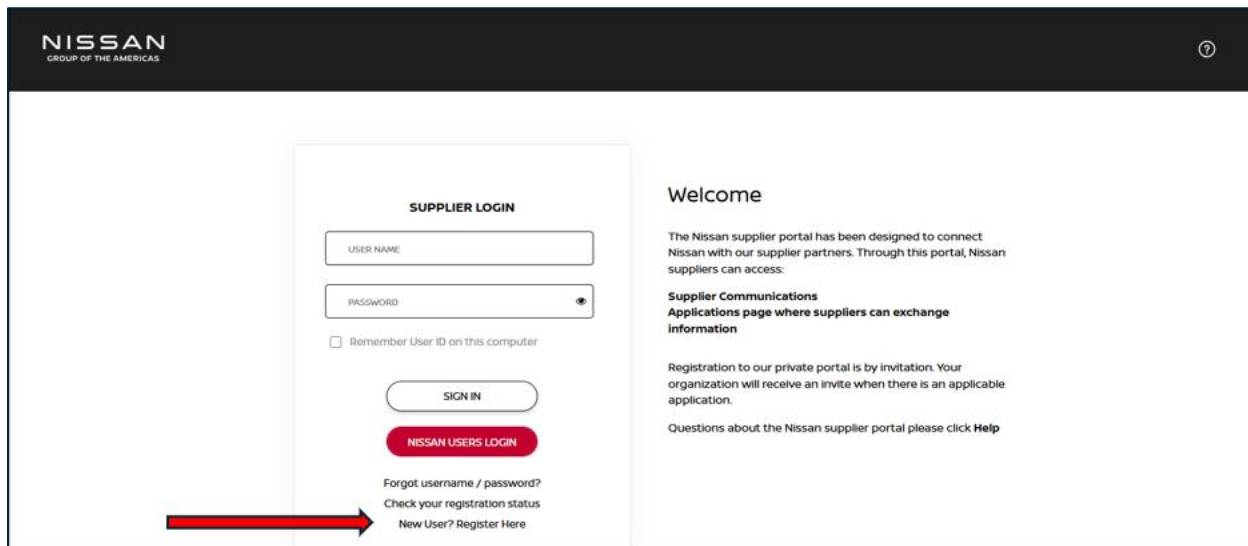22. Answer question 1. Click Save.

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.
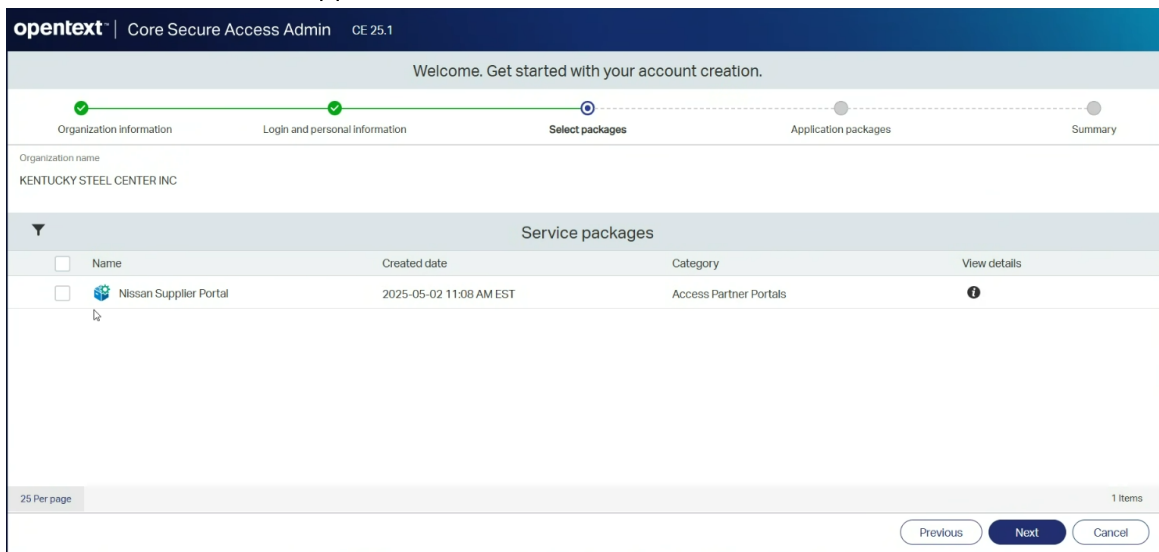

Password requirements:

- The password must contain 1 of the following character types: Upper case letters, Lower case letters, Numbers, Special characters
- The password length must be between 8 and 20 characters.
- The password will be expired after 90 days.
- The password cannot be repeated for cycle 7 changes.

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.
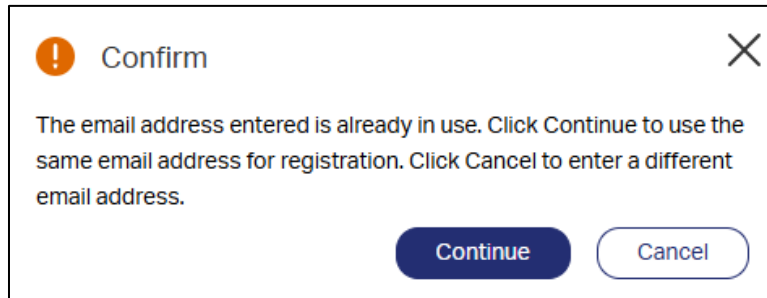
9. Select the Nissan Supplier Portal. Click Next

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.
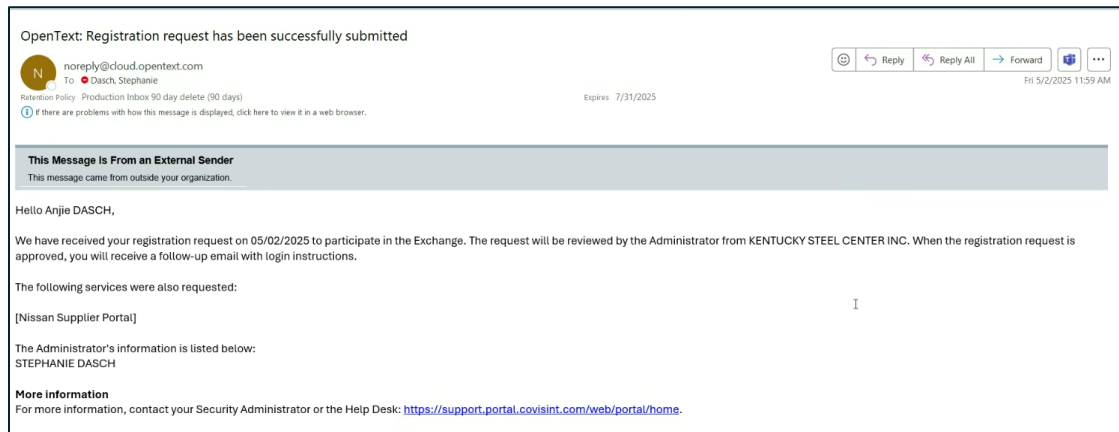
The Supplier Portal Security Admin person at your organization will receive an email.
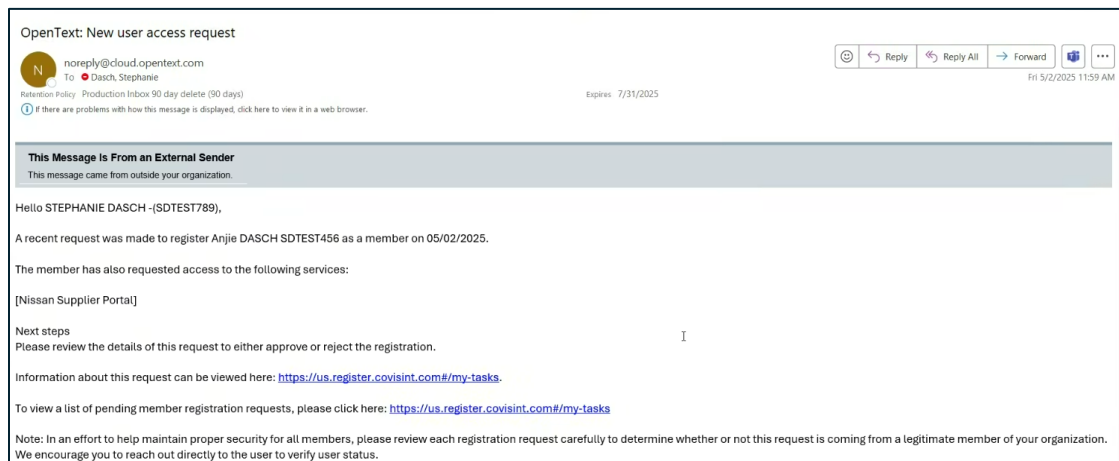
16. The Supplier Portal security admin logs into the portal IAM to approve new users. Click New Users
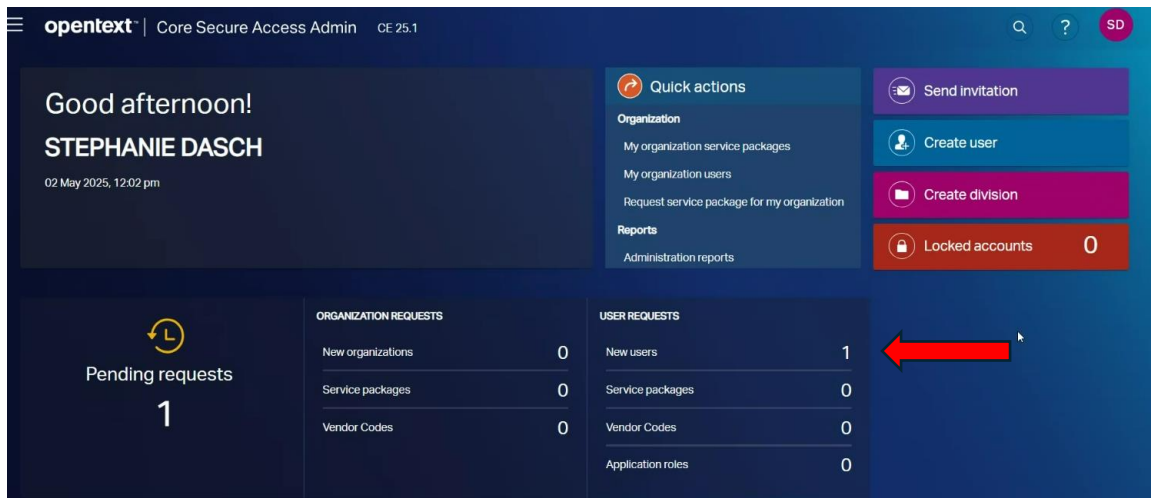
Click on the requestor name to view the request.
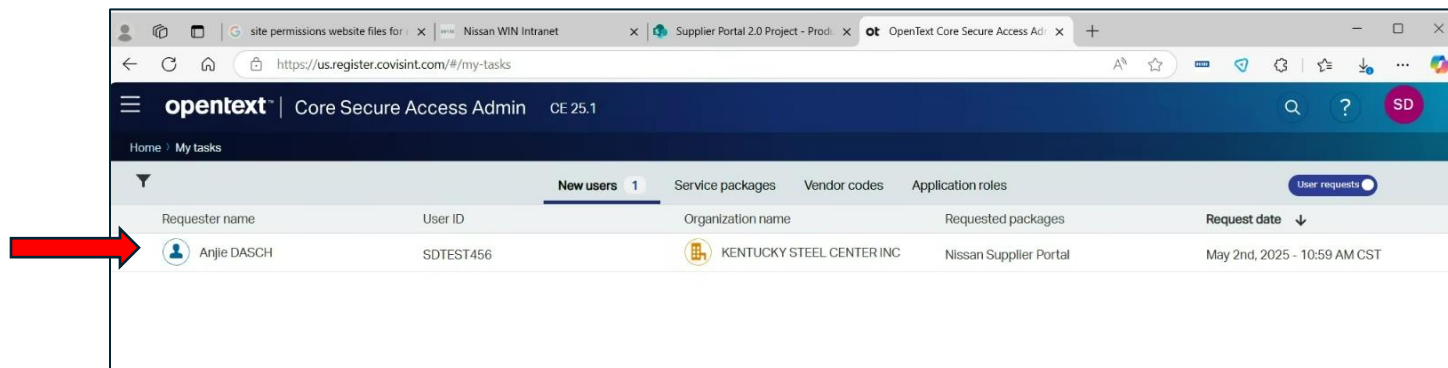
17. Supplier Portal Security Admin approves the request. Click Submit.
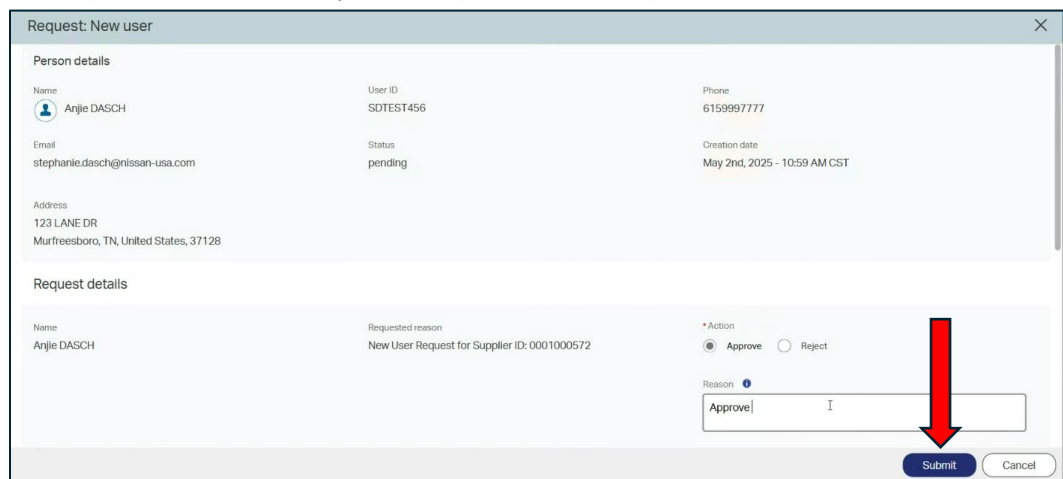
a. The user will receive an email that the request was approved.

OpenText: Registration request has been approved

noreply@cloud.opentext.com
To ● Dasch, Stephanie

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.

☺ ↩ Reply ↩ Reply All → Forward
Fri 5/2/2025 12:05 PM

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

Hello Anjie DASCH,

Congratulations! Your registration request for user id SDTEST456 as a new user within KENTUCKY STEEL CENTER INC has been approved.

More information

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

OpenText: Registration request has been approved

noreply@cloud.opentext.com
To ● Dasch, Stephanie

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.

☺ ↩ Reply ↩ Reply All → Forward
Fri 5/2/2025 12:05 PM

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

Hello Anjie DASCH,

Congratulations! Your registration request for user id SDTEST456 as a new user within KENTUCKY STEEL CENTER INC has been approved. Reason : Approve validated organization user
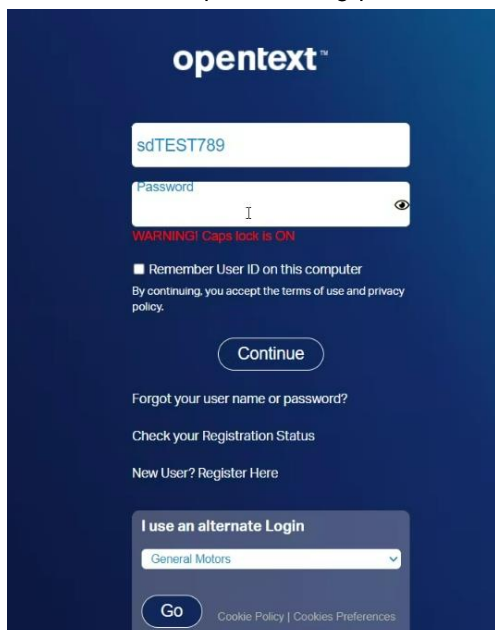
Following package/s is/are granted as a part of request approval :

- Nissan Supplier Portal

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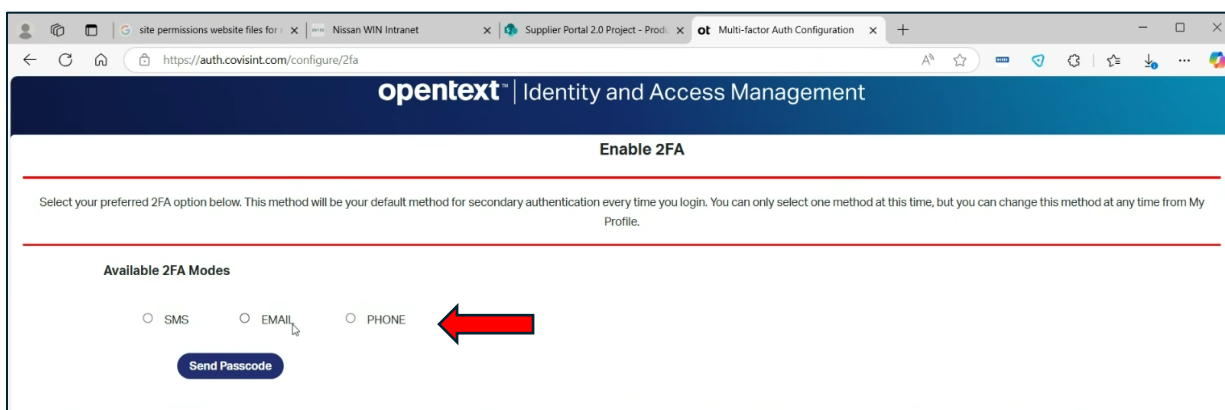
For more information, contact your Security Administrator or the Help Desk : https://support.portal.covisint.com/web/portal/home.

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.

OpenText 2FA: Access code for login

noreply@cloud.opentext.com
To ● Dasch, Stephanie
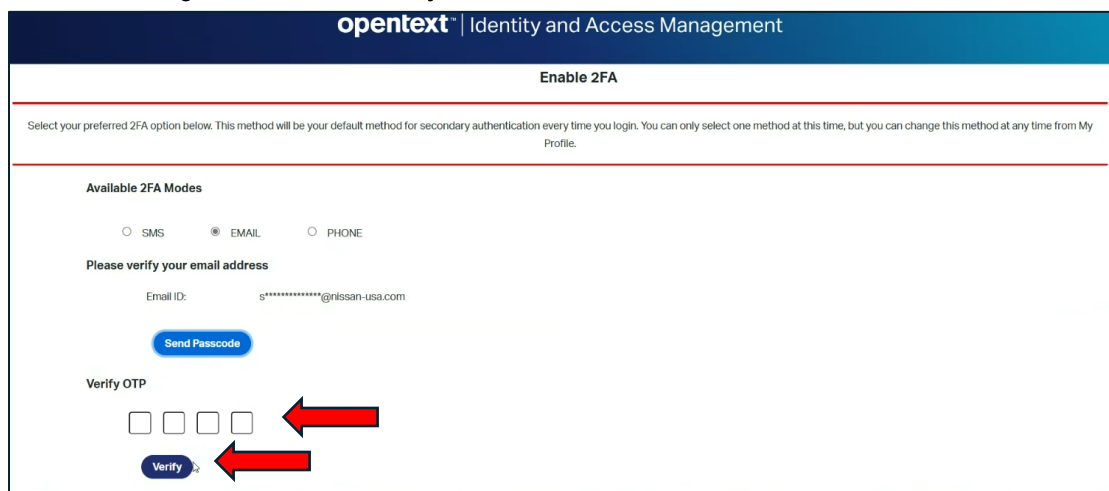
Retention Policy Production Inbox 90 day delete (90 days)   Expires 7/31/2025
(i) If there are problems with how this message is displayed, click here to view it in a web browser.

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

Your OpenText access code is **2735**.

d. 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]

e. Click on Security configuration.
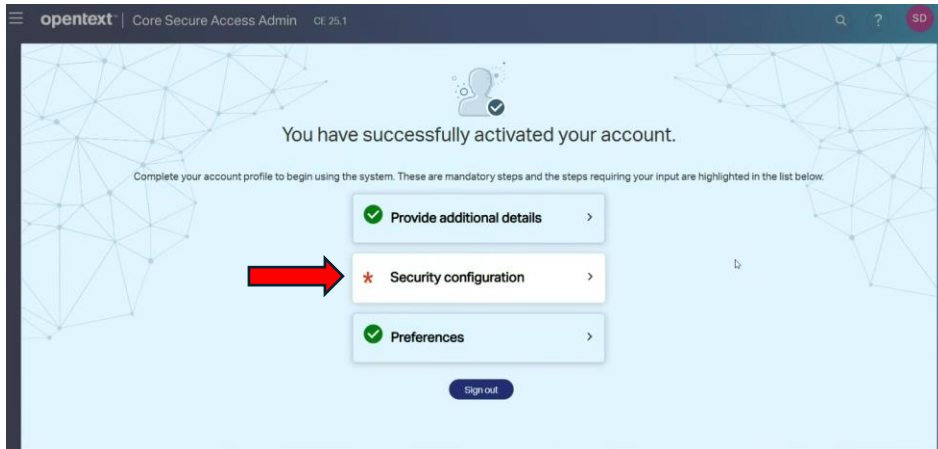
f. Answer question number 1, Click Save.
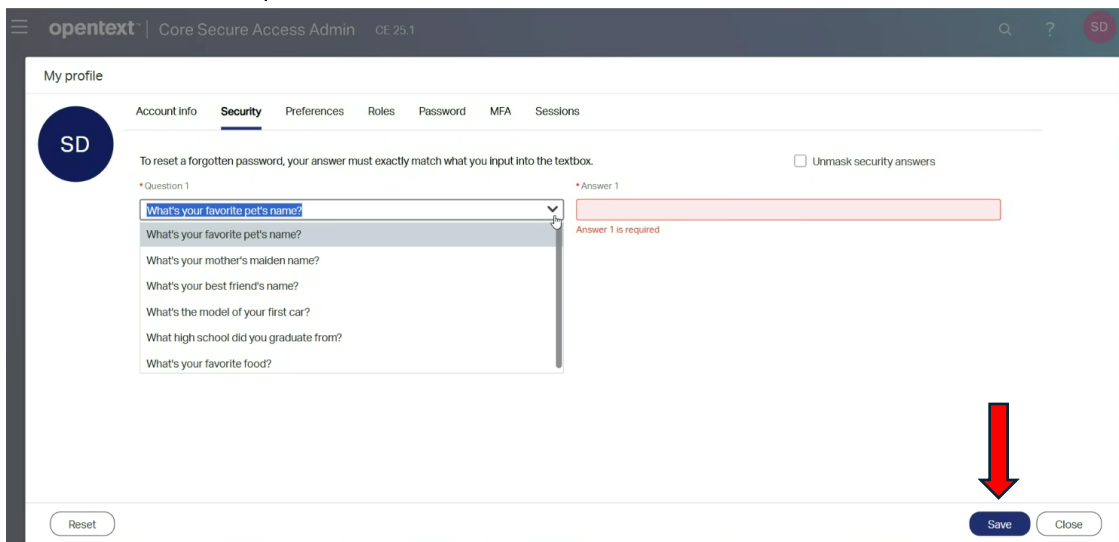
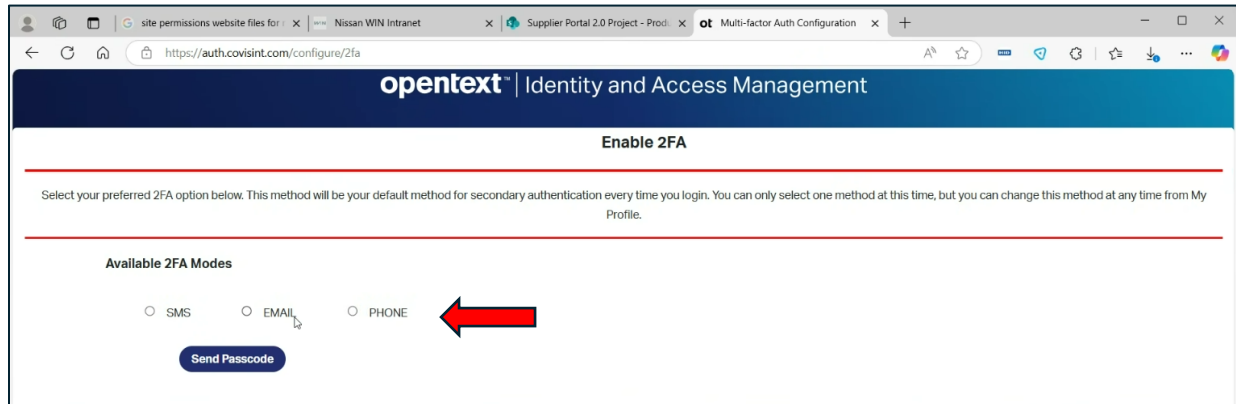## III.   Click on the Following Link to access Nissan Supplier Portal:

https://nissansplr.portal.covisint.com

1. Click on Login
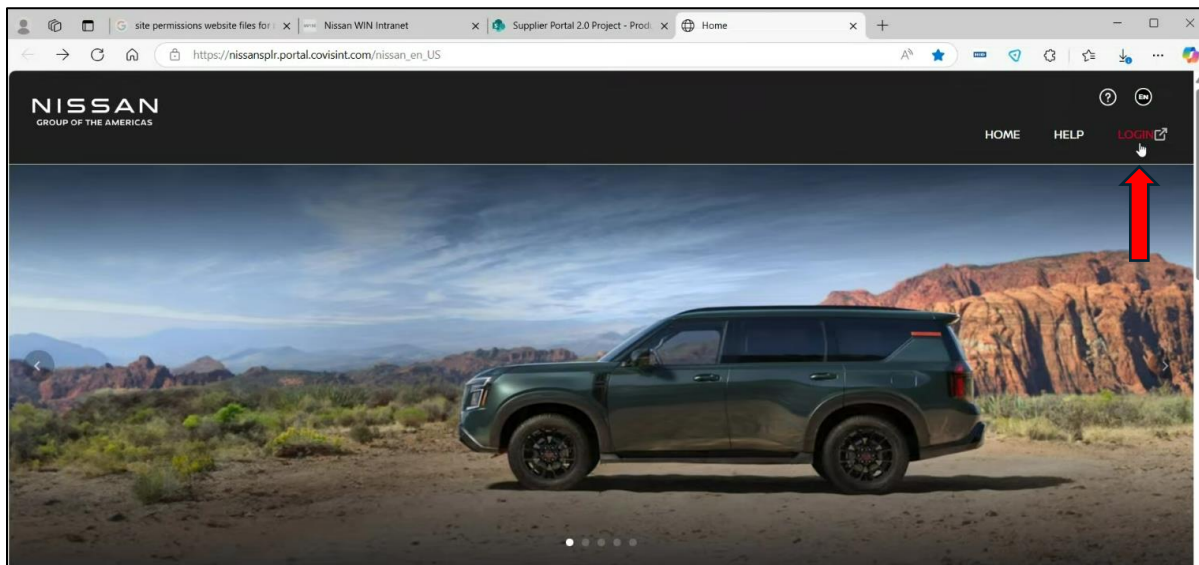
2. Enter User ID and password. Click Sign In

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

Welcome to the new Nissan North America Supplier Portal!
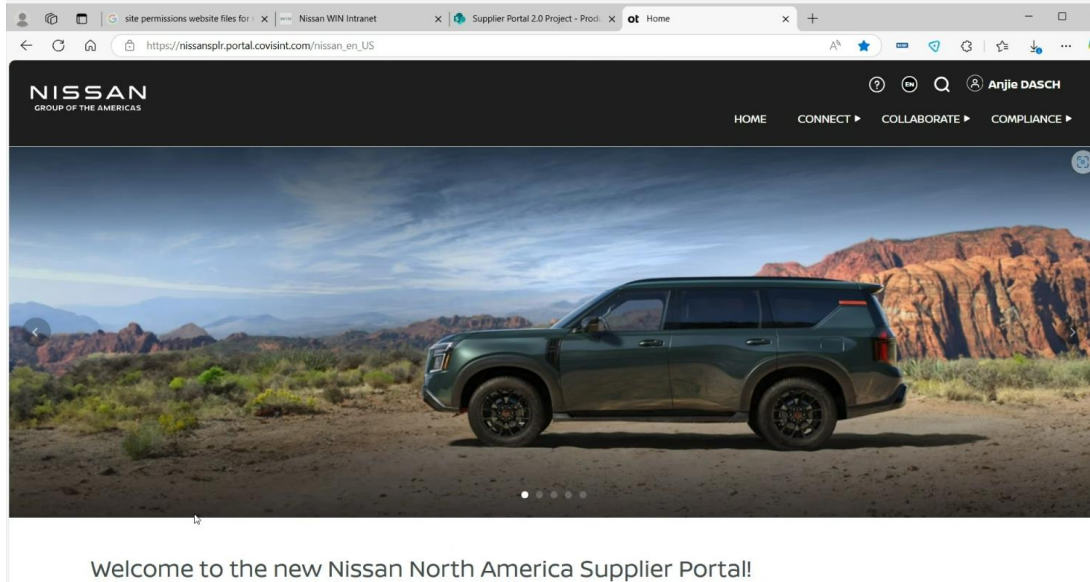
IV. Registration Help Desk Support

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.