

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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Registration process for Nissan **Unique** Suppliers

(Suppliers that are not currently using Opentext Portal)

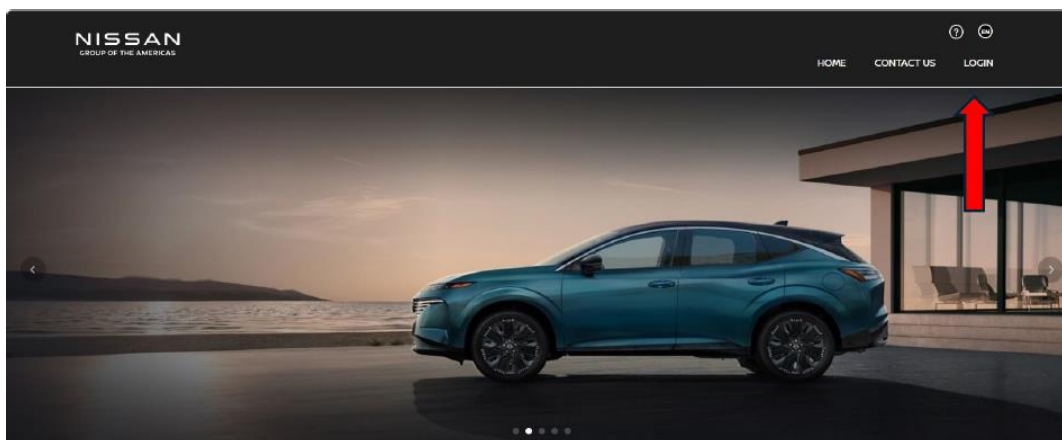
<https://nissansplr.portal.covisint.com>

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:
 - If supplier code starts with a number, the format of the code needs to be 10 digits.
 - 000xxxxxx; Example: 0001234567
 - Service format: F0xxxxxx; Example: F01234567
 - Prototype format: PMxxxxxx; Example: PM12345678
 - Mexico Code: MXxxxxxx; 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 use 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.

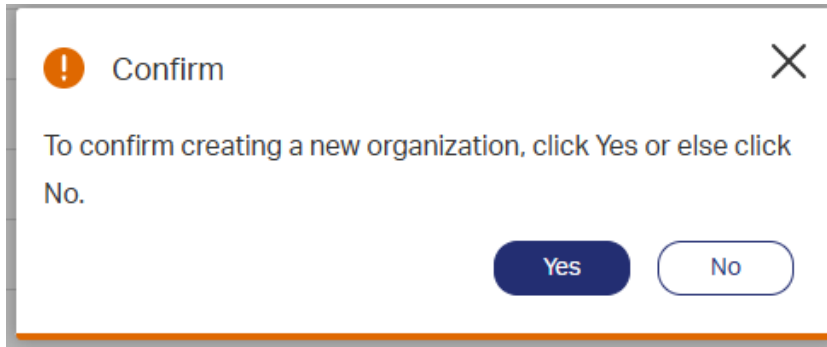


2. Click in the New User? Register Here link.

3. Click on the Search Button

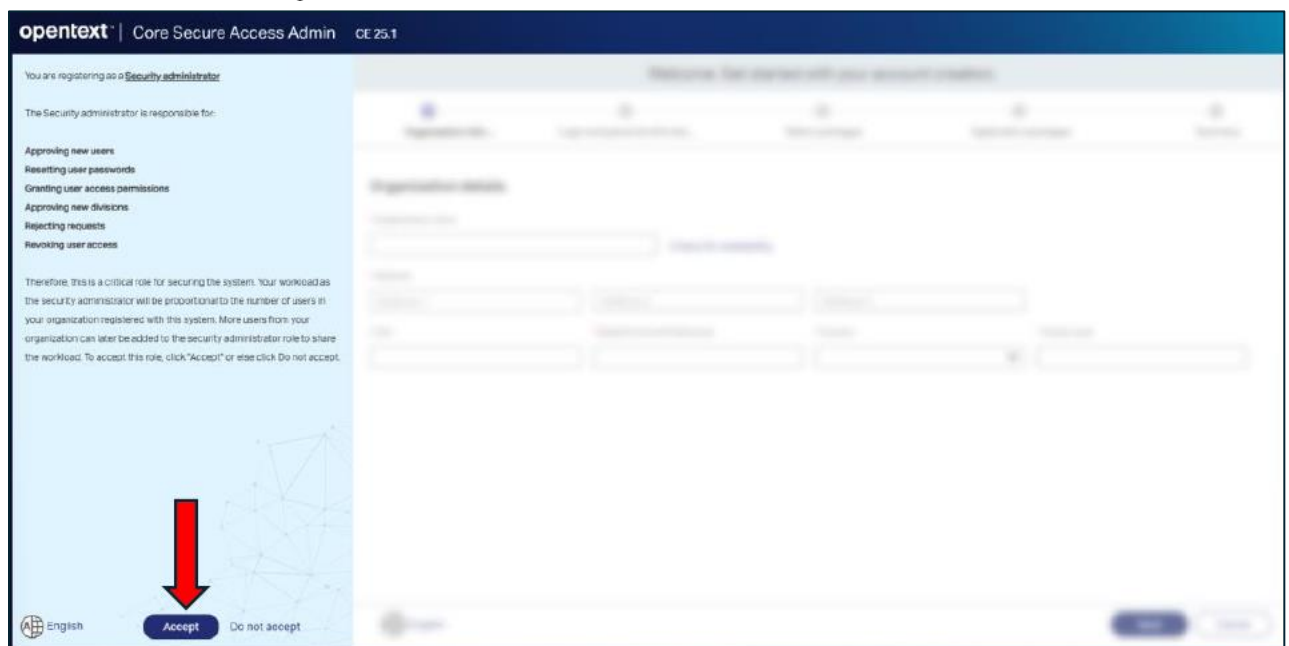
4. Click on the Create Organization Button. (add search component)

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 exists you need to cancel the registration. Click cancel.

opentext | Core Secure Access Admin CE 25.1

Welcome. Get started with your account creation.

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

Organization details

* Organization name
BOSCH Check for availability
The entered organization name already exists. Enter a unique organization name.

* Address
Address 1 Address 2 Address 3

* City * State/Province/Prefecture * Country * Postal code

Next Cancel

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

opentext | Core Secure Access Admin CE 25.1

Welcome. Get started with your account creation.

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

Organization details

* Organization name
BOSCH Check for availability
The entered organization name already exists. Enter a unique organization name.

* Address
Address 1 Address 2

* City * State/Province/Prefecture * Country * Postal code

Next Cancel

Cancel registration

To cancel the registration process, click Yes or else click No.

Yes No

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

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Welcome. Get started with your account creation.

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

Organization details

* Organization name
MIRRORS OF AMERICA INC. ✓ Available

* Address
123 Lane Avenue Address 2 Address 3

* City
Smyrne

* State/Province/Prefecture
TN

* Country
United States

* Postal code
37167

Next Cancel

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.

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Welcome. Get started with your account creation.

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

Login details

* User ID
[] Check for availability

* Password
[]

* Retype password
[]

Personal details

Title
[]

* First name
[]

Middle name
[]

* Last name
[]

Suffix
[]

Job title
[]

* Address
Address 1 Address 2 Address 3

* City
[]

* State/Province/Prefecture
[]

* Country
[]

* Postal code
[]

Previous Next Cancel

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

* User ID
SDTEST3 Check for availability

The entered User ID already exists. Enter a unique User ID.

Login details

* User ID
 Available

* Password * Retype password

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.

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Welcome. Get started with your account creation.

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

* User ID
 Check for availability

* Password * Retype password

Personal details

Title * First name Middle name * Last name

Suffix Job title

* Address

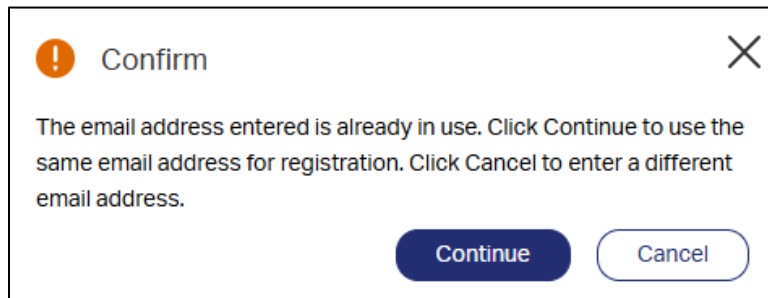
* City * State/Province/Prefecture * Country * Postal code

* Email * Phone number * Mobile number

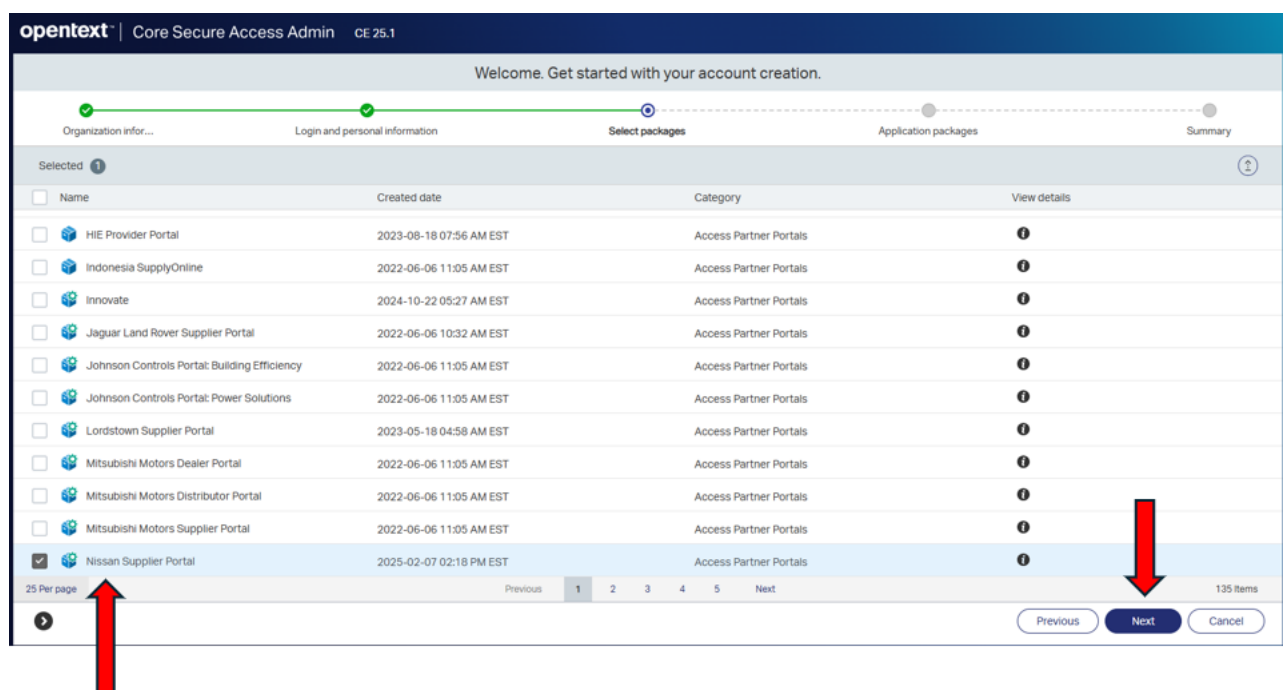
Previous **Next** Cancel

- 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...)

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

✓ I have read and accepted terms and conditions.
[Review terms and conditions](#)

*** Request reason**
Request Reason field is required.

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

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Welcome. Get started with your account creation.

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

1 Accept or reject the terms and conditions to continue.

Application package details

*** Nissan Supplier Portal**

Package description
Nissan Supplier Portal

Organization:
Nissan Supplier Portal

*** NSP_CODE**
0001000290

*** Request reason**
Add in a new Organization.

Enter a request reason if needed. Enter additional details to assist the approving administrator understand your request.

[Review terms and conditions](#)

[Previous](#) [Next](#) [Cancel](#)

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

Review terms and conditions

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

Introduction. This website (the "Site") is operated by Nissan. By using the Site, you hereby agree that you bound by all of the following provisions of these Terms of Use (the "Terms"). These Terms further include the Privacy Policy available via link in the footer of our Site which is incorporated by reference. IF YOU DO NOT AGREE TO ALL OF THESE TERMS, YOU MUST NOT USE THE SITE. BY USING THE SITE, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THESE TERMS AND YOU AGREE TO BE BOUND BY THEM.

☒ I have read and understood the terms and conditions.

[Download](#) **Accept** [Decline](#) [Close](#)

14. Click Next

Welcome. Get started with your account creation.

Organization Inf... Login and personal information Select packages **Application packages** Summary

*** Nissan Supplier Portal**

Package description
Nissan Supplier Portal

Organization:
Nissan Supplier Portal

*** Nissan_Supplier_Code**
0001949000

☒ I have read and accepted terms and conditions.
[Review terms and conditions](#)

*** Request reason**
Request for access to Nissan Supplier Portal for new organization.

Enter a request reason if needed. Enter additional details to assist the approving administrator understand your request.

[Previous](#) **Next** [Cancel](#)

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

Dasch, Stephanie 11:39 AM

opentext | Core Secure **Verify 0001000389 with your administrator or go back to deselect the package Nissan Supplier Portal**

Welcome. Get started with your account creation.

Organization Inf... Login and personal information Select packages **Application packages** Summary

i Accept or reject the terms and conditions to continue.

*** Nissan Supplier Portal**

Package description
Nissan Supplier Portal

Organization:
Nissan Supplier Portal

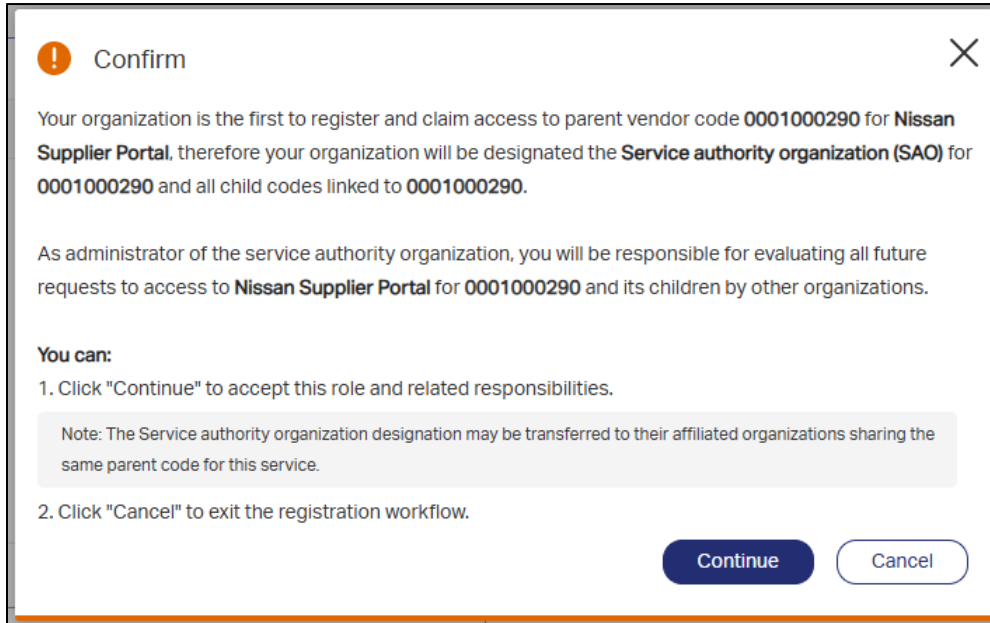
*** Nissan_Supplier_Code**
0001000389

☒ I have read and accepted terms and conditions.
[Review terms and conditions](#)

*** Request reason**
Request for access to Nissan Supplier Portal for new organization.

[Previous](#) **Next** [Cancel](#)

- 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.

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Welcome. Get started with your account creation.

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

Organization information

Organization details

Organization name
MIRRORS OF AMERICA INC.

Address
123 Lane Avenue
City
Smyma

Address 2
State/Province/Prefectures
TN

Address 3
Country
United States

Postal code
37167

Person information

User ID
SDTEST3

Personal details

Title
Ms
Suffix

First name
Supplier
Job title

Middle name

Last name
User

Address
123 Lane Avenue
City
Smyma

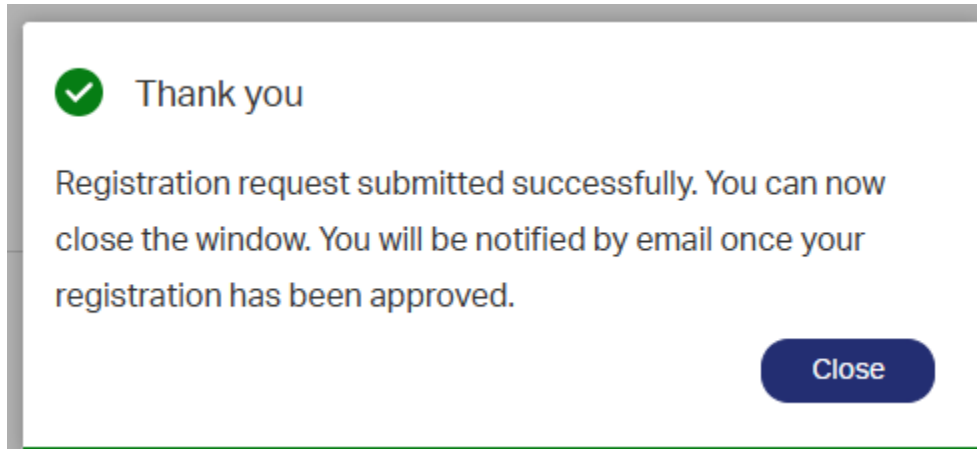
Address 2
State/Province/Prefectures
TN

Address 3
Country
United States

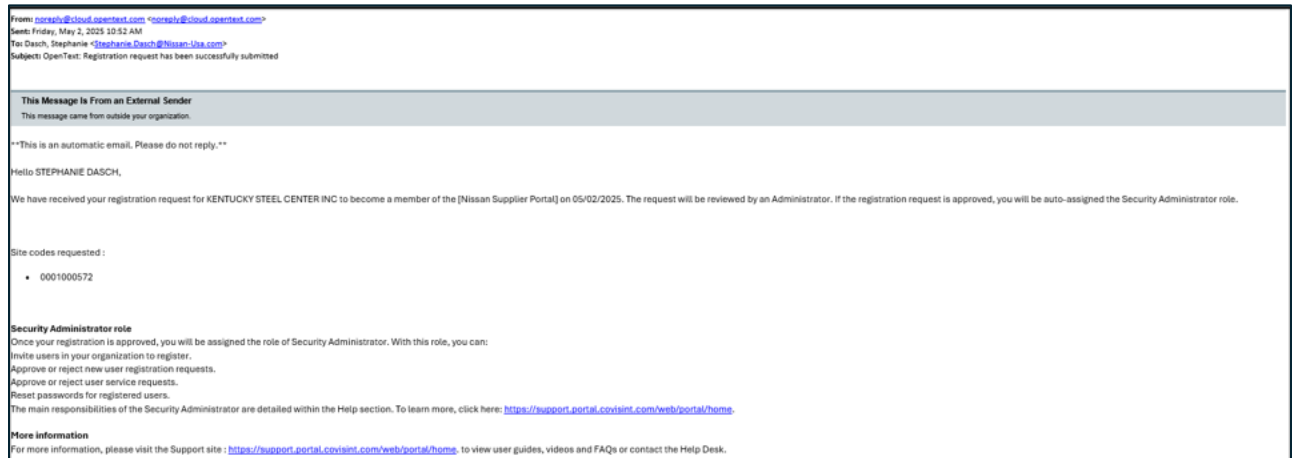
Postal code
37167

Previous
Submit
Cancel

16. Click close.

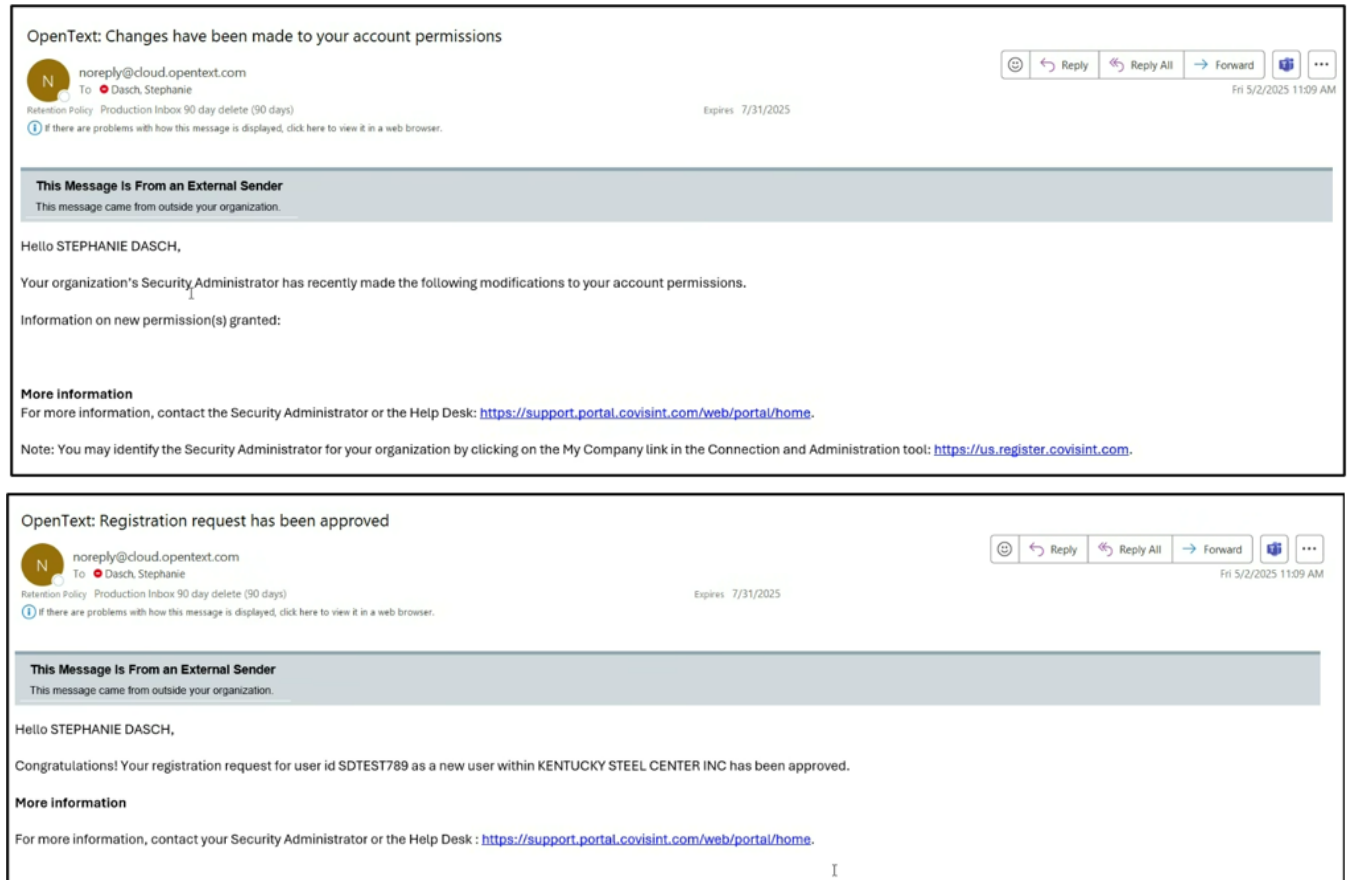


17. You will receive an email from the system informing you that your request was sent to the Nissan Admin.

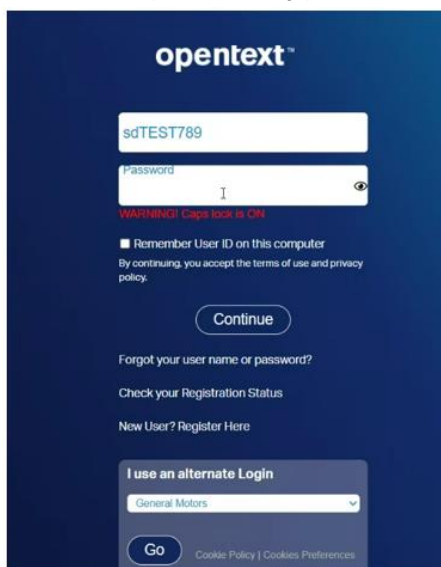


18. The Nissan Admin group will approve access to the supplier portal.

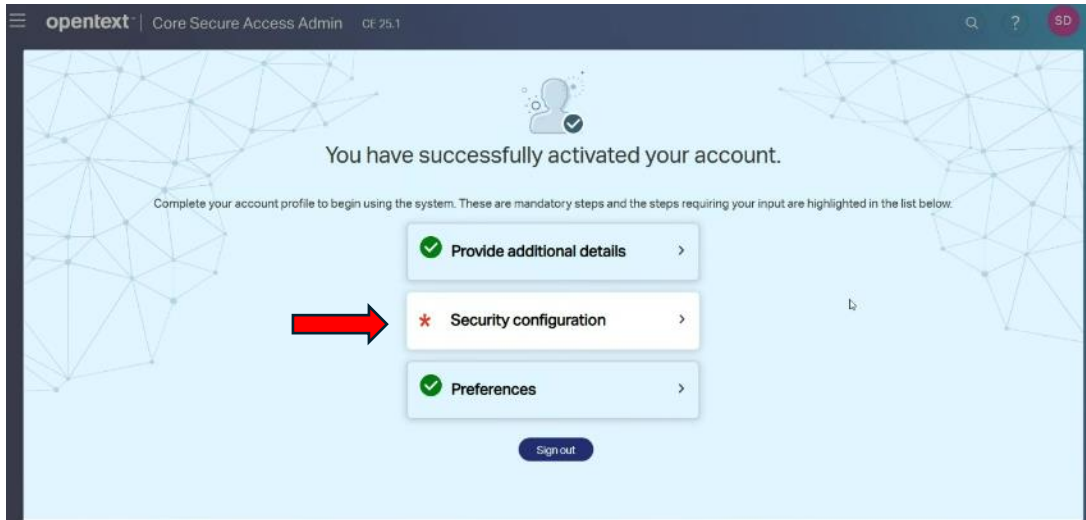
19. You will get several emails indicating your approval was granted.



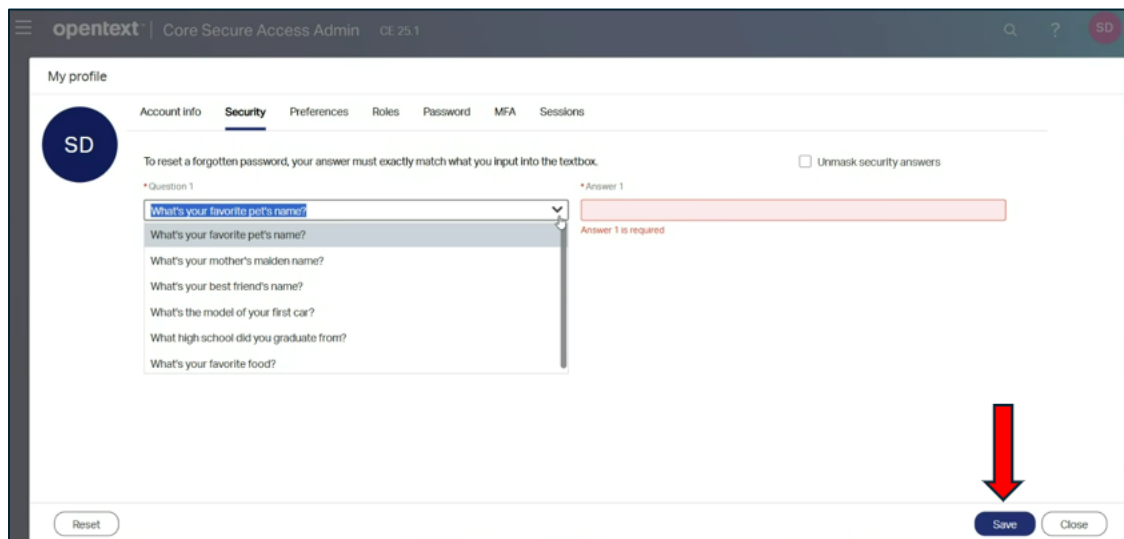
20. Access the portal using production link. <https://nissansplr.portal.covisint.com>



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

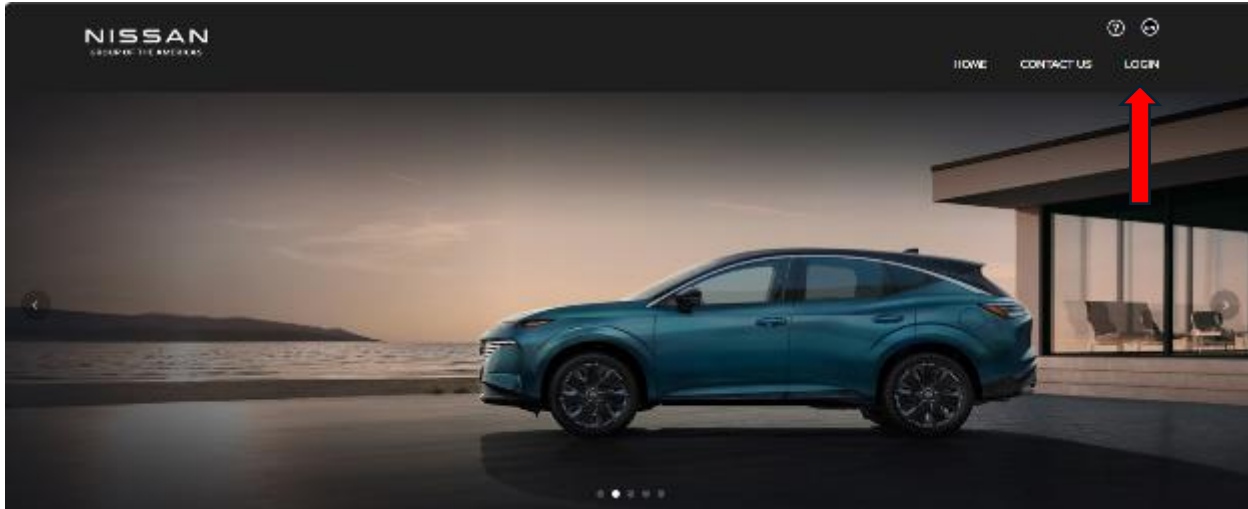


22. Answer question 1. Click Save.

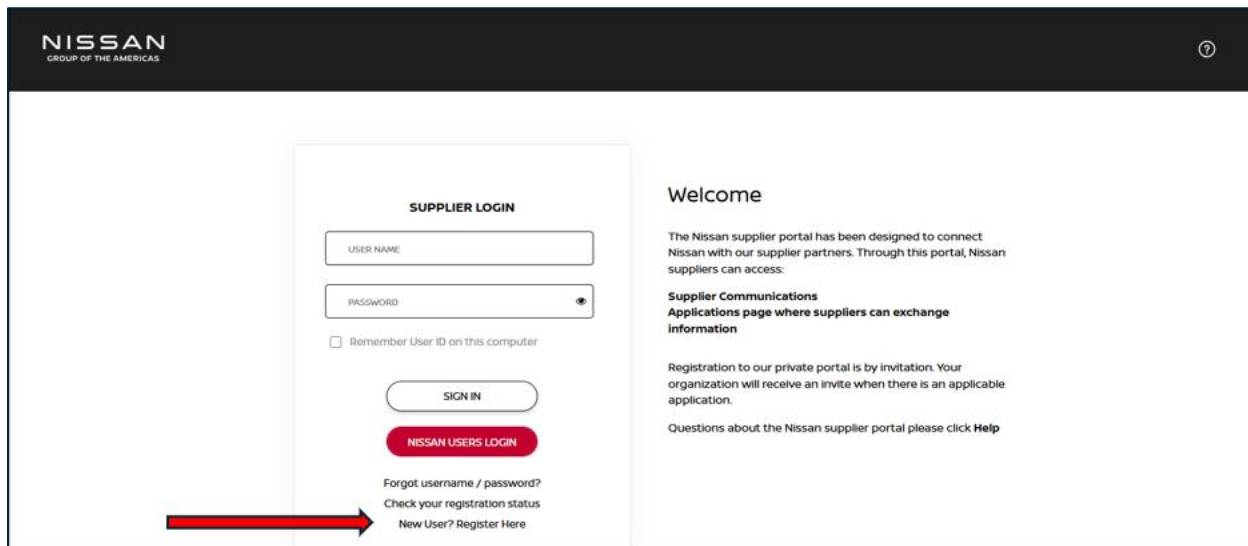


II. Non-Supplier Portal Security Admin / User Registration

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.

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization search criteria for walk-up registration

Search by
Parent vendor code
Organization name
Parent vendor code
Vendor code
Organization list

Nissan Supplier Portal 0001000572 +

Q Edit search Search results: 1 items Create organization

KENTUCKY STEEL CENTER INC Selected: KENTUCKY STEEL CENTER INC

Organization: Sub division
KENTUCKY STEEL CENTER INC

English Next Cancel

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

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization search criteria for walk-up registration

Search by
Parent vendor code
Search Clear

Nissan Supplier Portal
Delphi Technologies Supplier Portal
Ford Supplier Portal
GM AlliancePower
Jaguar Land Rover Supplier Portal
Mitsubishi Motors Supplier Portal
Nissan Supplier Portal

0001000572 +

Select an organization from the list to continue

Organization list

Q Edit search Search results: 0 items Create organization

No records found

English Next Cancel

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

opentext | Core Secure Access Admin CE 25.1

Welcome. Get started with your account creation.

Organization Information Login and personal information Select packages Application packages Summary

Organization search criteria for walk-up registration

Search by: Parent vendor code Nissan Supplier Portal 0001000572 +

Search Clear

Select an organization from the list to continue. Click Cancel any time to stop the process.

Organization list Edit search Search results: 1 items Create organization

Organization:

KENTUCKY STEEL CENTER INC

English

Next Cancel

6. Select the supplier organization. Click Next

opentext | Core Secure Access Admin CE 25.1

Welcome. Get started with your account creation.

Organization Information Login and personal information Select packages Application packages Summary

Organization list Edit search Search results: 1 items Create organization

KENTUCKY STEEL CENTER INC Selected: KENTUCKY STEEL CENTER INC

Organization: Sub division

KENTUCKY STEEL CENTER INC

English

Next Cancel

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.

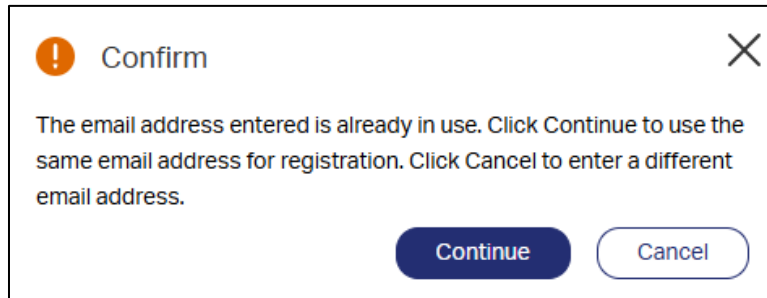
When creating User ID you need to check for availability to make it's not already in use.

Password requirements:

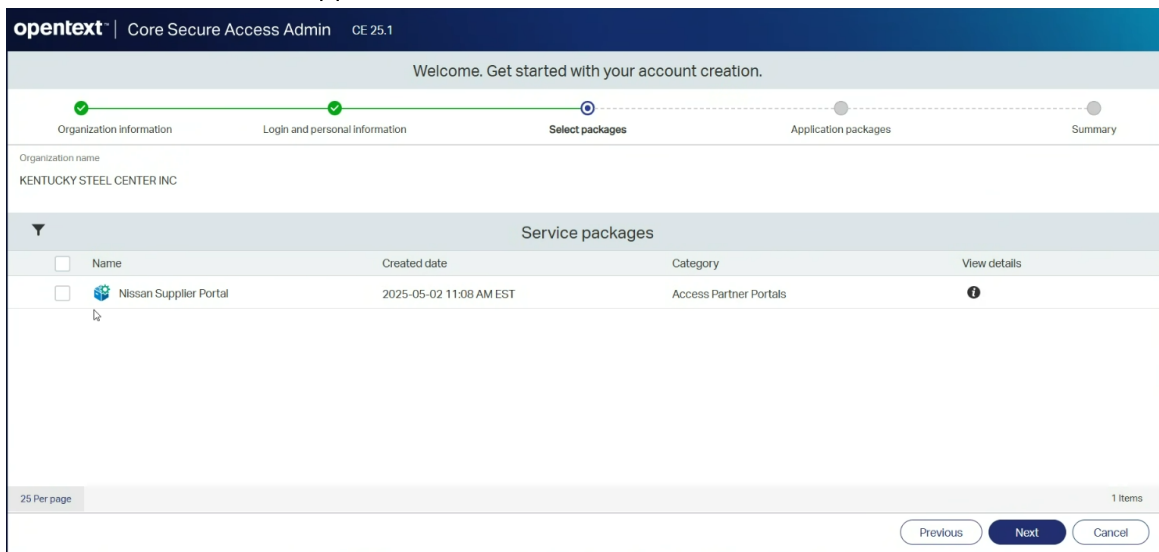
- The password must contain 1 of the following character types:
Upper case letters, Lower case letters, Numbers, Special characters
- The password length must be between 8 and 20 characters.
- The password will be expired after 90 days.
- The password cannot be repeated for cycle 7 changes.

8. Click Next.

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



9. Select the Nissan Supplier Portal. Click Next



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

opentext | Core Secure Access Admin CE 25.1

Welcome. Get started with your account creation.

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

1 Accept or reject the terms and conditions to continue.

Application package details

* Nissan Supplier Portal

Package description
Nissan Supplier Portal

Organization:
Nissan Supplier Portal

* NSP_CODES
0001000290

* Request reason
Add in a new Organization.

Enter a request reason if needed. Enter additional details to assist the approving administrator understand your request.

Review terms and conditions

Previous Next Cancel

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

Review terms and conditions

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

Introduction. This website (the "Site") is operated by Nissan. By using the Site, you hereby agree that you bound by the following provisions of these Terms of Use (the "Terms"). These Terms further include the Privacy Policy available via link in the footer of our Site which is incorporated by reference. IF YOU DO NOT AGREE TO ALL OF THESE TERMS, YOU MUST NOT USE THE SITE. BY USING THE SITE, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THESE TERMS AND YOU AGREE TO BE BOUND BY THEM.

☒ I have read and understood the terms and conditions.

Download Accept Decline Close

12. 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
0001949000

✓ I have read and accepted terms and conditions.

Review terms and conditions

* Request reason
Request for access to Nissan Supplier Portal for new organization.

Enter a request reason if needed. Enter additional details to assist the approving administrator understand your request.

Previous Next Cancel

13. Click Submit

opentext | Core Secure Access Admin CE 25.1

Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

KENTUCKY STEEL CENTER INC

Person information

User ID
SDTEST456

Personal details

Title First name Middle name Last name
Suffix Anjie Job title DASCH

Address Address 2 Address 3
123 LANE DR
City Murfreesboro State/Province/Prefectures TN Country United States Postal code 37128
Email stephanie.dasch@nissan-usa.com Phone number 6159997777 Mobile number

Previous Submit Cancel

14. Click Close.

opentext | Core Secure Access Admin CE 25.1

Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

KENTUCKY STEEL CENTER INC

Person information

User ID
SDTEST456

Personal details

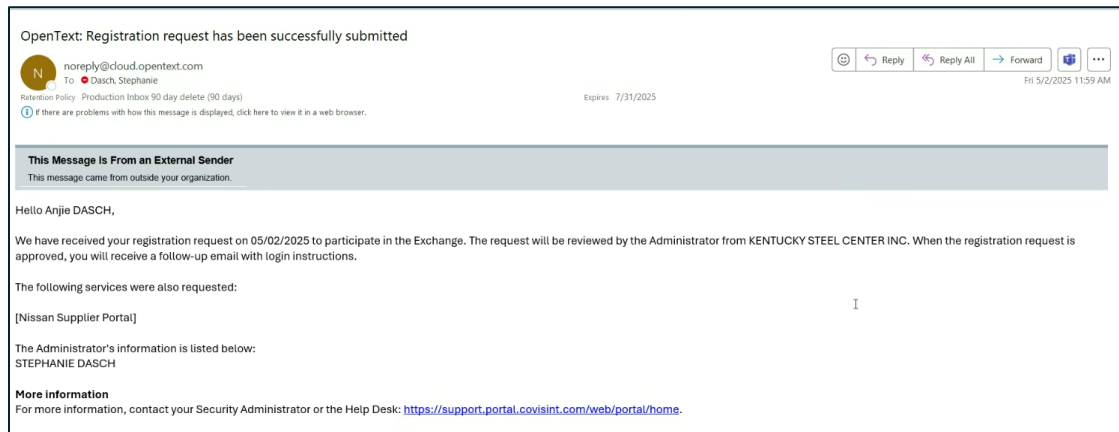
Title First name Middle name Last name
Suffix Anjie Job title DASCH

Address Address 2 Address 3
123 LANE DR
City Murfreesboro State/Province/Prefectures TN Country United States Postal code 37128
Email stephanie.dasch@nissan-usa.com Phone number 6159997777 Mobile number

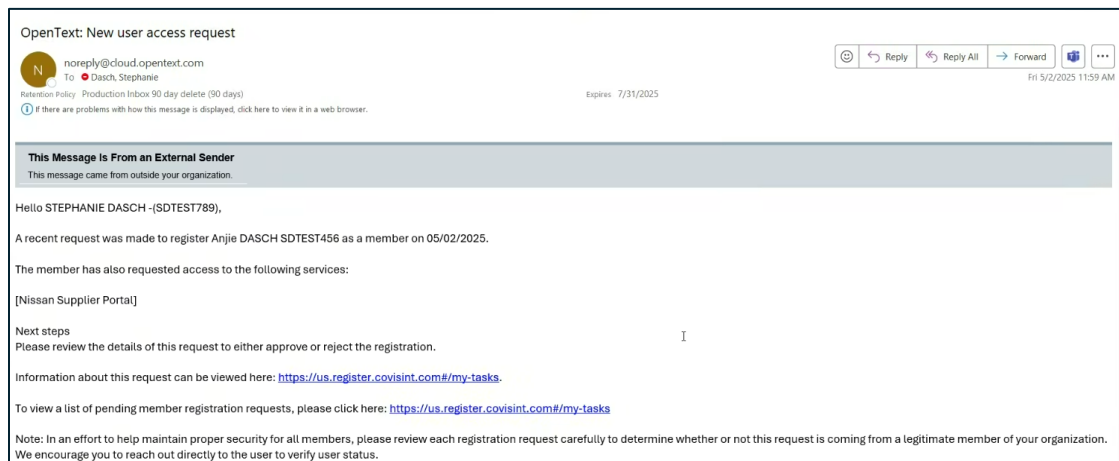
Previous Submit Cancel

Thank you
Registration request submitted successfully. You can now close the window. You will be notified by email once your registration has been approved.
Close

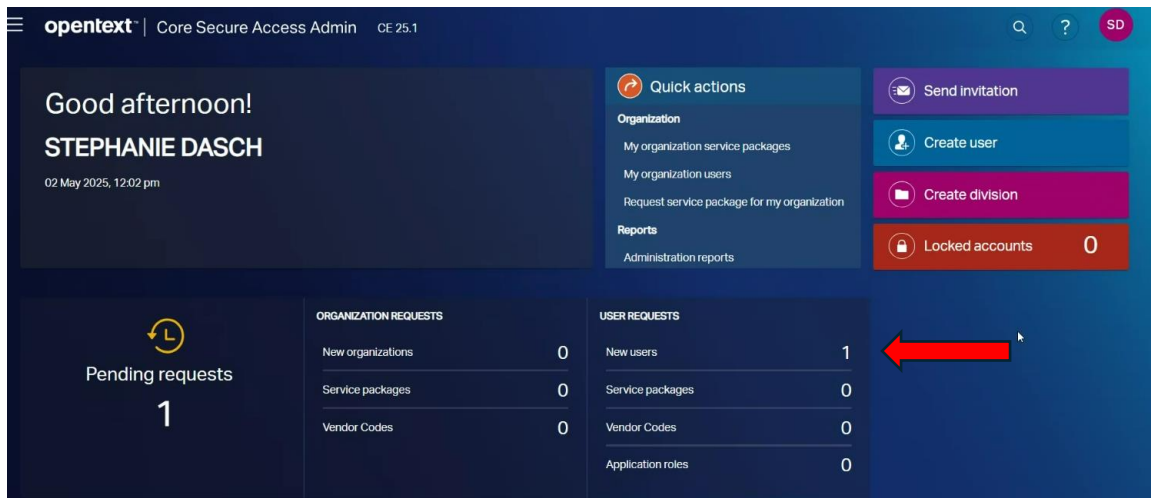
15. The user will receive this email.



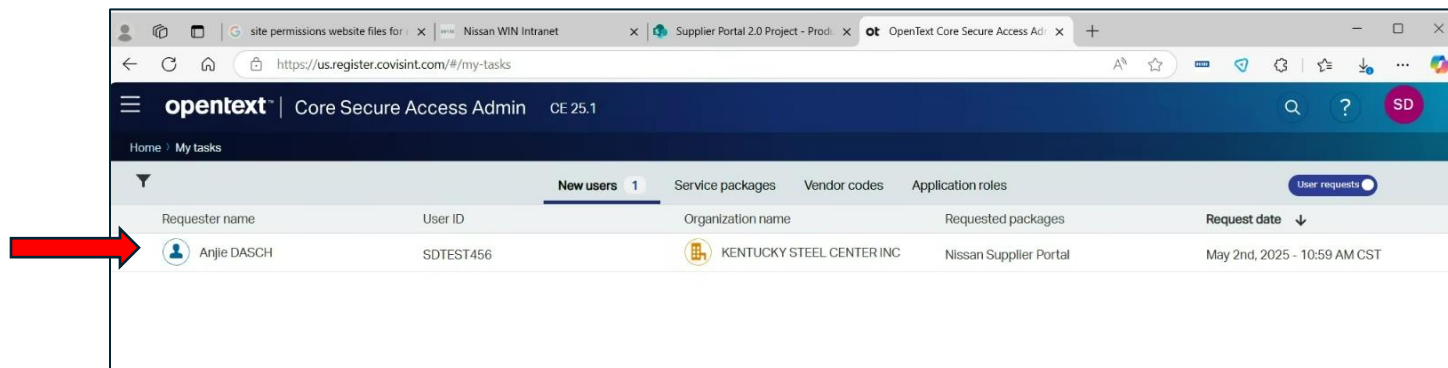
The Supplier Portal Security Admin person at your organization will receive an email.



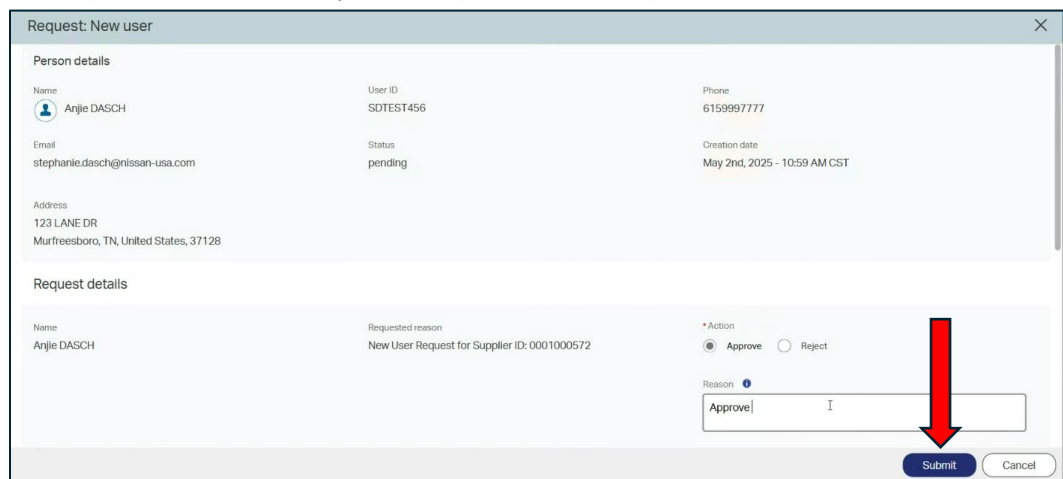
16. The Supplier Portal security admin logs into the portal IAM to approve new users. Click New Users



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
1 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
1 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

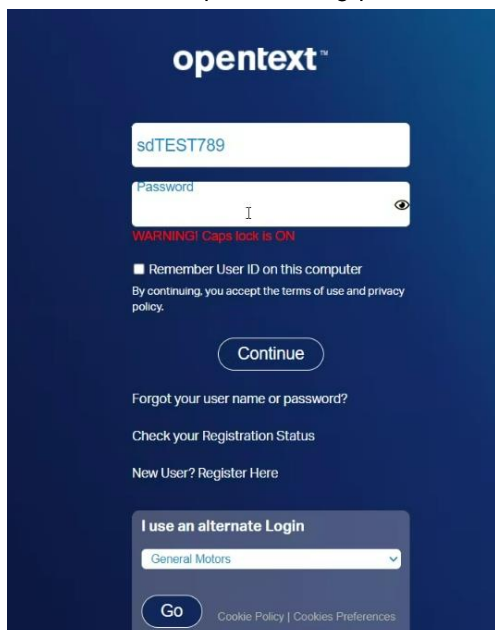
Following package/s is/are granted as a part of request approval :

- Nissan Supplier Portal

More information

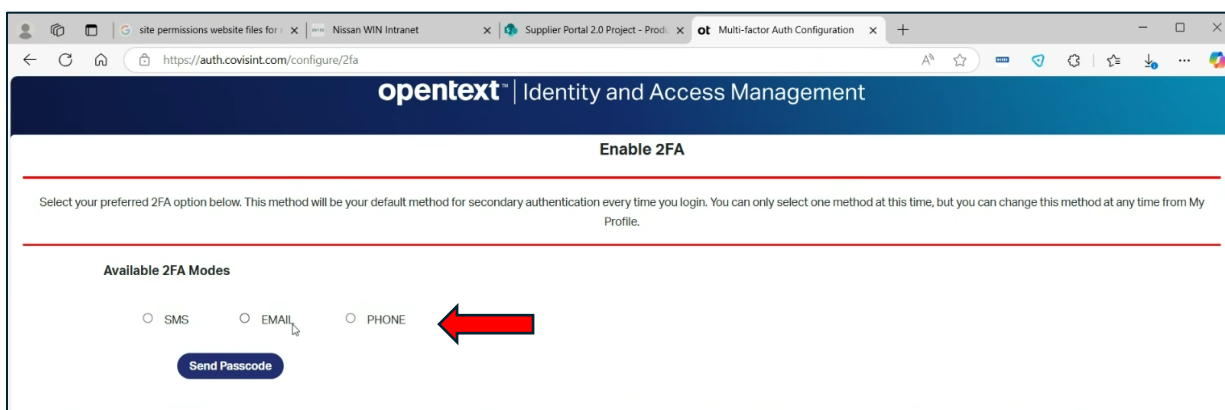
For more information, contact your Security Administrator or the Help Desk : <https://support.portal.covisint.com/web/portal/home>.

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).



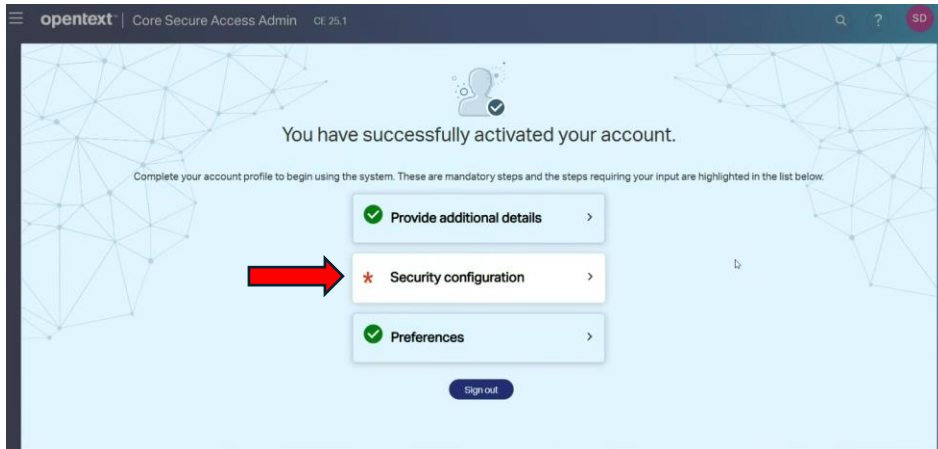
- c. If you select e-mail, you will get a 4-digit code via email.



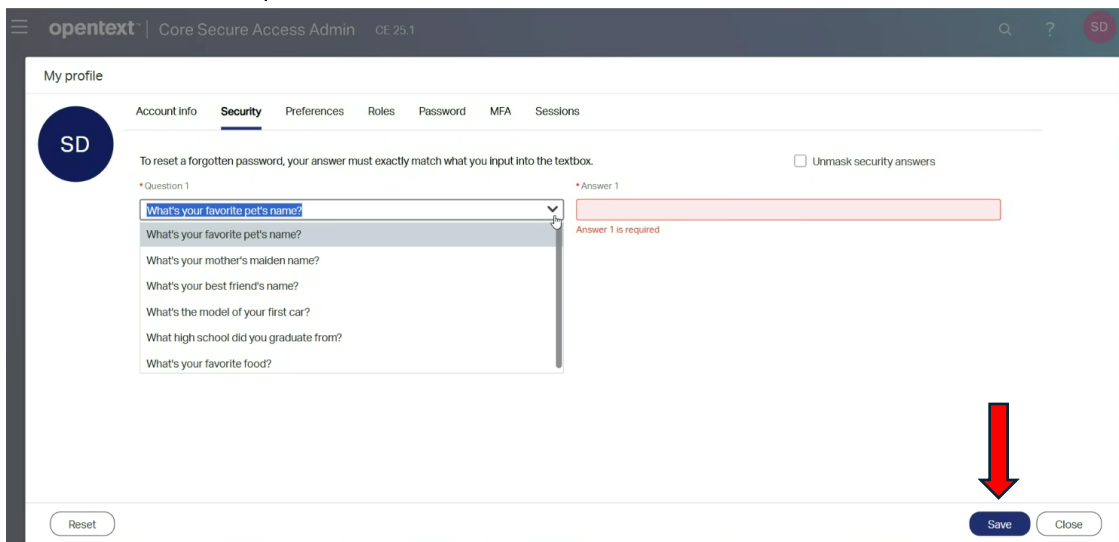
- d. Enter the 4-digit code. Click Verify.

The screenshot shows the "opentext | Identity and Access Management" page. The title is "Enable 2FA". Below the title, it says "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." Under "Available 2FA Modes", there are three radio buttons: "SMS", "EMAIL" (which is selected), and "PHONE". Below this, it says "Please verify your email address". The "Email ID:" field shows "s*****@nissan-usa.com". There is a blue "Send Passcode" button. Below that, it says "Verify OTP". There are four empty input boxes for the 4-digit code, with a red arrow pointing to the last box. Below the input boxes is a blue "Verify" button, with a red arrow pointing to it.

e. Click on Security configuration.



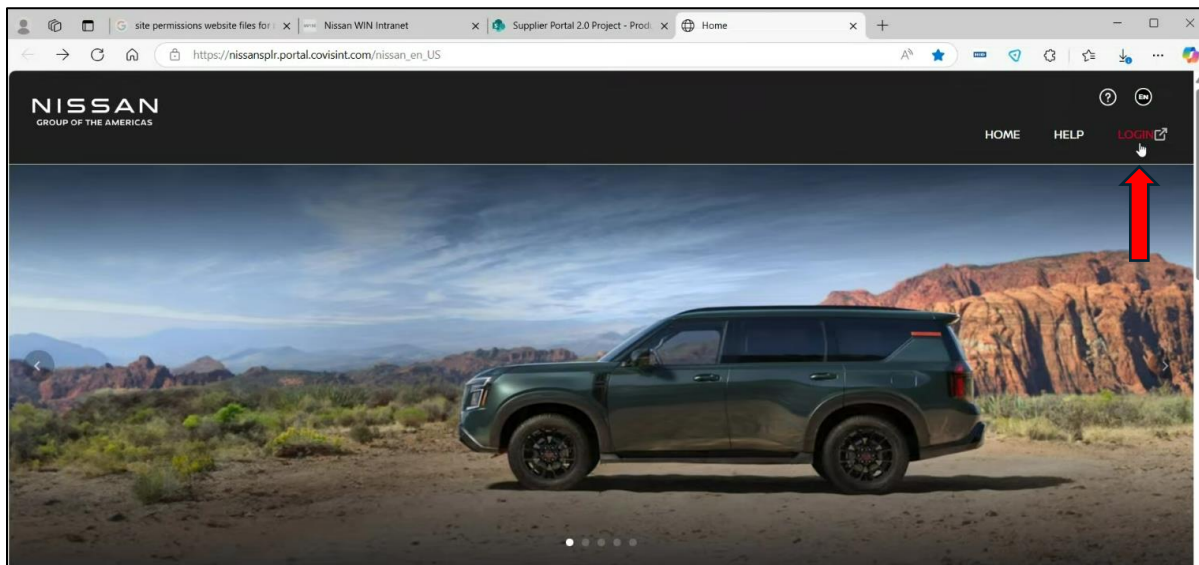
f. Answer question number 1, Click Save.



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

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

1. Click on Login

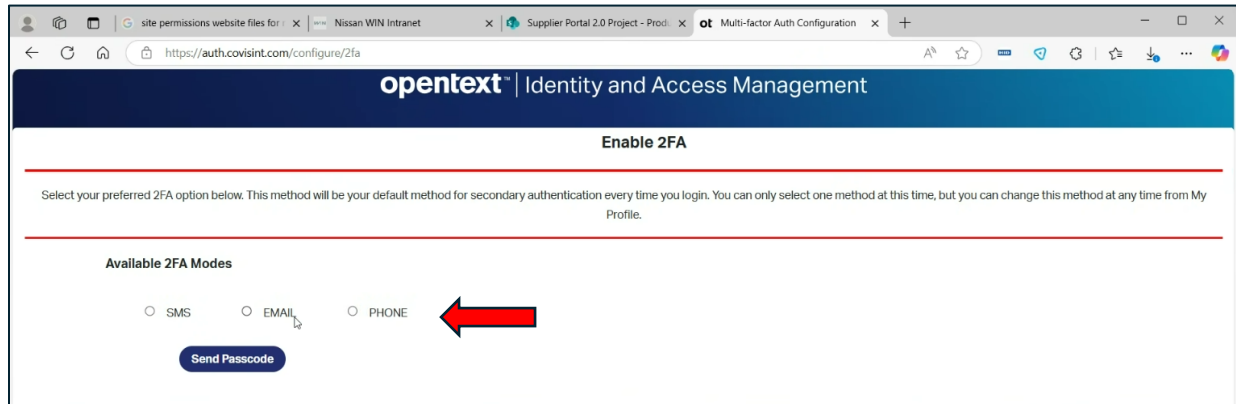


2. Enter User ID and password. Click Sign In

A screenshot of the Nissan Supplier Portal login page. The page has a dark header with the Nissan Group of the Americas logo. The main content area is white. On the left, there is a 'SUPPLIER LOGIN' form. It contains a text input field with 'SDTEST789' entered, a password input field with masked characters, a 'WARNING! Caps lock is ON' message, a 'Remember User ID on this computer' checkbox, and a 'SIGN IN' button. Below the 'SIGN IN' button is a red button labeled 'NISSAN USERS LOGIN'. At the bottom of the form, there are links for 'Forgot username / password?' and 'Check your registration status'. On the right side of the page, there is a 'Welcome to the Nissan Supplier Portal' message, followed by a paragraph explaining the portal's purpose and a red-bordered box containing the text 'For questions about the Nissan supplier portal please click Help'. Three red arrows point to the username field, the password field, and the 'SIGN IN' button.

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.



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](#)

4. 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

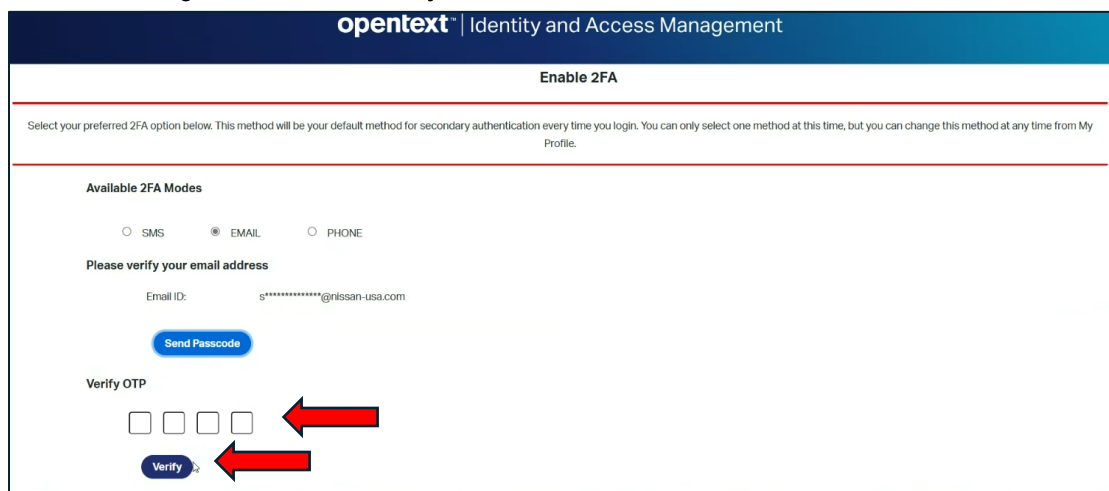
Retention Policy: Production Inbox 90 day delete (90 days) Expires: 7/31/2025

[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**.

5. 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

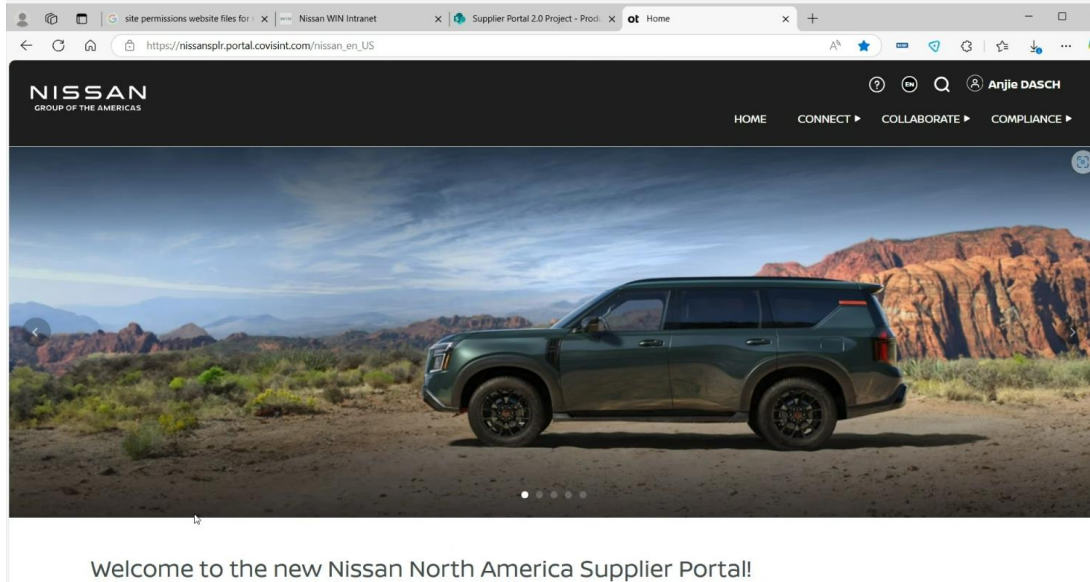
Email ID: s*****@nissan-usa.com

[Send Passcode](#)

Verify OTP

[Verify](#)

Welcome to the Nissan Supplier Portal



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

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.