




**Johnson Controls
Covisint Supplier Portal Registration Training**

July 2008 Version 1.2

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I. Registration Overview

The purpose of this document is to provide assistance for the Covisint registration process.

Suppliers who are considered to be strategic to our organization will be asked to register. If you are a strategic partner to Johnson Controls, a registration organization will be provided to your organization. **YOU CAN NOT REGISTER UNTIL YOU RECEIVE THIS ID.**

There will be no charge to your organization for this service.

Johnson Controls is in the process implementing this portal globally. If you have not heard from us and you are in a Region other than the US chances are we have not gotten to your region yet....

II. My organization has never used Covisint

1. Identify the proper administrator for your organization.

The administrator for your organization will be responsible for the following items:

- Approving all individuals within your organization
- Requesting all new service packages “applications” for your organization
- Primary Contact for your organization
- Audit Users
- Insure user information is up to date
- Insure users are registering properly

For more information on how to be an administrator or how to find your administrator please see <https://us.register.covisint.com/CompanyAdministratorUserGuide.pdf>

Note: Johnson Controls expects administrators to perform their duties. Johnson Controls can not reset passwords or grant individual access.

2. Go to the following website <https://us.register.covisint.com/CommonReg?cmd=REGISTER> and select "register as a new top level organization"

welcome: covisint registration

Thank you for choosing to register with Covisint. To begin the multi-step process, please select from the options below. If you are unsure what option to select, [help for this screen is available](#)

user options

New User
Select this method if you are an employee of an existing Covisint Member Company seeking access to one of the applications your Organization currently subscribes to OR if you are not sure if your organization is registered.

Please note: after selecting this option, you will be prompted to locate your Organization within our system.

organization options

New Top-Level Organization
select this method if you wish to join the Covisint Exchange as a new Covisint Organization

Please note: you must be the individual wishing to be the Security Administrator* of your Top-Level Organization to select this method.

New Division
select this method if you would like to become the Security Administrator* of a new division within an existing Covisint Organization

Please note: after selecting this option, you will be prompted to locate your Organization within our system.

* the responsibilities of the Security Administrator will be explained in detail after you select a registration method. However, you may choose to cancel your registration in order to allow a different member of your Organization to register as the Security Administrator.

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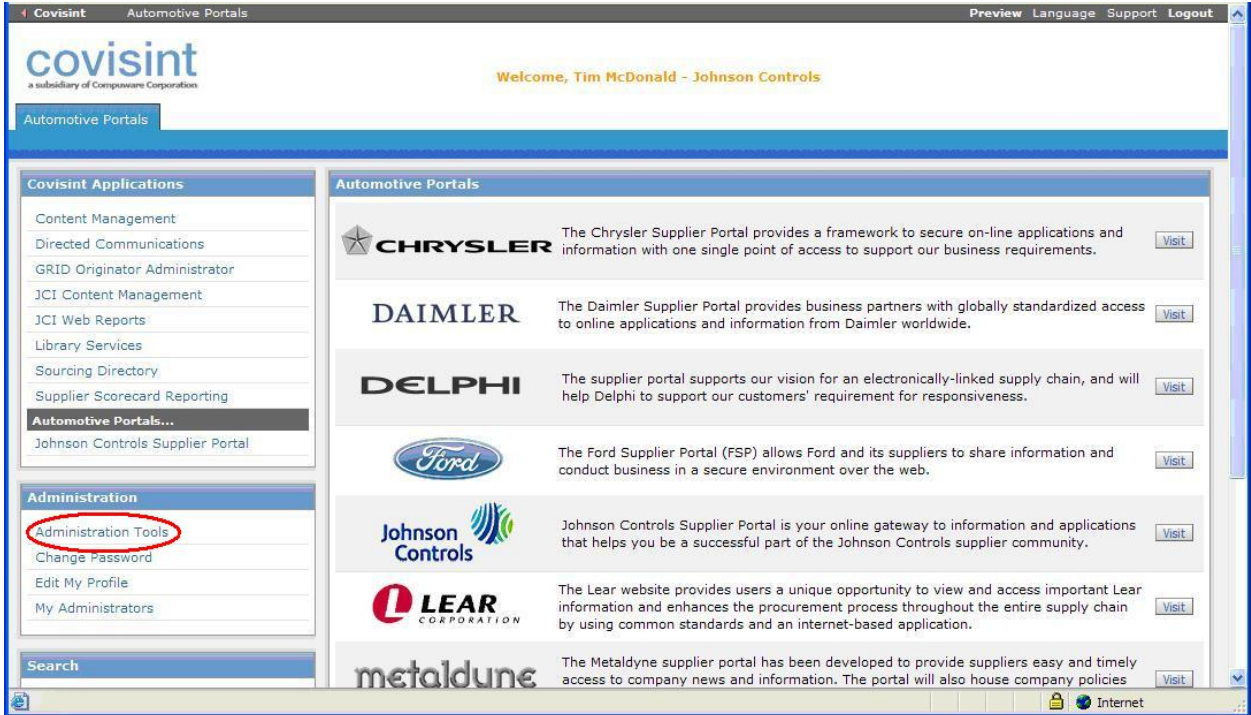
3. Complete the information for your organization and request the Johnson Controls Portal Service Pack. When prompted for a Johnson Controls site, please use the above organization id provided to you.

Johnson Controls Supplier Portal access granted [more info](#)

Sub-packages are bundles of applications available for those approved to access Johnson Controls Supplier Portal. To request a sub-package of Johnson Controls Supplier Portal, please select the 'request sub-package' link below.

4. Your request has been submitted to Johnson Controls for approval. Once Johnson Controls has approved your organization, (you will get an email notifying you of this) your organization will have access to Johnson Controls Applications.

- Log on to the Covisint Portal if not already there and select administration tools. *The administration tab should be available regardless of what your screen looks like.*

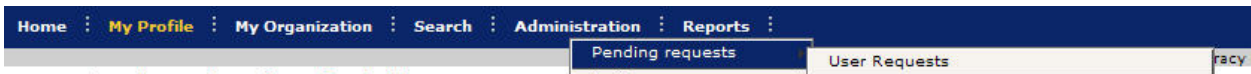


Note: So far you have only granted your organization access. It is now time to grant yourself access to the Johnson Controls Portal and any Sub-Packages (Applications).

- Select My Profile > Request a service package. Select the Johnson Controls Portal.



- You will now need to approve yourself (*remember you are the administrator!*)
- To approve yourself go to Administration > Pending Requests > User Request



- Select View Request and approve



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new user(1) user service package(0) user site code(0) user home location code(0)

The following users have requested a new User ID on Covisint. Click each user name to view the request details and make a decision.

review users to approve or reject

Include all divisions

view request	User Name	Job Title	Date Submitted	request	Division
	John Doe		2007.05.22 EST	Johnson Controls Supplier Portal (location code: WC100)	Johnson Controls

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v5.04

10. You have now approved yourself for access to the Johnson Controls Portal.

11. For information on how to be an administrator, please see

<https://us.register.covisint.com/CompanyAdministratorUserGuide.pdf>

Note: Once an individual has been granted access to a service package “application” it will take about 2 business days for this approval to be implemented in our internal systems. Please review all training documentation for the application you have been granted access to. This documentation can be found by selecting the “DETAILS” section of the applications tab.

<https://portal.covisint.com/portal/private/?l=en/tp/jci/applications.psm!>

Johnson Controls expects its supplier users to read the user instructions of any application prior to submitting a help desk inquiry.

Note: For more information see - http://www.covisint.com/robohelp/cca/Scenario_A.htm

III. My organization uses Covisint but I do not have a user id.

1. Contact your organization's Covisint administrator requesting that they request the appropriate Johnson Controls Portal Service Package. Provide your administrator with the registration site (or "key") that Johnson Controls provided to you.
2. If your administrator is available then ask them to walk you through the registration process. Other wise follow the directions below.
 - a. Go to the following website <https://us.register.covisint.com/CommonReg?cmd=REGISTER> and select "register as a new user"

welcome: covisint registration

Thank you for choosing to register with Covisint. To begin the multi-step process, please select from the options below. If you are unsure what option to select, **help for this screen is available**

user options

New User
Select this method if you are an employee of an existing Covisint Member Company seeking access to one of the applications your Organization currently subscribes to OR if you are not sure if your organization is registered.

Please note: after selecting this option, you will be prompted to locate your Organization within our system.

organization options

New Top-Level Organization
select this method if you wish to join the Covisint Exchange as a new Covisint Organization

Please note: you must be the individual wishing to be the Security Administrator* of your Top-Level Organization to select this method.

New Division
select this method if you would like to become the Security Administrator* of a new division within an existing Covisint Organization

Please note: after selecting this option, you will be prompted to locate your Organization within our system.

* the responsibilities of the Security Administrator will be explained in detail after you select a registration method. However, you may choose to cancel your registration in order to allow a different member of your Organization to register as the Security Administrator.

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- b. Search for your organization and select the proper location. If your exact location does not exist select your corporate or division headquarters. You may also select the Johnson Controls Portal and enter the supplier code provided to you by Johnson Controls.
- c. Request the Johnson Controls Portal.

Partner Portals		
<input type="checkbox"/>		DaimlerChrysler Portal: Administrative Service for DC Asia more info
<input type="checkbox"/>		DaimlerChrysler Portal: Service for Chrysler Group more info
<input type="checkbox"/>		DaimlerChrysler Portal: Service for DaimlerChrysler Financial Services North America more info
<input type="checkbox"/>		DaimlerChrysler Portal: Service for Freightliner more info
<input type="checkbox"/>		DaimlerChrysler Portal: Services for Mercedes Car Group and Truck Group more info
<input type="checkbox"/>		Delphi Supplier Portal more info
<input type="checkbox"/>		Ford Supplier Portal more info
<input type="checkbox"/>		Johnson Controls Supplier Portal more info
<input type="checkbox"/>		Metaldyne Supplier Portal more info
<input type="checkbox"/>		Mitsubishi Motors Supplier Portal more info
<input type="checkbox"/>		One Stop Shop Portal more info
<input type="checkbox"/>		Visteon Supplier Portal more info



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- d. Await approval from your organization's administrator (PLEASE DO NOT CALL JOHNSON CONTROLS FOR APPROVAL). Your administrator is the only one who can approve you. If you do not know who is your administrator then you may submit a request to Covisint Support portalsupp@covisint.com for this information.
- e. Once approved for the Portal access, log into Covisint https://portal.covisint.com/portal/private/_l:en/tp/jci
- f. Once your organization's Covisint administrator approves your access this information will be passed onto Johnson Controls for internal application setup. *This access is not immediate; it will take two business days for this security to be established in the Johnson Controls application(s).*
- g. You have successfully registered yourself!!!

Note: For more information see - http://www.covisint.com/robohelp/cca/Scenario_C.htm



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IV. I already have a Covisint user id

1. Ask your administrator to request the appropriate Johnson Controls Portal Service Package and any required sub packages for your organization within Covisint. You will not be able to gain access until your organization has been set up and your organization's Covisint Administrator is the individual who does this. For help in this process, the Security Administrator should review the information on the following link: http://www.covisint.com/robohelp/cca/Scenario_B.htm.

Note: If you do not know who your Covisint Administrator is please do the following steps. Log into Covisint, select administrative tools, select My Organization and then select My Organization Administrators. This will provide you with the contact information for your administrator.

2. Once your organization is approved to use these packages, log into Covisint Portal https://portal.covisint.com/portal/private/_!:en/tp/jci
3. Select Administration Tools, select My Profile, and then select add service package
4. Request the Johnson Controls Portal Service Package
5. Wait for your organizations Covisint Administrator to approve you.
6. Once approved, log into Covisint Portal https://portal.covisint.com/portal/private/_!:en/tp/jci
7. Once approved it will take 2 business days for security rights to be approved internally at Johnson Controls.
8. Review application user guide. All user guides can accessed by selecting the "DETAILS" link from the applications web page found at https://portal.covisint.com/portal/private/_!:en/tp/jci/applications.psm/
9. YOU HAVE SUCESSFULLY REGISTERED FOR JOHNSON CONTROLS APPLICATIONS

Note: For more information see - http://www.covisint.com/robohelp/cca/Scenario_E.htm

For more information about support please see the Covisint Support web site
https://portal.covisint.com/portal/public/_!:en/support/auto/