

# Supplier Guidelines for Accessing the Supplier Portal

Vendor Master Team

November 2020



**Visteon®**

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# Visteon Supplier Portal – General Introduction:



- The following guide is designed to help suppliers learn how to register a new company, a supplier security administrator (SSA), obtain an ID for an existing company, reset a forgotten ID or password and access the supplier portal.
- If a Supplier contact encounters issues using the Self-Service Reset tool for PW's and forgotten CDS ID's, then they should call Visteon Service Desk for assistance.
- If a Supplier contact is waiting for approval on a CDS ID to access Visteon applications, they should contact their company's SSA for approval status on their CDS ID request. Approvals for CDS IDs are controlled by the company's SSA and not Visteon.



# System requirements for Remote Access:

## **Web Browser:**

- Any web browser (Internet Explorer, Chrome, Firefox etc.)

## **Remote access information is available at:**

- <https://www.visteon.com/company/suppliers/remote-access-to-visteon/>

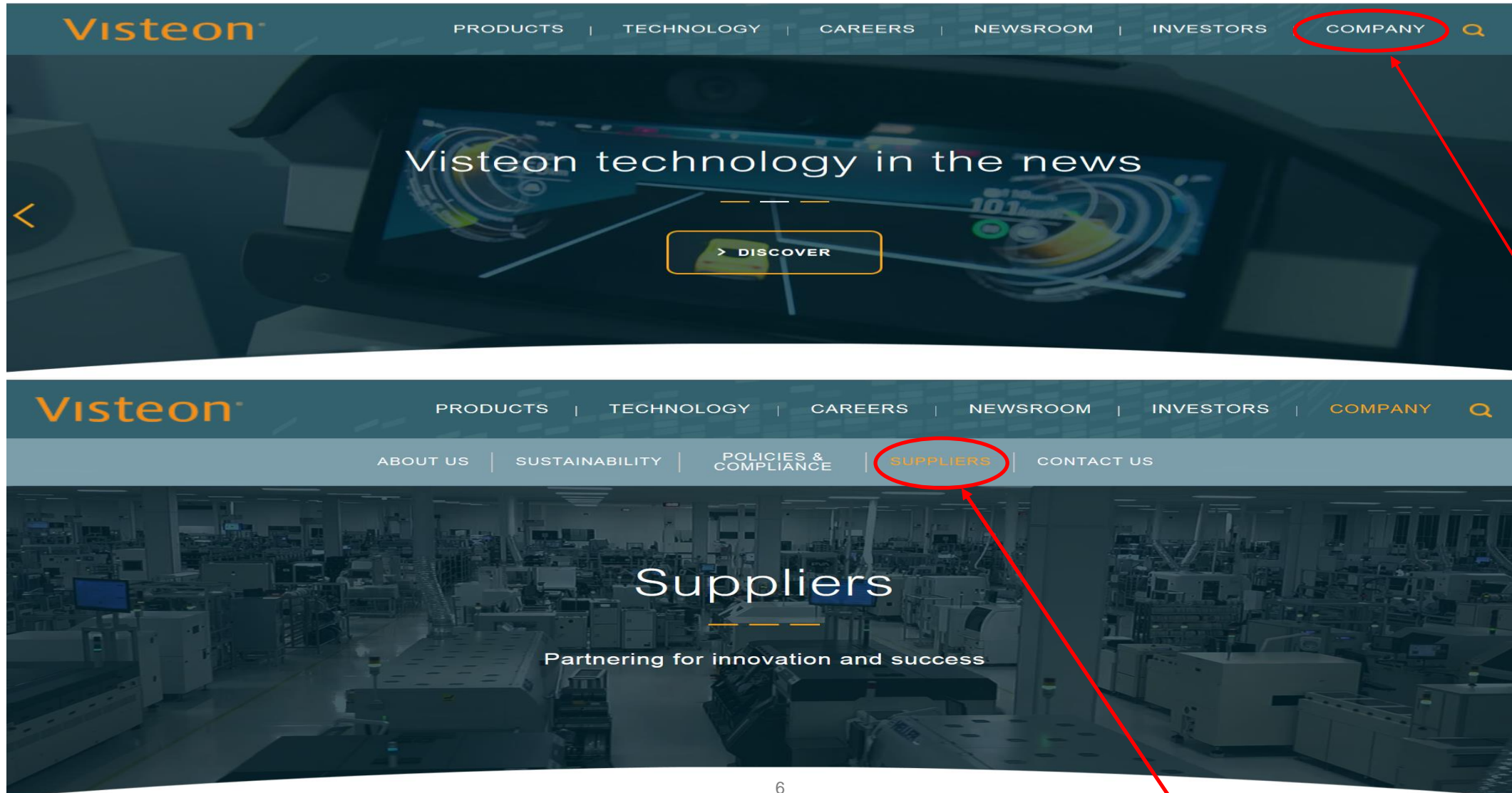


# To Register a New Company in Visteon Portal



# To Register a New Company

Visit Visteon's public website <http://visteon.com/index.html> - Select **Company** from the top menu, then **Suppliers** from the submenu



# To Register a New Company

From the options choose Supplier portal

## Resources for Visteon suppliers

Our suppliers are best-in-class, continually driving excellence and innovation. If you're a current supplier to Visteon, use the tools and resources below, and contact your purchasing representative with any questions.



Supplier Portal

Supplier Guidelines for  
Accessing Supplier Portal



Sterling Web Forms



DataXchange



Packaging Information  
Collection System  
(PICS)



# To Register a New Company

ABOUT US | SUSTAINABILITY | POLICIES & COMPLIANCE | **SUPPLIERS** | CONTACT US

## Remote Access to Visteon



### Other Resources:

- Quick Start Guide (PDF)
- Supported Anti-Virus
- Visteon VPN IPs
- Cloud Webmail
- Concur Travel and Expense

There are three methods to access the Visteon network.

1. Suppliers and hourly employees who need to access web applications should go to [Myportal-External](#) from any web browser with an internet connection. Access the [complete training guide](#) for step-by-step instructions on how to set up and use this tool.
2. Agency associates who need to access the Visteon network, including the intranet, applications, server or network resource, should use the FortiClient tool for Windows or Linux. To get started, download the tool for [Windows](#) or [Linux](#) and then follow the [installation instructions](#).
3. Full-time employees should use ZPA or FortiClient from their Visteon computers. Usage information is shared during onboarding.

To request a CDSID or get password help, go to <https://remote.visteon.com>.



# To Register a New Company

WELCOME TO VISTEON SSL VPN

Visteon

Enter your CDSID and Password:

pmeias

.....

Login

Forgot your username or password?

[Get CDS ID or Password](#)

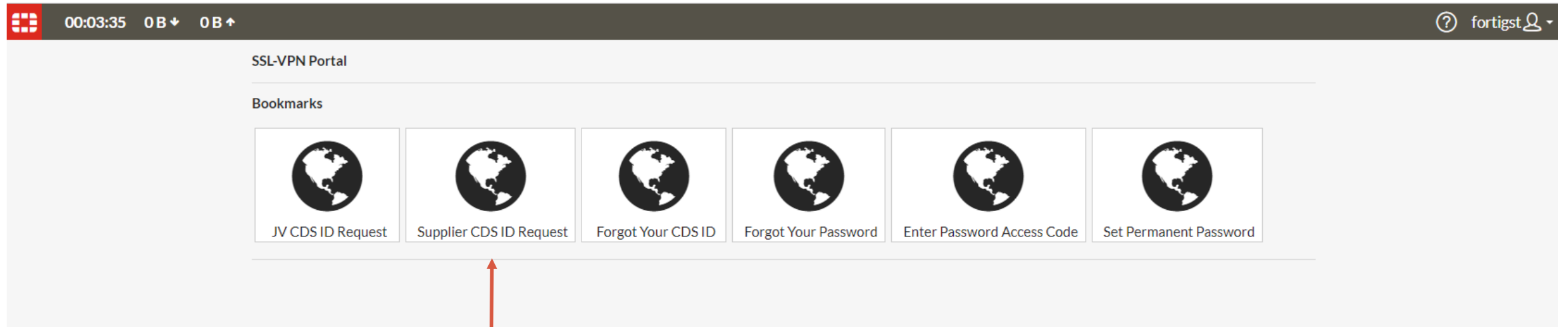
This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.

In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.

Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

Select 'Get CDS ID or Password' to launch the supplier access system

# To Register a New Company



Select "Supplier CDS ID Request" to launch the access request form.

# To Register a New Company

Visteon

## Supplier Access System

**User Information:** Complete all fields below to request access.

Company :

First Name:  Last Name:

Phone:

Email:  Confirm Email:

**Temporary Password:** Create a temporary password that is 8 to 10 characters.

Note: You will be required to change this password at your first login.  
Valid characters are letters (A-Z,a-z) and numbers (0-9) only.

Password:  Confirm Password:

**Company Not Found:** If your company could not be found, select "Register New Company" below.

[Register New Company](#)

**Submit Request:** Submit your request for approval and processing.

By submitting, you agree to the [Terms and Conditions](#) of using Visteon's Supplier Portal including the [Privacy Terms and Conditions](#) referenced within .

[Submit](#)

Select "Register New Company" and follow the instructions on the resulting page

# To Register a New Company in Visteon Portal



- To register a new company or Supplier Security Administrator (SSA), complete the required registration
  - **NOTE:** The “Proposed Visteon Approver” should be your main contact at Visteon.
- Be sure to review the terms and conditions associated with using the supplier portal
- If you agree to the terms and conditions, select “Submit” to send your registration request.
- You will receive an e-mail notification about the status of your request.
- Any questions should be directed to [vspsecur@visteon.com](mailto:vspsecur@visteon.com)

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## Supplier Access System

### New Company and SSA Request

Enter the information below to request access.  
If your request has been approved, you will receive an e-mail confirmation.

Company Name*:	<input type="text"/>	Supplier Code**:	<input type="text"/>
First Name*:	<input type="text"/>	Last Name*:	<input type="text"/>
Phone*:	<input type="text"/>		
Email*:	<input type="text"/>	Confirm Email*:	<input type="text"/>
Comments:	<input type="text"/>		
Reason for Request:	<input type="text"/>		

Proposed Visteon Approver		
Access to Visteon's Supplier Portal requires the approval of a Visteon employee. Enter the Visteon contact information below.		
Approver Name*	Approver E-mail	Approver Phone
<input type="text"/>	<input type="text"/> @visteon.com	<input type="text"/>

Registering a new company: if approved, the contact listed on this form will be the Supplier Security Administrator (SSA) and agrees to the [Terms and Conditions](#) of using Visteon's Supplier Portal including the [Privacy Terms and Conditions](#) referenced within.

Submit



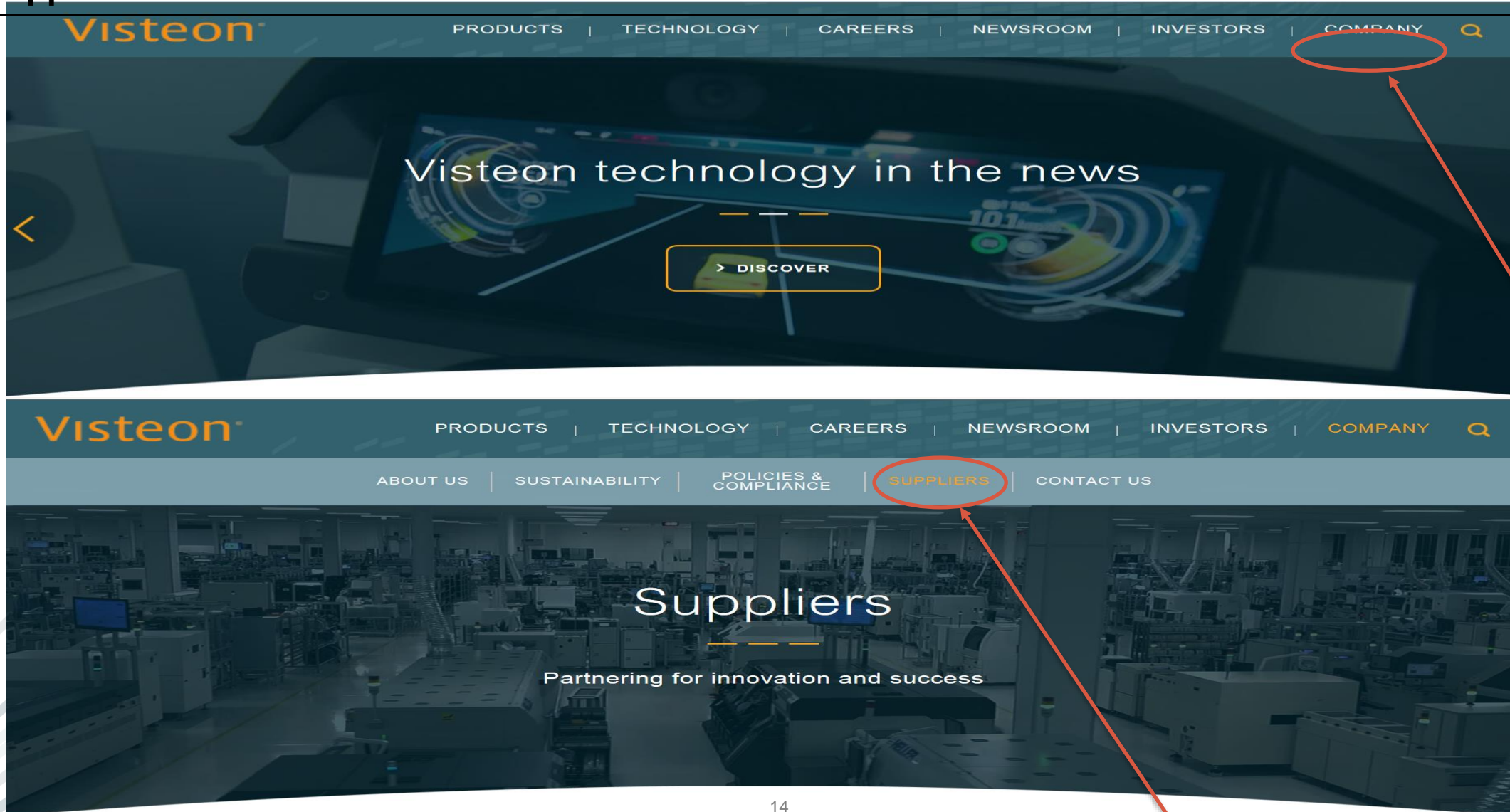
Once your company name got registered you can request for User ID and Password

To Obtain User ID (CDS ID) and  
Password for Existing Company



# To Obtain User ID (CDS ID) and Password

Visit Visteon's public website <http://visteon.com/index.html> - Select **Company** from the top menu, then **Suppliers** from the submenu





# To Obtain User ID (CDS ID) and Password

From the options choose Supplier portal

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Sterling Web Forms



DataXchange



Packaging Information  
Collection System  
(PICS)

# To Obtain User ID (CDS ID) and Password

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## Remote Access to Visteon



### Other Resources:

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1. Suppliers and hourly employees who need to access web applications should go to [Myportal-External](#) from any web browser with an internet connection. Access the [complete training guide](#) for step-by-step instructions on how to set up and use this tool.
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3. Full-time employees should use ZPA or FortiClient from their Visteon computers. Usage information is shared during onboarding.

To request a CDSID or get password help, go to <https://remote.visteon.com>.

# To Obtain User ID (CDS ID) and Password

WELCOME TO VISTEON SSL VPN

Visteon

Enter your CDSID and Password:

pmeias

.....

Login

Forgot your username or password?

[Get CDS ID or Password](#)

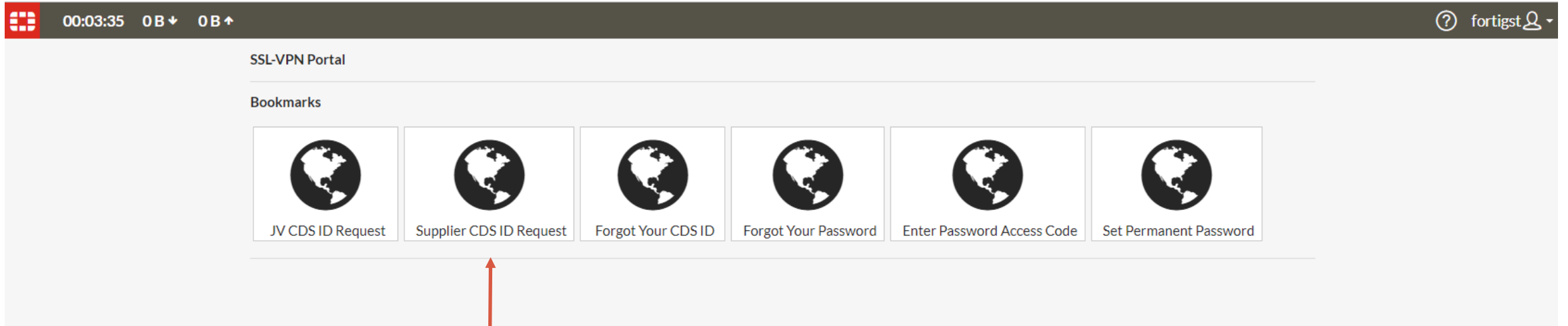
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Select 'Get CDS ID or Password' to launch the supplier access system

# To Obtain User ID (CDS ID) and Password



Select "Supplier CDS ID Request" to launch the access request form.

# To Obtain User ID (CDS ID) and Password

- Enter the first three letters of your company name in the “Company” field and select the “Search” button (magnifying glass icon)
- Select your company name from the search results
- After company name selection, Complete the required information and review the terms and conditions and select the “Submit” button
- Then the request goes into your company SSA admin to approve
- You will receive the e-mail confirmation with your CDS ID and password


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**Supplier Access System**

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**Submit Request:** Submit your request for approval and processing.

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[Submit](#)



Once you receive the User ID and Password you can login to access supplier portal

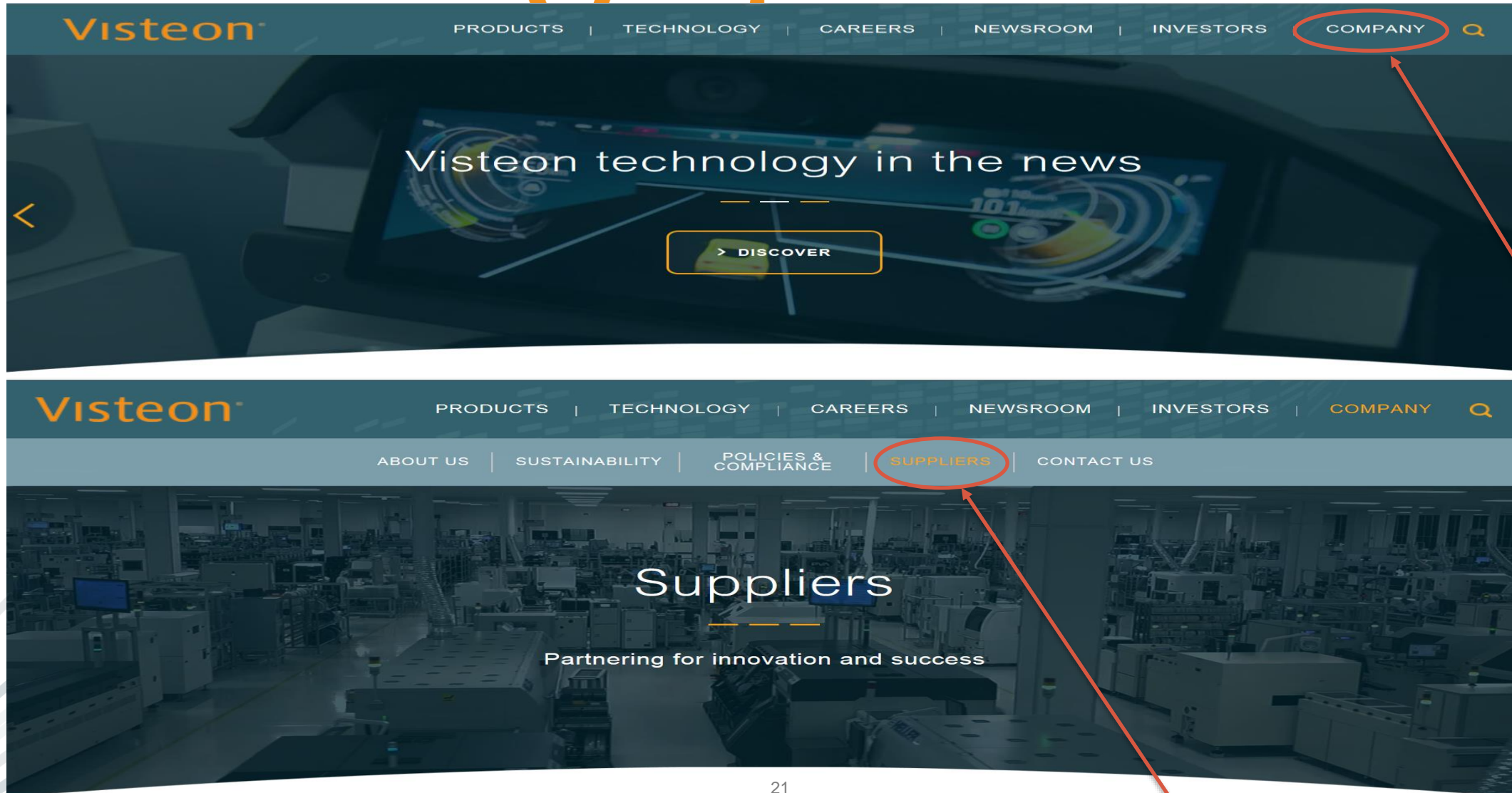
# Supplier Portal – Login Process (Existing User with Active Password)





# Supplier Portal - Login Process

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# Supplier Portal - Login Process

From the options choose Supplier portal

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Accessing Supplier Portal



Sterling Web Forms



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# Supplier Portal - Login Process

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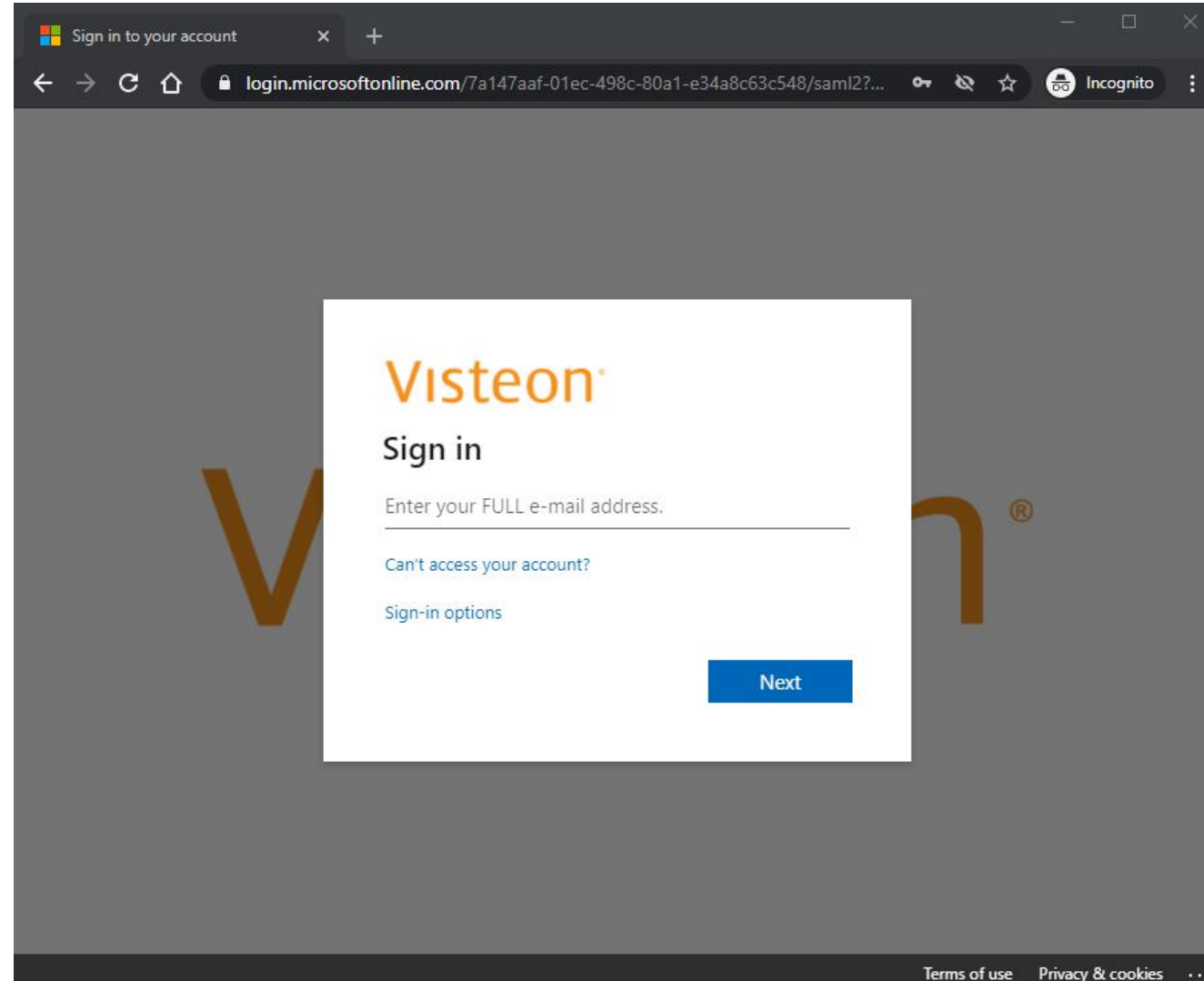
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# Supplier Portal - Login Process

- If you are an existing user and have an active Visteon account and password: In “Enter your Full e-mail address”, enter your CDSID followed by @visteon.com. Example, if your CDSID is jdoe, you will enter jdoe@visteon.com. Click on “Next” button.
- If you are an existing user and have completed the reset process to receive a temporary password from Visteon: go to "Supplier Portal - Login Process (Existing User with Temporary Password)"
- If you are a new user and have your initial temporary password from Visteon: go to "Supplier Portal - Login Process (New User with Temporary Password)"



The screenshot shows a web browser window with the address bar displaying a Microsoft Online login URL. The page features the Visteon logo and a 'Sign in' heading. Below the heading is a text input field labeled 'Enter your FULL e-mail address.' with a blue 'Next' button to its right. Two links, 'Can't access your account?' and 'Sign-in options', are positioned below the input field. The background of the page is a large, faint Visteon logo.

Sign in to your account

login.microsoftonline.com/7a147aaf-01ec-498c-80a1-e34a8c63c548/saml2?... Incognito

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Sign in

Enter your FULL e-mail address.

Can't access your account?

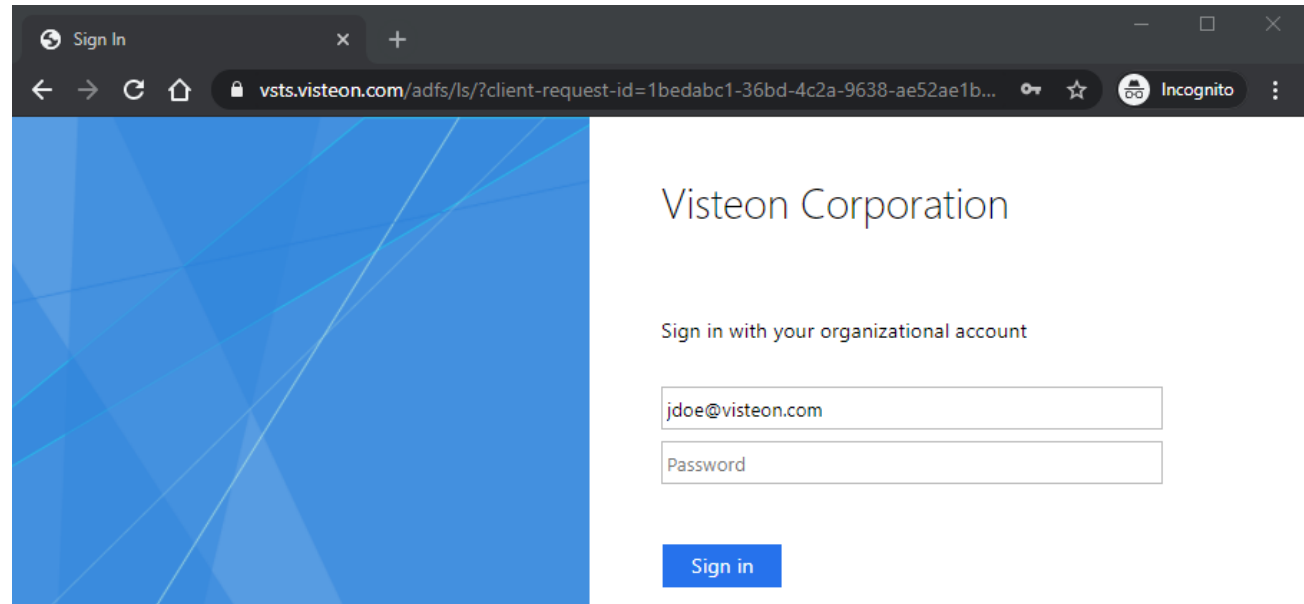
Sign-in options

Next

Terms of use Privacy & cookies

# Supplier Portal - Login Process

Enter your password



Sign In

vsts.visteon.com/adfs/ls/?client-request-id=1bedabc1-36bd-4c2a-9638-ae52ae1b...

Visteon Corporation

Sign in with your organizational account

jdoe@visteon.com

Password

Sign in

Enter your CDSID and password again on the Web Single Login screen (WSL)



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WEB SINGLE LOGIN (WSL)

[Back](#)

[WSL HELP](#)

[Change Your Network Password](#)

Published by the Web Security Team

All information and data acquired from Visteon or developed or acquired for Visteon shall be confidential and proprietary to Visteon. Such information and data shall be used only in performing services for Visteon, and shall not be disclosed or caused to be disclosed to any third party without written authorization from Visteon.

CDS ID:

PASSWORD:

Passwords are case sensitive

By supplying my CDS ID and Password above, I agree to read and adhere to Visteon Global IT Policies before accessing information on the web. I understand my responsibility to protect Visteon, customer and supplier information per Visteon policies.

[I Concur](#)



# Supplier Portal - Login Process



The screenshot shows the Visteon Supplier Portal interface. At the top, the Visteon logo is on the left and 'SUPPLIER PORTAL' is on the right. Below the logo, a navigation menu on the left contains links: '> Applications', '> SSA', '> mySSA Admin', '> Supply Manual', and '> Tools'. The main content area has a header 'Welcome ZPA PATESTB' and 'Home Help' links. The main heading is 'Welcome to Visteon's Supplier Portal'. Below this, a paragraph states: 'This online portal is intended to provide registered suppliers with the latest information from Visteon including news and documents, and access to key applications. Training on specific applications, where available, can be accessed from the application landing pages and accessible from the left menu under Applications.' An 'Announcement' section with a megaphone icon follows, titled 'Transition to new remote access solution'. The text in this section says: 'We are pleased to inform you, that you will soon be upgraded to a remote access solution that replaces FortiClient. This solution is easier to use than FortiClient and provides faster access to your Visteon applications. The forecasted timing for the transition is early November. We will keep you informed of the steps you must take related to the transition, and share links to training material on the Supplier Portal.' Below this is a 'New Project Update - Uplift to QAD EE (Enterprise Edition) for Palmela and European Service Center' section. The text here says: 'We are pleased to announce that Visteon is launching the enterprise edition of QAD (QAD EE) – the enterprise resource system we use to manage product planning, parts purchasing, maintaining inventories, interacting with suppliers, providing customer service and tracking orders. Visteon Electronics Palmela and European Service Center (ESC) have been selected as pilot sites to undergo the transition effective Aug 3. Thank you for your cooperation during this transition and support of the global integration project. This initiative will help us to achieve our objectives – to maximize supplier value and provide you with the most efficient interface possible. You will receive further communication via e-mail with more details as we progress.' At the bottom of the main content area is a 'Policies and Procedures' section with a flowchart icon. A 'View as Supplier' link is located at the bottom left of the page.



Once logged in to the portal, use the menu on the left to access documents and applications

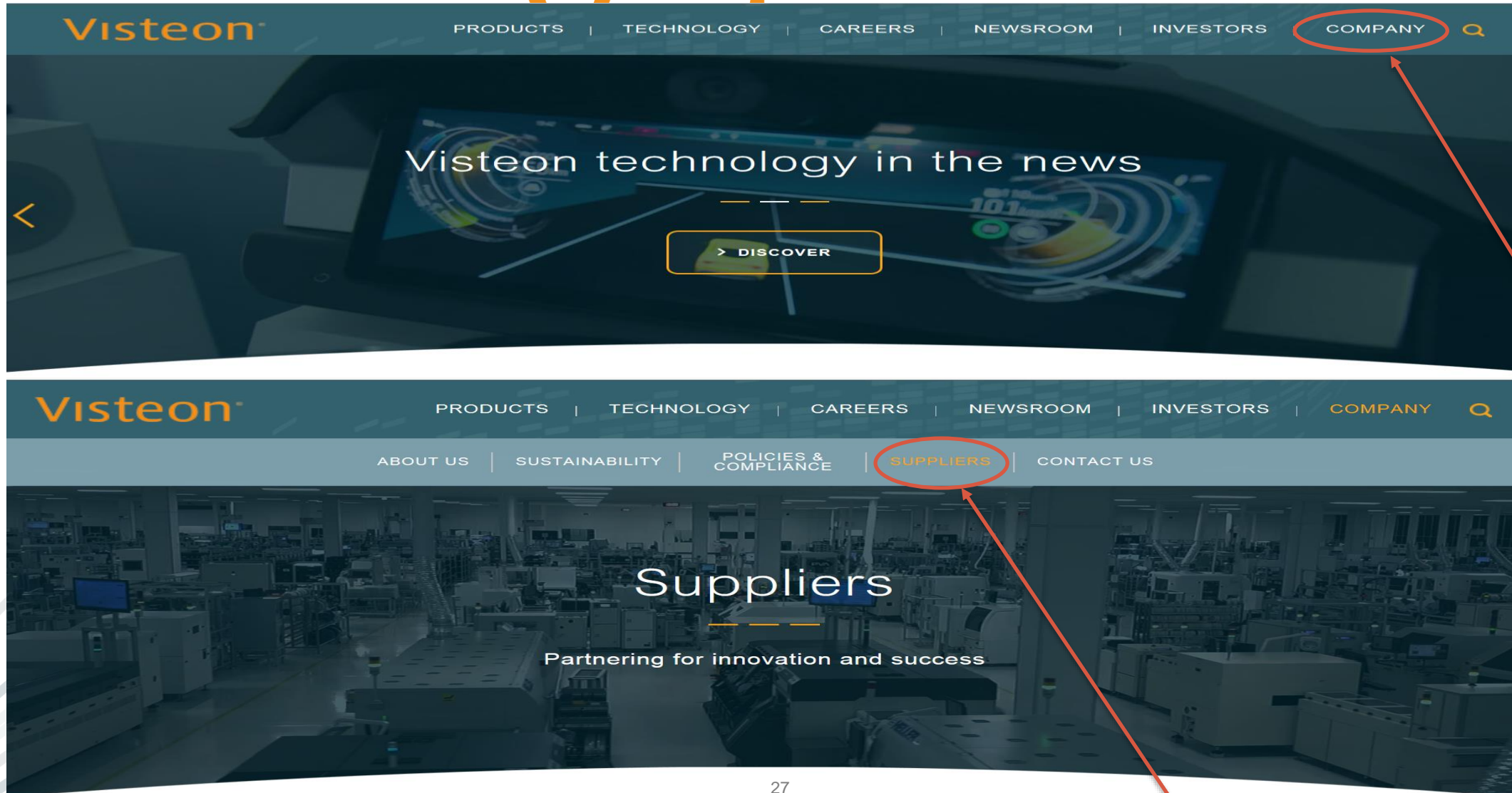


# Supplier Portal – Login Process (Existing User with Temporary Password)



# Supplier Portal - Login Process

Visit Visteon's public website <http://visteon.com/index.html> - Select **Company** from the top menu, then **Suppliers** from the submenu



# Supplier Portal - Login Process

From the options choose Supplier portal

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Packaging Information  
Collection System  
(PICS)

# Supplier Portal - Login Process

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## Remote Access to Visteon



### Other Resources:

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To request a CDSID or get password help, go to <https://remote.visteon.com>.

# Supplier Portal - Login Process

Click on Get CDS ID or Password link

WELCOME TO VISTEON SSL VPN

Visteon®

Enter your CDSID and Password:

pdomkund

.....

Login

Forgot your username or password?

[Get CDS ID or Password](#)

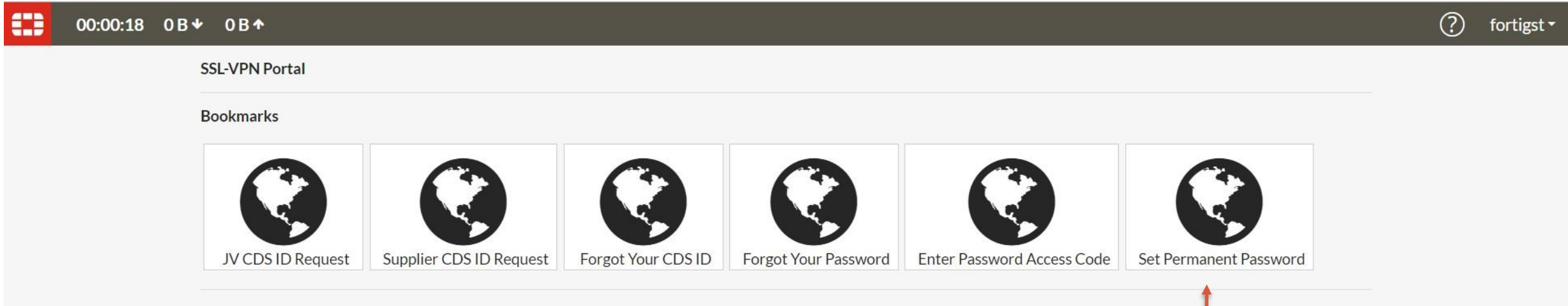
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# Supplier Portal – Login Process



Select “Set Permanent Password” to set the password



# Supplier Portal - Login Process

- On this screen: enter the CDS-ID, temporary password, enter your new/confirm password and click “OK”
- Upon receiving a successful message, go back to <https://remote.Visteon.com> and login by providing CDSID and password.
- If you receive an Invalid CDS or password message: hit the “back” button, wait a minute and attempt the password change again.
- If you are notified that your account is active, please wait a minute and try again. If the message repeats, you may need to repeat the password reset process.
- Important: Observe the network password rules when choosing a new password value

## Change Temporary Network Password

You may change your Network password by entering your existing account information and new password into the form below.

CDS-ID	<input type="text"/>
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
	<input type="button" value="OK"/> <input type="button" value="Clear"/>

### Network Password RULES -

- Must be at least 8 characters long and should not exceed 20 characters in length
- Must contain characters from at least three of the following four categories:
  - English uppercase characters (A - Z)
  - English lowercase characters (a - z)
  - Base 10 digits (0 - 9)
  - Non-alphanumeric (! or %)
- Cannot contain SPACES or BLANKS (ex: my new password)
- Cannot be the same as any of your previous passwords
- **5 invalid attempts will lock your account**

# Supplier Portal - Login Process



The screenshot shows the Visteon Supplier Portal interface. At the top, there is a teal header with the Visteon logo on the left and 'SUPPLIER PORTAL' on the right. Below the header, a navigation bar contains links for 'Home' and 'Help'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a menu with five items: '> Applications', '> SSA', '> mySSA Admin', '> Supply Manual', and '> Tools'. The main panel displays a welcome message for 'ZPA PATESTB' and a heading 'Welcome to Visteon's Supplier Portal'. Below this, there is a paragraph explaining the portal's purpose. A section titled 'Announcement' with a megaphone icon contains two updates: 'Transition to new remote access solution' and 'New Project Update - Uplift to QAD EE (Enterprise Edition) for Palmela and European Service Center'. At the bottom of the main panel, there is a section titled 'Policies and Procedures' with a flowchart icon. A link 'View as Supplier' is located at the bottom left of the sidebar.

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SUPPLIER PORTAL

Home Help

Welcome ZPA PATESTB

**Welcome to Visteon's Supplier Portal**

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**Announcement**

**Transition to new remote access solution**

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**Policies and Procedures**

View as Supplier



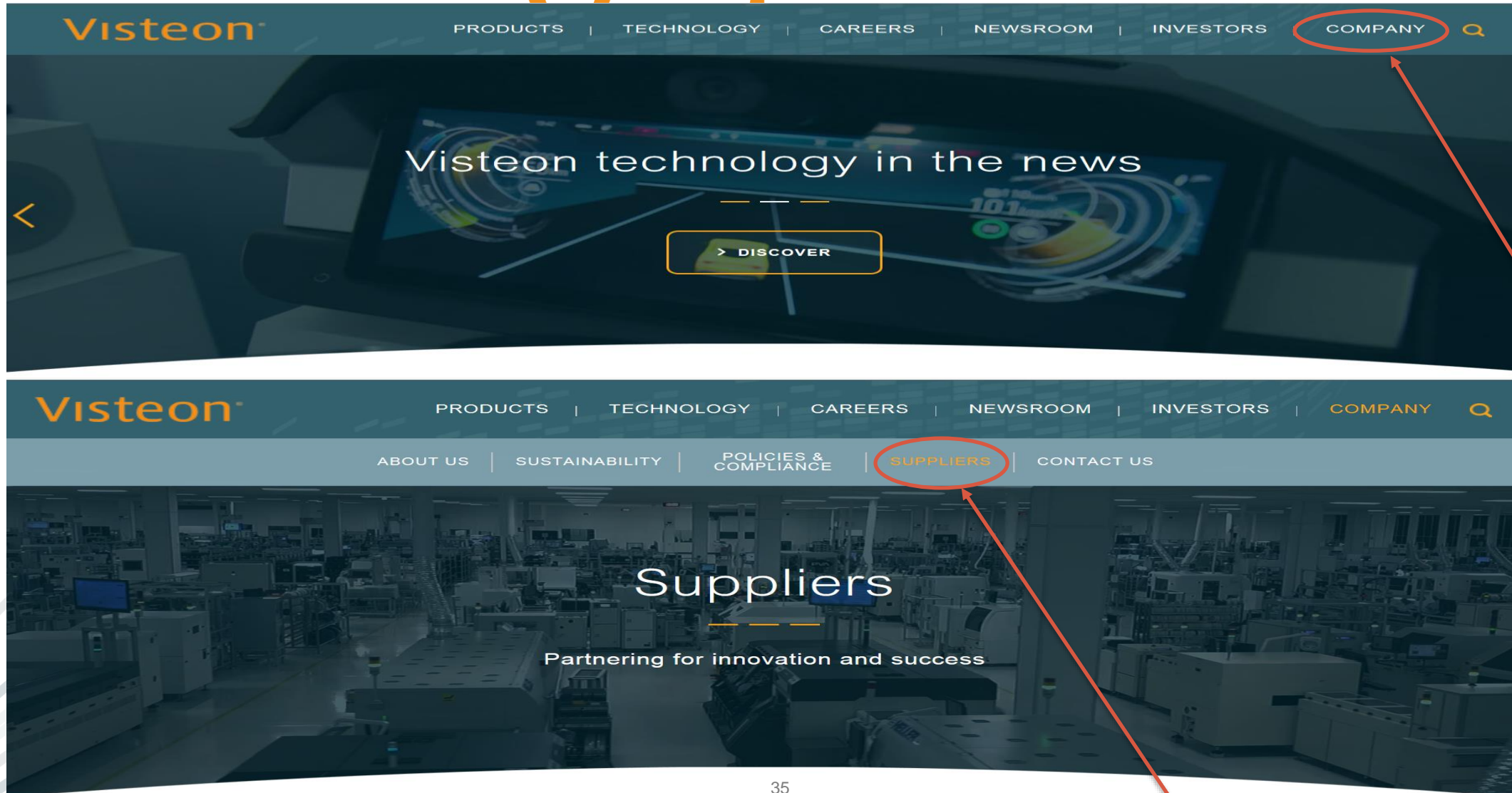
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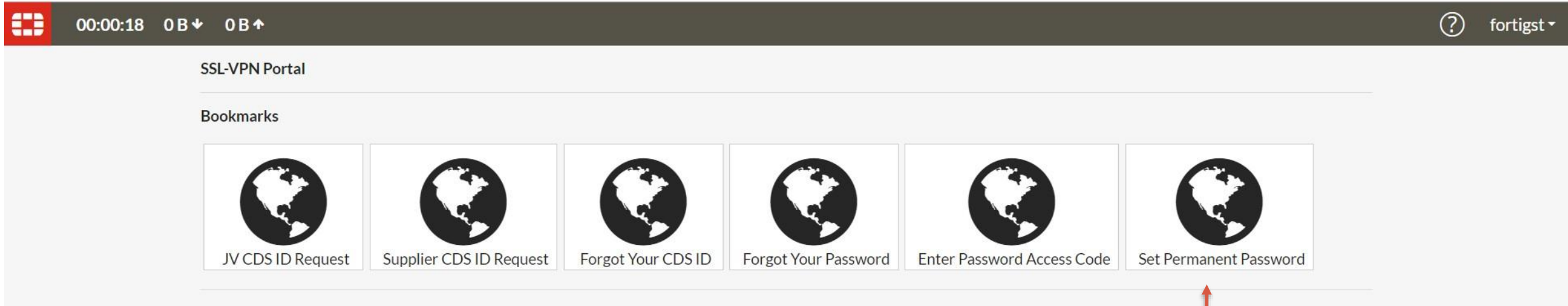
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## Change Temporary Network Password

You may change your Network password by entering your existing account information and new password into the form below.

CDS-ID	<input type="text"/>
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
	<input type="button" value="OK"/> <input type="button" value="Clear"/>

### Network Password RULES -

- Must be at least 8 characters long and should not exceed 20 characters in length
- Must contain characters from at least three of the following four categories:
  - English uppercase characters (A - Z)
  - English lowercase characters (a - z)
  - Base 10 digits (0 - 9)
  - Non-alphanumeric (! or %)
- Cannot contain SPACES or BLANKS (ex: my new password)
- Cannot be the same as any of your previous passwords
- **5 invalid attempts will lock your account**

# Supplier Portal - Login Process

- The first time you enter the Portal, you will need to register for self-service password reset. Click on “Continue to Registration”.
- On the next page: Enter a PIN, a PIN hint if you choose, an e-mail address that would receive password reset information, and any other data you wish. Click “Submit” when done.
- On the next page as instructed: Click on the “door” to logout or close the browser. Please re-enter the portal using your ID and password.
- Note: Setting the PIN is very important the first time you log in as it completes registration and allows you to successfully reset your password yourself through the SSRT tool.

Register for the Visteon Self Service Reset Tool (SSRT) below.  
The PIN is required. All other fields are optional.

Enter your new PIN. You may also add a hint that can be displayed to help you remember your PIN.

PIN:  - Required. 4 digits (0-9)

PIN Hint:

Examples: "My sister's birthday", "Last four digits of my friend's phone", "My mother's address"

If you would like to allow one of your co-workers to reset your password, enter the CDS ID below.

Co-Worker CDS ID:  Employees based in Europe should not enter a CDS ID o

If you are offsite, you can register a non-Visteon e-mail address to receive your temporary password. If your mobile phone address. Note: ~~Visteon is not responsible for any charges to your mobile phone.~~

Alternate E-mail:

Mobile Phone:  @ -select-

Self-Service Password Reset

Registration and Change Form

[myVisteon](#) | [Outlook Web Access](#) | [Send a Text Page](#) | [Search](#) | [Search CDS](#)

Your information has been stored in the Visteon Self-Service Reset Tool.

If you accessed this page through G2V, you can logout and log back in to complete your registration.

If you are on the Visteon network, you can select from the links above or

[Return to Self Service Password Reset Home](#)



# Supplier Portal - Login Process



The screenshot shows the Visteon Supplier Portal interface. At the top, the Visteon logo is on the left and 'SUPPLIER PORTAL' is on the right. Below the logo, a navigation menu on the left contains links: '> Applications', '> SSA', '> mySSA Admin', '> Supply Manual', and '> Tools'. The main content area has a header 'Welcome ZPA PATESTB' and 'Home Help' links. The main heading is 'Welcome to Visteon's Supplier Portal'. Below this is a paragraph explaining the portal's purpose. A section titled 'Announcement' with a megaphone icon contains two updates: 'Transition to new remote access solution' and 'New Project Update - Uplift to QAD EE (Enterprise Edition) for Palmela and European Service Center'. At the bottom, a 'Policies and Procedures' section is indicated by a document icon. A 'View as Supplier' link is at the bottom left of the page.

Visteon®

## SUPPLIER PORTAL

Home Help

Welcome ZPA PATESTB

### Welcome to Visteon's Supplier Portal

This online portal is intended to provide registered suppliers with the latest information from Visteon including news and documents, and access to key applications. Training on specific applications, where available, can be accessed from the application landing pages and accessible from the left menu under Applications.

#### Announcement

##### Transition to new remote access solution

We are pleased to inform you, that you will soon be upgraded to a remote access solution that replaces FortiClient. This solution is easier to use than FortiClient and provides faster access to your Visteon applications.

The forecasted timing for the transition is early November. We will keep you informed of the steps you must take related to the transition, and share links to training material on the Supplier Portal.

##### New Project Update - Uplift to QAD EE (Enterprise Edition) for Palmela and European Service Center

We are pleased to announce that Visteon is launching the enterprise edition of QAD (QAD EE) – the enterprise resource system we use to manage product planning, parts purchasing, maintaining inventories, interacting with suppliers, providing customer service and tracking orders. Visteon Electronics Palmela and European Service Center (ESC) have been selected as pilot sites to undergo the transition effective Aug 3. Thank you for your cooperation during this transition and support of the global integration project. This initiative will help us to achieve our objectives – to maximize supplier value and provide you with the most efficient interface possible. You will receive further communication via e-mail with more details as we progress.

#### Policies and Procedures

[View as Supplier](#)



Once logged in to the portal, use the menu on the left to access documents and applications

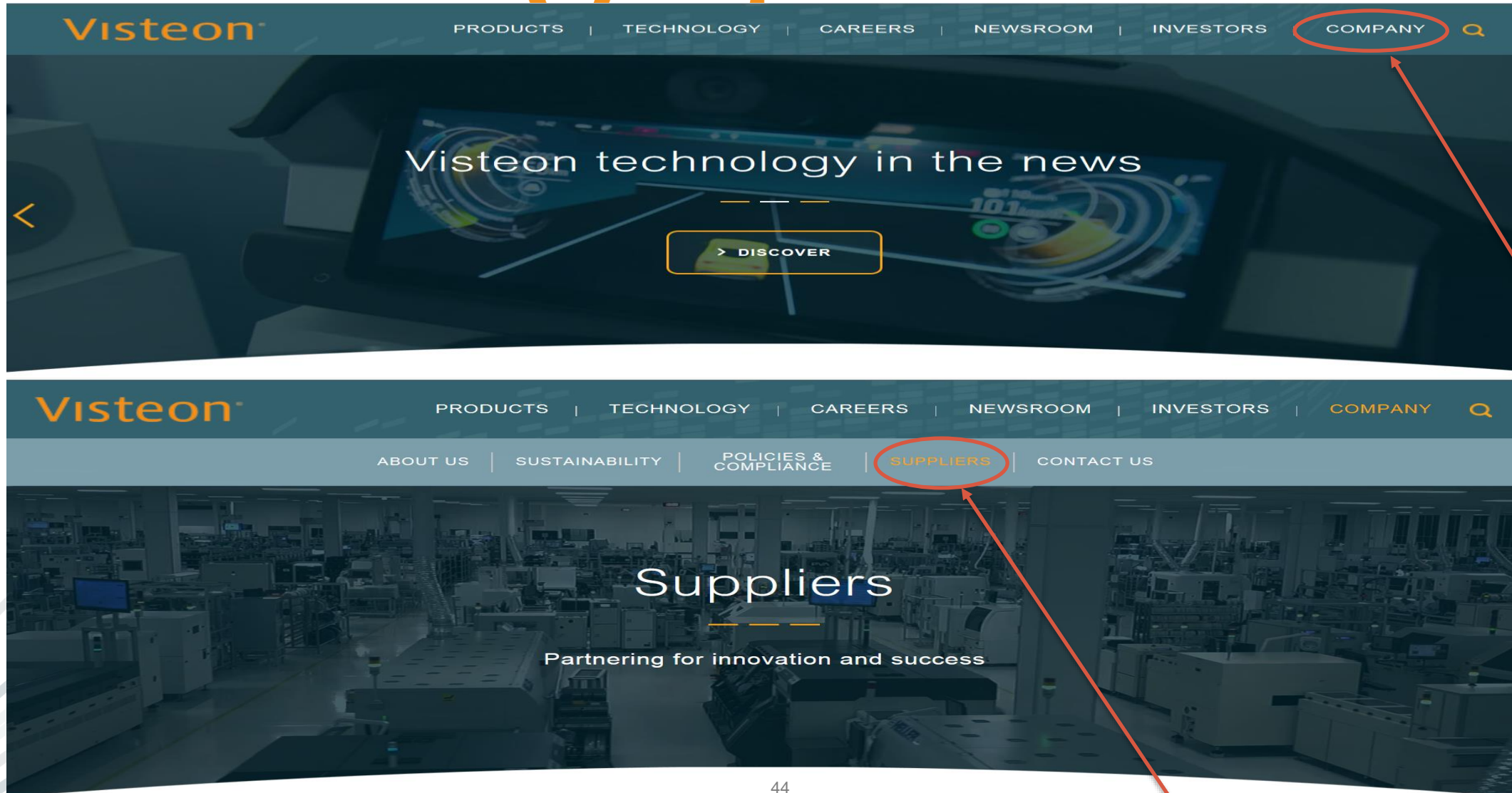
## Obtaining a Forgotten User ID (CDS ID)





# Obtaining a Forgotten User ID (CDS ID)

Visit Visteon's public website <http://visteon.com/index.html> - Select **Company** from the top menu, then **Suppliers** from the submenu



# Obtaining a Forgotten User ID (CDS ID)

From the options choose Supplier portal

## Resources for Visteon suppliers

Our suppliers are best-in-class, continually driving excellence and innovation. If you're a current supplier to Visteon, use the tools and resources below, and contact your purchasing representative with any questions.



Supplier Portal

Supplier Guidelines for  
Accessing Supplier Portal



Sterling Web Forms



DataXchange



Packaging Information  
Collection System  
(PICS)

# Obtaining a Forgotten User ID (CDS ID)

ABOUT US | SUSTAINABILITY | POLICIES & COMPLIANCE | **SUPPLIERS** | CONTACT US

## Remote Access to Visteon



### Other Resources:

- Quick Start Guide (PDF)
- Supported Anti-Virus
- Visteon VPN IPs
- Cloud Webmail
- Concur Travel and Expense

There are three methods to access the Visteon network.

1. Suppliers and hourly employees who need to access web applications should go to [Myportal-External](#) from any web browser with an internet connection. Access the [complete training guide](#) for step-by-step instructions on how to set up and use this tool.
2. Agency associates who need to access the Visteon network, including the intranet, applications, server or network resource, should use the FortiClient tool for Windows or Linux. To get started, download the tool for [Windows](#) or [Linux](#) and then follow the [installation instructions](#).
3. Full-time employees should use ZPA or FortiClient from their Visteon computers. Usage information is shared during onboarding.

To request a CDSID or get password help, go to <https://remote.visteon.com>.

# Obtaining a Forgotten User ID (CDS ID)

Click on Get CDS ID or Password link

WELCOME TO VISTEON SSL VPN

Visteon®

Enter your CDSID and Password:

pdomkund

.....

Login

Forgot your username or password?

[Get CDS ID or Password](#)

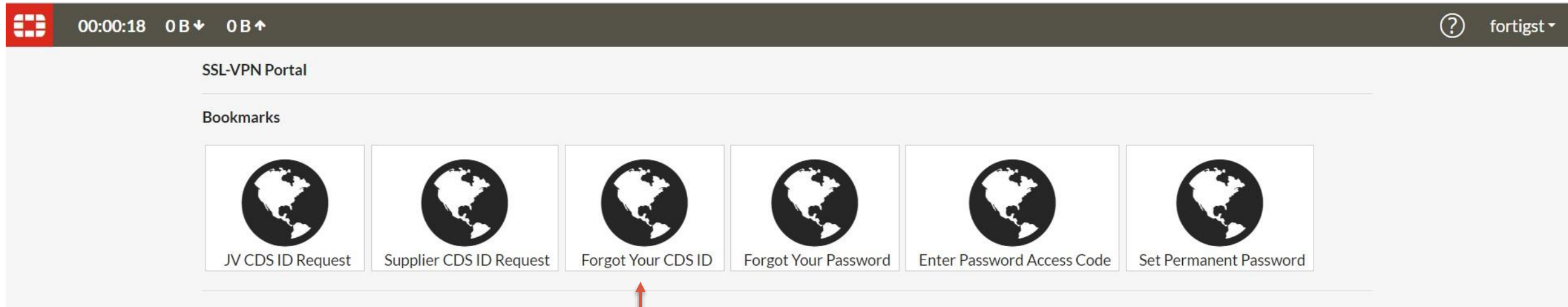
This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.

In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.

Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

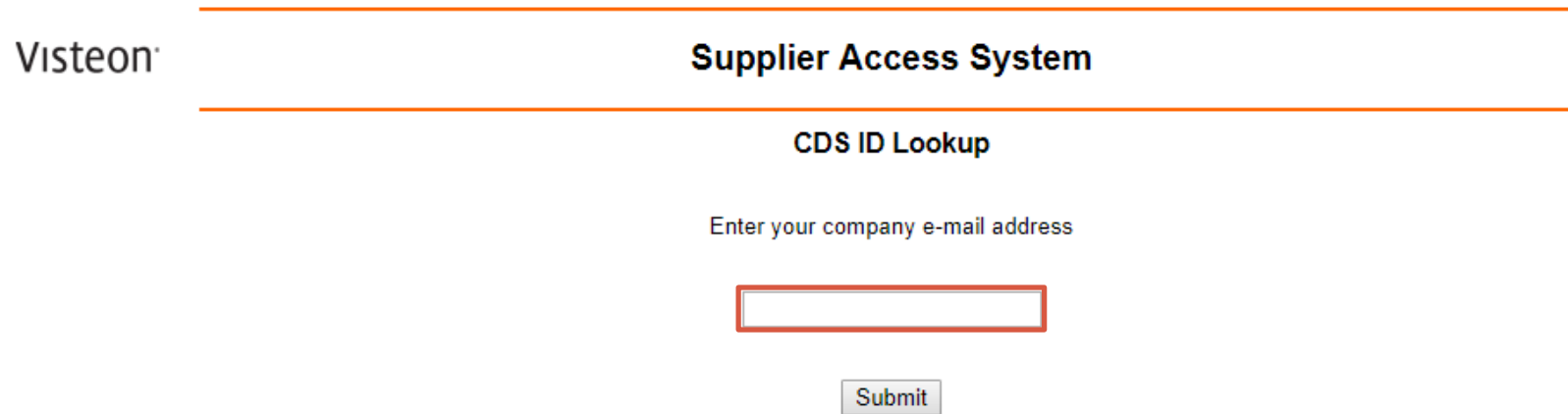


# Obtaining a Forgotten User ID (CDS ID)



Select "Forgot Your CDS ID"

# Obtaining a Forgotten User ID (CDS ID)



The screenshot shows the Visteon Supplier Access System interface. At the top left is the Visteon logo. The main heading is "Supplier Access System". Below this is a sub-heading "CDS ID Lookup". A prompt "Enter your company e-mail address" is followed by a text input field with a red border. Below the input field is a "Submit" button.

- Enter your full email address and select “Submit” to continue
- An e-mail message will be sent to the address on file with the CDS ID
- If you remember your password, you can attempt to log in
- If you do not remember your password, please refer to “Resetting Your Network Password”



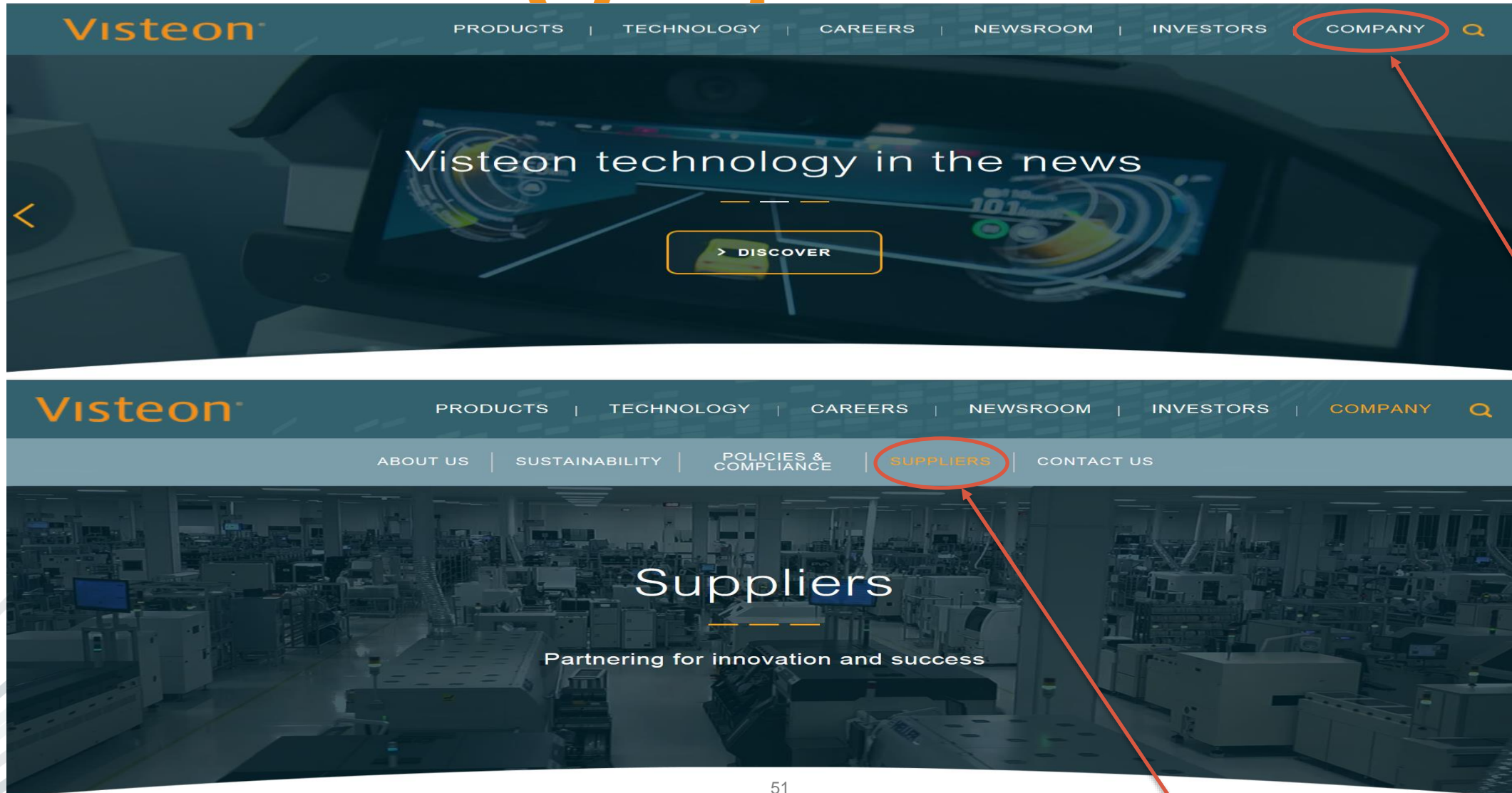


# Resetting Your Network Password



# Resetting Your Network Password

Visit Visteon's public website <http://visteon.com/index.html> - Select **Company** from the top menu, then **Suppliers** from the submenu



# Resetting Your Network Password

From the options choose Supplier portal

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Accessing Supplier Portal



Sterling Web Forms



DataXchange



Packaging Information  
Collection System  
(PICS)

# Resetting Your Network Password

ABOUT US | SUSTAINABILITY | POLICIES & COMPLIANCE | **SUPPLIERS** | CONTACT US

## Remote Access to Visteon



### Other Resources:

- Quick Start Guide (PDF)
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- Visteon VPN IPs
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There are three methods to access the Visteon network.

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2. Agency associates who need to access the Visteon network, including the intranet, applications, server or network resource, should use the FortiClient tool for Windows or Linux. To get started, download the tool for [Windows](#) or [Linux](#) and then follow the [installation instructions](#).
3. Full-time employees should use ZPA or FortiClient from their Visteon computers. Usage information is shared during onboarding.

To request a CDSID or get password help, go to <https://remote.visteon.com>.

# Resetting Your Network Password

Click on Get CDS ID or Password link

WELCOME TO VISTEON SSL VPN

Visteon®

Enter your CDSID and Password:

pdomkund

.....

Login

Forgot your username or password?

[Get CDS ID or Password](#)

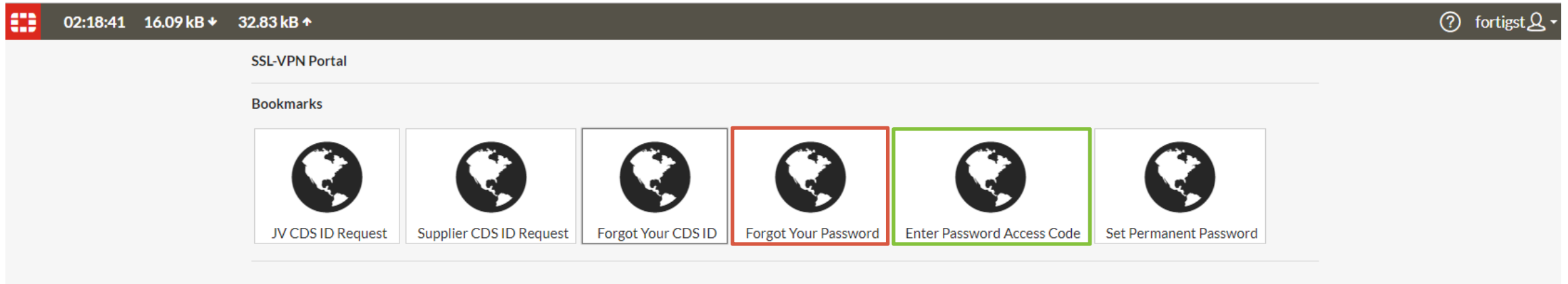
This system is for the use of authorized users only. Individuals using this computer system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.

In the course of monitoring individuals improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored.

Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.



# Resetting Your Network Password




Buttons used in order to complete this process:

- Click **Forgot Your Password** to initiate a password reset and get an Access Code
- Click **Enter Password Access Code** after you receive your Access Code to set your Password to a Temporary value



# Resetting Your Network Password



To reset your Visteon account password, enter your CDS ID in the form below.

CDS ID:

- Enter your Visteon CDS ID and select Submit to continue.
- An e-mail message will be sent to the address on file with the CDS ID containing an Access Code
- Important: The Access Code you receive is only valid for 30 minutes

# Resetting Your Network Password

- Return to the FortiClient menu and click “Enter Password Access Code”
- Upon receiving the email containing the access code:
  1. Enter it on the Access Code screen
  2. Click “Submit”
  3. Select the Network Login Account box and click “Submit”.
- The next screen will provide important instructions regarding your temporary password value. Please allow a few minutes for the system to recognize your temporary password before using the set permanent password function.
- Access codes are valid for 30 minutes.
- Note: You must be registered in SSRT to use this function.



The screenshot displays three sequential steps of the password reset process, separated by horizontal orange bars. Step (1) shows a confirmation message: "An e-mail message has been sent to your .com account. Please follow the instructions in the e-mail to reset your password. Thank you." Step (2) shows a form with the instruction "To reset the password for a Visteon account, please enter your Access Code in the form below." It includes a text input field for the "Access Code:", a "Submit" button, and a horizontal separator line. Step (3) shows the instruction "Make selections below to reset your account password." followed by "Select the account you would like to reset:" and a checked checkbox for "Network Login Account". A "Submit Password Reset" button is at the bottom.

(1) An e-mail message has been sent to your .com account.  
Please follow the instructions in the e-mail to reset your password.  
Thank you.

(2) To reset the password for a Visteon account, please enter your Access Code in the form below.

Access Code:

(3) Make selections below to reset your account password.

Select the account you would like to reset:  
☒ Network Login Account

# SSA Admin Training



# SSA Admin Training – Reviewing Access Requests

## Reviewing Access Requests:

1. On the main Portal screen, select the “SSA Admin” menu item on the left side to view your options.
2. Select “Pending Requests”. This will take you to the Visteon Supplier Access System.



# SSA Admin Training – Reviewing Access Requests (cont.)

## Reviewing Access Requests (cont.)

- Review pending requests and “Approve” or “Reject” as appropriate. The user will receive an e-mail with the results.

Warning flags are provided for:

- email already exists – please review carefully to validate if user already has a CDSID or accuracy of submitted email address.
  - Invalid email domain –If you get a user with an invalid email domain, you can add that domain (if appropriate) and then approve the user request.
- Approved, Rejected, Completed, and Expired requests can also be reviewed as desired.

The image displays two screenshots of the Visteon Supplier Access System interface, specifically the 'New User Requests' section. Both screenshots show a table with columns: Name, Phone, Request Date, email, Warnings, and Action. The 'Warnings' column contains two warning flags: an envelope icon (email already exists in CDS) and an @ icon (invalid email domain for that company). Red arrows point to these flags in both screenshots.

**Screenshot 1 (Top):** The 'Pending' tab is selected. The table shows a request for Jane Doe with phone 5555555555, request date 17-NOV-09, and email janedoe@yahoo.com. The 'Warnings' column shows two flags: an envelope icon and an @ icon. The 'Action' column has 'Approve' and 'Reject' buttons.

Name	Phone	Request Date	email	Warnings	Action
Jane Doe	5555555555	17-NOV-09	janedoe@yahoo.com	- email already exists in CDS.  - Invalid email domain for that company.	Approve Reject

**Screenshot 2 (Bottom):** The 'Pending' tab is selected. The table shows a request for Jane Doe with phone 5555555555, request date 17-NOV-09, and email janedoe@yahoo.com. The 'Warnings' column shows two flags: an envelope icon and an @ icon. The 'Action' column has 'Approve' and 'Reject' buttons.

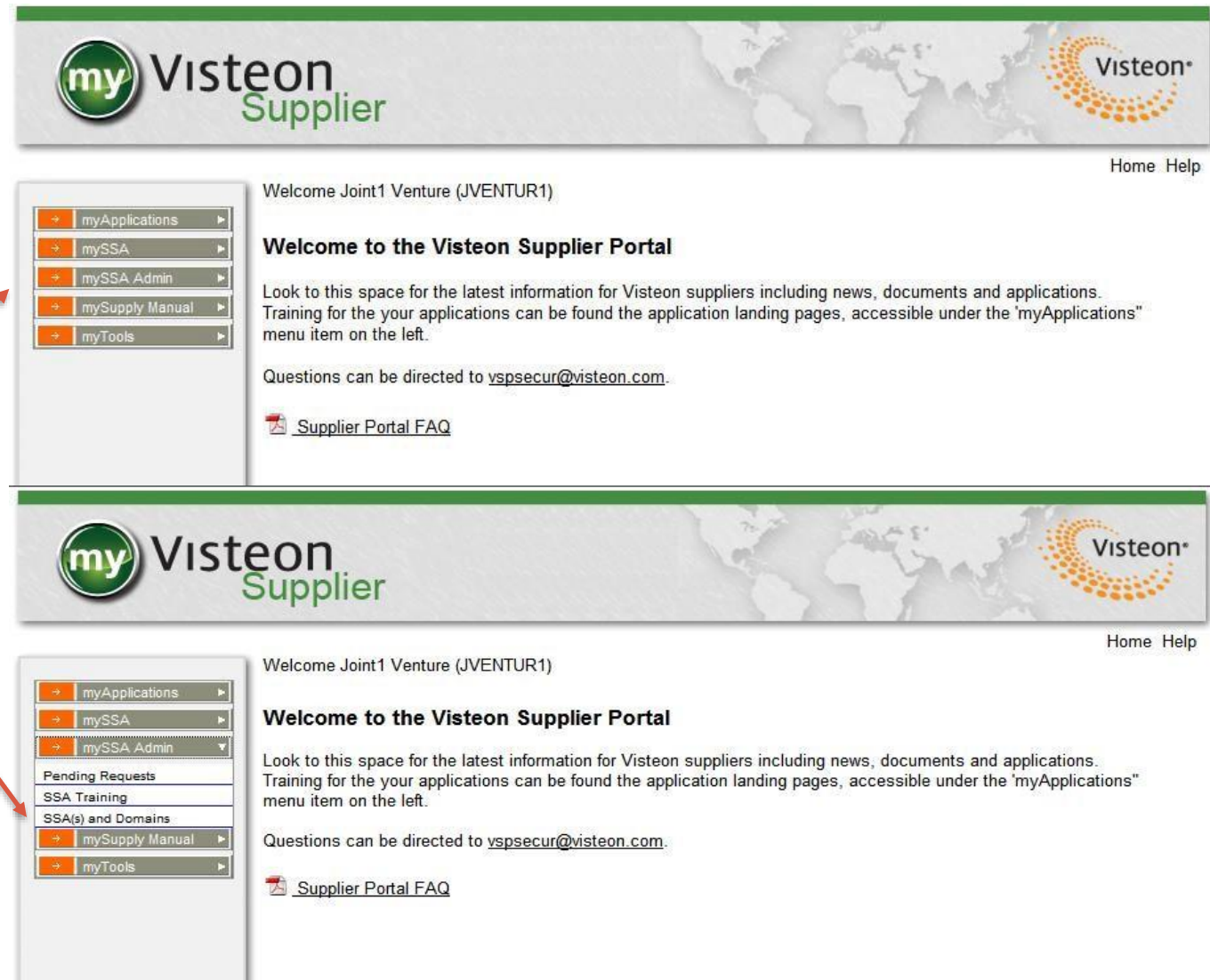
Name	Phone	Request Date	email	Warnings	Action
Jane Doe	5555555555	17-NOV-09	janedoe@yahoo.com	- email already exists in CDS.  - Invalid email domain for that company.	Approve Reject



# SSA Admin Training – Managing SSAs and Email Domains

## Managing SSAs and Email Domains:

1. Select “SSA Admin” menu item to view your options.
2. Select “SSA(s) and Domains”. This will take you to the Visteon Supplier Access System.



# SSA Admin Training – Managing SSAs and Email Domains (cont.)

3. Click “Update” for appropriate company to be managed

Managing SSA's:

- SSAs can be deleted by clicking “Delete”
- SSAs can be added by clicking “Add SSA”, entering new SSA CDSID, and clicking “Submit”

Managing Email Domains:

- Domains can be deleted by clicking “Delete”
- Domains can be added by clicking “Add Domain”, entering domain name, and clicking “Submit”

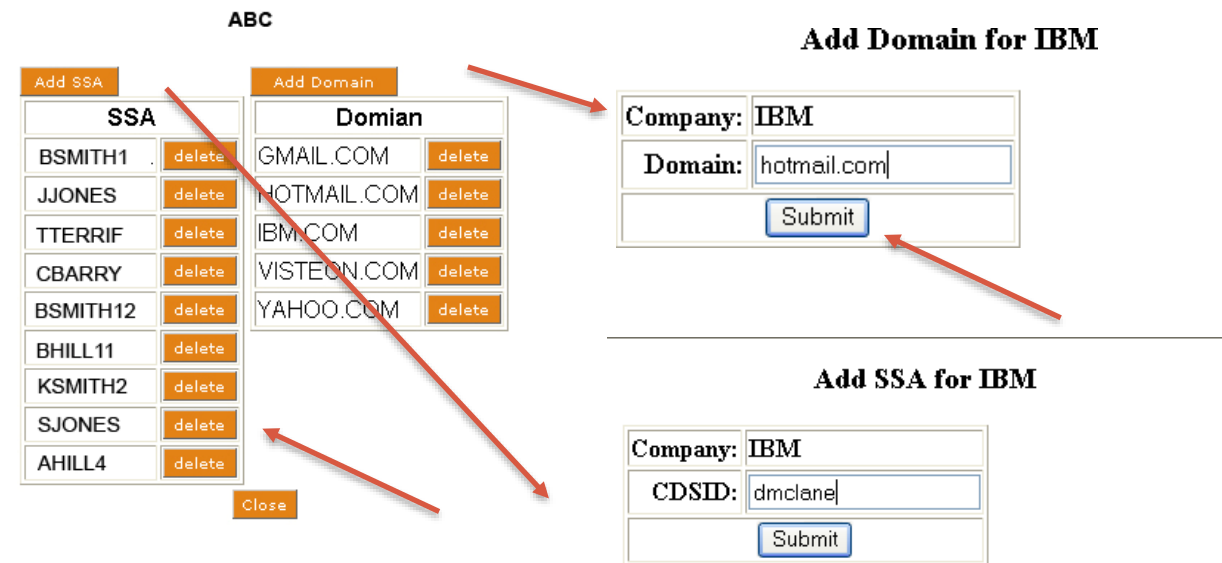
## Move Users to New Reporting Name

To move a user to a new reporting name, send an e-mail to [vspsecur@visteon.com](mailto:vspsecur@visteon.com) with the details of the move you wish to make.



Visteon®  
Visteon Supplier Access System

Company	Update
IBM	Update



ABC

Add SSA

SSA	delete
BSMITH1	delete
JJONES	delete
TTERRIF	delete
CBARRY	delete
BSMITH12	delete
BHILL11	delete
KSMITH2	delete
SJONES	delete
AHILL4	delete

Close

Add Domain

Domian	delete
EMAIL.COM	delete
NOTMAIL.COM	delete
IBM.COM	delete
VISTEON.COM	delete
YAHOO.COM	delete

Add Domain for IBM

Company: IBM

Domain: hotmail.com

Submit

Add SSA for IBM

Company: IBM

CDSID: dmclane

Submit

\*Please note that as a SSA, you are responsible for giving others access to modify the permissions for your company.



## IT Support (SUPPHELP)

- For IT support please contact [supphelp@visteon.com](mailto:supphelp@visteon.com) or call +1-734-710-5555 with the supplier CDS ID affected and screenshots/description of the exact issue/error message.
- That includes:
  - Password reset
  - Account lock out
  - System error
  - Remote access fail
  - Technical issues with tools located on portal (Vpay, Report Card etc.)
  - Other technical issues

## VSPECUR Support

- For support related to initial ID set up, existing supplier ID structure and general queries, please contact [vspsecur@visteon.com](mailto:vspsecur@visteon.com).
- That includes:
  - New ID creation /Modify existing record
  - Re/De-activate existing ID
  - Supplier structure updates
  - SSA status setup and functionality
  - General Guidance and Queries

**You can find this presentation on our supplier portal or at:**

<https://www.visteon.com/company/suppliers/remote-access-to-visteon/>



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