# Supplier Guidelines for Accessing the Supplier Portal

Vendor Master Team

November 2020

Visteon Confidential

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.)

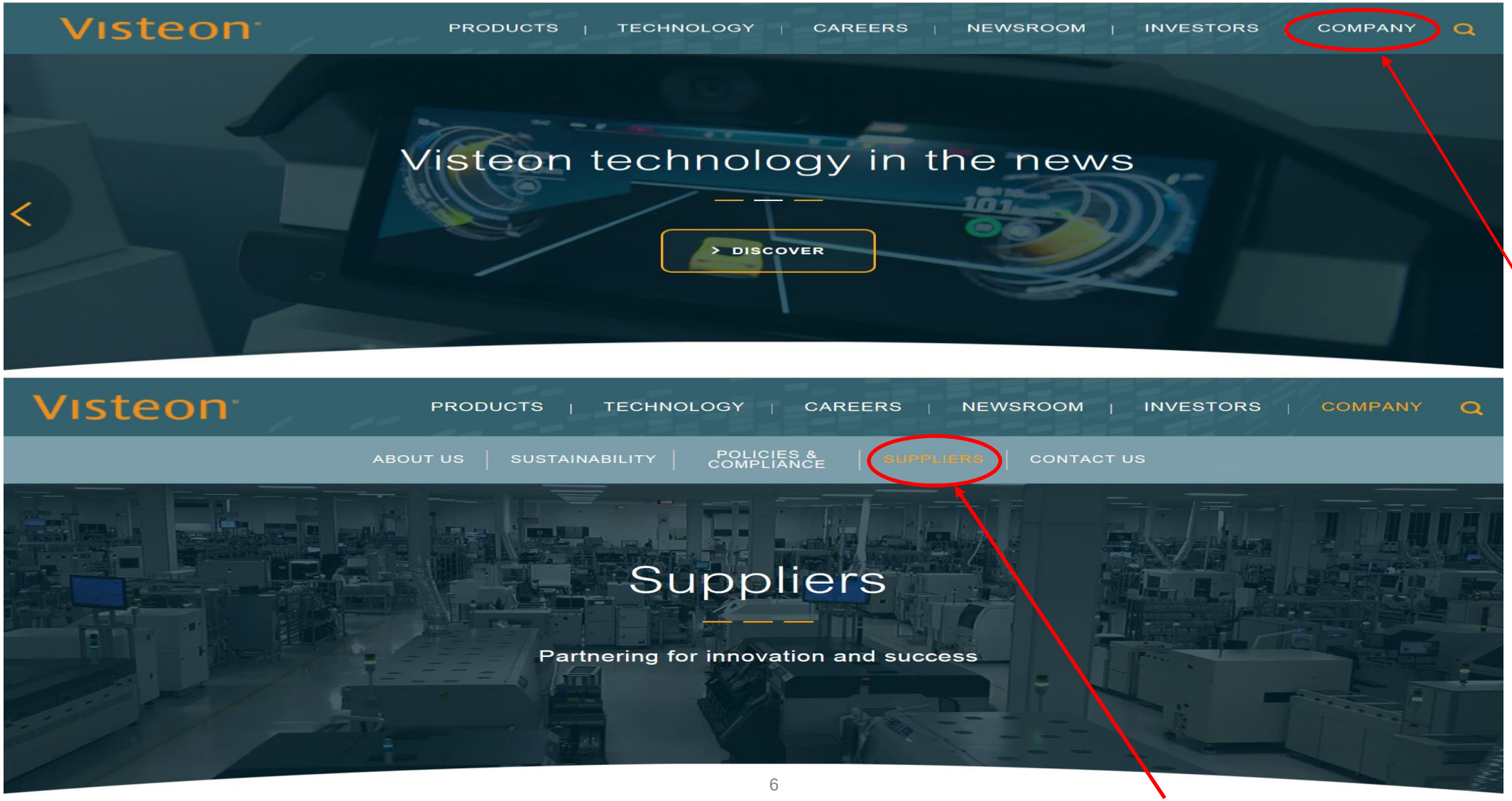
**Remote access information is available at:**

- 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

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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.
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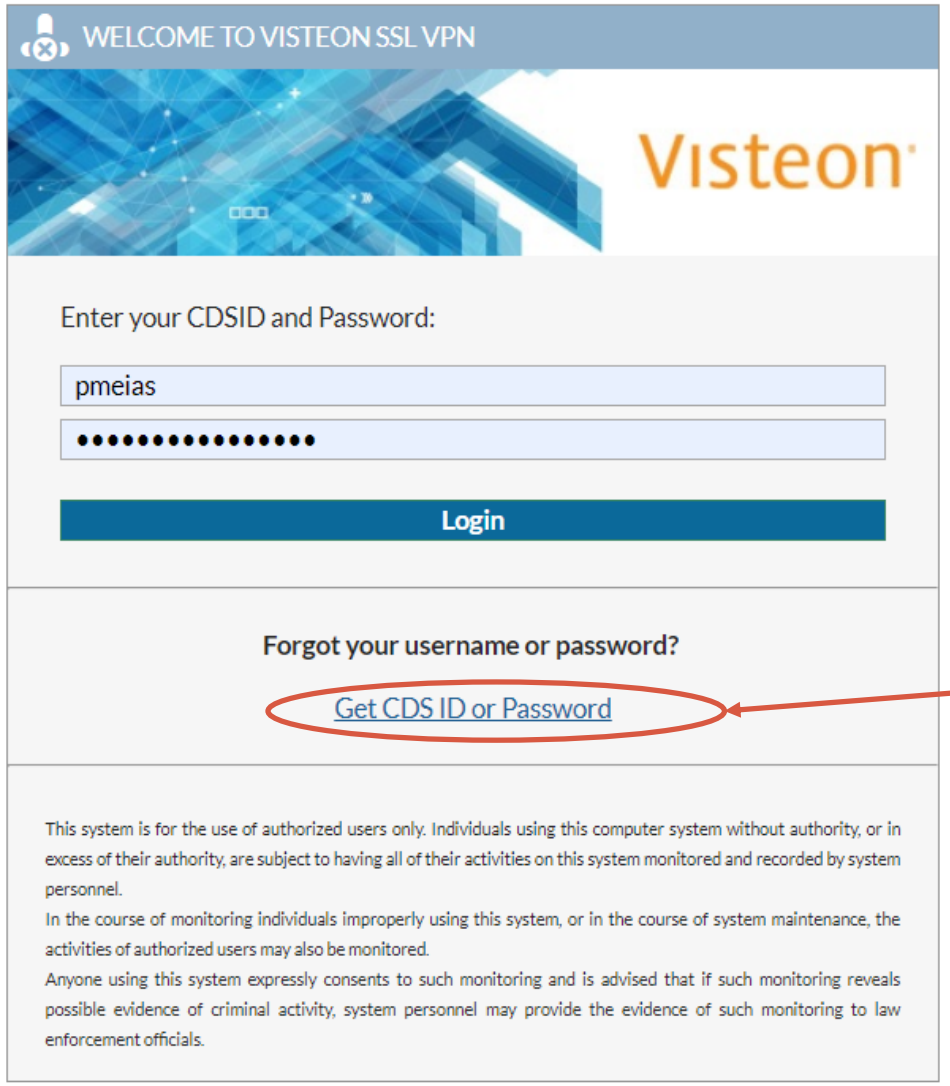
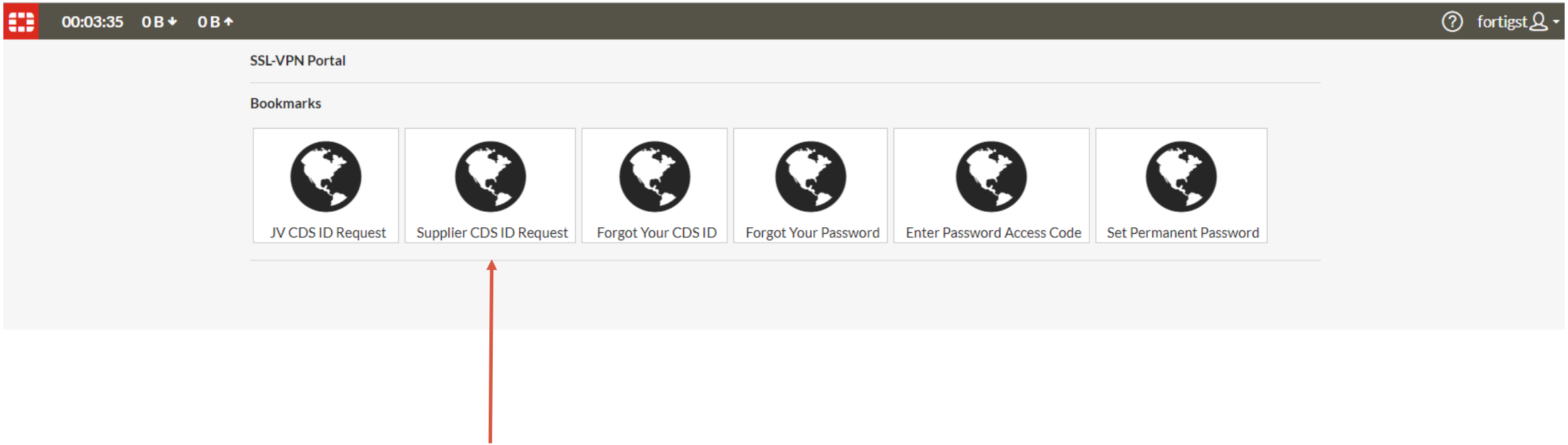



Select ‘Get CDS ID or Password” to launch the supplier access system

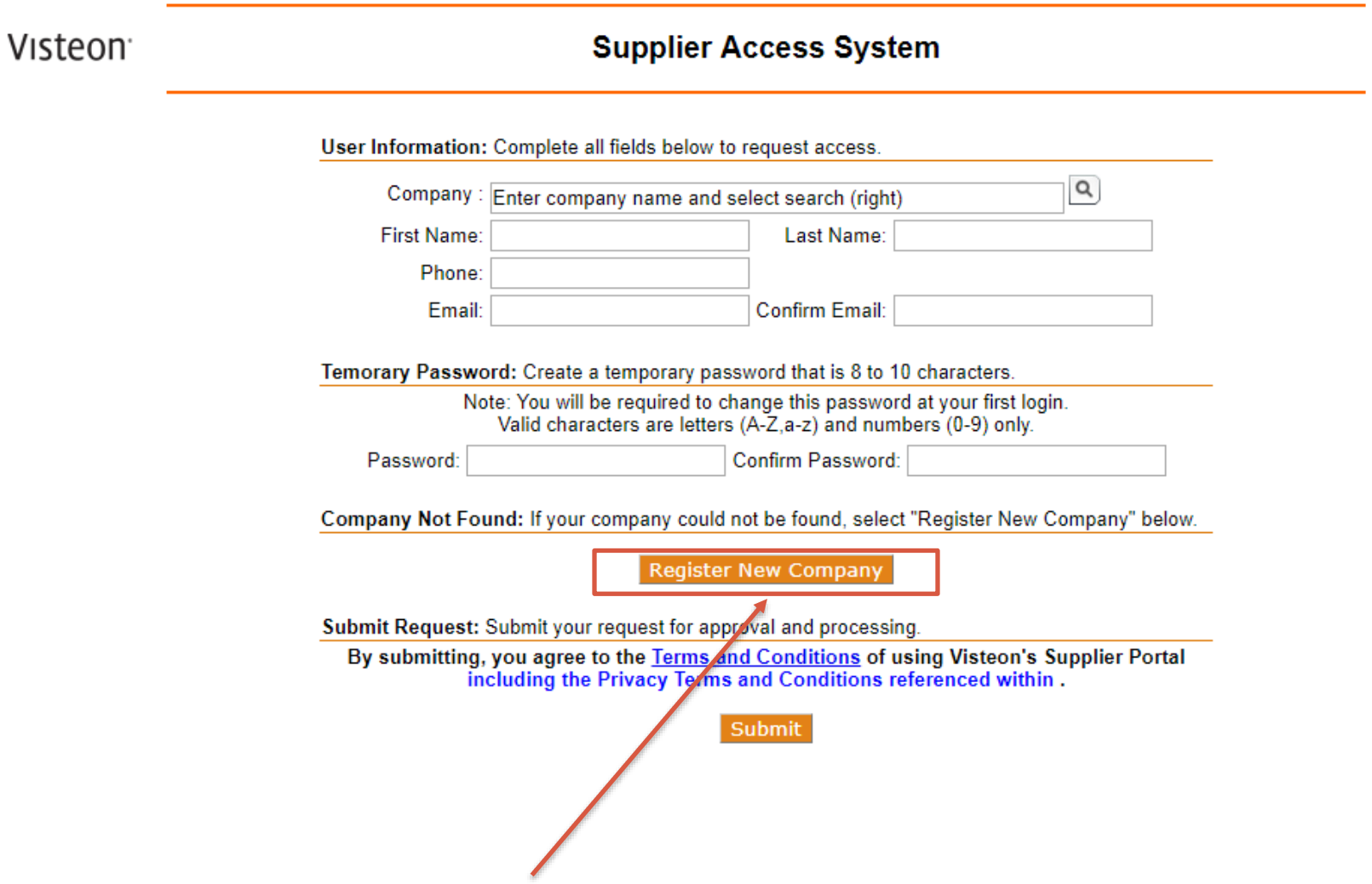
# To Register a New Company




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

# To Register a New Company

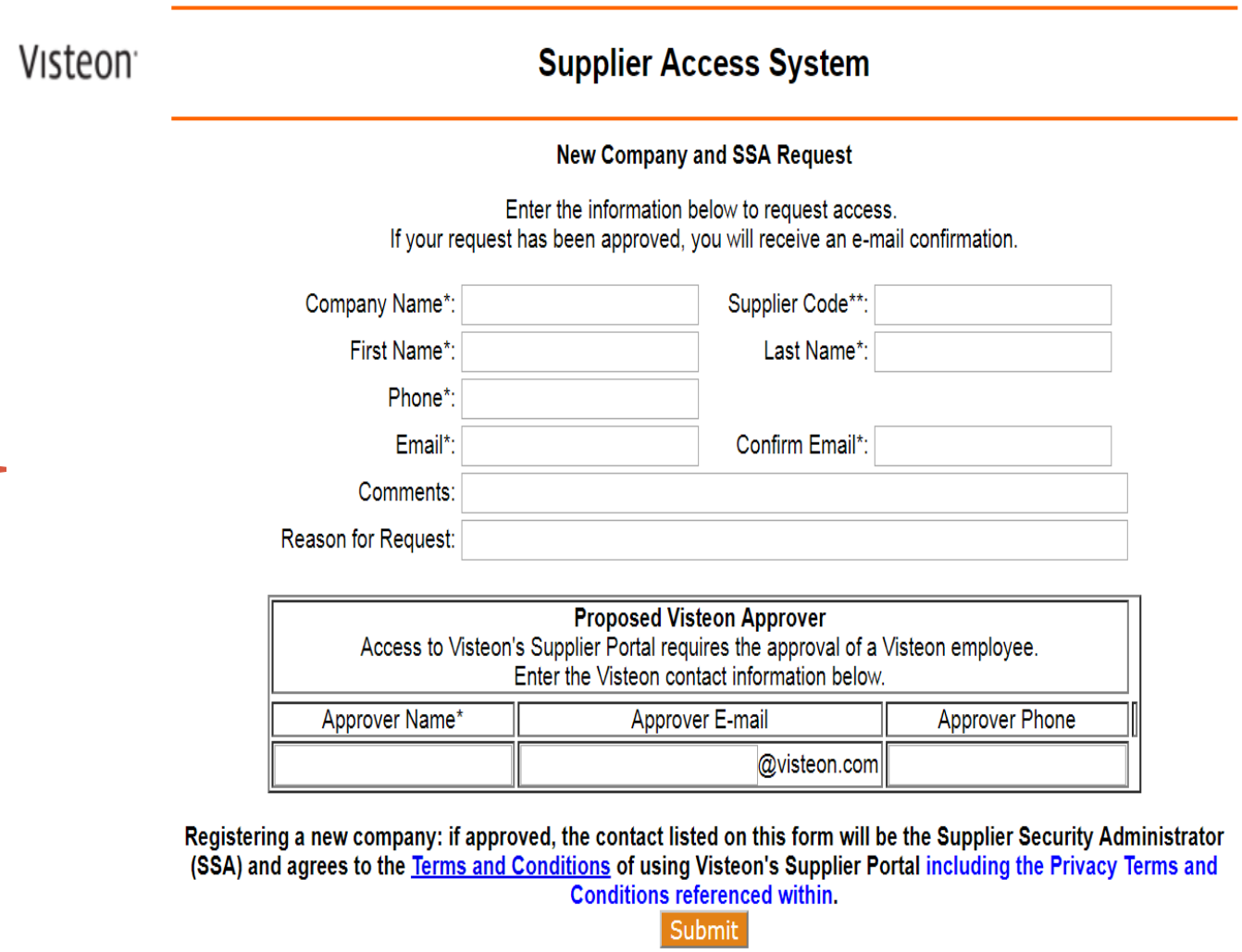
Visteon




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



Visteon

**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*: | | Supplier Code**: | |
| First Name*: | | Last Name*: | |
| Phone*: | | | |
| Email*: | | Confirm Email*: | |
| Comments: | | | |
| Reason for Request: | | | |

**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 |
|---|---|---|
| | @visteon.com | |

**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

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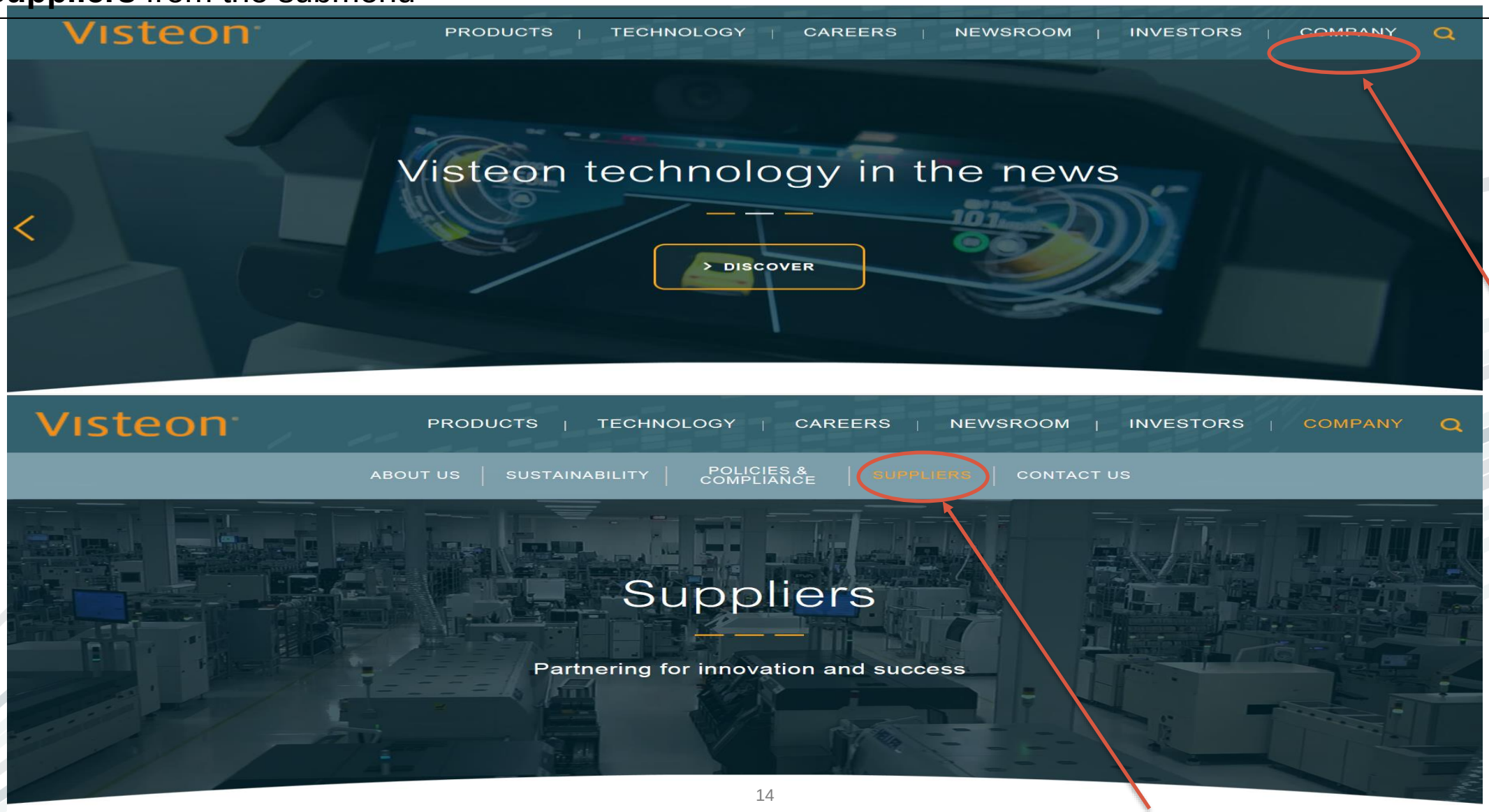
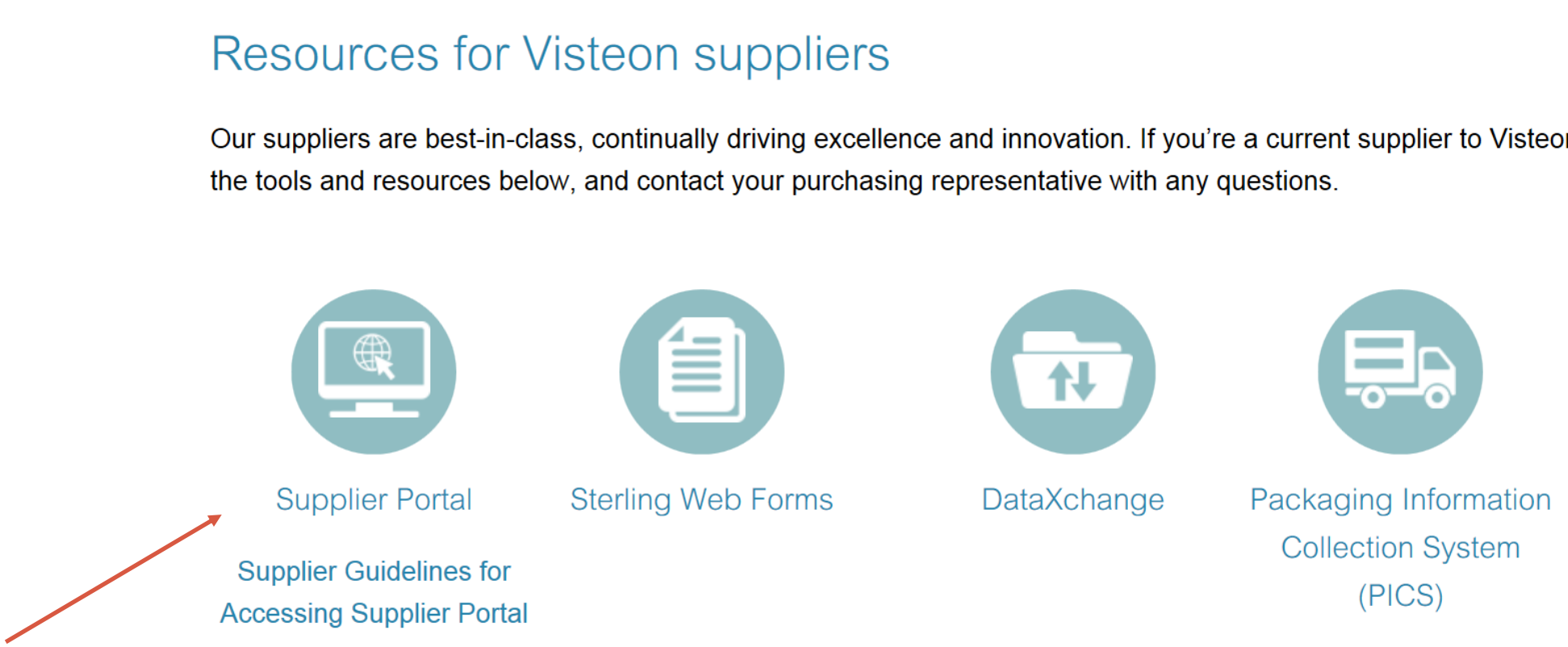


# To Obtain User ID (CDS ID) and Password

From the options choose Supplier portal



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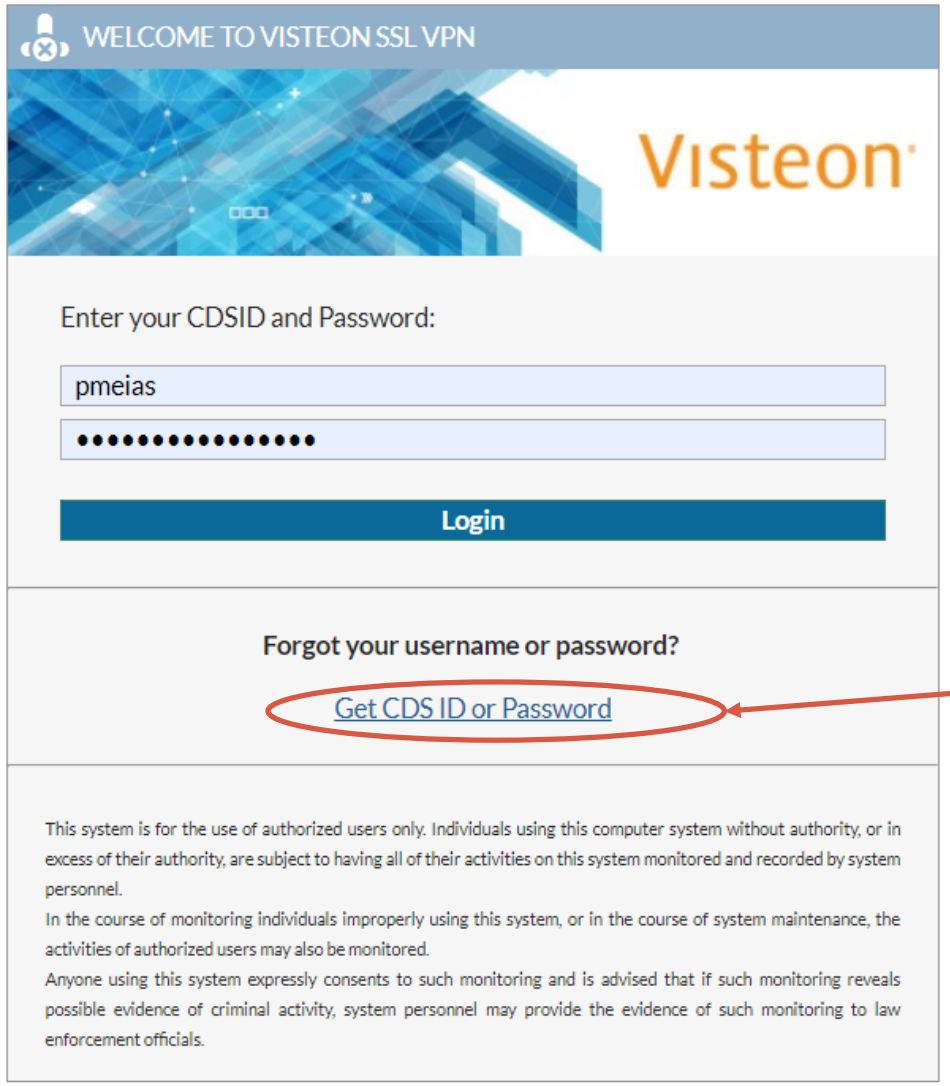


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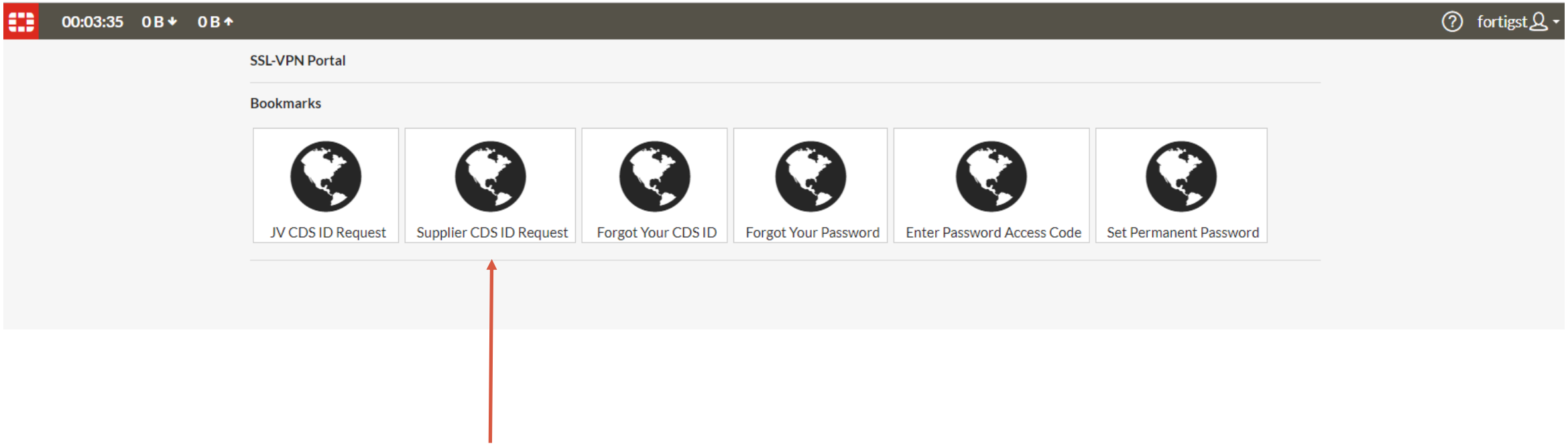
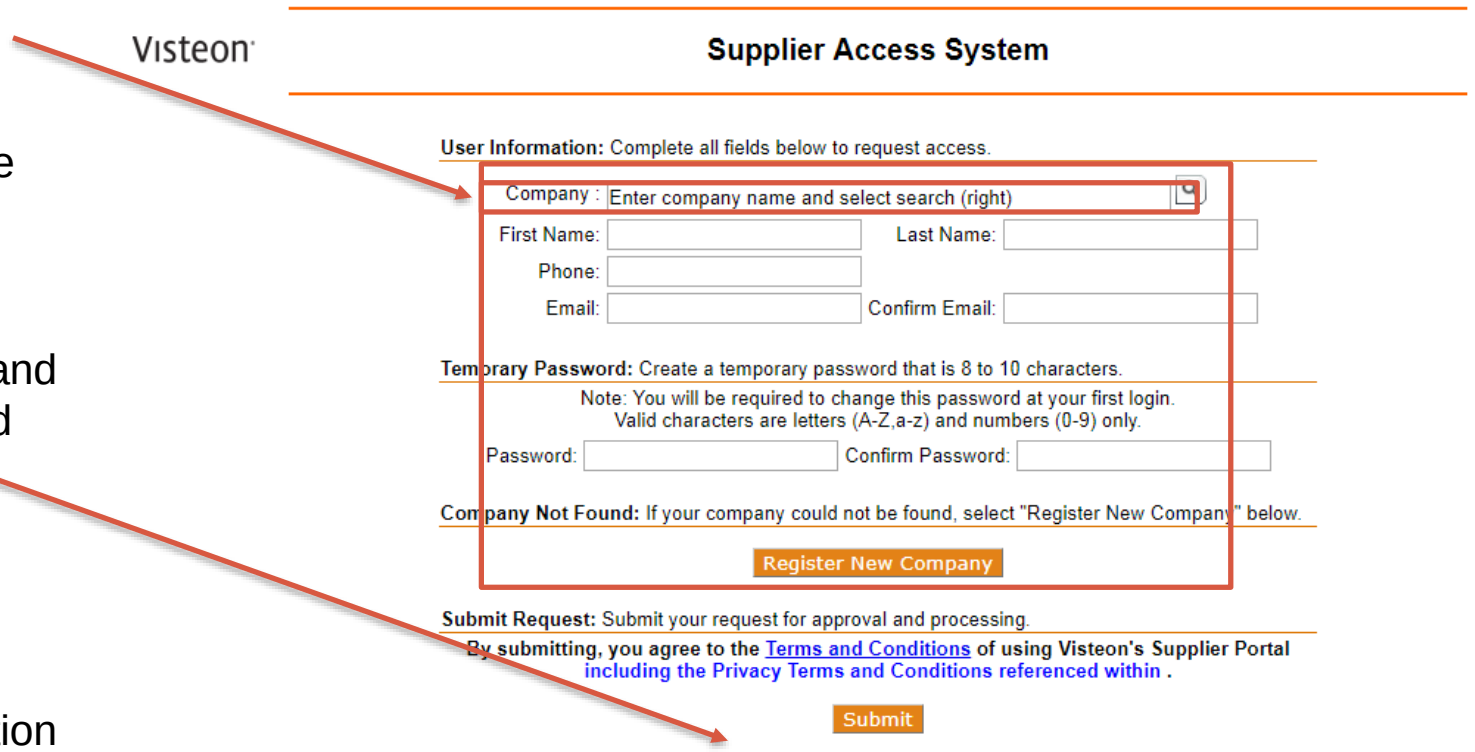



Select “Supplier CDS ID Request” to launch the access request form.

# 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




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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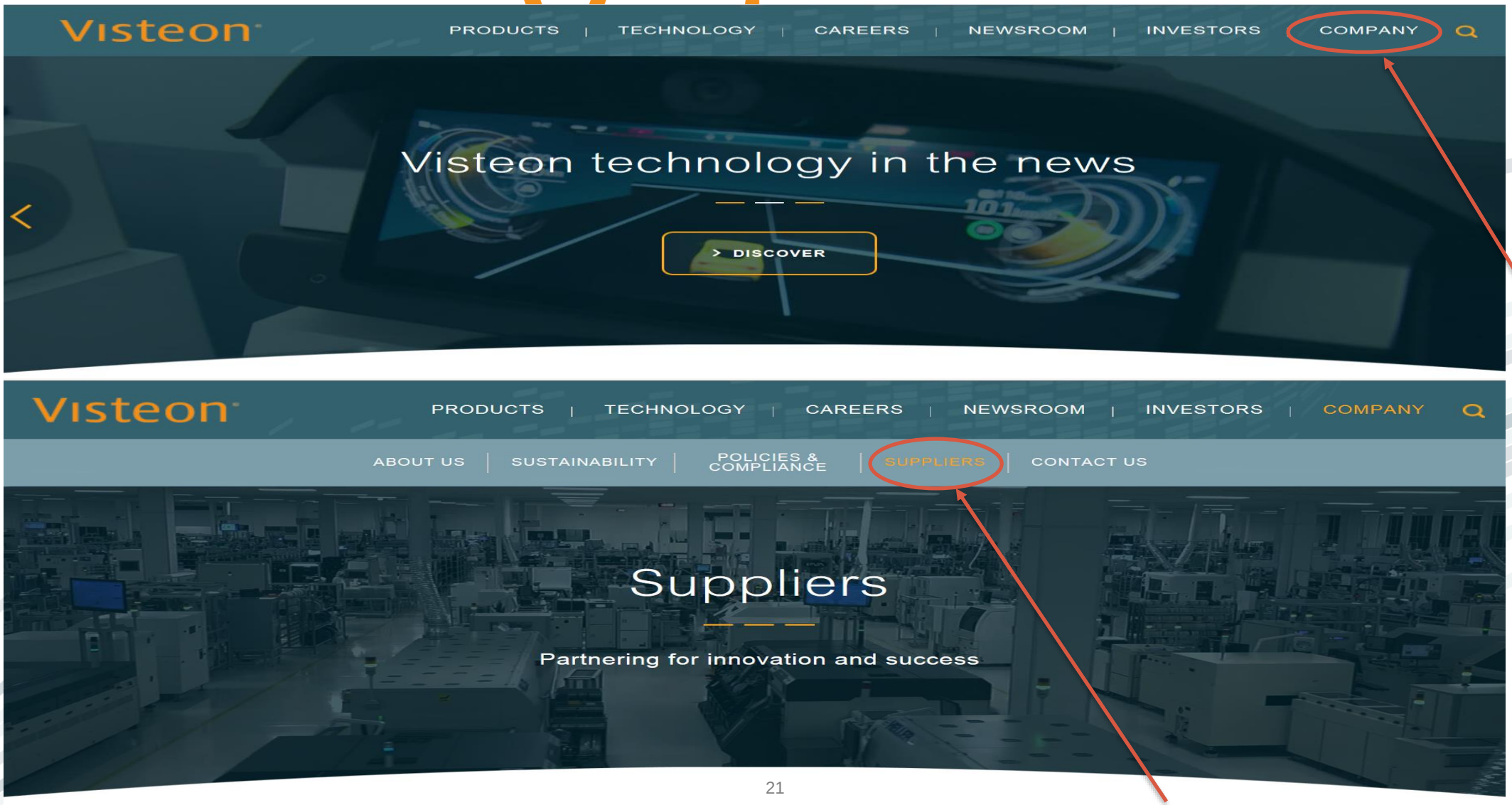

# Supplier Portal - Login Process

From the options choose Supplier portal

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Supplier Guidelines for Accessing Supplier Portal

# Supplier Portal - Login Process

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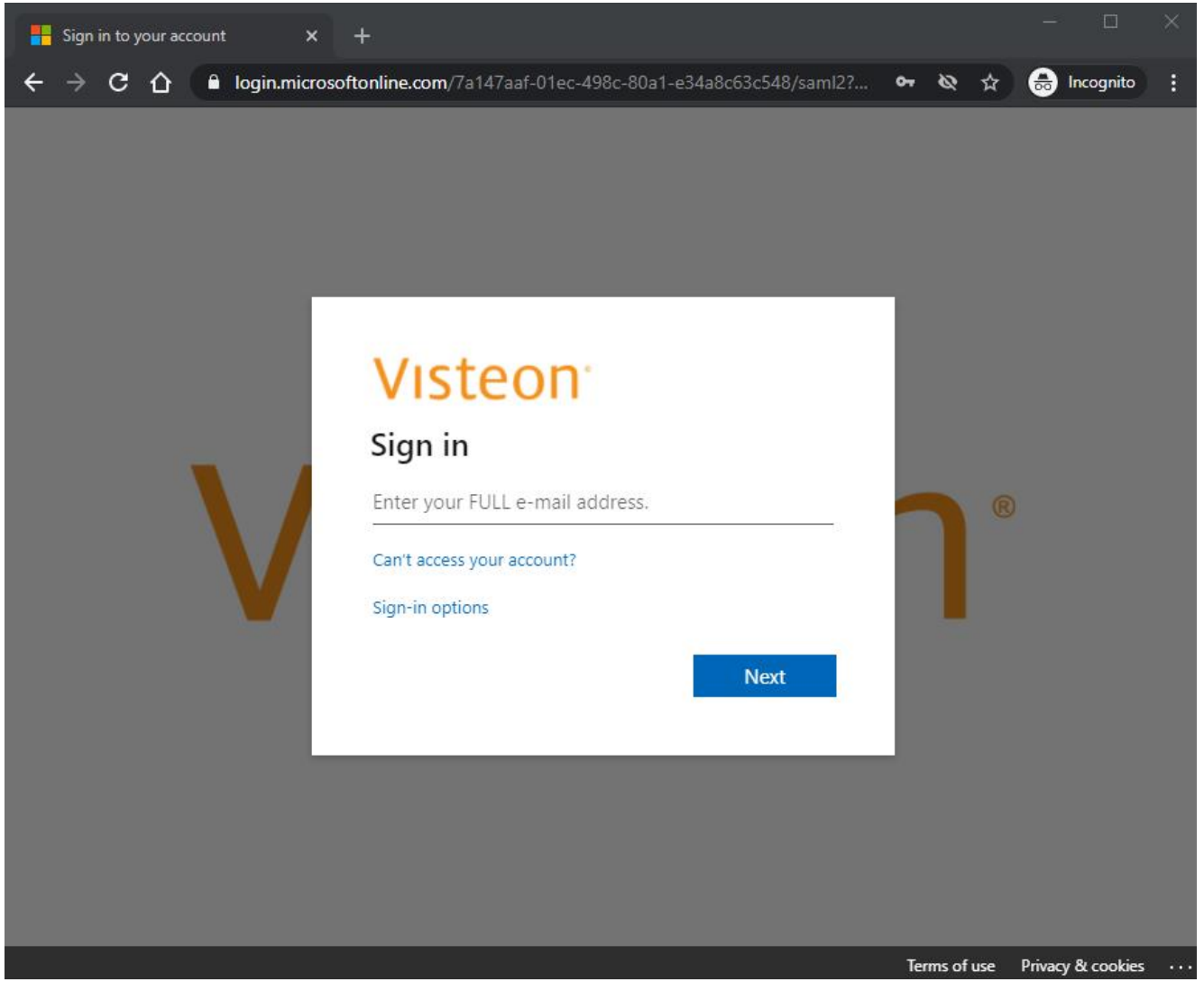
# Supplier Portal - Login Process

- 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)”

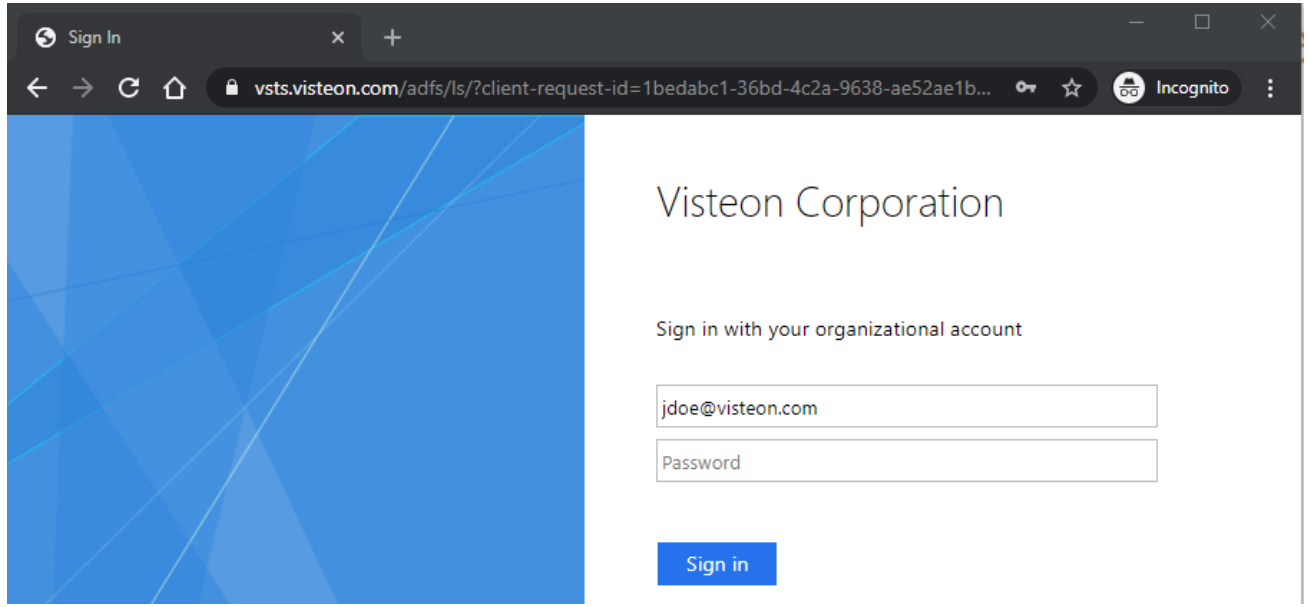
- If you are a new user and have your initial temporary password from Visteon: go to "Supplier Portal - Login Process (New User with Temporary Password)”



# Supplier Portal - Login Process

Visteon

Enter your password




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

# Supplier Portal - Login Process

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)

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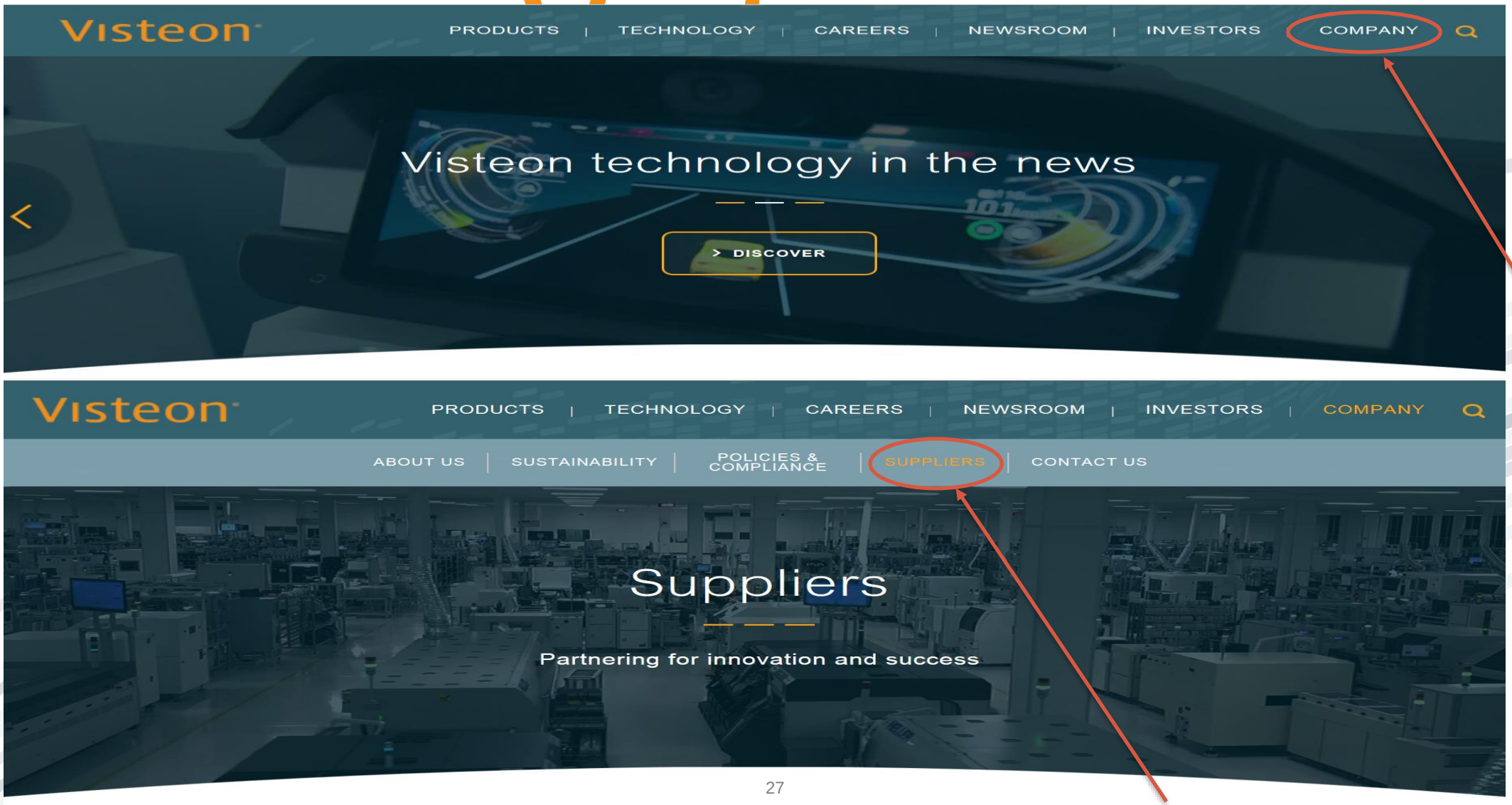

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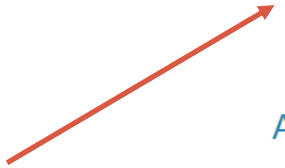

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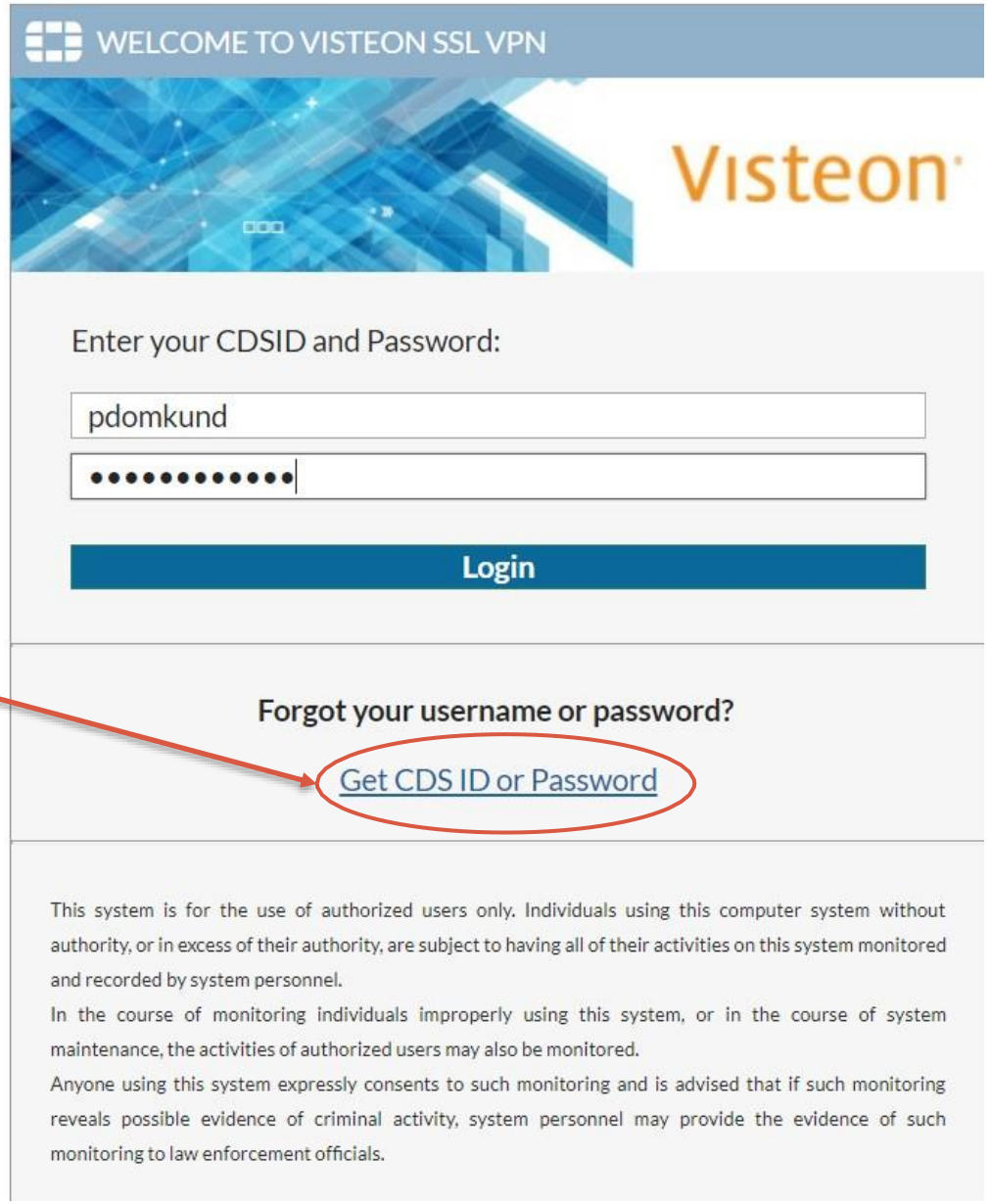
# Supplier Portal - Login Process

Visteon

Click on Get CDS ID or Password link



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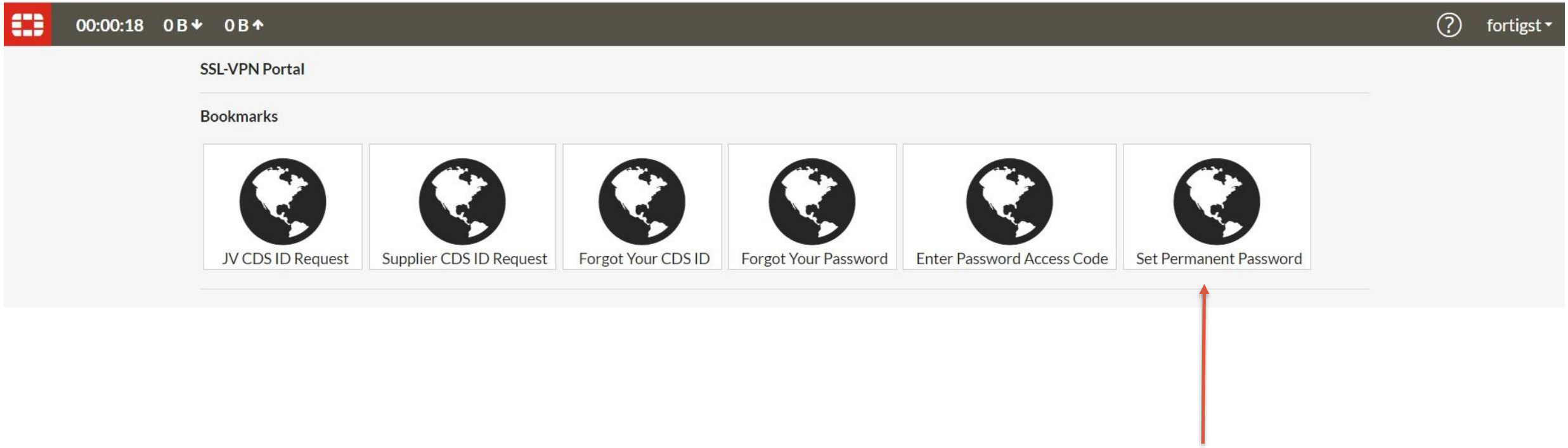


Select “Set Permanent Password” to set the password

# 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.
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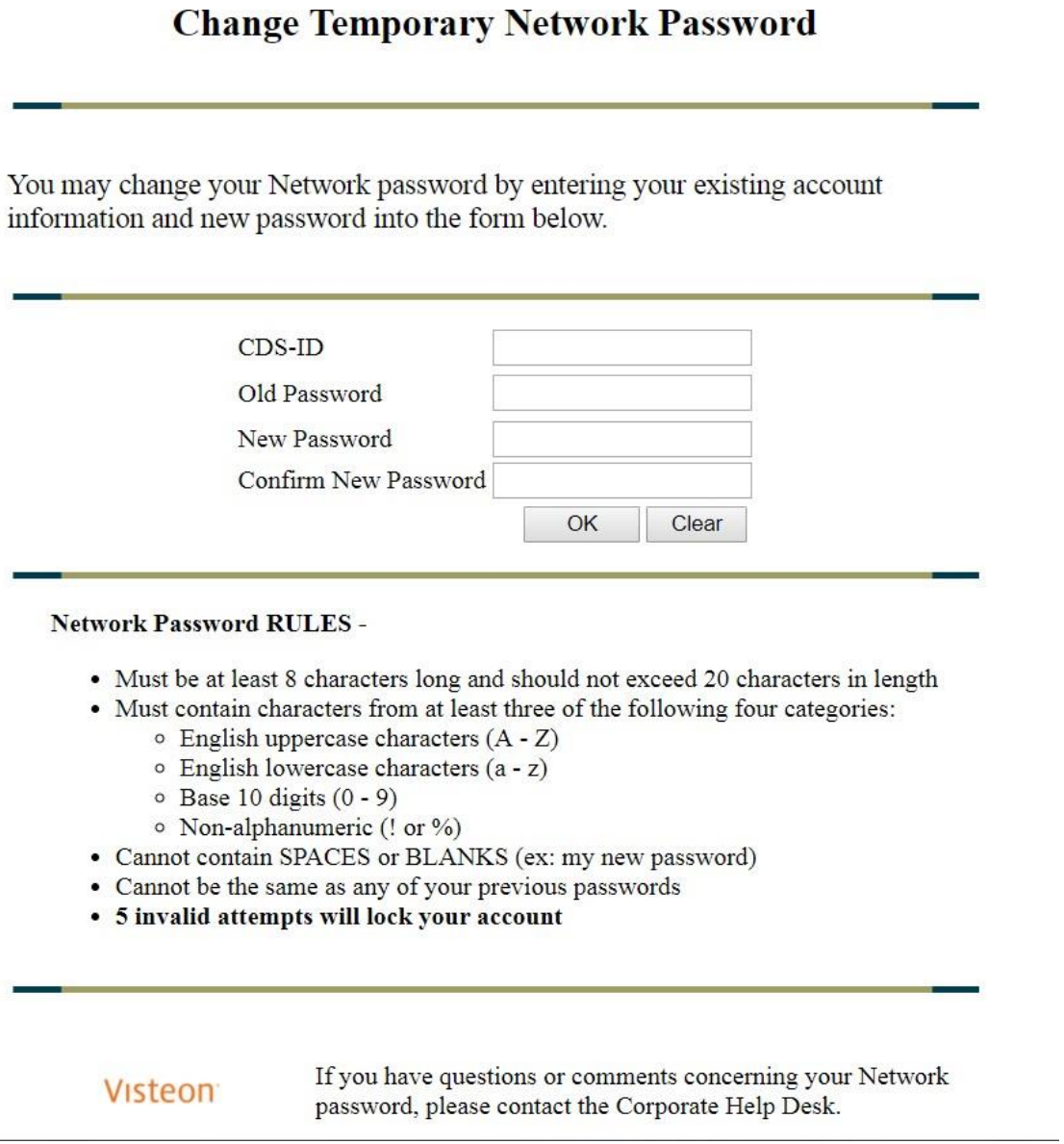

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# Supplier Portal – Login Process
# (New User with Temporary Password)

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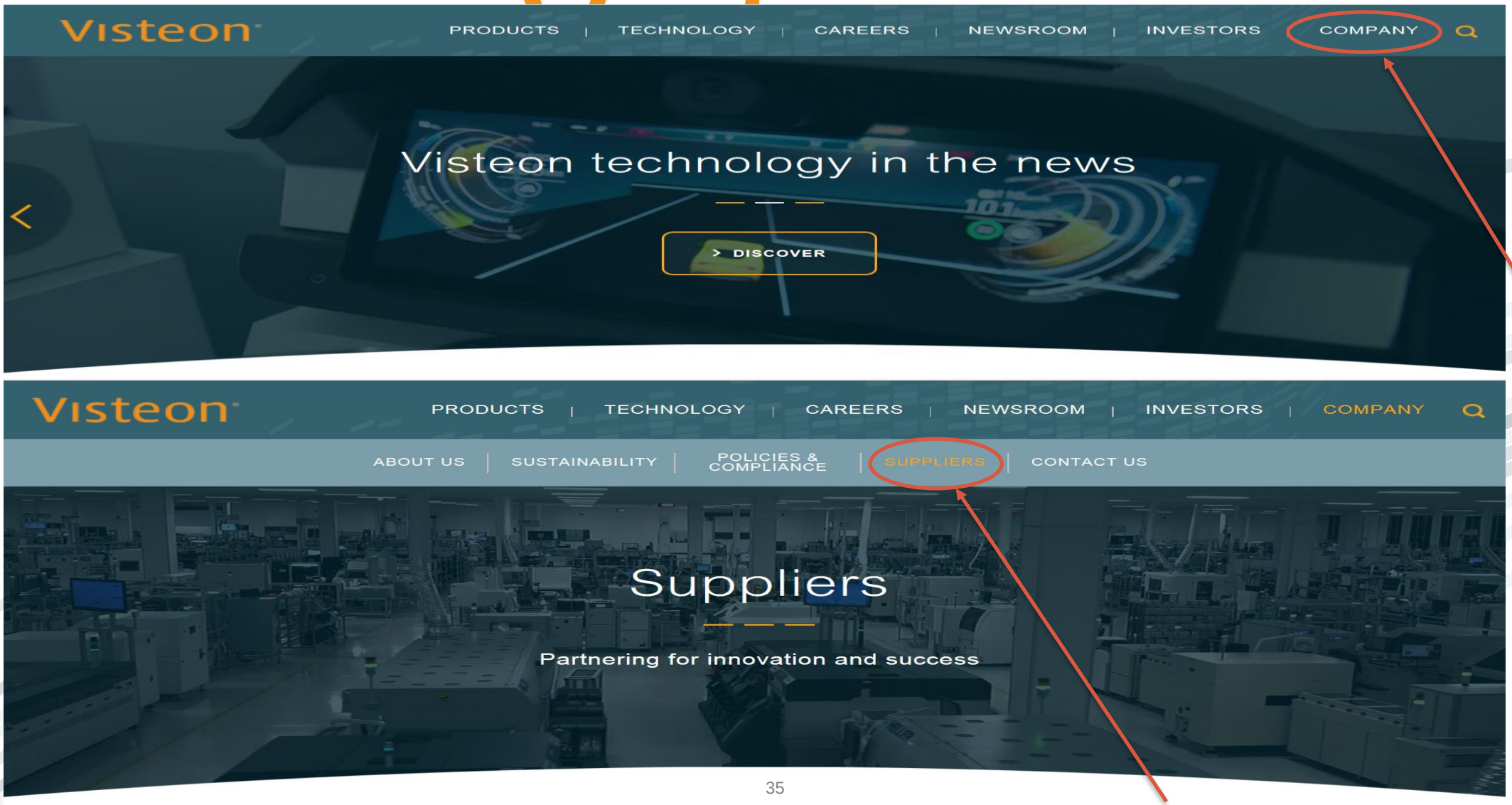

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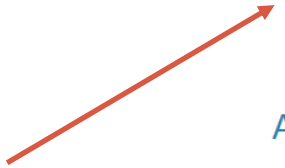

Supplier Guidelines for Accessing Supplier Portal

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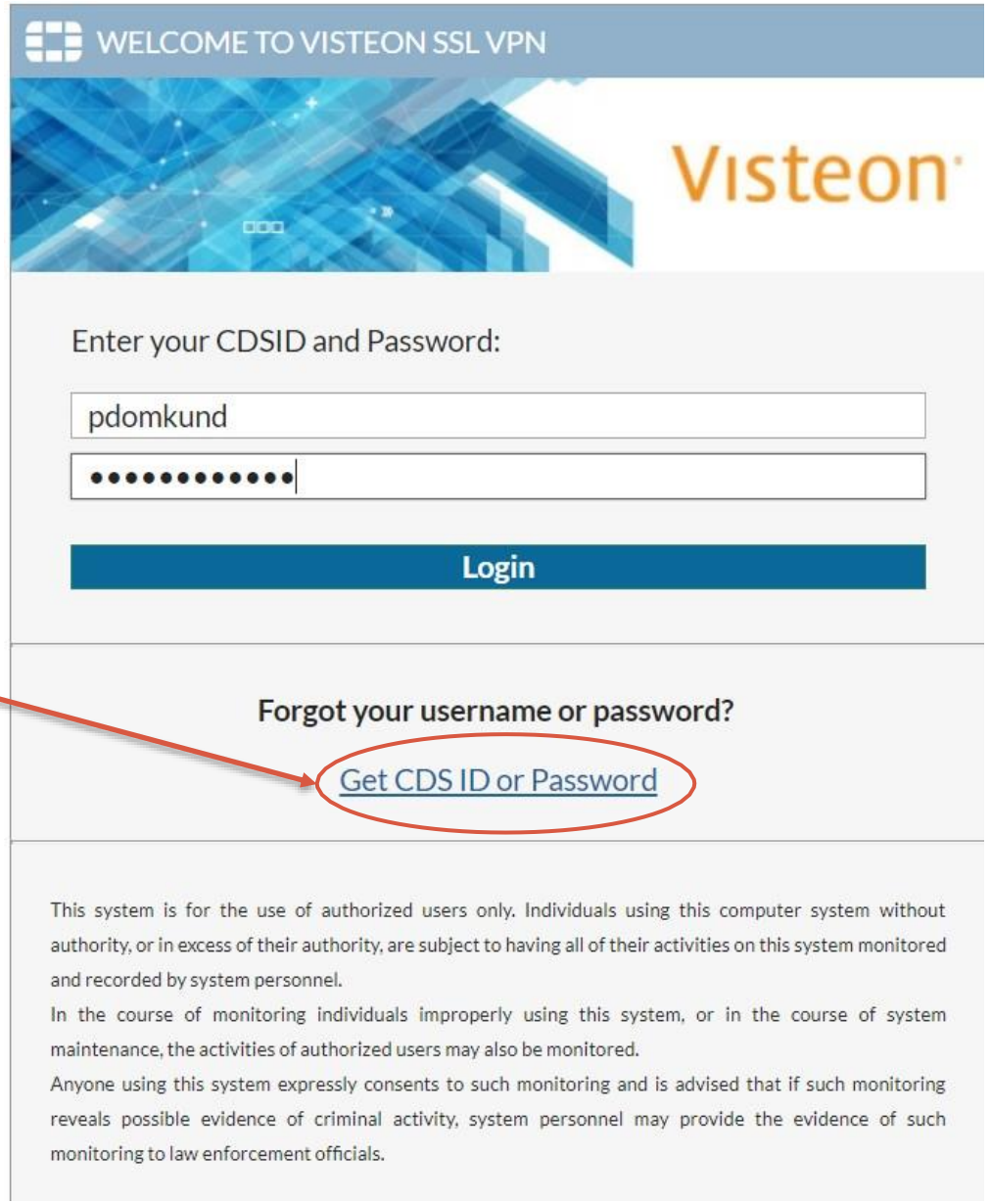
Visteon

Click on Get CDS ID or Password link



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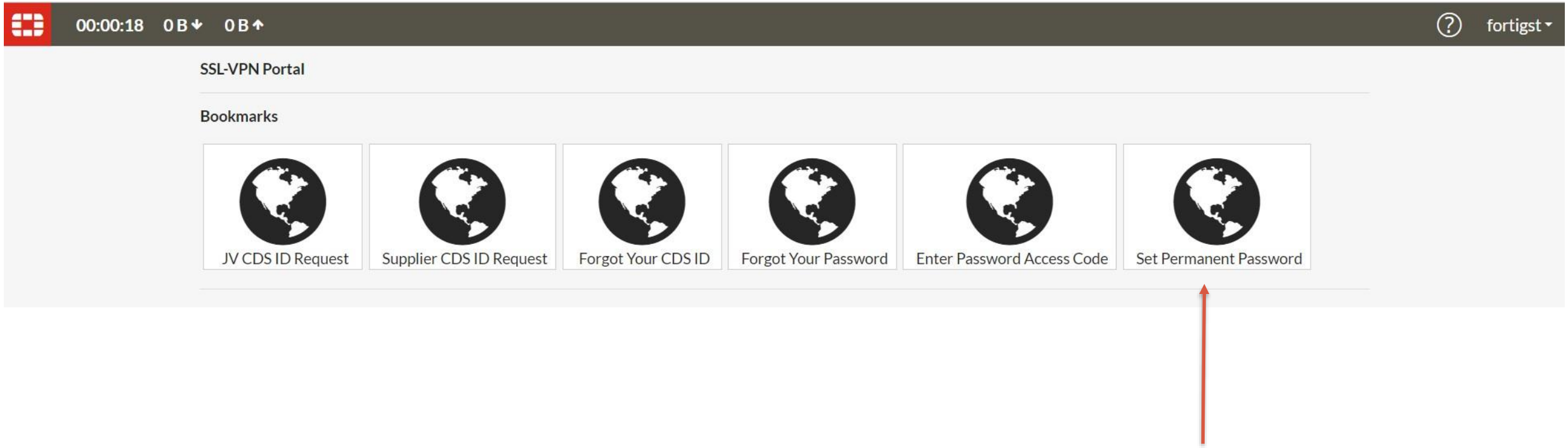


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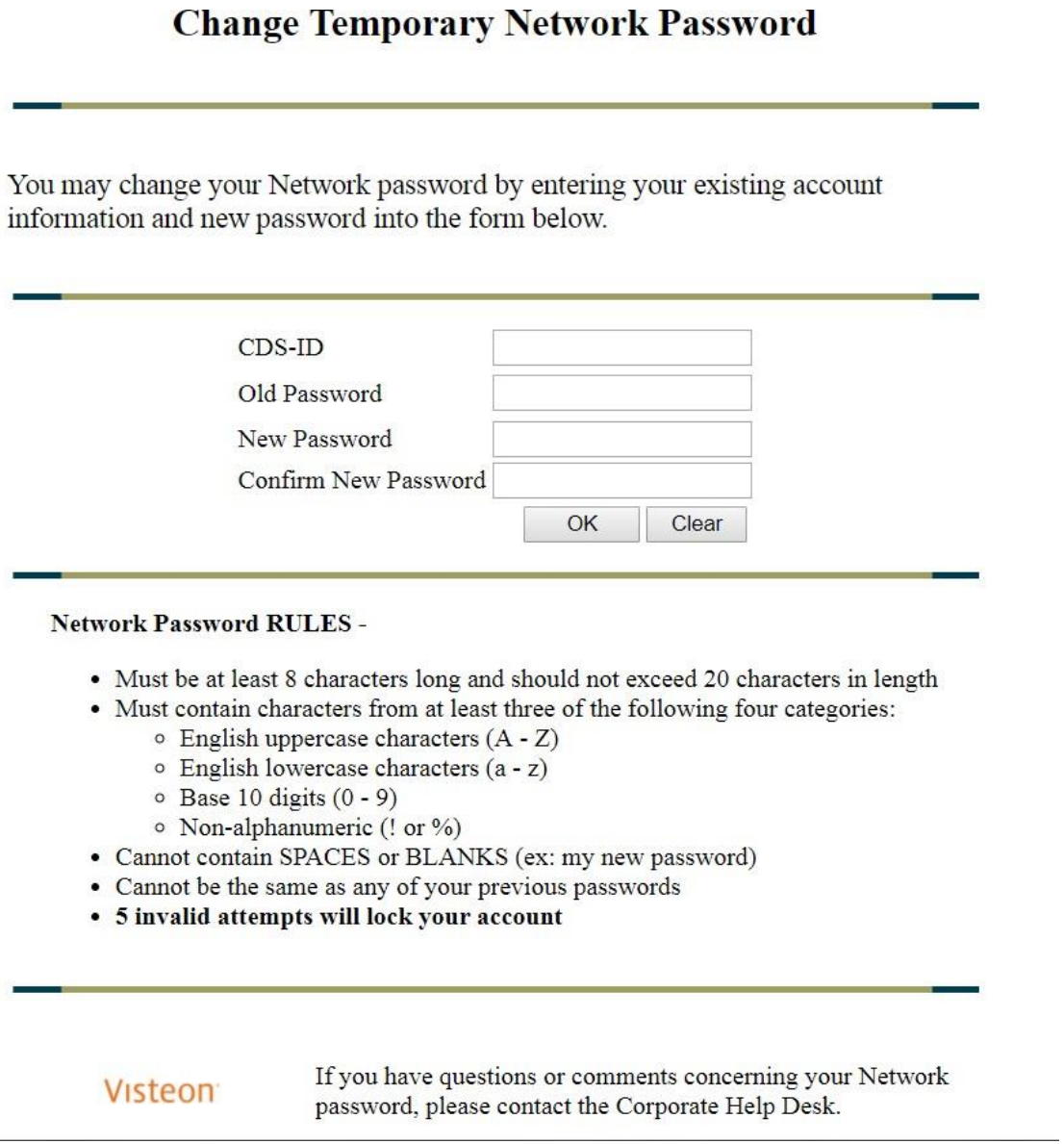

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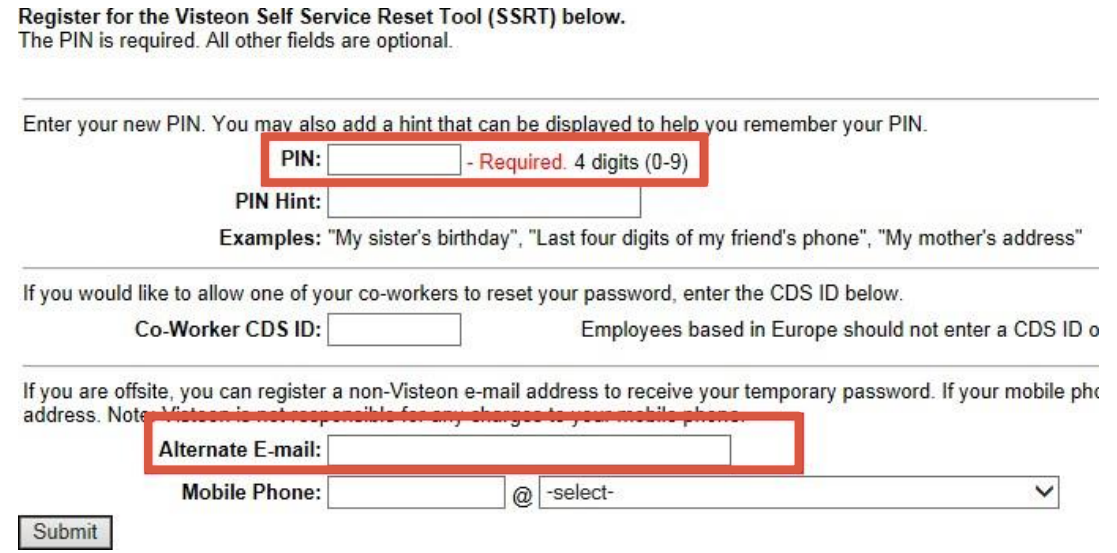
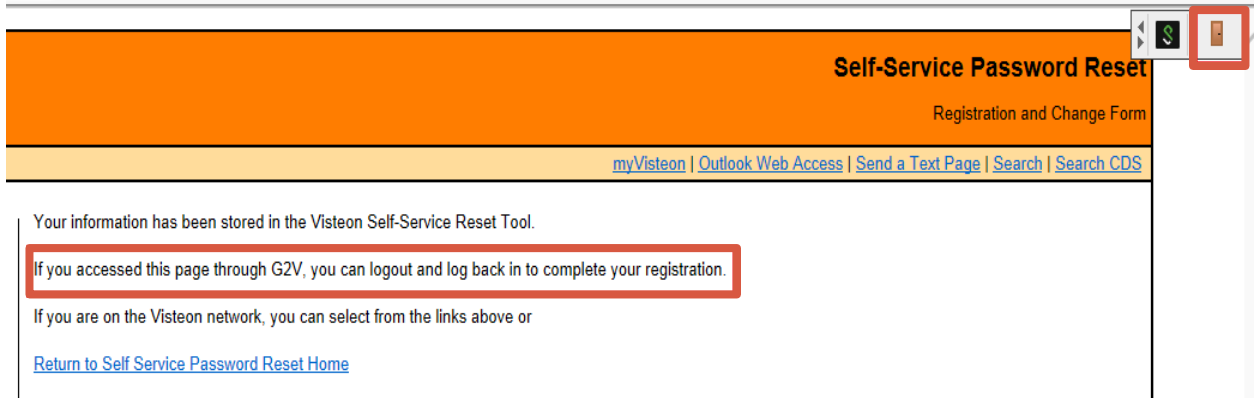
- The first time you enter the Portal, you will need to register for self-service password reset. Click on “Continue to Registration”.
- On the next page: Enter a PIN, a PIN hint if you choose, an e-mail address that would receive password reset information, and any other data you wish. Click “Submit” 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.



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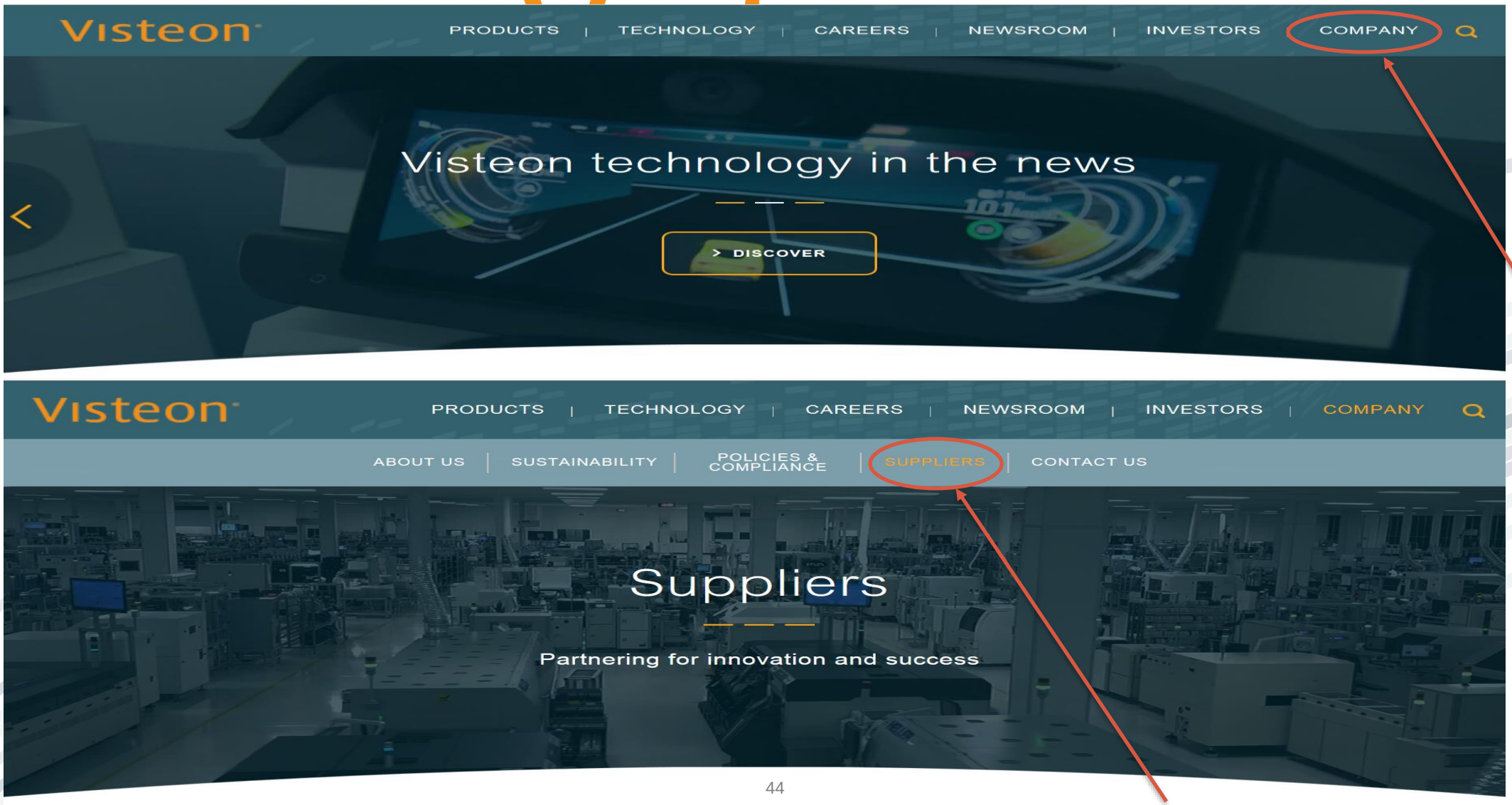

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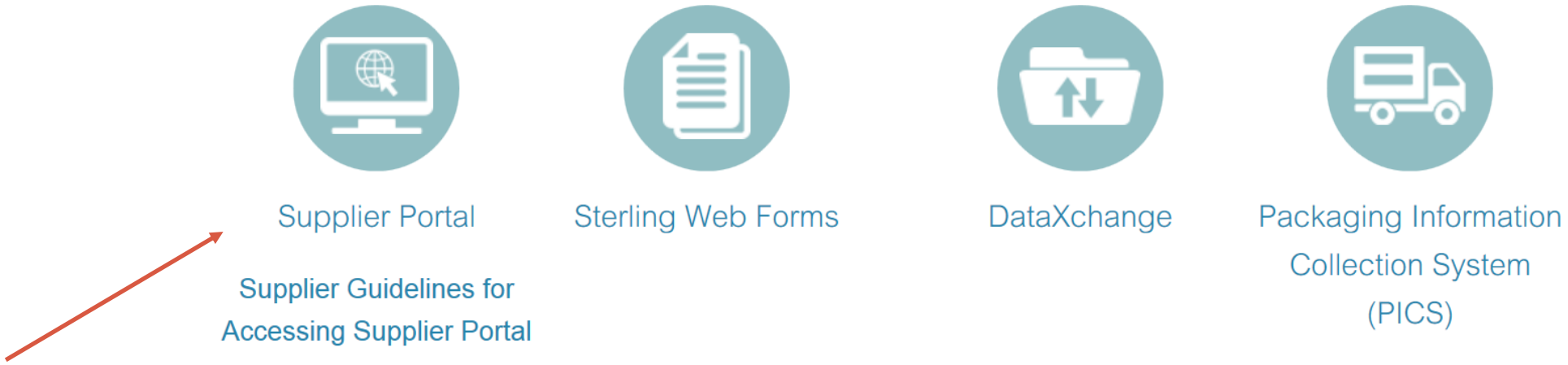

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1. Suppliers and hourly employees who need to access web applications should go to Myportal-External from any web browser with an internet connection. Access the complete training guide for step-by-step instructions on how to set up and use this tool.
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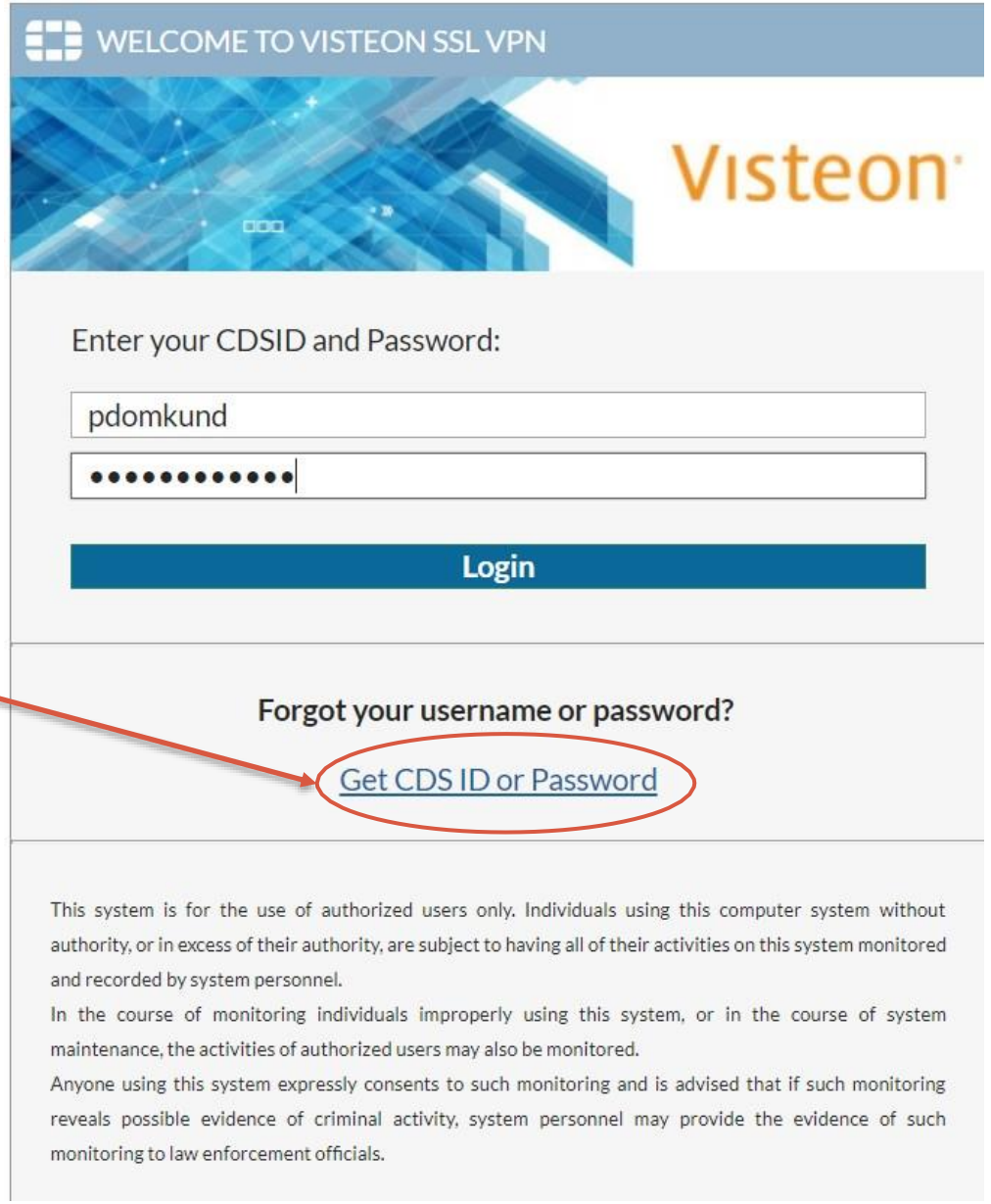
To request a CDSID or get password help, go to https://remote.visteon.com.

# Obtaining a Forgotten User ID (CDS ID)

Visteon

Click on Get CDS ID or Password link



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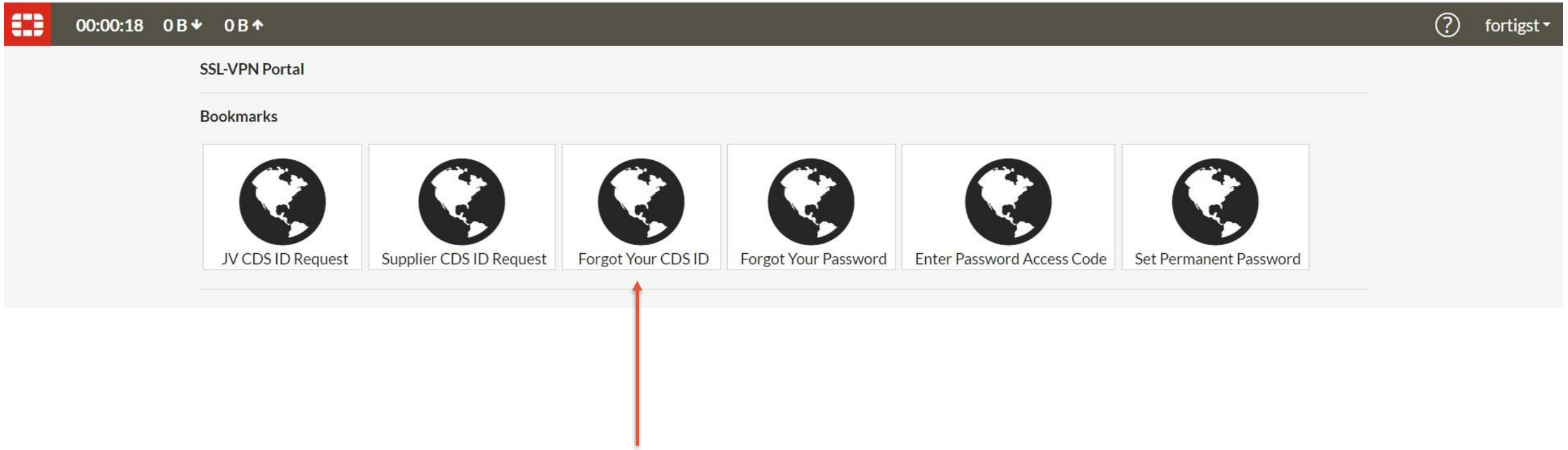
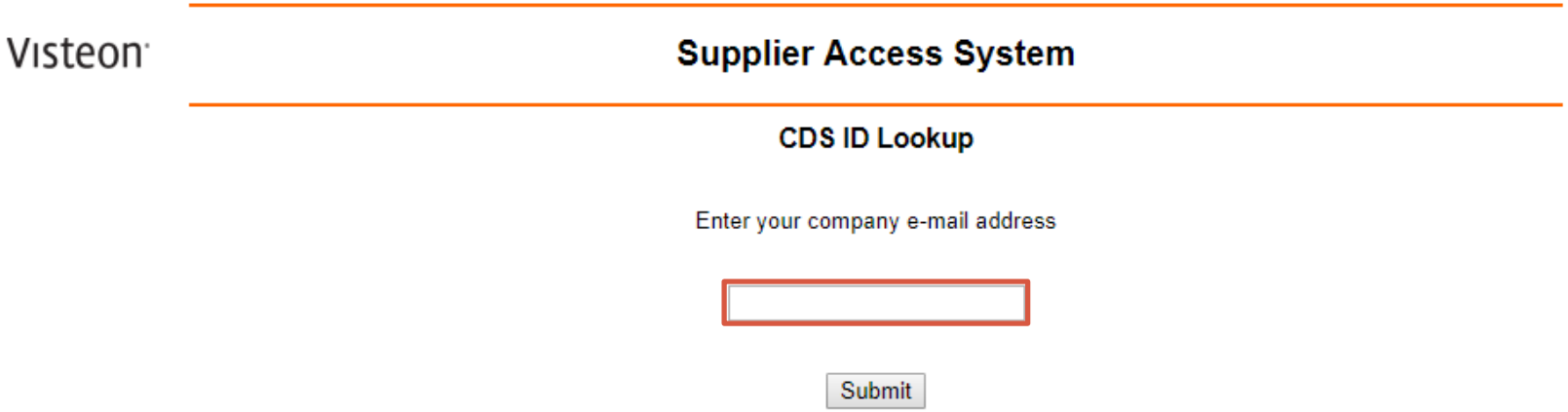



Select “Forgot Your CDS ID”

# Obtaining a Forgotten User ID (CDS ID)

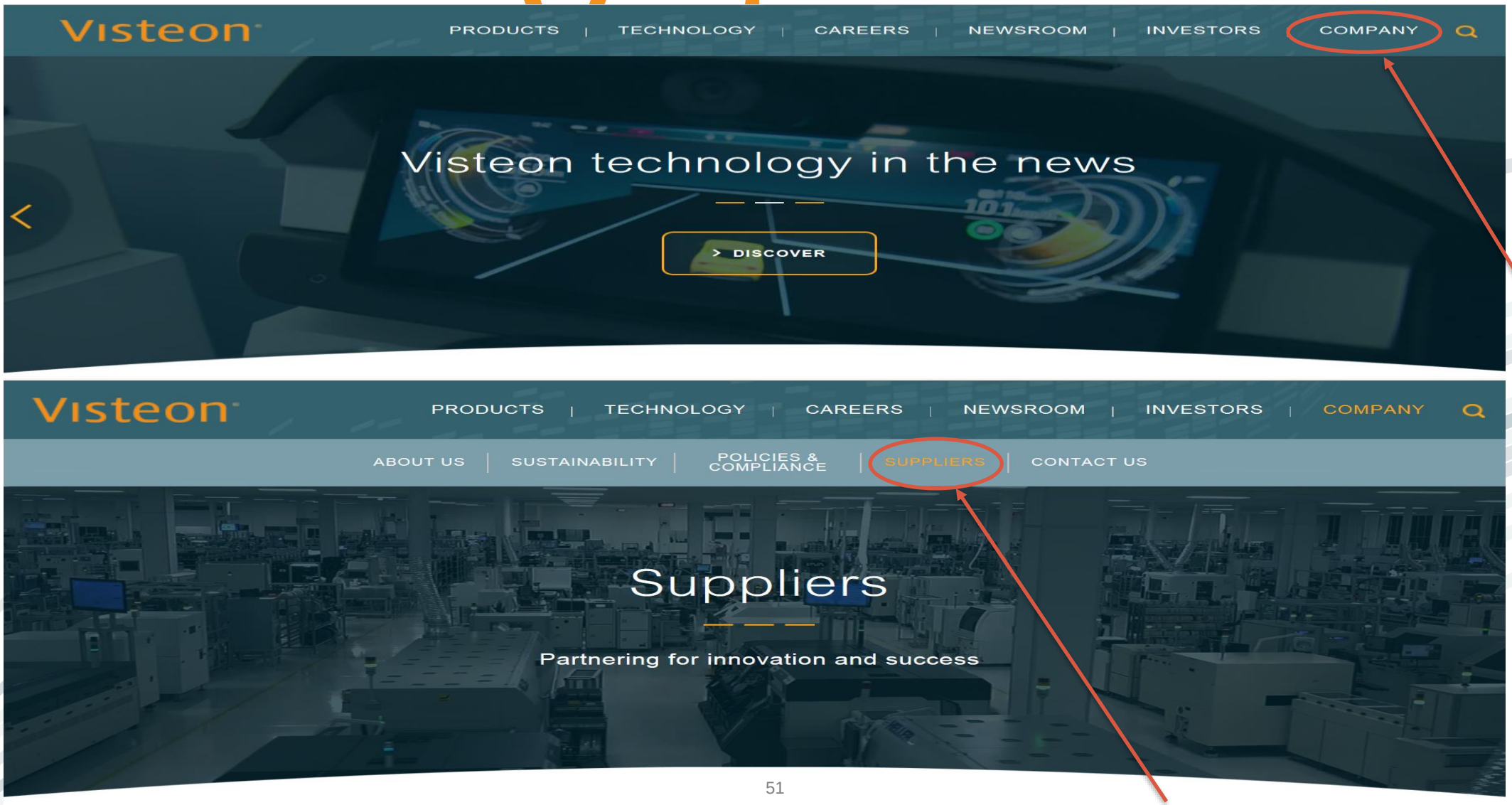



- Enter your full email address and select “Submit” to continue
- An e-mail message will be sent to the address on file with the CDS ID
- If you remember your password, you can attempt to log in
- If you do not remember your password, please refer to “Resetting Your Network Password”

# 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

## 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)

# Resetting Your Network Password

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

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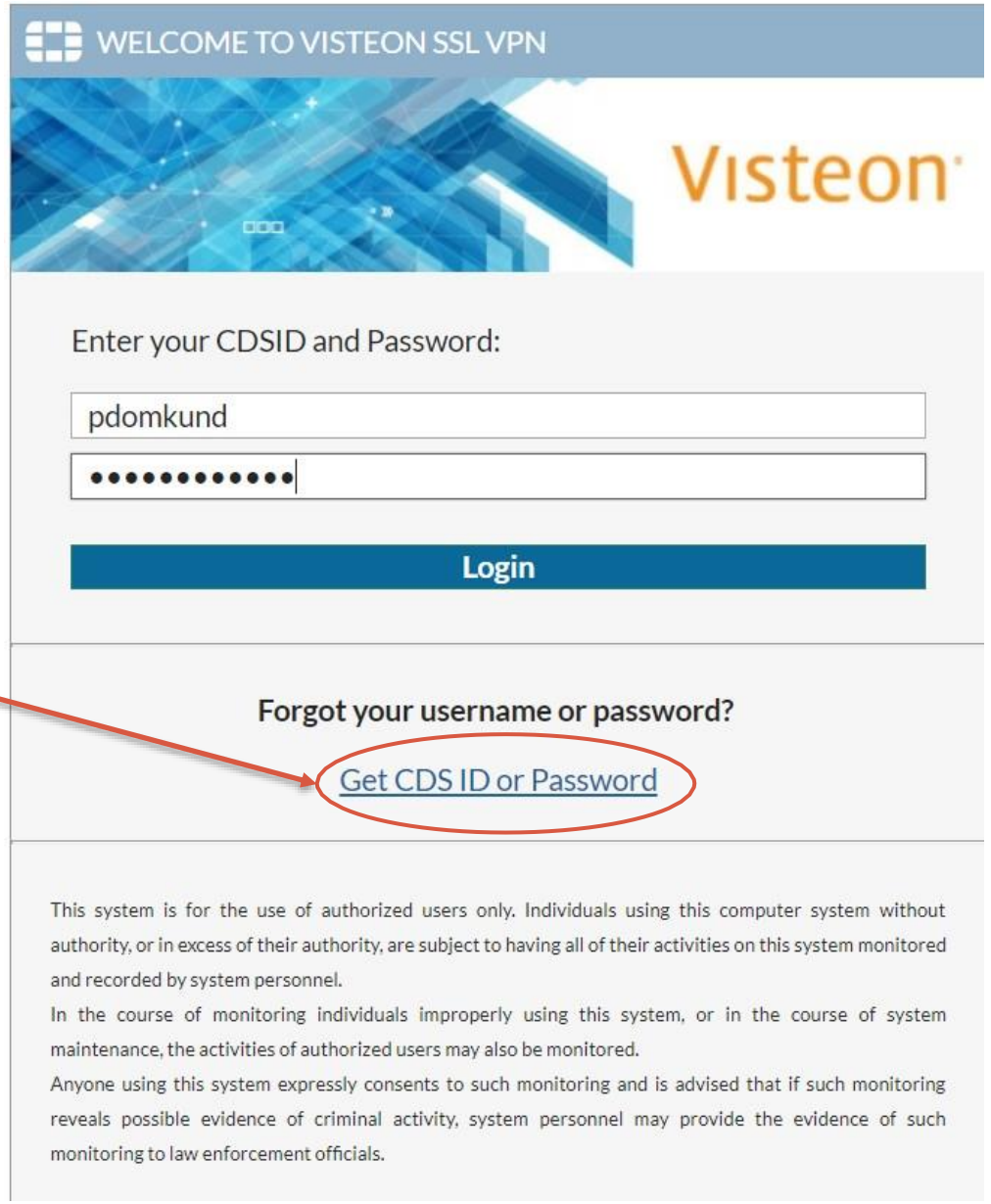
# Resetting Your Network Password

Visteon

Click on Get CDS ID or Password link

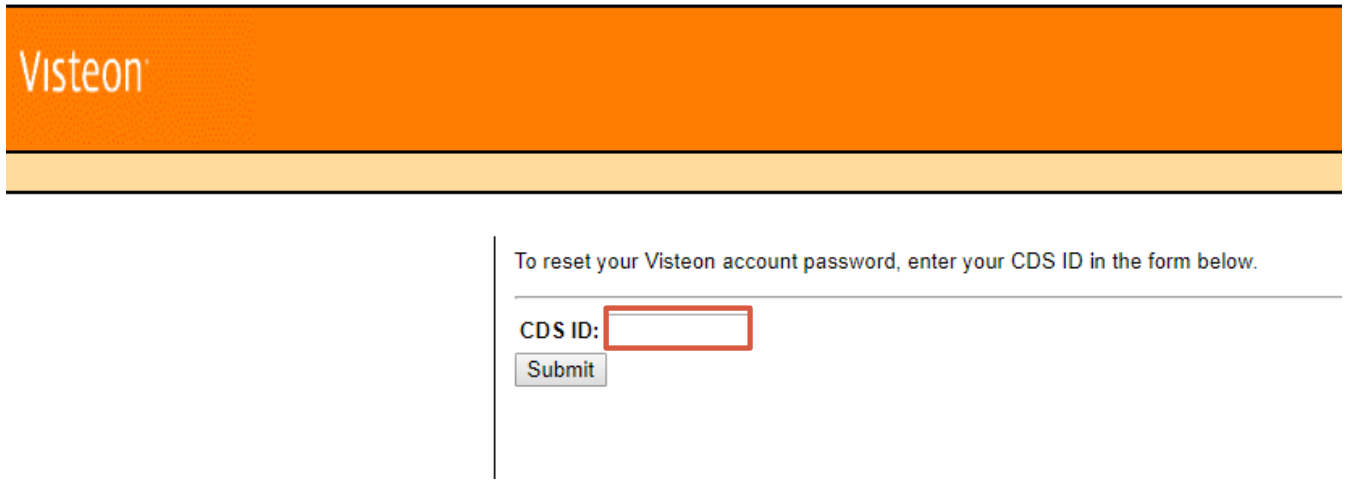


# Resetting Your Network Password

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 setyour Password to a Temporary value

# Resetting Your Network Password




- 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

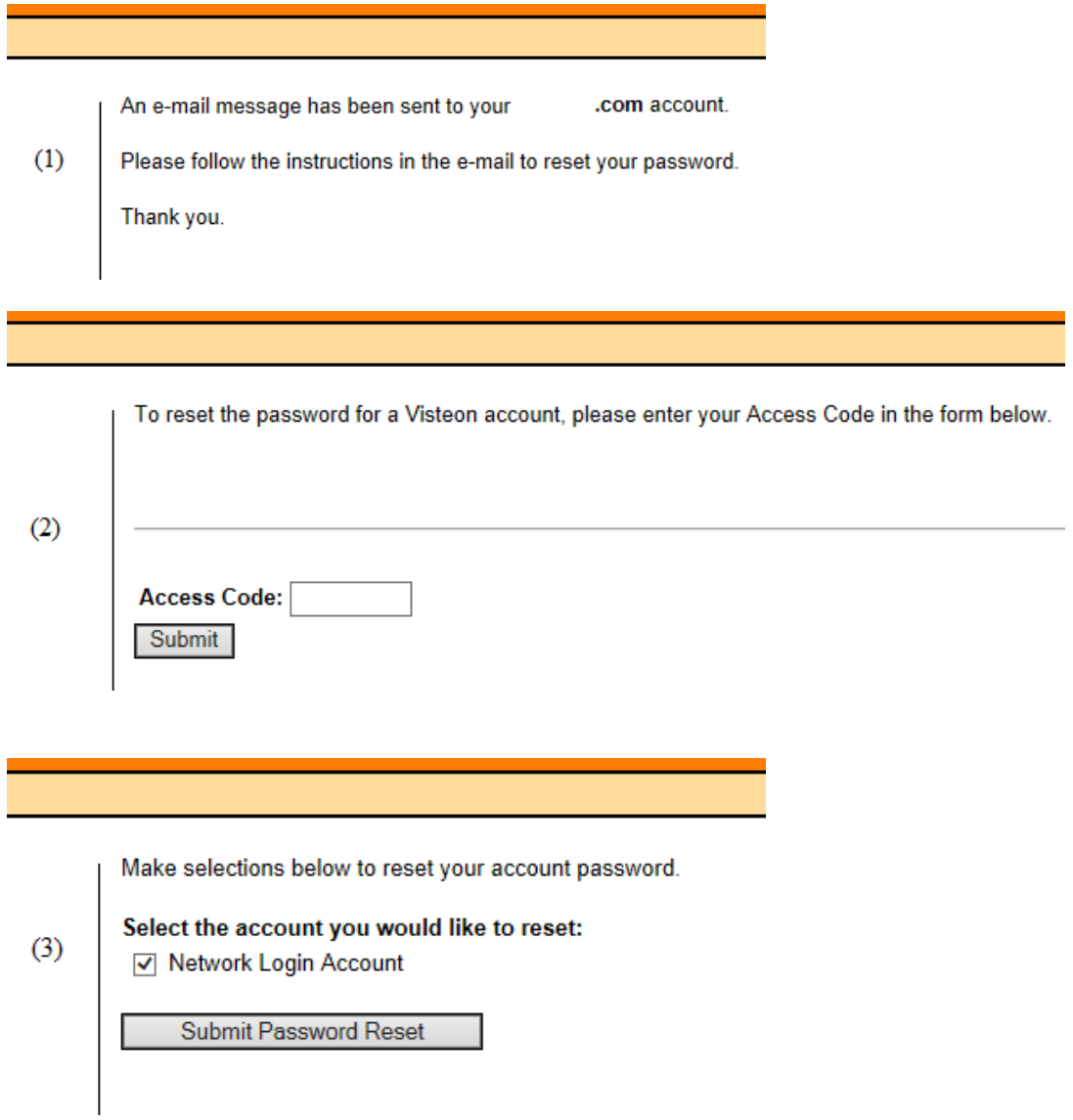
- Return to the FortiClient menu and click “Enter Password Access Code”

- 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.



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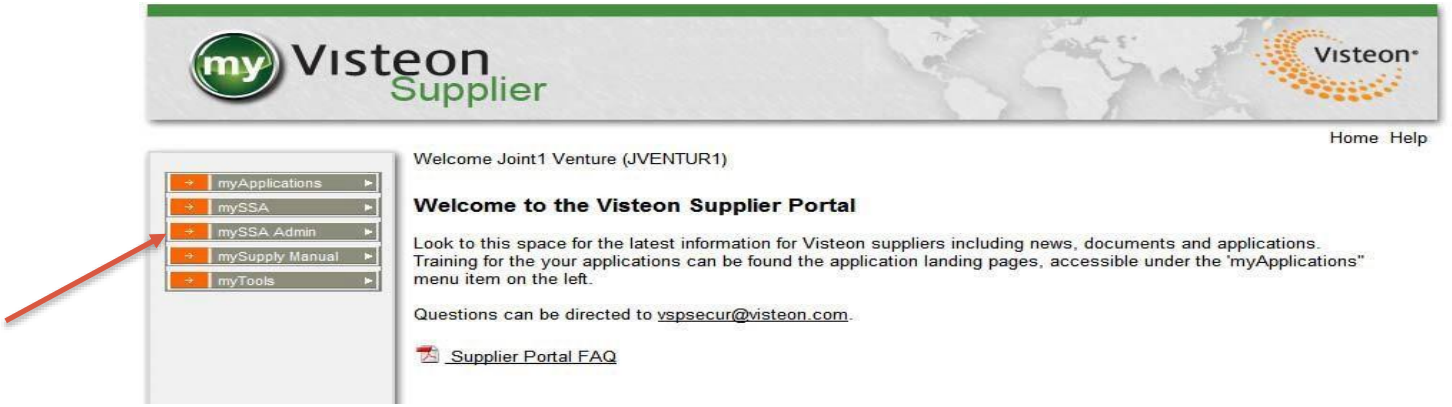
# SSA Admin Training

# 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.)

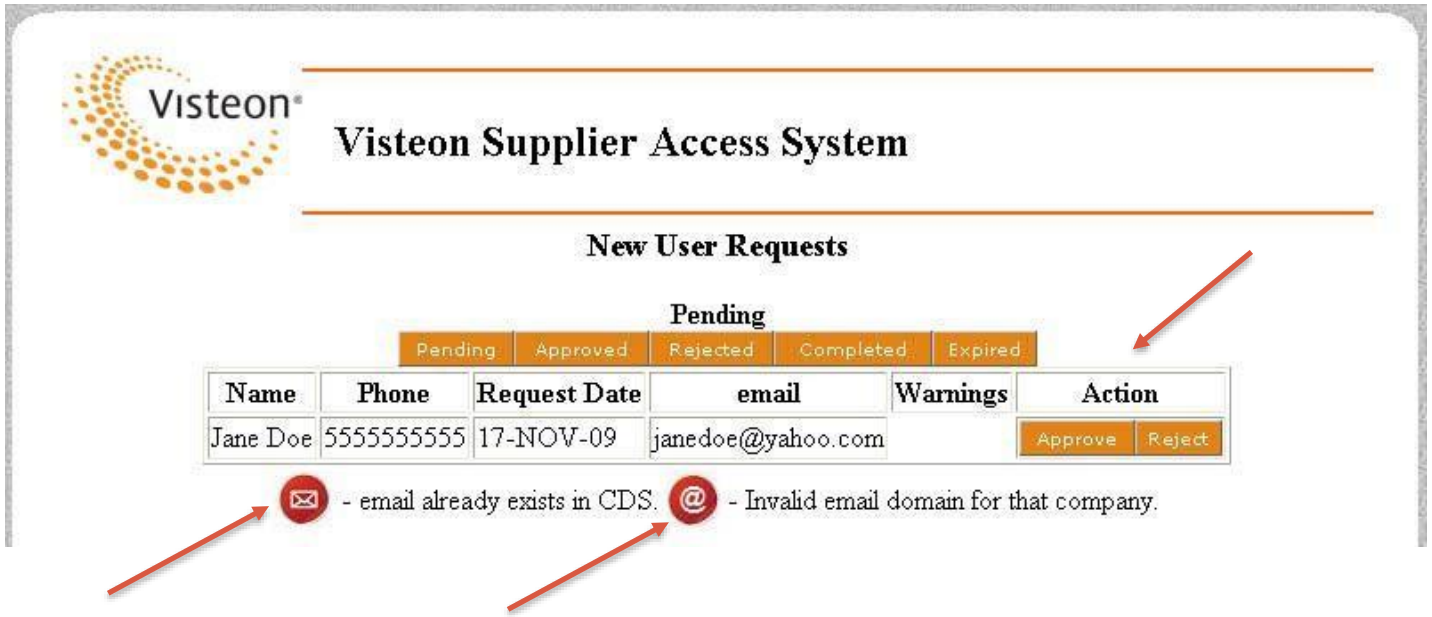
Visteon

Reviewing Access Requests (cont.)

3. 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.

4. Approved, Rejected, Completed, and Expired requests can also be reviewed as desired.

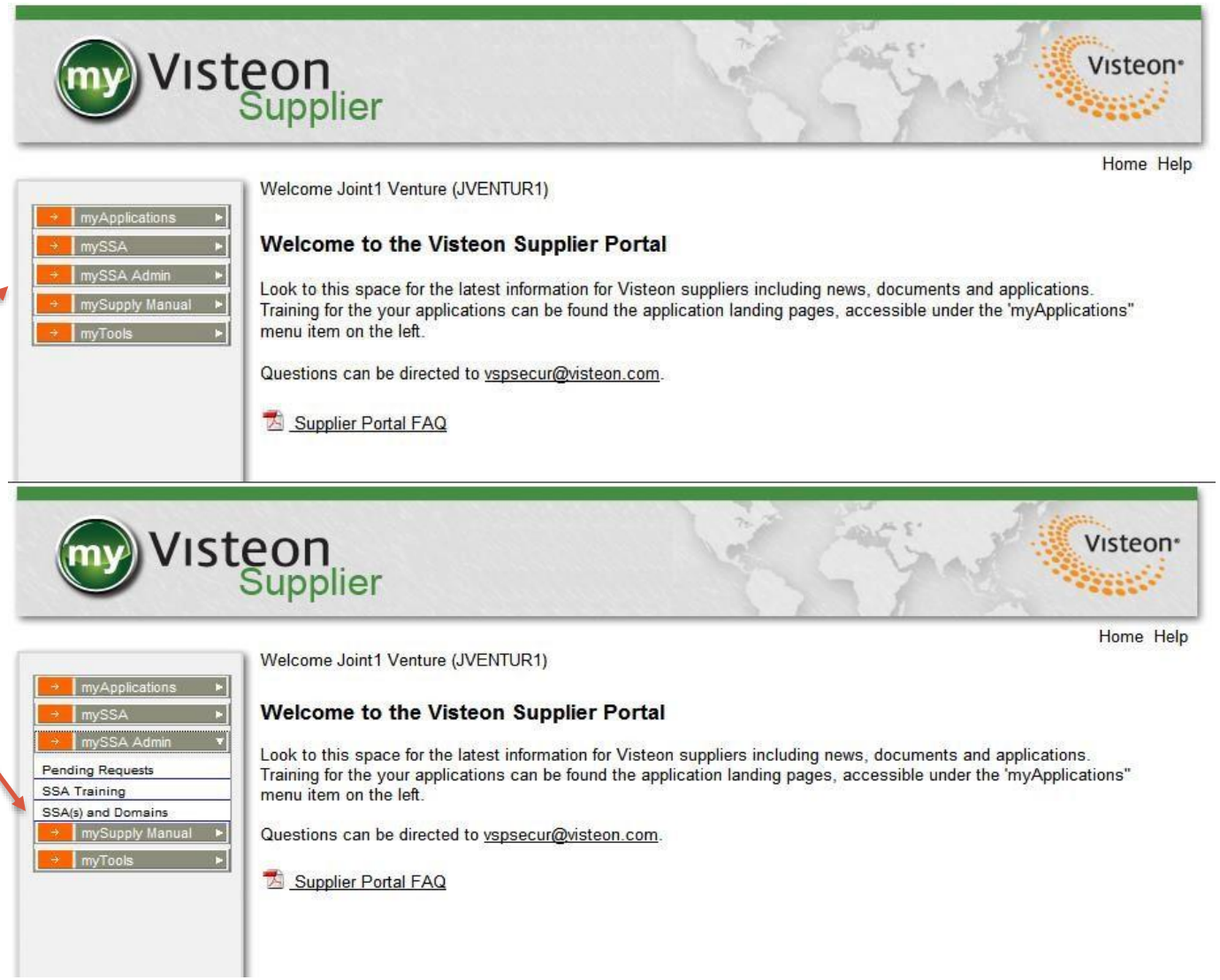


# SSA Admin Training – Managing SSAs and Email Domains

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:

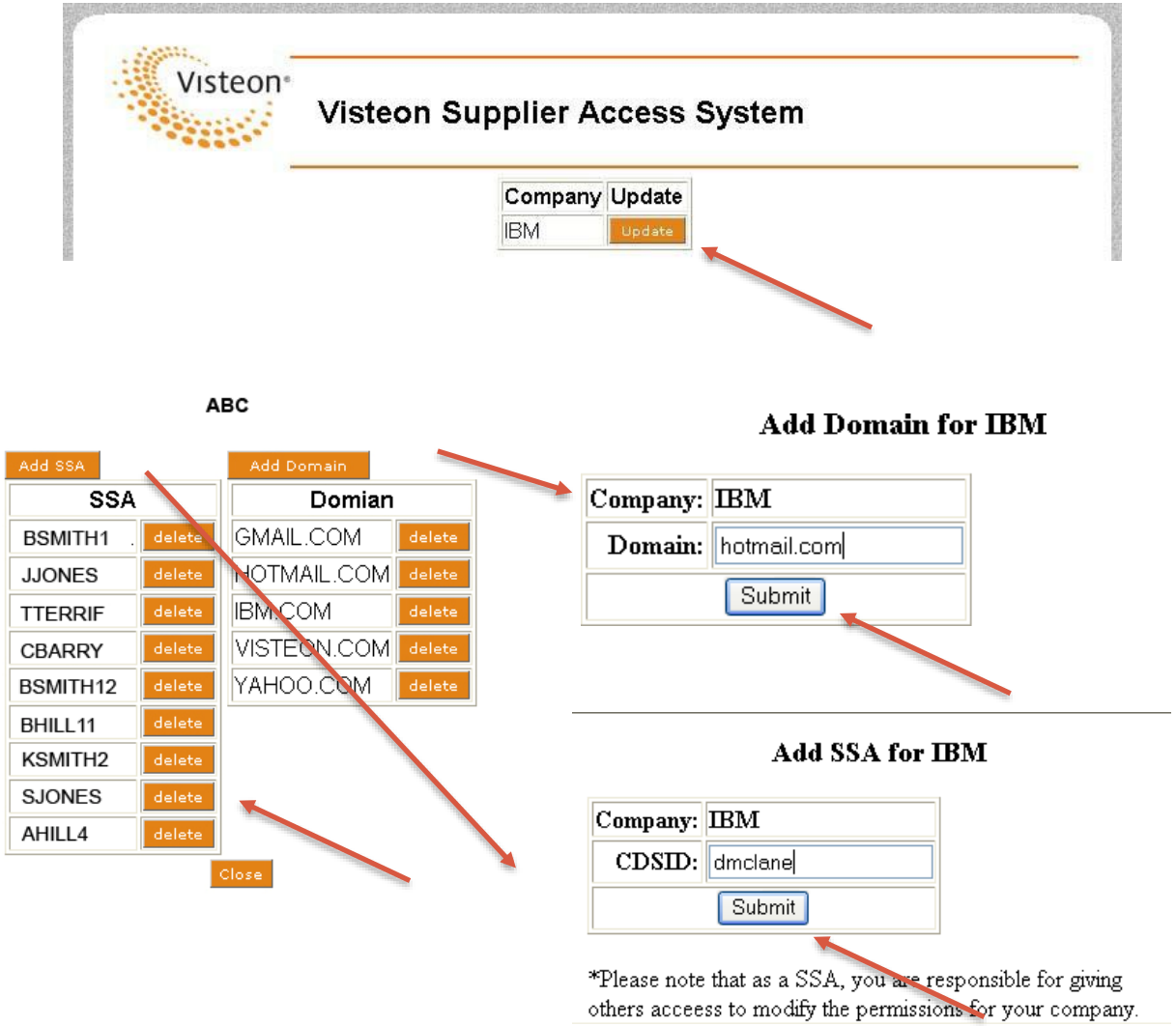
- SSAs can be deleted by clicking “Delete”
- SSAs can be added by clicking “Add SSA”, entering new SSA CDSID, and clicking “Submit”

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 with the details of the move you wish to make.



# Technical Support

## IT Support (SUPPHELP)

- For IT support please contact 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 .
- 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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