



Adient Supplier Portal Transition Guide (Covisint)

November 2023 (*version 1*) - English

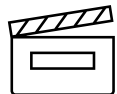
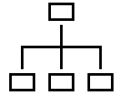


Purpose of this guide



Adient is rolling out a new and improved **Supplier Portal**, starting in November 2023

Existing supplier users should be aware of a few details...

-  One-time actions required during your first logon to the new Supplier Portal
-  Site navigation and new content
-  Account administration for administrators and users

This brief **guide will assist in your transition** to the new Adient Supplier Portal experience



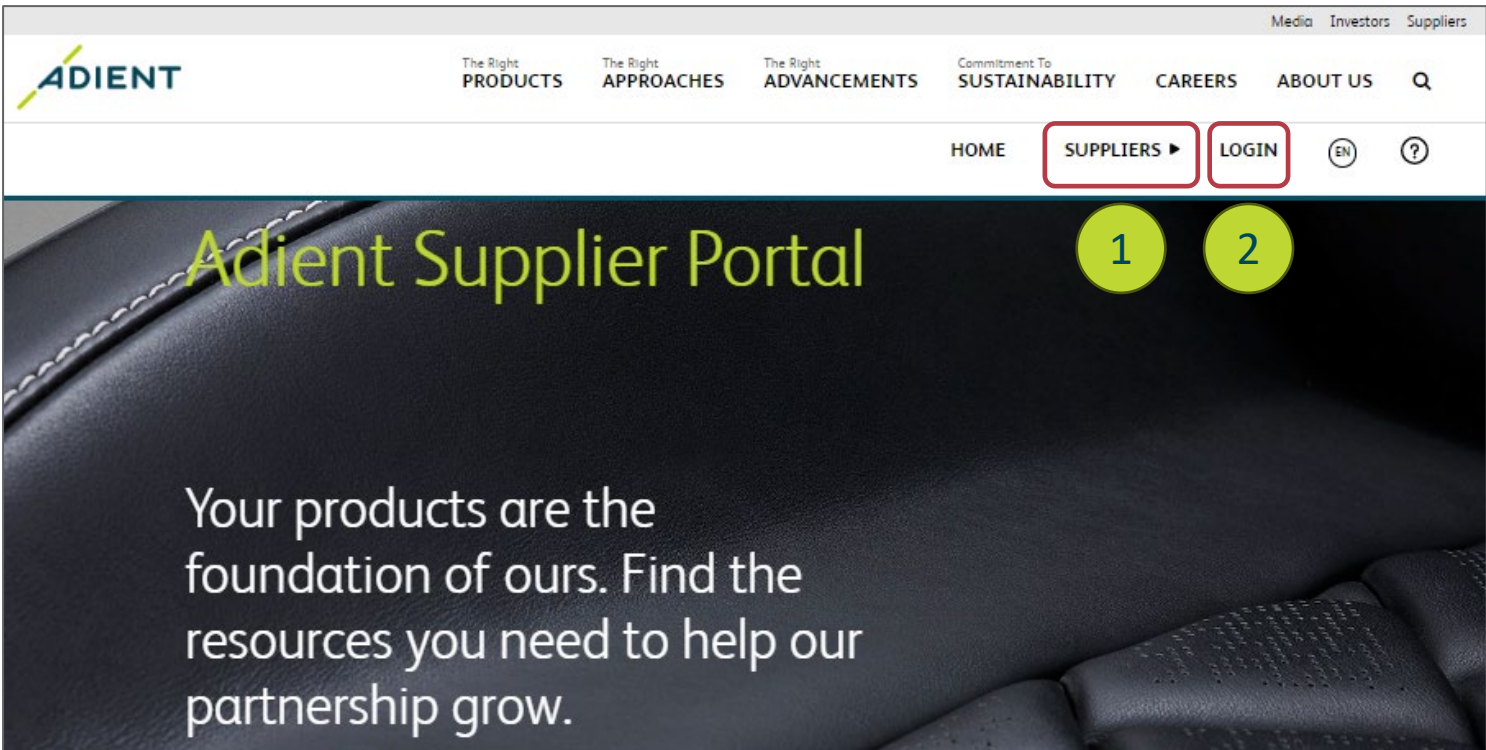
- > Landing page navigation (pages 4-5)
- > Your first logon (pages 6-7)
- > Accessing applications/packages (page 8)
- > Directed Communications & Bulletins (page 9)
- > Managing yourself and your users with “IAM” (page 10)
- > How to get help (pages 11-12)

Landing page navigation (1/2)



Launch the portal by navigating to either of these links in your web browser:

 https://adient.portal.covisint.com/adient_en_US/



1 Public information

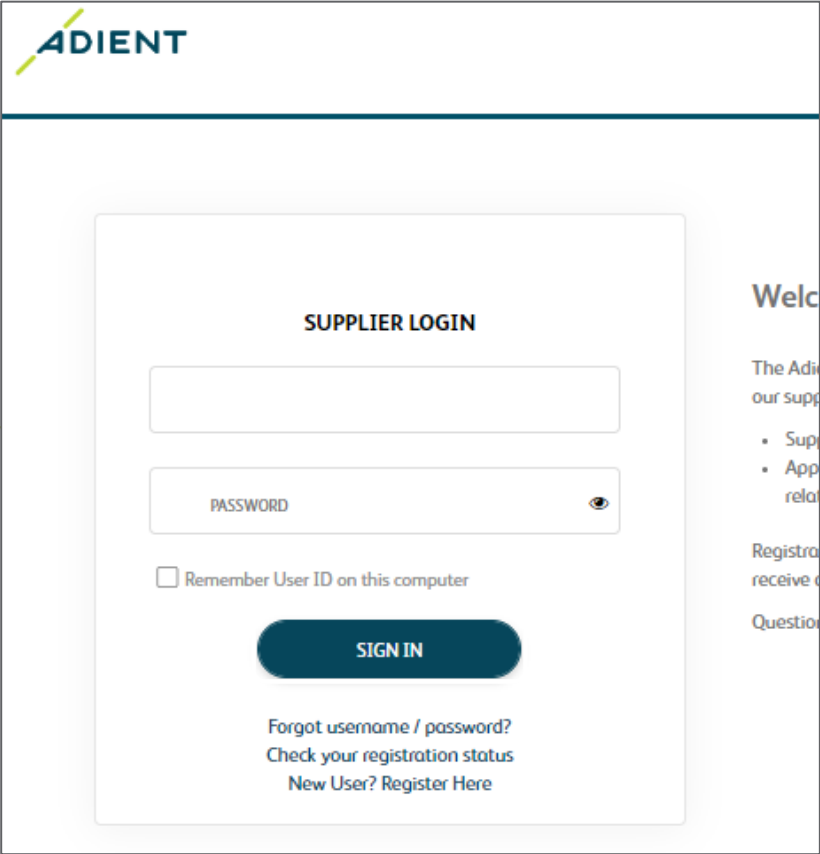
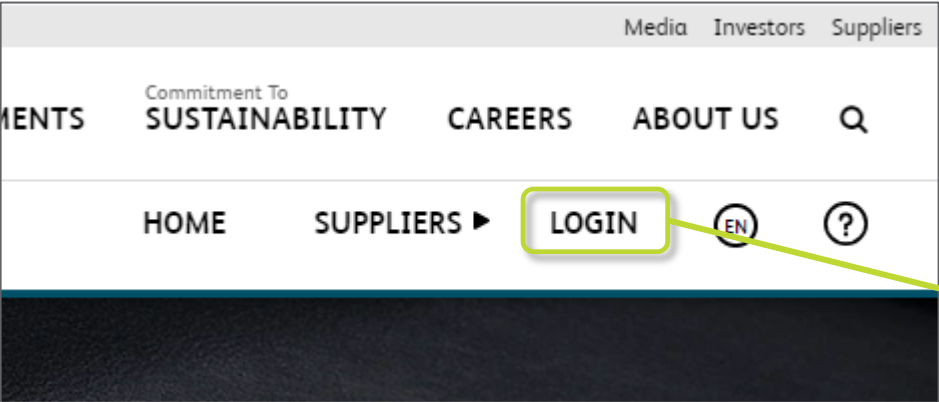
2 Login for Private content

- > Application Access
- > Directed Communications
- > Identity Access Management (IAM)

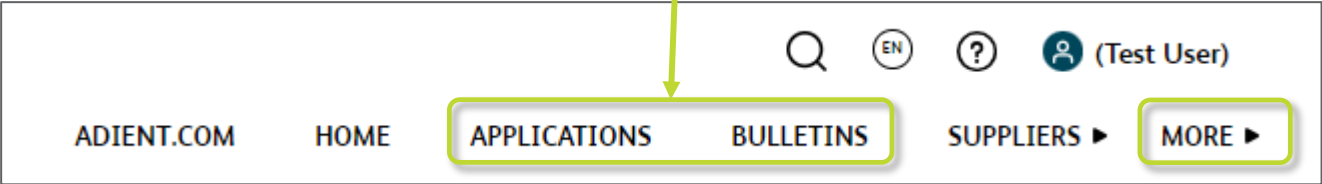
Landing page navigation (2/2)



> Click the login link in the top right corner of the portal



> Once logged on, **additional options** become available



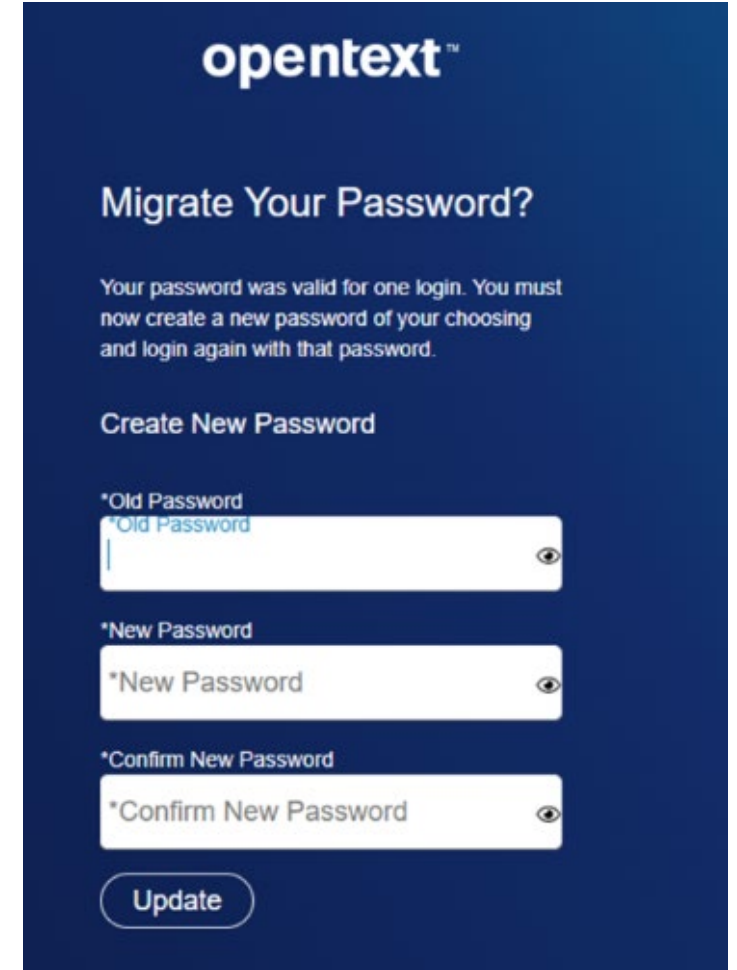
Your first logon (1/2)

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> You **may** be required to setup a **new password**

- > Your current password will be required to proceed
 - If you've forgotten your password, contact the Covisint helpdesk to reset your password
- > Select a new password which meets security requirements
- > *Note: If you access other customer portals on Covisint, you may still need your old password when logging onto those portals*

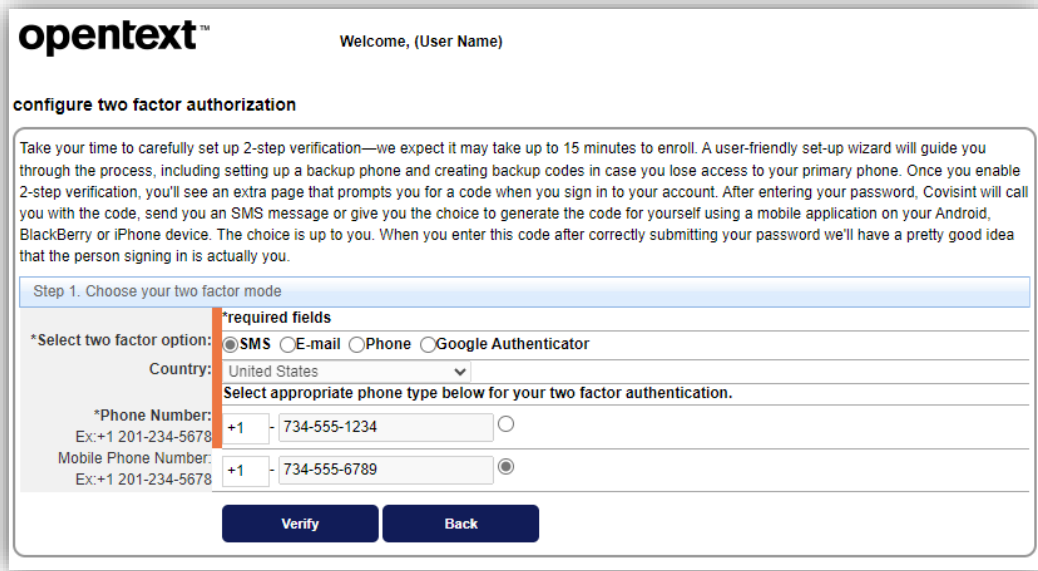
> You **may** also need to setup a **security question**



The screenshot shows a dark blue login page for 'opentext'. The title is 'Migrate Your Password?'. Below the title, a message states: 'Your password was valid for one login. You must now create a new password of your choosing and login again with that password.' The form section is titled 'Create New Password' and contains three input fields: '*Old Password' (with a blue placeholder text '*Old Password'), '*New Password', and '*Confirm New Password'. Each field has a white eye icon to its right for toggling visibility. At the bottom of the form is a rounded 'Update' button.

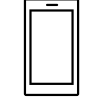


- > Setup **Two-Factor Authentication (2fa)**
 - > Multifactor authentication provides additional security
 - > This step must be completed before you can login to the new portal
 - > **Select your preferred option and follow verification steps.** You can switch this later in your profile.
 - > If your phone number is incorrect, you should pick a different option initially, update your profile after logging on, and then you may switch your two-factor option



The screenshot shows the 'opentext' login portal with a 'Welcome, (User Name)' message. The main heading is 'configure two factor authorization'. Below this is a detailed instruction paragraph about 2-step verification. The form is titled 'Step 1. Choose your two factor mode'. It includes a section for '*required fields' with radio buttons for '*Select two factor option: SMS (selected), E-mail, Phone, Google Authenticator'. Below this is a 'Country' dropdown set to 'United States' and a note to 'Select appropriate phone type below for your two factor authentication.'. There are two phone number input fields: '*Phone Number' (with example '+1 201-234-5678') and 'Mobile Phone Number' (with example '+1 201-234-5678'). The 'Mobile Phone Number' field is selected with a radio button. At the bottom are 'Verify' and 'Back' buttons.

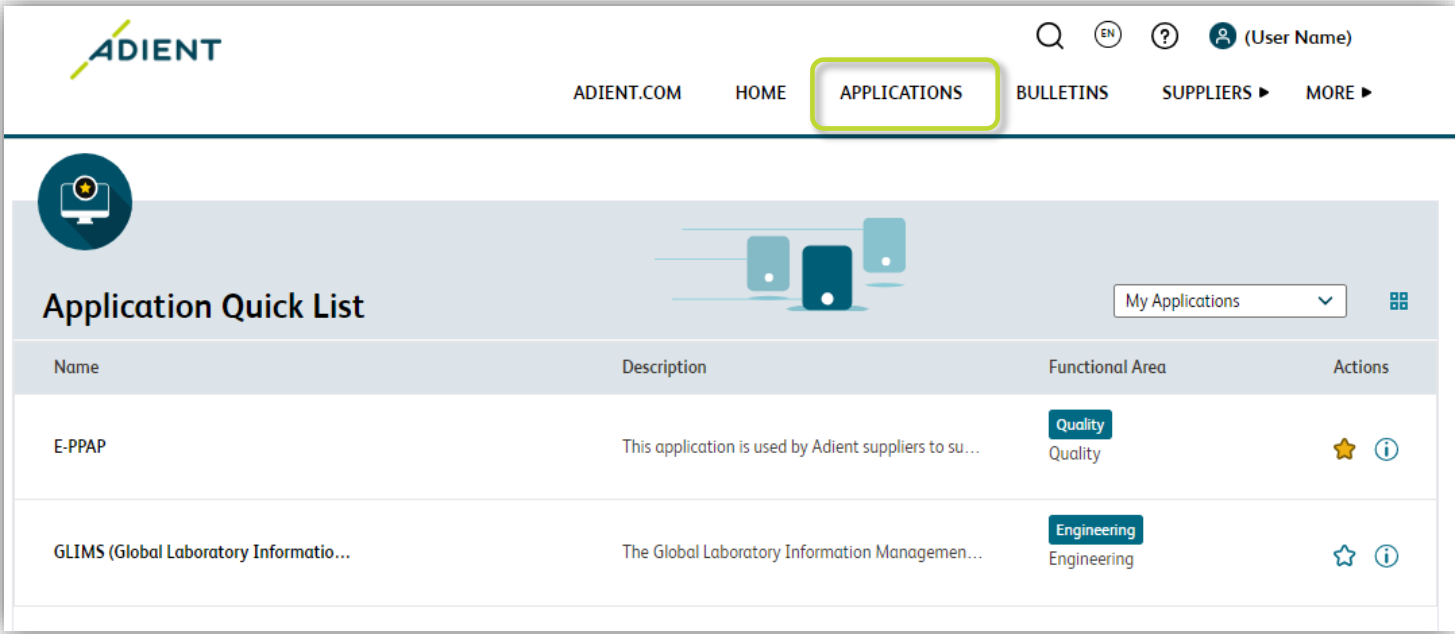
Options

-  SMS (Text Message)
-  E-mail
-  Phone Call
-  Google Authenticator (App)

Accessing applications (Packages)

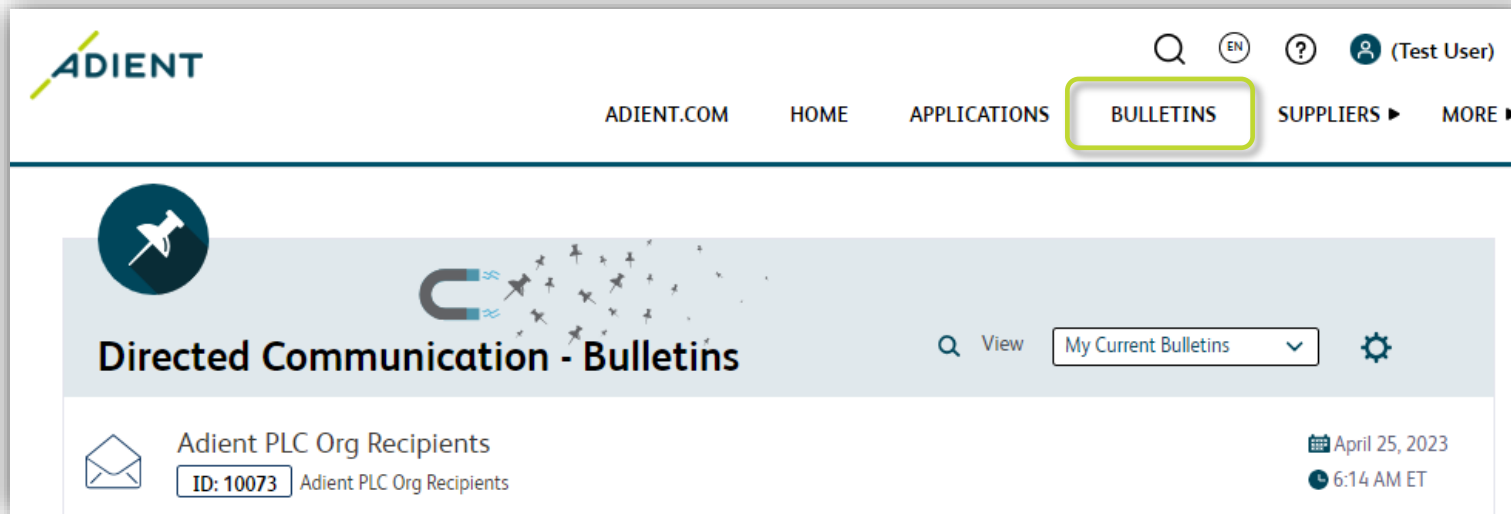


- > You will have the same applications that you had previously
- > To access applications granted, click the APPLICATIONS link in the menu bar after logging on



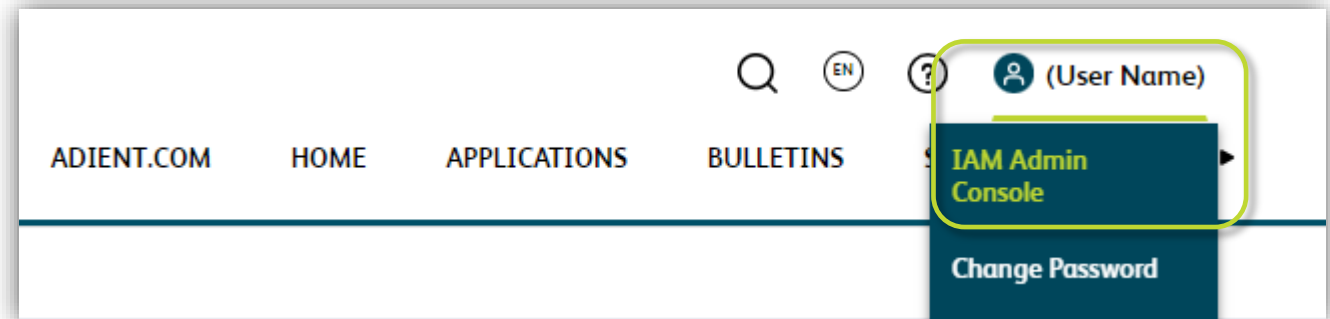
Accessing Directed Communications

- //////////
- > Adient may issue communications to suppliers through the portal
 - > To view communications from Adient, click the BULLETINS link in the menu bar after logging on



Managing yourself and your users with “IAM”

- ////////////////////
- > IAM refers to **Identity and Access Management**
 - > **Types of roles** within the Adient Supplier Portal
 - > **Administrators** use IAM to manage users and package grants (applications) within their organization. Each supplier must have at least one administrator
 - > **Individual users** can use IAM to manage their own profile, including their information, password, two-factor authentication settings
 - > **To access IAM**, navigate to your username and select “IAM Admin Console”



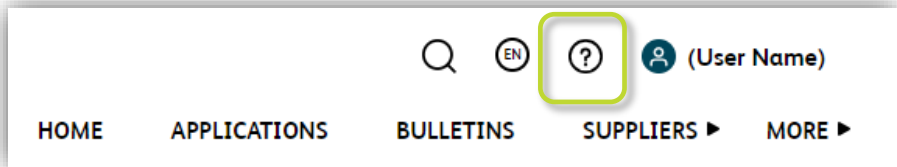
How to get help – Self help



Refer to **self-help information and training** guides for frequently asked questions (FAQs):

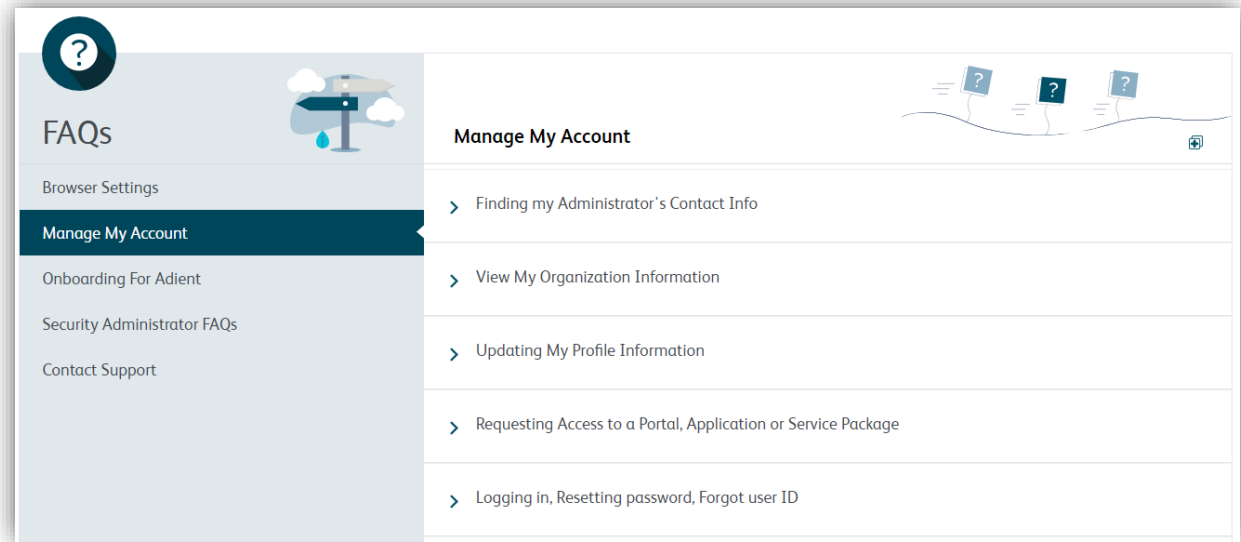
- > Managing your organization’s account
- > Identity and Access Management (IAM) Guides
- > OpenText (Covisint) Phone Support Directory

Click the question mark (?) to access the help



Navigating the FAQs:

- 1) Navigate to the primary topic on the left
- 2) Help articles on the right side can be expanded



How to get help – Helpdesk support



Contact the OpenText (Covisint) helpdesk for issues related to your account or for problems encountered while navigating the portal.

> **By Phone or Email:** [Support Contacts and Info](#)

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