

Work Instruction to access E-PPAP web application through COVISINT portal.

Purpose: This work instruction describes the steps to be followed to access the E-PPAP solution via the COVISINT portal

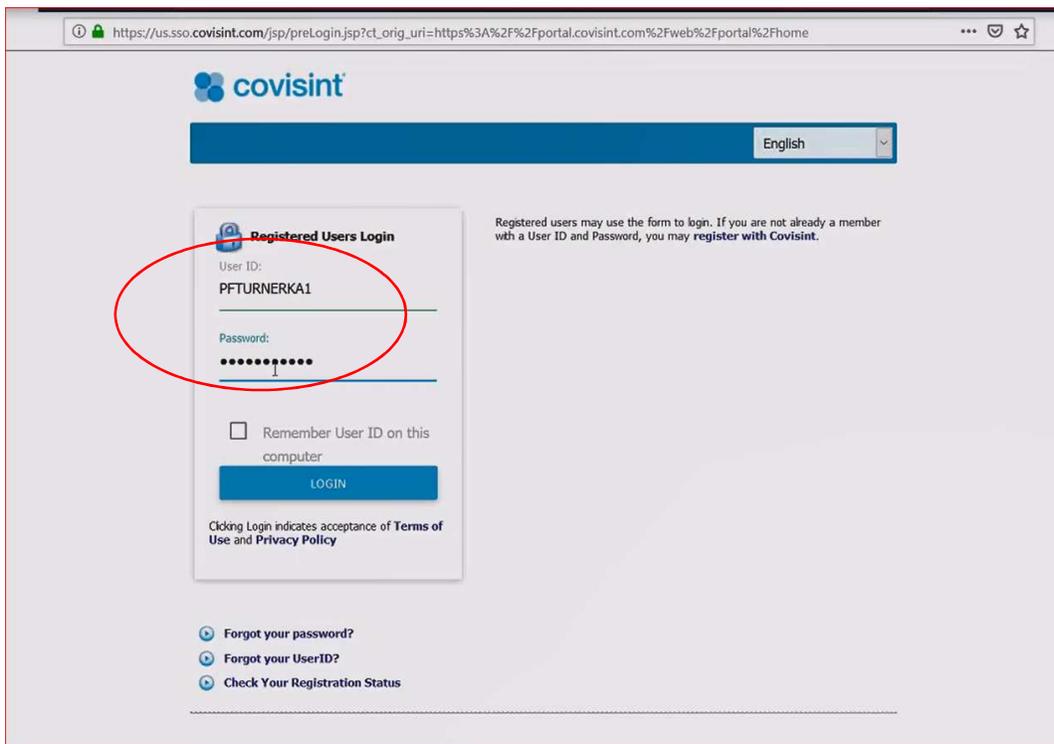
Scope: This instruction applies to all Adient Suppliers.

- A. How to access the E-PPAP web application via the COVISINT portal.
- B. How to get E-PPAP 'sub-package' access under Adient Automotive Experience.
- C. How to find out who your COVISINT administrator is.

Method: –

A. How to access E-PPAP web application through Adient Automotive Experience on COVISINT portal.

Step -1: Login to the COVISINT portal by using your COVISINT User ID and password.



https://us.sso.covisint.com/jsp/preLogin.jsp?ct_orig_uri=https%3A%2F%2Fportal.covisint.com%2Fweb%2Fportal%2Fhome

Registered Users Login

User ID:
PFTURNERKA1

Password:
●●●●●●●●
1

Remember User ID on this computer

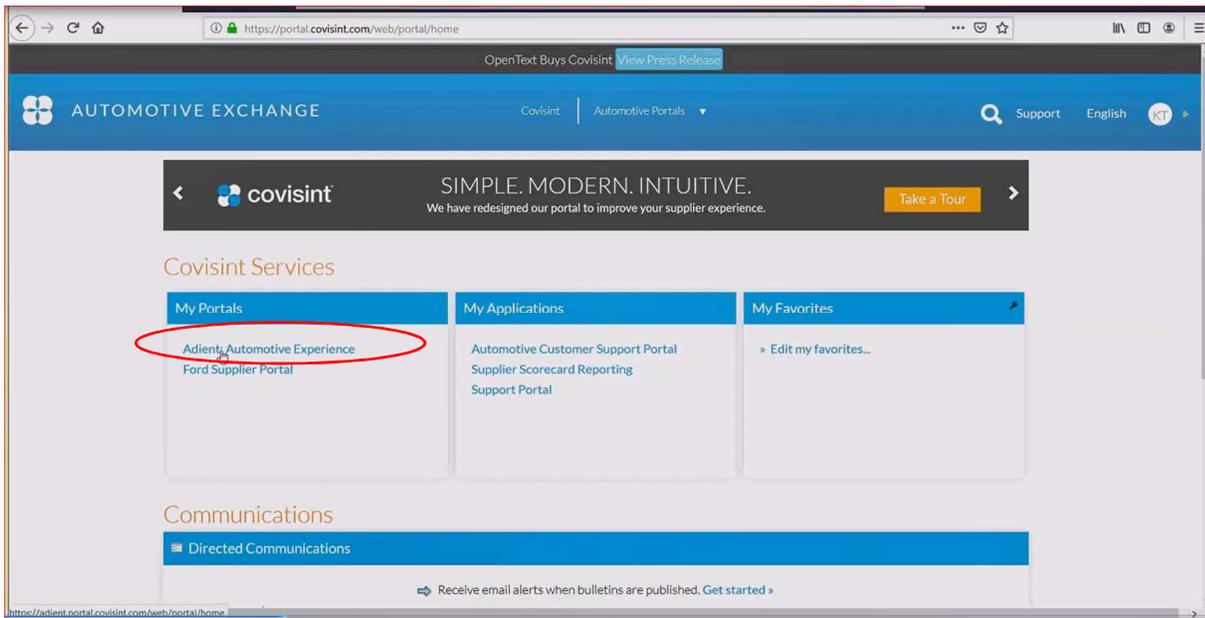
LOGIN

Registered users may use the form to login. If you are not already a member with a User ID and Password, you may **register with Covisint**.

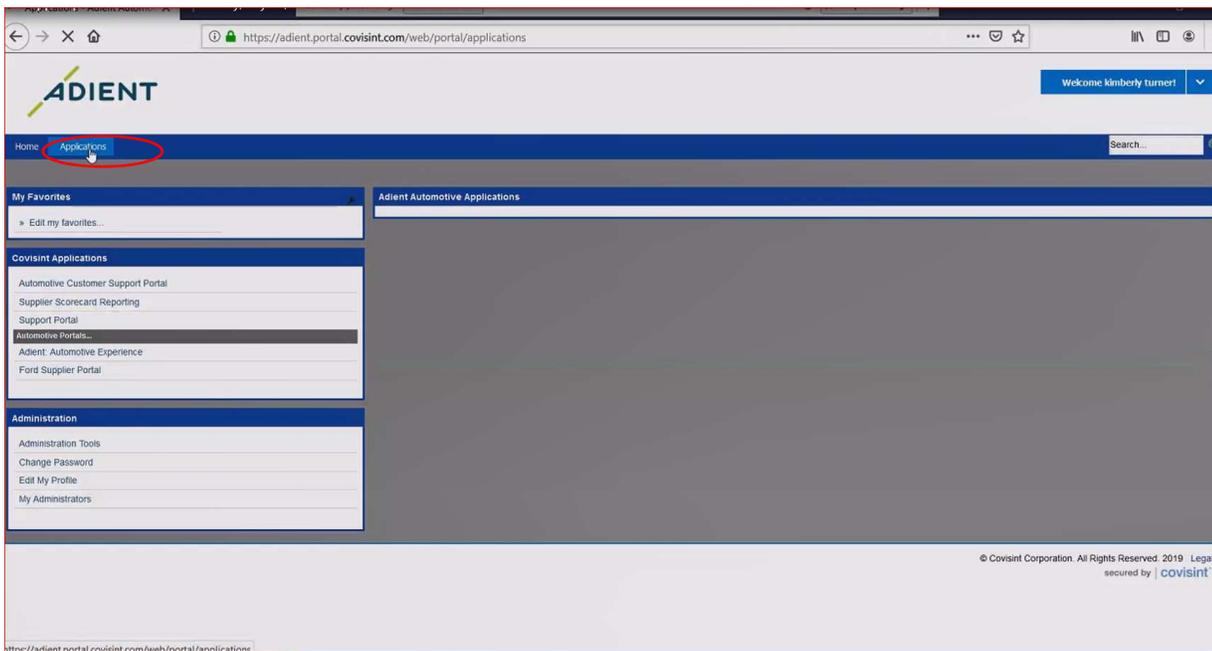
Clicking Login indicates acceptance of **Terms of Use and Privacy Policy**

[Forgot your password?](#)
[Forgot your UserID?](#)
[Check Your Registration Status](#)

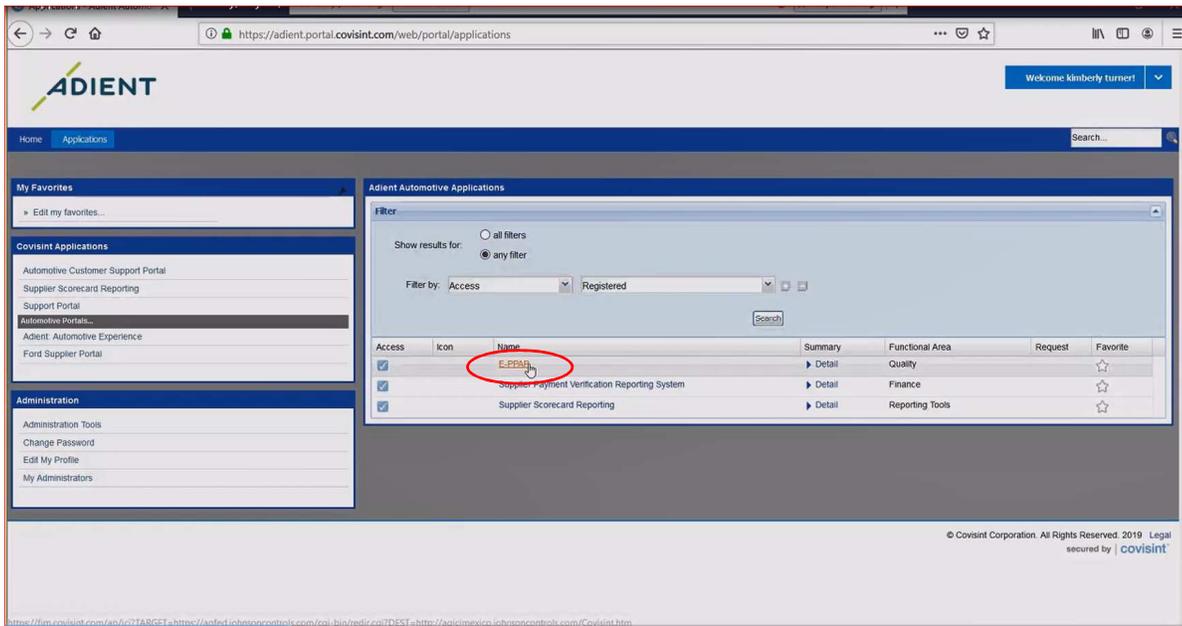
Step 2: Click on Adient Automotive Experience as shown below.



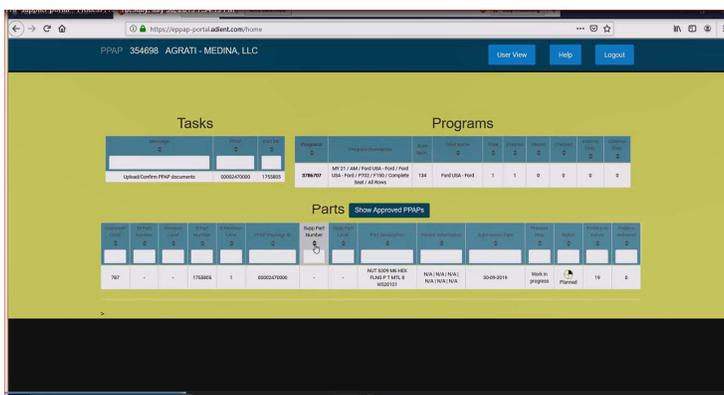
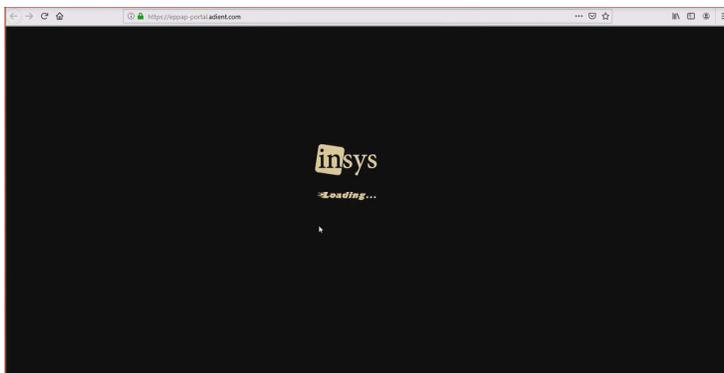
Step 3: Click on Applications next to home.



Step 4: Click on E-PPAP as shown below.



Step 6: Insys Loading... Supplier Portal Home Screen will appear and the e-PPAP web application will open as in next picture.

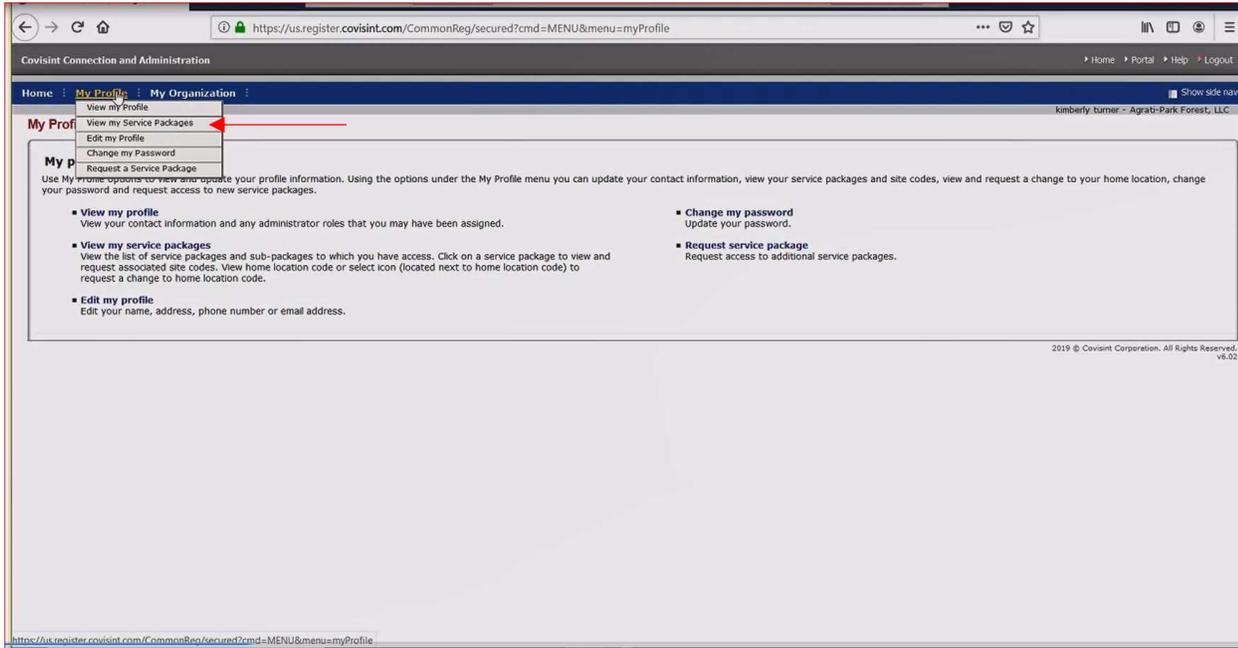


Always Use Google Chrome or Internet Explore as a Default Web Browser for hassle-free working of E-PPAP application through COVISINT Portal.

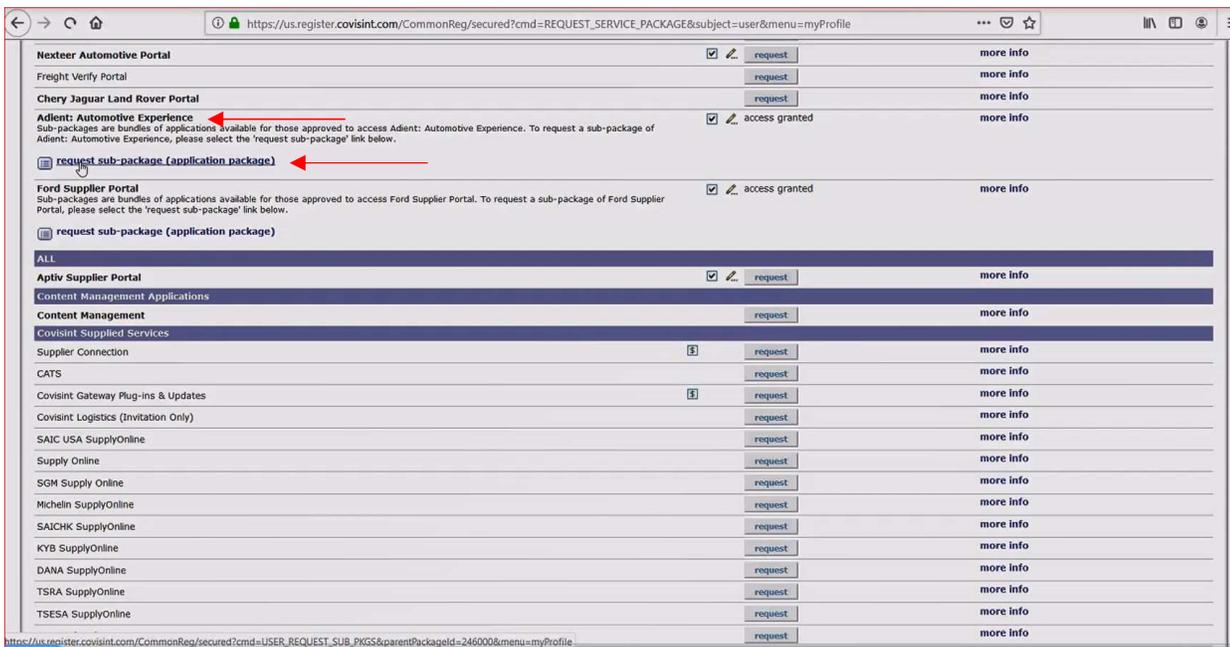
B. How to get E-PPAP sub package access under Adient Automotive Experience.

If you do not find EPPAP solution under Adient Automotive Experience tab, follow the steps below to get the access.

Step 1- Go to My Profile - View my Service package as below.



Step 2. Click on “request sub- package (application package)” under Adient Automotive Experience as below.



Step 3 – Check mark E-PAPP sub-package and click on Continue button.

Covisint Connection and Administration

Home | My Profile | My Organization

request service package: request sub-package of Adiant: Automotive Experience for kimberly turner

The following list contains all sub-packages of Adiant: Automotive Experience. You may request any of the sub-packages below. NOTE: Only those marked as subscribed by your organization are currently approvable by your Security Administrator.

Filter by: Functional Area ... Go

= per user fees apply = subscribed to by your parent company = additional information needed = role required = not available for user's Supplier Code

service packages	Functional Area	Notes	more info
<input type="checkbox"/> AUROS Application	ALL		more info
<input type="checkbox"/> CI Track Application	ALL		more info
<input checked="" type="checkbox"/> E-PPAP	Quality		more info
<input type="checkbox"/> GLIMS (Global Laboratory Information Management System)	Engineering		more info
<input type="checkbox"/> GLIMS (Global Laboratory Information Management System) - Interiors	Engineering		more info

Please enter any additional details that may assist the approving administrator in understanding your request.

request reason

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Your Request has been successfully submitted to the COVISINT administration approvers.

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✓ Your sub-package requests are successfully submitted.

request service package: request sub-packages of Adiant: Automotive Experience for kimberly turner > Request Successful

Steps: 1/2

You have successfully submitted the following requests for kimberly turner.

Your requests are now pending administrator approval. Email notifications regarding these sub-package requests has been sent to the administrator(s).

pending requests

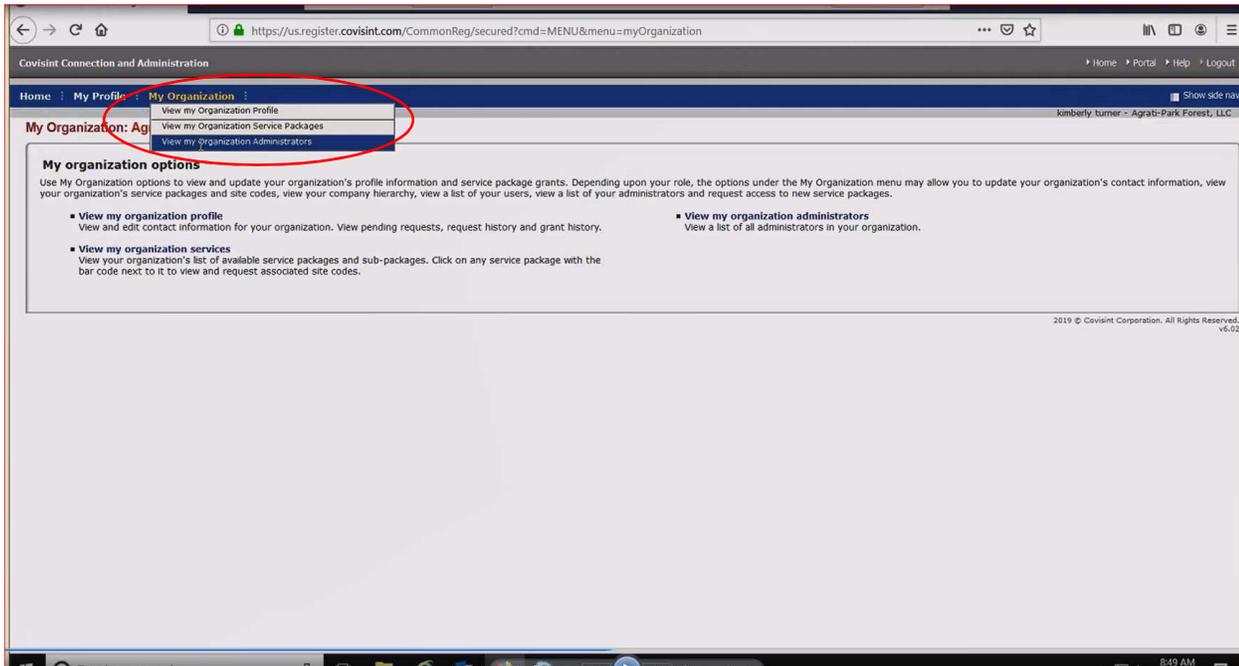
description	Adiant: Automotive Experience
owner organization	Adiant PLC
subpackages requested	E-PPAP

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C. How to find out who your COVISINT administrators is.

Follow the steps below to find out who your COVISINT administrator is. This may be helpful to speed up the request for ePPAP sub-package (As per step B).

Step 1 – Go to My Organization and click on Click on View my Organization Administrators.



Step 2 – You can find Your organization Administrator contact details as below. You can then contact your administrator if you want to speed up the approval process, or if you have any queries.

