

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.

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

Step 3: Click on Applications next to home.

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Administration			
Administration Tools			
Change Password			
Edit My Profile			
My Administrators			
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Step 6: Insys Loading... Supplier Portal Home Screen will appear and the e-PPAP web application will open as in next picture.



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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.

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View the list of service request associated site request a change to ho Edit my profile Edit your name, addres	packages and sub-packages to which you have access. Cick on a service package to view and codes. Wee home location code or select icon (located next to home location code) to me location code.	Request access to additional service packages.		
			2019 @	Covisint Corporation. All Rights Reserved v6.0
https://us.register.covisint.com/Common	Reg/secured2cmd=MENU&menu=myProfile			

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

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Content Management		request	more info	
Covisint Supplied Services	-			
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TATS		request	more info	
Covisint Gateway Plug-ins & Updates	\$	request	more info	
Covisint Logistics (Invitation Only)		request	more info	
SAIC USA SupplyOnline		request	more info	
Supply Online		request	more info	
IGM Supply Online		request	more info	
lichelin SupplyOnline		request	more info	
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Your Request has been successfully submitted to the COVISINT administration approvers.

Covisint Connection and Administration	
Home : My Profile : My Organization :	Show side nav
✓ Your sub-package requests are successfully submitted.	kimberly turner - Agrati-Park Forest, LLC
request service package: request sub-packages of Adient: Automotive Experience for kimberly turner > Request Successful!	Steps:
You have successfully submitted the following requests for kimberly turner. Your requests are now pending summatcher approval, small notifications regarding these sub-package requests has been sent to the administrator(s).	
description Adient: Automotive Experience	
owner organization Adient PLC	
subpackages requested E-PPAP	
request another service package View user profile	
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Adient_PUBLIC:(Kiran Shinde / Ulli Hoffmann)

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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.

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 View my organization View and edit contact in 	profile formation for your organization. View pending requests, request history and grant history.	 View my organization administrators View a list of all administrators in your organization. 		
 View my organization View your organization's bar code next to it to vi 	services list of available service packages and sub-packages. Click on any service package with the ew and request associated site codes.			
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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.

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view profile			view service packages		administrator
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I users in your organization who	o have administrative capabi	lities are displayed on this page. To vie	w a description of the administrator role type, dick the	O next to the role.	
ecurity administrator(s) 🕜					
ame	Job Ti	itle	Phone Number	Email Address	
idia Balderas	Custor	mer Service	708-747-1200	nidia.balderas@agrati.com	
herry Franks	Custor	mer Service	330-721-6344	sherry.hrzic@agrati.com	
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ackage	Name	Job Title	Phone Number	Email Addre	255
ser account administrator(s)	0				
ame	Job Title	8	Phone Number	Email Address	
idia Balderas	Custome	er Service	708-747-1200	nidia.balderas@agrati.com	
herry Franks	Custome	er Service	330-721-6344	sherry.hrzic@agrati.com	
	Color Do	presentative	734-367-7076	david.tebay@agrati.com	