

GM SupplyPower Overview

Revised April 1, 2019



GENERAL MOTORS

Topics

Homepage	3
Header Drop-down Menu	4
GM SupplyPower portal Menu	6
Portal homepage features	7
Application page	8
Bulletins	10
Document library	12
Secure File Exchange (SFX)	18
GPSC Supplier Training	19
2-Factor authentication	20
Covisint Connection Administration	22
SupplyPower FAQs / quick tips	23
Back-Up	24
On-Boarding Instructions	25

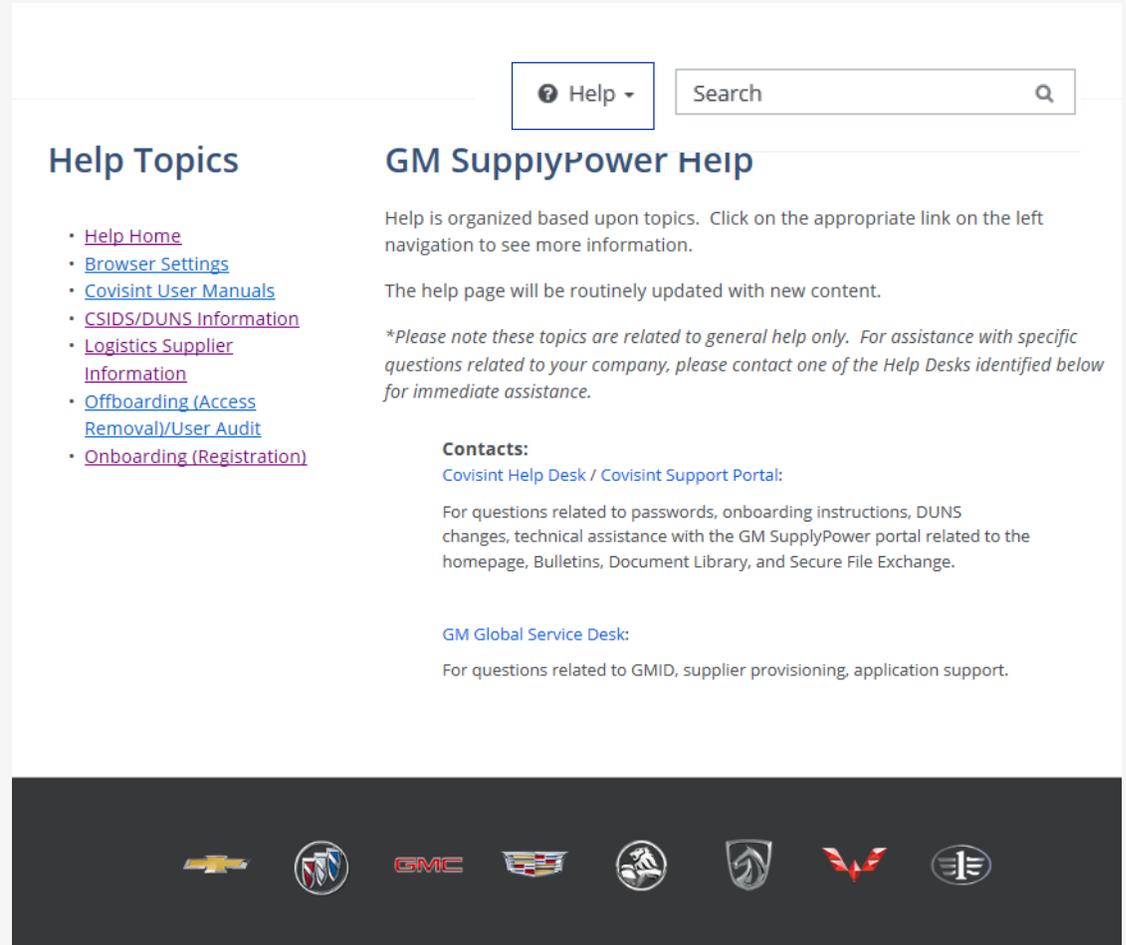
Homepage



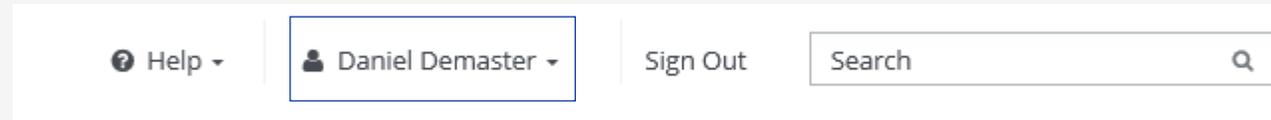
Header Dropdown Menu Items - Help

The **HELP** drop-down menu is where users can get Help Desk contact information, link to the various Help pages and access Covisint sites.

The Help page also provides contact information to the Covisint and GM Global service desk as well as a link to the Covisint support portal.



Header Dropdown Menu Items - Name

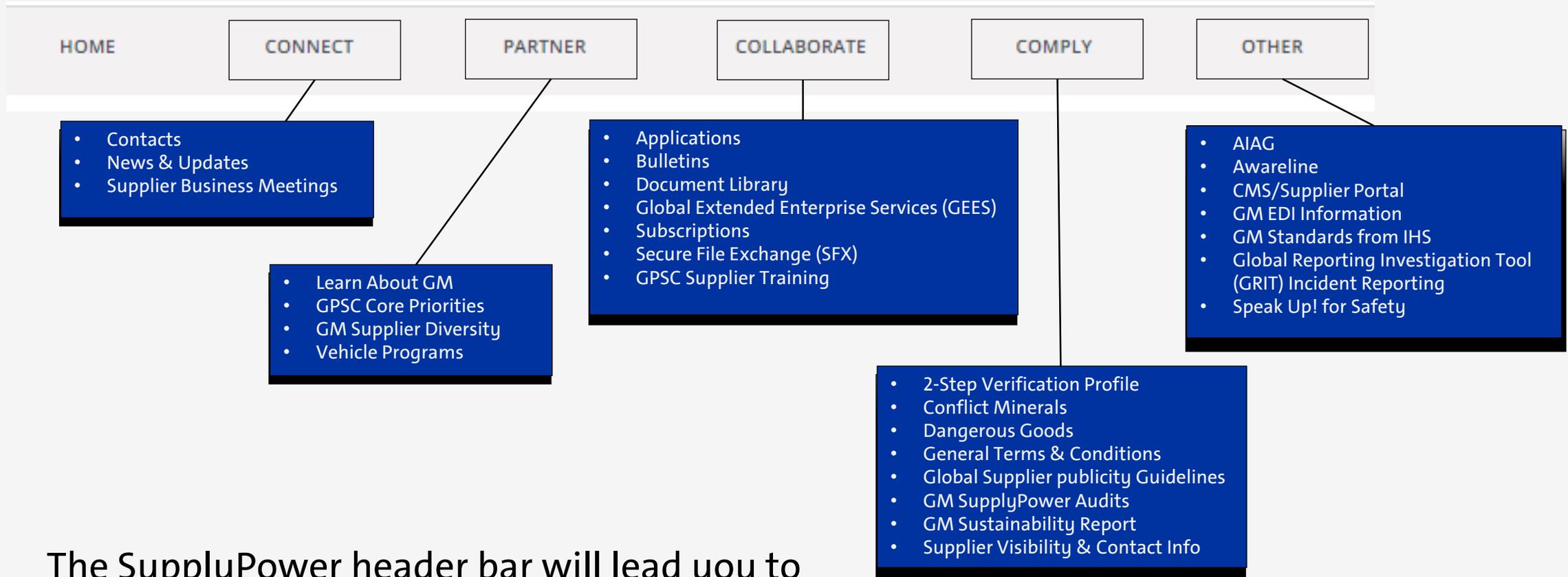


The **NAME** drop-down menu is where users can

- View their unique GMID and GMIN information
- Update their user profile (Covisint User Profile)*
- Set language preference and update their user profile

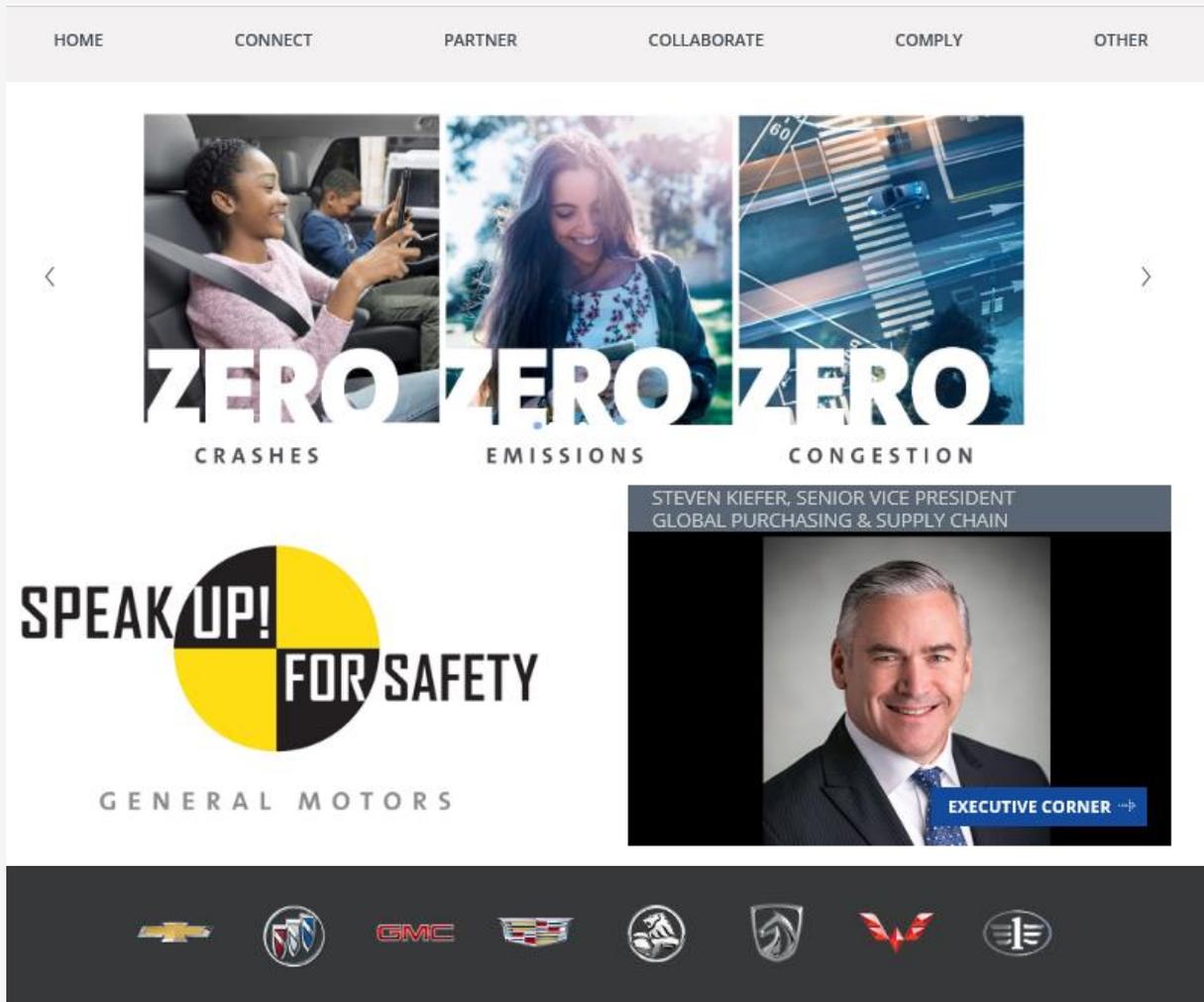
**Note: As of July 2016 there is only one user profile: the Covisint user profile.*

GM SupplyPower Portal Menu - Connect



The SupplyPower header bar will lead you to all things offered via SupplyPower

Portal Homepage Features



The top **CAROUSEL** rotates every few seconds to showcase important items GM would like to bring to suppliers' attention.

Speak Up! for Safety is a key initiative and a reminder that both GM and suppliers should always stay vigilant when it comes to quality.

The **Executive Corner** links to leadership messages and executive biographies.

The footer links to the various corporate brand sites.

Application Page

HOME CONNECT PARTNER COLLABORATE COMPLY OTHER

Applications

Filter

Show results for: all filters any filter

Filter by: Access Registered

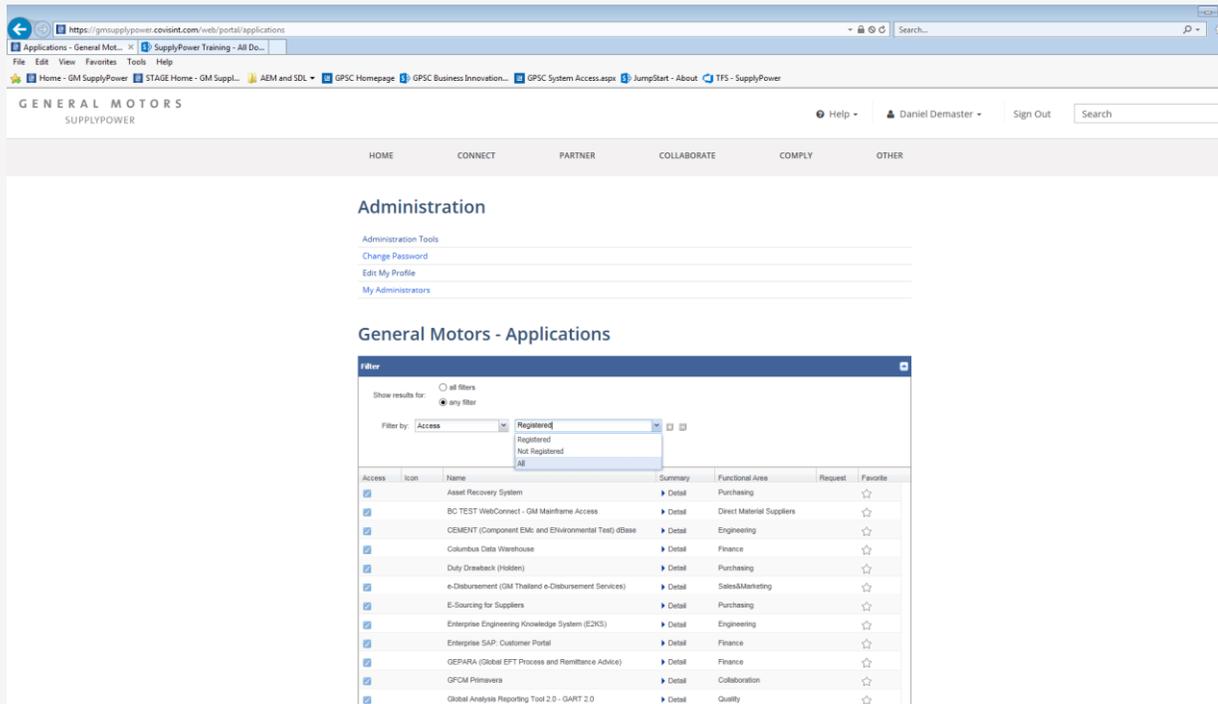
Search

Access	Icon	Name	Summary	Functional Area	Request	Favorite
<input checked="" type="checkbox"/>		Asset Recovery System	Detail	Purchasing		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Business Transfer	Detail	Purchasing		<input type="checkbox"/>
<input checked="" type="checkbox"/>		CEMENT (Component EMO and Environmental Test) dBase	Detail	Engineering		<input type="checkbox"/>
<input checked="" type="checkbox"/>		CLIPS (Container Logistics Information & Planning System)	Detail	Supply & Logistics		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Diversity Tracker (DIVTRAK)	Detail	Purchasing		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Duty Drawback (Holden)	Detail	Purchasing		<input type="checkbox"/>
<input checked="" type="checkbox"/>		e Material Packaging Approval	Detail	Supply Chain Management		<input type="checkbox"/>
<input checked="" type="checkbox"/>		e-DACOR	Detail	Finance		<input type="checkbox"/>
<input checked="" type="checkbox"/>		e-Disbursement (GM Thailand e-Disbursement Services)	Detail	Sales&Marketing		<input type="checkbox"/>
<input checked="" type="checkbox"/>		E-Sourcing for Suppliers	Detail	Purchasing		<input type="checkbox"/>
<input checked="" type="checkbox"/>		eApproval	Detail	Purchasing		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Enterprise Engineering Knowledge System (E2KS)	Detail	Engineering		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Enterprise SAP: Customer Portal	Detail	Finance		<input type="checkbox"/>
<input checked="" type="checkbox"/>		EPO	Detail	Material Handling Engineering		<input type="checkbox"/>
<input checked="" type="checkbox"/>		Financial Services Portal - FSP	Detail	Finance		<input type="checkbox"/>
<input checked="" type="checkbox"/>		GBRD GM-Europe CRM e-Marketing	Detail	Quality		<input type="checkbox"/>

There are over 70+ applications available on GM SupplyPower.

Click on the **Detail** link next to the application name in order to find out more about the application including the description, intended audience and access instructions.

Application Page – Quick tips



To view all applications change the filter to “All”

To request a new application: Select the Pencil next to the application to apply

Access	Icon	Name	Summary	Functional Area	Request	Favorite
		Advanced Logistics Purchasing System (ALPS)	▶ Detail	Supply & Logistics		
		AP-Invoice Submission (ESAP)	▶ Detail	Finance		
		AP-Reporting (ESAP)	▶ Detail	Finance		
		AP-Vendor Record Update (ESAP)	▶ Detail	Finance		
		Application Authority Report	▶ Detail	Administration		
<input checked="" type="checkbox"/>		Asset Recovery System	▶ Detail	Purchasing		
<input checked="" type="checkbox"/>		BC TEST WebConnect - GM Mainframe Access	▶ Detail	Direct Material Suppliers		
<input checked="" type="checkbox"/>		CEMENT (Component Emc and Environmental Test) dBase	▶ Detail	Engineering		

Bulletins

The screenshot shows the 'Bulletins' section of the GM SupplyPower portal. At the top, there is a navigation bar with links for HOME, CONNECT, PARTNER, COLLABORATE, COMPLY, and OTHER. Below this, the 'Bulletins' title is followed by a link to 'Receive email alerts when bulletins are published. Get started »'. There are three tabs: 'View', 'Reports', and 'Help'. Below the tabs, there are more navigation options: 'View Bulletins', 'Compose Bulletins', 'Drafts', 'Pending', 'Subscriptions', and 'Alerts'. A search bar is present with the text 'Current Bulletins' and a 'Go' button. Below the search bar, there is a 'Show all bulletins' link and a pagination control showing 'Viewing 1-20 of 148' and '« previous page: 1 2 3 4 5 6 7 8 next » 20 per page'. The main content is a table of bulletins with columns for ID, Status, Subject, From, and Publish Date.

ID	Status	Subject	From	Publish Date
140460	NEW	Protesto de Títulos GMB All GMB Suppliers	GM SupplyPower	July 06, 2016 07:51 AM EDT
140380	NEW	Extension of MY16 build at Ellesmere Port	GM SupplyPower	July 04, 2016 05:54 AM EDT
140400	NEW	Exclusividade na produção de peças	GM SupplyPower	July 04, 2016 01:14 PM EDT
140420	NEW	SIM - SUPPLIER INFORMATION MANAGEMENT ALL GMB & GMA SUPPLIERS	GM SupplyPower	July 04, 2016 03:26 PM EDT
140160	NEW	Lordstown - Container Repair Notice D2LC Chevrolet Cruze - Lordstown	GM SupplyPower	July 01, 2016 09:25 AM EDT
140200	NEW	New Wentzville DLOC and Dock Code Changes	GM SupplyPower	July 01, 2016 12:27 PM EDT
140320	NEW	Spring Hill Body Shop Working Monday, July 4th	GM SupplyPower	July 01, 2016 04:45 PM EDT

Bulletins are time sensitive communications which require immediate attention.

More information about bulletins, including how to set up subscriptions, can be found in Help.

Bulletins - Subscriptions

The screenshot shows a web interface for 'Directed Communications'. At the top, there is a navigation bar with tabs: HOME, CONNECT, PARTNER, COLLABORATE, COMPLY, and OTHER. Below the navigation bar, the page title is 'Directed Communications'. There is a sub-header with a link to 'Receive email alerts when bulletins are published. Get started >'. Below this, there are buttons for 'View' and 'Help'. A secondary navigation bar contains 'View Bulletins', 'Subscriptions', and 'Alerts'. A search bar is present with the text 'Search: search' and a 'Go' button. Below the search bar, there is a 'Show all bulletins' link. The main content area displays a list of bulletins with the following columns: ID, Status, Subject, From, and Publish Date. The list shows four bulletins, with the first one marked as 'NEW' and the second one with a red exclamation mark icon.

ID	Status	Subject	From	Publish Date
180320	NEW	GM Supplier training Packaging 1738 for OLCT 2.0 All Suppliers to GM North America	GM SupplyPower	June 01, 2018 01:17 PM EDT
175380	!	Customs and Border Protection Now Issuing Fines for ISPM-15 Violations	GM SupplyPower	March 16, 2018 09:04 AM EDT
175140	NEW	PCD Company Registration Process for all Opel / Vauxhall Suppliers	GM SupplyPower	March 16, 2018 08:28 AM EDT
172540		Revised PPV/MVBns event/MRD dates for 2019 MY RPO A Program at Performance Build Center Bowling Green	GM SupplyPower	January 29, 2018 07:27 AM EST
155500		US Customs Border Protection Increases Quantities and	GM SupplyPower	September 20, 2017

To ensure you and your organization receive the bulletins you need:

Navigate to the Bulletins Tab under the **Collaborate** Menu Item

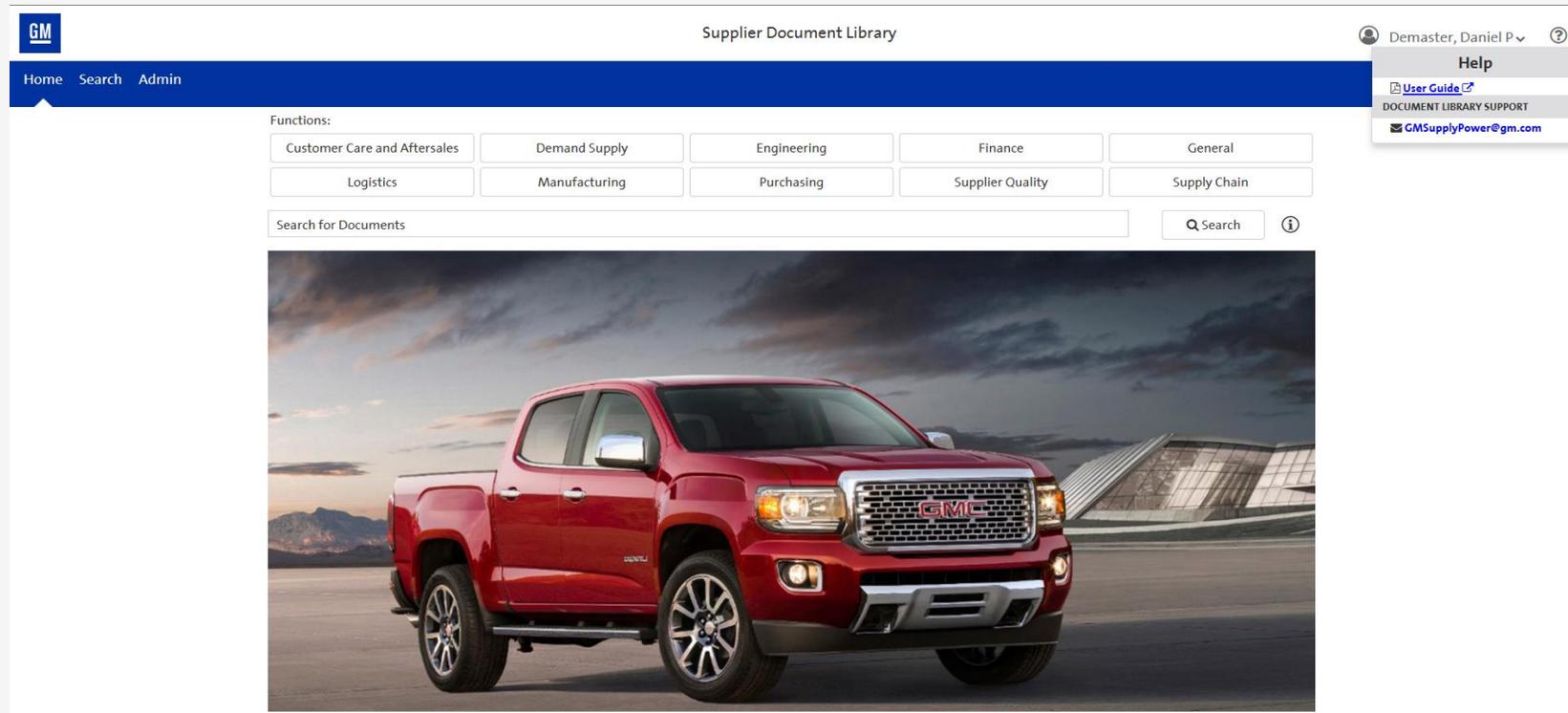
From there click on **Subscriptions**

In the community drop box, select GM SupplyPower

Subscribe by functional area, plant, program and region

Check all the categories you wish to receive

Supplier Document Library



The **Document Library** is available to all registered GM SupplyPower users and includes information related to policies and procedures, commonly used forms and other training material.

More information about the Document Library can be found in the User Guide under Help.

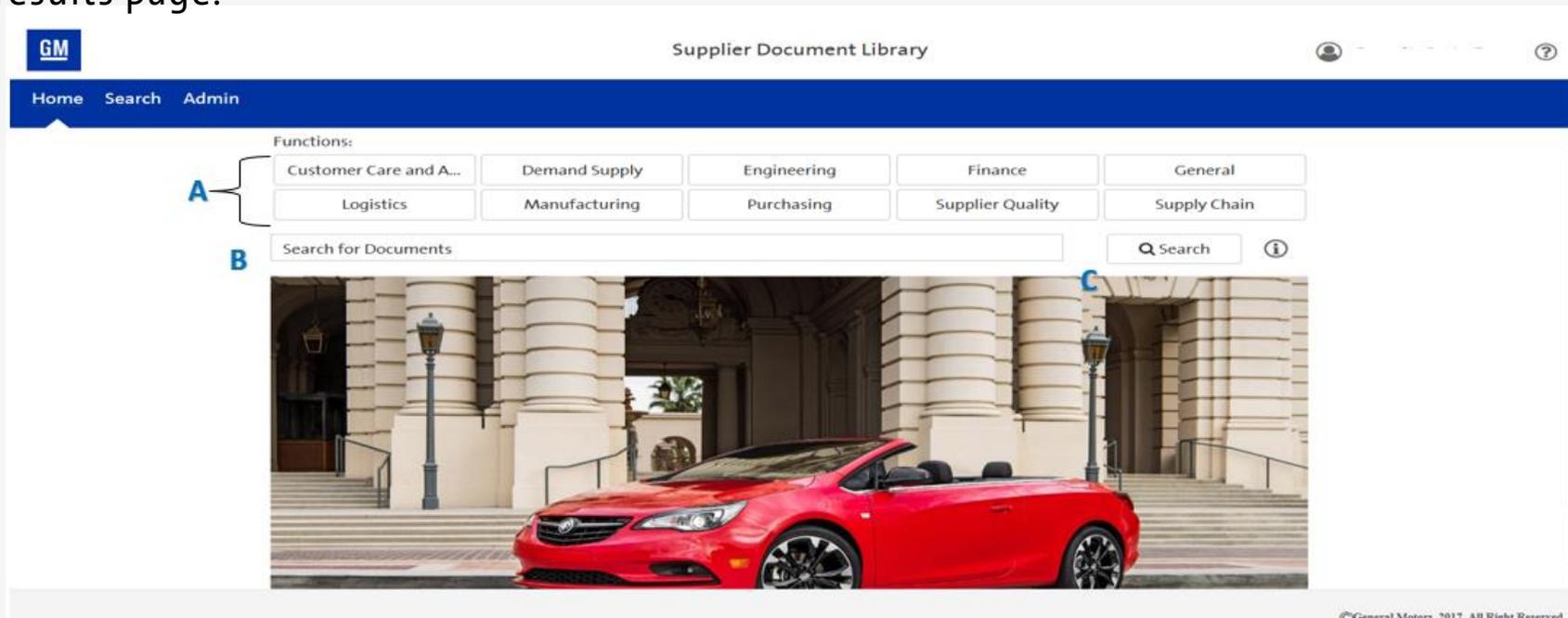
12

Supplier Document Library – Home Page Layout

A – Functions: Allows a user to select documents specific to a business function(s). A user can select one or more functions by clicking on the function. A user can also de-select the functions to remove them from the search. To begin searching click the “Search Button”.

B – Search Bar: Allows a user to search for a specific document. User can enter the full document name or partial document name for searching of documents. No wildcards needed.

C – Search Button: Executes search based on the users criteria entered in search bar. Once clicked user will be taken to the results page.



Supplier Document Library – Results Page Layout

1 – Search Result Set:

1A – Document Name: Hyperlink to document (click to download), description of document, and associated tags.

1B – Type: Type of file Examples: PDF, DOCX, XLS.

1C – Size: Size of the file.

1D – Owner: Owner of the document and email hyperlink (click to access).

1E – Revision: Current revision of the document.

1F – Last Updated: Time stamp on last time the document was updated.

1G – Preview: Ability to preview the document (click to access).

Home Search Admin

Customer Care and Aftersales Demand Supply Engineering Finance General
Logistics Manufacturing Purchasing Supplier Quality Supply Chain

Filters

Search econ 1 Search Save Search Clear Filters

Document Name 1A	Type 1B	Size 1C	Owner Contact Information 1D	Revision 1E	Last Updated 1F	Preview 1G
AN-E-Fanuc-Robot-DCS-Validation-G3-0-25May2017 Guidelines ▶ Manufacturing GMNA Tool Supporting Document Guidelines Instructions	PDF	2.5 MB	Sheryl Adragna sheryl.adragna@gm.com	1	2017-11-07	Preview
AN-E-Fanuc-Robot-ProfiNet-Safety-G3-0-28Feb2013 Guidelines ▶ Manufacturing GMNA Tool Supporting Document Guidelines Instructions	PDF	918.7 kB	Sheryl Adragna sheryl.adragna@gm.com	1	2017-11-07	Preview
AN-E-GCA_S120-EIP-Safe Brake Test Solutions ▶ Manufacturing GMNA Tool Supporting Document Guidelines contacts User Guide	PDF	4.3 MB	Brian LePla brian.lepla@gm.com	1	2017-10-13	Preview
AN-E-GCA_S120_Servos_Ethernet IP and Safety via TMS4F Solutions ▶ Manufacturing GMNA Tool Supporting Document Guidelines contacts User Guide	PDF	9.4 MB	Brian LePla brian.lepla@gm.com	1	2017-10-13	Preview
AN-E-RFID-for-Machining-G4-0-01Nov2011 Guidelines ▶ Manufacturing GMNA Tool Supporting Document Guidelines User Guide Instructions	PDF	1.4 MB	Sheryl Adragna sheryl.adragna@gm.com	1	2017-11-07	Preview

1 - 50 of 397 items

Supplier Document Library – Results Page Layout

2 – Filter Result Sets:

2A – Turn On/Off Filter: Allows the user to turn on or off the filter.

2B – Filter Boxes: Allows the user to filter on preselected lists based on purpose, application, standard, SMT/CT, Model Year Division Brand and Region. User can type ahead and list will narrow the selection list. User can also have multiple selections for a specific filter.

3 – Page Browsing and No Results: Page Browsing via arrows or by specific page.

4 – Total results: If 0 no results will display on the page.

Home Search Admin

Customer Care and Aftersales Demand Supply Engineering Finance General
Logistics Manufacturing Purchasing Supplier Quality Supply Chain

2

Filters **2A**

Purpose 2B
Optional

Application
Optional

Standard
Optional

SMT/CT
Optional

Model Year Division Brand
Optional

Region
Optional

econ Search Save Search Clear Filters

Document Name	Type	Size	Owner Contact Information	Revision	Last Updated	Preview
AN-E-Fanuc-Robot-DCS-Validation-G3-0-25May2017 Guidelines ▶ Manufacturing GMNA Tool Supporting Document Guidelines Instructions	PDF	2.5 MB	Sheryl Adragna sheryl.adragna@gm.com	1	2017-11-07	Preview
AN-E-Fanuc-Robot-ProfiNet-Safety-G3-0-28Feb2013 Guidelines ▶ Manufacturing GMNA Tool Supporting Document Guidelines Instructions	PDF	918.7 kB	Sheryl Adragna sheryl.adragna@gm.com	1	2017-11-07	Preview
AN-E-GCA_S120-EIP-Safe Brake Test Solutions ▶ Manufacturing GMNA Tool Supporting Document Guidelines contacts User Guide	PDF	4.3 MB	Brian LePla brian.lepla@gm.com	1	2017-10-13	Preview
AN-E-GCA_S120_Servos_Ethernet IP and Safety via TMS4F Solutions ▶ Manufacturing GMNA Tool Supporting Document Guidelines contacts User Guide	PDF	9.4 MB	Brian LePla brian.lepla@gm.com	1	2017-10-13	Preview
AN-E-RFID-for-Machining-G4-0-01Nov2011 Guidelines ▶ Manufacturing GMNA Tool Supporting Document Guidelines User Guide Instructions	PDF	1.4 MB	Sheryl Adragna sheryl.adragna@gm.com	1	2017-11-07	Preview

1 2 3 4 5 6 7 8 9 10 50 Items per page 3 4 1 - 50 of 397 items

Supplier Document Library – Results Page Layout

- 5** – Functions: Allows a user to select documents specific to a business function(s). A user can select one or more functions by clicking on the function.
- 6** – Search Bar: Allows a user to search for a specific document. User can enter the full document name or partial document name for searching of documents. No wildcards needed.
- 7** – Search/Save/Clear Button(s): Search button will execute a search based on the users criteria entered in search bar. Save Search button allows a user to save the current search and clear filters button allows the user to clear filters.
- 8** – Sort / Filter: Use the “Sort Ascending” or “Sort Descending” to put in order. Use the filter button to limit the results by Document name, Type, Size, Owner Contact Information, Revision, Last Updated or Preview.

Home Search Admin

5

Customer Care and Aftersales Demand Supply Engineering Finance General
Logistics Manufacturing Purchasing Supplier Quality Supply Chain

6 Search for Documents 7 Search Save Search Clear Filters

Document Name	Type	Size	Owner Contact Information	Revision	Last Updated	Preview
Accounts Payable Reporting Application QRG unpaid and document search, and AD-HOC ▶ Finance GLOBAL Supporting Document Accounts Payable Guidelines Process User Guide Instructions	XLSX	24.7 KB	Shrese McClain-Swinney shrese.mcclain-swinney@gm.com	1	2017-09-29	
Containerization Invoice Audit Criteria Audit criteria for submitted invoices ▶ Finance GLOBAL Guidelines Process Accounts Payable User Guide Instructions	PPTX	194.2 KB	Shrese McClain-Swinney shrese.mcclain-swinney@gm.com	1		
Convert Due Date to Expected Pay Date Quick Reference Guide QRG step by step conversion ▶ Finance GLOBAL Supporting Document Accounts Payable Guidelines Process User Guide Instructions	DOCX	693.9 KB	Shrese McClain-Swinney shrese.mcclain-swinney@gm.com	1		
GM INVRPT CCA Ship Direct EDIFACT INVRPT Inventory Report Message for CCA SD (SPA) ▶ Supply Chain GLOBAL Guidelines Electronic Data Interchange (EDI)	DOC	353.3 KB	Brenda Gonnens brenda.gonnens@gm.com	1		
PO Flip Payment Deviations QRG AP transformation ▶ Finance GLOBAL Guidelines Process Supporting Document Accounts Payable Tool User Guide Instructions	DOCX	156.8 KB	Shrese McClain-Swinney shrese.mcclain-swinney@gm.com	1		

8

Sort Ascending
Sort Descending
Filter

Select All
Shrese McClain-Swinney
Brenda Gonnens
Brian LePla
Jimmy Zhang
Kirk Troutman
Diane Piechota
0 items selected
Filter Clear

1 - 50 of 2062 items

Supplier Document Library – Results Page Layout

- 9 – Save Search: Allows a user to save and share specified search results. Will save results on the screen. (must search before saving).
- 10 – Name your search: Use a memorable name.
- 11 – Perform your saved search: Click on the name of your saved search (it will be Grey).
- 12 - Share your search: Click on the blue “copy” box next to your saved search. The URL will copy to your clipboard and can be shared.
- 13 - Delete saved search: Click on the red “Delete” box next to your saved search. Once no longer applicable.

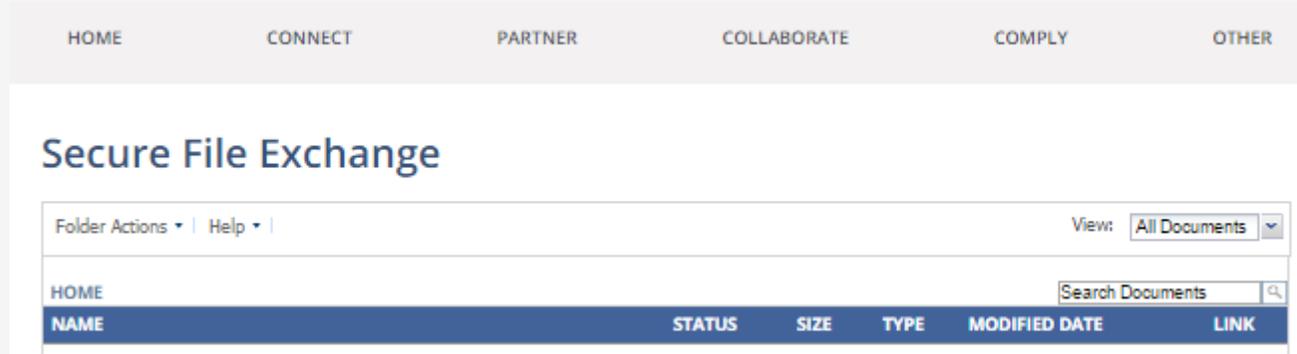
The screenshot displays the Supplier Document Library interface. At the top, there is a navigation bar with 'Home', 'Search', and 'Admin' options. Below this, a filter panel contains various categories: Customer Care and Aftersales, Demand Supply, Engineering, Finance, General, Logistics, Manufacturing, Purchasing, Supplier Quality, and Supply Chain. A search bar contains the text 'econ', and buttons for 'Search', 'Save Search', and 'Clear Filters' are visible. A callout box labeled '9' highlights the 'Save Search' button.

The main content area shows a table of search results. A callout box labeled '10' highlights the search filter 'eContract'. A modal dialog box titled 'Supplier Document Library' is open, prompting the user to 'Enter Search Name (Up to 20 char)' and 'New Search Name'. A callout box labeled '11' points to the 'eContract' search result in the table.

On the right side, a user profile menu for 'Demaster, Daniel P' is shown. It includes 'USER INFORMATION' (GMID: DZHW4V, GMIN: 288547760), 'SAVED SEARCHES' (with 'eContract' selected), and a 'MENU' with options like 'GM SUPPLYPOWER HOME', 'GM APPLICATIONS', 'GM BULLETINS', 'COVISINT PORTAL', and 'Sign out'. Callout boxes labeled '12' and '13' point to the blue 'copy' icon and the red 'delete' icon next to the 'eContract' search result, respectively.

Secure File Exchange (SFX)

Unlike the document library, **SFX** is intended for document sharing between smaller teams. Security is normally based upon user ID. Your GM contact will set you up with the appropriate read or write access.



SFX is commonly used by creativity teams to share documents with their suppliers in place of email.

More information about SFX can be found in Help.

GPSC Supplier Training

The screenshot shows the top navigation bar with links: HOME, CONNECT, PARTNER, COLLABORATE, COMPLY, and OTHER. Below this is the main heading "GPSC Supplier Training". A table with three columns is visible: "Upcoming Events", "Date and Time", and "Session Details". Below the table is a "Highlights" section with a light blue background, containing a message: "Please read the following Bulletin on Confidentiality of GM Product Information - [Click here](#)". At the bottom, there is a section titled "GPSC Supplier Highlighted Training Links:" with the text "Customer Care & Aftersales (CCA) Training Documents".

The GPSC Supplier Training is a one stop shop resource for suppliers.

This page offers all things training related to SupplyPower and frequently asked questions.

It also allows for Suppliers to register and attend different training sessions offered by GM.

Suppliers: Set up 2-Step Verification (Cont.)

Suppliers: Set Up 2-Step Verification

2-Step Verification adds an extra layer of security. You must set up your 2-Step Verification preferences to access GM Applications. You will be prompted to enter a verification code which can be received through a token, email, text message or phone call.

Set Up 2-Step Verification

1. Login to your **Covisint** profile: <https://gmsupplypower.covisint.com/web/portal/home>
2. Click **COMPLY**
3. Click **2-Step Verification Profile**



4. From the 2-Step Verification Preferences screen, you can set up your preferences for token, phone and email. **Multiple forms are recommended.**



Token

Soft Token: Software on your mobile device that will generate a code for 2-Step Verification

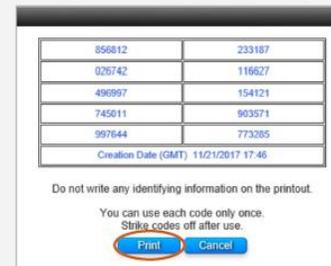
- Click [HERE](#) for Soft Token setup on your mobile device



Pre-Assigned Tokens: Printable set of codes

1. Click **Generate my Tokens**
2. Click **Close**
3. Click **View & Print**
4. Click **Print** to print out a copy of the 10 Pre-Assigned tokens. Each code can only be used once. You will need to return to this page, click Remove and repeat this process for new Pre-Assigned tokens.

123456	123456
123456	123456
123456	123456
123456	123456



Click **Next** once the Token setup is complete or if you prefer to set up another method



Suppliers: Set up 2-step verification (Cont.)

Suppliers: Set Up 2-Step Verification

Phone

1. Click **Phone**
2. Select your **Country**
3. Enter in a **phone number** that is able to receive text messages and re-enter the same phone number for confirmation
4. Click **Submit**



Note: Only one form of 2-Step Preferences is required, at least two are recommended.

Phone Number

Please provide phone number where you can receive a verification code via voice or text message

Guidelines:

- Enter only numeric characters
- May not contain other symbols such as dash or parenthesis
- Example 1: ### ### ####, Example 2: #####

Phone Number: USA/CAN +1 9052402333

Re-Enter Phone Number: USA/CAN +1 9052402333

Submit

5. Enter the code received on your mobile phone
6. Click **Verify & Save**
7. Close the confirmation message and click **Next**

295657

Verify & Save

Email

1. Click **Email**
2. Enter in a Non-GM email address and re-enter the same email address for confirmation
3. Click **Submit**



Note: Only one form of 2-Step Preferences is required, at least two are recommended.

Email Address

Please provide an Email address where you can receive a verification code while authenticating

Guidelines:

- You must provide a Non-GM email

Enter Email: jkebmorrison@gmail.com

Re-Enter Email: jkebmorrison@gmail.com

Submit

4. Enter the **code** received in your confirmation email
5. Click **Verify & Save**
6. Close the confirmation message
7. Click the **Close** icon
8. Click **OK** and close your browser

295657

Verify & Save



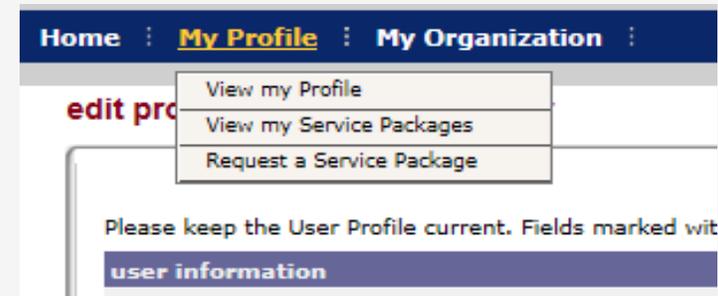
Covisint Connection Administration – Quick Tips

Click on your name dropdown on SupplyPower

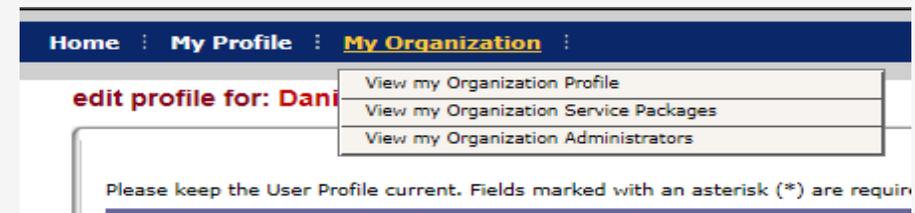
Then click on Covisint User Profile to get to the Covisint Content Administration screen



To view user information click on “My Profile”



To view Organization information click on “My Organization”



SupplyPower FAQ's / Quick tips

1. Are you looking to receive PO's or Contracts?
 - Click [here](#) for instructions on how to access the eContract Mailbox
2. Are you looking for GM Schedules?
 - Search schedules in the document library (Vehicle, Plant, Engine, Transmission, Overtime Downtime, or Buildout Startup)
3. All approvals go to your company administrator - to find your companies Administrator (CSA/SSC)
 - Click [here](#)
 - Navigate to “My Organization” and click “View my Organization Administrators”

Back-up



GENERAL MOTORS

GM SupplyPower Onboarding Instructions

The following prerequisites must be met in order to register for GM SupplyPower access:

- Company must first register in Covisint (no cost to supplier)
- Company must have an Ultimate DUNS is CSIDS (Corporate Supplier Identification Source)
- Company must have an active relationship with GM (i.e. contract)

[Company onboarding instructions](#) if your company is already registered with Covisint

[Company onboarding instructions](#) if your company is NOT already registered with Covisint

[User onboarding instructions](#) if you are already registered with Covisint

[User onboarding instructions](#) if you are NOT already registered with Covisint