



## **Accessing the Supplier Portal**

Obtain an ID, Establish a Password and Login



# Accessing the Supplier Portal

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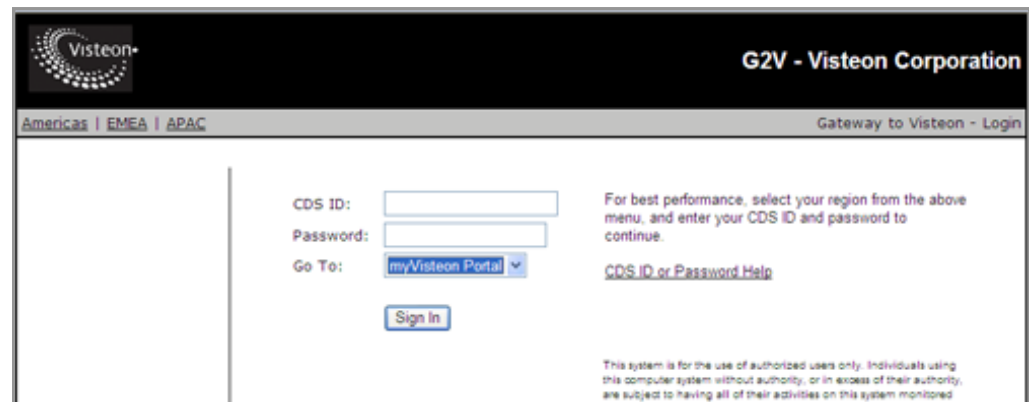
- Register a new company
- Obtain an ID and password
- Reset a forgotten ID or password
- Login process

The following guide is designed to help suppliers learn how to **register** a new company or supplier security administrator (SSA), **obtain** an ID for an existing company, **reset** a forgotten ID or password, and **access** the supplier portal.

# Supplier Portal: Accessing the Supplier Portal



- Visit Visteon's public website and select Suppliers from the top menu and then Current Suppliers from the left menu.
- Select Supplier Portal from the left menu or select a region to be immediately connected to the access point.

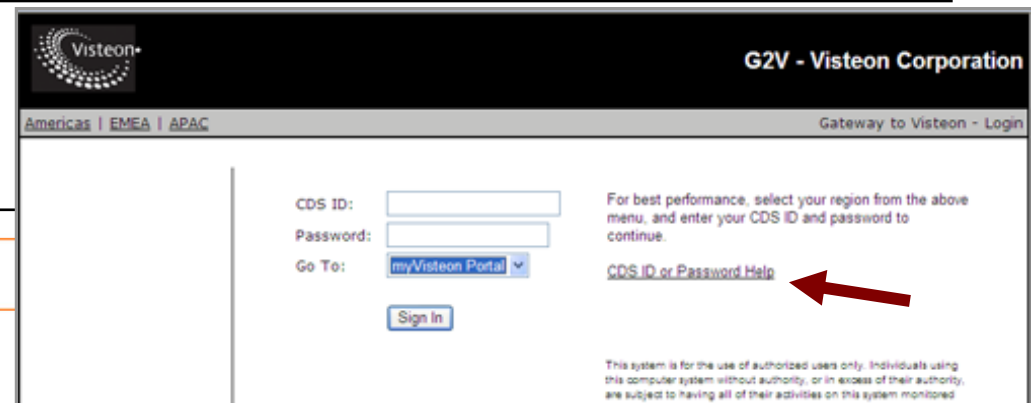


**Suppliers can only access the portal after successfully connecting via Gateway to Visteon (G2V)**

# Supplier Portal: Obtaining an ID



- Visit Visteon's public website and select Suppliers from the top menu and then Current Suppliers from the left menu.
- Select Supplier Portal from the left menu or select a region to be immediately connected to the access point.
- Select "CDS ID and Password Help" to launch the supplier access system
- Select "Supplier CDS ID Request" to launch the access request form.



*Visteon's supplier portal is intended to be a simple, secure tool for suppliers to easily access documents and applications.*

# Supplier Portal: Obtaining an ID



- 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. Note: if your company is not found, select “register new company” and follow the instructions on the resulting page. (see supplier name and SSA request form on the following page.)
- Complete the required information and review the terms and conditions.

The image displays two screenshots of the Visteon Supplier Access System. The top screenshot shows the 'User Access Request' page with a search bar for the company name and a magnifying glass icon. A search results window is overlaid, showing a list of companies with 'ABC' selected. The bottom screenshot shows the registration form with fields for First Name, Phone, E-mail, and Password. A 'Microsoft Internet Explorer' dialog box is overlaid, asking 'Do you accept the Terms and Conditions as described?' with 'OK' and 'Cancel' buttons. The registration form also includes a 'Submit' button and a 'Register New Company' button.

# Supplier Portal: Registering a new company



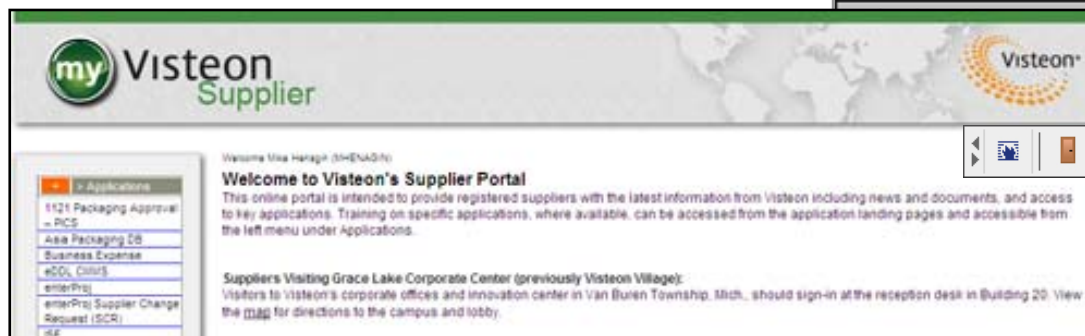
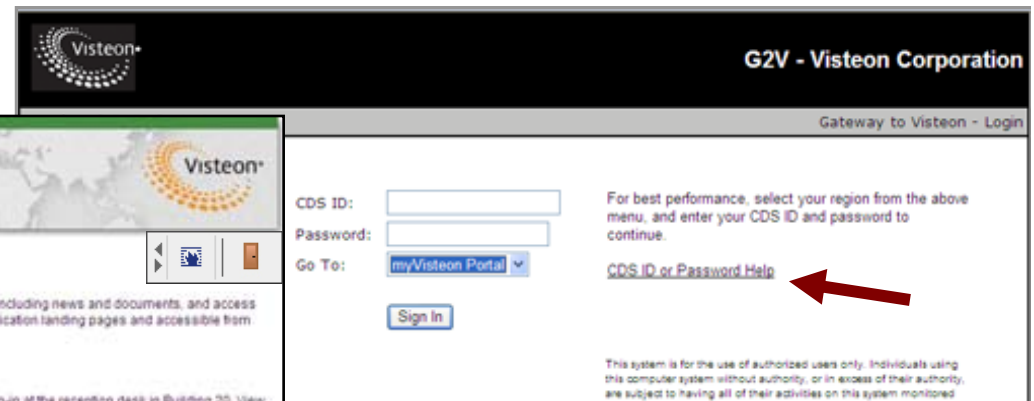
- To register a new company or Supplier Security Administrator (SSA), complete the required registration **NOTE:** The “Proposed Visteon Approver” should be your main contact at Visteon.
- Be sure to review the Terms and Conditions associated with using the supplier portal
- If you agree to the terms 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](mailto:vspsecur@visteon.com)

The screenshot shows the "Supplier Access System" registration page. At the top left is the Visteon logo. The main heading is "Supplier Access System". Below it is the sub-heading "New Company and SSA Request". A message states: "Enter the information below to request access. If your request has been approved, you will receive an e-mail confirmation." The form contains several input fields: "Company Name\*", "Company Code", "First Name\*", "Last Name\*", "Phone\*", "E-mail\*", and "Confirm E-mail\*". There are also text areas for "Comments" and "Reason for Request". A section titled "Proposed Visteon Approver" contains a message: "Access to Visteon's Supplier Portal requires the approval of a Visteon employee. Enter the Visteon contact information below." This section has three input fields: "Approver Name\*", "Approver E-mail" (with a dropdown menu showing "@visteon.com"), and "Approver Phone". At the bottom, there is a "Submit" button. A footer note reads: "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." Below the footer, it says "\* Required Fields" and "Copyright 2011 Visteon Corporation".

# Supplier Portal: Registering a new company



- When you receive the e-mail confirmation with your CDS ID and password, visit Visteon's public website and select Suppliers from the top menu and then Current Suppliers from the left menu.
- Select Supplier Portal from the left menu or select a region to be immediately connected to the access point.
- Enter the CDS ID and password you were provided where it is indicated.
- Select "myVisteon Portal" from the drop-down list and Sign In.



# Supplier Portal: Reset a forgotten ID or password



- If you have forgotten your ID or password, visit the G2V webpage and select “CDS ID or Password Help” to connect to the user access system page.
- Select the appropriate button based on forgotten ID or password.

## Forgotten CDS ID

- Select the “Forgot your CDS ID?” button to launch a lookup screen.
- Enter your full e-mail address and Submit to perform the search.
- An e-mail message will be sent to the address on file with the CDS ID.

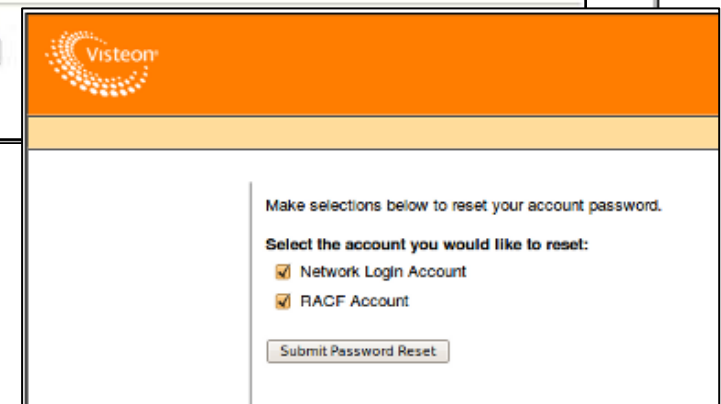
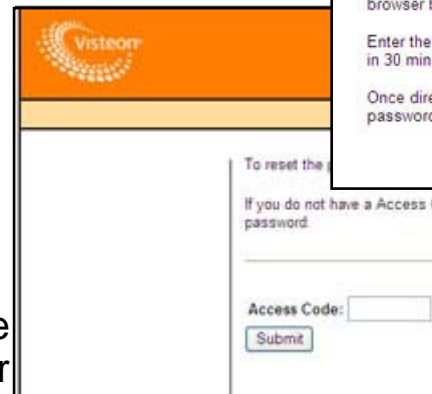
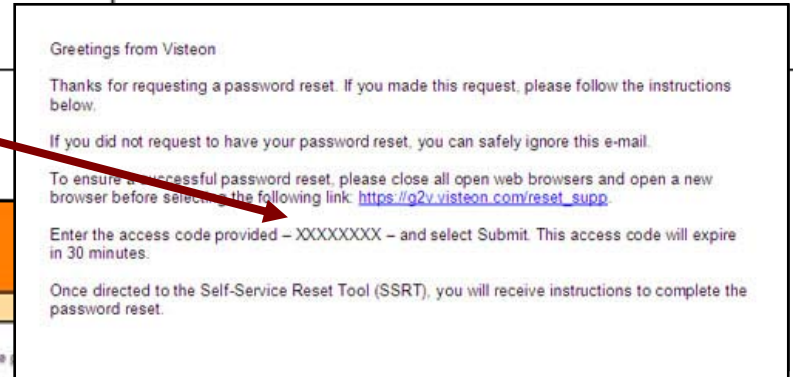
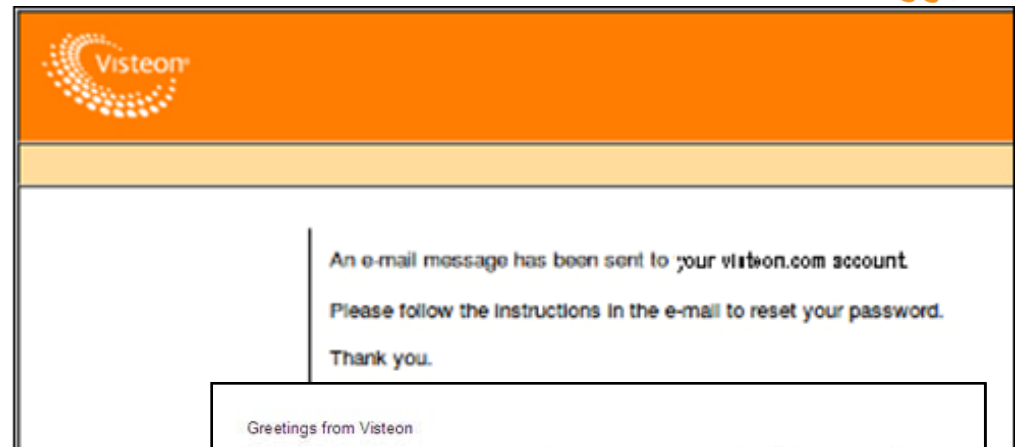
The image displays three screenshots of the Visteon G2V portal. The top screenshot shows the login page with fields for CDS ID, Password, and Go To (myVisteon Portal), along with a Sign In button and a link for CDS ID or Password Help. The middle screenshot shows the User Access System page with buttons for JV CDS ID Request, Supplier CDS ID Request, Forgot Your CDS ID?, and Forgot Your Password?. The bottom screenshot shows the Supplier Access System CDS ID Lookup page with a text input field for the company e-mail address and a Submit button.

# Supplier Portal: Reset a forgotten ID or password



## Forgotten Password

- Select the “Forgot your Password?” button to connect to Visteon’s self-service password reset tool.
- Enter your CDS ID and select Submit to continue. An e-mail message will be sent to the address on file with a link and an access code. Follow the directions in the e-mail to reset your password. **Note:** the access code is only valid for 30 minutes.
- Once accepted, you will be prompted to select which password you would like to reset. Selections will vary based your access. You can reset a single account or multiple accounts at the same time. Allow a few minutes for the system to update before logging in.
- You will be prompted to change the password at your next login.



# Supplier Portal: Login Process



To access the extranet, suppliers will need a CDS ID and password.

- Visit the Current Suppliers page of [www.visteon.com](http://www.visteon.com) and select Supplier Portal from the left menu or select a region to be immediately connected to the access point.
- Enter your CDS and password as indicated
- Select “myVisteon Portal” from the drop-down list
- Select “Sign In” to access the Supplier Portal.
- Note: it may take several minutes for the components to load properly. If the wait is significant, select the link to continue; however, some functionality may be affected.

The screenshot illustrates the login process for the Visteon Supplier Portal. It is divided into three main sections:

- Current Supplier Suppliers Page:** This is the starting point. It features a navigation menu at the top with links for COMPANY, PRODUCTS, INVESTORS, SUPPLIERS, CAREERS, and NEWSROOM. The main content area is titled "Current Supplier Suppliers" and includes a central diagram with "Strategic Supplier" at the center, surrounded by various performance metrics like Sustainability, Innovation, Launch Performance, Supplier Performance, Financial Health, Footprint, and Commercial Performance. A red arrow points to the "SEE ALSO" section on the left, which lists "Supplier Portal", "Access Visteon's Data", and "Supplier Report Card". Another red arrow points to the "Access the Supplier Portal" link, which includes a sub-link to "To login and for best performance, select your region: Americas | Europe | Middle East | Africa | Asia Pacific".
- Login Form:** This section shows the "G2V - Visteon Corporation" header and a "Gateway to Visteon - Login" sub-header. It contains a "Sign In" button and a form with fields for "CDS ID:", "Password:", and "Go To:". The "Go To:" dropdown menu is set to "myVisteon Portal". A red arrow points to the "Sign In" button. To the right of the form, there is a note: "For best performance, select your region from the above menu, and enter your CDS ID and password to continue." and a link for "CDS ID or Password Help".
- Loading Components... Screen:** This screen displays the "G2V - Visteon Corporation" header and a "Loading Components..." message. It states "Please wait. This may take several minutes." and shows a progress indicator for "Host Checker". A red arrow points to a "click here" link, which is used to continue if an error prevents a component from loading properly. The screen concludes with "Components loaded successfully".

# Supplier Portal: Login Process



- For security purposes, passwords expire every 90 days. Users will be prompted to choose a new password about two weeks before the 90 day expiration. When prompted, follow the reset instructions (offline) and select to continue.
- Once logged in to the portal, use the menu on the left to access documents and applications
- Select the “door” icon on the G2V page to log out of the supplier portal and close your browser when prompted.

