



JOB AID – GTPCM NEW/CHANGE CONNECTION REQUEST

This document provides instructions for requesting in the GTPCM Website a new connection or changing an existing connection to exchange data with Global Electronic Commerce Hub (GECHub).

URL to submit request: www.gtpcm.ford.com

Application: **Global Trading Partner Community Management (GTPCM)**

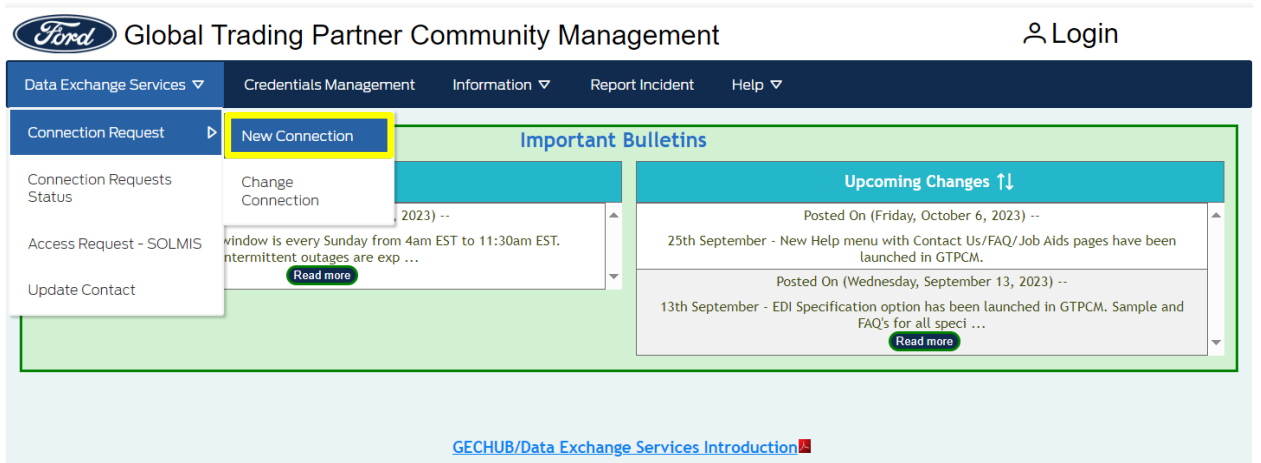
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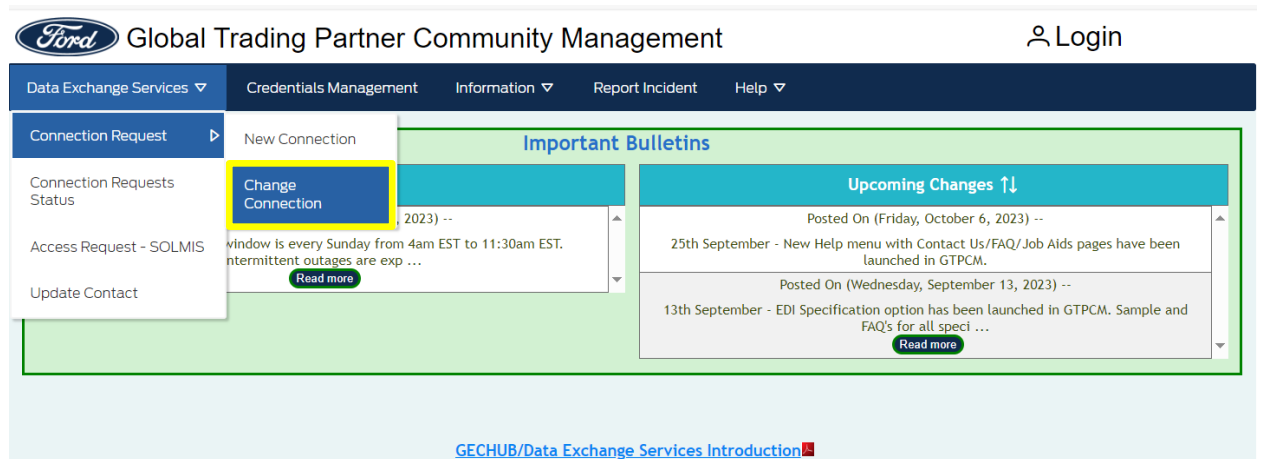


A) Submit New/Change Connection Request

1. Click on URL www.gtpcm.ford.com
2. Go to navigation menu - Data Exchange Services -> Connection Request
 - New Connection menu



- Change Connection menu



Select ID Type

- Shown in “New Connection Requests” page for non-authenticated and Ford Internal, External Trading Partner users.
- Shown in “Change Connection Requests” page for non-authenticated and Ford Internal users.
- **GSDB Code** – This is the 5 character code assigned to your company/location by Ford. This will become your unique connection ID in GECHub. e.g., LMC64
- **Generic ID** – For Internal Ford applications only. This is the Generic ID that will be used by non-mainframe applications to connect with GECHub. e.g., SFTPXXX, OFTPXXX
- **RACFID** – For Internal Ford applications only. This ID is for mainframe application to connect with GECHub. e.g., SS####XX, AB####XX



New Connection Requests selection page

- Once the Unauthenticated user clicks on the 'Submit' button the "New Connection Requests" page, will show all fields with blanks.

Change Connection Request selection page

Option 1 – User Not Logged-in to GTPCM (via ADFS authentication)

- Once the Unauthenticated user clicks on the 'Submit' button the "Change Connection Requests" page will show all fields with blanks.

- In the light blue banner message in the above page for Trading Partners external users, the link will give instructions on how create a COVISINT / Ford Supplier Network ID (FSNID) in the Ford Supplier Portal and how to associate their GSDB Codes to it, that will be shown in GSDB Code drop down list on the "Trading Partner Change Connection" page.

Option 2 – For Ford Internal User (Logged-in via ADFS Multi-Factor authentication)

- Once the Authenticated Ford Internal user clicks on the 'Submit' button the "Change Connection Requests" page will show all fields with prepopulated data.

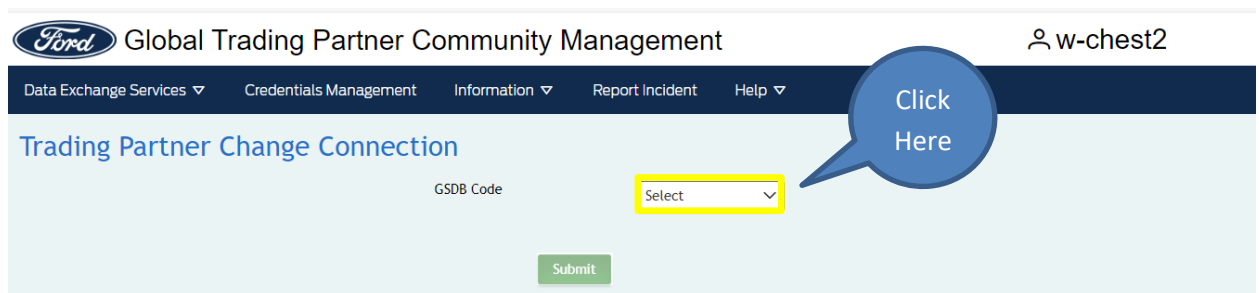


Select GSDB Code

- Shown in “Trading Partner Change Connection Requests” page for Authenticated Trading Partners External users.
- **GSDB Code** – This is the 5 character code assigned to your company/location by Ford. This list will be created from the GSDB Codes that are associated to your COVISINT / Ford Supplier Network ID (FSNID).

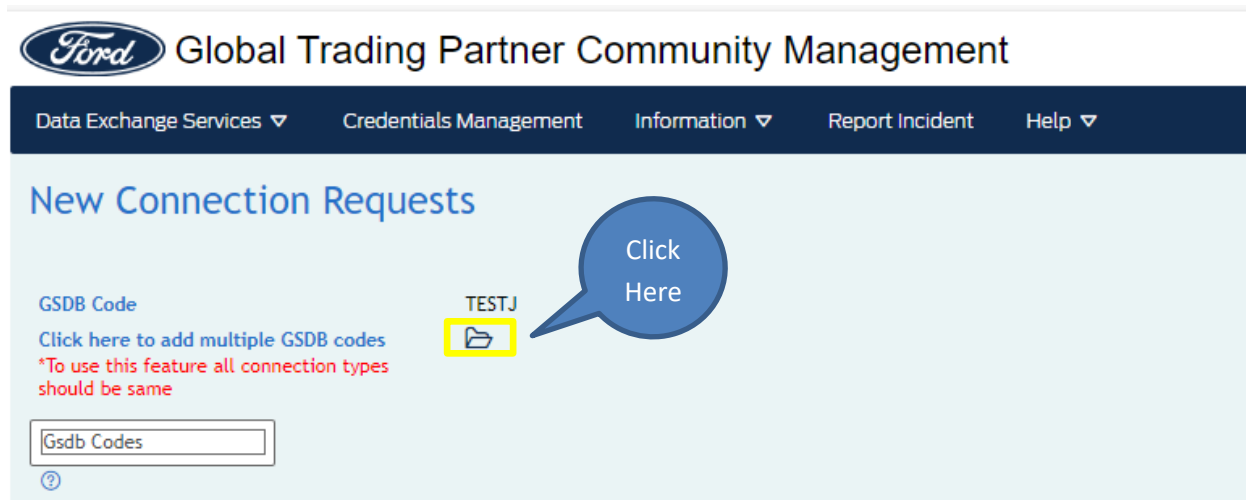
Option 3 – For External User (Logged-in via ADFS Covisint authentication)

- Once the Authenticated Trading Partners External user clicks on the ‘Submit’ button the “Change Connection Requests” page will show all fields with prepopulated data.



3. Multiple GSDB code function

- This function is in both “New and Change Connection Requests” pages and can be used when you have the same contact and configuration information for more than 1 GSDB Code that you administer.
- Additional GSDB Codes can be entered when you click on the ‘folder’ icon and see the data entry box below, this is not used for Generic ID’s or RACFID’s.



To add GSDB Codes in data entry box above, after entering a value hit the ‘enter’, ‘tab’ or ‘comma’ to confirm GSDB Code value, then you may begin typing the next GSDB Code until you have entered all GSDB Codes that you require, then move to the next data entry field on the page.



4. Enter Contact Information

- All the fields with a Red * are required.
- This section is very important, the information is used to contact you if there are any changes at Ford or when your credentials are due for renewal.
- If your GTPCM Connection Request is for a 'Generic ID' the Escalation 1 – 'Ford Sponsor' or Escalation 2 – 'Manager/Reports To' fields are prepopulated from the Ford Active Directory system. Using the 'Clear Escalation Contact Us' green button, which is only shown for Generic ID requests, the user can replace these contacts with their own contact information.

*Denotes required fields

▼ Contact Information

Contact Name*	<input type="text"/>		
Phone Number*	<input type="text"/>	Extension	<input type="text"/>
Email Address*	<input type="text"/>		
Country*	<input type="text"/>		
State/Province/Region*	<input type="text"/>		
Escalation Contact Name 1*	<input type="text"/>		
Escalation Phone Number 1*	<input type="text"/>	Extension	<input type="text"/>
Escalation Email Address 1*	<input type="text"/>		
<small>Escalation 2 details are mandatory for submitting the form. If Escalation 2 details do not exist, click checkbox to use Escalation 1 details for Escalation 2. <input type="checkbox"/></small>			
Escalation Contact Name 2*	<input type="text"/>		
Escalation Phone Number 2*	<input type="text"/>	Extension	<input type="text"/>
Escalation Email Address 2*	<input type="text"/>		

Escalation contacts are auto populated from Enterprise Identity Management. However you can use clear button to override

- VAN or Service Provider managed connections - Contact information of the Trading Partner should be provided in Escalation 1 or Escalation 2 fields.



5. Enter Configuration Information

- All the fields with a Red * are mandatory.
- 'Communication Protocol' – Drop down menu with the protocols that are available in GECHub.
- FTP is no longer supported at Ford.
- When 'Data Type' field has 'EDI' selected in drop down list, the following fields are shown:
 1. EDI Format
 2. EDI Transaction Types
 3. Plant Code
- 'Plant Code' – This field is displayed and mandatory if you select 'EDIFACT' in 'EDI Format' field and/or select '866' in 'EDI Transaction Type' field.
- 'Is this connection for SOLMIS only' – Using the radio buttons select the right option or select 'Not Known' if you are not sure.
- 'Group Destination Codes' - Which is displayed under the SOLMIS question, is a mandatory field for SOLMIS connections. e.g., ARALL, AUOUT

6. Enter Dates

- The 'Production Launch Date' is required to be after the 'Quality Assurance Testing Date'.
- These dates will be reviewed by the GTPCM Onboarding Analyst for prioritization based on the QA date you put in your request.



7. Enter Comments if any

- Use this section to share any special instructions or to share business impact tied to dates in your request or any other GSDB Codes that you already have that are setup in the same way.

8. Submit your request

9. GTPCM Connection Request Confirmation message

- REQGTPCM* - This number can be used to view the status of your request in the navigation of 'Data Exchange Services -> Connection Requests Status'
- You will need a COVISINT/ FSNID to access the GTPCM Connection Request information for your GSDB Code(s) if you are a Trading Partner external user. If you are a Ford internal user, you will use your Ford CDSID to see your GTPCM Connection Request information.

Request ID	Connection ID
REQGTPCM2023000565	TEST6

10. GTPCM Connection Request Confirmation Email message sent to 'Contact Email' address

Request ID	REQGTPCM2023000565
Request Date	10/18/2023
Contact Name	Wilf Chesterfield
Contact Phone	519-999-1212
Contact Email	wche5@ford.com
Communication Protocol	FTP
QA Testing Date	10/18/2023
Prod Launch Date	10/18/2023
Comments	
GSDB Code	TEST6



B) Contact GTPCM Team

1. You can use the GTPCM Website www.gtpcm.ford.com and use one of the following methods which require you to authenticate with your COVISINIT credentials:
 - i. Go to the 'Data Exchange Services -> Connection Requests Status' menu and find your GTPCM Connection Request and click on the 'Contact Analyst' button.

Global Trading Partner Community Management w-chest2

Data Exchange Services ▾ Credentials Management Information ▾ Report Incident Help ▾

Connection Request **Connection Requests Status**

Connection Requests Status filters Global Search

Connection ID ↑↓	Request Type ↑↓	Status ↑↓	Assigned To ↑↓	QA Date mm-dd-yyyy ↑↓	QA ETA Date mm-dd-yyyy ↑↓	PROD Date mm-dd-yyyy ↑↓	PROD ETA Date mm-dd-yyyy ↑↓		
REQGTPCM2023004395	Q494A	Change	Completed	Wilf Chesterfield	10-06-2023	10-06-2023	10-06-2023	10-06-2023	Contact Analyst

- ii. Go to the 'Report Incident' menu and use this feature, to ask questions regarding your GTPCM Connection Requests.

Global Trading Partner Community Management Login

Data Exchange Services ▾ Credentials Management Information ▾ **Report Incident** Help ▾

Important Bulletins

1. You will select the GSDB Code that you have a question on, from the drop down list provided below that are associated with your COVISINT / FSNID in the Ford Supplier Portal.

Global Trading Partner Community Management

Data Exchange Services ▾ Credentials Management Information ▾ **Report Incident** Help ▾

Submit Incident

GSDB Code ▾

- Q494A
- Q494B
- Q494C

If you have issues with accessing your GSDB Codes in above 2 GTPCM pages, please review the Job Aids file '**How to Obtain a COVISINT ID and FSNID and Associate them with GTPCM Web Application and your GSDB Codes**', found in the GTPCM 'Help -> Job Aids' menu.



C) Creating a Ford IT Connect Support ticket

You can go to our GTPCM Website www.gtpcm.ford.com 'Help -> Contact Us' menu, to find information and links.

Please ensure to give the following information:

- i. Your Connection ID / GSDB Code / Generic ID / RACFID.
- ii. Environment you are having issue - QA or PROD.
- iii. Description of issue, please provide any details and or print screens on the errors you received. If you are VAN provider than please add your VAN name.