



Global Service Purchasing System (WIPS) Launch for FCSD Purchasing

Subject

Global Service Purchasing System (GSPS) WIPS launch for FCSD Purchasing effective April 26, 2011.

Affected Users

All suppliers conducting business with Ford Customer Service Division (FCSD) or that have any Purchase Order transactions issued by Ford Customer Service Division.

Action Required

It is imperative that the any individuals in your organization who are responsible for responding to FCSD RFQs are set up and enabled for the application. Please contact your Corporate Security Administrator if modifications are required to your existing set-up or additional users are required. See more detail below.

Background

GSPS is the migration of the Service Parts Purchasing System to WIPS. GSPS will take advantage of Web Quote which is the current production purchasing mechanism for communicating purchase order related information and documentation.

Web Quote is a system that communicates with WIPS to provide access to Purchasing documents via the internet. The application provides:

- PO's to suppliers electronically
- Requests for Quotations (RFQs) to be issued electronically
- Quotations (with attachments) to be submitted electronically

Some of the features for Web Quote are as follows:

- Homepage to manage supplier workload
- Searches to allow you to find historical documents over time (only documents created after the launch of WebQuote will be available)
- Email notifications when new documents (Purchase Orders or RFQs) are issued

Access will be driven at the 5 digit manufacturing code level and will provide electronic access to the following documents:

- a) Purchase Orders (both Production and FCSD)
- b) Purchase Order Amendments (both Production and FCSD)
- c) Tool Orders (for Production only at this time - requires both 4 & 5 digit code set up)
- d) Lump Sum POs (for Production only at this time - requires both 4 & 5 digit code set up)
- e) Price Change Summary Documents (Production and FCSD - Claims and Automaterials)
- f) Requests for Quotations and submitted quotations.

Users with suitable set-ups will receive email notification per site code when Purchase Order Documents or Requests for Quotation are available in WebQuote.

Supplier Next Steps

As Web Quote access is done by user and 5 digit manufacturing site, **it is imperative that the any individuals in your organization who are responsible for responding to FCSD RFQs are set up and enabled for the application.** Please contact your Corporate Security Administrator if modifications are required to your existing set-up or additional users are required.

To use Web Quote your organization must be registered via Covisint for the Ford Supplier Portal (FSP). Most organizations who deal with FCSD will already be registered (use this link to check <https://us.register.covisint.com/CommonReg> and choose New User – this will allow you to select the Ford Supplier Portal and your Company's supplier code to check if you are registered).

Users within a registered company who do not have access to the Ford Supplier Portal should use the link above to complete their request to be set up to use FSP and Web Quote.

Users who currently have FSP access but who are not set up to use Web Quote need to request Web Quote access by following the instructions found at https://web.fsp.ford.com/FSP/desk_manual/NAV2224G.htm.

Once registered for Web Quote, you will receive RFQ specific email notifications when RFQs are available in the system. The information required to submit your quote is essentially the same as responding in WIPS DDL. Please review the steps outlined in the Quoting Quick Reference Guide noted under Training Information.

Training Information

The Ford Supplier Help Page has three different sections with WebQuote related information: <https://web.fsp.ford.com/keyinfo/SupplierSite/>

You must be logged into the Ford Supplier Portal or the WebQuote application to access this site. Click **Help** to access this information from within the WebQuote application.

- 1) WebQuote User Manual: Covers all functionality currently available in the WebQuote system.
Select "Application Guides" > "Production WebQuote"
- 2) WebQuote Quoting Quick Reference Guide: Covers the basic functionality involved with responding to Production RFQs.
Select "Quick Guides & How To" > "Production WebQuote"
- 3) WebQuote Video Tutorials: Interactive video tutorials which review the quote process screen by screen.
Select "Tutorials" > "Production WebQuote"

There are also numerous FAQs which may help answer questions you have regarding Covisint, FSP and Web Quote.

Questions/Support

System Issues: Please click **Contact Us** to enter a support ticket for your concern. Select "WebQuote –Purchase Order Documents" from the Application drop down menu and provided a detailed description of you concern in the space provided. Utilizing the linked FSP Feedback tool will ensure your ticket is routed properly.

Registration Issues: Please direct registration questions only to suplhelp@ford.com. Please include a description of your issue, company name and site code, and your Covisint/FSP id in all correspondence.

You can also contact our local Ford Help Desk for assistance.

- **North America Support Center**
Internally Dialed: 74957
Externally Dialed: 1-313-317-74957 or 1-888-317-4957
- **UK Support Center**
Internally Dialed: 8734 3322
Externally Dialed: +44 (0)1277 253322
- **Germany Support Center**
Internally Dialed: 87013322
Externally Dialed: +49 (0)221 9013322