

IPCA e1291 Supplier Submission Portal - Registration Guidance for Suppliers

The IPCA e1291 Supplier Submission Portal has replaced the Jaguar Land Rover GMAP e1291 sub-package within the Jaguar Land Rover Supplier portal within Covisint.

The IPCA e1291 Supplier Submission Portal sub-package is a single web-based tool where suppliers submit material compositions, regulatory data, dangerous goods transportation information and applicable Safety Data Sheets (submission of an English language European format Safety Data Sheet is mandatory). This process is required to obtain a Jaguar Land Rover Toxicology number (a Toxicology number is required for all non-dimensional materials used within the Jaguar Land Rover and products without a Toxicology number cannot be purchased).

On receipt of a request for information from Jaguar Land Rover Toxicology, suppliers/manufacturers are required to complete on-line e1291 declarations only (i.e. paper based submissions are no longer accepted). Once the on-line e1291 declaration is submitted, Jaguar Land Rover Toxicology will either approve or reject the product and notify you of the outcome. Using the IPCA e1291 Supplier Submission Portal sub-package, you will then be able to check the status of materials processed through the system and update information prior to submitting it to the on-line system.

All supplier entry into Jaguar Land Rover service package including the IPCA e1291 Supplier Submission Portal sub-package is done via Covisint: <https://www.covisint.com/web/guest/login-manufacturing>

To access Covisint and subsequently the service package and sub-package you will need a Jaguar Land Rover Global Supplier Database (GSDB) code. Tier 1 and 2 suppliers should already be registered members of the Jaguar Land Rover Global Supplier Database and have a GSDB code. If you supply Jaguar Land Rover but do not have a GSDB code (i.e. a non-tier 1 or 2 supplier), then for the purposes of registering with Covisint, you will need to obtain a GSDB code.

How to obtain a GSDB code:

Please contact the Jaguar Land Rover Toxicology Department by e-mail:

jlrtox@jaguarlandrover.com

You will need to provide them with the following:

Trading Name

Trading Address (to include Postal Code and Country)

Trading Telephone Number

The Jaguar Land Rover Toxicology department will provide e-mail notification confirming your GSDB code. Once in receipt of your active GSDB code you can then complete the Covisint registration process. N.B. this process is also applicable for suppliers who have JLR registered GSDB code(s) but currently have no access to Covisint or any of the service packages or sub-packages:

For Guidance on how to register for Covisint access and how to request access to the Jaguar Land Rover Supplier service package and to apply for access to the sub-packages please select the following link:

<http://www.majentasolutions.com/data-servicesmain/services/jlr-gsi/jlr-gsi-covisint-videos/?page=services/jlr-gsi/jlr-gsi-covisint-videos/>

Registered Users with access to Covisint>Jaguar Land Rover Supplier Portal service package>IPCA e1291 Supplier Submission Portal sub-package: Enter your Covisint User Name and password at the following link: <https://us.sso.covisint.com/> then select the IPCA e1291 Supplier Submission Portal application link within the Jaguar Land Rover Supplier portal.

Registered Users without Organization/ Level Access to the IPCA e1291 Supplier Submission Portal sub-package: In order for you to get access to the service package at the five digit GSDB level you will need to ensure your CSA(s) register(s) for top level organization access first to the Jaguar Land Rover Supplier portal service package then once approved to apply for organization access to the sub-package IPCA e1291 Supplier Submission Portal.

To find out whom your top level organization CSA(s) is/are you need to select 'My Administrators' once you have logged onto Covisint with your valid user name and password.

CSA(s) to Request Access at Organization Level to Jaguar Land Rover Supplier Portal Service Package

To request/check that your organization has top level access to the Jaguar Land Rover Supplier portal service package the designated CSA(s) within your organization need to do the following:

*Select 'Administration Tools' in the Covisint portal

*Click onto 'Request a Service Package for my Organization' option under 'My Organization'

*A list of service packages not already granted to your organization will be displayed (if you haven't been granted the Jaguar Land Rover Supplier Portal service package this will be listed)

*Click on the request button next to the service package name then your request will be routed to the approving administrator (JLR purchasing) and you will be notified by e-mail once a decision has been issued for your request

CSA(s) to Request Access at Organization Level to IPCA e1291 Supplier Submission sub-Package

To request access at organization level to the IPCA e1291 Supplier Submission Portal sub-package the CSA(s) need to do the following:

*Click onto 'Administration Tools' then select 'Request a service package for my Organization' under 'My Organization' tab.

*Scroll down until you see the Jaguar Land Rover Supplier Portal under the partner portals then click onto the + - the IPCA e1291 Supplier Submission Portal sub-package should be listed

*Click onto the request button adding the reasons for your request then submit for approval

*Your request will be routed to the approving administrator and you will be notified via e-mail once a decision has been issued for your request.

Five Digit GSDB Access to the IPCA e1291 Supplier Submission Portal sub-package

Once your CSA(s) has/have received approval for top level organization access to both the service package and the sub-package, anyone sitting under the five digit GSDB codes underneath the four digit GSDB parent codes can then make their request for the sub-package using the following steps:

*Go to 'Administration Tools' in the Covisint portal

*Click onto 'My Profile'

*Select 'Request a sub-package' and add the appropriate information

*On submitting the request it will be routed to the organization's CSA(s) and they will be notified by e-mail once a decision has been issued for their request.

N.B. If you have access to multiple GSDB Codes under different four digit parent codes then you will require an additional Covisint account(s). This is only necessary where the four digit parent code has not been re-parented under one four digit GSDB code by JLR Purchasing.

Logging onto Covisint Every 90 Days

It should be noted that suppliers will need to login to their Covisint account regularly in order to maintain their access to the Jaguar Land Rover Supplier portal service package and the sub-package IPCA e1291 Supplier Submission Portal. If you haven't accessed within the 90 days access will start to be revoked by Covisint and you will need to repeat the registration process again.

Key Contacts

To register for a Jaguar Land Rover GSDB Code contact the Toxicology Dept:

jlrtox@jaguarlandrover.com

To apply for Covisint Access: **(contact Covisint direct or call the Jaguar Land Rover PD Helpdesk on Tel: +44 (0) 2476 206137 to ask for assistance)**

To have your Covisint password reset: **(see attached workflow for contact URL)**

To apply for Jaguar Land Rover Supplier Portal service package or access to the sub- package "IPCA e1291 Supplier Submission Portal" sub-package: **(contact Covisint direct or call the Jaguar Land Rover PD Helpdesk on Tel: +44 (0) 2476 206137 to ask for assistance)**

Covisint Contact Support: <https://portal.covisint.com/web/supportauto/cca>

For any application related issues once you have confirmed access to the IPCA e1291 Supplier Submission Portal please contact the Jaguar Land Rover PD Helpdesk: Tel: 0044 2476 206137 in the first instance or e-mail on jlrsgsit@jaguarlandrover.com stating the detail of the issue (i.e. access, connection issues or guidance on completing declarations/submissions)

Any technical questions related to the declarations/submission requirements should be directed to JLR Toxicology Department via e-mail: jlrtox@jaguarlandrover.com

For any questions related to GSDB codes/changes to codes etc. please contact the appropriate buyer or email jlrsgsdb@jaguarlandrover.com

COVISINT REGISTERED TIER 1 & 2 SUPPLIERS

