



# Reydel Automotive Supplier Portal Access Guide

Obtain an ID, Establish a Password and Login

- Accessing Reydel Automotive Supplier Portal
- Register a new company
- Obtain an ID and Password
- Reset a forgotten ID or Password
- Login Process

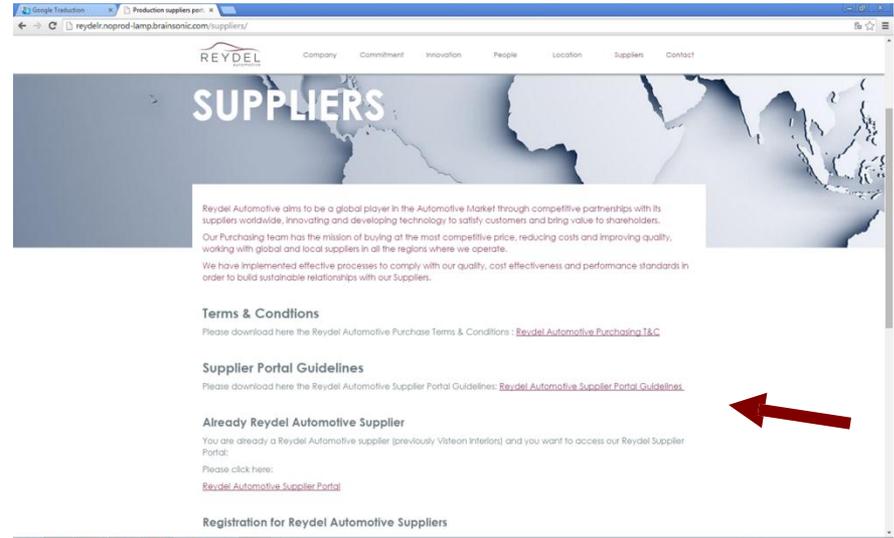
The following guide is designed to help suppliers learn how to **register** a new company or supplier security administrator (SSA), **obtain** an ID for an existing company, **reset** a forgotten ID or password, and **access** the supplier portal.

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# Accessing Reydel Supplier Portal



- Visit Reydel Automotive's public website and select Suppliers from the top menu
- Please click on the link [Reydel Automotive Supplier Portal](#) located in the paragraph 'Already a Reydel Automotive Supplier'



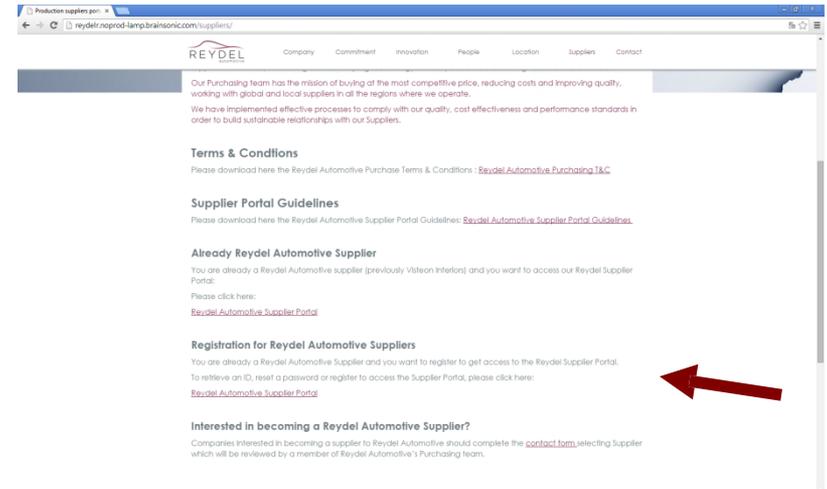
- Enter your ID and Password
- Select Reydel Supplier portal



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

# Supplier Portal: Obtaining an ID

- Visit Reydel Automotive's public website and select **Suppliers** from the top menu
- Please click on the link **Reydel Automotive Supplier Portal** located in the paragraph 'Registration for Reydel Automotive Suppliers'



- Select "**CDS ID or Password Help**" link to launch the supplier access system



- Select "**Supplier CDS ID Request**" to launch the access request form



# 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 screenshot shows the Visteon Supplier Access System interface. At the top left is the Visteon logo. The main heading is "Supplier Access System". Below it is the section "User Access Request". A note states: "Complete all fields below to request access. If your request has been approved, you will receive an e-mail confirmation." There are three input fields: "Company" with a magnifying glass icon and the placeholder text "Enter company name and select search (right)", "First Name", and "Last Name".



This screenshot shows the registration form in the Visteon Supplier Access System. A "Microsoft Internet Explorer" dialog box is overlaid on top, asking "Do you accept the Terms and Conditions as described?" with "OK" and "Cancel" buttons. The registration form includes fields for "Company", "First Name", "Last Name", "Phone", "E-mail", and "Confirm E-mail". It also has a "Password" field and a "Confirm Password" field. A note specifies: "Create a temporary password that is 8 to 10 characters. Note: You will be required to change this password at your first login. Valid characters are letters (A-Z, a-z) and numbers (0-9) only." At the bottom, there are two buttons: "Submit" and "Register New Company".

# Supplier Portal: Registering a new company

- To register a new company or Supplier Security Administrator (SSA), complete the required registration. NOTE: The “Proposed Reydel Approver” should be your main contact at Reydel Automotive.
- 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)

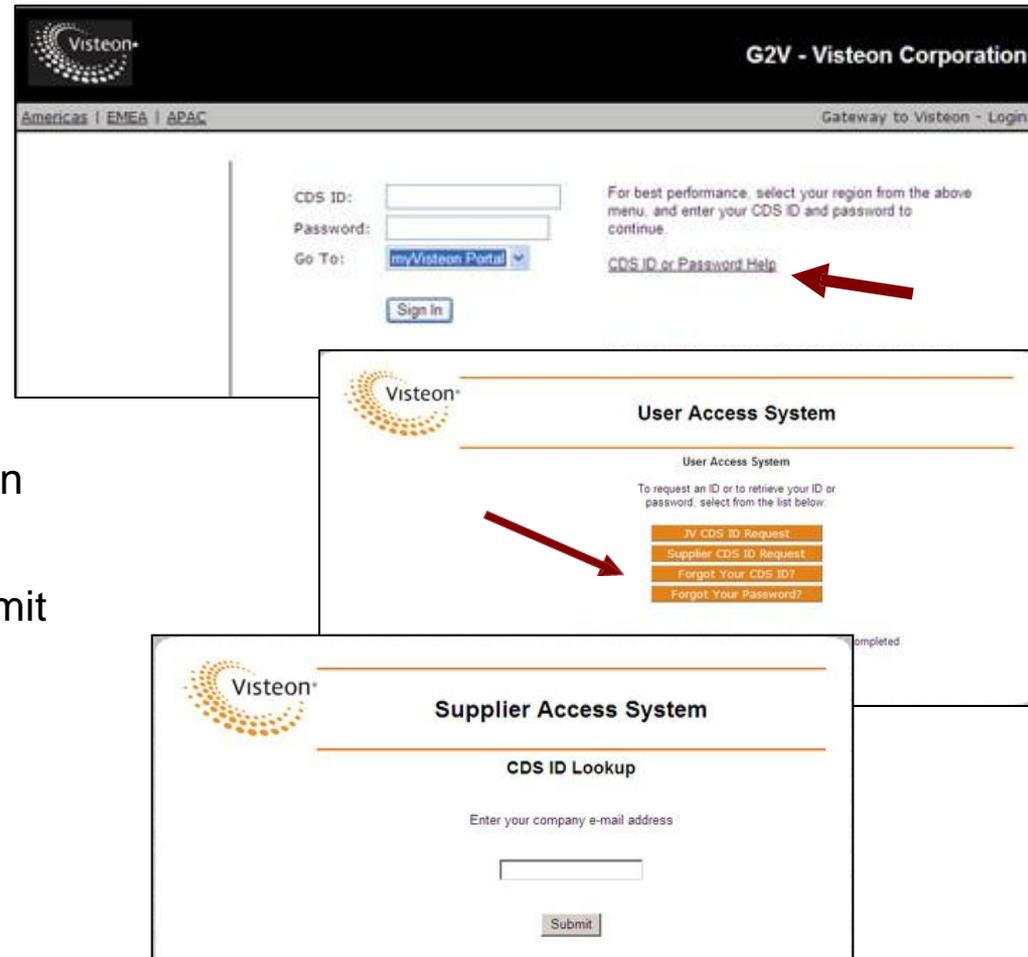
The screenshot shows the Visteon Supplier Access System registration form. At the top left is the Visteon logo. The main heading is "Supplier Access System". Below that is the sub-heading "New Company and SSA Request". A note says "Enter the information below to request access. If your request has been 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". Below these is a section titled "Proposed Visteon Approver" with the text "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 for "@visteon.com"), and "Approver Phone". At the bottom, there is a "submit" button, a note about the SSA role, and a copyright notice for 2011 Visteon Corporation.

# 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 CDS ID.



The image shows a sequence of three screenshots from the Visteon G2V portal. The top screenshot is the login page with fields for CDS ID, Password, and a 'Go To' dropdown menu set to 'myVisteon Portal'. A red arrow points to the 'CDS ID or Password Help' link. The middle screenshot is the 'User Access System' page, which lists four options: 'JV CDS ID Request', 'Supplier CDS ID Request', 'Forgot Your CDS ID?', and 'Forgot Your Password?'. A red arrow points to the 'Forgot Your CDS ID?' option. The bottom screenshot is the 'Supplier Access System' page, specifically the 'CDS ID Lookup' section, which has a text input field for 'Enter your company e-mail address' and a 'Submit' button.

# Supplier Portal: Reset a forgotten ID or Password

## Forgotten Password

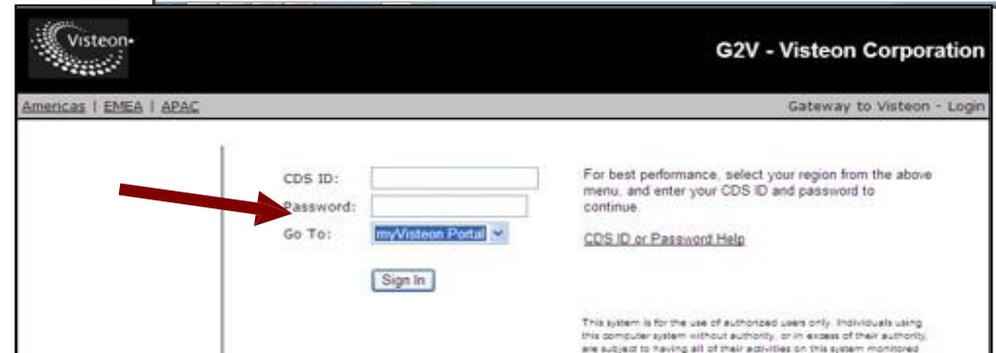
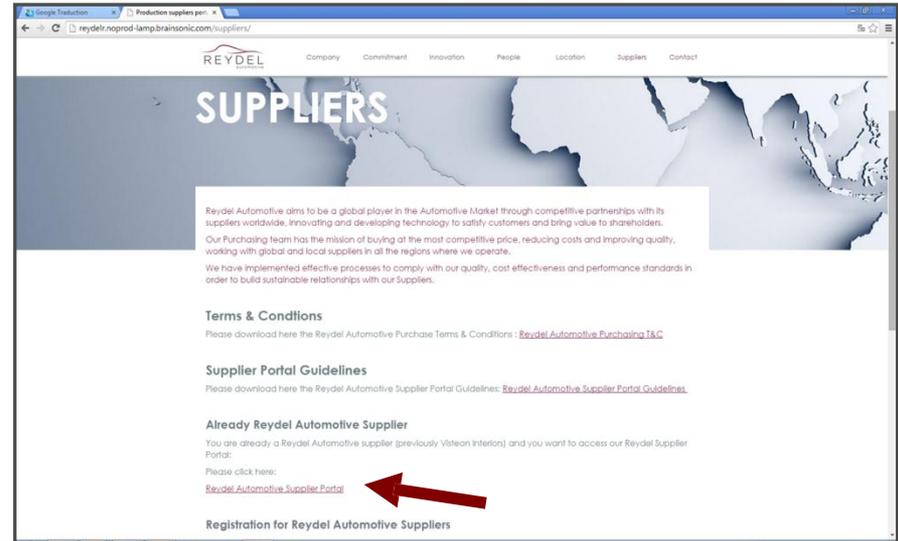
- Select the “Forgot your Password?” button to connect to Visteon’s self-service password reset tool.
- Enter your CDS ID and select Submit to continue. An e-mail message will be sent to the address on the file with a link and a access code. Follow the directions in the e-mail to reset your password.  
**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 on 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.

The image displays a sequence of four screenshots from the Visteon Supplier Portal, illustrating the password reset process:

- Top Screenshot:** Shows a confirmation message: "An e-mail message has been sent to your visteon.com account. Please follow the instructions in the e-mail to reset your password. Thank you."
- Second Screenshot:** Shows an email body with instructions: "Greetings from Visteon. Thanks for requesting a password reset. If you made this request, please follow the instructions below. If you did not request to have your password reset, you can safely ignore this e-mail. To ensure a successful password reset, please close all open web browsers and open a new browser window selecting the following link: [https://g2v.visteon.com/reset\\_supp](https://g2v.visteon.com/reset_supp). Enter the access code provided - XXXXXXXX - and select Submit. This access code will expire in 30 minutes. Once directed to the Self-Service Reset Tool (SSRT), you will receive instructions to complete the password reset."
- Third Screenshot:** Shows a form with the text: "To reset the password for a Visteon account, please enter your Access Code in the form below. If you do not have a Access Code, use this [link](#) and you will be sent an e-mail that will allow you to reset your password." Below this is an "Access Code:" input field and a "Submit" button.
- Bottom Screenshot:** Shows a selection screen: "Make selections below to reset your account password. Select the account you would like to reset: [checked] Network Login Account [checked] RACF Account" and a "Submit Password Reset" button.

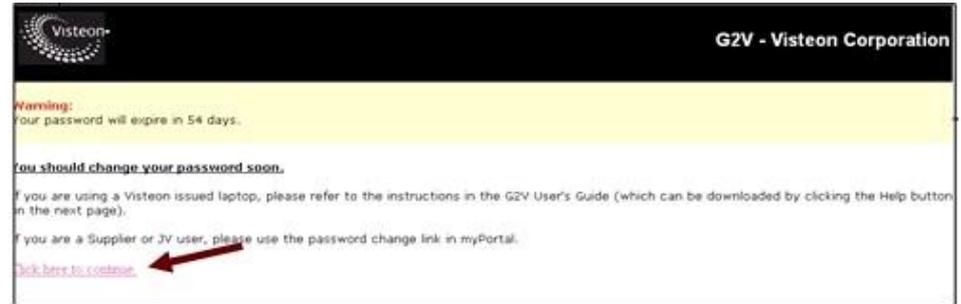
# Supplier Portal: Login Process

- Visit Reydel Automotive's public website and select Suppliers from the top menu
- Please click on the link [Reydel Automotive Supplier Portal](#) located in the paragraph 'Already a Reydel Automotive Supplier'
- Enter your CDS ID and Password
- 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.



# Supplier Portal: Login Process

- For security purposes, passwords will expire every 90 days. Users will be prompted to choose a new password about two weeks before the 90 days 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.

