

Covisint Logistics User Guide

February 2007 Production Revision 5.1

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Target Audience

The target audience includes users of Covisint Logistics including the following:

- Suppliers
- Buying Company Administrators
- Freight Forwarders

Prerequisites

The participant interested in using Covisint Logistics has:

- Knowledge of basic computer functionality
- Experience in LAAM GM Logistics
- Been approved access to Covisint Logistics by the Security Administrator

Training Duration

Total training time:

1 hour self-study workbook

System Requirements

The system requirements for Covisint Logistics are:

- Microsoft Internet Explorer 6.0 or higher
- 32+ MB RAM
- System supporting 800X600 resolution
- 56K or higher Internet connection
- Operating Systems Supported—Windows 95, 98, NT and 2000
- Recommended High-speed access

Icons

The following icons are used throughout the guide. Each icon represents a specific learning point for quick reference.



Signifies beginning of new module (chapter)



Important information regarding a topic



Definition of a new term the first time it is used



Additional information about the topic



Summary or topic review of key concepts



Transition to indicate the end of a module.

Estimated Time: 20 minutes



Module 1: Administration Tab

Creating Company Profiles

Company Profiles are created by Covisint Administrators (only) and are found in the "Create Profile" dropdown under the Administration Tab as follows:

The first step is for Covisint Administrators to set up company profiles for each of the company types below.

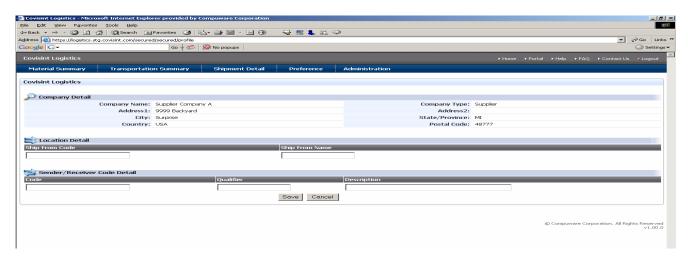
This is necessary in order to support the primary User Administration screen where users are then tied to company profiles. This is discussed later in Administration tabs sections of this document.

Company Type(s) include:

- Supplier
- Freight Forwarder
- Buyer
- Buyer GSC
- Buyer P&A After Sales
- P&A Material Flow Coordinator (1)
- P&A Material Flow Coordinator (2)
- Customs

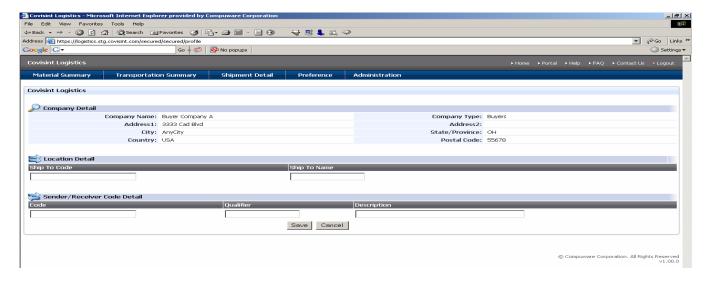


This involves only filling out basic demographic information about a company and specifically defining a "Company Type" as described above. When a Covisint Administrator configures a "Supplier" company, the save is made, then the following screen appears:



At this screen, the Covisint Administrator may/ or may not enter the Supplier Ship From (SF) codes and associated information.

The Company Type of "Buyer" Company is very similar, but allows the Covisint Administrator to enter the Ship To (ST) codes on behalf of the company being configured. An example screen follows:



Note that no other "Company Types" allow the addition of Ship From or Ship To codes.

Notes on configuring companies:

Company Detail, Location Detail, Sender/Receiver Code Detail

In the <u>Company Detail</u> section, the Covisint Administrator creates a company profile and associates it with a company type.

In the <u>Location Detail</u> section, if the company profile / company type is a buyer or supplier then it is the responsibility of the supplier or buyer to provide additional information about the Ship From code (supplier) or Ship To code (buyer).

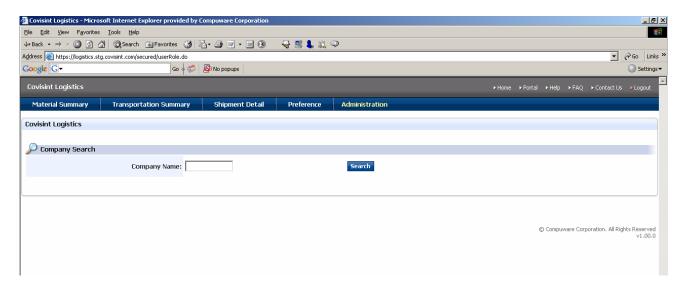
In the Sender/Receiver Code Detail section it is also the responsibility of the supplier or buyer to identify the sender/receiver code pairs. ** Currently, this is not used - but, please note - the sender / receiver code pairs will be used to recognize data as it is received through import processing to populate the Logistics Dashboard in the future.

For other buyer company types (GSC, P+A After Sales, P+A Materials Flow Coordinator, and Customs) - only the Company Detail section of the screen is required. The ship to code is not necessary for these buyer company types.

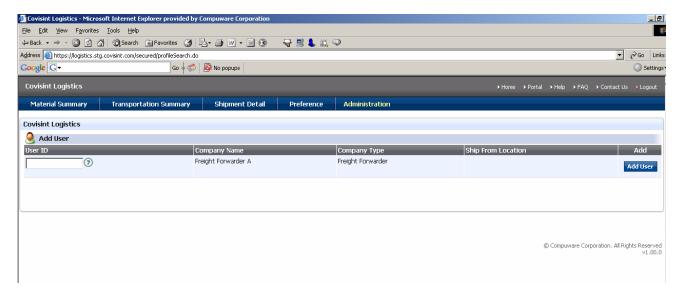
** The above process is for post migration. Initially, to support the GM LAAM migration, there will be a mass bulk upload of 400 + profiles with one ship from location established per profile. Every ship from will get their own profile.

User Administration

Once companies have been established, each company can add their own users and must add at least one. Adding users is accomplished via the dropdown "User Administration" under the Administration tab. Two screens are involved. The first is a search screen:

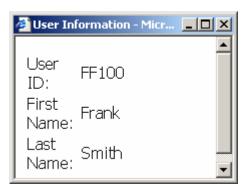


Here the company administrator simply types in the company name and performs a search. The resulting screen is similar to the following search on company name "Freight Forwarder A":



At this point a User ID may be entered and added

1. Question mark (?), if clicked, will display the first and last name of the user. The question mark usage is optional. An example follows:



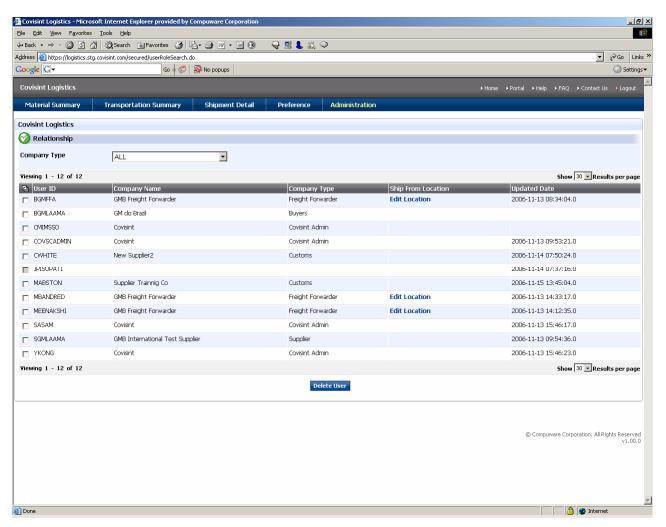
- 2. User id and name is the user id and name established through the CCA Registration process.
- 3. Company Type is the company role that the user will take with respect to the Logistics Dashboard business process. Please note this is where the company profile / company type is tied to the user. In this example, a Freight Forwarder is the entity that manages the shipment on behalf of the buying company and the supplier.

View / Edit Admin Screen

In the View/Edit Screen dropdown under the Administration Tab two major functions are provided:

- 1. Existing users can be deleted.
- 2. Buyer Company administrators can assign or remove Ship From(s) from a given Freight Forwarder. .

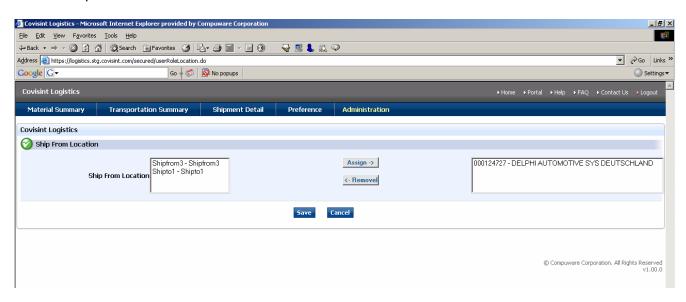
The following is the first View/Edit screen:



Please note one can select specific or "All" company types and that only "Freight Forwarders" contain a hot link entitled "Edit Location".

By checking any user record via the box at the left of the record, the selected users can be deleted by toggling the "Delete User" key.

By toggling the hot link entitled "Edit Location" for a Freight Forwarder company, another screen is presented:

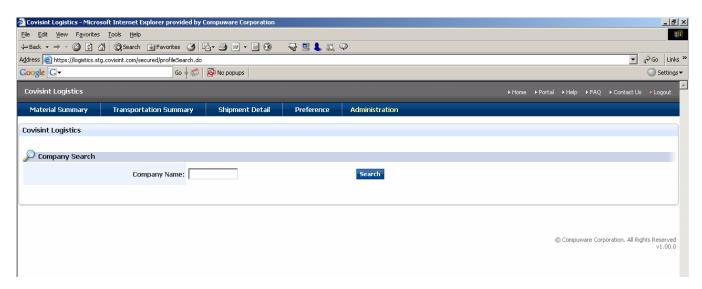


With this screen the administrator can add or remove ship from locations from a User (not a company, but a user). The administrator simply shifts locations from left to right for assignment, and from right to left for removal (both actions via the buttons provided) followed by a save (or a cancel).

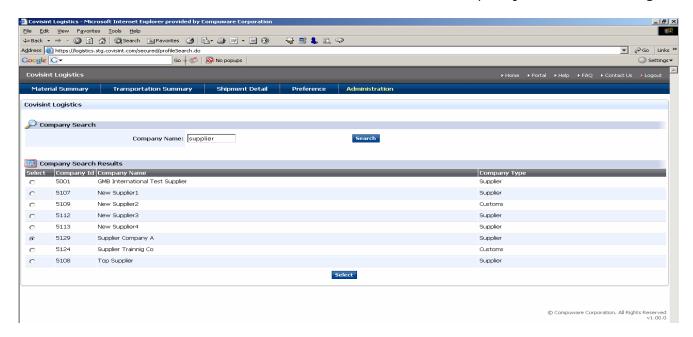
Covisint Logistics User Guide Module 1: Administration Tab

Search / Edit Tasks

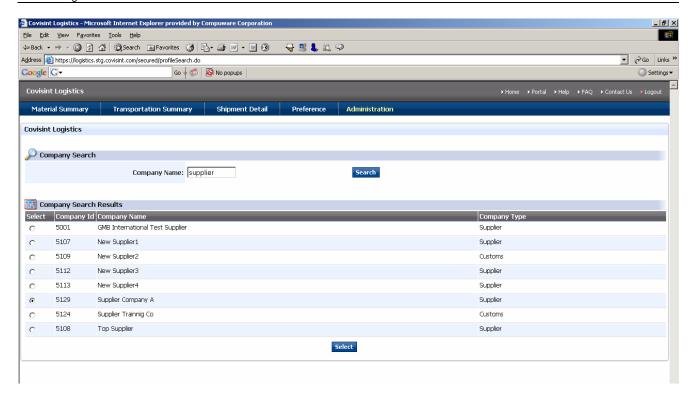
The Search/Edit screen yields:



This screen is identical to the User Administration screen except it yields the following:

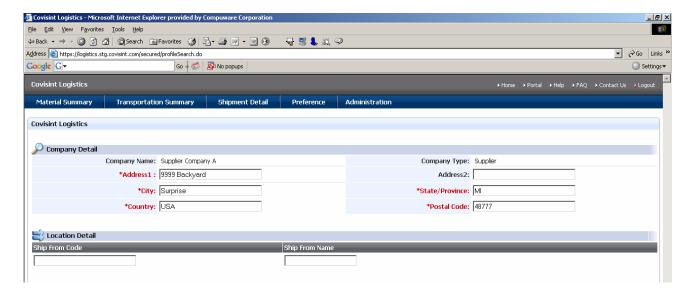


Here, the "Company Type" of the company that is searched yields different results. A Supplier company results in a screen similar to the following:



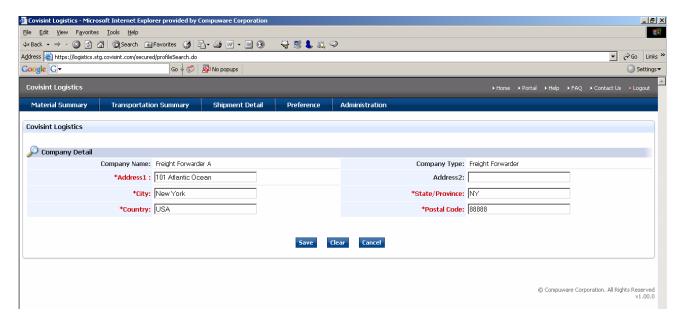
Note, the data element "company id" is a database key identifying the company record(s).

Using the select radio button on the left of the record and toggling the select button yields supplier administrator to add Ship From (SF) location identification to the supplier company named. Additionally, the supplier can change basic company demographics except for the company name or company type.



When a buyer company is searched for under the Search/Edit dropdown, the selected company yields a screen analogous to that of the supplier company above EXCEPT, the buyer administrator is given the opportunity to add Ship To (ST) codes. The buyer administrator has the same company demographic change capabilities for his company as does the supplier for his company.

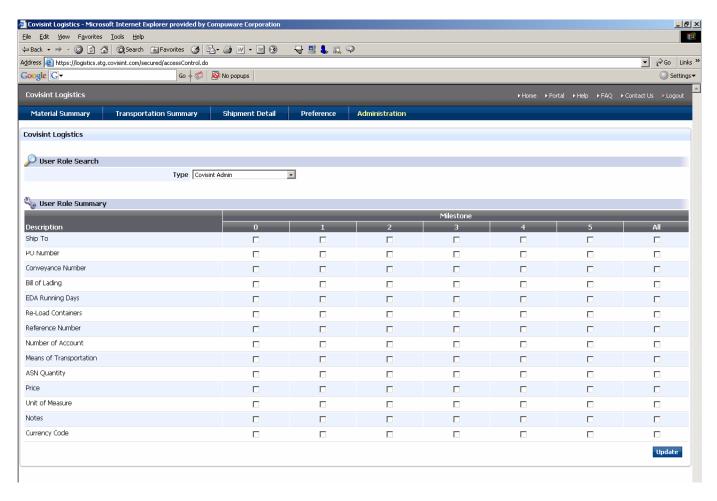
When any other company type other than "Supplier" or "Buyer" is searched via the Search/Edit dropdown, the following screen occurs:



Here, the company administrator can only change basic company demographics (but may not change the company name or company type).

Assigning Role Types

The remaining configuration screen option can be accessed via the "Assign Role Types" dropdown in the Administration tab. For this example is a LAAM specific administration screen.



This administration screen controls the access to the Shipment Detail, the entries on this screen define what data can be changed, by what company type, and at what point in the milestone tracking process it can be changed. There are several different company types.

Types include:

- Supplier
- Freight Forwarder
- Buyer
- Buyer GSC
- Buyer P&A After Sales
- P&A Material Flow Coordinator (1)
- P&A Material Flow Coordinator (2)
- Customs

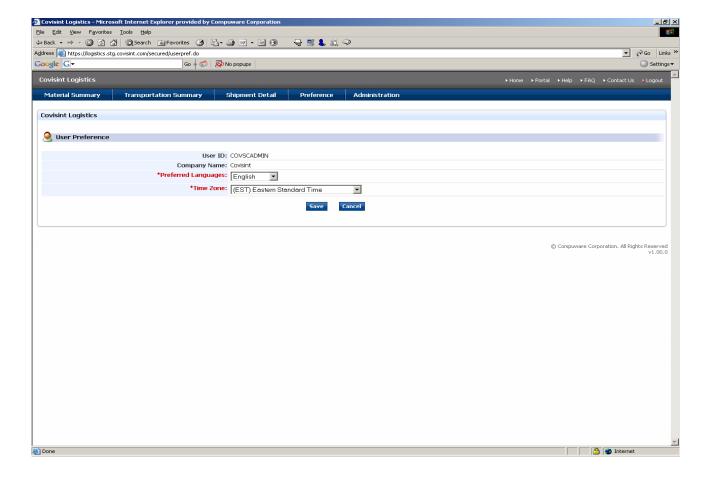
Estimated Time: 10 minutes



Module 2: Preference Tab

Setting Time Zones

This screen is controlled by the logon user id of the LAAM dashboard whatever his/her role. The screen allows the user to maintain his/her language of choice (LAAM choices are English and Portuguese) and the time zone of his/her location.



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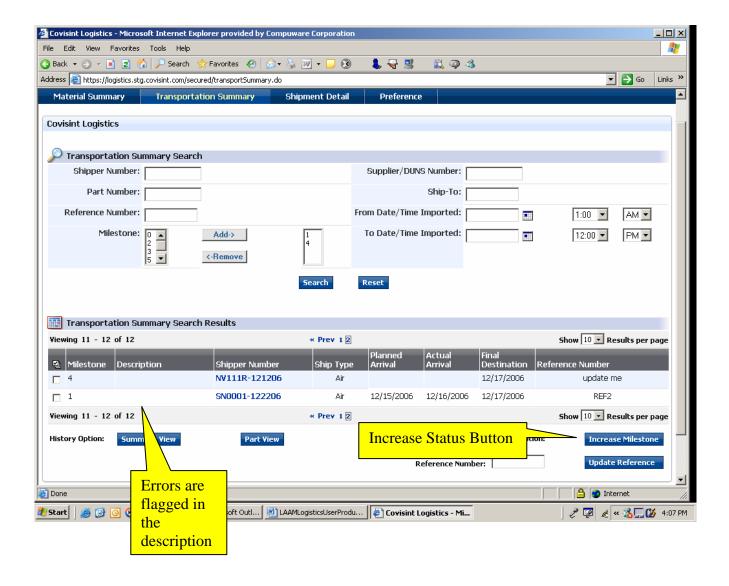
Estimated Time: 20 minutes



Module 3: Transportation Summary Tab

Transportation Summary View

The Transportation Summary View is intended to show the milestone information (where a given shipment is) as it moves through the transportation lane (ship from/departure to ship to/arrival). Selection is via Shipper Number, part number and/or Milestone with optional date/time ranges.



If a specific Shipper Number is not entered in the selection criteria as above, then the display would be for all Shipments that meet the other criteria. In the case above, no Milestone was entered, so all Shipments e displayed. In this case, a non specific search brings up all data.

The transportation summary view is supplemented by a "mass updating of status" feature.

The "mass update of status" feature will allow the user to update (e.g. select all ASN(s) or specific ASN(s) and change the items selected from the current status to the current status plus 1. That is, this feature allows only the updating of milestones for selected shipments by one milestone. With such a feature, it is not possible to increment milestones by more than one nor is it possible to decrement milestones. This is a LAAM requirement.

However, before allowing the user to perform mass updates these milestone rules apply and are checked:

Increasing milestone from 2 to 3:

When the milestone/status is increasing from 2 to 3 – we need to assure that the following information is present:

- 1. Ensure that at least one container is present.
- 2. For an air or ocean shipment, ensure that the means of transport, specific (mode bill of lading) and associated conveyance numbers are present.

<u>Increasing milestone from 3 to 4:</u>

When the milestone/status is increasing from 3 to 4 – we need to ensure that a reference number is present. The user may select multiple shipments, or a single shipment, and apply the user entered reference to the selected shipments.

In addition to the reference number, the system should automatically generate the EDA date (which is the scheduled date for receiving material into the warehouse) and populate the Account Number field with "1C286111". (This is LAAM-specific).

The EDA date is determined by taking the system date and adding a number of running days which is based on the mode of transportation: For M (ocean) add 15 days. For A (air) add 5 days. For R (road) add 5 days.

So, when the user attempts to utilize the "Increase Milestone" button, then the logic above plus any other relevant sanity checks are conducted before incrementing the Milestone from 3 to 4. If any of these checks should fail, an icon will be set adjacent to the description button on the line containing the Shipper number affected (as indicated by the callout entitled "Any errors will be flagged in this area".

If the user will run the mouse pointer over the icon (mouse over) then a view message about the error will be visible.

If then the user actuates the shipper number hot spot adjacent to the icon, he will be taken to the "LAAM Manual Status Changes" page (see section – later in this document) and will be given the opportunity to correct the error. Upon error correction, the user will be returned to the Transportation Summary page above for another opportunity to increase the milestone.

Increasing milestone from 4 to 5

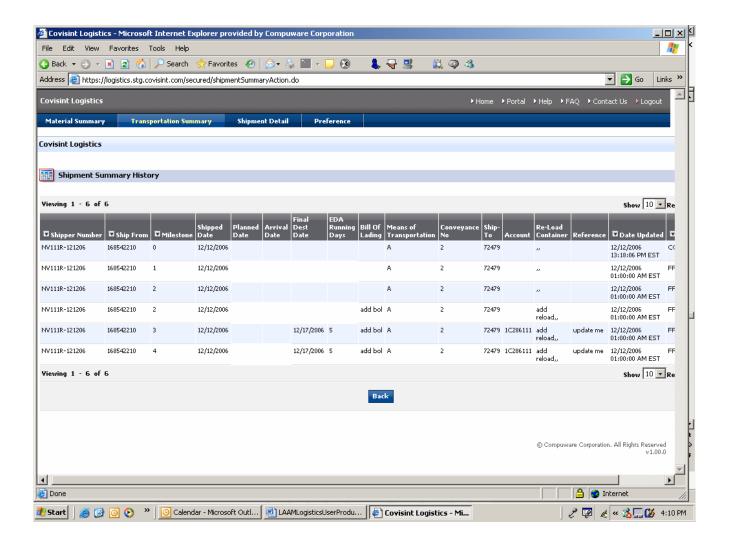
(Moving the shipment to a final status of 5 (five))

It is not expected that a user will manually increase a milestone to 5. It is expected that an automated update process will be triggered based on the receipt of a file from the Catalyst warehouse management system. When material is received into the warehouse the Catalyst application (GMB's Warehouse Management application) will produce this file. The file contains all ASN(s) that were received into the warehouse and the file will be imported and processed into the Logistics Dashboard - processing of this file will update the Shipment milestone/status for those ASN(s) received to a status of 5 (five) – final milestone status and update the arrival date appropriately.

The Transportation Summary Screen also contains two (2) buttons "Summary View" and "Part View". The user will enter a check mark next to the shipments (this could be for multiple shipments or a single shipment) that they would like to inquire on and view the history of changes pertaining to the shipment level information.

The Summary View

Summary View produces the following display:

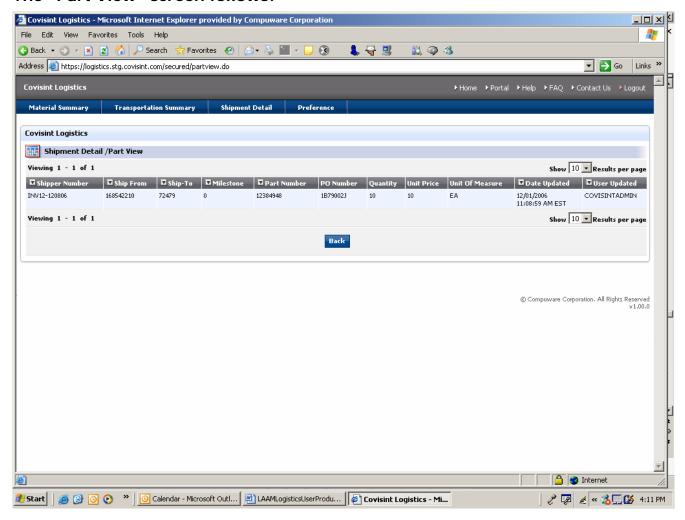


This display shows a summary for the selected shipments. It also displays several data items not displayed in the primary Transportation Summary screen. Many columns can be sorted to point out specific items of interest and the source of the reason for the milestone status is also displayed in the last column. Note that programs or users can be the reason for the milestone existence.

The Part View

The user will enter a check mark next to the shipments (this could be for multiple shipments or a single shipment) that they would like to inquire on and view the history of detail/part number related changes.

The "Part View" screen follows:



As in the prior shot, columns may be sorted to assist any analysis. Again, the source and date of the update is provided in the last column.

This particular view provides shipment information and adds part number information. As in the prior shot, columns may be sorted to assist any analysis. Again, the source and date of the update is provided in the last column.

Estimated Time: 20 minutes



Module 4: Shipment Details Tab

Shipment Detail View

The Shipment Details View is intended to show shipment information pertaining to the general shipment, as well as detailed part number information. For a given part number, the quantity, part container number, milestone, tracking numbers, and planned / actual arrival date information are available on a single screen. In this example, the first search screen is omitted. It is identical to the section below entitled: "Shipment Detail Search" and requires a valid Shipper Number.

Display Summary and Detail (Part Number) Information Screen Covisint Logistics - Microsoft Internet Explorer provided by Compuware Corporation File Edit View Favorites Tools Help 🔾 Back 🔻 🕙 🔻 🙎 🔥 🔑 Search 👷 Favorites 🛭 😥 🕏 💯 🔻 📙 🔞 Address C:\Documents and Settings\CMICXNO\My Documents\Unzipped\GMLAAMNew2\prototype\shipmentDetailResults.html 🔽 🔁 Go Links Covisint Logistics **Material Summary** Transportation Summary Shipment Detail Preferences Administration **Covisint Logistics** Refresh Shipment Detail Search Shipper Number: 123456082806 Shipment Summary Results Ship From: HELLAKG Ship To: 09 - SOROCABA LAAM Shipper Number: 123456082806 capability Bill of Lading: 123456082806 only Release Number: 1234 Shipment Detail Results Viewing 1 - 2 of 2 Show 10 🔻 results per page Quantity 13131298 8/28/2006 123456082806 8/30/2006 8/30/2006 100 3 In Transit 9/5/2006 13131299 50 8/28/2006 3 In Transit 123456082806 8/30/2006 8/30/2006 9/5/2006 Show 10 results per page Compuware Corporation. All Rights Reserved My Computer Done DashboardSum... 🔊 Covisint Logis... 🧷 👰 🚣 🕻 « 🔏 🕻 📜 10:18 AM 🏄 Start 📗 🥭 🔞 🗿 💽 🤏 🔲 Inbox - Microso... 🔀 RE: Mock up da... 🛗 My Documents

Product Revision Level 5.1 - 23 - February 2007

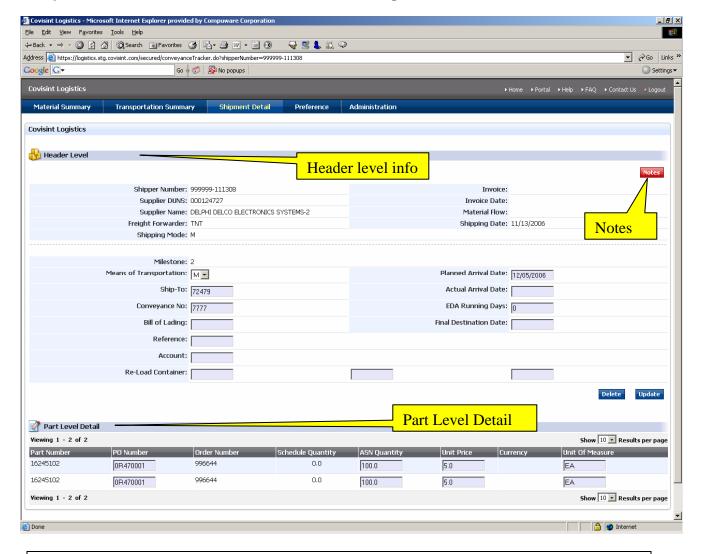
<u>Shipment Summary Results</u> displays a very basic shipment summary indicating the Ship From (supplier), Ship To (buying company specified location), along with the Shipper Number, BOL (Bill of Lading) and Release number. See Appendix A for data element descriptions



NOTE: For GM LAAM, the Shipper Number found in this section can be clicked and it provides a shortcut to the Third (3rd) screen under the Shipment Detail tab. This Shipper Number is not a link for the non-LAAM Logistics Dashboard. See callout in above screen shot.

<u>Shipment Details Results</u> of this screen indicates part number detail about this shipment than was available in the shipment summary.

Shipment Detail: LAAM Manual Status Changes





In the above example, since milestone is less than or equal to 2, the delete button appears on the right lower side of the screen.

Behind the scenes, the data elements defined previously under the Administration Tab: Assign Role Types Screen actually control this Shipment Detail (Manual Status User Interface for LAAM) screen: Specifically, it controls what data can be changed, by what company type, and at what point in the milestone tracking it can be changed.

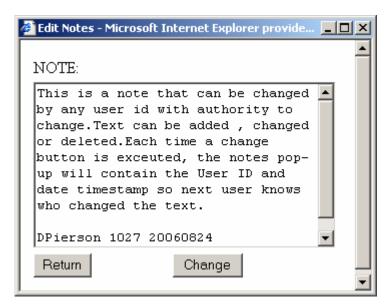
Based on the Buyer's set up:

- Data elements in a non-shaded box cannot be changed.
- Data elements in a shaded box may be changed.

Status 0, 1, 2 – The material arrives at the freight forwarder location

If the status is a 0, a 1 or a 2, allow the user the delete it from the dashboard.

Notes: Clicking the notes button brings the User to a scrolling note. Each time data (text) is added to the note, it is date time stamped and the User ID is appended. This note is for the convenience of all User Types involved in the shipment and can be used by any User with access to this screen. An example follows:



Time: 10 minutes



Module 5: Materials Summary Tab

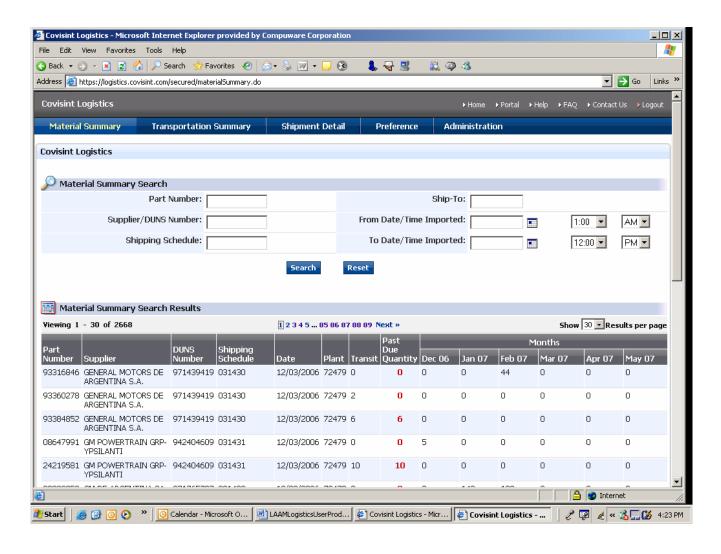
Materials Requirement Summary View

Once a week the P&A application will send an SAP file containing information for shipping schedules sent to suppliers where complete shipment has not been received or the order has not been closed out. This is supplemental information to the traditional DELFOR. The information contained with in this file will be on the Materials Requirements Summary view.

This is simply a display of the ERP system feed – with some calculation necessary to sum up for the "Past Due" quantity which is done in Mapping.

The first screen that appears is identical to the section below entitled "Material Summary Search", so is omitted here. The user can search on several fields as was the case in the "Material Summary Search" and there is an optional date/time selection also available.

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Terms and Definitions

Term	Definition
Account	Account is the Buying Company's account number for this Shipment. The Account number is unique to each company's chart of accounts and may also contain other Buying Company information useful in allocating expense.
Actual Arrival Date	Actual Arrival is the date the Shipment actually arrived at the major transshipment point or a ST location. For LAAM, upon arrival at a transshipment point the contracted Freight Forwarder will enter the actual arrival date.
Air and Rail Freight	Specifically for LAAM, Air and rail freight methods will add 5 days each and ocean freight methods will add 15 days to be added to the System Date thereby creating the Final Destination Date.
ASN	ASN quantity is the quantity of parts for an ASN line item. Initial information is from ASN.
Bill of Lading	Bill of Lading refers to any of HAWB/BL/CTR are descriptions of different types of way bills as used by various transportation modes (e.g. HAWB is used by air transport carriers, BL is a bill of Lading and CTR relates to Customer Owned Truck).
BOL	BOL is the document number of the way bill used by the transportation carrier. Frequently the BOL is kept identical to the Shipper Number (SID) for convenience.
Container	Container is the number identifying the container that holds the Quantity of the Part Number. Frequently more than one container will contain the same Part Number; hence the Quantity expresses the amount of Part Number found in or on the container. Information is from the ASN.
Currency	Currency is self explanatory and is associated with the ASN line item. Initial information is from ASN.
EDA Running Days	EDA running days is the amount of time, in days, that is added to the system date to compensate for long shipments such as by Ocean vessel.
Final Destination Date	For LAAM, the Final Destination Date comes into play when the milestone is increased from 3 to 4. And, depending on the transportation mode (ocean, air, or

Term	Definition
	road) there are a number of days that will be added to calculate the Final Destination Date for when material will be delivered to the Final Destination (warehouse or manufacturing plant).
Flight No/Conveyance	Flight No/Conveyance is the identifier of the carrier and it's itinerary based on the Means of Transportation
Invoice	Invoice is the invoice number. Information is from ASN.
Invoice Date	Invoice Date is the date the invoice was generated. Information is from ASN.
Material Flow	Material Flow is the identification of the Material Flow Coordinator (could simply be the persons initials).
Means of Transportation	Means of Transportation is the same as Shipping Mode
Part Number	Part Number – represents the engineering identifier of the material being shipped from the Supplier to the Buying Company. The Part Number is normally the Buying Company's Part Number. Information is from the ASN.
Planned Arrival Date	Planned Arrival is the date the shipment is intended to arrive at a major transshipment point or a ST location. For LAAM, on the original ASN sent over from Supplier Connection (Milestone 0), this is the date the materials are planned to be delivered to the first major transshipment point. Subsequent Planned Arrival dates are then managed by the contracted Freight Forwarder and the dates will be entered by the Freight Forwarder.
PO Number	PO Number refers to the Purchase Order or the contract or legal document number assigned by the Buying Company.
Quantity	Quantity, the number of pieces of the Part Number in this row. Information is from the ASN.
Release Number	Release Number relates to the planned quantity specified in either the Release or Shipment Schedule document (which logically or actually provides the data for the ASN). This may help the Type to tie this shipment to a specific release data and quantity.
Reload Container	Reload Container. This is the container(s) id(s) that are associated with a shipment that has been broken up or consolidated. An example might be a Sea Container that contains a partial grouping of "Containers" or a consolidation of "Containers" from more than one shipment.
Ship Date	Ship Date is the date the Shipment left the Supplier Ship-From location. Information is from the ASN.
Ship Date	Ship Date is the date the Shipment left the Supplier Ship From location
Ship Schedule	Ship Schedule is the identifying number of the Buying Company's shipment schedule to the Supplier which

Term	Definition
	forms the sourcing document for this shipment.
Ship To	Ship To is the Buying Company defined location at
	which the shipment will be received; could be a warehouse or manufacturing plant.
Shipper Number	Shipper Number uniquely identifies the shipment
Shipping Mode	Shipping Mode (Maritime, Air, Road transportation)
Supplier Duns	Supplier Duns is the Duns number identifier of the Supplier. Note that specific implementations of the Logistics Dashboard may indicate proprietary Supplier Number instead of Supplier Duns.
Supplier Name	Supplier Name is the name associated with the Ship From code (supplier code, Duns, other)
Unit of Measure (UOM)	UOM is the unit of measure for the ASN line item. Initial information is from ASN.
Unit Price	Unit price is the unit price of the parts on and ASN line Item. Initial information is from ASN.