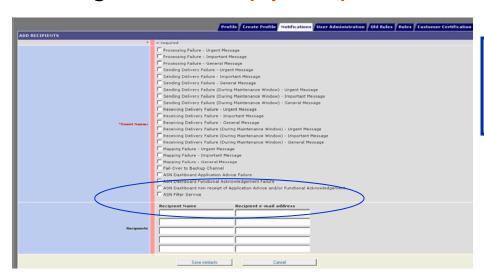


## **ASN Dashboard – Quick Reference Guide**

#### **Accessing ASN Dashboard**

- 1. Navigate to <a href="www.covisint.com">www.covisint.com</a>
- 2. Key in your User ID and Password.
- 3. Click Covisint Connect from the Covisint Applications menu on the left of the screen
- 4. From the Transactions menu, click ASN Dashboard tab.

### **Receiving Notifications (Optional)**



You are able to set up the Connect application to notify you when issues arise in the ASN Dashboard.

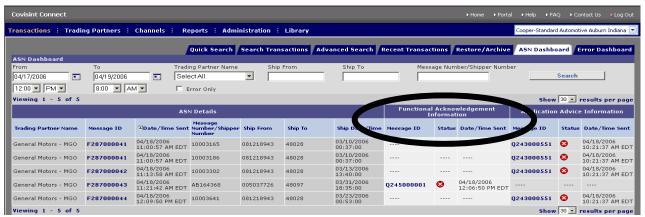
- 1. Click **Notifications** tab from the Administration menu.
- 2. Click View / Edit Notification Changes.
- 3. Click Add a new subscription...
- 4. Enable the checkbox of each ASN event type for which you wish to receive notification.
- 5. In the Recipient Name open text box, key in the name of the person to be notified
- 6. In the Recipient email address open text box, key in the complete email address of that contact.
- 7. Click Save subscription.

The email address you identified will receive email notification for every occurrence of the identified event.



### ASN Dashboard - Quick Reference Guide

# **Managing Errors – Functional Acknowledgement Information**



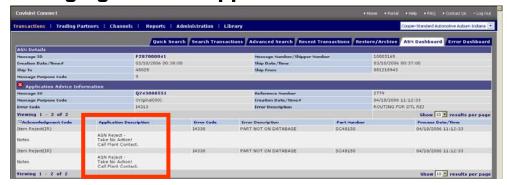
- 1. Navigate to the ASN Dashboard tab.
- Review the Functional Acknowledgement Information column. ASNs marked with in the status column failed, and a Covisint assigned Functional Acknowledgement, along with a Message ID number.



Errors in this column indicate that the ASN or DESADV was NOT successfully transmitted.

- 3. Click the Message ID number for details regarding the ASN or DESADV and the syntax error description.
- 4. Correct the applicable error according to your standard operating procedure, and resubmit.

#### **Managing Errors – Application Advice Information**



- Navigate to the ASN Dashboard tab.
- Read the error as described in the **Application Description** column of the Dashboard tab. The resulting errors are identified.
- 3. Click the Message ID number for details regarding the Application Advise error description.
- 4. Correct the applicable error according to your standard operating procedure, and resubmit.





# **ASN Dashboard – Quick Reference Guide**

### Frequently Asked Questions regarding ASN Dashboard

- Q1. What happens if an ASN (DESADV) is submitted that contains errors AND either the plant representative does not fix the error or instructs the supplier to fix the error and that does not get done in a timely fashion, or the fixed ASN contains errors itself?
- A1. The error Application Advice will be retransmitted again. Covisint will post the latest error at any time.
- Q2 What happens if an ASN (DESADV) error is fixed by either the plant representative or the supplier and a subsequent error is uncovered?
- A2 It will be reported as the current error on the ASN dashboard. Since the ASN was not flagged ASN (DESADV) as good, this leaves an added responsibility on the part of the supplier to view the ASN after it is fixed by the supplier or after the plant representative has stated that they fixed the error. At the point the ASN has been determined to have been fixed, the supplier should check the ASN dashboard again.
- Q3 What happens if a supplier should resend an ASN (cancellation, repair, or simple resubmission)?
- A3 The second transmission will be marked as a Cancellation, and the Application Advice should be checked again with respect to the retransmitted ASN.
- Q4 How is the Functional Acknowledgment column to be interpreted with respect to message receipt and processing?
- The Functional Acknowledgement is the result of a summarized CONTRL transaction and can be interpreted as a) receipt of the message by Covisint, and b) whether or not the ASN contained syntax errors. It is critical to note this is a Covisint, not a plant result. One cannot assume that the plant received or processed the ASN until an Application Advice displays in this ASN Dashboard (for errors) or about 15-20 minutes have passed since the ASN was sent.
- Q5 What should I do when encountering ASN errors as reported on the ASN Dashboard?
- A5 Contact the plant representative at the plant to which you are sending the ASN. Do not fix the errors without instruction. DO NOT CANCEL an ASN without explicit instructions from the plant representative.



Q7



# **ASN Dashboard – Quick Reference Guide**

# Frequently Asked Questions regarding ASN Dashboard

- Q6 Can I set up notifications based on ASN failures as shown on the ASN Dashboard?

  A6 Yes see Covisint documentation.
- A7 Yes, you can only view ASN results for **your** Covisint user ID.
- Q8 How long will the data reside on the ASN Dashboard?

Are there any security considerations?

- A8 Data resides as long as the data remains on the Covisint system most often this is 15 days.
- Q9 Who can use this ASN Dashboard?
- A9 Currently only MGO and GMCCA Direct Connect suppliers are able to use the ASN Dashboard.