

Covisint Connect Enablement Wizard

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BEFORE YOU BEGIN

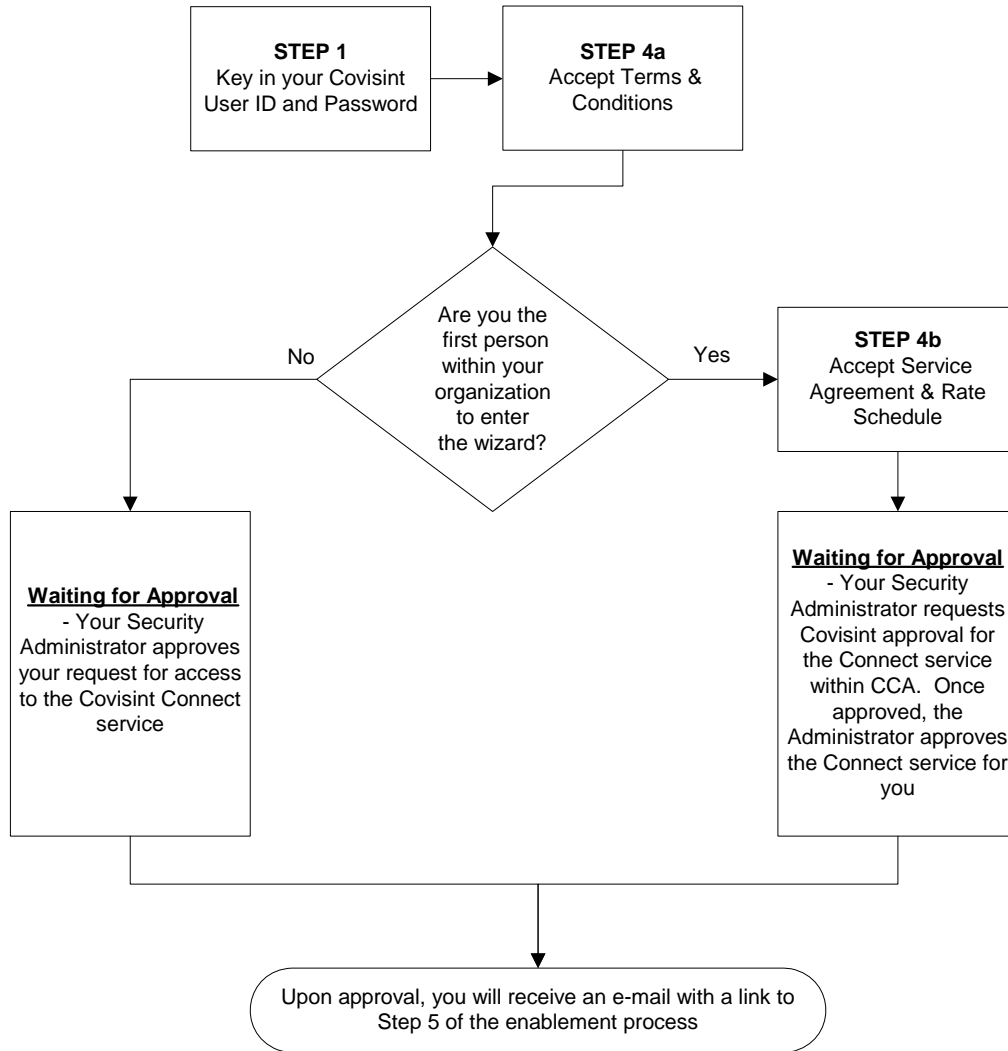
There are seven main steps within the Enablement Wizard. The steps required of you within the wizard are dependent upon conditions of registration for yourself as well as your Organization.



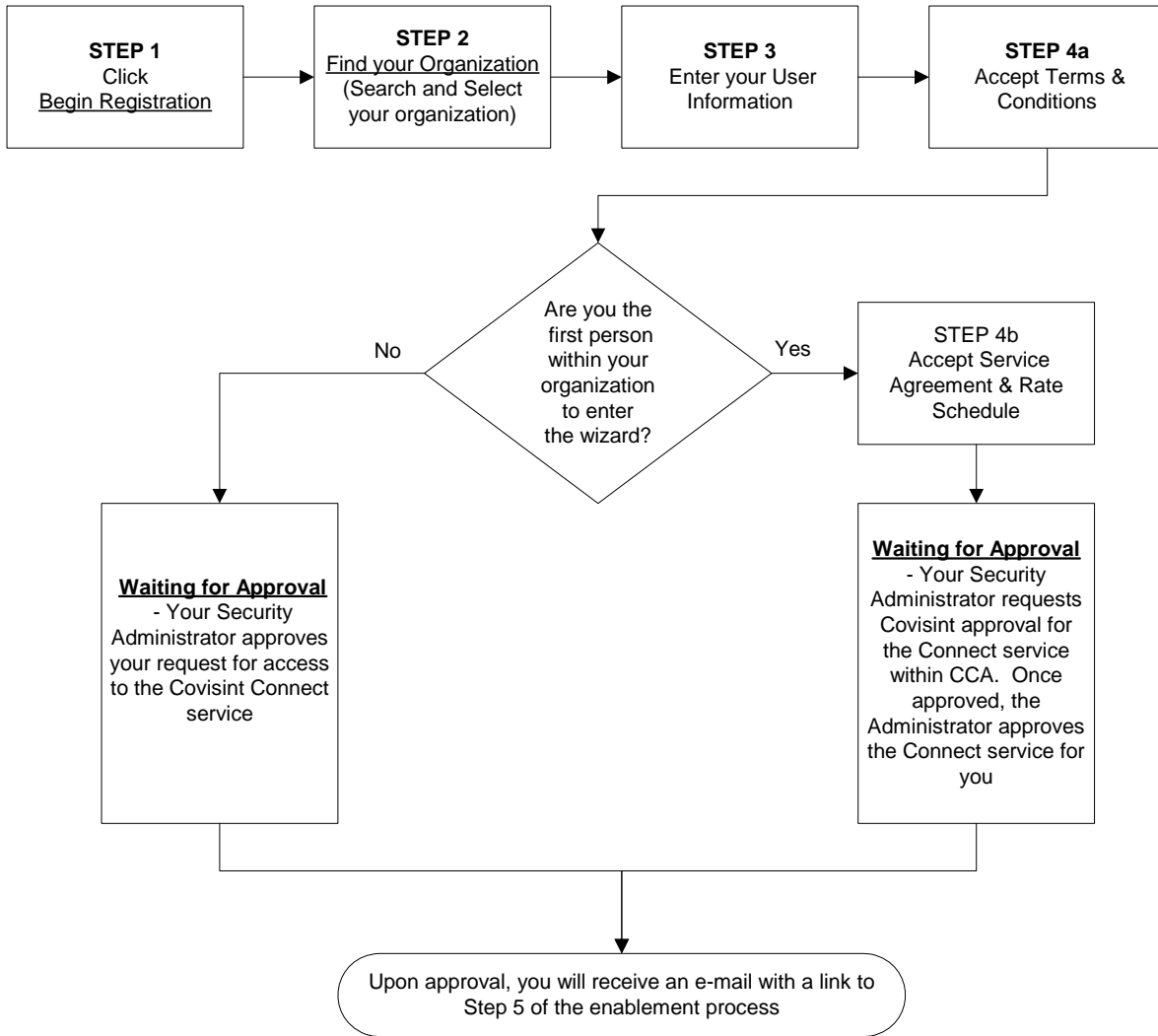
This guide describes all of the work steps for all of the screens within each of the seven steps. Some instructions/work steps may not be applicable to you. To determine which steps are required for you, identify which of the three scenarios best describes your current status, then complete the steps accordingly.

Each of the following three scenarios outlines the steps required, based upon your current status:

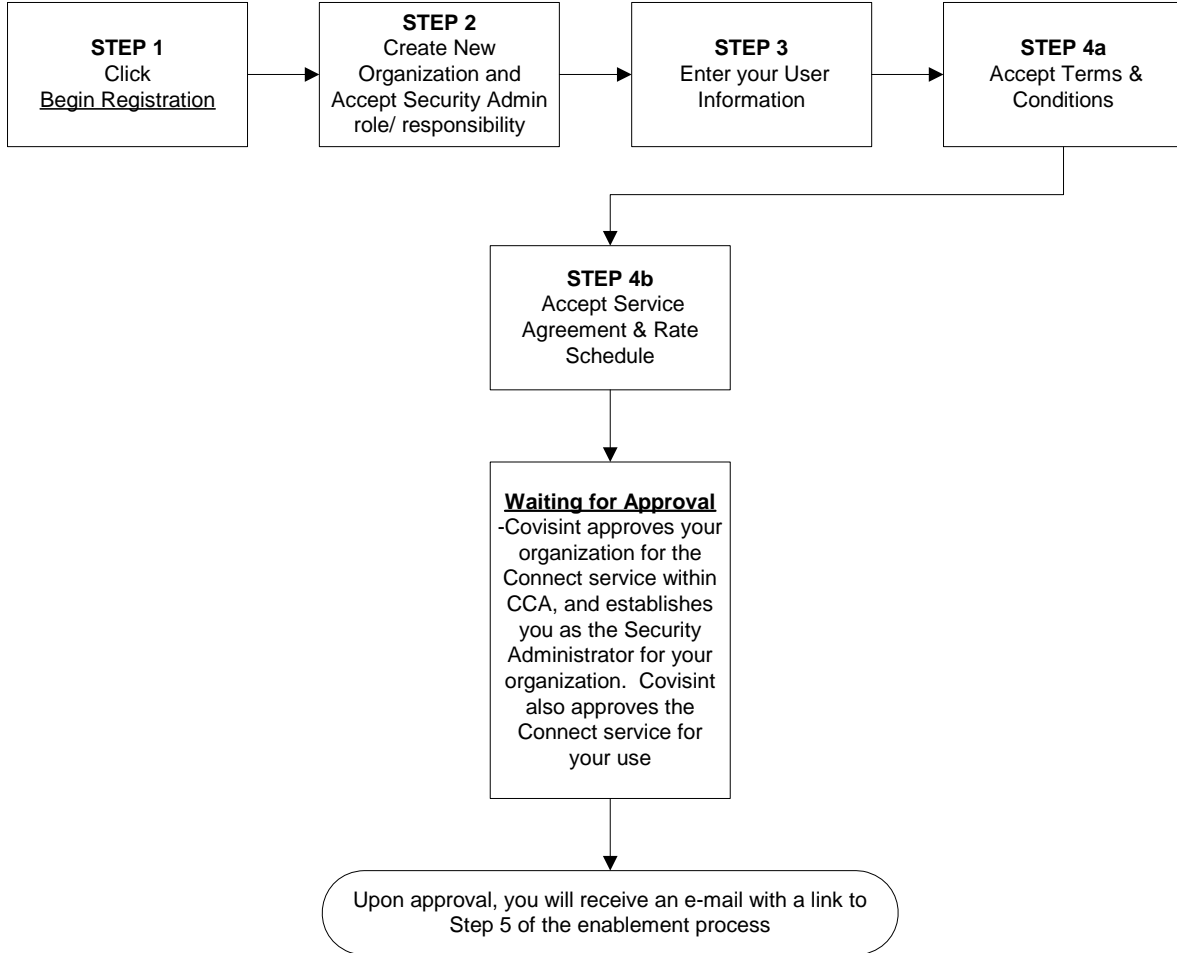
Scenario 1: Existing User & Existing Organization



Scenario 2: New User & Existing Organization

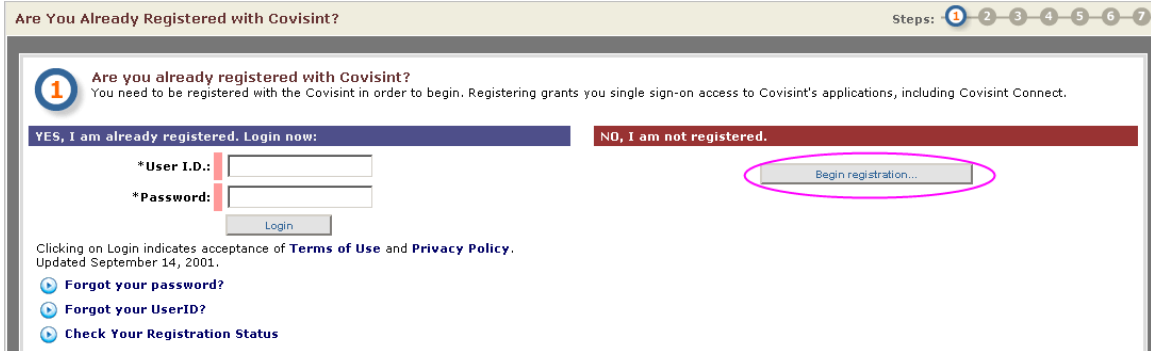


Scenario 3: New User & New Organization



STEP 1

Are You Already Registered with Covisint?



Click the link "**Check your registration status**" for an update on the status of your registration!

If you:

- currently have a login ID for the Covisint portal (www.covisint.com), enter your login ID and password, then select **Login** to continue.
- currently do not have a Covisint login ID, you will select **Begin registration** to continue.
- are the first to register with Covisint for your company, you will become the security administrator for Covisint within your organization. This responsibility can be reassigned at a later date, but is required to complete the process.
- do not wish to be the security administrator for your organization, request the appropriate person within your organization to complete this wizard prior to your registration.

STEP 2

Find Your Organization

FIND ORGANIZATION BY KEYWORD SEARCH OR SUPPLIER CODE

Perform a search for your organization – this allows you to check whether your organization is already registered. Perform this search by either *organization name*, or by the *supplier code* assigned to you by your customer.

SEARCH BY ORGANIZATION: To search by Organization, enter a portion of your organization's name in the open text box, and then click **Search for organization...**

Search note: when searching for your organization, keep in mind your organizational (or legal) structure. Questions to ask may be:

- ✓ Do you have a parent organization under which you should search?
- ✓ Do you have a subsidiary that is already a Covisint member organization?
- ✓ Do you have a sister company that is a Covisint member?

If any of these questions are true, do you wish to register your company as an independent member of Covisint or as part of one of these organizations?

SEARCH BY SUPPLIER CODE: To search by Supplier Code, select the *Supplier Portal* name of the customer with whom you do business from the drop-down list. Enter your supplier code that you use with this customer, and then click **Search for supplier code...**

Search Results

Find Your Organization Steps: 1 2 3 4 5 6 7

2 Search results
Your search has returned 4 organizations. You may select one of the organizations listed below, search again, or create a new organization.

SEARCH RESULTS
Found: 4 results

Select	Organization Name	Organization Address
<input type="radio"/>	A Training Company	Address, City, State 12345
<input type="radio"/>	EDS Training Company LLC	121 Know it All Way, Southfield, MI 48222
<input type="radio"/>	Les's Training Company	1234 Main, Detroit, MI 48226
<input type="radio"/>	Training Company 2	1 Street, City, State 11111

Viewing 1 - 4 of 4 Show 50 per page

SEARCH AGAIN...

Enter organization name:

OR

If your company does business with any of the companies displayed in the drop-down list below, you can search for your organization by supplier code. Select a company from the dropdown, then enter your organization's corresponding supplier code.

select a supplier portal:

enter supplier code:

OR CREATE A NEW ORGANIZATION

If you cannot find your company, then you will need to create and register a new organization. To begin this process, click the button below.

SEARCH RESULTS

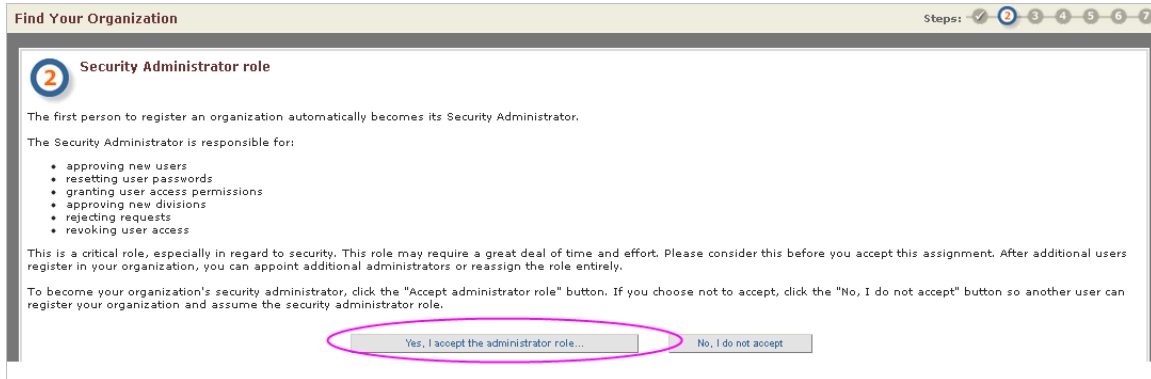
If your organization is listed in the search results, then your organization is already registered with Covisint. If your organization is listed, you may request to become a user for that organization. However, if the results list does not display your organization, then you may wish to create a new organization.

SUCCESSFUL SEARCH: Enable the radio button next to your organization name, and then click **Select Company and continue...**

UNSUCCESSFUL SEARCH: If your company was not found in the search, you can search again based on your corporate structure (parent, sibling, or subsidiary company) or you can register as a new organization with Covisint. To register as a new company with Covisint, click ¹**Create a New Organization...**

¹**NOTE:** If you choose register as a new organization with Covisint, you will assume the role of Security Administrator (refer to the glossary in the online help for further details regarding this role). Also note that if you assume this role, you can later delegate it to another individual within your organization.

Security Administrator Role



ACCEPTING THE ROLE OF SECURITY ADMINISTRATOR

The Security Administrator is responsible for:

- approving new users, and divisions
- approving/rejecting access permission requests
- resetting user passwords
- revoking user access

This is general security for your organization for access to Covisint...approving new users, granting access to a service (Portal, Problem Solver, Covisint Connect, etc.), resetting passwords, etc.

ACCEPT THE ROLE - In order for you to proceed with setting up Covisint Connect, you need to accept the administrator role for your organization. You may wish to accept the role in order to continue the enablement process, as you will then have the ability to create additional administrators within the organization. At that point, you can turn over the administrative responsibilities to the appropriate individual within your organization.

REJECTING THE ROLE – If you do not accept the role, the Covisint Connect setup process is halted. You will not be able to use the Covisint Connect application.

Covisint Connect Setup Halted



Each organization must identify a Security Administrator. You may wish to accept the role in order to continue the enablement process, as you will then have the ability to create additional administrators within the organization. At that point, you can turn over the administrative responsibilities to the appropriate individual within your organization.

To continue with the process and accept the role of Security Administrator for your organization, click on the **Return to previous page** button.

To exit the process and discontinue your registration, click on the **Close this window** button.

Organization Information

Find Your Organization Steps: 1 2 3 4 5 6 7

2 Organization information
Enter your organization's information below. Note that many items are required. This data will help future users select the correct organization.

ENTER ORGANIZATION INFORMATION

* = required fields

*Organization Name:

*Address 1:

Address 2:

Address 3:

*City/Region:

*State/Province:

*Postal Code:

*Country:

Phone Number:

Fax Number:

URL:

DUNS #:

The registration of an entire organization for Covisint is a one-time registration process. You may want to register at the highest level of the organization. From there, you are able to build profiles to match the structure of your organization, if desired.

Note: Your *Organization Name* can be different from your *Trading Partner Profile name*. When new users within your company register to use Covisint Connect, the name you select for your Organization now, is the name for which new users will search when requesting access.

ENTER ORGANIZATION INFORMATION - In the *Organization Name* open text field, key in the name you wish to assign to the organization.

In the *Address* open text fields, key in the business address of this organization. This does NOT have to be the same address to which the profile belongs.

Continue entering all information as desired, then click **Continue...**

STEP 3

User Information

Enter User Information
Steps: 1 2 3 4 5 6 7

3

User information
Please enter your user information below.

ENTER USER INFORMATION

*** = Required fields**

***Organization name:** Training Co

Prefix: (Mr., Mrs., Ms., Miss)

***First Name:**

Middle Name:

***Last Name:**

Job Title:

***Address 1:**

Address 2:

Address 3:

***City/Region:**

***State/Province:**

***Postal Code:**

***Country:**

***Phone Number:**

mobile phone number:

Fax Number:

***Email Address:**

Wireless Email Address:

***Time Zone:**

***Language Preference:**

Note: This language selection does not guarantee the availability of the language in Covisint services or applications.

All users must register and request access from their Security Administrators. You are prompted to provide your contact information.

ENTER USER INFORMATION - Key in your user name. In the *Address* open text fields, key in your business address. This information reflects your location, and does not have to match the address of the organization or the trading partner profile.

Continue entering all information as desired, then click **Continue...**

Enter User Information

Enter User Information Steps: 1 2 3 4 5 6 7

3 Login information
Please enter the required login information below. Remember your User ID and password, as you will need these to log in after you are approved. If you forget your password, you can reset it by answering your challenge question.

ENTER LOGIN INFORMATION

* = required fields

*User ID:
Note: User ID must be 4-20 characters. You may choose any User ID that is not already taken by another Covisint user. For familiarity, you may wish to choose the same User ID that your company uses for internal networking.

*Password: [show password rules](#)

*Re-enter Password:

*Challenge Question:
Note: in case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.

*Challenge Answer:
Note: to retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.

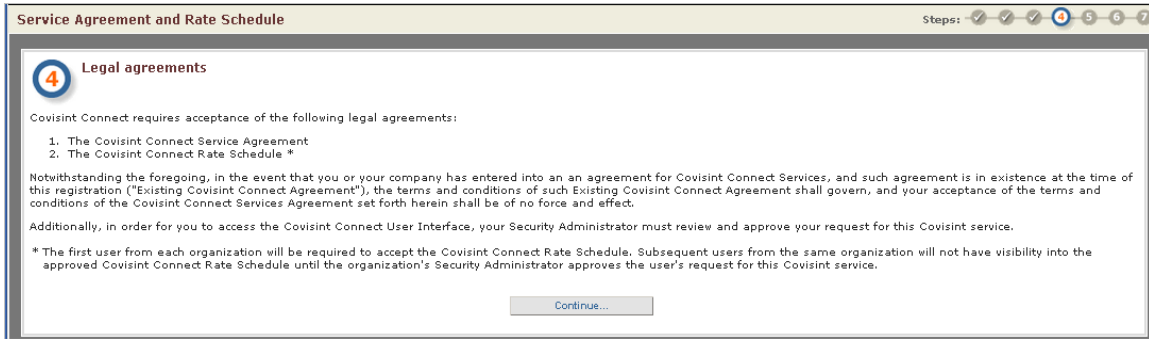
ENTER LOGIN INFORMATION - In the open text fields, key in your User ID. Create a password, challenge question and answer that conform to the password rules.

COVISINT USER ID AND PASSWORD


Once your request is approved, you will be able to access all of your approved Covisint applications using this Covisint User Id and Password.

STEP 4

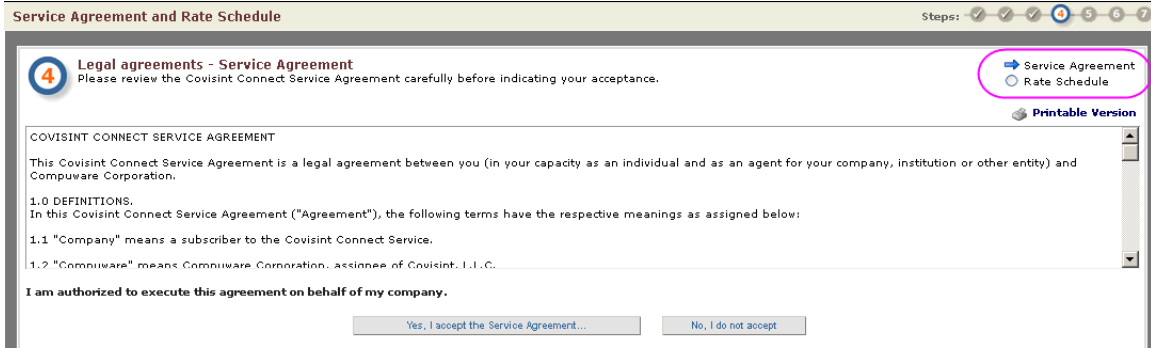
Terms and Conditions



Acknowledge that you are prepared to continue working in this Enablement Wizard, and will be able to accept the terms, conditions, and rate schedule by clicking **Continue...**

	<p>Every individual that goes through the "Enablement Wizard" must accept the Covisint Connect Terms and Conditions.</p> <p>Only the first individual that goes through the "Enablement Wizard" for your organization will be presented with the Covisint Connect Service Agreement and Rate Schedule.</p>
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Service Agreement and Rate Schedule




Use the scroll bar on the right of the window to read the entire Covisint Connect Service Agreement.

PRINT THE SERVICE AGREEMENT - Click the **Printable Version** link in the upper right corner of the screen to obtain a paper copy of this service agreement.

ACCEPT THE AGREEMENT - Click **Yes, I accept terms and conditions...** to proceed to the next screen.

REJECT THE AGREEMENT – If you do not accept the terms and conditions, click **No, I do not accept**. The enablement process for your organization is halted. (You must accept terms and conditions before your registration can be processed).


	<p>SPECIAL PROMOTIONAL CODE – If you have obtained special promotional code, (this would have been sent to you along with an invitation to register), proceed to the next screen and key in that promotional code.</p>
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Covisint Connect Setup Halted

The screenshot shows a web application window titled "Register For Covisint Connect". The window has a dark header with "Register For Covisint Connect" on the left and "Help" and "Close window" on the right. Below the header is a yellow bar labeled "Service Agreement and Rate Schedule" with a "Steps:" indicator showing a progress bar with seven steps, where step 4 is highlighted. The main content area has a white background with a red "X" icon and the text "Covisint Connect setup halted". Below this, it says "You must accept the Covisint Connect Service Agreement to proceed with the registration process." There are two paragraphs of text explaining the requirement to accept the Service Agreement and how to opt out. At the bottom of the main content area are two buttons: "Return to previous page..." and "Close this window". At the very bottom of the window, there is a small red arrow icon and the text "send us an email and a customer service specialist will contact you directly".

Register For Covisint Connect ▶ Help ▶ Close window

Service Agreement and Rate Schedule Steps: ✓ ✓ ✓ 4 5 6 7

 **Covisint Connect setup halted**
You must accept the Covisint Connect Service Agreement to proceed with the registration process.

Return to the Covisint Connect Service Agreement page by clicking the "Return to previous page" button and click on the "Yes, I accept Service Agreement" button to proceed with the registration process.

All organizations registered to use Covisint Connect must accept the Service Agreement. If you are not authorized to accept the Covisint Connect Service Agreement, opt out by clicking on the "Close this window" button. A representative of your organization who is authorized to execute this agreement can begin the new organization registration process.

[Return to previous page...](#) [Close this window](#)

▶ send us an email and a customer service specialist will contact you directly

Each organization must accept the terms, conditions, and rate schedule in order to use the Covisint Connect application. You may click **Return to previous page...** and accept these items, or you may wish to contact your Covisint sales representative.

Service Agreement and Rate Schedule (a)

Service Agreement and Rate Schedule Steps: 1 2 3 4 5 6 7

4 Legal agreements - promotional code
If you have a special promotional code, enter it now to update the Rate Schedule. ✓ Service Agreement
➔ Rate Schedule

ATTENTION GENERAL MOTORS SUPPLIERS...

GM If you are a General Motors supplier, General Motors will pay for EDI charges related to General Motors applications that have been migrated to Covisint. The charges that General Motors will pay include:

- Kilocharacter charges for messages sent to and from General Motors
- Two registered users per GM comcode for the Covisint Connect Interface Tool
- One connectivity channel (FTP or HTTP)
- Service initiation fee for initial registration to Covisint Connect for General Motors business
- Monthly Trading Partner management fee for General Motors business only

General Motors will not pay for your EDI traffic or additional fees related to doing business with your other customers/suppliers or for GM applications that have not yet converted. Your Covisint Analyst can provide you with more specific information about which of the GM applications have converted. You will be responsible for paying non-GM related charges based on your contract with Covisint.

ENTER YOUR PROMOTIONAL CODE IF YOU HAVE ONE

If your email included a promotional code, enter it below and click on the "Go" button. If your organization does not currently have a promotional code, you will still be able to register. Click on the "Continue..." button to continue the registration process.

Promotional code:

OR

Select currency:

PROMOTIONAL CODE – A promotional code is a number used to indicate to Covisint Billing that you have a unique rate schedule, and should not be billed according to the blanket service and rate schedule.

Promotional codes, when issued, are generally issued by the customer that requested you to use the Covisint Connect application to the Covisint registration team. The Covisint registration team will include any application promotion code in the invitation email that they send to you when requesting that you register for Connect.

If you have obtained a promotional code (that would have been sent to you along with an invitation to register), enter that number into the *Supplied promotional code* open text field, then click **Continue...**

Service Agreement and Rate Schedule Steps: 1 2 3 4 5 6 7

4 Covisint Connect Rate Schedule
Accept or reject the Covisint Connect Rate Schedule. After you complete this step, you must wait for your organization's security administrator to approve your request. You will be notified of the administrator's decision via email. ✓ Service Agreement
➔ Rate Schedule

Glossary of Terms Printable Version

ATTENTION GENERAL MOTORS SUPPLIERS...

GM If you are a General Motors supplier, General Motors will pay for EDI charges related to doing business with General Motors. The charges that General Motors will pay for include:

- Kilocharacter charges for messages sent to and from General Motors
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- Monthly Trading Partner management fee for General Motors business only

General Motors will not pay for your EDI traffic or additional fees related to doing business with your other customers/suppliers or for GM applications that have not yet converted. Your Covisint Analyst can provide you with more specific information about which of the GM applications have converted. You will be responsible for paying non-GM related charges based on your contract with Covisint.

Frequency Code Help

RATE SCHEDULE

For additional, optional Covisint Connect Services you request beyond those paid by General Motors, the following rates are applicable.

Item Code	Description	Min	Max	Freq.	UoM	USD
Supplier Connect Items						
SCFR001	PSA Financial Mgt. Service Package	1		ABF	EACH	\$ 1.99
Supplier Connect Items						
SCM0111	Registration and Set-up Services Per Company	1		1EF	EACH	\$ 1.99

I am authorized to execute this Rate Schedule on behalf of my Company.



The rate schedule is displayed.

ACCEPT THE RATE SCHEDULE - Accept the blanket service and rate schedule, as displayed, by clicking **Yes, I accept this rate schedule...** This pauses the enablement process while Covisint processes and approves your request. Once approved, you will receive an email containing your approval, as well as a hyperlink to complete the final configuration steps 5 – 7 of the Enablement Wizard.

REJECT THE RATE SCHEDULE – If you do not accept the fee schedule, click **No, I do not accept.** The enablement process for your organization is halted. (You must accept the fee schedule before your registration can be processed).

Service Agreement and Rate Schedule (b)

Register For Covisint Connect ▶ Help ▶ Close window

Service Agreement and Rate Schedule Steps: 1 2 3 4 5 6 7

Covisint Connect setup halted
You must accept the Covisint Connect Service Agreement to proceed with the registration process.

Return to the Covisint Connect Service Agreement page by clicking the "Return to previous page" button and click on the "Yes, I accept Service Agreement" button to proceed with the registration process.

All organizations registered to use Covisint Connect must accept the Service Agreement. If you are not authorized to accept the Covisint Connect Service Agreement, opt out by clicking on the "Close this window" button. A representative of your organization who is authorized to execute this agreement can begin the new organization registration process.

▶ send us an email and a customer service specialist will contact you directly

Each organization must accept the terms, conditions, and rate schedule in order to use the Covisint Connect application. You may click **Return to previous page...** and accept these items, or you may wish to contact your Covisint sales representative.



Wait for Approval

The screenshot shows a window titled "Service Agreement and Rate Schedule" with a progress bar at the top right indicating "Steps: 1 2 3 4 5 6 7", where step 4 is highlighted. The main content area contains the following text:

4 Wait for approval
Your request for Covisint Connect was successfully submitted!

Once a decision is made, you will receive an e-mail notification that will include the following:

- Indication of approval (or denial)
- A direct link to finish the registration process
- Directions to complete the final configuration step

Thank you for your request. We look forward to having you as a Covisint Connect customer.

Close this window

Your request for access to the Covisint Connect service package has been sent to the appropriate approver. If you set up a new organization, a Covisint representative will review and approve your request. If you registered as a user under an existing organization, then a Security Administrator within your organization will review and approve/reject your request. Once approved, you will receive an email containing your approval, as well as a hyperlink to complete the final configuration steps 5 – 7 of the Enablement Wizard.

STEP 5

Continue to Profile Setup

Register with Covisint Connect

You have been approved for Covisint Connect.

Now that you have successfully completed Steps 1-4 and obtained approval, you are now ready to begin **Step 5: Profile Setup**. To continue to this step, please select the "Continue to Profile Setup" button on the right side of the screen. For more information on this step, please read below.

[Continue to Profile Setup...](#)

- 1 Are you already registered with Covisint?**
If you already have a Covisint User ID and password, enter it at this point. If your information is correct and current, you can jump to Step 4.
- 2 Find your organization**
If you're not registered with Covisint, you can search for your company's organization within the Covisint system. If you can find your organization, a security administrator from your company will approve your request for Covisint Connect. If you cannot find your organization in the system, you can create a new organization.
- 3 Enter user information**
Enter your personal profile information. This includes creating a new Covisint User ID and Password.
- 4 Service Agreement and Rate Schedule**
To register for Covisint Connect, you must accept both the Service Agreement and Fee Schedule. After concluding Step 4 of the registration process, you must either wait for your organization's security administrator to approve your request (for existing organizations), or receive approval from a Covisint administrator (for a new organization). You will be notified of the administrator's decision via e-mail.
- 5 Profile setup**
After you are approved to use Covisint Connect, you will receive a notification e-mail that will contain a direct link into the system's user interface. You will be prompted to login and configure your trading partner profile. This includes creating a trading partner profile name, entering your sender and receiver codes and billing information.
- 6 Connection method**
You can configure a connection method for sending and receiving transactions. You will be asked to provide such information as your communications software provider, connection method (FTP, HTTP(S), or WebSphere MQ (tm)) and payment account information for the connection request process. If you're unfamiliar with your connection method, you can skip this step.
- 7 Relationship request**
If you were invited to register by an existing trading partner or would like to locate a trading partner, then you can complete a relationship request as part of your set-up. To do this, you must provide the appropriate sender and receiver codes, payment options and any mapping or custom processing requests. You can skip this step if you don't need to locate a trading partner at this time.

Your request to access the Covisint Connect application has been approved. You are now tasked to complete the final configuration steps 5 – 7 of the Enablement Wizard. Click **Continue to Profile Setup...** to proceed.

Profile Setup

Profile Setup
Setup Steps: 1 2 3 4 **5** 6 7

5

Create a profile

Please enter the following information about your trading partner profile:

[More about Trading Partner Profiles ?](#)

Create a new trading partner profile The profile you create may be used by others in your organization, as well as by your trading partners. Your trading partners will search for your trading partner profile name when they request a trading partner relationship with you. .

MY TRADING PARTNER PROFILE NAME

* = Required fields

*Trading partner profile name:

HINT:
Enter your company or division name. This is how other trading partners will locate you.

TRADING PARTNER PROFILE MAIN ADDRESS

*Address:

Address 2:

*City/Region:

*Country: UNITED STATES

*State/Province: ALABAMA

*Postal Code:

Web site for your company's EDI guidelines:

MY SENDER/RECEIVER CODES [Add More Codes](#)

Typically, a trading partner's sender/receiver code is a DUNs number, telephone number or a code assigned by a customer. A trading partner's sender/receiver code can be any number as long as it complies with Covisint Connect parameters. Some trading partners have multiple sender/receiver codes that identify where to send documents. For example, a trading partner may have trading partner codes that identify different divisions or plants within the company.

Qualifier (if any)	Code	Description
<input type="text" value="select one if necessary..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select one if necessary..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select one if necessary..."/>	<input type="text"/>	<input type="text"/>

CONTACTS

Name	Position	Phone	Cell Phone	Pager	Email	Edit	Delete
⚠ Add New Contact...							

PROFILE ADMINISTRATORS

User ID	Name	E-mail	Address	Phone
SUPPORTTRAININGADMIN	Melanie Abston	mabston@covisint.com	1 Campus Martius, Detroit, MI 48128 US	313555212

A summary of information regarding your company, contract, and rate schedule is displayed. Click **Printable Version** if you wish to obtain a paper copy of this information. Click **Continue...** after reviewing your contract information.

CONTRACT SPECIFICS – if you wish to view the details of your contract, click **Continue...** in the **CONTRACT SPECIFICS** section of the screen.

RATE SCHEDULE – This section displays the details of the rate schedule for your organization. This includes rate (when applicable) per transaction type, unit of measure, and the currency of US Dollar or Euros.

Trading Partner Profile Setup

Profile Setup
Setup Steps: 5 6 7

5
Create a profile
More about Trading Partner Profiles ?

Please enter the following information about your trading partner profile.

SELECT A TRADING PARTNER PROFILE

The following profiles are listed under your organization. You may select one of these and request to be an administrator, or [create a new trading partner profile](#).

Select	Trading Partner Profile Name	Trading Partner Address	Trading Partner Codes
<input type="radio"/>	abc group	1234 1234 lkj, MASSACHUSETTS 98765	
<input type="radio"/>	X3X	,	
<input type="radio"/>	why	www www 22, ALABAMA 55555	555565
<input type="radio"/>	T3-SPLITTING-SRC	222 Sprocket Drive Southfield, MICHIGAN 48175	T3-SPLIT-SRC
<input type="radio"/>	Steve Demo	1121 Southfield 1121 Southfield Southfield, MICHIGAN 48188	STEVETEST1
<input type="radio"/>	T3-SPLITTING-TRG	222 Sprocket Drive Southfield, MICHIGAN 48175	T3-SPLIT-TRG
<input type="radio"/>	aaaaa	11 vr, ALABAMA sssss	SSSSS
<input type="radio"/>	SPROCKET TP 2	address address city, ALABAMA 123456	SPR-TP2-5 SPR-TP2-1 SPR-TP2-2 SPR-TP2-3 SPR-TP2-4
<input type="radio"/>	SPROCKET TP 8	address8 address8 city8, ALABAMA 88888	SPR-TP8-1
<input type="radio"/>	Truong123	123 main 123 main Southfield, ALABAMA 203948	T123123
<input type="radio"/>	TRADING PARTNER - ONE	222 Sprocket Drive Southfield, MICHIGAN 48175	TP_ONE
<input type="radio"/>	Ford GEC Hub	Michigan Ave Michigan Ave Dearborn, MICHIGAN 48000	F159B F159E

CREATE A TRADING PARTNER PROFILE.

If none of the above profiles fits your needs, then you can create a new profile under your organization.

[Contact us](#)

IF someone in your organization has already created one or more trading partner profiles, then you will see a page that displays the current profiles.

NOTE: Your organization might have more than one profile in order to restrict data access among trading partner administrators OR to bill transactions to separate payment accounts. *Restriction: sender/receiver codes must be unique under each profile; codes cannot be shared among profiles.*

IF you are the first user from your organization to access the Covisint Connect product, then you will not see this page. You will land directly at the Create a Profile page.

This list of Trading Partner Profiles is a list of the all profiles that have been created by your organization. You may request to become a member of the selected profile. Or, you may elect to create a new profile.

Note: This is **not** a list of your trading partners – this is a list of the profiles belonging to your organization, profiles as seen by your trading partners.



REQUEST TO WORK AS AN ADMINISTRATOR OF AN EXISTING PROFILE – Enable the radio button next to your *Trading Partner Name*, then click **Select and continue...**

Choose the role you wish to obtain within the selected profile from the drop down menu.

Key in your request description in the open text field, then click **Submit Request**.

The “Profile Access Request Complete” confirmation message is displayed. When this is the case, upon approval, you may login via the Covisint Portal at any time to view your profile.

Before you begin transmitting and receiving messages, you may have to wait for the following processes and approvals to take place if they have not yet occurred:

1. **Connection Channel Setup:** The Covisint Connect Team will be contacting you.
2. **Relationship Approval:** You will receive an email notification when your trading partner approves or rejects your request.

CREATE A NEW TRADING PARTNER PROFILE –Click **Create a new profile...**

Create a Profile

Register for Covisint Connect
Help Close window

Profile Setup
Setup Steps: 1 2 3 4 **5** 6 7

5

Create a profile

Please enter the following information about your trading partner profile:

[More about Trading Partner Profiles ?](#)

Create a new trading partner profile The profile you create may be used by others in your organization, as well as by your trading partners. Your trading partners will search for your trading partner profile name when they request a trading partner relationship with you. .

MY TRADING PARTNER PROFILE NAME

* **Trading partner profile name:**

HINT: Enter your company or division name. This is how other trading partners will locate you.

TRADING PARTNER PROFILE MAIN ADDRESS

* **Address:**

Address 2:

* **City/Region:**

* **Country:**

* **State/Province:**

* **Postal Code:**

Web site for your company's EDI guidelines:

MY SENDER/RECEIVER CODES [Add More Codes](#)

Typically, a trading partner's sender/receiver code is a DUNs number, telephone number or a code assigned by a customer. A trading partner's sender/receiver code can be any number as long as it complies with Covisint Connect parameters. Some trading partners have multiple sender/receiver codes that identify where to send documents. For example, a trading partner may have trading partner codes that identify different divisions or plants within the company.

Qualifier (if any)	Code	Description
<input type="text" value="select one if necessary..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select one if necessary..."/>	<input type="text"/>	<input type="text"/>
<input type="text" value="select one if necessary..."/>	<input type="text"/>	<input type="text"/>

CONTACTS

Name	Position	Phone	Cell Phone	Pager	Email	Edit	Delete
Add New Contact..							

PROFILE ADMINISTRATORS

User ID	Name	E-mail	Address	Phone
SASAM	Steve Asam	sasam233@covisint.com	25800 Northwestern Hwy, Southfield, MI 48075 US	248-827-6130

[Contact us](#)

The profile you create may be viewed by others in your organization, as well as by your trading partners. Your trading partners will search for this profile name or your sender/receiver codes when requesting a Trading Partner Relationship with you. Your organization's users will see this profile's name and sender/receiver codes when requesting access to it.

TRADING PARTNER PROFILE NAME - An open text field. Key in the name you wish to assign to the new Trading Partner Profile you are creating for your organization.



TRADING PARTNER PROFILE MAIN ADDRESS –Open text fields. Key in the business address at which this profile resides. This does NOT have to be the same address as the parent organization to which the profile belongs.


MY SENDER/RECEIVER CODES

QUALIFIER: A drop down menu list of available Qualifiers (if any required) for your Sender/Receiver Codes.

NOTE: In the Covisint Connect system, qualifiers identify the specific sender/receiver code category. For example, the qualifier "01" represents DUNS and the qualifier "ZZ" represents a mutually-defined code standard.

CODE: Open text fields where you will key in the Sender/Receiver code for this trading partner profile, and determine whether this code is a Test or Production code by enabling the applicable radio button.

DESCRIPTION: Open text fields where you may key in the description of a Sender/Receiver code for this trading partner profile.


	To add more than three sender/receiver codes, click Add More Codes .
---	---



Select or Create Payment Account Information

IF your organization has already identified payment accounts, then you can select from these, OR create a new payment account for your organization.

IF your organization has NOT identified any payment accounts, then you will be required to enter a payment account for this trading partner profile.



In the screen below, when "United States" is selected from the **Country** field, the **Validate Address** button is displayed. After keying in your address information, click **Validate Address**.

(This button is not displayed/required for Country selections other than United States.)

Steps: ✓ ✓ ✓ 5 6 7

5 Create payment account information
Please enter the following information to identify your payment account information:

BILL TO ADDRESS

* = required fields

*Country: UNITED STATES

*Customer Name: _____

Attention: _____

*Street Address: _____

Suite/Apt: _____

*City: _____

*State: _____

*Zip Code: _____

FINANCIAL CONTACT INFORMATION

*Financial contact name: Training Co

*Phone Number: _____

Alternative phone number 1: _____

Alternative phone number 2: _____

Fax Number: _____

*Email Address: _____

*PO Required? Yes, please enter: _____
 No


PAYMENT TYPE

Payment Type: Invoice

The system requires a 9-digit zip code, **and will supply it for you.**

After clicking **validate address** button (when United States is selected from the **Country** field), if you had entered a 5-digit zip code, the system will select and display the correct 9-digit code for the address displayed.

(This button is not displayed/required for Country selections other than United States.)

 **The changed address information, if any, is highlighted. If you would like to make changes, click Validate Address again.**

BILL TO ADDRESS

* = required fields

*Country: UNITED STATES

*Customer Name: Training Co.

Attention:

*Street Address: 1 Campus Martius

Suite/Apt:

*City: Detroit

*State: MI

*Zip Code: 482265000

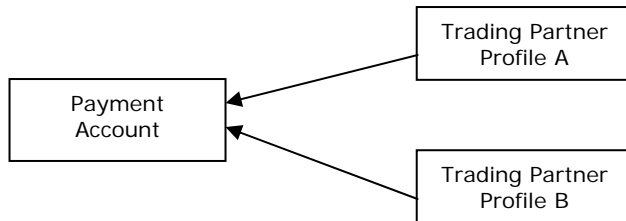
Validate Address

In the example above, a 5-digit zip code, 48226, was entered into the Zip Code field. After clicking **Validate Address**, the full 9-digit code is retrieved and displayed, and highlighted in yellow.



Payment Account – A financial record Covisint uses to bill trading partner costs. It can be assigned to trading partner profiles and connection methods.

Acceptable Payment Account Setup:



MANY TRADING PARTNER PROFILES CAN BE BILLED TO A SINGLE PAYMENT ACCOUNT.

BILL TO ADDRESS– This section contains open text fields in which you enter the *Customer Name*, and *Address* which billing should be mailed. This does NOT have to be the same address to which the newly created profile belongs.

FINANCIAL CONTACT INFORMATION – open text fields in which you enter the name of the person responsible for this billing account, as well as that person’s telephone number and email address. This does NOT have to be the same person that is designated as the administrator of this profile.

PAYMENT TYPE– Is Invoice.

Once complete, click **Save Payment Account**.

STEP 6

Create or Select Your Connection Method

IF your organization has already identified connection methods, then you can select from these, OR create a connection method for your organization and trading partner profile.

6 Select your connection method [More about Channel Setup ?](#)

The following connection methods (channels) are available for selection under your organization. Please select one or more to be assigned to your trading partner profile. If none of these connection methods look familiar, you can either request a new connection or you can skip this step. Click the appropriate button below.

SELECT EXISTING CONNECTIONS

Select a connection method (channel) that is shared by your organization **or request a new connection.**

Select	Channel	Direction	Protocol	Status
<input type="radio"/>	*DEL*Active Recieving Not shared	Active - Receiving	FTP-PUT	Deleted
<input type="radio"/>	Active receiving	Active - Receiving	FTP-PUT	Inactive
<input type="radio"/>	Active recieving Shared	Active - Receiving	FTP-PUT	Testing
<input type="radio"/>	ADS HTTPS Mailbox Testing	Standard Mailbox	HTTP-MAILBOX	Testing
<input type="radio"/>	as2 testsend 2	Active - Sending	AS2	Testing
<input type="radio"/>	as2test	Active - Sending	AS2	Testing
<input type="radio"/>	as2testreceive	Active - Receiving	AS2	Testing
<input type="radio"/>	ATEBHTTPMAILBOX	Standard Mailbox	HTTP-MAILBOX	Active
<input type="radio"/>	Availability Monitor Mailbox	Standard Mailbox	FTP-MAILBOX	Active
<input type="radio"/>	BACKUP_BACKUP	Active - Receiving	FTP-PUT	Active
<input type="radio"/>	BACKUP_CHANNEL	Active - Receiving	FTP-PUT	Active
<input type="radio"/>	CATS HTTP DEFAULT MAILBOX FOR IGNORED DATA FEEDS	Standard Mailbox	HTTP-MAILBOX	Active

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IF your organization has NOT identified any connection methods, then you can request at least one connection method for this trading partner profile.

IF you would like to enter this request at a later time, click **Skip this step...**

Each trading partner profile can have one or more channels, which are connection methods, such as AS2, FTP, HTTP(S), or WebSphere MQ, used to transmit or receive messages through the Covisint Connect hub.

SELECT EXISTING CONNECTIONS - At this step, you are indicating your preferred method. A Covisint technical representative will contact you following the completion of the enablement process (through step 7).

CHOOSE EXISTING METHOD - If you wish to use an existing method, enable the checkbox of the channel type you wish to select, then click **Select and continue...**



REQUEST A NEW CONNECTION - If the connection type you wish to select is not displayed, click **Request New Connections...**



Note that this is a new connection request submitted to Covisint. Completing the following screens will provide Covisint with the details necessary to initiate the set up a new connection within Covisint Connect for your organization.

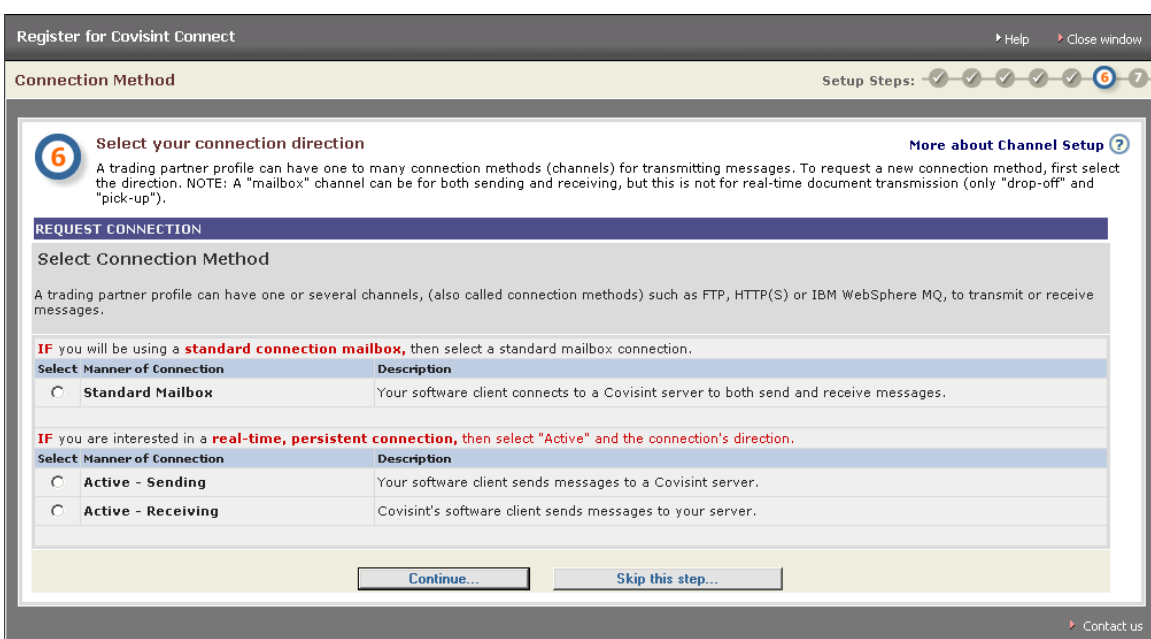


A "mailbox" channel can be used for both sending and receiving, but not for real-time document transmission (only "drop-off" and "pick-up").



Refer to the connectivity guides available via the Online Help link for detailed descriptions of each method.

Select Your Manner of Connection



Register for Covisint Connect Help Close window

Connection Method Setup Steps: 1 2 3 4 5 6 7

6 Select your connection direction More about Channel Setup ?

A trading partner profile can have one to many connection methods (channels) for transmitting messages. To request a new connection method, first select the direction. NOTE: A "mailbox" channel can be for both sending and receiving, but this is not for real-time document transmission (only "drop-off" and "pick-up").

REQUEST CONNECTION

Select Connection Method

A trading partner profile can have one or several channels, (also called connection methods) such as FTP, HTTP(S) or IBM WebSphere MQ, to transmit or receive messages.

IF you will be using a **standard connection mailbox**, then select a standard mailbox connection.

Select Manner of Connection	Description
<input type="radio"/> Standard Mailbox	Your software client connects to a Covisint server to both send and receive messages.

IF you are interested in a **real-time, persistent connection**, then select "Active" and the connection's direction.

Select Manner of Connection	Description
<input type="radio"/> Active - Sending	Your software client sends messages to a Covisint server.
<input type="radio"/> Active - Receiving	Covisint's software client sends messages to your server.

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The direction of your connection is dependant upon the connection method selected. The option selection on this screen determines what is displayed on the following screens. Each of the three choices will render a slightly different screen.

Optionally, you may chose to **Skip this step** to continue with the Enablement wizard. A Covisint Connect representative will contact you later to assist you in the selection of connection.

MANNER OF CONNECTION – Identifies whether your connection is a persistent, active, real-time connection, or an asynchronous mailbox. If you would like an active connection, then there is a separate set-up for sending and receiving. Enable the radio button of one of the following:

If You Wish To...	Then...
Create a real-time persistent connection (Send)	<ol style="list-style-type: none"> a Enable the <i>Active – Sending</i> radio button. b Click Continue... The Configure Your Connection screen is displayed. c Proceed to the section entitled Example 1- Active Sending.
Create a real-time persistent connection (Receive)	<ol style="list-style-type: none"> a Enable the <i>Active – Receive</i> radio button. b Click Continue... The Configure Your Connection screen is displayed. c Proceed to the section entitled Example 2- Active Receiving.

Create an asynchronous connection mailbox

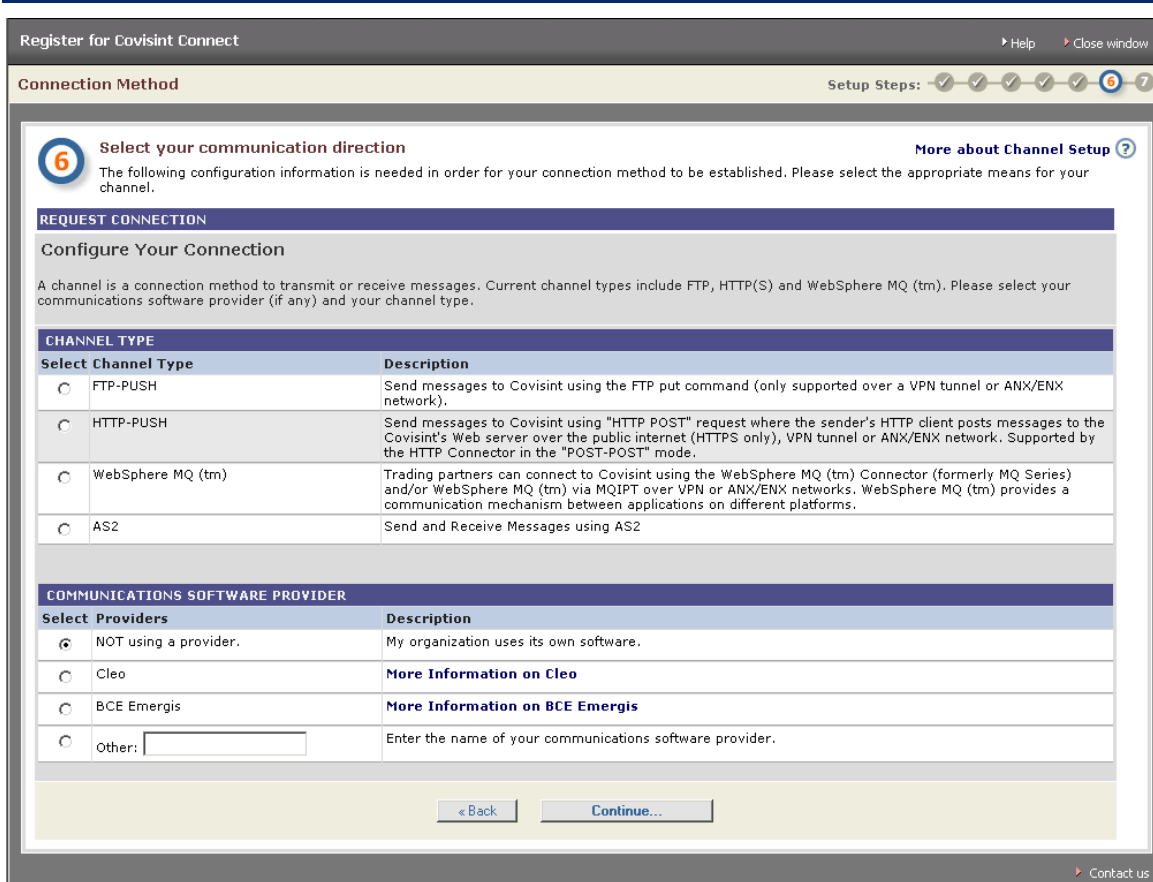
- a Enable the *Passive – Mailbox* radio button.
- b Click **Continue...** The Configure Your Connection screen is displayed.
- c Proceed to the section entitled **Example 3- Passive Mailbox**.

Configuring Your Connection



Recall that the option selected on the previous screen determines what is displayed on the resulting screen. Each of the three choices will render a slightly different screen. Navigate to the example that correlates to your option selection type, either *Active-Sending*, *Active-Receiving*, or *Passive-Mailbox*.

Example 1: Active Sending



Register for Covisint Connect Help Close window

Connection Method Setup Steps: 1 2 3 4 5 6 7

6 Select your communication direction More about Channel Setup ?

The following configuration information is needed in order for your connection method to be established. Please select the appropriate means for your channel.

REQUEST CONNECTION

Configure Your Connection

A channel is a connection method to transmit or receive messages. Current channel types include FTP, HTTP(S) and WebSphere MQ (tm). Please select your communications software provider (if any) and your channel type.

Channel Type	Description
<input type="radio"/> FTP-PUSH	Send messages to Covisint using the FTP put command (only supported over a VPN tunnel or ANX/ENX network).
<input type="radio"/> HTTP-PUSH	Send messages to Covisint using "HTTP POST" request where the sender's HTTP client posts messages to the Covisint's Web server over the public internet (HTTPS only), VPN tunnel or ANX/ENX network. Supported by the HTTP Connector in the "POST-POST" mode.
<input type="radio"/> WebSphere MQ (tm)	Trading partners can connect to Covisint using the WebSphere MQ (tm) Connector (formerly MQ Series) and/or WebSphere MQ (tm) via MQIPT over VPN or ANX/ENX networks. WebSphere MQ (tm) provides a communication mechanism between applications on different platforms.
<input type="radio"/> AS2	Send and Receive Messages using AS2

COMMUNICATIONS SOFTWARE PROVIDER

Select Providers	Description
<input checked="" type="radio"/> NOT using a provider.	My organization uses its own software.
<input type="radio"/> Cleo	More Information on Cleo
<input type="radio"/> BCE Emergis	More Information on BCE Emergis
<input type="radio"/> Other: <input type="text"/>	Enter the name of your communications software provider.

[Contact us](#)

COMMUNICATIONS SOFTWARE PROVIDER

Identify your communications software provider (if any) by enabling the radio button of that provider listed.

Also called on-ramps, Covisint has partnerships with several companies that provide communications packages that enable trading partners to directly connect to the







Covisint data messaging hub. Trading partners are welcome to use private, company-managed direct connections or use one of the providers offered in conjunction with Covisint Connect.

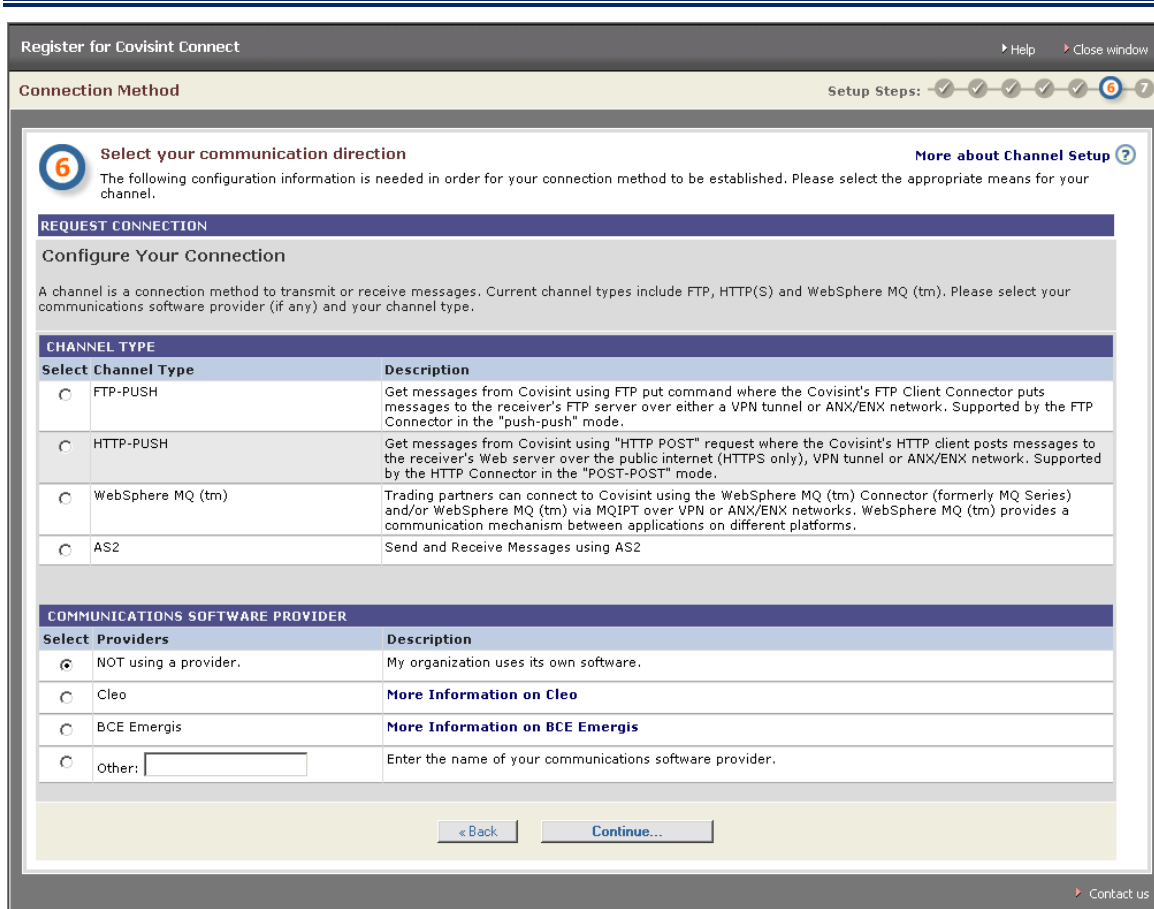
If your provider is not listed, enable the **OTHER** radio button, and enter the name of the provider in the open text field.

If you are not using a provider, enable the **NOT using a provider** radio button.

CHANNEL TYPE - Enable the radio button to select your desired channel Type:

If You Wish To Request an Active-Sending...	Then...
<p>FTP – PUSH Channel</p> 	<p>a Enable the <i>FTP-PUSH</i> radio button. b Proceed to step 3.</p> <p>ACTIVE-SENDING: FTP-PUSH - Send messages to Covisint using the FTP put command (only supported over a VPN tunnel or ANX/ENX network).</p>
<p>HTTP-PUSH Channel</p> 	<p>a Enable the <i>HTTP-PUSH</i> radio button. b Proceed to step 3.</p> <p>ACTIVE-SENDING: HTTP-PUSH - Send messages to Covisint using "HTTP POST" request where the sender's HTTP client posts messages to the Covisint's Web server over the public internet (HTTPS only), VPN tunnel or ANX/ENX network. Supported by the HTTP Connector in the "POST-POST" mode.</p>
<p>WebSphere MQ Channel</p>  <p>AS2 Channel</p> 	<p>a Enable the <i>WebSphere MQ</i> radio button. b Proceed to step 3.</p> <p>ACTIVE – SENDING: WEBSPHERE MQ - Trading partners can connect to Covisint using the WebSphere MQ Connector (formerly MQ Series) and/or WebSphere MQ via MQIPT over VPN or ANX/ENX networks. WebSphere MQ provides a communication mechanism between applications on different platforms.</p> <p>a Enable the <i>AS2</i> radio button. b Proceed to step 3.</p> <p>AS2 - Send and receive messages via Covisint Connect messaging hub</p>

Example 2: Active-Receiving



Register for Covisint Connect Help Close window

Connection Method Setup Steps: 1 2 3 4 5 6 7

6 Select your communication direction More about Channel Setup ?

The following configuration information is needed in order for your connection method to be established. Please select the appropriate means for your channel.

REQUEST CONNECTION

Configure Your Connection

A channel is a connection method to transmit or receive messages. Current channel types include FTP, HTTP(S) and WebSphere MQ (tm). Please select your communications software provider (if any) and your channel type.

CHANNEL TYPE	
Select Channel Type	Description
<input type="radio"/> FTP-PUSH	Get messages from Covisint using FTP put command where the Covisint's FTP Client Connector puts messages to the receiver's FTP server over either a VPN tunnel or ANX/ENX network. Supported by the FTP Connector in the "push-push" mode.
<input type="radio"/> HTTP-PUSH	Get messages from Covisint using "HTTP POST" request where the Covisint's HTTP client posts messages to the receiver's Web server over the public internet (HTTPS only), VPN tunnel or ANX/ENX network. Supported by the HTTP Connector in the "POST-POST" mode.
<input type="radio"/> WebSphere MQ (tm)	Trading partners can connect to Covisint using the WebSphere MQ (tm) Connector (formerly MQ Series) and/or WebSphere MQ (tm) via MQIPT over VPN or ANX/ENX networks. WebSphere MQ (tm) provides a communication mechanism between applications on different platforms.
<input type="radio"/> AS2	Send and Receive Messages using AS2

COMMUNICATIONS SOFTWARE PROVIDER	
Select Providers	Description
<input checked="" type="radio"/> NOT using a provider.	My organization uses its own software.
<input type="radio"/> Cleo	More Information on Cleo
<input type="radio"/> BCE Emergis	More Information on BCE Emergis
<input type="radio"/> Other: <input type="text"/>	Enter the name of your communications software provider.

[Contact us](#)

COMMUNICATIONS SOFTWARE PROVIDER

Identify your communications software provider by enabling the radio button of that provider listed.

If your provider is not listed, enable the **OTHER** radio button, and enter the name of the provider in the open text field.





If you are not using a provider, enable the **NOT using a provider** radio button.

CHANNEL TYPE

Enable the radio button to select your desired channel Type:

If You Wish To Request an Active-Receiving...	Then...
FTP – PUSH Channel	<ol style="list-style-type: none"> a Enable the <i>FTP-PUSH</i> radio button. b Proceed to step 3.



If You Wish To Request an Active-Receiving...	Then...
	<p>ACTIVE-RECEIVING: FTP-PUSH - Get messages from Covisint using FTP put command where the Covisint's FTP Client Connector puts messages to the receiver's FTP server over either a VPN tunnel or ANX/ENX network. Supported by the FTP Connector in the "push-push" mode.</p>
<p>HTTP-PUSH Channel</p> 	<p>a Enable the HTTP-PUSH radio button. b Proceed to step 3.</p> <p>ACTIVE-RECEIVING: HTTP-PUSH -Get messages from Covisint using "HTTP POST" request where the Covisint's HTTP client posts messages to the receiver's Web server over the public internet (HTTPS only), VPN tunnel or ANX/ENX network. Supported by the HTTP Connector in the "POST-POST" mode.</p>
<p>WebSphere MQ Channel</p>  <p>AS2 Channel</p> 	<p>a Enable the WebSphere MQ radio button. b Proceed to step 3.</p> <p>ACTIVE-RECEIVING: WEBSHERE MQ - Trading partners can connect to Covisint using the WebSphere MQ Connector (formerly MQ Series) and/or WebSphere MQ via MQIPT over VPN or ANX/ENX networks. WebSphere MQ provides a communication mechanism between applications on different platforms.</p> <p>a Enable the AS2 radio button. b Proceed to step 3.</p> <p>AS2 - Send and receive messages via Covisint Connect messaging hub</p>

Example 3: Passive Mailbox

Register for Covisint Connect Help Close window

Connection Method Setup Steps: 1 2 3 4 5 **6** 7

6 Select your communication direction More about Channel Setup ?

The following configuration information is needed in order for your connection method to be established. Please select the appropriate means for your channel.

REQUEST CONNECTION

Configure Your Connection

A channel is a connection method to transmit or receive messages. Current channel types include FTP, HTTP(S) and WebSphere MQ (tm). Please select your communications software provider (if any) and your channel type.

CHANNEL TYPE	
Select Mailbox	Channel Type
<input type="radio"/>	HTTP Mailbox
<input type="radio"/>	FTP Mailbox

COMMUNICATIONS SOFTWARE PROVIDER	
Select Providers	Description
<input checked="" type="radio"/>	NOT using a provider.
<input type="radio"/>	Cleo
<input type="radio"/>	BCE Emergis
<input type="radio"/>	Other: <input type="text"/>

[Contact us](#)

COMMUNICATIONS SOFTWARE PROVIDER


Identify your communications software provider by enabling the radio button of that provider listed.


If your provider is not listed, enable the OTHER radio button, and enter the name of the provider in the open text field.

If you are not using a provider, enable the *NOT using a provider* radio button.

CHANNEL TYPE

Enable the radio button to select your Mailbox Channel Type:


If You Wish To Request a Passive...	Then...
<p>HTTP Mailbox</p> 	<p>a Enable the <i>HTTP-Mailbox</i> radio button.</p> <p>b Proceed to step 3.</p> <p>PASSIVE-MAILBOX: HTTP MAILBOX - Push and Get messages to/from the Covisint Connect messaging hub using a regular Web browser or programmatic HTTP(S) client that pull data from the Covisint Connect Web server. Supported by the HTTP(S) Connector in the "Mailbox" mode.</p>

If You Wish To Request a Passive...	Then...
<p>FTP Mailbox</p> 	<p>a Enable the <i>FTP-Mailbox</i> radio button. b Proceed to step 3.</p> <p>PASSIVE-MAILBOX: FTP MAILBOX - Push and GET messages to/from Covisint Connect messaging hub using FTP put command over either a VPN tunnel or ANX/ENX network. Supported by the FTP Connector in the "push-pull" mode.</p>

Click **Continue** to save your options and proceed to the next screen. (Select **Back** to move to the previous screen or select **Cancel** to clear your selections and cancel your request).

The **CHANNEL DETAILS** screen is displayed.

Adding Channel Details



Fields displayed on this screen vary slightly, depending upon the options chosen on the previous screen entitled "Configure Your Connection". For further clarification regarding connector types, click the Help link in this application and consult the appropriate help text for FTP Connectors, HTTP Connectors, WebSphere Connectors, or AS2 Connectors.

Register for Covisint Connect Help Close window

Connection Method Setup Steps: 1 2 3 4 5 6 7

6 Complete connection request More about Channel Setup ?

Please enter the following information in order to complete your request for a connection channel:

REQUEST CONNECTION

Channel Details

CHANNEL PROPERTIES

* = required

* Channel Name:

Channel Authentication

Security:

User IDs must be 6-8 characters with no special characters or spaces. Passwords must be 8-12 alphanumeric characters with no special characters or spaces. All passwords expire 12 months from the date they were originally implemented.

* Account Name:

* Password:

* Confirm Password:

CONTACTS

Name	Position	Phone	Cell Phone	Pager	Email	Edit	Delete
⚠ Add New Contact...							

PAYMENT ACCOUNT INFORMATION

Contact Name	E-mail	Address	Update
R Petroski2	rpetrosk@covisint.com	82828 Shady Lane Canton, MI, 48187, US	Change Payment Account

REQUEST NOTES

* REQUEST NOTES

Contact us

Administrators must configure the details of a channel.

CHANNEL PROPERTIES

In the *Channel Name* open text field, key in the name you wish to assign to this channel.

CHANNEL AUTHENTICATION

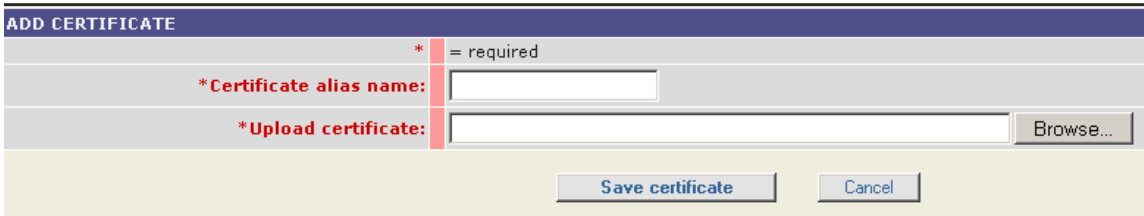
SECURITY – Select either Basic or Certificate from the drop down selection menu, to identify whether the channel will transmit digitally signed and/or encrypted documents.



Note: The link for uploading is displayed after you select “certificate” from the menu:



If you select “certificate” to indicate encryption or digital signatures, you must also upload the security certificate by clicking on the **Add Certificate** link:



In the **Account Name** open text field, key in the name of the account for this channel.

In the **Password** open text field, key in the password you wish to assign to this account.

In the **Confirm Password** open text field, key in the password again to confirm.

CONTACTS

Trading Partner administrators must designate people to be contacted by the Covisint application administration team in the event of an emergency issue. Each channel must have one or more contact names listed. These contact names are used if there is an outage, a messaging delivery issue, or if the Covisint hub Disaster Recovery (DR) plan has been invoked. This is your organization’s contact, the person who is responsible for this channel. Click **Add New Contact** to create a new contact for this channel.

NOTE: Adding profile contact information for a person that is not a registered user within the Connect application will not allow them access to the application.



PAYMENT ACCOUNT INFORMATION

Verify that the payment account information is correct. (Refer to the previous section entitled *Creating Payment Account Information* for further details).

NOTE: Channels may be shared among several trading partner profiles in your organization. Thus, charges to set up and maintain channels must have a payment account that is separate from the trading partner profile payment account.

REQUEST NOTES

In the open text field, key in any additional notes. Click **Continue...**

The **REVIEW YOUR SELECTION** screen is displayed.

Reviewing Your Selections

Covisint Connect

[Home](#)
[Portal](#)
[Help](#)
[Contact Us](#)
[Log Out](#)

[Transactions](#)
[Trading Partners](#)
[Channels](#)
[Reports](#)
[Administration](#)
[Library](#)
aaa training co

[Connection Channels](#)
[Request Connection](#)
[Routing Overview](#)
[Add Routing Rule](#)

REQUEST CONNECTION

Review Your Selections
Steps: ✔✔✔④

CONNECTION DIRECTION

Connection Direction: Sending Documents
Channel Name: training channel
Encrypted: No
Signed: No

CHANNEL TYPE

Channel Type: HTTP
Ramp Provider: NOT using a provider.
Account Name: accountname
Password: *****

CONTACTS

Name	Position	Phone	Pager	Email
PAYMENT ACCOUNT INFORMATION				
Contact Name	E-mail	Address		
R Petroski2	rpetrosk@covisint.com	82828 Shady Lane Canton, MI, 48187, US		

REQUEST NOTES

321

Is this information correct? If yes, select the Request Channel button. If no, select the Back button to edit your information.

Register for Covisint Connect ▶ Help ▶ Close window

Connection Method Setup Steps: **6**

6 **Select your connection direction** **More about Channel Setup** ?

A trading partner profile can have one to many "channels" which are the connection methods for transmitting messages through the Covisint Messaging Hub. To request a new channel, first select the direction for the channel. NOTE: A "mailbox" channel can be for both sending and receiving, but this is not for real-time document transmission (only "drop-off" and "pick-up").

REQUEST CONNECTION

Review Your Selections

CONNECTION DIRECTION

Connection Direction: Standard Mailbox
Channel Name: training example

CHANNEL TYPE

Channel Type: HTTP Mailbox
Ramp Provider: NOT using a provider.

Channel Authentication

Account Name: training
Password: *****

CONTACTS

Name	Position	Phone	Pager	Email

PAYMENT ACCOUNT INFORMATION

Contact Name	E-mail	Address
Sergey Melnichenko	smelnich@covisint.com	1234 NorthWestern Hw Detroit, MI, 48000, US

REQUEST NOTES

additional request notes here...

Is this information correct? If yes, select the Request Channel button. If no, select the Back button to edit your information.

[▶ Contact us](#)

This screen provides you with the opportunity to review your Connection (Channel) request prior to submitting to Covisint.

Verify that all of the information is accurate, then click **Request Channel**.

Covisint Connect ▶ Home ▶ Portal ▶ Help ▶ Contact Us ▶ Log Out

Transactions : Trading Partners : **Channels** : Reports : Administration : Library aaa training co ▾

You have **successfully submitted your channel request.**

[Connection Channels](#) | [Request Connection](#) | [Routing Overview](#) | [Add Routing Rule](#)

VIEW CHANNEL DETAILS - GENERAL INFORMATION	
Channel Id:	432135
Channel Name:	training channel
Channel Status:	<input checked="" type="checkbox"/> Requested
Channel Direction:	Active - Sending
Protocol Properties:	HTTP
Channel Wrapper:	NONE
Backup Channel:	

CHANNEL SECURITY	
Channel Signed:	No
Encrypting documents:	No

CHANNEL AUTHENTICATION	
Channel Authentication:	Basic
Account Name:	accountname
Password:	*****
Password Expiration Date:	08/20/2005

PROTOCOL	
Protocol:	HTTP
URL:	
Handlers:	
Ramp Providers:	NOT using a provider.
Request Notes:	321

MAINTENANCE - Eastern Standard Time						Add Maintenance Window	
Recurring	Start Date	End Date	Start Time	End Time	Edit	Delete	

CONTACT INFORMATION							Add New Contact	
Name	Title	Phone	Cell Phone	Pager	E-mail	Edit	Delete	

PAYMENT ACCOUNT INFORMATION			
Contact Name	E-mail	Address	Update
R. Petroski2	rpetrosk@covisint.com	82828 Shady Lane Canton, MI, 48187, US	Change Payment Account

CHANNEL ACTIONS	

Register for Covisint Connect ▶ Help ▶ Close window

Relationship Requests Setup Steps: **7**

7 Find a trading partner **More about Trading Partner Relationships** ?

Locate your trading partner within the Covisint Messaging Hub Community. If you are unable to find your partner, please contact a Covisint Messaging Team Representative.

INSTRUCTIONS

Locate your trading partner. If can't find your trading partner, please contact a **Covisint Connect specialist**.

STEP 1. FIND A TRADING PARTNER

Trading Partner Name:	<input type="text"/>
Receiver or sender code:	<input type="text"/>
Receiver or sender code description:	<input type="text"/>

FIND TRADING PARTNER LATER

If you would rather not find a trading partner now, select the button below to skip this step.

▶ Contact us

STEP 7

Find a Trading Partner

Register for Covisint Connect Help Close window

Relationship Requests Setup Steps: 1 2 3 4 5 6 7

7 Find a trading partner [More about Trading Partner Relationships ?](#)

Locate your trading partner within the Covisint Messaging Hub Community. If you are unable to find your partner, please contact a Covisint Messaging Team Representative.

INSTRUCTIONS
Locate your trading partner. If can't find your trading partner, please contact a **Covisint Connect specialist**.

STEP 1. FIND A TRADING PARTNER

Trading Partner Name:	<input type="text"/>
Receiver or sender code:	<input type="text"/>
Receiver or sender code description:	<input type="text"/>

FIND TRADING PARTNER LATER
If you would rather not find a trading partner now, select the button below to skip this step.

[Contact us](#)

If you wish to request a relationship with your trading partner you may do so at this time by entering the name and/or sender/receiver code of that partner, then clicking **Search**.

If you do not wish to request a relationship at this point, you may continue the enablement process by clicking **Skip this step...**

If you cannot find your trading partner, click the hot link **Covisint Connect Specialist** located in the Instructions section of the Find a Trading Partner screen. The screen prompts you to provide details of the partner for whom you are searching:

Register for Covisint Connect Help Close window

Relationship Requests Setup Steps: [Progress Indicators]

7 Find a trading partner More about Trading Partner Relationships ?

Locate your trading partner within the Covisint Messaging Hub Community. If you are unable to find your partner, please contact a Covisint Messaging Team Representative.

INSTRUCTIONS:
Please enter the following information to request a trading partner be added to the Covisint Connect system. This information will be sent to a Covisint Connect specialist who will inform you when the addition is complete.

New Trading Partner Name *	= required	<input type="text"/>
Trading Partner Codes		<input type="text"/>
Current VAN of Trading Partner		<input type="text"/>
Due Date		<input type="text"/>
New Trading Partner Contact Information		
Contact Name		<input type="text"/>
Phone Number		<input type="text"/>
Alternative Phone Number		<input type="text"/>
Email		<input type="text"/>
Notes		<input type="text"/>
		<input type="button" value="Submit"/> <input type="button" value="Clear"/>

[Contact us](#)

Next, complete the prompts which will trigger an email to Covisint to request that Trading Partner to register with Covisint Connect.

Find a Trading Partner – Search Results

Register for Covisint Connect
Help Close window

Relationship Requests
Setup Steps: 1 2 3 4 5 6 7

7

Find a trading partner

Based on your search criteria, the following trading partners were found. If you see the correct trading partner, select it and continue. If not, try your search again. (Note: your trading partner may not be in the Covisint Exchange yet.)

[More about Trading Partner Relationships](#)

INSTRUCTIONS

Locate your trading partner. If can't find your trading partner, please contact a **Covisint Connect specialist**.

SEARCH RESULTS

Viewing 1 - 9 of 9 Show results per page

Select <input type="checkbox"/>	Trading Partner Profile Name	Trading Partner Address	Trading Partner Codes
<input type="checkbox"/>	COVERCRAFT INDUSTRIES INC	100 ENTERPRISE BLVD, PAULS VALLEY, 730759100	ZZ INU
<input type="checkbox"/>	Covercraft Industries, Inc.	100 Enterprise Blvd., Pauls Valley, OKLAHOMA 73075 UNITED STATES	01 009599671, ZZ INU
<input type="checkbox"/>	Covisint	Two Campus Martius, Detroit, MICHIGAN 48226 UNITED STATES	01 TESTDUNS, ZZ BE9RA, ZZ CO1, ZZ CO4, ZZ CO5, ZZ COV2ELIT, ZZ COVISFORDLOOP1, ZZ COVISFORDLOOP2, ZZ COVMGOTESTSEND, ZZ COVTEST2, ZZ COZ, ZZ LSC05-COV, ZZ M25, ZZ RHHH, ZZ TB_CODE, 12 2488276487, *, BILLING-INTERNAL, CATS, COVISINT, COVTEST, ECGRID, ECGRID_ACK, STERLING, STERLING_ACK, TESTANY, VVVV
<input type="checkbox"/>	Covisint - EDS	1025 Bypass Rd, Winchester, KENTUCKY 40903 UNITED STATES	12 859-745-7500
<input type="checkbox"/>	Covisint-Business Development	One Campus Martius, Detroit, MICHIGAN 48226 UNITED STATES	313.227.6000
<input type="checkbox"/>	DETROIT COVER CO INC	4892 GRAND RIVER, DETROIT, 482082257	ZZ DCF
<input type="checkbox"/>	FORT RECOVERY		01 005046149
<input type="checkbox"/>	Fort Recovery Industries Inc		ZZ E500 E500039
<input type="checkbox"/>	SCOVILL FASTENERS		12 8007592734

[Contact us](#)

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All Trading partners matching your search criteria are displayed.

TRADING PARTNER FOUND

If the trading partner you wish to request a relationship is displayed, enable the radio button next to the name, then click **Continue with selected...**

TRADING PARTNER NOT FOUND

If the trading partner you wish to request a relationship is not displayed, click **Search Again**.

Next, either perform a new search, or click the link **Covisint Connect Specialist** located in the Instructions section of the Find a Trading Partner screen. (This link is found in the instructions sentence: Locate your trading partner. If cannot find your trading partner, please contact a **Covisint Connect Specialist**).

If you choose to contact a Covisint Connect Specialist, complete the prompts, which will trigger an email to Covisint to enable this trading partner directly or through a VAN interconnect.

Request a Relationship

Register for Covisint Connect
Help Close window

Relationship Requests
Setup Steps: ✔✔✔✔✔✔7

7

Request a relationship

Select the sender and receiver codes that will be part of this relationship. In addition, select the payment options and any Covisint Messaging Professional Services you will need. The administrator at your trading partner will review and approve or reject the relationship codes and payment terms. The Covisint Messaging Team will work with you to create any required mapping or processing rules.

[More about Trading Partner Relationships ?](#)

INSTRUCTIONS

Select the sender and receiver codes that will be part of this relationship. In addition, select the payment options and any Covisint Connect Professional Services you require. Your trading partner's administrator will review and approve or reject the relationship codes and payment terms. Covisint will create any required mapping or processing rules.

TRADING PARTNER SUMMARY

Trading partner name:	Covisint
Connects through VAN	No
Address:	Two Campus Martius, Detroit, MICHIGAN 48226 UNITED STATES

SENDING CODE PAIRS Add More Code Pairs

Sender Code for wizard training profile	Receiver Code for Covisint
select...	select...
select...	select...
select...	select...

RECEIVING CODE PAIRS Add More Code Pairs

RECEIVER Code wizard training profile	Sender Code for Covisint
select...	select...
select...	select...
select...	select...

PAYMENT RELATIONSHIP

100% pay - I will be paying for both mine and Covisint's transactions.

50% pay - I will be paying for only my transactions.

0% pay - Covisint will be paying for both sides of the transaction.

MAPPING

The Covisint Connect service provides translation services and adds maps to the messaging hub to enable translation from one document format/version to another.

Mapping will be needed for documents exchanged in this relationship.

CUSTOM PROCESSING

Custom Processing is trading partner-specific logic implemented in the messaging hub for processing documents in non-standard manners. Examples of custom processes include parsing, clipping or culling, non-standard splitting, customer-specific logic based on sender/receiver code or document type, duplicate checking and customer-specific security algorithms.

Custom Processing will be needed for documents exchanged in this relationship.

Relationship type

Specify how this partner relates to the current Profile

select... Type of Relationship

Notification/Approval

Specify whether you require notification/approval for changes to this relationship

YES Is approval required

YES Is notification required

BUSINESS PURPOSE OF RELATIONSHIP

Continue to next step... Cancel



Submit a request to the trading partner you selected in the previous step.

SENDING CODE PAIRS

Sending code pairs are the sets of sender and receiver codes that are valid when your system is sending the transactions, and your trading partner is receiving the transactions. From the *Sender Code for (your company)* column, select a code from the drop box that is valid for this relationship. From the *Receiver Code for (your trading partner)* column, select the receiver code that correlates with the sender code in that row and is valid for this relationship. Continue matching Sender and Receiver codes as necessary.

RECEIVING CODE PAIRS

Receiving code pairs are the sets of sender and receiver codes that are valid when your trading partner is sending the transactions, and your system is receiving the transactions. From the *Receiver Code for (your company)* column, select a code from the drop box that is valid for this relationship. From the *Sender Code for (your trading partner)* column, select the sender code that correlates with the receiver code in that row and is valid for this relationship. Continue matching Receiver and Sender codes as necessary.

PAYMENT RELATIONSHIP

Determine the percentage of the transactions for which you will be billed. You may choose from:

- *100% pay* = You will pay for transactions of your company as well as the partner whom you are inviting.
- *50% pay* = You will pay for only your company's transactions
- *0% pay* = Your trading partner will pay for transactions of your company as addition to their own transactions

MAPPING

If you wish to request custom mapping, enable the Mapping checkbox. The next screen will prompt you to enter the details of your request. This also triggers an email to a Covisint Connect Specialist to contact you to configure your request. (Refer to your contract for associated mapping terms and fees).

CUSTOM PROCESSING

If you wish to request custom processing, enable the Custom Processing checkbox. The next screen will prompt you to enter the details of your request. This also triggers an email to a Covisint Connect Specialist to contact you to configure your request. (Refer to your contract for associated custom processing terms and fees).

BUSINESS PURPOSE OF RELATIONSHIP

You may wish to annotate details as to the purpose of this request. This may assist your Trading Partner in rendering the approval desired.

Request Mapping

Register for Covisint Connect Help Close window

Relationship Requests Setup Steps: [Progress Indicators]

7 Request mapping [More about Trading Partner Relationships ?](#)

Please fill out the following request for mapping. This request will be sent to the Covisint Messaging Team and someone will be contacting you within a few business days. There may be charges associated with this request. Therefore, please review your contract for further details prior to submission. This request form includes requests for new maps, modifications to maps, version updates to maps and deletion of maps.

REQUEST MAPPING

Mapping is the Covisint Connect service that provides translation services from one document format/version to another. Please submit the mapping request below. A Covisint Connect specialist will contact you soon. There may be charges associated with this action. Therefore, please review your contract before submitting this request.
You may request new maps, modifications to current maps, version updates and map deletion.

* = required

***Describe your mapping request:**

[Contact us](#)

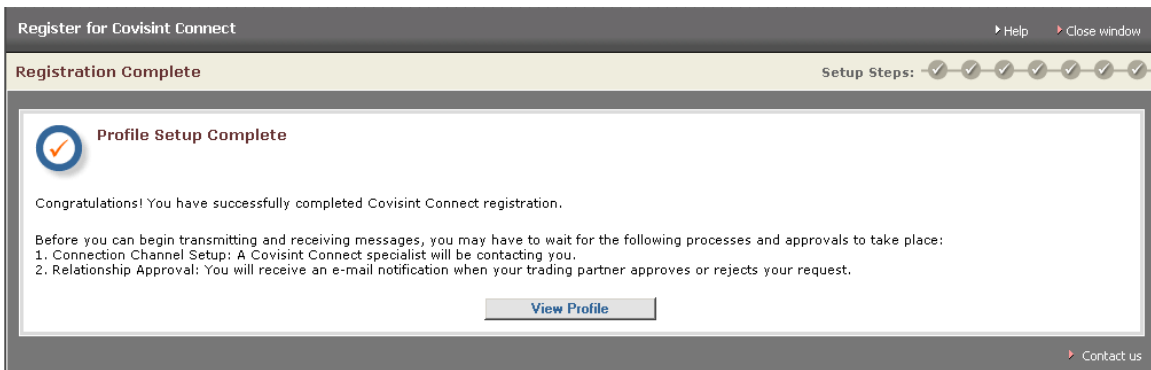
If you wish to request custom mapping, enter the details of your mapping request. This triggers an email to a Covisint Connect Specialist to contact you to configure your mapping request. (Check the terms of your contract for associated mapping terms and fees).

Request Custom Processing

The screenshot shows a web application window titled "Register for Covisint Connect" with a "Help" and "Close window" link in the top right. The main content area is titled "Relationship Requests" and features a progress bar with seven steps, the seventh of which is active. The active step is "7 Request custom processing", with a link for "More about Trading Partner Relationships". The step text states: "Please fill out the following request for custom processing. This request will be sent to the Covisint Messaging Team and someone will be contacting you within a few business days. There may be charges associated with this request. Therefore, please review your contract for further details prior to submission." Below this is a section titled "REQUEST CUSTOM PROCESSING" with explanatory text: "Custom Processing is trading partner-specific logic implemented in the messaging hub for processing documents in non-standard formats. Examples of custom processes include parsing, clipping or culling, non-standard splitting, customer-specific logic based on sender/receiver code or document type, duplicate checking and customer-specific security algorithms. After you submit the custom processing request below, a Covisint Connect specialist will contact you. There may be charges associated with this action. Therefore, please review your contract before submitting this request." A large text area is provided for the user to describe their request, with a red asterisk and the text "* Describe your custom processing request:" on the left. Above the text area, a red asterisk and "= required" are visible. At the bottom of the form are two buttons: "Submit Custom Processing Request" and "Skip Request". A "Contact us" link is located in the bottom right corner of the window.

If you wish to request custom processing, enter the details of your request. This triggers an email to a Covisint Connect Specialist to contact you to configure your request. (Check the terms of your contract for associated custom processing terms and fees).

Profile Setup Complete



You have successfully set up a Trading Partner Profile. Log in to the Covisint Connect application using your Covisint *User ID* and *Password* at www.covisint.com, then select *Covisint Connect* from the My Applications menu.

While setup is complete, the transmission and receipt of messages cannot occur until the following two processes and approvals have taken place:

CONNECTION CHANNEL SETUP:

A Covisint Connect Specialist will contact the Profile Administrator to establish the connection according to the conditions identified in this enablement process.

RELATIONSHIP APPROVAL:

If you submitted a relationship request to your Trading Partner from this newly created profile, you must await email notification from that Trading Partner indicating that your request had been approved.

If you did not submit a request during this enablement process, you may now log in to www.covisint.com and submit a request to any available Trading Partner.



Refer to the Covisint Connect Administration guide available via the Online Help link to view detailed work steps for requesting a Trading Partner relationship.

You are able to submit a request for a relationship while your channel is being set up. While the new relationship can be set up and approved, you will not be able to transmit messages between parties in this relationship until the channel becomes active.