

Connect GM Advance Carbon Copy ~ *General User Guide*

June 2006



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INTRODUCTION

About this Guide

The purpose of this guide is to direct the General User through the functionality of Advance Carbon Copy. This is a self-paced workbook comprised of concepts, screen shots, and correlating work steps.

Course Objectives

At the end of this course, participants are able to:

- Create Inbound Carbon Copy Rules
- Manage Inbound Carbon Copy Rules
- Create Outbound Carbon Copy Rules
- Manage Outbound Carbon Copy Rules

Target Audience

The target audience includes:

- GM-Designated Advance Carbon Copy General Users

Prerequisites

- Obtained a Covisint User ID and Password
- Your company has completed the Covisint Connect Enablement Wizard
- Your Security Administrator has granted your request to access Connect
- You belong to a Trading Partner Profile in Connect
- You have been granted the role of Advance Carbon Copy General User







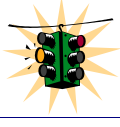





A Covisint Connect User's Guide is available online at:

<https://portal.covisint.com/portal/public/support/training>

Click the **Covisint Connect** link on that page.

Icons

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

ICON	DESCRIPTION
	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
	WARNING MESSAGE
	AN EXAMPLE, SHORTCUT, OR TIP
	SUMMARY OR TOPIC REVIEW OF KEY CONCEPTS
	TRANSITION TO INDICATE THE END OF A MODULE.
	EXERCISES AND PROGRESS CHECKS
	A PAGE WHERE YOU CAN WRITE YOUR OWN NOTES/COMMENTS

MODULE 1: ACCESSING GM ADVANCED CARBON COPY

About this Module

The purpose of this module is to direct the General User through the steps required to access GM Advance Carbon Copy. In order for users to be available within Advanced Carbon Copy functionality, users must already belong to a profile in the Covisint Connect application in order to be added to Advanced Carbon Copy.

Module Objectives

At the end of this module, participants are able to:

- Log in to Covisint Connect
- Access GM Carbon Copy functionality

There are three User Roles within the Advanced Carbon Copy functionality, and are defined below. This User Guide is provided for the General User.



Definition of User Roles


General User - A user authorized by a plant administrator or Central Administrator to view and/or update carbon copy rules.

Plant Administrator – an administrator authorized by a central administrator to delegate general User roles at authorized plant(s), and view and/or update carbon copy rules.

Central Administrator – The key administrator of the entire MGO Advanced Carbon Copy system. Authorizes all levels of ACC users and limits their capabilities to the plants for which they are responsible.

Accessing Advanced Carbon Copy

Complete the following steps to access GM Carbon Copy:

- 1 Key in www.covisint.com in your browser's address bar, then click  or press [Enter] on your keyboard to open the site.



The screenshot shows the Covisint website homepage. At the top, there is a navigation bar with links for Language, Forgot Your Password?, Support, and Trading Partners. Below this is the Covisint logo and a login section with fields for Username and Password, and a Login button. A message states: "Logging in indicates acceptance of Terms of Use and Privacy Policy". The main content area features a blue banner with the text "covisint ... welcome to the world of business nowSM" and a paragraph describing the company's mission. Below the banner is a search bar with a Go button. On the left, there is a world map and a statistics box showing: 266,000 users representing 30,000 companies in 96 countries with 600 applications. On the right, there is a "New What's New" section with a "New" icon and a dropdown arrow. The main news item is titled "Covisint to Attack Healthcare Costs, Improve Quality of Care for Customers Through Powerful ProviderLink Technology" and describes the acquisition of ProviderLink by Compuware Corporation. The ProviderLink logo is also visible.

- 2 Key in your Covisint **Username** and **Password** and click **Login**. The Covisint **Portal Home** page displays.

Help Edit My Profile Language Search Log out

Covisint Products Business Now™ Trading Partners My Workspace Preview

covisint
a subsidiary of Compuware Corporation

Welcome Melanie Abston - Covisint

My Favorites

Covisint Applications

- BCBSM Clearinghouse Project
- BCBSM eGateway Project
- Content Management
- Covisint Connect**
- Covisint Content Management
- Covisint Internal Reports
- Covisint Time Tracker
- Crystal Reports Administration
- DaimlerChrysler Content Management
- GRID - Covisint Access
- Healthcare Definition Library
- Library Services
- Library Services - GSS
- Problem Solver
- Sourcing Directory
- Supplier Bulletin
- Partner Portals...
- DaimlerChrysler Portal
- Metaldyne Supplier Portal

Supplier Bulletins

New feature: Receive email alerts when bulletins are published. [Get started »](#)

Status	Subject	From	Publish Date
NEW	ATTENTION ALL CHRYSLER GROUP SUPPLIERS - Please see the attached invitation for DaimlerChrysler's Supplier Diversity Awareness and Recognition session that will be held on May 3, 2006. Chrysler Group Suppliers	DaimlerChrysler	04/04/2006
NEW	ATENCION TODOS LOS PROVEEDORES DE MATERIAL PRODUCTIVO EN MEXICO - SEMINARIO DE ABASTECIMIENTOS 27 DE ABRIL Chrysler Group Production Part, Mexican Suppliers	DaimlerChrysler	04/04/2006
	ATTENTION ALL CHRYSLER GROUP PRODUCTION PART SUPPLIERS - NEW VERSION OF EASYMAP SOFTWARE NOW AVAILABLE FOR DOWNLOAD Chrysler Group Production Part Suppliers	DaimlerChrysler	03/31/2006
	ATTENTION ALL CHRYSLER GROUP NORTH AMERICAN PRODUCTION PART SUPPLIERS - DETAILS REGARDING MMOG/LE COMPLETION IN 2006 Chrysler Group N American Production Part Suppliers	DaimlerChrysler	03/30/2006
	ATTENTION ALL CHRYSLER GROUP PRODUCTION AND NON-PRODUCTION PART SUPPLIERS - ATAG EVENT FOR AUTOMATIC IDENTIFICATION TECHNOLOGIES Chrysler Group Production Part Suppliers	DaimlerChrysler	03/14/2006

[Go to Bulletins](#)

Auto Beat Daily

- 3 Select **Covisint Connect** from the *Portal Home* page under **Covisint Applications** (in the left pane of the page). The **COVISINT CONNECT** application is displayed.



Please recall that tasks are performed PER PROFILE. Therefore, any tasks performed affect only the current profile displayed. Please verify that the profile displayed in the top right corner of the screen is that in which you wish perform administration, for example:

General Motors - MGO ▼

If it is not, switch profiles by clicking the profile name, and selecting your targeted profile from the menu listed:

Switch Profiles X

- Covisint
- Demo Supplier 1
- Demo Supplier 2
- covisint training**
- Create Profile...

4. Click **GM Advance Carbon Copy** tab.

RESULT

You have successfully logged in to GM Carbon Copy functionality of the Connect application.



REVIEW

Summary

You have just completed **MODULE 1**. You are now able to:

- Log in to Covisint Connect
- Access GM Carbon Copy functionality



This module has defined the steps for accessing GM Carbon Copy functionality of the Covisint Connect application.

The next module will cover managing inbound carbon copy rules.

MODULE 2: MANAGING INBOUND CARBON COPY RULES

About this Module

The purpose of this module is to direct the General User through the functionality of managing inbound carbon copy rules.

Module Objectives

At the end of this module, participants are able to:

- Create Inbound Carbon Copy Rules
- Manage Inbound Carbon Copy Rules

Adding New Inbound Carbon Copy Configurations

General Users are able to create and add inbound carbon copy configurations based on COM codes. Optionally, the administrator can filter carbon copies further by specifying the:

- Ship To
- Ship From
- SCAC
- DESADV

Complete the following steps to add a new inbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Inbound** tab.

3. Navigate to the Add New Carbon Copy Configuration section of the screen.
4. Optionally, select the *Ship To* from the drop box.
5. Optionally, key in the *Ship From ID* in the open text box
6. Optionally, key in the *SCAC* code in the open text box.
7. Key in the required *COM* code in the open text box.
8. By default, the DESADV is turned on. Enable the **OFF** button if you do not wish to apply this carbon copy rule to the DESADV.
9. Click **Add**.

RESULT

You have successfully added a new inbound Carbon Copy Configuration.

Moving Inbound Carbon Copy Codes to other COM Codes

General Users are able to move inbound carbon copy configurations to other COM codes.

Complete the following steps to add a move inbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Inbound** tab.

The screenshot shows the 'Add New Carbon Copy Configuration' and 'Move Carbon Copy Code' sections. The 'Move Carbon Copy Code' section has a table with columns: Ship To, Ship From, SCAC, * Current COM, and * New COM. A black arrow points to the 'Move' button below the table.

Ship To	Ship From	SCAC	* COM Code	DESADV
* - No CISCQ/Ship To	123456789	abc	123	On <input checked="" type="radio"/> Off <input type="radio"/>

Add

Ship To	Ship From	SCAC	* Current COM	* New COM
Select...				

Move

3. Navigate to the Move Carbon Copy Code section of the screen.
4. Optionally, select the *Ship To* from the drop box.
5. Optionally, key in the *Ship From* in the open text box
6. Optionally, key in the *SCAC* code in the open text box.
7. Key in the required *Current COM* code in the open text box.
8. Key in the required *New COM* code in the open text box.
9. Click **Move**.

RESULT

You have successfully moved a new inbound Carbon Copy rule.

Managing Inbound Carbon Copy Rules

General Users are able to manage inbound carbon copy rules. This includes the ability to inactivate, activate, and delete existing rules.

Complete the following steps to manage existing inbound Carbon Copy rules:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Inbound** tab.

Transactions : Trading Partners : Channels : Reports : **Administration** : Library

Status has been updated successfully.

Inbound Outbound Users

Add New Carbon Copy Configuration

Ship To: Select... Ship From: SCAC: * COM Code: DESADV: On Off

Add

Move Carbon Copy Code

Ship To: Select... Ship From: SCAC: * Current COM: * New COM:

Move

Current Available

Enter Search criteria

Status: All Ship To: * Ship From: SCAC: Search

Viewing 1 - 9 of 9 Show 30 results per page

Status	Ship To	Ship From	SCAC	Copy to	Copy Name	DESADV
<input checked="" type="checkbox"/>		TESTFROM		ABC	ABC GROUP CANADA	On Off
<input checked="" type="checkbox"/>			LWR	BFT	General Motors - MGO	On Off
<input checked="" type="checkbox"/>			RDW	ABC	ABC GROUP CANADA	On Off
<input checked="" type="checkbox"/>			TESTSCAC	ABC	ABC GROUP CANADA	On Off
<input checked="" type="checkbox"/>			WHY	ZG1	WALKER INTERNATIONAL TRANSPORTATION	On Off
<input checked="" type="checkbox"/>				KLB	KLEINSCHMIDT (RAILROADS)	On Off
<input checked="" type="checkbox"/>				WHY	TNT Logistics NA	On Off
<input checked="" type="checkbox"/>		123456789	FASTWORK LTD	ABC	AM4 Penske Logistics Technology	On Off
<input checked="" type="checkbox"/>		123456789	FASTWORK LTD	ABC	ABC GROUP CANADA	On Off

Save Delete Active/Inactive



Status Icons Defined:



= Inactive status



= Active status

3. Scroll to the *Current Available* section of the screen.
4. Search and select the carbon copy rule you wish to manage.



NOTE: Narrow your search results by filtering your search criteria. For example, you may wish to view only Inactive codes by selecting "inactive" in the Status drop box. Other options include viewing codes with status of "active", or viewing both statuses by selecting "all".

5. Perform one or more of the following:

IF YOU WISH TO...	THEN...
Inactivate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to inactivate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Inactive, and a confirmation message is displayed at the top of the screen.</p>
Activate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to activate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Active, and a confirmation message is displayed at the top of the screen.</p>
Delete a Rule	<p>a Enable the checkbox of the rule you wish to delete.</p> <p>b Click Delete.</p> <p>c Click OK in the box confirming that you wish to delete the rule. The screen refreshes and a confirmation message is displayed at the top of the screen. The rule is deleted and removed from Carbon Copy.</p>
Turn off DESADV for a rule	<p>a Enable the OFF radio button in the DESADV column of the rule for which you wish to disable DESADV.</p> <p>b Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>
Turn on DESADV for a rule	<p>a Enable the ON radio button in the DESADV column of the rule for which you wish to enable DESADV.</p> <p>b Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>

RESULT

You have successfully managed inbound Carbon Copy rules.



TOPIC REVIEW

Summary

You have just completed **MODULE 2**. You are now able to:

- Create Inbound Carbon Copy Rules
- Manage Inbound Carbon Copy Rules



This module has described the steps required to create and manage inbound carbon copy rules.

The next module will cover managing outbound carbon copy rules.

MODULE 3: MANAGING OUTBOUND CARBON COPY RULES

About this Module

The purpose of this module is to direct the General User through the functionality of managing outbound carbon copy rules.

Module Objectives

At the end of this module, participants are able to:

- Create Outbound Carbon Copy Rules
- Manage Outbound Carbon Copy Rules

Adding New Outbound Carbon Copy Rules

General Users are able to create and add outbound carbon copy configurations based on COM codes. Optionally, the administrator can filter carbon copies further by specifying the:

- Ship To
- Supplier Code
- DELFOR
- DELJIT
- INVRPT
- RECADV

Complete the following steps to add a new outbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Outbound** tab.

Transactions : Trading Partners : Channels : Reports : Administration : Library General Motors - MGO

Inbound Outbound **Users**

Add New Carbon Copy Configuration

Ship To Select...	Supplier Code 	* COM Code 	DELFOR On <input checked="" type="radio"/> Off <input type="radio"/>	DELJIT On <input checked="" type="radio"/> Off <input type="radio"/>	INVRPT On <input checked="" type="radio"/> Off <input type="radio"/>	RECADV On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="button" value="Add"/>						

Move Carbon Copy Code

Ship To Select...	Supplier Code 	* Current COM 	* New COM
<input type="button" value="Move"/>			

Current Available

Enter Search criteria

Status: All Ship To: 14001 Supplier Code:

Viewing 1 - 10 of 2942 1 2 3 4 5 ... 291 292 293 294 295 next >> Show 10 results per page

	Status	Ship To	Ship To	Supplier Code	Supplier	Copy to	Copy Name	DELFOR	DELJIT	INVRPT	RECADV
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014003	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014008	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014009	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014014	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014024	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014030	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014070	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018024	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018095	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018096	-	RYH	Ryder Canada	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>

- Navigate to the Add New Carbon Copy Configuration section of the screen.
- Optionally, select the *Ship To* from the drop box.
- Optionally, key in the *Supplier Code* in the open text box.
- Optionally, key in the *SCAC* code in the open text box.
- Key in the required *COM* code in the open text box.
- By default, the DELFOR, DELJIT, INVRPT, and RECADV are turned on. Enable the **OFF** button of any item to which you do not wish to apply this carbon copy rule.
- Click **Add**.

RESULT

You have successfully added a new outbound Carbon Copy Configuration.

Moving Outbound Carbon Copy Codes to other COM Codes

General Users are able to move outbound carbon copy configurations to other COM codes.

Complete the following steps to add a move outbound Carbon Copy configuration:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Outbound** tab.

The screenshot shows the 'General Motors - MGO' interface with the 'Administration' menu selected. The 'GM Carbon Copy' tab is active, and the 'Outbound' sub-tab is selected. The 'Move Carbon Copy Code' section is highlighted with a black arrow. Below it, the 'Current Available' section displays a table of configurations.

Status	Ship To	Supplier Code	Supplier	Copy to	Copy Name	DELFOR	DELJIT	INVRPT	RECADV
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014003	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014008	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014009	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014014	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014024	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014030	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000014070	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018024	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018095	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input checked="" type="checkbox"/>	14001	GM OF CANADA OSHAWA CAR ASM	000018096	-	RYH	Ryder Canada	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>

3. Navigate to the Move Carbon Copy Code section of the screen.
4. Optionally, select the Ship To from the drop box.
5. Optionally, key in the Supplier Code in the open text box
6. Key in the required Current COM code in the open text box.
7. Key in the required New COM code in the open text box.
8. Click **Move**.

RESULT

You have successfully moved a new outbound Carbon Copy rule.

Managing Outbound Carbon Copy Rules

General Users are able to manage outbound carbon copy rules to other COM codes. This includes the ability to inactivate, activate, and delete existing rules.

Complete the following steps to manage existing inbound Carbon Copy rules:

1. From the Administration menu, click **GM Carbon Copy** tab.
2. Within the GM Carbon tab, click **Outbound** tab.

Transactions : Trading Partners : Channels : Reports : **Administration** : Library

Add New Carbon Copy Configuration

Ship To: Supplier Code: * COM Code: DELFOR: On ☒ Off ☐ DELJIT: On ☒ Off ☐ On ☒ Off ☐ On ☒ Off ☐

Move Carbon Copy Code

Ship To: Supplier Code: * Current COM: * New COM:

Current Available

Enter Search criteria

Status: Ship To: Supplier Code:

Viewing 1 - 10 of 1640 ... Show 10 results per page

	Status	Ship To	Ship To	Supplier Code	Supplier	Copy to	Copy Name	DELFOR	DELJIT	INVRPT	RECADV
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000014008	-	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018024	-	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018095	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018171	MFD PARMA METAL CENTER	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018171	MFD PARMA METAL CENTER	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000018231	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000019044	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000019300	-	RDT	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000019486	-	BUH	GM Suppliers	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	48015	TRUCK & BUS SHREVEPORT	000025500	-	RD2	B & W Cartage	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input checked="" type="radio"/> Off <input type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>	On <input type="radio"/> Off <input checked="" type="radio"/>

Confirmation Message displayed.



STATUS ICONS DEFINED:



= Inactive status



= Active status

3. Scroll to the *Current Available* section of the screen.
4. Search and select the carbon copy rule you wish to manage.



NOTE: Narrow your search results by filtering your search criteria. For example, you may wish to view only Inactive codes by selecting “inactive” in the Status drop box. Other options include viewing codes with status of “active”, or viewing both statuses by selecting “all”.

5. Perform one or more of the following:

If YOU WISH TO...	THEN...
Inactivate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to inactivate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Inactive, and a confirmation message is displayed at the top of the screen.</p>
Activate a Rule	<p>a Enable the checkbox in the <i>status column</i> of the rule you wish to activate.</p> <p>b Click Active/Inactive button.</p> <p>c Click Save. The screen refreshes, the Status icon changes to Active, and a confirmation message is displayed at the top of the screen.</p>
Delete a Rule	<p>a Enable the checkbox of the rule you wish to delete.</p> <p>b Click Delete.</p> <p>c Click OK in the box confirming that you wish to delete the rule. The screen refreshes and a confirmation message is displayed at the top of the screen. The rule is deleted and removed from Carbon Copy.</p>
Turn off document type for a rule	<p>a Enable the OFF radio button in the column of the document type of the rule for which you wish to disable.</p> <p>b Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>
Turn on document type for a rule	<p>c Enable the ON radio button in the column of the document type of the rule for which you wish to enable.</p> <p>d Click Save. The screen refreshes and a confirmation message is displayed at the top of the screen.</p>

RESULT

You have successfully managed outbound Carbon Copy rules.



TOPIC REVIEW

Summary

You have just completed **MODULE 3**. You are now able to:

- Create Outbound Carbon Copy Rules
- Manage Outbound Carbon Copy Rules



This module has described the steps required to create and manage outbound carbon copy rules.