

Connect GM Advance Carbon Copy ~ Plant Administrator Guide

June 2006

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Advance Carbon Copy



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INTRODUCTION

About this Guide

The purpose of this guide is to direct the Plant Administrator users 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:

- Manage Carbon Copy Users
- Manage CISCO Codes
- 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 Plant Administrators

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 Plant Administrator

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.

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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)
1	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
23153 2 5 7 7 7 7 7 7	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: MANAGING CARBON Copy Users

About this Module

The purpose of this module is to direct the Plant Administrator through the functionality of managing users within 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:

- Add Carbon Copy Users
- Add CISCO Codes
- Delete Carbon Copy Users
- Delete CISCO Codes

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



DEFINITION OF USER ROLES

<u>General User</u> - A user authorized by a plant administrator or Central Administrator to view and/or update carbon copy rules. <u>Plant Administrator</u> – an administrator authorized by a central administrator to delegate general User roles at authorized plant(s), and view and/or update carbon copy rules.

<u>Central Administrator</u> – 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.

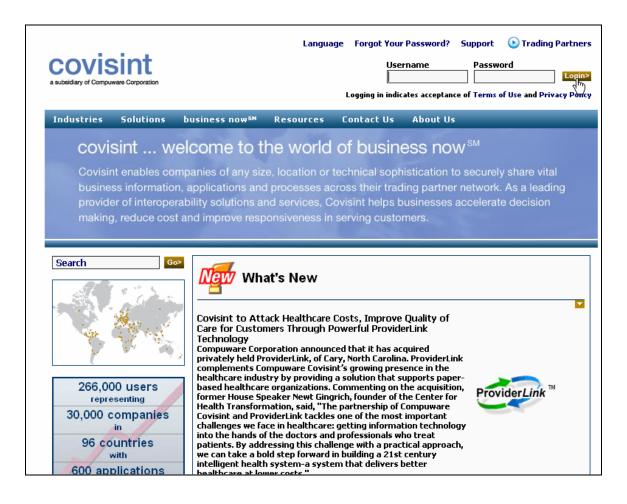
5



Accessing Advanced Carbon Copy

Complete the following steps to access GM Carbon Copy:

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



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

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Covisint Applications 📃	Status	-	From	Publish Dat
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BCBSM eGateway Project		the attached invitation for DaimlerChrysler's Supplier		
Content Management		Diversity Awareness and Recognition session that will be held on May 3, 2006.	DaimlerChrysler	04/04/2006
Covisint Connect		Chrysler Group Suppliers		
Covisint Content Whagement		ATENCION TODOS LOS PROVEEDORES DE MATERIAL	DaimlerChrysler	04/04/2006
Covisint Internal Reports	NEW	PRODUCTIVO EN MEXICO - SEMINARIO DE ABASTECIMIENTOS 27 DE ABRIL		
Covisint Time Tracker		Chrysler Group Production Part, Mexican Suppliers		
Crystal Reports Administration		ATTENTION ALL CHRYSLER GROUP PRODUCTION PART		
DaimlerChrysler Content Management		SUPPLIERS - NEW VERSION OF EASYMAP SOFTWARE NOW AVAILABLE FOR DOWNLOAD	DaimlerChrysler	03/31/2006
GRID - Covisint Access		Chrysler Group Production Part Suppliers		
Healthcare Definition Library		ATTENTION ALL CHRYSLER GROUP NORTH AMERICAN		
Library Services		PRODUCTION PART SUPPLIERS - DETAILS REGARDING MMOG/LE COMPLETION IN 2006	DaimlerChrysler	03/30/2006
Library Services - GSS		Chrysler Group N American Production Part Suppiers		
Problem Solver		ATTENTION ALL CHRYSLER GROUP PRODUCTION AND NON-		
Sourcing Directory		PRODUCTION PART SUPPLIERS - AIAG EVENT FOR AUTOMATIC IDENTIFICATION TECHNOLOGIES	DaimlerChrysler	03/14/2006
Supplier Bulletin		Chrysler Group Production Part Suppliers		
Partner Portals				Go to Bulletins
DaimlerChrysler Portal				(
Metaldyne Supplier Portal	Auto Bea	t 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.

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	Quick Search Search T	ransactions Recent T	ransactions Restore/Archive
ARCH FOR TRANSACTIONS			
	Please enter a list of values separated by commas.		
Source Mailbox / From Code:			
Destination Mailbox /To Code:			
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- 4. Click **Administration** tab.
- 5. Click GM Advance Carbon Copy tab.

RESULT

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



Adding Users / CISCO Code Combinations

A Plant Administrator must add a user to Carbon Copy, associate each user to one or more CISCO codes. Users are added to Carbon Copy with the "general user" role.



USERS MUST ALREADY BELONG TO A PROFILE IN THE COVISINT CONNECT APPLICATION IN ORDER TO BE AVAILABLE TO BE ADDED TO ADVANCED CARBON COPY.

ONLY THE CENTRAL ADMINISTRATOR CAN ASSIGN THE ROLE OF "PLANT ADMIN".

Complete the following steps to add users / CISCO codes

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

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Covisi	nt ADMIN & GM Cent	ral: Add a nev	USER ID / CISCO Codes combinations		
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earc	h for User Id:		and/or CISCO:	Search	
/iewir	ng 1 - 9 of 9				Show 10 ⊻ results per page
	▼ User Id	CISCO	Description	Update User Id	Date Updated
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	BSARKOZI	14001	GM OF CANADA OSHAWA CAR ASM	RPABBU	06/01/2006 12:18:11 PM EDT
	BSARKOZI	14002	STE. THERESE ASSEMBLY	RPABBU	06/01/2006 12:18:11 PM EDT
	GMCCUSER1	14001	GM OF CANADA OSHAWA CAR ASM	JHERMAN1	05/25/2006 04:07:17 AM EDT
	GMCCUSER1	14002	STE. THERESE ASSEMBLY	JHERMAN1	05/31/2006 02:28:19 AM EDT
	GMCCUSER2	14001	GM OF CANADA OSHAWA CAR ASM	GMCCUSER1	05/31/2006 03:07:47 AM EDT
	GMCCUSER2	14002	STE. THERESE ASSEMBLY	RADHIKAP	05/25/2006 01:22:47 AM EDT
	MKWHALEN	14001	GM OF CANADA OSHAWA CAR ASM	GMCCUSER1	05/25/2006 04:48:28 AM EDT

- 3. In the *User ID* open text box, key in the User ID of the person you wish to add. (Alternately, you may search for a user by clicking the <a>[2] icon).
- 4. Key in the valid CISCO in the *CISCO* open text field.
- 5. Click **Add New**.

RESULT

You have successfully added a new user and assigned to a CISCO code.



Deleting a User and / or CISCO Code

A user may belong to one or many CISCO codes. Deleting a user from one CISCO code only removes the user from that particular CISCO code, and does not impact other CISCO codes related to that user.

Administrators are also able to remove a CISCO code from Carbon Copy.

Complete the following steps to delete a user from a CISCO code, and / or to delete a CISCO code from carbon copy:

- 1. From the Administration menu, click **GM Carbon Copy** tab.
- 2. Within the GM Carbon Copy tab, click **Users** tab.
- 3. Navigate to the User and CISCO List section of the screen.

Transactions 🗄 Trading Partners 🗄 Channels 🗄 Reports 🗄 Administration 🗄 Library 🛛 🔤										
					Inbound Outbound Users					
Covisnt ADNIN & GM Central: Add a new USER ID / CISCO Codes combinations										
User Io	User Id: CISCO									
	?)		14001	·					
Add	New									
User	and CISCO List									
Searc	h for User Id:		and/or CISCO:	Search						
Viewir	ng 1 - 9 of 9				Show 10 💌 results per page					
	▼ User Id	CISCO	Description	Update User Id	Date Updated					
	ACOULTER	14002	STE. THERESE ASSEMBLY	JHERMAN1	05/30/2006 08:29:54 AM EDT					
	BSARKOZI	14001	GM OF CANADA OSHAWA CAR ASM	RPABBU	06/01/2006 12:18:11 PM EDT					
	BSARKOZI	14002	STE. THERESE ASSEMBLY	RPABBU	06/01/2006 12:18:11 PM EDT					
	GMCCUSER1	14001	GM OF CANADA OSHAWA CAR ASM	JHERMAN1	05/25/2006 04:07:17 AM EDT					
	GMCCUSER1	14002	STE. THERESE ASSEMBLY	JHERMAN1	05/31/2006 02:28:19 AM EDT					
	GMCCUSER2	14001	GM OF CANADA OSHAWA CAR ASM GMCCUSER1 05/31/2006 03:07:47 AM EDT							
	GMCCUSER2	14002	STE. THERESE ASSEMBLY RADHIKAP 05/25/2006 01:22:47 AM EDT							
	MKWHALEN	14001	GM OF CANADA OSHAWA CAR ASM	GMCCUSER1	05/25/2006 04:48:28 AM EDT					



4. Perform one or more of the following:

IF YOU WISH TO		THEN
Demons o Hoom	а	In the <i>Search for a User ID</i> open text field, key in the user's ID.
Remove a User from any number of	b	Click Search . The results display all of the CISCO codes belonging to that user.
CISCO codes to which the user is associated	С	Enable the checkbox of each User / CISCO relation displayed for that user that you wish to delete. (Navigate to additional pages when required).
	d	Click Delete .
	а	In the <i>Search for CISCO</i> open text field, key in the CISCO code you wish to remove from Carbon Copy.
	b	Click Search . The results display all of the users belonging to that single CISCO code.
Delete a CISCO code from	С	Enable the checkbox of each User / CISCO relation displayed. (Navigate to additional pages when required).
Carbon Copy	d	Click Delete. The CISCO code is removed from Carbon Copy. The users' associations to other CISCO codes are not impacted.

RESULT

You have successfully deleted a user from a CISCO code and/or a CISCO code from Carbon Copy.





Summary

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

- Add Carbon Copy Users
- Add CISCO Codes
- Delete Carbon Copy Users
- Delete CISCO Codes



This module has defined the steps for managing Users within Carbon Copy. 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 Plant Administrator 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

Plant Administrators 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.



ransactions : Trading Partners	: Channels : R	eports :	Adminis	tration : Lib	rary	Covisir
						Inbound Outbound Us
Add New Carbon Copy Configurati	on					
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*-No CISCO/Ship To	v 1	23456789	abc	123	On 💿 Off 🔾	
Add						
Move Carbon Copy Code						
Ship To	si	hip From	SCAC	* Current COM	1 * New COM	
Select						
Move				-0		

- 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

Plant Administrators 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.

Transactions 🗄 Trading Partners	: Channels :	Reports :	Adminis	tration : Lit	prary	Covisint 💌
						Inbound Outbound Users
Add New Carbon Copy Configurat	ion					
Ship To		Ship From	SCAC	* COM Code	DESADV	
*- No CISCO/Ship To	~	123456789	abc	123	On 💿 Off 🔿	
Add						
Move Carbon Copy Code						
Ship To		Ship From	SCAC	* Current CO	M * 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

Plant Administrators 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.

Transac	ctions	: Tradin	g Partne	ers i Chanr	nels 🗄	Reports	Administr	ation : L	.ibrary		Covisint 💌
						Stat	us has been u	updated suc	essfully.		
										Inhound	Outbound Users
Add No	ew Ca	rbon Copy	Configui	ration						1100dild	
Ship To						Ship From	SCAC	* COM Code	DESADV		
Selec	ct				*				On 💿 Off (
	A	dd	1							Confirmation M	
Move (n Copy Cod	le							displayed	•
Ship To						Ship From	SCAC	* Current C	OM * New COM		
Selec	ct				~						
	M	ove	1								
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	·						RDW	ABC	ABC GROUP C	CANADA	On 💿 Off 🔾
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			SIA	ATUS ICO	INS D	EFINED	•				
			Q	= INA	CTIVE	STATU	S	\checkmark	= Activ	/E 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. <u>Perform one or more of the following:</u>

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

RESULT

You have successfully managed inbound Carbon Copy rules.





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 Plant Administrator 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

Plant Administrators 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.



											Int	bound Outl	oound Use
	Carbon Co	py Configuration											
Ship To			Supplier Code	* COM		ELFOR	DELJIT		INVRPT	-	RECAI		
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- 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 *Supplier Code* 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 DELFOR, DELJIT, INVRPT, and RECADV is turned on. Enable the **OFF** button of any item to which you do not wish to apply this carbon copy rule.
- 9. Click Add.

RESULT

You have successfully added a new outbound Carbon Copy Configuration.

Moving Outbound Carbon Copy Codes to other COM Codes

Plant Administrators 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.

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- 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

Plant Administrators 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.

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- 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
	а	Enable the checkbox in the <i>status column</i> of the rule you wish to inactivate.
Inactivate a	b	Click Active/Inactive button.
Rule	С	Click Save . The screen refreshes, the Status icon changes to Inactive, and a confirmation message is displayed at the top of the screen.
	а	Enable the checkbox in the <i>status column</i> of the rule you wish to activate.
Activate a Rule	b	Click Active/Inactive button.
Activate a Rule	С	Click Save . The screen refreshes, the Status icon changes to Active, and a confirmation message is displayed at the top of the screen.
	а	Enable the checkbox of the rule you wish to delete.
	b	Click Delete .
Delete a Rule	С	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.
Turn off	а	Enable the OFF radio button in the column of the document type of the rule for which you wish to disable.
<i>document type</i> for a rule	b	Click Save . The screen refreshes and a confirmation message is displayed at the top of the screen.
Turn on	С	Enable the ON radio button in the column of the document type of the rule for which you wish to enable.
<i>document type</i> for a rule	d	Click Save . The screen refreshes and a confirmation message is displayed at the top of the screen.

RESULT

You have successfully managed outbound Carbon Copy rules.





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.