

Using Logistics Dashboard ~ for Suppliers

Quick Reference Guide



Using this quick reference guide assumes that you have obtained a Covisint id and password

Requesting the Logistics Dashboard Application

1. Log in to www.covisint.com
2. Click **Administration Tools** from the left menu bar.
3. Click **Request a Service Package**.
4. Click the **Request** button next to Logistics Dashboard.
5. If required, key in additional information, then click **Request**. You will be contacted via email when your request has been approved by your administrator.

RESULT: You have successfully requested Logistics Dashboard.

Logging in to Logistics Dashboard

1. Navigate to www.covisint.com
2. Key in your User Name and Password, then click **Login**.
3. Click **Logistics Dashboard** from the My Applications menu.

RESULT: You have successfully logged in to Logistics Dashboard.

Setting Your Language and Time Zone Preferences

1. From the Logistics Dashboard view, click **Preferences** tab.
2. From the drop-down menu, select the language in which you wish to view the dashboard.
3. From the drop-down menu, select the time zone in which you are working.
4. Click **Save**.

RESULT: You have successfully configured your preferences.

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Viewing the Materials Summary Tab

- From the Logistics Dashboard view, click **Materials Summary** tab.

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Material Summary
Transportation Summary
Shipment Detail
Preference
Administration

Covisint Logistics

Material Summary Search

Part Number:
Ship-To:

Supplier/DUNS Number:
From Date/Time Imported: 1:00 AM

Shipping Schedule:
To Date/Time Imported: 12:00 PM

Search Reset

Material Summary Search Results

Viewing 1 - 1 of 1
Show 30 Results per page

| Part Number | Supplier | DUNS Number | Shipping Schedule | Date | Plant | Transit | Past Due Quantity | Months | | | | | |
|-------------|----------------------------------|-------------|-------------------|------------|-------|---------|-------------------|--------|--------|--------|--------|--------|--------|
| | | | | | | | | Dec 06 | Jan 07 | Feb 07 | Mar 07 | Apr 07 | May 07 |
| 16245102 | DELPHI DELCO ELECTRONICS SYSTEMS | 000124727 | 026100 | 10/01/2006 | 72479 | 0 | 0 | 0 | 0 | 50 | 0 | 50 | 0 |

Viewing 1 - 1 of 1
Show 30 Results per page



From this screen, the Suppliers are able to view how well their parts are meeting the buyer company's delivery schedules.

- Optionally, key in search criteria such as Part Number or Supplier DUNS number, Ship To, From date and time imported, To date and time imported. Note: The date field is not open. You must select the date from the calendar icon.
- Click **Search**. The results display deliveries for the search criteria you entered. At this point you are able to view delivery schedules. Past Due Quantities are indicated in the Past Due column.

RESULT: You have successfully viewed the Materials Summary tab.

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Viewing Transportation Summary Tab

1. From the Logistics Dashboard, click **Transportation Summary** tab.

Set milestone filters by selecting the milestone in column 1, then click **Add->**. The milestone filter is set in the column 2. Repeat as desired.



From this screen, Suppliers are able respond to questions from the Buyer or Buyer Company about the current status / milestone of shipments.

While the Freight Forwarder should handle these, on occasion a plant or buyer may contact the supplier directly.

2. Optionally, key in search criteria such as Shipper Number, Milestone, Ship To, From date and time imported, To date and time imported. You must select the date from the calendar icon.
3. Click **Search**. The search results are displayed.
4. Enable the checkbox of the item you wish to view.
5. Perform one or more of the following:

| If you wish to... | Then... |
|--|---|
| Manually change milestone data | <ol style="list-style-type: none"> 1. Click on the hyperlinked number in the Shipper Number column. 2. Proceed to the section of this guide entitled <i>Manually Changing Milestone Data</i>. |
| View a historical summary view | <ol style="list-style-type: none"> 1. Click Summary View. 2. Proceed to the section of this guide entitled <i>Viewing Shipment Summary History</i>. |
| View shipment details / parts summary | <ol style="list-style-type: none"> 1. Click Part View. 2. Proceed to the section of this guide entitled <i>Viewing Shipment Details / Parts Summary</i>. |
| Increase a milestone | <ol style="list-style-type: none"> 1. Click Increase Milestone. 2. Confirm increase by clicking OK. |

RESULT: You have successfully viewed the Transportation Summary tab.

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Manually Changing Milestone Data



From this screen, the Supplier is able to view shipment detail information and part detail for a shipper number. The Supplier is also able to change data elements in the open text fields for milestones.

1. From the Transportation Summary tab, click on the *Shipper Number hyperlink* to view the details screen.
2. Modify any of the open text fields as you wish, if authorized to do so. Fields are configured for you during initial setup by the Buyer Company Administrator. If a field is not editable for you, it has been configured that way by the Buyer Company Administrator and is not an error.
3. Click **Update**.
4. Optionally, you may scroll to the bottom of the screen to view Part Level Detail.

RESULT: You have successfully changed milestone data.

Adding a Note to the Shipment Details Screen

1. From the Shipment Details screen for a given shipper number, click **Notes**.
2. Key in the text in the “note” window, then click **Save**.

RESULT: You have successfully added a note to the shipment details screen.

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Viewing Shipment Summary History



From this screen, Suppliers are able to track a particular shipment in response to Buyer or Buying Company questions, such as:

- Where are the parts
- Conveyance identification
- Container numbers

From this screen, Suppliers are also able to obtain data to a timeliness dispute with a Buyer or Freight Forwarder.

1. From the Logistics Dashboard view, click **Transportation Summary** tab.
2. Enable the checkbox of the item you wish to view.
3. Click **Summary View**. An historical view of shipment details for the selected shipper number is displayed.
4. Optionally, sort the results displayed by clicking  in the column header.

RESULT: You have successfully viewed shipment summary history.

Viewing Shipment Details / Parts Summary



From this screen, Suppliers are able to see if a part number was contained in a shipment as well as the stated quantity. This information may be required in response to questions from Freight Forwarders or Buyer or members of Buying Company.

1. From the Logistics Dashboard view, click **Shipment Details** tab.

RESULT: You have successfully viewed shipment details / parts summary.