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Supplier Connection (PSA)
Configuration Manual_V3.5_EN

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Configuration Manual

v3.5English

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How to get started?

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About this manual

- This manual enables Production/Spare Parts suppliers and Non Production suppliers (Invoice only) to configure the application in order to start the validation process with PSA.

- Production and Spare Parts Suppliers will have to complete the following steps.

  - Step 1 Carrier Information

  - Step 2 Payee Information (Optional)

  - Step 3 Supplier Part Master

  - Step 4 Handling Unit Information

  - Step 5 Container Unit Information (Optional)

  - Step 6 Tax Information

  Step 2 Payee Information, should only be completed if your organization processes invoices via a factoring company.

About this manual

- **Non production Suppliers (invoice only) will have to complete the following steps:**

  - Step 2 Payee Information (Optional)

  - Step 3 Supplier Part Master *

  - Step 6 Tax Information

- ***Step 3 can be avoided should you chose to always use the invoice upload option. Please refer to the invoice upload guide in the Covisint Portal.**

  Step 2 Payee Information, should only be completed if your organization processes invoices via a factoring company.
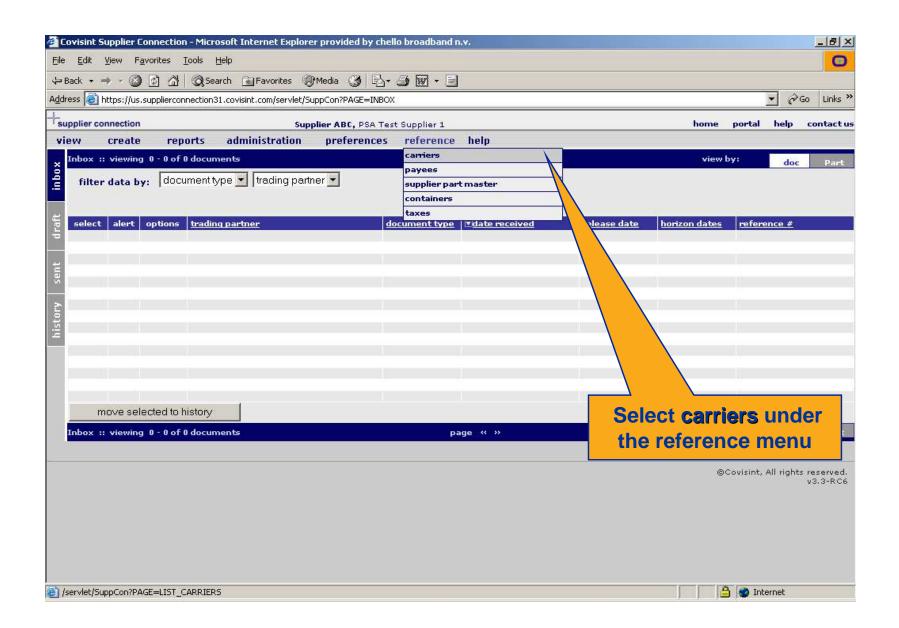
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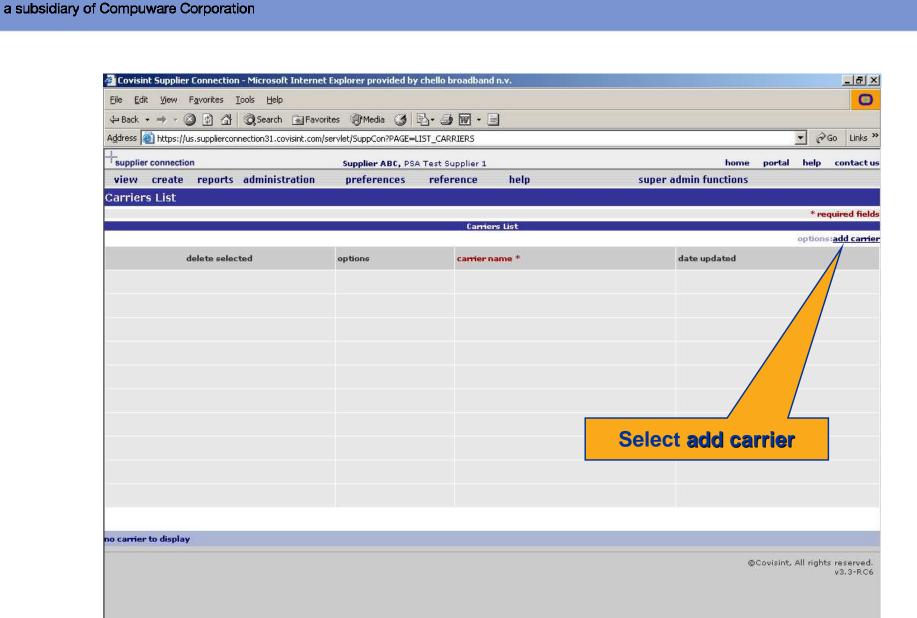
Step 1   Set up carrier information

- In this step you will set up the carrier information (transporting company), please fill in the mandatory fields.

Reminder:

- This step must be completed by Production and Spare Parts suppliers only. If you are only using the financial functionality of this application please go to **Step 2**.
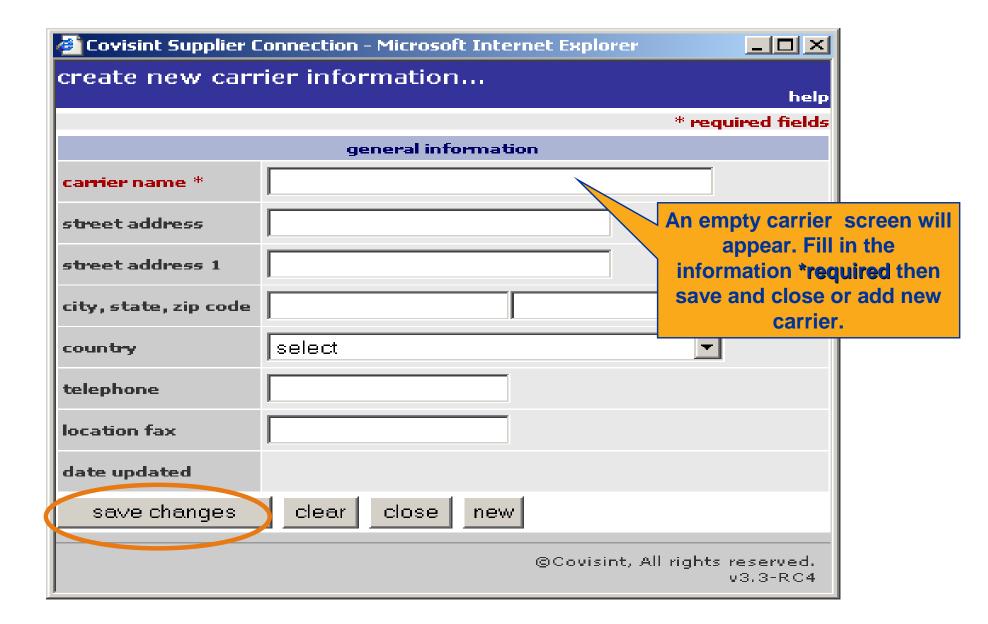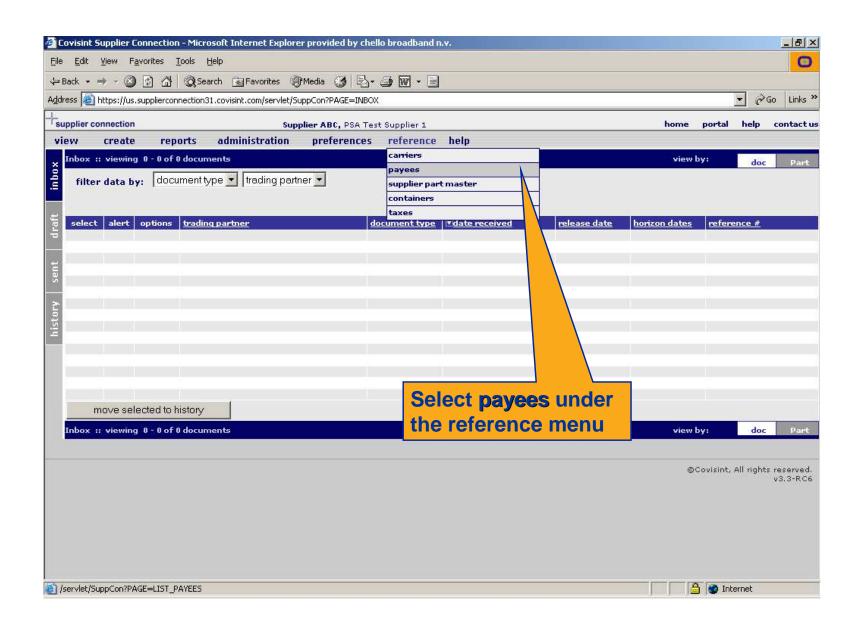
- Please see example in the next slide.

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Covisint Supplier Connection – Microsoft Internet Explorer

create new carrier information...

help

* required fields

general information

carrier name *	
street address	
street address 1	
city, state, zip code		
country	select ▼
telephone	
location fax	
date updated	

save changes   clear   close   new

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v3.3-RC4

An empty carrier screen will appear. Fill in the information *required then save and close or add new carrier.
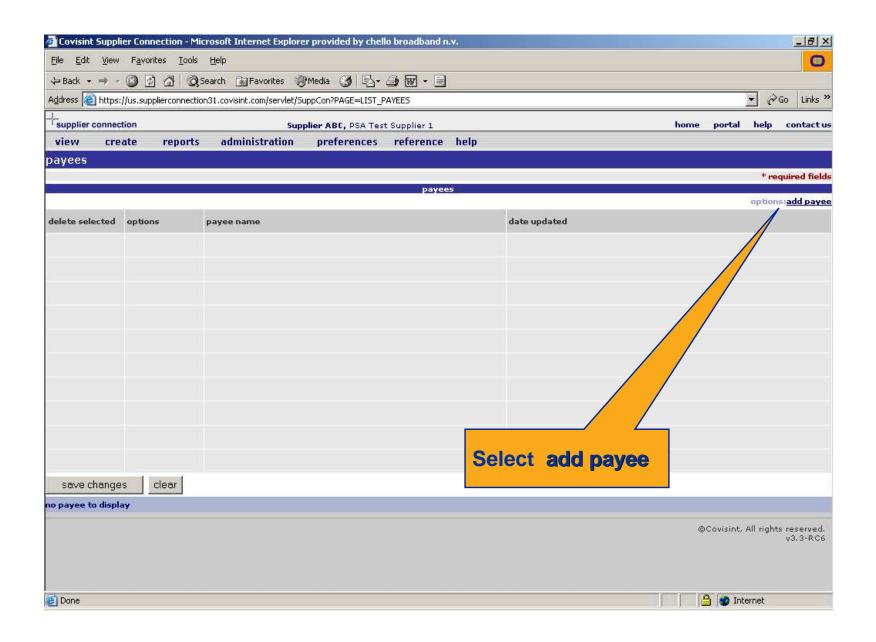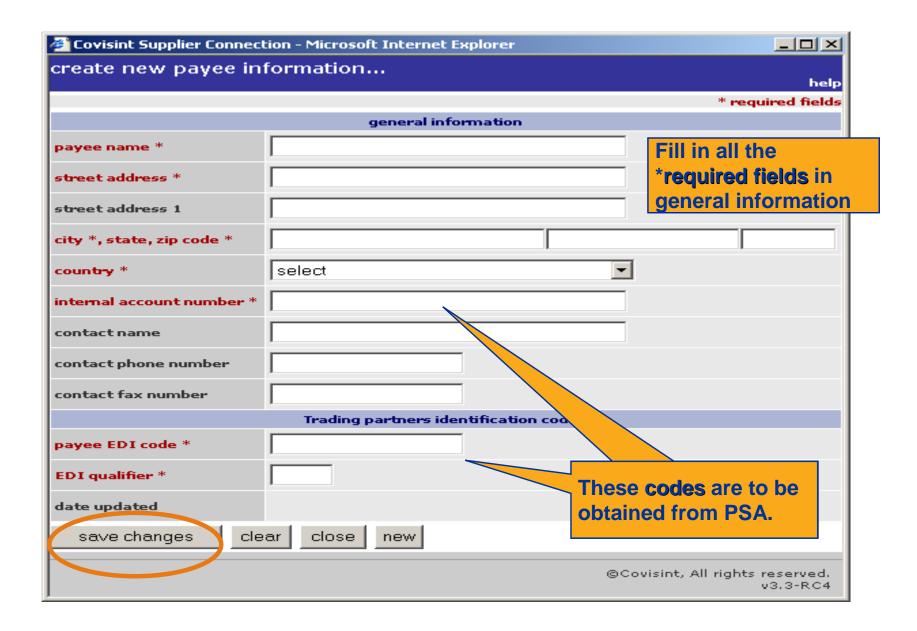
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Step 2   Set up payee information

- The information to be set up in this step is only for suppliers who invoice PSA via a factoring company.

- Should this be the case, please contact Covisint to assist you setting up the information. Contact details can be found on the Portal.

- If this is not the case for your organization, please go to **Step 3**.

- Please see example in the next slides.

Select add payee
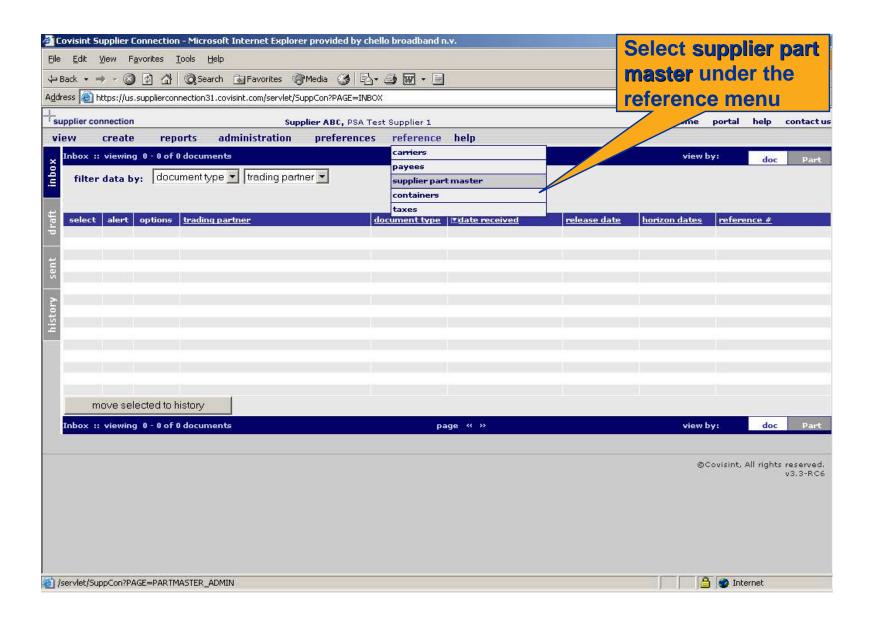
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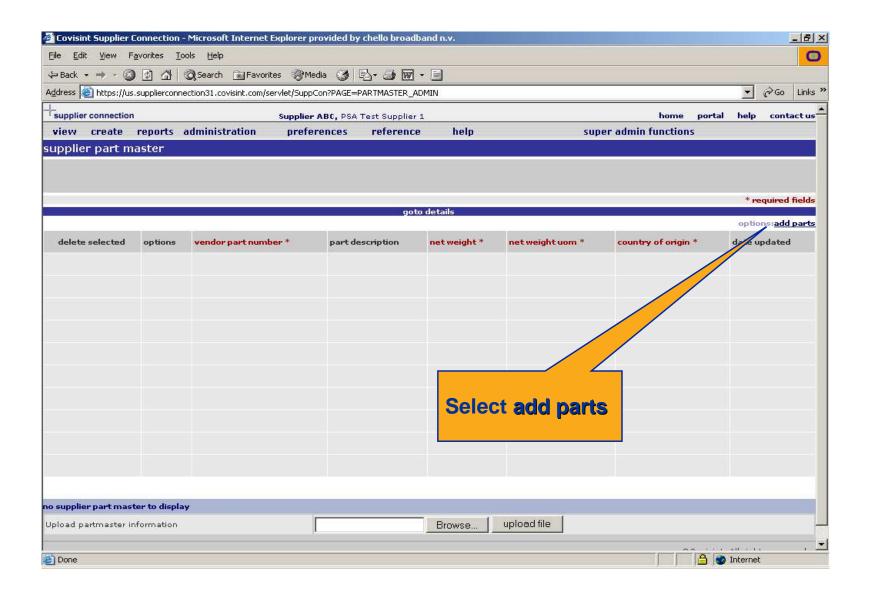
Step 3   Set up supplier part master data

- In the supplier part master database you will enter your own information about the parts, such as reference number, description, weight, and so forth.

- This operation may also be carried out semi-automatically by creating a CSV file from your internal application and uploading it into Supplier Connection (see Step 3A)

- Note: PSA part data will be initialised in the application by incoming call-off (DELJIT) messages. In the Test manual you will find instructions on how to complete the PSA part information that has been initialised by the incoming messages.

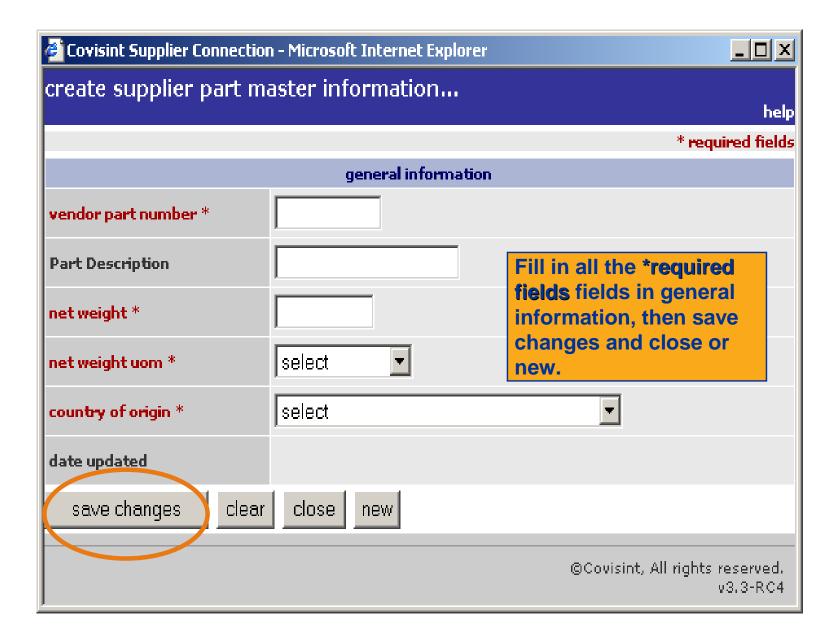- Please follow instructions on slide 16.

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Step 3   **Set up supplier part master data**

- **Note: Invoice only suppliers can avoid completing the next step by <u>always</u> using the invoice upload option. Invoice upload guide is available in the Covisint Portal.**
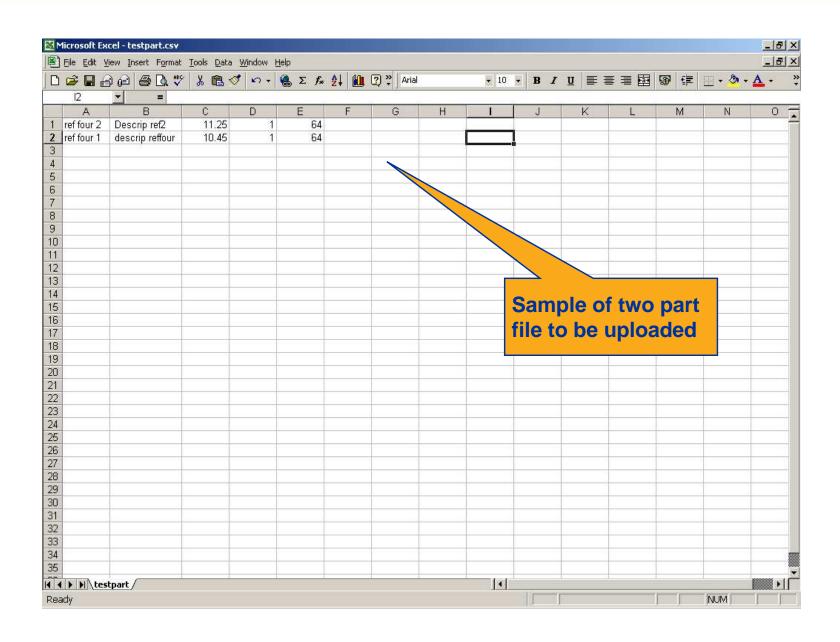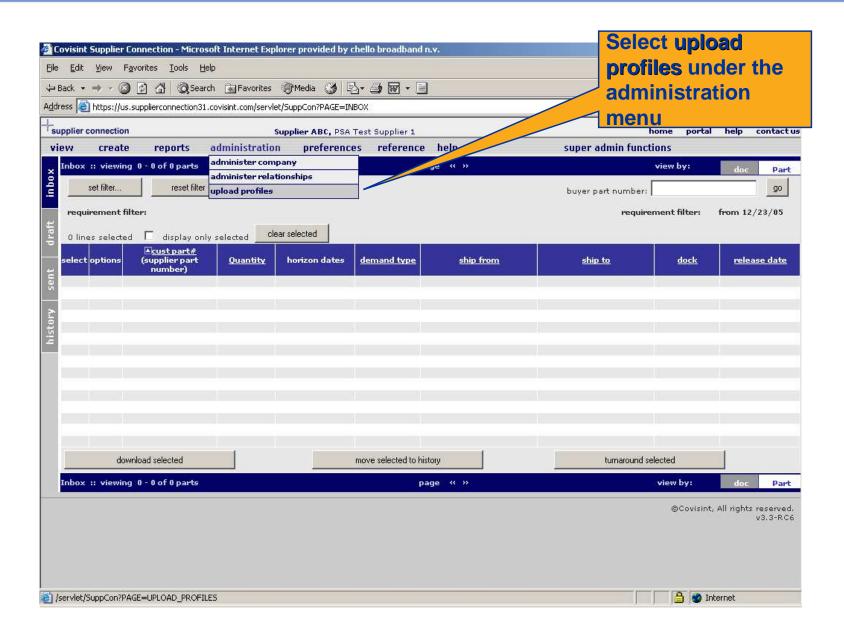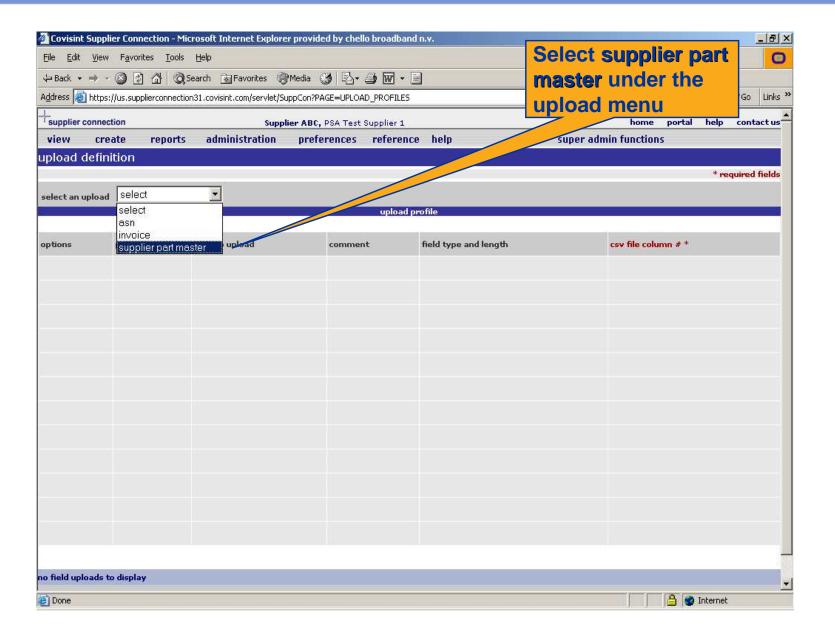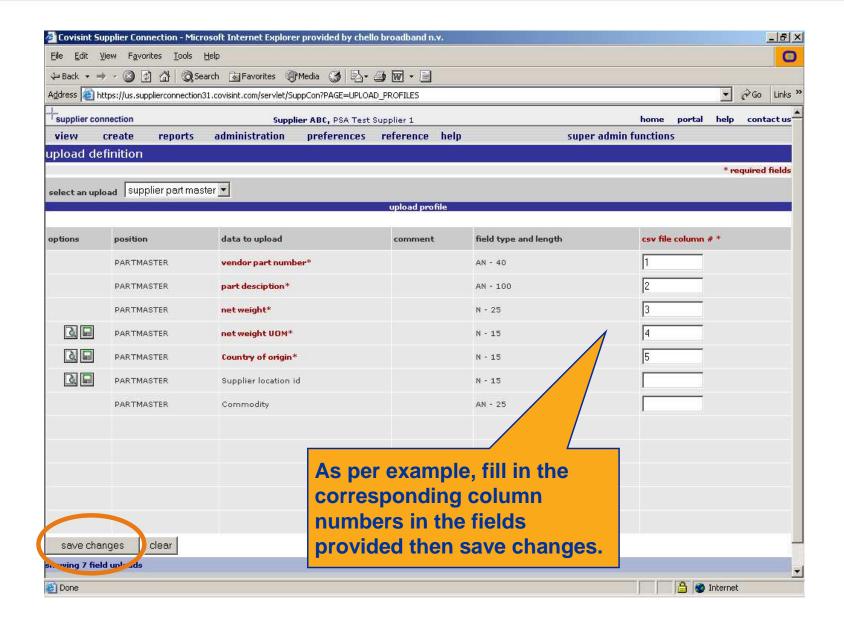
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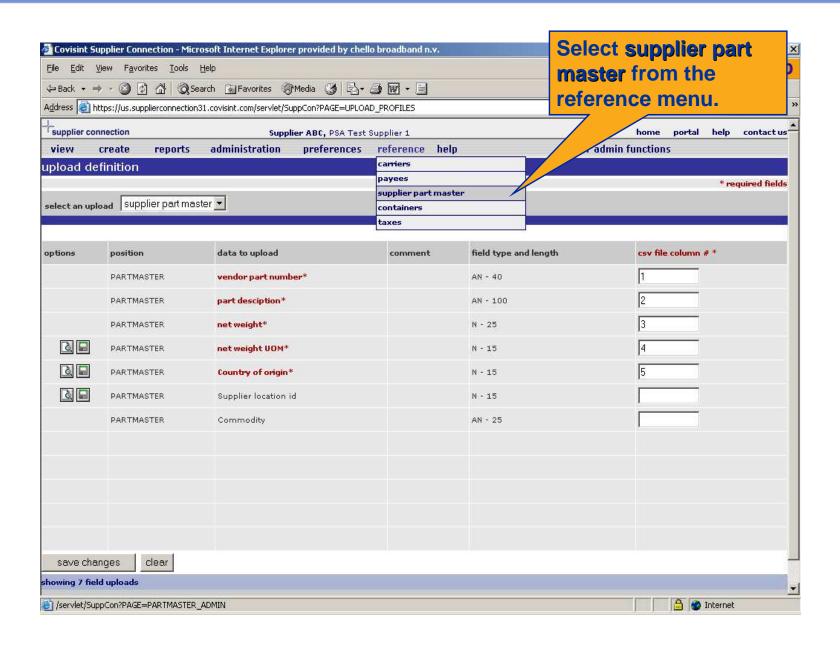
Step 3A   Upload supplier part master data

- Upload functions enable a supplier to upload invoices, despatch advices and also supplier part information.

- The following slide shows how to select an existing CSV file to upload.

- Should you require assistance to compose a CSV file, please refer to the Upload guide in the help menu.

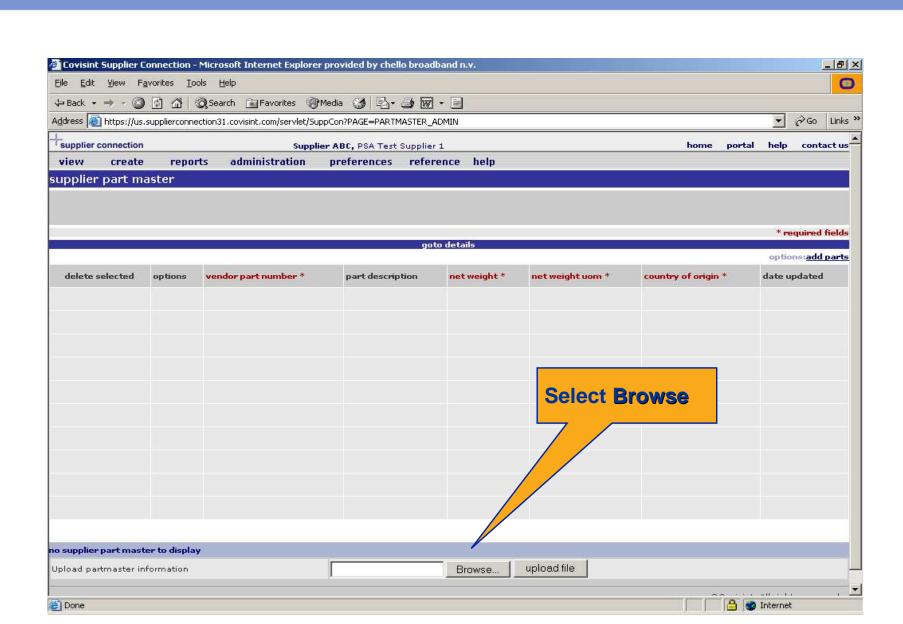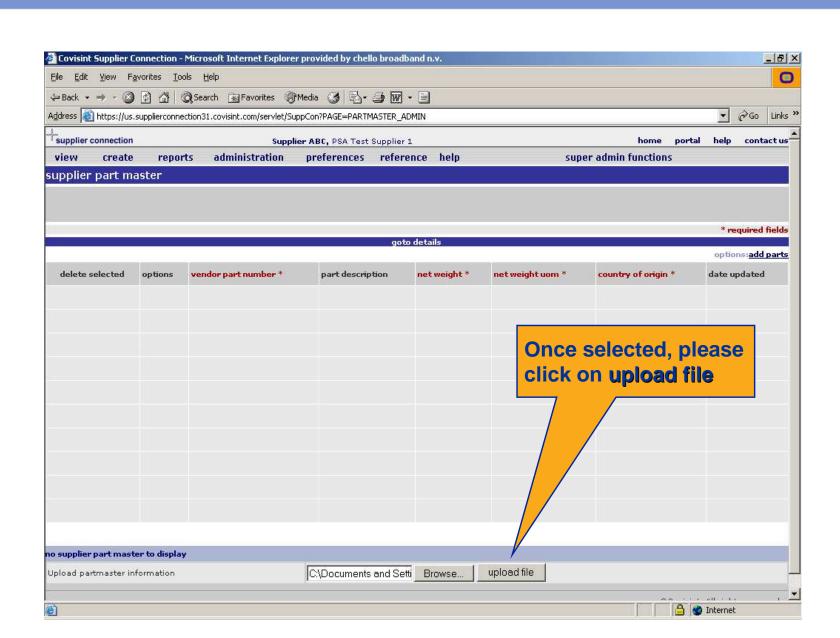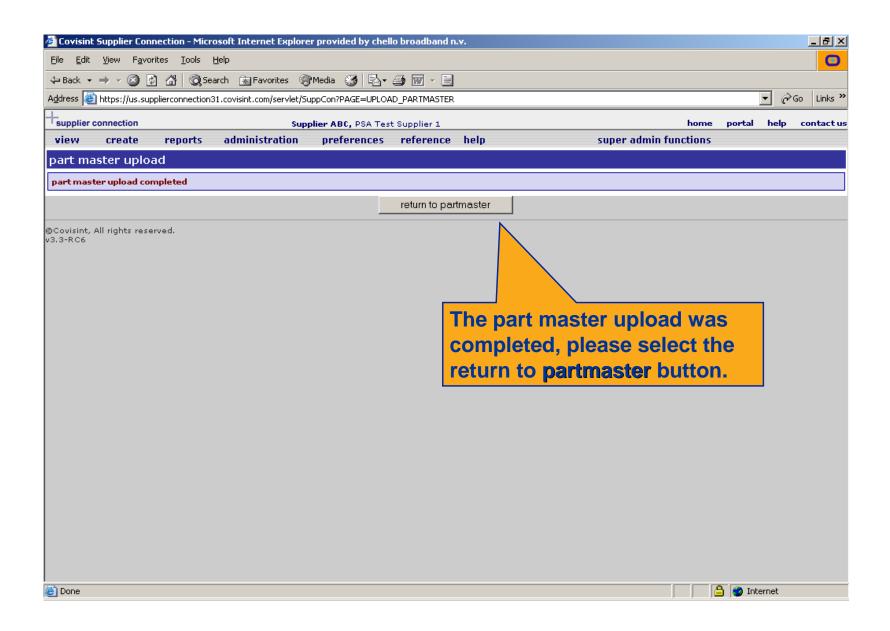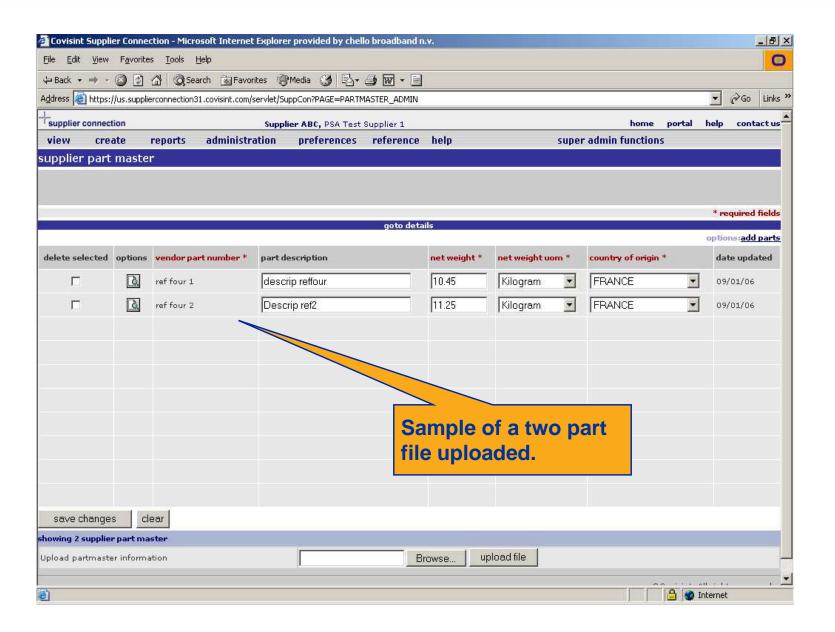- Please follow the instructions on the next slide.

Sample of two part file to be uploaded

Select **upload profiles** under the administration menu

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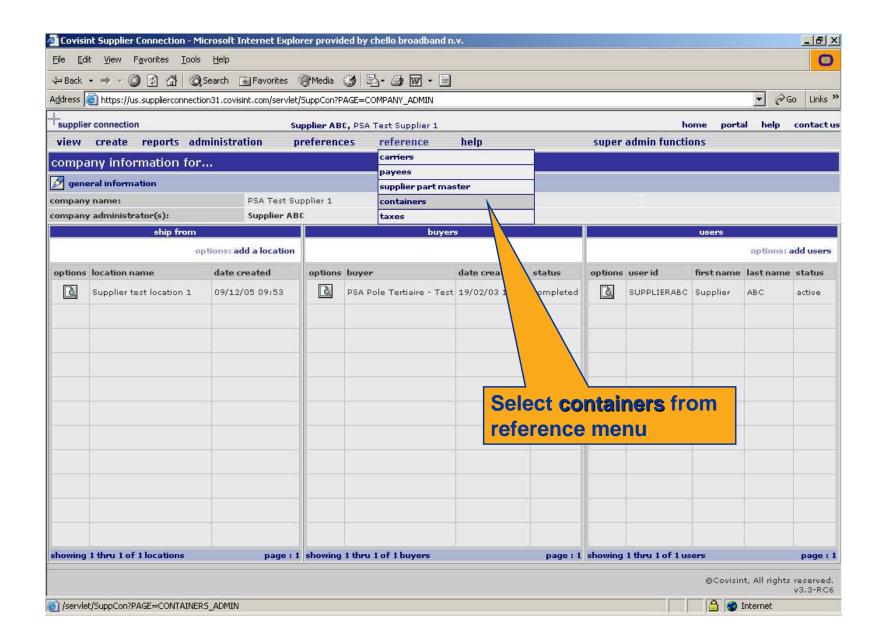a subsidiary of Compuware Corporation

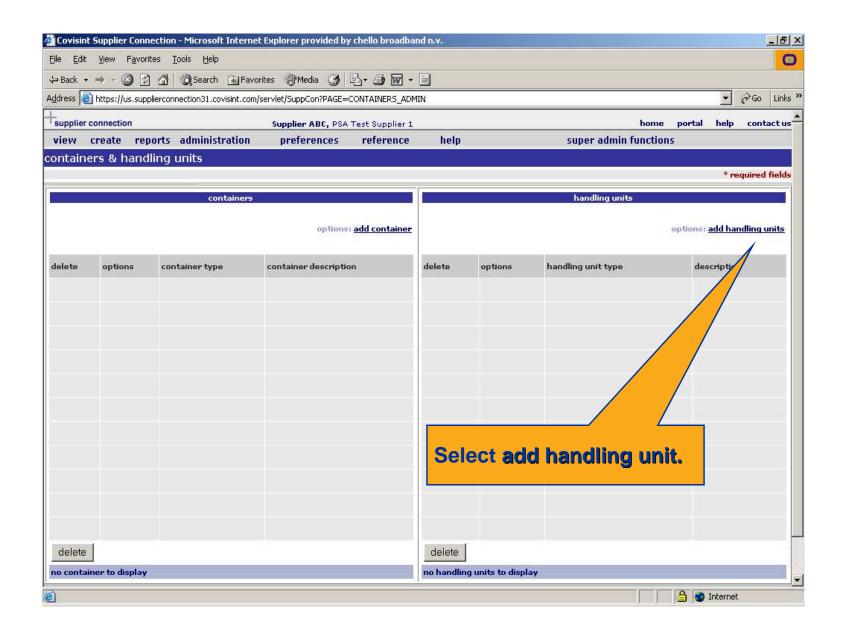**Step 4**   **Set up handling unit information**

- For PSA logistics, a Handling Unit (HU) is a unit onto (or into) which multiple Packaging Units (PU) are placed for shipment purposes. A HU is therefore most likely to be a wooden pallet or a larger container (metal, wood or plastic).

- In some cases PSA may specify what type of HU should be used but in other cases they may leave the choice to the supplier.

- PSA will normally specify what type of PU should be used and the quantity of parts that should be in the PU. A PU could be a cardboard box, a plastic box, a metal container, ...

- In some cases the PU itself is also the HU (this would typically be the case where the PU is a metal container or a pallet box). In these circumstances, the PU is called a Simplified HU
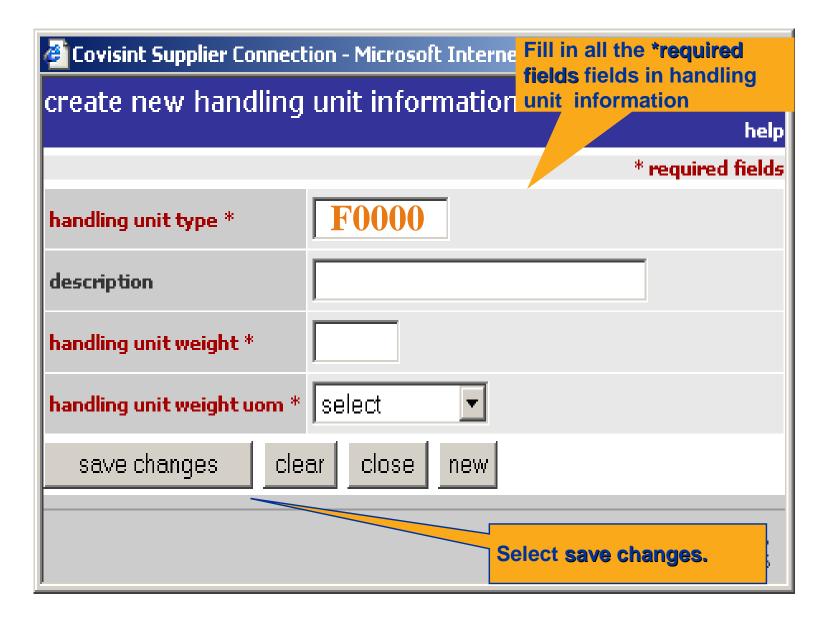
Step 4   Set up handling unit information
cont.

- If you only ever ship Simplified HU to PSA there is no need to create a separate HU record.

- If, however, you do use separate HUs to consolidate the PUs, then you must create records for all the different types of HU that you use for shipments to PSA.

- If the HU is specified by PSA then you should create the HU record using the PSA code. A typical PSA code for a HU is F0000 which is a generic code for a pallet.

- If the HU is chosen by yourself then you may code it as you wish.

- Please follow the instructions on the next slide.

Select **containers** from reference menu

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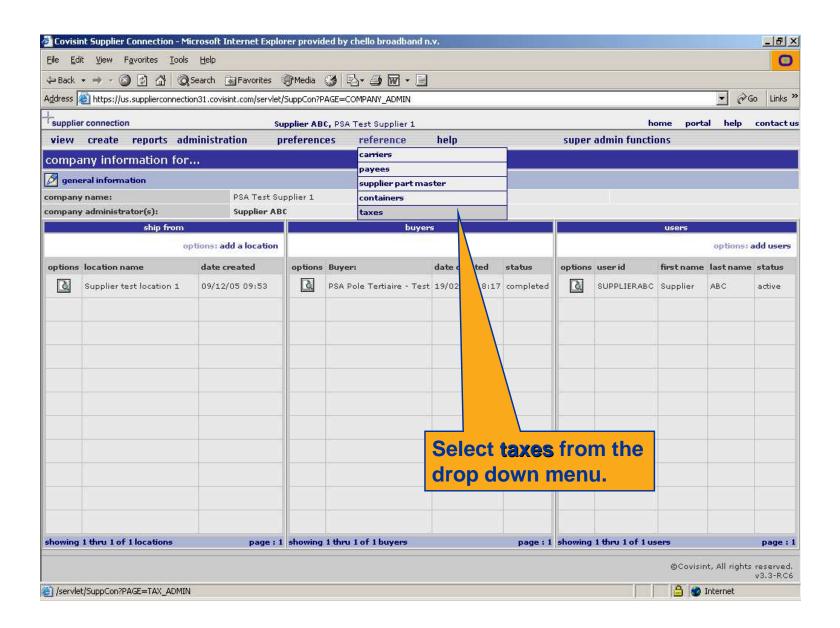
Step 5   Set up container information

- The containers information will be initialised by the incoming call-off messages (DELJIT) from PSA, therefore it is not necessary to create the records yourself.
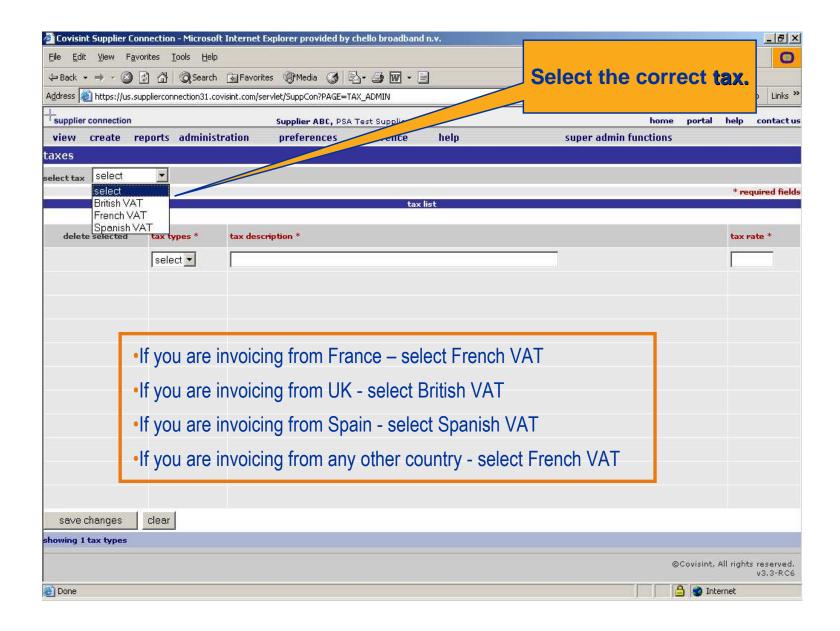
- In the Test manual you will find instructions on how to complete the container information that has been initialised by the incoming messages.

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Step 6   Set up tax information

- On page 36 you will find the correct tax to be selected according to the country. If you are not sure which tax description to use please contact :

- **Peggy.Jouanne@mpsa.com or Pascal.Torchin@mpsa.com**

- Please see example in the next slide.

Select the correct tax.

- If you are invoicing from France – select French VAT
- If you are invoicing from UK - select British VAT
- If you are invoicing from Spain - select Spanish VAT
- If you are invoicing from any other country - select French VAT

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