



covisint[®]

a subsidiary of Compuware Corporation

Supplier Connection (PSA)

Configuration Manual_V3.5_EN

Configuration Manual

v3.5English

How to get started?

Step 1	Set up carrier information	6
Step 2	Set up payee information	10
Step 3	Set up supplier part master	14
Step 3a	Upload supplier part master	19
Step 4	Set up handling unit information	29
Step 5	Set up container information	34
Step 6	Set up tax information	35

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.

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.





Covisint Supplier Connection - Microsoft Internet Explorer

create new carrier information... [help](#)

*** required fields**

general information	
carrier name *	<input type="text"/>
street address	<input type="text"/>
street address 1	<input type="text"/>
city, state, zip code	<input type="text"/> <input type="text"/>
country	<input type="text" value="select"/>
telephone	<input type="text"/>
location fax	<input type="text"/>
date updated	

save changes

@Covisint, All rights reserved.
v3.3-RC4

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

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.

Covisint Supplier Connection - Microsoft Internet Explorer provided by chello broadband n.v.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=INBOX> Go Links »

supplier connection Supplier ABC, PSA Test Supplier 1 home portal help contact us

view create reports administration preferences reference help

Inbox :: viewing 0 - 0 of 0 documents

filter data by: document type trading partner

view by: doc Part

select alert options trading partner document type date received release date horizon dates reference #

move selected to history

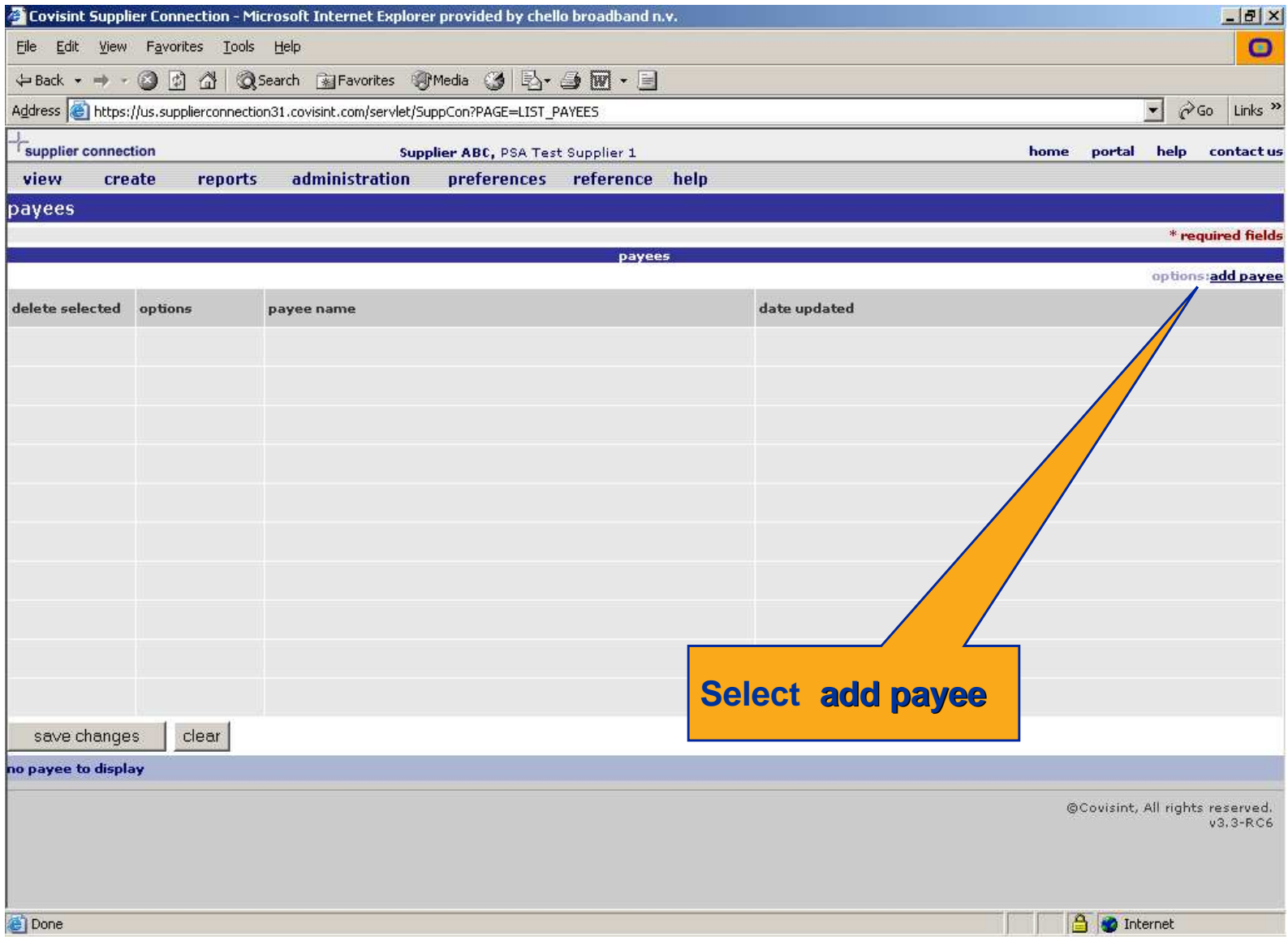
Inbox :: viewing 0 - 0 of 0 documents

view by: doc Part

©Covisint, All rights reserved.
v3.3-RC6

/servlet/SuppCon?PAGE=LIST_PAYEES Internet

Select payees under the reference menu



Covisint Supplier Connection - Microsoft Internet Explorer

create new payee information... [help](#)

*** required fields**

general information

payee name *	<input type="text"/>
street address *	<input type="text"/>
street address 1	<input type="text"/>
city *, state, zip code *	<input type="text"/> <input type="text"/> <input type="text"/>
country *	<input type="text" value="select"/>
internal account number *	<input type="text"/>
contact name	<input type="text"/>
contact phone number	<input type="text"/>
contact fax number	<input type="text"/>

Trading partners identification codes

payee EDI code *	<input type="text"/>
EDI qualifier *	<input type="text"/>
date updated	

Buttons:

©Covisint, All rights reserved.
v3.3-RC4

Fill in all the *required fields in general information

These codes are to be obtained from PSA.

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.

Step 3 Set up supplier part master data

- Note: Invoice only suppliers can avoid completing the next step by always using the invoice upload option. Invoice upload guide is available in the Covisint Portal.

Covisint Supplier Connection - Microsoft Internet Explorer provided by chello broadband n.v.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=INBOX

supplier connection Supplier ABC, PSA Test Supplier 1 Home portal help contact us

view create reports administration preferences reference help

Inbox :: viewing 0 - 0 of 0 documents

filter data by: document type trading partner

view by: doc Part

select alert options trading partner document type date received release date horizon dates reference #

move selected to history

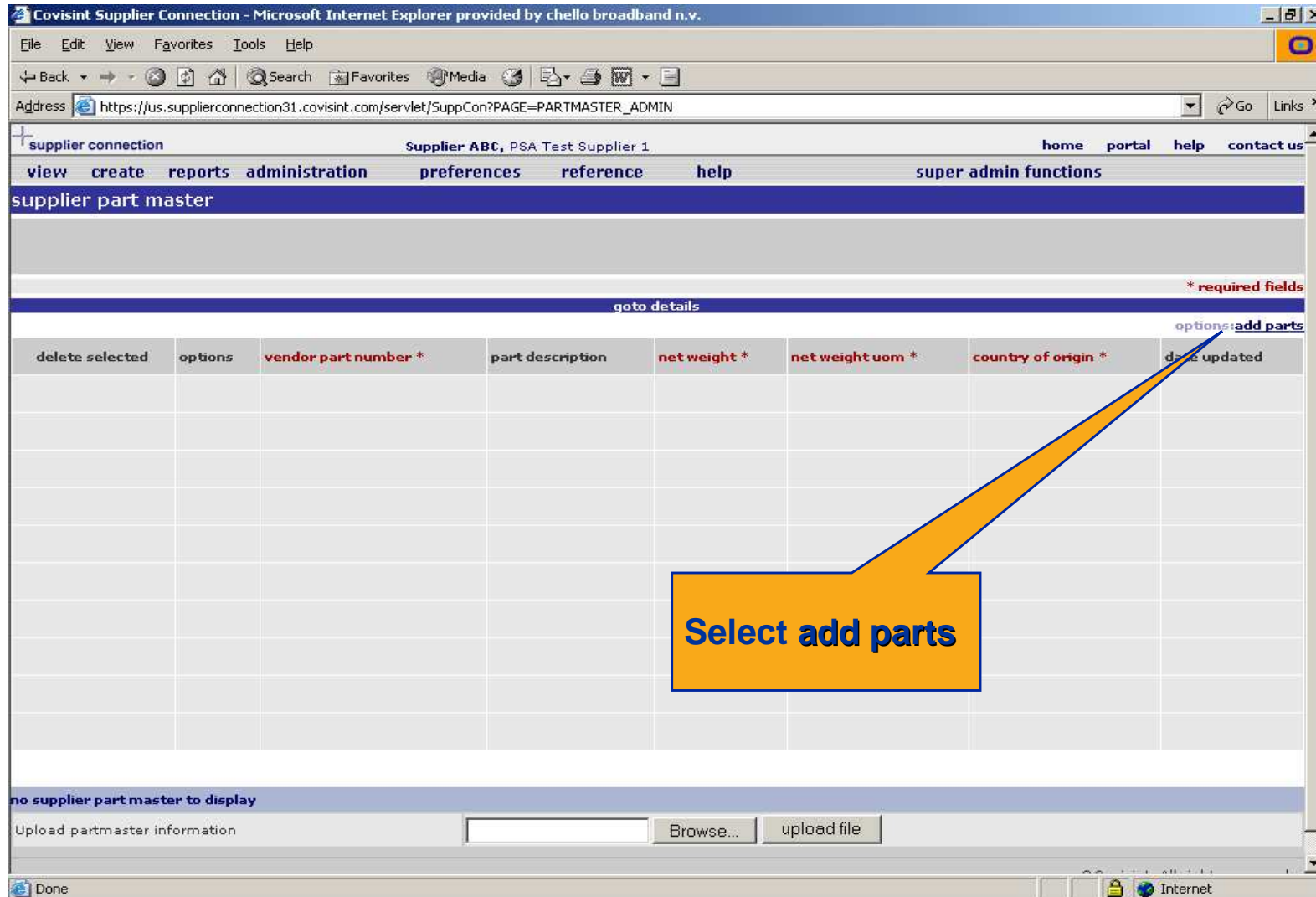
Inbox :: viewing 0 - 0 of 0 documents page < > view by: doc Part

©Covisint, All rights reserved. v3.3-RC6

/servlet/SuppCon?PAGE=PARTMASTER_ADMIN

Internet

Select supplier part master under the reference menu



Covisint Supplier Connection - Microsoft Internet Explorer

create supplier part master information... [help](#)

*** required fields**

general information	
vendor part number *	<input type="text"/>
Part Description	<input type="text"/>
net weight *	<input type="text"/>
net weight uom *	<input type="text" value="select"/>
country of origin *	<input type="text" value="select"/>
date updated	

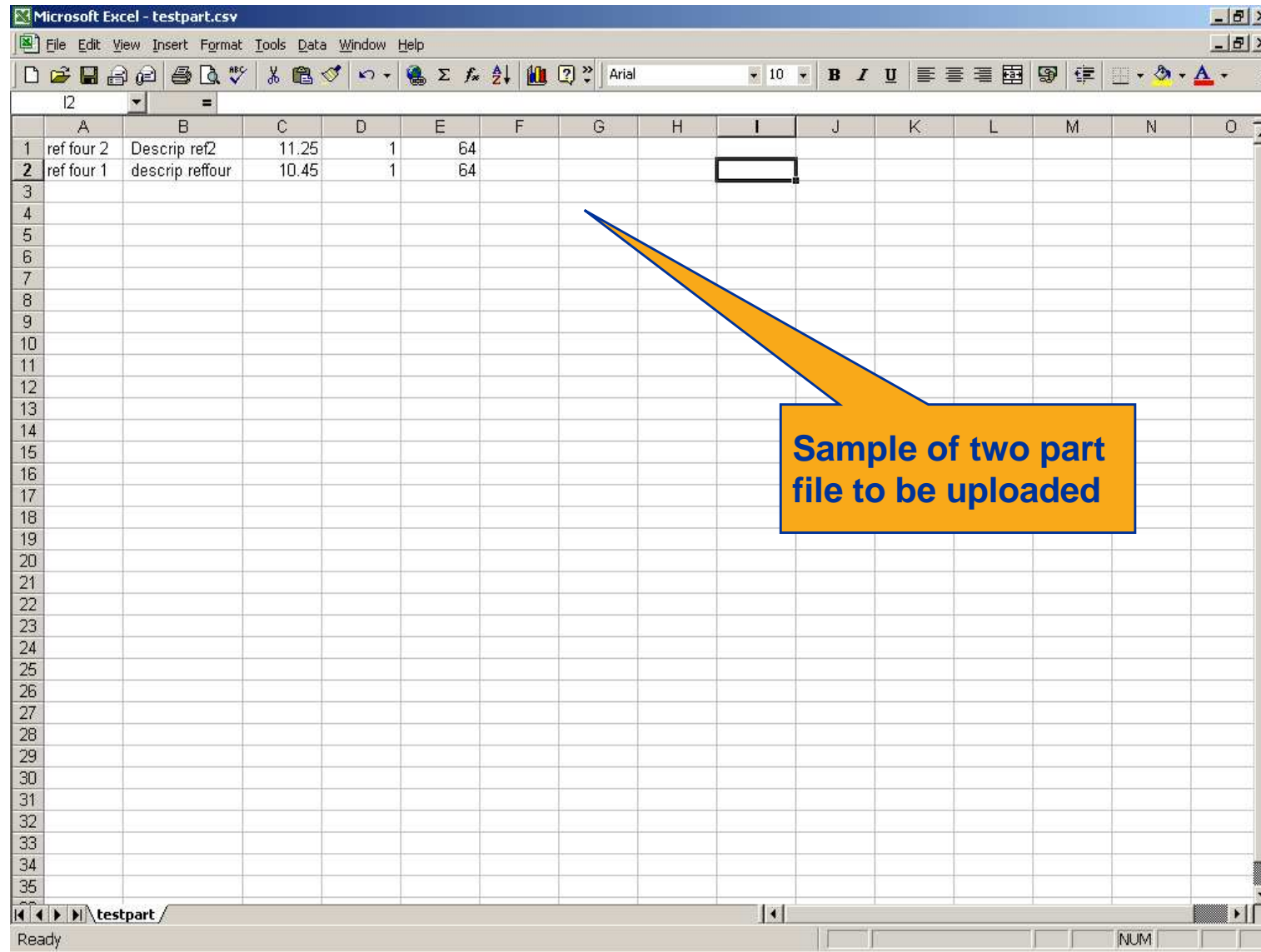
Fill in all the *required fields fields in general information, then save changes and close or new.

save changes **clear** **close** **new**

©Covisint, All rights reserved.
v3.3-RC4

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.



Microsoft Excel - testpart.csv

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ref four 2	Descrip ref2	11.25	1	64										
2	ref four 1	descrip reffour	10.45	1	64										
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															

testpart

Ready

NUM

Sample of two part file to be uploaded

Covisint Supplier Connection - Microsoft Internet Explorer provided by chello broadband n.v.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W Address <https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=INBOX>

supplier connection Supplier ABC, PSA Test Supplier 1 home portal help contact us

view create reports administration preferences reference help super admin functions

inbox :: viewing 0 - 0 of 0 parts

set filter... reset filter

requirement filter:

0 lines selected ☐ display only selected clear selected

select options cust part#
(supplier part number) Quantity horizon dates demand type ship from ship to dock release date

download selected move selected to history turnaround selected

inbox :: viewing 0 - 0 of 0 parts page < > view by: doc Part

©Covisint, All rights reserved.
v3.3-RC6

/servlet/SuppCon?PAGE=UPLOAD_PROFILES

Select upload profiles under the administration menu



Covisint Supplier Connection - Microsoft Internet Explorer provided by chello broadband n.v.

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print View Source

Address https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=UPLOAD_PROFILES Go Links >>

supplier connection Supplier ABC, PSA Test Supplier 1 home portal help contact us




view create reports administration preferences reference help super admin functions

upload definition

* required fields

select an upload supplier part master

upload profile

options	position	data to upload	comment	field type and length	csv file column # *
	PARTMASTER	vendor part number*		AN - 40	1
	PARTMASTER	part description*		AN - 100	2
	PARTMASTER	net weight*		N - 25	3
	PARTMASTER	net weight UOM*		N - 15	4
	PARTMASTER	Country of origin*		N - 15	5
	PARTMASTER	Supplier location id		N - 15	
	PARTMASTER	Commodity		AN - 25	

save changes clear

showing 7 field uploads

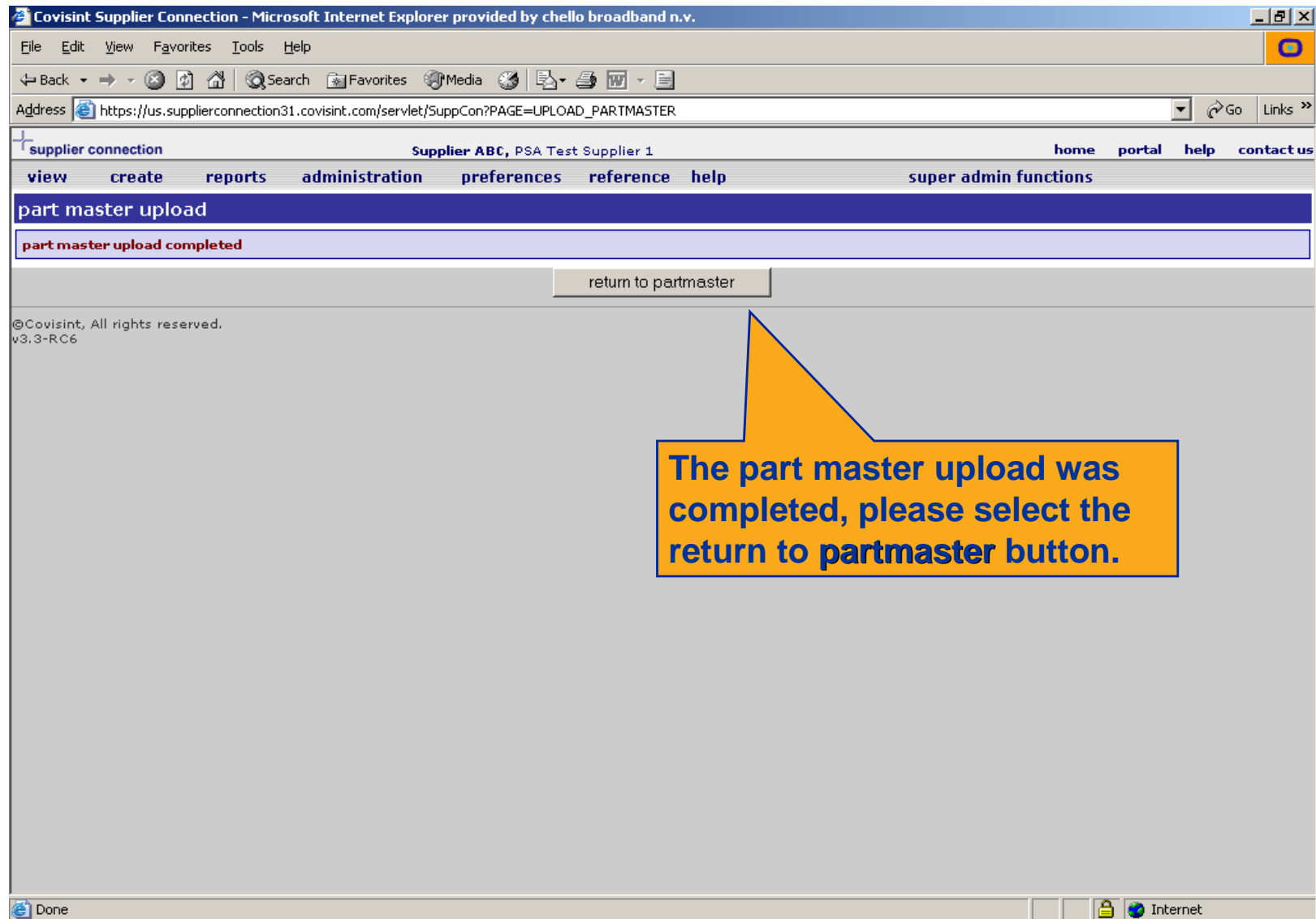
Done Internet

As per example, fill in the corresponding column numbers in the fields provided then save changes.

Select supplier part master from the reference menu.









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.





Covisint Supplier Connection - Microsoft Internet Explorer

create new handling unit information

help

*** required fields**

handling unit type *	<input type="text" value="F0000"/>
description	<input type="text"/>
handling unit weight *	<input type="text"/>
handling unit weight uom *	<input type="text" value="select"/>

save changes clear close new

Fill in all the *required fields in handling unit information

Select save changes.

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.

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.

select tax: select

- 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

tax list

delete selected	tax types *	tax description *	tax rate *
	select		

save changes clear

showing 1 tax types

©Covisint, All rights reserved. v3.3-RC6



covisint[®]

a subsidiary of Compuware Corporation