



covisint[®]

a subsidiary of Compuware Corporation

Supplier Connection (PSA)

Upload Guide_V3.5_EN



Welcome to the new world ...

covisint ... welcome to the world of business nowSM

Covisint enables companies of any size, location or technical sophistication to securely share vital business information, applications and processes across their trading partner network. As a leading provider of interoperability solutions and services, Covisint helps businesses speed decision-making, reduce cost and improve responsiveness in serving customers.

Upload guide

v3.5 English

How to get started?


Step 1	Introduction	6
Step 2	Upload Profiles part master	7
Step 3	Upload Profiles ASN	23
Step 4	Upload Profiles invoice	38
Step 5	CSV file specifications	53

Step 1 Introduction

- The purpose of this document is to guide Administrators and Users in utilizing the Upload functionality within the Covisint Supplier Connection application.
- This feature enables the upload of parts information, ASN and invoices, using a CSV (Comma separated value) file.
- The part master upload will be helpful when configuring the part master database in the application (Configuration Manual Step 3A).
- Please note a CSV file may contain more than one ASN or Invoice.

Step 1 Introduction

Prerequisites:

- All administrators/users must have a basic working knowledge of CSV usage.
-  Note: Upload profiles only appears if company has selected the upload enabled functionality in the application.

Please refer to instructions in the next slides.

Covisint Home Page - Microsoft Internet Explorer

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Username Password **Login>**

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Demand-Driven InteroperabilitySM
Go Beyond B2B **CLICK HERE**

Search **Go>**

New What's New

Covisint Introduces Plexus Systems as the First Business NowSM Partner

Leveraging Covisint's Demand-Driven Interoperability PlatformSM, Plexus Systems, a web-hosted provider of fully integrated software solutions for manufacturing companies, will extend their best-of-breed manufacturing services to more than 30,000 Covisint customers. As the first Business NowSM partner, Plexus Online functionality will be served up via Covisint's secure portal so that end users can perform release accounting, quality management, and other manufacturing and financial activities. With Covisint's global portal and Secure ID and Access Management, a single ID and password enables simple, secure access to Plexus applications anywhere in the world.

Compuware Covisint Extends Asia Pac Presence by Opening China Office

Covisint announced that it plans to open an office in China to support its growing Asian business. Located in Shanghai, China, the new office will

Plexus Systems

Services provided in 96 countries

Over 22,000 member companies

Over 190,000 active users

8,000 companies connected to the hub

Done Internet

User ID entered here

Password entered here





Covisint Supplier Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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

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

view create reports administration preferences reference help

company information for...

general information

company name: PSA Test Supplier 1

company administrator(s): Supplier ABC

ship from			
options: add a location			
options	location	name	date created
	Site 2		2/27/06 2:58 PM
	Supplier location 1		12/9/05 9:53 AM

showing 1 thru 2 of 2 locations page : 1

buyers			
options	Buyer:	date created	status
	PSA Pole Tertiaire - Test	2/19/03 6:17 PM	completed
	PeugeotCitroen Automobiles Slovakia	11/21/05 3:14 PM	completed

showing 1 thru 2 of 2 buyers page : 1

users				
options: add users				
options	userid	first name	last name	status
	SUPPLIERABC	Supplier	ABC	active
	SUPPLIERDEF	Supplier	DEF	active

showing 1 thru 2 of 2 users page : 1

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javascript:PopUp("/servlet/SuppCon?PAGE=DETAIL_COMPANY&companyId=2971")

Internet

Select the edit icon next to general information.

https://us.supplierconnection31.covisint.com - Covisint Supplier Connection - Microso...

company name *	PSA Test Supplier 1		
lock_asn	<input type="checkbox"/>		
Status (A=Active, I=inactive)	A		
Contract #			
billable	<input type="checkbox"/>		
upload enabled	<input checked="" type="checkbox"/>		
for invoicing only (set 1)			
street address *	Grand Rue		
street address 1			
city *, state, zip code *	Montmoreau	Charente	
country	FRANCE		
telephone			
location fax			
contact name			
contact phone number			
contact fax number			
contact email address			
legal address			
street address *	Grand Rue		
street address 1			
city *, state, zip code *	Montmoreau	Charente	1619

Done

Select the upload enabled functionality. Then scroll down save changes and close this window.

Please log out of Covisint and log in again to enable this change.

Upload profiles part master

Step 2 Upload profiles part master

- Company Administrators must first configure the application by setting up the upload profile. This is accomplished by mapping the data upload columns to the part master data fields.
- Please follow instructions in the next slide to configure the upload profiles for the part master information.

The screenshot shows the Covisint Supplier Connection web application in a Microsoft Internet Explorer browser. The address bar displays the URL: <https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=INBOX>. The application interface includes a top navigation bar with links for 'home', 'portal', 'help', and 'contact us'. Below this is a secondary navigation bar with tabs for 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'help'. The 'administration' tab is currently selected, and its dropdown menu is open, showing three options: 'administer company', 'administer relationships', and 'upload profiles'. The 'upload profiles' option is highlighted with a blue selection bar. A large orange arrow points from a text box at the bottom to the 'upload profiles' option. The main content area displays a table with columns: 'select', 'alert', 'options', 'trading partner', 'document type', 'date received', 'release date', 'horizon dates', and 'reference #'. The first row of data shows a trading partner named 'PSA Pole Tertiaire - Test' with a document type of 'DELIT' and a reference number of 'TS1200000000000906'. A 'move selected to history' button is located below the table. The bottom status bar shows the current page as '/servlet/SuppCon?PAGE=UPLOAD_PROFILES'.

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

view create reports administration preferences reference help

Inbox :: viewing 1 - 1 of 1 documents page « 1 » view by: doc Part

filter data by:

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

PSA Pole Tertiaire - Test DELIT 3/16/06 4:37 PM 3/16/06 4/2/06 -> 4/3/06 TS1200000000000906

move selected to history

Inbox :: viewing 1 - 1 of 1 documents page « 1 » view by: doc Part

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/servlet/SuppCon?PAGE=UPLOAD_PROFILES

Internet

**From the administration menu
select upload profiles.**



Covisint Supplier Connection - Microsoft Internet Explorer

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

supplier connection Supplier ABC, PSA Test Supplier 1 [home](#) [portal](#) [help](#) [contact us](#)

[view](#) [create](#) [reports](#) [administration](#) [preferences](#) [reference](#) [help](#)

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	<input type="text"/>
	PARTMASTER	part description*		AN - 100	<input type="text"/>
	PARTMASTER	net weight*		N - 25	<input type="text"/>
	PARTMASTER	net weight UOM*		N - 15	<input type="text"/>
	PARTMASTER	Country of origin*		N - 15	<input type="text"/>
	PARTMASTER	Supplier location id		N - 15	<input type="text"/>
	PARTMASTER	Commodity		AN - 25	<input type="text"/>

save changes

showing 7 field uploads

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Done

***Required fields are identified by red font and an asterisk**

Upload Definition Screen



supplier connection psaseller2 psaseller2, FOURNISSEUR SA3 RELOGIN home portal help contact u

view create reports administration preferences reference help

upload definition

select an upload ****required field**

upload profile

options	position	data to upload	comment	field type and length	csv file column # *
	PARTMASTER	vendor part number*		AN - 40	<input type="text" value="1"/>
	PARTMASTER	part description*		AN - 100	<input type="text" value="2"/>
	PARTMASTER	net weight*		N - 25	<input type="text" value="3"/>
	PARTMASTER	net weight UOM*		N - 15	<input type="text" value="4"/>
	PARTMASTER	Country of origin*		N - 15	<input type="text" value="5"/>

DETAILS REGARDING THE UPLOAD DEFINITION SCREEN



Column Name	Description
-------------	-------------

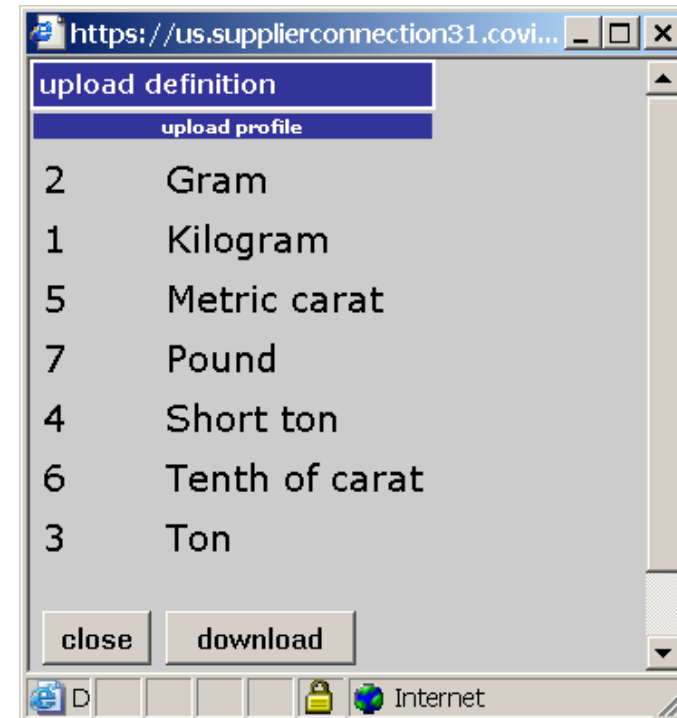
Options

Click  (options icon) to display uniform code information. These codes need to be used when preparing the upload file.

Options

For instance click the option icon next to net weight UOM*

Click on Download  icon to get a CSV file with the codes



Column Name	Description
-------------	-------------

Data to upload

This column describes the specific field within the Supplier Connection application to which the CSV column is mapped.

Column Name	Description
Comments	Comments, if any, are listed here by Covisint as per Customer request
Field length and type	<p>This column describes the format and total character length of a field.</p> <p>AN = Alphanumeric N = Numeric D = Date only 16 = sixteen characters</p>
CSV file column #	This column is used to assign a CSV file column to the supplier part master field to be uploaded (You must manually review the CSV file and identify the column number for entry into this field).

Step 2 Upload profiles part master

- In each of the CSV file column # fields, assign a CSV file column to the supplier part master field to be uploaded (This maps to the particular line item in the data field).

Note: All **data to upload** fields in red are mandatory fields and need to have a corresponding CSV file column # assigned.

- Please select **save changes** for every page when assigning the corresponding column data field.
- Once you have configured the upload profile data fields, you will be able to upload the supplier part master CSV file.

Step 2 Upload profiles part master

Upload Conformity Rules:

- The file consists of individual fields, with each data field being separated by a comma.
- Each part will be on a separate line of the CSV file
- See more information about conformity rules on pages 58-59.
- Please refer to instructions in the next slides on how to create a CSV file for supplier part master

Column 1	Column 2	Column 3	Column 4	Column 5
Vendor Part Number	Part Description	Net Weight	net weight UOM*	Country of origin*
123456	Test part	10	1	24

The column numbers and header is for reference only. The value in column 4 (1) corresponds to kilo as unit of measurement (UOM) and column 5 (24) corresponds to Brazil as the country of origin. These values can be obtained under the options column.

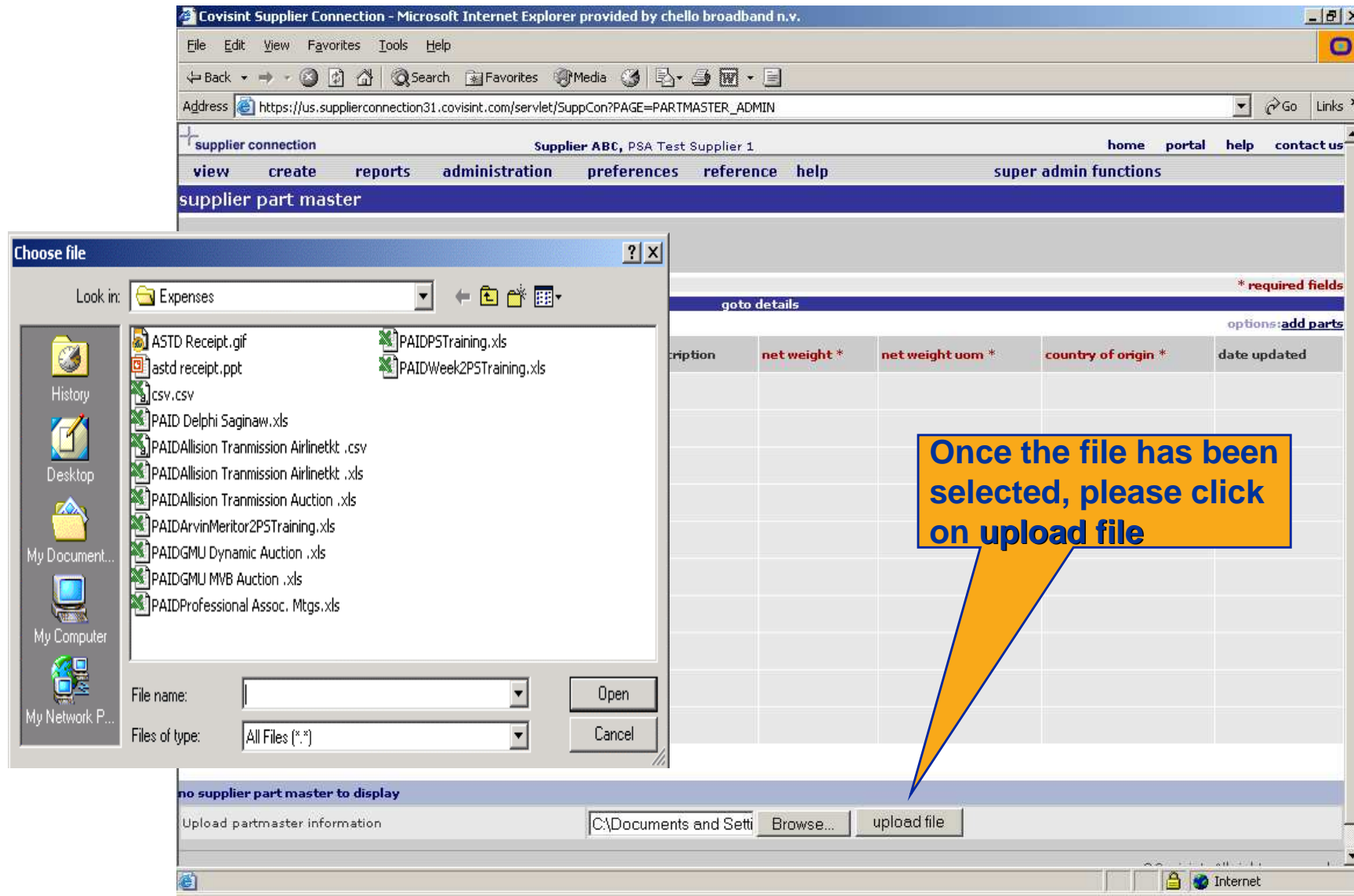
123456	Test partA	10	1	24
345678	Test partB	2	1	24

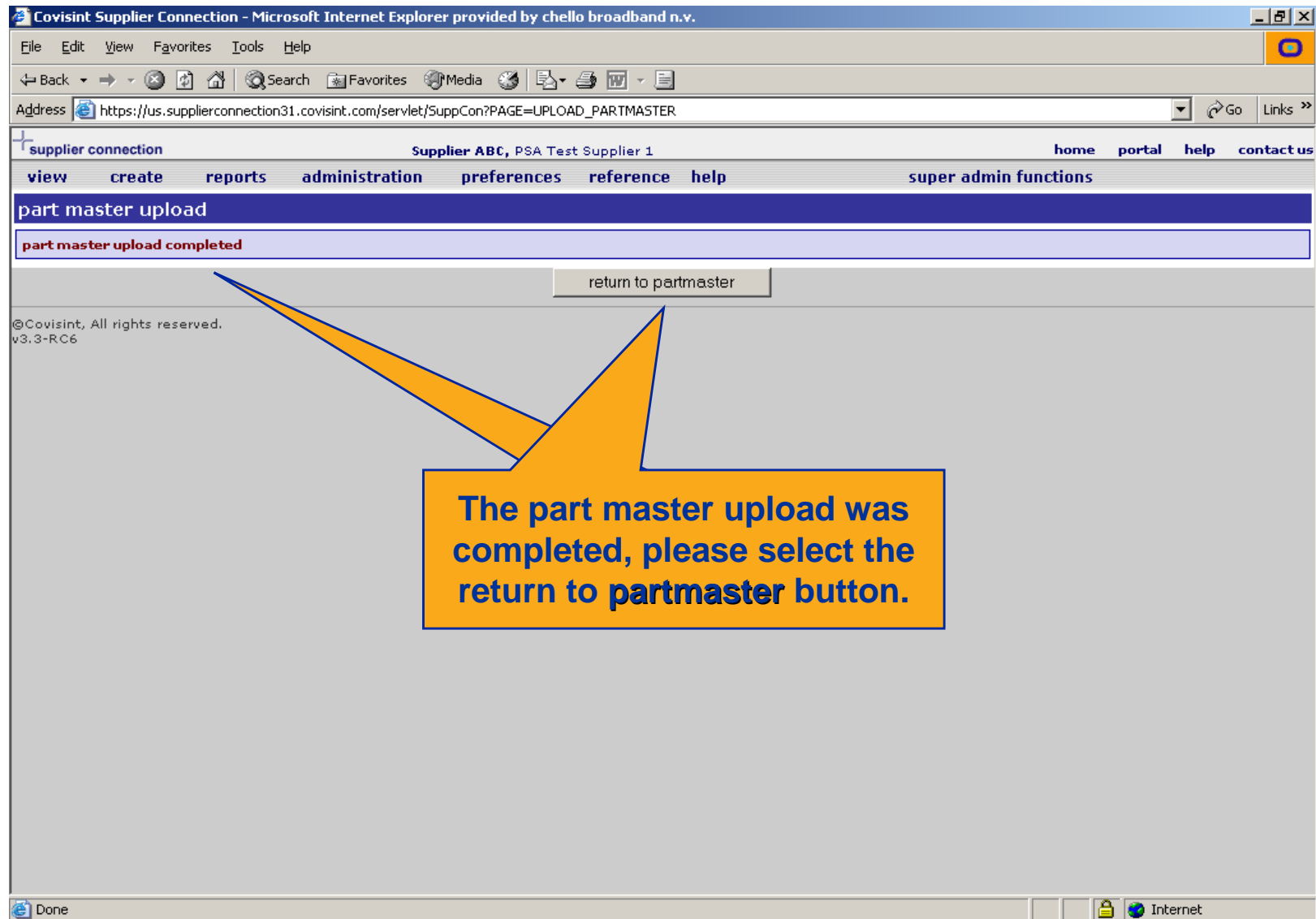
Example of 2 parts CSV file to be uploaded.

Select supplier part master from the reference menu.

Upload instructions example.







Sample of the two part file uploaded.

delete selected	options	vendor part number *	part description	net weight *	net weight uom *	country of origin *	date updated
<input type="checkbox"/>		123456	Test partA	10	Kilogram	BRAZIL	4/26/06 3:31 PM
<input type="checkbox"/>		345678	Test partB	2	Kilogram	BRAZIL	4/26/06 3:31 PM
<input type="checkbox"/>		Ref four 03	Article 03	927	Gram	FRANCE	4/21/06 4:48 PM
<input type="checkbox"/>		Ref four 04	Article 04	2	Kilogram	PORTUGAL	4/21/06 4:49 PM
<input type="checkbox"/>		Ref four 1	Descr ref four 1	10.45	Kilogram	FRANCE	1/12/06 4:59 PM
<input type="checkbox"/>		Ref four 2	Descr ref four 2	11.03	Kilogram	FRANCE	1/12/06 4:59 PM

Sample of the two part file uploaded. (CSV format)

123456	Test partA	10	1	24
345678	Test partB	2	1	24

Confirmation Message



Note: If errors were found during the upload process, an alert message is displayed. In the example above no errors were found and the upload was completed.

Potential errors could be ...

- mandatory field does not contain data,
- missing CSV file columns,
- wrong file format.
- wrong codes



Upload profiles ASN

Step 3 Upload profiles ASN





- The upload profile configuration process is the same for parts, ASN and Invoices. You will have to create a CSV file corresponding with the **data to upload** requirements.
- Please ensure that you select **save changes** for every page in which you associate the column number to the CSV file column # fields in Supplier Connection.
- Each **xxxx** will be on a separate line of the CSV file
- See more information about conformity rules on pages 58-59.
- Please refer to the next slides for more information on the **data to upload** fields.







The screenshot shows the Covisint Supplier Connection web application in a Microsoft Internet Explorer browser window. The address bar displays the URL: `https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=INBOX`. The application interface includes a top navigation bar with links for `home`, `portal`, `help`, and `contact us`. Below this is a secondary navigation bar with tabs for `view`, `create`, `reports`, `administration`, `preferences`, `reference`, and `help`. The `administration` tab is currently selected, and its dropdown menu is open, showing three options: `administer company`, `administer relationships`, and `upload profiles`. The `upload profiles` option is highlighted with a blue selection bar. A large orange arrow points from a text box at the bottom to the `upload profiles` option. The main content area displays a table with columns for `select`, `alert`, `options`, `trading partner`, `document type`, `date received`, `release date`, `horizon dates`, and `reference #`. The first row of data shows a trading partner named `PSA Pole Tertiaire - Test` with a document type of `DELJIT` and a reference number of `TS1200000000000906`. A `move selected to history` button is located below the table. The bottom status bar shows the current page as `/servlet/SuppCon?PAGE=UPLOAD_PROFILES`.

**From the administration menu
select upload profiles.**





options	position	data to upload	comment	field type and length
	Summary	document number*		AN - 40
	Summary	document date*	<p>Be aware that mm/dd or dd/mm depends on the language preference under the Preference menu. In this example US English was chosen.</p>	Date
	Summary	Departure / Arrival Date/Time (mm/dd/yy)/(hhmm)*		Date
	Summary	pick-up schedule	Set Y in the file if pickup date N otherwise	AN - 1
 	Summary	carrier*	<p>If the ID plate of the lorry is not available, write here the name of the carrier.</p>	N - 16
	Summary	trailer*		AN - 40
	Summary	GR WGT*		N - 16
 	Summary	part weight UOM*		AN - 10
	Summary	# of handling units*		N - 16
	Item	part number*		AN - 40
	Item	Part Description*		AN - 100
	Item	Supplier Article Number*		AN - 40

options	position	data to upload	comment	field type and length
	Item	ordered quantity*		N - 16
	Item	purchase order number*		AN - 40
	Item	Quantity*		N - 16
 	Item	UOM*		AN - 10
	Item	# of cont*	Xxxxxxxxxxxxxxxxxxxxxx?????????	N - 16
	Item	container type*	A 5-characters code, as used by PSA. Identical to Packaging/Container type.	AN - 35
	packaging	parts per container quantity*		N - 16
 	packaging	standard pack uom*		AN - 10
	Item	final delivery location		AN - 40
	Item	Handling Unit Type*	A 5-characters code, as used by PSA. Identical to Packaging/Handling unit type.	AN - 50
	Item	containers per handling unit*		N - 16
 	Item	country of origin*		AN - 30

options	position	data to upload	comment	field type and length
	packaging	point of destination		AN - 40
	packaging	Routing code		AN - 50
	packaging	kanban number*	Also known as Delivery Call N°(9 characters).	AN - 50
	packaging	container serial no*	The number on the label that will be fixed onto the packaging unit. Must has never been used this year.	AN - 50
	packaging	container type*	A 5-characters code, as used by PSA for the packaging unit. Identical to Item/Container type.	AN - 50
	packaging	batch no.		N - 16
	packaging	consumption date		Date
	packaging	handling unit type*	A 5-characters code, as used by PSA. Identical to Item/Handling unit type.	AN - 50
	packaging	handling unit number*	Example: if 4 HU are used, the values will be 1, 2, 3 and 4 (don't skip numbers even for partial deliveries)	N - 16
	packaging	master label no*	The number on the label that will be fixed onto the handling unit. Must has never been used this year.	AN - 50
	packaging	simplified	Just set the word Simplified (as written) for a simplified packaging	AN - 20

Covisint Supplier Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=UPLOAD_PROFILE5&buyerId=2232&UPLOADS=4&VBVIEWCONTAINER0_PAGE=2 Go

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

view create reports administration preferences reference help super admin functions

upload de new ship notice (ASN)
invoice from asn
create invoice
select an up new open invoice

* required fields

please select a buyer PSA Pole Tertiaire - Test

upload profile

options	position	data to upload		field type and length	csv file column # *
	packaging	point of destination		AN - 40	25
	packaging	Routing code		AN - 50	26
	packaging	kanban number*		AN - 50	27
	packaging	container serial no*		AN - 50	28
	packaging	container type*		AN - 50	29
	packaging	batch no.		N - 16	30
	packaging	consumption date		Date	31
	packaging	handling unit type*		- 50	32
	packaging	handling unit number*		N - 16	33
	packaging	master label no*		AN - 50	34
	packaging	simplified	Just set the word Simplified (as written) for a simplified packaging	AN - 20	35

save changes clear

showing 25 thru 35 of 35 field uploads

page : 1 2 3

Select new ship notice (ASN).

Select Buyer, Ship from,
ship to and dock.

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

view create reports administration preferences reference help super admin functions

create an ASN (from database)

enter the following information:

Buyer *:	PSA Pole Tertiaire - Test	ship from *:	Supplier test location 1
ship to *:	PSA Test (Série/PR)	dock *:	POLEDECHARBB

cancel continue >> open pending requirements ☐

* required fields

uploads

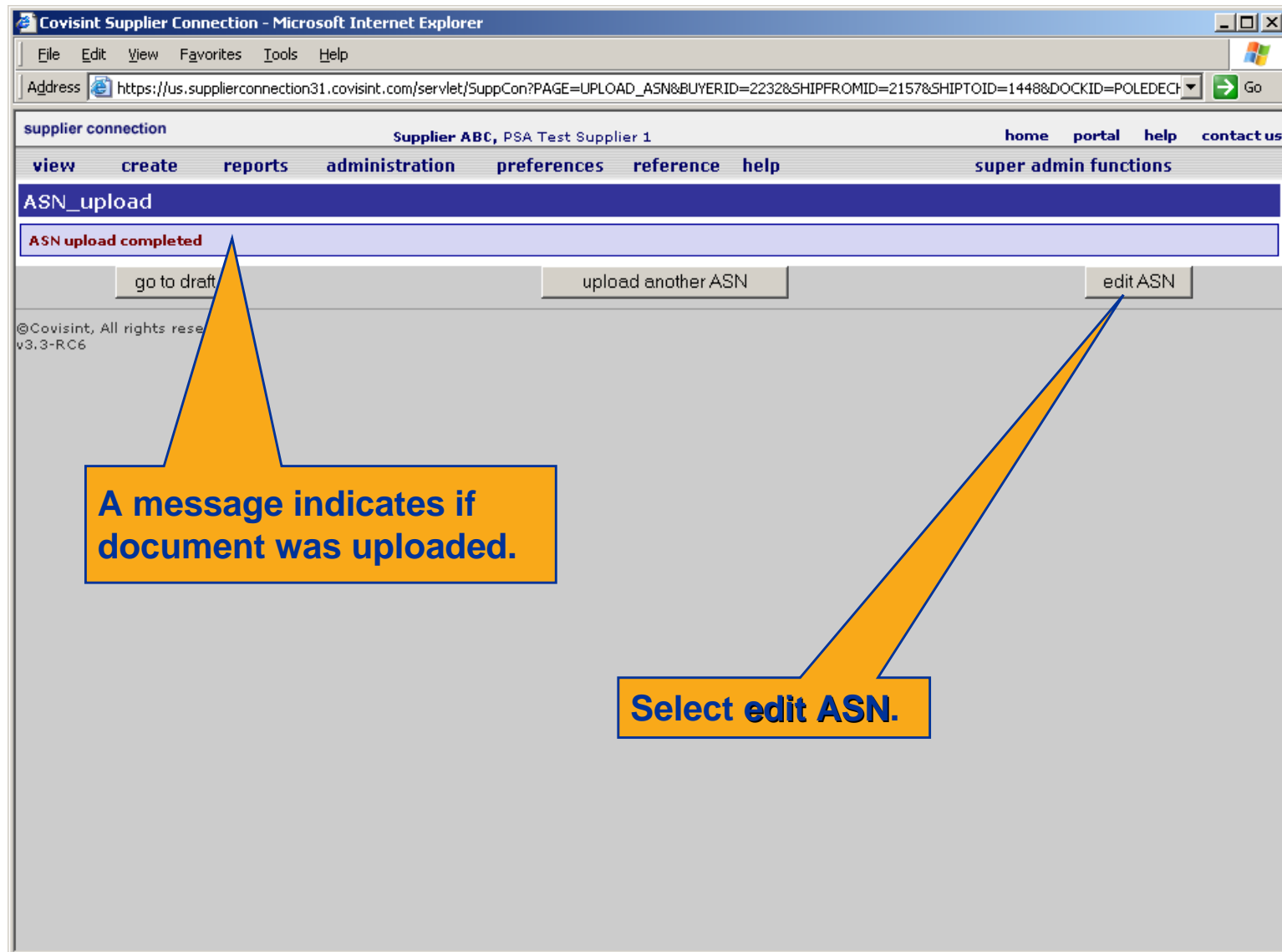
select a csv file

C:\Documents and Settings\... Browse... upload file

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Select Browse and choose
CSV file to upload.

Select upload File.



Covisint Supplier Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=OPEN_ASN_ITEM&HPK=44200 Go

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

view create reports administration preferences reference help super admin functions

ASN (from upload)

* required fields

header information							
Buyer	ship from	ship to	dock *	document number *	document date *	Departure / Arrival Date / Time (mm/dd/yy) / (hhmm) *	type of date *
PSA Pole Tertiaire - Test	Supplier test location 1	PSA Test (Série/PR)	POLEDECHARBB	260225JMTEST	11/1/07	10/31/07	<input type="radio"/> departure <input checked="" type="radio"/> arrival

Part Information								
options	part number *	Part Description	purchase order number *	ordered quantity	container type	parts per container quantity *	standard pack uom *	# of cont
	Supplier Article Number	country of origin *	final delivery location	Quantity *	UOM *	Handling Unit Type	containers per handling unit *	
1	A486000068	CV 62 CAISSE CLAIRE VOIE 62	87001437	215		5	select	1
	4026000	FRANCE	100	215	Piece, Unit	F0000	5	

transport information							
options	carrier *	trailer *	transit		GR WGT *	part weight UOM	# of handling units
	GEFCO	BERTON			16128	Kilogram	5

cancel

go to packaging details

verify

send

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Select verify and then send.



Upload profiles Invoice

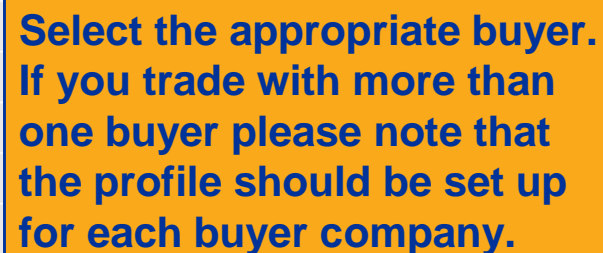
Step 4 Upload profiles invoice

- The upload profile configuration process is the same for parts, ASN and Invoices. You will have to create a CSV file corresponding with the **data to upload** requirements.
- Please ensure that you select **save changes** for every page in which you associate the column number to the CSV file column # fields in Supplier Connection.
- Each line on an invoice must be on a separate line of the CSV file
- See more information about conformity rules on pages 58-59.
- Please refer to the next slides for more information on the **data to upload** fields.

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**From the administration menu
select upload profiles.**





Covisint Supplier Connection - Microsoft Internet Explorer

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

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: invoice please select a buyer: PSA Pole Tertiaire - Test

upload profile

options	position	data to upload	comment	field type and length	csv file column # *
	header/footer	invoice date*	dd/mm/yy or mm/dd/yy according to your preference set	Date	1
	header/footer	payment date*	dd/mm/yy or mm/dd/yy according to your preference set	Date	2
	header/footer	shipment date*	dd/mm/yy or mm/dd/yy according to your preference set	Date	3
	header/footer	invoice number*		AN - 17	4
	header/footer	asn number*		AN - 17	5
	header/footer	delivery location (text)		AN - 35	6
	header/footer	discount*		N - 16	7
	header/footer	amount due*		N - 16	8
	header/footer	total taxes*		N - 16	9
	header/footer	total excluding taxes*		N - 16	10
	header/footer	total discounted excluding taxes*		N - 16	11
	detail	purchase order number		AN - 17	12










save changes clear

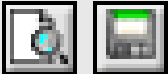
showing 1 thru 12 of 30 field uploads page: 1 2 3

Enter the CSV file numbers for each line and each page.

Select save changes for each page.

options	position	data to upload	comment	comment	comment	comment	field type and length
	header/footer	invoice date*	dd/mm/yy or mm/dd/yy according to your preference set				Date
	header/footer	payment date*	dd/mm/yy or mm/dd/yy according to your preference set				Date
	header/footer	shipment date*	dd/mm/yy or mm/dd/yy according to your preference set				Date
	header/footer	invoice number*					AN - 17
	header/footer	asn number*					AN - 17
	header/footer	delivery location (text)*					AN - 35
	header/footer	discount*	Probably 0.00 in all cases.				N - 16
	header/footer	amount due*	= (total excluding taxes*) + (total taxes*)				N - 16
	header/footer	total taxes*	VAT amount for the invoice.				N - 16
	header/footer	total excluding taxes*	= (extended amount of article1) + (extended amount of article2) + ... [All articles from the invoice]				N - 16
	header/footer	total discounted excluding taxes*	= (total excluding taxes) - (discount)				N - 16
	detail	purchase order number*					AN - 17

options	position	data to upload	comment	field type and length					
	detail	buyer item number*		AN - 17					
	detail	part description*		AN - 35					
	detail	vendor part number*		AN - 35					
	detail	item price*	<table><tr><td data-bbox="747 657 856 725">20</td><td data-bbox="856 657 987 725">0.02</td></tr><tr><td data-bbox="747 725 856 797">1000</td><td data-bbox="856 725 987 797">1</td></tr></table>	20	0.02	1000	1	Note: 0.02 pounds for 1 piece is identical to 20 pounds for 1000 pieces. Those 2 examples illustrate two different ways to enter one same price.	N - 16
20	0.02								
1000	1								
	detail	unit price basis*	N - 16						
 	detail	unit price basis UOM*	as set in reference, list management	AN - 3					
 	detail	country of origin*	as set in reference, list management	AN - 2					
 	detail	currency*	as set in reference, list management	AN - 3					
	detail	invoiced quantity*		N - 16					
 	detail	invoiced quantity UOM*	as set in reference, list management	AN - 3					
	detail	part weight*	Caution: total weight of invoiced parts	N - 16					
 	detail	part weight UOM*	as set in reference, list management	AN - 3					

options	position	data to upload	comment	field type and length
	detail	extended amount*	= (Item price*) / (unit price basis*) x (invoiced quantity*), for the involved article.	N - 16
	Detail	tax code*	2 for deliveries to UK. 3 for deliveries to Spain. 1 for deliveries to any other country.	AN - 1
	Detail			AN - 1
	Detail	tax type*	as set in reference, lis management	Example 222, 200 etc. AN - 3
	Detail	tax description*	legal definition for the applied vat (CAUTION: CAPITAL LETTERS WITH NO ACCENTS)	AN - 70
	Detail	tax rate*		N - 16
	Detail	tax extended amount*	Warning: rounding those values might generate errors.	N - 16

Covisint Supplier Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=HOME>

supplier connection Supplier DEF, PSA Test Supplier 1

view create reports preferences help

Inbox :: new ship notice (ASN)
invoice from asn
create invoice
new open invoice

requirement filter: DELJIT

0 lines selected ☐ display only selected ☐ all selected

select	options	cust part# (supplier part number)	Quantity	horizon dates	demand type	ship from	ship to	dock	release date
<input type="checkbox"/>		1111111111	112	02/04/06 (P)	firm	Supplier test location 1	PSA Test (Série/PR)	POLEDECHARAA	16/03/06 16:32
<input type="checkbox"/>		2222222222	280	03/04/06 (P)	firm	Supplier test location 1	PSA Test (Série/PR)	POLEDECHARAA	16/03/06 16:32
<input type="checkbox"/>		3333333333	30	02/04/06 (P)	firm	Supplier test location 1	PSA Test (Série/PR)	POLEDECHARBB	16/03/06 16:32
<input type="checkbox"/>		4444444444	120	04/06 (P)	firm	Supplier test location 1	PSA Test (Série/PR)	POLEDECHARBB	16/03/06 16:32

download selected turnaround selected

Inbox :: viewing 1 - 4 of 4 parts

page << 1 >>

view by: doc Part

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/servlet/SuppCon?PAGE=CREATE_INVOICE&Origin=S

Internet

Set up the profile for the other buyer if necessary. You're now ready to upload invoices.

An invoice can be uploaded from the create invoice option or new open invoice.

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File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=CREATE_INVOICE&Origin=S Go Links

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

view create reports preferences help

new invoice (from database)

enter the following information:

Buyer: *:

select
select
PSA Pole Tertiaire - Test
PeugeotCitroen Automobiles Slovakia

cancel

* required fields

uploads

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Done Internet

From the drop down menu select the buyer company.

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Back Forward Stop Home Search Favorites Refresh Print Mail Print Preview

Address https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=CREATE_INVOICE&Origin=S Go Links »

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

view create reports preferences help

new invoice (from database)

enter the following information:

Buyer: *	PSA Pole Tertiaire - Test	ship from: *	Supplier test location 1
ship to: *	PSA Test (Série/PR)	dock: *	select

cancel

* required fields

select

- POLEDECHBB
- POLEDECHARAA
- POLEDECHARBB
- POLEDECHAA
- POLEDECAA
- POLEDECBB

upload

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Select Ship from, Ship to and Dock from the drop menus.

Note: If only one choice is possible the field will populate automatically.

(2 items remaining) Opening page https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=CREATE_INVOICE&Origin=S... Internet

For test purposes always check the box (test indicator) .

**Please select
browse.**

Covisint Supplier Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=CREATE_INVOICE&Origin=S Go Links

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

view create reports preferences help

new invoice (from database)

enter the following information:

Buyer: *	PSA Pole Tertiaire - Test	ship from: *	Supplier test location 1
ship to: *	PSA Test (Série/PR)	dock: *	POLEDECHARAA
invoicee: *	PCA TEST	payee: *	select

cancel continue >> test indicator ☐

* required fields

uploads

select a csv file

C:\Documents and Settings\... Browse... upload file

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Once selected,
click on upload file

Internet

Microsoft Excel - ex of invoice (profil ordonne).csv [Read-Only]

File Edit View Insert Format Tools Data Window Help

Type a question for help

AD1 14.794

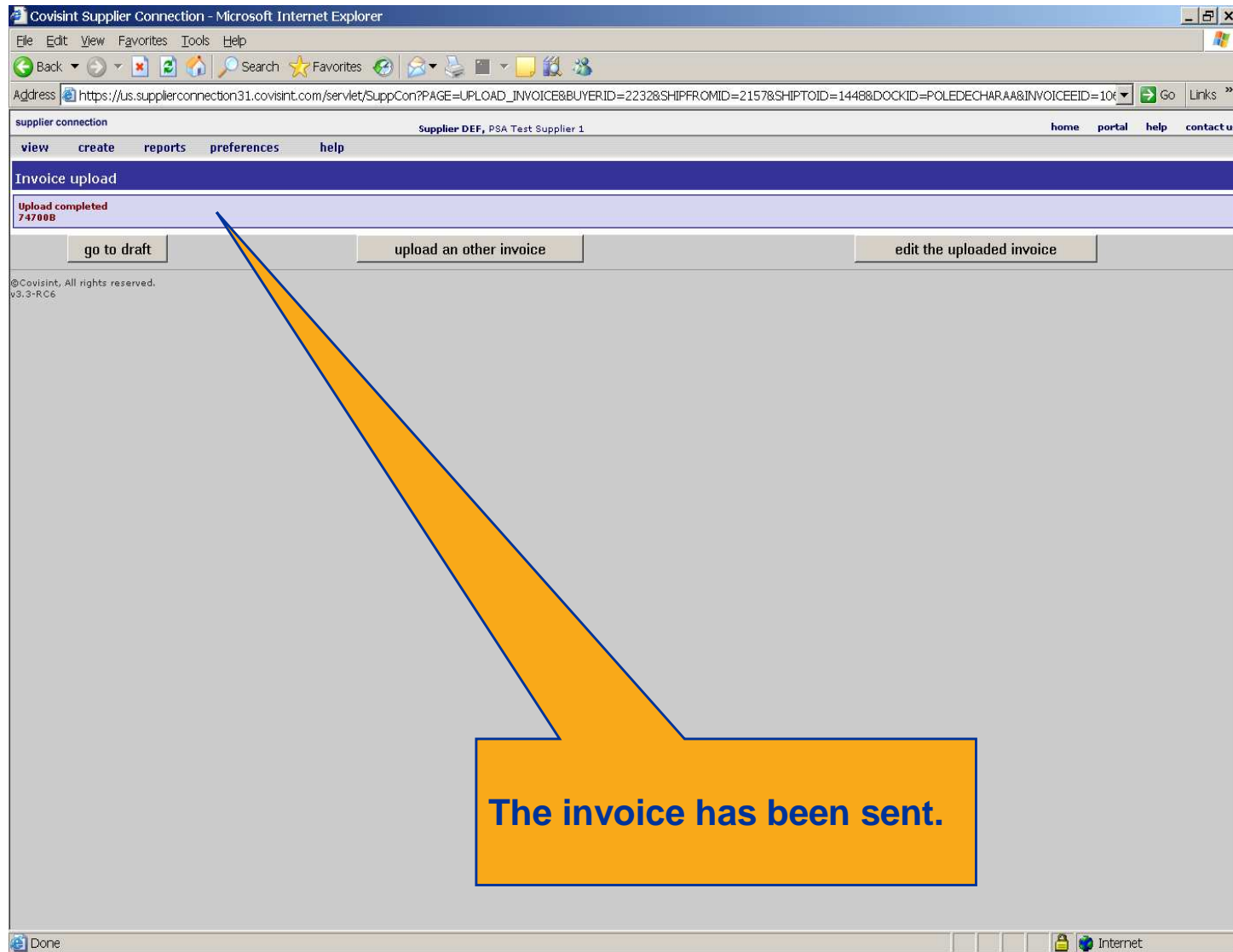
	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	20/06/2004	25/06/2004	74700b	99999b	SEVEL NC	0	90.274	14.794	75.48	75.48	69718 00	2262399S	PANTANL	REF FOUR	18.87	1 PCE
2																
3																
4																
5																
6																
7																
8																
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ex of invoice (profil ordonne)/

Ready

NUM

Example of one
line item invoice.



CSV file specifications

Step 5 CSV file specifications

- The file consists of individual fields, with each data field being separated by a comma.
- If the data within a field contains a comma, then entire field must be enclosed within double quotation marks. (This is how Microsoft Excel saves the data by default, when you 'save as' a CSV file).
- All decimal numbers transferred in a CSV file have to use a point as a decimal indicator (e.g. 3.51 and NOT 3,51).
- There is no rule in which order the different invoice data columns have to be presented in the CSV file; nevertheless the sequence once established needs to remain stable for a given buyer profile otherwise an ASN or invoice transmitted through Supplier Connection could contain data fields with wrong data content. If your column order changes you also need to change your upload profile. The same procedure applies for the upload of supplier part master.
- The file does NOT contain a header line indicating the different column names
- One line within a CSV file represents one article, one **XXXXXXXX**, or one line of the invoice, depending of the upload profile.



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