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## **Supplier Connection (PSA)**

Mailbox Set Up Manual\_V3.5\_EN

## covisint ... welcome to the world of business now<sup>SM</sup>

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.

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# **Mailbox Set Up (V1 and V2)**

v3.5 English

## **Step 1** Mailbox set up (V1 and V2)

### **Mailbox**

These are mandatory codes (mailbox/hub ID for VAN, ISDN, B2B, etc.) for the proper document interchange between a buyer mailbox and a supplier mailbox (Covisint mailbox). This code field appears on the buyer, supplier and/or location level dependent on the buyer specifications.

In addition the MAILBOX code can be document type specific (in most cases this will be only a buyer side specific field).

### **Establishing trading partner relationship**

Mailbox codes are set-up on a relationship (i.e. company/location vs buyer/dock) level; relationships and mailbox codes will be initialized automatically by incoming messages (DELJIT) in most cases.

## **Step 1** Mailbox set up (V1 and V2)

- To start setting up your mailbox in Supplier Connection please access:

**[www.covisint.com](http://www.covisint.com)**

- Click on Automotive Login.
- Enter your user ID and password in the fields provided.

Please see examples in the next slides.



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Please select  
Automotive login.

Microsoft Internet Explorer window showing the Covisint website.

The website header includes the Covisint logo and navigation links: Industries, Solutions, Resources, News & Events, Customers, Partners.

The main content area features a large banner with the text "going global?" and "enjoy the ease of accessing the people, applications and data your enterprise needs from anywhere in the world".

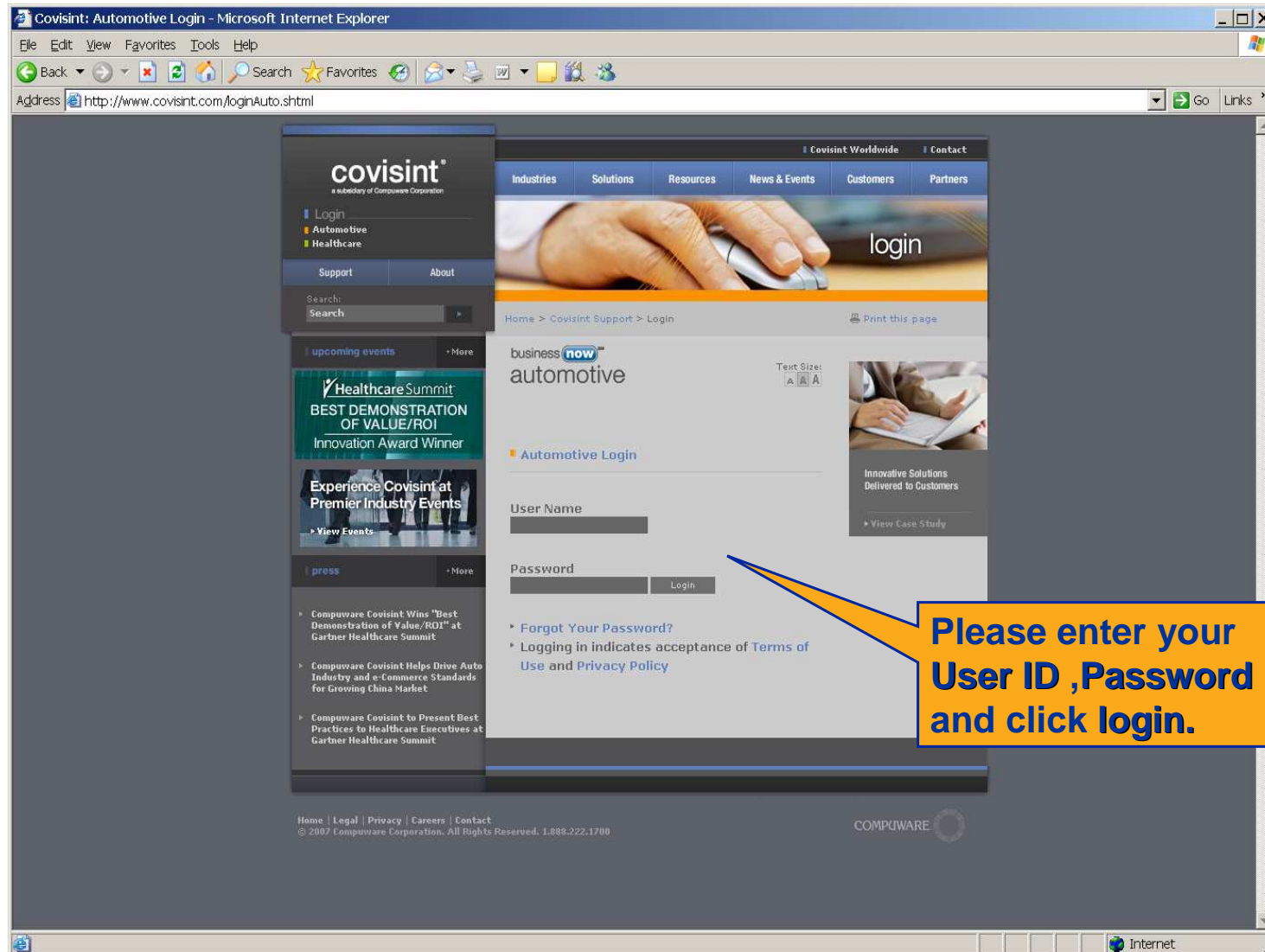
The left sidebar contains a "Login" section with buttons for "Automotive" and "Healthcare", each with a "Login" link. Below this are links for "Support" and "About", a search bar, and a section for "upcoming events" featuring the "Healthcare Summit BEST DEMONSTRATION OF VALUE/ROI Innovation Award Winner".

The main content area below the banner includes a "business now" logo and the tagline "Empowering people and systems to work better together". It lists various solutions and services:

- Automotive**
  - OEMs
  - Suppliers
  - Transportation Service Provider
- Healthcare**
  - RHIO/HIN
  - Health Systems/Hospitals
  - Payers
  - State & Federal Government
- Solutions**
  - Portal Environment
  - Collaboration Suite
  - IPA - Physician Desktop Portal
  - Global B2B Messaging
  - Virtual Fax Services (VFS)
- Public Sector**
- Identity Management**

The bottom section, "covisint® customers", displays logos for GM, Blue Cross Blue Shield of Michigan, Blue Cross Blue Shield of New Jersey, and MITSUBISHI MOTORS. It also includes a "View Case Studies" link.

The browser's status bar at the bottom shows "Done" and "Internet".





Covisint Enterprise Portal :: Covisint - Microsoft Internet Explorer

Address: <https://portal.covisint.com/portal/private/>

Covisint Products business now™ Trading Partners My Workspace Help

Welcome Rosane de Abreu Franca Ducastel - Covisint Europe B.V.

**My Favorites**  
» Edit my favorites...

**Covisint Applications**  
Covisint Connect  
Covisint Time Tracker  
GRID - Covisint Access  
Library Services  
Sourcing Directory  
Supplier Bulletin  
Supplier Connection  
**Supplier Connection (PSA)**  
Partner Portals...  
Delphi Supplier Portal

**Administration**  
Administration Tools  
Change Password  
Edit My Profile

**Search**  
   
Advanced Search

**Supplier Bulletins**  
Receive email alerts when bulletins are published. Get started »

Status	Subject	From	Publish Date
NEW	Request for Information for Regulatory Compliance All Global Direct and Indirect Material Suppliers	Delphi Corporation - World Headquarters	01/05/2007
NEW	Updated: Delphi Thermal & Interior Vandalia Name Change Delphi Vandalia HVAC Product Line Suppliers	Delphi Corporation - World Headquarters	12/22/2006
NEW	Control of Reworked Product All Suppliers to Delphi	Delphi Corporation - World Headquarters	12/18/2006
NEW	Delphi Thermal & Interior Vandalia Name Change Delphi Thermal & Interior Vandalia Suppliers	Delphi Corporation - World Headquarters	12/14/2006
NEW	SoC Lessons Learned All Delphi direct materials and parts suppliers	Delphi Corporation - World Headquarters	12/14/2006

[Go to Bulletins](#)

**AutoBeat Daily**  
AutoBeat Daily - January 05, 2007  
AutoBeat Daily - January 04, 2007  
AutoBeat Daily - January 03, 2007  
AutoBeat Daily - January 02, 2007  
[more](#)

**AutoTech Daily**  
AutoTech Daily - January 05, 2007  
AutoTech Daily - January 04, 2007  
AutoTech Daily - January 03, 2007  
AutoTech Daily - January 02, 2007  
[more](#)

**Glossary**  
**Glossary of Terms**  
Having trouble remembering the difference between asy to begin:  
  
Select one: All 0-9 A B C D

**Please select Supplier Connection (PSA) .**

<https://us.supplierconnection31.covisint.com/>

Covisint Supplier Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail Downloads

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 super admin functions

**inbox** :: viewing 1 - 1 of 1 documents **administer company** page << 1 >> view by: doc Part

**draft** filter data by: **administer relationships**

**sent** upload profiles

**history**

18/02/06 - A message was issued by Covisint. Please open immediately

select	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			PSA Pole Tertiaire - Test	DELJIT	24/01/06 - 06	24/01/06	02/02/06 -> 03/02/06	TS1100000000000697

move selected to history

**Inbox :: viewing 1 - 1 of 1 documents** page << 1 >> view by: doc Part

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/servlet/SuppCon?PAGE=RELATION\_LIST

Internet

**Please select administer relationships.**

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=RELATION\\_LIST](https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=RELATION_LIST) 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

ship-from/ship-to relationships

select buyer PSA Pole Tertiaire - Test warnings only [create a relationship](#)

\* required fields

existing relationships

delete	options	ship from	ship to	date updated
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR)	09/12/05 15:14
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR) POLDECHBB	09/12/05 15:15
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR) POLEDECAA A01052	26/01/06 17:16
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR) POLEDECBB A01052	27/01/06 11:02

save changes clear

showing 4 selected relations

Please select the buyer to be updated.

Please select the relationship to be updated.

Internet

[illegible]

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

edit ship-form/ship-to relationship help

**\* required fields**

general information	
ship from	Supplier test location 1
ship to	PSA Test (Série/PR)
dock *	POLEDECAA
ASN Association Assigned Code	A01052
date updated	24/01/06

mailbox information					
delete selected	seller mailbox *	seller qualifier	message type	mailbox description	default
	SUPPLIERCONNECT		all..		<input checked="" type="checkbox"/>

save changes clear close

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Internet

Enter seller mailbox and seller qualifier depending on ASN association assigned code.

Click save changes.

## RULES :

If Association Assigned Code = A01051 then: Mailbox = 003609786, Qualifier = 1  
(this is the V1 set-up)

If Association Assigned Code = A01052 then: Mailbox = SUPPLIERCONNECT, Qualifier is left blank  
(this is the V2 set-up)



# **V2 Deployment of V1 suppliers**

v3.5 English

## **Step 2** V2 Deployment of V1 suppliers

- This chapter concerns only V1 suppliers, before the V2 deployment.
- Once you have been contacted by PSA validation platform to start testing for V2. Your test was validated and you received a deployment date. Please follow the steps in the next slides to prevent any message failure during the sending of your webEDI messages.
- See next pages for the rules to be applied in order to update the mailboxes at the evening before the deployment date. Every relationship must be checked and updated accordingly.

## Step 2 V2 Deployment of V1 suppliers

### Rules

All DELJITs sent before V2 deployment will contain:

The V1 information (Association Assigned Code = A01051)

All DELJITs sent after deployment will contain:

The V2 information (Association Assigned Code = A01052)

In some cases, it can happen that a supplier may have DELJITs received before V2 validation which are still not processed, if that is the case, please update all relationships with the V2 mailbox, respecting any exception about the docks\* then create the ASNs. Also note that the rules based on association Assigned Code will not apply in this case.

\* dock rules please see next slides

Covisint Supplier Connection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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 super admin functions

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

filter data by: administer relationships upload profiles

18/02/06 - A message was issued by Covisint. Please open immediately

select	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			PSA Pole Tertiaire - Test	DELJIT	24/01/06	24/01/06	02/02/06 -> 03/02/06	TS1100000000000697

move selected to history

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

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Please select administer relations

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=RELATION\\_LIST](https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=RELATION_LIST) 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

ship-from/ship-to relationships

select buyer PSA Pole Tertiaire - Test warnings only [create a relationship](#)

\* required fields

existing relationships

delete	options	ship from	ship to	dock	ASN Association Assigned Code	date updated
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR)	POLDECHAA		09/12/05 15:14
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR)	POLDECHBB		09/12/05 15:15
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR)	POLEDECAA	A01052	26/01/06 17:16
<input type="checkbox"/>		Supplier test location 1	PSA Test (Série/PR)	POLEDECBB	A01052	27/01/06 11:02

Please select one of the relationships.

Please check and update all relationships accordingly.

Internet



[illegible]

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

## edit ship-form/ship-to relationship

help

\* required fields

general information	
ship from	Supplier test location 1
ship to	PSA Test (Série/PR)
dock *	POLEDECAA
ASN Association Assigned Code	A01052
date updated	24/01/06

mailbox information					
delete selected	seller mailbox *	seller qualifier	message type	mailbox description	default
	SUPPLIERCONNECT		all..		<input checked="" type="checkbox"/>

save changes clear close

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Internet

Enter seller mailbox  
and seller qualifier  
depending on Dock.  
Click save changes.

If Dock is :

- Melun DLPR \*
- Tile Hill (DLPR UK)
- Vesoul DLPR \*
- Jeppener (AR)
- PLIP. (Le Havre)
- PLIP. Palomar (AR)
- PLIP – PORTO REAL (BR)
- PLIP – WUHAN (CN)
- PLIP – XIANGFAN (CN)

then :

Mailbox = 003609786,  
Qualifier = 1  
(this is the V1 set-up)

Otherwise :

Mailbox = SUPPLIERCONNECT  
Qualifier must be left blank  
(this is the V2 set-up)

\* See next slides

## **Step 2** V2 Deployment of V1 suppliers

**Note (Particular case of two docks) :**

Two docks will be either V1 or V2 depending on suppliers. Only set the mailboxes to V2 if it has been specifically asked by PSA. If no notice was received from PSA set the mailboxes to V1.

- Melun DLPR
- Vesoul DLPR

### **V2 mailbox information :**

Mailbox = SUPPLIERCONNECT  
Qualifier must be left blank

### **V1 mailbox information :**

Mailbox = 003609786,  
Qualifier = 1



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