



covisint[®]

a subsidiary of Compuware Corporation

Supplier Connection (PSA)

Administrator 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.

Administrator Guide

v3.5 English

How to get started?

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Step 1 Introduction

About this Guide

- The purpose of this guide is to enable a Company/Application Administrator to use Supplier Connection administrative functions.

Prerequisites

The company wishing to use Supplier Connection has:

- Knowledge of basic computer and Internet functionality
- Been registered with Covisint according to the Covisint Common Registration Process
- Read the Terms and Conditions and signed the appropriate order forms with Covisint

Step 1 **Introduction**

- The administrator should have an understanding of the document types used in Supplier Connection and the sending and receiving of these documents to their trading partners.

Supplier Connection currently supports the following documents:

- Material Release (or Planning Schedule with release capability DELFOR, 830 or equivalent document)
- Shipping Schedule (DELJIT, 862 or equivalent document)
- Advance Ship Notice (DESADV, 856, Delivery Note or equivalent document)
- Invoice (INVOIC, 810 or equivalent document)

Step 1 Introduction

System Requirements

- Microsoft Internet Explorer 5.5 SP2 – (or higher recommended)
- Internet Connection 56K (or higher recommended)
- Adobe Acrobat Reader 7.0 (for viewing of printable reports).
- This is a free download and can be obtained from:
<http://www.adobe.com/products/acrobat/readstep.html>
- 300 MHz processor (or higher recommended)
- 64 MB of RAM (or higher recommended)



Information and Training

Step 2 **Information and training**

Originator Specification

- Supplier Connection is uniquely configured for each of your trading partner (buying) organizations. Consequently, functionality and specific data fields shown in this guide may vary and will only be visible once a trading partner relationship has been set up or a specific user role has been assigned. Keep the following requirements in mind as you proceed throughout this guide and application:

Required (mandatory) fields:

- The required fields are dependent on the originator (buyer) specifications. The number of displayed fields might vary according to each buyer company.

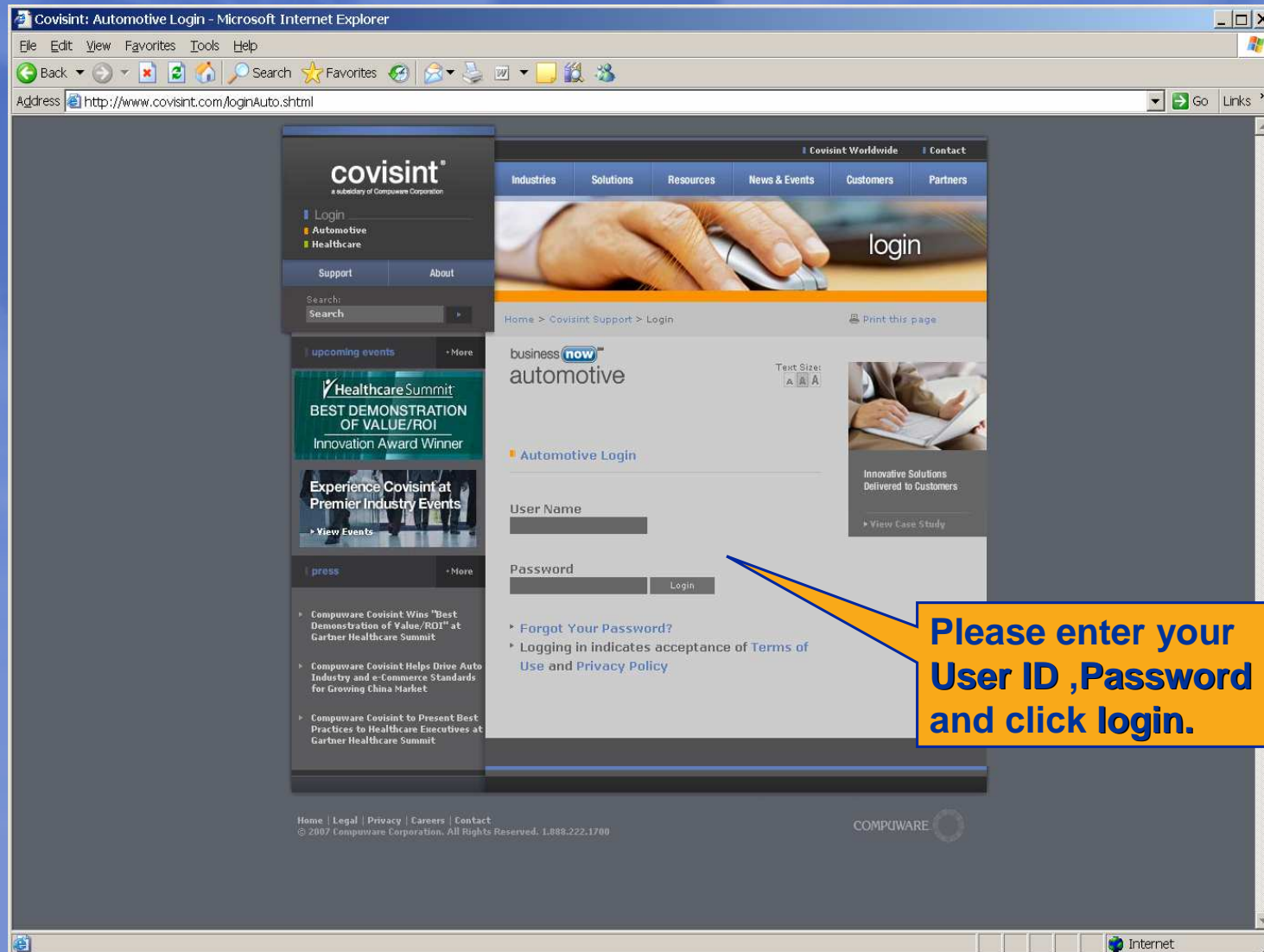
Step 2 **Information and training**

Online help and training material

- Please log into Covisint Portal to access the training material, select the **Training** tab at the top of the screen, then Supplier Connection (PSA).
- When inside the Supplier Connection application, please select the **Help** tab. Comprehensive **User Guides** are also available for downloading.
- Please see example in the next slides.

Please select
Automotive login.

The screenshot shows the Covisint website in a Microsoft Internet Explorer browser window. The browser's address bar displays "y Solutions for Automotive and Healthcare Enterprises - Microsoft Internet Explorer". The website's header includes the Covisint logo and navigation links: Industries, Solutions, Resources, News & Events, Customers, and Partners. A large banner image features a man in a suit with the text "going global? enjoy the ease of accessing the people, applications and data your enterprise needs from anywhere in the world". Below the banner, there are sections for "upcoming events" (Healthcare Summit), "press" (Compuware Covisint Wins "Best Demonstration of Value/ROI" at Gartner Healthcare Summit), and "quicklinks". The main content area is titled "business now" and "Empowering people and systems to work better together". It lists various solutions for Automotive (OEMs, Suppliers, Transportation Service Provider), Healthcare (RHIO/HIN, Health Systems/Hospitals, Payers, State & Federal Government), Public Sector, and Identity Management. At the bottom, there is a "covisint customers" section with logos for GM, Blue Cross, Blue Shield, Blue Cross Network, and Mitsubishi Motors, along with a "View Case Studies" link.



Covisint Communicate Portal :: Training - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address https://portal.covisint.com/wps/private/_j/en!ut/p/.cmd/cs/.ce/7_0_A/.s/7_0_AO/_s.7_0_A/7_0_AO Go Links >>

Help Edit My Profile Language Search Log out

Covisint : Products : Trading Partners : My Workspace

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Covisint Bulletins **Training** Industry News

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

My Favorites
» Edit my favorites...

Covisint Applications
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
 Go
Advanced Search

Application Training

Training

You must have version 5.0 of the Adobe Reader to avoid display errors when downloading and/or printing training materials. Previous versions of this free reader may not allow files to display properly.
Download the FREE Adobe Reader 5.0.

Covisint Connect
Inventory management, which enables inventory visibility and information flow between trading partners.

Covisint Connect
This application is a data messaging service that provides a single connection for a company's computers to exchange data with the computers of its partners.

Supplier Connection (Learn)
This application connects supply-chain partners via the Internet, improving communication between parties by eliminating non-EDI communication and processes between customers and suppliers (i.e. phone, fax, e-mail, etc.).

Supplier Connection (PSA)
This application connects supply-chain partners via the Internet, improving communication between parties by eliminating non-EDI communication and processes between customers and suppliers (i.e. phone, fax, e-mail, etc.).

Covisint Communicate
Answers corporations' e-business needs that include how to best communicate between corporations and their trading partners.

Connection and Administration
Covisint Connection and Administration (CCA) provides all Covisint users with User IDs and access management. CCA uses a delegated administration model, giving all registered users the ability to manage their own accounts and to request access to additional services, while allowing Security Administrators to approve or reject these requests and otherwise manage the users in their organizations. CCA provides the software necessary to support Covisint's Multi-Domain Sign-On technology, synchronizing access permissions as needed for applications hosted in partner domains. CCA also includes reporting and auditing tools for our Portal partners and all suppliers registered on Covisint.

Internet

The screenshot shows the 'Covisint Supplier Connection' web application in Microsoft Internet Explorer. The main window displays a table of parts with columns: select, options, cust part# (supplier part number), Quantity, horizon dates, demand type, ship from, ship to, dock, and release date. The table lists five parts, all from 'Asnieres Plant'.

An orange circle highlights the 'help' link in the top navigation bar. A blue arrow points from this circle to a 'help' overlay window. Another blue arrow points from the 'download selected' button in the table to the 'download' section of the help overlay.

The 'help' overlay window contains the following information:

- Supplier connection help allows for
 - Download of manuals and Contextual help document
 - Send e-mail to help desk and call helpdesk
- Two main sections: 'download' and 'Assistance'.
- Under 'download':
 - [Company administrator guide](#)
 - [Supplier connection guide](#)
- Under 'Assistance':
 - [Training \(on the portal\)](#)
 - [Send an e-mail to help desk](#)
 - Help desk phone number : (+31) 123 145 85 993
- A 'close' button at the bottom.
- Footer: ©Covisint, All rights reserved. v3.3-RC4

User and Administrator Guides

Step 2 **Information and training**

- **Start up manual**

The start-up manual provides guidance for establishing user preferences and setting up company information and ship-from location information

- **Configuration manual**

This manual details each reference file that must be setup before transactions such as ASNs and Invoices can be created.

- **Configuration manual part II – Invoice only suppliers**

This document details the set up of a ship-from / ship-to relationship with a “test” PSA buyer company. The steps to update buyer part records are detailed.

- **Test manual**

This document has been designed to assist you through the testing and validation with PSA.

Step 2 **Information and training**

- **Invoice Manual**

This manual details the steps to directly create an Invoice through the 'create' menu. A test invoice is to be created and transmitted for the "test" PSA buyer company established in the test manual or for invoice only suppliers in the configuration manual part II.

- **Mailbox Set Up Manual**

This manual details how to set up your mailbox into V1 or V2 depending on the deljit information, and how to set up your mailbox at the moment of the V2 deployment.

- **User Guide**

This document is a general reference manual. It describes system navigation, setting individual user preferences, and viewing EDI documents, as well as creating EDI transactions. This document is similar to this present one but features available for administrators only are not detailed.

- **Upload Guide**

A data file can be used to update the Part Master reference file. A data file can be used to upload an ASN or an invoice. This guide describes how to define the file format and conduct data uploads into Supplier Connection.



User Management

Step 3 **User Management**

Roles of Supplier Connection administrator

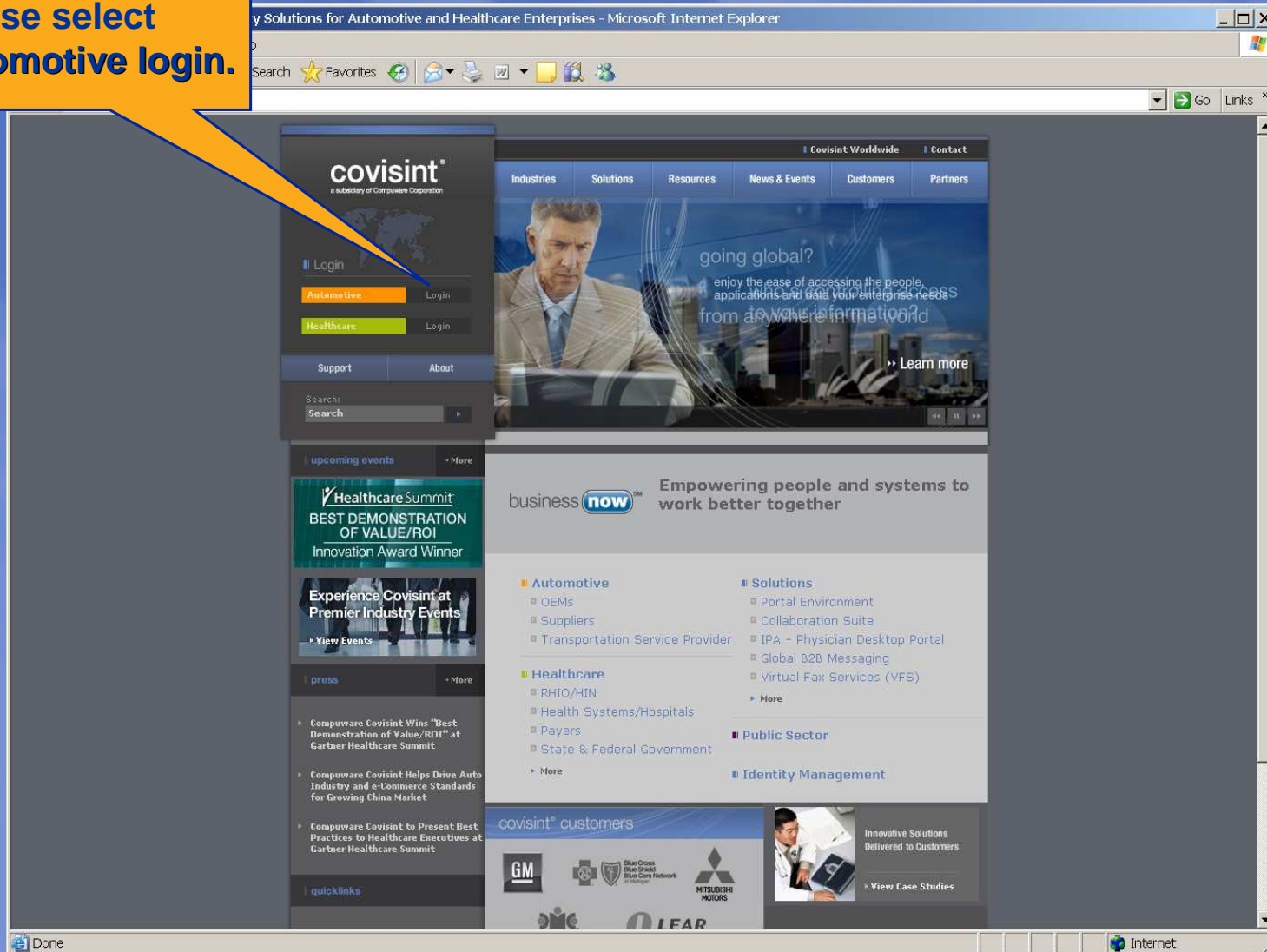
- Setup all users, locations, assign user to locations, and assign privileges to the users for each location.
- Setup and maintain the trading partnership(s) between the supplier company and the buying organization.
- Setup and maintain the reference database information that becomes the default information when Advance Ship Notices and/or Invoices are created and sent to the buying organization.
- Can perform all functions of a general user (please see Participant Guide for further details).

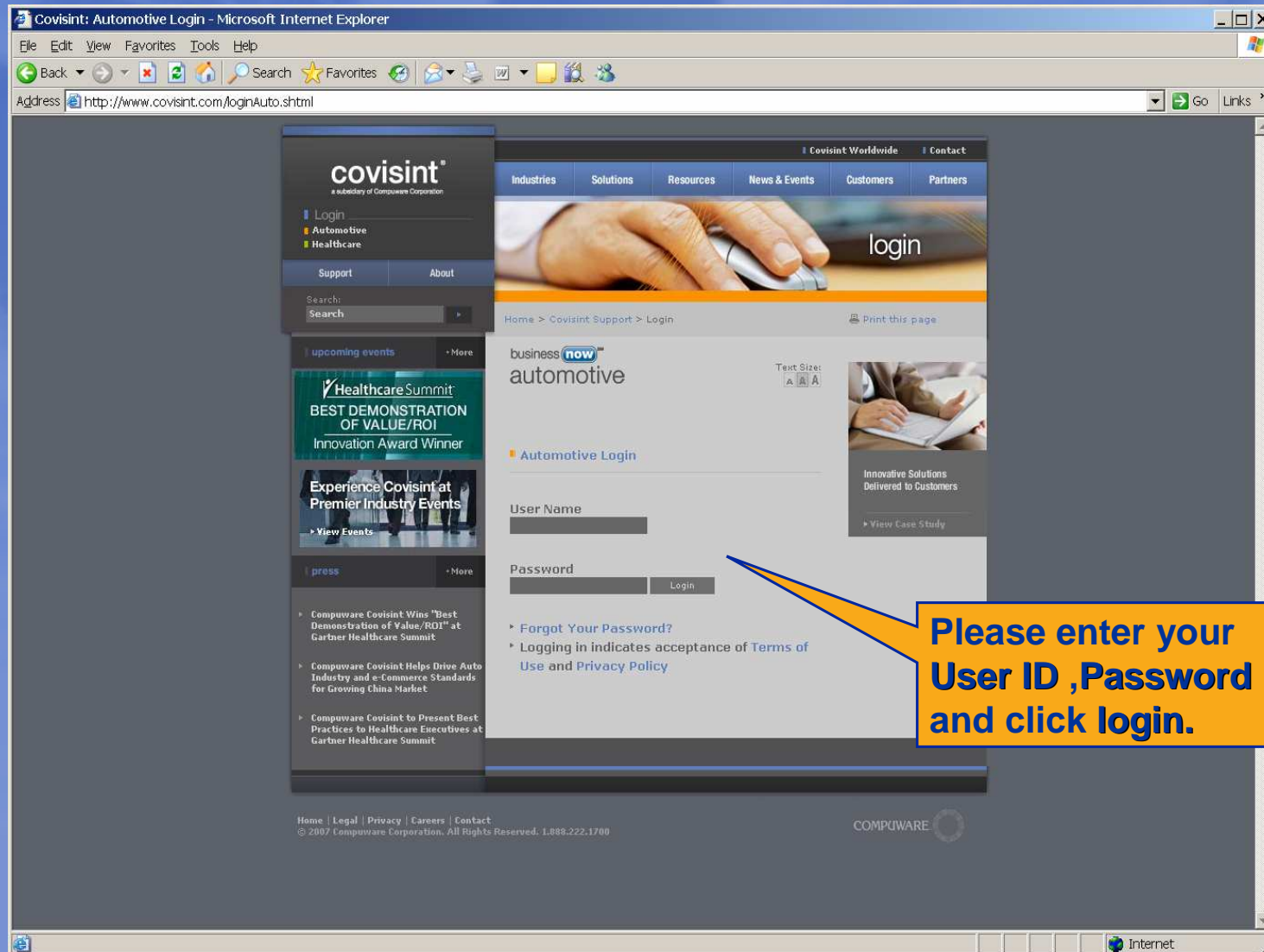
Step 3 User Management

- An Administrator(s) must be assigned (from within your company) and added (by the Covisint Supplier Connection - Registration Team) before the system allows access to the Administrator's functions in Supplier Connection.
- Adding users to Supplier Connection is the responsibility of the Administrator. The Administrator is granted access to Supplier Connection by the Covisint Registration Team. Once the Administrator has access, he/she may then add additional users to the application.
- For the Administrator to successfully add a user to Supplier Connection, the user must first be registered with Covisint have a Covisint ID and be granted access to Supplier Connection.

Please follow the steps in the next slides.

Please select
Automotive login.





Covisint Communicate Portal :: Covisint - Microsoft Internet Explorer provided by chello broadband n.v.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste W

Address <https://portal.covisint.com/wps/private/> Go Links »

Help Edit My Profile Language Search Log out

Covisint Products Business Now™ Trading Partners My Workspace

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Covisint Bulletins Training Industry News

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

My Favorites Edit my favorites...

Covisint Applications

- 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

Go

Advanced Search

Supplier Bulletins

New feature: Receive email alerts when bulletins are published. [Get started »](#)

Status	Subject	From	Publish Date
NEW	Kaizen Aberto Delphi Cotia - Brasil Suppliers who attended Kaizen Aberto Delphi Cotia	Delphi Corporation - World Headquarters	01/09/2006
NEW	Supplier Problem Reporting and Resolution and 5 Why Analysis training Suppliers of direct materials	Delphi Corporation - World Headquarters	01/05/2006
	Covisint: Secure Collaboration Webinar - January 24, 2006 All Covisint Users	Covisint	12/21/2005
	GMT 900 Launch Direct Material Suppliers	Delphi Corporation - World Headquarters	12/01/2005
	Pull Ahead Programs of U387 & U388 Delphi Packard Suppliers for U387 & U388	Delphi Corporation - World Headquarters	09/02/2005

[Go to Bulletins](#)

Auto Beat Daily

- AutoBeat Daily - January 17, 2006
- AutoBeat Daily - January 16, 2006
- AutoBeat Daily - January 13, 2006
- AutoBeat Daily - January 12, 2006

[more](#)

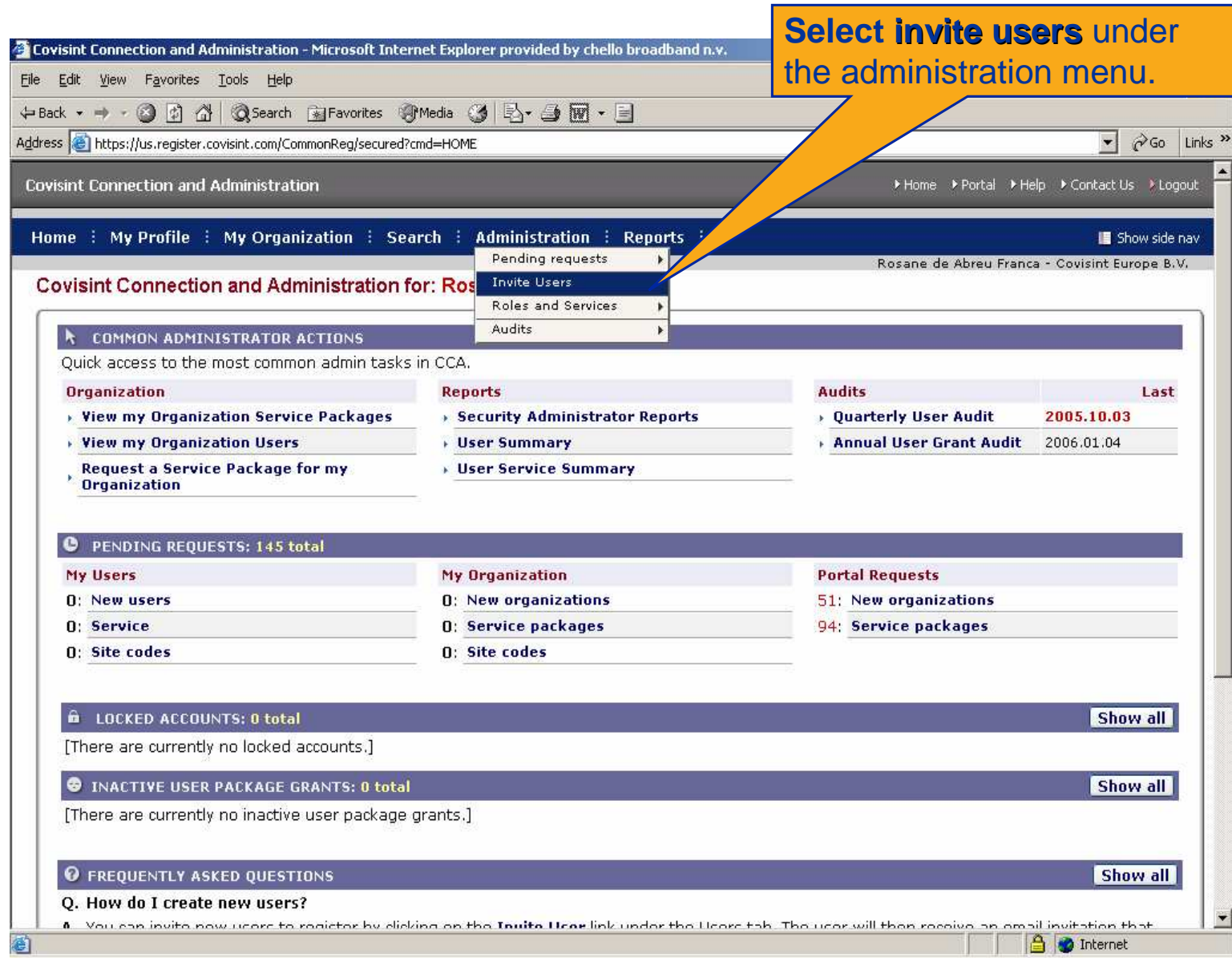
Auto Tech Daily

- AutoTech Daily - January 17, 2006
- AutoTech Daily - January 16, 2006
- AutoTech Daily - January 13, 2006
- AutoTech Daily - January 12, 2006

[more](#)

<https://us.register.covisint.com/CommonReg/secured?cmd=HOME>

Select Administration tools.



Select invite users under the administration menu.

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

Address: <https://us.register.covisint.com/CommonReg/secured?cmd=HOME>

Covisint Connection and Administration

Home : My Profile : My Organization : Search : **Administration** : Reports : Show side nav

Rosane de Abreu Franca - Covisint Europe B.V.

Covisint Connection and Administration for: Rosane de Abreu Franca

COMMON ADMINISTRATOR ACTIONS
Quick access to the most common admin tasks in CCA.

Organization	Reports	Audits	Last
<ul style="list-style-type: none"> View my Organization Service Packages View my Organization Users Request a Service Package for my Organization 	<ul style="list-style-type: none"> Security Administrator Reports User Summary User Service Summary 	<ul style="list-style-type: none"> Quarterly User Audit Annual User Grant Audit 	<ul style="list-style-type: none"> 2005.10.03 2006.01.04

PENDING REQUESTS: 145 total

My Users	My Organization	Portal Requests
0: New users	0: New organizations	51: New organizations
0: Service	0: Service packages	94: Service packages
0: Site codes	0: Site codes	

LOCKED ACCOUNTS: 0 total [Show all](#)
[There are currently no locked accounts.]

INACTIVE USER PACKAGE GRANTS: 0 total [Show all](#)
[There are currently no inactive user package grants.]

FREQUENTLY ASKED QUESTIONS [Show all](#)

Q. How do I create new users?

A. You can invite new users to register by clicking on the **Invite User** link under the Users tab. The user will then receive an email invitation that

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

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address https://us.register.covisint.com/CommonReg/secured?cmd=INVITE_USER&menu=administration Go Links

Invite Users to Register in Covisint Europe B.V.

Please use the following form to invite users in your organization to register with Covisint.

invite users

*** = required fields**

*** Subject:**

Please enter the recipient's email addresses separated by a semi-colon (;)

*** Email Addresses:**

(this box is 80 characters wide)

*** Message Body:**

Greetings!

Because of your job responsibilities, you have been identified as an individual who will need a Covisint user ID. As the Security Administrator for Covisint Europe B.V., I am responsible for managing our company's users and their access to Covisint services.

Click on the hyperlink below to begin the Covisint registration process:

https://us.register.covisint.com/CommonReg?cmd=REGISTER_INVITED_USER&parentCompanyId=1184225&langID=1&

I will be notified when you have completed the process and will approve your User ID.

Enter the e-mail address in the field provided then select **Send invitation**.

Step 3 User Management

- Some email systems may block the invitation email. There is a simple work-around: copy and paste the text of the invitation into an email and send it to the user. They will still be able to use the link to begin the registration process. Please see link below:

Please ensure that the user selects Supplier Connection as the required package.

<https://us.register.covisint.com/CommonReg?cmd=REGISTER>

- Once the registration link has been submitted by the user, you will receive a notification e-mail to approve the request.
- As soon as approval has been granted you will be able to add the user into Supplier Connection.
- Please follow the instructions on the next slide.





**Enter user ID then select
add and then close**

Covisint Supplier Connection - Microsoft ...

add users [help](#)

enter user id	insert one item(s)
user id	<input type="text"/>
user id	<input type="text"/>
user id	<input type="text"/>
user id	<input type="text"/>
user id	<input type="text"/>

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v3.3-RC6

Step 3 **User Management**

Assign a User to a Location and Set Privileges

- Once an Administrator has added a user to the application, he/she can then assign this user to a location and set the necessary privileges. The user will only be able to create and view parts if he/she is assigned to a location, also note that users may be assigned to more than one location.
- Invoice: Allows the user to create, send and view invoices
- Company Administrator: The Administrator can give administrator rights to another user.

Deactivate a User or Delete a Location

- Once a user is assigned to a location, the Administrator has the ability to activate/deactivate that user or remove (delete) any location(s) associated with the user.
- Please follow the instructions on the next slide.



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

assigning/editing privileges for...

user id	SUPPLIERABC
first name	Supplier
last name	ABC
job title	
preferred language	English (GB)
time zone	select
status (all) *	active
company admin	<input checked="" type="checkbox"/>
invoice	<input checked="" type="checkbox"/>

edit privileges

delete selected	location name
	select

save changes clear close

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Done Internet

Here you can assign a location and select the privileges.

Select save changes then close

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

assigning/editing privileges for...

user id	SUPPLIERABC
first name	Supplier
last name	ABC
job title	
preferred language	English (GB)
time zone	select
status (all) *	active
company admin	<input checked="" type="checkbox"/>
invoice	<input checked="" type="checkbox"/>

edit privileges

delete selected	location name
	select

save changes clear close

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Done Internet

To deactivate, please select it from the drop down menu.

Select save changes then close

Trading Partner Management





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

general information

company name	PSA Test Supplier 1		
location name *	Supplier test location 1		
timezone *	(GMT+01:00) Paris, Prague, Sarajevo, Sofija, Vilnius, Warsaw, Zagreb ▼		
street address *	Grand Rue		
street address 1			
city *, state, zip code *	Montmoreau	Charente	16190
country	FRANCE ▼		
telephone			
location fax			
email			
contact name			
contact phone number			
contact fax number			
contact email address			
date created	12/9/05 9:53 AM		

EDI code

for trading partner...	EDI code *	EDI qualifier *
PSA Pole Tertiaire - Test	006027552296300001	5

save changes clear close

Here you will find your EDI code for the 1st ship/from location and also the EDI qualifier. Please make a note of these numbers as you will need them to create the 2nd location. Then select close



Covisint Supplier Connection - Microsoft Internet Explorer pro

general information					
company name	PSA Test Supplier 1				
location name *	<input type="text"/>				
timezone *	<input type="text" value="select"/>				
street address *	<input type="text"/>				
street address 1	<input type="text"/>				
zip code *, city *, state	<input type="text"/> <input type="text"/> <input type="text"/>				
country	<input type="text" value="select"/>				
telephone	<input type="text"/>				
location fax	<input type="text"/>				
email	<input type="text"/>				
contact name	<input type="text"/>				
contact phone number	<input type="text"/>				
contact fax number	<input type="text"/>				
contact email address	<input type="text"/>				
date created					
EDI code					
for trading partner...	<table><thead><tr><th>EDI code *</th><th>EDI qualifier *</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	EDI code *	EDI qualifier *	<input type="text"/>	<input type="text"/>
EDI code *	EDI qualifier *				
<input type="text"/>	<input type="text"/>				
PSA Del. Test Waive - Test					
<input type="button" value="save changes"/> <input type="button" value="clear"/> <input type="button" value="close"/>					

Please fill in all the
*required fields.

In this section you will enter the EDI code with the appropriate final digits, second location 00002, 3rd location 00003 and so forth, please also enter the qualifier code. Once complete, please select save changes then close

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

edit location information for...

help

* required fields

general information			
company name	PSA Test Supplier 1		
location name *	<input type="text" value="Location 2"/>		
timezone *	<input type="text" value="(GMT+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna"/>		
street address *	<input type="text" value="Hoogoorddreef 5"/>		
street address 1	<input type="text"/>		
city *, state, zip code *	<input type="text" value="Amsterdam"/>	<input type="text" value="Noord Holand"/>	<input type="text" value="1101BA"/>
country	<input type="text" value="THE NETHERLANDS"/>		
telephone	<input type="text"/>		
location fax	<input type="text"/>		
email	<input type="text"/>		
contact name	<input type="text"/>		
contact phone number	<input type="text"/>		
contact fax number	<input type="text"/>		
contact email address	<input type="text"/>		
date created	1/20/06 4:00 PM		

EDI code	
for trading partner...	
PSA Pole Tertiaire - Test	
EDI code *	<input type="text" value="006027552296300002"/>
EDI qualifier *	<input type="text" value="5"/>
<input type="button" value="save changes"/> <input type="button" value="clear"/> <input type="button" value="close"/> <input type="button" value="delete selected"/>	

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v3.3-RC6

Done Internet



Step 4 **Trading partner management**

Mailbox code

- 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 and/or location) level; relationships and mailbox codes will be initialized automatically by incoming messages (DELJIT).
- Please see examples in the next slides.

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=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** 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 - 06	24/01/06	02/02/06 -> 03/02/06	TS1100000000000697

move selected to history

sent

history

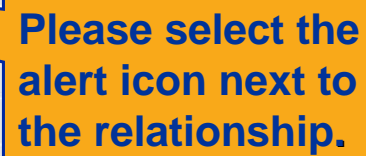
Inbox :: viewing 1 - 1 of 1 documents page << 1 >> view by: doc Part

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/servlet/SuppCon?PAGE=RELATION_LIST

Internet

Please select administer relationships.



Please select the relationship alert icon.

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)

[illegible]

Filter options and reporting

Step 5 **Filter options and reporting**

In this step you will learn how to use the filter options and generate reports.

Filter options

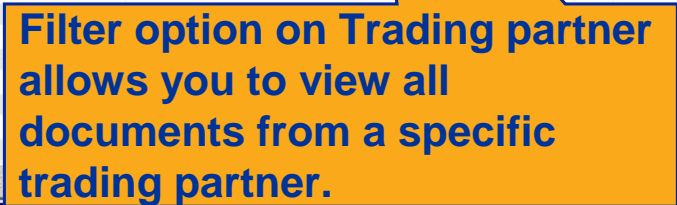
- Document type
- Trading Partner
- Ship from
- Requirement Date
- Part Reference

Report Options

- Mailbox activity
- Transaction log

Please follow the instructions on the next slides.

Inbox view set to document.



Advanced filter options available by selecting set filter.

The screenshot displays the Covisint web application interface. At the top, there's a navigation bar with links like 'home', 'portal', 'help', and 'contact us'. Below this is a sub-header for 'Supplier ABC, PSA Test Supplier 1'. The main content area is titled 'Inbox :: viewing 1 - 2 of 2 parts'. It features a table with columns: 'select', 'options', 'cust part# (supplier part number)', 'Quantity', 'horizon dates', 'demand type', 'ship from', 'ship to', 'dock', and 'base date'. Two rows of data are visible. Above the table, there are filter options including 'set filter...', 'reset filter', and a 'requirement filter' section. A sidebar on the left contains buttons for 'inbox', 'draft', 'sent', and 'history'. At the bottom, there are buttons for 'download selected', 'move selected to history', and 'turnaround selected'. The status bar at the very bottom shows 'Done' and 'Internet'.

Advanced filter options available by selecting set filter.

Inbox view set to part.

select	options	cust part# (supplier part number)	Quantity	horizon dates	demand type	ship from	ship to	dock	base date
<input type="checkbox"/>		3333333333	30	02/02/06 (P)	firm	Supplier test location 1	PSA Test (Série/PR)	POLEDECBB	01/06 18:02
<input type="checkbox"/>		4444444444	120	02/02/06 (P)	firm	Supplier test location 1	PSA Test (Série/PR)	POLEDECBB	01/06 18:02

https://us.supplierconnection31.covisint.com - Covisint Supp...

Part Filter Screen

ship from	all..
ship to	all..
dock	all..
Part	
document type	all..
Requirement Date : from date	11/01/05
Requirement Date : to date	
do not show zero quantity	<input checked="" type="checkbox"/>

go cancel

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Done Internet

Part Filter Screen allows you to select different parameters to visualize or process documents.

To reset the filter default parameters, please select the reset filter button.

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 - mailbox activity transaction log page << 1 >> view by: doc Part

set filter... reset filter

buyer part numbers: go

requirement filter: from 24/01/06

0 lines selected ☐ display only selected clear selected

select	options	cust part# (supplier part number)	Quantity	horizon dates	demand	ship from	ship to	dock	release date
<input type="checkbox"/>		3333333333	30	02/02/06 (P)	firm	location 1	PSA Test (Série/PR)	POLEDECBB	24/01/06 18:02
<input type="checkbox"/>		4444444444	120	02/02/06 (P)	firm	Supp...	PSA Test (Série/PR)	POLEDECBB	24/01/06 18:02

download selected move selected to history turnaround selected

Inbox :: viewing 1 - 2 of 2 parts page << 1 >> view by: doc Part

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/servlet/SuppCon?PAGE=MAILBOXREPORT

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mailbox activity

* required fields

Filter Criteria

trading partner	all trading partners	ship from	all shipfrom locations
document type	All messages type	ship to	all shipto locations

generate report

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Done Internet

Filter parameters are also available for this report, once selected, please select generate report button.

https://us.supplierconnection31.covisint.com/servlet/SuppCon?PAGE=MAILBOXREPORT&option=submit&F - Microsoft Internet Explorer

Save a Copy Search Select 86% Create an Adobe PDF online

mailbox activity edited on 07/02/06 16:42 for Supplier ABC (PSA Test Supplier 1)

Filter Criteria :

- trading partner : all trading partners
- ship from : all shipfrom locations
- ship to : all shipto locations
- document type : All messages type

trading partner	ship from	ship to	document type	Inbox	Sent	Archive	Unread
PSA Pole Tertiaire - Test	Supplier test location 1	PSA Test (Série/PR)	DESADV	0	1	0	0 (0%)
PSA Pole Tertiaire - Test		PSA Test (Série/PR)	DELJIT	1	0	0	0 (0%)

Example of mailbox activity report.

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Done Unknown Zone

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set filter... reset filter mailbox activity transaction log

buyer part number: go

requirement filter: from 24/01/06

0 lines selected ☐ display only selected clear selected

select	options	cust part# (supplier part number)	Quantity	horizon dates	dema...	ship from	ship to	dock	release date
<input type="checkbox"/>		3333333333	30	02/02/06 (P)	firm	test location 1	PSA Test (Série/PR)	POLEDECBB	24/01/06 18:02
<input type="checkbox"/>		4444444444	120	02/02/06 (P)	firm	Supp... location 1	PSA Test (Série/PR)	POLEDECBB	24/01/06 18:02

download selected move selected to history turnaround selected

Inbox :: viewing 1 - 2 of 2 parts page « 1 » view by: doc Part

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/servlet/SuppCon?PAGE=TRANSACTIONREPORT

Internet

Select transaction log to generate a report

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transaction log report

* required fields

Filter Criteria

trading partner	all trading partners	ship from	all shipfrom locations
document type	All messages type	ship to	all shipto locations
start date	7 / 2 / 2006	end date	7 / 2 / 2006
show columns	<input checked="" type="checkbox"/> trading partner <input type="checkbox"/> ship from <input checked="" type="checkbox"/> ship to <input checked="" type="checkbox"/> document type <input checked="" type="checkbox"/> date <input checked="" type="checkbox"/> login <input checked="" type="checkbox"/> note		

generate report

Filter parameters are also available for this report, once selected, please select generate report button.

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Done Internet

transaction log report edited on 07/02/06 12:48 for Supplier ABC (PSA Test Supplier 1)

Filter Criteria :

trading partner : all trading partners
ship from : all shipfrom locations
ship to : all shipto locations
document type : All messages type
Time period : 7.1.2006 to 7.2.2006

trading partner	ship from	ship to	document type	reference #	date	User	Action	note
PSA Pole Tertiaire - Test	Supplier test location 1	PSA Test (Série/PR)	DESADV	2	26/01/06 17:54	SUPPLIERABC	Sent	
PSA Pole Tertiaire - Test			DELJIT	TS1100000000000697	24/01/06 18:06	SCSYSTEM	Received Document	

Example of a transaction log report. In this report you can also see the transaction by users.

1 of 1

Unknown Zone



Glossary


Step 6 **Glossary**

- In the next slides you will find a list of terms used in Supplier Connection that should assist you in using the application.
- Please follow the instructions on the next slide.

Term	Definition
Electronic Data Interchange (EDI)	The computer-to-computer movement of routine business data in an approved standard format.
Location	Second level of administration within a company. Often a plant or other facility at a company.
Functional Acknowledgement	A transaction that is returned to the sender to indicate that a document has been received. Several formats of this transaction exist including the ANSI x 12 format (997) and the EDIFACT format (CONTRL).
Administrator	A role within Supplier Connection. The Administrator is responsible for assigning users to a location and managing the setup process for that location.
Global Navigation Menu	Menu throughout the application, located at the top of the screen drive. <div> view create reports administration preferences help </div>
Mailbox Activity Report	This report allows you to view statistics for the inbox, sent and history folders.

Term	Definition
Advance Ship Notice (ASN)	An ASN - a transaction used by the supplier to communicate data pertinent to a shipment. The main purpose of the ship notice is to track shipments and simplify the receiving process. Several formats of this document exist including the ANSI x12 format 856), the EDIFACT format (DESADV) and a Delivery Note.
Company Administrator	A specific role within Supplier Connection. The Company Administrator is responsible for providing setup data to the Covisint Supplier Connection Administrator, location administration, and user administration.
Covisint ID	The identification number (ID) generated by Covisint through the registration process. This ID allows each Covisint user to access their specific Covisint online Internet applications.
Supplier Connection	Supplier Connection enables a customer to send and receive information between trading partners, including supply chain documents such as forecasts, shipping schedules, ship notices and invoices. This allows non-EDI enabled suppliers to electronically communicate critical supply chain data.
Covisint Supplier Connection Administrator	Covisint person that is responsible for adding new companies and a company administrator to the application.

Term	Definition
OEM	Abbreviation for Original Equipment Manufacturer (i.e., DaimlerChrysler, Ford, General Motors, Nissan, Renault, PSA, etc.)
Planning Schedule	Commonly called the material release or forecast, this transaction is used by the buyer to communicate requirement information (part number, quantity, etc.) to a supplier. Several formats of this document exist including the ANSI x12 format (830) and the EDIFACT format (DELFOR).
Purchase Order	A transaction used by the buyer to communicate the demand requirement for a part.
Supplier Vendor Code (PSA – Cofor)	A code (usually allocated by the customer) that identifies the supplier in the applications of the customer. Also known as Internal account number.
Ship Schedule	A transaction used by the buyer to communicate specific shipping and delivery information to a supplier. Several formats of this document exist including the ANSI x12 (862) and the EDIFACT format (DELJIT).
Trading Partner	Counterpart with whom you are doing business, typically at the plant level

Term	Definition
Transaction Log Report	This report allows the user to view the routing history of a document.
Turnaround Ship Notice	The process that allows users to develop an advanced ship notice based on the data contained within the original document, typically a planning schedule or shipping schedule.
User	Company person that is responsible for reading and sending Supplier Connection documents.
View Icon 	View/Edit a detailed screen of the document or part.
WebEDI	The computer-to-browser movement of routine business data. Supplier Connection is also referred to as WebEDI.
XML	Abbreviation for Extensible Markup Language. A Web standard tool that allows companies to conduct online transactions with their customers and partners easily and inexpensively. XML technology also delivers sound, video, and other data across the Web.



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