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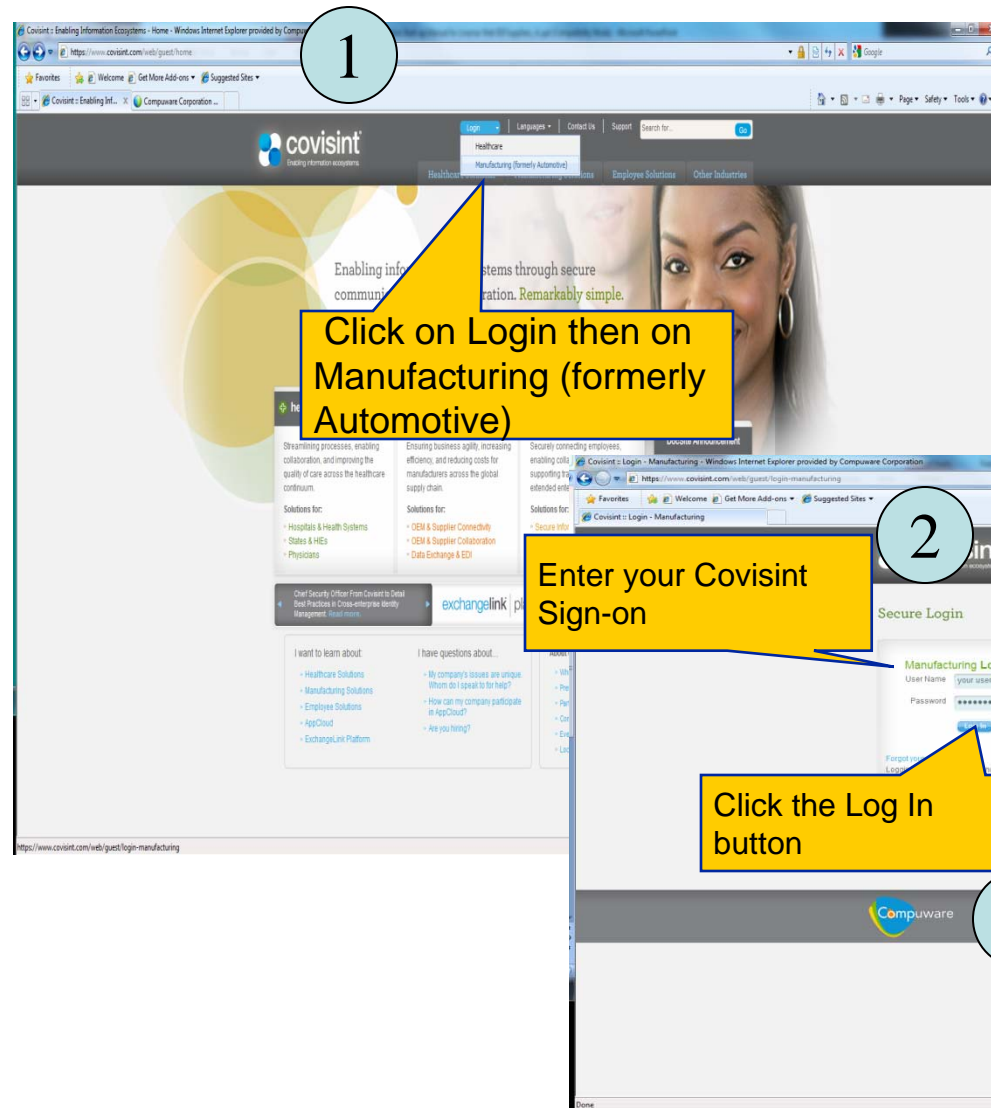
# Supplier Connection Supplier Start-up Manual

## Linamar Supplier

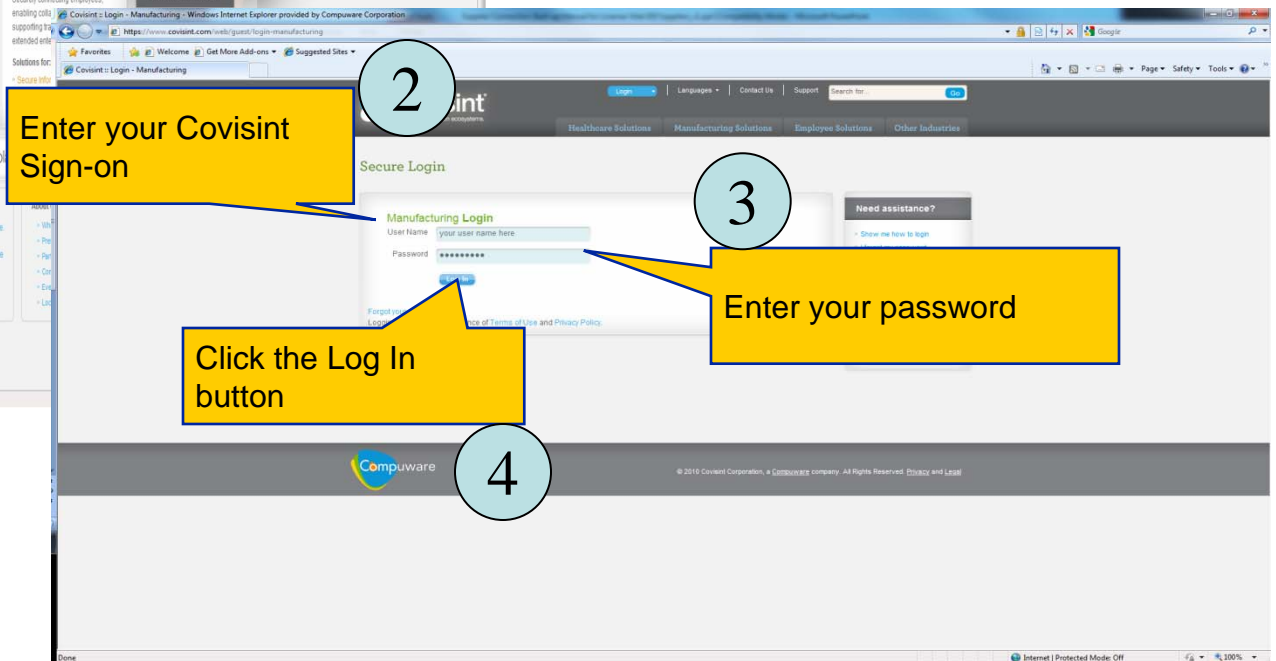
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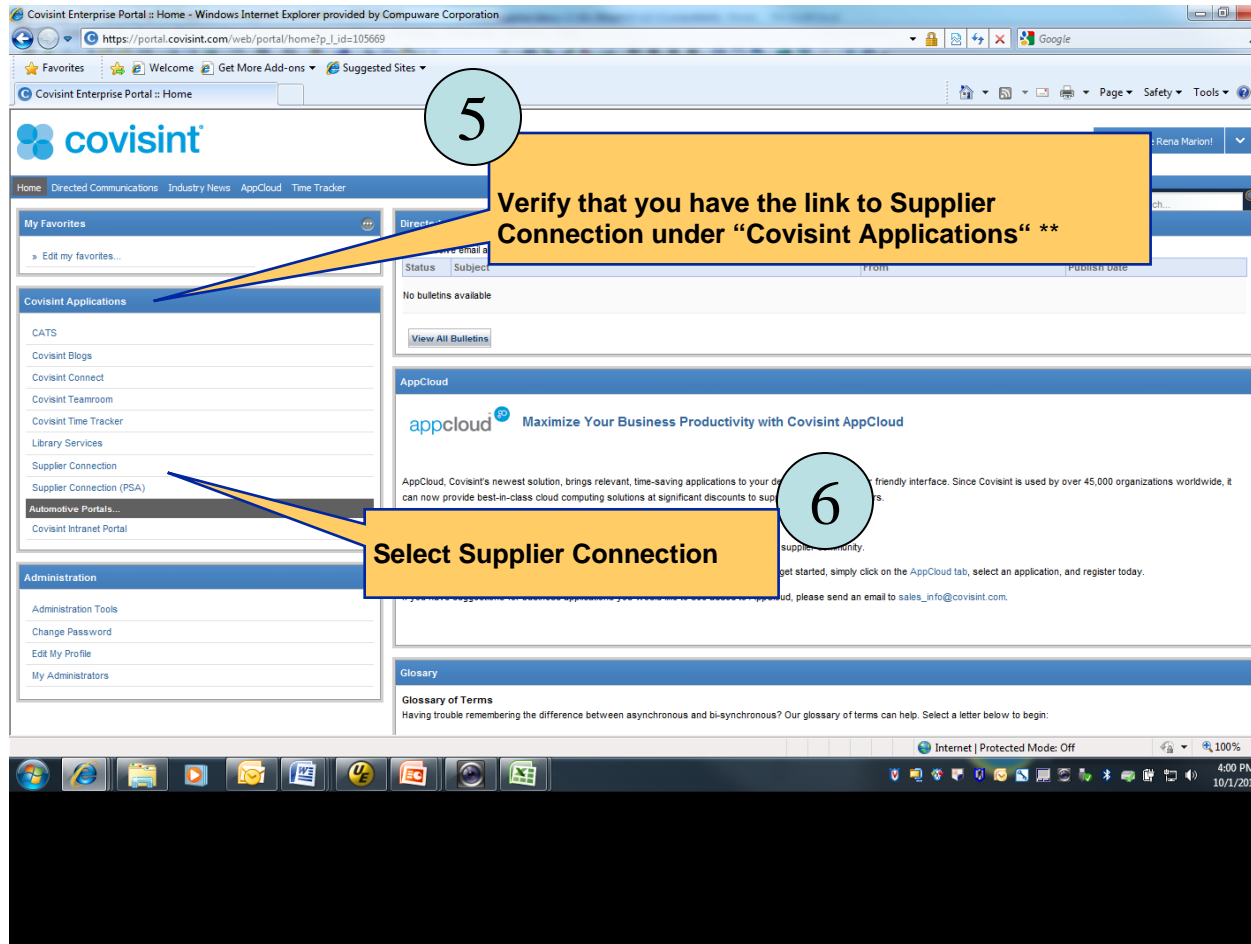
# Logging into Covisint



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



# Logging into Supplier Connection



**\*\* If the Supplier Connection application link is not present, contact the Covisint representative you were working with to register for Supplier Connection.**

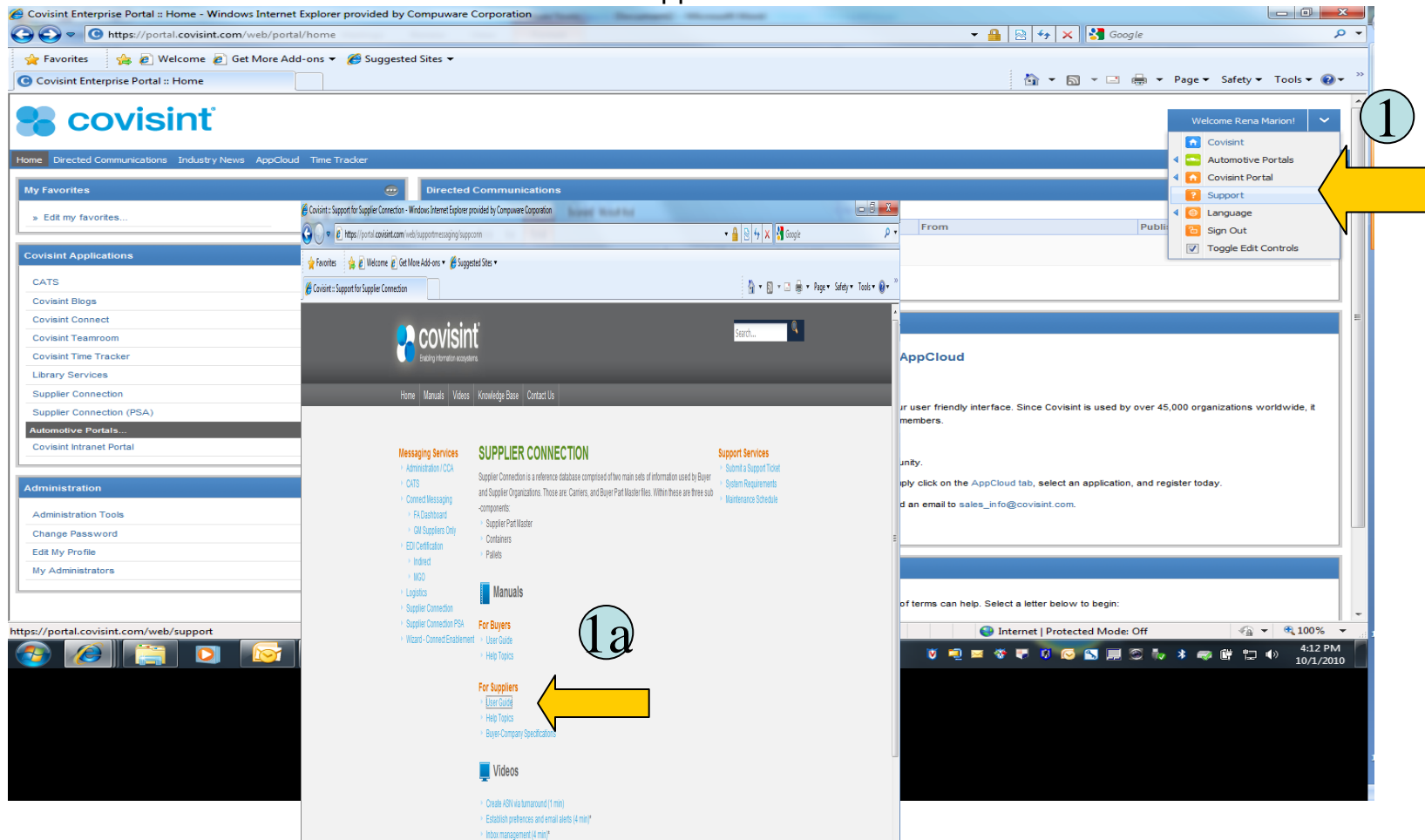
## Verify Computer and Software Requirements

The following requirements are needed to access and view Supplier Connection. Please contact your IT department if you have any questions about your PC being able to support these requirements.

- Computer: Minimum of 300 MHz and 128 MB RAM
- Communications: Internet connection at 56K min (higher is recommended)
- Browser: Microsoft Internet Explorer IE 5.5 SP2

# Viewing Training Material

1. From the Covisint.com home page click Welcome down arrow and select Support. This will bring you to the Covisint Support Screen (<https://portal.covisint.com/web/suport>). Click on Messaging Support Portal. Under Messaging Services, click on Supplier Connection.  
1.a. Click on User Guide under Manuals For Suppliers.



The following reference guides will assist you on how to navigate with in the Supplier Connection application and create ASNs.

- User Guide (A complete Supplier's Guide to Using Supplier Connection)
- Help Topics (Getting Started Task for 1<sup>st</sup> time Users)
- Knowledge Base (How do I <perform certain task>?)
- You may select to view a Video on how to perform a certain task. Click on desired task listed under VIDEOS.

Note: The training material is not specific to Linamar. The training material provides basic navigational instructions for the general user .

# Setup User Preference Information

## Step 1: Accessing the Edit Preference Screen

- a) From the Main Menu click on preferences
- b) Click on edit preferences
- c) The edit user preference screen will be displayed

The screenshot shows a web application interface for editing user preferences. The page title is 'edit user preferences'. The user information section includes fields for user id, first name, last name, job title, and company name. The preferred language, time zone, inbox view, draft view, sent view, and history view are all set to 'Document'. The show requirements from past and into future fields are both set to '999'. The page has a navigation bar with links for home, portal, help, and contact us. The page is titled 'International Web Supplier GMB Test, GMB International T'.

1

2

3

edit user preferences

user information:

user id: SGMLAAMA

first name: International Web Supplier

last name: GMB Test

job title:

company name: GMB International Test Supplier

preferred language\*: English (US)

time zone\*: (EST) Eastern Standard Time

inbox view\*: Document

draft view: ASN

sent view: ASN

history view: Document

show requirements from past (# days): 999

show requirements into future (# days): 999

These fields are used to establish a default date range for displaying schedules or kanbans. The forms that display dated requirements have filters that can be used to adjust the default date range. For the infrequent user of Supplier Connection, it is suggested that a



# Setup User Preference Information

Step 2: Setup mandatory fields (fields highlighted in red font).

- Select preferred language (English only) from the drop down box.
- Select your time zone from the drop down box.
- Select document (default value) from the inbox view drop down box.

The screenshot shows the 'edit user preferences' page in the 'International Web Supplier' application. The page has a navigation bar with links: view, create, reports, administration, preferences, reference, help. Below the navigation bar is a sub-header 'edit preferences'. The main content area is titled 'edit user preferences' and contains a form with the following fields:

user information:	
user id:	SGMLAAMA
first name:	International Web Supplier
last name:	GMB Test
job title:	
company name:	GMB International Test Supplier
<b>preferred language*:</b>	English (US) [dropdown]
<b>time zone*:</b>	(EST) Eastern Standard Time [dropdown]
<b>inbox view*:</b>	Document [dropdown]
draft view	ASN [dropdown]
sent view	ASN [dropdown]
history view	Document [dropdown]
show requirements from past (# days)	999
show requirements into future (# days)	999

Callout 1 points to the 'preferred language\*' field. Callout 2 points to the 'time zone\*' field. Callout 3 points to the 'inbox view\*' field. A note at the bottom states: 'These fields are used to establish a default date range for displaying schedules or kanbans. The forms that display dated requirements have filters that can be used to adjust the default date range. For the infrequent user of Supplier Connection, it is suggested that a large number be placed in each field so that no requirements are "hidden" from your initial view of a display.'

# Setup User Preference Information

## Step 3: Setup optional fields.

- Accept the default value of "ASN" for both the Draft View and Sent View fields.
- Accept the default value of "Document" for the History View field.
- Enter **999** in both the Show Requirements from past and Show requirements into future fields
- Enter your e-mail address in the e-mail address field.

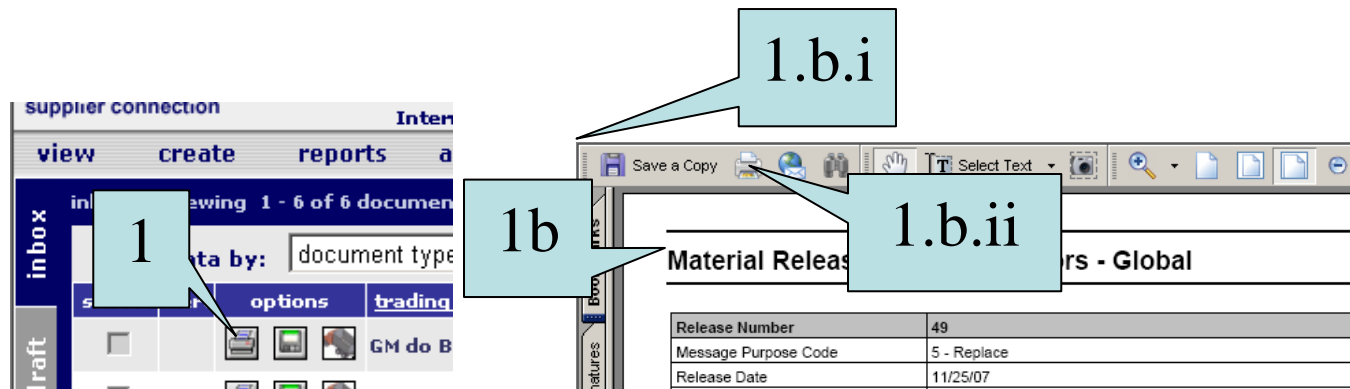
**Note:** An e-mail notification will be sent to this e-mail address when a schedule is delivered to the Supplier Connection inbox. **This will eliminate having to enter Supplier Connection to see if new documents have arrived.**

draft view	ASN	1	2
sent view	ASN		
history view	Document		
show requirements from past (# days)	999	3	4
show requirements into future (# days)	999		
<small>These fields are used to establish a default for displaying schedules or kanbans. The forms that display dated requirement have filters that can be used to adjust the default date range. For the infrequent user of Supplier Connection, it is suggested that a large number be placed in each field so that no requirements are "hidden" from your initial view of a display.</small>			
email address:	<input type="text"/> email address to receive inbound documents		

# View Linamar Material Release PDF Document

## Step 1: To View the Schedule in the PDF Format

- a) From the Inbox, click on the Printer icon in the Options column.
- b) The PDF report will be displayed
  - i. To SAVE the PDF report to your local machine, click on the DISK icon
  - ii. To print the PDF report, click on the Printer icon.



# View Linamar Material Release PDF Document

The schedule report will communicate whether the part requirements are planning or firm based on the forecast type. If the forecast type is planning these are the quantities the supplier should plan on shipping the week specified in the date field. If the forecast type is firm these are the quantities that the supplier must ship the week specified in the date field.

Material Release - Linamar				
Release Number	15			
Message Purpose Code	05 - Replace			
Release Date	7/20/10			
Horizon Date	From:	7/19/10	To:	1/31/11
Schedule Quantities	D - Other			
Forecast Type	SH - Shipment Based			
Ship To	LINAMAR Location A (381)			
Ship From	42245 (42245)			
Part Number	PART15			
Part Description				
Line Number	2			
Purchase Order Number	410028			
Unit of Measurement	EA			
Model Year				
Dock				
Line Feed				
Part Release Status				
Container Type				
Parts per Container	0			
Ship Delivery Pattern Code				
Raw Material Authorization	0	From:		To:
Fabrication Authorization	0	From:		To:
Prior Cumulative Quantity Required	0	From:		To:
Cumulative Shipments	0	From:		To:
Period Type	Date	Forecast Type	Quantity	Release Number
D - Daily	7/19/10	C - Firm	200	
D - Daily	7/20/10	C - Firm	0	
D - Daily	7/21/10	C - Firm	0	
D - Daily	7/22/10	C - Firm	0	
D - Daily	7/23/10	C - Firm	0	
D - Daily	7/24/10	C - Firm	0	
D - Daily	7/25/10	C - Firm	0	
D - Daily	7/26/10	C - Firm	0	
D - Daily	7/27/10	C - Firm	0	
D - Daily	7/28/10	C - Firm	0	
Internal Part Number				
Internal Part Description				
Purchase Order Number 410028				
Engineering Change Level				
Unit of Measurement EA				
Dock				
Line Feed				
Supplier Container Part Number				
Container Type				
Parts per Container 0				
Master Pack Part Number				
Master Pack Type				
Containers per Master Pack 0				
Last ASN Transmitted (prior to)				
Shipment ID (ASN Number)				
Shipment Date				
Bill of Lading Number				
Packing Slip Number				
Original Carrier SCAC				
Transportation Method Code				
Trailer or Rail Car number				
Number of Containers				
Number of Master Packs				
Quantity Shipped				

Release  
Number

Part  
Number

Part  
requirements

# ASN Processing –Create ASN Using Document Turnaround

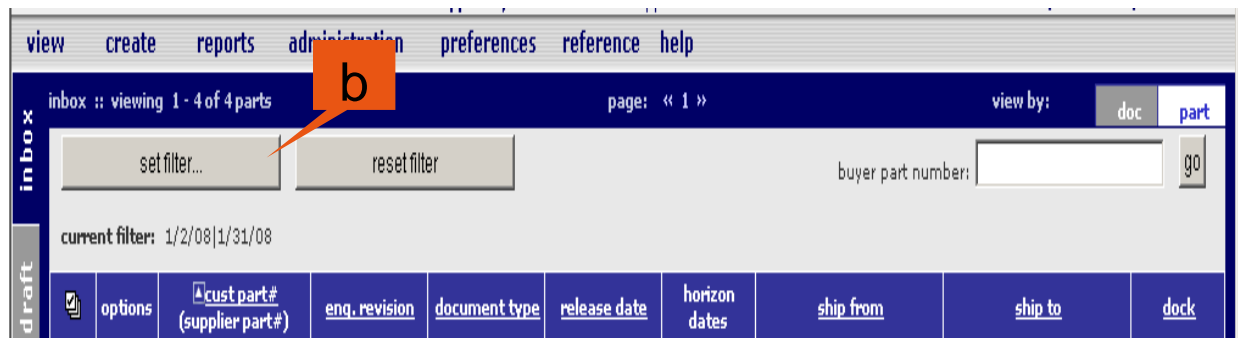
**Create ASN Using Document Turnaround** - This option should be used if you are receiving a Material Release or Shipping Schedule from Linamar (these messages would appear in your Supplier Connection inbox).

## 1. Turnaround Material Release

- a) Open 'part' view of your Inbox folder.



- b) Optionally, use the 'set filter' button if a large number of records are present in the Inbox.

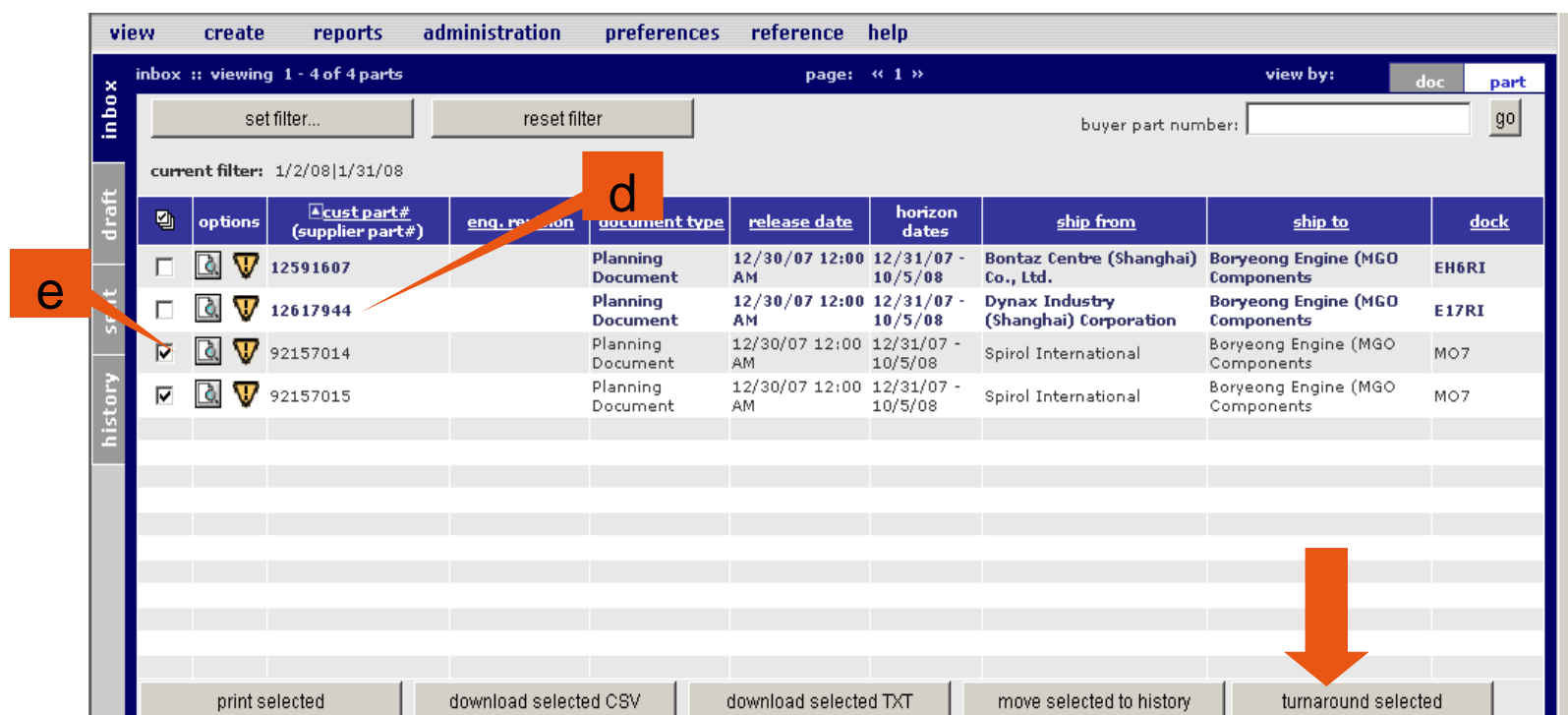


## ASN Processing – Create ASN Using Document Turnaround

## 1. Turnaround Material Release continued

d) The Inbox screen will display parts based on the filter settings.

e) Select (check) parts to be included in the ASN. Click the 'turnaround selected' button. A processing screen will display while the ASN is being created.



# ASN Processing – Create ASN Using Document Turnaround

supplier connection  
view create reports administration preferences reference change company  
Covisint Admin, Linamar Test Supplier  
home portal help Knowledge Base contact us

ship notice identification

asn number\* 74 ship from 12345 ship to LINAMAR Location A dock

add line item  
select a part to add  
add part to asn

part master update  
add new part to list

available packaging  
view containers  
view pallets

part summary level  
viewing 1 - 1 of 1 parts  
page: < 1 > buyer part no 90

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>		PART 17	ship quantity* 200 each (EA) cumulative shipped 0 number of containers 1 number of pallets 1 line number* 2 release number* 9	container select.. pieces per container 200 containers per pallet 0	purchase order* 410028 bill of lading S0024889 lot number

## 2. Enter part summary level information

- The ship quantity will contain the first open requirement quantity from the Material Release. Enter the number of pieces being shipped and the unit of measure from the drop down box if the pre-populated quantities is not the quantity being shipped.
- Enter the cumulative shipped quantity since the start of the inventory year.
- Enter the number of pieces in each container. For example if you shipped 10 units and each container contains 5 units, enter 5 in the pieces per container field. Note: If the reference database had been updated with packaging information, those fields would also be updated. Otherwise default data will be placed on the ASN.

# ASN Processing – Create ASN Using Document Turnaround

supplier connection  
Covisint Admin, Linamar Test Supplier  
home portal help Knowledge Base contact us

view create reports administration preferences reference change company

ship notice identification

asn number\* 74 ship from 12345 ship to LINAMAR Location A dock

add line item select a part to add add part to asn

part master update add st

available packaging view containers view pallets

part summary level viewing 1 - 1 of 1 parts page: 1 » buyer part no go

options	status	buyer part no	quantities	packaging	reference numbers
		PART17	ship quantity* 200 each (EA) cumulative shipped 0 number of containers 1 number of pallets 1 line number* 2 release number* 9	container select pieces per container 200 containers per pallet 0	purchase order* 410028 bill of lading S0024889 lot number

## 2. Enter part summary level information continued

- d) Enter the number of containers per pallet.
- e) The Purchase Order field will be pre-populated in a protected field.
- f) Enter the container type from the Material Release document.
- g) The bill of lading field is pre-populated from the Material Release.
- h) The Line number and Release number are pre-populated from the Material Release as protected fields. They are both required. If no release number is present, it is not a firm requirement and the ASN will not be created.



## ASN Processing – Create ASN Using Document Turnaround

The screenshot shows a web-based form titled 'shipment information'. It is divided into several sections: 'document date', 'carrier', 'packaging/weights', and 'reference numbers'. Callouts a, b, c, and d point to specific fields: 'a' points to the 'ship date\*' field, 'b' points to the 'delivery date' field, 'c' points to the 'carrier\*' dropdown menu, and 'd' points to the 'bill of lading' field. The form contains the following data:

document date		carrier		packaging/weights		reference numbers	
document date	10/4/10 19:48 MIT	carrier*	Linamar	net weight*	10 Kilograms (KGM)	bill of lading	BOL2335
ship date*	10/4/10 14:00	scac*	LMAT	gross weight*	20 Kilograms (KGM)	packing slip	879966
delivery date	10/4/10 16:00	mode of conveyance*	Rail (R)			loading quantity	
		equipment description code*	Trailer (TR)				
		trailer	123456				

Buttons at the bottom include: 'save asn', 'print delivery note', 'print labels', 'verify asn', and 'send asn'.

### 3. Enter shipment information

- Enter the ship date and time.
- Enter the delivery date and time.
- From the carrier drop down list select the carrier name. If the carrier name is not listed in the drop down list you will need to add the carrier to the carrier table. Reference Create a Carrier Profile section of this document for instructions on how to add a carrier.
- Enter bill of lading and packing slip information, if applicable.

## ASN Processing – Create ASN Using Document Turnaround

The screenshot shows a web form titled "shipment information" with several sections and fields. Callout letters are placed over specific fields as follows:

- e** points to the "carrier\*" dropdown menu.
- f** points to the "mode of conveyance\*" dropdown menu.
- g** points to the "equipment description code\*" dropdown menu.
- h** points to the "trailer" text input field.
- i** points to the "net weight\*" text input field.
- j** points to the "gross weight\*" text input field.

The form includes the following sections and fields:

- dates**: document date (10/4/10), 19:48 MIT, ship date\* (10/4/10), delivery date (10/4/10), 16:00.
- carrier**: carrier\* (Linamar), scac\* (LMAT), mode of conveyance\* (Rail (R)), equipment description code\* (Trailer (TR)), trailer (123456).
- packaging/weights**: net weight\* (10), Kilograms (KGM), gross weight\* (20), Kilograms (KGM).
- reference numbers**: bill of lading (BOL2335), packing slip (879966), lading quantity (1).
- Buttons**: save asn, print delivery note, print labels, verify asn, send asn.

Below the form is a section titled "shipment address information" with "ship from" and "ship to" fields.

### 3. Enter shipment information continued

- e) SCAC field will automatically be populated from the carrier table when you save, send or verify the ASN.
- f) Select mode of conveyance from the drop down list.
- g) Select equipment description from the drop down list.
- h) Enter equipment number.
- i) Enter net weight and select unit of measure from the drop down list.
- j) Enter gross weight and select unit of measure from the drop down list.

## ASN Processing – Create ASN Using Document Turnaround

The screenshot shows a web application for creating an ASN. It includes a left sidebar with navigation links like 'supplier connection', 'ship to', and 'ship from'. The main content area is divided into several sections: 'supplier connection' (showing buyer company, document number, and date), 'ASN Messages' (listing fatal and warning errors), 'packaging/weights' (with net and gross weight fields), and 'reference numbers' (with master of ling, reference number, and voice number fields). There are also buttons for 'verify asn' and 'send asn'. An error dialog pop-up window is visible, listing errors such as 'The carrier reference number is missing', 'Total weight for the shipment needs to be greater than 0', and 'Gross weight must be larger than net weight'. Red exclamation mark icons indicate errors in the 'reference numbers' section and the 'ship notice identification' table.

**Error Dialog Pop-up Window**

**Verify ASN Button**

**Error Icon**

**Send ASN Button**

4. **Verify ASN** – Click on the verify ASN button to check the ASN for errors. An error dialog pop-up window will appear if the ASN contains errors. The error dialog pop-up window will list the errors found in the ASN. The error icon(s) will also appear next to the field(s) in error. All fatal errors must be corrected before sending the ASN.

**Note:** The fields in red font are mandatory fields.

5. **Send ASN** – Click on the Send ASN button to send the ASN to Linamar. All mandatory fields must be populated and all fatal errors corrected before the application will send the ASN. The sent ASN will appear in the Sent folder.

## ASN Processing – Create ASN Using Document Turnaround

The image shows two screenshots from the Covisint Admin interface. The left screenshot shows the 'shipment information' form with fields for 'document date' (9/25/07) and 'time' (00:18 GMT). Below these fields are two buttons: 'cancel' and 'save asn'. An orange callout box points to the 'cancel' button with the text 'Cancel Button'. Another orange callout box points to the 'save asn' button with the text 'Save ASN Button'. The right screenshot shows the 'supplier connection' page with a navigation bar (view, create, reports, administration, preferences, reference, change company) and a 'draft' folder. The 'draft' folder is highlighted with an orange callout box and the text 'Draft Folder'. Below the folder name is a table of documents.

options	trading partner	ship to
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A
<input type="checkbox"/>	Linamar	LINAMAR Location A

Additional action buttons with in the Shipment Input form

- ☐ **Cancel ASN** – Click on the CANCEL button to clear any recent changes (prior to clicking on SAVE). You will be transferred to the Draft folder.
- ☐ **Save ASN** – Click on SAVE ASN to save changes in the shipment creation form. The ASN will be placed in the Draft folder. Reference the Draft Folder section for further instructions on how to manage ASNs in the draft folder.

# ASN Processing – Create ASN Using Document Turnaround

**shipment information**

dates		carrier	
document date	9/25/07 00:18 GMT	carrier*	Unknown SCAC
ship date*	9/24/07 14:00	scac*	
delivery date*	10/30/07 13:00	mode of conveyance*	Motor (M)
		equipment description code*	Trailer (TE)
		equipment number*	12345
cancel		print delivery note	
save asn			

**shipment address information**

ship from

**Print Delivery Button**

**Delivery Note / Packing Slip**

Shipment No: 50 Plant: LINAMAR Location A (381) Page: 1  
Shipment Date: 2010/09/28 02:00 Reception Date:

Supplier		Carrier		Destination Point	
Name:	12345	Name:	Linamar	Name:	
Code:	12345	Code:	LMAT	Address:	Dock:
Address:		Trailer No:	123456		

Mode of Conveyance: Rail Delivery Type:

Buyer Part	Supplier	Line	Release	Quantity			UOM	Type	QTY/Pack	No Packs	Package		Pallet	PO No
Description	Supplier P/N	Number	Number	Shipped	Received	+/-					Start-Label	End-Label		
1 PART13	SPART13	2	60	10			EA	BOX BOX	4	3	000037280 000037282	000037281 000037282	000037278 000037279	778998778

Free Text

Confirmation			
Supplier	Reception	Warehouse	Carrier


- ❑ Print Delivery Note – Click on the print delivery note to view the delivery note

# ASN Processing – Create ASN Using Document Turnaround

The screenshot shows a web application interface for ASN processing. On the left, there is a sidebar with folders: 'sent', 'draft', 'story', and 'inbox'. The main area displays a table of 11 documents. Callout boxes with orange arrows point to specific icons in the table: 'Print Or View Delivery Note Button' points to a printer icon, 'Resend ASN Button' points to a bidirectional arrow icon, 'Print Labels' points to a label printer icon, 'Reactivate ASN' points to a lightning bolt icon, and 'Sent Folder' points to the 'sent' folder in the sidebar. The table has columns for 'options', 'trading partner', 'date sent', 'reference #', 'invoice #', and 'status'. The 'trading partner' column lists 'Linamar' and 'LINAMAR Location A'. The 'date sent' column shows dates like '9/24/10 4:35 PM' and '9/22/10 9:07 PM'. The 'reference #' column shows values like 57, 50, 38, 41, 34, and 29.

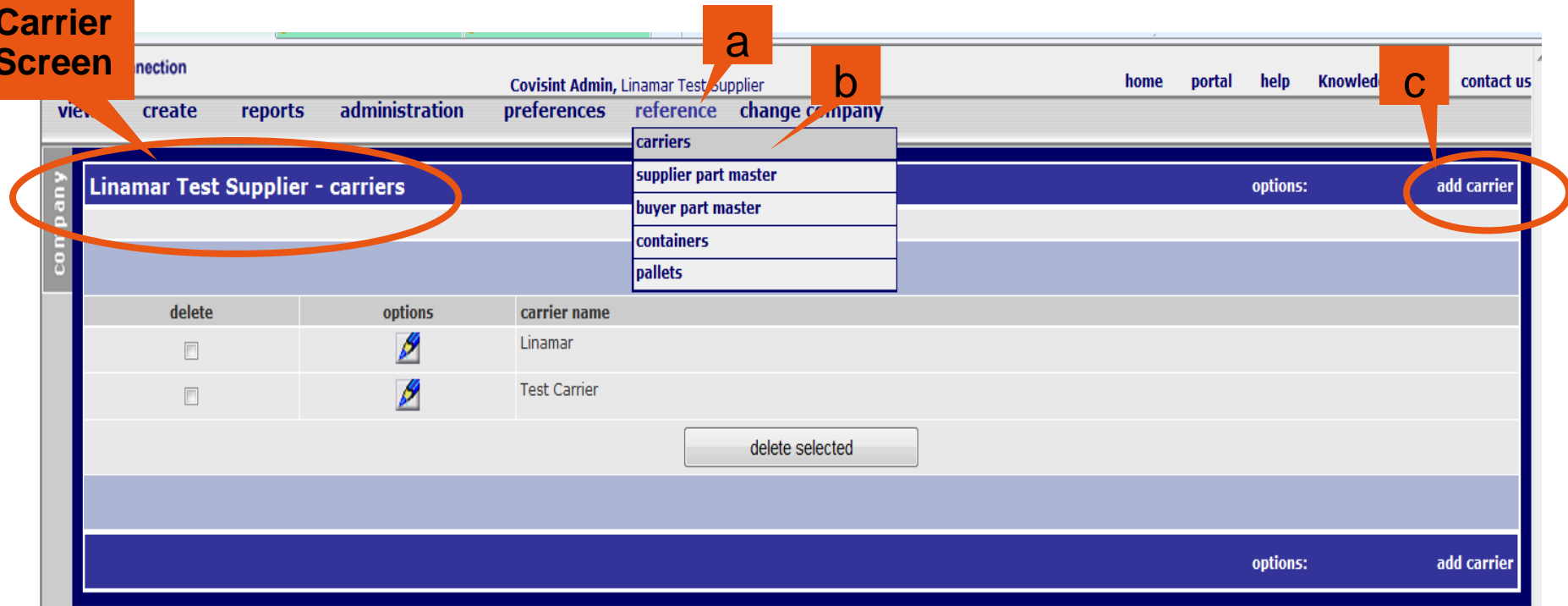
options	trading partner	date sent	reference #	invoice #	status
[Printer]	Linamar		57		
[Printer]	Linamar		50		
[Printer]	Linamar	9/24/10 4:35 PM	38		
[Printer]	Linamar	9/24/10 4:54 PM	41		
[Printer]	Linamar	9/22/10 9:07 PM	34		
[Printer]	Linamar	9/22/10 7:31 PM	29		

## Additional action buttons with in the Sent Folder

- ☐ **Print or View the Delivery Note** – From the Sent folder you can view the delivery note by clicking on the printer icon next to the ASN.
- ☐ **Resend the ASN** – Click on the bidirectional arrow icon next to the ASN you wish to resend.
-  Before resending the ASN verify that the buyer has not received your ASN. Sending a duplicate ASN may reject in the buying organization's application.
- ☐ **Print Labels** – You can click on the Label Printer icon to print labels. NOTE: Feature not yet active for Linamar at this time. All suppliers will be notified when this feature is available.
- ☐ **Reactivating the ASN** - Allows the user to create a new draft ASN with information pulled from the originally sent ASN. See more information in Supplier's User Guide on usage.

# ASN Processing – Create a Carrier Profile

## Carrier Screen



- 1) Create a Carrier profile in the carrier table
  - a) Click on Reference from the menu bar.
  - b) Click on carriers menu item. The Carrier screen will appear.
  - c) Click on Add Carrier.



# ASN Processing – Create a Carrier Profile

supplier connection  
Covisint Admin, Linamar Test Supplier  
home portal help Knowledge Base contact us

view create reports administration preferences reference change company

edit carrier information

\*required fields

general information:

SCAC code\*: UKWN ?

carrier name\*: Any Carrier

conveyance code: A (Air)

freight terms:

excess transportation number:

excess transportation responsibility:

equipment description code: TR (Trailer)

equipment initial:

equipment number:

pool point flag: ☐ yes ☒ no

pool point code:

- 1) Create a Carrier profile in the carrier table continued
  - d) Enter the carrier's SCAC code.  
**Note:** Click on the question mark icon for code help.
  - e) Enter the carrier's name.
  - f) Select a conveyance code from the drop down list.
  - g) Select equipment description code from the drop down list.

Repeat the steps to create a carrier profile for each carrier.



# Contact the Support Desk

For any questions, you can find contact information available in the **Contact Us** section of <https://portal.covisint.com/web/supportmessaging/home>

The screenshot shows the Covisint Support Desk website in a Windows Internet Explorer browser. The address bar displays <https://portal.covisint.com/web/supportmessaging/contactus>. The page features the Covisint logo and tagline "Enabling information ecosystems." at the top. A navigation menu includes links for Home, Manuals, Videos, Knowledge Base, and Contact Us. The main content area is divided into three columns: "Find Answers..." with a link to the Knowledge Base, "Submit Help Desk Request" with a link to "Open a Support Request Ticket" and a description of the ticketing process, and "Support Services" with links to "Submit a Support Ticket", "System Requirements", and "Maintenance Schedule". Below these, a "What Happens Next?" section lists three steps: ticket assignment, email notifications, and user login. The "Contact Us" section provides phone numbers and regional information for AP and NA regions.

**Find Answers...**  
Before submitting a request for help, find the answer to your question using our FAQs, user guides, videos, and more in the [Knowledge Base >>>](#)

**Submit Help Desk Request**  
[Open a Support Request Ticket](#)  
Use this form to open a web-based support request ticket at [crt.covisint.com](http://crt.covisint.com). Here you are able to log in and track the progress of your ticket from creation through resolution.

**What Happens Next?**

- ▶ After submitting your help request, your ticket will be addressed within one hour, during our normal business hours.<sup>1</sup>
- ▶ The person that created the ticket will receive email notification each time an action is taken on this support request ticket.<sup>2</sup>
- ▶ The person that created the ticket may log in to this ticket system (CRT) at any time to view details and updates regarding your request for help.<sup>2</sup>

**Contact Us**

**AP REGION +82-(21)-6171-3290**  
AP Region includes:

- ▶ China
- ▶ Holden (Local 1-800-30-1019)
- ▶ Korea

**NA REGION 877-884-5775**  
NA Region includes:

- ▶ Canada
- ▶ LAAM - Brazil & South America
- ▶ Mexico
- ▶ North America

**Support Services**

- ▶ [Submit a Support Ticket](#)
- ▶ [System Requirements](#)
- ▶ [Maintenance Schedule](#)

The image features a dark blue background with a black horizontal bar at the top. The word "covisint" is written in a bold, white, lowercase sans-serif font, with a registered trademark symbol (®) to its upper right. Below the name, the text "a subsidiary of Compuware Corporation" is written in a smaller, white, lowercase sans-serif font. The bottom half of the image is decorated with several thin, white, curved lines that sweep across the frame from left to right.

# covisint®

a subsidiary of Compuware Corporation