



Supplier Connection (WebEDI) Start-up Manual

GM MGO Business Units

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1. General System and Access Requirements

1.1. 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: **Any modern day Web capable device supporting at least 1024x768 resolution**
 - Browser: **Microsoft Internet Explorer IE 9 and above**

1. General System and Access Requirements

1.2. Logging into Covisint

The image shows a two-step process for logging into the Covisint system. The first step shows the main website with the 'Login' link highlighted. The second step shows the login form with fields for User ID, Password, and a Login button, each with a corresponding callout.

Step 1: Main Website

- 1. Click on Automotive Login

Step 2: Login Form

- 2. Enter your Covisint User ID
- 3. Enter your Password
- 4. Click the Login button

Additional text on the login form includes: "Registered users may use the form to login. If you are not already a member with a User ID and Password, you may **register with Covisint**." and "Clicking Login indicates acceptance of **Terms of Use** and **Privacy Policy**".

1. General System and Access Requirements

1.3.Viewing Support and Training Material (1/3)

Click on
Support for EDI Messaging

OR <https://portal.covisint.com/web/supportmessaging/suppconn>

The screenshot shows the Covisint portal homepage. The top navigation bar includes links for Home, Directed Communications, Industry News, and Automotive Portals. A yellow callout box with the text 'Click on Support for EDI Messaging' points to the 'Support for EDI Messaging' link in the main navigation menu. The main content area features a large banner for 'Announcing the all new Cov' with buttons for 'Open Ticket' and 'Chat'. Below the banner is a 'Watch our Video' section and a 'Get Started Today!' button. The left sidebar contains 'My Favorites' and 'Covisint Applications' with a list of various web reports and dashboards. The right sidebar shows a user profile for 'Welcome Jerry Justman!' and a list of support categories including 'Support', 'Language', 'Sign Out', and 'Toggle Edit Controls'. The bottom section includes a 'Directed Communication' table with columns for Status, Subject, From, and Publish Date, and a 'Glossary of Terms' section.

My Favorites

» Edit my favorites...

Covisint Applications

- CATS
- Chrysler Web Reports
- Covisint Connect
- Covisint Internal Reports
- Covisint Logistics (Invitation Only)
- Covisint Web Reports
- Daimler Web Reports
- Delphi Web Reports
- Ford Web Reports
- Functional Acknowledgement Dashboard
- Jaguar Land Rover Web Reports
- JCI Web Reports
- Lear Web Reports
- MMC Web Reports
- Nexteer Automotive Web Reports
- Order to Cash Dashboard
- Supplier Connection
- Supplier Connection (PSA)
- Visteon Web Reports

Administration

- Administration Tools
- Change Password
- Edit My Profile

Announcing the all new Cov

Open Ticket

Chat

Support for EDI Messaging

- Messaging User Guide Library
- Messaging Video Library
- Messaging Knowledge Base
- Submit a Help Request Ticket

Watch our Video

Get Started Today!

Directed Communication

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

Status	Subject	From	Publish Date
No bulletins available			

[View All Bulletins](#)

Glossary

Glossary of Terms

Having trouble remembering the difference between asynchronous and bi-synchronous? Our glossary of terms can help. Select a letter below to begin:

Selected one: All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1.3.Viewing Support and Training Material (2/3)

The screenshot shows the Covisint Messaging Support portal. At the top, the Covisint logo is on the left, and a user greeting 'Welcome Jerry Justman!' is on the right. Below the logo is a navigation bar with links: Home, Manuals, Videos, Knowledge Base, and Contact Us. The main content area is divided into three columns: Messaging Services, EDI Messaging, and Support Services. The Messaging Services column has a list of links, including 'Supplier Connection'. A yellow callout box labeled '1. Clicking on Supplier Connection' points to this link. The EDI Messaging column has a 'Manuals' link. A yellow callout box labeled '2. Expands the Manuals topic and takes you here' points to this link. The Support Services column has links for 'Submit a Support Ticket' and 'System Requirements'. A third yellow callout box labeled '3. Click here' points to the 'Supplier Connection PSA' link in the Messaging Services column. The 'Manuals' section is expanded, showing links for 'For Buyers' (User Guide, Help Topics), 'For Suppliers' (User Guide, Help Topics, Buyer-Company Specifications), and 'For Suppliers - View Buyer Company Specifications For >>>' (listing various companies like Amtex, Faurecia North America, etc.).

covisint Welcome Jerry Justman! Search...

Home Manuals Videos Knowledge Base Contact Us

Messaging Services

- ▶ Administration / CCA
- ▶ CATS
- ▶ Connect Messaging
 - ▶ FADashboard
 - ▶ GM Suppliers Only
 - ▶ Order to Cash Dashboard
 - ▶ Connect Connectivity
- ▶ GM EDI Certification
 - ▶ MGO
 - ▶ CCA (SPO)
 - ▶ FZE
 - ▶ Indirect (Non-Production)
- ▶ Logistics
- ▶ Supplier Connection
- ▶ Supplier Connection PSA
- ▶ Wizard - Connect Enablement

EDI Messaging

Welcome to the Messaging Support portal. Here you will find help for all messaging products, including Connect Messaging, Supplier Connection, and more...

Support Services

- ▶ Submit a Support Ticket
- ▶ System Requirements

Manuals

1. Clicking on Supplier Connection

2. Expands the Manuals topic and takes you here

Manuals

For Buyers

- ▶ User Guide
- ▶ Help Topics

For Suppliers

- ▶ User Guide
- ▶ Help Topics
- ▶ Buyer-Company Specifications

For Suppliers - View Buyer Company Specifications For >>>

- ▶ Amtex
- ▶ Faurecia North America
- ▶ GM Baltimore
- ▶ GM MGO and GM Korea
- ▶ GM SPO
- ▶ Lear IAC Specifications
- ▶ Linamar
- ▶ Metaldyne
- ▶ Mitsubishi

Videos

View all available videos for all messaging products.

Knowledge Base

Visit the Knowledge Base to view answers to common known problems, and more, such as:

- ▶ How do I check status of my ASN?
- ▶ What are the steps to Certification?
- ▶ Why did my transaction fail?

3. Click here

1.3.Viewing Support and Training Material (3/3)

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

- Inbox Management Features (Guides section)
- General User: Supplier
(Quick Reference Guides by User Roles section)
- Introduction and System Navigation (Recorded WebEx Lessons section)
- Establishing User Preferences and eMail Notification Lists (Recorded WebEx Lessons section)
- Inbox Management Features (Recorded WebEx Lessons section)
- Shipping Process
- Reference File Maintenance

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

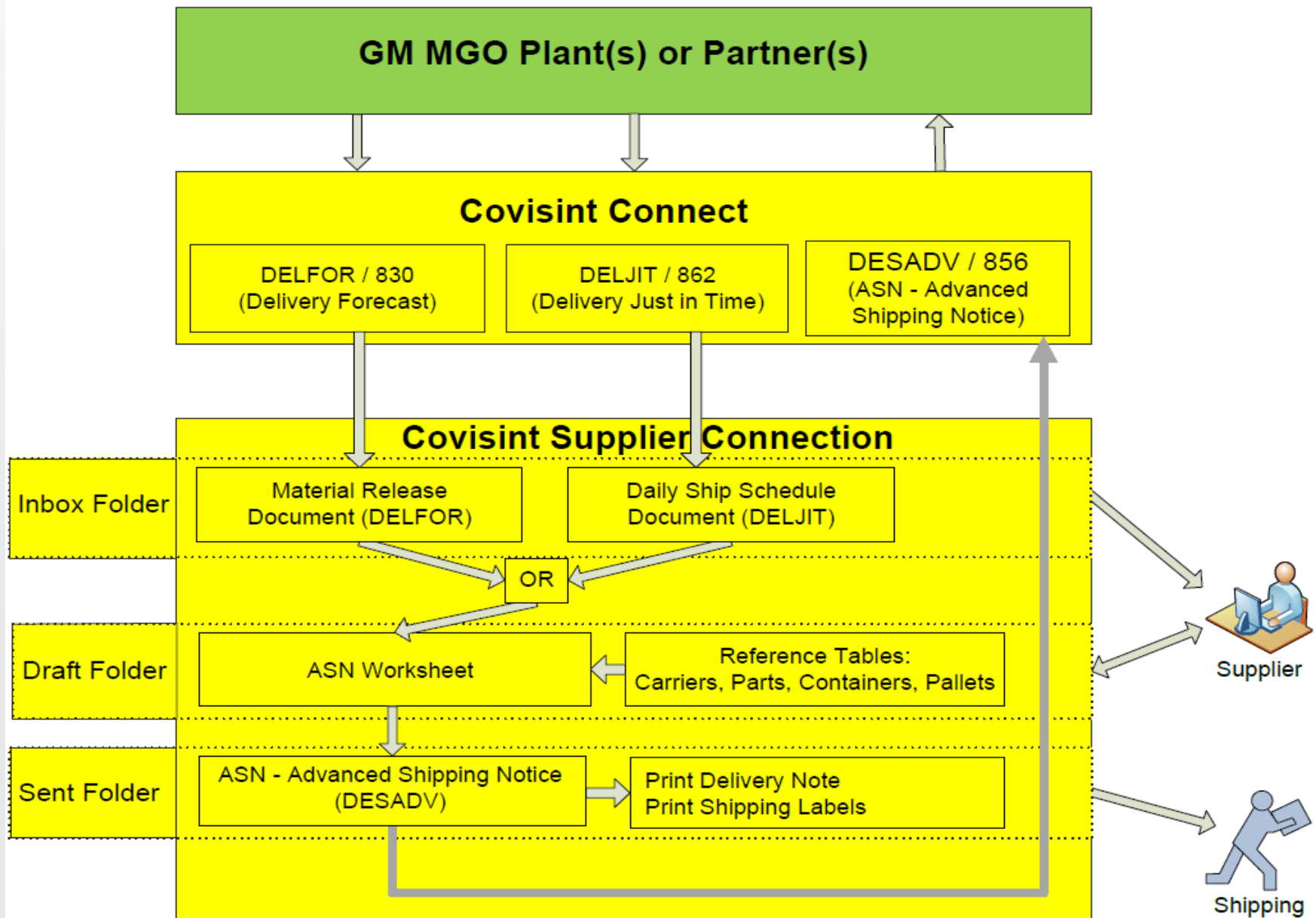
1.4. EDI Supplier Connection Document Flow Overview (1/3)

- Supplier Connection is a web based application allowing GM and their business units the ability to send planning requirements and detailed shipping requests to suppliers not having their own systems capable of receiving these documents and responding with delivery information about parts being shipped.
- The interface between different organizations often exchange documents using two popular EDI (Electronic Data Interchange) formats, EDIFACT and X12.
- This EDI information from GM and their business units pass thru Covisint Connect in order to be routed to the correct supplier.
- There are two types of documents from GM thru Covisint Connect to suppliers.
- One is a planning document often referred to as an EDIFACT DELFOR(Delivery Forecast) or an X12 830 used by the supplier to plan for short or long term part forecasting to insure parts are ready when needed.
- The other is a shipping document often referred to as an EDIFACT DELJIT(Delivery Just In Time) or an X12 862 used by the supplier to actually ship parts on a specified day.
- Refer to slide (3/3) in this section to review the high level diagram as you read the narrative.
- At the highest level the basic process flow is to receive documents and as needed process them to create a part shipment (via air, truck or sea) and an electronic shipping notification.
- This electronic reply back to the proper destination is an ASN (Advanced Ship Notification) often called an EDIFACT DESADV or X12 856.

1.4. EDI Supplier Connection Document Flow Overview (2/3)

- These documents are delivered into Supplier Connection at the first level shown called the inbox folder. Here the user decides which activity to process, usually the planning document to make sure parts planned for the future will be available followed sometime later by a corresponding shipping document.
- When the proper shipping document arrives for this day's processing the user moves the document to the middle level (the draft folder) by performing the ASN turnaround function in order to eventually create an ASN to be sent back to the GM Business unit requesting the part(s).
- In the draft folder the supplier uses the ASN worksheet to gather all the needed information such as parts, quantities, packaging details, detail shipping information and prepares shipping labels.
- After verifying the activity the user submits the worksheet to be turned into an ASN that moves into the last level called the sent folder.
- In the sent folder the new ASN document is electronically delivered to Covisint Connect to be passed to the proper GM Business unit. The user can also print the shipping labels and delivery note as needed for the parts being packaged up for delivery.

1.5. EDI Supplier Connection Document Flow Overview (3/3)



1. General System and Access Requirements

1.6. Logging into Supplier Connection

The screenshot shows the Covisint Enterprise Portal interface. The browser address bar displays <https://portal.stg.covisi...>. The page header includes the Covisint logo and a welcome message: "Welcome Jerry Justman!". The navigation bar contains links for Home, Directed Communications, Industry News, and Automotive Portals. A search bar is located on the right. The main content area features a large banner for the "Announcing the all new Covisint Support Portal" with buttons for "Open Ticket", "Chat", and "Search". Below the banner is a "Watch our Video" section and a "Get Started Today!" button. The left sidebar contains a "Search" section with radio buttons for search criteria and a "My Favorites" section. The "Covisint Applications" section lists "Covisint Connect", "Supplier Connection", and "Supplier Connection (PSA)". The "Administration" section lists "Administration Tools", "Change Password", "Edit My Profile", and "My Administrators". The bottom right section shows a "Directed Communications: Quick List" table with columns for Status, Subject, From, and Publish Date, and a "View All Bulletins" button.

1
Verify you have the link to Supplier Connection under 'Covisint Applications'

2
Select Supplier Connection

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

2.1. Main Menu Overview

After logging in this picture below should be the screen you see:

Details about the Main Menu Bar

- a) **view**: Allows selecting the inbox, draft, sent or history tabs on left
- b) **create**: A legacy feature to create ASNs from planning documents (DELFORs) that will be removed Oct 1.
- c) **reports**: Generates supplier activity and usage reports
- d) **administration**: Used to add new / modify ship from locations
- e) **preferences**: Customize settings such as the display language, timezone, default display and report parameters.
- f) **reference**: Tables describing shipping carriers, parts and packaging types

The screenshot shows the Covisint main menu interface. At the top, there is a navigation bar with links: [supplier connection](#), [home](#), [portal](#), [help](#), [Knowledge Base](#), and [contact us](#). Below this is a user profile section for Jerry Justman, Covisint. The main menu bar contains the following items: [view](#) (labeled 'a'), [create](#) (labeled 'b'), [reports](#) (labeled 'c'), [administration](#) (labeled 'd'), [preferences](#) (labeled 'e'), [reference](#) (labeled 'f'), and [change company](#). Below the main menu bar is a sidebar with tabs: [inbox](#), [draft](#), [sent](#), and [history](#). The 'inbox' tab is selected, showing a table of documents. The table has columns: [alert](#), [options](#), [trading partner](#), [document type](#), [date received](#), [release date](#), [horizon dates](#), and [reference #](#). The table is currently empty. Above the table, there are filters: 'filter data by: document type (all)...', 'trading partner (all)...', and a 'Reference Number:' field with a 'go' button. The 'view by:' dropdown is set to 'doc'.

2.2. Meeting Customers' Expectations

- In order to use Supplier Connection properly and meet your customer's expectations your user preference table and certain reference tables need to be configured.

- From the Main Menu Bar click on preferences
- Click on edit preferences



Connect. Engage. Collaborate.

2.2. Setup User Preference Information (2/3)

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

- 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.

supplier connection Jerry Justman, GM Global Test Supplier home portal help Knowledge Base contact us

view create reports administration preferences reference change company

edit user preferences

user information:

user id:	Supplier	
first name:	TestOne	
last name:	Noble	
job title:		
company name:	GM Global Test Supplier	
preferred language*:	English (US) ▼	a
time zone*:	(EST) Eastern Standard Time ▼	b
email address:	a.user@a.com, b.user@xx.com email address to receive inbound documents	

Default view Information:

inbox view*:	Document ▼	c
draft view	ASN ▼	
sent view	ASN ▼	

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.

2.2. Setup User Preference Information (3/3)

Setup optional fields – Step 3.

- a) GM requires a primary and secondary user's e-mail address be in the e-mail address field. This eliminates the need to constantly check for new documents. Adding an email address (or more separated by a ',') will generate a notification as each new document is received in the inbox.
- b) Accept the default of "ASN" for both the Draft and Sent View fields.
- c) Enter a value between **0-999** that best fits your needs to show documents from the past and future number of days.
- d) Accept the default of "document type (all)" for the History search field.
- e) Accept the default of "trading partner (all)" for the History search field.

The screenshot shows a web form for setting user preferences. It includes fields for email address, default view information (inbox, draft, sent), date ranges for requirements, and history default search criteria. Callouts a through e point to specific fields as described in the list above.

email address:	a.user@a.com, b.user@xx.com		email address to receive inbound documents
Default view Information:			
inbox view*:	Document ▼		
draft view	ASN ▼	}	b
sent view	ASN ▼		
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.			
show requirements from past (# days)	999	}	c
show requirements into future (# days)	999		
History default search criteria			
	<input checked="" type="checkbox"/> Use History defaults		
Document type:	document type (all)... ▼		
Trading partner:	trading partner (all)... ▼		

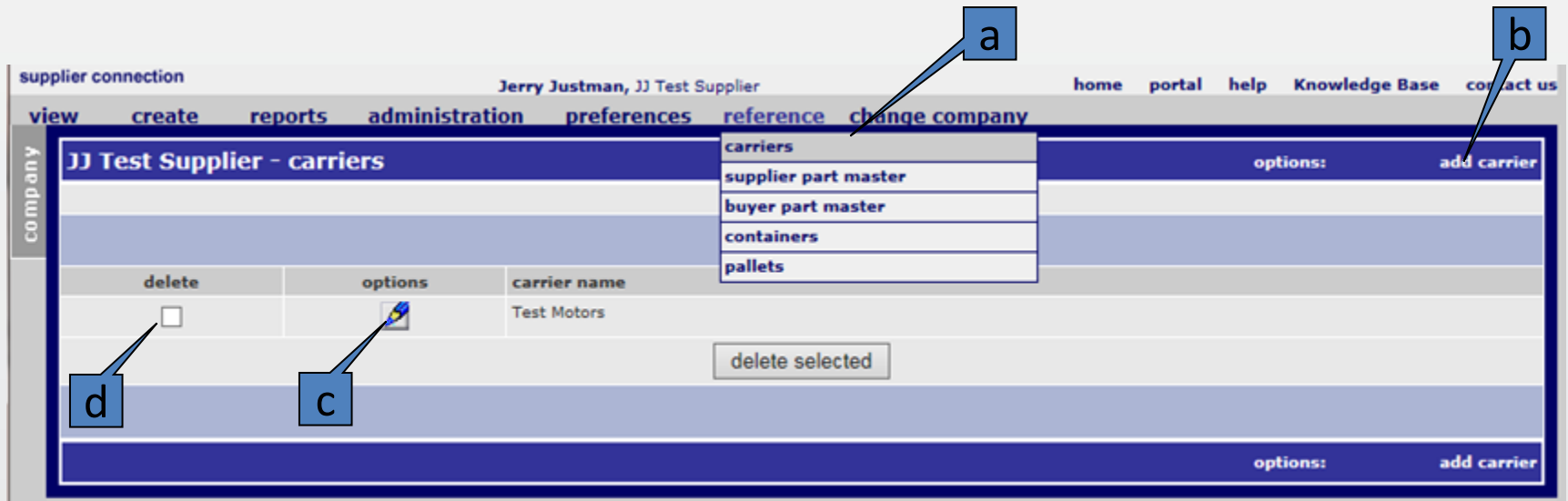
2.3. Setting Up Reference Tables - Introduction

- In order to use Supplier Connection properly certain reference tables need to be configured.
- This allows for each Ship To destination to function more efficiently as they may have requested certain container types, number of containers per pallet and drop off location information such as which receiving dock for certain parts to being delivered.
- It also allows for automatic customer (buyer) part number to supplier partnumber conversion making the part identification processing easier.
- Reference tables also assist in selecting the proper shipping carrier to deliver the requested parts by motor, air or sea and identifying additional shipping information.

2.3.1 Setting Up Carriers (1/2)

Adding or Editing a Carrier - Step 1

a) From the menu bar hover on reference and select carriers



b) If adding a new shipping carrier, click on add carrier.

c) If editing an existing carrier, click on pencil icon.

d) If deleting an existing carrier, click on the delete box and click the delete selected button.

2.3.1 Setting Up Carriers (2/2)

The screenshot shows a web form titled "edit carrier information...:". In the top right corner, there is a red asterisk followed by the text "*required fields". The form is divided into a section labeled "general information:". Below this section, there are several input fields. Callout 'a' points to the "SCAC code*" field, which has a small question mark icon to its right. Callout 'b' points to the "carrier name*" field. Callout 'c' points to the "conveyance code:" field, which is a dropdown menu currently showing "select...". Below these are fields for "freight terms:", "excess transportation number:", "excess transportation responsibility:", and "equipment description code:", each with its own input box.

edit carrier information...:	
*required fields	
general information:	
SCAC code*:	<input type="text"/> ?
carrier name*:	<input type="text"/>
conveyance code:	<input type="text" value="select..."/>
freight terms:	<input type="text"/>
excess transportation number:	<input type="text"/>
excess transportation responsibility:	<input type="text"/>
equipment description code:	<input type="text"/>

Adding or Editing a Carrier – Step 2

- a) Enter the carrier's SCAC code (Standard Carrier Alpha Code). If you do not know it and it is not available when you click on the '?' next to it, refer to the GM Supply Power Portal in the Supply Chain Contact section for assistance.
- b) Enter the carrier's name.
- c) Select the default conveyance code from the drop down list
- d) Click on the save button at the bottom of the page.

2.3.2 Setting Up Supplier Part Master (1/2)

Supplier Part Master – Step 1

You would use the Supplier Part Master table if you needed to crossreference GM part numbers to Supplier (vendor) part numbers. It also allows you more accurately calculate the weights of containers.

From the menu bar hover on reference and select supplier part master

The screenshot shows a web application interface titled "JJ Test Supplier - Part List". At the top right, there is a header bar with "options:" and an "add part" button (callout c). Below the header, there is a dropdown menu labeled "select ship from-ship to-dock:" with "All Locations" selected (callout a). Below this, it says "showing 1 thru 2 of 2 part master" and "page: 1". The main table has three columns: "delete", "options", and "part number". The "delete" column has checkboxes (callout d). The "options" column has edit icons (callout b). The "part number" column lists "15-05490-6 | C" and "18G6508000". At the bottom of the table, there is a button labeled "delete selected parts". The footer of the table area says "showing 1 thru 2 of 2 part master" and "page: 1".

delete	options	part number
<input type="checkbox"/>		15-05490-6 C
<input type="checkbox"/>		18G6508000

a) If you are configuring a supplier part for only a particular ship from location then select it from the drop down list otherwise the default is All Locations.

b) To edit an existing part click on the options edit icon.

c) To add a new supplier part master record click add part.

d) To delete a supplier part master record check the delete box and click on the delete selected parts button.

2.3.2 Setting Up Supplier Part Master (2/2)

Optional Supplier Part Master – Step 2

The screenshot shows a web form titled "edit part info: 15-05490-6 | C". A red asterisk and the text "*required fields" are in the top right corner. The form is divided into a "general information:" section. The fields and their values are: "vendor part no*" (15-05490-6 | C), "select location*" (All Locations with a dropdown arrow), "part description:" (HEGO), "net weight:" (0.1), "net weight uom:" (KG), "country of origin:" (US), and "commodity:" (empty). At the bottom, there are buttons for "save", "changes", "OR", "cancel", and the text "and return to previous page". Callouts a through g point to the following fields: a) vendor part no*, b) select location*, c) part description, d) net weight, e) net weight uom, f) country of origin, and g) commodity.

edit part info: 15-05490-6 C	
*required fields	
general information:	
vendor part no*:	15-05490-6 C
select location*:	All Locations ▼
part description:	HEGO
net weight:	0.1
net weight uom:	KG
country of origin:	US
commodity:	
[save] changes OR [cancel] and return to previous page	

- a) Enter required vendor part no.
- b) Enter required select location, default is All Locations.
- c) Enter GM required part description.
- d) Enter GM required net weight (per piece) to more accurately calculate the total weight of the container in future steps.
- e) Always enter KG for net weight uom (Unit of Measure).
- f) Enter GM required country of origin.
- g) Enter optional Commodity.
- h) Click save or cancel button to continue.

2.3.3 Setting Up Buyer Part Master (1/3)

Buyer Part Master – Step 1

From the menu bar hover on reference and select buyer part master

The screenshot shows a web application interface for managing buyer articles. At the top, there's a header bar with the title 'JJ Test Supplier - List Buyer Articles' and an 'options: add buyer article' link. Below the header, there's a search section with a 'search for:' field, a 'select buyer:' dropdown menu (currently showing 'General Motors - Global'), and a 'select ship from-ship to-dock:' dropdown menu (currently showing 'INTERNATIONAL STEEL GROUP INC-MFD LORDSTOWN PLANT-STEEL'). A 'search' button is also present. The main content area displays a table of buyer articles. The table has columns for 'delete', 'options', and 'buyer part no'. There are two rows of data: one for 'UF68143723AB-B' and another for 'UF68143723AB-C'. Each row has a checkbox in the 'delete' column and an 'options' icon in the 'options' column. Below the table, there's a 'delete selected' button and a 'buyer articles' label. The interface also shows 'showing 1 thru 2 of 2 buyer articles' and 'page: 1'. Callouts a-e point to specific elements: 'a' points to the 'select buyer:' dropdown, 'b' points to the 'select ship from-ship to-dock:' dropdown, 'c' points to the 'options' icon in the first row, 'd' points to the 'add buyer article' link, and 'e' points to the 'delete' checkbox in the first row.

delete	options	buyer part no	delete	options	buyer part no
<input type="checkbox"/>		UF68143723AB-B			
<input type="checkbox"/>		UF68143723AB-C			

- Select the desired buyer as you may belong to multiple buyers.
- Select the particular ship from / ship to / dock location from the drop down list.
- To edit an existing buyer part click on the options edit icon.
- To add a new buyer part record click add buyer article.
- To delete a buyer part master record check the delete box and click on the delete selected button.

2.3.3 Setting Up Buyer Part Master (2/3)

Buyer Part Master – Step 2

add part			
general information:			*required fields
a	buyer part no:*	<input type="text"/>	
b	location:	<div>ship from</div> JJ Ship From 1	<div>ship to</div> Faurecia Interiors - Northwood
		<div>dock</div> W/H3	
c	part description:	<input type="text"/>	
	supplier part master:	select... ▼	edit supplier part master add supplier part master
	security article:	<input type="checkbox"/>	
d	quality article:	<input type="checkbox"/>	
container information:			
e	container no./package code	select... ▼	edit container add container
f	parts per container	<input type="text" value="0"/>	
	part uom	select... ▼	
pallet information:			
g	pallet type	select... ▼	edit pallet add pallet
h	containers per pallet	<input type="text" value="0"/>	

- Insert the buyer part number from the planning or shipping document.
- Insert the part description.
- If a supplier (vendor) part number exists in the Supplier Part Master select it.
- GM is now requiring the supplier to select the proper container no./package code. If it is not known, go to the inbox and find the latest planning document (DELFOR) for this part / ship to location / dock code and input that.
- Enter the requested number of parts per container.
- Select the part uom (Unit of Measure).
- A pallet type must be selected in order to make the Shipping Label weight display the KG uom correctly.**
- Enter the requested number of containers per pallet.

2.3.3 Setting Up Buyer Part Master (3/3)

Buyer Part Master – Step 3

The screenshot shows the 'Buyer Part Master – Step 3' form. It is divided into two main sections: 'default information' and 'price information'.

default information:

- part bar code:** A text input field.
- single cont label template:** A dropdown menu with 'GM1724V2' selected. Callout 'a' points to this field.
- model year:** A text input field.
- engineer revision:** A text input field. Callout 'b' points to this field.
- line feed reserve:** A text input field.
- line feed:** A text input field.
- drawing:** A text input field.
- Part Attribute:** A text input field. Callout 'c' points to this field.
- Kanban Number:** A text input field.

price information:

Callout 'd' points to the 'purchase order' radio button. Callout 'e' points to the 'default' radio button.

default	delete	purchase order	item price	unit price basis	unit price basis uom	invoice uom	price description	target currency	tax
<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	0.0	select... ▼	select... ▼	<input type="text"/>	select... ▼

- Select the proper Shipping Label template, either GM1724V2 for standard US letter size, GMEGTLSTDV2 for normal size A5 paper or GMEGTLKLTV2 for a small label on A5 paper.
- If requested, input the model year, engineer revision and line feed reserve.
- If requested, input the drawing, Part Attribute and Kanban Number.
- Set to the purchase order to the value in the Planning or Shipping document
- If instructed, set the default radio button so if there is not a purchase order in the input document being processed these values will be used.
- Click on save or cancel at the bottom of the page to continue.

2.3.4 Setting Up Containers (1/2)

Adding or Editing a container – Step 1

From the menu bar hover on reference and select containers

JJ Test Supplier - containers			
select buyer: General Motors - Global		options: add containers	
search for:		search	
delete	options	supplier container part number	package code
<input type="checkbox"/>		1CBX0086	JJCNT201
<input type="checkbox"/>		BOX2	BOX2
<input type="checkbox"/>		CNT123	CNT123
<input type="checkbox"/>		CNT302	CNT302

- a) If adding a new container, click on add carrier.
- b) If editing an existing container, click on the pencil icon.
- c) If deleting an existing container, click on the delete box and click the delete selected button.

2.3.4 Setting Up Containers (2/2)

Adding or Editing a container – Step 2

The screenshot shows a web form titled "edit container information: 4C3" with a red asterisk indicating required fields. The form is divided into a "general information:" section. Callouts point to specific fields: 'a' points to the "package code*" field (value: 4C3); 'b' points to the "supplier container part no*" field (value: 000004C3); 'c' points to the "returnable flag:" field (radio buttons for "yes" and "no", with "no" selected); 'd' points to a group of fields including "container description:" (value: Cardboard Box), "container length:" (72.0), "container width:" (36.0), "container height:" (36.0), "container size uom:" (CM), "tare weight:" (1.000), and "tare weight uom:" (KG); 'e' points to the "tare weight uom:" field.

edit container information: 4C3	
*required fields	
general information:	
buyer name:	General Motors - Global
package code*:	4C3
supplier container part no*:	000004C3
customer container part no:	000004C3
returnable flag:	<input type="radio"/> yes <input checked="" type="radio"/> no
container description:	Cardboard Box
container length:	72.0
container width:	36.0
container height:	36.0
container size uom:	CM
tare weight:	1.000
tare weight uom:	KG
<input type="button" value="save"/> <input type="button" value="cancel"/> and return to previous page	

- a) Enter the required package code. The field can hold 30 characters but only displays a limited amount. The actual full length of the field is displayed in the Delivery Note and the shipping label.
- b) Set the supplier container part no to the value called packaging type in the planning or shipping document.
- c) Set the returnable flag depending on whether the supplier wants the container to be returned or not.
- d) Optionally set the container length, width, height, size uom and tare weight.
- e) **Set the tare weight uom to KG so the Shipping Labels print correctly.**

2.3.5 Setting Up Pallets

Adding or Editing a Pallet

The screenshot shows a web form titled "edit pallet info: PALLET". The form has a header bar with the title and a red asterisk indicating required fields. Below the header is a section titled "general information:". The form contains several input fields: "pallet type:" with a dropdown menu showing "PALLET" and a help icon; "pallet number:*" with a text input field containing "PALLET"; "pallet description:" with a text input field; "pallet weight:" with a text input field containing "10.000"; "pallet weight uom:" with a dropdown menu showing "KG"; "pallet width:" with a text input field containing "0.000"; "pallet height:" with a text input field containing "0.000"; "pallet length:" with a text input field containing "0.000"; and "pallet size uom:" with a text input field. At the bottom of the form are two buttons: "save" and "cancel", with the text "changes OR and return to previous page" between them. Callouts are present: 'a' points to the "pallet type:" dropdown; 'b' points to the "pallet number:*" text field; 'c' is a bracket pointing to the "pallet width:", "pallet height:", and "pallet length:" text fields; 'd' points to the "pallet weight uom:" dropdown; and 'e' points to the "save" button.

edit pallet info: PALLET	
*required fields	
general information:	
pallet type:	PALLET ?
pallet number:*	PALLET
pallet description:	
pallet weight:	10.000
pallet weight uom:	KG
pallet width:	0.000
pallet height:	0.000
pallet length:	0.000
pallet size uom:	
save changes OR cancel and return to previous page	

- a) Enter the pallet type you were instructed to use. The field can hold 30 characters but only displays on this screen a limited amount.
- b) Enter the pallet number you were instructed to use.
- c) Set the optional container length, width, height, size uom, tare weight.
- d) **Set the tare weight uom to KG so the Shipping Labels print correctly**
- e) Click on save or cancel to continue.

3.1 Inbox Overview (1/3)

The screenshot shows the Covisint inbox interface. At the top, there are navigation tabs: view, create, reports, administration, preferences, reference, and change company. Below these, the page title is 'inbox :: viewing 1 - 15 of 35 documents'. On the right, there's a 'view by:' dropdown set to 'doc' (with 'part' as an alternative) and a 'page:' navigation showing '1 2 3'. A search bar for 'Reference Number:' is present with a 'go' button. Below the search bar, a bulletin message states: 'BULLETIN: A message dated 6/1/15 was i by General Motors - Global . Please open immediately'. The main table lists documents with columns: alert, options, trading partner, document type, date received, release date, horizon dates, and reference #. Callouts are as follows: 'a' points to the 'filter data by:' dropdowns; 'b' points to the 'Reference Number:' field and the 'go' button; 'c' points to the 'doc' and 'part' tabs; 'd' points to the 'move selected to history' button; and 'e' points to the 'move selected to history' button.

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			General Motors - Global	Shipping Document	6/19/15 10:56 AM	3/6/14	--	0184799865
<input type="checkbox"/>			General Motors - Global	Shipping Document	5/1/15 2:52 PM	4/29/15	--	0184989028
<input type="checkbox"/>			General Motors - Global	Shipping Document	4/30/15 1:51 PM	3/6/14	--	CNT-TEST01
<input type="checkbox"/>			General Motors - Global	Shipping Document	4/21/15 11:29 AM	3/6/14	--	01840000010
<input type="checkbox"/>			General Motors - Global	Shipping Document	4/21/15 10:33 AM	3/6/14	--	0184000009

move selected to history

- The filter data by feature allows to select whether you want to see only planning, shipping or both. Some suppliers have multiple trading partners (or Buyers) so you can select the documents you want to have displayed.
- The Reference Number field and the go button next to it allows you to search for a particular document more quickly.
- The doc (document) tab is what is displayed currently and for most users the recommended default. The part tab will be discussed later.
- The save to history folder icon allows you to select old or already processed documents to be moved to the history folder.
- Clicking this moves the selected documents to the history folder.












3.1 Inbox Overview (2/3)

view create reports administration preferences reference change company

inbox :: viewing 1 - 15 of 35 documents page: << 1 2 3 >> view by: doc part

filter data by: document type (all)... trading partner (all)... Reference Number: go

BULLETIN: A message dated 6/1/15 was issued by General Motors - Global . Please open immediately


	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>		  	General Motors - Global	Shipping Document	6/19/15 10:56 AM	3/6/14	--	0184799865
<input type="checkbox"/>		  	General Motors - Global	Shipping Document	5/1/15 2:52 PM	4/29/15	--	0184989028
<input type="checkbox"/>		  	General Motors - Global	Shipping Document	4/30/15 1:51 PM	3/6/14	--	CNT-TEST01

- f) The alert icon warns you there is something wrong with that inbox document. It is usually a ship to / ship from / shipping dock error. A typical error is shown below.
- g) Once the error has been corrected, for example after adding the proper item the user can click on the reprocess link to resubmit the document again without having to contact the customer or buyer to resend it.

Alert

trading partner: General Motors - Global
reference #: 0184799865
document generation date: 6/19/15 10:56 AM

Ship from 00050327, ship to 0941B36879666 and dock id 1138-R322 combination does not exist.

 [reprocess](#) [close window](#)

3.1 Inbox Overview (3/3)

view create reports administration preferences reference change company

inbox :: viewing 1 - 15 of 35 documents page: << 1 2 3 >> view by: doc part

filter data by: document type (all)... trading partner (all)... Reference Number: go

BULLETIN: A message dated 6/1/15 was issued by General Motors - Global. Please open immediately

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			General Motors - Global	Shipping Document	6/19/15 10:56 AM	3/6/14	--	0184799865
<input type="checkbox"/>			General Motors - Global	Shipping Document	5/1/15 2:52 PM	4/29/15	--	0184989028
<input type="checkbox"/>			General Motors - Global	Shipping Document	4/30/15 1:51 PM	3/6/14	--	CNT-TEST01

- h) The bold red BULLETIN is a way for the GM customer (buyer) to publish an important announcement or bulletin for the supplier to see.
- i) Clicking the x box next to it deletes the bulletin.
- j) The printer icon allows the user to view, save and or print whatever document row has been clicked. In this case a shipping document.
- k) The download icon allows the user to save a csv copy of the selected document row for further use in other local systems. NOTE: it does not support supplier specific enhancements so it may not be suitable for use.
- l) Hovering over this icon shows the ship to location for the document row selected. It is a quick way to see what ship to(s) are being requested.

3.2 View GM Material Release / DELFOR PDF Document

The Planning (Material Release / DELFOR) and Shipping (Daily Ship Schedule / DELJIT) 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 - General Motors (GM)					Release Number		The Document number within the EDI transaction																																																																																																																					
<table border="1"> <tr> <td>Release Number</td> <td colspan="4">31</td> </tr> <tr> <td>Message Purpose Code</td> <td colspan="4">5 - Replace</td> </tr> <tr> <td>Release Date</td> <td colspan="4">7/26/15</td> </tr> <tr> <td>Horizon Date</td> <td>From:</td> <td>7/26/15</td> <td>To:</td> <td>4/30/16</td> </tr> <tr> <td>Schedule Quantities</td> <td colspan="4">A - Discrete</td> </tr> <tr> <td>Forecast Type</td> <td colspan="4">PS - Planned Shipment Based</td> </tr> </table>					Release Number	31				Message Purpose Code	5 - Replace				Release Date	7/26/15				Horizon Date	From:	7/26/15	To:	4/30/16	Schedule Quantities	A - Discrete				Forecast Type	PS - Planned Shipment Based				<table border="1"> <tr> <th colspan="2">Supplier Default Table - Shipment Data</th> </tr> <tr> <td>Original Carrier SCAC</td> <td>CUOT</td> </tr> <tr> <td>Pool Point Locations</td> <td></td> </tr> <tr> <td>Transportation Method Code</td> <td></td> </tr> <tr> <td>Equipment Description Code</td> <td></td> </tr> <tr> <td>Supplier Code(for labels)</td> <td></td> </tr> </table>			Supplier Default Table - Shipment Data		Original Carrier SCAC	CUOT	Pool Point Locations		Transportation Method Code		Equipment Description Code		Supplier Code(for labels)																																																																												
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3.3 View GM MGO Global Shipper (Daily Ship Schedule / DELJIT) PDF Document

Daily Ship Schedule - General Motors (GM)



Release Number	15177
Message Purpose Code	4 - Change
Release Date	6/26/15
Horizon Date	From: 6/26/15 To: 7/19/15
Schedule Quantities	A - Discrete
Forecast Type	SH - Shipment Based

Supplier Default Table - Shipment Data	
Original Carrier SCAC	CUOT
Pool Point Locations	
Transportation Method Code	
Equipment Description Code	
Supplier Code(for labels)	

Locations		
Type	Code	Address
Ship From	689286011	YOUNG SIN METAL IND CO LTD
Ship To	23773	SAN LUIS POTOSI ASSEMBLY

Part Number	11611808
Part Description	
Purchase Order Number	
Purchase Order Line Number	
Unit of Measurement	EA
Model Year	5
Dock	CMA-E
Line Feed	SE02C
Part Release Status	
Container Part Number	
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	240,000 From: 12/28/14 To: 6/25/15
Cumulative Shipped	240,000 From: 12/28/14 To: 6/25/15
Contact Name (Phone)	STOCKMAN A17MP
Last Shipper Number	

Supplier Default Table - Part Data	
Internal Part Number	
Internal Part Description	
Purchase Order Number	288Z000B
Engineering Change Level	
Unit of Measurement	EA
Dock	CMA-E
Line Feed	SE02C
Supplier Container Part Number	
Container Type	
Parts per Container	0
Master Pack Part Number	
Master Pack Type	
Containers per Master Pack	0

Label Data	
11Z	SE02C
12Z	SL CMA-E
13Z	
14Z	EMPTY: STOCKMAN:
15Z	XXXXXXXXA17MP
16Z	
17Z	BOLT/SCREW

Period Type	From Date/Time	To Date/Time	Forecast Type	Quantity
D - Daily	6/26/15 7:00 AM		1 - Firm	0

Last ASN Transmitted(prior to: 6/26/15 3:16 AM)	
Shipment ID(ASN Number)	Y15062523
Shipment Date	6/25/15 3:00 PM

GM requires the PCI or Label data to be used to enhance the Shipping Labels with additional routing, handling and part information. If it is not available refer to the GM Supply Power Portal in the Supply Chain Contact section for assistance to get it corrected.

3.4 View GM Korea Shipper (Daily Ship Schedule / DELJIT) PDF Document

Daily Ship Schedule - GM Korea



Release Number	1515802
Message Purpose Code	5 - Replace
Release Date	6/7/15
Horizon Date	From: 6/8/15 To: 6/21/15
Schedule Quantities	A - Discrete
Forecast Type	SH - Shipment Based

Locations		
Type	Code	Address
Material Issuer	88141	
Ordered By		No Address Found
Ship From	530286996	HUTCHINSON INDSTRL RUBBER PRODUCTS
Ship To	51807	GM KOREA-BUPYEONG POWER TRAIN

Part Number	52051691
Part Description	
Purchase Order Number	
Purchase Order Line Number	
Unit of Measurement	EA
Engineering Change Level	
Model Year	5
Dock	ICKD
Line Feed	ICKD
Part Release Status	
Container Part Number	
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	12,936 From: 12/28/14 To: 6/7/15
Cumulative Shipped	12,936 From: 12/28/14 To: 5/7/15
Contact Name (Phone)	
Last Shipper Number	

Label Data	
11Z	ICKD
12Z	BT ICKD
13Z	KD
14Z	EMPTY: STOCKMAN:
15Z	ICKD
16Z	
17Z	MOUNT ASM-RR S/

Period Type	Date/Time	Forecast Type	Quantity
D - Daily	6/10/15 8:00 AM	1 - Firm	1,176

Supplier Default Table - Shipment Data	
Original Carrier SCAC	
Pool Point Locations	
Transportation Method Code	
Equipment Description Code	
Supplier Code(for labels)	

Only available for GM Korea and used by the Ship Direct process when both fields are present

Supplier Default Table - Part Data	
Internal Part Number	
Internal Part Description	
Purchase Order Number	
Engineering Change Level	
Unit of Measurement	EA
Dock	ICKD
Line Feed	
Supplier Container Part Number	
Container Type	
Parts per Container	0
Master Pack Part Number	
Master Pack Type	
Containers per Master Pack	0

GM requires the PCI or Label data to be used to enhance the Shipping Labels with additional routing, handling and part information. If it is not available refer to the GM Supply Power Portal in the Supply Chain Contact section for assistance to get it corrected.

Last ASN Transmitted(prior to: 6/7/15 4:35 PM)	
Shipment ID(ASN Number)	

3.5 Create ASN Using Document Turnaround Function (1/3)

Step 1. Review the inbox folder with the 'doc' tab selected to identify the shipping (DELJIT) document you wish to create an ASN for. If you did not receive one you MUST refer to the GM Supply Power Portal in the Supply Chain Contact section to report the issue and get permission before using a planning (DELFOR) document.

Step 2. Click on the 'part' tab of the main menu bar as shown below.

view create reports administration preferences reference change company

inbox :: viewing 1 - 15 of 35 documents page: << 1 2 3 >> view by: doc part

filter data by: document type (all)... trading partner (all)... Reference Number: go

BULLETIN: A message dated 6/1/15 was issued by General Motors - Global . Please open immediately

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			General Motors - Global	Shipping Document	6/19/15 10:56 AM	3/6/14	--	0184799865
<input type="checkbox"/>			General Motors - Global	Shipping Document	5/1/15 2:52 PM	4/29/15	--	0184989028
<input type="checkbox"/>			General Motors - Global	Shipping Document	4/30/15 1:51 PM	3/6/14	--	CNT-TEST01

Step 3. If there are many parts being displayed you may want to use the parts filter below:

view create reports administration preferences reference change company

inbox :: viewing 1 - 15 of 17 parts page: << 1 2 >> view by: doc part

set filter... reset filter Customer Part Number: go

current filter: 7/1/14|7/19/15 Part Filter

checkbox	options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from	ship to	dock	reference #
----------	---------	-----------------------------	---------------	---------------	--------------	---------------	-----------	---------	------	-------------

3.5 Create ASN Using Document Turnaround Function (2/3)

Step 3. Set filter parameters if needed to reduce the number of parts being displayed. Various parameters allow for requirements date to and from (commonly used), or ship to, dock, ship from and other options. Click the go button when ready.

supplier connection

Part Filter Screen	
Ship To:	All... ▼
Dock:	All... ▼
Ship From:	All... ▼
Part:	
Message Type:	All... ▼
Requirement Date : From:	6/1/15 ▼
Requirement Date : To:	6/29/15 ▼
Include parts with no (zero) demand:	<input checked="" type="checkbox"/>
<input type="button" value="go"/> <input type="button" value="cancel"/>	

3.5 Create ASN Using Document Turnaround Function (3/3)

Step 4. Select parts needed to create ASN

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

- Select (check) one or more Shipping Document parts to be included in the ASN.
- Do Not select Planning Document parts unless you have received GM permission.
- Click the 'turnaround selected' button. A processing screen will display while the ASN is being created.

The screenshot shows the 'inbox' screen with the following elements:

- Navigation Bar:** view, create, reports, administration, preferences, reference, change company
- Page Header:** inbox :: viewing 1 - 3 of 3 parts, page: << 1 >>, view by: doc, part
- Filter Section:** set filter..., reset filter, Customer Part Number: [input field] go
- Current Filter:** 8/1/05|8/6/15
- Table:**

options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from	ship to	dock	reference #
<input type="checkbox"/>	13229151		Shipping Document	6/18/14 12:00 AM	6/10/14 - 6/20/14	INTERNATIONAL STEEL GROUP INC	MFD LORDSTOWN PLANT	506	BO9665143
<input type="checkbox"/>	13229152		Shipping Document	6/18/14 12:00 AM	6/10/14 - 6/20/14	INTERNATIONAL STEEL GROUP INC	MFD LORDSTOWN PLANT	MB	BO9665143
<input type="checkbox"/>	B0063TAL		Planning Document	8/15/14 12:00 AM	8/4/15 - 12/31/16	INTERNATIONAL STEEL GROUP INC	MFD LORDSTOWN PLANT	GAKANBAN	JM325TC3STDV2
- Annotations:**
 - a:** Points to the checkbox in the first row.
 - b:** Points to the 'document type' column header.
- Bottom Bar:**
 - print selected
 - download selected CSV
 - download selected TXT
 - move selected to history
 - turnaround selected** (highlighted with a large blue arrow)
- Footer:** inbox :: viewing 1 - 3 of 3 parts, page: << 1 >>, view by: doc, part

3.5.1 MGO Global version (1/6)


Step 5. There are two types of ship notification or ASN worksheet screens. One for GM MGO Global suppliers and another for GM Korea. They both function in a similar manner but have a few different fields both at the part level and shipment information sections and for GM Korea, the 'Ship Direct' section.

Below is an overview of the GM MGO version of the ASN worksheet screen. A detail description of the upper and lower screen sections continues on the following pages.

view create reports administration preferences reference change company

inbox draft sent history



ship notice identification



asn number*	ship from	ship to	dock
1378	INTERNATIONAL STEEL GROUP INC	MFD LORDSTOWN PLANT	506



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 go

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>  		13229151	ship quantity* 10 select.. cumulative shipped 0 Original Requirement Quantity 10 number of containers 10 number of pallets 10	container CNT123 ▾ pieces per container* 1 containers per pallet* 1	purchase order* Dock Code 506 line feed 30-50-A1 Kanban Number

deleted selected

configure packaging
 reset packaging

edit label marks

shipment information

dates		carrier	packaging/weights	reference numbers
document date	7/26/15 10:03 EST	carrier* select.. ▾	net weight* 0 select.. ▾	Material Flow Authorization* <input type="text"/>
ship date*	<input type="text"/>	scac* <input type="text"/>	gross weight* 0 select.. ▾	master bill of lading <input type="text"/>
		mode of conveyance* select.. ▾		carrier reference number <input type="text"/>
		equipment description code* select.. ▾		excess responsibility select.. ▾
		equipment number <input type="text"/>		Excess Transportation Number <input type="text"/>
		trailer <input type="text"/>		air bill <input type="text"/>

save asn

verify asn
 send asn

print delivery note
 print labels

3.5.1 MGO Global version (2/6)

Step 6 MGO. Enter part summary level information (GM MGO Global version)


Many of the fields shown below are prefilled from either the Shipping Document (DELJIT) selected during the turnaround process or from the buyer part master.

- If needed enter the ship quantity if it is not the prefilled quantity.
- Select the proper uom if it was not prefilled.
- Enter the cumulative shipped quantity since the start of the inventory year.
- The Original Requirements Quantity is stored in a display only field as a reminder.
- An automatic calculation is done on the number of containers and pallets selected.

view create reports administration preferences reference change company

inbox draft sent history



ship notice identification



asn number*	ship from	ship to	dock
1378	INTERNATIONAL STEEL GROUP INC	MFD LORDSTOWN PLANT	506



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 go

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>  		13229151	ship quantity* 10 select.. cumulative shipped 0 Original Requirement Quantity 10 number of containers 10 number of pallets 10	container CNT123 pieces per container* 1 containers per pallet* 1	purchase order* Dock Code 506 line feed 30-50-A1 Kanban Number

deleted selected

configure packaging
 reset packaging

edit label marks

a points to ship quantity*
b points to container
c points to cumulative shipped
d points to Original Requirement Quantity
e points to number of pallets

3.5.1 MGO Global version (3/6)

Step 6 MGO. Enter part summary level information (GM MGO Global version)

- f) If the container type field is empty (has 'select..') OR does not have a 8 character value then you should refer to the most recent matching Planning Document (DELFOR) and select it from the drop down list. If it is not in the drop down list perform step g below.

Remember that if the container type was not available you must refer to the GM Supply Power Portal in the Supply Chain Contact section to get it corrected so future activities will work error free.

Whatever value is finally in the container field will be used to automatically search the reference / containers table and use its corresponding 'package code' value to display in the Delivery Note and Shipping Labels.

- g) If the container you need is not in the reference / containers table you can click on the part edit icon to create it without leaving this flow. Refer to the reference / buyer part master table section in this guide.

view create reports administration preferences reference change company

inbox draft sent history

ship notice identification

This ASN contains no errors or warnings

GM

asn number*	ship from	ship to	dock
1378	INTERNATIONAL STEEL GROUP INC	MFD LORDSTOWN PLANT	506

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: go

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>   		13229151	ship quantity* 20 each (EA) ▼ cumulative shipped 150 Original Requirement Quantity 10 number of containers 4 number of pallets 4	container 000004C3 ▼ pieces per container* 5 containers per pallet* 1	purchase order* 123 Dock Code 506 line feed 30-50-A1 Kanban Number
		supplier part number			

deleted selected configure packaging edit label marks reset packaging

g

f

3.5.1 MGO Global version (4/6)

Step 6 MGO. Enter part summary level information (GM MGO Global version)

- i) If the reference buyer part master table for this part had been updated with packaging information, these container and pallet fields would be prefilled otherwise enter what is needed. For example if you shipped 30 pieces and each container held 5 pieces, enter 5 in the pieces per container field. The system will automatically calculate and display the number of containers needed. You are not allowed to ship partial containers without referring first to the GM Supply Power Portal in the Supply Chain Contact section to get permission.
- j) If the containers per pallet field does not have the correct value, correct it by clicking on the parts edit icon and enter it for current and future use or enter it manually. In this example the system calculated that because there were 2 containers per pallet, 3 pallets would be needed.
- k) Enter the purchase order, Dock Code and line feed. If they are not available correct it by clicking on the parts edit icon as the default entry for future and current use or enter it manually.

view create reports administration preferences reference change company

ship notice identification

You have successfully save ASN# 1378

GM

asn number*	ship from	ship to	dock
1378	INTERNATIONAL STEEL GROUP INC	MFD LORDSTOWN PLANT	506

add line item **part master update** **available packaging**

select a part to add ▼
add part to asn

add new part to list

view containers
view pallets

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

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>		13229151	ship quantity* 30 each (EA) cumulative shipped 150 Original Requirement Quantity 10 number of containers 6 number of pallets 3	container 000004C3 pieces per container* 5 containers per pallet* 2	purchase order* 123 Dock Code 506 line feed 30-50-A1 Kanban Number

deleted selected

reset packaging

edit label marks

Diagram illustrating the flow of information from the 'part summary level' table to the 'reference numbers' section:

- Field **i** (ship quantity) points to the 'purchase order*' field.
- Field **j** (containers per pallet) points to the 'containers per pallet*' field.
- Field **k** (line feed) points to the 'line feed' field.

3.5.1 MGO Global version (5/6)

Step 6 MGO. Enter shipment information (GM MGO Global version)

- l) Enter the ship date and time.
- m) 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 by referring to the Setting Up Reference Tables / Carriers section of this document.
- n) The SCAC field will automatically be populated from the carrier table when you save, print delivery note or verify the ASN.
- o) Select mode of conveyance & equipment description from the drop down list
- p) If you enter a Trailer(TE) for the equipment description you will need to also enter a trailer identifier.

shipment information									
dates			carrier		packaging/weights			reference numbers	
document date	7/8/15	10:03 EST	carrier*	DHL	net weight*	3	kilograms (KG)	Material Flow Authorization*	MFA123
ship date*	7/9/15	08:00	scac*	A048	gross weight*	5	kilograms (KG)	master bill of lading	
			mode of conveyance*	Steamship (SS)				carrier reference number	
			equipment description code*	Trailer (TE)				excess responsibility	select..
			equipment number					Excess Transportation Number	
			trailer	TE123				air bill	
save asn			verify asn		print delivery note			print labels	
			send asn						

3.5.1 MGO Global version (6/6)

Step 6 MGO. Enter shipment information (GM MGO Global version)

- q) Enter Carrier Reference Number additional tracking number information
- r) Always enter Net and Gross weight in kilograms (KG).
- s) Enter Material Flow Authorization
- t) Enter remaining optional information if needed

shipment information				
dates		carrier	packaging/weights	reference numbers
docu date	7/8/15 5	10:03 EST	carrier* DHL	Material Flow Authorization* MFA123
ship date*	7/9/15	08:00	scac* A048	master bill of lading
			mode of conveyance* Steamship (SS)	carrier reference number
			equipment description code* Trailer (TE)	excess responsibility select..
			equipment number	Excess Transportation Number
			trailer TE123	air bill

save asn
verify asn
print delivery note
print labels

send asn

3.5.2 GM Korea version (1/2)

Step 6 GMK. Enter part summary level information (GM Korea suppliers)

With the exception of the Ship Direct capability most of the other GM Korea worksheet functions are the same as the MGO Global version so only the differences will be discussed.

a) As shown in an earlier slide (titled GM MGO Korea Shipper) when both the Material Issuer and Ordered By fields are populated the Ship Direct process populates these fields automatically.

You can if directed, manually select the required fields. The remaining is normal ASN processing.

b) Unless directed otherwise you should always input the container as TRAY.

c) The model year can be prefilled by the input shipper, buyer part master or manually entered

view create reports administration preferences reference change company

inbox draft sent history

ship notice identification

asn number*

ship from
HUTCHINSON INDSTRL RUBBER PRODUCTS

ship to
GM BRAZIL MGO-C

dock
B01

Additional Locations - Available
null(SS)

Add ->
Add All ->
<- Remove
<- Remove All

Additional Locations - Shipped
Boryeong Components(MI)
GM Brazil MGO-C(OB)

Additional Locations - Details
Location: Boryeong Components(MI)
Location EDI Code:
Address: Boryeong Components

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 go

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>		25774623	ship quantity* 1840 cumulative shipped* 10000 number of containers 4 number of pallets 1	pieces per container* 460 containers per pallet* 4 container TRAY	purchase order* PO1234 line feed* FED-17 model year* 4
		supplier part number			

deleted selected edit label marks

GM

3.5.2 GM Korea version (2/2)

- Step 6 GMK. Enter shipment information (GM Korea)
 - d) Enter the expected delivery date and time.
 - e) Select the carrier information as in the GM MGO Global slide.
 - f) You must select the kilograms(KG).
 - g) Enter the carrier reference number and Invoice Number.
 - h) If you hover over the lading quantity it will display the number of pallets and its pallet type.

shipment information									
dates			carrier		packaging/weights			reference numbers	
document date	7/2/15	07:45 EST	carrier*	DHL	net weight*	3	kilograms (KG)	master bill of lading	
ship date*	7/2/15	10:00	scac*	A048	gross weight*	5	kilograms (KG)	carrier reference number*	CRN987
delivery date	7/3/15	11:00	mode of conveyance*	Motor (M)				Invoice Number*	INV93
			equipment description code*	Trailer (TE)				lading quantity	
			equipment number*	TE123					
<div>save asn</div>			<div>print delivery note</div>		<div>verify asn</div> <div>send asn</div>			<div>print labels</div>	

3.5.3 Common Functions in Creating ASN Turnaround (1/1)

Step 7. Both GM MGO Global and GM Korea from this step forward function the same way.

a) Verify the ASN by clicking on the verify ASN button errors. An error dialog pop-up window will appear if the ASN contains errors. This 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.

b) After all the errors are corrected you should click on the print labels button to review the shipping barcode labels to make sure they represent what you want.

The screenshot displays the 'supplier connection' window with the 'ASN Messages' tab active. The window shows a list of errors and warnings for the ASN. The 'shipment information' tab is also visible, showing details for the shipment.

ASN Messages

buyer company: GM Korea
document number: INV93
document date: 7/2/15 2:45 PM

Errors and Warnings:

- Fatal error:** Indicates a condition that must be resolved before ASN can be transmitted.
- Warning:** Indicates a potential error condition that does not prevent ASN transmittal.

Note that after closing this window, the messages below can be displayed on ASN forms by placing cursor over the icon.

ship notice identification

- Fatal error:** A valid ship date is missing.
- Warning:** A valid ship time between 00:01 to 23:59 is missing.
- Warning:** The ship date not current day.

part summary level 25774623

Cumulative ship amount needs to be greater than quantity ship.

close window

shipment information

dates: document date 7/2/15 07:45 EST
ship date* 7/2/15
delivery date 7/3/15 11:00

carrier: carrier* DHL
scac* A048
mode of conveyance* Motor (M)
equipment description code* Trailer (TE)
equipment number* TE123

add line item

select a part to add
add part to asn

part summary level viewing 1 - 1 of 1 parts

options	status	buyer part no	quantities
<input type="checkbox"/>	<input checked="" type="checkbox"/>	25774623	ship quantity* 1840 Units (C62) cumulative shipped* 1 number of containers 4 number of pallets 1

deleted selected

print delivery note

save asn

verify asn

send asn

print labels

a

b

3.6 ASN Processing – Printing Barcode Labels (1/5)

supplier connection Jerry Justman, HUTCHINSON INDSTRL RUBBER PRODUCTS home portal help Knowledge Base contact us

view create reports administration preferences reference change company

Barcode summary for GM Korea

List of Available Labels

options	template name	paper size	number of labels	master pallets	mixed pallets	containers	document number	document date	messages
	GM1724V2	Letter	10	2	0	8	84	6/25/15 07:51	

back cancel

Callout boxes: d (printer icon), c (template name and paper size), b (number of labels), a (back button)

Step 8a. Printing Barcode Labels



- The label summary screen identifies the template used, paper size, total number of containers and pallets for which labels will be created.
- The number of labels field identifies how many sheets of label stock will be needed.
- The template name and paper size for normal use is 'GM1724V2' and 'Letter' which will print on standard 8 1/2x 11 inch paper. Designated suppliers based on container requirements may see a template name of GMEGTLSTDV2 for standard formatting on A5 label stock or GMEGTLKLTIV2 formatted for a shorter but wider label on A5 stock.
- Clicking the printer icon will display the labels in PDF format.

Step 8b. Label Placement

Two identical labels are printed on each sheet. Each container must have two labels placed on it at adjacent corners. The sequence of printing labels is: all container labels designated for that pallet followed by a master pack label for that pallet repeated as many times as necessary.

3.6 ASN Processing – Printing Barcode Labels (2/5)

Step 9. Sample GM1724V2 Container Label from inbox folder Shipping Document

FROM: HUTCHINSON INDSTRL 1234 INDUSTRIAL RD. JIANGSU CHANGSHU CH SHIPPER@HUTCHISON. ASSEMBLED/MADE IN CH		TO: GM KOREA-BUPYEONG POWER 1 GM KOREA AVENUE STR ADD890123456789012345678 CITY12345678901234567890 STAT PLANT/DOCK: CT B01	
QUANTITY: 30 <small>PART NUMBER</small>	MATERIAL HANDLING CODE: FED-17	REFERENCE: PO184	
25774623			
LICENCE PLATE(1J)  UN 123456789 150665		SHIPMENT DATE: 25JUN2015 CONTAINER TYPE: CNT GROSS WEIGHT KG: 16 KG	
DUNS number		EMPTY: STOCKMAN XXXXXXXXL1 RECEPTACLE ASM-	



Sample Label Data from inbox folder Shipping (DELJIT) Document

Label Data	
11Z	FED-17
12Z	CT B01
13Z	
14Z	EMPTY: STOCKMAN:
15Z	XXXXXXXXL1
16Z	
17Z	RECEPTACLE ASM-

Additional Shipping Document Label Data is loaded from the DELJIT PCI segment fields as shown to the left.

3.6 ASN Processing – Printing Barcode Labels (3/5)

Step 10. Sample GMEGTLSTDV2 Container Label from inbox Shipping Document.
 The GMEGTLSTDV2 label is only used by designated suppliers to meet container packaging requirements and is formatted for A5 label stock.
 It contains most of the same information as the globally used GM1724V2 label but displayed in a slightly different format.

<small>FROM:</small> ASAHI TEC ALUMINIUM (361 MOO1 BANGNA-TRAD BANGBOR SAMUTPRAKAR		<small>TO:</small> GM POWERTRAIN THAILAND 111/4 MOO 4 EASTERN SEABOARD PLUAKDAENG RAYONG TH <small>PLANT/DOCK:</small> TP RD-02			
<small>QUANTITY:</small> 13		<small>MATERIAL HANDLING CODE:</small> LOC		<small>REFERENCE:</small> 286R0005	
<small>PART NUMBER:</small> 55484756					
<small>LICENCE PLATE (1J)</small>  UN 659682868 000237951				<small>SHIPMENT DATE:</small> 01AUG₂₀₁₅ <small>CONTAINER TYPE:</small> RTN00017 <small>GROSS WEIGHT:</small> 5 KG	
				<small>DELIVERY NOTE or PUS NUMBER:</small> 579 X EMPTY: STOCKMAN: TS1 HOUSING ASM-CR/	

3.6 ASN Processing – Printing Barcode Labels (4/5)

Step 11. Sample GMEGTLKLV2 Container Label from inbox Shipping Document. The GMEGTLKLV2 label, commonly called a small label because it is shorter than the standard one is only used by designated suppliers to meet container packaging requirements and is formatted for A5 label stock. It contains most of the same information as the globally used GM1724V2 label but displayed in a slightly different format.

FROM: ASAHI TEC ALUMINIUM (THA 361 MOO1 BANGNA-TRAD K. BANGBOR SAMUTPRAKARN ASSEMBLED/MADE IN THAI		TO: GM POWERTRAIN THAILAND LT 111/4 MOO 4 EASTERN SEABOARD INDUSTR PLUAKDAENG RAYONG TH 211 PLANT/ DOCK: TP RD-02			SHIPMENT DATE: 01AUG 2015 CONTAINER TYPE: CNT90 GROSS WEIGHT: 6 KG
QUANTITY: 13	MATERIAL HANDLING CODE: LOC		REFERENCE: 286R0005	DELIVERY NOTE or PUS NUMBER: 579 X EMPTY: STOCKMAN: TS1 HOUSING ASM-CR/	
PART NUMBER: 55484756					
LICENCE PLATE (1J)  UN 659682868 000237971					

3.6 ASN Processing – Printing Barcode Labels (5/5)

Step 12. Sample GM1724V2 Master Label from inbox Shipping Document

a) In this example the previously shown container weighed 16KG.

There were 4 containers per pallet so the total weigh so far is 64KG.

The pallet itself weighed 2KG so the GROSS WEIGHT is now 66KG.

b) There were 4 containers with 30 pieces each so its total is 120.

c) Number of containers on this pallet.

d) Number of pieces in each container.

FROM: HUTCHINSON INDSTRL 1234 INDUSTRIAL RD. JIANGSU CHANGSHU CH SHIPPER@HUTCHISON. ASSEMBLED/MADE IN CH		TO: GM KOREA-BUPYEONG POWER 1 GM KOREA AVENUE STR ADD890123456789012345678 CITY12345678901234567890 STAT PLANT/DOCK: CT B01	MASTER LABEL
		MATERIAL HANDLING CODE: FED-17	
PART NUMBER 25774623			
LICENCE PLATE(SJ)  UN 123456789 150664		GROSS WEIGHT KG: 66 KG TOTAL QTY: 120 #PACKS: 4 QTY/PACK: 30	
			

a

b

c

d

3.7 ASN Processing – Sending the ASN (1/1)

Step 11. After reviewing the ASN worksheet, Delivery Note and Shipping Labels you are ready to send the ASN by clicking on the send asn button.

shipment information									
dates			carrier		packaging/weights			reference numbers	
document date	7/26/15	10:03 EST	carrier*	DHL	net weight*	3	kilograms (KG)	Material Flow Authorization*	MFA123
ship date*	7/9/15	08:00	scac*	A048	gross weight*	5	kilograms (KG)	master bill of lading	
			mode of conveyance*	Steamship (SS)				carrier reference number	
			equipment description code*	Trailer (TE)				excess responsibility	select..
			equipment number					Excess Transportation Number	
			trailer	TE123				air bill	
<input type="button" value="save asn"/>			<input type="button" value="verify asn"/>		<input type="button" value="print delivery note"/>			<input type="button" value="print labels"/>	
			<input type="button" value="send asn"/>		<div style="border: 2px solid blue; padding: 5px; display: inline-block;">Send ASN</div>				

After sending the asn a confirmation screen will be displayed.

You can return to the main menu to perform the next activity or review the sent folder if needed to record any information like the reference number or date/time sent.

3.8 ASN Processing – Reviewing Sent Folder (1/1)

Additional action buttons within 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 you want.



Resend the ASN – Click on the bidirectional arrow icon next to the ASN you wish to resend. Before resending the ASN verify that GM has not received your ASN. Sending a duplicate ASN to GM will reject in their application.

Reactivating the ASN - Allows the user to create a new draft ASN with information pulled from the originally sent ASN to add a new or remove an existing part number.

Print Delivery Note Print Labels

home portal help Knowledge Base contact us

view create reports administration preferences reference change company

sent viewing 1 - 5 of 5 documents page: « 1 » view by: asn other

filter data by: trading partner (all)... ship from: ship from (all)...

	options	trading partner	ship to	dock	date sent	reference #	invoice #	status
<input type="checkbox"/>		General Motors - Global	MFD LORDSTOWN PLANT	506	7/8/15 9:26 PM	1374		
<input type="checkbox"/>		General Motors - Global	MFD LORDSTOWN PLANT	MB	7/8/15 9:20 PM	1373		
<input type="checkbox"/>		General Motors - Global	MFD LORDSTOWN PLANT	506	7/8/15 9:12 PM	1372		
<input type="checkbox"/>		General Motors - Global	MFD LORDSTOWN PLANT	GAKANBAN	3/25/15 5:19 AM	140725005		
<input type="checkbox"/>		General Motors - Global	MFD LORDSTOWN PLANT	STEEL	3/16/15 2:26 PM	1359		

Reactivate ASN Button Resend ASN Button

4.1 Missing Weight or UOM KG

Review to the section on configuring the reference / buyer part master, container and pallet tables.

Because containers and pallets can be assigned by ship from, ship to and dock combinations the easiest way to correct this is while trying to create an ASN because that process already includes those three variables.

Click on the part edit icon to display if it has a container type associated with it and if not add the correct container type.

Click on edit the container type to check if the tare weight uom is set to KG and if not change it. Check if the tare weight is zero, correct and save it.

Also check if the part screen has a pallet identified. If not, click on add pallet. Click on edit the pallet type to check if it has the pallet weight uom set to KG and if not change it. Check if the pallet weight is zero, correct and save it.

Save the part screen you've been working on and return to the ASN worksheet and click on save ASN. Now when you preview the shipping labels the weights and KG uom should be present.

4. How Can I Fix Issues ?

4.2 Missing Duns In License Plate Barcode

Go to the administration tab and click on administer company and then ship froms.

a) Click on the options item for the proper ship from location you're trying to correct (there may be multiples).

view create reports administration preferences reference change company

company information for...: GM Global Test Supplier options: return to company list

general information

company name: GM Global Test Supplier reference #:

company administrator(s): Melanie_general_user Abston null null Wendy Wei

ship from buyers users

add ship from

showing 1 thru 20 of 54 ship from locations page: 1 2 3

select	options	ship from	location edi code
<input type="checkbox"/>		ACUMENT GLOBAL TECHNOLOGIES INC	
<input type="checkbox"/>		AGS TECHNOLOGY INC	
<input type="checkbox"/>		AK TUBE LLC	

b) Click on the 'general information' icon in the upper left corner.

view create reports administration preferences reference change company

Select the location to edit: ACUMENT GLOBAL TECHNOLOGIES INC

location: ACUMENT GLOBAL TECHNOLOGIES INC options: return to location list

general information

location name: ACUMENT GLOBAL TECHNOLOGIES INC reference #:

users ship to

showing 1 thru 2 of 2 trading partners page: 1

select	buyer	ship to	dock	default carrier	ship from edi code
<input type="checkbox"/>	General Motors - Global	HOLDEN ENGINE AND COMPONENTS(72157)	EH6RI	Air America	835469453
<input type="checkbox"/>	General Motors - Global	HOLDEN ENGINE AND COMPONENTS(72157)		select	835469453

delete selected save clear

showing 1 thru 2 of 2 trading partners page: 1

Correct the reference # field (3rd row down).

Click save and return to the ASN worksheet and print the label and the DUNS should display correctly in the label now.

4.3 Updating or adding Ship-from or Ship-to Locations

- Sometimes the Ship-from or Ship-to information in the Delivery Note or the Shipping labels are found not to be correct (or current) and need to be updated.
- Suppliers can not add, change, or delete this information so the Covisint Service Desk must be contacted either via email or phone as described ticket in the Viewing Support and Training section earlier in this document.
- Describe exactly what must be changed and why.
- If the request also affects other suppliers like changing the Ship-to information you will be asked the name of the GM Regional Contact (found in the GM Supply Power Portal in the Supply Chain Contact section) authorizing this request.

Covisint Support Information

- **Link to the Covisint contact us page for Messaging Support:**
- <https://portal.covisint.com/web/supportmessaging/contactus>
-
- Europe Service Desk +49 6102 57970-0
- Hours of Operation – 08:00 – 17:00 hours (CET)
- Asia Service Desk 86-21-6171-3290
- Hours of Operation – 08:00 – 18:00 hours (CST)
- North America Service Desk 877-884-5775
- Hours of Operation – 07:00 – 19:00 hours (EST)
-
- EMAIL for all service desks: support@covisint.com
-
- Link to CRT Ticketing application: <https://crt.covisint.com/>
- Link to instructions on how to submit a CRT Ticket:
<http://www.covisint.com/robohelp/crt/CRT.htm>
-
- Covisint GM Supply Power Level 1 Service Desk 866-273-5038



Thank you