

Covisint WebEDI Quick Start Guide for Ford



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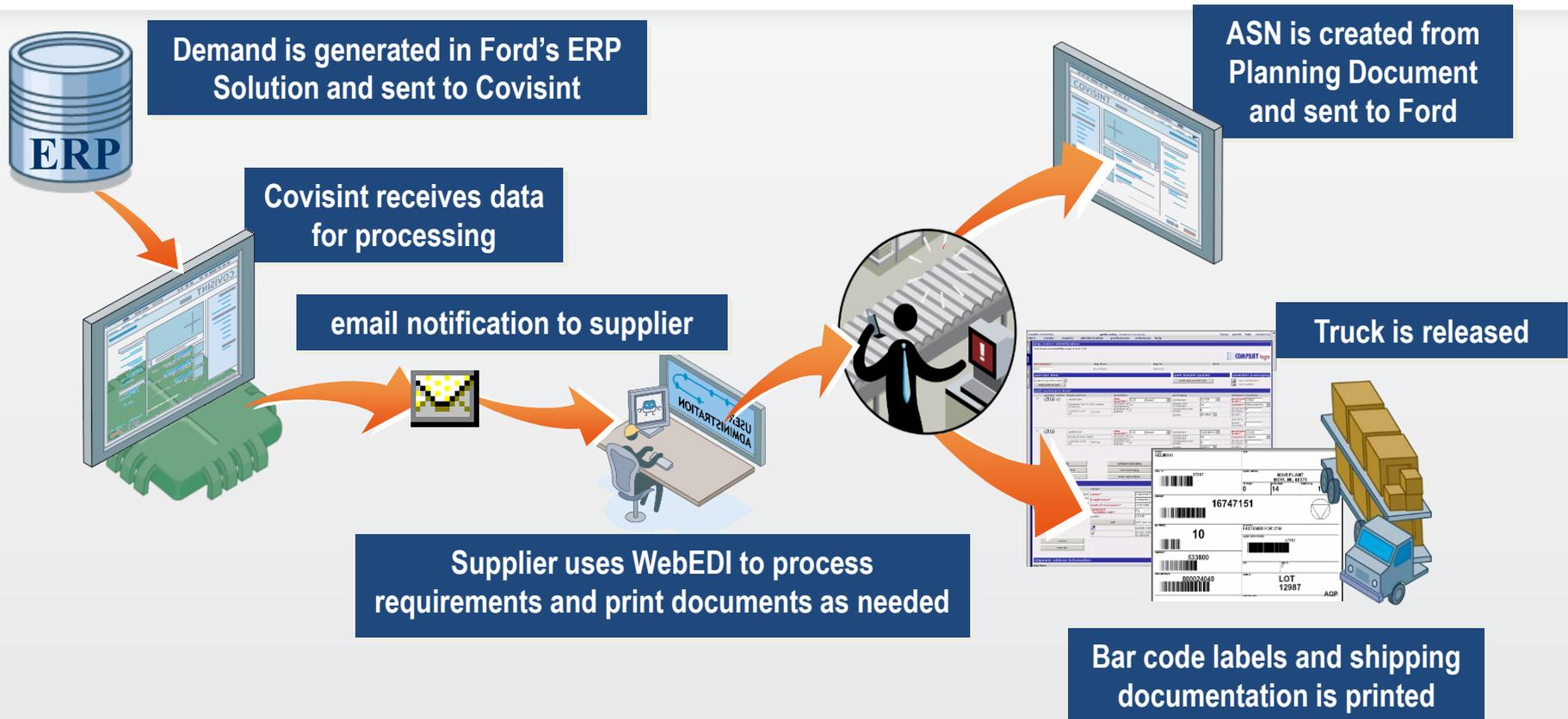
1.1 EDI WebEDI (aka “Supplier Connection”) Overview

Covisint WebEDI has many features and functions. But most user activity happens within one of four main areas:

1. **Inbox Folder** – an area where a supplier can view a list of inbound messages (usually demand forecasts or required shipment schedules) from buyers.
2. **Reference Tables** – where a supplier can enter information that is frequently needed for ASNs - such as carrier codes or packaging types
3. **Draft Folder** – where a supplier can create (or “turn around”) an ASN from a selected requirement – or build an ASN from scratch.
4. **Sent Folder** – where a supplier can see of history of sent messages, such as ASNs.

1.1 EDI Supplier Connection (WebEDI) Process Overview

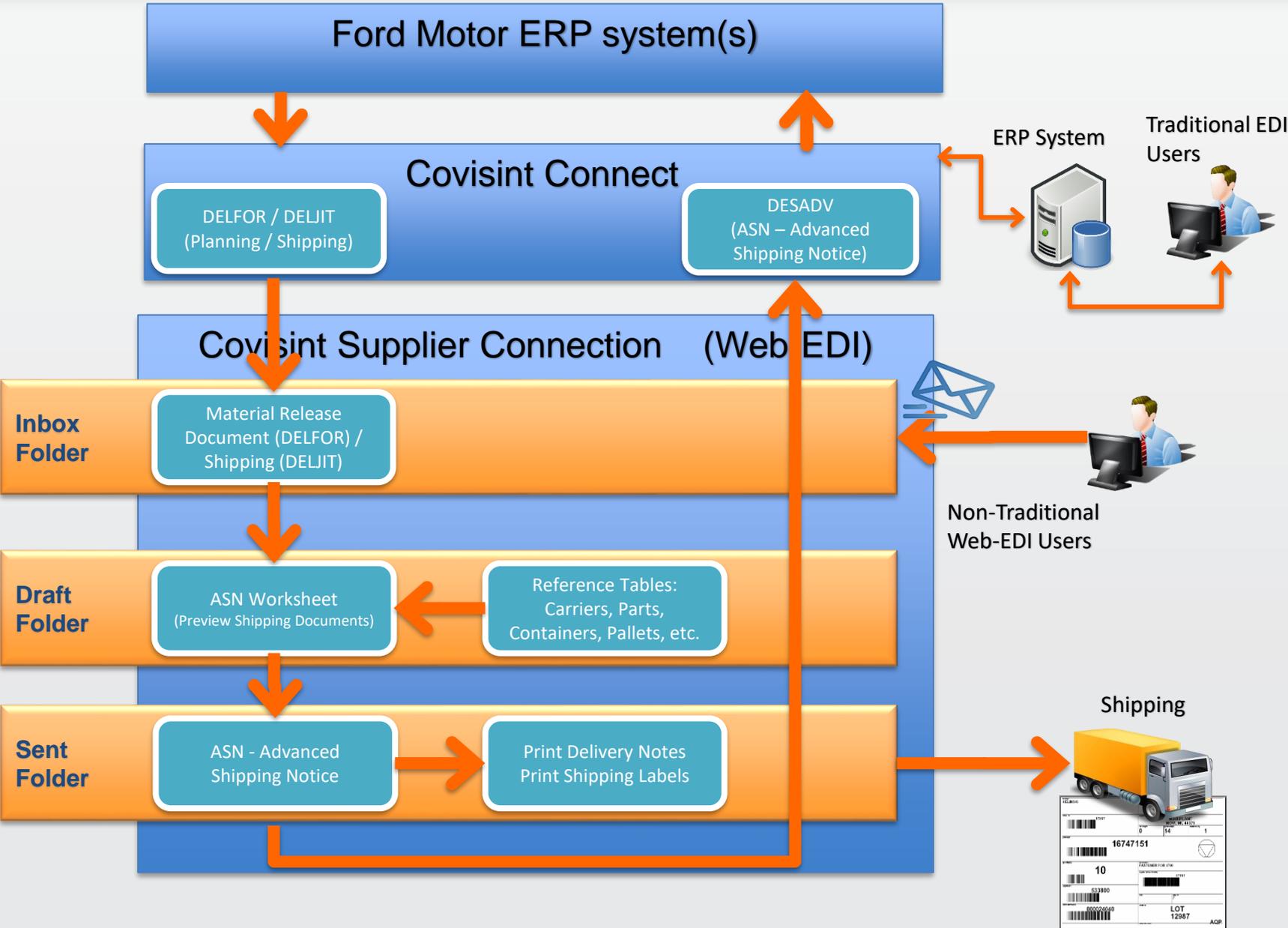
(1 of 2)



1. Supplier receives email notification that a MESSAGE has been placed in their Inbox.
2. Requirements are reviewed, printed and a shipment planned.
3. A draft ASN is created for planned shipment, the supplier can return later to complete the shipment if needed.
4. Bar Code labels and shipping documentation are printed
5. Supplier transmits ASN after shipment leaves dock.

1.1 EDI WebEDI (Supplier Connection) Flow Details

(2 of 2)



- 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**

1.3 Logging into the Ford Supplier Portal (FSP)

(1 of 2)

Use: <https://fsp.portal.covisint.com/web/portal/home>

The screenshot shows the Ford Supplier Portal (FSP) login page. At the top left is the Ford logo. At the top right is a 'Welcome!' button with a dropdown arrow and a search bar. Below the logo is a navigation menu with tabs for HOME, APPLICATIONS, POTENTIAL SUPPLIERS FORM, PRODUCT DEVELOPMENT, and MANUFACTURING. The main content area is divided into several sections:

- Login:** Contains input fields for 'User ID' and 'Password', and a 'Login' button. Three callouts are present: '1 Enter your USER ID' pointing to the User ID field, '2 Enter your password' pointing to the Password field, and '3 Click on Login' pointing to the Login button.
- Ford Supplier Portal Key Information:** A blue header section.
- My Applications:** A section with a link '» Edit my applications...'
- Frequently Used Links:** A section with links such as '»FSP / Ford Help Desk', '»Global Terms and Conditions', '»World Excellence Awards', '»Potential Suppliers', and '»Lean Resource Center'.
- Important Documents:** A section with links such as '» RSMS Communication Package' and '» Ford North American Non-Production Routing Instructions'.

1.3 Logging into Covisint WebEDI using the Ford Portal

(2 of 2)



4 Navigate to the Ford Supplier portal as usual and select APPLICATIONS

Welcome Jerry Justman!

Search...

HOME APPLICATIONS POTENTIAL SUPPLIERS FORM DOCUMENT LIBRARY PRODUCT DEVELOPMENT MANUFACTURING

My Applications

» Edit my applications...

My Favorites

» Edit my favorites...

Covisint Applications

Adient Web Reports

CATS

Chrysler Web Reports

Covisint Connect

Covisint Int...

Change Pa...

Edit My Pr...

My Admini...

Applications

Filter

Show results for:
 all filters
 any filter

Filter by: Access All

Search

Access	Icon	Name	Summary	Functional Area	Request	Favorite
<input checked="" type="checkbox"/>		3270 Access	▶ Detail	Supplier Development		☆
		Add-On Provider Website	▶ Detail	Customer Service		
<input checked="" type="checkbox"/>		Corporate Quality Development Center (CQDC)	▶ Detail	Supplier Development		☆
<input checked="" type="checkbox"/>		Covisint WebEDI	▶ Detail	Purchasing		☆
<input checked="" type="checkbox"/>		Disputed Excess Transportation Charges System...	▶ Detail	Manufacturing		☆

5 Verify you have the link to Supplier Connection under 'Covisint WebEDI' with the Access box checked

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

1.4 Viewing Additional Training Material

(1 of 2)

The screenshot shows the Ford Supplier Portal interface. At the top left is the Ford logo. A navigation bar contains links for HOME, APPLICATIONS, POTENTIAL SUPPLIERS FORM, PRODUCT DEVELOPMENT, and MANUFACTURING. A 'Welcome!' dropdown menu is open, showing options: Covisint, Automotive Portals, Ford Supplier Portal, Support (highlighted with a yellow callout box and a circled '1'), Language, and Sign In. Below the navigation bar is a 'Login' section with fields for User ID and Password, and a 'Login' button. A 'My Applications' section has a link to 'Edit my applications...'. The main content area is titled 'Ford Supplier Portal Key Information' and contains a paragraph about the portal's purpose. Below this is a 'Frequently Used Links' section with various links. A yellow callout box with a circled '2' points to the 'Supplier Connection Support' tile in the 'Important' section. The bottom of the page features the Covisint logo and the tagline 'Connect. Engage. Collaborate.'

1 Click on Support

Step 1 Takes you to this page

2 Click on Supplier Connection Support

The screenshot displays the Covisint web application interface. At the top left is the Covisint logo. A navigation bar contains 'Home' and 'System Status' links, and a search box on the right. The main content area is divided into several sections:

- MESSAGING SUPPORT**: A list of links including CATS, Connect Messaging, Covisint Request Tracker (CRT), EDI Certification, Indirect, MGO, Logistics, Supplier Connection, PSA, Wizard-Connect, and Enablement.
- SUPPLIER CONNECTION USER GUIDES**: Links for Buyers and Suppliers.
- SUPPLIER CONNECTION VIDEOS**: A video icon and a list of topics: Establishing Preferences and email Notifications, Inbox Management Features, and Managing Users and Privileges.
- TIPS FOR USING SUPPLIER CONNECTION**:
 - Getting Started**: Includes a link 'What are the steps for logging in to Supplier Connection?'.
 - Buyer Company Specifications**: A paragraph explaining that buyer companies can specify unique definitions for records, with a link 'When this is the case, review the specifications provided by your buyer company >>>'.
- IMPORTANT MESSAGE!**:
 - UPDATED** **Creating an ASN from Turnaround Function**: A paragraph explaining the turnaround function and its benefits, with a link 'Learn how to create an ASN using Turnaround function >>>'.
 - A video icon and a link 'Watch the video >>>'.
- SUPPLIER CONNECTION FAQs**:
 - 'How do I add users to my Supplier Connection profile?' (marked as 'most popular')
 - 'How do I add a carrier?'

NOTE: This is generic training material and wont be specific to the Covisint WebEDI version for Ford.

2 Create Required Configurations

In order to use Supplier Connection (WebEDI) properly and meet your customer's expectations certain **reference tables** need to be configured as well as making sure certain supplier part information is available when needed.

The following configurable reference tables will be explained in the next few pages:

2.1 Preference Table: Used to set items like user's timezone, language and other features that may be helpful.

2.2 Carrier Reference Table: Identify the cargo Carrier you use.

2.1 Setup User Preference Information

(2 of 3)

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

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

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

view create reports administration preferences change company

edit user preferences

user information:

user id:	ALEBEDEV
first name:	Supplier
last name:	TestOne
job title:	
company name:	Ford Supplier10
preferred language*:	English (US) ▾
time zone*:	(EST) Eastern Standard Time ▾
email address:	<input type="text"/> email address to receive inbound documents

Default view Information:

inbox view*:	Document ▾
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.

2.1 Setup User Preference Information

(3 of 3)

Step 3: Setup optional fields.

- a) 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 eliminates the need to constantly check for new documents

- b) Accept the default of “ASN” for both the Draft and Sent View fields.
- c) Enter **999** in both the Show Requirements from past and future # 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.

email address:	<input type="text" value="testuser@testcompany.com"/>	email address to receive inbound documents
Default view Information:		
inbox view*:	<input type="text" value="Document"/>	
draft view	<input type="text" value="ASN"/>	}
sent view	<input type="text" value="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)	<input type="text" value="999"/>	}
show requirements into future (# days)	<input type="text" value="999"/>	
History default search criteria		
	<input checked="" type="checkbox"/> Use History defaults	
Document type:	<input type="text" value="document type (all)..."/>	
Trading partner:	<input type="text" value="trading partner (all)..."/>	

Adding or Editing a Carrier - Step 1

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

The screenshot shows a web application interface for 'JJ Test Supplier - carriers'. At the top, there is a navigation bar with 'reference' highlighted, and a dropdown menu is open showing options: 'carriers', 'supplier part master', 'buyer part master', 'containers', and 'pallets'. A callout 'a' points to the 'reference' menu item. Below the menu, there is a table with columns for 'delete', 'options', and 'carrier name'. The first row contains a checkbox (callout 'd'), a pencil icon (callout 'c'), and the text 'Test Motors'. A 'delete selected' button is located below the table. On the right side of the interface, there are two 'options: add carrier' buttons, with callout 'b' pointing to the top one.

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.

The screenshot shows a web form titled "edit carrier information...:". The form has a blue header bar with the title and a red asterisk icon with the text "*required fields" in the top right corner. Below the header is a section titled "general information:". The form contains several input fields:

- SCAC code*:** A text input field with a question mark icon to its right. A blue callout box labeled "a" points to this field.
- carrier name*:** A text input field. A blue callout box labeled "b" points to this field.
- conveyance code:** A dropdown menu with "select..." and a downward arrow. A blue callout box labeled "c" points to this field.
- freight terms:** A text input field.
- excess transportation number:** A text input field.
- excess transportation responsibility:** A text input field.
- equipment description code:** A text input field.

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 '?' icon you can ask the carrier for it. If the Carrier is not available then enter UNKN for Unknown.
- b) Enter the carrier's name, if not known then enter UNKNOWN.
- c) If you want a conveyance code to be the default for future use then select one from the drop down list.
- d) Click on the save button at the bottom of the page.

3.1 Inbox Overview

(1 of 3)

The screenshot shows the Covisint inbox interface. At the top, there is a navigation bar with 'supplier connection', 'Jerry Justman, Ford Supplier10', and links for 'home', 'portal', 'help', 'Knowledge Base', and 'contact'. Below this is a menu with 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'change company'. The main area is titled 'inbox :: viewing 1 - 9 of 9 documents' and includes a 'page: << 1 >>' indicator and a 'view by:' dropdown set to 'doc'. A search bar contains 'filter data by:' with dropdowns for 'document type (all)...' and 'trading partner (all)...', followed by a 'Reference Number:' field and a 'go' button. A table lists documents with columns: 'checkbox', 'alert', 'options', 'trading partner', 'document type', 'date received', 'release date', 'horizon dates', and 'reference #'. The first row is highlighted. A 'move selected to history' button is at the bottom. Callouts 'a' through 'e' point to specific UI elements: 'a' points to the filter dropdowns, 'b' points to the 'Reference Number' field, 'c' points to the 'doc' tab, 'd' points to the 'alert' icon, and 'e' points to the 'move selected to history' button.

	checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
draft	<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	6/25/17 11:03 PM	/11/14	- 5/31/15	815-3 A
	<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	6/25/17 5:42 PM	12/11/14	- 5/31/15	815-3 A
sent	<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	6/25/17 5:34 PM	12/11/14	- 5/31/15	815-3 A
	<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	3/15/17 11:01 PM	12/11/16	1/1/17 - 5/31/17	815-5 A
history	<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	3/15/17 10:09 PM	12/11/16	- 5/31/17	815-4 A
	<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	2/20/17 11:09 PM	2/21/17	2/21/17 - 3/19/17	17052

- a) The 'filter data by' feature allows selecting what document type you may want to see. If you had more than just Ford as a buying trading partner, which partner to display.
- b) The Reference Number field and the go button next to it allows you to search for a particular document more quickly.
- c) The doc (document) tab is what is displayed currently and for most users the recommended default. The part tab will be discussed later.
- d) Rows that have not been clicked on to view have the 'save to history' icon grayed out and the remaining data columns in bold until viewed.
- e) If the 'save to history' icon is not bolded then you can select old or already processed documents to be moved to the history folder by clicking on the 'move selected to history' button.

3.1 Inbox Overview

(2 of 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, it says 'inbox :: viewing 1 - 15 of 30 documents' and 'page: << 1 2 >>'. There are also 'view by:' buttons for 'doc' and 'part'. A filter section includes 'filter data by:' with dropdowns for 'document type (all)...' and 'trading partner (all)...', and a 'Reference Number:' field with a 'go' button. The main table has columns: alert, options, trading partner, document type, date received, release date, horizon dates, and reference #. The table contains seven rows of data, all for 'Ford WebEDI POC Buyer' and 'Planning Document'. The last row has an alert icon (a red exclamation mark) and a blue speech bubble with the letter 'f' pointing to it. Below the table is a button that says 'move selected to history'. At the bottom, it repeats 'inbox :: viewing 1 - 15 of 30 documents' and 'page: << 1 2 >>'. On the left side, there are vertical labels for 'inbox', 'draft', 'sent', and 'history'.

alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>		Ford WebEDI POC Buyer	Planning Document	3/22/16 12:01 PM	3/22/16	3/1/16 - 3/31/16	214
<input type="checkbox"/>		Ford WebEDI POC Buyer	Planning Document	3/22/16 11:13 AM	3/22/16	3/1/16 - 3/31/16	1008
<input type="checkbox"/>		Ford WebEDI POC Buyer	Planning Document	3/22/16 10:59 AM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>		Ford WebEDI POC Buyer	Planning Document	3/15/16 12:59 PM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>		Ford WebEDI POC Buyer	Planning Document	3/15/16 11:33 AM	3/15/16	3/1/16 - 3/31/16	1006
<input type="checkbox"/>		Ford WebEDI POC Buyer	Planning Document	3/15/16 11:17 AM	3/15/16	3/1/16 - 3/31/16	6
<input type="checkbox"/>		Ford WebEDI POC Buyer	Planning Document	3/15/16 12:11 AM	5/21/15	5/22/15 - 5/23/15	3

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) For example, once the error has been corrected after adding the proper item the user can click on the 'reprocess' link to resubmit the document internally again without having to contact the customer or buyer to resend it. If you can not correct it please contact the Covisint Service Desk as listed in the Contact Section.

The screenshot shows an 'Alert' message box. It contains the following information: 'trading partner: Ford WebEDI POC Buyer', 'reference #: 3', and 'document generation date: 3/15/16 12:11 AM'. Below this, the error message reads: 'Ship from 7200099-A and ship to 200203 combination does not exist.' At the bottom of the alert box, there are two links: 'reprocess' and 'close window'.

3.1 Inbox Overview

(3 of 3)

The screenshot shows the 'inbox' section of the Covisint system. At the top, there are navigation tabs: 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'change company'. Below these, it says 'inbox :: viewing 1 - 15 of 35 documents' and 'page: << 1 2 3 >>'. There are search filters for 'document type (all)...' and 'trading partner (all)...', and a 'Reference Number:' field with a 'go' button. A red bulletin message is displayed: 'BULLETIN: A message dated 3/1/17 was issued by Ford Motor Global. Please open immediately'. To the right of the bulletin are icons for a printer, a download, and a delete (X) box. Below the bulletin is a table with columns: 'alert', 'options', 'trading partner', 'document type', 'date received', 'release date', 'horizon dates', and 'reference #'. The table contains three rows of 'Planning Document' entries from 'Ford WebEDI POC Buyer'. Callout letters 'h', 'i', 'j', 'k', and 'l' point to various elements: 'h' points to the search filters, 'i' points to the delete icon, 'j' points to the printer icon, 'k' points to the download icon, and 'l' points to the ship-to location icon.

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/22/16 10:59 AM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 12:59 PM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 11:33 AM	3/15/16	3/1/16 - 3/31/16	1006

- h) The bold red BULLETIN is a way for Ford (the 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 Planning document which is displayed on the next page.
- 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 all uses.
- 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 Planning / Shipping Documents

(1 of 1)

The Planning (Material Release / DELFOR) or Shipping (Daily Ship Schedule / DELJIT) document communicates whether the part requirements are planning or firm based on the forecast type. If the forecast type is Planning then these are the quantities the supplier should PLAN on having available the week specified in the date field. If the forecast type is Firm then these are the quantities that the supplier MUST ship the week specified in the date field.

Material Release - Ford WebEDI POC

Release Number



The Document number within the EDI transaction

Release Number	815-3 A			Original Carrier SCAC	
Message Purpose Code	5 - Replace			Pool Point Locations	
Release Date	12/11/14			Transportation Method Code	
Horizon Date	From:		To:	5/31/15	Equipment Description Code
Schedule Quantities	A - Discrete			Supplier Code(for labels)	
Forecast Type	PS - Planned Shipment Based				

Locations		
Type	Code	Address
Ship From	88888	Supplier Ship From10
Ship To	99999	Default ShipTo 99999

General Notes
 ANNUAL ROLLOVER WILL BE ON JANUARY 1ST. CUMULATIVE SHIPMENTS TO ZERO. THE LAST YEAR WILL BE SENT ON DECEMBER 24TH. PLEASE LAST TWO PLANNING RELEASES AS BACKUP. PLANNING RELEASE WILL RESUME ON THE NIGHT OF JANUARY 2ND.

Part Number

Part Number	DG93 8125 AA		
Part Description			
Purchase Order Number			
Purchase Order Line Number			
Unit of Measurement	EA		
Model Year			
Dock			
Line Feed			
Part Release Status			
Container Part Number			
Container Type			
Parts per Container	0		
Ship Delivery Pattern Code			
Raw Material Authorization	19,464	From:	To: 2/8/15
Fabrication Authorization	5,064	From:	To: 12/28/14
Prior Cumulative Quantity Required	0	From:	To:
Cumulative Shipped	0	From:	To:
Contact Name (Phone)			
Last Shipper Number			

Supplier Default Table - Part Data	
Internal Part Number	
Internal Part Description	
Purchase Order Number	
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

Period Type	From Date	To Date	Forecast Type	Quantity
F - Flexible	1/1/14		4 - Planning	5,064
F - Flexible	1/1/14		4 - Planning	19,464
F - Flexible	1/1/14		4 - Planning	43,464

Last ASN Transmitted(prior to: 6/25/17 5:42 PM)	
Shipment ID(ASN Number)	
Shipment Date	
Bill of Lading Number	

3.3.1 Create ASN Using “Document Turnaround” Function

Step 1. Review the inbox folder with the ‘doc’ tab selected to identify the Planning document you wish to create an ASN for. You may want to print it or copy the partnumber and reference number as you will need them for the for Step 2.

Depending on your internal business process you may want to send a copy to another department for further review or processing.

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 30 documents page: << 1 2 >> view by: doc part

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

alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>		Ford Motor Global	Planning Document	3/22/16 12:01 PM	3/22/16	3/1/16 - 3/31/16	214
<input type="checkbox"/>		Ford Motor Global	Planning Document	3/22/16 11:13 AM	3/22/16	3/1/16 - 3/31/16	1008
<input type="checkbox"/>		Ford Motor Global	Planning Document	3/22/16 10:59 AM	3/15/16	3/1/16 - 3/31/16	1007

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

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

3.3.2 Create ASN Using “Document Turnaround” Function

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:	<input type="text"/>
Message Type:	All... ▾
Requirement Date : From:	9/24/13 ▾
Requirement Date : To:	2/24/19 ▾
Include parts with no (zero) demand:	<input checked="" type="checkbox"/>

3.3.3 Create ASN - Using “Document Turnaround” Function

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 Documents unless you have contacted your Ford representative first.
- Click the ‘turnaround selected’ button. A pop-up processing alert will display while the ASN is being created.

The screenshot shows the 'inbox' screen in the Covisint system. At the top, there are navigation tabs: view, create, reports, administration, preferences, reference, and change company. Below these, the page number is '1' and the view mode is set to 'part'. There are buttons for 'set filter...' and 'reset filter', and a 'Customer Part Number' search field with a 'go' button. The current filter is '9/24/13|2/24/19'. The main table lists parts with columns for options, cust part#, eng. revision, document type, release date, horizon dates, ship from, ship to, dock, and reference #. A blue box with the letter 'a' points to the checkbox in the first row. A large blue arrow points from the 'turnaround selected' button at the bottom of the table to the 'turnaround selected' button in the action bar.

options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from	ship to	dock	reference #
<input type="checkbox"/>	C131160452103		Shipping Document	3/15/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford DVT8A ShipTo		6
<input type="checkbox"/>	C131160452111 (MYVENDOR111)		Planning Document	3/22/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford Dearborn		1008
<input type="checkbox"/>	NEWPART1		Planning Document	3/22/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford DVT8A ShipTo		214
<input type="checkbox"/>	NEWPART2		Planning Document	3/22/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford Dearborn		214

actions: print selected, download selected CSV, download selected TXT, move selected to history, **turnaround selected**

3.3.4 Create ASN - Using “Document Turnaround” Function

The screenshot shows a web application interface for creating an ASN. The top navigation bar includes 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'change company'. The main header is 'ship notice identification' with a Ford logo on the right. The form is divided into several sections:

- Ship Notice Identification:** Fields for 'asn number' (10), 'ship from' (Supplier Ship From10), 'ship to' (Ford Dearborn), and 'dock' (W/H1).
- Buttons:** 'add line item', 'part master update', 'available packaging', 'add new part to list', 'view containers', and 'view pallets'.
- Part Summary Level:** A table with columns for 'options', 'status', 'buyer part no', 'quantities', 'packaging', and 'reference numbers'. The first row contains data for part number 95167525 (DUCT ASM-INT AI) with a ship quantity of 340 and cumulative shipped quantity of 0. Callouts a through g point to specific fields: 'a' points to the ASN number, 'b' to the ship quantity, 'c' to the cumulative shipped quantity, 'd' to the container dropdown (CNT71), 'e' to the pieces per container (340), 'f' to the purchase order (PO541234), and 'g' to the dock code field.
- Footer Buttons:** 'deleted selected', 'configure packaging', 'reset packaging', and 'edit label marks'.

2. Enter part summary level information

- The system automatically generates an ASN number but you can enter one if instructed.
- The ship quantity will contain the first open requirement quantity from the Shipping Document selected. Enter the number of pieces being shipped and the unit of measure from the drop down box if the pre-populated quantity is not the quantity being shipped.
- Enter the cumulative shipped quantity plus the current ship quantity since the start of the inventory year.
- Leave the default of 'select..' unless otherwise instructed for that part/assembly.
- Enter the number of pieces in each container.
- The Purchase Order should have loaded automatically, otherwise enter the PO for this part number.
- Leave the Dock Code and Line Feed empty for now unless notified otherwise.

3.3.5 Create ASN - Using “Document Turnaround” Function

shipment information			
dates	carrier	packaging/weights	reference numbers
document date 3/15/17 22:04 EST	carrier* JJ Trucking ▼ c		
ship date* 3/16/17 a	scac* mode of conveyance* Motor (M) ▼		
delivery date* 3/31/17 b	equipment description code* Trailer (TE) d	net weight* 550 pounds (LB) ▼ f	packing slip* 9999
	equipment number	gross weight* 7100 pounds (LB) ▼ f	bill of lading* 9999
	trailer* 1234 d		carrier reference number
	pool code		
	freight terms select.. ▼		
<input type="button" value="save asn"/>	<input type="button" value="verify asn"/> <input type="button" value="send asn"/>	<input type="button" value="print delivery note"/>	<input type="button" value="print labels"/>

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 name is not listed in the drop down list you will need to add the carrier to the carrier table as described in the ‘Setting Up Carrier Reference Tables’ section.
- Click the ‘save asn’ button to load the scac* entry below the carrier* field.
- Select the mode of conveyance, equipment description and trailer number.
- Enter the net weight, gross weight, and Unit Of Measure (UOM).
- Enter Carrier Reference Number additional tracking number information.
- Enter the packing slip and bill of lading if available. If not enter 9999.

3.3.6 Create ASN - Using “Document Turnaround” Function

The screenshot displays the 'supplier connection' interface. A central 'ASN Messages' pop-up window is highlighted with a blue box and a callout 'Error Dialog Pop-up Window'. The messages include:

- 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:** Packing slip is missing.

Below the messages is a 'close window' button. The main interface includes sections for 'part summary level', 'shipment information', and 'reference numbers'. A callout 'Verify ASN Button' points to the 'verify asn' button, and another callout 'Send ASN Button' points to the 'send asn' button. A third callout 'Error Icon' points to a red exclamation mark icon in the 'packing slip*' field of the 'reference numbers' section.

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.

Do not click on the send asn button yet, continue to review the next steps first.

3.4 Printing Barcode Labels

5. Printing Barcode Labels

From the shipment input portion of the form click on print labels. The user will be transferred to the Barcode summary screen for review.

The user can also print a 'delivery note', sometimes referred to as a paper ASN for the various people that may handle the delivery items.

shipment information

dates		carrier	packaging/weights		reference numbers
document date	3/15/17 22:04 EST	carrier* JJ Trucking ▼			
ship date*	3/16/17 00:00	scac* JJT			
delivery date*	3/31/17 00:00	mode of conveyance* Motor (M) ▼			
		equipment description code* Trailer (TE) ▼	net weight* 550 pounds (LB) ▼		packing slip* 9999
		equipment number	gross weight* 7100 pounds (LB) ▼		bill of lading* 9999
		trailer* 1234			carrier reference number
		pool code			
		freight terms select.. ▼			

Buttons: save asn, verify asn, send asn, print delivery note, print labels

Print Delivery Note Button (points to 'print delivery note')

Print Label Button (points to 'print labels')

3.4 Printing Barcode Labels

(2 of 4)

The label summary screen identifies the total number of containers and master packs for which labels that will be created is displayed.

view create reports administration preferences reference change company

inbox

Barcode summary for Ford WebEDI POC Buyer

draft

List of Available Labels

options	template name	paper size	number of labels	master pallets	mixed pallets	containers	document number	document date	messages
	GM1724	Letter	2	1	0	1	1008	3/15/16 10:35	

sent

history

back cancel

5a. Printing Barcode Labels

a) Clicking the printer icon will display the labels in PDF format.

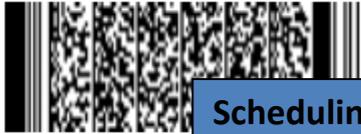
b) The number of labels field identifies how many sheets of label stock will be needed.

5b. Label Placement

a) Two identical labels are printed on each 8 ½ x 11 sheet. Each container must have two labels placed on it usually one facing forward and the other at the end of the container.

b) The sequence of which labels are printed is: container labels followed by a master pack label, container labels followed by a master pack label, etc.

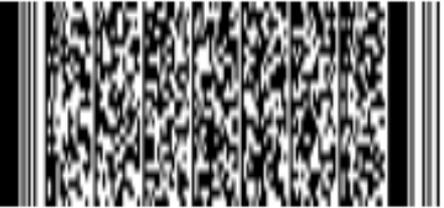
Sample Container Label

<small>FROM:</small> SUPPLIER SHIP FROM10 1 MAINT ST	<small>TO:</small> FORD DEARBORN 1 ASSEMBLY RD	
SOUTHFIELD MI 48075	DEARBORN MI	
<small>PLANT/DOCK:</small> UZ W/H1		
<small>ASSEMBLED/MADE IN XX</small>		
<small>QUANTITY:</small> 340	<small>MATERIAL HANDLING CODE:</small> 1CS-N05	<small>REFERENCE:</small> PO541234
<small>PART NUMBER:</small> 95167525		
<small>LICENCE PLATE (1J)</small>  UN 112233445 000000038		<small>SHIPMENT DATE:</small> 16MAR2017
		<small>CONTAINER TYPE:</small> CNT71
		<small>GROSS WEIGHT:</small> 15 LB
Unique Serial Number for each Container		<small>DELIVERYNOTE or PUS or INVOICE-NUMBER:</small> 10 1TRIMSPS EMPTY: STOCKMAN: XXXXXXXX06 DUCT ASM-INT AI

Scheduling Agreement / Purchase Order

Weight from Container reference table

Sample Master Label

FROM: SUPPLIER SHIP FROM10 1 MAINT ST SOUTHFIELD MI 48075 ASSEMBLED/MADE IN	TO: FORD DEARBORN 1 ASSEMBLY RD DEARBORN MI PLANT/DOCK: UZ W/H1	MASTER LABEL
	MATERIAL HANDLING CODE: 1CS-N05	REFERENCE: PO541234
PART NUMBER 95167525		
LICENCE PLATE(S)  UN 112233445 000000037	GROSS WEIGHT KG: 25 LB TOTAL QTY: 340 PACKS: 1 QTY/PACK: 340	
	DELIVERYNOTE or PUB or INVOICE-NUMBER: 10	

- Total weight of all containers on this pallet
- Total quantity of all items on this pallet
- Number of Containers on this pallet
- Quantity of items in a Container

3.5 Sent Folder Operations

6. Sending the ASN

After reviewing the 'part summary level' and 'shipment information' portions of the create ASN screen, the Delivery Note and Shipping labels the user can click on the Save ASN Button and leave this activity and come back to it when ready OR click on the Send ASN Button to complete this request.

7. Upon clicking the Send ASN Button you will be given the option of what to do next. either go to the sent folder or return to the inbox.

shipment information

dates		carrier	packaging/weights		reference numbers
document date	3/15/17	22:04 EST			
ship date*	3/16/17	00:00	net weight*	550 pounds (LB)	packing slip* 9999
delivery date*	3/31/17	00:00	gross weight*	7100 pounds (LB)	bill of lading* 9999
					carrier reference number

carrier*	JJ Trucking
scac*	JJT
mode of conveyance*	Motor (M)
equipment description code*	Trailer (TE)
equipment number	
trailer*	1234
pool code	
freight terms	select..

save asn	verify asn	print delivery note	print labels
	send asn		

Save ASN Button (points to save asn)

Send ASN Button (points to send asn)

sent :: viewing 1 - 8 of 8 documents page: « 1 » view by: asn

partner (all)... ship from: ship from (all)...

	actions	trading partner	ship to	dock	date sent	reference #	invoice #	status
<input type="checkbox"/>		Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/31/17 10:09 AM	15		
<input type="checkbox"/>		Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/27/17 12:56 PM	15		
<input type="checkbox"/>		Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/27/17 12:09 PM	14		
<input type="checkbox"/>		Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/16/17 9:53 AM	13		
<input type="checkbox"/>		Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/15/17 11:04 PM	12		

Print Delivery Note (points to printer icon)

Print Labels (points to printer icon)

Resend ASN (points to bidirectional arrow icon)

Reactivate ASN (points to bidirectional arrow icon)

Sent Folder (points to folder name)

Additional action buttons within the Sent Folder

Print or View the Delivery Note or Print Labels – From the Sent folder you can print or view either the Delivery Note or Shipping Labels 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 Ford Automotive has not received your ASN. Sending a duplicate ASN to Ford Automotive will reject in their application.



Reactivate the ASN - Allows the user to create a new draft ASN with information pulled from the originally sent ASN.

4. 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>

Covisint :: Submit a Help Request Ticket - Windows Internet Explorer provided by Compuware Corporation

https://portal.covisint.com/web/supportmessaging/contactus

Google

Home Manuals Videos Knowledge Base **Contact Us**

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. Here you are able to log in and track the progress of your ticket from creation through resolution.

Support Services

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

What Happens Next?

- ▶ After submitting your help request, your ticket will be addressed within one hour, during our normal business hours.¹
- ▶ The person that created the ticket will receive email notification each time an action is taken on this support request ticket.²
- ▶ 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.²

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

Internet | Protected Mode: Off | 125% | 4:49 PM

Q1. Does the 'cumulative shipped' quantity have to be the same as the 'ship quantity' in each ASN?

A1. No. The 'cumulative quantity' is how many items have been shipped since the beginning of the year plus the current amount about to be shipped. Most users do not know the total quantity shipped during the year so those users should enter the 'cumulative shipped' the same as the 'ship quantity'.

Q2. How do I fill in the required Carrier and SCAC code?

A2. Many users do not know who their Carrier (the trucking company that picks up their shipment) as it might be handled by a person in the shipping department so they won't know the correct Carrier Name or the SCAC code. If the user does not know the SCAC code then enter 'UNKN' in the 'add Carrier' web page. If the user does not know the carrier name then enter UNKNOWN.

Q3. Which mode of conveyance and equipment description code I should select?

A3. The user should have some idea of how the items will be delivered and should pick the correct one from the 'mode of conveyance' dropdown list. If they don't know and can't find out from their shipping department then pick the 'Motor (M)' selection as that is the most common. Then select 'Trailer (TE) as the most common 'equipment description code'.

Q4. Can net weight and gross weight contain decimals?

A4. Yes, BUT the value will be rounded up if it's larger than .5 otherwise rounded down to 0. An example, 10.5 becomes 10, while 10.501 becomes 11.

Q5. Can I enter a decimal in the ship quantity field?

A5. No, you will get an error message saying you can't. You will have to decide whether to make it lower or higher by 1 number.

Q6. Which freight terms and pool code I should select?

A6. Unless told by your Ford representative do not select anything.

Q7. When creating an ASN what if I don't see a 'purchase order' number filled in the required field?

A7. Review the inbox document for that part number and see if it is there. Then manually enter it in the create ASN screen in the required 'purchase order' field. If you cannot find it contact your Ford representative to identify what it should be. If the ASN is urgent and needs to be sent use 99999 as the 'purchase order' number.

Q8. Can I enter an ASN number that I want to use like an Invoice number or our own tracking number?

A8. Yes, you can enter any value (numbers or characters) as long as you don't use it again to prevent duplicates.

Q9. Can I re-use the system generated ASN over and over on a group of ASNs with the same part number?

A.9 No. You should let the WebEDI system automatically generate a new one for each ASN you create.

Q10. When I click on the 'verify' button I get the 'warning' message, can I send this ASN?

A10. Usually. Warnings are there to improve the accuracy of the ASN so it is always recommended you review them to see if it needs any action. For example, if the 'ship date' is not the current date are you sure that is what you want? OR, the 'pieces per container' warning is very common as we are NOT requiring any packaging information yet so please ignore those related warnings.

Q11. Can I create an ASN with more than 1 part number?

A11. Yes. You can select as many parts as you need on the inbox/part tab screen as long as they have the same Ship-From and Ship-To location. The WebEDI system will prevent you from accidentally trying to create an ASN if you choose different locations.

Q12. When I create the ASN do I have to fill in all the fields?

A12. No. For now, to make the WebEDI application easier to use, the user only has to fill in the BOLD RED required fields. You be advised in the future when to start using the additional optional fields.

Q13. Can I print my own shipping labels?

A13. Yes, there is no requirement to print and use the WebEDI provided labels. Please continue your normal printing process.

Q14. I want to use the WebEDI labels but the PDF does not print correctly on my label printer, can you help?

A14. No. Covisint cannot support the many different models of printers, you will need to contact your company's IT department to help configure your printer.

Q15. Sometimes I create very large ASNs, is there anyway to upload a file to the WebEDI?

A15. Currently the WebEDI does not support uploading files. If this capability is needed please contact your Ford representative and ask that this feature be considered as an enhancement.

Thank you