

Supplier's Guide to Using Supplier Connection

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HELP FOR LOGGING IN TO SUPPLIER CONNECTION

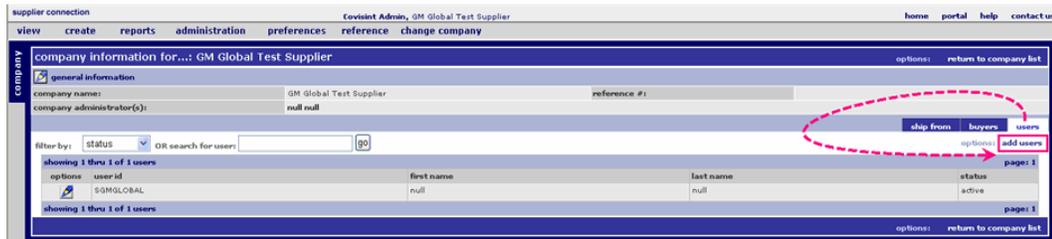
Adding New Users to Supplier Connection

The user must have already requested and been approved for the Supplier Connection application.

1. [Log in to Supplier Connection.](#)



2. From the administration drop down menu, click **administer company**. The Company Information screen is displayed.



3. Click **users** tab.
4. Click **add users**. The **add new users** screen is displayed.

Add New User Screen

add new users GM Global Test Supplier

enter user id

User ID:

User ID:

User ID:

User ID:

User ID:



You can only add users into Supplier Connection that meet the following criteria:

- first, user's access has been granted to the Covisint Portal
- second, user's access has been granted to the Supplier Connection service package within the portal.

Register for a User ID at: <http://us.register.covisint.com/start.html> The self registration request for a new User ID will be routed to your internal Security Administrator for approval.

5. Key in one portal user id in each open text field.
6. Click **add users**. The screen refreshes, and each user is added to the list.
7. Click  in the options column next to the user id you added. The edit user info screen is displayed.
8. Select **active** in the status drop down menu.
9. Select **yes** from the company admin drop down menu if you wish to assign the Administrator role to the user.



Ignore all other options on this screen.

The screenshot shows the 'edit user info' form. The 'user information' section includes fields for user id (SGMGLOBAL), first name (null), last name (null), job title, company name (GM Global Test Supplier), preferred language (English (US)), time zone ((EST) Eastern Standard Time), status* (active), and company admin* (yes). The 'assigned locations' section is a table with columns for 'select', 'edit privileges', and 'location name'. It lists five locations: A New Test Supplier, ACUMENT GLOBAL TECHNOLOGIES INC, AGS TECHNOLOGY INC, AK TUBE LLC, and ZF LEMFORDER AUSTRALIA PTY LTD. A red 'X' is drawn over this section. A pink box highlights the 'save' button at the bottom right, with the text 'changes' partially visible next to it.

10. Scroll to the bottom of the screen and click **Save**.

This screenshot is identical to the one above, showing the 'edit user info' form. The 'assigned locations' section is crossed out with a red 'X'. A pink box highlights the 'save' button at the bottom right, with the text 'changes' partially visible next to it.

11. Next, [assign the user to ship-from locations.](#)

RESULT:

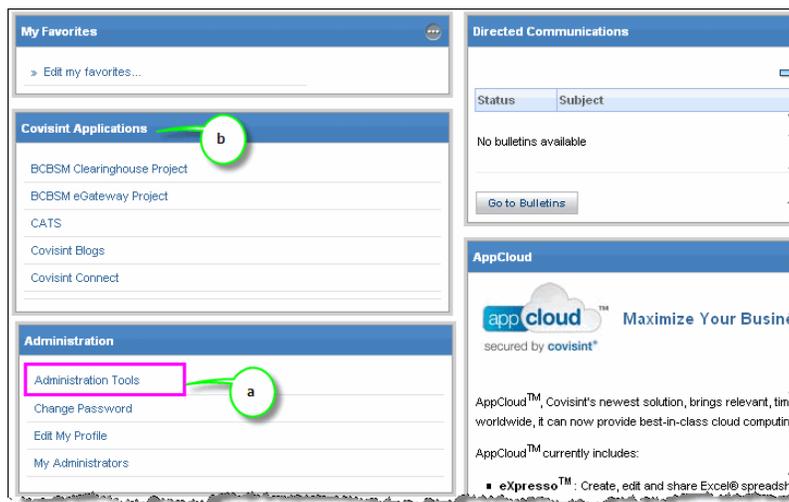
You have successfully added new users to Supplier Connection. [Next, assign users to ship-from locations.](#)

Requesting Access to Supplier Connection

Complete the steps below to request access to Supplier Connection.

The steps below assume your company already has access to Supplier Connection, and that you already have a portal user name and password.

1. [Log in to the portal.](#)



2. Click **Administration Tools** from the list of applications on the left. (a)
3. From the **My Profile** drop down menu, click **Request Service Package**.
4. Click **request** next to the package you wish to request.
5. Enter the *reason for request* in the open text box.
6. Click **continue**.
7. Repeat steps 1 - 5 as necessary for additional service packages.

RESULT:

You have successfully requested access to Supplier Connection. Your administrator must perform two steps:

- approve your request (You will be notified by email when a decision had been made)
- add you to the supplier connection application

If Supplier Connection is:

- not listed in your applications (b), then you most likely have not been approved access to the service package.
- displayed in your list of applications (b), but when clicked you receive an error, then most likely you have been approved access to the service package, but the administrator has not yet added to you Supplier Connection application.

Logging in to Supplier Connection

The steps below assume that you have already been approved for access to and have been set up within Supplier Connection by the Administrator.

1. Navigate to the portal login screen. (<http://covisint.com/loginAuto.shtml>)
2. Key in your User Name and Password in the open text fields.
3. Click **Submit**. The screen refreshes, and the logged in portal page is displayed.



4. Click **Supplier Connection** from the list of Covisint Applications on the left side of the screen. The screen refreshes and Supplier Connection is launched.

RESULT:

You have successfully logged in to Supplier Connection.

Forgot My Password

Complete the following steps to reset your password when you have forgotten or locked your password.

1. Navigate to the portal login screen. (<http://covisint.com/loginAuto.shtml>)

Home > Automotive Login

Automotive Login

User Name

Password

[View Covisint's system maintenance and release schedules >>>](#)

SUBMIT

Forgot Your Password? [Show Me How](#)

Logging in indicates acceptance of [Terms of Use](#) and [Privacy Policy](#)

2. Click **Forgot Your Password?**
3. Key in your *User ID* and then click **continue**.
4. Key in the *answer* to each security question in the corresponding open text fields. Your answers must match exactly that which you entered during your initial registration, including case and space sensitivity. (The Answer field is a case-sensitive field. You must remember exactly how you keyed in the answer during registration).
5. Click **Submit**. The first half of the new, system generated temporary password is displayed on the screen. The second half of this temporary password has been emailed to the address you entered during registration.
6. Write down the first half of the temporary password from the screen, and obtain the second half of the temporary password from your email. This temporary password is a single use password, and is a combination of letters and numbers totaling eight characters (i.e., 9AG877BO). The user is forced to create a new password the next time the user attempts to login, as in steps 7 - 13 below.

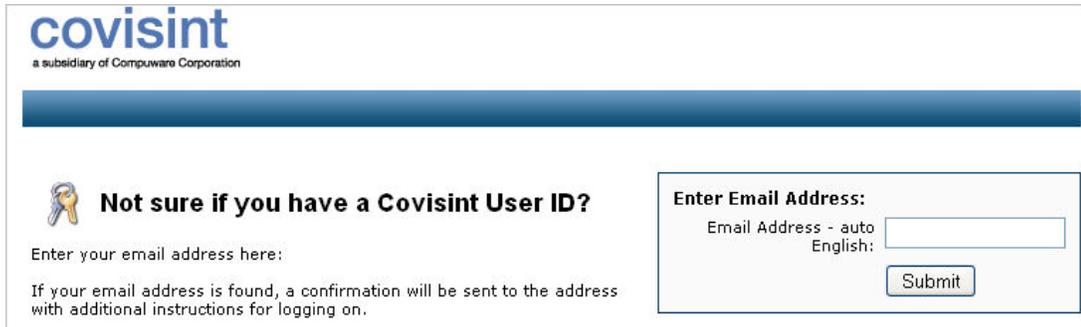
7. Click **Login** from the Password Reset screen.
8. Key in your User ID and 8-digit temporary password in the corresponding fields. (Recall that the first 4 digits were displayed on the screen, and the remaining 4 digits were emailed to the address with which you registered in the system).
9. Click **Login**. The Update Password screen is displayed.
10. In the Current Password field, key in the complete 8-digit temporary password you have just obtained.
11. In the New Password field, key in the *new password* you wish to create.
12. In the Confirm New Password field, key in the *new password* you created in the previous steps.
13. Click **Update**.

RESULT:

You have successfully reset your password.

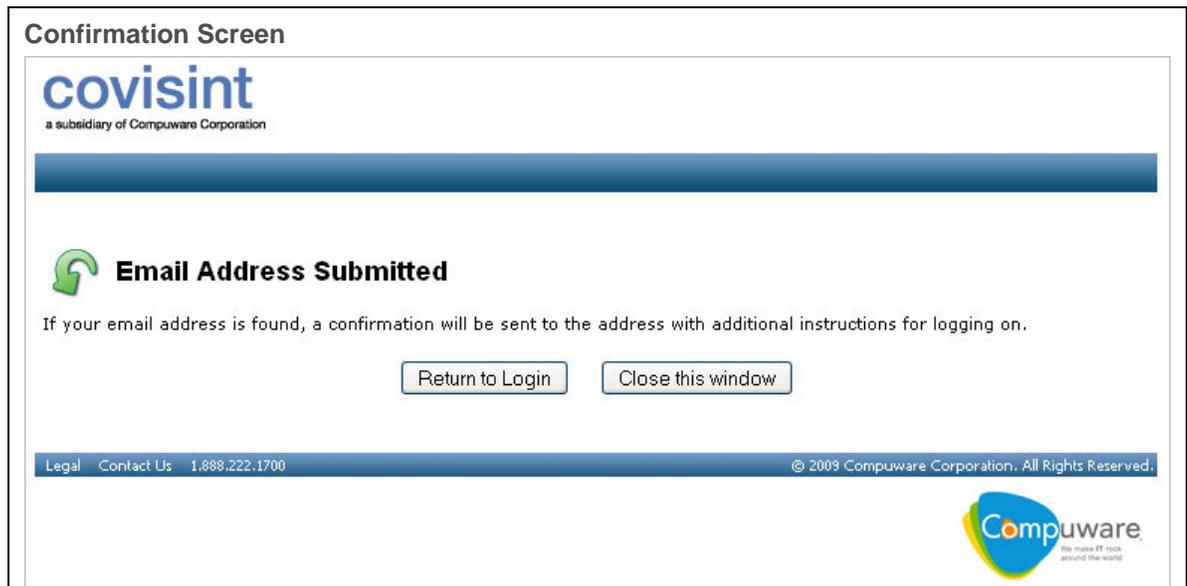
Forgot My User Name

1. Navigate to the portal login screen. (<http://covisint.com/loginAuto.shtml>)
2. Click **Forgot your user name?**



The screenshot shows the Covisint login page. At the top left is the Covisint logo with the tagline 'a subsidiary of Compuware Corporation'. Below the logo is a blue horizontal bar. The main content area has a heading 'Not sure if you have a Covisint User ID?' with a key icon. Below this heading is the text 'Enter your email address here:' and a paragraph: 'If your email address is found, a confirmation will be sent to the address with additional instructions for logging on.' To the right of this text is a form box titled 'Enter Email Address:'. Inside this box, there are two labels: 'Email Address - auto' and 'English:', each followed by a text input field. Below the input fields is a 'Submit' button.

3. Key in your email address into the open text field. You must enter the email address you identified when you registering for portal access.
4. Click **Submit**. The screen refreshes, and the **confirmation message is displayed**.



The screenshot shows the 'Confirmation Screen' on the Covisint portal. At the top left is the Covisint logo with the tagline 'a subsidiary of Compuware Corporation'. Below the logo is a blue horizontal bar. The main content area has a heading 'Email Address Submitted' with a green checkmark icon. Below this heading is the text: 'If your email address is found, a confirmation will be sent to the address with additional instructions for logging on.' Below this text are two buttons: 'Return to Login' and 'Close this window'. At the bottom of the page, there is a blue horizontal bar containing the text 'Legal Contact Us: 1.888.222.1700' on the left and '© 2009 Compuware Corporation. All Rights Reserved.' on the right. In the bottom right corner, there is the Compuware logo with the tagline 'We make IT rock around the world.'

RESULT:

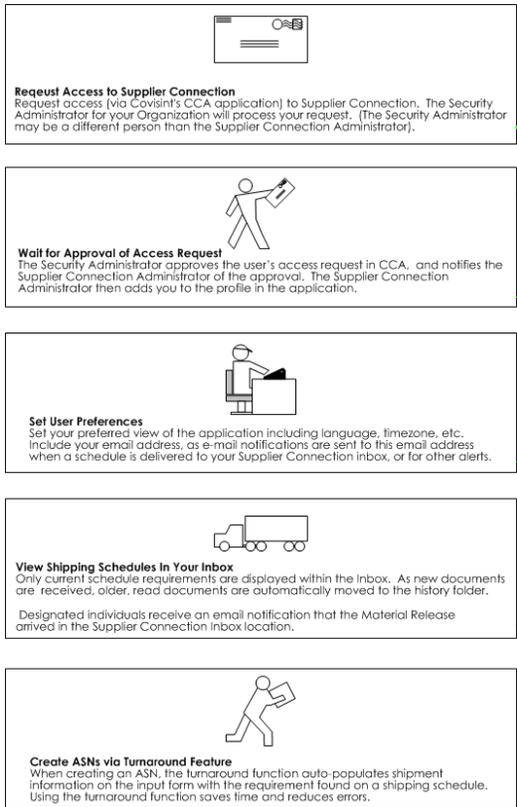
If your email address is found in the system, a confirmation will be sent to the address with additional instructions for logging on.

GETTING STARTED TASK LIST

- ✔ Complete following list of tasks in the order listed the first time you log into Supplier Connection:
 - Set your user preferences
 - View Items (schedules) in your Inbox
 - Create an ASN via Turnaround Function
 - Print Items as necessary
 - [bar code labels](#)
 - [delivery notes](#)
 - [items in your inbox](#)

All tasks listed assume that you are [logged in to Supplier Connection](#).

PROCESS FLOW FOR GENERAL USERS



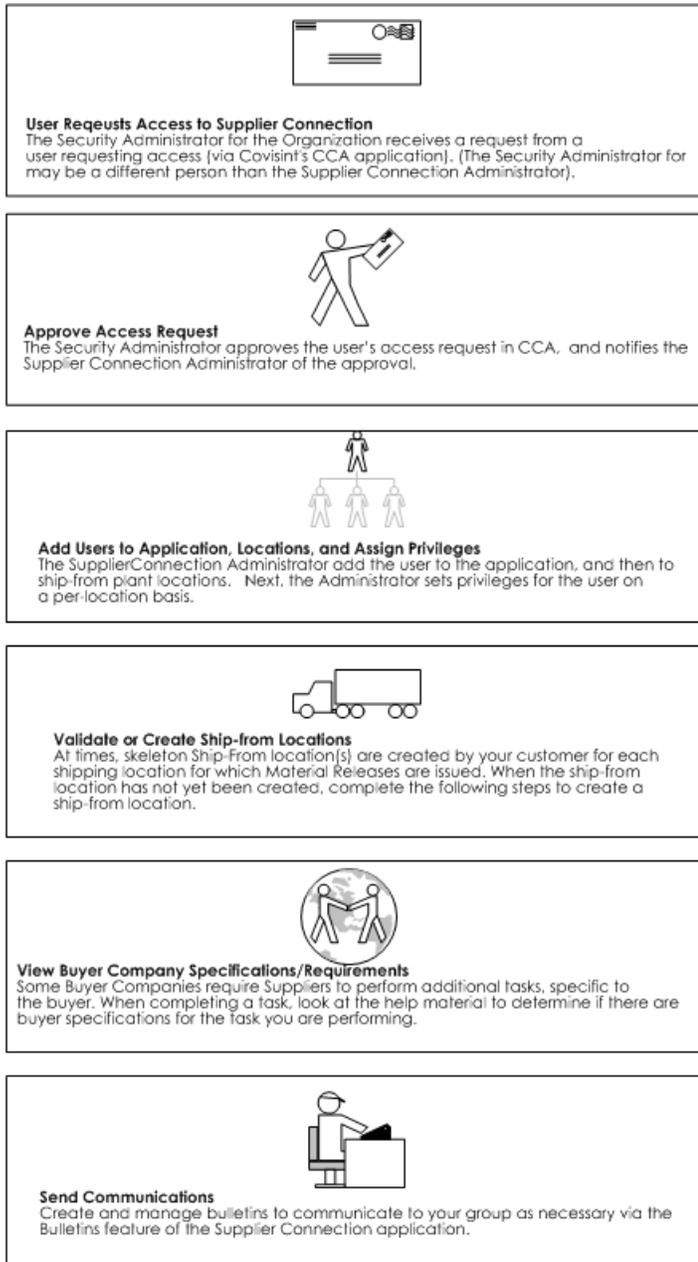
If creating a 'practice' asn using turnaround, do not click 'send asn' in order to avoid errors/duplicates.

SUPPLIER ADMINISTRATOR TASK LIST

Complete following list of tasks in the order listed the first time you log into Supplier Connection

- [Complete General User Tasks](#)
- [Create Ship-From Locations](#)
- [Add Users to Supplier Connection](#)
 - [assign Administrator Role when necessary](#)
 - [assign users to ship-from locations](#)
 - [assign user privileges per ship-from location](#)
- [Create a Carrier Profile](#)
- [Assign Default Carrier](#)
- [Update Buyer Part Master](#)
- [Update Supplier Part Master](#)
- [Update Container Records](#)
- [Update Pallet Reference Files](#)
-

PROCESS FLOW FOR SUPPLIER ADMINISTRATORS

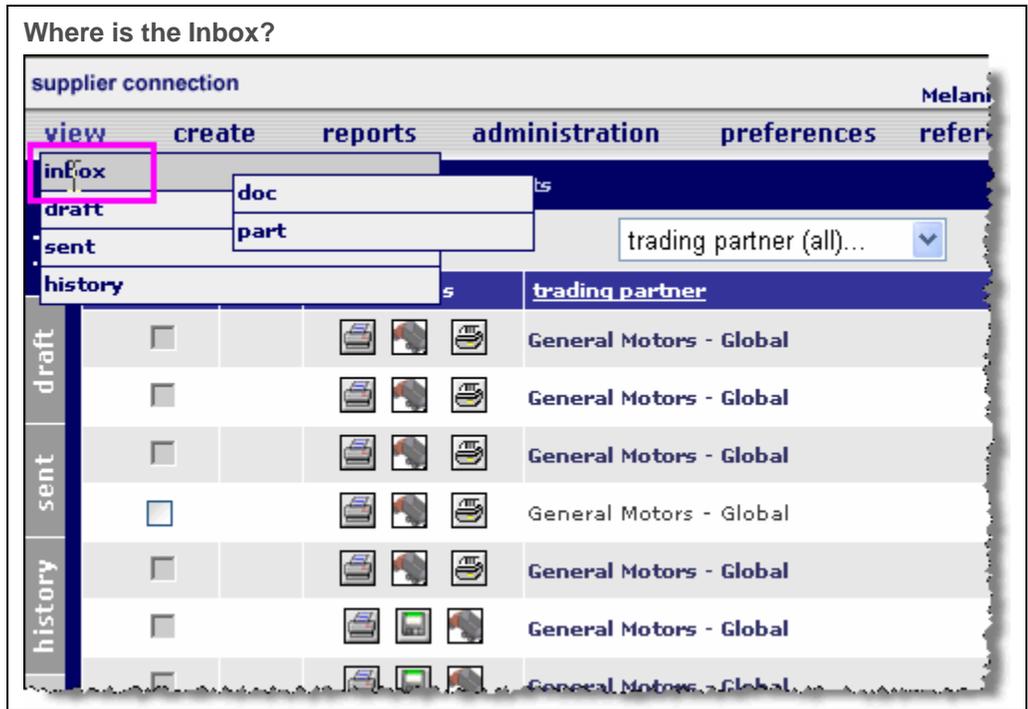


VIEWING ITEMS IN THE INBOX

Only current schedule requirements are displayed within the Inbox. As new documents are received, older, read documents are automatically moved to the history folder. Designated individuals receive an email notification that the Document arrived in the Supplier Connection Inbox, according to the email address set in the user preferences.

View the Inbox from either of two tabs; **Doc** and **Part**.

1. View a **schedule** by clicking **Inbox** from the **View** menu. A list of your outbound planning and shipping documents are displayed. This is the information pulled from the flat file, presented in a readable PDF format.



2. Click the **doc** tab.

view create administration preferences reference									
inbox :: viewing 1 - 15 of 424 documents page: << 1 2 3 4 5 ... 25 26 27 28 29 >> 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 #	
inbox	<input type="checkbox"/>		General Motors - Global	Pickup Sheet	8/20/09 4:19 AM	8/20/09		1250756376294	
draft	<input type="checkbox"/>		General Motors - Global	Pickup Sheet	8/20/09 4:17 AM	8/20/09		1250756278441	
sent	<input type="checkbox"/>		General Motors - Global	Pickup Sheet	8/20/09 4:10 AM	8/20/09		1250755857441	
history	<input type="checkbox"/>		General Motors - Global	Pickup Sheet	8/19/09 8:08 AM	8/19/09		1250683730684	
	<input type="checkbox"/>		General Motors - Global	Pickup Sheet	8/19/09 8:06 AM	8/19/09		1250683592646	
	<input type="checkbox"/>		General Motors - Global	Planning Document	8/19/09 6:14 AM	2/9/09	2/9/08 - 2/9/08	82	

Details About The Inbox Screen

New documents appear in bold font. Once read, the font is no longer bold.

The checkbox is only enabled after a document has been read.



Warning icon - indicates that the release has not been read by the supplier. The icon will disappear after the supplier reads the release.



Error icon - indicates a trading partner setup error - this is for your information only. You cannot resolve this error, and it will be handled between the buyer and the help desk.



Printer icon - view/print the document in PDF format. (You must be a Company Administrator to print from the Inbox).



Printer icon with green checkmark - only Metaldyne suppliers will see this icon. It is displayed after a user views or downloads a document within the inbox, and Supplier Connection sends a functional acknowledgement message to Metaldyne.



Truck icon - hover mouse over this truck icon to view the sender of the document



disk icon - download / save the document as csv file. (Any information contained in the note section of the report will not be displayed in the downloaded document.)

- Filter your view of the data by selecting a document type and / or a trading partner from the drop down menus.
- Click **go**. Results are displayed.
- View the schedule by clicking  (the print icon) in the *options* column. The schedule is displayed in a new window in PDF format.



You must have the Adobe Reader installed on your computer in order to read the file.

<http://get.adobe.com/reader/>



6. Optionally, in the PDF toolbar, click:

-  to print the schedule
-  to save the schedule to your computer.

RESULT:

You have successfully viewed items in the Inbox.

SETTING / EDITING YOUR USER PREFERENCES

1. From the Preferences menu, click **edit preferences**.

supplier connection Melanie Abston, GM Global Test Supplier

view create reports administration preferences reference change company

edit preferences

edit user preferences

user information:

user id:	SGMGLOBAL
first name:	null
last name:	null
job title:	
company name:	GM Global Test Supplier
preferred language*:	English (US) ▾
time zone*:	(EST) Eastern Standard Time ▾
inbox view*:	Document ▾
draft view	ASN ▾
sent view	ASN ▾
history view	Document ▾
show requirements from past (# days)	0
show requirements into future (# days)	0
These fields are used to establish a default date range for display range. For the infrequent user of Supplier Connection, it is suggested that you set these values to 0.	
email address:	dianne.t@compuware.com <small>email address to receive id</small>

save
changes OR
cancel
and go to inbox

2. Key in all fields as required. Required fields are identified with red font and asterisk in the field name.
3. In the email address field, key in your email address. An e-mail notification will be sent to this email address when a schedule is delivered to your Supplier Connection inbox, or for other alerts.



GM Suppliers are required by GM to provide an email address. If you are a GM Supplier, you must complete the email address field even though it is not marked as required.

4. Click **Save**. The screen refreshes and your preferences are set.

RESULT:

You have successfully set your user preferences.

MENU OPTIONS DEFINED

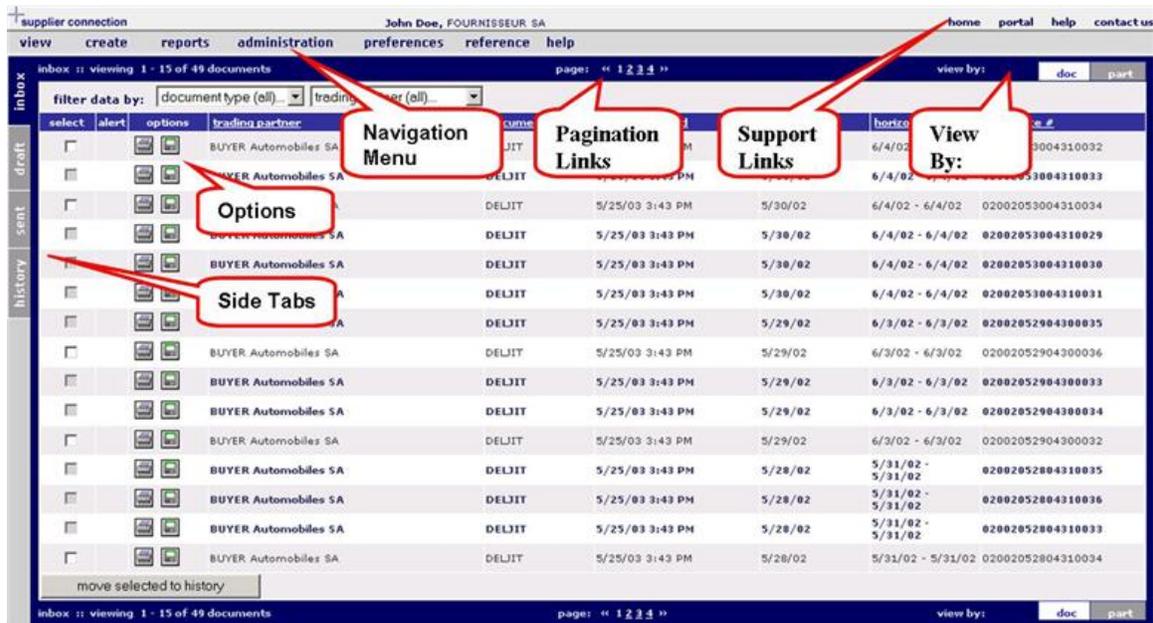
[view](#) [create](#) [reports](#) [administration](#) [preferences](#) [reference](#) [help](#)

SECTION:	DESCRIPTION:
view	As users move throughout the various Supplier Connection pages they can quickly view new (inbox), draft, sent or archived (history) supply chain documents.
create	Ability to create Advanced Ship Notice (ASN) and Invoice. Note: For ASNs, this feature is only used when shipping products that are not listed on a material release.
reports	Generate standard reports.
administration	Ability to set up locations and manage trading partner relationships. (Administrator access only).
preferences	Set user-specific preferences, including language, time zone, default viewing options.
references	A reference database. Create and manage master data that is used during the printing of the delivery note, creating an ASN, creating an invoice, and validating an ASN and invoice. (Administrator access only).

Side Tabs Defined

	SECTION:	DESCRIPTION:
inbox	inbox	View received documents such as material releases, forecasts, planning schedule or shipping schedule.
draft	draft	View and edit draft versions of documents prior to sending, such as advanced ship notices or invoices.
sent	sent	View sent documents, such as advanced ship notices or invoices.
history	history	View the documents or parts that have been moved to the history folder, such as material releases, forecasts, planning schedule or shipping schedule.

Main Screen Elements Defined



SECTION:	DESCRIPTION:
Options	Tasks that can be performed for the specific item.
Side Tabs	When displayed they always appear on the left side of the page. The navigation tabs are only present when the user is in one of the four tabs (inbox, draft, send or history), which are accessed via "view" from the navigation menu.
Navigation Menu	Displayed on all pages throughout the application, enables you to navigate to various sections of the application.
Pagination Links	Navigate through all pages via the page numbers.
Support Links	Displayed on all pages throughout the application, at the top right side of the page.
View By	<ul style="list-style-type: none"> - Part tab allows you to view incoming documents by part number. - Doc tab allows you to view all incoming documents.

WORKING WITH ASNs

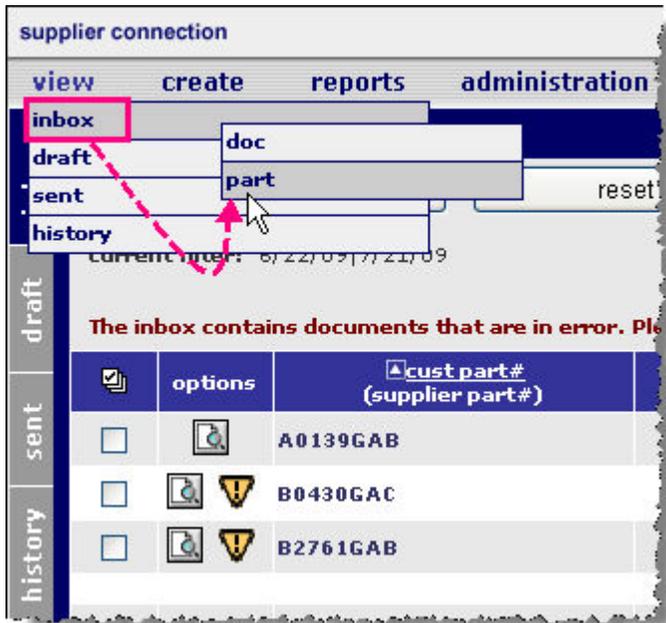
Creating an ASN from Turnaround

When creating an ASN, the turnaround function auto-populates shipment information on the input form with the requirement found on a shipping schedule. Using the turnaround function saves time and reduces errors.

Some Buying Organizations have additional requirements. Before submitting the ASN, check to see if the buyer company has additional requirements for you:

Complete the steps below to create an ASN from turnaround feature.

1. Click **view** on the main toolbar.



2. From the **inbox** drop down menu, click **part**.

Supplier's Guide to Using Supplier Connection

inbox :: viewing 1 - 3 of 3 parts page: « 1 »

set filter... reset filter

current filter: 6/22/09|7/21/09

The inbox contains documents that are in error. Please contact your company administrator. **!**

	options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from
<input checked="" type="checkbox"/>		A0139GAB		Shipping Document	7/12/09 12:00 AM	7/12/09 - 7/12/09	INTERNATIONAL STEEL GROU INC
<input type="checkbox"/>		B0430GAC		Shipping Document	7/12/09 12:00 AM	7/12/09 - 7/12/09	INTERNATIONAL STEEL GROU INC
<input type="checkbox"/>		B2761GAB		Shipping Document	7/12/09 12:00 AM	7/12/09 - 7/12/09	INTERNATIONAL STEEL GROU INC

print selected download selected CSV download selected TXT move selected to history turnaround selected

inbox :: viewing 1 - 3 of 3 parts page: « 1 »

3. Enable the checkbox of each part you wish to include on the ASN. (You may use the **set filter...** option to narrow results on this page. This will allow you to filter parts for a particular ship-from / ship to combination, and/or a from-date / to-date range.).
4. Click **turnaround selected**. The screen refreshes, and the ASN screen is displayed with the parts selected. Some fields on the ASN screen are pre-populated with data from the shipping document.

ship notice identification

asn number* 584 ship from INTERNATIONAL STEEL GROUP INC ship to GRAND RAPIDS METAL dock

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 - 2 of 2 parts page: " 1 " buyer part no 89

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>		B0430GAC	ship quantity* 29936 Kilogram (KGM) cumulative shipped 0 Original Requirement 29936 Quantity number of containers 1 number of pallets 1	container select. pieces per container* 29936 containers per pallet* 0	purchase order* Dock Code line feed Kanban Number
<input type="checkbox"/>		B2761GAB	ship quantity* 14500 Kilogram (KGM) cumulative shipped 0 Original Requirement 14500 Quantity number of containers 1 number of pallets 1	container select. pieces per container* 14500 containers per pallet* 0	purchase order* Dock Code line feed Kanban Number

deleted selected configure packaging edit label marks
reset packaging

shipment information

dates	carrier	packaging/weights	reference numbers
document date 7/6/09 12:57 EST ship date*	carrier* select. scac* mode of conveyance* select. equipment description code* select. equipment number trailer	net weight* 0 select. gross weight* 0 select.	Material Flow Authorization* master bill of lading carrier reference number excess responsibility select. Excess Transportation Number air bill

save asn verify asn print delivery note print labels
cancel send asn



If the reference database had been updated with packaging information, those fields would also be updated. Otherwise, default data will be placed on the ASN. Refer to the section entitled [Configure Packaging](#) for details.

5. Key in all required fields. (Required fields are identified with **bold, red font and an asterisk**). If you created a carrier profile, that information is auto-populated on this screen. You can modify that default information on this ASN if desired.
 - a. Key in data in the ship quantity in the open text field.
 - b. Key in the packaging data including the pieces per container and containers per pallet open text fields. If those fields have not been updated into the reference database, those fields can be left empty and default values will be used with the ASN.
6. Key in the **trailer code** in the trailer open text field. This is a required field!
7. Complete additional buyer company requirements if any:
8. Click **save asn**. Container and pallet count values are calculated based on the packaging data entered. If you ship in standard packs, your ASN and bar code label will be correctly generated. If you use non-standard packaging, refer to the section entitled [Configure Packaging](#).

9. In the shipment information section of the screen, verify that the ASN time-zone is that of the ship-from location. If necessary, correct the time zone by updating the ship-from location record. Refer to the section entitled [Viewing Ship-From Locations](#).
10. Modify the carrier from the drop down menu if necessary. (Carrier data is pre-populated from a default carrier assignment. Refer to [Assigning a Default Carrier](#) for details). If a record has not been created for the carrier, add the carrier. Refer to the section entitled [Creating a Carrier Profile](#) for details.
11. Optionally, enable the checkbox next to *assign selected carrier as default* field. When selected, this will be the default carrier record auto-populated on subsequent ASNs created for this ship-to destination.
12. Key in packaging weights and reference numbers.
13. Click **verify asn** to scan for errors before sending.

IF...	THEN:
No errors are displayed	Continue to step 14.
Errors are displayed	<ol style="list-style-type: none"> a. Resolve the errors. Refer to the section entitled Resolving Errors on ASN for details. b. Continue to step 14.

14. Click **print delivery note**. The ASN report is generated. On the report is a detail line printed for each master pack created.
15. Click **print labels**. A label summary screen is displayed, showing the total number of containers and master packs for which labels will be produced. The total label count field indicates how many sheets of label stock is required.
16. Click the print icon to display the bar code labels in PDF format.
17. Review the labels.



Two identical labels are printed on each 8.5 x 11 sheet. Each container is to have two labels placed on it at adjacent corners. The sequence of labels is the container labels followed by a master pack label.

18. Click **send asn**.

RESULT:

You have successfully sent an ASN using Turnaround. The ASN is stored in the SENT folder.

Resolving Errors on ASN



ICONS USED ON THE ASN SCREEN AND WARNING WINDOW:



indicates a fatal error is present. All fatal errors must be removed before an ASN can be transmitted to "Buyer Company".



indicates a warning condition. Warnings do not prevent an ASN from being transmitted to "Buyer Company".

When these icons are displayed on the ASN after clicking **verify ASN**, review the messages in the ASN Messages pop up window and make appropriate corrections.

After closing the ASN Messages window, you are able to view the error message by hovering your mouse over the icons on the ASN screen.

Once you have made appropriate corrections, complete the steps to create the ASN by proceeding to step 13 in the section entitled [Creating an ASN from Turnaround](#).

Editing / Viewing Draft Version of an ASN

1. Navigate to the draft folder.
2. Click the pencil icon in the options column of the draft you wish to view/edit.

RESULT:

You have successfully edited/viewed a draft version of an asn.

Cancelling an ASN



1. Click the **sent** tab and navigate to the ASN you wish to cancel.
2. Reactivate the sent ASN in order to cancel it. To do so, click  in the line of the ASN to you wish to cancel. A confirmation screen is displayed.
3. Click **continue**. The screen refreshes, and the ASN is cancelled. Cancelled ASNs are highlighted in the sent folder with a red stop sign in the reference column as displayed in the screenshot above.

RESULT:

You have successfully cancelled an ASN.

Printing Bar Code Labels from ASN

The screenshot shows a software interface with two main sections: 'shipment information' and 'shipment address information'.
shipment information
 - **dates**: document date 3/24/04, 12:54 EST; ship date* (dropdown)
 - **carrier**: carrier* AAA Transport, scac* AAAT, mode of conveyance* air(A), equipment description code* Air Freight(AF), trailer (dropdown), add (button), add new carrier, update selected carrier, assign selected carrier as default (checkbox)
 - **packaging/weights**: net weight* 0 pounds, gross weight* 0 pounds
 - **reference numbers**: packing slip* (dropdown), bill of lading* (dropdown), lading quantity (dropdown)
 - **Buttons**: cancel, save as1, print delivery note, print labels (highlighted with a pink box), verify as1, send as1
shipment address information
 - **ship from**: 123 Parton Park, Nashville, TN, USA
 - **ship to**: 87786 Park Ridge, Morristown, TN, USA
 - **buyer**: Lear Seating

1. Navigate to the ASN for which you wish to print bar code labels. (It should be stored in one of the side tabs: Draft, Sent, or History)
2. Click **print labels**. A label summary screen identifying the total number of containers and master packs for which labels will be created is displayed. The total label count field identifies how many sheets of label stock will be needed. The bar code labels are displayed in PDF format.
3. Click  in the options column to view labels in PDF format.
4. Click  in the PDF toolbar.
5. Complete additional buyer company requirements if any:



Notes:

Two identical labels are printed on each 8 ½ x 11 sheet. Each container must have two labels placed on it at adjacent corners.

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.

RESULT:

You have successfully printed bar code labels.

Printing Delivery Note from ASN

shipment information			
dates		carrier	
document date	3/24/04 12:54 EST	carrier*	AAA Transport
ship date*		scac*	AAAT
		mode of conveyance*	air(A)
		equipment description code*	Air Freight(AF)
		trailer	
		add	add new carrier
			update selected carrier
		<input checked="" type="checkbox"/>	assign selected carrier as default
cancel		print delivery note	verify asn
save asn		print labels	send asn
shipment address information			
ship from		ship to	
123 Parton Park		87786 Park Ridge	
Nashville		Morristown	
TN		TN	
USA		USA	
buyer			
Lear Seating			

1. Navigate to the ASN for which you wish to print a delivery note. (It should be stored in one of the side tabs: Draft, Sent, or History).
2. Click **print delivery note**. The delivery note is displayed in PDF format.
3. Click  in the PDF toolbar.

RESULT:

You have successfully printed a delivery note.

Resending an ASN



1. Click **sent** folder. A list of ASNs that have already been sent is displayed.
2. Click  in the line of the ASN you wish to resend. A confirmation message is displayed.
3. Click **OK** to confirm resending this ASN.

RESULT:

You have successfully resent an ASN.

Reactivating (Replacing) an ASN

Reactivating an ASN allows the user to create a new draft ASN with information pulled from the originally sent ASN. This may be used when some information on the sent ASN was incorrect. Depending upon buyer company business rules, Supplier Connection may require you to cancel the original ASN before a replacement can be generated. Follow screen directions until the original ASN has been reactivated. The reactivated ASN will appear in the 'draft' folder.

The reactivated ASN can then be modified and transmitted to replace the original ASN.



1. Click **sent** folder. A list of ASNs that have already been sent is displayed.
2. Click in the line of the ASN you wish to reactivate.
3. Navigate to the **draft** folder, and update the ASN. Once updated, the ASN in the Draft folder will generate two delivery notes. Both delivery notes will appear in the Sent folder with the corresponding icon that represents the type of change that was made to the ASN in the reference column. A single delivery note cannot be generated that shows both new part information and changed part information. For buying organizations that allow a supplier to send a revised ASN containing new part information (add) or to modify existing part information (change) by reactivating an ASN without sending a cancellation ASN, the following icons will appear in the reference column next to the ASN which has been reactivated or modified:

CHANGED ASN ICONS:	DESCRIPTION:
	Reactivated ASN. The ASN was reactivated and placed in the Draft folder for modification. Do not resend a reactivated ASN from the sent folder; resend the ASN from the Draft folder only.
	ASN contains new part numbers. The Delivery Note contains the original part information plus the new part information that was added.
	ASN contains changes. The Delivery Note contains the new updates to the part information and shipment information that was not modified.

RESULT:

You have successfully reactivated an ASN.

Editing / Viewing Draft Version of an ASN

1. Navigate to the draft folder.
2. Click the pencil icon in the options column of the draft you wish to view/edit.

RESULT:

You have successfully edited/viewed a draft version of an asn.

CONFIGURE PACKAGING

When necessary, click **configure packaging** button when creating an ASN via turnaround. The ASN packaging level screen is displayed.

ship notice identification

asn number* 133 ship from Nashville Plant ship to dock

part packaging level

part filter select filter selected part Total number of pallets 4

add line item

select a part to add Number of Containers add part to asn

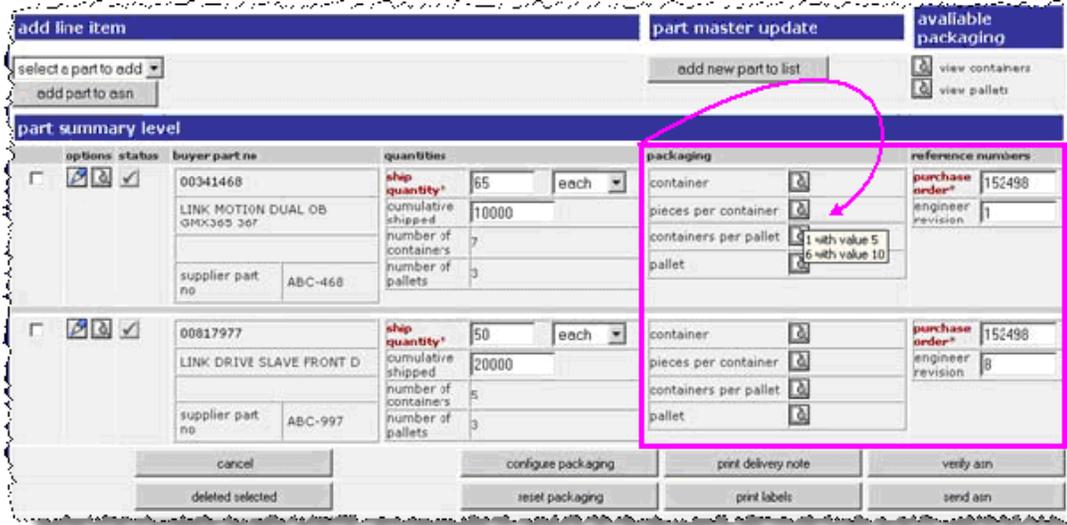
container list

checkbox	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	00341468	10	container C468	serial number 000011261	1
<input type="checkbox"/>	00341468	10	container C468	serial number 000011262	1
<input type="checkbox"/>	00341468	10	container C468	serial number 000011263	1
<input type="checkbox"/>	00341468	10	container C468	serial number 000011264	1
<input type="checkbox"/>	00341468	10	container C468	serial number 000011265	4
<input type="checkbox"/>	00341468	10	container C468	serial number 000011266	4
<input type="checkbox"/>	00341468	5	container C468	serial number 000011267	4
<input type="checkbox"/>	00817977	10	container C997	serial number 000011268	2
<input type="checkbox"/>	00817977	10	container C997	serial number 000011269	2
<input type="checkbox"/>	00817977	10	container C997	serial number 000011270	3
<input type="checkbox"/>	00817977	10	container C997	serial number 000011271	3

1. If the packaging assignments do not accurately reflect how the shipment is packed, modify the fields as necessary.
2. Add an additional pallet when necessary. In order to add a pallet, the 'total number of pallets' field in the part packaging level section must be incrementally increased. Pallet numbers are used to assign containers to a master pack. Containers can be assigned to any pallet number to reflect the physical shipment. For instance, pallet number 5 has one container from each part assigned to it. When bar code labels are created, pallet 5

container assignments will be reflected as a mixed load and a mixed load bar code label will be generated indicating 2 containers.

3. Click **save**.
4. Click **cancel** to return to the ASN part summary level.



Icons are displayed in the packaging column after configuring the packaging. Hover your mouse over any of these icons to display a summary.

ICONS / BUTTONS DEFINED:

Lading Quantity	An icon will always be present in the 'lading quantity' field in the shipment header section. Mousing over this icon will display the number of pallets with a particular pallet type. In this example, all five pallets are type "PLT71".
Reset Packaging	The 'reset packaging' function button will remove all changes made when configuring packaging, restore the original packaging defaults.

5. After configuring the packaging as necessary, complete the steps to create the ASN by proceeding to step 13 in the section entitled [Creating an ASN from Turnaround](#).

RESULT:

You have successfully configured packaging.

UPDATING KANBAN NUMBERS

Updating KANBAN Numbers on ASN



If your buyer does not require KANBAN information on an ASN, skip this section.

When creating an ASN via turnaround, the ASN input form contains KANBAN container information in the Part Summary section, for each item that has KANBAN container information associated to it.

part summary level		viewing 1 - 1 of 1 parts										
options	status	buyer part no	quantities									
<input type="checkbox"/>		B116A	<table border="1"> <tr> <td>ship quantity*</td> <td>0</td> <td>each (CA)</td> </tr> <tr> <td>cumulative shipped</td> <td>0</td> <td></td> </tr> <tr> <td>number of containers</td> <td>1</td> <td></td> </tr> </table>	ship quantity*	0	each (CA)	cumulative shipped	0		number of containers	1	
ship quantity*	0	each (CA)										
cumulative shipped	0											
number of containers	1											

To view KANBAN container information within the ASN for a specific part number, **click on the pencil icon with the letter K on it**. The Edit Item Level KANBAN Numbers screen for the part selected is displayed.

part summary level		viewing 1 - 1 of 1 parts										
options	status	buyer part no	quantities									
<input type="checkbox"/>		B116A	<table border="1"> <tr> <td>ship quantity*</td> <td>0</td> <td>each (CA)</td> </tr> <tr> <td>cumulative shipped</td> <td>0</td> <td></td> </tr> <tr> <td>number of containers</td> <td>1</td> <td></td> </tr> </table>	ship quantity*	0	each (CA)	cumulative shipped	0		number of containers	1	
ship quantity*	0	each (CA)										
cumulative shipped	0											
number of containers	1											

Supplier's Guide to Using Supplier Connection

The screenshot shows a web application interface for editing item-level Kanban numbers. At the top, there is a navigation menu with the following items: view, create, reports, administration, preferences, reference, and help. Below the menu is a header bar with the title "Edit Item Level Kanban Numbers".

The main content area contains the following elements:

- A "Buyer Part Number" field with the value "B116A".
- A "Kanban Number" input field and an "Add Kanban" button.
- A section titled "Detail Kanban Numbers" containing a table with the following data:

Delete	Kanban Number
<input type="checkbox"/>	2174-7
<input type="checkbox"/>	2644-8
<input type="checkbox"/>	2645-9
<input type="checkbox"/>	3055-10

At the bottom of the interface, there are three buttons: "Save", "Delete", and "Cancel". The "Save" button is followed by the text "changes OR", the "Delete" button is followed by "selected Kanbans OR", and the "Cancel" button is followed by "and Return to Previous Page".

KANBAN container information only pre-populates this screen when the:

- shipment was created via the ASN turnaround feature, and
- shipping schedule document contained KANBAN container information for the specified part

From this screen, you are able to add KANBAN numbers or delete KANBAN numbers.

Adding KANBAN Numbers

1. In the KANBAN number open text field, key in the new KANBAN number.
2. Click **Add Kanban**. The screen refreshes, and the new KANBAN number is added to the list.
3. Optionally, repeat steps 1 - 2 for each new KANBAN number that you will ship/

RESULT:

You have successfully added a KANBAN number.

Deleting KANBAN Numbers

1. Enable the checkbox of each KANBAN number you wish to delete.
2. Click **Delete**. The screen refreshes, and KANBAN number is removed from the list.

RESULT:

You have successfully removed a KANBAN number.

Updating the Supplier Part Master



Each Buyer Company may specify unique definitions of what is required (if any) within the records.

Complete the following steps to update the *Supplier Part Master*.

1. From the *Reference* menu, click **supplier part master**. The supplier part list is displayed.
2. Click  next to the part you wish to update. The Edit Part Information screen is displayed.

edit part info: 15135012

*required fields

general information:

vendor part no*:	<input type="text" value="15135012"/>
select location*:	<input type="text" value="All Locations"/> ▼
part description:	<input type="text" value="Part Desc"/>
net weight:	<input type="text" value="2.000"/>
net weight uom:	<input type="text" value="LBR"/>
country of origin:	<input type="text" value="USA"/>
commodity:	<input type="text"/>

changes **OR** and return to previous page

Modify one or more of the following fields:

IF YOU WISH TO MODIFY THE...	THEN:
supplier part master	Select the internal part number that is to be cross referenced to Buyer Part Number.
location	Default is set to all locations. Supplier part master records be defined for all locations rather than a specific ship-from location. Note: If records are defined for each ship-from location, the drop down list in the buyer part master form will display supplier part master records from all locations.
part description	Enter description, as desired for your own reference. In addition to appearing on reports, it will appear on the ASN form for the following buyer companies.

IF YOU WISH TO MODIFY THE...	THEN:
net weight	Enter the net part weight.
new weight unit of measure (UOM)	Enter the new weight uom.
country of origin	Enter the country of origin.
commodity	Enter the commodity code.
purchase order number	Verify default value from material release.

4. Complete additional buyer company requirements if any:
5. Click **Save**. The screen refreshes and the record is updated in the system.

RESULT:

You have successfully updated the supplier part master.

Creating a Container File Record

- When returnable containers are used for shipping, it is recommended that a container file record be established for each container part number and linked to the parts Buyer Part Master record.

edit container information: CNT71	
*required fields	
general information:	
buyer name:	General Motors - Global
package code*:	<input type="text" value="CNT71"/>
supplier container part no*:	<input type="text" value="15148231"/>
customer container part no:	<input type="text"/>
returnable flag:	<input type="radio"/> yes <input checked="" type="radio"/> no
container description:	<input type="text"/>
container length:	<input type="text" value="12.0"/>
container width:	<input type="text" value="10.0"/>
container height:	<input type="text" value="15.0"/>
container size uom:	<input type="text" value="LB"/>
tare weight:	<input type="text" value="5.000"/>
tare weight uom:	<input type="text" value="LB"/>
<input type="button" value="save"/> changes OR <input type="button" value="cancel"/> and return to previous page	

When creating a container record, **place the container part number** into the following fields:

- *Package Code*
- *Supplier Container Part Number*
- *Customer Container Part Number*
- *Container Description*
- *Pallets Reference File*
- *Carriers Reference File*

Updating Container Reference Files



Buyer Companies may specify unique definitions of what is required (if any) within the records.

Container records are defined for a specific ship-from / ship-to combination. Complete the following steps to update the container reference files.

1. From the *Reference* menu, click **containers**. The container list is displayed.
2. Click  next to the container you wish to update. The edit container information screen is displayed.

edit container information: CNT71 *required fields

general information:

buyer name:	General Motors - Global
package code*:	<input type="text" value="CNT71"/>
supplier container part no*:	<input type="text" value="15148231"/>
customer container part no:	<input type="text"/>
returnable flag:	<input type="radio"/> yes <input checked="" type="radio"/> no
container description:	<input type="text"/>
container length:	<input type="text" value="12.0"/>
container width:	<input type="text" value="10.0"/>
container height:	<input type="text" value="15.0"/>
container size uom:	<input type="text" value="LB"/>
tare weight:	<input type="text" value="5.000"/>
tare weight uom:	<input type="text" value="LB"/>

changes **OR** and return to previous page

3. Modify one or more of the following fields:

IF YOU WISH TO MODIFY THE...	THEN:
package code	If only one container record is being established, use a generic package code such as CNT71 (container, not otherwise specified).
supplier container part number	The container 'view' icon on the ASN form displays container part numbers and the container descriptions. The container part number is strictly used for user reference. It is not used with an ASN transaction or placed on a bar code label.

IF YOU WISH TO MODIFY THE...	THEN:
customer container part number	If applicable, enter your customer's returnable container part number for this container.
returnable flag	Enable the yes radio button when returnable container information is used.
container description	Enter the container description. The container 'view' icon on the ASN form will display container part numbers and the container descriptions for all containers defined for a Ship-From / Ship To combination.
container length	Enter the length of the container.
container width	Enter the width of the container.
container height	Enter the height of the container.
container size unit of measure (uom)	Enter the uom of the container.
tare weight	Enter the tare weight of the container.
tare weight uom	Enter the tare weight uom of the container.

4. Complete additional buyer company requirements if any:
5. Click **Save**. The container list is updated in the system.

RESULT:
 You have successfully updated container reference files.

Updating Pallet Reference Files



Each Buyer Company may specify unique definitions of what is required (if any) within the records.

One set of pallet records are defined for all supplier (ship-from) locations. Complete the following steps to update the container reference files.

1. From the *Reference* menu, click **pallets**. The pallet list is displayed.
2. Click  next to the pallet you wish to update. The edit pallet information screen is displayed.

edit pallet info: 56789

*required fields

general information:

pallet type:	<input type="text" value="56789"/>	?	
pallet number:*	<input type="text" value="56478"/>		
pallet description:	<input type="text" value="lkajsdfløe"/>		
pallet weight:	<input type="text" value="10.000"/>		
pallet weight uom:	<input type="text" value="20.000"/>		
pallet width:	<input type="text" value="6.000"/>		
pallet height:	<input type="text" value="10.000"/>		
pallet length:	<input type="text" value="15.000"/>		
pallet size uom:	<input type="text" value="20"/>		

changes **OR** and return to previous page

3. Modify one or more of the following fields:

IF YOU WISH TO MODIFY THE PALLET...	THEN:
type	Enter the pallet type. If only one pallet record is being established, use a generic package code such as PLT71 (pallet, not otherwise specified). Click the help icon (question mark) next to field to select from a list of valid pallet codes.
number	The pallet part number is used for reference only. It is not used with an ASN transaction or placed on a bar code label. The pallet 'view' icon on the ASN form displays pallet

IF YOU WISH TO MODIFY THE PALLET...	THEN:
	part numbers and the pallet descriptions.
description	The pallet description is used for reference only. It is not used with an ASN transaction or placed on a bar code label. The pallet 'view' icon on the ASN form displays pallet part numbers and the pallet descriptions.
weight	Enter the weight of the pallet.
weight unit of measure (uom)	Enter the weight uom of the pallet.
width	Enter the width of the pallet.
height	Enter the height of the pallet.
length	Enter the length of the pallet.
size uom	Enter the size uom of the pallet.

4. Complete additional buyer company requirements if any:
5. Click **Save**. The pallet list is updated in the system.

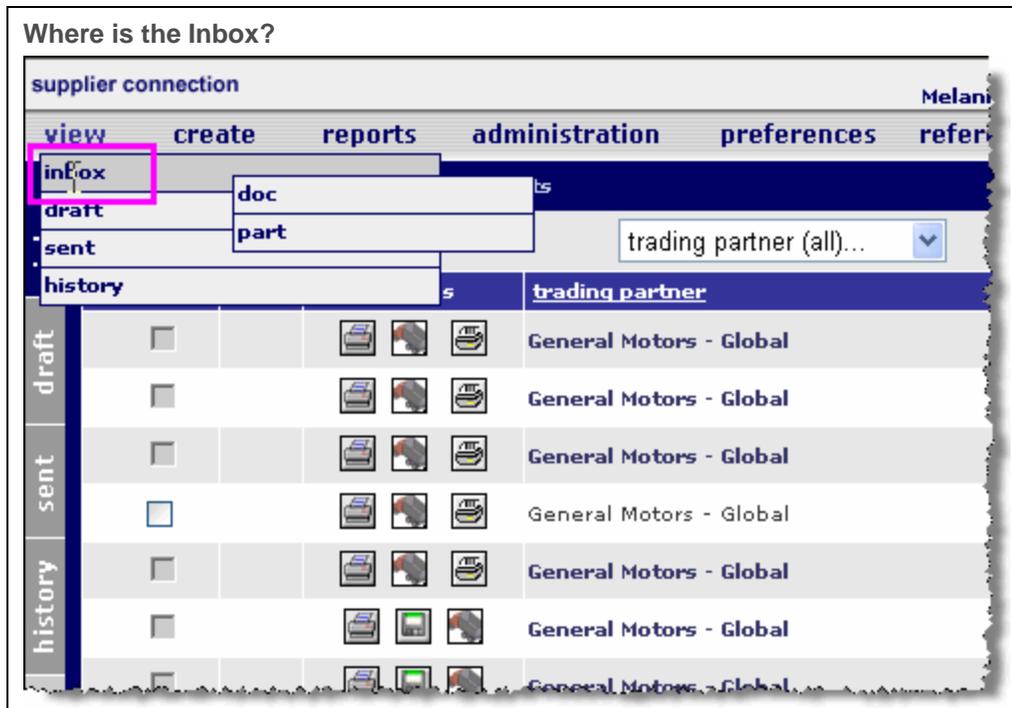
RESULT:
 You have successfully updated pallet reference files.

Updating the Buyer Part Master

A Buyer Part Master record is pre-filled with data pulled from the Document. When a release is viewed in Supplier Connection, the buyer part master is automatically populated with any new parts/etc. Typically, this includes the:

- Buyer part number
- Part description
- Part unit of measure
- Part engineering revision
- Purchase order number

1. View a *buyer part master* by clicking **Inbox** from the **View** menu.



2. Click the **part** tab.

supplier connection User One, Advanced Products - NA home portal help contact us

view create reports administration preferences reference help

inbox :: viewing 1 - 15 of 512 parts page: << 1 2 3 4 5 ... 31 32 33 34 35 >> view by: doc part

set filter... reset filter buyer part number: go

current filter: 11/4/03|12/2/03

BULLETIN: A message dated 11/5/03 was issued by Lear Europe. Please open immediately

select	options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from	ship to	dock
<input type="checkbox"/>		CAVS 0.344		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		CAVS 0.377		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		CAVS 0.364		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		CAVS 0.369		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		CAVS 0.520		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		CAVS 0.522		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		CAVS 0.533		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		This is a new part. Click here to edit the buyer part master.			10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	
<input type="checkbox"/>		CAVS 0.85B2		830	10/26/03 12:00 AM	9/26/02 - 1/12/04	Dellford Plant	Lear Cebu 0222	



- **View icon.** Used to view/edit the Buyer Part Master record.



- **New part indicator.** This icon only appears with the first material release that includes the part, and is displayed next to each new part that has been received on a schedule. The part's Buyer Part Master record is automatically created when a new part is received. Clicking on the icon opens a direct link to the part's Buyer Part Master record (which is automatically created when a new part is received Buyer Part Master record).

(Once a subsequent release is received for the part,  must be used to access a part's Buyer Part Master record.)

3. Click either the *edit* icon or the *new part indicator* icon to access the buyer part master record for the item.

Edit Buyer Article Info: 11588442

general information: *required fields

buyer part no:* a 11588442

location: **ship from:** ACUMENT GLOBAL TECHNOLOGIES INC **ship to:** HOLDEN ENGINE AND COMPONENTS **dock:** EH6RI

part description: b

supplier part master: AB151CCB

security article:

quality article:

container information: c

container no./package code: 00DUMMY1

parts per container: 50

part uom: CB2

pallet information: c

pallet type: PALLET1

containers per pallet: 3

default information: d

part bar code:

single cont label template: GM1724

model year: 8

engineer revision:

line feed reserve:

line feed: 17H A4

drawing:

Part Attribute:

Kanban Number: G1155

price information: d

default	delete	purchase order	item price	unit price basis	unit price basis uom	invoice uom	price description	target currency	tax
<input checked="" type="radio"/>	<input type="checkbox"/>	980098	0.0	0.0					select... <input type="button" value="v"/>
<input type="radio"/>	<input type="checkbox"/>			0.0					select... <input type="button" value="v"/>

changes **OR** po/price **OR** and return to previous page

SECTION:	DESCRIPTION:
a	The part's record is defined for the Ship-From / Ship-To / Dock combination on the material release.
b	A supplier part master record can be created and linked to the buyer part number. This allows your internal part number and part description to display on reports and on the ASN.
c	Container and pallet records can be created and linked. To update the 'parts per container' and 'containers per pallet' fields, at least one container and one pallet record must be created.
d	Data fields in the default information section and the purchase order number are initially updated from the material release. If there are changes, such as for a new purchase order number, manual updates must be made through this form.

4. Modify one or more of the following fields:

IF YOU WISH TO MODIFY THE...	THEN:
supplier part master	Select the internal part number that is to be cross referenced to Buyer Part Number.
container number / package code	Select container record for part. The displayed field includes the 'container part number' followed by the container description.
parts per container	Enter number of parts that the designated container will hold. (This is the standard pack quantity).
part unit of measure (uom)	Verify the uom default value from material release.
pallet type	Select pallet type used for shipment. The displayed field includes the 'pallet number' followed by the pallet description in parenthesis.
containers per pallet	This is the standard pack quantity.
engineering revision	Verify default value from material release.
purchase order 'default' radio button	<p>If an ASN is created from document turnaround, the purchase order number on the document will be updated to the ASN.</p> <p>If a part is directly added to an ASN, the 'default' radio button must be checked for the purchase order number to be automatically updated to the ASN.</p>
purchase order number	Verify default value from material release.

5. Click **Save**. The screen refreshes and the record is updated in the system.

RESULT:

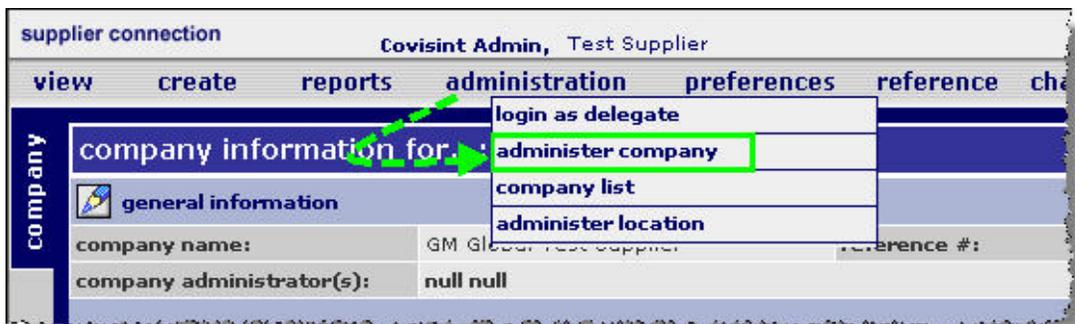
You have successfully updated the buyer part master.

MANAGING SHIP-FROM LOCATIONS

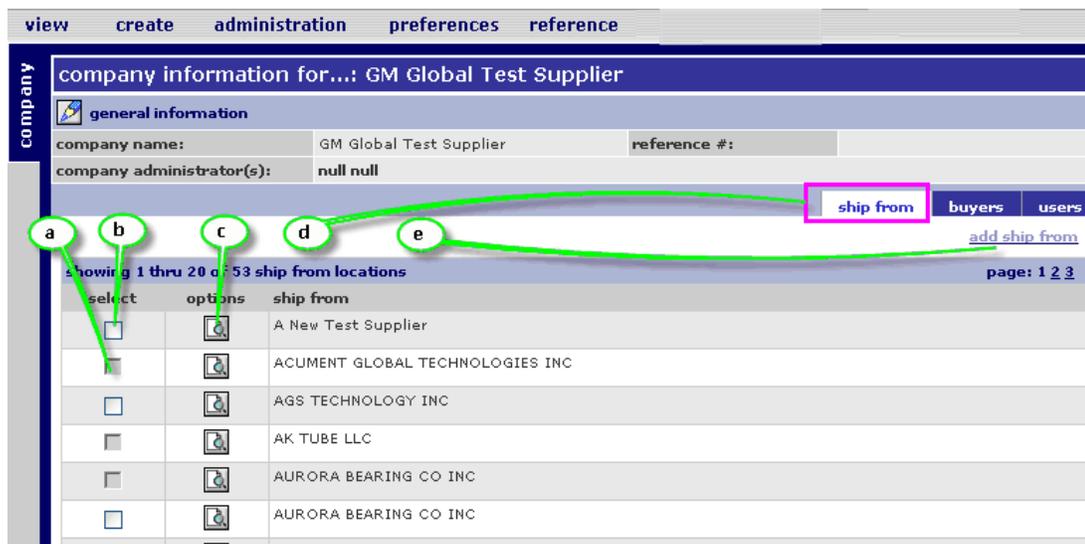
Viewing Ship-From Locations

At times, skeleton Ship-From location(s) are created by your customer for each shipping location for which Material Releases are issued.

- When created by your customer, verify accuracy for each shipping location. Refer to the section entitled Editing Ship-From Locations for details.
- When not created by your customer, create the ship-from location. Refer to the section entitled [Creating a Ship-From Location](#) for details.



1. From the administration menu, click **administer company**.
2. Click **ship-from** tab. A list of all ship from locations is displayed.



Details About The Ship-From Screen

- a** disabled checkbox - You cannot check the box in order to delete ship-from locations after transactions have occurred.
- b** enable the checkbox to delete a ship from location from the system. Refer to the section entitled [Deleting Ship-From Locations for details >>>](#)
- c** Click to view location details and assign/remove users from the location. Refer to the section entitled [Assigning Users to / Removing Users From Ship-From Locations for details >>>](#)
- d** click **ship from** tab to view **ship from locations**. Refer to the section entitled [Viewing Ship-From Locations](#) for details >>>
- e** **Click add ship from** - add new ship-from locations for your company.

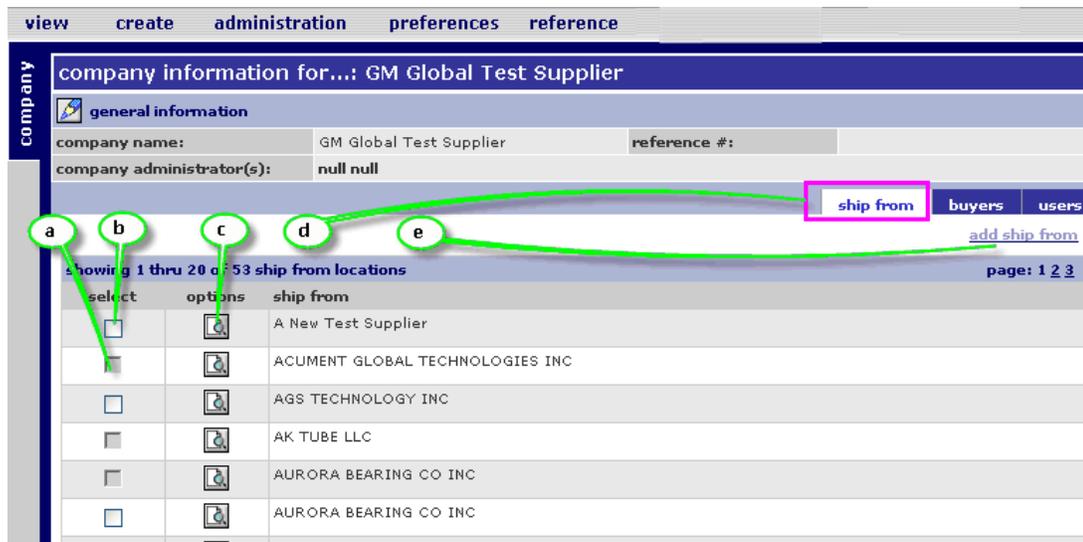
RESULT:

You have successfully viewed ship-from locations.

Creating a Ship-From Location

At times, skeleton Ship-From location(s) are created by your customer for each shipping location for which Documents are issued. When the ship-from location has not yet been created, complete the following steps to create a ship-from location.

1. Navigate to the view screen of the ship-from location. Refer to the section entitled [Viewing Ship-From Locations](#).

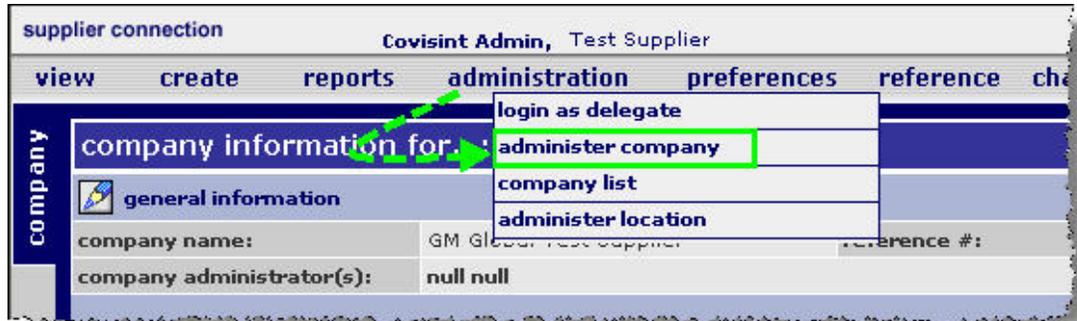


2. Click **add ship from** in the upper right corner of the screen (■).
3. Key in required fields as follows: (Required fields are identified with red font and an asterisk)
 - a. In the location name field, key in the name of the new ship-from location.
 - b. In the location administration section, identify the location administrator. If you wish to act as the location administrator, enable the yes radio button. If you do not wish to be assigned as a location administrator, enable the no radio button, then select the user to be assigned to that role from the drop down menu.
4. Key in additional fields as desired.
5. Scroll to the bottom of the screen and click **Save**. The screen refreshes, and the ship-from location is added to the list.
6. Click **cancel** to return to administration screen.
7. [Assign users to the location](#).

RESULT:

You have successfully added a ship-from location. Next, [assign users to the location](#).

Deleting Ship-From Locations



1. Navigate to the ship-from tab for your company. Refer to the section entitled [Viewing Ship From Locations](#) for details.
2. Enable the checkbox of each location you wish to delete. (You are not able to delete ship-from locations after transactions have occurred, as indicated by the grayed-out checkbox).
3. Scroll to the bottom of the screen and click **delete selected**. The screen refreshes, and the location is deleted from the system.

RESULT:

You have successfully deleted ship-from locations.

WORKING WITH CARRIER PROFILES

Creating a Carrier Profile



Buyer Companies may specify unique definitions of what is required (if any) within the record.

Carrier information must be specified on an ASN. Complete the steps below to create a **carrier profile**.

1. From the **reference** menu, click **carrier**. The Carrier screen is displayed.



2. Click **add carrier**. The Edit Carrier screen is displayed.

3. Key in the *SCAC code* in the open text field. If you do not know the scac, click ? Icon next to the field to search for the code.
4. Key in the *carrier name* in the open text field. This carrier name is for user reference only. It is the carrier SCAC code that is used on the ASN transaction to identify the carrier.
5. Select a *conveyance code* from the drop down list.
6. Select *equipment description code* from the drop down list.
7. Add additional information as desired.
8. Complete additional buyer company requirements if any:
9. Click **save**. The screen refreshes, and the carrier profile is created.
10. Repeat steps 1 - 8 for each additional carrier profile you wish to create.

RESULT:

You have successfully created a carrier profile. You may also wish to [assign a default carrier](#) for each ship-from / ship-to combination.

Editing a Carrier Profile

Carrier profile is required when creating an ASN. The ASN will be auto-populated based on the information in this profile. Complete the steps below to edit an existing carrier profile.

- 1. From the reference menu, click **carrier**. The Carrier screen is displayed.



- 2. Click  next to the carrier you wish to edit. The Edit Carrier screen is displayed.

edit carrier information...: *required fields

general information:

SCAC code*: ?

carrier name*:

conveyance code:

freight terms:

excess transportation number:

excess transportation responsibility:

equipment description code:

equipment initial:

equipment number:

pool point flag: yes no

pool point code:

airport code:

street address 1:

street address 2:

city, state and zip: ,

country of origin:

phone:

fax:

contact name:

contact phone number:

contact fax number:

contact email address:

changes **OR** and return to previous page

3. Modify fields as required.
4. Click **save**. The screen refreshes, and the carrier profile is edited.

RESULT:

You have successfully edited a carrier profile.

Assigning a Default Carrier



You must be a Company Administrator in order to perform these tasks. If you are not, you may set the default carrier by enabling the **default** checkbox when creating an ASN.

1. Click **administer company** from the administration menu. The Company Information screen is displayed.

select	options	ship from
<input type="checkbox"/>		A New Test Supplier
<input type="checkbox"/>		ACUMENT GLOBAL TECHNOLOGIES INC
<input type="checkbox"/>		AGS TECHNOLOGY INC
<input type="checkbox"/>		AK TUBE LLC
<input type="checkbox"/>		AURORA BEARING CO INC
<input type="checkbox"/>		AURORA BEARING CO INC

2. Click **ship-from** tab. The screen refreshes, and a list of established ship-from plants is displayed.
3. Click next to target ship-from location.

select	buyer	ship to	dock	default carrier	ship from edi code
<input checked="" type="checkbox"/>	General Motors - Global	Silao Assembly(23005)	AUTOLOG	TRY HOURS INC	837501642

4. Enable the checkbox of the ship-to for which you wish to set a default carrier.
5. Select the default carrier from the default carrier drop down menu.
6. Click **Save**. The screen refreshes, and the default carrier is established.
7. Optionally, repeat steps 1 - 6 for each ship-from / ship-to combination.

RESULT:

You have successfully assigned a default carrier.

Deleting a Carrier Profile

Complete the steps below to delete carrier profiles that are no longer in use.

1. From the reference menu, click **carrier**. The Carrier screen is displayed.



2. Enable the checkbox next to each carrier you wish to delete.
3. Click **delete selected**.
4. Click **OK**. The screen refreshes, and each selected carrier profile is removed from the list.

RESULT:

You have successfully deleted a carrier profile.

ADMINISTRATION TASKS

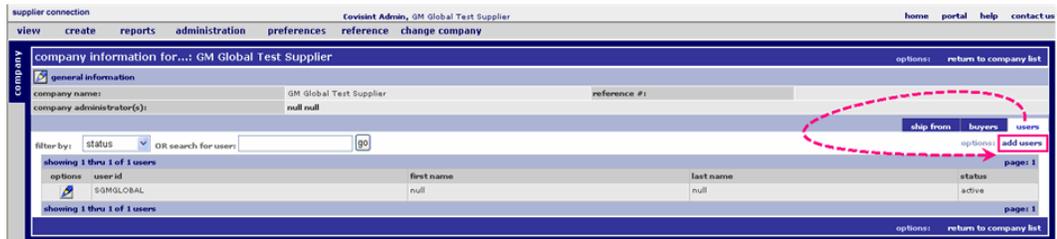
Adding New Users to Supplier Connection

The user must have already requested and been approved for the Supplier Connection application.

1. [Log in to Supplier Connection.](#)



2. From the administration drop down menu, click **administer company**. The Company Information screen is displayed.



3. Click **users** tab.
4. Click **add users**. The **add new users** screen is displayed.

Add New User Screen

add new users GM Global Test Supplier

enter user id

User ID:

User ID:

User ID:

User ID:

User ID:



You can only add users into Supplier Connection that meet the following criteria:

- first, user's access has been granted to the Covisint Portal
- second, user's access has been granted to the Supplier Connection service package within the portal.

Register for a User ID at: <http://us.register.covisint.com/start.html> The self registration request for a new User ID will be routed to your internal Security Administrator for approval.

5. Key in one portal user id in each open text field.
6. Click **add users**. The screen refreshes, and each user is added to the list.
7. Click  in the options column next to the user id you added. The edit user info screen is displayed.
8. Select **active** in the status drop down menu.
9. Select **yes** from the company admin drop down menu if you wish to assign the Administrator role to the user.



Ignore all other options on this screen.

edit user info:

user information:

user id: SGMGLOBAL
 first name: null
 last name: null
 job title:
 company name: GM Global Test Supplier
 preferred language: English (US)
 time zone: (EST) Eastern Standard Time
 status*: active
 company admin*: yes

assigned locations:

select	edit privileges	location name
<input type="checkbox"/>		A New Test Supplier
<input type="checkbox"/>		ACUMENT GLOBAL TECHNOLOGIES INC
<input type="checkbox"/>		AGS TECHNOLOGY INC
<input type="checkbox"/>		AK TUBE LLC
<input type="checkbox"/>		ZF LEMFORDER AUSTRALIA PTY LTD

remove selected locations from user location list

save changes

10. Scroll to the bottom of the screen and click **Save**.

edit user info:

user information:

user id: SGMGLOBAL
 first name: null
 last name: null
 job title:
 company name: GM Global Test Supplier
 preferred language: English (US)
 time zone: (EST) Eastern Standard Time
 status*: active
 company admin*: yes

assigned locations:

select	edit privileges	location name
<input type="checkbox"/>		A New Test Supplier
<input type="checkbox"/>		ACUMENT GLOBAL TECHNOLOGIES INC
<input type="checkbox"/>		AGS TECHNOLOGY INC
<input type="checkbox"/>		AK TUBE LLC
<input type="checkbox"/>		ZF LEMFORDER AUSTRALIA PTY LTD

remove selected locations from user location list

save changes

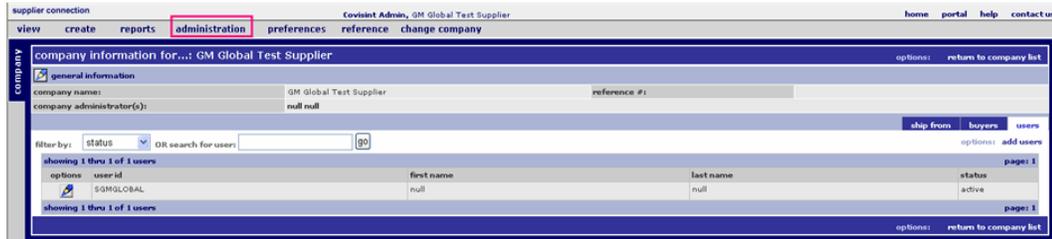
11. Next, [assign the user to ship-from locations.](#)

RESULT:

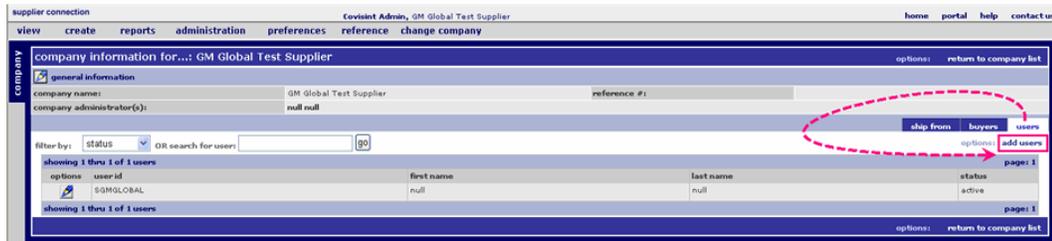
You have successfully added new users to Supplier Connection. [Next, assign users to ship-from locations.](#)

Assigning the Administrator Role

1. [Log in to Supplier Connection.](#)



2. Click **administration**.
3. Click **administer company** from the administration drop down menu.



4. Click **users** tab. A list of existing users is displayed.
5. Click  next to the user to whom you wish to assign Administrator role. The edit user information screen is displayed.
6. From the *company admin* drop down menu, select **yes**.
7. Scroll to the bottom of the screen and click **Save**.

edit user info:

user information:

user id:	SGMGLOBAL
first name:	null
last name:	null
job title:	
company name:	GM Global Test Supplier
preferred language:	English (US)
time zone:	(EST) Eastern Standard Time
status*:	active
company admin*:	yes

assigned locations:

select	edit privileges	location name
<input type="checkbox"/>		A New Test Supplier
<input type="checkbox"/>		ACUMENT GLOBAL TECHNOLOGIES INC
<input type="checkbox"/>		AGS TECHNOLOGY INC
<input type="checkbox"/>		AK TUBE LLC
<input type="checkbox"/>		ZF LEMFORDER AUSTRALIA PTY LTD

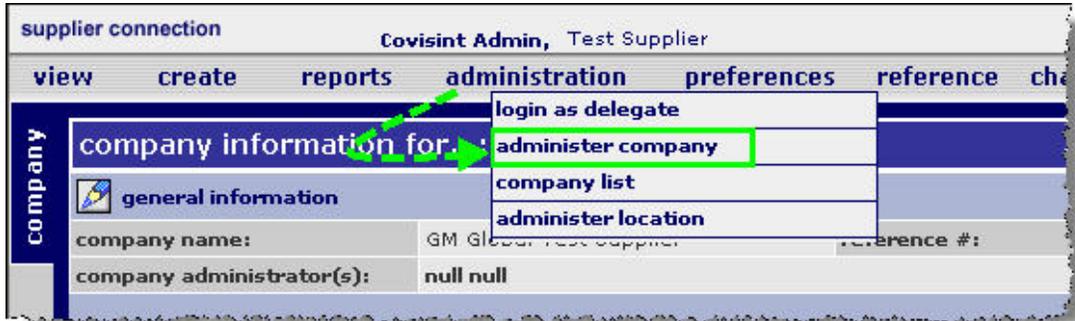
selected locations from user location list

changes

RESULT:

You have successfully assigned the Supplier Connection Administrator role to a user.

Assigning Users To Ship-From Locations

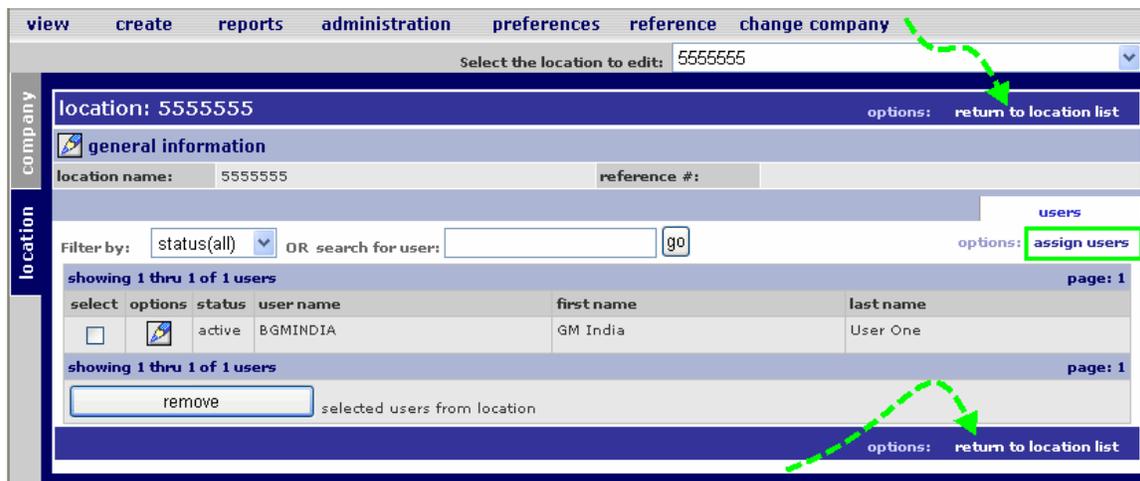


1. From the administration menu, click **administer company**.
2. Click **ship from**. The ship from screen is displayed.

Where is the Ship To tab?



3. Click  of the ship-from location for which you wish to view details. The Location Details screen is displayed.



4. Click **assign users**. The Assign Users to Location screen is displayed.

The screenshot shows a web application interface for assigning users to a location. The page title is "supplier connection" and the user is logged in as "Covisint Admin". The navigation menu includes "view", "create", "reports", "administration", "preferences", "reference", and "change company". The main content area is titled "assign users to ADAM (72329)". Below the title is a "search for user:" section with a text input field and a "go" button. A table displays "showing 1 thru 1 of 1 users" with columns for "select", "options", "user id", and "first name". The table contains one row with a checkbox, a lock icon, the user ID "BIINDIA", and the first name "India". At the bottom, there is an "assign" button, the text "selected users", an "OR" separator, a "cancel" button, and the text "and return to location information".

5. Key in the user id of the person you wish to assign to the location, then click **GO**.



User must meet the following criteria to be assigned to a location:

- [registered for and been approved to access Supplier Connection](#)
- [added to Supplier Connection by the Administrator](#)

6. Enable the checkbox next to the user you wish to add.
7. Click **assign**. The screen refreshes, and the user is available to be added to the location.
8. Click **cancel** to return to the location information screen.
9. Assign privileges for this user in this ship-from location by completing the steps in the section entitled [Assigning User Privileges per Ship From Location](#).

RESULT:

You have successfully assigned users to ship-from locations. Assign privileges for this user in this ship from location by completing the steps in the section entitled [Assigning User Privileges per Ship From Location](#).

Assigning Users Privileges Per Ship-From Location

 User must meet the following criteria before being assigned privileges per ship-from location:

- [registered for and been approved to access Supplier Connection](#)
- [added to Supplier Connection by the Administrator](#)
- [assigned to the targeted ship-from location](#)

1. Navigate to the View Details screen of the ship-from location for which you wish to assign user privileges. Refer to the section entitled [Viewing Ship-From Locations](#) for further details.
2. Click  next to the user for whom you wish to assign privileges per location. A list of locations to which this user is assigned is displayed.
3. Click  next to the location for which you wish to assign privileges. The edit privileges screen is displayed for this user in the selected location.



edit privileges for India User One METAL CENTER (19091)	
assigning/editing privileges for... (India User One METAL CENTER (19091)). Upon completion, please select the 'save' button.	
user information:	
user id:	BINDIA
first name:	India
last name:	User One
job title:	
company name:	General - Global
preferred language:	English (US)
time zone:	(EST) Eastern Standard Time
status:	active
location:	METAL CENTER (19091)
user privileges:	
select	privilege description
<input type="checkbox"/>	send documents
<input type="checkbox"/>	create documents
<input checked="" type="checkbox"/>	view documents
<input type="checkbox"/>	delete documents
<input type="checkbox"/>	Location Administrator
<input type="button" value="save"/> changes OR <input type="button" value="cancel"/>	

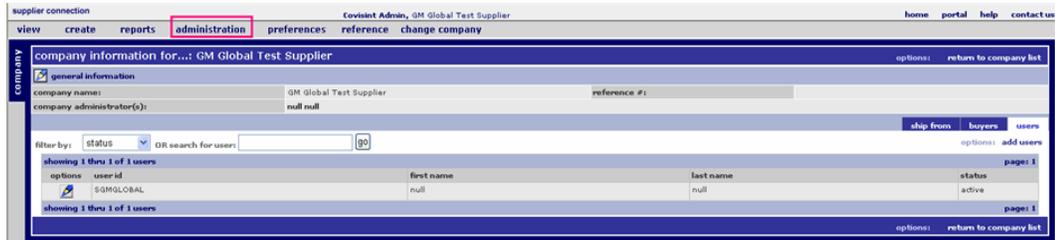
4. Enable the checkbox of each privilege you wish to assign to this user within this location.
5. Click **Save**. the screen refreshes, and the privileges are updated for the user.
6. Optionally, repeat steps 1 - 5 as necessary for additional ship from locations.

RESULT:

You have successfully assigned privileges for a user per ship-from location.

Deactivating Users from a Ship-From Location

1. [Log in to Supplier Connection.](#)



2. Click **administration**.
3. Click **administer company** from the administration drop down menu.



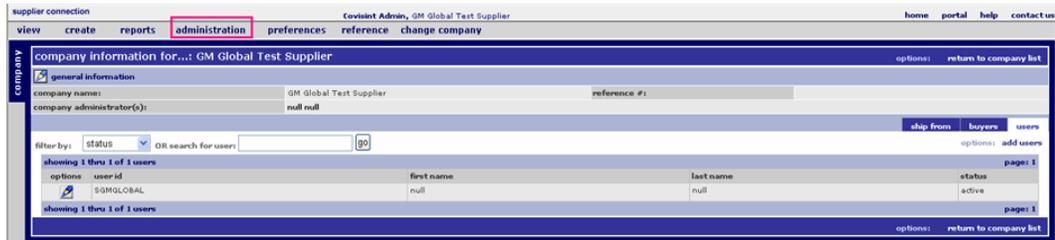
4. Click **users** tab. A list of existing users is displayed.
5. Click  next to the user you wish to remove from Supplier Connection. The edit user information screen is displayed.
6. From the *status* drop down menu, select **deactivated**.
7. Scroll to the bottom of the screen and click **save**.

RESULT:

You have successfully deactivated users in a ship-from location. Optionally, revoke the application grant to Supplier Connection.

Activating Users in a Ship-From Location

1. [Log in to Supplier Connection.](#)



2. Click **administration**.
3. Click **administer company** from the administration drop down menu.



4. Click **users** tab. A list of existing users is displayed.
5. Click  next to the user with status of deactivated. The edit user information screen is displayed.
6. From the *status* drop down menu, select **activate**.
7. Scroll to the bottom of the screen and click **save**.
8. Click **return to company list** (in the upper right corner of screen).

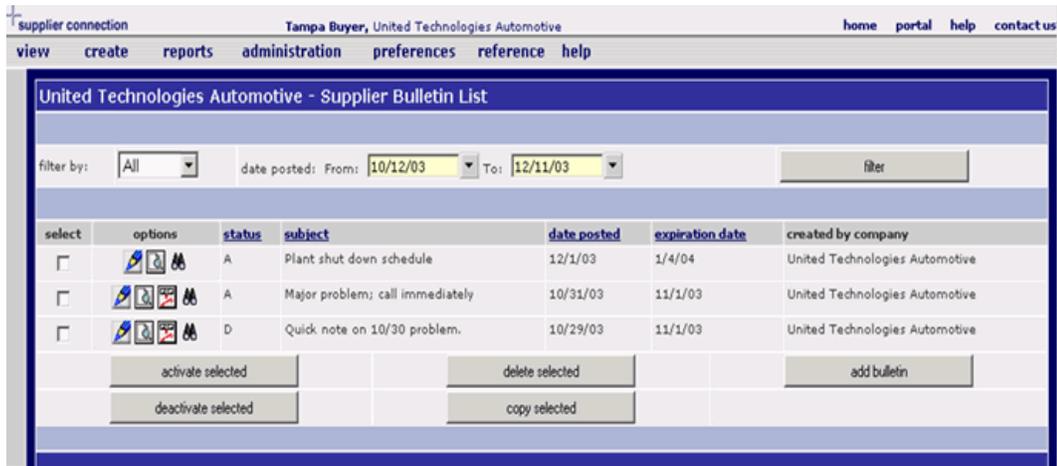
RESULT:

You have successfully activated in a ship-from location.

MANAGING BULLETINS

Complete the following steps to manage *bulletins* for your company.

1. Click **administer bulletins** from the *administration* drop down menu. A list of current bulletins is displayed.



Icons Defined:

	- View text message. Only displayed if text message is available.
	- Edit the bulletin.
	- View PDF file. Only displayed if PDF has been attached.
	- View recipient List. Displays a list of all suppliers in the bulletin's distribution list. Read / Unread status is highlighted.

2. Perform one or more of the following:

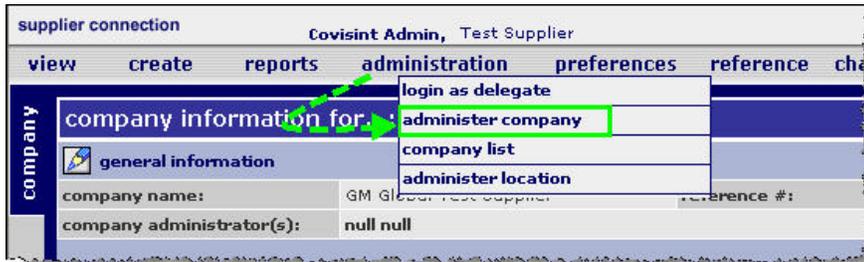
IF YOU WISH TO...	THEN:
resend an existing bulletin	a. Enable the checkbox of the bulletin you wish to send. b. Click activate selected .
activate a draft bulletin	a. Enable the checkbox of the bulletin you wish to send. b. Click activate selected .
copy a bulletin	a. Enable the checkbox of the bulletin you wish to copy. b. Click copy selected .
create a new bulletin	a. Click add bulletin . b. Complete the steps in the section entitled Creating a Bulletin .

IF YOU WISH TO...	THEN:
remove a bulletin from the list	a. Enable the checkbox of the bulletin you wish to remove from the list (but keep it in archives). b. Click deactivate selected .
delete a bulletin from the system	a. Enable the checkbox of the bulletin you wish to copy. b. Click delete selected .

RESULT:

You have successfully managed bulletins.

MANAGING COMPANY INFORMATION



1. From the administration menu, click **administer company**. The Company Information screen is displayed.



Details About The Company Information Screen

- 1**  **General information** - click the icon to edit your company's information.
- 2**  - edit a user's profile
- 3** **Ship-from** - manage existing ship-from locations and add new locations.
- 4** **Return to company list** - go back to the Company Information screen

2. Click  next to general information link. The Edit Company Information screen is displayed.
3. Edit as necessary.

 In the required field: *Send Party ID*, key in **Not Used** in this required field if you do not use a send party ID.

4. Scroll to the bottom of the screen and click **save**.

RESULT:

You have successfully managed company information.

CONFIGURATION TASKS

Setting / Editing Your User Preferences

1. From the Preferences menu, click **edit preferences**.

supplier connection Melanie Abston, GM Global Test Supplier

view create reports administration preferences reference change company

edit preferences

edit user preferences

user information:

user id: SGMGLOBAL

first name: null

last name: null

job title:

company name: GM Global Test Supplier

preferred language*: English (US) ▾

time zone*: (EST) Eastern Standard Time ▾

inbox view*: Document ▾

draft view: ASN ▾

sent view: ASN ▾

history view: Document ▾

show requirements from past (# days): 0

show requirements into future (# days): 0

These fields are used to establish a default date range for display range. For the infrequent user of Supplier Connection, it is suggested that you set these values to 0.

email address: dianne.t@compuware.com email address to receive notifications

save changes OR **cancel** and go to inbox

2. Key in all fields as required. Required fields are identified with red font and asterisk in the field name.
3. In the email address field, key in your email address. An e-mail notification will be sent to this email address when a schedule is delivered to your Supplier Connection inbox, or for other alerts.



GM Suppliers are required by GM to provide an email address. If you are a GM Supplier, you must complete the email address field even though it is not marked as required.

4. Click **Save**. The screen refreshes and your preferences are set.

RESULT:

You have successfully set your user preferences.

VIEW BUYER COMPANY SPECIFICATIONS FOR >>>

Buyer Company Specifications

Some buyer companies requires specific information regarding tasks performed in Supplier Connection. Click the link to view buyer company specifications when performing a task.

Amtex ASN Creation Requirements

Amtex sends KANBAN container numbers in the shipping schedule. **KANBAN container information is displayed above the requirement quantities section.**

Part Number	B116A		
Supplier Part Number			
Part Description			
Purchase Order Number	SA1013		
Unit of Measurement	EA		
Engineering Change Level			
Model Year			
Dock			
Line Feed	B MULTI		
Ship Delivery Pattern Code			
Raw Material Authorization	0	From:	To:
Fabrication Authorization	0	From:	To:
Prior Cumulative Quantity Required	0	From:	To:
Cumulative Quantity Received	0	From:	To:
Last Receipt Quantity	1,000	From:	6/4/07 To:
Last Bill Of Lading			
Contact Name (Phone)			
Customer Order Number	1234		
Dealer Order Number	199999		
Delivery Note / Shipper Number		Received Date	Received Quantity
32912438		6/4/07	1,000 EA
Kanban Numbers			
2174-7	2644-8	2645-9	3055-10
Period Type	Date/Time	Forecast Type	Quantity
Discrete	6/8/07 12:00 AM	Firm	2,500
Supplier Default Table - Part Data			
Internal Part Number			
Internal Part Description			
Purchase Order Number	SA1013		
Engineering Change Level			
Unit of Measurement	EA		
Dock			
Line Feed			
Supplier Container Part Number			
Container Type			
Parts per Container	0		
Master Pack Part Number			
Master Pack Type			
Containers per Master Pack	0		
Last ASN Transmitted(prior to: 7/9/07 2:32 PM)			
Shipment ID(ASN Number)	298		

Faurecia North America Specifications

✔ Pallet Reference Files

Faurecia recommends a pallet reference file be created so that the 'containers per pallet' data will display in the Buyer Part Master. Complete the steps in the section entitled Updating Pallet Reference Files.

✔ Carriers Reference File

Faurecia requires you to create a record for each carrier used for shipping to Faurecia. Complete the steps in the section entitled [Creating a Carrier Profile](#), and key in the information required by Faurecia. The two required fields are:

- carrier name
- SCAC code (Standard Carrier Alpha Code)

GM Baltimore Specifications

Shipper ID Number:

GM Baltimore requires the ASN number to match the packing slip number. As such, key in the packing slip number into the ASN Number field during the ASN creation process.

Complete the following steps to create an ASN according to GM Baltimore specifications.

The screenshot displays the 'ship notice identification' interface. The 'asn number*' field is highlighted with a green box and contains the value '584'. A callout bubble points to this field with the text: 'Use the Packing Slip number as the ASN number, according to GM Baltimore Requirements.' The interface shows two line items with their respective quantities and packaging details. At the bottom, the 'shipment information' section includes a 'send asn' button highlighted with a red box.

1. Create the ASN. Refer to the section entitled [Creating an ASN via Turnaround](#) for details.
2. On the ship notice id screen, delete the system generated ASN number from the ASN Number field.
3. Key in the Packing Slip Number into the ASN Number field.
4. Complete any additional steps to create an ASN, then click **send asn**.

GM do Brazil Specifications

Optionally, view schedules within Covisint Logistics application. Support for Logistics is available at: <https://portal.covisint.com/web/support/logistics>

✔ **Attention Freight Forwarders:**
For European Suppliers >>>

Email the Standard Basic Shipment Details (SBSC) to CEVA LOGISTICS (not TNT Express) to the following two contacts:

- isabel.cristina.lopes@be.cevalogistics.com
- Carla.Biasetto@be.cevalogistics.com

(or call +32-3355-6600)

For American Suppliers >>>

Email the Transportation Request Form (TRF) to CEVA LOGISTICS (not TNT Express) to the following two contacts:

- gina.lee@us.cevalogistics.com
- Gina.Porter@us.cevalogistics.com

For Asian Suppliers >>>

Email the Transportation Request Form (TRF) to CEVA LOGISTICS (not TNT Express) to the following two contacts:

- Eugene.Conway@sg.cevalogistics.com
- Rodney.Pennefather@sg.cevalogistics.com

or call (65) 64136879

Latin and South America Suppliers >>>

Email the the Transportation Request Form (TRF) to Panalpina to carlos.saiani@panalpina.com

✔ **Delivery Addresses (AfterSales Warehouse):**

SOROCABA – CISCO CODE 72479: (VISUALIZED AS PL 09 IN THE WEB EDI)

General Motors do Brasil Ltda.
Av. Genrerel Motors, 129
18086-390 – Bairro Ronda
SOROCABA – SP – BRASIL

MOGI DAS CRUZES – CISCO CODE 72481: (VISUALIZED AS PL 02 IN THE WEB EDI)

General Motors do Brasil Ltda.
Av. General Motors, 1999
08741-970 - Bairro Taboão
MOGI DAS CRUZES – SP – BRASIL

✔ **Material Flow Contact Information:**

Electrical /Chemical + Suzuki

Andréia Gomes
phone: 55-11-4234-7719
e-mail: andreia.gomes@gm.com

Metallic Commodity+Allieds:GMSPO,Holden,Isuzu,OpelFabricio Saab

Fabricio Saab
phone: 55-11-4234-7750
e-mail: fabricio.saab@gm.com

GM SPO Specifications

✔ Details about Viewing the GM SPO Material Release PDF Document

[\(View this item in the Inbox\)](#)

The schedule report communicates whether the part requirements are **planning** or **firm** based on the forecast type. If the forecast type (with in the part section) 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.

✔ [Details about Creating the ASN Using Turnaround](#)

- Additional Details About Some of the Part Summary Level Information Fields when Creating the ASN:

FIELD:	DESCRIPTION:
ship quantity	contains the first open requirement quantity from the Document. Enter the number of pieces being shipped and the unit of measure from the drop down box if the pre-populated quantities is not the quantity being shipped.
cumulative shipped quantity	Enter the cumulative shipped quantity since the start of the inventory year. Supplier Connection does not track or maintain the cumulative shipped quantity. Re-enter the ship quantity into this field if the cumulative shipped quantity is unknown.
purchase order number	pre-populated if the purchase order number was sent on the Document. If this field is blank enter the Purchase Order number for this part, Contact your SPO Buyer to obtain the purchase order number.
dock code	pre-populated if the dock code was sent on the Document. Leave blank if Document does not contain a dock code.
line feed	pre-populated if the linefeed was sent on the Document. Leave blank if the Document does not contain a linefeed.

- Additional Details About Some of the Shipment Information Fields when Creating the ASN:

FIELD:	DESCRIPTION:
SCAC	enter the four digit SCAC code
material flow authorization number	17501 – SPO North America 14502 – SPO Canada
carrier reference number	If the shipment is assigned by Schneider Logistics, enter their SLI Confirmation Number into the this field. SLI Confirmation Number is a 7 character alpha-numeric field

FIELD:	DESCRIPTION:
bill of lading	Enter the Bill of Lading Number. The ASN shipper id will be replaced with the Bill of Lading number. Note: The ASN shipper id must be unique and cannot be repeated within a one year period. This number must also be referenced on the packing list as the Shipment Identification Number (SID)

Specifications for IAC and Lear

[Create a Container Reference File Record](#)

[Details about KANBAN / ASN Requirements](#)

The KANBAN container information must be included in the ASN back to the IAC or Lear Interior Systems Division (ISD) for all parts shipped in a container. IAC or Lear ISD will send **KANBAN container numbers in the Shipping Document.**

Daily Ship Schedule - IAC ISD



Release Number	000001		
Release Date	6/8/07		
Horizon Date	From:	6/3/07	To: 6/9/07
Schedule Quantities	None		
Forecast Type	KB - Kanban Signal		
Ship-To Plant	IAC SAN ANTONIO (614383581)		
Ship From	INTASCO CORP (805853165)		
Part Number	B116A		
Supplier Part Number			
Part Description			
Purchase Order Number	SA1013		
Unit of Measurement	EA		
Engineering Change Level			
Model Year			
Dock			
Line Feed	B MULTI		
Ship Delivery Pattern Code			
Raw Material Authorization	0	From:	To:
Fabrication Authorization	0	From:	To:
Prior Cumulative Quantity Required	0	From:	To:
Cumulative Quantity Received	0	From:	To:
Last Receipt Quantity	1,000	From: 6/4/07	To:
Last Bill Of Lading			
Contact Name (Phone)			
Delivery Note / Shipper Number	Received Date	Received Quantity	
32912438	6/4/07	1,000 EA	
Kanban Numbers			
2170-3	2174-7	2644-8	2645-9 3055-10

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

Supplier Default Table - Part Data	
Internal Part Number	
Internal Part Description	
Purchase Order Number	SA1013
Engineering Change Level	
Unit of Measurement	EA
Dock	
Line Feed	B MULTI
Supplier Container Part Number	
Container Type	
Parts per Container	0
Master Pack Part Number	
Master Pack Type	
Containers per Master Pack	0

[Learn how to update KANBAN numbers on the ASN >>>](#)

[Note to Suppliers shipping to IAC or Lear Interior Systems Division](#)

If you save the schedule information to a CSV file, the item quantity (column heading is ItmQty) will repeat if the number of KANBAN container numbers exceeds the number of item quantities for each item. KANBAN container numbers are associated to the item and not the item quantities. For example, item number B116A has a shipment quantity of 2500 (column heading is ItmQty). The number of KANBAN container numbers is four (column heading is KanbanNum). The CSV file will show three additional occurrences of the item quantity for part number B116A.

Metaldyne Specifications

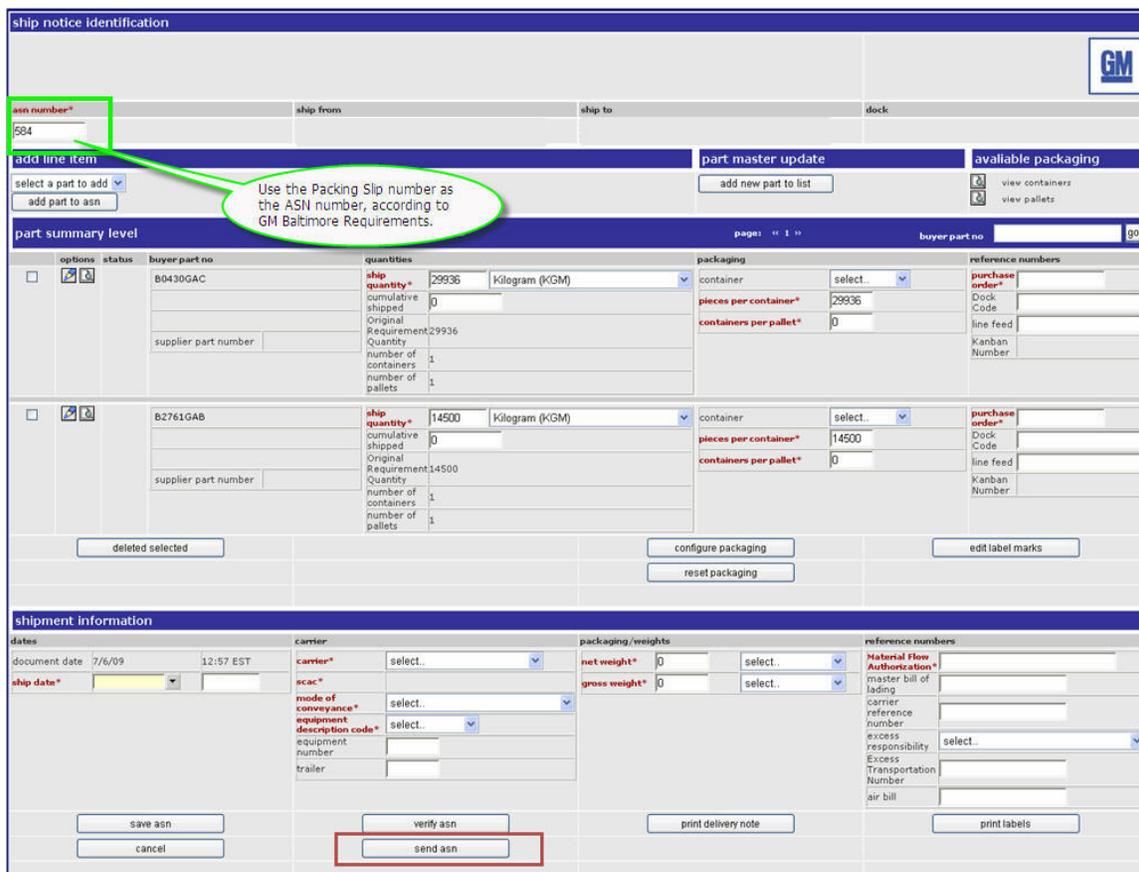
[Create a Container File Record](#)

Details about Bar Code Labels

Metaldyne bar code labels will be generated after the ASN is created. Follow Metaldyne requirements for proper placement of the labels when placing the labels on to the container. Supplier Connection will generate a Master Label for all shipments. If material is not being shipped on a pallet, place the Master Label on a single container along with the container label.

Details about ASN Creation Requirements

ASN Number - Metaldyne requires suppliers to override the system-generated ASN number and **key in the Packing Slip number in the ASN Number open text field.**



The screenshot displays the 'ship notice identification' screen in the Metaldyne Supplier Connection system. A callout bubble highlights the 'asn number*' field, which contains the value '584', and includes the instruction: 'Use the Packing Slip number as the ASN number, according to GM Baltimore Requirements.' The interface is divided into several sections:

- ship notice identification:** Includes fields for 'asn number*' (584), 'ship from', 'ship to', and 'dock'. There are buttons for 'add line item', 'part master update', and 'available packaging'.
- part summary level:** Shows a table with two line items:

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>		B0430GAC	ship quantity* 29936 Kilogram (KGM) cumulative shipped 0 Original Requirement 29936 Quantity number of containers 1 number of pallets 1	container select. pieces per container* 29936 containers per pallet* 0	purchase order* Dock Code line feed Kanban Number
<input type="checkbox"/>		B2761GAB	ship quantity* 14500 Kilogram (KGM) cumulative shipped 0 Original Requirement 14500 Quantity number of containers 1 number of pallets 1	container select. pieces per container* 14500 containers per pallet* 0	purchase order* Dock Code line feed Kanban Number
- shipment information:** Includes fields for 'dates' (document date 7/6/09, ship date), 'carrier' (carrier*, mode of conveyance*, equipment description code*), 'packaging/weights' (net weight*, gross weight*), and 'reference numbers' (Material Flow Authorization*, carrier, reference number, excess responsibility, Excess Transportation Number, air bill). Buttons for 'save asn', 'cancel', 'verify asn', 'send asn', 'print delivery note', and 'print labels' are visible.

1. Create the ASN. Refer to the section entitled [Creating an ASN via Turnaround](#) for details.
2. On the ship notice id screen, delete the system generated ASN number from the ASN Number field.
3. Key in the Packing Slip Number into the **ASN Number field.**

Where is the ASN Number Field?

ship notice identification

GM

asn number* 534

ship from ship to dock

add line item

select a part to add
add part to asn

part master update
add new part to list

available packaging
view containers
view pallets

part summary level

pages: " 1 "

buyer part no. 30

options	status	buyer part no.	quantities	packaging	reference numbers
<input type="checkbox"/>	<input type="checkbox"/>	B0430GAC	ship quantity* 29936 Klogram (K-GM) Original Requirement 29936 Quantity number of containers 1 number of pallets 1	container select. pieces per container* 29936 containers per pallet* 0	purchase order* Dock Code line feed Kanban Number
<input type="checkbox"/>	<input type="checkbox"/>	B2741GAB	ship quantity* 14500 Klogram (K-GM) Original Requirement 14500 Quantity number of containers 1 number of pallets 1	container select. pieces per container* 14500 containers per pallet* 0	purchase order* Dock Code line feed Kanban Number

deleted selected

configure packaging
reset packaging

edit label marks

shipment information

dates	carrier	packaging/weights	reference numbers
document date 7/6/09 12:57 EST ship date*	carrier* select. scac* mode of conveyance* select. equipment description code* select. equipment number trailer	net weight* 0 select. gross weight* 0 select.	Material Flow Authorization* master bill of lading corner reference number excess responsibility select. Excess Transportation Number air bill

save asn
cancel

verify asn
send asn

print delivery note

print labels

4. **Heat Code** - Key in **NA** into the *Heat Code* open text field if you are shipping material where a heat code is not applicable. If you are not sure whether you should be providing a heat code, contact the Metaldyne plant location to which you are shipping.
5. **Lot Number** - Key in **NA** into the *Lot Number* open text field if this field is not applicable.
6. **Update Send Party Id** - Enter your Metaldyne supplier code in the *Send Party id* field of the Ship From form.
7. Complete any additional steps to create an ASN, then click **send asn**.

Mitsubishi Specifications

 [Create a Container File Record](#)