



Cooper Standard - Covisint WebEDI Registration Guide

Version 4:0 March 27, 2019

Overview

- Cooper Standard uses the Covisint Supplier Connection application (also known as Covisint WebEDI) as their WebEDI portal solution for suppliers with no traditional EDI capability.
- Covisint WebEDI can be used to receive releases and send Advanced Ship Notices (ASN) to Cooper Standard.
- It also provides the option to print barcode shipping labels in case you do not have your own label printing capabilities.

- Please click the link below to start the onboarding process

<https://us.register.covisint.com/start.html>

- If you have any questions about the on-boarding process please contact **Covisint**
 - at 1-877-884-5775 Option 3
- OR open an email ticket at
 - cov-edicert@opentext.com

Please note all data entered in the following screens must be in English

1. Review the list of steps you will be prompted to complete below and click 'begin registration' when done

The screenshot shows the 'Covisint Connection and Administration' portal. At the top right, there are links for 'Language', 'Portal', and 'Help'. Below the header, the page title is 'welcome: covisint registration'. To the right of the title is a progress indicator labeled 'Steps:' with five numbered circles; the first circle is highlighted in blue. The main content area contains a welcome message and a list of five registration steps. At the bottom of the content area, there is a 'begin registration' button. A blue callout box with the number '1' points to this button. At the bottom right of the page, there is a copyright notice: '2019 © Covisint Corporation. All Rights Reserved. v6.02'.

Covisint Connection and Administration ▶ Language ▶ Portal ▶ Help

welcome: covisint registration Steps: 1 2 3 4 5

Thank you for choosing to register with Covisint! Our registration wizard will walk you through the following steps:

1. Review registration instructions
2. Search for your organization; if your organization does not exist, you will be prompted to register one
3. Create a user account
4. Select the services your organization will need to access
5. Submit your request

Your request will then be sent to an administrator for approval. We will let you know as status changes through email updates.

Note: if you are registering for an automotive portal service, you may be asked for your site code or supplier code during the registration process. Please have that information handy.

1 begin registration

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Getting Started

(3 of 4)

2. Do not enter anything, just click 'register new organization'

Covisint Connection and Administration ▶ Portal ▶ Help

Find Your Organization Steps: ✓ **2** 3 4 5

Find your organization by entering your company's name in the search box below. Keep your search terms as general as possible find all possible results (Example: search "Acme" instead of "Acme Fasteners and Bolts, LLC")

find organization by keyword search

enter organization name: [search tips](#)

results per page:

2

– OR –

Search for your company using your supplier code or site code. If your company is already registered AND has access to an OEM portal...

find organization by supplier code

select a supplier portal:

enter supplier code:

results per page:

☞

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3. Read and click 'accept administrator role'

The screenshot shows a web browser window with the URL us.register.covisint.com/CommonReg. The page title is "Covisint Connection and Administration". A progress bar at the top right indicates the current step is 2 out of 6, with the number 2 highlighted in a blue circle. The main heading is "accept administrator role".

As the first person registering on behalf of your organization, you are automatically designated as 'Security Administrator.'

The Security Administrator is responsible for:

- approving new users
- resetting user passwords
- granting user access permissions
- approving new divisions
- rejecting requests
- revoking user access

Therefore, this is a critical role, especially in regards to security. Depending upon the number of people in your organization who are currently registered with Covisint, this role may require a great deal of effort on your part. Please consider the time commitment before accepting this role. However, to assist you as Security Administrator, additional administrators can be appointed to distribute the workload.

To accept this role and its responsibilities, please click the 'accept administrator role' button. If you do not wish to assume the role of Security Administrator, please click the 'no, i do not accept' button. Doing so allows an alternate person within your organization to assume the Security Administrator role.

At the bottom, there are two buttons: "accept administrator role" and "no, i do not accept". A blue callout box with the number 3 points to the "accept administrator role" button.

Creating New Company

(1 of 6)

1. Enter all required items marked in red and hit 'continue registration' when completed

Covisint Connection and Administration ▶ Portal ▶ Help

enter organization information Steps: **3**

Please enter your organization information below.

organization information

*** = required fields**

*Organization Name:	<input type="text" value="Your Company's Name"/>
*Address 1:	<input type="text" value="111 Maint St."/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
*City/Region:	<input type="text" value="Some City"/> <input type="button" value="x"/>
*State/Province:	<input type="text" value="Some State"/>
*Postal Code:	<input type="text" value="99999"/>
*Country:	<input type="text" value="UNITED STATES"/> <input type="button" value="v"/>
Phone Number:	<input type="text" value="111-222-3333"/>
Fax number:	<input type="text"/>
URL:	<input type="text"/>
DUNS #:	<input type="text"/> request DUNS number

1

Creating New Company

(2 of 6)

enter user information

Steps: 

Please input your user information into the fields below.

user information

* = required fields

Organization Name:	Your Company's Name
Title:	Mr <input type="text"/>
*First Name:	Joe <input type="text"/>
Middle Name:	<input type="text"/>
*Last Name:	Smith <input type="text"/>
Job Title:	<input type="text"/>
*Address 1:	111 Maint St. <input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
*City/Region:	Some City <input type="text"/>
*State/Province:	Some State <input type="text"/>
*Postal Code:	99999 <input type="text"/>
*Country:	UNITED STATES <input type="text"/>
*Phone Number:	111-222-3333 <input type="text"/>
mobile phone number:	<input type="text"/>
Fax number:	<input type="text"/>
*Email Address:	jsmith@aaaaaa.com <input type="text"/>
*Re-enter Email Address:	jsmith@aaaaaa.com <input type="text"/>
Wireless Email Address:	<input type="text"/> 
*Time Zone:	(GMT-05:00) Eastern Time (US & Canada) <input type="text"/>
*Language Preference:	English <input type="text"/> Note: This language selection does not guarantee the availability of the language in Covisint services or applications.
Department:	<input type="text"/>
EDI Communication Code:	<input type="text"/>

2

[continue registration](#)

[undo changes](#)

2. Enter all required items marked in red and hit 'continue registration'

Creating New Company

(3 of 6)

Covisint Connection and Administration

Portal

enter user information

Steps: 

Please input your user information into the fields below.

user login information

* = required fields

*User ID:

Note: Userid must be at least 4 characters, and no more than 20 characters. If your company uses a standard convention for issuing userids for internal applications, you may wish to adhere to the same convention and select the same id for simplicity.

*Password: [show password rules](#)

*Re-enter Password:

*Challenge Question:

Note: in case you should forget your password, you will be asked to answer a challenge question based on what you input in the text box above. Example 1: What is my mother's maiden name? Example 2: What is the name of the high school I attended? There is a 255-character limit on your question and answer.

*Challenge Answer:

Note: to retrieve a new password, your answer MUST exactly match what you input into the text box above. The answer will be punctuation sensitive. Both the question and the answer will be accessible to your Security Administrator.



3. Enter all required items marked in red and hit 'continue registration'

Creating New Company

(4 of 6)

select service package(s)

Steps: 

The following list displays all service packages currently offered through Covisint. Please select from the service packages below:

services list

 = per user fees apply  = additional information needed

service package name

[more info](#)

Partner Portals

<input type="checkbox"/>	Nexteer Automotive Portal	more info
<input type="checkbox"/>	 Daimler Portal: Access to Mercedes-Benz Cars and Daimler Trucks	more info
<input type="checkbox"/>	Johnson Controls Portal: Building Efficiency	more info
<input type="checkbox"/>	Johnson Controls Portal: Power Solutions	more info
<input type="checkbox"/>	 Adient: Automotive Experience	more info
<input type="checkbox"/>	Freight Verify Portal	more info
<input type="checkbox"/>	 OV Supplier Portal	more info
<input type="checkbox"/>	 GM SupplyPower	more info
<input type="checkbox"/>	One Stop Shop Portal	more info
<input type="checkbox"/>	 GM AlliancePower	more info
<input type="checkbox"/>	 Ford Supplier Portal	more info

Covisint Supplied Services

 Supplier Connection [more info](#)

4

5

[continue](#)

[back](#)

4. Scroll down until you can select 'Supplier Connection'

5. Scroll down until you can hit 'continue'

Creating New Company

(5 of 6)

review request and submit

Steps: 

Before your registration request is submitted, please make sure the information below is correct. If you need to make changes, simply use the 'back' button to return a specific step number.

A request reason may be entered at this time. Please enter any additional details that may assist the approving administrator in understanding your request.

request reason

CSA 99999

6

organization information

Organization Name	Your Company's Name	Address 1	111 Maint St.
Phone Number	111-222-3333	Address 2	
Fax number		Address 3	
DUNS #		City/Region	Some City
URL		State/Province	Some State
		Postal Code	99999
		Country	UNITED STATES

user information

User ID	BLUE23DOG	Organization Name:	Your Company's Name
Title	Mr	Address 1	111 Maint St.
First Name	Joe	Address 2	
Middle Name		Address 3	
Last Name	Smith	City/Region	Some City
Job Title		State/Province	Some State
Phone Number	111-222-3333	Postal Code	99999
mobile phone number		Country	UNITED STATES
Fax number		Time Zone	(GMT-05:00) Eastern Time (US & Canada)
Email Address	jsmith@aaaaaa.com	Department	
Wireless Email Address		EDI Communication Code	
Language Preference	English		

services selected

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submit registration

« Back

6. Enter:
CSA and YOUR
Supplier Vendor #.
Do not enter
99999

7. Hit 'submit
registration'

Creating New Company

(6 of 6)

Covisint Connection and Administration Portal Help

you have successfully submitted your registration request Steps: 1 2 3 4 5 6

Your registration request has been successfully submitted. Shortly, you will receive a confirmation email followed by a notice that your request has been sent to the Security Administrator. If your request has been approved, you will receive an email directly from the Security Administrator.

Review and Approval Process

To ensure a secure eBusiness marketplace for Covisint Exchange members, we carefully review each new Company registration. Your request will be reviewed within approximately 1 week and you will be contacted via phone or email as soon as the review is complete.

Check the Status of your Request

You can also check the status of your registration by clicking on the registration status link located on the registration home page.

Immediate Notification via Email

We will notify you of your registration status via an automated email as soon as the request is approved. In the unlikely event that the request is denied, you will be notified of the reason and most likely be given an opportunity to register again. As soon as your request is approved:

1. You can log on to the Covisint Exchange site
2. Employees can register as part of your company / division
3. You, as company / division administrator, can approve or reject employee registration requests

We look forward to having you as a member!

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You have now requested registration as a new user to a new organization (company or business unit). Your request is being processed and you will be contacted when it is approved.

Registration Process

1. After you have completed all these registration steps, you must then create a Covisint Request Ticket (CRT)
2. To create a Covisint Request Ticket (CRT) send an email to cov-edicert@opentext.com
 - In the subject line include: **'CSA WebEDI Registration – YOUR COMPANY NAME, Your Vendor Code '**
 - In the body include: contact's userid just registered, contact person's name, company phone, company email and company address
 - Copy BusinessSupport.EDIInitiative@cooperstandard.com in Cc
3. Once the CRT is created, Covisint will begin work to complete the final configuration for your profile.
4. Covisint will contact you during the setup process and to notify you that the setup has been completed.
5. Once setup has been completed Covisint will send you a copy of the WebEDI Quick Start Guide to help with using the new WebEDI application.

Contacts/Questions?

- Inquiries regarding Covisint's Supplier Connection WebEDI portal should be directed to Covisint: <https://portal.covisint.com/web/supportmessaging/contactus>
- Business related inquiries can be directed to Cooper Standard's EDI Initiative Team at: BusinessSupport.EDIInitiative@cooperstandard.com

The background is a dark blue gradient with a complex network of glowing light blue lines and dots. The lines are thin and curved, creating a sense of movement and connectivity. The dots are small and scattered, some appearing as clusters. The overall effect is that of a digital or data network.

opentext™

Thank you