

Cooper Standard Supplier Connection (WebEDI) Quick Start Guide



covisint[®]

| Trusted Information. Anywhere.

Revision 1.4 Sep 5, 2018

Version History

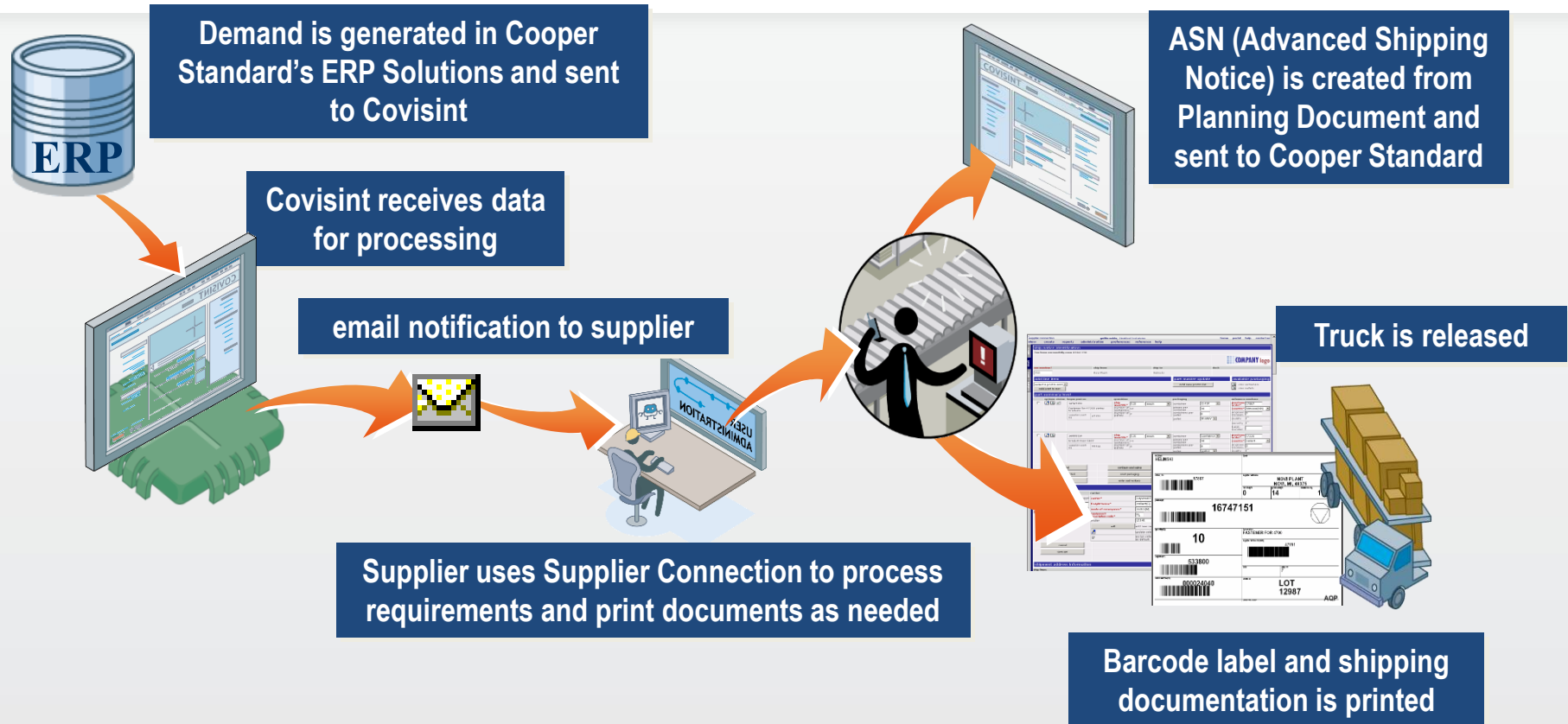
Version	Date	Author	Summary Updates
1.1	Nov-20-2016	Jerry Justman	Initial Release
1.2	May-12-2018	Jerry Justman	Page 19 - with red font instructions to identify screen field names. Page 20 - with Auto Population and Decimal availability. Page 31 - showing preloading of Container and Master serials Page 32,33,34,35 - continuation of page 31 changes Page 36 - Mixed Label differences, Page 38 - Only one label per page is printed now. Page 39, 40 - New labels adding UOM and Part Description
1.3	May-12-2018	Jerry Justman	Page 37 - Container Only (no Master labels) Shipment differences
1.4	Sep- 5 -2018	Jerry Justman	Pages 7-10 New Introduction Slides

Table of Contents

1. <u>Understanding the Environment</u>	
1.1 EDI Supplier Connection (WebEDI) Process Overview	4
1.2 Verify Computer Requirements	6
1.3 Logging into Covisint	7
1.4 Viewing Additional Training Material	9
2. <u>Create Required Default Configurations</u>	12
2.1 Setting Up User Preference Information	13
2.2 Setting Up Carrier Reference Tables	16
2.3 Setting Up Container Reference Tables	18
3. <u>Inbox, Draft and Sent Folder Operations</u>	
3.1 Create ASN Overview	20
3.2 Inbox Overview	21
3.3 View Cooper Standard Material Release / PDF Document	24
3.4 Create ASN Using Document Turnaround Function	25
3.5 Printing Barcode Labels	39
3.6 Sent Folder Operations	42
4. <u>Contacting the Support Desk</u>	44

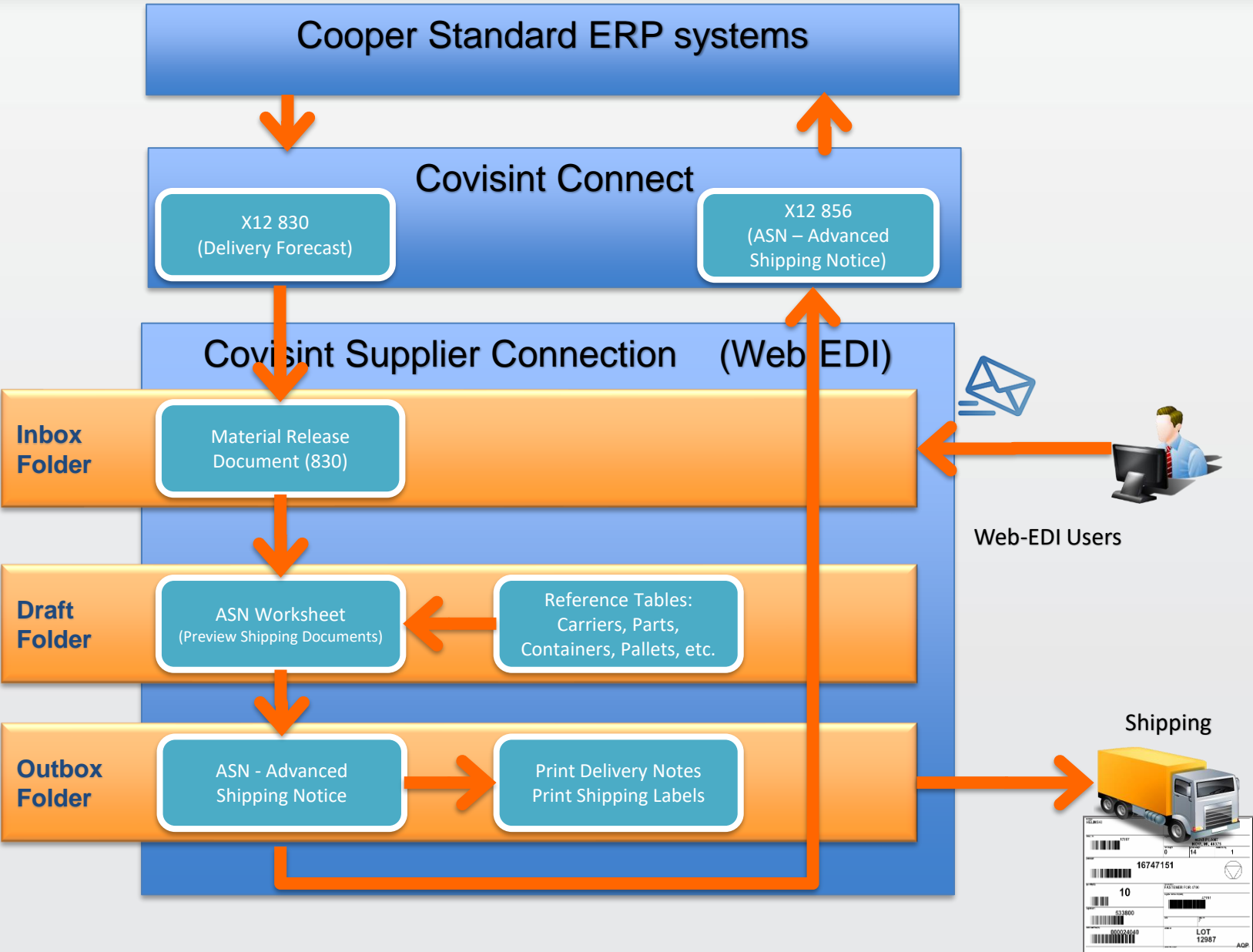
1.1 EDI Supplier Connection (WebEDI) Process Overview

(1 of 2)



- Supplier receives email notification that a MESSAGE has been placed in their Inbox
- Requirements are printed and shipment is planned
- When the material is ready, a draft ASN (Advanced Shipping Notice) is created for planned shipment
- Barcode label and shipping documentation are printed
- Supplier transmits ASN after shipment leaves dock

1.1 Supplier Connection (WebEDI) Flow Details

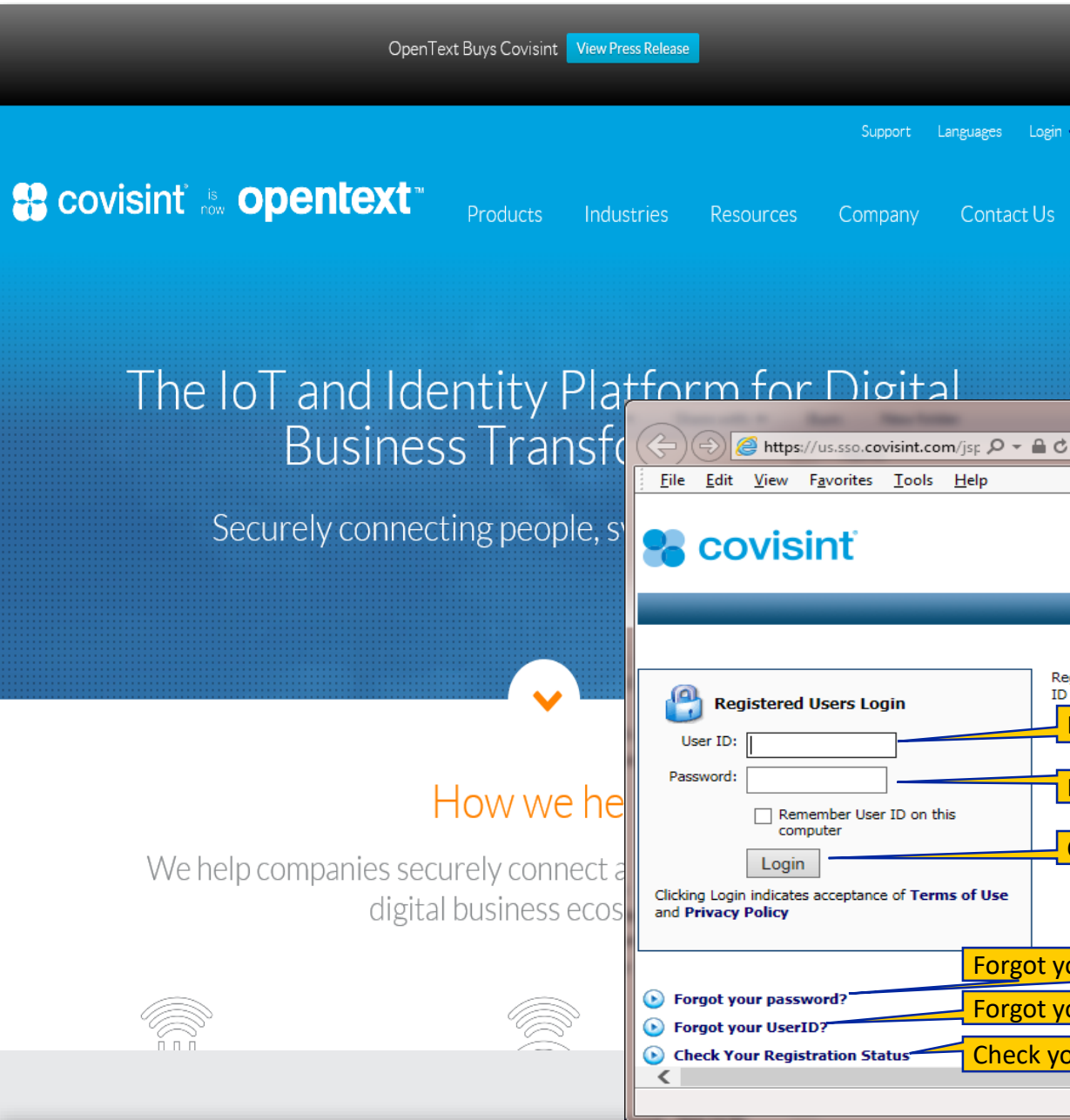


- The following requirements are needed to access and view Supplier Connection. Please contact your IT department if you have any questions about your PC being able to support these requirements.
 - Computer: **Any web capable device supporting at least 1024x768 resolution**
 - Browser: **Microsoft Internet Explorer IE 9 and above**

1.3 Logging into Covisint

<https://www.covisint.com>

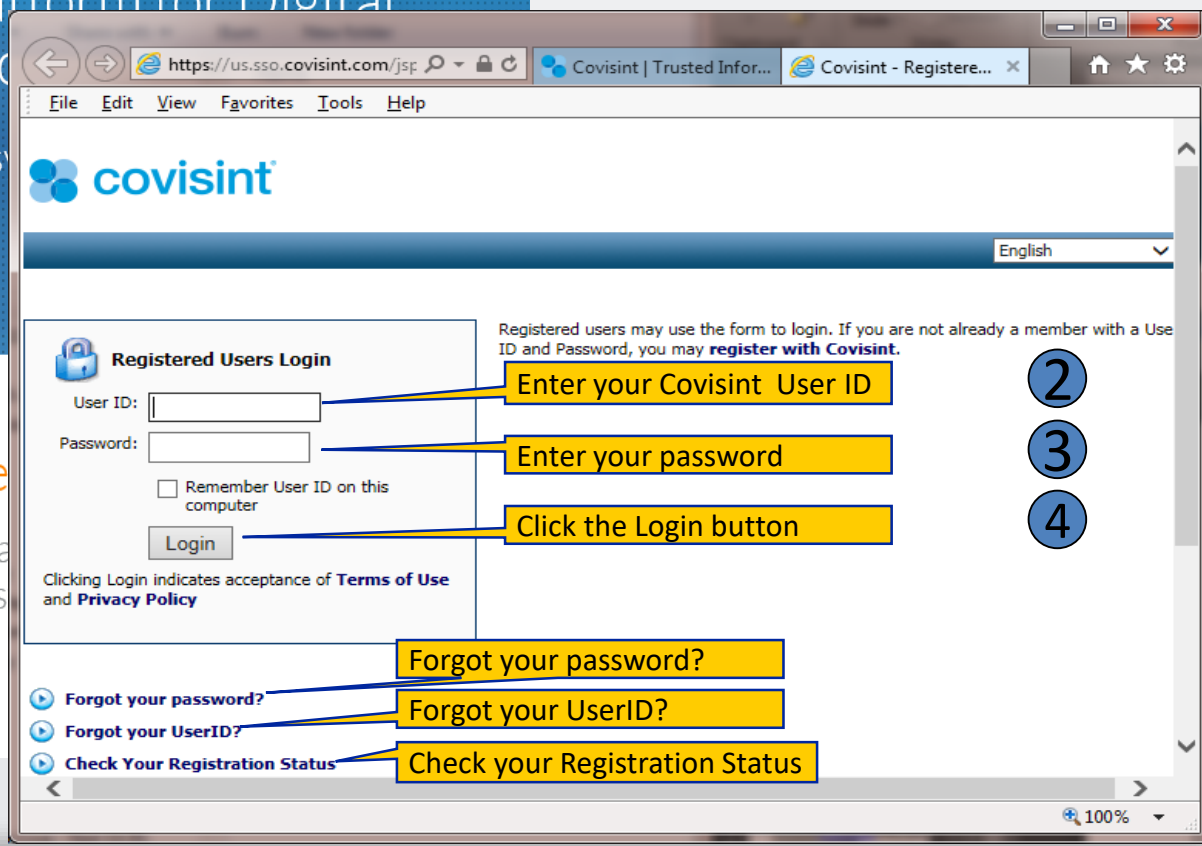
(1 of 2)



Click here and when you get to the next screen, click on the Automotive Login selection

1

OR go to:
<https://us.sso.covisint.com/jsp/preLogin.jsp>



Enter your Covisint User ID

2

Enter your password

3

Click the Login button

4

Forgot your password?

Forgot your password?

Forgot your UserID?

Forgot your UserID?

Check your Registration Status

Check Your Registration Status

1.3 Logging into Supplier Connection

(2 of 2)

The screenshot shows the Covisint Automotive Exchange portal. At the top, there is a navigation bar with the Covisint logo, 'AUTOMOTIVE EXCHANGE', and links for 'Covisint' and 'Automotive Portals'. A search bar and language selector are also present. Below the navigation bar is a banner with the text 'SIMPLE. MODERN. INTUITIVE.' and a 'Take a Tour' button. The main content area is divided into three columns: 'My Portals', 'My Applications', and 'My Favorites'. The 'My Applications' column contains a list of applications: 'CATS', 'Covisint Connect', 'Functional Acknowledgement Dashboard', 'Logistics Dashboard', and 'Supplier Connection'. A callout box with the number 5 points to the 'Supplier Connection' link, with the text 'Verify you have the link to Supplier Connection under 'My Applications''. Another callout box with the number 6 points to the 'Supplier Connection' link, with the text 'Select Supplier Connection'. The 'My Favorites' column contains a link to 'Edit my favorites...'. The 'Communications' section is visible at the bottom of the page.

OpenText Buys Covisint [View Press Release](#)

AUTOMOTIVE EXCHANGE | Covisint | Automotive Portals | Support | English | JJ

covisint® SIMPLE. MODERN. INTUITIVE.
We have redesigned our portal to improve your supplier experience. [Take a Tour](#)

Covisint Services

5 Verify you have the link to Supplier Connection under 'My Applications'

6 Select Supplier Connection

My Portals | My Applications | My Favorites

My Applications:

- CATS
- Covisint Connect
- Functional Acknowledgement Dashboard
- Logistics Dashboard
- Supplier Connection
- [View More](#)

My Favorites: » [Edit my favorites...](#)

Communications

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

1.4 Viewing Additional Training Material

(1 of 3)

The screenshot shows the top navigation bar of the OpenText Automotive Exchange website. The header is blue with the OpenText logo on the left, followed by 'AUTOMOTIVE EXCHANGE'. In the center, there are links for 'Covisint' and 'Automotive Portals'. On the right, there is a search icon, a 'Support' link, 'English', and a user profile icon. A yellow callout box with a circled '1' points to the 'Support' link, with the text 'Click on Support'. Below the header is a dark grey hero section with the Covisint logo on the left, the text 'SIMPLE. MODERN. INTUITIVE. We have redesigned our portal to improve your supplier experience.' in the center, and a 'Take a Tour' button on the right.

Covisint Services

The screenshot shows the 'Covisint Services' section of the website. It features three main columns: 'My Portals', 'My Applications', and 'My Favorites'. The 'My Applications' column lists several services: 'CATS', 'Covisint Connect', 'Functional Acknowledgement Dashboard', 'Logistics Dashboard', and 'Supplier Connection', with a 'View More' link at the bottom. The 'My Favorites' column contains a link to '» Edit my favorites...'. The 'My Portals' column is currently empty.

Communications

OR go to: <https://portal.covisint.com/web/support>

1.4 Viewing Additional Training Material

(2 of 3)

The screenshot shows the OpenText Covisint Support Portal. At the top, there is a navigation bar with the OpenText logo, 'SUPPORT', and a search bar. Below the navigation bar, there are four main menu items: 'Automotive Portal', 'Connect EDI Messaging', 'Supplier Connection', and 'Healthcare'. A yellow callout box with the number '2' points to the 'Supplier Connection' menu item, with the text 'Click on Messaging Support Portal'. Another yellow callout box points to the 'Supplier Connection Knowledge Base' section, with the text 'Step 2 Takes you to this page'. The main content area is divided into three columns: 'Important Security Enhancement Notification', 'Supplier Connection Support', and 'Supplier Connection Knowledge Base'. The 'Supplier Connection Support' column contains a section titled 'What is Changing?' with two bullet points: 'Encryption Protocol' and 'Cipher Suites'. The 'Supplier Connection Knowledge Base' column contains several sections: 'How do I add users to my Supplier Connection profile?', 'How do I add a carrier?', 'How do I receive notifications for new items in my inbox?', and 'Why do some items delivered to my inbox appear with errors?'. The 'Support Services' column contains two buttons: 'Submit a Support Ticket' and 'System Requirements'. The 'Top FAQs' column contains five bullet points related to user management and notifications.

OpenText Buys Covisint View Press Release

SUPPORT Covisint Automotive Portals Support English JJ

2 Click on Messaging Support Portal

Automotive Portal Connect EDI Messaging Supplier Connection Healthcare

Step 2 Takes you to this page

Important Security Enhancement Notification

SUPPORT Covisint Automotive Portals Support English JJ

Supplier Connection Support

Supplier Connection is a reference database comprised of two main sets of information used by Buyer and Supplier Organizations. Those are: Carriers, and Buyer Part Master files. Within these are three sub-components:

- Supplier Part Master
- Containers
- Pallets

Manuals For Buyers

- [User Guide](#)
- [Help Topics](#)

Supplier Connection Knowledge Base

Providing answers to commonly asked questions, solutions to known problems, and more...

How do I add users to my Supplier Connection profile?

New users must have a Covisint user ID with the appropriate supplier connection service package granted. The user's supplier connection administrator must add the user's ID into the profile and assign the appropriate locations/privileges to the user. [Learn more >>>](#)

How do I add a carrier?

Supplier Connection administrators can add a carrier from the 'reference' menu (mouse over reference, click 'carrier'). Enter the carrier's name and search for the carrier SCAC code by clicking on the ? icon on the 'add carrier' screen. [Learn more >>>](#)

How do I receive notifications for new items in my inbox?

All users may set up email notifications from the 'preferences' menu (mouse over 'preferences' click 'edit preferences'), enter the email address and click **save**.

Why do some items delivered to my inbox appear with errors?

Errors appearing in the inbox are usually due to a missing ship

Support Services

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

Top FAQs

- [How do I add users to my Supplier Connection profile?](#)
- [How do I add a carrier?](#)
- [How do I receive notifications for new items in my inbox?](#)
- [When I click the print icon to view my release, it does not appear?](#)
- [Why do I receive "insufficient privileges" errors?](#)

The following reference guides will assist you on how to navigate within Supplier Connection and create ASNs (Advanced Shipping Notice).

- Inbox Management Features (Manuals Section / For Suppliers / User Guide)
- Introduction and System Navigation (Recorded WebEx Lessons section)
- Establishing User Preferences and eMail Notification Lists (Recorded WebEx Lessons section)
- Inbox Management Features (Recorded WebEx Lessons section)
- Shipping Process
- Reference File Maintenance

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

2 Create Required Default Configurations and Prepare Additional Required Data

(1 of 1)

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

2.1 Preference Table: Used to set regional timezone, language, etc.

2.2 Carrier Reference Table: Identify the freight carrier you use approved by Cooper Standard

2.3 Container Reference Table: Create generic packaging containers based on size weight and quantities

Data items required when creating the ASN in the draft folder:

- a. The cumulative quantity is required for each part on the ASN. The Cumulative quantity is comprised of the quantity previously sent to Cooper Standard plus the current amount being shipped
- b. All materials subject to expiration require a batch or lot number. If a part on the ASN has a lot or batch number, insure the number is entered in the lot number field when creating the ASN

2.1 Setup User Preference Information

(1 of 3)

Step 1: Accessing the Edit Preference Screen

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

The screenshot shows a software interface with a top navigation bar. The main menu bar includes 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'change company'. The 'preferences' menu item is highlighted with a blue box labeled 'a'. Below it, the 'edit preferences' sub-menu item is highlighted with a blue box labeled 'b'. The interface also shows a user profile 'Joe Smith, Cooper Standard Test Supplier1', a 'supplier connection' label, and a 'view by:' dropdown set to 'doc'. A table with columns like 'alert', 'options', 'trading partner', 'document type', 'date received', 'release date', 'horizon dates', and 'reference #' is visible below the navigation bar.

2.1 Setup User Preference Information

(2 of 3)

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

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

supplier connection Joe Smith, Cooper Standard Test Supplier1 home portal help Knowledge Base contact us

view create reports administration preferences reference change company

edit user preferences

user information:	
user id:	SCOOPER1
first name:	
last name:	
job title:	
company name:	Cooper Standard Test Supplier1
preferred language*:	English (US) ▾ a
time zone*:	(EST) Eastern Standard Time ▾ b
email address:	Joe.Smith@testcompany.com X <small>email address to receive inbound documents</small>
Default view Information:	
inbox view*:	Document ▾ c
draft view	ASN ▾
sent view	ASN ▾

These fields are used to establish a default date range for displaying schedules or kanbans. The forms that display dated requirements have filters that can be used to adjust the default date range. For the infrequent user of Supplier Connection, it is suggested that a large number be placed in each field so that no requirements are "hidden" from your initial view of a display.

2.1 Setup User Preference Information

(3 of 3)

Step 3: Setup optional fields

- a) Enter your e-mail address in the e-mail address field

Note: An e-mail notification will be sent to this e-mail address when a schedule is delivered to the Supplier Connection inbox. This eliminates the need to constantly check for new documents.

- b) Accept the default of “ASN” for both the Draft and Sent View fields

- c) Enter **999** in both the Show Requirements from past and future # days

- d) Accept the default of “document type (all)” for the History search field

- e) Accept the default of “trading partner (all)” for the History search field

email address:	<input type="text" value="Joe.Smith@testcompany.com"/>	email address to receive inbound documents
Default view Information:		
inbox view*:	<input type="text" value="Document"/>	
draft view	<input type="text" value="ASN"/>	}
sent view	<input type="text" value="ASN"/>	
These fields are used to establish a default date range for displaying schedules or kanbans. The forms that display dated requirements have filters that can be used to adjust the default date range. For the infrequent user of Supplier Connection, it is suggested that a large number be placed in each field so that no requirements are "hidden" from your initial view of a display.		
show requirements from past (# days)	<input type="text" value="999"/>	}
show requirements into future (# days)	<input type="text" value="999"/>	
History default search criteria		
	<input checked="" type="checkbox"/> Use History defaults	
Document type:	<input type="text" value="document type (all)..."/>	
Trading partner:	<input type="text" value="trading partner (all)..."/>	

2.2 Setting Up Carrier Reference Tables

(1 of 2)

Adding or Editing a Carrier - Step 1

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

The screenshot displays a web application interface for managing carriers. At the top, there is a navigation bar with the following items: 'supplier connection', 'Joe Smith, Cooper Standard Test Supplier 1', and links for 'home', 'portal', 'help', 'Knowledge Base', and 'contact us'. Below this is a secondary menu bar with 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'change company'. The 'reference' menu is open, showing a dropdown list with 'carriers' selected. The main content area is titled 'JJ Test Supplier - carriers' and contains a table with the following columns: 'delete', 'options', and 'carrier name'. The table has one row with 'Test Motors' as the carrier name. There is a checkbox in the 'delete' column and a pencil icon in the 'options' column for the 'Test Motors' row. A 'delete selected' button is located below the table. On the right side of the table, there is an 'options:' label and an 'add carrier' button. Callouts 'a', 'b', 'c', and 'd' are placed on the screen to indicate specific actions: 'a' points to the 'reference' menu, 'b' points to the 'add carrier' button, 'c' points to the pencil icon, and 'd' points to the delete checkbox.

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

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

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

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

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

Adding or Editing a Carrier – Step 2

- a) Enter the carrier's SCAC code (Standard Carrier Alpha Code). If you do not know it and it is not available when you click on the '?', you can ask the carrier for it or google one of many lists such as <https://www.scribd.com/doc/95459248/Scac-Codes>
- b) Enter the carrier's name
- c) Select the default conveyance code from the drop down list
- d) Click on the save button at the bottom of the page

Adding or Editing a container

a) From the menu bar click on reference and select containers from the dropdown list

The screenshot shows a web application interface for managing containers. At the top, there is a menu bar with options: view, create, reports, administration, preferences, reference, and change company. Below the menu bar, the page title is 'Cooper Standard Test Supplier1 - containers'. On the right side of the page title, there is an 'options:' dropdown menu with 'add containers' selected. Below the page title, there is a 'select buyer:' dropdown menu with 'Cooper Standard Global' selected. Below that, there is a 'search for:' text input field and a 'search' button. Below the search field, there is a table with the following columns: 'delete', 'options', 'supplier container part number', and 'package code'. The table contains six rows of data. Callout 'a' points to the 'reference' menu item. Callout 'b' points to the 'add containers' button. Callout 'c' points to a pencil icon in the 'options' column. Callout 'd' points to a checkbox in the 'delete' column. Below the table, there is a 'delete selected' button.

delete	options	supplier container part number	package code
<input type="checkbox"/>		BAG90	BAG90
<input type="checkbox"/>		BIN90	BIN90
<input type="checkbox"/>		CTN90	CTN90
<input type="checkbox"/>		DRM90	DRM90
<input type="checkbox"/>		PAL90	PAL90
<input type="checkbox"/>		PKG90	PKG90

b) If adding a new container, click on add containers

c) If editing an existing container, click on the pencil icon

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

2.3 Setting Up Containers

of 2)

view create reports administration preferences reference change company

edit container information: BAG90 *req

general information:

buyer name: Cooper Standard Global

package code*: **a** BAG90

supplier container part no*: **b** BAG90

customer container part no: [empty]

returnable flag: yes no **c**

container description: Bag

container length: [0.0] **a**

container width: [0.0]

container height: [0.0] **d**

container size uom: [empty]

tare weight: 0.000

tare weight uom: [empty] **e**

save changes OR cancel and return to previous page

Cooper Standard approved Codes

package code* and supplier container part no*	Description
BAG90	Bag
BIN90	Bin
CTN90	Carton
DRM90	Drum
PAL90	Pail
PKG90	Package

- a) The **package code** needs to be an allowed Cooper Standard code copied from the table on the right
- b) Unless otherwise instructed, set the **supplier container part no** to the same as the package code
- c) The 'returnable flag' is currently not used so leave it set to 'no'
- d) Optionally set the container length, width, height, size uom
- e) Set the tare weight and uom to either KG or LB as needed
- f) Click on the save button when completed

3.1 Create ASN Overview

Overview of the three activities involved in creating an ASN

1. **INBOX:** First step is to review the inbox folder using the 'doc' tab to determine which planning document (schedule or release) you want to turn into an ASN. Click on the 'part' tab and select the parts needed to be included in the ASN for that planning document. When completed click on the 'turnaround selected' to proceed to the 'draft' folder.
2. **SHIP NOTICE IDENTIFICATION:** The 'draft' folder displays some of the information from the 'parts' tab selected in the first activity. Enter the 'part summary level' and 'shipment shipping' sections information needed. When completed, Click on the 'configure packaging' button to proceed to the next screen.
3. **PACKAGING DETAIL:** The nine digit container and master pallet serial numbers are auto-populated. The user enters the lot number if available, manufacture date (required) and expiration date if needed. Ensure that qtys are entered for each container, the package types are correct, and containers are assigned to a pallet if applicable. Covisint now allows suppliers to enter the quantities in decimal values.

3.2 Inbox Overview

(1 of 3)

The screenshot shows the Cooper Standard inbox interface. At the top, there are navigation tabs: view, create, reports, administration, preferences, reference, and change company. Below these, the status bar indicates 'inbox :: viewing 16 - 20 of 20 documents' and 'page: << 1 2 >>'. The 'view by:' dropdown is set to 'doc', with 'part' also visible. A 'filter data by:' section contains two dropdown menus: 'document type (all)...' and 'trading partner (all)...', with a 'go' button. A 'Reference Number:' field with a 'go' button is also present. The main table has columns: alert, options, trading partner, document type, date received, release date, horizon dates, and reference #. The table is divided into three sections: draft, sent, and history. The first row in the draft section is selected, and its 'save to history' icon is bolded. A 'move selected to history' button is located at the bottom of the table. Callouts a-e point to specific features: a points to the filter dropdowns, b points to the Reference Number field, c points to the 'doc' and 'part' tabs, d points to the 'save to history' icon, and e points to the 'move selected to history' button.

	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
draft	<input checked="" type="checkbox"/>	save to history	Cooper Standard Global	Planning Document	10/3/16 10:46 PM	9/25/16	10/2/16 - 10/5/16	20160926-JJ4
sent	<input type="checkbox"/>	save to history	Cooper Standard Global	Planning Document	9/27/16 7:41 AM	9/25/16	6/1/16 - 8/30/16	20160926-JJ1
sent	<input type="checkbox"/>	save to history	Cooper Standard Global	Planning Document	9/26/16 11:05 AM	9/25/16	6/1/16 - 8/30/16	20160925-2
history	<input type="checkbox"/>	save to history	Cooper Standard Global	Planning Document	9/26/16 11:05 AM	4/19/16	6/1/16 - 8/30/16	20160925-1
history	<input type="checkbox"/>	save to history	Cooper Standard Global	Planning Document	9/25/16 9:34 PM	4/19/16	6/1/16 - 8/30/16	20160925-1

- The 'filter data by' feature allows you select what Cooper Standard document type you may want to see. If you have more buying partners, you can choose which partner to display
- The Reference Number field and the go button next to it allows you to search for a particular document more quickly
- The doc (document) tab is where most users will start their review of daily activity. The part tab is used for selecting the individual parts to be included in the ASN
- Rows that have not been clicked on to view have the 'save to history' icon grayed out and the remaining data columns in bold until viewed
- If the 'save to history' icon if not bolded then you can select old or already processed documents to be moved to the history folder by clicking on the 'move selected to history' button























3.2 Inbox Overview

(2 of 3)

view create reports administration preferences reference change company

inbox :: viewing 1 - 15 of 20 documents page: << 1 2 >> view by: doc part

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

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/30/16 6:29 PM	10/30/16	10/11/16 - 6/24/17	01941v4
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/30/16 8:12 AM	3/5/13	3/11/13 - 6/24/13	01941v3
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/30/16 7:33 AM	3/5/13	3/11/13 - 6/24/13	01941v2
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/30/16 7:08 AM	3/5/13	3/11/13 - 6/24/13	01941v1
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/30/16 7:05 AM	3/5/13	3/11/13 - 6/24/13	01941
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/27/16 7:21 AM	10/20/16	10/21/16 - 4/12/17	16294122903C11200047
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/25/16 7:48 PM	10/20/16	10/21/16 - 4/12/17	16294122903
<input type="checkbox"/>		  	Cooper Standard Global	Planning Document	10/25/16 7:36 PM	10/20/16	10/21/16 - 4/12/17	16294122903

f) The alert icon warns you there is something wrong with that inbox document. It is usually a ship to / ship from / shipping dock error. A typical error is shown below.

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

Alert

trading partner: Cooper Standard Global
reference #: 16294122903
document generation date: 10/25/16 7:36 PM

Ship from 7200099-A and ship to 200203 combination does not exist.

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

3.2 Inbox Overview

(3 of 3)

view create reports administration preferences reference change company

inbox :: viewing 1 - 15 of 20 documents page: << 1 2 >> view by: doc part

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

BULLETIN: A message dated 10/1/16 was issued by Cooper Standard Test Supplier1 . Please open immediately

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			Cooper Standard Global	Planning Document	10/30/16 6:29 PM	10/30/16	10/11/16 - 6/24/17	01941v4
<input type="checkbox"/>			Cooper Standard Global	Planning Document	10/30/16 8:12 AM	3/5/13	3/11/13 - 6/24/13	01941v3
<input type="checkbox"/>			Cooper Standard Global	Planning Document	10/30/16 7:33 AM	3/5/13	3/11/13 - 6/24/13	01941v2
<input type="checkbox"/>			Cooper Standard Global	Planning Document	10/30/16 7:08 AM	3/5/13	3/11/13 - 6/24/13	01941v1
<input type="checkbox"/>			Cooper Standard Global	Planning Document	10/30/16 7:05 AM	3/5/13	3/11/13 - 6/24/13	01941

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

3.3 View Cooper Standard Material Release / PDF Document (1 of 1)

The Planning (Material Release / 830) document communicates whether the part requirements are planning or firm based on the forecast type. If the forecast type is Planning these are the quantities the supplier should plan on shipping the week specified in the date field. If the forecast type is Firm then these are the quantities that the supplier must ship the week specified in the date field.

Material Release - Cooper Standard Global

Release Number	20160926-JJ2		
Message Purpose Code	REPLACE		
Release Date	9/25/16		
Horizon Date	From:	6/1/16	To:
Schedule Quantities	A - Discrete		
Forecast Type	DL - Delivery Based		

Supplier Default Table - Shipment Data	
Original Carrier SCAC	JJCAR
Pool Point Locations	
Transportation Method Code	
Shipment Description Code	

Release Number
The Document number within the EDI transaction

Locations		
Type	Code	Address
Ship From	SFEC12	EDI Cooper Ship From 1
Ship To	SLEC1111	EDI Cooper Ship-To 1
Supplier	SAC111	EDI Cooper Standard Test Supplier # 1

General Notes
FOB: COLLECT

Part Number

Part Number	0012182		
Supplier Part Number			
Part Description			
Purchase Order Number	729093		
Unit of Measurement	EA		
Engineering Change Level			
Model Year			
Dock			
Line Feed			
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	213,600	From:	To:
Last Receipt Quantity	8,100	From:	9/29/16 To:
Last Bill Of Lading	80051740		
Contact Name			

Supplier Default Table - Part Data	
Internal Part Number	
Internal Part Description	
Purchase Order Number	729093
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

Requirements

Forecast Type	Date	Forecast Type	Quantity
D - Daily	10/3/16	C - Firm	5,400
D - Daily	10/17/16	C - Firm	4,050
D - Daily	10/24/16	C - Firm	4,050
D - Daily	10/31/16	D - Planning	5,400

Last ASN Transmitted(prior to: 10/6/16 11:10 PM)	
Shipment ID(ASN Number)	
Shipment Date	
Bill of Lading Number	
Packing Slip Number	

3.4 Create ASN Using Document Turnaround Function (1 of 14)

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

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

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

view create reports administration preferences reference change company

inbox :: viewing 16 - 20 of 20 documents page: << 1 2 >> view by: doc part

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

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			Cooper Standard Global	Planning Document	10/3/16 10:46 PM	9/25/16	10/2/16 - 10/5/16	20160926-JJ4
<input type="checkbox"/>			Cooper Standard Global	Planning Document	9/27/16 7:41 AM	9/25/16	6/1/16 - 8/30/16	20160926-JJ1
<input type="checkbox"/>			Cooper Standard Global	Planning Document	9/26/16 11:05 AM	9/25/16	6/1/16 - 8/30/16	20160925-2

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

view create reports administration preferences reference change company

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

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

current filter: 2/15/14|8/7/19

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

3.4 Create ASN Using Document Turnaround Function (2 of 14)

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

supplier connection

Part Filter Screen

Ship To:	All... ▾
Dock:	All... ▾
Ship From:	All... ▾
Part:	<input type="text"/>
Message Type:	All... ▾
Requirement Date : From:	6/1/16 ▾
Requirement Date : To:	12/31/16 ▾
Include parts with no (zero) demand:	<input checked="" type="checkbox"/>

3.4 Create ASN Using Document Turnaround Function (3 of 14)

Step 4. Select parts needed to create ASN

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

- Select (check) one or more Planning Document parts to be included in the ASN. They must all have the same 'ship to' or an error message will be displayed and you will not be able to proceed.
- Click the 'turnaround selected' button. A pop-up processing alert will display while the ASN is being created.

view create reports administration preferences reference change company

inbox :: viewing 1 - 14 of 14 parts page: << 1 >> view by: doc part

set filter... reset filter buyer part number: [input] go

current filter: 2/18/14|8/9/19

options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from	ship to	dock	reference #
<input type="checkbox"/>	0012182		Planning Document	9/25/16 12:00 AM	6/1/16 - 8/30/16	Cooper Ship-From 1	Cooper Ship-To 1		20160926-JJ2
<input type="checkbox"/>	031X01800Q		Planning Document	10/30/16 12:00 AM	10/11/16 - 6/24/17	CSA Ship-From Loc 2	CSA Ship-To Loc 1		01941v4
<input type="checkbox"/>	10088	A	Planning Document	10/20/16 12:00 AM	10/21/16 - 4/12/17	CSA Ship From 839173416	Cooper Standard-(Mt Sterling)		16294122903C11200047
<input type="checkbox"/>	1019141	2	Planning Document	10/20/16 12:00 AM	10/21/16 - 4/12/17	CSA Ship From 839173416	Cooper Standard-(Mt Sterling)		16294122903C11200047

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

inbox :: viewing 1 - 8 of 8 parts page: << 1 >> view by: doc part

3.4 Create ASN Using Document Turnaround Function (4 of 14)

ship notice identification

CooperStandard

asn number* 69 ship from Cooper Ship-From 1 ship to Cooper Ship-To 1 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 - 1 of 1 parts page: << 1 >> buyer part no go

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>		0012182	ship quantity* 5400 EA	container select..	purchase order* 729093
			cumulative shipped* 0	pieces per container 5400	lot number
		supplier part number	number of containers 1	containers per pallet 0	
			number of pallets 0	pallet select..	
			ship unit of measure* EA		

2. Enter part summary level information (This is the first screen of a two screen process)

Items in red are mandatory and will not let you send an ASN unless a value is entered or selected

- The system automatically generates an ASN number but you can enter one if instructed. This will be referred to as the 'reference number' if you need to contact Cooper Standard regarding the ASN
- The ship quantity will contain the first open requirement quantity from the Material Release. Enter the number of pieces being shipped if it needs to be adjusted. The unit of measure comes from the original planning document and cannot be changed
- Enter the cumulative shipped quantity plus the current ship quantity since the start of the inventory year
- Select the proper container for that part/assembly if available otherwise leave the default of 'select..'
- Enter the number of pieces in each container
- Entering the 'lot number' (if available) may save some work as it will prefill the next screen. In other cases where multiple lot numbers are being assigned you can leave it empty here

3.4 Create ASN Using Document Turnaround Function (5 of 14)

shipment information			
dates	carrier	packaging/weights	reference numbers
document date 10/17/16 22:49 EST	carrier* JJ Carrier Co <input type="text" value="c"/>	net weight 0 pounds (LB) <input type="text" value="d"/>	packing slip <input type="text"/>
ship date* <input type="text" value="a"/>	scac* JJCAR	gross weight* 0 pounds (LB) <input type="text" value="d"/>	bill of lading <input type="text" value="e"/>
delivery date <input type="text" value="b"/>	mode of conveyance Motor (Common Carrier) (M) <input type="text" value="c"/>		air bill <input type="text"/>
	equipment description code select.. <input type="text" value="c"/>		lading quantity <input type="text" value="e"/>
	trailer <input type="text"/>		
	freight terms* select.. <input type="text" value="c"/>		
save asn		print delivery note	verify asn
		print labels	send asn

3. Enter shipment information

- Enter the ship date and time
- Enter the optional delivery date and time
- From the carrier drop down list select the carrier name. If the name is not listed in the drop down list you will need to add the carrier to the carrier table as described in the 'Setting Up Carrier Reference Tables' section. The SCAC value will load when you hit the 'save asn' button. Select the freight terms
- Enter the net weight, gross weight, and Unit Of Measure (UOM)
- Enter the packing slip, bill of lading and air bill numbers if they are available

3.4 Create ASN Using Document Turnaround Function (6 of 14)

The screenshot displays the 'ship notice identification' form in the CooperStandard system. A pop-up window titled 'Error Dialog Pop-up Window' is open, listing the following errors and warnings:

- Fatal error:** Indicates a condition that must be resolved before ASN can be transmitted.
- Warning:** Indicates a potential error condition that does not prevent ASN transmission. Note that after doing this window, the messages below can be displayed on ASN forms by placing cursor over the icon.

The form fields and their associated error icons are:

- ship notice identification:** The ship date not current day. (Warning icon)
- Equipment description is missing.** (Warning icon)
- part summary level 0012182:** Standard pack data missing. Update reference files with default for parts per container and (optionally) containers per pallet. (Warning icon)
- Cumulative ship amount needs to be greater than quantity ship.** (Warning icon)
- part packaging level 0012182:** Manufacture date is missing from the container. (Fatal error icon)
- Container label number is required.** (Fatal error icon)

Buttons visible on the form include: cancel, deleted selected, save asn, configure packaging, reset packaging, print delivery note, print labels, verify asn, and send asn.

- Verify ASN** – Click on the verify ASN button to check the ASN for errors. An error dialog pop-up window will appear if the ASN contains errors. The error dialog pop-up window will list the errors found in the ASN. The error icon(s) will also appear next to the field(s) in error. All fatal errors must be corrected before sending the ASN. **Note:** The fields in red font are mandatory.
- Although this ASN is not complete it is easier to correct mistakes now before going to the next screen. You will get 2 fatal errors (in red) because mandatory data from the second screen is not available yet. You should try to correct the warnings if you can to improve reporting.
- After the errors or warnings are corrected, click on the configure packaging button to continue.

3.4 Create ASN Using Document Turnaround Function (7 of 14)

Overview of the Configure Packaging screen

container list viewing 1 - 3 of 3 containers

shipment information deleted selected verify asn

save asn

checkbox	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	1008801 a	250.000 b	container BIN90 c	pallet container serial number (use prefix S)* 000002596 master serial number (use prefix M for master, G for mixed master) 000002594 lot number manufacture date* expiration date (required for BULK items)	BIN90 1 e
<input type="checkbox"/>	1008801	250.000	container BIN90	pallet container serial number (use prefix S)* 000002597 master serial number (use prefix M for master, G for mixed master) 000002594 lot number manufacture date* expiration date (required for BULK items)	BIN90 1
<input type="checkbox"/>	1019141	200.000	container CTN90	pallet container serial number (use prefix S)* 000002598 master serial number (use prefix M for master, G for mixed master) 000002595 lot number manufacture date* expiration date (required for BULK items)	CTN90 2

cancel deleted selected verify asn

save asn

- a) The 'buyer part number field' is preloaded from the 'part summary level' of the previous screen
- b) The 'pieces per container field' is also preloaded but can be readjusted to how many are allocated to the pallet on that particular row
- c) The 'container' type (packaging) is also preloaded but can be readjusted for the pallet on that row
- d) The 'prefix number' is preloaded from the supplier's ID and the current year and cannot be changed. It is used when creating your barcode label serials for the shipment.
- e) The container and master serial fields are also preloaded but can be adjusted and assigned by the shipper if needed.

3.4 Create ASN Using Document Turnaround Function (8 of 14)

Overview of the Configure Packaging screen

container list viewing 1 - 3 of 3 containers

shipment information save asn deleted selected verify asn

checkbox	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	108801	250.000	container BIN90	pallet container serial number (use prefix S)* 000002596 master serial number (use prefix M for master, G for mixed master) 000002594 lot number manufacture date* expiration date (required for BULK items)	BIN90 1
<input type="checkbox"/>	108801	250.000	container BIN90	pallet container serial number (use prefix S)* 000002597 master serial number (use prefix M for master, G for mixed master) 000002594 lot number manufacture date* expiration date (required for BULK items)	BIN90 1
<input type="checkbox"/>	1019141	200.000	container CTN90	pallet container serial number (use prefix S)* 000002598 master serial number (use prefix M for master, G for mixed master) 000002595 lot number manufacture date* expiration date (required for BULK items)	CTN90 2

cancel save asn deleted selected verify asn

- Enter the lot number if available
- The manufactured date is required but the expiration date is optional unless this row is for BULK items
- The pallet number is selected AFTER all the container and master serial numbers have been entered
- Clicking on the shipment information button returns you to the 'part summary level' and 'shipment information' of the previous screen for re-inputting data or to proceed with creating the ASN
- Clicking on the check box(s) for the row(s) selected and pressing the delete selected button removes the selected row(s)
- The cancel button returns the user to the draft folder

3.4 Create ASN Using Document Turnaround Function (9 of 14)

Single Load Data Entry Steps on Configure Packaging Screen

container list viewing 1 - 3 of 3 containers

shipment information deleted selected verify asn

save asn

checkbox	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	1008801	250.000	container BIN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	BIN90 000002596 000002594 11 1
<input type="checkbox"/>	1008801	250.000	container BIN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	BIN90 000002597 000002594 11 1
<input type="checkbox"/>	1019141	200.000	container CTN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	CTN90 000002598 000002595 13 2

cancel deleted selected verify asn

save asn

1. If ALL the rows you are about to fill have the same lot number you can enter one in the first row and all the rows below with the same part number will prefill. You can always change the lot numbers later.
2. If you have many different lot numbers then wait a few more steps and you will be able to enter them one at a time
3. Enter ALL the mandatory manufacturing dates and expiration dates if available or required
4. Click on the 'save asn' button **Note** – ensure pop-ups are not blocked for this site for the save function to work properly

3.4 Create ASN Using Document Turnaround Function (10 of 14)

Single Load Data Entry Steps on Configure Packaging Screen

container list viewing 1 - 3 of 3 containers

shipment information deleted selected verify asn

save asn

		prefix number:		ARNO012018	
checkbox	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	1008801	250.000	container BIN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	BIN90 000002596 000002594 11 7
<input type="checkbox"/>	1008801	250.000	container BIN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	BIN90 000002597 000002594 11 7
<input type="checkbox"/>	1019141	200.000	container CTN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	CTN90 000002598 000002595 13 7

cancel deleted selected verify asn

save asn

5. If you enter the container or master serial numbers make sure you add leading zeros so the fields are 9 digits long.
6. The application now knows the maximum number of pallets there needs to be
7. Clicking the select field under the pallet number allows you to assign a container to a pallet
8. In this example, the first 2 containers and master serial numbers are assigned to a separate pallet
9. Click on the save asn button again so the master serial number fields can be updated if needed

3.4 Create ASN Using Document Turnaround Function (11 of 14)

Single Load Data Entry Steps on Configure Packaging Screen

container list viewing 1 - 3 of 3 containers

shipment information deleted selected verify asn

save asn

12 prefix number: ARNO012018

checkbox	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	1008801	pieces per container 250.000	container BIN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	BIN90 000002596 000002594 11 [dropdown] [dropdown]
<input type="checkbox"/>	1008801	pieces per container 250.000	container BIN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	BIN90 000002597 000002594 11 [dropdown] [dropdown]
<input type="checkbox"/>	1019141	pieces per container 200.000	container CTN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	CTN90 000002598 000002595 13 [dropdown] [dropdown]

cancel deleted selected verify asn

save asn

10. Review the container packaging types to make sure they match the row(s) intended.
11. Click on 'save asn' one final time and if you are NOT using the WebEDI labels copy any necessary information required to create the shipping labels on some other labeling system
12. The format for the barcode container serial number will be the serial number prefix followed by the 9 digits in the container field here as shown on page 40
13. For example, for row # 1 the complete serial would be: ARNO012018000002596
14. The format for the barcode master serial number will be the serial number prefix followed by the 9 digits in the master field here as shown on page 41
15. The complete master serial number would be: ARNO012018000002594
16. After updating, click on the 'shipment information' button to return and continue creating the asn

3.4 Create ASN Using Document Turnaround Function (12 of 14)

Mixed Load Data Entry Steps on Configure Packaging Screen

part packaging level

part filter Total number of pallets

container list viewing 1 - 3 of 3 containers

prefix number: ARNO012018

	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	1008801	pieces per container 250.000	container BIN90	pallet container serial number (use prefix S)* 000002596 master serial number (use prefix M for master, G for mixed master) 000002599 lot number 11 manufacture date* expiration date (required for BULK items)	1
<input type="checkbox"/>	1008801	pieces per container 250.000	container BIN90	pallet container serial number (use prefix S)* 000002597 master serial number (use prefix M for master, G for mixed master) 000002595 lot number 11 manufacture date* expiration date (required for BULK items)	2
<input type="checkbox"/>	1019141	pieces per container 200.000	container CTN90	pallet container serial number (use prefix S)* 000002598 master serial number (use prefix M for master, G for mixed master) 000002595 lot number 13 manufacture date* expiration date (required for BULK items)	2

5. To create a mixed load shipment where a pallet has two or more containers with different part numbers as in the second and third rows, follow the 'Single Load Data Entry Steps' 1 thru 4 but first enter the number of pallets you need in the 'Total number of pallets' field.
6. Now when you hit the 'save asn' button it also allows the user to reassign lot numbers if needed
7. Clicking the select field under the pallet number allows you to assign a container to a pallet
8. In this example the first container and master serial number are assigned a separate pallet while the second and third containers are assigned the same pallet making it a mixed load
9. Click on the 'save asn' button again so the application now updates the master serial number fields
10. Click on the 'shipment information' button to return and continue creating the asn

3.4 Create ASN Using Document Turnaround Function (13 of 14)

Container Only Load Data Entry Steps on Configure Packaging Screen

container list viewing 1 - 3 of 3 containers

shipment information deleted selected verify asn

save asn

	buyer part no	pieces per container	packaging	reference numbers	pallet number
<input type="checkbox"/>	1008801	250.000	container BIN90	prefix number: ARNO012018 pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	select..
				7	6
<input type="checkbox"/>	1008801	250.000	container BIN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	select..
				7	6
<input type="checkbox"/>	1019141	200.000	container CTN90	pallet container serial number (use prefix S)* master serial number (use prefix M for master, G for mixed master) lot number manufacture date* expiration date (required for BULK items)	select..
				7	6

cancel deleted selected verify asn

save asn

5. To create a Container Only load shipment where there are no pallets (Masters), follow the 'Single Load Data Entry Steps' 1 thru 4
6. Change the 'pallet number' dropdown to 'select' for each container you do not want a Master label to be printed.
7. Blank out each 'master serial number' field for each container you do not want a Master to be printed.
8. Click on the 'save asn' button again so the application updates the changes made
9. Click on the 'shipment information' button to return and continue creating the asn

3.4 Create ASN Using Document Turnaround Function (14 of 14)

part summary level viewing 1 - 2 of 2 parts page: << 1 >> buyer part no [input] go

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1008801	ship quantity* 500 EA cumulative shipped* 1110 number of containers 2 number of pallets 2 ship unit of measure* EA	container pieces per container containers per pallet pallet	purchase order* C11200047 lot number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1019141	ship quantity* 200 EA cumulative shipped* 22220 number of containers 1 number of pallets 1 ship unit of measure* EA	container pieces per container containers per pallet pallet	purchase order* C11200047 lot number

cancel configure packaging print delivery note verify asn
deleted selected reset packaging print labels send asn
save asn

shipment information

dates	carrier	packaging/weights	reference numbers
document date 11/13/16 08:19 GMT ship date* 11/6/16 00:00 delivery date 11/7/16 00:00	carrier* JJ Carrier Co scac* JJCAR mode of conveyance Motor (Common Carrier) (M) equipment description code Trailer (T) trailer T123 freight terms* Free On Board (FOB)	net weight 450 pounds (LB) gross weight* 600 pounds (LB)	packing slip 123456 bill of lading 12255 air bill 77142 lading quantity

save asn print delivery note verify asn
print labels send asn

1 2 3

1. Before sending the ASN, hit the verify asn button one more time and make sure there are no fatal errors (red icons). There may be warnings dealing with optional data missing or packaging checks but those do not have to be resolved
2. You may also want to review the delivery note in case it is needed as a shipping document by clicking on the print delivery note button
3. Also review the barcode labels in case they are needed by clicking on the print labels button

3.5 Printing Barcode Labels

(1 of 3)

The label summary screen displays the total number of containers and master packs for the labels being created


view create reports administration preferences reference change company

inbox

Barcode summary for Cooper Standard Global

draft

List of Available Labels

options	template name	paper size	number of labels	master pallets	mixed pallets	containers	document number	document date	messages
	CooperStandardB10	Letter	6	3	0	3	32	10/18/16 20:08	

sent

history

a

b

back cancel

5a. Printing Barcode Labels

- a) Clicking the printer icon will display the labels in PDF format
- b) The number of labels field identifies how many sheets of label stock will be needed






5b. Label Placement

- a) Labels are printed on each 8 ½ x 11 sheet. Each container only needs one label
- b) The sequence of which labels are printed is: container labels followed by a master pack label, container labels followed by a master pack label, etc

3.5 Printing Barcode Labels

(2 of 3)

Sample Container Label

PART NO: 1008801 (P) 		TEST PART DESCRIPTION, 123412341	
QUANTITY: 250.000 (Q) 		KG	PURCHASE ORDER NO: (K) C11200047 
SUPPLIER (V) 1ARNO01 			
SERIAL: (S) 1ARNO02018000002596  ARNOLD TOOL AND DIE COMPANY. SOUTHFIELD MI 48075		MFG DATE 01/JUL/2018	
		ENG. LEVEL A	

3.5 Printing Barcode Labels

(3 of 3)

Sample Master Label

PART NO: 1008801 (P)		MASTER LABEL	
QUANTITY: 500.000 (Q)		PURCHASE ORDER NO: C11200047 (K)	
SUPPLIER 1ARN001 (V)			
SERIAL: 1ARN002018000002594 (M)		MFG DATE 01/JUL/2018	
ARNOLD TOOL AND DIE COMPANY. SOUTHFIELD MI 48075		ENG. LEVEL A	

3.6 Sent Folder Operations

(1 of 2)

6. Sending the ASN

After reviewing the 'part summary level' and 'shipment information' portions of the create ASN screen, the Delivery Note, and Shipping labels, you can click on the save ASN button, and return to the ASN at a later date. Alternatively, if you are ready to send your ASN, you can click the Send ASN Button to complete and send the ASN.

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

shipment information									
dates		carrier	packaging/weights	reference numbers					
document date	11/13/16	08:19 GMT	carrier*	JJ Carrier Co	net weight	450	pounds (LB)	packing slip	123456
ship date*	11/6/16	00:00	scac*	JJCAR	gross weight*	600	pounds (LB)	bill of lading	12255
delivery date	11/7/16	00:00	mode of conveyance	Motor (Common Carrier) (M)				air bill	77142
			equipment description code	Trailer (T)				lading quantity	1
			trailer	T123					
			freight terms*	Free On Board (FOB)					
save asn					print delivery note			verify asn	
					print labels			send asn	

Save ASN Button

Send ASN Button

3.6 Sent Folder Operations

(2 of 2)

view create reports administration preferences reference change company

sent :: viewing 16 - 30 of 99 documents page: « 1 2 3 4 5 6 7 » view by: asn other

Print Delivery Note

Reference #

Print Labels

Sent Folder

	actions	trading partner	ship to	dock	date sent	reference #	invoice #	status
<input type="checkbox"/>	 		Fairview		9/4/18 3:08 PM	14819		
<input type="checkbox"/>	 	Cooper Standard Global	Mt Sterling		9/4/18 11:37 AM	14818		
<input type="checkbox"/>	 	Cooper Standard Global	Surgoinsville		8/30/18 2:27 PM	14811		
<input type="checkbox"/>	 	Cooper Standard Global	Mt Sterling		8/28/18 1:26 PM	14796		
<input type="checkbox"/>	 	Cooper Standard Global	Fairview		8/28/18 1:23 PM	14794		
<input type="checkbox"/>	 	Cooper Standard Global	Surgoinsville		8/23/18 1:12 PM	14787		
<input type="checkbox"/>	 	Cooper Standard Global	Mt Sterling		8/21/18 3:16 PM	14776		
<input type="checkbox"/>	 	Cooper Standard Global	Fairview		8/20/18 1:44 PM	14771		
<input type="checkbox"/>	 	Cooper Standard Global	Surgoinsville		8/16/18 2:46 PM	14762		

Additional action buttons within the Sent Folder

Print or View the Delivery Note or Print Labels – From the Sent folder you can print or view either the Delivery Note or Shipping Labels by clicking on the printer icon next to the ASN you want.

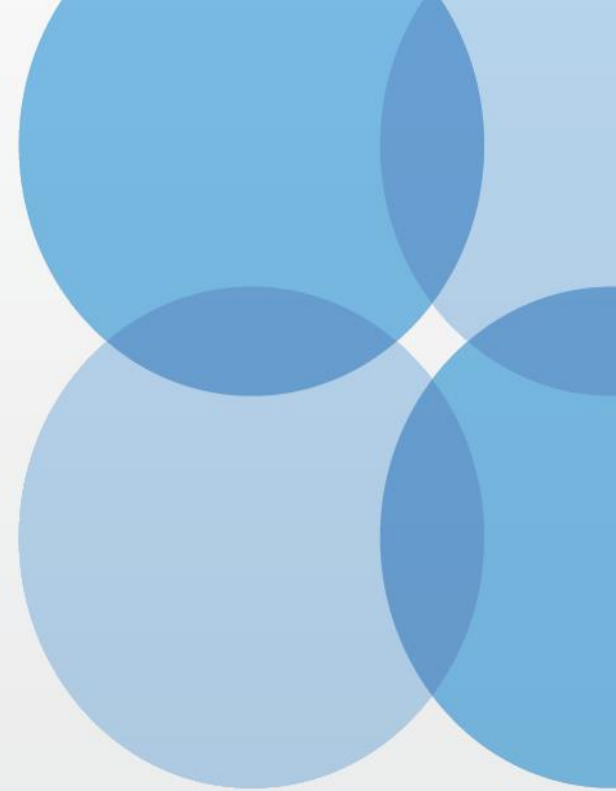
4. Contact the Support Desk

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

The screenshot shows a web browser window displaying the Covisint support portal. The browser's address bar shows the URL <https://portal.covisint.com/web/supportmessaging/contactus>. The page features the Covisint logo and a navigation menu with options: Home, Manuals, Videos, Knowledge Base, and Contact Us. The 'Contact Us' page is divided into three main sections:

- Find Answers...**: A section encouraging users to find answers to their questions using FAQs, user guides, and videos, with a link to the Knowledge Base.
- Submit Help Desk Request**: A section with a link to 'Open a Support Request Ticket' and a description of the ticket submission process.
- What Happens Next?**: A list of three bullet points detailing the process after a ticket is submitted, including response times and notification methods.
- Contact Us**: A section providing contact information for two regions: AP Region (+82-(21)-6171-3290) and NA Region (877-884-5775), with sub-lists of countries included in each region.
- Support Services**: A section with links to 'Submit a Support Ticket', 'System Requirements', and 'Maintenance Schedule'.

The browser's taskbar at the bottom shows the system tray with the time 4:49 PM and the date 12/15/2015.



Thank you