



opentext™

Cooper Standard Covisint WebEDI Registration Guide

Revision 7.0

June 25, 2025

Overview

Cooper Standard uses 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.

Getting Started

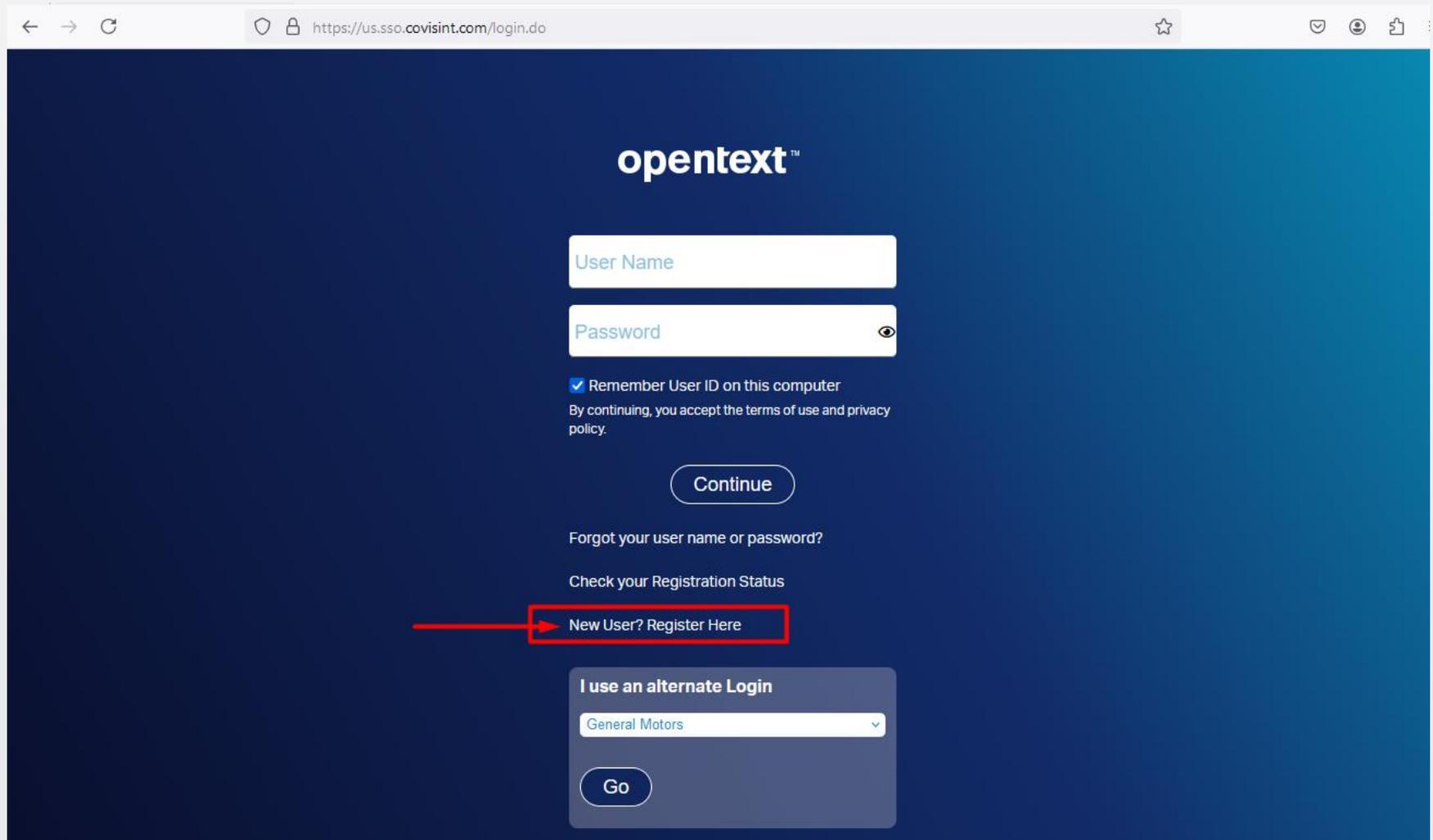
Please click the link below to start the onboarding process:

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

- If you have any questions about the on-boarding process, please contact Covisint NA team at 1-877-884-5775 Option 3
- For Covisint Help Desk contact numbers for Asia Pacific, Latin America, Europe, Middle East, or Africa please visit: <https://portal.covisint.com/web/supportmessaging/contactus>

Getting Started

1. Navigate to the <https://us.sso.covisint.com/login.do>
2. Click on the [New User? Register Here](#) link



Instructions

- If your company is new to Covisint portal, then, it must be registered first. Please follow instructions for “New Company Registration” (pages 6 - 15).
- If your company is already registered on Covisint portal, and you want to add a user for Supplier Connection then, follow instructions for “New User Registration” (pages 16 - 23) .

New Company Registration Instructions

New Company Registration Instructions

- Enter your organization name and click 'Search'

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization search criteria for walk-up registration

Search by

Organization name Contains Enter an organization name +

Search Clear

English

Next Cancel

New Company Registration Instructions

- If you are not able to find your organization listed in Covisint select “Create organization” and click ‘Next’

The screenshot displays the OpenText Core Secure Access Admin interface. At the top, the header reads "opentext | Core Secure Access Admin CE 25.2". Below the header, a progress bar indicates the current step in the account creation process: "Welcome. Get started with your account creation." The progress bar shows five steps: "Organization information" (current step), "Login and personal information", "Select packages", "Application packages", and "Summary".

Below the progress bar, there is a section titled "Organization list". On the right side of this section, there is a search bar with the text "Edit search" and "Search results : 0 Items". To the right of the search bar is a button labeled "Create organization". Below the search bar, the text "No records found" is displayed.

At the bottom left of the interface, there is a language selector showing "English". At the bottom right, there are two buttons: "Next" and "Cancel".

New Company Registration Instructions

- Click on “accept administrator role” as the first user through the registration process you will be granted the administrator role.

The screenshot shows the OpenText Core Secure Access Admin registration page. The header includes the OpenText logo and the text "Core Secure Access Admin CE 25.2". The main content area is split into two columns. The left column, which is highlighted in light blue, contains the following text: "You are registering as a Security administrator", "The Security administrator is responsible for:", a list of responsibilities (Approving new users, Resetting user passwords, Granting user access permissions, Approving new divisions, Rejecting requests, Revoking user access), and a paragraph explaining the critical nature of the role. At the bottom of this column are "Accept" and "Do not accept" buttons. The right column is blurred but shows a registration form with fields for "Registration name", "Email", "Phone", and "Password". A "Next" button is visible at the bottom right of the form area.

New Company Registration Instructions

- Enter all required items marked in red and hit 'Next' when completed

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization details

• Organization name [Check for availability](#)

• Address

Address 1 Address 2 Address 3

• City • State/Province/Prefectures • Country • Postal code

English

Next Cancel

User Registration

- Enter your desired user ID, password, challenge question and personal details. Then, click “Next” button

Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Summary

Login details

* User ID: CSASUPUSER (Available) ←

* Password: [masked] ← * Retype password: [masked] ←

Personal details

Title: [dropdown] * First name: Erin ← Middle name: [text] Smith

Suffix: [text] Job title: [text]

* Address: 123 General Street ← Ste#300 Address 3: [text]

* City: Lincoln ← * State/Province/Prefectures: CA ← * Country: United States ← * Postal code: 77777 ←

* Email: erinsmith@alta.com ← * Phone number: (555)555-5555 ← Mobile number: [text]

Navigation: [Previous] **Next** [Cancel]

- The password must contain 1 of the following character types: Upper case letters, Lower case letters, Numbers, Special characters
- The password length must be between 8 and 20 characters.
- The password will be expired after 90 days.
- The password cannot be repeated for cycle 7 changes.

Select Service package

- Select “Supplier Connection”. Then, click ‘Next’

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Welcome. Get started with your account creation.

Organization information ✓ Login and personal information ✓ **Select packages** ○ Application packages ○ Summary ○

Selected 1

<input type="checkbox"/>	Name	Created date	Category	View details
<input type="checkbox"/>	Qoros SupplyOnline	2021-12-02 01:26 PM EST	Covisint Supplied Services	i
<input type="checkbox"/>	SAIC USA SupplyOnline	2022-11-07 10:39 PM EST	Covisint Supplied Services	i
<input type="checkbox"/>	SAIC-GM Portal	2021-12-02 01:26 PM EST	Covisint Supplied Services	i
<input type="checkbox"/>	SAICCHK SupplyOnline	2023-08-18 07:56 AM EST	Covisint Supplied Services	i
<input type="checkbox"/>	SEQ Dashboard	2022-11-07 10:38 PM EST	Covisint Supplied Services	i
<input type="checkbox"/>	SGM Supply Online	2021-12-02 01:26 PM EST	Covisint Supplied Services	i
<input type="checkbox"/>	Skoito SupplyOnline(Shanghai)	2021-12-02 01:26 PM EST	Covisint Supplied Services	i
<input checked="" type="checkbox"/>	Supplier Connection	2022-02-23 08:39 AM EST	Covisint Supplied Services	i
<input type="checkbox"/>	Supplier Connection (CCA Mexico)	2021-12-02 01:26 PM EST	Covisint Supplied Services	i
<input type="checkbox"/>	Supplier Connection - Amtex (invitation required)	2023-08-18 07:56 AM EST	Covisint Supplied Services	i
<input type="checkbox"/>	Supplier Connection - Borg Warner (invitation required)	2023-08-18 07:56 AM EST	Covisint Supplied Services	i
<input type="checkbox"/>	Supplier Connection - Faurecia (invitation required)	2023-08-18 07:56 AM EST	Covisint Supplied Services	i
<input type="checkbox"/>	Supplier Connection - GM do Brazil (invitation required)	2023-08-18 07:56 AM EST	Covisint Supplied Services	i

25 Per page Previous 2 3 4 5 6 Next 138 Items

Previous **Next** Cancel

Request reason Submission

- You should provide a “request reason” and click ‘Next’

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages **Application packages** Summary

Application package details

Supplier Connection

Request reason 

CSA WebEDI supplier access

Enter a request reason if needed. Enter additional details to assist the approving administrator understand your request.

 **Next** 



Review Request and Submit

- You should now review your new user information and then, hit “Submit”

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization information

Organization details

Organization name
ALTA Corporation

Address	Address 2	Address 3	
123 General Stree	Ste #300		
City	State/Province/Prefectures	Country	Postal code
Lincoln	CA	United States	77777

Person information

User ID
CSASUPUSER

Personal details

Title	First name	Middle name	Last name
	Erin		Smith
Suffix	Job title		

Address	Address 2	Address 3	
123 General Street	Ste#300		
City	State/Province/Prefectures	Country	Postal code
Lincoln	CA	United States	77777

Email	Phone number	Mobile number	
erinsmith@alta.com	(555)555-5555		

Previous **Submit** Cancel

Registration Request Completion

- 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 via email when it is approved.

The screenshot shows the 'opentext Core Secure Access Admin CE 25.2' interface. A progress bar at the top indicates five steps: Organization information, Login and personal information, Select packages, Application packages, and Summary, all marked with green checkmarks. The 'Organization information' section is active, showing details for 'ALTA Corporation' with address '123 General Street, Lincoln, CA' and postal code '77777'. A 'Person information' section is also visible, showing user ID 'CSASUPUSER' and personal details for 'Erin Smith' with address '123 General Street, Lincoln, CA', phone number '(555)555-5555', and email 'erinsmith@alta.com'. A modal dialog is centered on the screen, containing a green checkmark icon and the text: 'Thank you. Registration request submitted successfully. You can now close the window. You will be notified by email once your registration has been approved.' A 'Close' button is located at the bottom right of the modal. At the bottom of the page, there are 'Previous', 'Submit', and 'Cancel' buttons.

New User Registration Instructions

User Registration under Existing Company

- If your company is already registered with Covisint please continue by entering your company's name in 'find organization by keyword search' section and then, click "search".

The screenshot shows the OpenText Core Secure Access Admin registration page. The header includes the OpenText logo and version information (CE 25.2). A progress bar at the top indicates the current step is 'Organization information'. Below the progress bar, the page title is 'Organization search criteria for walk-up registration'. The search section includes a 'Search by' dropdown menu with 'Organization name' selected, a 'Contains' dropdown menu, and a text input field with the placeholder 'Enter an organization name'. There are 'Search' and 'Clear' buttons. At the bottom left, there is a language selector showing 'English'. At the bottom right, there are 'Next' and 'Cancel' buttons.

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization search criteria for walk-up registration

Search by

Organization name Contains Enter an organization name +

Search Clear

English

Next Cancel

User Registration under Existing Company

- If your company name appeared in the search results, select it. Then, click “Next” button.

The screenshot displays the opentext user registration interface. At the top, the header includes the opentext logo, the text 'Core Secure Access Admin CE 25.2', and a welcome message: 'Welcome. Get started with your account creation.' Below the header is a progress bar with five steps: 'Organization information' (active), 'Login and personal information', 'Select packages', 'Application packages', and 'Summary'. The main content area is titled 'Organization list' and features a search bar with 'Edit search' and 'Search results: 1 Items' options, and a 'Create organization' button. A search result for 'Cooper Standard Supplier' is shown, with 'Selected: Cooper Standard Supplier' indicated. A table with a 'Sub division' column is visible below the search results. At the bottom left, there is a language selector set to 'English'. At the bottom right, there are 'Next' and 'Cancel' buttons.

User Registration under Existing Company

- Enter your desired user ID, password, challenge question and challenge answer. Then, click “Next” button.

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Summary

Login details

* User ID [Check for availability](#)

* Password * Retype password

Personal details

Title * First name Middle name * Last name

Suffix Job title

* Address Address 2 Address 3

* City * State/Province/Prefectures * Country * Postal code

* Email * Phone number Mobile number

[Previous](#) [Next](#) [Cancel](#)

- The password must contain 1 of the following character types: Upper case letters, Lower case letters, Numbers, Special characters
- The password length must be between 8 and 20 characters.
- The password will be expired after 90 days.
- The password cannot be repeated for cycle 7 changes.

Select Service package

- Select “Supplier Connection”. Then, click ‘Next’

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Welcome. Get started with your account creation.

Organization information Login and personal information **Select packages** Application packages Summary

Organization name
Cooper Standard Supplier

Selected 1

<input checked="" type="checkbox"/>	Name	Created date	Category	View details
<input checked="" type="checkbox"/>	 Supplier Connection	2025-06-30 09:05 AM EST	Covisint Supplied Services	

25 Per page 1 Items

Previous **Next** Cancel

Request reason Submission

- Enter a Request Reason and hit 'Next'

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages **Application packages** Summary

Application package details

Supplier Connection

Request reason

Enter a request reason if needed. Enter additional details to assist the approving administrator understand your request.

Previous **Next** Cancel

Review Request and Submit

- You should now review your new user information and then, hit “Submit”

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization information

Cooper Standard Supplier

Person information

User ID
CSAuser1212

Personal details

Title	First name CSA	Middle name	Last name User
Suffix	Job title		
Address	Address 2	Address 3	
1111 Cooper Standard			
City Sunnyville	State/Province/Prefectures MI	Country United States	Postal code 88888
Email email@noemail.com	Phone number 888-888-8888	Mobile number	

Service packages

Name	Created date	Category
Supplier Connection	2025-06-30 09:05 AM EST	Covisint Supplied Services

Application packages

Previous **Submit** Cancel

User Registration Request Completion

- 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.

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Welcome. Get started with your account creation.

Organization information Login and personal information Select packages Application packages Summary

Organization information
Cooper Standard Supplier

Person information
User ID
CSAuser1212

Personal details

Title	First name CSA	Last name User
Suffix	Job title	
Address 1111 Cooper Standard	Address 2	Postal code 88888
City Sunnyville	State/Province/Prefectures MI	
Email email@noemail.com	Phone number 888-888-8888	Mobile number

Service packages

Name	Created date	Category
Supplier Connection	2025-06-30 09:05 AM EST	Covisint Supplied Services

Application packages

Previous Submit Cancel

✓ Thank you

Registration request submitted successfully. You can now close the window. You will be notified by email once your registration has been approved.

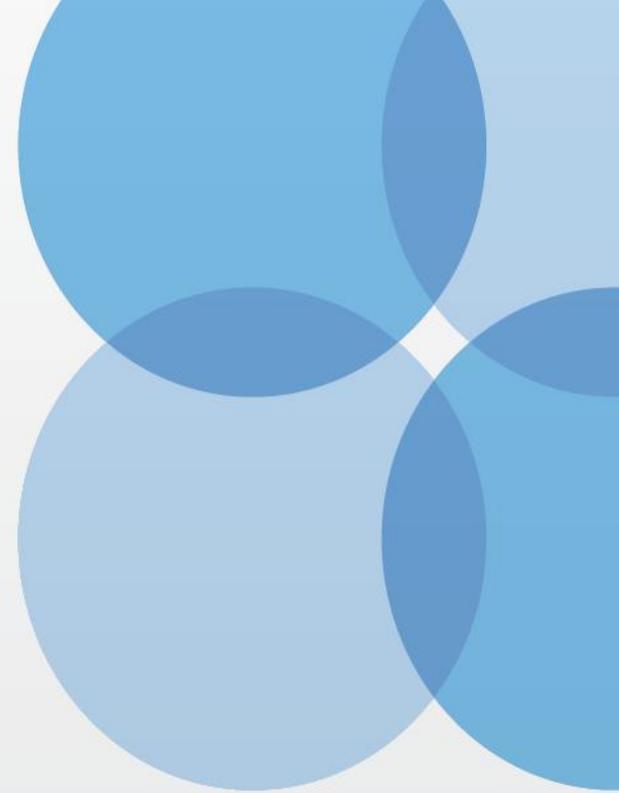
Close

Registration Process

1. After you have completed all these registration steps, you must then create a Covisint Request Ticket
2. To create a Covisint Request Ticket send an email to cov-edisupport@opentext.com
 - In the subject line include: **'CSA WebEDI Registration – YOUR COMPANY NAME, Vendor Code '**
 - In the body include contact person's name, registered USER ID, company phone, company name, company vendor ID, company address and contact email address
 - Copy your Cooper Standard IT contact in CC
3. Once the ticket 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: Please reach out to your Cooper Standard Buyer or Plant contact.



Thank you