

Covisint Connect Enablement Wizard

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BEFORE YOU BEGIN

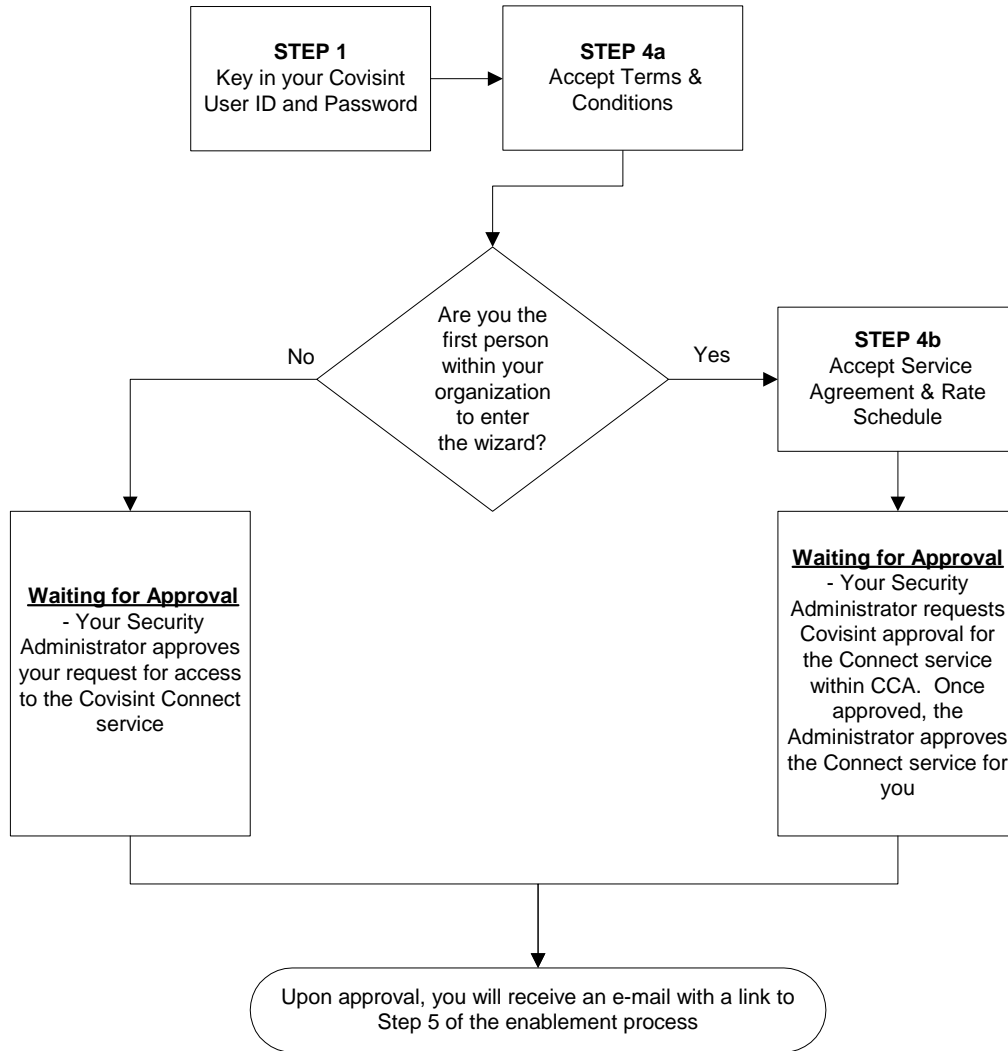
There are seven main steps within the Enablement Wizard. The steps required of you within the wizard are dependent upon conditions of registration for yourself as well as your Organization.



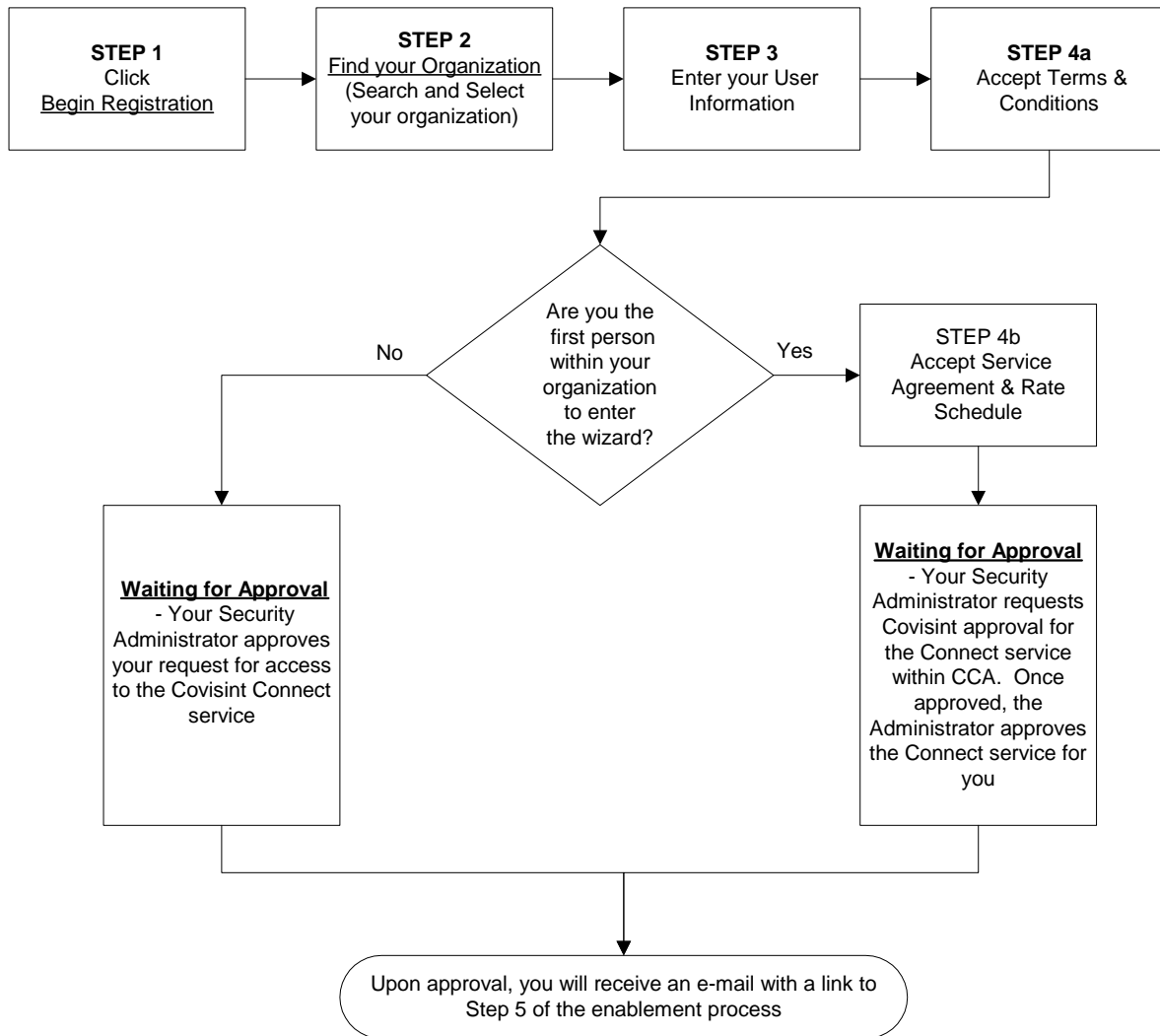
This guide describes all of the work steps for all of the screens within each of the seven steps. Some instructions/work steps may not be applicable to you. To determine which steps are required for you, identify which of the three scenarios best describes your current status, then complete the steps accordingly.

Each of the following three scenarios outlines the steps required, based upon your current status:

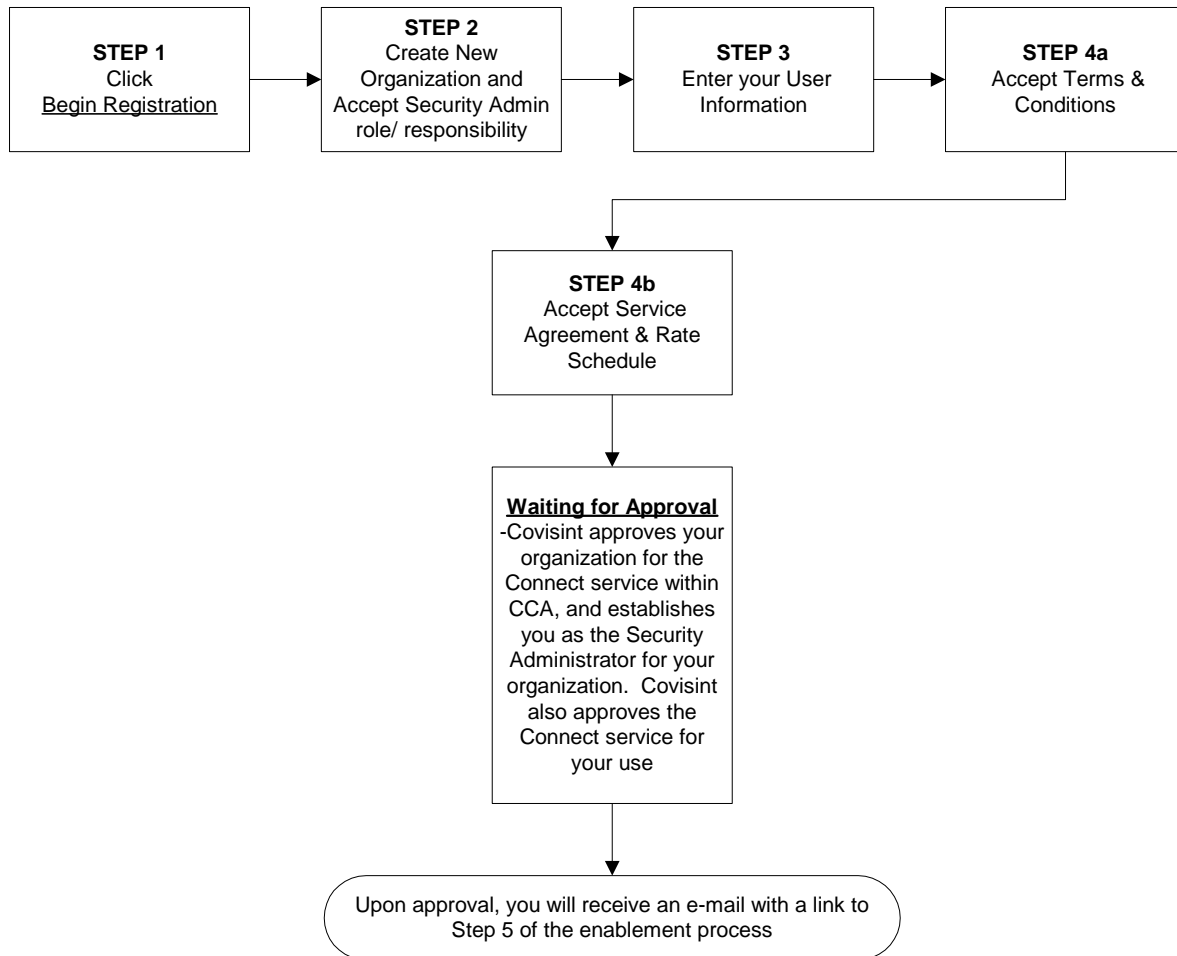
Scenario 1: Existing User & Existing Organization



Scenario 2: New User & Existing Organization



Scenario 3: New User & New Organization



STEP 1

Are You Already Registered with Covisint?

Have you already begun the registration process? Check the status of your registration by clicking the link.



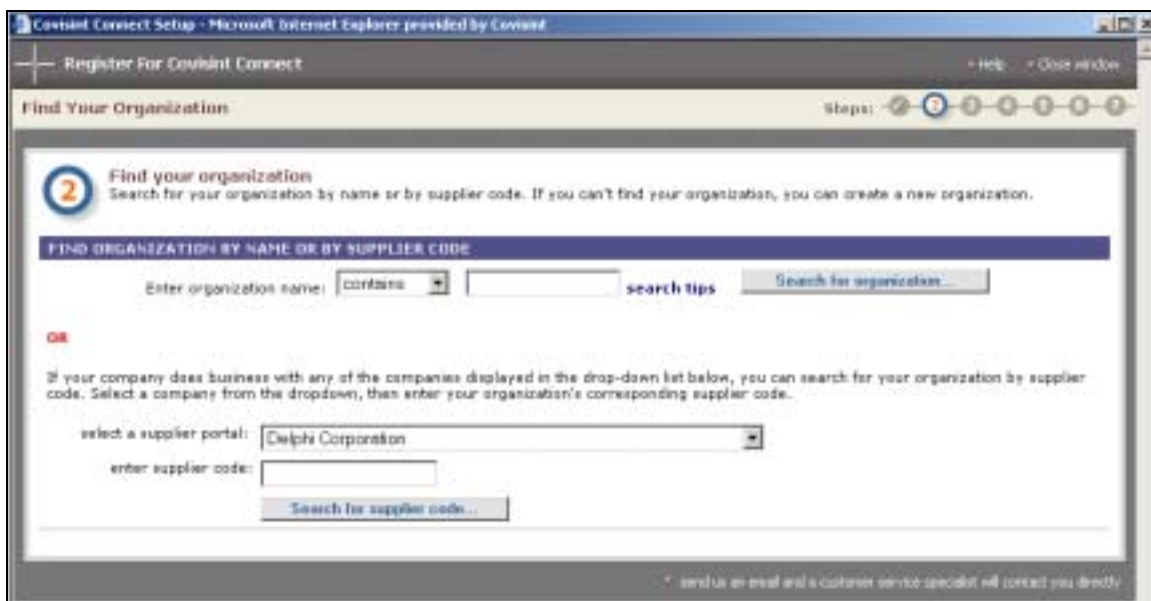
Click the link "**Check your registration status**" for an update on the status of your registration!

If you:

- currently have a login ID for the Covisint portal (www.covisint.com), enter your login ID and password, then select **Login** to continue.
- currently do not have a Covisint login ID, you will select **Begin registration** to continue.
- are the first to register with Covisint for your company, you will become the security administrator for Covisint within your organization. This responsibility can be reassigned at a later date, but is required to complete the process.
- do not wish to be the security administrator for your organization, request the appropriate person within your organization to complete this wizard prior to your registration.

STEP 2

Find Your Organization



FIND ORGANIZATION BY KEYWORD SEARCH OR SUPPLIER CODE

Perform a search for your organization – this allows you to check whether your organization is already registered. Perform this search by either *organization name*, or by the *supplier code* assigned to you by your customer.

SEARCH BY ORGANIZATION: To search by Organization, enter a portion of your organization's name in the open text box, and then click **Search for organization...**

Search note: when searching for your organization, keep in mind your organizational (or legal) structure. Questions to ask may be:

- ✓ Do you have a parent organization under which you should search?
- ✓ Do you have a subsidiary that is already a Covisint member organization?
- ✓ Do you have a sister company that is a Covisint member?

If any of these questions are true, do you wish to register your company as an independent member of Covisint or as part of one of these organizations?

SEARCH BY SUPPLIER CODE: To search by Supplier Code, select the *Supplier Portal* name of the customer with whom you do business from the drop-down list. Enter your supplier code that you use with this customer, and then click **Search for supplier code...**

Search Results



SEARCH RESULTS

If your organization is listed in the search results, then your organization is already registered with Covisint. If your organization is listed, you may request to become a user for that organization. However, if the results list does not display your organization, then you may wish to create a new organization.

SUCCESSFUL SEARCH: Enable the radio button next to your organization name, and then click **Select Company and continue...**



UNSUCCESSFUL SEARCH: If your company was not found in the search, you can search again based on your corporate structure (parent, sibling, or subsidiary company) or you can register as a new organization with Covisint. To register as a new company with Covisint, click ¹**Create a New Organization...**

¹**NOTE:** If you choose register as a new organization with Covisint, you will assume the role of Security Administrator (refer to the glossary in the online help for further details regarding this role). Also note that if you assume this role, you can later delegate it to another individual within your organization.

Security Administrator Role



ACCEPTING THE ROLE OF SECURITY ADMINISTRATOR

The Security Administrator is responsible for:

- approving new users, and divisions
- approving/rejecting access permission requests
- resetting user passwords
- revoking user access

This is general security for your organization for access to Covisint...approving new users, granting access to a service (Portal, Problem Solver, Covisint Connect, etc.), resetting passwords, etc.

ACCEPT THE ROLE - In order for you to proceed with setting up Covisint Connect, you need to accept the administrator role for your organization. You may wish to accept the role in order to continue the enablement process, as you will then have the ability to create additional administrators within the organization. At that point, you can turn over the administrative responsibilities to the appropriate individual within your organization.

REJECTING THE ROLE – If you do not accept the role, the Covisint Connect setup process is halted. You will not be able to use the Covisint Connect application.

Covisint Connect Setup Halted



Each organization must identify a Security Administrator. You may wish to accept the role in order to continue the enablement process, as you will then have the ability to create additional administrators within the organization. At that point, you can turn over the administrative responsibilities to the appropriate individual within your organization.

To continue with the process and accept the role of Security Administrator for your organization, click on the **Return to previous page** button.

To exit the process and discontinue your registration, click on the **Close this window** button.

Organization Information

The screenshot shows a web browser window titled "Covisint Connect Setup - Microsoft Internet Explorer provided by Covisint". The page is for "Register For Covisint Connect" and is on "Step 2: Organization Information". The instructions state: "Enter your organization's information below. Note that many items are required. This data will help future users select the correct organization." The form is titled "ENTER ORGANIZATION INFORMATION" and lists the following fields:

- * Organization Name: [Text Field]
- * Address 1: [Text Field]
- Address 2: [Text Field]
- Address 3: [Text Field]
- * City/Region: [Text Field]
- * State/Province: [Text Field]
- * Postal Code: [Text Field]
- * Country: [Dropdown Menu] (Currently set to UNITED STATES)
- Phone Number: [Text Field]
- Fax Number: [Text Field]
- URL: [Text Field]
- DUNS #: [Text Field]

A "Continue..." button is located at the bottom of the form. A legend indicates that fields with an asterisk (*) are required. A footer note says: "Send us an email and a customer service specialist will contact you directly."

The registration of an entire organization for Covisint is a one-time registration process. You may want to register at the highest level of the organization. From there, you are able to build profiles to match the structure of your organization, if desired.

Note: Your *Organization Name* can be different from your *Trading Partner Profile name*. When new users within your company register to use Covisint Connect, the name you select for your *Organization* now, is the name for which new users will search when requesting access.

ENTER ORGANIZATION INFORMATION - In the *Organization Name* open text field, key in the name you wish to assign to the organization.

In the *Address* open text fields, key in the business address of this organization. This does NOT have to be the same address to which the profile belongs.

Continue entering all information as desired, then click **Continue...**

STEP 3

User Information

Register For Covisint Connect

Enter User Information

Step: 1 2 3 4 5 6 7

3 User information
Please enter your user information below.

ENTER USER INFORMATION

* = Required fields

* Organization name: AAA Training

Prefix: (Mr., Mrs., Ms., Miss)

* First Name:

Middle Name:

* Last Name:

Job Title:

* Address 1: 555 Main Street

Address 2:

Address 3:

* City/Region: Detroit

* State/Province: MI

* Postal Code: 44444

* Country: UNITED STATES

* Phone Number:

mobile phone number:

Fax Number:

* Email Address:

* Time Zone: ((GMT-05:00) Eastern Time (US & Canada))

* Language Preference: English

Note: This language selection does not guarantee the availability of the language in Covisint services or applications.

* send us an email and a customer service specialist will contact you directly.

All users must register and request access from their Security Administrators. You are prompted to provide your contact information.

ENTER USER INFORMATION - Key in your user name. In the *Address* open text fields, key in your business address. This information reflects your location, and does not have to match the address of the organization or the trading partner profile.

Continue entering all information as desired, then click **Continue...**

Enter User Information

Register For Covisint Connect

Enter User Information

Steps: 1 2 3 4 5 6 7

3 Login information
Please enter the required login information below. Remember your User ID and password, as you will need these to log in after you are approved. If you forget your password, you can reset it by answering your challenge question.

ENTER LOGIN INFORMATION

* = required fields

*User ID:
Note: User ID must be 4-20 characters. You may choose any User ID that is not already taken by another Covisint user. For familiarity, you may wish to choose the same User ID that your company uses for internal networking.

*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.

Continue

* send us an email and a customer service specialist will contact you directly.

ENTER LOGIN INFORMATION - In the open text fields, key in your User ID. Create a password, challenge question and answer that conform to the password rules.

COVISINT USER ID AND PASSWORD


Once your request is approved, you will be able to access all of your approved Covisint applications using this Covisint User Id and Password.

STEP 4

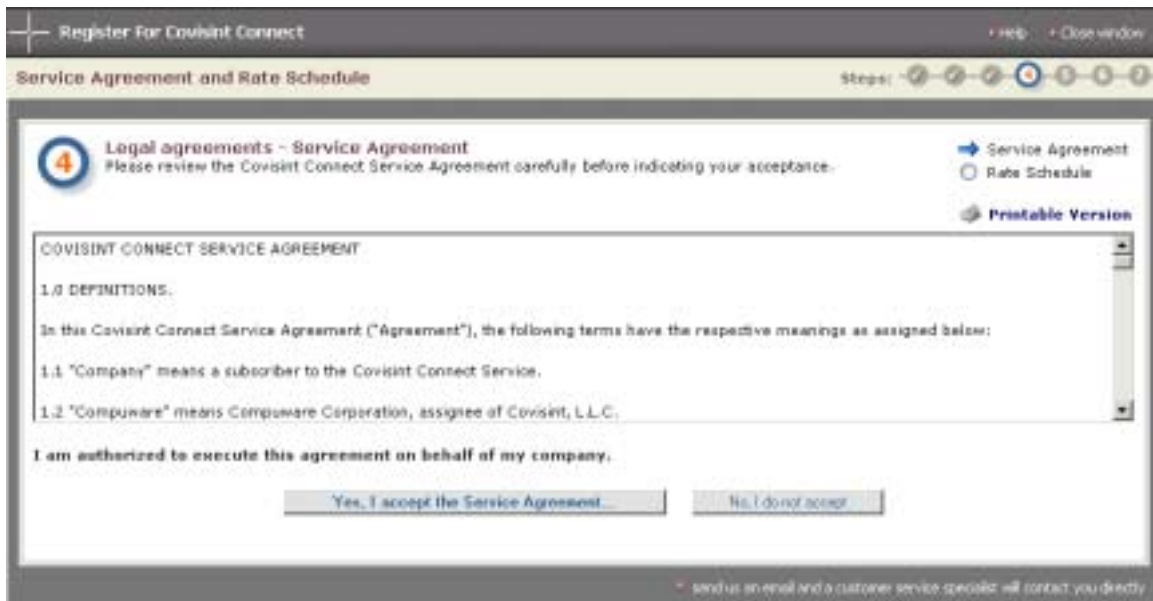
Terms and Conditions



Acknowledge that you are prepared to continue working in this Enablement Wizard, and will be able to accept the terms, conditions, and rate schedule by clicking **Continue...**

	<p>Every individual that goes through the "Enablement Wizard" must accept the Covisint Connect Terms and Conditions.</p> <p>Only the first individual that goes through the "Enablement Wizard" for your organization will be presented with the Covisint Connect Service Agreement and Rate Schedule.</p>
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Service Agreement and Rate Schedule



Use the scroll bar on the right of the window to read the entire Covisint Connect Service Agreement.

PRINT THE SERVICE AGREEMENT - Click the **Printable Version** link in the upper right corner of the screen to obtain a paper copy of this service agreement.

ACCEPT THE AGREEMENT - Click **Yes, I accept terms and conditions...** to proceed to the next screen.

REJECT THE AGREEMENT – If you do not accept the terms and conditions, click **No, I do not accept**. The enablement process for your organization is halted. (You must accept terms and conditions before your registration can be processed).

	<p>SPECIAL PROMOTIONAL CODE – If you have obtained special promotional code, (this would have been sent to you along with an invitation to register), proceed to the next screen and key in that promotional code.</p>
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Covisint Connect Setup Halted



Each organization must accept the terms, conditions, and rate schedule in order to use the Covisint Connect application. You may click **Return to previous page...** and accept these items, or you may wish to contact your Covisint sales representative.



Service Agreement and Rate Schedule

Register For Covisint Connect Help Close window

Service Agreement and Rate Schedule Steps: 1 2 3 4 5 6

4 Legal agreements – promotional code
If you have a special promotional code, enter it now to update the Rate Schedule.

✓ Service Agreement
➔ Rate Schedule

ATTENTION GENERAL MOTORS SUPPLIERS...

GM If you are a General Motors supplier, General Motors will pay for EDI charges related to doing business with General Motors. The charges that General Motors will pay for include:

- Kilobyte charges for messages sent to and from General Motors
- Two registered users for the Covisint Connect Interface Tool or all registered users if you or your company are servicing General Motors business only
- One connectivity channel (FTP or HTTP)
- Service initiation fee for initial registration to Covisint Connect for General Motors business
- Monthly Trading Partner management fee for General Motors business only

General Motors will not pay for your EDI traffic or additional fees related to doing business with other Customers or your suppliers. You will be responsible for paying for non-General Motors related EDI charges based on your contract with Covisint.

ENTER YOUR PROMOTIONAL CODE IF YOU HAVE ONE

If your email included a promotional code, enter it below and click on the "Go" button. If your organization does not currently have a promotional code, you will still be able to register. Click on the "Continue..." button to continue the registration process.

Promotional code:

OK

* send us an email and a customer service specialist will contact you directly.

PROMOTIONAL CODE – A promotional code is a number used to indicate to Covisint Billing that you have a unique rate schedule, and should not be billed according to the blanket service and rate schedule.

Promotional codes, when issued, are generally issued by the customer that requested you to use the Covisint Connect application. You cannot obtain a promotional code. Rather, it is issued to the Covisint registration team, when appropriate, from the your customer with whom you are trading partners.

If you have obtained a promotional code (that would have been sent to you along with an invitation to register), enter that number into the *Supplied promotional code* open text field, then click **Continue....**



Register The Covisint Wizard | Help | Close window

Service Agreement and Rate Schedule | Steps: 1 2 3 4 5 6 7 8 9 10

4. Covisint Connect Rate Schedule
Accept or reject the Covisint Connect Rate Schedule. After you complete this step, you must wait for your organization's security administrator to approve your request. You will be notified of the administrator's decision via email.

Service Agreement | Rate Schedule

Summary of Terms | Printable Version

ATTENTION GENERAL MOTORS SUPPLIER

If you are a General Motors supplier, General Motors will pay for EDI charges related to doing business with General Motors. The charges that General Motors will pay for include:

- In-character charges for messages sent to and from General Motors
- Two registered users for the Covisint Connect/Interface Tool or all registered users if you or your company are servicing General Motors business only
- One connectivity channel (FTP or HTTP)
- Service adoption fee for initial registration to Covisint Connect for General Motors business
- Monthly Trading Partner management fee for General Motors business only

General Motors will not pay for your EDI traffic or additional fees related to doing business with other Customers or your suppliers. You will be responsible for paying for non-General Motors related EDI charges based on your contract with Covisint.

RATE SCHEDULE

For additional options of Covisint Connect services you request General Motors will pay for General Motors, the following rates are applicable.

Item Code	Description	Units	USD	EUR
Transactions - XML - Monthly				
MT0001	1 - 25,000 XML KC	KC	\$ 8.187	€ 8.097
MT0002	15,001 - 100,000 XML KC	KC	\$ 8.284	€ 8.058
MT0003	100,001 - 500,000 XML KC	KC	\$ 8.350	€ 8.053
MT0004	500,001 - 1,000,000 XML KC	KC	\$ 8.347	€ 8.041
MT0005	1,000,000 + XML KC	KC	\$ 8.331	€ 8.029
Transactions - Non XML - Monthly				
MT0006	1 - 1,000 Non XML KC	KC	\$ 8.331	€ 8.495
MT0007	1,001 - 25,000 Non XML KC	KC	\$ 8.320	€ 8.281
MT0008	25,001 - 100,000 Non XML KC	KC	\$ 8.286	€ 8.252
MT0009	100,001 - 400,000 Non XML KC	KC	\$ 8.195	€ 8.154
MT0010	400,001 - 1,000,000 Non XML KC	KC	\$ 8.140	€ 8.148
MT0011	1,000,000 - 3,000,000 Non XML KC	KC	\$ 8.133	€ 8.118
MT0012	3,000,000 KC +	KC	\$ 8.127	€ 8.097
Service Initiation - One Time				
MT0013	Service Initiation	EOY	\$ 180.00	€ 140.00
Trading Partner Management - Monthly				
MT0014	1 - 4 Partners	TP	\$ 20.00	€ 20.00
MT0015	5 - 20 Partners	TP	\$ 28.00	€ 27.20
MT0016	21 - 100 Partners	TP	\$ 35.00	€ 33.40
MT0017	101 - 500 Partners	TP	\$ 37.00	€ 35.30
MT0018	501 - 1,000 Partners	TP	\$ 38.00	€ 36.30
MT0019	1,001 + Partners	TP	\$ 39.00	€ 37.70
Setup - One Time				
MT0020	Setup - Full Speed Setup	EOY	\$ 1,200.00	€ 1,140.00
MT0021	Setup - Commercial Setup	EOY	\$ 1,200.00	€ 1,020.00
MT0022	Setup - Application Setup	EOY	\$ 1,000.00	€ 9,200.00
MT0023	Setup - PUNCH Spec Setup	EOY	\$ 1,000.00	€ 9,000.00
MT0024	Setup - Custom Setup	EOY	Quote	Quote
Setup - Maintenance - Annual				
MT0025	Setup - Annual Maintenance	EOY	Quote	Quote
MT0026	Setup - Mapping Transactions (Monthly Fee)	KC	\$ 0.20	€ 0.20
WebSite Channels - Setup - One Time				
MT0027	WebSite Channels - Setup FTP (XML)	EOY	\$ 500.00	€ 480.00
MT0028	WebSite Channels - Setup FTP (XML)	EOY	\$ 1,500.00	€ 1,370.00
MT0029	WebSite Channels - Setup FTP (XML)	EOY	\$ 1,500.00	€ 1,370.00
MT0030	WebSite Channels - Setup FTP (XML)	EOY	\$ 250.00	€ 230.00
MT0031	WebSite Channels - Setup HTTP(S)	EOY	\$ 180.00	€ 160.00
WebSite Channels - Maintenance - Monthly				
MT0032	WebSite Channels - Maint. FTP (XML)	MAJEOY	\$ 40.00	€ 38.00
MT0033	WebSite Channels - Maint. FTP (XML)	MAJEOY	\$ 40.00	€ 38.00
MT0034	WebSite Channels - Maint. FTP (XML)	MAJEOY	\$ 40.00	€ 38.00
MT0035	WebSite Channels - Maint. FTP (XML)	MAJEOY	\$ 40.00	€ 38.00
MT0036	WebSite Channels - Maint. HTTP(S)	MAJEOY	\$ 40.00	€ 38.00
Persistent Channels - Setup - One Time				
MT0037	Persistent Channel Setup - HTTP(S) Custom	EOY	\$ 18,000.00	€ 17,100.00
MT0038	Persistent Channel Setup - HTTP(S) abXML	EOY	\$ 5,000.00	€ 4,500.00
MT0039	Persistent Channel Setup - IBM WebSphere MQ	EOY	\$ 5,000.00	€ 4,500.00
MT0040	Persistent Channel Setup - FTP	EOY	\$ 5,000.00	€ 4,500.00
MT0041	Persistent Channel Setup - 3rd Party Company	EOY	\$ 500.00	€ 480.00
MT0042	Persistent Channel Setup 3rd Party Company External	EOY	Quote	Quote
Persistent Channels - Maintenance - Monthly				
MT0043	Persistent Channel Maint - HTTP(S) Custom	MAJEOY	\$ 200.00	€ 194.00
MT0044	Persistent Channel Maint - HTTP(S) abXML	MAJEOY	\$ 80.00	€ 75.00
MT0045	Persistent Channel Maint - IBM WebSphere MQ Series	MAJEOY	\$ 80.00	€ 75.00
MT0046	Persistent Channel Maint - FTP	MAJEOY	\$ 400.00	€ 384.00
MT0047	Persistent Channel Maint - 3rd Party Company	MAJEOY	\$ 40.00	€ 38.00
MT0048	Persistent Channel Maint 3rd Party Company External	MAJEOY	Quote	Quote
Administrative Interface Access - Monthly				
MT0049	CONNECT Admin / Reporting Access	USER	\$ 20.00	€ 19.00
MT0050	Advanced Connect Admin / Reporting Access	USER	\$ 30.00	€ 27.00
SSL Implementation - Monthly				
MT0051	SSL Implementation	KC	\$ 0.00	€ 0.00

I am authorized to execute this Rate Schedule on behalf of my Company.

used to be used and is no longer correct copyright © 2004 covisint, inc. 04/04



The rate schedule is displayed.

ACCEPT THE RATE SCHEDULE - Accept the blanket service and rate schedule, as displayed, by clicking **Yes, I accept this rate schedule...**

This pauses the enablement process while Covisint processes and approves your request. Once approved, you will receive an email containing your approval, as well as a hyperlink to complete the final configuration steps 5 – 7 of the Enablement Wizard.

REJECT THE RATE SCHEDULE – If you do not accept the fee schedule, click **No, I do not accept**. The enablement process for your organization is halted. (You must accept the fee schedule before your registration can be processed).



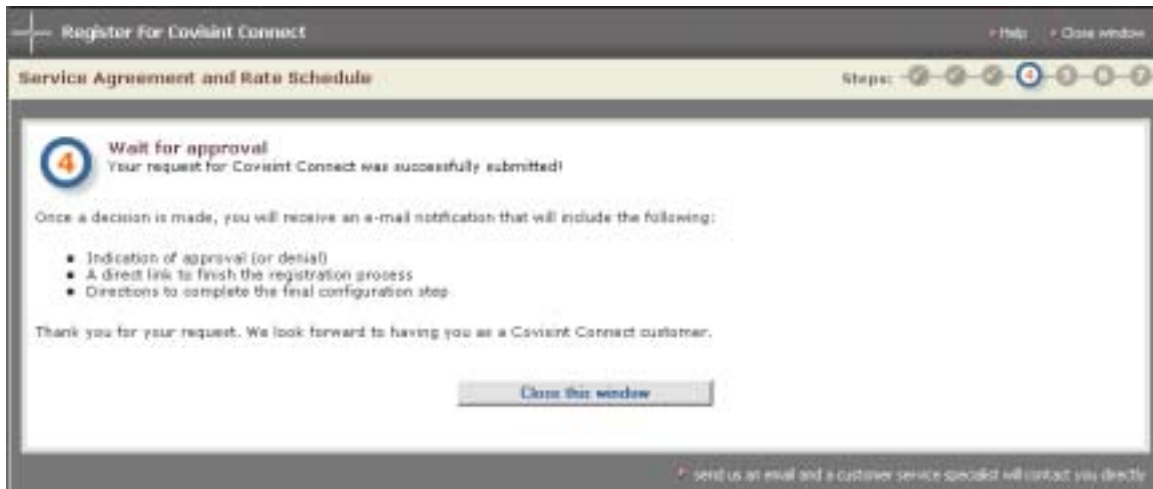
Service Agreement and Rate Schedule



Each organization must accept the terms, conditions, and rate schedule in order to use the Covisint Connect application. You may click **Return to previous page...** and accept these items, or you may wish to contact your Covisint sales representative.



Wait for Approval



Your request for access to the Covisint Connect service package has been sent to the appropriate approver. If you set up a new organization, a Covisint representative will review and approve your request. If you registered as a user under an existing organization, then a Security Administrator within your organization will review and approve/reject your request. Once approved, you will receive an email containing your approval, as well as a hyperlink to complete the final configuration steps 5 – 7 of the Enablement Wizard.



STEP 5

Continue to Profile Setup

You have successfully been approved for the Messaging Service.

Now that you have successfully completed Steps 1 through 4 below and obtained approval, you are now ready to begin **Step 5: Profile Setup**. To continue to this step, please select the "Continue to Profile Setup" button on the right side of the screen. For more information on this step, please read below.

[Continue to Profile Setup](#)

- 1 Are you already registered with Covisint?**
First we will check to see if you already have a Covisint user ID. If you do, you can skip to step 4.
- 2 Find your organization**
Next you will find your Covisint organization, which will determine the administrator who will approve your request.
- 3 Enter user information**
Simply enter your basic user profile information, including the selection of your Covisint User ID and Password.
- 4 Terms/Conditions and Fee Schedule**
Review the terms and conditions for Covisint Messaging.
- 5 Profile setup**
After being granted access to the Covisint Connect Data Messaging user interface, you will be prompted to login and start profile setup. This setup includes identifying your trading partner profile, entering your sender and receiver codes, and identifying billing information.
- 6 Connection method**
In order to transmit messages through the hub, you will need to set up a connection method for sending and receiving transactions. You will be asked to provide such information as your co-ratio provide, connection method (FTP, HTTP, or MQ), and billing information for the connection request process.
- 7 Relationship requests**
If you have been invited to register as an existing Messaging trading partner, or would like to find other trading partners to have trading relationships with, then you can complete the relationship request as part of your set-up. This request step includes providing the sending and receiving codes, payment options, and any needs for mapping or custom processing.

Your request to access the Covisint Connect application has been approved. You are now tasked to complete the final configuration steps 5 – 7 of the Enablement Wizard. Click **Continue to Profile Setup...** to proceed.

Profile Setup

Profile Setup Step: 1 2 3 4 5 6 7

5 Covisint Connect Contract
Description goes here.

CONTRACT
Info reference goes here. Printable Version

GENERAL INFORMATION

Contract #	5
Contract Company Name	Covisint
Contract Company Address	20121 Lakem Road Southfield, MI 48034
Its Company Name	Covisint
Its Company Address	20121 Lakem Road Southfield, MI 48034
Contract Start Date	October 27, 2003
Services Agreement	View Covisint Connect Services Agreement
Contract Name	Supervisor Merge
Date	October 27, 2003

CONTRACT SPECIFICS
Your contract for the Covisint Connect Service consists of the following:

Rate Schedule	Description	Effective Date
NR12E	TEST PRICE LIST	October 27, 2003

[Continue](#)

RATE SCHEDULE
Your contract for the Covisint Connect Service consists of the following:

Item Code	Description	Unit	USD	EUR
Transactions - IPM				
HexPB21	0 - 15,000 HTML kilocharacters	KC	\$ 0.107	€ 0.097
HexPB22	15,001 - 100,000 HTML kilocharacters	KC	\$ 0.304	€ 0.099
HexPB23	100,001 - 500,000 HTML kilocharacters	KC	\$ 0.858	€ 0.083
HexPB24	500,000 - 2,000,000 HTML kilocharacters	KC	\$ 0.947	€ 0.043
HexPB25	2,000,000 + HTML kilocharacters	KC	\$ 0.832	€ 0.039
HexPB26	GM HTML kilocharacters	KC	\$ 0.806	€ 0.008
Transactions - Non IPM				
HexPB31	0 - 3,000 Non HTML kilocharacters	KC	\$ 0.533	€ 0.485
HexPB32	3,001 - 20,000 Non HTML kilocharacters	KC	\$ 0.326	€ 0.291
Service Initiation				
MSVPS1	Service Initiation - Standard	Each	\$ 800.00	€ 748.00
MSVPS2	Service Initiation - GM Trading Partners	Each	\$ 800.00	€ 748.00
Trading Partner Management				
HTVPS1	1 - 4 Partners	TP / Month	\$ 20.00	€ 18.28
HTVPS2	5 - 25 Partners	TP / Month	\$ 19.00	€ 17.38
HTVPS3	26 - 100 Partners	TP / Month	\$ 18.00	€ 16.48

[Continue](#)

A summary of information regarding your company, contract, and rate schedule is displayed. Click **Printable Version** if you wish to obtain a paper copy of this information. Click **Continue...** after reviewing your contract information.

CONTRACT SPECIFICS – if you wish to view the details of your contract, click **Continue...** in the **CONTRACT SPECIFICS** section of the screen.

RATE SCHEDULE – This section displays the details of the rate schedule for your organization. This includes rate (when applicable) per transaction type, unit of measure, and the currency of US Dollar or Euros.



Trading Partner Profile Setup

Profile Setup Setup Steps: 1 2 3 4 5 6 7 8

5 Create a profile [Learn about Trading Partner Profiles](#)

Please enter the following information about your trading partner profile.

SELECT A TRADING PARTNER PROFILE

The following profiles are listed under your organization. You may select one of these and request to be an administrator, or create a new trading partner profile.

Select	Trading Partner Profile Name	Trading Partner Address	Trading Partner Codes
<input type="checkbox"/>	480 group	1234 1234 St, MASSACHUSETTS 01908	
<input type="checkbox"/>	ADP		
<input type="checkbox"/>	sky	1000 main St, ALABAMA 35005	000500
<input type="checkbox"/>	T3-SPLITTING-GRG	222 Sprocket Drive Southfield, MICHIGAN 48075	T3-SPLIT-GRG
<input type="checkbox"/>	Steve Davis	1123 Southfield 1123 Southfield Southfield, MICHIGAN 48036	STVC7EST2
<input type="checkbox"/>	T3-SPLITTING-TRG	222 Sprocket Drive Southfield, MICHIGAN 48075	T3-SPLIT-TRG
<input type="checkbox"/>	WERN	21 st, ALABAMA 35000	55555
<input type="checkbox"/>	SPROCKET TP 1	address address St, ALABAMA 35005	SPR-TP0-0 SPR-TP0-1 SPR-TP0-2 SPR-TP0-3 SPR-TP0-4
<input type="checkbox"/>	SPROCKET TP 2	address address St, ALABAMA 35005	SPR-TP0-1
<input type="checkbox"/>	Thom123	123 main 123 main Southfield, ALABAMA 35000	T123123
<input type="checkbox"/>	TRADING PARTNER - CSM	222 Sprocket Drive Southfield, MICHIGAN 48075	TP_CSM
<input type="checkbox"/>	Find SEC sub	Michigan Ave Michigan Ave Dearborn, MICHIGAN 48106	F1000 F1002

Select and confirm

CREATE A TRADING PARTNER PROFILE

If none of the above profiles fits your needs, then you can create a new profile under your organization.

Create a new profile

IF someone in your organization has already created one or more trading partner profiles, then you will see a page that displays the current profiles.

NOTE: Your organization might have more than one profile in order to restrict data access among trading partner administrators OR to bill transactions to separate payment accounts. *Restriction: sender/receiver codes must be unique under each profile; codes cannot be shared among profiles.*

IF you are the first user from your organization to access the Covisint Connect product, then you will not see this page. You will land directly at the Create a Profile page.

This list of Trading Partner Profiles is a list of the all profiles that have been created by your organization. You may request to become a member of the selected profile. Or, you may elect to create a new profile.

Note: This is **not** a list of your trading partners – this is a list of the profiles belonging to your organization, profiles as seen by your trading partners.



REQUEST TO WORK AS AN ADMINISTRATOR OF AN EXISTING PROFILE – Enable the radio button next to your *Trading Partner Name*, then click **Select and continue...**

Choose the role you wish to obtain within the selected profile from the drop down menu.

Key in your request description in the open text field, then click **Submit Request**.

The “Profile Access Request Complete” confirmation message is displayed. When this is the case, upon approval, you may login via the Covisint Portal at any time to view your profile.

Before you begin transmitting and receiving messages, you may have to wait for the following processes and approvals to take place if they have not yet occurred:

1. **Connection Channel Setup:** The Covisint Connect Team will be contacting you.
2. **Relationship Approval:** You will receive an email notification when your trading partner approves or rejects your request.

CREATE A NEW TRADING PARTNER PROFILE –Click **Create a new profile...**

Create a Profile

Register for Covisint Connect

Profile Setup

Setup Steps: 1 2 3 4 5

5 Create a profile [Here about Trading Partner Profiles](#)

Please enter the following information about your trading partner profile:

Create a new trading partner profile. The profile you create may be used by others in your organization, as well as by your trading partners. Your trading partners will search for your trading partner profile name when they request a trading partner relationship with you.

MY TRADING PARTNER PROFILE NAME

* Required fields

* Trading partner profile name:
HINT: Enter your company or division name. This is how other trading partners will locate you.

TRADING PARTNER PROFILE MAIN ADDRESS

* Address:
 Address 2:
 * City/Region:
 * Country:
 * State/Province:
 * Postal Code:
 Web site for your company's EDI guidelines:

MY SENDER/RECEIVER CODES [Add New Codes](#)

Typically, a trading partner's sender/receiver code is a DUNS number, telephone number or a code assigned by a customer. A trading partner's sender/receiver code can be any number as long as it complies with Covisint Connect parameters. Some trading partners have multiple sender/receiver codes that identify where to send documents. For example, a trading partner may have trading partner codes that identify different divisions or plants within the company.

Qualifier (if any)	Code	Description
select one if necessary...	<input type="text"/>	<input type="text"/>
select one if necessary...	<input type="text"/>	<input type="text"/>
select one if necessary...	<input type="text"/>	<input type="text"/>

CONTACTS

Name	Position	Phone	Cell Phone	Pager	Email	Edit	Delete
Add new Contact...							

PROFILE ADMINISTRATORS

User ID	Name	Email	Address	Phone
SASAP	Steve Acam	sacam233@covisint.com	25888 Northwestern Hwy, Southfield, MI 48075 US	248-827-6118

The profile you create may be viewed by others in your organization, as well as by your trading partners. Your trading partners will search for this profile name or your sender/receiver codes when requesting a Trading Partner Relationship with you. Your organization's users will see this profile's name and sender/receiver codes when requesting access to it.

TRADING PARTNER PROFILE NAME - An open text field. Key in the name you wish to assign to the new Trading Partner Profile you are creating for your organization.



TRADING PARTNER PROFILE MAIN ADDRESS –Open text fields. Key in the business address at which this profile resides. This does NOT have to be the same address as the parent organization to which the profile belongs.


MY SENDER/RECEIVER CODES

QUALIFIER: A drop down menu list of available Qualifiers (if any required) for your Sender/Receiver Codes.

NOTE: In the Covisint Connect system, qualifiers identify the specific sender/receiver code category. For example, the qualifier "01" represents DUNS and the qualifier "ZZ" represents a mutually-defined code standard.

CODE: Open text fields where you will key in the Sender/Receiver code for this trading partner profile, and determine whether this code is a Test or Production code by enabling the applicable radio button.

DESCRIPTION: Open text fields where you may key in the description of a Sender/Receiver code for this trading partner profile.

	To add more than three sender/receiver codes, click Add More Codes .
---	---



Select or Create Payment Account Information

IF your organization has already identified payment accounts, then you can select from these, OR create a new payment account for your organization.

IF your organization has NOT identified any payment accounts, then you will be required to enter a payment account for this trading partner profile.

Register for Covisint Connect

Profile Setup

5 Create payment account information
Please enter the following information to identify your payment account information:

BILL TO ADDRESS

* = required fields

*Customer Name:

*Address 1:

Address 2:

Address 3:

*City/Region:

*State/Province:

*Postal Code:

*Country: UNITED STATES

FINANCIAL CONTACT INFORMATION

*Financial contact name:

*Phone Number:

Alternative phone number 1:

Alternative phone number 2:

Fax Number:

*Email Address:

PAYMENT TYPE

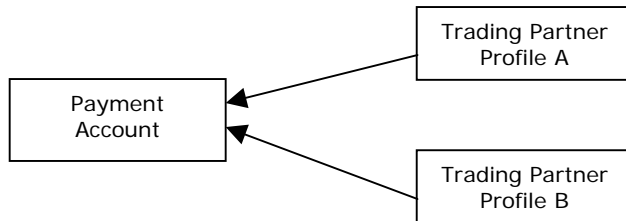
Payment Type: Invoice

Save payment account



Payment Account – A financial record Covisint uses to bill trading partner costs. It can be assigned to trading partner profiles and connection methods.

Acceptable Payment Account Setup:



MANY TRADING PARTNER PROFILES CAN BE BILLED TO A SINGLE PAYMENT ACCOUNT.

BILL TO ADDRESS– This section contains open text fields in which you enter the *Customer Name*, and *Address* which billing should be mailed. This does NOT have to be the same address to which the newly created profile belongs.

FINANCIAL CONTACT INFORMATION – open text fields in which you enter the name of the person responsible for this billing account, as well as that person’s telephone number and email address. This does NOT have to be the same person that is designated as the administrator of this profile.

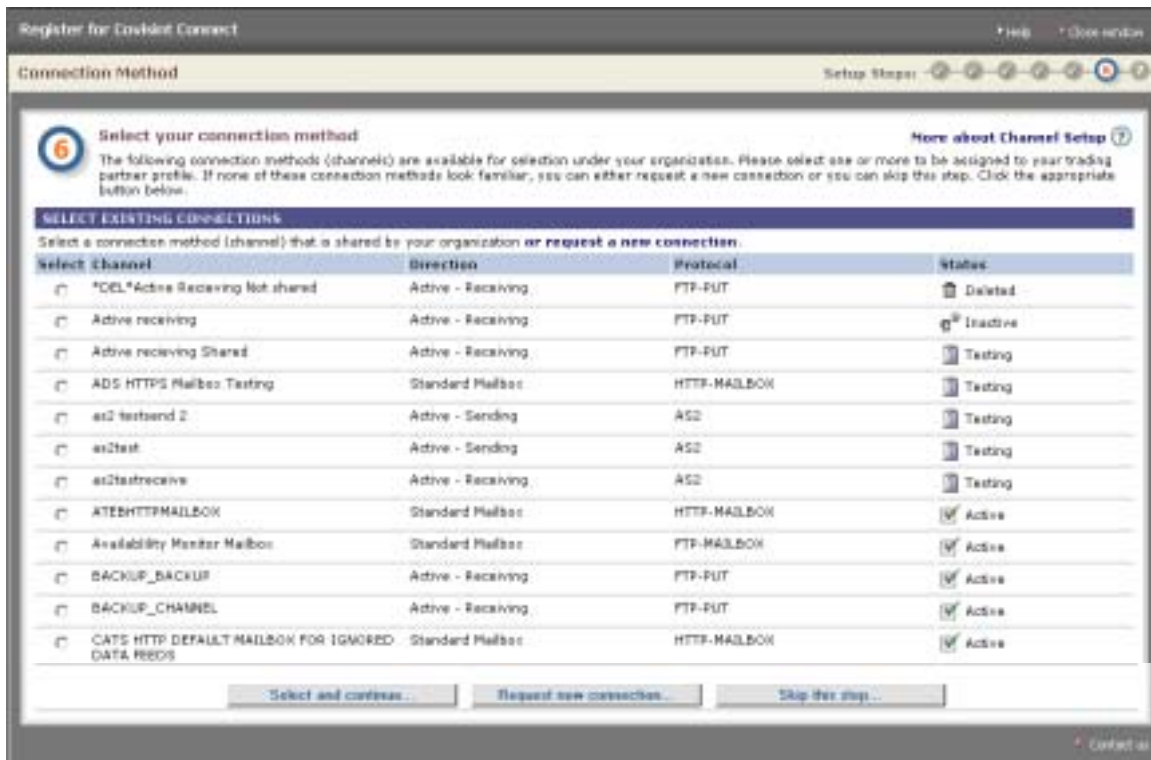
PAYMENT TYPE– Is Invoice.

Once complete, click **Save Payment Account**.

STEP 6

Create or Select Your Connection Method

IF your organization has already identified connection methods, then you can select from these, OR create a connection method for your organization and trading partner profile.



IF your organization has NOT identified any connection methods, then you can request at least one connection method for this trading partner profile.

IF you would like to enter this request at a later time, click **Skip this step...**

Each trading partner profile can have one or more channels, which are connection methods, such as AS2, FTP, HTTP(S), or WebSphere MQ, used to transmit or receive messages through the Covisint Connect hub.

SELECT EXISTING CONNECTIONS - At this step, you are indicating your preferred method. A Covisint technical representative will contact you following the completion of the enablement process (through step 7).

CHOOSE EXISTING METHOD - If you wish to use an existing method, enable the checkbox of the channel type you wish to select, then click **Select and continue...**



REQUEST A NEW CONNECTION - If the connection type you wish to select is not displayed, click **Request New Connections...**



Note that this is a new connection request submitted to Covisint. Completing the following screens will provide Covisint with the details necessary to initiate the set up a new connection within Covisint Connect for your organization.

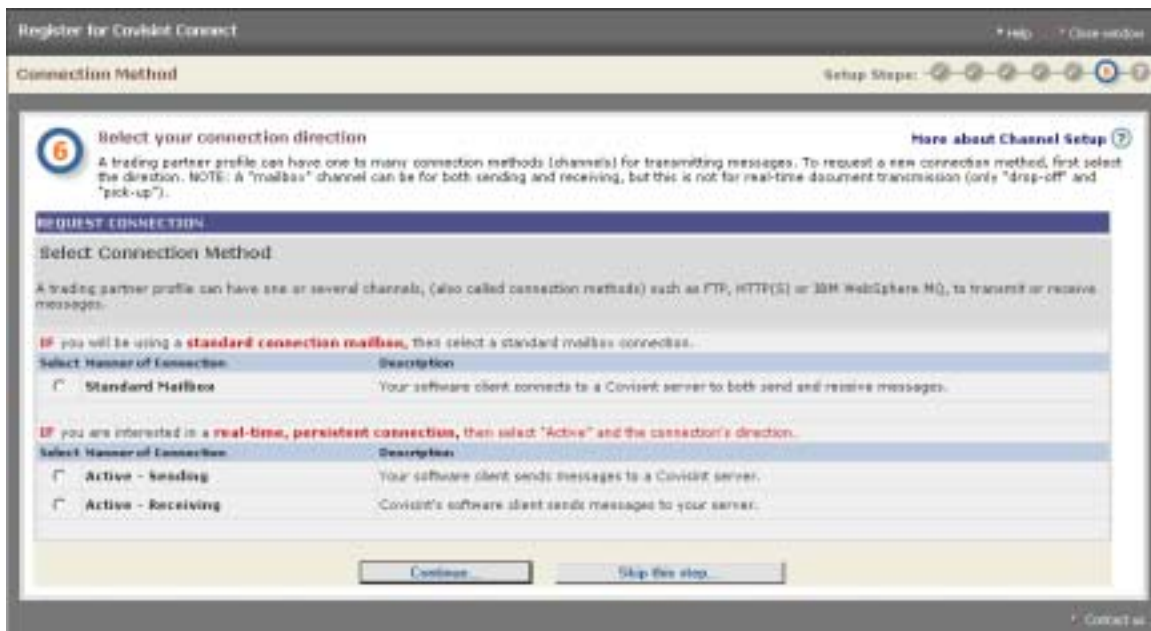


A "mailbox" channel can be used for both sending and receiving, but not for real-time document transmission (only "drop-off" and "pick-up").



Refer to the connectivity guides available via the Online Help link for detailed descriptions of each method.

Select Your Manner of Connection



The direction of your connection is dependant upon the connection method selected. The option selection on this screen determines what is displayed on the following screens. Each of the three choices will render a slightly different screen.

Optionally, you may chose to **Skip this step** to continue with the Enablement wizard. A Covisint Connect representative will contact you later to assist you in the selection of connection.

MANNER OF CONNECTION – Identifies whether your connection is a persistent, active, real-time connection, or an asynchronous mailbox. If you would like an active connection, then there is a separate set-up for sending and receiving. Enable the radio button of one of the following:

If You Wish To...	Then...
<p>Create a real-time persistent connection (Send)</p>	<p>a Enable the <i>Active – Sending</i> radio button. b Click Continue... The Configure Your Connection screen is displayed. c Proceed to the section entitled <i>Example 1- Active Sending</i>.</p>
<p>Create a real-time persistent connection (Receive)</p>	<p>a Enable the <i>Active – Receive</i> radio button. b Click Continue... The Configure Your Connection screen is displayed. c Proceed to the section entitled <i>Example 2- Active Receiving</i>.</p>

Create an asynchronous connection mailbox

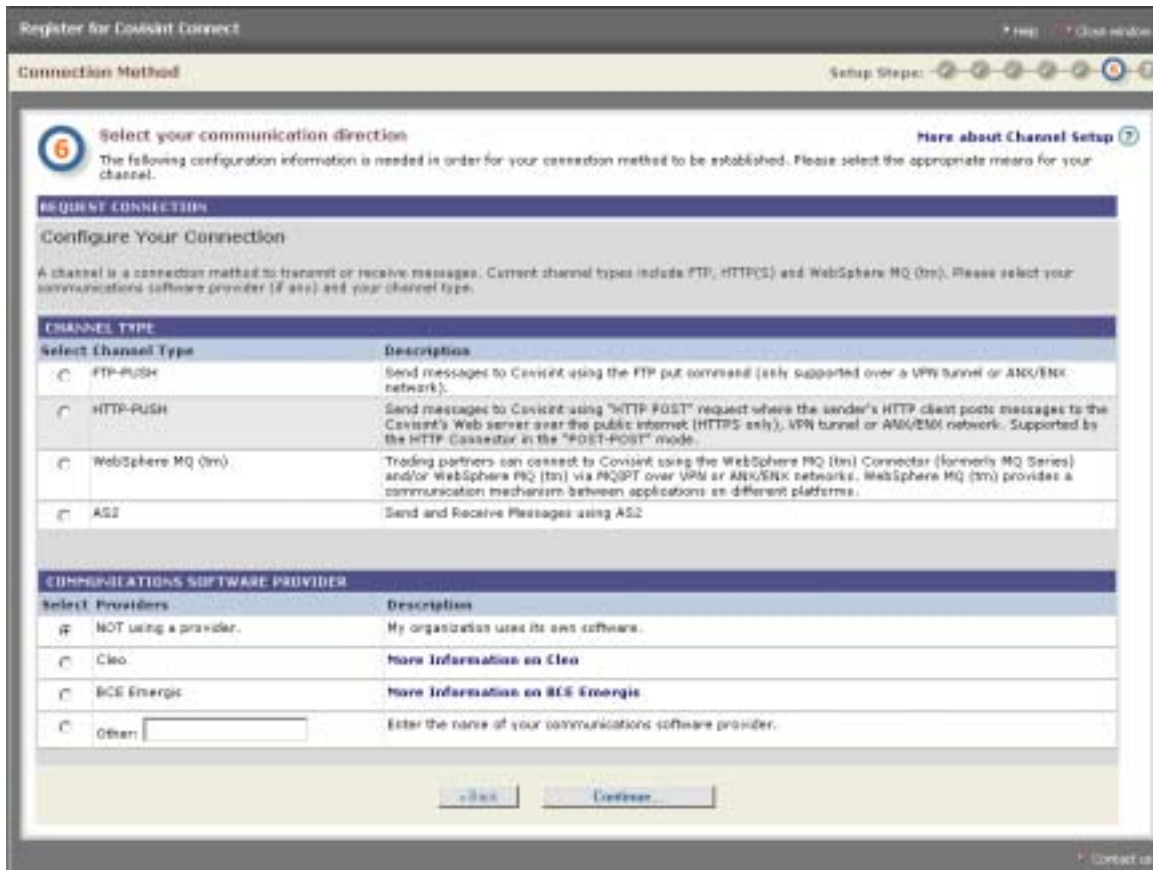
- a Enable the *Passive – Mailbox* radio button.
- b Click **Continue...** The Configure Your Connection screen is displayed.
- c Proceed to the section entitled *Example 3- Passive Mailbox*.

Configuring Your Connection



Recall that the option selected on the previous screen determines what is displayed on the resulting screen. Each of the three choices will render a slightly different screen. Navigate to the example that correlates to your option selection type, either *Active-Sending*, *Active-Receiving*, or *Passive-Mailbox*.

Example 1: Active Sending



COMMUNICATIONS SOFTWARE PROVIDER

Identify your communications software provider (if any) by enabling the radio button of that provider listed.

Also called on-ramps, Covisint has partnerships with several companies that provide communications packages that enable trading partners to directly connect to the







Covisint data messaging hub. Trading partners are welcome to use private, company-managed direct connections or use one of the providers offered in conjunction with Covisint Connect.

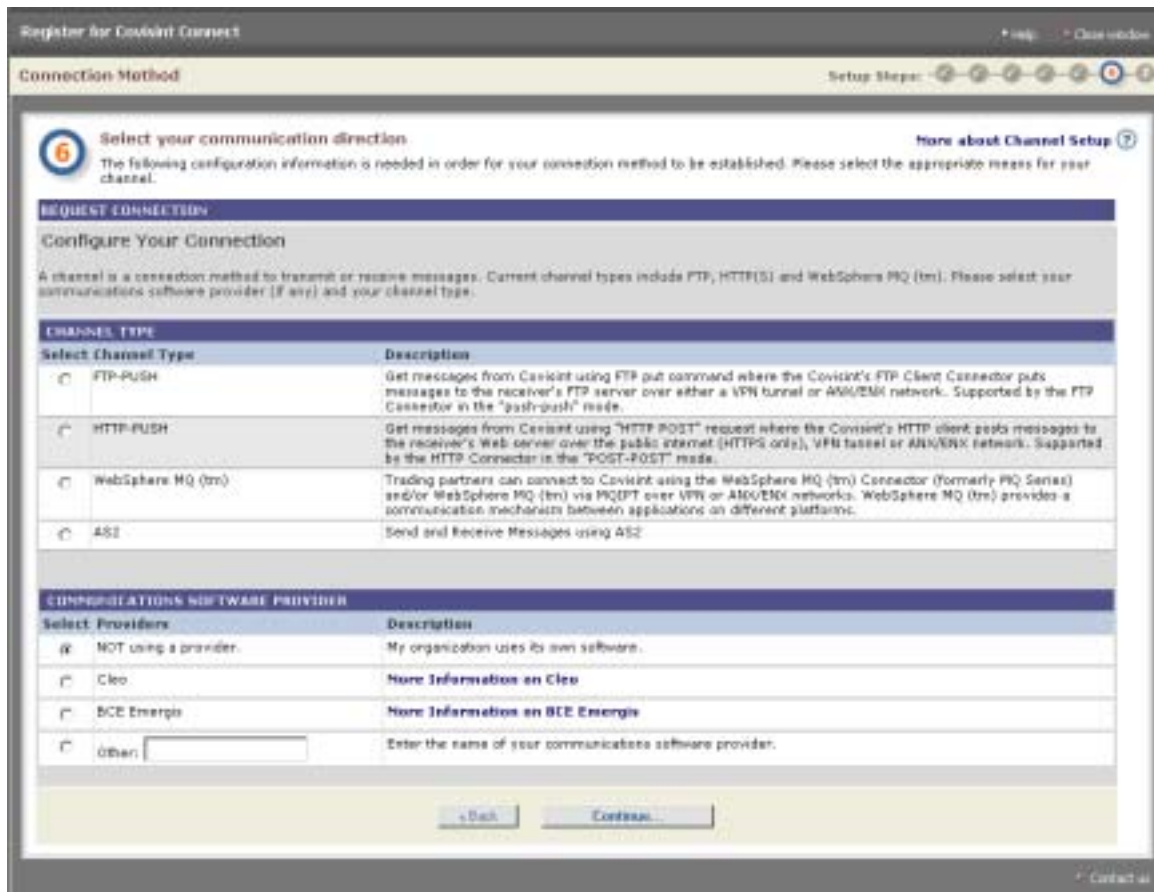
If your provider is not listed, enable the **OTHER** radio button, and enter the name of the provider in the open text field.

If you are not using a provider, enable the **NOT using a provider** radio button.

CHANNEL TYPE - Enable the radio button to select your desired channel Type:

If You Wish To Request an Active-Sending...	Then...
<p>FTP – PUSH Channel</p> 	<p>a Enable the <i>FTP-PUSH</i> radio button. b Proceed to step 3.</p> <p>ACTIVE-SENDING: FTP-PUSH - Send messages to Covisint using the FTP put command (only supported over a VPN tunnel or ANX/ENX network).</p>
<p>HTTP-PUSH Channel</p> 	<p>a Enable the <i>HTTP-PUSH</i> radio button. b Proceed to step 3.</p> <p>ACTIVE-SENDING: HTTP-PUSH - Send messages to Covisint using "HTTP POST" request where the sender's HTTP client posts messages to the Covisint's Web server over the public internet (HTTPS only), VPN tunnel or ANX/ENX network. Supported by the HTTP Connector in the "POST-POST" mode.</p>
<p>WebSphere MQ Channel</p> 	<p>a Enable the <i>WebSphere MQ</i> radio button. b Proceed to step 3.</p> <p>ACTIVE – SENDING: WEBSPHERE MQ - Trading partners can connect to Covisint using the WebSphere MQ Connector (formerly MQ Series) and/or WebSphere MQ via MQIPT over VPN or ANX/ENX networks. WebSphere MQ provides a communication mechanism between applications on different platforms.</p>
<p>AS2 Channel</p> 	<p>a Enable the <i>AS2</i> radio button. b Proceed to step 3.</p> <p>AS2 - Send and receive messages via Covisint Connect messaging hub</p>

Example 2: Active-Receiving



COMMUNICATIONS SOFTWARE PROVIDER

Identify your communications software provider by enabling the radio button of that provider listed.

If your provider is not listed, enable the **OTHER** radio button, and enter the name of the provider in the open text field.





If you are not using a provider, enable the **NOT using a provider** radio button.

CHANNEL TYPE

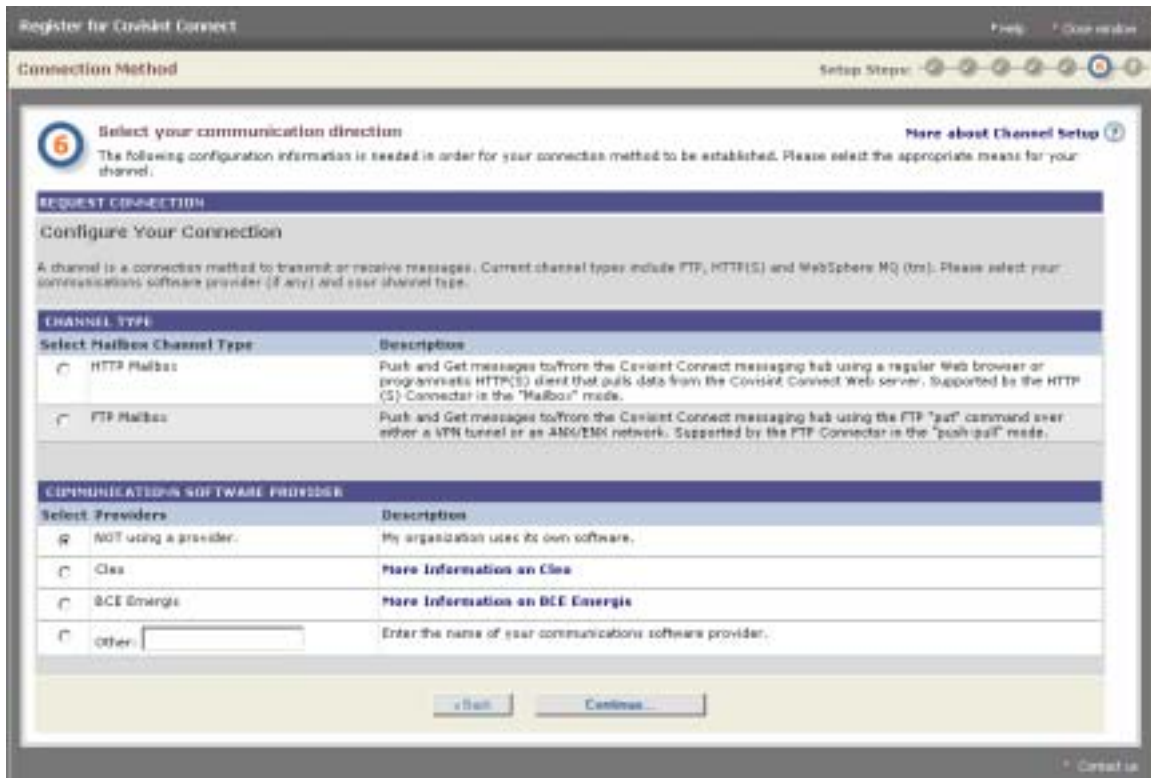
Enable the radio button to select your desired channel Type:

If You Wish To Request an Active-Receiving...	Then...
FTP – PUSH Channel	<ul style="list-style-type: none"> a Enable the <i>FTP-PUSH</i> radio button. b Proceed to step 3.



If You Wish To Request an Active-Receiving...	Then...
	<p>ACTIVE-RECEIVING: FTP-PUSH - Get messages from Covisint using FTP put command where the Covisint's FTP Client Connector puts messages to the receiver's FTP server over either a VPN tunnel or ANX/ENX network. Supported by the FTP Connector in the "push-push" mode.</p>
<p>HTTP-PUSH Channel</p>	<p>a Enable the <i>HTTP-PUSH</i> radio button. b Proceed to step 3.</p>
	<p>ACTIVE-RECEIVING: HTTP-PUSH -Get messages from Covisint using "HTTP POST" request where the Covisint's HTTP client posts messages to the receiver's Web server over the public internet (HTTPS only), VPN tunnel or ANX/ENX network. Supported by the HTTP Connector in the "POST-POST" mode.</p>
<p>WebSphere MQ Channel</p>	<p>a Enable the <i>WebSphere MQ</i> radio button. b Proceed to step 3.</p>
	<p>ACTIVE-RECEIVING: WEBSHERE MQ - Trading partners can connect to Covisint using the WebSphere MQ Connector (formerly MQ Series) and/or WebSphere MQ via MQIPT over VPN or ANX/ENX networks. WebSphere MQ provides a communication mechanism between applications on different platforms.</p>
<p>AS2 Channel</p> 	<p>a Enable the <i>AS2</i> radio button. b Proceed to step 3.</p> <p>AS2 - Send and receive messages via Covisint Connect messaging hub</p>

Example 3: Passive Mailbox



COMMUNICATIONS SOFTWARE PROVIDER


Identify your communications software provider by enabling the radio button of that provider listed.


If your provider is not listed, enable the OTHER radio button, and enter the name of the provider in the open text field.

If you are not using a provider, enable the *NOT using a provider* radio button.

CHANNEL TYPE

Enable the radio button to select your Mailbox Channel Type:


If You Wish To Request a Passive...	Then...
HTTP Mailbox 	<ol style="list-style-type: none"> a Enable the <i>HTTP-Mailbox</i> radio button. b Proceed to step 3. <p>PASSIVE-MAILBOX: HTTP MAILBOX - Push and Get messages to/from the Covisint Connect messaging hub using a regular Web browser or programmatic HTTP(S) client that pull data from the Covisint Connect Web server. Supported by the HTTP(S) Connector in the "Mailbox" mode.</p>

If You Wish To Request a Passive...	Then...
<p>FTP Mailbox</p> 	<p>a Enable the <i>FTP-Mailbox</i> radio button. b Proceed to step 3.</p> <p>PASSIVE-MAILBOX: FTP MAILBOX - Push and GET messages to/from Covisint Connect messaging hub using FTP put command over either a VPN tunnel or ANX/ENX network. Supported by the FTP Connector in the "push-pull" mode.</p>

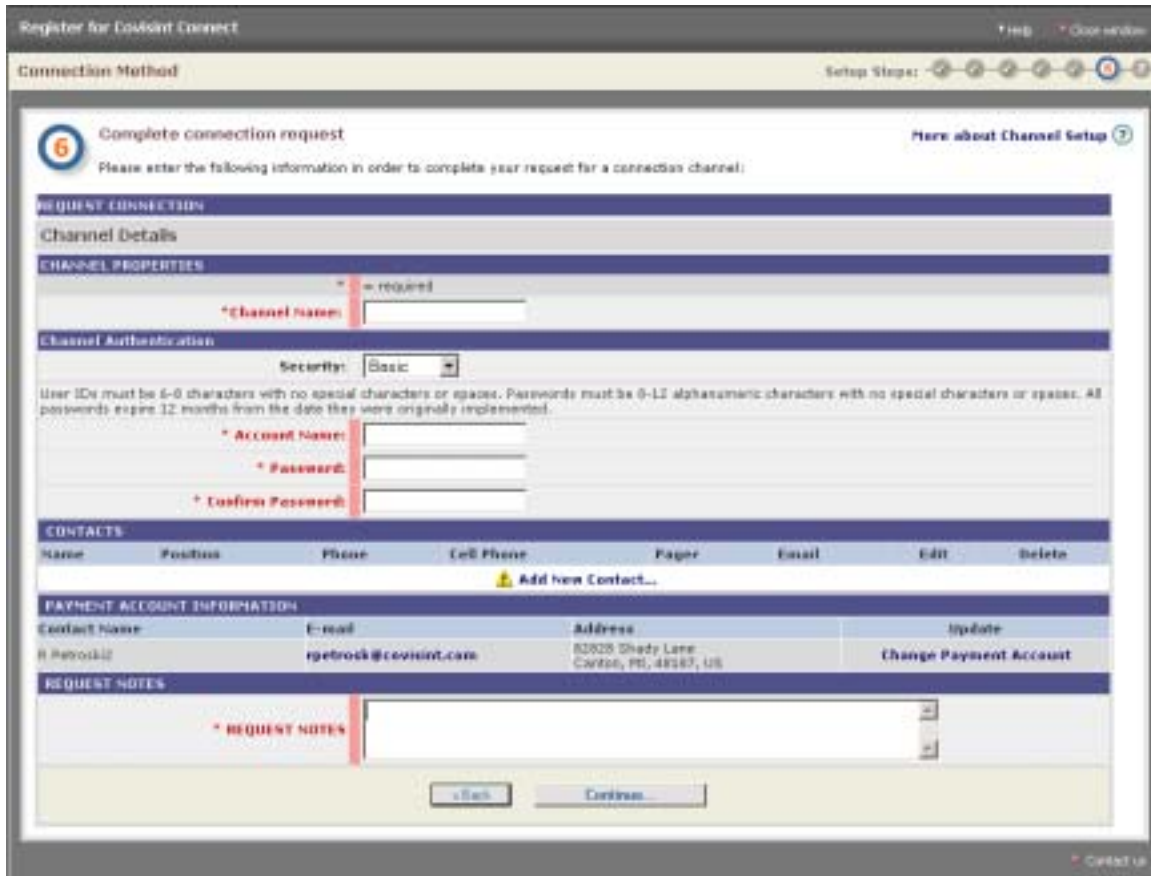
Click **Continue** to save your options and proceed to the next screen. (Select **Back** to move to the previous screen or select **Cancel** to clear your selections and cancel your request).

The **CHANNEL DETAILS** screen is displayed.

Adding Channel Details



Fields displayed on this screen vary slightly, depending upon the options chosen on the previous screen entitled "Configure Your Connection". For further clarification regarding connector types, click the Help link in this application and consult the appropriate help text for FTP Connectors, HTTP Connectors, WebSphere Connectors, or AS2 Connectors.



The screenshot shows the 'Register for Covisint Connect' application at the 'Channel Details' step. The interface includes the following sections:

- Channel Properties:** A text field for '* Channel Name' with a red asterisk indicating it is required.
- Channel Authentication:** A 'Security' dropdown menu set to 'Basic'. Below it, text explains: 'User IDs must be 6-8 characters with no special characters or spaces. Passwords must be 6-12 alphanumeric characters with no special characters or spaces. All passwords expire 12 months from the date they were originally implemented.' There are three text fields for '* Account Name', '* Password', and '* Confirm Password', all with red asterisks.
- CONTACTS:** A table with columns: Name, Position, Phone, Cell Phone, Pager, Email, Edit, Delete. Below the table is a link: 'Add New Contact...'
- PAYMENT ACCOUNT INFORMATION:** A table with columns: Contact Name, E-mail, Address, Update. The 'Update' column contains a link: 'Change Payment Account'.
- REQUEST NOTES:** A text area with a red asterisk and the label '* REQUEST NOTES'.

At the bottom of the form are 'Back' and 'Continue' buttons.

Administrators must configure the details of a channel.

CHANNEL PROPERTIES

In the *Channel Name* open text field, key in the name you wish to assign to this channel.

CHANNEL AUTHENTICATION

SECURITY – Select either Basic or Certificate from the drop down selection menu, to identify whether the channel will transmit digitally signed and/or encrypted documents.



Note: The link for uploading is displayed after you select “certificate” from the menu:

If you select “certificate” to indicate encryption or digital signatures, you must also upload the security certificate by clicking on the **Add Certificate** link:

In the **Account Name** open text field, key in the name of the account for this channel.

In the **Password** open text field, key in the password you wish to assign to this account.

In the **Confirm Password** open text field, key in the password again to confirm.

CONTACTS

Trading Partner administrators must designate people to be contacted by the Covisint application administration team in the event of an emergency issue. Each channel must have one or more contact names listed. These contact names are used if there is an outage, a messaging delivery issue, or if the Covisint hub Disaster Recovery (DR) plan has been invoked. This is your organization’s contact, the person who is responsible for this channel. Click **Add New Contact** to create a new contact for this channel.

NOTE: Adding profile contact information for a person that is not a registered user within the Connect application will not allow them access to the application.



PAYMENT ACCOUNT INFORMATION

Verify that the payment account information is correct. (Refer to the previous section entitled *Creating Payment Account Information* for further details).

NOTE: Channels may be shared among several trading partner profiles in your organization. Thus, charges to set up and maintain channels must have a payment account that is separate from the trading partner profile payment account.

REQUEST NOTES

In the open text field, key in any additional notes. Click **Continue...**

The **REVIEW YOUR SELECTION** screen is displayed.

Reviewing Your Selections

Register for Covisint Connect

Help Close window

Connection Method Setup Steps: 1 2 3 4 5 6

6 Select your connection direction [More about Channel Setup](#)

A trading partner profile can have one to many "channels" which are the connection methods for transmitting messages through the Covisint Messaging Hub. To request a new channel, first select the direction for the channel. NOTE: A "mailbox" channel can be for both sending and receiving, but this is not for real-time document transmission (only "drop-off" and "pick-up").

REQUEST CONNECTION

Review Your Selections

CONNECTION DIRECTION

Connection Direction: Standard Polling
Channel Name: training example

CHANNEL TYPE

Channel Type: HTTP Polling
Besp Provider: NOT using a provider.

Channel Authentication

Account Name: training
Password: *****

CONTACTS

Name	Position	Phone	Pager	Email
PAYMENT ACCOUNT INFORMATION				
Contact Name:	E-mail:		Address:	
Sergey Melichenko	smelich@covisint.com		1234 NorthWestern Ave Detroit, MI, 48003, US	

REQUEST NOTES

additional request notes here...

Is this information correct? If yes, select the Request Channel button. If no, select the Back button to edit your information.

< Back Request Channel

Covisint Inc.

This screen provides you with the opportunity to review your Connection (Channel) request prior to submitting to Covisint.

Verify that all of the information is accurate, then click **Request Channel**.

STEP 7

Find a Trading Partner

Register for Covisint Connect

Relationship Requests

Setup Steps: 1 2 3 4 5 6 7 8 9 10

7 Find a trading partner [Here about Trading Partner Relationships](#)

Locate your trading partner within the Covisint Messaging Hub Community. If you are unable to find your partner, please contact a Covisint Messaging Team Representative.

INSTRUCTIONS
Locate your trading partner. If can't find your trading partner, please contact a **Covisint Connect specialist**.

STEP 1. FIND A TRADING PARTNER

Trading Partner Name:	<input type="text"/>
Receiver or sender codes:	<input type="text"/>
Receiver or sender code descriptions:	<input type="text"/>

FIND TRADING PARTNER LATER
If you would rather not find a trading partner now, select the button below to skip this step.

[Contact Us](#)

If you wish to request a relationship with your trading partner you may do so at this time by entering the name and/or sender/receiver code of that partner, then clicking **Search**.

If you do not wish to request a relationship at this point, you may continue the enablement process by clicking **Skip this step...**

If you cannot find your trading partner, click the hot link **Covisint Connect Specialist** located in the Instructions section of the Find a Trading Partner screen. The screen prompts you to provide details of the partner for whom you are searching:

Register for Covisint Connect

Relationship Requests

7 Find a trading partner

Locate your trading partner within the Covisint Messaging Hub Community. If you are unable to find your partner, please contact a Covisint Messaging Team Representative.

Here about Trading Partner Relationships

INSTRUCTIONS:
Please enter the following information to request a trading partner be added to the Covisint Connect system. This information will be sent to a Covisint Connect specialist who will inform you when the addition is complete.

* = required

New Trading Partner Name

Trading Partner Code

Current VAI of Trading Partner

Doc Date

New Trading Partner Contact Information

Contact Name

Phone Number

Alternative Phone Number

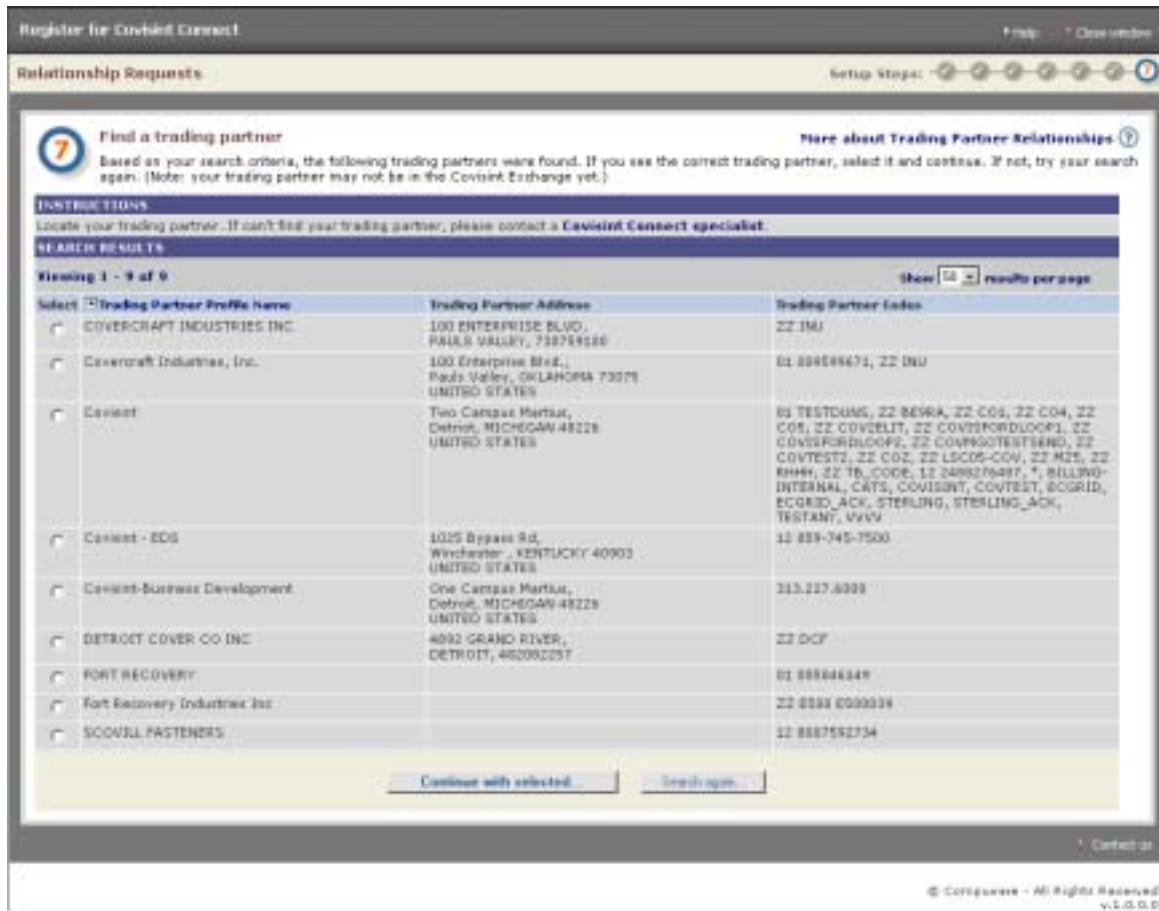
Email

Notes

Submit Clear

Next, complete the prompts which will trigger an email to Covisint to request that Trading Partner to register with Covisint Connect.

Find a Trading Partner – Search Results



All Trading partners matching your search criteria are displayed.

TRADING PARTNER FOUND

If the trading partner you wish to request a relationship is displayed, enable the radio button next to the name, then click **Continue with selected...**

TRADING PARTNER NOT FOUND

If the trading partner you wish to request a relationship is not displayed, click **Search Again**.

Next, either perform a new search, or click the link **Covisint Connect Specialist** located in the Instructions section of the Find a Trading Partner screen. (This link is found in the instructions sentence: Locate your trading partner. If cannot find your trading partner, please contact a **Covisint Connect Specialist**).

If you choose to contact a Covisint Connect Specialist, complete the prompts, which will trigger an email to Covisint to enable this trading partner directly or through a VAN interconnect.

Request a Relationship

Register for Covisint Connect
Help | Close window

Relationship Requests
Setup Stage: 1 2 3 4 5 6 7

7 Request a relationship

Select the sender and receiver codes that will be part of this relationship. In addition, select the payment options and any Covisint Messaging Professional Services you will need. The administrator at your trading partner will review and approve or reject the relationship codes and payment terms. The Covisint Messaging Team will work with you to create any required mapping or processing rules.

More about Trading Partner Relationships

INSTRUCTIONS

Select the sender and receiver codes that will be part of this relationship. In addition, select the payment options and any Covisint Connect Professional Services you require. Your trading partner's administrator will review and approve or reject the relationship codes and payment terms. Covisint will create any required mapping or processing rules.

TRADING PARTNER SUMMARY

Trading partner name: Covisint

Connects through VAN: No

Address: Two Cassette Marten,
Detroit, MICHIGAN 48226
UNITED STATES

SENDING CODE PAIRS Add More Code Pairs

Sender Code for internal trading profile	Receiver Code for Covisint
<input type="text" value="select"/>	<input type="text" value="select"/>
<input type="text" value="select"/>	<input type="text" value="select"/>
<input type="text" value="select"/>	<input type="text" value="select"/>

RECEIVING CODE PAIRS Add More Code Pairs

RECEIVER Code internal trading profile	Sender Code for Covisint
<input type="text" value="select"/>	<input type="text" value="select"/>
<input type="text" value="select"/>	<input type="text" value="select"/>
<input type="text" value="select"/>	<input type="text" value="select"/>

PAYMENT RELATIONSHIP

100% pay - I will be paying for both mine and Covisint's transactions.

50% pay - I will be paying for only my transactions.

0% pay - Covisint will be paying for both sides of the transaction.

MAPPING

The Covisint Connect service provides translation services and adds maps to the messaging hub to enable translation from one document format/version to another.

Mapping will be needed for documents exchanged in this relationship.

CUSTOM PROCESSING

Custom Processing is trading partner-specific logic implemented in the messaging hub for processing documents in non-standard manners. Examples of custom processes include parsing, stripping or adding, non-standard splitting, customer-specific logic based on sender/receiver code or document type, duplicate checking, and customer-specific security algorithms.

Custom Processing will be needed for documents exchanged in the relationship.

Relationship type

Specify how this partner relates to the current Profile

Type of Relationship

Notification/Approval

Specify whether you require notification/approval for changes to this relationship

Is approval required

Is notification required

BUSINESS PURPOSE OF RELATIONSHIP



Submit a request to the trading partner you selected in the previous step.

SENDING CODE PAIRS

Sending code pairs are the sets of sender and receiver codes that are valid when your system is sending the transactions, and your trading partner is receiving the transactions. From the *Sender Code for (your company)* column, select a code from the drop box that is valid for this relationship. From the Receiver Code for (your trading partner) column, select the receiver code that correlates with the sender code in that row and is valid for this relationship. Continue matching Sender and Receiver codes as necessary.

RECEIVING CODE PAIRS

Receiving code pairs are the sets of sender and receiver codes that are valid when your trading partner is sending the transactions, and your system is receiving the transactions. From the *Receiver Code for (your company)* column, select a code from the drop box that is valid for this relationship. From the Sender Code for (your trading partner) column, select the sender code that correlates with the receiver code in that row and is valid for this relationship. Continue matching Receiver and Sender codes as necessary.

PAYMENT RELATIONSHIP

Determine the percentage of the transactions for which you will be billed. You may choose from:

- *100% pay* = You will pay for transactions of your company as well as the partner whom you are inviting.
- *50% pay* = You will pay for only your company's transactions
- *0% pay* = Your trading partner will pay for transactions of your company as addition to their own transactions

MAPPING

If you wish to request custom mapping, enable the Mapping checkbox. The next screen will prompt you to enter the details of your request. This also triggers an email to a Covisint Connect Specialist to contact you to configure your request. (Refer to your contract for associated mapping terms and fees).

CUSTOM PROCESSING

If you wish to request custom processing, enable the Custom Processing checkbox. The next screen will prompt you to enter the details of your request. This also triggers an email to a Covisint Connect Specialist to contact you to configure your request. (Refer to your contract for associated custom processing terms and fees).



RELATIONSHIP TYPE

Identify the type of relationship this partner has with the current profile. From the drop down menu, choose from; Both Customer and Supplier, Customer, Service Provider, Carrier, Supplier.

NOTIFICATION/APPROVAL

Select "YES" from the drop box if you wish to receive a request to approve any modifications made to your trading partner relationship with this profile.

Select "YES" from the drop box if you wish to receive notification at any time a modification is made to your trading partner relationship with this profile.

BUSINESS PURPOSE OF RELATIONSHIP

You may wish to annotate details as to the purpose of this request. This may assist your Trading Partner in rendering the approval desired.

Request Mapping

Register for Covisint Connect

Relationship Requests

Setup Steps: 1 2 3 4 5 6 7

7 Request mapping

Here about Trading Partner Relationships

Please fill out the following request for mapping. This request will be sent to the Covisint Messaging Team and someone will be contacting you within a few business days. There may be charges associated with this request. Therefore, please review your contract for further details prior to submission. This request form includes requests for new maps, modifications to maps, version updates to maps and deletion of maps.

REQUEST MAPPING

Mapping is the Covisint Connect service that provides translation services from one document format/version to another. Please submit the mapping request below. A Covisint Connect specialist will contact you soon. There may be charges associated with this action. Therefore, please review your contract before submitting this request. You may request new maps, modifications to current maps, version updates and map deletion.

* Describe your mapping request:

* = required

Submit Mapping Request Skip Request

If you wish to request custom mapping, enter the details of your mapping request. This triggers an email to a Covisint Connect Specialist to contact you to configure your mapping request. (Check the terms of your contract for associated mapping terms and fees).

Request Custom Processing

The screenshot shows a web application window titled "Register for Covisint Connect" with a "Help" and "Close window" link in the top right. The main heading is "Relationship Requests" with a "Setup Steps" indicator showing 7 steps, with step 7 highlighted. The current step is "Request custom processing".

7 Request custom processing Here about Trading Partner Relationships ?

Please fill out the following request for custom processing. This request will be sent to the Covisint Messaging Team and someone will be contacting you within a few business days. There may be charges associated with this request. Therefore, please review your contract for further details prior to submission.

REQUEST CUSTOM PROCESSING

Custom Processing is trading partner-specific logic implemented in the messaging hub for processing documents in non-standard formats. Examples of custom processes include parsing, clipping or tiling, non-standard splitting, customer-specific logic based on sender/receiver code or document type, duplicate checking and customer-specific security algorithms. After you submit the custom processing request below, a Covisint Connect specialist will contact you. There may be charges associated with this action. Therefore, please review your contract before submitting this request.

* = required

*Describe your custom processing request:

Below the text area are two buttons: "Submit Custom Processing Request" and "Skip Request". A "Contact us" link is visible in the bottom right corner.

If you wish to request custom processing, enter the details of your request. This triggers an email to a Covisint Connect Specialist to contact you to configure your request. (Check the terms of your contract for associated custom processing terms and fees).

Profile Setup Complete



You have successfully set up a Trading Partner Profile. Log in to the Covisint Connect application using your Covisint *User ID* and *Password* at www.covisint.com, then select *Covisint Connect* from the My Applications menu.

While setup is complete, the transmission and receipt of messages cannot occur until the following two processes and approvals have taken place:

CONNECTION CHANNEL SETUP:

A Covisint Connect Specialist will contact the Profile Administrator to establish the connection according to the conditions identified in this enablement process.

RELATIONSHIP APPROVAL:

If you submitted a relationship request to your Trading Partner from this newly created profile, you must await email notification from that Trading Partner indicating that your request had been approved.

If you did not submit a request during this enablement process, you may now log in to www.covisint.com and submit a request to any available Trading Partner.



Refer to the Covisint Connect Administration guide available via the Online Help link to view detailed work steps for requesting a Trading Partner relationship.

You are able to submit a request for a relationship while your channel is being set up. While the new relationship can be set up and approved, you will not be able to transmit messages between parties in this relationship until the channel becomes active.