



covisint



# **COVISINT CONNECT – ENABLEMENT WIZARD**

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# BEFORE YOU BEGIN

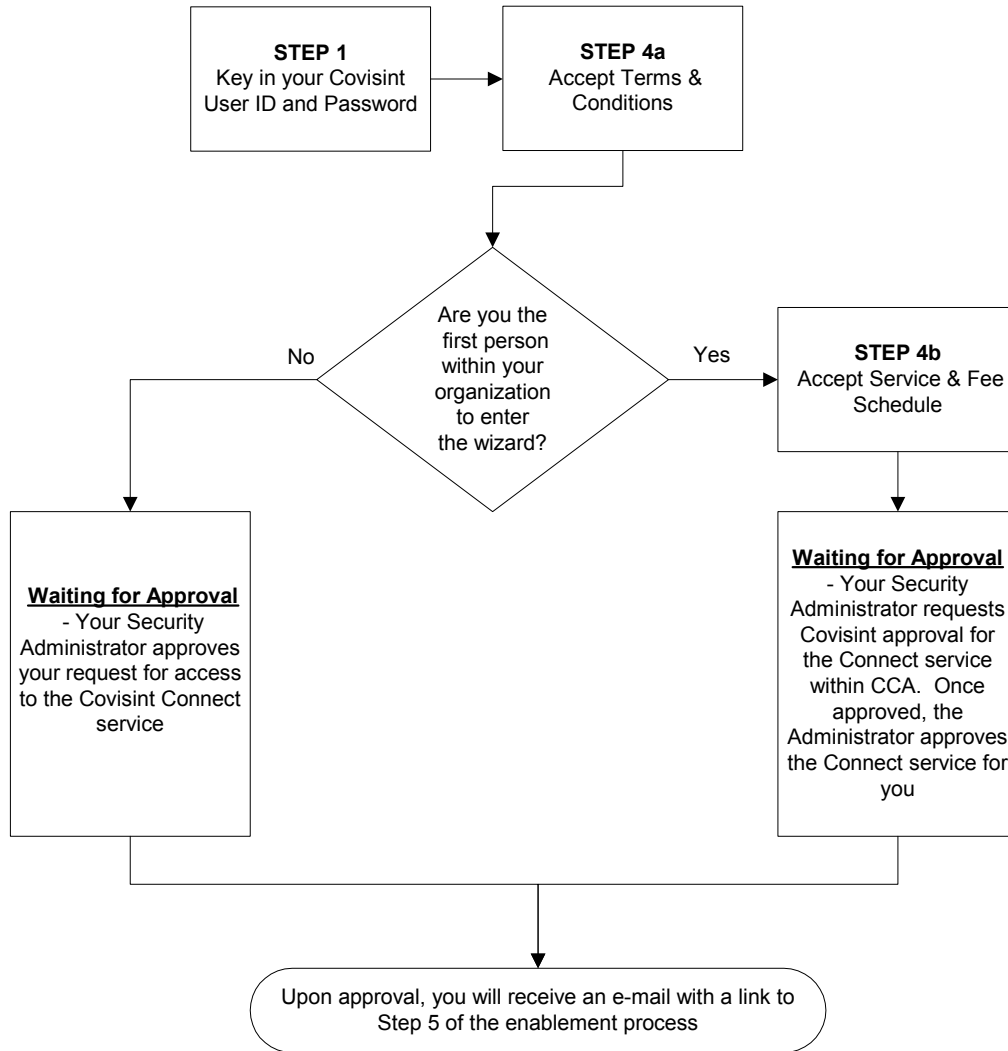
There are seven main steps within the Enablement Wizard. The steps required of you within the wizard are dependent upon conditions of registration for yourself as well as your Organization.



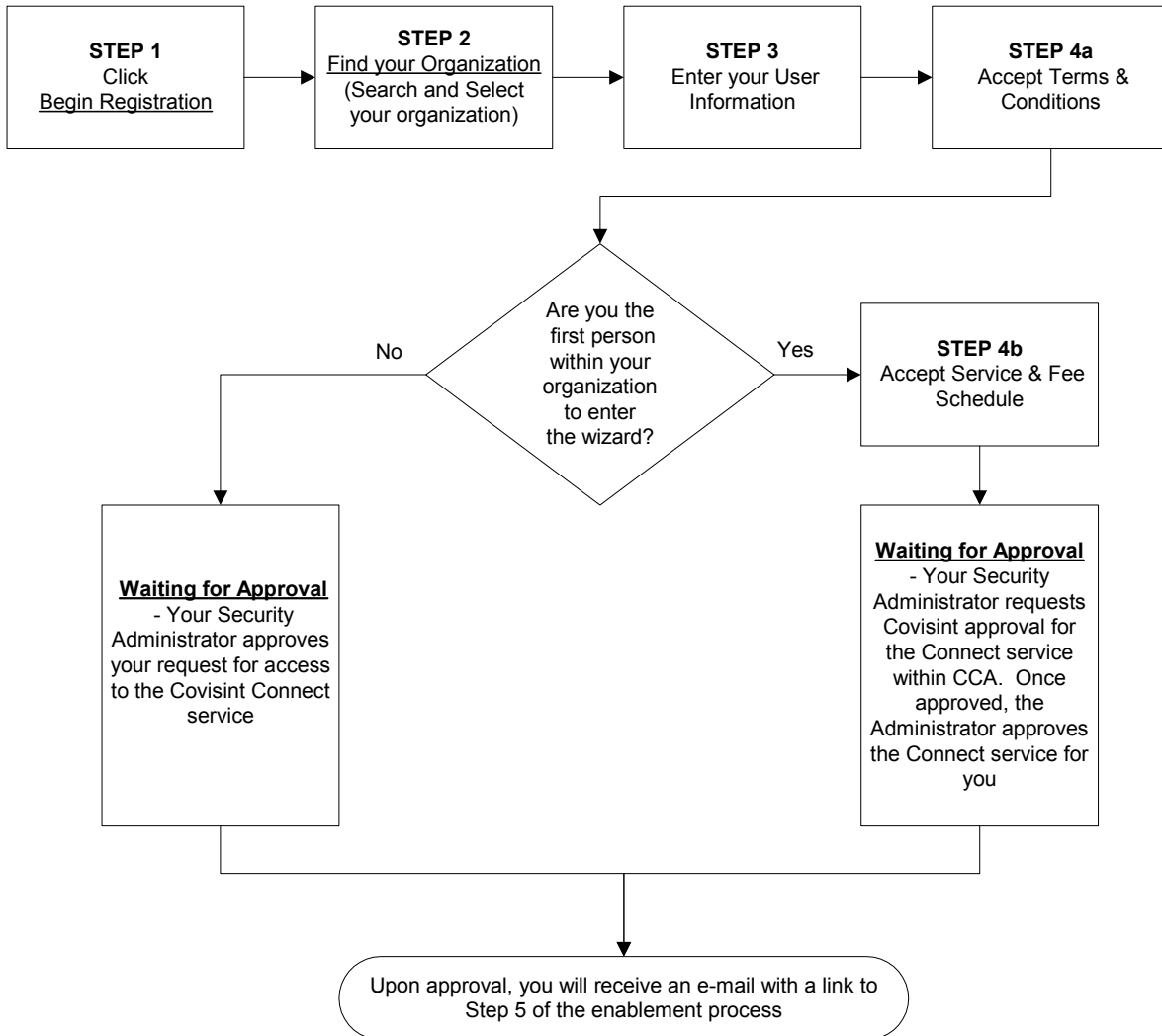
This guide describes all of the work steps for all of the screens within each of the seven steps. Some instructions/work steps may not be applicable to you. To determine which steps are required for you, identify which of the three scenarios best describes your current status, then complete the steps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

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

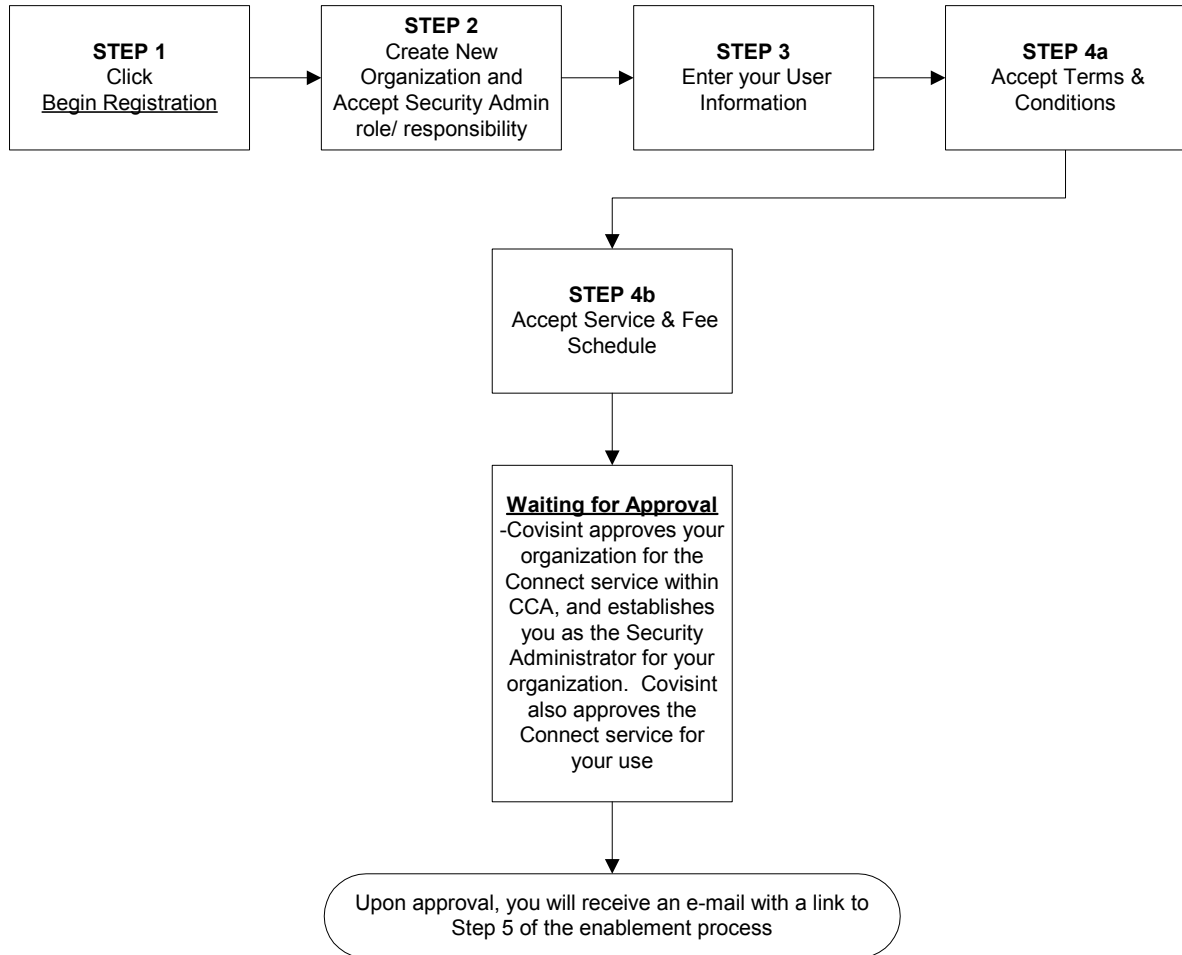
# Scenario 1: Existing User & Existing Organization



## Scenario 2: New User & Existing Organization



## Scenario 3: New User & New Organization



# STEP 1

## Are You Already Registered with Covisint?



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](http://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

**2** **Search results**  
Your search has returned organizations. You may select one of the organizations listed below or you may click on the hierarchy symbol to view the entire organization tree and select the appropriate organization. The top box of the hierarchy symbol will be highlighted if the organization is a top-level organization. One of the lower boxes will be highlighted if the organization is a child organization. If you don't know which organization to select, your administrator can assist you in selecting the correct organization.

**SEARCH RESULTS**  
You searched for: **searchTerm, searchTerm**, found: **4 results**

 **No matches were found. Please refine your search or create a new organization.**

Select	Organization name	Organization address
<input type="radio"/>	<b>Company A</b>	123 Main St, Detroit, MI 48888
<input type="radio"/>	<b>Company B</b>	4567 Concourse Ave, Southfield, MI 48524
<input type="radio"/>	<b>Company C</b>	890 Lahser, Detroit, MI 48888
<input type="radio"/>	<b>Company D</b>	77517 Dequindre Ave, Warren, MI 48247

[Select company and continue...](#)

**SEARCH AGAIN...**

Organization name:   [Search for organization...](#)

...OR...

Supplier code:   [Search for supplier code...](#)

**OR CREATE YOUR ORGANIZATION**  
If you cannot find your company using the above methods, then you will need to create and register a new organization using the button below.

[Create a new organization...](#)

### SEARCH RESULTS

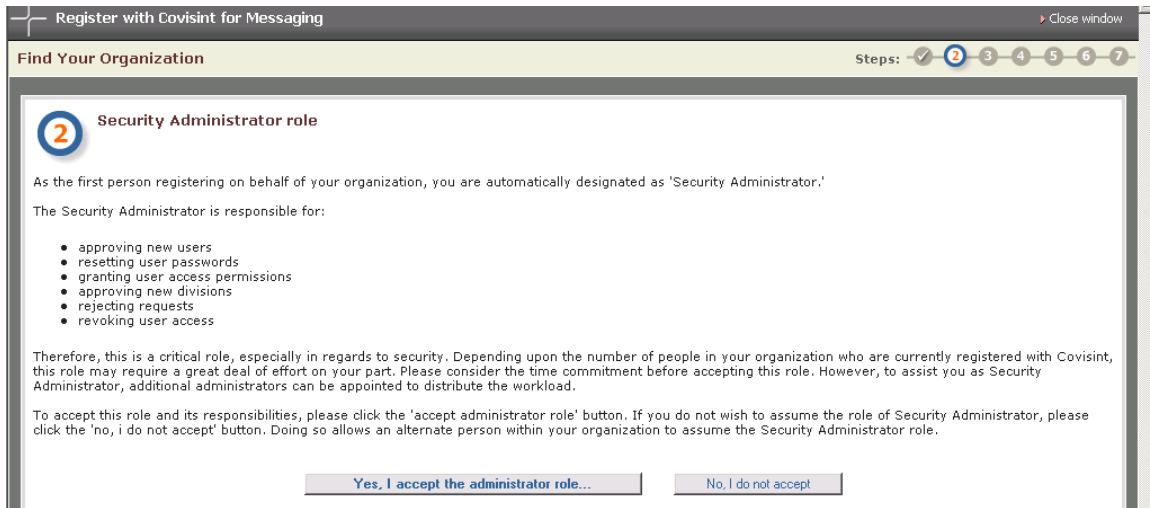
If your organization is listed in the search results, then your organization is already registered with Covisint. If your organization is listed, you may request to become a user for that organization. However, if the results list does not display your organization, then you may wish to create a new 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 <sup>1</sup>**Create a New Organization...**

<sup>1</sup>**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:

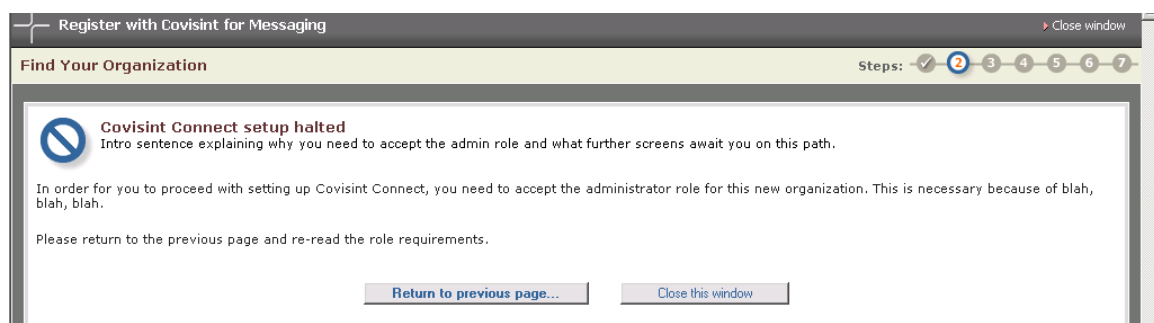
- approving new users, and divisions
- approving/rejecting access permission requests
- resetting user passwords
- revoking user access

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 "Register with Covisint for Messaging" with a "Close window" button. The page is titled "Find Your Organization" and has a progress bar with steps 1 through 7, where step 2 is active. The main heading is "2 Enter your organization information" with a sub-instruction: "Please enter your organization information below. This information will be used by future registering users when selecting their correct organization." Below this is a section titled "ENTER ORGANIZATION INFORMATION" with a legend: "\* = required fields". The form contains the following fields:

- \*Organization Name: AAA Training
- \*Address 1: 123 N. Main
- Address 2: (empty)
- Address 3: (empty)
- \*City/Region: Royal Oak
- \*State/Province: MI
- \*Postal Code: 48555
- \*Country: UNITED STATES (dropdown menu)
- Phone Number: (empty)
- Fax Number: (empty)
- URL: (empty)
- DUNS #: (empty)

A "Continue..." button is located at the bottom of the form.

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 with Covisint for Messaging Close window

Enter User Information Steps: 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:** Joe

Middle Name:

**\* Last Name:** Trainer

Job Title:

**\* Address 1:** 123 N. Main

Address 2:

Address 3:

**\* City/Region:** Royal Oak

**\* State/Province:** MI

**\* Postal Code:** 48555

**\* Country:** UNITED STATES

**\* Phone Number:**

mobile phone number:

Fax Number:

**\* Email Address:** training@covisint.com

**\* 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.

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

Enter User Information Steps:   **3**

**3** **Login information**  
Please input your user information into the fields below.

**ENTER LOGIN INFORMATION**

**\* = required fields**

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

**\*Password:**  [show password rules](#)

**\*Re-enter Password:**

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

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

Access details regarding password rules

**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

The screenshot shows a window titled "Register with Covisint for Messaging" with a "Close window" button in the top right. Below the title bar is a progress bar labeled "Steps:" with seven numbered steps. Steps 1, 2, and 3 are marked with checkmarks, step 4 is highlighted with a blue circle, and steps 5, 6, and 7 are greyed out. The main content area is titled "4 Legal agreements" and contains the following text:

The Covisint Connect messaging service requires acceptance of the following legal agreements.


In order for you to access the Messaging User Interface, your Security Administrator must review and approve your request for this Covisint service.

You will be asked to provide the following information as part of this request:

1. Acceptance of the Messaging Terms and Conditions
2. Acceptance of the Messaging Fee Schedule

At the bottom center of the content area is a button labeled "Continue..."

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 and Fee Schedule.</p>
---	---

# Service Agreement and Rate Schedule

Register with Covisint for Messaging Close window

Service Agreement and Rate Schedule Steps: 1 2 3 4 5 6 7

**4** Legal agreements - terms & conditions  
Please review the following Legal Terms and Conditions carefully before indicating your acceptance.

Terms & Conditions  
 Fee Schedule

[Printable Version](#)

COVISINT CONNECT SERVICE AGREEMENT

1.0 DEFINITIONS.

In this Product Agreement, the following terms have the respective meanings as assigned below:

1.1 Company means a subscriber to the Covisint Connect Service.

1.2 Rate Schedule means the list of rates and item codes of the Covisint Connect Services available to Company. The first User from each Company into the Verbiage authorizing person to bind company. Consequat eu blandit, hendrerit, aliquip dolor et, veniam, facilisis lobortis magna enim et volutpat.

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.

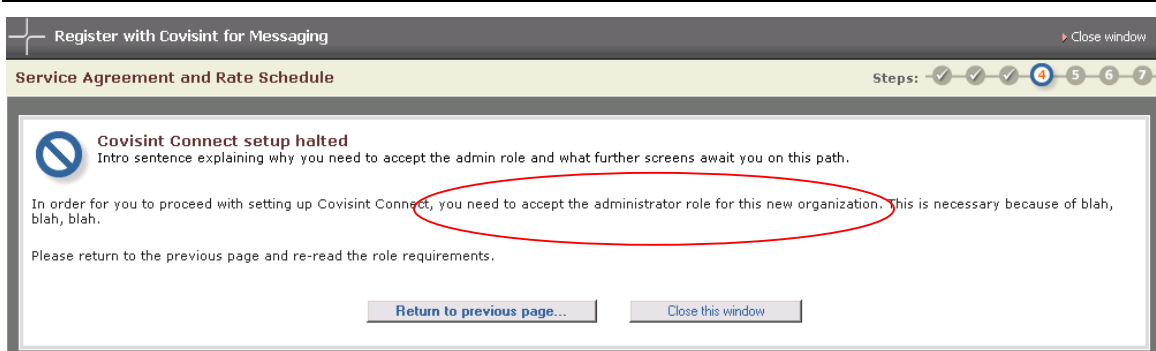
**ACCEPT THE AGREEMENT** - Click **Yes, I accept terms and conditions...** to proceed to the next screen.

**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).

**SPECIAL CONTRACT NUMBER** - If you have obtained special contract number, also known as a Promo Code, (this would have been sent to you along with an invitation to register), proceed to the next screen and key in that contract number.



# 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.

## Services and Fee Schedule

Register with Covisint for Messaging Close window

Service Agreement and Rate Schedule Steps: 1 2 3 4 5 6 7

**4** Legal agreements - contract number  
If you have a special contract number, enter it now to update the Fee Schedule.

✓ Terms & Conditions  
➔ Fee Schedule

**Price sheet id is invalid**

**ENTER YOUR CONTRACT NUMBER IF YOU HAVE ONE**

If your email included a contract number, enter it below.

Supplied contract number:

**SUPPLIED CONTRACT NUMBERS** – A contract number, also known as a Promo Code, is a number used to indicate to Covisint Billing that you have a unique rate and fee schedule, and should not be billed according to the blanket service and fee schedule.

Contract numbers, when issued, are generally issued by the customer that requested you to use the Covisint Connect application. You cannot obtain a contract number. 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 contract number (that would have been sent to you along with an invitation to register), enter that number into the *Supplied contract number* open text field, then click **Continue....**

Register with Covisint for Messaging Close window

Service Agreement and Rate Schedule Steps: 1 2 3 4 5 6 7

**4** Covisint Connect Rate Schedule  
Please review the following Fee Schedule carefully before indicating your acceptance.

Terms & Conditions  
 Fee Schedule  
[Printable Version](#)

**RATE SCHEDULE**

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

Item Code	Description	UoM	USD	EUR
<b>Transactions - XML</b>				
MKXPB01	0 - 15,000 XML kilocharacters	KC	\$ 0.107	€ 0.097
MKXPB02	15,001 - 100,000 XML kilocharacters	KC	\$ 0.064	€ 0.058
MKXPB03	100,001 - 500,000 XML kilocharacters	KC	\$ 0.058	€ 0.053
MKXPB04	500,000 - 2,000,000 XML kilocharacters	KC	\$ 0.047	€ 0.043
MKXPB05	2,000,000 + XML kilocharacters	KC	\$ 0.032	€ 0.029
MKXPB06	GM XML kilocharacters	KC	\$ 0.000	€ 0.000
<b>Transactions - Non XML</b>				
MKNPB01	0 - 3,000 Non XML kilocharacters	KC	\$ 0.533	€ 0.485
MKNPB02	3,001 - 20,000 Non XML kilocharacters	KC	\$ 0.320	€ 0.291
<b>Service Initiation</b>				
MSVPB01	Service Initiation - Standard	Each	\$ 600.00	€ 546.00
MSVPB02	Service Initiation - GM Trading Partners	Each	\$ 600.00	€ 546.00
<b>Trading Partner Management</b>				
MTPPB01	1 - 4 Partners	TP / Month	\$ 20.00	€ 18.20
MTPPB02	5 - 20 Partners	TP / Month	\$ 19.00	€ 17.30
MTPPB03	21 - 100 Partners	TP / Month	\$ 18.00	€ 16.40

The service and fee schedule is displayed.

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

Register with Covisint for Messaging Close window

**Service Agreement and Rate Schedule** Steps: ✓ ✓ ✓ 4 5 6 7

 **Covisint Connect setup halted**  
Intro sentence explaining why you need to accept the admin role and what further screens await you on this path.

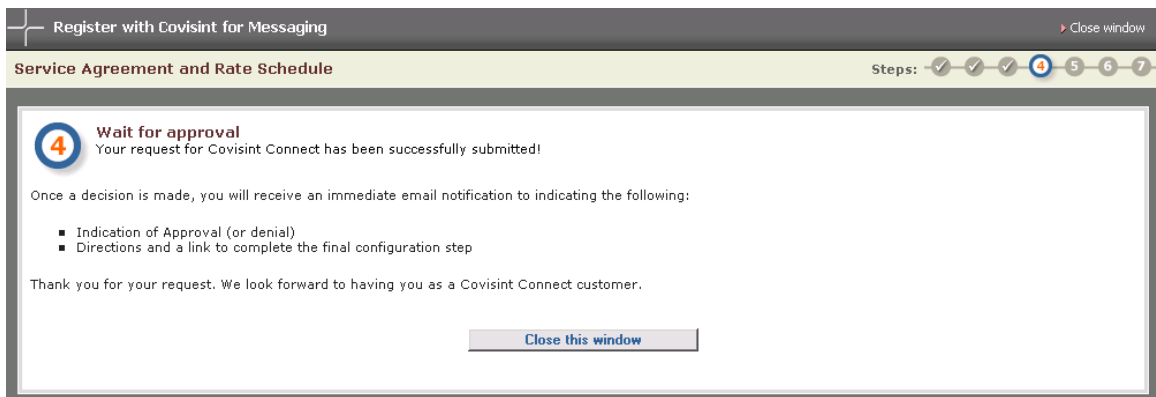
In order for you to proceed with setting up Covisint Connect, you need to accept the administrator role for this new organization. This is necessary because of blah, blah, blah.

Please return to the previous page and re-read the role requirements.

[Return to previous page...](#) [Close this window](#)

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

Register with Covisint for Messaging

### Registering with Covisint Messaging

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 on-ramp 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 by an existing Messaging trading partner, or would like to find other trading partners to have trading relationships with, then you can complete the relationships 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

Register with Covisint for Messaging Close window

Profile Setup Steps: 1 2 3 4 5 6 7

**5** Covisint Connect Contract  
Description\_goes\_here.

**CONTRACT**  
Intro\_sentence\_goes\_here. Printable Version

**GENERAL INFORMATION**

Contract #	6
Contract Company Name	Covisint
Contract Company Address	20921 Lahser Road Southfield, MI 48034
My Company Name	Covisint
My Company Address	20921 Lahser Road Southfield, MI 48034
Contract Start Date	October 27, 2003
Services Agreement	View Covisint Connect Services Agreement
Contact Name	Superuser Nunya
Date	October 27, 2003

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

Rate Schedule	Description	Effective Date
N0912C	TEST PRICE LIST	October 27, 2003

[Continue...](#)

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

Item Code	Description	UoM	USD	EUR
<b>Transactions - XML</b>				
MKXPB01	0 - 15,000 XML kilocharacters	KC	\$ 0.107	€ 0.097
MKXPB02	15,001 - 100,000 XML kilocharacters	KC	\$ 0.064	€ 0.058
MKXPB03	100,001 - 500,000 XML kilocharacters	KC	\$ 0.058	€ 0.053
MKXPB04	500,000 - 2,000,000 XML kilocharacters	KC	\$ 0.047	€ 0.043
MKXPB05	2,000,000 + XML kilocharacters	KC	\$ 0.032	€ 0.029
MKXPB06	GM XML kilocharacters	KC	\$ 0.000	€ 0.000
<b>Transactions - Non XML</b>				
MKNPB01	0 - 3,000 Non XML kilocharacters	KC	\$ 0.533	€ 0.485
MKNPB02	3,001 - 20,000 Non XML kilocharacters	KC	\$ 0.320	€ 0.291
<b>Service Initiation</b>				
MSVPB01	Service Initiation - Standard	Each	\$ 600.00	€ 546.00
MSVPB02	Service Initiation - GM Trading Partners	Each	\$ 600.00	€ 546.00
<b>Trading Partner Management</b>				
MTPPB01	1 - 4 Partners	TP / Month	\$ 20.00	€ 18.20
MTPPB02	5 - 20 Partners	TP / Month	\$ 19.00	€ 17.30
MTPPB03	21 - 100 Partners	TP / Month	\$ 18.00	€ 16.40

[Continue...](#)

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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

**5 Trading partner profile setup**  
Your organization may have already created a trading partner profile for you. Please review the existing profiles, and determine if one of these is the profile you should be accessing. If yes, then select this profile, and continue. If no, then you will need to complete the creation process for a trading partner profile; continue by selecting "Create a new Profile."

**SELECT A TRADING PARTNER PROFILE**

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

Select	Trading Partner Name	Trading Partner Address	Trading Partner Codes
<input type="radio"/>	Company A	2700 Northwestern Hwy. Southfield, MI 48888	dg258987d
<input type="radio"/>	Company B with a Ludicrously Long Name that Goes On and On	88888 Lahser Southfield, MI 48888	85247s4d4
<input type="radio"/>	Company C	48874 Lahser Southfield, MI 48888	8542114
<input type="radio"/>	Company D	7412 Lahser Southfield, MI 48888	885445d47e
<input type="radio"/>	Company E	852 Main St. Southfield, MI 48888	100011101

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 with Covisint for Messaging View contract Close window

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

**5 Create a profile**  
Please enter the following information about your trading partner profile:

**Create a Profile**  
Please enter the following information to identify this new trading partner profile.

**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.

\*Connects Through VAN  Yes  No

**TRADING PARTNER PROFILE MAIN ADDRESS**

\*Address:

Address 2:

\*City/Region:

\*Country: UNITED STATES

\*State/Province: ALABAMA

\*Postal Code:

Enter the URL for the Web site that contains your trading partner profile's EDI guidelines. If you don't have such a Web site, leave the text box blank.:

**MY SENDER/RECEIVER CODES** Add More Codes

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

**PROFILE ADMINISTRATORS**

User ID	Name	E-mail	Address	Phone
WIDGETADMIN	Widget Admin	sasam@covisint.com	25800 Northwestern Southfield, MI 48075	222-2222

Continue... Cancel

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.

**MY 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. Here, you will also identify whether this profile will connect through a VAN by enabling the appropriate yes/no radio button.


**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.

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

## 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 with Covisint for Messaging Close window

Profile Setup Steps: 1 2 3 4 5 6 7

**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:

**FINANCIAL CONTACT INFORMATION**

\*Financial contact name:

\*Phone Number:

Alternative phone number 1:

Alternative phone number 2:

Fax Number:

\*Email Address:

**PAYMENT TYPE**

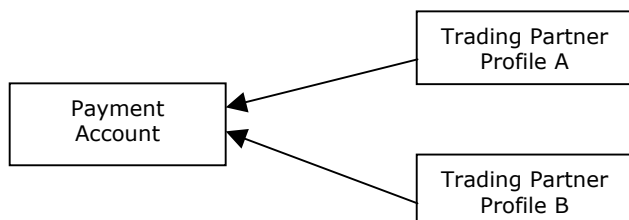
Payment Type:

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v.1.0.0.0



**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.

Select Channel	Direction	Protocol	Status
<input type="radio"/> asdf	Active - Sending	FTP-MAILBOX	<input checked="" type="checkbox"/> Requested
<input type="radio"/> auth type test	Passive - Mailbox	FTP-MAILBOX	<input checked="" type="checkbox"/> Testing
<input type="radio"/> CCA Inbound AQ	Active - Sending	AQ	<input checked="" type="checkbox"/> Active
<input type="radio"/> CCA Outbound AQ	Active - Receiving	AQ	<input checked="" type="checkbox"/> Active
<input checked="" type="radio"/> yan cov adm test	Active - Sending	MQ	<input checked="" type="checkbox"/> Active
<input type="radio"/> Yan Test MQ	Active - Sending	MQ	<input checked="" type="checkbox"/> Testing
<input type="radio"/> Yan Test MQ2	Active - Receiving	MQ	<input checked="" type="checkbox"/> Requested

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 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

Register for Covisint Connect View contract Close window

Connection Method Setup Steps: 1 2 3 4 5 6 7

**6** Select your connection direction  
 A trading partner profile can have one to many connection methods (channels) for transmitting messages. To request a new connection method, first select the direction. 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**

Select Manner of Connection

A trading partner profile can have one or several channels, (also called connection methods) such as FTP, HTTP(S) or IBM WebSphere MQ (tm) (formerly MQSeries), to transmit or receive messages.

**IF** you are interested in a **real-time, persistent connection**, then select "Active" and the connection's direction.

Select Manner of Connection	Description
<input checked="" type="radio"/> Active - Sending	Your software client sends messages to a Covisint server.
<input type="radio"/> Active - Receiving	Covisint's software client sends messages to your server.

**IF** you will be using a **standard connection mailbox**, then select a passive mailbox connection.

Select Manner of Connection	Description
<input type="radio"/> Standard Mailbox	Your software client connects to a Covisint server to both send and receive messages.

Continue... Skip this step...



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...
<b>Create a real-time persistent connection (Send)</b>	<ol style="list-style-type: none"> <li>Enable the <i>Active – Sending</i> radio button.</li> <li>Click <b>Continue...</b> The Configure Your Connection screen is displayed.</li> <li>Proceed to the section entitled <b>Example 1- Active Sending</b>.</li> </ol>
<b>Create a real-time persistent connection (Receive)</b>	<ol style="list-style-type: none"> <li>Enable the <i>Active – Receive</i> radio button.</li> <li>Click <b>Continue...</b> The Configure Your Connection screen is displayed.</li> <li>Proceed to the section entitled <b>Example 2- Active Receiving</b>.</li> </ol>
<b>Create an asynchronous connection mailbox</b>	<ol style="list-style-type: none"> <li>Enable the <i>Passive – Mailbox</i> radio button.</li> <li>Click <b>Continue...</b> The Configure Your Connection screen is displayed.</li> <li>Proceed to the section entitled <b>Example 3- Passive</b></li> </ol>



## 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

Connection Method Setup Steps: 1 2 3 4 5 6 7

**6** Select your communication direction  
The following configuration information is needed in order for your connection method to be established. Please select the appropriate means for your channel.

**REQUEST CONNECTION**  
Configure Your Connection

A channel is a connection method to transmit or receive messages. Current channel types include FTP, HTTP(S) and WebSphere MQ (tm). Please select your communications software provider (if any) and your channel type.

**COMMUNICATIONS SOFTWARE PROVIDER**

Select	Providers	Description
<input checked="" type="radio"/>	NOT using a provider.	My organization uses its own software.
<input type="radio"/>	Cyclone	<a href="http://www.cyclonecommerce.com/products/tdns.htm">http://www.cyclonecommerce.com/products/tdns.htm</a>
<input type="radio"/>	Cleo	<a href="http://www.cleo.com/about/partners/autohome.asp">http://www.cleo.com/about/partners/autohome.asp</a>
<input type="radio"/>	BCE Emergis	<a href="http://www.emergis.com/en">http://www.emergis.com/en</a>
<input type="radio"/>	Other: <input type="text"/>	Enter the name of your communications software provider.

**CHANNEL TYPE**

Select	Channel Type	Description
<input type="radio"/>	FTP-PUSH	Send messages to Covisint using the FTP put command (only supported over a VPN tunnel or ANX/ENX network).
<input type="radio"/>	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.
<input type="radio"/>	WebSphere MQ (tm)	Trading partners can connect to Covisint using the WebSphere MQ (tm) Connector (formerly MQ Series) and/or WebSphere MQ (tm) via MQIPT over VPN or ANX/ENX networks. WebSphere MQ (tm) provides a communication mechanism between applications on different platforms.

#### 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><b>FTP – PUSH Channel</b></p> 	<p><b>a</b> Enable the <i>FTP-PUSH</i> radio button.  <b>b</b> Proceed to step 3.</p> <p><b>ACTIVE-SENDING: FTP-PUSH</b> - Send messages to Covisint using the FTP put command (only supported over a VPN tunnel or ANX/ENX network).</p>
<p><b>HTTP-PUSH Channel</b></p> 	<p><b>a</b> Enable the <i>HTTP-PUSH</i> radio button.  <b>b</b> Proceed to step 3.</p> <p><b>ACTIVE-SENDING: HTTP-PUSH</b> - 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><b>WebSphere MQ Channel</b></p> 	<p><b>a</b> Enable the <i>WebSphere MQ</i> radio button.  <b>b</b> Proceed to step 3.</p> <p><b>ACTIVE – SENDING: WEBSphere MQ</b> - 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>

## Example 2: Active-Receiving

Connection Method
Setup Steps: 1 2 3 4 5 6 7

**6** **Select your communication direction**  
 The following configuration information is needed in order for your connection method to be established. Please select the appropriate means for your channel.

**REQUEST CONNECTION**

**Configure Your Connection**

A channel is a connection method to transmit or receive messages. Current channel types include FTP, HTTP(S) and WebSphere MQ (tm). Please select your communications software provider (if any) and your channel type.

COMMUNICATIONS SOFTWARE PROVIDER	
Select Providers	Description
<input checked="" type="radio"/> NOT using a provider.	My organization uses its own software.
<input type="radio"/> Cyclone	<a href="http://www.cyclonecommerce.com/products/tdns.htm">http://www.cyclonecommerce.com/products/tdns.htm</a>
<input type="radio"/> Cleo	<a href="http://www.cleo.com/about/partners/autohome.asp">http://www.cleo.com/about/partners/autohome.asp</a>
<input type="radio"/> BCE Emergis	<a href="http://www.emergis.com/en">http://www.emergis.com/en</a>
<input type="radio"/> Other: <input style="width: 80px;" type="text"/>	Enter the name of your communications software provider.

CHANNEL TYPE	
Select Channel Type	Description
<input type="radio"/> 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.
<input type="radio"/> 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.
<input type="radio"/> WebSphere MQ (tm)	Trading partners can connect to Covisint using the WebSphere MQ (tm) Connector (formerly MQ Series) and/or WebSphere MQ (tm) via MQIPT over VPN or ANX/ENX networks. WebSphere MQ (tm) provides a communication mechanism between applications on different platforms.

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**debug info**

Build Info: v1.0.rc4 11/14/2003

User: WIDGETADMIN (Widget Admin)

Trading Partner: fdas (2089)

CCA Company: Covisint(101)

Role: A

Preferred Timezone: Eastern Standard Time

JSP Body: /jsp/routing/ChannelWizardStep2.jsp

### 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...
<b>FTP – PUSH Channel</b>	<ol style="list-style-type: none"> <li><b>a</b> Enable the <b>FTP-PUSH</b> radio button.</li> <li><b>b</b> Proceed to step 3.</li> </ol>

If You Wish To Request an Active-Receiving...	Then...
	<p><b>ACTIVE-RECEIVING: FTP-PUSH</b> - 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><b>HTTP-PUSH Channel</b></p> 	<p><b>a</b> Enable the <b>HTTP-PUSH</b> radio button.  <b>b</b> Proceed to step 3.</p> <p><b>ACTIVE-RECEIVING: HTTP-PUSH</b> -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><b>WebSphere MQ Channel</b></p> 	<p><b>a</b> Enable the <b>WebSphere MQ</b> radio button.  <b>b</b> Proceed to step 3.</p> <p><b>ACTIVE-RECEIVING: WEBSHERE MQ</b> - 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>

## Example 3: Passive Mailbox

Setup Steps: ✓ ✓ ✓ ✓ ✓ 6 7

6

**Select your communication direction**  
The following configuration information is needed in order for your connection method to be established. Please select the appropriate means for your channel.

**REQUEST CONNECTION**

**Configure Your Connection**

A channel is a connection method to transmit or receive messages. Current channel types include FTP, HTTP(S) and WebSphere MQ (tm). Please select your communications software provider (if any) and your channel type.

**COMMUNICATIONS SOFTWARE PROVIDER**

Select Providers	Description
<input checked="" type="radio"/> NOT using a provider.	My organization uses its own software.
<input type="radio"/> Cyclone	<a href="http://www.cyclonecommerce.com/products/tdns.htm">http://www.cyclonecommerce.com/products/tdns.htm</a>
<input type="radio"/> Cleo	<a href="http://www.cleo.com/about/partners/autohome.asp">http://www.cleo.com/about/partners/autohome.asp</a>
<input type="radio"/> BCE Emergis	<a href="http://www.emergis.com/en">http://www.emergis.com/en</a>
<input type="radio"/> Other: <input style="width: 80px;" type="text"/>	Enter the name of your communications software provider.

**CHANNEL TYPE**

Select Channel Type	Description
<input type="radio"/> 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.
<input type="radio"/> 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.
<input type="radio"/> WebSphere MQ (tm)	Trading partners can connect to Covisint using the WebSphere MQ (tm) Connector (formerly MQ Series) and/or WebSphere MQ (tm) via MQIPT over VPN or ANX/ENX networks. WebSphere MQ (tm) provides a communication mechanism between applications on different platforms.

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**debug info**

Build Info: v1.0.ro4 11/14/2003

User: WIDGETADMIN (Widget Admin)

Trading Partner: fdas (2089)

CCA Company: Covisint(101)

Role: A

Preferred Timezone: Eastern Standard Time

JSP Body: /jsp/routing/ChannelWizardStep2.jsp

### 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...
<b>HTTP Mailbox</b>	<ol style="list-style-type: none"> <li><b>a</b> Enable the <b>HTTP-Mailbox</b> radio button.</li> <li><b>b</b> Proceed to step 3.</li> </ol>

If You Wish To Request a Passive...	Then...
	<p><b>PASSIVE-MAILBOX: HTTP MAILBOX</b> - 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>
<p><b>FTP Mailbox</b></p> 	<p><b>a</b> Enable the <i>FTP-Mailbox</i> radio button.  <b>b</b> Proceed to step 3.</p> <p><b>PASSIVE-MAILBOX: FTP MAILBOX</b> - 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, or WebSphere Connectors.

Connection Method Setup Steps:      **6**

**6 Complete connection request**  
Please enter the following information in order to complete your request for a connection channel:

**REQUEST CONNECTION**

Channel Details

**CHANNEL PROPERTIES**

\*Channel Name:

**CHANNEL SECURITY**

Will this channel transmit encrypted documents?  Yes  No

Will this channel transmit digitally signed documents?  Yes  No

**CHANNEL AUTHENTICATION**

Account Name:

Password:

Confirm Password:

**CONTACTS**

Name	Position	Phone	Phone	Pager	Email	Edit	Delete
⚠ Add New Contact...							

**PAYMENT ACCOUNT INFORMATION**

Contact Name	E-mail	Address	Update
Finance Guy	sasam@covisint.com	1111 Northwestern Southfield, MI, 48188, US	<a href="#">Change Payment Account</a>

**REQUEST NOTES**

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 SECURITY

Enable the appropriate yes/no radio button to identify whether the channel will transmit encrypted documents.

Enable the appropriate yes/no radio button to identify whether the channel will transmit digitally signed documents.



Note: If you said YES to either encryption or digital signatures, you must also identify the security certificate.

### **CHANNEL AUTHENTICATION**

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 (from step 8) 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.

### **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 as desired. Click **Continue...**

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



## Reviewing Your Selections

Connection Method Setup Steps:

**6** **Select your connection direction**  
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:** Passive - Mailbox  
**Channel Name:** My Channel 123321  
**Encrypted:** No  
**Signed:** No

**CHANNEL TYPE**

**Channel Type:** HTTP Mailbox  
**Ramp Provider:** NOT using a provider.

**CHANNEL AUTHENTICATION**

**Account Name:** CharlieAcct  
**Password:** \*\*\*\*\*

**CONTACTS**

Name	Position	Phone	Pager	Email
<b>PAYMENT ACCOUNT INFORMATION</b>				
<b>Contact Name</b>	<b>Email</b>	<b>Address</b>	<b>Update</b>	
Finance Guy	sasam@covisint.com	1111 Northwestern Southfield, MI, 48188, US	<b>Change Payment Account</b>	

**REQUEST NOTES**  
asdf

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

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**.

Click **Continue**.

## STEP 7

## Find a Trading Partner

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:

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

Relationship Requests Setup Steps:

**7 Find a trading partner**  
Based on your search criteria, the following trading partners were found. If you see the correct trading partner, select it and continue. If not, try your search again. (Note: your trading partner may not be in the Covisint Exchange yet.)

**SEARCH RESULTS**

Viewing 1 - 10 of 63 page: [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) next » Show  results per page

Select <input type="checkbox"/>	Trading Partner Profile Name	Trading Partner Address	Trading Partner Codes
<input type="radio"/>	ABC	20921 south, ALABAMA 48034	
<input type="radio"/>	BILL-BA-1	20921 LASHER RD 20921 LASHER RD SOUTHFIELD, MICHIGAN 48034	ZZ
<input type="radio"/>	BILL-BA-2	20921 LASHER RD 20921 LASHER RD SOUTHFIELD, MICHIGAN 48034	ZZ1 YY1
<input type="radio"/>	Brajesh Kumar	20921 Southfield, MICHIGAN 48034	YY ZZ
<input type="radio"/>	CCA	20921 Lahser Road Southfield, MICHIGAN 48034	CCA
<input type="radio"/>	Charlie's group	1234 lkj, MASSACHUSETTS 98765	
<input type="radio"/>	Deven Trading Partner Profile	2929 Southfield Southfield, MICHIGAN 48202	111113 111112 111111
<input type="radio"/>	Extra Neg TP	444 MH - BILLING Drive Southfield, MICHIGAN 48175	NEG-NA-3
<input type="radio"/>	Extra POS TP	444A SAM Drive Southfield, MICHIGAN 48175	POS-NA-3
<input type="radio"/>	Extra UI TP	444 MH - BILLING Drive Southfield, MICHIGAN 48175	UI-NA-311

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 **Select and continue...**

### 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

Relationship Requests
Setup Steps: ✓ ✓ ✓ ✓ ✓ 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.

**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: Charlie's group

Connects Through VAN N

1234.

Address: lkj, MASSACHUSETTS 98765 UNITED STATES

**SENDING CODE PAIRS** Add More Code Pairs

Sender Code for covisint team 123	Receiver Code for Charlie's group
select...	select...
select...	select...
select...	select...

**RECEIVING CODE PAIRS** Add More Code Pairs

RECEIVER Code covisint team 123	Sender Code for Charlie's group
select...	select...
select...	select...
select...	select...

**PAYMENT RELATIONSHIP**

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

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

0% pay - Charlie's group will be paying for both sides of the transaction.

**MAPPING**

Need content.

Mapping will be needed for documents exchanged in this relationship.

**CUSTOM PROCESSING**

Need content.

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

**BUSINESS PURPOSE OF RELATIONSHIP**

Continue to next step... Cancel

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).

**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

Relationship Requests Setup Steps: ✓ ✓ ✓ ✓ ✓ 7

**7 Request mapping**  
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 X 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**  
Please submit the mapping request below. A member of the Covisint Connect Team 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.


\* = null


**\*Describe your mapping 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).



# Profile Setup Complete

Registration Complete Setup Steps: 

 **Profile Setup Complete**

Congratulations! You have successfully completed the Messaging Setup Wizard.

Before you begin transmitting and receiving messages, you may have to wait for the following processes and approvals to take place:

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.

[View Profile](#)

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](http://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](http://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.