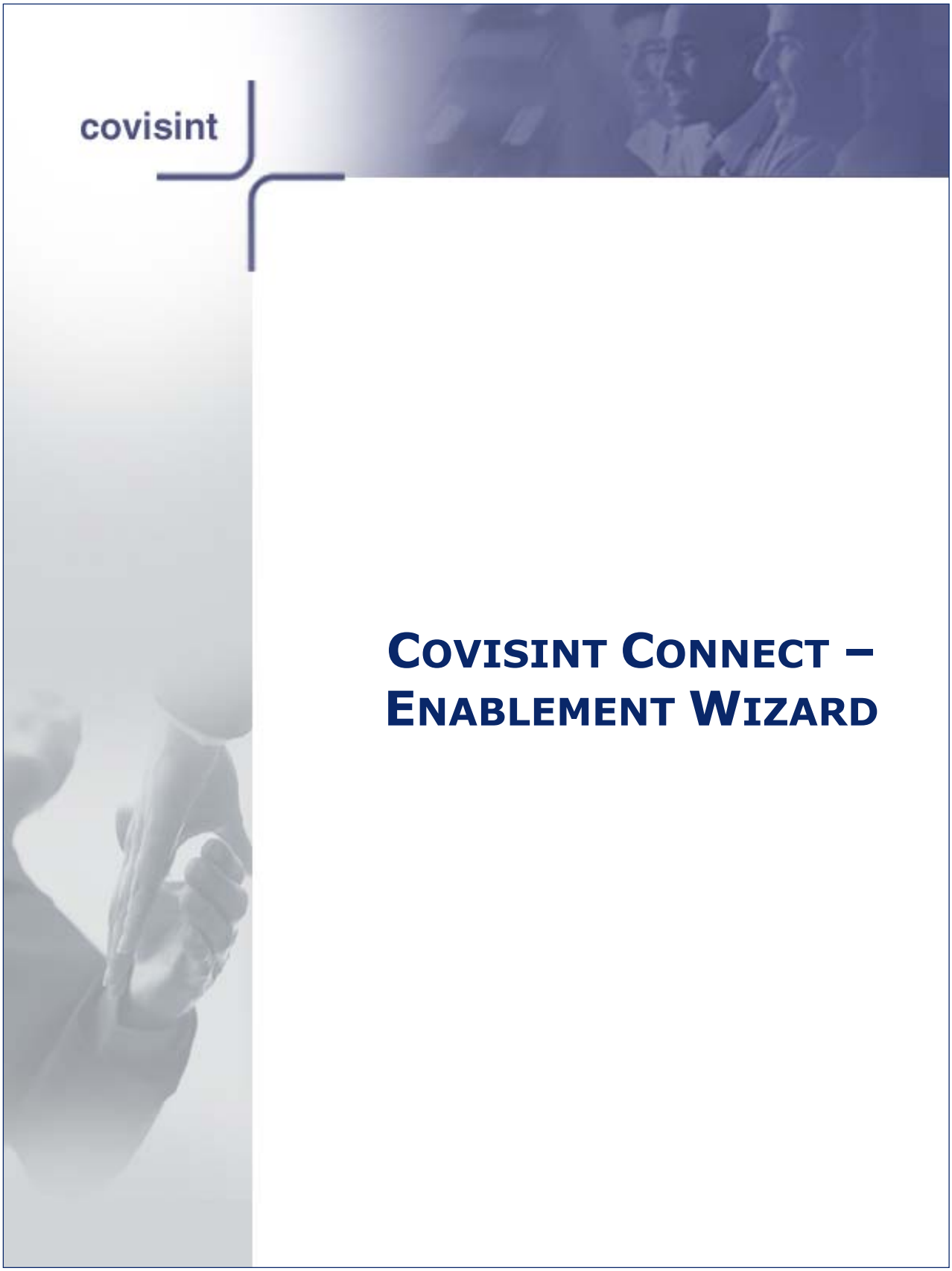

COVISINT CONNECT – ENABLEMENT WIZARD

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Before You Begin **3**
Step 1 ..... **7**
Are You Already Registered with Covisint? 7
Step 2 ..... **8**
Find Your Organization 8
Search Results 9
Security Administrator Role 10
Covisint Connect Setup Halted 11
Organization Information 12
Step 3 ..... **13**
User Information 13
Enter User Information 14
Step 4 ..... **15**
Terms and Conditions 15
Service Agreement and Rate Schedule 15
Covisint Connect Setup Halted 17
Services and Fee Schedule 18
Service Agreement and Rate Schedule 20
Wait for Approval 21
Step 5 ..... **22**
Continue to Profile Setup 22
Profile Setup 23
Trading Partner Profile Setup 24
Create a Profile 26
Select or Create Payment Account Information 28
Step 6 ..... **30**
Create or Select Your Connection Method 30
Select Your Manner of Connection 32
Configuring Your Connection 33
Example 1: Active Sending 33
Example 2: Active-Receiving 35
Example 3: Passive Mailbox 37
Adding Channel Details 39
Reviewing Your Selections 41
Step 7 ..... **41**
Find a Trading Partner 41
Request a Relationship 44
Request Mapping 46
Request Custom Processing 47
Profile Setup Complete 48

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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 my 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:

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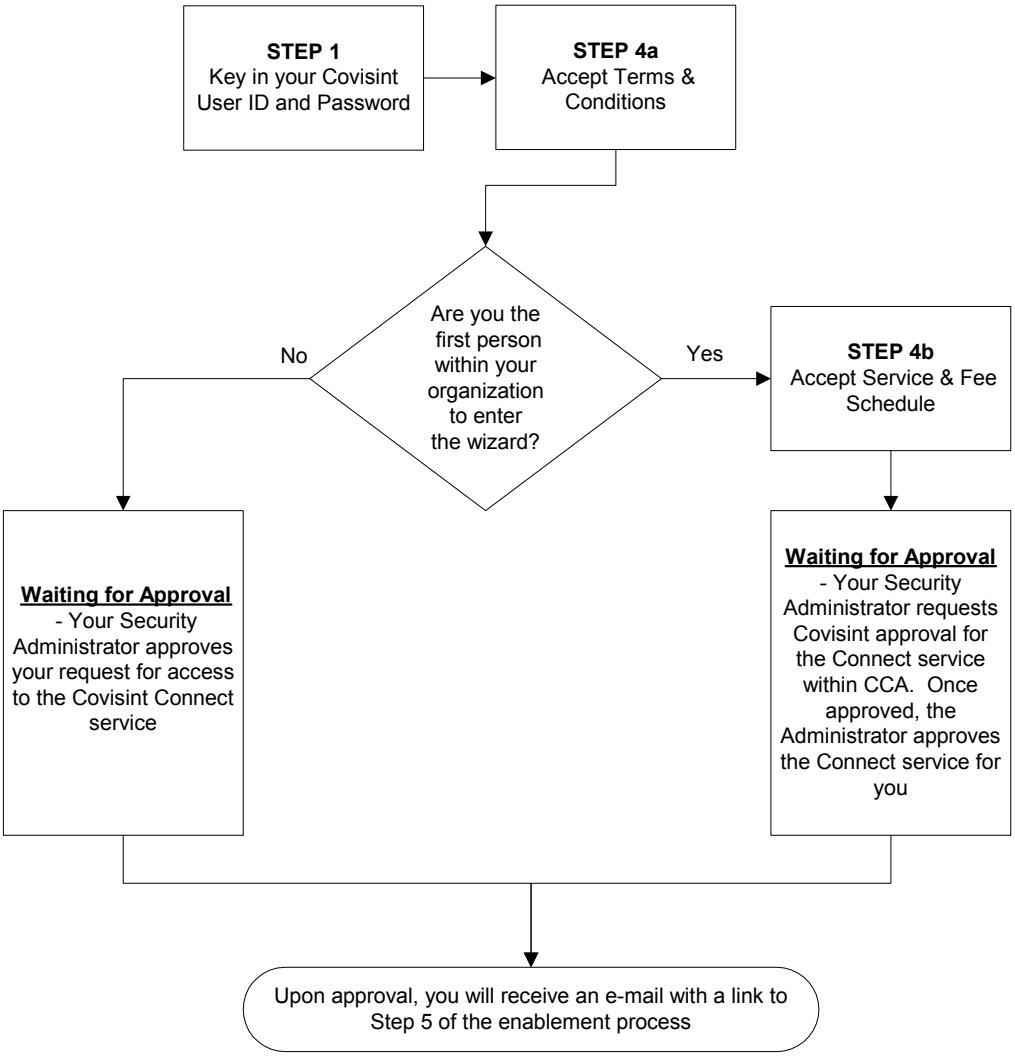
Scenario 1: Existing User & Existing Organization



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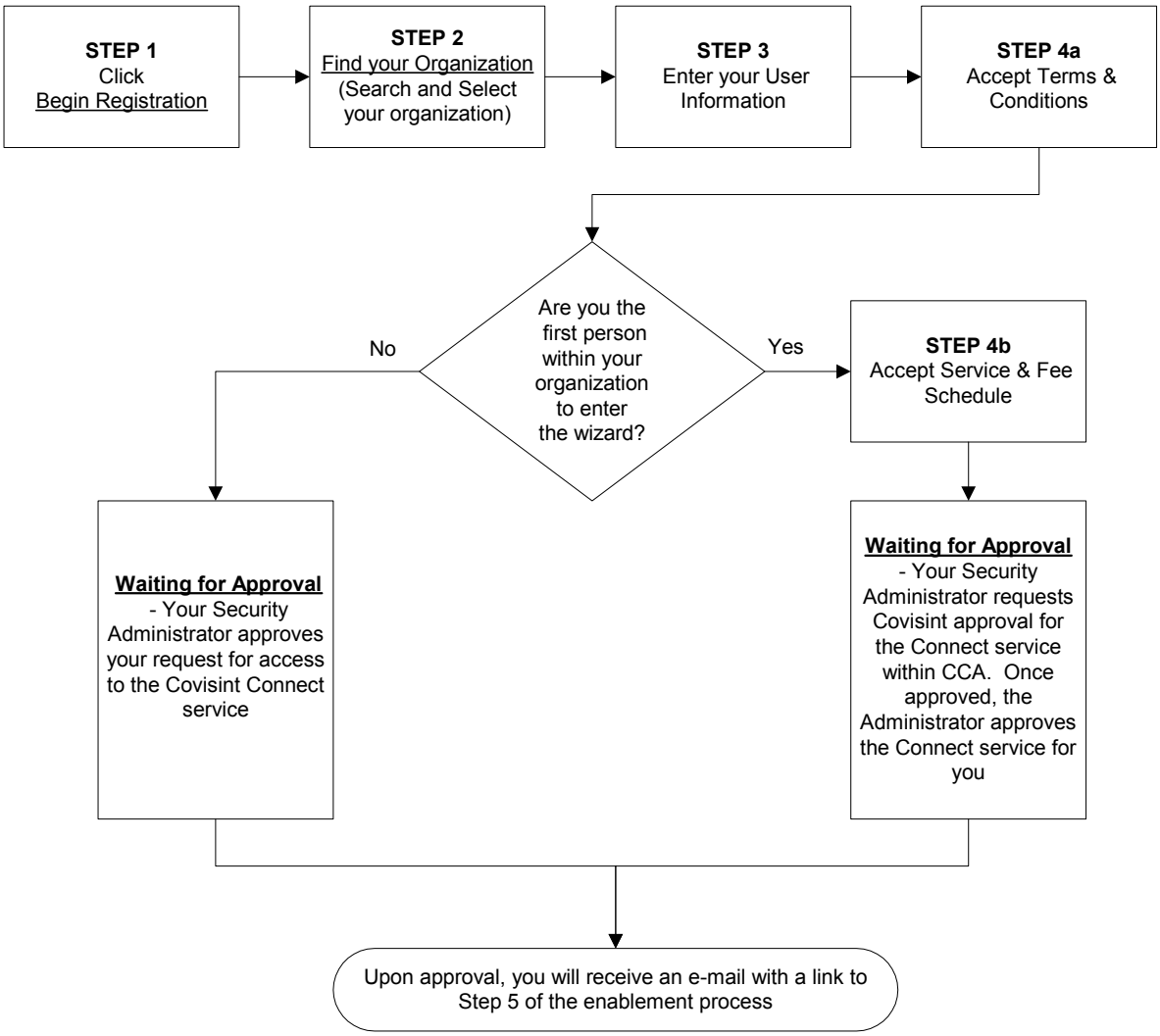
Scenario 2: New User & Existing Organization



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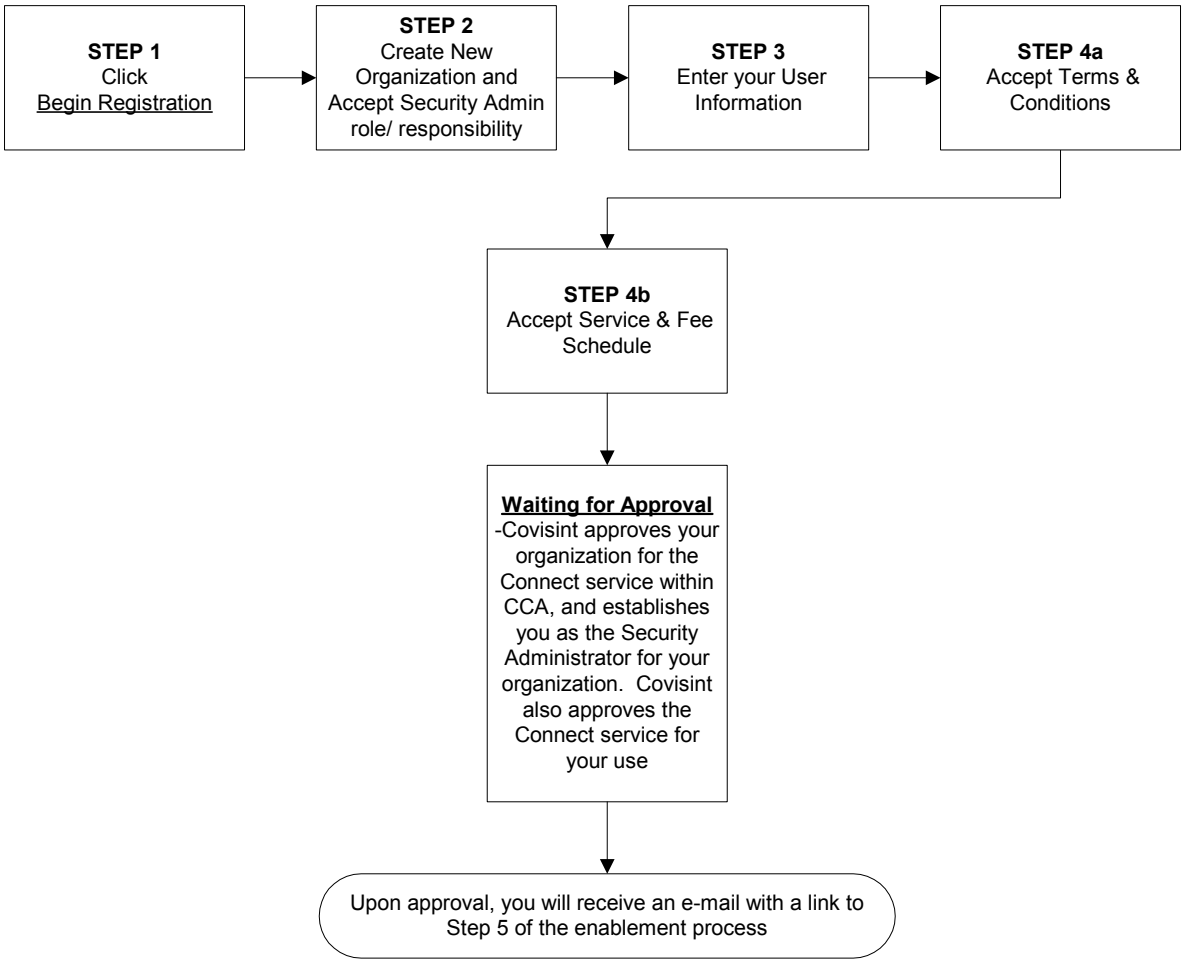
Scenario 3: New User & New Organization



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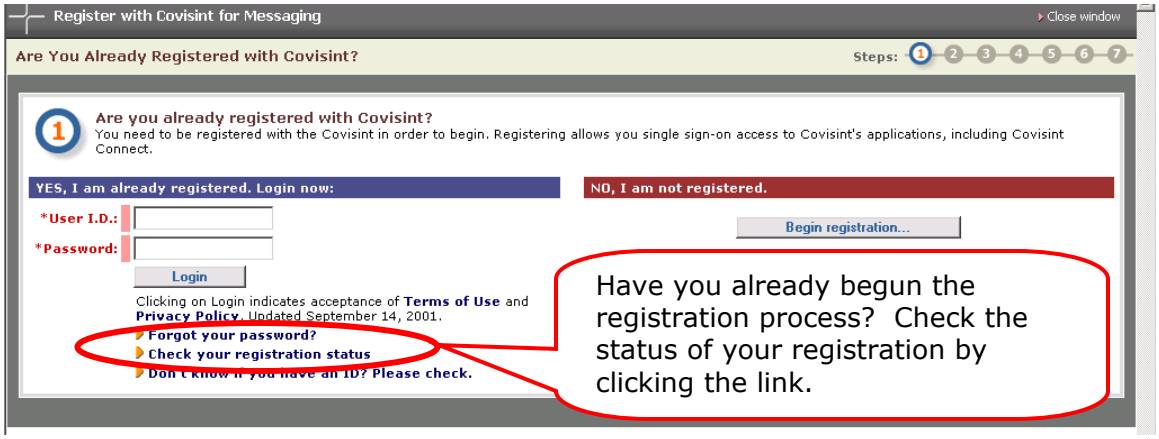
STEP 1

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), 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.

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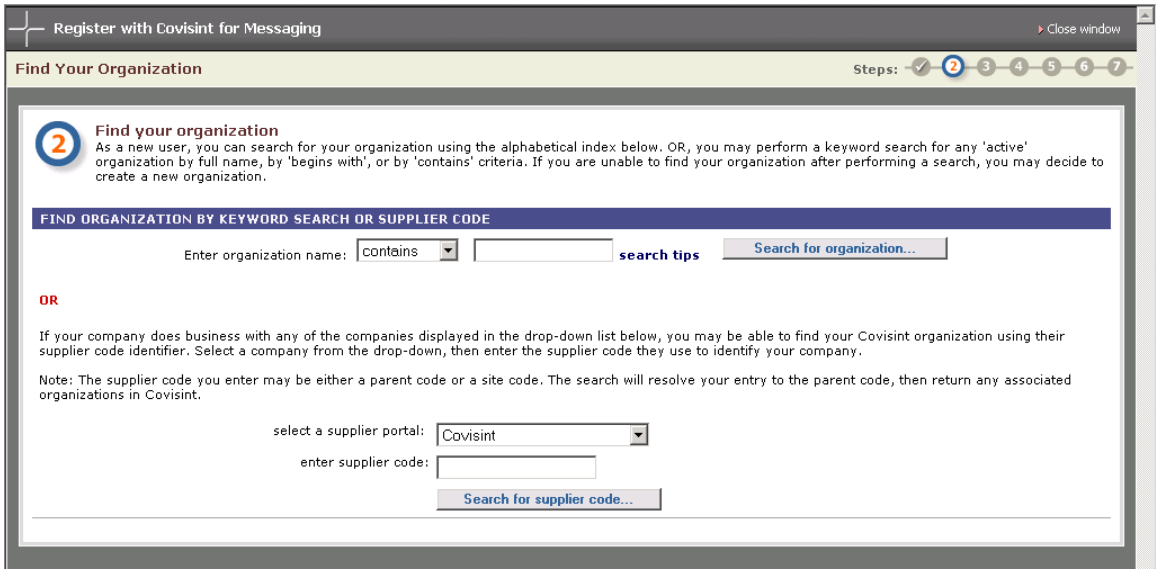
STEP 2

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...**

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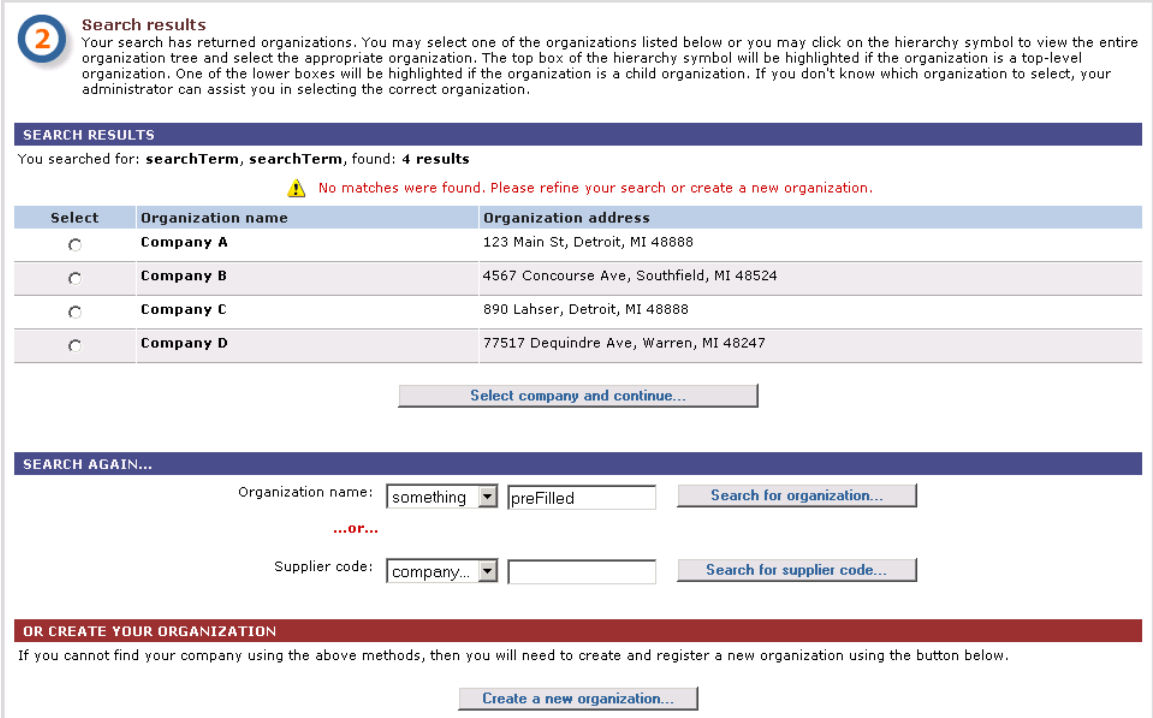
Search Results



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.

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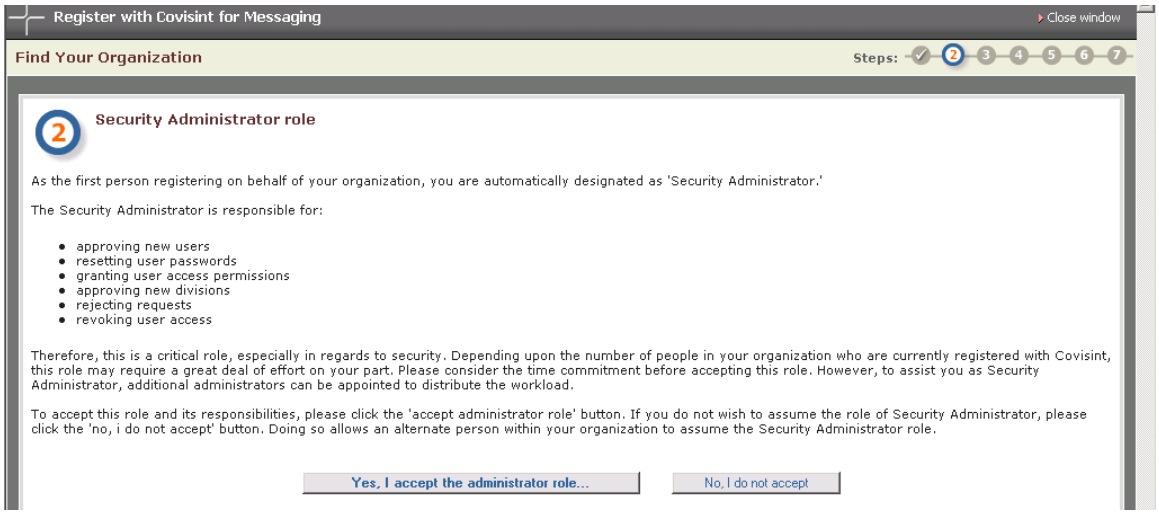
Security Administrator Role



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.

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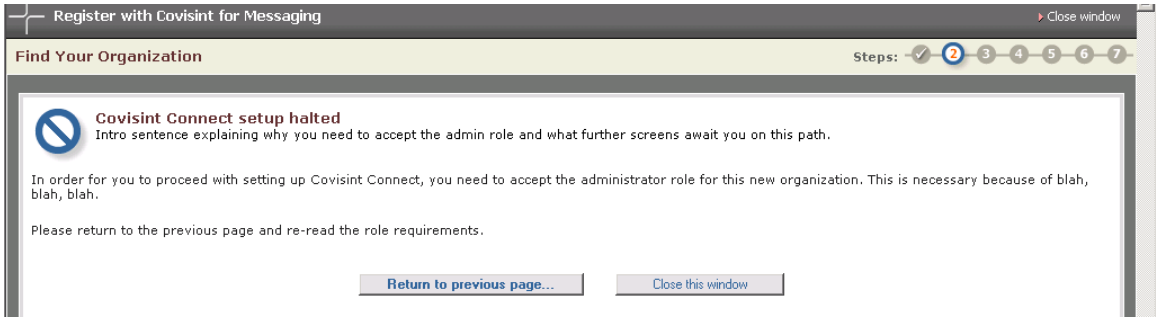
Covisint Connect Setup Halted



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.

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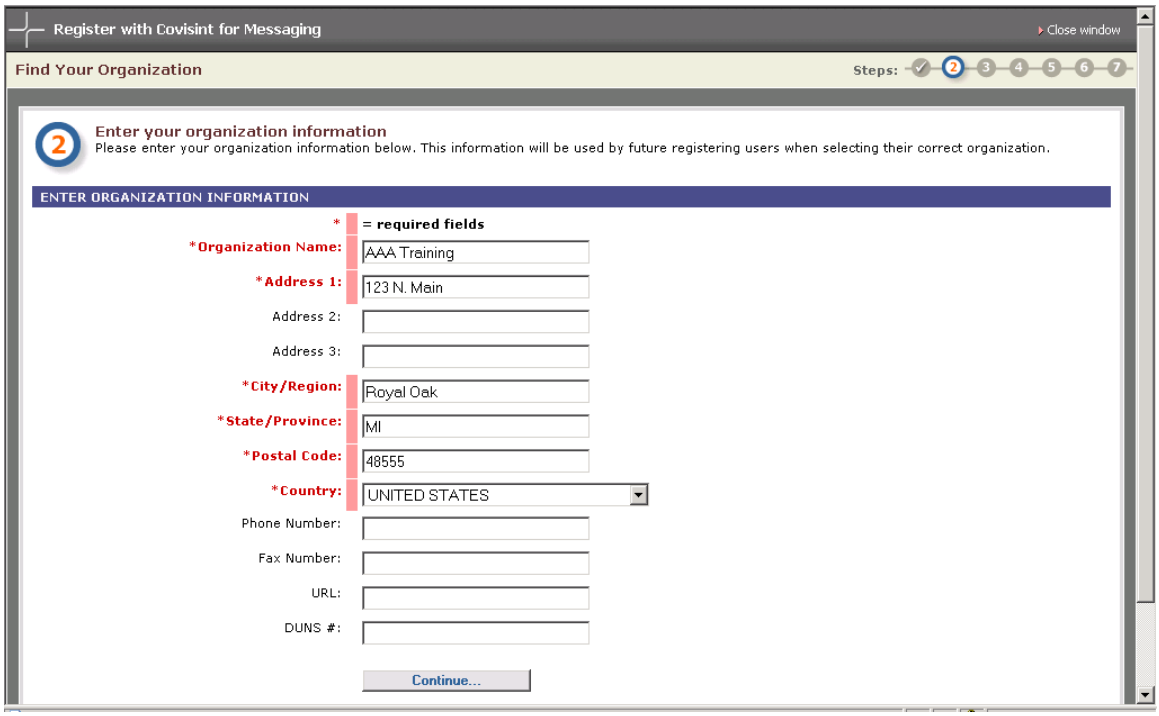
Organization Information



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...**

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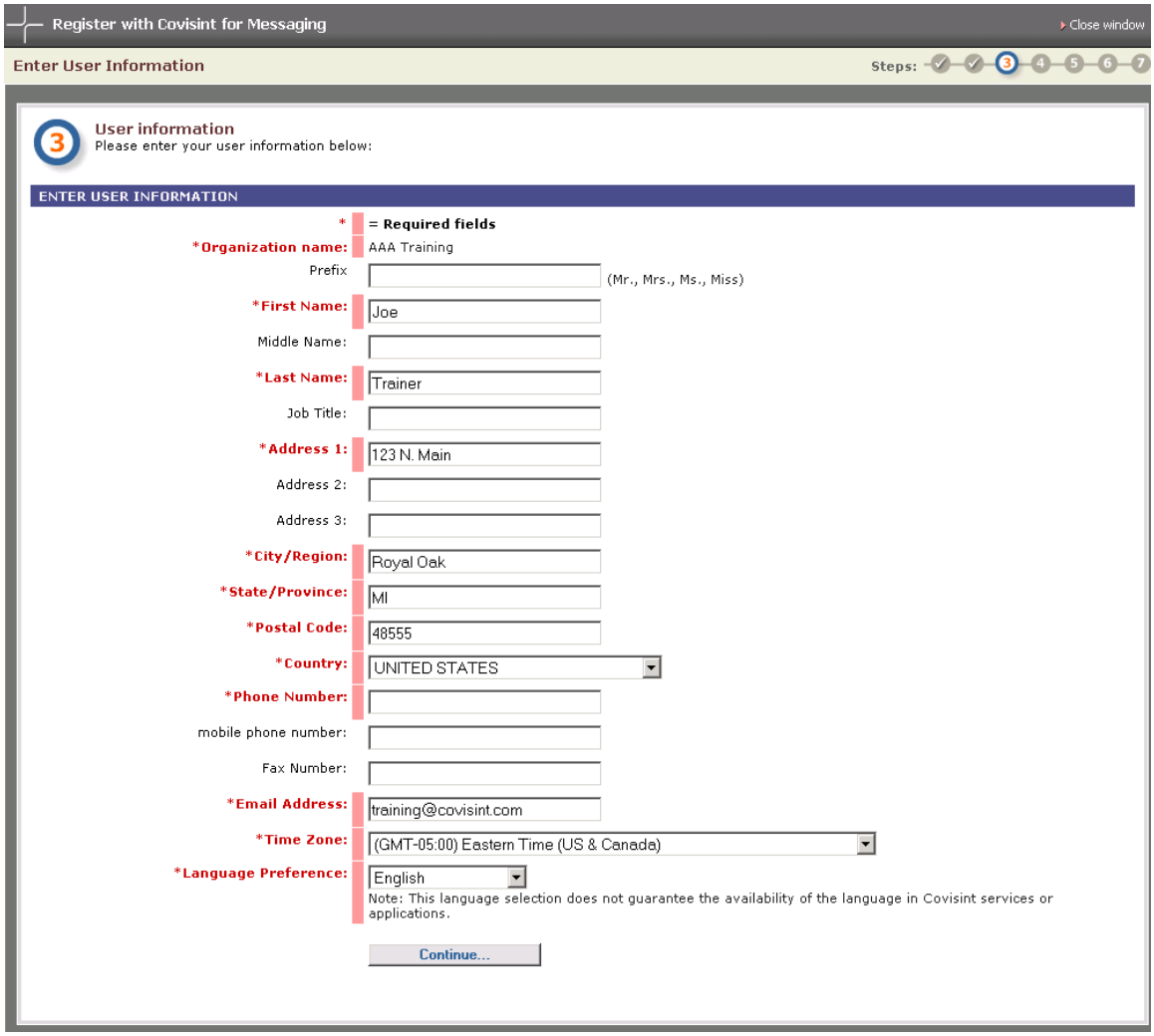
STEP 3

User Information



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...**

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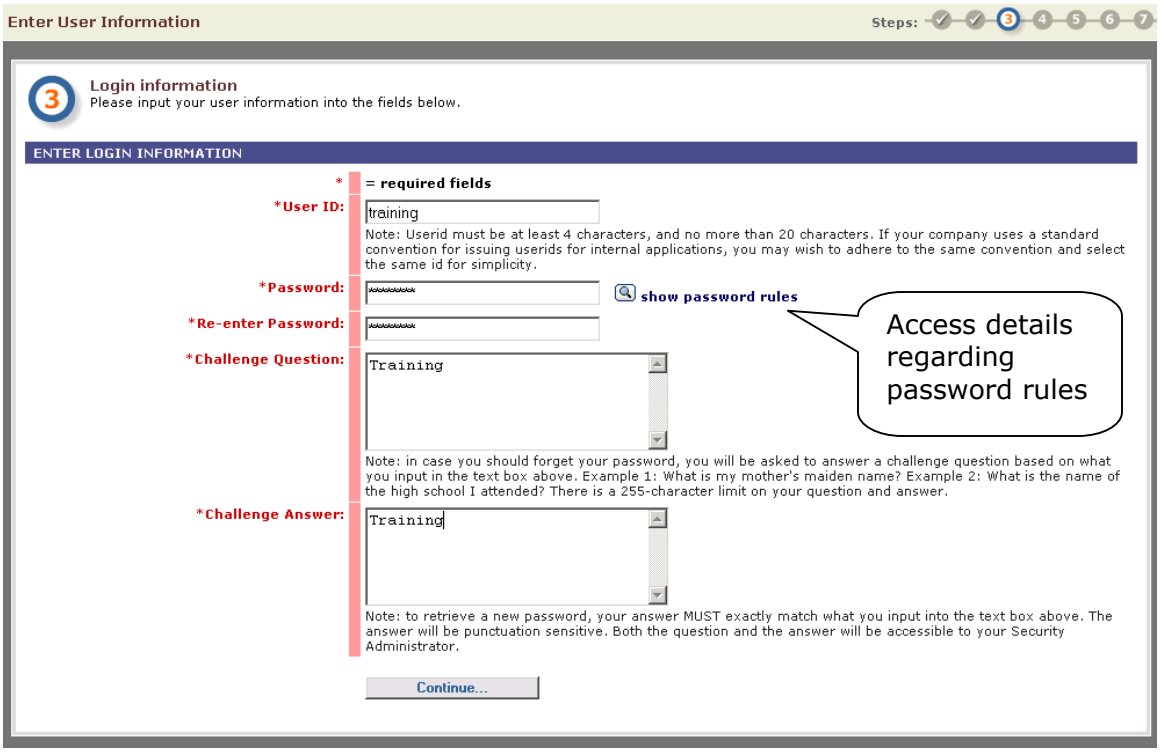
Enter User Information



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.

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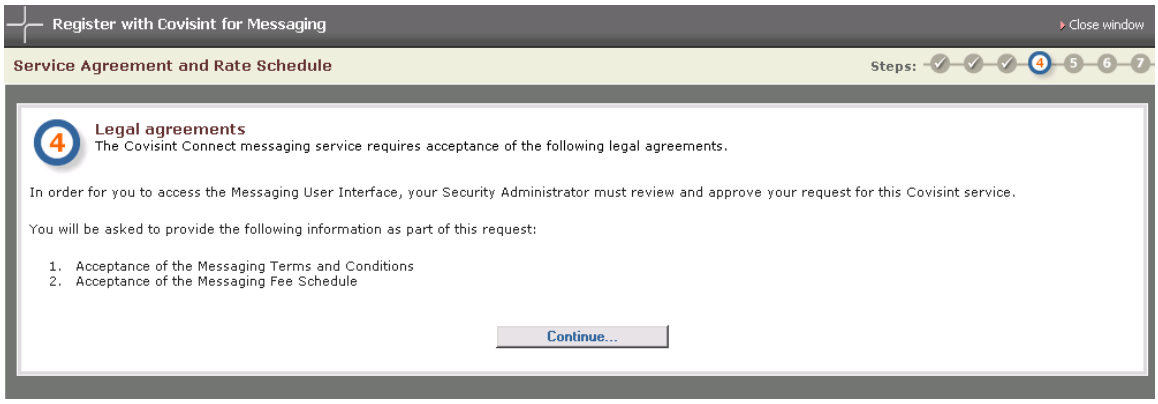
STEP 4

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...**

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

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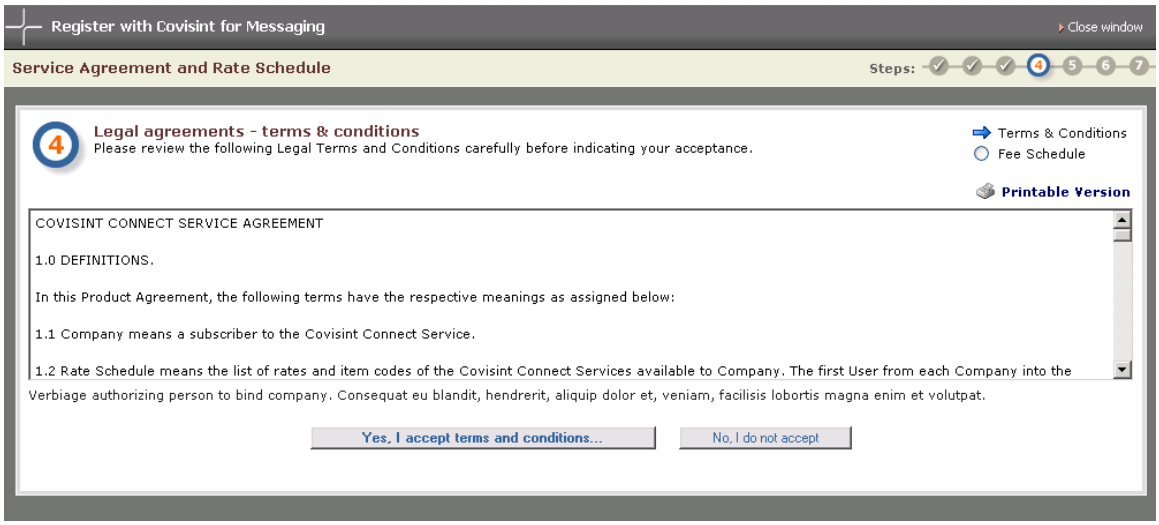
Service Agreement and Rate Schedule



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).

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.

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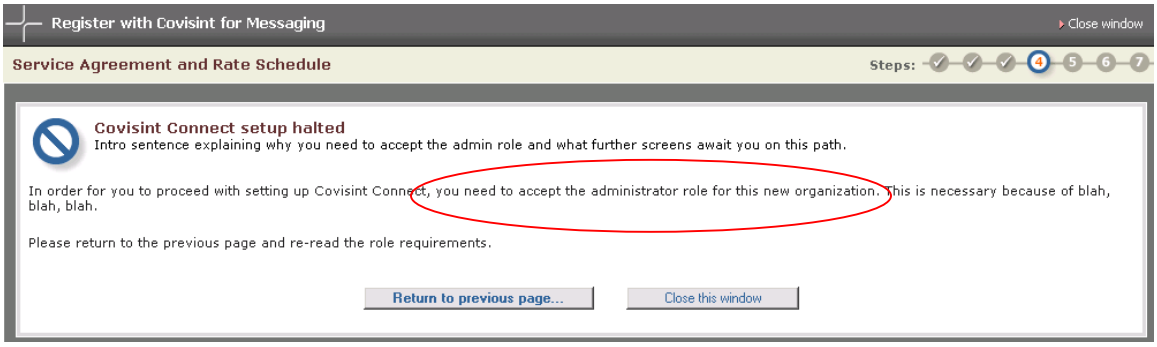
Covisint Connect Setup Halted



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.

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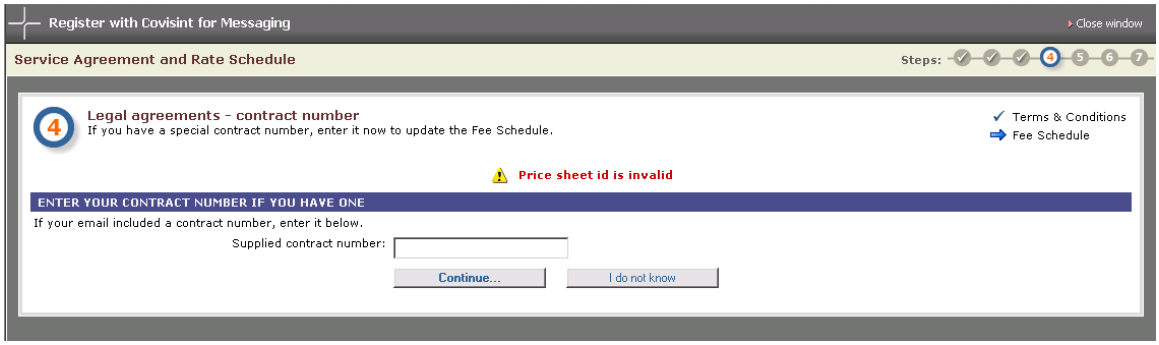
Services and Fee Schedule



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...**.

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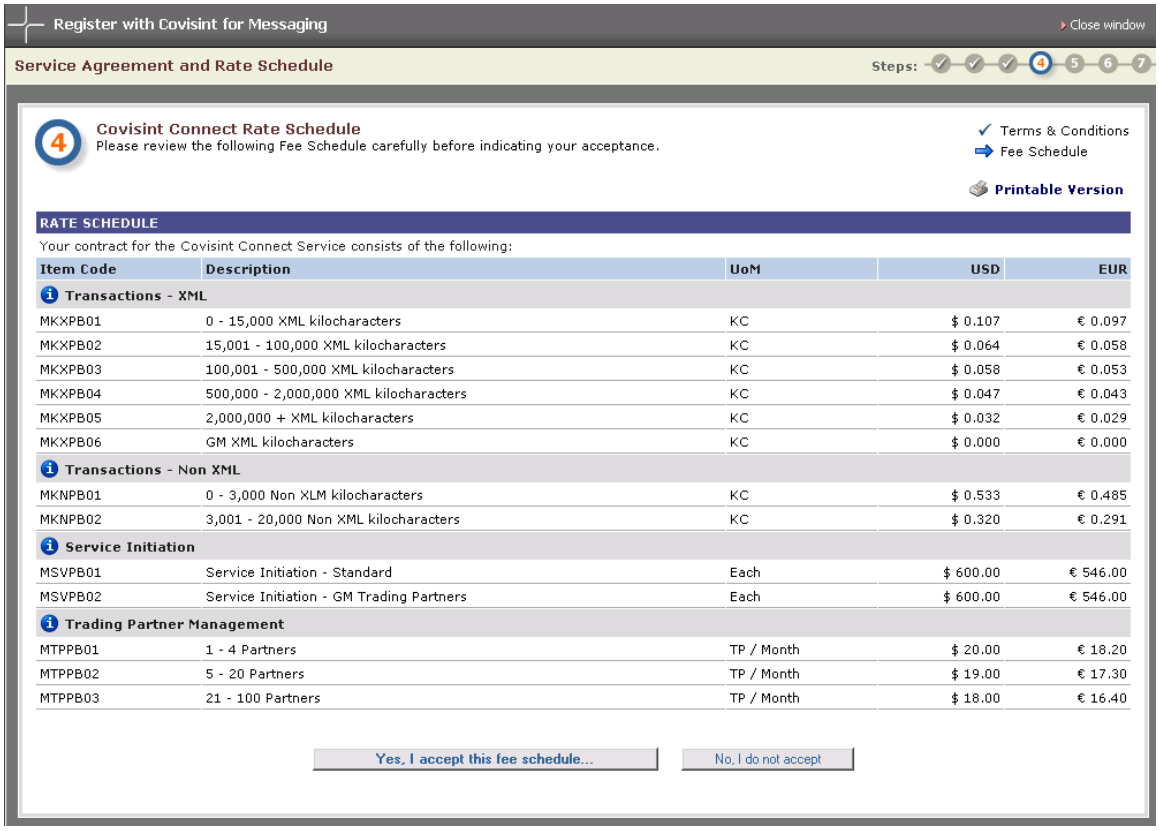

The service and fee schedule is displayed.

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).

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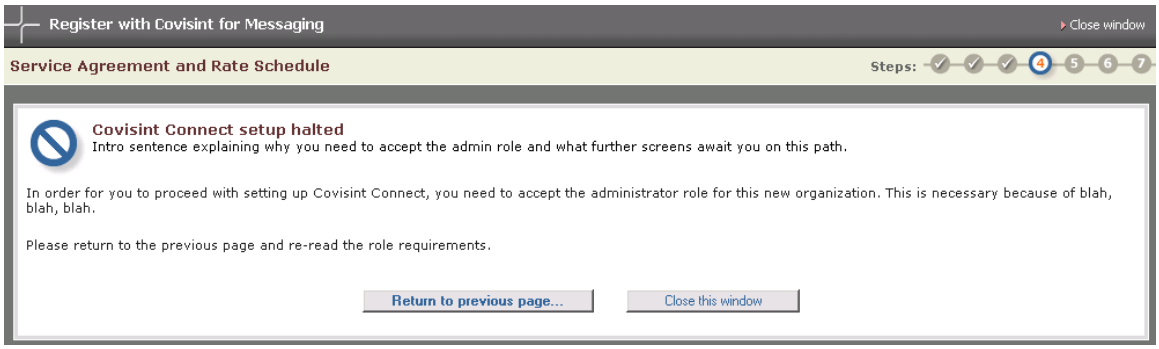
Service Agreement and Rate Schedule



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.

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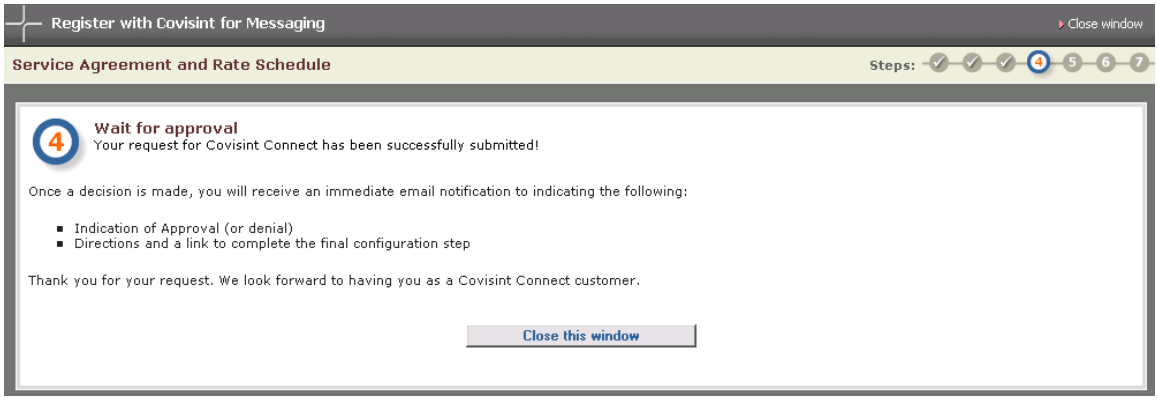
Wait for Approval



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.

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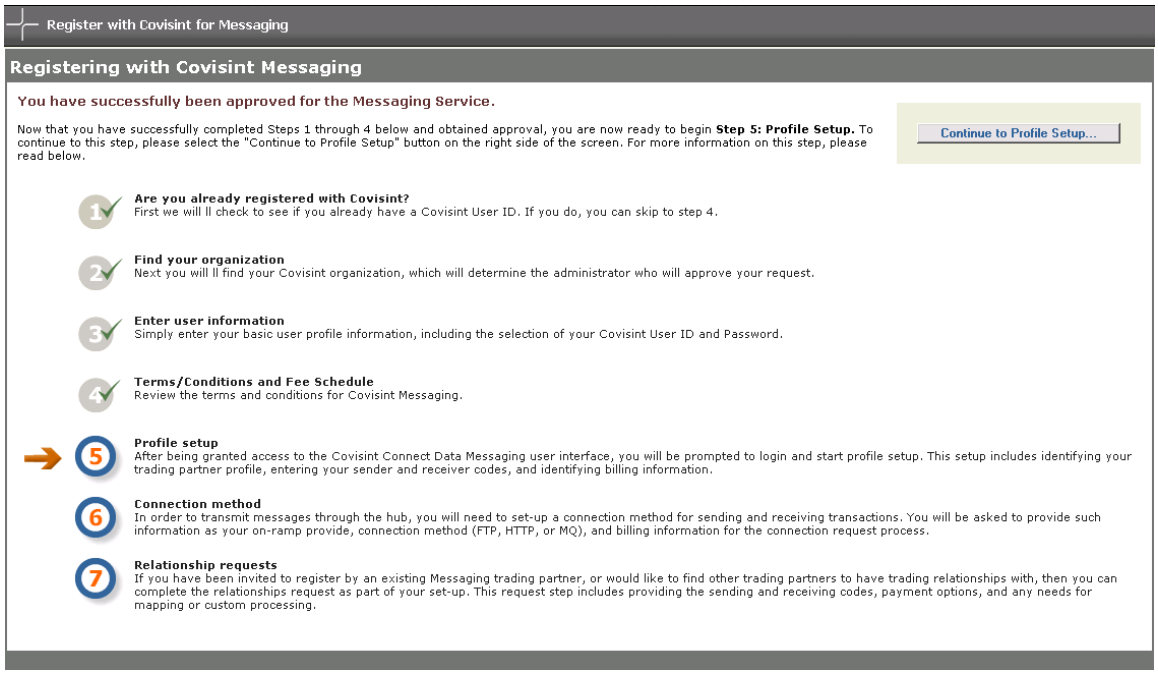
STEP 5

Continue to Profile Setup



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.

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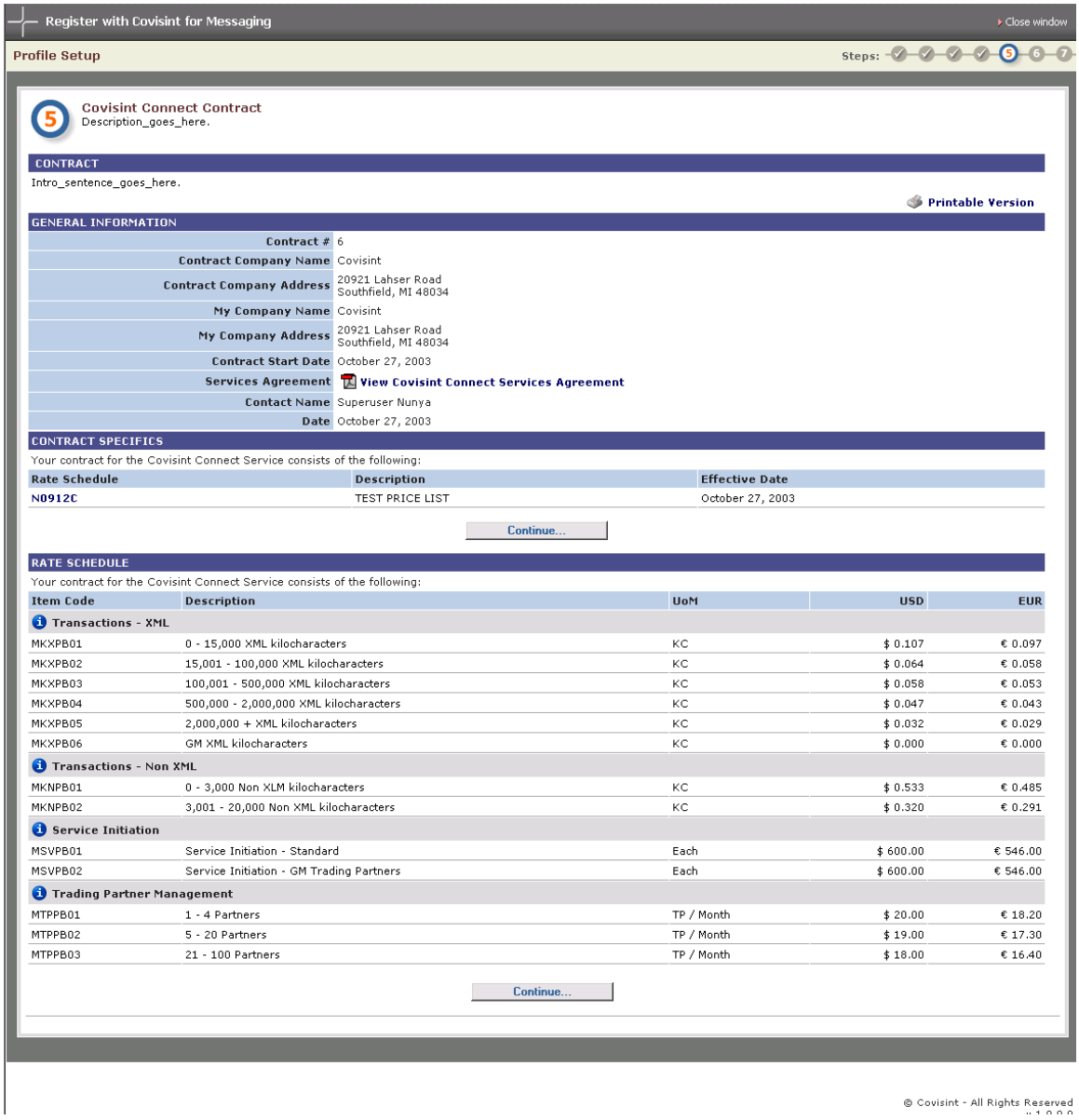
Profile Setup



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.

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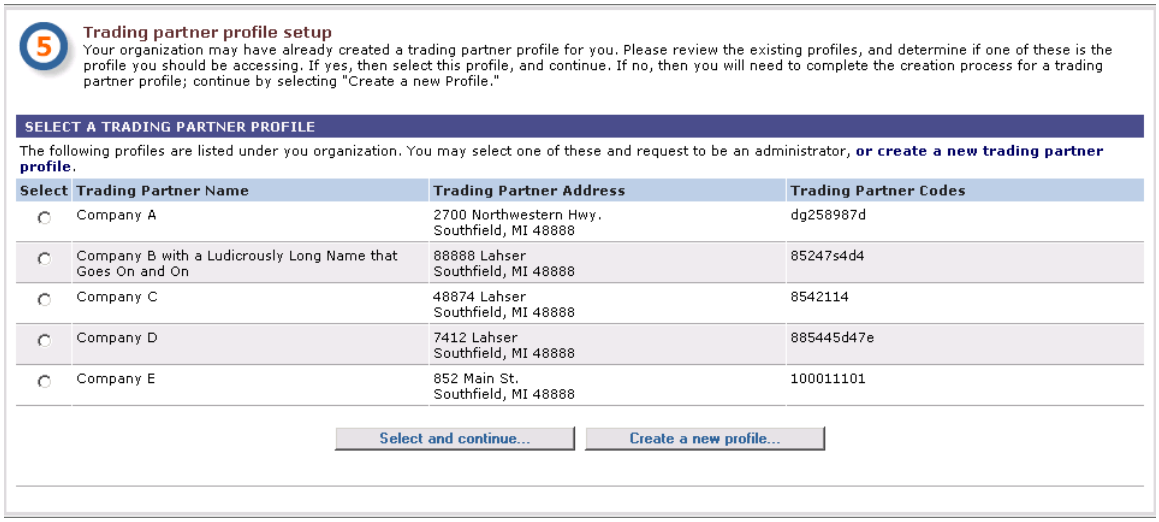
Trading Partner Profile Setup



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**.

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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…**

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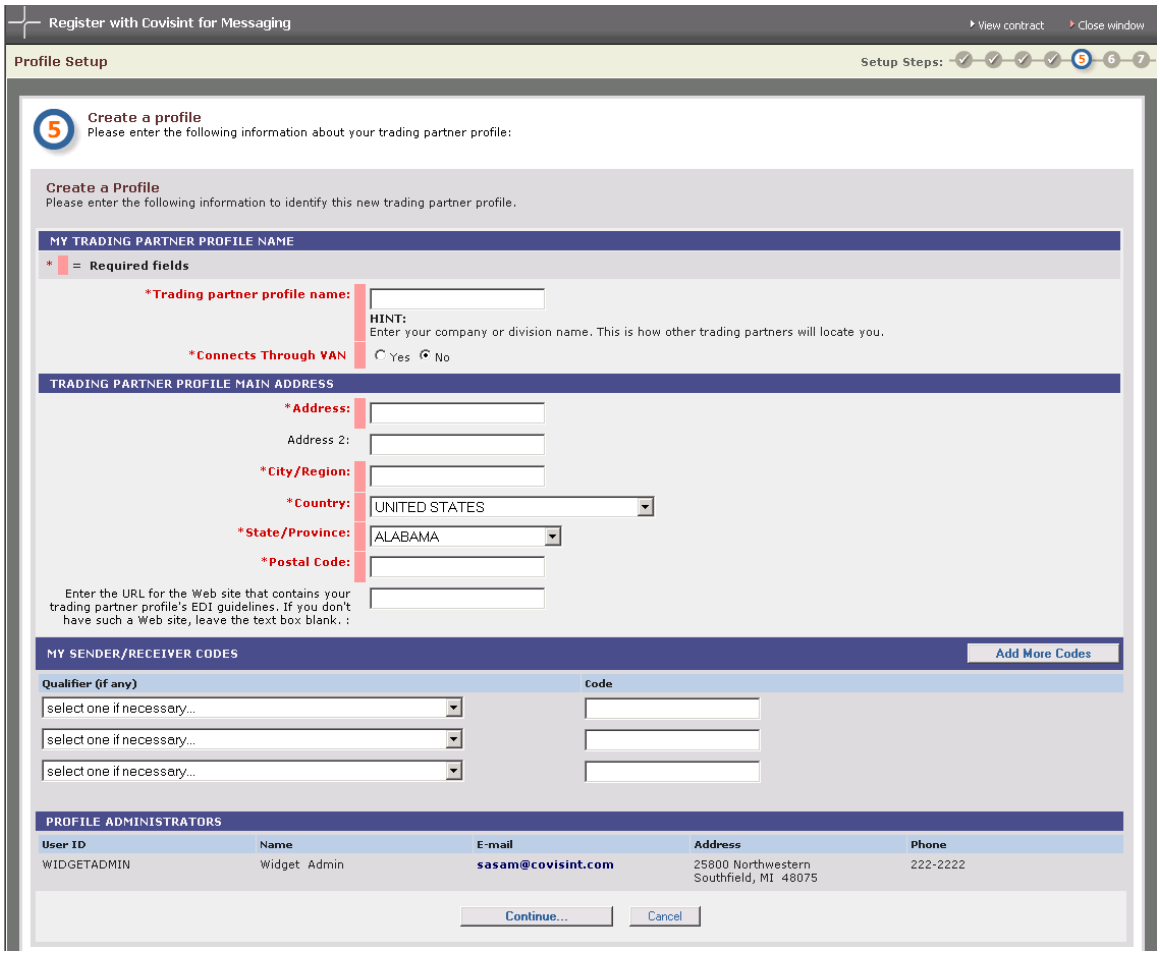
Create a Profile



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.

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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 **Add More Codes.**

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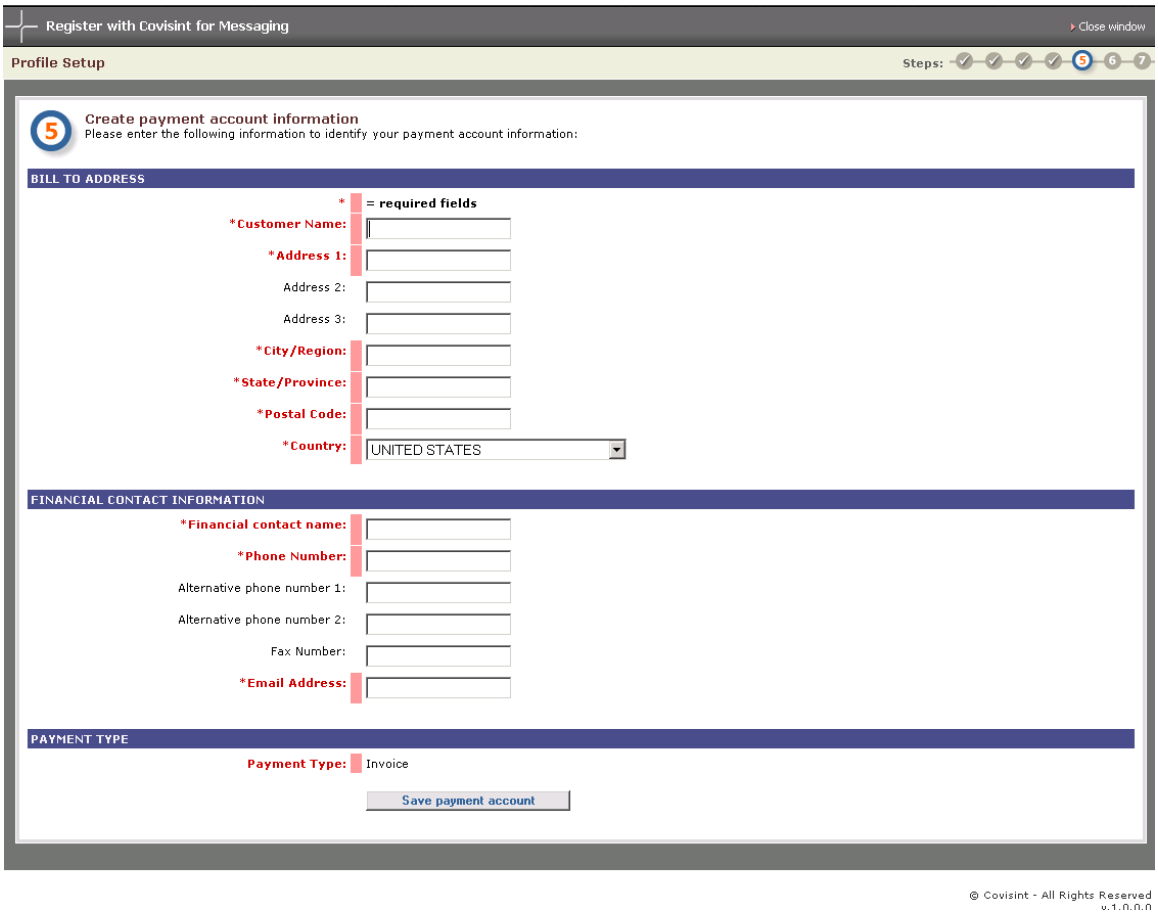
Select or Create Payment Account Information

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.



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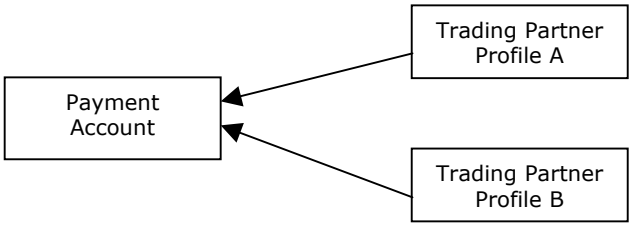
Payment Account – A financial record Covisint uses to bill trading partner costs. It can be assigned to trading partner profiles and connection methods.

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.**

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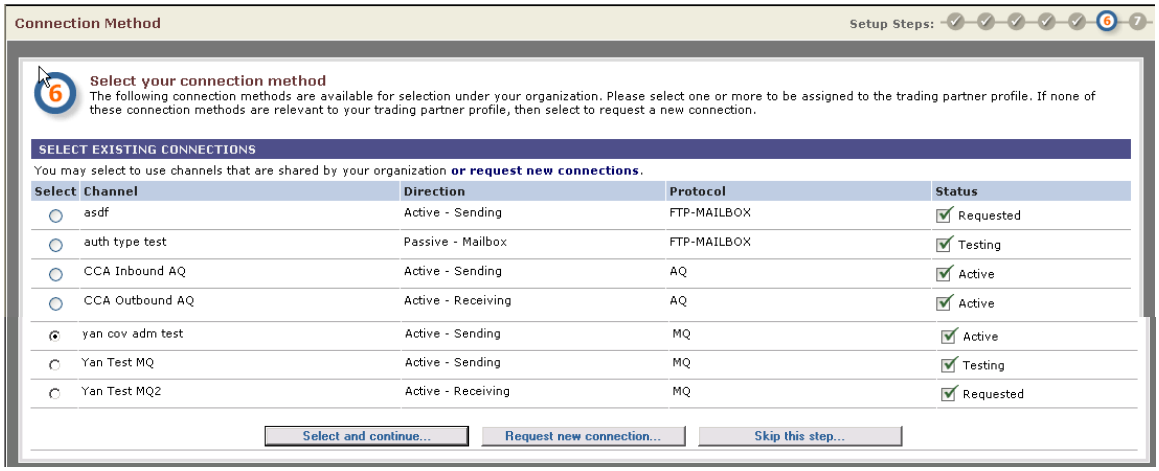
STEP 6

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 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.

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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.

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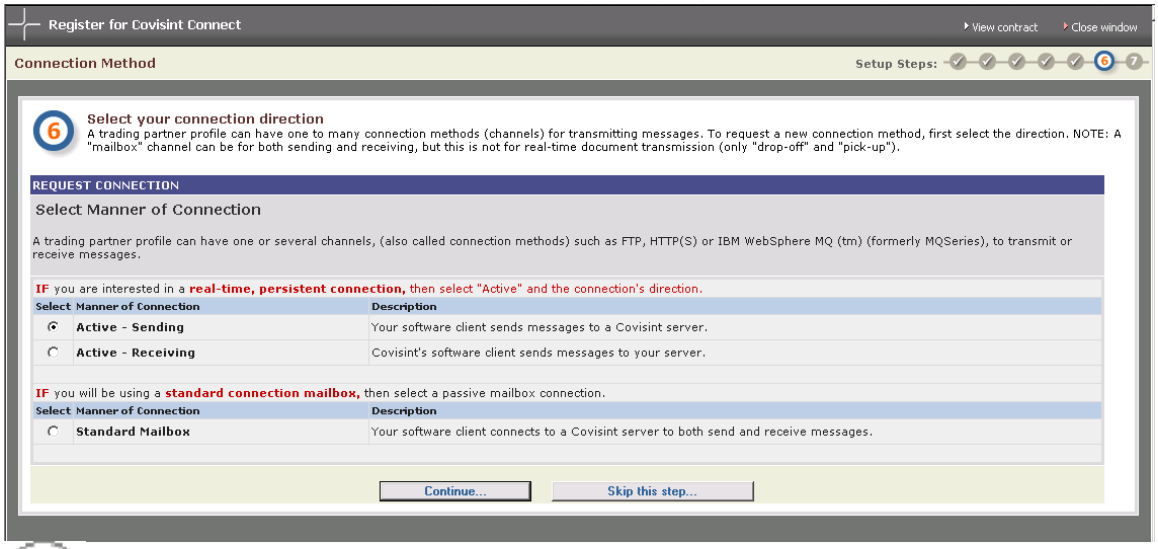
Select Your Manner of Connection



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...
Create a real-time persistent connection (Send)	**a** Enable the *Active – Sending* radio button. **b** Click **Continue...** The Configure Your Connection screen is displayed. **c** Proceed to the section entitled ***Example 1- Active Sending***.
Create a real-time persistent connection (Receive)	**a** Enable the *Active – Receive* radio button. **b** Click **Continue...** The Configure Your Connection screen is displayed. **c** Proceed to the section entitled ***Example 2- Active Receiving***.
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***

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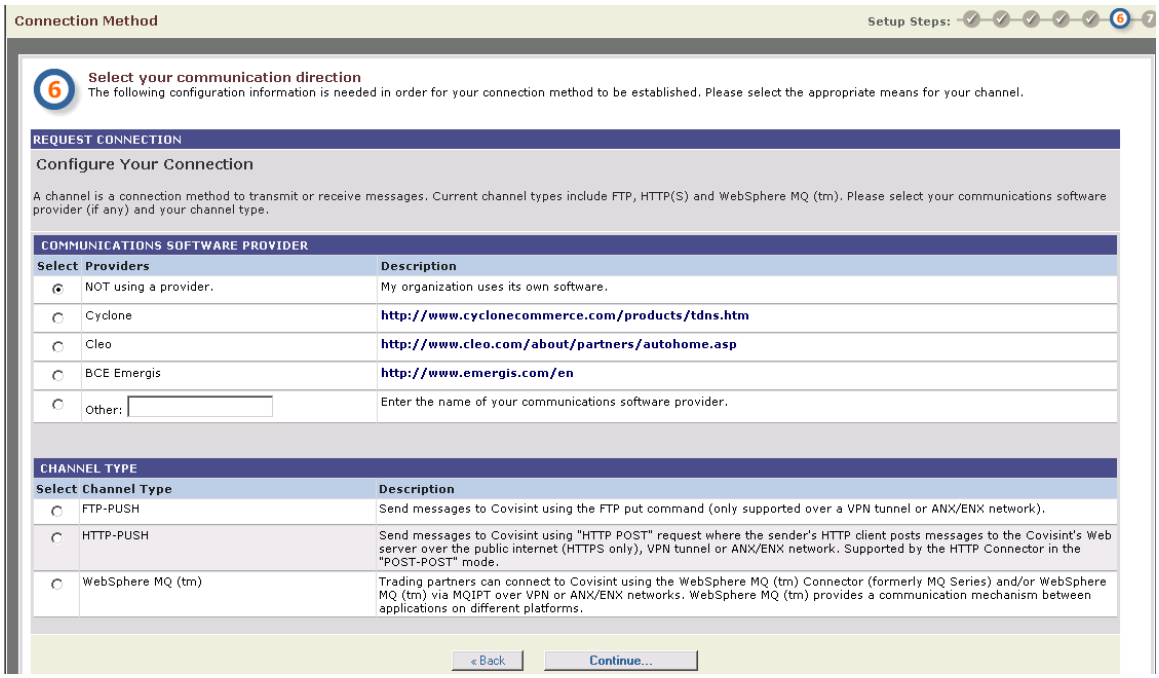
	Mailbox.

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.

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

If You Wish To Request an Active-Sending...	Then...
FTP – PUSH Channel	**a** Enable the ***FTP-PUSH*** radio button. **b** Proceed to step 3. **ACTIVE-SENDING: FTP-PUSH** - Send messages to Covisint using the FTP put command (only supported over a VPN tunnel or ANX/ENX network).
HTTP-PUSH Channel	**a** Enable the ***HTTP-PUSH*** radio button. **b** Proceed to step 3. **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.
WebSphere MQ Channel	**a** Enable the ***WebSphere MQ*** radio button. **b** Proceed to step 3. **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.

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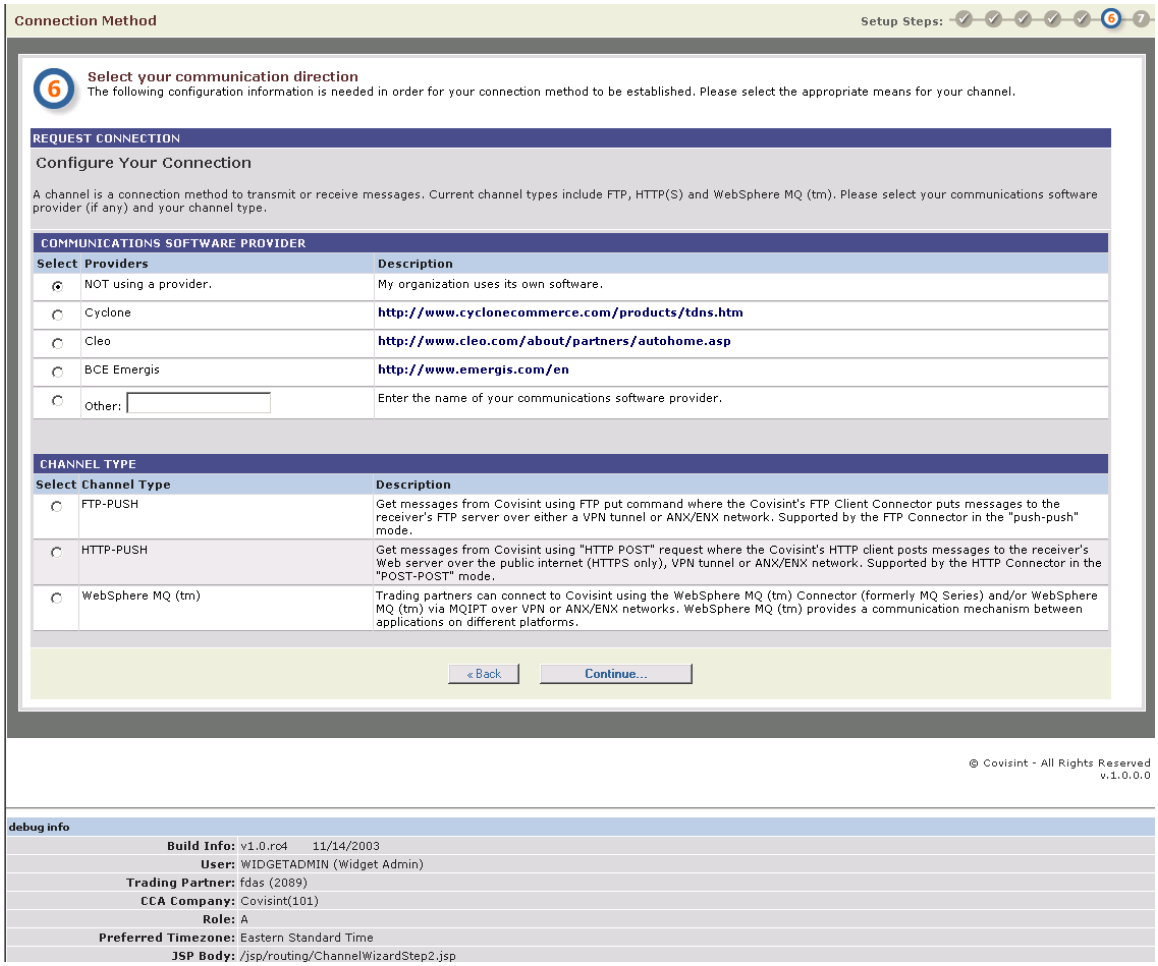
Example 2: Active-Receiving



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	**a** Enable the ***FTP-PUSH*** radio button. **b** Proceed to step 3.

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If You Wish To Request an Active-Receiving...	Then...
	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.
HTTP-PUSH Channel 	**a** Enable the ***HTTP-PUSH*** radio button. **b** Proceed to step 3. **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.
WebSphere MQ Channel 	**a** Enable the ***WebSphere MQ*** radio button. **b** Proceed to step 3. **ACTIVE–RECEIVING: 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.

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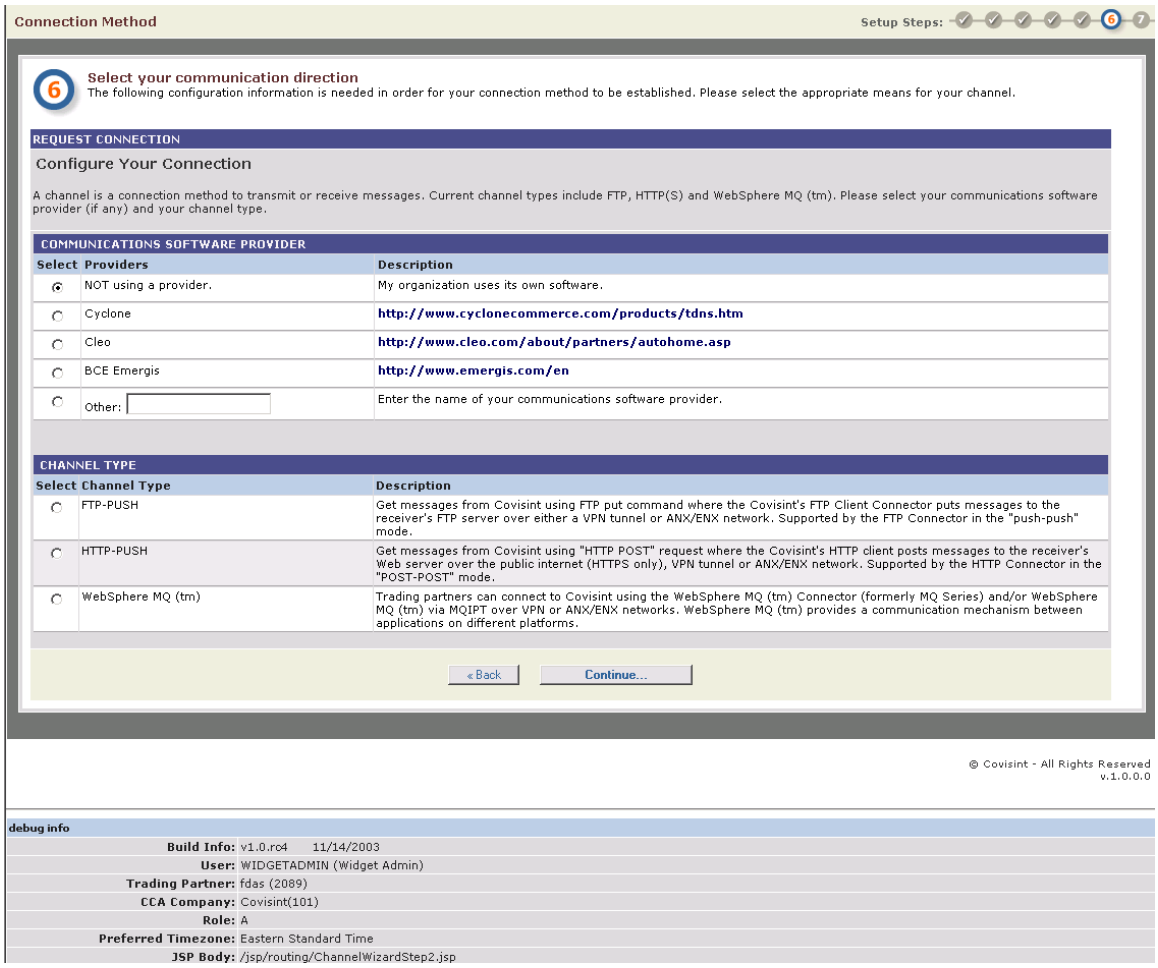
Example 3: Passive Mailbox



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	**a** Enable the ***HTTP-Mailbox*** radio button. **b** Proceed to step 3.

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If You Wish To Request a Passive...	Then...
	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.
FTP Mailbox 	**a** Enable the ***FTP-Mailbox*** radio button. **b** Proceed to step 3. **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.

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.

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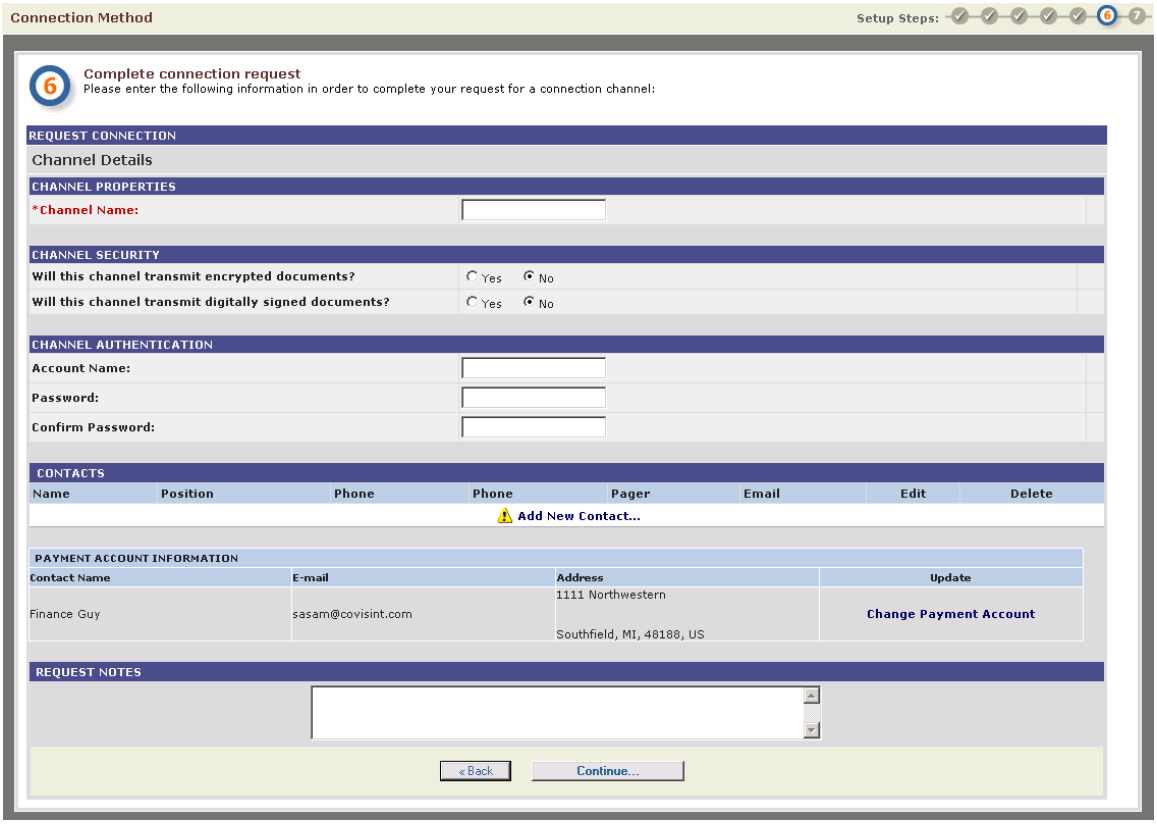
Adding Channel Details

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.



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.

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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.

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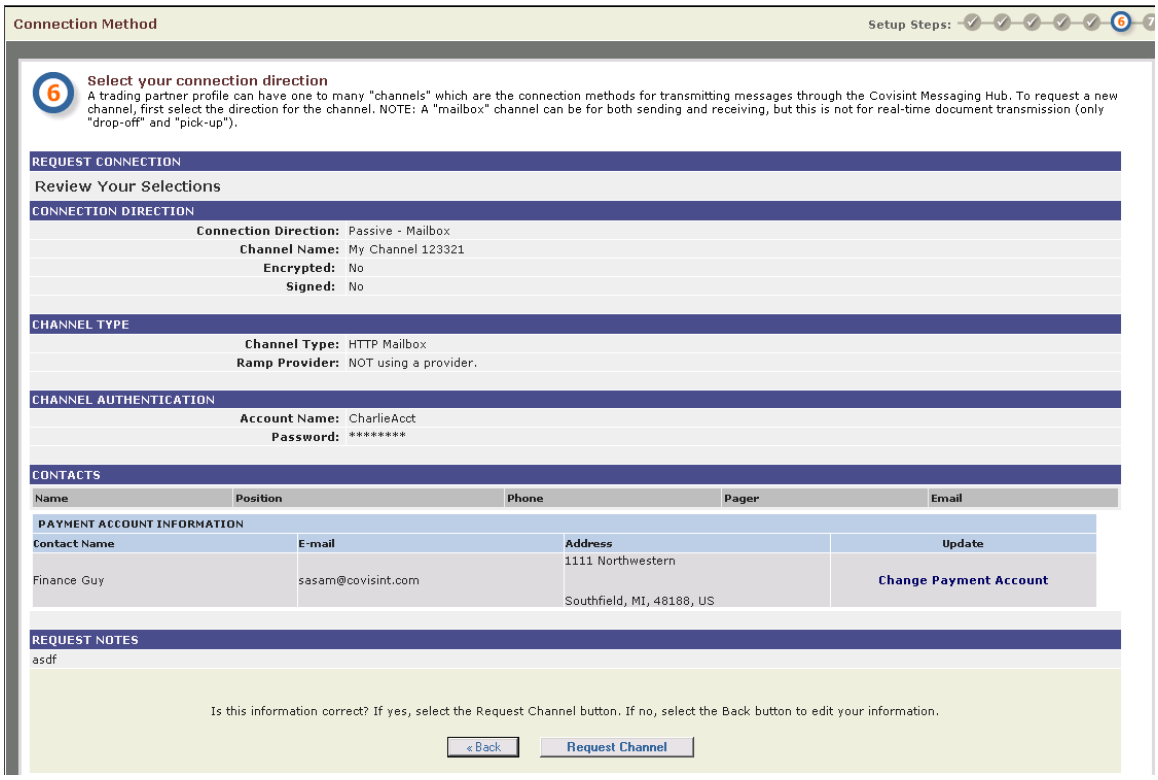
Reviewing Your Selections



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

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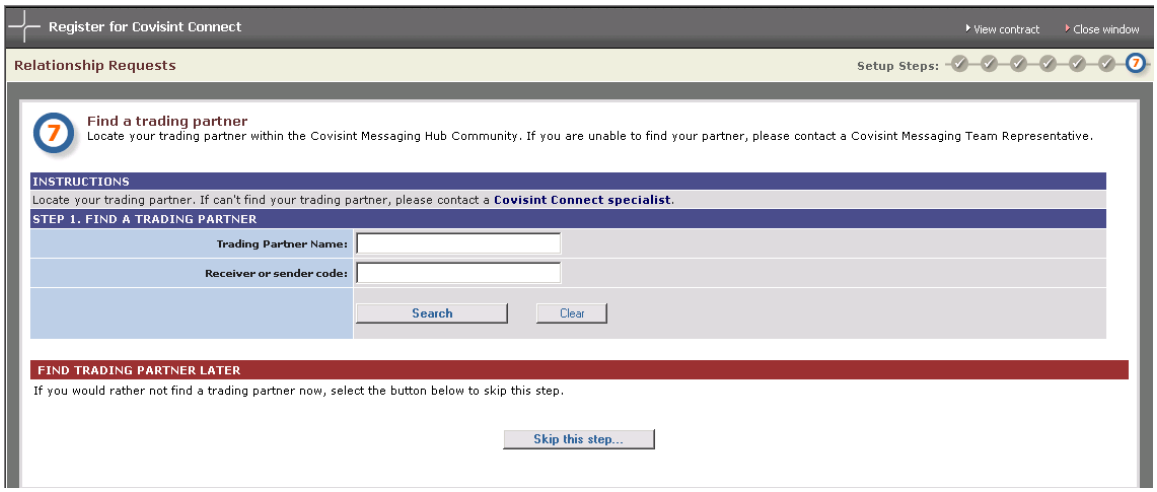
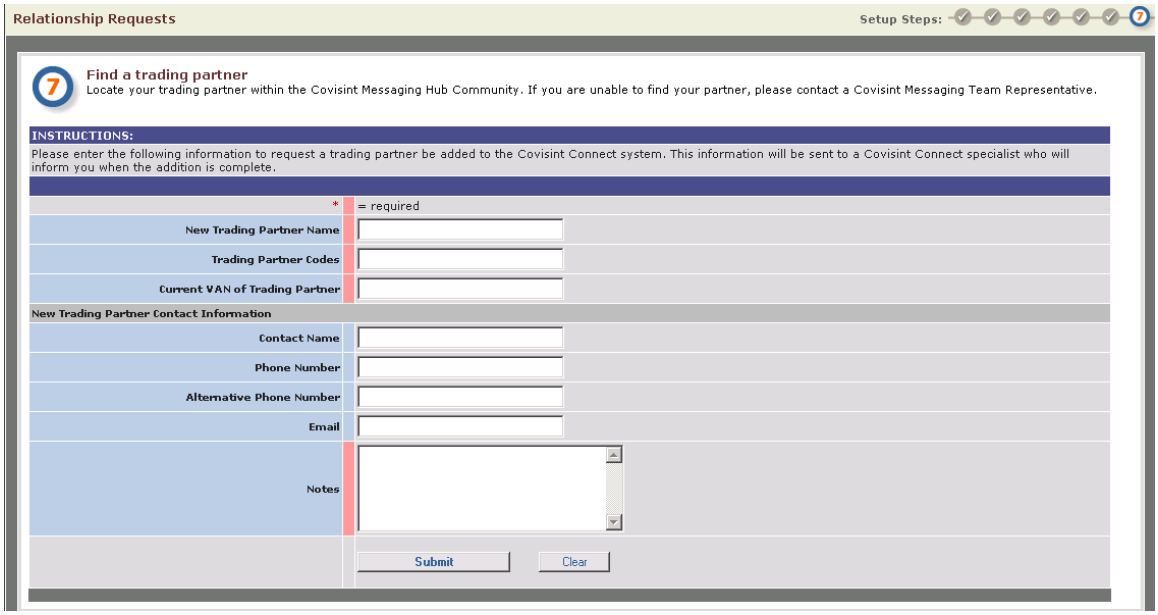


If you wish to request a relationship with your trading partner you may do so at this time by entering the name and/or sender/receiver code of that partner, then clicking **Search**.

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.

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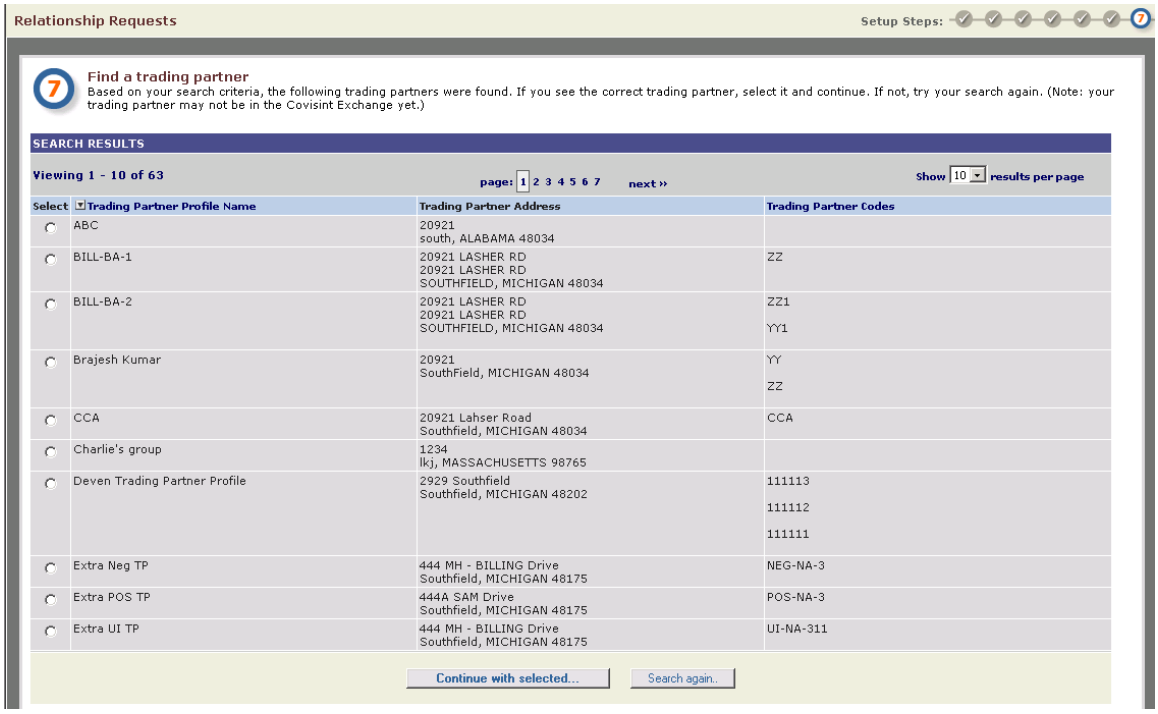
Find a Trading Partner – Search Results



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 **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.

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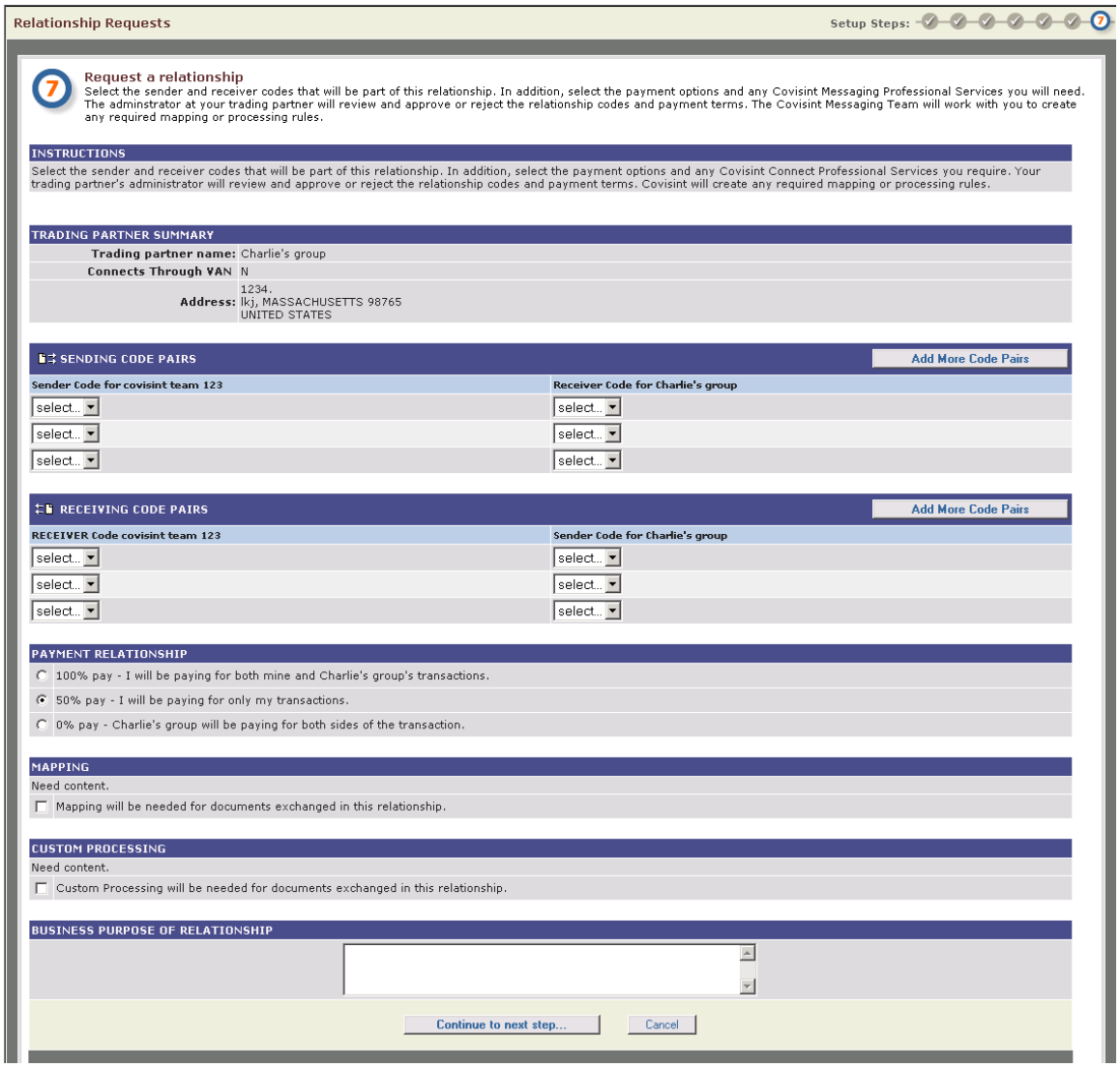
Request a Relationship



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.

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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.

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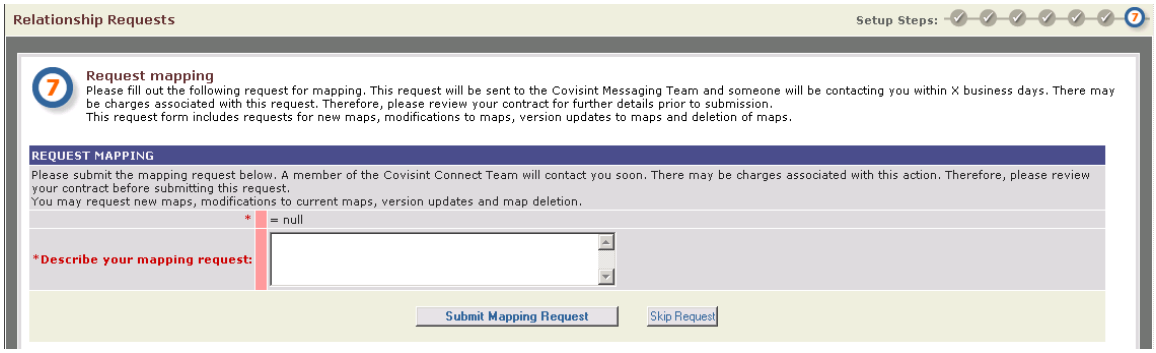
Request Mapping



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).

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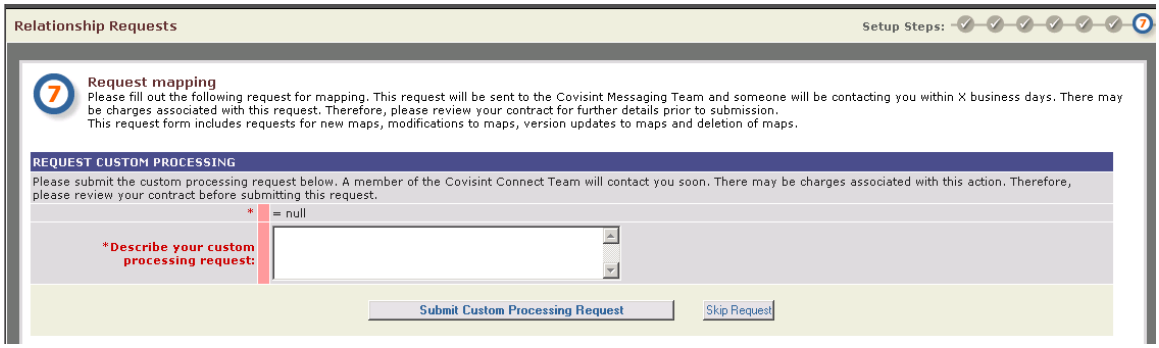
Request Custom Processing



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).

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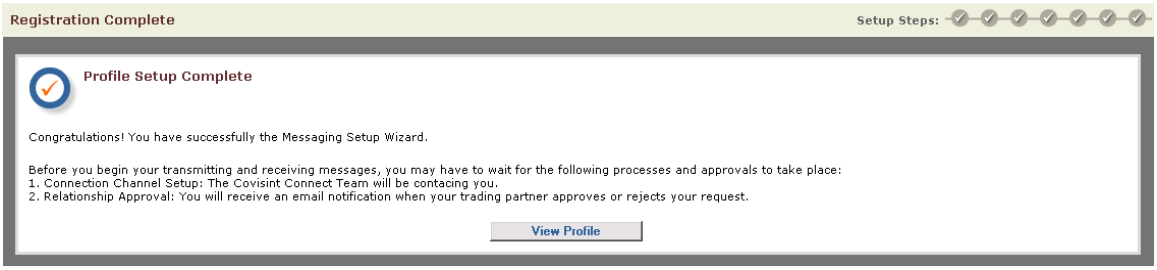
Profile Setup Complete



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.

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