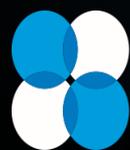


福特汽车科纬迅 WebEDI 系统快速启动指南



covisint[®]

| Trusted Information. Anywhere.

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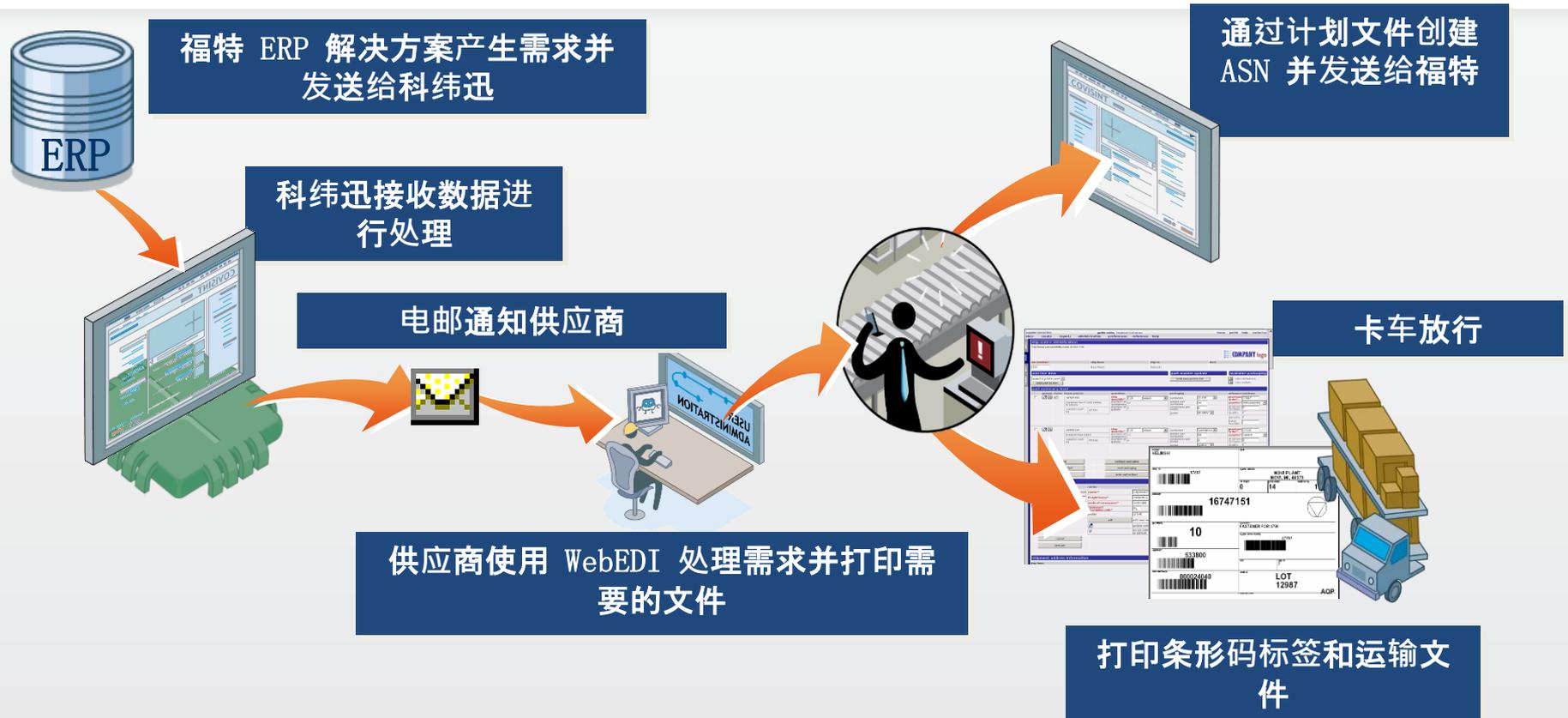
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Covisint WebEDI具有許多功能和特點。但大多數用戶活動發生在四個主要領域之一：

1. **收件箱文件夾** - 供應商可以從買方查看入站消息列表（通常需要預測或必需的出貨計劃）的區域。
2. **參考表** - 供應商可以輸入ASN經常需要的信息 - 例如運營商代碼或包裝類型
3. **草稿文件夾** - 供應商可以根據所選要求創建（或“轉向”）ASN - 或從頭開始構建ASN。
4. **發送文件夾** - 供應商可以查看發送消息的歷史記錄（如ASN）。

1.1 EDI 供应商联系 (WebEDI) 程序概览

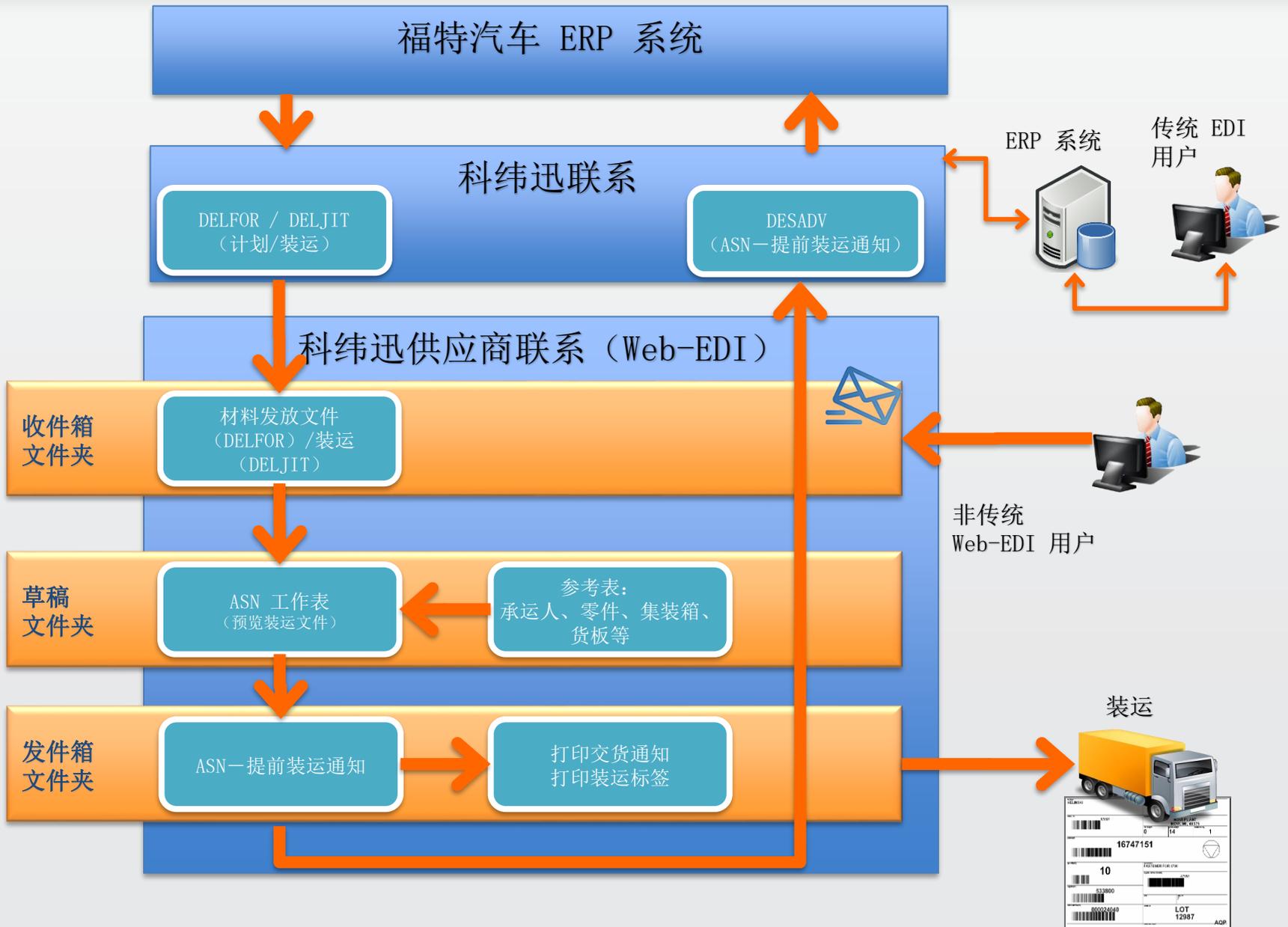
(1/2)



- 供应商收到电邮通知，一条消息已发送到其收件箱。
- 打印需求，计划运输。
- 为计划好的运输创建 ASN 草案。
- 打印条形码标签和装运文件
- 货物离开码头后，供应商传送 ASN。

1.1 EDI 供应商联系 (WebEDI) 程序概览

(2/2)



- 如需访问和查看供应商联系，应满足以下要求。如果对于您的计算机是否支持这些要求有任何疑问，请联系贵公司 IT 部门。
 - 计算机：任何可以联网的现代设备
支持至少 1024 x 768 分辨率
 - 浏览器：微软 IE 9 及以上版本

1.3 登录福特供应商端口 (FSP)

(1 / 2)

使用: <https://fsp.portal.covisint.com/web/portal/home>

The screenshot shows the Ford Supplier Portal (FSP) login page. At the top left is the Ford logo. At the top right is a 'Welcome!' button with a dropdown arrow and a search bar. Below these is a navigation menu with tabs for HOME, APPLICATIONS, POTENTIAL SUPPLIERS FORM, PRODUCT DEVELOPMENT, and MANUFACTURING. The main content area is divided into two columns. The left column contains a 'Login' section with fields for 'User ID' and 'Password', a 'Login' button, and links for 'Forgot your Password?' and 'Check your registration status'. The right column contains 'Ford Supplier Portal Key Information' with a paragraph about FSP, a link to 'Go to Covisint Registration For Users or Organizations', and a list of links including 'How to Register Your Company for FSP', 'How to Register as a New User for FSP', 'Corporate Security Administrator (CSA) Role', 'CSAs - How To Reactivate Your Users For FSP', 'How To Login To FSP', 'How To Request An Application', 'How To Request Additional Site Codes For An Application', and 'Revoked FSP Access?'. Below this is a 'Frequently Used Links' section with links for 'FSP / Ford Help Desk', 'Global Terms and Conditions', 'World Excellence Awards', 'Potential Suppliers', and 'Lean Resource Center'. At the bottom is an 'Important Documents' section with links for 'RSMS Communication Package' and 'Ford North American Non-Production Routing Instructions'. Three yellow callout boxes with blue circles containing numbers 1, 2, and 3 point to the 'User ID' field, the 'Password' field, and the 'Login' button respectively. The text in the callouts is '输入用户名', '输入密码', and '点击登录'.

Login

User ID:

Password:

[Login](#)

Clicking on Login indicates acceptance of Terms of Use and Privacy Policy.

- ▶ [Forgot your Password?](#)
- ▶ [Check your registration status](#)

My Applications

- ▶ [Edit my applications...](#)

Ford Supplier Portal Key Information

Supplier Portal (FSP) allows Ford and its suppliers to share information and conduct business on the web. FSP is an entry point to a variety of cross-functional web applications ranging from Procurement to Vehicle Programs.

[Go to Covisint Registration For Users or Organizations](#)

- ▶ [How to Register Your Company for FSP](#)
- ▶ [How to Register as a New User for FSP](#)
- ▶ [Corporate Security Administrator \(CSA\) Role](#)
- ▶ [CSAs - How To Reactivate Your Users For FSP](#)
- ▶ [How To Login To FSP](#)
- ▶ [How To Request An Application](#)
- ▶ [How To Request Additional Site Codes For An Application](#)
- ▶ [Revoked FSP Access?](#)

Frequently Used Links

- ▶ [FSP / Ford Help Desk](#)
- ▶ [Global Terms and Conditions](#)
- ▶ [World Excellence Awards](#)
- ▶ [Potential Suppliers](#)
- ▶ [Lean Resource Center](#)

Important Documents

- ▶ [RSMS Communication Package](#)
Communication package, reporting requirements, guidelines, standards, FAQ'S, & contacts.
- ▶ [Ford North American Non-Production Routing Instructions](#)
Ford North American Non-Production Routing Instructions

1.3 使用福特端口登录科纬迅 WebEDI

(2 / 2)

4 照例前往福特供应商端口，选择应用（APPLICATIONS）

5 勾选访问框，验证“科纬迅 WebEDI”项下是否有供应商联系链接

Access	Icon	Name	Summary	Functional Area	Request	Favorite
<input checked="" type="checkbox"/>		3270 Access	▶ Detail	Supplier Development		☆
		Add-On Provider Website	▶ Detail	Customer Service		
<input checked="" type="checkbox"/>		Corporate Quality Development Center (CQDC)	▶ Detail	Supplier Development		☆
<input checked="" type="checkbox"/>		Covisint WebEDI	▶ Detail	Purchasing		☆
<input checked="" type="checkbox"/>		Disputed Excess Transportation Charges System...	▶ Detail	Manufacturing		☆

****如果没有科纬迅 WebEDI 链接，请联系帮助您注册供应商联系的科纬迅代表。**

1.4 查看其他培训材料

1 点击支持 (Support)

第 1 步完成后显示此页面

2 点击供应商联系支持 (Supplier Connection Support)

The screenshot shows the Covisint web portal interface. At the top left is the Covisint logo. To the right, a 'Welcome!' message is displayed with a dropdown arrow. Below the logo, there are navigation links for 'Home' and 'System Status', and a search bar. The main content area is divided into several sections:

- MESSAGING SUPPORT**: Includes links for CATS, Connect Messaging, Covisint Request Tracker (CRT), EDI Certification, Indirect, MGO, Logistics, Supplier Connection, PSA, and Wizard-Connect Enablement.
- SUPPLIER CONNECTION USER GUIDES**: Includes links for Buyers and Suppliers.
- SUPPLIER CONNECTION VIDEOS**: Includes a video icon and links for 'Establishing Preferences and email Notifications', 'Inbox Management Features', and 'Managing Users and Privileges'.
- TIPS FOR USING SUPPLIER CONNECTION**: Includes 'Getting Started' (with a link to 'What are the steps for logging in to Supplier Connection?') and 'Buyer Company Specifications' (with a link to 'Each Buyer Company may specify unique definitions...').
- IMPORTANT MESSAGE!**: Features an 'UPDATED' badge and a section titled 'Creating an ASN from Turnaround Function' with a link to 'Learn how to create an ASN using Turnaround function >>>' and a video icon with a link to 'Watch the video >>>'.
- SUPPLIER CONNECTION FAQs**: Includes links for 'How do I add users to my Supplier Connection profile?' (marked as 'most popular') and 'How do I add a carrier?'.

注意：这是通用培训材料，不专门针对福特科纬迅 WebEDI 版本。

2 创建默认配置 准备收集通常所需的其他数据

(1 / 1)

为合理使用供应商联系（WebEDI），满足客户预期，需要配置参考表，并保证供应商零件信息在需要时可用。

后续将介绍以下配置参考表：

2.1 首选项表：用于设置用户时区、语言等项目。

2.2 承运人参考表：找出您使用的货物承运人。

在草稿文件夹创建 ASN 时通常所需的数据项：

- a. 在草稿文件夹中创建 ASN 时，
必须在“累计发货”字段输入
用户创建 ASN 的每个零件或组件的先前发送数量加当前所需数量的总和。

2.1 设置用户首选项信息

(1 / 3)

第 1 步：访问编辑首选项屏幕

- 从主菜单栏点击首选项（preferences）
- 点击编辑首选项（edit preferences）
- 显示编辑用户首选项屏幕

The screenshot displays the Covisint web application interface. At the top, there is a navigation bar with the following items: 'supplier connection', 'Jerry Justman, Ford Supplier10', 'home', 'portal', 'help', 'Knowledge Base', and 'contact us'. Below this is a secondary navigation bar with 'view', 'create', 'reports', 'administration', 'preferences', and 'change company'. The 'preferences' menu item is highlighted with a blue box labeled 'a'. Below the navigation bars, there is a section for 'inbox :: viewing 0 - 0 of 0 documents'. In this section, the 'edit preferences' button is highlighted with a blue box labeled 'b'. To the right of this button is a 'view by:' dropdown menu with 'doc' and 'part' options. Below the 'edit preferences' button is a search area with 'filter data by:' and two dropdown menus for 'document type (all)...' and 'trading partner (all)...'. There is also a 'Reference Number:' input field and a 'go' button. At the bottom of the screenshot, there is a table with the following columns: 'alert', 'options', 'trading partner', 'document type', 'date received', 'release date', 'horizon dates', and 'reference #'. The table is currently empty.

2.1 设置用户首选项信息

(2 / 3)

第 2 步： 设置必填字段（以红色字体突出显示的字段）。

- 从下拉列表中选择首选语言（仅英语）。
- 从下拉列表中选择时区。
- 从收件箱查看（inbox view）下拉列表中选择文件（默认值）

supplier connection Jerry Justman, Fisker Test Supplier home portal help Knowledge Base contact us

view create reports administration preferences change company

edit user preferences

user information:

user id:	ALEBEDEV
first name:	Supplier
last name:	TestOne
job title:	
company name:	Ford Supplier10
preferred language*:	English (US) ▾
time zone*:	(EST) Eastern Standard Time ▾
email address:	<input type="text"/> email address to receive inbound documents

Default view Information:

inbox view*:	Document ▾
draft view	ASN ▾
sent view	ASN ▾

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

2.1 设置用户首选项信息

(3 / 3)

第 3 步：设置选填字段。

- a) 在电子邮箱字段输入您的电邮地址。
注意：当计划表发送到供应商联系收件箱时，电邮通知将发送到此电邮地址，
无需不断查看新文件。
- b) 接受草稿查看（Draft View）与已发送查看（Sent View）字段“ASN”默认。
- c) 在过去天数（past # days）和未来天数（future # days）显示要求栏内输入 999。
- d) 接受历史搜索字段“文件类型（全部）”默认。
- e) 接受历史搜索字段“贸易伙伴（全部）”默认。

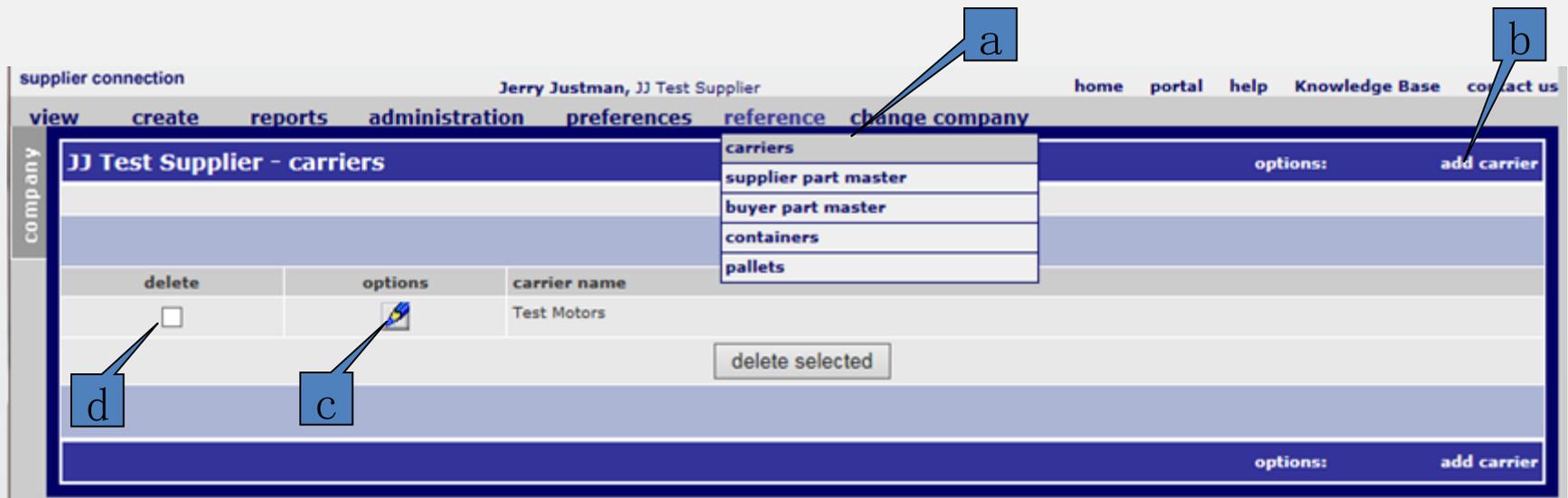
email address:	<input type="text" value="testuser@testcompany.com"/>	email address to receive inbound documents
Default view Information:		
inbox view*:	<input type="text" value="Document"/>	
draft view	<input type="text" value="ASN"/>	}
sent view	<input type="text" value="ASN"/>	
These fields are used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

2.2 设置承运人参考表

(1 / 2)

添加或编辑承运人 - 第 1 步

a) 将鼠标停留在菜单栏“参考”（reference）项，选择承运人



- b) 如需添加新的承运人，点击添加承运人（add carrier）。
- c) 如需编辑现有承运人，点击铅笔图标。
- d) 如需删除现有承运人，点击删除（delete）框，然后点击删除选定项（delete selected）按钮。

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

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

添加或编辑承运人 - 第 2 步

- a) 输入承运人的标准承运人数字编码（SCAC）。
如果您不知道该编码，或者点击“？”图标时没有该编码，您可以向承运人索要。如果没有承运人，则输入 UNKN，代表不知道。
- b) 输入承运人名称，如果不知道，则输入不知道（UNKNOWN）。
- c) 如果您想要运输工具代码成为未来使用默认，则从下拉列表中选择一个。
- d) 点击页面底部的保存按钮。

3.1 收件箱概览

(1 / 3)

supplier connection Jerry Justman, Ford Supplier10 home portal help Knowledge Base contact

view create reports administration preferences reference change company

inbox :: viewing 1 - 9 of 9 documents page: << 1 >> view by: doc part

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

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	6/25/17 11:03 PM	/11/14	- 5/31/15	815-3 A
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	6/25/17 5:42 PM	12/11/14	- 5/31/15	815-3 A
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	6/25/17 5:34 PM	12/11/14	- 5/31/15	815-3 A
<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	3/15/17 11:01 PM	12/11/16	1/1/17 - 5/31/17	815-5 A
<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	3/15/17 10:09 PM	12/11/16	- 5/31/17	815-4 A
<input type="checkbox"/>			Ford WebEDI POC Buyer	Shipping Document	2/20/17 11:09 PM	2/21/17	2/21/17 - 3/19/17	17052

move selected to history

inbox :: viewing 1 - 9 of 9 documents page: << 1 >> view by: doc part

- a) “筛选数据”功能可以选择您想要查看的文件类型。如果您的购买贸易伙伴不止福特，选择要显示的伙伴。
- b) 参考编号（Reference Number）字段和旁边的前往（go）按钮可以更加快速地搜索某一份文件。
- c) 点击文件（doc）标签，显示当前内容，大多数用户推荐默认。零件（part）标签将在后面加以说明。
- d) 没有点击查看的行的“保存到历史记录”图标呈灰色，其余数据列呈黑体直到被查看。
- e) 如果“保存到历史记录”图标不是黑体，您可以选择旧文件或已经处理的文件，点击“移动选定项至历史记录”按钮，移动到 历史记录文件夹。

3.1 收件箱概览

(2 / 3)

The screenshot shows a software interface with a top navigation bar containing 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'change company'. Below this is a header for 'inbox :: viewing 1 - 15 of 30 documents' with a 'page: << 1 2 >>' indicator and a 'view by:' dropdown set to 'doc'. A filter section includes 'filter data by:' with dropdowns for 'document type (all)...' and 'trading partner (all)...', and a 'Reference Number:' input field with a 'go' button. The main area is a table with columns: 'alert', 'options', 'trading partner', 'document type', 'date received', 'release date', 'horizon dates', and 'reference #'. The table lists several documents from 'Ford WebEDI POC Buyer'. The last row has a red warning icon next to its 'alert' checkbox. Below the table is a 'move selected to history' button. The bottom of the interface repeats the 'inbox :: viewing 1 - 15 of 30 documents' and 'page: << 1 2 >>' information.

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/22/16 12:01 PM	3/22/16	3/1/16 - 3/31/16	214
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/22/16 11:13 AM	3/22/16	3/1/16 - 3/31/16	1008
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/22/16 10:59 AM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 12:59 PM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 11:33 AM	3/15/16	3/1/16 - 3/31/16	1006
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 11:17 AM	3/15/16	3/1/16 - 3/31/16	6
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 12:11 AM	5/21/15	5/22/15 - 5/23/15	3

f) 警示图标警告您该收件箱文件有问题。通常是
交货地/发货地/装运码头错误。下面显示了一个典型的错误。

g) 例如，添加合适的项目后，
错误得以纠正，用户可以点击
“重新处理”（reprocess）链接，
再次在内部重新提交文件，无需
联系客户或买家重新发送。
如果您不能纠正错误，请
根据联系方式部分联系
科纬迅服务台。

The screenshot shows an 'Alert' dialog box with a blue header. The content includes: 'trading partner: Ford WebEDI POC Buyer', 'reference #: 3', and 'document generation date: 3/15/16 12:11 AM'. A grey bar contains the error message: 'Ship from 7200099-A and ship to 200203 combination does not exist.' At the bottom, there are two blue links: 'reprocess' and 'close window'.

3.1 收件箱概览

(3 / 3)

The screenshot shows the Covisint inbox interface. At the top, there are navigation tabs: view, create, reports, administration, preferences, reference, and change company. Below this, the inbox status is shown as 'inbox :: viewing 1 - 15 of 35 documents' and 'page: << 1 2 3 >>'. There are filters for 'document type (all)...' and 'trading partner (all)...', and a 'Reference Number:' field with a 'go' button. A red bulletin is displayed: 'BULLETIN: A message dated 3/1/17 was issued by Ford Motor Global. Please open immediately'. Below the bulletin is a table of documents. Callouts h, i, j, k, and l point to various elements: h points to the filter dropdowns, i points to the delete icon (X), j points to the printer icon, k points to the download icon, and l points to the location icon.

checkbox	alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/22/16 10:59 AM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 12:59 PM	3/15/16	3/1/16 - 3/31/16	1007
<input type="checkbox"/>			Ford WebEDI POC Buyer	Planning Document	3/15/16 11:33 AM	3/15/16	3/1/16 - 3/31/16	1006

- h) 红色粗体公告（BULLETIN）是福特（客户/买家）公布重要声明或公告，方便供应商查看的一种方式。
- i) 点击旁边的 X 图标可以删除公告。
- j) 点击打印机图标，可以查看、保存和/或打印鼠标点击的任何一行文件。在此情况下，下一页面显示的是计划文件。
- k) 点击下载图标可以保存选定文件的 csv 副本，以便未来在其他本地系统中使用。注意：不支持供应商特定增强，所以不适用于所有用户。
- l) 将鼠标停留在此图标上将显示选定行文件的收货地点。点击此图标可快速查看需要哪些交货地。

3.2 查看计划 / 装运文件

(1 / 1)

计划文件（材料发放/DELFOR）或装运（每日装运时间表/DELJIT）文件根据预测类型显示零件要求是计划还是公司。如果预测类型是计划，这些则是供应商应该在日期字段规定的星期计划提供的数量。如果预测类型是公司，这些则是供应商必须在日期字段规定的星期装运的数量。

Material Release - Ford WebEDI POC				发行号 EDI 交易文件号							
Release Number		815-3 A		Part Number							
Message Purpose Code		5 - Replace		Original Carrier SCAC							
Release Date		12/11/14		Pool Point Locations							
Horizon Date		From: To: 5/31/15		Transportation Method Code							
Schedule Quantities		A - Discrete		Equipment Description Code							
Forecast Type		PS - Planned Shipment Based		Supplier Code(for labels)							
Locations											
Type	Code	Address									
Ship From	88888	Supplier Ship From10									
Ship To	99999	Default ShipTo 99999									
General Notes											
ANNUAL ROLLBACK WILL BE ON JANUARY 1ST. CUMULATIVE SHIPMENTS TO ZERO. THE LAST YEAR WILL BE SENT ON DECEMBER 24TH. PLEASE LAST TWO PLANNING RELEASES AS BACKUP. PLANNING RELEASE WILL RESUME ON THE NIGHT OF JANUARY 2ND.											
Part Number		DG93 8125 AA		Supplier Default Table - Part Data							
Part Description				Internal Part Number							
Purchase Order Number				Internal Part Description							
Purchase Order Line Number				Purchase Order Number							
Unit of Measurement		EA		Engineering Change Level							
Model Year				Unit of Measurement		EA					
Dock				Dock							
Line Feed				Line Feed							
Part Release Status				Supplier Container Part Number							
Container Part Number				Container Type							
Container Type				Parts per Container		0					
Parts per Container		0		Master Pack Part Number							
Ship Delivery Pattern Code				Master Pack Type							
Raw Material Authorization		19,464 From: To: 2/8/15		Containers per Master Pack		0					
Fabrication Authorization		5,064 From: To: 12/28/14									
Prior Cumulative Quantity Required		0 From: To:									
Cumulative Shipped		0 From: To:									
Contact Name (Phone)											
Last Shipper Number											
Period Type				From Date		To Date		Forecast Type		Quantity	
F - Flexible				1/1/14				4 - Planning		5,064	
F - Flexible				1/1/14				4 - Planning		19,464	
F - Flexible				1/1/14				4 - Planning		43,464	
Last ASN Transmitted(prior to: 6/25/17 5:42 PM)											
Shipment ID(ASN Number)											
Shipment Date											
Bill of Lading Number											

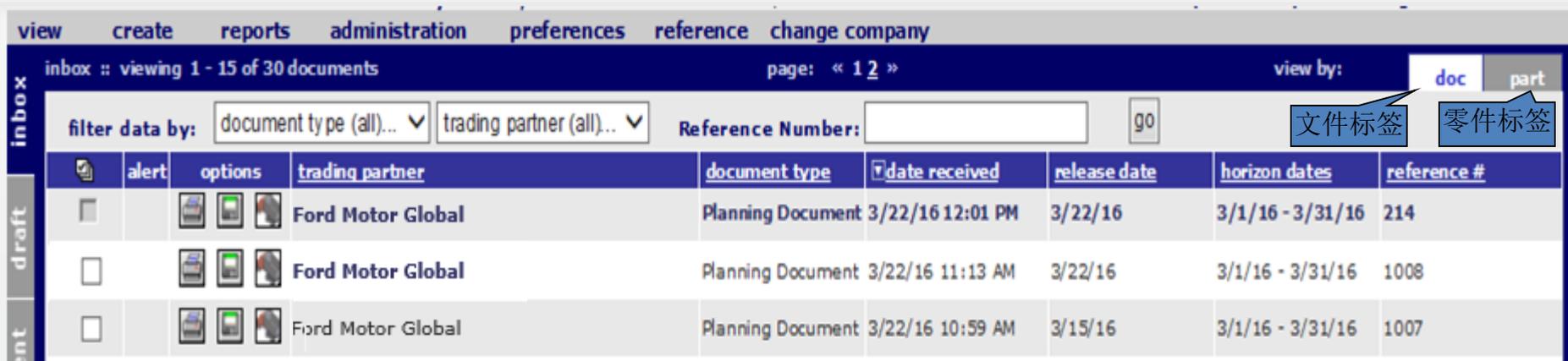
3.3 使用文件周转功能创建 ASN

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第 1 步：查看收件箱文件夹，选择“文件”（doc）标签，找出您想要创建 ASN 的计划文件。您可能想要打印或者复制零件号和参考编号，因为第 2 步需要。

根据内部业务流程，您可能想要将副本发送给另一个部门进行日后审查或处理。

第 2 步：点击主菜单栏上的“零件”（part）标签，如下图所示。



The screenshot shows the software interface with the 'doc' view selected. The top navigation bar includes 'view', 'create', 'reports', 'administration', 'preferences', 'reference', and 'change company'. The main area displays 'inbox :: viewing 1 - 15 of 30 documents' and 'page: << 1 2 >>'. There are filters for 'document type (all)...' and 'trading partner (all)...', and a 'Reference Number' field. A callout box points to the 'doc' tab with the label '文件标签'. Another callout box points to the 'part' tab with the label '零件标签'. Below the filters is a table with columns: 'alert', 'options', 'trading partner', 'document type', 'date received', 'release date', 'horizon dates', and 'reference #'. The table contains three rows of data for 'Ford Motor Global' with 'Planning Document' types.

alert	options	trading partner	document type	date received	release date	horizon dates	reference #
<input type="checkbox"/>		Ford Motor Global	Planning Document	3/22/16 12:01 PM	3/22/16	3/1/16 - 3/31/16	214
<input type="checkbox"/>		Ford Motor Global	Planning Document	3/22/16 11:13 AM	3/22/16	3/1/16 - 3/31/16	1008
<input type="checkbox"/>		Ford Motor Global	Planning Document	3/22/16 10:59 AM	3/15/16	3/1/16 - 3/31/16	1007

第 3 步：如果显示许多零件，您可能想要使用下面的零件筛选：



The screenshot shows the software interface with the 'part' view selected. The top navigation bar is the same as in the previous screenshot. The main area displays 'inbox :: viewing 1 - 15 of 17 parts' and 'page: << 1 2 >>'. There are buttons for 'set filter...' and 'reset filter', and a 'Customer Part Number' field. A callout box points to the 'set filter...' button with the label '零件筛选'. Below the filters is a table with columns: 'options', 'cust part# (supplier part#)', 'eng. revision', 'document type', 'release date', 'horizon dates', 'ship from', 'ship to', 'dock', and 'reference #'. The table contains one row of data for 'options'.

options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from	ship to	dock	reference #
<input checked="" type="checkbox"/>									

3.3 使用文件周转功能创建 ASN

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第 3 步：如果需要减少显示的零件数量，可设置筛选参数。筛选参数有很多种，包括截止日期、开始日期（常用）、交货地、码头、发货地等选项。准备就绪后点击前往“go”按钮。

supplier connection

Part Filter Screen

Ship To:	All... ▾
Dock:	All... ▾
Ship From:	All... ▾
Part:	<input type="text"/>
Message Type:	All... ▾
Requirement Date : From:	9/24/13 ▾
Requirement Date : To:	2/24/19 ▾
Include parts with no (zero) demand:	<input checked="" type="checkbox"/>

第 4 步：选择创建 ASN 所需的零件

收件箱屏幕将根据筛选设置显示零件。

- a) 选择（勾选）一个或多个包括在 ASN 中的**装运文件**零件。除非您与福特代表先行联系，否则不能选择计划文件。
- b) 点击“**周围选定项**”（turnaround selected）按钮。在创建 ASN 的同时将显示弹出处理警告标志。

The screenshot shows the 'inbox' interface with a table of parts. A blue box labeled 'a' points to the checkbox for the first row. A blue arrow points from the 'turnaround selected' button to the 'turnaround selected' button.

options	cust part# (supplier part#)	eng. revision	document type	release date	horizon dates	ship from	ship to	dock	reference #
<input type="checkbox"/>	C131160452103		Shipping Document	3/15/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford DVT8A ShipTo		6
<input type="checkbox"/>	C131160452111 (MYVENDOR111)		Planning Document	3/22/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford Dearborn		1008
<input type="checkbox"/>	NEWPART1		Planning Document	3/22/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford DVT8A ShipTo		214
<input type="checkbox"/>	NEWPART2		Planning Document	3/22/16 12:00 AM	3/1/16 - 3/31/16	SAGEM	Ford Dearborn		214

Buttons: print selected, download selected CSV, download selected TXT, move selected to history, **turnaround selected**

The screenshot shows the 'ship notice identification' interface. At the top, there are navigation tabs: view, create, reports, administration, preferences, reference, and change company. Below this is a header bar with 'ship notice identification' and the Ford logo. The main form contains several sections:

- asn number:** 10 (Callout a)
- ship from:** Supplier Ship From10
- ship to:** Ford Dearborn
- dock:** W/H1
- add line item:** select a part to add (dropdown), add part to asn (button)
- part master update:** add new part to list (button)
- available packaging:** view containers, view pallets (links)
- part summary level:** viewing 1 - 1 of 1 part, page: << 1 >> buyer part no (input), go (button)
- Table:**

options	status	buyer part no	quantities	packaging	reference numbers
<input type="checkbox"/>		95167525 DUCT ASM-INT AI supplier part number: 72231	ship quantity*: 340 each (EA) cumulative shipped*: 0 Original Requirement Quantity: 340 number of containers: 1 number of pallets: 1	container: CNT71 pieces per container*: 340	purchase order*: PO541234 Dock Code: (input) line feed: (input)
- Buttons:** deleted selected, configure packaging, reset packaging, edit label marks

Callouts: a points to 'asn number', b points to 'ship quantity*', c points to 'cumulative shipped*', d points to 'pieces per container*', e points to 'pieces per container*', f points to 'purchase order*', g points to 'line feed'.

2. 输入零件总结水平信息

- 系统自动生成 ASN 编号，您也可以按照指示输入。
- 装运数量将包含选定的装运文件中首开需求数量。如果预先填充的数量不是装运的数量，则从下拉列表中输入装运的件数和计量单位。
- 输入累计装运数量加盘点年份开始后的当前装运数量。
- 除非对该零件/组件另有指示，否则“选择..”（select..）项为默认。
- 输入每个集装箱内的件数。
- 采购订单应自动加载，否则需输入该零件号的采购订单。
- 除非另有指示，否则不填写码头代码（Dock Code）和换行（Line Feed）。

shipment information				
dates		carrier	packaging/weights	reference numbers
document date	3/15/17 22:04 EST	carrier* JJ Trucking ▼ c		
ship date*	3/16/17 a	scac*		
delivery date*	3/31/17 b	mode of conveyance* Motor (M) ▼		
		equipment description code* Trailer (TE) d	net weight* 550 pounds (LB) ▼ f	packing slip* 9999
		equipment number	gross weight* 7100 pounds (LB) ▼ f	bill of lading* 9999
		trailer* 1234 d		carrier reference number
		pool code		
		freight terms select.. ▼		
save asn		verify asn	print delivery note	print labels
		send asn		

3. 输入装运信息

- 输入装运日期和时间。
- 输入交货日期和时间。
- 从承运人下拉列表中选择承运人名称。如果下拉列表中没有承运人的名称，您需要按照“设置承运人参考表”部分添加承运人至承运人表。
- 点击“保存 ASN”（save asn）按钮，加载承运人*（carrier*）字段下方的 scac *字段。
- 选择运输方式、设备描述和拖车编号。
- 输入净重、毛重和计量单位（UOM）。
- 输入承运人参考编号其他跟踪编号信息。
- 输入装箱单和提货单（如有）。如果没有，则输入 9999。

3.3 使用文件周转功能创建 ASN

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The screenshot displays the 'supplier connection' interface for creating an ASN. A modal window titled 'ASN Messages' is open, showing error details:

- Fatal error:** Indicates a condition that must be resolved before ASN can be transmitted.
- Warning:** Indicates a potential error condition that does not prevent ASN transmittal.
- ship notice identification:** Packing slip is missing.

Callouts in the image identify key elements:

- 错误对话框** (Error dialog box) points to the 'ASN Messages' window.
- 验证 ASN 按钮** (Verify ASN button) points to the 'verify asn' button.
- 发送 ASN 按钮** (Send ASN button) points to the 'send asn' button.
- 错误图标** (Error icon) points to a red exclamation mark icon in the 'packing slip' field.

The background interface includes sections for 'part summary level', 'shipment information', and 'reference numbers'. The 'shipment information' section shows carrier 'JJ Trucking', mode 'Motor (M)', and trailer '1234'. The 'reference numbers' section shows 'purchase order' PO541234 and 'bill of lading' 9999.

- 验证 ASN** - 点击验证 ASN (verify ASN) 按钮，检查 ASN 是否正确。如果 ASN 有错误，将显示错误对话框。错误对话框将列出 ASN 中的错误。错误字段旁边也会显示错误图标。发送 ASN 前必须纠正所有严重错误。
注意： 红色字体字段为必填字段。

请勿点击发送 ASN (send asn) 按钮，先继续审查接下来的步骤。

5. 打印条形码标签

点击表格装运输入部分的打印标签（print labels）。界面将转移到条形码汇总屏幕，供用户审查。

用户也可以打印“交货通知”（delivery note），有时是指处理交付货物的不同的人的纸质 ASN。

The screenshot shows a 'shipment information' form with the following sections:

- dates:** document date (3/15/17, 22:04 EST), ship date* (3/16/17, 00:00), delivery date* (3/31/17, 00:00)
- carrier:** carrier* (JJ Trucking), scac* (JJT), mode of conveyance* (Motor (M)), equipment description code* (Trailer (TE)), equipment number, trailer* (1234), pool code, freight terms (select..)
- packaging/weights:** net weight* (550, pounds (LB)), gross weight* (7100, pounds (LB))
- reference numbers:** packing slip* (9999), bill of lading* (9999), carrier reference number

Buttons at the bottom include: save asn, verify asn, send asn, print delivery note, and print labels. Two callouts point to the 'print delivery note' and 'print labels' buttons with the text '打印交货通知按钮' and '打印标签按钮' respectively.

3.4 打印条形码标签

(2 / 4)

标签汇总屏幕确定显示创建标签的集装箱和外包装箱总数量。

view create reports administration preferences reference change company

inbox

Barcode summary for Ford WebEDI POC Buyer

draft

List of Available Labels

options	template name	paper size	number of labels	master pallets	mixed pallets	containers	document number	document date	messages
	GM1724	Letter	2	1	0	1	1008	3/15/16 10:35	

sent

history

back cancel

5a. 打印条形码标签

- 点击打印机图标将显示 PDF 格式的标签。
- 标签数量字段确定需要多少张标签。

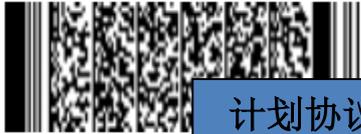
5b. 标签放置

- 两个一样的标签打印在每张 $8 \frac{1}{2} \times 11$ 的纸上。每个集装箱上必须有两个标签，通常一个标签面朝集装箱前面，另一个标签面朝集装箱后面。
- 标签打印顺序为：先打印集装箱标签，再打印外包装箱标签等。

3.4 打印条形码标签

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集装箱标签样本

FROM: SUPPLIER SHIP FROM10 1 MAINT ST SOUTHFIELD MI 48075 ASSEMBLED/MADE IN XX		TO: FORD DEARBORN 1 ASSEMBLY RD DEARBORN MI PLANT/DOCK: UZ W/H1			
QUANTITY: 340		MATERIAL HANDLING CODE: 1CS-N05		REFERENCE: PO541234	
PART NUMBER: 95167525					
LICENCE PLATE (1J)  UN 112233445 000000038				SHIPMENT DATE: 16MAR2017 CONTAINER TYPE: CNT71 GROSS WEIGHT: 15 LB	
每个集装箱唯一的序列号				DELIVERYNOTE or PUS or INVOICE-NUMBER: 10 1TRIMSPS EMPTY: STOCKMAN: XXXXXXXX06 DUCT ASM-INT AI	

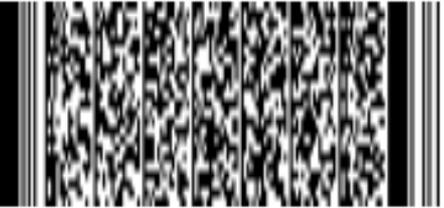
计划协议/采购订单

每个集装箱唯一的序列号

集装箱参考表中的重量

3.4 打印条形码标签

外包装箱标签样本

FROM: SUPPLIER SHIP FROM10 1 MAINT ST SOUTHFIELD MI 48075 ASSEMBLED/MADE IN	TO: FORD DEARBORN 1 ASSEMBLY RD DEARBORN MI PLANT/DOCK: UZ W/H1	MASTER LABEL
	MATERIAL HANDLING CODE: 1CS-N05	REFERENCE: PO541234
PART NUMBER 95167525		
LICENCE PLATE(S)  UN 112233445 000000037	GROSS WEIGHT KG: 25 LB TOTAL QTY: 340 SPACKS: 1 QTY/PACK: 340	
	DELIVERYNOTE or PUB or INVOICE-NUMBER: 10	

该货板上所有集装箱的总重量

该货板上所有物品的总数量

该货板上集装箱的数量

集装箱中的物品数量

6. 发送 ASN

查看创建 ASN 屏幕的“零件总结水平”和“装运信息”部分、交货通知和装运标签后，用户可以点击保存 ASN (Save ASN) 按钮，然后离开，准备就绪后再回来或者点击发送 ASN (Send ASN) 按钮，完成此请求。

7. 点击发送 ASN 按钮后，将为您提示下一步选项，前往已发送文件夹或返回收件箱。

Shipment information

dates		carrier		packaging/weights		reference numbers	
document date	3/15/17	22:04 EST	carrier*	JJ Trucking ▾			
ship date*	3/16/17	00:00	scac*	JJT			
delivery date*	3/31/17	00:00	mode of conveyance*	Motor (M) ▾	net weight*	550	pounds (LB) ▾
			equipment description code*	Trailer (TE) ▾	gross weight*	7100	pounds (LB) ▾
			equipment number				packing slip*
			trailer*	1234			9999
			pool code				bill of lading*
			freight terms	select.. ▾			9999
							carrier reference number

保存 ASN 按钮

发送 ASN 按钮

The screenshot shows a software interface with a table of shipping documents. The table has columns for 'trading partner', 'ship to', 'dock', 'date sent', 'reference #', 'invoice #', and 'status'. The 'date sent' column is sorted in descending order. The table contains five rows of data, all for 'Ford WebEDI POC Buyer' shipping to 'Ford DVT8A ShipTo'. Callouts point to various icons in the table: '打印交货通知' (Print Shipping Notice) points to a printer icon; '打印标签' (Print Label) points to a document icon; '重新发送 ASN' (Resend ASN) points to a double-headed arrow icon; '激活 ASN' (Activate ASN) points to a document icon with a checkmark. A '已发送文件夹' (Sent Folder) callout points to the 'sent' tab on the left. The interface also shows 'partner (all)...' and 'ship from: ship from (all)...' dropdowns, and a 'view by: asn' button.

	trading partner	ship to	dock	date sent	reference #	invoice #	status
	Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/31/17 10:09 AM	15		
	Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/27/17 12:56 PM	15		
	Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/27/17 12:09 PM	14		
	Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/16/17 9:53 AM	13		
	Ford WebEDI POC Buyer	Ford DVT8A ShipTo		3/15/17 11:04 PM	12		

已发送文件夹中其他操作按钮

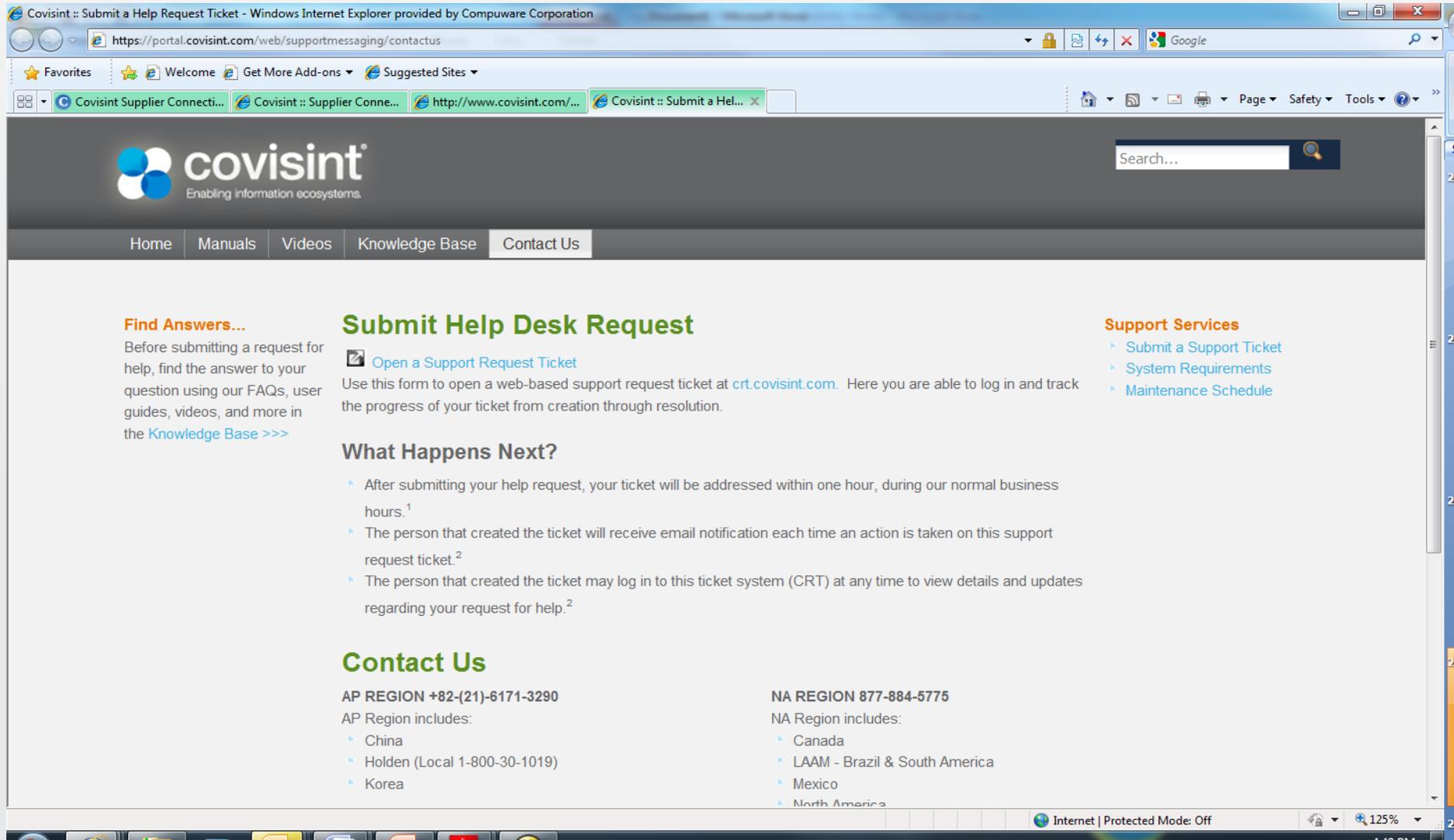
打印或查看交货通知或打印标签 - 从已发送文件夹中，您可以点击您想要的 ASN 旁边的打印机标签，打印或查看交货通知或装运标签。

 **重新发送 ASN** - 点击您想要重新发送的 ASN 旁边的双向箭头图标。重新发送 ASN 之前，验证福特汽车没有收到您的 ASN。重复发送 ASN，福特汽车将拒绝该申请。

 **激活 ASN** - 用户可以通过原来发送的 ASN 中拉取的信息创建新的 ASN 草案。

4. 联系服务台

如有任何疑问，可在 <https://portal.covisint.com/web/supportmessaging/home> 联系我们部分找到联系信息。



The screenshot shows the Covisint support portal interface. At the top, there is a navigation bar with tabs for Home, Manuals, Videos, Knowledge Base, and Contact Us. A search bar is located in the top right corner. The main content area is divided into three columns:

- Find Answers...**: A section with a sub-header and a paragraph of text, followed by a link to the Knowledge Base.
- Submit Help Desk Request**: A section with a sub-header, a link to "Open a Support Request Ticket", and a paragraph of text. Below this is a section titled "What Happens Next?" with a bulleted list of three items.
- Support Services**: A section with a sub-header and a bulleted list of three items: "Submit a Support Ticket", "System Requirements", and "Maintenance Schedule".

At the bottom, there are two columns of contact information:

- AP REGION +82-(21)-6171-3290**: AP Region includes: China, Holden (Local 1-800-30-1019), Korea.
- NA REGION 877-884-5775**: NA Region includes: Canada, LAAM - Brazil & South America, Mexico, North America.

Q1。 “累計運輸” 數量必須與每個ASN中的 “船舶數量” 相同？

A1。 不。“累積數量” 是自年初以來已發貨的物品數量以及當前的數量。大多數用戶不知道一年內出貨的總數量，所以用戶應該將 “累計運輸” 與 “貨運數量” 相同。

Q2。 如何填寫所需的運營商和SCAC代碼？

A2。 許多用戶不知道他們的運營商（貨運公司拿起貨物），因為它可能由運輸部門的一個人處理，所以他們不會知道正確的運營商名稱或**SCAC**代碼。如果用戶不知道**SCAC**代碼，則在 “添加運營商” 網頁中輸入 “**UNKN**”。如果用戶不知道運營商名稱，請輸入**UNKNOWN**。

Q3。 應該選擇哪種輸送方式和設備描述代碼？

A3。 用戶應該了解如何交付物品，並從 “運輸方式” 下拉列表中選擇正確的物品。如果他們不知道，不能從他們的運輸部門找到，那麼選擇 “**Motor (M)**” 選擇是最常見的選擇。然後選擇 “**拖車 (TE)**” 作為最常見的 “設備描述代碼”。

Q4。 淨重和毛重可以包含小數嗎？

A4。 是的，但如果大於**0.5**，則值將被舍入，否則向下舍入為**0**。例如，**10.5**變為**10**，而**10.501**變為**11**。

Q5。 我可以在出貨數量欄輸入一個小數嗎？

A5。 不，你會收到一條錯誤消息，說你不能。你必須決定是否把它降低或更高一個數字。

Q6。我應該選擇哪些運費條款和池代碼？

A6。 除非您的福特代表通知，否則不要選擇任何東西。

Q7。創建ASN時，如果我沒有在所需字段中看到“採購訂單”號碼，該怎麼辦？

A7。 查看該部件號的收件箱文檔，看看它是否在那裡。然後在所需的“採購訂單”字段中的創建ASN屏幕中手動輸入。如果您找不到，請聯繫您的福特代表，以確定應該是什麼。如果ASN緊急，需要發送使用99999作為“採購訂單”號碼。

Q8。我可以輸入一個ASN號碼，我想使用像發票號碼或我們自己的跟踪號碼嗎？

A8。 是的，您可以輸入任何值（數字或字符），只要您不再使用它來防止重複。

Q9。可以在同一部件號的一組ASN上重複使用系統生成的ASN嗎？

A9否。 您應該讓WebEDI系統為您創建的每個ASN自動生成一個新的。

Q10。當我點擊“驗證”按鈕，我得到“警告”消息，我可以發送這個ASN嗎？

A10。 通常。警告是為了提高ASN的準確性，因此總是建議您檢查它們，以查看是否需要任何操作。例如，如果“發貨日期”不是當前日期，那麼您確定是您想要的？或者，“每個集裝箱”警告是非常常見的，因為我們不需要任何包裝信息，所以請忽略相關的警告。

Q11。可以創建超過1個零件號的ASN嗎？

A11。 是。只要擁有相同的“發貨人”和“出貨地”位置，您可以在收件箱/零件標籤屏幕上選擇所需的零件數量。如果您選擇不同的位置，**WebEDI**系統將阻止您意外地嘗試創建**ASN**。

Q12。當我創建ASN時，我必須填寫所有的字段？

A12。 不，現在，為了使**WebEDI**應用程序更易於使用，用戶只需填寫**BOLD RED**所需的字段即可。將來建議您開始使用其他可選字段。

Q13。我可以打印自己的運送標籤嗎？

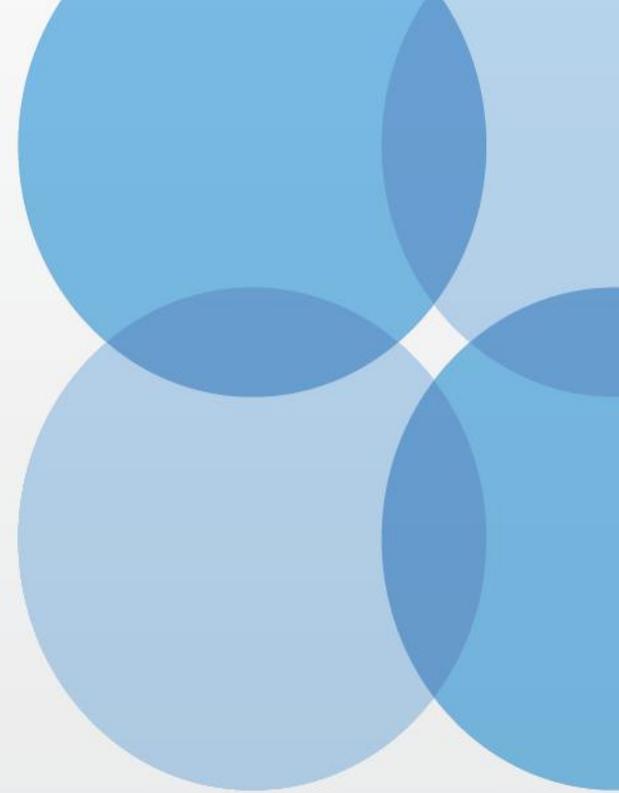
A13。 是的，沒有要求打印和使用**WebEDI**提供的標籤。請繼續正常的打印過程。

Q14。我想使用**WebEDI**標籤，但**PDF**不能在我的標籤打印機上正確打印，您能幫助嗎？

A14。 不，**Covisint**不支持許多不同型號的打印機，您需要聯繫貴公司的**IT**部門來幫助您配置打印機。

Q15。有時我創建了非常大的ASN，有沒有上傳文件到**WebEDI**？

A15。 目前**WebEDI**不支持上傳文件。如果需要此功能，請聯繫您的福特代表，並要求將此功能視為增強功能。



谢谢