

上汽通用汽车供应商门户网站项目 (SGMSP)

User Guide 用户手册

上汽通用汽车有限公司

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SGM IT <上汽通用汽车供应商门户网站项目(SGMSP)>

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Last Updated By:	<杨 <i>筱琴</i> >			
Author:	< <i>马文慧</i> >			
Reviewed By:	<name></name>	Date:	<name></name>	Date:
	<name></name>	Date:	<name></name>	Date:
Approved By:	<name></name>	Date:	<name></name>	Date:
	<name></name>	Date:	<name></name>	Date:



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1. Summary 简介

1.1 Purpose 目的

This document is the instruction for Automotive Portal users using their Automotive Portal accounts to access SGM Portal.

1.2 Scope 范围

For SGM suppliers who already have Automotive Portal accounts.

1.3 Definitions, Acronyms and Abbreviations 术语及缩略语

N/A

1.4 References 参考资料

N/A

2. System Describe 系统描述

2.1 System Function Introduction 系统功能简介

Automotive user federate to SGM portal, can link to existing user, or register new user

2.2 System Operating Environment 系统运行环境

OS: Windows

Browsers: IE11+, FIREFOX, CHOME



3. Instructions 使用说明

3.1 Automotive Portal account federate to SGM portal

3.1.1 Automotive Portal account federate and register new account in SGM Portal

3.1.1.1 Automotive Portal account federate and register new account in SGM Portal

1. Automotive Portal user login, and click federation app

😝 covisint	
Home Directed Communications Automotive Portals Industry	y News
Search	Directed Communications: Quick List
Q,	Receive email alerts when bulletins are published. Get started »
With all of the words	Status Subject From
 With at least one of the words 	No bulletins available
With this phrase	View All Bulletine
All 🗸	
	Glossary
My Favorites	Glossary of Terms - Version 1.3
» Edit my favorites	Having trouble remembering the difference between asynchronous and bi-synchronous? Our glossary of terms can help. Select a letter below to begin: .
Caviaint Applications	Selectone: All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
SAIC-GM Portal	
Administration	
Administration Tools	
Change Password	
Edit My Profile	
My Administrators	

2. Navigate to federation login page



Covisint One login for all of your solution needs	https://s-is-ins2 broker sto covann in/fed/app/sp saml20		Page Registered Users Sign On	× 0.04
One login for all of your solution needs			Registered osers sign On	
One login for all of your solution needs				
One login for all of your solution needs		Covisint		
One login for all of your solution needs		COVISITI		
One login for all of your solution needs				
	0	ne login for all of your solution need	ls	
User Name		User Name		
Password		Password		
Clicking on Sign On indicates acceptance of Terms of		Clicking on Sign On indicates acceptance of Terms of		
Use and Privacy Policy		Use and Privacy Policy		
Continue		Continue		
New year register		New user register		
New user register.		New user register.		

3. Click register link

Image: Second	
🗲 🔿 C 🔓 https://s-is-ins2.identity.stg.covapp.io/CommonReg?cmd=REGISTER&external_Id=https%3A%2F%2Fs-is-ins1.broker.stg.cova	pp.io%2Fadmin_UYYBKN40 😭 📑
🔛 Apps 🗅 Web Slice Gallery 📓 百度 🦲 Imported From IE 📘 Suggested Sites 👖 果壳网 guokr.com - 🐔 🤱 网易印像派 🔰 Login - Splunk 4.2.1 🖗 🧏 Covisint Cloud Id	entit Dther bookmarks
2 covisint	
welcome: registration	
Thank you for choosing to register with . To begin the multi-step process, please select from the options below. If you are unsure what option to select, help for this screen is available	e
user options	
New User Select this method if you are an employee of an existing Member Company seeking access to one of the applications your Organization currently subscribes to OR if you are not su Please note: after selecting this option, you will be prompted to locate your Organization within our system.	re if your organization is registered.
organization options	
New Top-Level Organization Select this method if you wish to join the Exchange as a new Organization Please note: you must be the individual wishing to be the Security Administrator* of your Top-Level Organization to select this method.	
New Division Select this method if you would like to become the Security Administrator* of a new division within an existing Organization Please note: after selecting this option, you will be prompted to locate your Organization within our system.	
*the responsibilities of the Security Administrator will be explained in detail after you select a registration method. However, you may choose to cancel your registration in order to all register as the Security Administrator.	low a different member of your Organization to
Begin Registration	

4. Search the related org





find organization Steps: - 2 - 2 - 3 - 5 -
As a new user, you may perform a keyword search for any 'active' organization by full name, by 'begins with,' or by 'contains' criteria. If you are unable to find your organization after performing a search, you may decide to create a new organization.
find organization by keyword search
enter organization name: contains Results Per Page: 50 Search
- OR -
If your company does business with any of the companies displayed in the drop-down list below, you may be able to find your Covisint organization using their supplier code identifier. Select a company from the drop-down, then enter the supplier code they use to identify your company.
Note: The supplier code you enter may be either a parent code or a site code. The search will resolve your entry to the parent code, then return any associated organizations in .
find organization by supplier code
select a supplier portal [S-IS-INS2 (TestPortal) ▼ enter supplier code:
Results Per Page: 50 V

ind organizatior	n > search	results	Steps: - 🖉 - 3 - 4
Your search as retu the hierarchy symbol administrator can a	irned 1 organ ol will be high ssist you in se	zations. You may select one of the organiza lighted if the organization is a top-level orga lecting the correct organization.	ations listed below or you may click on the 🚇 hierarchy symbol to view the entire organization tree and select the appropriate organization. The top bo anization. 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
results			
			Found: 1 res
	Org	Organization Name	Organization Address
Select		las 2 Ocad	Inc2 Ora1 Inc2 Ora1 Inc2 Ora1 11222
Select		insz_Org1	insz_org1, insz_org1, insz_org1 11225
Select		insz_Org1	insz_oly1, insz_oly1, insz_oly1 i 1223 Show 50 ▼ per pi
Viewing 1 - 1 of 1		insz_Org1	Show 50 Perform New Search

5. Enter user information, submit. The basic information fields are copied and prepopulated.

SAIC-GM	
岩 covisint	

Enter user information		Steps:
ſ		
Please input your user information into the field	elds below.	
user information		
Organization Name:	*required fields	
Prefix:		
	(Mr., Mrs., Ms., Miss)	
*First Name:	ins1_user25	
Middle Name:		
*Last Name:	test	
Job Title:		
*Address 1:	25800 Northwestern Hwy	
Address 2:	IreneTest	
Address 3:	-	
*City/Region:	Southfield	
*State/Province:	MI	
*Postal Code:	48076	
*Country:	United States 🔹	
*Phone Number:	+1 - 1112223333	Ex:+1 201-234-5678
Mobile Phone Number:	+1 -	Ex:+1 201-234-5678
Fax Number:		×
*Email Address:	irene.yang@covisint.com	
*Re-enter Email Address:	irene.yang@covisint.com	
Wireless Email Address:		0
*Time Zone:	(GMT-05:00) Eastern Time (US & Can	ada) 🔻
*Language Preference:	English 🔹	
*Identity Number:		
		Continue Registration Undo Changes

6. Enter user id and password, finish registration.

user information	Steps:
se input your user information into the	fields below.
er sign-on information	
* User ID	required fields Note: Userid must be at least 4 characters, and no more than 80 characters. If your company uses a standard convention for issuing userids for internal plications, you may wish to adhere to the same convention and select the same id for simplicity.
*Password	
*Password *Re-enter Password	
*Password *Re-enter Password	Unmask Security Answers
*Password *Re-enter Password *Challenge Question 1 *Challenge Agever 1	Selectone T
*Password *Re-enter Password *Challenge Question 1 *Challenge Answer 1	
*Password *Re-enter Password *Challenge Question 1 *Challenge Answer 1 *Challenge Question 2	



3.1.1.2 Covisint Helpdesk approve the user

1. Helpdesk login, click "Administration>Pending requests>User Requests"

2	covis	inť			l			l			IIII Contact Us IIII Logout 欢迎, Ins2_Org1 aa
Home	My Applications	My Profile •	My Organization -	Search •	Ad	ministration • F	Reports	-			
					8	Pending requests	•	8	User Requests		
view	profile for: Ins2_Or	g1 aa				Invite	►	<u> </u>	Organization Requests		
			view profile		=	Roles and Services	▶			view service packages	
					7	Manage IDBridge					
	edit user profile			→ ch	8	Audits	►			▹ reset user password	
	specify user passwor	ď		→ ad	Þ	Manage Password P	olicy			• modify roles	
	 request service package email preferences 	age		∍ vie ∍ Mo	Þ	Manage Authenticati	on Policy			▶ view request history ▶ PIN management	

2. View request, approve the user

\mathrm Covisi	nť					ليو contact os الموادي weicome, ins2_Org1 aa
Home My Applications A	My Profile • My Organization •	Search - Administration -	Reports -			
Review Users Pending Ap	proval					
ne	ew user (2)	use	r service package (0)	user site code (0)		code (0)
The following users have reque	ested a new ID. Click each user name t	o view the request details and ma	ake a decision.			
review users to approve or re	ject					
Include all divisions						
View Request	User Name	Job Title	Date Submitted		Request	Division
	ins1_user22 test		2016.08.15 3:09 AM EDT			Ins2_Org1
	org1_user25 test		2016.08.16 2:51 AM EDT			Ins2_Org1



🚼 covis	sinť							Welcome, Ins2_	Org1 aa
Home My Applications	My Profile -	My Organization +	Search -	Administration -	Reports •				
details of pending user	request for:	org1_user25 test							
Below are the details of the Review all Services Reques Note: If a application is gran your Organization does not s	registration reque ted to determine ted to your organz subscribe will be	est. Please review the use which services are appro- cation such that a "non-ap automatically rejected.	er details caref priate for this u pprovable" requ	ully to ensure it was : iser. Note that you m iest becomes "appro	sent by a legitir ay reject some wable," you ma	mate employee of your Com or all of the service request ay need to close your browse	pany. ted, but still approve the ove r and re-login before the ch	rrall User Request. ange is reflected on the screen. Services to wi	hich
user information							_		
FL	Ill Name org1_us	er25 test				Job Ti			
Organizatio	In Name Ins2_Org	J1 11			User ID ORG1_USER25				
Ad	dress 2	,			Wireless Email Address				
Ad	dress 3				Phone Number 1212121212				
City	Region Ins2_Org	1			Mobile Phone Number				
State/F	rovince Ins2_Org	1			Fax Number				
Pos	tal Code 11223				Time Zone (GMT-05:00) Eastern Time (US & Canada)				
	Country United S	tates			Preferred Language English				
Identity	Number 121322				SGM User ID				
new user request									
Approve	Reject	User Name		Reque	st Reason		Rejection Reason*		
۲	©	org1_user25 test							
services requested									
				Submit Deci	sion	Cancel			

3.1.1.3 Automotive Portal account links to SGM Portal account successfully

- 1. Automotive Portal account login, click fed app.
- 2. Navigate to SGM Portal, no need to login again.

3.1.2 Automotive Portal account links to exist SGM Portal account

- 1. Automotive Portal account login, click fed app
- 2. Display federation login page



(=)	https://s-is-ins2.broker.stg.covapp.io/fed/app/sp.saml20	۵ - ۹	🙆 💊 Covisint Connection and Admi.	<i>i</i> Registered Users Sign On 🛛 🗙
		💦 covisin	ť	
		One login for all of your solu	tion needs	
		User Name		
		Password	_	
		Clicking on Sign On indicates acceptance of Use and Privacy Policy	Ferms of	
		Continue New user register.		

- 3. Enter exist SGM Portal account, login SMG Portal, link successfully
- 4. Automotive Portal account login, click fed app again, direct navigate to SGM Portal

3.1.3 Automotive Portal account federate and register new account in SGM Portal, and this account hasn't been approved

3.1.3.1 Automotive Portal account federate and register new account in SGM Portal

1. Automotive Portal account login Automotive Portal, click fed app



COVISINE	
Home Directed Communications Automotive Portals Industry	News
Search	Directed Communications: Quick List
Q	Receive email alerts when bulletins are published. Get started >>
With all of the words	Status Subject From
 With at least one of the words 	No bulletins available
○ With this phrase All ∨	View All Bulletins
	Glossary
My Favorites	Glossary of Terms - Version 1.3
» Edit my favorites	Having trouble remembering the difference between asynchronous and bi-synchronous? Our glossary of terms can help. Select a letter below to begin: .
	Selectione: All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Covisint Applications	
SAIC-GM Portal	
Administration	
Administration Tools	
Change Password	
Edit My Profile	
My Administrators	

2. Display federation login page, click register link, finish registration

	COMPANY OF THE OWNER		
(=) (=) (= https://s-is-ins2.broker.stg.covapp.io/fed/app/sp.saml20	🔎 🗧 🖒 🧏 连接科纬迂	🦉 Registered Users Sign On	× 命☆錢
One		s	
Olie	User Name	5	
	Password		
	Clicking on Sign On indicates acceptance of Terms of Use and Privacy Policy		
	Continue New user register.		



3.1.3.2 Automotive Portal account federate again before the SGM admin approve the user

1. Click Fed app

🚼 covisint			
Home Directed Communications Automotive Portals Industry	/ News		
Search	Directed Communications: Quick List		
Q	Receive email alerts when bulletins are published. Get started >>		
With all of the words	Status Subject From		
With at least one of the words	No bulletins available		
 With this phrase 	View All Buillatine		
All ~			
	Glossary		
My Favorites	Glossary of Terms - Version 1.3		
» Edit my favorites	Praving trouble remembering the dimetence between asynchronous and de-synchronous 7 our glossary of terms can help. Select a letter below to begin.		
	Selectone: All 0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z		
Covisint Applications			
SAIC-GM Portal			
Administration			
Administration Tools			
Change Password			
Edit My Profile			
wy Autorities			

2. Display login page, hide register link



	ည်း 🔒 🕹 😪 Cov	isint Connection and Admi <i>@</i> Registered Users Sign On 🛛 🗙	↑ ★ ¤
On		ands	
01	le login for all or your solution ne		
	User Name Password Clicking on Sign On indicates acceptance of Terms of Use and Privacy Policy		
	Continue		

3. Enter the new registered account, display the Account is Pending



← → @ https://s-is-ins2.broker.stg.covapp.io/fed/app/provisionLc	ogin.do 🔎 🗧 🖒 🥊	Covisint Connection and Admi	<i> </i> Registered Users Sign On	× <u>^</u>
	📽 covisint			
	One login for all of your solution	needs		
	Account is pending			
	User Name Password Clicking on Sign On indicates acceptance of Terms of Use and Privacy Policy			
	Continue			

3.1.4 Automotive Portal account link to SGM Portal account successfully, then the SGM account changes to invalid (suspended/permanent removed)

- 1. Click Fed app
- 2. Display Login page, no register link



			_ 0 <u>×</u>
	오 두 🗎 🖒 😪 Covis	int Connection and Admi 🥭 Registered Users Sign On 🛛 🗙	↑ ★ ¤
Or	e login for all of your solution ner	eds	
	User Name Password Clicking on Sign On indicates acceptance of Terms of Use and Privacy Policy Continue		

3. Enter the SGM account credentials





3.1.4.1 Automotive Portal user should call helpdesk to maintain his SGM account

3.1.4.2 Helpdesk has two ways to deal with:

1. Unsuspend the SGM account, then automotive user can federate again successfully



2. Remove the link of them in database, so automotive user can fed and register new account or link to other SGM account.

3.1.5 Automotive Portal account first time try federation, and enter an invalid SGM Portal account

- 1. Automotive portal account login, and click federation app
- 2. Enter invalid SGM account, the account status could be:
 - Suspended
 - Pending
 - Permanent removed
- 3. Display the related error, also no the register link





3.1.5.1 Automotive Portal user should call helpdesk to maintain his account

3.1.5.2 Helpdesk has two ways to deal with:

1. Active SGM account(unsuspend the user /approve the pending user), then automotive user can

federate again successfully



2. Remove the link of them in database(for permanent removed user / reject the pending user), so automotive user can fed and register new account or link to other SGM account.