



H-DSN Online Registration User Guide

December 2007

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Registration Procedures

- If you would like an H-DSN logon or Order Management ASN functionality, please submit your request to your organization's H-DSN Central Point of Contact (CPOC) or H-DSN Administrator. The CPOC or Administrator will evaluate the request and create the appropriate user profile for you.
- If your organization does not have an H-DSN CPOC or Administrator, then follow the H-DSN Online Registration process on the following pages. However, please note that if you register and your organization does have a CPOC and/or Administrator, your request will be forward to them for action.

H-DSN Online Registration

1. Mouse-over the Public Menu button to open the first level menu. If you are logged onto H-DSN, mouse-over the Menu button to open the first level menu.
2. Mouse-over the Registration link to open the second level menu.
3. Click on Activation & Training.



H-DSN Online Registration

4. To learn more about H-DSN and Order Management, click on the appropriate overview link.
5. To continue the registration process, enter your email address in the blank field box and when complete, click on the Next button.

The screenshot shows the Harley-Davidson Supplier Network website. At the top, the logo reads "Harley-Davidson Supplier Network" with the Harley-Davidson logo to the right. Below the logo is a navigation bar with the date "Tuesday, December 4, 2007" and a "RETURN TO HOME" link. To the right of the date are buttons for "Links", "Search", "Contact Us", and "Log-out".

On the left side, there is a "Select" dropdown menu with a "REGISTRATION" section expanded to show "STEP 1: Entry" and "User Guide".

The main content area is titled "Registration" and "H-DSN Activation & Training". It features a heading "Attention Harley-Davidson Suppliers" followed by a paragraph: "The Harley-Davidson Supplier Network (H-DSN) can provide you with access to valuable business information. Secure access to the web site can be attained by registering below for activation & training. A valid, pre-approved Harley-Davidson Supplier ID is required." Below this text are two blue links: "Overview of H-DSN" and "Overview of Order Management".

At the bottom of the registration section, there is a text input field and a "Next" button. Below the input field, it says "To register: Enter your email address or H-D network ID".

H-DSN Online Registration

6. Enter the requested information and when complete, click on the Next button.

The screenshot shows the Harley-Davidson Supplier Network registration interface. At the top, the logo reads "Harley-Davidson Supplier Network" with the Harley-Davidson logo on the right. Below the logo is a navigation bar with "Links", "Search", "Contact Us", and "Log-out" buttons. The date "Tuesday, December 4, 2007" and a "RETURN TO HOME" link are on the left. A sidebar on the left contains a "Select" menu with "REGISTRATION" expanded to show "STEP 1: Entry" and "User Guide". The main content area is titled "Registration H-DSN Activation & Training" and asks the user to "Please provide the following information:". A note states "Fields with red ball are REQUIRED fields." The form includes fields for "Primary H-D Supplier ID", "First Name", "Last Name", "Phone", "E-mail Address", and "Other Supplier ID's (if applicable)". The "Phone" field has a red ball icon and a note: "Please enter Phone Number in format 4145552222". The "E-mail Address" field contains "KB@H-D.com". A "Next" button is at the bottom.

Harley-Davidson Supplier Network

Tuesday, December 4, 2007 | RETURN TO HOME

Links Search Contact Us Log-out

Select

- REGISTRATION
 - STEP 1: Entry
 - User Guide

Registration
H-DSN Activation & Training

Please provide the following information:

Fields with red ball are REQUIRED fields.

Primary H-D Supplier ID:

First Name:

Last Name:

Phone: Extension:

Please enter Phone Number in format 4145552222

E-mail Address:

Other Supplier ID's (if applicable)

Next

H-DSN Online Registration

7. Read the screen and when complete, click on the Next button.

The screenshot shows the Harley-Davidson Supplier Network registration page. At the top, there is a navigation bar with the logo and a date: Tuesday, December 4, 2007 | RETURN TO HOME. Below the navigation bar are buttons for Links, Search, Contact Us, and Log-out. The main content area is titled "Registration" and "H-DSN Activation & Training". It features a "Welcome to H-DSN Registration" message and a list of applications available on the network. A prominent "Next" button is displayed at the bottom of the main content area, along with contact information for technical and business assistance.

Harley-Davidson Supplier Network

Tuesday, December 4, 2007 | [RETURN TO HOME](#) [Links](#) [Search](#) [Contact Us](#) [Log-out](#)

Select

- REGISTRATION
 - STEP 1: Entry
 - User Guide

Registration
H-DSN Activation & Training

Welcome to H-DSN Registration

The Harley-Davidson Supplier Network (H-DSN) has been developed to strengthen the overall relationship between Harley-Davidson and its supply base. The web site is a valuable tool for conducting business in a more efficient, timely and collaborative manner.

Applications on H-DSN

- Administration (User Set Up and Maintenance)
- Tutorials and User Guides
- Supplier Profile Manager
- Payables (Invoice and Payment Tracking)
- Part Drawings
- Engineering & Cosmetic Standards
- Supplier Performance
- Order Management Plan (Forecast) & Firm Order Visibility
- Purchase Order Collaboration for Parts & Accessories and General Merchandise
- Advance Ship Notices (ASN's) ** Requires separate registration, approval and activation on H-DSN

Click the "Next" button to continue.

Next

For technical assistance click the Contact us button or call 888-549-9320.
For business assistance please contact your H-D representative.

H-DSN Online Registration

8. The Main Catalog displays showing the events that you are eligible to register for. Click on the Event link that represents the type of activation you require.

Notes:

- Initial Supplier Activation on H-DSN: Select this if you would like an H-DSN Logon.
- ASN Activation for Order Management: Select this if you already have an H-DSN Logon and require the ability to send ASNs from Order Management.

The screenshot shows the Harley-Davidson Supplier Network website. The header includes the logo and a navigation bar with links for 'Links', 'Search', 'Contact Us', and 'Log-out'. The date 'Tuesday, December 4, 2007' and a 'RETURN TO HOME' link are also visible. The main content area is titled 'Registration H-DSN Activation & Training'. On the left, there is a sidebar with a 'Select' dropdown menu showing 'REGISTRATION' with sub-items: 'STEP 1: Entry', 'STEP 2: Classes', and 'User Guide'. The main content area features a 'Main Catalog' table with the following data:

Event Code	Event Name	Event Type
1300	Initial Supplier Activation on H-DSN	Computer Based
1700	ASN Activation for Order Management	Computer Based

H-DSN Online Registration

9. Regardless of which link was clicked on, an event enrollment screen displays noting the event description that you are requesting activation for. Read the screen and then click on the Enroll button associated with the Session (Activation) Date of when you would like to begin having access or functionality.

Note:

If you mistakenly selected the incorrect Event, refer to the left side of the screen and click on the STEP 2: Classes link and the Main Catalog screen displays (as seen on the previous page).

The screenshot shows the Harley-Davidson Supplier Network registration page. The header includes the logo and navigation links like 'Links', 'Search', 'Contact Us', and 'Log-out'. The main content area is titled 'Registration H-DSN Activation & Training'. It features a sidebar with a 'Select' dropdown menu containing 'REGISTRATION', 'STEP 1: Entry', 'STEP 2: Classes', 'STEP 3: Enroll', and 'User Guide'. The main content area displays the event details, including the event code (1300), event type (Computer Based), and a description. Below the description, there are sections for 'Prerequisites' and 'Notes'. The 'Sessions' section contains a table with columns for Session Code, Session Date, Session Time, and Session Location, and an 'Enroll' button for each session.

Session Code:	Session Date:	Session Time:	Session Location:	
23000	12/17/2007	0:00 AM to 0:00 AM	Online Self Guided	Enroll
26100	01/07/2008	0:00 AM to 0:00 AM	Online Self Guided	Enroll
26200	01/21/2008	0:00 AM to 0:00 AM	Online Self Guided	Enroll
26300	02/04/2008	0:00 AM to 0:00 AM	Online Self Guided	Enroll
26400	02/18/2008	0:00 AM to 0:00 AM	Online Self Guided	Enroll
26500	03/03/2008	0:00 AM to 0:00 AM	Online Self Guided	Enroll

H-DSN Online Registration

10. A registration confirmation screen displays indicating that you successfully registered for the event. Please note the Session (Activation) Date and the Confirmation Number. You will also receive an email confirmation.

The screenshot shows the Harley-Davidson Supplier Network registration confirmation page. The header includes the logo and navigation links. The main content area displays the registration details for 'H-DSN Activation & Training'.

Harley-Davidson Supplier Network

Tuesday, December 4, 2007 | [RETURN TO HOME](#) | [Links](#) | [Search](#) | [Contact Us](#) | [Log-out](#)

Select

- REGISTRATION
 - STEP 1: [Entry](#)
 - STEP 2: [Classes](#)
 - STEP 3: [Enroll](#)
 - STEP 4: [Thank You](#)
 - [User Guide](#)

Registration
H-DSN Activation & Training

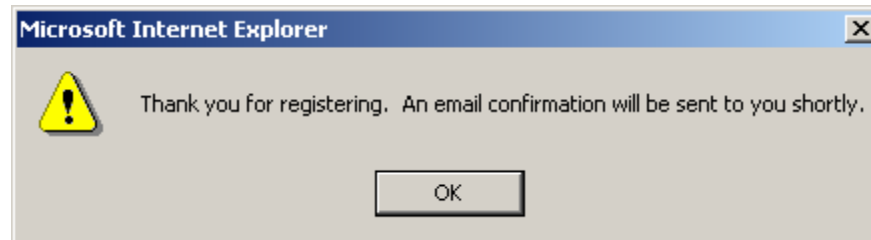
Thank you!
Initial Supplier Activation on H-DSN

Event Code:	1300	Event Type:	Computer Based
Session:			
Session Code:	23000	Session Date:	12/17/2007
Confirmation No:	13910	Session Time:	0:00 AM
Location:			

[Register for more classes](#) [Finished](#)

H-DSN Online Registration

11. To exit the confirmation screen, click on the Finished or Register for more classes button. When the Finished button is clicked, the below message displays.



- Before registering for an activation event, consult with your organization's H-DSN Central Point of Contact and/or H-DSN Administrator as they are your first line of support as it relates to H-DSN access and functionality.
- Once you have successfully registered for a specific Event (i.e. Initial Supplier Activation on H-DSN), it will no longer display as an option in the Main Catalog. The Main Catalog only displays events that you are eligible to register for.
- If you registered for ASN Activation for Order Management and you do not already have an H-DSN logon, a logon will be assigned at the time the ASN functionality is activated.

- For technical assistance, contact the H-DSN Support Network at 866-490-HDSN (4376).
- For business assistance (i.e. Supplier ID, events to register for, etc.), contact your H-D representative.