MLM MSH Supplier User Manual
V1

RM700 – User Manual

Index

1. Terms, acronyms, abbreviations

The following table contains the definition of terms, acronyms and abbreviations.

Acronym	Description
MSH	Material Shipping
SN	Serial Number

2.   MLM User Manual - MSH Module

2.1   User login

Access to the MLM portal, for the Supplier user, can only be done through WeBUY by clicking on the corresponding link on the platform's home page.

2.2 Supplier user - Navigation

In the MSH menu there are 4 links (see Figura 1 –):

- Home
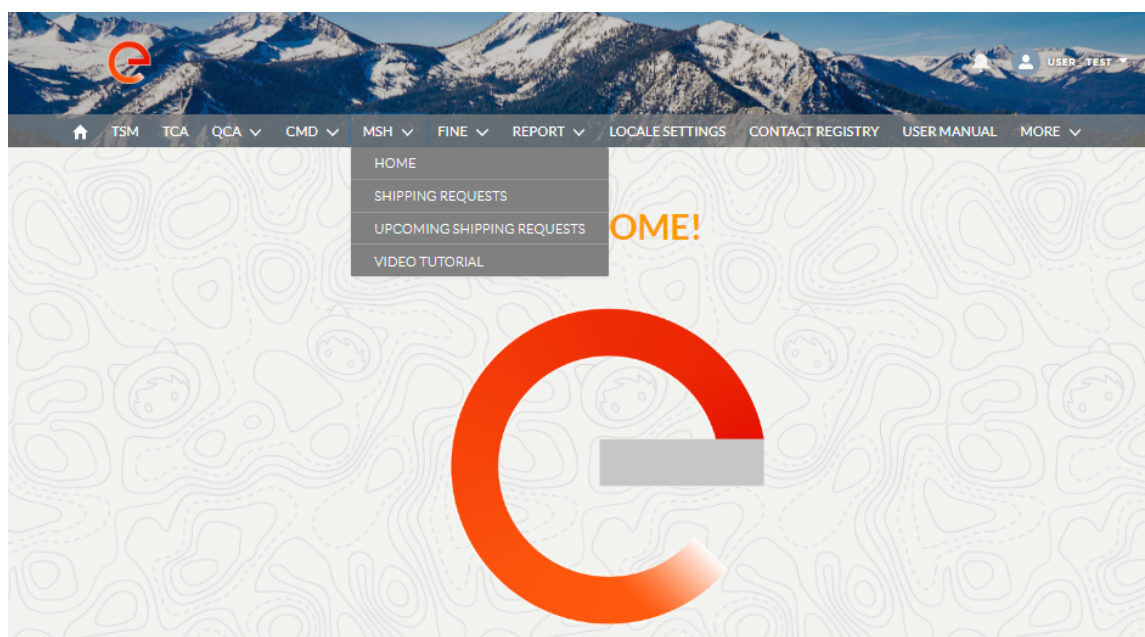- Shipping Requests
- Upcoming Shipping Requests
- Video Tutorial

Figura 1 – Supplier Portal Menu

On the "Home" page INICIO there are 3 sections (see Figura 2):

- Upcoming Shipping Requests - Platform
- Upcoming Shipping Requests - Direct Flow
- Closing Period showing the expected closings in the current month for all Enel platforms

Upcoming Shipping Requests - Platform

Shipping Request Number	Platform	Status	Phase	Time Slot	Shipment Date
SH-000000909	PLATAFORMA MT/BT / GOIÂNIA-GO	Inserted	Phase 1 - Serial Number Se...	Morning	16 Jul 2021
SH-000000907	PTF CENTRAL MRO / ITABORAÍ-RJ	Rejected	Phase 4 - Rectification	Morning	16 Jul 2021

2 results - 1 / 1 pages

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Upcoming Shipping Requests - Direct Flow

Shipping Request Number	Area	Status	Phase	Shipment Date
SH-000000906	DTR AMPLA / NITERÓI-RJ - BM00	Validated	Phase 6 - Validated	19 Jul 2021
SH-000000905	PLATAFORMA AT / MARACANAU-CE - BL02	Suspended Request	Phase 4.1 - Suspended Request	19 Jul 2021
SH-000000904	DTR CEARA / EUSEBIO-CE - BL00	Suspended Request	Phase 4.1 - Suspended Request	19 Jul 2021
SH-000000903	PLATAFORMA AT / ITABORAÍ-RJ - BM02	Rejected	Phase 4 - Rectification	19 Jul 2021
SH-000000902	PLATAFORMA AT / MARACANAU-CE - BL02	Rejected	Phase 4 - Rectification	19 Jul 2021
SH-000000901	PLATAFORMA AT / GOIÂNIA-GO - BG02	Rejected	Phase 4 - Rectification	19 Jul 2021
SH-000000900	DTR AMPLA / NITERÓI-RJ - BM00	Validated	Phase 6 - Validated	19 Jul 2021
SH-000000899	DTR CEARA / EUSEBIO-CE - BL00	Inserted	Phase 1 - Serial Number Selection	19 Jul 2021
SH-000000876	PLATAFORMA AT / MARACANAU-CE - BL02	Validated	Phase 6 - Validated	19 Jul 2021
SH-000000865	DTR ENEL GO / GOIÂNIA-GO - BG00	Inserted	Phase 2 - Document Upload	21 Jul 2021

10 results - 1 / 1 pages

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Closing Period

There are not Closing Periods to show

Figura 2 – Supplier Portal Home Page

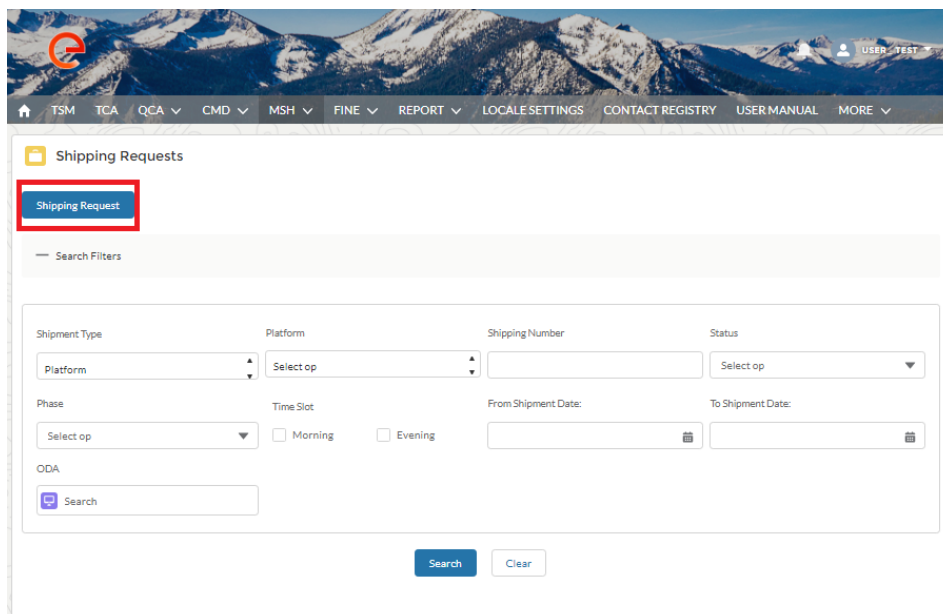In the page "Shipping Requests" SHIPPING REQUESTS there are 2 components (see Figura 3):

- Button to create a new shipping request by platform and by direct flow
- Search section for previously entered shipping requests

On the "Upcoming Shipping Requests" VIDEO TUTORIAL there is a pre-filtered search section for the "Validated Request" phase, that is, for all shipping requests that are considered suitable to be sent and with the logistic file verified

2.1.1.   Platform Shipping Requests

2.1.1.1   Shipping Requests Creation

To create a request, the user has to access one of the pages "Shipping Requests" o "Upcoming Shipping Requests" using the menu items shown above. Pushing the button "Shipping Request" in Figura 3, the application creation process begins.

Figura 3 – Shipping request creation / search page

To create a shipping request on the platform, after pressing the button "Shipping Request", you need to select the item "Platform" as shown in the Figura 4.
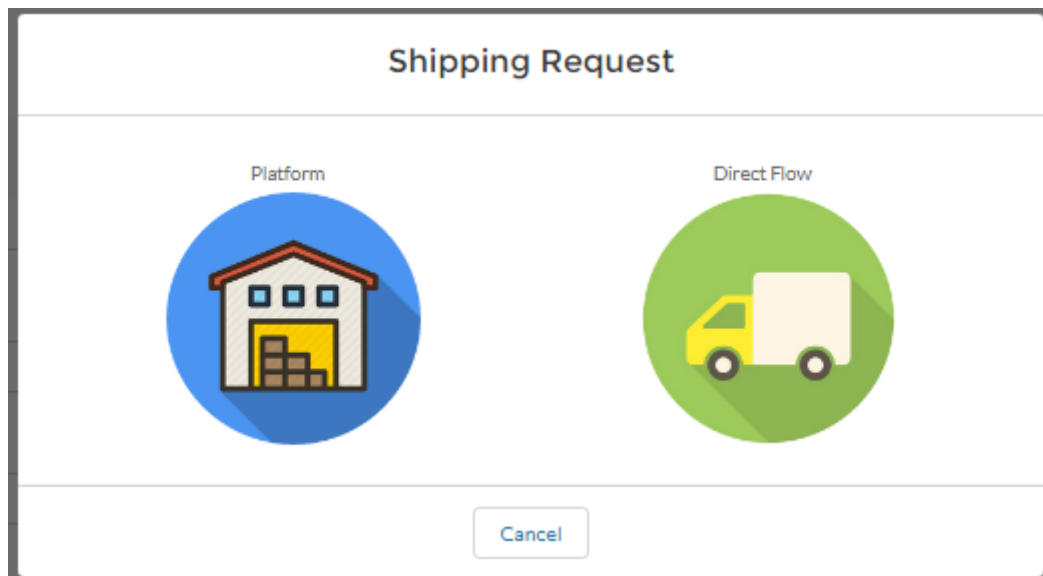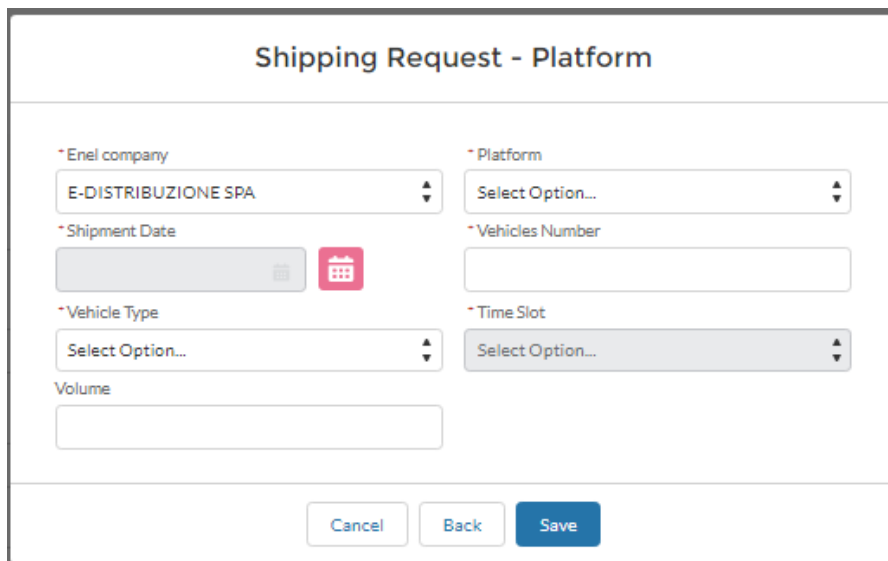

Figura 4 – Shipping request type selection popup

After selecting the platform of interest from a drop-down menu, the information to enter to save the shipping request is:

- Shipment Date using the calendar
- Vehicles Number
- Time Slot, which will be set automatically when you select the ship date from the calendar
- Vehicle type from the menu
- Volume
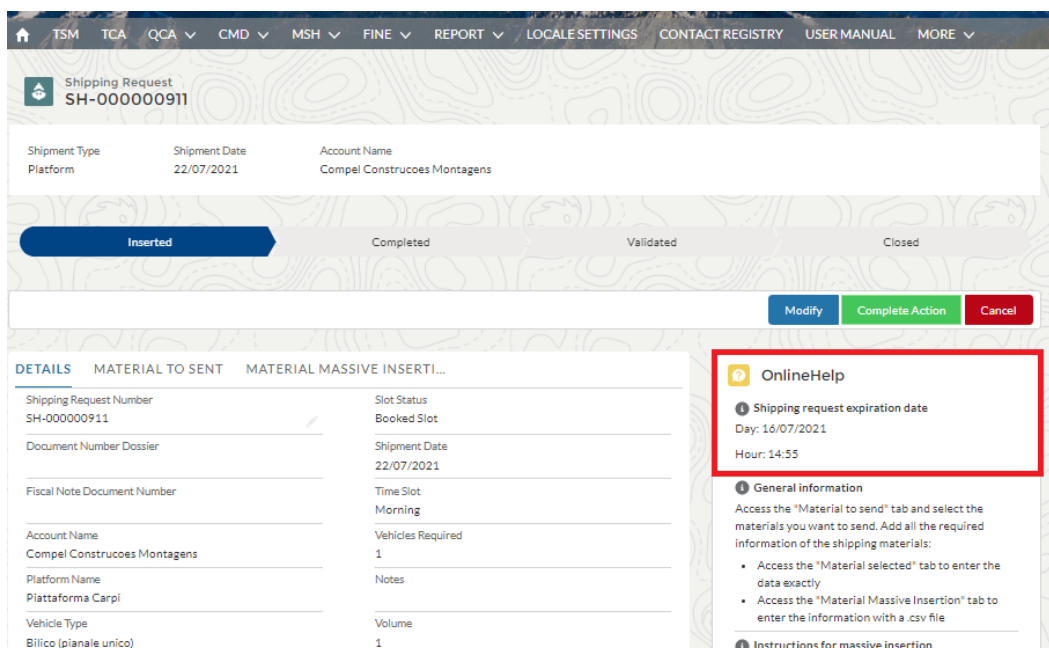
Figura 5 – "Platform" shipping request creation popup

To save the shipping request in the system, it is necessary to complete all the required information.
Once entered, the system will display the details of the information entered.

Shipping requests remain viable until the expiration date indicated in the "Help Online" component.

Figura 6 – Single Processing Page Submit Request

Remaining on the shipping request page, to select the components to be shipped it is necessary to access the tab "Material to send" and, as shown in Figura 7, select the components with the "select" button.

Figura 7 – Component Selection Section (Serial Number) Related to Single Shipping Request

In this phase you can select the components to be shipped (tab "Material to send") from testing notices that have received quality approval in QCA.

For selected components (tab "Material to send"), you can enter additional information for the components:

Tracked material:

- Serial number
- Primary Barcode Box
- Primary Barcode Pallet
- Secondary Barcode Box
- Secondary Barcode Pallet

Untracked material:
- Quantity of pieces to send (Mandatory)
- Quantity of boxes to send (Mandatory)
- Production Year (Mandatory)
- Primary Barcode Box
- Primary Barcode Pallet
- Secondary Barcode Box
- Secondary Barcode Pallet

After selecting QCA technical approval, you must select the purchase order and the material to be delivered, to complete the additional information it can be done in two ways:

- Individually using the button "View". By clicking on the "View" button that is displayed next to each component in the list, the pop-up window opens containing the data of the selected serial number. Component data can be entered by clicking the "Edit" button in the pop-up window.

- Massively through the "Massive Upload SN". In the tab you can start the download of the CSV file to fill in. You need to download the template from the dedicated tab for each shipping request.

Insert operation for a single component:

Figure 8 - Component selection section

Figura 9 – Pop-up window to modify the data of a single component (serial number)

Figure 10 – Bulk Component Upload Section (Serial Number)

To finalize the selection of the serial numbers to be sent ("Material to be sent" tab) press the "Finish operation" button, making sure you have selected at least one component to be sent.

Figure 11.1 – Complete action load material to send

Bulk Load Insert Operation:

Before accessing the "Mass insertion of material" tab, select the components to be sent from the "Material to send" list, which is displayed from the selection of "Tests" and "Oda" to which the components refer. (Figure 11).
Access the tab "Mass insertion of material" and start the download of the template by clicking on the available link
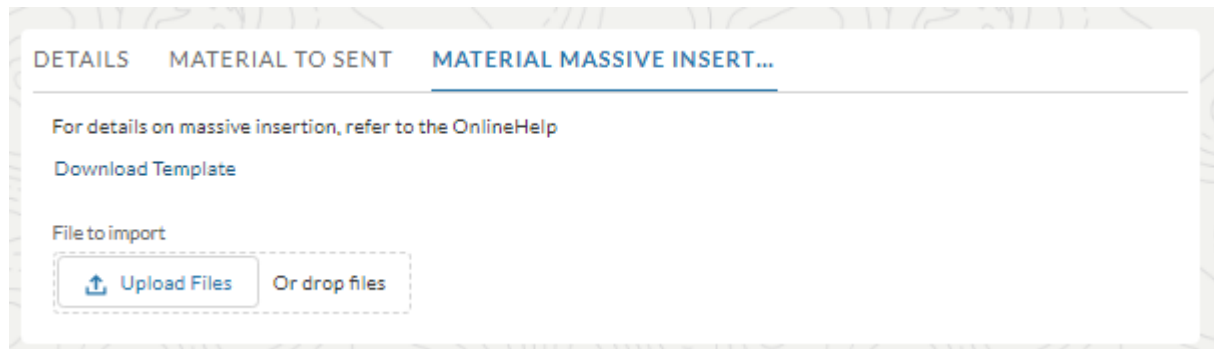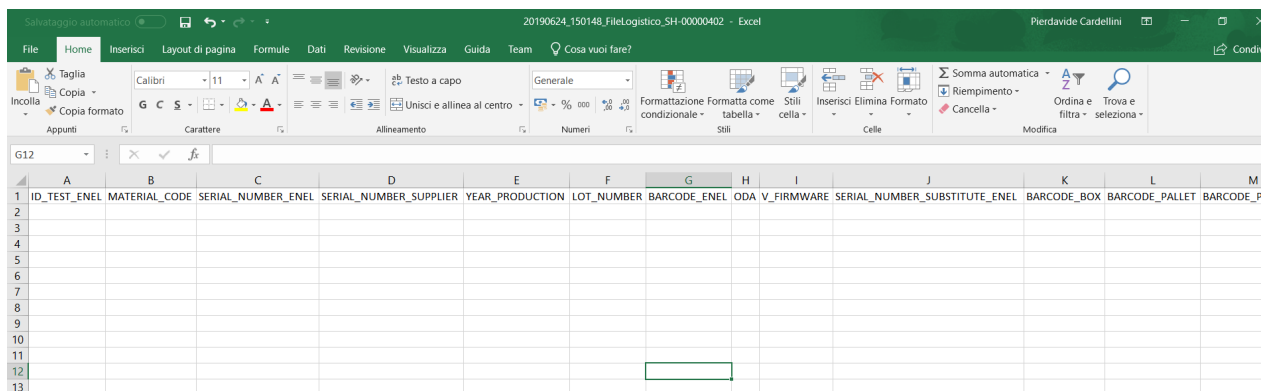"Download template".

Figure 12 - Download link Bulk upload template

Below is the template for bulk upload of serial numbers to send:

Figure 13 – Bulk Component Upload Template

The serial number information that needs to be completed in the bulk upload template is specified below:

- ID_TEST_ENEL: Prevalued by the system, represents the ENEL test number (Es. 90000xxxx)
- MATERIAL_CODE: Prevalued by the system, represents the ENEL material code
    - SERIAL_NUMBER_ENEL: Prevalued by the system, it represents the identification number of the component produced by the supplier with the Enel code
    - SERIAL_NUMBER_SUPPLIER: Prevalued by the system, represents the identification number of the component produced by the supplier
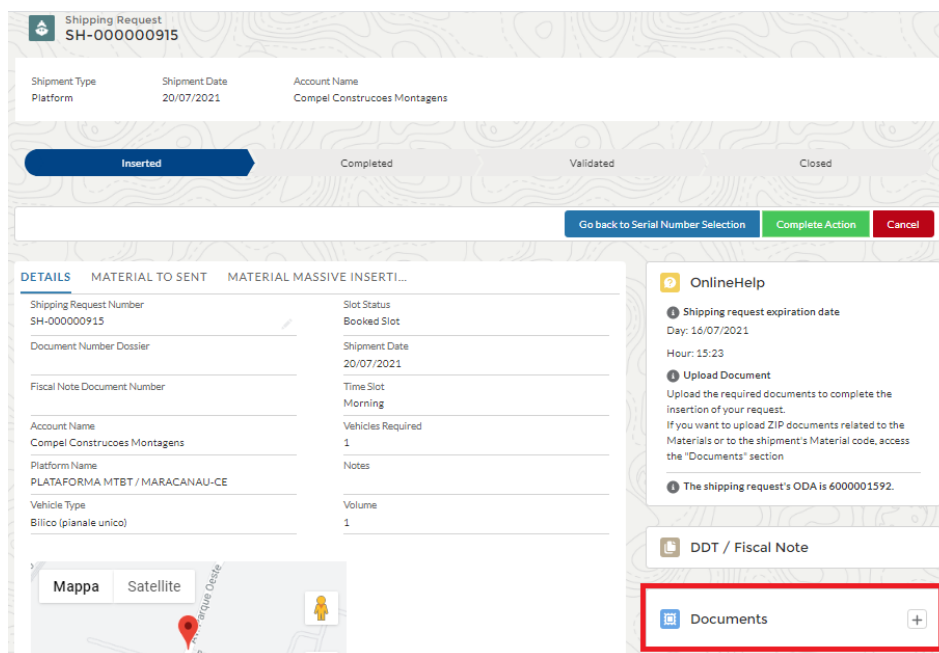
- YEAR_PRODUCTION: Prevalued by the system, represents the year of production of the component
- LOT_NUMBER: Prevalued by the system, represents the production lot number, if present
- BARCODE_ENEL: Prevaluated by the system, it represents the ENEL barcode with the correct format (Cui-material code-year-establishment-serialnumber)
- ODA: Prevalued by the system, represents the purchase order number
- V_FIRMWARE: If present, must be completed (not required)
- SERIAL_NUMBER_SUBSTITUTE_ENEL: Represents the replaced serial number
- BARCODE_BOX: Box barcode, if present, to complete, not required
- BARCODE_PALLET: Pallet barcode, if present, to complete, not required
- BARCODE_PRIMARY: Primary Bar Code, if present, to complete, not required
- BARCODE_PRIMARY_PALLET: Primary Barcode Pallet, if present, to complete, not required
- ID_SALESFORCE: unique line identifier (serial number loaded) - do not modify

2.1.1.2   Loading Documentation

To complete the insertion of a request, it is necessary to upload the documentation that accompanies the submission request.

The document upload function can be started from the "Documents" component as shown in figure 13:

Figura 14 – Document upload section

In the document upload component, you can upload documents to:

- Shipment (Ex. DDT)
- Documents by material code
- Documents for serial number

Accepted file formats are PDF and ZIP.

The DDT Document is only necessary for Enel Companies in the countries of Italy and Romania, on the other hand, for Chile, Colombia, Spain and Peru, it is not necessary to upload this document and the system allows the advance.

For Brazil there is the document "Fiscal Note" that replaces the transport document (DDT).

Once the documents have been inserted, press the "Complete Action" button..

After this operation, no further steps are required. However, it is necessary to wait for the validation of the shipping request before submitting the material. Validation is a status of the shipping request.
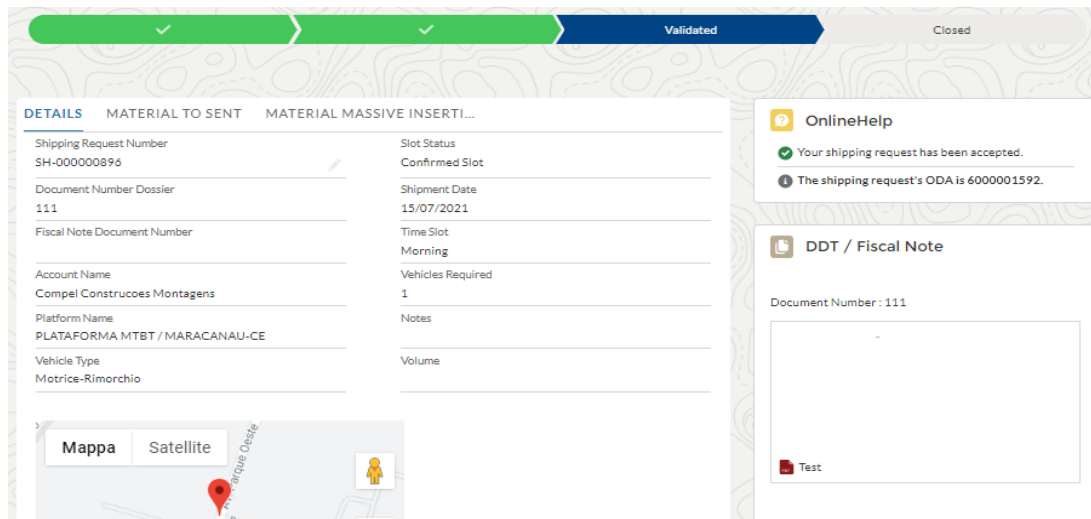

Figura 15 – Request status progress details

In case of errors in the data of the components to be sent, the request can be rejected with the details of the errors to be corrected visible in the component "Online Help":
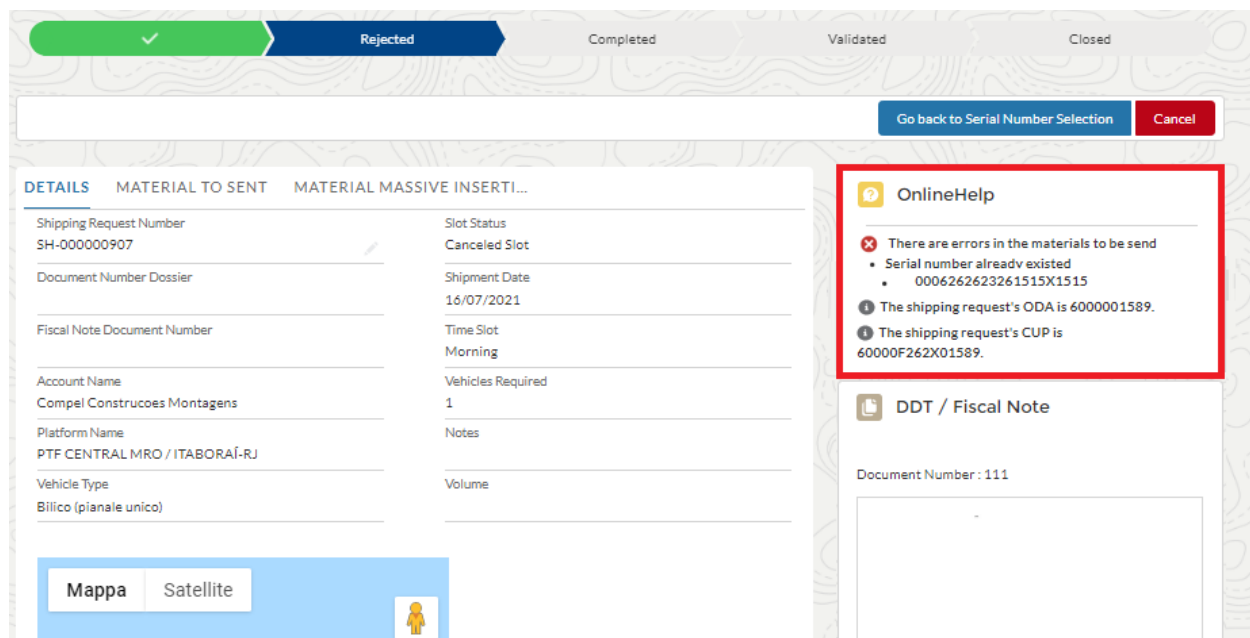

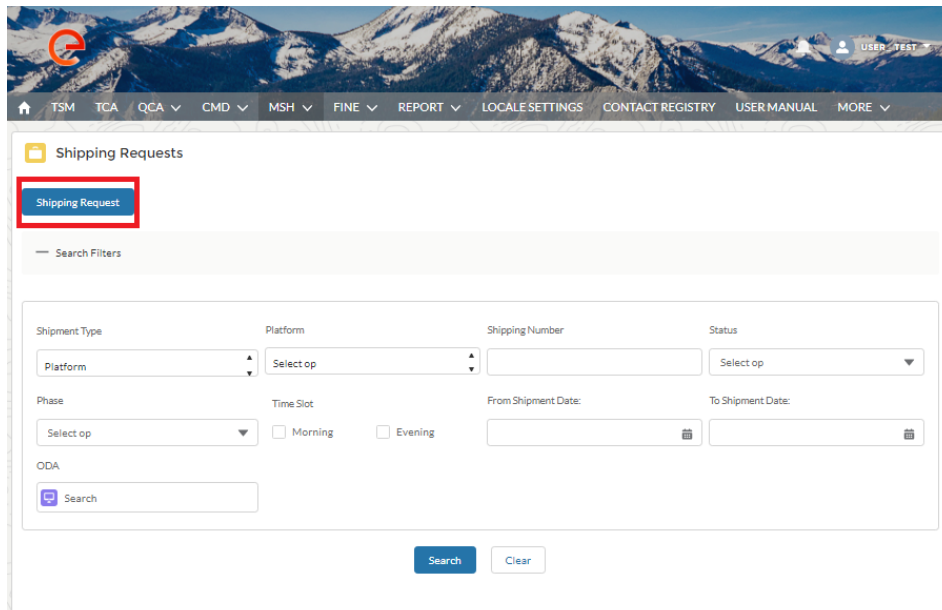**Figura 16 – Detail of "On-Line Help"**

To correct the errors, press the button "Return to serial number selection" and proceed with the necessary changes.

2.1.2.1 Direct Flow Shipping Requests

2.1.2.2 Shipping Requests Creation

To create an application you need to access the link "Shipping Requests" or to the link "Upcoming Shipping Requests" and press the button "Shipping Request".
The procedure to create the request is the same in both cases "Shipping Request by Platform" and "Shipping Request by Direct Flow". (see Figure 16).

Figura 17 – Create / Search "Direct Flow" Shipping Requests Page

To create a shipping request for "Direct Flow", after pressing the button "Shipping Request", you need to select the item "Direct Flow" as shown in the picture below.
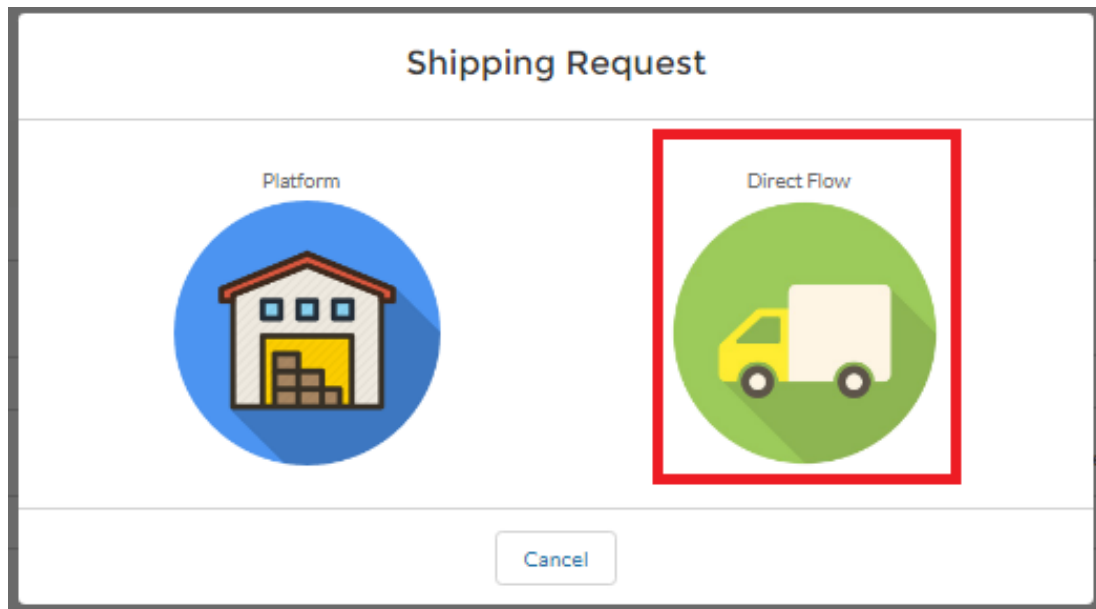

Figura 18 – Shipping request type selection popup

After selecting the type of request to enter the database, the information to enter to proceed to save the shipping request is:

- Type of material to be sent
- Area
- Proposal date of delivery
- Alternative Proposal Delivery Date
- Volume

Figure 19 – Pop-up window to insert a new delivery request of the type "Direct flow"

To save the shipping request in the system, it is necessary to complete all the required information.
Once entered, the system will display the details of the information entered.

Shipping requests remain viable until the expiration time indicated in the component "Online Help".
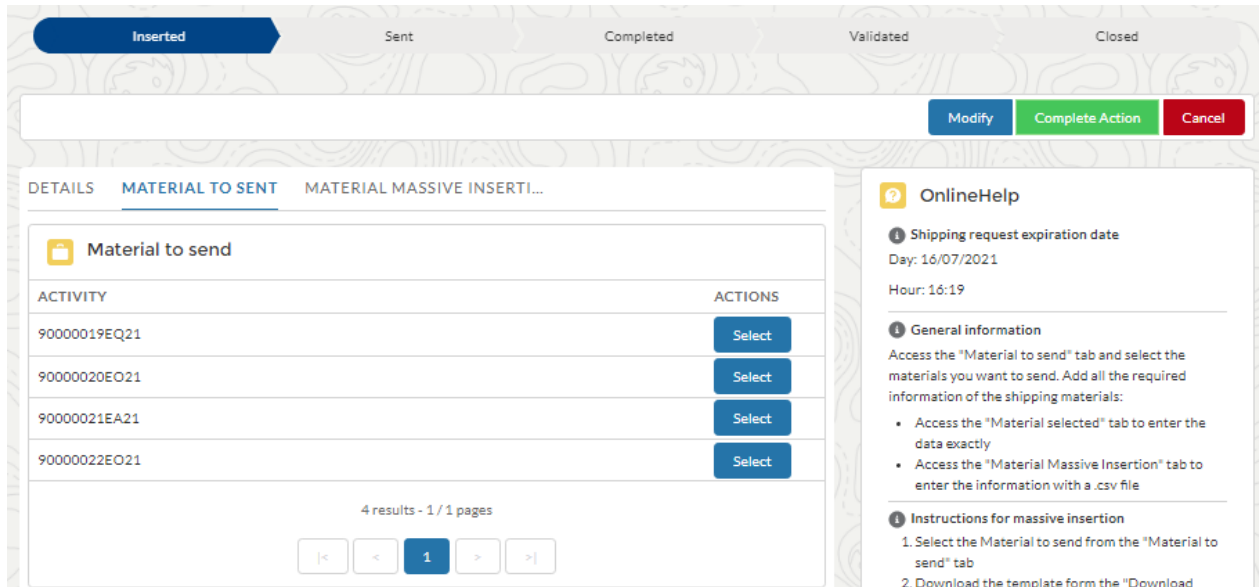
Figura 20 – Section of Selection Components to Send

Remaining in the shipment request, to select the components to be shipped, you must access the tab "Material to send".
From this component you can select the components to send as shown in Figure 20.

Figura 21 – Sección de Selección de Componentes a enviar

In this phase you can select the components to be shipped (tab "Material to send") from testing notices that have received quality approval in QCA.
For selected components (tab "Material to send"), you can enter additional information for the components:

Tracked material:

- Serial number
- Primary Barcode Box
- Primary Barcode Pallet
- Secondary Barcode Box
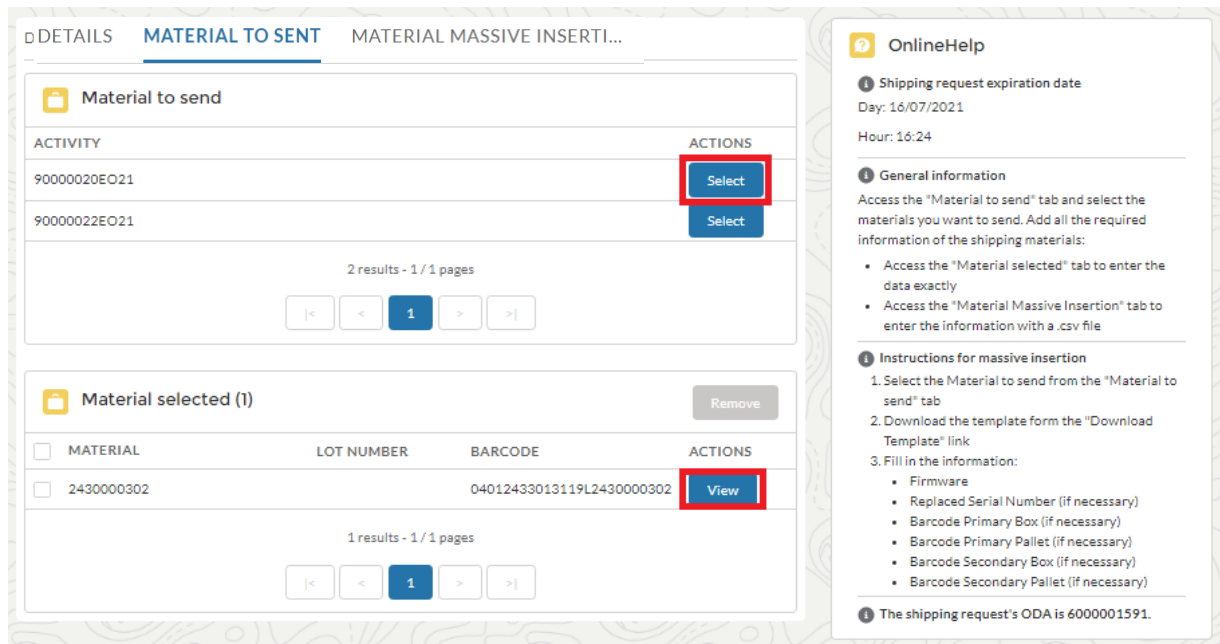- Secondary Barcode Pallet

Untracked material:
- Quantity of pieces to send (Mandatory)
- Quantity of boxes to send (Mandatory)
- Production Year (Mandatory)
- Primary Barcode Box
- Primary Barcode Pallet
- Secondary Barcode Box
- Secondary Barcode Pallet

After selecting QCA technical approval, you must select the purchase order and the material to be delivered, to complete the additional information it can be done in two ways:

- Individually using the button "View". By clicking on the "View" button that is displayed next to each component in the list, the pop-up window opens containing the data of the selected serial number. Component data can be entered by clicking the "Edit" button in the pop-up window.

- Massively through the "Massive Upload SN". In the tab you can start the download of the CSV file to fill in. You need to download the template from the dedicated tab for each shipping request.

Insert operation for a single component:

Figure 22 – Component selection section to view / edit
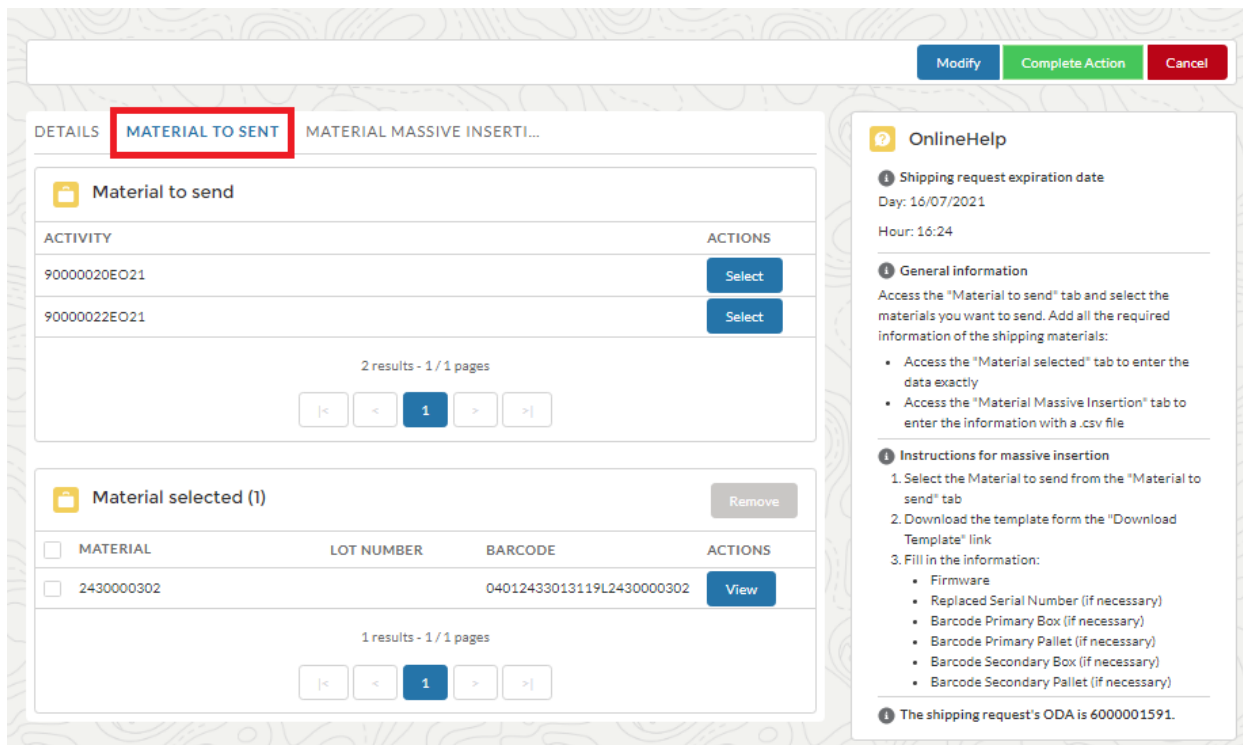
Figure 23 – Single component edit popup

To finish the serial number selection operation (Material to be sent tab) press the "Finish operation" button, making sure you have selected at least one component to send.

Insert operation by bulk load:

Before accessing the "Mass insertion of material" tab, select the components to be sent from the "Materials to send" list.

Figura 24 – Bulk selection section component to be shipped

Access the "Massive SN Load" tab and start downloading the template from the link available as

Figura 25 - Download section template for bulk component upload

After entering the necessary information, you can finish entering the request by pressing the "Complete action" button.

2.1.2.3 Loading Documentation

To complete the insertion of a request, it is necessary to upload the documentation that accompanies the submission request.

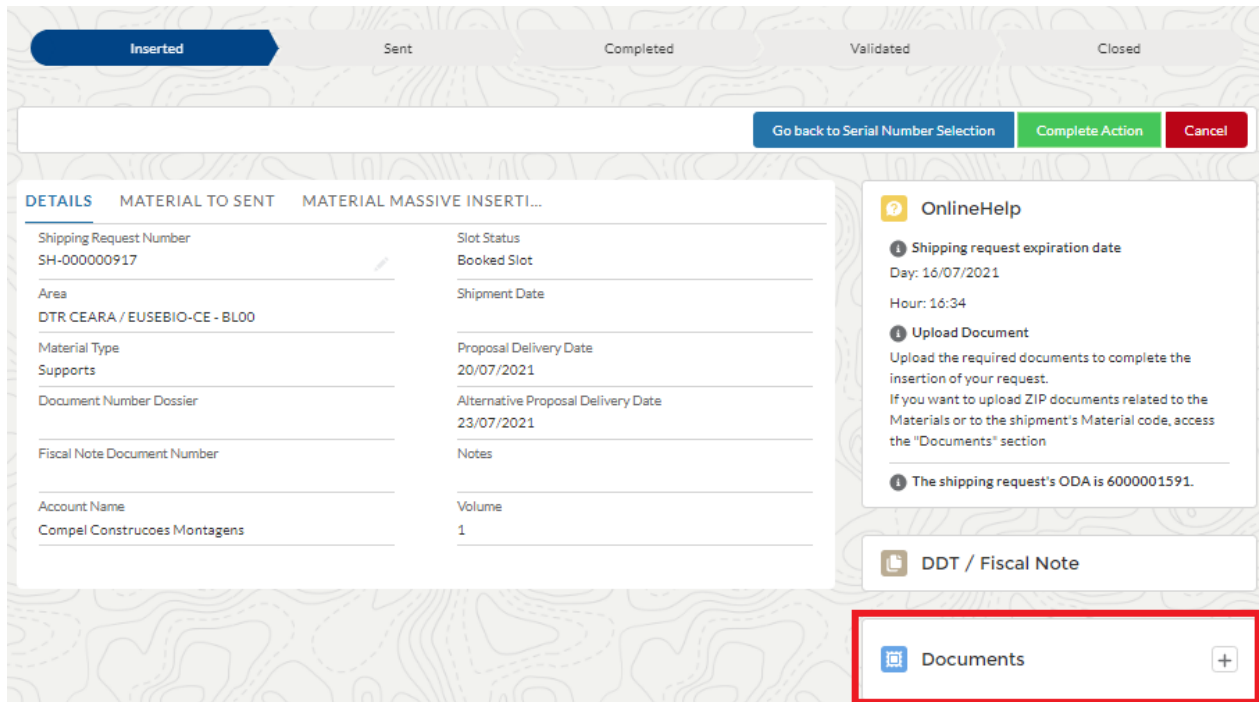The document upload function can be started from the "Documents" component as shown:

Figura 265 – Document upload section

In the document upload component, you can upload documents to:

- Shipment (Ex. DDT)
- Documents by material code
- Documents for serial number

Accepted file formats are PDF and ZIP.

The DDT Document is only necessary for Enel Companies in the countries of Italy and Romania, on the other hand, for Chile, Colombia, Spain and Peru, it is not necessary to upload this document and the system allows the advance.

For Brazil there is the document "Fiscal Note" that replaces the transport document (DDT).

Once the documents have been inserted, press the "Complete Action" button.

After this operation, no further steps are required. However, it is necessary to wait for the validation of the shipping request before submitting the material. Validation is a status of the shipping request.
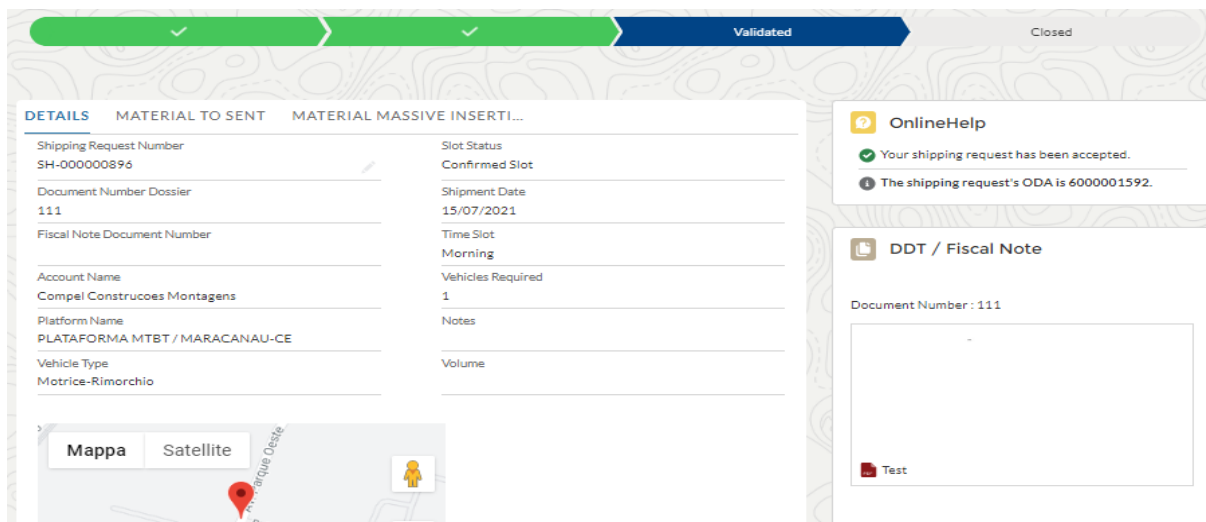

Figure 276 – Single Status Progress Section Submit Request

In case of errors in the data of the components to be sent, the request could be rejected with the details of the errors to be corrected visible in the component "Online Help":
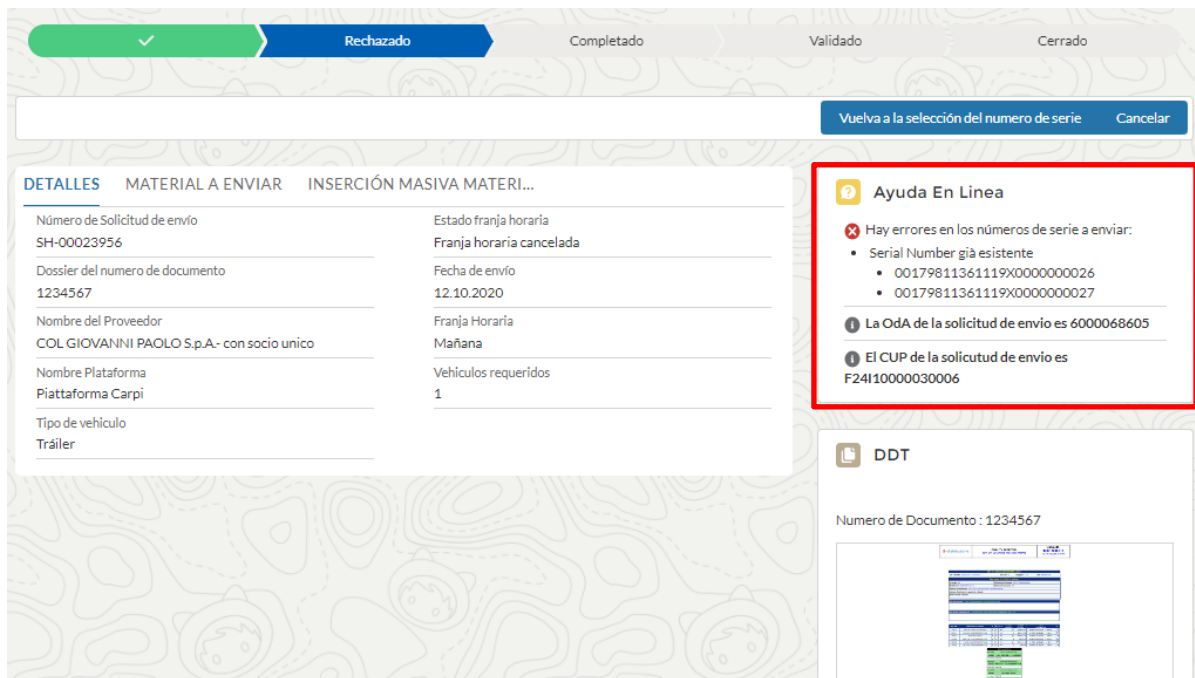

Figure 287 – Detail "On-Line Help"

To correct the errors, press the "Return to serial number selection" button and proceed with the necessary changes.

2.1.2.4   Video Tutorial

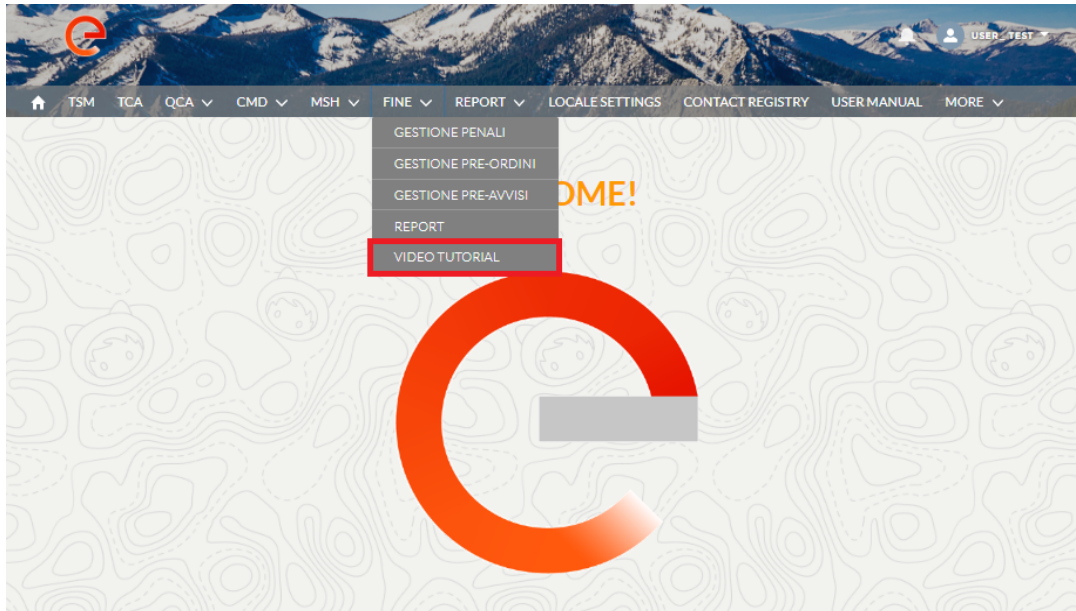The link for accessing the MSH video tutorial is available for the suppliers:

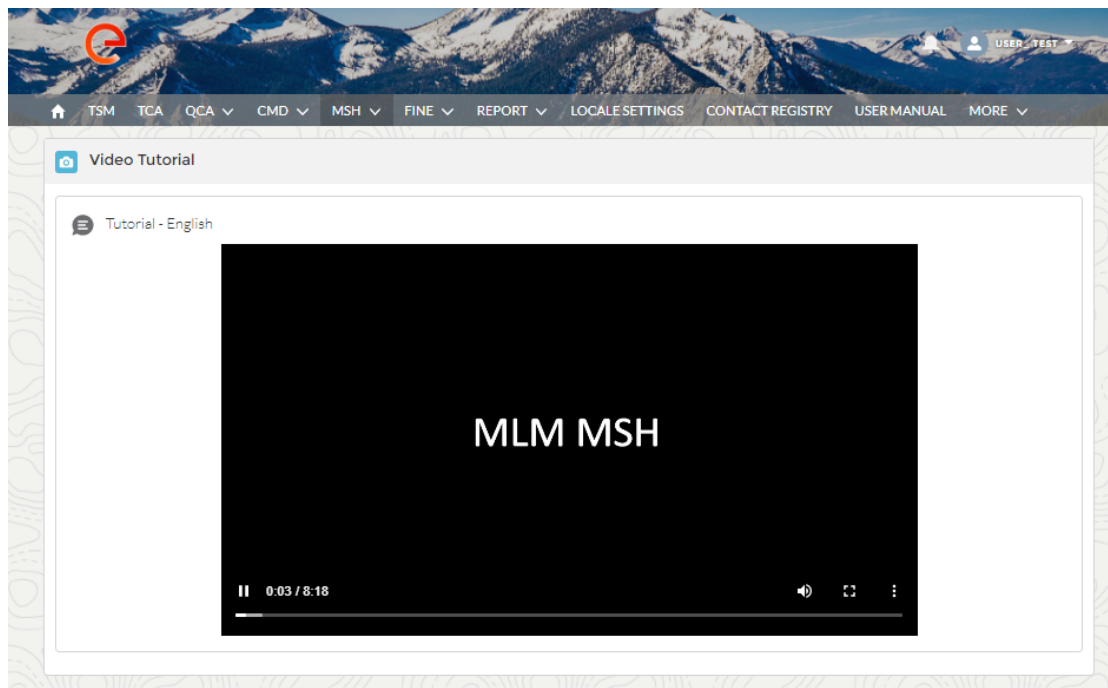**Figure 298 – Menu Video Tutorial**

The video shows in detail the features of MSH. Good vision!

Figure 309 – Video Tutorial