



MLM MSH Supplier User Manual V3

RM700 – User Manual

This document contains proprietary information of Enel SpA and shall only be used by the recipient in relation to the purposes for which it was received. Any form of reproduction or disclosure without the express consent of Enel SpA is prohibited.



Index

1. Terms, acronyms, abbreviations	3
2. MLM User Manual - MSH Module.....	4
2.1 User login	4
2.2 Supplier user - Navigation	4
2.1.1. Platform Shipping Requests	6
2.1.1.1 Shipping Requests Creation	6
2.1.1.2 Loading Documentation.....	22
2.1.2. Change Shipment Date	25
2.1.2.1 Direct Flow Shipping Requests.....	26
2.1.2.2 Shipping Requests Creation	26
2.1.2.3 Loading Documentation.....	33
2.1.2.4 Tracing Class MSH	35
2.1.2.5 Video Tutorial	36
Figura 1 – Supplier Portal Menu	4
Figura 2 – Supplier Portal Home Page	5
Figura 3 – Shipping request creation / search page.....	6
Figura 4 – Shipping request type selection popup	7
Figura 5 – "Platform" shipping request creation popup	8
Figura 6 – Single Processing Page Submit Request	9
Figura 7 – Component Selection Section (Serial Number) Related to Single Shipping Request.....	11
Figure 8 - Component selection section	19
Figura 9 – Pop-up window to modify the data of a single component (serial number).....	19
Figure 10 – Bulk Component Upload Section (Serial Number)	20
Figure 11.1 – Complete action load material to send.....	20
Figure 12 - Download link Bulk upload template	21
Figure 12 – Bulk Component Upload Template	21
Figura 13 – Document upload section	23
Figura 14 – Request status progress details.....	24
Figura 15 – Detail of "On-Line Help"	25
Figura 16 – Create / Search "Direct Flow" Shipping Requests Page	26
Figura 17 – Shipping request type selection popup	27
Figure 18 – Pop-up window to insert a new delivery request of the type "Direct flow".....	28
Figura 19 – Section of Selection Components to Send.....	29
Figura 20 – Sección de Selección de Componentes a enviar	29
Figure 22 – Component selection section to view / edit	31
Figure 23 – Single component edit popup	31
Figura 23 – Bulk selection section component to be shipped	32
Figura 24 - Download section template for bulk component upload	32
Figura 25 – Document upload section	33
Figure 26 – Single Status Progress Section Submit Request	34
Figure 27 – Detail "On-Line Help".....	35
Figure 28 – Menu Video Tutorial	36
Figure 29 – Video Tutorial	36



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

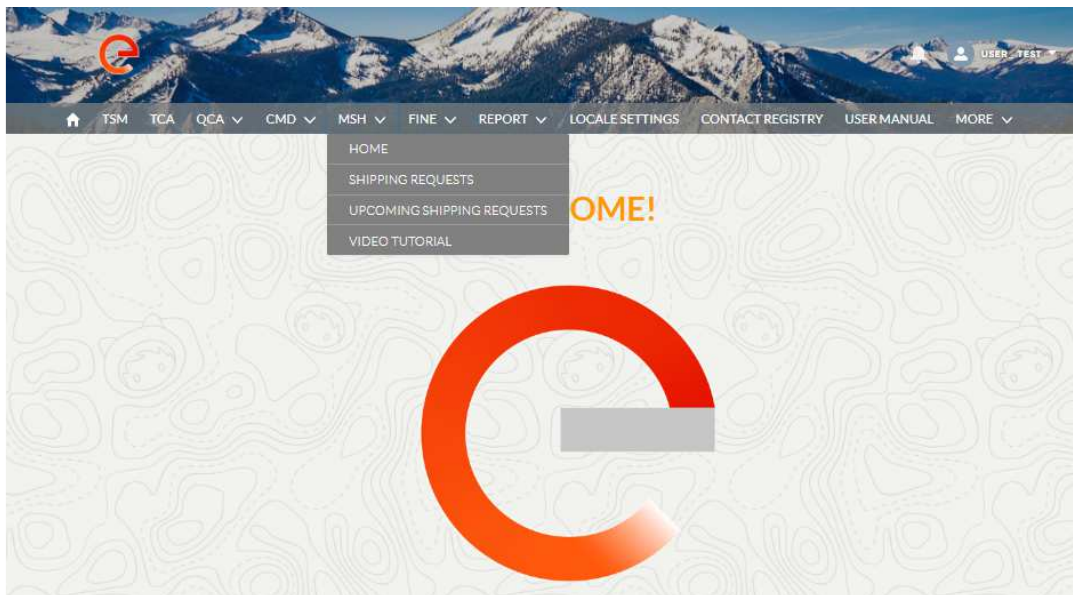



Figura 1 – Supplier Portal Menu

On the "Home" page **INÍCIO** 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


<<
<
1
>
>>


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

<<
<
1
>
>>


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):

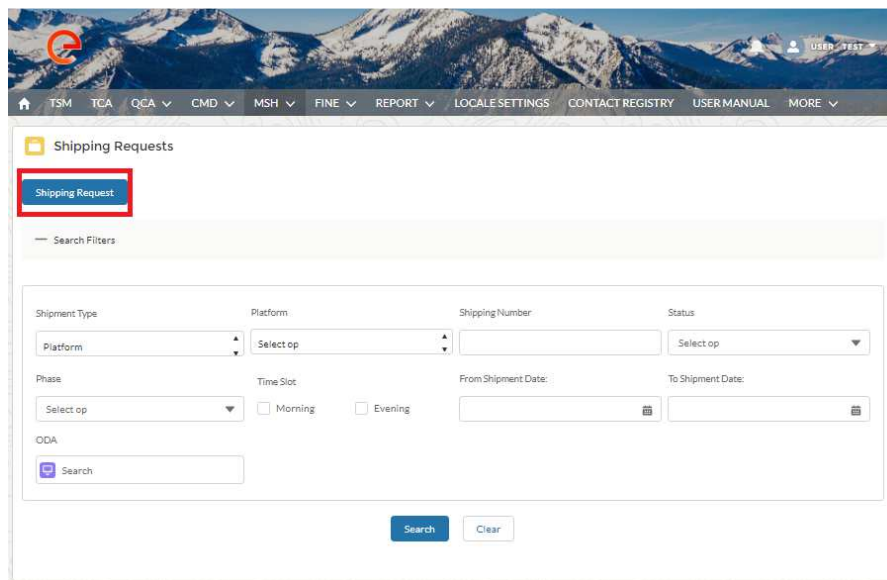
- Button to create a new shipping request by platform and by direct flow
- Search section for previously entered shipping requests

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.



The screenshot shows the 'Shipping Requests' page. At the top, there is a navigation bar with the Enel logo and a menu with items like TSM, TCA, QCA, CMD, MSH, FINE, REPORT, LOCALE SETTINGS, CONTACT REGISTRY, USER MANUAL, and MORE. Below the navigation bar, the page title 'Shipping Requests' is displayed. A button labeled 'Shipping Request' is highlighted with a red box. Below this button is a 'Search Filters' section. This section contains several input fields: 'Shipment Type' (a dropdown menu with 'Platform' selected), 'Platform' (a dropdown menu with 'Select op' selected), 'Shipping Number' (a text input field), 'Status' (a dropdown menu with 'Select op' selected), 'Phase' (a dropdown menu with 'Select op' selected), 'Time Slot' (checkboxes for 'Morning' and 'Evening'), 'From Shipment Date' (a date input field), and 'To Shipment Date' (a date input field). At the bottom of the search filters, there is a 'Search' button and a 'Clear' button.

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.

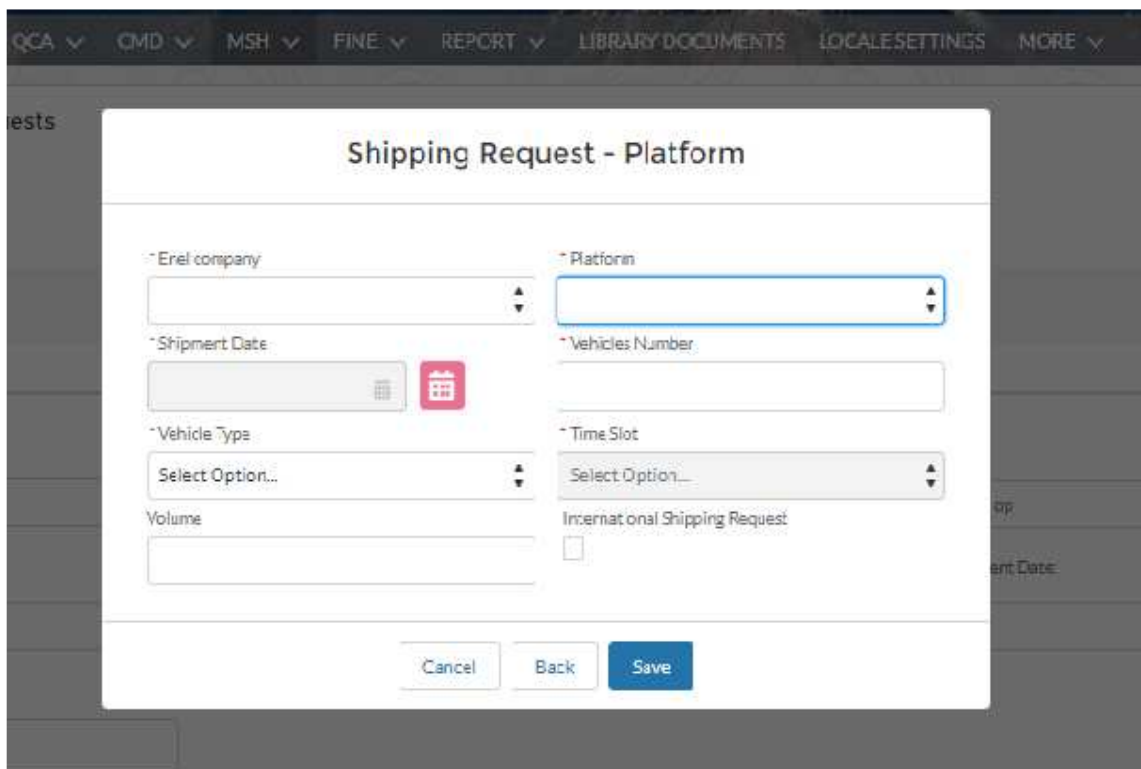


Figura 4 – Shipping request type selection popup

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

In addition, if the user wants to make an international shipping request he has the possibility to flag the "International Shipping Request" field for the Country BRA, CHL, COL, PER, ESP, ITA, ROU



The screenshot shows a web application interface with a top navigation bar containing links like QCA, CMD, MSH, FINE, REPORT, LIBRARY DOCUMENTS, LOCALE SETTINGS, and MORE. Below this, a modal window titled "Shipping Request - Platform" is displayed. The modal contains the following fields:

- * Enel company:** A text input field.
- * Platform:** A dropdown menu.
- * Shipment Date:** A date picker with a calendar icon.
- * Vehicle Number:** A text input field.
- * Vehicle Type:** A dropdown menu with the text "Select Option..."
- * Time Slot:** A dropdown menu with the text "Select Option..."
- Volume:** A text input field.
- International Shipping Request:** A checkbox.

At the bottom of the modal, there are three buttons: "Cancel", "Back", and "Save".

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.

TSM

TCA

QCA

CMD

MSH

FINE

REPORT

LOCALE SETTINGS

CONTACT REGISTRY

USER MANUAL

MORE

Shipping Request

SH-000000911

Shipment Type

Platform

Shipment Date

22/07/2021

Account Name

Compel Construccoes Montagens

Inserted

Completed

Validated

Closed

Modify

Complete Action

Cancel

DETAILS

MATERIAL TO SENT

MATERIAL MASSIVE INSERTI...

Shipping Request Number

SH-000000911

Slot Status

Booked Slot

Document Number Dossier

Shipment Date

22/07/2021

Fiscal Note Document Number

Time Slot

Morning

Account Name

Compel Construccoes Montagens

Vehicles Required

1

Platform Name

Plataforma Carpi

Notes

Vehicle Type

Bilico (planale unico)

Volume

1

OnlineHelp

Shipping request expiration date

Day: 16/07/2021

Hour: 14:55

General information

Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

Instructions for massive insertion

Figura 6 – Single Processing Page Submit Request

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



TSM

TCA

QCA

MSH

CMD

REPORT

FINE

LIBRARY DOCUMENTS

LOCALE SETTINGS

MORE

Shipping Request

SH-000044670

Shipment Type

Platform

Shipment Date

19/12/2024

Account Name

COL GIOVANNI PAOLO S.p.A.- con socio unico

Inserted

Completed

Validated

Closed

Modify

Complete Action

Cancel

DETAILS

MATERIAL TO SENT

MATERIAL MASSIVE INSERTI...

Material to send

Id Test Enel

Search

Search

ACTIVITY	ACTIONS
90000120EE23	Select
90000129EE23	Select
90000003EE24	Select
90000004EE24	Select
90000013EE24	Select
90000015EE24	Select
90000018EE24	Select
90000019EE24	Select

OnlineHelp

Shipping request expiration date

Day: 27/11/2024

Hour: 13:43

General information

Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

Instructions for massive insertion

1. Select the Material to send from the "Material to send" tab

2. Download the template form the "Download Template" link

3. Fill in the information:

Using the "Enel Test ID" search field and the 'Search' button, the user can search for the test of interest.

This field is essential to proceed with the shipment when the supplier has a very high number of tests to be shipped (with serial attachments), which the system cannot recover all. In this case, the 'Materials to be sent' tab will not show the tests to be sent but the following message:

TSM

TCA

QCA

MSH

CMD

REPORT

FINE

LIBRARY DOCUMENTS

LOCALE SETTINGS

MORE

Shipping Request

SH-000025845

Shipment Type

Platform

Shipment Date

04/12/2024

Account Name

Butori Serafino

Inserted

Completed

Validated

Closed

Modify

Complete Action

Cancel

DETAILS

MATERIAL TO SENT

MATERIAL MASSIVE INSERTI...

Material to send

Id Test Enel

Search

Search

Too many results to show. Please filter Activity to search for.

Material selected (0)

Remove

There are no Material selected

OnlineHelp

Shipping request expiration date

Day: 27/11/2024

Hour: 13:33

General information

Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

Instructions for massive insertion

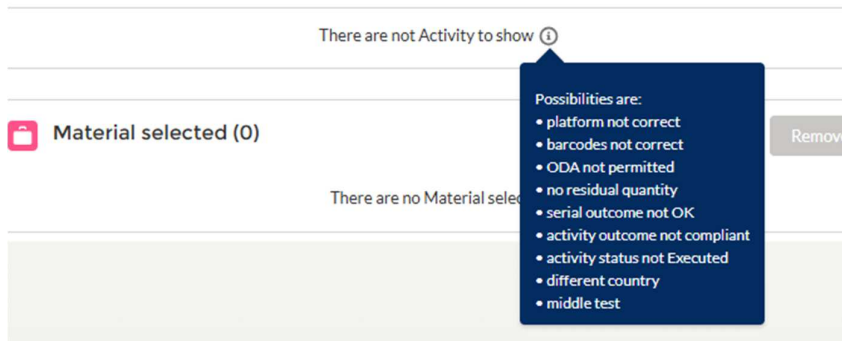
1. Select the Material to send from the "Material to send" tab

2. Download the template form the "Download Template" link

3. Fill in the information:



The user will have to search for a particular test from the search field. The search field allows you to search only using the enel test id field. Once the value has been entered, the user presses the 'Apply filters' button and the test, is in the correct state with the remaining quantity available, will be shown to the user and will be selectable to proceed with the shipment. If the user searches for a test that for example has no more quantity left to ship, the test will be found within the search field, but no result will be shown with the following message with a list of possible reasons why the test is not available



After selecting the activity and the oda, the user, as shown in Figura 7, selects the components with the "select" button.

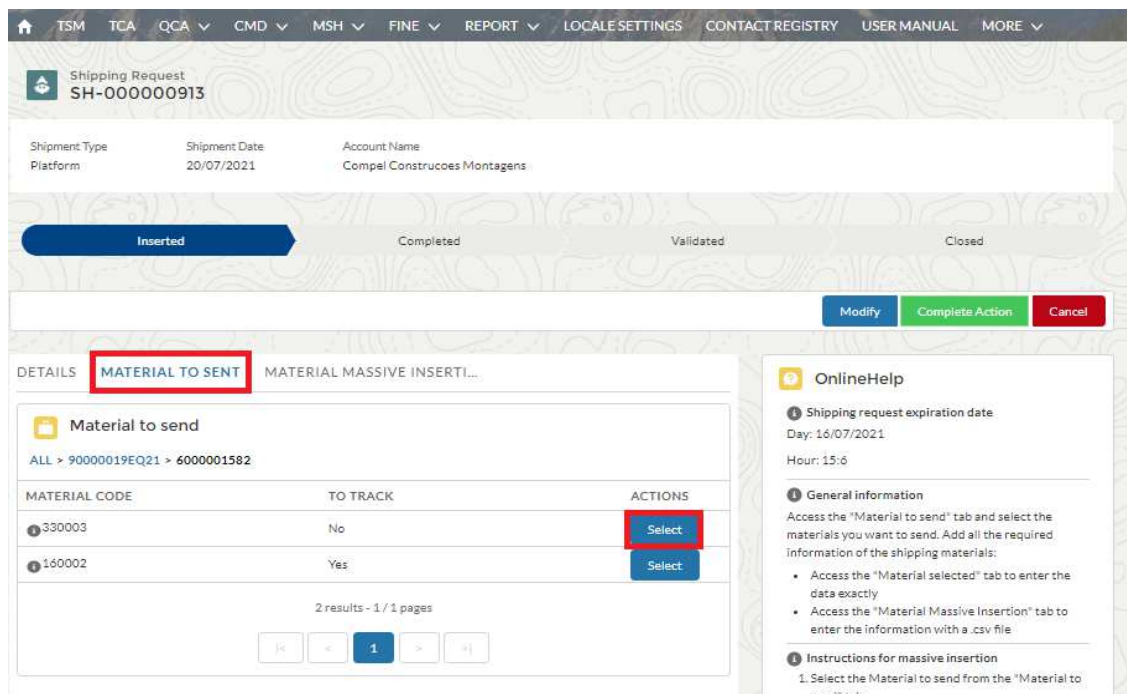


Figura 7 – Component Selection Section (Serial Number) Related to Single Shipping Request



Once the ODA or purchase order has been selected, the serial number can be chosen and the following are displayed in sequence:

Only for country Italy (IT), will be visible information about unit measurement

1- The maximum Quantity received by SAP in the "Retrieve ODA" operation, for the corresponding ODA positions;

2- Exclusively for the country Italy, the units of measurement for the corresponding ODA positions expressed in NUM, PZ, M, NR, KG, EUR, VAL.

If SAP receives the unit of measure expressed in KM or TO, the conversion to M or KG will be made on Salesforce, also multiplying the value of the maximum quantities by 1000.

DETTAGLI MATERIALI DA INVIARE INSERIMENTO MASSIVO MA...

Materiale da spedire Inserisci

Tutto > 90000094EE24 > 6000069663 > 310402 > **MAX 1313 KG**

<input type="checkbox"/> NUMERO LOTTO ▲	*QUANTITÀ / QTA MAX	*SCATOLE
<input type="checkbox"/> 1206202488	<input type="text"/> /1250	<input type="text"/>

1 risultati - 1 / 1 pagine

|< < 1 > >| 20 ▼

The supplier user then selects the batch, enters the quantities, the number of boxes and clicks on the 'Insert' button.

DETTAGLI MATERIALI DA INVIARE INSERIMENTO MASSIVO MA...

Materiale da spedire **Inserisci (1)**


Tutto > 90000094EE24 > 6000069663 > 310402 > MAX 1313 KG

<input checked="" type="checkbox"/> NUMERO LOTTO ▲	*QUANTITÀ / QTA MAX	*SCATOLE
<input checked="" type="checkbox"/> 1206202488	<input type="text"/> 5 /1250	<input type="text"/> 1

1 risultati - 1 / 1 pagine

|< < 1 > >| 20 ▼

The batch is entered and associated with the corresponding delivery, ready for dispatch.

 Materiali selezionati (1)				Rimuovi
<input type="checkbox"/>	NUMERO LOTTO	NUMERO SCATOLA	DIMENSIONE SCATOLA	AZIONI
<input type="checkbox"/>	1206202488	1	5	Visualizza
1 risultati - 1 / 1 pagine				
<div> < < 1 > > </div>				


For tracked materials, the supplier user has the option of using filters on the barcode selection (only for country Italy).

The 'Range Selection' section consists of two fields:

- "Serial Ranges From";
- "Serial Ranges To";

Two buttons are also provided:

- "Clear all filters" to clear the filters;
- "Apply filters" with which the user confirms the filters entered.


Materiale da spedire
Inserisci (4)

Tutto > 90000095EE24 > 6000069662 > 146026 > MAX 10 PZ

▼ Selezione intervalli

Pulisci tutti i filtri

Applica filtri

Intervallo Seriali da

Intervallo Seriali a

<input type="checkbox"/> MATERIALE ▲	NUMERO LOTTO	BARCODE
<input checked="" type="checkbox"/> 1460260003		00165814602620Z1460260003
<input checked="" type="checkbox"/> 1460260004		00165814602620Z1460260004
<input checked="" type="checkbox"/> 1460260005		00165814602620Z1460260005
<input checked="" type="checkbox"/> 1460260006		00165814602620Z1460260006

4 risultati - 1 / 1 pagine

|<
 <
 1
 >
 >|

20 ▼

The serial numbers are added in the section below ready for dispatch.



Materiale da spedire

ATTIVITÀ

AZIONI

90000092EE24

Seleziona

90000095EE24

Seleziona

2 risultati - 1 / 1 pagine

[|<](#)
[<](#)
[1](#)
[>](#)
[>|](#)



Materiali selezionati (4)

Rimuovi

☐ MATERIALE

NUMERO LOTTO

BARCODE

AZIONI

☐ 1460260003

00165814602620Z1460260003

Visualizza

☐ 1460260004

00165814602620Z1460260004

Visualizza

☐ 1460260005

00165814602620Z1460260005

Visualizza

☐ 1460260006

00165814602620Z1460260006

Visualizza

4 risultati - 1 / 1 pagine

[|<](#)
[<](#)
[1](#)
[>](#)
[>|](#)


If the user does not enter any filters and clicks on the "Apply filters" button, all barcodes in the system will be displayed and the user will have to select them manually to add them to the shipment as-is.

If the user wants to perform multiple searches, he must press the "Insert" button at the end of each search each time to add the barcodes to the shipment and move on to the next search, otherwise the selections will be lost.

Serial numbers can be sorted in either ascending or descending order.

When clicking the "Apply filters" button, the following alerts are displayed in case of errors in the selection:

- If the value of the 'Serial Range From' field is greater than the value of the 'Serial Range To' field, the following alert will be displayed: 'Invalid serial range';


Materiale da spedire

Inserisci

Tutto > 90000095EE24 > 6000069662 > 146026 > MAX 6 PZ

▼ Selezione intervalli

Pulisci tutti i filtri

Applica filtri

Intervallo Seriali da


×

Intervallo Seriali a

×

Intervallo seriali non valido.

- If the value of one of the 'Serial Range From' and 'Serial Range To' fields is not 10 characters, the following alert will be displayed: 'The correct format of the 'Serial Range From' and 'Serial Range To' fields is 10 characters.'


Materiale da spedire

Inserisci (5)

Tutto > 90000095EE24 > 6000069662 > 146026 > MAX 6 PZ

▼ Selezione intervalli

Pulisci tutti i filtri

Applica filtri

Intervallo Seriali da

×

Intervallo Seriali a

×

Il formato corretto dei Numeri Seriali è di 10 caratteri.

<input type="checkbox"/>	MATERIALE ▲	NUMERO LOTTO	BARCODE
<input checked="" type="checkbox"/>	1460260008		00165814602620Z1460260008
<input checked="" type="checkbox"/>	1460260009		00165814602620Z1460260009
<input checked="" type="checkbox"/>	1460260010		00165814602620Z1460260010
<input checked="" type="checkbox"/>	1460260011		00165814602620Z1460260011
<input checked="" type="checkbox"/>	1460260012		00165814602620Z1460260012

5 risultati - 1 / 1 pagine

|<

<

1

>

>|

20 ▼

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:

TSM

TCA

QCA

CMD

MSH

FINE

REPORT

LOCALE SETTINGS

CONTACT REGISTRY

USER MANUAL

MORE

Shipping Request

SH-000000913

Shipment Type

Platform

Shipment Date

20/07/2021

Account Name

Compel Construccoes Montagens

Inserted

Completed

Validated

Closed

Modify

Complete Action

Cancel

DETAILS

MATERIAL TO SENT

MATERIAL MASSIVE INSERTI...

Material to send

Add (1)

ALL > 90000019EQ21 > 6000001582 > 3300003

<input checked="" type="checkbox"/>	LOT NUMBER	*QUANTITY / QTA MAX	*BOXES
<input checked="" type="checkbox"/>	13	1 / 8	1

1 results - 1 / 1 pages

<<

1

>>

OnlineHelp

Shipping request expiration date

Day: 16/07/2021

Hour: 15:6

General information

Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

Instructions for massive insertion

Figure 8 - Component selection section

TSM TCA QCA CMD MSH FINE REPORT LOCALE SETTINGS CONTACT REGISTRY USER MANUAL MORE

Shipping Request SH-000000915

Shipment Type Platform	Shipment Date 20/07/2021	Account Name Compel Construccoes Montagens
---------------------------	-----------------------------	---

Inserted
Completed
Validated
Closed

[Modify](#)
[Complete Action](#)
[Cancel](#)

DETAILS MATERIAL TO SENT MATERIAL MASSIVE INSERTI...

Material to send **Add (1)**

ALL > 90000022EO21 > 6000001592 > 330131

<input type="checkbox"/>	MATERIAL	LOT NUMBER	BARCODE
<input checked="" type="checkbox"/>	2430000406		04012433013119L2430000406
<input type="checkbox"/>	2430000407		04012433013119L2430000407
<input type="checkbox"/>	2430000408		04012433013119L2430000408
<input type="checkbox"/>	2430000409		04012433013119L2430000409
<input type="checkbox"/>	2430000410		04012433013119L2430000410
<input type="checkbox"/>	2430000411		04012433013119L2430000411
<input type="checkbox"/>	2430000412		04012433013119L2430000412
<input type="checkbox"/>	2430000413		04012433013119L2430000413
<input type="checkbox"/>	2430000414		04012433013119L2430000414

OnlineHelp

- Shipping request expiration date**
Day: 16/07/2021
Hour: 15:15
- General information**
Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:
 - Access the "Material selected" tab to enter the data exactly
 - Access the "Material Massive Insertion" tab to enter the information with a .csv file
- Instructions for massive insertion**
 - Select the Material to send from the "Material to send" tab
 - Download the template form the "Download Template" link.

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

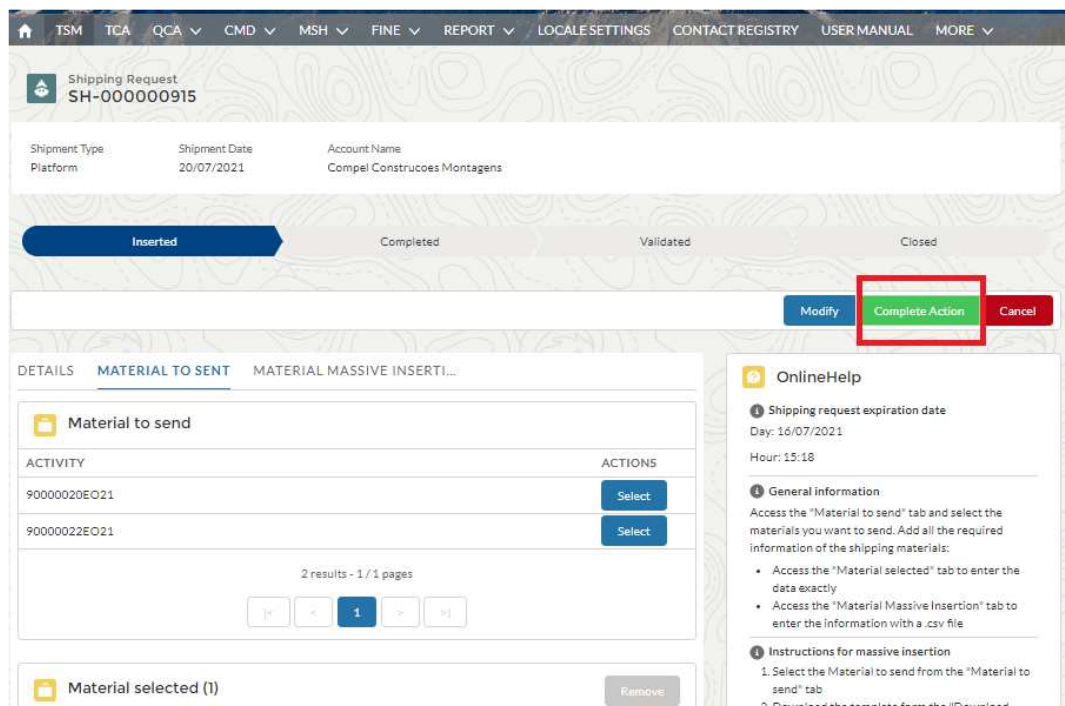
Material Details

Serial Number 2430000406	Lot Number
Barcode 04012433013119L2430000406	ODA Position 00020
V Firmware	Serial Number Substitute Enel
Second Level Primary Barcode	Third Level Primary Barcode
Second Level Secondary Barcode	Third Level Secondary Barcode

Close
Edit

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.



The screenshot shows the 'Shipping Request' interface for request SH-000000915. The 'Material to send' tab is active, displaying a table with two rows of material data. The 'Complete Action' button is highlighted with a red box. The 'OnlineHelp' sidebar on the right provides instructions for using the 'Material to send' tab and for massive insertion.

Shipping Request SH-000000915	
Shipment Type Platform	Shipment Date 20/07/2021
Account Name Compel Construccoes Montagens	

Inserted
Completed
Validated
Closed

Modify
Complete Action
Cancel

DETAILS **MATERIAL TO SENT** MATERIAL MASSIVE INSERTI...

Material to send

ACTIVITY	ACTIONS
90000020EQ21	Select
90000022EQ21	Select

2 results - 1 / 1 pages

1

Material selected (1)
Remove

OnlineHelp

Shipping request expiration date
Day: 16/07/2021
Hour: 15:18

General information
Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

Instructions for massive insertion

- Select the Material to send from the "Material to send" tab
- Download the template form the "Download

Figure 11.1 – Complete action load material to send

Bulk Load Insert Operation:

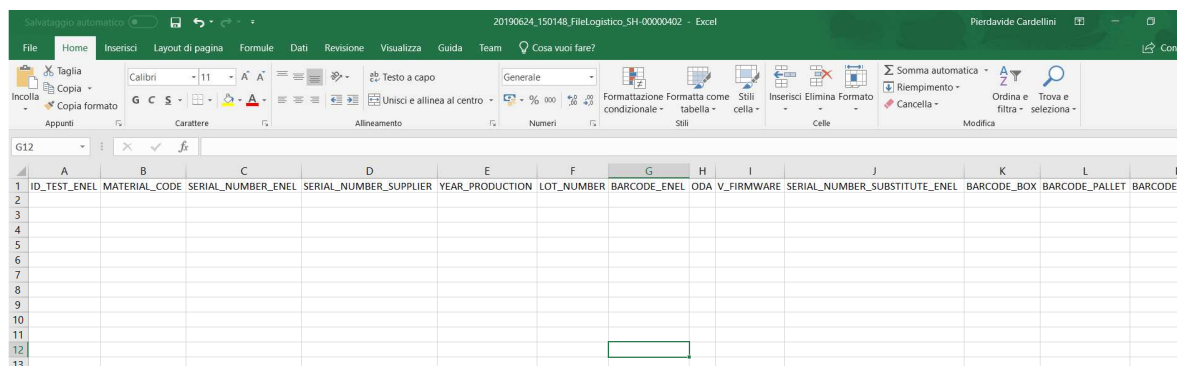
Before accessing the "Mass insertion of material" tab, select the components to be sent from the "Material to send" list, which is displayed from the selection of "Tests" and "Oda" to which the components refer. (Figure 11).

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:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ID_TEST_ENEL	MATERIAL_CODE	SERIAL_NUMBER_ENEL	SERIAL_NUMBER_SUPPLIER	YEAR_PRODUCTION	LOT_NUMBER	BARCODE_ENEL	ODA	V_FIRMWARE	SERIAL_NUMBER_SUBSTITUTE_ENEL	BARCODE_BOX	BARCODE_PALLET	BARCODE_F
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													

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:

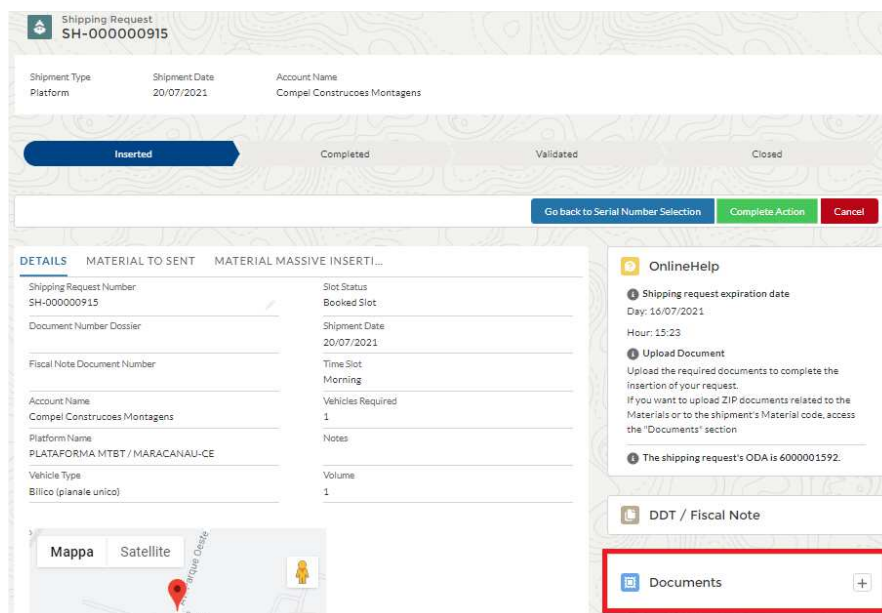


Figura 14 – Document upload section

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

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

Accepted file formats are PDF and ZIP.

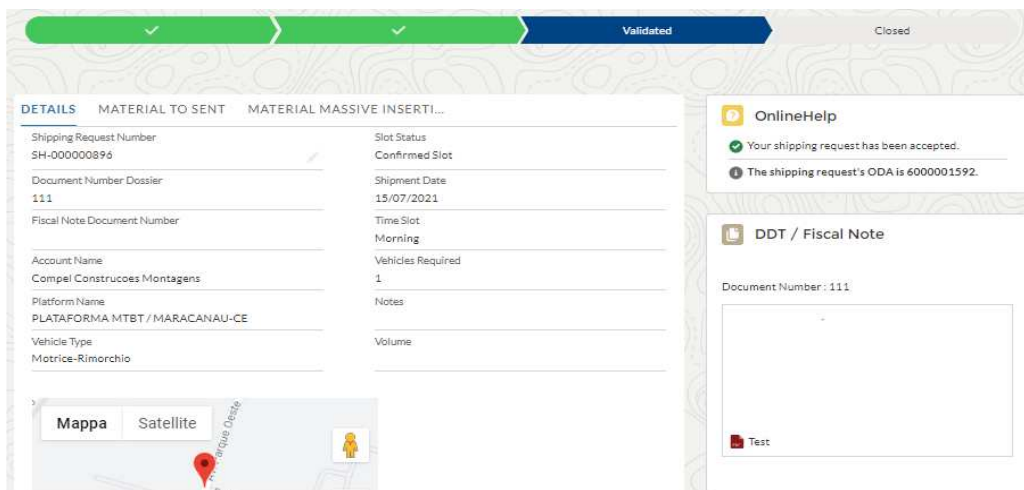
The DDT Document is only necessary for Enel Companies in the countries of Italy and Romania, on the other hand, for Chile, Colombia, Spain and Peru, it is not necessary to upload this document and the system allows the advance.

If the user being created has flagged the field "Request international shipments" for the Country ESP, ITA, and ROU it will not be mandatory to upload the DDT document. For country BRA, CHL, COL, PER the Customs Document will be mandatory if the DDT Document is not attached

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.



Progress Bar	
✓	Validated
✓	Closed

DETAILS	
Shipping Request Number SH-000000896	Slot Status Confirmed Slot
Document Number Dossier 111	Shipment Date 15/07/2021
Fiscal Note Document Number	Time Slot Morning
Account Name Compel Construcoes Montagens	Vehicles Required 1
Platform Name PLATAFORMA MTBT / MARACANAU-CE	Notes
Vehicle Type Motrice-Rimorchio	Volume

OnlineHelp

✓ Your shipping request has been accepted.

ⓘ The shipping request's ODA is 6000001592.

DDT / Fiscal Note

Document Number : 111

Test

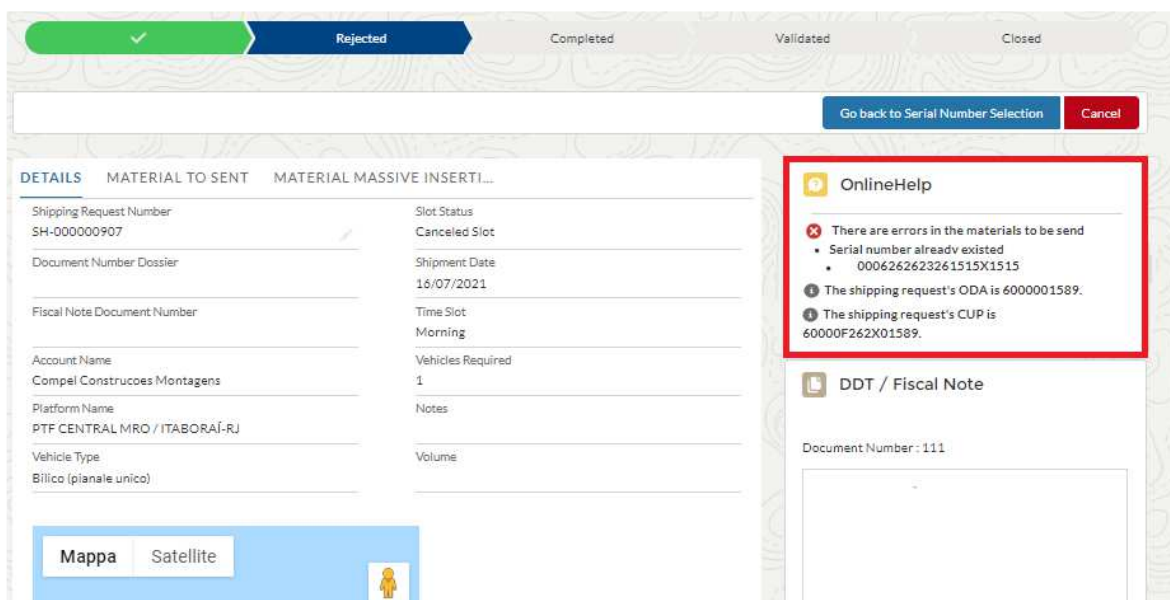
Figura 15 – Request status progress details

From Salesforce, the delivery flow of tracked and untracked materials is created according to the characteristics of the shipment.

Exclusively for Country Italy, the units for the ODA positions are also sent with the value of the quantities depending on the materials.

If, in the ODA retrieve operation, the value sent by SAP has been converted into M/KG with the respective unit of measurement, it will be reconverted by Salesforce and sent divided by 1000 with the respective unit of measurement in KM/TO. In this case, values with a comma are sent to SAP.

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":



The screenshot shows a web interface for managing shipping requests. At the top, there is a progress bar with five stages: a green bar with a checkmark (selected), followed by 'Rejected' (blue), 'Completed' (grey), 'Validated' (grey), and 'Closed' (grey). Below this is a search bar and two buttons: 'Go back to Serial Number Selection' (blue) and 'Cancel' (red). The main content area is divided into three tabs: 'DETAILS' (selected), 'MATERIAL TO SENT', and 'MATERIAL MASSIVE INSERTI...'. The 'DETAILS' tab contains a form with the following fields:

Shipping Request Number SH-000000907	Slot Status Canceled Slot
Document Number Dossier	Shipment Date 16/07/2021
Fiscal Note Document Number	Time Slot Morning
Account Name Compel Construccoes Montagens	Vehicles Required 1
Platform Name PTF CENTRAL MRO / ITABORAÍ-RJ	Notes
Vehicle Type Bilico (planale unico)	Volume

At the bottom left of the details section are two buttons: 'Mappa' and 'Satellite', and a small icon of a person. On the right side, there is a sidebar with two sections. The top section, 'OnlineHelp', is highlighted with a red border and contains the following error messages:

- ✖ There are errors in the materials to be send
 - Serial number already existed
 - 0006262623261515X1515
- ⓘ The shipping request's ODA is 6000001589.
- ⓘ The shipping request's CUP is 60000F262X01589.

The bottom section of the sidebar is 'DDT / Fiscal Note', which contains a 'Document Number : 111' and a large empty text area.

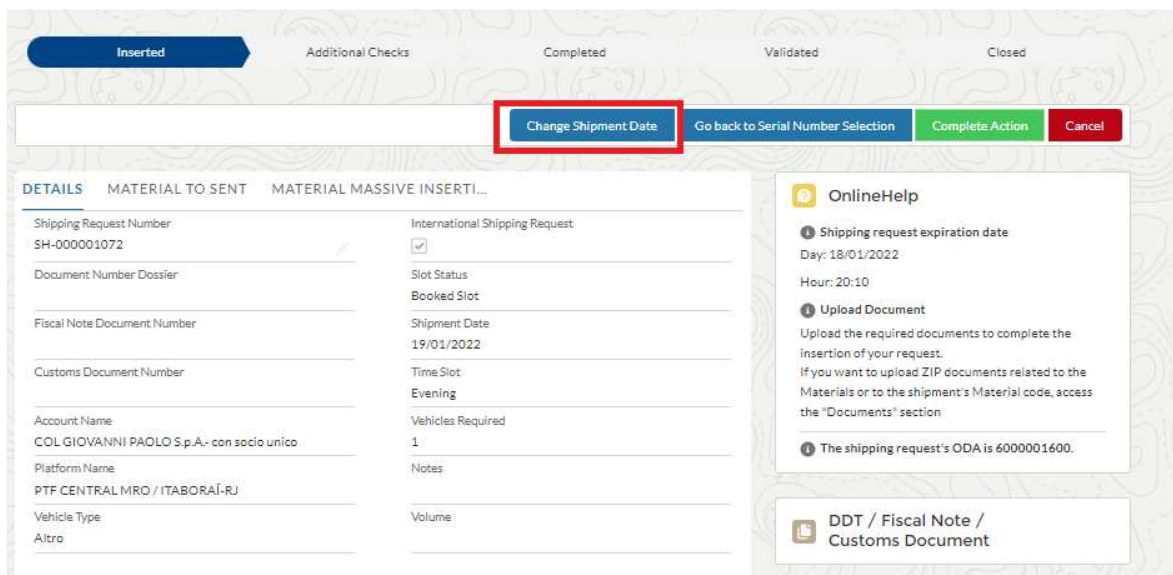
Figura 16 – Detail of “On-Line Help”

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

2.1.2. Change Shipment Date

Change the date of shipment press the "Change shipping date" button this button will be visible in the following steps:

- Inserted
- Sent
- Validated
- Completed



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).

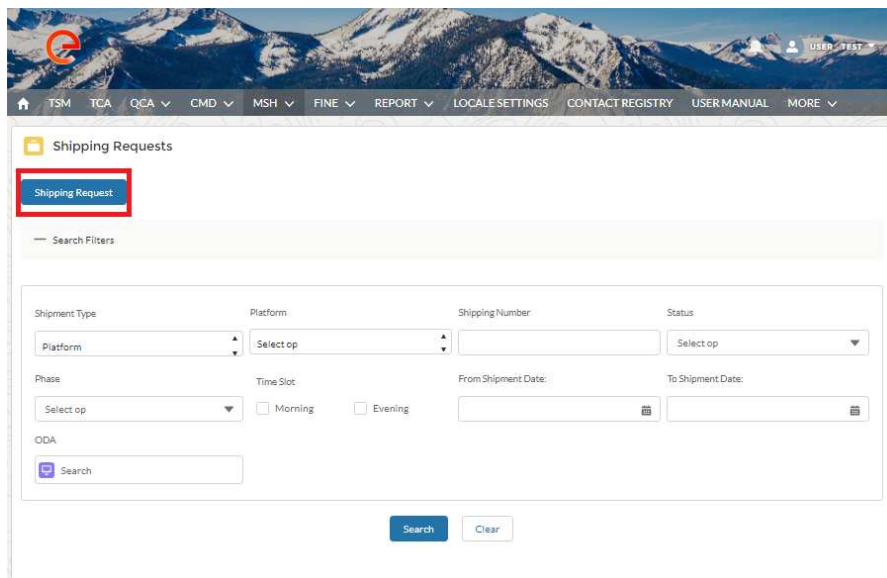


Figura 17 – Create / Search "Direct Flow" Shipping Requests Page

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.

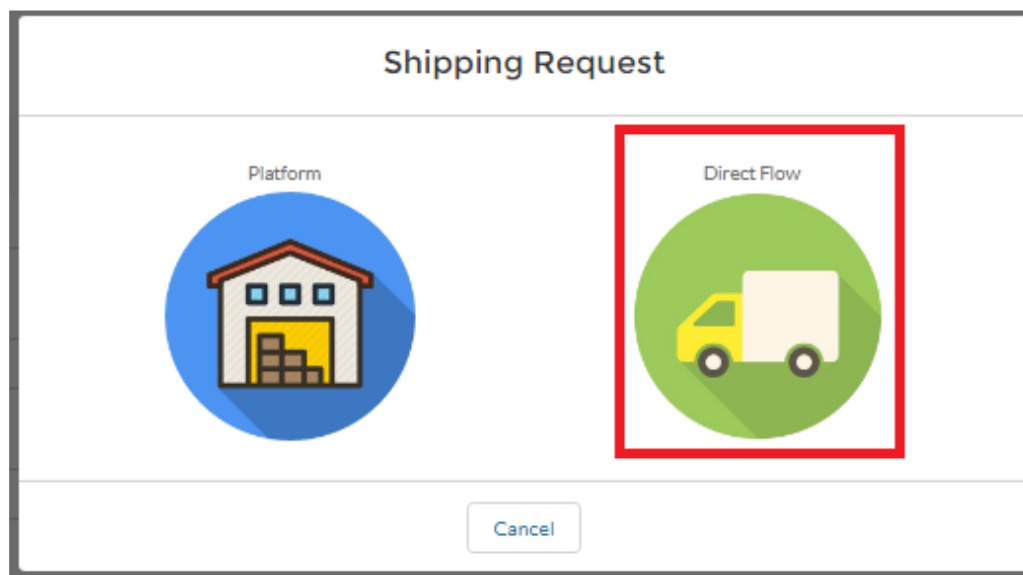
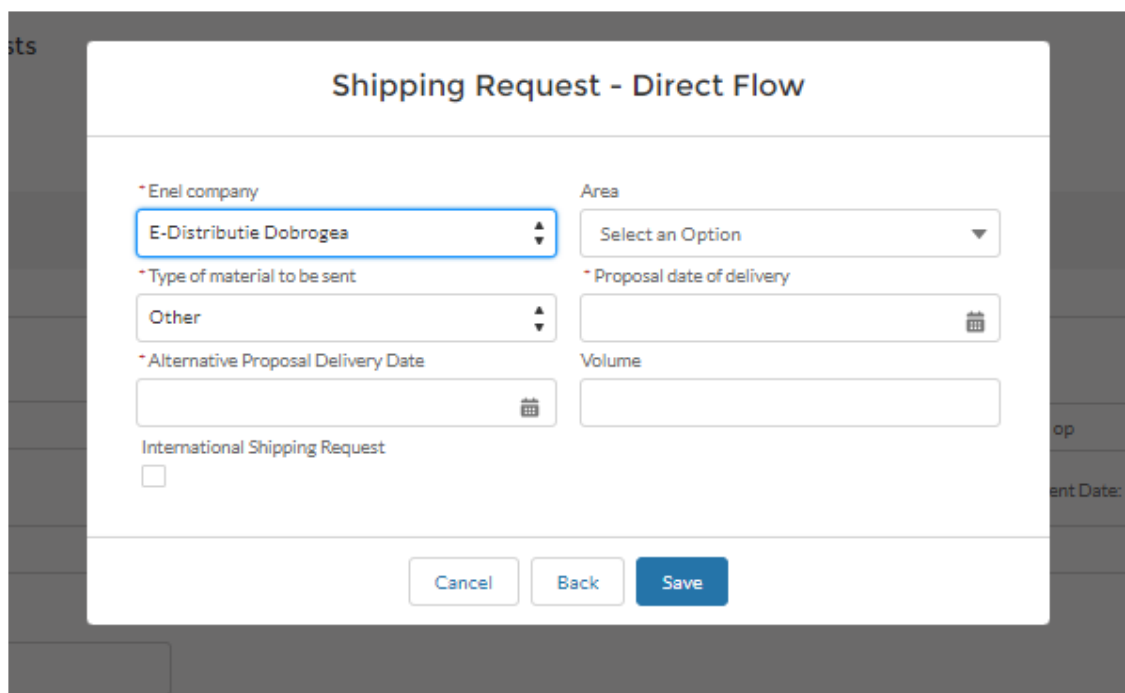


Figura 18 – Shipping request type selection popup

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

In addition, if the user wants to make an international shipping request, he has the possibility to flag the "International Shipping Request" field for only country ESP, ITA and ROU



The image shows a web-based pop-up window titled "Shipping Request - Direct Flow". It contains several input fields and buttons. The fields are organized into two columns. The left column includes a dropdown for "Enel company" (with "E-Distributie Dobrogea" selected), a dropdown for "Type of material to be sent" (with "Other" selected), a date field for "Alternative Proposal Delivery Date", and a checkbox for "International Shipping Request". The right column includes a dropdown for "Area" (with "Select an Option" selected), a date field for "Proposal date of delivery", and a text field for "Volume". At the bottom of the window are three buttons: "Cancel", "Back", and "Save".

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".

Shipping Request

SH-000000917

Shipment Type

Direct Flow

Shipment Date

Account Name

Compel Construccoes Montagens

Area

DTR CEARA / EUSEBIO-CE - BL00

Inserted

Sent

Completed

Validated

Closed

Modify

Complete Action

Cancel

DETAILS

MATERIAL TO SENT

MATERIAL MASSIVE INSERTI...

Shipping Request Number

SH-000000917

Slot Status

Booked Slot

Area

DTR CEARA / EUSEBIO-CE - BL00

Shipment Date

Material Type

Supports

Proposal Delivery Date

20/07/2021

Document Number Dossier

Alternative Proposal Delivery Date

23/07/2021

Fiscal Note Document Number

Notes

Account Name

Volume

OnlineHelp

Shipping request expiration date

Day: 16/07/2021

Hour: 16:19

General information

Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

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.

Inserted

Sent

Completed

Validated

Closed

Modify

Complete Action

Cancel

DETAILS

MATERIAL TO SENT

MATERIAL MASSIVE INSERTI...

Material to send

ACTIVITY	ACTIONS
90000019EQ21	Select
90000020EO21	Select
90000021EA21	Select
90000022EO21	Select

4 results - 1 / 1 pages

<

<

1

>

>

OnlineHelp

Shipping request expiration date

Day: 16/07/2021

Hour: 16:19

General information

Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

Instructions for massive insertion

- Select the Material to send from the "Material to send" tab
- Download the template form the "Download

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

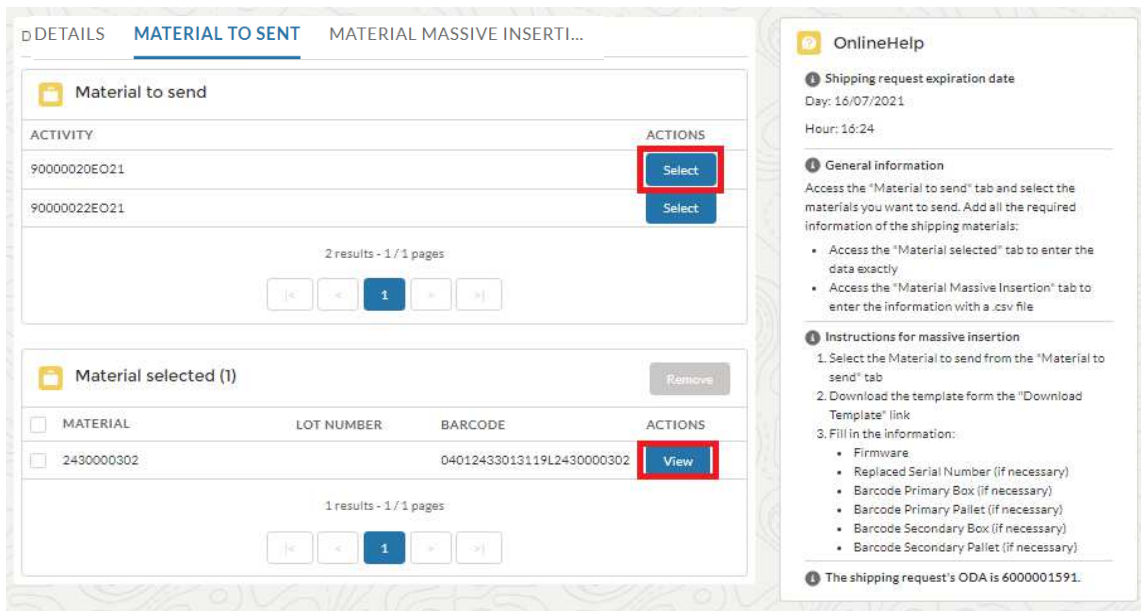
Untracked material:

- 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:



DETAILS MATERIAL TO SENT MATERIAL MASSIVE INSERTI...

Material to send

ACTIVITY	ACTIONS
90000020EO21	Select
90000022EO21	Select

2 results - 1 / 1 pages

Material selected (1) Remove

MATERIAL	LOT NUMBER	BARCODE	ACTIONS
<input type="checkbox"/> 2430000302		04012433013119L2430000302	View

1 results - 1 / 1 pages

OnlineHelp

Shipping request expiration date
Day: 16/07/2021
Hour: 16:24

General information
Access the "Material to send" tab and select the materials you want to send. Add all the required information of the shipping materials:

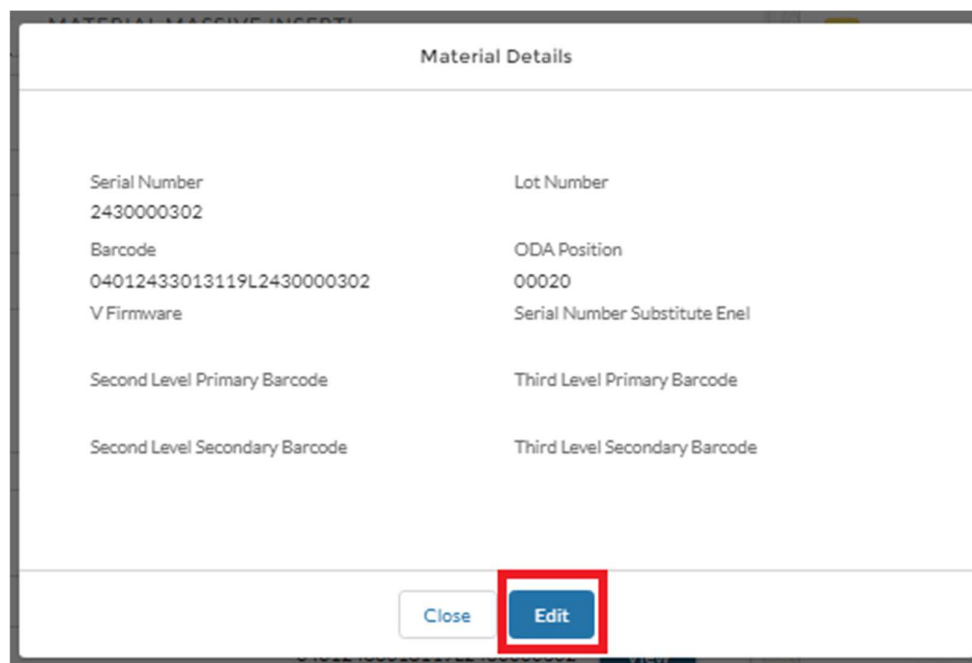
- Access the "Material selected" tab to enter the data exactly
- Access the "Material Massive Insertion" tab to enter the information with a .csv file

Instructions for massive insertion

- Select the Material to send from the "Material to send" tab
- Download the template form the "Download Template" link
- Fill in the information:
 - Firmware
 - Replaced Serial Number (if necessary)
 - Barcode Primary Box (if necessary)
 - Barcode Primary Pallet (if necessary)
 - Barcode Secondary Box (if necessary)
 - Barcode Secondary Pallet (if necessary)

The shipping request's ODA is 6000001591.

Figure 22 – Component selection section to view / edit



Material Details

Serial Number	Lot Number
2430000302	
Barcode	ODA Position
04012433013119L2430000302	00020
V Firmware	Serial Number Substitute Enel
Second Level Primary Barcode	Third Level Primary Barcode
Second Level Secondary Barcode	Third Level Secondary Barcode

Close 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.

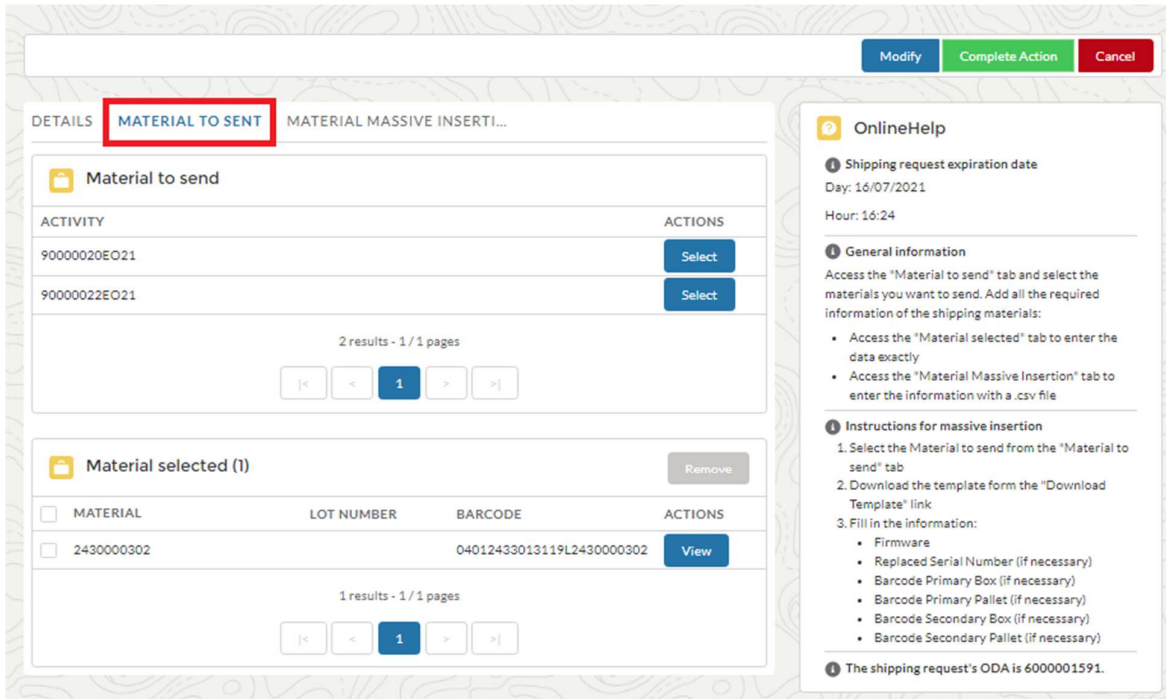


Figura 24 – Bulk selection section component to be shipped

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:

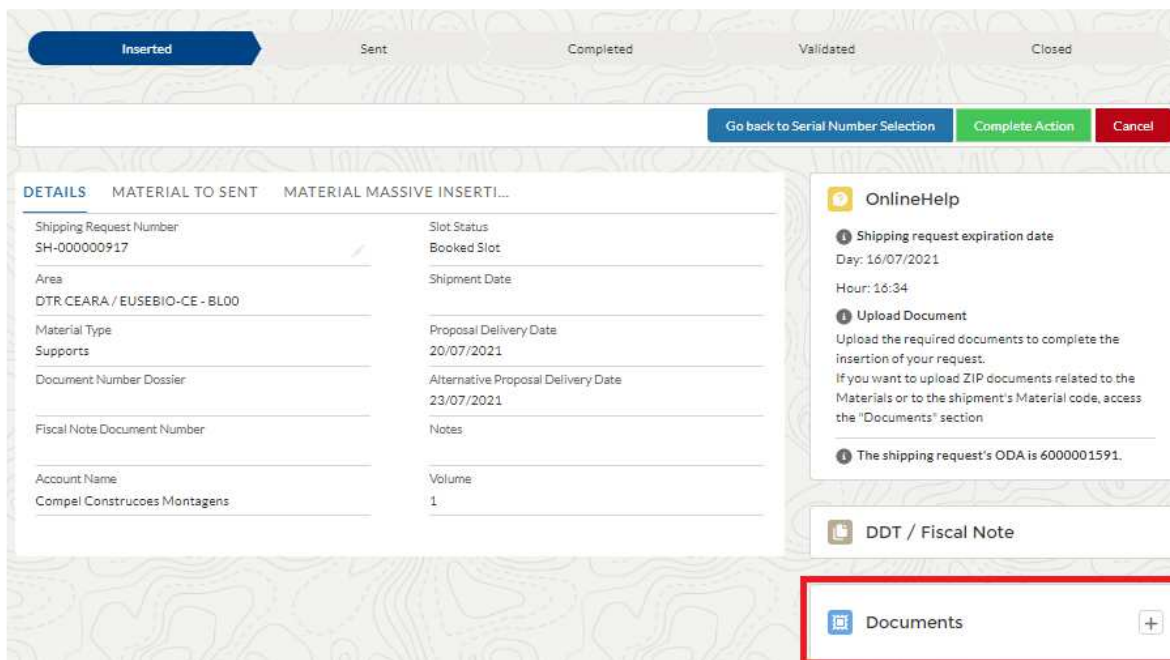


Figura 265 – Document upload section

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.

In addition, if the user during the creation phase has flagged the field "Request international shipments" for the Country ESP, ITA and ROU it will not be mandatory to upload the DDT document.

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.

Only for country Italy (IT) form is opened in which the following confirmation is requested from the supplier user: "Have you agreed the shipping date with the company contact person of the warehouse?".

If the answer is positive, it is possible to click on "Yes" and the request advances to the "Validated" stage.

If the answer is negative, it is possible to click on "No" and the request advances to the "Date Approval" phase as-is for a possible alternative date entry.

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.

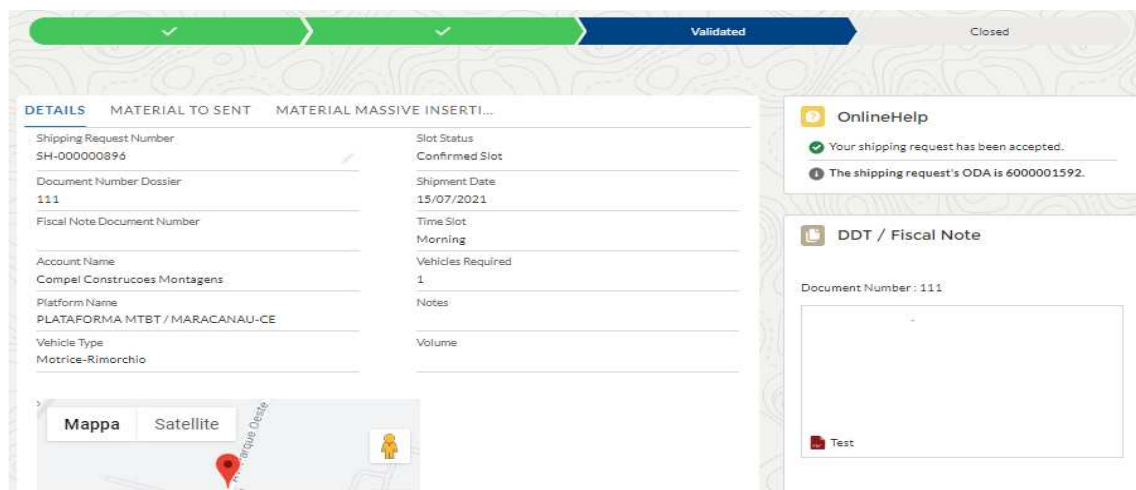


Figure 276 – Single Status Progress Section Submit Request

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":

Ayuda En Línea

✖ Hay errores en los números de serie a enviar:

- Serial Number già existente
 - 00179811361119X0000000026
 - 00179811361119X0000000027

ℹ La OdA de la solicitud de envío es 6000068605

ℹ El CUP de la solicitud de envío es F2410000030006

DDT

Numero de Documento : 1234567

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 Tracing Class MSH

The user will have the possibility to view within the detail of the material code connected to the contract the field "MSH Tracing Class" this field will be read-only:

DETAILS RELATED

Material Code Detail Name 237383	Contract EDAS 7600002598
Material Code Desc 237383	Material Category 3
Production Plan Sum 1.000	Manufacturing Factory Name IT-BELPASSO (CT)-STRADA PROVINCIALE 14 snc
Residual Quantity 1.850	Unit Cost by Oda 6.932
Unit Of Measurement	Unit Price by Contract

▼ Technical Info

Tec Spec Name SIT test 01	Proposed TCA <input type="checkbox"/>
MSH Tracing Class	Technical Specification Revision 0

Figure - Tracking Class Field Display Page

2.1.2.5 Video Tutorial

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

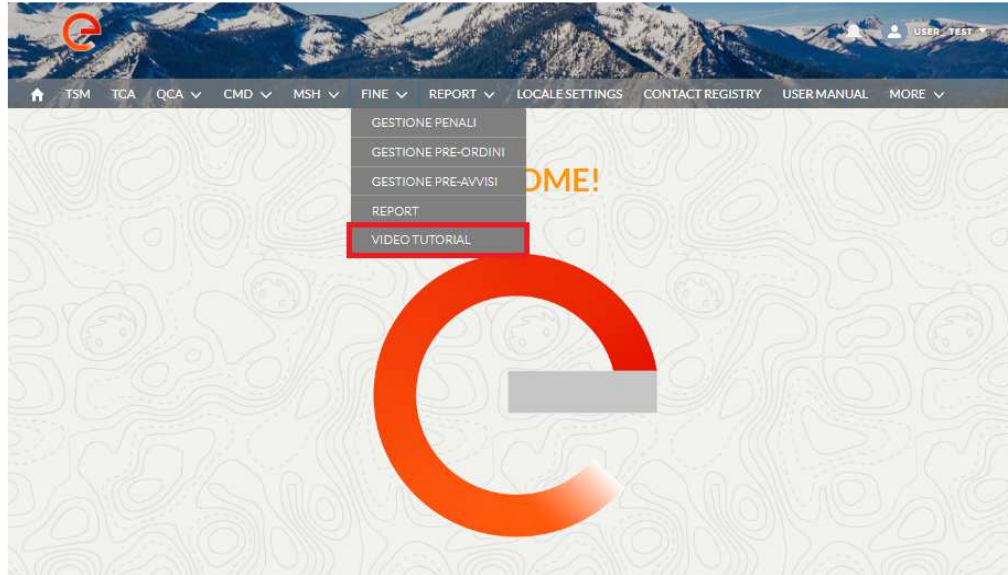


Figure 298 – Menu Video Tutorial

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

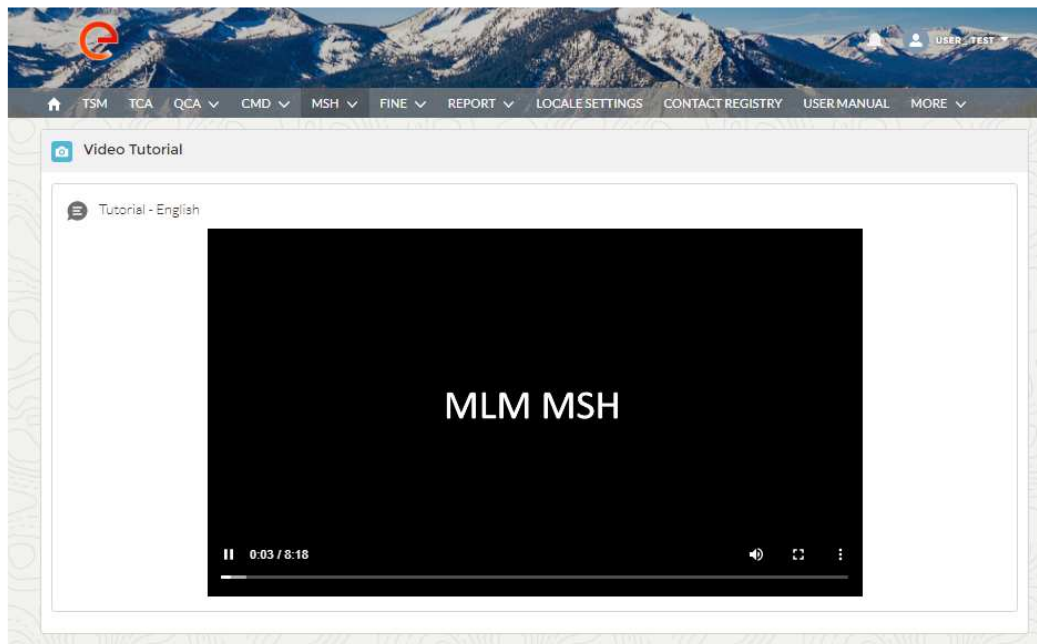


Figure 309 – Video Tutorial