



# MLM QCA - Supplier User Manual

## V6

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## 1. Definition, acronyms, abbreviations

The table below contains the definition of terms, acronyms and abbreviations

Acronym	Description
PP	Production Plan
AUD	Audit
MCP	Manufacture and Control Plan
Checkbox	Used to allow the user to select one or more items from a list
Radio-Button	Used to allow the user to select a single item from a list
QA	Quality Approval – Mandatory document for material shipment
ATR	Acceptance Test Report - Document issued by ENEL at the end of test activities
OLT	Offline Tests

## 2. User Manual MLM – Module QCA

### 2.1 Supplier access

Access to the MLM portal, for the supplier user, may be exclusively via WeBUY by clicking on the appropriate link on the home page of the platform. For any other topics about WeBuy system please check WeBuy user manual.

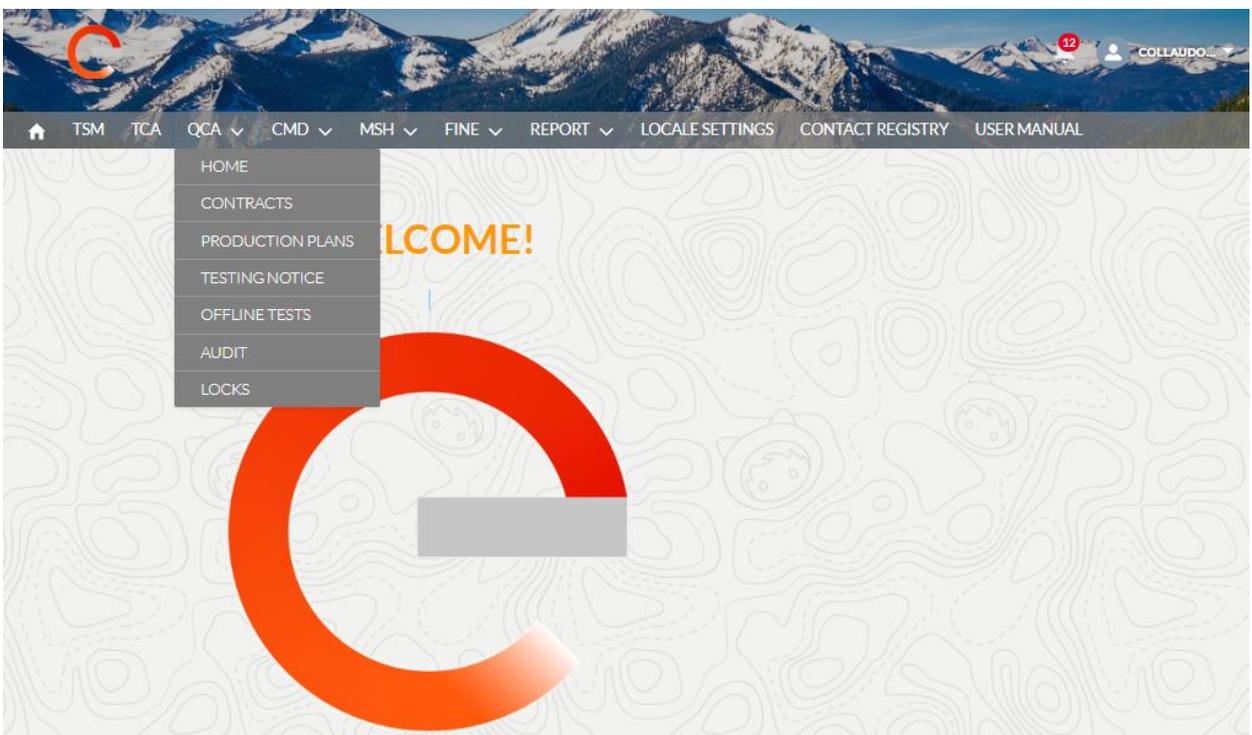
**SUGGESTION:** Google Chrome and Mozilla Firefox are the recommended browsers. Please not use any other browsers. In addition, it is recommended to disable plugins and all Google extensions that may affect the activity.

### 2.2 Supplier user - Navigation

#### 2.2.1 QCA Menu

In Supplier Home page press “QCA” button to access to QCA menu. A dropdown list will appear, listing the links to access to QCA main screens:

- Home
- Contracts
- Production Plans
- Testing Notices
- Off Line Tests
- Audit
- Blocks



The screenshot shows the QCA Home page with a navigation bar at the top containing: TSM, TCA, QCA, CMD, MSH, FINE, REPORT, LOCALE SETTINGS, CONTACT REGISTRY, and USER MANUAL. The main content area is divided into three sections:

- Production plans - Current week**: A table with 8 columns: Production Plan N..., Start Date Production, End Date Production, Manufacturing Fact..., Material Code Det..., Quantity I..., Contract Edas, and Contract holder. It contains two rows of data.
- Testing Notice - Current week**: A message stating "There aren't Testing Notice to show".
- OLT - Current week**: A message stating "There aren't OLT to show".

Production Plan N...	Start Date Production	End Date Production	Manufacturing Fact...	Material Code Det...	Quantity I...	Contract Edas	Contract holder
PDP-0000098254	19 May 2021	20 Oct 2021	IT-NAPOLI-VIA L. V...	162044	1	5000000642	Enel Global Infrastructu...
PDP-0000098253	26 May 2021	16 Sep 2021	IT-NAPOLI-VIA L. V...	228041	1	8400018714	e-distribuzione SpA

In QCA Home page the lists of Supplier's activities for the current week are displayed. At the top of the page there is "News" section that will display possible communication from Enel to the Supplier.

## Contracts

12
COLLAUDO...

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

### Contracts

— Search Filters

Validity Start Date

Validity End Date

Contract Number

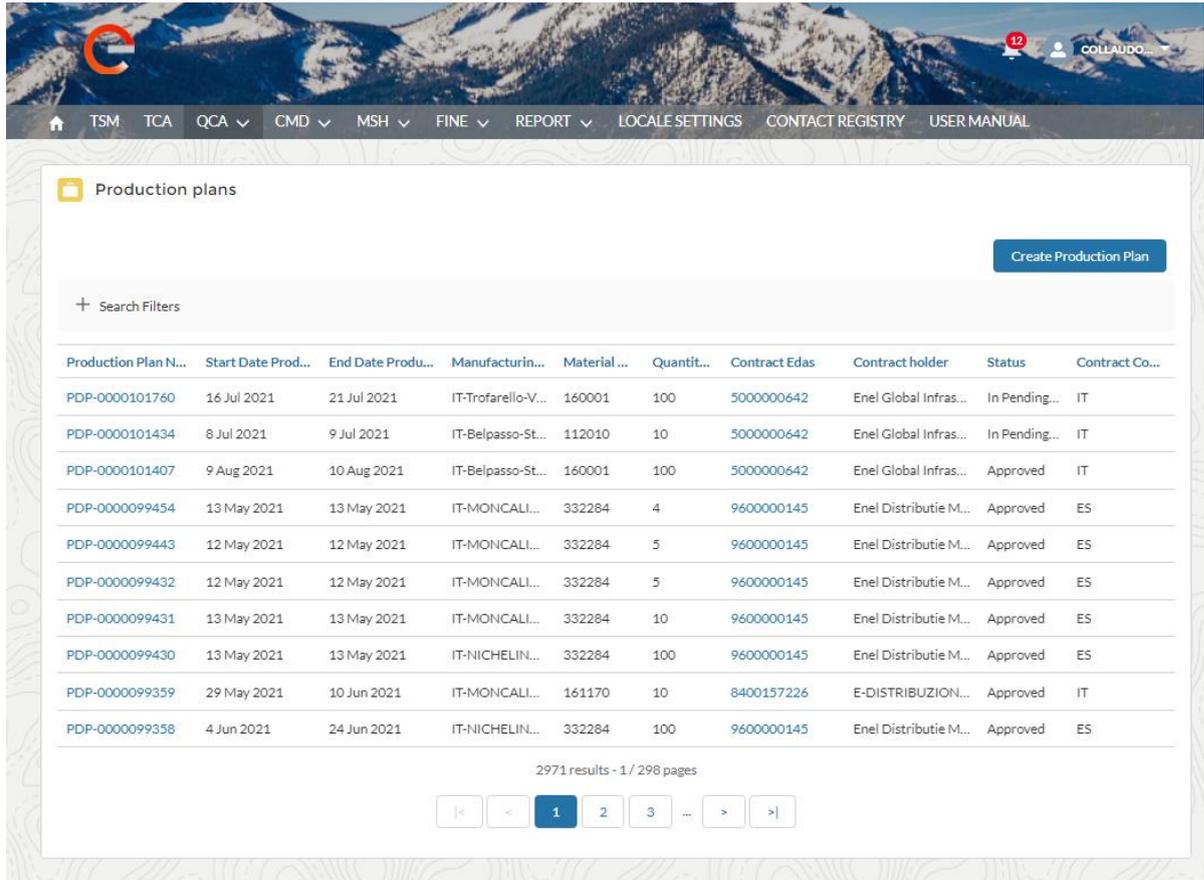
TCA Proposed

Enel Company

Country

CONTRACT NUM...	PURCHASE DOC...	COUNTRY	VALIDITY START ...	VALIDITY END D...	PROPOSED TCA	ENEL COMPANY	MANUFACTURIN...
00052694	9600000145	ES			<input type="checkbox"/>	Enel Distributie M...	<input checked="" type="checkbox"/>
00046652	8400000269	RO			<input type="checkbox"/>	ENEL DISTRIBUTI...	<input type="checkbox"/>
00039157	8000000067	RO	01-10-2000	12-10-2021	<input type="checkbox"/>	Enel Distributie M...	<input checked="" type="checkbox"/>
00037830	8400157226	IT	27-07-2020	27-07-2022	<input type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00037093	RO5000000642	RO	05-04-2019	30-04-2021	<input checked="" type="checkbox"/>	ENEL DISTRIBUTI...	<input checked="" type="checkbox"/>
00034436	8400150424	IT	06-02-2020	11-06-2022	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034382	8400146349	IT	12-12-2019	05-11-2021	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034306	8400150108	IT	24-01-2020	24-01-2022	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034260	8400149733	IT	08-01-2020	08-01-2022	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034059	8400130169	ES	15-11-2018	16-11-2020	<input checked="" type="checkbox"/>	ENDESA DISTR. EL...	<input type="checkbox"/>

43 results - 1 / 5 pages



The screenshot shows the Enel Production Plans web application. At the top, there is a navigation bar with a home icon, a search icon, and menu items: TSM, TCA, QCA, CMD, MSH, FINE, REPORT, LOCALE SETTINGS, CONTACT REGISTRY, and USER MANUAL. A user profile icon for 'COLLAUDO' is visible in the top right corner. Below the navigation bar, the main content area is titled 'Production plans' and includes a 'Create Production Plan' button. A search filter section is present above a table of production plans. The table has columns for Production Plan N., Start Date Prod., End Date Produ., Manufacturin..., Material ..., Quantit..., Contract Edas, Contract holder, Status, and Contract Co... The table lists 10 production plans with their respective details. At the bottom of the table, there is a pagination control showing '2971 results - 1 / 298 pages' and a set of navigation buttons for page 1, 2, 3, and others.

Production Plan N...	Start Date Prod...	End Date Produ...	Manufacturin...	Material ...	Quantit...	Contract Edas	Contract holder	Status	Contract Co...
PDP-0000101760	16 Jul 2021	21 Jul 2021	IT-Trofarello-V...	160001	100	5000000642	Enel Global Infr...	In Pending...	IT
PDP-0000101434	8 Jul 2021	9 Jul 2021	IT-Belpasso-St...	112010	10	5000000642	Enel Global Infr...	In Pending...	IT
PDP-0000101407	9 Aug 2021	10 Aug 2021	IT-Belpasso-St...	160001	100	5000000642	Enel Global Infr...	Approved	IT
PDP-0000099454	13 May 2021	13 May 2021	IT-MONCALI...	332284	4	9600000145	Enel Distributie M...	Approved	ES
PDP-0000099443	12 May 2021	12 May 2021	IT-MONCALI...	332284	5	9600000145	Enel Distributie M...	Approved	ES
PDP-0000099432	12 May 2021	12 May 2021	IT-MONCALI...	332284	5	9600000145	Enel Distributie M...	Approved	ES
PDP-0000099431	13 May 2021	13 May 2021	IT-MONCALI...	332284	10	9600000145	Enel Distributie M...	Approved	ES
PDP-0000099430	13 May 2021	13 May 2021	IT-NICHELIN...	332284	100	9600000145	Enel Distributie M...	Approved	ES
PDP-0000099359	29 May 2021	10 Jun 2021	IT-MONCALI...	161170	10	8400157226	E-DISTRIBUZION...	Approved	IT
PDP-0000099358	4 Jun 2021	24 Jun 2021	IT-NICHELIN...	332284	100	9600000145	Enel Distributie M...	Approved	ES

## Testing Notices

Id Test Su...	Id Test Enel	Start Date	End Date	Fl...	Mat...	Materials ...	Quant...	Contract Edas	Contract Owner	Phase S...	Enel Sy...	Company ...
12		23 Aug 20...	23 Aug 20...					5000000642	Enel Global Infrast...	MATERI...		IT
prova 2	90000054EI21	6 Aug 2021	6 Aug 2021	2	160001	5		5000000642	Enel Global Infrast...	ODA SE...		IT
11	90000053EI21	5 Aug 2021	5 Aug 2021	2	160001	2		5000000642	Enel Global Infrast...	ODA SE...		IT
avviso	90000052EI21	8 Jul 2021	9 Jul 2021	2	160001	100		5000000642	Enel Global Infrast...	QA ISSU...		IT
prova	90000051EI21	21 Jul 2021	22 Jul 2021	2	112010	100		5000000642	Enel Global Infrast...	ODA SE...		IT
test avvis...		9 Jul 2021	23 Jul 2021					5000000642	Enel Global Infrast...	CANCE...		IT
Formazio...	90000050EI21	12 Jul 2021	12 Jul 2021	2	160001	10		5000000642	Enel Global Infrast...	SERIAL...		IT
000		30 Jun 2021	15 Jul 2021					5000000628	Enel Global Infrast...	MATERI...		IT
test	90000048EI21	1 Jul 2021	2 Jul 2021	2	112610	1		5000000628	Enel Global Infrast...	REVIEW		IT
123456		2 Jun 2021	10 Jun 2021					8400130169	ENDESA.DISTR. E...	MATERI...		ES

In QCA module a Supplier can:

- Load a Manufacturing and Control Plan
- Load a Production Plan
- Load a Testing Notice (check the Spanish translation. It should be “aviso de prueba”)
- Approve the date for an Audit
- Entry the result of a test for a Serial Number
- Load documents for document Verification
- Print a QA
- Manage Corrective Action

## 2.2.2 Loading a Manufacture and Control Plan

In the “Contracts” page details, Supplier can load a “Manufacturing and Control Plan”. Please include the definition of the manufacturing plan and its scope.

The supplier to load the manufacturing and control plan must follow these steps:

- Search and select contract
- Click on “Upload File” in “Manufacturing and Control Plan” section
- Save uploaded file (PDF and ZIP extensions allowed)

For each contract can be uploaded only one file. In the case of ATI / RTI the different manufacturing and control plans must be combined into a single zip file to be uploaded possibly by the agent

CONTRACT NUM...	PURCHASE DOC...	COUNTRY	VALIDITY START ...	VALIDITY END D...	PROPOSED TCA	ENEL COMPANY	MANUFACTURIN...
00052694	9600000145	ES			<input type="checkbox"/>	Enel Distributie M...	<input checked="" type="checkbox"/>
00046652	8400000269	RO			<input type="checkbox"/>	ENEL DISTRIBUTI...	<input type="checkbox"/>
00039157	8000000067	RO	01-10-2000	12-10-2021	<input type="checkbox"/>	Enel Distributie M...	<input checked="" type="checkbox"/>
00037830	8400157226	IT	27-07-2020	27-07-2022	<input type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00037093	RO5000000642	RO	05-04-2019	30-04-2021	<input checked="" type="checkbox"/>	ENEL DISTRIBUTI...	<input checked="" type="checkbox"/>
00034436	8400150424	IT	06-02-2020	11-06-2022	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034382	8400146349	IT	12-12-2019	05-11-2021	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034306	8400150108	IT	24-01-2020	24-01-2022	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034260	8400149733	IT	08-01-2020	08-01-2022	<input checked="" type="checkbox"/>	E-DISTRIBUZIONE...	<input type="checkbox"/>
00034059	8400130169	ES	15-11-2018	16-11-2020	<input checked="" type="checkbox"/>	ENDESA DISTR. EL...	<input type="checkbox"/>

Contract 00034190

Create Production Plan Create Test Notice

Purchase document (Contract/Number)	Supplier Name	Country	Validity start date	Validity end date	OLT Form applicable
8400147676	ABB SPA	IT	13/01/2020	13/01/2021	

DETAILS LIST PDP CONTRACT ELEMENTS

Purchase document (Contract/Number)	Status
8400147676	Draft
Contract Number	Enel Company
00034190	E-DISTRIBUZIONE SPA
Purchase document description	Enel Company Code
FORNITURA DI TRASFORMATORI AT/MT - GARA ANDREA - ABB	DISTRIBUZIONE
Contract Code	
nd	
Document date	Validity start date
13/01/2020	13/01/2020
Proposed TCA	Validity end date
<input type="checkbox"/>	13/01/2021
Tender Code	Residual period (days)
	Residual period (days)

Manufacturing Plan File

Select PDF/ZIP File

Or drag files

In case of a document has been uploaded wrongly, it is possible to delete it just clicking on the “eye”  highlighted in the following screen:

Contract 00006815

Create Production Plan Create Test Notice

Purchase document (Contract/Number)	Supplier Name	Country	Validity start date	Validity end date
5000000628	COL GIOVANNI RAGNO S.p.A. - consocio unico	IT	05/04/2019	05/04/2020

DETAILS LIST PDP CONTRACT ELEMENTS

Purchase document (Contract/Number)	Status
5000000628	Draft
Contract Number	Enel Company
00006815	Enel Global Infrastructure and Networks s.r.l.
Purchase document description	Enel Company Code
5000000628	SA/IT25
Contract Code	
5000000628	
Document date	Validity start date
05/04/2019	05/04/2019
Proposed TCA	Validity end date
<input type="checkbox"/>	05/04/2020
Tender Code	Residual period (days)
	-442
Off-Line Test	
<input checked="" type="checkbox"/>	
OLT Form applicable	
olt	

Manufacturing Plan File

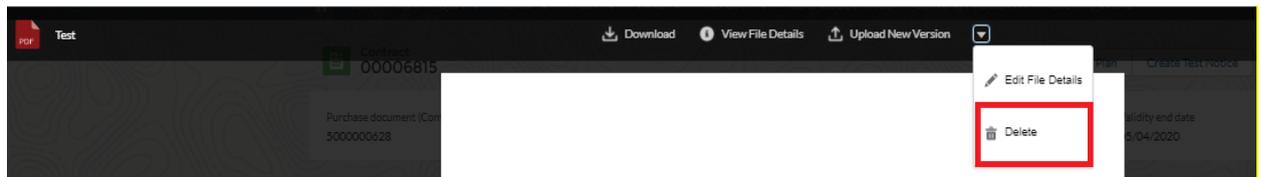
Select PDF File

Or drag files



Manufacturing Plan

Manufacturing Plan Uploaded Manufacturing Plan Uploaded Date



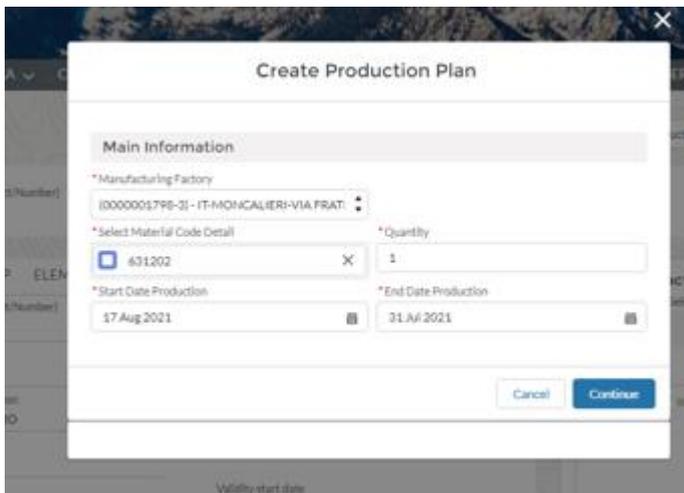
Clicking on “Delete” will be possible to proceed with the elimination of the file attached.

## 2.2.3 Loading a Production Plan

In the “Contract” detail page, Supplier can create a Production Plan by pressing the “Create a Production Plan” button.



Also, supplier can create a Production Plan from the “Production Plan” summary page. this page can be reached following the link QCA > Production Plans and then pressing the “New Production Plan” button.



The supplier user must click on "Create Production Plan" button. Usually, the following fields are displayed:

- Material Code
- Start date of production
- End date of production
- Quantity
- Factory

In case of creation of a PDP at a plant that does not appear in the "Establishment" drop-down menu due to non-migration from WeBuy. The supplier can request a derogation through the following steps: place the flag on "establishment in derogation" and with the "+" key (insert icon) activate the screen for filling in the data.

The screenshot shows the 'Crea Piano di Produzione' interface. The 'Stabilimento in Deroga' checkbox is checked and highlighted with a red box. The '+' button next to it is also highlighted with a red box. The form includes fields for contract selection, plant selection, quantity, and production dates.

After clicking on the "+" button fill in the required fields and click on "Save" to save the information or on "cancel" to return to the PdP creation page

**Crea Piano di Produzione**

**Stabilimento in Deroga**

\* Fabbrica

Paese  Stato Stabilimento  Città Stabilimento

\* Indirizzo Stabilimento  \* CAP Stabilimento

Telefono Stabilimento  Fax Stabilimento

Having flagged the field "establishments in derogation" will activate the "attachments" section where it will be mandatory:

- Upload at least 1 file and maximum 5 with a maximum file size of 15MB
- The extensions allowed are: .eml, .msg, .doc, .docx, .xls, .xlsx, .pdf, .csv, .zip, .rar.

**Crea Piano di Produzione**

**Allegati (0)**

Si prega di allegare un documento giustificativo per la richiesta di deroga.  
Sono consentiti un massimo di 5 files di dimensione massima 15MB.  
Le estensioni supportate sono:  
.eml, .msg, .doc, .docx, .xls, .xlsx, .pdf, .csv, .zip, .rar.

In addition, the user must select the contacts who will be notified of the outcome of the request:

### Crea Piano di Produzione

**Persona di riferimento**

Nome	Email	Telefono	
Collaudo ABB CR	utenzerollout@gmail.com		
Collaudo ABB CR	utenzerollout@gmail.com		
Collaudo ABB CR	utenzerollout@gmail.com		
Collaudo ABB CR	utenzerollout@gmail.com		

Annulla
Salva

Subsequently, the process will move on to an approval phase by the TCA Verifier user and then to the QCA Verifier user for final approval. Only after such approval, it will be possible to perform a testing task.

Section “Verify Material Code Info” is displayed only in case of missing information for the selected Material Code. All mandatory fields are marked with an asterisk (\*). Supplier can select and add different reference contacts each time he creates a new Production Plan.

If the Production Plan Start Date doesn't respect the contractual terms, the PP status will be “To Be Approved”.

In order to see the quantity produced with a production plan in the testing notice section the status should be “Approved”.

In order to save the production plan, all the mandatory information must be filled by supplier.

A Production Plan can be modified by the Supplier User just clicking on a contract and then on “PDP List” tab. The modification is available only for Approved or Rejected PP.

Contract 00039157

Buttons: Create Production Plan, Create Test Notice

Purchase document (Contract/Number): 800000067  
 Supplier Name: COL GIOVANNI PAOLO S.p.A. - con socio unico  
 Country: RO  
 Validity start date: 01/10/2000  
 Validity end date: 12/10/2021

Navigation: DETAILS | LIST PDP | CONTRACT ELEMENTS

Production Plans (14)

		PDP	STATUS	START DATE	END DATE	QUANTITY
		PDP-0000102174	APPROVED	13-10-2021	31-10-2021	1
		PDP-0000096213	APPROVED	06-01-2021	29-01-2021	300
		PDP-0000096212	APPROVED	06-01-2021	29-01-2021	400
		PDP-0000096211	APPROVED	06-01-2021	29-01-2021	400
		PDP-0000096210	APPROVED	06-01-2021	30-01-2021	400

Manufacturing Plan File

Select PDF File

Buttons: Choose File, Or Drop Here

File: 20201005\_112307\_QcaTemplate\_Serial numbers

Clicking on the pencil icon the system will allow the change of information as:

- Start Date
- End Date
- Quantity
- Contact person

The screenshot shows a web application interface for contract management. At the top, there is a navigation bar with a home icon and menu items: TSM, TCA, QCA, CMD, MSH, FINE, REPORT, LOCALE SETTINGS, and CONT. Below the navigation bar, the contract number 00052694 is displayed. Further down, key contract information is shown in a table:

Purchase document (Contract/Number)	Supplier Name	Country
9600000145	COL GIOVANNI PAOLO S.p.A.- con socio unico	ES

Below this information, there are three tabs: DETAILS, LIST PDP, and CONTRACT ELEMENTS. The 'LIST PDP' tab is active, showing a table titled 'Production Plans (6)'. The table has columns for PDP, STATUS, START DATE, END DATE, and QUANTITY. The first row of the table is highlighted with a red box around the edit icon.

	PDP	STATUS	START DATE	END DATE	QUANTITY
	PDP-0000099454	APPROVED	13-05-2021	13-05-2021	4
	PDP-0000099443	APPROVED	12-05-2021	12-05-2021	5
	PDP-0000099432	APPROVED	12-05-2021	12-05-2021	5
	PDP-0000099431	APPROVED	13-05-2021	13-05-2021	10
	PDP-0000099430	APPROVED	13-05-2021	13-05-2021	100

## Edit Production Plan

Matricola	* Quantity		
110100	53		
* Start Date Production	* End Date Production		
02-09-2020	03-09-2020		
<b>Contact Person</b>			
Name	Email	Phone	
Test Contact Test	test@test.it		
Collaudo ABB CR	utenzerollout@gmail....		
Test Contact Test	test@test.it		

Clicking on the copy icon the system will allow the possibility to copy the PP for other material codes of the same contract.

Contract 00052694

Purchase document (Contract/Number) 9600000145 Supplier Name COL GIOVANNI PAOLO S.p.A.- con socio unico Country ES

DETAILS LIST PDP CONTRACT ELEMENTS

Production Plans (6)

	PDP	STATUS	START DATE	END DATE	QUANTITY
<input type="checkbox"/>	PDP-0000099454	APPROVED	13-05-2021	13-05-2021	4
<input type="checkbox"/>	PDP-0000099443	APPROVED	12-05-2021	12-05-2021	5
<input type="checkbox"/>	PDP-0000099432	APPROVED	12-05-2021	12-05-2021	5
<input type="checkbox"/>	PDP-0000099431	APPROVED	13-05-2021	13-05-2021	10
<input type="checkbox"/>	PDP-0000099430	APPROVED	13-05-2021	13-05-2021	100

The Supplier User should select the Material Code and click on the “Save”.

Data not completed

### Copy Production Plan

Start Date Production: 13 May 2021 End Date Production: 13 May 2021 Quantity: 4

<input type="checkbox"/>	MATERIAL CODE	MATERIAL CODE COUNT...	TECHNICAL SPECIFICATI...	TECHNICAL SPECIFICATI...	MANUFACTURING FACT...	UNIT COST
<input type="checkbox"/>	140141	ES	DY305	9	IT-MONCALIERI-VIA PRA...	
<input type="checkbox"/>	332264	ES	DY900 ADDENDUM	1	IT-MONCALIERI-VIA PRA...	39.87

Cancel Save

An alert will be shown if the Data of the material code are not completed.

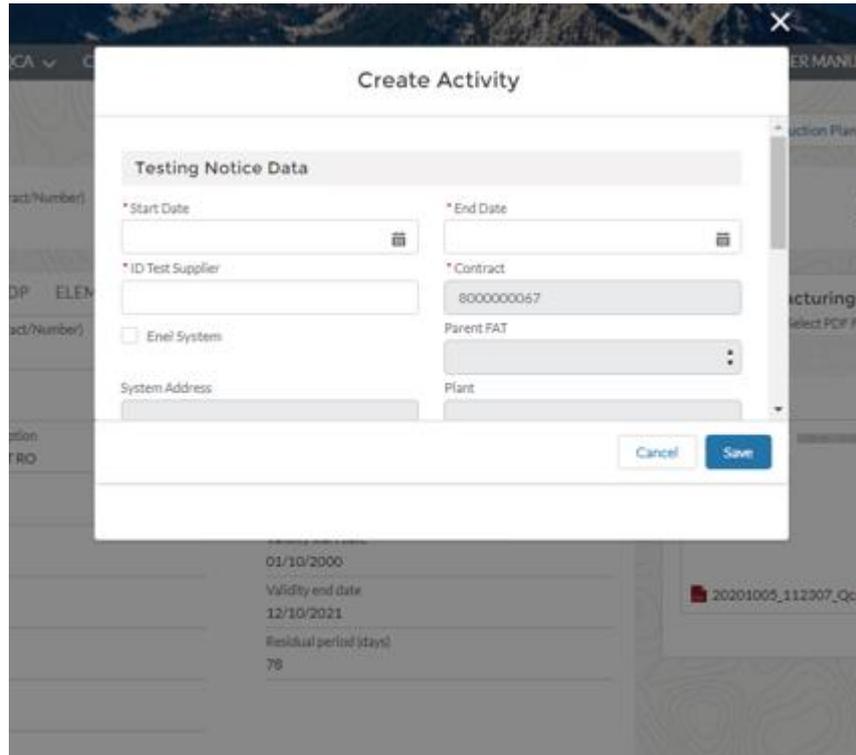
## 2.2.4 Creating a Testing Notice

Supplier can create a Testing Notice by pressing the “Create Testing Notice” button, directly from the Contract Details page.

The screenshot displays the 'Contract Details' page for contract 00039157. The page is structured as follows:

- Navigation Menu:** TSM, TCA, QCA, CMD, MSH, FINE, REPORT, LOCALE SETTINGS, CONTACT REGISTRY, USER MANUAL.
- Header:** Enel logo, user profile (COLLAUDO), and notification (17).
- Contract Information:**
  - Contract: 00039157
  - Purchase document (Contract/Number): 8000000067
  - Supplier Name: COL GIOVANNI PAOLO S.p.A. - con socio unico
  - Country: RO
  - Validity start date: 01/10/2000
  - Validity end date: 12/10/2021
- DETAILS Tab:**
  - Purchase document (Contract/Number): 8000000067
  - Contract Number: 00039157
  - Purchase document description: Contratto di test per UAT RO
  - Contract Code:
  - Document date: 12/10/2020
  - Proposed TCA:
  - Tender Code:
  - Status: Draft
  - Enel Company: Enel Distributie Muntenia
  - Enel Company Code:
  - Validity start date: 01/10/2000
  - Validity end date: 12/10/2021
  - Residual period (days): 78
- Manufacturing Plan File Section:**
  - Select PDF File:
  - File name: 20201005\_112307\_QcaTemplate\_SerialNumbers

Just like Production Plans, Supplier can add different reference contacts each time he creates a new Testing Notice. Once the Supplier presses the “Save” button, the Testing Notice details page is displayed.



The Supplier user can add the following details to the test notice:

- If the activity is at an Enel plant, insert the "Testing in the plant" flag.
- If the task is intermediate, enter the "Intermediate Testing" flag.
- If the activity is a repetition, enter the flag "Repeat Test Alert" and select through the drop-down menu the reference to the Enel ID relating to the negative test.
- If the activity is related to a defect, select CMD Ticket. If the activity is performed at a non-production site, fill in the following fields: Unqualified location address-Country, Unqualified location address-City, Unqualified location address-Street.
- 

In addition, the user has the possibility to flag the field "Establishments in Derogation" if he wants to use an establishment in derogation in the list the supplier will see only the establishments where the derogation has been issued and with an Approved PdP:

### Crea Attività

Collaudo Intermedio  
 Ripetizione Avviso di Collaudo

Avviso di Collaudo Ripetuto

Ticket CMD

Seleziona opzione...

\* Stabilimento

Seleziona opzione...  
 BR-RIO DE JANEIRO-CASA 324324  
 BR-RIO DE JANEIRO-CASA 324324  
 AR-Buenos Aires-calle JULIO 115  
 IT-crotone-via marco polo 11  
 IT-ROMA-VIA DELLE ROSSE

**Stabilimento in Deroga**

Subsequently, select from the picklist the plant in derogation of production of the material subject to the preparation of the test:

### Crea Attività

Collaudo Intermedio  
 Ripetizione Avviso di Collaudo

Avviso di Collaudo Ripetuto

Ticket CMD

Seleziona opzione...

\* Stabilimento

Seleziona opzione...

BR-RIO DE JANEIRO-CASA 324324  
 BR-RIO DE JANEIRO-CASA 324324  
 AR-Buenos Aires-calle JULIO 115  
 IT-crotone-via marco polo 11  
 IT-ROMA-VIA DELLE ROSSE

**Stabilimento in Deroga**

Selecting the establishment in derogation, it will be necessary to select the user with whom to share the information, in fact, the ART Document will be sent to the selected user, to select the user click on the checkbox next to the name or names of the subjects to whom you intend to notify ART, click on "Save" to save the information to the system or on "Cancel" to cancel the operation:

### Crea Attività

Stabilimento  
 IT-ROMA-VIA DELLE ROSSE  Stabilimento in Deroga

Indirizzo sede non qualificata - Nazione (2 digit)    
 Indirizzo sede non qualificata - Città    
 Indirizzo sede non qualificata - Via

**Persona di riferimento**

Nome	Email	Telefono	
Alberico Del Percio	sf.enelmlm@webresult.it		<input type="checkbox"/>
COLLAUDO COL GIOVANNI	fornitoremateriali@gmail.com		<input checked="" type="checkbox"/>
gaetano centorbi	sf.enelmlm@webresult.it		<input type="checkbox"/>

The creation of a Test Notice can also be done on the summary page of the test notices, which is accessed via the QCA link > the Test Notices, using the "Create Test Notice" button.

To create a test, the supplier user must:

- Select freshmen Retrieve a purchase order by pressing the "Recover ODA" button, associate the purchase orders and then press the "save" button.
- Only for Romanian test alerts the field "Purchase order number" is mandatory.
- Load the serial number through the "Import serial numbers" button

Below is the detail of each phase, we specify that to conclude each phase the user will have to press the "end operation" button.

## Selecting Material Codes

Work Order: 00232359

Phase Status: MATERIAL CODE SELECTION

Start Date: 27/04/2021, 09:00

End Date: 28/04/2021, 17:00

Progress: REQUEST CREATION (active), REQUEST COMPLETED, REVIEWING, EXECUTED

Buttons: Back to Contract, Complete Action (highlighted), Cancel Work Order

DETAILS	MATERIAL CODE	SERIAL NUMBER	RELATED LIST
<b>Material Code Detail to be prepared</b>			
<input type="checkbox"/>	MATERIAL CODE	QUANTITY	RESIDUES
<input type="checkbox"/>	112050	15	(Max: 830)
<input type="checkbox"/>	112011		(Max: 605)
<input type="checkbox"/>	162044		(Max: 150)

Buttons: Confirm, Import Serial Numbers (You can't import file in this phase), UPLOAD DOSSIER

DETAILS	MATERIAL CODE	SERIAL NUMBER	RELATED LIST
<b>Material Code Detail to be prepared</b>			
<input type="checkbox"/>	MATERIAL CODE	QUANTITY	RESIDUES
<input checked="" type="checkbox"/>	112610	15	(Max: 830)
<input type="checkbox"/>	112611		(Max: 605)
<input type="checkbox"/>	162044		(Max: 150)

Button: Confirm

Supplier can select Material Codes by checking the corresponding checkbox on the left; User must specify in the “Quantity” field the number of items for each selected Material Code, and then press the “Confirm” button. Once completed press the “Complete Action” button. Verify change status to Insertion completed at the end of the request.

If Supplier user can't see material code in Testing Notices, the possible reasons can be:

- 1) Production Plan not approved. Please check the PP status in Production Plan section.
- 2) Absence of TCA in Force if the contract is expected. Please check the TCA status in TCA module.
- 3) Manufactory Factory not qualified for the MG of the Material Code which one the Supplier wants to test. Please check or ask for a MG qualification status in WeBuy.
- 4) Mismatching between technical specification/revision indicated when the PDP was created and technical specification/revision associated to TCA in Force for that material
- 5) Any additional cause

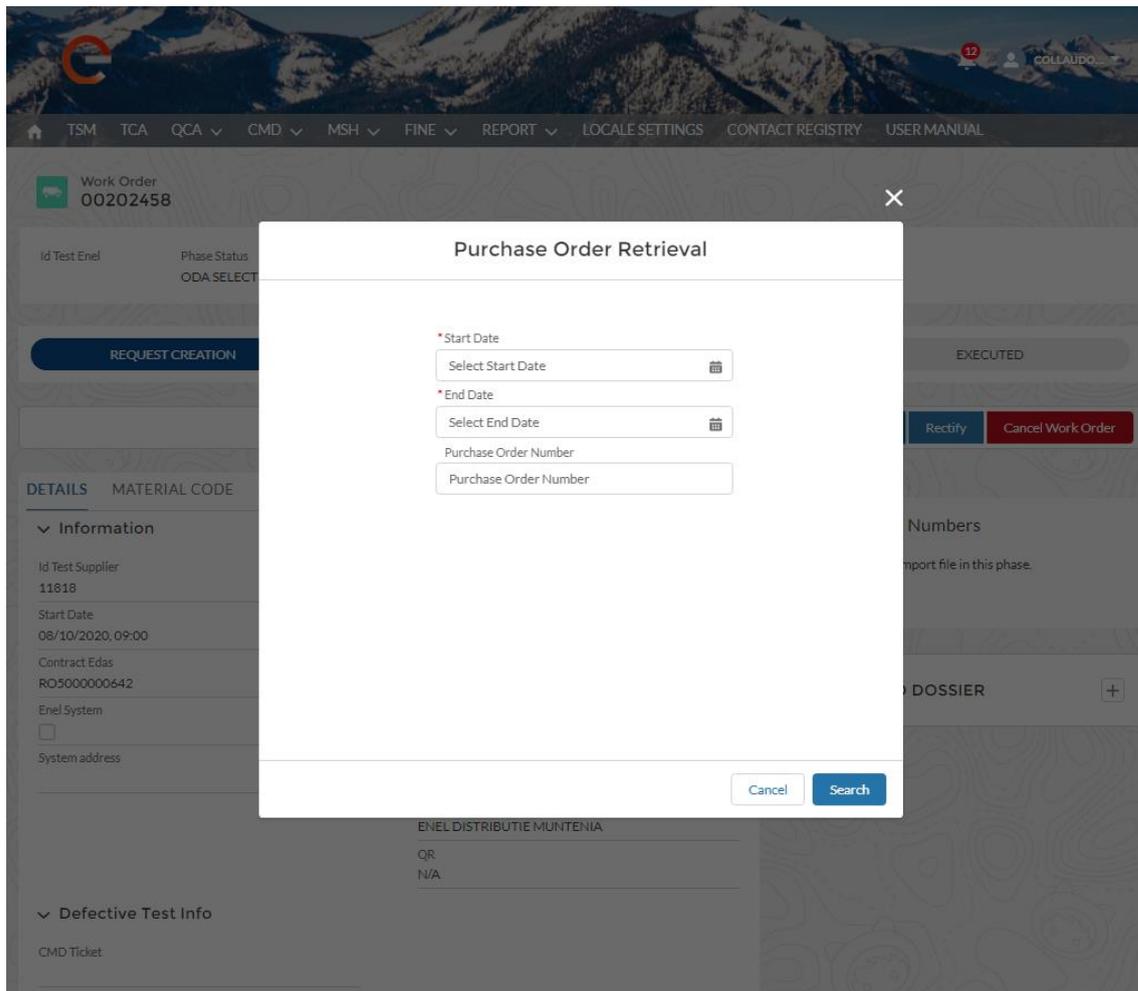
### Searching a Purchase Order

Clicking on "Retrieve Oda" the system allows to search for a Purchase Order, the Supplier User should fill in these fields:

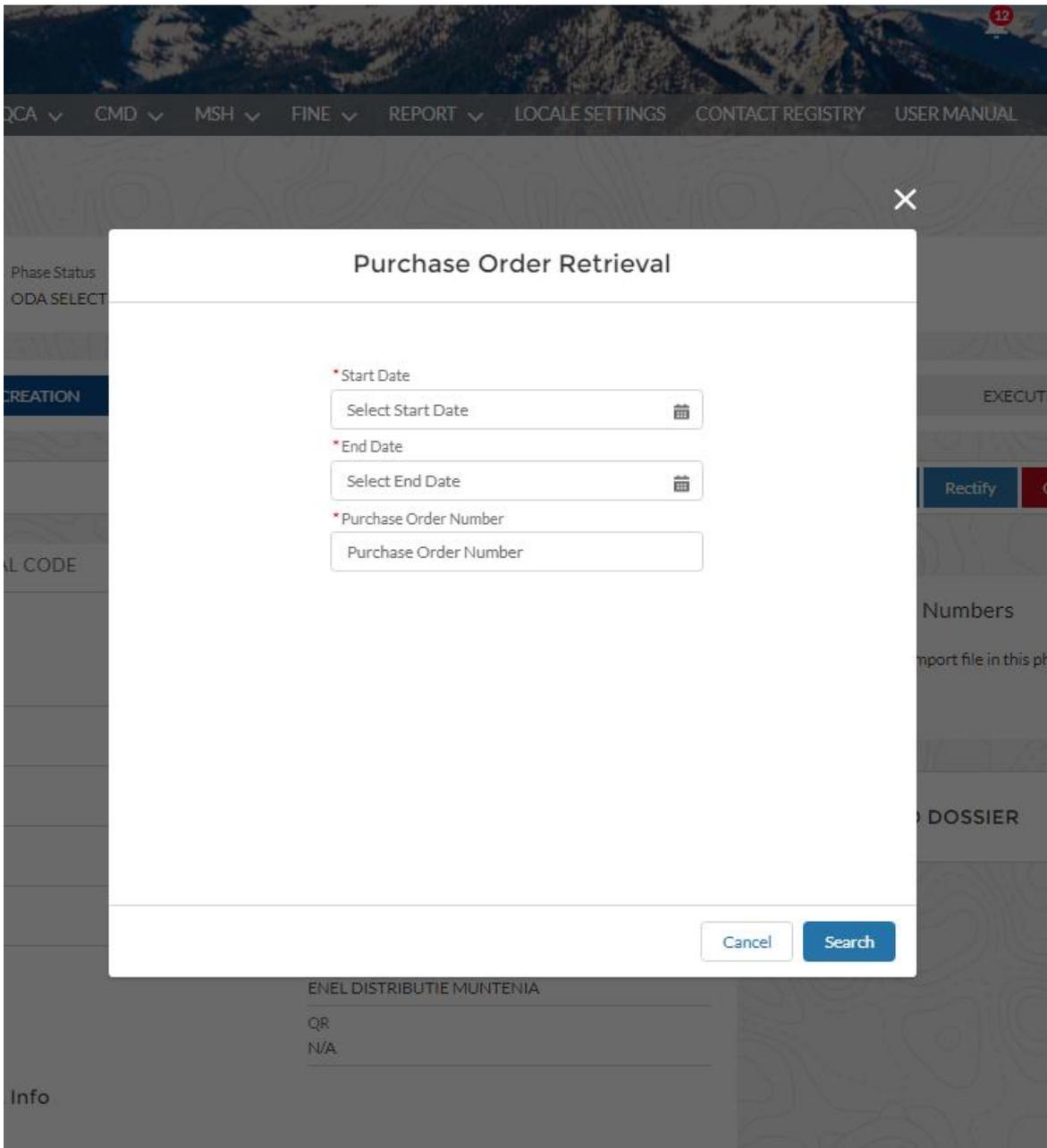
- Start Date
- End Date
- ODA number even if it is not mandatory, as it is possible to search multiply by entering the fields mentioned above

After selection, the Order/Purchase Orders will be/will be associated with the testing activity.

## Modal form for searching and selecting Purchase Orders (BRA – CHL – COL – ESP – ITA – PER)



## Modal form for searching and selecting Purchase Orders (ROU)



For Argentine contract supplier user must create oda using “Insert Oda” button.

Work Order  
**00152043**

Id Test Enel	Phase Status	Start Date	End Date
90010084HA19	CORRECTION	11/09/2019, 07:00	11/09/2019, 16:00

REQUEST CREATION
REQUEST COMPLETED
REVIEWING
EXECUTED

[Back to Contract](#)
[Edit Testing Notice](#)
[Edit Material Code Testing Notice](#)
[Insert ODA](#)
[Cancel Work Order](#)

[DETAILS](#)
[MATERIAL CODE](#)
[SERIAL NUMBER](#)
[REVIEW](#)
[RELATED LIST](#)

**Information**

Id Test Supplier	Id Test Enel
COL BRASILE	90010084HA19
Start Date	End Date
11/09/2019, 07:00	11/09/2019, 16:00
Contract Edas	Factory of production
TESTBRA	<a href="#">IT-Sesto San Giovanni-Via Luciano Lama 33</a>
Enel System	Plant
<input type="checkbox"/>	
System address	Name contact person system
	Contract Owner
	ENEL DISTRIBUICAO RIO
	QR

**Defective Test Info**

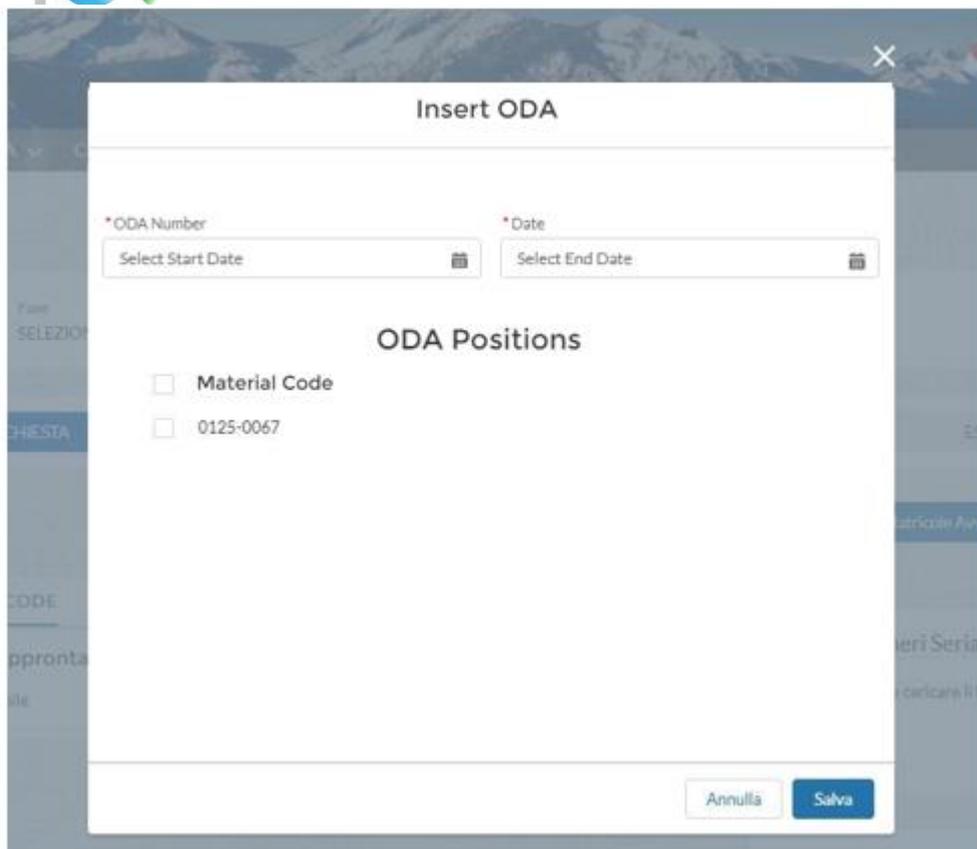
CMD Ticket

**Import Serial Numbers**

You can't import file in this phase.

**UPLOAD DOSSIER** +

## Modal form for inserting purchase Order and selecting purchase orders position

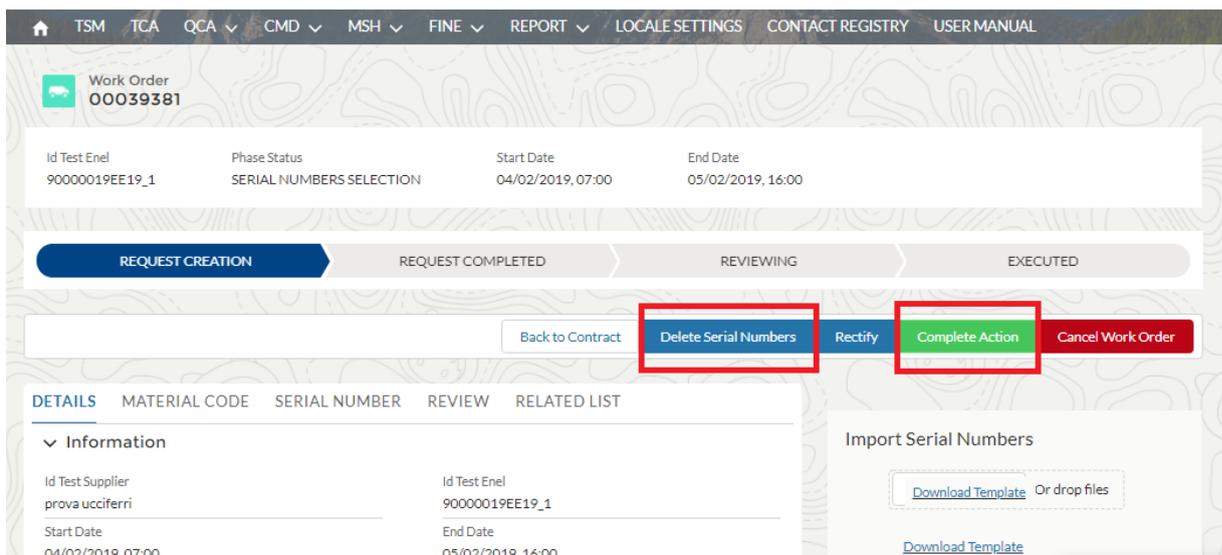


All mandatory fields are marked with \*.

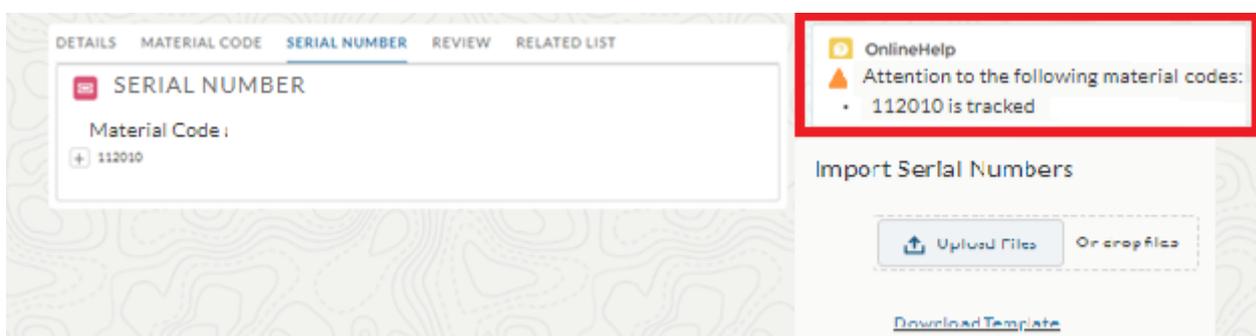
Press “Save” button to create new Purchase Order linked to Testing Notice. The supplier must wait for Enel's approval of the ODA created to continue. In addition, error messages can occur in case of ODA insertion the causes can be: Refresh of the page (waiting times, SAP data query) ODA positions exhausted.

### Loading Serial Numbers

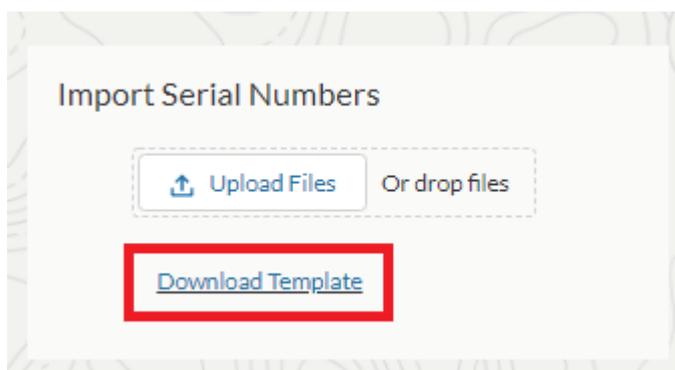
The Supplier User must upload a List of components related to the Material Codes of the Testing Notice.



The tracing class suggested by the system will be shown in the OnlineHelp:



To load the serial file you will have to use the template .csv available in the "Import serial numbers" section in case of error you can delete the file with the "delete serials" button and reload it.



Clicking on "Download Template" starts the CSV Import Serial numbers download. Here is possible to insert Material with Barcode or Material Lot Number. Following these tables will be possible to insert all the field Required, Not Required and Optional for both of them.

<b>Material with Barcode</b>	
<b>Material Code</b>	R
<b>Serial Number Enel*</b>	R
<b>Serial Number Supplier*</b>	R
<b>Lot Number</b>	O
<b>Barcode</b>	R
<b>Barcode Enel</b>	R
<b>Barcode Child</b>	O
<b>Barcode Coil</b>	O
<b>Barcode Coil From</b>	O
<b>Barcode Coil To</b>	O
<b>Oda</b>	R
<b>Repaired Component</b>	O
<b>Material Quantity</b>	NR

<b>Material with Lot Number</b>
---------------------------------



Material Code	R
Serial Number Enel*	NR
Serial Number Supplier*	NR
Lot Number	R
Barcode	NR
Barcode Enel	NR
Barcode Child	NR
Barcode Coil	NR
Barcode Coil From	NR
Barcode Coil To	NR
Oda	R
Repaired Component	O
Material Quantity	R

R = Required
O = Optional
NR = Not Required

\* Only for the country Colombia, the serial number can be 11 characters.

After entering all the information in the CSV file, the upload of the . CSV, and then if no errors are reported you have to click on "End Operation" serial imports can be loaded and can be performed on Test Notice.

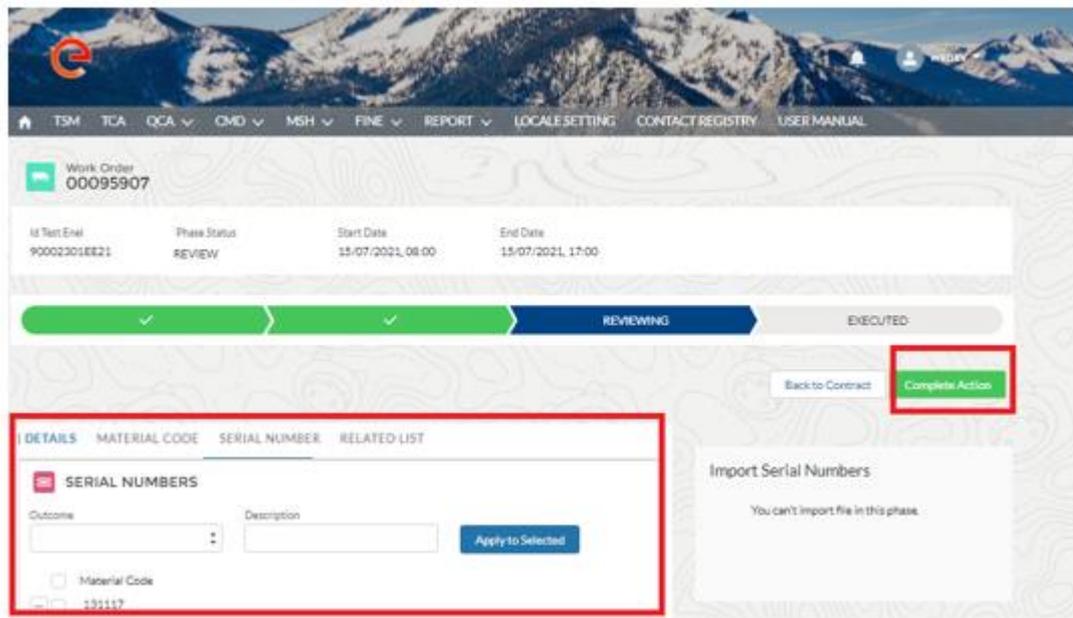
After the Start Date of the Test Notice, the List of components can no longer be modified, therefore, it is extremely important to verify that the file is correct, because the serial numbers uploaded know transcribed on the Quality Approval, as well as being transferred to the Material Shipping environment for the organization of shipments to logistics platforms or equipment. In fact, the serial number file can be uploaded/modified until the day before the start date of the test.

## 2.2.5 Setting Serial Number Results

This insertion is required only for document verifications (DOC) and for all those Test Notices that have not seen the repetition of the tests the physical presence of Enel. The insertion of the results of the serial numbers (OK / KO) by the supplier user is essential only in the case of activity subject to documentary verification or in case of absence of an Enel inspector, in the case of FAT the registration of the results is made by the inspector. The procedure starts from the Summary phase and once this step is completed you get to the QA Issued phase

In the Contract Detail page Supplier can see the list of Testing Notices by selecting the contract "Elements" tab: Testing Notices to be worked are the ones in the "Reviewing" phase.

To set the serial numbers results, Supplier must access in Testing Notice Detail page and then select the "Serial Numbers" tab.



Once finished setting the results, Supplier must press the “Complete Action” button. System does not allow to finish the operation in two cases:

- The user can't complete operation before 17.00 (local time) of the last day of test if the testing notice is a first supplying or first category testing notice
- The user can't complete operation before 10.00 (local time) of the first day of test if the testing notice is a second or third category testing notice

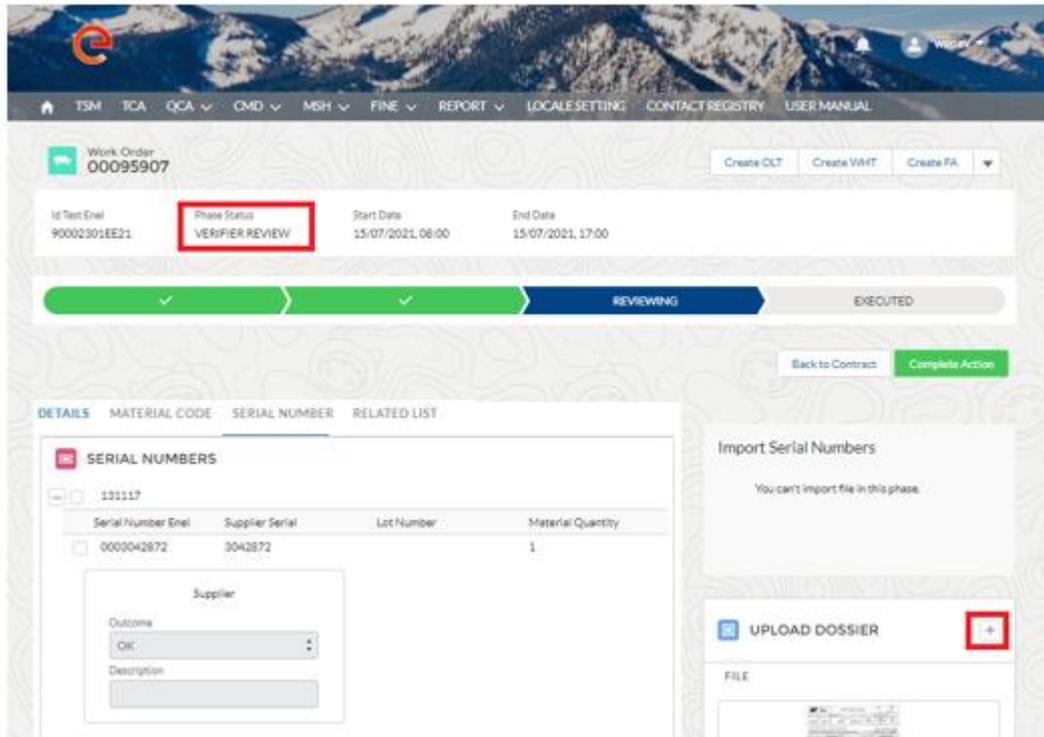
## 2.2.6 Loading Documents for Document Verification

In the Contract Detail page Supplier can see the list of Testing Notices by selecting the contract “Elements” tab: Testing Notices to be worked are the ones in the “Document Verification” phase.

Indicate the type of documents that the platform allows to load, the categories of the documents, and the size of the documents. Indicate maximum one document per category.

Supplier loads documents for Document Verification by pressing the “+” button in the “Load Documents” component; once finished loading documents user must press the “Complete Action” button.

Once the documents are uploaded and verified the completion, check the change of status to verifier.



At least the Test Report must be attached to the Test in order to finish phase of loading documents for a Test.

After loading documents, Supplier can print a QA only after it has been finalized by an ENEL Approver.

After data verification for finalization by an ENEL Approver, the System sends an email to the Supplier with ATR and the result of the verification. If verification is successful, Supplier can print QA document.

## 2.2.7 Issuing a QA

In the Contract Detail page Supplier can see the list of Testing Notices by selecting the contract "Elements" tab: Testing Notices with QA are the ones in the "QA issued" phase. A QA can be printed by pressing the "Print QA" button in the Testing Notice detail page.

Inform that the QA can only be printed once the verifier (documentaries) or inspector (FAT R) has satisfactorily approved the inspection

Work Order  
00096560

Id Test Enel: 90002604EE21 | Phase Status: QA ISSUED | Start Date: 22/07/2021, 08:00 | End Date: 23/07/2021, 17:00

EXECUTED

Back to Contract | Print QA

DETAILS MATERIAL CODE SERIAL NUMBER RELATED LIST

**SERIAL NUMBERS**

Material Code: 330548

Serial Number Enel	Supplier Serial	Lot Number	Material Quantity
		lotto 1	4000
Supplier		Verifier	
Outcome: OK		Outcome Verifier: OK	
Description: OK		Description Verifier: OK	
		lotto 2	500
Supplier		Verifier	
Outcome: OK		Outcome Verifier: OK	
Description: OK		Description Verifier: OK	

Import Serial Numbers  
You can't Import file in this phase.

UPLOAD DOSSIER

Below an example of Quality Approval:

e-distribuzione	QUALITY APPROVAL ICET INDUSTRIE SPA	Collaudo 90001019EE21 ver.
-----------------	----------------------------------------	----------------------------------

Supplier Name and Id Test Enel

ICET INDUSTRIE SPA	
Dati contratto: 8400117824 - 10/01/2018	Cat. coll.: 2 Alleg.Tecn.: 2010 Ordine di Acquisto: 8000088016
Data avviso: 28/04/2021	
Id avviso: Y06252	Collaudo previsto da: 28/04/2021 30/04/2021
Stabilimento: IT-BARBERINO VAL D'ELSA-VIA G. GALILEI 9/11	Collaudo in impianto: NO
Persona di riferimento: Simone Viti (tel. 0568055317 simone.viti@icetindustrie.it)	
Indirizzo Email x invio rapporto di collaudo: simone.viti@icetindustrie.it	
Note avviso di collaudo	

Contractual Information  
Main detail of the testing notice created

Nota esito fornitore - Esito fornitore inserito da ICET INDUSTRIE SPA

Nota Stampa omologazione di qualità - Stampa Quality Approval effettuato da WtDev 29/04/2021 18:53

Matr. ENEL	Descrizione del prodotto	PF	RP	Qtà da collaudare	Qtà_PDP/Qtà_COLL	Lettera omologazione	EF
162105	QUADRO SF8 24kV 16KA DY9001 2LEI+T			20	70	CF8-2LMCF-06-16-B	OK
162106	QUADRO SF8 24kV 16KA DY9002 3LEI+T			10	80	CF8-3LMCF-06-16-B	OK

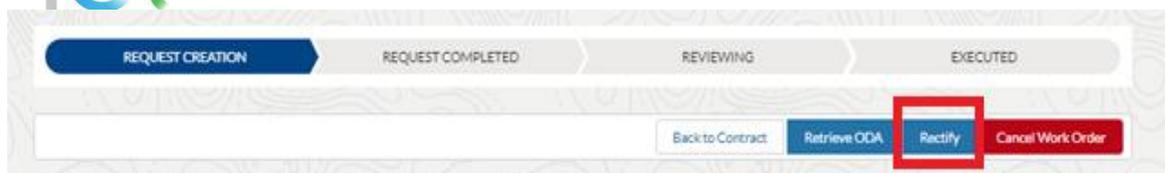
Matr. Enel → Enel Material Code  
Description → Enel Material Code Description  
PF → First Supply  
RP → Repeated Test  
q.tà → Quantity inserted in the testing notice  
Qtà PDP/Coll → Quantity Produced  
Lettera Omologazione → TCA Product Designation  
EF: Supplier Outcome

NUMERO SERIALE	
Matr. ENEL	Descrizione del prodotto
162105	QUADRO SF8 24KV 16KA DY9001 2LEI+T
row 1 s/n	CF80001207
row 2 s/n	CF80001677
row 3 s/n	CF80001614
row 4 s/n	CF80001719
row 5 s/n	CF80001720
row 6 s/n	CF80001722
row 7 s/n	CF80001723

## 2.2.8 Rectification/Cancellation of a Testing Notice

### Rectification

A Testing notice can be modify by the Supplier user clicking on “Rectify”



The rectification regards only the Testing Notice. If the request of change regards the Material Code and Oda it is necessary to contact an Enel user referent to allow it.

The rectification of the Testing Notice should respect the contractual terms.

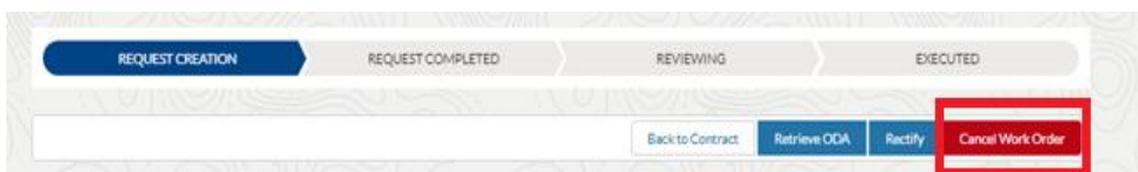
### **Cancellation**

A testing notice can be canceled by the Supplier user. With this action the Supplier can invalid a Testing Notice.

In these Phases:

- Insertion Material Code
- Insertion Serials
- Insertion Oda

The Supplier user clicking on “Cancel Activity” can proceed to cancel a Testing Notice.



In the “Requested Completed” it is necessary to click on the button “Rectify” and then proceed with the cancellation of the Testing Notice, clicking on the button “Cancel Activity”.

## **2.2.9 Manage Corrective Action – Testing Notice**

In Testing Notice layout supplier user can check reviewing details.

In case of negative review user can insert corrective action to solve non-compliance found during test execution.

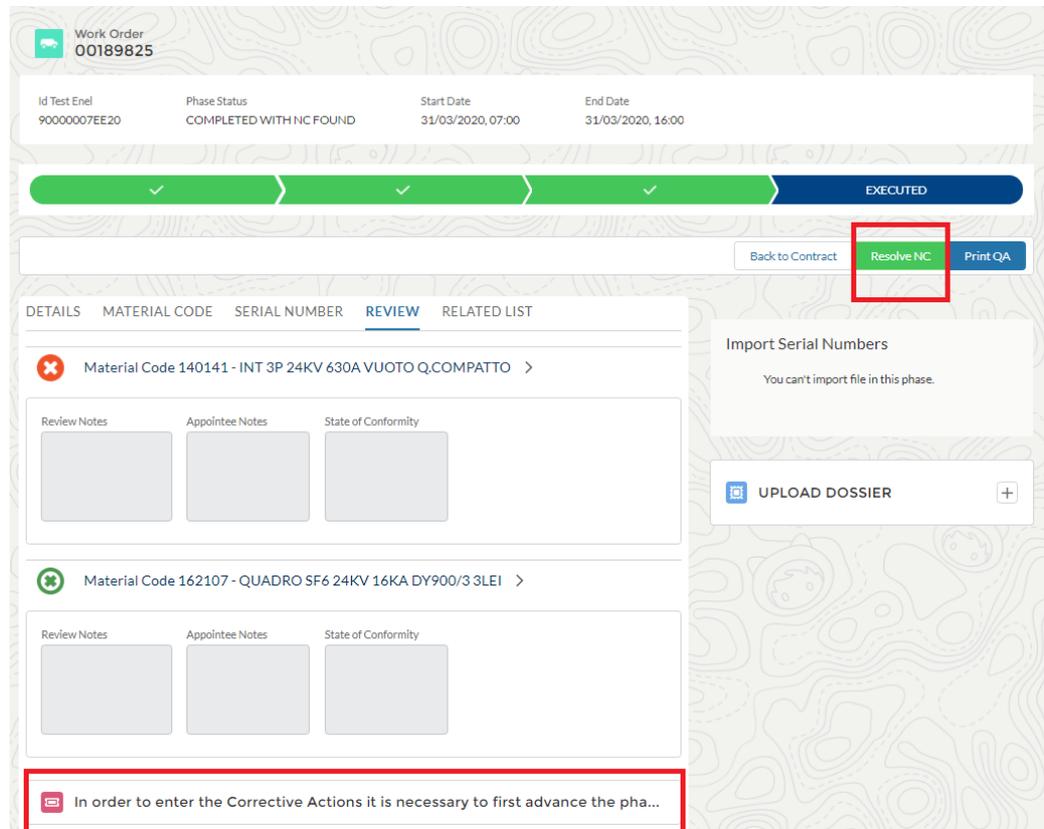
In this version, corrective actions are only allowed in FAT inspections, for documentary



verifications with NC it is required the loading of a re-inspection.

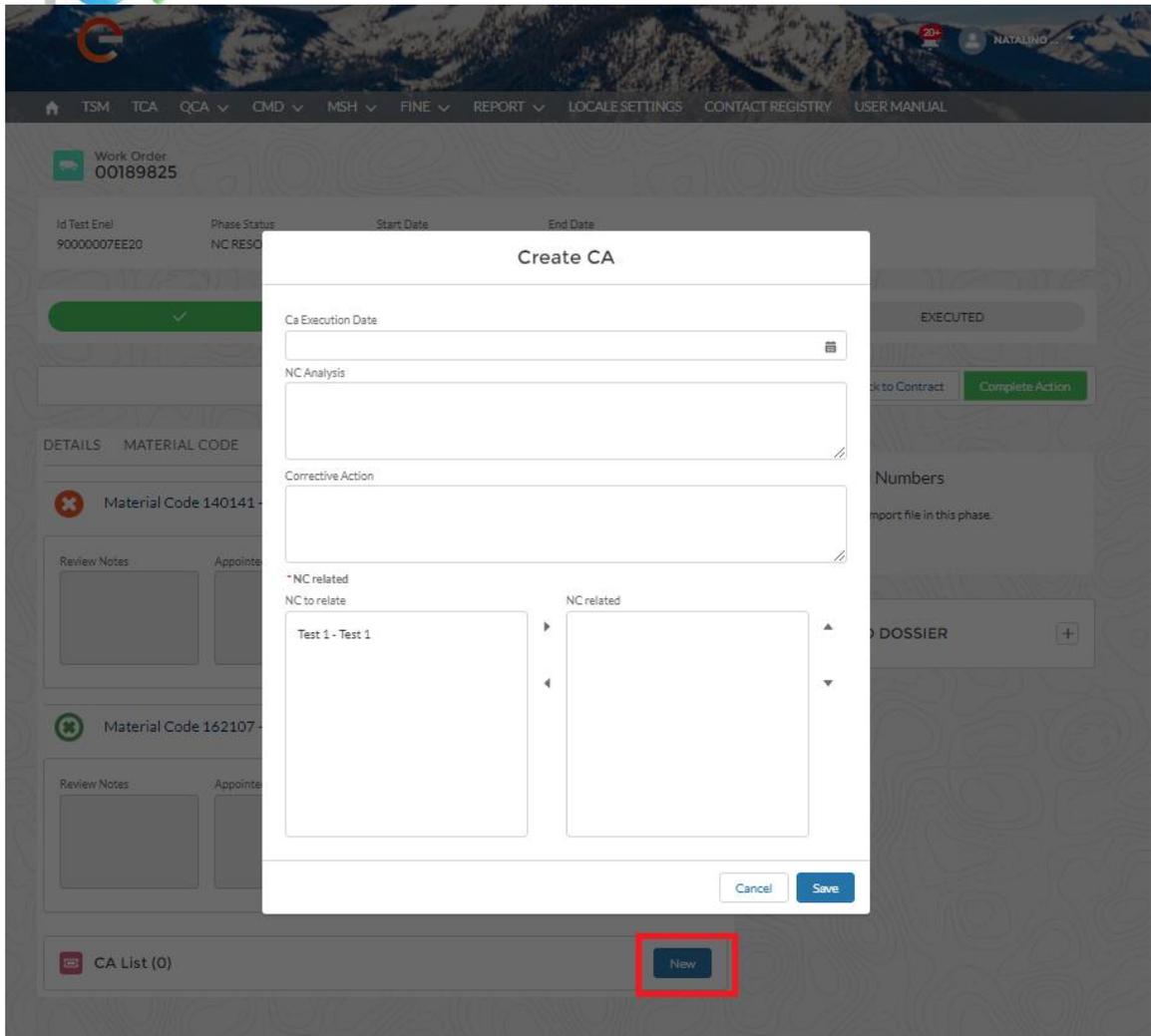
Indicate the process for the case of a re-inspection.

Press “Solve NC” button and insert new corrective action using the section below.



After clicking on “Solve NC” button the system shows a “New” button in Corrective Action section. Using button “New” to create new Action and send it to Enel user in order to be evaluated.

Link in corrective action record non-compliance that will be solved using the “NC to be solved” box below.



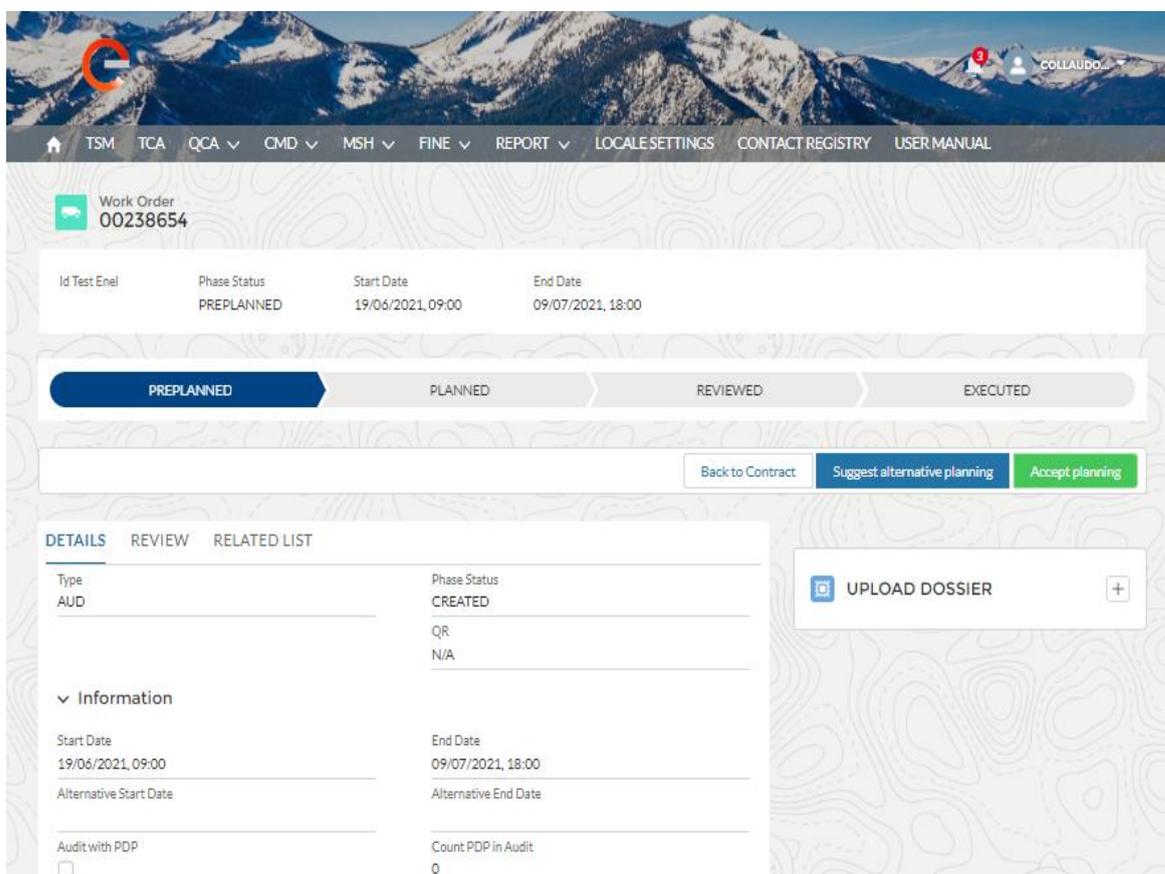
Once finished, Supplier must press the “Complete Action” button and waiting for evaluation from Enel User.

Please describe what happens after Enel’s evaluation of the corrective actions.

Indicate that Enel is the one who defines the process for resolution of NC

## 2.2.10 Audit/OLT Confirm Execution

In the Audit Process the Supplier User after the creation executed by the Enel User can Accept the Planning decided by the Enel User or Suggest Alternative Planning



If the Supplier User clicks on “Accept Planning” the Activity will passed in Accepted Planning.

If the Supplier User clicks on “Suggest alternative planning” will appear a pop up with the following field to fill in:

- Start Date
- End Date
- Audit Review Notes

### Audit planning

\* Start date

\* End date

\* Audit Review Notes

After the insertion of the information the Audit is sent to the Enel User in order to accept the date suggested by the Supplier User.

As said, above when the date is confirmed the Activity will go in Accepted Planning.

**Work Order**  
00238654

Id Test Enel	Phase Status	Start Date	End Date
	ACCEPTED PLANNING	23/06/2021, 09:00	24/06/2021, 18:00

PREPLANNED

PLANNED

REVIEWED

EXECUTED

[Back to Contract](#)

**DETAILS** | REVIEW | RELATED LIST

Type AUD	Phase Status ACCEPTED PLANNING
	QR N/A

▼ Information

Start Date 23/06/2021, 09:00	End Date 24/06/2021, 18:00
Alternative Start Date 23/06/2021, 08:00	Alternative End Date 24/06/2021, 17:00
Audit with PDP <input type="checkbox"/>	Count PDP in Audit 0
AUD Type	Note

**UPLOAD DOSSIER** +

After that the Supplier User should wait that the Activity is worked by and Enel User and after that will go in Planned Phase

Work Order  
00238654

Id Test Enel	Phase Status	Start Date	End Date
	PLANNED	23/06/2021, 09:00	24/06/2021, 18:00

Progress: ✓ **PLANNED** REVIEWED EXECUTED

[Back to Contract](#)

DETAILS REVIEW RELATED LIST

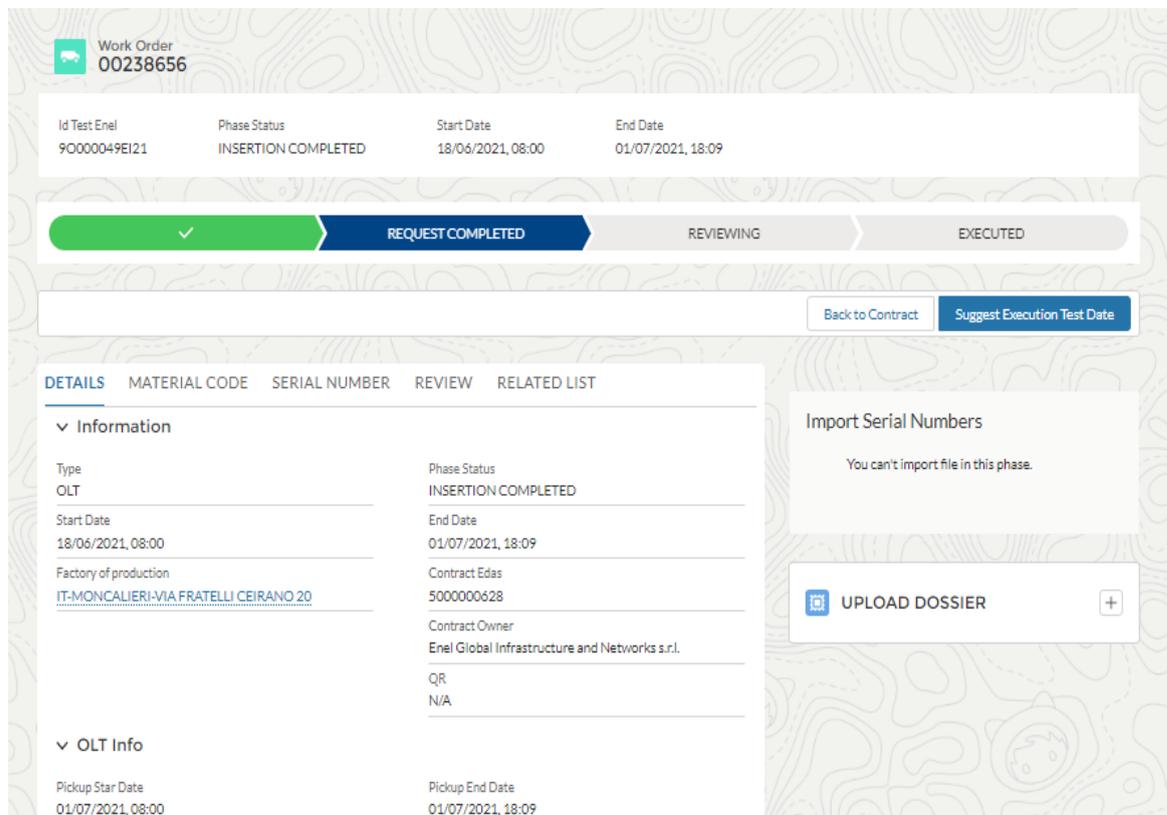
Type AUD	Phase Status ACCEPTED PLANNING
	QR N/A
<b>Information</b> Start Date 23/06/2021, 09:00 Alternative Start Date 23/06/2021, 08:00 Audit with PDP <input type="checkbox"/> AUD Type	End Date 24/06/2021, 18:00 Alternative End Date 24/06/2021, 17:00 Count PDP in Audit 0 Note

[UPLOAD DOSSIER](#)

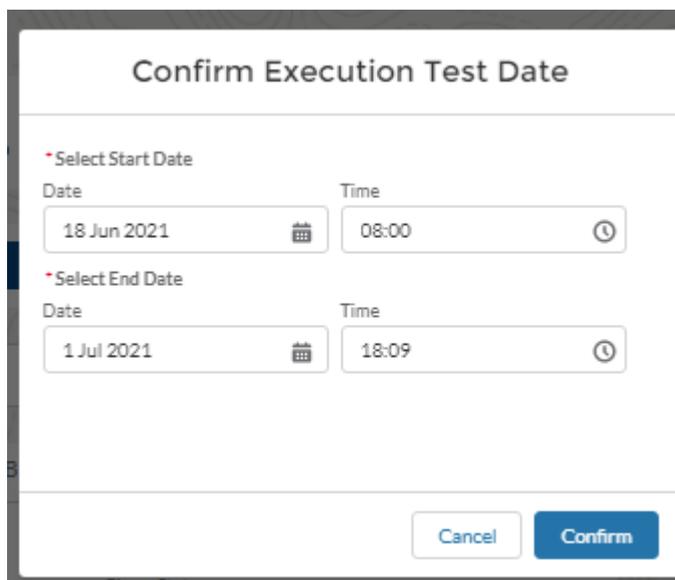
In this phase the Supplier User can only wait for the Start Date.

## Offline Test

In the OLT Process, as well as AUD, the Supplier User after the creation executed by the Enel User can suggest an Alternative Execution Date.



Clicking on “Suggest Execution Test Date” button the system will open a pop-up where the Supplier User can indicate the dates



Clicking on “Confirm” the suggested date will be sent to the Enel User that can proceed with the acceptance or suggest another slot of dates. After the confirmation of the date withdrawal. The OLT will passed in ARQC review phase.

## 2.2.11 Manage Corrective Action – Audit

In Audit layout supplier user can check reviewing details.

In case of negative reviewing user can insert corrective action to solve non-compliance found during test execution.

Supplier user must press on “View” button available for non-compliance detail as showed below:

The screenshot displays the 'Audit' details page in the Enel system. At the top, it shows the 'Work Order' 00191365 and a progress bar with four steps, the last of which is 'EXECUTED'. Below the progress bar are buttons for 'Back to Contract', 'CA Insertion Complete', and 'Print Audit Report'. The main content area is divided into 'DETAILS', 'REVIEW', and 'RELATED LIST' tabs. The 'REVIEW' tab is active, showing audit information such as 'ISO Rule', 'ISO Accreditation Name', 'ICOntec', 'AUD Object Area', 'K AUD Note', 'Audit Review Notes', 'AUD Observations', 'Certificate Number', and 'AUD Comments'. To the right of the details is an 'UPLOAD DOSSIER' button. Below the details is a 'List NC (4)' table with three rows of non-compliance items. The first row, 'insersion de NC de tipo Grave', has a 'View' button highlighted with a red box.

#	NOT COMPLIANCE DESCRIPTION	View	Edit
1	insersion de NC de tipo Grave	View	Edit
2	no conformidad Grave	View	Edit
3	no conformidad de tipo importante	View	Edit

In non-compliance details system show “Create Corrective Action” button. In order to create a new corrective action, press the button and fill all fields.

Not Compliance Details

**Verifier**

Not Compliance Description Verifier Insercion de NC de tipo Grave Tipo Not Compliance Verifier Process Event of Impact Verifier Certain Impact Not Compliance Classification Verifier Critical Material code ...	Product Impact Verifier Serious Functional Detection before Delivery Verifier Yes ISO Clause Verifier 8.4.2 Tipo de extensione del control
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------

**Corrective Action**

NC Analysis

NC Correction

NC Corrective Action

CA Execution Date

[Cancel](#)
[Save](#)
[Close](#)

Once finished, press “Complete Action” button and waiting for Enel evaluation.

**Work Order**  
00191365

Id Test: Enel	Phase Status	Start Date	End Date
2020/FEA000002	AUDIT SENT WITH NC	22/04/2020, 07:00	22/04/2020, 16:00

[Back to Contract](#)   [CA Insertion Complete](#)   [Print Audit Report](#)

**DETAILS**   **REVIEW**   RELATED LIST

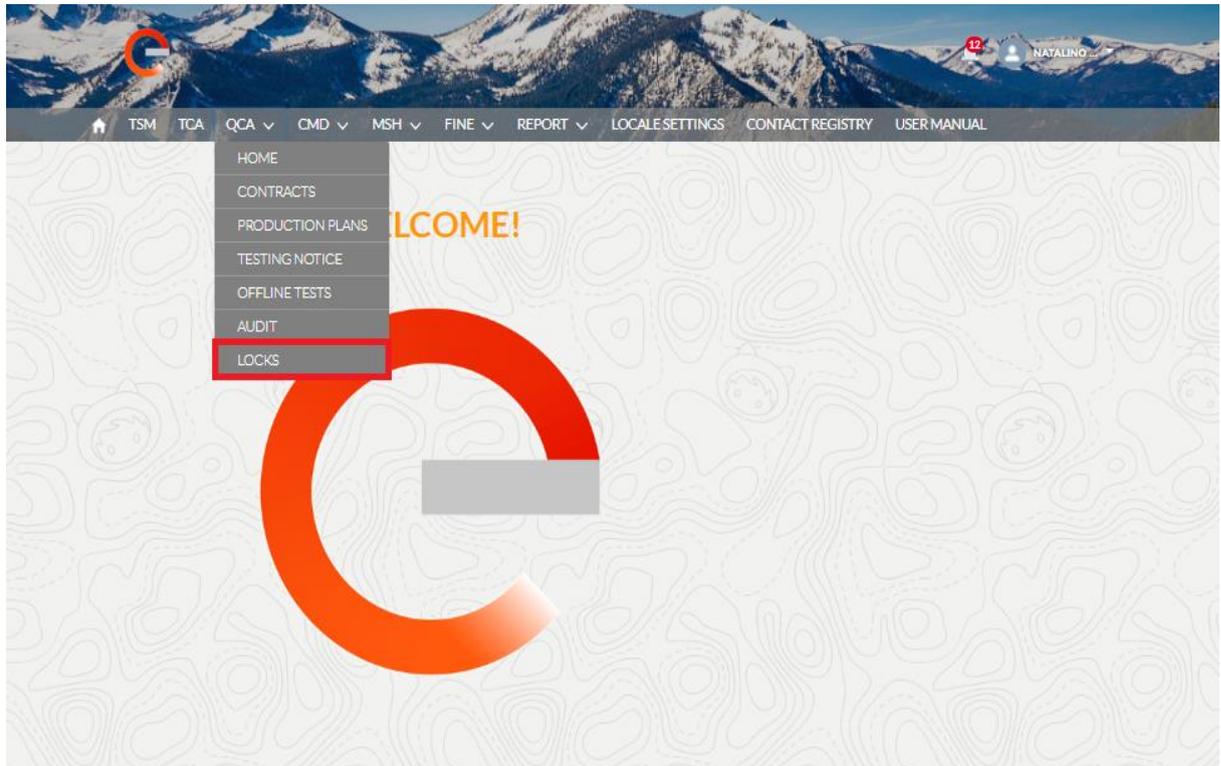
**Audit**

ISO Rule ISO 9001:2015 ISO Accreditation Name ICOntec AUD Object Area Product final assembly;Process/product monitoring;Maintenance;Identification and traceability;Production tests;Final tests;Instrumentation;Packing and shipment K.AUD Note notas sobre el K Audit Review Notes notas de auditoria AUD Observations observaciones de auditoria Certificate Number 444444 AUD Comments La verifica ispettiva ha messo in evidenza che il Sistema di Gestione per la Qualità dell'Organizzazione ha un QRAUD pari a 17/100. Nel corso della verifica sono state individuate non conformità che necessitano l'attuazione di un adeguato piano di Azioni Correttive.	ISO Corporation Name cidet ISO Issue Date 11/04/2019 K.AUD 2
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------

**List NC (4)**

#	NOT COMPLIANCE DESCRIPTION		
1	<span style="color: orange;">■</span> insercion de NC de tipo Grave	<a href="#">View</a>	<a href="#">Edit</a>
2	<span style="color: orange;">■</span> no conformidad Grave	<a href="#">View</a>	<a href="#">Edit</a>

In the QCA Navigation Menu of the Supplier User there is the section “Locks”.



Clicking on that it possible for the Supplier User to check the Locks that are operating based on three types:

- Material Code
- Factory
- Supplier

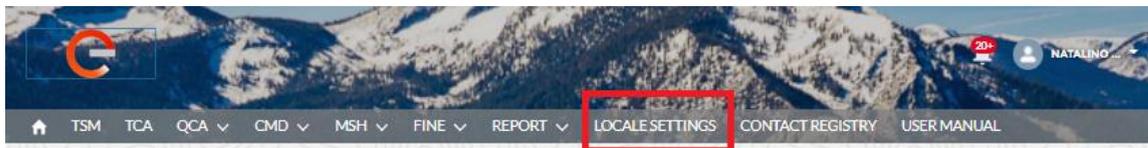
The screenshot shows the 'Supplier Warnings/Locks' table. The 'Active' column is highlighted with a red box. The table contains three rows of data.

Type	Description	Factory	Material Code	Country	Active	Created Date
Supplier	Supplier Lock			IT		6 Mar 2019
Factory	Factory Lock	IT-Dalmine-Via Friuli 4		IT		15 Dec 2018
Material Code	Material Code Lock		140141	IT		7 Dec 2018

The column “Active” emphasizes if there is a lock active. The red one means that is currently active, while the grey one specifies that is not currently active.

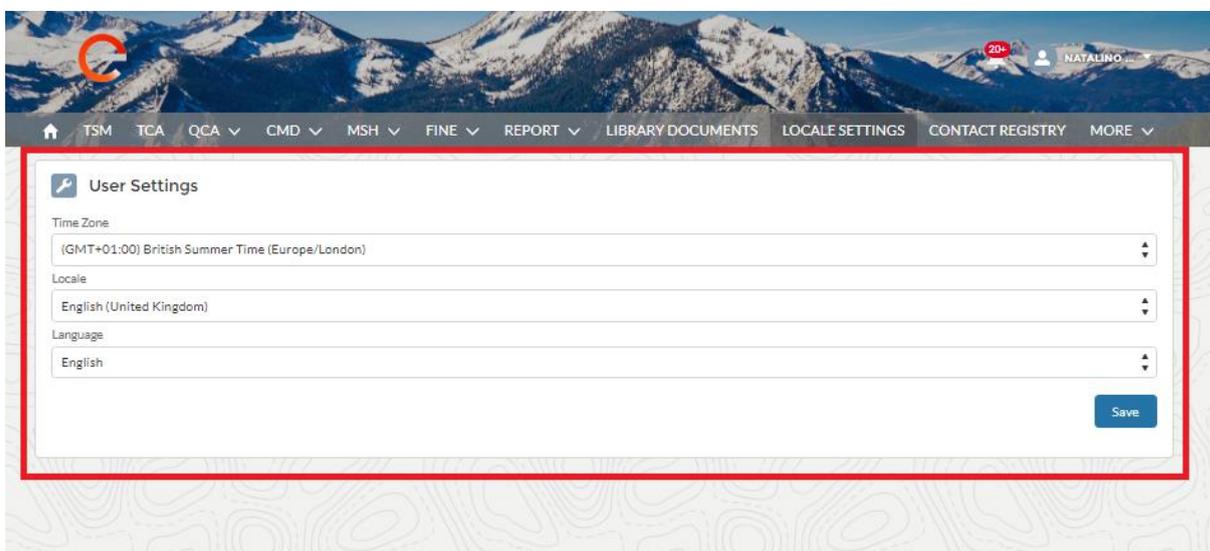
## 2.2.13 Locale Settings

The Supplier can change the locale settings clicking on “LOCALE SETTINGS” tab



the “LOCALE SETTINGS” page is now open and the supplier, using the three picklists, can change:

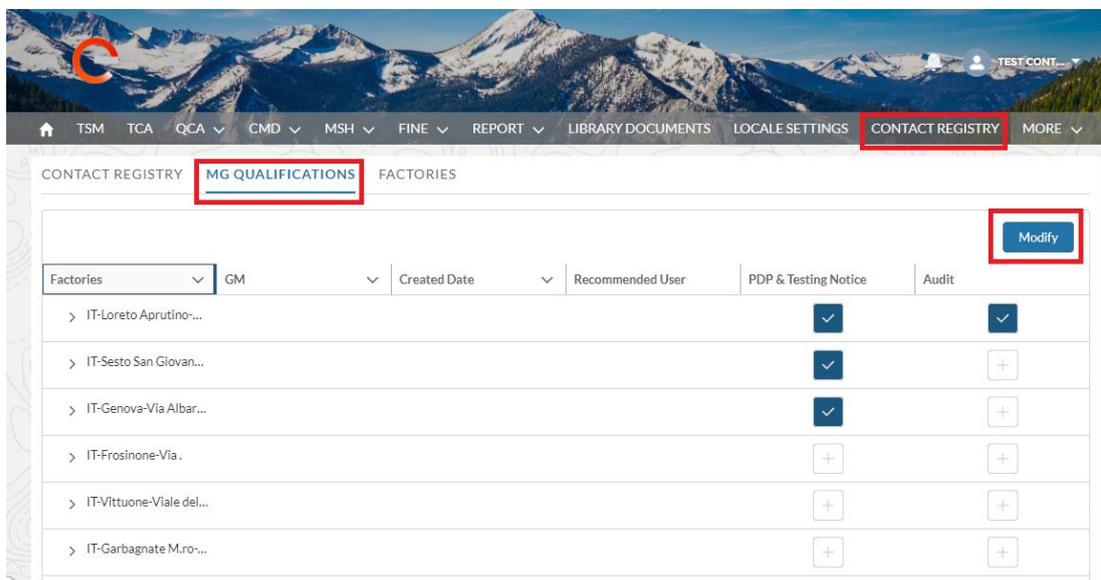
- **Time Zone**
- **Locale (Zone)**
- **Language** (ENG, POR, ITA, ESP, ROU)



and then he can save the changes, clicking on “Save” button.

## 2.2.14 Contact Details

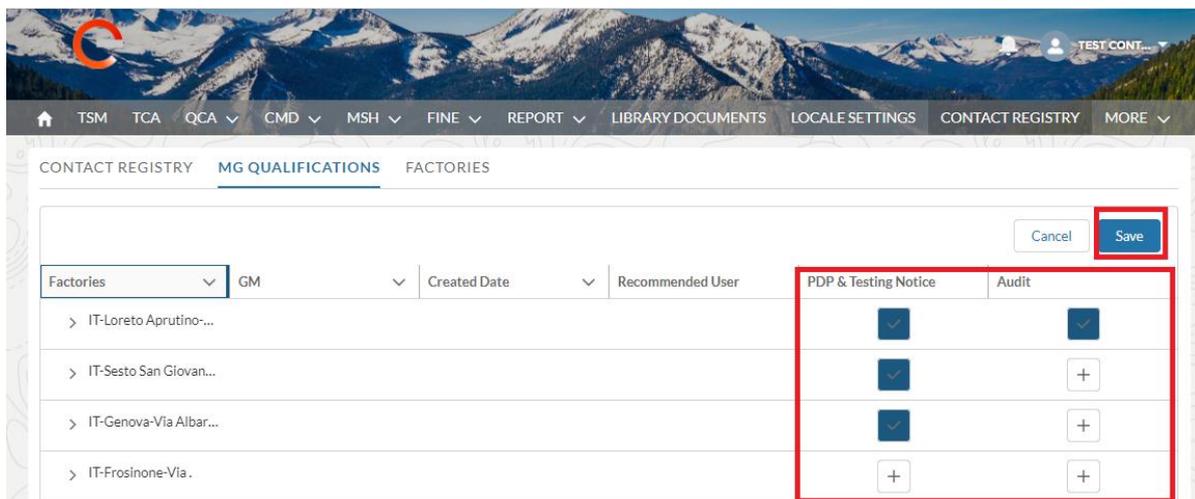
The user who wants to receive notifications related to PDP, Testing and / or Audit notices must click on the "Contact Registry" menu and then click on the "Qualifications" tab as shown in the following image:



Click on Edit, set a tick on "PDP & Testing Notice" and / or on Audit of the chosen facility for which you want to receive notification.

The selection can be made for multiple factory.

After the selection phase is completed, click on the "Save" button to store the information as shown in the image in the figure:



## 2.2.15 Supplier User Manual



The manual download functionality allows the user to have the manual available at any time. By clicking on the "User Manual" link, you can consult the [globalprocurement.enel.com](http://globalprocurement.enel.com) website and start downloading the relative manual in .pdf format.



Flusso  
Deroghe\_rev2[23058]