Index

1. Definition, acronyms, abbreviations .................................................................3

2. User Manual MLM – Module QCA .................................................................4
   2.1 Supplier access ...............................................................................................4
   2.2 Supplier user - Navigation ............................................................................4
   2.2.1 QCA Menu ...............................................................................................4
   2.2.2 Loading a Manufacture and Control Plan ................................................9
   2.2.3 Loading a Production Plan .......................................................................12
   2.2.4 Creating a Testing Notice .........................................................................18
   2.2.5 Setting Serial Number Results ..................................................................30
   2.2.6 Loading Documents for Document Verification ......................................31
   2.2.7 Issuing a QA .............................................................................................32
   2.2.8 Rectification/Cancellation of a Testing Notice .........................................34
   2.2.9 Manage Corrective Action – Testing Notice ............................................35
   2.2.10 Audit/OLT Confirm Execution .................................................................37
   2.2.11 Manage Corrective Action – Audit .........................................................42
   2.2.12 Supplier Locks .........................................................................................44
   2.2.13 Locale Settings .......................................................................................45
   2.2.14 Contact Details ........................................................................................46
   2.2.15 Supplier User Manual ..............................................................................47
1. Definition, acronyms, abbreviations

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

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

### Search Filters

<table>
<thead>
<tr>
<th>Validity Start Date</th>
<th>Validity End Date</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Validity Start Date</td>
<td>Select Validity End Date</td>
<td>Select Contract Number</td>
</tr>
<tr>
<td>TCA Proposed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Filter Options

- Country: Select Option
- Contract Number: Select Option

### Contracts Table

<table>
<thead>
<tr>
<th>CONTRACT NUM.</th>
<th>PURCHASE DOC.</th>
<th>COUNTRY</th>
<th>VALIDITY START</th>
<th>VALIDITY END</th>
<th>PROPOSED TCA</th>
<th>ENEL COMPANY</th>
<th>MANUFACTURER</th>
</tr>
</thead>
<tbody>
<tr>
<td>00032694</td>
<td>84000000746</td>
<td>ES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00046652</td>
<td>84000000819</td>
<td>RO</td>
<td>01-10-2020</td>
<td>10-10-2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00041915</td>
<td>8000000067</td>
<td>RO</td>
<td>01-04-2020</td>
<td>01-04-2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00038760</td>
<td>84000000746</td>
<td>IT</td>
<td>27-07-2020</td>
<td>27-07-2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00037303</td>
<td>80000000542</td>
<td>RO</td>
<td>03-04-2019</td>
<td>03-04-2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00024436</td>
<td>84000000746</td>
<td>IT</td>
<td>06-02-2022</td>
<td>06-02-2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00034382</td>
<td>84000000746</td>
<td>IT</td>
<td>12-12-2019</td>
<td>12-12-2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00034066</td>
<td>84000000746</td>
<td>IT</td>
<td>24-01-2020</td>
<td>24-01-2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00034260</td>
<td>84000000746</td>
<td>IT</td>
<td>08-01-2022</td>
<td>08-01-2022</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00034059</td>
<td>84000000746</td>
<td>ES</td>
<td>15-11-2019</td>
<td>15-11-2020</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

43 results - 1 / 5 pages

| < | < | 1 | 2 | 3 | > | > |
## Production plans

### Search Filters

<table>
<thead>
<tr>
<th>Production Plan N...</th>
<th>Start Date Prod...</th>
<th>End Date Prod...</th>
<th>Manufacturer...</th>
<th>Material...</th>
<th>Quantity</th>
<th>Contract TID...</th>
<th>Contract Holder</th>
<th>Status</th>
<th>Contract Co...</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDP-00001017650</td>
<td>16 Jul 2021</td>
<td>21 Jul 2021</td>
<td>IT-Trofarello-V...</td>
<td>160001</td>
<td>100</td>
<td>30000000642</td>
<td>Enel Global Infra...</td>
<td>In Pending...</td>
<td>IT</td>
</tr>
<tr>
<td>PDP-0000101434</td>
<td>8 Jul 2021</td>
<td>9 Jul 2021</td>
<td>IT-Belpasso-St...</td>
<td>512010</td>
<td>10</td>
<td>30000000642</td>
<td>Enel Global Infra...</td>
<td>In Pending...</td>
<td>IT</td>
</tr>
<tr>
<td>PDP-0000101407</td>
<td>9 Aug 2021</td>
<td>10 Aug 2021</td>
<td>IT-Belpasso-St...</td>
<td>160001</td>
<td>100</td>
<td>50000000642</td>
<td>Enel Global Infra...</td>
<td>Approved</td>
<td>IT</td>
</tr>
<tr>
<td>PDP-0000994054</td>
<td>13 May 2021</td>
<td>13 May 2021</td>
<td>IT-MONCALLI...</td>
<td>332284</td>
<td>4</td>
<td>9600000145</td>
<td>Enel Distribut...</td>
<td>Approved</td>
<td>ES</td>
</tr>
<tr>
<td>PDP-0000994443</td>
<td>12 May 2021</td>
<td>12 May 2021</td>
<td>IT-MONCALLI...</td>
<td>332284</td>
<td>3</td>
<td>9600000145</td>
<td>Enel Distribut...</td>
<td>Approved</td>
<td>ES</td>
</tr>
<tr>
<td>PDP-0000994652</td>
<td>12 May 2021</td>
<td>12 May 2021</td>
<td>IT-MONCALLI...</td>
<td>332284</td>
<td>3</td>
<td>9600000145</td>
<td>Enel Distribut...</td>
<td>Approved</td>
<td>ES</td>
</tr>
<tr>
<td>PDP-0000994631</td>
<td>13 May 2021</td>
<td>13 May 2021</td>
<td>IT-MONCALLI...</td>
<td>332284</td>
<td>10</td>
<td>9600000145</td>
<td>Enel Distribut...</td>
<td>Approved</td>
<td>ES</td>
</tr>
<tr>
<td>PDP-0000994380</td>
<td>13 May 2021</td>
<td>13 May 2021</td>
<td>IT-MONCALLI...</td>
<td>332284</td>
<td>100</td>
<td>9600000145</td>
<td>Enel Distribut...</td>
<td>Approved</td>
<td>ES</td>
</tr>
<tr>
<td>PDP-0000993239</td>
<td>29 May 2021</td>
<td>10 Jun 2021</td>
<td>IT-MONCALLI...</td>
<td>161170</td>
<td>10</td>
<td>8400157228</td>
<td>Enel Distribut...</td>
<td>Approved</td>
<td>IT</td>
</tr>
<tr>
<td>PDP-0000993538</td>
<td>4 Jun 2021</td>
<td>24 Jun 2021</td>
<td>IT-MONCALLI...</td>
<td>332284</td>
<td>100</td>
<td>9600000145</td>
<td>Enel Distribut...</td>
<td>Approved</td>
<td>ES</td>
</tr>
</tbody>
</table>

2971 results - 1 / 298 pages
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.
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:
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.

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.
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.

In addition, the user must select the contacts who will be notified of the outcome of the request:
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.
Clicking on the pencil icon the system will allow the change of information as:

- Start Date
- End Date
- Quantity
- Contact person
<table>
<thead>
<tr>
<th>POP</th>
<th>STATUS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>POP-0000099434</td>
<td>APPROVED</td>
<td>13-05-2021</td>
<td>13-05-2021</td>
<td>4</td>
</tr>
<tr>
<td>POP-0000099441</td>
<td>APPROVED</td>
<td>12-05-2021</td>
<td>12-05-2021</td>
<td>5</td>
</tr>
<tr>
<td>POP-0000099433</td>
<td>APPROVED</td>
<td>12-05-2021</td>
<td>12-05-2021</td>
<td>5</td>
</tr>
<tr>
<td>POP-0000099431</td>
<td>APPROVED</td>
<td>12-05-2021</td>
<td>12-05-2021</td>
<td>10</td>
</tr>
<tr>
<td>POP-0000099430</td>
<td>APPROVED</td>
<td>13-05-2021</td>
<td>13-05-2021</td>
<td>100</td>
</tr>
</tbody>
</table>
Clicking on the copy icon the system will allow the possibility to copy the PP for other material codes of the same contract.
The Supplier User should select the Material Code and click on the “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.

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

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:
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

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) Manufacture 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 multiplely 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.
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.
<table>
<thead>
<tr>
<th>Material with Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Code</td>
</tr>
<tr>
<td>Serial Number Enel*</td>
</tr>
<tr>
<td>Serial Number Supplier*</td>
</tr>
<tr>
<td>Lot Number</td>
</tr>
<tr>
<td>Barcode</td>
</tr>
<tr>
<td>Barcode Enel</td>
</tr>
<tr>
<td>Barcode Child</td>
</tr>
<tr>
<td>Barcode Coil</td>
</tr>
<tr>
<td>Barcode Coil From</td>
</tr>
<tr>
<td>Barcode Coil To</td>
</tr>
<tr>
<td>Oda</td>
</tr>
<tr>
<td>Repaired Component</td>
</tr>
<tr>
<td>Material Quantity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material with Lot Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Code</td>
</tr>
<tr>
<td>Lot Number</td>
</tr>
<tr>
<td>Barcode</td>
</tr>
<tr>
<td>Barcode Enel</td>
</tr>
<tr>
<td>Barcode Child</td>
</tr>
<tr>
<td>Barcode Coil</td>
</tr>
<tr>
<td>Barcode Coil From</td>
</tr>
<tr>
<td>Barcode Coil To</td>
</tr>
<tr>
<td>Oda</td>
</tr>
<tr>
<td>Repaired Component</td>
</tr>
<tr>
<td>Material Quantity</td>
</tr>
</tbody>
</table>
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 suppling 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.
Below an example of Quality Approval:
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
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.

After that the Supplier User should wait that the Activity is worked by and Enel User and after that will go in Planned Phase
In this phase the Supplier User can only wait for the Start Date.
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:

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

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 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 website and start downloading the relative manual in .pdf format.