MLM TCA - Supplier User Manual
V5.1

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Changes to the document

*The changes in the document must be detailed in this table:*

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Written by</th>
<th>Reviewed by</th>
<th>Section</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/2022</td>
<td>V5</td>
<td>Lucia Pezzuti</td>
<td></td>
<td>3.2</td>
<td>Review User Navigation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.2.1</td>
<td>Review TCA Menu</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.2.12</td>
<td>TCA with BIM process</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.2.13</td>
<td>Chat History</td>
</tr>
<tr>
<td>08/02/2023</td>
<td>V5.1</td>
<td>Lucia Pezzuti</td>
<td>Ugo Uggetti</td>
<td>3.2.13</td>
<td>Sustainable Additional Obligation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3.2.14</td>
<td>Smart Template</td>
</tr>
</tbody>
</table>
Index

1. Definition, acronyms, abbreviations ................................................................. 4

2. Introduction to Material Lifecycle Management .............................................. 5


   3.1 Supplier access ............................................................................................... 6

   3.2 Supplier USER: Navigation ........................................................................... 6

   3.2.1 TCA Menu .................................................................................................. 7

   3.2.2 Work new Tender TCA or Spontaneous TCA ........................................... 8

   3.2.3 TCA Request Starting .............................................................................. 10

   3.2.4 Documents Upload and TCA Request Confirmation ................................. 22

   3.2.5 Preliminary Documents Transmission ..................................................... 24

   3.2.6 Call for Prototype Visual Inspection ......................................................... 27

   3.2.7 Definitive Type A Documentation Transmission ....................................... 28

   3.2.8 Definitive test planning ............................................................................. 31

   3.2.9 TCA Dossier transmission ....................................................................... 32

   3.2.10 Delete Material code .............................................................................. 33

   3.2.11 TCA in Force ............................................................................................ 34

   3.2.12 TCA with BIM Process ......................................................................... 39

   3.2.13 Sustainable Additional Obligation .......................................................... 40

   3.2.14 Smart Template ....................................................................................... 43

   3.2.15 Chat History ............................................................................................. 45

   3.2.16 Local Settings .......................................................................................... 47

   3.2.17 Supplier User Manual ............................................................................. 48
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>TSM</td>
<td>Technical Specification Management</td>
</tr>
<tr>
<td>TCA</td>
<td>Technical Conformity Assessment</td>
</tr>
<tr>
<td>QCA</td>
<td>Quality Control Activities</td>
</tr>
<tr>
<td>CMD</td>
<td>Components and Materials Defect</td>
</tr>
<tr>
<td>E-D</td>
<td>E-Distribuzione SpA</td>
</tr>
<tr>
<td>BIM</td>
<td>Building Information Modeling</td>
</tr>
<tr>
<td>AIN</td>
<td>Asset Intelligence Network</td>
</tr>
</tbody>
</table>
2. Introduction to Material Lifecycle Management

This User Manual describes the steps of the TCA (Technical Conformity Assessment), for the management of the process of approval with sequential phases for each material code.

3.1 **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.

3.2 **Supplier USER: Navigation**

On the home page, there are six links in the Navigation Bar:

- **HOME**: to navigate to the Home Page
- **TSM**: to navigate to the list of TS available for the logged Supplier
- **TCA**: to navigate to the list of TCA available for the logged Supplier
- **QCA**: to navigate to the list of QCA activities available for the logged Supplier
- **MSH**: to navigate to the list of MSH activities available for the logged Supplier
- **CMD**: to navigate to the list of CMD tickets available for the logged Supplier
- **REPORT**: to navigate and view reports available for the logged Supplier
- **FINE**: to navigate to the list of penalties, pre-order and notices available for the logged Supplier
- **LIBRARY DOCUMENTS**: Documental Management for Country Romania
- **LOCAL SETTINGS**: to change user’s settings (i.e. local time, language)
- **CONTACT REGISTRY**: to view the contact’s own information (i.e. general informations, production plats)
3.2.1. TCA Menu

Selecting the TCA Menu, the system will show two items: “Home” and “Search TCA”:

- HOME: to create new spontaneous TCA and navigate to the list of TCA available for the logged Supplier.
- SEARCH TCA: to search TCA available for the logged Supplier using filters.
Selecting the Search TCA item, the system displays a section with filters to search one or more TCA.

3.2.2. Work new Tender TCA or Spontaneous TCA

It is possible, in the “Home” section of the TCA menu, to view the list of TCA’s or create a new spontaneous TCA, clicking on the “Spontaneous TCA” button.
To work a new Tender TCA or Spontaneous TCA, there are a number of steps to follow on the system, starting from clicking on the "Case Number" link (identification number of the TCA), which takes the user to TCA details view.

After clicking on “Material Code” tab, the user can see the list of TCA Material Codes and start processing the TCA.

“Details” tab will display the details of the TCA.
3.2.3. **TCA Request Starting**

The supplier can start working a “Tender TCA” or a “Spontaneous TCA”.

To work a new Tender TCA or Spontaneous TCA, there are a number of steps to follow on the system, starting from clicking on the "Case Number" link (identification number of the TCA), which takes the user to TCA details view.

3.2.3.1. **TCA Request Starting ➔ To create “Spontaneous TCA”**

The supplier creates New Spontaneous TCA by clicking on “Spontaneous TCA” button.
The supplier can search the material code by clicking on “Select Material Code” picklist then clicking on “+” button, and at the end click on the "Save" button.

The user, in the “Material code” tab has the “BIM”, “TD” (Technical Data) and “SD” (Sustainability Data) columns. The “BIM” column will be marked only for material codes that require the BIM process. The “TD” (Technical Data) and “SD” (Sustainability Data) columns will be marked in those cases of material Codes where BIM is not required, and the data required on the smart template (see paragraph 3.12.14 are completed for the technical “TD” and sustainability section “SD” respectively.
The supplier can start processing the Spontaneous TCA by clicking the material code number in the “Material Code” tab.

The “Edit” button allows user to display all the fields that must be filled. Once the phase is completed, the Enel user will see the data of the phase “TCA Request Starting”.

In this phase there is the read-only OEM model ID field which will be automatically filled in the TCA request approval phase.

The required fields in the “TCA Request Starting” phase are:

- TCA System (FIRST, SECOND, THIRD)
- TCA type (New TCA, Documental TCA Update, Confirm existing TCA)
- Supplier Technical Referent Name
- Supplier Technical Referent Surname
- Supplier Technical Referent Physical Address
- Supplier Technical Referent Email Address
- Supplier Technical Referent Telephone Number
- Supplier Product Designation
To copy information from one Material Code to others Material Codes associate to the TCA:

- Open a Material Code
- In section “For information Copy” select the other Material Codes to update information
- Click on button “Copy”

Accept the warning and click on confirm to copy Material Code details on the selected Material Codes

After entering the required fields, user can click on ”Save” and the TCA will be in “Document Upload and TCA request confirmation” phase. “Cancel” button will undo the operation.
In the event of a new TCA, concerning a Suspended TCA, the system will show a screen where the "Related TCA Suspended" component will indicate the information relating to the Suspended TCA:

3.2.3.2. **TCA Request Starting ➔ To create “TENDER TCA”**

The supplier can start processing the Tender TCA by selecting the Material Code.

The “Edit” button allows users to display all the fields that must be filled. Once the phase is completed, the Enel user will see the data of the phase “TCA Request Starting”.
In the “Planned Date” section there are several fields to fill in based on the system and type of TCA. The "Sustainability Documentation Planned Date" field, instead, can be filled in for all TCA, with any type and system. This field follows the same rules as the other date fields in the “Planned Date” section.

The required fields in the “TCA Request Starting” section are:

- TCA System (FIRST, SECOND, THIRD)
- TCA type (New TCA, Update TCA, Confirm existing TCA)
- Manufacturing Factory
- Supplier Product Designation
- Supplier Technical Referent Name
- Supplier Technical Referent Surname
- Supplier Technical Referent Physical Address
- Supplier Technical Referent Email Address
- Supplier Technical Referent Telephone Number
In the "Distribution Company" field, the Supplier can select the company based on the country of the material code.

If the country - company association is 1 to 1, the distribution company field is automatically pre-populated with the value, if instead the association is not 1 to 1, it is up to the user to choose the company based on the proposed values.

After entering the required fields, user can click on "Save" and then the TCA will be in “Document Upload and TCA request confirmation” phase. “Cancel” button will undo the operation.

The user can create a link between one or more TCA clicking on “Related Family Code” button. It’s necessary to create the TCA Family Code and then create the TCA Key Code in order to associate the related family code.

Click on the "Related Family Code" button:
After clicking on the button, a pop-up with two sections will be shown:
- Search TCA
- Available TCA

In the “Search TCA” section you can search for TCA based on the following filters: TCA, TSM Code, Manufacturing Factory, Material Code and Country.
In the “Available TCA” section there will be the TCA that you can relate, selecting the TCA from the checkbox and clicking on the "Relate" button.

After clicking on the "Relate" button, a pop-up will be shown where you will need to specify the name of the Family Code, then click on "Confirm" to confirm the operation or on "Cancel" to cancel the operation.
After clicking on the "Confirm" button, click on the "Close" button to return to the TCA detail.

Within the TCA detail there will be a "TCA Family Code" section where there are TCA related.
The user will have the possibility to modify or delete the TCA Family Code name, clicking on the dedicated button.

In addition, the user can remove the link, clicking on the checkbox and then on the "Remove relationship" button:
Within the TCA Family Code there will be the “TCA Key Code” section where the user can remove the link clicking on the “Remove Relationship” button

3.2.4. Documents Upload and TCA Request Confirmation

The supplier user selects the document type on the “File To Upload” picklist, then clicks on “Save” button to confirm the choice
The “Upload Files” button will be enabled and then user can click on it to select the file or drag and drop it.

Once the upload is completed, the supplier can click on “Done” button to close the panel.

The file name will be displayed. To delete and change the uploaded file, the supplier can click on the trash button and repeat the upload file steps, then he can click on the “Submit” button.
The Enel user now can view the document link and download the file, then he can reject or approve the current phase to go to the next one.

3.2.5. Preliminary Documents Transmission

The supplier can create PRELIMINARY TEST TABLE by uploading documents.

The supplier must select the type of the file to upload by clicking on the “File to Upload” picklist.

The user will select “Type A preliminary documents” and then click on the “Save” button before being able to upload the document by clicking on “Upload File” button.
The "Preliminary Test Table" dashboard must contain at least one test case by clicking on "Add Test" button.

The Supplier can view the following form and enter the mandatory fields:
- Technical Specification Reference
- Test Description
- Test Applicability (Case 1, Case 2, Case 3, Case 4, Case 5, Case 6)

If the supplier will select Case 1 or Case 3, he will have to enter the dates:

- Planned test starting date
- Planned test finish date

After entering the mandatory fields, click "Save" and then the "Submit" button
If System TCA is a Second or a Third, the system will open the phase “Preliminary documents verification”.

3.2.6. Call for Prototype Visual Inspection

The supplier can work the phase “Call For Prototype Visual Inspection” by clicking on the “Edit” button.
The supplier must enter the mandatory field “Prototype Visual Inspection Actual Date” then click on “Save” button.

After clicking on “Save” button and then on “Submit” button, “Call for Prototype Visual Inspection Date” field is automatically filled and the new phase begins (for Enel user).

3.2.7. Definitive Type A Documentation Transmission

In the “TYPE A DEFINITIVE DOCUMENTS” (if TCA is a Second or DEFINITIVE DOCUMENTS ENDORCED BY THE THIRD-BODY, if TCA is a Third) form, the supplier must upload the necessary documents in order to proceed. Before that, he must fill the following fields:

- Document Name
- Document Revision
- Document Date

Then click on “Save” button to confirm.
The system will enable the “Upload Files” button and the user can upload the document.

Once the document is uploaded, the supplier can “Submit” the phase to the approval.
and then waiting for the Enel approval
3.2.8. Definitive test planning

During this phase, the supplier has the chance to add, remove and modify the case tests.

Once this operation is completed, the test cases must be submitted. When the supplier completes this step, he will be able to submit to the Enel user's approval.
3.2.9. **TCA Dossier transmission**

The Supplier will be able to access to the TCA Dossier Transmission by clicking on “Add Document” button. A “Dossier” popup will be visualized.

![Dossier popup](image)

From the “Select” picklist, the Supplier must select the document type, then he enters the requested information for that document in the various fields (if necessary, depending on which document is selected). After clicking on the “Save” button finally the user can upload each of the five requested files (in Word, PDF or .zip format). The user must insert one by one the five mandatory documents.
3.2.10. **Delete Material code**

In all phases, excluding when Material Code is in status “In Force”, click on “Delete” button

Insert the Deletion Reason and click on “Confirm”
There are 2 different behaviours of the Delete action:

1. One Material Code associated to the TCA: if the Material Code is Deleted, TCA status changes in “Delete”.

2. More than One Material Code associated to the TCA: the TCA status changes in “Delete” when all the associated Material Codes are deleted.

3.2.11. TCA in Force

In this phase, there are all the Material Codes which have completed the approval process. Those Material Codes are in “In Force” status.

In this phase the user can send an email with TCA Final Attestation clicking on the “Send TCA Final Attestation” button.
Within the pop-up of "Sent TCA Final Attestation" the user can select the supplier contacts that want to notify and then click on the "Confirm" button to confirm the operation or on the "Cancel" button to cancel the operation.
Tca Update

The supplier has the possibility to add additional documentation, on a TCA in Force to add and send the new documentation to the approval process by users and click on "Update Documentation"
After clicking on "Update Documentation" within the TCA Dossier Transmission section, clicking on the "Add Document" button will open a pop-up that will allow you to select and add documentation:
The new documentation will be present in the "Updated Dossier Waiting Approval" section, to pass the documentation to the approval process click on "Update Completed", once you click the "Update Completed" button you will not be able to add new documentation until Enel users have approved. While in the "Update Dossier" section the warning will indicate the documentation for which new documentation has been added.
After approval process by Enel users, the documentation will be shown in the section "Updated Dossier"

3.2.12. TCA with BIM Process

If the Enel user has indicated that the material code requires the BIM Process there will be a "BIM Process" component to be able to upload the files necessary for the BIM process (IFC file and error log).

IFC File can be uploaded in every phase of the TCA even when the material code is "In force". The IFC file can only be uploaded by the Supplier using the appropriate button:

When the "+" button is selected, the system opens a mask to upload the IFC file:
Once the IFC file has been completed, the system enables the button to be able to send the file to AIN and proceed with the quality check:

Once the IFC file has been sent to system AIN for it control, the Enel user will be responsible for uploading the error log file and approving or rejecting it. For both events, rejection or approval of the error log file, an email and a system notification will be sent to the supplier’s contacts to inform them of the result of the error log file.

Only after approval or rejection of the error log file, it will be possible to upload a new IFC file to be able to repeat the BIM process.

3.2.13. **Sustainable Additional Obligation**

In all TCA there is the “Sustainability Additional Obligation” component from the “TCA request Approval” phase. The supplier at any phase, even "In Force", will be able to upload the sustainability documents.

To give users evidence of the delays in loading this documentation, the system will check the "Sustainability Documentation Contractual Date" field, if present, otherwise the "Sustainability Documentation Planned Date" field with today’s date. If both dates, "Sustainability Documentation Contractual Date" and "Sustainability Documentation Planned Date" are not present in the TCA, no message will be shown to the user. A warning message will be shown inside the component as follows:
• If the date declared in the "Sustainability Documentation Contractual Date" or "Sustainability Documentation Planned Date" field coincides with today's date - 7 days (there are seven days left to the date declared in the field), the system indicates the following message: "Warning: you are close to the declared date of upload of the sustainability documentation".

• If the date declared in the "Sustainability Documentation Contractual Date" or "Sustainability Documentation Planned Date" field coincides with today's date or is exceeded, the system will show the following message "Attention: you are late with the uploading of sustainability documentation."

Once the documents have been sent for approval, the information on delays will no longer be displayed.

The sustainability documents can only be uploaded by the Supplier using the appropriate button:

When the "Add Document" button is selected, the system opens a mask to upload the sustainability documents:

In the "Document Name" field the supplier can choose one of the following values:
• Cable Tracking
- Carbon footprint
- Disassembly manual
- Drum re-use or recycle
- Drum Tracking
- Environmentally friendly painting process
- Environmental Product Declarations (EPD)
- Green Polyelfin
- Length increase
- Natural ester insulator
- Reconditioning and reuse of modular sub-parts of a switchboard
- Recyclable packaging
- Regenerated SF6
- Re-use of parts
- RGDAT and RGDM
- Secondary raw materials
- SF6 Free Equipment
- Tier 2 Transformer
- Other Additional Obligation

Once one or more sustainability documents have been uploaded, the system enables the "Upload completed" button.

When the supplier selects the "Upload Completed" button, the system shows a confirmation popup:

The system also sends a system notification and an email to the user indicated in the "Sustainability TechRef" field. The "Sustainability Documentation Effective Date" field is also
filled in with the effective date. In case of rejection of the documentation, the system will overwrite the date in the "Sustainability Documentation Effective Date" field with the new date when the "Upload Completed" button is selected again.

In case of rejection of the documentation, a system notification and an email will be sent to the Supplier. Once the modification of the documents has been completed, the Supplier will have the "Upload Completed" button available to be able to send the documentation again for approval.

3.2.14. Smart Template

If the material code does not require the BIM process, after the TCA request approval phase the system shows the "Smart Template" button for the TCA to enhance the attributes of the technical and sustainable characteristics of the OEM Model.

Smart template remains visible and selectable by all Enel users linked to that specific TCA (TechRef, Verifier and Approver of the connected Unit) for all the remaining phases of the TCA, even when the TCA will be in Force.

The compilation of the Smart Template is not necessary to advance the TCA in Force.

By clicking on the "Smart Template" button, the system opens a new tab containing the division into tabs of "Technical Data", "Sustainability Data" and all the sub-components envisaged in case there are complex components.
Next to the tabs is the section with all the buttons and the field for searching the individual fields. The enhancement of the fields is always optional, therefore, there are no mandatory fields to fill in in order to save the information.

Within each tab there are cards, each of which has a title that corresponds to the name of the template and, moreover, in each tab there is a section specifically dedicated to buttons.

- **Back**: this button allows to go back to the detail of the TCA. If there is unsaved information, the system shows a save confirmation popup.

- **Save as Draft**: this button allows to save the information entered up to that moment as a draft so that you can resume filling in later.

- **Export as CSV**: this button allows the user to export the tab displayed at that moment in CSV format. Before exporting, the system displays a pop-up asking the user to first save the information entered up to that moment.

- **Reset**: this button allows to delete all the information entered up to that moment in the specific tab, whitening all the fields without saving the information. When the user selects the button, the system displays a confirmation pop-up.

- **Complete**: this button allows to save all the information entered in the appropriate tab of the Template. When this button is selected, the system shows a confirmation pop-up warning the user that by confirming it is no longer possible to change the information in that specific tab. The user must confirm for each tab.

Once the information in the Smart Template tabs has been completed, the initial layout will marked the “TD” and “SD” columns.
3.2.15. Chat History

In all phases of the TCA, including the "In force" phase, the user will have the Chatter function available to exchange messages.

The Chatter feature will be available within the Material Code:

By clicking on the "Chatter" tab the user can create a post, a poll or a question just about the Case Item.
With the post the user can insert a message, attach files or images:

With the poll the user can enter a question with several choices:
With the question the user can enter a question, add details about it, attach files or images:

There is also the summary section of posts, polls or questions asked which can be sorted by the most recent or the latest posts or the user can search for a particular feed.

3.2.16. **Local 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)

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

### 3.2.17. 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.