



MLM TCA - Supplier User Manual V5.2

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Changes to the document

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

VERSION CONTROL					
Date	Version	Written by	Reviewed by	Section	Description of Changes
06/10/2022	V5	Lucia Pezzuti		3.2 3.2.1 3.2.12 3.2.13	Review User Navigation Review TCA Menu TCA with BIM process Chat History
16/06/2023	V5.1	Lucia Pezzuti		3.2.12	TCA with BIM Process
12/06/2024	V5.2	Carmela Marrandino		3.2.3 3.2.11	Note Updated Dossier waiting approval + Note



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1. Definition, acronyms, abbreviations

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

Acronym	Description
TSM	Technical Specification Management
TCA	Technical Conformity Assessment
QCA	Quality Control Activities
CMD	Components and Materials Defect
E-D	E-Distribuzione SpA
BIM	Building Information Modeling



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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. User Manual Document *MLM- Module TCA*

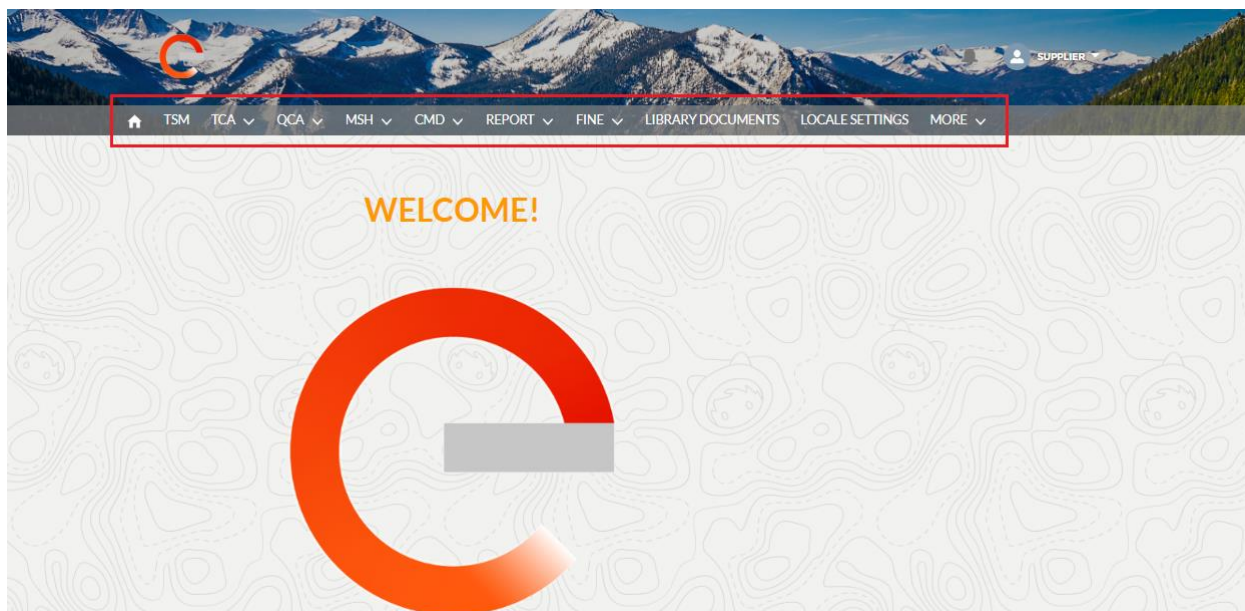
3.1 Supplier access

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

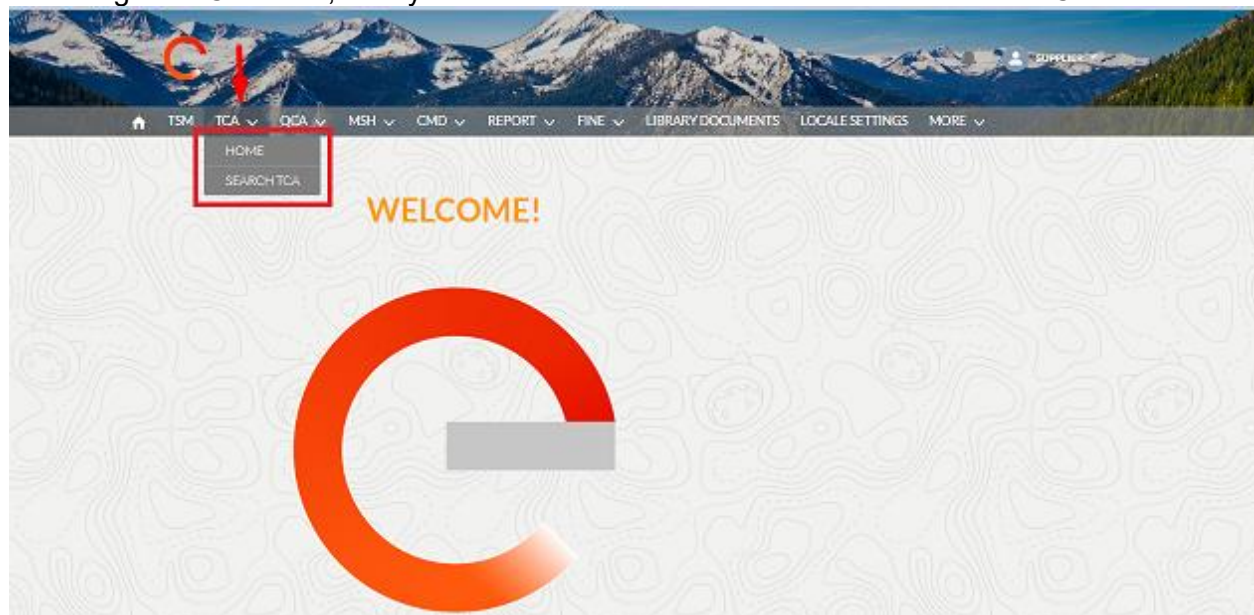
On the home page, there are six links in the Navigation Bar:

- 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)



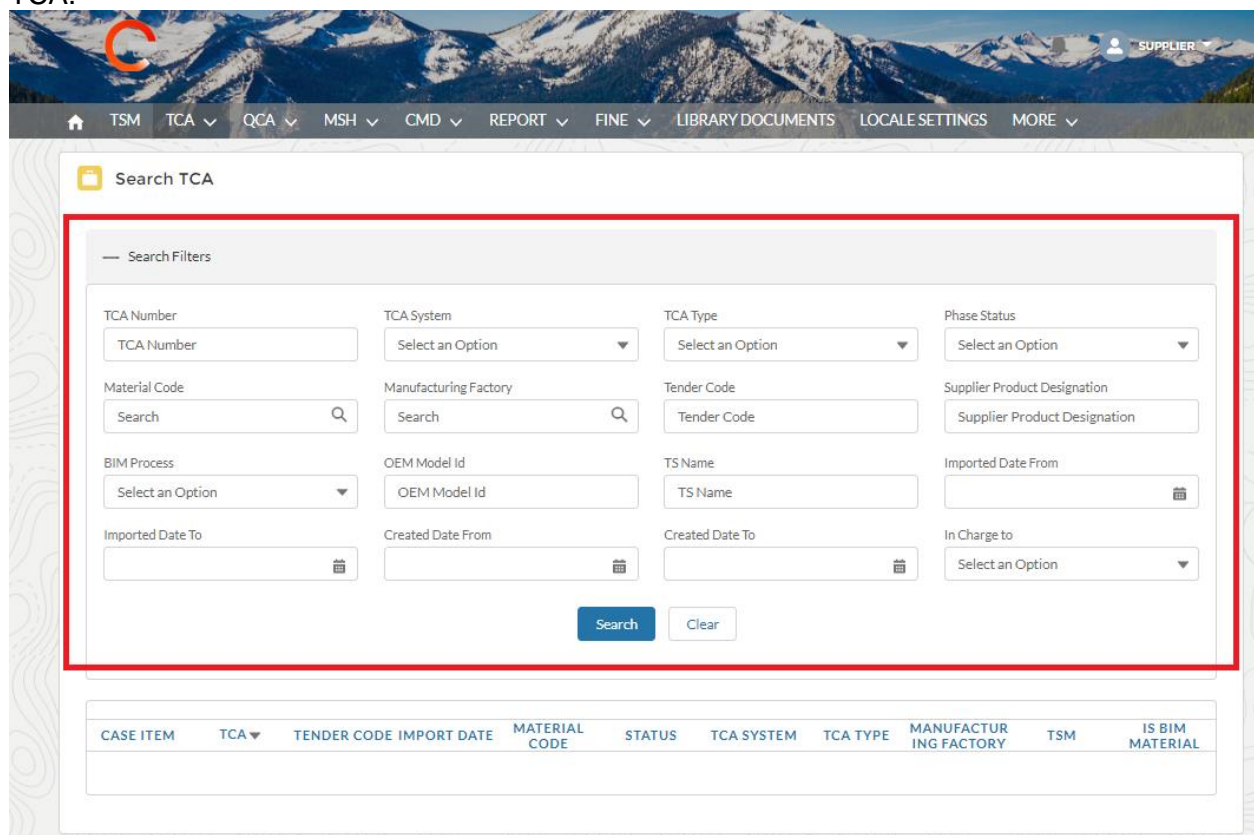
3.2.1. TCA Menu

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.



Search TCA

Search Filters

TCA Number:

TCA System:

TCA Type:

Phase Status:

Material Code:

Manufacturing Factory:

Tender Code:

Supplier Product Designation:

BIM Process:

OEM Model Id:

TS Name:

Imported Date From:

Imported Date To:

Created Date From:

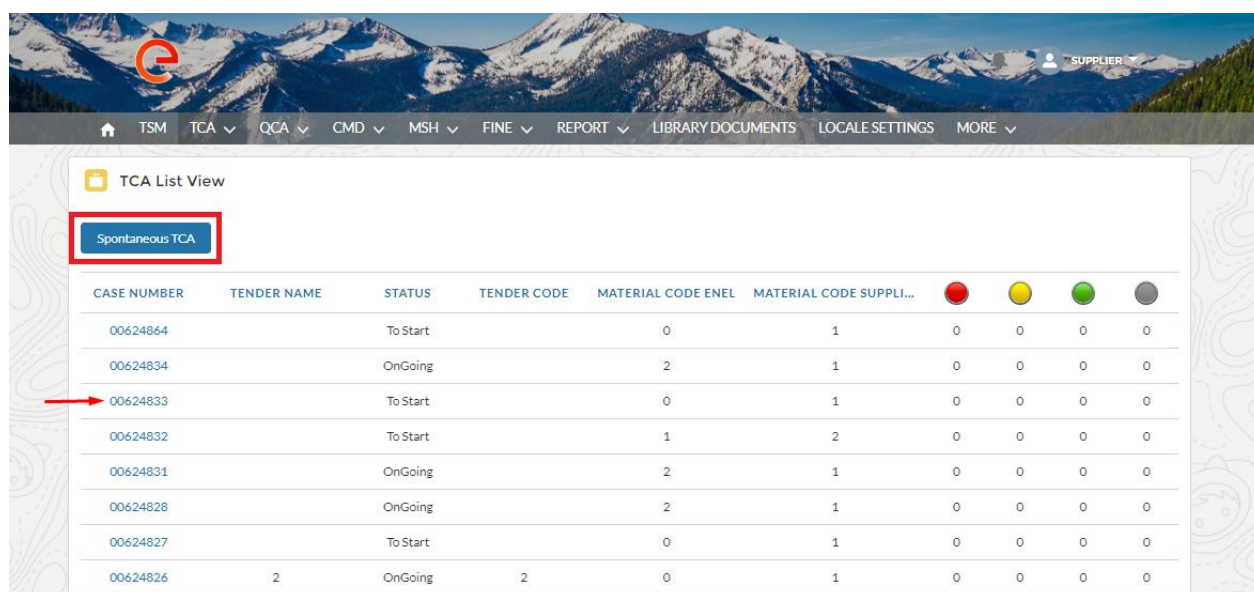
Created Date To:

In Charge to:

CASE ITEM	TCA	TENDER CODE	IMPORT DATE	MATERIAL CODE	STATUS	TCA SYSTEM	TCA TYPE	MANUFACTURING FACTORY	TSM	IS BIM MATERIAL
-----------	-----	-------------	-------------	---------------	--------	------------	----------	-----------------------	-----	-----------------

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.

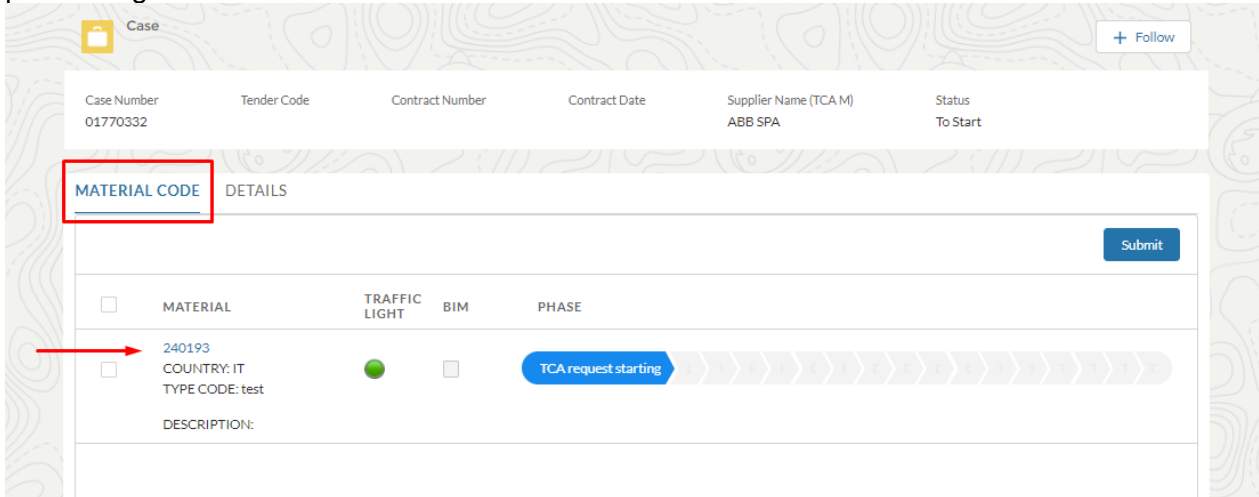


TCA List View

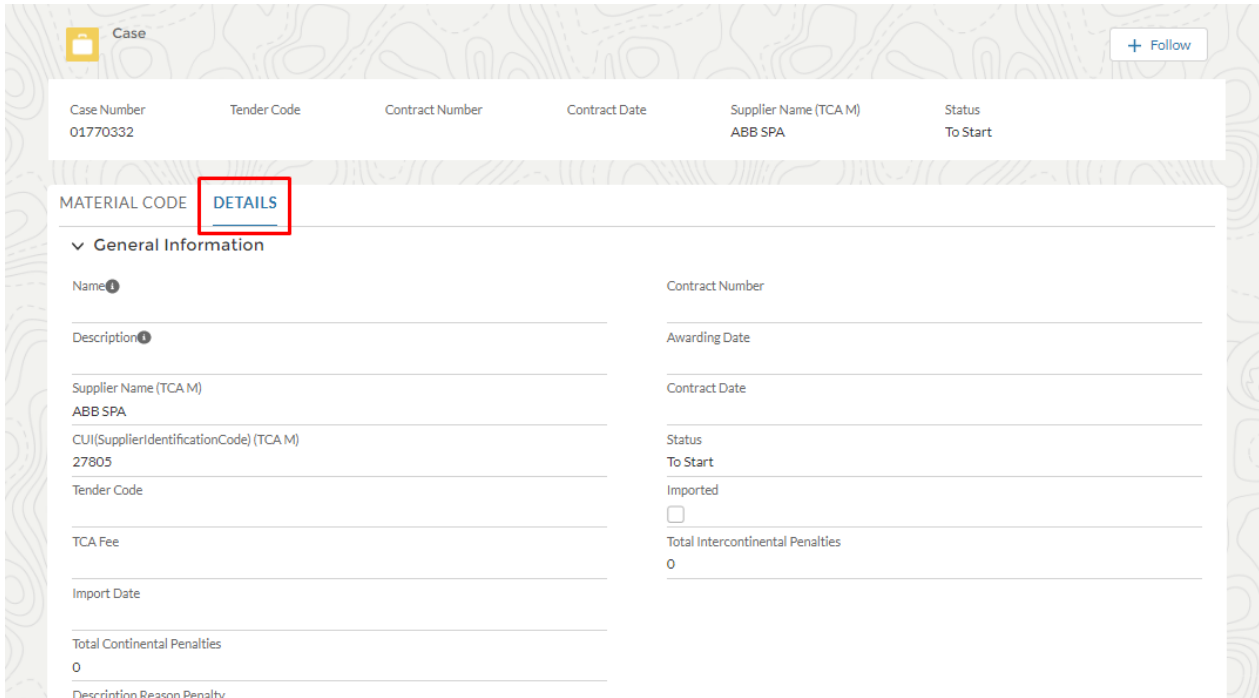
CASE NUMBER	TENDER NAME	STATUS	TENDER CODE	MATERIAL CODE ENEL	MATERIAL CODE SUPPLI...				
00624864		To Start		0	1	0	0	0	0
00624834		OnGoing		2	1	0	0	0	0
00624833		To Start		0	1	0	0	0	0
00624832		To Start		1	2	0	0	0	0
00624831		OnGoing		2	1	0	0	0	0
00624828		OnGoing		2	1	0	0	0	0
00624827		To Start		0	1	0	0	0	0
00624826	2	OnGoing	2	0	1	0	0	0	0

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



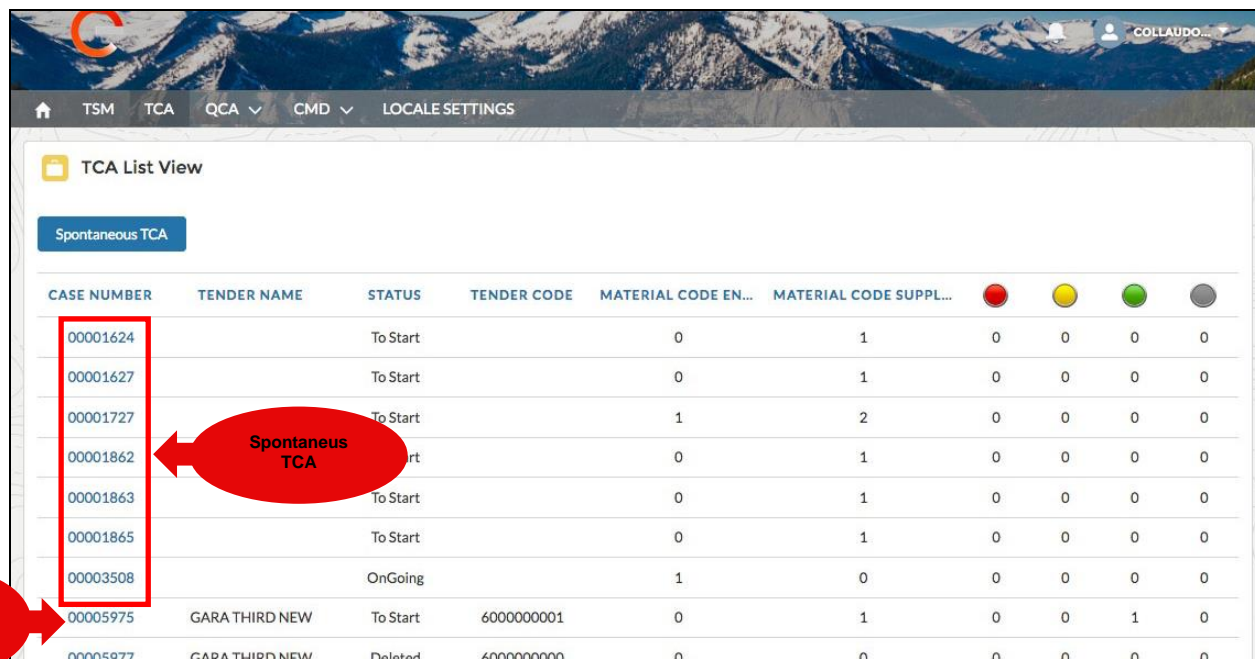
"Details" tab will display the details of the TCA



3.2.3. TCA Request Starting

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

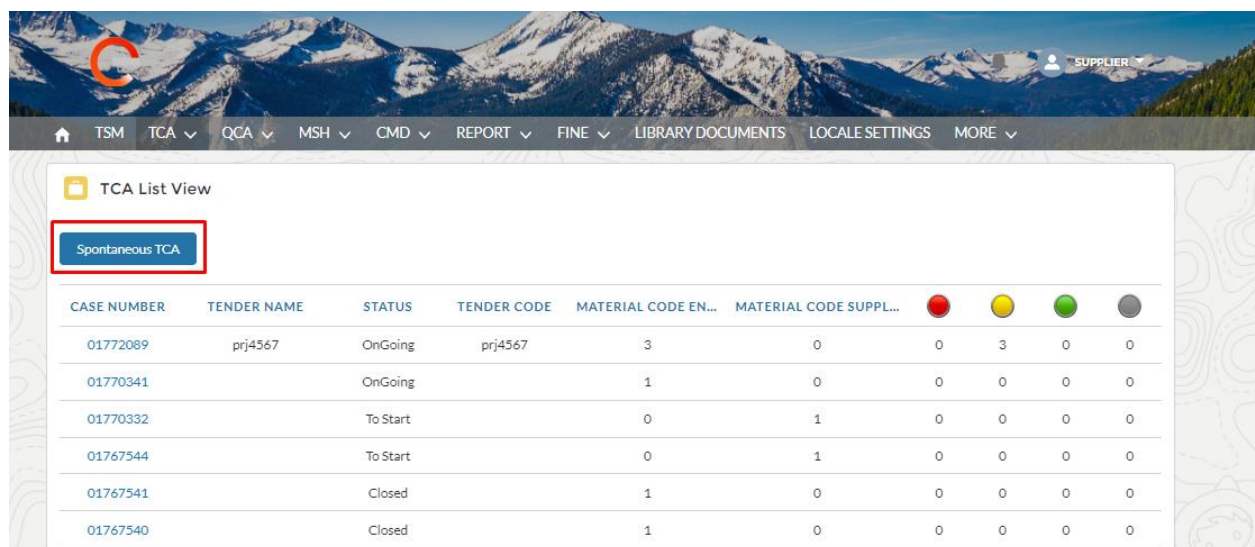
To work a new Tender TCA or Spontaneous TCA, there are a number of steps to follow on the system, starting from clicking on the "Case Number" link (identification number of the TCA), which takes the user to TCA details view.



CASE NUMBER	TENDER NAME	STATUS	TENDER CODE	MATERIAL CODE EN...	MATERIAL CODE SUPPL...				
00001624		To Start		0	1	0	0	0	0
00001627		To Start		0	1	0	0	0	0
00001727		To Start		1	2	0	0	0	0
00001862		To Start		0	1	0	0	0	0
00001863		To Start		0	1	0	0	0	0
00001865		To Start		0	1	0	0	0	0
00003508		OnGoing		1	0	0	0	0	0
00005975	GARA THIRD NEW	To Start	6000000001	0	1	0	0	1	0
00005977	GARA THIRD NEW	Deleted	6000000000	0	0	0	0	0	0

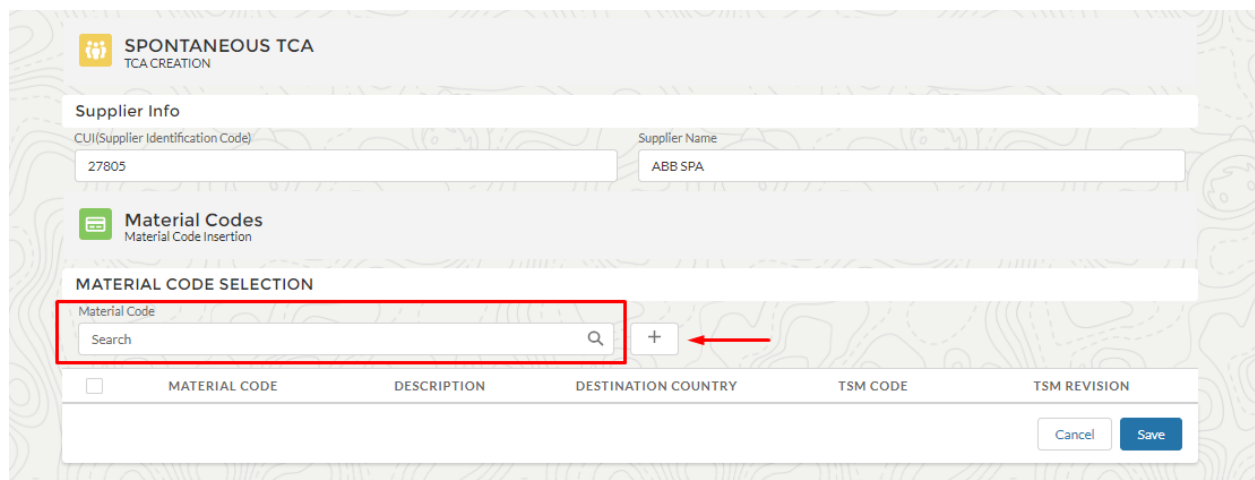
3.2.3.1. TCA Request Starting → To create “Spontaneous TCA”

The supplier creates New Spontaneous TCA by clicking on “Spontaneous TCA” button.



CASE NUMBER	TENDER NAME	STATUS	TENDER CODE	MATERIAL CODE EN...	MATERIAL CODE SUPPL...				
01772089	prj4567	OnGoing	prj4567	3	0	0	3	0	0
01770341		OnGoing		1	0	0	0	0	0
01770332		To Start		0	1	0	0	0	0
01767544		To Start		0	1	0	0	0	0
01767541		Closed		1	0	0	0	0	0
01767540		Closed		1	0	0	0	0	0

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.



SPONTANEOUS TCA
TCA CREATION

Supplier Info

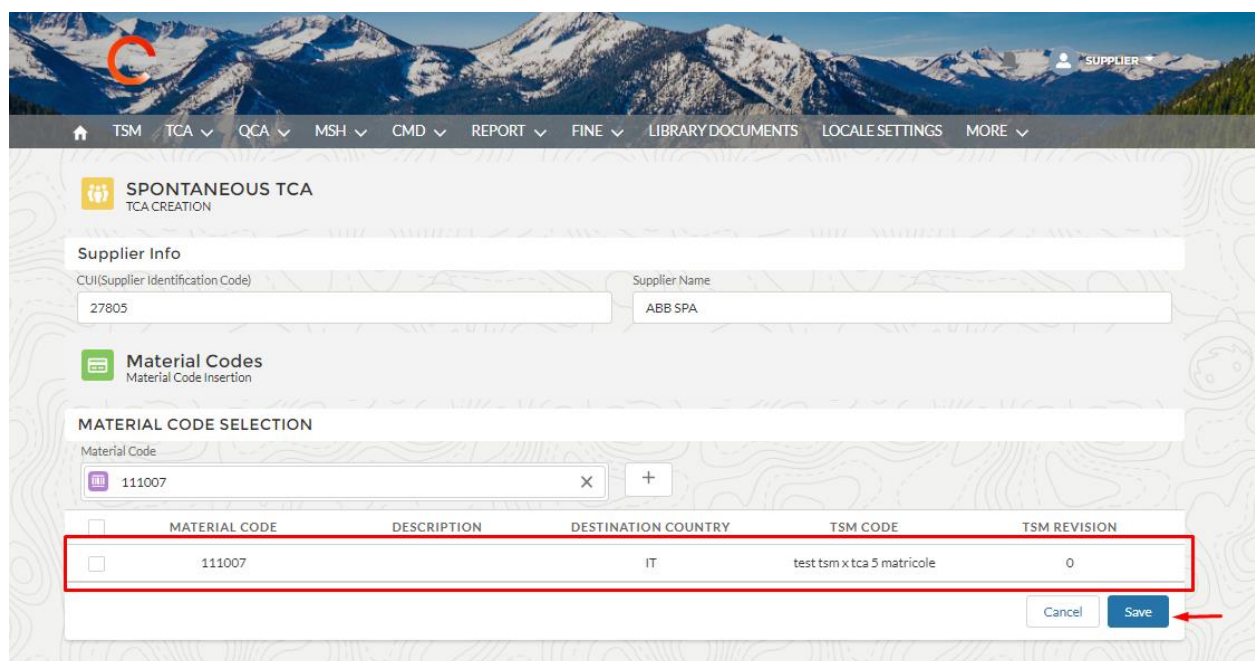
CUI(Supplier Identification Code) Supplier Name

Material Codes
Material Code Insertion

MATERIAL CODE SELECTION

Material Code

<input type="checkbox"/>	MATERIAL CODE	DESCRIPTION	DESTINATION COUNTRY	TSM CODE	TSM REVISION
<input type="checkbox"/>					



SPONTANEOUS TCA
TCA CREATION

Supplier Info

CUI(Supplier Identification Code) Supplier Name

Material Codes
Material Code Insertion

MATERIAL CODE SELECTION

Material Code

<input type="checkbox"/>	MATERIAL CODE	DESCRIPTION	DESTINATION COUNTRY	TSM CODE	TSM REVISION
<input type="checkbox"/>	111007		IT	test tsm x tca 5 matricole	0

The user in the "Material code" tab has the "BIM" column to see which material code require the BIM process.

Case

prj4567







+ Follow

Case Number 01772089	Tender Code prj4567	Contract Number 32223333	Contract Date 29/09/2022	Supplier Name (TCA M) Collaudo ABB	Status OnGoing
-------------------------	------------------------	-----------------------------	-----------------------------	---------------------------------------	-------------------

MATERIAL CODE

DETAILS

Submit

<input type="checkbox"/>	MATERIAL	TRAFFIC LIGHT	BIM	PHASE
<input type="checkbox"/>	190922 COUNTRY: IT TYPE CODE: test DESCRIPTION: test_evo2		<input checked="" type="checkbox"/>	  TCA request approval
<input type="checkbox"/>	210922 COUNTRY: IT TYPE CODE: test DESCRIPTION: test		<input type="checkbox"/>	  TCA request approval

The supplier can start processing the Spontaneous TCA by clicking the material code number in the “Material Code” tab.

Case



+ Follow

Case Number 01770332	Tender Code	Contract Number	Contract Date	Supplier Name (TCA M) ABB SPA	Status To Start
-------------------------	-------------	-----------------	---------------	----------------------------------	--------------------

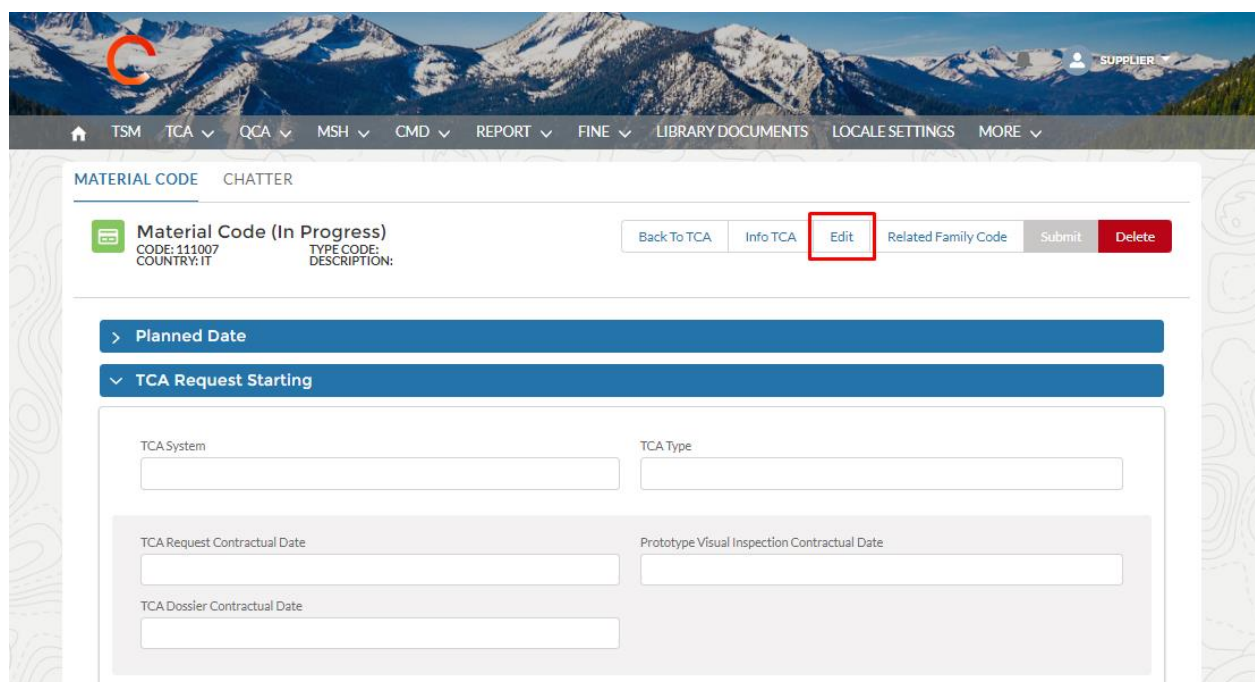
MATERIAL CODE

DETAILS

Submit

<input type="checkbox"/>	MATERIAL	TRAFFIC LIGHT	BIM	PHASE
<input type="checkbox"/>	240193 COUNTRY: IT TYPE CODE: test DESCRIPTION:		<input type="checkbox"/>	 TCA request starting

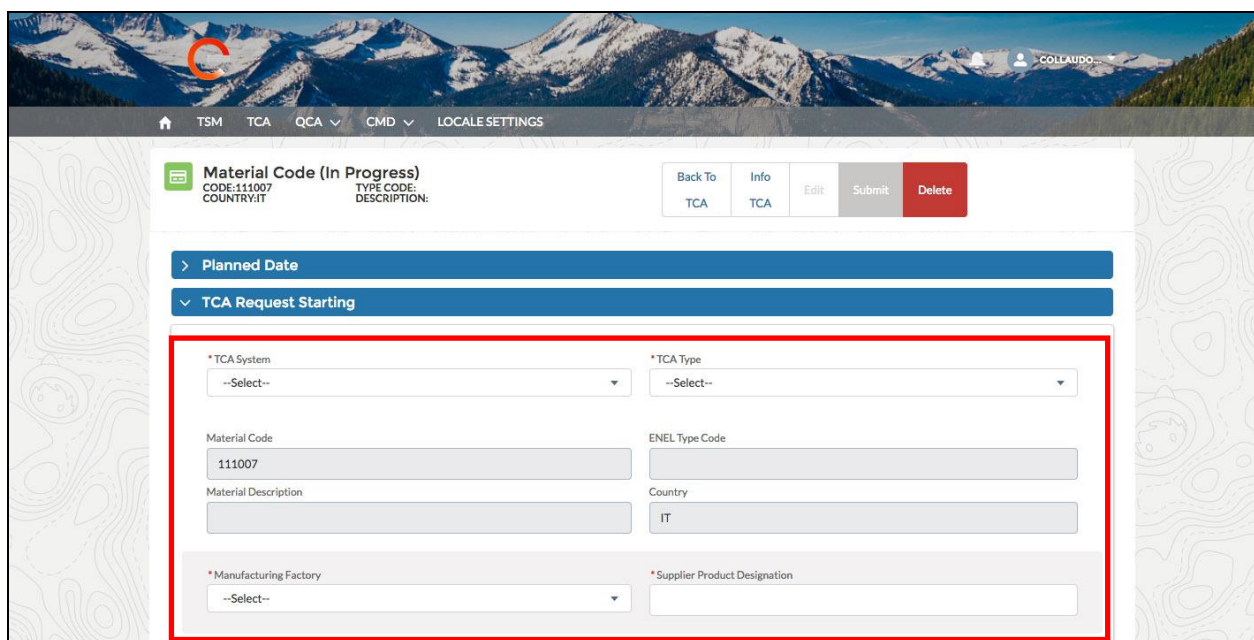
The “Edit” button allows user to display all the fields that must be filled. Once the phase is completed, the Enel user will see the data of the phase “TCA Request Starting”.



The screenshot displays the Enel TCA management interface. At the top, there is a navigation bar with various menu items. Below this, the 'Material Code (In Progress)' section is visible, showing the code '111007' and country 'IT'. The 'Edit' button is highlighted with a red box. Below the code section, there are two expandable sections: 'Planned Date' and 'TCA Request Starting'. The 'TCA Request Starting' section is expanded, revealing several input fields: 'TCA System', 'TCA Type', 'TCA Request Contractual Date', 'Prototype Visual Inspection Contractual Date', and 'TCA Dossier Contractual Date'.

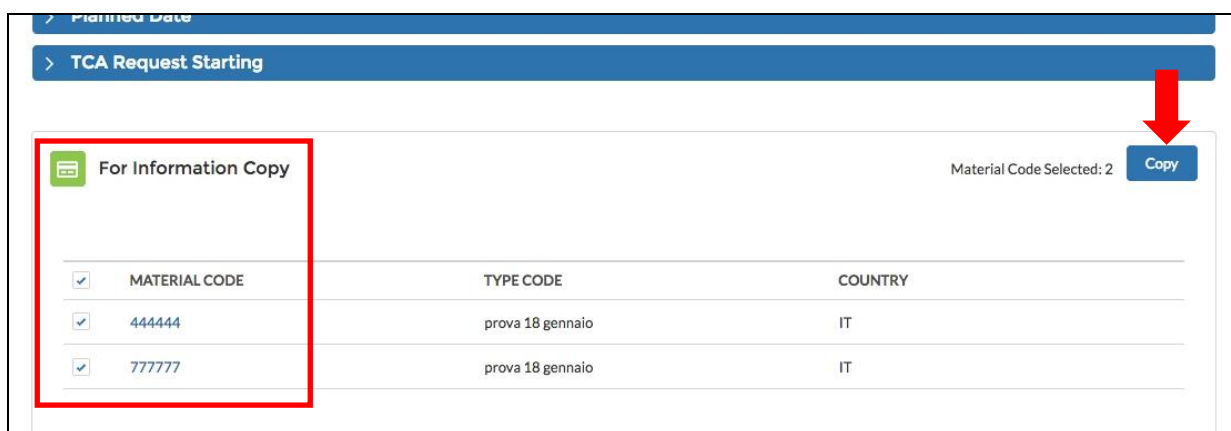
The required fields are:

- 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

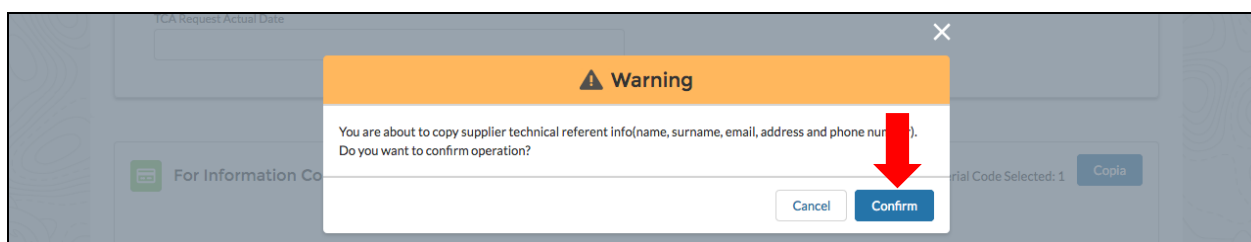


To copy information from one Material Code to others Material Codes associate to the TCA:

- 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.

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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:

**Material Code (In Progress)**

CODE:112010
COUNTRY:IT

TYPE CODE:DT791/1
DESCRIPTION:TR 15/0,4KV
50KVA IS POR


[Back To TCA](#)

[Info TCA](#)

[Edit](#)

[Submit](#)

[Delete](#)

**Related TCA Suspended**


Case Number	Supplier Product Designation	Link	Suspension Approval Date	Phase Status
01663258	t	CI-00123449		Phase 9.1 - "TCA suspension verification"

> **Planned Date**


< **TCA Request Starting**

3.2.3.2. TCA Request Starting → To create “TENDER TCA”

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


COLLAUDO

[Home](#)
[TSM](#)
[TCA](#)
[QCA](#)
[CMD](#)
[LOCALE SETTINGS](#)



Case

GARA FIRST NEW
























+ Follow

Case Number 00006014	Tender Code 676767676	Contract Number 1234567890	Contract Date 01/01/2018	Supplier Name ABB SpA	Status To Start
-------------------------	--------------------------	-------------------------------	-----------------------------	--------------------------	--------------------

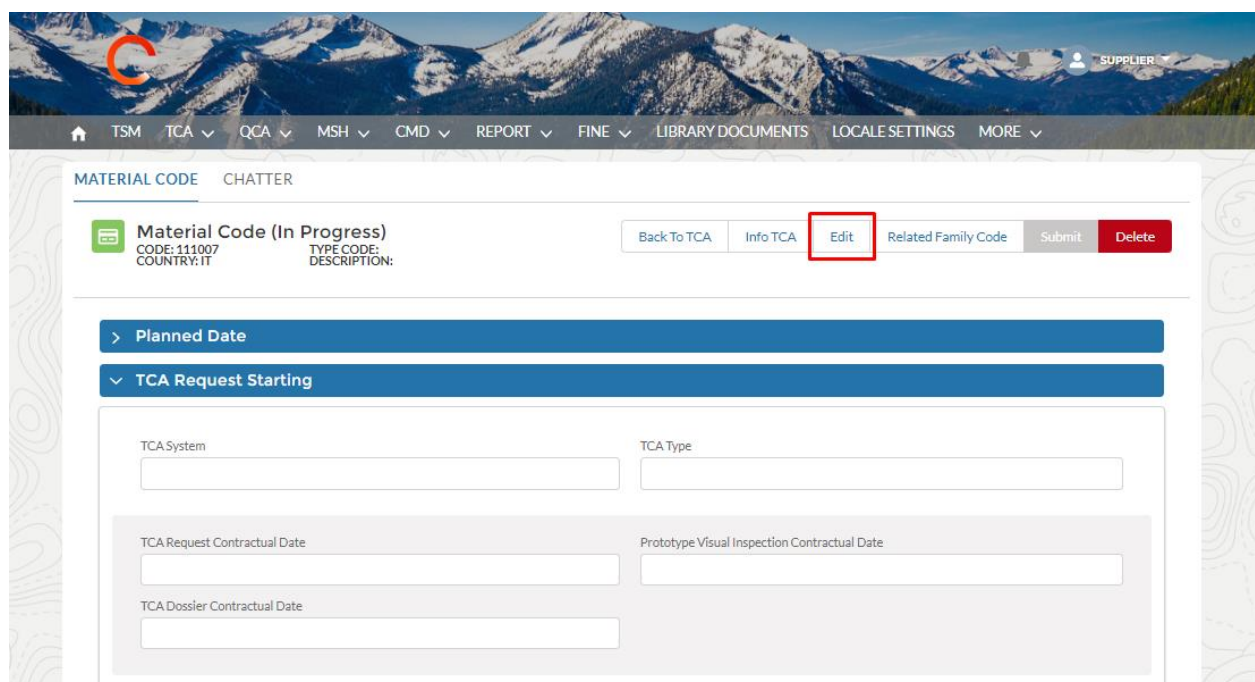
MATERIAL CODE

DETAILS

Submit

<input type="checkbox"/>	MATERIAL CODE	CODETYPE CODE	COUNTRY	DESCRIPTION	TRAFFIC LIGHT	PHASE
<input checked="" type="checkbox"/>	555555	prova 18 genn...	IT	prova		                     

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”.



The screenshot shows a web application interface for managing material codes. At the top, there is a navigation bar with various menu items like TSM, TCA, QCA, MSH, CMD, REPORT, FINE, LIBRARY DOCUMENTS, LOCALE SETTINGS, and MORE. Below this, the main content area is titled 'MATERIAL CODE' and 'CHATTER'. The main form is titled 'Material Code (In Progress)' and displays the following information:

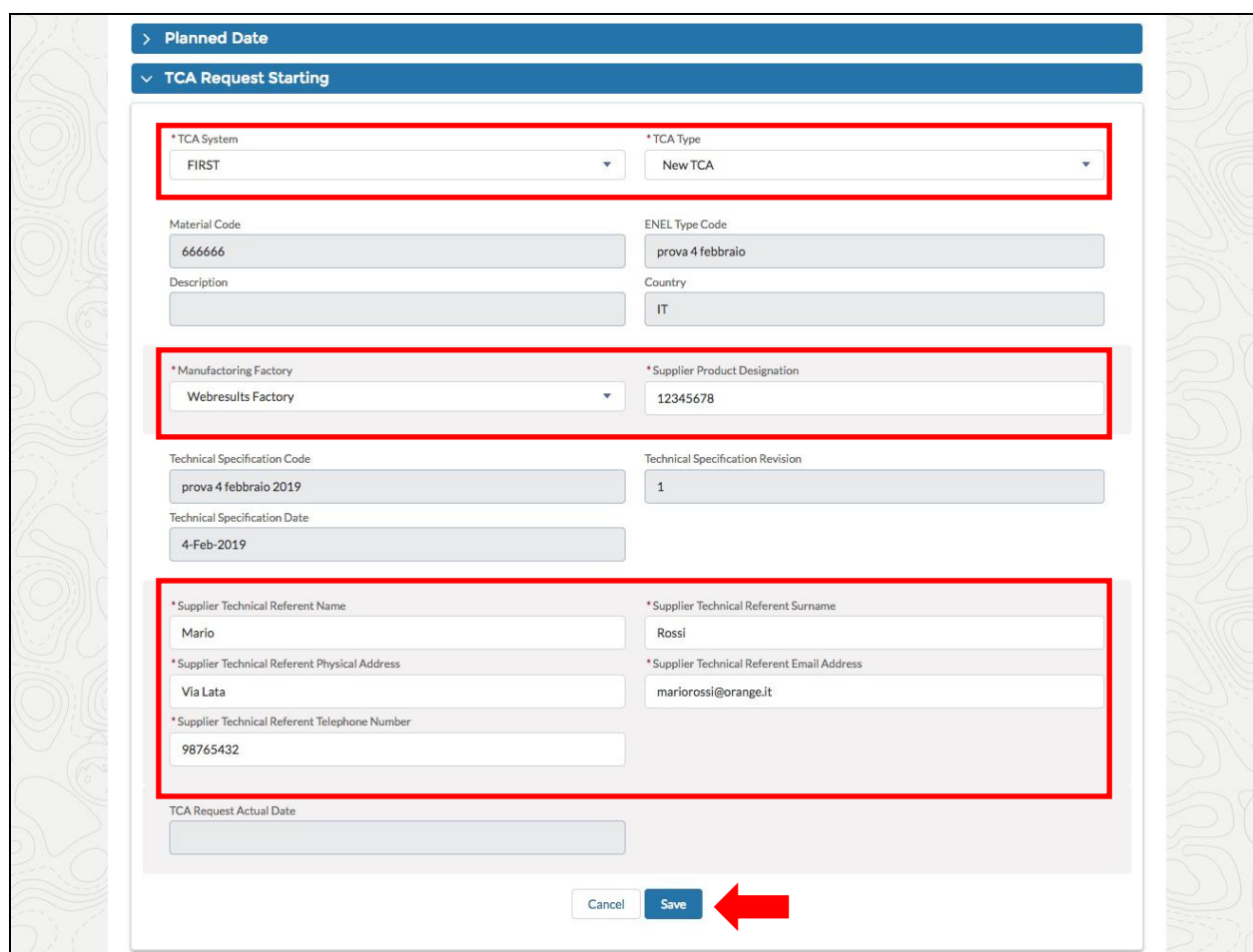
- CODE: 111007
- COUNTRY: IT
- TYPE CODE:
- DESCRIPTION:

There are several buttons at the top of the form: 'Back To TCA', 'Info TCA', 'Edit' (highlighted with a red box), 'Related Family Code', 'Submit', and 'Delete'. Below these buttons, there are two expandable sections: 'Planned Date' and 'TCA Request Starting'. The 'TCA Request Starting' section contains five input fields:

- TCA System
- TCA Type
- TCA Request Contractual Date
- Prototype Visual Inspection Contractual Date
- TCA Dossier Contractual Date

The required fields are:

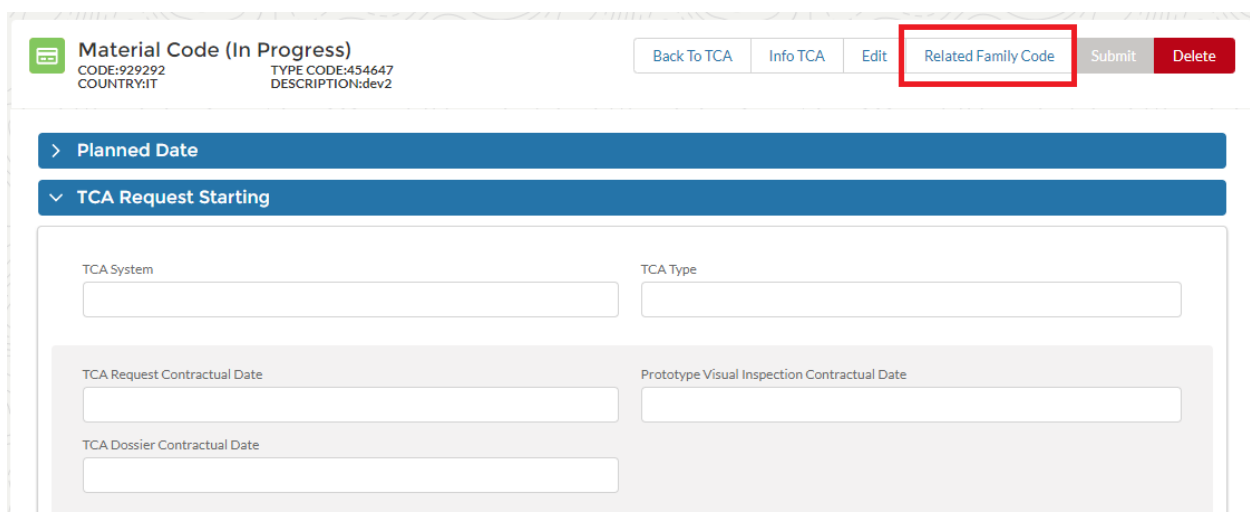
- TCA System (FIRST, SECOND, THIRD)
- TCA type (New TCA, Update TCA, Confirm existing TCA)
- Manufacturing Factory
- Supplier Product Designation
- Supplier Technical Referent Name
- Supplier Technical Referent Surname
- Supplier Technical Referent Physical Address
- Supplier Technical Referent Email Address
- Supplier Technical Referent Telephone Number



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:



Material Code (In Progress)
 CODE:929292 TYPE CODE:454647
 COUNTRY:IT DESCRIPTION:dev2

Back To TCA Info TCA Edit **Related Family Code** Submit Delete

> Planned Date

▼ TCA Request Starting

TCA System TCA Type

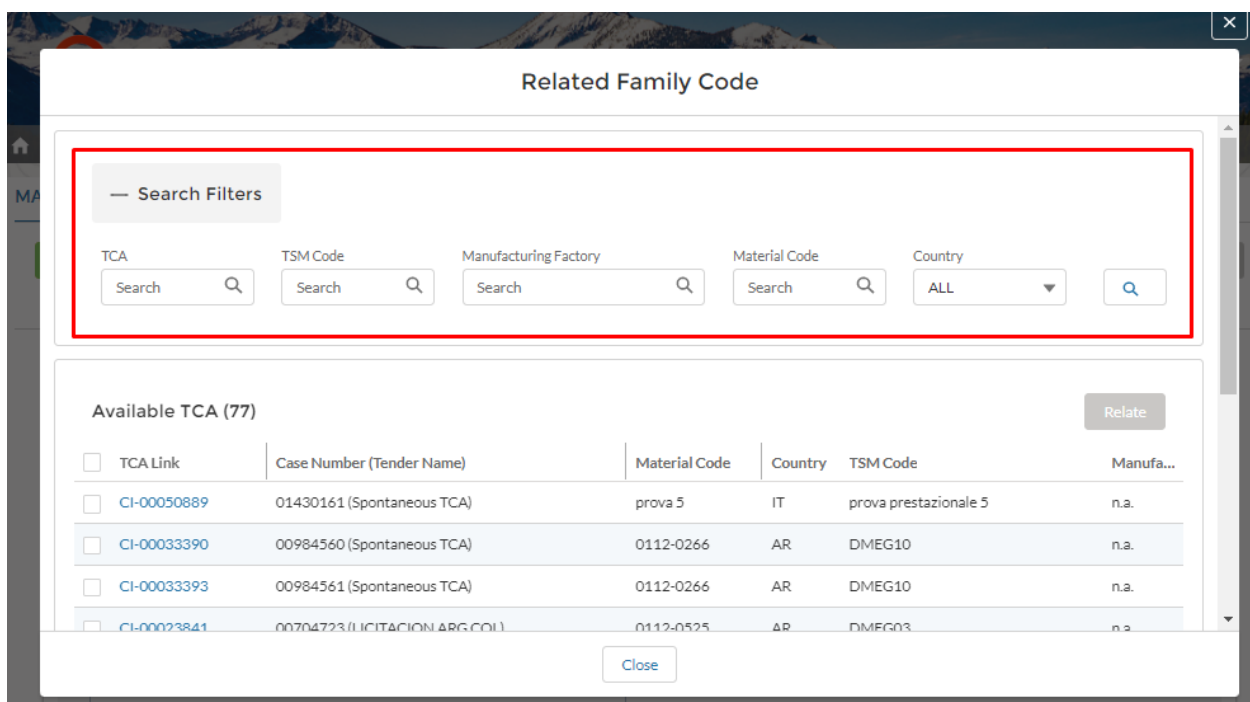
TCA Request Contractual Date Prototype Visual Inspection Contractual Date

TCA Dossier Contractual Date

After clicking on the button, a pop-up with two section 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.



Related Family Code

— Search Filters

TCA TSM Code Manufacturing Factory Material Code Country

Search Search Search Search ALL

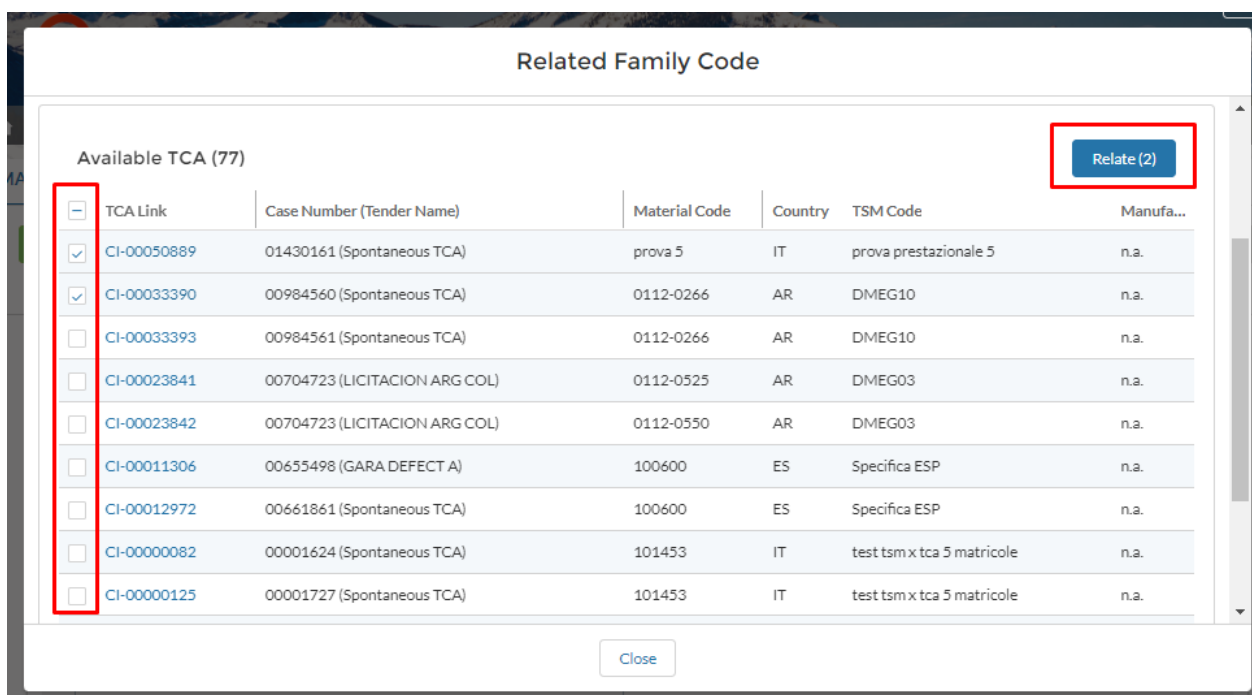
Available TCA (77)

<input type="checkbox"/> TCA Link	Case Number (Tender Name)	Material Code	Country	TSM Code	Manufa...
<input type="checkbox"/> CI-00050889	01430161 (Spontaneous TCA)	prova 5	IT	prova prestazionale 5	n.a.
<input type="checkbox"/> CI-00033390	00984560 (Spontaneous TCA)	0112-0266	AR	DMEG10	n.a.
<input type="checkbox"/> CI-00033393	00984561 (Spontaneous TCA)	0112-0266	AR	DMEG10	n.a.
<input type="checkbox"/> CI-00023841	00704723 (LICITACION ARG COI)	0112-0525	AR	DMEG03	n.a.

Relate

Close

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



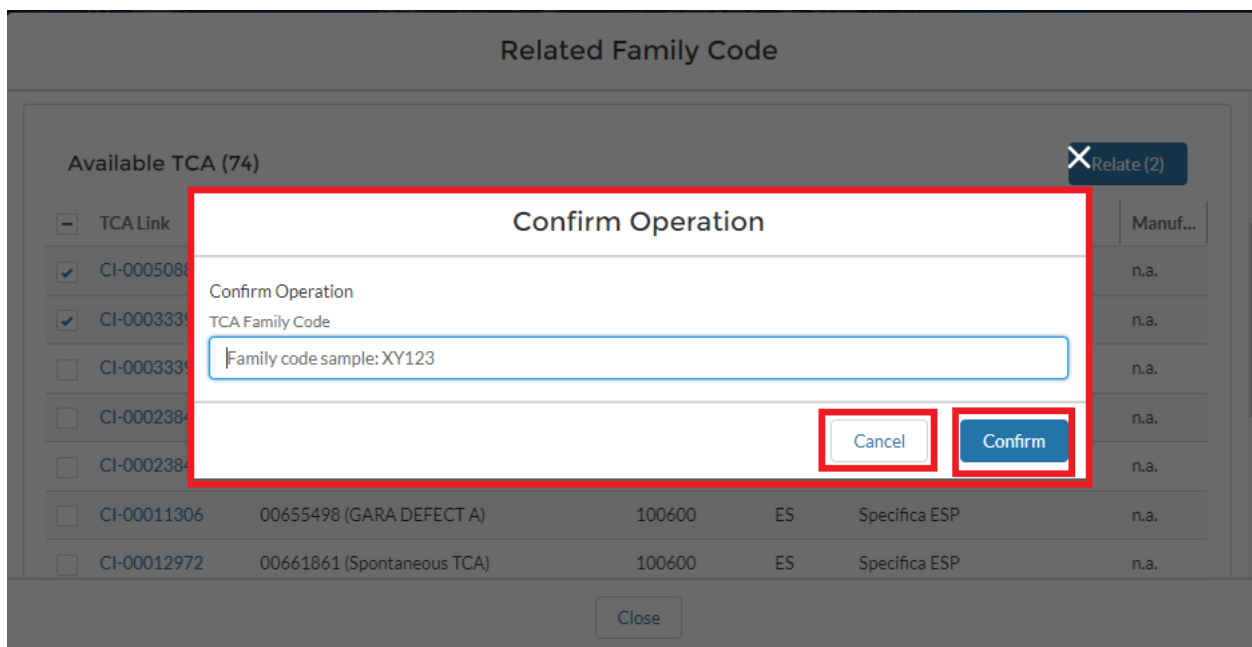
Related Family Code

Available TCA (77)

<input type="checkbox"/>	TCA Link	Case Number (Tender Name)	Material Code	Country	TSM Code	Manufa...
<input checked="" type="checkbox"/>	CI-00050889	01430161 (Spontaneous TCA)	prova 5	IT	prova prestazionale 5	n.a.
<input checked="" type="checkbox"/>	CI-00033390	00984560 (Spontaneous TCA)	0112-0266	AR	DMEG10	n.a.
<input type="checkbox"/>	CI-00033393	00984561 (Spontaneous TCA)	0112-0266	AR	DMEG10	n.a.
<input type="checkbox"/>	CI-00023841	00704723 (LICITACION ARG COL)	0112-0525	AR	DMEG03	n.a.
<input type="checkbox"/>	CI-00023842	00704723 (LICITACION ARG COL)	0112-0550	AR	DMEG03	n.a.
<input type="checkbox"/>	CI-00011306	00655498 (GARA DEFECT A)	100600	ES	Specifica ESP	n.a.
<input type="checkbox"/>	CI-00012972	00661861 (Spontaneous TCA)	100600	ES	Specifica ESP	n.a.
<input type="checkbox"/>	CI-00000082	00001624 (Spontaneous TCA)	101453	IT	test tsm x tca 5 matricole	n.a.
<input type="checkbox"/>	CI-00000125	00001727 (Spontaneous TCA)	101453	IT	test tsm x tca 5 matricole	n.a.

Close

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



Related Family Code

Available TCA (74)

Confirm Operation

Confirm Operation

TCA Family Code

Family code sample: XY123

Cancel Confirm

Close

After clicking on the "Confirm" button, click on the "Close" button to return to the TCA detail.

Related Family Code

+ Search Filters

Available TCA (73)

Relate

<input type="checkbox"/> TCA Link ↑	Case Number (Tender Name)	Material Code	Count...	TSM Code	Manuf...
<input type="checkbox"/> CI-00050889	01430161 (Spontaneous TCA)	prova 5	IT	prova prestazionale 5	n.a.
<input type="checkbox"/> CI-00033390	00984560 (Spontaneous TCA)	0112-0266	AR	DMEG10	n.a.
<input type="checkbox"/> CI-00033393	00984561 (Spontaneous TCA)	0112-0266	AR	DMEG10	n.a.

Close

Within the TCA detail there will be a "TCA Family Code" section where there are TCA related.

Material Code (In Progress)

CODE:929292
COUNTRY:IT
TYPE CODE:454647
DESCRIPTION:dev2

Back To TCA

Info TCA

Edit

Related Family Code

Submit

Delete

TCA Family Code

Remove relationship

<input type="checkbox"/>	TCA	Material Code	Country	TS (Name + Rev)	Phase Status	Manufacturing Factory
<input type="checkbox"/>	CI-00088157	444444	IT	GSXY020 Rev. 1	Phase 1 - "TCA request starting"	SE-Ludvika-Valhallavagen2

TCA Family Code:
K - 27805 -

✎

✖

The user will have the possibility to modify or delete the TCA Family Code name, clicking on the dedicated button.

TCA Family Code

Remove relationship

<input type="checkbox"/>	TCA	Material Code	Country	TS (Name + Rev)	Phase Status	Manufacturing Factory
<input type="checkbox"/>	CI-00088157	444444	IT	GSXY020 Rev. 1	Phase 1 - "TCA request starting"	SE-Ludvika-Valhallavagen2

TCA Family Code:
K - 27805 -

✎




✖

TCA Family Code

Remove relationship

	TCA	Material Code	Country	TS (Name + Rev)	Phase Status	Manufacturing Factory
<input type="checkbox"/>	CI-00088157	444444	IT	GSXY020 Rev.1	Phase 1 - "TCA request starting"	SE-Ludvika-Valhallavagen2

TCA Family Code:



In addition, the user can remove the link, clicking on the checkbox and then on the "Remove relationship" button:

TCA Family Code

Remove relationship

	TCA	Material Code	Country	TS (Name + Rev)	Phase Status	Manufacturing Factory
<input checked="" type="checkbox"/>	CI-00088157	444444	IT	GSXY020 Rev.1	Phase 1 - "TCA request starting"	SE-Ludvika-Valhallavagen2

TCA Family Code:






TCA Family Code

Remove relationship

	TCA	Material Code	Country	TS (Name + Rev)	Phase Status	Manufacturing Factory
<input type="checkbox"/>	CI-00088157	444444	IT	GSXY020 Rev.1	Phase 1 - "TCA request starting"	SE-Ludvika-Valhallavagen2

TCA Family Code:

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

TCA Key Code

Remove relationship

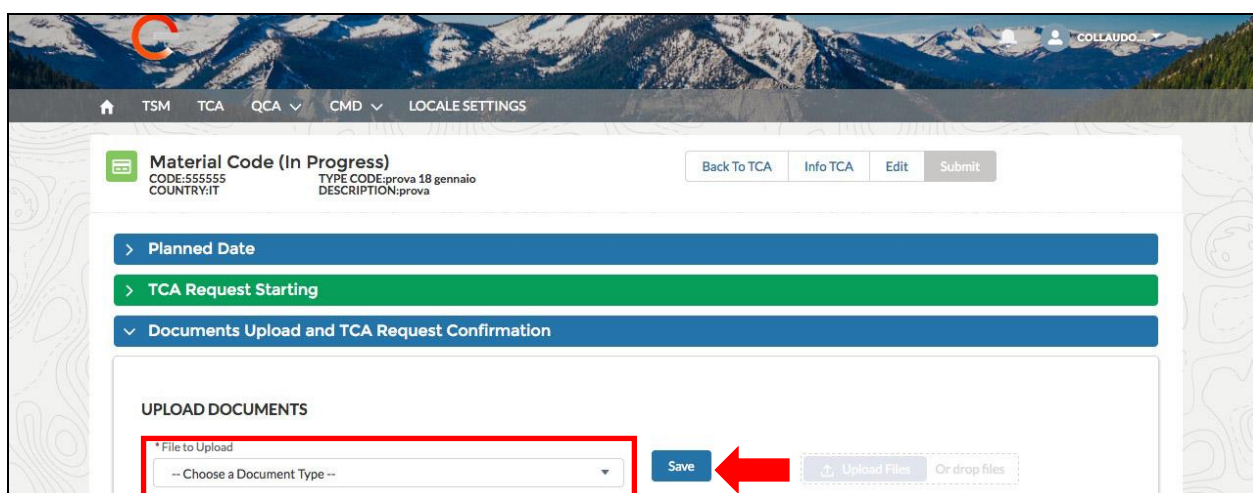
TCA	Material Code	Country	TS (Name + Rev)	Phase Status	Manufacturing Factory
CI-00145196	929292	IT	dev2 Rev.1	Phase 1 - "TCA request starting"	

Note: The relationship between Key code and Family code can be created also by Enel user also in advanced TCA phases. The relationship can be created also if the Family code has the

fields “System” and “Type” different from the Key code. In this case the family code will change his phases to allow the association and correct execution of the TCA process

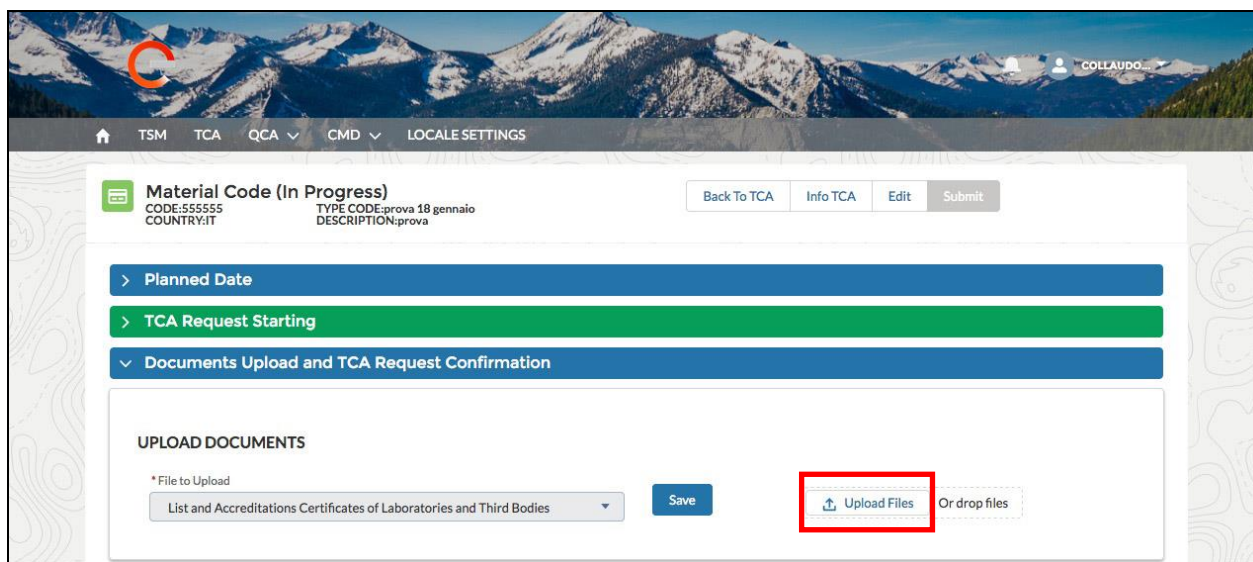
3.2.4. Documents Upload and TCA Request Confirmation

The **supplier user** selects the document type on the “File To Upload” picklist, then clicks on “Save” button to confirm the choice



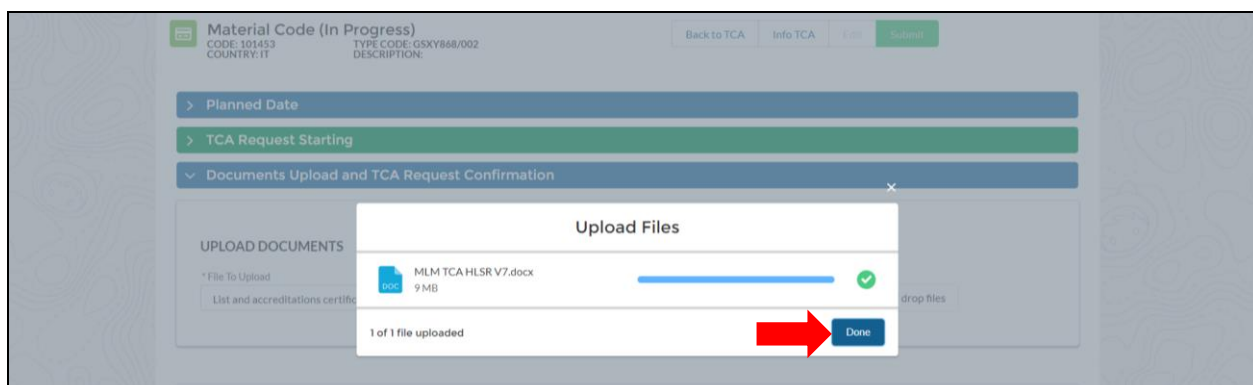
The screenshot shows the 'Material Code (In Progress)' page. The 'Documents Upload and TCA Request Confirmation' section is expanded. The 'File to Upload' dropdown menu is open, showing '-- Choose a Document Type --'. A red box highlights the dropdown, and a red arrow points to the 'Save' button.

The “Upload Files” button will be enabled and then user can click on it to select the file or drag and drop it

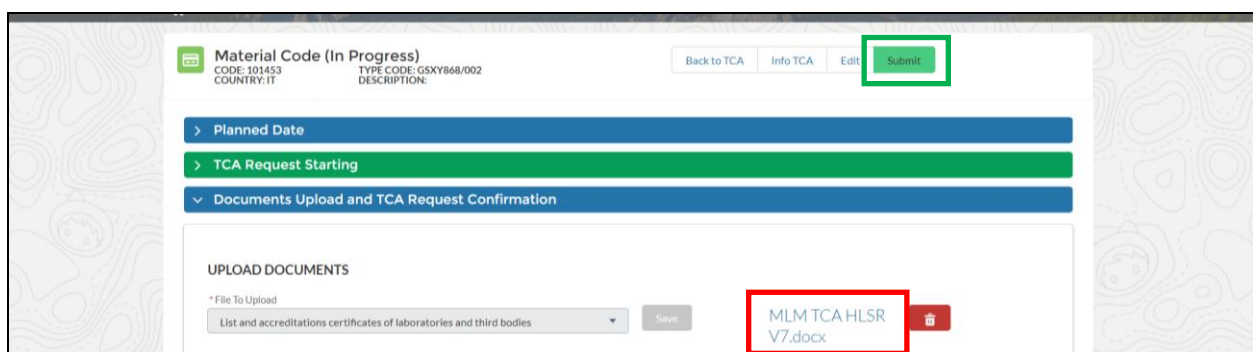


The screenshot shows the 'Material Code (In Progress)' page. The 'Documents Upload and TCA Request Confirmation' section is expanded. The 'File to Upload' dropdown menu is open, showing 'List and Accreditations Certificates of Laboratories and Third Bodies'. The 'Upload Files' button is highlighted with a red box.

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

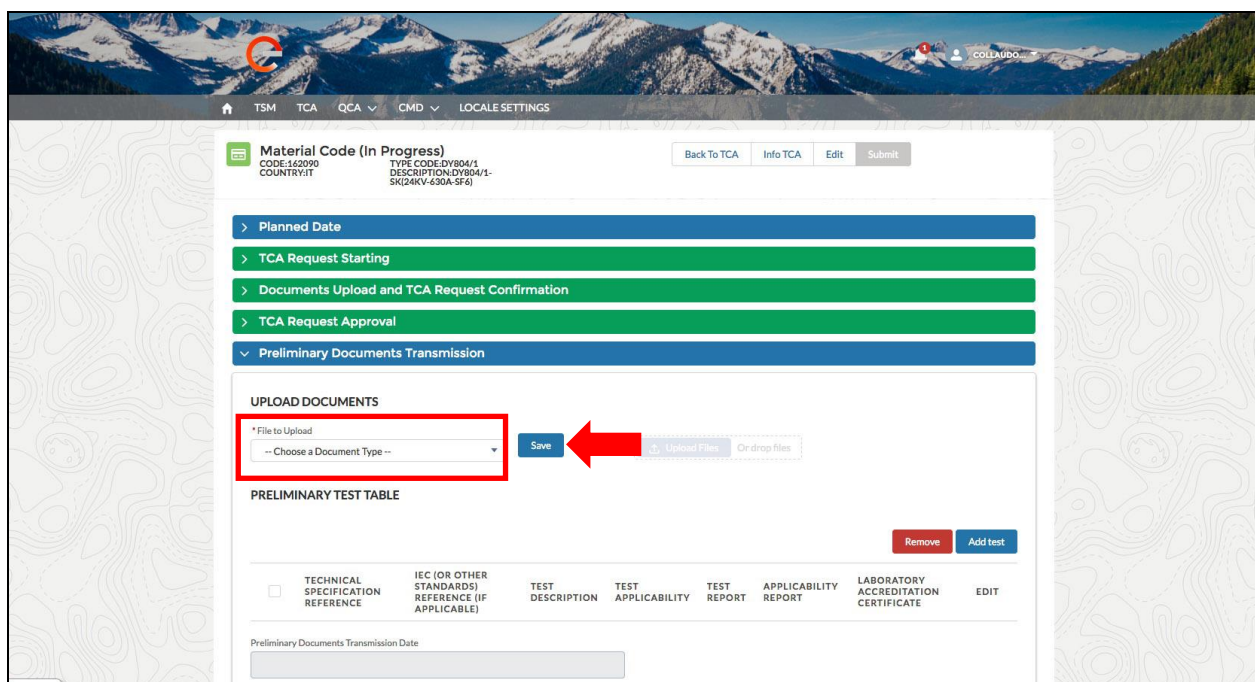


The **Enel user** now can view the document link and download the file, then he can reject or approve the current phase to go to the next one.

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



Material Code (In Progress)
CODE:162090
COUNTRY:IT
TYPE CODE:DY804/1
DESCRIPTION:DY804/1-
SK(24KV-630A-SF6)

Back To TCA Info TCA Edit Submit

- > Planned Date
- > TCA Request Starting
- > Documents Upload and TCA Request Confirmation
- > TCA Request Approval
- > Preliminary Documents Transmission

UPLOAD DOCUMENTS

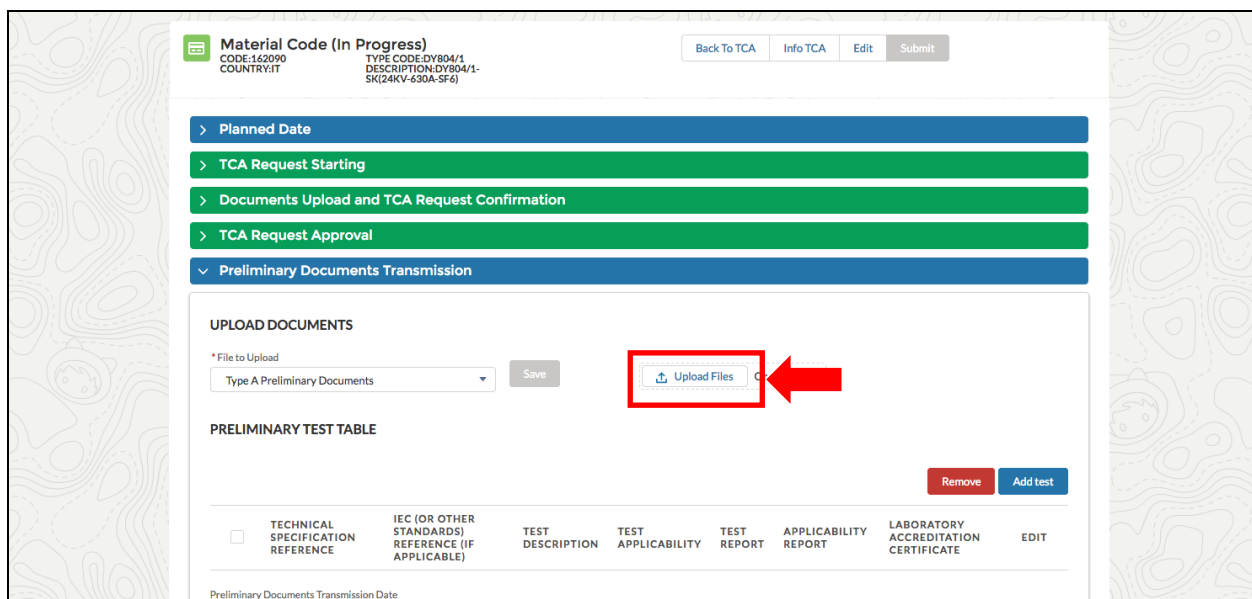
* File to Upload
-- Choose a Document Type -- Save Upload Files Or drop files

PRELIMINARY TEST TABLE

TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
Preliminary Documents Transmission Date							

Remove Add test

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



Material Code (In Progress)
CODE:162090
COUNTRY:IT
TYPE CODE:DY804/1
DESCRIPTION:DY804/1-
SK(24KV-630A-SF6)

Back To TCA Info TCA Edit Submit

- > Planned Date
- > TCA Request Starting
- > Documents Upload and TCA Request Confirmation
- > TCA Request Approval
- > Preliminary Documents Transmission

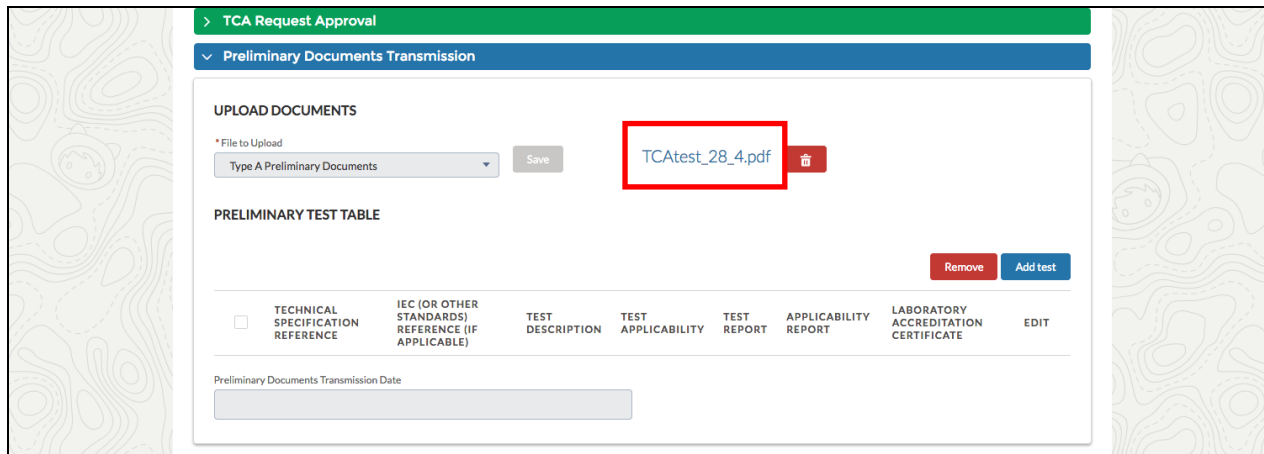
UPLOAD DOCUMENTS

* File to Upload
Type A Preliminary Documents Save Upload Files Or drop files

PRELIMINARY TEST TABLE

TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
Preliminary Documents Transmission Date							

Remove Add test



TCA Request Approval

Preliminary Documents Transmission

UPLOAD DOCUMENTS

* File to Upload

Type A Preliminary Documents Save

TCAtest_28_4.pdf Remove

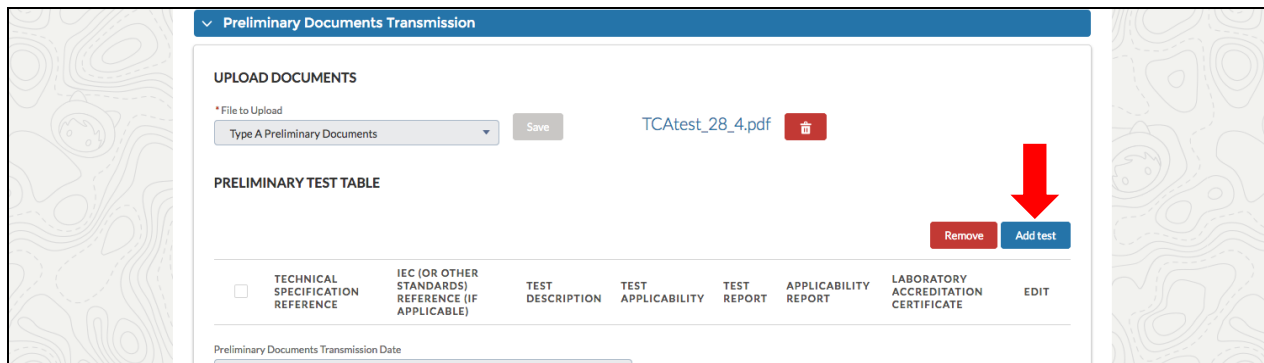
PRELIMINARY TEST TABLE

Remove Add test

	TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
<input type="checkbox"/>								

Preliminary Documents Transmission Date

The "Preliminary Test Table" dashboard must contain at least one test case by clicking on "Add Test" button



Preliminary Documents Transmission

UPLOAD DOCUMENTS

* File to Upload

Type A Preliminary Documents Save

TCAtest_28_4.pdf Remove

PRELIMINARY TEST TABLE

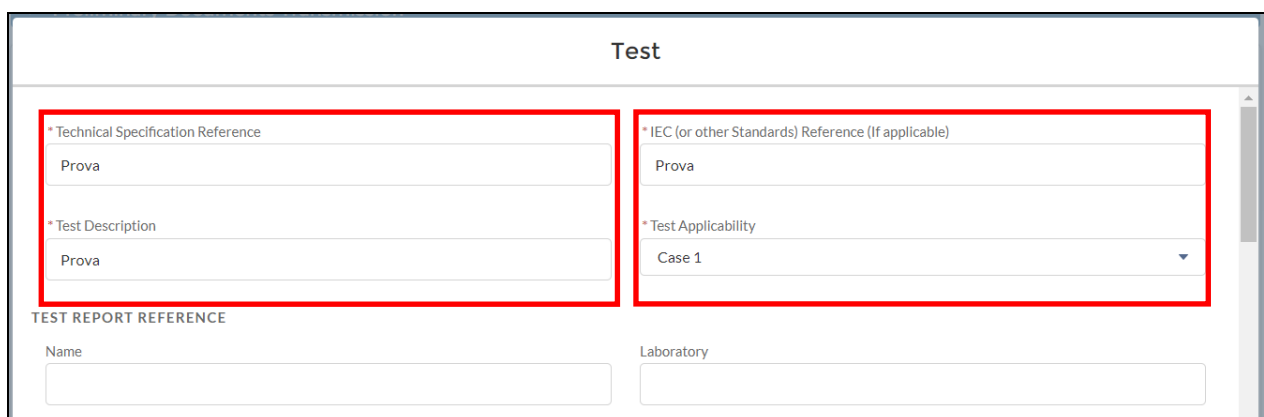
Remove Add test

	TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
<input type="checkbox"/>								

Preliminary Documents Transmission Date

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)



Test

* Technical Specification Reference

Prova

* Test Description

Prova

* IEC (or other Standards) Reference (if applicable)

Prova

* Test Applicability

Case 1

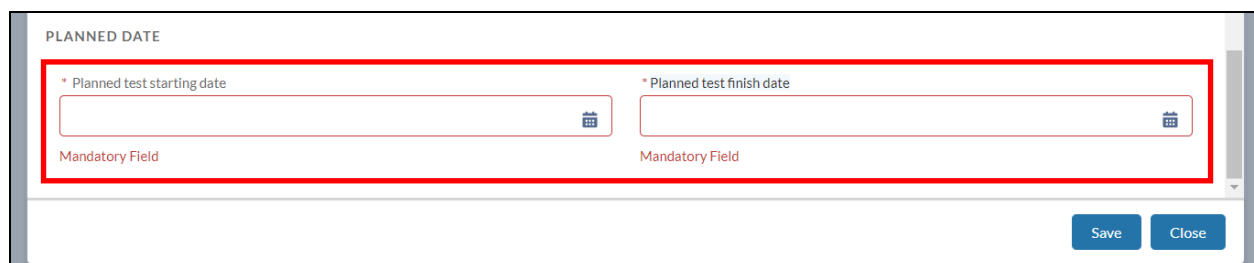
TEST REPORT REFERENCE

Name

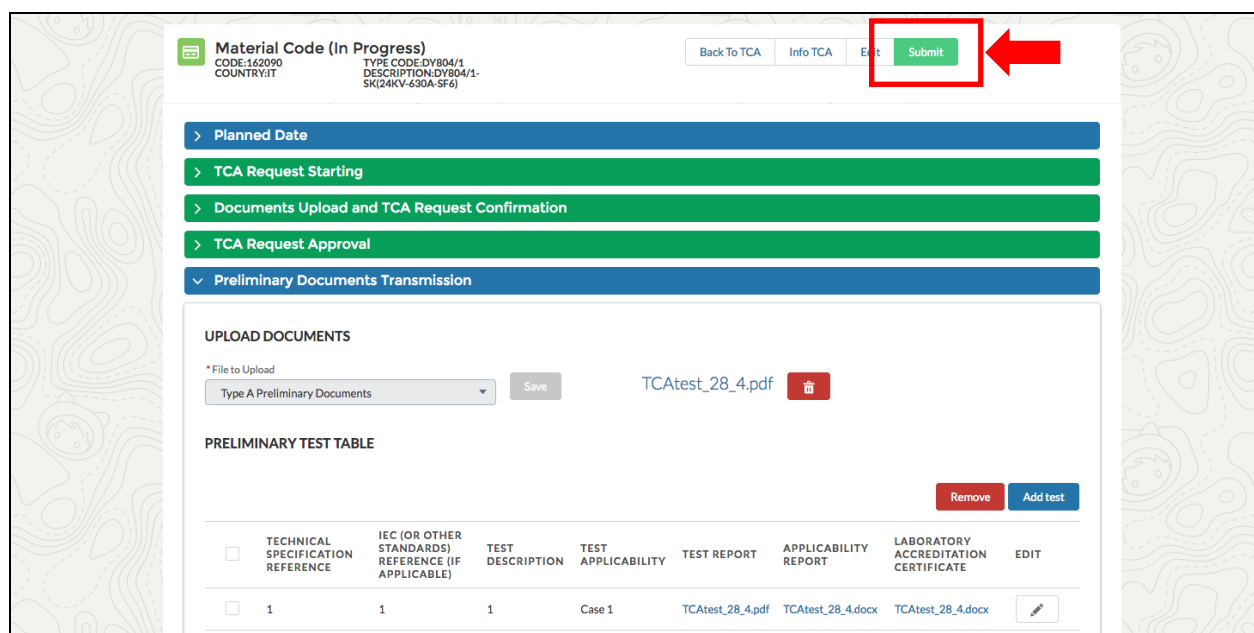
Laboratory


If the supplier will select Case1 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

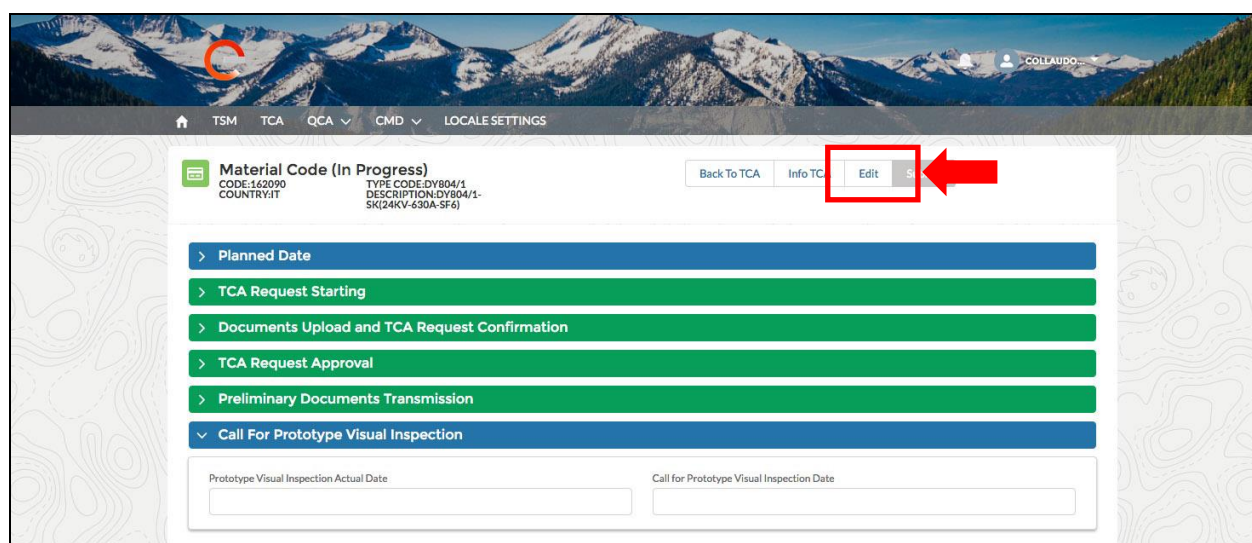


	TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
<input type="checkbox"/>	1	1	1	Case 1	TCAtest_28_4.pdf	TCAtest_28_4.docx	TCAtest_28_4.docx	

If System TCA is a Second or a Third, the system will open the phase “Preliminary documents verification”.

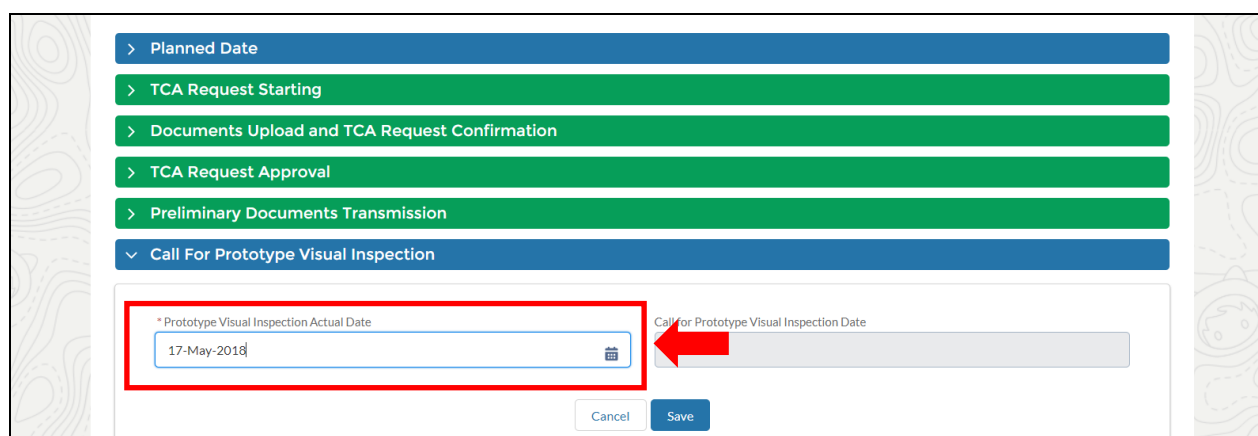
3.2.6. Call for Prototype Visual Inspection

The supplier can work the phase “Call For Prototype Visual Inspection” by clicking on the “Edit” button



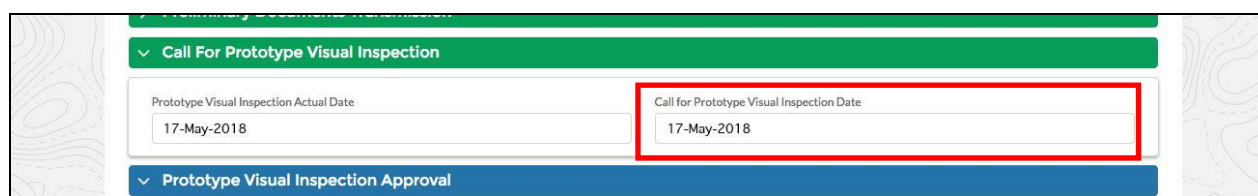
The screenshot shows the 'Material Code (In Progress)' section of the Enel TCA web interface. The interface includes a navigation bar with 'TSM', 'TCA', 'QCA', 'CMD', and 'LOCALE SETTINGS'. The main content area displays a progress bar with steps: 'Planned Date', 'TCA Request Starting', 'Documents Upload and TCA Request Confirmation', 'TCA Request Approval', 'Preliminary Documents Transmission', and 'Call For Prototype Visual Inspection'. The 'Call For Prototype Visual Inspection' step is currently active. Below the progress bar, there are two input fields: 'Prototype Visual Inspection Actual Date' and 'Call for Prototype Visual Inspection Date'. The 'Edit' button is highlighted with a red box and a red arrow pointing to it.

The supplier must enter the mandatory field “Prototype Visual Inspection Actual Date” then click on “Save” button



The screenshot shows the 'Call For Prototype Visual Inspection' section of the Enel TCA web interface. The 'Prototype Visual Inspection Actual Date' field is highlighted with a red box and contains the date '17-May-2018'. The 'Call for Prototype Visual Inspection Date' field is also visible. Below the fields, there are 'Cancel' and 'Save' buttons. A red arrow points to the '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)



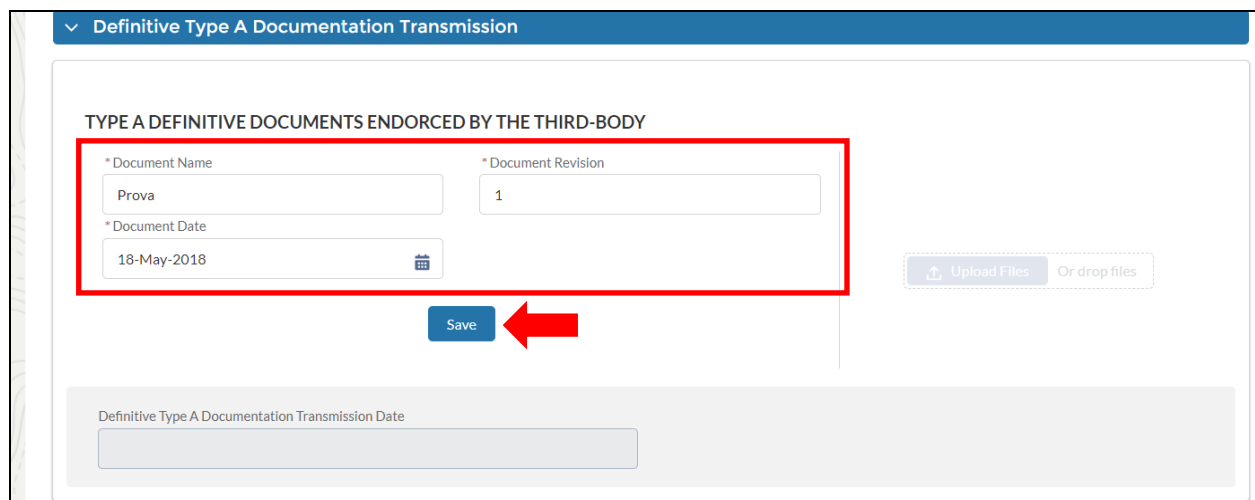
The screenshot shows the 'Call For Prototype Visual Inspection' section of the Enel TCA web interface. The 'Call for Prototype Visual Inspection Date' field is highlighted with a red box and contains the date '17-May-2018'. The 'Prototype Visual Inspection Actual Date' field also contains the date '17-May-2018'. Below the fields, there is a 'Prototype Visual Inspection Approval' button.

3.2.7. Definitive Type A Documentation Transmission

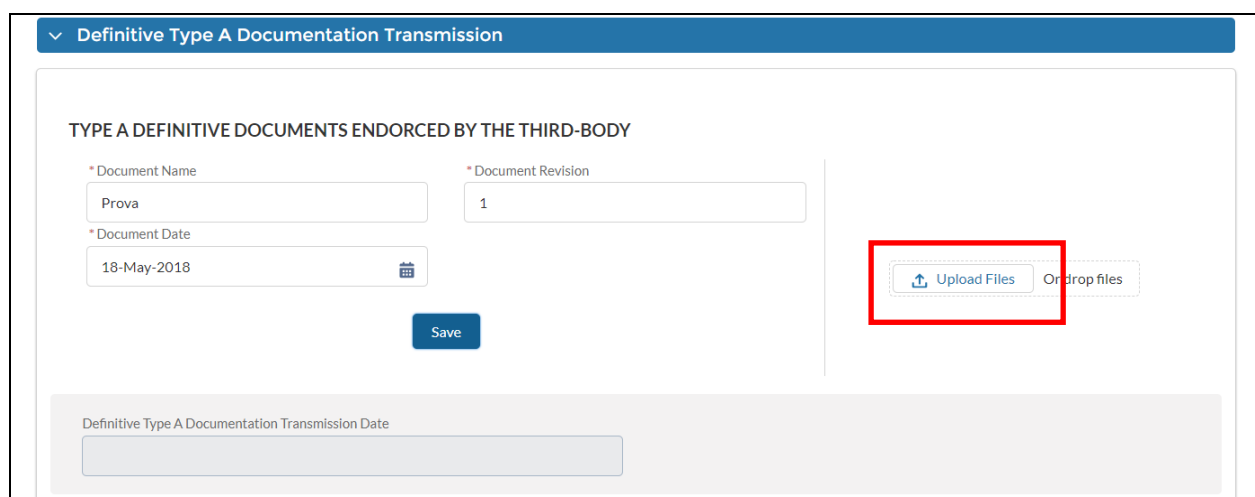
In the “TYPE A DEFINITIVE DOCUMENTS” (if TCA is a Second or DEFINITIVE DOCUMENTS ENDORCED BY THE THIRD-BODY, if TCA is a Third) form, the supplier must upload the necessary documents in order to proceed.
Before that, he must fill the following fields:

- 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



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▼ Definitive Type A Documentation Transmission

TYPE A DEFINITIVE DOCUMENTS ENDORCED BY THE THIRD-BODY

* Document Name

Prova

* Document Revision


1

* Document Date

18-May-2018

Save

prova.odt

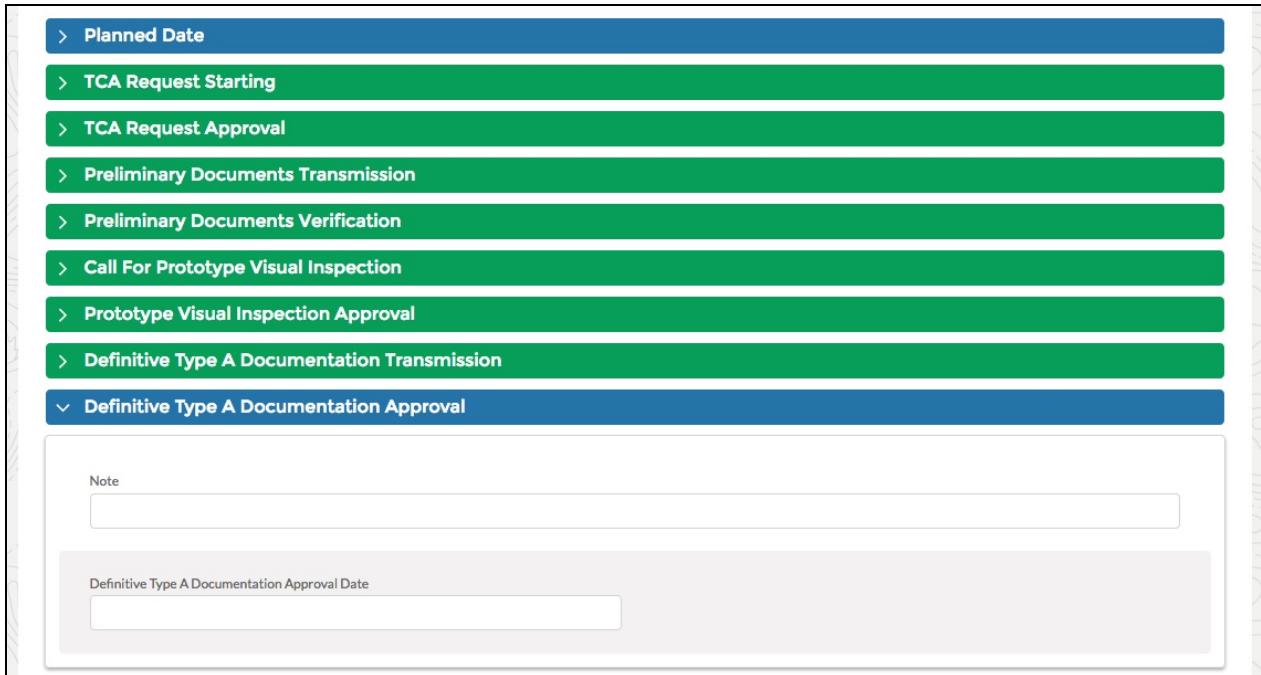


Definitive Type A Documentation Transmission Date

Once the document is uploaded, the supplier can “Submit” the phase to the approval

The screenshot displays the 'Material Code (In Progress)' page in the TSM system. The top navigation bar includes 'TSM', 'TCA', 'QCA', 'CMD', and 'LOCALE SETTINGS'. The main content area shows a progress bar with the following steps: 'Planned Date', 'TCA Request Starting', 'Documents Upload and TCA Request Confirmation', 'TCA Request Approval', 'Preliminary Documents Transmission', 'Call For Prototype Visual Inspection', 'Prototype Visual Inspection Approval', and 'Definitive Type A Documentation Transmission'. The 'Submit' button is highlighted with a red box and a red arrow. Below the progress bar, there is a section for 'Type A Definitive Documents excluding the manual' with input fields for Document Name, Document Revision, and Document Date. A 'Save' button is at the bottom.

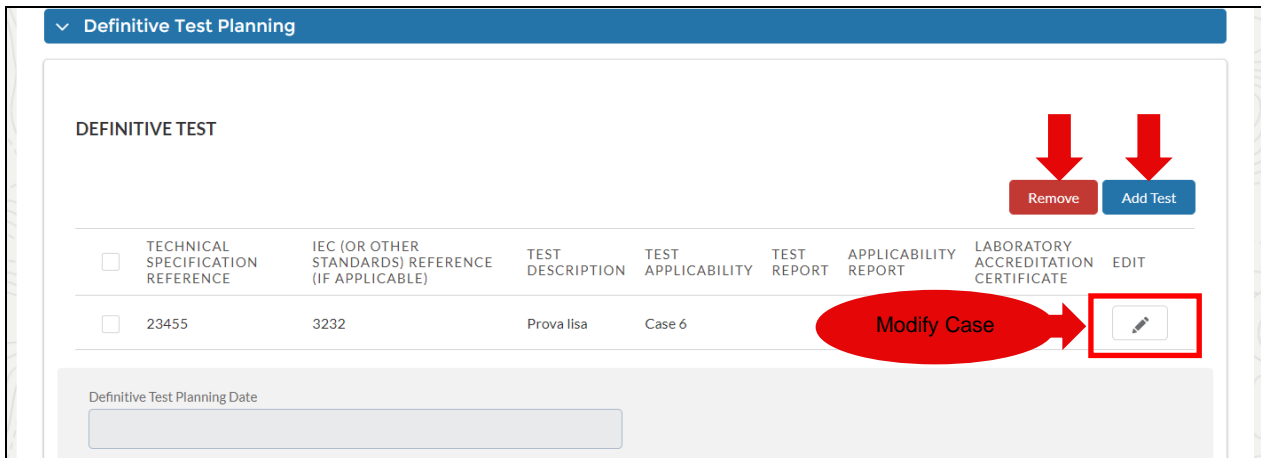
and then waiting for the Enel approval




The screenshot shows a vertical list of steps in a process flow. The steps are: Planned Date, TCA Request Starting, TCA Request Approval, Preliminary Documents Transmission, Preliminary Documents Verification, Call For Prototype Visual Inspection, Prototype Visual Inspection Approval, Definitive Type A Documentation Transmission, and Definitive Type A Documentation Approval. The last step is expanded, showing a 'Note' field and a 'Definitive Type A Documentation Approval Date' field.

3.2.8. Definitive test planning

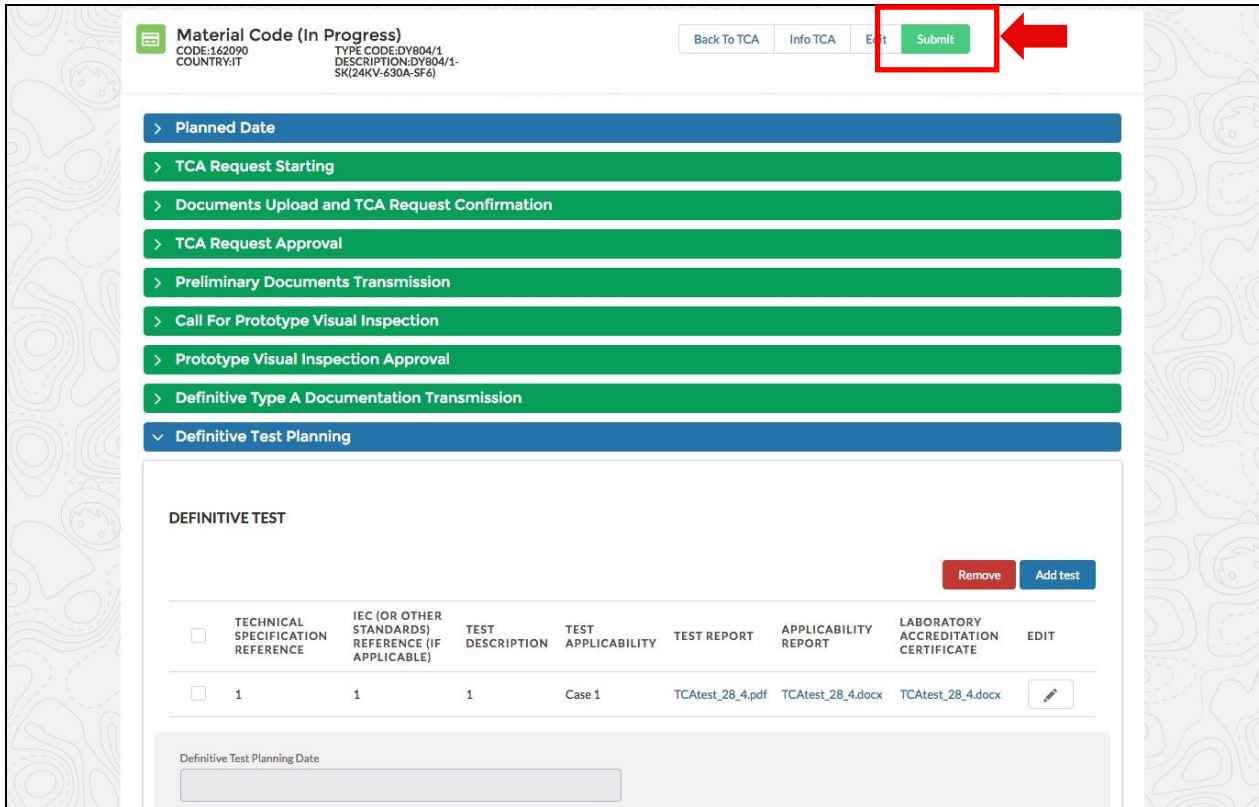
During this phase, the supplier has the chance to add, remove and modify the case tests



The screenshot shows the 'Definitive Test Planning' section. It includes a table with columns: TECHNICAL SPECIFICATION REFERENCE, IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE), TEST DESCRIPTION, TEST APPLICABILITY, TEST REPORT, APPLICABILITY REPORT, LABORATORY ACCREDITATION CERTIFICATE, and EDIT. A red oval labeled 'Modify Case' points to the 'EDIT' column. Above the table, there are 'Remove' and 'Add Test' buttons. Below the table, there is a 'Definitive Test Planning Date' field.

TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
<input type="checkbox"/> 23455	3232	Prova lisa	Case 6				

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.



Material Code (In Progress)
CODE:162090
COUNTRY:IT
TYPE CODE:DY804/1-
DESCRIPTION:DY804/1-
SK(24KV-630A-SF6)

Back To TCA Info TCA Edit **Submit**

- > Planned Date
- > TCA Request Starting
- > Documents Upload and TCA Request Confirmation
- > TCA Request Approval
- > Preliminary Documents Transmission
- > Call For Prototype Visual Inspection
- > Prototype Visual Inspection Approval
- > Definitive Type A Documentation Transmission
- > Definitive Test Planning

DEFINITIVE TEST

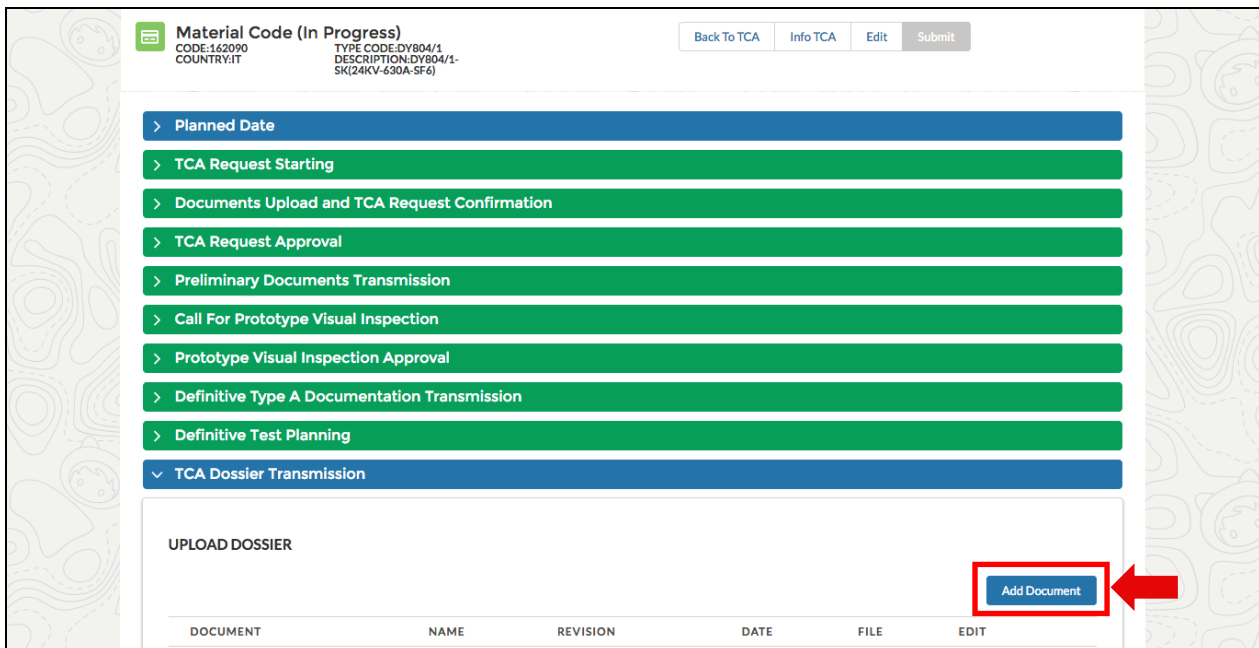
Remove Add test

<input type="checkbox"/>	TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
<input type="checkbox"/>	1	1	1	Case 1	TCAtest_28_4.pdf	TCAtest_28_4.docx	TCAtest_28_4.docx	

Definitive Test Planning Date

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



Material Code (In Progress)
CODE:162090
COUNTRY:IT
TYPE CODE:DY804/1-
DESCRIPTION:DY804/1-
SK(24KV-630A-SF6)

Back To TCA Info TCA Edit Submit

- > Planned Date
- > TCA Request Starting
- > Documents Upload and TCA Request Confirmation
- > TCA Request Approval
- > Preliminary Documents Transmission
- > Call For Prototype Visual Inspection
- > Prototype Visual Inspection Approval
- > Definitive Type A Documentation Transmission
- > Definitive Test Planning
- > TCA Dossier Transmission

UPLOAD DOSSIER

Add Document

DOCUMENT	NAME	REVISION	DATE	FILE	EDIT
----------	------	----------	------	------	------

Dossier

--Select--

* Document Name

* Document Revision

* Document Date

Or drop files

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.

Dossier

TCA Report

* Document Name

* Document Revision

* Document Date

files

At the end of this data entering the Supplier must click on “Close” button and then on the “Submit” button at the top of the page, that now is active, to go to the next phase.

Material Code (In Progress)

CODE:162090
COUNTRY:IT

TYPE CODE:DY804/1
DESCRIPTION:DY804/1-
SK(24KV-630A-SF6)

> Planned Date

> TCA Request Starting

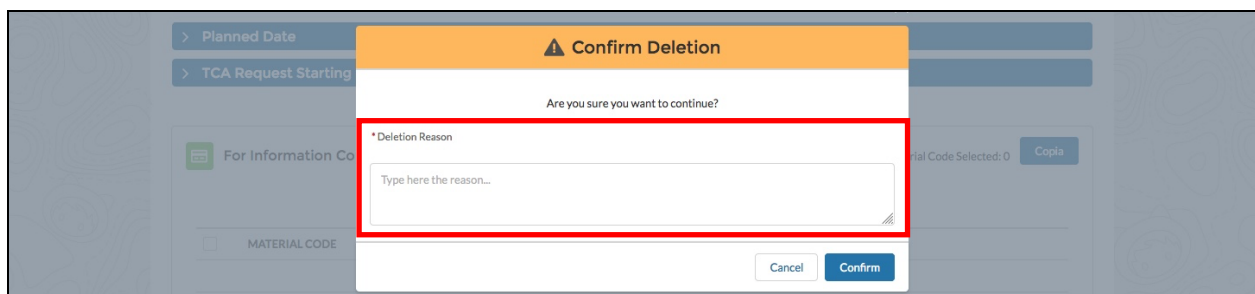
> Documents Upload and TCA Request Confirmation

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"

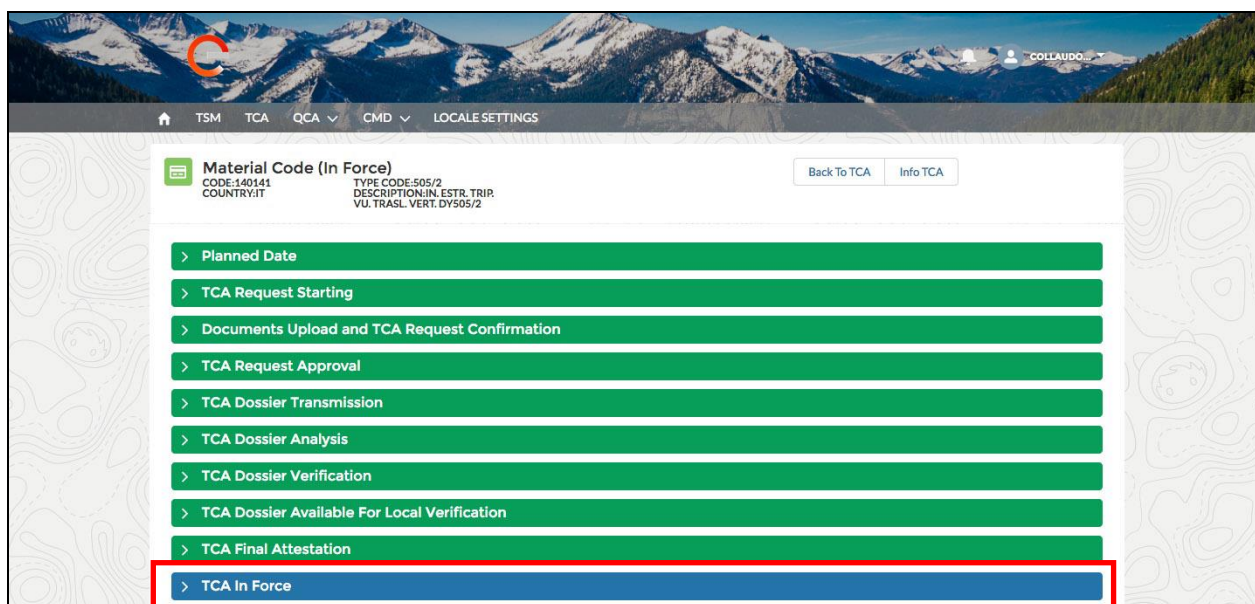


There are 2 different behaviour of the Delete action:

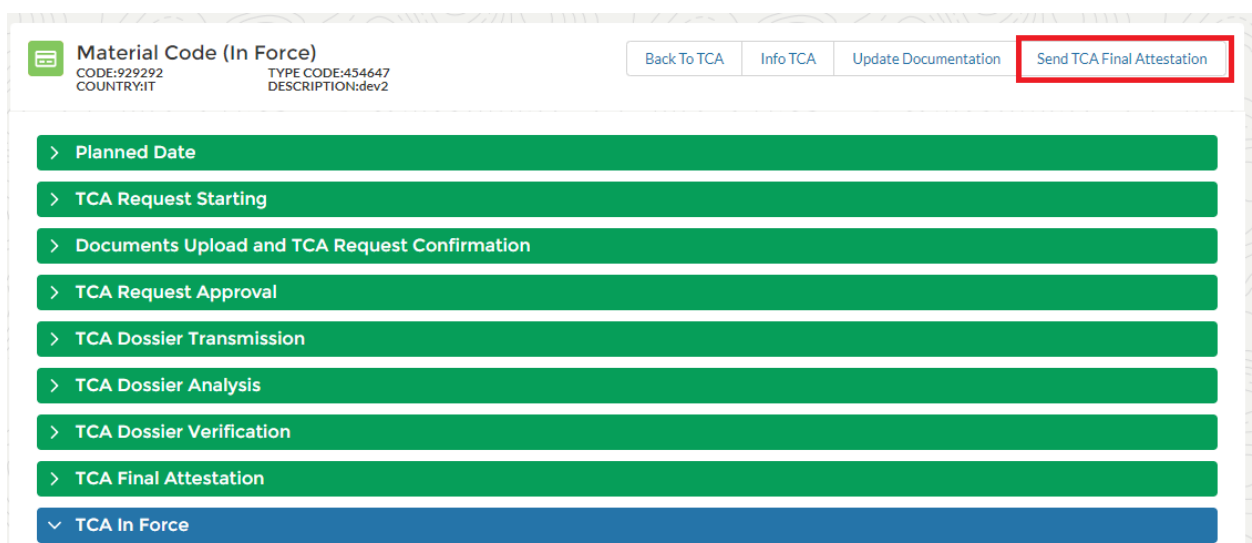
- 1- One Material Code associate to the TCA: if the Material Code is Deleted, TCA status changes in "Delete".
- 2- More than One Material code associate to the TCA: the TCA status changes in "Delete" when all the associated Material Codes are deleted.

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.

Send TCA Final Attestation

TCA final attestation email will be sent to the following email address: emanuele.fabiano@webresults.it. If you want to change this email address, you can do it from Global Procurement portal.


Select the supplier contacts you want to notify:

	Contact ↑	Email
<input checked="" type="checkbox"/>	Collaudo ABB CR	✉ fornituremateriali@gmail.com
<input checked="" type="checkbox"/>	Collaudo ABB CR	✉ fornituremateriali@gmail.com
<input type="checkbox"/>	Collaudo ABB CR	✉ fornituremateriali@gmail.com
<input type="checkbox"/>	Collaudo ABB CR	✉ fornituremateriali@gmail.com
<input type="checkbox"/>	Collaudo ABB CR	✉ fornituremateriali@gmail.com
<input type="checkbox"/>	Collaudo ABB CR	✉ fornituremateriali@gmail.com

Cancel
Confirm

- **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"


Material Code (In Force)
CODE:162090
COUNTRY:IT

TYPE CODE:DY804/1
DESCRIPTION:IMS
UNIP.MOT.BOB.COMP.TIPO SK

[Back To TCA](#)
[Info TCA](#)
[Update Documentation](#)
[Send TCA Final Attestation](#)

> Planned Date

> TCA Request Starting

> Documents Upload and TCA Request Confirmation

> TCA Request Approval

> TCA Dossier Transmission

> TCA Dossier Analysis

> TCA Dossier Verification

> TCA Final Attestation

▼ TCA In Force






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:

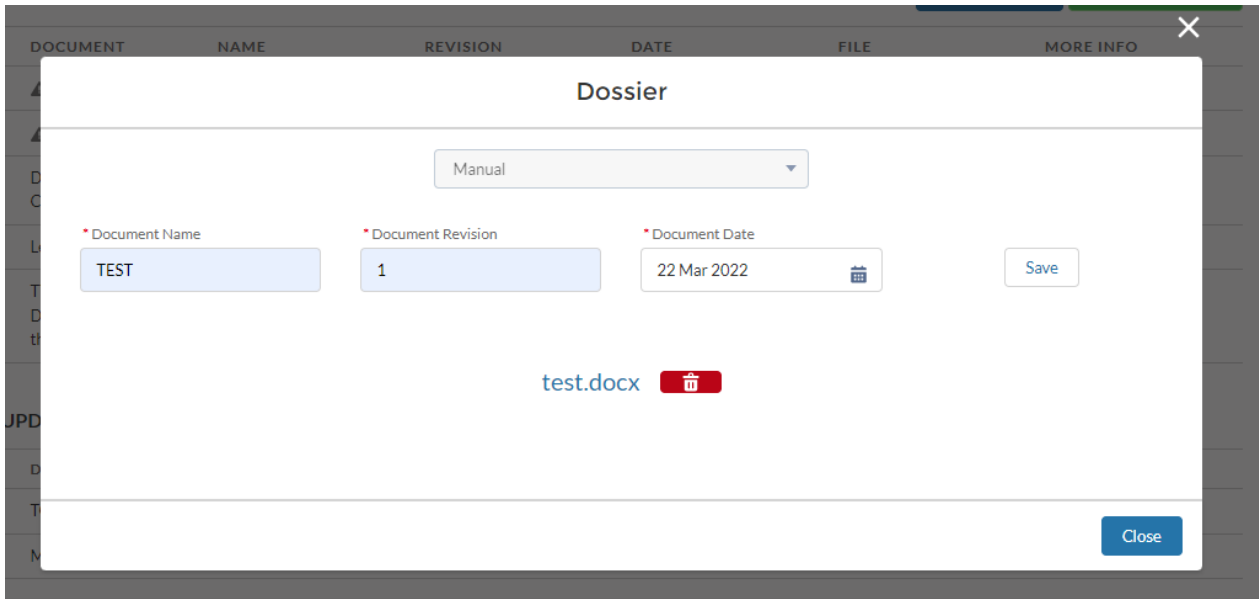
> TCA Dossier Transmission

UPLOAD DOSSIER

Add Document

Update Completed

DOCUMENT	NAME	REVISION	DATE	FILE	MORE INFO
▲ TCA Report	t	1	2022-03-21	test.docx	
Manual	t	1	2022-03-21	test.docx	
Declaration of Conformity				Test.pdf	
Legal Declaration				Test.pdf	
TYPE A Definitive Documents excluding the manual	t	1	2022-03-21	Test.pdf	



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.

UPLOAD DOSSIER

[Add Document](#)
[Update Completed](#)

DOCUMENT	NAME	REVISION	DATE	FILE	MORE INFO
⚠ TCA Report	t	1	2022-03-21	test.docx	i
⚠ Manual	t	1	2022-03-21	test.docx	i
Declaration of Conformity				Test.pdf	i
Legal Declaration				Test.pdf	i
TYPE A Definitive Documents excluding the manual	t	1	2022-03-21	Test.pdf	i

UPDATED DOSSIER WAITING APPROVAL

DOCUMENT	NAME	REVISION	DATE	UPLOAD DATE	FILE	MORE INFO
Legal Declaration		2		2024-03-09	Case Item DataSheet (1).pdf	i

“

In the section “UPDATED DOSSIER WAITING APPROVAL” and “UPDATED DOSSIER” has been added the field Uploaded documentation that will be automatically populated with the date when the user upload the files.

After approval process by Enel users, the documentation will be shown in the section "Updated Dossier"

UPLOAD DOSSIER					
				Add Document	Update Completed
DOCUMENT	NAME	REVISION	DATE	FILE	MORE INFO
▲ TCA Report	t	1	2022-03-21	test.docx	i
▲ Manual	t	1	2022-03-21	test.docx	i
Declaration of Conformity				Test.pdf	i
Legal Declaration				Test.pdf	i
TYPE A Definitive Documents excluding the manual	t	1	2022-03-21	Test.pdf	i

UPDATED DOSSIER					
DOCUMENT	NAME	REVISION	DATE	FILE	MORE INFO
TCA Report	t	2	2022-03-21	Test.pdf	i
Manual	TEST	1	2022-03-15	test.docx	i

If a documental updated is done on a Key code, the Enel user has the possibility to extend updated documentation on a Key code, on the related Family code. In this case in the family code the document section will be visible in this way

TCA Dossier Transmission					
SHARED DOCUMENTATION WITH FAMILY CODE					
DOCUMENT	NAME	REVISION	DATE	FILE	MORE INFO
▲ Legal Declaration		2		test (1).pdf	i
TCA Report	Report key	1	2024-05-13	KEY Code documents.pdf	i
Manual	manual key	1	2024-05-14	KEY Code documents.pdf	i
Declaration of Conformity		1		KEY Code documents.pdf	i
TYPE A Definitive Documents Endorsed by the Third-body excluding the manual	type A definitive key	1	2024-05-21	KEY Code documents.pdf	i
Third-body certificate	Third body key	1	2024-05-21	KEY Code documents.pdf	i

If the relationship is removed, the document inherited from the key code will still be present, there will be a column “inherited” to identify with a check those document that belong tho a previous relationship key/family code :

TCA Dossier Transmission

A check mark indicates that the document is inherited from a previous Family relationship

UPLOAD DOSSIER						
DOCUMENT	NAME	REVISION	DATE	FILE	MORE INFO	INHERITED
Manual	manual1	1	2024-07-16	KEY 330033.pdf		✓
TCA Report	report 1	1	2024-07-16	KEY 330033.pdf		✓
TYPE A Definitive Documents excluding the manual	type A1	1	2024-07-16	KEY 330033.pdf		✓
Declaration of Conformity		1		KEY 330033.pdf		✓
Legal Declaration		1		KEY 330033.pdf		✓
TCA Report	report2	2	2024-07-17	FAMILY 290222.pdf		

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.

After generation of the OEM Model Id, the LOI file can be retrieved by the supplier or Enel user. The retrieval of the LOI file is done via the "Get LOI" button. The "Get LOI" button can only be clicked once a day by the user, the download of the file, on the other hand, can be done as many times as desired by any user. The generation of the LOI file is not binding for the upload of the IFC file, which can therefore also be done without the LOI file.

BIM Process

OEM Model Id

ED_IT_161840_3033_45656_01

LOI File

Get LOI


NAME	DATE	HOURS	FILE

IFC File

Upload IFC File

IFC NAME	IFC - DATE	ERROR LOG	ERROR LOG DATE	ERROR LOG RESU...	NATIVE FILE	NATIVE FILE - DA...

The LOI file, once generated, is shown in the appropriate section in the BIM component together with the previously generated versions (if any). To download it, simply click on the file name.

 **BIM Process**

OEM Model Id


LOI File
Get LOI

NAME	DATE	HOURS	FILE
LOI_45656_2023-06-10.xlsx	10/06/2023	09:44	LOI_45656_2023-06-10.xlsx
LOI_45656_2023-06-14.xlsx	14/06/2023	09:26	LOI_45656_2023-06-14.xlsx

IFC File
Upload IFC File

IFC NAME	IFC - DATE	ERROR LOG	ERROR LOG DATE	ERROR LOG RESU...	NATIVE FILE	NATIVE FILE - DA...
----------	------------	-----------	----------------	-------------------	-------------	---------------------

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:

 **BIM Process**

OEM Model Id

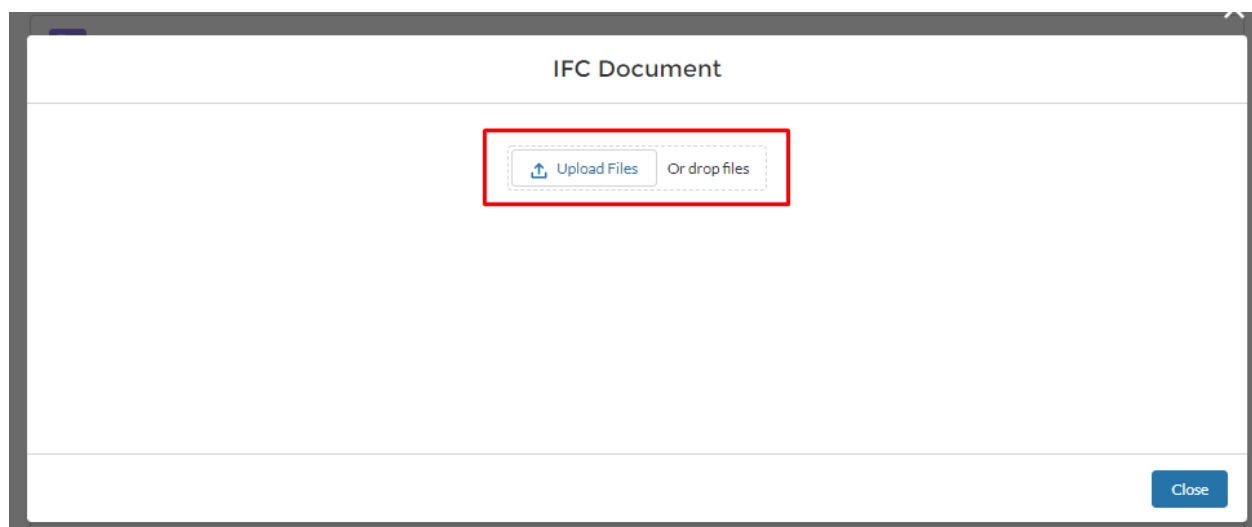
LOI File
Get LOI

NAME	DATE	HOURS	FILE
LOI_5994_2023-06-14.xlsx	14/06/2023	09:54	LOI_5994_2023-06-14.xlsx


IFC File
Upload IFC File

IFC NAME	IFC - DATE	ERROR LOG	ERROR LOG DATE	ERROR LOG RESU...	NATIVE FILE	NATIVE FILE - DA...
----------	------------	-----------	----------------	-------------------	-------------	---------------------

When the "Upload IFC File" 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:


BIM Process

OEM Model Id

ED_IT_162357_3033_5994_01

LOI File

Get LOI

NAME	DATE	HOURS	FILE
LOI_5994_2023-06-14.xlsx	14/06/2023	09:54	LOI_5994_2023-06-14.xlsx

IFC File

Edit IFC Document

Proceed to Quality Control

IFC NAME	IFC - DATE	ERROR LOG	ERROR LOG DATE	ERROR LOG RESU...	NATIVE FILE	NATIVE FILE - DA...
IFC.ifc	14/06/2023, 10:54					

Notes:


Once the IFC file has been sent to system AIN and quality control has been completed, the system displays the Error log file generated within the BIM Process component. To download the Error log file, simply click on the file name. The Enel user will be responsible for approving or rejecting the error log file.

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.

After the IFC file has been rejected, the supplier can upload a new IFC file and repeat the BIM Process. A new IFC file can be loaded only after completing the previous process.

Only after approval of the error log file, the supplier should upload the native file via the "Upload Native File"

button:


BIM Process

OEM Model Id
ED_IT_162357_3033_5994_01

LOI File

Get LOI

NAME	DATE	HOURS	FILE
LOI_5994_2023-06-14.xlsx	14/06/2023	09:54	LOI_5994_2023-06-14.xlsx

IFC File


Upload Native File

Confirm file

IFC NAME	IFC - DATE	ERROR LOG	ERROR LOG DATE	ERROR LOG RESULT	NATIVE FILE	NATIVE FILE - DATE
IFC.ifc	14/06/2023, 11:10	IFC Error Log 2023-06-14.xlsx	14/06/2023, 11:10	Approved		

Notes: Approve

Once the native file has been uploaded, the supplier confirms the file and sends it to the AIN system via the 'Confirm file' button:


BIM Process

OEM Model Id
ED_IT_162357_3033_5994_01

LOI File

Get LOI

NAME	DATE	HOURS	FILE
LOI_5994_2023-06-14.xlsx	14/06/2023	09:54	LOI_5994_2023-06-14.xlsx

IFC File

Edit Native File

Confirm file

IFC NAME	IFC - DATE	ERROR LOG	ERROR LOG DATE	ERROR LOG RESULT	NATIVE FILE	NATIVE FILE - DATE
IFC.ifc	14/06/2023, 11:10	IFC Error Log 2023-06-14.xlsx	14/06/2023, 11:10	Approved	PDF TEST.pdf	14/06/2023, 11:43

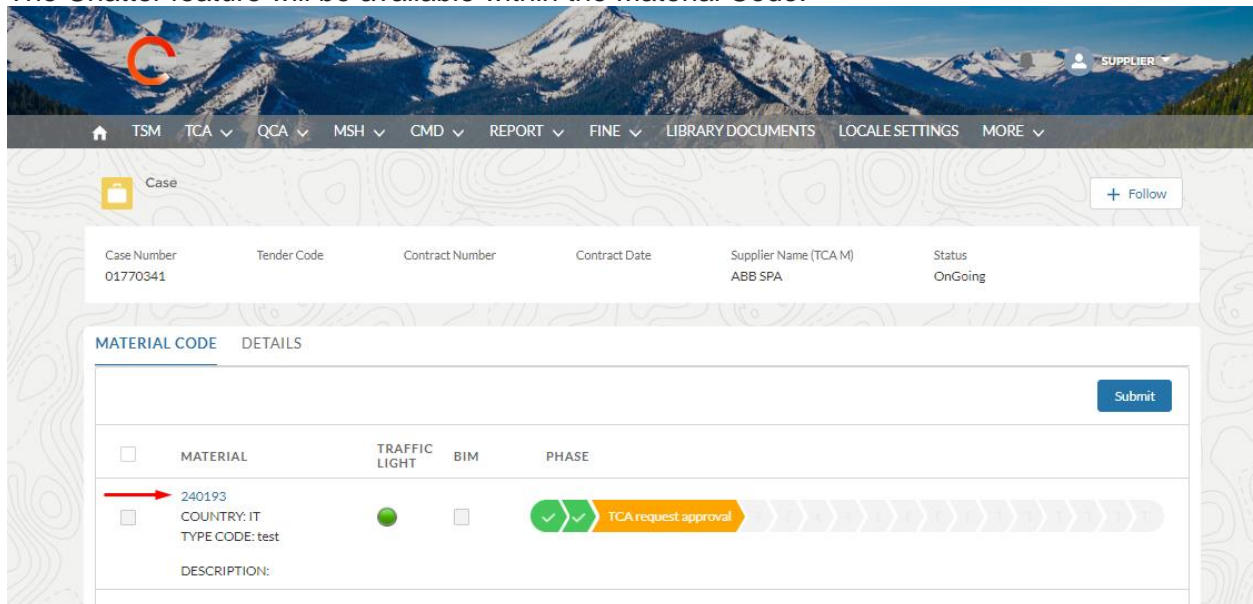
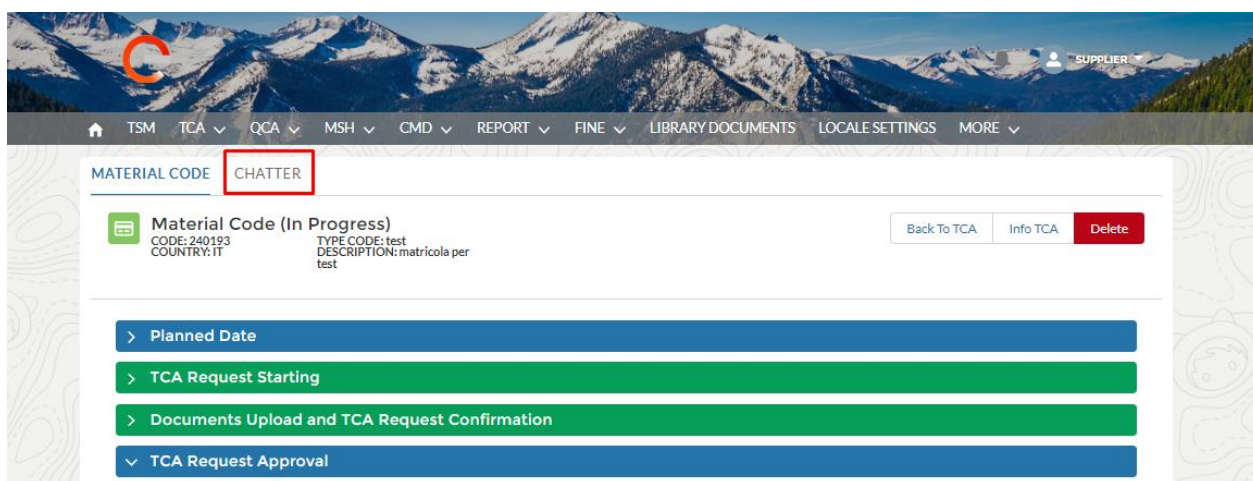
Notes: Approve

Only after sending the native file to AIN the supplier can upload a new IFC file and repeat the BIM Process.

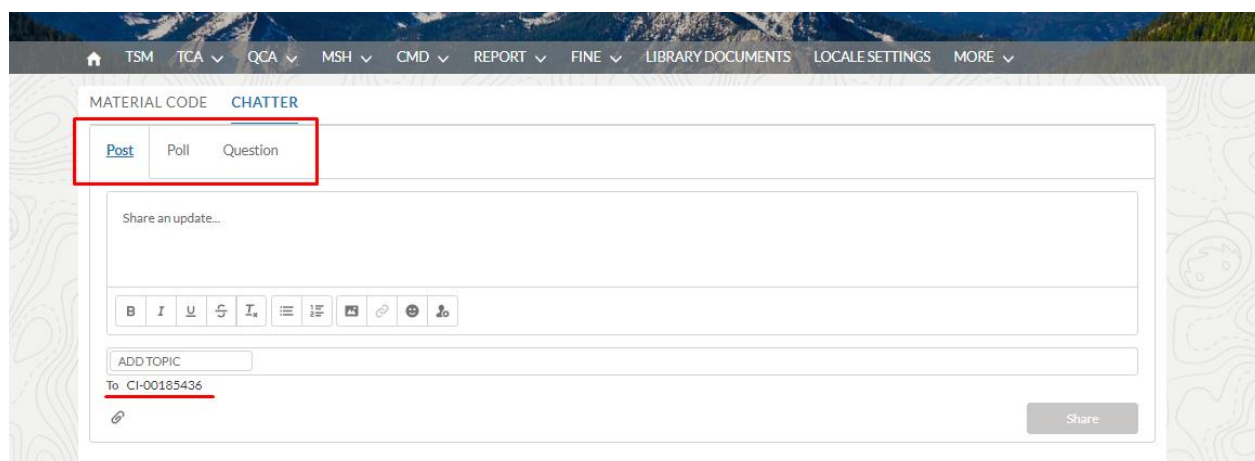
3.2.13. Chat History

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.



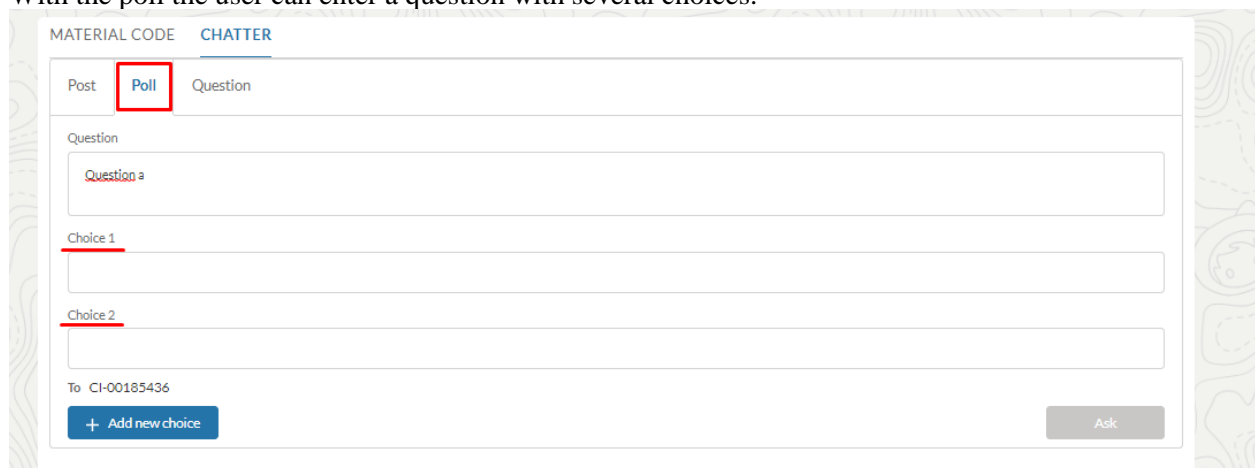
The screenshot shows the Enel Chatter interface. At the top, there is a navigation bar with various menu items: TSM, TCA, QCA, MSH, CMD, REPORT, FINE, LIBRARY DOCUMENTS, LOCALE SETTINGS, and MORE. Below this, the 'CHATTER' section is active, with 'MATERIAL CODE' and 'CHATTER' tabs. The 'Post' tab is highlighted with a red box. Below the tabs, there is a text input field labeled 'Share an update...'. Underneath the input field is a rich text editor with various formatting icons (bold, italic, underline, link, unlink, list, unlink, image, link, emoji, user). Below the editor is an 'ADD TOPIC' field with the text 'To CI-00185436' and a red underline. At the bottom right, there is a 'Share' button.

With the post the user can insert a message, attach files or images:



The screenshot shows the Enel Chatter interface with the 'Post' tab selected. The text input field contains the word 'Test'. The rich text editor is visible below the input field. The 'ADD TOPIC' field shows 'To CI-00185436'. At the bottom right, the 'Share' button is highlighted with a red box.

With the poll the user can enter a question with several choices:



The screenshot shows the Enel Chatter interface with the 'Poll' tab selected. The 'Question' field contains the text 'Question a'. Below the question field, there are two choice fields labeled 'Choice 1' and 'Choice 2', both with red underlines. At the bottom left, there is a '+ Add new choice' button. At the bottom right, there is an 'Ask' button.

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



MATERIAL CODE CHATTER


Post Poll **Question**

* Question (Enter up to 255 characters)

Question 1

Details

If you have more to say, add details here...

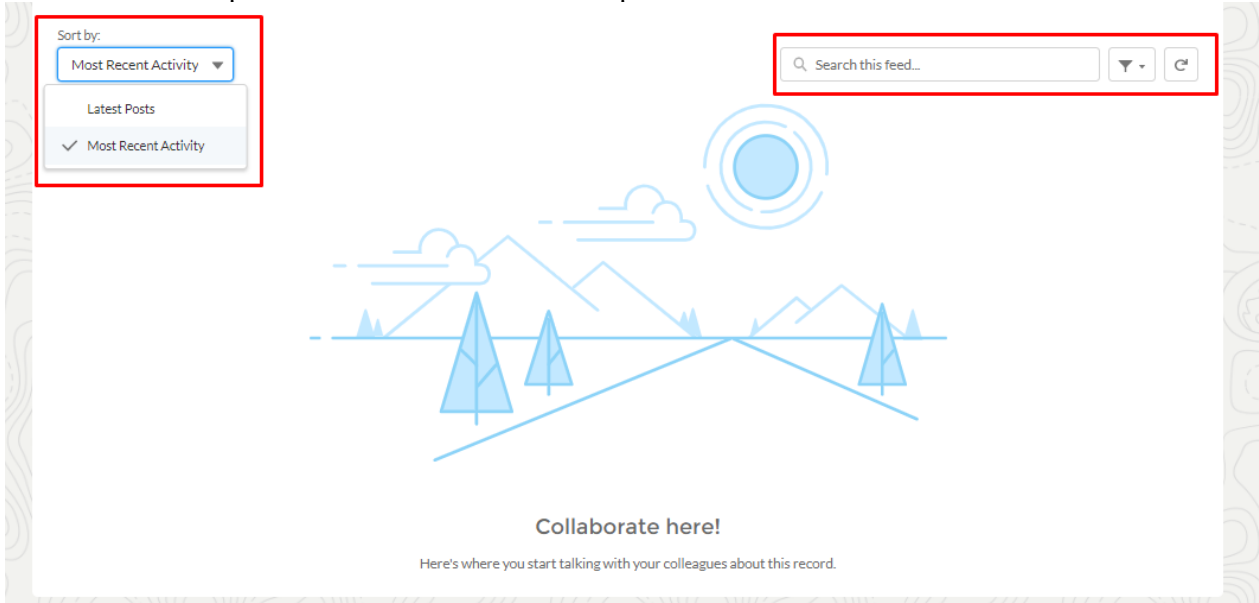
B I U       

ADD TOPIC

To CI-00185436

 **Ask**

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.



Sort by:

Most Recent Activity

Latest Posts

✓ Most Recent Activity

Search this feed...

Collaborate here!

Here's where you start talking with your colleagues about this record.

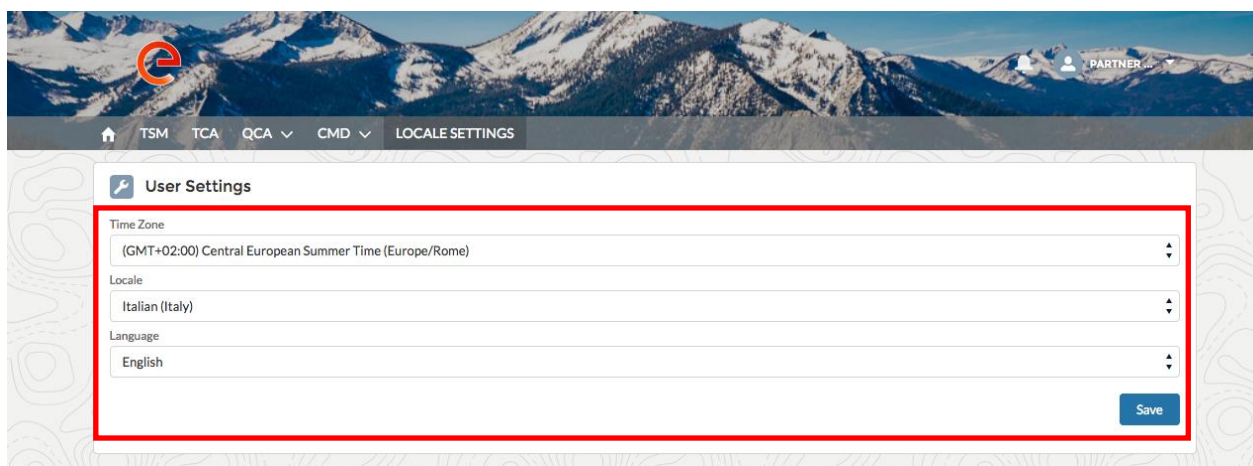
3.2.14. Local Settings

The Supplier can change the locale settings clicking on "LOCALE SETTINGS" tab:



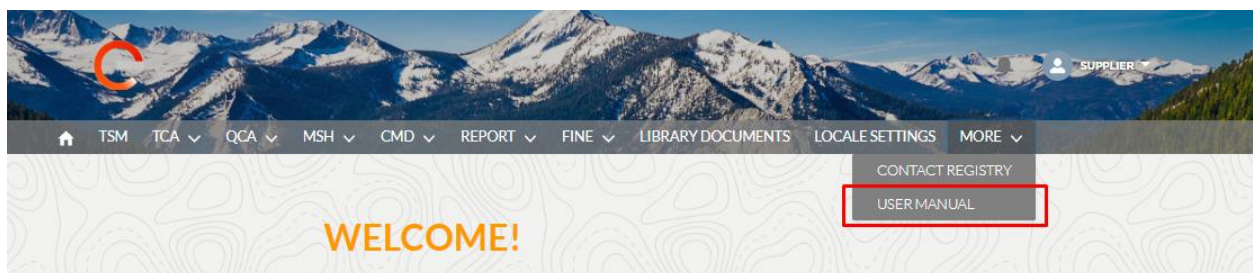
The “LOCALE SETTINGS” page is now open and the supplier, using the three picklists, can change:

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



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

3.2.15. 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.