



# MLM QCA - Supplier User Manual

## V4

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



## Index

<b>1.</b>	<b>Definition, acronyms, abbreviations .....</b>	<b>3</b>
<b>2.</b>	<b>User Manual MLM – Module QCA.....</b>	<b>4</b>
2.1	Supplier access .....	4
2.2	Supplier user - Navigation .....	4
2.2.1	QCA Menu .....	5
2.2.2	Loading a Manufacture and Control Plan.....	9
2.2.3	Loading a Production Plan .....	10
2.2.4	Creating a Testing Notice .....	12
2.2.5	Setting Serial Number Results.....	20
2.2.6	Loading Documents for Document Verification .....	21
2.2.7	Issuing a QA.....	22
2.2.8	Manage Corrective Action – Testing Notice.....	23
2.2.9	Manage Corrective Action – Audit.....	25
2.2.10	Locale Settings.....	27
2.2.11	Supplier User Manual .....	28



## 1. Definition, acronyms, abbreviations

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

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

## 2. User Manual MLM – Module QCA

### 2.1 Supplier access

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

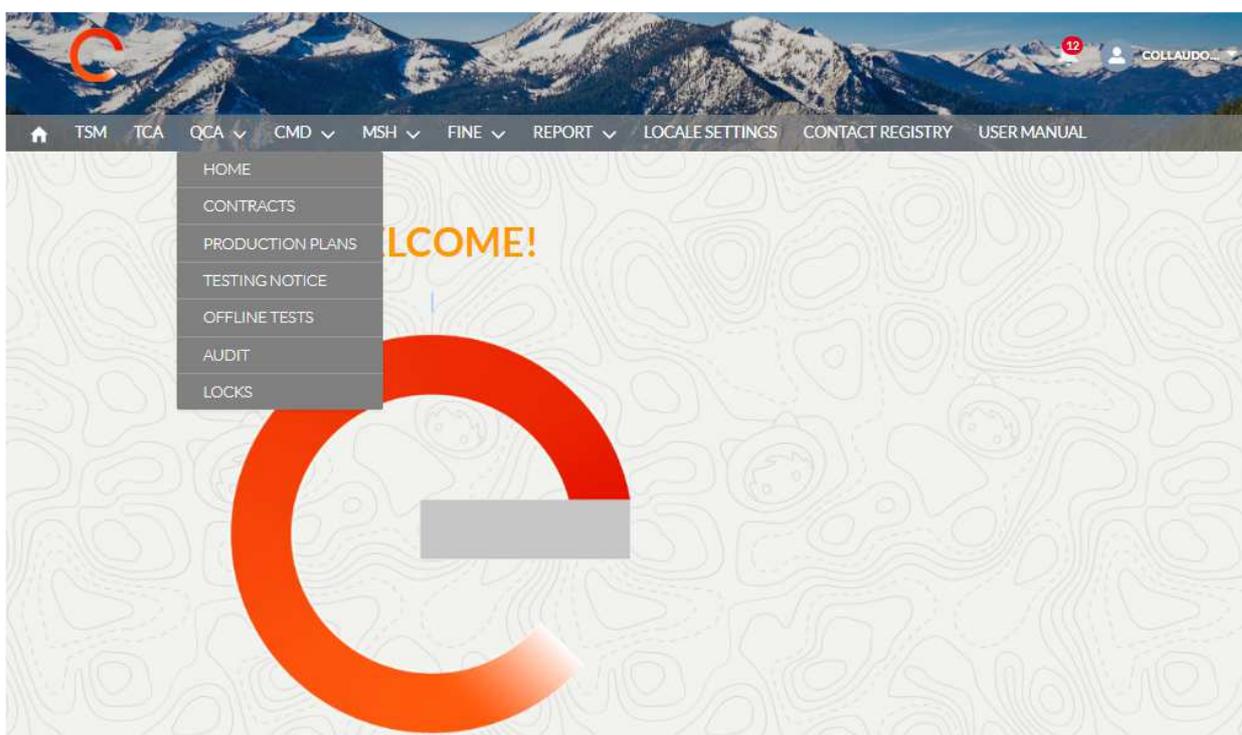
**SUGGESTION:** Google Chrome and Mozilla Firefox are the recommended browsers. Please not use any other browsers.

### 2.2 Supplier user - Navigation

#### 2.2.1 QCA Menu

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

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



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

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

Production Plan N...	Start Date Production	End Date Production	Manufacturing Fact...	Material Code Def...	Quantity I...	Contract Edas	Contract holder
PDP-0000098254	19 May 2021	20 Oct 2021	IT-NAPOLI-VIA L.V...	162044	1	500000642	Enel Global Infrastructu...
PDP-0000098253	26 May 2021	16 Sep 2021	IT-NAPOLI-VIA L.V...	228041	1	8400018714	e-distribuzione SpA

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

## Contracts

COLLAUDO...

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

### Contracts

— Search Filters

Validity Start Date

Validity End Date

Contract Number

TCA Proposed

Enel Company

Country

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

43 results - 1 / 5 pages

## Production Plans

**Production plans**

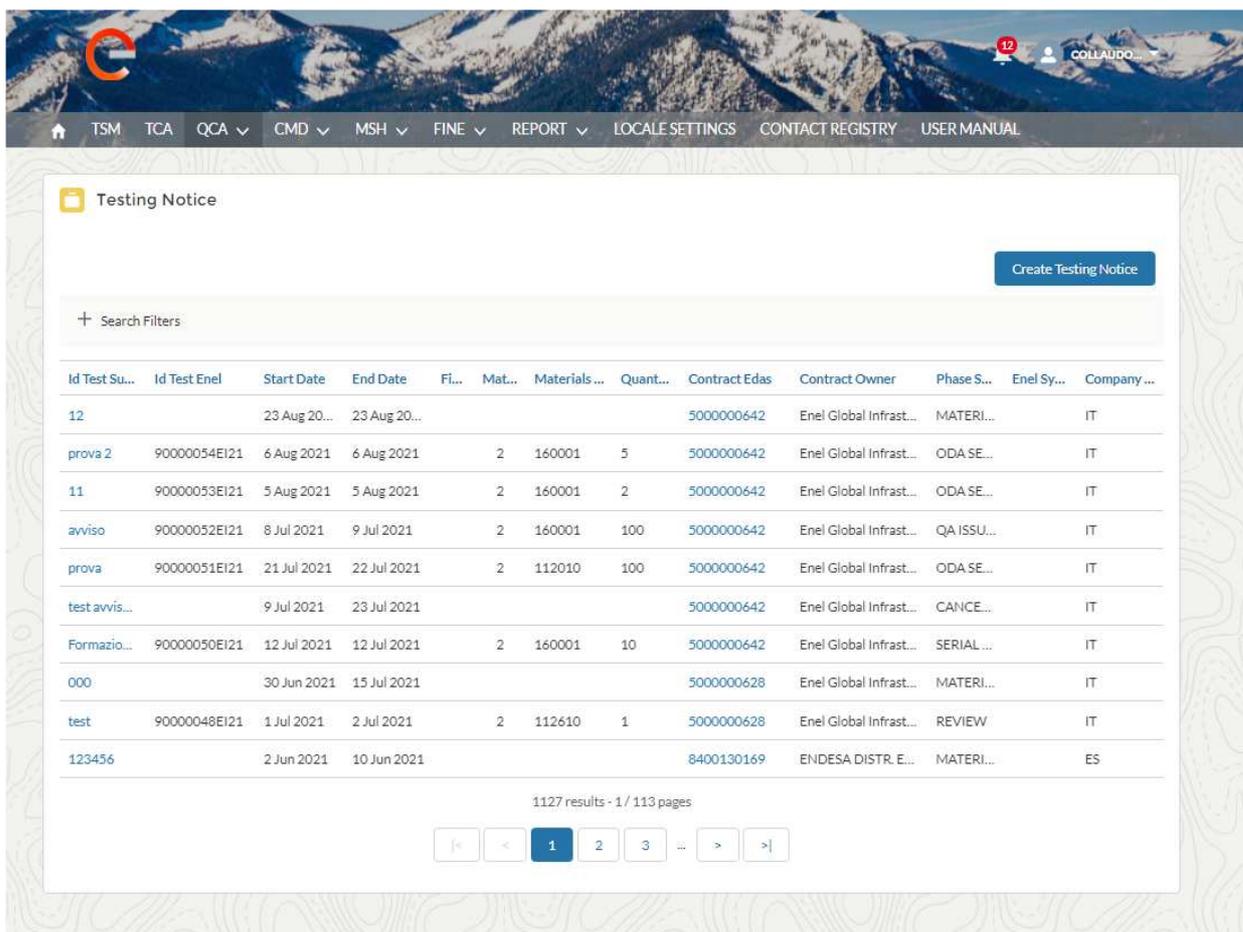
[Create Production Plan](#)

+ Search Filters

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

2971 results - 1 / 298 pages

## Testing Notices



Id Test Su...	Id Test Enel	Start Date	End Date	Fi...	Mat...	Materials ...	Quant...	Contract Edas	Contract Owner	Phase S...	Enel Sy...	Company ...
12		23 Aug 20...	23 Aug 20...					5000000642	Enel Global Infrast...	MATERI...		IT
prova 2	90000054E121	6 Aug 2021	6 Aug 2021	2	160001	5		5000000642	Enel Global Infrast...	ODA SE...		IT
11	90000053E121	5 Aug 2021	5 Aug 2021	2	160001	2		5000000642	Enel Global Infrast...	ODA SE...		IT
avviso	90000052E121	8 Jul 2021	9 Jul 2021	2	160001	100		5000000642	Enel Global Infrast...	QA ISSU...		IT
prova	90000051E121	21 Jul 2021	22 Jul 2021	2	112010	100		5000000642	Enel Global Infrast...	ODA SE...		IT
test avis...		9 Jul 2021	23 Jul 2021					5000000642	Enel Global Infrast...	CANCE...		IT
Formazio...	90000050E121	12 Jul 2021	12 Jul 2021	2	160001	10		5000000642	Enel Global Infrast...	SERIAL ...		IT
000		30 Jun 2021	15 Jul 2021					5000000628	Enel Global Infrast...	MATERI...		IT
test	90000048E121	1 Jul 2021	2 Jul 2021	2	112610	1		5000000628	Enel Global Infrast...	REVIEW		IT
123456		2 Jun 2021	10 Jun 2021					8400130169	ENDESA DISTR. E...	MATERI...		ES

In QCA module a Supplier can:

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

## 2.2.2 Loading a Manufacture and Control Plan

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

To upload Manufacturing and Control plan supplier user must follow these steps below:

- Search and select contract
- Click on “Upload File” in “Manufacturing and Control Plan” section
- Save uploaded file

For each contract can be uploaded only one file.

The screenshot shows the Enel Contracts page. At the top, there is a navigation bar with a home icon, TSM, TCA, QCA, CMD, MSH, FINE, REPORT, LOCALE SETTINGS, CONTACT REGISTRY, and USER MANUAL. Below this is a search filter section with the following fields:

- Validity Start Date: Select Validity Start Date...
- Validity End Date: Select Validity End Date...
- Contract Number: Select Contract Number...
- TCA Proposed: ALL
- Enel Company: -- Select Option --
- Country: -- Select Option --

Buttons for Search and Clear are located below the filters. Below the filters is a table of contracts:

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

At the bottom of the table, it says "43 results - 1 / 5 pages" and there are navigation buttons for page 1, 2, 3, and arrows for previous/next page.

Contract 00039157

Purchase document (Contract/Number)	Supplier Name	Country	Validity start date	Validity end date
8000000067	COL GIOVANNI PAOLO S.p.A. - con socio unico	RO	01/10/2000	12/10/2021

**DETAILS** | LIST PDP | CONTRACT ELEMENTS

Purchase document (Contract/Number)	Status
8000000067	Draft
Contract Number	Erel Company
00039157	Erel Distributie Muntenia
Purchase document description	Erel Company Code
Contratto di test per UAT RO	
Contract Code	
Document date	Validity start date
12/10/2020	01/10/2000
Proposed TCA	Validity end date
<input type="checkbox"/>	12/10/2021
Tender Code	Residual period (days)
	78
Off-Line Test	
<input checked="" type="checkbox"/>	
OLT Form applicable	
OLT Test	
<b>Manufacturing Plan</b>	
Manufacturing Plan Uploaded	Manufacturing Plan Uploaded Date
<input checked="" type="checkbox"/>	12/01/2021
<b>Supplier info</b>	
Account Name	
COL GIOVANNI PAOLO S.p.A. - con socio unico	
Supplier CUI	
1798	

**Manufacturing Plan File**

Select PDF File

20201005\_112307\_QcaTemplate\_SerialNumbers

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

Contract 00006815

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

**DETAILS** | LIST PDP | CONTRACT ELEMENTS

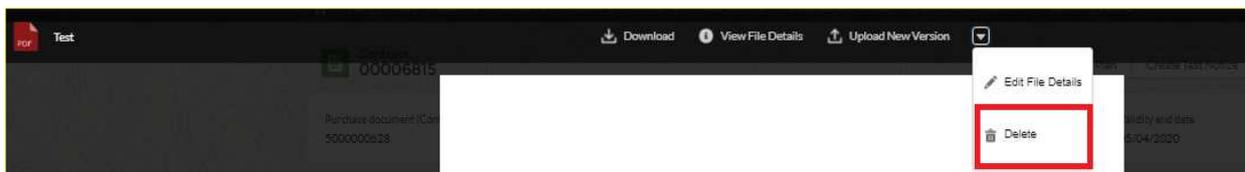
Purchase document (Contract/Number)	Status
5000000628	Draft
Contract Number	Erel Company
00006815	Erel Global Infrastructure and Networks s.r.l.
Purchase document description	Erel Company Code
5000000628	54/IT28
Contract Code	
5000000628	
Document date	Validity start date
05/04/2019	05/04/2019
Proposed TCA	Validity end date
<input type="checkbox"/>	05/04/2020
Tender Code	Residual period (days)
	-42
Off-Line Test	
<input checked="" type="checkbox"/>	
OLT Form applicable	
olt	
<b>Manufacturing Plan</b>	
Manufacturing Plan Uploaded	Manufacturing Plan Uploaded Date

**Manufacturing Plan File**

Select PDF File

👁

Test



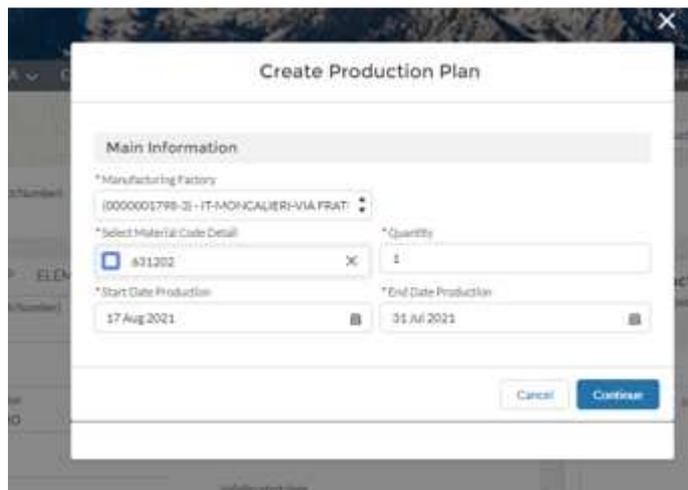
Clicking on “Delete” will be possible to proceed with the elimination of the file attached.

### 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

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 (\*).

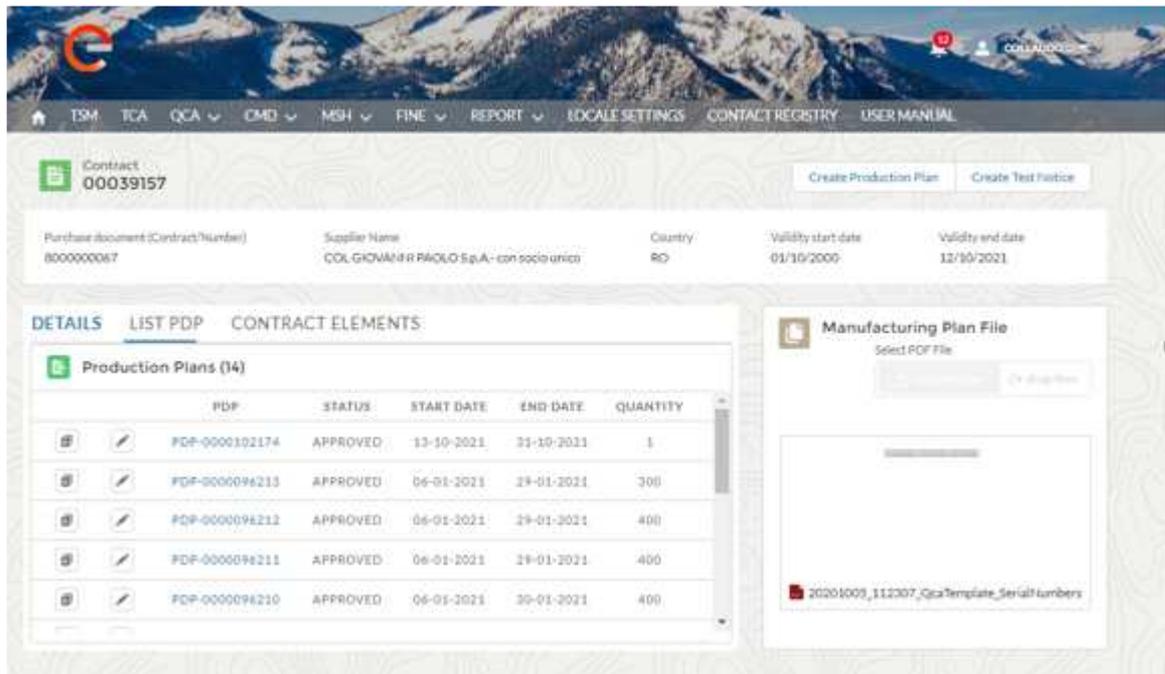
Supplier can select and add different reference contacts each time he creates a new Production Plan.

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

Contract 00052694

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

DETAILS LIST PDP CONTRACT ELEMENTS

Production Plans (6)

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

### Edit Production Plan

Matricola 332284

\* Quantity 4

\* Start Date Production 13-05-2021

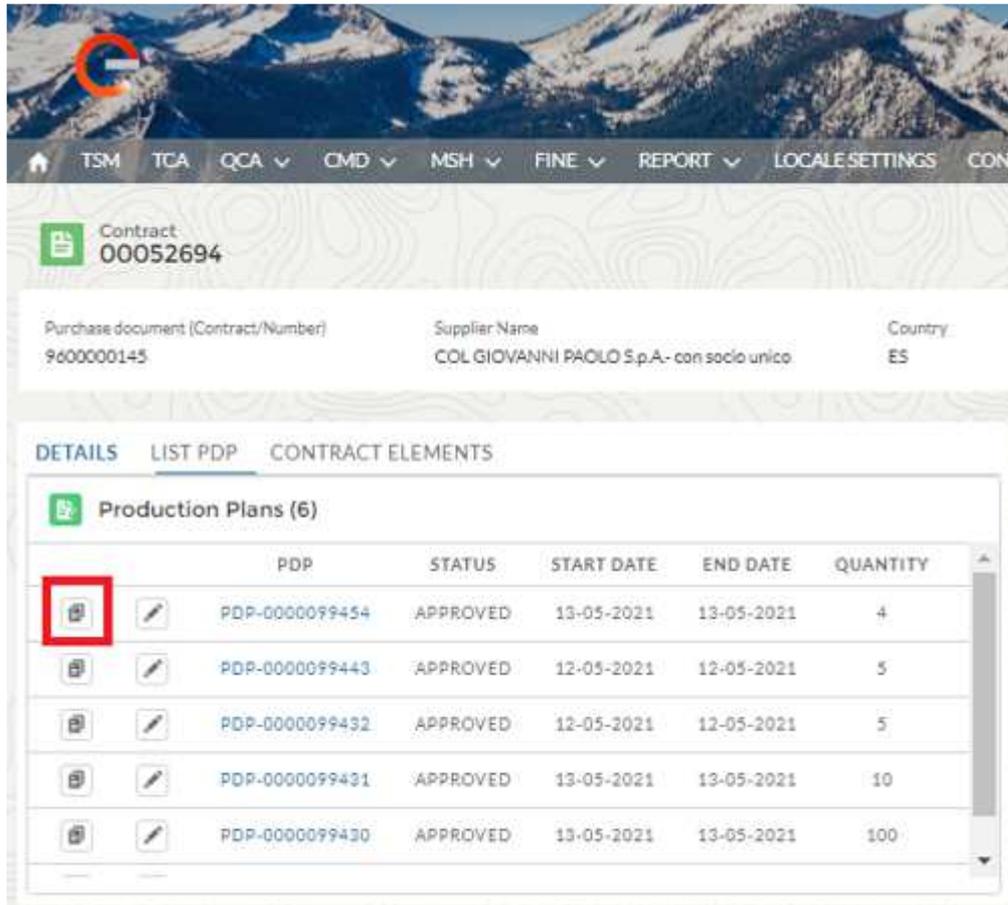
\* End Date Production 13-05-2021

CONTACT PERSON

	NAME	EMAIL	PHONE
<input type="checkbox"/>	Nome	email@email.it	3156888
<input checked="" type="checkbox"/>	test 1	mail@mail.com	2122

Cancel Save

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



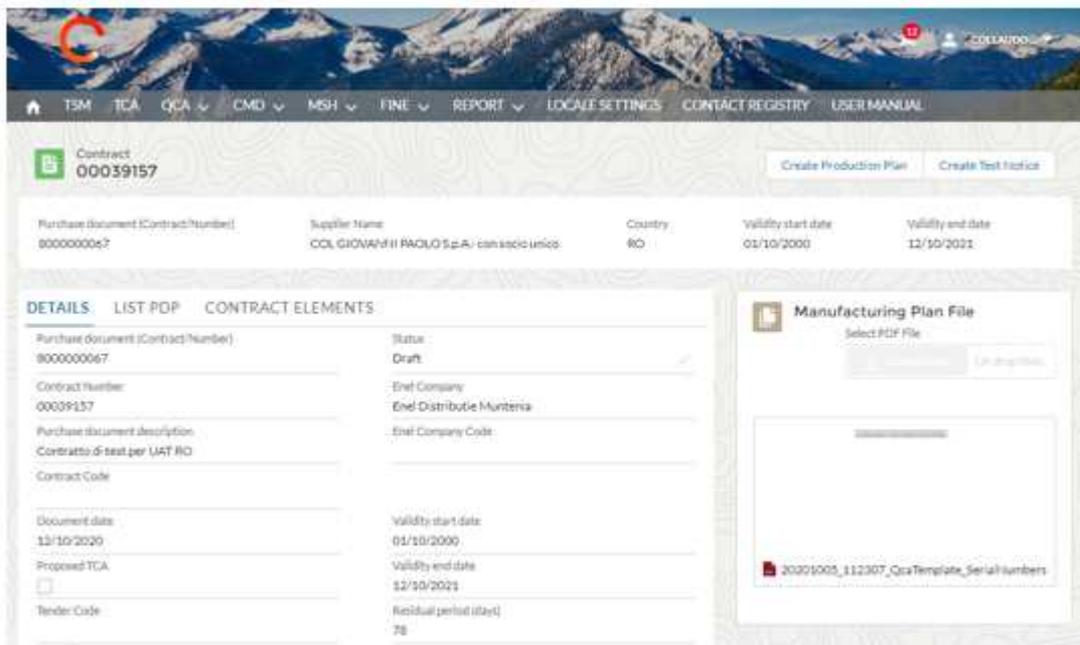
The Supplier User should select the Material Code and click on the “Save”.



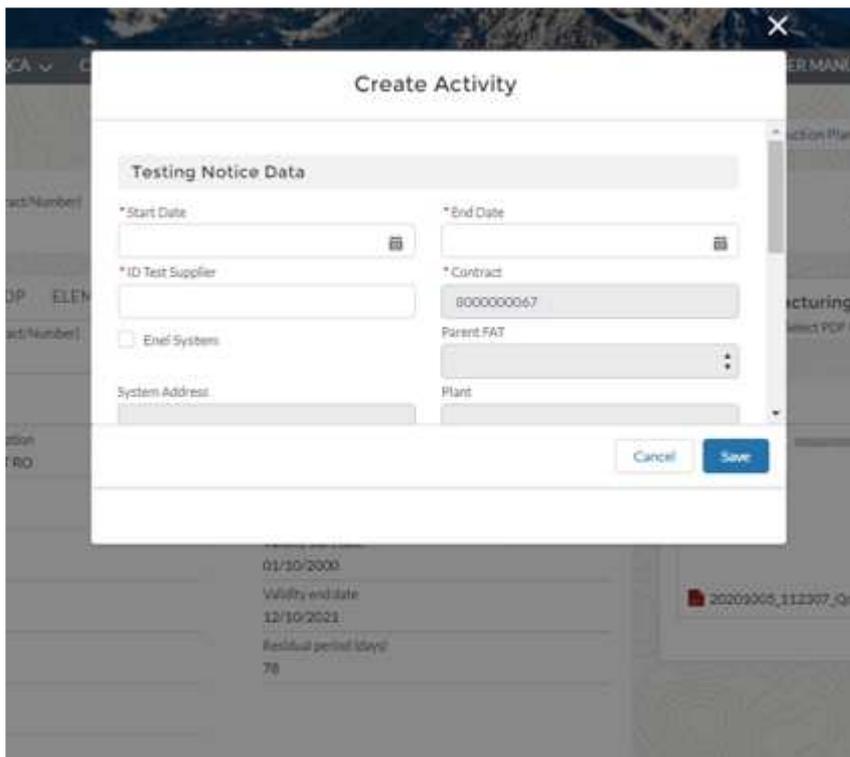
An alert will be shown if the Data of the material code are not completed.

## 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.



Supplier can add the following details to the testing notice:

- If activity is on Site, insert flag Enel System
- If activity is intermediate, insert flag Middle test
- If activity is a repetition, insert flag Testing Notice Repetition
- If activity is related to a defect, select CMD Ticket

Also, supplier can create a Testing Notice from the “Testing Notice” summary page. The user can reach this page following the link QCA > Testing Notice and then pressing the “New Testing Notice” button.

Supplier can:

- Select Material Codes
- Retrieve a Purchase Order by pressing the “Retrieve Purchase Order” button, associate Purchase Orders and then pressing the “save” button, Only for Romanian Testing Notices the field “Purchase Order Number” is mandatory.
- Upload Serial Number using the “Import Serial Numbers” component.
- Detail the explanation of each stage of the phase (selection of codes, ODA's, serial numbers)

## Selecting Material Codes

Work Order: 00232359

Phase Status: MATERIAL CODE SELECTION

Start Date: 27/04/2021, 08:00

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

REQUEST CREATION | REQUEST COMPLETED | REVIEWING | EXECUTED

Back to Contract | **Complete Action** | Cancel Work Order

DETAILS | **MATERIAL CODE** | SERIAL NUMBER | RELATED LIST

Material Code Detail to be prepared

<input type="checkbox"/>	MATERIAL CODE	QUANTITY	RESIDUES
<input checked="" type="checkbox"/>	112610	15	(Max: 830)
<input type="checkbox"/>	112611		(Max: 605)
<input type="checkbox"/>	162044		(Max: 150)

Confirm

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

UPLOAD DOSSIER +

DETAILS | **MATERIAL CODE** | SERIAL NUMBER | RELATED LIST

Material Code Detail to be prepared

<input type="checkbox"/>	MATERIAL CODE	QUANTITY	RESIDUES
<input checked="" type="checkbox"/>	112610	15	(Max: 830)
<input type="checkbox"/>	112611		(Max: 605)
<input type="checkbox"/>	162044		(Max: 150)

Confirm

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

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

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

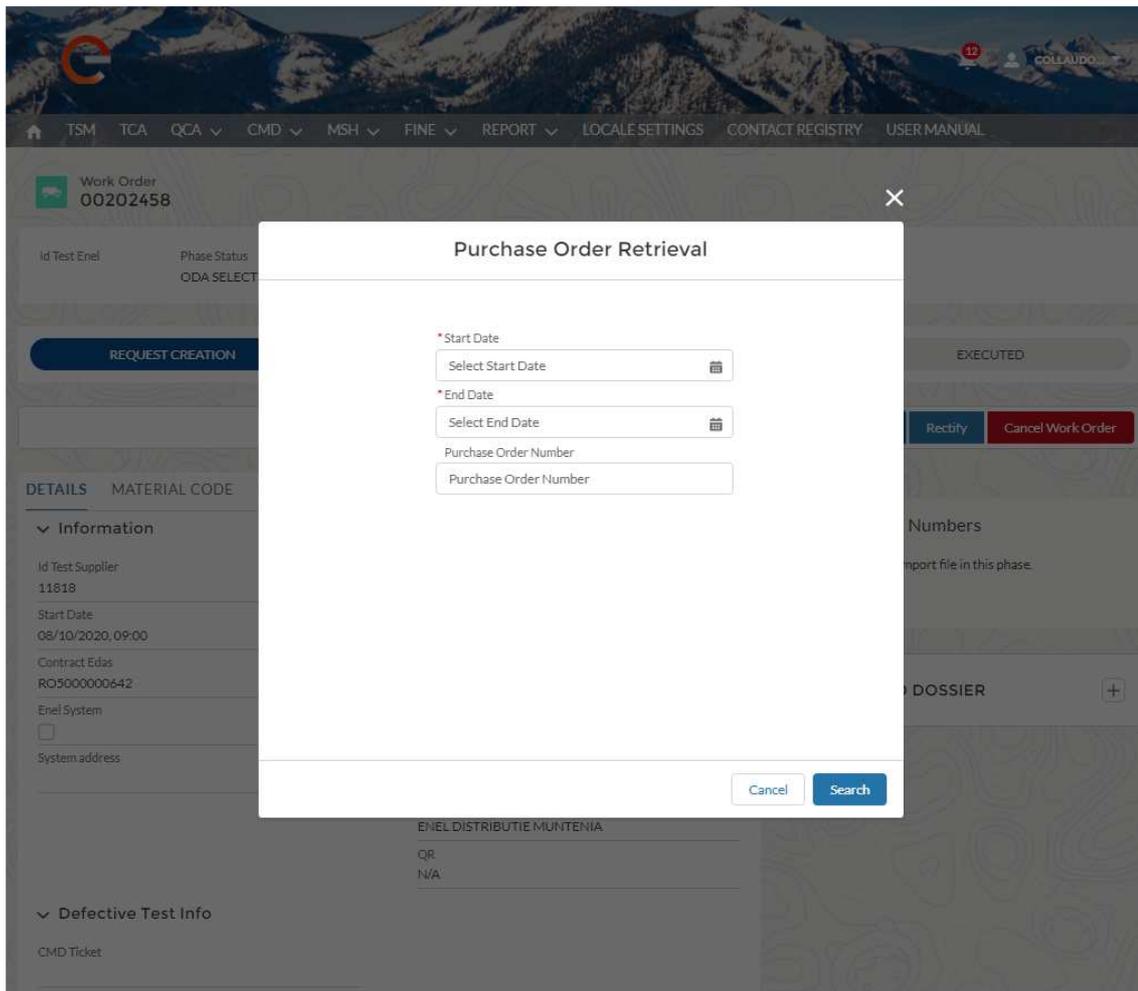
### Searching a Purchase Order

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

- Start Date
- End Date
- ODA Number

After the selection, the Purchase order will be associated to the Activity Inspection.

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



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

**Purchase Order Retrieval**

\* Start Date  
Select Start Date

\* End Date  
Select End Date

\* Purchase Order Number  
Purchase Order Number

Cancel Search

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

The screenshot displays the Enel Work Order management interface. At the top, there is a navigation bar with the Enel logo and user information (NATALINO). Below the navigation bar, the main content area shows a work order titled "Work Order 00152043". A table provides key details:

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

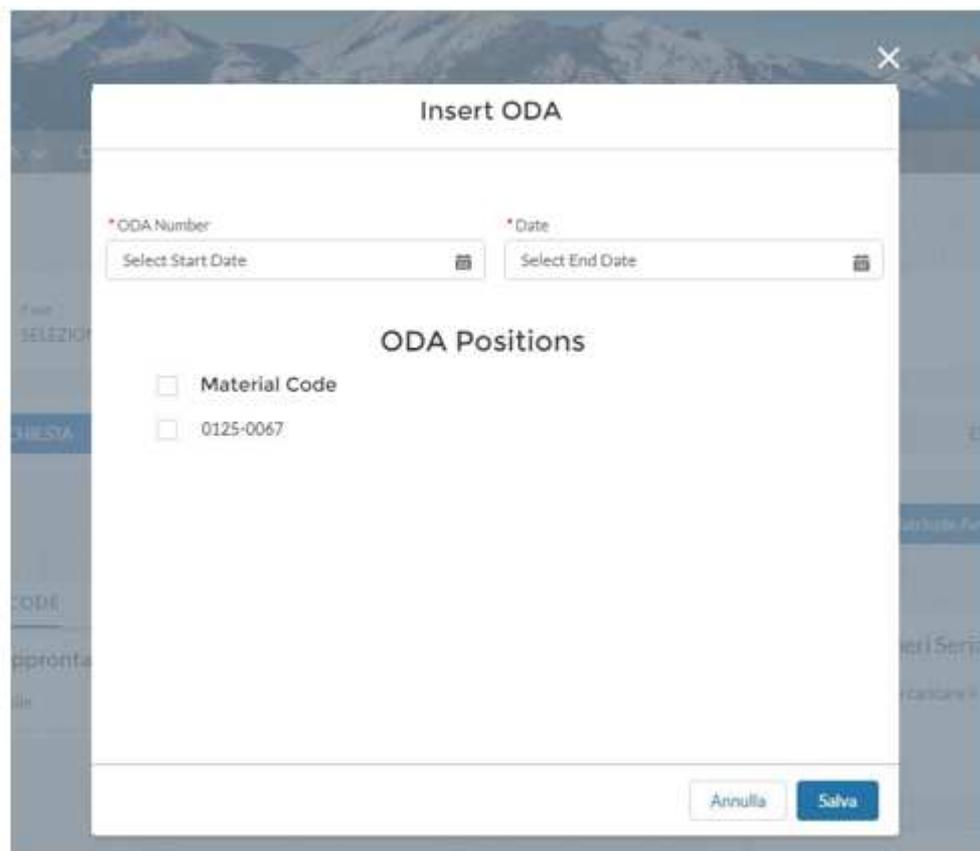
Below the table is a progress bar with four stages: REQUEST CREATION (active), REQUEST COMPLETED, REVIEWING, and EXECUTED. A row of buttons includes "Back to Contract", "Edit Testing Notice", "Edit Material Code Testing Notice", "Insert ODA", and "Cancel Work Order".

The "DETAILS" section is expanded to show "Information":

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

Under "Defective Test Info", there is a "CMD Ticket" field. On the right side, an "Import Serial Numbers" dialog box is open, displaying the message "You can't import file in this phase." and an "UPLOAD DOSSIER" button with a plus icon.

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



Insert ODA

\* ODA Number  

\* Date  

ODA Positions

Material Code

0125-0067

Annulla

All mandatory fields are marked with \*.

Press “Save” button to create new Purchase Order linked to Testing Notice.

## Loading Serial Numbers

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

Work Order  
00039381

Id Test Enel	Phase Status	Start Date	End Date
90000019EE19_1	SERIAL NUMBERS SELECTION	04/02/2019, 07:00	05/02/2019, 16:00

REQUEST CREATION | REQUEST COMPLETED | REVIEWING | EXECUTED

Back to Contract | **Delete Serial Numbers** | Rectify | **Complete Action** | Cancel Work Order

DETAILS | MATERIAL CODE | SERIAL NUMBER | REVIEW | RELATED LIST

Information

Id Test Supplier	Id Test Enel
prova ucciferri	90000019EE19_1
Start Date	End Date
04/02/2019, 07:00	05/02/2019, 16:00

Import Serial Numbers

[Download Template](#) Or drop files

[Download Template](#)

It is possible to perform a massive loading of Serial Numbers using a CSV file available in "Import Serial Number" section. In case of errors it's possible to delete the imported records.

Import Serial Numbers

[Upload Files](#) Or drop files

[Download Template](#)

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.



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

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

R = Required
O = Optional
NR = Not Required

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

After entering all the information in CSV file, can be uploaded and the Serial Imports can be executed on Testing Notice.

After the Start Date of the Testing Notice, the List of components can't be modified anymore, so it's extremely important to check that the file is correct.

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

## 2.2.5 Setting Serial Number Results

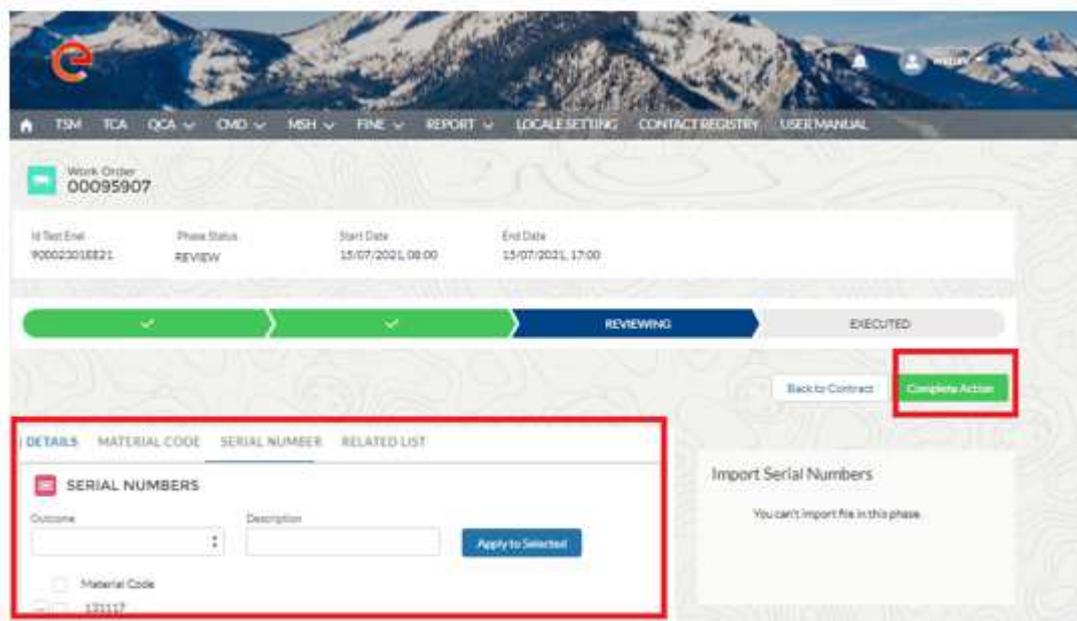
Indicate that this step is only required for DOC inspections and without ENEL presence (self-certification). In the FAT the result recording is done by the inspector.

Indicate that you can set the result between OK and KO. Additionally, it has a description field.

Once this step is completed, the status of the phase should change to QA printing without ENEL presence (self-certification) and document review in documentary verifications

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

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



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

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



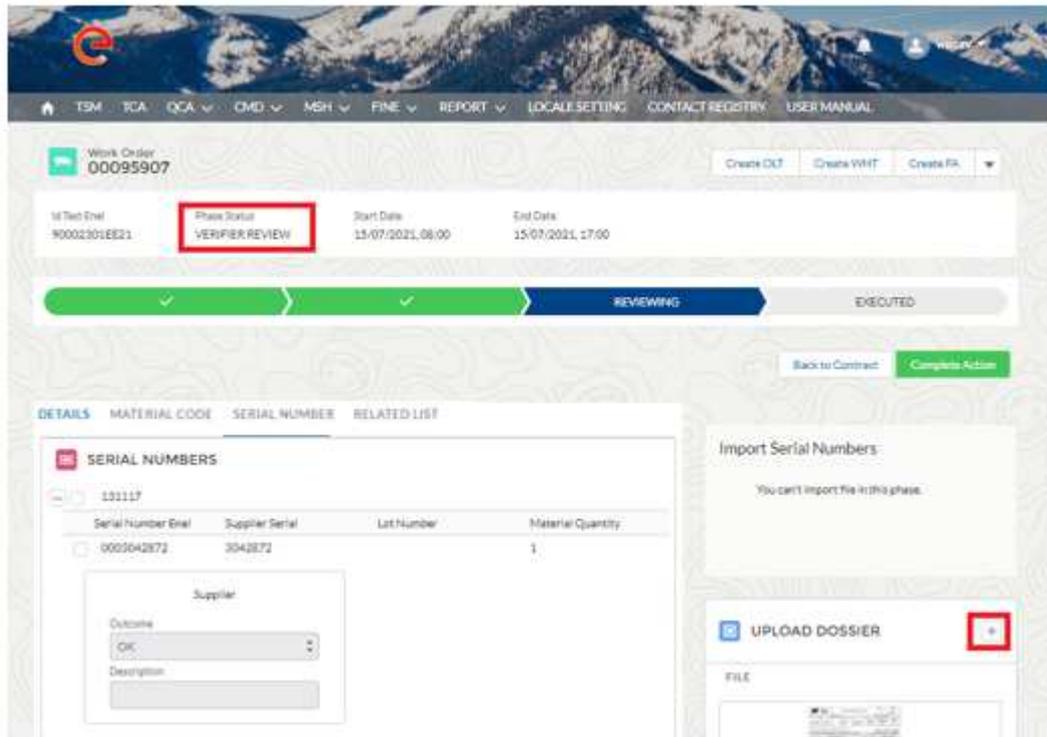
## 2.2.6 Loading Documents for Document Verification

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

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

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

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



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

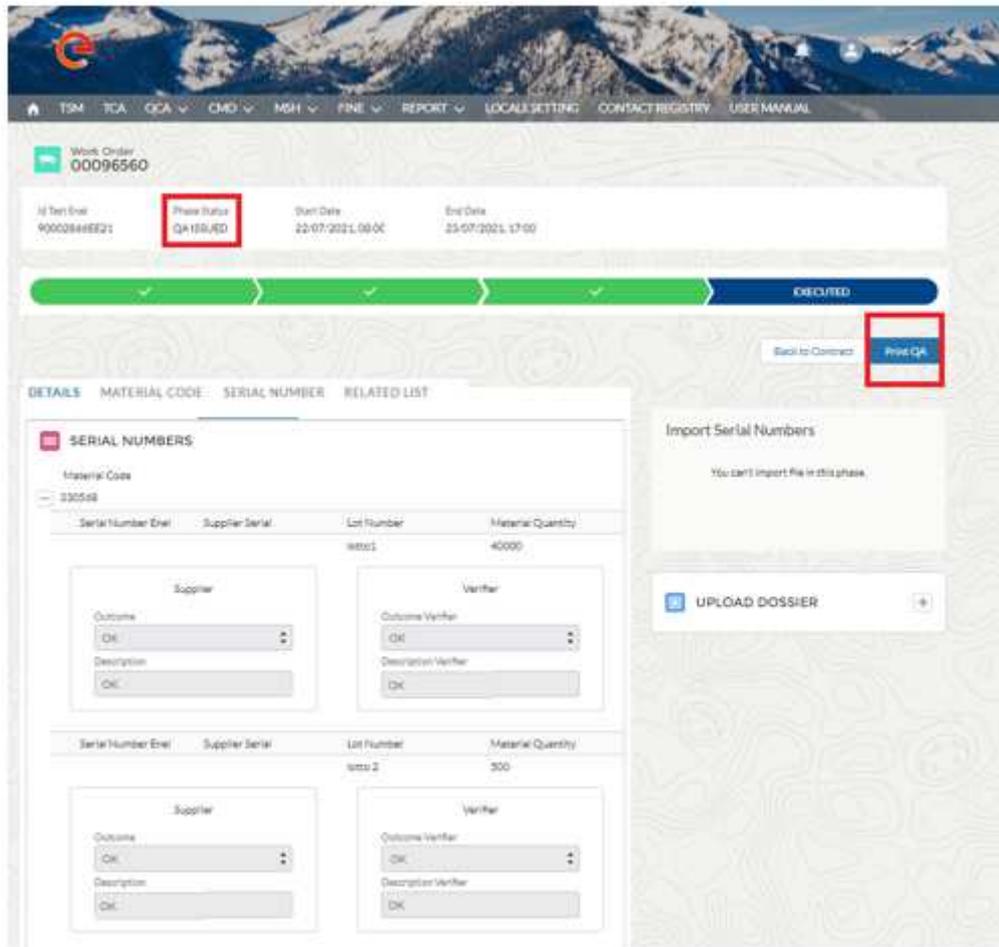
After loading documents, Supplier can print a QA only after it has been finalized by an ENEL Approver.

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

## 2.2.7 Issuing a QA

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

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



Below an example of Quality Approval:

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

Supplier Name and Id Test Enel

ICET INDUSTRIE SPA	
Dati contratto: 8400117824 - 10/01/2018    Cat. coll.: 2    Alleg.Tecn.: 2018    Ordine di Acquisto: 8000088818	
Data avviso: 28/04/2021	
Id avviso: Y08252	Collaudo previsto data: 28/04/2021 10/04/2021
Stabilimento: IT-BARBERINO VAL D'ELSA-VIA G. GALILEI 9/11    Collaudo in impianto: NO	
Persona di riferimento: Simone Viti (tel 0558055317 simone.viti@icetindustrial.it)	
Indirizzo Email x invio rapporto di collaudo: simone.viti@icetindustrial.it	
Note avviso di collaudo	

Contractual Information  
Main detail of the testing notice created

Nota esito fornitore - Esito fornitore inserito da ICET INDUSTRIE SPA
---

Nota Stampa omologazione di qualità - Stampa Quality Approval effettuato da WtDev 28/04/2021 10:53
--

Matr. ENEL	Descrizione del prodotto	PF	RP	Qtà da collaudare	Qtà_PDP/Qtà_COLL	Lettera omologazione	EF
162105	QUADRO SF8 24KV 15KA DY9001 2LE+T			20	70	CF8-3LWDF-08-15-B	OK
162106	QUADRO SF8 24KV 15KA DY9002 3LE+T			10	50	CF8-3LWDF-08-15-B	OK

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

NUMERO SERIALE	
Matr. ENEL	Descrizione del prodotto
162105	QUADRO SF8 24KV 15KA DY9001 2LE+T
row 1 s/n	CF80001207
row 2 s/n	CF80001677
row 3 s/n	CF80001614
row 4 s/n	CF80001719
row 5 s/n	CF80001720
row 6 s/n	CF80001722
row 7 s/n	CF80001723

## 2.2.8 Rectification/Cancellation of a Testing Notice

### Rectification

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



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

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

### Cancellation

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

In these Phases:

- Insertion Material Code
- Insertion Serials
- Insertion Oda

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



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

## 2.2.9 Manage Corrective Action – Testing Notice

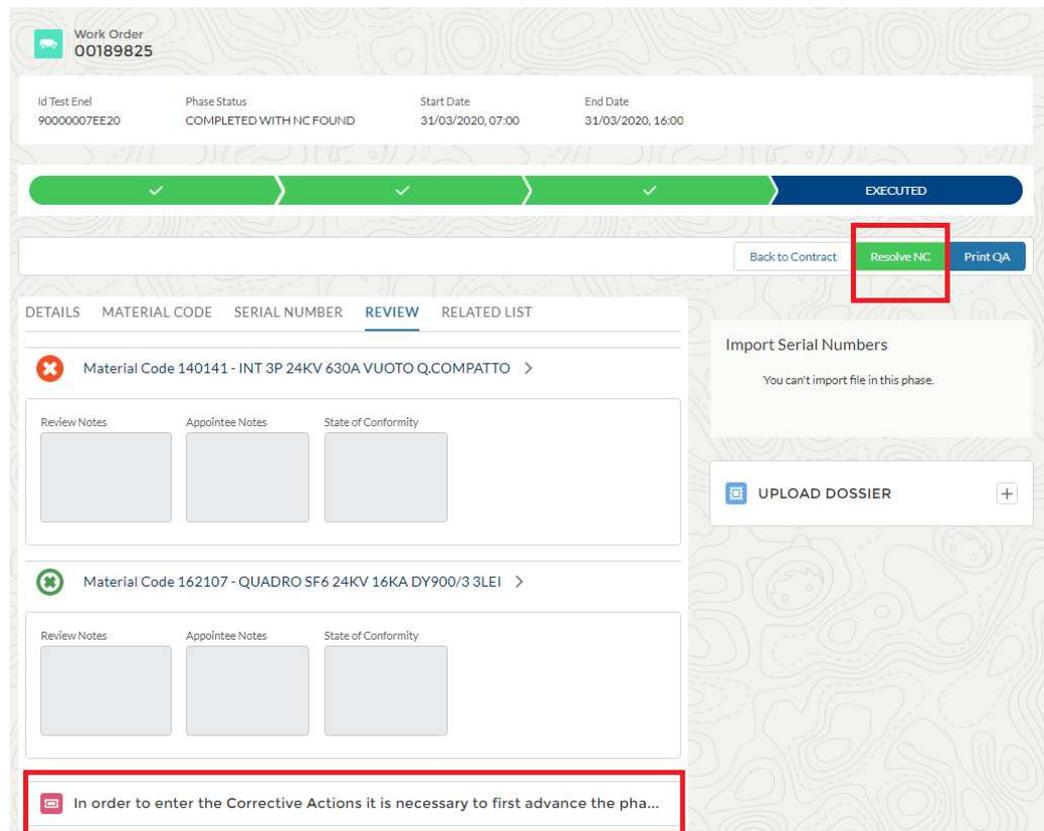
In Testing Notice layout supplier user can check reviewing details.

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

In this version, corrective actions are only allowed in FAT inspections, for documentary verifications with NC it is required the loading of a re-inspection.

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

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



Work Order  
00189825

Id Test Enel 90000007EE20	Phase Status COMPLETED WITH NC FOUND	Start Date 31/03/2020, 07:00	End Date 31/03/2020, 16:00
------------------------------	---	---------------------------------	-------------------------------

EXECUTED

Back to Contract | **Resolve NC** | Print QA

DETAILS MATERIAL CODE SERIAL NUMBER **REVIEW** RELATED LIST

Material Code 140141 - INT 3P 24KV 630A VUOTO Q.COMPATTO >

Review Notes	Appointee Notes	State of Conformity

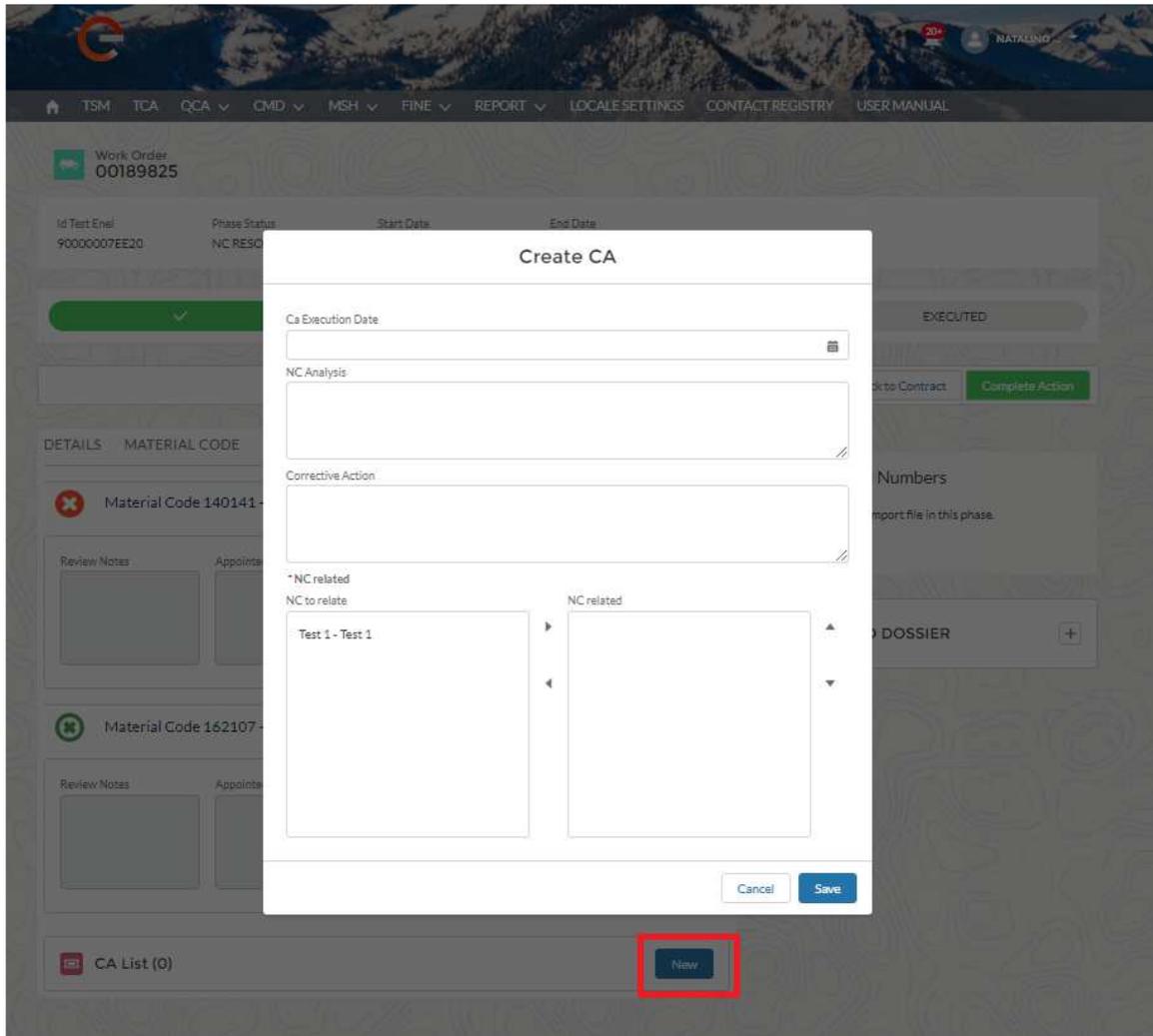
Material Code 162107 - QUADRO SF6 24KV 16KA DY900/3 3LEI >

Review Notes	Appointee Notes	State of Conformity

In order to enter the Corrective Actions it is necessary to first advance the pha...

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

### Audit

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

Work Order  
00238654

Id Test Enel	Phase Status	Start Date	End Date
	PREPLANNED	19/06/2021, 09:00	09/07/2021, 18:00

PREPLANNED | PLANNED | REVIEWED | EXECUTED

Back to Contract | Suggest alternative planning | Accept planning

DETAILS | REVIEW | RELATED LIST

Type AUD	Phase Status CREATED
	QR N/A
<p>Information</p>	
Start Date 19/06/2021, 09:00	End Date 09/07/2021, 18:00
Alternative Start Date	Alternative End Date
Audit with PDP <input type="checkbox"/>	Count PDP in Audit 0

UPLOAD DOSSIER

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

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

- Start Date
- End Date
- Audit Review Notes

### Audit planning

\* Start date

\* End date

\* Audit Review Notes

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

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

**Work Order**  
00238654

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

PREPLANNED

PLANNED

REVIEWED

EXECUTED

[Back to Contract](#)

**DETAILS** | REVIEW | RELATED LIST

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

**UPLOAD DOSSIER** +

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

Work Order  
**00238654**

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

Progress: ✓ **PLANNED** | REVIEWED | EXECUTED

[Back to Contract](#)

**DETAILS** | REVIEW | RELATED LIST

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

[UPLOAD DOSSIER](#) +

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

## Offline Test

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

Work Order 00238656

Id Test Enel	Phase Status	Start Date	End Date
90000049E121	INSERTION COMPLETED	18/06/2021, 08:00	01/07/2021, 18:09

REQUIREMENT PHASES: REQUEST COMPLETED (active), REVIEWING, EXECUTED

Buttons: Back to Contract, Suggest Execution Test Date

DETAILS	MATERIAL CODE	SERIAL NUMBER	REVIEW	RELATED LIST
<b>Information</b>				
Type	Phase Status		INSERTION COMPLETED	
OLT	Start Date		End Date	
	18/06/2021, 08:00		01/07/2021, 18:09	
Factory of production	Contract Edas		5000000628	
<a href="#">IT-MONCALIERI-VIA FRATELLI CEIRANO 20</a>	Contract Owner		Enel Global Infrastructure and Networks s.r.l.	
	QR		N/A	
<b>OLT Info</b>				
Pickup Star Date	Pickup End Date			
01/07/2021, 08:00	01/07/2021, 18:09			

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

UPLOAD DOSSIER (+)

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

### Confirm Execution Test Date

\* Select Start Date

Date: 18 Jun 2021 | Time: 08:00

\* Select End Date

Date: 1 Jul 2021 | Time: 18:09

Buttons: Cancel, Confirm

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 be passed in ARQC review phase.

## 2.2.11 Manage Corrective Action – Audit

In Audit layout supplier user can check reviewing details.

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

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

The screenshot displays the 'Audit' section of a system interface. At the top, a 'Work Order' header shows '00191365'. Below this, a summary table provides key details:

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

A progress bar below the table shows four stages, with the final stage labeled 'EXECUTED'. Navigation buttons include 'Back to Contract', 'CA Insertion Complete', and 'Print Audit Report'. The main content area is divided into 'DETAILS', 'REVIEW', and 'RELATED LIST' tabs. The 'REVIEW' tab is active, showing an 'Audit' card with the following information:

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

Below the audit details is a 'List NC (4)' section with a table of non-compliance items:

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

The 'View' button for the first item is highlighted with a red box. An 'UPLOAD DOSSIER' button is also visible on the right side of the interface.

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

Not Compliance Details

**Verifier**

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

**Corrective Action**

NC Analysis

NC Correction

NC Corrective Action

CA Execution Date

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

**Work Order**  
00191365

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

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

**Audit**

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

**List NC (4)**

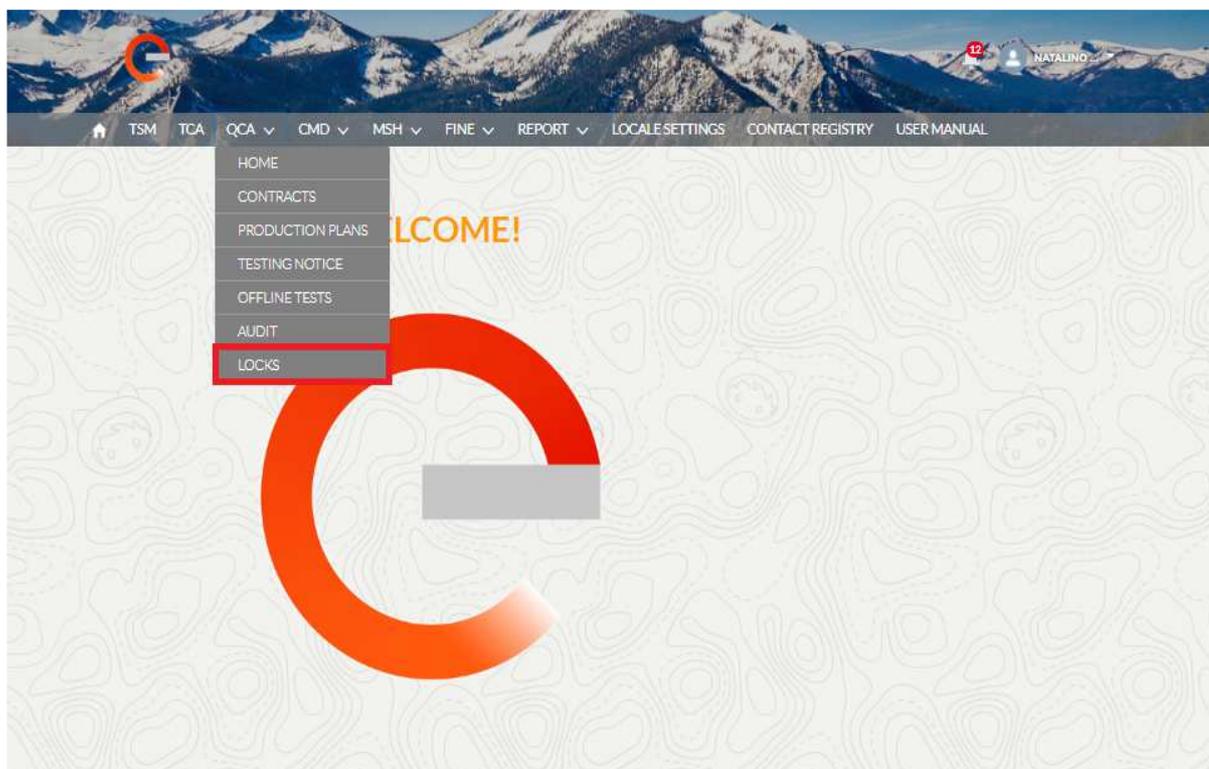
#	NOT COMPLIANCE DESCRIPTION	
1	<span style="color: orange;">■</span> insercion de NC de tipo Grave	View Edit
2	<span style="color: orange;">■</span> no conformidad Grave	View Edit

REPRODUCTION FORBIDDEN

Page of  
**38 41**

## 2.2.12 Supplier Locks

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



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

- Material Code
- Factory
- Supplier

The screenshot shows the 'Supplier Warnings/Locks' page with a table containing the following data:

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

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

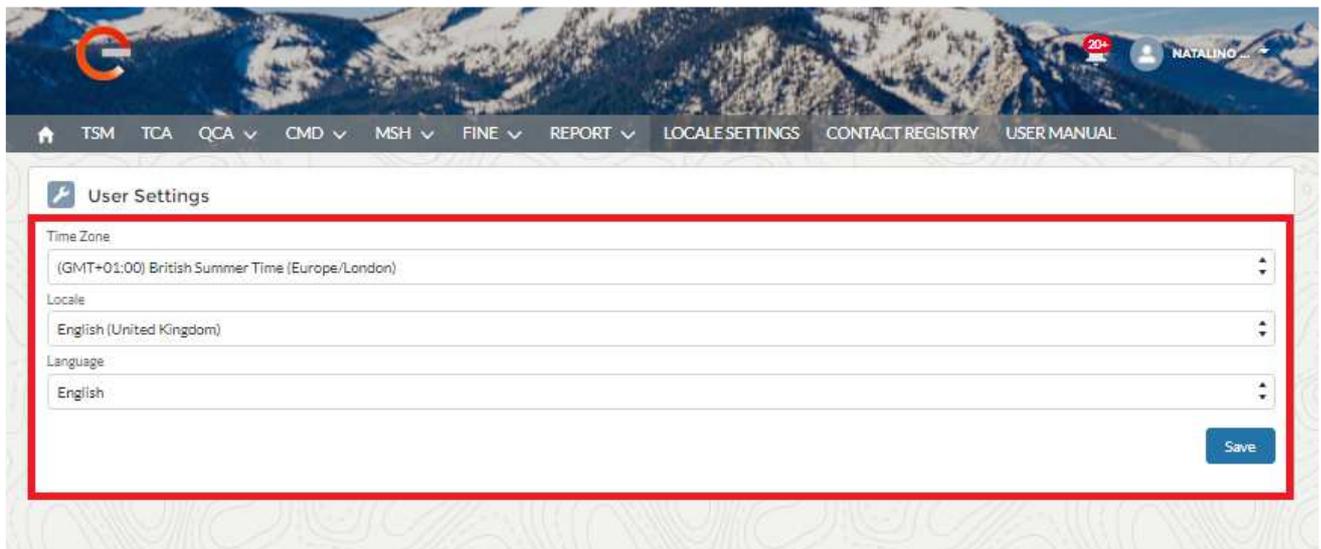
## 2.2.13 Locale Settings

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



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

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



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

## 2.2.14 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.