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.

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3. User Manual Document *MLM- Module TCA*

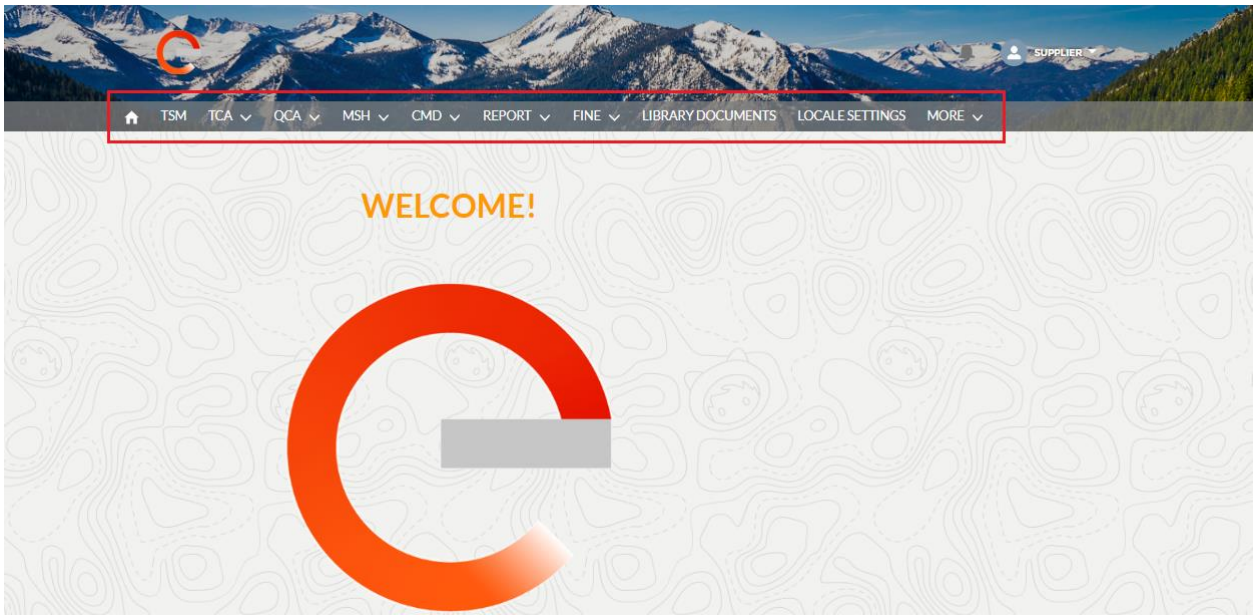
3.1 Supplier access

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)



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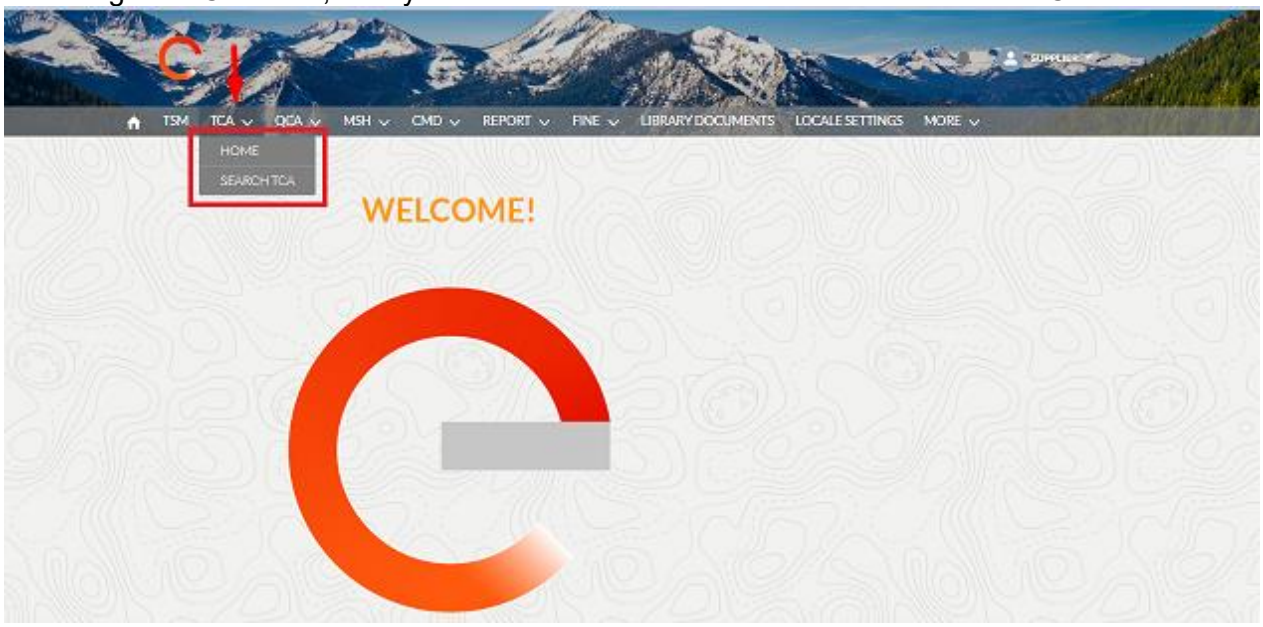
3.2.1. TCA Menu

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.

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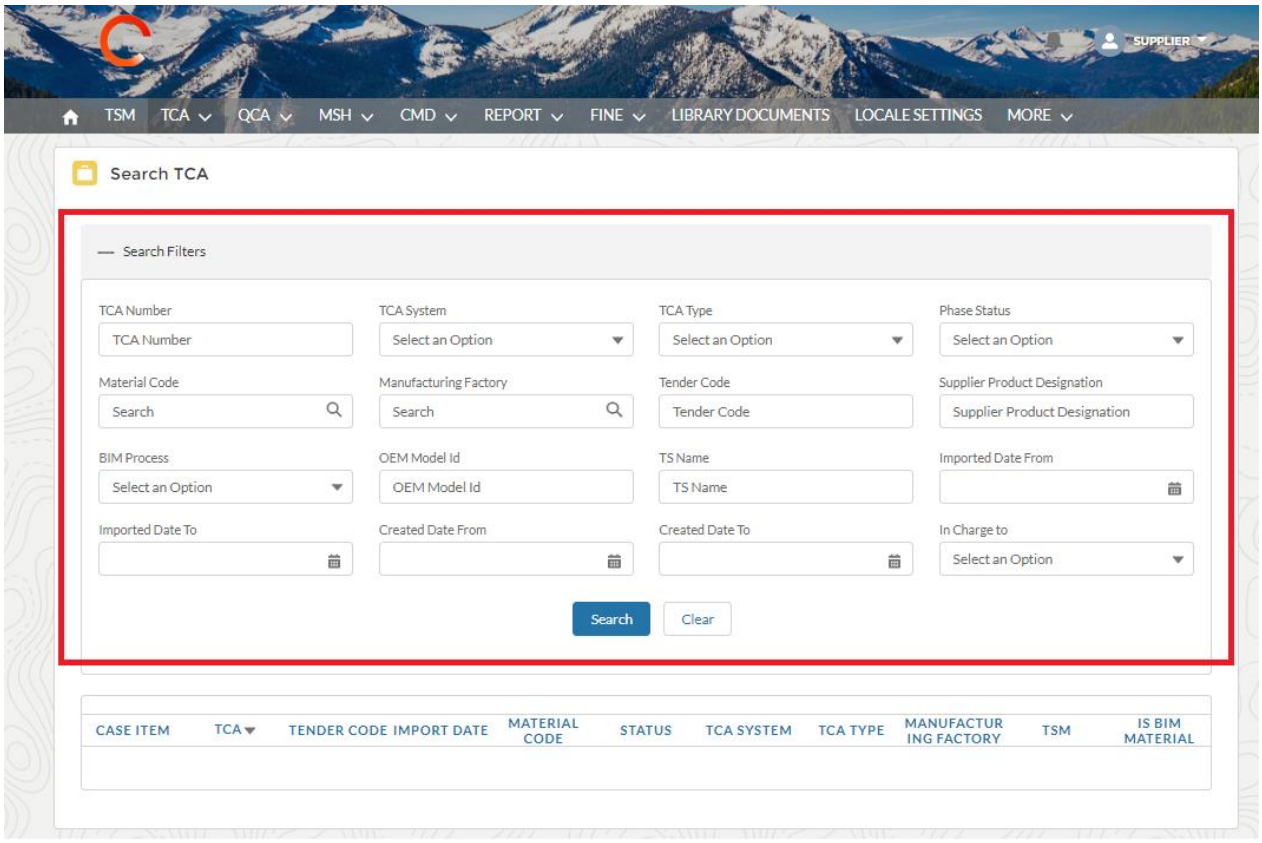
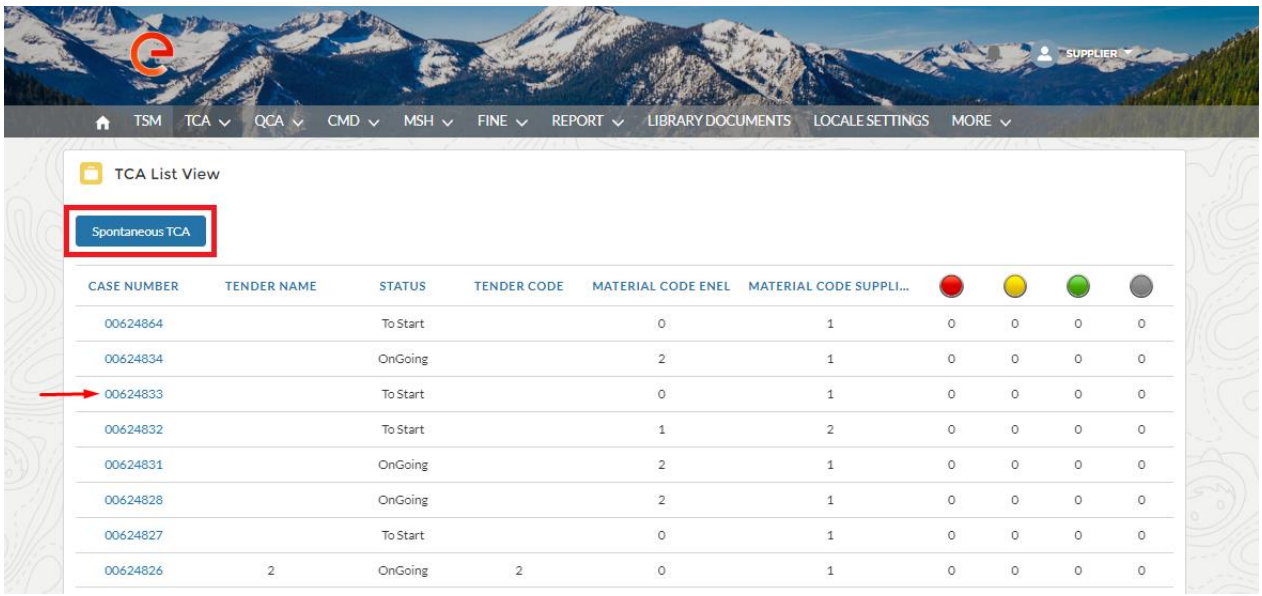
Selecting the Search TCA item, the system displays a section with filters to search one or more TCA.



3.2.2. Work new Tender TCA or Spontaneous TCA

It is possible, in the “Home” section of the TCA menu, to view the list of TCA’s or create a new spontaneous TCA, clicking on the "Spontaneous TCA" button.



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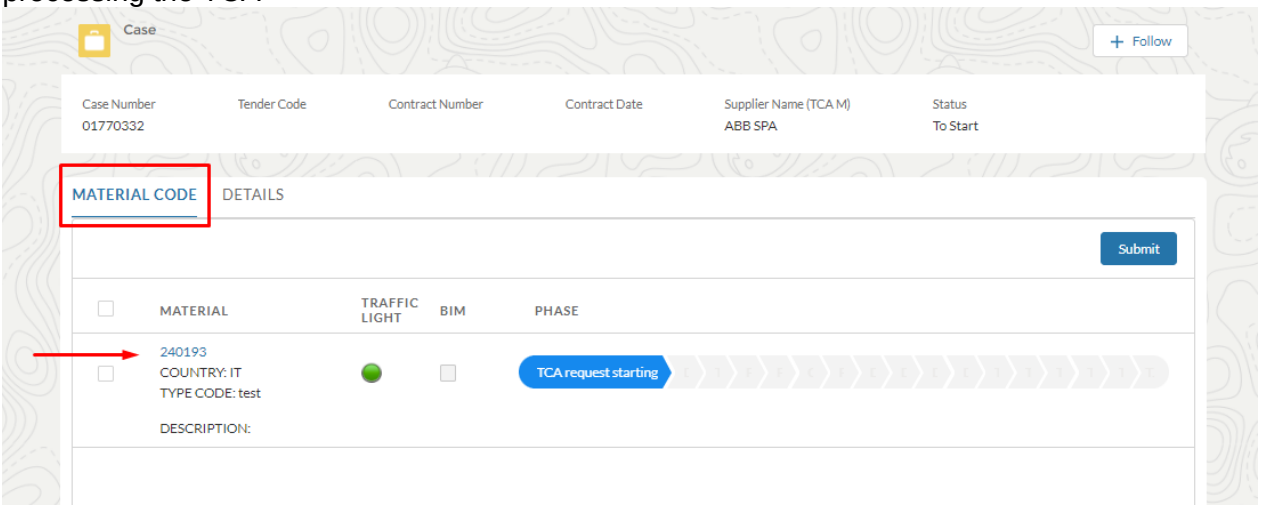
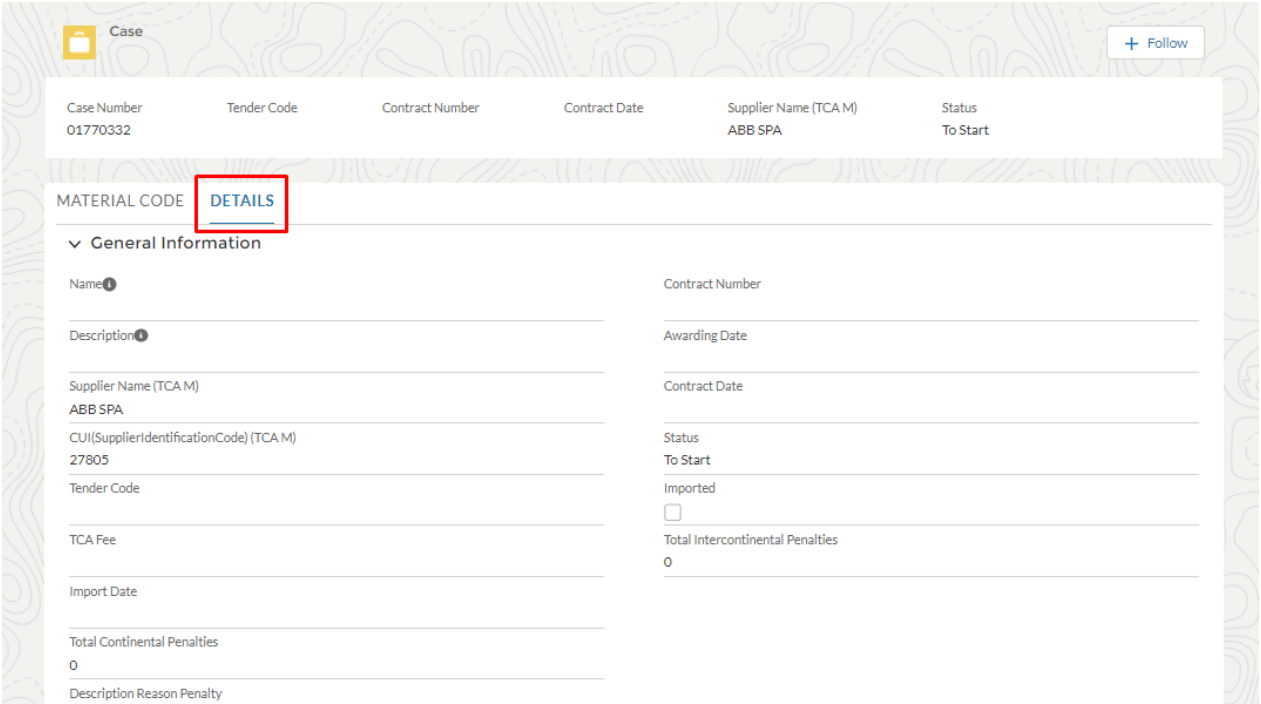
To work a new Tender TCA or Spontaneous TCA, there are a number of steps to follow on the system, starting from clicking on the "Case Number" link (identification number of the TCA), which takes the user to TCA details view.

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



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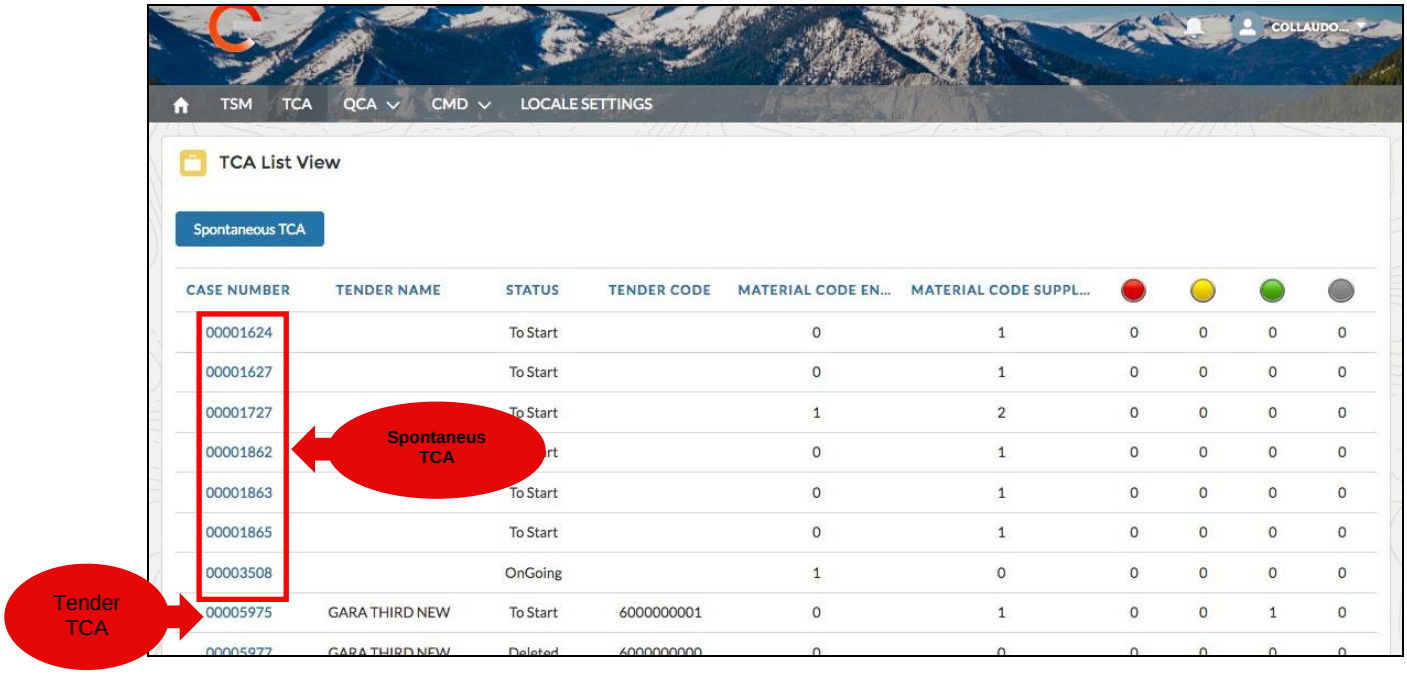
3.2.3. TCA Request Starting

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

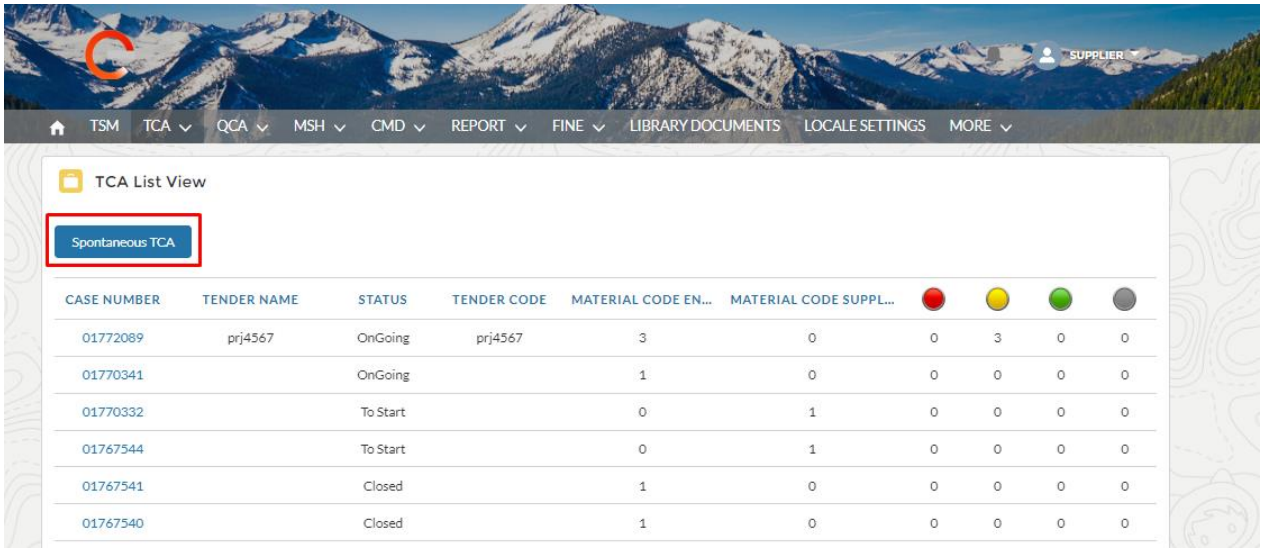
To work a new Tender TCA or Spontaneous TCA, there are a number of steps to follow on the system, starting from clicking on the "Case Number" link (identification number of the TCA), which takes the user to TCA details view.



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		rt		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

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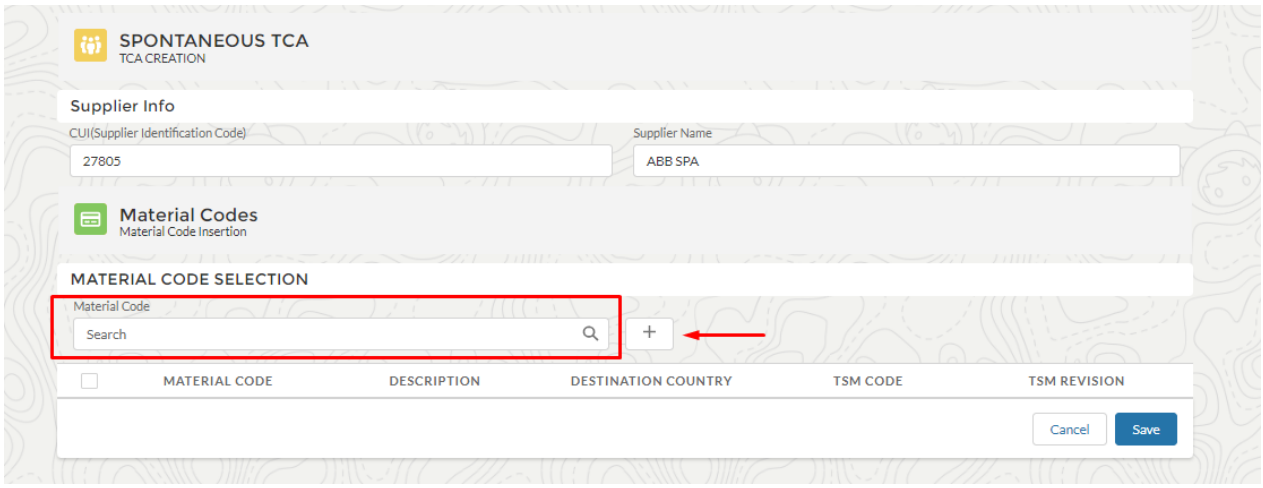
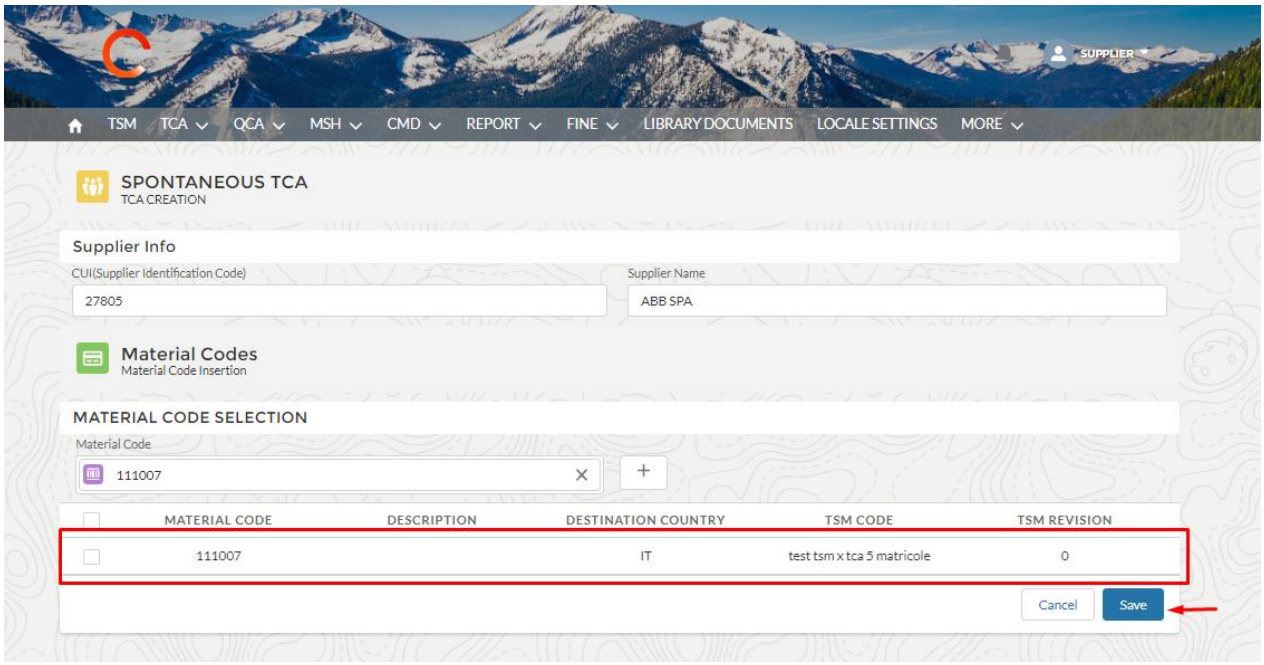
The supplier can search the material code by clicking on “Select Material Code” picklist then clicking on “+” button, and at the end click on the "Save" button.





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

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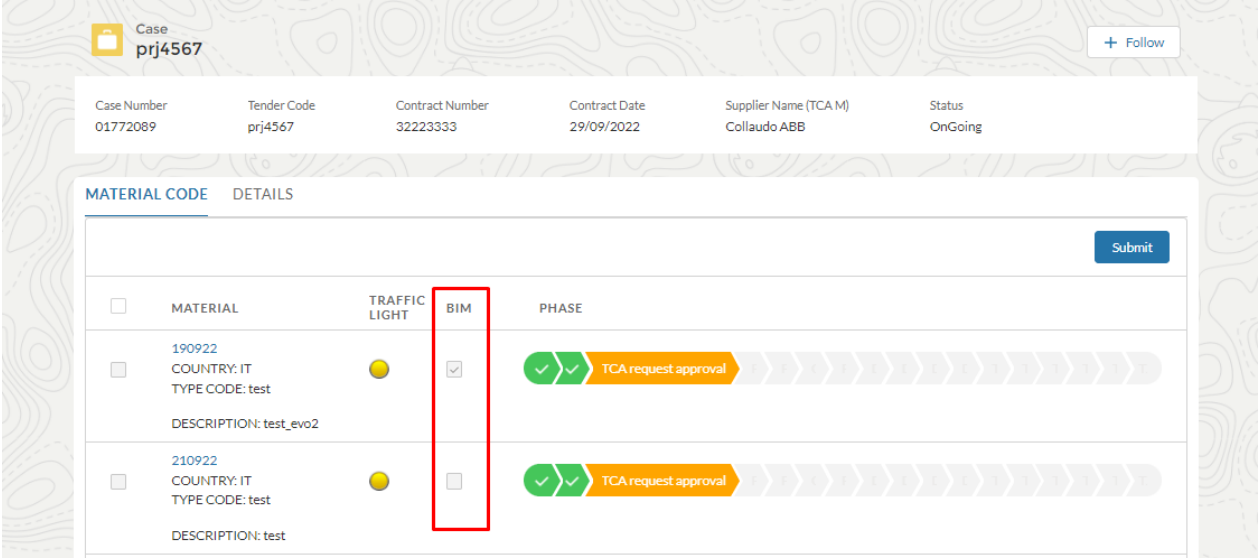
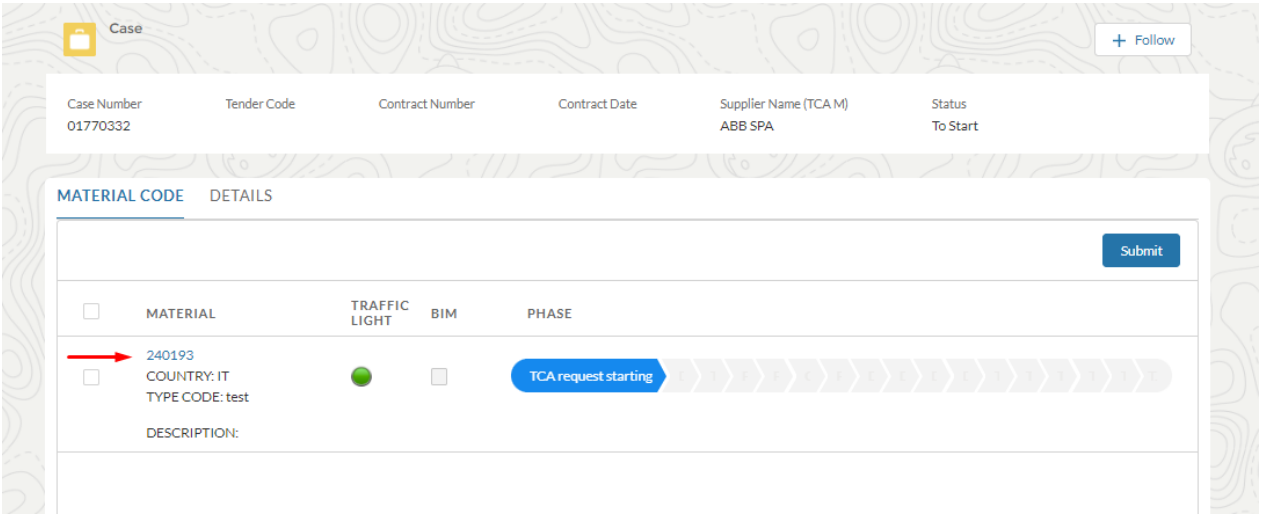


The supplier can start processing the Spontaneous TCA by clicking the material code number in the “Material Code” tab.



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

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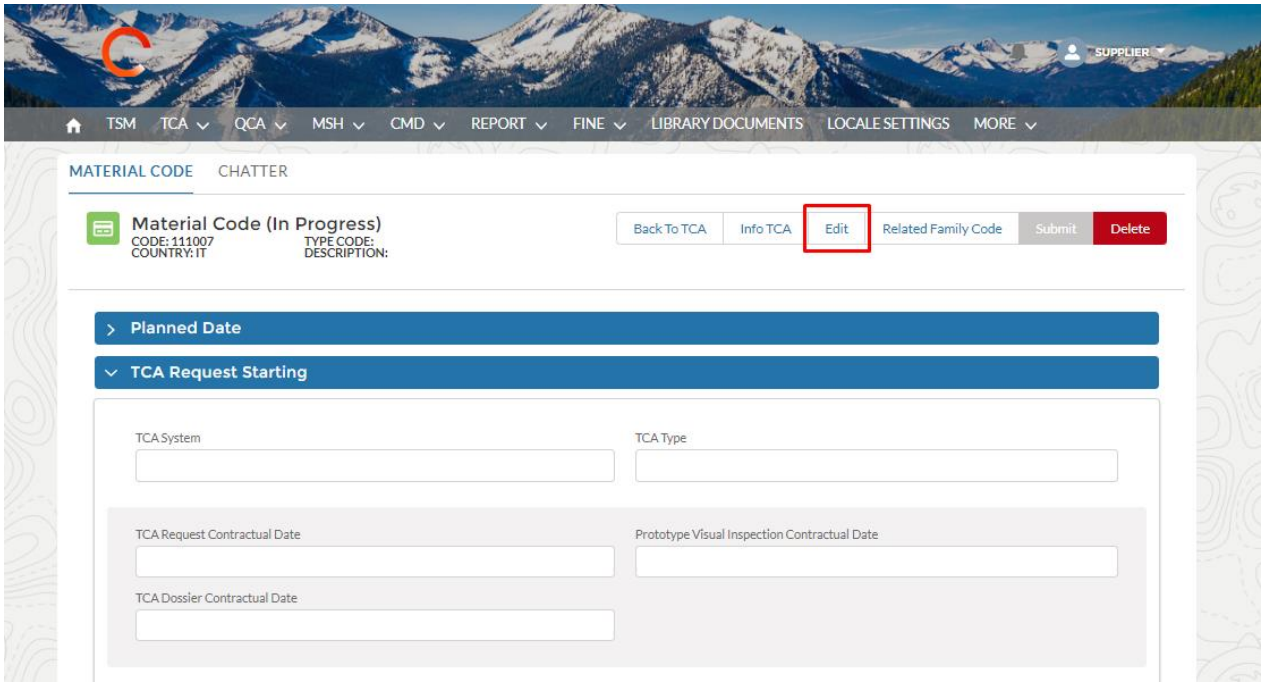

The required fields are:

- 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

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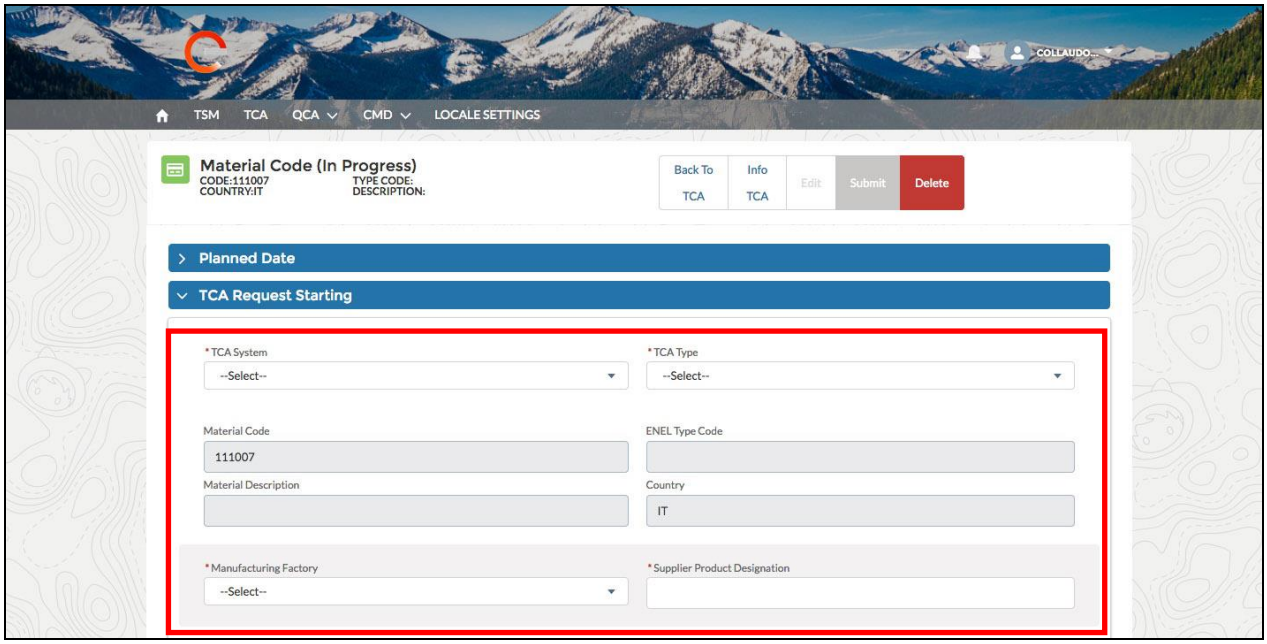
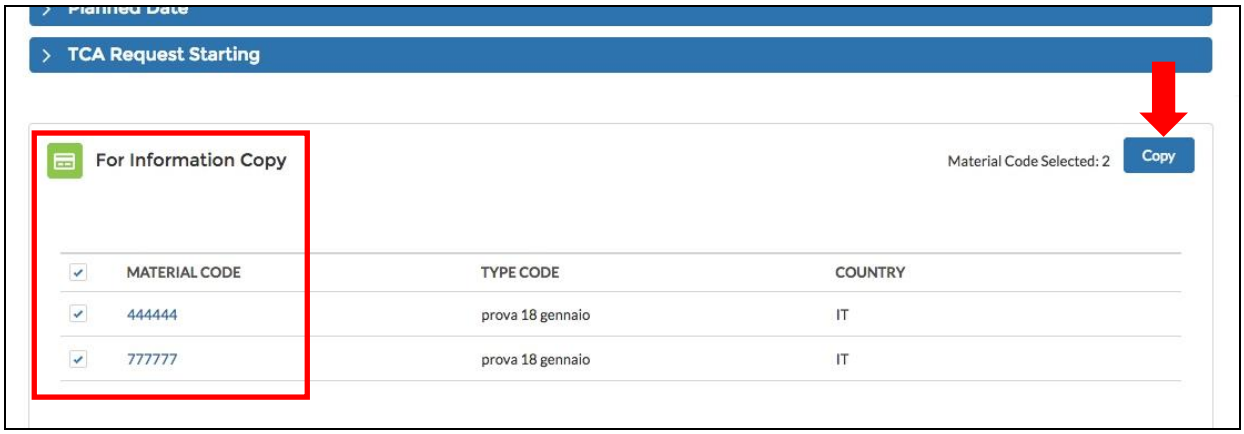
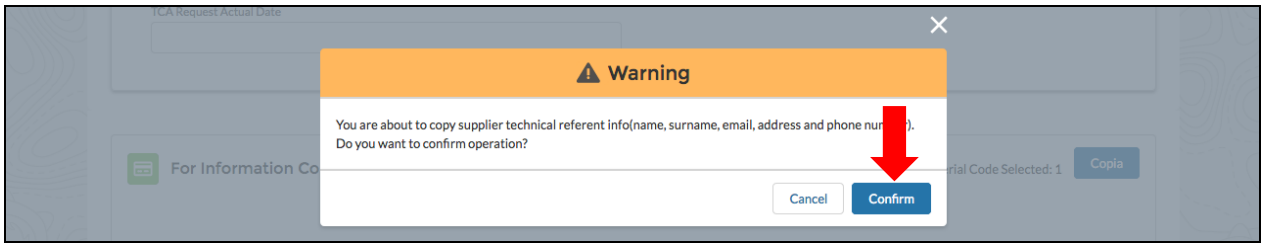


To copy information from one Material Code to others Material Codes associate to the TCA:

- 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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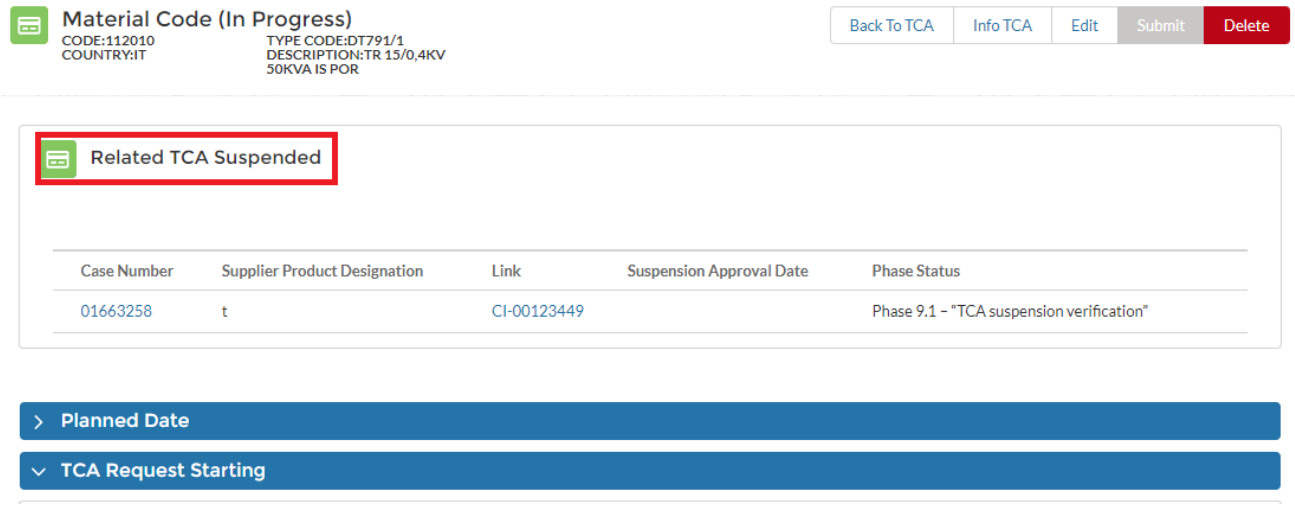
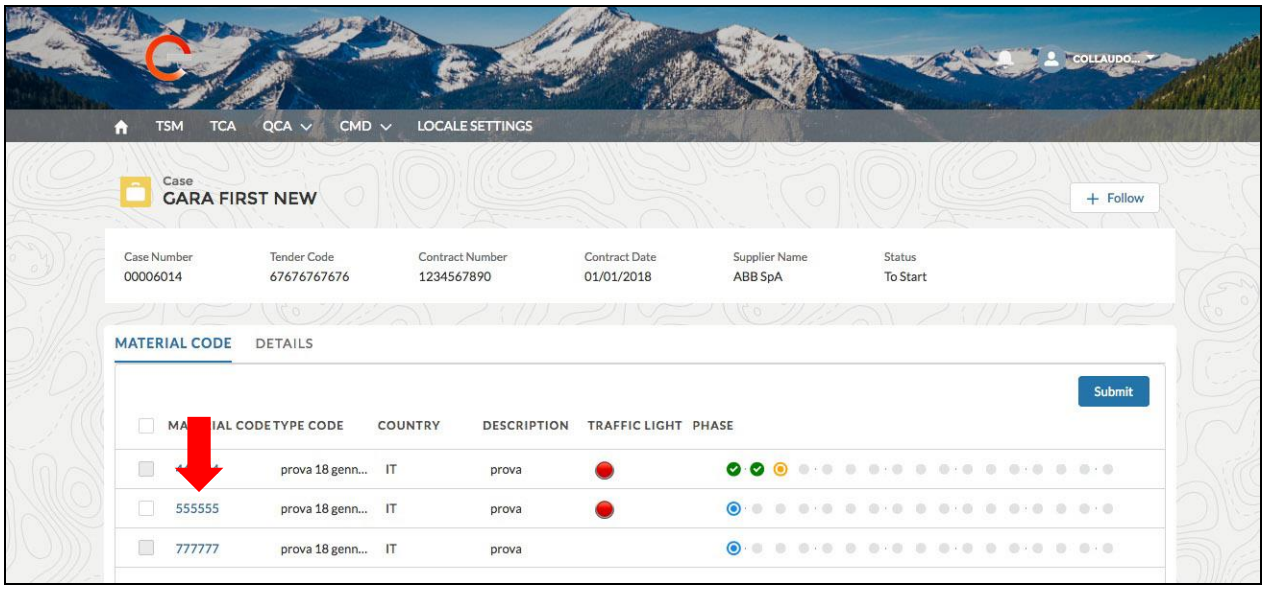
In the event of a new TCA, concerning a Suspended TCA, the system will show a screen where the "Related TCA Suspended" component will indicate the information relating to the Suspended TCA:



3.2.3.2. TCA Request Starting → To create "TENDER TCA"

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



The "Edit" button allows 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".

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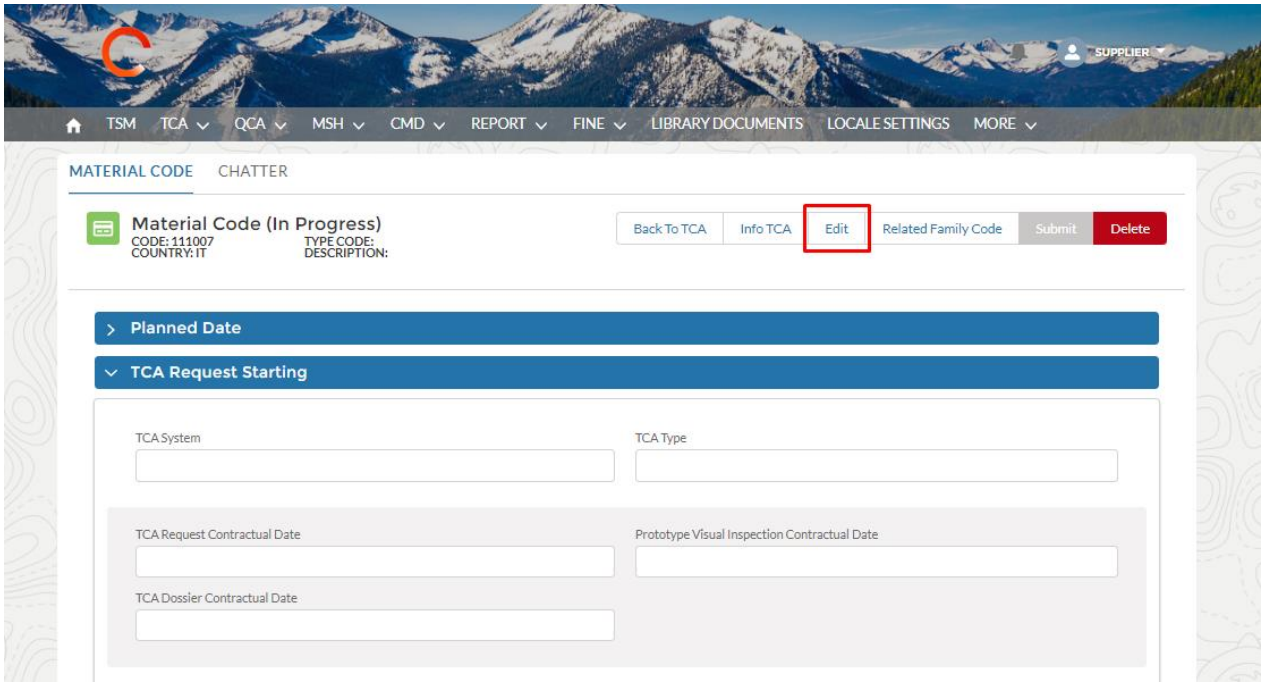

The required fields are:

- TCA System (FIRST, SECOND, THIRD)
- TCA type (New TCA, Update TCA, Confirm existing TCA)
- Manufactoring 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

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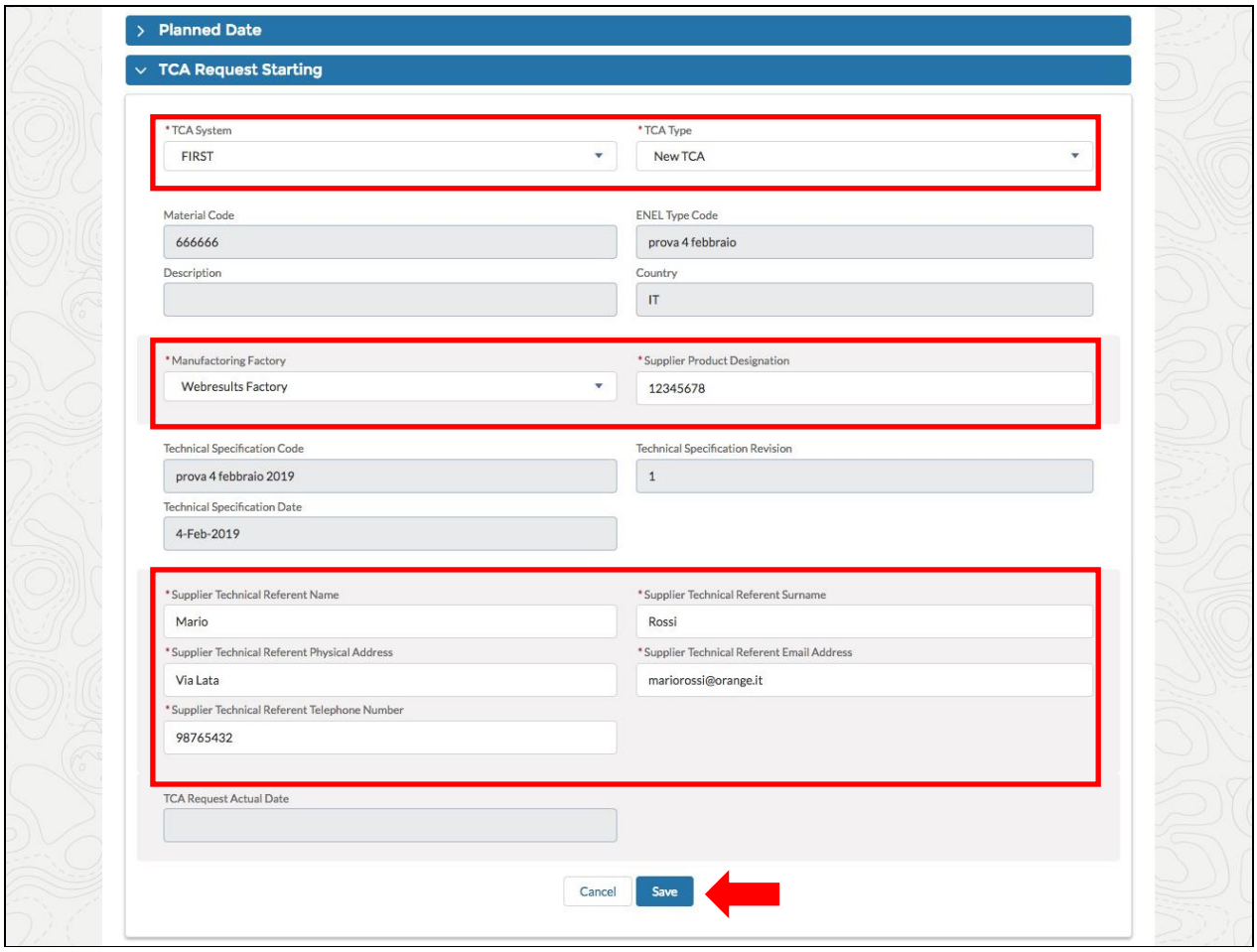

After entering the required fields, user can click on "Save" and then the TCA will be in "Document Upload and TCA request confirmation" phase. "Cancel" button will undo the operation.

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:

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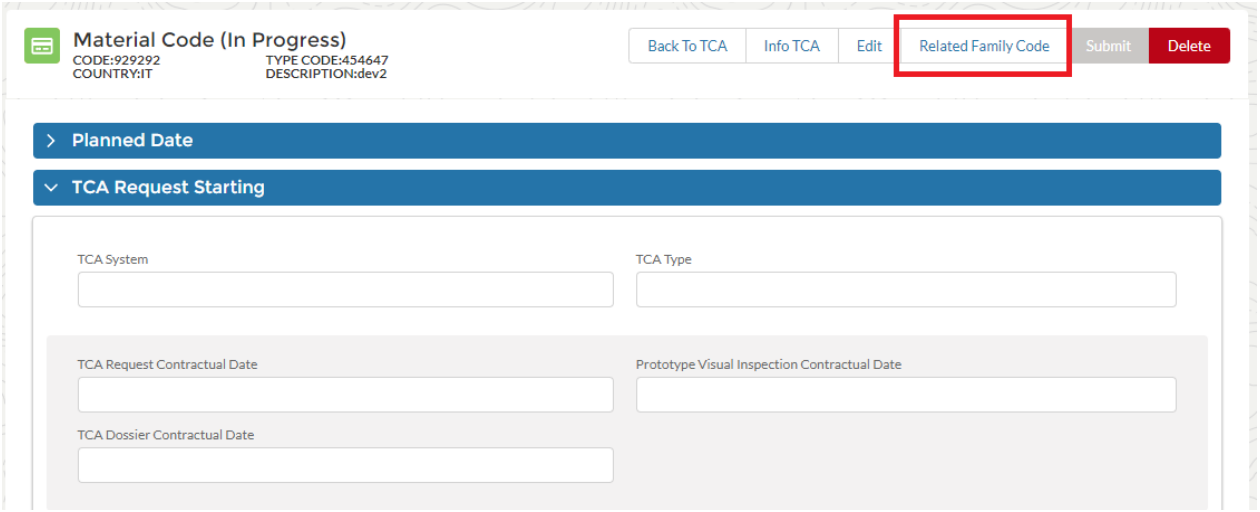
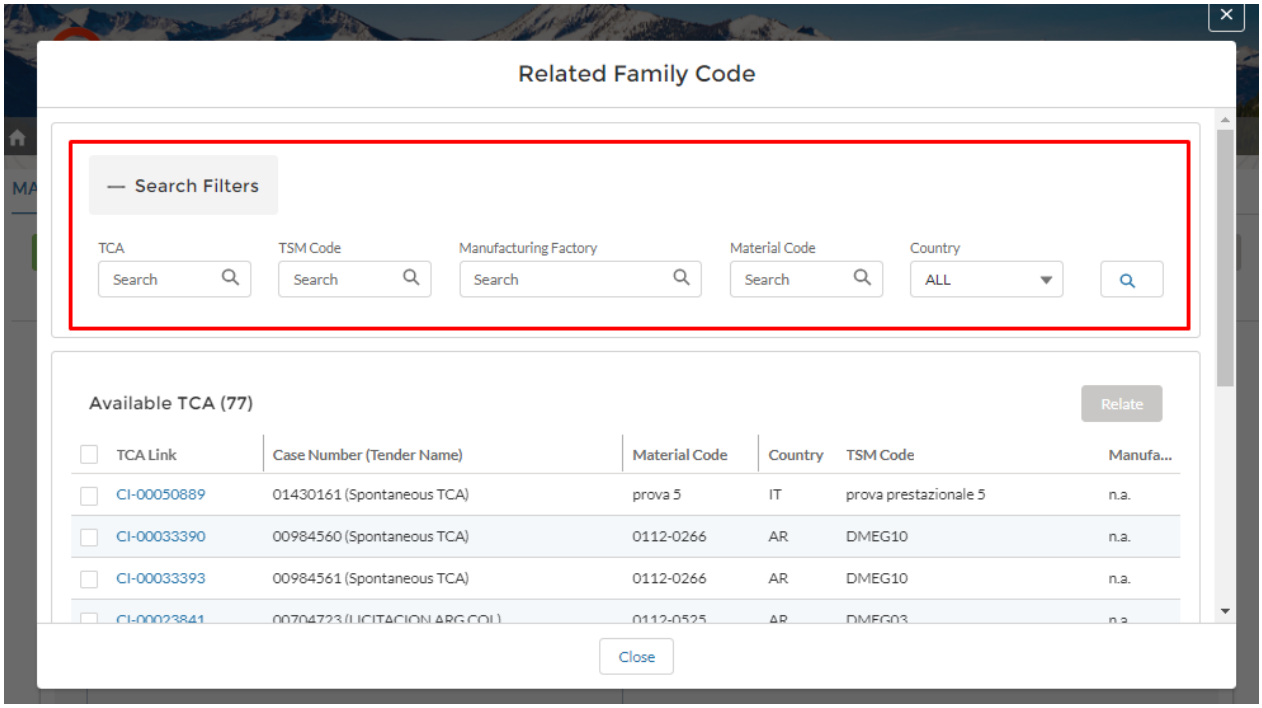


After clicking on the button, a pop-up with two section will be shown:

- 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.



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

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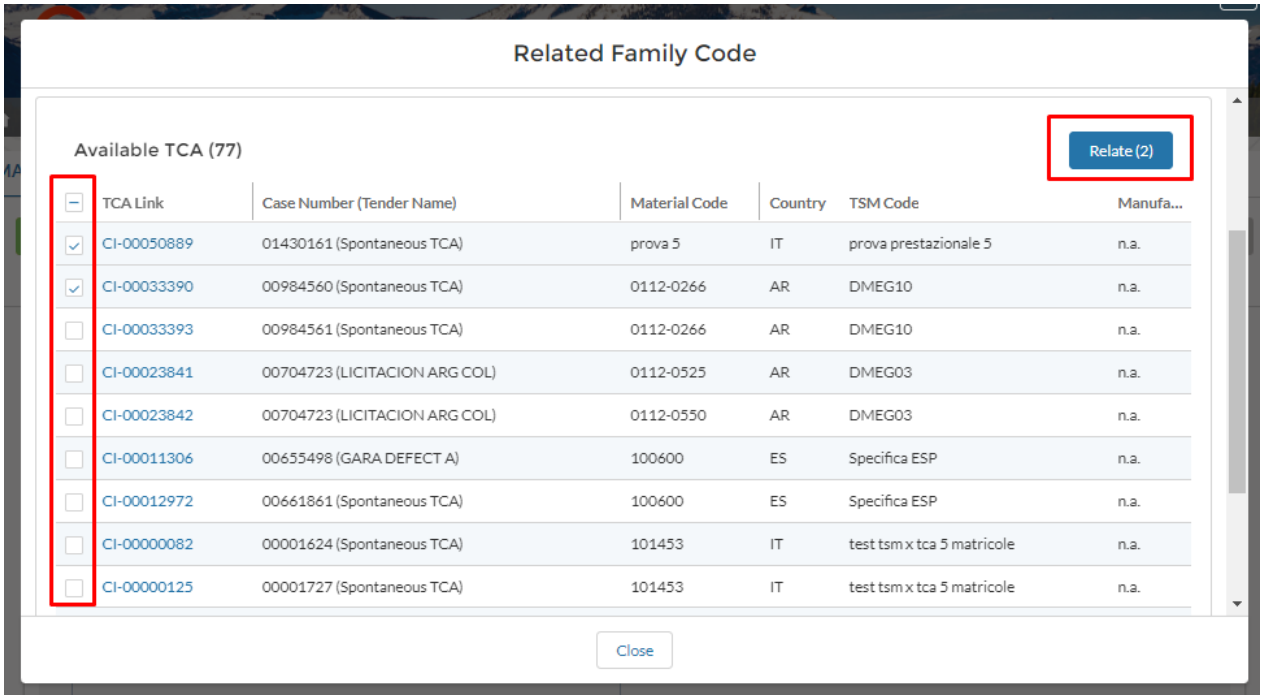
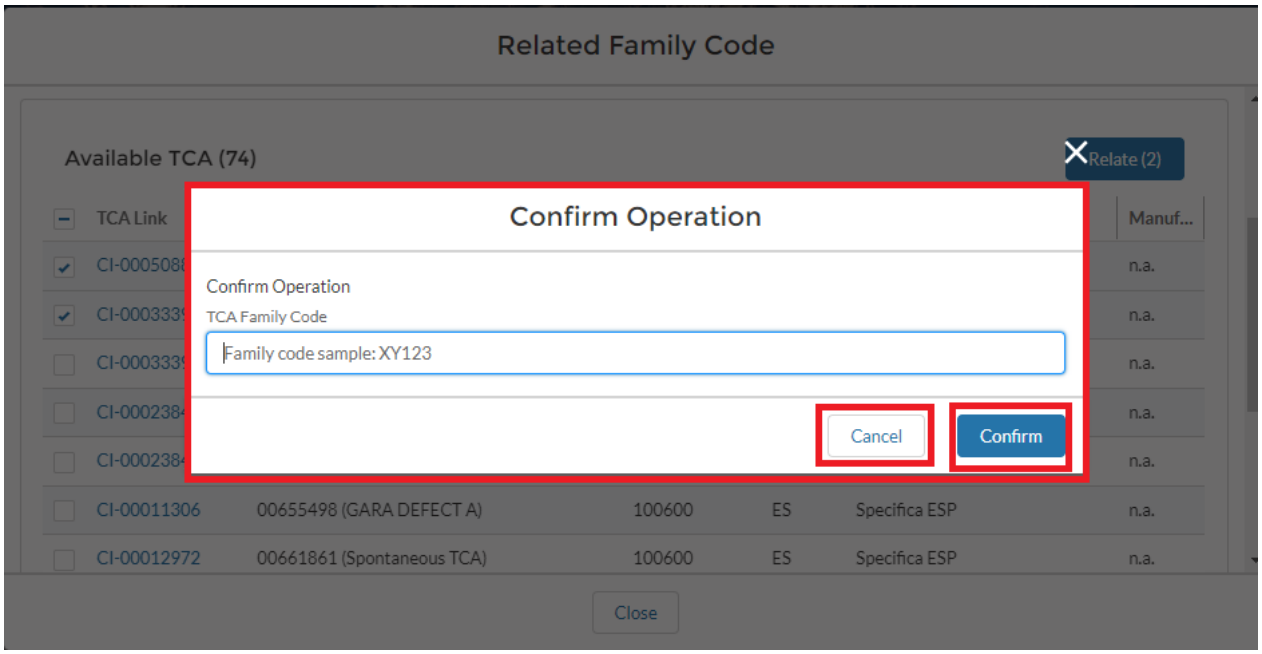


After clicking on the "Relate" button, a pop-up will be shown where you will need to specify the name of the Family Code, then click on "Confirm" to confirm the operation or on "Cancel" to cancel the operation



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

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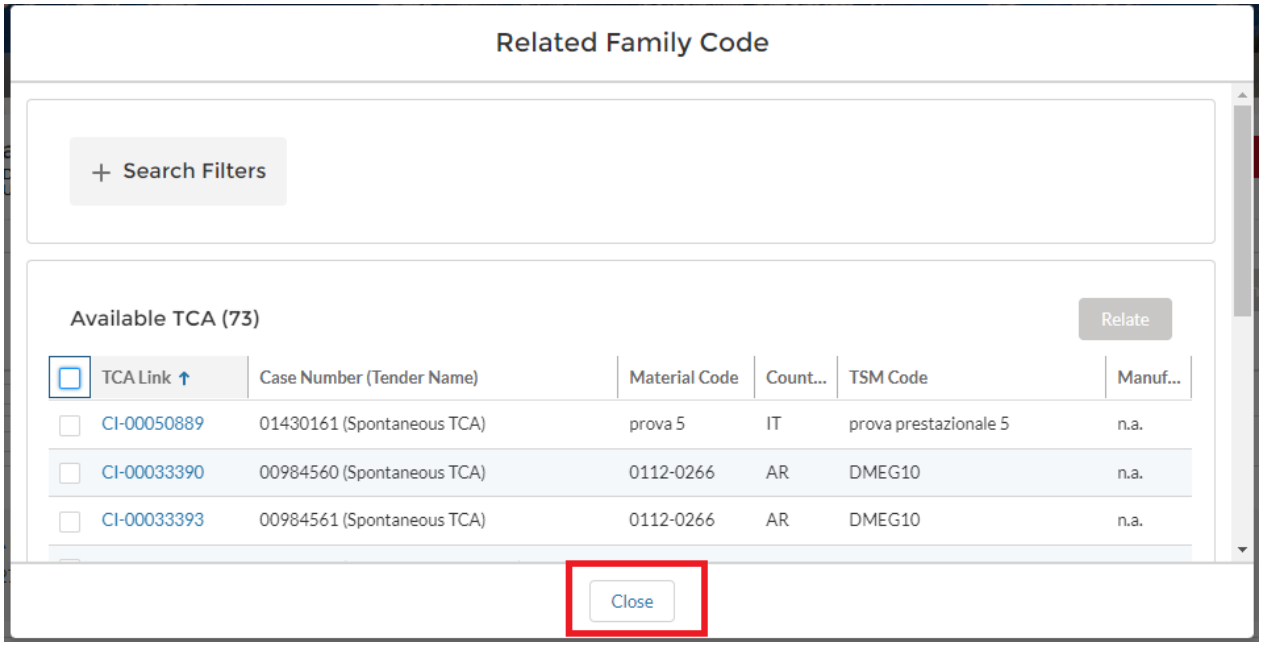
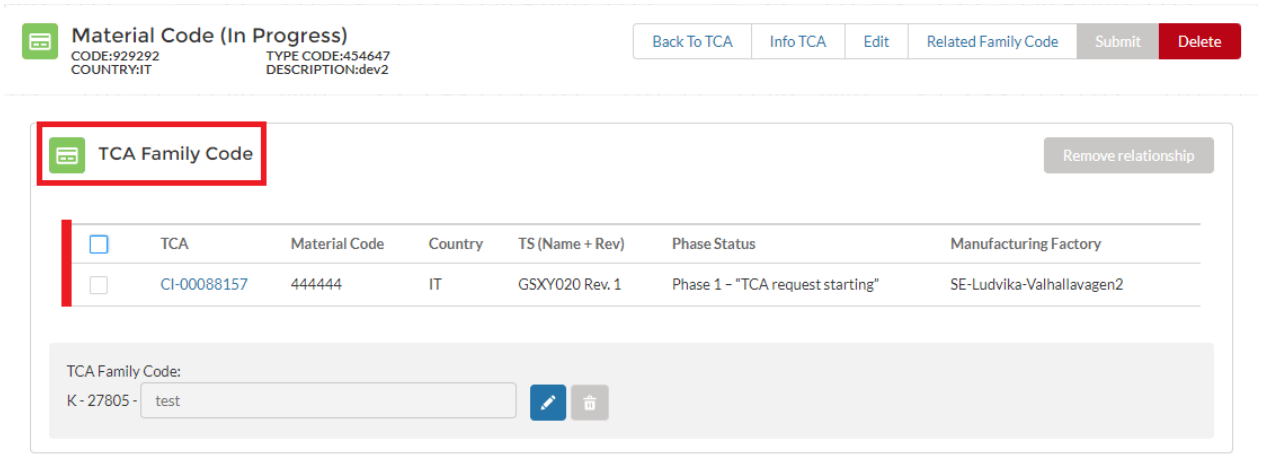
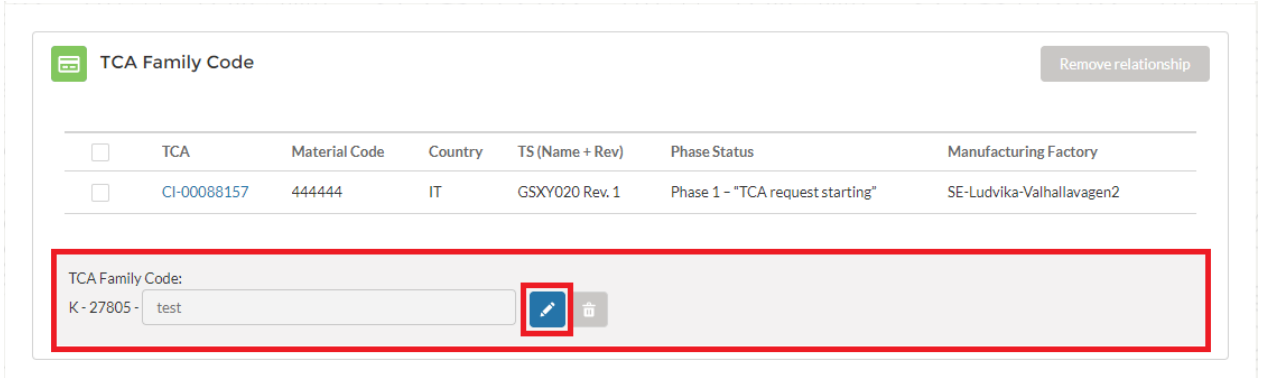


Within the TCA detail there will be a "TCA Family Code" section where there are TCA related.



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



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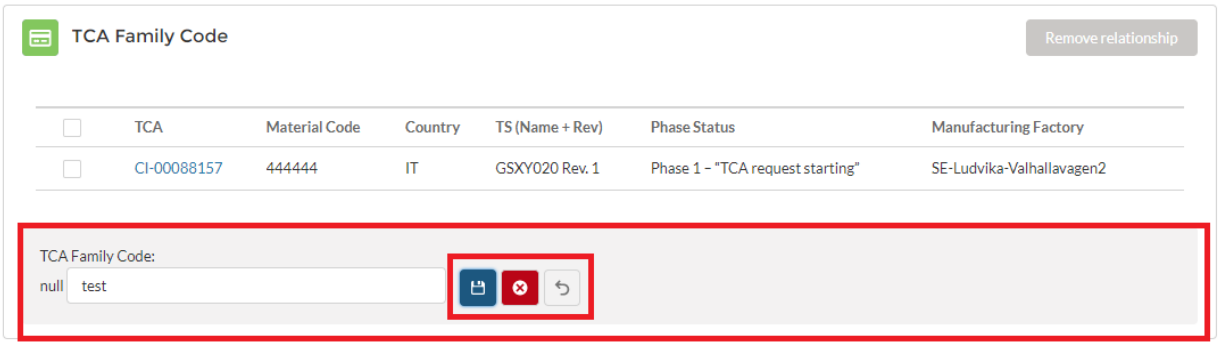
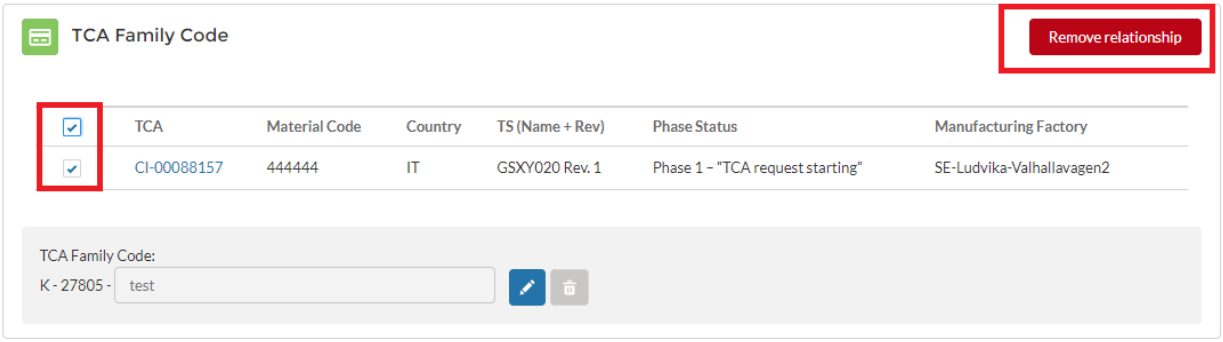
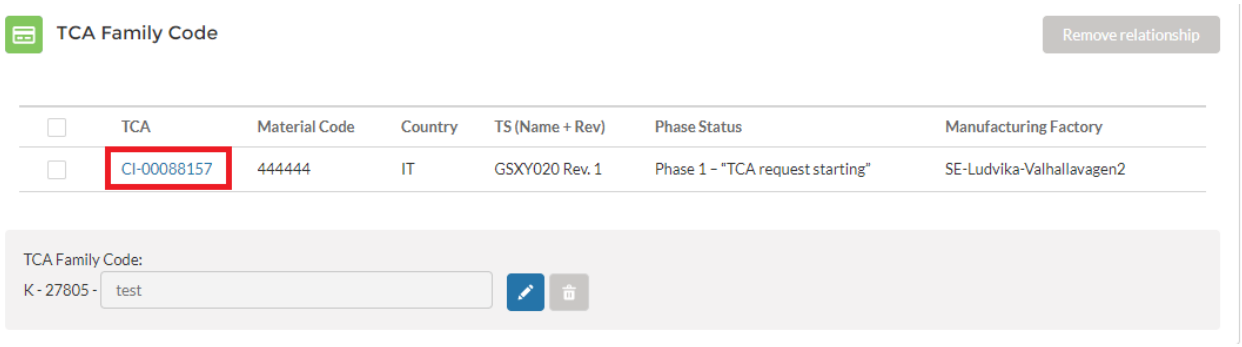
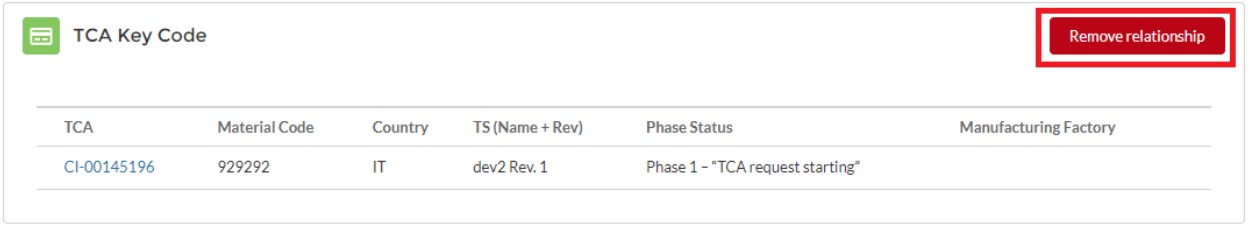


In addition, the user can remove the link, clicking on the checkbox and then on the "Remove relationship" button:





Within the TCA Family Code there will be the “TCA Key Code” section where the user can remove the link clicking on the “Remove Relationship” button



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

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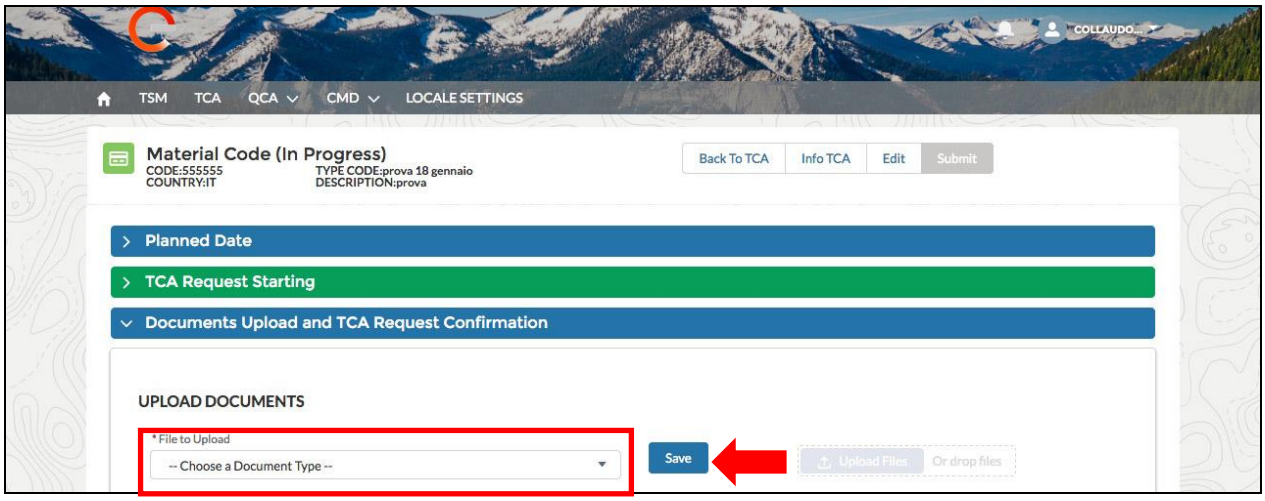
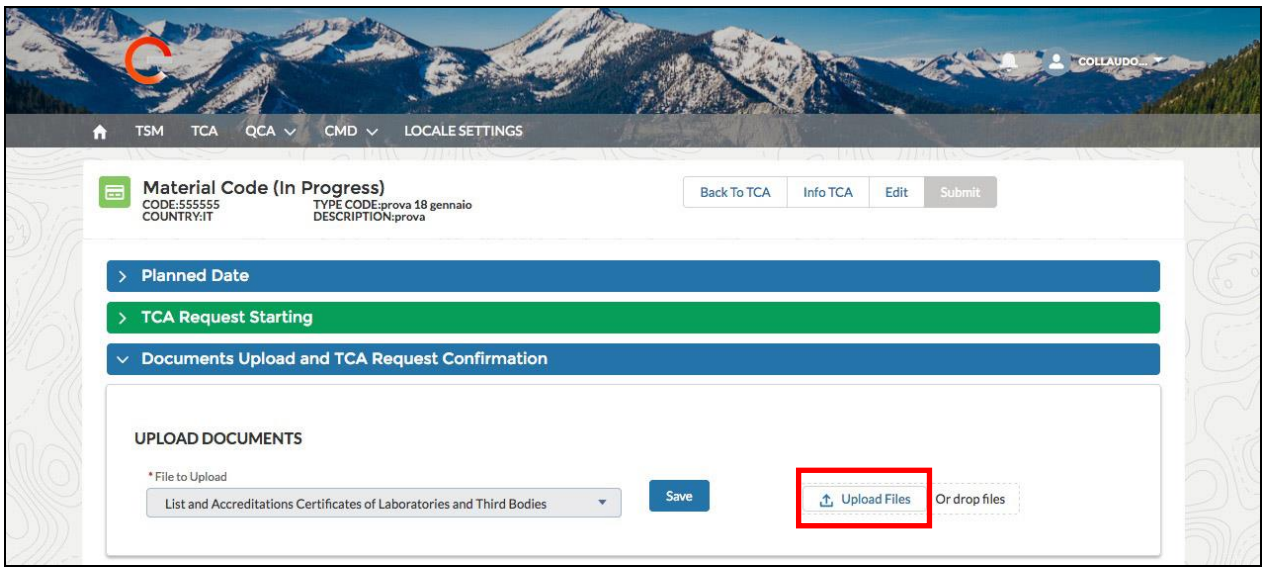
fields “System” and “Type” different from the Key code. In this case the family code will change his phases to allow the association and correct execution of the TCA process

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



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

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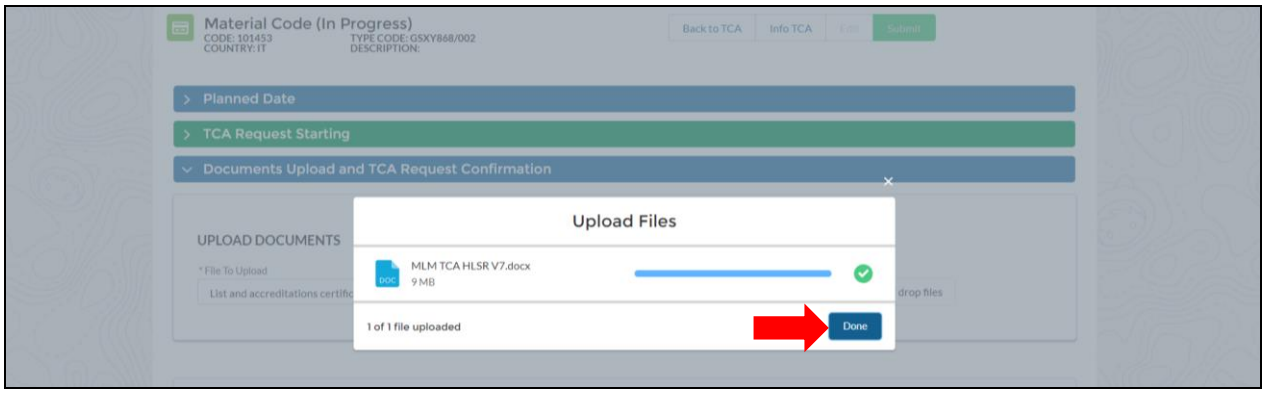
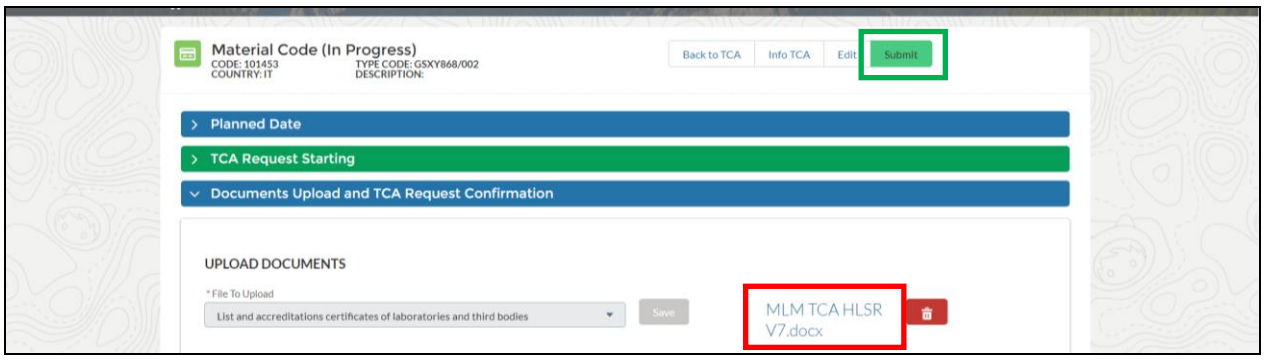


The file name will be displayed. To delete and change the uploaded file, the supplier can click on the trash button and repeat the upload file steps, then he can click on the “Submit” button



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

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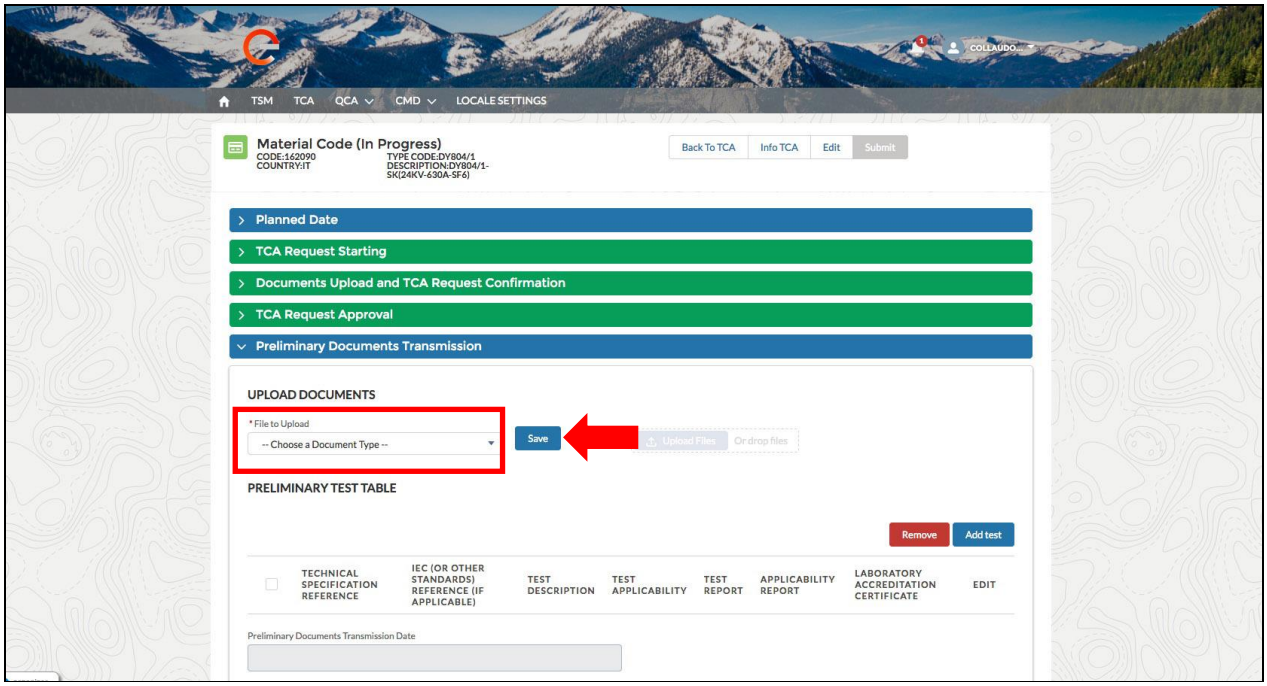
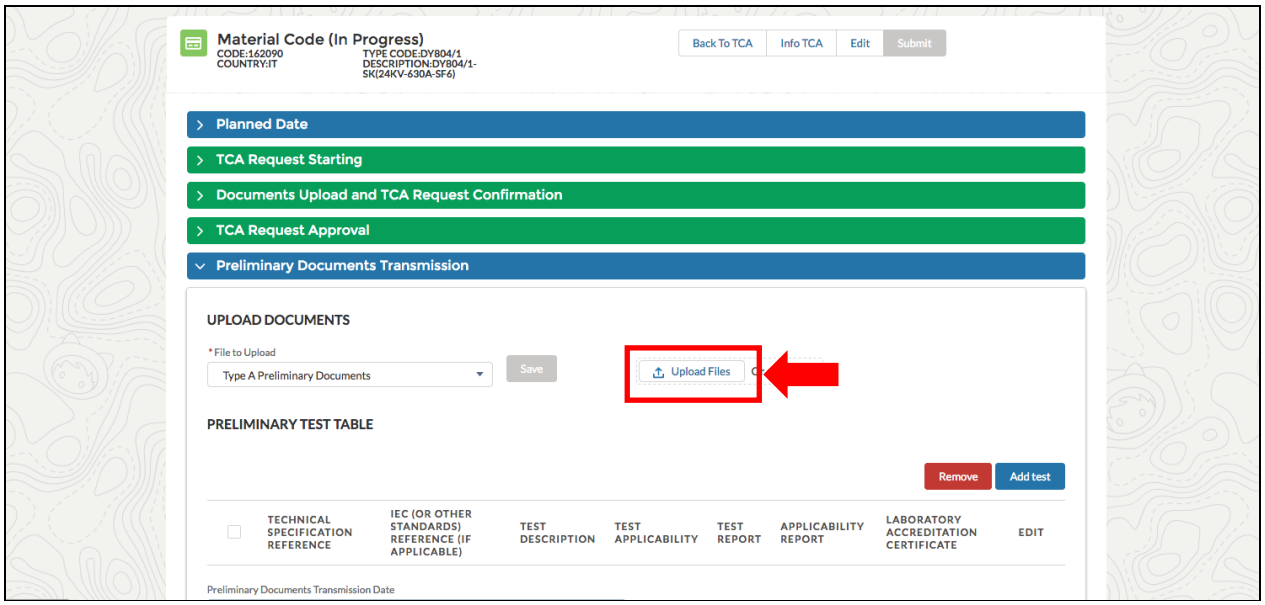


The user will select “Type A preliminary documents” and then click on the “Save” button before being able to upload the document by clicking on “Upload File” button



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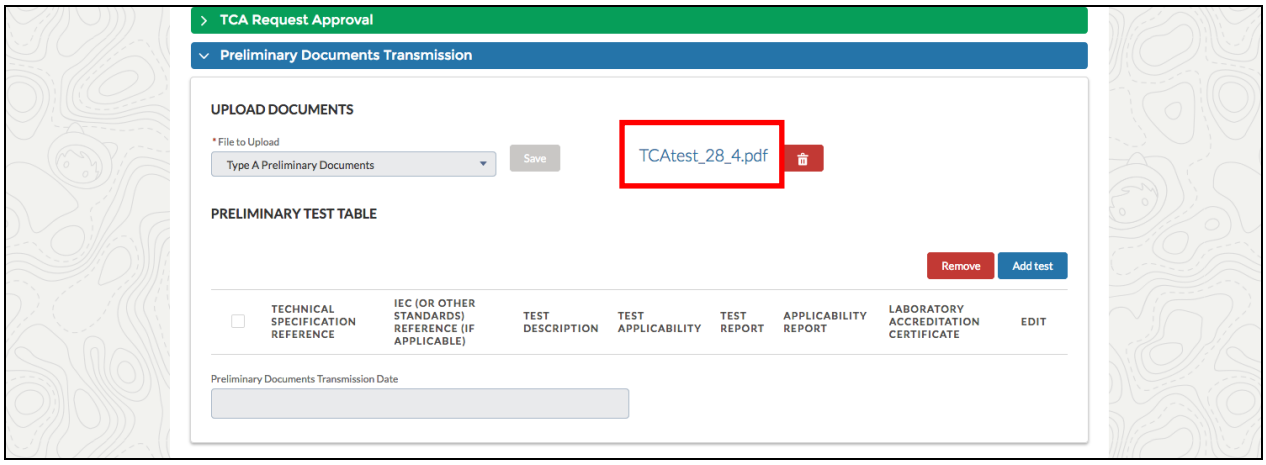
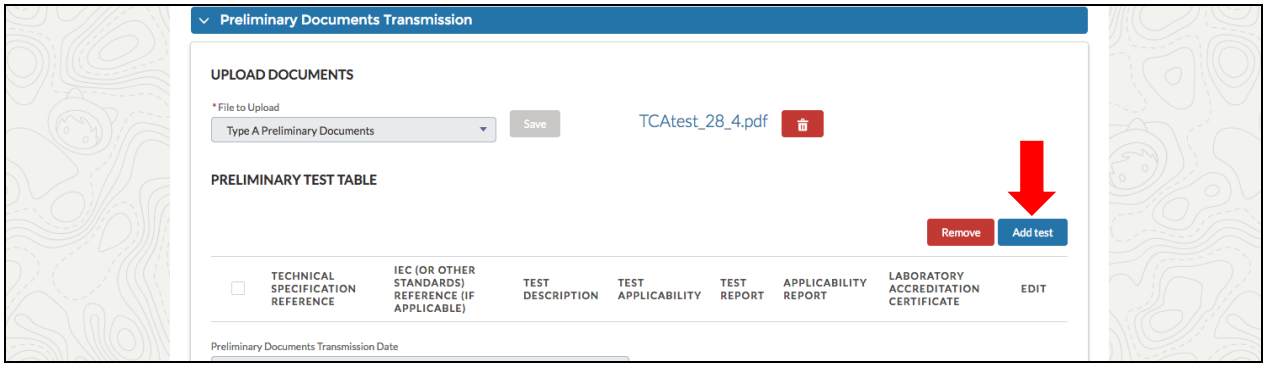
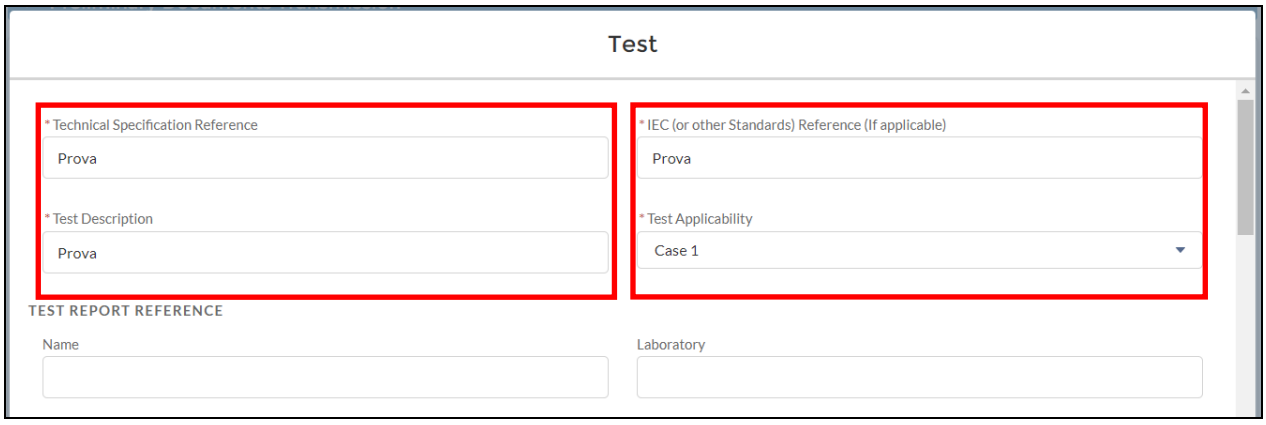


The "Preliminary Test Table" dashboard must contain at least one test case by clicking on “Add Test” button



The Supplier can view the following form and enter the mandatory fields:

- Technical Specification Reference
- Test Description
- Test Applicability (Case 1, Case 2, Case 3, Case 4, Case 5, Case 6)



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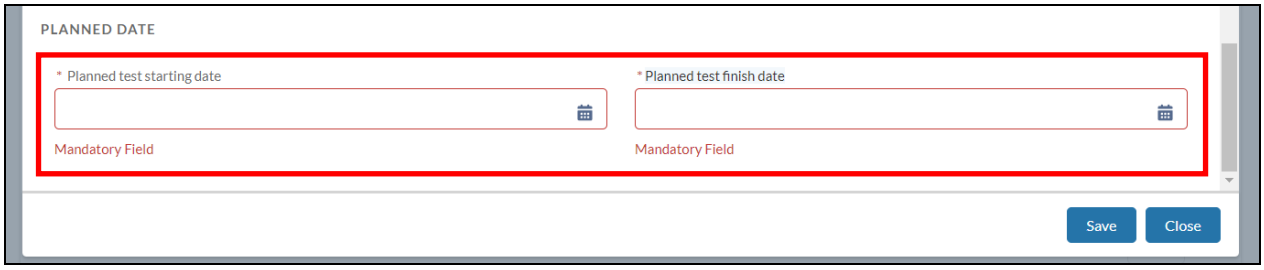
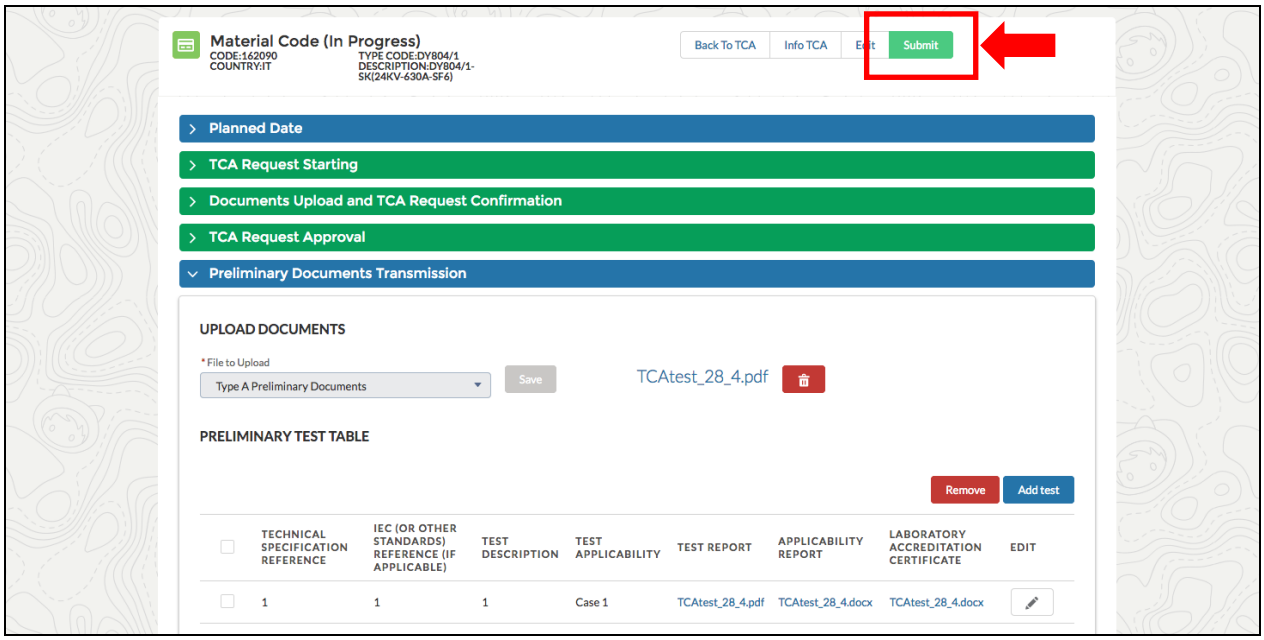
If the supplier will select Case1 or Case 3, he will have to enter the dates:

- Planned test starting date
- Planned test finish date



After entering the mandatory fields, click “Save” and then the “Submit” button



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

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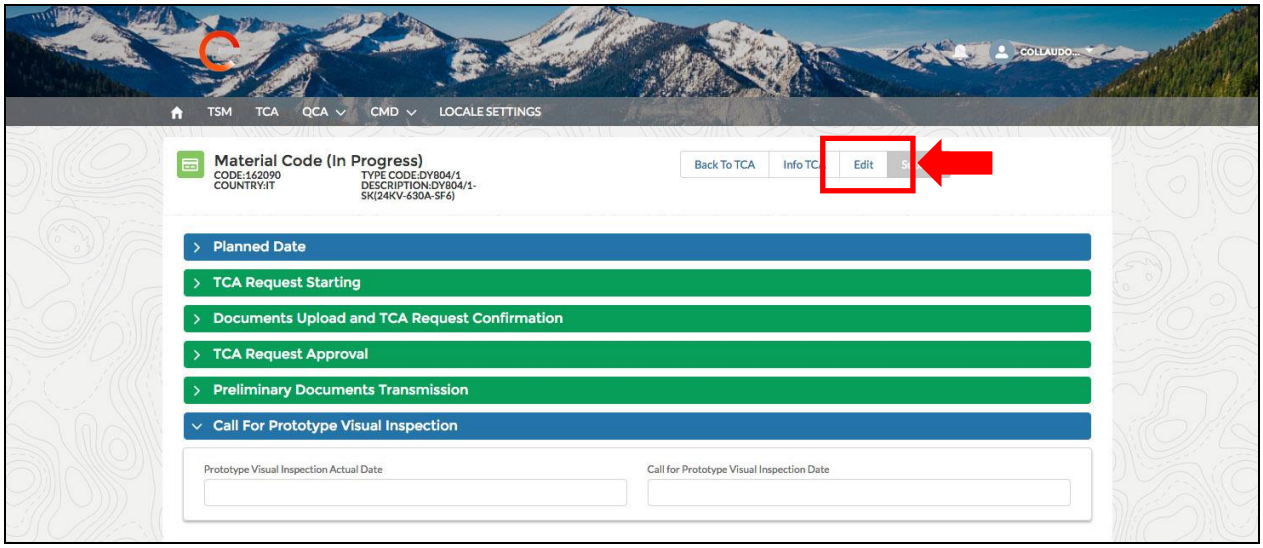
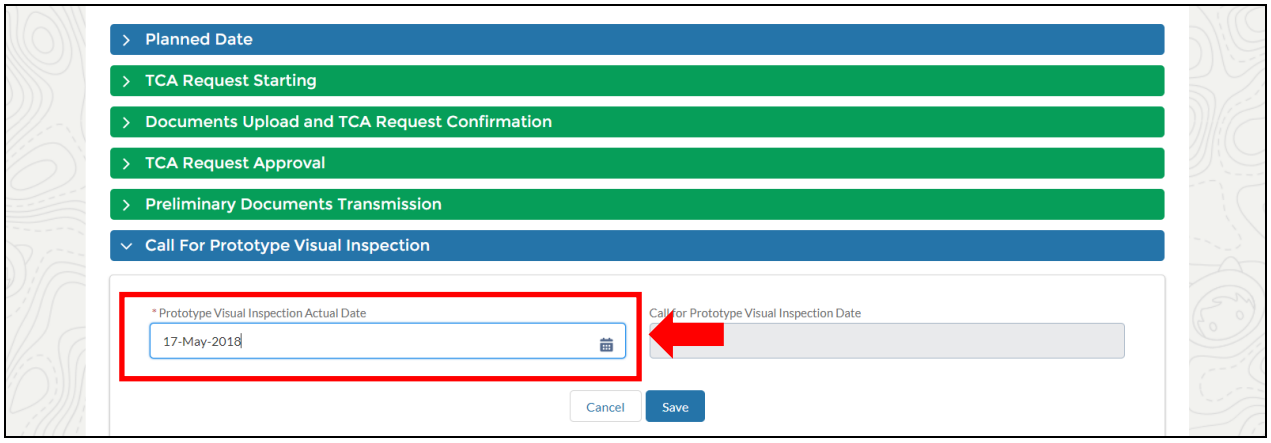
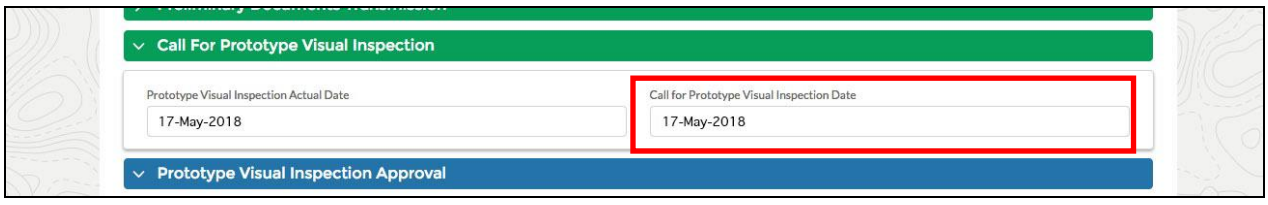


The supplier must enter the mandatory field “Prototype Visual Inspection Actual Date” then click on “Save” button



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



3.2.7. Definitive Type A Documentation Transmission

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

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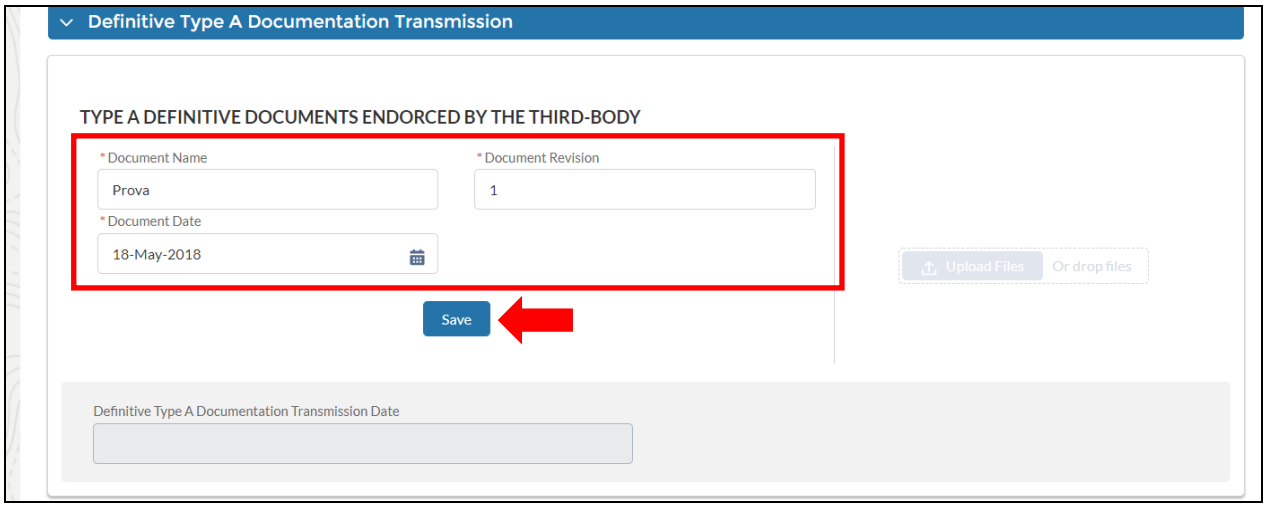
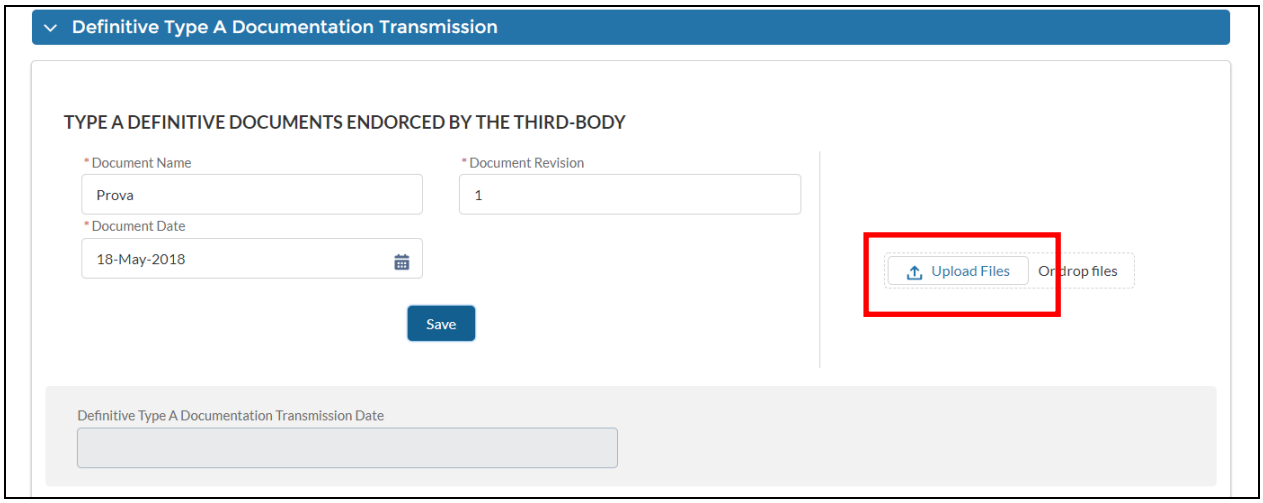
- Document Name
- Document Revision
- Document Date

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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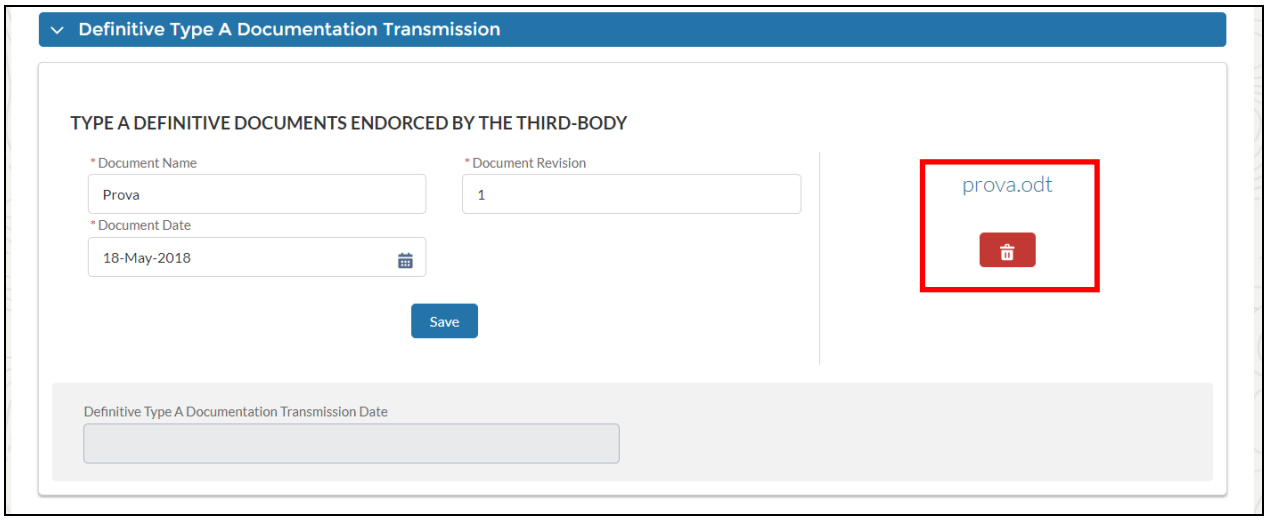
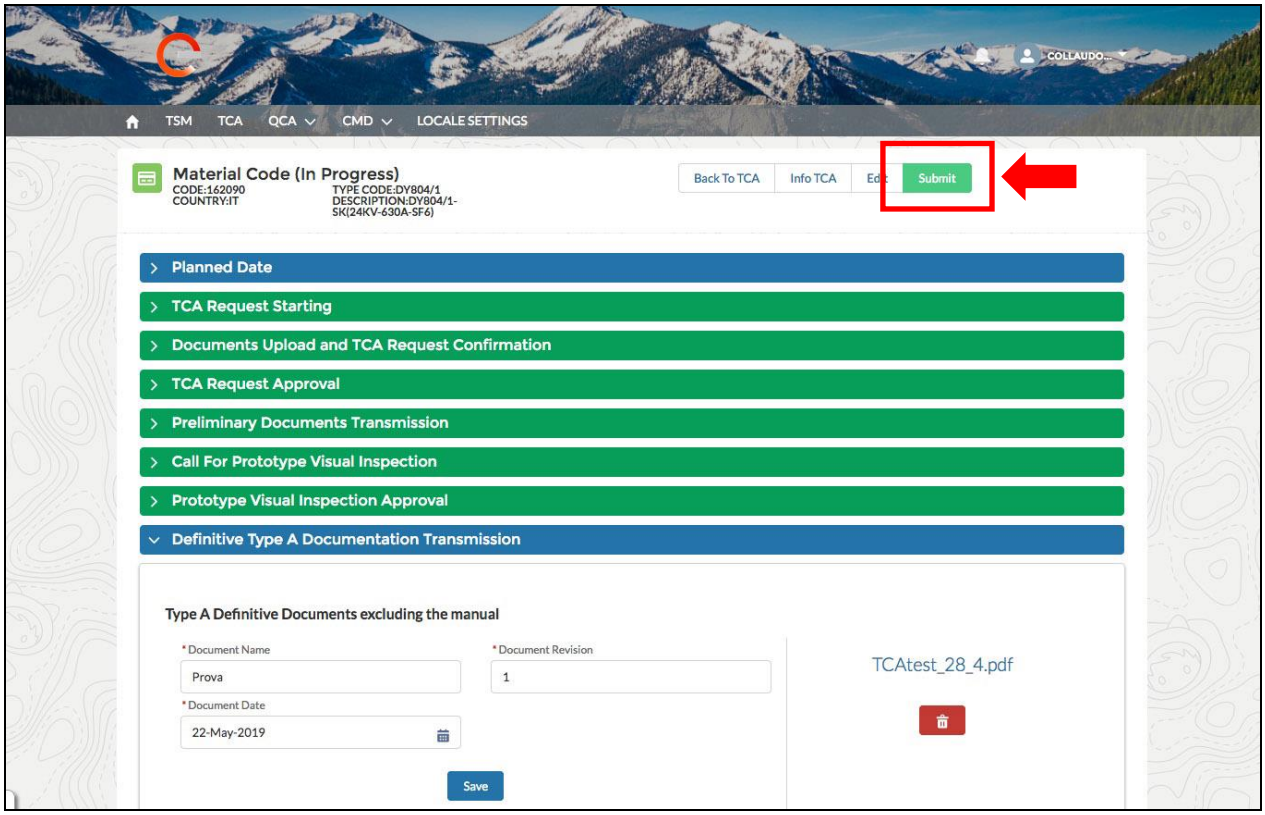


Once the document is uploaded, the supplier can “Submit” the phase to the approval



and then waiting for the Enel approval

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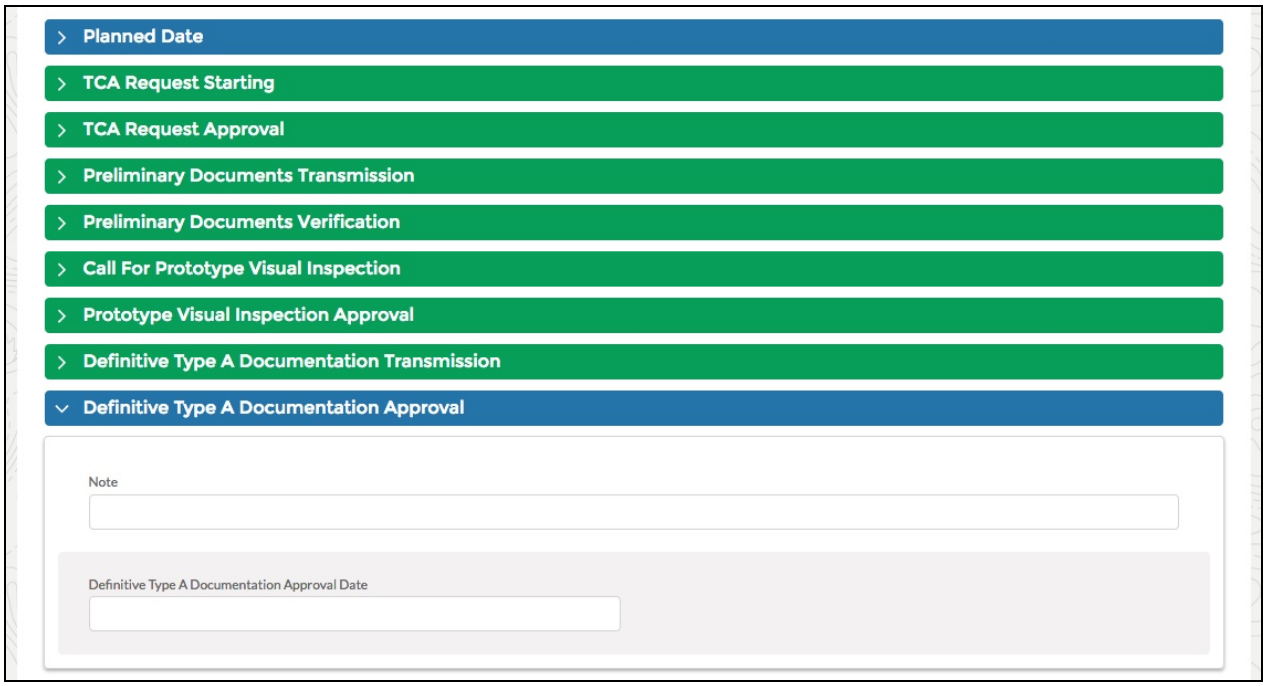
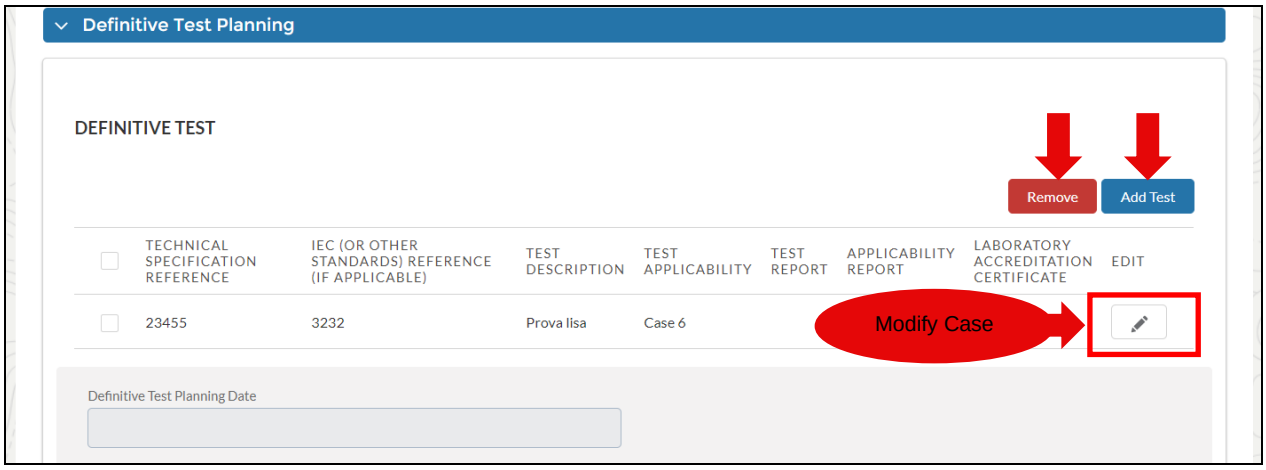


3.2.8. Definitive test planning

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



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

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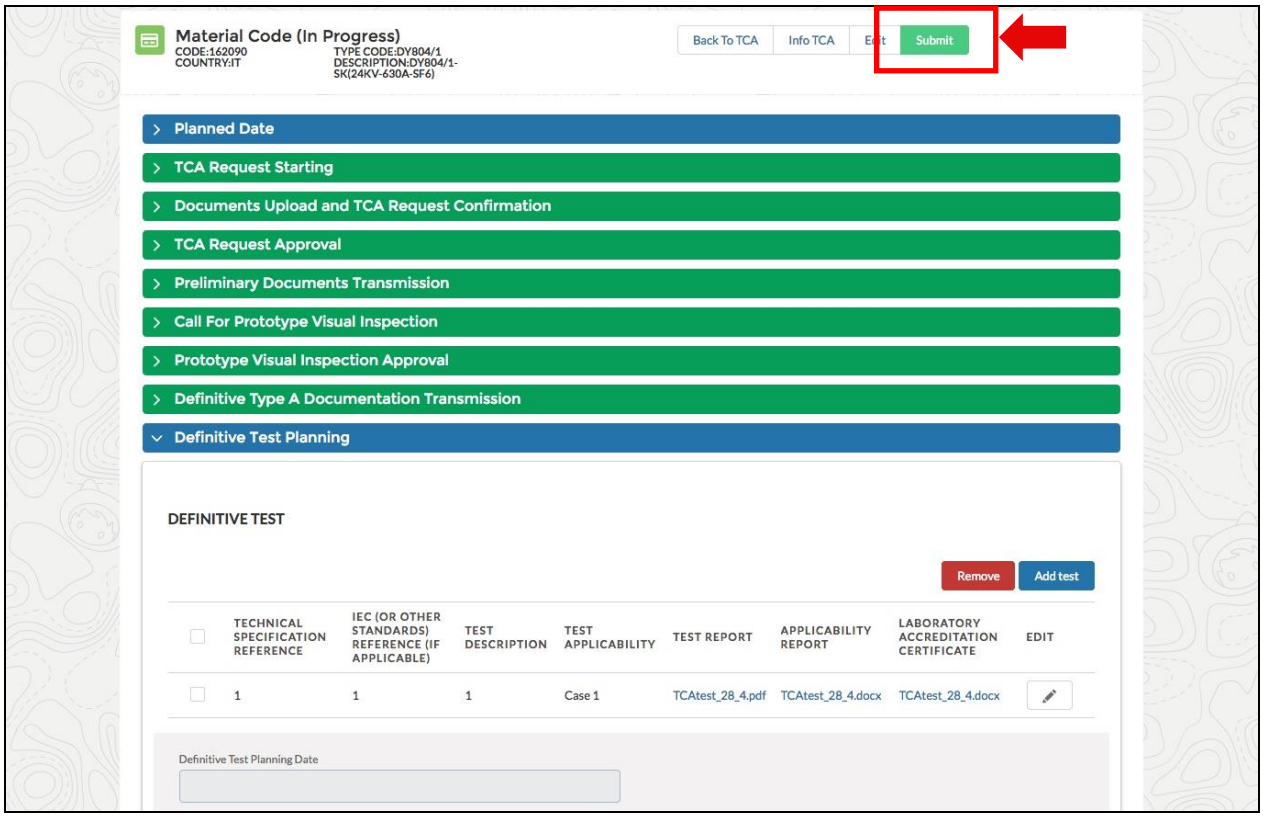
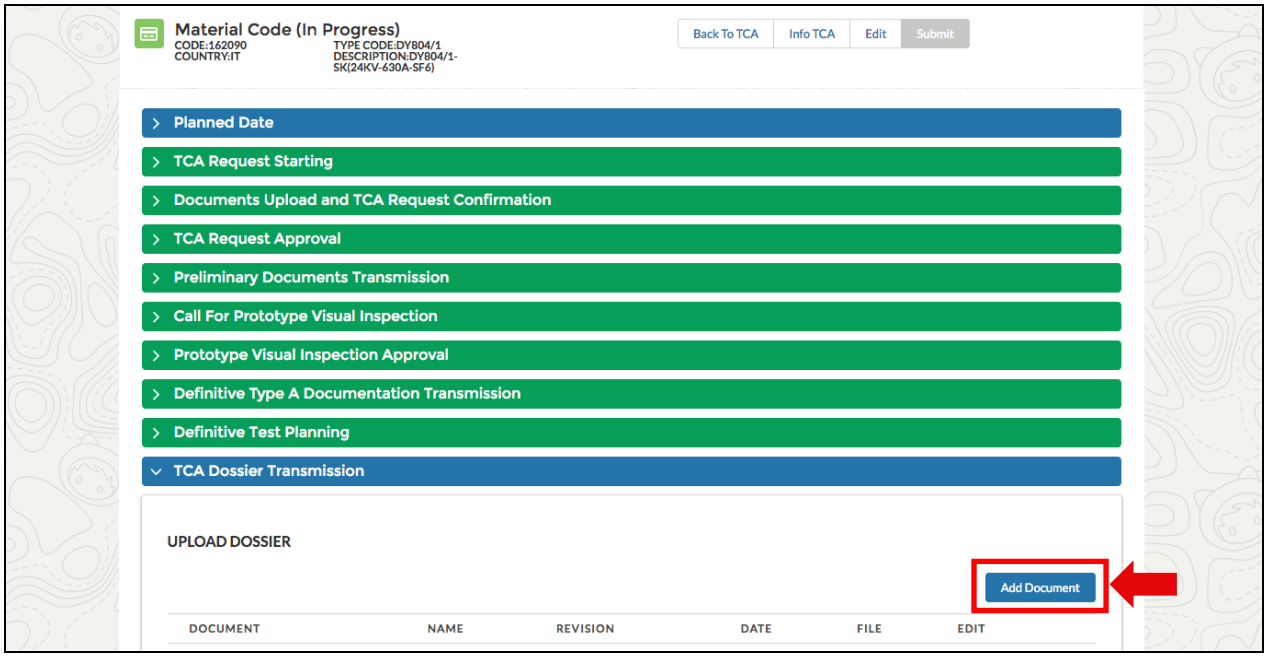


3.2.9. TCA Dossier transmission

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



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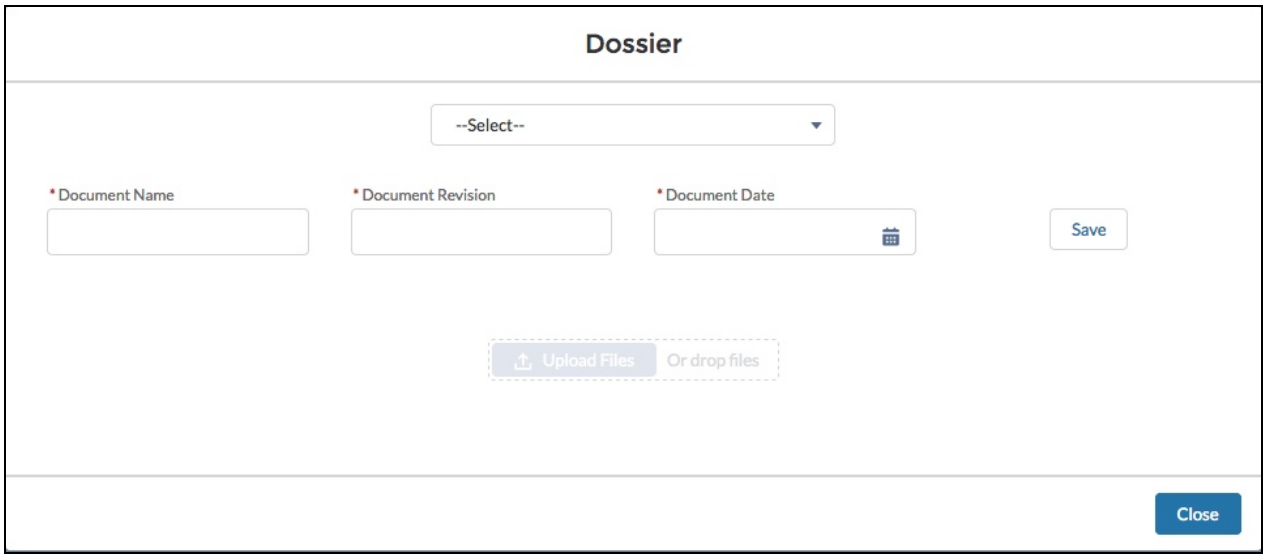
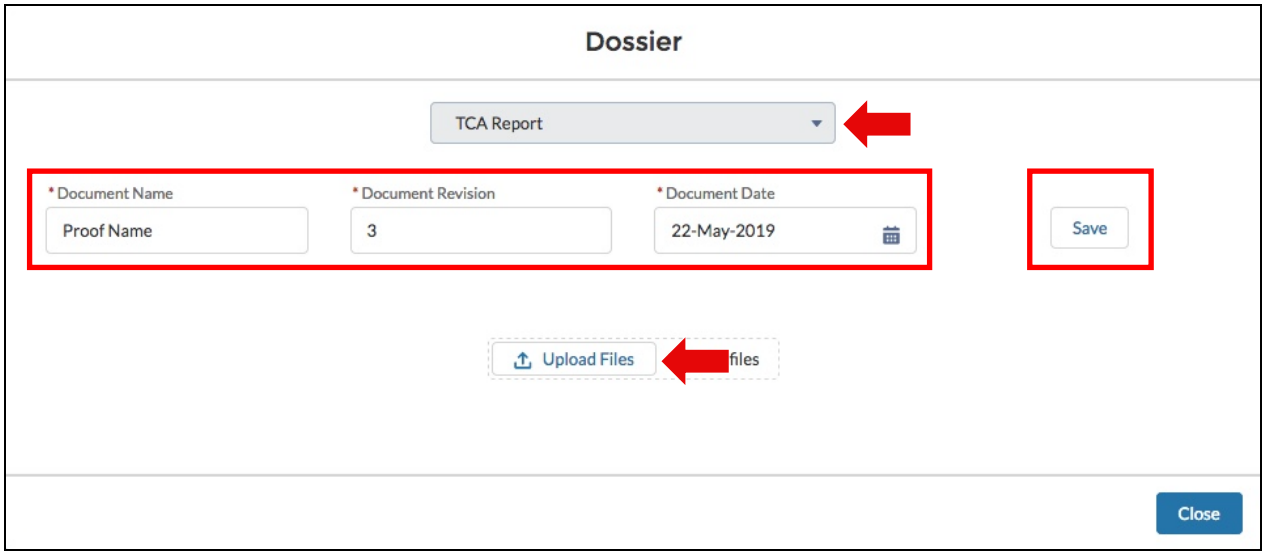
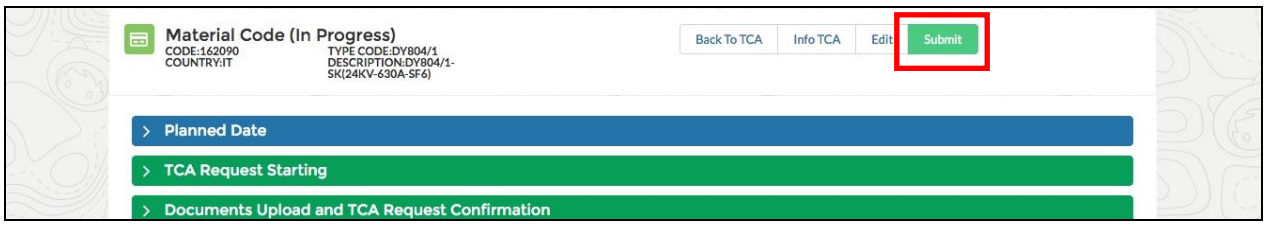


From the “Select” picklist, the Supplier must select the document type, then he enters the requested information for that document in the various fields (if necessary, depending on which document is selected). After clicking on the “Save” button finally the user can upload each of the five requested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



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.



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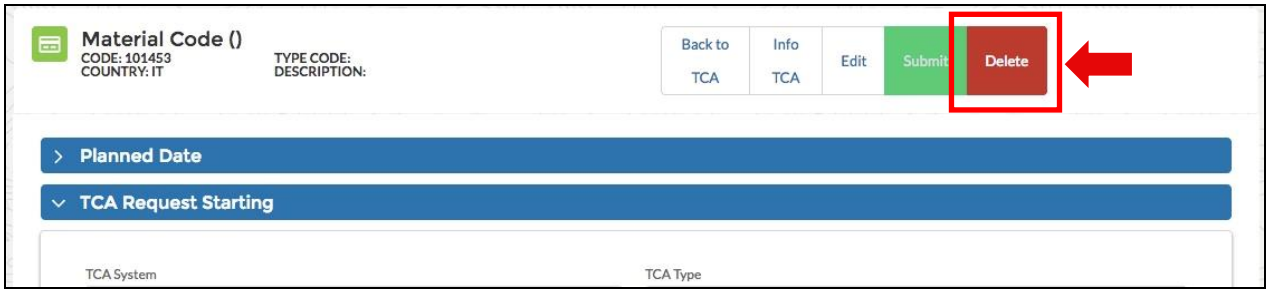
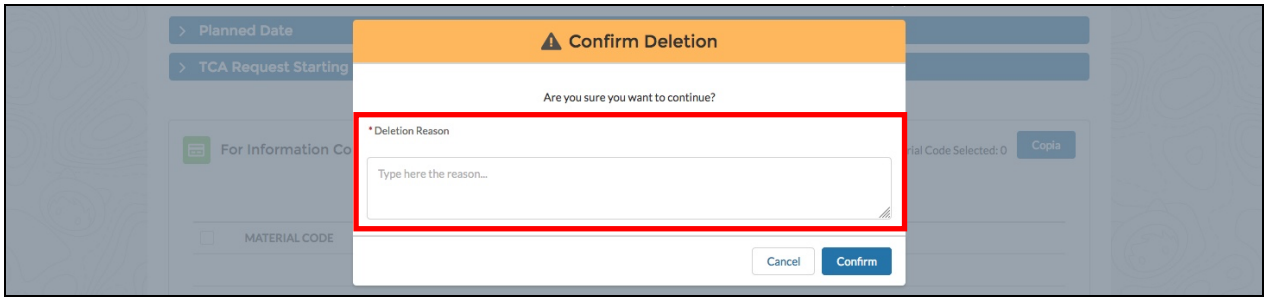
3.2.10. Delete Material code

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.

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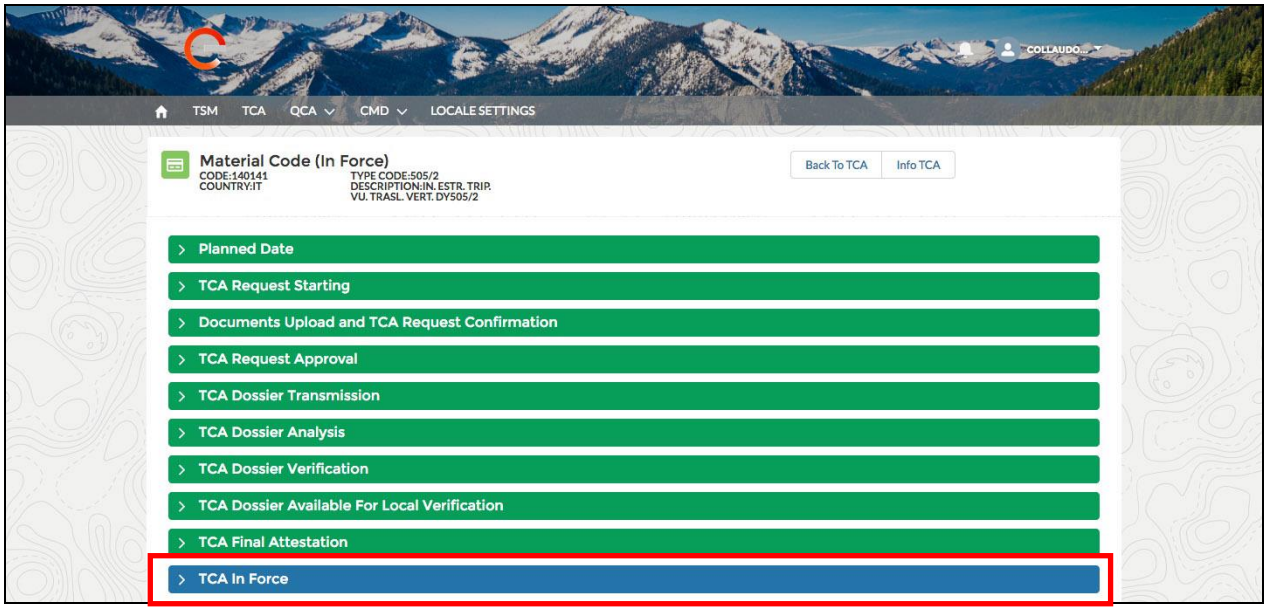
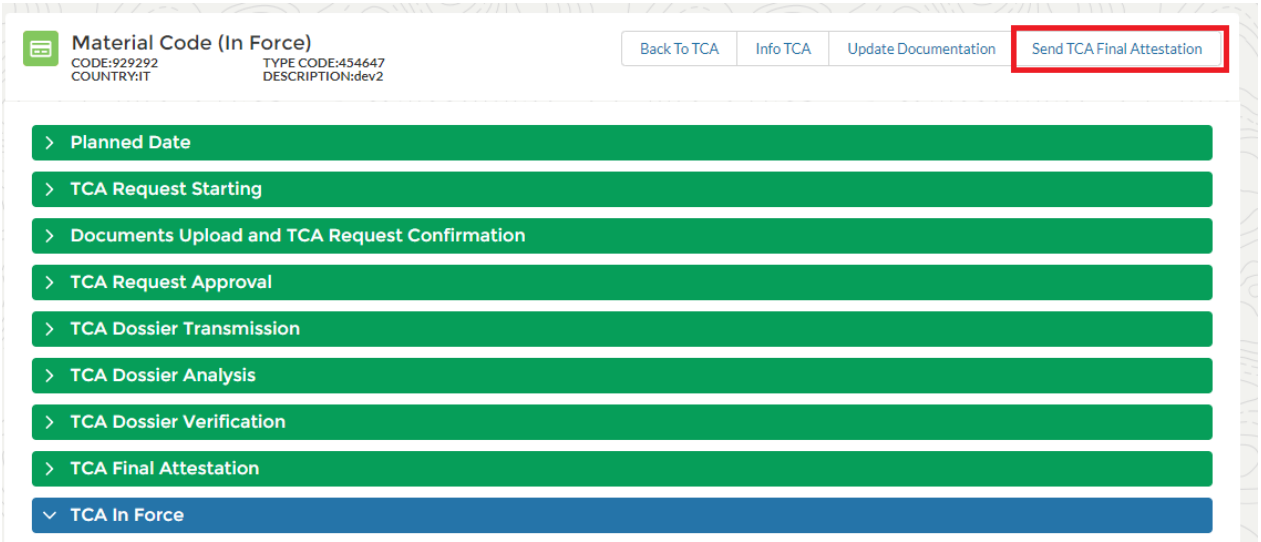


In this phase the user can send an email with TCA Final Attestation clicking on the “Send TCA Final Attestation” button



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.

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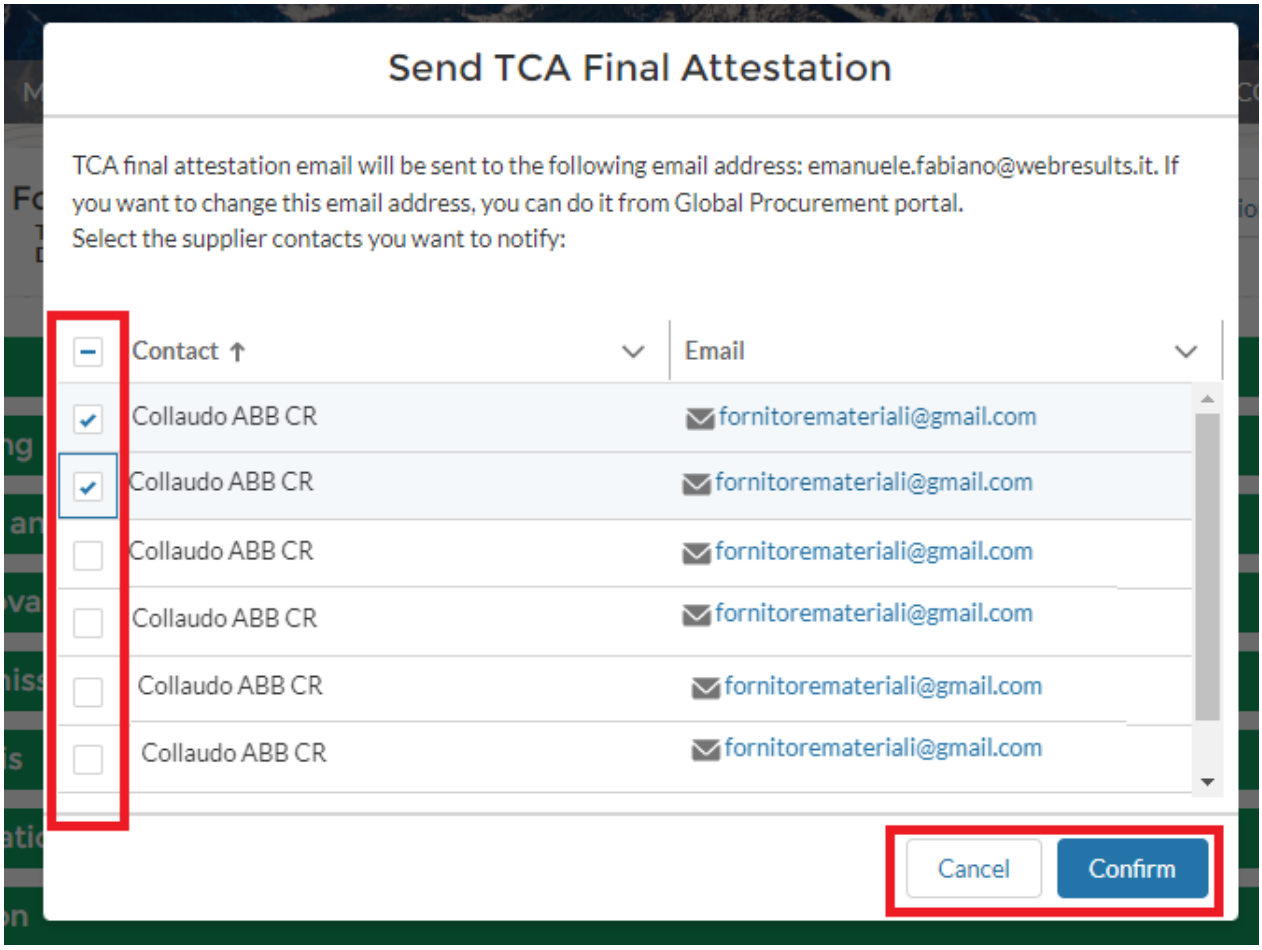

- **Tca Update**

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"

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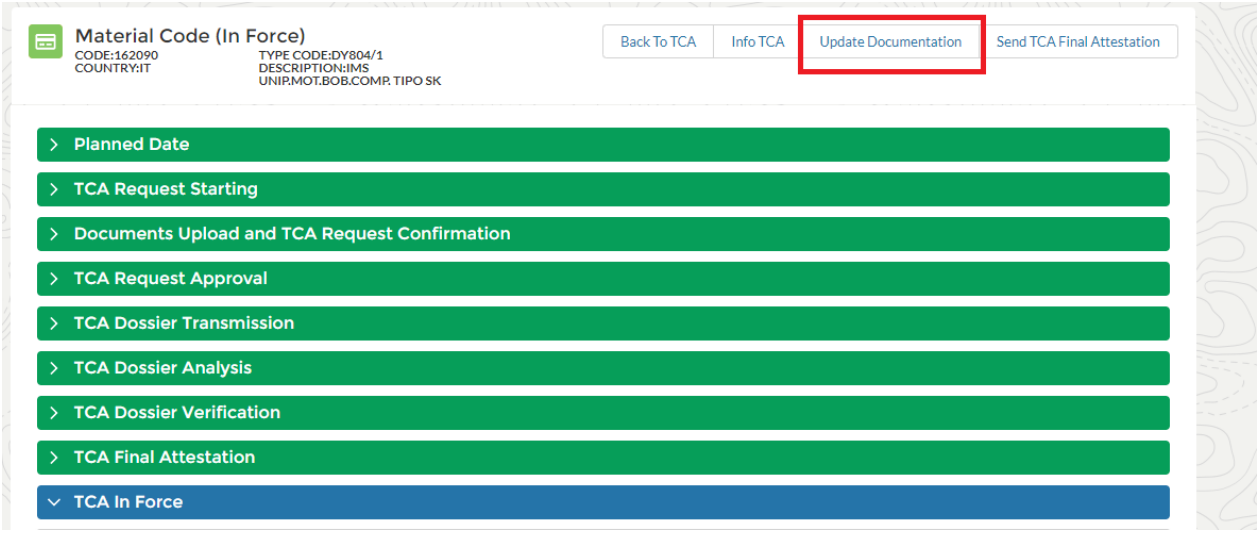
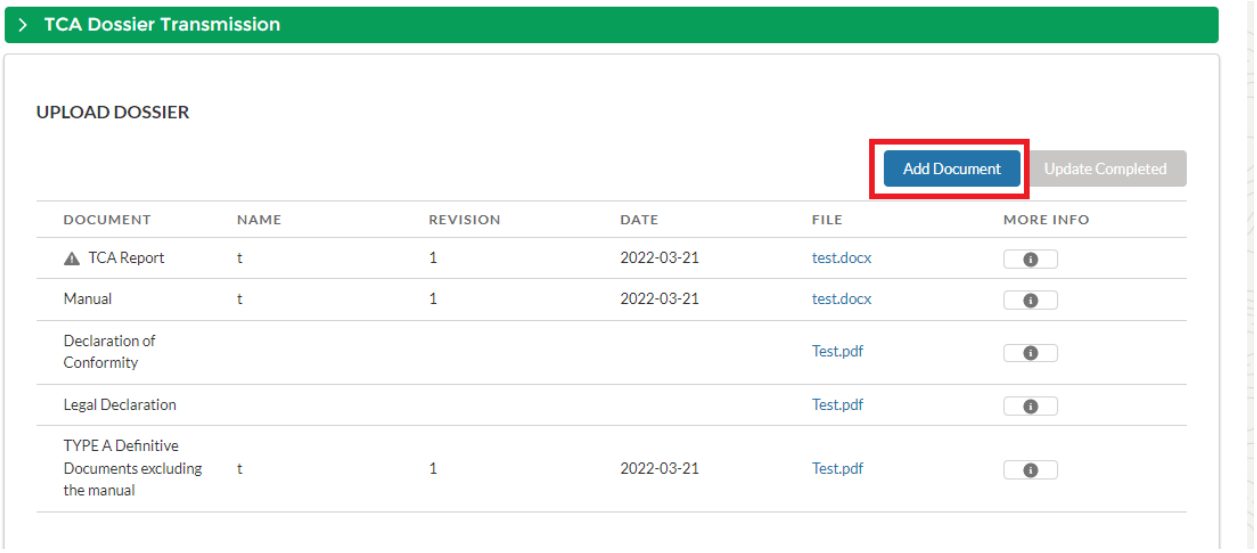


After clicking on "Update Documentation" within the TCA Dossier Transmission section, clicking on the "Add Document" button will open a pop-up that will allow you to select and add documentation:



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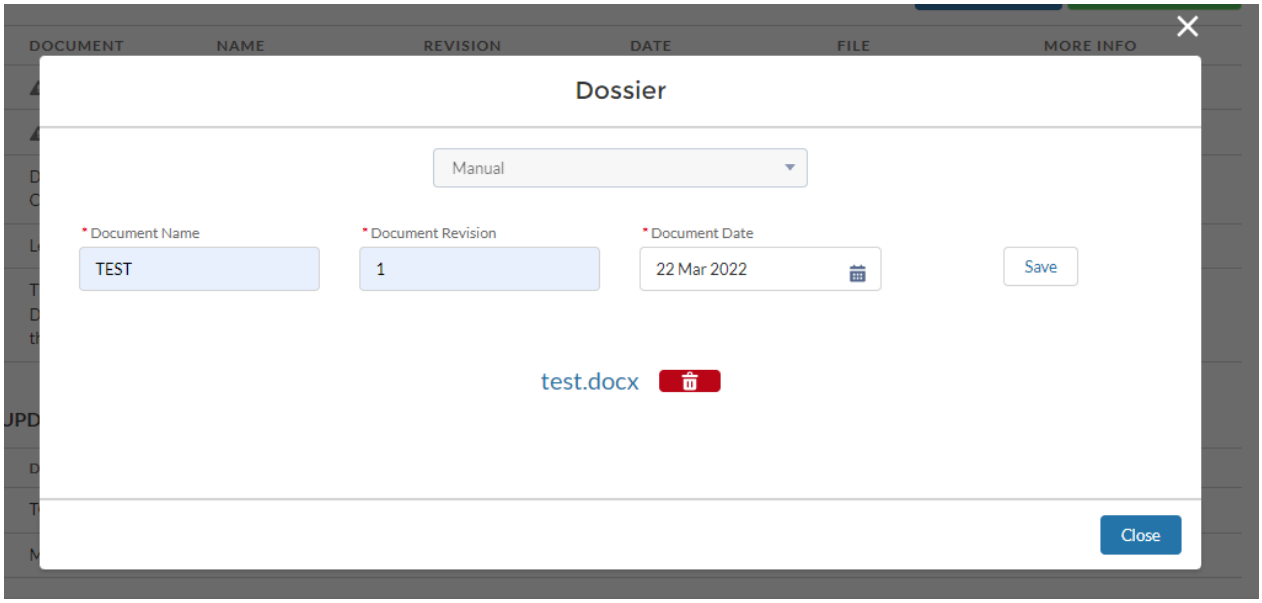
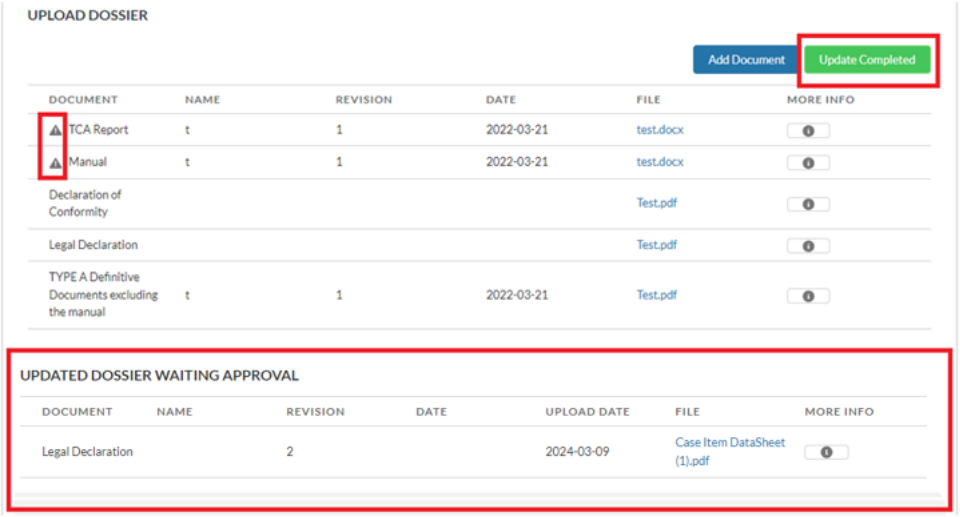


The new documentation will be present in the "Updated Dossier Waiting Approval" section, to pass the documentation to the approval process click on "Update Completed", once you click the "Update Completed" button you will not be able to add new documentation until Enel users have approved. While in the "Update Dossier" section the warning will indicate the documentation for which new documentation has been added.



“

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"

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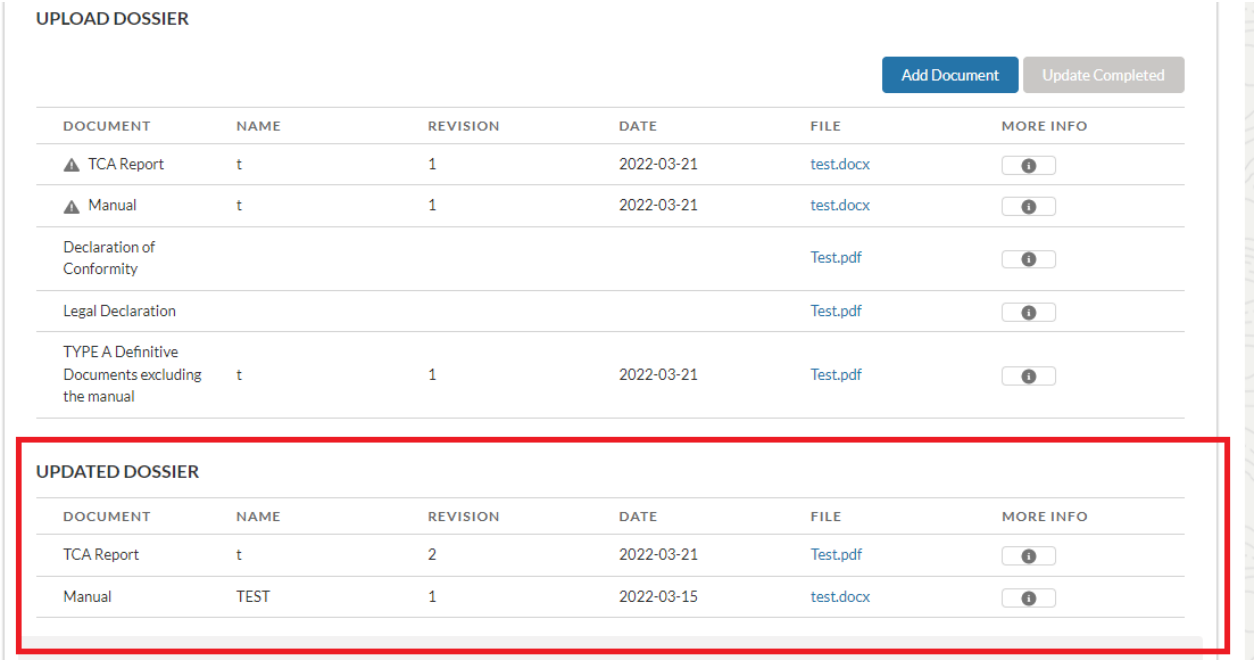


UPLOAD DOSSIER

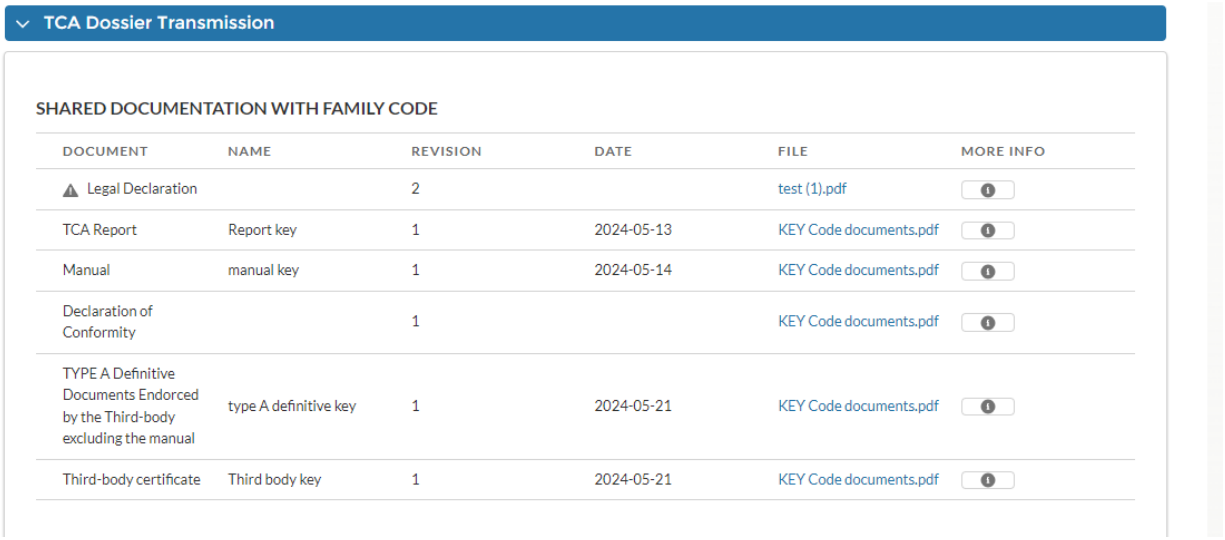
Add Document | Update Completed

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	

UPDATED DOSSIER

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

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	
TCA Report	Report key	1	2024-05-13	KEY Code documents.pdf	
Manual	manual key	1	2024-05-14	KEY Code documents.pdf	
Declaration of Conformity		1		KEY Code documents.pdf	
TYPE A Definitive Documents Endorced by the Third-body excluding the manual	type A definitive key	1	2024-05-21	KEY Code documents.pdf	
Third-body certificate	Third body key	1	2024-05-21	KEY Code documents.pdf	

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 relatinship key/family code :

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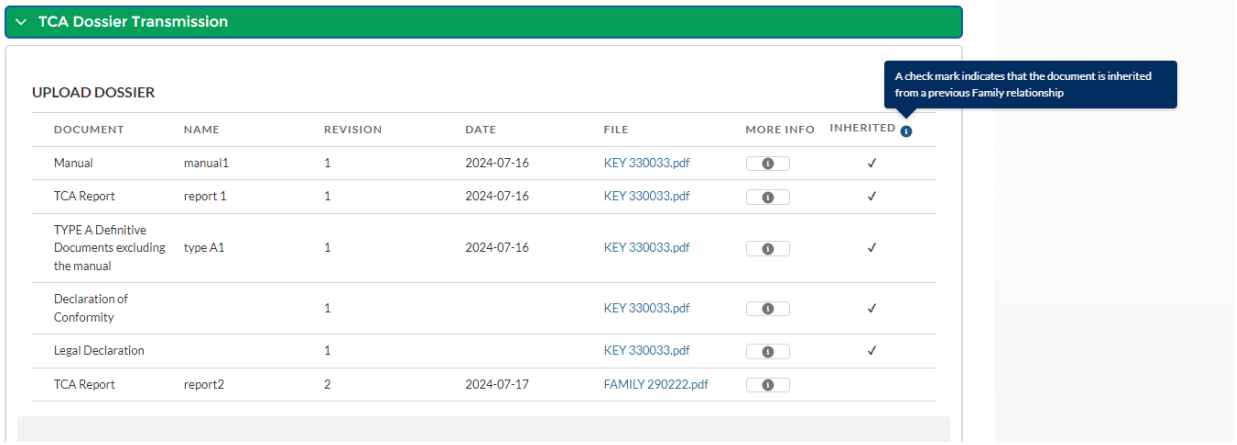
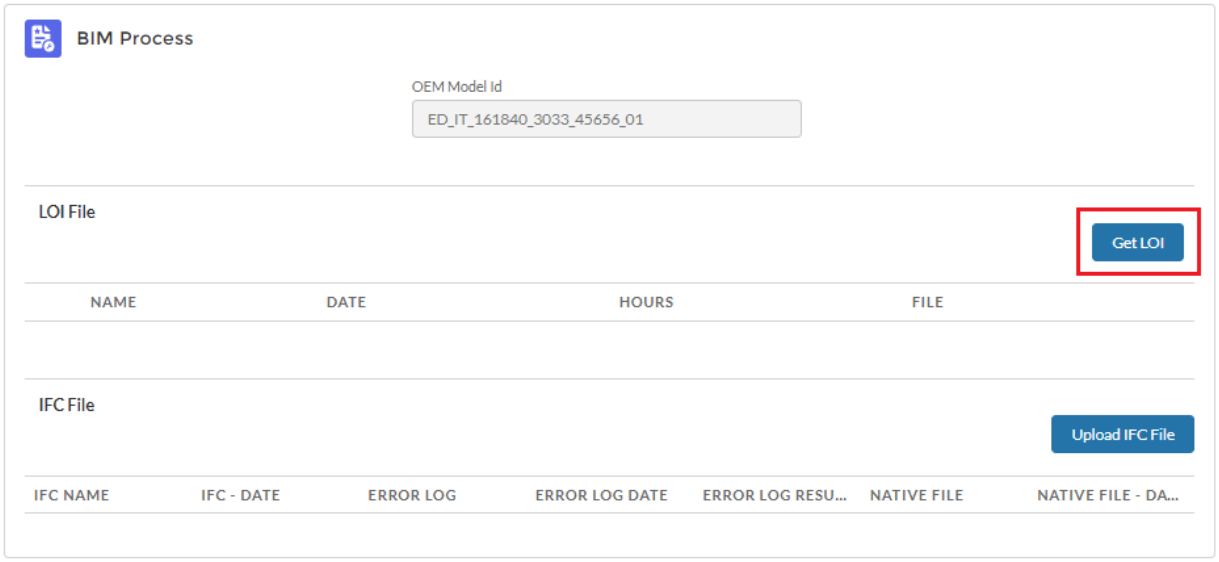


3.2.12. TCA with BIM Process

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.



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.

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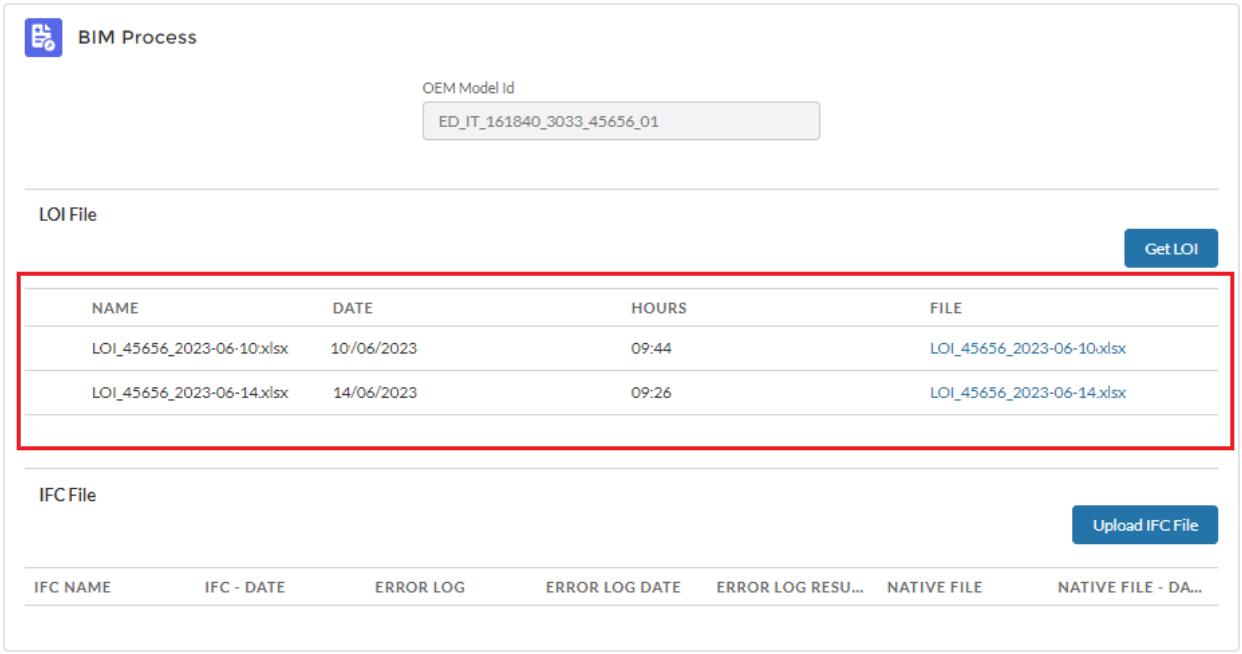
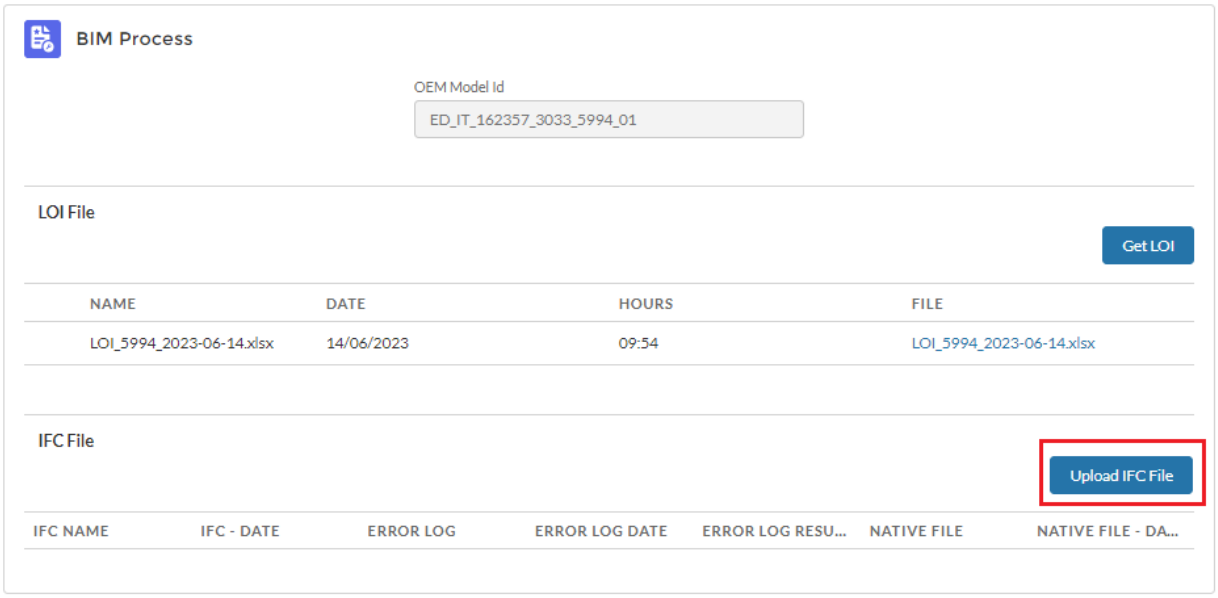


IFC File can be uploaded in every phase of the TCA even when the material code is “In force”. The IFC file can only be uploaded by the Supplier using the appropriate button:



When the "Upload IFC File" button is selected, the system opens a mask to upload the IFC file:

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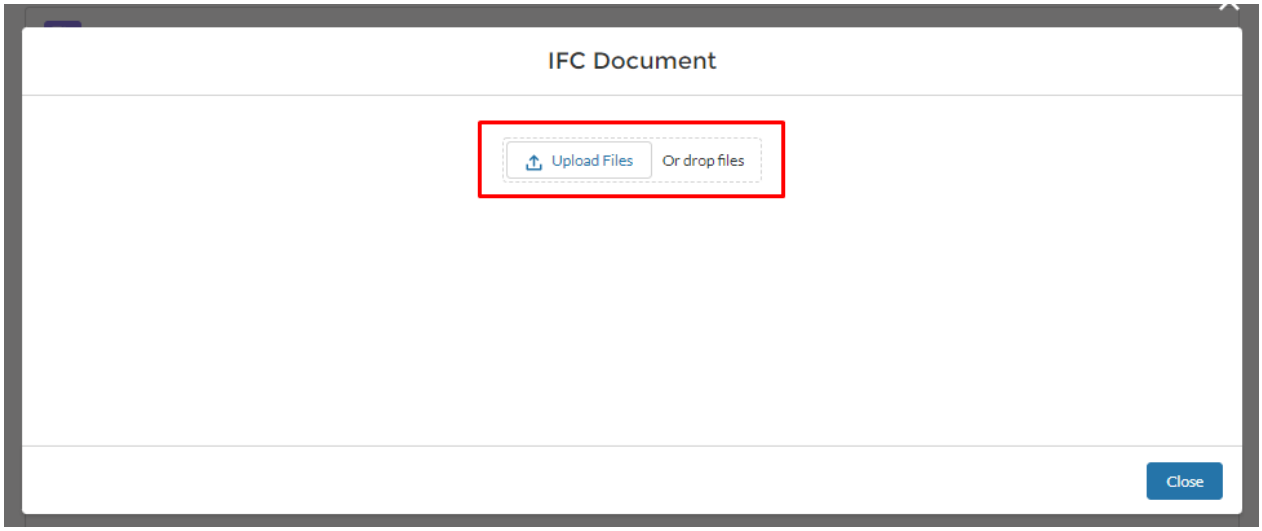
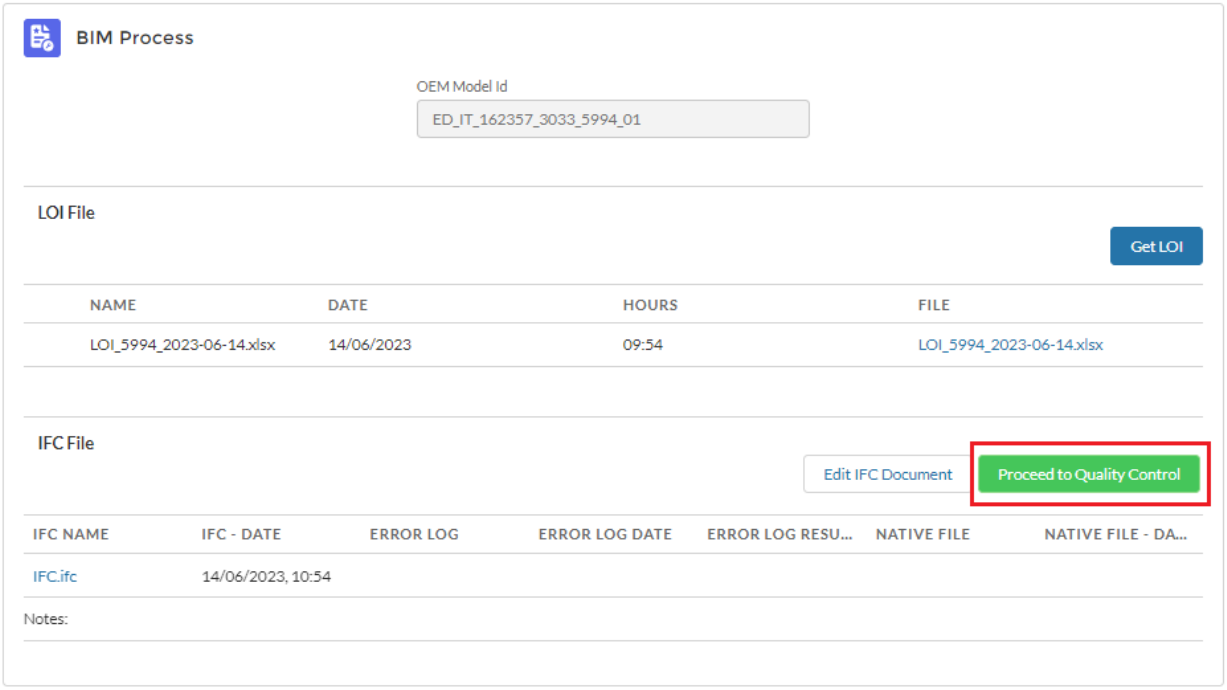


Once the IFC file has been completed, the system enables the button to be able to send the file to AIN and proceed with the quality check:



Once the IFC file has been sent to system AIN 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”

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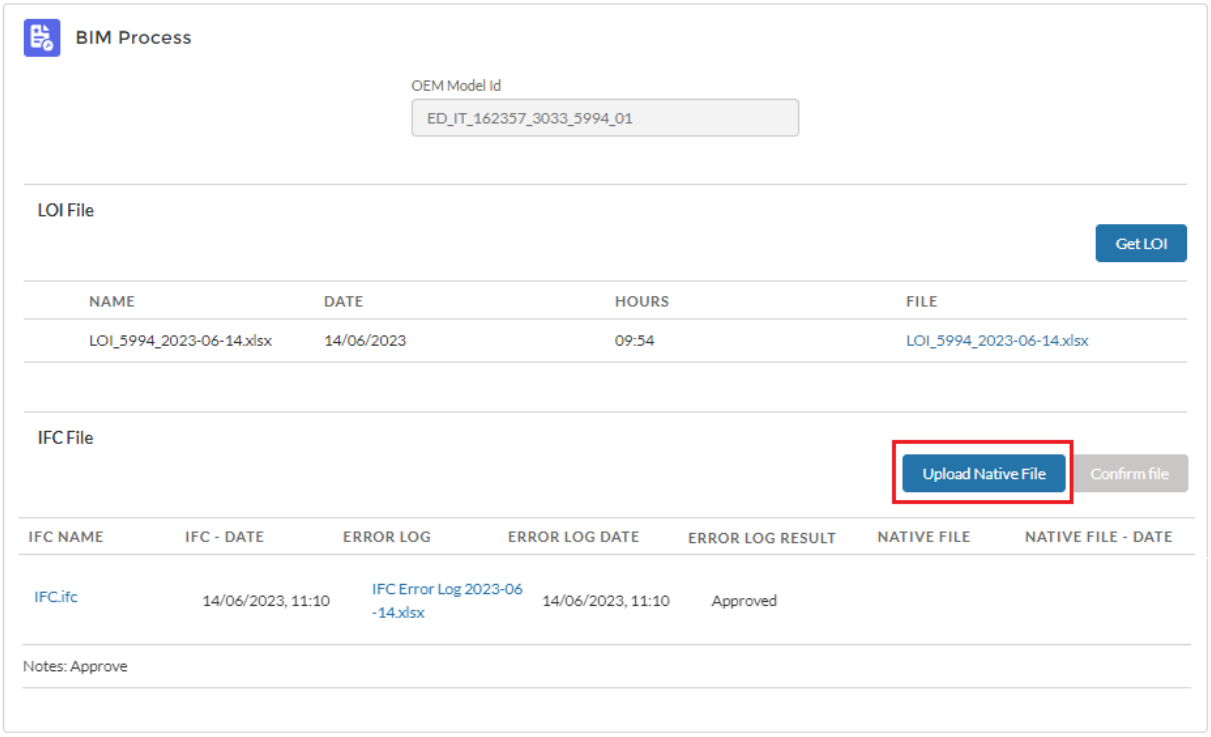
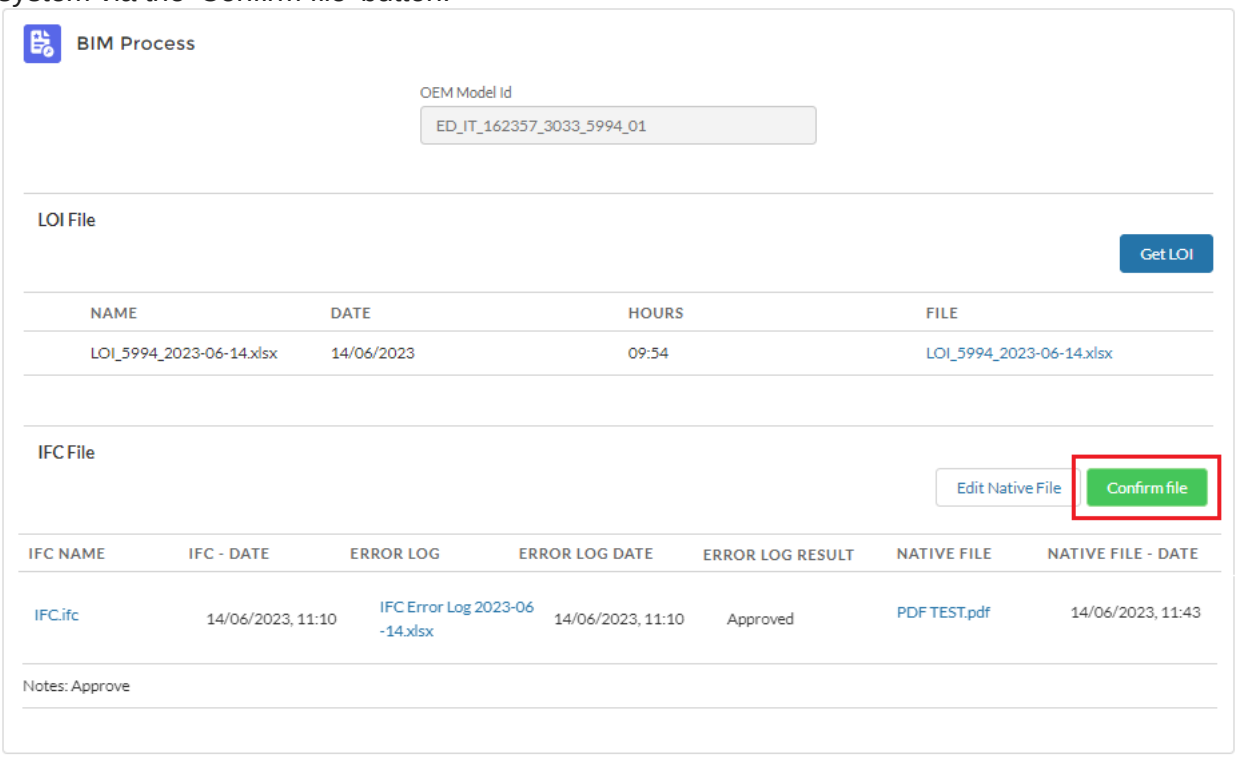
button:



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



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

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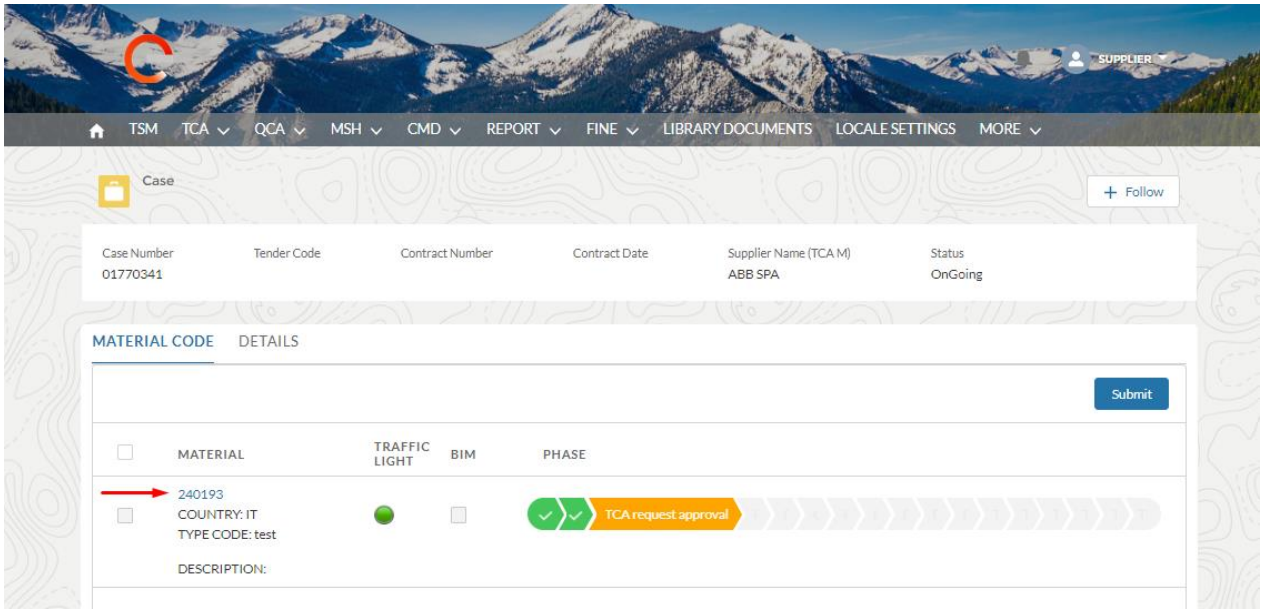
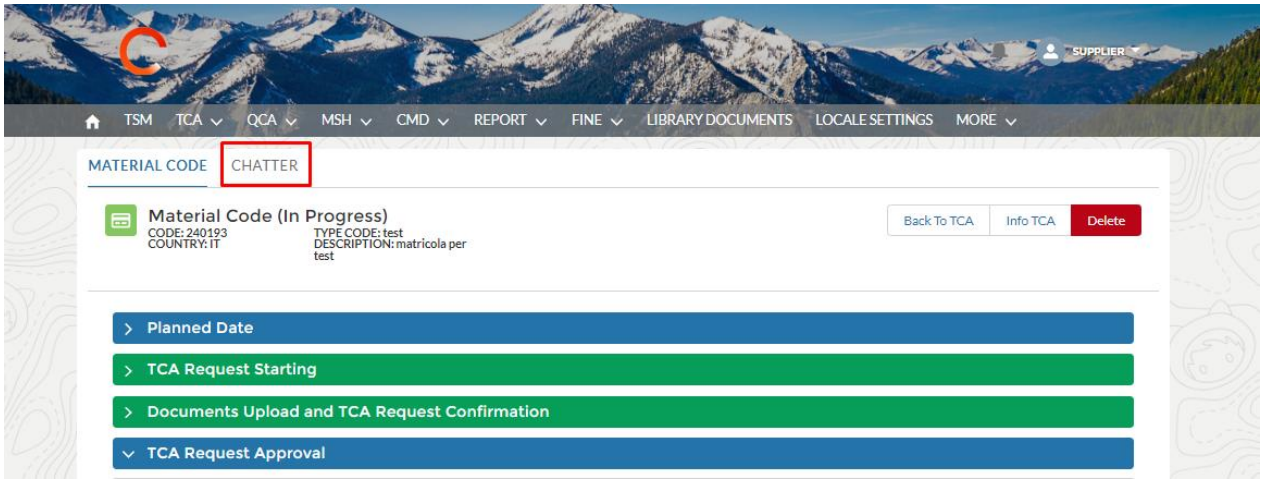
3.2.13. Chat History

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.

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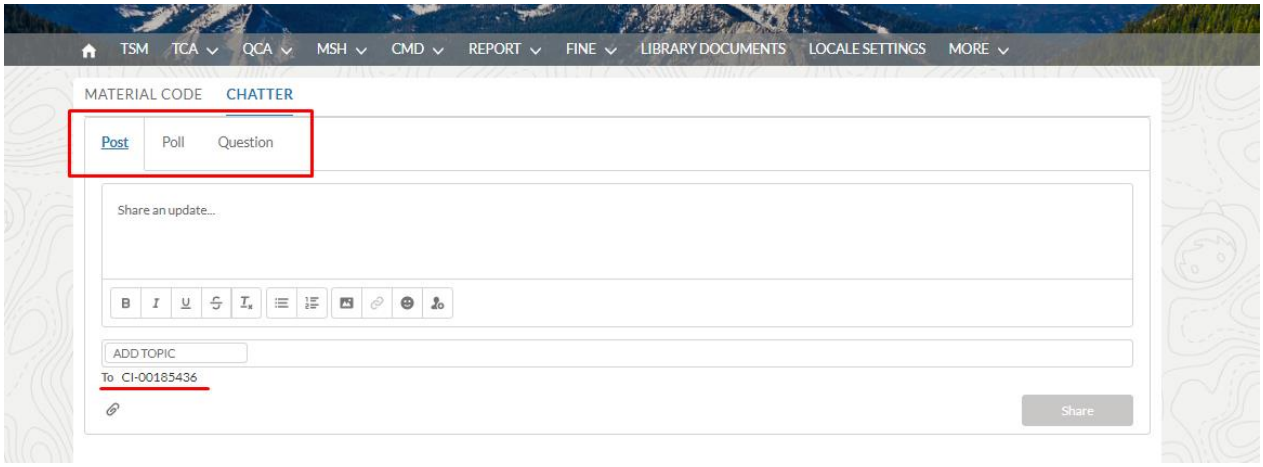
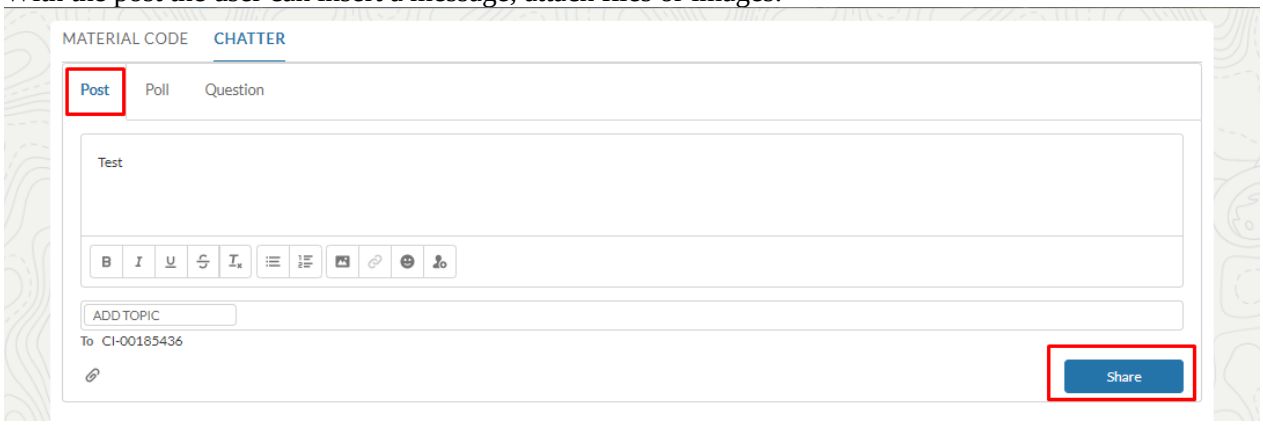


With the post the user can insert a message, attach files or images:



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

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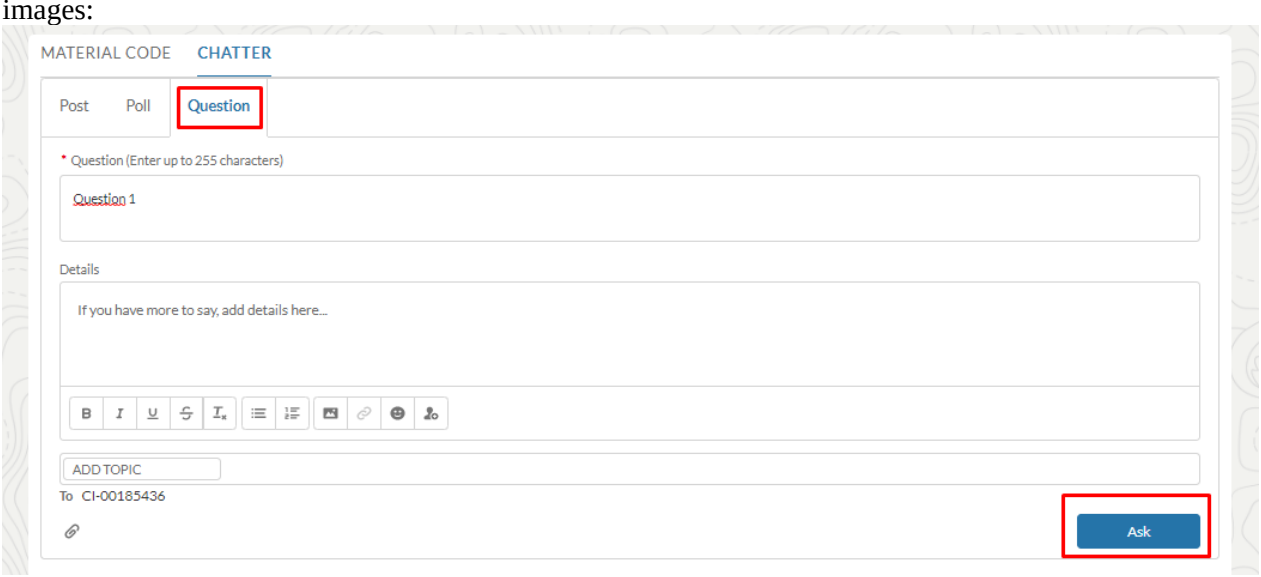
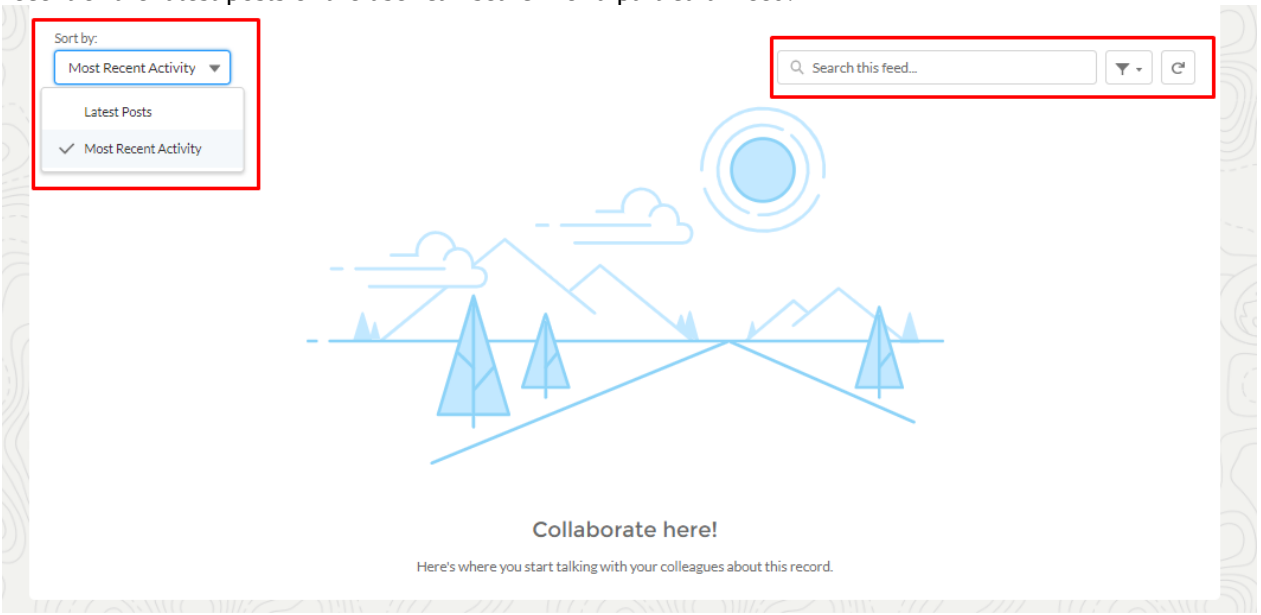
With the question the user can enter a question, add details about it, attach files or images:



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



3.2.14. Local Settings

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

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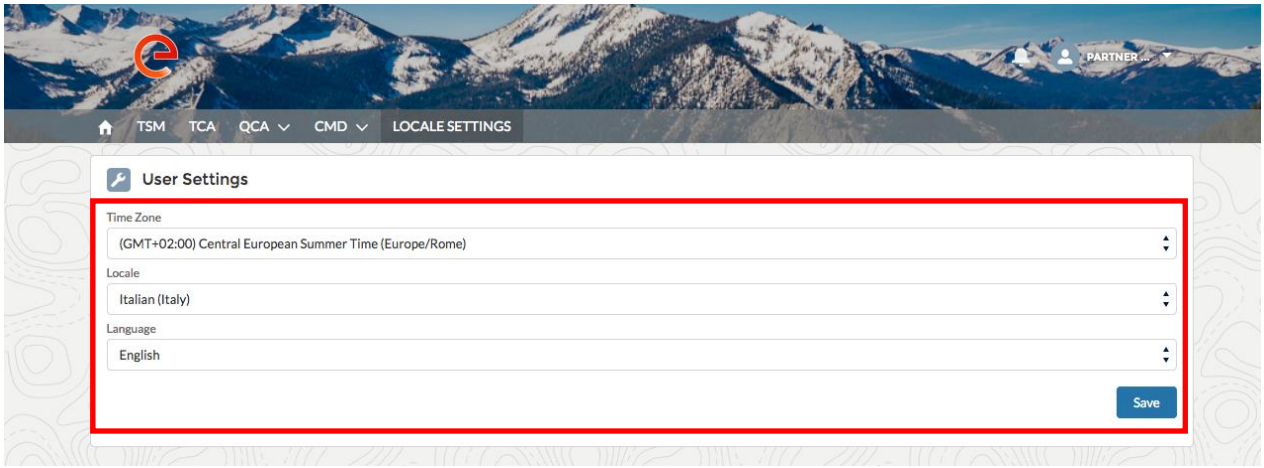
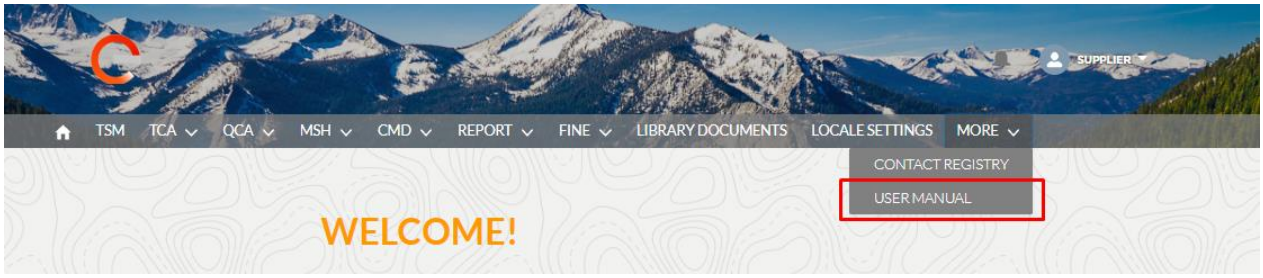
The “LOCALE SETTINGS” page is now open and the supplier, using the three picklists, can change:

- **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.