



Supplier User Manual MLM TCA V1

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Index

1.	Definition, acronyms, abbreviations	3
2.	Introduction to <i>Material Lifecycle Management</i>.....	4
3.	User Manual Document <i>MLM- Module TCA</i>.....	5
3.1	Supplier access	5
3.2	Supplier USER: Navigation.....	5
3.2.1.	Work new Tender TCA or Spontaneous TCA	5
3.2.2.	TCA Request Starting.....	7
3.2.3.	Documents Upload and TCA Request Confirmation	13
3.2.4.	Preliminary Documents Transmission	15
3.2.5.	Call for Prototype Visual Inspection	18
3.2.6.	Definitive Type A Documentation Transmission.....	19
3.2.7.	Definitive test planning	21
3.2.8.	TCA Dossier transmission	22
3.2.9.	Delete Material code	24
3.2.10.	TCA in Force	25



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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



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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*

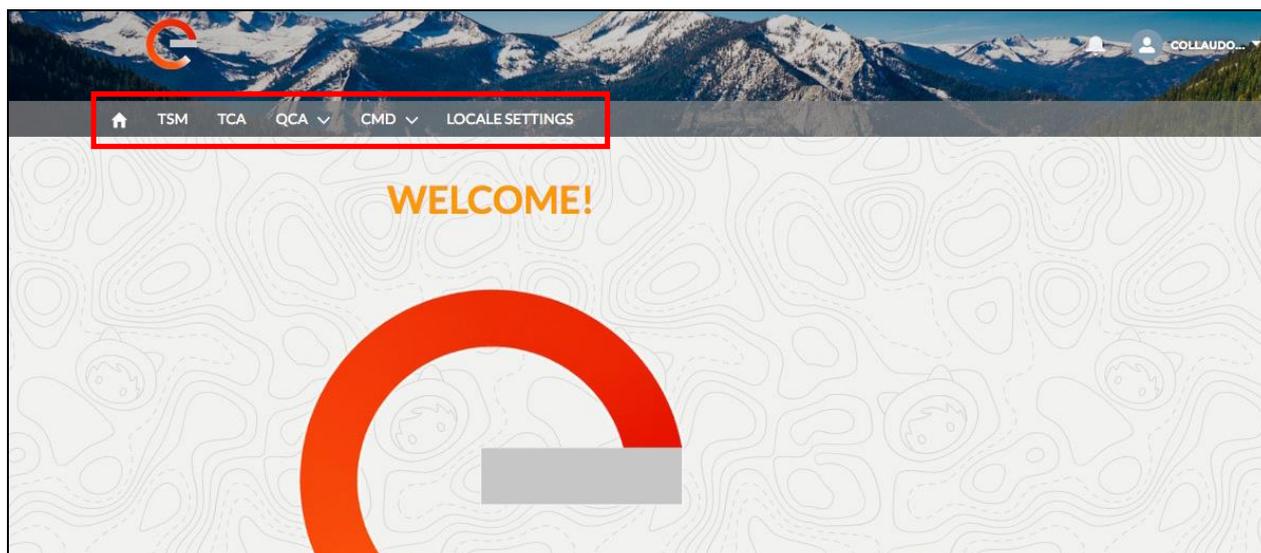
3.1 Supplier access

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

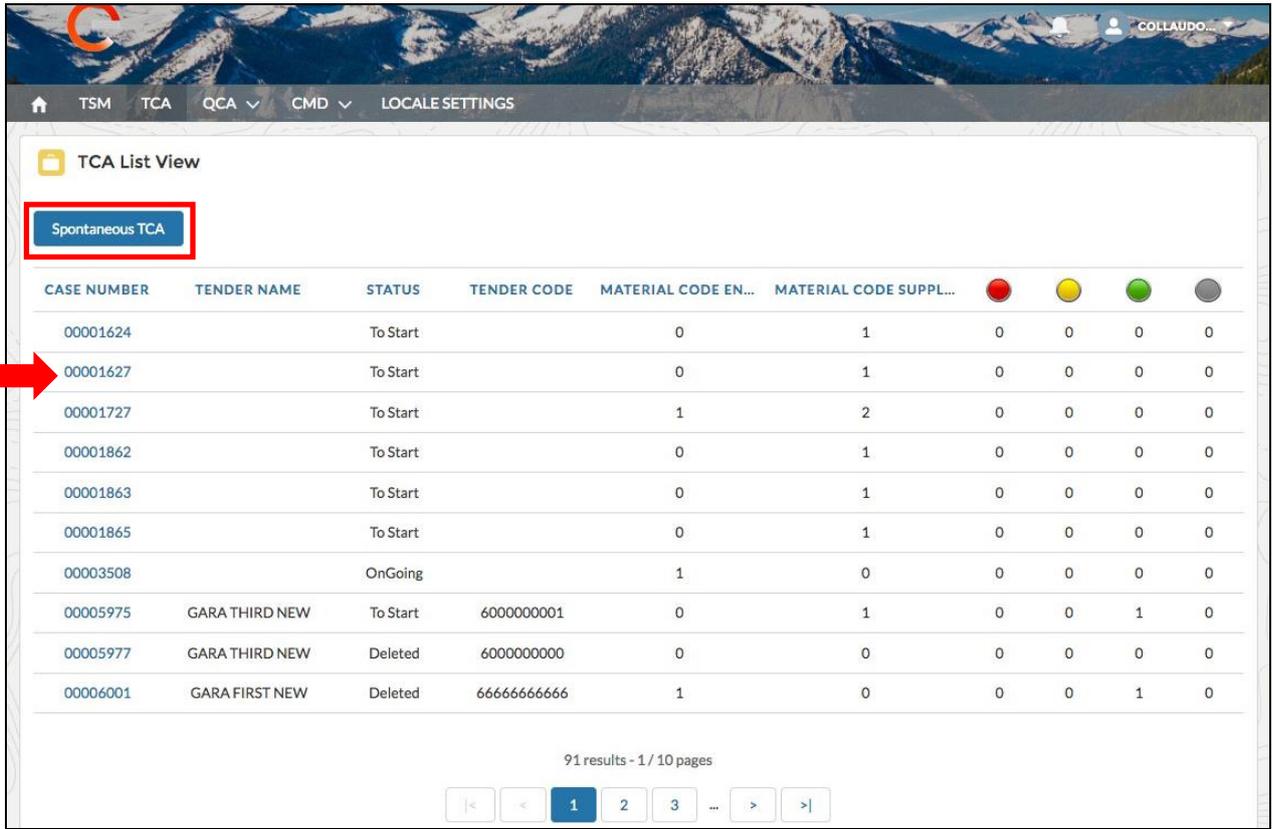
On the home page, there are six links in the Navigation Bar:

- 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
- CMD, to navigate to the list of CMD tickets available for the logged Supplier
- Local Settings, to change user's settings (i.e. local time, language)



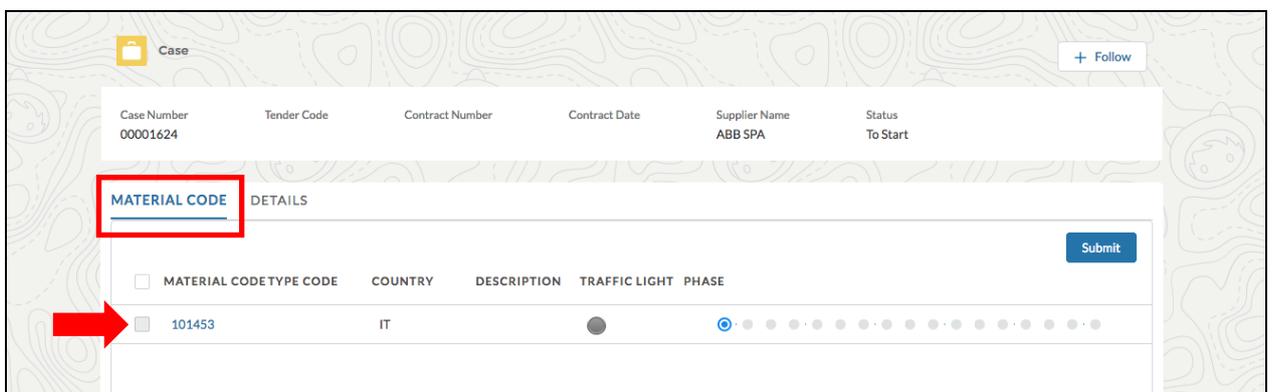
3.2.1. Work new Tender TCA or Spontaneous TCA

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

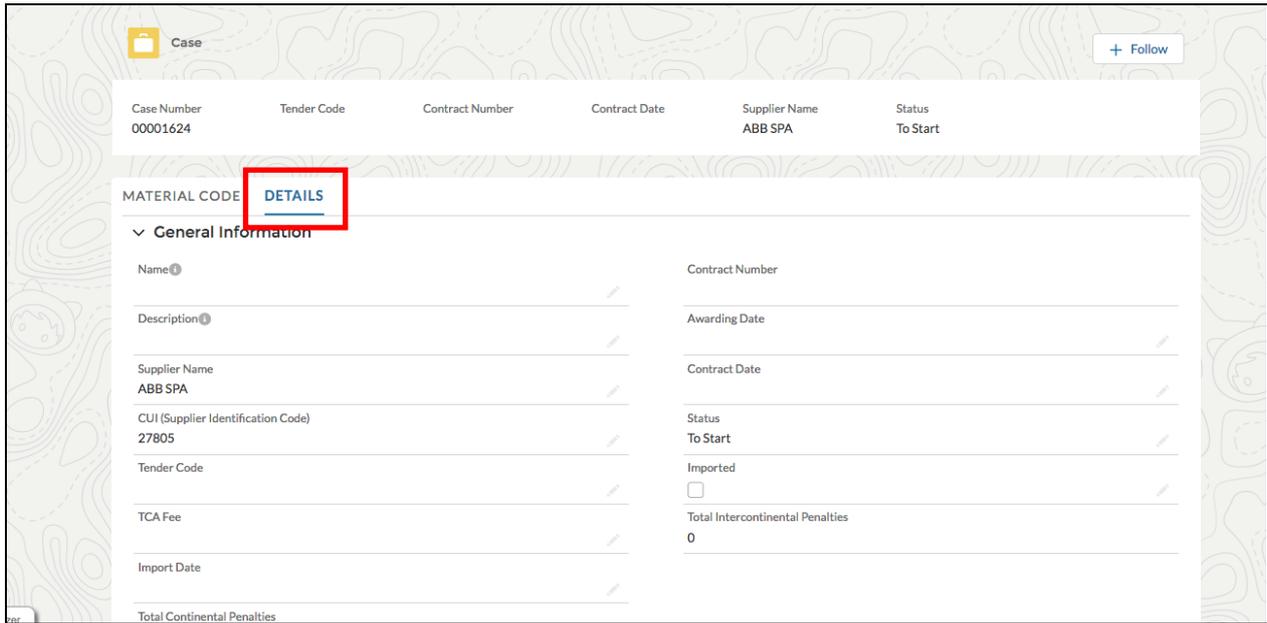


To work a new Tender TCA or Spontaneous TCA, there are a number of steps to follow on the system, starting from clicking on the "Case Number" link (identification number of the TCA), which takes the user to TCA details view.

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



"Details" tab will display the details of the TCA



The screenshot shows a web interface for a 'Case'. At the top, there is a 'Case' header with a '+ Follow' button. Below this is a summary table with the following data:

Case Number	Tender Code	Contract Number	Contract Date	Supplier Name	Status
00001624				ABB SPA	To Start

Below the summary table, there is a section titled 'MATERIAL CODE' with a 'DETAILS' link highlighted by a red box. Underneath, there is a 'General Information' section with various fields:

General Information	
Name	Contract Number
Description	Awarding Date
Supplier Name ABB SPA	Contract Date
CUI (Supplier Identification Code) 27805	Status To Start
Tender Code	Imported <input type="checkbox"/>
TCA Fee	Total Intercontinental Penalties 0
Import Date	
Total Continental Penalties	

3.2.2. 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

3.2.2.1. 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...	●	●	●	●
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

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) 27805
Supplier Name ABB SPA

Material Codes
MATERIAL CODE INSERTION

MATERIAL CODE SELECTION

Material Code Search

+

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

Cancel Save

SPONTANEOUS TCA
TCA CREATION

Supplier Info

CUI(Supplier Identification Code) 27805
Supplier Name ABB SPA

Material Codes
MATERIAL CODE INSERTION

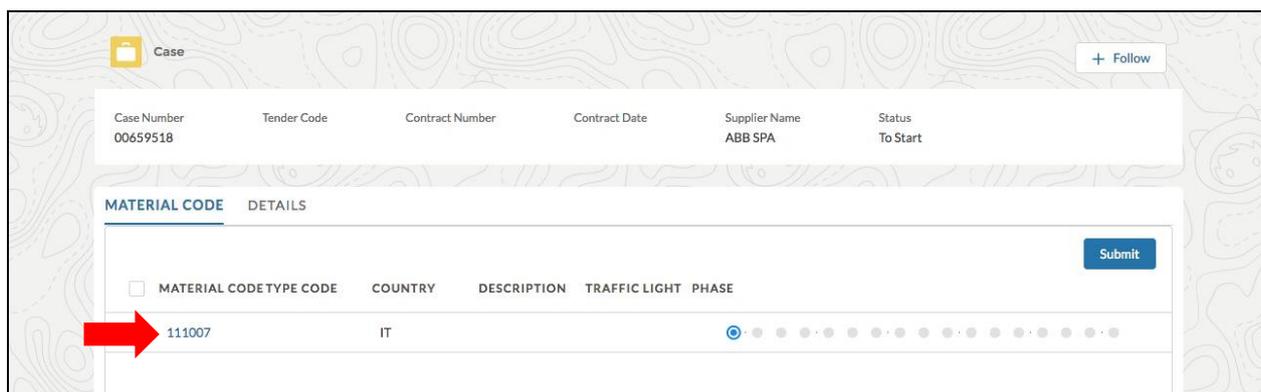
MATERIAL CODE SELECTION

Material Code 111007 (IT) x +

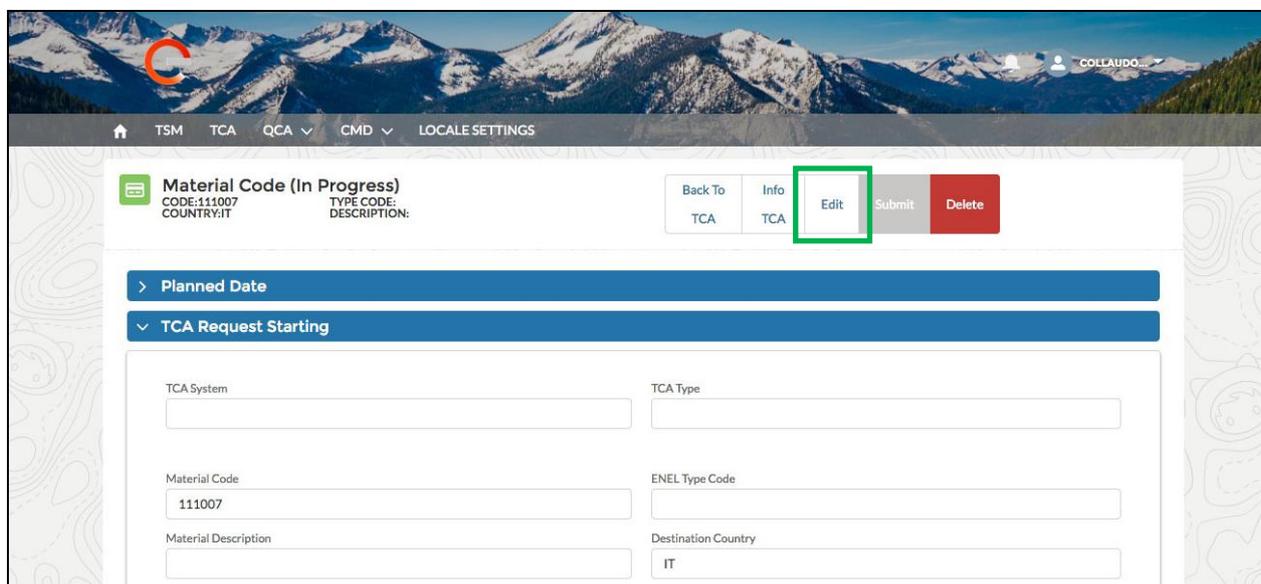
<input type="checkbox"/>	MATERIAL CODE	DESCRIPTION	DESTINATION COUNTRY	TSM CODE	TSM REVISION
<input type="checkbox"/>	111007		IT	test tsm x tca 5 matricole	0

Cancel Save

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”.



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”

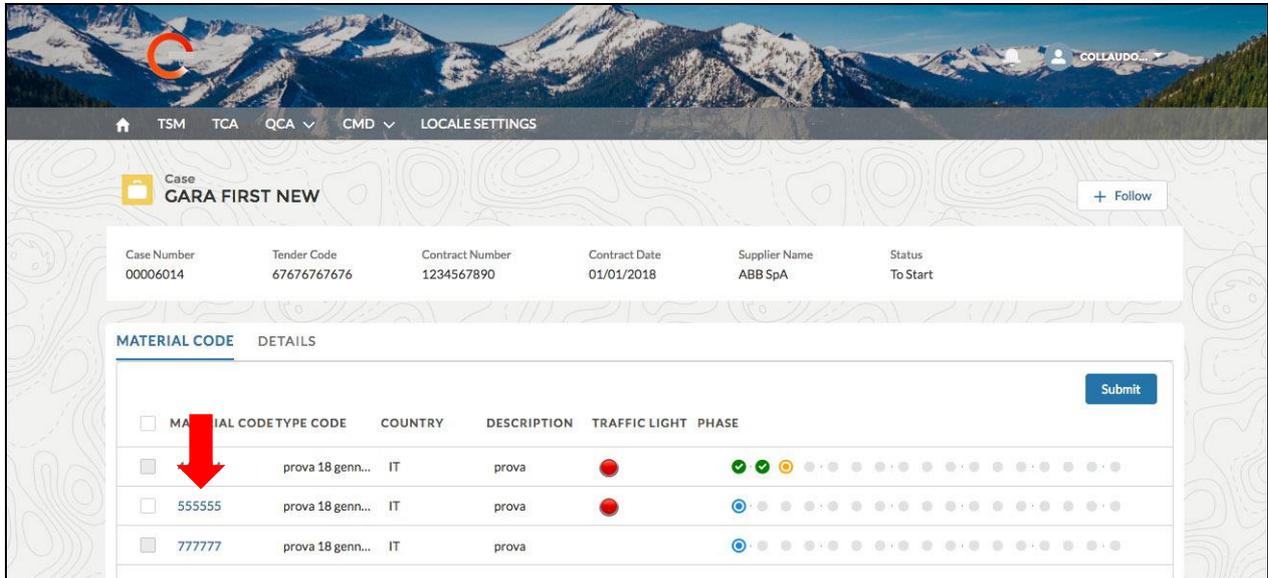
<input checked="" type="checkbox"/>	MATERIAL CODE	TYPE CODE	COUNTRY
<input checked="" type="checkbox"/>	444444	prova 18 gennaio	IT
<input checked="" type="checkbox"/>	777777	prova 18 gennaio	IT

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

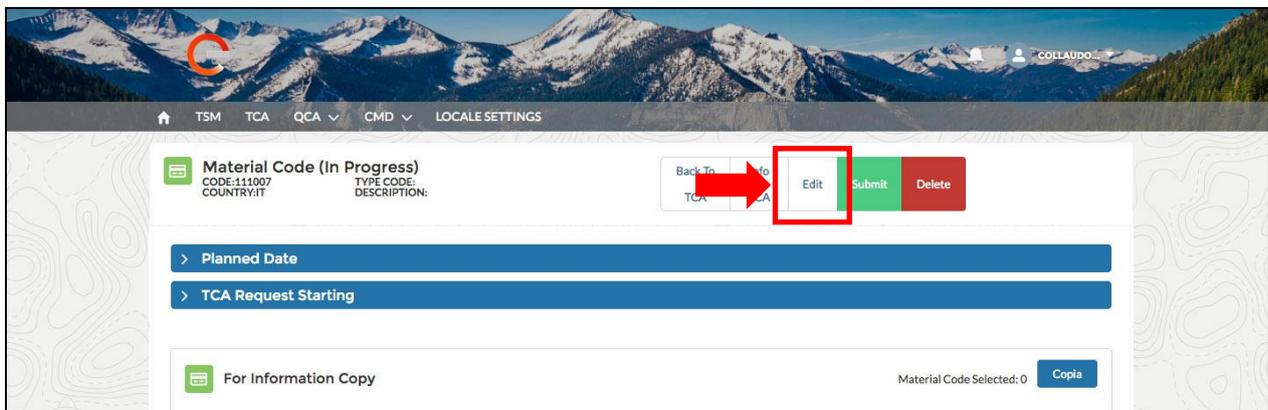
After entering the required fields, user can click on "Save" and the TCA will be in "Document Upload and TCA request confirmation" phase. "Cancel" button will undo the operation.

3.2.2.2. 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”.



The required fields are:

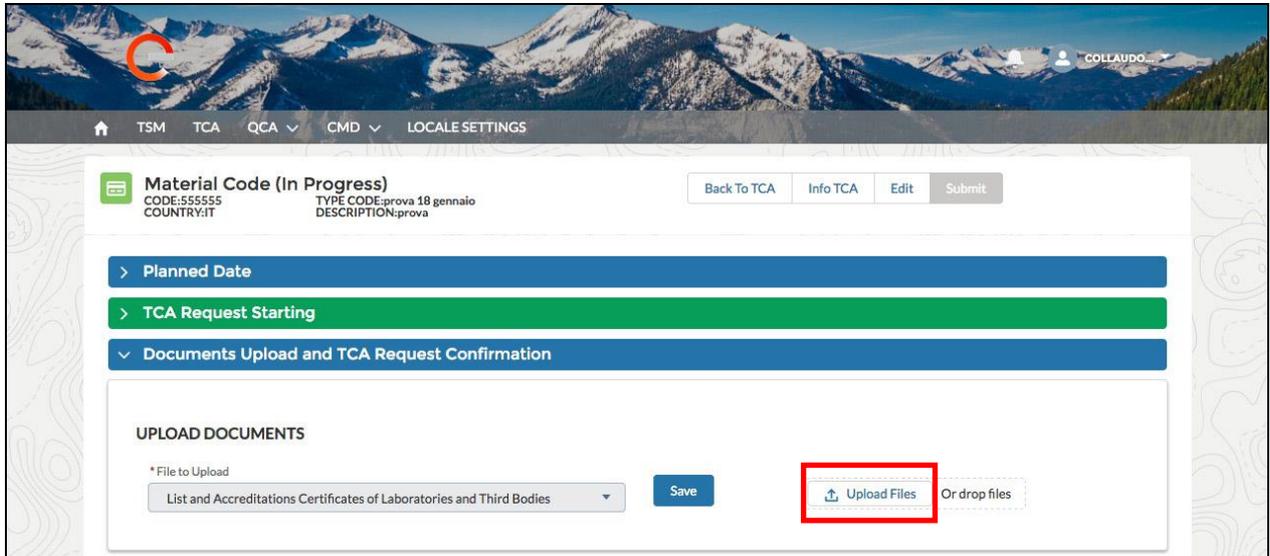
- *TCA System (FIRST, SECOND, THIRD)
- *TCA type (New TCA, Update TCA, Confirm existing TCA)
- *Manufacturing Factory
- *Supplier Product Designation
- *Supplier Technical Referent Name
- *Supplier Technical Referent Surname
- *Supplier Technical Referent Physical Address
- *Supplier Technical Referent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

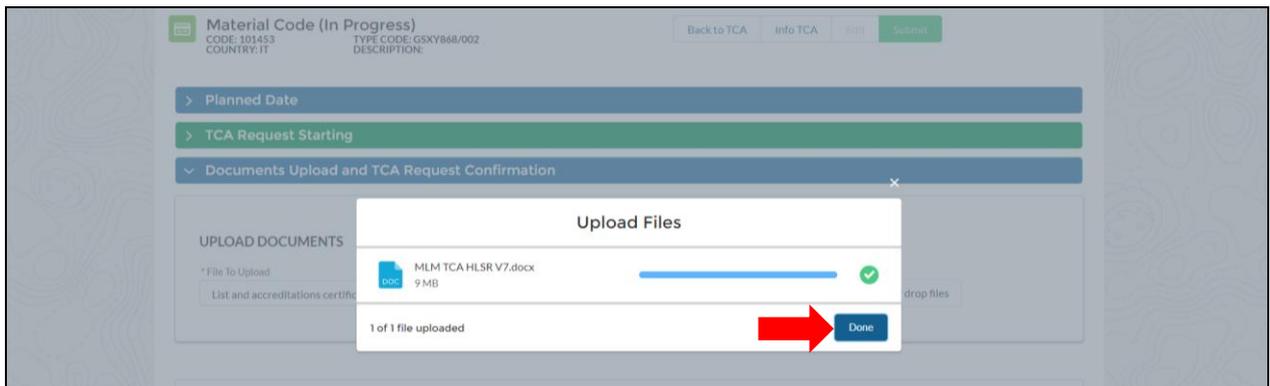
3.2.3. Documents Upload and TCA Request Confirmation

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

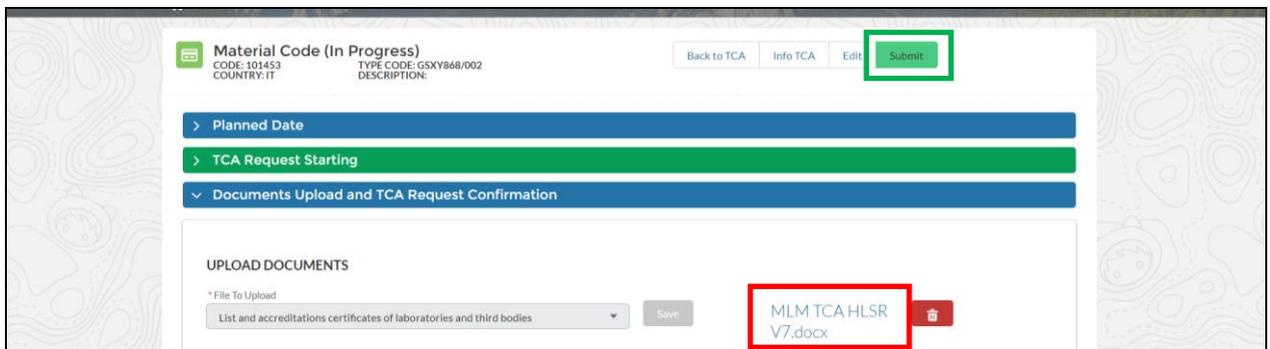
The “Upload Files” button will be enabled and then user can click on it to select the file or drag and drop it



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



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

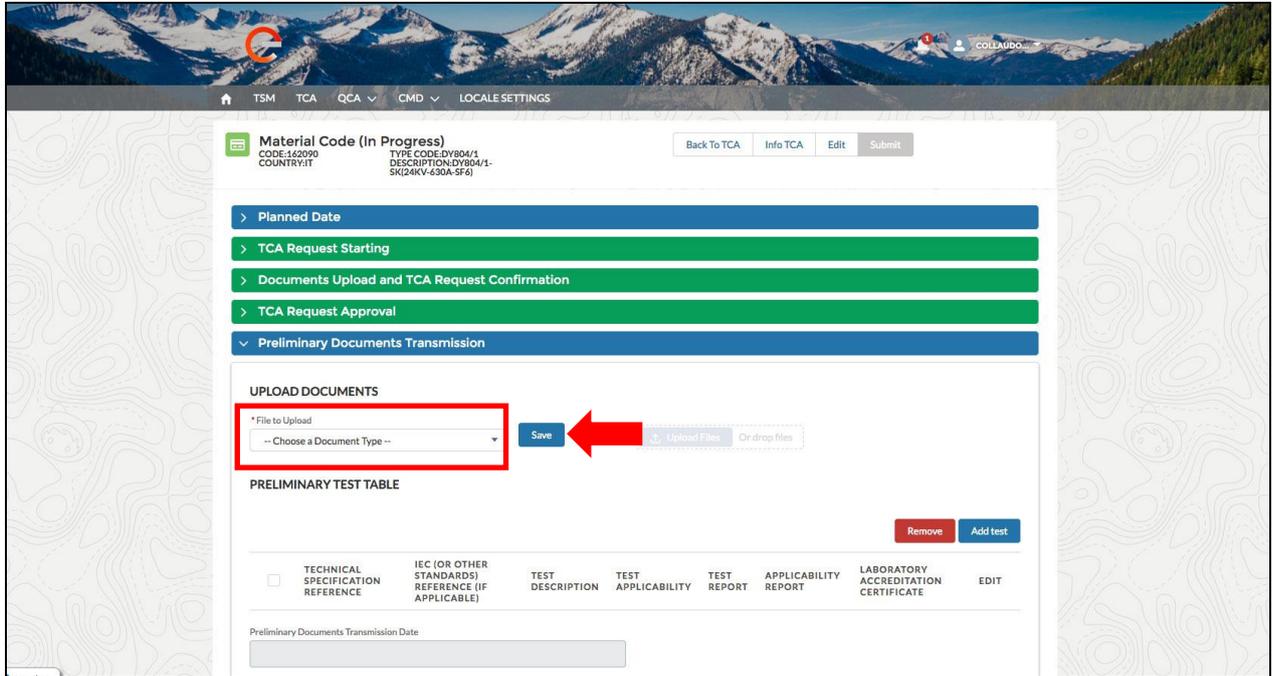


The **Enel user** now can view the document link and download the file, then he can reject or approve the current phase to go to the next one.

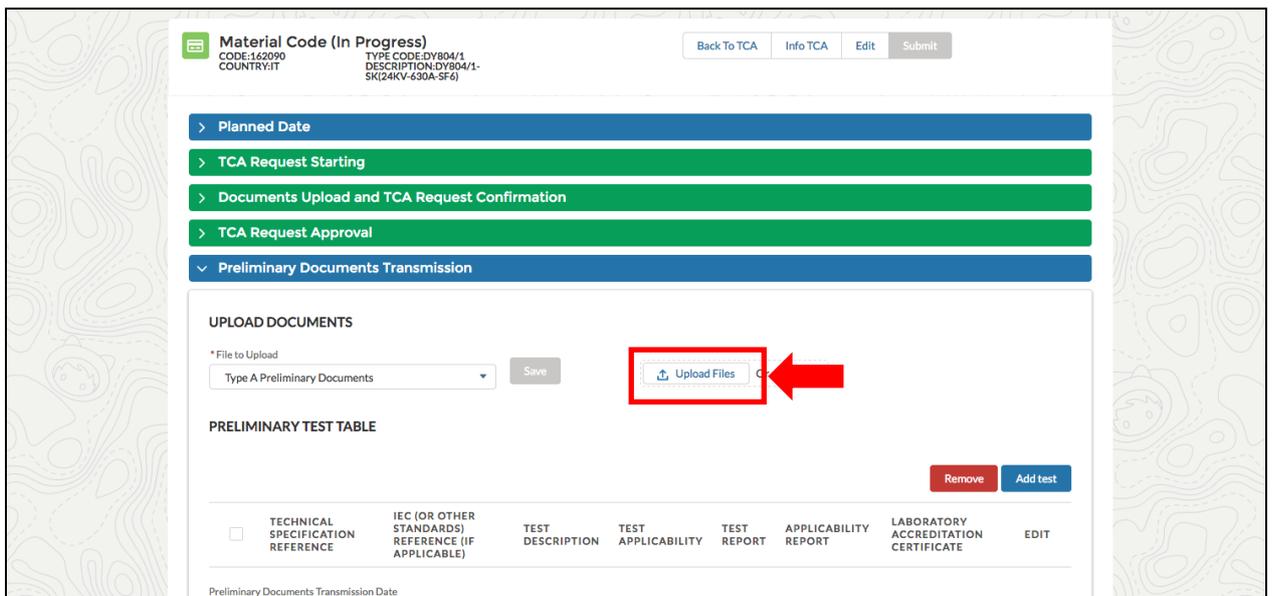
3.2.4. Preliminary Documents Transmission

The supplier can create PRELIMINARY TEST TABLE by uploading documents.

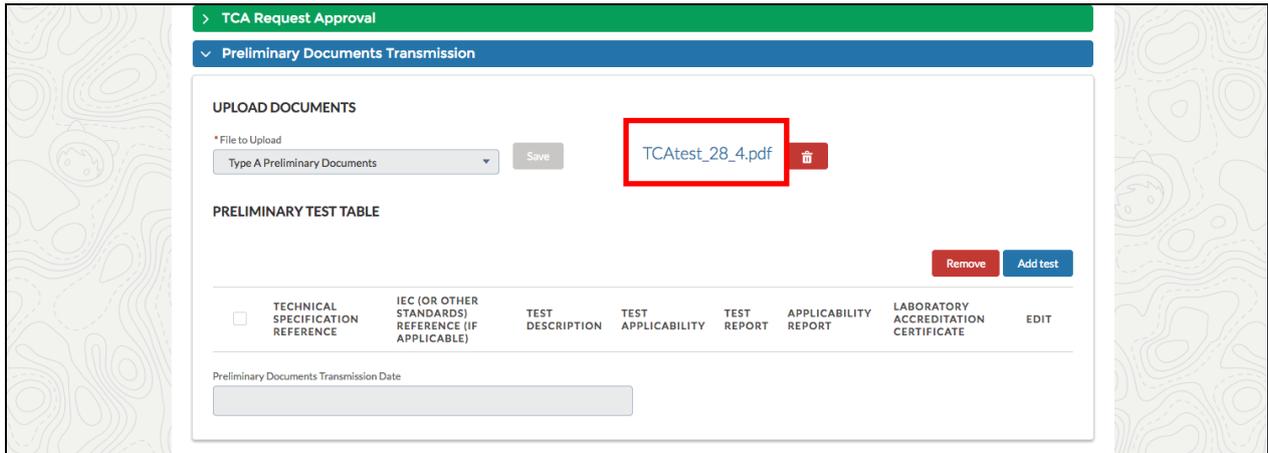
The supplier must select the type of the file to upload by clicking on the “File to Upload” picklist



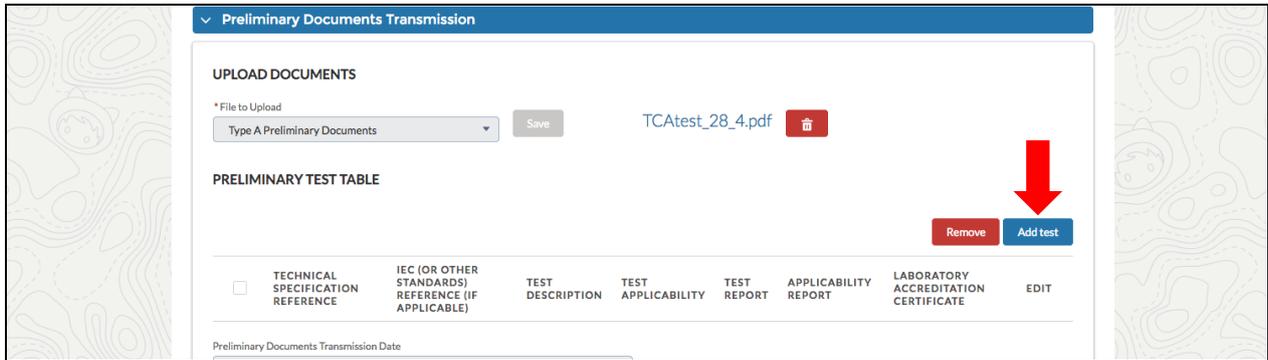
The user will select “Type A preliminary documents” and then click on the “Save” button before being able to upload the document by clicking on “Upload File” button



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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)

Test

<p>* Technical Specification Reference</p> <input type="text" value="Prova"/>	<p>* IEC (or other Standards) Reference (If applicable)</p> <input type="text" value="Prova"/>
<p>* Test Description</p> <input type="text" value="Prova"/>	<p>* Test Applicability</p> <input type="text" value="Case 1"/>

TEST REPORT REFERENCE

Name	Laboratory
<input type="text"/>	<input type="text"/>

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

- Planned test starting date
- Planned test finish date

PLANNED DATE

* Planned test starting date

* Planned test finish date

Mandatory Field

Mandatory Field

Save Close

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

Material Code (In Progress)

CODE:162090 COUNTRY:IT TYPE CODE:DV804/1 DESCRIPTION:DV804/1-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 TCAtest_28_4.pdf

PRELIMINARY TEST TABLE

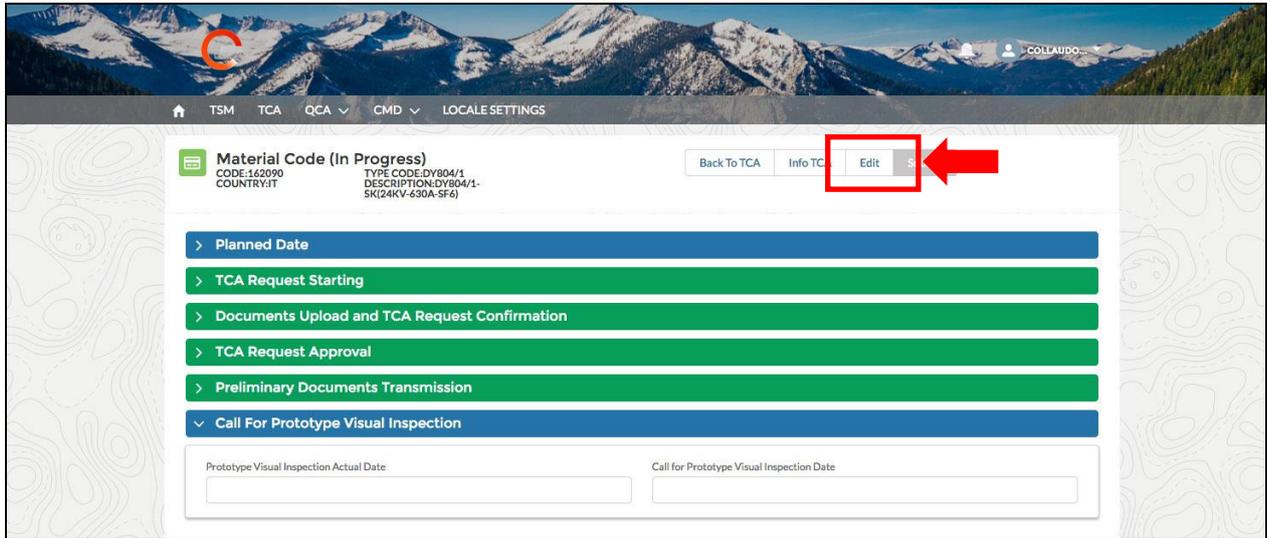
	TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
<input type="checkbox"/>	1	1	1	Case 1	TCAtest_28_4.pdf	TCAtest_28_4.docx	TCAtest_28_4.docx	

Remove Add test

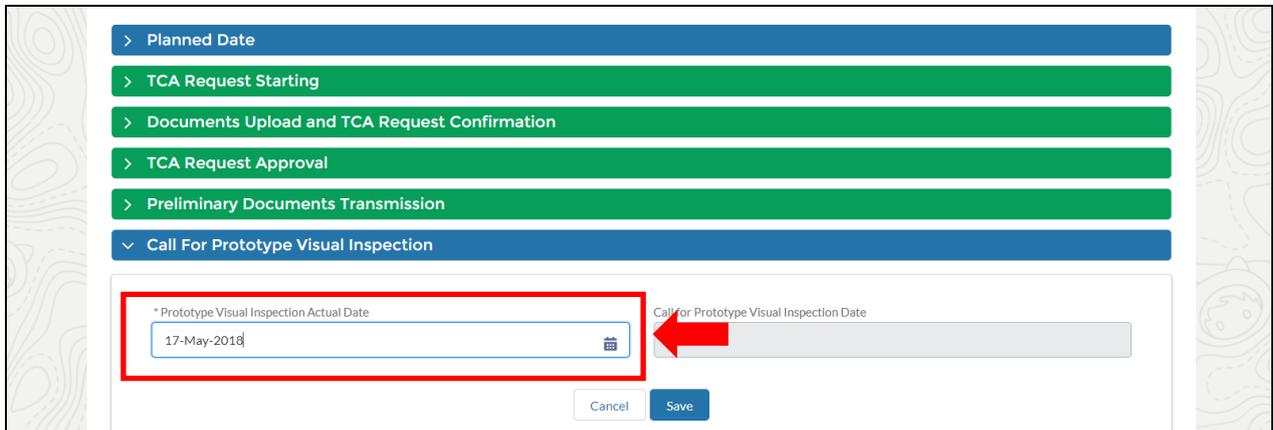
If System TCA is a Second or a Third, the system will open the phase “Preliminary documents verification”.

3.2.5. Call for Prototype Visual Inspection

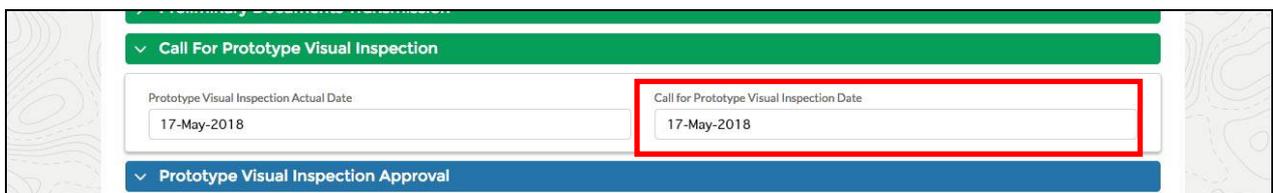
The supplier can work the phase “Call For Prototype Visual Inspection” by clicking on the “Edit” button



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



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



3.2.6. 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.

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

Upload Files Or drop files

Definitive Type A Documentation Transmission Date

The system will enable the “Upload Files” button and the user can upload the document

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

Upload Files Or drop files

Definitive Type A Documentation Transmission Date

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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

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

Type A Definitive Documents excluding the manual

* Document Name: Prova

* Document Revision: 1

* Document Date: 22-May-2019

Save

TCAtest_28_4.pdf

and then waiting for the Enel approval

> 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

▼ Definitive Type A Documentation Approval

Note

Definitive Type A Documentation Approval Date

3.2.7. Definitive test planning

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

▼ 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"/>	23455	3232	Prova lisa	Case 6				Modify Case

Definitive Test Planning Date

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

3.2.8. 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
----------	------	----------	------	------	------

The screenshot shows a web form titled "Dossier". At the top, there is a dropdown menu currently displaying "--Select--". Below this, there are three input fields: "* Document Name", "* Document Revision", and "* Document Date". The "Document Date" field includes a calendar icon. To the right of these fields is a "Save" button. Below the input fields is a dashed box containing an "Upload Files" button with an upward arrow icon and the text "Or drop files". At the bottom right corner of the form is a blue "Close" button.

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.

This screenshot shows the "Dossier" form after data entry. The dropdown menu now displays "TCA Report", indicated by a red arrow. The input fields are filled: "Document Name" contains "Proof Name", "Document Revision" contains "3", and "Document Date" contains "22-May-2019". The "Save" button is highlighted with a red box. The "Upload Files" button is also highlighted with a red box and a red arrow. The "Close" button remains at the bottom right.

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.

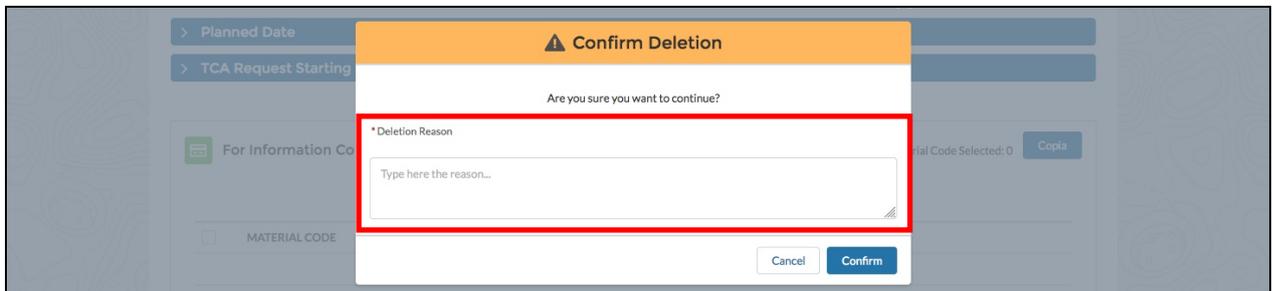
The screenshot shows the top navigation bar of the application. It includes a "Material Code (In Progress)" section with details: CODE:162090, COUNTRY:IT, TYPE CODE:DY804/1, DESCRIPTION:DY804/1-SK(24KV-630A-SF6). To the right are buttons for "Back To TCA", "Info TCA", "Edit", and "Submit". The "Submit" button is highlighted with a red box. Below the navigation bar are three expandable menu items: "Planned Date", "TCA Request Starting", and "Documents Upload and TCA Request Confirmation".

3.2.9. 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.

3.2.10. 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.

