

Supplier User Manual MLM TCA V1

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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



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.



TCA List V	iew		2000123				27/111	1.1	
Spontaneous TCA									
CASE NUMBER	TENDER NAME	STATUS	TENDER CODE	MATERIAL CODE EN	MATERIAL CODE SUPPL		0		
00001624		To Start		0	1	0	0	0	
00001627		To Start		0	1	0	0	0	
00001727		To Start		1	2	0	0	0	
00001862		To Start		0	1	0	0	0	
00001863		To Start		0	1	0	0	0	
00001865		To Start		0	1	0	0	0	
00003508		OnGoing		1	0	0	0	0	
00005975	GARA THIRD NEW	To Start	600000001	0	1	0	0	1	
00005977	GARA THIRD NEW	Deleted	600000000	0	0	0	0	0	
00006001	GARA FIRST NEW	Deleted	66666666666	1	0	0	0	1	

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

Case					+ Follow	
Case Number 00001624	Tender Code Con	tract Number Contrac	t Date Supplier Name ABB SPA	s Status To Start		
MATERIAL CODE	DETAILS					
MATERIAL C	ODE TYPE CODE COUNTR	Y DESCRIPTION TRAF	FIC LIGHT PHASE		Submit	
101453	IT	۲		••• • ••• •		

"Details" tab will display the details of the TCA



	Case		\mathcal{D}			$\mathcal{D}(\mathcal{A})$	+ Follow	
	Case Number 00001624	Tender Code	Contract Number	Contract Date	Supplier Name ABB SPA	Status To Start		
	MATERIAL CODE	DETAILS						
	✓ General Infor Name	mation			Contract Number			
	Description				Awarding Date			
	Description				Amarding Date			
≤ 10	Supplier Name ABB SPA				Contract Date			
	CUI (Supplier Identifica 27805	tion Code)			Status To Start			
	Tender Code				Imported			
5-6	TCA Fee				Total Intercontinental Penalties 0			
5/110	Import Date							
Zer	Total Continental Penal	ties						

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.



4			6			CY No.		200	COLL	AUDO
		QCA V CMD V	LOCALE	SETTINGS						
	TCA List V	iew								
	Spontaneous TCA									
)	CASE NUMBER	TENDER NAME	STATUS	TENDER CODE	MATERIAL CODE EN	MATERIAL CODE SUPPL				C
	00001624		To Start		0	1	0	0	0	0
	00001627		To Start		0	1	0	0	0	C
	00001727		To Start		1	2	0	0	0	C
	00001862	Spontaneus TCA	rt		0	1	0	0	0	0
	00001863		To Start		0	1	0	0	0	C
	00001865		To Start		0	1	0	0	0	C
	00003508		OnGoing		1	0	0	0	0	C
ler ^	00005975	GARA THIRD NEW	To Start	600000001	0	1	0	0	1	0
			Delated	(000000000	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.

						Color.	R.A.	COLL	AUDO.
TSM TCA	QCA V CMD		SETTINGS				Million and		
TCALINA	× 21		81111 C.N	(Carried and			277772		
TCA List V	iew								
Spontaneous TCA									
Spontaneous TCA									
Spontaneous TCA		STATUS	TENDER CODE	MATERIAL CODE EN	MATERIAL CODE SUPPL	•	0		
Spontaneous TCA ASE NUMBER 00001624	TENDER NAME	STATUS To Start	TENDER CODE	MATERIAL CODE EN	MATERIAL CODE SUPPL	0	0	0	0
Spontaneous TCA CASE NUMBER 00001624 00001627	TENDER NAME	STATUS To Start To Start	TENDER CODE	MATERIAL CODE EN 0 0	MATERIAL CODE SUPPL 1 1	• 0 0	0 0	0 0	0

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



			COLLAUDO.
Supplier Info			
CUI(Supplier Identification Code)		Supplier Name	
27805		ABB SPA	
Material Codes Material code Insertion			
MATERIAL CODE SELECTION			
Search		+	
	Ilita Maria		

	- Aller	UP and	-	
	G A			COLLAUDO
🕈 TSM TCA QCA 🗸	CMD V LOCALE SETTINGS		W. Contraction	Constant Phillippi
SPONTANEOUS TCA				
Supplier Info				
CUI(Supplier Identification Code)		Supplier Name		
27805		ABB SPA		
MATERIAL CODE SELECTION				
Material Code				
111007 (IT)		× +		
MATERIAL CODE	DESCRIPTION	DESTINATION COUNTRY	TSM CODE	TSM REVISION
111007		IT	test tsm x tca 5 matricole	o
				Cancel Save

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



Case						+ Follow
Case Number 00659518	Tender Code	Contract Number	Contract Date	Supplier Name ABB SPA	Status To Start	
MATERIAL CODE	DETAILS					
	7.					Submit
MATERIA	L CODE TYPE CODE	COUNTRY DESCRIP	TION TRAFFIC LIGHT	PHASE		Submit
MATERIA 111007	L CODE TYPE CODE	COUNTRY DESCRIP	TION TRAFFIC LIGHT	PHASE		Submit

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".

TSM TCA QCA V CMD V LOCALE SE	TTINGS
Material Code (In Progress) CODE:111007 TYPE CODE: COUNTRY:IT DESCRIPTION:	Back To Info TCA TCA Edit Submit Delete
> Planned Date	
 TCA Request Starting 	
TCA Request Starting TCA System	ТСА Туре
✓ TCA Request Starting TCASystem	TCA Type
TCA Request Starting TCA System Material Code	TCA Type ENEL Type Code

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



Material Code (In Progress) CODE:11007 TYPE CODE: COUNTRY:IT DESCRIPTION:		Back To Info TCA TCA Edit Subr	iit Delete	
> Planned Date				
NA Francisco - Constantino Con				
 TCA Request Starting 				1. <u>2</u>
TCA Request Starting *TCA System		*ТСА Туре		
TCA Request Starting *TCA System Select	v ali	тСА Туре Select		•
	•	*TCA Type Select INEL Type Code		
	•	*TCA Type Select INEL Type Code		
	•	TCA Type Select INEL Type Code Jountry		
	•	TCA Type Select INEL Type Code Country IT		

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"

For Information Copy		Material Code Selected: 2
MATERIAL CODE	TYPE CODE	COUNTRY
✓ MATERIAL CODE ✓ 444444	TYPE CODE prova 18 gennaio	IT

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

	×		
	🔺 Warning		
For Information Co	You are about to copy supplier technical referent info(name, surname, email, address and phone nure). Do you want to confirm operation?	rial Code Selected: 1 Copia	
	Cancel Confirm	har coue deletted. I	

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

TSM TCA QCA CMD LOCALE SETTINGS Case Case Case Formation Formation Case Number Tender Code Contract Number Supplier Name Status 00006014 67676767676 1234567890 01/01/2018 ABB SpA To Start MATERIAL CODE DETAILS	1						Distantiken i	
Case Case Rirst NEW + Fol Case Number Tender Code Contract Number Supplier Name Status 00006014 67676767676 Contract Number O1/01/2018 Supplier Name Status MATERIAL CODE DETAILS Image: Contract Date Supplier Name Status To Start MATERIAL CODE DETAILS Image: Contract Date Supplier Name Status To Start MATERIAL CODE DETAILS Image: Contract Date Supplier Name Status To Start Image: Contract Date DESCRIPTION TRAFFIC LIGHT PHASE Image: Contract Date Supplier Name Image: Contract Date Prova 18 genn IT Prova Image: Contract Date Image: Contract Date Image: Status Status Status Image: Contract Date Image: Contract Date Status Image: Contract Date Image: Contract Date Image: Contract Date Image: Contract Date Status Image: Contract Date Image: Contract Date Image: Contract Date Image: Contract Date Status Image: Contract Date Image: Contract Date Image: Contrate Image:	↑ Т5М ТСА	QCA 🗸 CMD 🗸	LOCALE SETTINGS					
Case Number Tender Code Contract Number Contract Date Supplier Name Status 00006014 676767676 1234567890 01/01/2018 ABB SpA To Start MATERIAL CODE DETAILS MATERIAL CODE TYPE CODE COUNTRY DESCRIPTION TRAFFIC LIGHT PHASE prova 18 genn IT prova O O O O O O O O O O O O O O O O O O O	GARA F							+ Follow
MATERIAL CODE DETAILS MATERIAL CODE DETAILS MATERIAL CODE TYPE CODE COUNTRY Description TRAFFIC LIGHT PHASE prova 18 genn IT prova IT prova It	Case Number 00006014	Tender Code 67676767676	Contract Number 1234567890	Contract Date 01/01/2018	Supplier Name ABB SpA	Status To Start		
MATERIAL CODE DETAILS Subm MATERIAL CODE TYPE CODE COUNTRY DESCRIPTION TRAFFIC LIGHT PHASE prova 18 genn IT prova S55555 prova 18 genn IT prova								
MA IAL CODE TYPE CODE COUNTRY DESCRIPTION TRAFFIC LIGHT PHASE prova 18 genn IT prova IT Prova 555555 prova 18 genn IT prova		169/1						
prova 18 genn IT prova ⊘ · ⊙ · ○ ○ <th< td=""><td>MATERIAL CODE</td><td>DETAILS</td><td></td><td></td><td></td><td></td><td></td><td></td></th<>	MATERIAL CODE	DETAILS						
555555 prova 18 genn IT prova		DETAILS CODETYPE CODE COL	UNTRY DESCRIPTIC	ON TRAFFIC LIGHT P	HASE			Submit
	MATERIAL CODE	DETAILS CODETYPE CODE COU prova 18 genn IT	UNTRY DESCRIPTIC	ON TRAFFIC LIGHT P	HASE		••••	 Submit

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".

C C		AUDO
Material Code (In Progress) CODE:11:007 COUNTRY:IT DESCRIPTION:	Back To to Edit Submit Delete	
Planned Date TCA Request Starting		
For Information Copy	Material Code Selected: 0	ppia

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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FIRST Image: Comparison of the second se	* TCA System	* TCA Type	
Material Code ENEL Type Code 666666 prova 4 febbraio Description Country IT IT * Manufactoring Factory * Supplier Product Designation Yebresults Factory * Supplier Product Designation Technical Specification Code Technical Specification Revision prova 4 febbraio 2019 1 Technical Specification Date: 4-feb-2019 * Supplier Technical Referent Name * Supplier Technical Referent Surname Mario * Supplier Technical Referent Surname * Supplier Technical Referent Rephone Number * Supplier Technical Referent Email Address * Supplier Technical Referent Telephone Number * Supplier Technical Referent Telephone Number 98765432 TCA Reguest Actual Date	FIRST	New TCA	•
Material Code ENEL Type Code 666666 prova 4 febbraio Description Country IT IT *Manufactoring Factory *Supplier Product Designation Yebresults Factory *Supplier Product Designation Technical Specification Code Technical Specification Revision prova 4 febbraio 2019 1 Technical Specification Date 4-Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario *Supplier Technical Referent Surname *Supplier Technical Referent Physical Address *Supplier Technical Referent Surname Ya Lata *Supplier Technical Referent Email Address *Supplier Technical Referent Telephone Number *Supplier Technical Referent Email Address 98765432 Technical Referent Telephone Number			
66666 prova 4 febbraio Description Country IT IT * Manufactoring Factory * Supplier Product Designation Webresults Factory * Supplier Product Designation 12345678 12345678 Technical Specification Code Technical Specification Revision prova 4 febbraio 2019 1 Technical Specification Date 4 4-Feb-2019 * Supplier Technical Referent Name * Supplier Technical Referent Name * Supplier Technical Referent Surname Mario * Supplier Technical Referent Physical Address * Supplier Technical Referent Email Address * Supplier Technical Referent Email Address * Supplier Technical Referent Telephone Number mariorossi@orange.it	Material Code	ENEL Type Code	
Description Country IT *Manufactoring Factory *Supplier Product Designation Webresults Factory 12345678 Technical Specification Code Technical Specification Revision prova 4 febbraio 2019 1 Technical Specification Date 4 4 Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario *Supplier Technical Referent Name *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario *Supplier Technical Referent Physical Address Via Lata *Supplier Technical Referent Telephone Number 98765432 98765432	666666	prova 4 febbraio	
IT *Manufactoring Factory *Supplier Product Designation Webresults Factory 12345678 Technical Specification Code Technical Specification Revision prova 4 febbraio 2019 1 Technical Specification Date 4 4 Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario Rossi *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Via Lata mariorossi@orange.it *Supplier Tachnical Referent Telephone Number mariorossi@orange.it 98765432 TCA Request Actual Date	Description	Country	
*Manufactoring Factory *Supplier Product Designation Webresults Factory 12345678 Technical Specification Code Technical Specification Referent Name prova 4 febbraio 2019 1 Technical Specification Date 4 4-Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Name *Supplier Technical Referent Surname *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Ya Lata mariorossi@orange.lt *Supplier Technical Referent Telephone Number mariorossi@orange.lt \$Supplier Technical Referent Telephone Number mariorossi@orange.lt *Supplier Technical Referent Telephone Number mariorossi@orange.lt		ІТ	
Webresults Factory 12345678 Technical Specification Code Technical Specification Revision prova 4 febbraio 2019 1 Technical Specification Date 4 4 Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario Rossi *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Ya Lata mariorossi@orange.it *Supplier Technical Referent Telephone Number 98765432 98765432 TCA Request Actual Date	* Manufactoring Factory	* Supplier Product Designation	
Technical Specification Code Technical Specification Revision prova 4 febbraio 2019 1 Technical Specification Date 1 4-Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario Rossi *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Via Lata mariorossi@orange.it *Supplier Technical Referent Telephone Number \$8765432 98765432 TCA Request Actual Date	Webresults Factory	• 12345678	
prova 4 febbraio 2019 1 Technical Specification Date * 4-Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario Rossi *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Via Lata mariorossi@orange.it *Supplier Technical Referent Telephone Number \$8765432 TCA Request Actual Date TCA Request Actual Date	Technical Specification Code	Technical Specification Revision	
Technical Specification Date 4-Feb-2019 * Supplier Technical Referent Name * Supplier Technical Referent Surname Mario * Supplier Technical Referent Physical Address Via Lata * Supplier Technical Referent Telephone Number 98765432 TCA Request Actual Date	prova 4 febbraio 2019	1	
4-Feb-2019 *Supplier Technical Referent Name *Supplier Technical Referent Surname Mario Rossi *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Via Lata mariorossi@orange.it *Supplier Technical Referent Telephone Number \$8765432 98765432 TCA Request Actual Date	Technical Specification Date		
*Supplier Technical Referent Name *Supplier Technical Referent Surname Rossi *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Via Lata *Supplier Technical Referent Telephone Number 98765432 TCA Request Actual Date	4-Feb-2019		
Mario Rossi *Supplier Technical Referent Physical Address *Supplier Technical Referent Email Address Via Lata mariorossi@orange.it *Supplier Technical Referent Telephone Number 98765432 TCA Request Actual Date TCA Request Actual Date	*Supplier Technical Referent Name	* Supplier Technical Referent Surname	
*Supplier Technical Referent Physical Address Via Lata *Supplier Technical Referent Telephone Number 98765432 TCA Request Actual Date	Mario	Rossi	
Via Lata mariorossi@orange.it *Supplier Technical Referent Telephone Number 98765432 TCA Request Actual Date	* Supplier Technical Referent Physical Address	* Supplier Technical Referent Email Address	
* Supplier Technical Referent Telephone Number 98765432 TCA Request Actual Date	Via Lata	mariorossi@orange.it	
98765432 TCA Request Actual Date	* Supplier Technical Referent Telephone Number		
TCA Request Actual Date	98765432		
	TCA Request Actual Date		

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

Marine .	C		WDo
	TSM TCA QCA ✓ CMD ✓ LOCALE SETTINGS Material Code (In Progress) CODE:55555 COUNTRY:IT TYPE CODE:prova 18 gennaio DESCRIPTION:prova	Back To TCA Info TCA Edit Submit	
	Planned Date TCA Request Starting		
	✓ Documents Upload and TCA Request Confirmation		
90	*File to Upload Choose a Document Type	Save	



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

Material Code (In Progress) CODE:555555 COUNTRY:IT DESCRIPTION:prova	Back To TCA Info TCA Edit Submit
> Planned Date	
> TCA Request Starting	
✓ Documents Upload and TCA Request Confirmation	
UPLOAD DOCUMENTS	
* Eile te lielend	

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

	Material Code (In Pro CODE: 101453 COUNTRY: IT DE	OGRESS) YPE CODE: GSXY868/002 ESCRIPTION:	Backto TCA Info TCA	Giji Sutmit	12319
	> Planned Date				
	> TCA Request Starting				
Converse	✓ Documents Upload and	d TCA Request Confirmation		×	
Sille	UPLOAD DOCUMENTS		Upload Files		305
	*File To Upload	MLM TCA HLSR V7.docx 9 MB		drop files	E.
		1 of 1 file uploaded		Done	20202
NG AN					Stolla.

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

	Material Code (In Progress) CODE: 101453 COUNTRY: IT TYPE CODE: GSXY868/002 DESCRIPTION: Back to TCA Info TCA Edit
	> Planned Date
0)((C))	> TCA Request Starting
	✓ Documents Upload and TCA Request Confirmation
	"File To Upload *File To Upload List and accreditations certificates of laboratories and third bodies Sive MLM TCA HLSR To

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.

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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

Aliter.	↑ TSM TCA QCA ∨ CMD ∨ LOCALE SETTINGS
	Material Code (In Progress) CODE-160300 COUNTRY:T TYPE CODE-07804/1 DESCRIPTION/OFM04/1- SEIGREV-630A-540 Back To TCA Info TCA Edit Submit
	Planned Date
	TCA Request Starting Documents Upload and TCA Request Confirmation
	TCA Request Approval Veliminary Documents Transmission
	UPLOAD DOCUMENTS
	*File to Upload -Choose a Document Type Sove Choose a Document Type Sove Choose a Document Type Control Type
	PRELIMINARY TEST TABLE
	TECHNICAL IEC (OR OTHER SPECIFICATION REFERENCE TEST REFERENCE (IF APPLICABLE) TEST DESCRIPTION APPLICABILITY TEST REPORT APPLICABILITY REPORT LABORATORY ACCENDITION CERTIFICATE

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

	Material Code (In Progress) Tyre CODE:Dev004/1 DESCRIPTION/DY804/1- SK(24KV-430A-SFG) Back To TCA Info TCA Edit Submit	
	> Planned Date	
	> TCA Request Starting	
51/19/1	Documents Upload and TCA Request Confirmation	
	> TCA Request Approval	
	 Preliminary Documents Transmission 	
	UPLOAD DOCUMENTS *File to Upload Type A Preliminary Documents PRELIMINARY TEST TABLE Remove Add test	
	TECHNICAL IEC (OR OTHER SPECIFICATION STANDARDS) TEST TEST TEST APPLICABILITY ACCREDITATION EDIT REFERENCE APPLICABLE) CERTIFICATE CERTIFICATE	
	Preliminary Documents Transmission Date	



✓ Preliminary Documents Transmission					
UPLOAD DOCUMENTS *File to Upload Type A Preliminary Documents Sove TCAtest_28_4.pdf PRELIMINARY TEST TABLE Remove Add test					
TECHNICAL IEC (OR OTHER STANDARDS) TEST TEST TEST APPLICABILITY REFERENCE (IF DESCRIPTION APPLICABILITY REPORT REPORT CERTIFICATE APPLICABLE)					
Preliminary Documents Transmission Date					

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

 Preliminary Documents Transmission 	
UPLOAD DOCUMENTS *File to Upload Type A Preliminary Documents TCAtest_28_4.pdf PRELIMINARY TEST TABLE Remove Add test	
TECHNICAL IEC (OR OTHER SPECIFICATION STANDARDS) TEST TEST TEST APPLICABILITY LABORATORY REFERENCE (IF DESCRIPTION APPLICABILITY REPORT REPORT CERTIFICATE APPLICABLE) CERTIFICATE	
Preliminary Documents Transmission Date	

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

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

	Test
* Technical Specification Reference Prova	* IEC (or other Standards) Reference (If applicable) Prova
* Test Description Prova	* Test Applicability Case 1
EST REPORT REFERENCE	Laboratory



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

- Planned test starting date
- Planned test finish date

PLANNED DATE		. 1
* Planned test starting date Mandatory Field	* Planned test finish date Mandatory Field	
	Save	e

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

Mater CODE:16 COUNTR	rial Code (In Pr 52090 YY:IT	rogress) rype code:dy804/1 bescription:dy804/1 sk(24KV-630A-SF6)			Back To TCA	Info TCA Ec it	Submit		
> Planne	ed Date								
> TCA R	equest Starting								
> Docun	nents Upload ar	d TCA Request	Confirmation						
> TCA R	equest Approva	I							
✓ Prelim	ninary Documen	ts Transmission							
UPLOAE * File to Upl Type A PRELIMI	D DOCUMENTS load Preliminary Document	s	▼ Save	TCA	test_28_4.pdf	â	Remove	Add test	
	TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT	
	1	1	1	Case 1	TCAtest_28_4.pdf	TCAtest_28_4.docx	TCAtest_28_4.docx		

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



3.2.5. Call for Prototype Visual Inspection

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

	X 200	Marsh	
A Stationer			
	TSM TCA QCA V CMD V LOCALE SETTINGS		
	Material Code (In Progress) CODE:162090 COUNTRY:IT SKI24KV-530A-SF6)	Back To TCA Info TC Edit	
	> Planned Date		
$\sim 2 \sin \alpha$	> TCA Request Starting		- 025
2.0//A	> Documents Upload and TCA Request Confirmation		
	> TCA Request Approval		
	> Preliminary Documents Transmission		- ~62
	 Call For Prototype Visual Inspection 		
	Prototype Visual Inspection Actual Date	Call for Prototype Visual Inspection Date	
31022-1			

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

> Planned Date	
> TCA Request Starting	
> Documents Upload and TCA Request Co	onfirmation
> TCA Request Approval	
> Preliminary Documents Transmission	
imes Call For Prototype Visual Inspection	
* Prototype Visual Inspection Actual Date	Cal/ or Prototype Visual Inspection Date
17 May 2014	
	Concel

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)

Prototype Visual Inspection Actual Date	Call for Prototype Visual Inspection Date	
17-May-2018	17-May-2018	

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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.

PE A DEFINITIVE DOCUMEN	ITS ENDORCED BY THE THIRD-BODY	
* Document Name	* Document Revision	
Prova	1	
* Document Date		
18-May-2018	iii	1 Upload Files Or drop files
	Save	

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

PE A DEFINITIVE DOCUMEN	TS ENDORCED BY THE THIRD-BODY	
* Document Name	* Document Revision	
Prova	1	
* Document Date		
18-May-2018	Save	



YPE A DEFINITIVE DOCUMEN	ITS ENDORCED BY THE THIRD-BODY	
* Document Name	* Document Revision	
Prova	1	prova.odt
* Document Date		
18-May-2018	iii iii iii iii iii iii iii iii iii ii	â
	Save	

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

Material Code (In Progr	ess)	Back To TCA Info		
CODE:162090 TYPE C COUNTRY:IT DESCR SK(24K	ODE:DV804/1 IPTION:DV804/1- (V-630A-SF6)			
> Planned Date				
> TCA Request Starting				<u> </u>
> Documents Upload and TC	A Request Confirmation			
> TCA Request Approval				
> Preliminary Documents Tra	ansmission			
> Call For Prototype Visual In	nspection			
> Prototype Visual Inspectio	n Approval			
✓ Definitive Type A Document	ntation Transmission			12
Type A Definitive Documents e	xcluding the manual			
	* Document Revision		TC Atast 29 4 adf	
Document Name				

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

DEFIN	ITIVE TEST							
							Remove	Add Test
	TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT
	23455	3232	Prova lisa	Case 6		Modify C	ase	

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.



	Mater CODE:163 COUNTRY	rial Code (In Pr 2090 T Y:IT S	Ogress) YPE CODE:DY804/1 ESCRIPTION:DY804/1 K(24KV-630A-SF6)	E.		Back To TCA	Info TCA E it	Submit	-	
SSED	Planne	d Date								$\mathbb{D}(\mathbb{C})$
20/	TCA Re	equest Starting								n)
	Docum	nents Upload an	d TCA Request	Confirmation						및단
226	TCA Re	equest Approval								
	Prelim	inary Document	s Transmission							
	Call Fo	r Prototype Visu	al Inspection							70N
	Prototy	ype Visual Inspe	ction Approval							100
	Definit	ive Type A Docu	mentation Tran	smission						
	Definit	ive Test Plannin	9							
	DEFINIT	IVE TEST						Remove	Add test	
		TECHNICAL SPECIFICATION REFERENCE	IEC (OR OTHER STANDARDS) REFERENCE (IF APPLICABLE)	TEST DESCRIPTION	TEST APPLICABILITY	TEST REPORT	APPLICABILITY REPORT	LABORATORY ACCREDITATION CERTIFICATE	EDIT	
		1	1	1	Case 1	TCAtest_28_4.pdf	TCAtest_28_4.docx	TCAtest_28_4.docx		E C
	Definitive	e 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 SK(24KV-630A	/804/1 DY804/1- -SF6)		Back To TCA Info TC.	A Edit Sub	nit	
	> Planned Date						
	> TCA Request Starting						
	Documents Upload and TCA Re	quest Confirmatio	n				
	> TCA Request Approval						
	Preliminary Documents Transmi	ission					
	Call For Prototype Visual Inspec	tion					
	Prototype Visual Inspection Approximately Prototype Visual Inspection Approximately Protocol Protoc	proval					
	Definitive Type A Documentation	on Transmission					
	> Definitive Test Planning						
63	 TCA Dossier Transmission 						
	UPLOAD DOSSIER					Add Document	
$\sum ($	DOCUMENT	NAME	REVISION	DATE	FILE	EDIT	

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		Dossier		
	Select	•		
* Document Name	* Document Revision	Document Date	莆	Save
				Close

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

The user must insert one by one the five mandatory documents.

		Dossier		
	TCA Report	•	-	
* Document Name Proof Name	* Document Revision 3	* Document Date 22-May-2019 d Files	#	Save
				Close

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

		Material Code (In Progress) CODE:142090 COUNTRY:IT DESCRIPTION.DV804/1 SK(24KV-630A-SF6)	Back To TCA Info TCA Edit Submit	D
$\sum_{i=1}^{n}$	>	Planned Date		DIE
2.01	>	TCA Request Starting		
	>	Documents Upload and TCA Request Confirmation		신



3.2.9. Delete Material code

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

	Material Code () CODE: 101453 TYPE CODE: COUNTRY: IT DESCRIPTION:	Back to Info TCA TCA Edit Submit Delete
>	Planned Date	
~	TCA Request Starting	
9	TCA System	ТСА Туре

Insert the Deletion Reason and click on "Confirm"

> Planned Date	▲ Confirm Deletion	
> TCA Request Starting	Are you sure you want to continue?	
For Information Co	*Deletion Reason	rial Code Selected: 0 Copia
	lis.	
	Cancel 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.

