Supplier User Manual MLM TSM
V1

Index

1.   Definition, acronyms, abbreviations

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

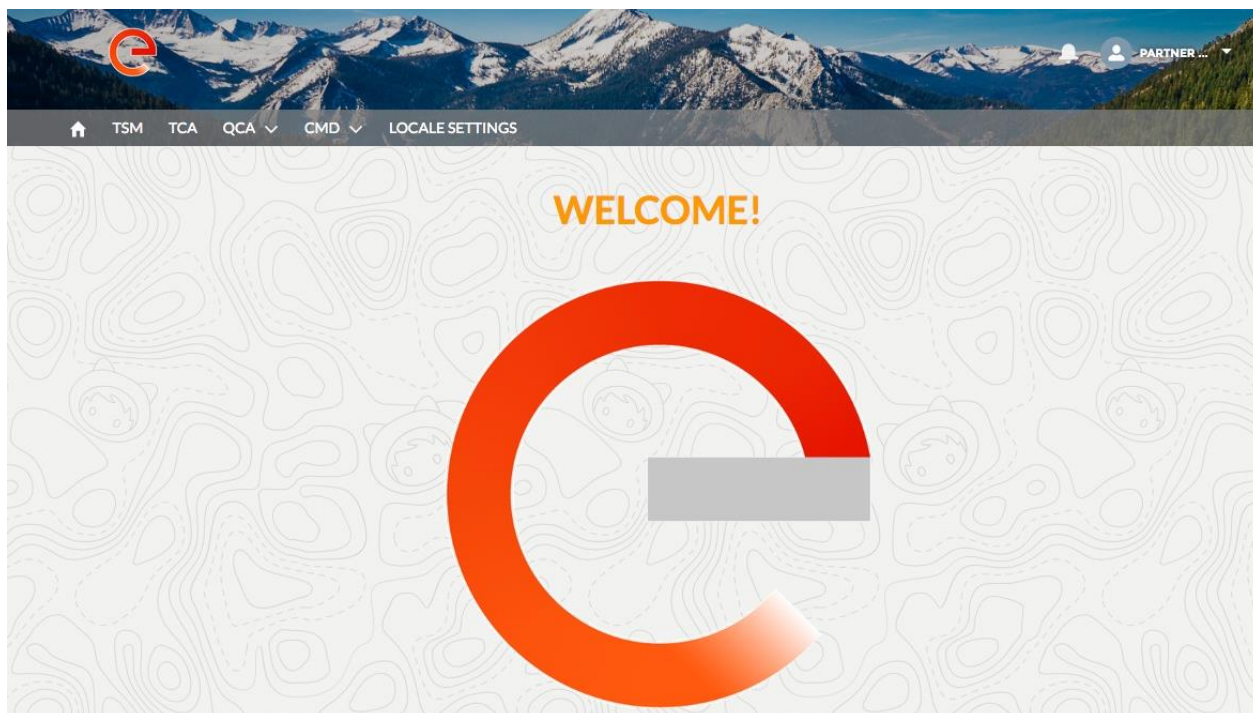| Acronym	Description
TSM	Technical Specification Management
TCA	Technical Conformity Assessment
QCA	Quality Control Activities
CMD	Components and Materials Defect
E-D	E-Distribuzione SpA

2. Introduction

This User Manual describes the access and the features of E-MLM Supplier Community for the use in the TSM module.

The platform used is Salesforce.com.

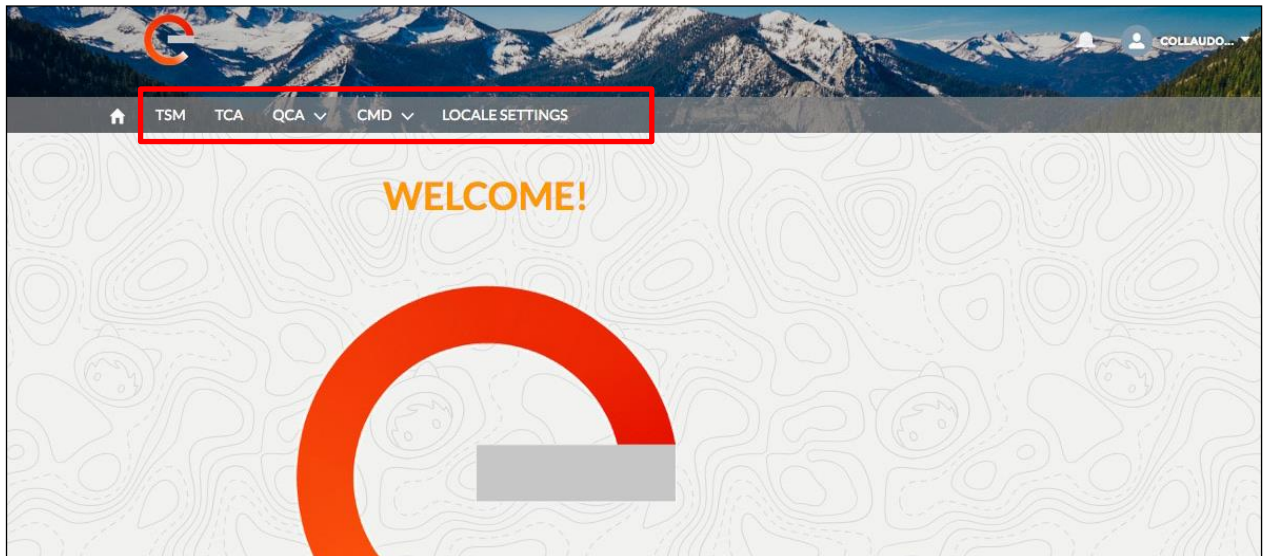## *3.* User Manual Document *MLM - Module TSM*

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.
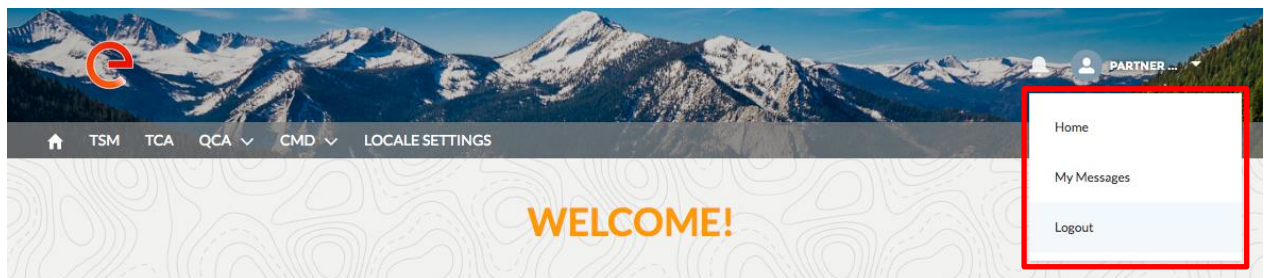

3.2 Navigation

On the home page, there are three links in the Navigation Bar:
- **Home**, to navigate to the HomePage
- **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
- **Locale Settings**, to change user's settings (i.e. local time, language)

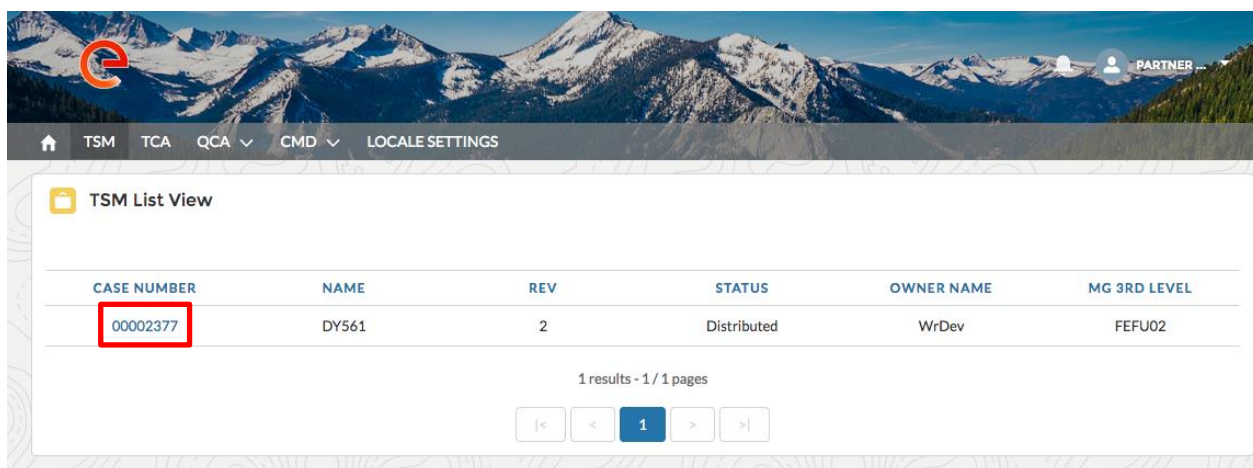There is also a menu, viewable by clicking on the arrow near the name, in the right-top of the header.

There are three links:

- **Home**, to navigate to the HomePage
- **My Message**, to view all messages received
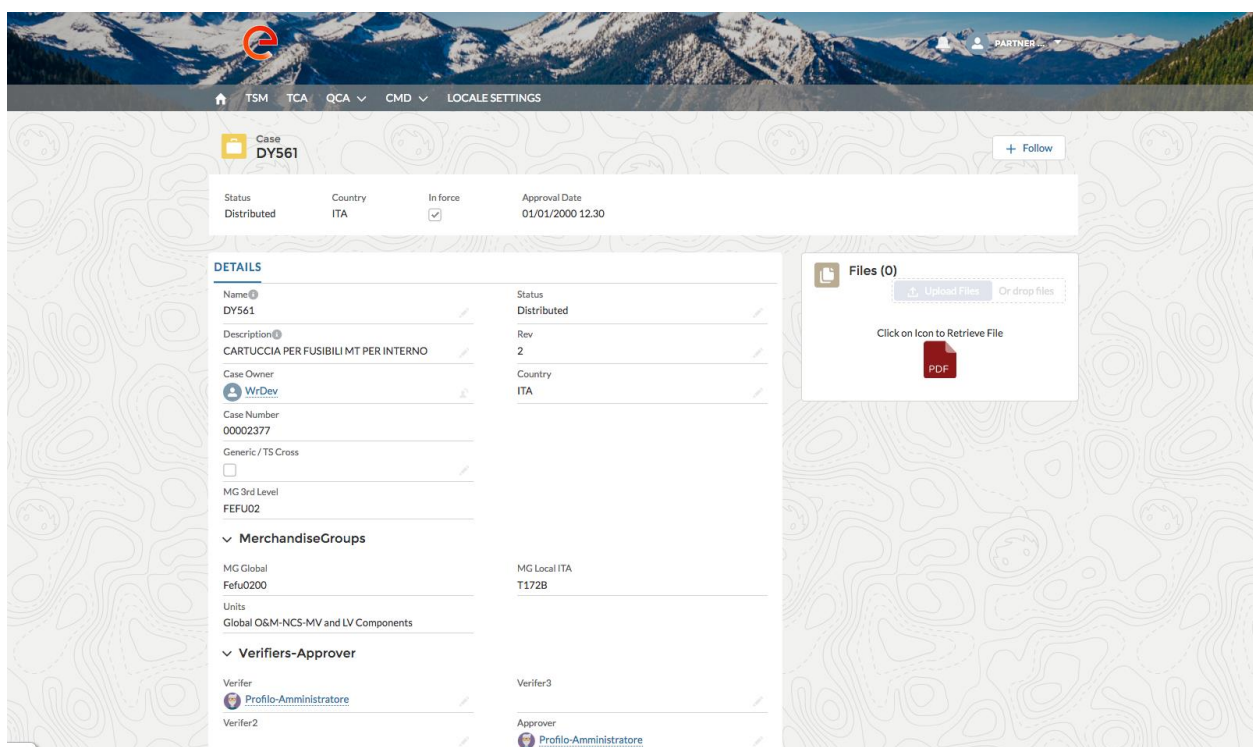- **Logout**, to logout the user

3.3 View technical specification available for supplier

To view all Technical specifications available for the logged supplier, we need to click on the TSM button in the navigation bar.

The system will show the list of TS available. Every supplier can view only the specifications for wich he is qualified for (the Merchandise Group of the TS).

After clicking on the interested specification number, the system will show the details page for the specification:
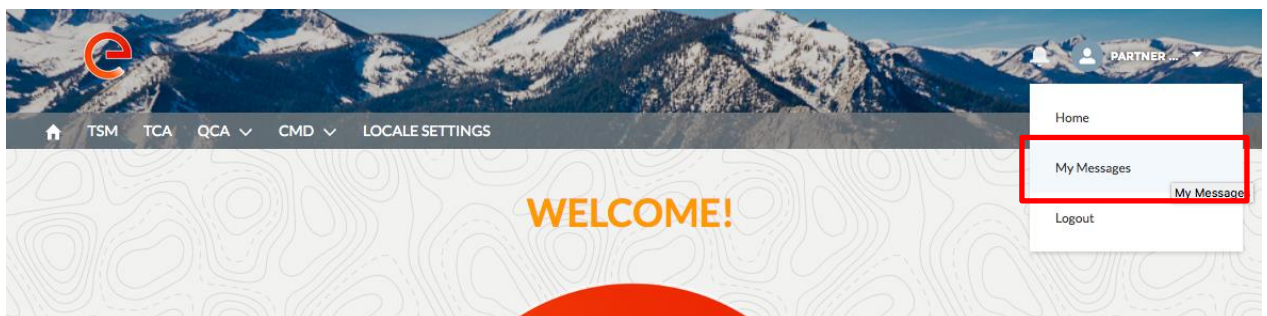

The supplier can download the PDF of the Technical Specification by clicking on the icon in the right box called "Files". This page show all information about Technical Specification like:

- **Name**: the name of the specification
- **Description**: the description or title of the specification
- **Status:** indicates the status of the TS
- **REV**: the revision of the Technical Specification document

- **Case Owner**: the owner of the TS
- **Country**: the country of the specification
- **Case Number:** the unique number that identify the TS
- **Generic / TS Cross**: if it is true (flagged) the TS is Generic/Cross
- **Merchandise Group:** all information about Merchandise Group: MG Global, MG Local and Units
- **Verifier:** the name of Verifier of the TS
- **Verifier 2:** the name of Verifier2 of the TS
- **Verifier 3:** the name of Verifier3 of the TS
- **Approver:** the name of Approver of the TS
- **Approval Date:** the date of Approval
- **inForce:** if it is true (flagged) the TS is current released
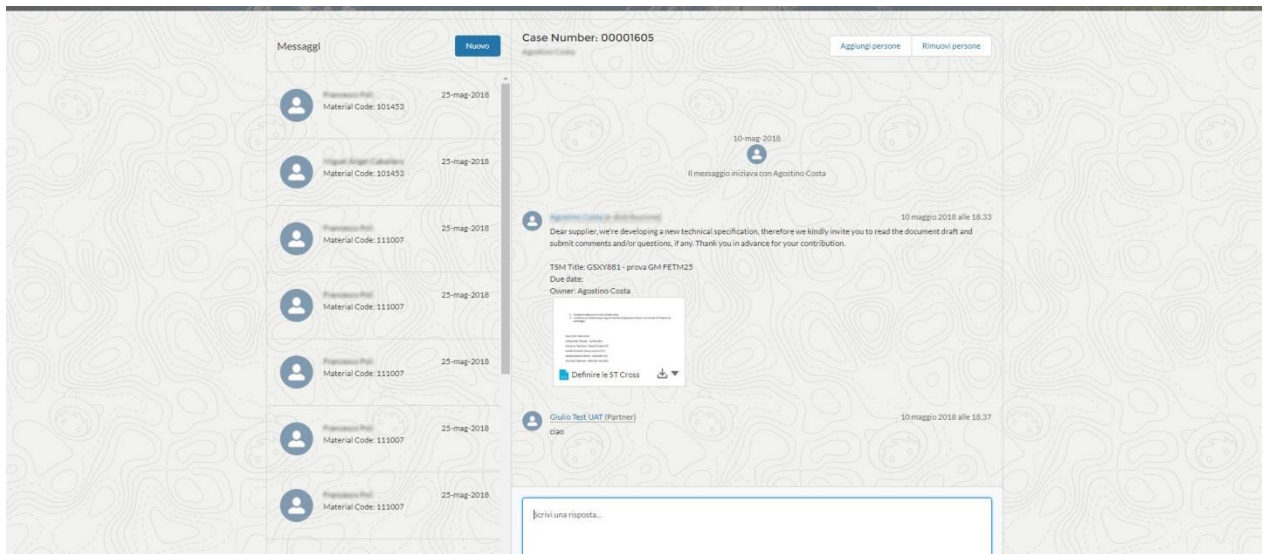
3.4 Collaborate to develop a new Technical Specification

During the development of a Technical specification, E-D can request the collaboration of the suppliers by sending them an "OnetoOne" message to request an opinion. When this occurs a message will be shown in the notifications icon on the top right header.
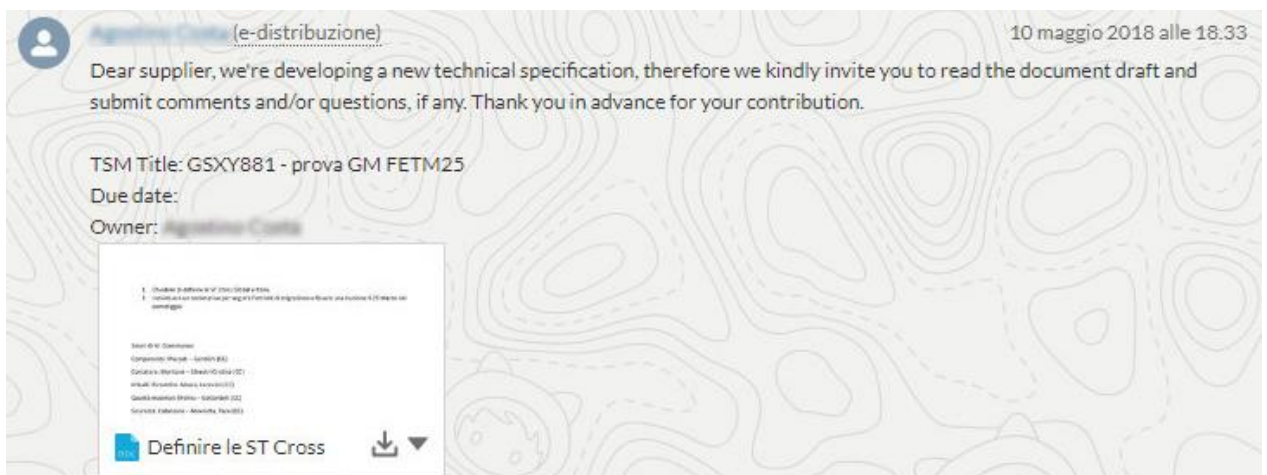

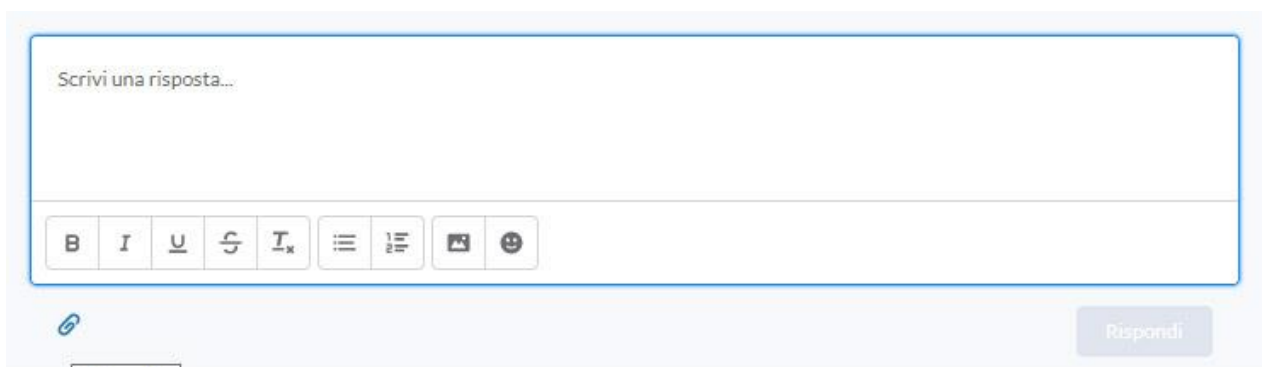Clicking on the "My Message" link, the system show the messages received
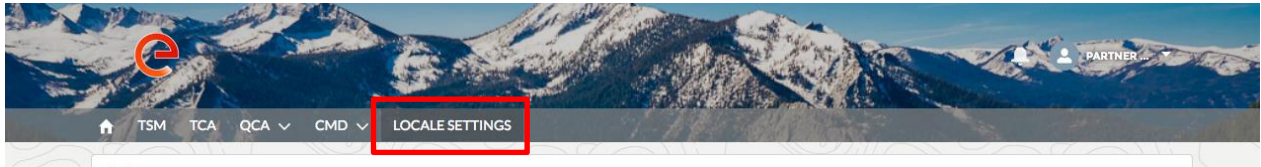
A message details:

The Supplier can reply with own opinion by writing in the "reply form" where he can add comments and attachments.
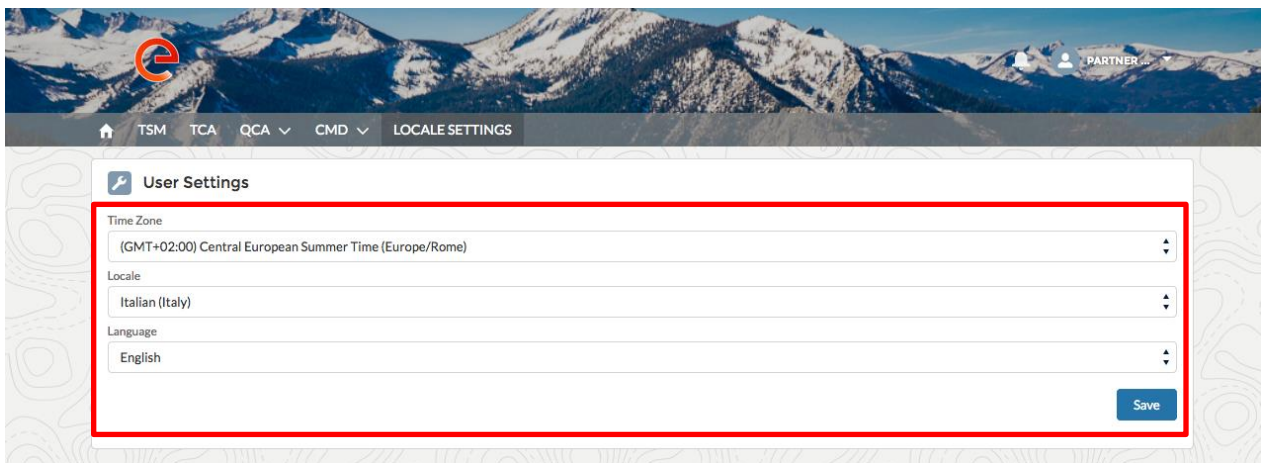
3.5 Locale Settings

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

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

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

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