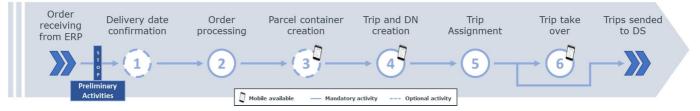
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# SUPPLIER PORTAL - User Manual SP PROCESS

This paragraph details the process of managing orders and the trips they generate by the suppliers managed on Supplier Portal.

This process develops from the receipt of the order by the supplier until the carrier takes charge of the trip, at the supplier itself.



#### 1. Preliminary activities:

- Acceptance of conditions of use: upon first access to the SP, suppliers must accept the conditions
  of use to proceed with use of the system.
- **Personal data validation**: to validate your personal data, you need to verify your information and confirm it via the supplier registry.
- Confirm delivery date: optional activity that allows you to confirm the date requested by Merlo or propose a different one.
- 3. **Processing orders and creating parcels:** allows you to process the orders received. The suppliers, starting from the order lines, create the parcels and finish them. They print the labels (it is also possible to create secondary parcels and insert it into an existing parcel).
- 4. Creation of master packages: allows the aggregation of packages within a secondary packaging.
- 5. Creation of trips and delivery notes: this functionality allows you to generate aggregations of packages/ master packages/ delivery notes to be sent (creation of delivery notes related delivery).
- 6. **Trip Assignment** and **Aggregation**: this functionality allows you to generate an aggregation of packages to be shipped (with related creation of DDT), group the previously created trips and indicate the carrier to which the transport will be entrusted.
- 7. Acceptance of trip: in this phase, the carrier declares the acceptance of the transport documents.

### PRELIMINARY ACTIVITIES

Preliminary activities include:

- Acceptance of conditions of use
- Validation of personal data

#### Acceptance of conditions of use

The process involves:

#### 1. Click on the acceptance check boxes.



#### 2. Click on the "ACCEPTANCE" button.

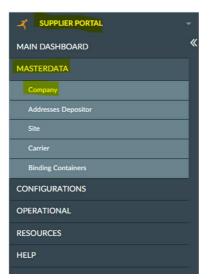


3

### **Master Data Validation**

It will be mandatory to validate the master data in order to be able to use the main operations of the system.

To validate your master data, you need to verify your information and confirm it via the Menu Masterdata  $\rightarrow$  Company.



The process involves:

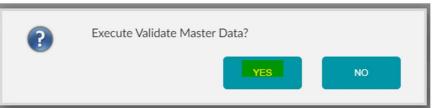
1. Selection of the supplier to validate.

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|-------------|------------------|---------------|-----------|---------------|---------|----------------------|------------------|----------------|-----------|--------------|--------------------|----------|
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |
| COMPANY :   | INFO.NAME ©      | INFO.PHONENUM | IBER o IP | NFO.ALTPHONEN | UMBER 0 | INFO.REFPERSONALMAIL | INFO.VATNUMBER 0 | INFO.TAXCODE © | STRING2 0 | BOOLEAN5 0   | INFO.REFERENCECODE | © BOC    |
| 099260      | BOANO SRL        | 011-9574008   |           |               |         |                      | 00613830017      | 00613830017    | EXW       | ₽            | 099260             | -        |
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |
|             |                  |               |           |               |         |                      |                  |                |           |              |                    |          |

2. Click on the "Validate Masterdata" action.

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|-------------|-------------------|---------------|-----------|-------------|---------|------------------------|------------------|----------------|------------------------------|--------------|---------------------|-----|
|             |                   |               |           |             |         |                        |                  |                |                              |              |                     | ×   |
| E Display   |                   |               |           |             |         |                        |                  |                | <ul> <li>Validate</li> </ul> | Master Data  | Addresses Depositor |     |
| COMPANY :   | INFO.NAME 0       | INFO.PHONENUM | ABER o II | FO.ALTPHONE | UMBER 0 | INFO.REFPERSONALMAIL + | INFO.VATNUMBER 0 | INFO.TAXCODE 0 | STRING2 0                    | BOOLEAN5 :   | INFO.REFERENCECODE  | BOO |
| 099260      | BOANO SRL         | 011-9574008   |           |             |         |                        | 00613830017      | 00613830017    | EXW                          | R            | 099260              | *   |
|             |                   |               |           |             |         |                        |                  |                |                              |              |                     |     |
|             |                   |               |           |             |         |                        |                  |                |                              |              |                     |     |
|             |                   |               |           |             |         |                        |                  |                |                              |              |                     |     |
|             |                   |               |           |             |         |                        |                  |                |                              |              |                     |     |
|             |                   |               |           |             |         |                        |                  |                |                              |              |                     |     |
|             |                   |               |           |             |         |                        |                  |                |                              |              |                     |     |

3. Click on "YES".



After performing the above tasks and clicking on reload, the field "Validated masterdata" will be flashed to TRUE.



## **VIEWING ORDERS**

To view the orders, proceed via Menu Resources  $\rightarrow\,$  Orders.

| SUPPLIER PORTAL   | 8 |
|-------------------|---|
| MAIN DASHBOARD    | « |
| MASTERDATA        |   |
| CONFIGURATIONS    |   |
| OPERATIONAL       |   |
| RESOURCES         |   |
| OrdersDetailView  |   |
| Bill Of Materials |   |
| Parcel            |   |
| Parcel Container  |   |
| DDT               |   |
| Trip              |   |
| Forecast Purchase |   |
| Stock             |   |
| HELP              |   |

The information is organized by order line and each one has all the necessary information including:

- Order line identifier
- Supplier
- Item required
- Quantity required
- Delivery date

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|-----------------|--------------------------|----------|---------------|-----------------------|---------------------|-------|-----------------|-------------------|-------------------|-------------|-----|
|                 |                          |          |               |                       |                     |       |                 |                   |                   |             |     |
|                 |                          |          |               |                       |                     |       |                 |                   |                   |             | 3≣  |
| ORDER 0         | COMPLETEDSTATUS          | o ITEM o | QUANTITY : UE | M © WORKED QUANTITY © | RECEIVED QUANTITY 0 | UOM 0 | DELIVERY DATE © | PROPOSED DATE ©   | DATE CONFIRMED ©  | CREATION DA | ATE |
| OA10619555.5    | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 10/02/2022      |                   |                   | 11/05/2023  |     |
| OA10619555.8    | completedStatus.DELIVERE | D 098567 | 40 NF         | 40                    | 40                  | NR    | 16/02/2022      |                   | 16/02/2022        | 11/05/2023  |     |
| OA10619555.11   | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 02/03/2022      |                   | 02/03/2022        | 11/05/2023  |     |
| OA10619555.16   | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 28/03/2022      |                   | 28/03/2022        | 11/05/2023  |     |
| OA10619555.2    | completedStatus.DELIVERE | D 098567 | 40 NF         | 40                    | 40                  | NR    | 19/01/2022      |                   |                   | 11/05/2023  | Т   |
| OA10619555.3    | completedStatus.DELIVERE | D 098567 | 120 NF        | 120                   | 120                 | NR    | 27/01/2022      |                   |                   | 11/05/2023  |     |
| OA10619555.13   | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 10/03/2022      |                   | 10/03/2022        | 11/05/2023  | Т   |
| OA10619555.14   | completedStatus.DELIVERE | D 098567 | 120 NF        | 120                   | 120                 | NR    | 16/03/2022      |                   | 16/03/2022        | 11/05/2023  |     |
| OA10619555.4    | completedStatus.DELIVERE | D 098567 | 120 NF        | 120                   | 120                 | NR    | 04/02/2022      |                   |                   | 11/05/2023  | Т   |
| OA10619555.15   | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 24/03/2022      |                   | 24/03/2022        | 11/05/2023  | s.  |
| OA10619555.19   | completedStatus.DELIVERE | D 098567 | 40 NF         | 40                    | 40                  | NR    | 07/04/2022      |                   | 07/04/2022        | 11/05/2023  |     |
| OA10619555.25   | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 11/05/2022      |                   | 11/05/2022        | 11/05/2023  |     |
| OA10619555.26   | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 19/05/2022      |                   | 19/05/2022        | 11/05/2023  |     |
| OA10619555.29   | completedStatus.DELIVERE | D 098567 | 80 NF         | 80                    | 80                  | NR    | 06/06/2022      |                   | 06/06/2022        | 11/05/2023  |     |

## CONFIRM DELIVERY DATE

To confirm or propose a delivery date, proceed via Operational Menu  $\rightarrow$  Order Negotiation.

|   | - |
|---|---|
| MAIN DASHBOARD                          | « |
| MASTERDATA                              |   |
| CONFIGURATIONS                          |   |
| OPERATIONAL                             |   |
| Order Negotiation                       |   |
| Order Processing / Creation of Packages |   |
| ITripCreation                           |   |
| RESOURCES                               |   |
| HELP                                    |   |
|   |   |

The system allows you to view the orders associated with each supplier and to select the operation you want to perform.

## **Confirm Original Date**

The process involves:

1. Click on the order line on which you want to perform the action.

| <b>d48473f</b> | 0-f287-4730 | -aa24-6e4afe | na211c4    |            |         |            |                    |                 |                  | 8       | supplier 👻  | English | - 🥐       | -         |
|----------------|-------------|--------------|------------|------------|---------|------------|--------------------|-----------------|------------------|---------|-------------|---------|-----------|-----------|
| ORDER NEG      |             |              |            |            |         |            |                    |                 |                  |         |             |         |           | ×         |
| 🔳 Display      |             |              |            |            |         |            |                    |                 |                  |         | •^          |         | 🔗 Details | $i\equiv$ |
| ORDER POS      | ITION 0     | ITEM o       | QUANTITA o | Q RECEIVED | • UDM • | DELIVERY D | ATE © ORDER DATE © | PROPOSED DATE © | DATE CONFIRMED 0 | STATE 0 | DEPOSITANTE | • CONT  | O FATTURE | o ID1     |
| ORDER-12       |             | ITEM4        | 100        |            | 0 NR    | 17/10/2023 | 03/10/2023         |                 |                  | CREATED | SUPTRAINING | 59712   | 0         | (*        |
| UNDER-12       |             | TI EMIA      | 100        |            | U NR    | 17/10/2023 | 03/10/2023         |                 |                  | CREATED | SUPTRAINING | 57712   | 0         |           |
|                |             |              |            |            |         |            |                    |                 |                  |         |             |         |           |           |
|                |             |              |            |            |         |            |                    |                 |                  |         |             |         |           |           |
|                |             |              |            |            |         |            |                    |                 |                  |         |             |         |           |           |

2. Click on "Actions" and then on "Confirm Original Date".

|                      |                  |                    |               |                              |                          | supplier – 🕌 Englist     | · 🐣        |      |
|----------------------|------------------|--------------------|---------------|------------------------------|--------------------------|--------------------------|------------|------|
|                      |                  |                    |               |                              |                          |                          |            |      |
|                      |                  |                    |               |                              |                          | Actions -                | 🔗 Details  |      |
| ORDER POSITION © ITI | 'EM 0 QUANTITA 0 | Q RECEIVED + UDM + | DELIVERY DATE | ORDER DATE © PROPOSED DATE © | DATE CONFIRMED © STATE © | Confirm Date (Fornitore) | TO FATTURE | o ID |
| ORDER-12 ITE         | EM4 100          | 0 NR               | 17/10/2023    | 03/10/2023                   | CREATED                  | Propose new date         | 20         | (*   |

3. Click on "YES".



## Propose a new date

The process involves:

1. Click on the order line on which you want to perform the action.

|  | TATE © DEPOSITANTE © CONTO FATTURE © ID 1 |
|--|---|
| ORDER POSITION © ITEM © QUANTITA © QRECEIVED © UDM © DELIVERY DATE © ORDER DATE © PROPOSED DATE © DATE CONFIRMED © STATE © DEPOSITANTE © CONTO FATTURE © |   |
| RDER-12 ITEM4 100 0 NR 17/10/2023 03/10/2023 CREATED SUPTRAINING 597120  | REATED SUPTRAINING 597120                 |

### 2. Click on "Actions" and then on "Propose new date".

|   | 🔆 Actions 🚽 🔗 Det        |       |
|---|--------------------------|-------|
| ORDER POSITION © ITEM © QUANTITA © Q RECEIVED © UDM © DELIVERY DATE © ORDER DATE © PROPOSED DATE © DATE CONFIRMED © STATE © Confirm D | ate (Fornitore) TO FATTU | URE ¢ |
| DRDER-12 ITEM4 100 0 NR 17/10/2023 03/10/2023 CREATED Propose   | ew date 20               |       |

3. Enter the required parameters and click on "Execute".

| 🖵 (48847310-1287-4730-aa24-6o4afea211c4 | 🐣 supplier 👻 | 블 English 👻 | <b>*</b> |   |
|---|--------------|-------------|----------|---|
| Order Negotiation • PROPOSE NEW DATE    |              |             |          |   |
| Entrie X Canel                          |              |             |          |   |
| Propose new date                        |              |             |          |   |
| gg/mm/aaaa:                             |              |             |          |   |
|   |              |             |          |   |
|   |              |             |          |   |
|   |              |             |          |   |
|   |              |             |          |   |
| 🖵 d4847310-1287-4730-aa24-6e4afaa211c4  | 🐣 supplier 👻 | 👙 English 👻 | <b>e</b> | 1 |

| 🖵 d4847310-1287-4730-3x24-6e4afex211c4 | 🐣 supplier 👻 | 🖶 English 🗵 | 6 |   |
|--|--------------|-------------|---|---|
| Order Negotiation • PROPOSE NEW DATE   |              |             |   |   |
| © Everyth × Cancel                     |              |             |   |   |
|  |              |             |   | 1 |

Propose new date
30/11/2023 10:50

### ORDERS PROCESSING AND PARCELS CREATION

The process phase described in the following paragraph has the objective of processing the orders received, create the relevant parcels and print their labels.

To carry out these operations, proceed via the Operational menu  $\rightarrow$  Order Processing/Parcel Creation.

SUPPLIER PORTAL

MAIN DASHBOARD

MASTERDATA

CONFIGURATIONS

OPERATIONAL

Order Processing / Creation of Packages

InfripCreation

RESOURCES

HELP

The process involves:

1. The user can filter the orders to be processed by article, site, consignee code and order line, using the text boxes at the top.

| d48473f0-f287-4730-aa24-6e4af | ea211c4        |             |            |                  |                  |              | 🐣 supplier     | 👻 블 English 👻 🇬                                 |
|-------------------------------|----------------|-------------|------------|------------------|------------------|--------------|----------------|---|
| RDER PROCESSING / CREATION    | OF PACKAGES    |             |            |                  |                  |              |                |   |
| tem G                         | L Site         |             | Q          | Delivery Account | •                |              |                | Q SEARCH Q R                                    |
| AVAILABLE ORDERS              |                |             |            |                  |                  |              |                |   |
|                               |                |             |            |                  |                  |              |                | ADD SELEC                                       |
| ORDERNUMBER 0 IDE 0           | ACCOUNT NUMBER | © ORDERDATE | ITEMCODE   | • WORKABLEQTY    | o DELIVERYDATE o | TERMSOFDEL 0 | SPARE.BOOLEAN2 | <ul> <li>DELIVERY ACCOUNT</li> <li>5</li> </ul> |
|                               |                |             |            |                  |                  |              |                |   |
|                               |                |             |            |                  |                  |              |                |   |
|                               |                |             |            |                  |                  |              |                |   |
|                               |                |             |            |                  |                  |              |                |   |
| SELECTED ORDERS               |                |             |            |                  |                  |              |                |   |
| Should                        |                |             |            |                  |                  |              |                | DELETE ORDER CONFIRM OR                         |
| RDERNUMBER 0 IDE 0            | ACCOUNT NUMPER | A OPDERDATE | A ITEMCODE |                  |                  | TERMISOEDEL  | SDARE ROOLEAN? | Contraction of the second second                |
|                               |                |             |            |                  |                  |              |                |   |

2. Once the filter has been entered, click on "Search" to display the available orders.

| d48473f0-f287-4730-aa2 | 4-6e4af | ea211c4        |     |           |   |            |                  |   |                |            |     | 😤 suppl        | ier | - 블 English - 🍧          |      |
|------------------------|---------|----------------|-----|-----------|---|------------|------------------|---|----------------|------------|-----|----------------|-----|--------------------------|------|
|                        |         |                |     |           |   |            |                  |   |                |            |     |                |     |                          |      |
| Item                   | • @     | ع Site         | MRL | •         | Q |            | Delivery Account |   | -              |            |     | ORDER-12       | •   | Q SEARCH Q RES           |      |
|                        |         |                |     |           |   |            |                  |   |                |            |     |                |     |                          |      |
|                        |         |                |     |           |   |            |                  |   |                |            |     |                |     | ADD SELECT               |      |
| ORDERNUMBER            | Ε¢      | ACCOUNT NUMBER | ÷ ۶ | ORDERDATE | 0 | ITEMCODE © | WORKABLEQTY      | 9 | DELIVERYDATE : | TERMSOFDEL | · • | SPARE.BOOLEAN2 | 0   | DELIVERY ACCOUNT         | TE ¢ |
|                        |         |                |     |           |   |            |                  |   |                |            |     |                |     |                          |      |
|                        |         |                |     |           |   |            |                  |   |                |            |     |                |     |                          |      |
|                        |         |                |     |           |   |            |                  |   |                |            |     |                |     |                          |      |
| ∧ SELECTED ORDERS      |         |                |     |           |   |            |                  |   |                |            |     |                |     |                          |      |
|                        |         |                |     |           |   |            |                  |   |                |            |     |                |     | DELETE ORDER CONFIRM ORD | DERS |
| ORDERNUMBER            | E ¢     | ACCOUNT NUMBER | ę ÷ | ORDERDATE | 0 | ITEMCODE = | WORKABLEQTY      | 0 | DELIVERYDATE : | TERMSOFDEL | ¢   | SPARE.BOOLEAN2 | 0   | DELIVERY ACCOUNT + SIT   | TE ¢ |

3. Select the order you wish to work on.

| Item         _         Q         Site         _         Q         Delivery/Account         _         Order Num.         ORDER-12         Q           A AVAILABLE ORDERS | ORDER-12 • Q SEARCH Q RESE               |
|---|--|
| A AVAILABLE ORDERS  | ADD SELECTE                              |
|   | ADD SELECTE                              |
|   |  |
| ORDERNUMBER © IDE © ACCOUNT NUMBER © ORDERDATE © ITEMCODE © WORKABLEQTY © DELIVERYDATE © TERMSOFDEL © SPAREBOOLEAN2 © DELI  | SPARE.BOOLEAN2 © DELIVERY ACCOUNT © SITE |
| RDER-12 ORDER-12 SUPTRAINING 03/10/2023 ITEM4 89 17/10/2023 EXW 🗆 59710   | D 597101 ML                              |

4. Click on "Add selected". (SEE <u>WARNING 1</u> AT THE BOTTOM OF THE PAGE).

| d48473f0-f287-4730 | )-aa24-6e4afe | a211c4           |             |           |                                 |                                    |              | 😤 supplier 🛩     | 블 English 👻      | e 🖓         |
|--------------------|---------------|------------------|-------------|-----------|---------------------------------|------------------------------------|--------------|------------------|------------------|-------------|
|                    |               |                  |             |           |                                 |                                    |              |                  |                  |             |
| item i             | • ପ୍          | Site             | •           | ۹         | Delivery Account                | •                                  |              | ORDER-12 • G     | a sear           | CH 🭳 RESET  |
| AVAILABLE ORD      | ERS           |                  |             |           |                                 |                                    |              |                  |                  |             |
|                    |               |                  |             |           |                                 |                                    |              |                  |                  | DD SELECTED |
| ORDERNUMBER ©      | IDE           | account number   | © ORDERDATE | a ITEMCOI | DE                              | o DELIVERYDATE o                   | TERMSOFDEL 0 | SPARE.BOOLEAN2 © | DELIVERY ACCOUN  | T o SITE o  |
| ORDER-12           | ORDER-12      | SUPTRAINING      | 03/10/2023  | ITEM4     | 89                              | 17/10/2023                         | EXW          | D                | 597101           | MLR         |
|                    |               |                  |             |           |                                 |                                    |              |                  |                  |             |
|                    |               |                  |             |           |                                 |                                    |              |                  |                  |             |
|                    |               |                  |             |           |                                 |                                    |              |                  |                  |             |
|                    | 1000          |                  |             |           |                                 |                                    |              |                  |                  |             |
| ▲ SELECTED ORDE    | ERS           |                  |             |           |                                 |                                    |              |                  |                  |             |
|                    |               |                  |             |           |                                 |                                    |              |                  | DELETE ORDER CON |             |
| ORDERNUMBER 0      | IDE ¢         | ACCOUNT NUMBER © | ORDERDATE © | ITEMCODE  | <ul> <li>WORKABLEQTY</li> </ul> | <ul> <li>DELIVERYDATE ÷</li> </ul> | TERMSOFDEL 0 | SPARE.BOOLEAN2 0 | DELIVERY ACCOUNT | r o site o  |

5. The selected order will be displayed in the section below.

| 448473f0-f287-4730-aa24 | -6e4afea211c4             | I             |               |             |               |                 |              | 🐣 supplier -      | - 블 English 👻    | e 🔋          |
|-------------------------|---------------------------|---------------|---------------|-------------|---------------|-----------------|--------------|-------------------|------------------|--------------|
|                         |                           |               |               |             |               |                 |              |                   |                  |              |
| Item                    | - Q                       | Site 🔒        | - Q           | Deli        | very Account  | •               |              | ORDER-12 ·        | Q SEA            | RCH 9 RESET  |
| AVAILABLE ORDERS        |                           |               |               |             |               |                 |              |                   |                  |              |
|                         |                           |               |               |             |               |                 |              |                   |                  | ADD SELECTED |
| ORDERNUMBER             | <ul> <li>ACCOL</li> </ul> | UNT NUMBER 👳  | ORDERDATE ©   | ITEMCODE ©  | WORKABLEQTY ¢ | DELIVERYDATE 🔅  | TERMSOFDEL 0 | SPARE.BOOLEAN2 \$ | DELIVERY ACCOUNT | NT o SITE o  |
|                         |                           |               |               |             |               |                 |              |                   |                  |              |
|                         |                           |               |               |             |               |                 |              |                   |                  |              |
|                         |                           |               |               |             |               |                 |              |                   |                  |              |
|                         |                           |               |               |             |               |                 |              |                   |                  |              |
| ▲ SELECTED ORDERS       |                           |               |               |             |               |                 |              |                   |                  |              |
|                         |                           |               |               |             |               |                 |              |                   | DELETE ORDER CO  | NFIRM ORDERS |
| ORDERNUMBER 0           | DE 🌣 AC                   | CCOUNT NUMBER | © ORDERDATE © | ITEMCODE \$ | WORKABLEQTY 0 | DELIVERYDATE \$ | TERMSOFDEL 0 | SPARE.BOOLEAN2 \$ | DELIVERY ACCOU   | NT © SITE ©  |
| ORDER-12 ORD            | ER-12 SUP                 | PTRAINING     | 03/10/2023    | ITEM4       | 89            | 17/10/2023      | EXW          | 0                 | 597101           | MLR          |

6. Click on "Confirm orders".

| d48473f0-f287-4 | 1730-aa24-6e | 4afea211c |              |        |           |     |            |                |      |                 |              |    | 😤 suppl        | ier - | r 🍓 English 👻 🍚 [                                     |
|-----------------|--------------|-----------|--------------|--------|-----------|-----|------------|----------------|------|-----------------|--------------|----|----------------|-------|---|
| RDER PROCESSIN  | G / CREATIC  | IN OF PA  | CKAGES       |        |           |     |            |                |      |                 |              |    |                |       |   |
| Item            |              | Q         |              |        |           | Q   | De         | livery Account |      | •               |              | n. | ORDER-12       | •     | Q SEARCH Q RESE                                       |
| AVAILABLE C     | RDERS        |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
|                 |              |           |              |        |           |     |            |                |      |                 |              |    |                |       | ADD SELECTE   |
| ORDERNUMBER     | o IDE o      | ACC       | COUNT NUMBER | ÷ (    | ORDERDATE | ¢   | ITEMCODE © | WORKABLEQTY    | φ.   | DELIVERYDATE \$ | TERMSOFDEL 0 | S  | PARE.BOOLEAN2  | \$    | DELIVERY ACCOUNT © SITE                               |
|                 |              |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
|                 |              |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
|                 |              |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
|                 |              |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
|                 |              |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
|                 |              |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
| SELECTED O      | RDERS        |           |              |        |           |     |            |                |      |                 |              |    |                |       |   |
| SELECTED O      | RDERS        |           |              |        |           |     |            |                |      |                 |              |    |                |       | DELETE ORDER CONFIRM ORDER                            |
| SELECTED O      |              | ė.        | ACCOUNT NUM  | IBER ¢ | ORDERDAT  | E ÷ | ITEMCODE   | WORKABLEQ      | TY ¢ | DELIVERYDATE    | TERMSOFDEL   | 0  | SPARE.BOOLEAN2 | . 0   | DELETE ORDER CONFIRM ORDER<br>DELIVERY ACCOUNT © SITE |

7. In the pop-up that appears, you can enter the required information. Mandatory info are highlighted in red (SEE <u>WARNING 2</u> AT THE BOTTOM OF THE PAGE).

|                             | PARCELS CREATION      |                     |
|-----------------------------|-----------------------|---------------------|
| Item specifications         |                       |                     |
| Item<br>ITEM4               | Description<br>ITEM4  | Net Weight<br>0     |
| Order quantity and processi | ng                    |                     |
| Quantity to work            | Workable Quantity Lot | Country<br>- ও্     |
| Container specifications    |                       |                     |
| Container<br>- Q            | Description           | Weight Def Quantity |
| Quantity per package        |                       |                     |
| Qty per Container           |                       |                     |
|                             | CREATE                |                     |

8. Click on "Create" to confirm the data and proceed with the creation of the parcels.

|                               | PARCELS                 | CREATION |              |                |
|-------------------------------|-------------------------|----------|--------------|----------------|
| Item specifications           |                         |          |              |                |
| ltem<br>ITEM4                 | Descript<br>ITEM4       |          | Net          | Weight<br>0    |
| Order quantity and process    | ing                     |          |              |                |
| Quantity to work<br>40.00     | Workable Quantity<br>89 | Lot LOT2 |              | Country<br>- Q |
| Container specifications      |                         |          |              |                |
| Container<br>CONTENITORE2 - Q | Descrip<br>CONTENI      |          | Weight<br>20 | Def Quantity   |
| Quantity per package          |                         |          |              |                |
| Qty per Container<br>20.00    |                         |          |              |                |
|                               | CREATE                  | CANCEL   |              |                |

9. Using the "Create Parcels" button actually creates the parcels and generates the labels to be printed (SEE <u>WARNING 3</u> AT THE BOTTOM OF PAGE).

| d4847310-1287-47 | '30-aa24-6e4afe | a211c4          |                |                   |                            |                     | 🐣 supplier 👻       | 👙 English 🖌 🧬 🚦          |
|------------------|-----------------|-----------------|----------------|-------------------|----------------------------|---------------------|--------------------|--------------------------|
| ORDER PROCESSING |                 |                 |                |                   |                            |                     |                    |                          |
| Item .           | • ଭ             | Site            | • Q            | Delivery Accourt  | nt 🔹                       |                     | • Q                | SEARCH 🤉 RESET           |
| V AVAILABLE OF   | RDERS           |                 |                |                   |                            |                     |                    |                          |
| ▲ SELECTED OR    | DERS            |                 |                |                   |                            |                     | DEL                | ETE ORDER CONFIRM ORDERS |
| ORDERNUMBER \$   | IDE :           | ACCOUNT NUMB    | ER © ORDERDATE | ITEMCODE : WORKAI | BLEQTY                     | C TERMSOFDEL C      | SPARE.BOOLEAN2 0 E | ELIVERY ACCOUNT © SITE © |
| ORDER-12         | ORDER-12        | SUPTRAINING     | 03/10/2023     | ITEM4 89          | 17/10/2023                 | EXW                 | 0 59               | 7101 MLR                 |
|                  |                 |                 |                |                   |                            |                     |                    |                          |
| A PARCEL MANA    | AGER 40 it      | ems 2 parcels   |                |                   |                            |                     |                    |                          |
| PROPOSED PARCE   | LS + DETA       | NLS             |                | CA                | INCEL CREATE PARCELS ADD 1 | TO PARCEL CONTAINER | PARCEL CONTAINER   | CLOSE                    |
| ACCOUNTNUMBER    | ITEMCODE        | ITEMDESCRIPTION | PACKAGETYPE    | QUANTITY UOM      | 1 LOT G                    | GROSSWEIGHT         | Code               |                          |
| SUPTRAINING      | ITEM4           | ITEM4           | CONTENITORI Q  | 20.00 NR          | LOT2                       | 20                  | Item Class         |                          |
| SUPTRAINING      | ITEM4           | ITEM4           | CONTENITOR Q   | 20.00 NR          | LOT2                       | 20                  | Delivery Account   |                          |

### Warning 1

In the event that the user selects order rows referring to different:

- Items
- Account delivery
- Sites
- Delivery class
- Account number

Order lines to be processed with delivery date too far from the current date.

|  |       |           | 7-4730-as24-6e4afes211c4            |                 | onati sono relativi a art | (coll diversi)  |                       |                    | & supple              | r - 🚺 Italiano                   |               |     |
|--|-------|-----------|-------------------------------------|-----------------|---------------------------|-----------------|-----------------------|--------------------|-----------------------|----------------------------------|---------------|-----|
| DASHBOARD  | « LAV |           | RDINI/CREAZIONE COLLI               |                 |                           |                 |                       |                    |                       |                                  |               |     |
| MASTERDATA   | M     | icolo _   | - Q                                 | Sito _          | - Q                       |                 | inatario              | • Riga C           | ordine ORDER-8        | ٩                                | CERCA 9. RESE |     |
| ONFIGURAZIONI  |       |           |                                     |                 | _                         |                 |                       | _                  | _                     | _                                |               |     |
| ERATIVE  | ^     | ORDINI DI | SPONIBILI                           |                 |                           |                 |                       |                    |                       | _                                |               | _   |
| Conferma Data Consegna<br>Lavorazione Ordini/Creazione Colli | RGA   | ORDINE :  | ID GRUPPO TRANSAZIONI               | COD.FORNITORE : | DATA ORDINE :             | NUM.ARTICOLO :: | QUANTITA LAVORABILE : | DATA DI CONSEGNA : | TERMINI DI CONSEGNA : | _                                | RICO MERLO :  | _   |
| Generarione Viaggio  | ORD   | CR-8      | ORDER-8                             | SUPTRAINING     | 25/09/2023                | ITEM3           | 50                    | 17/10/2023         | DW                    | 0                                |               | 597 |
|  |       |           |                                     |                 |                           |                 |                       |                    |                       |                                  |               |     |
| SORSE  |       |           |                                     |                 |                           |                 |                       |                    |                       |                                  |               |     |
|  |       |           |                                     |                 |                           |                 |                       |                    |                       |                                  |               |     |
| sorise<br>UTO  |       |           |                                     |                 |                           |                 |                       |                    |                       | _                                |               |     |
|  | ~     | ORDINI SE | ILEZIONATI                          |                 | _                         |                 |                       |                    |                       |                                  |               |     |
|  |       |           | ILEZIONATI<br>ID GRUPPO TRANSAZIONI | COD.FORMITORE : | DATA ORDINE :             | NUMARTICOLO ::  | QUANTITA LAVORABILE = | DATA DI CONSEGNA : | TERMINI DI CONSEGNA 1 | RIMUOVI ORDINE<br>TRASPORTO A CA | -             | _   |

If order lines with a more stringent delivery date are not selected for a particular article, the system will warn the user by displaying a non-blocking warning.

### Warning 2

The system checks that the entered quantity (to be processed) does not exceed the requested quantity by also calculating the tolerance. The tolerance of each order line is rounded down to the next lower integer. If it is not respected, the system will stop the process by reporting the error to the user.

| 4730-aa24-6e4afea211c4 | E17cess quar     | ntity to process. The tolerance has been | exceeded by x units. |              |               |
|------------------------|------------------|--|----------------------|--------------|---------------|
| NG / CREATION OF PAC   | KAGES            | PARCELS                                  | CREATION             |              |               |
| Item specificati       | ons              |  |                      |              |               |
| c Item<br>ITEM         |                  | Descrip<br>ITEM                          |                      | Net          | Weight<br>0   |
| Order quantity         | and process      | ing                                      |                      |              |               |
| Quantity t             | o work<br>150.00 | Workable Quantity<br>89                  | Lot<br>LOT2          | c            | ountry<br>- Q |
| Container spec         | ifications       |  |                      |              |               |
| Contai                 |                  | Descrip<br>CONTENI                       |                      | Weight<br>20 | Def Quantity  |
| Quantity per pa        | ackage           |  |                      |              |               |
| Qty per Conta          | iner<br>50.00    |  |                      |              |               |
|                        |                  | CREATE                                   | CANCEL               |              |               |

The system notifies the supplier if it has exceeded the requested quantity if it is in tolerance. The tolerance of each order line is rounded down to the next lower integer.

If the entered quantity is within tolerance, the system signals this to the user with a non-blocking

#### warning.

| 1730-aa24-6e4afea211c4   | Quantity to be pro | cessed in e11cess of x units. The o | quantity entered is within the tole | rance. X     |               |
|--------------------------|--------------------|-------------------------------------|-------------------------------------|--------------|---------------|
| G / CREATION OF PACK     | AGES               | PARCELS                             | CREATION                            |              |               |
| Item specificatio        | ns                 |                                     |                                     |              |               |
| Item<br>ITEM4            |                    | Descrip<br>ITEM                     |                                     | Net          | Weight<br>0   |
| Order quantity a         | nd processing      |                                     |                                     |              |               |
| Quantity to              | work<br>100.00     | Workable Quantity<br>89             | Lot<br>LOT2                         | c            | ountry<br>- Q |
| Container specifi        | cations            |                                     |                                     |              |               |
| Containe<br>CONTENITORE2 |                    | Descrip                             |                                     | Weight<br>20 | Def Quantity  |
| Quantity per pac         | kage               |                                     |                                     |              |               |
| Qty per Contain          | er<br>0.00         |                                     |                                     |              |               |
|                          |                    | CREATE                              | CANCEL                              |              |               |

## Warning 3

The system checks that the quantity entered does not exceed the quantity declared in the previous step. If this check is not respected, the system will not allow the confirmation of parcels.



## **VIEWING PARCELS**

Once you have used the "Order processing/Parcels creation" operation, you can view and delete the parcels you have just created.

As soon as parcels are created, the corresponding labels are automatically generated.

To view the parcels from the Supplier Portal you will need to:

Go to Resources  $\rightarrow$  Parcels

| SUPPLIER PORTAL   |   |
|-------------------|---|
| MAIN DASHBOARD    | « |
| MASTERDATA        |   |
| CONFIGURATIONS    |   |
| OPERATIONAL       |   |
| RESOURCES         |   |
| OrdersDetailView  |   |
| Bill Of Materials |   |
| Parcel            |   |
| Parcel Container  |   |
| DDT               |   |
| Trip              |   |
| Forecast Purchase |   |
| Stock             |   |
| HELP              |   |

1. Set the filter type and press the "Search" button.

| SUPPLIER PORTAL   | - 📮 64847310-1287-4730-3224-664afsa211c4                             | 🗴 supplier + 🔮 English + 🎤 🚺 |
|-------------------|--|------------------------------|
| MAIN DASHBOARD    | « PARCEL   | ×                            |
| MASTERDATA        | I Display O New ✓ Edit 👔 Delete 🖺 Clone C Refresh 上 Export Q. Search |                              |
| CONFIGURATIONS    |  |                              |
| OPERATIONAL       |  | QUERY                        |
| RESOURCES         | GROUP BY CORESOURCE ATTRIBUTE OPERATOR VALUE                         |                              |
| OrdersDetailView  | ATTRIBUTES Code • •  |                              |
| Bill Of Materials | FUNCTIONS  | RESET ADD                    |
| Parcel            |  | (COC) POO                    |
| Parcel Container  |  |                              |
| DDT               |  |                              |
| Trip              |  |                              |
| Forecast Purchase |  |                              |
| Stock             |  |                              |
| HELP              |  |                              |

### 2. The parcels will then be visible.

| PARCEL        |          |           |             |       |             |               |               |       |             |       |                |                  |          |                      | ×      |
|---------------|----------|-----------|-------------|-------|-------------|---------------|---------------|-------|-------------|-------|----------------|------------------|----------|----------------------|--------|
|               |          | Edit 🣋 D  | elete 🗍 Clo |       | C Refresh 🛓 | L Export      | Q, Search     |       |             |       |                |                  | Actions  | - 🔗 Parcel Content   | 24 🗮   |
| CODE :        | STATUS ¢ | ENTITY2 ¢ | QUANTITY :  | STRIN | G7 ÷ PACKAG | GETYPE.TYPE : | MEASURED WEIG | iHT ¢ | TRIP        | ÷ Di  | ELIVERY NOTE 🗧 | PARCEL CONTAINER | ¢ SITE ≎ | RECEIVER.PARTNERREF. | COMPAN |
| PRC000006551  | CREATED  | ITEM4     | 1           | NR    | CONLEC      | G             |               | 0.01  |             |       |                |                  | MLR      | 597101               | *      |
| PRC000006111  | CREATED  | ITEM2     | 1           | NR    | CONTEN      | NITORE2       |               | 40    |             |       |                | PCC000003351     | MRR      | 597101               |        |
| PRC000006110  | CREATED  | ITEM2     | 1           | NR    | CONTEN      | NITORE2       |               | 40    |             |       |                | PCC000003351     | MRR      | 597101               |        |
| PRC000006109  | CREATED  | ITEM2     | 1           | NR    | CONTEN      | NITORE2       |               | 40    |             |       |                | PCC000003351     | MRR      | 597101               |        |
| PRC000006108  | CREATED  | ITEM2     | 1           | NR    | CONTEN      | NITORE2       |               | 40    |             |       |                | PCC0000003351    | MRR      | 597101               |        |
| PRC000006107  | CREATED  | ITEM2     | 1           | NR    | CONTEN      | NITORE2       |               | 40    |             |       |                | PCC000003351     | MRR      | 597101               |        |
| PRC000005866  | CREATED  | ITEM2     | 10          | NR    | CONTEN      | NITORE2       |               | 220   | TRP00000765 | 57 20 | 023.001668     |                  | MRR      | 597101               |        |
| PRC000005865  | CREATED  | ITEM2     | 10          | NR    | CONTEN      | NITORE2       |               | 220   |             |       |                |                  | MRR      | 597101               |        |
| PRC000005864  | CREATED  | ITEM2     | 10          | NR    |             | NITORE2       |               | 220   |             |       |                |                  | MRR      | 597101               |        |
| PRC000005863  | CREATED  | ITEM3     | 10          | KG    | CONTEN      | NITORE2       |               | 0.1   |             |       |                |                  | MLR      | 597101               |        |
| PRC0000005862 | CREATED  | ITEM3     | 10          | KG    | CONTEN      | NITORE2       |               | 0.1   |             |       |                |                  | MLR      | 597101               |        |
| PRC000005861  | CREATED  | ITEM3     | 10          | KG    | CONTEN      | NITORE2       |               | 0.1   |             |       |                |                  | MLR      | 597101               |        |
| PRC0000005860 | CREATED  | ITEM2     | 10          | NR    | CONTEN      | NITORE2       |               | 220   |             |       |                |                  | MRR      | 597101               |        |
| PRC000005859  | CREATED  | ITEM2     | 10          | NR    | CONTEN      | NITORE2       |               | 220   |             |       |                |                  | MRR      | 597101               | +      |

#### To delete parcels

1. From the "Parcels" screen, after selecting the row to be deleted, it will be possible to delete parcels using the appropriate icon. The deletable parcels will only be those in "CREATED" status and not yet associated with any trip. Please note that the action of creating parcels is reversible while the trip creation action is not.

| PARCEL        |          |               |        |           |                  |                 |            |        |                  |                  |          |                       | ×        |
|---------------|----------|---------------|--------|-----------|------------------|-----------------|------------|--------|------------------|------------------|----------|-----------------------|----------|
| ≣ Display (   | 🔁 New 🕜  | Edit 📔 Delete |        | ie C Ref  | fresh 🛓 Export   | Q, Search       |            |        |                  |                  | Actions  | - 🔗 Parcel Content    | 24≡      |
| CODE a        | STATUS 🗧 | ENTITY2  QUAN | FITY ¢ | STRING7 ¢ | PACKAGETYPE.TYPE | MEASURED WEIGHT | TRIP       | \$     | DELIVERY NOTE \$ | PARCEL CONTAINER | ¢ SITE ¢ | RECEIVER.PARTNERREF.C | OMPANY.( |
| PRC000006551  | CREATED  | ITEM4         | 1      | NR        | CONLEG           | 0               | 01         |        |                  |                  | MLR      | 597101                |          |
| PRC0000006111 | CREATED  | ITEM2         | 1      | NR        | CONTENITORE2     |                 | 40         |        |                  | PCC000003351     | MRR      | 597101                |          |
| PRC000006110  | CREATED  | ITEM2         | 1      | NR        | CONTENITORE2     |                 | 40         |        |                  | PCC000003351     | MRR      | 597101                |          |
| PRC000006109  | CREATED  | ITEM2         | 1      | NR        | CONTENITORE2     |                 | 40         |        |                  | PCC000003351     | MRR      | 597101                |          |
| PRC000006108  | CREATED  | ITEM2         | 1      | NR        | CONTENITORE2     |                 | 40         |        |                  | PCC0000003351    | MRR      | 597101                |          |
| PRC000006107  | CREATED  | ITEM2         | 1      | NR        | CONTENITORE2     |                 | 40         |        |                  | PCC0000003351    | MRR      | 597101                |          |
| PRC000005866  | CREATED  | ITEM2         | 10     | NR        | CONTENITORE2     | 2               | 20 TRP0000 | 007657 | 2023.001668      |                  | MRR      | 597101                |          |
| PRC000005865  | CREATED  | ITEM2         | 10     | NR        | CONTENITORE2     | 2               | 20         |        |                  |                  | MRR      | 597101                |          |
| PRC000005864  | CREATED  | ITEM2         | 10     | NR        | CONTENITORE2     | 2               | 20         |        |                  |                  | MRR      | 597101                |          |
| PRC000005863  | CREATED  | ITEM3         | 10     | KG        | CONTENITORE2     |                 | 0,1        |        |                  |                  | MLR      | 597101                |          |
| PRC0000005862 | CREATED  | ITEM3         | 10     | KG        | CONTENITORE2     |                 | 0,1        |        |                  |                  | MLR      | 597101                |          |
| PRC000005861  | CREATED  | ITEM3         | 10     | KG        | CONTENITORE2     |                 | 0,1        |        |                  |                  | MLR      | 597101                |          |

Labels will be generated at the same time as the parcels are created.

1. To display the labels, press on the printer icon:

| 📮 d48473f0-f28 | 7-4730-aa24-6 | e4afea211c4   |                   |                        |                    |      | <b>&amp;</b> si  | ipplier 👻 | 👙 English 👻 💕         | 2        |
|----------------|---------------|---------------|-------------------|------------------------|--------------------|------|------------------|-----------|-----------------------|----------|
| PARCEL         |               |               |                   |                        |                    |      |                  |           |                       | ×        |
| 🔳 Display      |               | Edit 📑 Delete | Clone C Ref       | resh <u>I</u> Export Q |                    |      |                  | Actions   | - 🔗 Parcel Content    | 24≡      |
| CODE \$        | STATUS 🔅      | ENTITY2  QUA  | NTITY 🗧 STRING7 🕸 | PACKAGETYPE.TYPE ‡     | MEASURED WEIGHT \$ | TRIP | PARCEL CONTAINER | SITE ¢    | RECEIVER.PARTNERREF.C | ompany.( |
| PRC000006551   | CREATED       | ITEM4         | 1 NR              | CONLEG                 | 0,01               |      |                  | MLR       | 597101                | -        |
| PRC000006111   | CREATED       | ITEM2         | 1 NR              | CONTENITORE2           | 40                 |      | PCC000003351     | MRR       | 597101                |          |
| PRC000006110   | CREATED       | ITEM2         | 1 NR              | CONTENITORE2           | 40                 |      | PCC000003351     | MRR       | 597101                |          |
| PRC000006109   | CREATED       | ITEM2         | 1 NR              | CONTENITORE2           | 40                 |      | PCC000003351     | MRR       | 597101                |          |
| PRC000006108   | CREATED       | ITEM2         | 1 NR              | CONTENITORE2           | 40                 |      | PCC000003351     | MRR       | 597101                |          |
| PRC000006107   | CREATED       | ITEM2         | 1 NR              | CONTENITORE2           | 40                 |      | PCC000003351     | MRR       | 597101                |          |

2. The labels can then be printed via the print button.



If you wish to print a single file with labels for several parcels, it will be necessary to

1. Make a multi-selection on the rows of the chosen parcels.

| PARCEL        |          |           |            |        |                           |                    |               |                  |                     |         |                       | ×       |
|---------------|----------|-----------|------------|--------|---------------------------|--------------------|---------------|------------------|---------------------|---------|-----------------------|---------|
|               |          |           |            |        | Refresh <u>1</u> Export Q | Search             |               |                  |                     | Actions |                       | 24≣     |
| CODE 👳        | STATUS 🔅 | ENTITY2 0 | QUANTITY 🕸 | STRING | 7                         | MEASURED WEIGHT \$ | TRIP \$       | DELIVERY NOTE \$ | PARCEL CONTAINER \$ | SITE 💠  | RECEIVER.PARTNERREF.C | COMPANY |
| PRC0000006551 | CREATED  | ITEM4     | 1          | NR     | CONLEG                    | 0.01               |               |                  |                     | MLR     |                       |         |
| PRC000006111  | CREATED  | ITEM2     | 1          | NR     | CONTENITORE2              | 40                 |               |                  | PCC000003351        | MRR     | 597101                |         |
| PRC000006110  | CREATED  | ITEM2     | 1          | NR     | CONTENITORE2              | 40                 |               |                  | PCC000003351        | MRR     | 597101                |         |
| PRC000006109  | CREATED  | ITEM2     | 1          | NR     | CONTENITORE2              | 40                 |               |                  | PCC000003351        | MRR     | 597101                |         |
| PRC0000006108 | CREATED  | ITEM2     | 1          | NR     | CONTENITORE2              | 40                 |               |                  | PCC000003351        | MRR     |                       |         |
| PRC000006107  | CREATED  | ITEM2     | 1          | NR     | CONTENITORE2              | 40                 |               |                  | PCC000003351        | MRR     | 597101                |         |
| PRC000005866  | CREATED  | ITEM2     | 10         | NR     | CONTENITORE2              | 220                | TRP0000007657 | 2023.001668      |                     | MRR     | 597101                |         |
| PRC000005865  | CREATED  | ITEM2     | 10         | NR     | CONTENITORE2              | 220                |               |                  |                     | MRR     | 597101                |         |
| PRC000005864  | CREATED  | ITEM2     | 10         | NR     | CONTENITORE2              | 220                |               |                  |                     | MRR     |                       |         |
| PRC0000005863 | CREATED  | ІТЕМЗ     | 10         | KG     | CONTENITORE2              | 0,1                |               |                  |                     | MLR     | 597101                |         |
| PRC0000005862 | CREATED  | ІТЕМЗ     | 10         | KG     | CONTENITORE2              | 0,1                |               |                  |                     | MLR     | 597101                |         |
| PRC000005861  | CREATED  | ITEM3     | 10         | KG     | CONTENITORE2              | 0,1                |               |                  |                     | MLR     | 597101                |         |

## 2. Press the "ACTIONS" button.

| PARCEL        |          |            |            |       |                      |             |                |               |                 |                  |          |                      |       |
|---------------|----------|------------|------------|-------|----------------------|-------------|----------------|---------------|-----------------|------------------|----------|----------------------|-------|
|               |          | Edit 🥫 D   |            |       | 🖰 Refresh 🛛 🛓 Export | Q Search    |                |               |                 |                  | Actions  |                      | 24    |
| CODE 0        | STATUS © | ENTITY2 \$ | QUANTITY = | STRIN | G7 © PACKAGETYPE.T   | YPE 🌣 MEASU | JRED WEIGHT \$ | TRIP ¢        | DELIVERY NOTE 💠 | PARCEL CONTAINER | ¢ SITE ¢ | RECEIVER.PARTNERREF. | COMPA |
| PRC0000006551 | CREATED  | ITEM4      | 1          | NR    | CONLEG               |             | 0.01           |               |                 |                  | MLR      |                      |       |
| PRC0000006111 | CREATED  | ITEM2      | 1          | NR    | CONTENITORE2         |             | 40             |               |                 | PCC000003351     | MRR      | 597101               |       |
| RC000006110   | CREATED  | ITEM2      | 1          | NR    | CONTENITORE2         |             | 40             |               |                 | PCC000003351     | MRR      | 597101               |       |
| RC000006109   | CREATED  | ITEM2      | 1          | NR    | CONTENITORE2         |             | 40             |               |                 | PCC000003351     | MRR      | 597101               |       |
| RC0000006108  | CREATED  | ITEM2      | 1          | NR    | CONTENITORE2         |             | 40             |               |                 | PCC000003351     | MRR      |                      |       |
| RC000006107   | CREATED  | ITEM2      | 1          | NR    | CONTENITORE2         |             | 40             |               |                 | PCC000003351     | MRR      | 597101               |       |
| RC000005866   | CREATED  | ITEM2      | 10         | NR    | CONTENITORE2         |             | 220            | TRP0000007657 | 2023.001668     |                  | MRR      | 597101               |       |
| RC000005865   | CREATED  | ITEM2      | 10         | NR    | CONTENITORE2         |             | 220            |               |                 |                  | MRR      | 597101               |       |
| RC000005864   | CREATED  | ITEM2      | 10         | NR    | CONTENITORE2         |             | 220            |               |                 |                  | MRR      |                      |       |
| RC000005863   | CREATED  | ITEM3      | 10         | KG    | CONTENITORE2         |             | 0,1            |               |                 |                  | MLR      | 597101               |       |
| RC0000005862  | CREATED  | ІТЕМЗ      | 10         | KG    | CONTENITORE2         |             | 0,1            |               |                 |                  | MLR      | 597101               |       |
| RC000005861   | CREATED  | ITEM3      | 10         | KG    | CONTENITORE2         |             | 0,1            |               |                 |                  | MLR      | 597101               |       |
|               |          |            |            |       |                      |             |                |               |                 |                  |          |                      |       |

### 3. Press the "PRINT" key to print.

| PARCEL      |    |          |           |            |       |           |               |             |               |              |               |       |           |         |                   | ×     |
|-------------|----|----------|-----------|------------|-------|-----------|---------------|-------------|---------------|--------------|---------------|-------|-----------|---------|-------------------|-------|
|             |    |          | Edit 📋 I  |            |       | C Refresh | 1 Export      | Q, Search   |               |              |               |       |           | Actions |                   | 24 🚍  |
| CODE        | ¢  | STATUS 💠 | ENTITY2 ¢ | QUANTITY ‡ | STRIN | G7 ≑ PA   | CKAGETYPE.TYP | PE 🗧 MEASUI | RED WEIGHT \$ | TRIP 💠       | DELIVERY NOTE | ¢ PAR |           |         | CEIVER.PARTNERREF | COMPA |
| PRC0000065  | 51 | CREATED  | ITEM4     | 1          | NR    | CC        | DNLEG         |             | 0.01          |              |               |       |           |         | e                 |       |
| PRC00000061 | 11 | CREATED  | ITEM2     | 1          | NR    | CC        | ONTENITORE2   |             | 40            |              |               | PC    | Print     |         | 7101              |       |
| PRC0000061  | 10 | CREATED  | ITEM2     | 1          | NR    | CC        | ONTENITORE2   |             | 40            |              |               | PCC   |           | Market  | 597101            |       |
| PRC0000061  | 09 | CREATED  | ITEM2     | 1          | NR    | cc        | ONTENITORE2   |             | 40            |              |               | PCC   | 000003351 | MRR     | 597101            |       |
| PRC0000061  | 08 | CREATED  | ITEM2     | 1          | NR    | CC        | ONTENITORE2   |             | 40            |              |               | PCC   | 000003351 | MRR     |                   |       |
| PRC0000061  | 07 | CREATED  | ITEM2     | 1          | NR    | co        | ONTENITORE2   |             | 40            |              |               | PCC   | 000003351 | MRR     | 597101            |       |
| PRC00000058 | 66 | CREATED  | ITEM2     | 10         | NR    | CC        | ONTENITORE2   |             | 220 T         | RP0000007657 | 2023.001668   |       |           | MRR     | 597101            |       |
| PRC00000058 | 65 | CREATED  | ITEM2     | 10         | NR    | CC        | ONTENITORE2   |             | 220           |              |               |       |           | MRR     | 597101            |       |
| PRC00000058 | 64 | CREATED  | ITEM2     | 10         | NR    | co        | ONTENITORE2   |             | 220           |              |               |       |           | MRR     |                   |       |
| PRC00000058 | 63 | CREATED  | ITEM3     | 10         | KG    | co        | ONTENITORE2   |             | 0,1           |              |               |       |           | MLR     | 597101            |       |
| PRC00000058 | 62 | CREATED  | ITEM3     | 10         | KG    | co        | ONTENITORE2   |             | 0,1           |              |               |       |           | MLR     | 597101            |       |
| PRC00000058 | 61 | CREATED  | ITEM3     | 10         | KG    | cc        | ONTENITORE2   |             | 0,1           |              |               |       |           | MLR     | 597101            |       |

### 4. Then press "YES" to confirm printing.

| ? | Execute Print? |     |    |  |
|---|----------------|-----|----|--|
|   |                | YES | NO |  |

5. Printouts will be visible by pressing on the printer icon.



## PARCEL CONTAINER CREATION

The process step of generating Parcel Container aims to create groupings of parcels forming a secondary packaging identified by a unique label.

Parcel Container can be generated at the same time as the parcels or at a later date.

This activity is optional and can be performed using either the web interface or the mobile app.

### WEB

#### Parcel Container generated at the same time as parcels creation

If Parcel Container were generated at the same time as the creation of parcels, the process involves:

 Click on "Add to Parcel Container" (if not yet created the Parcel Container will be generated, alternatively the parcels will be added to the the visible Parcel Container on the right).
 (SEE <u>WARNING 1</u> AT THE BOTTOM OF THE PAGE)

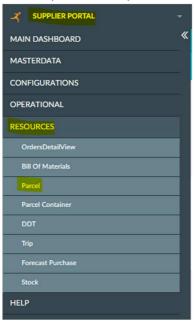
| ORDER PROCESSING           |             |                  |             |      |                       |                      |                     |                |              |               |
|----------------------------|-------------|------------------|-------------|------|-----------------------|----------------------|---------------------|----------------|--------------|---------------|
| Item                       | • Q         | Site             | . •         | Q    | Delivery Account      | •                    | Order Num.          |                | Q            | SEARCH Q RESE |
| ✓ AVAILABLE OF             | RDERS       |                  |             |      |                       |                      |                     |                |              |               |
| SELECTED OR                | DERS        |                  |             |      |                       |                      |                     |                |              |               |
|                            |             |                  |             |      |                       |                      |                     |                | DELETE ORDER | CONFIRM ORDER |
| ORDERNUMBER \$             | IDE ‡       | ACCOUNT NUMB     | ER          | TE ¢ | ITEMCODE              | TY                   | C TERMSOFDEL C      | SPARE.BOOLEAN2 | DELIVERY A   | CCOUNT ¢ SITE |
| RDER-12                    | ORDER-12    | SUPTRAINING      | 03/10/2023  |      | ITEM4 49              | 17/10/2023           | EXW                 | 0              | 597101       | MLR           |
| KUEK-12                    | UNDER-12    |                  |             |      |                       |                      |                     |                |              |               |
|                            |             |                  |             |      |                       |                      |                     |                |              |               |
| ▲ PARCEL MANA              | AGER 20 ite | ems) (2 parcels) |             |      | САНСЕ                 | CREATE PARCELS ADD 1 | TO PARCEL CONTAINER | » PARCEL CON   | TAINER       | ta cuos       |
| PARCEL MANA PROPOSED PARCE | AGER 20 ite | ems) (2 parcels) | PACKAGETYPE |      | CANCE<br>QUANTITY UOM |                      | TO PARCEL CONTAINER | > PARCEL CON   | TAINER       | a cuos        |
| PARCEL MANA PROPOSED PARCE | AGER 20 ite | ems) (2 parcels) |             |      | QUANTITY UOM          |                      |                     | Code           | TAINER       | <b>e</b> aos  |

2. Click on "Close" to close the Parcel Container and print the label.

|                                       |                  |           |                              |                     | DELETE ORD                 | ER CONFIRM ORDER |
|---------------------------------------|------------------|-----------|------------------------------|---------------------|----------------------------|------------------|
| RDERNUMBER ¢ IDE ¢                    | ACCOUNT NUMBER 💠 | ORDERDATE | WORKABLEQTY 0 DELIVERYDATE 0 | TERMSOFDEL \$ SPAR  | E.BOOLEAN2 ¢ DELIVERY      | ACCOUNT 💠 SITE   |
| PARCEL MANAGER ROPOSED PARCELS + DETA | ILS              |           | CANCEL CREATE PARCELS ADD    | TO PARCEL CONTAINER | PARCEL CONTAINER           | PCC0000003702    |
|                                       |                  |           |                              |                     | Code                       | PCC000000370     |
|                                       |                  |           |                              |                     | Item Class                 | AC               |
|                                       |                  |           |                              |                     | Delivery Account           | 5971             |
|                                       |                  |           |                              |                     | Site                       | М                |
|                                       |                  |           |                              |                     | Shipment at Merlo expenses | Ν                |

#### Parcel Container generated later on

If Parcel Container are created at a later point in time, proceed via the menu Resources  $\rightarrow$  Parcels.



#### **New Parcel Container**

For insertion into a new Parcel Container, the process involves:

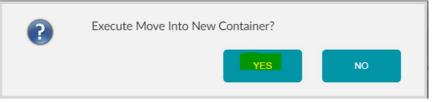
1. Select the parcels to be inserted into a new Parcel Container.

| PARCEL        |          |            |             |       |             |               |                 |               |               |                  |           |                      |        |
|---------------|----------|------------|-------------|-------|-------------|---------------|-----------------|---------------|---------------|------------------|-----------|----------------------|--------|
| 🔳 Display 🛛   |          | Edit 🧻 De  | ilete 📋 Clo |       | C Refresh _ | Export C      | 2, Search       |               |               |                  | Actions 🕤 | Parcel Content       | 30 🚍   |
| CODE -        | STATUS ¢ | ENTITY2 \$ | QUANTITY \$ | STRIN | G7 © PACKAG | GETYPE.TYPE 🗧 | MEASURED WEIGHT | TRIP          | DELIVERY NOTE | PARCEL CONTAINER | ¢ SITE ¢  | RECEIVER.PARTNERREF. | COMPAN |
| PRC0000006551 | CREATED  | ITEM4      | 1           | NR    | CONLEG      | G             | 0.01            |               |               |                  | MLR       | 597101               |        |
| PRC000006111  | CREATED  | ITEM2      | 1           | NR    | CONTEN      | NITORE2       | 40              |               |               | PCC000003351     | MRR       | 597101               |        |
| PRC0000006110 | CREATED  | ITEM2      | 1           | NR    | CONTEN      | NITORE2       | 40              |               |               | PCC000003351     | MRR       | 597101               |        |
| PRC000006109  | CREATED  | ITEM2      | 1           | NR    | CONTEN      | NITORE2       | 40              |               |               | PCC000003351     | MRR       | 597101               |        |
| PRC0000006108 | CREATED  | ITEM2      | 1           | NR    | CONTEN      | NITORE2       | 40              |               |               | PCC000003351     | MRR       | 597101               |        |
| PRC0000006107 | CREATED  | ITEM2      | 1           | NR    | CONTEN      | NITORE2       | 40              |               |               | PCC000003351     | MRR       | 597101               |        |
| PRC0000005866 | CREATED  | ITEM2      | 10          | NR    | CONTEN      | NITORE2       | 220             | TRP0000007657 | 2023.001668   |                  | MRR       | 597101               |        |
| PRC0000005865 | CREATED  | ITEM2      | 10          | NR    | CONTEN      | NITORE2       | 220             |               |               |                  | MRR       | 597101               |        |
| PRC0000005864 | CREATED  | ITEM2      | 10          | NR    | CONTEN      | NITORE2       | 220             |               |               |                  | MRR       | 597101               |        |
| PRC0000005863 | CREATED  | ITEM3      | 10          | KG    | CONTEN      | NITORE2       | 0.1             |               |               |                  | MLR       | 597101               |        |
| PRC000005862  | CREATED  | ITEM3      | 10          | KG    | CONTEN      | NITORE2       | 0.1             |               |               |                  | MLR       | 597101               |        |
| PRC0000005861 | CREATED  | ІТЕМЗ      | 10          | KG    | CONTEN      | NITORE2       | 0.1             |               |               |                  | MLR       | 597101               |        |
| PRC0000005860 | CREATED  | ITEM2      | 10          | NR    | CONTEN      | NITORE2       | 220             |               |               |                  | MRR       | 597101               |        |
| PRC0000005859 | CREATED  | ITEM2      | 10          | NR    | CONTEN      | NITORE2       | 220             |               |               |                  | MRR       | 597101               |        |

2. Click on "Actions" and then on "Move into new Container".

| PARCEL        |          |               |          |        |                       |                    |              |                  |                   |                   |                    | ×     |
|---------------|----------|---------------|----------|--------|-----------------------|--------------------|--------------|------------------|-------------------|-------------------|--------------------|-------|
| 🗮 Display 🛛 🖸 |          | Edit 📑 Delete |          |        | 🕽 Refresh 🛓 Export Q  |                    |              |                  |                   | Actions 👻         | Parcel Content     | 30≡   |
| CODE 👻        | STATUS ¢ | ENTITY2  QUA  | ANTITY ÷ | STRING | 67   PACKAGETYPE.TYPE | MEASURED WEIGHT \$ | TRIP ¢       | DELIVERY NOTE \$ | PAF Move Into Net | w Container       | CEIVER.PARTNERREF. | COMPA |
| PRC000006551  | CREATED  | ITEM4         | 1        | NR     | CONLEG                | 0.01               |              |                  | Associate To E    | xisting Container | 7101               | 1     |
| PRC0000006111 | CREATED  | ITEM2         | 1        | NR     | CONTENITORE2          | 40                 |              |                  | PC                |                   | 7101               |       |
| PRC000006110  | CREATED  | ITEM2         | 1        | NR     | CONTENITORE2          | 40                 |              |                  | PCC000003351      | MIKR              | 597101             |       |
| PRC0000006109 | CREATED  | ITEM2         | 1        | NR     | CONTENITORE2          | 40                 |              |                  | PCC000003351      | MRR               | 597101             |       |
| PRC000006108  | CREATED  | ITEM2         | 1        | NR     | CONTENITORE2          | 40                 |              |                  | PCC000003351      | MRR               | 597101             | - 1   |
| PRC0000006107 | CREATED  | ITEM2         | 1        | NR     | CONTENITORE2          | 40                 |              |                  | PCC000003351      | MRR               | 597101             |       |
| PRC000005866  | CREATED  | ITEM2         | 10       | NR     | CONTENITORE2          | 220                | TRP000007657 | 2023.001668      |                   | MRR               | 597101             |       |
| PRC000005865  | CREATED  | ITEM2         | 10       | NR     | CONTENITORE2          | 220                |              |                  |                   | MRR               | 597101             |       |
| PRC000005864  | CREATED  | ITEM2         | 10       | NR     | CONTENITORE2          | 220                |              |                  |                   | MRR               | 597101             |       |
| PRC0000005863 | CREATED  | ITEM3         | 10       | KG     | CONTENITORE2          | 0.1                |              |                  |                   | MLR               | 597101             |       |
| PRC000005862  | CREATED  | ITEM3         | 10       | KG     | CONTENITORE2          | 0.1                |              |                  |                   | MLR               | 597101             |       |
| PRC000005861  | CREATED  | ITEM3         | 10       | KG     | CONTENITORE2          | 0.1                |              |                  |                   | MLR               | 597101             |       |
| PRC000005860  | CREATED  | ITEM2         | 10       | NR     | CONTENITORE2          | 220                |              |                  |                   | MRR               | 597101             |       |
| PRC0000005859 | CREATED  | ITEM2         | 10       | NR     | CONTENITORE2          | 220                |              |                  |                   | MRR               | 597101             | ,     |

#### 3. Click on "YES".



#### You can view the newly created Parcel Container associated with the previously selected parcel.

| PARCEL      |             |            |             |         |                          |                    |              |                  |                  |          |                      |        |
|-------------|-------------|------------|-------------|---------|--------------------------|--------------------|--------------|------------------|------------------|----------|----------------------|--------|
| E Display   | 🕀 New 🕜     |            |             | ne CR   | efresh <u>1</u> Export C | Search             |              |                  |                  | Actions  | - 🤗 Parcel Content   | 30 🗮   |
| CODE        | • STATUS \$ | ENTITY2 \$ | QUANTITY \$ | STRING7 | PACKAGETYPE.TYPE         | MEASURED WEIGHT \$ | TRIP ¢       | DELIVERY NOTE \$ | PARCEL CONTAINER | o SITE o | RECEIVER.PARTNERREF. | COMPAN |
| PRC00000655 | 1 CREATED   | ITEM4      | 1           | NR      | CONLEG                   | 0.01               |              |                  |                  | MLR      | 597101               | -      |
| PRC00000611 | 1 CREATED   | ITEM2      | 1           | NR      | CONTENITORE2             | 40                 |              |                  | PCC000003351     | MRR      | 597101               |        |
| PRC00000611 | CREATED     | ITEM2      | 1           | NR      | CONTENITORE2             | 40                 |              |                  | PCC0000003351    | MRR      | 597101               |        |
| PRC00000610 | 9 CREATED   | ITEM2      | 1           | NR      | CONTENITORE2             | 40                 |              |                  | PCC000003351     | MRR      | 597101               |        |
| PRC00000610 | B CREATED   | ITEM2      | 1           | NR      | CONTENITORE2             | 40                 |              |                  | PCC000003351     | MRR      | 597101               | - 1    |
| PRC00000610 | 7 CREATED   | ITEM2      | 1           | NR      | CONTENITORE2             | 40                 |              |                  | PCC000003351     | MRR      | 597101               |        |
| PRC00000586 | 6 CREATED   | ITEM2      | 10          | NR      | CONTENITORE2             | 220                | TRP000007657 | 2023.001668      |                  | MRR      | 597101               |        |
| PRC00000586 | 5 CREATED   | ITEM2      | 10          | NR      | CONTENITORE2             | 220                |              |                  |                  | MRR      | 597101               |        |
| PRC00000586 | 4 CREATED   | ITEM2      | 10          | NR      | CONTENITORE2             | 220                |              |                  |                  | MRR      | 597101               |        |
| PRC00000586 | 3 CREATED   | ITEM3      | 10          | KG      | CONTENITORE2             | 0.1                |              |                  |                  | MLR      | 597101               |        |
| PRC00000586 | 2 CREATED   | ITEM3      | 10          | KG      | CONTENITORE2             | 0.1                |              |                  | PCC000003703     | MLR      |                      |        |
| PRC00000586 | 1 CREATED   | ІТЕМЗ      | 10          | KG      | CONTENITORE2             | 0.1                |              |                  |                  | MLR      | 597101               |        |
| PRC00000586 | 0 CREATED   | ITEM2      | 10          | NR      | CONTENITORE2             | 220                |              |                  |                  | MRR      | 597101               |        |
| PRC00000585 | 9 CREATED   | ITEM2      | 10          | NR      | CONTENITORE2             | 220                |              |                  |                  | MRR      | 597101               | Ŧ      |

### **Existing Parcel Container**

For insertion into an existing Parcel Container, the process involves:

1. Select the parcels to be inserted into a new Parcel Container.

| PARCEL        |          |              |           |         |                           |                    |              |                  |                  |         |                      | ×      |
|---------------|----------|--------------|-----------|---------|---------------------------|--------------------|--------------|------------------|------------------|---------|----------------------|--------|
| 🔳 Display 🛛 🕻 |          | Edit 📋 Delet |           |         | Refresh <u>1</u> Export Q | Search             |              |                  |                  | Actions | Parcel Content       | 30 🚍   |
| CODE 👻        | STATUS ¢ | ENTITY2 ¢ Q  | UANTITY 🛊 | STRING7 | PACKAGETYPE.TYPE          | MEASURED WEIGHT \$ | TRIP 💠       | DELIVERY NOTE \$ | PARCEL CONTAINER | SITE ¢  | RECEIVER.PARTNERREF. | COMPAN |
| PRC0000006551 | CREATED  | ITEM4        | 1         | NR      | CONLEG                    | 0.01               |              |                  |                  | MLR     | 597101               | •      |
| PRC000006111  | CREATED  | ITEM2        | 1         | NR      | CONTENITORE2              | 40                 |              |                  | PCC000003351     | MRR     | 597101               |        |
| PRC0000006110 | CREATED  | ITEM2        | 1         | NR      | CONTENITORE2              | 40                 |              |                  | PCC000003351     | MRR     | 597101               |        |
| PRC0000006109 | CREATED  | ITEM2        | 1         | NR      | CONTENITORE2              | 40                 |              |                  | PCC000003351     | MRR     | 597101               |        |
| PRC0000006108 | CREATED  | ITEM2        | 1         | NR      | CONTENITORE2              | 40                 |              |                  | PCC000003351     | MRR     | 597101               |        |
| PRC000006107  | CREATED  | ITEM2        | 1         | NR      | CONTENITORE2              | 40                 |              |                  | PCC000003351     | MRR     | 597101               |        |
| PRC000005866  | CREATED  | ITEM2        | 10        | NR      | CONTENITORE2              | 220                | TRP000007657 | 2023.001668      |                  | MRR     | 597101               |        |
| PRC0000005865 | CREATED  | ITEM2        | 10        | NR      | CONTENITORE2              | 220                |              |                  |                  | MRR     | 597101               |        |
| PRC000005864  | CREATED  | ITEM2        | 10        | NR      | CONTENITORE2              | 220                |              |                  |                  | MRR     | 597101               |        |
| PRC000005863  | CREATED  | ITEM3        | 10        | KG      | CONTENITORE2              | 0.1                |              |                  |                  | MLR     | 597101               |        |
| PRC0000005862 | CREATED  | ITEM3        | 10        | KG      | CONTENITORE2              | 0.1                |              |                  | PCC0000003703    | MLR     |                      |        |
| PRC000005861  | CREATED  | ITEM3        | 10        | KG      | CONTENITORE2              | 0.1                |              |                  |                  | MLR     | 597101               |        |
| PRC0000005860 | CREATED  | ITEM2        | 10        | NR      | CONTENITORE2              | 220                |              |                  |                  | MRR     | 597101               |        |
| PRC0000005859 | CREATED  | ITEM2        | 10        | NR      | CONTENITORE2              | 220                |              |                  |                  | MRR     | 597101               | -      |

2. Click on "Actions" and then on "Associate to Existing Container".

| PARCEL        |           |           |             |     |           |               |           |              |              |                  |      |                  |                 |                   |        |
|---------------|-----------|-----------|-------------|-----|-----------|---------------|-----------|--------------|--------------|------------------|------|------------------|-----------------|-------------------|--------|
| ≣ Display 🕻   |           | Edit 🧻 De | elete 📋 Cia |     | C Refresh |               | Q Search  |              |              |                  |      |                  | Actions 🕤       | Parcel Content    | 30 🚍   |
| CODE 👻        | STATUS \$ | ENTITY2 ¢ | QUANTITY \$ | STR | NG7 ¢ PA  | CKAGETYPE.TYP | E 🌣 MEASU | RED WEIGHT 🔅 | TRIP 💠       | DELIVERY NOTE \$ | PAF  | Move Into New    |                 | CEIVER.PARTNERREF | .compa |
| PRC000006551  | CREATED   | ITEM4     | 1           | NR  | C         | DNLEG         |           | 0.01         |              |                  | 2    | Associate To Exi | isting Containe | 7101              |        |
| PRC0000006111 | CREATED   | ITEM2     | 1           | NR  | C         | ONTENITORE2   |           | 40           |              |                  | PC   | Print            |                 | 7101              |        |
| RC000006110   | CREATED   | ITEM2     | 1           | NR  | C         | ONTENITORE2   |           | 40           |              |                  | PCCO | 00003351         | MIRR            | 597101            |        |
| RC000006109   | CREATED   | ITEM2     | 1           | NR  | C         | ONTENITORE2   |           | 40           |              |                  | PCCO | 000003351        | MRR             | 597101            |        |
| PRC000006108  | CREATED   | ITEM2     | 1           | NR  | C         | ONTENITORE2   |           | 40           |              |                  | PCCO | 000003351        | MRR             | 597101            |        |
| PRC0000006107 | CREATED   | ITEM2     | 1           | NR  | CO        | ONTENITORE2   |           | 40           |              |                  | PCCO | 000003351        | MRR             | 597101            |        |
| RC000005866   | CREATED   | ITEM2     | 10          | NR  | CO        | ONTENITORE2   |           | 220          | TRP000007657 | 2023.001668      |      |                  | MRR             | 597101            |        |
| PRC0000005865 | CREATED   | ITEM2     | 10          | NR  | C         | ONTENITORE2   |           | 220          |              |                  |      |                  | MRR             | 597101            |        |
| PRC0000005864 | CREATED   | ITEM2     | 10          | NR  | C         | ONTENITORE2   |           | 220          |              |                  |      |                  | MRR             | 597101            |        |
| PRC0000005863 | CREATED   | ITEM3     | 10          | KG  | CC        | ONTENITORE2   |           | 0.1          |              |                  |      |                  | MLR             | 597101            |        |
| RC000005862   | CREATED   | ITEM3     | 10          | KG  | CO        | ONTENITORE2   |           | 0.1          |              |                  | PCCO | 000003703        | MLR             |                   |        |
| PRC0000005861 | CREATED   | ITEM3     | 10          | KG  | C         | ONTENITORE2   |           | 0.1          |              |                  |      |                  | MLR             | 597101            |        |
| PRC0000005860 | CREATED   | ITEM2     | 10          | NR  | C         | ONTENITORE2   |           | 220          |              |                  |      |                  | MRR             | 597101            |        |
| PRC0000005859 | CREATED   | ITEM2     | 10          | NR  | C         | ONTENITORE2   |           | 220          |              |                  |      |                  | MRR             | 597101            |        |

3. Select existing Parcel Container.

| Parcel | ASSOCIATE TO EXISTING CONTAINER | × |
|--------|---------------------------------|---|
| • Exec |                                 |   |
| parcel | Container                       |   |

4. Click on "Execute". (SEE WARNING 2 AT THE BOTTOM OF THE PAGE)

| Parcel ASSOCIATE TO EXISTING CONTAINER |   |
|--|---|
| O Execute × Cancel                     |   |
| parcelContainer                        |   |
| PCC0000003701                          | Q |

It is possible to view the existing Parcel Container associated with the previously selected parcel.

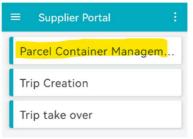
| PARCEL        |          |            |            |           |                         |                    |              |                  |                  |         |                      | ×      |
|---------------|----------|------------|------------|-----------|-------------------------|--------------------|--------------|------------------|------------------|---------|----------------------|--------|
| 🗮 Display 🛛 😋 |          |            |            | ne C Re   | fresh <u>1</u> Export C | 🔾 Search           |              |                  |                  | Actions | - 🔗 Parcel Content   | 30 🚍   |
| CODE 👻        | STATUS 😄 | ENTITY2 \$ | QUANTITY ¢ | STRING7 🔅 | PACKAGETYPE.TYPE :      | MEASURED WEIGHT \$ | TRIP 0       | DELIVERY NOTE \$ | PARCEL CONTAINER | SITE ¢  | RECEIVER.PARTNERREF. | COMPAN |
| PRC0000006551 | CREATED  | ITEM4      | 1          | NR        | CONLEG                  | 0.01               |              |                  |                  | MLR     | 597101               | -      |
| PRC0000006111 | CREATED  | ITEM2      | 1          | NR        | CONTENITORE2            | 40                 |              |                  | PCC0000003351    | MRR     | 597101               |        |
| PRC0000006110 | CREATED  | ITEM2      | 1          | NR        | CONTENITORE2            | 40                 |              |                  | PCC0000003351    | MRR     | 597101               |        |
| PRC0000006109 | CREATED  | ITEM2      | 1          | NR        | CONTENITORE2            | 40                 |              |                  | PCC0000003351    | MRR     | 597101               |        |
| PRC0000006108 | CREATED  | ITEM2      | 1          | NR        | CONTENITORE2            | 40                 |              |                  | PCC0000003351    | MRR     | 597101               |        |
| PRC0000006107 | CREATED  | ITEM2      | 1          | NR        | CONTENITORE2            | 40                 |              |                  | PCC000003351     | MRR     | 597101               |        |
| PRC000005866  | CREATED  | ITEM2      | 10         | NR        | CONTENITORE2            | 220                | TRP000007657 | 2023.001668      |                  | MRR     | 597101               |        |
| PRC0000005865 | CREATED  | ITEM2      | 10         | NR        | CONTENITORE2            | 220                |              |                  |                  | MRR     | 597101               |        |
| PRC0000005864 | CREATED  | ITEM2      | 10         | NR        | CONTENITORE2            | 220                |              |                  |                  | MRR     | 597101               |        |
| PRC0000005863 | CREATED  | ITEM3      | 10         | KG        | CONTENITORE2            | 0.1                |              |                  |                  | MLR     | 597101               |        |
| PRC0000005862 | CREATED  | ITEM3      | 10         | KG        | CONTENITORE2            | 0.1                |              |                  | PCC0000003703    | MLR     |                      |        |
| PRC000005861  | CREATED  | ITEM3      | 10         | KG        | CONTENITORE2            | 0.1                |              |                  | PCC0000003701    | MLR     |                      |        |
| PRC0000005860 | CREATED  | ITEM2      | 10         | NR        | CONTENITORE2            | 220                |              |                  |                  | MRR     | 597101               |        |
| PRC000005859  | CREATED  | ITEM2      | 10         | NR        | CONTENITORE2            | 220                |              |                  |                  | MRR     | 597101               |        |

### MOBILE

#### **New Parcel Container**

For the creation of a new Parcel Container, the process involves:

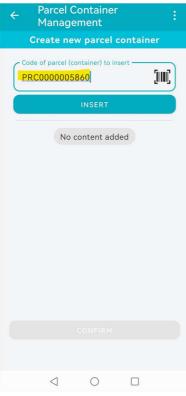
#### 1. Click on "Parcel Container Management".



2. Click on "Create new Parcel Container".



3. Enter the code of the parcel/ Parcel Container. (SEE <u>WARNING 1</u> AT BOTTOM OF PAGE)



4. Click on "Insert".

|                         | cel Container<br>nagement | :        |
|-------------------------|---------------------------|----------|
| Create                  | e new parcel c            | ontainer |
| Code of part<br>PRC0000 | rcel (container) to ins   | ert      |
|                         | INSERT                    |          |
|                         | No content adde           | ed       |
|                         |                           |          |
|                         |                           |          |
| <                       | 1 0                       |          |

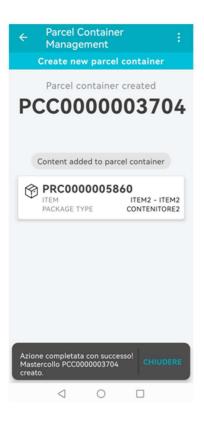
5. Once the content has been added, click on "Confirm".

| ← Parcel Container :<br>Management                               |
|--|
| Create new parcel container                                      |
| Code of parcel (container) to insert PRC0000005860               |
| INSERT   |
| Content added to parcel container                                |
| PRC0000005860<br>ITEM ITEM2 - ITEM2<br>PACKAGE TYPE CONTENITORE2 |
|  |
|  |
|  |
|  |
| CONFIRM  |
|  |
| $\triangleleft$ $\bigcirc$ $\Box$                                |

6. Click on "Confirm" to conclude the operation.



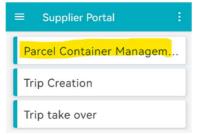
7. Parcel Container successfully created.



#### **Existing Parcel Container**

For insertion into an existing Parcel Container, the process involves:

1. Click on "Parcel Container Management".



2. Click on "Add to existing Parcel Container".

| ÷ | Parcel C<br>Manage | ontainer<br>ment |          | ÷ |
|---|--------------------|------------------|----------|---|
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   | CREATE NEW         | PARCEL C         | ONTAINER |   |
|   |                    | ARCEL CON        |          | 5 |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |
|   |                    |                  |          |   |

3. Enter the code of the existing Parcel Container.

| ÷ | Parcel C<br>Manage           | ontainer<br>ment |        | ÷               |
|---|------------------------------|------------------|--------|-----------------|
|   | Add to                       | parcel con       | tainer | 9               |
|   | el container co<br>COOOOOO37 |                  |        | <b>ַוווו</b> ן] |
|   |                              | NEXT             |        |                 |
|   |                              |                  |        |                 |
|   | $\triangleleft$              | 0                |        |                 |

4. Click on "Next".

| ÷     | Parcel Container<br>Management |   |
|-------|--------------------------------|---|
|       | Add to parcel containe         | er  |
|       |                                |   |
|       |                                |   |
|       |                                |   |
|       |                                |   |
|       |                                |   |
|       |                                |   |
|       |                                |   |
| - Par | rcel container code            |   |
|       |                                | E   |
|       | CC0000003704                   |   |
|       | CC0000003704                   | <b>[IIII]</b>                                 |
|       | <u>CC0000003704</u>            | []]]]]  |
|       | 20000003704                    |   |
|       | 20000003704                    |   |
|       | <u>20000003704</u>             | 1111  |
|       | 20000003704                    | <u>jim</u> ]                                  |
|       |                                | <u>j</u> ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |
|       | CC0000003704                   | jiiii,  |
|       |                                | jiiii,  |

5. Following selection of the Parcel Container, enter the parcel/Parcel Container code.



6. Click on "Insert". (SEE <u>WARNING 2</u> AT BOTTOM OF PAGE)

| ←               | el Container<br>agement           | ÷       |
|-----------------|-----------------------------------|---------|
| Add             | to parcel con                     | tainer  |
| Parce           | el container se                   | elected |
| PCC             | 000000                            | 3704    |
| Code of part    | cel (container) to ins<br>1005859 | ert     |
|                 | INSERT                            |         |
|                 | No content adde                   | ed      |
|                 |                                   |         |
|                 |                                   |         |
| $\triangleleft$ | 0                                 |         |

7. Once the content has been added, click on "Confirm".

| ← Parcel Container<br>Management   | ÷       |
|--|---------|
| Add to parcel container  |         |
| Parcel container selected  | 4       |
| Code of parcel (container) to insert PRC0000005859   | į III ( |
| INSERT   |         |
| Content added to parcel containe<br>PRC0000005859<br>ITEM ITEM2 - ITEM2<br>PACKAGE TYPE CONTENITORE2 | r       |
|  |         |
| CONFIRM  |         |
|  |         |
|  |         |

8. Click on "Confirm" to conclude the operations.

| ← Parcel Container :<br>Management  |
|---|
| Add to parcel container   |
| Parcel container selected   |
| PCC0000003704   |
| Code of parcel (container) to insert  |
| PRC0000005859   |
| CONFIRM PARCEL<br>CONTAINER   |
| Are you sure you want to add  |
| the selected content to parcel<br>container PCC000003704?<br>NB: this action is not reversible! |
| REFUSE  |
|   |
|   |
|   |
|   |
| CONFIRM   |
|   |
|   |
| · · · -   |
| Action completed successfully.  |
| ← Management :  |
| Add to parcel container   |
| Parcel container selected   |
| PCC000003704  |
|   |
|   |
| Content added to parcel container   |
| (%) PRC000005859  |
| ITEM ITEM2 - ITEM2<br>PACKAGE TYPE CONTENITORE2   |
|   |
|   |
|   |
|   |
|   |
|   |
|   |
| Azione completata con successo! CHIUDERE  |
|   |
|   |

9.

# Warning 1

Following the creation of a Parcel Container, if the user selects order rows referring to different:

- Delivery sites (MRR\MRL)
- Account delivery
- Delivery class

- Account number
- Item class
- Order lines to be processed with delivery date too far away from date

the system blocks the process by reporting the error to the user (compared to the previously entered parcels in the Parcel Container).

| G48473f0-f287-4  | 730-aa24-6e4afea2 | 11c4 Error (Error: Selecte | d orders have different it | em)                 | ×                |                      | & supplier      | - 🚽 English -    | e**        |   |
|------------------|-------------------|----------------------------|----------------------------|---------------------|------------------|----------------------|-----------------|------------------|------------|---|
| ORDER PROCESSING |                   | PACKAGES                   |                            |                     |                  |                      |                 |                  |            | > |
| Item             | • ଭ               | Site _                     | • Q                        | Delivery Account    |                  | Order Num. Of        | RDER-12 • G     | Q. SEARCH        | H 🤍 RESET  |   |
| AVAILABLE O      | RDERS             |                            |                            |                     |                  |                      |                 |                  |            |   |
|                  |                   |                            |                            |                     |                  |                      |                 | AD               | D SELECTED |   |
| ORDERNUMBER 0    | DE 0              | ACCOUNT NUMBER :           | ORDERDATE 0                | ITEMCODE : WORKABLE | QTY 0 DELIVERYDA | TE o TERMSOFDEL o SP | PARE.BOOLEAN2 0 | DELIVERY ACCOUNT | ¢ SITE     | ¢ |
| ORDER-12         | ORDER-12          | SUPTRAINING                | 03/10/2023                 | ITEM4 29            | 17/10/2023       | EXW                  | D               | 597101           | MLR        |   |
|                  |                   |                            |                            |                     |                  |                      |                 |                  |            |   |

### Warning 2

In the event that the user selects packages referring to different:

- Account number
- Sites
- Account delivery
- Delivery account
- Delivery class
- Item class
- Packages that cannot be included in a Parcel Container

the system blocks the process by reporting the error to the user.

| d48473f0-f28  | 7-4730-aa24-66 | 4afea211c4 |                   |              | /merio/lea-resources/outbound/Par<br>ig in the ParcelContainer belong to a |                                     |          |   |                 | <b>گ</b> su      | oplier 👻 | 블 English 👻 🍦     | * 🚺         |
|---------------|----------------|------------|-------------------|--------------|--|-------------------------------------|----------|---|-----------------|------------------|----------|-------------------|-------------|
|               |                |            | parcels that we a | ire insertir | in the ParcelContainer belong to a   | different site with respect to each | n others |   |                 |                  |          |                   |             |
|               |                | Edit 🧻 🕻   | Delete 📋 Cla      |              | C Refresh <u>1</u> Export Q  | Search                              |          |   |                 |                  | Actions  |                   | nt 30 🗮     |
| CODE •        | STATUS ©       | ENTITY2 \$ | QUANTITY \$       | STRIN        | G7   | MEASURED WEIGHT \$                  | TRIP     | ¢ | DELIVERY NOTE 💠 | PARCEL CONTAINER | ¢ SITE ¢ | RECEIVER.PARTNERF | REF.COMPANY |
| PRC0000005701 | CREATED        | ITEM4      | 5                 | NR           | CONTENITORE2   | 25                                  |          |   |                 |                  | MLR      | 597101            | *           |
| PRC0000005702 | CREATED        | ITEM4      | 5                 | NR           | CONTENITORE2   | 25                                  |          |   |                 |                  | MLR      | 597101            |             |
| PRC0000005851 | CREATED        | ITEM2      | 10                | NR           | CONTENITORE2   | 220                                 |          |   |                 |                  | MRR      | 597101            |             |
| PRC000005852  | CREATED        | ITEM2      | 10                | NR           | CONTENITORE2   | 220                                 |          |   |                 |                  | MRR      | 597101            |             |
| PRC0000005853 | CREATED        | ITEM2      | 10                | NR           | CONTENITORE2   | 220                                 |          |   |                 |                  | MRR      | 597101            |             |
| PRC000005854  | CREATED        | ITEM2      | 10                | NR           | CONTENITORE2   | 220                                 |          |   |                 |                  | MRR      | 597101            |             |
| PRC000005855  | CREATED        | ITEM2      | 10                | NR           | CONTENITORE2   | 220                                 |          |   |                 |                  | MRR      | 597101            |             |
| PRC0000005856 | CREATED        | ITEM2      | 10                | NR           | CONTENITORE2   | 220                                 |          |   |                 |                  | MRR      | 597101            |             |

## **CREATION OF TRIPS AND DDT**

This process step deals with the grouping of parcels and Parcel Container in order to define the goods to be shipped to Merlo. This process also allows the DN to be generated and subsequently printed/certified.

The composition of trips can vary until the trip is in a CLOSED state, the events that bring a trip to a closed state are as follows:

- Taking over a trip
- Self-assignment of a trip by a Supplier

This process step can be performed either from the web or from mobile, except for the printing/certification of the DDT which is to be performed from web.

To carry out these operations, proceed via the Operations menu  $\rightarrow$  Trip Generation.

| SUPPLIER PORTAL                         |  |
|---|--|
| MAIN DASHBOARD                          |  |
| MASTERDATA                              |  |
| CONFIGURATIONS                          |  |
| OPERATIONAL                             |  |
| Order Negotiation                       |  |
| Order Processing / Creation of Packages |  |
| TripCreation                            |  |
| RESOURCES                               |  |
| HELP                                    |  |

#### WEB

The process involves:

1. Click on the "Create Trip" button to generate a new trip (SEE WARNING 1 AT BOTTOM OF PAGE).

| ^ PARCEL        |                 |               |               |                        | ADDP               | ARCEL  | <ul> <li>&lt; 1 / 5</li> </ul>      | i > >> | CREATE TRIP | REFRESH |
|-----------------|-----------------|---------------|---------------|------------------------|--------------------|--------|-------------------------------------|--------|-------------|---------|
| CODE 0          | ENTITY2 ¢       | QUANTITY 0    | STRING7 0     | PACKAGETYPE.TYPE 🔅     | MEASURED WEIGHT \$ | SITE 0 | RECEIVER.PARTNERREF.COMPANY.        | CODE © |             |         |
| RC000002652     | 088137          | 120           | NR            | 645116                 | 1.31               | MRN    | 597101                              |        |             |         |
| RC000002653     | 088137          | 120           | NR            | 645116                 | 1.31               | MRN    | 597101                              |        |             |         |
| RC0000002701    | 035142          | 2             | NR            | 645116                 | 0.59               | MRL    | 597101                              |        | -           |         |
|                 |                 |               |               |                        |                    |        |                                     | +      |             |         |
| USE TELOI       | in the official | in the second |               |                        |                    |        | \$\$ \$PARE.STRING1 \$\$ \$PARE.BOO |        |             |         |
|                 |                 |               |               |                        |                    |        |                                     |        |             |         |
| ^ DDT           |                 |               |               |                        | ADD                | DDDT   | « · 1 / 1                           | L> »   |             |         |
| DDT     DDT FOR | INITORE + D     | ATA DDT 🔶     | N COLLI 💠 🛛 F | 'ESO LORDO TOTALE (KG) |                    |        | SALE o SITO o DESTINATARIO          |        |             |         |

2. The newly created trip will be displayed on the right.

|               |                      |           |                       | LADDP              | ARCEL  | 《 · (1)/5                     | > >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | CREATE TRIP          | LREFRESH      |
|---------------|----------------------|-----------|-----------------------|--------------------|--------|-------------------------------|---|----------------------|---------------|
| CODE © E      | ENTITY2 © QUANTITY © | STRING7 © | PACKAGETYPE.TYPE 👳    | MEASURED WEIGHT \$ | SITE o | RECEIVER.PARTNERREF.COMPANY.C | ODE 🗧 🄺                                 | CREATE TRIP          | REFRESH       |
| C000002652 C  | 088137 120           | NR        | 645116                | 1.31               | MRN    | 597101                        |   | TRIP                 | <b>i</b> Q    |
| C0000002653 C | 088137 120           | NR        | 645116                | 1.31               | MRN    | 597101                        |   | TRP000005801         |               |
| C0000002701 C | 035142 2             | NR        | 645116                | 0.59               | MRL    | 597101                        | -                                       | Company              | TRP000000580: |
|               |                      |           |                       |                    |        |                               |   | Ref.company          |               |
| DE A MEICHT   |                      | ENTITY1 : | SPARE STRING6 = SPARE | BOOLEAN1 = AUDIT.  | REATED | SPARE.STRING1 SPARE.BOOI      | FAN2 a                                  | Transport to be paid |               |
| JE © WEIGHT   |                      |           |                       |                    |        |                               | 2010 F2 V                               | by customer          | CONFIRM       |
| DDT           |                      |           |                       | ADE                | DDT    | « < 1 /1                      | > >> >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>  | by customer          | CONFIRM       |

3. Select the parcels/Parcel Container/DN that you want to include in the trip to define its composition. (SEE <u>WARNING 2</u> AT THE BOTTOM OF THE PAGE)

| TRIPCREATION |               |           |             |                        |                    |         |               |            |           |        |                                     |               |
|--------------|---------------|-----------|-------------|------------------------|--------------------|---------|---------------|------------|-----------|--------|-------------------------------------|---------------|
| ^ PARCEL     |               |           |             |                        | LADDE              | ARCEL   | ×             | < <u>1</u> | /5 >      | »      | CREATE TRIP                         | LREFRESH      |
| CODE 0       | ENTITY2 © Q   | UANTITY 0 | STRING7 ¢   | PACKAGETYPE.TYPE \$    | MEASURED WEIGHT \$ | SITE 0  | RECEIVER.PART | NERREF.COM | PANY.CODE | o 🔺    |                                     |               |
| RC000002652  | 088137        | 120       | NR          | 645116                 | 1.31               | MRN     | 597101        |            |           |        | TRIP                                | <b>1</b> Q    |
| RC0000002653 | 088137        | 120       | NR          | 645116                 | 1.31               | MRN     | 597101        |            |           |        | TRP000005801                        |               |
| RC0000002701 | 035142        | 2         | NR          | 645116                 | 0.59               | MRL     | 597101        |            |           | -      | Trip                                | TRP0000005801 |
|              |               |           |             |                        |                    |         |               |            |           | •      | Ref.company                         |               |
| ^ PARCEL O   | CONTAINERS    |           |             |                        | ADDPARCE           | LCONTAI | NER «         | < 1        | /1 >      | >>     | Site                                | MERLO         |
| DDE : WEIGH  | T © SITE.CODE | spare.    | ENTITY1 0   | SPARE.STRING6 = SPAR   | E.BOOLEAN1 + AUDIT | CREATED | SPARE.STRIN   | G1         | BOOLEAN   | 2 0    | Transport to be paid<br>by customer |               |
|              |               |           |             |                        |                    |         |               |            |           |        | -                                   | CONFIRM       |
|              |               |           |             |                        |                    |         |               |            |           |        |                                     |               |
|              |               |           |             |                        |                    |         |               |            |           |        |                                     |               |
|              |               |           |             |                        |                    |         |               |            |           |        |                                     |               |
| ^ DDT        |               |           |             |                        | AD                 | TDDC    | ×             | < <b>1</b> | / 1 >     | >>     |                                     |               |
| DT 🗧 DDT FOR | NITORE : DAT  |           | N COLLI © F | PESO LORDO TOTALE (KG) | FAMIGLIE ARTICOLO  | ¢ CAU   | ALE o SITO o  | DESTINATA  | RIO 😄 TR  | ASPORT |                                     |               |
| _            |               |           |             |                        |                    |         |               |            |           |        |                                     |               |

4. The trip will be populated with the Supplier, Consignee Code and Site information. In addition, if the transport will be paid for by Merlo, the corresponding flag will be displayed.

| A PARCEL    |             |              |           |                      | .ADDF               | ARCEL     | ×             | 1 / 5           | > >>    | CREATE TRIP                                 | LREFRESH    |
|-------------|-------------|--------------|-----------|----------------------|---------------------|-----------|---------------|-----------------|---------|---|-------------|
| CODE 0      | ENTITY2 0   | QUANTITY :   | STRING7 © | PACKAGETYPE.TYPE 0   | MEASURED WEIGHT ©   | SITE 0    | RECEIVER.PART | NERREF.COMPANY. | CODE +  |   |             |
| C0000002652 | 088137      | 120          | NR        | 645116               | 1.31                | MRN       | 597101        |                 |         | TRIP  |             |
| C0000002653 | 088137      | 120          | NR        | 645116               | 1.31                | MRN       | 597101        |                 |         | TRP0000005801                               | _           |
| C0000002701 | 035142      | 2            | NR        | 645116               | 0.59                | MRL       | 597101        |                 | -       | Trip  | TRP00000058 |
|             |             |              |           |                      |                     |           |               |                 |         | Ref.company                                 | 09926       |
|             |             |              |           |                      |                     |           |               |                 |         |   |             |
| PARCEL      | CONTAINE    | RS           |           |                      | ADDPARCE            | LCONTAIN  | ER 🤍          | < 1 / 1         | > >>    | Site  | MR          |
|             |             |              | ENTITY1 0 | SPARE.STRING6 © SPAR | -                   |           |               |                 |         | Site<br>Transport to be paid<br>by customer | MR          |
|             |             |              | ENTITY1 0 | SPARE.STRING6 © SPAR | -                   |           |               |                 |         | Transport to be paid                        |             |
|             |             |              | ENTITY1 0 | SPARE.STRING6 © SPAR | -                   |           |               |                 |         | Transport to be paid                        |             |
|             |             |              | ENTITY1 0 | SPARE.STRING6 : SPAR | -                   |           |               |                 |         | Transport to be paid                        |             |
|             |             |              | ENTITY1 0 | SPARE.STRING6 © SPAR | -                   |           |               |                 |         | Transport to be paid                        |             |
| DE 0 WEIGH  |             |              | ENTITY1 0 | SPARE.STRING6 © SPAR | E.BOOLEAN1 © AUDITA |           | SPARE.STRIN   |                 | LEAN2 0 | Transport to be paid                        |             |
| DE • WEIGH  | T 0 SITE.CO | DDE 0 SPARE. |           | SPARE STRING6 : SPAR | EBOOLEANI © AUDITA  | CREATED © | SPARE.STRIN   | KG1 : SPARE.BOO | LEAN2 © | Transport to be paid                        |             |

5. Click on the magnifying glass to check the composition of the trip and, if necessary, remove the inserted parcels/Parcel Container/DN.

| ^ PARCEL    |              |              |             |                       | ADDF               | ARCEL   | × .           | < (1)       | /5 >     | >> | CREATE TRIP                                 | LREFRESH                |
|-------------|--------------|--------------|-------------|-----------------------|--------------------|---------|---------------|-------------|----------|----|---|-------------------------|
| CODE 0      | ENTITY2 0    | QUANTITY :   | STRING7 ©   | PACKAGETYPE.TYPE 0    | MEASURED WEIGHT ©  | SITE ©  | RECEIVER.PART | NERREF.COMP | ANY.CODE |    | _   |                         |
| RC000002652 | 088137       | 120          | NR          | 645116                | 1.31               | MRN     | 597101        |             |          |    | TRIP  |                         |
| RC000002653 | 088137       | 120          | NR          | 645116                | 1.31               | MRN     | 597101        |             |          |    | TRP0000005801                               |                         |
| RC000002701 | 035142       | 2            | NR          | 645116                | 0.59               | MRL     | 597101        |             |          | -  | Company                                     | TRP0000005801<br>099260 |
|             |              |              |             |                       |                    |         |               |             |          | •  | Ref.company                                 | 597101                  |
|             | CONTAINE     | DC           |             |                       | C                  |         | NER 《         |             |          |    | -   |                         |
| ^ PARCEL    | CONTAINED    | K5           |             |                       | ADDPARCE           | LCONTAI | NER           | < 1         | /1 >     |    | Site  | MRN                     |
|             |              |              | ENTITY1 0   | SPARE.STRING6 © SPARE |                    |         |               |             |          |    | Site<br>Transport to be paid<br>by customer | MRN                     |
|             |              |              | ENTITY1 0 S | SPARE.STRING6 © SPARE |                    |         |               |             |          |    | Transport to be paid                        |                         |
|             |              |              | ENTITY1 0   | SPARE.STRING6 © SPARE |                    |         |               |             |          |    | Transport to be paid                        | 8                       |
|             |              |              | ENTITY1 0 S | SPARE_STRING6 © SPARE |                    |         |               |             |          |    | Transport to be paid                        | ×                       |
|             |              |              | ENTITY1 0 3 | SPARE.STRING6 © SPARE |                    |         |               |             |          |    | Transport to be paid                        | 8                       |
| ODE 0 WEIGH |              |              | ENTITY1 0 S | SPARE.STRING6 © SPARE | EBOOLEAN1 © AUDITA |         | © SPARE.STRIN |             | BOOLEAN2 | 0  | Transport to be paid                        | ×                       |
| ODE : WEIGH | IT © SITE.CO | DDE © SPAREJ |             | SPARE STRINGG © SPARE | EBOOLEANI © AUDITA | DDT     | * SPARE.STRIN | G1 · SPARE  | BOOLEAN2 | •  | Transport to be paid                        | 8                       |

#### 6. Click on "Confirm" to validate the trip.

| ^ PARCEL    |           |            |           |                      | .ADDP           | ARCEL    |              |          | 1 /    | 5 >    | >   | CREATE TRIP                    | LREFRESH        |
|-------------|-----------|------------|-----------|----------------------|-----------------|----------|--------------|----------|--------|--------|-----|--------------------------------|-----------------|
| CODE \$     | ENTITY2 0 | QUANTITY : | STRING7 © | PACKAGETYPE.TYPE ©   | MEASURED WEIGHT | SITE ©   | RECEIVER.PAR | RTNERREF | COMPAN | Y.CODE |     | Chevie nu                      | CALL ALOUT      |
| C000002652  | 088137    | 120        | NR        | 645116               | 1.31            | MRN      | 597101       |          |        |        |     | TRIP                           |                 |
| C0000002653 | 088137    | 120        | NR        | 645116               | 1.31            | MRN      | 597101       |          |        |        |     | TRP0000005801                  | -               |
| C0000002701 | 035142    | 2          | NR        | 645116               | 0.59            | MRL      | 597101       |          |        |        |     | Trip                           | TRP00000058     |
|             |           |            |           |                      |                 |          |              |          |        |        | ~   |                                |                 |
| PARCEL      |           | RS         |           |                      | ADDPARCE        | LCONTAIN |              |          | 1 /    | 1 >    | • • | Company<br>Ref.company<br>Site | 09926<br>597101 |
|             |           |            | ENTITY1 0 | SPARE.STRING6 © SPAR |                 |          | er «         |          |        | 1 >    | »   | Ref.company                    |                 |

- 7. In the pop-up that appears, it is possible to enter some mandatory parameters for the creation of the trip and its BOM. The user must declare:
  - a. Preferred delivery date: the day by which the supplier would like the goods to arrive at the destination site.
  - b. DN Supplier Code: code of the DN issued by the supplier on his management system.
  - c. Reason: it is possible to choose between three alternatives, such as Sale, Working Account and Deposit Account.
  - d. Address: address from which the goods are dispatched. The supplier may therefore choose from the addresses linked to his Account
  - e. Number (viewable in Masterdata  $\rightarrow$  Suppliers  $\rightarrow$  Supplier Addresses). If there is only one Account NumberAddress association, the field is filled in by default.

| Cancel × Cancel                |              |        |   |
|--------------------------------|--------------|--------|---|
| Main attributes Empty Containe | rs           |        |   |
| deliveryPreferredDate          | hostDocument | reason |   |
| gg/mm/aaaa:                    |              |        | • |
|                                |              |        |   |
| Sender Address                 |              |        |   |
| Via G. di Vittorio, 33A/33B :  | Q            |        |   |
|                                |              |        |   |

8. Click on "Execute" to generate the trip and the corresponding delivery note.

| Execute         | × Cancel         |              |             |  |
|-----------------|------------------|--------------|-------------|--|
| Main attributes | Empty Containers |              |             |  |
| deliveryPreferr | redDate          | hostDocument | reason      |  |
| 30/11/2023      | 11:45            | DN2023       | reason.SALE |  |

The supplier may express a willingness to take back empty containers, indicating the type of container and the quantities to be taken back at the plant. In this case, the process involves:

1. After step (7) described above, click on "Empty Containers" and then "New".

| Execute         | × Cancel          |              |  |
|-----------------|-------------------|--------------|--|
| Main attributes | Empty Containers  |              |  |
| + New           | 🖍 Edit 🛛 📋 Delete | Clone        |  |
|                 | PACKAGE           | YPE QUANTITY |  |

2. The mandatory information to be entered will be displayed.

| 🖬 Save 🥒 Reset |   |          |  |
|----------------|---|----------|--|
| Package Type   | 0 | Quantity |  |
|                | Q |          |  |

3. After entering the information, click on "Save".

| 🖥 Save 🥒 Reset |   |          |  |
|----------------|---|----------|--|
| Package Type   |   | Quantity |  |
| 628188         | Q | 3        |  |

4. A screen will appear summarizing the information, which can be edited or deleted. It will be possible to enter more than one empty containers.

| Execute         | × Cancel |           |       |          |   |
|-----------------|----------|-----------|-------|----------|---|
| Main attributes | Empty C  | ontainers |       |          |   |
| + New           | 🧨 Edit   | 🗍 Delete  | Clone |          |   |
|                 |          | PACKAGE   | TYPE  | QUANTITY |   |
| 628188          |          |           |       |          | 3 |

5. Click on "Execute" to generate the trip and the associated BOM.

| Execute × Cancel            |             |              |             |   |
|-----------------------------|-------------|--------------|-------------|---|
| Main attributes Empty Cor   | ntainers    |              |             |   |
| deliveryPreferredDate       |             | hostDocument | reason      |   |
| 30/11/2023 11:45            |             | DN2023       | reason.SALE | • |
| Sender Address              |             |              |             |   |
| Via G. di Vittorio, 33A/33E | B: <b>Q</b> |              |             |   |

By means of a "Print" action, it will be possible to produce the BOM in PDF format and print/download it locally. The supplier will certify the waybill in taking charge by affixing an appropriate signature (company name + date + user). The DN will be certified at the end of the journey.

DN can be re-downloaded/printed at any time.

| 3   | & sup_099260 → 🚔 English → 🎦 | X |
|-----|------------------------------|---|
| м   | OBILE                        |   |
| The | process involves:            |   |
| 1.  | Click on "Create Trip".      |   |
|     | $\equiv$ Supplier Portal :   |   |
|     | Parcel Container Managem     |   |
|     | Trip Creation                |   |
|     | Trip take over               |   |

2. Enter the code of the parcel/Parcel Container/DN (SEE <u>WARNING 2</u> AT BOTTOM OF PAGE).

| ← Tr      | ip Creat                                      | ion                               | ÷    |  |  |  |
|-----------|---|-----------------------------------|------|--|--|--|
| Content   |   |                                   |      |  |  |  |
| note to i | parcel (cont<br>nsert<br><mark>0000370</mark> | ainer) or deliv<br><mark>2</mark> | very |  |  |  |
|           |   | NSERT                             |      |  |  |  |
|           | No cor  | ntent adde                        | d    |  |  |  |
|           |   |                                   |      |  |  |  |
|           |   |                                   |      |  |  |  |
|           |   |                                   |      |  |  |  |
|           |   |                                   |      |  |  |  |
|           |   |                                   |      |  |  |  |
|           |   |                                   |      |  |  |  |
|           |   |                                   |      |  |  |  |
|           |   |                                   |      |  |  |  |
|           | $\triangleleft$                               | 0                                 |      |  |  |  |

3. Click on "Insert".

| ← 1     | rip Crea                                | tion      |        |        |  |  |  |
|---------|---|-----------|--------|--------|--|--|--|
| Content |   |           |        |        |  |  |  |
| note to | of parcel (con<br>p insert<br>)0000037( |           | livery | [IIII] |  |  |  |
|         |   | INSERT    |        |        |  |  |  |
|         | No co                                   | ntent add | ed     |        |  |  |  |
|         |   |           |        |        |  |  |  |
|         |   |           |        |        |  |  |  |
|         |   |           |        |        |  |  |  |
|         |   |           |        |        |  |  |  |
|         | $\triangleleft$                         | 0         |        |        |  |  |  |

4. Click on "Confirm" to proceed.

| ← Trip Creation :  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
| Code of parcel (container) or delivery<br>note to insert<br>PCC0000003702                                  |  |  |  |  |  |
| INSERT   |  |  |  |  |  |
|  |  |  |  |  |  |
| TRIP COMPOSITION   |  |  |  |  |  |
| Are you sure you want to add<br>the selected content to new<br>trip?<br>NB: this action is not reversible! |  |  |  |  |  |
| REFUSE   |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| CONFIRM  |  |  |  |  |  |
|  |  |  |  |  |  |
| < 0 □  |  |  |  |  |  |

5. The content added to the trip will be displayed. Click on "Confirm" to proceed.

| <ul> <li>Trip Creation</li> </ul>                    | tion       |                     |   |
|--|------------|---------------------|---|
| c  | Content    |                     |   |
| Code of parcel (con<br>note to insert<br>PCC00000037 |            |                     |   |
|  | INSERT     |                     |   |
| Conten   | t added to | trip                |   |
| PCC000<br>NUM. PARCE<br>PACKAGE TY                   | ELS        | 02<br>2<br>ENITORE2 | ō |
|  |            |                     |   |
|  |            |                     |   |
|  |            |                     |   |
|  | CONFIRM    |                     |   |
|  |            |                     |   |
| $\triangleleft$                                      | 0          |                     |   |

6. Enter the required information.

| ← Trij                                    | o Creation   | 1 |
|---|--|---|
| Ň   | ew Trip Information  |   |
| Delivery<br>2023-1<br>Sender A<br>VIA NI. | 11-29<br>ddress<br>ZZA, 250<br>Specify ddt information<br>01/10<br>023 |   |
|   | REQUEST CONTAINERS   |   |
|   |  |   |
|   | 4 0 🗆  |   |

7. Click on "Request Containers" if the supplier wishes to collect empty containers when they arrive at the plant.

| ← Trip Creation          | ÷ |
|--------------------------|---|
| New Trip Information     |   |
| Specify trip information |   |
| C Delivery Date          |   |
| 2023-11-29               |   |
| Sender Address           |   |
| VIA NIZZA, 250           | - |
|                          |   |
| Specify ddt information  |   |
| C DDT supplier           |   |
| DDT. <u>2023</u>         |   |
| Causal                   |   |
| Vendita                  | - |
|                          |   |
|                          |   |
|                          |   |
| REQUEST CONTAINERS       |   |
| CONFIRM                  |   |
|                          |   |
| 4 0 0                    |   |

8. Enter the required information.

| ← Trip Crea      | ation       |               |     |
|------------------|-------------|---------------|-----|
| Conta            | ainer req   | uest          |     |
| Container Type – | •           | Quantity<br>2 |     |
| ADD CON          | ITAINER R   | EQUEST        |     |
| Empty Co         | ntainer ree | quest list    |     |
|                  | DONE        |               |     |
|                  |             |               |     |
| $\triangleleft$  | 0           |               |     |
| Click on "Add (  | Contoin     |               | o+" |

9. Click on "Add Container request".

| ← Trip Creation              |  |
|------------------------------|--|
| Container request            |  |
| Container Type Quantity 2    |  |
| ADD CONTAINER REQUEST        |  |
| Empty Container request list |  |
| DONE                         |  |
| 1 0 5                        |  |
|                              |  |

10. Click on "Done" to register the request for empty containers.

| ← Trip Creation :  |
|--|
| Container request  |
| Container Type value val |
| ADD CONTAINER REQUEST  |
| Container requested list   |
| 684650     CARRELLO TRASPORTO K     QUANTITY     2   |
|  |
|  |
|  |
|  |
| DONE   |
| <u> </u>   |
|  |

11. Click on "Confirm" to proceed.

| <ul> <li>Trip Creation</li> </ul> |      |
|-----------------------------------|------|
| New Trip Information              | tion |
| Specify trip informat             | ion  |
| C Delivery Date                   |      |
| 2023-11-29                        |      |
| Sender Address                    |      |
| VIA NIZZA, 250                    | •    |
| Specify ddt informat              | ion  |
| DDT. 2023                         |      |
| Causal                            |      |
| Vendita                           | -    |
|                                   |      |
|                                   |      |
| REQUEST CONTAINE                  | ERS  |
| CONFIRM                           |      |
|                                   |      |
| < ○                               |      |

12. If the summary information is correct, click on "Confirm" to complete the trip creation.

|     | ← Trip Creation   |   |
|-----|---|---|
|     | New Trip Information  |   |
|     | Specify trip information  |   |
|     | TRIP INFORMATION  |   |
|     | Are you sure you want to<br>confirm the following<br>information?   | I |
|     | Delivery Date: 2023-11-29<br>Sender Address: VIA NIZZA, 250<br>DDT supplier: DDT. 2023<br>Causal: Vendita   |   |
|     | Container requested list  |   |
|     |   |   |
|     |   |   |
|     | REQUEST CONTAINERS  |   |
|     | CONFIRM   |   |
|     |   |   |
|     |   |   |
| 13. | Trip successfully created.  |   |
|     |   |   |
|     | ← Trip Creation   | : |
|     |   | : |
|     | ← Trip Creation Activity end Trip created   | : |
|     | ← Trip Creation<br>Activity end   |   |
|     | ← Trip Creation Activity end Trip created   | : |
|     | ← Trip Creation Activity end Trip created TRP00000085559  |   |
|     | ← Trip Creation Activity end Trip created TRP0000008559 Trip Details ACCOUNT NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101              |   |
|     | ← Trip Creation Activity end Trip created TRP0000008559 Trip Details ACCOUNT NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101              |   |
|     | ← Trip Creation Activity end Trip created TRP0000008559 Trip Details ACCOUNT NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101              |   |
|     | ← Trip Creation Activity end Trip created TRP0000008559 Trip Details ACCOUNT NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101              |   |
|     | ← Trip Creation Activity end Trip created TRP0000008559 Trip Details ACCOUNT NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101              |   |
|     | ← Trip Creation Activity end Trip created TRP0000008559 Trip Details ACCOUNT NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101              |   |
|     | Trip Creation Activity end Trip created Trip created Trip Details Account NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101 DEST. SITE: MLR |   |
|     | ← Trip Creation Activity end Trip created TRP0000008559 Trip Details ACCOUNT NUMBER: SUPTRAINING TERMS OF DELIVERY: false DELIVERY ACCOUNT: 597101              |   |

## Warning 1

The system verifies that the supplier's masterdata have been previously validated by the supplier.

If they have not been validated, it interrupts the process and requests their validation.

## Warning 2

In the event that the user selects parcel/Parcel Container/DN referring to different:

- Account delivery
- Sites
- Delivery class
- Account number
- Order lines to be processed with delivery date too far away from the date

the system blocks the process by reporting the error to the user.

# **TRIP ASSIGNMENT**

The process step described in the following paragraph aims to define who will physically transport the goods to the Merlo sites.

This step acts as a link between the Supplier Portal module and the Dock Scheduling module, as the actor to whom the trip is assigned can create an appointment and manually (or automatically) schedule it in an available slot.

To perform these operations, proceed via the Resources Menu  $\rightarrow$  Trip.

| 🛪 SUPPLIER PORTAL 🗸 |  |  |  |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|--|--|--|
| MAIN DASHBOARD      |  |  |  |  |  |  |  |  |  |
| MASTERDATA          |  |  |  |  |  |  |  |  |  |
| CONFIGURATIONS      |  |  |  |  |  |  |  |  |  |
| OPERATIONAL         |  |  |  |  |  |  |  |  |  |
| RESOURCES           |  |  |  |  |  |  |  |  |  |
| OrdersDetailView    |  |  |  |  |  |  |  |  |  |
| Bill Of Materials   |  |  |  |  |  |  |  |  |  |
| Parcel              |  |  |  |  |  |  |  |  |  |
| Parcel Container    |  |  |  |  |  |  |  |  |  |
| DDT                 |  |  |  |  |  |  |  |  |  |
| Trip                |  |  |  |  |  |  |  |  |  |
| Forecast Purchase   |  |  |  |  |  |  |  |  |  |
| Stock               |  |  |  |  |  |  |  |  |  |
| HELP                |  |  |  |  |  |  |  |  |  |

At this stage of the process, the user selects the trips that he wants to assign and make available to the actor who will perform the transport.

Selecting several trips and assigning them will create a new trip that will contain the DN of the selected trips. The action can also be performed on a single trip.

It will only be possible to assign trips within one's competence and therefore on the basis of the Class rendered.

The process involves:

1. Select the trip for which the action is to be performed.

| Display 📰    |            |        | 📋 Delete |             | C Refresh    | ⊥ Export   | Q Searc |               |   |                      |              |             | 🏟 Actions 👻 | 🔗 Links 👻    |          |
|--------------|------------|--------|----------|-------------|--------------|------------|---------|---------------|---|----------------------|--------------|-------------|-------------|--------------|----------|
| TRIP         | ¢ STATUS ≎ | SITE a | CREATIC  | ON DATE 🔅   | SHIPMENT.RE  | QUESTEDSHI | PMENT   | PRODUCT CLASS | ٥ | SHIPMENT.PLANNEDSHIP | MENSARRIER 🔅 | SPARE.DATE1 | ¢ CUSTOM.EN | IPTYCONTAINE | ROINTMES |
| TRP000000855 | 9 CREATED  | MLR    | 11/28/23 | 12:23:10 PM | 11/29/23 12: | 21:01 PM   |         |               |   |                      |              |             |             |              | •        |
| TRP000000855 | 8 CREATED  | MLR    | 11/28/23 | 12:12:24 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP00000855  | 7 CREATED  | MLR    | 11/28/23 | 12:10:00 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP00000855  | 6 CREATED  | MRR    | 11/28/23 | 12:08:55 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP00000855  | 5 CREATED  | MRR    | 11/28/23 | 12:08:11 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP00000855  | 4 CREATED  | MRR    | 11/28/23 | 12:07:23 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP000000855 | 3 CREATED  | MRR    | 11/28/23 | 12:07:02 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP00000855  | 2 CREATED  | MRR    | 11/28/23 | 12:06:54 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP000000855 | 1 CREATED  | MRR    | 11/28/23 | 12:06:41 PM |              |            |         |               |   |                      |              |             |             |              |          |
| TRP000000790 | 9 CREATED  | MLR    | 10/25/23 | 03:53:53 PM | 10/26/23 05: | 00:00 PM   |         |               |   |                      |              |             |             |              |          |
| TRP000000770 | 9 CREATED  | MLR    | 10/18/23 | 06:35:48 PM | 10/19/23 06: | 36:00 PM   |         |               |   |                      | Carrier4     |             |             |              |          |
| TRP000000770 | 2 CREATED  | MLR    | 10/18/23 | 05:48:26 PM | 11/30/23 05: | 50:00 PM   |         |               |   |                      | CARxDS       |             |             |              |          |
| TRP000000765 | 7 CREATED  | MRR    | 10/17/23 | 06:58:24 PM | 10/18/23 09: | 58:00 AM   | APF     | 0013503       |   | 10/18/23 10:30:00 AM | CARxDS       |             | CONTENIT    | DRE2 1       |          |
| TRP000000760 | 2 CREATED  | MLR    | 10/17/23 | 11:49:32 AM |              |            |         |               |   |                      |              |             |             |              | ~        |

### 2. Click on "Actions" and then on "Assign trips".

| 🗮 Display 🛛 🄇 |           |        | Tolete   |             | C Refresh   | 1 Export   | Q Searc |               |   |                      |               |       | 🎨 Actions              | - 🤗 Links -    |          |
|---------------|-----------|--------|----------|-------------|-------------|------------|---------|---------------|---|----------------------|---------------|-------|------------------------|----------------|----------|
| TRIP \$       | STATUS \$ | SITE 💠 | CREATIO  | ON DATE 💠   | SHIPMENT.RI | QUESTEDSHI | PMENT   | PRODUCT CLASS | ¢ | SHIPMENT.PLANNEDSHI  | PMENJARRIER 💠 | SPARE |                        | er) IPTYCONTAI | ERSINTME |
| TRP0000008559 | CREATED   | MLR    | 11/28/23 | 12:23:10 PM | 11/29/23 12 | 21:01 PM   |         |               |   |                      |               |       | Aggregate Trips        |                | *        |
| TRP000008558  | CREATED   | MLR    | 11/28/23 | 12:12:24 PM |             |            |         |               |   |                      |               |       | Assign Trips (supplier | 5              |          |
| TRP000008557  | CREATED   | MLR    | 11/28/23 | 12:10:00 PM |             |            |         |               |   |                      |               |       |                        |                |          |
| TRP000008556  | CREATED   | MRR    | 11/28/23 | 12:08:55 PM |             |            |         |               |   |                      |               |       |                        |                |          |
| TRP000008555  | CREATED   | MRR    | 11/28/23 | 12:08:11 PM |             |            |         |               |   |                      |               |       |                        |                |          |
| TRP000008554  | CREATED   | MRR    | 11/28/23 | 12:07:23 PM |             |            |         |               |   |                      |               |       |                        |                |          |
| TRP000008553  | CREATED   | MRR    | 11/28/23 | 12:07:02 PM |             |            |         |               |   |                      |               |       |                        |                |          |
| TRP000008552  | CREATED   | MRR    | 11/28/23 | 12:06:54 PM |             |            |         |               |   |                      |               |       |                        |                |          |
| TRP000008551  | CREATED   | MRR    | 11/28/23 | 12:06:41 PM |             |            |         |               |   |                      |               |       |                        |                |          |
| TRP0000007909 | CREATED   | MLR    | 10/25/23 | 03:53:53 PM | 10/26/23 05 | :00:00 PM  |         |               |   |                      |               |       |                        |                |          |
| TRP0000007709 | CREATED   | MLR    | 10/18/23 | 06:35:48 PM | 10/19/23 06 | 36:00 PM   |         |               |   |                      | Carrier4      |       |                        |                |          |
| TRP0000007702 | CREATED   | MLR    | 10/18/23 | 05:48:26 PM | 11/30/23 05 | 50:00 PM   |         |               |   |                      | CARxDS        |       |                        |                |          |
| TRP000007657  | CREATED   | MRR    | 10/17/23 | 06:58:24 PM | 10/18/23 09 | 58:00 AM   | APP     | 0013503       |   | 10/18/23 10:30:00 AM | CARxDS        |       | CONT                   | ENITORE2 1     |          |
| TRP0000007602 | CREATED   | MLR    | 10/17/23 | 11:49:32 AM |             |            |         |               |   |                      |               |       |                        |                |          |

3. The user must select the actor who will carry out the transport (typically a carrier, but it is also possible to configure the supplier itself or Merlo) (SEE <u>WARNING</u> AT BOTTOM OF PAGE).

| ASSIGN TRIPS (SUPPLIER)    |   |                       |   |                | > |
|----------------------------|---|-----------------------|---|----------------|---|
| Execute × Cancel           |   |                       |   |                |   |
| carrierSupplierAssociation |   | deliveryPreferredDate |   | Sender Address |   |
|                            | Q | 29/11/2023 12:21:01   | • | VIA NIZZA, 250 | Q |

4. Confirm your choice using the "Execute" button.

| Trip ASSIGN TRIPS (SUPPLIER) |   |                              |                |   |
|------------------------------|---|------------------------------|----------------|---|
| Execute × Cancel             |   |                              |                |   |
| carrierSupplierAssociation   |   | action.deliveryPreferredDate | Sender Address |   |
| Carrier4 SUPTRAINING         | Q | 29/11/2023 12:21:01          | VIA NIZZA, 250 | Q |

The system allows you to reassign trips previously assigned to a carrier.

The operations to be carried out are the same as for assigning the trip to the supplier.

| TRIP          |           |        |          |             |              |            |        |               |   |                                  |       |                           |              | ×       |
|---------------|-----------|--------|----------|-------------|--------------|------------|--------|---------------|---|----------------------------------|-------|---------------------------|--------------|---------|
| 🗮 Display 🖸   |           |        | 📋 Delete |             | C Refresh    | 1 Export   | Q, Sea |               |   |                                  |       | Actions -                 | 🔗 Links 👻    | 14 =    |
| TRIP \$       | STATUS \$ | SITE ¢ | CREATIO  | ON DATE 💠   | SHIPMENT.RE  | QUESTEDSHI | PMENT  | PRODUCT CLASS | ¢ | SHIPMENT.PLANNEDSHIPMEKARRIER \$ | SPARE | Reassign Trips (supplier) | 4PTYCONTAINE | ROINTME |
| TRP000008559  | CREATED   | MLR    | 11/28/23 | 12:23:10 PM | 11/29/23 12: | 21:01 PM   |        |               |   | Carrier4                         |       |                           |              | *       |
| TRP0000008558 | CREATED   | MLR    | 11/28/23 | 12:12:24 PM |              |            |        |               |   |                                  |       |                           |              |         |
| TRP000008557  | CREATED   | MLR    | 11/28/23 | 12:10:00 PM |              |            |        |               |   |                                  |       |                           |              |         |
| TRP000008556  | CREATED   | MRR    | 11/28/23 | 12:08:55 PM |              |            |        |               |   |                                  |       |                           |              |         |
| TRP0000008555 | CREATED   | MRR    | 11/28/23 | 12:08:11 PM |              |            |        |               |   |                                  |       |                           |              |         |

In case of reassignment the system proceeds to change the carrier and the applicant of the trip.

### Warning

In the event that the user selects trips referring to different:

- Account delivery
- Delivery class
- Account number

the system blocks the process by signalling the error to the user.

| SUPPLIER PORTAL | 64847310-12   | 87-4730-aa24 | 6e4afea211 | Entere 400 Chain   |                  |                      |                    | p/reassignationBySupplier: action |             | & sep                        | plier -    | Italiano - 🧬          |
|-----------------|---------------|--------------|------------|--------------------|------------------|----------------------|--------------------|-----------------------------------|-------------|------------------------------|------------|-----------------------|
| HBOARD          | VIAGGI        |              |            | Trip.reassignation | nBySupplier is i | vot executable for a | I selected entitie |                                   | <u>î</u>    |                              |            |                       |
| TERDATA         | Visualizza    | O Name       |            | ha 📑 Elmina        |                  | C Ricarica           | i Esporta          | Q. Cerra                          |             |                              | 🖨 Azioni 📼 | @ Collegamenti -      |
| FIGURAZIONI     |               |              |            |                    |                  |                      |                    |                                   |             |                              |            |                       |
| RATIVE          | VIAGGIO :     | stato :      | SITO ±     | DATA CONSEGNA P    | REFERITA :       | CODICE APPUR         | NTAMENTO :         | DATA APPUNTAMENTO :               | VETTORE :   | DATA SPEDIZIONE © CONTENITOR | VUOTI OD   | T = FAMIGLIA ARTICOLI |
| RSE             | TRP000006502  | 2 CREATO     | MRL        | 28/09/2023 17:00:  | 00               |                      |                    |                                   | CARxDS      |                              |            | ITEMCLASS1            |
|                 | TRP0000007101 | CREATO       | MRR        | 07/09/2023 19:15   | 00               |                      |                    |                                   |             |                              |            | ITEMCLASS2            |
| 0               | TRP0000007201 | CHIUSO       | MLR        | 02/10/2023 15:20   | 00               | APP0012657           |                    | 29/09/2023 11:30:00               | CARxDS      | 29/09/2023 10:05:00          |            | ACC                   |
|                 | TRP000007254  | CREATO       | MLR        | 02/10/2023 12:00   | 00               |                      |                    |                                   | SUPTRAINING |                              |            | ITEMCLASS2            |
|                 | TRP0000007304 | CREATO       | MLR        | 02/10/2023 10:40/  | 00               |                      |                    |                                   |             |                              |            | ACC                   |
|                 | TRP000007305  | CREATO       | MLR        | 09/10/2023 10:41   | 00               |                      |                    |                                   | CARxDS      |                              |            | ITEMCLASS2            |
|                 | TRP0000007304 | 6 CHIUSO     | MLR        | 05/10/2023 10:48   | 00               |                      |                    |                                   | CARXDS      | 02/10/2023 10:50:22          |            | ACC                   |
|                 |               |              |            |                    |                  |                      |                    |                                   |             |                              |            |                       |

## TRIP AGGREGATION

In order to simplify the process, following the creation of trips, the system allows (optional task) to aggregate trips with

similar characteristics (Yield class, Delivery account, Account number).

In particular, starting from trips generated by SP, not yet assigned to a carrier and therefore in "TO BE ASSIGNED" status, it is possible to aggregate them into a single trip. The supplier must specify a preferred delivery date for the generated trip and the departure address.

The aggregation can be of two types and keeps the departure dates separate.

This step is performed via the web.

To carry out these operations, proceed via the menu Resources  $\rightarrow$  Trip.

| ≺ SUPPLIER PORTAL - |
|---------------------|
| MAIN DASHBOARD      |
| MASTERDATA          |
| CONFIGURATIONS      |
| OPERATIONAL         |
| RESOURCES           |
| OrdersDetailView    |
| Bill Of Materials   |
| Parcel              |
| Parcel Container    |
| DDT                 |
| Trip                |
| Forecast Purchase   |
| Stock               |
| HELP                |

The process involves:

1. The supplier selects the trips he wants to aggregate into a single trip.

|               | 🕀 New 🕜  |         | 📋 Delete |              | C Refresh | 1 Export     | Q Search  |                         |           |                      | 🏩 Actions 👻           |            | 121    |
|---------------|----------|---------|----------|--------------|-----------|--------------|-----------|-------------------------|-----------|----------------------|-----------------------|------------|--------|
| TRIP -        | STATUS ¢ | SITE \$ | SHIPMEN  | T.REQUESTEDS | HIPMENT ¢ | PRODUCT CLAS | S 🗧 SHIPI | MENT.PLANNEDSHIPMENT \$ | CARRIER ¢ | SPARE.DATE1 \$       | CUSTOM.EMPTYCONTAINER | APPOINTMEN | T CODE |
| TRP0000003551 | CREATED  | MRL     | 10/18/23 | 09:25:00 AM  |           |              |           |                         |           |                      |                       |            | -      |
| TRP0000003552 | CREATED  | MRR     | 10/18/23 | 09:26:00 AM  |           |              |           |                         |           |                      |                       |            |        |
| TRP000003803  | CLOSED   | MRL     | 10/10/23 | 04:00:00 PM  |           | APP0005602   | 10/1      | 1/23 10:00:00 AM        | Alisped   | 10/09/23 01:54:33 PM |                       |            |        |
| TRP000003956  | CLOSED   | MRN     | 10/18/23 | 04:55:00 PM  |           | APP0006109   | 10/1      | 9/23 10:00:00 AM        | BRT       | 10/18/23 03:31:18 PM | 645116 1              |            |        |
| TRP0000004001 | CLOSED   | MRN     | 10/18/23 | 03:00:00 PM  |           | APP0006151   | 10/1      | 8/23 03:30:00 PM        | DHL       | 10/18/23 03:34:44 PM | 649843 1              |            | - 1    |
| TRP0000004002 | CLOSED   | MRL     | 10/18/23 | 07:04:00 PM  |           | APP0006152   | 10/1      | 9/23 10:00:00 AM        | Nordovest | 10/18/23 03:22:17 PM |                       |            |        |
| TRP0000004053 | CLOSED   | MRR     | 10/30/23 | 10:31:00 AM  |           |              |           |                         | BRT       | 10/25/23 02:49:05 PM | 645116 2              |            |        |
| TRP0000004351 | CLOSED   | MRL     | 10/24/23 | 04:35:00 PM  |           | APP0006601   | 10/2      | 5/23 10:00:00 AM        | Artoni    | 10/24/23 03:37:07 PM |                       |            |        |
| TRP0000004403 | CREATED  | MRL     | 10/25/23 | 01:21:00 PM  |           |              |           |                         |           |                      | 616979 1              |            |        |
| TRP0000004752 | CREATED  | MRL     | 11/01/23 | 02:45:00 PM  |           |              |           |                         |           |                      |                       |            |        |
| TRP0000005252 | CLOSED   | MRL     | 11/14/23 | 01:37:00 PM  |           |              |           |                         | Susa      | 11/13/23 02:28:33 PM |                       |            | _      |
| TRP0000005803 | CREATED  | MRR     | 11/29/23 | 04:57:00 PM  |           |              |           |                         |           |                      |                       |            |        |
| TRP000005804  | CREATED  | MRR     | 11/29/23 | 04:56:00 PM  |           |              |           |                         |           |                      |                       |            |        |
| TRP00052      | CLOSED   | MRL     | 05/18/23 | 12:00:00 PM  |           |              |           |                         | Ruatta    |                      |                       |            |        |

2. Click on "Actions" and then the action "Aggregate Trips" is selected. (SEE WARNING AT THE BOTTOM

### OF THE PAGE)

| TRIP         |                              |        |            |             |           |              |                         |                      |                      |                               |             | ×      |
|--------------|------------------------------|--------|------------|-------------|-----------|--------------|-------------------------|----------------------|----------------------|-------------------------------|-------------|--------|
| ≣ Display    |                              |        | 📋 Delete   |             | C Refresh | 1 Export     | Q, Search               |                      |                      | 🔅 Actions 🔸                   |             | 121 🚍  |
| TRIP         | <ul> <li>STATUS ÷</li> </ul> | SITE 🗘 | SHIPMENT   | REQUESTEDS  | HIPMENT ¢ | PRODUCT CLAS | S   S  SHIPMENT.PLANNED | SHIPMENT 🔅 CARRIER 🕸 | SPARE.DATE1 \$       | CUS Reassign Trips (supplier) | APPOINTMENT | CODE ¢ |
| TRP00000355  | 1 CREATED                    | MRL    | 10/18/23 ( | 09:25:00 AM |           |              |                         |                      |                      | Aggregate Trips               |             | •      |
| TRP000000355 | 2 CREATED                    | MRR    | 10/18/23 ( | 09:26:00 AM |           |              |                         |                      |                      | Assign Trips (supplier)       |             |        |
| TRP00000380  | 3 CLOSED                     | MRL    | 10/10/23 0 | 04:00:00 PM |           | APP0005602   | 10/11/23 10:00:00 A     | M Alisped            | 10/09/23 01:54:33 PM |                               |             |        |
| TRP000000395 | 6 CLOSED                     | MRN    | 10/18/23 ( | 04:55:00 PM |           | APP0006109   | 10/19/23 10:00:00 A     | M BRT                | 10/18/23 03:31:18 PM | 645116 1                      |             |        |
| TRP000000400 | 1 CLOSED                     | MRN    | 10/18/23 ( | 03:00:00 PM |           | APP0006151   | 10/18/23 03:30:00 PI    | M DHL                | 10/18/23 03:34:44 PM | 649843 1                      |             |        |
| TRP000000400 | 2 CLOSED                     | MRL    | 10/18/23 ( | 07:04:00 PM |           | APP0006152   | 10/19/23 10:00:00 A     | M Nordovest          | 10/18/23 03:22:17 PM |                               |             |        |
| TRP000000405 | 3 CLOSED                     | MRR    | 10/30/23   | 10:31:00 AM |           |              |                         | BRT                  | 10/25/23 02:49:05 PM | 645116 2                      |             |        |
| TRP000000435 | 1 CLOSED                     | MRL    | 10/24/23   | 04:35:00 PM |           | APP0006601   | 10/25/23 10:00:00 A     | M Artoni             | 10/24/23 03:37:07 PM |                               |             |        |
| TRP000000440 | 3 CREATED                    | MRL    | 10/25/23 ( | 01:21:00 PM |           |              |                         |                      |                      | 616979 1                      |             |        |
| TRP000000475 | 2 CREATED                    | MRL    | 11/01/23 ( | 02:45:00 PM |           |              |                         |                      |                      |                               |             |        |
| TRP00000525  | 2 CLOSED                     | MRL    | 11/14/23 ( | 01:37:00 PM |           |              |                         | Susa                 | 11/13/23 02:28:33 PM |                               |             |        |
| TRP00000580  | 3 CREATED                    | MRR    | 11/29/23 ( | 04:57:00 PM |           |              |                         |                      |                      |                               |             |        |
| TRP00000580  | 4 CREATED                    | MRR    | 11/29/23   | 04:56:00 PM |           |              |                         |                      |                      |                               |             |        |
| TRP00052     | CLOSED                       | MRL    | 05/18/23   | 12:00:00 PM |           |              |                         | Ruatta               |                      |                               |             | -      |

### 3. The supplier must specify:

- Preferred delivery date for the generated trip: this date is set by default as the lower of the dates specified for the trips selected
- Sender address: indicates the shipping address from which the goods to be shipped will depart. No consistency checks are performed on the shipping addresses specified in the individual trips

| GGREGATE TRIPS |  |                                      |                                      |
|----------------|--|--------------------------------------|--------------------------------------|
|                |  |                                      |                                      |
| eferredDate    | Sender Address                                     |                                      |                                      |
| aaaa: 🗖        | Via G. di Vittorio, 33A/33B 10098 RIVOLI TO PIE IT | Q                                    |                                      |
| r              | AGGREGATE TRIPS                                    | × Cancel referredDate Sender Address | X Cancel referredDate Sender Address |

#### 4. Click on "Execute", so that the trips can be created.

| Trip                   |   |  |   |  |
|------------------------|---|--|---|--|
| Execute × Cancel       |   |  |   |  |
| .deliveryPreferredDate |   | Sender Address                                     |   |  |
| 29/11/2023 17:03       | 5 | Via G. di Vittorio, 33A/33B 10098 RIVOLI TO PIE IT | Q |  |

5. Following confirmation of the parameters, the trip will be created in "CREATED" status and will be available for assignment to the carrier. The trip will contain the original DN.

| TRIP          |           |        |          |              |           |             |          |                      |              |                      |          |                         |                 |     |
|---------------|-----------|--------|----------|--------------|-----------|-------------|----------|----------------------|--------------|----------------------|----------|-------------------------|-----------------|-----|
| E Display     | 🔁 New 🕜   |        | 📋 Delete |              | C Refresh | 1 Export    | Q Search |                      |              |                      |          | 🖨 Actions 👻             | 🔗 Links 👻       | 121 |
| TRIP          | STATUS 0  | SITE ¢ | SHIPMEN  | T.REQUESTEDS | HIPMENT   | PRODUCT CLA | SS ¢     | SHIPMENT.PLANNEDSHIE | MENJARRIER 0 | SPARE.DATE1 0        | CUSTO    |                         | NESPARE.STERING | 5 ¢ |
| TRP0000003551 | 1 CREATED | MRL    | 10/18/23 | 09:25:00 AM  |           |             |          |                      |              |                      |          | Aggregate Trips         | ACC             |     |
| TRP000003552  | 2 CREATED | MRR    | 10/18/23 | 09:26:00 AM  |           |             |          |                      |              |                      |          | Assign Trips (supplier) | ACC             |     |
| TRP000003803  | 3 CLOSED  | MRL    | 10/10/23 | 04:00:00 PM  | AP        | P0005602    |          | 10/11/23 10:00:00 AM | Alisped      | 10/09/23 01:54:33 PM |          |                         | ACC             |     |
| TRP000003956  | 6 CLOSED  | MRN    | 10/18/23 | 04:55:00 PM  | AP        | P0006109    |          | 10/19/23 10:00:00 AM | BRT          | 10/18/23 03:31:18 PM | 645116   |                         | ACC             |     |
| TRP0000004001 | 1 CLOSED  | MRN    | 10/18/23 | 03:00:00 PM  | AP        | P0006151    |          | 10/18/23 03:30:00 PM | DHL          | 10/18/23 03:34:44 PM | 649843 1 |                         | ACC             | 1   |
| TRP0000004002 | 2 CLOSED  | MRL    | 10/18/23 | 07:04:00 PM  | AP        | P0006152    |          | 10/19/23 10:00:00 AM | Nordovest    | 10/18/23 03:22:17 PM |          |                         | ACC             |     |
| TRP0000004053 | 3 CLOSED  | MRR    | 10/30/23 | 10:31:00 AM  |           |             |          |                      | BRT          | 10/25/23 02:49:05 PM | 645116 2 |                         | ACC             |     |
| TRP0000004351 | 1 CLOSED  | MRL    | 10/24/23 | 04:35:00 PM  | AP        | P0006601    |          | 10/25/23 10:00:00 AM | Artoni       | 10/24/23 03:37:07 PM |          |                         | ACC             |     |
| TRP0000004403 | 3 CREATED | MRL    | 10/25/23 | 01:21:00 PM  |           |             |          |                      |              |                      | 616979 1 |                         | ACC             |     |
| TRP0000004752 | 2 CREATED | MRL    | 11/01/23 | 02:45:00 PM  |           |             |          |                      |              |                      |          |                         | ACC             |     |
| TRP0000005252 | 2 CLOSED  | MRL    | 11/14/23 | 01:37:00 PM  |           |             |          |                      | Susa         | 11/13/23 02:28:33 PM |          |                         | ACC             |     |
| TRP0000005805 | 5 CREATED | MRR    | 11/29/23 | 05:03:00 PM  |           |             |          |                      |              |                      |          |                         | ACC             |     |
| TRP0000005806 | 6 CREATED | MRR    |          |              |           |             |          |                      |              |                      |          |                         |                 |     |
| TRP00052      | CLOSED    | MRL    | 05/18/23 | 12:00:00 PM  |           |             |          |                      | Ruatta       |                      |          |                         | FN663GR         |     |

# Warning

In case the user selects trips referring to different:

- Account delivery
- Delivery class
- Account number

the system blocks the process by signalling the error to the user

| SUPPLIER PORTAL     |   | 64847310-128 | 17-4730-ai24- | 6e4afea211 | 04 I vlaggi non possono essere ap | gregati perche' hanno termini di cons | egna diversi        | ×           | & supplier                        | - <b>O</b> | talaro - 🧬                            |
|---------------------|---|--------------|---------------|------------|-----------------------------------|---------------------------------------|---------------------|-------------|-----------------------------------|------------|---------------------------------------|
| SHBOARD             | « | VIAGGI       |               |            |                                   |                                       |                     |             |                                   |            |                                       |
| STERDATA            |   |              | O Nuovo       |            | inca 📑 Birnina 🖺 Cora             | C Ricarica 1 Esporta                  | Q. Cerca            |             |                                   | zioni -    |                                       |
| NFIGURAZIONI        |   |              |               |            |                                   |                                       |                     |             |                                   |            |                                       |
| RATIVE              |   | VIAGGIO I    | STATO a       | SITO a     | DATA CONSEGNA PREFERITA           | CODICE APPUNTAMENTO :                 | DATA APPUNTAMENTO : | VETTORE :   | DATA SPEDIZIONE : CONTENITORI VUO | TI ODT     | <ul> <li>FAMIGLIA ARTICOLO</li> </ul> |
| DRSE                |   | TRP000006502 | CREATO        | MRL        | 28/09/2023 17:00:00               |                                       |                     | CARxDS      |                                   |            | ITEMCLASS1                            |
| Defin               |   | TRP000007101 | CREATO        | MRR        | 07/09/2023 19:15:00               |                                       |                     |             |                                   |            | ITEMCLASS2                            |
| Distinta Base       |   | TRP000007201 | CHIUSO        | MLR        | 02/10/2023 15:20:00               | APP0012657                            | 29/09/2023 11:30:00 | CARADS      | 29/09/2023 10:05:00               |            | ACC                                   |
| Coll                |   | TRP000007254 | CHIUSO        | MLR        | 02/10/2023 12:00:00               | APP0012803                            | 02/10/2023 14:15:00 | SUPTRAINING | 02/10/2023 13:06:20               |            | ITEMCLAS52                            |
| MasterColli         |   | TRP000007304 | CREATO        | MLR        | 02/10/2023 10:40:00               |                                       |                     |             |                                   |            | ACC                                   |
| 007                 |   | TRP000007305 | CREATO        | MLR        | 09/10/2023 10:41:00               |                                       |                     | CARIOS      |                                   |            | ITEMCLASS2                            |
| Vingel              |   | TRP000007306 | CHIUSO        | MLR        | 05/10/2023 10:48:00               |                                       |                     | CARxDS      | 02/10/2023 10:50:22               |            | ACC                                   |
| Ordini Previsionali |   | TRP000007309 | CREATO        | MLR        | 09/10/2023 14:46:00               |                                       |                     |             |                                   |            | MULTI                                 |
| Rock                |   |              |               |            |                                   |                                       |                     |             |                                   |            |                                       |
| 10                  |   |              |               |            |                                   |                                       |                     |             |                                   |            |                                       |

# **TRIP TAKE OVER**

This process step is the last task to be performed on a trip in the SP and allows the trip to be closed following the take-over of the goods.

This step is performed via mobile phone through the Supplier Portal Menu  $\rightarrow$  Trip take over and allows:

- to the supplier, to electronically affix his signature and certify the DN to be entrusted to the person operating the transport.
- to the transport operator, to digitally affix his signature on the DN taken over.

This is done via the Menu Supplier Portal  $\rightarrow$  Trip take over.

| ≡ Supplier Portal        |    |
|--------------------------|----|
| Parcel Container Managem | .] |
| Trip Creation            |    |
| Trip take over           |    |

The carrier must notify the supplier of the Appointment/Travel/Travel code that is part of the appointment.

The process involves:

1. Following communication by the carrier, the supplier enters the code communicated to him. Click on "Insert" to proceed.

| ← ` | Trip Tak               | e Over    |  |
|-----|------------------------|-----------|--|
|     | D                      | igit code |  |
|     | ppointment<br>00000855 |           |  |
|     |                        | INSERT    |  |
|     |                        |           |  |
|     |                        |           |  |

2. The system automatically retrieves the DN from that supplier's the trip. The supplier can click on each DN to view it and allow the carrier's signature.

|    | ← Trip Take Over :  |
|----|---|
|    | Trip informations   |
|    | Selected trip   |
|    | TRP000008559  |
|    |   |
|    | Trip Details  |
|    | ACCOUNT NUMBER: SUPTRAINING<br>CARRIER: Carrier4<br>TERMS OF DELIVERY: false<br>DELIVERY ACCOUNT: 597101<br>DEST. SITE: MLR   |
|    | Delivery notes associated   |
|    | 2023.001706<br>MERLO S.P.A OPEN   |
|    |   |
|    |   |
|    |   |
|    |   |
| 3. | Click on "Take it".   |
|    | ← Trip Take Over :  |
|    | Delivery Note informations  |
|    | Delivery note selected <b>2023.001706</b>   |
|    | Delivery Notes details  |
|    | SUPTRAINING -<br>ACCOUNT NUMBER: SUPPLIER<br>TRAINING<br>DDT CODE ACC. NUMBER: DDT. 2023<br>CARRIER: Carrier4<br>NUM. PARCELS: 1<br>GROSS TOT WEIGHT: 40,00<br>DELIVERY ACCOUNT: MERLO S.P.A. |
|    | OPEN PDF  |
|    | TAKE IT   |
|    | DON'T TAKE IT   |
|    |   |
|    |   |
|    | < ○ □   |

4. The carrier (or transport operator) takes charge of the DN by digitally affixing a signature to it. Click on "Confirm" to complete the taking charge of the journey.

| ← Trip Take Over | : |  |  |  |  |  |  |  |  |
|------------------|---|--|--|--|--|--|--|--|--|
| Sign             |   |  |  |  |  |  |  |  |  |
| Carrier sign     |   |  |  |  |  |  |  |  |  |
| Carrier          |   |  |  |  |  |  |  |  |  |
| REPEAT SIGN      |   |  |  |  |  |  |  |  |  |
| CONFIRM          |   |  |  |  |  |  |  |  |  |
| < ○ □            |   |  |  |  |  |  |  |  |  |

The DN is updated and the signature just affixed will be displayed.

The previous two operations are performed for all DN related to the appointment.

Once the actions have been carried out on all the DN, the trip relating to the signed DN pass into the CLOSED state.

The transport documents taken over will be signed by the user of the supplier who performed the action. In the signature field of the sender will be entered: "Company Name + Date and Time Signature + User ID".

## **DDT VIEWING**

After using the "Trip Creation" operation, a DN will be created automatically.

To view the BOM from the Supplier Portal, you will need to:

1. Go to Resources  $\rightarrow$  DDT



2. Set filters and press "SEARCH".

| DDT               |   |      |      |          |      |       |   |         |       |       |     |     |
|-------------------|---|------|------|----------|------|-------|---|---------|-------|-------|-----|-----|
| 🗮 Display 🛛 🕀 New |   |      |      | 1 Export |      |       |   |         |       |       |     |     |
|                   |   |      |      |          |      |       |   |         |       |       | QU  | ERY |
| GROUP BY          | 0 | RESO | URCE |          | ATTR | IBUTE | O | PERATOR | VALUE |       |     |     |
| ATTRIBUTES        |   |      |      |          | DDT  |       | • |         |       |       |     |     |
| FUNCTIONS         |   |      |      |          |      |       |   |         |       | RESET | ADD |     |

### 3. The DN will then be visible.

| 🗮 Display 🚯 New   | 🖍 Edit 🛛 📋 Delet |               | C Refresh <u>1</u> Ex | port Q Search |           |                  |                 |                 | 🔅 printDeliveryNote | 🔗 Links 👻       |      |
|-------------------|------------------|---------------|-----------------------|---------------|-----------|------------------|-----------------|-----------------|---------------------|-----------------|------|
| DOCUMENTNUMBER \$ | HOSTDOCUMENT 0   | STATUS 👳      | SPARE.BOOLEAN3 🔅      | REFTRIP ¢     | DOCDATE ¢ | SPARE.NUMBER2 \$ | SPARE.NUMBER3 0 | SPARE.STRING3 © | SPARE.STRING5 ¢     | SHIPPINGSITE \$ | RECE |
| 2023.001706       | DDT. 2023        | status.CLOSED |                       | TRP000008559  | 11/28/23  | 40               | 1               | ACC             | spare.string5.SALE  | MLR             | 554  |
| 2023.001687       | asd              | status.OPEN   |                       | TRP0000007909 | 10/25/23  | 0.1              |                 | ACC             | spare.string5.SALE  | MLR             | 55   |
| 2023.001670       | dsa              | status.OPEN   |                       | TRP0000007702 | 10/18/23  | 0.1              |                 | ITEMCLASS2      | spare.string5.SALE  | MLR             | 59   |
| 2023.001674       | dsa              | status.OPEN   |                       | TRP000007709  | 10/18/23  | 0.2              |                 | ITEMCLASS2      | spare.string5.SALE  | MLR             | 55   |
| 2023.001668       | 000              | status.OPEN   |                       | TRP000007657  | 10/17/23  | 220              |                 | ITEMCLASS2      | spare.string5.SALE  | MRR             | 55   |
| 2023.001481       | 000              | status.OPEN   |                       |               | 06/23/23  | 60               |                 | ITEMCLASS2      | spare.string5.SALE  | MRR             | 55   |
| 2023.001483       | 000              | status.OPEN   |                       |               | 06/23/23  | 26               |                 | ITEMCLASS2      | spare.string5.SALE  | MRR             | 59   |
| 2023.001491       | DDT2             | status.OPEN   |                       |               | 06/23/23  | 60               |                 | ITEMCLASS2      | spare.string5.SALE  | MRR             | 55   |
| 2023.001440       | 000              | status.OPEN   |                       |               | 06/19/23  | 390              |                 | ITEMCLASS2      | spare.string5.SALE  | MRR             | 55   |

### To print the DN:

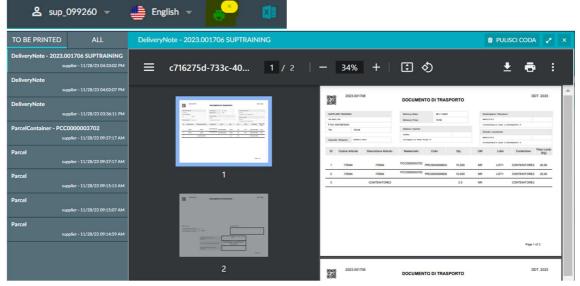
1. From the screen displaying the DN, click on "Print DN".

| DELIVERYNOTE        |                   |               |                |                 |            |                 |                 |                 |                    |                | ×      |
|---------------------|-------------------|---------------|----------------|-----------------|------------|-----------------|-----------------|-----------------|--------------------|----------------|--------|
| ■ Display     ● New | 🖌 Edit 🛛 📋 Delete |               | C Refresh      | Export Q Search |            |                 |                 |                 | printDeliveryNote  | 🔗 Links 👻      |        |
| DOCUMENTNUMBER ©    | HOSTDOCUMENT \$   | STATUS 👳      | SPARE.BOOLEAN3 | ¢ REFTRIP ¢     | DOCDATE \$ | SPARE.NUMBER2 0 | SPARE.NUMBER3 © | SPARE.STRING3 © | SPARE.STRING5 😄    | SHIPPINGSITE 🛊 | RECEIV |
| 2023.001706         | DDT. 2023         | status.CLOSED |                | TRP000008559    | 11/28/23   | 40              | 1               | ACC             | spare.string5.SALE | MLR            | 55 📤   |
| 2023.001687         | asd               | status.OPEN   |                | TRP0000007909   | 10/25/23   | 0.1             |                 | ACC             | spare.string5.SALE | MLR            | 55     |
| 2023.001670         | dsa               | status.OPEN   |                | TRP0000007702   | 10/18/23   | 0.1             |                 | ITEMCLASS2      | spare.string5.SALE | MLR            | 55     |
| 2023.001674         | dsa               | status.OPEN   |                | TRP0000007709   | 10/18/23   | 0.2             |                 | ITEMCLASS2      | spare.string5.SALE | MLR            | 55     |
| 2023.001668         | 000               | status.OPEN   |                | TRP000007657    | 10/17/23   | 220             |                 | ITEMCLASS2      | spare.string5.SALE | MRR            | 55     |
| 2023.001481         | 000               | status.OPEN   |                |                 | 06/23/23   | 60              |                 | ITEMCLASS2      | spare.string5.SALE | MRR            | 55     |
| 2023.001483         | 000               | status.OPEN   |                |                 | 06/23/23   | 26              |                 | ITEMCLASS2      | spare.string5.SALE | MRR            | 55     |
| 2023.001491         | DDT2              | status.OPEN   |                |                 | 06/23/23   | 60              |                 | ITEMCLASS2      | spare.string5.SALE | MRR            | 55     |
| 2023.001440         | 000               | status.OPEN   |                |                 | 06/19/23   | 390             |                 | ITEMCLASS2      | spare.string5.SALE | MRR            | 55     |

2. Then press "YES".

| ? | Execute printDeliveryNote? |    |
|---|----------------------------|----|
|   | YES                        | NO |

3. Pressing on the printer icon will display the print queue.



4. To print, simply press on the printer icon.

| TO BE PRINTED          | ALL   | Delivery | Note - 2023.001706 SUPTRAI   | NING      |           |                 |                      |                                  |              |        | 1     | PUL               | ISCI CODA    | 1                  |
|------------------------|---|----------|--|-----------|-----------|-----------------|----------------------|----------------------------------|--------------|--------|-------|-------------------|--------------|--------------------|
| DeliveryNote - 2023.00 | 01706 SUPTRAINING<br>plier - 11/28/23 04:33:02 PM | Ξ        | c716275d-733c-40   | 1 / 2   - | _ 1       | 34%             | +                    |                                  | න            |        |       | 1                 | : 6          | :                  |
| DeliveryNote           | plier - 11/28/23 04:02:07 PM                      |          |  |           |           |                 |                      |                                  |              |        |       |                   |              |                    |
| DeliveryNote           |   |          | I  |           |           | 2023.00170      | 6                    | DOCUMEN                          | ITO DI TRASF | PORTO  |       |                   | D            | OT. 2023           |
|                        | plier - 11/28/23 03:36:11 PM                      |          |  |           | SUPPLIER  |                 |                      | Dativery Date:<br>Delivery Time: | 25-11-2023   |        | Deale | uterio / Receiver |              |                    |
| ParcelContainer - PCC0 | 000002702   |          | A second (second) (second (second) (second) (second) (second ( | - 52      | P NA 030  | 9672043         |                      |                                  | 13.56        |        |       |                   | rocava e     |                    |
|                        |   |          |  | <u></u>   | Tel       | Enal            |                      | Vettore / Carrier                |              |        |       | a / Cuatomer      |              |                    |
| supp                   | plier - 11/28/23 09:37:17 AM                      |          |  |           | Caunale / | lasar unpra-1   |                      | To Argines, Ph. 1018             | Nada (7      |        | -     | RPA               |              |                    |
| Parcel                 |   |          |  |           | ID (      | Codice Articolo | Descrizione Articolo | Mastercollo                      | Collo        | Qity   | UM    | Lotto             |              | Peso Lordo<br>[Kg] |
| supp                   | plier - 11/28/23 09:37:17 AM                      |          |  | No. 1     |           | ITEM4           | ITEMA                | PCC000003702                     | PRC000006605 | 10,000 | NR    | LOTI              | CONTENITORE2 | 20,00              |
| Parcel                 |   |          | 1  |           | 2         | ITEMA           | ITEMA                | PCC0000003702                    | PRC000006606 | 10,000 | NR    | LOT1              | CONTENITORE2 | 20,00              |
| supp                   | plier - 11/28/23 09:15:15 AM                      |          |  |           | 3         |                 | CONTENITORE2         |                                  |              | 2.0    | NR    |                   | CONTENITORE2 |                    |
| Parcel                 |   |          | II area accessioned  | -         |           |                 |                      |                                  |              |        |       |                   |              |                    |
| supp                   | plier - 11/28/23 09:15:07 AM                      |          |  |           |           |                 |                      |                                  |              |        |       |                   |              |                    |
| Parcel                 |   |          | 10.107 Autom   |           |           |                 |                      |                                  |              |        |       |                   |              |                    |
| supp                   | plier - 11/28/23 09:14:59 AM                      |          |  |           |           |                 |                      |                                  |              |        |       |                   |              |                    |
|                        |   |          | and an and a second sec |           |           |                 |                      |                                  |              |        |       |                   | Page 1       | of 2               |
|                        |   |          | 2  |           | 10×10     | 2023.00170      | a                    |                                  |              |        |       |                   | D            | 07.2023            |
|                        |   |          |  |           |           | a.ua.3.00170    | •                    | DOCUMEN                          | TO DI TRASP  | PORTO  |       |                   |              | rt. aved           |

To verify that the Merlo-side signature has taken place you have two possibilities: 1. Verify that the field "Recipient's signature" is filled in.

| TO BE PRINTED         | ALL   | DeliveryNote - 2023.001706 SUPTRAINING                                    | 📋 PULISCI CODA             | 2    |
|-----------------------|---|---|----------------------------|------|
|                       | 001706 SUPTRAINING<br>pplier - 11/28/23 04:39:02 PM | ≡ 67eb8f4d-e61d-4c 2 / 2   − 34% +   🕃 🚸                                  | ± ē                        | :    |
|                       | 101706 SUPTRAINING<br>pplier - 11/28/23 04:33:02 PM | 2 ITTM TEM PC000000176 PRO00000000 10.070                                 | NR LOTI CONTENTORE2 20     | 0,00 |
| DeliveryNote          | pplier - 11/28/23 04:02:07 PM                       | A COMPLETENDES 22   | NR CONTENITORE2            |      |
| DeliveryNote          | pplier - 11/28/23 03:36:11 PM                       |   |                            |      |
| ParcelContainer - PCC | 0000003702<br>pplier - 11/28/23 09:37:17 AM         |   | Page 1 of 2                |      |
| Parcel                | pplier - 11/28/23 09:37:17 AM                       | 1 DOCUMENTO DI TRASPORTO  | DDT. 2                     | 1023 |
| Parcel su             | pplier - 11/28/23 09:15:15 AM                       | 3 manual  |                            |      |
| Parcel                | pplier - 11/28/23 09:15:07 AM                       |   |                            |      |
| Parcel                | pplier - 11/28/23 09:14:59 AM                       |   | uni / Notes                |      |
|                       |   | 2 K kale util Tki of paratis<br>Proz tratas Long 1 Tata at 40,00          | lo                         |      |
|                       |   | Finalde Constants / Draw Sprawn   |                            |      |
|                       |   | Firma dist Forsitive / Experient Sportune SUPTRAINING + 2 metro           | admin                      |      |
|                       |   | Press dal Destinutera / Receiver<br>Bijn-state MERLO S PA + 2<br>Interfo_ | 8/11/2023 16:38 -<br>admin |      |
|                       |   |   | Page 2 of 2                |      |

2. Check that the "DN Signed" flag is present on the DN line.

| DELIVERYNOTE      |                 |               |                      |                 |           |                 |                  |                 |                       |                |        |
|-------------------|-----------------|---------------|----------------------|-----------------|-----------|-----------------|------------------|-----------------|-----------------------|----------------|--------|
| 🔳 Display 🛛 🙃 New | 🎤 Edit 🛛 📋 Dele |               | C Refresh <u>1</u> E | ixport Q Search |           |                 |                  |                 | 🔅 print Delivery Note | 🔗 Links 👻      |        |
| DOCUMENTNUMBER 0  | HOSTDOCUMENT \$ | STATUS 💠      | SPARE.BOOLEAN3 \$    | REFTRIP \$      | DOCDATE 0 | SPARE.NUMBER2 © | SPARE.NUMBER3 \$ | SPARE.STRING3 ‡ | SPARE.STRING5 💠       | SHIPPINGSITE ¢ | RECEIV |
| 2023.001706       | DDT. 2023       | status.CLOSED | <b>⊡</b>             | TRP000008559    | 11/28/23  | 40              | 1                | ACC             | spare.string5.SALE    | MLR            | *      |
| 2023.001687       | asd             | status.OPEN   |                      | TRP0000007909   | 10/25/23  | 0.1             |                  | ACC             | spare.string5.SALE    | MLR            | 55     |
| 2023.001670       | dsa             | status.OPEN   |                      | TRP0000007702   | 10/18/23  | 0.1             |                  | ITEMCLASS2      | spare.string5.SALE    | MLR            | 55     |
| 2023.001674       | dsa             | status.OPEN   |                      | TRP0000007709   | 10/18/23  | 0.2             |                  | ITEMCLASS2      | spare.string5.SALE    | MLR            | 55     |
| 2023.001668       | 000             | status.OPEN   |                      | TRP000007657    | 10/17/23  | 220             |                  | ITEMCLASS2      | spare.string5.SALE    | MRR            | 55     |
| 2023.001481       | 000             | status.OPEN   |                      |                 | 06/23/23  | 60              |                  | ITEMCLASS2      | spare.string5.SALE    | MRR            | 55     |
| 2023.001483       | 000             | status.OPEN   |                      |                 | 06/23/23  | 26              |                  | ITEMCLASS2      | spare.string5.SALE    | MRR            | 55     |
| 2023.001491       | DDT2            | status.OPEN   |                      |                 | 06/23/23  | 60              |                  | ITEMCLASS2      | spare.string5.SALE    | MRR            | 55     |
| 2023.001440       | 000             | status.OPEN   |                      |                 | 06/19/23  | 390             |                  | ITEMCLASS2      | spare.string5.SALE    | MRR            | 55     |
|                   |                 |               |                      |                 |           |                 |                  |                 |                       |                |        |

# **OPENING OF FORECAST ORDERS**

With the introduction of LEA REPLY, provisional orders will no longer be sent by email but will be viewable directly on the portal.

To view order it will be necessary to:

1. Proceed from the Supplier Portal via RESOURCES  $\rightarrow$  FORECAST PURCHASE.

| 🛪 SUPPLIER PORTAL 🗸 |
|---------------------|
| MAIN DASHBOARD      |
| MASTERDATA          |
| CONFIGURATIONS      |
| OPERATIONAL         |
| RESOURCES           |
| OrdersDetailView    |
| Bill Of Materials   |
| Parcel              |
| Parcel Container    |
| DDT                 |
| Trip                |
| Forecast Purchase   |
| Stock               |
| HELP                |

2. Set the filter type and click on "SEARCH".

| FORECAST PL |  |       |            |          |          |   |       |       |       |
|-------------|--|-------|------------|----------|----------|---|-------|-------|-------|
| ≣ Display   |  |       |            | 1 Export |          |   |       |       |       |
|             |  |       |            |          |          |   |       |       | QUERY |
| RESOURCE    |  | ATTRI | BUTE       |          | OPERATOR | 2 | VALUE |       |       |
|             |  | Weel  | k Expected |          | -        | • |       |       |       |
|             |  |       |            |          |          |   |       | DEPET |       |

3. The orders for the selected weeks will then be visible. The orders will be displayed both in pdf format (rows ending in .pdf) and in Excel format (rows ending in .xls). Select the line for the selected week and click on the link.

| FURECAST  | PURCHASE |    |                 |              |                                      | ^           |
|-----------|----------|----|-----------------|--------------|--------------------------------------|-------------|
| E Display |          |    | Clone C Refresh | L Export Q S |                                      | <i>∂</i> 5≡ |
|           | SUPPLIER | ¢. | WEEK EXPECTED   | ÷            | DOCUMENT NAME                        | \$          |
| 099260    |          |    |                 | 11           | BOANO SRL_099260_w11.pdf             | *           |
| 099260    |          |    |                 | 11           | BOANO SRL_099260_w11_GG_16-03-23.xls |             |
| 099260    |          |    |                 | 10           | BOANO SRL_099260_w10.xls             |             |
| 099260    |          |    |                 | 10           | BOANO SRL_099260_w10.pdf             |             |
| 099260    |          |    |                 | 9            | BOANO SRL_099260_w09_GG_02-03-23.xls |             |
|           |          |    |                 |              |                                      |             |

4. At this point, to view/save the file, click on the "paperclip" icon and choose whether to preview (by clicking on the table image) or save the file (by clicking on the "Download" button).

| Forecast Purch | ase DOCL   | JMENT [9] |          |           |          |           |            |   |                  |    |
|----------------|------------|-----------|----------|-----------|----------|-----------|------------|---|------------------|----|
| ≣ Display      |            |           |          | C Refresh | 1 Export | Q, Search |            |   |                  |    |
|                |            | DOCUM     | ENT NAME | ¢         | FOR      | ¢ TAM8    | ATTACHMENT | ¢ | ATTACHMENT NOTES | \$ |
| BOANO SRL_0    | 199260_w11 | .pdf      |          |           | PDF      |           | 8          |   |                  |    |

| Forecast P | urchase DOCI  | JMENT [였] |            |  |     |               |             |           |      |     |                  | × |
|------------|---------------|-----------|------------|--|-----|---------------|-------------|-----------|------|-----|------------------|---|
|            |               |           |            |  |     |               |             |           |      |     |                  |   |
|            |               | DOCUMEN   | IT NAME    |  |     | FORMAT        |             | ATTACHMEN | IT ¢ |     | ATTACHMENT NOTES |   |
| BOANO S    | RL_099260_w11 | .pdf      |            |  | PDF |               |             | ۹         |      |     |                  | * |
|            |               |           |            |  |     |               |             |           |      |     |                  |   |
|            |               |           |            |  |     |               |             |           |      |     |                  |   |
|            |               |           |            |  |     |               |             |           | CLO  | OSE |                  |   |
| PF         | REVIEW        | NAME      |            |  |     | FILENAME      |             |           |      |     |                  |   |
|            | DOWNLOAD      | 09926     | 0_11.0_PDF |  |     | BOANO SRL_099 | 260_w11.pdf |           |      |     |                  |   |
|            |               |           |            |  |     |               |             |           |      |     |                  |   |

# STOCK READING AND INVENTORY REQUEST

The portal makes it possible to consult the stock of raw material delivered for account work, stock updated to the last DN recorded on the side Merlo.

To view the stock you will need to:

1. Go to RESOURCES  $\rightarrow$  STOCK.

|                   | - |
|-------------------|---|
| MAIN DASHBOARD    | « |
| MASTERDATA        |   |
| CONFIGURATIONS    |   |
| OPERATIONAL       |   |
| RESOURCES         |   |
| OrdersDetailView  |   |
| Bill Of Materials |   |
| Parcel            |   |
| Parcel Container  |   |
| DDT               |   |
| Trip              |   |
| Forecast Purchase |   |
| Stock             |   |
| HELP              |   |
|                   |   |

2. Use the appropriate filters and then click on "SEARCH".

| <b>STOCK</b>    |   |      |       |          |     |        |          |       |       |     |       |
|-----------------|---|------|-------|----------|-----|--------|----------|-------|-------|-----|-------|
| 🚍 Display 🕒 New |   |      |       | 1 Export |     |        |          |       |       |     |       |
|                 |   |      |       |          |     |        |          |       |       |     | QUERY |
| GROUP BY        | 0 | RESC | DURCE |          | ATT | RIBUTE | OPERATOR | VALUE |       |     |       |
| ATTRIBUTES      |   |      |       |          | Qu  | antity | ÷        |       |       |     |       |
| FUNCTIONS       |   |      |       |          |     |        |          |       | RESET | ADD |       |

### 3. All stocks will then be visible.

| STOCK    |       |    |         |    |              |          |     |    |                     |   |      |                  |   |                    | ×                |
|----------|-------|----|---------|----|--------------|----------|-----|----|---------------------|---|------|------------------|---|--------------------|------------------|
| Display  |       |    |         |    | C Refresh    | 1 Export | Q s |    |                     |   |      |                  |   | 🔅 Declare Quantity | <sup>104</sup> ≡ |
| ITEM C   | ODE a | QL | JANTITY | \$ | SUPPLIER QU/ | ANTITY   | ¢   |    | UNIT OF MEASUREMENT | ¢ | U    | AST DDT RECEIVED | ¢ | VENDOR CODE        | ٥                |
| 032546   |       |    |         | 20 |              |          | 0   | NR |                     |   | 193  |                  |   | 099260             | -                |
| 105819   |       |    | 7       | 01 |              |          | 0   | NR |                     |   |      |                  |   | 099260             |                  |
| 108133   |       |    |         | 1  |              |          | 0   | NR |                     |   |      |                  |   | 099260             |                  |
| 108134   |       |    |         | 1  |              |          | 0   | NR |                     |   |      |                  |   | 099260             |                  |
| 126206   |       |    |         | 1  |              |          | 0   | NR |                     |   | 477  |                  |   | 099260             |                  |
| 134862   |       |    |         | 9  |              |          | 0   | NR |                     |   | 445  |                  |   | 099260             |                  |
| 534388   |       |    |         | 17 |              |          | 0   | NR |                     |   |      |                  |   | 099260             |                  |
| 662263   |       |    |         | 1  |              |          | 0   | NR |                     |   |      |                  |   | 099260             |                  |
| 662299   |       |    |         | 1  |              |          | 0   | NR |                     |   |      |                  |   | 099260             |                  |
| 009947AA |       |    |         | 0  |              |          |     | NR |                     | 3 | 524  |                  |   | 099260             |                  |
| 010827BB |       |    |         | 0  |              |          |     | NR |                     |   |      |                  |   | 099260             |                  |
| 011775AA |       |    |         | 0  |              |          |     | NR |                     | 3 | 298  |                  |   | 099260             |                  |
| 012452AA |       |    |         | 0  |              |          |     | NR |                     |   | 1264 |                  |   | 099260             |                  |
| 014654AA |       |    |         | 0  |              |          |     | NR |                     |   |      |                  |   | 099260             | -                |

4. It will then be possible to confirm the quantities using the "Declare Quantity" button.

| <b>STOCK</b> |       |    |         |    |              |          |       |                     |      |                   |    |                  | ×     |
|--------------|-------|----|---------|----|--------------|----------|-------|---------------------|------|-------------------|----|------------------|-------|
| E Display    |       |    |         |    | C Refresh    | 1 Export | Q Sea |                     |      |                   |    | Declare Quantity | 104 🚍 |
| ITEM C       | ODE ¢ | QL | JANTITY | ¢  | SUPPLIER QU/ | NTITY    | ¢     | UNIT OF MEASUREMENT | ¢.   | LAST DDT RECEIVED | ¢  | VENDOR CODE      | ¢     |
| 032546       |       |    |         | 20 |              |          | 0 N   |                     | 193  |                   | 09 | 9260             | 4     |
| 105819       |       |    | 7       | 01 |              |          | 0 N   |                     |      |                   | 09 | 9260             |       |
| 108133       |       |    |         | 1  |              |          | 0 N   |                     |      |                   | 09 | 9260             |       |
| 108134       |       |    |         | 1  |              |          | 0 N   |                     |      |                   | 09 | 9260             |       |
| 126206       |       |    |         | 1  |              |          | 0 N   |                     | 477  |                   | 09 | 9260             |       |
| 134862       |       |    |         | 9  |              |          | 0 N   |                     | 445  |                   | 09 | 9260             |       |
| 534388       |       |    |         | 17 |              |          | 0 N   |                     |      |                   | 09 | 9260             |       |
| 662263       |       |    |         | 1  |              |          | 0 N   |                     |      |                   | 09 | 9260             |       |
| 662299       |       |    |         | 1  |              |          | 0 N   |                     |      |                   | 09 | 9260             |       |
| 009947AA     |       |    |         | 0  |              |          | N     |                     | 524  |                   | 09 | 9260             |       |
| 010827BB 0   |       | 0  |         | N  |              |          |       | 099260              |      |                   |    |                  |       |
| 011775AA     | 0 A   |    | N       |    | 298          |          | 09    | 9260                |      |                   |    |                  |       |
| 012452AA     |       |    |         | 0  |              |          | N     |                     | 1264 |                   | 09 | 9260             |       |
| 014654AA     |       |    |         | 0  |              |          | N     |                     |      |                   | 0  | 9260             |       |

5. It will then be possible to choose the desired quantity by filling in the "New Supplier Quantity" field.

In addition, in order to monitor supplier quantities, Merlo can activate the inventory request function through which it can request confirmation of the quantity in stock from the supplier.