

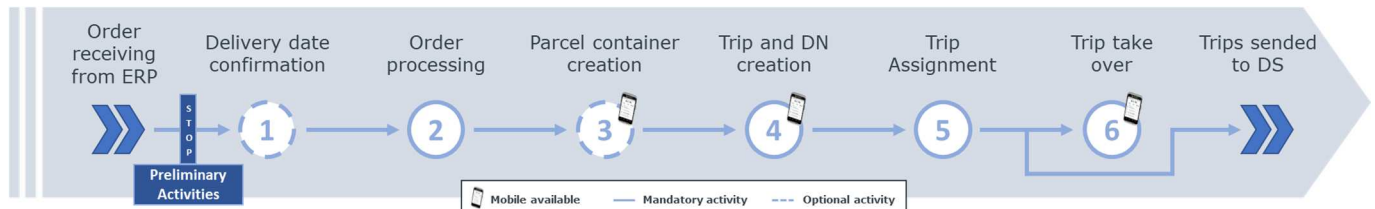
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# SUPPLIER PORTAL - User Manual

## 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.
2. **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

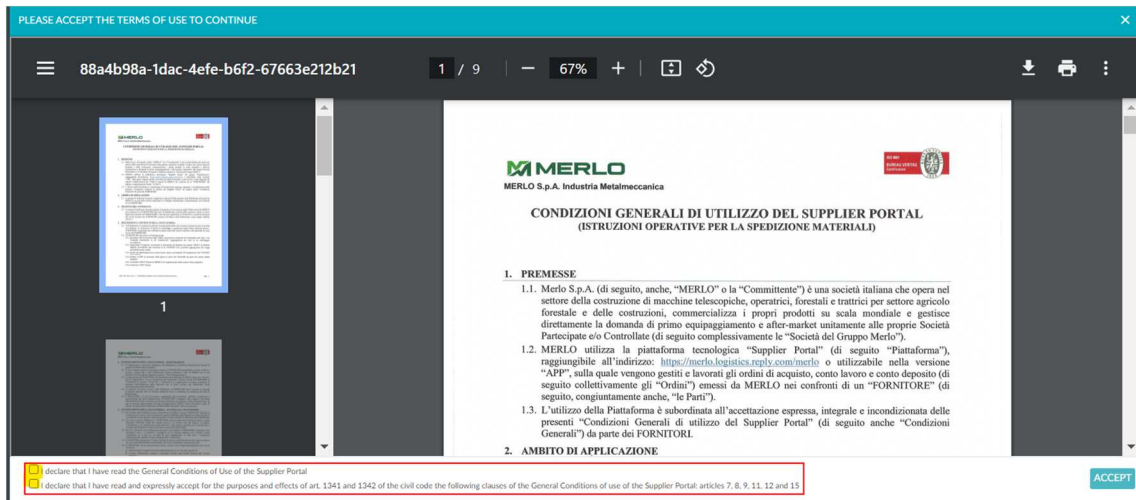
Preliminary activities include:

- Acceptance of conditions of use
- Validation of personal data

## Acceptance of conditions of use

The process involves:

1. Click on the acceptance check boxes.



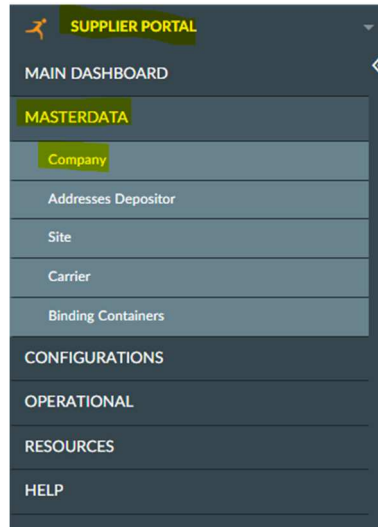
2. Click on the "ACCEPTANCE" button.



## Master Data Validation

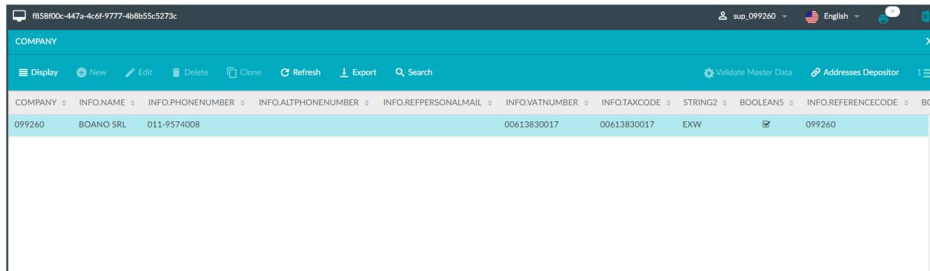
It will be mandatory to validate the master data in order to be able to use the main operations of the system.

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

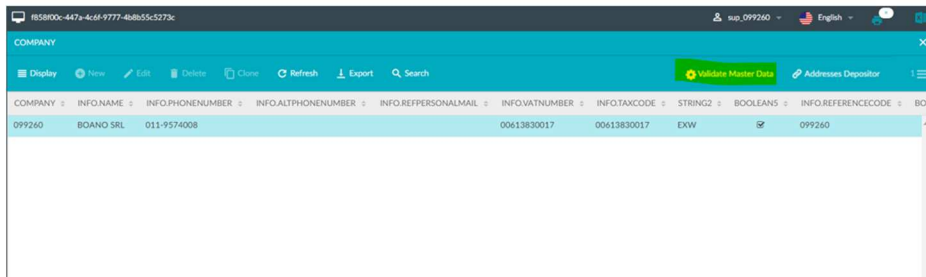


The process involves:

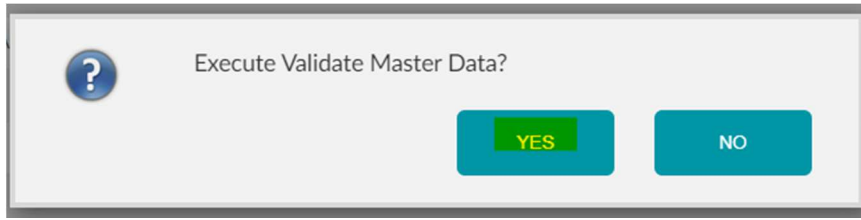
### 1. Selection of the supplier to validate.



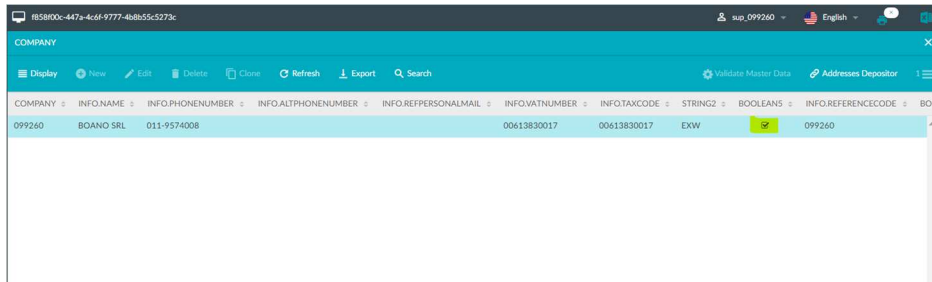
### 2. Click on the "Validate Masterdata" action.



3. Click on "YES".



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

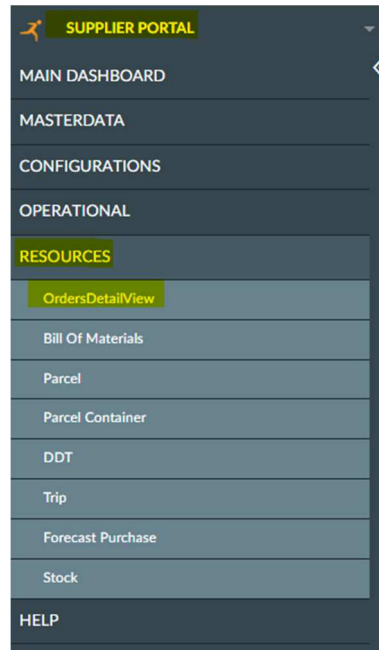


A screenshot of a web application interface. At the top, there is a header bar with the text "COMPANY" and a close button. Below the header is a toolbar with icons for "Display", "New", "Edit", "Delete", "Clone", "Refresh", "Export", and "Search". To the right of the toolbar are two buttons: "Validate Master Data" and "Addresses Depositor". Below the toolbar is a table with the following columns: COMPANY, INFO.NAME, INFO.PHONENUMBER, INFO.ALTPHONENUMBER, INFO.REFFPERSONALMAIL, INFO.VATNUMBER, INFO.TAXCODE, STRING2, BOOLEAN5, INFO.REFERENCECODE, and BOO. The table contains one row of data with the following values: 099260, BOAND SRL, 011-9574008, , , 00613830017, 00613830017, EXW, , 099260.

COMPANY	INFO.NAME	INFO.PHONENUMBER	INFO.ALTPHONENUMBER	INFO.REFFPERSONALMAIL	INFO.VATNUMBER	INFO.TAXCODE	STRING2	BOOLEAN5	INFO.REFERENCECODE	BOO
099260	BOAND SRL	011-9574008			00613830017	00613830017	EXW	<input checked="" type="checkbox"/>	099260	

## VIEWING ORDERS

To view the orders, proceed via Menu Resources → Orders.



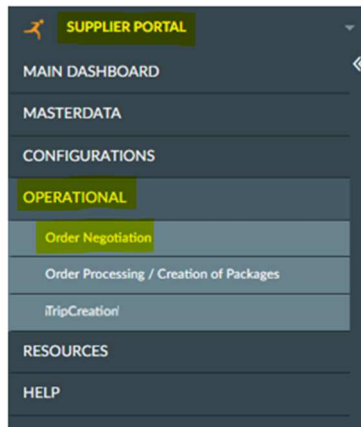
The information is organized by order line and each one has all the necessary information including:

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

ORDER	COMPLETEDSTATUS	ITEM	QUANTITY	UOM	WORKED QUANTITY	RECEIVED QUANTITY	UOM	DELIVERY DATE	PROPOSED DATE	DATE CONFIRMED	CREATION DATE
OA10619555.5	completedStatus.DELIVERED	098567	80	NR	80	80	NR	10/02/2022			11/05/2023
OA10619555.8	completedStatus.DELIVERED	098567	40	NR	40	40	NR	16/02/2022	16/02/2022		11/05/2023
OA10619555.11	completedStatus.DELIVERED	098567	80	NR	80	80	NR	02/03/2022	02/03/2022		11/05/2023
OA10619555.16	completedStatus.DELIVERED	098567	80	NR	80	80	NR	28/03/2022	28/03/2022		11/05/2023
OA10619555.2	completedStatus.DELIVERED	098567	40	NR	40	40	NR	19/01/2022			11/05/2023
OA10619555.3	completedStatus.DELIVERED	098567	120	NR	120	120	NR	27/01/2022			11/05/2023
OA10619555.13	completedStatus.DELIVERED	098567	80	NR	80	80	NR	10/03/2022	10/03/2022		11/05/2023
OA10619555.14	completedStatus.DELIVERED	098567	120	NR	120	120	NR	16/03/2022	16/03/2022		11/05/2023
OA10619555.4	completedStatus.DELIVERED	098567	120	NR	120	120	NR	04/02/2022			11/05/2023
OA10619555.15	completedStatus.DELIVERED	098567	80	NR	80	80	NR	24/03/2022	24/03/2022		11/05/2023
OA10619555.19	completedStatus.DELIVERED	098567	40	NR	40	40	NR	07/04/2022	07/04/2022		11/05/2023
OA10619555.25	completedStatus.DELIVERED	098567	80	NR	80	80	NR	11/05/2022	11/05/2022		11/05/2023
OA10619555.26	completedStatus.DELIVERED	098567	80	NR	80	80	NR	19/05/2022	19/05/2022		11/05/2023
OA10619555.29	completedStatus.DELIVERED	098567	80	NR	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 → Order Negotiation.

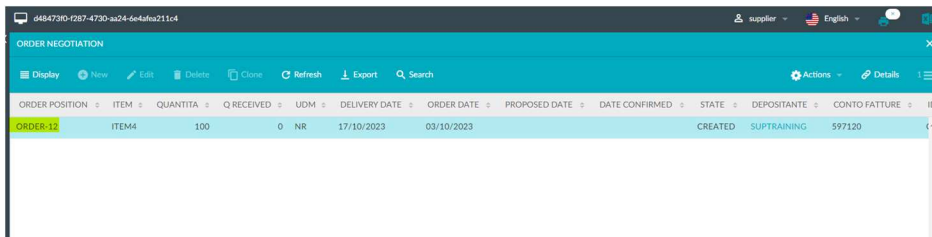


The system allows you to view the orders associated with each supplier and to select the operation you want to perform.

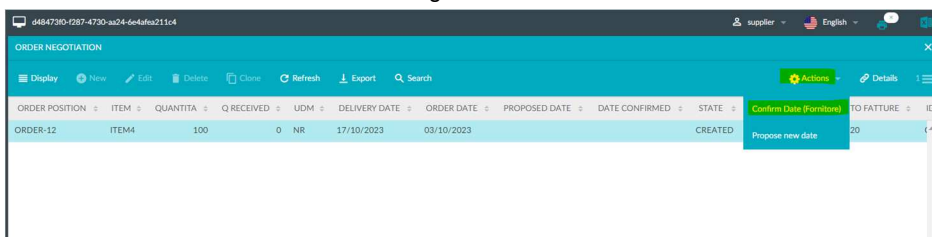
## Confirm Original Date

The process involves:

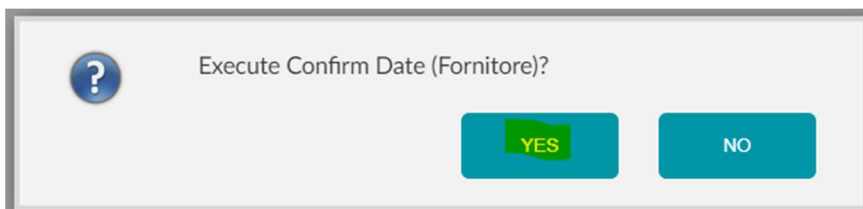
1. Click on the order line on which you want to perform the action.



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



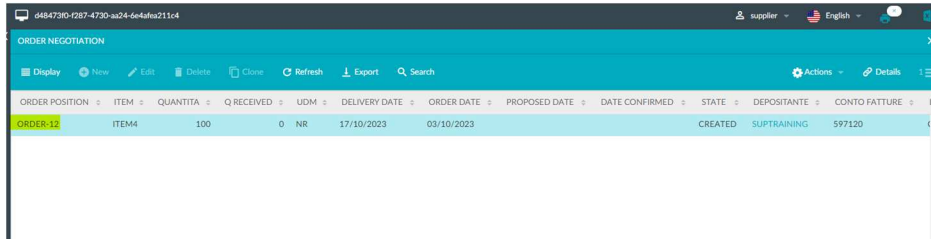
3. Click on "YES".



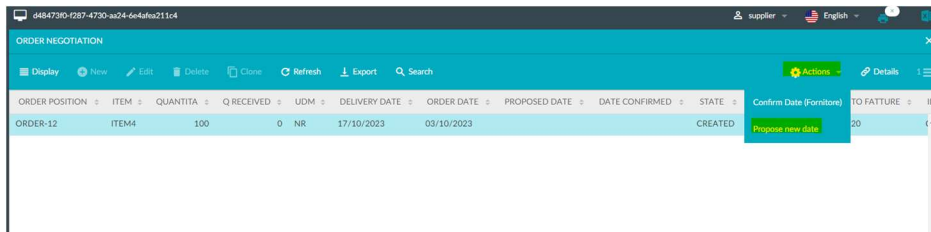
## Propose a new date

The process involves:

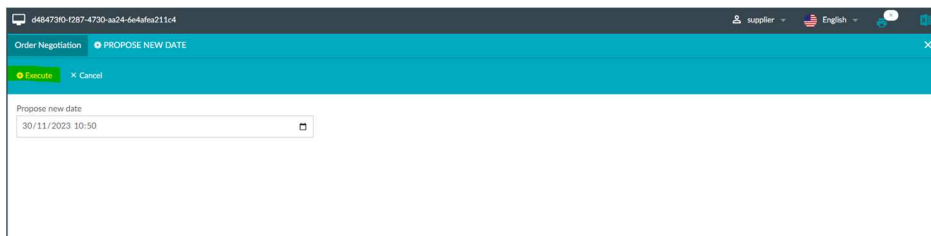
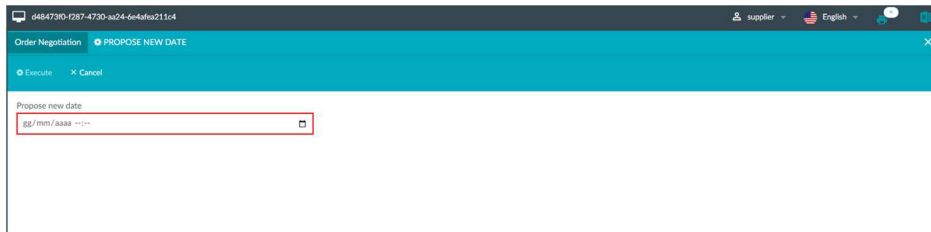
1. Click on the order line on which you want to perform the action.



2. Click on “Actions” and then on “Propose new date”.



3. Enter the required parameters and click on “Execute”.

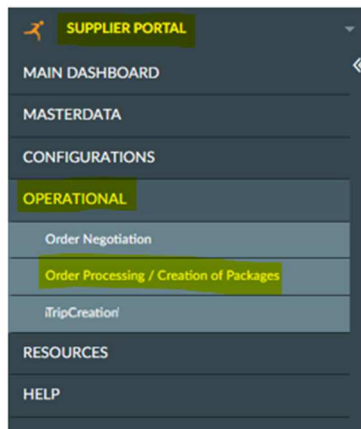




## ORDERS PROCESSING AND PARCELS CREATION

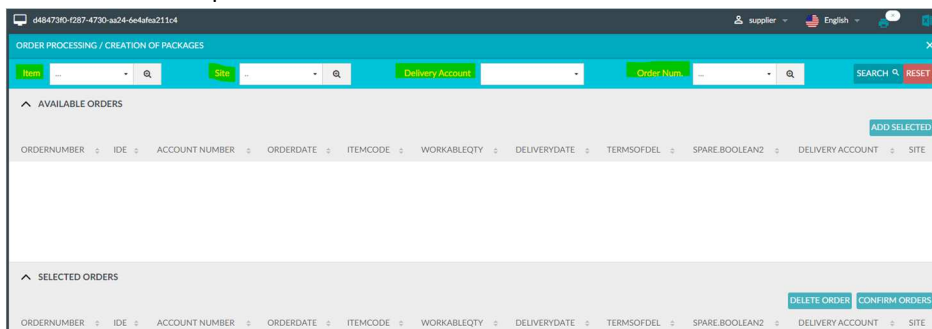
The process phase described in the following paragraph has the objective of processing the orders received, create the relevant parcels and print their labels.

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

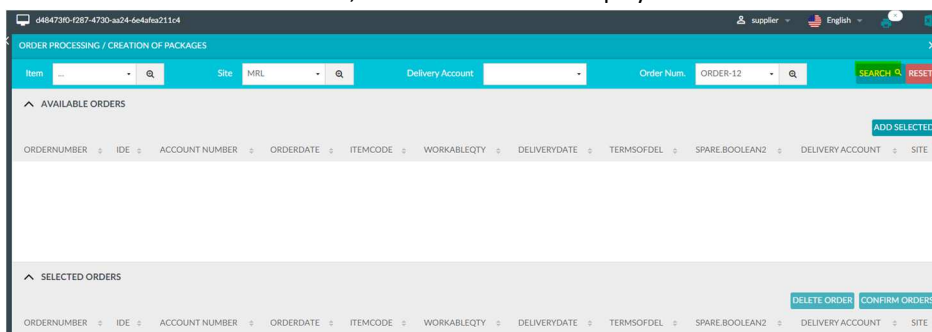


The process involves:

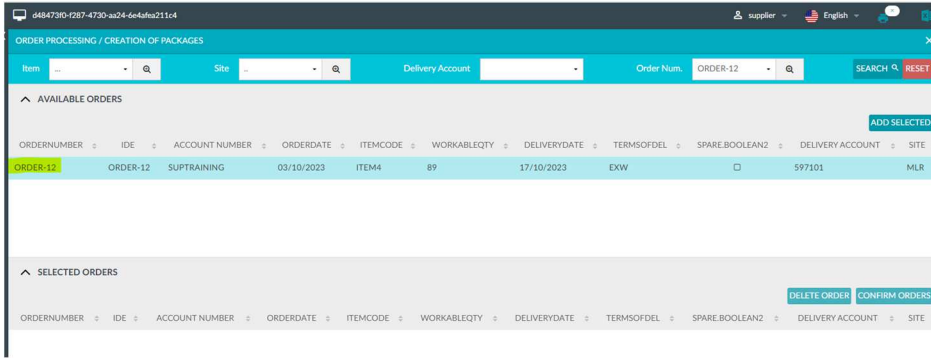
1. The user can filter the orders to be processed by article, site, consignee code and order line, using the text boxes at the top.



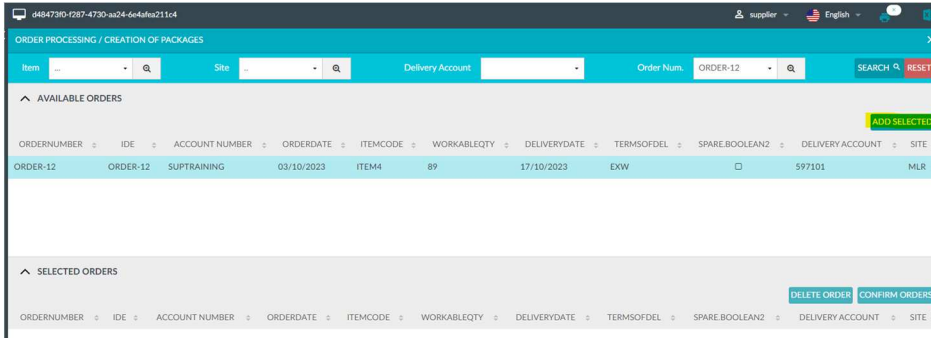
2. Once the filter has been entered, click on "Search" to display the available orders.



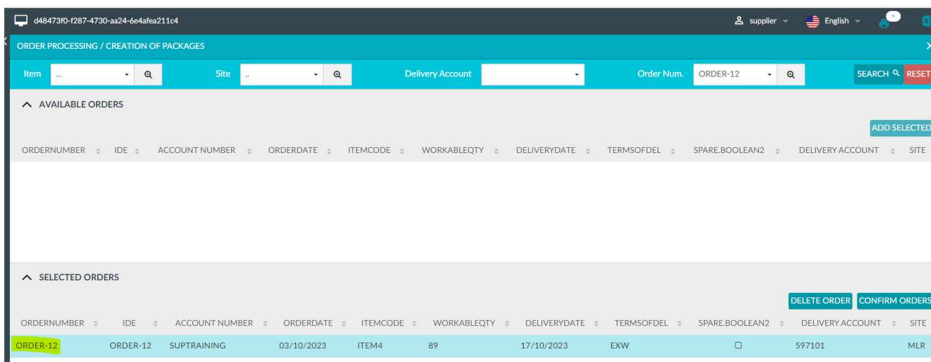
3. Select the order you wish to work on.



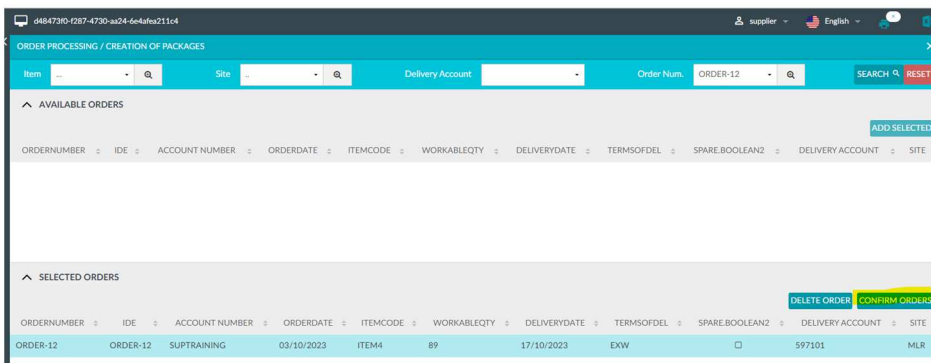
4. Click on "Add selected". (SEE [WARNING 1](#) AT THE BOTTOM OF THE PAGE).



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



6. Click on "Confirm orders".



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

**PARCELS CREATION**

**Item specifications**

Item	Description	Net Weight
ITEM4	ITEM4	0

**Order quantity and processing**

Quantity to work:   
 Workable Quantity: 89  
 Lot:   
 Country:

**Container specifications**

Container	Description	Weight	Def Quantity
<input type="text"/>			

**Quantity per package**

Qty per Container:

**CREATE** **CANCEL**

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

**PARCELS CREATION**

**Item specifications**

Item	Description	Net Weight
ITEM4	ITEM4	0

**Order quantity and processing**

Quantity to work:   
 Workable Quantity: 89  
 Lot:   
 Country:

**Container specifications**

Container	Description	Weight	Def Quantity
CONTENITORE2	CONTENITORE2	20	

**Quantity per package**

Qty per Container:

**CREATE** **CANCEL**

9. Using the "Create Parcels" button actually creates the parcels and generates the labels to be printed (SEE [WARNING 3](#) AT THE BOTTOM OF PAGE).

ORDER PROCESSING / CREATION OF PACKAGES

Item:  Site:  Delivery Account:  Order Num.:  SEARCH **RESET**

AVAILABLE ORDERS

SELECTED ORDERS

ORDERNUMBER	ID	ACCOUNT NUMBER	ORDERDATE	ITEMCODE	WORKABLEQTY	DELIVERYDATE	TERMSOFDEL	SPARE.BOOLEAN2	DELIVERY ACCOUNT	SITE
ORDER-12	ORDER-12	SUPTRAINING	03/10/2023	ITEM4	89	17/10/2023	EXW		597101	MLR

PARCEL MANAGER 40 items 2 parcels

PROPOSED PARCELS **DETAILS** **CANCEL** **CREATE PARCELS** **ADD TO PARCEL CONTAINER**

ACCOUNTNUMBER	ITEMCODE	ITEMDESCRIPTION	PACKAGE TYPE	QUANTITY	UOM	LOT	GROSSWEIGHT
SUPTRAINING	ITEM4	ITEM4	CONTENITORE2	20.00	NR	LOT2	20
SUPTRAINING	ITEM4	ITEM4	CONTENITORE2	20.00	NR	LOT2	20

PARCEL CONTAINER **CLOSE**

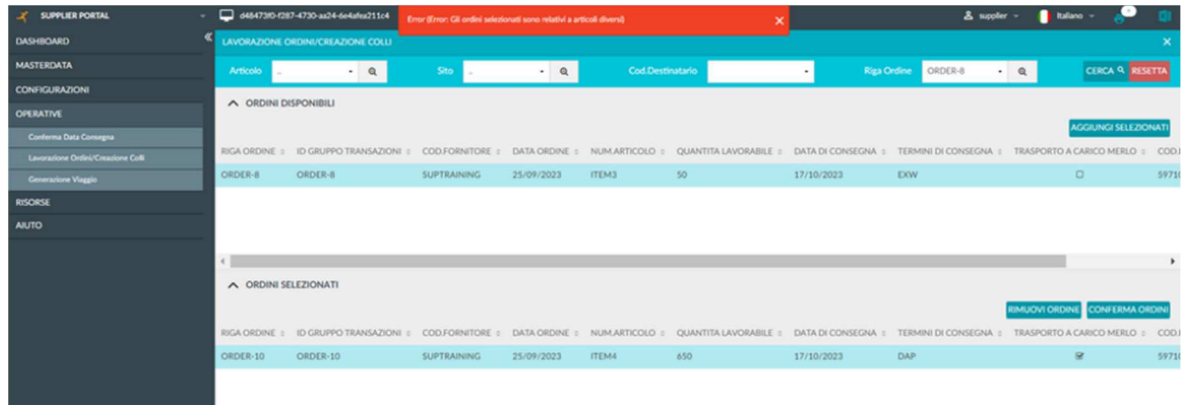
Code  
 Item Class  
 Delivery Account

## Warning 1

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

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

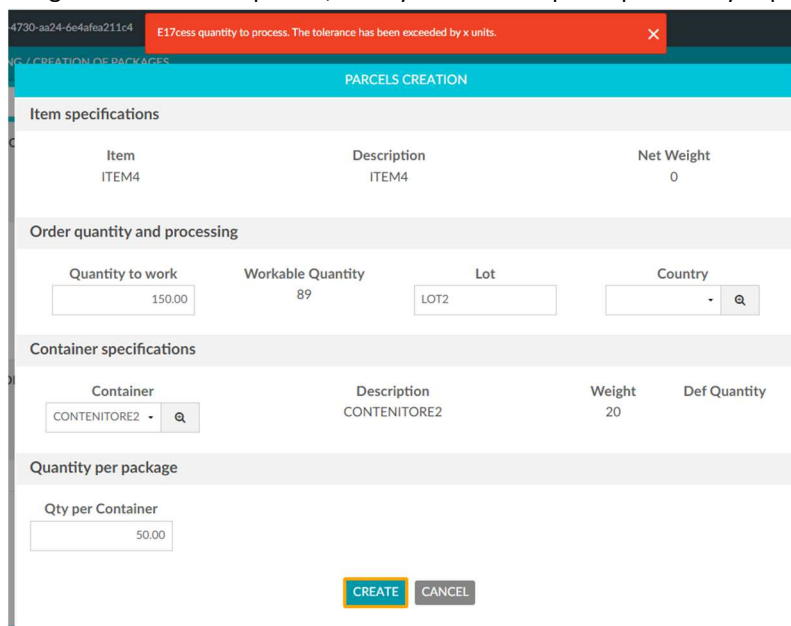
Order lines to be processed with delivery date too far from the current date.



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.



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.

790-aa24-6e4f6a211c4

Quantity to be processed in excess of x units. The quantity entered is within the tolerance. X

6 / CREATION OF PACKAGES

### PARCELS CREATION

**Item specifications**

Item	Description	Net Weight
ITEM4	ITEM4	0

**Order quantity and processing**

Quantity to work	Workable Quantity	Lot	Country
<input type="text" value="100.00"/>	89	<input type="text" value="LOT2"/>	<input type="text" value="-"/>

**Container specifications**

Container	Description	Weight	Def Quantity
<input type="text" value="CONTENITORE2"/>	CONTENITORE2	20	

**Quantity per package**

Qty per Container
<input type="text" value="50.00"/>

### 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.

PARCEL MANAGER 80 items 2 parcels

PROPOSED PARCELS

ACCOUNTNUMBER	ITEMCODE	ITEMDESCRIPTION	PACKAGETYPE	QUANTITY	UOM	LOT	GROSSWEIGHT
SUPTRAINING	ITEM4	ITEM4	<input type="text" value="CONTENITORE2"/>	<input type="text" value="50.00"/>	NR	<input type="text" value="LOT2"/>	<input type="text" value="20"/>
SUPTRAINING	ITEM4	ITEM4	<input type="text" value="CONTENITORE2"/>	<input type="text" value="40.00"/>	NR	<input type="text" value="LOT2"/>	<input type="text" value="20"/>

PARCEL CONTAINER

Code

Item Class

Delivery Account

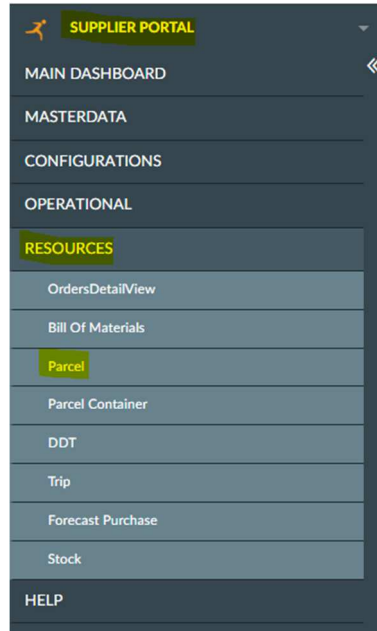
## VIEWING PARCELS

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

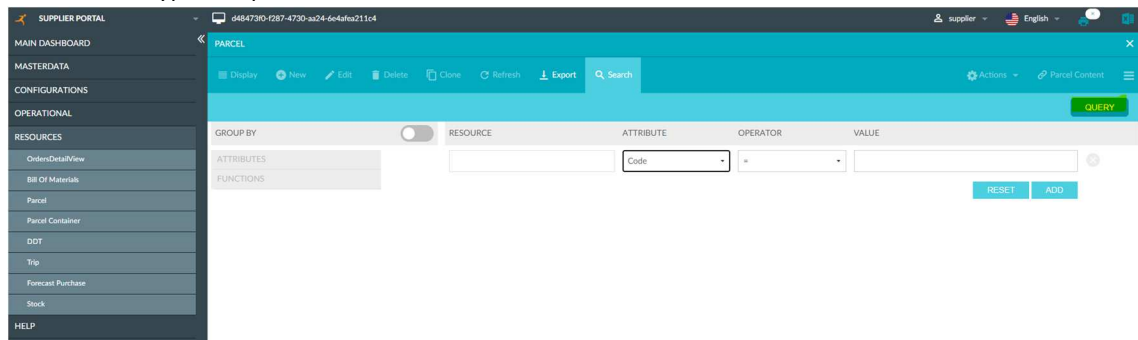
As soon as parcels are created, the corresponding labels are automatically generated.

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

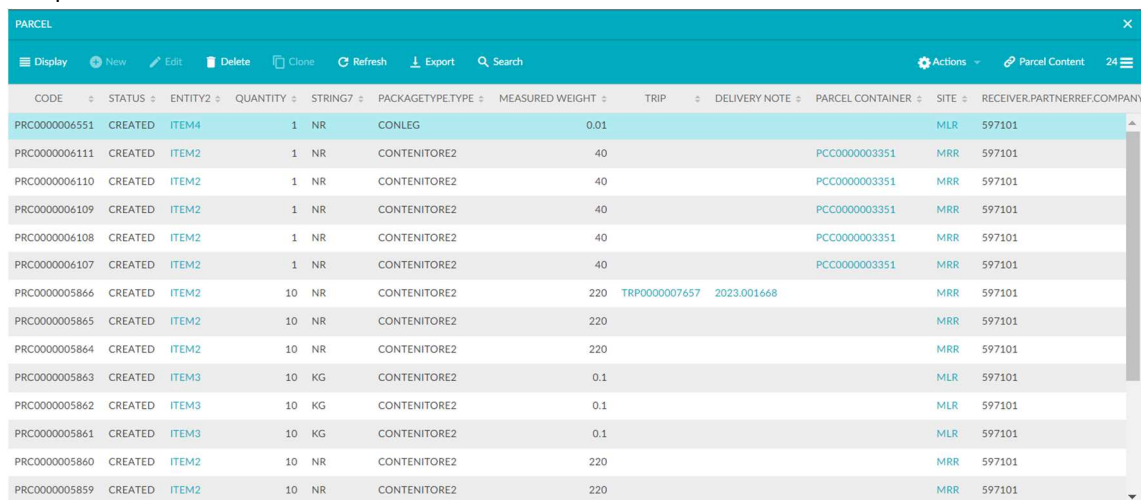
Go to Resources → Parcels



1. Set the filter type and press the “Search” button.



2. The parcels will then be visible.



CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGE TYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	597101
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	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	220	TRP0000007657	2023.001668		MRR	597101
PRC000005865	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
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
PRC000005859	CREATED	ITEM2	10	NR	CONTENITORE2	220				MRR	597101

## To delete parcels

- 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.

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE.TYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0,01				MLR	597101
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	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	220	TRP000007657	2023.001668		MRR	597101
PRC000005865	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
PRC000005862	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.

- To display the labels, press on the printer icon:

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE.TYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0,01				MLR	597101
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006108	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006107	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101

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

**TO BE PRINTED**

Parcel	supplier	timestamp
Parcel	supplier	11/28/23 09:15:15 AM
Parcel	supplier	11/28/23 09:15:07 AM
Parcel	supplier	11/28/23 09:14:59 AM

**Parcel**

5455efd5-3ecd-49... 1 / 1 | 33%

1

MRR

1.0	ITEM2
NR	ITEM2
-	
CONTENITORE2	
CONTENITORE2	
SUPTRAINING	
SUPPLIER TRAINING	

PRC000006108

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

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

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC0000064109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006108	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	
PRC000006107	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	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	
PRC000005863	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

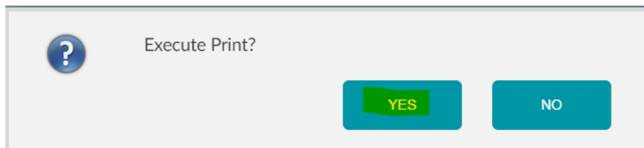
2. Press the "ACTIONS" button.

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC0000064108	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	
PRC000006107	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	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	
PRC000005863	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

3. Press the "PRINT" key to print.

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC0000064108	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	
PRC000006107	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	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	
PRC000005863	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

4. Then press "YES" to confirm printing.



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:

1. Click on "Add to Parcel Container" (if not yet created the Parcel Container will be generated, alternatively the parcels will be added to the visible Parcel Container on the right).

(SEE [WARNING 1](#) AT THE BOTTOM OF THE PAGE)

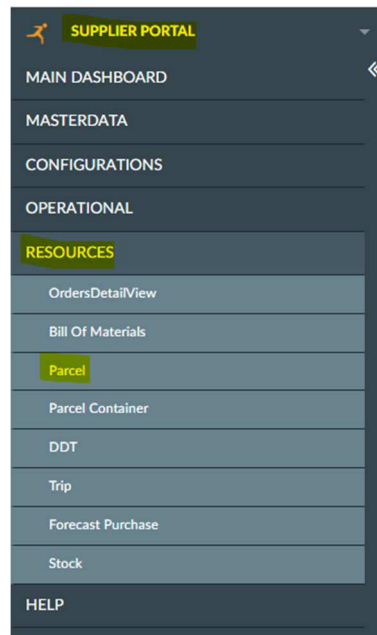
The screenshot shows the 'ORDER PROCESSING / CREATION OF PACKAGES' interface. At the top, there are search and filter options for Item, Site, Delivery Account, and Order Num. Below this, there are sections for 'AVAILABLE ORDERS' and 'SELECTED ORDERS'. A table lists selected orders with columns: ORDERNUMBER, IDE, ACCOUNT NUMBER, ORDERDATE, ITEMCODE, WORKABLEQTY, DELIVERYDATE, TERMSOFDEL, SPARE.BOOLEAN2, DELIVERY ACCOUNT, and SITE. One order is visible: ORDER-12, ORDER-12, SUPTRAINING, 03/10/2023, ITEM4, 49, 17/10/2023, EXW, , 597101, MLR. Below the table, there are buttons for 'DELETE ORDER' and 'CONFIRM ORDERS'. The main area is divided into 'PARCEL MANAGER' and 'PARCEL CONTAINER'. The 'PARCEL MANAGER' section shows '20 Items' and '2 parcels' and a table of 'PROPOSED PARCELS' with columns: ACCOUNTNUMBER, ITEM CODE, ITEM DESCRIPTION, PACKAGETYPE, QUANTITY, UOM, LOT, and GROSSWEIGHT. Two parcels are listed: SUPTRAINING, ITEM4, ITEM4, CONTENITORE, 10,00, NR, LOT1, 20. The 'PARCEL CONTAINER' panel on the right has a 'CLOSE' button and fields for Code, Item Class, and Delivery Account.

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

The screenshot shows the same interface as above, but the 'PARCEL CONTAINER' panel is now populated with the following information: Code: PCC0000003702, Item Class: ACC, Delivery Account: 597101, Site: MLR, and Shipment at Merlo expenses: NO. The 'CLOSE' button is highlighted in green. The 'PARCEL MANAGER' section remains the same.

## Parcel Container generated later on

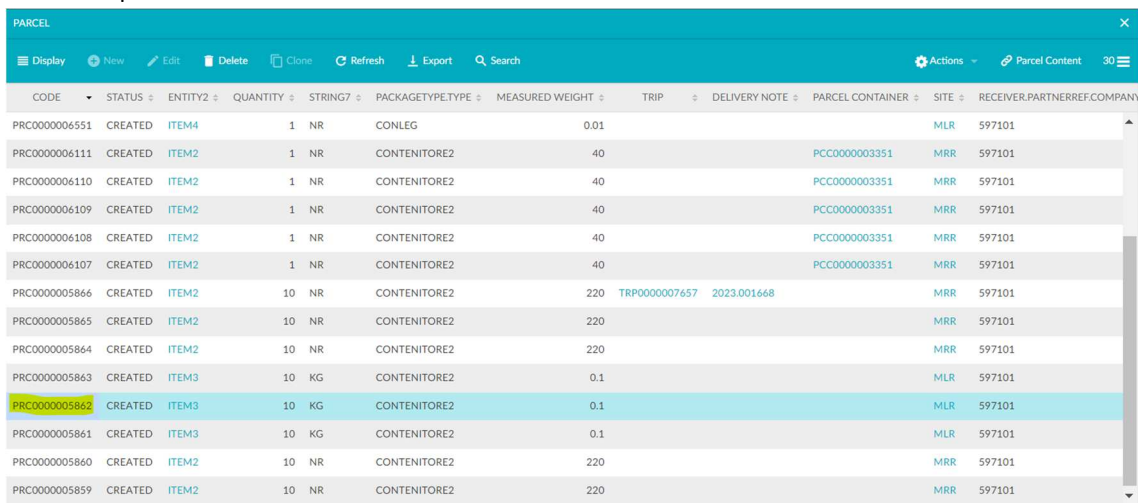
If Parcel Container are created at a later point in time, proceed via the menu Resources → Parcels.



## 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.

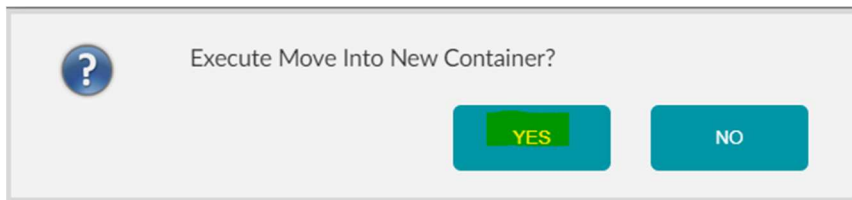


CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGE TYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC0000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	597101
PRC0000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC0000006110	CREATED	ITEM2	1	NR	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			PCC0000003351	MRR	597101
PRC0000005866	CREATED	ITEM2	10	NR	CONTENITORE2	220	TRP0000007657	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				MLR	597101
PRC0000005861	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 “Move into new Container”.

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGE TYPE	MEASURED WEIGHT	TRIP	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			PCC0000003351	MRR	597101
PRC0000005866	CREATED	ITEM2	10	NR	CONTENITORE2	220	TRP0000007657	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				MLR	597101
PRC0000005861	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

3. Click on "YES".



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

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGE TYPE	MEASURED WEIGHT	TRIP	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			PCC0000003351	MRR	597101
PRC0000005866	CREATED	ITEM2	10	NR	CONTENITORE2	220	TRP0000007657	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	597101
PRC0000005861	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

### 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.

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE.TYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	597101
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	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	220	TRP0000007657	2023.001668		MRR	597101
PRC000005865	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
PRC000005862	CREATED	ITEM3	10	KG	CONTENITORE2	0.1			PCC0000003703	MLR	597101
PRC000005861	CREATED	ITEM3	10	KG	CONTENITORE2	0.1				MLR	597101
PRC000005860	CREATED	ITEM2	10	NR	CONTENITORE2	220				MRR	597101
PRC000005859	CREATED	ITEM2	10	NR	CONTENITORE2	220				MRR	597101

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

CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE.TYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	597101
PRC000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006110	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC000006109	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	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	220	TRP0000007657	2023.001668		MRR	597101
PRC000005865	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
PRC000005862	CREATED	ITEM3	10	KG	CONTENITORE2	0.1			PCC0000003703	MLR	597101
PRC000005861	CREATED	ITEM3	10	KG	CONTENITORE2	0.1				MLR	597101
PRC000005860	CREATED	ITEM2	10	NR	CONTENITORE2	220				MRR	597101
PRC000005859	CREATED	ITEM2	10	NR	CONTENITORE2	220				MRR	597101

3. Select existing Parcel Container.

Parcel ASSOCIATE TO EXISTING CONTAINER

Execute Cancel

parcelContainer

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

Parcel ASSOCIATE TO EXISTING CONTAINER

Execute Cancel

parcelContainer

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

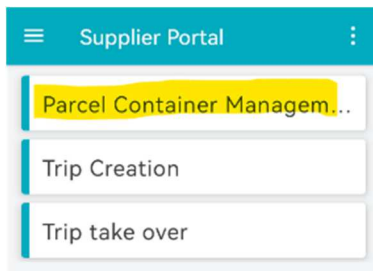
CODE	STATUS	ENTITY2	QUANTITY	STRING7	PACKAGETYPE	MEASURED WEIGHT	TRIP	DELIVERY NOTE	PARCEL CONTAINER	SITE	RECEIVER.PARTNERREF.COMPANY
PRC0000006551	CREATED	ITEM4	1	NR	CONLEG	0.01				MLR	597101
PRC0000006111	CREATED	ITEM2	1	NR	CONTENITORE2	40			PCC0000003351	MRR	597101
PRC0000006110	CREATED	ITEM2	1	NR	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			PCC0000003351	MRR	597101
PRC0000005866	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	
PRC0000005861	CREATED	ITEM3	10	KG	CONTENITORE2	0.1			PCC0000003701	MLR	
PRC0000005860	CREATED	ITEM2	10	NR	CONTENITORE2	220				MRR	597101
PRC0000005859	CREATED	ITEM2	10	NR	CONTENITORE2	220				MRR	597101

## MOBILE

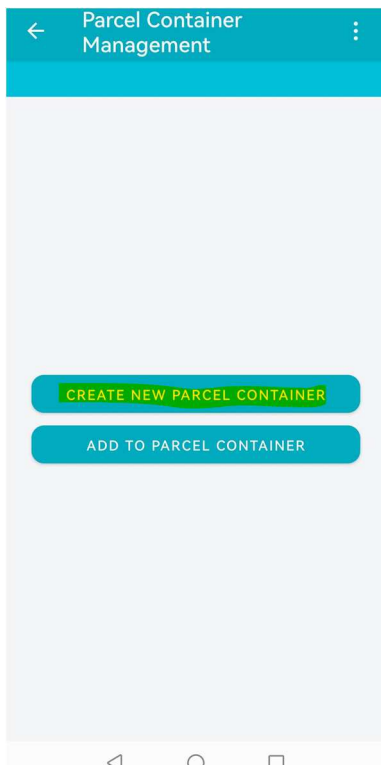
### New Parcel Container

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

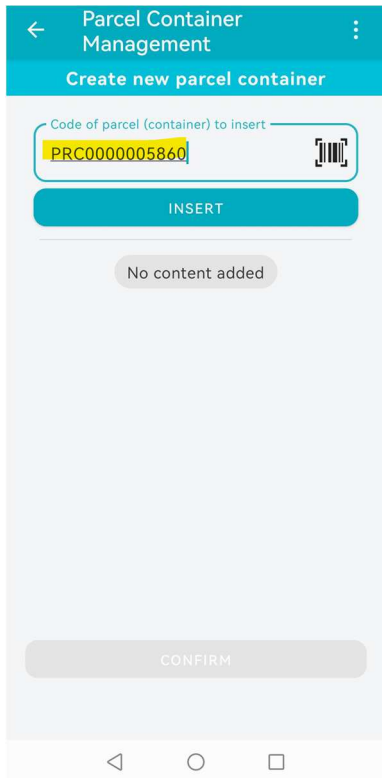
1. Click on "Parcel Container Management".



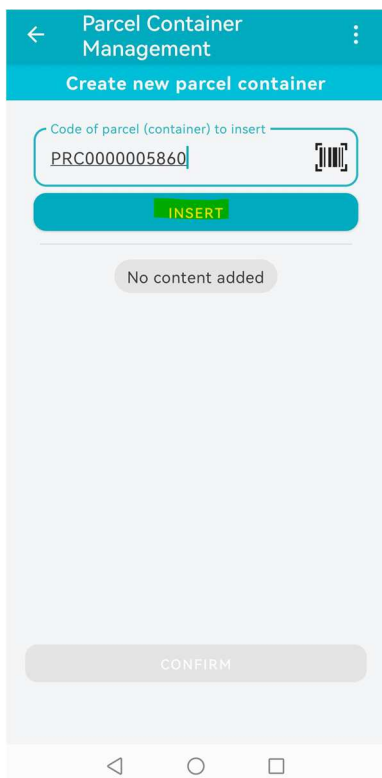
2. Click on "Create new Parcel Container".



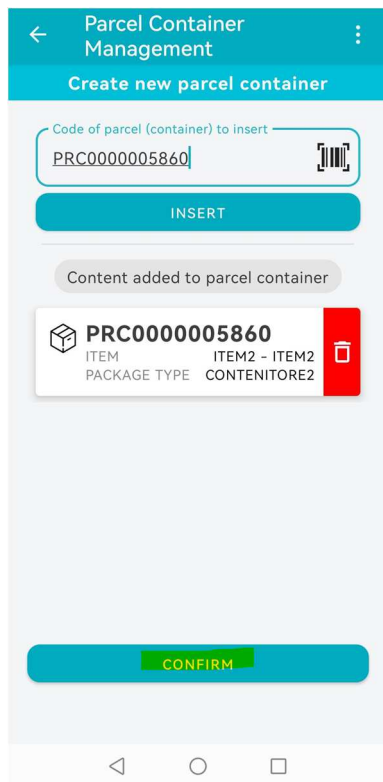
3. Enter the code of the parcel/ Parcel Container. (SEE [WARNING 1](#) AT BOTTOM OF PAGE)



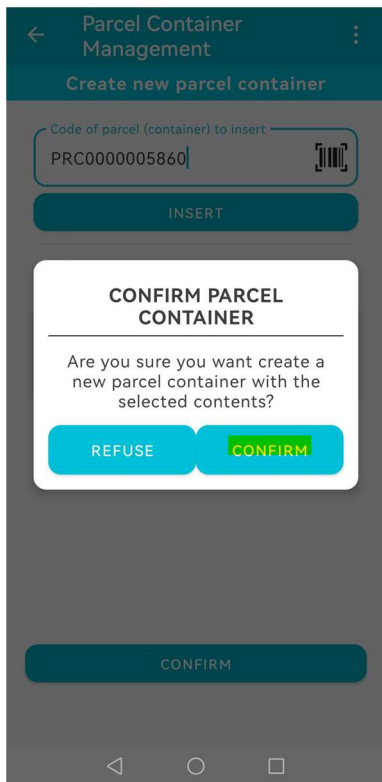
4. Click on "Insert".



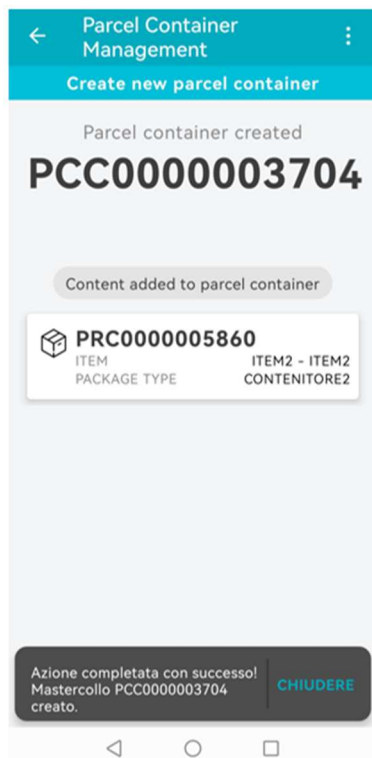
5. Once the content has been added, click on "Confirm".



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



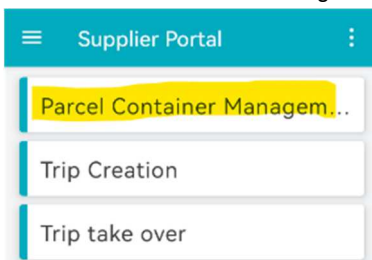
7. Parcel Container successfully created.



### Existing Parcel Container

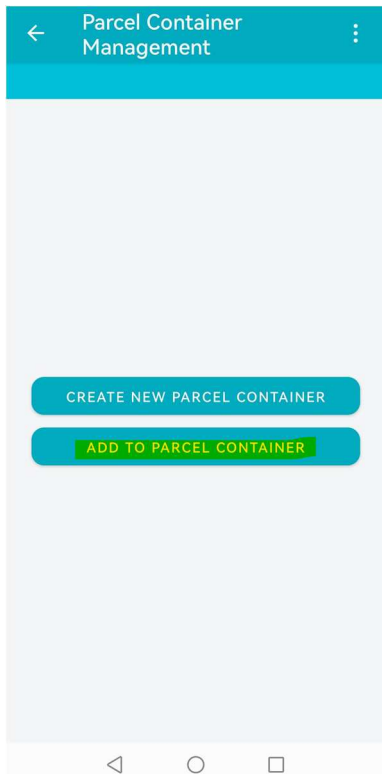
For insertion into an existing Parcel Container, the process involves:

1. Click on "Parcel Container Management".



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





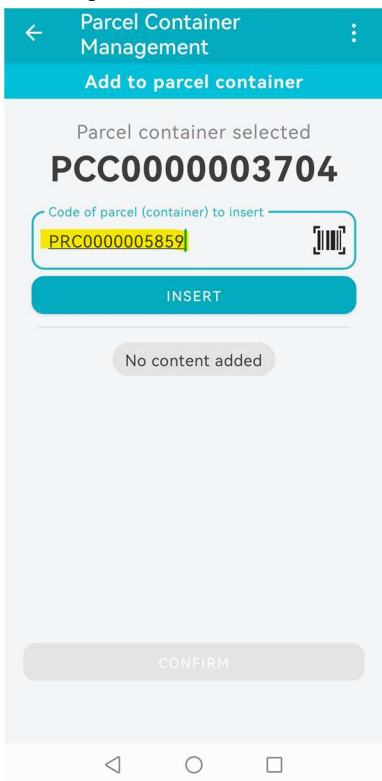
3. Enter the code of the existing Parcel Container.



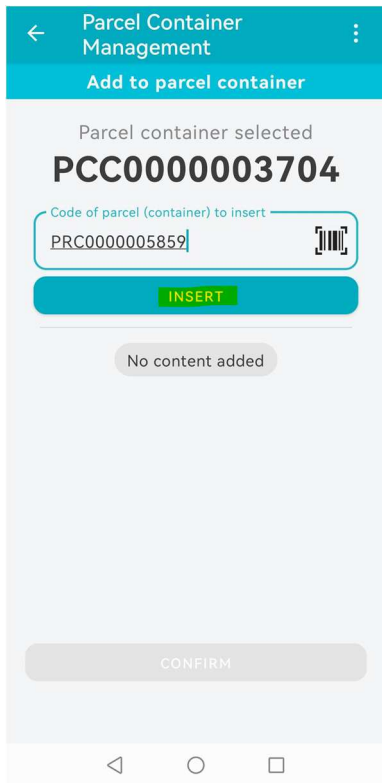
4. Click on "Next".



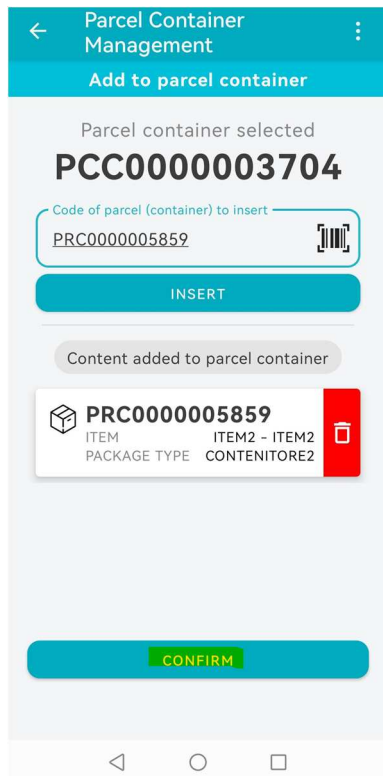
5. Following selection of the Parcel Container, enter the parcel/Parcel Container code.



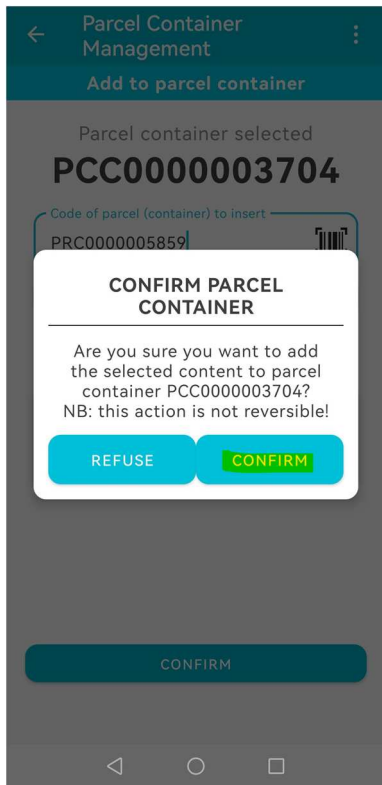
6. Click on "Insert". (SEE [WARNING 2](#) AT BOTTOM OF PAGE)



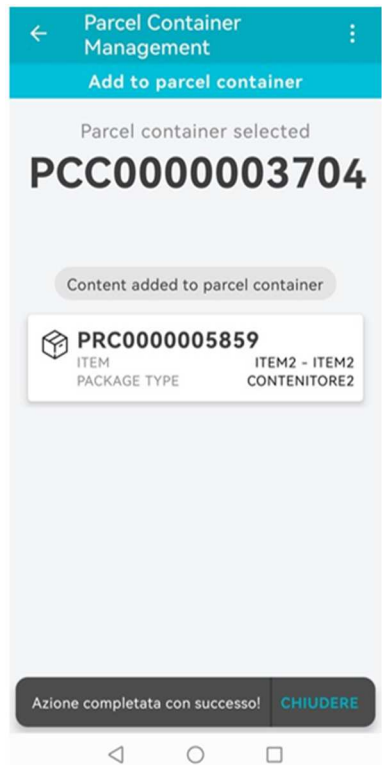
7. Once the content has been added, click on "Confirm".



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



9. Action completed successfully.



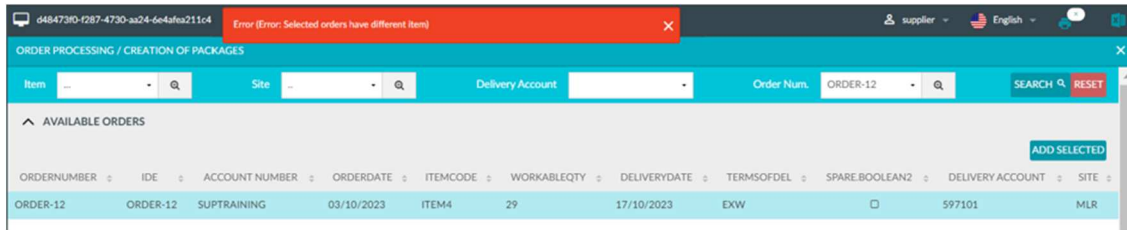
### Warning 1

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).

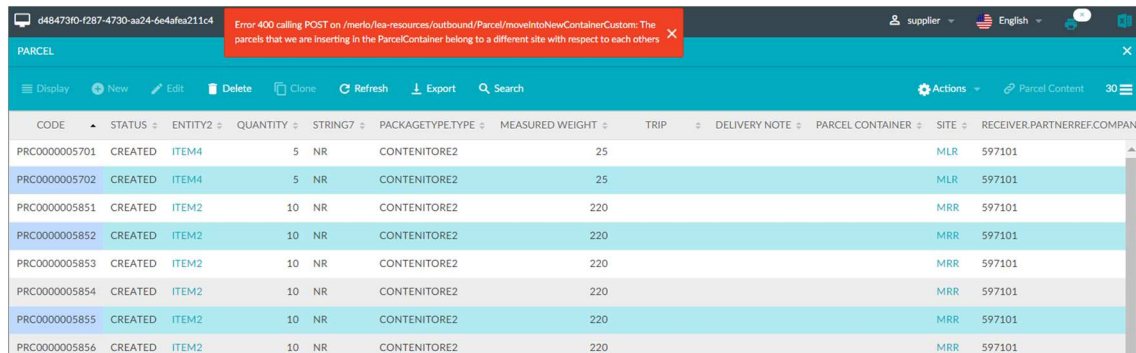


## Warning 2

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.



## CREATION OF TRIPS AND DDT

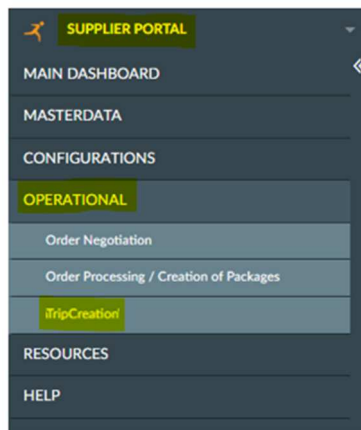
This process step deals with the grouping of parcels and Parcel Container in order to define the goods to be shipped to Merlo. This process also allows the DN to be generated and subsequently printed/certified.

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.

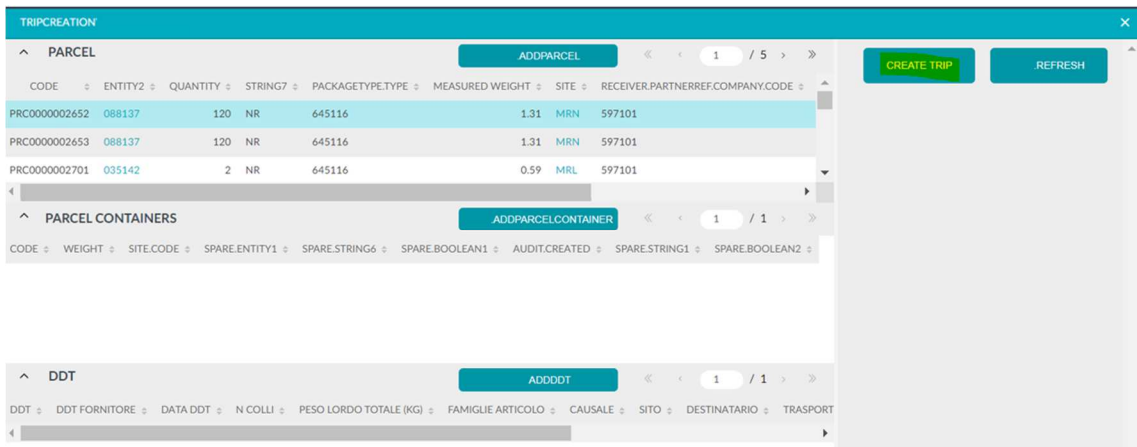
To carry out these operations, proceed via the Operations menu → Trip Generation.



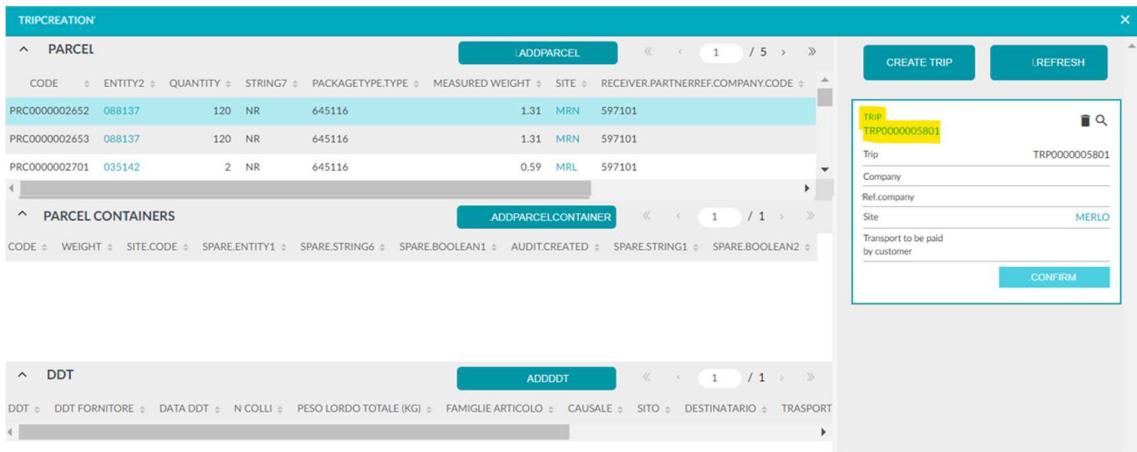
## WEB

The process involves:

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



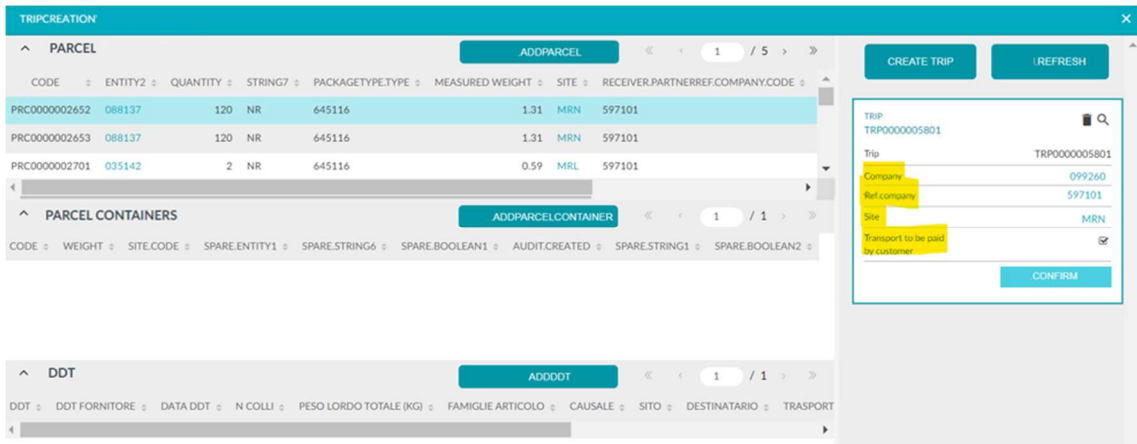
2. The newly created trip will be displayed on the right.



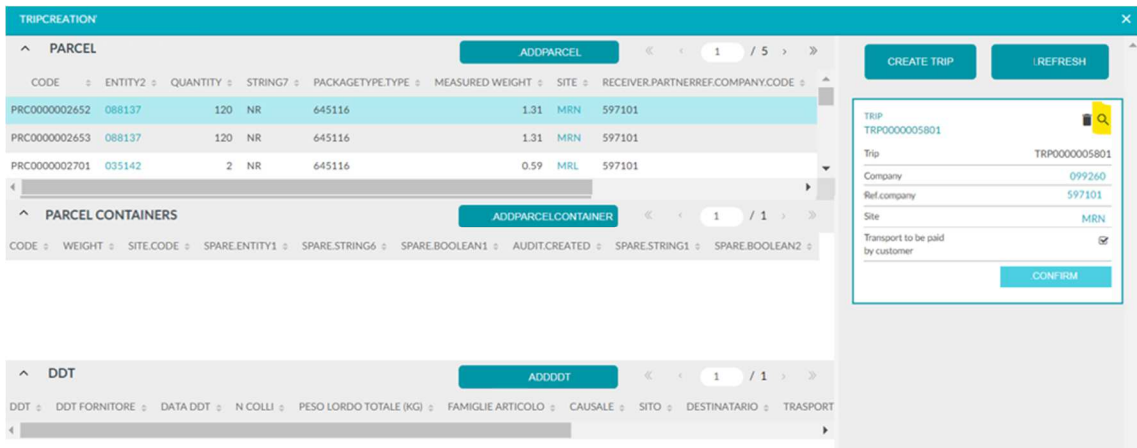
3. Select the parcels/Parcel Container/DN that you want to include in the trip to define its composition. (SEE [WARNING 2](#) AT THE BOTTOM OF THE PAGE)



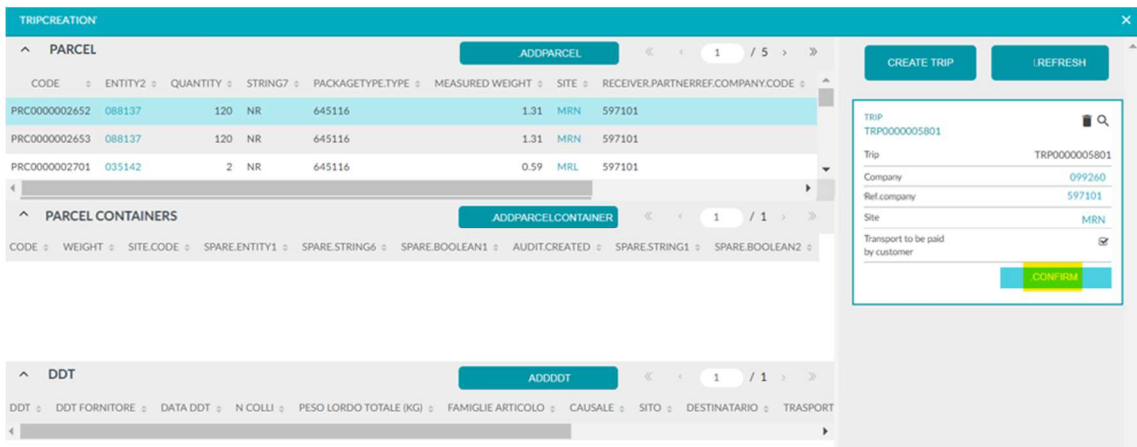
4. The trip will be populated with the Supplier, Consignee Code and Site information. In addition, if the transport will be paid for by Merlo, the corresponding flag will be displayed.



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

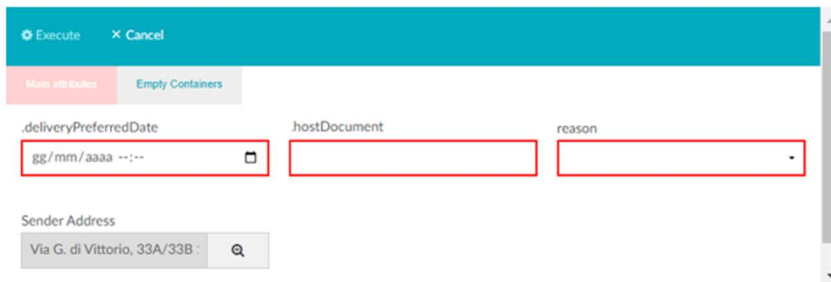


6. Click on "Confirm" to validate the trip.



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 → Suppliers → Supplier Addresses). If there is only one Account NumberAddress association, the field is filled in by default.



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



The screenshot shows a software interface with a teal header bar containing "Execute" and "Cancel" buttons. Below the header, there are two tabs: "Main attributes" and "Empty Containers". The "Empty Containers" tab is active. The form contains the following fields:

- .deliveryPreferredDate:** A text input field containing "30/11/2023 11:45" and a calendar icon.
- .hostDocument:** A text input field containing "DN2023".
- reason:** A dropdown menu with "reason.SALE" selected.
- Sender Address:** A text input field containing "Via G. di Vittorio, 33A/33B" and a search icon.

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".

The screenshot shows the software interface with the "Empty Containers" tab selected. Below the header bar, there are two tabs: "Main attributes" and "Empty Containers". The "Empty Containers" tab is active. Below the tabs, there is a teal bar with "Execute" and "Cancel" buttons. Below that, there is a teal bar with "New", "Edit", "Delete", and "Clone" buttons. Below the buttons, there is a table with two columns: "PACKAGE TYPE" and "QUANTITY".

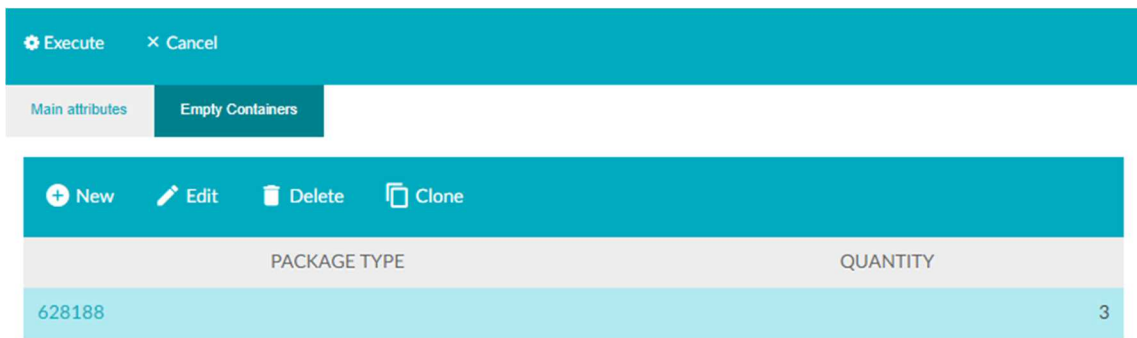
2. The mandatory information to be entered will be displayed.

The screenshot shows the software interface with the "Empty Containers" tab selected. Below the header bar, there are two tabs: "Main attributes" and "Empty Containers". The "Empty Containers" tab is active. Below the tabs, there is a teal bar with "Save" and "Reset" buttons. Below that, there are two input fields: "Package Type" and "Quantity". The "Package Type" field is empty and has a search icon. The "Quantity" field is empty.

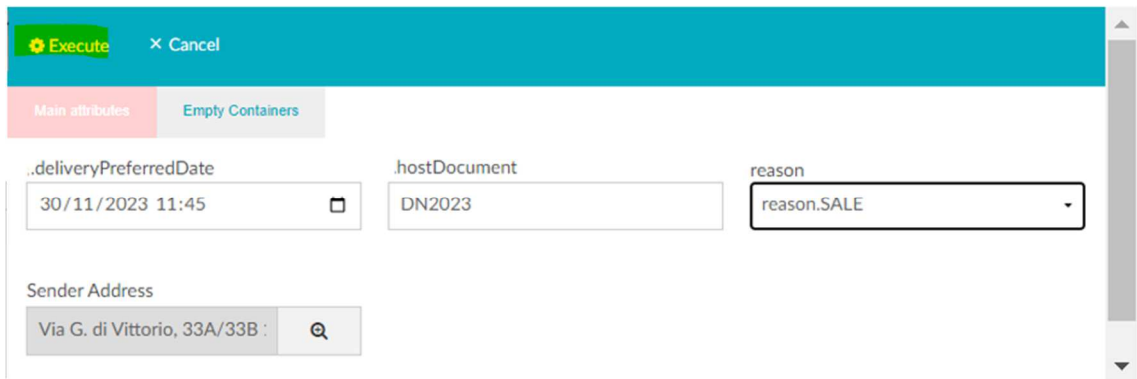
3. After entering the information, click on "Save".

The screenshot shows the software interface with the "Empty Containers" tab selected. Below the header bar, there are two tabs: "Main attributes" and "Empty Containers". The "Empty Containers" tab is active. Below the tabs, there is a teal bar with "Save" and "Reset" buttons. Below that, there are two input fields: "Package Type" and "Quantity". The "Package Type" field contains "628188" and has a search icon. The "Quantity" field contains "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.

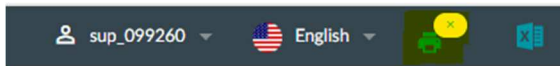


- Click on "Execute" to generate the trip and the associated BOM.



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.

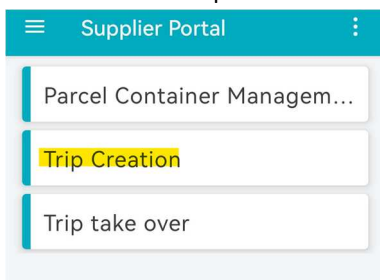
DN can be re-downloaded/printed at any time.



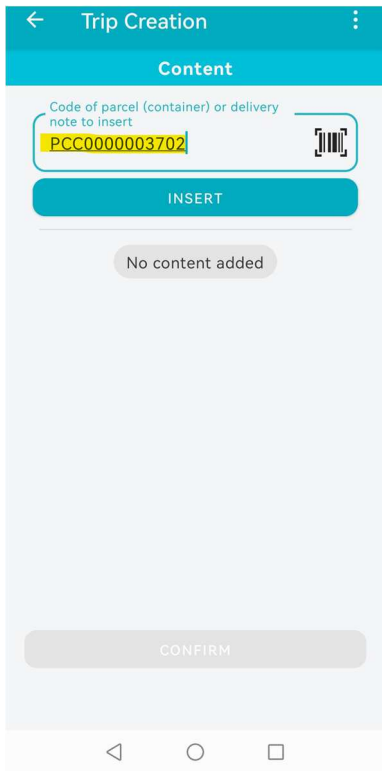
## MOBILE

The process involves:

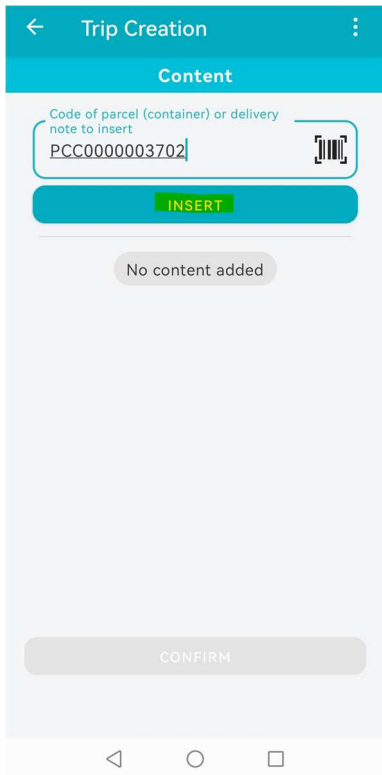
- Click on "Create Trip".



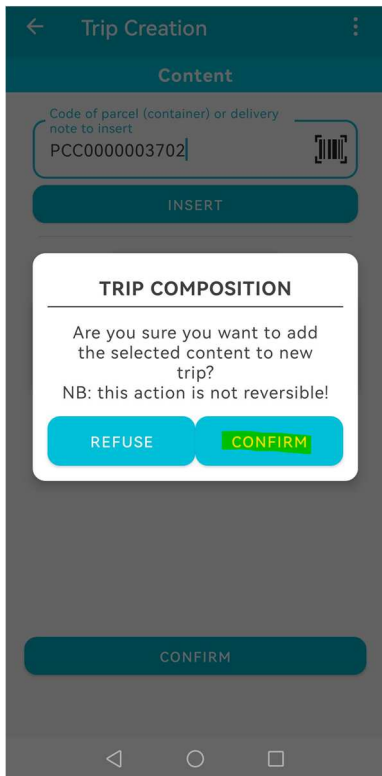
- Enter the code of the parcel/Parcel Container/DN (SEE [WARNING 2](#) AT BOTTOM OF PAGE).



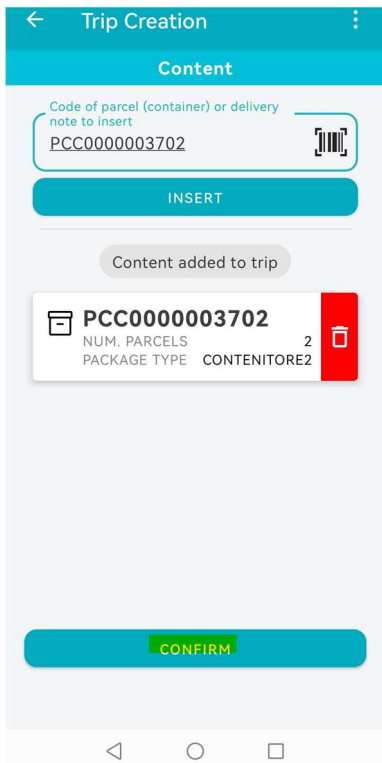
3. Click on "Insert".



4. Click on "Confirm" to proceed.



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



6. Enter the required information.

← Trip Creation

New Trip Information

Specify trip information

Delivery Date  
2023-11-29

Sender Address  
VIA NIZZA, 250

Specify ddt information

DDT supplier  
DDT. 2023

Causal  
Vendita

REQUEST CONTAINERS

CONFIRM

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

Delivery Date  
2023-11-29

Sender Address  
VIA NIZZA, 250

Specify ddt information

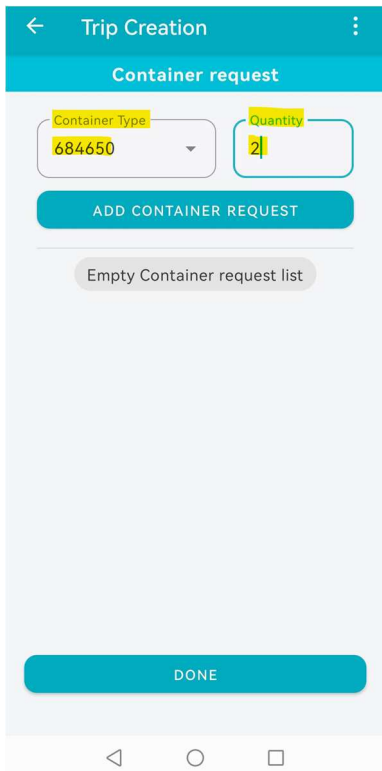
DDT supplier  
DDT. 2023

Causal  
Vendita

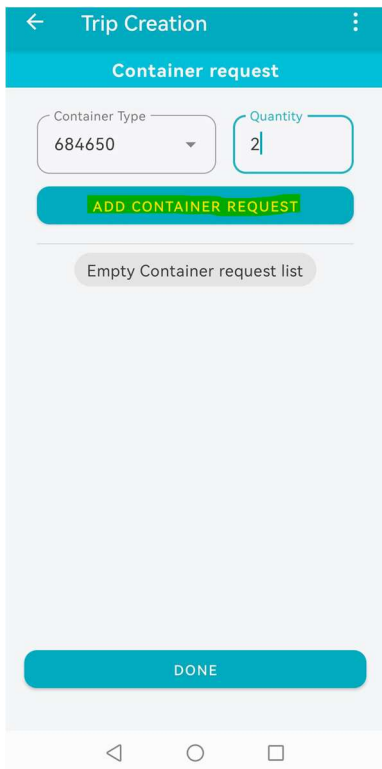
REQUEST CONTAINERS

CONFIRM

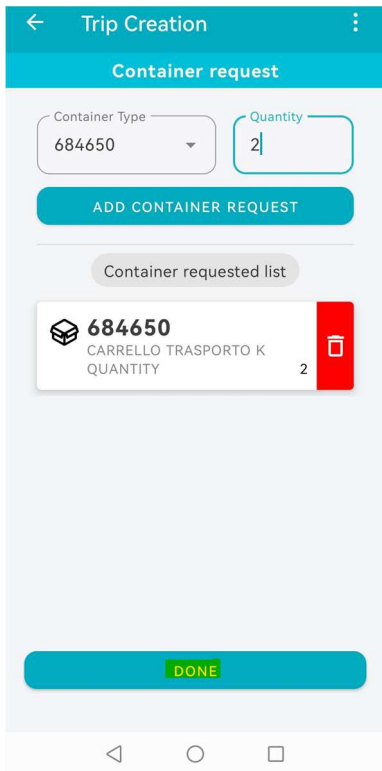
8. Enter the required information.



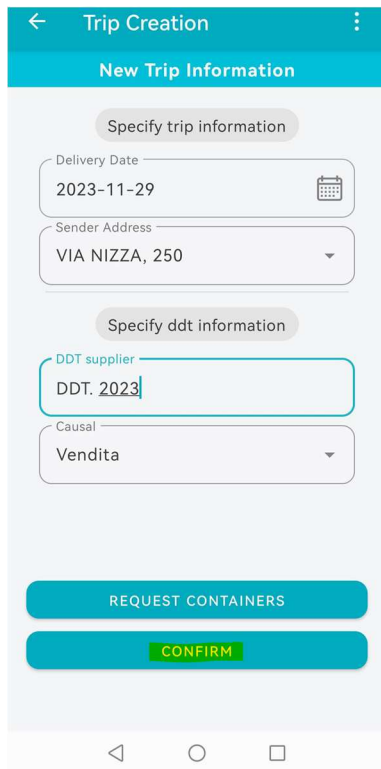
9. Click on "Add Container request".



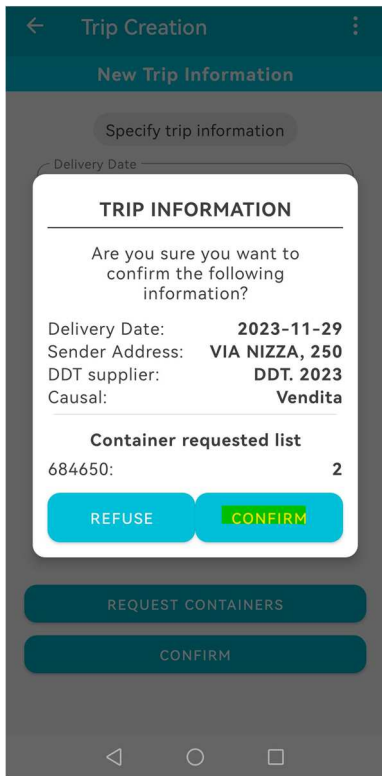
10. Click on "Done" to register the request for empty containers.



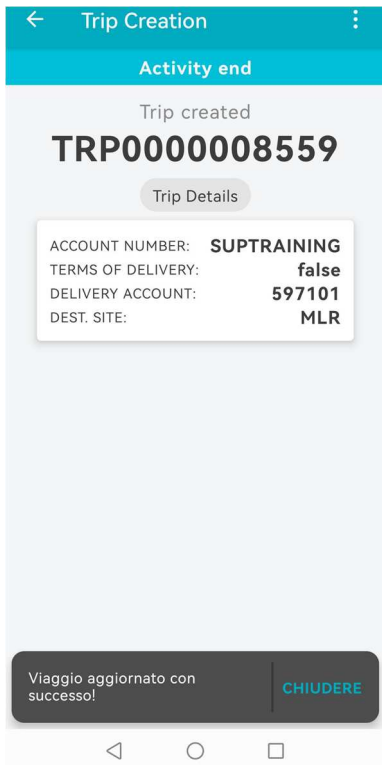
11. Click on “Confirm” to proceed.



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



13. Trip successfully created.





## **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 → Trip.



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.

TRIP	STATUS	SITE	CREATION DATE	SHIPMENT.REQUESTEDSHIPMENT	PRODUCT CLASS	SHIPMENT.PLANNEDSHIPMENT	CARRIER	SPARE	DATE1	CUSTOM.EMPTYCONTAINERSINTIME
TRP000008559	CREATED	MLR	11/28/23 12:23:10 PM	11/29/23 12:21:01 PM						
TRP000008558	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							
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							
TRP000007909	CREATED	MLR	10/25/23 03:53:53 PM	10/26/23 05:00:00 PM						
TRP000007709	CREATED	MLR	10/18/23 06:35:48 PM	10/19/23 06:36:00 PM			Carrier4			
TRP000007702	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	APP0013503	10/18/23 10:30:00 AM	CARxDS			CONTENTORE2 1
TRP000007602	CREATED	MLR	10/17/23 11:49:32 AM							

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

TRIP	STATUS	SITE	CREATION DATE	SHIPMENT.REQUESTEDSHIPMENT	PRODUCT CLASS	SHIPMENT.PLANNEDSHIPMENT	CARRIER	SPARE	DATE1	CUSTOM.EMPTYCONTAINERSINTIME
TRP000008559	CREATED	MLR	11/28/23 12:23:10 PM	11/29/23 12:21:01 PM						
TRP000008558	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							
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							
TRP000007909	CREATED	MLR	10/25/23 03:53:53 PM	10/26/23 05:00:00 PM						
TRP000007709	CREATED	MLR	10/18/23 06:35:48 PM	10/19/23 06:36:00 PM			Carrier4			
TRP000007702	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	APP0013503	10/18/23 10:30:00 AM	CARxDS			CONTENTORE2 1
TRP000007602	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 [WARNING](#) AT BOTTOM OF PAGE).

TRIP ASSIGN TRIPS (SUPPLIER)

Execute Cancel

carrierSupplierAssociation: [Search] .deliveryPreferredDate: 29/11/2023 12:21:01 Sender Address: VIA NIZZA, 250 [Search]

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

TRIP ASSIGN TRIPS (SUPPLIER)

Execute Cancel

carrierSupplierAssociation: Carrier4 SUPTRAINING [Search] action.deliveryPreferredDate: 29/11/2023 12:21:01 Sender Address: VIA NIZZA, 250 [Search]

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	STATUS	SITE	CREATION DATE	SHIPMENT.REQUESTEDSHIPMENT	PRODUCT CLASS	SHIPMENT.PLANNEDSHIPMENT	CARRIER	SPARE	DATE1	CUSTOM.EMPTYCONTAINERSINTIME
TRP000008559	CREATED	MLR	11/28/23 12:23:10 PM	11/29/23 12:21:01 PM			Carrier4			
TRP000008558	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							
TRP000008555	CREATED	MRR	11/28/23 12:08:11 PM							

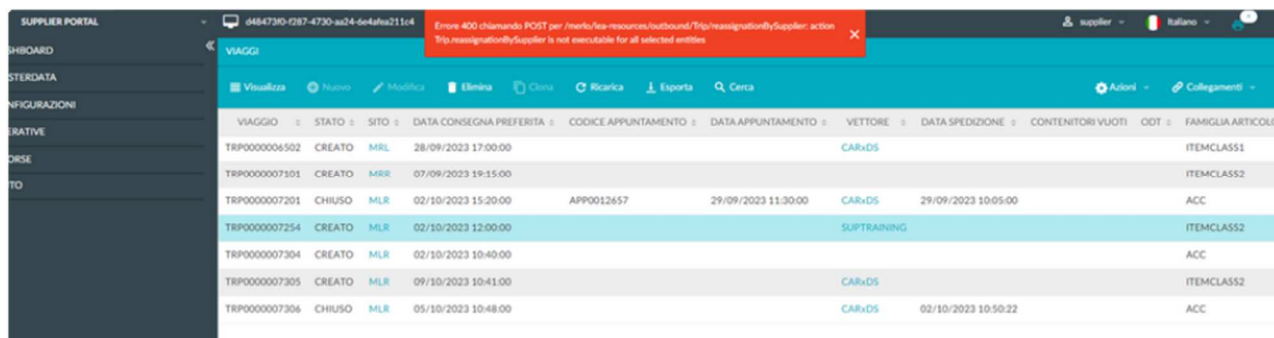
In case of reassignment the system proceeds to change the carrier and the applicant of the trip.

## 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.



The screenshot shows a web application interface for a 'SUPPLIER PORTAL'. At the top, there is a navigation bar with a dark sidebar on the left containing menu items like 'DASHBOARD', 'OPERAZIONI', 'CONFIGURAZIONI', 'OPERAZIONI', 'OPERAZIONI', 'OPERAZIONI', and 'OPERAZIONI'. The main content area is titled 'VIAGGI' and features a table with columns: VIAGGIO, STATO, SITO, DATA CONSEGNA PREFERITA, CODICE APPUNTAMENTO, DATA APPUNTAMENTO, VETTORE, DATA SPEDIZIONE, CONTENITORI VUOTI, ODT, and FAMIGLIA ARTICOLO. The table contains several rows of trip data. A red error banner is displayed at the top of the table area, stating: 'Errore 400 chiamando POST per /merlo/sea-resources/outbound/Trip/reassignmentbySupplier: action Trip.reassignmentbySupplier is not executable for all selected entities'. The table data is as follows:

VIAGGIO	STATO	SITO	DATA CONSEGNA PREFERITA	CODICE APPUNTAMENTO	DATA APPUNTAMENTO	VETTORE	DATA SPEDIZIONE	CONTENITORI VUOTI	ODT	FAMIGLIA ARTICOLO
TRP0000006502	CREATO	MRL	28/09/2023 17:00:00			CARxDS				ITEMCLASS1
TRP0000007101	CREATO	MRR	07/09/2023 19:15:00							ITEMCLASS2
TRP0000007201	CHIUSO	MLR	02/10/2023 15:20:00	APPO012657	29/09/2023 11:30:00	CARxDS	29/09/2023 10:05:00			ACC
TRP0000007254	CREATO	MLR	02/10/2023 12:00:00			SUPTRAINING				ITEMCLASS2
TRP0000007304	CREATO	MLR	02/10/2023 10:40:00							ACC
TRP0000007305	CREATO	MLR	09/10/2023 10:41:00			CARxDS				ITEMCLASS2
TRP0000007306	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 → Trip.



The process involves:

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

The screenshot shows a table with columns: TRIP, STATUS, SITE, SHIPMENT.REQUESTEDSHIPMENT, PRODUCT CLASS, SHIPMENT.PLANNEDSHIPMENT, CARRIER, SPARE.DATE1, CUSTOM.EMPTYCONTAINERS, and APPOINTMENT CODE. Two rows are highlighted in yellow: TRP000005803 and TRP000005804.

TRIP	STATUS	SITE	SHIPMENT.REQUESTEDSHIPMENT	PRODUCT CLASS	SHIPMENT.PLANNEDSHIPMENT	CARRIER	SPARE.DATE1	CUSTOM.EMPTYCONTAINERS	APPOINTMENT CODE
TRP0000003551	CREATED	MRL	10/18/23 09:25:00 AM						
TRP0000003552	CREATED	MRR	10/18/23 09:26:00 AM						
TRP0000003803	CLOSED	MRL	10/10/23 04:00:00 PM	APP0005602	10/11/23 10:00:00 AM	Alisped	10/09/23 01:54:33 PM		
TRP0000003956	CLOSED	MRN	10/18/23 04:55:00 PM	APP0006109	10/19/23 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	10/18/23 03:30:00 PM	DHL	10/18/23 03:34:44 PM	649843 1	
TRP0000004002	CLOSED	MRL	10/18/23 07:04:00 PM	APP0006152	10/19/23 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	10/25/23 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						
TRP0000005804	CREATED	MRR	11/29/23 04:56:00 PM						
TRP000052	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	STATUS	SITE	SHIPMENT.REQUESTEDSHIPMENT	PRODUCT CLASS	SHIPMENT.PLANNEDSHIPMENT	CARRIER	SPARE.DATE1	CUS	APPOINTMENT CODE
TRP000003551	CREATED	MRL	10/18/23 09:25:00 AM						
TRP000003552	CREATED	MRR	10/18/23 09:26:00 AM						
TRP000003803	CLOSED	MRL	10/10/23 04:00:00 PM	APP0005602	10/11/23 10:00:00 AM	Alisped	10/09/23 01:54:33 PM		
TRP000003956	CLOSED	MRN	10/18/23 04:55:00 PM	APP0006109	10/19/23 10:00:00 AM	BRT	10/18/23 03:31:18 PM	645116 1	
TRP000004001	CLOSED	MRN	10/18/23 03:00:00 PM	APP0006151	10/18/23 03:30:00 PM	DHL	10/18/23 03:34:44 PM	649843 1	
TRP000004002	CLOSED	MRL	10/18/23 07:04:00 PM	APP0006152	10/19/23 10:00:00 AM	Nordovest	10/18/23 03:22:17 PM		
TRP000004053	CLOSED	MRR	10/30/23 10:31:00 AM			BRT	10/25/23 02:49:05 PM	645116 2	
TRP000004351	CLOSED	MRL	10/24/23 04:35:00 PM	APP0006601	10/25/23 10:00:00 AM	Artoni	10/24/23 03:37:07 PM		
TRP000004403	CREATED	MRL	10/25/23 01:21:00 PM					616979 1	
TRP000004752	CREATED	MRL	11/01/23 02:45:00 PM						
TRP000005252	CLOSED	MRL	11/14/23 01:37:00 PM			Susa	11/13/23 02:28:33 PM		
TRP000005803	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			

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

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

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	STATUS	SITE	SHIPMENT.REQUESTEDSHIPMENT	PRODUCT CLASS	SHIPMENT.PLANNEDSHIPMENT	CARRIER	SPARE.DATE1	CUS	APPOINTMENT CODE
TRP000003551	CREATED	MRL	10/18/23 09:25:00 AM						
TRP000003552	CREATED	MRR	10/18/23 09:26:00 AM						
TRP000003803	CLOSED	MRL	10/10/23 04:00:00 PM	APP0005602	10/11/23 10:00:00 AM	Alisped	10/09/23 01:54:33 PM		
TRP000003956	CLOSED	MRN	10/18/23 04:55:00 PM	APP0006109	10/19/23 10:00:00 AM	BRT	10/18/23 03:31:18 PM	645116 1	
TRP000004001	CLOSED	MRN	10/18/23 03:00:00 PM	APP0006151	10/18/23 03:30:00 PM	DHL	10/18/23 03:34:44 PM	649843 1	
TRP000004002	CLOSED	MRL	10/18/23 07:04:00 PM	APP0006152	10/19/23 10:00:00 AM	Nordovest	10/18/23 03:22:17 PM		
TRP000004053	CLOSED	MRR	10/30/23 10:31:00 AM			BRT	10/25/23 02:49:05 PM	645116 2	
TRP000004351	CLOSED	MRL	10/24/23 04:35:00 PM	APP0006601	10/25/23 10:00:00 AM	Artoni	10/24/23 03:37:07 PM		
TRP000004403	CREATED	MRL	10/25/23 01:21:00 PM					616979 1	
TRP000004752	CREATED	MRL	11/01/23 02:45:00 PM						
TRP000005252	CLOSED	MRL	11/14/23 01:37:00 PM			Susa	11/13/23 02:28:33 PM		
TRP000005803	CREATED	MRR	11/29/23 05:03:00 PM						
TRP000005806	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

Suppliers Portal - 0484730-7297-4730-aa24-6e4afa211c4 - I viaggi non possono essere aggregati perché hanno termini di consegna diversi

VIAGGI

VIAGGIO	STATO	SITO	DATA CONSEGNA PREFERITA	CODICE APPUNTAMENTO	DATA APPUNTAMENTO	VETTORE	DATA SPEDIZIONE	CONTENITORI VUOTI	OOT	FAMIGLIA ARTICOLO
TRP0000004502	CREATO	MRL	28/09/2023 17:00:00			CARvDS				ITEMCLASS1
TRP0000007101	CREATO	MRL	07/09/2023 19:15:00							ITEMCLASS2
TRP0000007201	CHIUSO	MLR	02/10/2023 15:20:00	APP0012657	29/09/2023 11:30:00	CARvDS	29/09/2023 10:05:00			ACC
TRP0000007254	CHIUSO	MLR	02/10/2023 12:00:00	APP0012803	02/10/2023 14:15:00	SUPTRAINING	02/10/2023 13:06:20			ITEMCLASS2
TRP0000007304	CREATO	MLR	02/10/2023 10:40:00							ACC
TRP0000007305	CREATO	MLR	09/10/2023 10:41:00			CARvDS				ITEMCLASS2
TRP0000007306	CHIUSO	MLR	05/10/2023 10:48:00			CARvDS	02/10/2023 10:50:22			ACC
TRP0000007309	CREATO	MLR	09/10/2023 14:46:00							MULTI

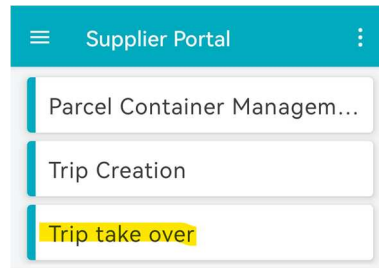
## TRIP TAKE OVER

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 → 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 → Trip take over.

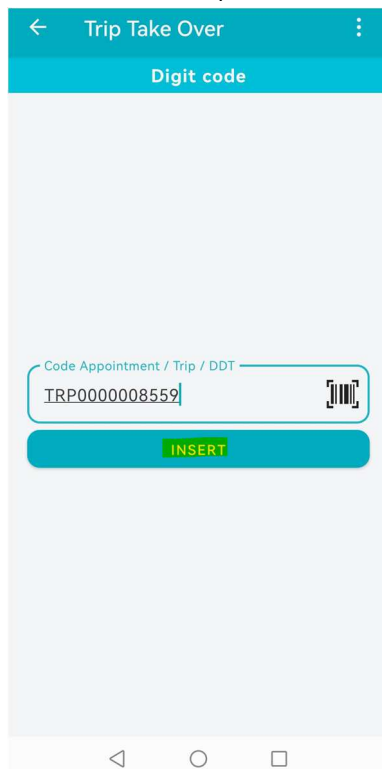


The carrier must notify the supplier of the Appointment/Travel/Travel code that is part of the appointment.

The process involves:

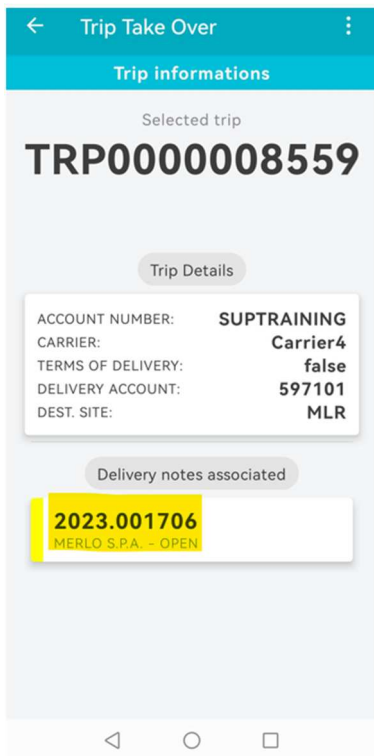
1. Following communication by the carrier, the supplier enters the code communicated to him.

Click on "Insert" to proceed.

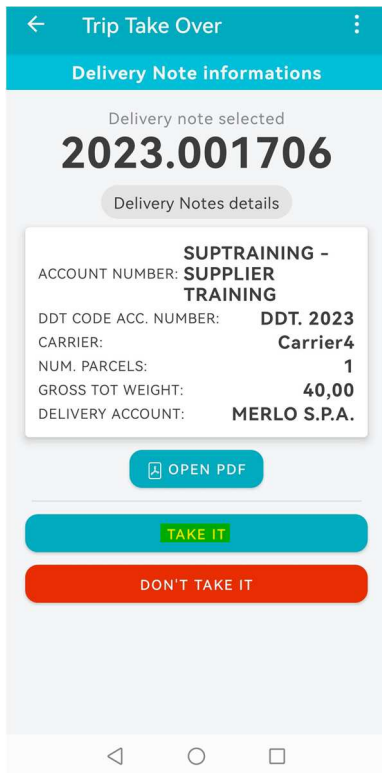


2. The system automatically retrieves the DN from that supplier's the trip. The supplier can click on each DN to view it and allow the carrier's signature.





3. Click on "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.



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.

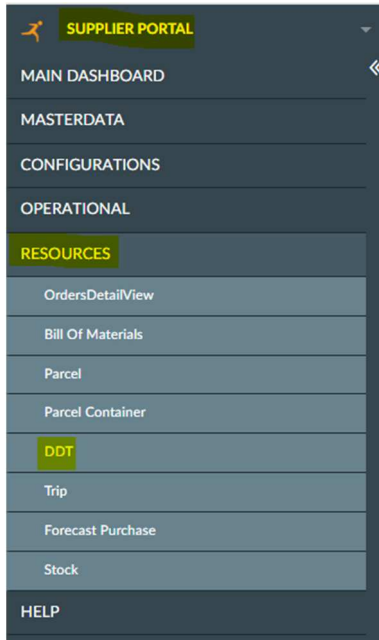
The transport documents taken over will be signed by the user of the supplier who performed the action. In the signature field of the sender will be entered: "Company Name + Date and Time Signature + User ID".

## DDT VIEWING

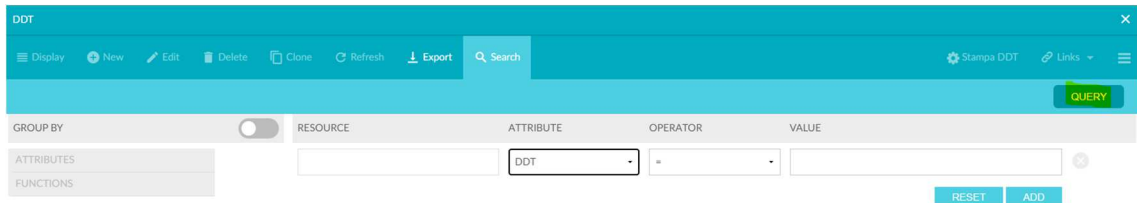
After using the “Trip Creation” operation, a DN will be created automatically.

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

1. Go to Resources → DDT



2. Set filters and press “SEARCH”.



3. The DN will then be visible.

The image shows a table titled 'DELIVERYNOTE' with the following columns: DOCUMENTNUMBER, HOSTDOCUMENT, STATUS, SPARE.BOOLEAN3, REFTRIP, DOCDATE, SPARE.NUMBER2, SPARE.NUMBER3, SPARE.STRING3, SPARE.STRING5.SALE, SHIPPINGSITE, and RECEIVED. The table contains several rows of data, with the first row highlighted in blue.

DOCUMENTNUMBER	HOSTDOCUMENT	STATUS	SPARE.BOOLEAN3	REFTRIP	DOCDATE	SPARE.NUMBER2	SPARE.NUMBER3	SPARE.STRING3	SPARE.STRING5.SALE	SHIPPINGSITE	RECEIVED
2023.001706	DDT_2023	status.CLOSED		TRP0000008559	11/28/23	40	1	ACC	spare.string5.SALE	MLR	5%
2023.001687	asd	status.OPEN		TRP0000007909	10/25/23	0.1		ACC	spare.string5.SALE	MLR	5%
2023.001670	dsa	status.OPEN		TRP0000007702	10/18/23	0.1		ITEMCLASS2	spare.string5.SALE	MLR	5%
2023.001674	dsa	status.OPEN		TRP0000007709	10/18/23	0.2		ITEMCLASS2	spare.string5.SALE	MLR	5%
2023.001668	000	status.OPEN		TRP0000007657	10/17/23	220		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001481	000	status.OPEN			06/23/23	60		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001483	000	status.OPEN			06/23/23	26		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001491	DDT2	status.OPEN			06/23/23	60		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001440	000	status.OPEN			06/19/23	390		ITEMCLASS2	spare.string5.SALE	MRR	5%

To print the DN:

1. From the screen displaying the DN, click on “Print DN”.



DeliveryNote - 2023.001706 SUPTRAINING

67eb8f4d-e61d-4c... 2 / 2 34%

1

2

DOCUMENTO DI TRASPORTO

2023.001706 DDT. 2023

TOTALI / TOTALS

N. totale vett. / No. of parcels	1
Peso totale Lascia / Total wt	40,00

Merlo

Firma del Conducente / Driver Signature

Firma del Fornitore / Supplier Signature

Firma del Conducente / Driver Signature

SUPTRAINING - 28/11/2023 15:55 - merlo\_admin

MERLO S.P.A. - 28/11/2023 16:38 - merlo\_admin

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

DELIVERYNOTE

Display New Edit Delete Clone Refresh Export Search printDeliveryNote Links

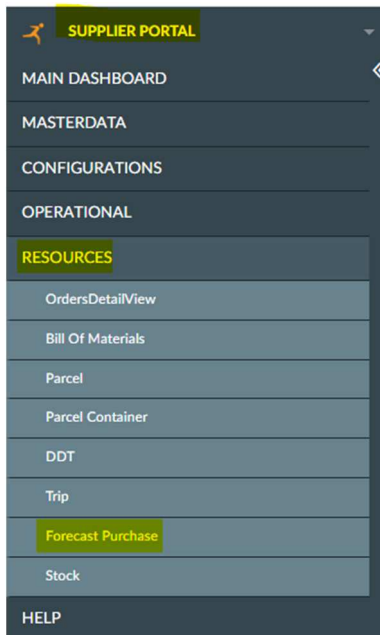
DOCUMENTNUMBER	HOSTDOCUMENT	STATUS	SPARE.BOOLEANS	REFTRIP	DOCDATE	SPARE.NUMBER2	SPARE.NUMBER3	SPARE.STRING3	SPARE.STRING5	SHIPPINGSITE	RECEIVED
2023.001706	DDT. 2023	status.CLOSED	<input checked="" type="checkbox"/>	TRP0000008559	11/28/23	40	1	ACC	spare.string5.SALE	MLR	
2023.001687	asd	status.OPEN	<input type="checkbox"/>	TRP0000007909	10/25/23	0.1		ACC	spare.string5.SALE	MLR	5%
2023.001670	dsa	status.OPEN	<input type="checkbox"/>	TRP0000007702	10/18/23	0.1		ITEMCLASS2	spare.string5.SALE	MLR	5%
2023.001674	dsa	status.OPEN	<input type="checkbox"/>	TRP0000007709	10/18/23	0.2		ITEMCLASS2	spare.string5.SALE	MLR	5%
2023.001668	000	status.OPEN	<input type="checkbox"/>	TRP0000007657	10/17/23	220		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001481	000	status.OPEN	<input type="checkbox"/>		06/23/23	60		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001483	000	status.OPEN	<input type="checkbox"/>		06/23/23	26		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001491	DDT2	status.OPEN	<input type="checkbox"/>		06/23/23	60		ITEMCLASS2	spare.string5.SALE	MRR	5%
2023.001440	000	status.OPEN	<input type="checkbox"/>		06/19/23	390		ITEMCLASS2	spare.string5.SALE	MRR	5%

## OPENING OF FORECAST ORDERS

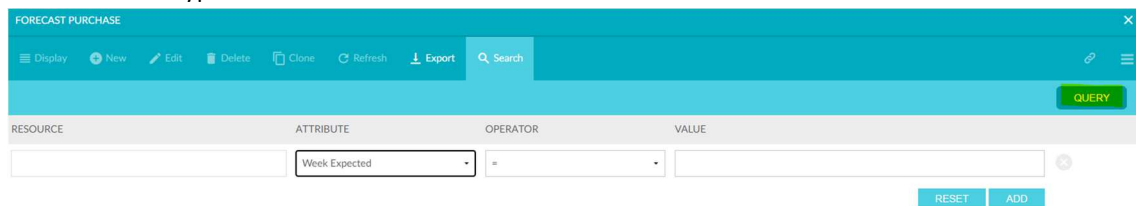
With the introduction of LEA REPLY, provisional orders will no longer be sent by email but will be viewable directly on the portal.

To view order it will be necessary to:

1. Proceed from the Supplier Portal via RESOURCES → FORECAST PURCHASE.



2. Set the filter type and click on “SEARCH”.



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.

The image shows the 'FORECAST PURCHASE' results table. The table has columns for SUPPLIER, WEEK EXPECTED, and DOCUMENT NAME. The data is as follows:

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).

The image shows the 'Forecast Purchase DOCUMENT [9]' view. It features a table with columns for DOCUMENT NAME, FORMAT, ATTACHMENT, and ATTACHMENT NOTES. The data is as follows:

DOCUMENT NAME	FORMAT	ATTACHMENT	ATTACHMENT NOTES
BOANO SRL_099260_w11.pdf	PDF		


Forecast Purchase DOCUMENT (9)

Display New Edit Delete Clone Refresh Export Search

DOCUMENT NAME FORMAT ATTACHMENT ATTACHMENT NOTES

BOANO SRL\_099260\_w11.pdf PDF

CLOSE

PREVIEW	NAME	FILENAME
	099260_110_PDF	BOANO SRL_099260_w11.pdf

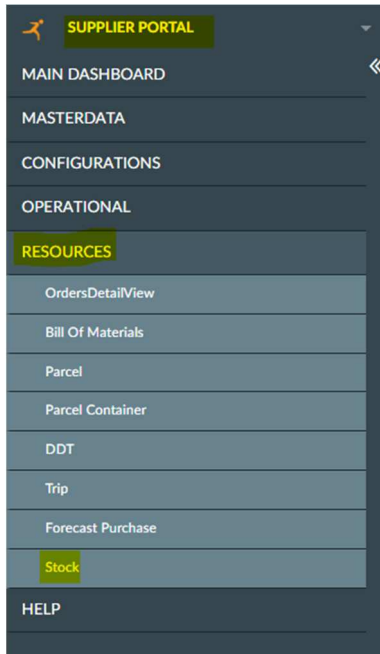
DOWNLOAD

# STOCK READING AND INVENTORY REQUEST

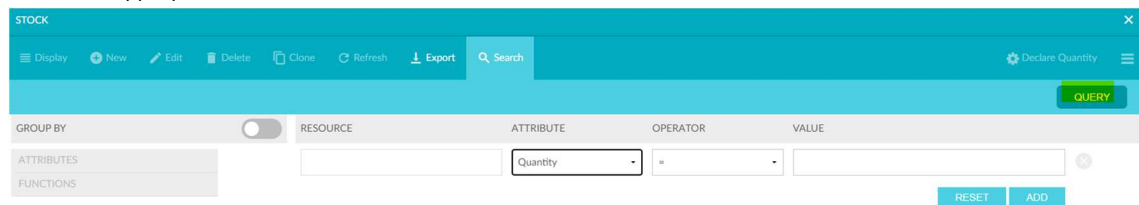
The portal makes it possible to consult the stock of raw material delivered for account work, stock updated to the last DN recorded on the side Merlo.

To view the stock you will need to:

1. Go to RESOURCES → STOCK.



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



3. All stocks will then be visible.

ITEM CODE	QUANTITY	SUPPLIER QUANTITY	UNIT OF MEASUREMENT	LAST DDT RECEIVED	VENDOR CODE
032546	20	0	NR	193	099260
105819	701	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	524	099260
010827BB	0		NR		099260
011775AA	0		NR	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.



ITEM CODE	QUANTITY	SUPPLIER QUANTITY	UNIT OF MEASUREMENT	LAST DDT RECEIVED	VENDOR CODE
032546	20	0	NR	193	099260
105819	701	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	524	099260
010827BB	0		NR		099260
011775AA	0		NR	298	099260
012452AA	0		NR	1264	099260
014654AA	0		NR		099260

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.