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iSupplier portal

User Manunal

DATE	VERSION
13/09/2022	1.1

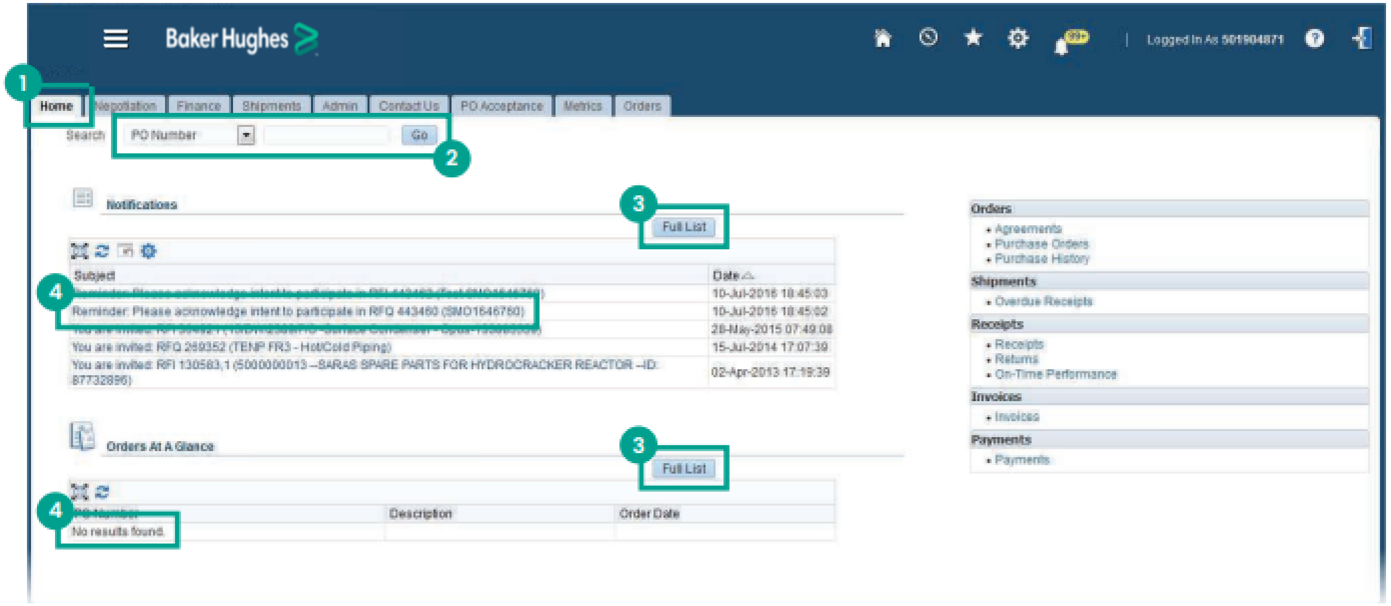
Portal homepage

1. Click on the **Home** tab to go to the home page.

2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) by entering the number in the free text box and click **Go**.

3. To view a complete list of your notifications or POs, click **Full List**.

4. Click on the link to view the document details.



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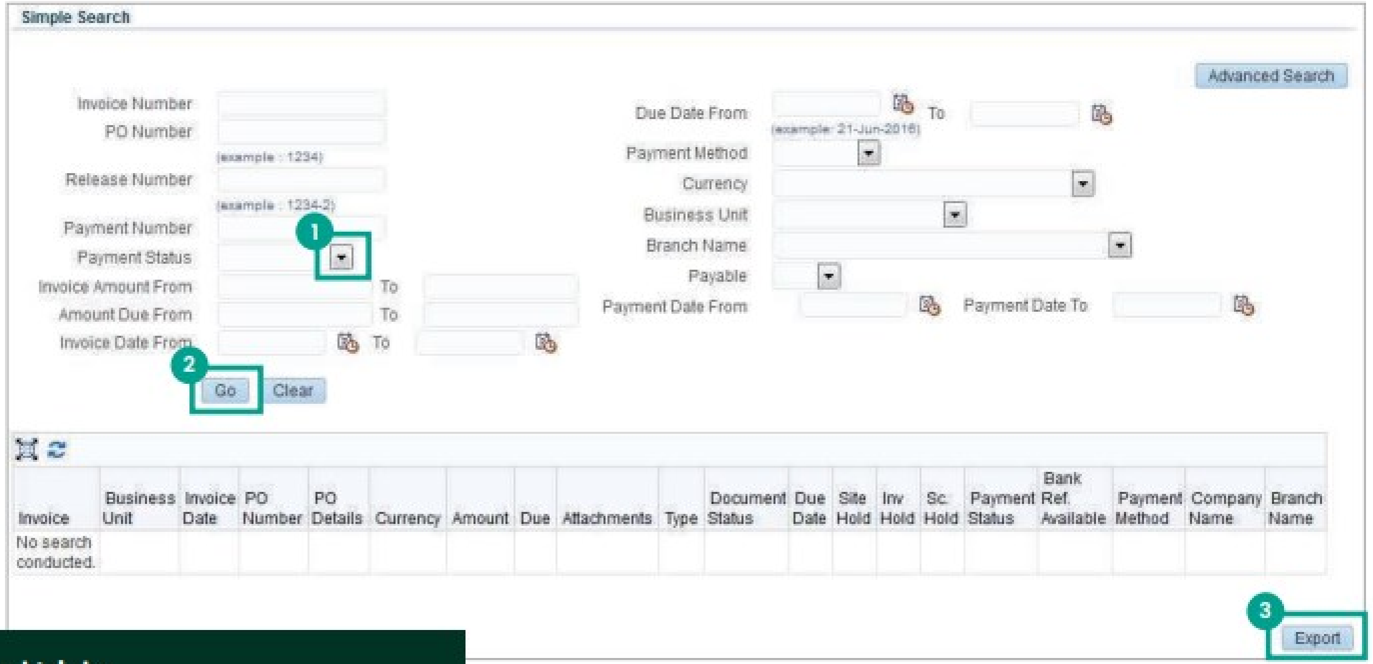
Simple search form

1. This icon helps the user to search one query parameter when he doesn't knows the right or complete value.

2. When at least the mandatory search criteria are filled in click on **Go** to run the query.

3. This function, present in many iSP form, allows to **Export** to Excel the content of the list.

Note: When entering search values, you can use the percent sign to search for generic items.



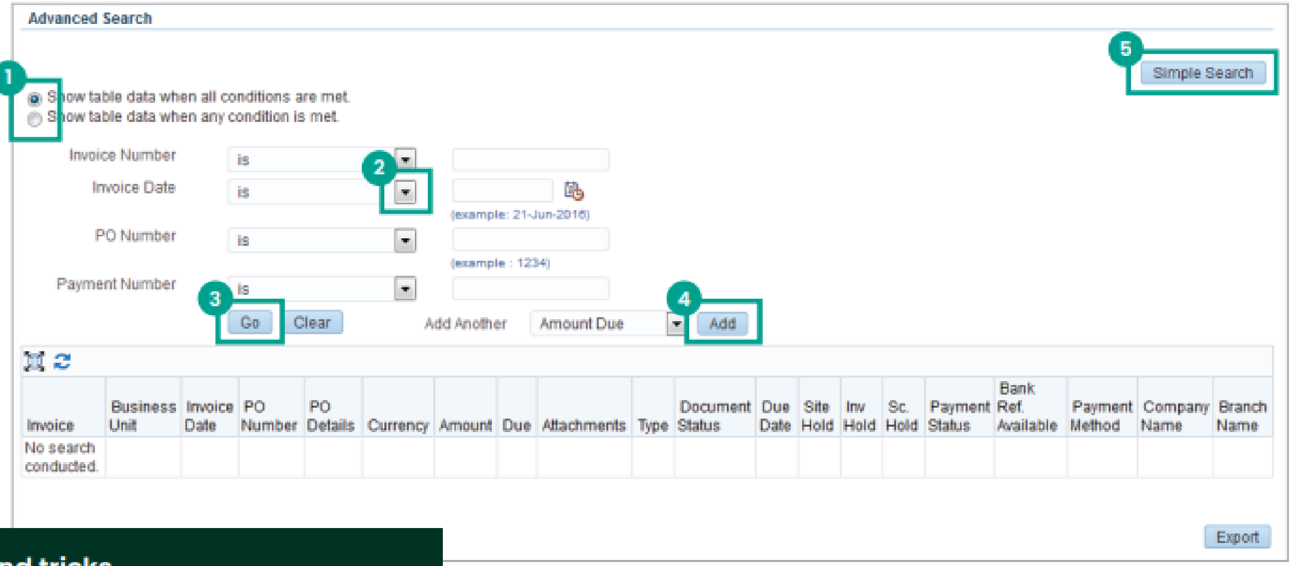
Tips and tricks

The search parameter can be quickly entered by filling out the first characters in the search field and then click on **Tab** key.

Advanced search form

The other way to search and view an object in iSP is to select the **Advanced Search** option.

1. In case of multiple filters it is necessary to choose whether to search using all conditions or any condition (and/or).
2. Several search operators are available in order to specify the matching conditions for each search.
3. When at least the mandatory search criteria are filled in click on **Go** to run the query.
4. It is possible to apply additional search fields according to the options present in the list of values.
5. Click on this button to go back to **Simple Search** and vice versa.



Tips and tricks

To search and display more than one object together (i.e. PO) with the Advanced Search, select "any condition" option and use **Add** command to add the field (i.e. PO number) on which to perform the multiple search.

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Negotiation: RFQ/RFI/eAuction

Negotiations

1. Click on the **Negotiation** tab to go to the Negotiation home page.

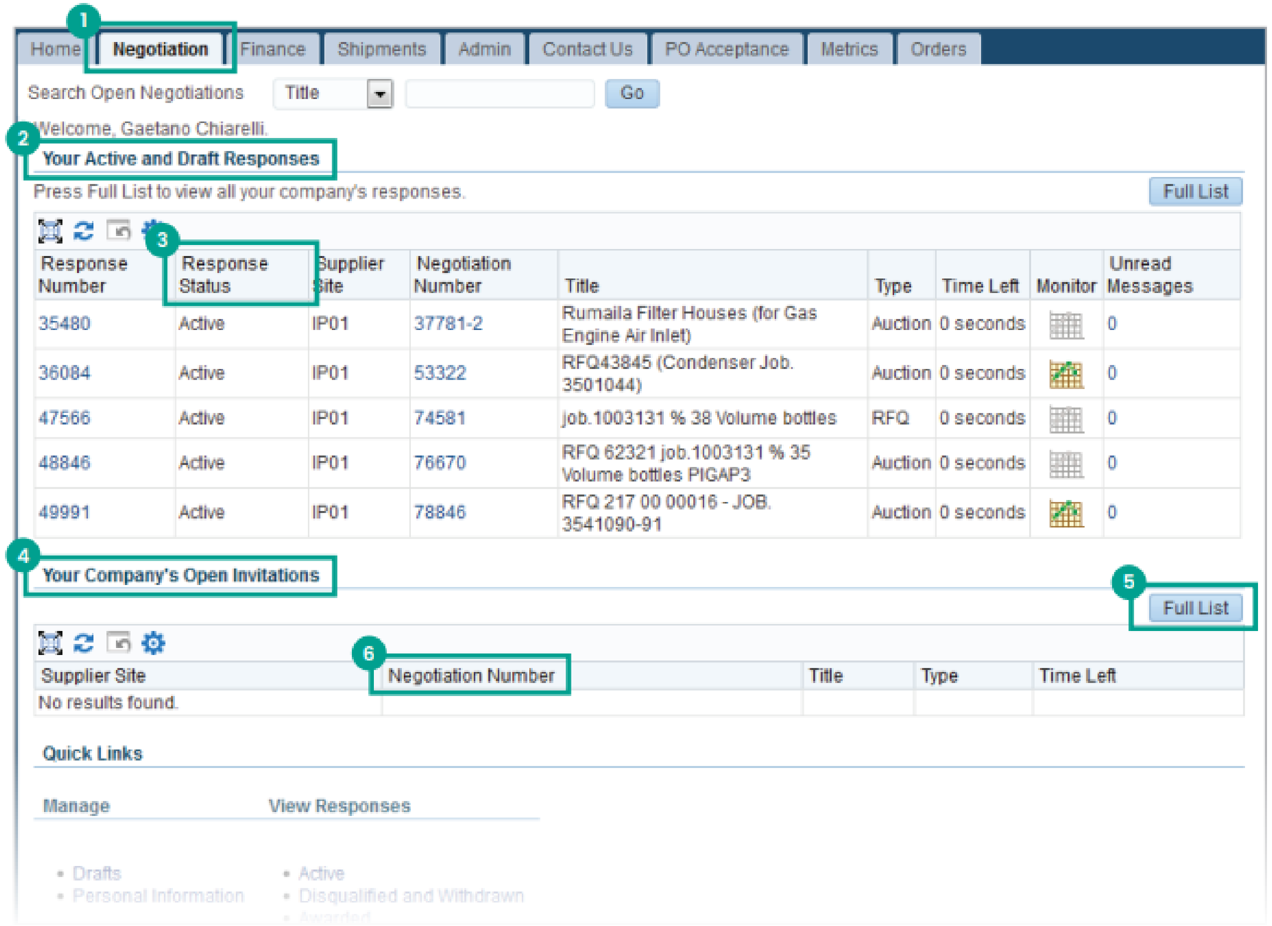
2. This section shows your responses to negotiations in which you are participating by either having placed an active response, or by having a draft response that is in progress.

3. This field shows whether you have an active response or whether you are in the process of drafting a response.

4. This section shows new negotiation invitation without quote.

5. To see the complete list of invitations, click **Full List**.

6. Search and select the negotiation to post your quote.



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Invitation to RFQ/RFI/Auction

Supplier will receive the following invitation into his/her mailbox when negotiation is published by the buyer in iSP and supplier is invited to participate. This information is also available in Negotiation tab in iSP.

Business:	Baker Hughes
Title/Titre:	Huizhou Lubricator 1013431
Number/Numero:	1010311
Event Type/Type:	RFQ
From/De:	POLI, LUCA

Negotiation Preview / Previsualisation negociation:	August 25, 2022 05:59 pm CET
Negotiation OPEN / Ouverture negociation:	August 25, 2022 05:59 pm CET
Negotiation CLOSE / Cloture negociation:	September 16, 2022 05:53 pm CET
Supplier / Fournisseur :	
Supplier Site / Site Fournisseur:	
	VIMODRONE, 20090IT

Item Pos.1 // Item Description: DIRECT ROTARY DRIVE LUBRICATOR - 6HG/3-2 // Material Code: RLO015000028

Click here to participate/Cliquer ici pour participer.

If you are not registered on iSupplier Portal, please contact your Buyer / Si vous n'etes pas enregistre dans le portail Fournisseurs, merci contactez votre Acheteur

Baker Hughes Supplier Portal:
Click here to access Application link, training, Support and below documents :
Cliquer ici pour acceder au link, training, Support et aux documents ci-dessous :

- General Terms and Conditions / Condizioni Generali di Acquisto Conditions generale d`achats :
- Bid Qualification Form with Instructions / Bid Qualification Form con Istruzioni / Formulaire pour qualification offre avec instructions
- Supplier Quality Requirements Specification (BH-SOU-001)/ Specification qualite Fournisseurs (BH-SOU-001)

Supplier quote creation

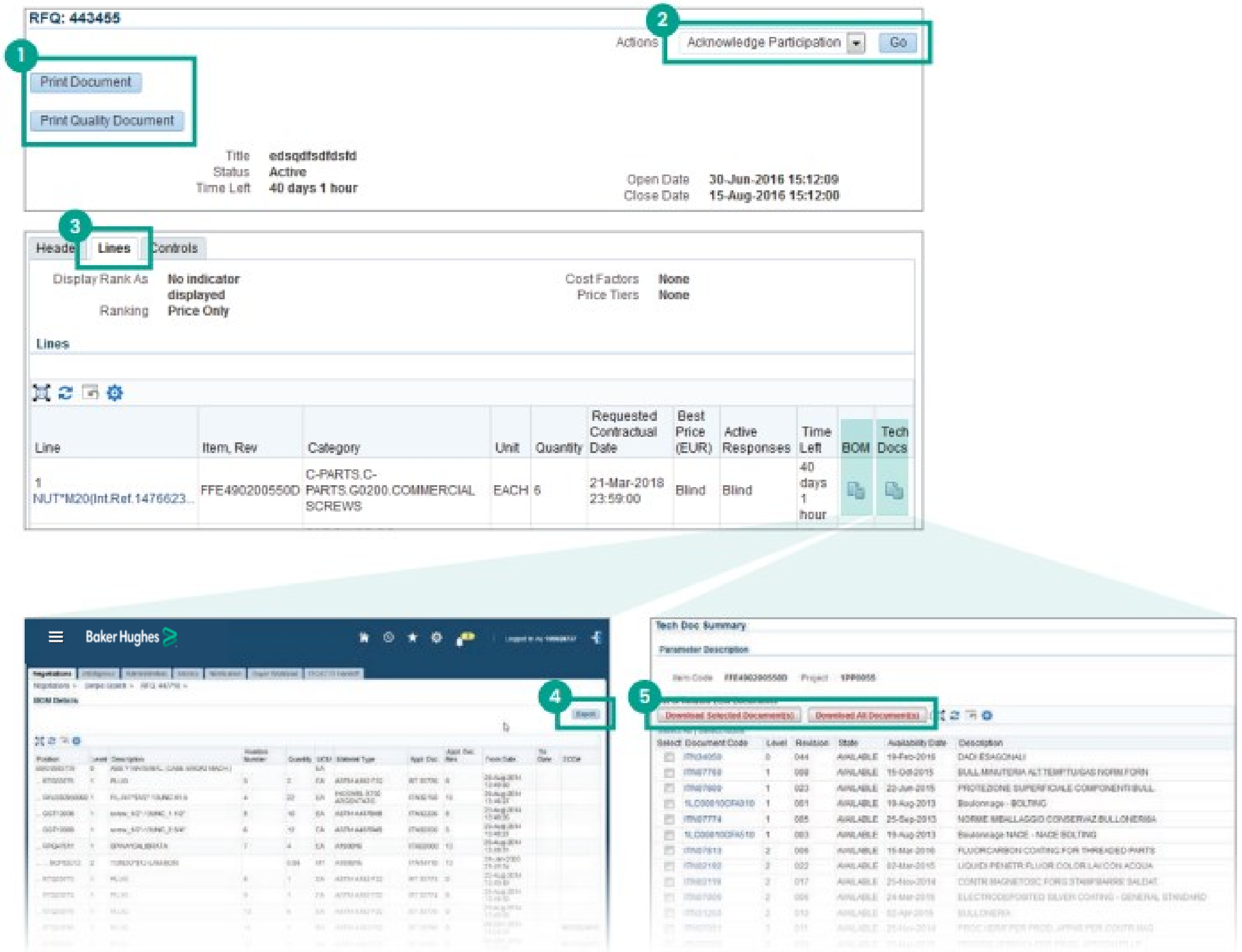
1. From here you can print RFQ document and QRL.

2. Click on Go to **Acknowledge Participation** to RFQ.

3. From Lines tab download item BOM and Tech Docs.

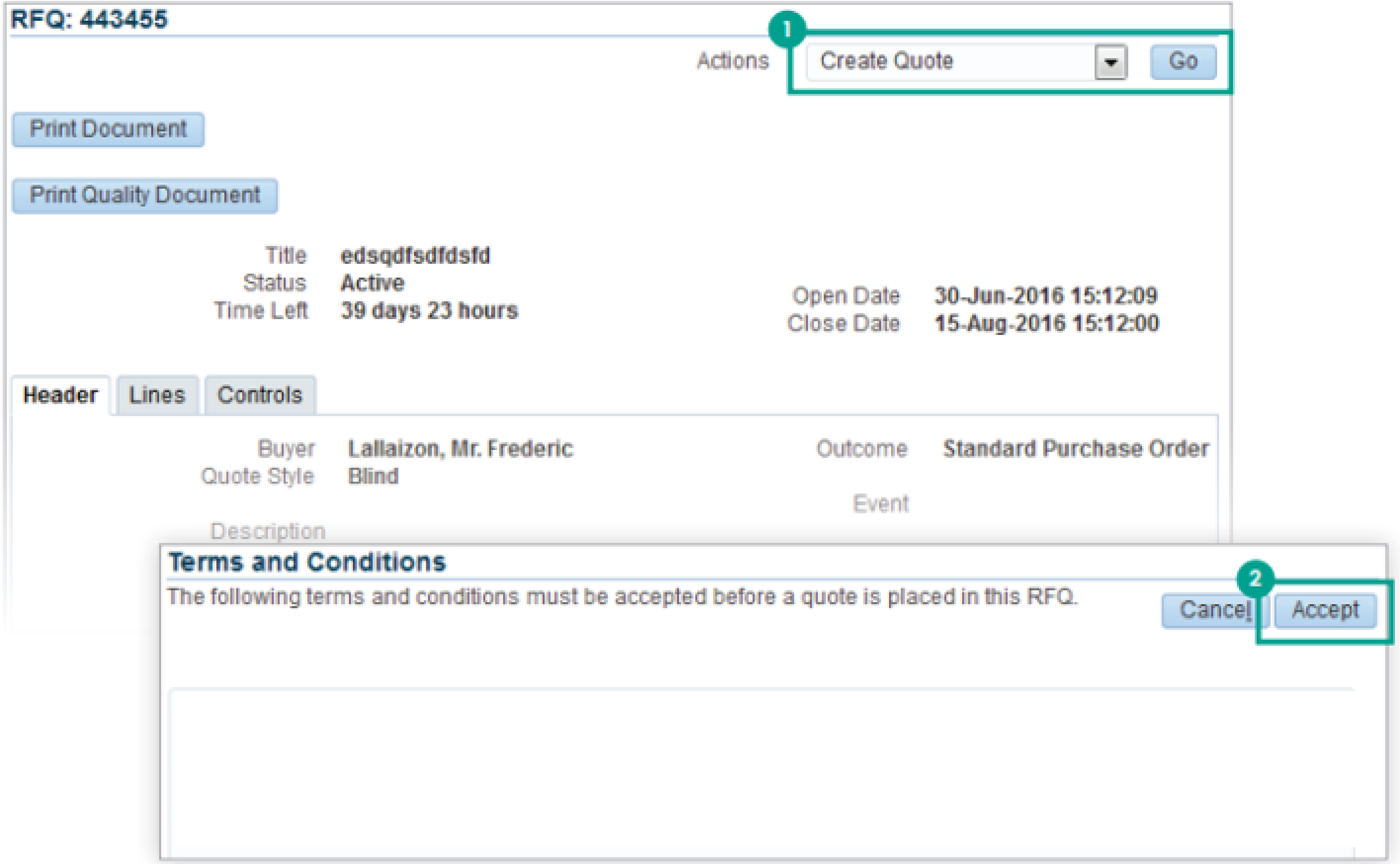
4. Push Export to download the **BOM** into csv file.

5. Select docs to download or click on **Download All Document(s).**



Supplier quote creation

1. Select Create Quote option from Actions menu and then click on Go.
2. You are asked to read and accept Terms & Conditions and then click Accept.



Supplier quote creation

In the **Header** section:

1. Enter the date on which your bid or quote expires.

2. You can assign a reference number for your own internal tracking.

3. You can enter a note to the buyer.

4. Click **Add Attachments** to supply the buyer with any additional information (file, URL, short text note). Attach BQF (Bid qualification form) if deviations are present.

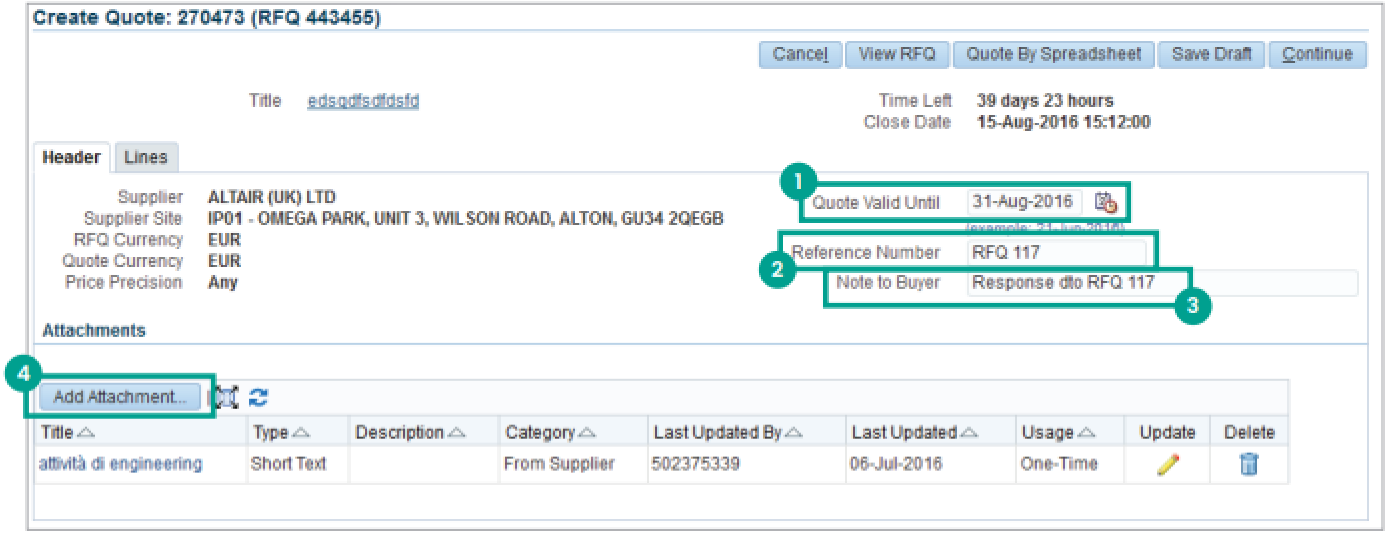
In the **Lines** section:

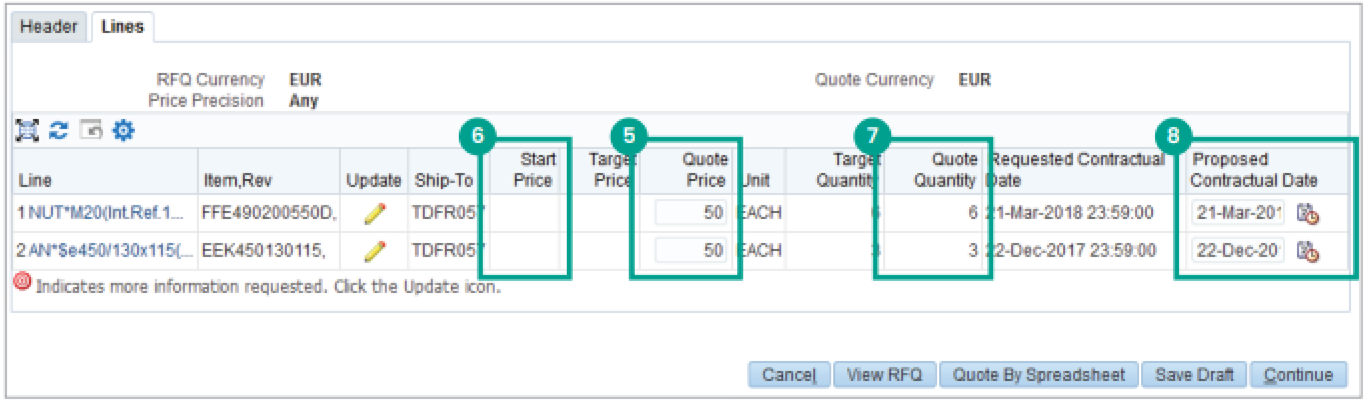
5. Enter your quote.

6. If Start Price column is filled you must offer a lower price.

7. Number of units on which you are **Quoting/Bidding**.

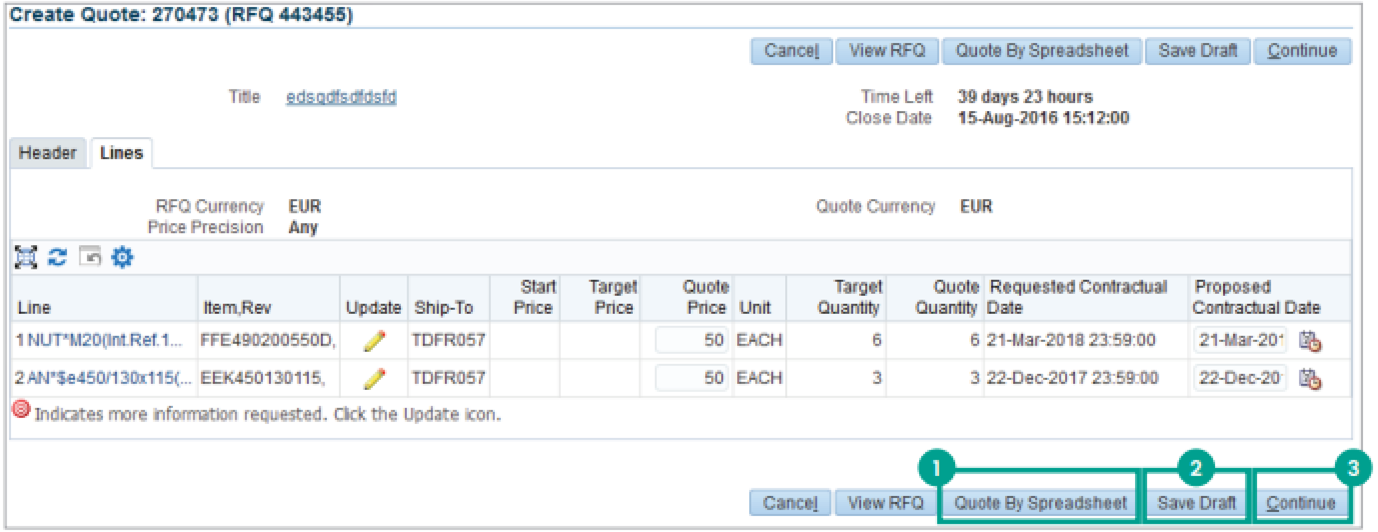
8. Confirm or change **Proposed Contractual Date**.





Supplier quote creation

1. You can import your responses using a **spreadsheet**: it is helpful if there are many lines in a large negotiation.
2. Click **Save Draft** to save your response information for a later session. You can access your draft responses by clicking the **Manage Draft** quick link from the Negotiations home page.
3. Click on **Continue** to confirm your response



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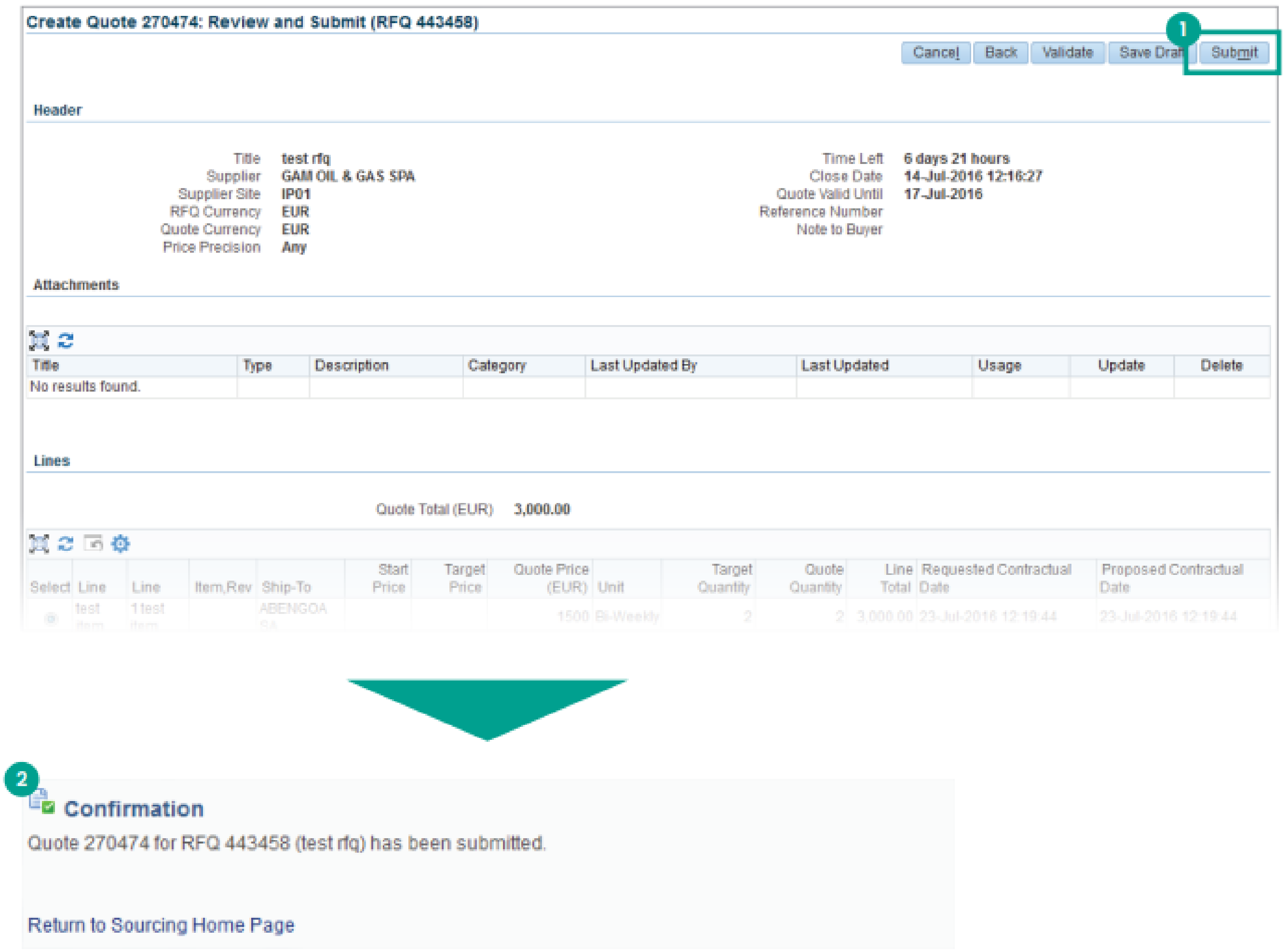
Supplier quote creation

1. Click **Submit** to submit your quote.

2. Result quote created and submitted to **Negotiation** successfully.



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Supplier quote creation

Once quote is submitted, it moves from **Your Company's Open Invitations** to **Your Active and Draft Responses.**

Your Active and Draft Responses

Press Full List to view all your company's responses.

Full List

Response Number	Response Status	Supplier Site	Negotiation Number	Type	Time Left	Monitor	Unread Messages
270474	Active	IP01	443458	RFQ	6 days 21 hours		0
35480	Active	IP01	37781-2	Auction	0 seconds		0
36084	Active	IP01	53322	Auction	0 seconds		0
47566	Active	IP01	74581	RFQ	0 seconds		0
48846	Active	IP01	76670	Auction	0 seconds		0

RFQ vs. eAuction

RFQ

- Time limit is in days **(start date and end date)**
- Suppliers have time to download BOM, Tech Docs and post their bid
- Suppliers usually are able to post **only one quote**
- **Power Bid** feature

eAuction

- Time limit is in hours or minutes
- Suppliers can post **multiple bids**
- Every time supplier post a bid price, he will be able to view his rank, comparing his bid price with the competing bid price of the other invited suppliers in **eAuction**
- eAuction automatic extension when supplier post the best bid price
- Power Bid feature and **Proxy Bid** feature

Supplier quote creation: eAuction

Once you have opened the eAuction page, you can create a bid.

1. Select **Create Bid** to attend the auction and send your offer.

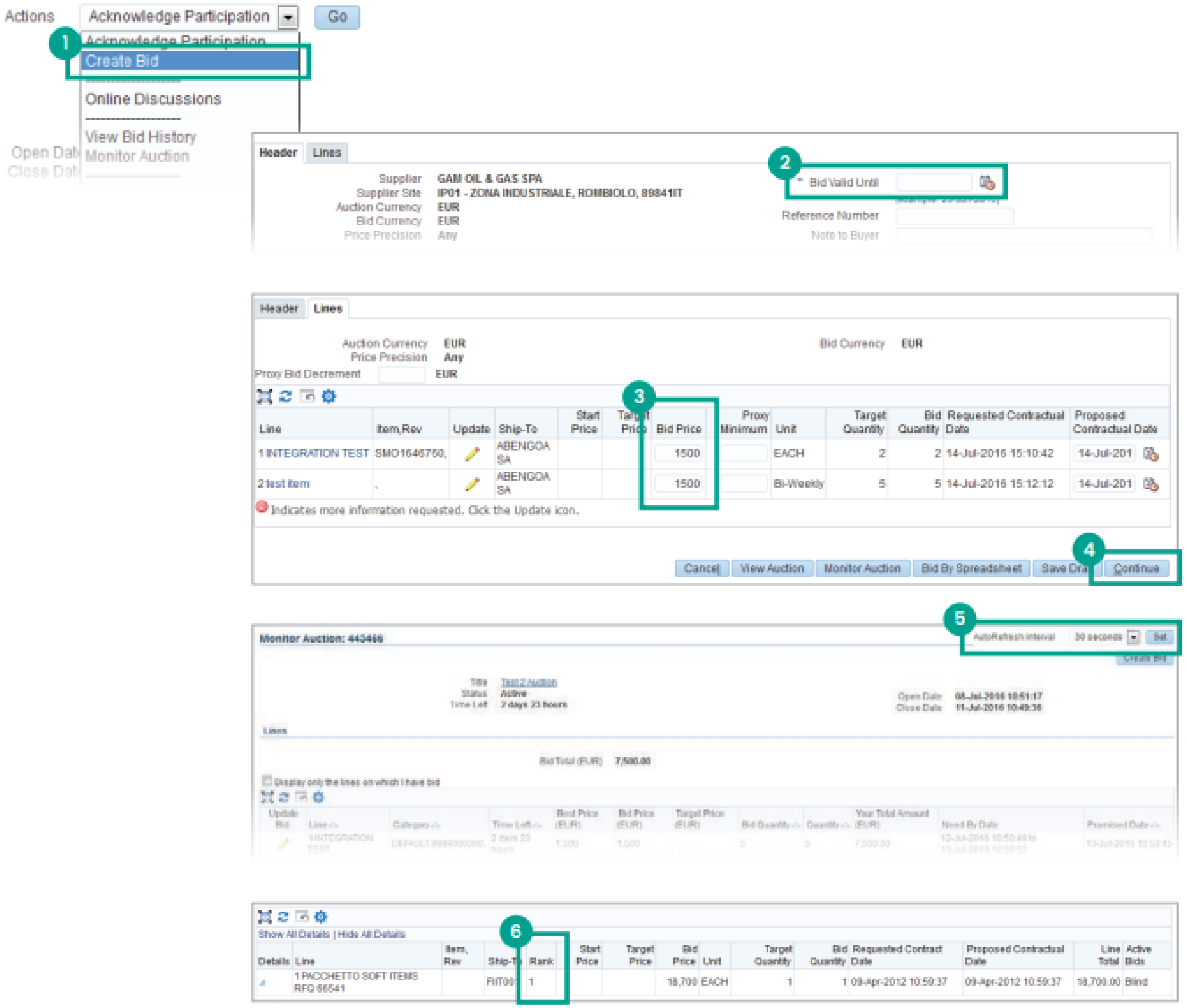
2. In the **Header** section, enter here your Bid Valid Until date.

3. In the **Lines** section, enter here your Bid Price.

4. Click on **Continue** to review the bid and to submit it.

5. After you have created your bid, clicking on **Monitor eAuction** you will be able to set refreshing time in order to see the ranking for each line as often as possible.

6. Here you will find your rank position achieved after your bid creation. Being first in some lines does not automatically let the supplier being the first in the eAuction and win it.



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Supplier quote creation: Proxy Bid for eAuction

Once you have opened the eAuction page, you can create a Bid. Here you will find instructions to b id a specific line.

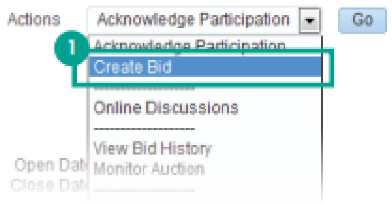
1. Select **Create Bid** to attend the auction and send your offer.

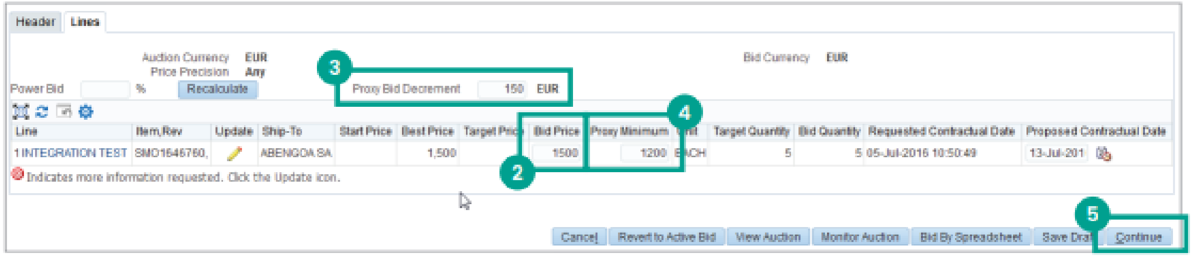
2. In the **Lines** section, enter here your Bid Price.

3. Enter here your Proxy Bid Decrement.

4. By entering the Proxy Minimum you fix the lowest price your bid will reach.

5. Click on **Continue** to review the bid and to submit it.





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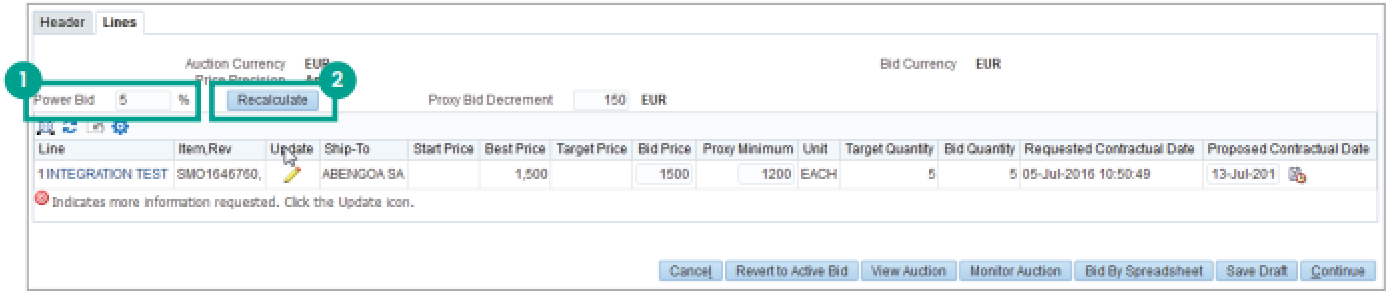
Supplier quote creation: Power Bid

Power Bid

- **Power Bid** can be used only on eAuction or RFQ (only with multiple quotes allowed)
- **Power Bid** feature allows you to reduce your Bid Prices of the lines (or some) according to the % entered
- In order to use this feature, you must have already posted one quote
- Unlike the **Proxy Bid**, the **Power Bid** is a manual tool

1. Enter the **Power Bid**: it is the % that will reduce your bid price.
2. By clicking on the **Recalculate** to display new price: you will manually reduce the bid price according to the percentage entered.



Orders: read only feature to access order info

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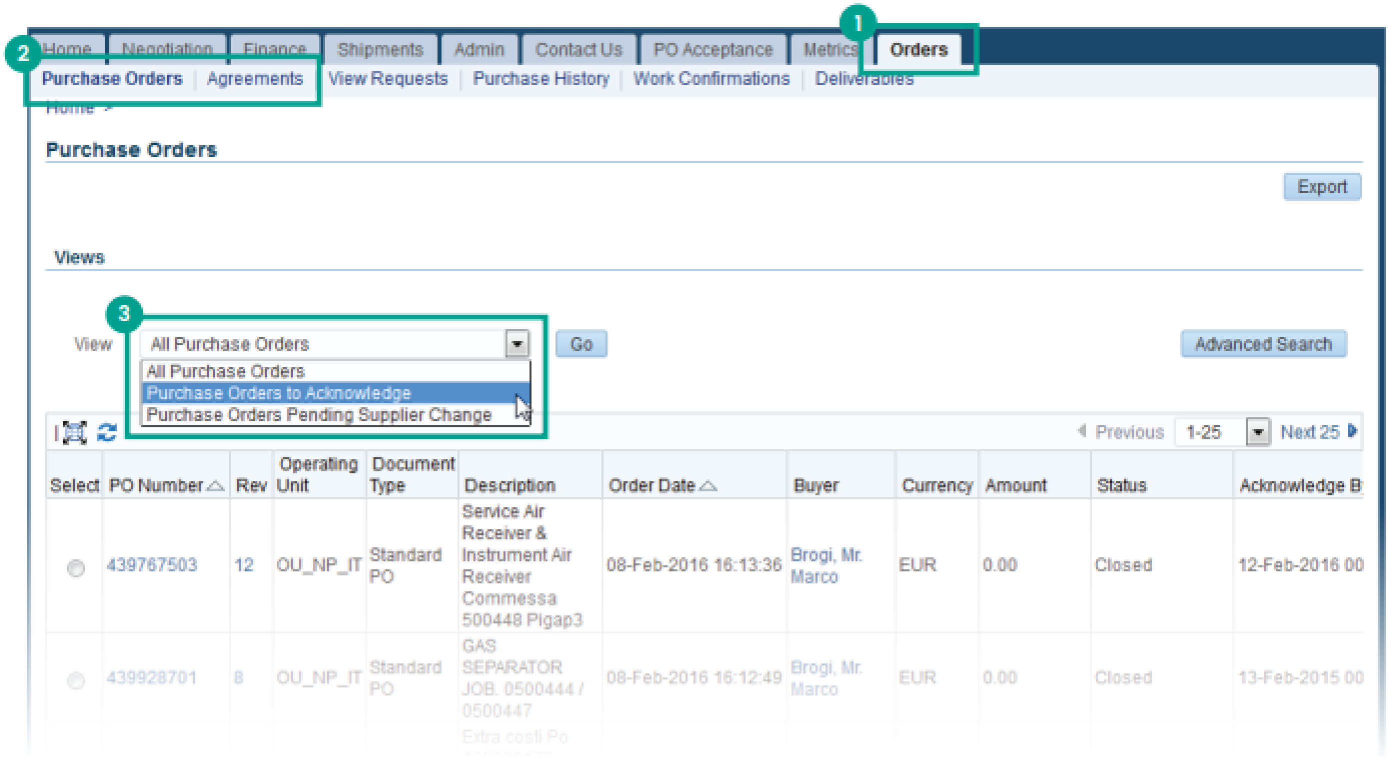
Order search

The **Orders** tab helps user searching PO by using predefined searches and **Advanced Search** options.

1. Click on the Orders tab to go to the Orders home page.
2. Select one of these two sub-tab respectively if you want to search for PO or Release (**Purchase Orders**) or one Blanket Agreement (**Agreements**).
3. Select PO search parameter.



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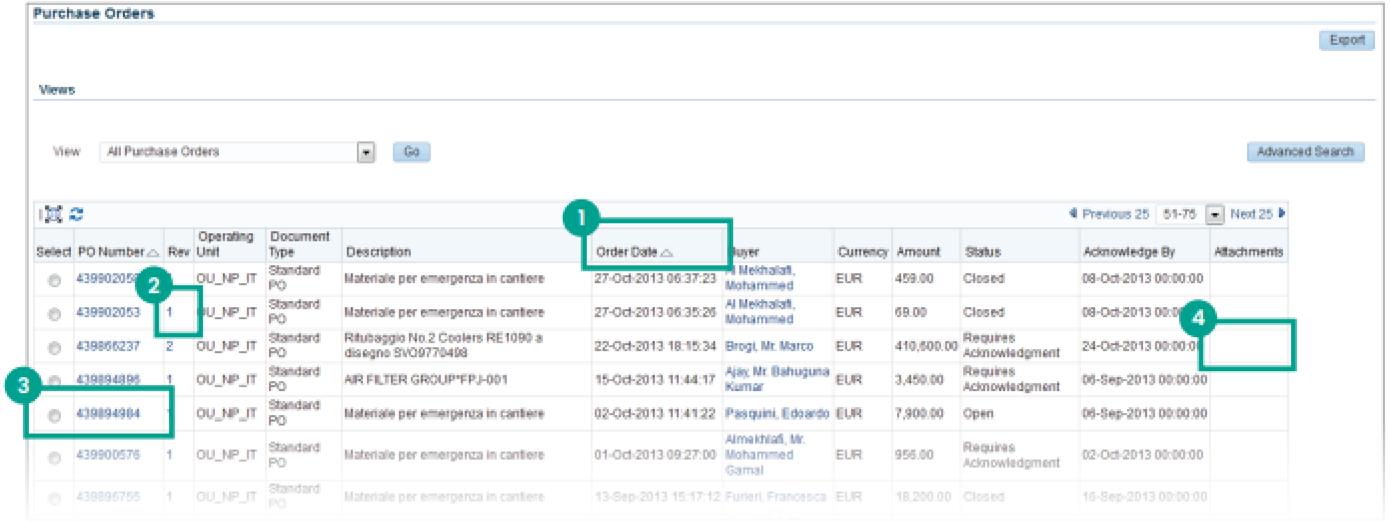
Order list

1. In all iSP form, once you have your search results displayed, you can sort them by clicking any of the embossed column headings.
2. Clicking on Rev. number the user can see all the changes made to the PO.
3. Once you've located the PO you want to view, click on the PO number to view all the PO details.
4. Clicking on attachment icon the system shows the list of notes, clauses, and attachments present in the Oracle PO.



Note: Be careful not to use back and forth browser buttons to navigate into the system, but the specific breadcrumbs hyperlinks.

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View purchase order details

In the PO details page most header and lines information related to the selected PO are displayed. The user can also access all other related information to this PO by clicking on **Receipts**, **Invoices**, or **Payments**.

1. In the upper part of the page there are PO header information.

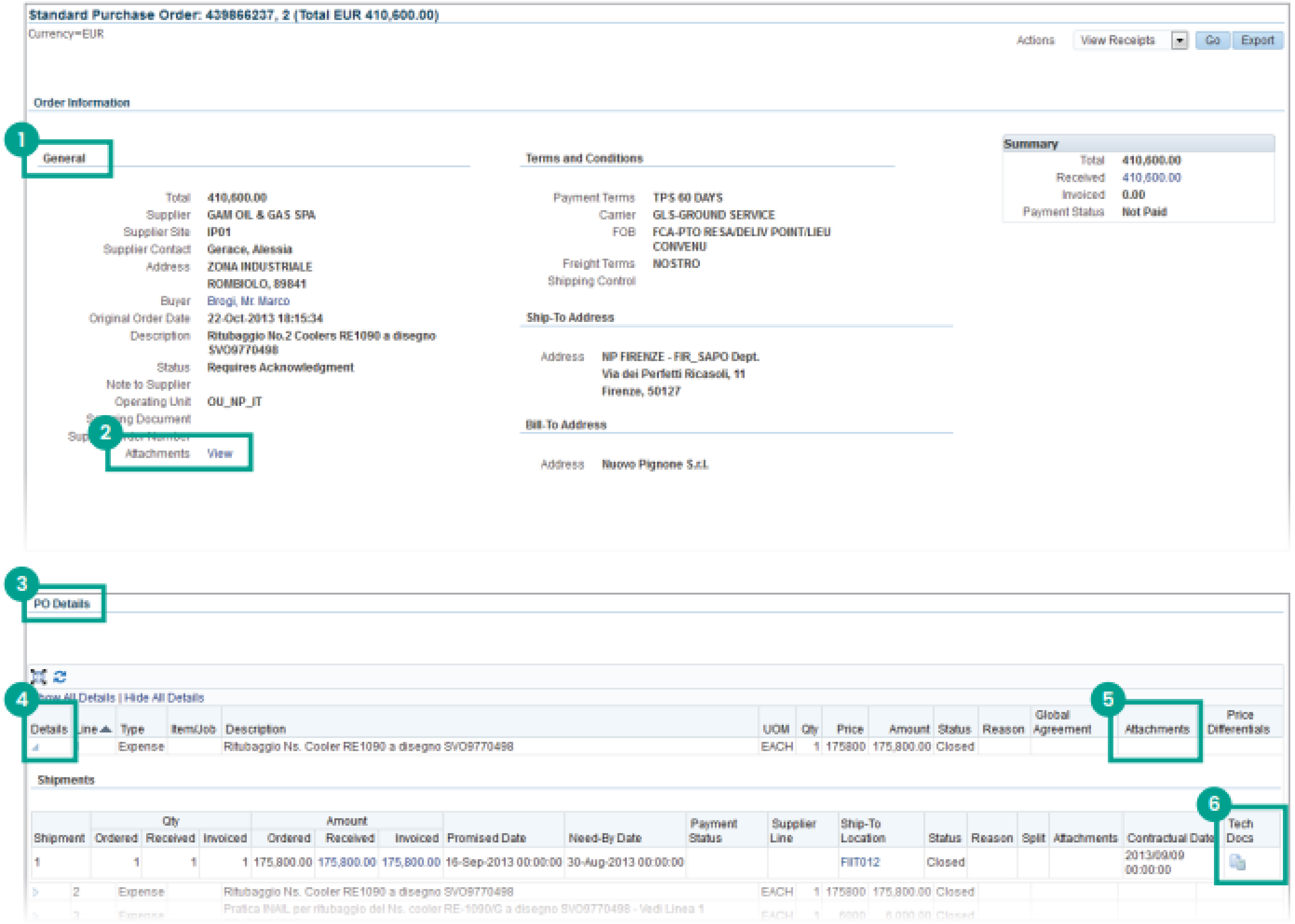
2. Click on hyperlink (if present) to view all the note, clauses, and other documents attached to the PO header or to the PO lines.

3. In the **PO Details** section, the lines information are displayed (code, q.ty, tech docs, etc).

4. Click to view line shipment details. Here the most important information are related to the dates.

5. Click on hyperlink (if present) to view all the note, clauses, and other documents attached to the PO header or to the PO lines.

6. Click on this icon to view and download the list of Tech Docs associated to each PO line.



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Purchase order history

Through **Purchase History** sub-tab, search for the PO and view the PO revision history as shown here.

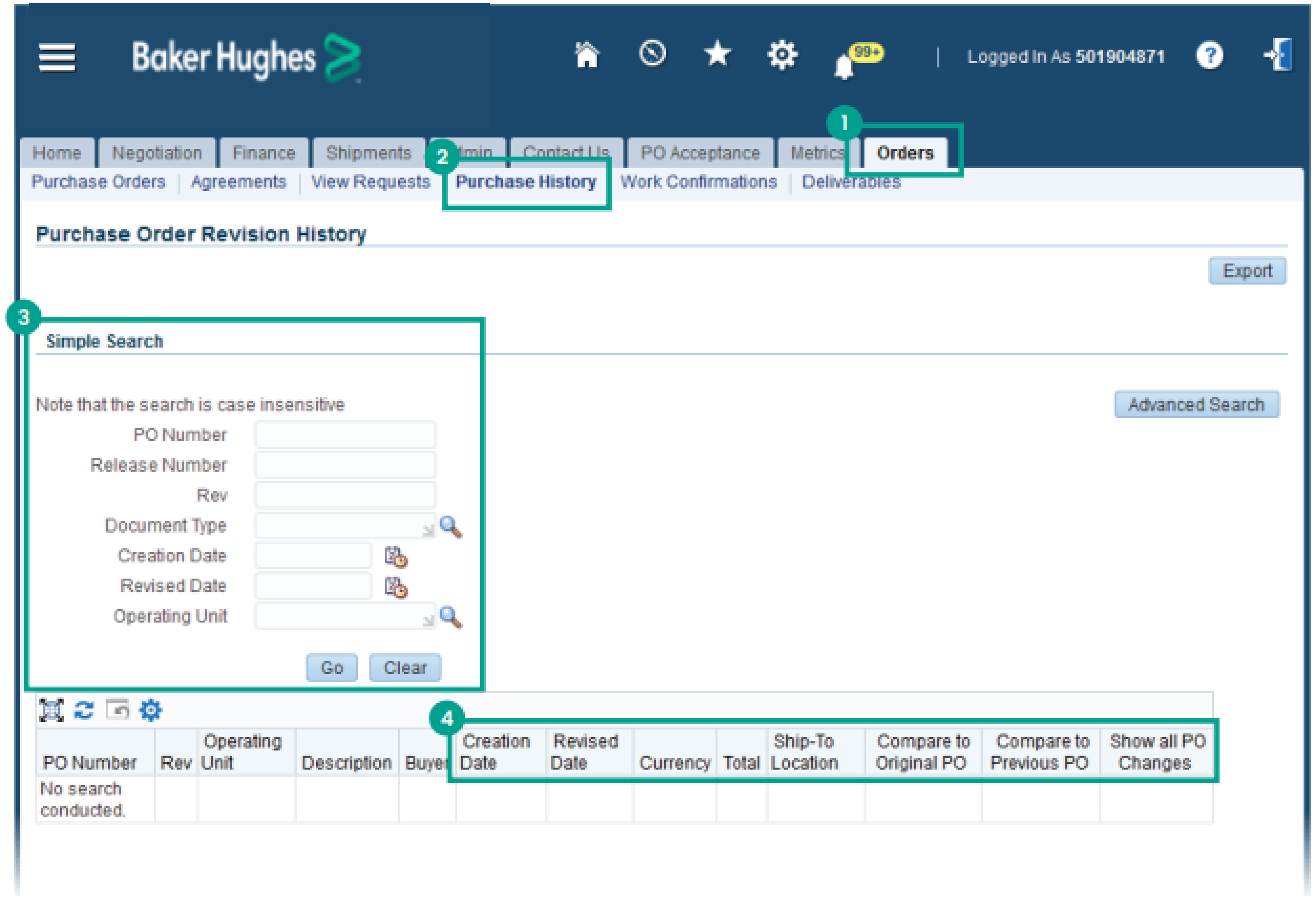
1. Click on the **Orders** tab to go to the Orders home page.

2. The **Purchase History** section allows to search and visualize the PO changes made.

3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

4. These three options allow respectively to compare the last revision with the original version, to the previous one, and to view all PO changes

Note: The user can reach the same result clicking on the Rev. number link in the Orders list.



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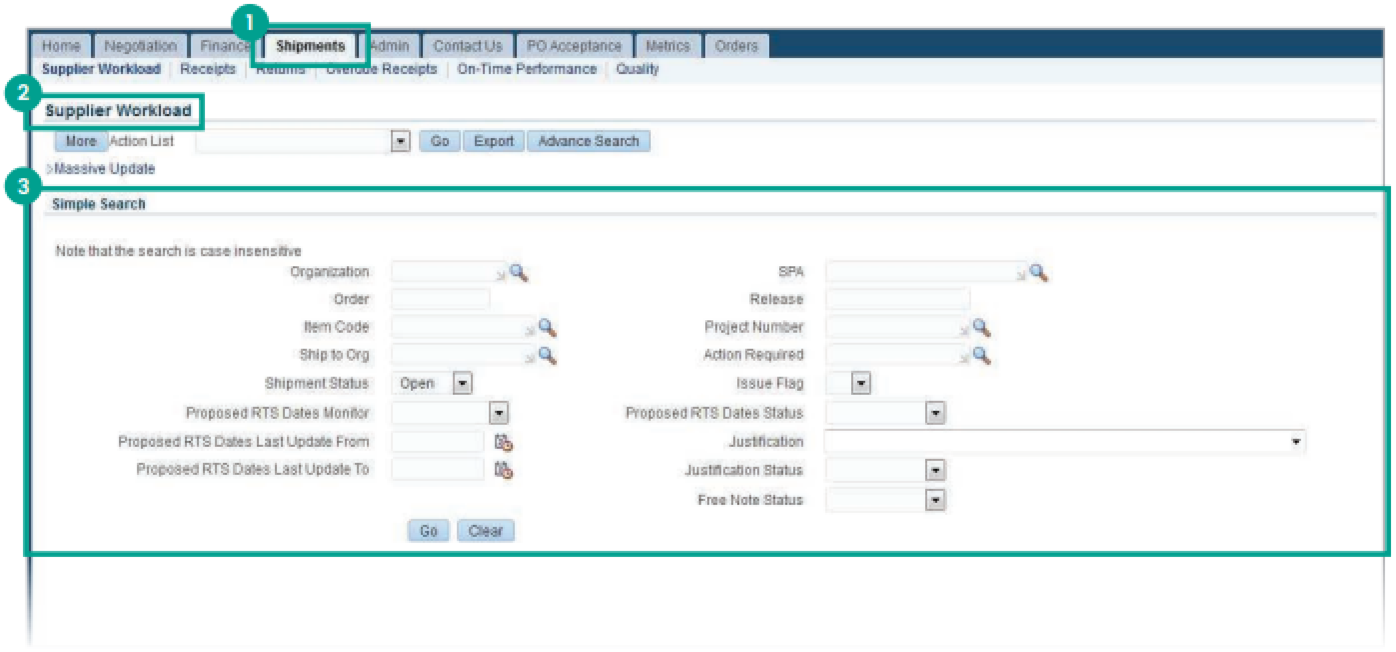
Shipments: RTS date management milestone—docs upload

Supplier workload search

1. Click on the **Shipments** tab to go to the Shipments home page.

2. The **Supplier Workload** sub-tab contains all information related with shipment dates management and is key for the fulfillment process.

3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.



Supplier workLoad list

1. Click on **More** to view all fields available (BOM link).

2. Clicking on **Item Code** hyperlink the system shows some information related to the item for example (Planner name, COA12 flag, Req#, etc).

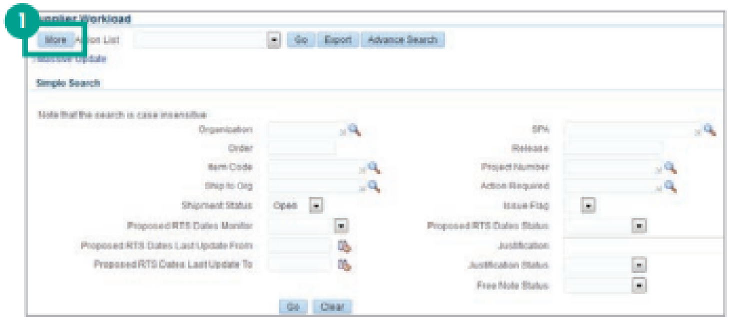
3. Proposed Ready to Ship is populated when the supplier ask for a new RTS. Set **Actual Flag** is Y supplier can not propose a new RTS.

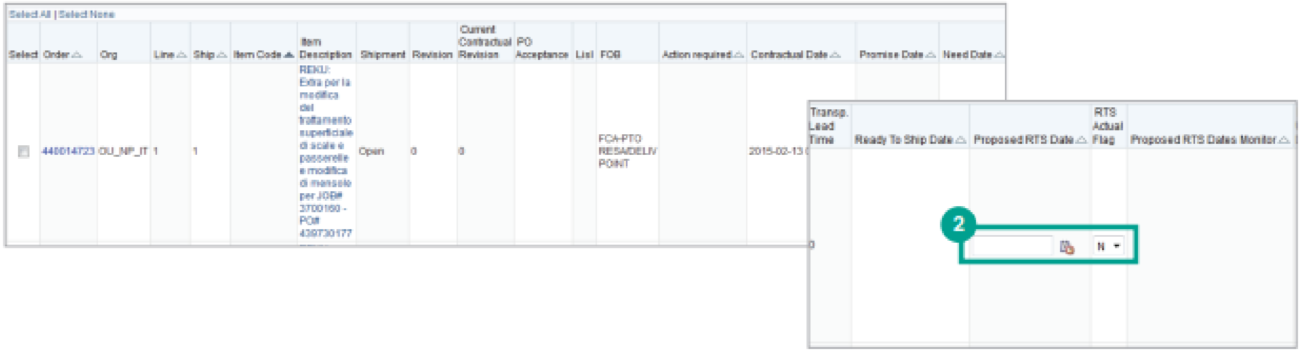
4. The system sets **Issue** flag to Y when the SPA rejects the Proposal RTS Date.

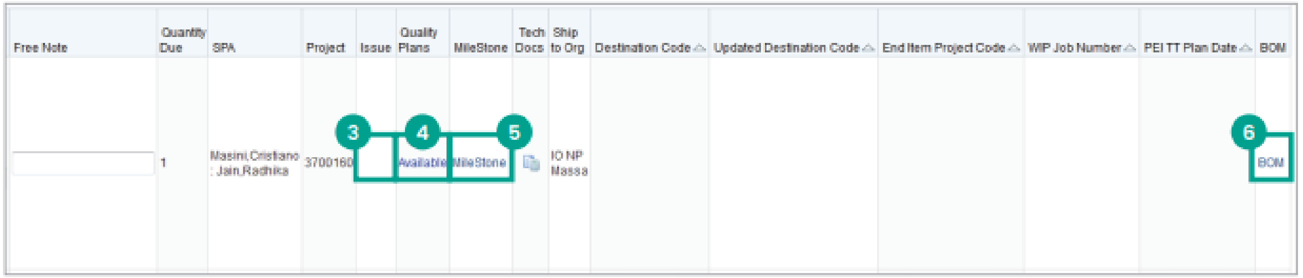
5. If the shipment has quality docs associated they can be viewed/uploaded clicking on this hyperlink. The same information can be accessed through the **Quality** sub-tab present in the menu.

6. If the shipment has Milestones associated they can be viewed/uploaded clicking on this hyperlink.

7. Click here to view and export BOM.







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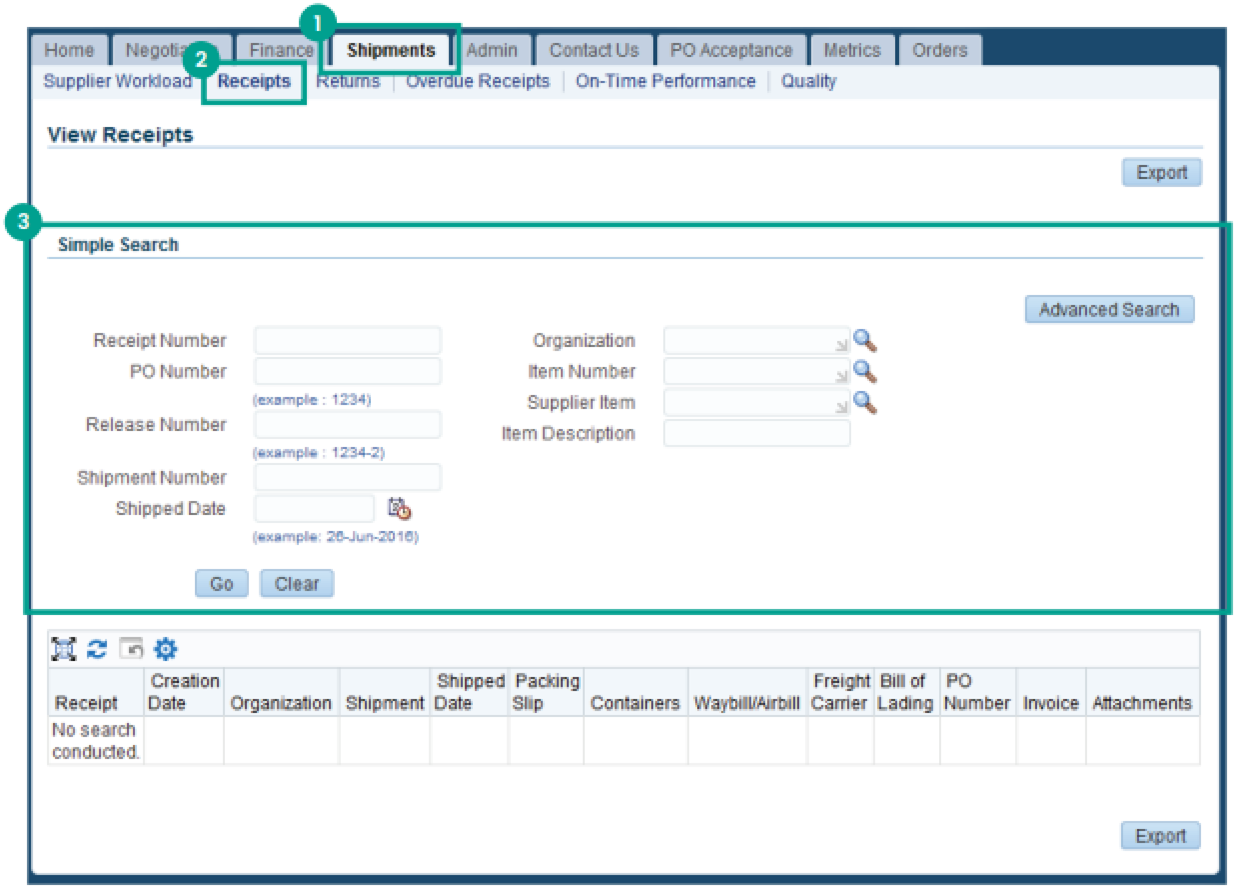
Receipt search

Entering the specific tab and sub-tab it is possible to search for receipts using the standard iSP search form. The **Receipts** page enables you to explore a historical view of all receipts that have been recorded for your shipments.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. This section allows to search and visualize the receipt information related to the different POs.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.



Receipt information

In the **Receipt transaction form** the system shows line by line the detailed information related to the POs received and the receipt.

1. Clicking on the receipt number, as shown in the next page, the system opens another form with the detailed information about the transport and receipt of the specific PO line.
2. Using this link the user can enter directly in the PO detail form in order to analyze the detailed information related to the PO.

Previous 1-10 Next 10

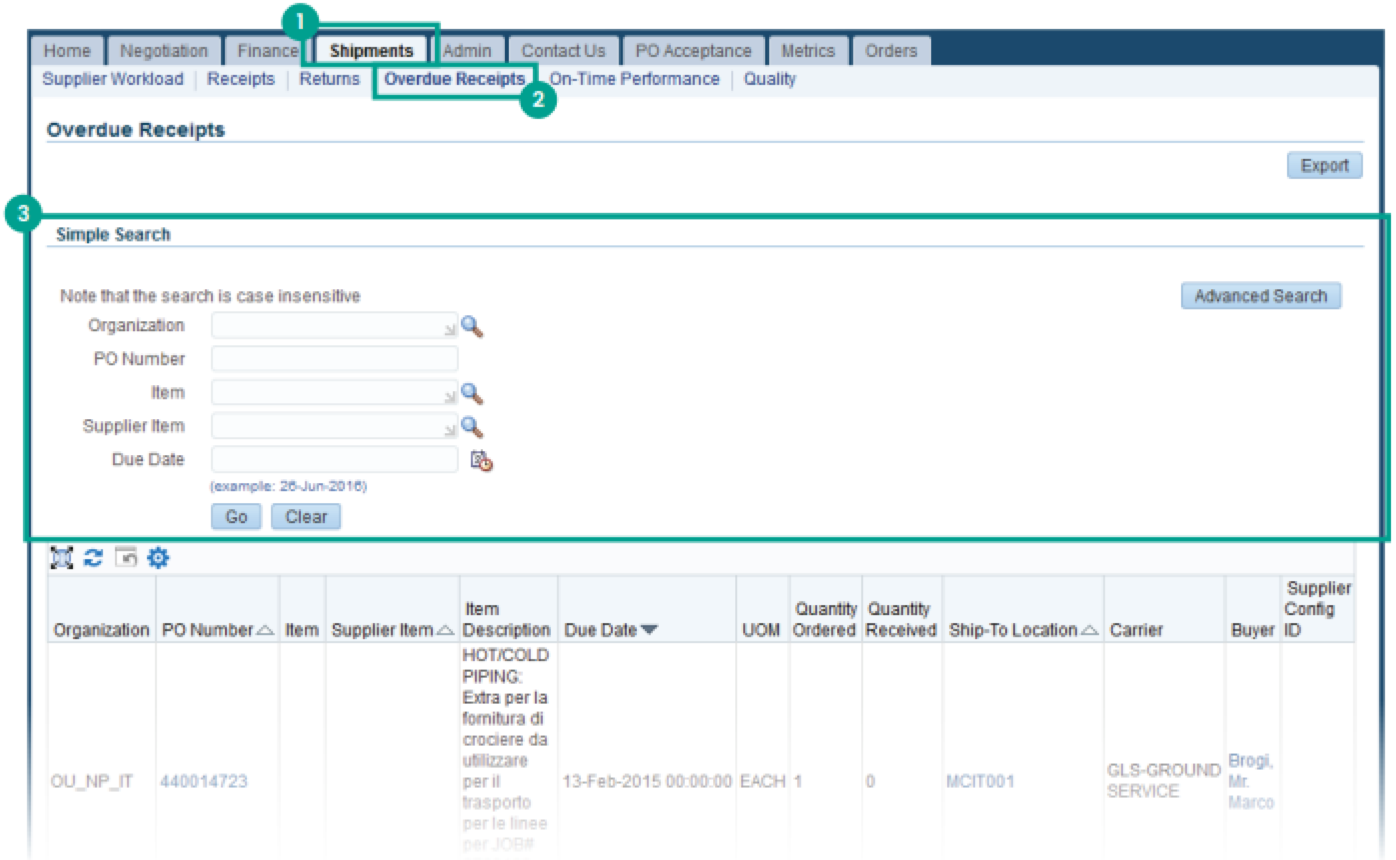
Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
993825	27-Apr-2011 11:50:24	IO NP Firenze			218/229		218/229			439674596		
991168	19-Apr-2011 16:20:14	IO NP Firenze			145		145			439708922		
985709	22-Oct-2014 17:35:30	IO NP Service			299/14_X451487		299/14_X451487			439892371		
983520	30-Mar-2011 11:47:29	IO NP Firenze			125		125			439708928		
979740	10-Oct-2014 15:19:15	IO NP Service			293/14_X445204		293/14_X445204			439892371		
977715	07-Oct-2014 14:09:51	IO NP Service			286/14_X440285		286/14_X440285			439963885		
97042	08-Feb-2012 20:32:26	IO NP Livorno NU								439731852		
962395	11-Feb-2011 11:29:38	IO NP Firenze			07350-		07350-			439702424		
958242	28-Aug-2014 10:48:45	IO NP Service					190/2014			439892371		
957954	27-Aug-2014 13:52:33	IO NP Service					190/2014			439892371		

Previous 1-10 Next 10

Viewing overdue receipts

The **Overdue Receipts** results page enables users to view the details of past due purchase order shipments.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **Overdue Receipts** sub-tab to go to the overdue receipts page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.



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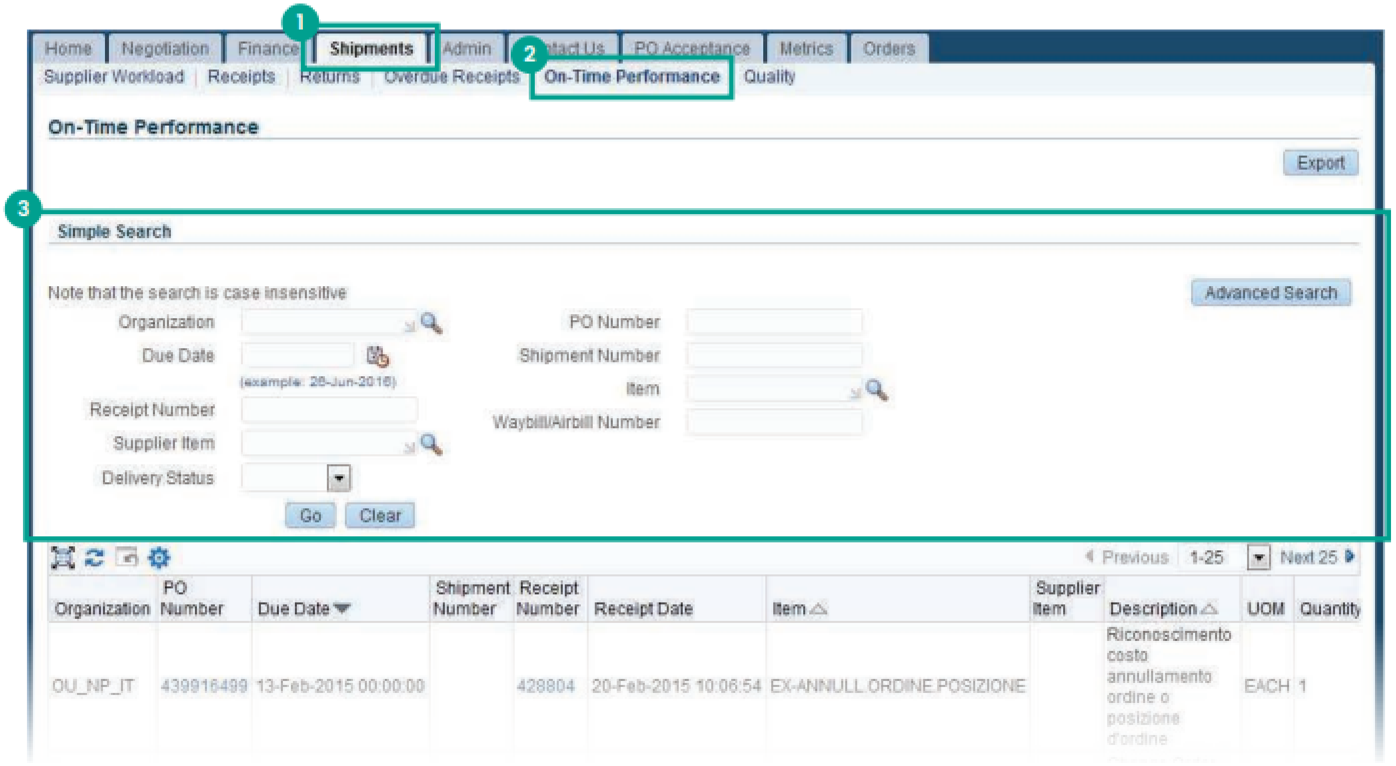
Viewing on-time delivery performance

The **On-Time Performance** page provides the delivery status of shipments the supplier made against purchase orders. The supplier can view his/her performance for timeliness of deliveries.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Click on the **On-Time Performance** sub-tab to go to the on-time performance page.
3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.



Quality requirements

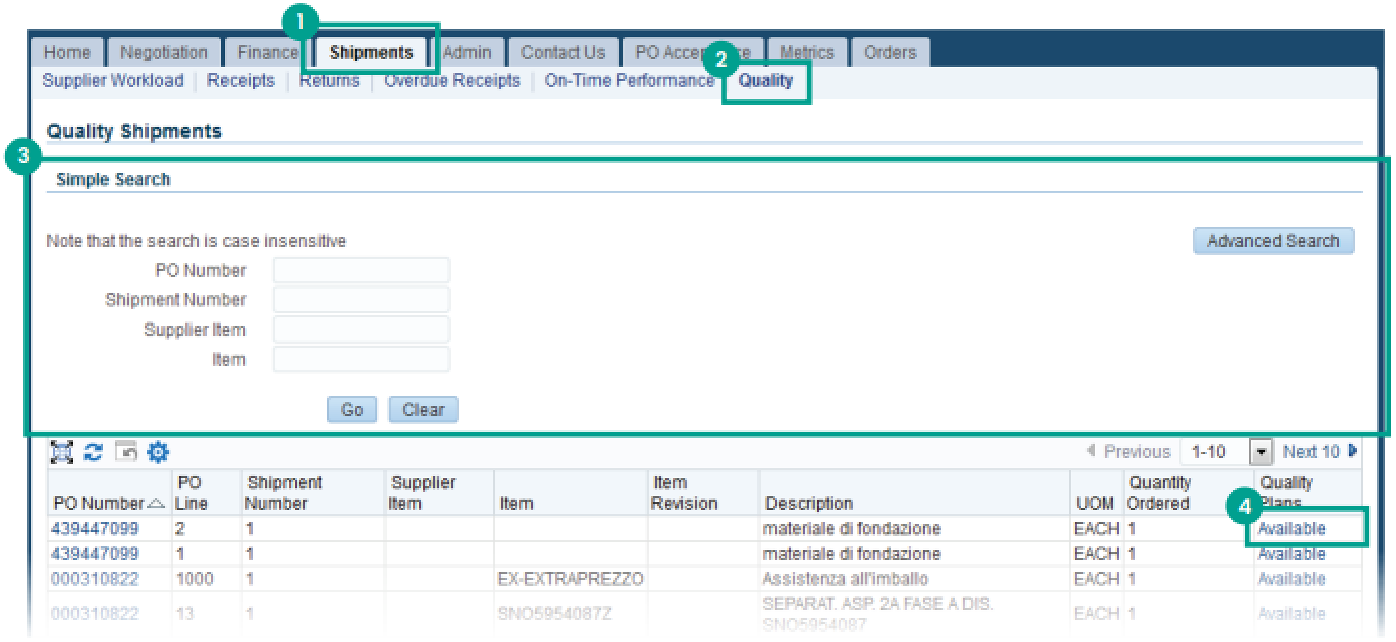
Entering the specific tab and sub-tab users can see all the open shipments having quality plans associated. Quality plans are created in Oracle Quality module and linked to supplier/PO information.

1. Click on the **Shipments** tab to go to the Shipments home page.

2. This section allows to search and visualize the quality information related to the different POs.

3. Use predefined or **Advanced Search** options. Enter the search criteria and then click on Go to run a query.

4. By clicking on **Available** hyperlink, users can enter quality results and view quality results already registered.



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RTS date management

iSupplier portal: RTS management by supplier

1. When supplier proposes a new RTS, Promise Date is updated automatically in Nuovo Pignone systems. It is used to plan production activities.

2. RTS is actual when you are sure that you can respect proposed RTS date.

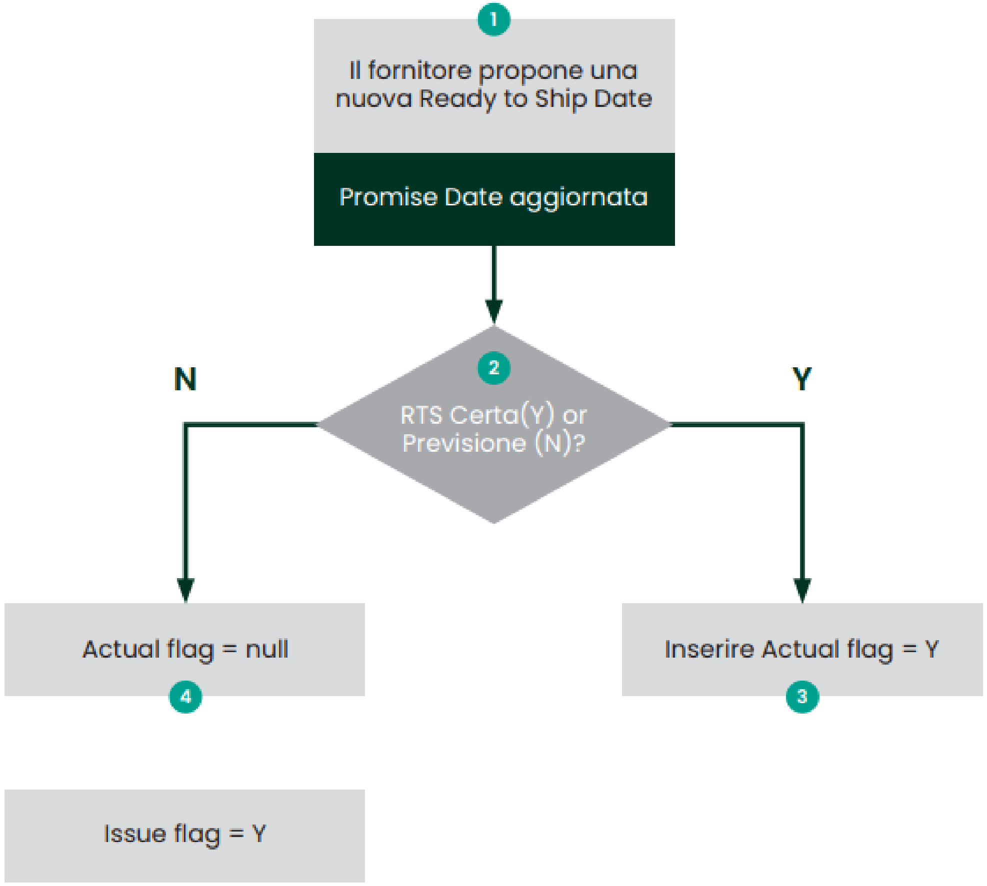
3. Set **Actual flag = Y** if RTS proposed is actual. If you need to modify it again, only your SPA can allow you to propose a new RTS again. If RTS that you proposed is final, RTS is automatically updated (you will see new RTS and promise date updates the day after.

4. Actual flag = null means that RTS proposed is a forecast. RTS is not updated, but SPA views RTS proposed and can decide to update RTS with RTS proposed.

Issue flag = Y

• If Issue flag = Y, RTS proposed has an impact on Need Date. SFM can decide to update RTS with your proposal. In this case issue flag returns null.

• If Issue flag = Y and you received a notification, SFM rejected RTS that you proposed. In this case you can modify again RTS.



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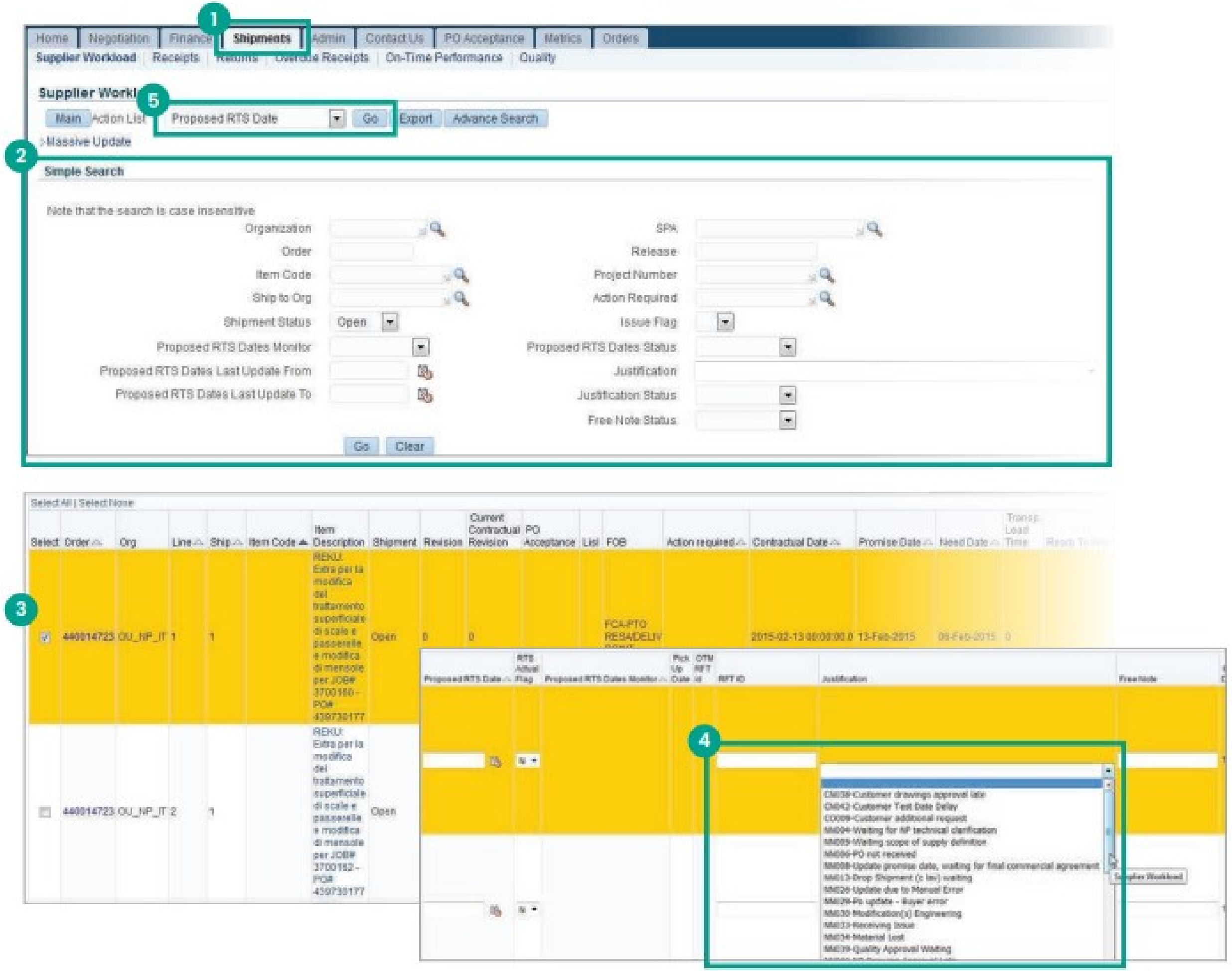
Supplier changes RTS date

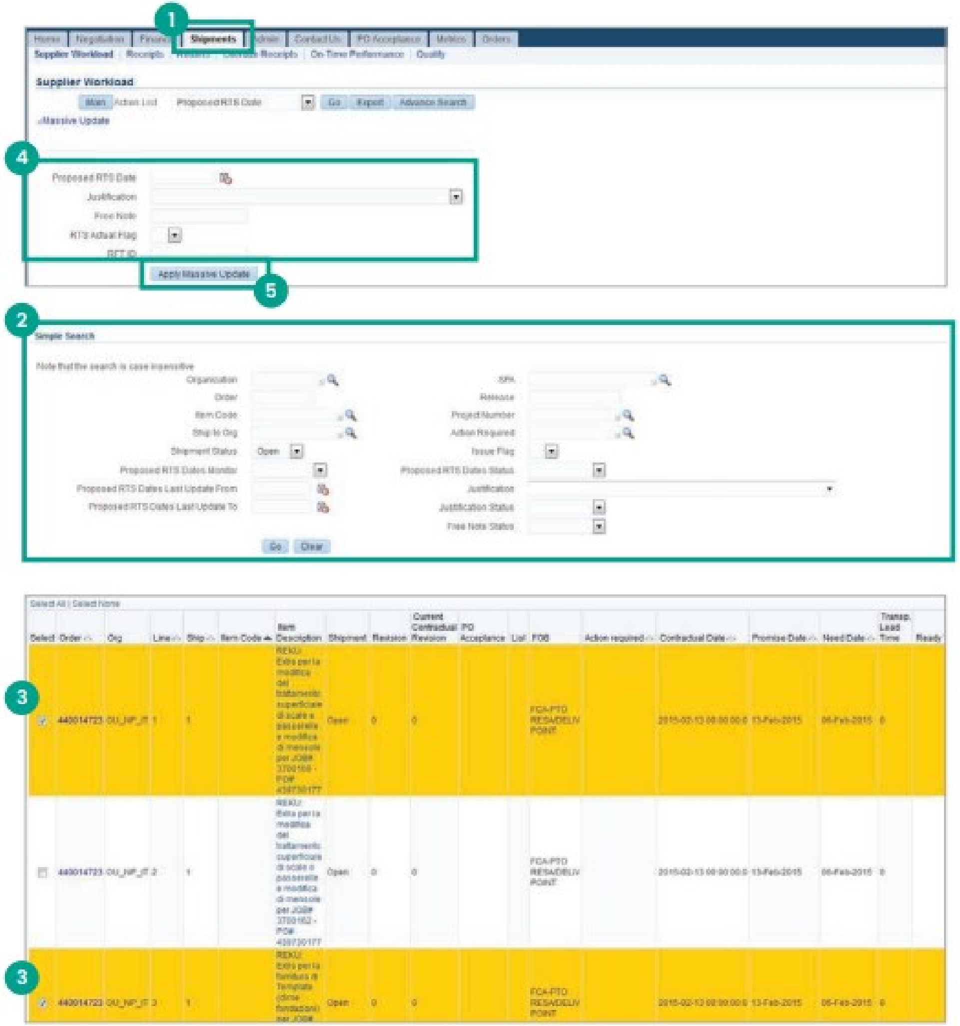
Supplier can propose a new RTS Date. The SFM can accept or reject it.

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on Go to run a query.
3. Select the line(s) in which to perform the change or select all lines.
4. Enter **Proposed RTS** and **Set Actual Flag Y** if RTS proposed is actual.
It is mandatory to indicate the reason using the list of value present in the field **Justification**.
5. Select **Proposed RTS** and click on Go.



Supplier changes RTS date: Massive Update (selected lines)

1. Click on the **Shipments** tab to go to the Shipments home page.
2. Search the desired PO entering at least the mandatory search criteria and then click on **Go** to run a query. In the result list select the line(s) in which you want to perform the change.
3. Select multiple line for which you want propose a new RTS date.
4. In order to propose a new RTS Date, the supplier has to use the **Massive Update** function when he has to enter more than one value on the line (at least RTS date and Justification).
5. Clicking on **Apply Massive Update** the system saves and applies the information



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iSP massive upload by csv

Massive upload template

1. Click on the **Shipments** tab to go to the Shipments home page.

2. Enter the desired query parameters and then click on **Go**.

3. The system will show the query results, select the desired one.

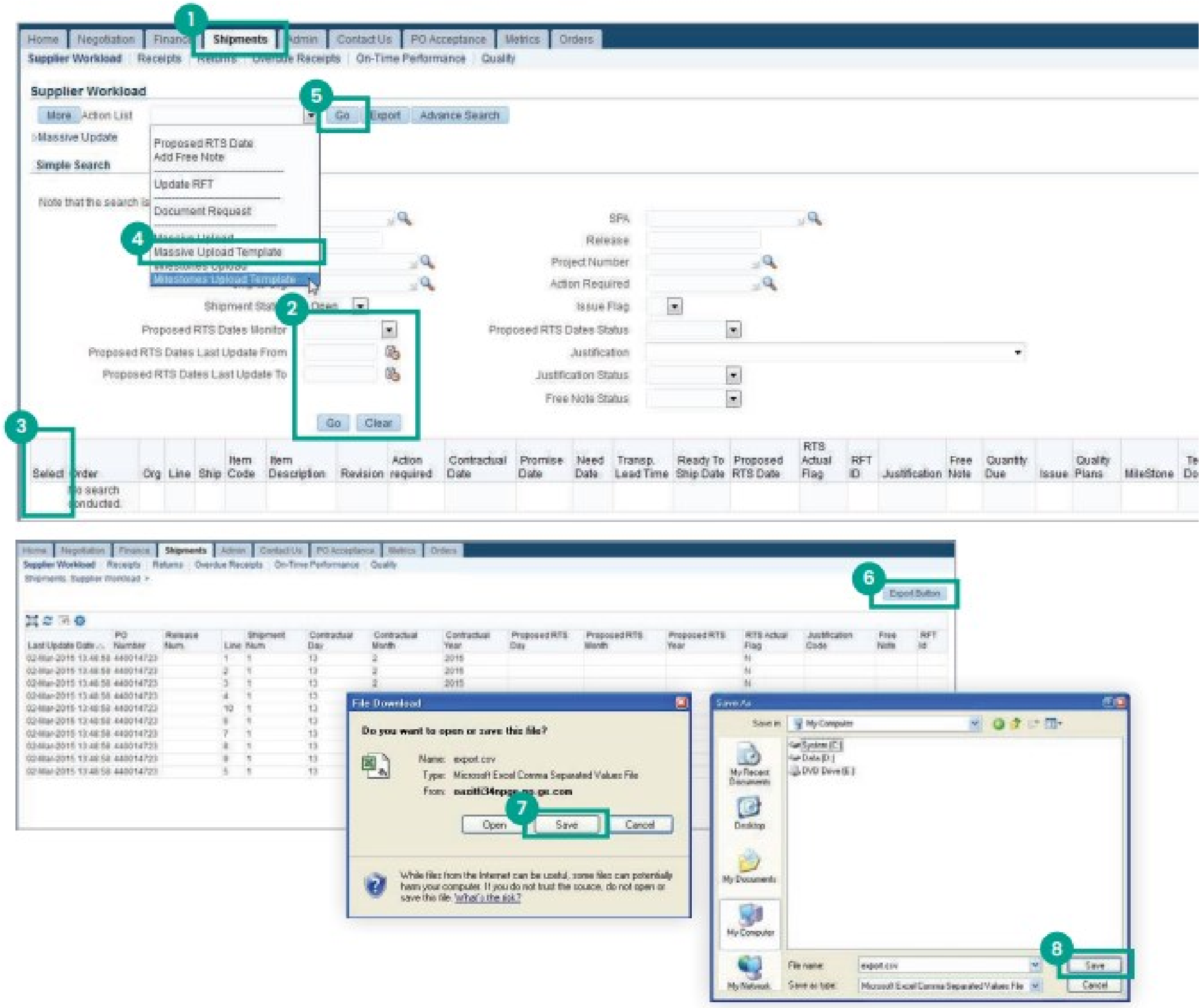
4. Select **Massive Upload Template** option.

5. Click on **Go**.

6. Click on **Export Button**.

7. Click on **Save**.

8. Click on **Save**.



NOTE:

Supplier can delete from "Massive upload Template" some exported lines, but supplier cannot change key information (Order, Line, Shipment, Release Number).

- *Supplier cannot delete the first line*
- *Supplier cannot add new lines*
- *Supplier cannot add or delete columns*
- *Supplier cannot change the columns position*

Baker Hughes

Massive Upload

Select **Massive Upload** from Action menu to upload export file saved and filled with dates information.

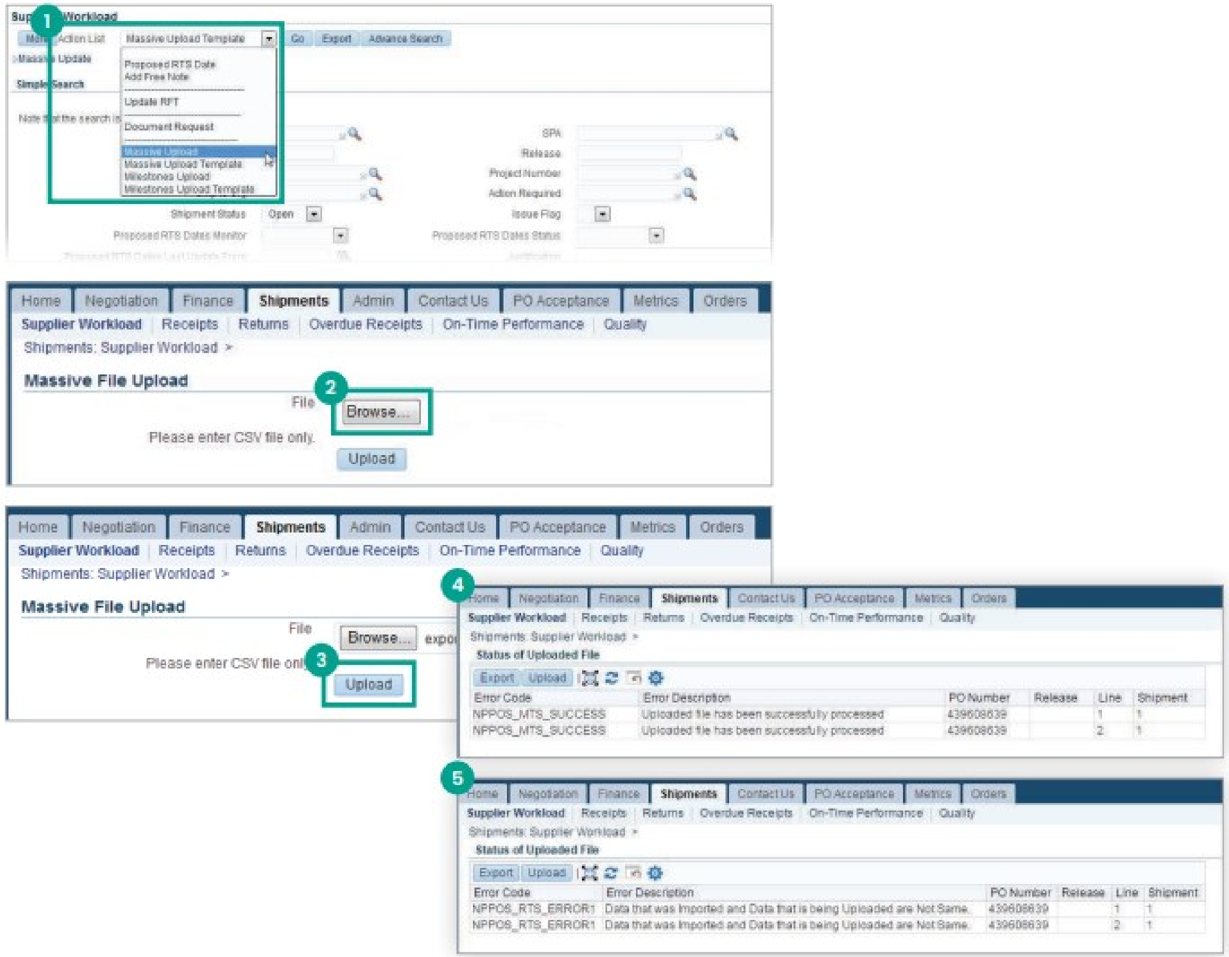
1. Select **Massive Upload** from **Action List** menu.

2. Click on **Browse**.

3. Click on **Upload**.

4. The system shows the following message when the csv file has been uploaded.

5. The system shows the following error message when user tries to upload an old csv file, without downloading the Massive Upload Template before.



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CSV uploading problem resolution

Loading CSV file, there might be a loading problem caused by the Italian Windows version. In order to prevent this uploading error the user can perform the following actions. These are required only when in **Regional and Language Options**, the Limit Separator is “;” (semicolon) instead of “,” (comma)”.

1. Click on **Start** menu

2. Scroll to **Settings**

3. Choose **Control Panel**

4. Open **Regional and Language Options**

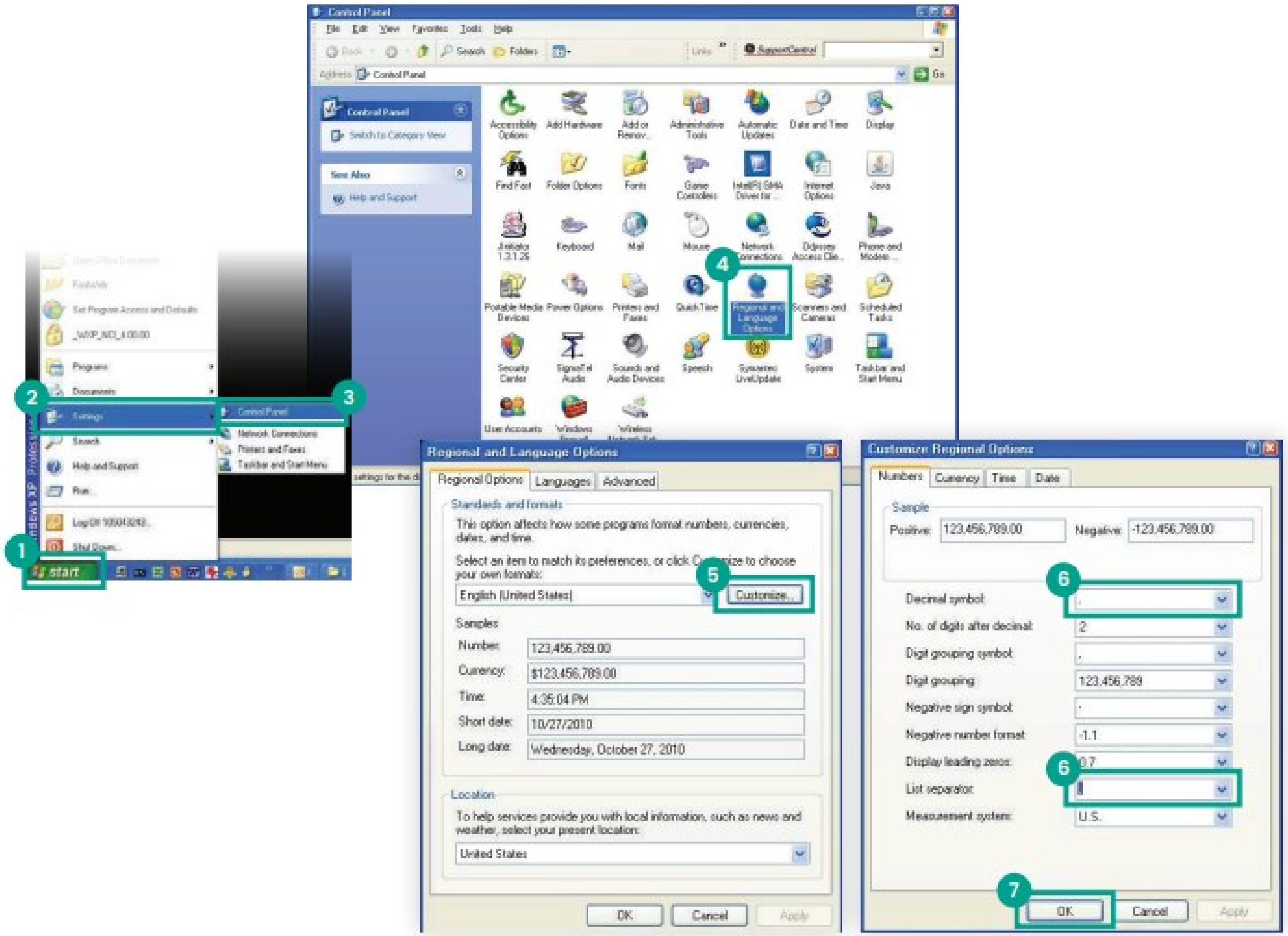
5. Click on **Customize**

6. In order to set the right setting, the following characters need to be changed:

– “,” has to be changed with “.”

– “;” has to be changed with “,”

7. Click **OK**



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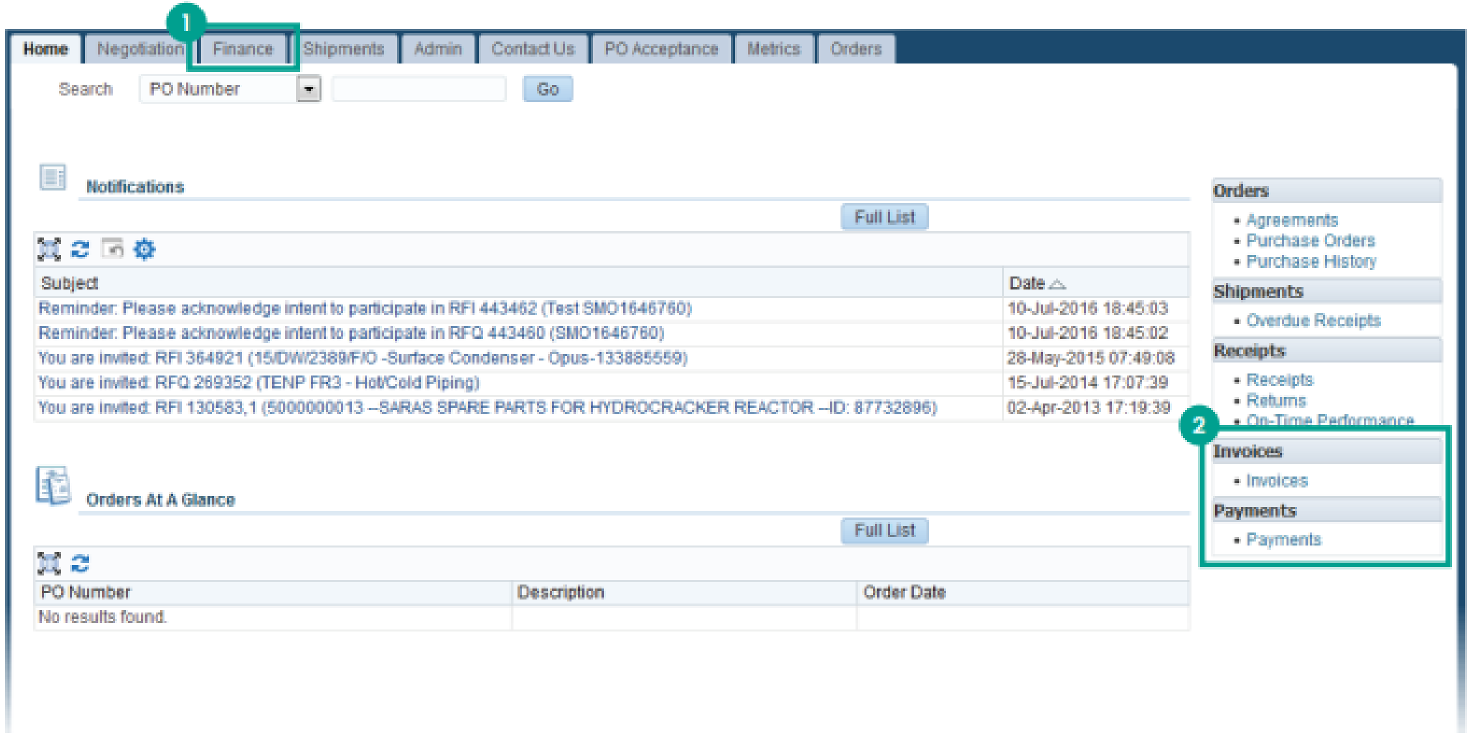
Invoices and payments

Invoice and payment search

The iSP home page provides different options to locate invoice and payment.

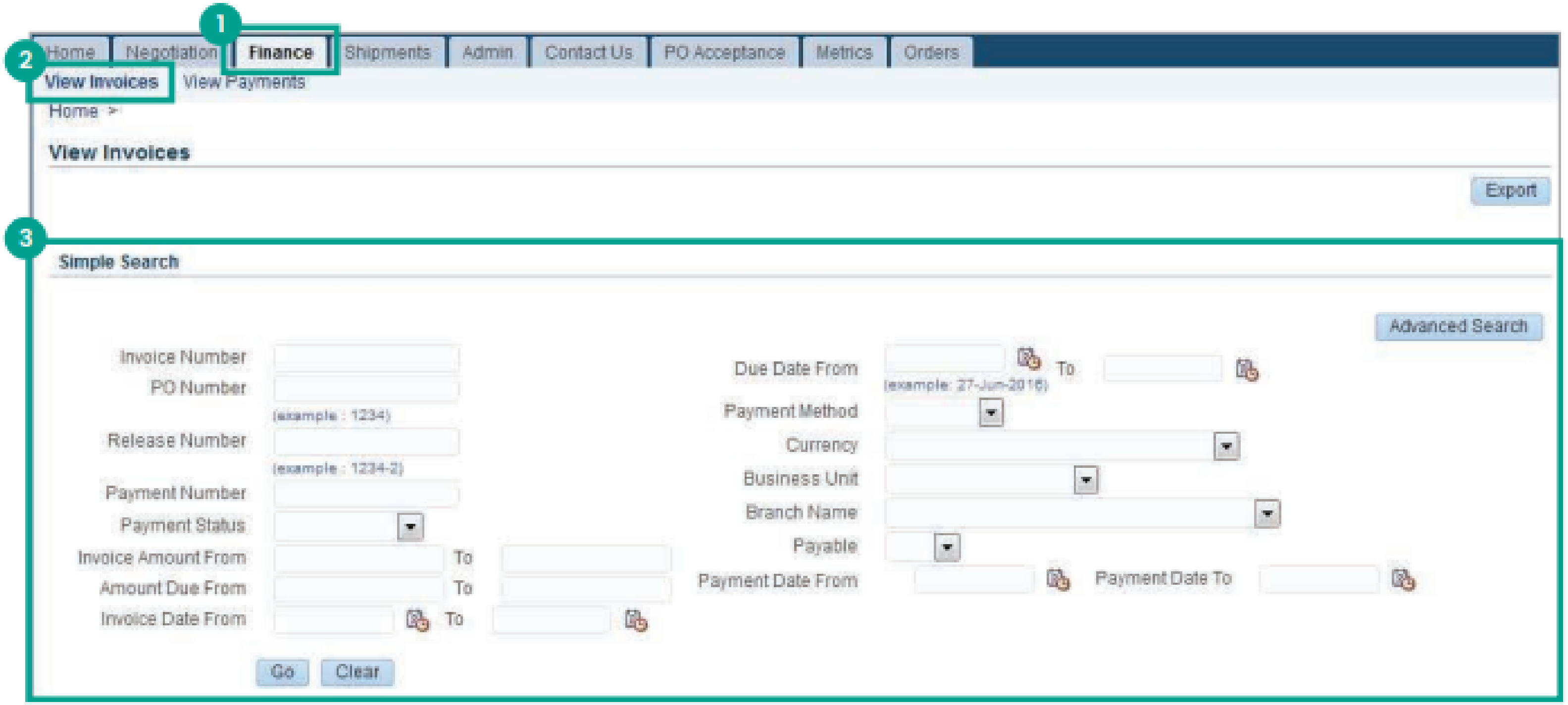
1. This button allows to open the **Finance** tab in which are presents the function to view the invoices and the payments details.
2. Quick search can be used to access directly any document (PO, shipment, invoice, and payment) entering the number in the free text box.
3. Using these links the system automatically moves to the specific option **View Invoices** or **View Payments** present inside the **Account** tab.



Invoice search

To view submitted invoices in iSP you need to follow the steps as shown below.

1. Click on the **Finance** tab to go to the Finance home page.
2. The **View Invoices** sub-tab allows to search and visualize the invoice information related to the different POs.
3. Use predefined or **Advanced Search** options. Enter any search criteria and then click on **Go** to run a query.



Invoices list

As query results the system returns the list of invoices that correspond with the query parameters.

1. Business unit which has issued the PO.

2. This field shows and allows download of TPS debit note (if present).

3. Document status can be Invoice Fully/Partially Payable or Not Payable according to the hold reasons.

4. The possible hold reasons are the following:

– Site Hold: refers to the global Supplier situation for the site; Document Status becomes Invoice Fully Not Payable

– Schedule Hold: temporary hold, mainly due to missing documentation; Document Status becomes
Invoice Fully Not Payable

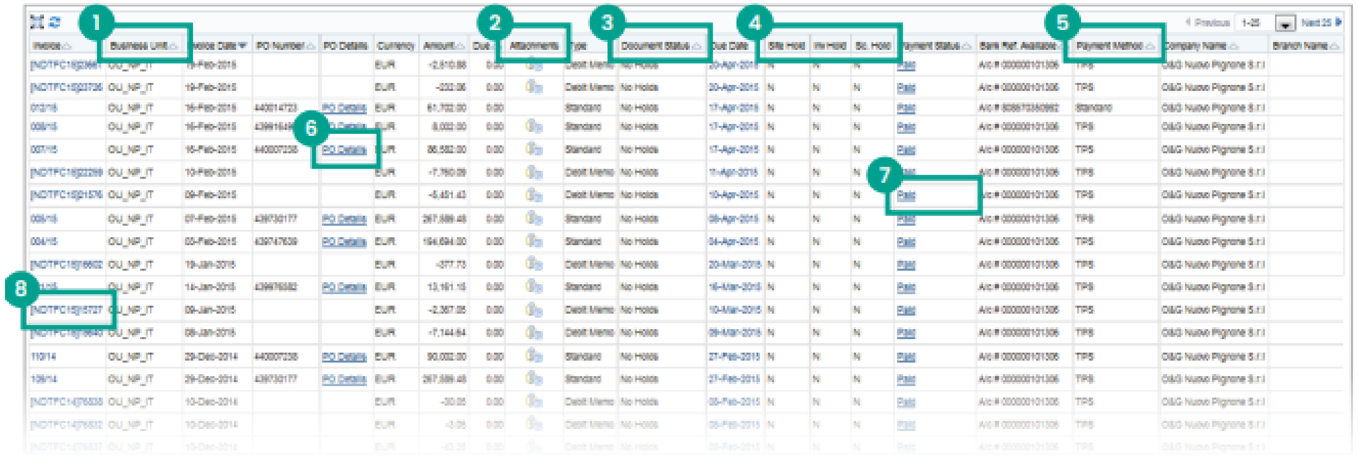
– Invoice Hold: refers to a single invoice, i.e. no match between PO and invoice on price or quantity. This
hold could be put only on a part of an invoice, Document Status becomes Invoice Partially Not
Payable

5. The different payment methods are: Standard, TPS, IBS, and Factor.

6. Through this link it is possible to see the detailed information related to the PO.

7. This link directly opens the related payment page. This value can be Paid, Not Paid or Partially Paid.

8. Click to open and view invoice details.



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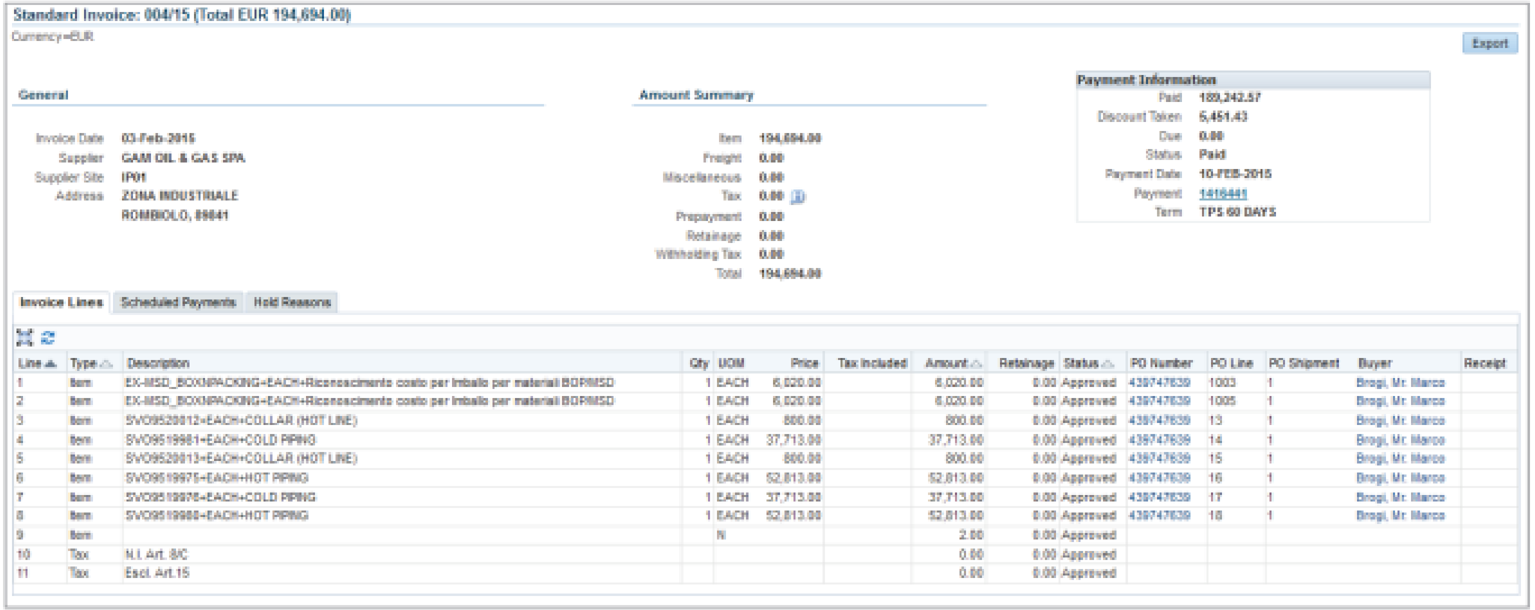
View invoices details

In this form iSP shows line by line all the useful information related with the PO and the invoice.



Standard Invoice: 004/15 (Total EUR 194,694.00)

Currency=EUR

Export

General

Invoice Date	03-Feb-2015
Supplier	GAM OIL & GAS SPA
Supplier Site	IP01
Address	ZONA INDUSTRIALE ROMBIOLO, 89841

Amount Summary

Item	194,694.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	194,694.00

Payment Information

Paid	189,242.57
Discount Taken	5,451.43
Due	0.00
Status	Paid
Payment Date	10-FEB-2015
Payment	1416441
Term	TPS 60 DAYS

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	EX-MSD_BOXNPACKING+EACH+Riconoscimento costo per Imballo per materiali BORMSD	1	EACH	6,020.00		6,020.00	0.00	Approved	439747639	1003	1	Brogi, Mr. Marco	
2	Item	EX-MSD_BOXNPACKING+EACH+Riconoscimento costo per Imballo per materiali BORMSD	1	EACH	6,020.00		6,020.00	0.00	Approved	439747639	1005	1	Brogi, Mr. Marco	
3	Item	SVO9520012+EACH+COLLAR (HOT LINE)	1	EACH	800.00		800.00	0.00	Approved	439747639	13	1	Brogi, Mr. Marco	
4	Item	SVO9519981+EACH+COLD PIPING	1	EACH	37,713.00		37,713.00	0.00	Approved	439747639	14	1	Brogi, Mr. Marco	
5	Item	SVO9520013+EACH+COLLAR (HOT LINE)	1	EACH	800.00		800.00	0.00	Approved	439747639	15	1	Brogi, Mr. Marco	
6	Item	SVO9519975+EACH+HOT PIPING	1	EACH	52,813.00		52,813.00	0.00	Approved	439747639	16	1	Brogi, Mr. Marco	
7	Item	SVO9519976+EACH+COLD PIPING	1	EACH	37,713.00		37,713.00	0.00	Approved	439747639	17	1	Brogi, Mr. Marco	
8	Item	SVO9519988+EACH+HOT PIPING	1	EACH	52,813.00		52,813.00	0.00	Approved	439747639	18	1	Brogi, Mr. Marco	
9	Item			N			2.00	0.00	Approved					
10	Tax	N.I. Art. 8/C					0.00	0.00	Approved					
11	Tax	Escl. Art.15					0.00	0.00	Approved					

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Payment search

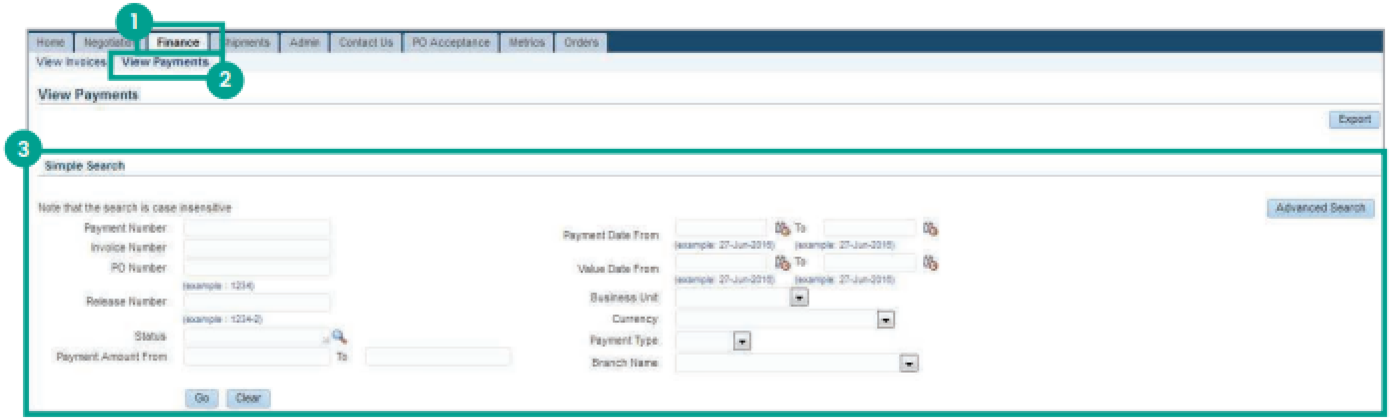
To view payments in iSP you need to follow the steps as mentioned below.

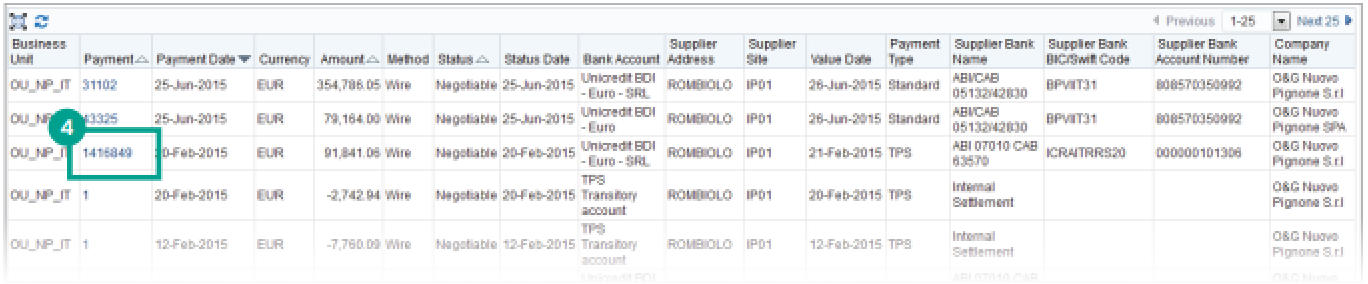
1. Click on the **Finance** tab to go to the Finance home page.

2. The **View Payments** sub-tab allows to search and visualize the payment information related to the different POs.

3. Use predefined or **Advanced Search** options. Enter at least the mandatory search criteria and then click on **Go** to run a query.

4. By clicking on the payment number the details of the payment are displayed.





Baker Hughes

FAQ – ITALIANO

FAQ: Accesso e gestione account iSupplier portal

D: Come posso richiedere una nuova utenza iSupplier portal?
R: Contattare il vostro Buyer di riferimento Baker Hughes

D: Un fornitore può cambiare la propria e-mail associata al SSO?
R: Sì, **r**ivolgersi al servizio di supporto – bhisp.support@bakerhughes.com

D: Perché gli indirizzi generici non possono essere accettati?
R: L'SSO è personale, le informazioni a cui dà accesso sono personali e dovrebbero essere lette dalla persona che segue gli ordini.

FAQ: Funzioni portale

D: Dove posso rivedere le bozze?

R: Dal tab "Negotiations" selezionare "Manage Drafts"

D: Dove si trovano gli allegati delle RFI?

R: Si trovano sempre sotto la sezione "Header"

D: Perché non riesco a scaricare documenti dall'iSupplier Portal?

R: L'assenza di un documento può dipendere da:

- Alta confidenzialità
- Il documento si trova in revisione critica

D: Posso scaricare la QRL?

R: No, non è possibile scaricare il QRL da iSP, ma è possibile visualizzarlo dal tab Shipment, selezionando le linee dell'ordine ricercato e "Document Request" dal action menu. Dopo aver cliccato su Go selezionare la categoria Certificates With Requirements

FAQ: Caricamento documenti

D: Cos'è un certificato MDR?
R: Manufacturing Drawing Report, certificati o test di collaudo che i fornitori vedono sul QCP della commessa

D: Cos'è uno SPIR?
R: Lista dei codici delle parti di ricambio che il fornitore deve inviare insieme all'item, il PO contiene una clausola che lo richiede

D: Come si carica un certificato?
- Dal tab "Shipments", ricercare e selezionare l'ordine
- Selezionare "All" per shipment status
- Seleziona "Document Request" dal menu action list
- Cliccare "Go"
- Selezionare la categoria dei documenti da caricare

D: Si possono caricare certificati per gli ordini OSP?
R: Si (destination type = shop floor)

D: Quanti numeri seriali si possono inserire su "Serial Numbers" per il caricamento dei certificati MDR?
R: 19 separati da virgola

D: Si possono inserire due o più numeri di serie nella barra per gli inserimenti?
R: Si, ma usando la virgola altrimenti il sistema li riconosce come un numero solo

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