TESI TRANSPORTATION MANAGEMENT SYSTEM

MET USER MANUAL

INDEX

1. INTRO

This document describes all the activities to be performed by Maire users to manage the material transports of Maire group.

This document is structured in different sections:

1. System access and main sections: this section describes how to log in the system and the main system pages;
2. End to end process: this section contains a brief overview of the transport management process and the list of all status that the transport can have in the system;
3. Transportation phases: this section describes in detail all phases of the process and the actions that Maire will perform on the system;
4. How to: this section contains the instructions to perform the main activities to be executed on the system;
5. Support: this paragraph details how to request support.

1.1 GLOSSARY

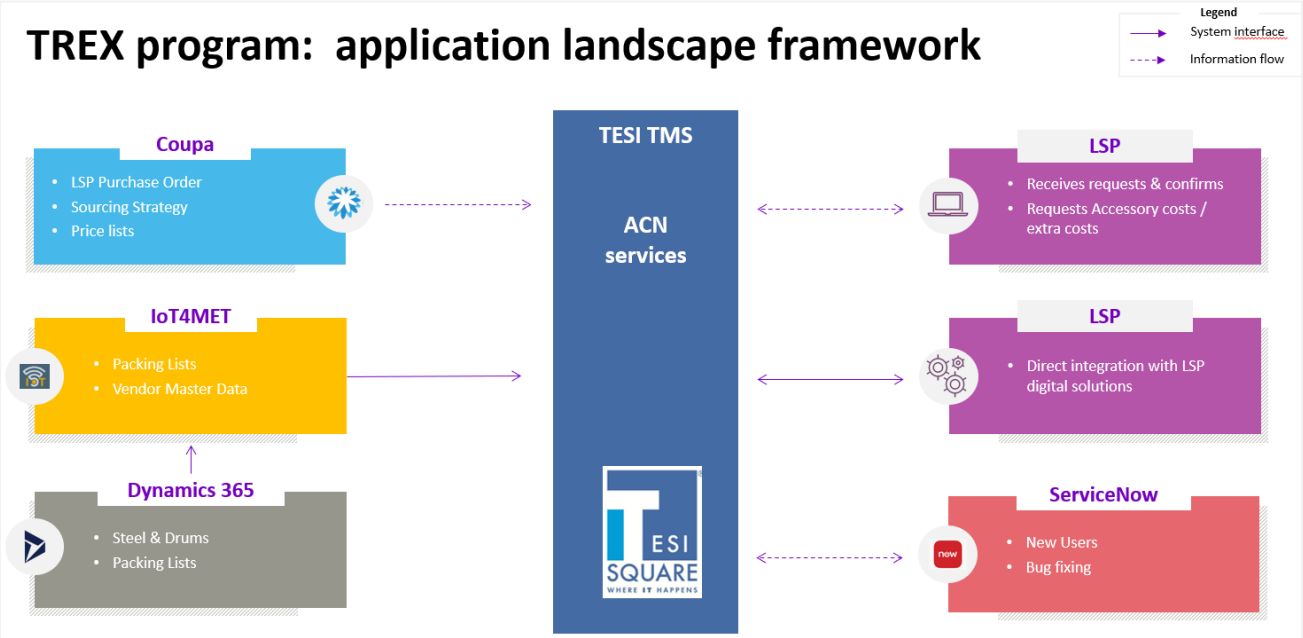
This paragraph displays a list of terms and their related description. These terms are specific to the system or to Maire's transportation process and will be repeatedly used in this document.

Term	Description
TMS	Transport Management System. Tesi provides the TMS system that helps to manage and track the shipments.
PL	Packing List. It's a document that contains the packages that are ready to be picked-up and transported. Packing Lists in status FINAL are received in TESI TMS through an interface with IOT4MET.
TO	Transport Order, representative of a group of Transport Requests to be delivered to the final destination clustered by the detailed method of transport included the type of the on-carriage prosecution (e.g. breakbulk-std.truck, breakbulk-cluster A,..).
TR	Transport Request, representative of the single element to be transported (e.g. box). It corresponds to each package of the Packing List document and it represents a single parcel involved in the transport.
Load	Representative of a group of Transport Orders. Different Transport Orders can have the same Load number, to highlight that they are part of the same transport.
LSP	Logistics Service Provide. The Carrier engaged by Maire and owner of the transport activities execution.

MoT	Method of transport
ETA	Expected Time of Arrival. It's an estimate of when the materials will be delivered and it's calculated based on the contractual transit times.
Event	Events track the timestamp and user that has performed an activity on a specific TO or TR. Events are mainly status and ETA updates. Also, Events track when a PL revision has updated relevant information on the TO. Events can be referred to the TO or TR and can be opened by clicking on the sheet icon

1.2 DIGITAL FRAMEWORK

TESI is feeded with LSP price lists and integrated with IOT4MET to retrieve the Packing Lists.



1.3 TR & TO STATUS LEGEND

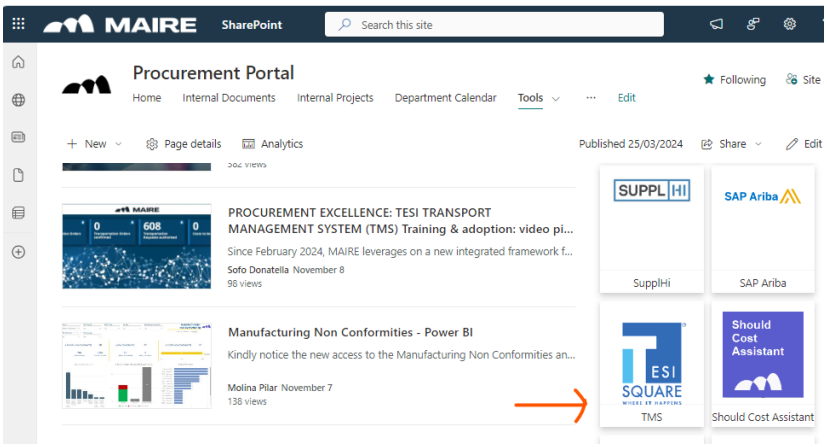
Object	Phase	Status	Next status	Owner from status to next status: MET/LSP/ACN
TR	Planning	01 - To be authorized	02 - Authorized	MET
TR	Planning	02 - Authorized	03 - Draft	ACN
TO	Planning	03 - Draft	05 - To be validated	ACN
TO	Planning	05 - To be validated	06 - Not validated	MET
TO	Planning	05 - To be validated	07 - Validated	MET
TO	Planning	07 - Validated	08 - Pre-booking request	ACN
TO	Planning	08 - Pre-booking request	09 - Pre-booking response	LSP
TO	Planning	09 - Pre-booking response	010 - Published	ACN
TO	Planning	07 - Validated	010 - Published	ACN
TO	Planning	010 - Published	011 - Rejected	LSP
TO	Planning	011 - Rejected	012 - Rejected - revisions rejected	MET
TO	Planning	011 - Rejected	013 - Rejected - revisions accepted	MET
TO	Planning	012 - Rejected - revisions rejected	010 - Published	ACN
TO	Planning	013 - Rejected - revisions accepted	010 - Published	ACN
TO	Planning	010 - Published	014 - Confirmed / Doc. to be collectec	LSP
TO	Planning	014 - Confirmed / Doc. to be collected	015 - Doc. collected	MET
TO	Planning	014 - Confirmed / Doc. to be collected	016 - Ready for pickup	MET
TO	Planning	015 - Doc. collected	016 - Ready for pickup	ACN
TO	Planning	016 - Ready for pickup	017 - Pickup executed	LSP
TO / TR	Planning / Execution	017 - Pickup executed	019 - At the departure point	LSP
TR	Execution	019 - At the departure point	020 - Vessel Shipped	LSP
TR	Execution	020 - Vessel Shipped	021 - Vessel at inter. Port	LSP
TR	Execution	021 - Vessel at inter. Port	022 - At the destination port	LSP
TR	Execution	020 - Vessel Shipped	022 - At the destination port	LSP
TR	Execution	019 - At the departure point	023 - Flight departure	LSP
TR	Execution	023 - Flight departure	024 - Flight at inter. Airport	LSP
TR	Execution	024 - Flight at inter. Airport	025 - Flight landed	LSP
TR	Execution	023 - Flight departure	025 - Flight landed	LSP
TR	Execution	025 - Flight landed	026 - Final leg started	LSP
TR	Execution	022 - At the destination port	026 - Final leg started	LSP
TR	Execution	026 - Final leg started	027 - Delivered	LSP
TR	Execution	027 - Delivered	028 - Document collection completed	MET
TR	Execution	028 - Document collection completed	029 - Not confirmed	LSP
TO	Execution	029 - Not confirmed	030 - Confirmed	MET
TO	Execution	030 - Confirmed	031 - Passive pre-inv.	ACN
TO	Planning	04 - TO under review	Status prior to PL revision (planning phase 03-16)	ACN
TR	Execution	018 - Load under review	Status prior to PL revision (execution 17-28)	ACN

2. SYSTEM ACCESS AND MAIN SECTIONS

2.1 ACCESS & LOG-IN

Access TESI TMS through the PO Hub:

Procurement Portal - Home



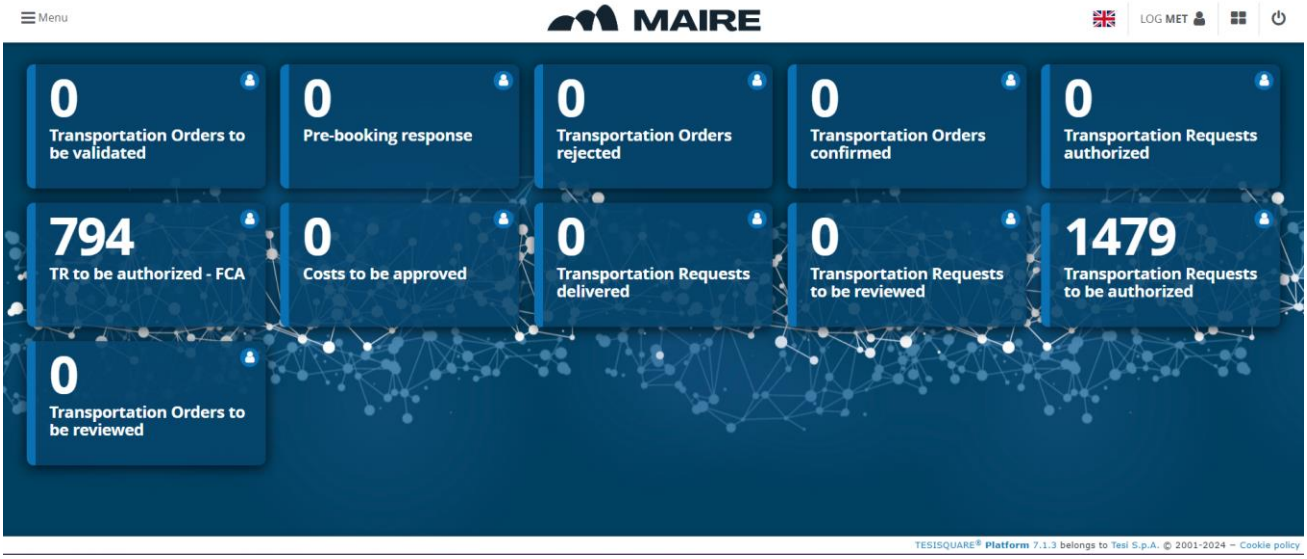
The Log-in page appears, access is granted in Single Sign On.

In case of issues related to the log-in please refer to paragraph 6. Support.

2.2 DASHBOARD

First page that appears is the dashboard, these are function buttons on top:

Menu	The MENU button allows to view all system sections and to navigate through them
Flag	displays the language of the system (English)
User	Next to the flag icon, there is the user name that is logged in the system
	opens the dashboard page
	Logout of the system



The dashboard page displays the widgets.

Widgets are counters that monitor the number of Transport orders / Transport Requests that are in a specific status

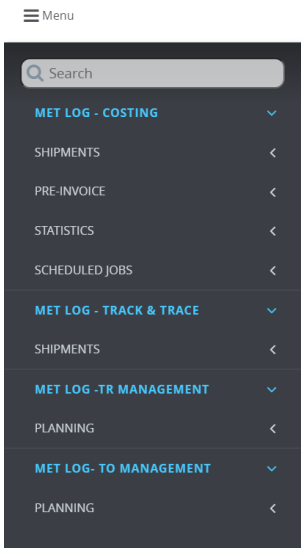
Widgets are very useful to keep track of pending activities and every user should monitor the dashboard page daily in order to fulfill every activity on time. . For example, every time there is a new Transport order that has been published, the related widget will be automatically updated to account for the new Order.

Each user has to configure the own widgets according to the user's role and activities: The instructions on how to configure widgets are detailed in paragraph 5.3 How to create and manage widgets in dashboard.

By opening the Menu, the user can view all sections of system and navigate through them.

The TMS sections reflect the main phases of the transport management process:

1. Planning phase: this phase allows to organize the transport, collect the documentation and it ends with the start of the transport (pick-up).
2. Execution phase: this phase starts with the beginning of the transport, when the LSP communicates that the items have been picked-up.



The system has 3 main sections that are related to the planning and execution phases of the transports:

a) **Planning phase**:
   1) **TR management**: this section allows to view the list of all Transport Requests and their status.
   2) **TO management**: this section allows to view all transport orders that are being planned and their status. The user will be able to view all transport details including their costs, and to attach documents or insert notes.

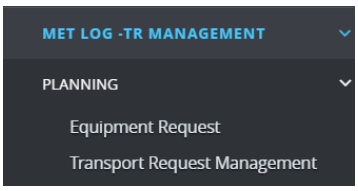
b) **Execution - Track & Trace**: this section allows to view all Transport Requests that have been shipped and their track & trace status.

c) **Execution - Costing**: this section allows to view all transport orders in the execution phase and their details. In this section, the user will be able to accept or delete potential accessory and / or extra costs requests inserted by the LSP.

For Reporting & Control Tower refer to the dedicated document, 03.*Control Tower User Manual*.

2.3 MET – TR MANAGEMENT SECTION

During the planning phase, the user will have to operate in the TR management section. This section includes two pages:



1. Equipment Request: special scenario used to plan a transportation when packing lists are not finalized yet and only the equipment number is available

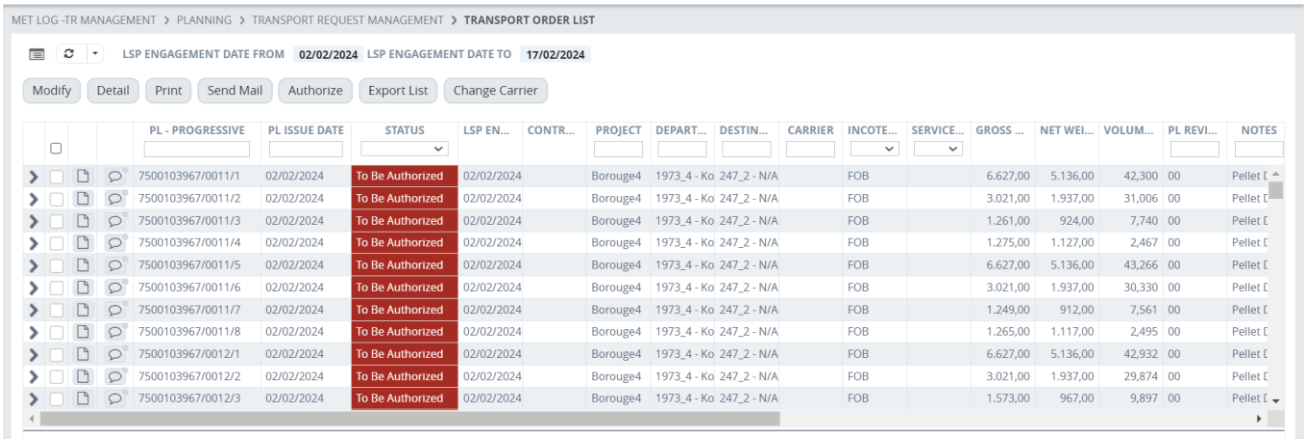
2. Transport Request Management: standard scenario with final packing lists available

For the Equipment Request deep-dive, please refer to paragraph 5.1 Equipment Request.

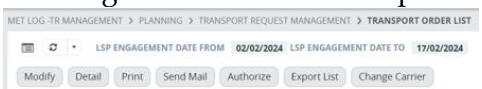
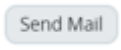
Transport Request Management "menu"

This page allows the user to view all packages and their status. Once a Packing List is uploaded in IoT4MET/Dynamics 365 with status "Final", the TMS automatically retrieves the information through a dedicated integration:

In TESI, one Transport Request is created for each package (progressive) of the Packing List.



In this page, any user can perform different actions on the **Transport Requests**:

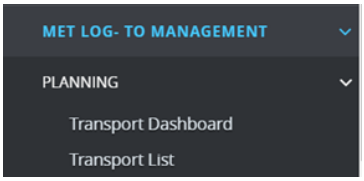
	view the Transport Request details, such as their dimensions, weights
	view all Events (mainly status updates), with indication of the related timestamp and user that performed the event
	open and view / insert notes on a particular TR
	selecting one Transport Request and clicking on: 
	"Detail" or "Modify", the user can view / modify some of the TR's details
	"Print", a pdf file will be downloaded with the main information about the TRs
	"Send Mail", for one selected TR, MET user can send an email to LSP indicating text, subject and recipient email address . The email will be sent from the automatic no-reply system address (therefore the recipient will not be able to reply);

Authorize	"Authorize" MET user can authorize them for planning;
Export List	"Export List", MET user can download and Excel file of the visible fields in this page;
Change Carrier	selecting one or more TRs and clicking on "Change Carrier", MET user can indicate the LSP and method of transport

2.4 MET - TO MANAGEMENT SECTION

During the planning phase, the user will have to operate in the TO management section. This section includes two pages:

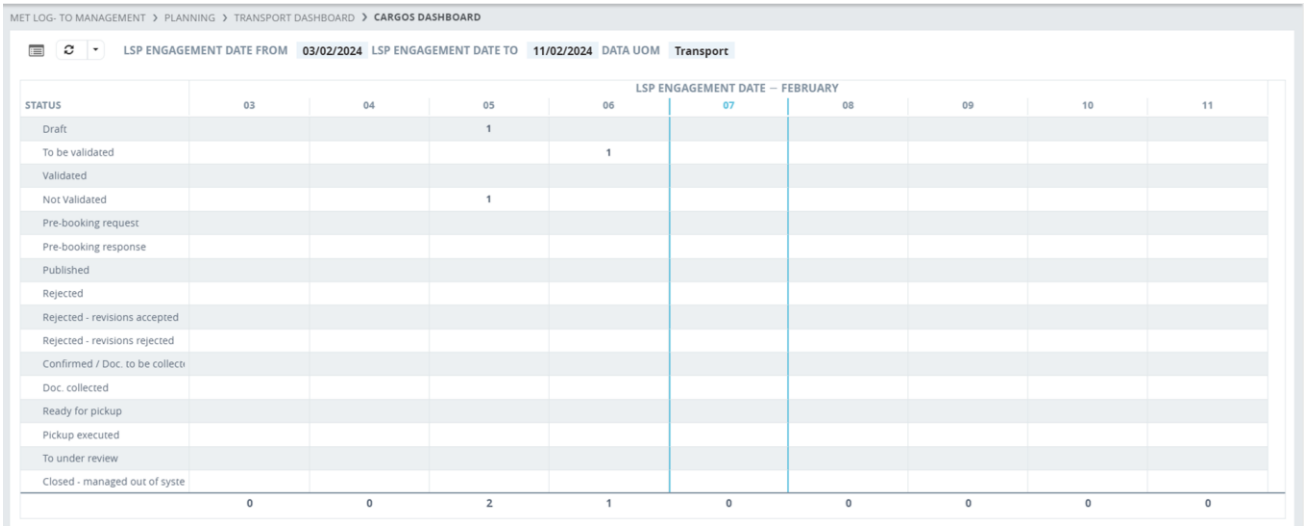
1. Transport Dashboard
2. Transport List



1. Transport Dashboard

The Transport Dashboard displays a planning matrix in which the number of Transport orders are split by the LSP engagement date and status.

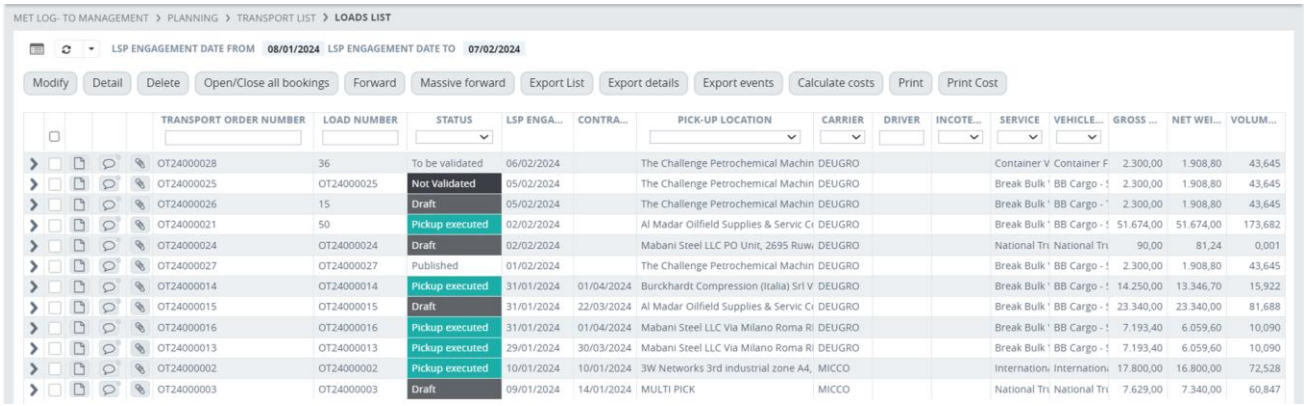
The status are related to the planning phase. By clicking on the numbers in the table, a new page opens (the "Transport list") that displays the list of Transport Orders that are in a specific status for a specific LSP engagement date. It is possible to modify the view by clicking on and changing the filters.



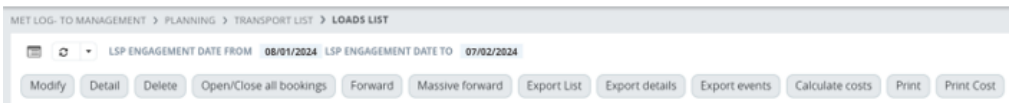
2. Transport List

The Transport List displays the Transport Orders that are being planned, their information and status.

During this planning phase, the status is at Transport order level.



In this page, the user will be able to perform different actions on the **Transport Orders (TO)**:

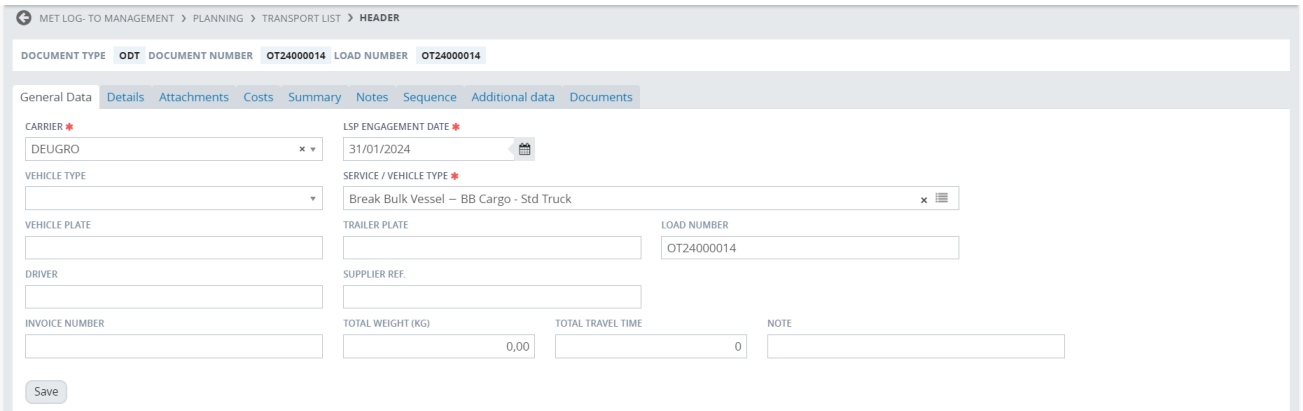
›	view the Transport Order and some details, such as their dimensions, weight, departure and destination port, pick-up point
	view all Events (mainly status updates), with indication of the related timestamp and user that performed the event
	open and view / insert notes on a particular TO. There are three notes sections: • Internal notes are visible only to Service teamand Maire; • External notes are visible to all users (LSP included); • Vessel technical data notes are visible to all users and are meant to be used by the LSP during the Pre-Booking phase
	attach documents to each Transport Request that is included in the TO. The documents inserted in this section will be visible to all users
	selecting one Transport Request and clicking on: 
Modify Detail	"Detail" or "Modify", the user can view / modify some of the TR's details. Click on "detail" MET user can apply filters in terms of dates, maximum range is 33 days.
Delete	delete the TO and the Transport Requests will be made available again for planning in the "Transport Request Management" page, in status "Authorized"
Open/Close all bookings	expand / collapse all TOs visible in this page (it's the same function as ›, performed on all TOs)
Forward Massive forward	"Forward", MET user will update the status of a single TO. If more TOs are selected, the button "Massive Forward" is used to massively update the status on all selected TO
Print	"Print", a pdf file will be saved with the information about the selected TOs

Export List	"Export List", MET user can download and Excel file of the visible fields in this page
Export details	"Export Details", an Excel file will be downloaded with all details related to the selected Transport Orders. The export contains the list of Transport Request included in the TO and their information (weight, dimensions, pick-up point, and so on)
Export events	"Export Events" and Excel file will be downloaded with the list of all Events associated with the TOs, the related information (timestamp and user that triggered the Event)
Calculate costs	"Calculate Costs", the system will re-calculate the costs associated to that Transport Order
Print Cost	"Print Cost", a pdf file will be saved with a cost report related to the selected TOs

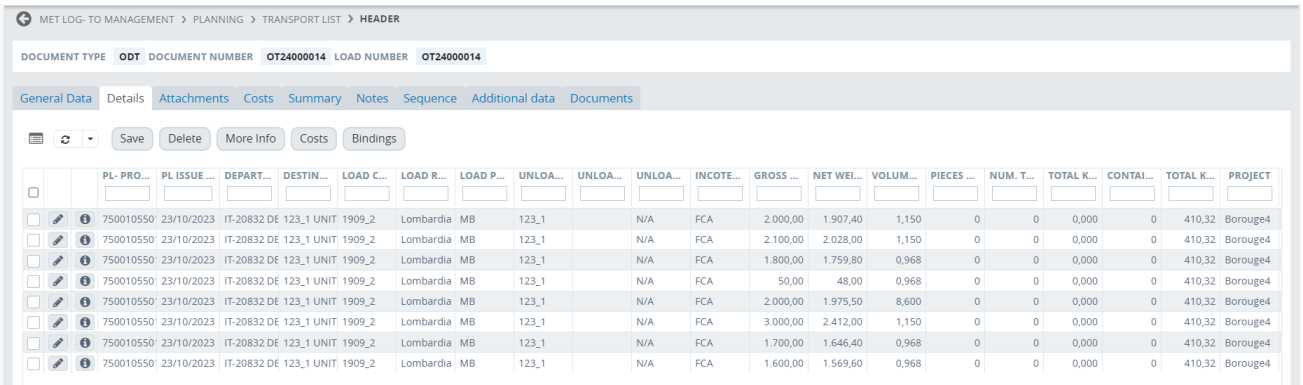
Transport Order Navigation

By selecting one Transport Order and clicking on "Modify", a new page will appear with different tabs:

"General Data" tab displays the HEADER of the Transport Order (TO).



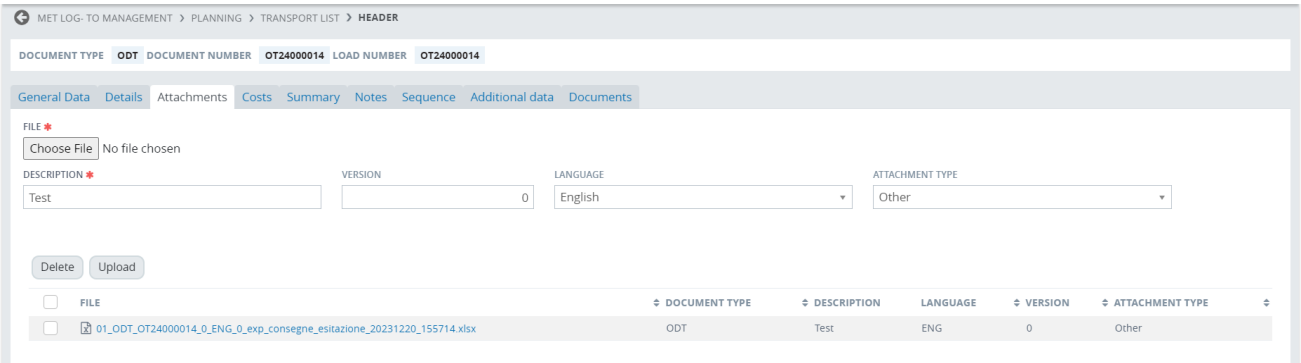
"Detail" tab shows all Transport Requests (packages) included in the Transport Order and their details.



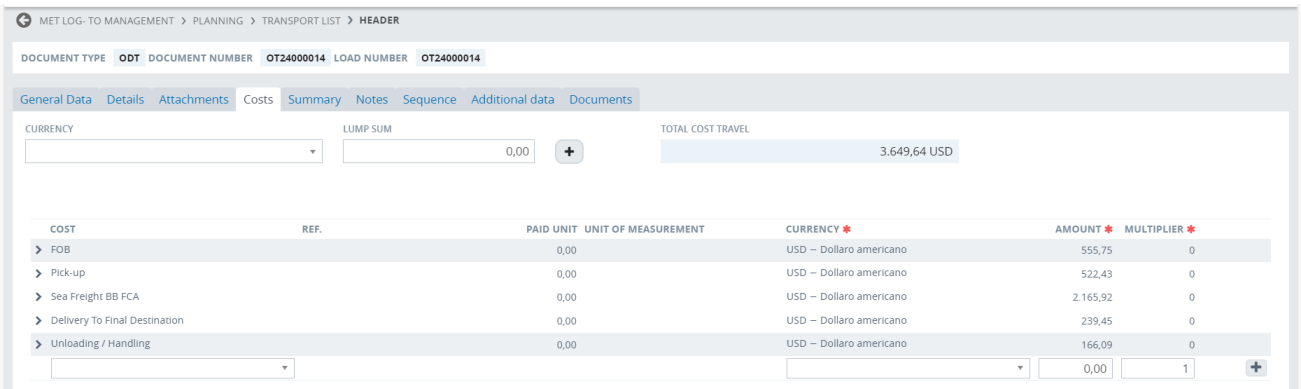
MET user can select one Transport Request and click **"More Info"** to view further details, or click on **"Costs"** to view the costs associated with that Transport Request.

"Attachments" tab allows to upload documents that will only be visible to MET and Service teamusers. MET user can:

a. upload new documents by clicking on the "Choose File" button and selecting the file.
b. insert a description, select an attachment type in the related field and click on "Upload".
c. Once the document has been attached, it will appear in the list below and it can be deleted.

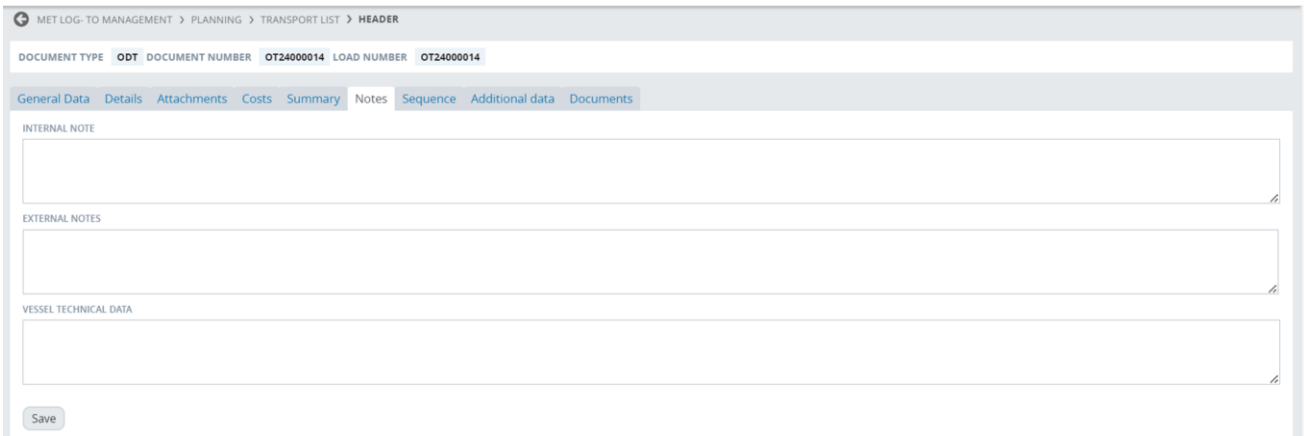


The **"Costs"** tab displays all Transport Order's costs. The MET user will be able to view and modify or add costs.

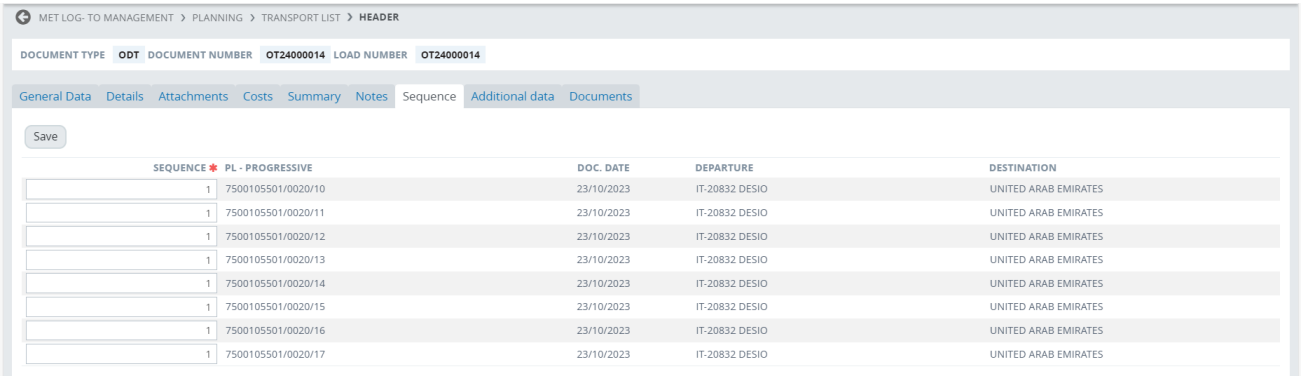


The **"Notes"** tab displays the notes related to the Transport Order. The MET user can insert information in both Notes sections:

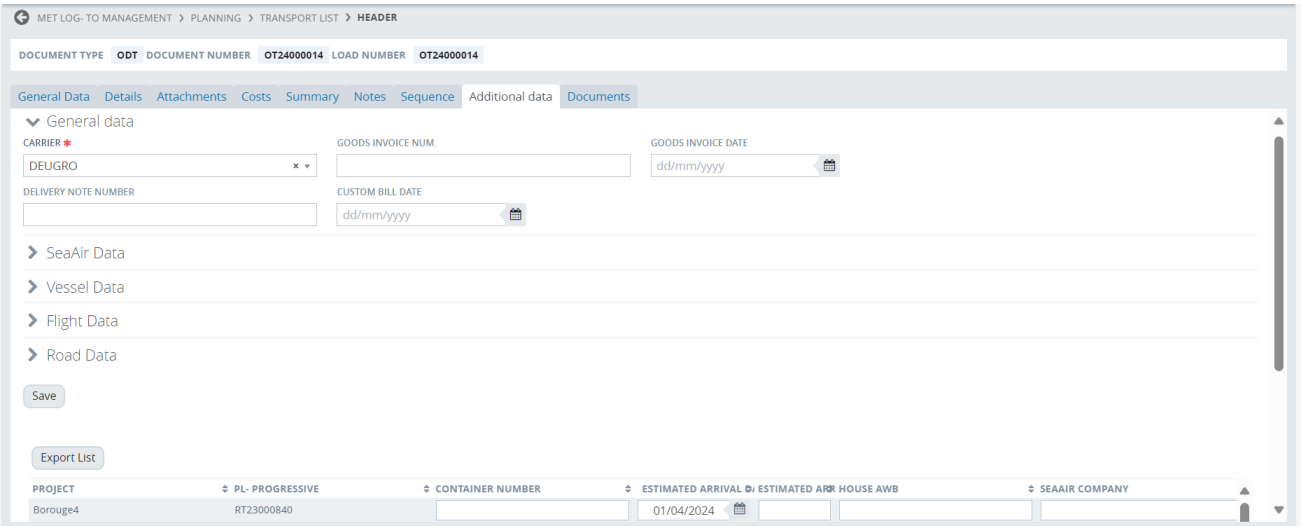
a. Internal notes are visible only to Service teamand MET users;
b. External notes are visible to all users (LSP included);
c. Vessel technical data notes are visible to all users and are meant to be used by the LSP during the Pre-Booking phase to communicate the information about the vessel that has been identified to perform the transport.



The **"Sequence"** tab displays the list of all Transport Requests that are included in the Transport Order.

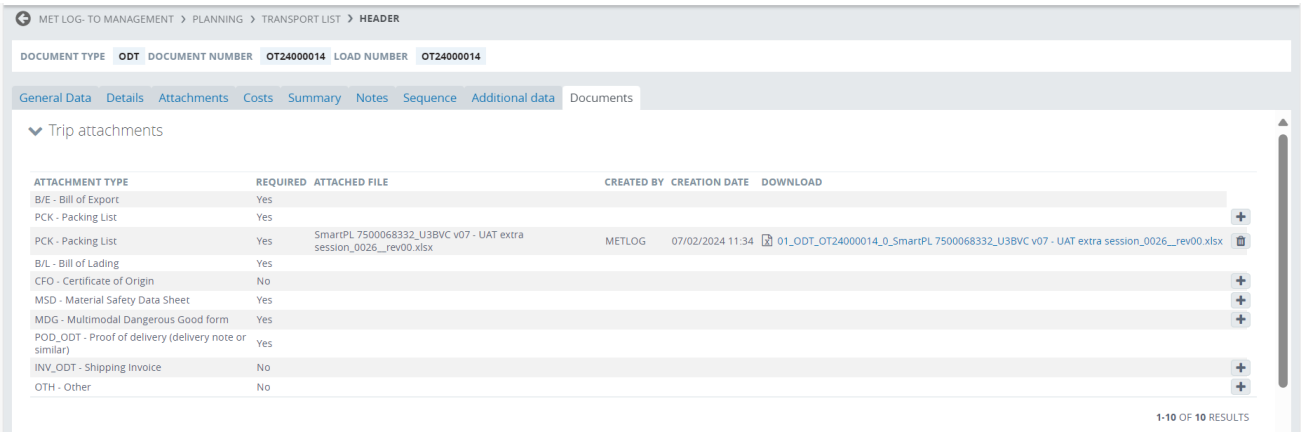


"Additional Data" tab displays further details about the Transport Order.



"Documents" tab allows MET user to upload documents that will be visible to all users included LSP. MET user can:

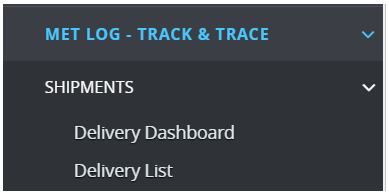
a. upload new documents by clicking on the "+" button of the attachment type to be uploaded
b. new window allows the user to select & attach the file.
c. the document appears in the list with indication of the user and time of upload.
d. The related attachment type row will be duplicated to allow the upload of another document of the same type.



2.5 MET - TRACK & TRACE SECTION

During the execution phase, the MET user will operate in theTrack & Trace section. As for the TO management section,

this section includes two pages:



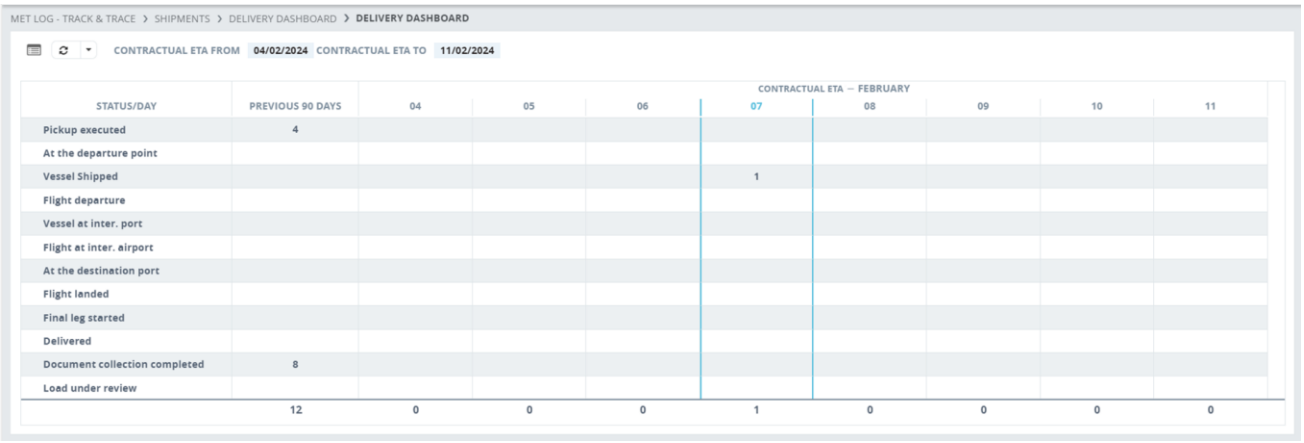
1.The Delivery Dashboard

2. The Delivery List

In the execution phase, the status of the transport is associated to the single Transport Requests and not to the overall Transport Order. Therefore, the Delivery Dashboard and Delivery List display the Transport Requests and their status.

1. Delivery Dashboard

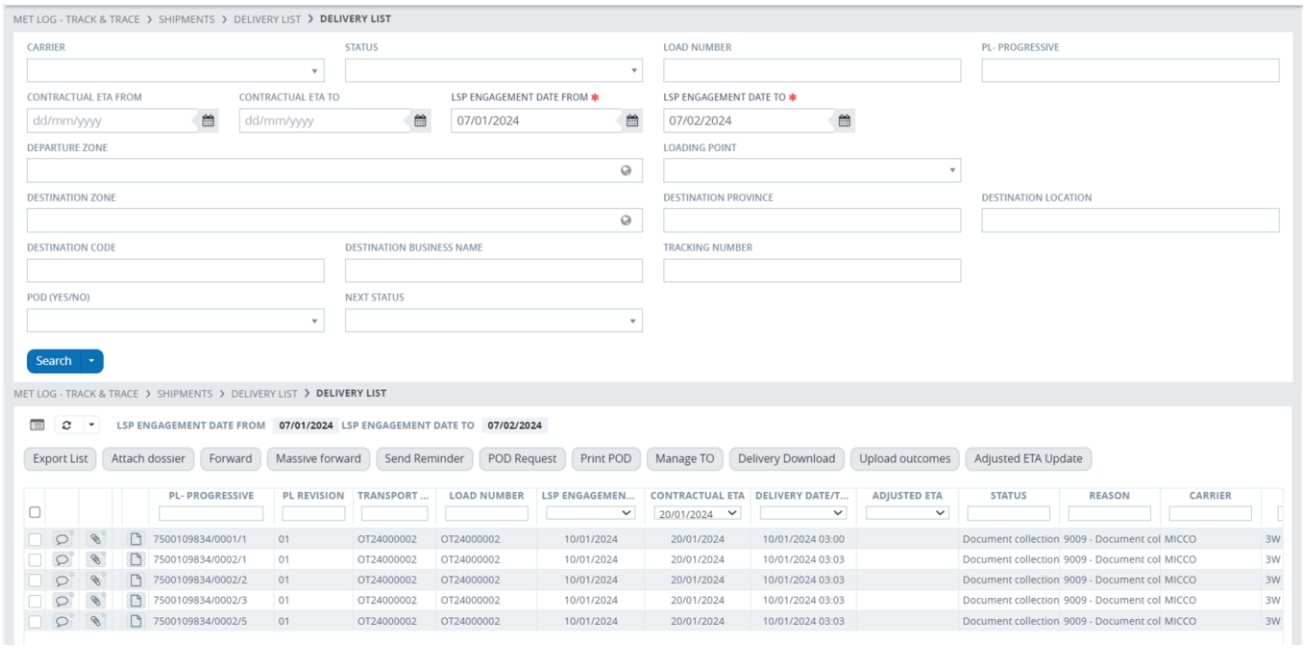
As for the Transport Dashboard, the Delivery Dashboard displays a matrix in which the number of Transport Requests are split by expected delivery date and status.



STATUS/DAY	PREVIOUS 90 DAYS	04	05	06	07	08	09	10	11
Pickup executed	4								
At the departure point									
Vessel Shipped					1				
Flight departure									
Vessel at inter. port									
Flight at inter. airport									
At the destination port									
Flight landed									
Final leg started									
Delivered									
Document collection completed	8								
Load under review									
	12	0	0	0	1	0	0	0	0

2. Delivery List

By clicking on a number, the Delivery List will open to view the related Transport Requests and their details.



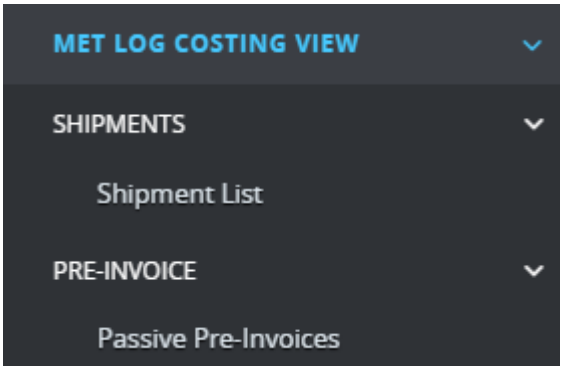
In this page, MET user can perform different actions:

1. TO EXPORT DATA: click on "Export List" to download the Excel file with all the visible fields;
2. ATTACH DOCUMENTS: select one Transport Request and click on "Attach Dossier", document is attached directly to the whole TO (like the Proof of Delivery).
3. UPDATE TR STATUS: select one TR and click on "Forward" to set the next status. Use button "Massive Forward" to massively update more than one TR status:
    a. open the filters section and select the "Next status"
    b. re-launch the search
    c. select the TRs to be updated and click on "Massive Forward"
4. SEND POD REQUEST:
    a. Insert the carrier and contractual ETA filters:
    b. Click on "POD request "
    c. a pop-up reminds that a cost could be added to the transport (this is not the case for MET users).
    d. Click on "Ok" and a new window appears with a default email text, modifiable
    e. By default system presents all email addresses registered for the LSP, modifiable. The email will be sent from the automatic no-reply system address (therefore the recipient will not be able to reply);

5. UPDATE ETA: select one or more TRs and then click on "Adjusted ETA update" to update the Expected Time on Delivery.

2.6 MET - COSTING SECTION

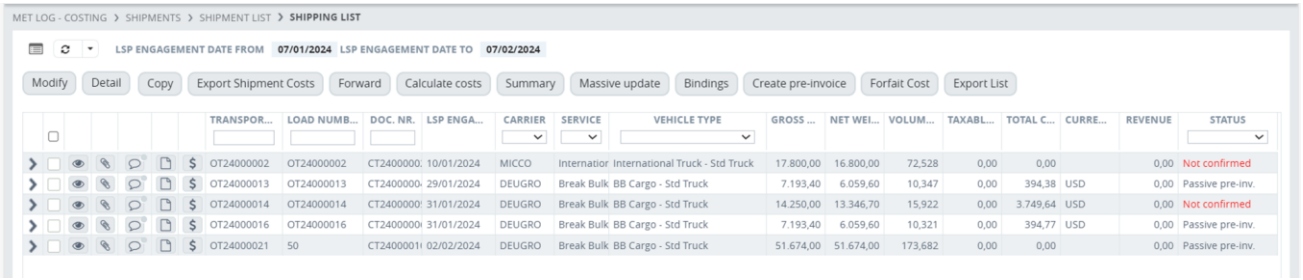
During the execution phase, MET user will have to operate in the Costing section. This section includes three menus:



1. Shipments
    a. Shipment list
    b. Shipment valorization
2. Pre-Invoices page

a. Shipment List

The Shipment List section contains all Transport Orders details and cost

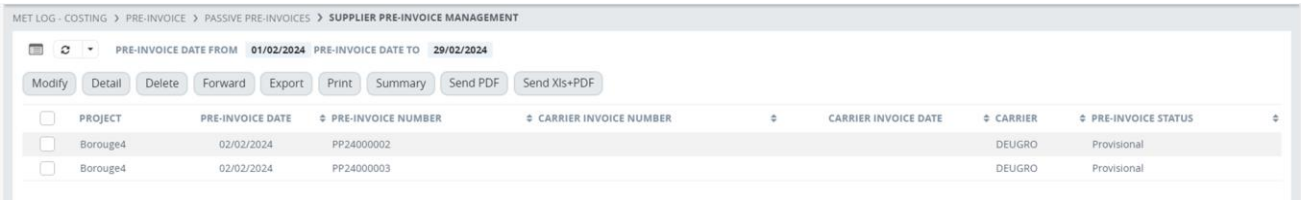


In this page, MET user can perform different actions:

1. VIEW/MODIFY TO: select a Transport Order and click on "Modify" or "Detail"
2. COPY TO: select a Transport Order and click on "Copy" to create a copy of the Transport Order;
3. CONFIRM ACCESSORY/EXTRA COST: select a Transport Order in "Not Confirmed" status and click on "Forward" to confirm costs inserted by the LSP and update the status to "Confirmed";
4. MASSIVELY UPDATE TO INFO: select one or more Transport Orders and click on "Massive Update" to apply the update on all selected TO;

b. Passive Pre-Invoices

In the Passive Pre-Invoices section the list of all generated Pre-Invoices are available. The Pre-Invoice document is a final cost report that collects all costs arisen from the different Transport Orders.



In this page, the MET user can perform different actions in the pre invoice document:

5. MODIFY PRE-INVOICE: click on “Modify” and “Detail” to view and modify any detail;
6. DELETE PRE-INVOICE: select the document and clicking on “Delete”;
7. ACCEPT THE PRE-INVOICE: select the document and click on “Forward” to change the status from “Provisional” to “Confirmed”;
8. DOWNLOAD PRE-INVOICE: click on “Export” to download it in excel format or “Print” to download in PDF format

3. END TO END PROCESS

The end-to-end transportation management process is structured in three main phases:

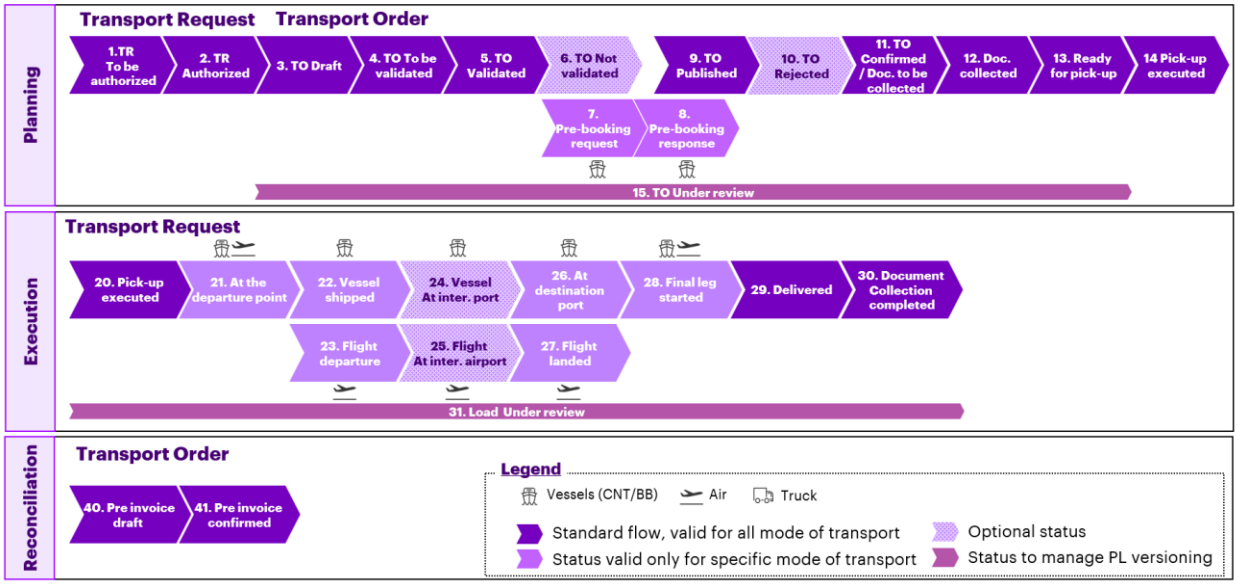
1. **Transportation Planning**:
   this is the first phase of the transport management workflow. During this stage,
   - **a.** MET user Authorize the TR
   - **b.** Service team consolidated the TR into Transport Orders.
   - **c.** MET user validates or rejects the Transport order received.
     - If validated, Service Team will published it (through email notification) to the Logistics Service Provider (LSP) for their confirmation.
     - If rejected, service Team will revise the transport order

   The planning phase ends with the document collection phase and pick-up execution by the LSP.
2. **Transport Execution**:
   this phase is related to the ongoing activities that start with status “017.pick-up executed” and ends when the goods arrival at site (status “028.delivered”). This stage includes:
   - **a.** the transport track and trace
   - **b.** extra and accessory cost management. LSP can insert some additional costs and the same shall be checked and validated by MET user
3. **Reconciliation**:
   when the material has been delivered and all the documents have been collected.

3.1 TMS STATUS LIST

This section describes the list of status according to the mean of transport and the following status scheme

TMS STATUS SCHEMA



The following table illustrates all the status that a TR or TO can have on the TMS and the owner of the status update activity. During the planning phase (until the pick-up execution status), the status refers to the Transport Order, whereas in the execution phase it refers to the Transport Request.

ID	TRANSPORT REQUEST STATUS	TRANSPORT ORDER STATUS	POSSIBLE NEXT STATUS 1	POSSIBLE NEXT STATUS 2	Owner from Status to Next
1	01.TR to be authorized		02.TR authorized		MET
2	02.TR authorized		03.Draft		ACN
3		03.Draft	05.To be validated		ACN
4		05.To be validated	07.Validated	06.Not validated	MET
5		06.Not validated	05.To be validated		ACN
6		07.Validated	08.Pre-booking request	10.Published	ACN
7		08.Pre-booking request	09.Pre-booking response		LSP
8		09.Pre-booking response	10.Published	08.Pre-booking request	ACN

9		10.Published	14.Confirmed / Doc. to be collected	11.Rejected	LSP
10		11.Rejected	13.Rejected - revisions accepted	12.Rejected - revisions rejected	MET
11		13.Rejected - revisions accepted	10.Published		ACN
12		12.Rejected - revisions rejected	10.Published		ACN
13		14.Confirmed / Doc. to be collected	15.Doc. collected	16.Ready for pickup	MET
14		15.Doc. collected	16.Ready for pickup		ACN
15		16.Ready for pickup	17.Pickup executed		LSP
16		17.Pickup executed	19.At the departure point	27.Delivered	LSP
17	19.At the departure point		20.Vessel Shipped	23.Flight departure	LSP
18	20.Vessel Shipped		21.Vessel at inter. Port	22.At the destination port	LSP
19	21.Vessel at inter. Port		20.Vessel Shipped		LSP
20	22.At the destination port		26.Final leg started		LSP
21	23.Flight departure		24.Flight at inter. Airport	25.Flight landed	LSP
22	24.Flight at inter. Airport		23.Flight departure		LSP
23	25.Flight landed		26.Final leg started		LSP
24	Final leg started		Delivered		LSP
25	27.Delivered		28.Document collection completed		MET

26	28.Document collection completed		031 - Passive pre-inv.		ACN
29		04.TO under review	Status prior to PL revision (planning phase 03-16)		ACN
30	04.Load under review		Status prior to PL revision (execution 17-28)		ACN

4. TRANSPORTATION PHASES

This section illustrates the process steps and activities that MET user has to perform on the system.

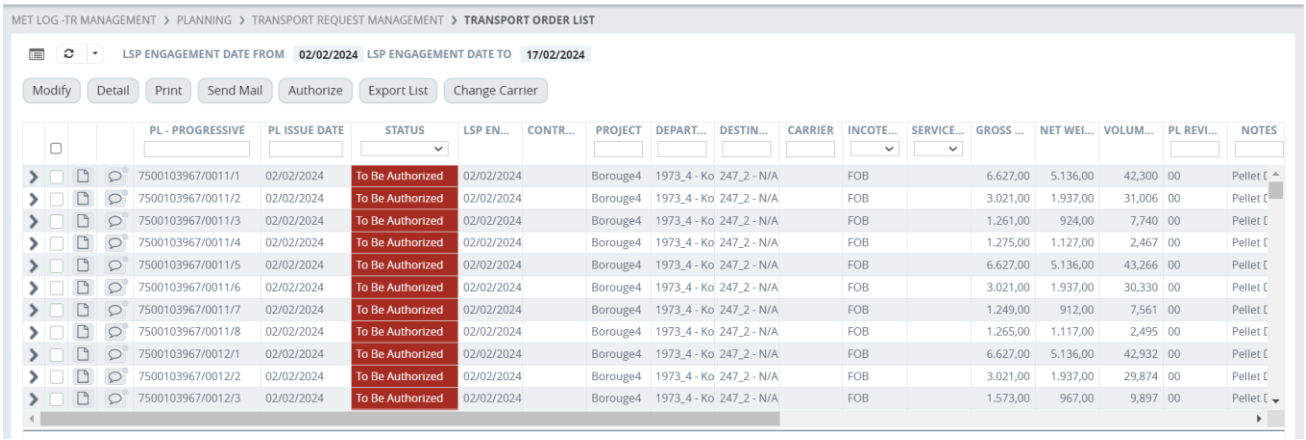
4.1 TRANSPORT PLANNING

PHASE 1: transport Request authorization for GENERAL CARGO material

The first phase of the transport management process is the authorization of the Transport Requests to be planned:

1. MET user opens the Transport Management menu and view the list of all Transport Requests and their status.

   Once a Packing List is uploaded in IoT4MET, the TMS will automatically retrieve it and create one Transport Request for each package of the PL with all the related details . The TRs will be created in "To be Authorized" status



2. MET user insert the filter in the columns "status"

a. select all Transport Requests "To be Authorized"

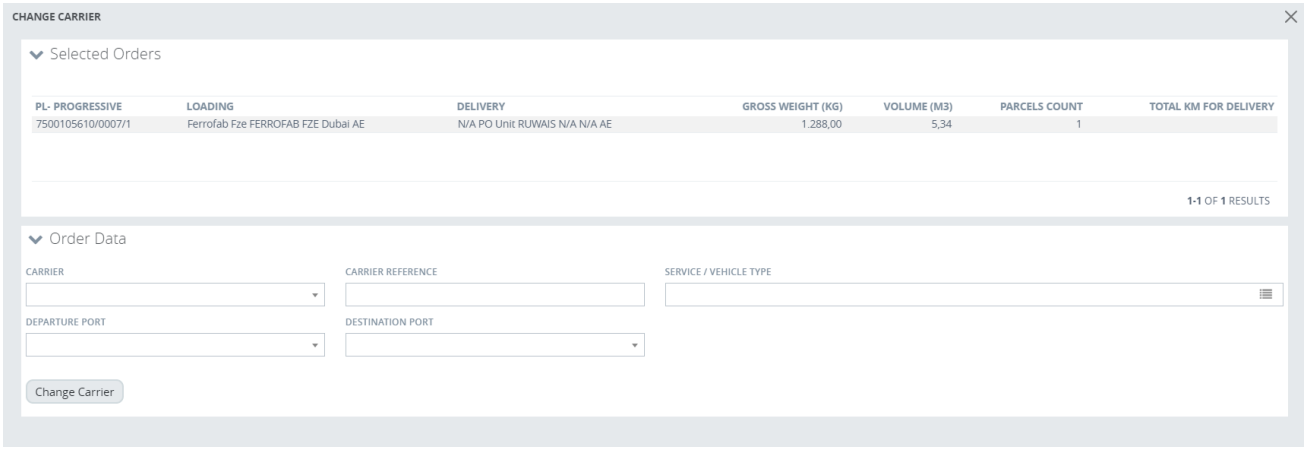
b. updates the status of selected Transport request to assign them to Service for planning.

MET user will have two options:

a. Authorize the TRs without indicating the details of Carrier name, n.of equipment required for the transport. In this case Service analyses the business case and creates the Transport Order based on the most convenient scenario;
b. Authorize the TRs and give all the instructions to Service

- MET user selects the TRs and click on "Change Carrier"
- MET user insert the following information:

- the carrier
- method of transport
- departure and destination port (if applicable) and click on "Change Carrier"



3. MET user clicks on to indicate in the "internal notes" section the following information:

- Number of trucks (needed for pre carriage and on carriage phases);
- Number of containers;
- Costs to be activated (e.g. container positioning vs pick-up + stuffing, killed slot…);
- Tag ID information in case of oversize materials;
- Any other relevant information useful to plan the transport properly

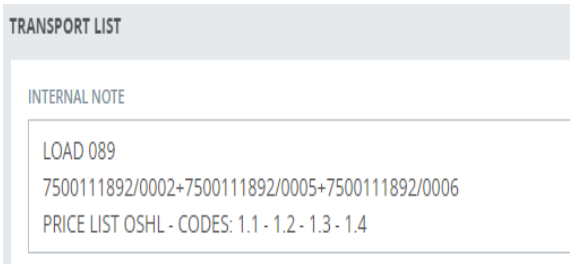
4. To authorize one or more TRs the user will simply select them and then click on "Authorize".

Please note that the Transport Requests with incoterm DDP and DAP will not be managed and therefore will not be authorized for planning.

PHASE 1: transport Request authorization for OS HL material

With reference to the OS/Hl material, during the Transport Request (TR) authorization phase, MET user :

1. inserts the following information in the notes section, by clicking on :



   - Load number;
   - List of oversize TRs to be included in the load;
   - Order subject to Change Order (in case the prices in price list are still being negotiated with the Carrier).

   - Identification Code of each authorized oversize TR: . This ID is required for the reconciliation between the oversize price list lines and the Transport Requests

IDENTIFICATION CODE	Item	MR N.	Vendor Name	Description	Q.ty	Length	Width	Height
						m	m	m
4,1	21-V-2011 A/B	CD-036	Godrej (India)	Ethylene Treater	2	15	4	4
4,2	21-V-2043 A/B	CD-036	Godrej (India)	Recycle Isobutane Treater	2	16,5	3,5	3,5
3,1	21-V-3002	CD-029	AIM (Oman)	Catalyst Slurry Mix Tank	1	7	3,5	3,5
3,2	22-V-2042	CD-036	AIM (Oman)	Recycle Isobutane Tank	1	30	5,5	5,5
3,3	21-V-3022	CD-036	AIM (Oman)	Olefin Free Isobutane Tank	1	23	4	4
3,4	21-V-4021	CD-036	AIM (Oman)	Fluff Surge Chamber	1	14	5,5	5,5
1,1	21-R-401	CR-118	CPM (China)	Loop Reactor	16	70	2	2,4
1,2		CR-118	CPM (China)	Loop Reactor	3	6	2	2
1,3	22-R-402A	CR-118	CPM (China)	Loop Reactor	8	70	2	2,4

2.specifies the Carrier and departure and destination ports, as for the standard process.

PHASE 2: TO review and validation for OS HL material

After the Transport Requests authorization, Service team consolidates the authorized TRs into one or more Transport Orders (TO).

In case some oversize TRs are not present in the price list, the related costs will be inserted later, once the approved Change Order has been received.

To track any weight/volume variations between the oversize price list (expected cost) and the TMS system (actual cost), the Service user will include the following information in the Business Case:

- FT mentioned in the OSHL Price List;
- FT mentioned into TMS System;
- Tolerance % (calculated by the ratio between the two).

Once the Transport Order is complete, the Service user can forward it to MET user for validation.

During the preparation of Transport Order, Service team use the Trip Optimizator module to create different scenario for the same load. This module

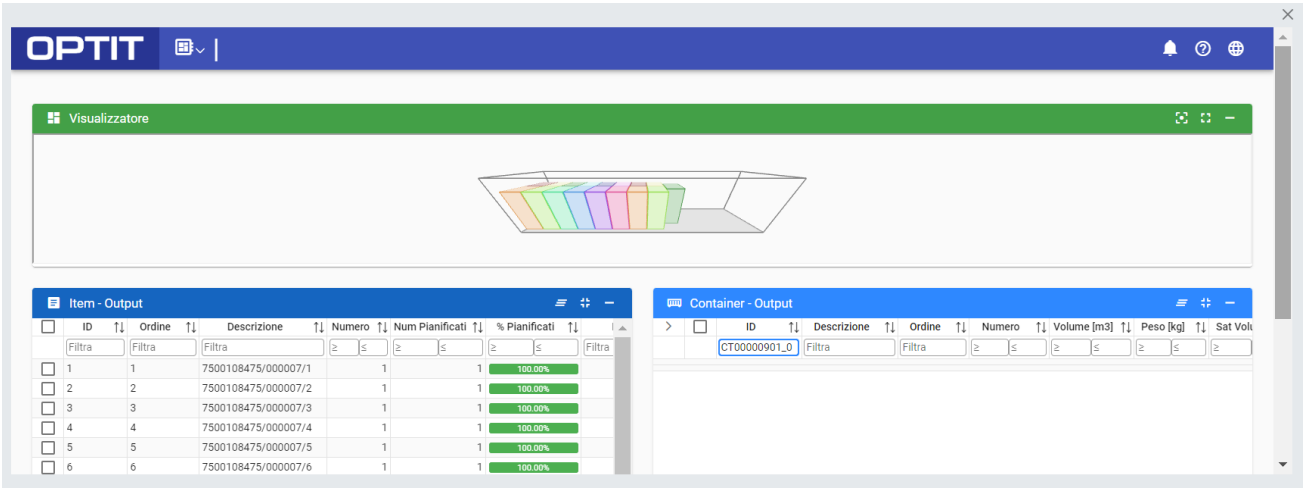
a. compare different methods of transport,
b. Identify the number and type of equipment / vehicle required for the transport to maximize its saturation;
c. Identify the optimal method of transport and carrier, considering the transport costs.
d. Generate a visual render of how the items should be loaded in order to maximize the saturation.

MET user can check and approve/ comment the Transport order prepared with the trip Optimizator and the related scenario remain available for future consultation.

To view the closed scenarios MET user must:

1. selects the Menu "Planning Groups".
2. Select one " group" related to one specific load to see the related scenario.
3. Click " Manage button" to open the scenario. For each scenario there is the indication of the total costs and average saturation in terms of weight and volume.
4. By clicking on the box icon on the left , it is possible to open the render of the equipment / vehicle to view how the Optimizator has loaded the items to maximize the saturation.

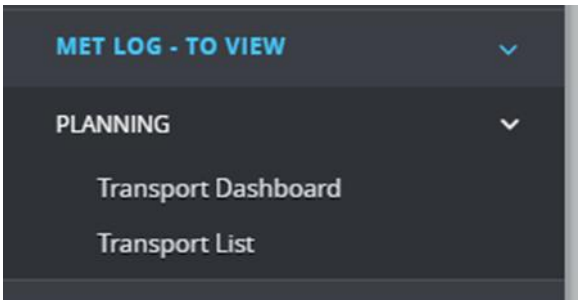
It is possible to select the Transport Requests in the "Item – Output" box to highlight them in the rendering and view how it has been loaded.

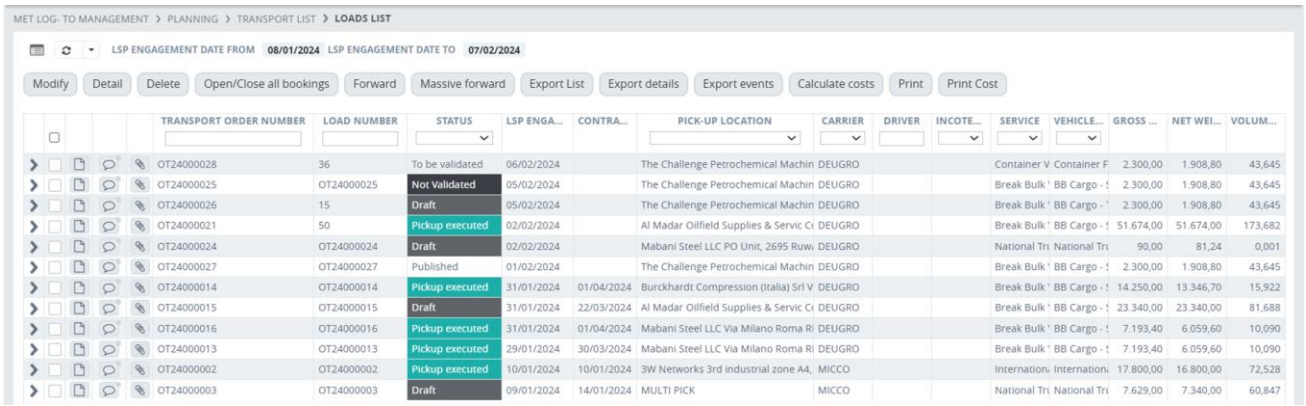


PHASE 2: TO review and validation for General cargo material

After the Transport Order creation, Service team will submit the Transport Order to MET user validation.

a. To view the list of Transport Orders in planning phase, - click Menu TO view
b. select Transport List menu
c. filter all TOs in status "To be Validated".

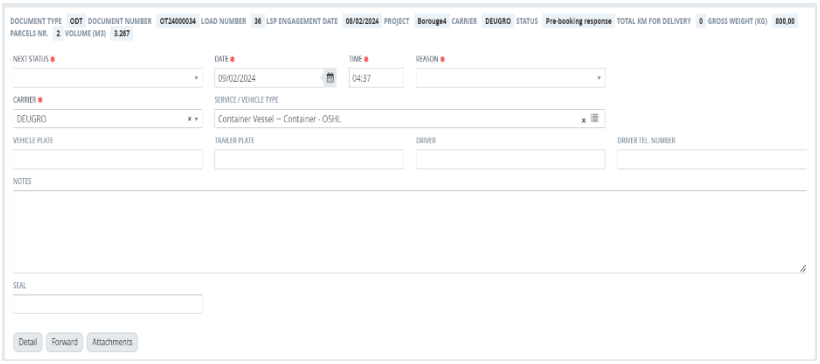


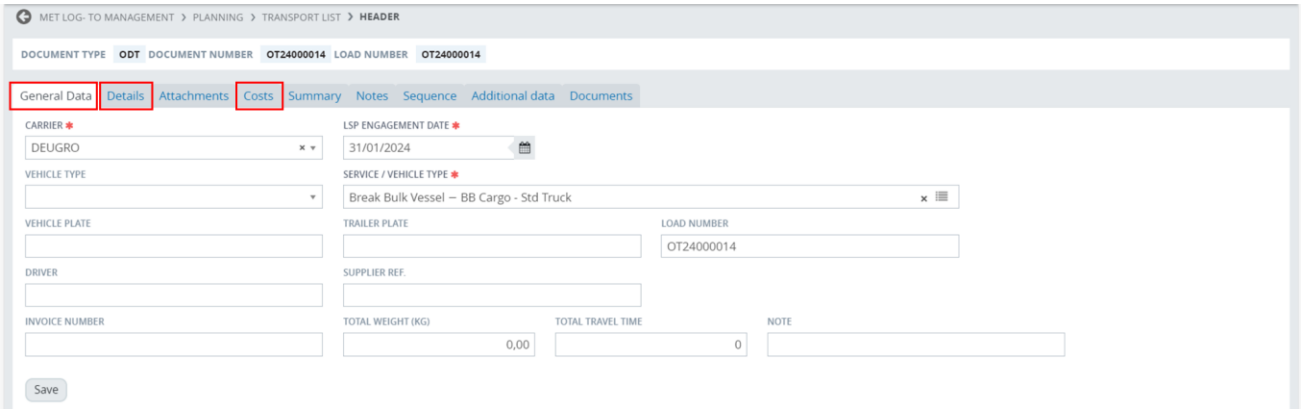


MET user can select one Transport Order and click on "Details" or "Modify" to open and view / modify the TO.

To verify the following information included in one TO, MET user can click "General Data" "Details" and "Costs" tabs of the Transport Order.

- carrier name
- method of transport
- Departure and destination ports / airports (if applicable);
- Costs activated;



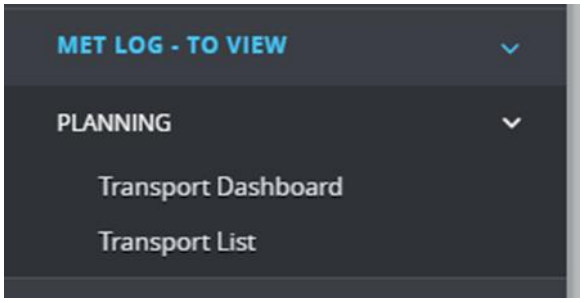


MET user can also attach documents to the TO in two different ways:

1. In the "Attachments" tab, the documents uploaded will be visible only to Service team;
2. In the "Documents" tab, the attachments will be visible to all users.

To validate or NOT validated the Transport Order, MET user:

- select the TO view menu
- select transport list
- select a specific transport order
- select the next status "07.Validated" or "06.Not Validated"



In case of "06.Not Validated" Transport Order, MET user indicates the changes to be made on the TO in the notes section. Service team will proceed to modify the TO accordingly and then will submit it again to MET user for validation

- and click on "Forward".
- To update more than one TO at once, select them and click on "Massive Forward".

All status updates will be tracked in the Events section (visible by clicking on) with indication of the timestamp and user that made the change.

Pre-booking phase

Once the TO is validated, Service team can publish it to the carrier.

In case of transports by sea, Service team will share the TO with the LSP beforehand by updating the status to " 08.Pre-booking request". This will allow the LSP to activate the search for a vessel before being officially involved for the transport execution.

The carrier:

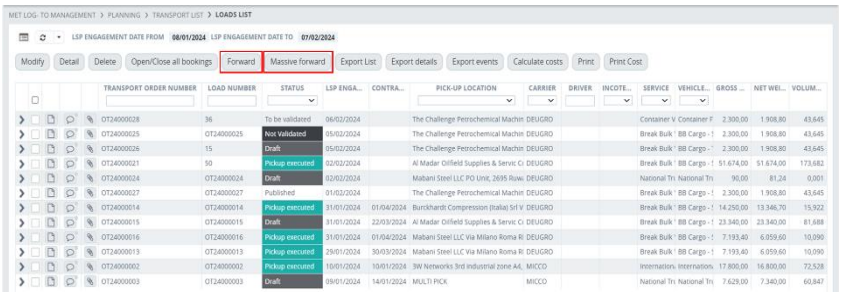
1. inserts in the "Vessel technical data" area of the notes section the following information:

- Vessel name;
- Vessel age;
- Vessel flag;
- Laycan;
- Stowage plan;
- Vessel technical equipment;
- Any other information relevant for the transport.

2.attach the stowage plan and any other document containing relevant information about the vessel and the transport.

After the receival of the "Pre-booking response", if the vessel is suitable for the transport execution, the TO status will be updated to "010.Published". Otherwise, a new "Pre-booking request" can be forwarded to the LSP.

In case the LSP does not update the TO in "Pre-booking response" in a reasonable amount of time, MET user has the possibility to update the status to "010.Published", therefore officially engaging the LSP for the transport execution and starting the clock for the transit time calculation.



With reference to the OS HL material, once the Transport is validated by MET user, the Service team publishes the Transport order (TO) to the LSP. LSP approves the Transport order and indicates in the note section the number of Change order (if applicable).

After official approval of Change Order, MET user gives to Service team (by Teams channel) the Change Order number to be insert in the system in the field "extra cost".

LSP change requests evaluation

After receiving the Transport order, LSP can:

01. confirm the Transport Order

02. reject the TO. In case of rejection, LSP inserts in the notes section some change requests

MET users checks the note and decides whether they can be accepted or not.

a. If the changes are reasonable, MET user updates the status to "013.Rejected – revisions accepted". In this case, Service team modifies the TO according to the LSP's requests and publish it again for a final confirmation.
b. if no agreement can be found with the LSP, MET user modifies the status to "012.Rejected – revisions rejected" and indicate another carrier in the notes section. Service team will proceed to assign the Transport Order to the new LSP and publish it.

Document collection phase

Once the Transport Order has been accepted by the LSP, the document collection phase starts.

01. MET user uploads the following documents:

- Shipping invoice (if applicable);
- Certificate of Origin (if applicable);
- Any other document necessary for the transport execution.

02. LSP upload the following documents:

- Loading plan (mandatory to be attached in the "Documents" tab);
- Starting pick-up date (mandatory);
- Tracking number of the shipment (where possible);
- Documents necessary for transport execution;
- Any other information regarding the shipment that is useful for its tracking and control.

After uploading the documents:

- MET user can forward the Transport Order in status "015.Doc. collected"

- then Service team will give the LSP the authorization to pick-up the materials by updating the Transport Order to " 016.Ready for pick-up".

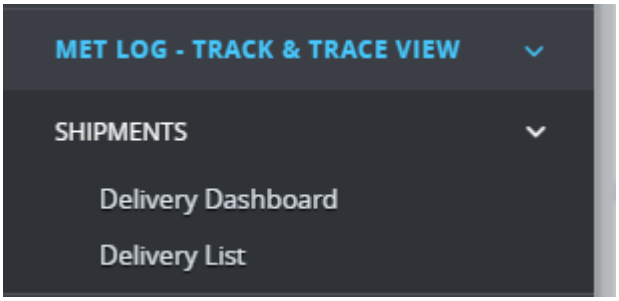
In case the transport is particularly urgent, MET users can forward the Transport Order directly in status "016.Ready for pick-up" and the missing documentation will be collected later in the process.

After collected the material, the LSP will update the status of the TO in "017.Pick-up executed". This step concludes the transport planning phase and the execution phase starts.

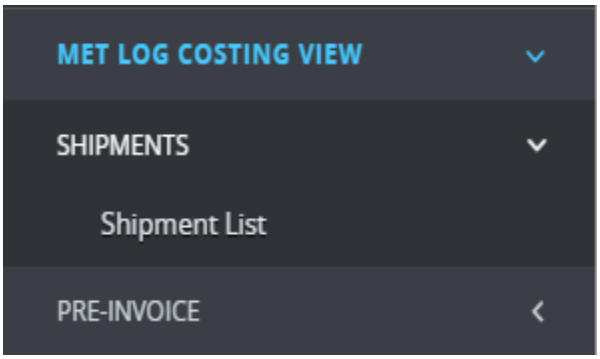
4.2 TRANSPORT EXECUTION

In this phase, the user will navigate two sections of the system:

1. Track & trace: this section allows the user to view the track & trace status related to the single Transport Requests and potential delays and updates of the ETA.



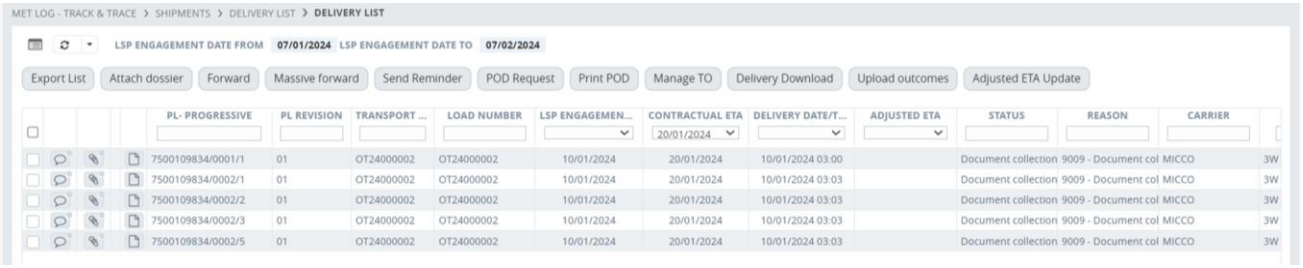
2. Costing: this section allows MET user to view the Transport Orders in execution and review / approve potential accessory or extra costs requests inserted by the LSP.



Transport track&trace

In this page MET users see four different dates associated to each TR:

1. LSP engagement date: date of the Transport Order publication to the LSP;
2. Contractual ETA: expected delivery date calculated according to the contractual transit times starting from the LSP engagement date;
3. Adjusted ETA: update of the ETA by the LSP in case of delays;
4. Delivery date / time: actual delivery date.



For more information about the Track & Trace section, please refer to paragraph 2.4 LSP – Track & Trace section.

From this page, the user will be able to view the progress of the transport through the TR status updates. Some track and trace status differ according to the mean of transport of the TO. Below is a table that displays the track & trace status for each mean of transport.

MOT	STATUS 1	STATUS 2	STATUS 3	STATUS 4	STATUS 5	STATUS 6	STATUS 7
Break Bulk vessel	017.Pick-up executed	019.At departure point	020.Vessel shipped	021.Vessel at inter. Port	022.At destination port	026.Final leg started	027.Delivered
Container vessel	017.Pick-up executed	019.At departure point	020.Vessel shipped	021.Vessel at inter. Port	022.At destination port	026.Final leg started	027.Delivered
Air freight	017.Pick-up executed	019.At departure point	023.Flight departed	023.Flight at inter. Airport	025.Flight landed	026.Final leg started	027.Delivered
National Truck	017.Pick-up executed	-	-	-	-	-	027.Delivered
International Truck	017.Pick-up executed	-	-	-	-	-	027.Delivered

All status and ETA updates will be tracked by the system in the "Events" section, with indication of the date and time of the update and the user who completed the activity. To view the "Events" section, click on  .

Once the transport is completed and the status of the TR is updated to "Delivered", the LSP uploads the Proof of Delivery document in the Documents tab of the Transport Order.

Accessory and extra costs management

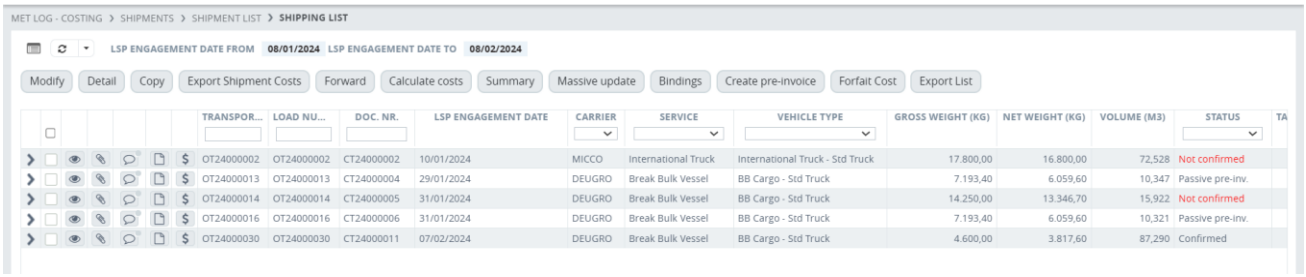
The Transport Orders can have three main status:

1. Confirmed (default status),
2. Not Confirmed (in case the LSP has inserted an accessory / extra cost)
3. Passive pre-invoice (when the pre-invoice has been generated).

This status is related to the Transport Order and is independent from the track & trace status which is associated to the single Transport Requests.

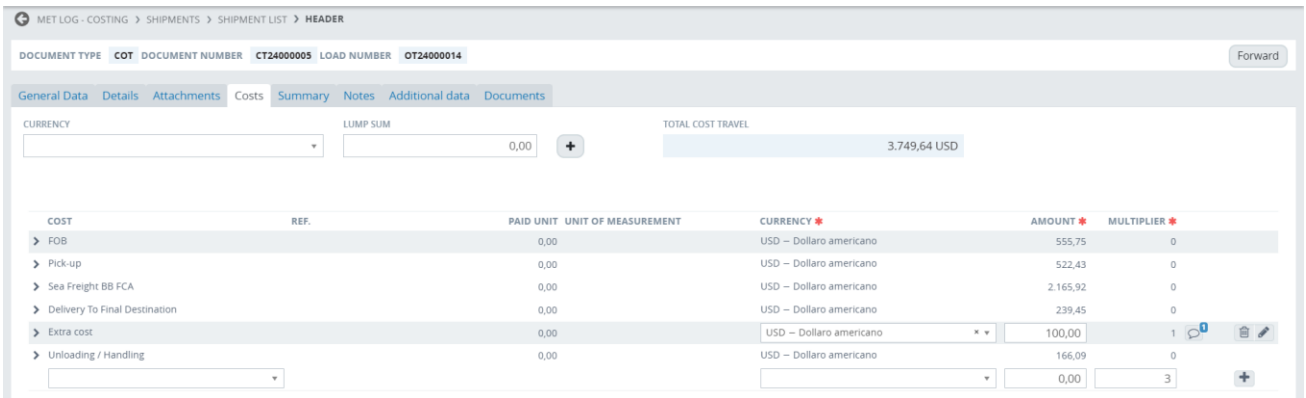
During the transport, the LSP can insert additional accessory and/or extra costs (costs not included in the price lists), with indication of their reasons in the notes section and the necessary documentation in the attachments tab.

The new costs, inserted by LSP, shall be approved by MET user before the next phase of the process: the reconciliation. Every time the LSP inserts an accessory or extra cost, the status of the TO will be automatically updated from "030.Confirmed" to "029.Not Confirmed".



To view the costs & notes inserted by the LSP, MET user must:

- select the Transport Order
- click on "Modify".
- Select the costs tab (where all costs with the total amount are available)



After the verification process, MET user can:

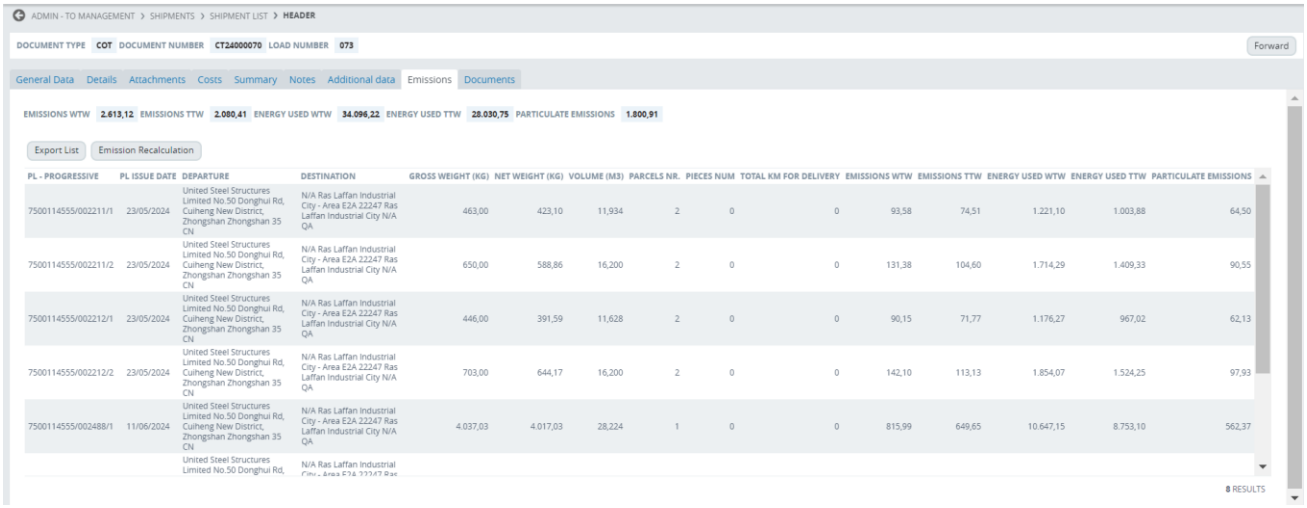
- eliminate the cost by clicking on
- confirm the cost by clicking on "Forward", the button in the top right corner of the page.

After the delivery of material, MET user:

- checks that all the applicable documents (including the POD) are available and acceptable.
- changes the status of the TRs to "028.Document collection completed" to allow Service team to proceed with the pre-invoice creation
  The procedure to update the TR status is detailed in paragraph 5.2 How to update a Transport Order / Transport Request status.

Emissions calculation

With the activation of the Green & Sustainability module in Tesi, the transport emissions are calculated on each Transport Order in execution phase. To view the environmental impact of the transports, select the Transport Order and click on "Detail" or "Modify", then go to the "Emissions" tab.



The page displays the total emissions calculated on the Transport Order and also the breakdown on each Transport Request.
The calculated emissions are the following:

- **Emissions WtW (T CO2)**: "Well-to-Wheel" equivalent CO2 emissions, measured in tons (T). These emissions represent the total greenhouse gases emitted during the entire life cycle of the fuel or energy, from extraction or production (well) to its final use (wheel). It includes emissions generated during the extraction, transportation, refining, distribution, and actual use of the fuel or energy.
- **Emissions TtW (T CO2)**: "Tank-to-Wheel" equivalent CO2 emissions, measured in tons (T). These emissions represent greenhouse gas emissions produced only during the use of the fuel or energy in the vehicle, i.e., from combustion in the engine to exhaust. It does not account for emissions generated in the stages prior to use.
- **Energy consumption WtW (Gj)**: "Well-to-Wheel" energy consumption, measured in gigajoules (GJ). These emissions represent the total amount of energy used during the entire life cycle of the fuel or energy, from extraction or production to final use. It includes energy used for extraction, transportation, refining, distribution, and end use.
- **Energy consumption TtW (Gj)**: "Tank-to-Wheel" energy consumption, measured in gigajoules (GJ). It indicates the amount of energy consumed only during fuel or energy use in the vehicle. It does not take into account energy used in the stages prior to use.

- **Particulate emissions (g)**: The mass of fine solid particles emitted during fuel or energy combustion, measured in grams (g). These particles can be harmful to human health and air quality.

It is possible to export the data in this page in Excel format, by clicking on "Export List".

In case the Transport Order is modified, it is always possible to manually re-calculate the emissions, by clicking on "Emissions Recalculation".

4.3 TRANSPORT ORDER CHANGES AND PL VERSIONING

At any point during the planning and execution phase of the transport, a new updated version of the Packing List document can be received. This phenomenon is referred to as "PL versioning". A new PL revision can update:

1. The number of packages in the Packing List;
2. The information of the single packages contained in the Packing List.

Therefore, during the transport management process, the Transport Order created can be subject to changes in terms of number of packages and their information.

The PL revision can be received during three moments in the process:

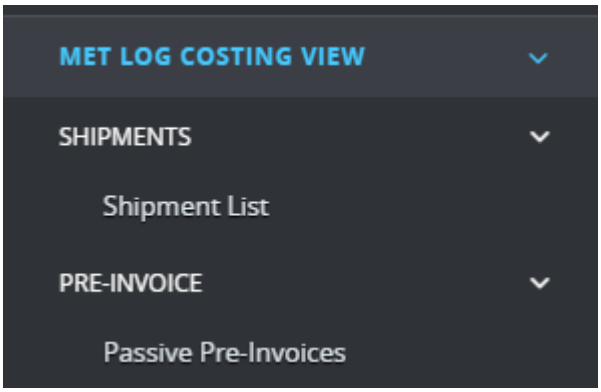
1. Transport Requests are not yet being consolidated into one Transport Order: the TRs will be updated with the new information and will retain all manual input data (e.g.: carrier, ports, method of transport, status). The "old" version of the TR will be automatically updated in status "Cancelled". No action is required from Service team/ Maire.
2. PL revision received during the planning phase of the transport: the TO status will be automatically updated to "TO under review".
3. PL revision received during the execution phase of the transport: the status of the TRs contained in the revised PL will be updated to "Load under review".

In both 2 and 3 cases, Service teamwill review the Transport Order and potentially modify its attributes in accordance to the PL revision. Any TO information could be updated, such as packages dimensions and weight, pick-up address, incoterm, number of packages and so on. These changes could also affect the method of transport and costs that have been calculated. According to the PL changes, Service teamwill modify the TO and update the status by inserting the TO status prior to the PL revision. Therefore, if a TO is in status "Published", after the PL revision it will become "TO under review". After Service teamreviews the TO, the status will go back to "Published".

4.4 RECONCILIATION

Pre-invoice receival and acceptance

Once the transport has been completed and all costs have been approved, the pre-invoice will be generated and visible to MET user and LSP in the "Passive pre-invoices" section.



The pre-invoice document:

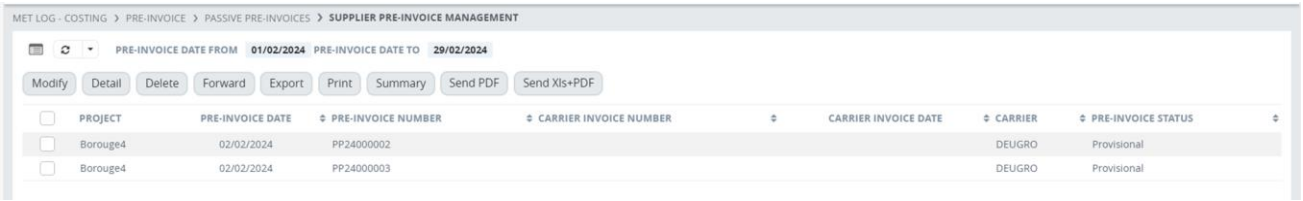
- is a preliminary report of all costs that have arisen on the Transport Orders and will not be the official invoice for the services.

- can be generated only if the TO status is "030.Confirmed" and all costs have been approved by MET users.

After the pre-invoice generation, it will not be possible to modify the Transport Order. To do so, it will be necessary to contact the Service team service, ask to delete the pre-invoice and request the changes.

Once the pre- invoice is available, MET user can perform different actions:

1. EXPORT the documents in excel format by clicking on "Export".
2. DOWNLOAD the pre-invoice in pdf format by clicking on "Print".
3. VIEW the pre-invoice by clicking on "Detail".
4. SEND the invoice in pdf or excel format to the email address of the LSP by clicking on "Send PDF"or "Send Xls + PDF".



Once the LSP has confirmed the Pre-Invoice, the status will change from "Provisional" to "Confirmed". The LSP cannot reject the Pre-Invoice on the system, in case of issues, the LSP will have to contact Maire offline.

5. SPECIAL SCENARIOS

5.1 EQUIPMENT REQUEST

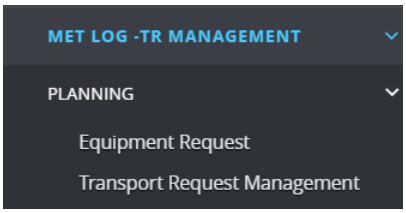
The Equipment Request (ER) process flow covers two main scenarios:

1. Transports without Packing List;
2. Transports with Packing List, for which the shipped materials are known after the shipment execution.

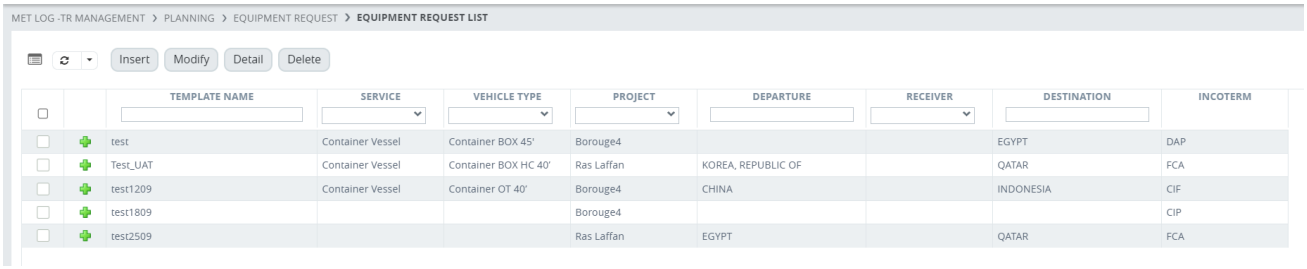
The Equipment Request process flow allows the possibility to plan these kinds of transports on TMS, even though there are no TR to be authorized at the beginning of the process. The main objective of this process is to create and publish a Transport Order to the LSP that does not include the list of materials to be shipped, but rather an equipment / method of transport request. In order to do so, the user will create an Equipment Request, which is basically a Transport Request which does not contain the details of a package to be transported, but rather the type of transport required for the shipment.

Equipment Request creation

To create an Equipment Request, the METLOG user will access the "Equipment Request" menu:



This page allows to view and create templates for the Equipment Request creation. The use of templates facilitates the creation of the ER: for example, once the template is created for a certain vendor, every time a new ER has to be created with the same vendor, it is possible to recall the same template and modify only the fields that need to be updated, instead of fulfilling again all fields from scratch.



TEMPLATE NAME	SERVICE	VEHICLE TYPE	PROJECT	DEPARTURE	RECEIVER	DESTINATION	INCOTERM
test	Container Vessel	Container BOX 45'	Borouge4			EGYPT	DAP
Test_UAT	Container Vessel	Container BOX HC 40'	Ras Laffan	KOREA, REPUBLIC OF		QATAR	FCA
test1209	Container Vessel	Container OT 40'	Borouge4	CHINA		INDONESIA	CIF
test1809			Borouge4				CIP
test2509			Ras Laffan	EGYPT		QATAR	FCA

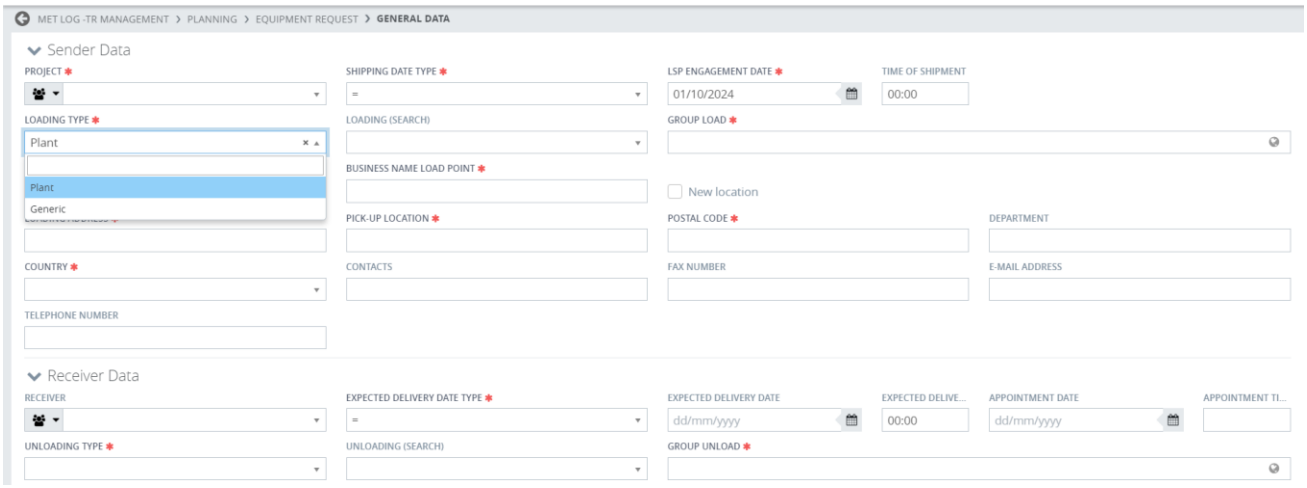
To create a new template, click on "Insert", fulfill all mandatory fields and indicate a template name. To easily recognize the templates, the template name should be the Vendor name.

The mandatory fields to be fulfilled are the following.

"Sender" section:

- Project: select the project (e.g. Ras Laffan);
- Shipping date type: correctly fulfilled by default with "=";
- LSP engagement date: correctly fulfilled by default with the template creation date (today);

- Loading type: indicate one of the following values:
  - Plant: in the "loading search" field, the location master data is recalled (list of all loading and unloading points saved from IoT4MET Packing Lists) and it is possible to select one to automatically fulfill all pick-up address related fields.
  - Generic: in order to manually fulfill all pick-up address related fields.
- Group load: insert the country
- Load code: insert the identifying code of the location
- Business name load point: insert the vendor name
- Flag new location: insert the flag to save the location in the location master data (only for manually fulfilled locations, when the loading type is fulfilled with "Generic")
- Loading address: insert the vendor address
- Pick-up location: insert the vendor's city
- Postal code: insert the vendor's postal code
- Country: insert the vendor's country



"Receiver" section:

- Expected delivery date type: correctly fulfilled by default with "=";
- Unloading type: indicate one of the following values:
  - Plant: in the "unloading search" field, the location master data is recalled (list of all loading and unloading points saved from IoT4MET Packing Lists) and it is possible to select one to automatically fulfill all unloading address related fields. Select "Ras Laffan destination site" and "Borouge4 destination site" to automatically fulfill all fields related to the project final site.
  - Generic: in order to manually fulfill all pick-up address related fields.
- Group unload: insert the country
- Unloading address: insert the destination address
- Pick-up location: insert the destination city
- Postal code: insert the destination postal code
- Country: insert the destination country

Shipping data:

- Requester: correctly fulfilled by default with the user who is currently creating the template
- Incoterm: select the incoterm

- Departure port: if already known, insert the departure port / airport
- Destination port: if already known, insert the destination port / airport
- Flag dangerous: insert flag if the material is dangerous
- Flag stackable: insert flag if the material is stackable
- Flag on deck shipment permitted: insert flag if it is possible to ship the materials on deck
- Flag vacuum sealed: insert flag if the material is vacuum sealed

Quantity data:

- Gross weight (kg): indicate an estimate gross weight
- Volume (m3): indicate an estimate volume
- Truck number: indicate the number of required trucks
- Container number: indicate the number of required containers
- Template name: indicate the name of the template (Vendor name).

After inserting all mandatory fields, click on "Insert".

In order to create the Equipment Request, click on the green "+" button next to the template to be replicated. A new page will appear, where the user can modify the fields of the template and insert the PL-Progressive. The PL-Progressive is the identifying number of the Transport Request, and must be fulfilled according to these guidelines:

1. "ER"
2. Project code (e.g. for Ras Laffan 4355)
3. Load number (with four digits, e.g. 0101)
4. Progressive (with 4 digits)

All separated by a "/", without in between spaces. For example ER/4355/0101/0001.

Then, click on "Save".

Once the Equipment Request is created, the process continues as standard: Logis must authorize the ER so that Service teamcan plan the transport. In the notes section, Logis must indicate all the information necessary to plan the transport correctly, as is detailed for the standard process in paragraph 4.1 Transport Request authorization.

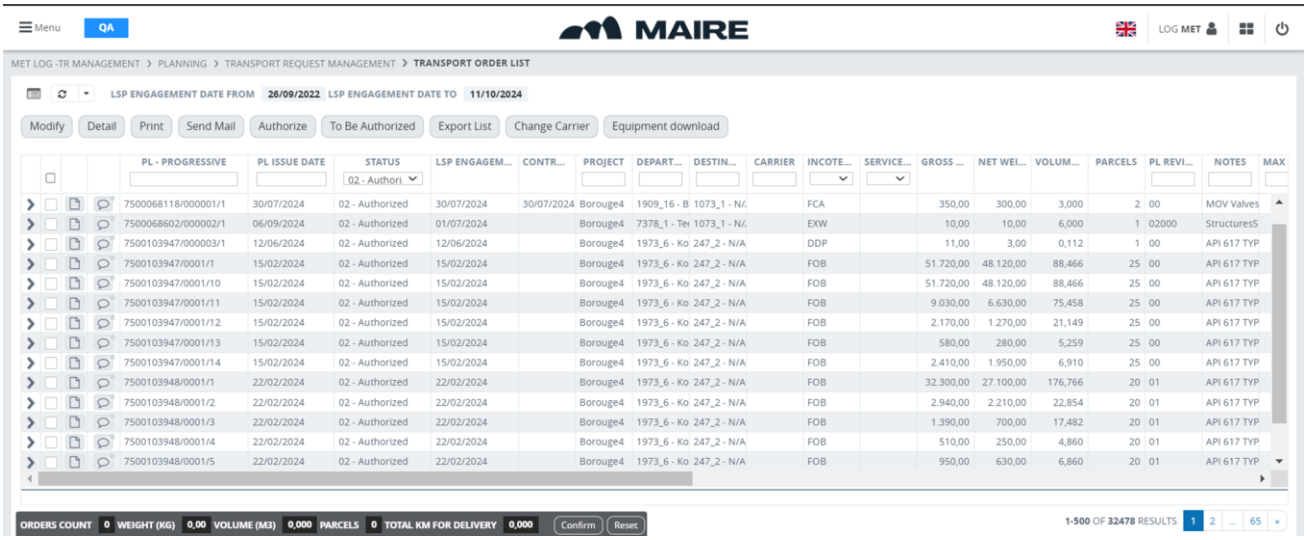
The rest of the planning phase proceeds as standard, with the TO publication and confirmation by the LSP.

Equipment Request reconciliation

Once the items that have been shipped are known, in case there is any information that needs to be updated (for example dimensions, weight, volume), Logis will proceed as follows:

1. For transports with Packing List: the updated Packing List must be uploaded in IoT4MET, so that Tesi automatically receives the updates;
2. For transports without Packing List: Logis will update the information directly on the system.

At any point of the process (during planning or execution phase), once the items that have been shipped are known, it is possible to reconcile the data on TMS. It is possible to insert the correct TRs in the Transport Order that has been created via Equipment Request and eliminate the latter. To do so, METLOG user must authorize the Transport Requests, as per standard process. Then, the user selects the authorized TR and clicks on "Equipment download".



An Excel file will be downloaded with the list of authorized TR.

It is important that only authorized TRs are selected before clicking on "Equipment download", otherwise an error will appear.

The user must insert the Transport Order Number for each TR, upload the file as an attachment of the Transport Order and notify the Service teamservice. In this way, Service teamservice team will know in which Transport Order the authorized TR must be inserted.

	A	B	C
1	PL - Progressive	Transportation Order Number	
2	7500113491/000001/1	OT24000833	
3	7500113491/000001/10	OT24000833	
4	7500113491/000001/11	OT24000833	
5			
6			
7			
8			

Once Service teamhas completed the reconciliation phase, the Equipment Request will be cancelled from the Transport Order, and the newly inserted TRs will inherit all events and status of the Equipment Request, so that the progress of the transport remains saved on the system.

The rest of the process (execution phase) remains as standard.

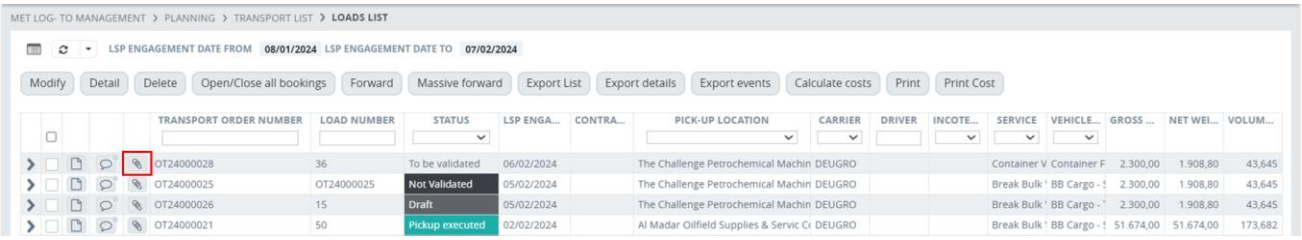
6. HOW TO

6.1 HOW TO ATTACH DOCUMENTS

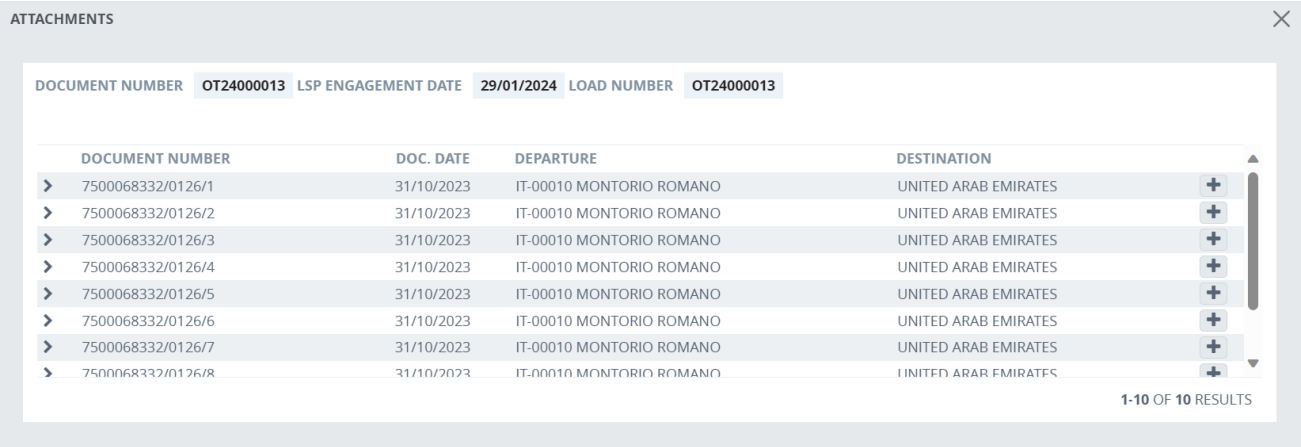
In the PLANNING phase, there are two main ways to attach a document:

1. Attach a document to a single Transport Request: go to the TO Management → Planning → Transport List menu, and click on the paper clip icon of the Transport Order in question.

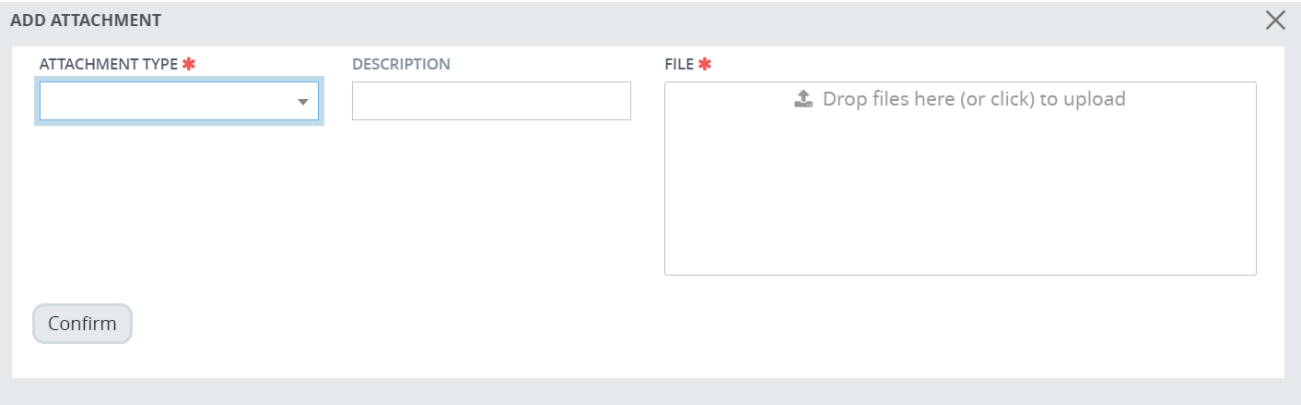
2. Attach a document to a Transport Order: go to the TO Management → Planning → Transport List menu, and click on the paper clip icon of the Transport Order in question.



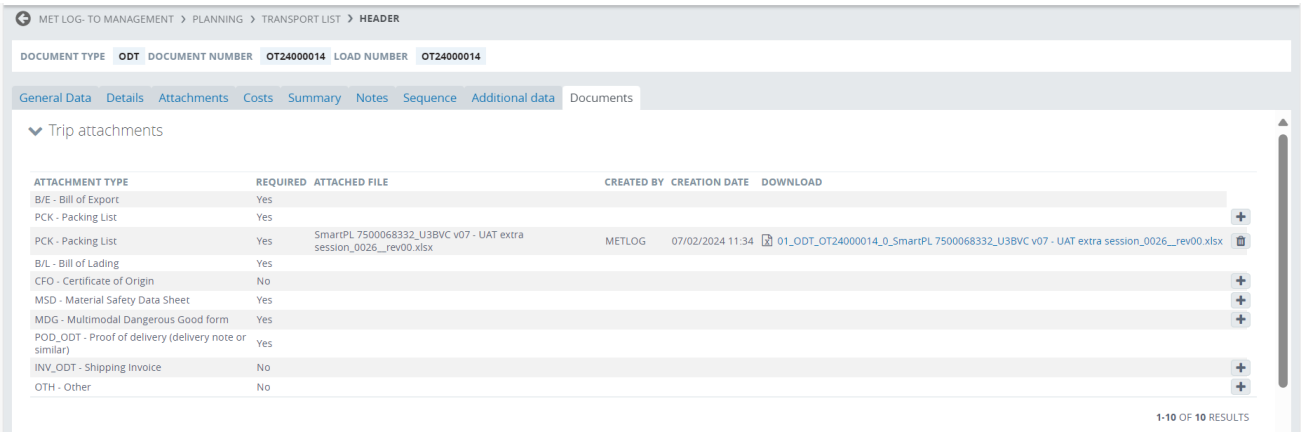
A new window will open with the list of all Transport Requests that are included in the Transport Order.



Click on the "+" button to specify the attachment type and upload the document. Then click on "Confirm".



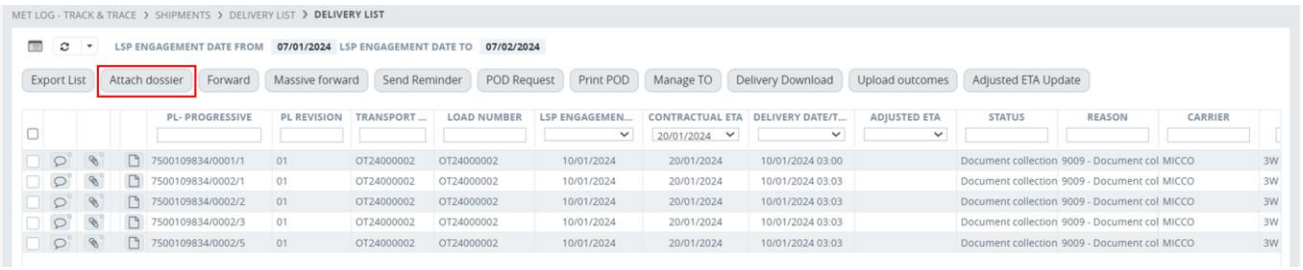
To attach a document to the Transport Order, select the Transport Order and click on "Modify". Then open the tab "Documents" and click on the "+" button next to the attachment type to be uploaded.



A window will open to let the user select the file and confirm the operation.

During the EXECUTION phase, the user has two ways to attach a document:

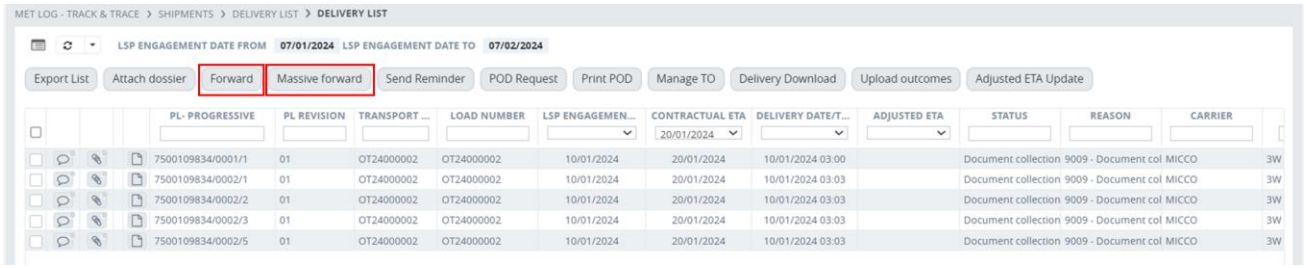
1. In the Costing → Shipment → Shipment list menu, select the Transport Order and click on "Modify". Open the "Documents" tab and follow the instructions detailed above.
2. Another way to attach specifically the Proof of Delivery is to navigate to the Track & Trace → Shipment → Delivery List menu, select one Transport Request and click on "Attach Dossier". A new window will open to select the document and upload it. The document will be attached to the whole Transport Order and will be visible in the "Documents" tab.

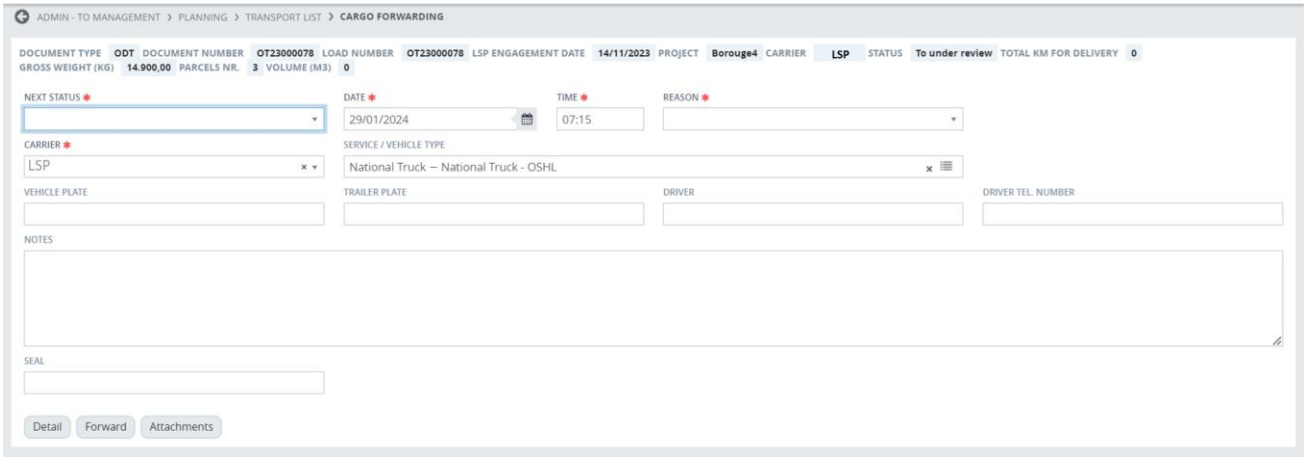


6.2 HOW TO UPDATE A TRANSPORT ORDER / TRANSPORT REQUEST STATUS

During the planning phase, there are two ways to update the TO status:

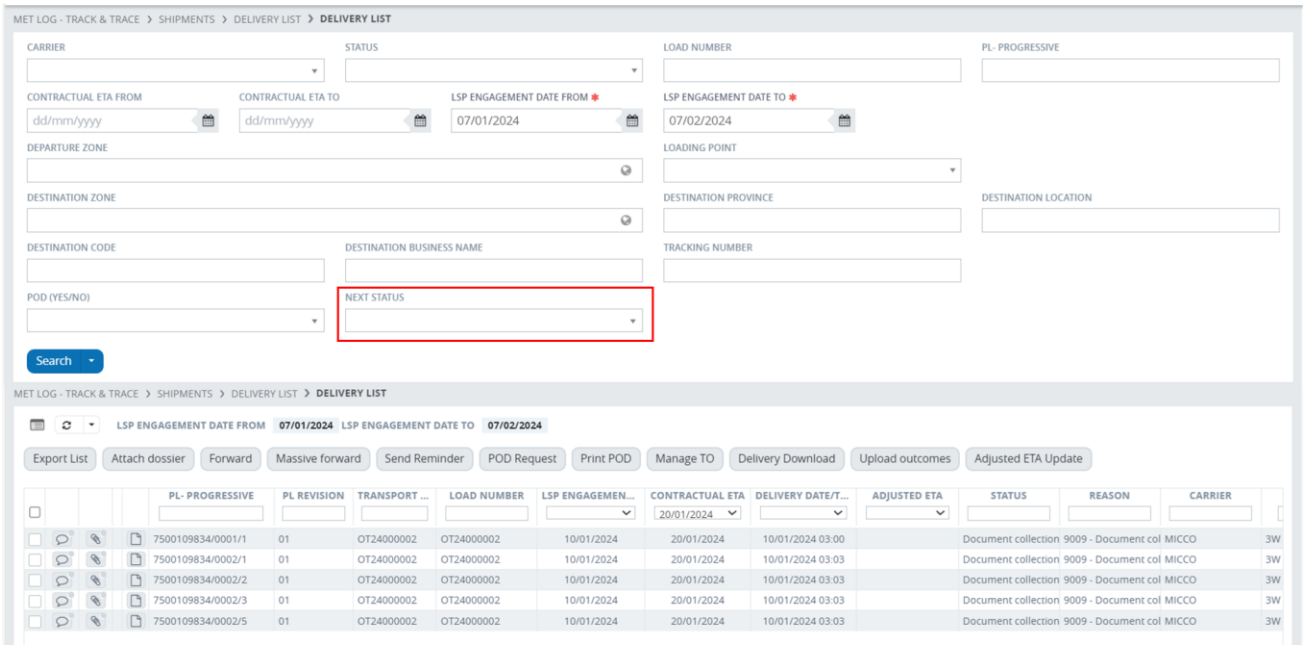
1. Update the status on a single TO:
   a. Go to the TO Management → Planning → Transport List menu.
   b. Select the Transport Order and click on "Forward".
   c. A new window will appear where the user will indicate the updated status in the "Next status field" and potentially insert notes in the related section.
   d. Click on "Forward"
2. Massive update of more TOs:
   a. Go to the TO Management → Planning → Transport List menu.
   b. Select the Transport Orders and click on "Massive Forward".
   c. A new window will appear where the user will indicate the updated status in the "Next status field" and potentially insert notes in the related section.
   d. Click on "Forward".





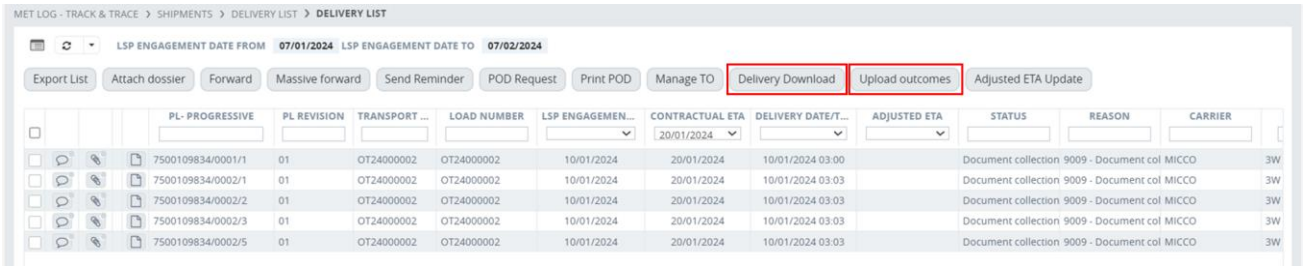
In the execution phase, the status of the TR can be updated in three ways.

1. Update the status on a single TR: go to Track & Trace → Shipment → Delivery List menu. Select the TR and click on "Forward". A new window will appear to select the new status and the date and time of the event.
2. Massive update of more TRs:
    a. Go to Track & Trace → Shipment → Delivery List menu.
    b. Open the filter section ( ) and indicate the new status in the field "Next status" and click on "Search".
    c. Select the Transport Requests and click on "Massive Forward". A new window will appear to indicate the date and time of the event.

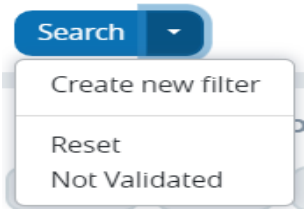


3. Massive update of more TR by Excel upload:
    a. Go to Track & Trace → Shipment → Delivery List menu.
    b. Click on "Delivery Download", to export an excel file with the information of the Transport Requests and their status.
    c. Modify the document inserting the date and hour of the event in the related columns. In the "Reason" column select the updated status from the drop-down list. Notes can be inserted in the related column.
    d. After saving the file, upload it by clicking on "Upload outcomes". A job will be scheduled to update the Transport Requests' status.

	J	K	L	M	
1	Delivery Status	Date Event	Hour Event	Reason	Notes
2	Pickup executed				
3	Pickup executed				
4	Pickup executed				
5	Pickup executed				
6	Pickup executed				
7	Pickup executed				
8	Pickup executed				
9	Pickup executed				
10	Pickup executed				
11	Pickup executed				
12					



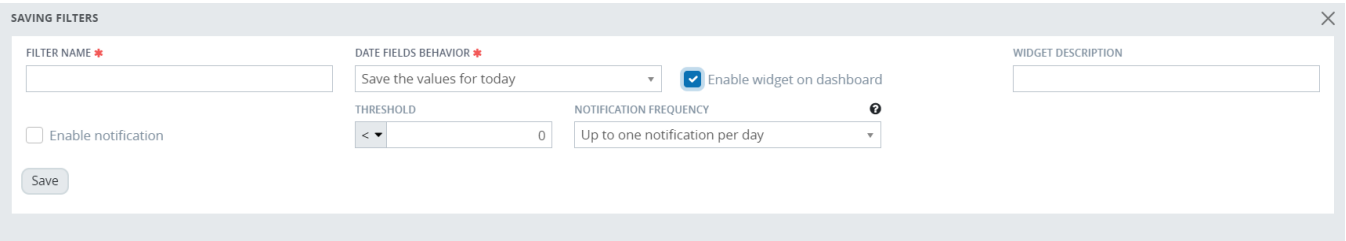
6.3 HOW TO CREATE AND MANAGE WIDGETS IN DASHBOARD



Widgets can be configured in any searching page (Shipment List, Delivery List, Transport List). Open the filters section by clicking on . Then, insert the filters to indicate the search parameters, for example select a particular status of the Transport Order. Click on the arrow next to the button "Search" and select "Create new filter".

A new window will appear. Insert a filter name and activate the flag "Enable widget on dashboard". Insert a widget description, which is the name that will appear on the dashboard. Then click on "Save".

The newly created widget will be visible only to the user who created it.



7. SUPPORT

Communications with the customer will take place through the customer's Teams channel.

In this Teams channel customers setup project details, pricelist in dedicated folders.

During the transport management process, the client may request support to the Service teamteam for:

ID	MACRO CATEGORY	EMAIL SUBJECT	DESCRIPTION
1	Tool	Log-in issues	Problems during log-in
2	Tool	System issues / bug	Any system malfunction
3	Tool	User creation / update	Creation of new user
4	Tool	How to support	Support for any activity performed on the system
5	Delivery	Project set-up	Support for project set-up
6	Delivery	Price list update	Support for price list update

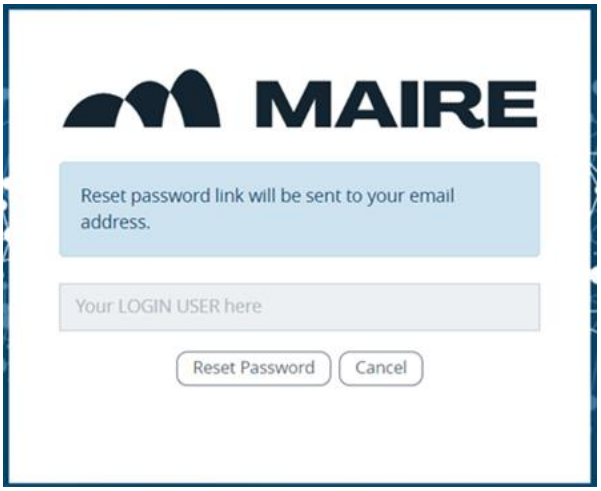
7	Delivery	Pick-up issues	Report any issues for pick-up execution

Support requests are managed in the "Posts" session of the relative project folder, in Italian language.

7.1 HOW TO RESET PASSWORD

In case of forgotten password or any issues related to log-in phase, there is a simple procedure to reset the user's password. In the log-in page, click on "Forgot your password?", under the log-in button.

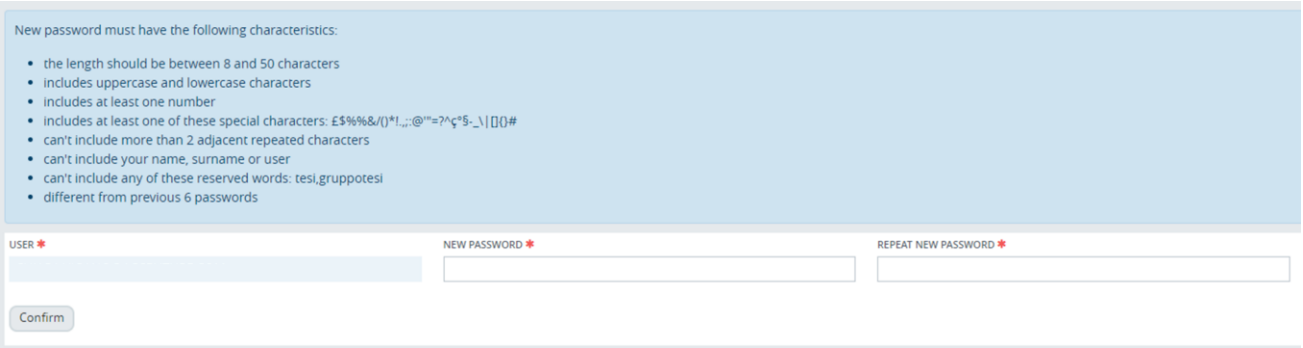
Then, insert the email address in the "user" field and click on "reset password".



An email will be sent to the indicated email address with a link to create a new password. Please note that the new password should follow the requirements below:

1. the length should be between 8 and 50 characters
2. it has to include uppercase and lowercase characters
3. it has to include at least one number
4. it has to include at least one of these special characters: £$%%&/() *!. , ;: @"'' =? ^ç°5 -_ \/[]{}#

5. it can't include more than 2 adjacent repeated characters
6. it can't include your name, surname or user
7. it can't include any of these reserved words: tesi, gruppotesi
8. it must be different from previous 6 passwords



Once the password is set, click on confirm and log-in.