

IOT4MET

SMART PACKING LIST

management

*This brief Guide allow
to learn how to fill in
correctly the Packing
List template sent by
our MAIRE Referent*

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APPENDIX 1: EMAIL NOTIFICATIONS
SAMPLES

HOW TO FILL IN THE TEMPLATE

FILL IN: material area & package area 1/3

| Material area | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------|----------------|--------------------|---------------|---------------------|--------------------|-----------|----------|--------------|--------------|------------------|-----------------|------------|-------------|--------------------------|------|------|-------------------|----------|---------|---------------------------------------|--|---------------------|---------------------|-----------------|------------|----------------|------|-------------------|--------------|--------------|-------------------|-----|-----|------------|
| PO position | TCM Ident code | Vendor's item code | Material item | Sales Order Subitem | TAG Commodity code | Unit Plat | Quantity | UoM Quantity | 2nd Quantity | 2nd UoM Quantity | Weight per line | UoM Weight | Description | Description 2nd language | MARK | DRUM | Sectional drawing | Part No. | HS Code | Classification Resolution Position ID | Classification Resolution Position Description | Minimum Temperature | Maximum Temperature | UoM Temperature | Max Head % | Certificate ID | HEAT | Country of origin | Manufacturer | ref. to SPIR | Link to documents | NCR | OSD | License ID |

First area for Material data

| Package area | | | | | | | | | | | | | | | | |
|--------------|---------------------|-------------------|-----------------|------------|--------------|--------|-------|--------|---------------|-----------|----------------------------|----------------|-------------|-----------|-------------------|----------------|
| Progressive | Unique colli number | Vendor Package ID | Kind of package | Net Weight | Gross Weight | Length | Width | Height | UoM Dimension | Stackable | On Deck Shipment Permitted | Storage symbol | Vacuum Seal | Dangerous | Package documents | Cargo Handling |

Second area for Package data

Complete all the fields required. Data allowed in different format: numbers, free text.

Drop down list:

- Country of Origin
- Kind of Package
- Storage symbol
- Stackable
- On Deck Shipment Permitted

FILL IN: material area & package area 2/3

Manage SUBITEMS:

Use “Material Sub item” column:

1. For main component row:
Leave the value on “No”
2. For subitems rows:
 - turn the “Material Sub item” value in “Yes”
 - Copy the same “PO position” related to the same Main parent component.

The ordered quantity for PO Position will be counted based on the Main Component quantity.

| Material area | | | | | | | |
|---------------|----------------|-------------------|--------------------|----------|-----|-----------------|-----|
| PO position | TCM Ident code | Material sub item | TAG Commodity code | Quantity | UoM | Weight per unit | UoM |
| 2 | I11329215 | No | AKI30SA12 | 17418.54 | Kg | 17418.54 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 27.46 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 578.01 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 788.80 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 784.62 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 379.46 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 346.61 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 342.09 | Kg |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 | pcs | 461.21 | Kg |

| PO position | TCM Ident code | Material sub item | TAG Commodity code | Quantity |
|-------------|----------------|-------------------|--------------------|----------|
| 2 | I11329215 | No | AKI30SA12 | 17418.54 |
| 2 | I11329215 | Yes | AKI30SA12 | 1.00 |

NET Weight for all projects: sum of “Weight per line” in case of same progressive for all the rows.

SAME PROGRESSIVE for all rows: for all the columns relevant to package area, only the first row of every progressive package shall be compiled.

| Package area | | | | | | | | | | | | | |
|--------------|--------------------|-------------------|-----------------|------------|--------------|---------|---------|---------|---------------|-----------|----------------------------|--------------------------|---------------|
| Progressive | Unique coll number | Vendor Package ID | Kind of package | Net Weight | Gross Weight | Length | Width | Height | UoM Dimension | Stackable | On Deck Shipment Permitted | Storage symbol | Vacuum Sealed |
| 1 | 75000896810000615 | | CASE | 140.000 | 520.000 | 270.000 | 145.000 | 121.000 | cm | Yes | No | ire in closed rooms plus | Yes |
| 1 | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | |

Manage Marks:

Please remember that Marks value and related quantity are subjected to a check when the template will be managed by TCM.

FILL IN: material area & package area 3/3

Manage Commissioning and start-up spare parts IF REQUIRED

Use “ref. to SPIR” column:

1. For all the spare parts related to the same PO position please add the same generic description in the “Ref. to SPIR” field
2. In Layout of PL, this description will be highlighted in grey as header to the Spare Parts list

The screenshot shows a software interface with a table. The columns are labeled: Material desc, Link to document, Progressive, and Designer. A red box highlights the text "ref. to SPIR" in the Material desc column. Below the table, there is a list of repetitive text entries: "- CONDENSATE TANK / PRECOMMISSIONING, COMMISSIONING & START UP SPARE PARTS FOR TAG F413201 COMPOSED BY: ...".

| PO Pos. Pozycja | TCM Ident code Inicjaly | Unit Jednostka | Quantity Ilosc | Material description OPIS MATERIALU | Unit Weight Waga jednostkowa |
|-----------------|-------------------------|----------------|----------------|---|------------------------------|
| 3 | I-2957953 | PIECES | 1 | H413201 - DISSOLVING TANK AGITATOR | 1389.00 |
| 3 | I-2957953 | PIECES | 1 | H413201 - DISSOLVING TANK AGITATOR / INTERMEDIATE SHAFT | 165.00 |
| 3 | I-2957953 | PIECES | 1 | H413201 - DISSOLVING TANK AGITATOR / LOWER SHAFT | 120.00 |
| 3 | I-2957953 | PIECES | 1 | H413201 - DISSOLVING TANK AGITATOR / UPPER IMPELLER | 18.00 |
| 3 | I-2957953 | PIECES | 1 | H413201 - DISSOLVING TANK AGITATOR / LOWER IMPELLER | 108.00 |
| 3 | I-2957953 | PIECES | 6 | H413201 - PACKING 16 x 16 | 0.20 |
| 3 | I-2957953 | PIECES | 4 | H413201 - SCREW M12 x 45 + WASHER | 0.20 |
| 3 | I-2957953 | PIECES | 4 | H413201 - SCREW WITH NUT M20 x 120 + DOUBLE WASHER | 0.40 |
| 3 | I-2957953 | PIECES | 4 | H413201 - SCREW WITH NUT M20 x 120 + DOUBLE WASHER | 0.40 |
| 3 | I-2957953 | PIECES | 4 | H413201 - STOP DOWEL M12 x 40 + NUT | 0.25 |
| 3 | I-2957953 | PIECES | 4 | H413201 - STOP DOWEL M12 x 40 + NUT | 0.25 |
| 3 | I-2957953 | PIECES | 4 | H413201 - BOLT M18 x 90 + DOUBLE WASHER | 0.30 |
| 3 | I-2957953 | PIECES | 4 | H413201 - STOP DOWEL M16 x 50 + NUT | 0.20 |
| 3 | I-2957953 | PIECES | 4 | H413201 - STOP DOWEL M16 x 50 + NUT | 0.20 |

Please ensure with your project contact if there are any specific project requirements.

HOW TO UPLOAD THE TEMPLATE

UPLOAD the template filled in

1. Go to Vendor Document Management Portal - MAIRE referent will provide you with the access link to your own Vendor portal for a specific project
2. In the left vertical menu, expand Packing List section
3. Choose between Preliminary SmartPL and Final SmartPL folders
4. Click Upload button
5. Choose Files option
6. Select file to upload
7. Your file will be visible with PENDING status
8. When the file has been processed the status turns into TRANSMITTED
9. Wait an email notification to check if the upload has been successful or failed

The screenshot shows the SharePoint interface for the 'Maire Tecimont' library. The left navigation pane is expanded to the 'Packing List' section, with 'Final SmartPL' selected. The main content area shows the 'Final SmartPL' folder with a table of files. The file 'SmartPL 7500108865_ROUV4 v07.xlsx' is listed with a 'PENDING' status. The 'Upload' button is highlighted, and the 'Files' option is selected in the dropdown menu.

| Name | Modified | Modified By | Document Status |
|-----------------------------------|-------------------|------------------|-----------------|
| SmartPL 7500108865_ROUV4 v07.xlsx | A few seconds ago | De Rosa Marianna | PENDING |

Uploaded files are processed every 30 min. at H00.30 at the end, you will receive an email with the outcome of the upload.

File processed result: SUCCESSFUL

1. Click on link of the email notification or go directly to Vendor Document Management Portal

2. In the left vertical menu, expand Packing List section

3. Choose Processed folder: here you can find the deliverables:

- PL both in xlsx & pdf
- ML both in xlsx & pdf

To download the file:

- Select the file
- Click on “...” and choose the function

VDM - SmartPL - File Processing was Successful



Dear User,
File SmartPL 7500091973_K4CER v07_PL004_TestTALVDM.xlsx has been successfully processed.

Access to "Processed" folder here to retrieve deliverables: [link](#)

Best Regards

The screenshot shows the 'Processed' folder selected in the left-hand navigation menu. The main area displays a table of files with columns for 'Name' and 'Modified'. A red box highlights the first four rows of the table, which contain the files to be downloaded. A red arrow points from the 'Processed' folder in the left menu to the table.

| Name | Modified |
|-----------------------------------|-------------|
| PL 7500103958_0004 rev02.pdf | February 7 |
| ML 7500103958_0004 rev02.pdf | February 7 |
| ML 7500103958_0004 rev02.xlsx | February 7 |
| PL 7500103958_0004 rev02.xlsx | February 7 |
| SmartPL 7500103958_CSFE3 v07.xlsx | February 7 |
| ML 7500090402_0009 rev01.pdf | February 10 |
| PL 7500090402_0009 rev01.pdf | February 10 |

The screenshot shows the context menu for the file 'PL 7500103958_0004 rev02.pdf'. The 'Download' option is highlighted with a red arrow. A red box highlights the file name in the table above.

- Open
- Preview
- Share
- Copy link
- Manage access
- Download

Please refer to your project contact for further actions to be done after successful upload and PL downloading

File processed result: failed

1. Go to Vendor Document Management Portal

2. In the left vertical menu, expand Packing List section

3. Choose Failed folder: here you can find the input file with errors reported by the system.

For error handling refer to next slide.

To download the file:

- i. Select the file
- ii. Click on “...” and choose the function

VDM - SmartPL - File Processing Failed



Flow Cloud System User
To: De Rosa Marianna

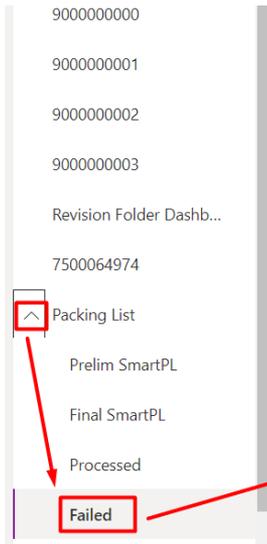


Dear User,
File SmartPL 7500091973_K4CER v07_PL004_TestTALVDM2.xlsx has not been successfully processed for the following reason: Excel file not recognized

Access to "Failed" folder here for detailed information on integrations / corrections to address: [link](#)

Upon Error messages addressing, please proceed with uploading for reprocessing.

Best Regards



Failed

| Name | Modified |
|--|-------------|
| SmartPL 7500090402_QW5C6 v07_PL010_with error-poc_VDM-E54_20230210095545.xlsx | February 10 |
| SmartPL 7500090402_K4CER v07_PL009_wrong template code-poc_VDM-E54_20230210110501.xlsx | February 10 |
| SmartPL 7500090402_QW5C6 v07_PL009_rev already present-poc_VDM-E54_20230210110503.xlsx | February 10 |
| Wrong Naming SmartPL 7500090402_QW5C6 v07-poc_VDM-E54_20230210120500.xlsx | February 10 |
| SmartPL 7500091973_K4CER v07_PL003_heavy-poc_VDM-E54_20230210140511.xlsx | February 10 |
| SmartPL 7500090402_374NW v06-poc_VDM-E54_20230213090501.xlsx | February 13 |
| SmartPL 7500107479_2QIWF v07-poc_VDM-E54_20230213160523.xlsx | February 13 |
| SmartPL 7500108865_ROUV4 v07-poc_VDM-E54_20230214150500.xlsx | February 14 |



HOW TO HANDLE ERRORS

ERRORS HANDLING

Classification Resolution ID
 INCOTERM: FAS - Free Alongside Ship
 SUBVENDOR:
 DESTINATION: "TOSER" SVOBODNY JOBSITE, AMURSKY REGION (RUSSIAN FEDERATION) SVOBODNY 676450 RU

CONTACT DETAILS: 39 039 6241287
 CONTACT DETAILS: rova@gmail.com
 PL issue date: 11/27/2019

| PO position | TCM Ident code | Quantity | UoM | Weight per unit | UoM Weight | Description | Description 2nd language | MARK | DRUM | HS Code | Classification decision Position | Classification decision Position 2nd language |
|-------------|----------------|----------|-----|-----------------|------------|-----------------|---------------------------|------|------|----------|----------------------------------|---|
| 4 | I44914891 | 2.00 | pcs | 0.20 | kg | FVMQ Diaphragma | FVMQ Дифрагма SM 100, ЗИП | | | 84819000 | | |

Comments

System
 Total weight per unit must be equal to net weight for the same progressive number
 @mention or reply...

System
 Value must be greater than new weight

Yellow cells (for counting errors): click on the red mark on the corner to see the pop-up instruction on the right.

| Package area | | | | | | | | | | | |
|--------------|-----------------|------------|--------------|--------|--------|--------|---------------|-----------|----------------------------|-----------------------------|--|
| Progressive | Kind of package | Net Weight | Gross Weight | Length | Width | Height | UoM Dimension | Stackable | On Deck Shipment Permitted | Storage symbol | |
| 1 | 3 - Case | 913.00 | 1140.00 | 196.00 | 126.00 | 102.00 | cm | Yes | No | Store under protective roof | |
| 3 | 3 - Case | 619.00 | 618.00 | 196.00 | 126.00 | 102.00 | cm | Yes | No | Store under protective roof | |
| 4 | 3 - Case | 768.00 | 993.00 | | | | cm | Yes | No | Store under protective roof | |
| 3 | 3 - Case | 619.00 | 758.00 | 196.00 | 126.00 | 102.00 | cm | Yes | No | Store under protective roof | |
| 4 | 3 - Case | 768.00 | 993.00 | 196.00 | 126.00 | 102.00 | cm | Yes | No | Store under protective roof | |
| 3 | 3 - Case | 619.00 | 758.00 | 196.00 | 126.00 | 102.00 | cm | Yes | No | | |

Red cells (for mandatory fields or constraint overcome): click on the pop up to retrieve clarification about the error.

FAQ

Content

| # | How to solve |
|---|---|
| 1 | Value not found in original order template |
| 2 | Missing mandatory fields for the progressive value |
| 3 | Value must be a number. Use”.” to separating decimal values |
| 4 | Length cannot be less than zero |
| 5 | Total weight per unit must be equal to net weight for the same progressive number |
| 6 | Arithmetic overflow error converting nvarchar to data type numeric |
| 7 | Error converting data type nvarchar to decimal |

1. Value not found in original order template

ERROR

The critical error “Value not found in original order template” occurs if the UoMQuantity field doesn’t contain the same value of the PO position in SAP

SOLUTION

If it’s required to insert in IoT4MET a UoM different from the one present in the SAP PO position: it’s necessary to fill in the column Material sub item with Yes in the SmartPL.

| Material area | | | | | | | | | | | |
|---------------|----------------|-------------------|---------------------|--------------------|------------|----------|--------------|--------------|------------------|-----------------|------------|
| PO position | TCM Ident code | Material sub item | Sales Order Subitem | TAG Commodity code | Unit Plant | Quantity | UoM Quantity | 2nd Quantity | 2nd UoM Quantity | Weight per line | UoM Weight |
| 1 | I55968793 | Yes | | 17-L-071 | | 10.1 | M | | | 550.25 | kg |
| 1 | I55968793 | Yes | | 17-L-071 | | 10.1 | M | | | 550.25 | kg |
| 2 | I55968754 | No | | 17-L-071 | | 10.1 | M | | | 550.25 | kg |

Please note that the Total weight per unit must be equal to net weight for the same progressive number: populate the column Sub Item=Yes for each row of the same progressive number.

2. MISSING MANDATORY FIELDS FOR THE PROGRESSIVE VALUE

ERROR

The critical error “Missing mandatory fields for the progressive value” occurs if same mandatory fields are missing for Package area (columns AJ-AZ of smartPL).

SOLUTION

1. Check that all mandatory fields (grey cell) are filled in;

| Package area | | | | | | | | | | | | |
|--------------|---------------------|-------------------|-----------------|------------|--------------|---------|---------|---------|---------------|-----------|----------------------------|----------------|
| Progressive | Unique colli number | Vendor Package ID | Kind of package | Net Weight | Gross Weight | Length | Width | Height | UoM Dimension | Stackable | On Deck Shipment Permitted | Storage symbol |
| 1 | | | CASE | 968.000 | 1197.000 | 195.000 | 148.000 | 154.000 | cm | No | Yes | |
| 1 | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | |

2. Be sure that mandatory columns (grey cell) are populated at least on the first row of each progressive;

| Package area | | | | | | | | | | | | | |
|--------------|---------------------|-------------------|-----------------|------------|--------------|---------|---------|---------|---------------|-----------|----------------------------|----------------|---------------|
| Progressive | Unique colli number | Vendor Package ID | Kind of package | Net Weight | Gross Weight | Length | Width | Height | UoM Dimension | Stackable | On Deck Shipment Permitted | Storage symbol | Vacuum Sealed |
| 1 | | | CASE | 968.000 | 1197.000 | 195.000 | 148.000 | 154.000 | cm | No | Yes | C - Indoors | |
| 1 | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | |
| 2 | | | CASE | 500 | 613 | 124 | 97 | 125 | cm | No | Yes | C - Indoors | |
| 3 | | | CASE | 444 | 579 | 181 | 112 | 71 | cm | No | Yes | C - Indoors | |

3. Ask MET reference the latest version of SmartPL

3. Value must be a number. Use “.” for decimal values

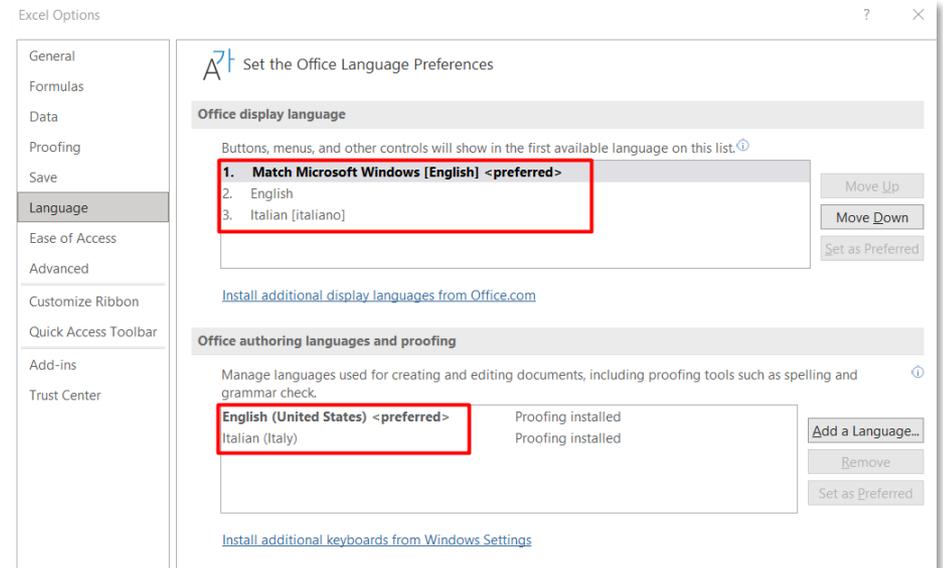
ERROR

The critical error [Value must be a number. Use “.” for separating decimal values] occurs if you use “,” (commas) to separate the decimal value.

SOLUTION

Please check inside Excel Options if:

- You are using the “.” for separating decimal value;
- You are using English as language for Excel tool;
- You have set the point as decimal separator



4. Length cannot be less than zero

ERROR

The critical error “Length cannot be less than zero” occurs if the Template file name has been changed after downloading.

SOLUTION

Please restore the file name Template as it was just downloaded. If you need to change it, you can add the details at the end of title.

For example:

Template name: SmartPL 7500090456_XA3BK v06

Wrong renamed Template: Copy of SmartPL 7500090456_XA3BK v06

Right renamed Template: SmartPL 7500090456_XA3BK v06_Copy

5. TOTAL WEIGHT PER UNIT MUST BE EQUAL TO NET WEIGHT

ERROR

The critical error “Total weight per unit must be equal to net weight for the same progressive number” occurs if the total weight per unit is different from the net weight.

SOLUTION

Select “Material sub item=Yes” for all the rows relevant to the same progressive number (package).

| Material area | | | Package area |
|---------------|----------------|-------------------|--------------|
| PO position | TCM Ident code | Material sub item | Progressive |
| 1 | I55968793 | Yes | 1 |
| 1 | I55968793 | Yes | 1 |
| 1 | I55968793 | Yes | 1 |
| 1 | I55968793 | Yes | 1 |
| 1 | I55968793 | No | 2 |
| 1 | I55968793 | No | 2 |
| 1 | I55968793 | No | 2 |

6. Arithmetic overflow error converting nvarchar to data type numeric

ERROR

The critical error “Arithmetic overflow error converting nvarchar to data type numeric” occurs if you have entered non-numeric values into a numeric field

SOLUTION

Please verify all columns and check if there are non numeric values into a numeric field

7. Error converting data type nvarchar to decimal

ERROR

The critical error “Error converting data type nvarchar to decimal” occurs if you have deleted or added columns to the input file, compared to the template originated by the system.

SOLUTION

Please compare the original system-generated template with the template you are trying to upload and verify that they have the same number of columns. If not, add or remove the columns as per the original template.

APPENDIX 1: EMAIL NOTIFICATION SAMPLES

EMAIL NOTIFICATIONS

Email for SmartPL **processed successfully**

VDM - SmartPL - File Processing was Successful



Flow Cloud System User

To



4:32 PM

Dear User,

File SmartPL 7500110343_GL03B v07_EM_9 (1).xlsx has been successfully processed.

Access to "Processed" folder here to retrieve deliverables: [link](#)

Best Regards

Email for SmartPL **Failed**

VDM - SmartPL - File Processing Failed



Flow Cloud System User

To



4:51 PM

Dear User,

File SmartPL 7500110343_GL03B v07_EM_10_success.xlsx has not been successfully processed for the following reason: Packing list number already existing for the same order

Access to "Failed" folder here for detailed information on integrations / corrections to address: [link](#)

Upon Error messages addressing, please proceed with uploading for reprocessing.

Best Regards



MAIRE