

**MET E2E**

# **Material Management Packing list**

# **Drums**

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Updated Dec.2024

# SUMMARY

01	DRUM LIST ENRICHMENT
02	CREATE PACKING LIST
03	RELEASE PACKING LIST
04	FURTHER FUNCTIONALITIES
05	REPORTING
06	APPENDIX

# Drum list enrichment

1.

# DRUM LIST ENRICHMENT: BY EXCEL EXPORT

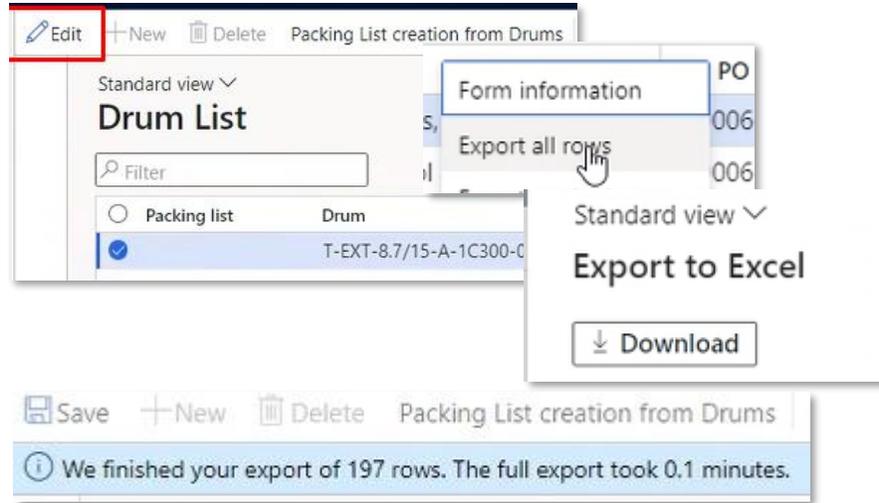
PRELIMINARY

FINAL

## 1. INPUT DATA IN DRUM LIST

From the menu on the left click on ACCOUNTS PAYABLE

- i. Select DRUM LIST
- ii. Click on EDIT
- iii. Export all rows selecting the header of a column
- iv. Input all the values required into the excel columns
- v. Select all the values for each column you want to paste into the drum list
- vi. Apply COPY command



### MULTISELECTION OF DRUMS

1. Select the Drum column header
2. Apply the filter «is one of»
3. From your own file COPY all the drum codes
4. PASTE the selection into the filter
5. APPLY

Drum	Description	SAP PO	PO position	Total Cable Length	Under Tolerance	Over Tolerance	Min Length	Max Length	Effective Length
T-PEU1-8.7/15-A-1C300-023	Description Drums 376	7500068130	1	1.020,00	5,00	10,00	900,00	1.050,00	949,00
T-PEU1-8.7/15-A-1C300-024	Description Drums 315	7500068130	1	1.020,00	5,00	10,00	900,00	1.050,00	989,00
T-PEU1-8.7/15-A-1C300-025	Description Drums 161	7500068130	1	1.430,00	5,00	10,00	900,00	1.050,00	915,00

## 2. PASTE Values into the Drum list on screen

- i. Return to screen and PASTE the values into their respective columns.
- ii. The pasted values are visible in cursive format until the system has saved them.

**Mandatory data:**  
Effective Length, Package dimensions, Net & Package Gross weight, HS code

Min Length	Max Length	Effective L...	Unit Of M
1.230,25	1.424,50	1.500,00	M
1.230,25	1.424,50	900,00	M
1.230,25	1.424,50	962,00	M
1.230,25	1.424,50	1.005,00	M
1.230,25	1.424,50	914,00	M
1.230,25	1.424,50	933,00	M
1.230,25	1.424,50	1.010,00	M
1.230,25	1.424,50	945,00	M
1.230,25	1.424,50	963,00	M
1.230,25	1.424,50	912,00	M

### MASSIVE COPY-PASTE

1. Change the values in the excel
2. Select all the table, excluding Column header
3. COPY
4. PASTE positioning on the first value on the top left of the table on screen.

## 1. CHECK DRUMS INSERTED IN PACKING LIST

1. Go inside the DRUM List

2. Use the first column on the left "Packing list"

- To check which drums are already inserted in packing list: Apply the filter <is not> ""

Drum List

Standard view ▾

Filter

<input type="radio"/> Packing list	Packing list	Drum	Description	SAP PO
<input type="checkbox"/>	7500068135-0033	3PJ - 3Z244	3Ph - 3x120sqmm - Power, Cont...	7500068135
<input type="checkbox"/>	7500068135-0034	17HF - 3233	3Ph - 3x120sqmm - Power, Cont...	7500068135
<input type="checkbox"/>	7500068135-0052	3Ph - 3x120	3Ph - 3x120sqmm - Cable Termi...	7500068135

02

# Create packing list

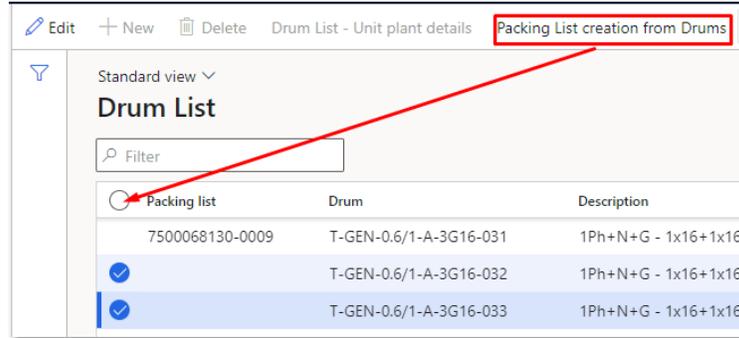
# CREATE PACKING LIST CONTENT 1/4

PRELIMINARY

FINAL

## 1. CREATE PACKING LIST CONTENT

- Select the Drums to be used
- Select “Packing list creation from Drum”

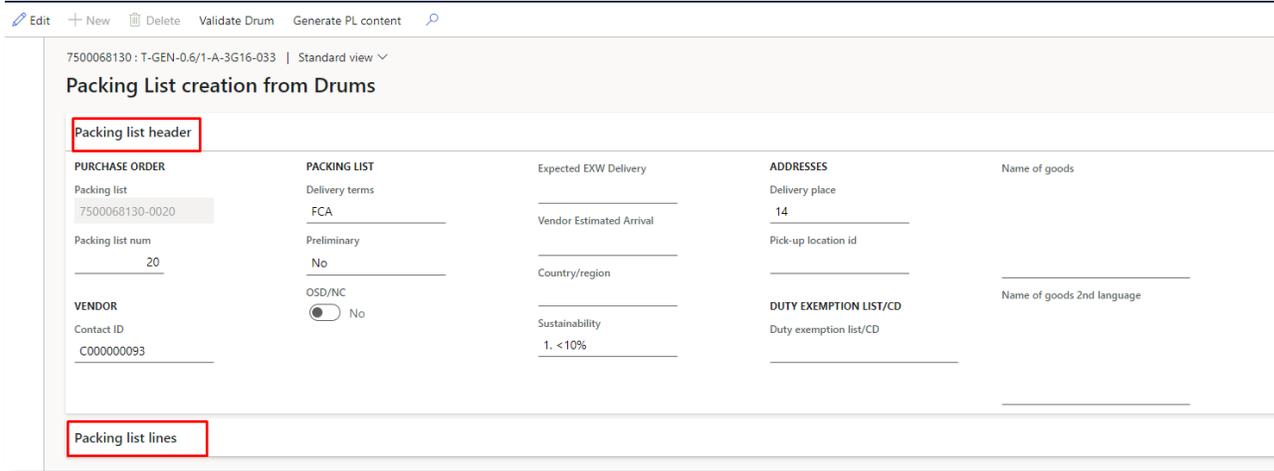


## 2. COMPLETE THE HEADER DATA

- View the Header details
- Click on EDIT
- Input the mandatory values



- Expected EXW Delivery date
- Pick up location id choosing from the values already created
- Name of Goods
- Sustainability: check the value imputed by default and if necessary change it



Expected EXW Delivery \*

Vendor Estimated Arrival

Country/region

ADDRESSES

Delivery place  
14

Pick-up location id \*

Name of goods \*

Pick-up location id

Pick-up location id	Name
PUL000000033	Polycab India Limited

### 3. CHECK PL LINES DATA

Check that the page is in "EDIT mode"

Packing list lines

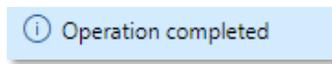
	is...	errorList	Drum	Description	PO position	Total Cable Le...	Effective Length	In Tolerance Y/N	Package Length	Package Width	Package Height	Unit Of Measure	Package Gross ...
<input type="radio"/>	✓		T-GEN-0.6/1-A-3G16-032	1Ph+N+G - 1x16+1x16+1G16sqm	1	1,000.00	978.00	☑	1,820.00	2,024.00	1,159.00	M	1,830.00
<input type="radio"/>	✓		T-GEN-0.6/1-A-3G16-033	1Ph+N+G - 1x16+1x16+1G16sq...	1	1,000.00	1,021.00	✓	2,979.00	1,028.00	1,626.00	M	2,909.00

### 4. VALIDATE DRUM

a) Click on "Validate Drum" to check and validate drums data:

#### SUCCESSFUL CHECK:

If the content is validated a blue alert appears on top.



#### UNSUCCESSFUL CHECK:

An alert will notify where are the errors, so apply changes where necessary and proceed again.

Save + New Delete **Validate Drum** Generate PL content Options

Save + New Delete Validate Drum **Generate PL content** Options

All packing list | Standard view

Filter

Packing list	Packing list type	Preliminary	Vendor account	Vendor name	Packing list order status	Expected EXW Delivery	Currency	Incoterms
<input type="radio"/> 7500068130-0021	300 - Drum		0000008401	Polycab Wires Private Limited	00.DRAFT	11/17/2022	USD	FCA

### 5. GENERATE PL CONTENT

Click on Generate PL content command to create the Packing list:

✓ The PL code is automatically assigned and the Packing list will be displayed.

Packing list management Integrity checks Update Print management **Drums**

Generate PL content Integrity check validation PL Status update Print Packing List & Marking List Update Drums

PL bulk upload Reset to 00.DRAFT

Use «UPDATE DRUM» to align both values in Drum List and Packing list.

# CREATE PACKING LIST CONTENT 3/4

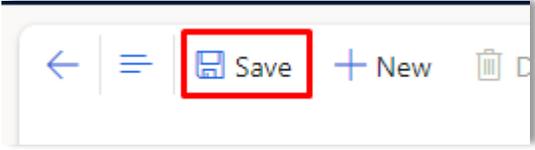
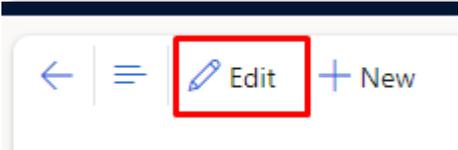
PRELIMINARY

FINAL

## 6. CHECK PL LINES:

- i. Open the Packing list lines and check the details of each line
- ii. Click on “EDIT”
- iii. If necessary insert or edit manually the values related to:
  - ✓ Country of Origin
  - ✓ HS Code
  - ✓ Manufacturer
  - ✓ NC Id
  - ✓ OSD
  - ✓ Punch list
  - ✓ Punch list id
  - ✓ Duty Exemption/CR Description
  - ✓ Unit Plant
  - ✓ Currency

iv. SAVE



## 7. PACKAGE MANAGEMENT:

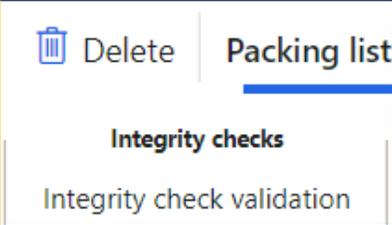
- a) Click on Package Management
- b) Check the lines added to each package
- c) Check Total net weight and Gross weight because are under system control: Gross Weight must be greater than Net Weight or equal: click on EDIT if Gross weight must be changed.
- d) For a quick edit:
  - I. export all the rows of the package;
  - II. copy all the Net weights of all the rows involved
  - III. Delete the value of the Gross weight on the screen into the first row
  - IV. Paste all the values already copied by the excel

**!** PLEASE CHECK TABLE AT SLIDE 11 FOR ALL THE FIELDS AVAILABLE FOR EDITING

e) SAVE

**CHECK THE DATA THROUGH THE INTEGRITY CHECK VALIDATION**

In order to check any possible error on the data inserted, Integrity check validation will help to highlight the errors.



All packing list | Standard view

**7500066747-0037 : 0000055115 -**

Packing list header

Packing list lines

Remove Package

Package management

Where used 1IAB0012

Standard view

**Package management**

PACKAGE HEADER

Packing list

7500068135-0021

+ New Remove Copy package header

Package ID	Progressive	Vendor package ID	Total net weight	Gross weight	Weight UOM	
7500068135000033	1		2,903.000	2,952.000	KG	2,4

PACKAGE LINES

Line number	Drum	Quantity	Net weight	Total net w
1	T-EXT-8.7/15-A-3C120...	1.00	2,903.000	2,903.0

PACKING LIST LINES

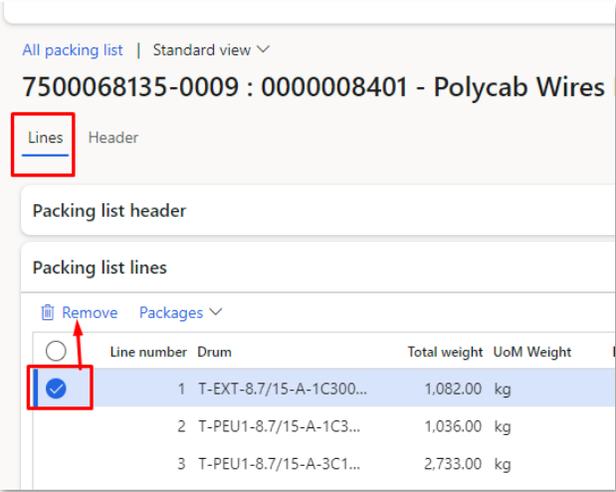
Package line re...	Line number	Drum
0.00	1	T-EXT-8.7/15-

Save + New

### REMOVE DRUMS

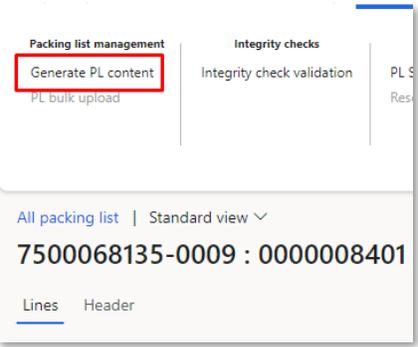
- a) Access the Lines
- b) Select the Drum lines to be removed
- c) Click on Remove

The Drums removed will return available into Drum list



### ADD DRUMS

- a) Access the Lines
- b) Click on “Generate PL content” to check which are the Drums ready to be imported into the PL.
- c) Select the Drum
- d) Click on “Generate PL content” to import the drum selected into the PL



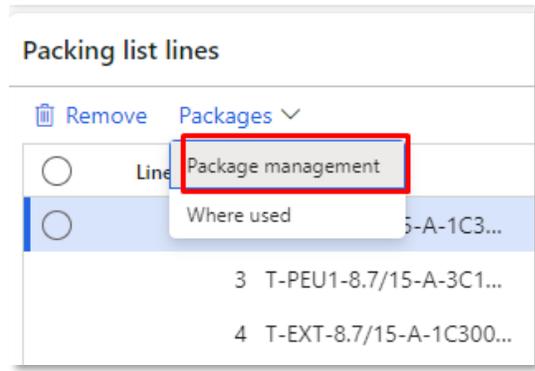
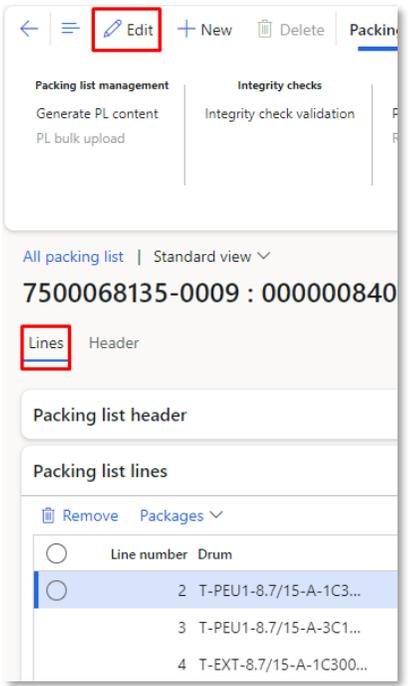
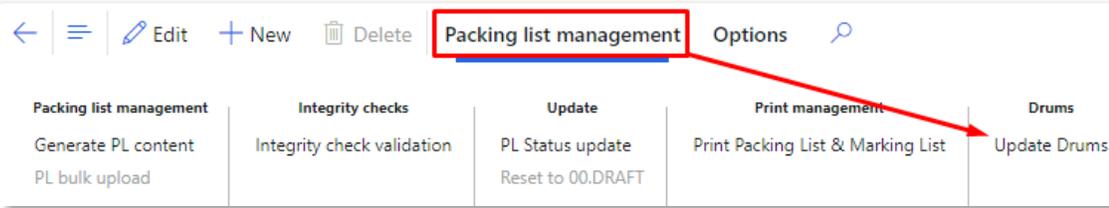
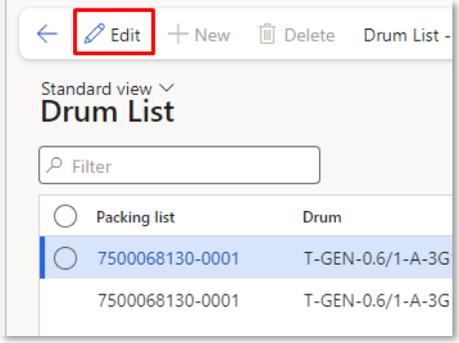
**IF NO DRUM IS AVAILABLE in the DRUM SELECTION please GO TO THE DRUM LIST section and check if:**

1. The Drum is not present in the Drum List: ask to your Maire Referent
2. The Drum is present in the Drum List, please complete the mandatory data: EFFECTIVE LENGTH, PACKAGE DIMENSIONS, NET & PACKAGE GROSS WEIGHT, HS CODE
3. The Drum is present but already assigned into another Packing list

## EDIT DRUMS

- a) Access the Lines
- b) Click on EDIT
- c) Change the Drum attributes where necessary:
  - I. From Drum list change:  
Effective Length, Package dimensions, NET & Gross Weight, HS Code  
In this case please use the DRUM UPDATE function in order to align the values of the Drum list into the PL.
  - II. From Lines can change values from each lines and from the related package management: refer to slide 13

Click on SAVE

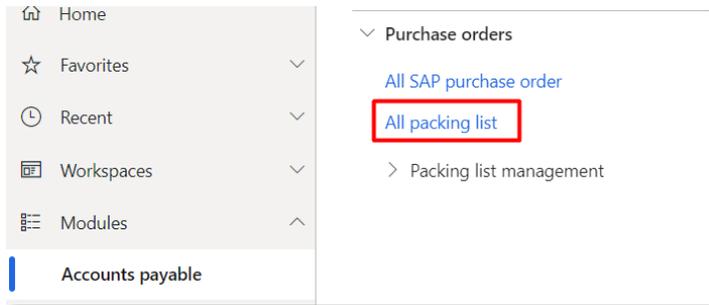


# ON DAP/DDP: ADD VENDOR ESTIMATED ARRIVAL DATE TO SITE

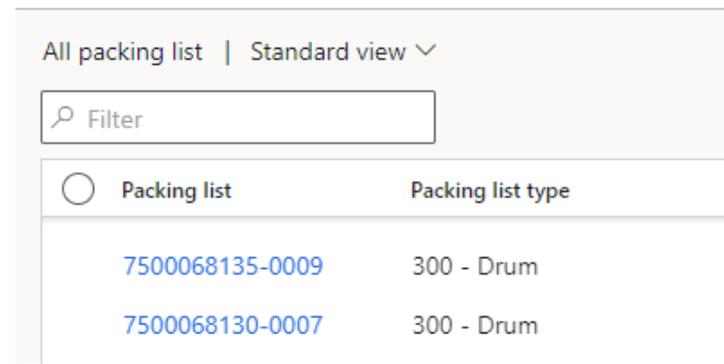
**PL STATUS ALLOWED**  
00.DRAFT / 05.REWORK

## 1. ACCESS ALL PACKING LIST AREA

a) Select ACCOUNTS PAYABLE from the Menu



b) Select ALL PACKING LIST to see the PL list



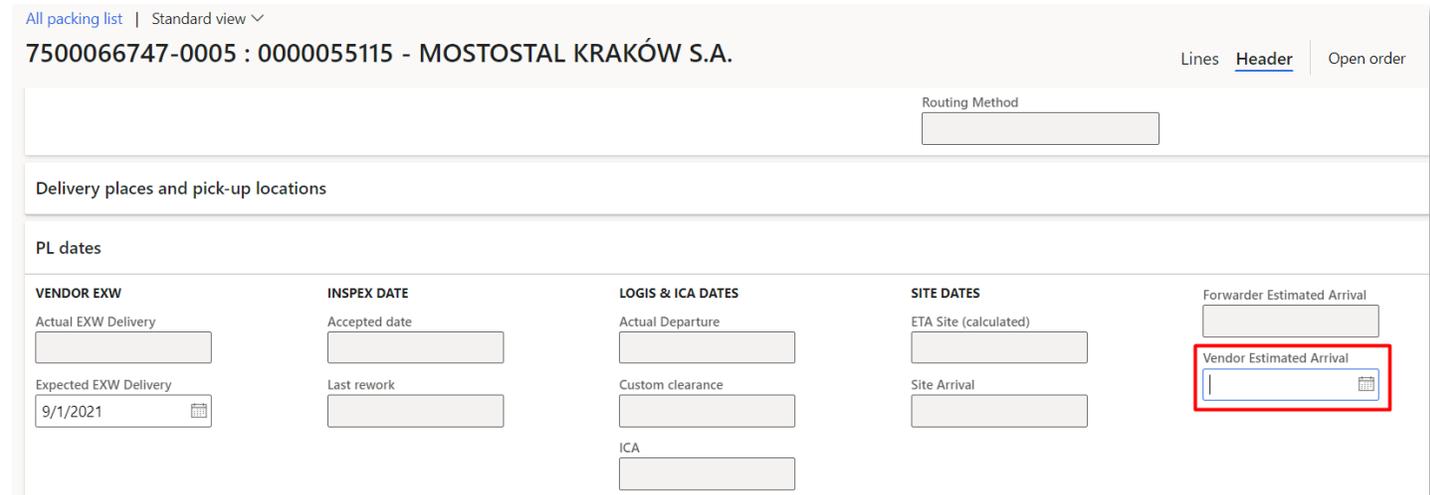
## 2. ADD THE VENDOR ESTIMATED ARRIVAL DATE TO SITE

a) Click on the PL code to access details, choose Header and Edit



b) Add the *Vendor Estimated Arrival* in the PL Dates section

c) SAVE



# PACKING LIST DATA EDITING 1/2

Field	Mandatory	Management Area	Action suggested
Description	Y	Drum list	If the Drum is already in PL: 1.Update the fields in Drum List 2. Go to Packing list 3. Click Update Drum to align the values in Packing list
Effective Length	Y	Drum list	
Package Length - Width - Height	Y	Drum list	
Package Gross Weight	Y	Drum list	
Package Net Weight	Y	Drum list	
HS Code	Y	Drum list	

# PACKING LIST DATA EDITING 2/2

Field	Mandatory	Management Area
Progressive	Y	PL - Package Management
Kind of Package	Y	PL - Package Management
Storage Symbol	Y	PL - Package Management
Stackable	Y	PL - Package Management
On deck shipment permitted	Y	PL - Package Management
Vacuum sealed	Y	PL - Package Management
Vendor package ID	N	PL - Package Management
Min – Max Temperature	N	PL - Package Management
Cargo handling	N	PL - Package Management
SCN n.	N	PL - Package Management
Partial shipment n.	N	PL - Package Management
CF n.	N	PL - Package Management
CF date	N	PL - Package Management
Country of Origin	Y	PL - Packing list lines
Manufacturer	N	PL - Packing list lines
NC Id	Y*	PL - Packing list lines
OSD	Y*	PL - Packing list lines
Punch list	N	PL - Packing list lines
Punch list id	Y**	PL - Packing list lines
Duty Exemption/CR Description	N	PL - Packing list lines
Unit Plant	N	PL - Packing list lines
Currency	N	PL - Packing list lines

\* Mandatory if PL related to NC/OSD

\*\* Mandatory if «Punch list» is filled

03

# Release packing list

# MANAGE PL: FIRST ISSUING

PRELIMINARY

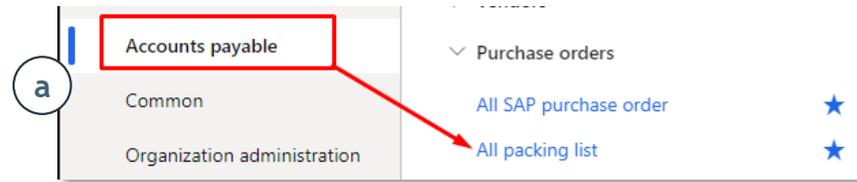
FINAL

## 1. PACKING LIST ISSUE

- a) Access Packing List
- b) Select the PL in status «00.DRAFT»
- c) Choose the command on top «PL status update»
- d) The new status is already present: write a note if necessary and click on OK.

Certificates attachments are not mandatory to issue the PL

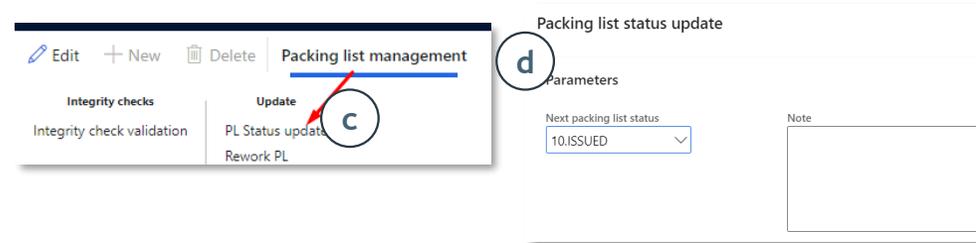
- e) An integrity check job will verify the data and alert in case of error: Provide the prompt correction and repeat the action.



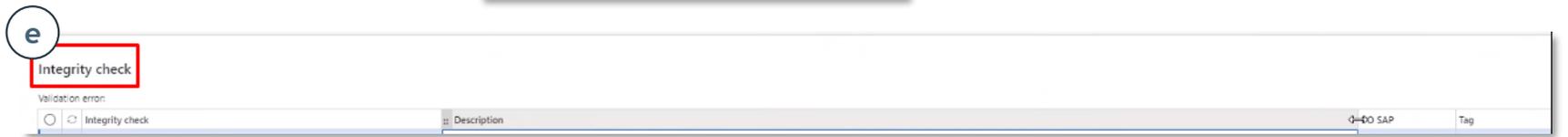
PL STATUS ALLOWED  
00.DRAFT

b

7500068135-0017	300 - Drum	0000008401	Polycab Wires Private Limited	40.SITE	11/9/2022	USD	F
7500068135-0018	300 - Drum	0000008401	Polycab Wires Private Limited	40.SITE	11/29/2022	USD	F
7500068135-0019	300 - Drum	0000008401	Polycab Wires Private Limited	40.SITE	11/29/2022	USD	F
7500068135-0020	300 - Drum	0000008401	Polycab Wires Private Limited	00.DRAFT	11/8/2022	USD	F
7500068135-0021	300 - Drum	0000008401	Polycab Wires Private Limited	00.DRAFT	11/9/2022	USD	F



Need to issue the Final PL from a Preliminary?  
1. Go in HEADER  
2. Switch the icon "Preliminary from Yes to NO"

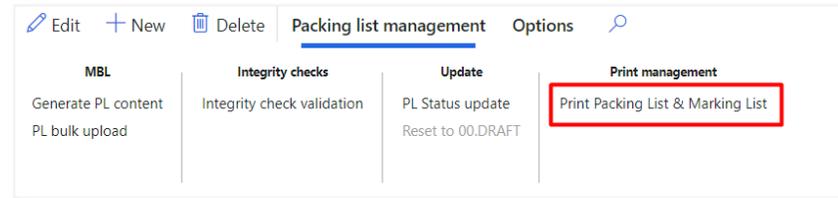
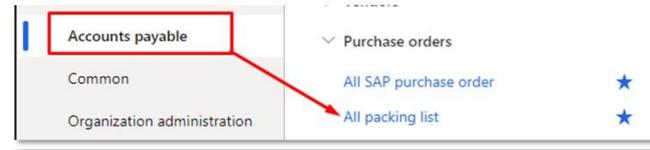


# PRINTS MARKING LIST AND PL CONTENT

## PRINT MARKING & PROJECT PACKING LIST FORMAT

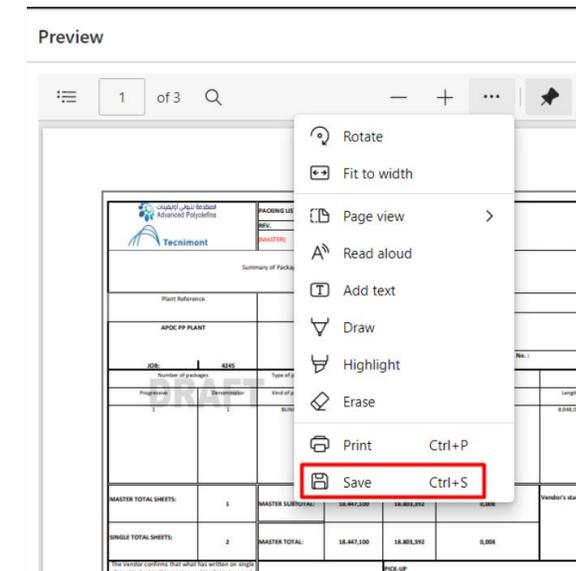
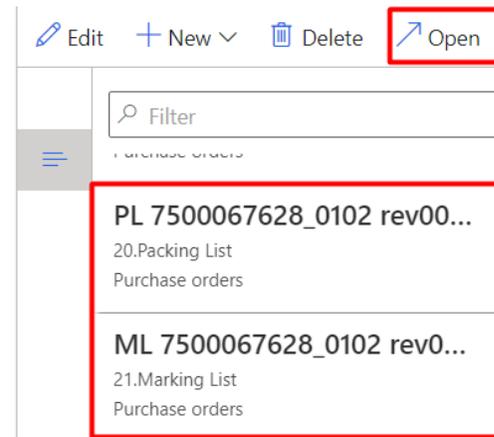
- Access Packing List
- Select the desired PL
- Click on Print PL & Marking List
- A message informs you that the printout documents will be generate soon
- When the number of attachments increases, access to Attachments Area after selecting the Header section of the PL.
- Select the last PL or ML and click OPEN.

The document in PDF format can be seen inside a window preview and downloaded by the "\*\*\*\*" in the upper corner.



<b>PL STATUS ALLOWED</b>
<b>00.DRAFT</b>
<b>05.REWORK</b>
<b>10.ISSUED</b>

ⓘ Packing list printout documents will be generate soon. You will be notified when they are available as attachment of the packing list 7500066747-0005.



04

# Further functionalities

# RESET A PRELIMINARY PL: REVIEW A PL & ISSUE

PRELIMINARY

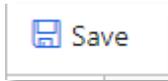
## 1. REVIEW PACKING LIST

PL STATUS ALLOWED  
10.ISSUED

- a) Access Packing List (see previous slide)
- b) Select the PL in status «10.ISSUED»

7500068130-0020	300 - Drum	0000008401	Polycab Wires Private Limited	10.ISSUED
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- c) Click on “Reset to 00.DRAFT”
- d) To edit the content, select EDIT on top page and click on the PL
- e) Save



<b>Integrity checks</b>	<b>Update</b>
Integrity check validation	PL Status update
	Reset to 00.DRAFT

## 2. ISSUE THE REVIEWED PRELIMINARY PACKING LIST

- a) Access Packing List & select the PL in status «00.DRAFT»
- b) Click on PL Status update
- c) The new status 10.ISSUED is already present, add a note if necessary & click on OK

Packing list status update

Parameters

Next packing list status  
10.ISSUED

Note

An integrity check job will verify the data and alert in case of error.  
Provide the prompt correction and repeat the action.  
Check the table at slide 45

My view

### Integrity check

Validation error:

	Description	PO SAP	Tag
○ ↻	Integrity check		

# MANAGE PL: ISSUING UPON REWORK REQUESTED

FINAL

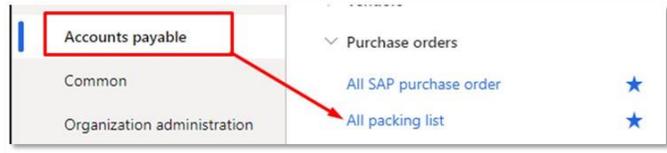
*MET Inspex requires a review.*

*A notification will be sent by email and through the bell icon on the platform with rework motivation and instructions*

**PL STATUS ALLOWED**  
**05.REWORK**

## 1. REVIEW PACKING LIST

- Access Packing List
- Select the PL in status «05.REWORK»
- Click on Edit on the top page to edit the content
- Follow steps in slide: “Manage PL: update content”
- Click on Save



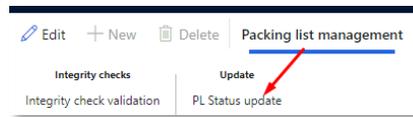
All packing list | Standard view

Filter

Packing list	Packing list type	Preliminary	Vendor account	Vendor name	Packing list order status	Expected EXW Delivery	Currency	Incoterms
<a href="#">7500068135-0009</a>	300 - Drum		000008401	Polycab Wires Private Limited	05.REWORK	10/18/2022	USD	FCA
<a href="#">7500068130-0007</a>	300 - Drum		000008401	Polycab Wires Private Limited	05.REWORK	10/13/2022	USD	FCA

## 2. ISSUE THE REVIEW:

- Click on PL Status update
- The new status 10.ISSUED is already present.
- Write a note if necessary.
- Click on OK
- An integrity check job will verify the data and alert in case of error.
- Provide the prompt correction and repeat the action from point 2.a



Packing list status update

Parameters

Next packing list status:

Note:

Check the table at slide 45 for all the integrity checks available

My view

**Integrity check**

Validation error:

	Integrity check	Description	PO SAP	Tag
<input type="radio"/>	<input type="radio"/>			

## 3. REVIEW ACCEPTED & REFUSED

You will be notified by email and by alert bell icon on the platform about the changed status in «20.ACCEPTANCE» If REVIEW REFUSED You will be notified by email and by alert bell icon on the platform about the changed status in «05.REWORK»

# UPLOADS DOCUMENTS TO PL - MANAGE ATTACHMENTS

PRELIMINARY

FINAL

## 1. ACCESS ATTACHMENTS AREA

1. After selected the PL:
2. Move to Header section
3. From the top page select the attachments icon that displays the number of current attachments available

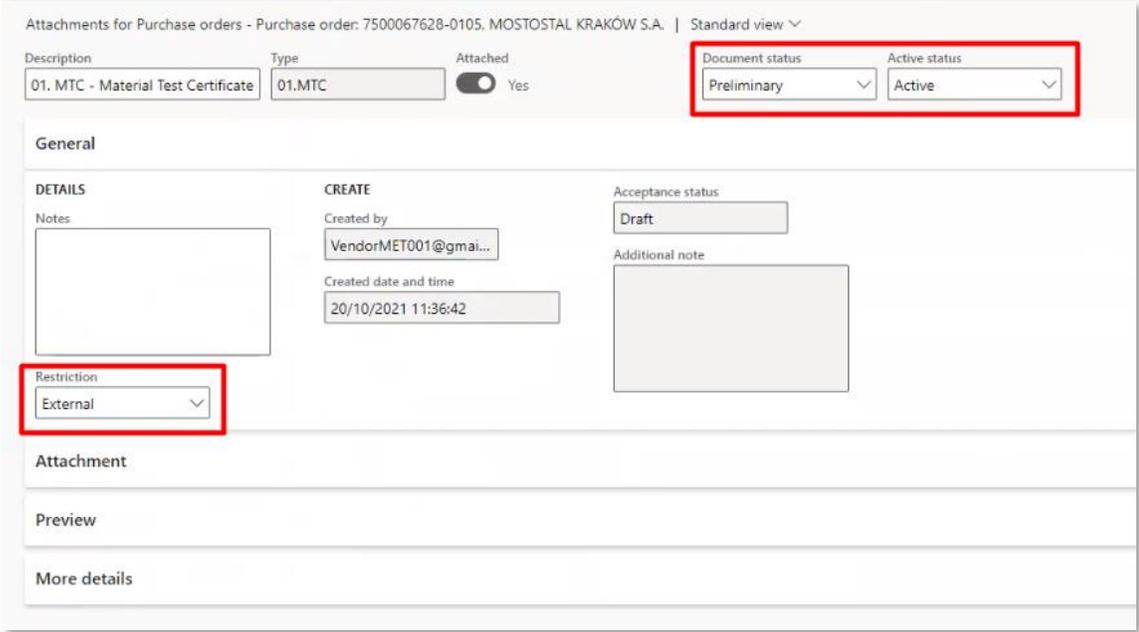
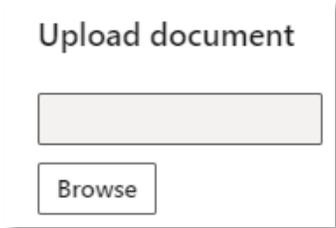
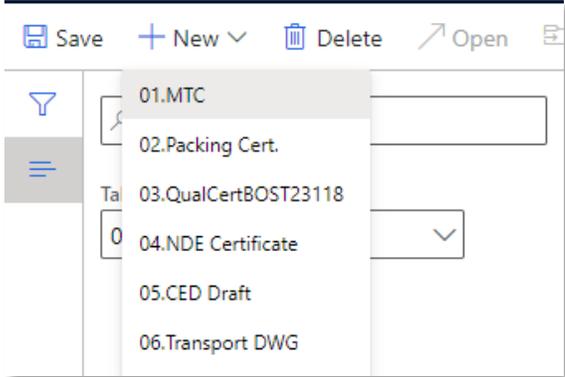


**PL STATUS ALLOWED**

ALL

## 2. ADD ATTACHMENTS

- a) Click on New
- b) Select from the List the type of document
- c) Upload the document
- d) Complete the additional fields
  - Document status
  - Active status
  - Restriction:
    - a) External: makes the attachment visible to the Vendor itself & MET
    - b) Internal: makes the attachment visible only to MET
- e) SAVE



# ERRORS HANDLING - INTEGRITY CHECKS

Integrity Check	Description	Active	Not Applied for Preliminary PL	Warning (not blocking)
HS Code	PL HS Code has been inserted by Vendor on each PL line. Info: HS code is a FREE TEXT.	Yes	No	No
Incoterms	Check to ensure that the Incoterm used for PL is valid. Valid Incoterms for PL use are setup on D365 Incoterms master data.	Yes	No	No
OSD/NC Packing List	For PL set as OSD/NC system ensure that at least one of following fields are populated: - OSD - NC ID For PL not set as OSD/NC system ensure that no one of following fields are populated: - OSD - NC ID	Yes	No	No
Package Dimension - Volume	All volume dimensions must be greater than 0.	Yes	No	No
Package Dimension - Weight	Gross Weight must be equal to or greater than Net Weight. Only if kind of package is "Loose", then the Gross weight will be equal to Net weight.	Yes	No	No
PO position existence	The system will check the existence of the PO position(s) which the PL line is referred to: in case the PO position(s) has been deleted, the system issues an error message.	Yes	No	No
SAP PO Line remaining quantity	The check ensure that related SAP PO line remaining quantity can contain the Packing list quantities, considering the SAP PO line over delivery tolerance. Each PL lines will be checked, related SAP PO line needs to have available purchase quantity for Product Receipt. If not, integrity check will be considered as failed and system issues a warning message: PO quantity revision needs to be performed in order to post PR in D365 and related GR in SAP.	Yes	No	Yes
Drum dimension differences	The system will check if PL Effective Length is coherent with Drum List related Effective Length for each PL line. If Effective Length is different from related Drum List field system issues an error message.	Yes	No	No
Drum - Package Dimensions differences	The system will check if Package Dimension (Length, Width, Height, Net Weight and Gross Weight) are coherent with Drum List related dimensions for each Package. If there is a difference from related Drum List fields system issues an error message.	Yes	No	Yes

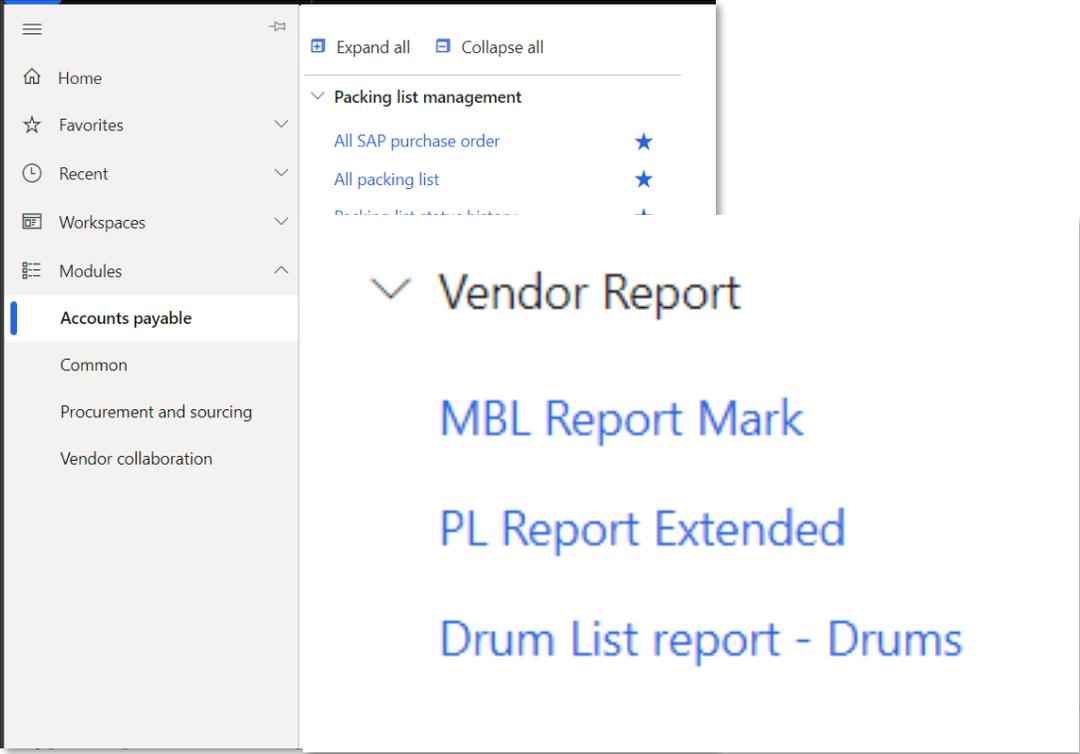
05

# Reporting

# 01.ACCESS TO REPORTS

## 1.ACCESS INQUIRIES AND REPORTS

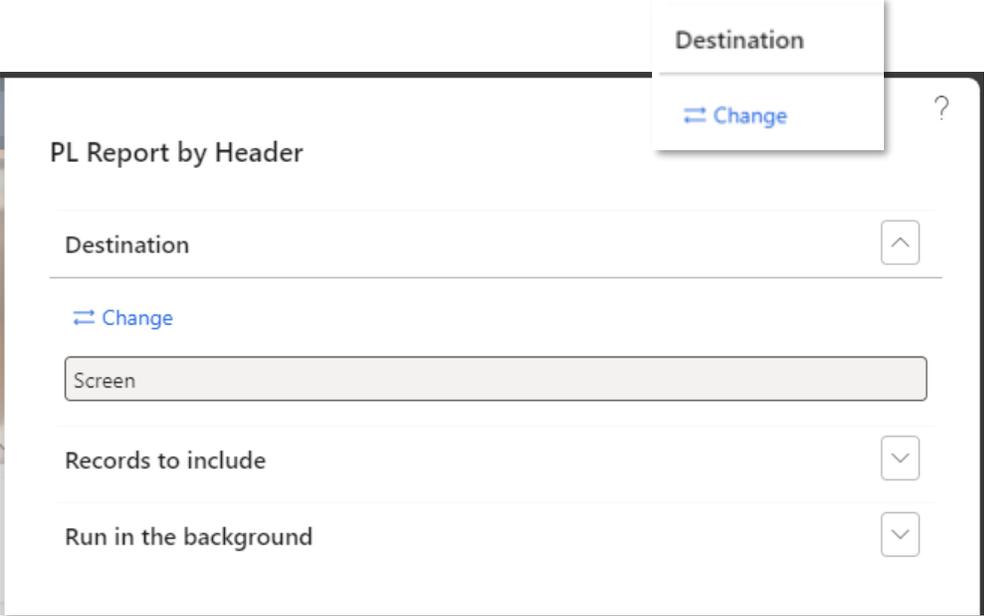
Click on the Main Menu on “Account payable” and than click on Inquiries and reports - Reports - Vendor Reports



Select from the list the reports of interest. Below the reports available in D365:

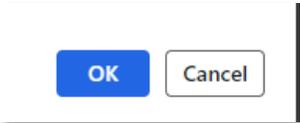
- Dum List Report - Drums
- PL Report Extended

## 3.SELECT THE PARAMETERS



**Destination:** choose the format using the command “change”  
**Records to include:** apply the filters  
**Run in background:** to run the report in the meantime that another page is open

After the selection click “ok” in order to run the processing of the report



# 02.SET QUERY & DOWNLOAD - DESTINATION

Destination  
Change

1. Click on "Change" in order to choose the final format of the download.  
If selected "Screen" the file will be displayed with a button to Download it.

Destination  
Change

Standard view ∨  
**Print destination settings**

- Print archive
- Screen
- Printer
- File
- Email

Save in print archive?  No

If selected «file» it's possible to choose the final format, for example «Excel»  
In this case it's mandatory to apply a name to the file

2. Click on «ok» to start the processing

OK Cancel

Standard view ∨  
**Print destination settings**

- Print archive
- Screen
- Printer
- File
- Email

Save in print archive?  No

Name

File format HTML4.0 ∨

- CSV
- Microsoft Excel
- HTML4.0
- Image
- MHTML
- PDF
- XML
- Word

# 02.SET QUERY & DOWNLOAD - RECORDS TO INCLUDE

Records to include

## APPLY PARAMETERS

1. Click on “Filter” to open the list of parameters to be value

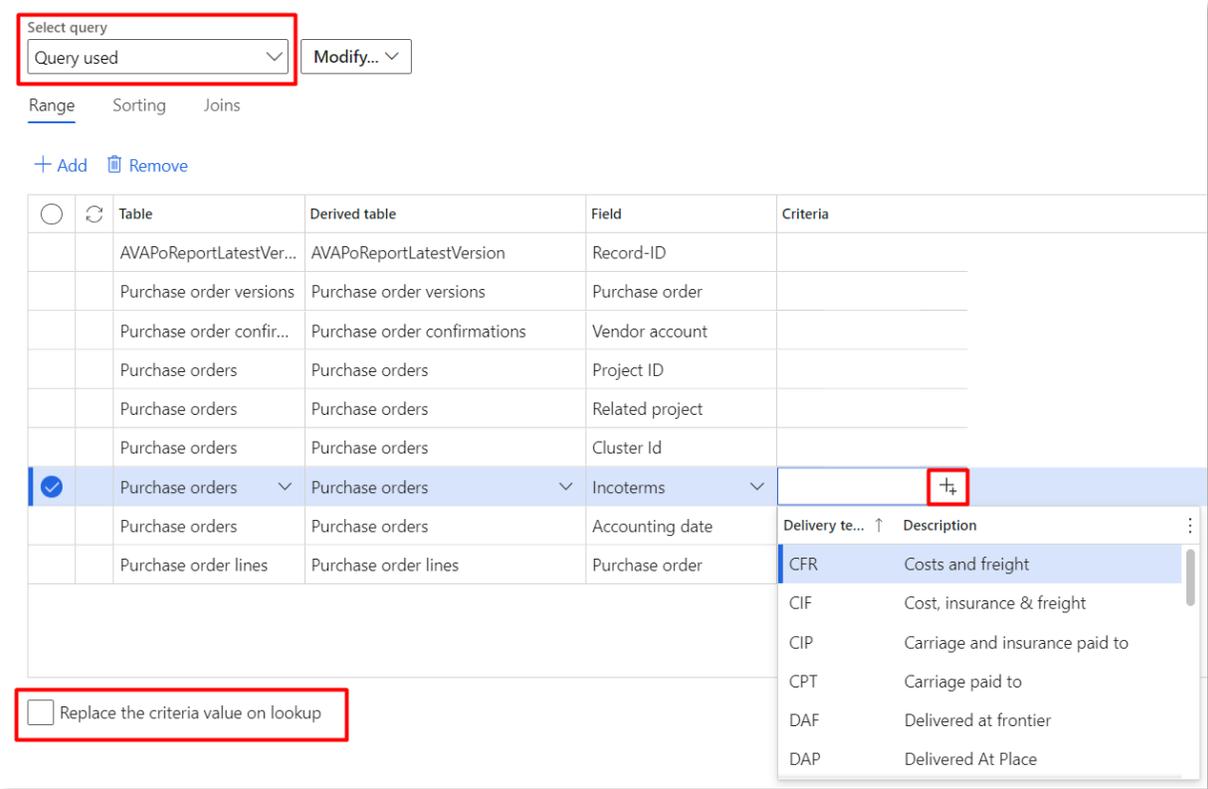


2.Select “Query used”

3. Insert the criteria: type or click on the “+” icon to view the available options

**NB: If you type in the criteria, be sure to enter the exact one: the system will look for that exact value**

4. Flag “Replace the criteria value on lookup” to replace the value inserted in the criteria column with the one in the drop down list

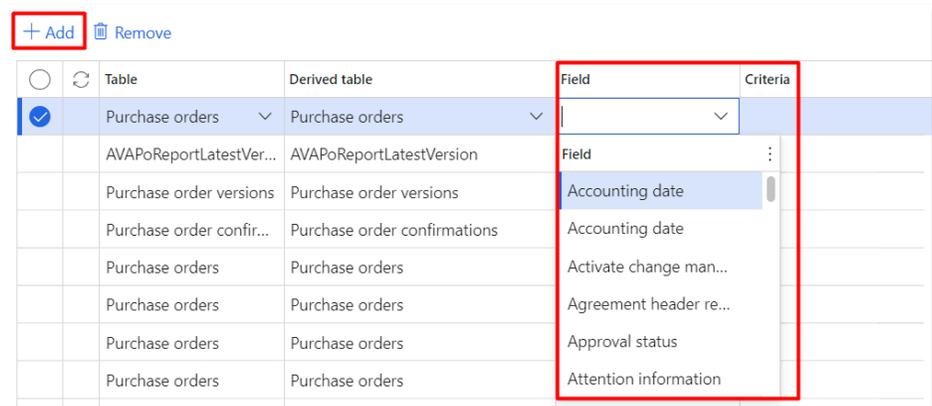


## 2. ADD NEW FIELDS

1. In order to add new field, click on “Add”

2. Select the table and the field of interest

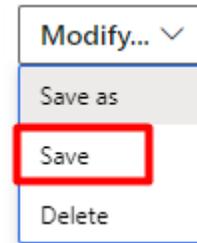
3. Insert the related criteria



# 03.MODIFY OR DELETE A QUERY

## 1. MODIFY A QUERY

- 1.Select the query to modify
2. Insert the criteria or “Add” and select the table and the field of interest
3. Select “Save”
4. Click on OK

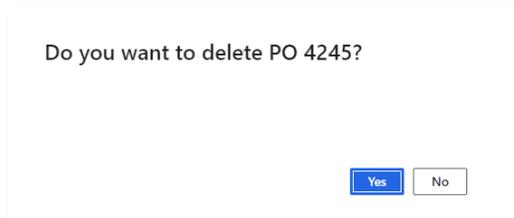
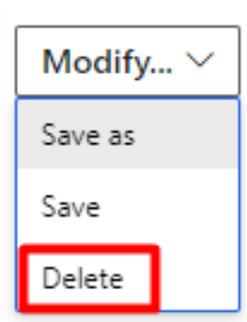


+ Add Remove

<input type="radio"/>		Table	Derived table	Field	Criteria
<input type="radio"/>		Drum List	Drum List	MTO	
		Drum List	Drum List	SAP PO	
		Purchase orders	Purchase orders	Project ID	
		Purchase orders	Purchase orders	Related project	
		Purchase orders	Purchase orders	Cluster Id	

## 2. DELETE A QUERY

- 1.Select the query to delete
2. Select “Delete”
3. Confirm by clicking on “Yes”



## EXAMPLE OF MAIN FILTERS OF INTEREST

Input the value into the field “Criteria”.

i.e: SAP PO number to be inserted through the list available

+ Add Remove

<input type="radio"/>		Table	Derived table	Field	Criteria
		Drum List	Drum List	MTO	
<input checked="" type="radio"/>		Drum List	Drum List	SAP PO	7500

06

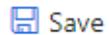
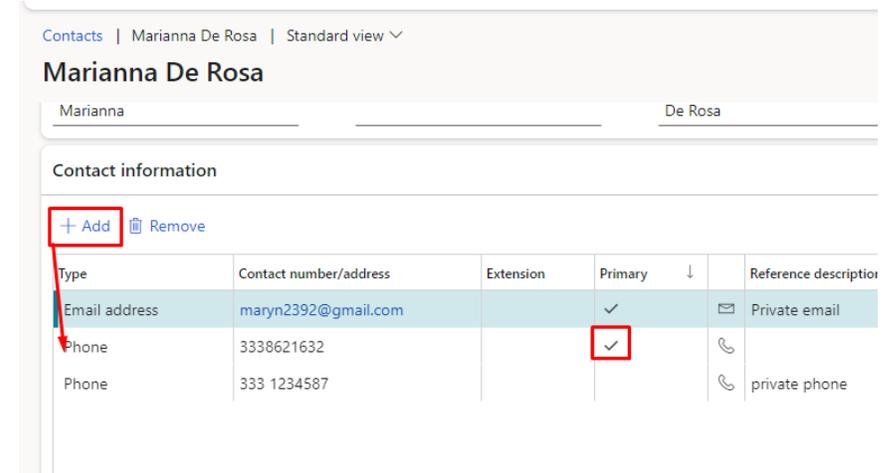
# APPENDIX 1

# CONTACT DETAILS MANAGEMENT: CHANGE THE PHONE NUMBER 1/4

## CHANGE THE PHONE NUMBER TO BE UPDATED ON THE PL PRINTOUT

If a phone number is already inserted but it's wrong, it's necessary to add a new row, input the new phone number and marked as "primary"

1. Go in "Vendor information"
2. Choose by the SAP Code your Vendor
3. Access "All Users"
4. Select the User you need to modify
5. Go in the contact information section
6. Add a row related to a phone number
7. Flag as primary
8. Save

A button with a floppy disk icon and the text "Save".

The screenshot shows the contact information management interface for Marianna De Rosa. The interface includes a header with the name "Marianna De Rosa" and a search bar. Below the header, there is a section titled "Contact information" with a table of contact details. The table has columns for Type, Contact number/address, Extension, Primary, and Reference description. The "Primary" column has a dropdown arrow. The "Add" button is highlighted with a red box, and a red arrow points to the "Phone" row in the table. The "Phone" row has a checkmark in the "Primary" column, which is also highlighted with a red box.

Type	Contact number/address	Extension	Primary	Reference description
Email address	maryn2392@gmail.com		✓	Private email
Phone	3338621632		✓	
Phone	333 1234587			private phone

## CHANGE THE PHONE NUMBER USEFUL TO MAKE THE AUTHENTICATION IN THE ACCESS PHASE

This change must be managed from the Microsoft account page. Please check the case, before start your activities.

### 2 CASES:

#### 1. NO ACCESS TO PERSONAL MICROSOFT ACCOUNT

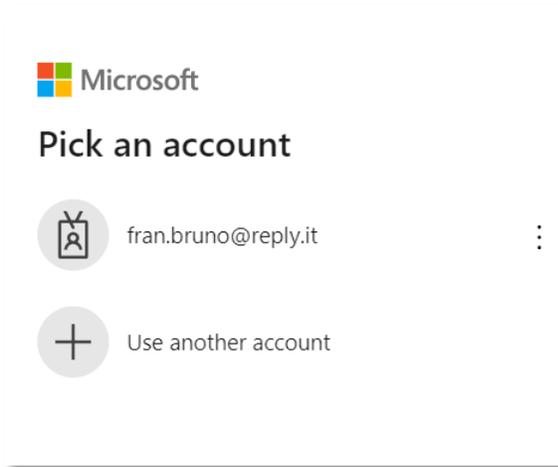
In this case the Maire User have to open a ticket in SN! Asking for this modification.

*Need Help – Applications – DYNAMICS: Category: D365 E2E Material Management + Subcategory: 60.01 Vendor support*

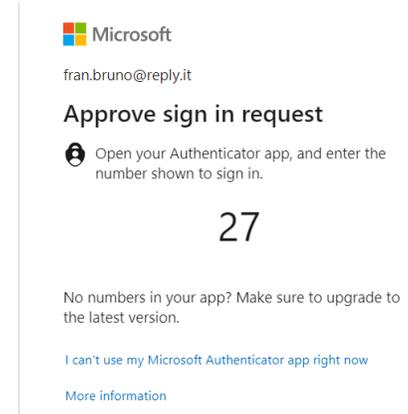
# CONTACT DETAILS MANAGEMENT: CHANGE THE PHONE NUMBER 2/4

## 2. ACCESS TO PERSONAL MICROSOFT ACCOUNT AND APPLY THE CHANGE FROM THE AUTHENTICATION SETTINGS

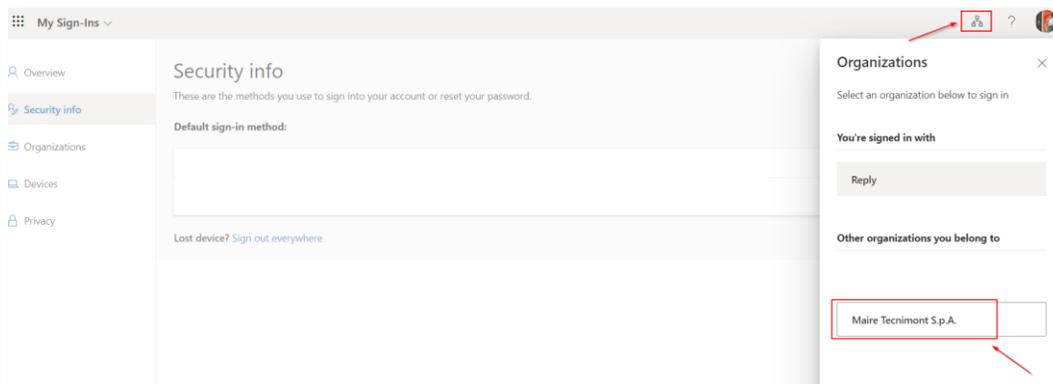
- 1.Go to: <https://mysignins.microsoft.com/security-info>
- 2.Log-in with credentials of own organization



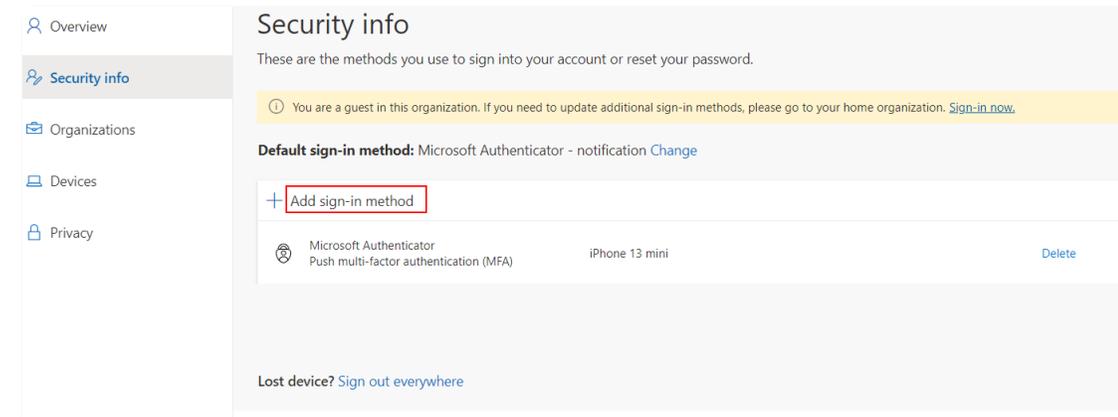
## 4. Confirm authentication method in order to switch to Maire Tecnimont



## 3. Change organization switching to Maire Tecnimont S.p.A., top on the right



## 5. If it's required to add a new method, click on Add sign-in method



# CONTACT DETAILS MANAGEMENT: CHANGE THE PHONE NUMBER 3/4

6. Choose the new wanted method (e.g. phone number).

### Add a method

Which method would you like to add?

Choose a method

- Authenticator app
- Phone
- Security key

7. Insert the phone number

### Phone

You can prove who you are by texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Text me a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Cancel Next

8. It will be sent a confirmation code to the number set up before. Insert code in the system. A new method has been added.

### Phone

SMS verified. Your phone was registered successfully.

Done

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

Phone	+39 [redacted]	<a href="#">Change</a>	<a href="#">Delete</a>
Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 13 mini		<a href="#">Delete</a>

9. If it's necessary to change the phone number, it's required to click on Change. Then insert new number and repeat the number confirmation process, as done at point 8.

Default sign-in method: Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

Phone	+39 [redacted]	<a href="#">Change</a>	<a href="#">Delete</a>
Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 13 mini		<a href="#">Delete</a>

# CONTACT DETAILS MANAGEMENT: CHANGE THE PHONE NUMBER 4/4

10. If it's required to set up as default one of the possible authentication method, it's necessary to click on Default sign-in method: Change. Then choose the wanted authentication method.

**Default sign-in method:** Microsoft Authenticator - notification [Change](#)

+ Add sign-in method

 Phone	+39 [REDACTED]	<a href="#">Change</a>	<a href="#">Delete</a>
 Microsoft Authenticator Push multi-factor authentication (MFA)	iPhone 13 mini		<a href="#">Delete</a>

## Change default method



Which method would you like to use to sign in?

App based authentication - notification

Phone - text +39 [REDACTED]

App based authentication - notification

App based authentication or hardware token - code



**MAIRE**