

DYNAMICS 365 – INSPEX SERVICES

AGENCY PORTAL

SUMMARY

00	ACCESS OVERVIEW
01	AP - READ ONLY VIEWS
02	AP - DRAFT
03	AP - IN REVISION

00

ACCESS OVERVIEW

00. ACCESS OVERVIEW (4/4)

Overview at the access

- I. The user can access the MAIRE Agency Portal through the dedicated portal link: <https://fsinspexagencyportal.mairetecnimont.com/>
- II. The system displays the **sign-in page**, where the user can authenticate throught **Microsoft Entra ID** (Figure 5).
- III. By clicking Microsoft Entra ID, the system verifies the user identity and checks whether the authenticated contact is authorized to access the portal.
- IV. Once the authentication is successfully completed, the user is redirected to **the MAIRE Agency Portal Home page** (Figure 6).
- V. From the top command bar, the available navigation options depend on the user role.
- VI. The user can access the profile menu to:
 - I. View their profile information
 - II. Sign out from the portal

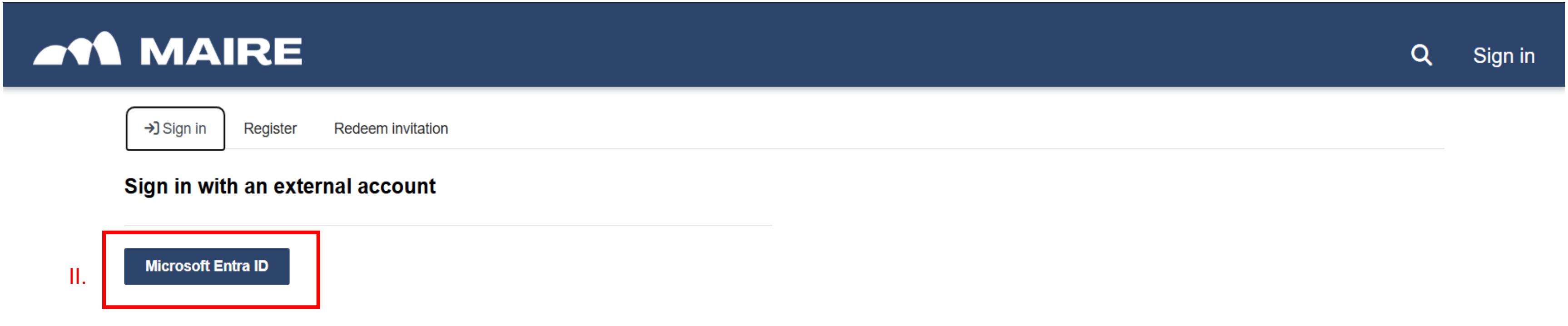


Figure 5

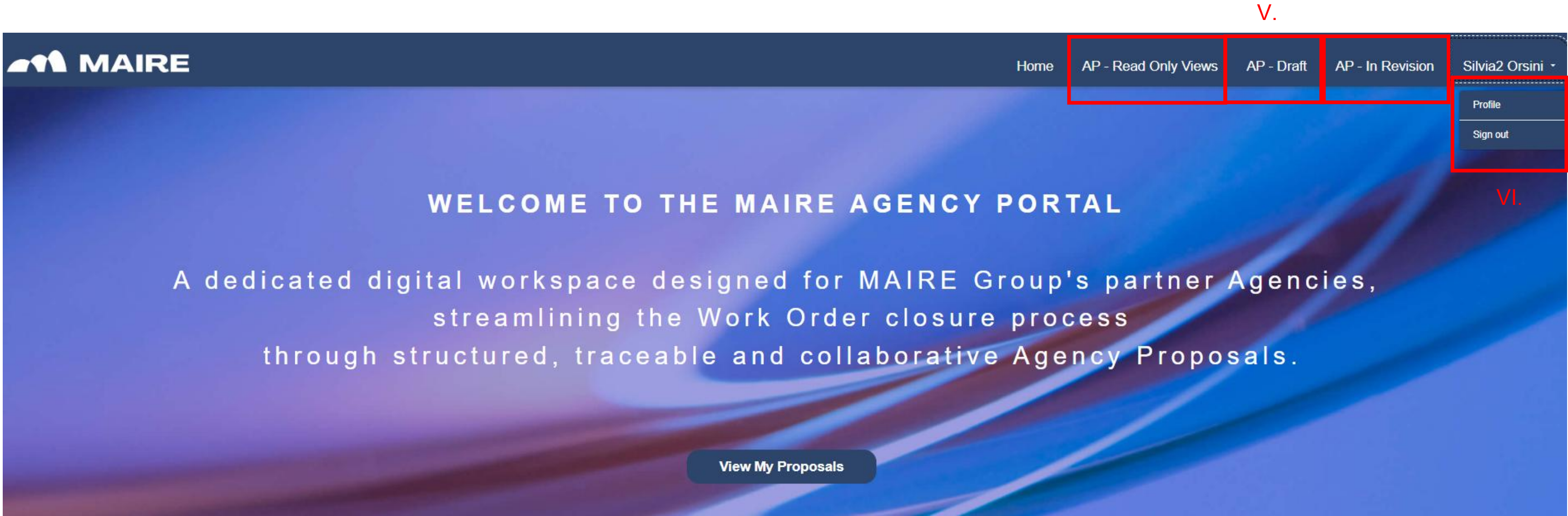


Figure 6

01

AGENCY PROPOSALS READ-ONLY VIEWS

01. AP – READ ONLY VIEWS PAGE (1/2)

Overview at the access

- I. The user accesses the **AP – READ ONLY VIEWS** page from the portal command bar or clicking «View My Proposals» on the HOME page (Figure 7).

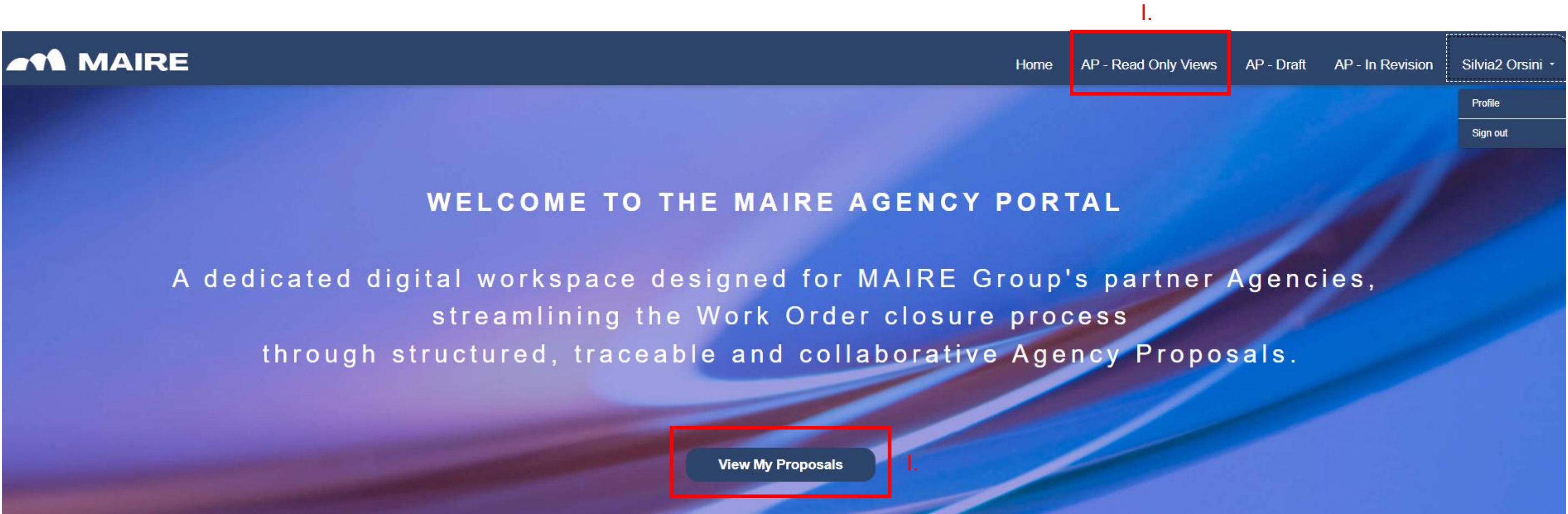


Figure 7

01. AP – READ ONLY VIEWS PAGE (2/2)

Overview at the access

- II. The system retrieves the Agency Account associated with the authenticated user and displays only the Agency Proposal records linked to that Agency (*Figure 8*).
- III. All fields in the grid and in the detail form are displayed as read-only.
- IV. The **Status Reason filter** allows the user to display only the Agency Proposals matching the selected status (*Figure 9*).
- V. The **Download** button allows the user to export the Agency Proposals records currently displayed in the grid (*Figure 8*).
- VI. For each record, the user can open the Agency Proposal Detail Form by clicking the three-dot icon in the grid (*Figure 8*).
- VII. By clicking any column header, the user can sort and filter the data for each column (*Figure 8*).

An **Agency Proposal (AP)** is a summary of all the details related to a shop activity performed by the Agency itself.

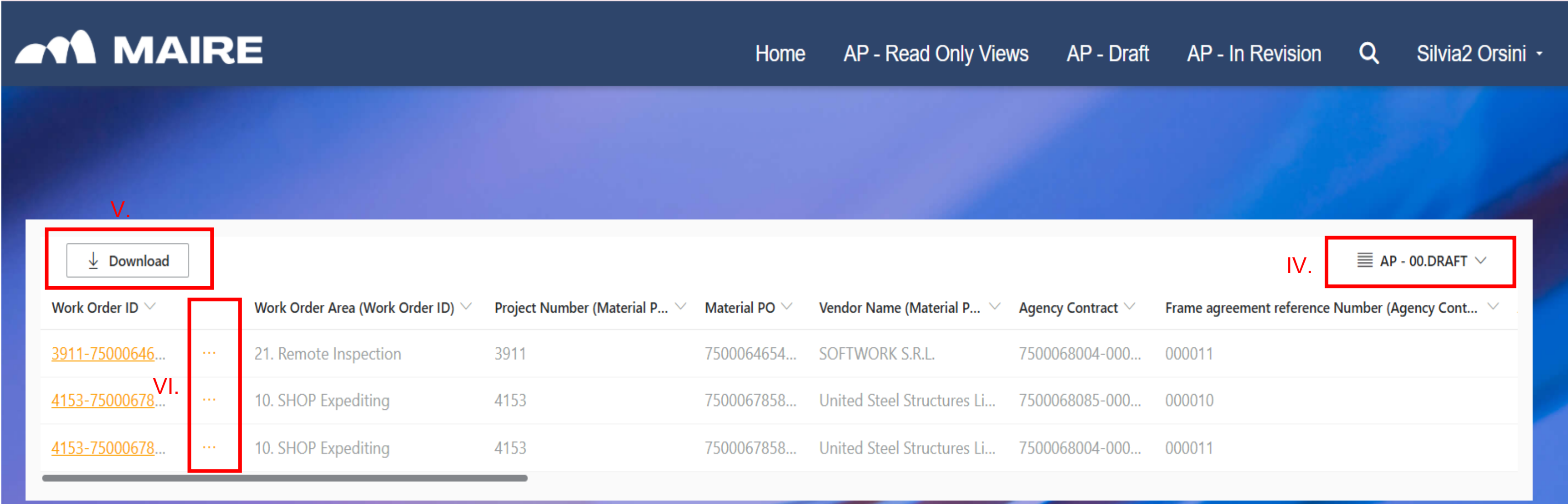


Figure 8

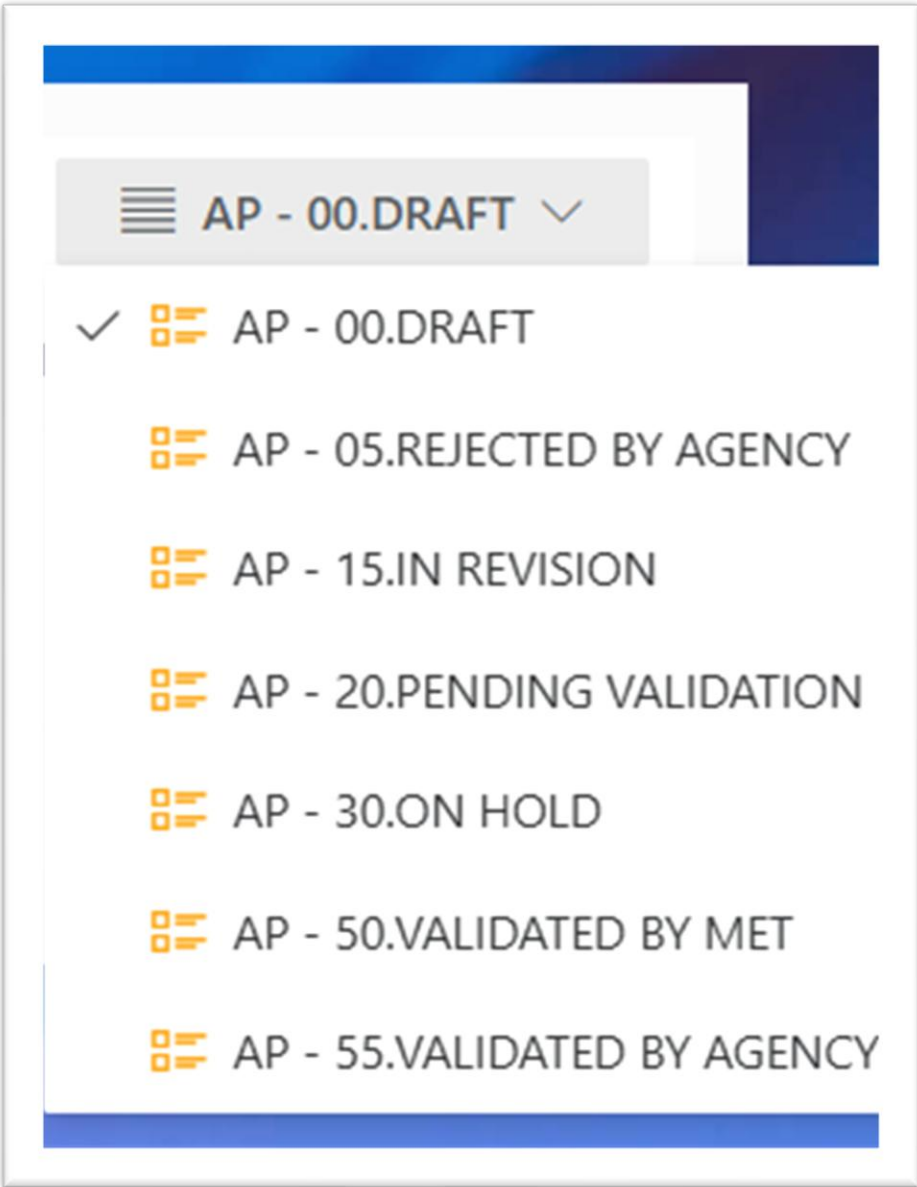


Figure 9

02

AGENCY PROPOSALS DRAFT

02. AP - DRAFT PAGE

Overview at the access

- I. The user accesses the **AP-DRAFT** page from the portal command bar (Figure 10).
- II. The page displays the list of Agency Proposals associated with the user’s Agency and currently in **00.AP DRAFT** status.
- III. In the **grid**, the user can review the main Agency Proposals details, organized as follows:

Editable fields:

- Rejection Reason
- Rejection Notes

- IV. At the top of the page, the user can apply the available filters to the grid.
- V. It is possible to sort grid data by clicking any column header.
- VI. The **Total record count** and the **Total AP Amount** are automatically updated whenever new records are added.
- VII. The **Save** button persists changes made to editable fields.
- VIII. The **Cancel** discards unsaved changes and restores the previous value.

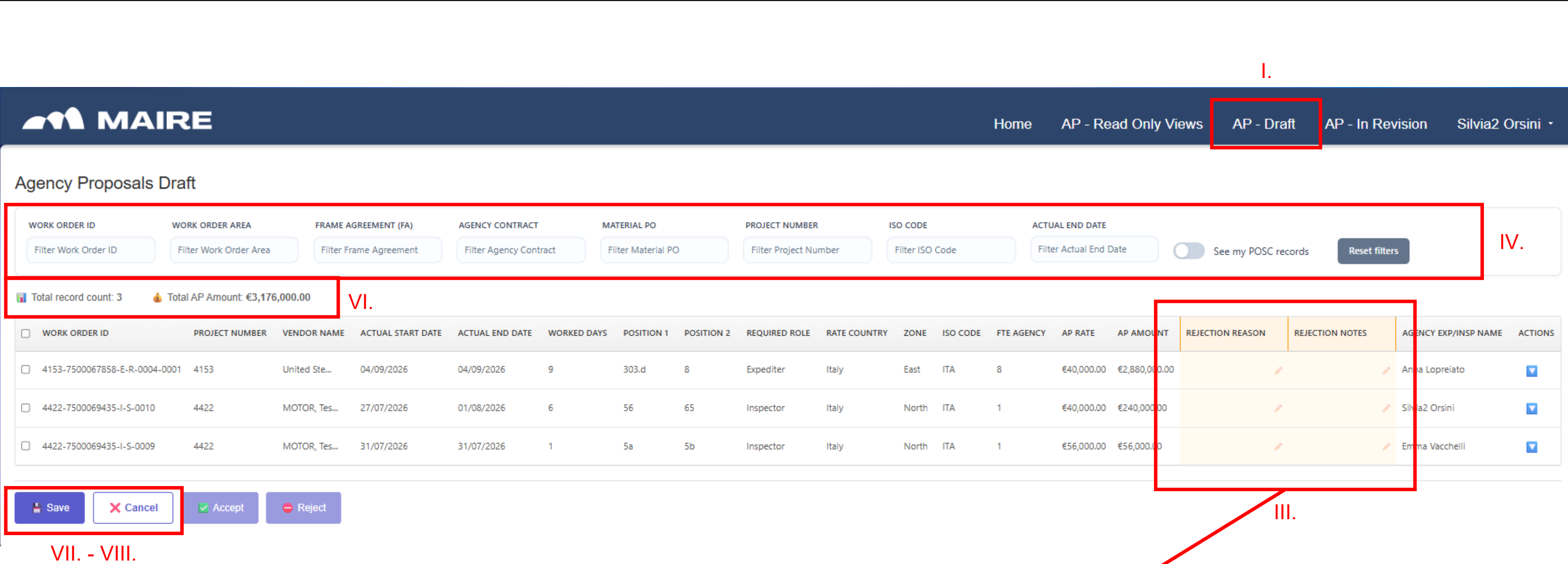


Figure 10

REJECTION REASON	REJECTION NOTES

02. ACCEPT PROCESS FROM THE GRID (1/2)

Accept Button

- I. Select at least one Agency Proposal record from the grid and verify that the Accept button becomes available (Figure 11).
- II. The user selects one or more Agency Proposals records and click Accept (Figure 12, Figure 13)
- III. The system displays a confirmation pop-up asking the user to confirm the acceptance of the selected proposal(s) (Figure 14).
- IV. When the user clicks Confirm, the system checks whether Rejection Reason and Rejection Notes are empty for all selected records.
- V. If both fields are empty, the system proceeds with the acceptance process and updates the selected Agency Proposal(s) to **55.AP VALIDATED BY AGENCY** status.
- VI. At the same time, the system automatically fills in the Agency Validation User with the logged-in user and the Agency Validation Date with the acceptance date.



HomeAP - Read Only ViewsAP - DraftAP - In RevisionSilvia2 Orsini

Agency Proposals Draft

WORK ORDER IDFilter Work Order IDWORK ORDER AREAFilter Work Order AreaFRAME AGREEMENT (FA)Filter Frame AgreementAGENCY CONTRACTFilter Agency ContractMATERIAL POFilter Material POPROJECT NUMBERFilter Project NumberISO CODEFilter ISO CodeACTUAL END DATEFilter Actual End DateSee my POSC recordsReset filters

Total record count: 3Total AP Amount: €3,176,000.00

WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT	REJECTION REASON	REJECTION NOTES	AGENCY EXP/INSP NAME	ACTIONS
☒ 4153-7500067858-E-R-0004-0001	4153	United Ste...	04/09/2026	04/09/2026	9	303.d	8	Expediter	Italy	East	ITA	8	€40,000.00	€2,880,000.00			Anna Lopreiato	
☐ 4422-7500069435-I-S-0010	4422	MOTOR, Tes...	27/07/2026	01/08/2026	6	56	65	Inspector	Italy	North	ITA	1	€40,000.00	€240,000.00			Silvia2 Orsini	
☐ 4422-7500069435-I-S-0009	4422	MOTOR, Tes...	31/07/2026	31/07/2026	1	5a	5b	Inspector	Italy	North	ITA	1	€56,000.00	€56,000.00			Emma Vacchelli	

Save

Cancel

Accept

Reject

Figure 11

WORK ORDER IDPROJECT NUMBERVENDOR NAMEACTUAL START DATE

☒ 4153-7500067858-E-S-00214153United Ste...11/06/2026

☐ 3911-7500064654-I-S-00853911SOFTWARE S...01/06/2026

☐ 4153-7500067858-E-S-00204153United Ste...01/06/2026

Save

Cancel

Accept

Reject

Figure 12

WORK ORDER IDPROJECT NUMBERVENDOR NAMEACTUAL START DATE

☒ 4153-7500067858-E-S-00214153United Ste...11/06/2026

☒ 3911-7500064654-I-S-00853911SOFTWARE S...01/06/2026

☐ 4153-7500067858-E-S-00204153United Ste...01/06/2026

Save

Cancel

Accept

Reject

Figure 13

 Confirm Accept

Would you like to accept 1 selected proposal(s)?

Cancel

Confirm

Figure 14

02. ACCEPT PROCESS FROM THE GRID (2/2)

Warning Scenario

- I. If the user clicks Accept while at least one selected record contains a Rejection Reason or/and Notes, the system blocks the action and displays an error message (*Figure 15, Figure 16*).



HomeAP - Read Only ViewsAP - DraftAP - In RevisionSilvia2 Orsini

Agency Proposals Draft

WORK ORDER ID
Filter Work Order ID

WORK ORDER AREA
Filter Work Order Area

FRAME AGREEMENT (FA)
Filter Frame Agreement

AGENCY CONTRACT
Filter Agency Contract

MATERIAL PO
Filter Material PO

PROJECT NUMBER
Filter Project Number

ISO CODE
Filter ISO Code

ACTUAL END DATE
Filter Actual End Date

☐ See my POSC records

Reset filters

Total record count: 4🔥 Total AP Amount: €3,496,000.00

☐	WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT	REJECTION REASON	REJECTION NOTES	AGENCY EXP/INSP NAME	ACTIONS
☐	4153-7500067858-E-R-0007-0001	4153	United Ste...	04/09/2026	04/09/2026	8	303.d	8	Expediter	Italy	East	ITA	1	€40,000.00	€320,000.00			Anna Loprelato	
☒	4153-7500067858-E-R-0004-0001	4153	United Ste...	04/09/2026	04/09/2026	9	303.d	8	Expediter	Italy	East	ITA	8	€40,000.00	€2,880,000.00	Wrong Rate	Test	Anna Loprelato	
☐	4422-7500069435-I-S-0010	4422	MOTOR, Tes...	27/07/2026	01/08/2026	6	56	65	Inspector	Italy	North	ITA	1	€40,000.00	€240,000.00			Silvia2 Orsini	
☐	4422-7500069435-I-S-0009	4422	MOTOR, Tes...	31/07/2026	31/07/2026	1	5a	5b	Inspector	Italy	North	ITA	1	€56,000.00	€56,000.00			Emma Vacchelli	

Save

Cancel

Accept

Reject

Figure 15

 Validation Error

Cannot accept: one or more selected proposals have Rejection Reason or Rejection Notes filled in. Please clear them before accepting.

OK

Figure 16

02. REJECT PROCESS FROM THE GRID (1/2)

Reject Button

- I. Select at least one Agency Proposal record from the grid and verify that the Reject button becomes available (Figure 17).
- II. The user selects one or more Agency Proposals records and populate the **Rejection Reason** field (Figure18, Figure 19).
- III. Optionally, the user can populate the Rejection Notes field
- IV. The user clicks **Reject** and the system displays a Confirm Reject pop-up (Figure 20).
- V. By clicking Confirm, the system checks whether Rejection Reason is populated for all selected records.
- VI. Once the Rejection Reason is available for each selected records, the systems updates the selected Agency Proposals to **05.AP REJECTED BY AGENCY** status.
- VII. At the same time, the system automatically fills in the Agency Rejection User with the logged-in user and the Agency Rejection Date with the rejection date.
- VIII. A new Agency Proposal is automatically created in 15.AP IN REVISION status and becomes available in the AP – In Revision page.



HomeAP - Read Only ViewsAP - DraftAP - In RevisionSilvia2 Orsini

Agency Proposals Draft

WORK ORDER IDFilter Work Order IDWORK ORDER AREAFilter Work Order AreaFRAME AGREEMENT (FA)Filter Frame AgreementAGENCY CONTRACTFilter Agency ContractMATERIAL POFilter Material POPROJECT NUMBERFilter Project NumberISO CODEFilter ISO CodeACTUAL END DATEFilter Actual End DateSee my POSC recordsReset filters

Total record count: 4Total AP Amount: €3,496,000.00

WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT	REJECTION REASON	REJECTION NOTES	AGENCY EXP/INSP NAME	ACTIONS	
☐	4153-7500067858-E-R-0007-0001	4153	United Ste...	04/09/2026	04/09/2026	8	303.d	8	Expediter	Italy	East	ITA	1	€40,000.00	€320,000.00			Anna Lopreiato	
☒	4153-7500067858-E-R-0004-0001	4153	United Ste...	04/09/2026	04/09/2026	9	303.d	8	Expediter	Italy	East	ITA	8	€40,000.00	€2,880,000.00	Wrong Rate	Test	Anna Lopreiato	
☐	4422-7500069435-I-S-0010	4422	MOTOR, Tes...	27/07/2026	01/08/2026	6	56	65	Inspector	Italy	North	ITA	1	€40,000.00	€240,000.00			Silvia2 Orsini	
☐	4422-7500069435-I-S-0009	4422	MOTOR, Tes...	31/07/2026	31/07/2026	1	5a	5b	Inspector	Italy	North	ITA	1	€56,000.00	€56,000.00			Emma Vacchelli	

Save

Cancel

Accept

Reject

Figure 17

☐ WORK ORDER ID | PROJECT NUMBER | VENDOR NAME | ACTUAL START DATE |

☒ 4153-7500067858-E-S-0021 | 4153 | United Ste... | 11/06/2026 |

☐ 3911-7500064654-I-S-0085 | 3911 | SOFTWARE S... | 01/06/2026 |

☐ 4153-7500067858-E-S-0020 | 4153 | United Ste... | 01/06/2026 |

Save

Cancel

Accept

Reject

Figure 18

☐ WORK ORDER ID | PROJECT NUMBER | VENDOR NAME | ACTUAL START DATE |

☒ 4153-7500067858-E-S-0021 | 4153 | United Ste... | 11/06/2026 |

☒ 3911-7500064654-I-S-0085 | 3911 | SOFTWARE S... | 01/06/2026 |

☐ 4153-7500067858-E-S-0020 | 4153 | United Ste... | 01/06/2026 |

Save

Cancel

Accept

Reject

Figure 19

Confirm Reject

Would you like to reject 1 selected proposal(s)?

Cancel

Confirm

Figure 20

02. REJECT PROCESS FROM THE GRID (2/2)

Missing Rejection Reason Scenario

- I. If the user clicks Reject while at least one selected record does **not** contain a Rejection Reason, the system displays a pop-up asking the user to select a rejection reason (*Figure 21, Figure 22*).

Mandatory Note Missing

Some selected Agency Proposals do not have a Rejection Reason filled in.

Please select a note from the following options:

Rejection Reason

-- Select --

The selected note will be automatically applied to all Agency Proposals without a Rejection Reason.

Cancel

Confirm

Figure 21

Mandatory Note Missing

Some selected Agency Proposals do not have a Rejection Reason filled in.

Please select a note from the following options:

Rejection Reason

-- Select --

-- Select --

Wrong Rate

Wrong Duration

Wrong Agency Exp/Insp Name

Other

Figure 22

02. ACCEPT/REJECT PROCESS FROM THE DETAIL FORM (1/2)

Detail Form

I. The user can access the Agency Proposal Detail Form by clicking the dedicated action button from the AP-DRAFT grid (Figure 23).



HomeAP - Read Only ViewsAP - DraftAP - In RevisionSilvia2 Orsini

Agency Proposals Draft

WORK ORDER IDFilter Work Order ID

WORK ORDER AREAFilter Work Order Area

FRAME AGREEMENT (FA)Filter Frame Agreement

AGENCY CONTRACTFilter Agency Contract

MATERIAL POFilter Material PO

PROJECT NUMBERFilter Project Number

ISO CODEFilter ISO Code

ACTUAL END DATEFilter Actual End Date

☐ See my POSC records

Reset filters

Total record count: 5🔥 Total AP Amount: €3,856,000.00

☐	WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT	REJECTION REASON	REJECTION NOTES	AGENCY EXP/INSP NAME	ACTIONS
☐	4153-7500067858-I-R-0002-0002	4153	United Ste...	04/09/2026	04/09/2026	9	303.d	8	Expediter	Italy	East	ITA	1	€40,000.00	€360,000.00			Anna Lopreiato	
☐	4153-7500067858-E-R-0007-0001	4153	United Ste...	04/09/2026	04/09/2026	8	303.d	8	Expediter	Italy	East	ITA	1	€40,000.00	€320,000.00			Anna Lopreiato	
☐	4153-7500067858-E-R-0004-0001	4153	United Ste...	04/09/2026	04/09/2026	9	303.d	8	Expediter	Italy	East	ITA	8	€40,000.00	€2,880,000.00			Anna Lopreiato	
☐	4422-7500069435-I-S-0010	4422	MOTOR, Tes...	27/07/2026	01/08/2026	6	56	65	Inspector	Italy	North	ITA	1	€40,000.00	€240,000.00			Silvia2 Orsini	
☐	4422-7500069435-I-S-0009	4422	MOTOR, Tes...	31/07/2026	31/07/2026	1	5a	5b	Inspector	Italy	North	ITA	1	€56,000.00	€56,000.00			Emma Vacchelli	

Save

Cancel

Accept

Reject

I.

Figure 23

02. ACCEPT/REJECT PROCESS FROM THE DETAIL FORM (2/2)

Detail Form

- II. The detail form displays the full set of information related to the selected Agency Proposal (*Figure 24*).
- III. All fields are displayed as read-only, except for Rejection Reason and Rejection Notes, which can be edited by the user (*Figure 25*).
- IV. The action buttons Save, Cancel, Accept and Reject are always available at the bottom of the detail form (*Figure 24*).
- V. All the buttons follow the same business rules already described for the grid process.

Edit Agency Proposal

Agency Proposal Form

Source: Agency-Proposal---Draft | Mode: edit

MAIN INFORMATION

Agency Proposal ID

4422-7500089435-I-S-0010-AP-0001

Agency Name

Foton MMC

Agency Contract

7500068085-00000000

Frame Agreement

000010

PO Service Coordinator

Anna Lopreiato

Material PO

7500069435-00000001

Vendor Name

MOTOR, Test OIL, TEST2

Project Number

4422

WORK ORDER DETAILS

Work Order ID

4422-7500089435-I-S-0010

Work Order Area

20: SHOP Inspection

Agency Expediter/Inspector Name

Silvia2 Orsini

FTE Agency

1

Actual Start Date

7/27/2026

Actual End Date

8/1/2026

Worked Days

8

Zone

North

Rate Country

Italy

Location

Vendor Facility / Loading unloading location

Required Role

Inspector

Expense Rate

Day Expenses Rate

Job Duration

resident 4 (from 157 to 312 working days)

Position 1

58

Position 2

85

WO Rate

€40,000.00

WO Amount

€240,000.00

AGENCY PROPOSAL DETAILS

Location

Vendor Facility / Loading unloading location

Required Role

Inspector

Expense Rate

Day Expenses Rate

Job Duration

resident 4 (from 157 to 312 working days)

Rate Country

Italy

ISO Code

ITA

Zone

North

Worked Days

8

Position 1

58

Position 2

85

AP Rate

€40,000.00

AP Amount

€240,000.00

Agency Notes

Save

Cancel

Accept

Reject

Figure 24

AGENCY REJECTION

Agency Rejection User

Agency Rejection Date

Reject Reason

Wrong Rate

Rejection Notes

Test

Figure 25

03

AGENCY PROPOSALS IN REVISION

03. AP – IN REVISION PAGE (1/2)

Overview at the access

- I. The user accesses the **AP - IN REVISION** page from the portal command bar (*Figure 26*)
- II. The page displays the list of Agency Proposals associated with the user's Agency and currently in **15.AP IN REVISION** status.
- III. In the **grid**, the user can review the main Agency Porposal details, organized as follows:

Editable fields:

- Worked Days
- Required Role
- Location
- Expense Rate
- Job Duration
- Rate Country
- Zone
- Notes

MAIRE

HomeAP - Read Only ViewsAP - DraftAP - In RevisionSilvia2 Orsini

Agency Proposals In Revision

WORK ORDER IDWORK ORDER AREAFRAME AGREEMENT (FA)AGENCY CONTRACTMATERIAL POPROJECT NUMBERISO CODEACTUAL END DATE

Filter Work Order IDFilter Work Order AreaFilter Frame AgreementFilter Agency ContractFilter Material POFilter Project NumberFilter ISO CodeFilter Actual End Date

See my POSC recordsReset filters

Total record count: 4Total AP Amount: €3,000,000.00

WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	LOCATION	EXPENSE RATE	JOB DURATION	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT
3911-7500064654-E-S-0350	3911	SOFTWORK S	27/07/2026	27/07/2026	25	303	8	Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00
4153-7500067858-E-S-0031	4153	United Ste	27/07/2026	27/07/2026	25	303	8	Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00
4153-7500067858-E-S-0033	4153	United Ste	26/07/2026	27/07/2026	25	303	8	Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00
3911-7500064654-E-S-0318	3911	SOFTWORK S	01/06/2026	17/06/2026	6			Inspector	Vendor Facility / Loading unloading I...	Day Expenses Rate	On call	Albania	North	ALB	1	N/A	N/A

SaveCancelSubmit

Figure 26

WORKED DAYS	
25	
25	
6	

REQUIRED ROLE	LOCATION	EXPENSE RATE	JOB DURATION	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT	AGENCY EXPDITER/INSPECTOR NAME	NOTES
Shipping Operator – Junior	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working da...	Italy	East	ITA	1	N/A	N/A	Anna Reply	Test
Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working da...	Italy	East	ITA	1	€40,000.00	€1,000,000.00	Anna Reply	
Inspector	Vendor Facility / Loading unloading I...	Day Expenses Rate	On call	Albania	North	ALB	1	N/A	N/A	Anna Lopreiato	

03. AP – IN REVISION PAGE (2/2)

Overview at the access

- IV. The user can update the editable fields manually or by copying/pasting values from Excel into the grid.
- V. At the top of the page, the user can apply the available filters to the grid (*Figure 27*)
- VI. It is possible to sort grid data by clicking any column header.
- VII. The **Total record count** and the **Total AP Amount** are automatically updated whenever new records are added or when the displayed dataset changes.
- VIII. The user can update specific editable fields (in yellow) of an Agency Proposal before saving or submitting it.



Home

AP - Read Only Views

AP - Draft

AP - In Revision

Silvia2 Orsini

Agency Proposals In Revision

WORK ORDER ID

Filter Work Order ID

WORK ORDER AREA

Filter Work Order Area

FRAME AGREEMENT (FA)

Filter Frame Agreement

AGENCY CONTRACT

Filter Agency Contract

MATERIAL PO

Filter Material PO

PROJECT NUMBER

Filter Project Number

ISO CODE

Filter ISO Code

ACTUAL END DATE

Filter Actual End Date

☐ See my POSC records

Reset filters

Total record count: 4

Total AP Amount: €3,000,000.00

	WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	LOCATION	EXPENSE RATE	JOB DURATION	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT
☐	3911-7500064654-E-S-0350	3911	SOFTWARE S	27/07/2026	27/07/2026	25	303.d	8	Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00
☐	4153-7500067858-E-S-0031	4153	United Ste	27/07/2026	27/07/2026	25	303.d	8	Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00
☐	4153-7500067858-E-S-0033	4153	United Ste	26/07/2026	27/07/2026	25	303.d	8	Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00
☐	3911-7500064654-E-S-0318	3911	SOFTWARE S	01/06/2026	17/06/2026	6			Inspector	Vendor Facility / Loading unloading I...	Day Expenses Rate	On call	Albania	North	ALB	1	N/A	N/A

Save

Cancel

Submit

Total record count: 4

Total AP Amount: €3,000,000.00

WORK ORDER ID

Filter Work Order ID

WORK ORDER AREA

Filter Work Order Area

FRAME AGREEMENT (FA)

Filter Frame Agreement

AGENCY CONTRACT

Filter Agency Contract

MATERIAL PO

Filter Material PO

PROJECT NUMBER

Filter Project Number

ISO CODE

Filter ISO Code

ACTUAL END DATE

Filter Actual End Date

☐ See my POSC records

Reset filters

Figure 27

03. AUTOMATIC PRICELIST RECALCULATION

Pricelist Recalculation Logic

In the AP – IN REVISION page, the user, after changing editable fields, can click on “Save” or “Submit” button and, if one or more recalculation trigger fields are modified, the system displays the corresponding confirmation pop-up (*Figure 28, Figure 29*).

After the user clicks Confirm, the systems starts the Pricelist recalculation logic, in order to retrieve the Pricelist Item Amount, by using the following trigger fields:

- Expense Rate
- Job Duration
- Location
- Rate Country
- Required Role
- Zone

If exactly one Pricelist Item matches the selected criteria, the system automatically populates Position 1, Position 2 and AP Rate with the values from the matching Pricelist Item.

The AP Amount is calculated as:

$$\text{AP Rate} \times \text{FTE Agency} \times \text{Worked Days}.$$

Position 1 and **Position 2** are the unique identifiers used to match the Agency Proposal with the correct **Pricelist Item**.

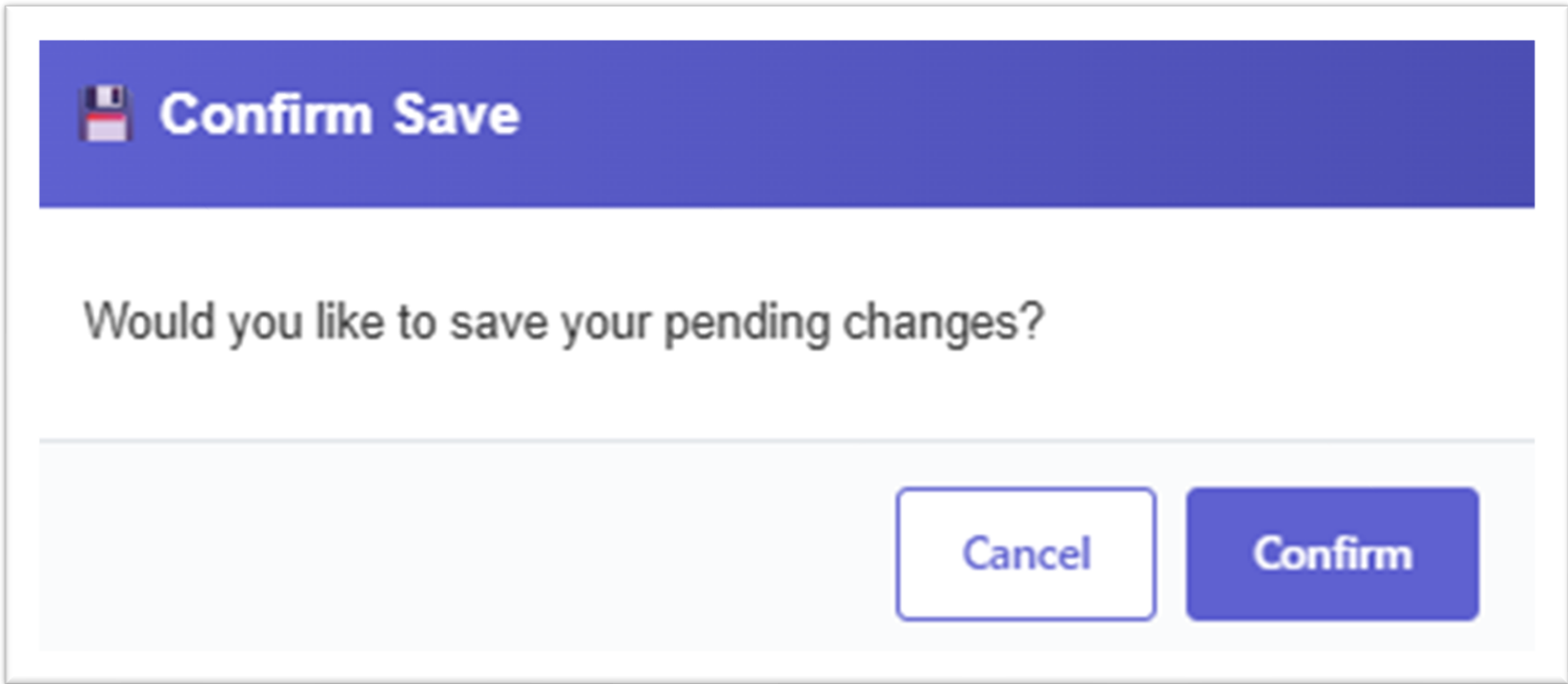


Figure 28

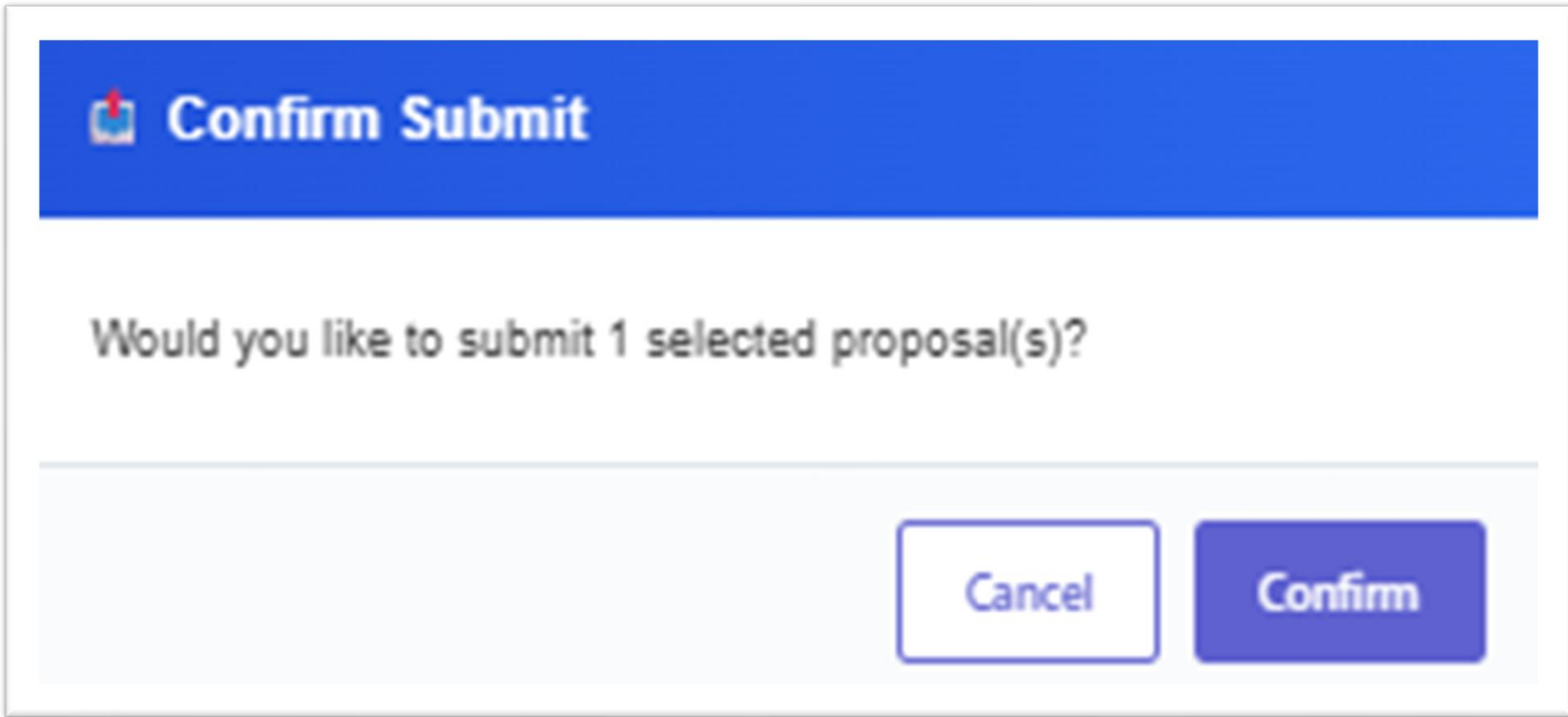


Figure 29

03. NO MATCHING ITEM SCENARIO

Pricelist Recalculation: Warning Scenarios

- I. If no Pricelist Item is found, the system displays a different message depending on whether the user clicked Save or Submit (Figure 30, Figure 31).

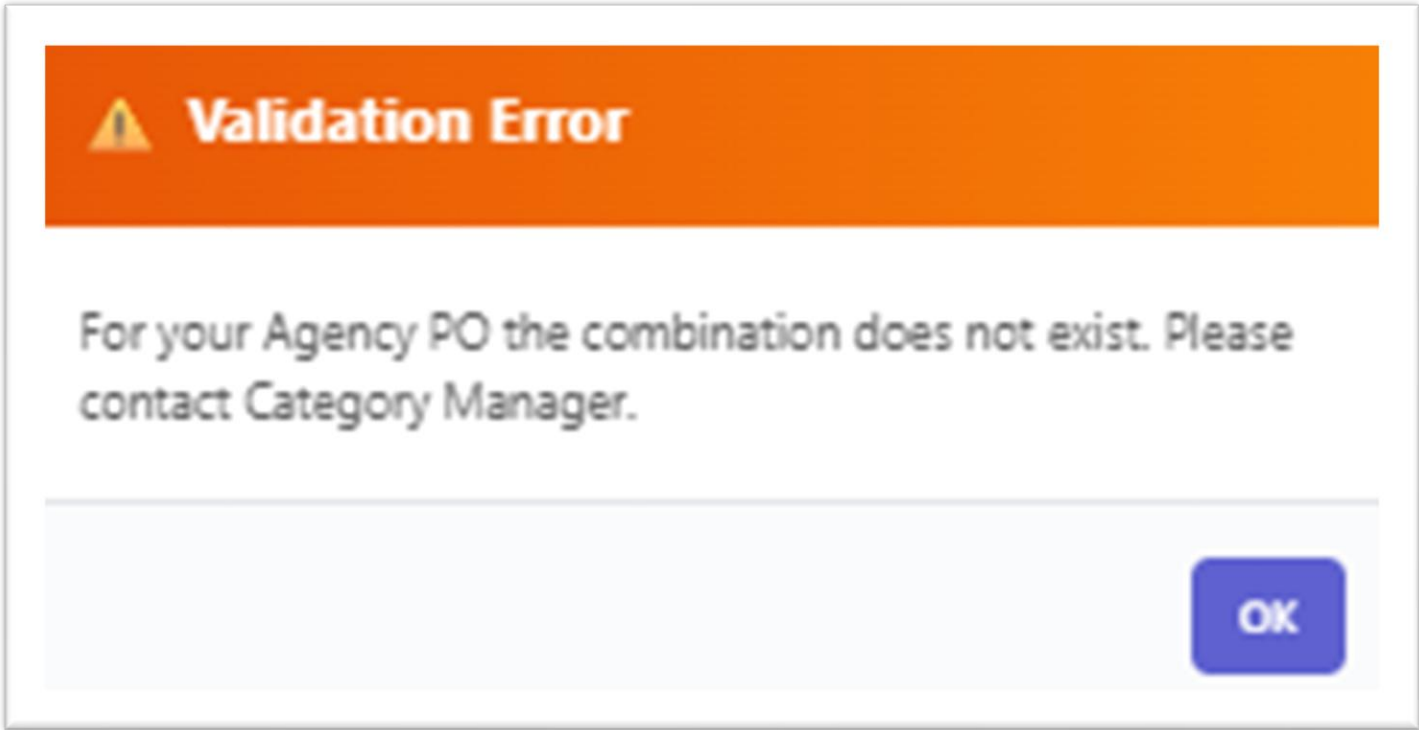


Figure 30

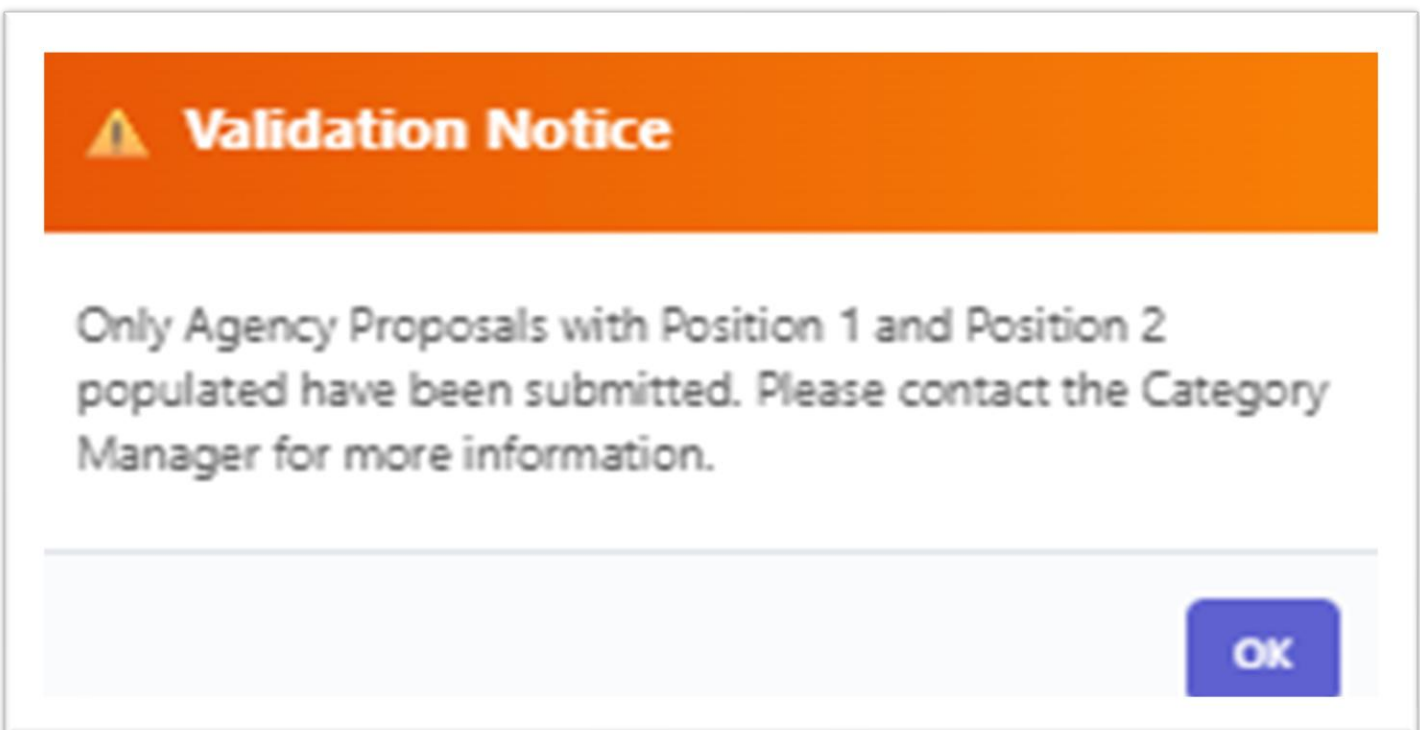


Figure 31

System Outcome

- I. In both cases, Position 1 and Position 2 are cleared, while AP Rate and AP Amount are set to N/A.
- II. The editable fields are saved.



HomeAP - Read Only ViewsAP - DraftAP - In RevisionSilvia2 Orsini

Agency Proposals In Revision

WORK ORDER IDWORK ORDER AREAFRAME AGREEMENT (FA)AGENCY CONTRACTMATERIAL POPROJECT NUMBERISO CODEACTUAL END DATE

Filter Work Order IDFilter Work Order AreaFilter Frame AgreementFilter Agency ContractFilter Material POFilter Project NumberFilter ISO CodeFilter Actual End Date

See my POSC recordsReset filters

Total record count: 3Total AP Amount: €1,000,000.00

WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	LOCATION	EXPENSE RATE	JOB DURATION	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT	AGENCY EXPEDITER/INSPECTOR NAME	NOTES
☒ 3911-7500064654-E-S-0350	3911	SOFTWORK S	27/07/2026	27/07/2026	25			Shipping Operator – Junior	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	N/A	N/A	Anna Reply	
☐ 4153-7500067858-E-S-0033	4153	United Ste	26/07/2026	27/07/2026	25	303.d	8	Expediter	Vendor Facility / Loading unloading I...	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00	Anna Reply	
☐ 3911-7500064654-E-S-0318	3911	SOFTWORK S	01/06/2026	17/06/2026	6			Inspector	Vendor Facility / Loading unloading I...	Day Expenses Rate	On call	Albania	North	ALB	1	N/A	N/A	Anna Lopreiato	

SaveCancelSubmit

POSITION 1POSITION 2

AP RATEAP AMOUNT

N/AN/A

Figure 32

03. SUBMIT PROCESS

- Submit Process from the grid**
- I. Select at least one Agency Proposal record form the grid and verify that the Submit button becomes available (*Figure 33*).
 - II. After clicking the button, the system displays a confirmation pop-up asking the user to confirm the submission of the selected proposal(s) (*Figure 34*).
 - III. When the user clicks Confirm, the system checks whether Position 1 and Position 2 are populated for all selected records.
 - IV. If both fields are populated, the system proceeds with the submission process and updates the selected Agency Proposals to **20.AP PENDING VALIDATION** status.
 - V. At the same time, the system automatically fills in the Agency Submission User with the logged-in user and the Agency Submission Date with the acceptance date.

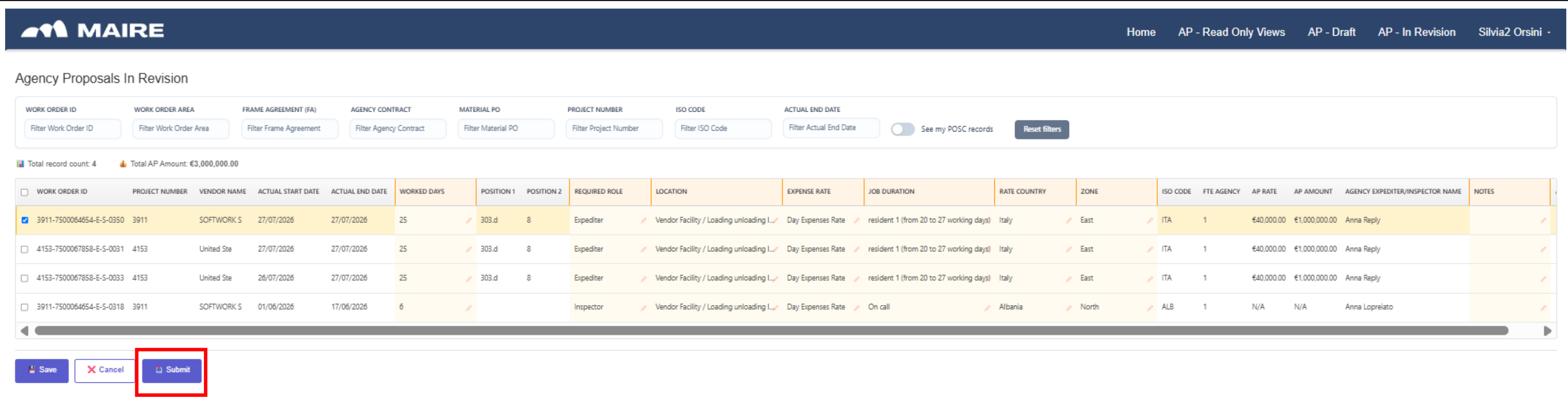


Figure 33

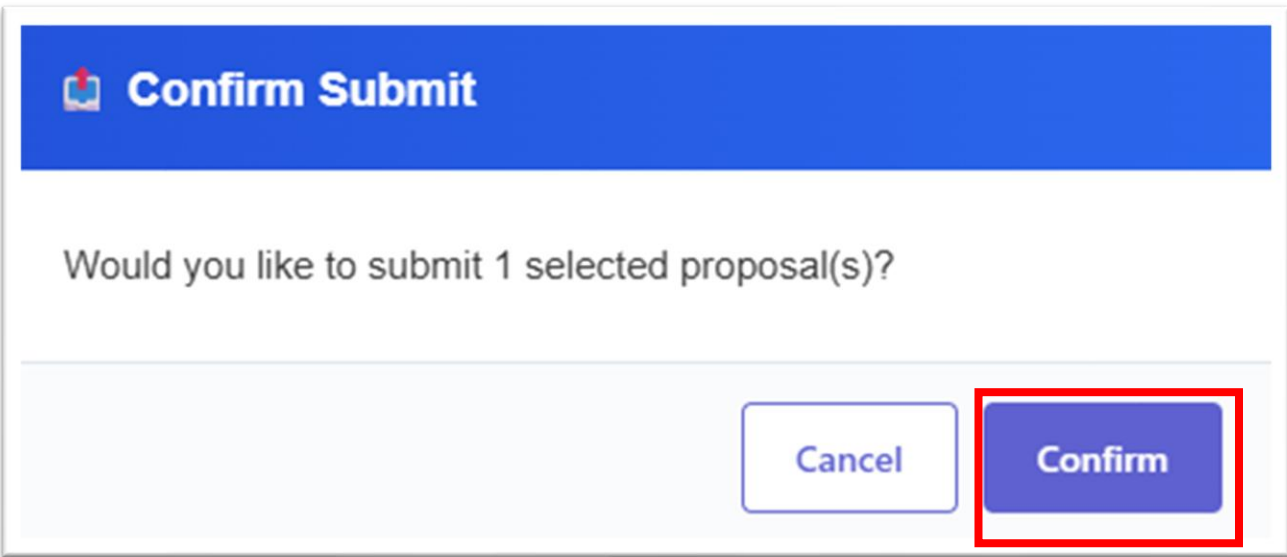


Figure 34

03. NOTIFICATION TO MET

Email Notification details

When the Agency Proposal submission is successfully completed, an email notification is automatically sent to **the MET Agency Service Manager**, with **Inspex Contract Manager**, **Inspex Approver** and **Service Coordinator** from the related Work Order in CC (*Figure 35*).

The email informs the recipients that the Agency has updated some fields in the Agency Proposal and has submitted a new version, which is now awaiting MET evaluation.

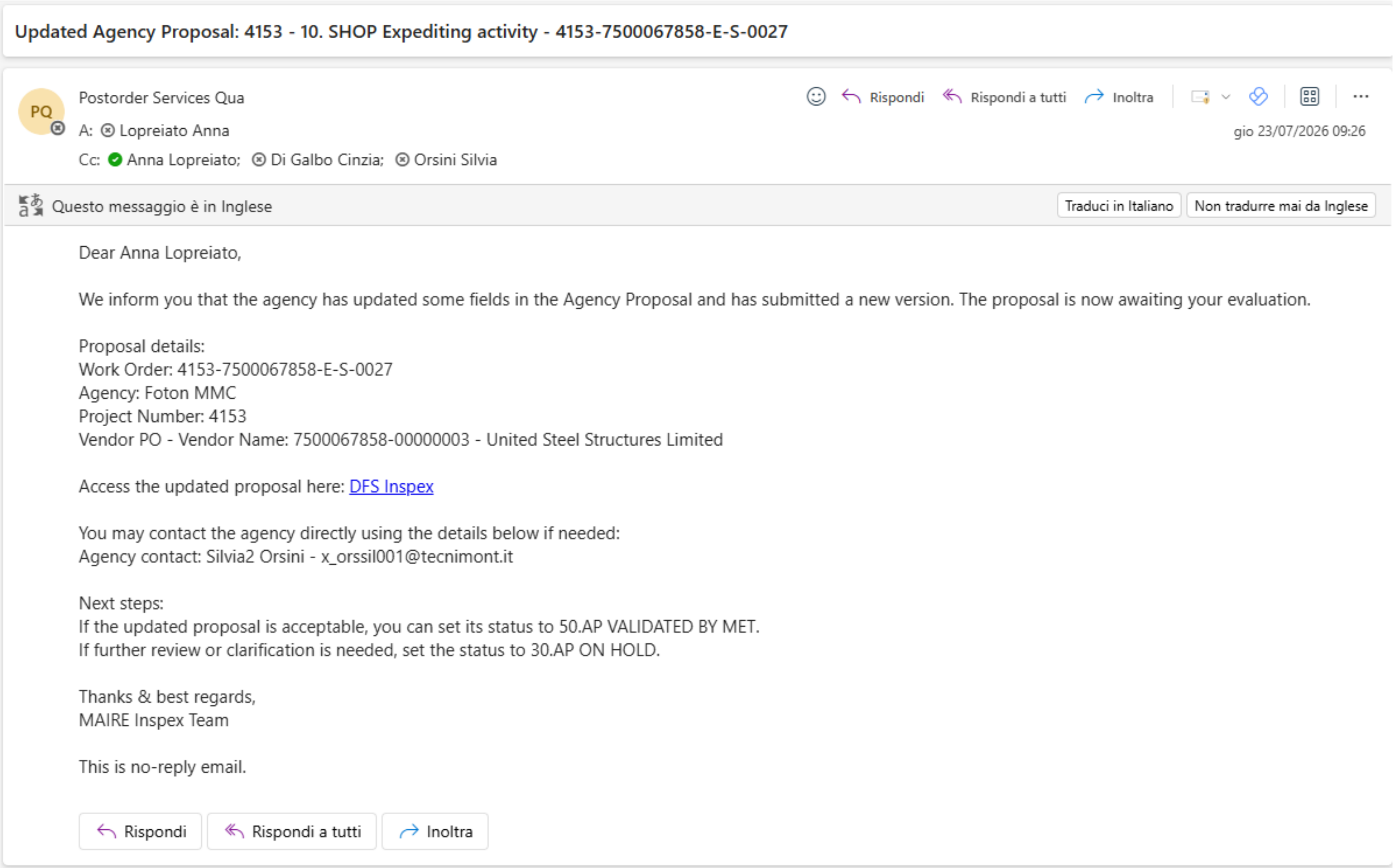


Figure 35

03. SUBMIT PROCESS FROM THE DETAIL FORM (1/2)

Detail Form

- I. The user can access the Agency Proposal Detail Form by clicking the dedicated action button from the AP - IN REVISION grid (*Figure 36*).



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Agency Proposals In Revision

WORK ORDER IDWORK ORDER AREAFRAME AGREEMENT (FA)AGENCY CONTRACTMATERIAL POPROJECT NUMBERISO CODEACTUAL END DATE

Filter Work Order IDFilter Work Order AreaFilter Frame AgreementFilter Agency ContractFilter Material POFilter Project NumberFilter ISO CodeFilter Actual End Date

See my POSC recordsReset filters

Total record count: 4Total AP Amount: €3,000,000.00

WORK ORDER ID	PROJECT NUMBER	VENDOR NAME	ACTUAL START DATE	ACTUAL END DATE	WORKED DAYS	POSITION 1	POSITION 2	REQUIRED ROLE	LOCATION	EXPENSE RATE	JOB DURATION	RATE COUNTRY	ZONE	ISO CODE	FTE AGENCY	AP RATE	AP AMOUNT	AGENCY EXPEDITER/INSPECTOR NAME	NOTES	ACTIONS
3911-7500064654-E-S-0350	3911	SOFTWORK S	27/07/2026	27/07/2026	25	303.d	8	Expediter	Vendor Facility / Loading unloading	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00	Anna Reply		 
4153-7500067858-E-S-0031	4153	United Ste	27/07/2026	27/07/2026	25	303.d	8	Expediter	Vendor Facility / Loading unloading	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00	Anna Reply		 
4153-7500067858-E-S-0033	4153	United Ste	26/07/2026	27/07/2026	25	303.d	8	Expediter	Vendor Facility / Loading unloading	Day Expenses Rate	resident 1 (from 20 to 27 working days)	Italy	East	ITA	1	€40,000.00	€1,000,000.00	Anna Reply		 
3911-7500064654-E-S-0318	3911	SOFTWORK S	01/06/2026	17/06/2026	6			Inspector	Vendor Facility / Loading unloading	Day Expenses Rate	On call	Albania	North	ALB	1	N/A	N/A	Anna Lopreiato		 

Save

Cancel

Submit

Figure 36

03. SUBMIT PROCESS FROM THE DETAIL FORM (2/2)

Detail Form

- II. The detail form displays the full set of information related to the selected Agency Proposal (Figure 37).
- III. All fields are displayed as read-only, except for the same editable fields available in the grid, which can be edited by the user (Figure 38).
- IV. The action buttons Save, Cancel, Submit are always available at the bottom of the detail form (Figure 38).
- V. All the buttons follow the same business rules already described for the grid process.

Edit Agency Proposal

Agency Proposal Form

Source: Agency-Proposal---InRevision | Mode: edit

MAIN INFORMATION

Agency Proposal ID

3911-7500084654-E-S-0350-AP-0002

Agency Name

Foton MMC

Agency Contract

7500088085-00000000

Frame Agreement

000010

PO Service Coordinator

Anna Lopreiato

Material PO

7500084654-00000001

Vendor Name

SOFTWORK S.R.L.

Project Number

3911

WORK ORDER DETAILS

Work Order ID

3911-7500084654-E-S-0350

Work Order Area

10. SHOP Expediting

Agency Expediter/Inspector Name

Anna Reply

FTE Agency

1

Actual Start Date

7/27/2026

Actual End Date

7/27/2026

Worked Days

25

Zone

East

Rate Country

Italy

Location

Vendor Facility / Loading unloading location

Required Role

Expediter

Expense Rate

Day Expenses Rate

Job Duration

resident 1 (from 20 to 27 working days)

Position 1

303.d

Position 2

8

WO Rate

€40,000.00

WO Amount

€1,000,000.00

AGENCY PROPOSAL DETAILS

Location

Vendor Facility / Loading unloading location

Required Role

Expediter

Expense Rate

Day Expenses Rate

Job Duration

resident 1 (from 20 to 27 working days)

Rate Country

Italy

ISO Code

ITA

Zone

East

Worked Days

25

Position 1

303.d

Position 2

8

AP Rate

€40,000.00

AP Amount

€1,000,000.00

Agency Notes

Save

Cancel

Submit

Figure 37

Edit Agency Proposal

WO Rate

€40,000.00

WO Amount

€1,000,000.00

AGENCY PROPOSAL DETAILS

Location

Vendor Facility / Loading unloading location

Required Role

Expediter

Expense Rate

Day Expenses Rate

Job Duration

resident 1 (from 20 to 27 working days)

Rate Country

Italy

ISO Code

ITA

Zone

East

Worked Days

25

Position 1

303.d

Position 2

8

AP Rate

€40,000.00

AP Amount

€1,000,000.00

Agency Notes

AGENCY REJECTION

Agency Rejection User

Agency Rejection Date

Reject Reason

Rejection Notes

AGENCY RESUBMISSION

Agency Resubmission User

Agency Resubmission Date

AGENCY VALIDATION

Agency Validation User

Agency Validation Date

MET VALIDATION

MET Validation User

MET Validation Date

ON HOLD INFORMATION

On Hold User

On Hold Date

On Hold Reason

Save

Cancel

Submit

Figure 38

IV.

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MAIRE