IOT4MET

SMART PACKING LIST

Update on: March 2023

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

1.HOW TO FILL IN THE TEMPLATE

FILL IN: HEADER FIELDS

The Template file will be provided by MET referent.

File format: .xlsx

RECOMMENDED NOT CHANGE the name:

Right: SmartPL 7500090456_XA3BK v07

Wrong: Copy of SmartPL 7500090456_XA3BK v07

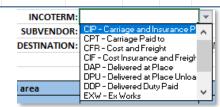Right renamed Template: SmartPL 7500090456_XA3BK v06_Copy

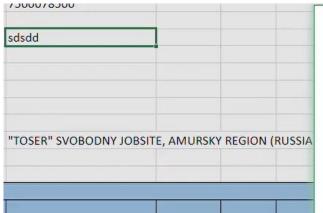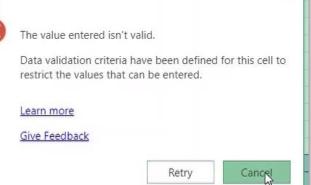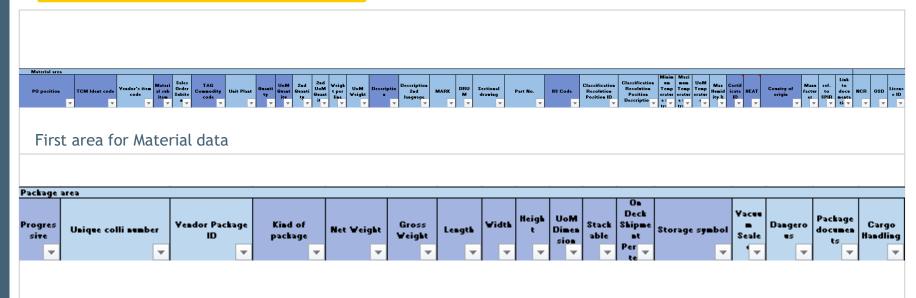|	
Free Text: These fields must be filled in manually	
Pick List: Incoterms & Pick-up Location	
Validation check: some fields are controlled. A warning will advise in case of wrong format completion	

FILL IN: MATERIAL AREA & PACKAGE AREA 1/3

Material area

PO position	TCM Ident code	Vendor's item code	Material sub item	Sales Order Subite	TAG Commodity code	Unit Plant	Quantity	UoM Quantite	2nd Quantity	2nd UoM Quantit	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 restri	Maximum Temperature restri	UoM Temperature restri	Max Humidity %	Certificate ID	HEAT	Country of origin	Manufacturer	ref. to SPIR	Link to documentati	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 Permitte	Storage symbol	Vacuum Seale	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
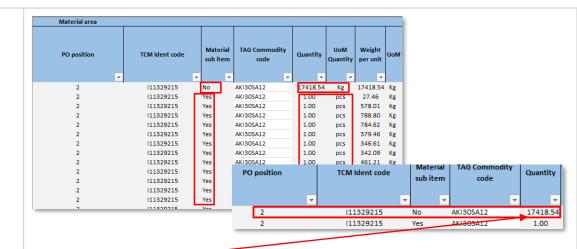- Storage symbol
- Stackable
- On Deck Shipment Permitted

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 Quantity	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
2	I11329215	Yes					
2	I11329215	Yes					
2	I11329215	Yes					
2	I11329215	Yes					

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 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	'75000896810000615		CASE	140.000	520.000	270.000	145.000	121.000	cm	Yes	No	re 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.

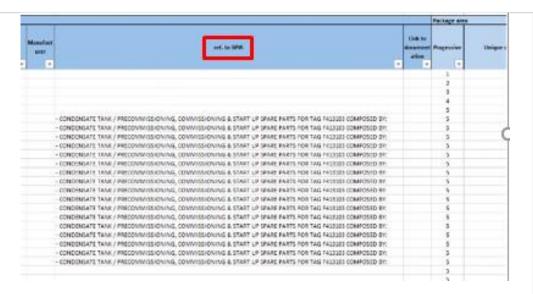**Manage Commissioning and start-up spare parts IF REQUIRED**

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

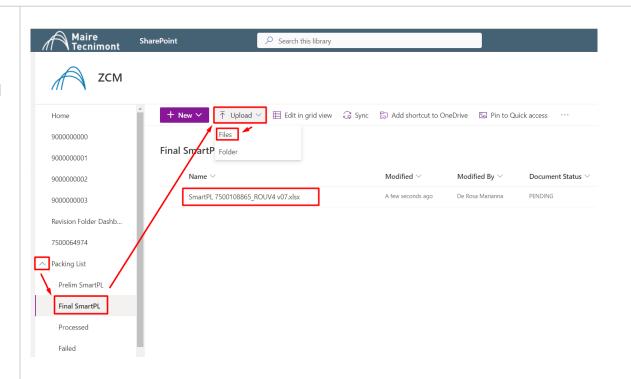| PO Pos. Pozycja	TCM Ident code Inicjały	Unit Jednostka	Quantity Ilość	Material description OPIS MATERIAŁU	Unit Weight Waga jednostkowa
3	I-2957953	PIECES	1	H413201 - DISSOLVING TANK AGITATOR	1389.00
3	I-2957953	PIECES	1	H413201 - DISSOLVING TANK AGITATOR / INTERMEDIATE SHAFT	165.00
3	I-2957953	PIECES	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
				DISSOLVING TANK AGITATOR / PRECOMMISSIONING, COMMISSIONING & START UP SPARE PARTS FOR TAG H413201 COMPOSED BY:	
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.

2.HOW TO UPLOAD THE TEMPLATE

UPLOAD THE TEMPLATE FILLED IN
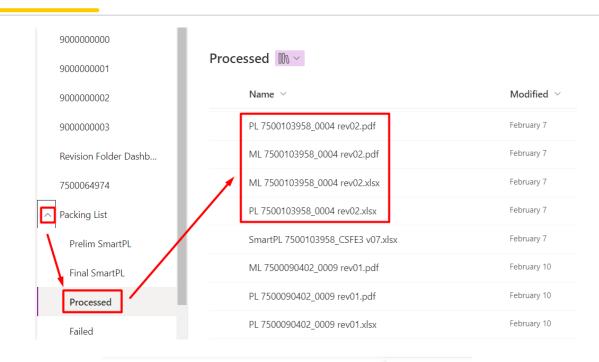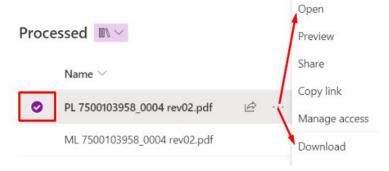
1. Go to Vendor Document Management Portal

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

UPLOADED FILES ARE PROCESSED EVERY HOUR AT :00 minute.

At the end, you will receive an email with the outcome of the upload.

FILE PROCESSED RESULT: SUCCESSFUL

1. Go 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:
i.   Select the file
ii. Click on "…" and choose the function

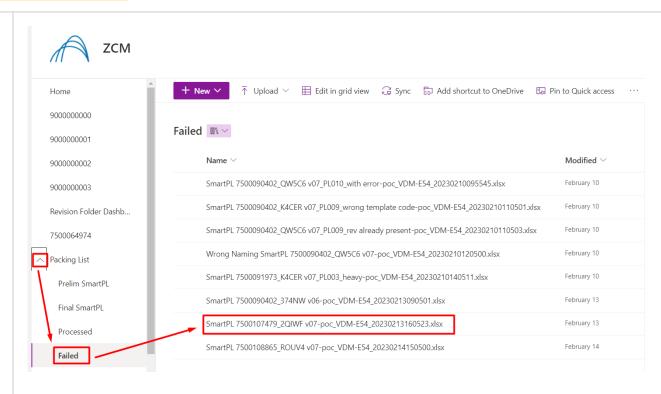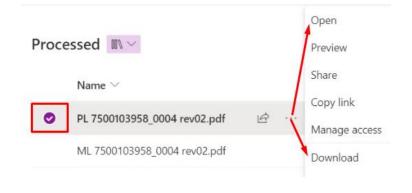Please refer to your project contact for further actions to be done after successful upload and PL downloading

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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:
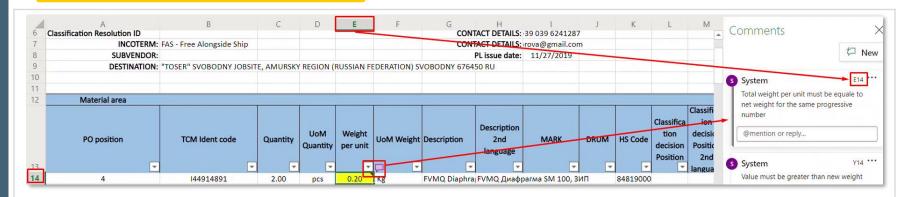i.   Select the file
ii. Click on "…" and choose the function

3.HOW TO HANDLE ERRORS

ERRORS HANDLING

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

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

APPENDIX 1: MANDATORY FIELDS BY PROJECTS & UOM

APPENDIX:

UNIT OF MEASURE

Code	ENG Description
C	CELSIUS
CM**	Centimeter
EA	Each
F	FAHRENHEIT
FT	Foot
G*	Gram
KG*	Kilogram
KM**	Kilometer
L	Liter
LB	Pound
LOT	Lots
M**	Meter
M2	Square Meter
M3	Cubic meter
PCS	Pieces
SET	Set
TON*	Tonne

*For the UoM of the weight is set **KG - Kilogram**

**For the UoM of length:
1. UoM of quantity is recommended in **M - Meter**
2. dimensions is set **CM – Centimeter**

Volume is automatically calculated in **M3 – Cubic meter**

Note: **In Input file, you must fill in Code and not Description of Unit of Measure**

Maire
Tecnimont