



IOT4MET



SMART PACKING LIST

Update on: March 2023



Maire
Tecnimont

INDEX

1. How to fill in the Template
2. How to upload the Template filled in
3. How to handle errors
4. APPENDIX 1: Mandatory fields by Projects & UOM

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

PO nr.	7500099343
Packing List nr.	
Packing List revision	
Main supply description	
Name of goods	
Name of goods (2nd language)	
Classification decision	
Classification resolution position	
Incoterm	
SubVendor	
Destination	Paradip Odisha 754141 IN
MWP No	
Container No	

PICK-UP LOCATION:	City
PICK-UP LOCATION:	Address
PICK-UP LOCATION:	Surname
CONTACT DETAILS:	Name
CONTACT DETAILS:	Mobile
CONTACT DETAILS:	email
PL issue date:	
Cargo Readiness Date (EDD)	
SCN No.	
Partial shipment n. (SO)	
CF No.	
CF Dated	

Pick List: Incoterms & Pick-up Location

PICK-UP LOCATION:	
PICK-UP LO	ABW - ARUBA
PICK-UP LO	AFG - AFGHANISTAN
PICK-UP LO	AGO - ANGOLA
CONTACT I	AIA - ANGUILLA

INCOTERM:	
SUBVENDOR:	CIP - Carriage and Insurance P
DESTINATION:	CPT - Carriage Paid to
	CFR - Cost and Freight
	CIF - Cost Insurance and Freight
	DAP - Delivered at Place
	DPU - Delivered at Place Unloa
	DDP - Delivered Duty Paid
	EXW - Ex Works
area	

Validation check: some fields are controlled. A warning will advise in case of wrong format completion

7500078500
sdsdd
"TOSER" SVOBODNY JOBSITE, AMURSKY REGION (RUSSIA

Excel

The value entered isn't valid.

Data validation criteria have been defined for this cell to restrict the values that can be entered.

[Learn more](#)

[Give Feedback](#)

Retry

FILL IN: MATERIAL AREA & PACKAGE AREA 1/3

Material area																																		
PO position	TCM Ident code	Vendor's Item 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	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 Headline %	Certificate ID	HEAT	Country of origin	Mass Factor	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:

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

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
2	I11329215	Yes					
2	I11329215	Yes					
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

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

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. A red box highlights the 'ref. to SPIR' column header. The table contains multiple rows of data, including descriptions of spare parts for a condensate tank.

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.

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

The screenshot shows the SharePoint interface for the 'ZCM' library. The left navigation pane is expanded to 'Packing List', and the 'Final SmartPL' folder is selected. The main 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 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

The screenshot shows the Vendor Document Management Portal interface. On the left, a vertical menu lists various folders: 'Packing List', 'Prelim SmartPL', 'Final SmartPL', 'Processed', and 'Failed'. The 'Processed' folder is highlighted with a red box, and a red arrow points from it to the main content area. The main area displays a table of files under the 'Processed' folder. The table has columns for 'Name' and 'Modified'. The files listed are:

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
PL 7500090402_0009 rev01.xlsx	February 10

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

The screenshot shows the 'Processed' folder selected in the left menu. The main area displays a list of files. The file 'PL 7500103958_0004 rev02.pdf' is selected, and a context menu is open over it. The context menu options are: 'Open', 'Preview', 'Share', 'Copy link', 'Manage access', and 'Download'. A red arrow points from the 'Download' option to the file name.

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

The screenshot shows the ZCM interface. On the left, a vertical menu lists folders: Home, 900000000, 900000001, 900000002, 900000003, Revision Folder Dashb..., 7500064974, Packing List, Prelim SmartPL, Final SmartPL, Processed, and Failed. The 'Failed' folder is highlighted with a red box, and a red arrow points to it from the text 'For error handling refer to next slide.' The main area shows a table of failed files:

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_ZQJWF v07-poc_VDM-E54_20230213160523.xlsx	February 13
SmartPL 7500108865_ROUV4 v07-poc_VDM-E54_20230214150500.xlsx	February 14

The screenshot shows the ZCM interface. On the left, a vertical menu lists folders: Home, 900000000, 900000001, 900000002, 900000003, Revision Folder Dashb..., 7500064974, Packing List, Prelim SmartPL, Final SmartPL, Processed, and Failed. The 'Processed' folder is highlighted with a red box, and a red arrow points to it from the text 'For error handling refer to next slide.' The main area shows a table of processed files:

Name
PL 7500103958_0004 rev02.pdf
ML 7500103958_0004 rev02.pdf

A red box highlights the first file, and a red arrow points to the 'Download' option in the context menu that appears when the file is selected.

3. 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 Quantity	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 E14 ...

Total weight per unit must be equal to net weight for the same progressive number

@mention or reply...

System Y14 ...

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.

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**