INDEX

1. VENDOR ENGAGEMENT WORKFLOW

VENDOR ENGAGEMENT WORKFLOW

| Vendor Onboarding | SVOL | PL |

VENDOR

2.Receives E-MAIL

3.a. Click link for detailed documentation

Check if Necessary link To Microsoft

3.b.Click on Link to Access platform

4.Invitation Acceptance

5.Vendor registration

6.Access

7.Contact Creation

8.Create & Issue SVOL

9.Pick up location Creation

10.Create & Issue PL

EXPEDITER

1.Sends invitation e-mail to Vendor

SVOL: Sub Order Vendor List

2.ACCESS TO MICROSOFT DYNAMICS

2.1 CHECK IF YOUR ACCOUNT IS LINKED TO MICROSOFT

CHECK IF YOUR ACCOUNT IS LINKED TO MICROSOFT

Check if the email/account is already registered into Microsoft, or not.

1. Go on this link: https://account.microsoft.com

It's all here with Microsoft account

Your Microsoft account connects all your Microsoft apps and services. Sign in to manage your account.

Sign in

2. Click on SIGN IN
3. Insert your email account
4. Click on NEXT

■ Microsoft

Sign in

vendormet73@gmail.com

No account? Create one!

Can't access your account?

Back   Next

🔍 Sign-in options

The system will verify if your email address is already linked to a Microsoft account and returns an alert

CASE A
YOUR ACCOUNT IS NOT A MICROSOFT ACCOUNT

■ Microsoft

Sign in

We couldn't find an account with that username. Try another, or get a new Microsoft account.

vendormet73@gmail.com

No account? Create one

Can't access your account?

Back   Next

➡ See slide 6

CASE B
YOUR ACCOUNT IS ALREADY A MICROSOFT ACCOUNT

■ Microsoft

@gmail.com

You may already have an account

@gmail.com is already being used with another Microsoft account. You should sign in with that account.

If you do not remember your username, recover it now.

Create the account anyway

Sign in

➡ See slide 8

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2.2 LINK YOUR ACCOUNT TO MICROSOFT

CASE A: CREATE A MICROSOFT ACCOUNT

1. Click on NEXT
2. Choose and insert your password
3. Click on NEXT

4. Complete the account
5. Click on NEXT

8. Follow the steps required
9. Click on NEXT

11. Automatic redirect to Microsoft home page

6. Enter the code received by email
7. Click on NEXT

10. The account will be created

NOW AN ACCOUNT MICROSOFT HAS BEEN CREATED

PLEASE PROCEED FROM THE INVITATION EMAIL

2.3 ACCESS STEPS

ACCEPT THE INVITATION RECEIVED BY EMAIL

1

2

from invites@microsoft.com
Click on Accept Invitation

Maire Tecnimont S.p.A. invited you to access applications within their organization ✉ Posta in arrivo ×

Microsoft Invitations on behalf of Maire Tecnimont S.p.A. <invites@microsoft.com>   mar 19 o
a me ▾

🗛 inglese ▾   ›   italiano ▾   Traduci messaggio

❗ Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Organization: Maire Tecnimont S.p.A.
Domain: tecnimont.onmicrosoft.com

If you accept this invitation, you'll be sent to https://met-uat.sandbox.operations.dynamics.com.

Accept invitation

Hint: you might have been already b2b authenticated on Tecnimont Azure farm by means of Digital Documents / FTA usage.

In this case you won't receive this email.

from D365.met.svc@mairetecnimont.it
Click on the link at point 2

User created: complete your data request - Maire Tecnimont Group on Microsoft Dynamics 365

✉ Posta in arrivo ×

D365_MET_SVC_QUA <D365.met.svc.qua@mairetecnimont.it>   mar 19 o
a me ▾

Dear User,

You've been registered on Maire Tecnimont Group solution for
Material Packing List management running on Microsoft Dynamics 365.

Please follow below steps:

1. Accept Invitation of the previous e-mail from Microsoft Invitations on behalf of Maire Tecnimont S.p.A. (invites@microsoft.com)

2. Click here https://met-uat.sandbox.operations.dynamics.com to access the platform;

3. Upon first access, complete your account details;

4. For further accesses log in with your credentials.

Need help? Check out the online documentation here.
[hyperlink]

Maire Tecnimont Group is leading the Supply Chain
transformation on the EPC industry integrating process with collaboration as
main driver.

You are receiving this email because Maire Tecnimont Group
has identified you as the appropriate contact for this correspondence.

For further queries contact your Expediter on Maire
Tecnimont Group

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AUTHENTICATE YOUR MICROSOFT ACCOUNT

1.

Click on ACCEPT:

2.

click on NEXT:

3.

Choose how to authenticate safely and click confirm:

If Authenticator app is not available we suggest to use "a different method option" to use the SMS by phone.

4.

Complete with your phone number and click NEXT: you'll receive a verification code.

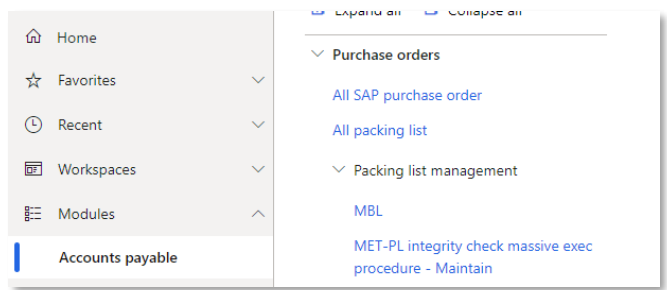5. Follow the automatic steps until you log in into D365

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D365 HOMEPAGE - NAVIGATION TIPS

ACCESS - RECOMMENDED BROWSER: GOOGLE CHROME & EDGE - Secured access guaranteed by SSO

Main Menu - Section of interest:

MODULES > **"Account Payable"** to access Purchase Orders & Packing List
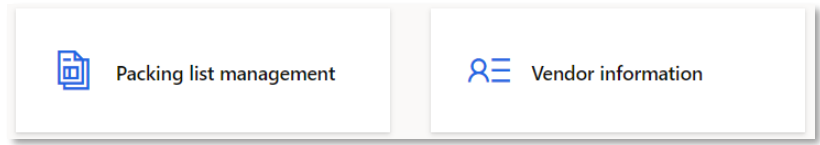
Mark the star for your "Favorites"

Quick search bar & tile

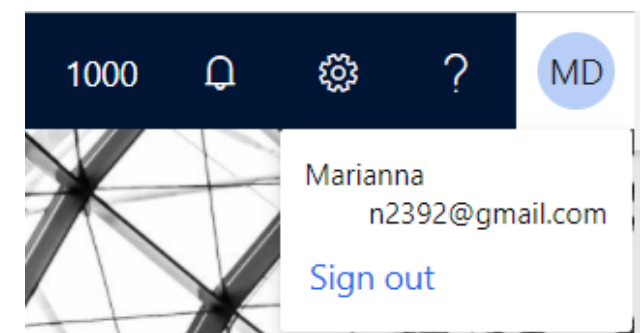Quick search of content by free text typing:
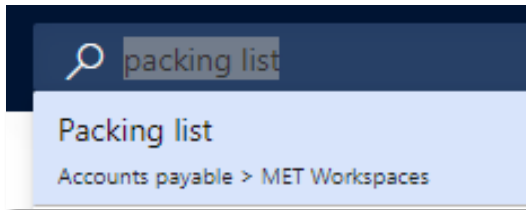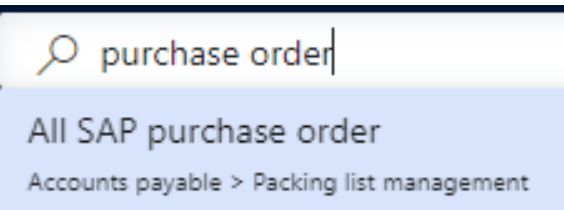
Quick access WORKSPACE TILE

User's account features

Bell icons: shows the activities done and documents ready to be downloaded.

Settings icon: allows to custom the view

3.MANAGE VENDOR INFORMATION

VENDOR INFORMATION: CHECK & CREATE CONTACTS 1/4

ACCESS VENDOR INFORMATION: Click on the Workspace tile on the dashboard

MOSTOSTAL KRAKÓW S.A.

Address

Email address

Telephone

| 0 | User requests |
| 5 | Pick up location |

| 18 | All contacts |
| 5 | Users |

After 2 months without activity, Vendor Users are deactivated.

User account activated

No

MENU OVERVIEW:

ALL CONTACTS
View details of each contacts already created and related activation status

USERS
All active contacts

USER REQUESTS
All users required for provisioning

PICK UP LOCATION
List of Pick up locations already inserted

Vendor information

	All contacts	Filter			
	Name	Personal title	Primary email	Email (user alias)	User account a...
Users	Carlo Giuseppe I Secci		carlo.giuseppe.secci@avar		
	Carlo Secci		CarloSecci@robertopontiggia.o...		
User requests	Carlo Secci				
	Davide Persico		davide.persico@robertopontigg...	davide.persico@robertopontigg...	

		Name	Email	Vendor account	Name	
Users	○	Elena Chiarati	el.chiarati@	0000055115	MOSTOSTAL KRAKÓW S.A.
		Slawomir Radecki	Slawomir.Radecki@VendorMET...	0000055115	MOSTOSTAL KRAKÓW S.A.
User requests		Vendor Gmail MET	VendorMET001@gmail.com	0000055115	MOSTOSTAL KRAKÓW S.A.
		Vendor Outlook MET	VendorMET001@outlook.com	0000055115	MOSTOSTAL KRAKÓW S.A.
		Marianna De Rosa	maryn2392@	0000055115	MOSTOSTAL KRAKÓW S.A.

		Request ID	Request action	Email	Name	Status
Users						
User requests				We didn't find anything to show here.		

Filter	Pick up location | Standard view ✓
PUL000000008 MOSTOSTAL KRAKÓW S.A.	Pick-up location id — PUL000000008 Name — MOSTOSTAL KRAKÓW S.A.
PUL000000013 MOSTOSTAL KRAKÓW S.A.	**Setup**
PUL000000014 MOSTOSTAL KRAKÓW S.A. 3	Sub vendor — No Vendor account — 0000055115
PUL000000017 polonia	**Addresses**
PUL000000018 test	

Name or description	Address	Purpose	Primary
MOSTOSTAL KRAKÓW S.A.	ul. Milenijna 5 97-410 Złobnica, Kleszczow POL	Pick-up location	Yes

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1.

ACCESS VENDOR COLLABORATION:

choose All contacts

Modules
- Accounts payable
- Common
- Organization administration
- Procurement and sourcing
- Project management and accounting
- Vendor collaboration

Contacts
- All contacts
- Vendor collaboration users

Workspaces
- Vendor information

Contacts
- All contacts
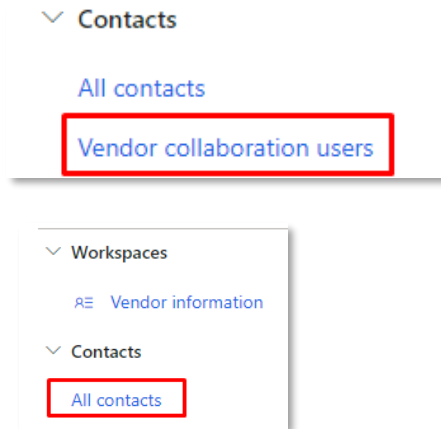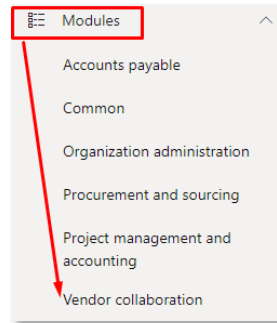
Name	Personal title	Primary email	Email (user alias)	User account a...	Vendor	Vendor name	Vendor admin
Carlo Giuseppe I Secci		carlo.giuseppe.secci@s			0000055115	MOSTOSTAL KRAKÓW S.A.	
Carlo Secci		CarloSecci@robertopontiggia.o...			0000055115	MOSTOSTAL KRAKÓW S.A.	
Carlo Secci					0000055115	MOSTOSTAL KRAKÓW S.A.	
Davide Persico		davide.persico@robertopontigg...	davide.persico@robertopontigg...	✓	0000055115	MOSTOSTAL KRAKÓW S.A.	✓
Davide Persico		dav.persico90@			0000055115	MOSTOSTAL KRAKÓW S.A.	
Elena Chiarati		elena.chiarati@robertopontiggi...	elena.chiarati@robertopontiggi...	✓	0000055115	MOSTOSTAL KRAKÓW S.A.	✓
Elena Chiarati 2		el.chiarat			0000055115	MOSTOSTAL KRAKÓW S.A.	
Mario Rossi	Dr.				0000055115	MOSTOSTAL KRAKÓW S.A.	

2.

CREATE NEW CONTACT

a) Select NEW on the top page
b) Complete the form
c) Select your company
d) Click on CREATE to finalize

Edit | New | Delete

Create contact persons

Contact person details

First name
*

Middle name

Last name
*

Personal title

Setup contact for

	Vendor account ↑	Legal entity in my company	Legal entity in customer (
○	0000055115	MOSTOSTAL KRAKÓW S.A.	Maire Tecnimont Group

Create | Cancel

3.COMPLETE THE REQUIRED ATTRIBUTES

a) Select ADD
b) Choose field type "phone", "email"
c) Set primary flag (for main contact)
d) SAVE

4.EDIT THE CONTACT

a) Select the user
b) Click on EDIT
c) Update the details
d) SAVE

Edit

Contacts | Standard view ∨

Elena Chiarati 2

Contact person details

First name: Elena
Middle name:
Last name: Chiarati 2
Personal title:

Contact information

Save

Add | Remove

Description	Type	Contact number/address	Extension	Primary ↓
	Phone			☐

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5.

CHANGE VENDOR CONTACT ROLE: to assign ADMINISTRATOR

a) On menu USERS: select the user & EDIT

b) Select "Maintain vendor user roles"

c) Update the current role and provide mandatory justification field

d) Submit

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6. DELETE CONTACT CREATED:

a) Select a CREATED CONTACT

b) Click on the Delete icon on the top
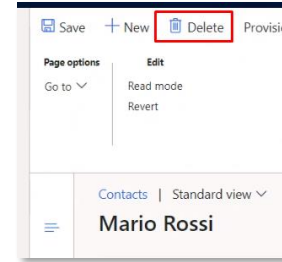
c) An alert message asks confirmation
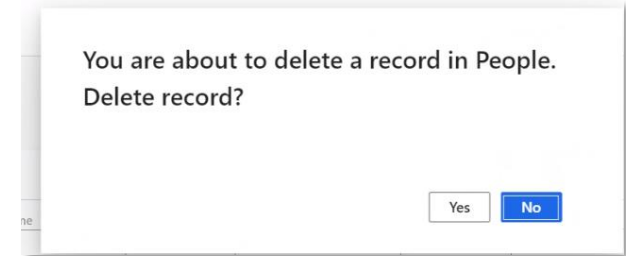
7. INACTIVATE USER PROVISIONED
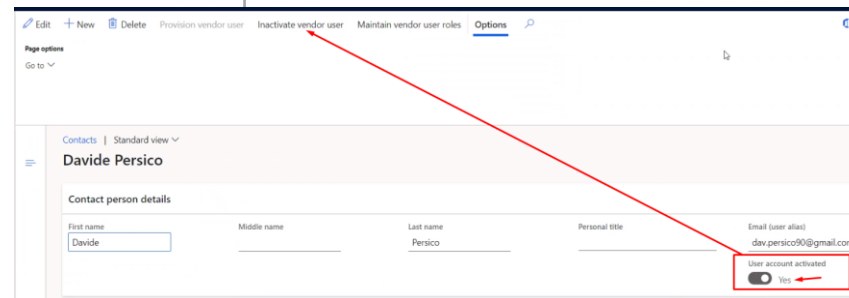
a) Select a PROVISIONED USER (Activated)

b) Click on "Inactivate vendor user on the top
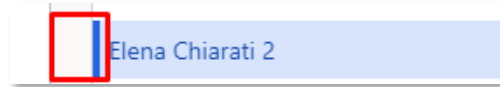
c) Apply a business justification and submit
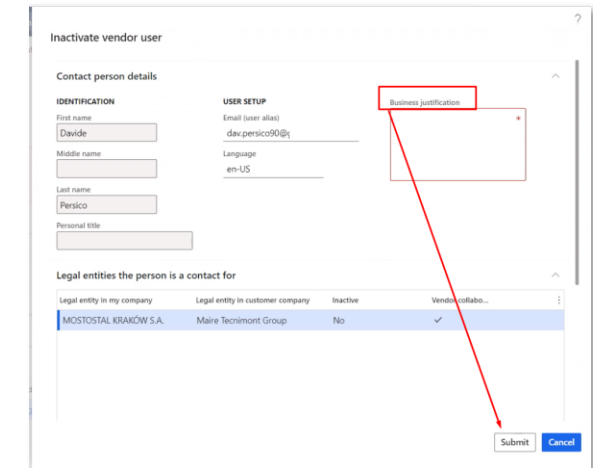
TO REACTIVATE A USER:
Follow the steps of section:
"VENDOR INFORMATION: PROVISION A USER"
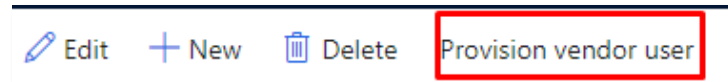
VENDOR INFORMATION: PROVISION USER

PROVISION A NEW USER

a) Select the user from the list

Elena Chiarati 2

b) Click on Provision vendor user

c) Complete the mandatory field: Business justification

Edit   + New   🗑 Delete   Provision vendor user

Provision vendor user

Contact person details

IDENTIFICATION

First name
Elena

Middle name

Last name
Chiarati 2

Personal title

USER SETUP

Email (user alias)
el.chiarati@

Language
en-US

Business justification
Required

---

d) Legal entities: Flag the Vendor collaboration

Legal entities the person is a contact for

	Legal entity in my company	Legal entity in customer company	Inactive	▽	Vendor collabo...	⋮
	MOSTOSTAL KRAKÓW S.A.	Maire Tecnimont Group	No		☑	

e) Assign user roles: Flag one option: "admin" user will be able to create further users on its organization.

Assign user roles

	Role description	Assign
	MET-Material vendor user admin (External)	☑
	MET-Material vendor user (External)	☐

f) Submit
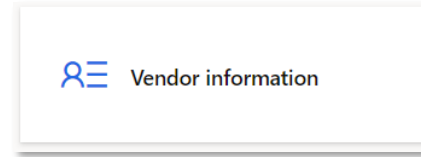
Submit   Cancel

After the Provisioning the contact receives an onboarding email with the instructions to access.

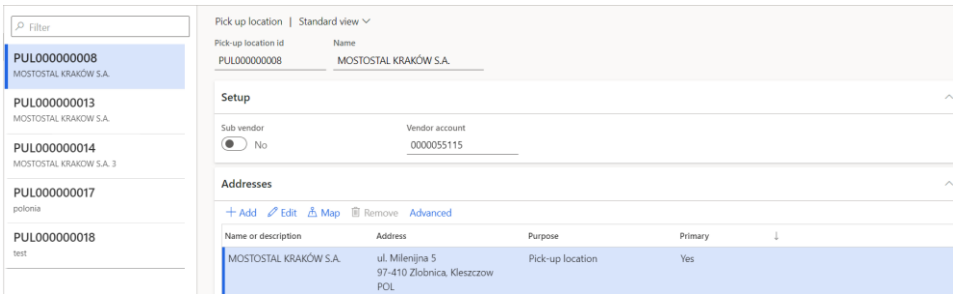# VENDOR INFORMATION: MANAGE PICK UP LOCATION (1/2)

Only for PL management

1.ACCESS VENDOR INFORMATION

Click on the Workspace tile on the dashboard "Vendor information"
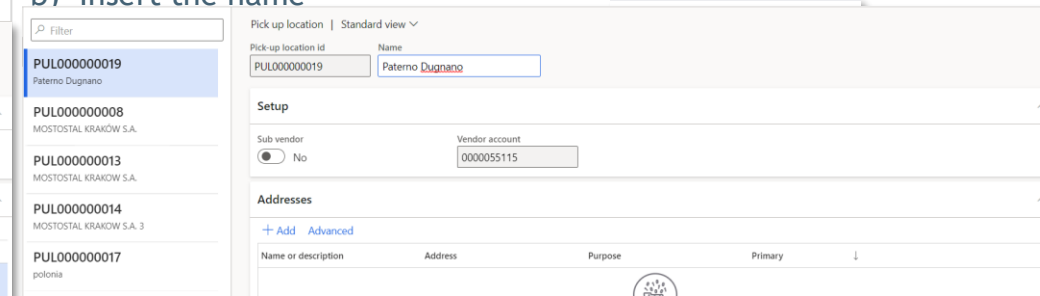
Click on Pick up location tile.

2.VIEW PICK UP LOCATION

Access the list of Pick up locations already inserted

3.CREATE NEW PICK UP LOCATION

a) Select NEW on the top page

b) Insert the name

c) "Add" to complete the form with the required fields

d) Flag as "Primary"

e) Click on OK

! **Please do not leave any row empty when you fill in the Street address**

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VENDOR INFORMATION: MANAGE PICK UP LOCATION (2/2)

Only for PL management

4. ACCESS ALL PURCHASE ORDER AREA

Click on the Main Menu on "Account payable"
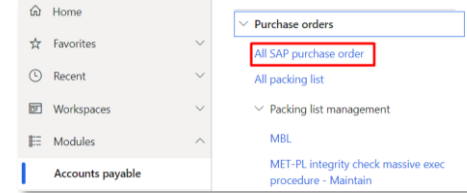
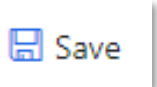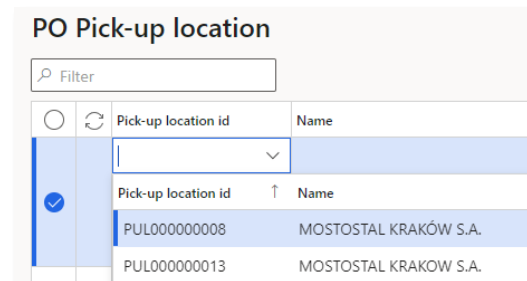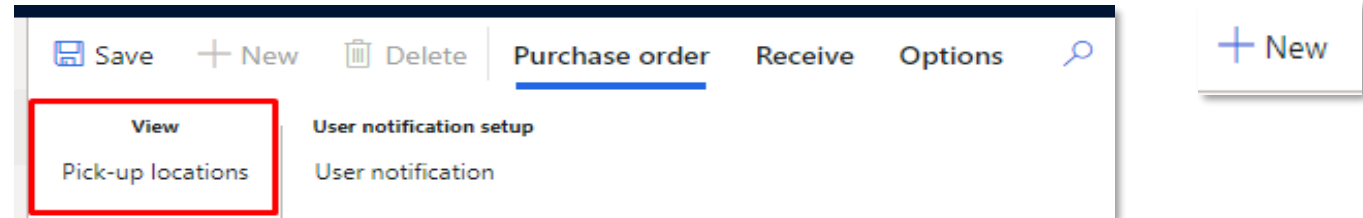## 5. SEARCH & VIEW CONTENT

Select the PO by clicking on PO number

Purchase order	Vendor account	Vendor name	Project ID	Purchase type	Approval status
7500066747	0000055115	MOSTOSTAL KRAKÓW S.A.	4112	Purchase order	Approved
7500066765	0000055115	MOSTOSTAL KRAKÓW S.A.	4112	Purchase order	Confirmed
7500066769	0000055115	MOSTOSTAL KRAKÓW S.A.	3971	Purchase order	Confirmed

6. ASSOCIATE PUL WITH PO

   a) Click on «Pick up locations» on the top left page

   b) Click on New on the top left page

   c) Select Pick-up location id from drop down list

   d) Click Save

PO Pick-up location

Pick-up location id	Name
PUL000000008	MOSTOSTAL KRAKÓW S.A.
PUL000000013	MOSTOSTAL KRAKOW S.A.