

MSW VENDOR HANDBOOK



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	MSW Vendor handbook	Documento FMW_Vendor_handbook__e n.doc	Pagina 2 / 18
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PREREQUISITES

MSW is a Web application integrated with Sap R/3 that requires a PC with at least this minimum configuration:

- Hardware:
 - Processor → Pentium 60 (recommended P133 or superior)
 - RAM Memory → 32 MB (recommended >= 64MB)
 - Color Quality → 256 (recommended 16 bit or superior)
 - Screen resolution → 800 x 600 (recommended 1024 x 768)
 - Modem → 56 kbit/sec

 - Software:
 - Internet Explorer 5.0 or superior
 - Windows 95 or superior
 - Acrobat Reader (recommended)
-


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LOGON

The new access to the application of Measure Sheets for Web-based accounting of the work must be done now using the public Internet at the following link:

<http://srm.edison.it:8101/sap/bc/gui/sap/its/bbpstart?sap-client=220>

In this URL login page appears as follows:




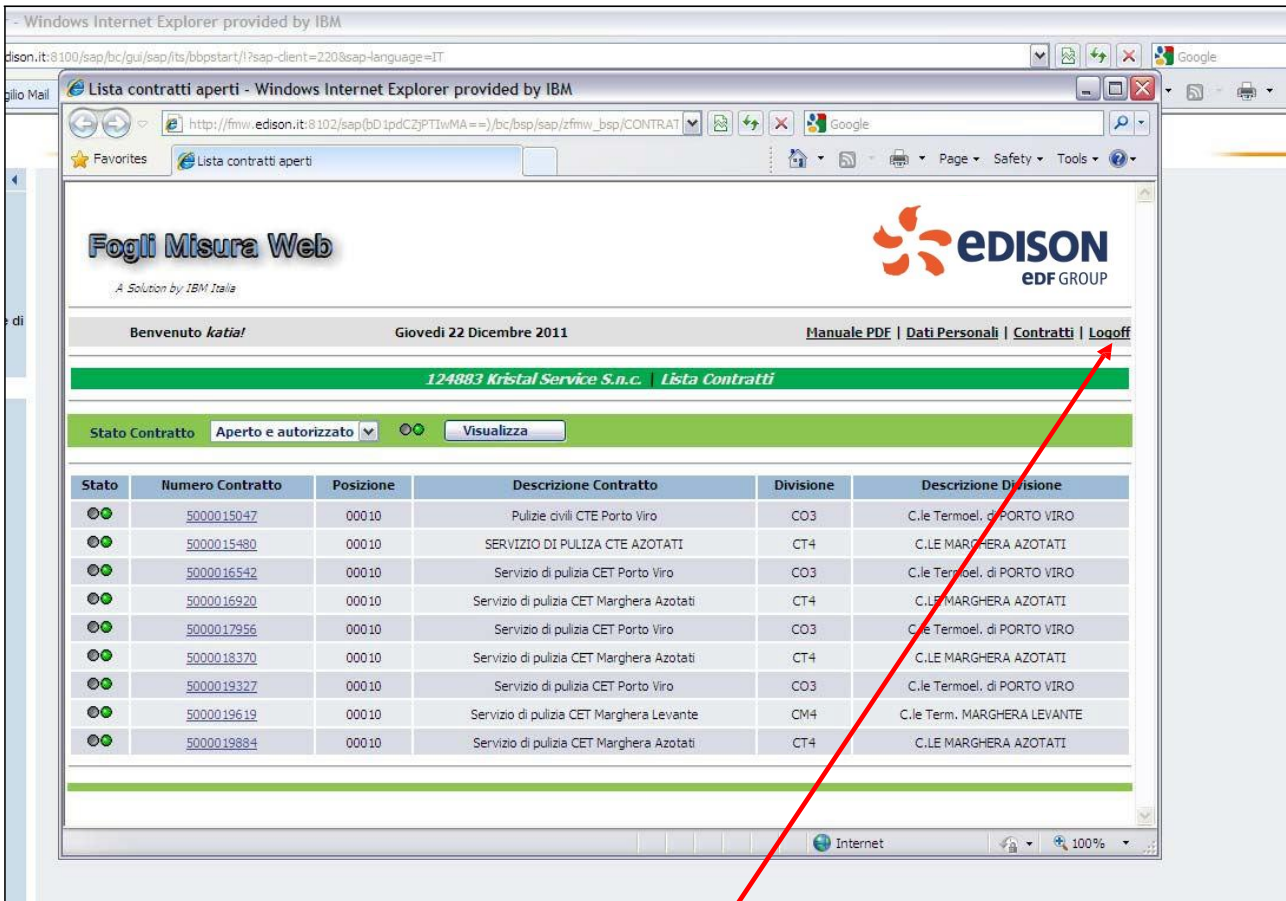
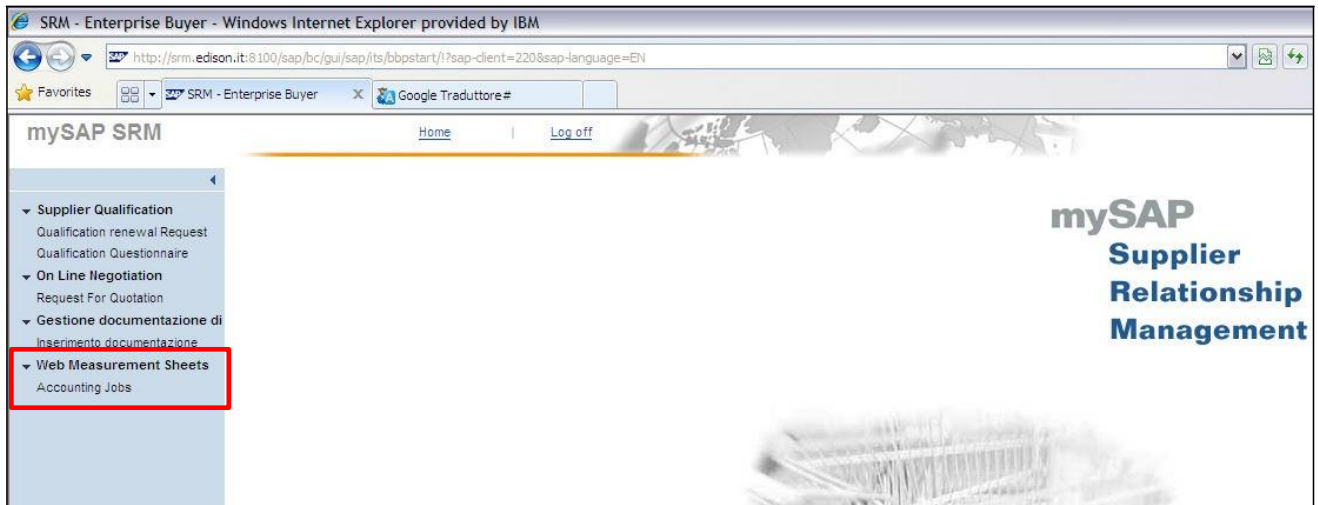
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You can use here the only user access to the Supplier Portal SRM Edison, which will screen at the start page with the following new menu available, enriched the transaction highlighted:

Clicking on the link "accounting work" opens a new Internet Explorer browser window that projects the user directly into your Web page extent of Sheets, which displays the list of contracts available and from which it can continue to work exactly as has always done:

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As you can see in the picture above, below, the session remains active work on the SRM portal, while the user can work in full screen size of course in Spreadsheets Web. When finished, it is recommended that the usual "Logoff" by pressing highlighted link.

The window will close automatically, seeking confirmation of the closure of the Internet Explorer browser and the user will find himself 'on the home page of the portal in which SRM will continue to work or leave the system Logoff also doing this:

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SRM - Enterprise Buyer - Windows Internet Explorer provided by IBM


http://srm.edison.it:8100/sap/bc/gui/sap/its/bbspstart/?sap-client=220&sap-language=EN

SRM - Enterprise Buyer X Google Traduttore#

mySAP SRM Home **Log off**

- ▼ **Supplier Qualification**
 - Qualification renewal Request
 - Qualification Questionnaire
- ▼ **On Line Negotiation**
 - Request For Quotation
- ▼ **Gestione documentazione di**
 - Inserimento documentazione
- ▼ **Web Measurement Sheets**
 - Accounting Jobs

mySAP Supplier Relationship Management

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CONTRACT LIST

Once connected to the system the list of available contracts will be shown.

Closed contracts are not shown.

In this screen there are following informations:

- Contract status
- Contract number
- Contract position
- Contract description
- Plant
- Plant description.

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124883 *Kristal Service S.n.c.* | *Contracts List*

Contract Status

Open and Authorized ▾

View



Status	Contract number	Position	Contract Description	Branch	Branch description
	5000015035	00010	CONTR. GEN. PULIZIE CIVILI M. LEVANTE	CM4	C.le Term. MARGHERA LEVANTE
	5000015047	00010	Pulizie civili CTE Porto Viro	CO3	C.le Termoele. di PORTO VIRO
	5000015480	00010	SERVIZIO DI PULIZIA CTE AZOTATI	CT4	C.LE MARGHERA AZOTATI


By selecting the contract (mouse click on the contract number) is possible to access to the list of REL linked to that contract.

REL LIST

It is the list of all REL belonging to the selected contract.

A system of traffic lights shows the REL status:

- **All** () → REL is not yet closed, has been authorized and completely released from Edison user. Is possible to create a new MS.
- **Closed or not Authorized** () → REL has been closed by Edison or one step is missing at authorization cycle. In this case is not possible to save (and save to approver) the MS belonging to this REL. The only possible action is the display of MS

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previously created and the filling of the document MS in parked status (no sending to approver)

It is possible select a filter on REL status:

- All (Open and closed): default value

REL Status **All**  [View](#) [Back to Contracts](#)

- Only REL Open and Authorized:

REL Status **Open and Authorized**  [View](#) [Back to Contracts](#)

- Only REL Closed or not Authorized:

REL Status **Closed or not authorized**  [View](#) [Back to Contracts](#)

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124883 Kristal Service S.n.c.5000015035 10 CONTR. GEN. PULIZIE CIVILI M. LEVANTEREL List

REL StatusAllViewBack to Contracts


Status	REL Number	Position	REL description	Branch	Branch description
	3000087328	00010	Servizio di pulizia centrale	CM4	C.le Term. MARGHERA LEVANTE
	3000087331	00010	Servizio di pulizia container	CM4	C.le Term. MARGHERA LEVANTE
	3000087332	00010	Pulizia palazzina ex Demi 1	CM4	C.le Term. MARGHERA LEVANTE

Back to Contracts

In this page there are in order the following informations:

- REL Status
- REL Number
- REL Position
- REL Description
- Plant
- Plant description.

By selecting the REL (mouse click on the REL number) is possible to access to the list of MSW linked to that contract.

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SERVICE ON DEMAND LIST

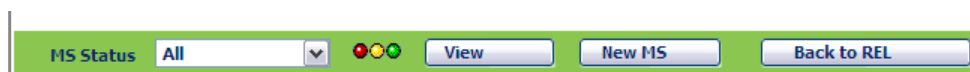
Contains the MS list of the selected REL.

A system of traffic lights shows the MS status:


- Green Trafficlight 🟢 : MS has been approved by both Edison approvers and the creation of the respective document in SAP R/3 has been successfully.
- Yellow trafficlight 🟡 : MS has not yet finished the authorization cycle.
- Red trafficlight 🔴 : MS has been rejected by one or both approvers and no other action is possible for that document

It is possible to select a filter for the MS status:

- All MS (Approved, Waiting for approval, Rejected): default value:



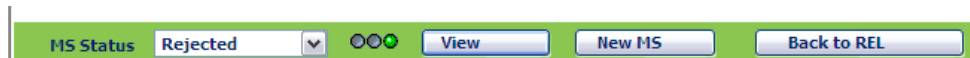
- Only MS Approved:





- Only MS During approval:



- Only MS Rejected:



Button  (New MS) allows the creation of a new number of MS and shows in change mode the page of MS details.

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MS Status

All

View

New MS

Back to REL

REL start work date	REL end work date	Operator/In charge	In charge/ Responsible
01.07.2008	30.06.2009	FATTORI Lucio FATTORE	PAROLIP Paolo PAROLINI

MS number	MS Description	Status	Status description	Notices/Forcing	Start work date	End work date	Del.
2011000010362	prima prova firmi marghera castelli			L'acquisizione deve rientrare nel per. validità ordine d'acquisto (20090630 -)	07.09.2008	07.09.2008	
2011000010363	seconda prova per refresh castelli			wrong measurement sheet	08.09.2008	08.09.2008	
2011000010364	terza prova timbrature marghera castelli			L'acquisizione deve rientrare nel per. validità ordine d'acquisto (20090630 -)	07.08.2008	07.08.2008	
2011000010365	prova messaggio			L'acquisizione deve rientrare nel per. validità ordine d'acquisto (20090630 -)	12.09.2008	12.09.2008	
2011000010366	prova in inglese			Il modulo di acquisizione 1000421320 è stato cancellato	12.09.2008	12.09.2008	
2011000010367	prova con Roberto sella			L'acquisizione deve rientrare nel per. validità ordine d'acquisto (20090630 -)	13.09.2008	13.09.2008	
2011000010368	prova con Roberto per timbrature			Entry sheet 1000421330 deleted	10.08.2008	10.08.2008	
2011000010369	test 1 sviluppo Barbara Lucio			L'acquisizione deve rientrare nel per. validità ordine d'acquisto (20090630 -)	08.08.2008	08.08.2008	
2011000010371	test allegati			Under approval to PAROLIP Paolo PAROLINI	07.08.2008	07.08.2008	


In this page there are in order the following header informations valid for any MS of the REL:

- REL Works Start Date
- REL Works End Date
- Operator/In charge
- In charge/Responsible

There are in order the following informations belonging to MS:


- MS internal number (given automatically by the system)
- MS description (given from vendor)
- MS Status(Approved, Waiting for approval, Rejected)
- Status detailed description
- Note: shows the name of the user supposed to be the approver or the reason of the rejection from the
- MS Works Start date
- MS Works End Date
- Flag of deletion: is visible and selectable only when MS is in status parked by the vendor. (MS is not still delivered to first approver)

By selecting the MS (mouse click on the REL number) is possible to access to the details page for that MS.



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MS DETAILS

It is possible to access this page in:

- Display mode → Vendor has already saved MS and no further change is possible.
- Insertion/Change mode → Vendor selected button  in previous page or selected a MS previously parked.

Details display

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Measurement Sheet\Description	Start work date	End work date	Operator/In charge	In charge/ Responsible
2011000010362 prima prova fmw marghera castelli	07.09.2008	07.09.2008	FATTORL Lucio FATTORE	PAROLIP Paolo PAROLINI
Allegati				

[Back to Measurement Sheets](#)

Position	Service Code	Service Description	Quantity	UoM	Registered name/Operator	RLA	Note	Del.
1	12005800600	PULIZIA GIORNALIERA	1,0	NR (no dimensions)				


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In this page there are in order the following header informations valid for any service line of the MS:

- MS number and description
- MS Works Start Date
- MS Works End Date
- Operator/In charge
- In charge/Responsible
- Attachment indicator: icon  is a memo for first and second Edison approver. It means the vendor sent one or more attachments for that MS.

There are in order the following information concerning positions of MS:

- Service position: progressive internal number

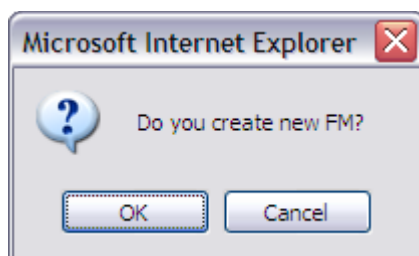
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- Service code: is the code that pointed SAP R/3 price list.
- Service description
- Quantity
- Unit of measure and service description
- RLA indicator: icon  means that for that service line RLA has been filled (mandatory when unit of measure is "Hours") It is possible to see the content by a click on the icon.
- Deletion indicator: it is present only in MS change mode.

MS creation and Details Change


In order to create a new MS, starting from the screen of the MS list, it is necessary to click



 , the following pop up will appear:



Going on, there will be a new screen in which will be possible to **insert/modify only MS with quantity >0**.

MS with quantity <0 will be managed only in SAP R/3.

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Measurement Sheet\Description	Start work date	End work date	Operator/In charge	In charge/ Responsible
2011000010418	03.10.2011	03.10.2011	FATTORI Ludio FATTORE	PAROLIP Paolo PAROLINI


Position	Service Code	Service Description	Quantity	UoM	Registered name/Operator	RLA	Note	Del.
1						<input type="checkbox"/>		<input type="checkbox"/>
2						<input type="checkbox"/>		<input type="checkbox"/>
3						<input type="checkbox"/>		<input type="checkbox"/>
4						<input type="checkbox"/>		<input type="checkbox"/>
5						<input type="checkbox"/>		<input type="checkbox"/>

There are following header data in display/change mode:


- MS number: given by the system and not modifiable.
- MS description: mandatory field
- MS works start date: current date as default, mandatory field. System checks that the date is not previous than REL starting validity date.
- MS works end date: date as default, mandatory field. System checks that the date is not previous than REL starting validity date.
- Edison's first approver: data extracted from the REL, not modifiable.
- Edison's second approver: data extracted from the REL, not modifiable.
- Attachment indicator: optional and not modifiable. It means that vendor wants approver know that will send an attachment.

There are following position data in display/change mode:

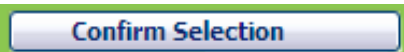
- Position number: given by the system and not modifiable: is the progressive number of service lines.
- Service code: is the code that pointed SAP R/3 price list. System check if service code exists in backend price list.
- Service description given by the system when a valid service code is inserted. Not modifiable.
- Quantity: mandatory. It must be greater than zero.
- Unit of measure: filled by the system when a valid service code is inserted. Not modifiable.
- RLA indicator: select icon ☐ to fill with RLA data. Mandatory if UoM is "hours"
- Deletion indicator: select ☐ to delete service line.

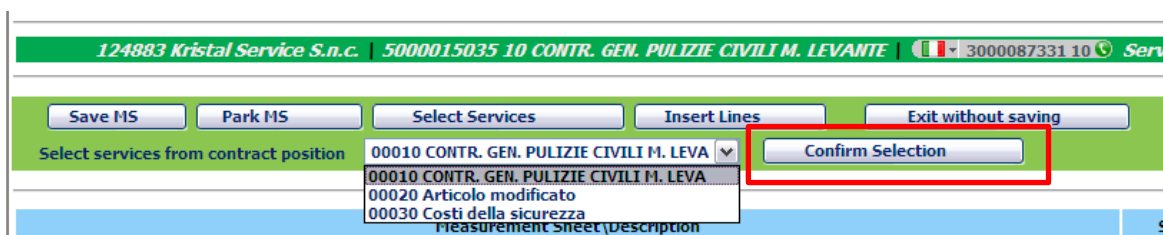
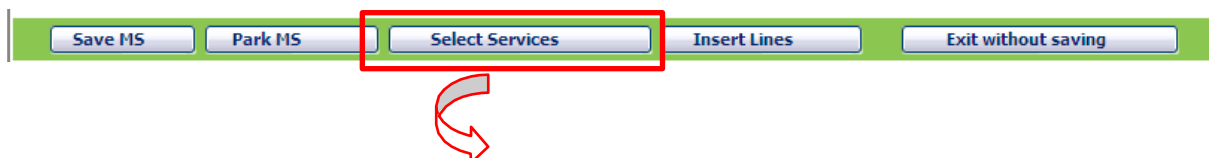
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Possible actions:

-  This button allows to open a new window that contains all service codes linked to the contract.


Important: If the contract has more than one position, system will allow to choose the right one from a dropdown menu.


Select button  to display service codes linked to the contract position chosen.




No choice is required if the contract has only one position.

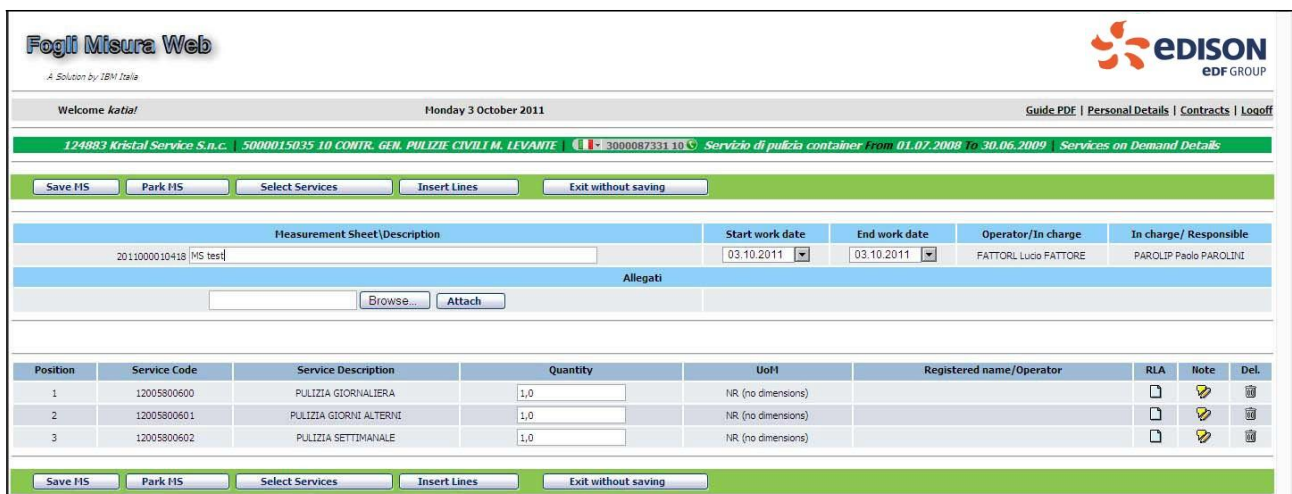
Contract Services Index						
5000015035/00010-CONTR. GEN. PULIZIE CIVILI M. LEVANTE						
						
Folder	<input type="checkbox"/>	Position	Service Code	Service Description	Quantity	UoM
	<input type="checkbox"/>	1		010 .		
	<input type="checkbox"/>	2		.		
	<input type="checkbox"/>	3	12005800600	PULIZIA GIORNALIERA	1,0	NR (no dimensions)
	<input type="checkbox"/>	4	12005800601	PULIZIA GIORNI ALTERNI	1,0	NR (no dimensions)
	<input type="checkbox"/>	5	12005800602	PULIZIA SETTIMANALE	1,0	NR (no dimensions)
	<input type="checkbox"/>	6	12005800150	SCOPATURA A SECCO, DECERATURA E CER	1	M2 Area
	<input type="checkbox"/>	7	12005800151	LAVAGGIO MEDIANTE UTILIZZ DI MACC LAV	1	M2 Area
	<input type="checkbox"/>	8	12005800603	PULIZIA COMPLETA	1,0	NR (no dimensions)
	<input type="checkbox"/>	9	12005800152	LAVAGGIO VETRI E PORTE PAV 3,50 MT	1	M2 Area
	<input type="checkbox"/>	10	12005800153	DA QUOTA 3,50 MT IN POI	1	M2 Area
	<input type="checkbox"/>	11	12005800604	PULIZIA VETRI ESTERNO MENSA	1,0	NR (no dimensions)
	<input type="checkbox"/>	12	12005800154	DERAGNATURA E SCOPATURA A SECCO	1	M2 Area
	<input type="checkbox"/>	13	12005800155	ULTERIORE PULIZIA SERVIZI IGIENICI	1	M2 Area
	<input type="checkbox"/>	14	12005800156	PUL. PARETI PIASTRELLE	1	M2 Area
	<input type="checkbox"/>	15	12005800157	PUL. ALTERNATORI	1	M2 Area
	<input type="checkbox"/>	16	12009810000	ORARIO ORDINARIO	1,000	H Time
	<input type="checkbox"/>	17	12009810001	ORARIO SABATO	1,000	H Time
	<input type="checkbox"/>	18	12009810002	ORARIO FESTIVO	1,000	H Time
						

Services are grouped in folders. Selecting icon  all services belongin to that group will be shown.

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To select service line click in the push button .

Click button  to fill the MS with selected services. Default quantity for services is the one defined in SAP price list.



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Save MS Park MS Select Services Insert Lines Exit without saving


Measurement Sheet\Description	Start work date	End work date	Operator/In charge	In charge/ Responsible
2011000010418 MS test	03.10.2011	03.10.2011	FATTORI Lucio FATTORI	PAROLIP Paolo PAROLINI

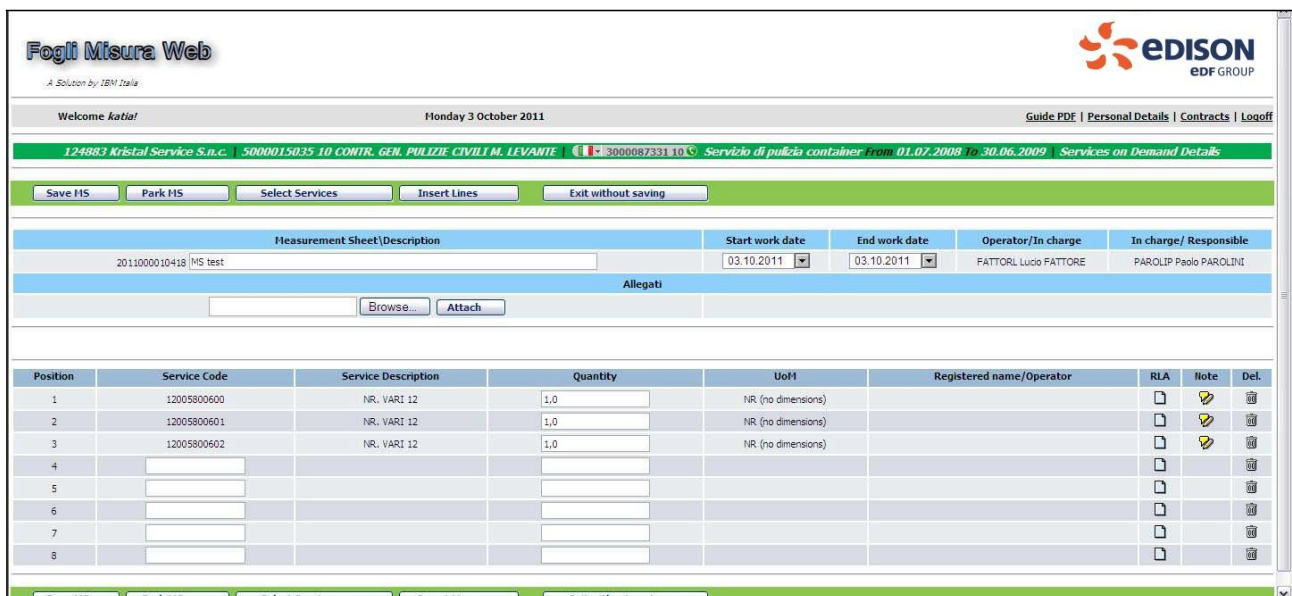
Allegati

Browse... Attach

Position	Service Code	Service Description	Quantity	UoM	Registered name/Operator	RLA	Note	Del.
1	12005800600	PULIZIA GIORNALIERA	1,0	NR (no dimensions)		<input type="checkbox"/>		
2	12005800601	PULIZIA GIORNI ALTERNI	1,0	NR (no dimensions)		<input type="checkbox"/>		
3	12005800602	PULIZIA SETTIMANALE	1,0	NR (no dimensions)		<input type="checkbox"/>		

Save MS Park MS Select Services Insert Lines Exit without saving

-  This button insert 5 new empty lines.



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Save MS Park MS Select Services Insert Lines Exit without saving

Measurement Sheet\Description	Start work date	End work date	Operator/In charge	In charge/ Responsible
2011000010418 MS test	03.10.2011	03.10.2011	FATTORI Lucio FATTORI	PAROLIP Paolo PAROLINI


Allegati

Browse... Attach

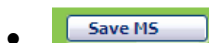
Position	Service Code	Service Description	Quantity	UoM	Registered name/Operator	RLA	Note	Del.
1	12005800600	NR. VARI 12	1,0	NR (no dimensions)		<input type="checkbox"/>		
2	12005800601	NR. VARI 12	1,0	NR (no dimensions)		<input type="checkbox"/>		
3	12005800602	NR. VARI 12	1,0	NR (no dimensions)		<input type="checkbox"/>		
4						<input type="checkbox"/>		
5						<input type="checkbox"/>		
6						<input type="checkbox"/>		
7						<input type="checkbox"/>		
8						<input type="checkbox"/>		

Save MS Park MS Select Services Insert Lines Exit without saving

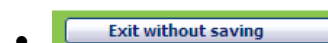
-  This button park the MS for further changes. No approval

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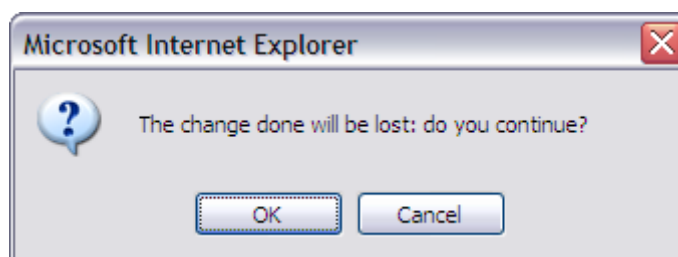
cycle is triggered by this action.



MS is sent to first approver. **Now the MS can be modified from approvers. We recommend to save MS as local file and print it.**



To return to previous screen without saving MS select this button. System will inform about the loss of inserted data with the following pop-up:



When MS is saved or parked a message will inform of the successful transaction (see picture)





REL start work date	REL end work date	Operator/In charge	In charge/ Responsible
01.07.2008	30.06.2009	FATTORI Lucio FATTORI	PAROLIP Paolo PAROLINI

MS number	MS Description	Status	Status description	Notes/Forcing	Start work date	End work date	Del.
2011000010362	prima prova fmw marghera castelli	●●●		L'acquisizione deve rientrare nel per. validità ordine d'acquisto (20090630 -)	07.09.2008	07.09.2008	
2011000010363	seconda prova per refresh castelli	●●●		wrong measurement sheet	08.09.2008	08.09.2008	
2011000010364	terza prova timbrature marghera castelli	●●●		L'acquisizione deve rientrare nel per. validità ordine d'acquisto (20090630 -)	07.08.2008	07.08.2008	

RLA details

In order to access RLA detail view, select . Is now possible to fill the following optional fields:

- Nome of the resource who made the job: (a person or a machine)
- Resource ID number
- Professional qualification
- Selecting  is possible to add a text.

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Is possible to process RLA of more than one service line by selecting button

Creation of RLA and connected note

(Please note: such button is available only if at least one service line with UoM "hours" has been selected).

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
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124883 Kristal Service S.n.c. 5000015035 10 CONTR. GEN. PULIZIE CIVILI M. LEVANTE Servizio di pulizia container from 01.07.2008 To 30.06.2009 Services on Demand Details

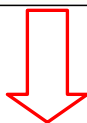
Creation of RLA and connected note Back to Measurement Sheets

Measurement Sheet/Description	Start work date	End work date	Operator/In charge	In charge/ Responsible
2011000010384 prova testi note rla	09.08.2008	09.08.2008	FATTORI LUCO FATTORE	PAROLIP Paolo PAROLINI

Allegati

Position	Service Code	Service Description	Quantity	UoM	Registered name/Operator	RLA	Note	Del.
1	12009810000	H MANO OP VARI 12	1,000	H Time	Andrèni Lorella			
2	12009810001	H MANO OP VARI 12	2,000	H Time	Berisa Marina			

Creation of RLA and connected note Back to Measurement Sheets





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Measurement Sheet/Description	Start work date	End work date	Operator/In charge	In charge/ Responsible
2011000010384 prova testi note rla	09.08.2008	09.08.2008	FATTORI LUCO FATTORE	PAROLIP Paolo PAROLINI


Position	Service Code	Service Description	Amount/UoM	Registered name/Operator SURNAME AND NAME IN UPPER	BADGE NUMBER Use "binoculars" to view present list	Qualification	Note
1	12009810000	H MANO OP VARI 12	1,000 H Time	Andrèni Lorella	0004000229		
2	12009810001	H MANO OP VARI 12	2,000 H Time	Berisa Marina	0004000230		

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It is possible to process every single line selecting icon / .

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Measurement Sheet\Description	Start work date	End work date	Operator/In charge	In charge/ Responsible
2011000010384 prova testi note rla	09.08.2008	09.08.2008	FATTORI Lucio FATTORE	PAROLIP Paolo PAROLINI

Position	Service Code	Service Description	Amount/UoM	Registered name/Operator SURNAME AND NAME IN UPPER	BADGE NUMBER Use "binoculars" to view present list	Qualification	Note
1	12009810000	H MANO OP VARI 12	1,000 H Time	Andreini Lorella	0004000229		
2	12009810001	H MANO OP VARI 12	2,000 H Time	Bersa Marina	0004000230		

Position Notice 1

Close

andreini lorella.

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