



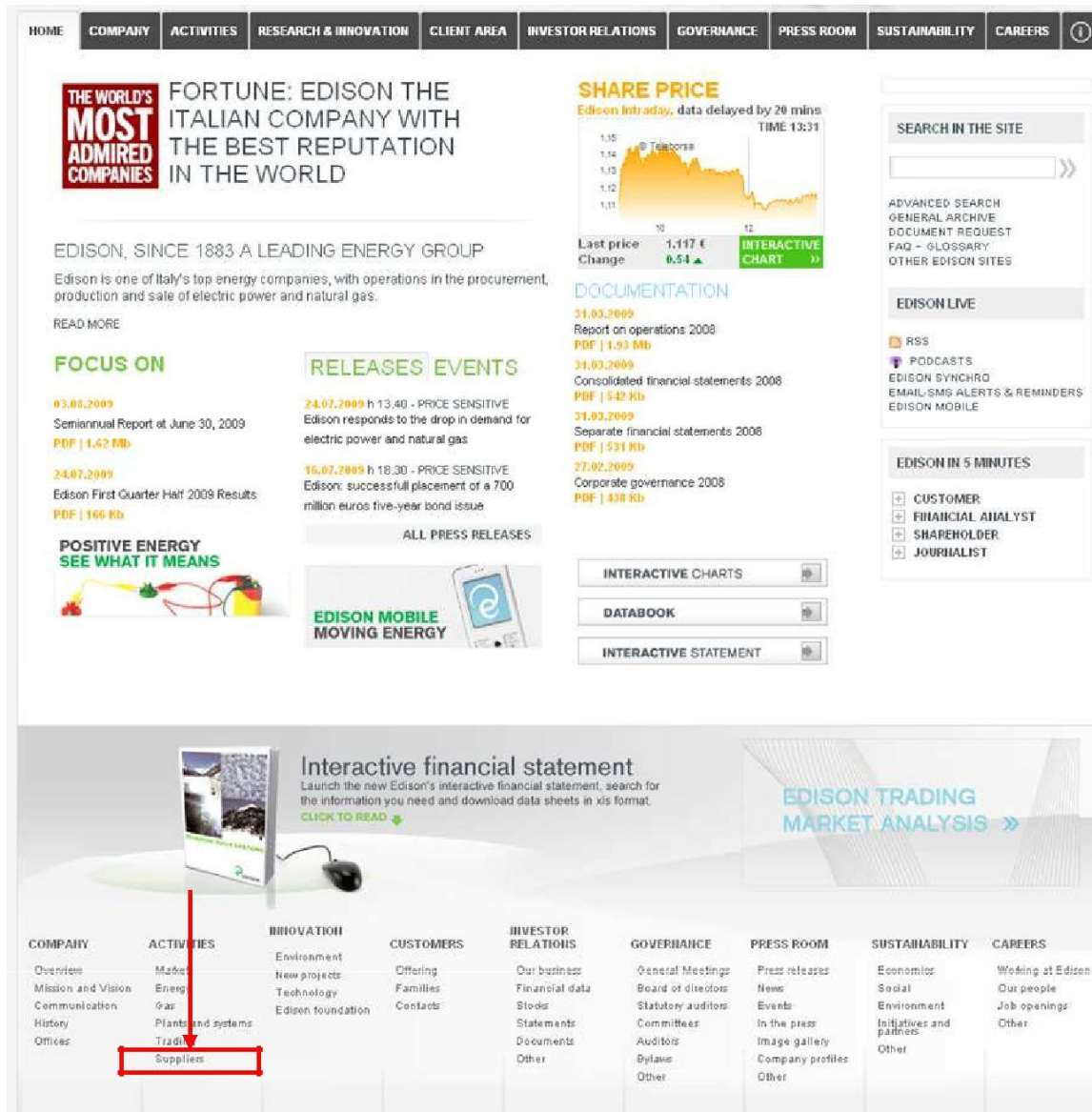
Service Entry Sheet - Vendors handbook

Summary

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2 – SERVICE ENTRY SHEET DONE BY VENDORS	6

1 – LOGON

In order to access to SRM system, connect to www.edison.it and select the link "Suppliers" as shown in the following image:



The screenshot shows the Edison website homepage. At the top is a navigation bar with links: HOME, COMPANY, ACTIVITIES, RESEARCH & INNOVATION, CLIENT AREA, INVESTOR RELATIONS, GOVERNANCE, PRESS ROOM, SUSTAINABILITY, CAREERS, and a search icon. Below the navigation bar, the main content area features several sections: a 'FORTUNE' magazine cover, a 'SHARE PRICE' section with a line chart, a 'DOCUMENTATION' section with links to reports and financial statements, and a 'POSITIVE ENERGY' section. On the right side, there is a 'SEARCH IN THE SITE' box and a 'EDISON LIVE' section with RSS and podcast links. At the bottom, there is a large banner for 'Interactive financial statement' and 'EDISON TRADING MARKET ANALYSIS'. Below the banner is a grid of links organized by category: COMPANY, ACTIVITIES, INNOVATION, CUSTOMERS, INVESTOR RELATIONS, GOVERNANCE, PRESS ROOM, SUSTAINABILITY, and CAREERS. The 'ACTIVITIES' category is highlighted with a red box, and the 'Suppliers' link is highlighted with a red rectangle.

COMPANY	ACTIVITIES	INNOVATION	CUSTOMERS	INVESTOR RELATIONS	GOVERNANCE	PRESS ROOM	SUSTAINABILITY	CAREERS
Overview	Markets	Environment	Offering	Our business	General Meetings	Press releases	Economics	Working at Edison
Mission and Vision	Energy	New projects	Families	Financial data	Board of directors	News	Social	Our people
Communication	Gas	Technology	Contacts	Stocks	Statutory auditors	Events	Environment	Job openings
History	Plants and systems	Edison foundation		Statements	Committees	In the press	Initiatives and partners	Other
Offices	Trading			Documents	Auditors	Image gallery	Other	
	Suppliers			Other	Bylaws	Company profiles		
					Other	Other		

Then select link "Access the functionalities of SRM Portal" as highlighted below:

The market
Energy
Hydrocarbons
Plant and Systems
Trading

Suppliers Area

How to become a supplier
Suppliers qualification portal
SRM Portal
Measurement sheet portal
Contract documentation

RELATED CONTENT

ENVIRONMENT
COMMERCIAL OFFER
THE MARKET

SYSTEMS
INTERACTIVE MAP
ELECTRIC ENERGY
SOURCES OIL FIELDS
THERMOELECTRIC
HYDROELECTRIC
SYSTEMS MAP
NATURAL GAS
MARKET
DEREGULATED
MARKET
PRODUCTION
ENERGY MARKET

Home » Business Areas » Suppliers Area

SUPPLIERS AREA

It is a general policy of the Edison Group to purchase goods and services of any type in a transparent and straightforward manner, guaranteeing maximum impartiality and open competition and ensuring that contracts are negotiated consistent with best commercial practices and Group principles and comply with the relevant laws and EU directives.

How to become a supplier

Supplier Qualification

Suppliers who wish to be included in the list of qualified suppliers of the Edison Spa Group can introduce themselves by accessing the portal and beginning the process of entering the data required for their evaluation.

Access the functionalities of the Supplier Qualification Portal

SRM Portal

The SRM Portal is the tool that makes it possible to achieve the chosen objectives, minimizing the effort required both of Edison employees and Company suppliers. The SRM Portal is used to manage:

- Electronic tendering: reserved for expressly invited suppliers
- Completed Order Processing: for orders based on framework contracts and/or electronic catalogues

Access the functionalities of the SRM Portal

Contract Completion Sheets Portal

The Contract Completion Sheets Portal is a tool that enables suppliers to enter in real time, directly from their offices, information about work completed pursuant to contracts executed with the Edison Group.

Access the functionalities of the Contract Completion Sheets Portal [Italian only]

Contract Documents

This page contains the general documents that govern orders issued by the Edison Group.

Access Contract Documents

Last update : Wednesday 11 March 2009

PAGE READER

[PRINT](#) [SEND](#) [VOTE](#)

EVENTS CALENDAR

August 2009						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

☐ Price Sensitive ☐ Generic

[ALL EVENTS](#)

[ALERTS-REMINDERS](#)

SEARCH IN THE SITE

ADVANCED SEARCH
GENERAL ARCHIVE
DOCUMENT REQUEST
FAQ - GLOSSARY
OTHER EDISON SITES

EDISON LIVE

[RSS](#)
[PODCASTS](#)
EDISON SYNCHRO
EMAIL/SMS ALERTS & REMINDERS
EDISON MOBILE

EDISON IN 5 MINUTES

[CUSTOMER](#)
[FINANCIAL ANALYST](#)
[SHAREHOLDER](#)
[JOURNALIST](#)

Finally select the link "Click here" as shown below:

The market
Energy
Hydrocarbons
Plant and Systems
Trading

Suppliers Area

How to become a supplier

Suppliers qualification portal

SRM Portal

Measurement sheet portal

Contract documentation

RELATED CONTENT

ENVIRONMENT
COMMERCIAL OFFER
THE MARKET

SHAREHOLDERS
GUIDEBOOK
ELECTRIC ENERGY
PRICES COMPETITION
INSTALLED CAPACITY
DIRECTIVES WIND
FUSION GAS

[Home](#) | [Business Areas](#) | [Suppliers Area](#) | [SRM portal](#)

SRM PORTAL ONLINE TENDER

PAGE READER 

The online tender is an useful tool that allows to manage a bid. Each bidder, once invited, can send a bid in real time with all information enclosed.

To participate to an online tender is necessary:

to own an userid and password;
to read [Rules for conducting online tender](#) ;
to be invited to an online tender (through an email message).

SELF-ACCOUNTING FOR SERVICE AND MATERIAL DELIVERY

Each Edison's suppliers may notify by themselves the delivery status for goods or the achievement of services related to orders issued by the e-Procurement system.

OPERATING MANUAL

[Download here the Manual offer Creation](#)

[Download here the Manual in service and material entry sheet for Edison e-catalogue orders](#)

To access the SRM portal, [click here](#)

For support and assistance, please email to: Stef1B2B@edison.it

Last update : Tuesday 18 November 2008

Page alert

A new page will be opened for the access to SRM system. Suppliers have to insert their own USER ID and password and select "Log On" as shown in the following image:



**Supplier
Relationship
Management**

Logon

Utente	<input type="text" value="123456"/>
Password	<input type="password" value="....."/>
Mandante	<input type="text" value="220"/>
Lingua	<input type="text" value="Italiano"/>
Accesso facilitato	<input type="checkbox"/>

Non è avvenuto alcuno switch a HTTPS, invio password pertanto non sicuro. Non è avvenuto alcuno switch a HTTPS, invio password pertanto non sicuro.

[Modificare password](#)

[Richiedere ID utente](#)

L'utente ha dimenticato la password o l'ID utente? [Help](#)

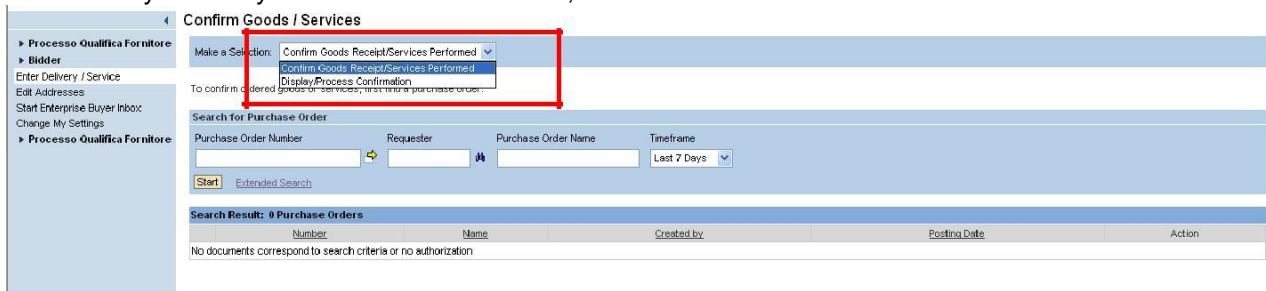
2 – SERVICE ENTRY SHEET DONE BY VENDORS

In this scenario vendors access to SRM system in order to register service entry sheets referred to a purchase order. They can register documents until the PO expected value is covered by items on Entry Sheets.

Select from the user menu transaction "Enter Delivery/Service".

As result vendor will access the page with search criteria to find Purchase Orders or Entry Sheets already registered.

To display Entry Sheets select form the field "Make a Selection" "Display/Process Confirmation": then search Entry Sheet by Purchase Order Number, Confirmation Number or Timeframe.



Confirm Goods / Services

Make a Selection: **Confirm Goods Receipt/Services Performed**

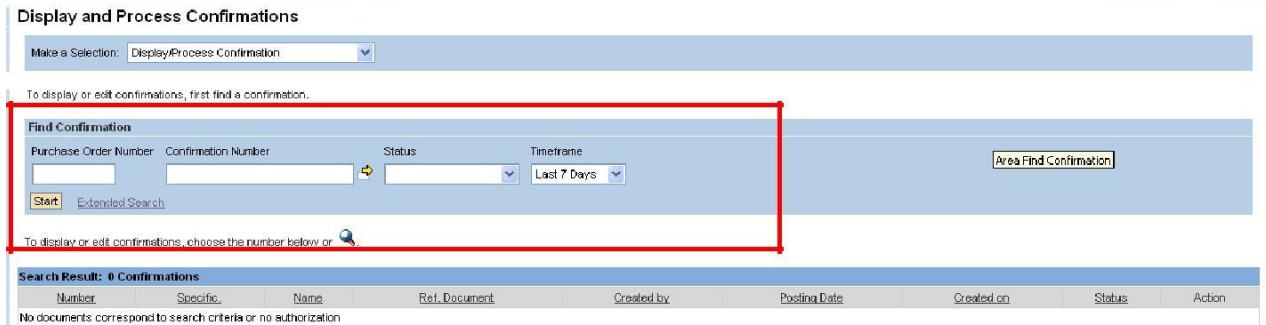
To confirm ordered goods or services, first find a purchase order.

Search for Purchase Order

Purchase Order Number: Requester: Purchase Order Name: Timeframe: **Last 7 Days**

Search Result: 0 Purchase Orders

Number	Name	Created by	Posting Date	Action
No documents correspond to search criteria or no authorization				



Display and Process Confirmations

Make a Selection: **Display/Process Confirmation**

To display or edit confirmations, first find a confirmation.

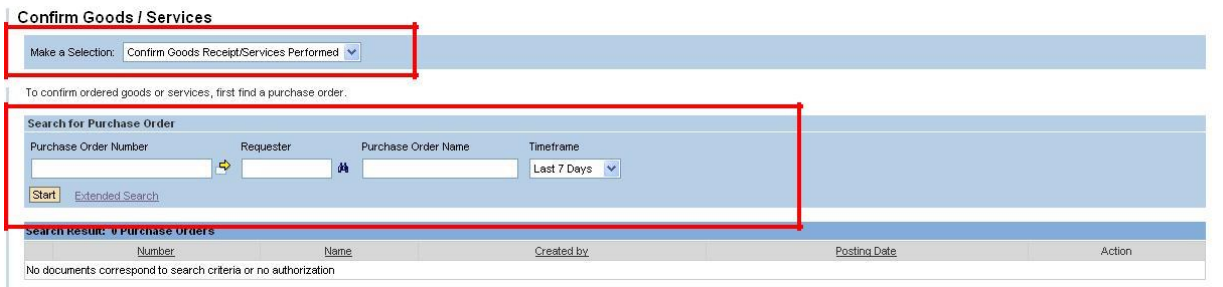
Find Confirmation

Purchase Order Number: Confirmation Number: Status: Timeframe: **Last 7 Days**

Search Result: 0 Confirmations

Number	Specific	Name	Ref. Document	Created by	Posting Date	Created on	Status	Action
No documents correspond to search criteria or no authorization								

To process an entry sheet, select from the field Make a selection "Confirm Goods Receipt/Services Performed". Then search the purchase order by Purchase Order Number, Purchase Order Name, Requester end/or Timeframe.



Confirm Goods / Services

Make a Selection: **Confirm Goods Receipt/Services Performed**

To confirm ordered goods or services, first find a purchase order.

Search for Purchase Order

Purchase Order Number: Requester: Purchase Order Name: Timeframe: **Last 7 Days**

Search Result: 0 Purchase Orders

Number	Name	Created by	Posting Date	Action
No documents correspond to search criteria or no authorization				

System will display the list of the order for which a confirmation can be made in the frame under search criteria.

In order to create Entry Sheet, select the button  on the right of the order as shown below:

Confirm Goods / Services



Make a Selection: Confirm Goods Receipt/Services Performed

To confirm ordered goods or services, first find a purchase order.





Search for Purchase Order


Purchase Order Number Requester Purchase Order Name Timeframe

Start Extended Search

To confirm receipt of goods/services, choose 
To enter times for services performed, choose 

Search Result: 27 Purchase Orders

Number	Name	Created by	Posting Date	Action
4200037234/1	test	Ignazio Zonca	02.07.2009	
4200037231/1	Test verzuolo	Ignazio Zonca	01.07.2009	
4200037230/1	Test - societă cj	Ignazio Zonca	30.06.2009	
4200037229/1	TEST	Ignazio Zonca	30.06.2009	

Item	Description	Ordered	Order Value	Confirmed	Confirmatn Value	Calculated	Invoice Value	Action
TEST		Limit	1.000,00 EUR		0,00 EUR	-	-	

Insert the following data in the frame that the system will show:

- Confirmation Name
- Delivery/Performance Name
- Reference Document

Confirm Goods / Services

Confirm Hold Check Refresh Recreate Evaluate Back to Initial Screen

In order to be able to find the confirmation later, give it a name




Confirmation Number

Confirmation Name Purchase Order Number

Delivery/Performance Date Reference Document

1. Change the quantity if required (for example, for partial confirmations) and other details
2. Choose "Confirm" above

Item Overview

Deselect All Items	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Description	Purchase Order / Item	Product Category	Last Delivery	Actions
<input checked="" type="checkbox"/>	Limit	TEST							4200037229 / 1		<input type="checkbox"/>	
<input checked="" type="checkbox"/>	1	<input type="text"/>		<input type="text"/>	<input type="text"/>	EUR	Cost center EA0160		4200037229 / 1	<input type="text"/>	<input type="checkbox"/>	
	1	Add Item(s)	Add Catalog Item: MDM_CAT	Start								

In order to select the items of the Entry Sheet, vendor can access Web catalogue selecting the button

Start

as shown in the previous image.

In a new page will appear the service catalogue as shown below: vendor can search services by "keyword" or "category".

SRM-MDM Catalog

Items: 0
Price: 0.00

Search Search Criteria Shopping Lists

Keyword: Search Reset Search Advanced Search

Categoria

- [All]
- CONSORZIO SARMATO
- EDISON
- EDISON T&S
- GEVER
- JESI ENERGIA

Fornitore

☒ [All]
☐ Supplier XXXX

Total number of items : 170

Vendor can even access the “Extended Search” in order to find services by:

- Service Number: user can insert service code or a part of it and use the options "starts with", "contains", "ends with", etc.
- Description: : user can insert description or a part of it and use the options "starts with", "contains", "ends with", etc.

Catalogo SRM MDM

Posizioni: 0
Prezzo: 0,00

Cercare Criteri di ricerca Liste acquisti

Parola chiave: Cercare Resetare criteri di selezione Ricerca ampliata

Descrizione breve: Contiene
Codice Materiale: Contiene

Categoria

- [Tutti]
- CONSORZIO SARMATO
- EDISON
- EDISON T&S
- GEVER
- JESI ENERGIA

Fornitore

☒ [Tutte]
☐ Fornitore XXX

Once the search criteria as been inserted, start the search with the button “Search”: system will show the list of selectable services in the bottom of the page.

SRM-MDM Catalog

Items: 0 Price: 0.00

Search Search Criteria Shopping Lists

Keyword: Search Reset Search Advanced Search

Categoria Fornitore

[All] CONSORZIO SARMATO EDISON EDISON T&S CEVER JESI ENERGIA

[All] Supplier: XXXXX

Total number of items : 170

Found 2 item(s) and displaying 1 to 2

List View

Add to Shopping Cart Shopping Cart Preview Compare Add to Shopping List Remove from Shopping List Number of Items Per Page 10

Quantity	Action	Categoria	Anagrafica Materiale	Codice Materiale	Descrizione breve	Descrizione Estesa	Informazioni prezzo
<input type="checkbox"/> 1		EDISON T&S		0055	0055-derattizzazione Susegana	Singolo intervento di n. 8 programmati Centrale Collalto – Via Mercatelli – Loc. S. Anna - Susegana (TV) tutta l'area coperta e scoperta con particolare attenzione officina mensa magazzino uffici e cabina elettrica	92.20 EUR
<input type="checkbox"/> 1		EDISON T&S		69	0069-derattizzazione Susegana	Singolo intervento di n. 8 programmati Centrale Collalto – Via Mercatelli – Loc. S. Anna - Susegana TV tutta l'area coperta e scoperta con particolare attenzione officina mensa magazzino uffici e cabina elettrica	79.82 EUR

Page 1 of 1

0 Items in Shopping Cart

Vendor have to select service items selecting the checkbox on the first column on the left, update quantity if necessary, and finally select the button “Add to shopping cart” as shown in the following picture:

Found 2 item(s) and displaying 1 to 2

List View

Add to Shopping Cart Shopping Cart Preview Compare Add to Shopping List Remove from Shopping List Number of Items Per Page 10

Quantity	Action	Categoria	Anagrafica Materiale	Codice Materiale	Descrizione breve	Descrizione Estesa	Informazioni prezzo
<input checked="" type="checkbox"/> 1		EDISON T&S		0055	0055-derattizzazione Susegana	Singolo intervento di n. 8 programmati Centrale Collalto – Via Mercatelli – Loc. S. Anna - Susegana (TV) tutta l'area coperta e scoperta con particolare attenzione officina mensa magazzino uffici e cabina elettrica	92.20 EUR
<input type="checkbox"/> 1		EDISON T&S		69	0069-derattizzazione Susegana	Singolo intervento di n. 8 programmati Centrale Collalto – Via Mercatelli – Loc. S. Anna - Susegana TV tutta l'area coperta e scoperta con particolare attenzione officina mensa magazzino uffici e cabina elettrica	79.82 EUR

Page 1 of 1

In order to display all the items in the shopping cart select from the top oh the page the "View Shopping Cart":

Items: 1 Price: 92.20 EUR [View Shopping Cart](#) [Check Out](#)

In order to transfer items from the catalogue shopping cart to the Entry Sheet document select the button "Transfer Item(s)":

Shopping Cart Preview

Transfer Item(s) Delete Delete All Back to Search Result Add to Shopping List Recalculate

Select	Quantity	Descrizione breve	Categoria	Fornitore	Informazioni prezzo	ID contratto	Prezzo contratto	Total Price
<input checked="" type="checkbox"/>	1	0055-derattizzazione Susegana	EDISON T&S	ISS Facility Services S.r.l., 0000130169	92.20 EUR	4600000149	92.20 EUR	92.20 EUR

Grand Total: 92.20 EUR

Choose Recalculate to display changed price/grand total

System will show service items selected from the catalogue in the entry sheet document as shown below:

Confermare merce / prest. servizio

[Confermare](#) [Parcheggiare](#) [Controllare](#) [Aggiornare](#) [Ripristinare](#) [Valutare](#)

[Indietro alla videata iniziale](#)

Per ritrovare facilmente la conferma in un secondo momento, inserire il proprio nome

Numero della conferma	5000024952		
Nome della conferma	Conferma per servizio XXXXXX	Numero ordine d'acquisto	1000079303
Data consegna/prestazione *	04.06.2009	Doc. di riferimento	BOLLA1234

1. Modificare eventualmente la quantità (ad es. per le conferme parziali) e altri dati
2. Cliccare in alto su "Conferma"

Riepilogo posizioni

Eliminare marcature da tutte le posizioni	Posizione	Descrizione	Prodotto	Quantità *	Unità	Prezzo netto	Imputato a	Descrizione	Ordine d'acquisto / Posizione	Categoria prodotto	Ultima consegna	Azioni
<input checked="" type="checkbox"/>	Limite	Pos. prest.		Σ 1,0	NR				1000079303 / 1			
<input checked="" type="checkbox"/>	1	0069-derattizzazione		1,0	NR	79,82	EUR	Centro di costo EA0109 Rapp. Ist.- Roma	1000079303 / 1	pulizie e disinfezione		
	1	Aggiungere posizione/i	Aggiungere posizione catalogo:		Fornitore XXX							

* Ins. obbl.

Confirm Goods / Services

[Confirm](#) [Hold](#) [Check](#) [Refresh](#) [Recreate](#) [Evaluate](#)

[Back to Initial Screen](#)

In order to be able to find the confirmation later, give it a name

Confirmation Number	5000024960		
Confirmation Name	Service entry sheet for service VVVVVV	Purchase Order Number	4200037229
Delivery Performance Date *	10.08.2009	Reference Document	1234567

1. Change the quantity if required (for example, for partial confirmations) and other details
2. Choose "Confirm" above

Item Overview

Deselect All Items	Item	Description	Product	Quantity *	Unit	Net Price	Assigned to	Description	Purchase Order / Item	Product Category	Last Delivery	Actions
<input checked="" type="checkbox"/>	Limit TEST								4200037229 / 1			
<input checked="" type="checkbox"/>	1	service from catalog		100	NR	2400	EUR	Cost center EA0160	4200037229 / 1	Material group 1		
		Add Item(s)	Add Catalog Item:	MDM_CAT								

* Required Entry

To check that all data inserted are correct, select the button "Check".

Using button "Hold" user can save entry sheet without delivering it to Edison; to send the document to Edison select the button per "Confirm".

Numero della conferma	5000024952		
Nome della conferma	Conferma per servizio XX	Numero ordine d'acquisto	1000079303
Data consegna/prestazione *	04.06.2009	Doc. di riferimento	BOLLA1234

Riepilogo posizioni

Marcare tutte le posizioni	Posizione	Descrizione	Prodotto	Quantità *	Unità	Prezzo netto	Imputato a	Descrizione	Ordine d'acquisto / Posizione	Categoria prodotto	Ultima consegna	Azioni
<input checked="" type="checkbox"/>	Limite	Pos. prest.		Σ 1,0	NR				1000079303 / 1			
<input checked="" type="checkbox"/>	1	0069-derattizzazione Susegana		1,0	NR	79,82	EUR	Per 1 NR Centro di costo EA0109 Rapp. Ist.- Roma	1000079303 / 1	pulizie e disinfezione		

Once that the entry sheet has been confirmed, will be sent for the approval to the Edison user that requested the Purchase Order.

Vendor can check the status of the entry sheet as described at the beginning of this handbook.

After the Edison user approval the status of the entry sheet will be "Posted in the Backend" as shown below:

Display and Process Confirmations


Make a Selection: Display/Process Confirmation

To display or edit confirmations, first find a confirmation.


Find Confirmation

Purchase Order Number Confirmation Number Status ▼ Timeframe Last 90 Days

Start [Extended Search](#)

To display or edit confirmations, choose the number below or 

Search Result: 12 Confirmations

Number	Specific.	Name	Ref. Document	Created by	Posting Date	Created on	Status	Action
5000024930		Entrata Merci Verzuolo	8181	Marco Pisa	31.07.2009	31.07.2009	Awaiting Approval	
5000024925		entrata merci prest. generica	1234	Marco Pisa	30.07.2009	30.07.2009	Posted in the Backend	