# Material Exception Report (MER) SYSTEM

Administration User Manual



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01		All	Improvement	V.Karatkul	K.Nonaka	K.Nonaka
			in language and			
			clarity. Fixed	ked		
			errors			
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			release			

**Revision History** 

# Table of Contents

1.	INTRODUCTION1
1.1.	About MER1
1.2.	Usage Requirement1
1.3.	Approval Flow
1.4.	Screen Layout 3
1.5.	System Access Control25
2.	LOGIN TO THE MER
2.1.	Outline29
2.2.	How to login to the MER29
3.	SETUP MER & CONFIGURING MER USER
3.1.	Outline
3.2.	How to setup the MER & configure the MER user31
4.	SETUP APPROVAL FLOW TEMPLATE
4.1.	Outline
4.2.	How to setup Approval Flow Template35
4.2.	.1. Add the Approval Flow
4.2.	.2. Edit the Approval Flow
4.2.	.3. Delete the Approval Flow
5.	SETUP DISTRIBUTION TEMPLATE
5.1.	Outline41
5.2.	How to setup a Distribution Template41

5.2.1	Add the Distribution Flow41
5.2.2	Edit the Distribution Template45
5.2.3	Delete the Distribution Template46
6. 5	SETUP MECHANICAL COMPLETION INFORMATION AND SCHEDULE 47
6.1.	Outline
6.2.	How to setup the Mechanical Completion Information and Schedule47
6.2.1	Add the Mechanical Completion Information and Schedule47
6.2.2	Edit the Mechanical Completion Information and Schedule49
6.2.3	Delete the Mechanical Completion Information and Schedule50
7. 9	SETUP E-MAIL TEMPLATE
7.1.	Outline
7.2.	How to setup the E-Mail Template51
7.2.1	Add the E-Mail Template51
7.2.2	Edit the E-Mail Template54
7.2.3	Delete the E-Mail Template55
8. 5	SETUP/EDIT FREE SPACE
8.1.	Outline
8.2.	How to setup the Edit Free Space56

### 1. Introduction

### 1.1. About MER

The Material Exception Report (**MER**) System is a Web Application System that is used to manage and create reports of irregular issues and incidents of quality and quantity of purchased items and materials. The steps and process of the **MER System** are as follows:

- 1. Testing Irregularity occurs at the construction site.
- 2. At the site, the person who can utilize the **MER** inputs necessary information into the system.
- 3. The checker and two approvers either approve or deny the **MER**.
- 4. The MER is then issued to the Yokohama Head Office.
- 5. Yokohama Head Office receives and views the MER.
- 6. If the incident has been solved, the Site Remedy Work Closing Approval Flow for the **MER** starts.
- 7. The checker and two approvers approve or deny the **MER**.
- 8. If the cost information is fixed, the Site Cost Information Closing Approval Flow for the **MER** starts.
- 9. The checker and two approvers approve or deny the **MER**.
- 10. If the compensation amount is agreed, the YOC Closing Approval Flow for the **MER** starts.
- 11. The checker and two approvers approve or deny the **MER**.
- 12. The **MER** is closed.

<u>Note</u>: Concerning **PJQC Remarks**, normally these fields are fulfilled by Quality Control department after the **MER** is closed.

### 1.2. Usage Requirement

**MER** is compatible with the following:

- Microsoft Internet Explorer 7.0 or 8.0
  - $\Diamond$  Additional Notes:
  - > The latest version of Microsoft Internet Explorer 7.0 is recommended.
  - Microsoft Internet Explorer's other limitation does not support operating the system on multiple window tabs.

Note: Please make sure that to use a user ID with access right and project configured.

#### PMS, J-COTSi and MER

 $\Diamond$  Additional Notes:

Contact JGC New ID Management System Group (IDM) for a user account or access right configuration applications. A user ID is not registered in the project, contact the respective Project Administrator.

### **1.3. Approval Flow**

The MER System has one type of approval flow pattern. In this flow pattern, a MER is prepared. The approvers and checkers determine the approval status of the MER as it reaches them in the approval flow pattern (Figure 1.3.0).

Sequential Approval Flow

- > A checker or an approver can approve or deny the **MER**.
- > The **MER** is officially issued once it has received the approval status of the final approver.
- It is not mandatory to have a checker in the Approval Flow; however, an Approver is required in the Issue Approval flow and Closing Approval flow.

There are two types of Approvers in the **Closing Approval flow**. One is the **SOC Approver** and the other is the **YOC Approver**. The **SOC Approver**, located at the construction site, is the first approver once the **MER** has been prepared by the **Preparer**. The **YOC Approver** is the final approver, stationed at the Yokohama Head Office.

#### **1.4**.



## Screen Layout

First Login Page

MATERIAL EXCEPTION	REPORT(MER)	
Login User ID Password	:* 2	1
No	Item	Description
1	User ID	PMS system user ID field
2	Password	Password field
3	Login	Login to the <b>MER</b> system

Second Login Page

MATERIAL EXCEPTIO	DN REPORT (MER)	
Login		
User ID Project Code	• 0-5467-2 • 1 Login	
No	ltem	Description
1	Project Code	Select Project ID
		Copyright© from 2010 JGC CORPORATION All rights res

### Find MER (MER List) Page

	• No data was found.					
R	ead Status = Unread(New)	, Request	me = Check/Approve for Both			
	Search Conditions			Simple	Search   Advan	ced Search
	Read Status My Action Request to me	ALL   ALL   ALL	read(New)   Read   iention to me   CC to me   Attention and CC to me   eck/Approve for Issue   Check/Approve for Close   Check/Approve for Both		Clear Conditions	
5	earch More7		Show MER List   Show Status List   Prin	t MER List   Download MER List Download Item Selection:	Download ME MER List   MEF	R Item List I Item List

No	Item	Description
1	Help Document	Open the Help Document (User Manual, FAQ,
		Tips) page
2	Logout	Logout of the MER System
3	MER List	Open the <b>MER List</b> page
4	Status List	Open the Status List page
5	New MER	Open the <b>New MER</b> page in another window
6	Admin	Open the Administrator page (Project Admin
		Only)
7	Search More	Open a specific search dialogue (See Chapter
		9.2.1)

### Status List Page

3	4 5	1 2
RIAL EXCEPTION R	EPORT(MEI)	Help Document Logout
0-5467-	2. TAGANY TO HPAL PROJECT (SUMITOMO METAL MINING C	
Liet Status Lie		
Status Eisi		KAZUARI/09483
d MER (Status	s List)	
No data was found		
Status = Unread()	New) , Request to me = Check/Approve for Both	
earch Condition	15	Simple Search   Advanced Search
pproval Status	: ALL   ALL Draft   My Draft   MER for Issue Approval   Issued   MER for Close Approval	
ead Status	: ALL   Unread(New)   Read	
1y Action	: ALL   Attention to me   CC to me   Attention and CC to me	
equest to me	: ALL   Check/Approve for Issue   Check/Approve for Close   Check/Approve for Both	Clear Conditions
		Show MER List   Show Status List

No	Item	Description		
1	Help Document Open the Help Document (User Manual, FAQ,			
		and Tips) page.		
2	Logout	Logout of the MER System		
3	MER List	Open the <b>MER List</b> page		
4	New MER	Open the <b>New MER</b> page in another window		
5	Admin	Open the Administrator page (Project Admin		
		Only)		

### Initial **New MER** Page

			1 2
MATERIAL EXCEPTION REPORT(MER) 0-5467-2: TAGANITC	O HPAL PROJECT(SUMITOMO	METAL MINING CO., LTD)	Help Document Logout NONAKA KAZUAKI/09485
New MER			Close
Overall Status : Open Status : Latest Update :			3
Section A: MER General Information			
MER Information MER Title MER No. P.O.No. Edit	Issued on P.O.Title	Sequential No. Closed on Vendor Name	
4			

No	ltem	Description
1	Help Document	Open the Help Document (User Manual, FAQ,
		Tips) page
2	Logout	Logout of the MER System
3	Close	Close the New MER window
4	Edit	Being the registration of the <b>New MER</b> (See
		Chapter 3.2.1)

#### New MER Section A

/											
Section A: MER General	Information	lide Details	Checks	Section							
MER Information											
MER Title							Seque	ntial No.			
MER No.	Take No.	Issued on					Close	1 on			
P.O. No.	P-2130-TEST Reset	P.O. Title					Vendo	or Name	TEST Corporation		
P.O. No. for J-PLUSP	P-2130-TEST Edit	Vendor Ab	br.	T01			Manu	facture Name	TEST Corporation		
Back Charge											
Back Charge	O Required O Not	Required 🔿 To be a	discussed								
OME Range											
Range(USD)	0 0 0 1 - 1,000 0	1,000 - 5,000 🔿	5,000 - 10,000 🔿 1	0,000 - 50,0	000 () 5	0,000 - 100	0 000,	100,000 -			
Mechanical Completion	n Information										
MC No.		System Code				Descripti	n		1	MC Date	
Edit											
Shipping Information											
JGC Shipment No.	Edit			1	Date Arriv	ved					
Container Number				i	Free Spac	e1		Edit			
Free Space2	Edit			1	Free Spac	e3		Edit			
Description											
Add											
D.O. Line	Description		Quanti	ity Informa	ation						
No. Item Par	tial 1 2	3 Unit P/L	PO Good Dama	ge Off-	Short	Over E	cpt Ro	evd Reference	Description Item Space 1	Description Item Sp	ace 2
No.		Qty. 0	Qty. Qty. Qty	. Spec Qty.	Qty.	Qty. (	ity. Q	ty. Number			
Attachments				参照	Cancel	attached	file Add	another file			
Section Remarks	Edit				-						
Estimated and Actual	Date/ Site Instruction No										
YOC ETD				Y	OCATD						
YOC ETA				s	ite ATA						
Site Instruction No.		•	Open O Cla	se (	Э ною	Оc	incel				
Date and SI. Remarks	5										

Item	Required	Description
View Selection	-	Set a default view (Maximum of five
		selection views)
Status	-	Input the status of the MER into this field
Hide Detail(Show	-	Hide or Display this section
Detail)		
Check Section	-	Check validity of input information
Take No.	-	Retrieve a <b>MER</b> No.
P.O. No	-	Search according to a P.O. No.
Reset	-	Reset the P.O. No.
MC No.	-	Get Mechanical Completion information
JGC Shipment No.	-	Get the JGC shipment number or input
		shipment information manually
Date Arrived	-	Site arrival date input field
Container	-	Container Number input field
Number		

Add	-	Add a line (including empty fields of item information)
Delete	_	Delete an added line
Itemized Status	-	Change the status of the <b>MER</b> (See Chapter 13.2.1)
P.O. Line Item No.	-	Get the <b>P.O. Line Item No.</b> from a search result or manual input
Partial	-	Get the Partial No.
Description1	-	Item Description input field #1
Description2	-	Item Description input field #2
Description3	-	Item Description input field #3
Unit	-	Input Unit (ex. Pcs, boxes, etc.)
P/L Qty	-	Input field for Quantity of Delivered
Recvd Qty	_	Quantity Received input field
Diffin Qty	-	Shortage (difference between P/L Qty and Recvd Qty) input field
Excpt Qty	-	Quantity of Defected of Off-Spec units input field
Reference	-	Reference Number input (relative to
Number		delivered goods)
Attachments	-	Attach files for reference
		*1 Maximum size of the sum of the
		attached files is 10MB
		*2 Maximum size of a single file is 5MB
Cancel attached file	-	Cancel an attached file
Add another file	-	Attach another file
		*1 Can attach maximum of 5 files
Section Remarks	-	Input remark for this section

#### New MER Section B

ection B:	MER Itemized	Stat	tus	Hide Det	alls		Check Section	8											
Al Local Div	-	Des	scription	Reason o	f Exceptio	in .		- 5	Quantity In	formation		Counter	measur	e		Mode	& CRD	Action b	y .
- No.	Status	1	2 3	Reason	Detail Reason	Remarks	by		UNIT	Excpt Qty.	Action	bγ	R	emarks	Inspection	Mode of Redelivery	CRD	Action by	Remarks
Apply	OPEN Y			Shortage 🗸	Apply	Edit	Vendor	Y			Repair 🗸	Vendor	YB	dit	[COC] COC, Cert V	Shipment N		YOC Y	Edit
to ALL	Apply			Apply		Apply	Apply	_			Арріу	Apply	^	pply	Apply	Apply	Apply	Apply	Apply
Attachm	ents						<b>#</b> 55	5	Cancel att	ached file	Add another file								
Section F	Remarks		1	dit															

Item	Required	Description
Hide Detail/Show Detail	-	Hide or Display this section
<b>Check Section</b>	-	Check the validity of entered information
Reason	-	Select a reason from a drop-down list
		(Apply to All) or a list box (each item)
Remarks(Reason	-	Input Remarks field
of Exception)		
Action	-	Select an action from a drop-down list
		(Apply to All) or a list box (each item)
by	-	Select a name from a drop-down list
		(Apply to All) or a list box (each item)
Remarks(Counter	-	Input remarks field
measure)		
Inspection	-	Select the kind of the inspection from the
		drop-
		down list ( <b>Apply to All</b> ) or the list box
		(each item)
Mode of	-	Select a delivery method from a
Redelivery		drop-down list ( <b>Apply to All</b> ) or the list
		box(each item)
CRD	-	Input the construction required date from
		a calendar
Action by	-	Select name of party taking action from a
		drop-down list ( <b>Apply to All</b> ) or list box
		(each item)
Remarks(Action by	-	Input remarks field
Apply	-	Apply selected or inputted information for
		the rest of selections or fields on the same
		column
Attachments	-	Attach files for reference

		*1 Maximum size of the entire attached
		files is 10MB
		*2 Maximum size of one file is 5MB
Cancel attached	-	Cancel the attached file
file		
Add another file	-	Attach another file
		*1 Maximum number of attached files is 5
		files
Section Remarks	-	Input remark(s) for this section

#### New MER Section C

Section C: Claim Information	Hide Details C	heck Section		
Claimed to	Remarks	Marine Claim Insurance	2010-10-01 up	C-C-2
Vendor 🗸	Edit	Required MCI No.	Edit	Edit
Attachments		参照 Cancel attached fileAdd another file		
Section Remarks	Edit			

Item	Required	Description
Hide Detail/Show	-	Hide or display this section
Detail		
Check Section	-	Check the validity of entered information
Claimed to	-	Select which party should be claimed from
		a drop-down list
Remarks	-	Input remarks field
Marine Claim	-	Input the marine insurance No. for a claim
Insurance		
Attachments	-	Attach files for reference
		*1 Maximum size of the entire attached
		files is 10MB
		*2 Maximum size of one file is 5MB
Cancel attached	-	Cancel the attached file
file		
Add another file	-	Attach another file
		*1 Maximum number of attached files is 5
		files
Section Remarks	-	Input remark field for this section

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#### New MER Section D

Section D: Approv	val Status, Distribution	and Update History Hide Detai	s Check Section				
Approved Status	s						
Template TEST	✓ Apply Template C	lear					
Role	Group	Name	Comment	Status	Updated by	Updated at	Checker
Preparer	ICHTHYS:MER-TEST V	YAMAGUCHI TSUYOSHI/05940					Add
Approver	🗸	<b>v</b>					
MER Notes	MER Notes						
MER Update His	tory						
Update	d on Updated b	γ	Updated History				
Distribution From To (Group)	Template TES : ICHTHYS:ME : Add Delet	T Distribution Apply Ten	nplate				
		Group	Attention				
Cc (Group)	: Add Delet	e all					
		Group	Cc				

Item	Required	Description
Hide Detail/Show	-	Hide or display this section
Detail		
Check Section	-	Check the validity of entered information
Template	-	Select a template prepared by project
		manager from a drop-down list
Apply Template	-	Apply the selected template
(Approved Status)		
Clear	-	Clear an applied role, group and name on
		the <b>MER</b>
Group	Yes	Select a group name from a drop-down list
Name	Yes	Select a person name relevant to the
		selected group
Add	-	Add a line, including empty fields of Group
		and Name
Delete	-	Delete an added line
Template	-	Select distribution template (registered by
(Distribution)		project manager)
Apply Template	-	Apply adds selected templates to the
(Dist.)		drop-down list
From	-	Select a group from a drop-down list
Add (To(Group))	-	Add a group and receiver as ATTN
Delete all	-	Delete an added group and receiver on the

(To(Group))	ATTN list
Edit (To(Group)) -	Edit an added group and receiver as ATTN
Delete -	Delete an added group and receiver as
(To(Group))	ATTN on the same line
Add (Cc(Group)) -	Add a group and receiver as Cc
Delete -	Delete an added group and receiver on the
all(Cc(Group))	Cc list
Edit(Cc(Group)) -	Edit an added group and receiver as Cc
Delete(Cc(Group)) -	Delete an added group and receiver as Cc
	on the same line

#### New MER Section E



ltem	Required	Description
Hide Detail(Show	-	Hide or display this section
Detail)		
Check Section	-	Check the validity of entered information
Template	-	Select a template prepared by project
		manager from a drop-down list
Apply Template	-	Apply a selected template to a drop-down
(Closing Status)		list
Clear	-	Clear an applied role, group and name on

		the <b>MER</b>
Group	Yes	Select an group name from a drop-down
		list
Name	Yes	Select a person name relevant to selected
		group from the drop-down list
Add	-	Add a line including empty fields of Group
		and <b>Name</b>
Delete	-	Delete an added line

#### New MER Section F

Sectio	n F: Back Charge	Hide Details	Check Section		
Refer Upda 1. 2.	rence : ted on : Back Charged to Vendor(TEST Corporation) Forwarder [ Back Charged to(Estimated)	Sub-Contractor Others	) 🗆 None		
	Category	Amount	Updated by		Remarks
	Equipment/Material	USD	YOC	Edit	
	Transportation	USD	YOC	Edit	
	Import Duty	USD	YOC	Edit	
	Construction	USD	soc	Edit	
	Others	USD	YOC & SOC	Edit	
	Total	USD			
3.	Back Charged to(Actual)				
	Category	Amount	Updated by		Remarks
	Equipment/Material	USD	] YOC	Edit	
	Transportation	USD	YOC	Edit	
	Import Duty	USD	YOC	Edit	
	Construction	USD	soc	Edit	
	Others	USD	YOC & SOC	Edit	
	Total	USD			
4.	Back Charged to(Final Settled)				
	Category	Amount	Updated by		Remarks
	Equipment/Material	USD	YOC	Edit	
	Transportation	USD	YOC	Edit	
	Import Duty	USD	YOC	Edit	
	Construction	USD	soc	Edit	
	Others	USD	YOC & SOC	Edit	
	Total	USD			
5. Supplemental Information					
	Attachments		参照 Cano	cel attached file Add another	file
	Section Remarks Edit				

Item	Required	Description
Hide Detail(Show -		Hide or display this section
Detail)		
<b>Check Section</b>	-	Check validity of entered information
Updated On	-	Input updated date
Back Charged to	-	Specify vendor, subcontractor or others
		JGC imposes expenses of back charge upon

Amount	-	Input the amount of back charge for each
		category
Remarks	-	Input remarks field
<b>Final Settled</b>	-	Input the final settled amount
Amount		
Attachments	-	Attach files for reference
		*1 Maximum size of the entire attached
		files is10MB
		*2 Maximum size of one file is 5MB
Cancel attached	-	Cancel the attached file
file		
Add another file	-	Attach another file
		*1 maximum number of attached files is 5
		files
Section Remarks	-	To input remarks for this section

#### New MER Section G

Section G: Spent MH Information Hide Details Check Section				
Each MHs				
Dept.	МН	Updated by	Remarks	
Field Engineer		FEM	Edit	
Discipline		Lead Engineer	Edit	
QC		QC Manager	Edit	
MCS		MCS Manager	Edit	
Procurement		PPM	Edit	
Construction		Construction Manager	Edit	
Others		YOC & SOC	Edit	
Total				

Item	Required	Description
Hide Detail(Show -		Hide or display this section
Detail)		
Check Section	-	Check validity of entered information
МН	-	Man hours consumed per incident in each
		department
Remarks	-	Remarks input field

#### New MER Section H

Section H: PJQC Remarks Hide Details Check Section								
1. QC Close C	1. QC Close Check :							
2. Counterme	2. Countermeasure :							
3. Required Q	CAction : by Vendor by Sub-Contractor							
	Prepare Following Documents and Inspection as per it							
	Repair Procedure							
	Inspection & Test Plan for Repair/Resupply							
	Inspection Procedure for Repair/Resupply							
	List of the intended Inspection & Test Records							
	Others							
	Others							
4. Confirmatio	on of MER Close by QC							
	Witness Inspection by JGC							
	Witness Inspection by Client Inspector							
	Record Review							
	Inspection Release Certificate(IRC) issue for Vendor							
	Others							
Note								
5 NCP for								
J. NCK TOP								
Sub-Cor	tractor VEsor Other							
NCR No	Others							
Attachments	参照							
Section Remark	ks Edit							
	Gaug							
	Save							

Item	Required	Description			
Hide Detail(Show	-	Hide or display this section			
Detail)					
<b>Check Section</b>	-	Check validity of entered information			
QC Close Check	-	Checkbox Signaling QC Close Check			
Required QC	-	Checkbox to show necessary action by a part and			
Action		manual input for actions that should be			
		undertaken.			
Confirmation of	-	Checkbox or necessary manual input to signify			
MER Close by QC		the Confirmation of <b>MER</b> being closed by QC			
NCR for	-	Checkbox or input necessary data for			
		non-confirmation report			
Attachments	-	To attach files for reference			
		*1 Maximum size of total attached files is 10MB			
		*2 Maximum size of one file is 5MB			
Cancel attached	-	Cancel the attached file			
file					
Add another file	-	Attach another file			
		*1 maximum number of attached files is 5 files			
Section Remarks	-	To input remarks for this section			

### Find MER (MER List)

мате <b>0</b> -	ATERIAL EXCEPTION REPORT(MER) Help Document Logout 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) NONAKA KAZUAKT/00485					ent Logout
MER	List Status List	New MER Admin	1		None and the Low	111/05/05
Fin	d MER (MER List	t)				
- F	oarch Conditions				Simple Search   Advance	ed Search
3	earch conditions					
A	pproval Status	: ALL   ALL Dra	aft   My Draft   MER	for Issue Approval   Issued   MER for Close	Approval	
R	ead Status	: ALL   Unread	(New)   Read			
м	y Action	: ALL   Attenti	on to me   CC to me	Attention and CC to me		
R	equest to me	: ALL   Check/	Approve for Issue   0	Check/Approve for Close   Check/Approve for	or Both   Refresh   Initial Condition	ns
				Show MER List   Show Status List	t   Print MER List   Download MER List   Download MER	R Item List
Se	arch More					
5 1	-5 << 1 >>   Per page	e: 10 20 30 50	100	Li	ist Item Selection   Read Status: Read Unread   MER PDF:	Download
1	MER No. ↑	Overall	P.O.No.	P.O.Title	MER Title	Seq No.
	MER-6-0005-ZZZ	Open	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	000009
	MER-6-0004-ZZZ	Cancel	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	000008
	MER-6-0003-ZZZ	YOC Close	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Shortage of CARBON STEEL AND LTCS SEAMLESS PIPES	000007
	MER-6-0001-ZZZ	Cancel	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	000005
	MER-5-0003-EEM	Cancel	P-2158-21B-A	Centrifugal Compressor (VSD Driven)	of Centrifugal Compressor (VSD Driven)	000003
5 1	-5 << 1 >>   Per pag	je: 10 <b>20 30 50</b>	100			

Item	Required	Description
All	-	Show All <b>MER</b> files
All Draft	-	Show all of draft versions of MER Files
My Draft	-	Show all of the users <b>MER</b> Drafts
MER for Issue	-	All MERs that are waiting to be approved
Approval		and issued
Issued	-	Displays all Issued MERs
MER for Closing	-	Shows <b>MERs</b> that are on the way for
Approval		Closing Approval
Unread(New)	-	Displays all unread <b>MERs</b>
Read	-	Displays all MERs that have been read
Attention to me	-	Shows MERs that have been assigned as
		Attention to the user account
CC to me	-	Shows MER that have been sent to the
		user as CC
Check/Approve for	-	Shows the MERs waiting to be issued to
Issue		the user to review and decide upon as a
		Checker or Approver
Check/Approve for	-	Display of the MERs requested to the user
Close		for approval for closing as Checker or
		Approver

Check/Approve for	-	Shows the <b>MERs</b> requested to the user for
Both		approval and closing for Issuing or Closing
		as Checker or Approver
Show MER List	-	Change the page to Find MER (MER List)
Show Status List	-	Change the page to Find MER (Status List)
Print MER List	-	Print the <b>MER</b> list
Download MER List	-	Download the <b>MER</b> List
Download MER	-	Download the MER Item List
Item List		
Refresh	-	Refresh page
Initial Condition	-	Return to initial conditions (Clear search
		fields)
List Item Selection	-	Select which columns are to be displayed
		on the list
Read(Read Status)	-	Changes the MER status from unread to
		read. Selecting MERs is done by checking
		the checkbox on the leftmost column
Unread(Read	-	Changes the MER status from read to
Status)		unread. Done by checking the checkbox in
		the leftmost column
Download(MER	-	Download the <b>MER</b> as PDF file
PDF)		
Search More	-	Searching MERs with other notable search
		conditions
Advanced Search	-	Search for an MER with more detailed
		condition

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## Find MER (Status List)

MATERIAL EXCEPTION R	MATERIAL EXCEPTION REPORT(MER) Help Document Lo					nent Logout
0-5393-2: HABSH	AN-5 PROCESS P	PLANT(ABU DHABI GAS INDUSTRIES LTD)	)		NONAKA KAZU	AKI/09485
MER List Status List	New MER Ad	min				
Find MED (Status	e Liet)					
Thu MER (Status	s List)					
					Cimple Caprob L Advon	cod Conrob
Search Condition	15				Simple Search   Advan	ced Search
Approval Status		Draft   My Draft   MER for Iccus Approval	Issued   MEP for C			
Read Status	: ALL   Unre	ad(New)   Read	1990EU   MERTOLU	ose Approvar I		
My Action	: ALL   Atte	ntion to me   CC to me   Attention and CC t	to me			
Request to me	: ALL   Chec	k/Approve for Issue   Check/Approve for C	lose   Check/Approv	e for Both	Refresh   Initial Condition	ons
					Show MER List   Show	Status List
5 1-5 << 1 >>   Per p	age: 10 20 30 !	50 100				Reset
MER No. ↑	P.O.No.	MER Title	Vendor Name	Status by Manual Input		Seq No.
MER-6-0005-ZZZ	P-216A-101-A10	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	TENARIS GLOBAL SERVICES S.A.	This is Test2.	Update	000009
MER-6-0004-ZZZ	P-216A-101-A10	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	TENARIS GLOBAL SERVICES S.A.			000008
MER-6-0003-ZZZ	P-216A-101-A10	Shortage of CARBON STEEL AND LTCS SEAMLESS PIPES	TENARIS GLOBAL SERVICES S.A.	to be closed	Update	000007
MER-6-0001-ZZZ	P-216A-101-A10	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	TENARIS GLOBAL SERVICES S.A.	test hamashin		000005
MER-5-0003-EEM	P-2158-21B-A	of Centrifugal Compressor (VSD Driven)	TATSUMURA TRADING CO.,LTD.			000003
5 1-5 << 1>>   Per	page: 10 20 30	50 100				

ltem	Required	Description
All	-	Show All <b>MER</b> files
All Draft	-	Show all of draft versions of MER Files
My Draft	-	Show all of the user's <b>MER</b> Drafts
MER for Issue	-	All MERs that are waiting to be approved
Approval		and issued
Issued	-	Displays all Issued MERs
MER for Closing	-	Shows MERs that are on the way for
Approval		Closing Approval
Attention to me	-	Shows MERs that have been assigned as
		Attention to the current user
CC to me	-	Shows MERs that have been sent to the
		user as CC
Check/Approve for	-	Shows the MERs waiting to be issued to
Issue		the user to review and decide upon as a
		Checker or Approver
Check/Approve for	-	Display of the <b>MERs</b> requested to the user
Close		for approval for closing as Checker or
		Approver
Check/Approve for	-	Shows the <b>MERs</b> requested to the user for
Both		approval and closing for Issuing or Closing
		as Checker or Approver

Show MER List	-	Change page to Find MER (MER List)
Show Status List	-	Change page to Find MER (Status List)
Refresh	-	Refresh Page
Initial Condition	-	Return to initial conditions (clear search fields)
Download (MER PDF)	-	Download the <b>MER</b> as PDF file
Advanced Search	-	Search the <b>MER</b> with more detailed condition

### Advanced Search

-5303-2: HABSHAN	T(MER)		CAS INDUS						Help Docume	nt Lo <u>c</u>
-3393-2. HADSHAN-	J FROCESS		GAS INDOS	nals Lib)					NONAKA KAZUAK	1/09485
List Status List N	New MER	Admin								
d MER (MER List)	)									
								s	Simple Search   Advance	ed Search
earch Conditions										
verall Status	: 🔲 Open	Site Close YOC Cl	ose 📃 Cancel				QC Close	1	Close only	
endor Name	:	P.	O.No.	:			Item Description	:		
IER No.	:	м	ER Title	:						_
.O.Title	:			Shin No			MC No			
				Subtract			110 1101			
pproval Status	: 🔲 Draft	MER for Issue Approva	əl 🔲 Issued 🔳	MER for Close Approva	Site Close	ed 🔲 YOC Close	ed			
Reason of Exception	Clear	Countermoscuro	Clear	Claimed to	Cloar	Issue Date:				
Shortage	Clear	Ropair	Clear	Vandor	Clear	From		То		
		Repair		E Forwarder		Close Date:				
Damage		Purchase		Subcontractor		From		То		
Off-Specification		SV Request		Others						
Others		Re-Supply								
		Use as is								
Distribution(User)				Distribution(Group	)			Pre	eparer:	
	117/05005	From	m	VOCUT			E From		•	
NONAKA KAZUAKI/0	19485	I Atte	ention	TOC:IT			Attention			
		Cc					Cc Cc			
		_					_		Search Clear Cond	itions
							-		Search Clear Cond	itions
	10 20 20			Show MER List   S	how Status I	List   Print M	ER List   Downlo	ad MER	Search Clear Cond	litions Item List
1-5 << 1 >>   Per page:	10 20 30 Quartil	) <b>50</b> 100	Pot	Show MER List   S	how Status I	List   Print M List Item Se	ER List   Downlo	ad MER us: Read	Search Clear Cond List   Download MER d Unread   MER PDF:	litions Item List Download
1-5 << 1 >>   Per page: MER No. ↑ MER-6-0005-ZZZ	10 20 30 Overall Open	50 100   P.O.No. P-216A-101-A1	<b>P.O.T</b> 0 CARBC	Show MER List   S itle	how Status   MLESS PIPES	List   Print M List Item Se MER Ti Overao	ER List   Downlo ection   Read Stat tle e of CARBON ST	ad MER us: Read	Search Clear Cond List   Download MER d Unread   MER PDF:	litions Item List Download Seq No 00000
1-5 << 1 >>   Per page: MER No. ↑ MER-6-0005-ZZZ	10 20 30 Overall Open	50 100   P.0.No. P-216A-101-A1	P.O.T 0 CARBC	Show MER List   S itle	how Status I	List   Print M List Item Sel MER Ti Overag PIPES	ER List   Downlo ection   Read Stat tle e of CARBON ST	ad MER us: Read	Search Clear Cond List   Download MER d Unread   MER PDF: LTCS SEAMLESS	litions Item List Download Seq No 00000
1-5 << 1 >>   Per page: MER No. ↑ MER-6-0005-ZZZ MER-6-0004-ZZZ	10 20 30 Overall Open Cancel	<ul> <li>50 100  </li> <li>P.O.No.</li> <li>P-216A-101-A1</li> <li>P-216A-101-A1</li> </ul>	P.O.T 0 CARBO 0 CARBO	Show MER List   S itle IN STEEL AND LTCS SEA	how Status   MLESS PIPES MLESS PIPES	List   Print M List Item Se MER Ti Overag PIPES Overag	ER List   Downlc ection   Read Stat cle e of CARBON ST e of CARBON ST	ad MER us: Read EEL AND EEL AND	Search Clear Cond List   Download MER d Unread   MER PDF: LTCS SEAMLESS LTCS SEAMLESS	itions Item List Download Seq No 00000 00000
1-5 << 1 >>   Per page: MER No. 1 MER-6-0005-ZZZ MER-6-0004-ZZZ MER-6-0003-777	10 20 30 Overall Open Cancel	50         100                     P.0.No.         P-216A-101-A1           P-216A-101-A1                     P-216A-101-A1                     P-216A-101-A1	P.O.T 0 CARBO 0 CARBO	Show MER List   S itie IN STEEL AND LTCS SEA IN STEEL AND LTCS SEA	how Status I MLESS PIPES MLESS PIPES	List   Print M List Item Se MER Ti Overag PIPES Overag PIPES	ER List   Downic ection   Read Stat the e of CARBON ST e of CARBON ST	ad MER us: Read EEL AND EEL AND	Search Clear Cond List   Download MER d Unread   MER PDF: LTCS SEAMLESS LTCS SEAMLESS	itions Item List Download Seq No 00000 00000
1-5 << 1 >>   Per page: MER No. ↑ MER-6-0005-ZZZ MER-6-0004-ZZZ MER-6-0003-ZZZ	10 20 30 Overall Open Cancel YOC Clos	<ul> <li>50 100  </li> <li>P.0.No.</li> <li>P-216A-101-A1</li> <li>P-216A-101-A1</li> <li>e P-216A-101-A1</li> </ul>	P.O.T           0         CARBO           0         CARBO           0         CARBO	Show MER List   S itle IN STEEL AND LTCS SEA IN STEEL AND LTCS SEA	MLESS PIPES MLESS PIPES MLESS PIPES	List   Print M List Item Sel MER Ti Overag PIPES Overag PIPES Shorta PIPES	ER List   Downlo ection   Read Stat the e of CARBON ST e of CARBON ST ge of CARBON ST	ad MER us: Read EEL AND EEL AND EEL AND	Search Clear Cond List   Download MER d Unread   MER PDF: LTCS SEAMLESS LTCS SEAMLESS D LTCS SEAMLESS	itions Item List Download Seq No 00000 00000 00000
1-5 << 1 >>   Per page: MER No. ↑ MER-6-0005-ZZZ MER-6-0004-ZZZ MER-6-0003-ZZZ MER-6-0001-ZZZ	10 20 30 Overall Open Cancel YOC Clos Cancel	<ul> <li>50 100  </li> <li>P.0.No.</li> <li>P-216A-101-A1</li> <li>P-216A-101-A1</li> <li>P-216A-101-A1</li> <li>P-216A-101-A1</li> </ul>	P.O.T 0 CARBO 0 CARBO 0 CARBO 0 CARBO	Show MER List   S itie IN STEEL AND LTCS SEA IN STEEL AND LTCS SEA IN STEEL AND LTCS SEA	how Status I MLESS PIPES MLESS PIPES MLESS PIPES MLESS PIPES	List   Print M List Item Sel MER Ti Overag PIPES Shorta PIPES Overag	ER List   Downle ection   Read Stat de e of CARBON ST e of CARBON ST ge of CARBON ST e of CARBON ST	ad MER I us: Read EEL AND EEL AND EEL AND	Search Clear Conc List   Download MER d Unread   MER PDF: LTCS SEAMLESS LTCS SEAMLESS D LTCS SEAMLESS LTCS SEAMLESS	itions Item List Download Seq Ni 00000 000000 000000
1-5 << 1 >>   Per page: MER No. ↑ MER-6-0005-ZZZ MER-6-0004-ZZZ MER-6-0003-ZZZ MER-6-0001-ZZZ	10 20 30 Overall Open Cancel YOC Clos Cancel	50         100                     P-216A-101-A1         P-216A-101-A1           ie         P-216A-101-A1           P-216A-101-A1         -	P.O.T           0         CARBO           0         CARBO           0         CARBO           0         CARBO           0         CARBO           0         CARBO	Show MER List   S itle IN STEEL AND LTCS SEA IN STEEL AND LTCS SEA IN STEEL AND LTCS SEA	how Status I MLESS PIPES MLESS PIPES MLESS PIPES MLESS PIPES	List   Print M List Item Se MER TI Overag PIPES Shorta PIPES Overag PIPES	ER List   Downle ection   Read Stat tie e of CARBON ST e of CARBON ST ge of CARBON ST e of CARBON ST	ad MER I us: Read EEL AND EEL AND EEL AND EEL AND	Search Clear Cond List   Download MER d Unread   MER PDF: LTCS SEAMLESS LTCS SEAMLESS LTCS SEAMLESS LTCS SEAMLESS	itions Item List Download Seq Ni 00000 00000 00000 00000

ltem	Required	Description					
Simple Search	-	Search the MER System with simple					
		condition					
Advanced Search	-	Search the <b>MER</b> with more detailed					
		condition					
<b>Overall Status</b>	-	Select the status of the desired <b>MER</b>					
QC Close	-	Find an MER that has already been closed					
		by Project QC					
Vendor Name	-	Search condition using the Vendor Name					
P.O. No.	-	Search condition using the P.O. No.					
Item Description	-	Search condition using the Item Description					
MER No.	-	Search condition using the MER No.					
MER Title	-	Search condition using the MER Title					

P.O Title	-	Search condition using the P.O. Title					
Ship. No.	-	Search condition using the Ship. No.					
MC No.	-	Search by the Mechanical Completion					
		information No.					
Approval Status	-	Search from the actual approval status of					
		the <b>MER</b>					
Reason of	-	Search condition according to the reason for					
Exception		an irregularities of purchased materials					
Countermeasure	-	Search condition using the countermeasure					
		field					
Claim to	-	Search condition matching the status of					
		claimed vendor, subcontractor and etc.					
Issue Date	-	Search according to the issued date of the					
(From/To)		MER					
(From/To) Close Date	-	MER Search according to the closed date of the					
(From/To) Close Date (From/To)	-	MER Search according to the closed date of the MER					
(From/To) Close Date (From/To) Distribution (User)	-	MER Search according to the closed date of the MER Search using the parameters of a user who					
(From/To) Close Date (From/To) Distribution (User)	-	MERSearch according to the closed date of theMERSearch using the parameters of a user whoeither sent, received and carbon copy (cc) of					
(From/To) Close Date (From/To) Distribution (User)	-	MER Search according to the closed date of the MER Search using the parameters of a user who either sent, received and carbon copy (cc) of the MER					
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(From/To) Close Date (From/To) Distribution (User) Distribution (Group)	-	MERSearch according to the closed date of theMERSearch using the parameters of a user whoeither sent, received and carbon copy (cc) ofthe MERSearch using the parameters of a group whoeither sent, received and carbon copy (cc) of					
(From/To) Close Date (From/To) Distribution (User) Distribution (Group)	-	MER Search according to the closed date of the MER Search using the parameters of a user who either sent, received and carbon copy (cc) of the MER Search using the parameters of a group who either sent, received and carbon copy (cc) of the MER					
(From/To) Close Date (From/To) Distribution (User) Distribution (Group) Preparer	-	MER Search according to the closed date of the MER Search using the parameters of a user who either sent, received and carbon copy (cc) of the MER Search using the parameters of a group who either sent, received and carbon copy (cc) of the MER Searches MERs according to the user that					
(From/To) Close Date (From/To) Distribution (User) Distribution (Group) Preparer	-	MER Search according to the closed date of the MER Search using the parameters of a user who either sent, received and carbon copy (cc) of the MER Search using the parameters of a group who either sent, received and carbon copy (cc) of the MER Searches MERs according to the user that prepared it					
(From/To) Close Date (From/To) Distribution (User) Distribution (Group) Preparer Search	- -	MERSearch according to the closed date of theMERSearch using the parameters of a user whoeither sent, received and carbon copy (cc) ofthe MERSearch using the parameters of a group whoeither sent, received and carbon copy (cc) ofthe MERSearch using the parameters of a group whoeither sent, received and carbon copy (cc) ofthe MERSearches MERs according to the user thatprepared itImplement the search					

### Admin

MATERIAL EXCEPTION REPORT(MER)	Help Document	Logout
0-3393-2: HABSHAN-3 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/0	9485
MER List Status List New MER Admin		
Admin Home		
Project Setting		
Edit Free Space		
Assign Approver & Checker		
Edit Approval Flow Template		
Edit Distribution Template		
Edit Mechanical Completion Information and Schedule		
Edit E-Mail Template		

ltem	Required	Description
Edit Free Space	-	Edit/Assign free space in the MER field
Assign Approver	-	Assign a user the status of Approver or
& Checker		Checker
Edit Approval	-	Prepare the Template of the Approver &
Flow Template		Checker according to FWBS Level 3
Edit Distribution	-	Prepare the Template of the Distribution
Template		for the correspondence (assign Attention
		& CC recipients to a template)
Edit Mechanical	-	Search for and add Mechanical Completion
Completion		Information and schedule as individual
Information and		objects along with entering system code
Schedule		and .descriptions
Edit E-Mail	-	Create E-Mail Templates for users to select
Template		and use for notifying other parties

### 1.5. System Access Control

System access level can be configured with regards to the users in each respective project as follows.

Role	Approval Flow Status	MER Inquir Y	MER Updat e	Appr. Fl. Update (1)	Appr. Fl. Update (C)	CANCEL	DELETE
Preparer	Draft	0	0	0	0	×	0
	MER for Issue	0	0	0	0	×	×
	Issued	0	0	×	0	0	×
	MER for Close	0	0	×	0	×	×
	MER for YOC Close	0	0	×	0	×	×
	Closed	0	0	×	×	0	×
Checker for	Draft	0	0	0	0	×	×
lssue Approval	MER for Issue	0	0	0	0	×	×
	Issued	0	0	×	0	0	×
	MER for Close	0	0	×	×	×	×
	MER for YOC Close	0	0	×	×	×	×
	Closed	0	0	×	×	0	×
Approver for	Draft	0	0	0	0	×	×
lssue Approval	MER for Issue	0	0	0	0	×	×
	Issued	0	0	×	0	0	×
	MER for Close	0	0	×	×	×	×
	MER for YOC Close	0	0	×	×	×	×
	Closed	0	0	×	×	0	×
Checker for	Draft	$\bigcirc$	$\bigcirc$	0	0	×	×
Closing	MER for Issue	0	0	×	0	×	×
Approval	Issued	0	0	×	0	0	×
	MER for Close	0	0	×	0	0	×
	MER for YOC Close	0	0	×	0	0	×
	Closed	0	0	×	×	0	×
Approver for	Draft	0	0	0	0	×	×
Closing	MER for Issue	0	0	×	0	×	×
Approval	Issued	0	0	×	0	0	×
	MER for Close	0	0	×	0	0	×
	MER for YOC Close	$\bigcirc$	$\bigcirc$	×	0	0	×
	Closed	0	0	×	×	0	×
Other	Draft	0	0	0	0	×	×
	MER for Issue	0	0	×	×	×	×
	Issued	0	0	×	0	×	×
	MER for Close	0	0	×	×	×	×
	MER for YOC Close	0	0	×	×	×	×
	Closed	0	0	×	×	×	×
Project Admin	Draft	0	0	0	0	×	0
System Admin	MER for Issue	0	0	0	0	×	0
	Issued	0	0	×	0	0	0
	MER for Close	0	0	×	0	0	0
	MER for YOC Close	0	0	×	0	0	0
	Closed	0	0	×	×	0	0

Data access control in case of the status of the document is **Open/Closed.** 

Table Data access control in case of the status of the MER is OPEN

[Additional Notes]

- a. It is possible to cancel the MER after it is received Issue Approval.
- b. If Checker or Approver expect the deletion of any such MER, they shall deny the MER with typing the comment as "To be deleted" in the Comment. After that the status of the MER is changed to the draft version. Preparer refers to the remaining Comment and Preparer operates the deletion of the MER.

Project Admin and System Admin can delete any of the MER as a special administrator's privilege.

- 1. It means that its Closing Approval Flow is completely closed and is equal to YOC CLOSE in OVERALL STATUS.
- 2. System admin and Project Admin have a different utilization privilege partially in terms of the operation of the master maintenance. But the authority for the data access shall be fully the same.

Role	Approval Flow Status	MER Inquiry	MER Update	Appr. Fl. Update (1)	Appr. Fl. Update (C)	CANCEL	DELETE
Preparer	Draft	_	_	_	_	_	_
	MER for Issue	_	_	_	_	_	_
	Issued	0	×	×	×	×	×
	MER for Close	0	×	×	×	×	×
	MER for YOC Close	0	×	×	×	×	×
	Closed	0	×	×	×	×	×
Checker	Draft	_	_	_	_	_	_
for	MER for Issue	_	_	_	_	_	_
Issue	Issued	0	×	×	×	×	×
Approval	MER for Close	0	×	×	×	×	×
	MER for YOC Close	0	×	×	×	×	×
	Closed	0	×	×	×	×	×
Approver	Draft	_	_	—	_	_	_
for	MER for Issue		—	—	—	—	—
Issue	Issued	0	×	×	×	×	×
Approval	MER for Close	0	×	×	×	×	×
	MER for YOC Close	0	×	×	×	×	×
	Closed	0	×	×	×	×	×
Checker	Draft		—	—	—	—	-
for	MER for Issue	_	—	_	-	_	-
Closing	Issued	0	×	×	×	×	×
Approval	MER for Close	0	×	×	×	×	×
	MER for YOC Close	0	×	×	×	×	×
	Closed	0	×	×	×	×	×
Approver	Draft	_	_	_	-	_	_
for	MER for Issue	-	-	-	-	-	-
Closing	Issued	0	×	×	×	×	×
Approval	MER for Close	0	×	×	×	×	×
	MER for YOC Close	0	×	×	×	×	×
	Closed	0	×	×	×	×	×
Other	Draft	_	—	—	-	—	_
	MER for Issue	_	—	_	-	—	-
	Issued	0	×	×	×	×	×
	MER for Close	0	×	×	×	×	×
	MER for YOC Close	0	×	×	×	×	×
	Closed	0	×	×	×	×	×
Project	Draft	_	—	_	-	—	_
Admin	MER for Issue	—	—	_	—	—	_
System	Issued	0	0	×	0	×	0
Admin	MER for Close	0	0	×	0	×	0
	MER for YOC Close	0	0	×	0	×	0
	Closed	0	0	×	×	×	0

Table Data access control in case of the status of the MER is CANCEL

### 【Additional Notes】

a.	The cancelation of the MER is possible when the status of the MER is issued
	or later and this is not the privilege issue. So the reason why there is some
	"-" on the column of "Draft" or "MER for Issue" is for the purpose of the
	expression of the meaningless
<u>لم</u>	

b. Any of User in spite of the Role cannot operate the MER which status is deleted

<u>Note</u>: When compared to the user settings of **J-COTSi**, the user setting, of the **MER** System does not allow a deputy user to approve the **MER**. The genuine assigned user must approve the results his or herself

## 2. Login to the MER

### 2.1. Outline

Administrator can login to the **MER** system.

### 2.2. How to login to the MER

Administrator can login to the **MER** system by following the steps below:

1) Open the Internet Explorer web browser, and input the **MER** System's URL address. The Login screen will be displayed (shown below).

⇒URL of the **MER** is as follows: <u>http://MER.jgc.co.jp</u>

MATERIAL EXCEPT	MATERIAL EXCEPTION REPORT(MER)					
Login						
User ID						
Password						
	Login					

2) Input the User ID and password and then click the Login button.

 $\Rightarrow$ If the login is successful, and then the second **Login** screen is displayed.

• 06305 • (654072) • Login			
• 06305 • 00540702 • Login			

Select the assigned project from drop down list and then click on the Login button again.
 ⇒If the login is successful; the MER List screen will be shown.

MATERIAL EXCEPTION RE	PORT(MER)	Help Document Logout						
0-5467-2: TAGANI	0-5467-2: TAGANITO HPAL PROJECT(SUMITOMO METAL MINING CO., LTD)							
MER List Status List	New MER Admin							
Find MER (MER Li	st)							
No data was found.								
Read Status - Unread(N	ew) , Request to me = Check/Approve for Both							
		Simple Search   Advanced Search						
- Search Conditions	5							
Approval Status	: ALL   ALL Draft   My Draft   MER for Issue Approval   Issued   MER for Close Approval							
Read Status	: ALL   Unread(New)   Read							
My Action	: ALL   Attention to me   CC to me   Attention and CC to me							
Request to me	: ALL   Check/Approve for Issue   Check/Approve for Close   Check/Approve for Both	Refresh   Clear Conditions						
	Show MER List   Show Status List   Print MER List   Dow	nload MER List   Download MER Item List						
Search More								

4) Click the Admin link on the tab at the top of the screen to be navigated to the Admin Page.

 $\Rightarrow$ The following **Admin Home** screen is shown.

MATERIAL EXCEPTION REPORT (MER)	Help Document	Logout
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/0	9485
MER List Status List New MER Admin		
Admin Home		
Project Setting		
Edit Free Space		
Assign Approver & Checker		
Edit Approval Flow Template		
Edit Distribution Template		
Edit Mechanical Completion Information and Schedule		
Edit E-Mail Template		

## 3. Setup MER & Configuring MER user

### 3.1. Outline

Administrator has the power to setup the **MER** and to configure users on the **MER System**.

### 3.2. How to setup the MER & configure the MER user

The **MER System** takes its data from the **J-COTSi** database. From there, user disciplines and user access rights are configured to the **MER** System. Firstly, it is necessary to configure the user and user access rights on the external system. The procedure is as follows:

- 1) Before a project can be registered to the **MER** system, it needs two things. The first one is that it must be registered to the **PMS**. The second thing is that the project must have the access rights to the **MER** system.
- 2) The project administrator needs to configure the user setting and the user rights for each user from J-COTSi & MER in the PMS after getting the approval.
- 3) Configure the user setting on the J-COTSi.

If procedures 1 to 3 have been completed, the user can use the **MER** normally. The next step is to configure the user access rights. This will determine whether a user has the right to be an approver for an MER. The procedure is shown on the next page:

### 4) Click the Admin link.

 $\Rightarrow$ The Admin page is shown.

Search Conditions Approval Status East Allow Allows Read Status : ALL My Action : ALL	IEPROJECT(S	OMITOMO META	L MINING CO., LID)			
Find MER (MER List) Search Conditions Approval Status : ALL Read Status : ALL My Action : ALL	Admin				NON	IAKA KAZUAKI/09485
Find MER (MER List) Search Conditions Approval Status : ALL Read Status : ALL My Action : ALL						
Search Conditions Approval Status : ALL Read Status : ALL My Action : ALL						
Search Conditions Approval Status : ALL Read Status : ALL My Action : ALL					Simple	e Search   Advanced Search
Approval Status       : ALL         Read Status       : ALL         My Action       : ALL						
My Action : ALL	L   ALL Draft	My Draft   MER	R for Issue Approval   Issued	I   MER for Close Ap	proval	
	L   Unread(N L   Attention	to me   CC to me	Attention and CC to me			
Request to me : ALL	L   Check/Ap	prove for Issue	Check/Approve for Close   C	Check/Approve for B	oth   Refresh	Clear Conditions
Search More			Show MER List	Show Status List	Print MER List   Download MER List	Download MER Item List
64 1-10 << 1 2 3 4 5 6 7 >>	Per page: 10	20 30 50 100	1	List I	tem Selection   Read Status: Read U	nread   MER PDF: Download
✓ MER No.	Overall	Issued on	Issued by	P.O.No.	P.O.Title	Seq No.↓
	Open			P-216A-TEST-001		000001
	Open			P-216A-TEST-001	MER TECT Data and	000002
MER-216A-0002-ZZZ	YUC Close		HAMAMOTO SHINICHI/05886	P-216A-TEST-001	MER TEST Data 001	000003
MEK-3-0101-DUMMY 5	Onen			P-216A-TEST-001	MER TEST Data 001	000004
MER-6-0019-777	YOC Close	21-Sep-2010	YUASA KIMITAKA/K4737	P-216A-TEST-001	MER TEST Data 001	000005
MER-3-0101-DUMMY	Cancel	15-Sep-2010		P-216A-TEST-001	MER TEST Data 001	000007
	YOC Close	15-Sep-2010		P-216A-TEST-001	MER TEST Data 001	000008
	YOC Close	15-Sep-2010		P-216A-TEST-001	MER TEST Data 001	000009
MER-3-0101-DUMMY	Open			P-216A-TEST-002	MER JPLUSP TEST Data 002	000010
64 1-10 << 1234567 >>				Ļ		
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5303-2: HABSHAN S PD	IER)	NT/ABIL DHABT (		F		Help Document Logo
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I	IER) PROCESS PLAI	NT(ABU DHABI G	GAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485
MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I	IER) PROCESS PLAI MER Admin	NT(ABU DHABI (	GAS INDUSTRIES LTD)	-		Help Document Logo NONAKA KAZUAKI/09485
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I Admin Home Project Setting	IER) PROCESS PLAI MER Admin	NT(ABU DHABI G	GAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I Admin Home Project Setting	IER) ROCESS PLAI MER Admin	NT(ABU DHABI O	GAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I Admin Home Project Setting Edit Free Space Assign Approver & Check	IER) ROCESS PLAI MER Admin	NT(ABU DHABI G	SAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I Admin Home Project Setting Edit Free Space Assign Approver & Check Edit Approver & Check	IER) ROCESS PLAI MER Admin	NT(ABU DHABI O	GAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I Admin Home Project Setting Edit Free Space Assign Approver & Check Edit Approval Flow Temp	NER) NOCESS PLAI MER Admin	NT(ABU DHABI O	GAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I Admin Home Project Setting Edit Free Space Assign Approver & Check Edit Approval Flow Temp Edit Distribution Templat	IER) PROCESS PLAI MER Admin Cker plate ate	NT(ABU DHABI G	GAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485
64 1-10 << 1 2 3 4 5 6 7 >> MATERIAL EXCEPTION REPORT(ME 0-5393-2: HABSHAN-5 PF MER List Status List New I Admin Home Project Setting Edit Free Space Assign Approver & Check Edit Approval Flow Temp Edit Distribution Templat Edit Mechanical Completi	IER) PROCESS PLAI MER Admin cker plate ste	NT (ABU DHABI O	GAS INDUSTRIES LTD)			Help Document Logo NONAKA KAZUAKI/09485

5) Click the link of the Assign Approver & Checker.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPT	ON REPORT (MER)	Help Document Logout
0-5393-2: H/	IBSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/09485
MER List Statu	s List New MER Admin	
Assign Appro	ver & Checker	Back to Admin Menu
- Search Cond	itions	
Name	: Search Clear Conditions	
36 1-20 << 1	2 >>	
ID	Name	
844	YOC:IT	Assign Approver & Checker
923	YOC:TANK	Assign Approver & Checker
924	YOC:RTRY	Assign Approver & Checker
925	YOC:QC	Assign Approver & Checker
926	YOC:QA	Assign Approver & Checker
927	YOC:PROC	Assign Approver & Checker
928	YOC:PMT	Assign Approver & Checker
929	YOC:PKG	Assign Approver & Checker
930	YOC:JVPMB	Assign Approver & Checker
931	YOC:PJC	Assign Approver & Checker
932	YOC:PIPING	Assign Approver & Checker
933	YOC:08M	Assign Approver & Checker
934	YOC:MACH	Assign Approver & Checker
935	YOC:HSE	Assign Approver & Checker
936	YOC:FURN	Assign Approver & Checker
937	YOC:EQUIP	Assign Approver & Checker
938	YOC:ELEC	Assign Approver & Checker
939	YOC:CONST	Assign Approver & Checker
940	YOC:CIVIL	Assign Approver & Checker
941	YOC:CE	Assign Approver & Checker

6) To assign a user as an approver or checker, find on the specific **Group** that the user belongs to and then click on that **Group's** corresponding **Assign Approver & Checker** link.

 $\Rightarrow$ The following page appears.

MER List       Status List       New MER       Admin         Assign Approver & Checker       Back to Admin Men         Group       : ID=932       Name=YOC:PIPING         Users :       Approver :         ASSIGN APProver & Checker       Approver :         MINITA SHITICHI/54877       AAAIINA SHITICHI/54877         AAAIINA SHITICHI/54877       AAAIINA SHITICHI/54877         AAAIINA SHITICHI/54877       AAAIINA SHITICHI/54877         CLERICO RAVKISTOFERK/X304       Add all >>         CLUZ MICHAELJAM/K8077       DEMURA DATWAIS558         ENOMOTO KAZUO/54281       ESPENILLA MELVIN/K5762         COPALAKAISHAWA SIDIOHARAN/K8613       Checker :         HORKIKIK KENJ109397       Checker :         MASHRO TADAO/53070       NOUE SHUILH/K1588         INOUE SHUICHI/K1588       NOUE SHUICHI/K1588         INOUE SHUICHI/K1588       Add all >>         INOUE SHUICHI/K1588       Add all >>         INOUE SHUICHI/K1588       >>         INOUE SHUICHI/K1589       >>         KITAMURA SHUND/V2873       >>         KITAMURA SHUND/V2873       >>         KITAMURA SHUND/V2873       >>         KITAMURA SHUND/V28739       >>         KITAMURA SHUND/V287399       >>	MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES	LTD)	Help Document Logout NONAKA KAZUAKI/09485
Assign Approver a checker  Group : ID=932, Name=YOC:PIPING  Users:  ANSHITA SHINICH/54877 ASAJIMA TETSUR0/09064 BELTRAN NORIE/K1901 CLERICO RAYKRISTOFER/K7304 CRUZ MICHAELJAN/K8077 DENURA DAIWA/08568 ENNOMOTO KAZUO/54281 ESPENILA MELVIN/K5762 GOPALARRISHNAN SRIDHARAN/K8613 HONDAT ARUR0/04989 HORIKIRI KENJI/09347 HUFANCIA JOSEPH/K9322 IDOGUCH/TSSH8 INOUE HIDEHKKO/53312 ISHIWATA YUJJ/07337 ITAGAKI OSAMU/54350 KCANUAS SHIHO/73399 KCOSAKA YOSHIHT/072777 COUNTY COU	MER List Status List New MER Admin		Back to Admin Menu
Group : D=32 , Name=YOC:PIPINS  Users : ANSHITA SHINICHI/54877 AAAJIMA TETSUR(0/9064 BELTRAN NORE/K/1901 CLERICO RAYKRISTOFFER/K7304 CQUZ MICHAELJAN/K801 DEMURA DAIWA/08568 ENONMOTO KA2U0/54281 ESPENILA MELVIN/K5762 COPALAKRISHNAN SRIDHARAN/K8613 HONDA TAKUR0/08498 HORIKIRI KENJ109347 HUFANCLA JOSEFN/K6932 IDOCUCHT OSHIR(0/93312 ISHIWATA YUJ10/337 ITACAKAI OSAMU/54350 KMISUKI TATSU0/02873 KITAMURA SHUNSKE/54186 KOTO YOSHE/57389 KOSKAK YOSHIIIT0/07777			Back to Admin Mend
Users :       Approver :         ANSHITA SHINICHI/54877       ASAJIMA TETSUR/09064         BELTRAN NORIE/K1901       Image: Comparison of the comparison o	Group : ID=932 , Name=YOC:PIPING		
AASHITA SHINICH/154877 ASAJIMA TETSURO/09064 BELTRAN NORIE/K1901 CLERIGO RAYKRISTOFFER/K7304 CRUZ MICHAELIAN/R8077 DEMURA DAIWA/08568 ENOMOTO KAZUO/54281 ESPENILLA MELVIN/K5762 GOPALARRISHNAN SRIDHARAN/K8613 HONDA TAKURO/08498 HORNIKRI KENJI/09347 HUFANCIA JOSEPH/K6932 IDOGUCHI TOSHIR/O/3120 INOUE SHURCH/K1586 INOUE HIDEHIKO/3317 ITAGAKI OSAMU/54350 KAMISUKI TATSUQ/02873 KITAMURA SHUNSJKE/54186 KOTU YOSHIE/75369 KONKAA YOSHIHITO/07777 KOSAKA YOSHIHITO/07777	Users :	Approver :	
KUASYANAGI NORIKO75345 MAEDA MASAYO/KB267 Save Back to Index	ANSHITA SHINICHU/S4877 ASAJIMA ETFSURC/00064 BELTRAN NORIE/K1901 CLERIG RAYNKISTOFFER/K7304 CRUZ MICHAELIAN/K085077 DEMURA DAIWA/08568 ENOMOTO KAZU0/54201 ESPENILLA MELVIN/K5762 GOPALAKISHNAN SKIDHARAN/K0613 HONDA TAKURO/08498 HORIKIRI KENJI/09347 HUFANCIA JOSEPH/K6932 IDOGUCHI TOSHIRO/04498 IMASHIRO TADA0/53070 INOUE SHUJCHI/K1568 INOUE SHUJCHI/K1568 INOUE SHUJCHI/K1568 INOUE SHUJCHI/K1568 KAMISUKI TATSU0/02873 KTAMURA SHUNO/K24360 KONUMA SHIHO/75399 KOSAKA YOSHIH/T030777 KUMTTAKE KENJIRO/KC645 KUSAYANAGI NORIKO/75345 MAEDA MASAYO/K5267	Add all >> >> << Remove all Checker : Add all >> >> << < Remove all Checker : Add all >> >> << < Back to Index	

7) Select the user on the left list box and click the link marked ">>" to give them approver rights.
 ⇒The user is added to the right box can be selected as an Approver or Checker.



Note: Hold the **Ctrl** button to select or deselect multiple users. To select all users, click the **Add all** link to move all users from the left list box to the right box. Select a user and click the "<<" to remove that particular User from the right box. Or click the **Remove all** to clear all the users in the right side of the box.

8) When finished, click the Save link at the bottom of the page.

 $\Rightarrow$ The user settings will be saved.

## 4. Setup Approval Flow Template

### 4.1. Outline

Administrator can setup the **Approval Flow Template**.

### 4.2. How to setup Approval Flow Template

It is possible prepare the **Approval Flow Template** in advance to specify the order and specific users whether they are Approvers or Checkers. The procedure is as follows:

### 4.2.1. Add the Approval Flow

1) Open the Internet Explorer web browser, and input the **MER** System's URL address. The Login screen will be displayed (shown below).

 $\Rightarrow$  URL of the **MER** is as follows:

### URL: http://MER.jgc.co.jp

MATERIAL EXCEPTI	ION REPORT(MER)		
Login			
User ID	:*		
Password			
	Login		

Input the User ID and password and then click the Login button.
 ⇒If the login is successful, and then the second Login screen is displayed.

**3)** Select the assigned project from drop down list and then click on the **Login** button again. And then click on the **Admin** tab at the top of the screen

MATERIAL EXCEPTION	ON REPORT (MER)			
Login				
User ID Project Code	: • 06305 : • 05557752 • Login			

4)  $\Rightarrow$  If the login is successful; the **MER List** screen will be shown.

MATERIAL EXCEPTION REPORT(MER) 0-5467-2: TAGANITO HPAL PROJECT(SUMITOMO METAL MINING CO., LTD)	Help Document	Logout 305
MER List Status List New MER Admin		
Find MER (MER List)		
No data was found.		
Read Status – Unread(New) , Request to me – Check/Approve for Both		
Search Conditions	Simple Search   Advanced Se	arch
Approval Status         :         ALL   ALL Draft   My Draft   MER for Issue Approval   Issued   MER for Close Approval             Read Status         :         ALL   Unread(New)   Read             My Action         :         ALL   Attention to me   CC to me   Attention and CC to me             Request to me         :         ALL   Check/Approve for Issue   Check/Approve for Close   Check/Approve for Both	Refresh   Clear Conditions	
Show MER List   Show Status List   Print MER List   Downlo	ad MER List   Download MER Item	List

5) Click the link of the Edit Approver Flow Template on the Admin page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTION	ON REPORT(MER) BSHAN-5 PRO	CESS PLANT(/	ABU DHABI GAS INDUSTRIES LTD)	Help Document Logout NONAKA KAZUAKI/09485
MER List Status	s List New ME	R Admin		
Edit Approval	Flow Templa	ate		Back to Admin Menu
Search Condi	itions			
Туре	: 🔲 Is	ssue Workflow 🛙	Closing Workflow Search	
Add Template				
FWBS Level3	Туре	ID	Name	
216	Issue	11	Piping (test input)	Edit Delete
216	Issue	12	Piping test input 2	Edit Delete

6) Click the link of the Add Template.

 $\Rightarrow$ The following page is shown.

MATERIAL 0-539 MER List	EXCEPTION REPO 3-2: HABSHAN Status List	NRT(MER) H-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIE New MER Admin	ES LTD) NON	Help Document Logou IAKA KAZUAKI/09485	it
Edit Ap	proval Flow	Template		Back to Admin Me	inu
ID FWBS Le Type Name	evel 3	21 © Issue Workflow © Closing Workflow :			
Workflow	w:				
No.	Role	Group	User	Add / Delete	
1	Preparer	(Preparer Group)	(Preparer)	Add	
2	Checker		• •	Add Delete	
3	Checker		•][	Add Delete	
4	Approver1		•		
5	Approver2		v	(For Closing Only)	
			Save Back to Index		

7) Input the FWBS Level 3 in the textbox. Select the FWBS Level 3 Type, and then enter the Name of the Template.

FWBS Level 3	:	21 6
Туре	:	Issue Workflow O Closing Workflow
Name	:	

Note: Please be aware that it is possible to type just one digit in the FWBS Level 3.

8) Select the Group and the User from the drop-down list



<u>Note</u>: Click the **Add** or **Delete** link to add or delete a line respectively. And please keep in mind that **Approver1** is absolutely necessary to issue a template and both **Approver1** and **Approver2** are necessary to close a template. It is not necessary to add Checkers.

9) Click the Save link on the bottom of the page.

 $\Rightarrow$ The Template is saved.

MATERIAL	EXCEPTION REP	Help Document Logout		
0-5393	3-2: HABSHA	N-5 PROCESS PLANT(ABU DHABI G	AS INDUSTRIES LTD)	NONAKA KAZUAKI/09485
MER List	Status List	New MER Admin		
• The	Approval Flow T	emplate has been saved.		
Edit Ap	proval Flow	/ Template		Back to Admin Menu
ID		: 11		
FWBS Le	vel 3	: 216		
Туре		: Issue Workflow		
Name		: Piping (test input)		
Workflow	r.			
No.	Role	Group	User	
1	Preparer	(Preparer Group)	(Preparer)	
2	Checker	YOC:PMT	DENDA KOHEI/08619	
3	Checker			
4	Approver1	YOC:PMT	DENDA KOHEI/08619	
			Edit Back to Index	

### 4.2.2. Edit the Approval Flow

1) Click the Edit Approver Flow Template link on the Admin page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTI	ION REPORT (MER)			Help Document Logout
0-5393-2: HA	BSHAN-5 PRO	CESS PLANT(/	BU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/09485
MER List Statu	ıs List New ME	R Admin		
Edit Approva	l Flow Templa	ate		Back to Admin Menu
Search Cond	litions			
Туре	: 🔳 Is	ssue Workflow 🛽	Closing Workflow Search	
Add Template				
FWBS Level3	Туре	ID	Name	
216	Issue	11	Piping (test input)	Edit Delete
216	Issue	12	Piping test input 2	Edit Delete

2) Next, click the Edit link on the right side of the page.

 $\Rightarrow$ The following page is shown.

MATERIAL	EXCEPTION REP	ORT(MER)			Help Document	Logout
0-5393	3-2: HABSHA	N-5 PROCESS PLANT(ABU DHABI GAS IND	USTRIES	LTD) NO	NAKA KAZUAKI/0	9485
MER List	Status List	New MER Admin				
Edit Ap	proval Flow	Template			Back to Ac	dmin Menu
ID FWBS Le	vel 3	: 11 : <sub>21</sub> 6				
Туре		:      Issue Workflow      Closing Workflow				
Name		Piping (test input)				
Workflow	v:					
No.	Role	Group		User	Add / Delete	
1	Preparer	(Preparer Group)		(Preparer)	Add	
2	Checker	YOC:PMT	-	DENDA KOHEI/08619	Add Delete	ŧ.
3	Checker		Ŧ		Add Delete	3
4	Approver1	YOC:PMT	•	DENDA KOHEI/08619		
5	Approver2		~		(For Closing On	ıly)
				Save Back to Index		

**3)** Modify the inputted or selected information and click the **Save** link.

 $\Rightarrow$ The Template is saved.

### **4.2.3.** Delete the Approval Flow

1) Click Edit Approver Flow Template link on the Admin page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTION REPORT(MER)		Help Doc	ument Logout		
0-5393-2: HAE	3SHAN-5 PRO	CESS PLANT(/	BU DHABI GAS INDUSTRIES LTD)	ΝΟΝΑΚΑ ΚΑ	ZUAKI/09485
MER List Status	List New ME	R Admin			
Edit Approval	Flow Templ	ate			Back to Admin Mer
Search Condit	tions				
Туре	: 🔳 I	issue Workflow 📗	Closing Workflow Search		
Add Template					
FWBS Level3	Туре	ID	Name		
216	Issue	11	Piping (test input)	E	dit Delete
216	Issue	12	Piping test input 2	E	dit Delete
210	13506	12	Piping test input 2	E	The Delete

2) Click the **Delete** link on the right side of the page.

 $\Rightarrow$ The following dialogue is shown.



3) Click the OK button on the dialogue.

 $\Rightarrow$ The Template has been deleted.

## 5. Setup Distribution Template

### 5.1. Outline

Administrator can setup **Distribution Templates**.

### 5.2. How to setup a Distribution Template

It is convenient to prepare a **Distribution Template** when adding a specific group of users often for the **Attention** or **CC** on in an **MER**. The procedure is as follows:

#### 5.2.1. Add the Distribution Flow

1) Click the link of the Edit Distribution Template on the Admin page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCE 0-5393-2:	TION REPORT	(MER) PROCES	SS PLANT(ABU DHABI GAS INDUSTRIES LTD)	Help Document NONAKA KAZUAKI/0	Logout 9485
MER List Sta	atus List Ne	ew MER	Admin Admi		
Edit Distrib	ution Tem	plate		Back to A	dmin Menu
Add Templat	e.				
FWBS Level	3 ID	N	lame		
216	4	т	fest	Edit Delete	5

2) Click Add Template link on the page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTION REPORT(MA 0-5393-2: HABSHAN-5 PI MER List Status List New	Help Document Logout NONAKA KAZUAKI/09485			
Edit Distribution Templ	ate			Back to Admin Menu
ID   :     FWBS Level 3   :     21		]		
Distribution :				
To (Group) : *	Add Delete all			
Cc (Group) :	Group Add Delete all Group	Attention Cc		
		Save Back to Index		

- 3) Input the FWBS Level 3 and the Name.
- 4) Click the Add link near To (group).

 $\Rightarrow$ The following dialogue is shown.

Please select a To(Group) from the following drop-down list.					
To(Group):* YOC:IT		•			
User:	Add all	Attention:	Remove all		
YOC:IT	-	*	•		
HAMAMOTO SHINICHI/05886	<u>_</u>				
IMOTO MASAFUMI/04/88					
NASUNO HIROKI/KB196					
NONAKA KAZUAKI/09485					
RUIZ ERICSON/KB524					
SADAMATSU KOJI/55446	= >>				
SUZUKI TAKAYUKI/55767	<<				
TAKADA ATSUSHI/KD590					
TANIGAWA TOSHIHIRO/08270					
TANJI NORIO/04830					
VELLAICHAMY RAMKUMAR/KC774					
YAMADA HIKOKAZU/08420					
TAMAMOTO SHIGEKO/K1401					
			OK Close		

5) Select the desired user on the left list box and click the link of ">>".

 $\Rightarrow$ The selected user is moved to the right list box.

<u>Note</u>: To select multiple users at once, click the user in the left box and hold the **CTRL** key. Then it is possible to select other users. To add all the users, simply click on the **Add all** link. To remove some user from the right box, select the user and click the "<<".Or click the Remove all to remove the entire user on the right list box.

6) Once finished selecting the users, click the **OK** link on the dialogue.

 $\Rightarrow$ The user is listed on the **Attention**.

To (Group)	: *	* Add Delete all		
		Group	Attention	
		YOC:IT	KIKUTA HIROYUKI/05463 NASUNO HIROKI/KB196 NONAKA KAZUAKI/09485 RUIZ ERICSON/KB524 SADAMATSU KOJI/55446 SUMIYA TADASHI/06305	Edit Delete
Cc (Group)	:	Add Delete all		
		Group	Сс	

7) Click the Add link near Cc (group). Selecting the user list is the same as To (Group). Refer for step 5).

 $\Rightarrow$ The selected users are listed in **Cc**.

Cc (Group)	1	Add Delete all	all second s		
		Group	Cc		
		YOC:IT	NONAKA KAZUAKI/09485	Edit Delete	
			RUIZ ERICSON/KB524		
			SADAMATSU KOJI/55446		
			SUMIYA TADASHI/06305		
			SUZUKI TAKAYUKI/55767		
			TAKADA ATSUSHI/KD590		

8) Click the Save link at the bottom of the page.

 $\Rightarrow$ The **Distribution Template** is saved.

MATERIAL EXCEPTION REPORT(M 0-5393-2: HABSHAN-5 P MER List Status List New • The Distribution Template I Edit Distribution Temp ID : 4 FWBS Level 3 : 216 Name : Test	ieR) ROCESS PLANT(ABU DHABI MER Admin Admi	GAS INDUSTRIES LTD)	Help Document Logout NONAKA KAZUAKI/09485 Back to Admin Menu
Distribution : To (Group) :	Group YOC:IT	Attention HAMAMOTO SHINICHI/05886 IIMOTO MASAFUMI/04788 KIKUTA HIROYUKI/05463 NSUNA HIROKI/KB195 NONAKA KAZUAKI/09485	
Cc (Group) :	Group	Cc Edit Back to Index	

### 5.2.2. Edit the Distribution Template

1) Click the link of the Edit Distribution Template on the Admin page.

 $\Rightarrow$ The following page is shown.

2) Click the Edit link on the right side of the page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTION REPORT(MER)					Help Document	Logout	
0-5393-2	2: HABSHAN	-5 PI	ROCESS PLANT (ABU DHABI (	GAS INDUSTRIES LTD)		NONAKA KAZUAKI/0	9485
MER List	Status List	New	MER Admin				
Edit Dist	ribution Te	mpl	ate			Back to Ad	lmin Menu
ID	: 4						
FWBS Leve	I3 : <sub>21</sub> 6						
Name	: Test						
Distribution	i i						
:							
To (Group	)	: *	Add Delete all				
			Group	Attention			
			YOC:IT	HAMAMOTO SHINICHI/05886	Edit Delete		
				KIKUTA HIROYUKI/05463			
				NASUNO HIROKI/KB196			
				NONAKA KAZUAKI/09485			
Cc (Group	)	:	Add Delete all				
			Group	ÚC			
				Save Back to Index			
				Duck to Index			

**3)** Modify the inputted or selected information and click the **Save** link.

 $\Rightarrow$ The Template is saved.

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### 5.2.3. Delete the Distribution Template

1) Click Edit Distribution Template link on the Admin page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)			Help Document Logout		
MER List Status	Lict Now ME	P Admin	NUM	IAKA KAZUAKI/09485	
MERLISC STATUS	LISU NEW ME	K Admin			
Edit Distributi	on Template	8		Back to Admin M	enu
Add Template					
FWBS Level 3	ID	Name			
216	4	Test		Edit Delete	

2) Click the **Delete** link on the right side of the page for the specific template that is to be deleted.

 $\Rightarrow$ The following dialogue is shown.



3) Click the **OK** button on the dialogue.

 $\Rightarrow$ The Template has been deleted.

## 6. Setup Mechanical Completion Information and Schedule

### 6.1. Outline

Administrator can setup the Mechanical Completion Information and Schedule.

### 6.2. How to setup the Mechanical Completion Information and Schedule

#### 6.2.1. Add the Mechanical Completion Information and Schedule

**1)** Firstly, select the of **Mechanical Completion Information and Schedule** link on the **Admin** page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTIC 0-5393-2: HAI	Hel NONAF	p Document Logout KA KAZUAKI/09485		
MER List Status	s List New MER Admin			
Edit Mechanic	al Completion Informatio	on and Schedule		Back to Admin Menu
Search Condi	itions			
MC No.	:			
System Code	:			
Description	:	Search Clear Conditions		
Add New MC				
MC No.↓	System Code	Description	MC Date	
000000000000000000000000000000000000000	123456789012345	ААААААААААААААААААААААААААААААААААААААА	11-Nov-2010	Edit Delete

2) Then click the Add New MC link.

 $\Rightarrow$ The following page is shown.

- 3) Input the MC No., the System Code (15 digits), the Description (No length limit) and the MC Date.
- 4) Then, press the **Save** button on the bottom of the page.

⇒The Mechanical Completion Information and Schedule is saved.

MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) MER List Status List New MER Admin The mechanical completion information and schedule has been saved.	Help Document Logout NONAKA KAZUAKI/09485
Edit Mechanical Completion Information and Schedule	Back to Admin Menu
MC No.         : 0000000000001           System Code         : 123456789012345           Description         : AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	
Edit Back to Index	

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#### 6.2.2. Edit the Mechanical Completion Information and Schedule

1) Click the Mechanical Completion Information and Schedule link on the Admin page.

dit Mechanical Completion Information and Schedule Back to / Search Conditions MC No. : System Code : Description : Search Clear Conditions dd New MC	It Mechanical Completion Information and Schedule     Back to       Search Conditions     Back to       System Code     :       Description     :	Admin
it Mechanical Completion Information and Schedule Back to J Search Conditions AC No. : pystem Code : sescription : Search Clear Conditions Id New MC	it Mechanical Completion Information and Schedule Back to search Conditions 4C No. : Aystem Code : hescription : Clear Conditions	Admin
iearch Conditions IC No. : ystem Code : escription : d New MC	iearch Conditions	
IC No. : ystem Code : escription : d New MC	IC No. :	
ystem Code :	ystem Code : Search Clear Conditions	
escription : Search Clear Conditions d New MC	escription : Search Clear Conditions	
d New MC		
00000000001 123456789012345 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	00000000001 123456789012345 AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	lete

 $\Rightarrow$ The following page is shown.

2) Click the Edit link on the right side of the page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTIO 0-5393-2: HAE	ATERIAL EXCEPTION REPORT(MER) Help Dox 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) NONAKA KA						
MER List Status	List New MER Admin						
Edit Mechanic	l Completion Information and Schedule		Back to Admin Menu				
MC No. :	0000000000001						
System Code :	123456789012345						
Description :	*****						
MC Date :	11-Nov-2010						
		Save Back to Index					

**3)** It is possible to now modify the Mechanical Completion Information and Schedule input values. Once done editing, click the **Save** link.

 $\Rightarrow$ The Mechanical Completion Information and Schedule has been saved.

### 6.2.3. Delete the Mechanical Completion Information and Schedule

1) Select the Mechanical Completion Information and Schedule link on the Admin page.

			NONAK	A KAZUAKI/09485
R List Status List Nev	MER Admin			
it Mechanical Compl	etion Information and	l Schedule		Back to Admin
earch Conditions				
4C No. :				
system Code :				
Description :		Search Clear Conditions		
0000000000001 1234567890	12345 AAAAA	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	11-Nov-2010	Edit Delete

 $\Rightarrow$ The following page is shown.

2) Click the **Delete** link on the right side of the page of the particular MC No. that is to be deleted.

 $\Rightarrow$ The following dialogue is shown.



3) Click the **OK** button on the dialogue.

⇒The Mechanical Completion Information and Schedule that was selected has been deleted.

## 7. Setup E-Mail Template

### 7.1. Outline

Administrator can setup the **E-Mail template**.

### 7.2. How to setup the E-Mail Template

Read the following procedure to learn how to create an E-Mail Template.

#### 7.2.1. Add the E-Mail Template

1) Enter the Admin Page and then click the Edit E-Mail template link.

 $\Rightarrow$ The following page is shown.

MATERIAL	EXCEPTION REP	PORT(MER)		Help Document	Logout
0-5393	3-2: HABSHA	N-5 PROCESS PLANT(ABU DHABI GA	IS INDUSTRIES LTD)	ONAKA KAZUAKI/0	9485
MER List	Status List	New MER Admin			
Edit E-N	Aail Tompla	ato		Back to A	lmin Menu
	ian rempic			Buck to A	
Add E-M	ail Template				
No	o. Temp	late Name	Subject	Edit Delete	
3	ADC		Concerning shortage problem	Edit Delete	

2) Click the link of the Add E-Mail template.

 $\Rightarrow$ The following page is shown.

#### 3) Type in the **Template Name**, the **Subject** and the **Body**.

MATERIAL EXCEPTION REP	ORT(MER)	Help Document Logout
0-5393-2: HABSHA	N-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/09485
MER List Status List	New MER Admin	
Edit E-Mail Templa	te	Back to Admin Menu
Template Name	: ABC	
Subject	Concering shortage problem	
Body		
All Replace Mark List \${\0B_CODE}-> \${PROJECT_NAME \${ME_NO}>~M \${VENDOR_NAME \${REASON_OF_EX \${REASON_OF_EX \${COUNTERMEASI \${COUNTERMEASI	lob Code - > Project Name RR No. - > Vendor Name CEPTION_INE} >> Reason of Exception(line form) ex)Shortage, Damage CEPTION_INE} -> Reason of Exception(tabular form) JRES_LINE} -> Countermeasure(line form) JRES_TABLE) -> Countermeasure(labular form)	
	Next Back to Index	

 $\Rightarrow$ The following page is shown.

<u>Note</u>: The following textbox shown below displays the syntax to call on information and data from the MER File. This can be used in the body of the E-Mail.



#### 4) Press the **Next** button.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTIO	N REPORT(MER)	Help Document Logout
0-5393-2: HAB	SHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/09485
MER List Status	List New MER Admin	
The following of	intent will be saved.	
Edit E-Mail Ter	nplate	Back to Admin Menu
Template Name	: ABC	
Subject(Edited)	: Concerning shortage problem	
Subject(Preview)	: Concerning shortage problem	
Body(Edited)		
	3GC 308 CODE : 0-x0x00-x0-0000	
	PROJECT : X000X PROJECT	
	MER NU : MEK-X-XXXX	
	Attention to XXXXX Co [VENDOR NAME]	
	Dear Sir or Madam,	
	Thank you for your cooperation for XXX Project .	
	We hereby formally issue MER-XXX (No) as attached below, reporting XXXXXX (Section B: Reason for Exception) .	
	This MER requires that XXXXX XXXXX (Section B: Countermeasures)	
	You are kindly requested to take your necessary action as mentioned in item * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	the delivery date.
	Your prompt confirmation on your required actions would be highly appreciated.	
	Reports	
Boutu(Preview)		
Douv(rienew)		
	JCC JOB CODE 1 0-NODE/00000	
	MER NO : MERX-SOOX	
	Attention to XXXXX Co [VENDOR NAME]	
	when an or remaining	
	Thank you for your cooperation for XXX Project .	
	We hereby formally issue MER-XXX (No) as attached below, reporting XXXXXXX (Section B: Reason for Exception) .	
	The nex requires that www.kawk. [sector a: contermestores]	
	You are kindly requested to take your necessary action as mentioned in item "XXXXX XXXXX (Section B: Countermeasures) , and let us know	the delivery date.
	Your prompt confirmation on your required actions would be highly appreciated.	
	Regards,	
	Save Bark	
	and the protection	

5) Press the Save button.

 $\Rightarrow$ The Template is saved.

0-539.2-2: MASSIMA- 5 PROCESS PLANT (RAU DIABIL GAS INDUSTRIES LTD)       MONACK MAZUAKL/09485         IfEL List is status List in weith is defined       Admin         IfEL List is status List in weith is defined       Main         IfEL List is status List in weith is defined       Back to Admin Me         Timplate Neme:       : ADC         Subject(IfEdHord)       : Concerning thortage problem         Body(FedHord)       : Registral         Body(FedHord)       : Registral         Body(FedHord)       : Registral         Body(FedHord)       : Registral	INTERIAL EXCEPTION	N REPORT(MER)	Help Document Logout
title is statubility in work is indirected barbage problem       indirected barbage problem         title tervel tervel tervel tervel tervel tervel       indirected barbage problem         Subject (Hong is )       indirected b	0-5393-2: HAB	SHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/09485
the mail template has been aved.     text E-Ahail Template Name         Edit E-Ahail Template Name         Edit         Edit(E-Ahail Template Name         Edit         Edit(E-Ahail Template Name         Edit         Edit(E-Ahail Template Name         Edit         Edit(E-Ahail Template Name         Edit         Edit(Edited)         E concerning shortage problem         Edit         Edit(Edited)         E concerning shortage problem         Edit(Edited)         Edit	HER List Status	List New MER Admin	
ti t	The mail temp!	late has been saved.	
Template Name       : ABC         Subject(Fielded)       : Concerning shortage problem         Subject(Fielded)       : Concerning shortage problem         Body(Fielded)       :         JC::::::::::::::::::::::::::::::::::::	Edit E-Mail Ter	mplate	Back to Admin Menu
Subject[Preview] subjec	Template Name	: ABC	
Subject(Preview) : Creating thortage problem Bady(Calind) : Costs CODE : 0 - soos -xx - 0000 PROJECT : soos AND CODE (CPUENDOR NAME] Bear Sire of Madem, Thank you for your cooperation for XOX Project . We herefy formally issue MEP-XXX (No) You are kindly requested to take your necessary action as mentioned in item "XXXXXX (Section B: Countermeasures) , and let us know the delivery date. Regards, Bady(Preview) : Regards, Attention to XXXXXX CoD (VeINDOR NAME] Dear Sire of Madem, Thank You are kindly requested to take your necessary action as mentioned in item "XXXXXXX (Section B: Countermeasures) , and let us know the delivery date. Regards, Each (Preview) : Regards, Attention to XXXXXXX (Del CODE : 0 - soos - 0000 PROJECT : soos ON CODE (PENDOR NAME] Dear Sire of Madem, Attention to XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Subject(Edited)	: Concerning shortage problem	
Bedy(Feffeted)	Subject(Preview)	: Concerning shortage problem	
Loc DB CODE : 0-xxxxxxxxx PRODECT MER NO : MER.X-XXXXX Attention to XXXXXXX PROJECT MER NO : MER.X-XXXXXX Attention to XXXXXXXXX Project : We herely formaly issue MERXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Body(Edited)	A [	
PROJECT : scoce PROJECT MER No : HER.X-SOCE  Attention to SOCOX Ca (VENDOR NAME) Bear für or Madam, Thank you for your cooperation for XOX Project . We hereby formally issue MER-SOCOX (Ne) as attached below, reporting SOCOXX (Section B: Reason for Exception) . This MER requires that SOCOX SOCOX (Section B: Countermeasures) . and let us know the delivery data.  No or required actions would be highly appreciated. Regards, R		JGC JOB CODE : 0-1000X-XX-0000	
MEIR NO: HER.XXXXX         Attention to XXXXXX (No) for your cooperation for XXX Project .         We herely formally issue MERXXXXXXX (No) or attached below, reporting XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		PROJECT : X00000 PROJECT	
Attention to XXXXX Co (UNDOR NAME) Desify or Malam, Thanky you for your cooperation for XXX Project . We herefy formally issue MERXXXX (No) (Section 1: Countermeasures) You are kindly requested to take your necessary action as mentioned in item * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		MER NO : MER-X-XXXX	
Attention to XXXXX Co [VENDOR NAME] Dear Sir or Malam, Thank you for your cooperation for XXX Project . We herefy formally issue MERXXXXX (No) extent as mentioned in Rem *XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Deer fir or Madam. Thank you for your cooperation for XXX Project . We herely formally issue MEX-XXX (Na) as attached below, reporting XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Attention to XXXXX Co [VENDOR NAME]	
hark you for your cooperation for XXX Project . We hereby formally issue MRP-XXXX (No) as statisticated below, reporting XXXXXXXX (Section B: Reason for Exception) . This MRE requires that XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Dear Sir or Madam,	
I Trank you for your cooperation for XXX regist. We hereby formally issue RR-XXX (No) as at table below, reporting XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Hits MCR requires that 30000 X 0000 (Section 8: Countermeasures) You are kindly requested to take your necessary action as mentioned in item * 20000 X 00000 (Section 8: Countermeasures) , and let us know the delivery date. Your prompt confirmation on your required actions would be highly appreciated. Regards, COC XOS CODE : 0-2000 KR0.ECCT REG NOT : 0-2		Thank you for your cooperation for XXX Project . We hereby formally issue MER-XXX (No) as attached below, reporting XXXXXXX (Section B: Reason for Exception)	
Index (Preview)       Yes user kindly requested to take your necessary action as mentioned in item * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		This MER requires that XXXXX XXXXXX (Section B: Countermeasures)	
Sody(Preview)       Image: Property Confirmation on your required actions would be highly appreciated.         Regards,       Image: Property Confirmation on your required actions would be highly appreciated.         Sody(Preview)       Image: Property Confirmation on your required actions would be highly appreciated.         Sody(Preview)       Image: Property Confirmation on your required actions would be highly appreciated.         Sody(Preview)       Image: Property Confirmation on your required actions would be highly appreciated.         Sody Confirmation on your required actions would be highly appreciated.       Image: Property Confirmation on your required actions would be highly appreciated.         You are kindly requested to take your necessary action as mentioned in item "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		You are kindly requested to take your necessary action as mentioned in item " XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	us know the delivery date.
Bady(Preview) 1: Bady(Preview) 2: Bady(Preview) 2: Bady(Preview		Your prompt confirmation on your required actions would be highly appreciated.	
Bedy(Preview) : JC: JOB CODE : 0 : 00:000: R0JECT PROJECT : 2000: R0JECT MER NO : MER.X.SOOX Attention to JOOOX Co [VENDOR NAME] Dair Sir or Madam, Thank you for your cooperation for XOX Project . We herely formally issue MER.Soo( Rol) est attached below, reporting JOOOOX (Section E: Reason for Exception) . This MER requires that JOOOX ORION (Re) as attached below, reporting JOOOOX (Section E: Reason for Exception) . This MER requires that JOOOX ORION (Re) as attached below, reporting JOOOOX (Section E: Reason for Exception) . This MER requires that JOOOX JOOOX (Section B: Countermeasures) and let us know the delivery date. You are kindly requested to take your necessary action as mentioned in item 'JOOOX JOOOX (Section B: Countermeasures) , and let us know the delivery date. Your prompt confirmation on your required actions would be highly appreciated. Regards, Edit: Back to Index		Regards,	
LGC DG CODE: 0:0000:0000 PROIRCT: 2000: RPOIRCT: MER NO: MER.X-XOOX 	Body(Preview)	1	
PROJECT : xxxxx PROJECT MERK NO : MEX.XXXXX Attention to XXXXXXX Attention to XXXXXXXX Attention to XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		JGC 308 CODE : 0-xxxx-0000	
MER NG : MBR: XXXXX 		PROJECT : x00000 PROJECT	
Attention to XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		MER ND : MER-X-XXXX	
Attention to XXXXX C0 (PEIDOR NAME] Dear Sir or Madam. Thank you for your cooperation for XXX Project . We henrefly formally issue MER-XXX (Ne) are attached below, reporting XXXXXX (Section B: Reason for Exception) . This MER requires that XXXXXX (Section B: Countermeasures) You are kindly requested to take your necessary action as mentioned in item "XXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
Dear Sir or Madam, Thank you for your cooperation for XXX Project We herely formally issue MIR-XXX (Na) as attached below, reporting XXXXXX (Section B: Reason for Exception) . This MER requires that XXXXXXX (Section B: Countermeasures) You are kindly requested to take your necessary action as mentioned in item * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Attention to XXXXX Co [VENDOR NAME]	
Thank you for your cooperation for XXX Project . We hereby formally issue MIRR-XXX (Ne) as a tatched below, reporting XXXXXXX (Section B: Reason for Exception) . This MER (requires that XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Dear Sir or Madam,	
If this procession to the conversion of the conversio		Thank we for your concertion for XXX Protect .	
This MER requires that XXXXXX Section B: Countermeasures) You are kindly requested to take your necessary action as mentioned in item * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		We hereby formally issue MER-XOX (No) as attached below, reporting XOOOOX (Section E: Reason for Exception) .	
You are kindly requested to take your necessary action as mentioned in item "XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		This MER requires that XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Your prompt confirmation on your required actions would be highly appreciated. Regards, Edit: Back to Index		You are kindly requested to take your necessary action as mentioned in item " X0000X X0000X (Section B: Countermeasures) , and let	us know the delivery date.
Regards, Edit Back to Index		Your prompt confirmation on your required actions would be highly appreciated.	
Edit Back to Index		Regards,	
		Edit Back to Index	

#### 7.2.2. Edit the E-Mail Template

1) Click Edit E-Mail template link from the Admin Page.

 $\Rightarrow$ The following page is shown.

Status List       New MER       Admin         Mail Template       Back to Ad         fail Template       Subject         >       Template Name       Subject         >       ABC       Concerning shortage problem       Edit Delete	status List     New MER     Admin         E-Mail Template         Subject         No.     Template Name     Subject         3     ABC     Concerning shortage problem     Edit Delete		NONAKA KAZUAKI/0948							
Mail Template     Back to Ad       Add Template Name     Subject       ABC     Concerning shortage problem   Edit Delete	Adii Template     Back to Adm     Adm     ABC     Concerning shortage problem     Edit Delete	ist St	tatus List New MER Admin							
Mail Template         Back to Ad           Atali Template         Subject         Image: Concerning shortage problem         Edit Delete	Hail Template     Back to Adm       E-Mail Template Name     Subject     Edit Delete       3     ABC     Concerning shortage problem     Edit Delete									
All Template Name     Subject       a     ABC     Concerning shortage problem     Edit Delete	Subject         Subject         Image: Concerning shortage problem         Edit Delete           3         ABC         Concerning shortage problem         Edit Delete	E-Mail Template Back to Adm								
Template Name         Subject           ABC         Concerning shortage problem         Edit Delete	No.         Template Name         Subject           3         ABC         Concerning shortage problem         Edit Delete	E-Mail 1	Template							
ABC Concerning shortage problem Edit Delete	3 ABC Concerning shortage problem Edit Delete	No.	Template Name	Subject						
		3	ABC	Concerning shortage problem	Edit Delete					

2) Click the Edit link on the right side of the page.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTION 0-5393-2: HABS	I REPORT(MER) SHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	Help Document Logout NONAKA KAZUAKI/09485
MER List Status L	List New MER Admin	
Edit E-Mail Tem	nplate	Back to Admin Menu
Template Name	: ABC	
Subject	Concerning shortage problem	
Body	Identify the second secon	
All Replace Mark Lis \${JOB_CODE} \${PROJECT_JV \${MER_NO}-3 \${VENDOR_JV \${REASON_OF \${REASON_OF \${REASON_OF \${COUNTERM \${COUNTERM \${COUNTERM	st -> Job Code ANEJ -> Project Name > MER No. ANEJ -> Vendor Name F_EXCEPTION_LINEJ -> Reason of Exception(line form) ex)Shortage, Damage F_EXCEPTION_TABLEJ -> Reason of Exception(tabular form) TEASURES_LINEJ -> Countermeasure(line form) TEASURES_TABLEJ -> Countermeasure(tabular form)	
	Next Back to Index	

**3)** Perform changes to the information and click the **Save** link.

 $\Rightarrow$ The **E-Mail Template** is saved.

### 7.2.3. Delete the E-Mail Template

1) Click the link of the Edit E-Mail template on the Admin Page.

 $\Rightarrow$ The following page is shown.

MATERIAL	EXCEPTION RE	PORT(MER)					н	elp Document	Logout
0-539	3-2: HABSHA	N-5 PROCE	SS PLANT(ABU	DHABI GAS	5 INDUSTRIES LTD)		NON	AKA KAZUAKI/09	485
MER List	Status List	New MER	Admin						
Edit E-I	Mail Templ	ate						Back to Ad	min Menu
Add E-N	Mail Template								
N	o. Temp	late Name		S	Subject				
3	3 ABC			C	Concerning shortage problem			Edit Delete	

2) Click the **Delete** link on the right side of the page.

 $\Rightarrow$ The following dialogue is shown.



3) Click the **OK** button on the dialogue.

 $\Rightarrow$ The **E-Mail Template** is deleted.

 $\textit{Copyright} \textcircled{Copyright} \hline{Copyright} \hline \hline{Copyright} \hline \hline{Copyright} \hline \hline{Copyright} \hline \hline{Copyright} \hline \hline Copyright \hline \hline{Copyright} \hline \hline Copyright \hline \hline Copyright \hline \hline Copyright \hline \hline Copyright \hline \hline Copyright$ 

## 8. Setup/Edit Free Space

### 8.1. Outline

Administrator can setup the Edit Free Space.

### 8.2. How to setup the Edit Free Space

It is Free Space as a user field and be able to select three types of the fields, **Textbox (Single Line)**, **Textbox (Multi Line)** and **Select List**. The procedure is as follows:

1) Click the link of the Edit Free Space on the Admin Page.

 $\Rightarrow$ The following page is shown.

Eree Si				Back to Admin
Section	Free Space	Label	Input Type	
A	Shipping Information Space1	Not in use	where the	Edi
А	Shipping Information Space2	Not in use		Edi
А	Shipping Information Space3	Not in use		Edi
А	Description Item Space 1	Not in use		Edi
А	Description Item Space 2	Not in use		Edi
С	Claim Information Space 1	Not in use		Edi
С	Claim Information Space 2	Not in use		Edi

2) Click the link of the Add E-Mail template.

 $\Rightarrow$ The following page is shown.

MATERIAL EXCEPTION RE 0-5393-2: HABSHA	ATERIAL EXCEPTION REPORT(MER) Help Document Logout 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) NONAKA KAZUAKI/09485						
MER List Status List	New MER Admin						
Edit Free Space		Back to Admin Menu					
Free Space	: Shipping Information Space1						
In use / Not in use	: 💿 In_use 🖲 Not_in_use						
Label	:						
Input Type	:						
Values	: •						
	Save	ack to Index					

3) Check the box of the In\_use and type the Label.

MATERIAL EXCEPTION REP	Help Document	Logout	
0-5393-2: HABSHA	N-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	NONAKA KAZUAKI/	09485
MER List Status List	New MER Admin		
Edit Free Space		Back to	Admin Menu
Free Space	: Shipping Information Space1		
In use / Not in use	: 💿 In_use 🔿 Not_in_use		
Label	: ABC		
Input Type	•		
Values			
	Save	Back to Index	

4) Select the Input Type, Textbox (Single Line), Textbox (Multi Line) or Select Line in the list box.

- MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout NONAKA KAZUAKI/09485 Status List New MER Admi Back to Admin Menu Edit Free Space : Shipping Information Space2 Free Space In use / Not in use : 
   In\_use 
   Not\_in\_use Label : ABC : Select List • Input Type AAAAA BBBBB CCCCCC Values Save Back to Index
- 6) Press the button at the bottom of the page.

 $\Rightarrow$ The following dialogue appears.



7) Press the OK button on the dialogue.

 $\Rightarrow$ The Free Space is saved.

ATERIAL EXCEPTION R 0-5393-2: HABSH	PORT(MER) IN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)	Help Document Logout NONAKA KAZUAKI/09485
AER List Status List	New MER Admin	
• The Free Space inp	it setting has been saved.	
	and the second	
dit Free Space		Back to Admin Men
Free Space	: Shipping Information Space2	
In use / Not in use	: IN_USE	
Label	: QQQ	
Input Type	: Select List	
/alues	: AAA	
	666	
	Edit Back to Index	

<u>Note</u>: The Free Space is shown in the Section A and C as follows.

RIAL EXCEP	TION REPORT(MER)			Help Document Lo
·5393-2: F	HABSHAN-5 PROCESS PLANT(AI	BU DHABI GAS INDUSTRIES LTD)		NONAKA KAZUAKI/0948
List Sta	tus List New MER Admin			
t Free Sp	bace			Back to Admir
Section	Free Space	Label	Input Type	
A	Shipping Information Space1	A	Select List	Edit
A	Shipping Information Space2	В	Select List	Edit
A	Shipping Information Space3	С	TextBox(Single line)	Edit
А	Description Item Space 1	D	TextBox(Multi line)	Edit
А	Description Item Space 2	E	Select List	Edit
С	Claim Information Space 1	F	TextBox(Multi line)	Edit
С	Claim Information Space 2	G	TextBox(Multi line)	Edit

The Following image is the part of the Section A and C.

hipping Information											
GC Shipment No.	Edit				Date Arrived	l -					
Container Number					(	A		Edit			
$\triangleright$	Edit				(	C		Edit			
escription											
	Quar		ntity Information		Poforonco						
		P/L	Recvd	Diffin	Excpt	Number					
		Qty.	Qty.	Qty.	Qty.						
		0	0	0	0		Edit	Edit			
Section C: Claim Information		Hide Details		Cheo	k Section			_		_	
Claimed to		Remarks			Marine Clai	m Insurance		F			
Vendor 👻	Edit			Required				Edit		Edit	
			MCI	No.							
Attachments				参照	ancel attach	ed fileAdd ano	ther file				
Section Remarks	Edit										