

Material Exception Report (MER) SYSTEM

Administration User Manual



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Revision History

Rev.	Date	Page	Description	Prepared	Checked	Approved
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01		All	Improvement in language and clarity. Fixed errors	V.Karatkul	K.Nonaka	K.Nonaka
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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.

Note: 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

◇ 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

◇ 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

No	Item	Description
1	User ID	PMS system user ID field
2	Password	Password field
3	Login	Login to the MER system

■ Second Login Page

No	Item	Description
1	Project Code	Select Project ID

■ Find MER (MER List) Page

The screenshot shows the 'Find MER (MER List)' page. At the top, there is a header with 'MATERIAL EXCEPTION REPORT (MER)' and '0-5467-2: YAGANITO HPAL PROJECT(SUMITOMO METAL MINING CO., LTD)'. On the right, there are 'Help Document' and 'Logout' buttons. Below the header, there is a navigation bar with 'MER List', 'Status List', 'New MER', and 'Admin' buttons. A 'Search More...' button is located at the bottom left of the search area. The main content area displays 'No data was found.' and a search filter section with various options for Approval Status, Read Status, My Action, and Request to me. At the bottom of the search area, there are links for 'Show MER List', 'Show Status List', 'Print MER List', 'Download MER List', and 'Download MER 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 MER List page
4	Status List	Open the Status List page
5	New MER	Open the New MER 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

MATERIAL EXCEPTION REPORT(MER)

0-5467-2: TAGANITO HPAL PROJECT(SUMITOMO METAL MINING CO., LTD)

NONAKA KAZUAKI/09485

Help Document Logout

MER List Status List New MER Admin

Find MER (Status List)

• No data was found.

Read Status = Unread(New) , Request to me = Check/Approve for Both

Search Conditions Simple Search | Advanced Search

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 |

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 MER List page
4	New MER	Open the New MER page in another window
5	Admin	Open the Administrator page (Project Admin Only)

■ Initial **New MER** Page

MATERIAL EXCEPTION REPORT(MER)
0-5467-2: TAGANITO HPAL PROJECT(SUMITOMO METAL MINING CO., LTD)
 NONAKA
 KAZUAKI/09485

New MER Close (3)

Overall Status : Open
 Status :
 Latest Update :

Section A: MER General Information

MER Information

MER Title		Sequential No.	
MER No.		Issued on	
P.O.No.	Edit (4)	P.O.Title	
		Closed on	
		Vendor Name	

No	Item	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 New MER (See Chapter 3.2.1)

New MER Section A

Section A: MER General Information Hide Details Check Section

MER Information

MER Title				Sequential No.	
MER No.	Take No.	Issued on		Closed on	
P.O. No.	P-2130-TEST Reset	P.O. Title		Vendor Name	TEST Corporation
P.O. No. for J-PLUSP	P-2130-TEST Edit	Vendor Abbr.	T01	Manufacture Name	TEST Corporation

Back Charge

Back Charge Required Not Required To be disussed

OME Range

Range(USD) 0 1 - 1,000 1,000 - 5,000 5,000 - 10,000 10,000 - 50,000 50,000 - 100,000 100,000 -

Mechanical Completion Information

MC No.	System Code	Description	MC Date
Edit			

Shipping Information

JGC Shipment No.	Edit	Date Arrived	<input type="text"/>
Container Number	<input type="text"/>	Free Space1	Edit
Free Space2	Edit	Free Space3	Edit

Description

[Add](#)

No.	P.O. Line Item No.	Partial	Description			Quantity Information										Reference Number	Description Item Space 1	Description Item Space 2
			1	2	3	Unit	P/L Qty.	PO Qty.	Good Qty.	Damage Qty.	Off-Spec Qty.	Short Qty.	Over Qty.	Excpt Qty.	Rcevd Qty.			

Attachments [参照...](#) [Cancel attached file](#) [Add another file](#)

Section Remarks [Edit](#)

Estimated and Actual Date/ Site Instruction No.

YOC ETD	<input type="text"/>	<input type="text"/>	YOC ATD	<input type="text"/>
YOC ETA	<input type="text"/>	<input type="text"/>	Site ATA	<input type="text"/>
Site Instruction No.	<input type="text"/>	<input checked="" type="radio"/> Open <input type="radio"/> Close <input type="radio"/> Hold <input type="radio"/> Cancel		

Date and SI. Remarks

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 Detail)	-	Hide or Display this section
Check Section	-	Check validity of input information
Take No.	-	Retrieve a MER 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 Number	-	Container Number input field

Add	-	Add a line (including empty fields of item information)
Delete	-	Delete an added line
Itemized Status	-	Change the status of the MER (See Chapter 13.2.1)
P.O. Line Item No.	-	Get the P.O. Line Item No. 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 Packages
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 Number	-	Reference Number input (relative to 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

The screenshot shows a web-based form for 'Section B: MER Itemized Status'. The form is organized into several sections: 'Hide Details' (with sub-sections 'Reason of Exception' and 'Remarks'), 'Check Section' (with sub-sections 'Quantity Information', 'Countermeasure', and 'Mode & CRD'), and 'Action by'. Each section contains specific data entry fields, dropdown menus, and 'Apply' buttons. At the bottom, there are 'Attachments' and 'Section Remarks' fields.

Item	Required	Description
Hide Detail/Show Detail	-	Hide or Display this section
Check Section	-	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 of Exception)	-	Input Remarks field
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 measure)	-	Input remarks field
Inspection	-	Select the kind of the inspection from the drop-down list (Apply to All) or the list box (each item)
Mode of Redelivery	-	Select a delivery method from a drop-down list (Apply to All) 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 (Apply to All) 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 file	-	Cancel the attached 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**

Item	Required	Description
Hide Detail/Show Detail	-	Hide or display this section
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 Insurance	-	Input the marine insurance No. for a claim
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 file	-	Cancel the attached file
Add another file	-	Attach another file *1 Maximum number of attached files is 5 files
Section Remarks	-	Input remark field for this section

■ New MER Section D

Section D: Approval Status, Distribution and Update History [Hide Details](#) [Check Section](#)

Approved Status
 Template: [Apply Template](#) [Clear](#)

Role	Group	Name	Comment	Status	Updated by	Updated at	Checker
Preparer	<input type="text" value="ICHTHYS:MER-TEST"/>	<input type="text" value="YAMAGUCHI TSUYOSHI/05940"/>					Add
Approver	<input type="text" value="-----"/>	<input type="text" value="-----"/>					

MER Notes

MER Update History

Updated on	Updated by	Updated History

Distribution
 Template: [Apply Template](#)

From:

To (Group): [Add](#) [Delete all](#)

Group	Attention

Cc (Group): [Add](#) [Delete all](#)

Group	Cc

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

Section E: Closing Status Hide Details [Check Section](#)

Template: [Apply Template](#) [Clear](#)

Site Remedy Work Close

Role	Group	Name	Comment	Status	Updated by	Updated at	Checker
Preparer	<input type="text" value="ICHTHYS:MER-TEST"/>	YAMAGUCHI TSUYOSHI/05940					Add
SOC Approver	<input type="text" value="-----"/>	<input type="text" value="-----"/>					

MER Notes

Site Cost Information Close

Role	Group	Name	Comment	Status	Updated by	Updated at	Checker
Preparer	<input type="text" value="ICHTHYS:MER-TEST"/>	YAMAGUCHI TSUYOSHI/05940					Add
SOC Approver	<input type="text" value="-----"/>	<input type="text" value="-----"/>					

MER Notes

YOC Close

Role	Group	Name	Comment	Status	Updated by	Updated at	Checker
YOC Approver	<input type="text" value="-----"/>	<input type="text" value="-----"/>					

MER Notes

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

		the MER
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 Name
Delete	-	Delete an added line

New MER Section F

Section F: Back Charge Hide Details Check Section

Reference :
 Updated on : ...

1. Back Charged to
 Vendor (TEST Corporation)
 Forwarder
 Sub-Contractor
 Others ()
 None

2. Back Charged to (Estimated)

Category	Amount	Updated by	Remarks
Equipment/Material	<input type="text"/> USD	YOC	Edit
Transportation	<input type="text"/> USD	YOC	Edit
Import Duty	<input type="text"/> USD	YOC	Edit
Construction	<input type="text"/> USD	SOC	Edit
Others	<input type="text"/> USD	YOC & SOC	Edit
Total	<input type="text"/> USD		

3. Back Charged to (Actual)

Category	Amount	Updated by	Remarks
Equipment/Material	<input type="text"/> USD	YOC	Edit
Transportation	<input type="text"/> USD	YOC	Edit
Import Duty	<input type="text"/> USD	YOC	Edit
Construction	<input type="text"/> USD	SOC	Edit
Others	<input type="text"/> USD	YOC & SOC	Edit
Total	<input type="text"/> USD		

4. Back Charged to (Final Settled)

Category	Amount	Updated by	Remarks
Equipment/Material	<input type="text"/> USD	YOC	Edit
Transportation	<input type="text"/> USD	YOC	Edit
Import Duty	<input type="text"/> USD	YOC	Edit
Construction	<input type="text"/> USD	SOC	Edit
Others	<input type="text"/> USD	YOC & SOC	Edit
Total	<input type="text"/> USD		

5. Supplemental Information

Attachments [参照...](#) [Cancel attached file](#) [Add another file](#)

Section Remarks [Edit](#)

Item	Required	Description
Hide Detail (Show Detail)	-	Hide or display this section
Check Section	-	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
Final Settled Amount	-	Input the final settled amount
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 file	-	Cancel the attached 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.	MH	Updated by	Remarks
Field Engineer	<input type="text"/>	FEM	Edit
Discipline	<input type="text"/>	Lead Engineer	Edit
QC	<input type="text"/>	QC Manager	Edit
MCS	<input type="text"/>	MCS Manager	Edit
Procurement	<input type="text"/>	PPM	Edit
Construction	<input type="text"/>	Construction Manager	Edit
Others	<input type="text"/>	YOC & SOC	Edit
Total			

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

■ New MER Section H

Item	Required	Description
Hide Detail(Show Detail)	-	Hide or display this section
Check Section	-	Check validity of entered information
QC Close Check	-	Checkbox Signaling QC Close Check
Required QC Action	-	Checkbox to show necessary action by a part and manual input for actions that should be undertaken.
Confirmation of MER Close by QC	-	Checkbox or necessary manual input to signify the Confirmation of MER 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 file	-	Cancel the attached 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)

MATERIAL EXCEPTION REPORT(MER)
 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout
NONAKA KAZUAKI/09485

MER List | Status List | New MER | Admin

Find MER (MER List)

Search Conditions Simple Search | [Advanced Search](#)

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](#) | [Initial Conditions](#)

[Show MER List](#) | [Show Status List](#) | [Print MER List](#) | [Download MER List](#) | [Download MER Item List](#)

Search More...

5 1-5 << 1 >> | Per page: 10 [20](#) [30](#) [50](#) [100](#) | List Item Selection | Read Status: [Read](#) [Unread](#) | MER PDF: [Download](#)

MER No. ↑	Overall	P.O.No.	P.O.Title	MER Title	Seq No.
<input type="checkbox"/> MER-6-0005-ZZZ	Open	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	000009
<input type="checkbox"/> MER-6-0004-ZZZ	Cancel	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	000008
<input type="checkbox"/> 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
<input type="checkbox"/> MER-6-0001-ZZZ	Cancel	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	000005
<input type="checkbox"/> MER-5-0003-EEM	Cancel	P-215B-21B-A	Centrifugal Compressor (VSD Driven)	of Centrifugal Compressor (VSD Driven)	000003

5 1-5 << 1 >> | Per page: 10 [20](#) [30](#) [50](#) [100](#) |

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

Check/Approve for Both	-	Shows the MERs requested to the user for 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 MER list
Download MER List	-	Download the MER List
Download MER Item List	-	Download the MER 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 Status)	-	Changes the MER status from read to unread. Done by checking the checkbox in the leftmost column
Download(MER PDF)	-	Download the MER as PDF file
Search More	-	Searching MERs with other notable search conditions
Advanced Search	-	Search for an MER with more detailed condition

Find MER (Status List)

MATERIAL 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

Find MER (Status List)

Simple Search | [Advanced Search](#)

Search Conditions

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](#) | [Initial Conditions](#)

[Show MER List](#) | [Show Status List](#) [Reset](#)

5 1-5 << 1 >> | Per page: [10](#) [20](#) [30](#) [50](#) [100](#) |

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. <input type="button" value="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 <input type="button" value="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](#) |

Item	Required	Description
All	-	Show All MER files
All Draft	-	Show all of draft versions of MER Files
My Draft	-	Show all of the user's MER Drafts
MER for Issue Approval	-	All MERs that are waiting to be approved and issued
Issued	-	Displays all Issued MERs
MER for Closing Approval	-	Shows MERs that are on the way for 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 Issue	-	Shows the MERs waiting to be issued to the user to review and decide upon as a Checker or Approver
Check/Approve for Close	-	Display of the MERs requested to the user for approval for closing as Checker or Approver
Check/Approve for Both	-	Shows the MERs requested to the user for 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 MER as PDF file
Advanced Search	-	Search the MER with more detailed condition

■ **Advanced Search**

MATERIAL EXCEPTION REPORT(MER)
 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)
 Help Document Logout
 NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Find MER (MER List)

Simple Search | Advanced Search

Search Conditions

Overall Status : Open Site Close YOC Close Cancel
 Vendor Name : P.O.No. : QC Close : Close only
 MER No. : MER Title : Item Description :
 P.O.Title : Ship. No. : MC No. :
 Approval Status : Draft MER for Issue Approval Issued MER for Close Approval Site Closed YOC Closed

Reason of Exception Clear
 Shortage
 Overage
 Damage
 Off-Specification
 Others

Countermeasure Clear
 Repair
 Replace
 Purchase
 SV Request
 Re-Supply
 Use as is

Claimed to Clear
 Vendor
 Forwarder
 Subcontractor
 Others

Issue Date: From To
 Close Date: From To

Distribution(User)
 HAMAMOTO SHINICHI/05886
 NONAKA KAZUAKI/09485
 From
 Attention
 Cc

Distribution(Group)
 YOC:IT
 From
 Attention
 Cc

Preparer:

Search Clear Conditions

Show MER List | Show Status List | Print MER List | Download MER List | Download MER Item List
 List Item Selection | Read Status: Read Unread | MER PDF: Download

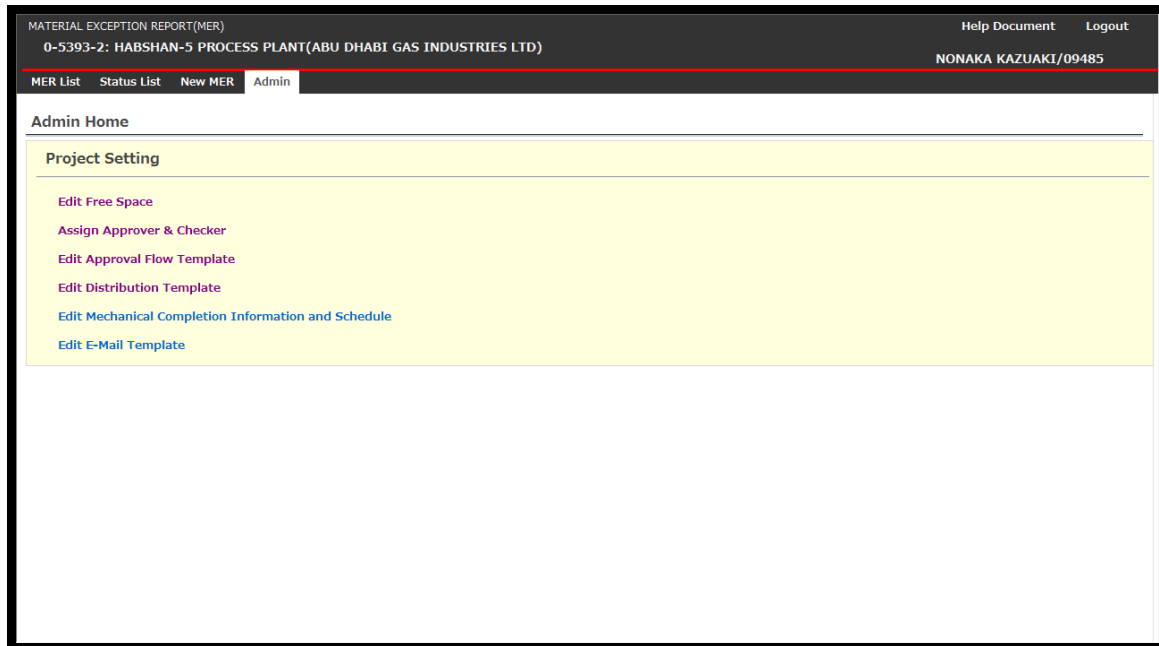
MER No.	Overall	P.O.No.	P.O.Title	MER Title	Seq No.
MER-6-0005-ZZZ	Open	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	000009
MER-6-0004-ZZZ	Cancel	P-216A-101-A10	CARBON STEEL AND LTCS SEAMLESS PIPES	Overage of CARBON STEEL AND LTCS SEAMLESS PIPES	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-2158-218-A	Centrifugal Compressor (VSD Driven)	of Centrifugal Compressor (VSD Driven)	000003

5 1-5 << 1 >> | Per page: 10 20 30 50 100 |

Item	Required	Description
Simple Search	-	Search the MER System with simple condition
Advanced Search	-	Search the MER with more detailed condition
Overall Status	-	Select the status of the desired MER
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 MER
Reason of Exception	-	Search condition according to the reason for 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 (From/To)	-	Search according to the issued date of the MER
Close Date (From/To)	-	Search according to the closed date of the MER
Distribution (User)	-	Search using the parameters of a user who either sent, received and carbon copy (cc) of the MER
Distribution (Group)	-	Search using the parameters of a group who either sent, received and carbon copy (cc) of the MER
Preparer	-	Searches MERs according to the user that prepared it
Search	-	Implement the search
Clear Condition	-	Clear search conditions

■ Admin



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

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

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

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

Note: 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

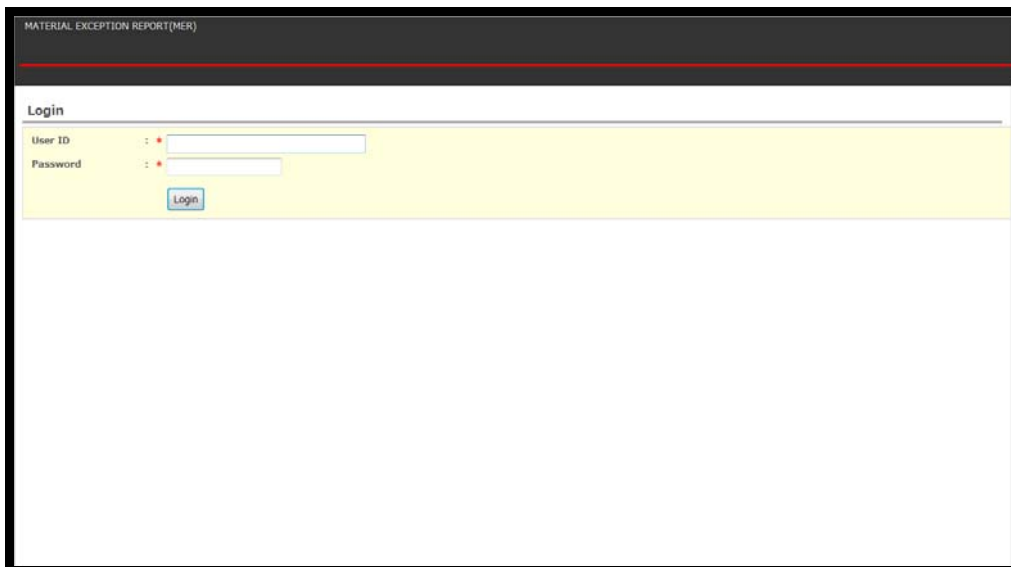
- Administrator can login to the **MER** system.

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).

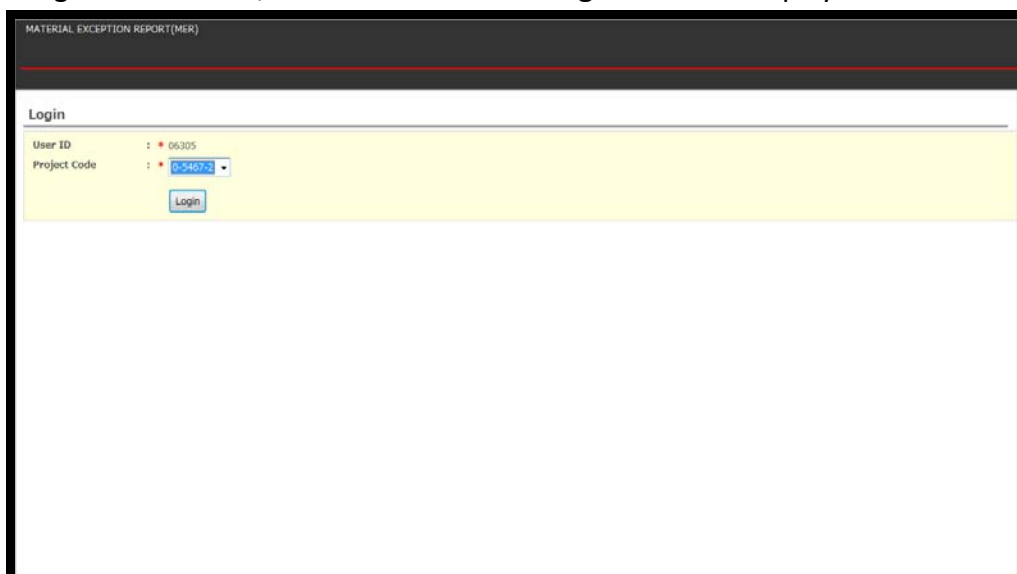
⇒URL of the **MER** is as follows: <http://MER.jgc.co.jp>



The screenshot shows the 'MATERIAL EXCEPTION REPORT(MER)' web application. The page title is 'Login'. The form contains two input fields: 'User ID' and 'Password', both with red asterisks indicating required fields. A 'Login' button is positioned below the password field.

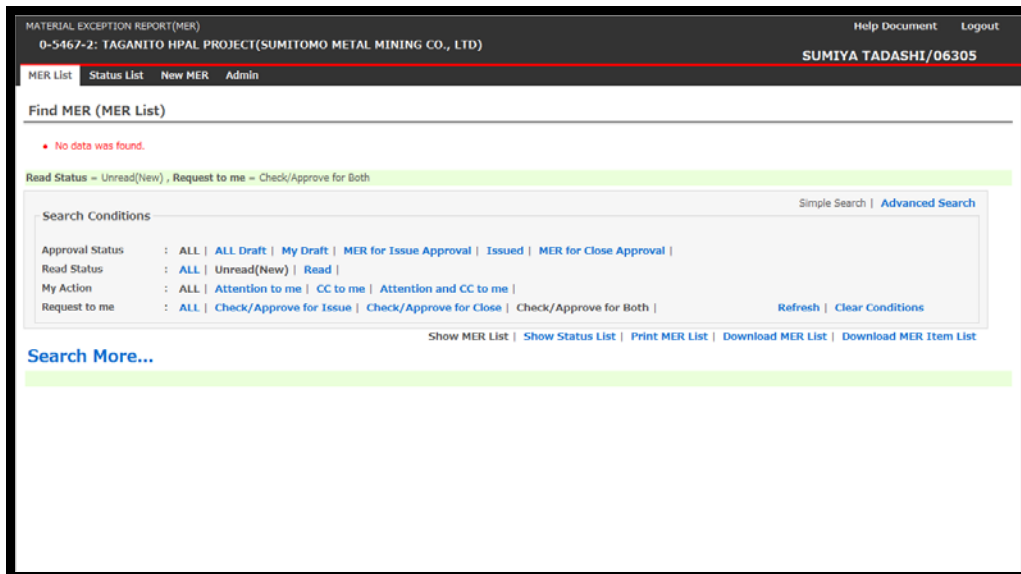
- 2) Input the User ID and password and then click the **Login** button.

⇒If the login is successful, and then the second **Login** screen is displayed.

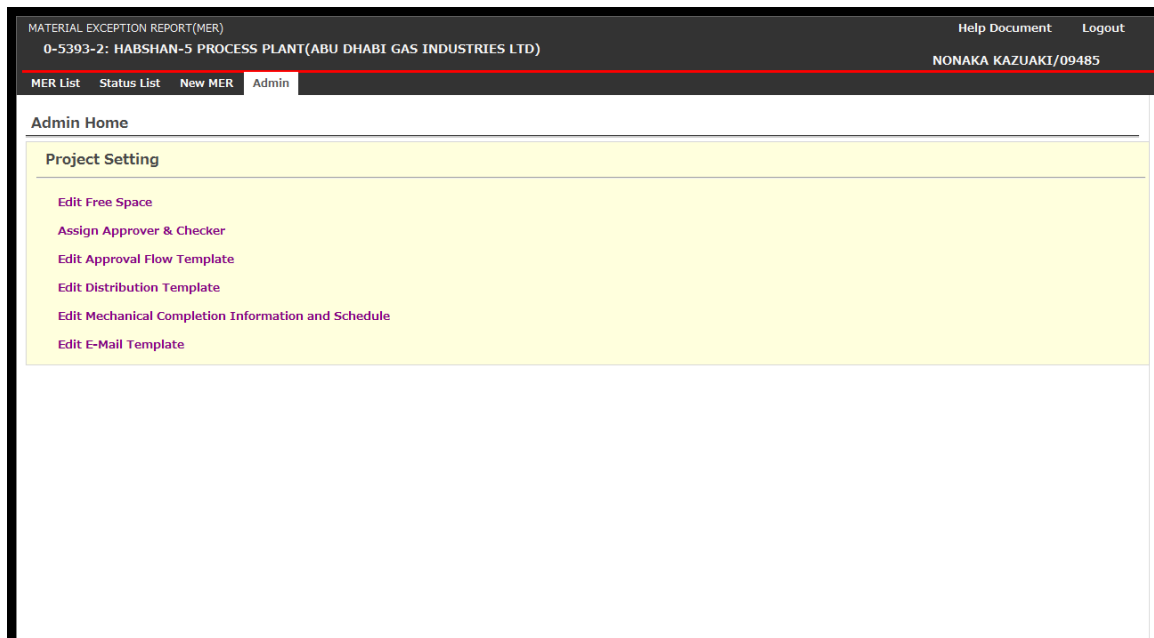


The screenshot shows the 'MATERIAL EXCEPTION REPORT(MER)' web application. The page title is 'Login'. The form contains two input fields: 'User ID' and 'Project Code', both with red asterisks indicating required fields. The 'User ID' field contains the value '06305' and the 'Project Code' field contains the value '0-54672'. A 'Login' button is positioned below the 'Project Code' field.

- 3) 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.



- 4) Click the **Admin** link on the tab at the top of the screen to be navigated to the Admin Page.
⇒The following **Admin Home** screen is shown.



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.

⇒The Admin page is shown.

MATERIAL EXCEPTION REPORT(MER)
 0-5467-2: TAGANITO HPAL PROJECT(SUMITOMO METAL MINING CO., LTD) Help Document Logout
NONAKA KAZUAKI/09485

MER List **Status List** New MER **Admin**

Find MER (MER List)

Search Conditions Simple Search | [Advanced Search](#)

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](#) | [Download MER List](#) | [Download MER Item List](#)

Search More...

64 1-10 << 1 2 3 4 5 6 7 >> | Per page: 10 20 30 50 100 | [List Item Selection](#) | Read Status: [Read](#) [Unread](#) | MER PDF: [Download](#)

<input type="checkbox"/>	MER No.	Overall	Issued on	Issued by	P.O.No.	P.O.Title	Seq No. ↓
<input type="checkbox"/>		Open			P-216A-TEST-001		000001
<input type="checkbox"/>		Open			P-216A-TEST-001		000002
<input type="checkbox"/>	MER-216A-0002-ZZZ	YOC Close		HAMAMOTO SHINICHI/05886	P-216A-TEST-001	MER TEST Data 001	000003
<input type="checkbox"/>	MER-3-0101-DUMMY	Site Close			P-216A-TEST-001	MER TEST Data 001	000004
<input type="checkbox"/>		Open			P-216A-TEST-001	MER TEST Data 001	000005
<input type="checkbox"/>	MER-6-0019-ZZZ	YOC Close	21-Sep-2010	YUASA KIMITAKA/K4737	P-216A-TEST-001	MER TEST Data 001	000006
<input type="checkbox"/>	MER-3-0101-DUMMY	Cancel	15-Sep-2010		P-216A-TEST-001	MER TEST Data 001	000007
<input type="checkbox"/>		YOC Close	15-Sep-2010		P-216A-TEST-001	MER TEST Data 001	000008
<input type="checkbox"/>		YOC Close	15-Sep-2010		P-216A-TEST-001	MER TEST Data 001	000009
<input type="checkbox"/>	MER-3-0101-DUMMY	Open			P-216A-TEST-002	MER JPLUSP TEST Data 002	000010

64 1-10 << 1 2 3 4 5 6 7 >> | Per page: 10 20 30 50 100 |



MATERIAL EXCEPTION REPORT(MER)
 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout
NONAKA KAZUAKI/09485

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](#)

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

⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Assign Approver & Checker [Back to Admin Menu](#)

Search Conditions

Name : Search Clear Conditions

36 1-20 << 1 2 >>

ID	Name	Assign Approver & Checker
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:OBM	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.

⇒The following page appears.

MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Assign Approver & Checker [Back to Admin Menu](#)

Group : ID=932 , Name=YOC:PIPING

Users :

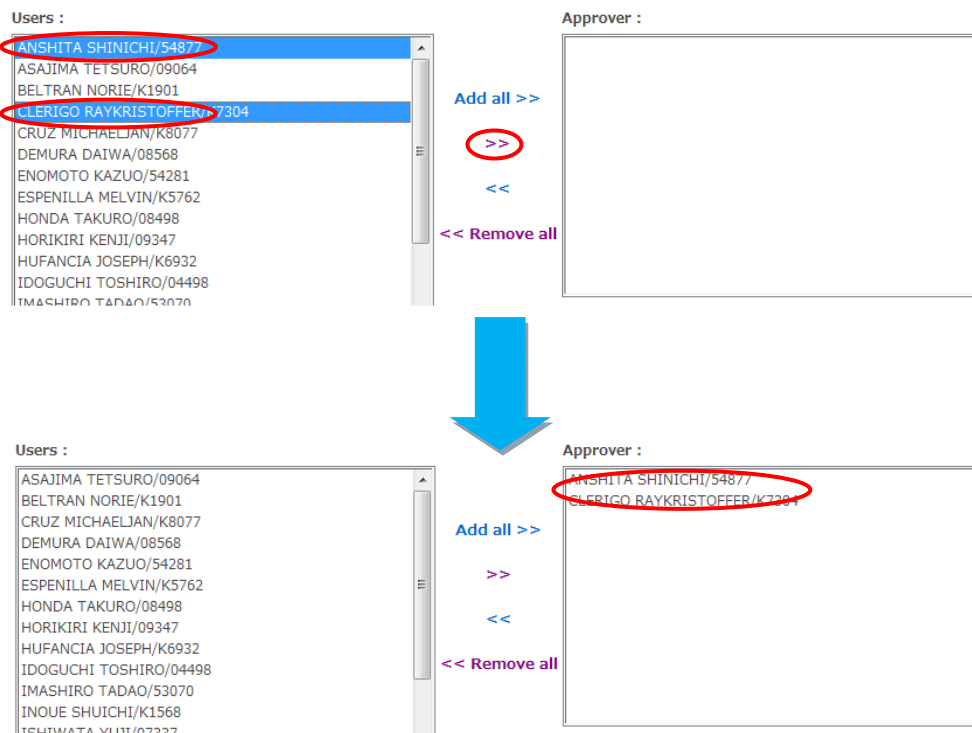
- ANSHITA SHINICHI/54877
- ASAJIMA TETSURO/09064
- BELTRAN NORIE/K1901
- CLERIGO RAYKRISTOFFER/K7304
- CRUZ MICHAELJAN/K8077
- DEMURA DAIWA/08568
- ENOMOTO KAZUO/54281
- ESPENILLA MELVIN/K5762
- GOPALAKRISHNAN SRIDHARAN/K8613
- HONDA TAKURO/08498
- HORIKIRI KENJI/09347
- HUFANCIA JOSEPH/K6932
- IDOGUCHI TOSHIRO/04498
- IMASHIRO TADAO/53070
- INOUE SHUICHI/K1568
- INOUE HIDEHIKO/53312
- ISHIWATA YUJI/07337
- ITAGAKI OSAMU/54350
- KAMISUKI TATSUO/02873
- KITAMURA SHUNSUKE/54186
- KOITO YOSHIE/75369
- KONUMA SHIHO/75399
- KOSAKA YOSHIHITO/07777
- KUMITAKE KENJIRO/KC845
- KUSAYANAGI NORIKO/75345
- MAEDA MASAYO/KB267

Approver :

Checker :

Save [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.
 ⇒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

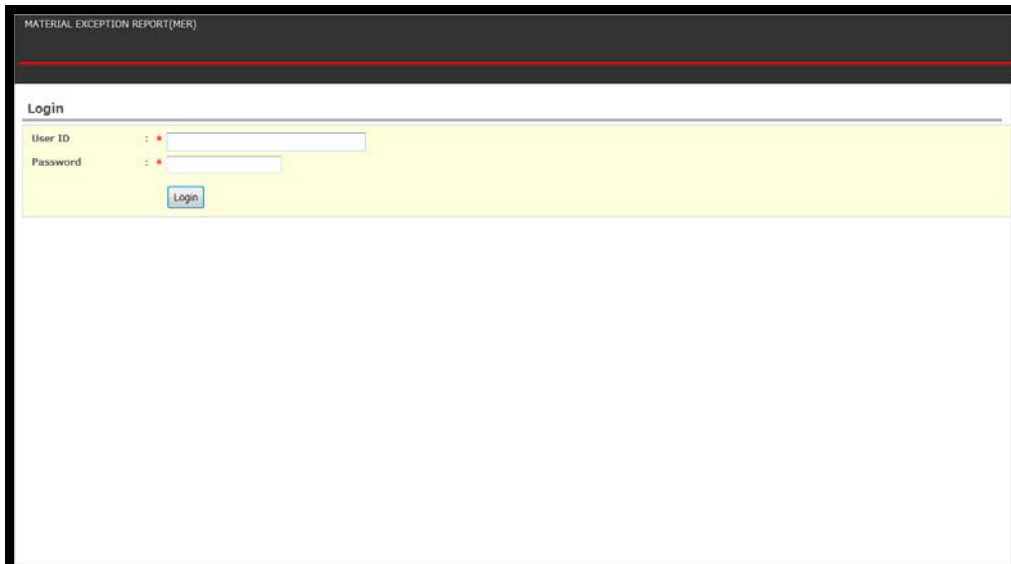
It is possible prepare the **Approval Flow Template** in advance to specify the order and specific users whether they are Approvers or Checkers. The procedure is as follows:

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).

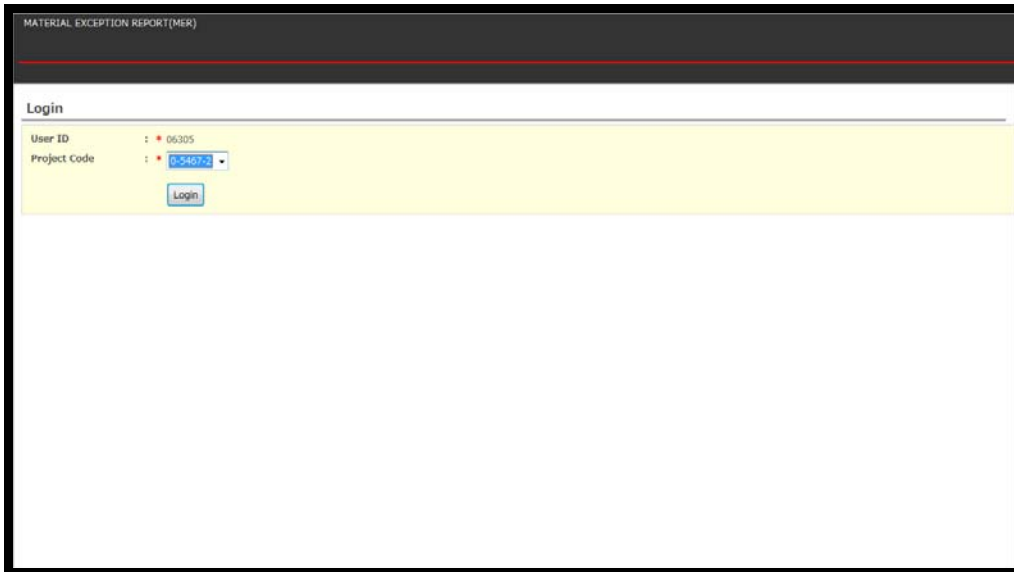
⇒URL of the **MER** is as follows:

URL: <http://MER.jgc.co.jp>



- 2) 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 REPORT(MER)

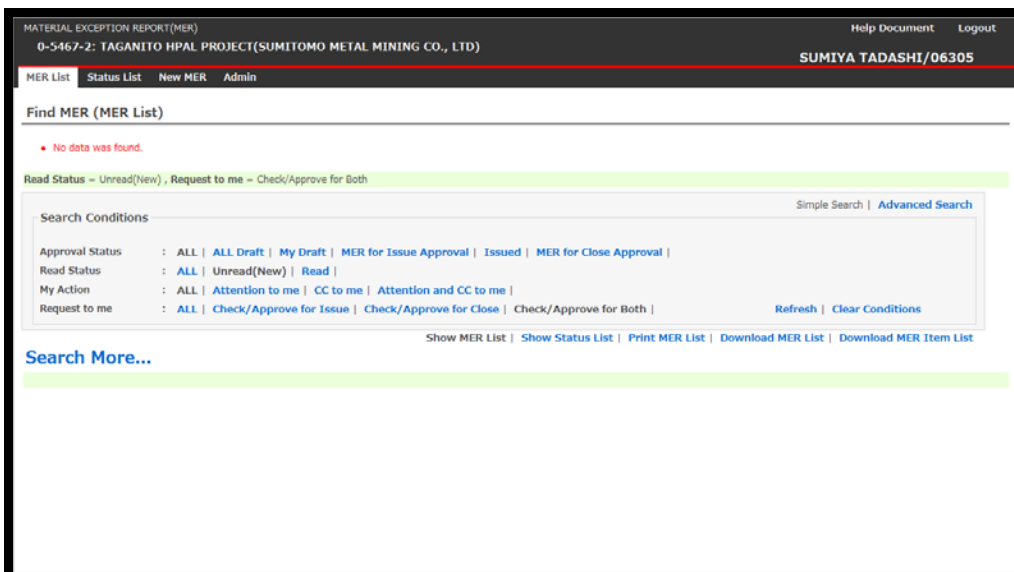
Login

User ID : * 06305

Project Code : * 0-5467-2

Login

- 4) ⇒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

SUMIYA TADASHI/06305

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

Simple Search | Advanced Search

Search Conditions

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 | Download MER List | Download MER Item List

Search More...

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

⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER)
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)

Help Document Logout
NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Edit Approval Flow Template [Back to Admin Menu](#)

Search Conditions

Type : Issue Workflow Closing Workflow

Add Template

FWBS Level3	Type	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**.

⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER)
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)

Help Document Logout
NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Edit Approval Flow Template [Back to Admin Menu](#)

ID :

FWBS Level 3 : 21

Type : Issue Workflow Closing Workflow

Name :

Workflow:

No.	Role	Group	User	Add / Delete
1	Preparer	(Preparer Group)	(Preparer)	Add
2	Checker	--		Add Delete
3	Checker	--		Add Delete
4	Approver1	--		
5	Approver2	--		(For Closing Only)

[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
Type	:	<input checked="" type="radio"/> Issue Workflow <input type="radio"/> Closing Workflow
Name	:	<input type="text"/>

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

Workflow:				
No.	Role	Group	User	Add / Delete
1	Preparer	(Preparer Group)	(Preparer)	Add
2	Checker	<input type="text"/>	<input type="text"/>	Add Delete
3	Checker	<input type="text"/>	<input type="text"/>	Add Delete
4	Approver1	<input type="text"/>	<input type="text"/>	
5	Approver2	<input type="text"/>	<input type="text"/>	(For Closing Only)

Note: 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.

⇒The Template is saved.

MATERIAL 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

• The Approval Flow Template has been saved.

Edit Approval Flow Template [Back to Admin Menu](#)

ID : 11
FWBS Level 3 : 216
Type : Issue Workflow
Name : Piping (test input)

Workflow:

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.

⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Edit Approval Flow Template [Back to Admin Menu](#)

Search Conditions

Type : Issue Workflow Closing Workflow

Add Template

FWBS Level3	Type	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.

⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER) 0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Edit Approval Flow Template [Back to Admin Menu](#)

ID : 11

FWBS Level 3 : 216

Type : Issue Workflow Closing Workflow

Name : Piping (test input)

Workflow:

No.	Role	Group	User	Add / Delete
1	Preparer	(Preparer Group)	(Preparer)	Add
2	Checker	YOC:PMT	DENDA KOHEI/08619	Add Delete
3	Checker	--	--	Add Delete
4	Approver1	YOC:PMT	DENDA KOHEI/08619	Add Delete
5	Approver2	--	--	(For Closing Only)

[Back to Index](#)

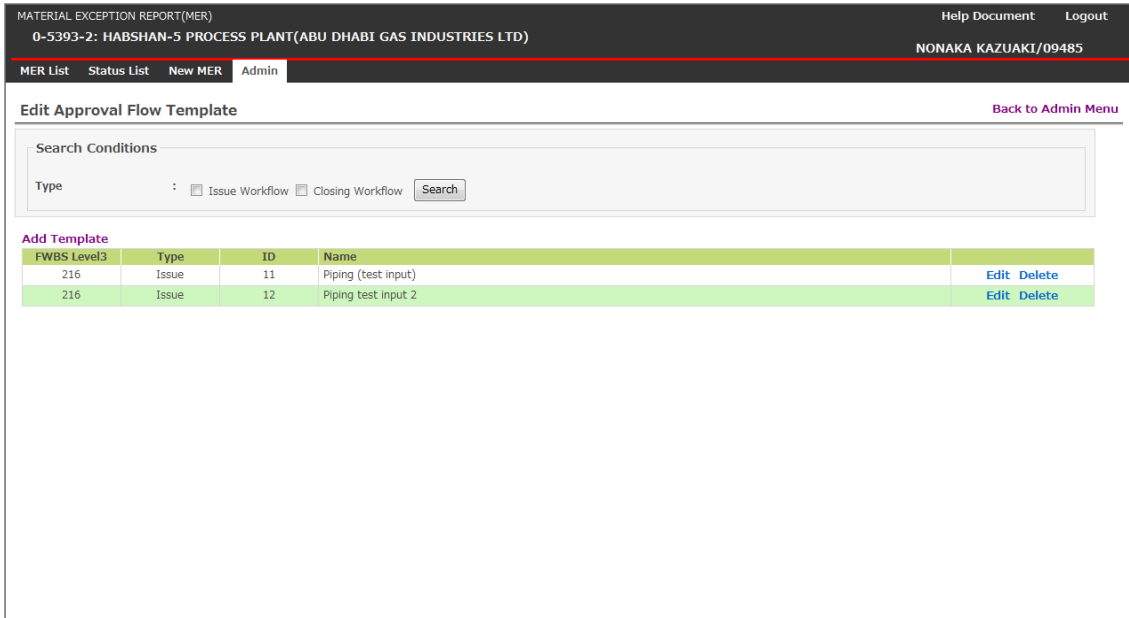
3) Modify the inputted or selected information and click the **Save** link.

⇒The Template is saved.

4.2.3. Delete the Approval Flow

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

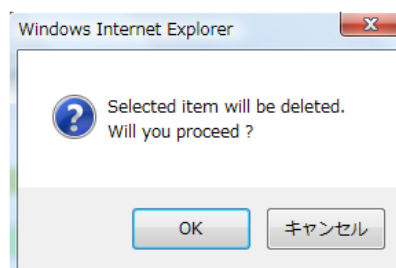
⇒The following page is shown.



FWBS Level3	Type	ID	Name	
216	Issue	11	Piping (test input)	Edit Delete
216	Issue	12	Piping test input 2	Edit Delete

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

⇒The following dialogue is shown.



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

⇒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.

⇒The following page is shown.

The screenshot displays the 'Edit Distribution Template' interface. At the top, there is a header with the text 'MATERIAL EXCEPTION REPORT(MER)' and '0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)'. On the right side of the header, there are links for 'Help Document' and 'Logout', and the user name 'NONAKA KAZUAKI/09485'. Below the header, there is a navigation menu with 'MER List', 'Status List', 'New MER', and 'Admin'. The main content area is titled 'Edit Distribution Template' and includes a 'Back to Admin Menu' link. Underneath, there is an 'Add Template' section with a table. The table has three columns: 'FWBS Level 3', 'ID', and 'Name'. The first row contains the values '216', '4', and 'Test'. To the right of the table, there are 'Edit' and 'Delete' buttons.

FWBS Level 3	ID	Name	
216	4	Test	Edit Delete

2) Click **Add Template** link on the page.

⇒The following page is shown.

3) Input the **FWBS Level 3** and the **Name**.

4) Click the **Add** link near **To (group)**.

⇒The following dialogue is shown.

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

⇒The selected user is moved to the right list box.

Note: 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.

⇒The user is listed on the **Attention**.

Distribution
:

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	Cc	

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

⇒The selected users are listed in **Cc**.

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

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

⇒The **Distribution Template** is saved.

MATERIAL 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

- The Distribution Template has been saved.

[Back to Admin Menu](#)

Edit Distribution Template

ID : 4
 FWBS Level 3 : 216
 Name : Test

Distribution
:

To (Group)	Group	Attention
	YOC.IT	HAMAMOTO SHINICHI/05886 IMOTO MASAFUMI/04788 KIKUTA HIROYUKI/05463 NASUNO HIROKI/KB196 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.

⇒The following page is shown.

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

⇒The following page is shown.

MATERIAL 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 Distribution Template [Back to Admin Menu](#)

ID : 4
 FWBS Level 3 : 21 6
 Name : Test

Distribution :

To (Group) : * [Add](#) [Delete all](#)

Group	Attention	
YOC:IT	HAMAMOTO SHINICHI/05886 IMOTO MASAFUMI/04788 KIKUTA HIROYUKI/05463 NASUNO HIROKI/KB196 NONAKA KAZUAKI/09485	Edit Delete

Cc (Group) : [Add](#) [Delete all](#)

Group	Cc

[Save](#) [Back to Index](#)

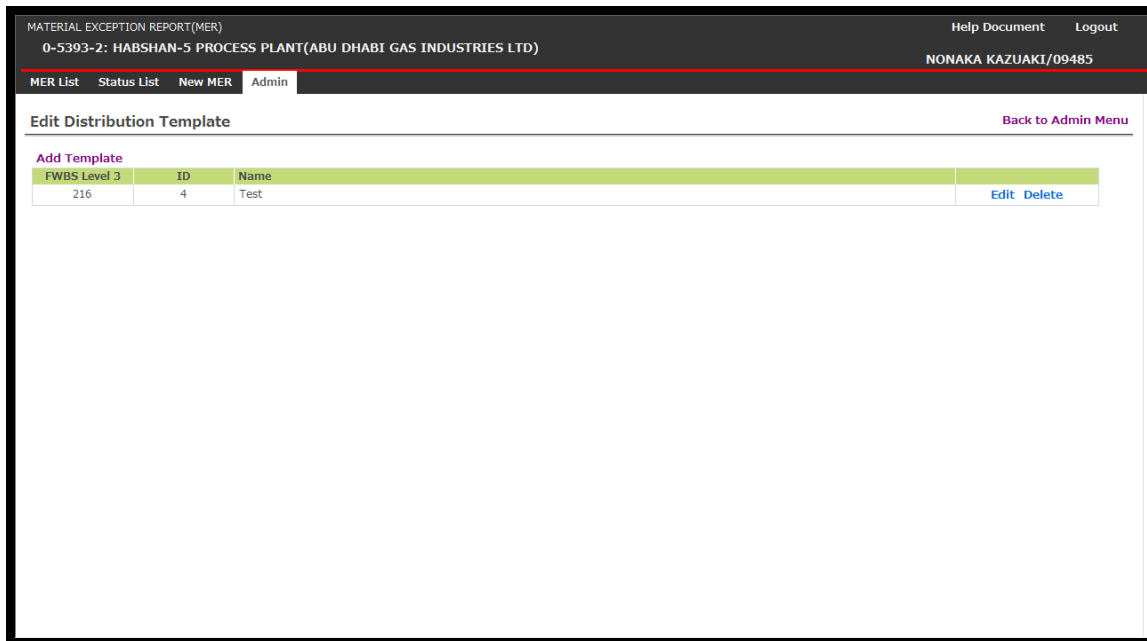
3) Modify the inputted or selected information and click the **Save** link.

⇒The Template is saved.

5.2.3. Delete the Distribution Template

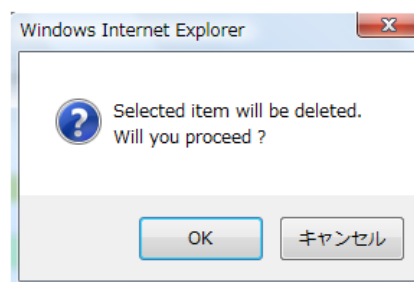
1) Click **Edit Distribution Template** link on the **Admin** page.

⇒The following page is shown.



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

⇒The following dialogue is shown.



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

⇒The Template has been deleted.

6. Setup Mechanical Completion Information and Schedule

6.1. Outline

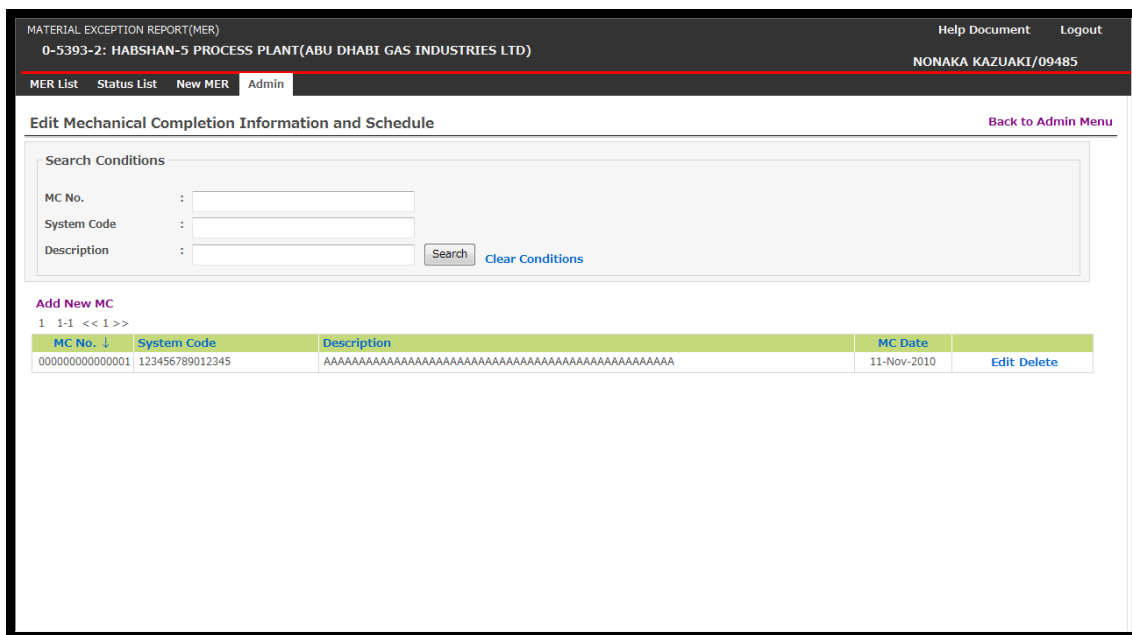
- Administrator can setup the **Mechanical Completion Information and Schedule**.

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.

⇒The following page is shown.



2) Then click the **Add New MC** link.

⇒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.

The screenshot shows a web application interface. At the top, there is a header with 'MATERIAL EXCEPTION REPORT(MER)' and '0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD)'. On the right, there are links for 'Help Document' and 'Logout', and a user name 'NONAKA KAZUAKI/09485'. Below the header is a navigation bar with 'MER List', 'Status List', 'New MER', and 'Admin'. A message states 'The mechanical completion information and schedule has been saved.'. The main content area is titled 'Edit Mechanical Completion Information and Schedule' and includes a 'Back to Admin Menu' link. Below this is a table with the following data:

MC No.	: 000000000000001
System Code	: 123456789012345
Description	: AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
MC Date	: 11-Nov-2010

Below the table, there are links for 'Edit' and 'Back to Index'.

6.2.2. Edit the Mechanical Completion Information and Schedule

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

⇒The following page is shown.

MC No.	System Code	Description	MC Date	
00000000000001	123456789012345	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	11-Nov-2010	Edit Delete

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

⇒The following page is shown.

MC No. : 00000000000001
 System Code : 123456789012345
 Description : AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
 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.

⇒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.

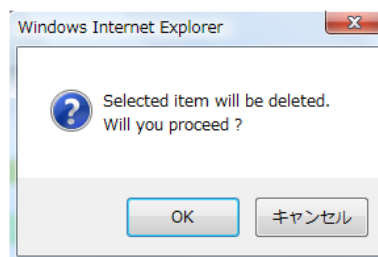
⇒The following page is shown.

1-1 << 1 >>

MC No. ↓	System Code	Description	MC Date	Edit Delete
000000000000001	123456789012345	AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA	11-Nov-2010	Edit Delete

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

⇒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**.

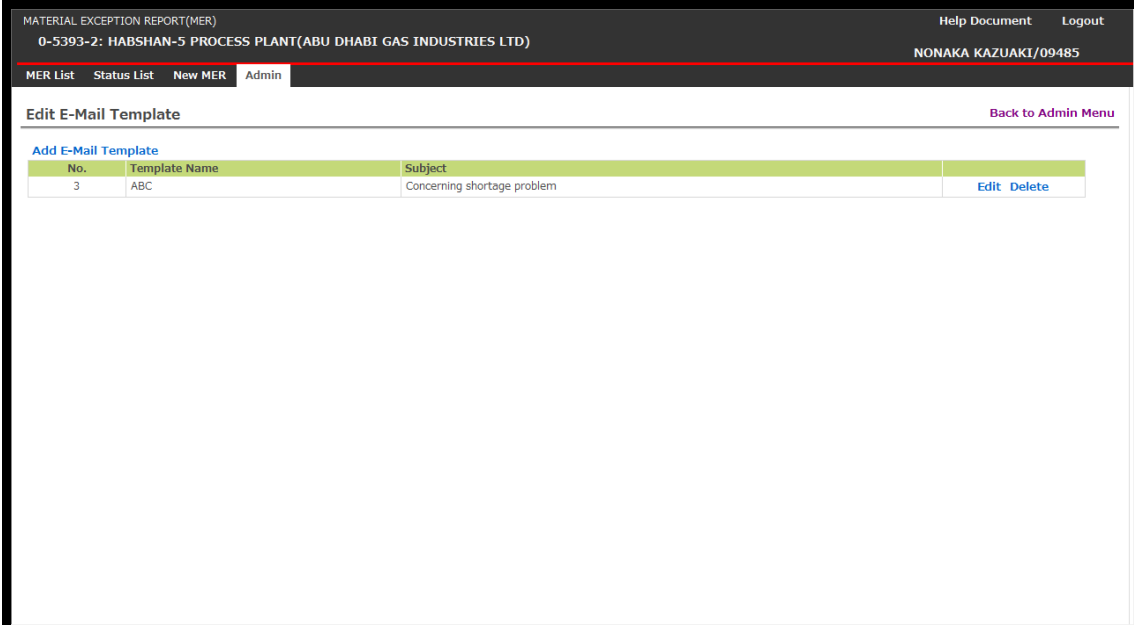
7.2. How to setup the E-Mail Template

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.

⇒The following page is shown.



The screenshot displays the 'Edit E-Mail Template' page. At the top, there is a header with the text 'MATERIAL EXCEPTION REPORT (MER)' and '0-5393-2: HABSHAN-5 PROCESS PLANT (ABU DHABI GAS INDUSTRIES LTD)'. On the right side of the header, there are links for 'Help Document' and 'Logout', and a user identifier 'NONAKA KAZUAKI/09485'. Below the header, there is a navigation menu with 'MER List', 'Status List', 'New MER', and 'Admin'. The main content area is titled 'Edit E-Mail Template' and includes a link 'Back to Admin Menu'. A table with the following data is shown:

No.	Template Name	Subject	
3	ABC	Concerning shortage problem	Edit Delete

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

⇒The following page is shown.

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

⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER)
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout
NONAKA KAZUAKI/09485

MER List Status List New MER Admin

Edit E-Mail Template [Back to Admin Menu](#)

Template Name : ABC

Subject : Concerning shortage problem

Body :

```

JGC JOB CODE      : ${JOB_CODE}
PROJECT           : ${PROJECT_NAME}
MER NO           : ${MER_NO}
-----
Attention to ${VENDOR_NAME} Co
Dear Sir or Madam,

Thank you for your cooperation for ${PROJECT_NAME}.
We hereby formally issue ${MER_NO} as attached below, reporting
${REASON_OF_EXCEPTION_LINE} (Section B: Reason for Exception).
This MER requires that ${COUNTERMEASURES_LINE} (Section B: Countermeasures)
You are kindly requested to take your necessary action as mentioned in item "
${COUNTERMEASURES_LINE}(Section B: Countermeasures)" and let us know the delivery date.

```

All Replace Mark List

- \${JOB_CODE} -> Job Code
- \${PROJECT_NAME} -> Project Name
- \${MER_NO} -> MER No.
- \${VENDOR_NAME} -> Vendor Name
- \${REASON_OF_EXCEPTION_LINE} -> Reason of Exception(line form) ex)Shortage, Damage
- \${REASON_OF_EXCEPTION_TABLE} -> Reason of Exception(tabular form)
- \${COUNTERMEASURES_LINE} -> Countermeasure(line form)
- \${COUNTERMEASURES_TABLE} -> Countermeasure(tabular form)

Next [Back to Index](#)

Note: 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.

All Replace Mark List

- \${JOB_CODE} -> Job Code
- \${PROJECT_NAME} -> Project Name
- \${MER_NO} -> MER No.
- \${VENDOR_NAME} -> Vendor Name
- \${REASON_OF_EXCEPTION_LINE} -> Reason of Exception(line form) ex)Shortage, Damage
- \${REASON_OF_EXCEPTION_TABLE} -> Reason of Exception(tabular form)
- \${COUNTERMEASURES_LINE} -> Countermeasure(line form)
- \${COUNTERMEASURES_TABLE} -> Countermeasure(tabular form)

4) Press the **Next** button.

⇒The following page is shown.

MATERIAL EXCEPTION REPORT(MER)
0-5393-2: HABSHAN-3 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout
NONAKA KAZUAKI/09485

MER List Status List New MER Admin

• The following content will be saved.

Edit E-Mail Template [Back to Admin Menu](#)

Template Name : ABC
Subject(Edited) : Concerning shortage problem
Subject(Preview) : Concerning shortage problem
Body(Edited) :

JGC JOB CODE : 0-xxxx-xx-0000
PROJECT : xxxxxx PROJECT
MER NO : MER-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 " XXXXX XXXXX (Section B: Countermeasures) , and let us know the delivery date.

Your prompt confirmation on your required actions would be highly appreciated.

Regards,

Body(Preview) :

JGC JOB CODE : 0-xxxx-xx-0000
PROJECT : xxxxxx PROJECT
MER NO : MER-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 " XXXXX XXXXX (Section B: Countermeasures) , and let us know the delivery date.

Your prompt confirmation on your required actions would be highly appreciated.

Regards,

5) Press the **Save** button.

⇒The Template is saved.

MATERIAL EXCEPTION REPORT(MER)
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout
NONAKA KAZUAKI/09485

MER List Status List New MER Admin

• The mail template has been saved.

Edit E-Mail Template [Back to Admin Menu](#)

Template Name : ABC
Subject(Edited) : Concerning shortage problem
Subject(Preview) : Concerning shortage problem
Body(Edited) :

JGC JOB CODE : 0-xxxx-xx-0000
PROJECT : xxxxxx PROJECT
MER NO : MER-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 " XXXXX XXXXX (Section B: Countermeasures) , and let us know the delivery date.

Your prompt confirmation on your required actions would be highly appreciated.

Regards,

Body(Preview) :

JGC JOB CODE : 0-xxxx-xx-0000
PROJECT : xxxxxx PROJECT
MER NO : MER-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 " XXXXX XXXXX (Section B: Countermeasures) , and let us know the delivery date.

Your prompt confirmation on your required actions would be highly appreciated.

Regards,

7.2.2. Edit the E-Mail Template

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

⇒The following page is shown.

No.	Template Name	Subject	
3	ABC	Concerning shortage problem	Edit Delete

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

⇒The following page is shown.

Template Name : ABC

Subject : Concerning shortage problem

Body :

```

-----
JGC JOB CODE      : 0-xxxx-xx-0000
PROJECT          : xxxxx PROJECT
MER NO           : MER-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 " XXXXX XXXXX
(Section B: Countermeasures) and let us know the delivery date

```

All Replace Mark List

- \${JOB_CODE} -> Job Code
- \${PROJECT_NAME} -> Project Name
- \${MER_NO} -> MER No.
- \${VENDOR_NAME} -> Vendor Name
- \${REASON_OF_EXCEPTION_LINE} -> Reason of Exception(line form) ex)Shortage, Damage
- \${REASON_OF_EXCEPTION_TABLE} -> Reason of Exception(tabular form)
- \${COUNTERMEASURES_LINE} -> Countermeasure(line form)
- \${COUNTERMEASURES_TABLE} -> Countermeasure(tabular form)

Next [Back to Index](#)

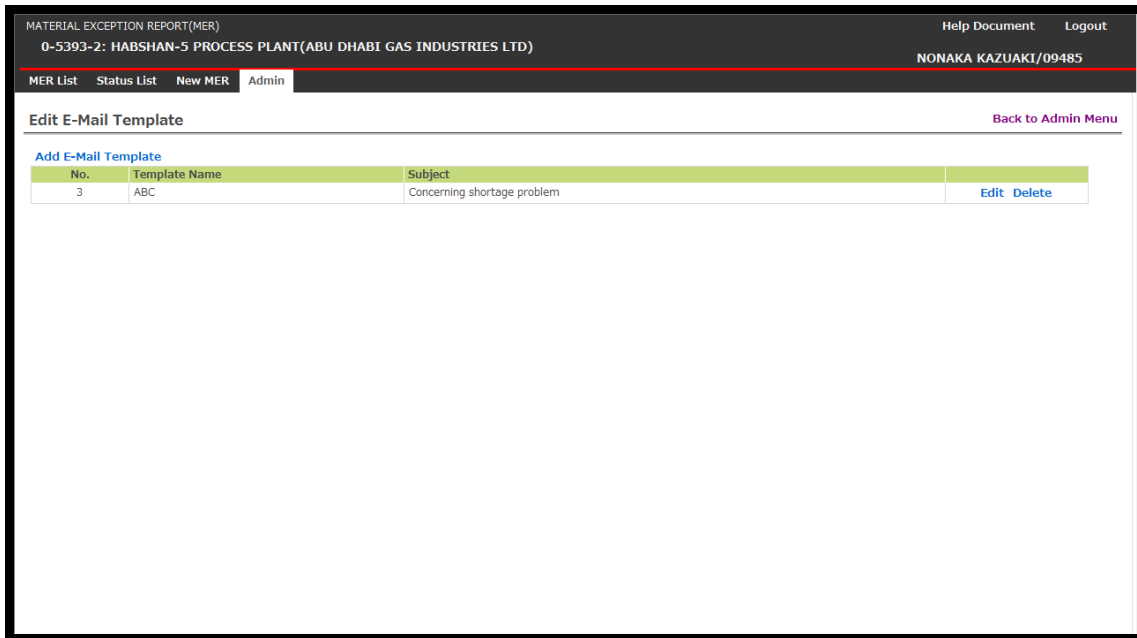
3) Perform changes to the information and click the **Save** link.

⇒The **E-Mail Template** is saved.

7.2.3. Delete the E-Mail Template

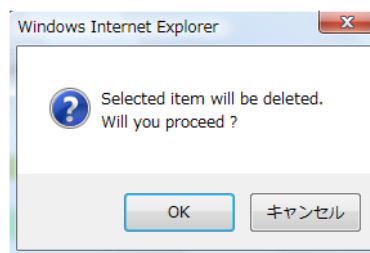
1) Click the link of the **Edit E-Mail template** on the **Admin** Page.

⇒The following page is shown.



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

⇒The following dialogue is shown.



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

⇒The **E-Mail Template** is deleted.

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.

⇒The following page is shown.

MATERIAL 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	
Section	Free Space	Label	Input Type		
A	Shipping Information Space1	Not in use		Edit	
A	Shipping Information Space2	Not in use		Edit	
A	Shipping Information Space3	Not in use		Edit	
A	Description Item Space 1	Not in use		Edit	
A	Description Item Space 2	Not in use		Edit	
C	Claim Information Space 1	Not in use		Edit	
C	Claim Information Space 2	Not in use		Edit	

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

⇒The following page is shown.

MATERIAL 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 :

[Back to Index](#)

3) Check the box of the **In_use** and type the **Label**.

MATERIAL 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 :

[Back to Index](#)

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

5) Type the value for the list after selecting the **Select List**

MATERIAL EXCEPTION REPORT(MER)
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout
NONAKA KAZUAKI/09485

MER List Status List New MER Admin

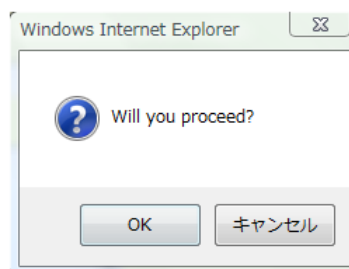
Edit Free Space [Back to Admin Menu](#)

Free Space : Shipping Information Space2
In use / Not in use : In_use Not_in_use
Label : ABC
Input Type : Select List
Values : AAAAA
BBBBB
CCCCC

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6) Press the button at the bottom of the page.

⇒The following dialogue appears.



7) Press the **OK** button on the dialogue.

⇒The Free Space is saved.

MATERIAL EXCEPTION REPORT(MER)
0-5393-2: HABSHAN-5 PROCESS PLANT(ABU DHABI GAS INDUSTRIES LTD) Help Document Logout
NONAKA KAZUAKI/09485

MER List Status List New MER Admin

• The Free Space input setting has been saved.

Edit Free Space [Back to Admin Menu](#)

Free Space : Shipping Information Space2
In use / Not in use : IN_USE
Label : QQQ
Input Type : Select List
Values : AAA
BBB
CCC

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

Section	Free Space	Label	Input Type	
A	Shipping Information Space1	A	Select List	Edit
A	Shipping Information Space2	B	Select List	Edit
A	Shipping Information Space3	C	TextBox(Single line)	Edit
A	Description Item Space 1	D	TextBox(Multi line)	Edit
A	Description Item Space 2	E	Select List	Edit
C	Claim Information Space 1	F	TextBox(Multi line)	Edit
C	Claim Information Space 2	G	TextBox(Multi line)	Edit

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

Shipping Information

JGC Shipment No.	Edit	Date Arrived	<input type="text"/>
Container Number	<input type="text"/>	A	Edit
B	Edit	C	Edit

Description

Quantity Information				Reference Number	D	E
P/L Qty.	Recvd Qty.	Diffin Qty.	Excpt Qty.		Edit	Edit
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>		

Section C: Claim Information

[Hide Details](#) [Check Section](#)

Claimed to	Remarks	Marine Claim Insurance	F	G
Vendor <input type="text"/>	Edit	<input type="checkbox"/> Required MCT No. <input type="text"/>	Edit	Edit
Attachments	<input type="text"/> <input type="button" value="参照..."/> Cancel attached file Add another file			
Section Remarks	Edit			