

Content User Manual



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- 2 Logging in to ePacking Slip
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What is the ePacking Slip webapp?

An online web application replacing the previously used Excel form, to be used by suppliers to submit all material details (incl. Customs information) to the NAM material coordinators, for loose materials delivered to Supply Base in Den Helder (Hub)

For more information see the 'NAM notifications and delivery requirements' item 2.2.

More efficient material handling through further digitisation

Improves Customs Compliance



Better Data
Capture &
Validation,
Elimination of
Manual
Intervention







Required Browser

Available in Desktops/Laptops only

Logging in to ePacking Slip



Access to the eCargo Form

Click on the Hyperlink here or enter the below URL on your web browser(Google Chrome)

URL: https://flpnwc-a0f270f60.dispatcher.hana.ondemand.com/sites/ShellHome#Shell-home

© Google Chrome is the required browser to avoid compatibility and functionality issues

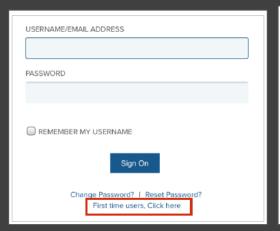
Note: After logging into the application, If the session remains idle (i.e. you have not keyed any inputs or clicked on the screen for more than 10 min), you will receive a popup to reload the application stating that the session has expired.

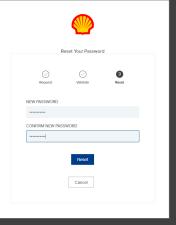
Please close the browser and reopen or refresh the session/click F5. Any unsaved data will be deleted and the app reloads with fresh screen.

Pre-requisites for access on desktop/mobile (1/2)

There are 3 pre-requisites for logging in to the ePacking Slip webapp:

1. Register and get your Ping credentials for login. The username will be your email address





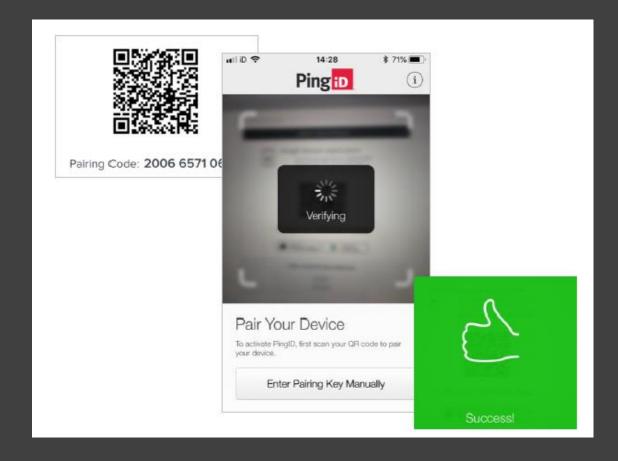
Note: Please remember Ping Password as this will be used for subsequent login to ePacking Slip application

2. Download and install the new PingID application from the <u>Apple App store</u> (iOS devices) or <u>Google</u> <u>Play store</u> (Android devices). This app can also be installed from the <u>Ping website on desktop</u>.



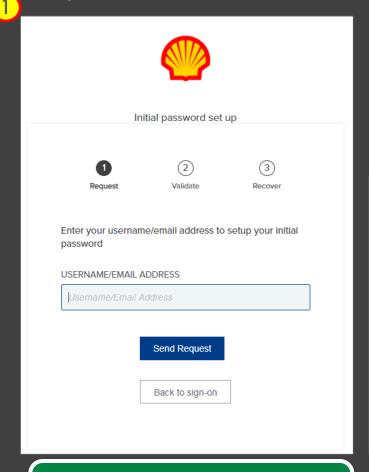
Pre-requisites for access on desktop/mobile (2/2)

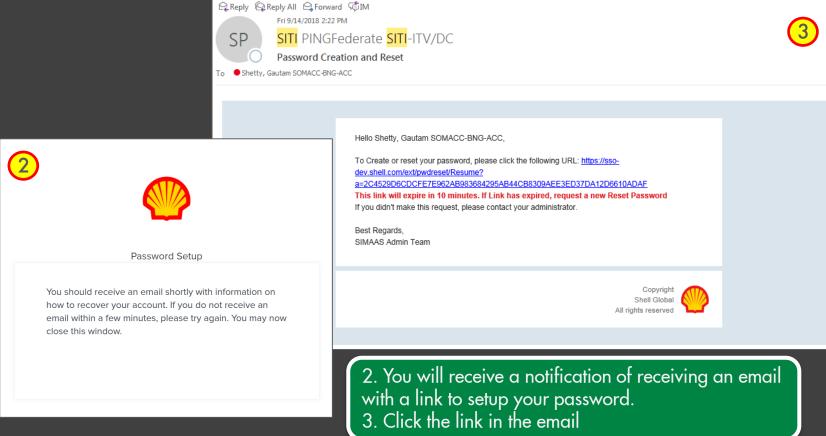
3. Pair your username with the PingID application on the device (desktop/mobile)



How to setup your Ping password on desktop (1/2)

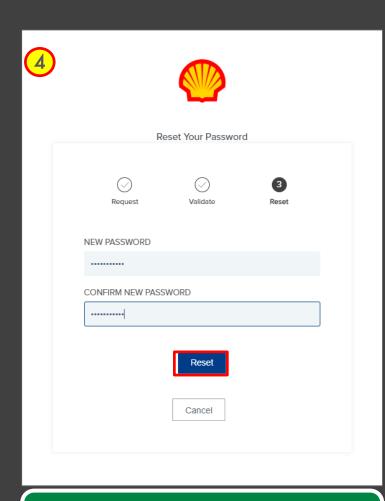
Open this link in a browser to setup your Ping password





1. Click the above URL. Enter your email address and click Send Request

How to setup your Ping password on desktop (2/2)



Password Setup

Password Setup

Password Setup

INFO
Password complexity considerations:
Should contain minimum 8 characters
Should contain one upper case alphabet
Should contain one lower case alphabet
Should contain one numerical
Should contain one special character
Previous 3 passwords are not allowed

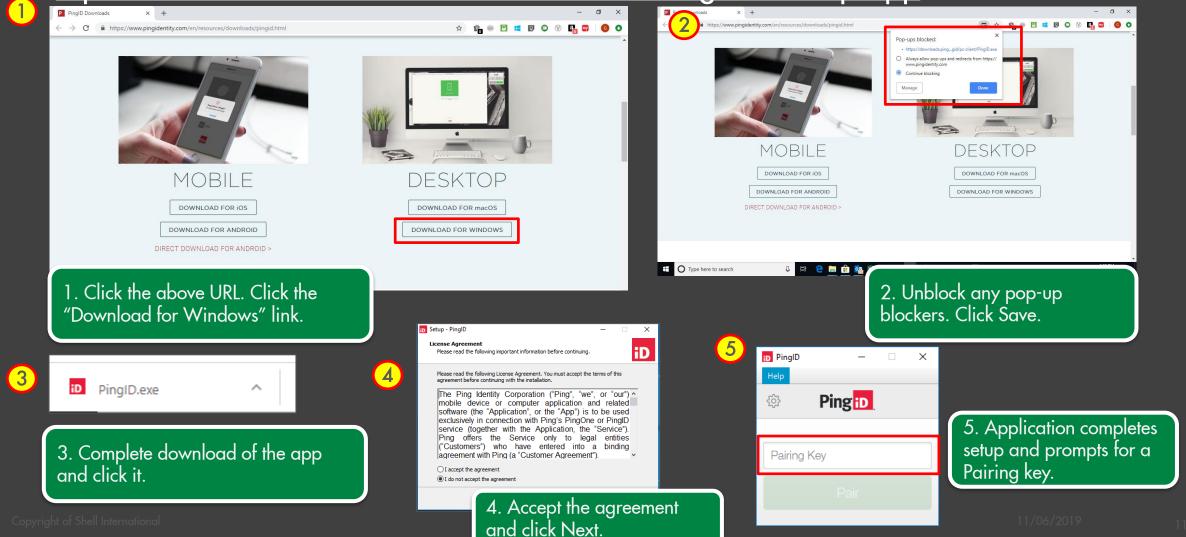
Your password has been reset. Please use your new password to sign on again.

4. Setup your new Ping password that will be used to login. Click Reset.

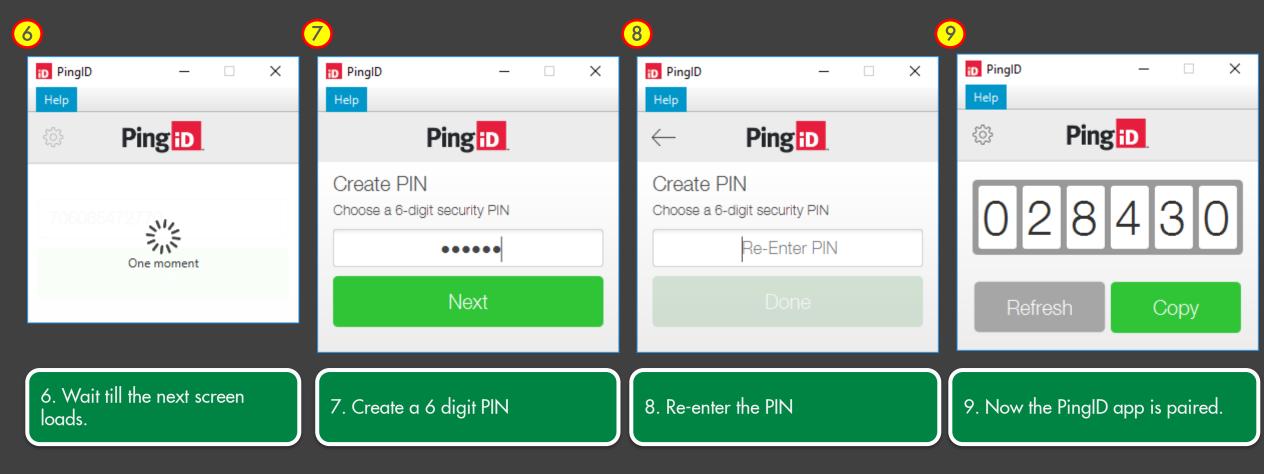
5. You receive a confirmation about your password being set.

Install the PingID application on desktop (1/2)

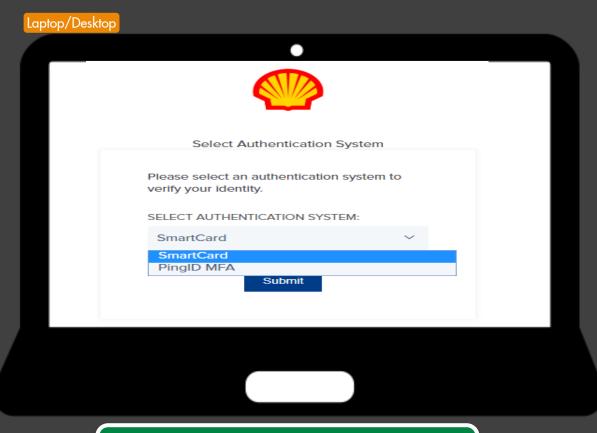
Open this link in a browser to download the PingID desktop app

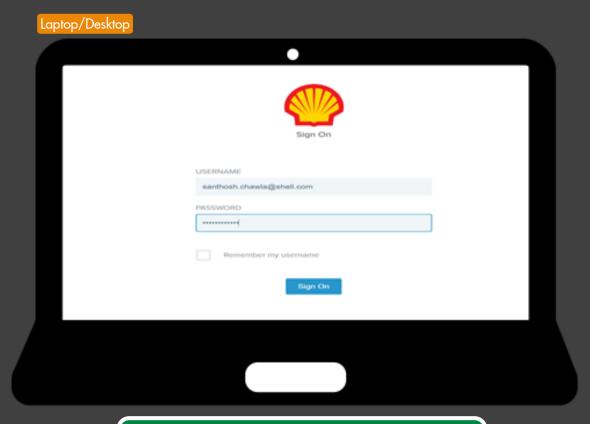


How to pair your account to the PingID application on desktop (3/3)



Desktop User out side SHELL NETWORK – Third Party Access (TPA)





- Launch the ePacking Slip URL Choose PingID MFA from the dropdown

3. Use your registered Email ID and PING password (as setup earlier)

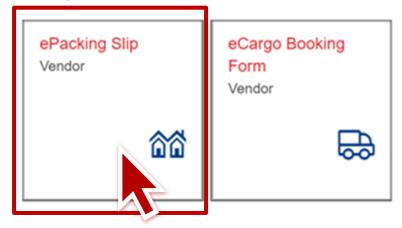


Once authenticated, you will be able to view the HomePage on your screen.

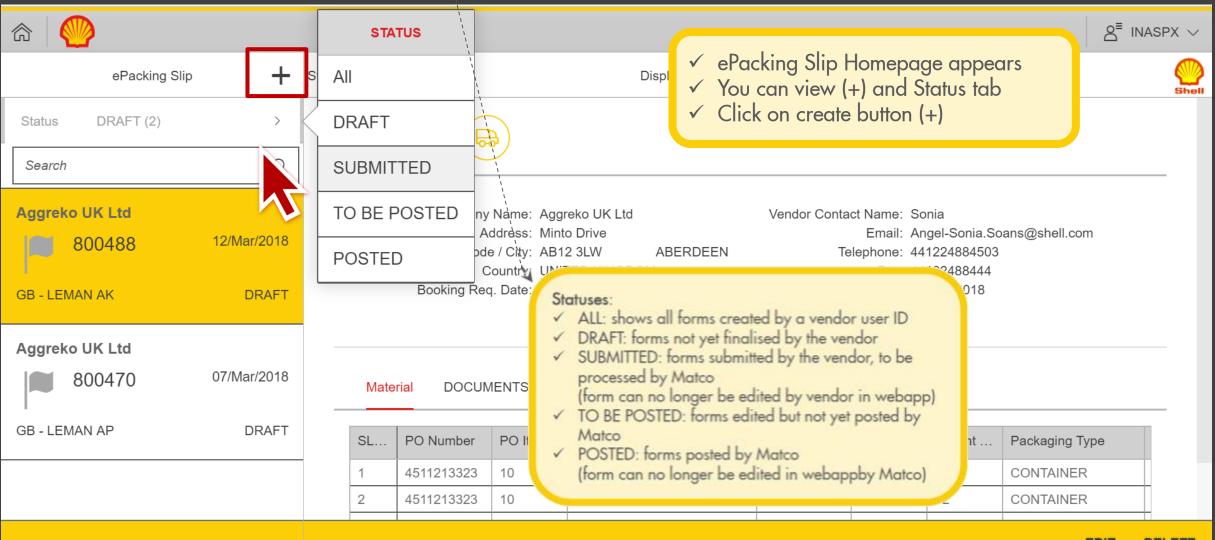


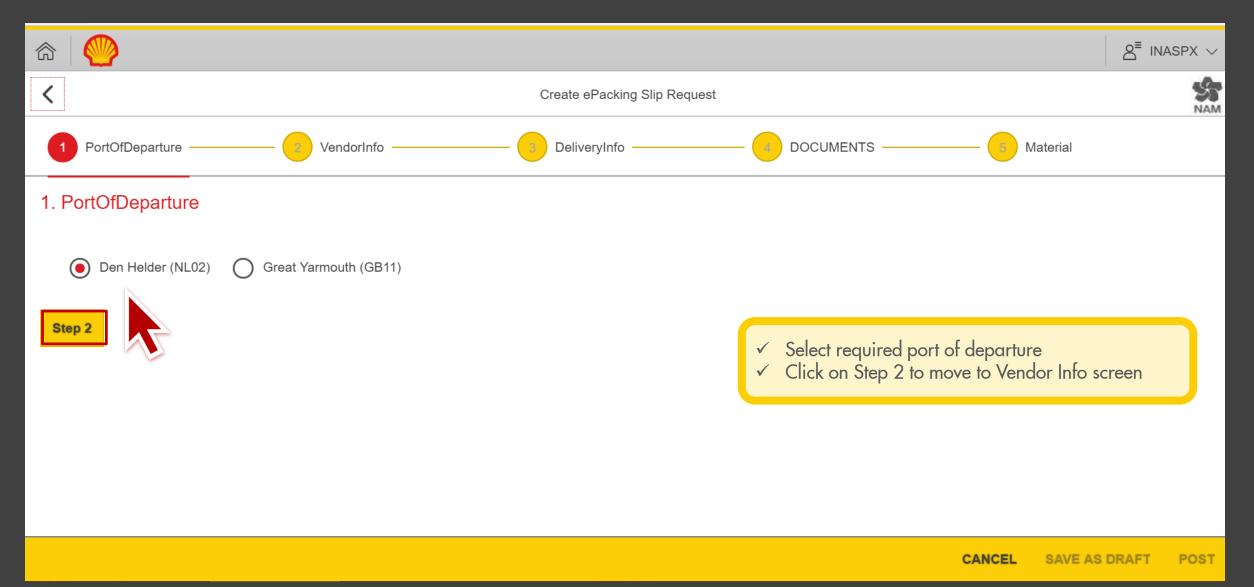


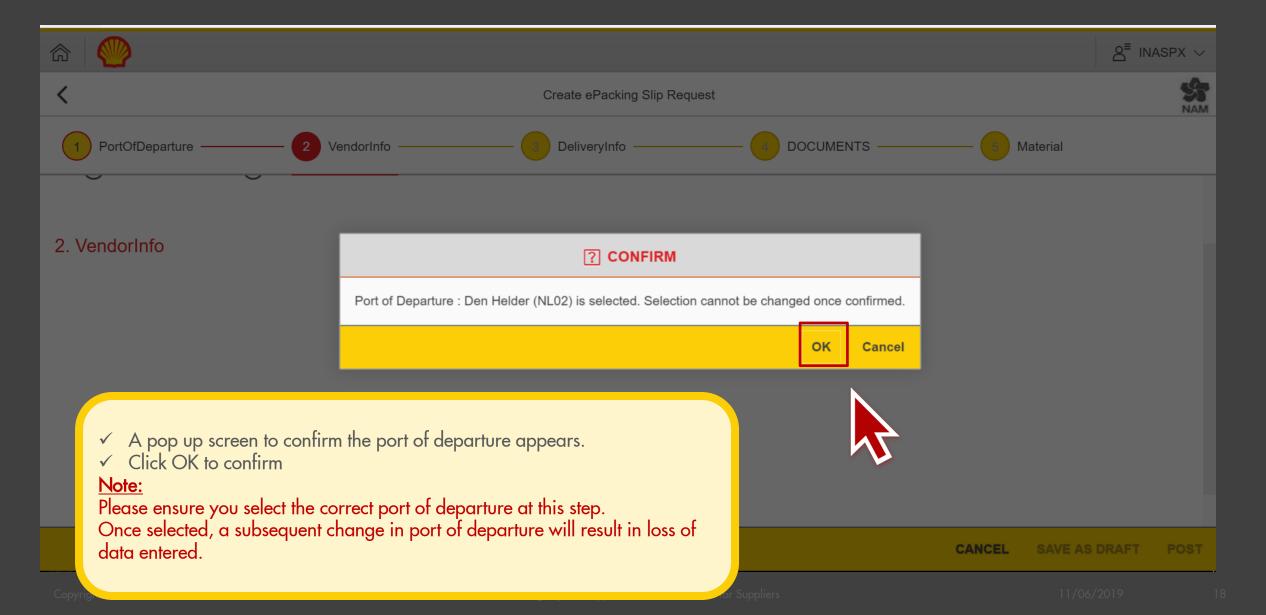
eCargo Forms



- ✓ App screen will appear with home page
 ✓ ePacking Slip and eCargo Booking Form and tiles appear.
- ✓ Click on ePacking Slip tile









- ✓ Vendor Info Tab will appear
- ✓ Verify mandatory fields are filled * Company Name, Address, Postal Code/City, Country, Vendor Name/Email, Telephone/Fax, Date of booking request, Delivery Date
- ✓ Go to Step 3 after verifying the details

2. VendorInfo

*Address: St Fergus Gas Terminal

*Postal Code / City: AB42 3EP ads

*Country: United Kingdom

*Booking Req. Date: 12/Mar/2018

*Vendor Contact Name: Shankar

*Email: shankaragouda.patil@shell.com

*Telephone: 4655475346753

Fax: 646646460000

*Delivery Date: 12/Mar/2018



Please note:

Delivery Date should be a date in the future, see also NAM Notification &

Delivery Requirements:

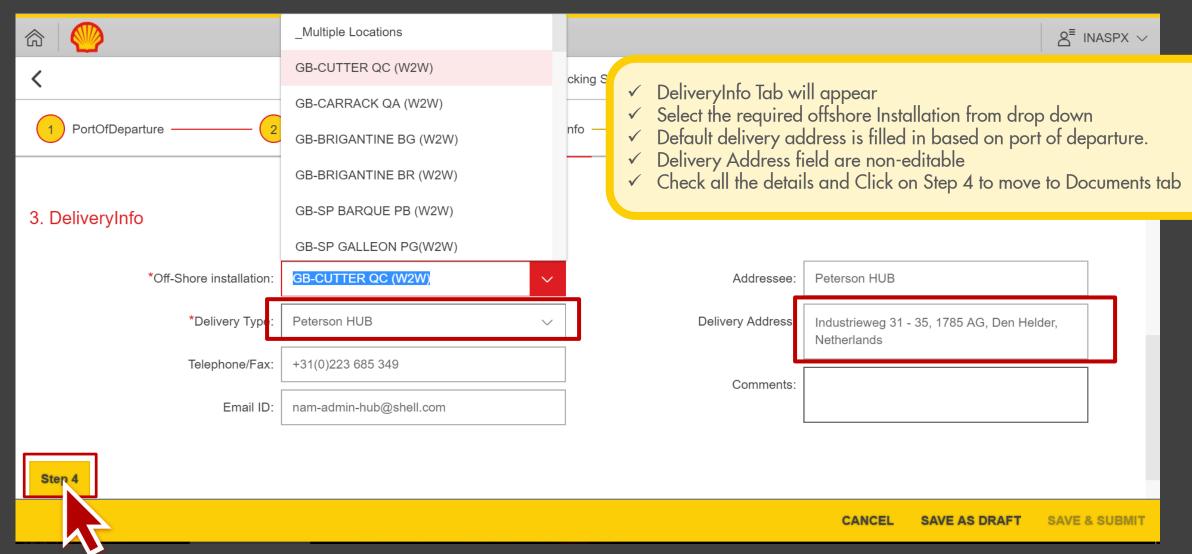
Loose materials shall be delivered to the HUB 2 working days prior to the sailing date before 12:00 hours. These materials must be accompanied with the following:

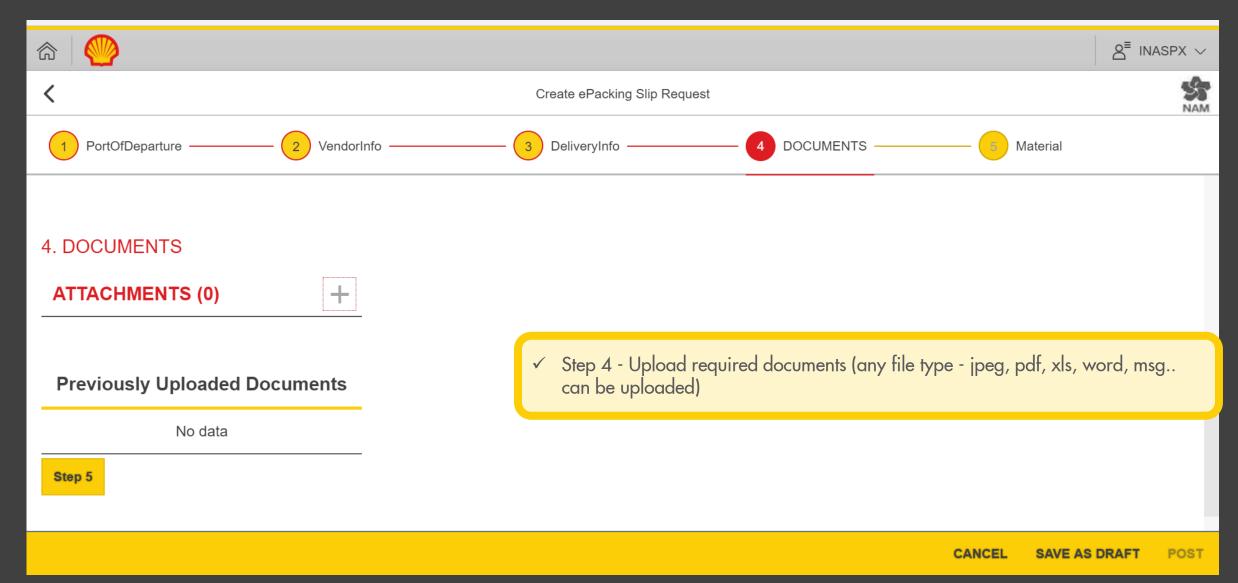
NAM e-Packing Slip; ...

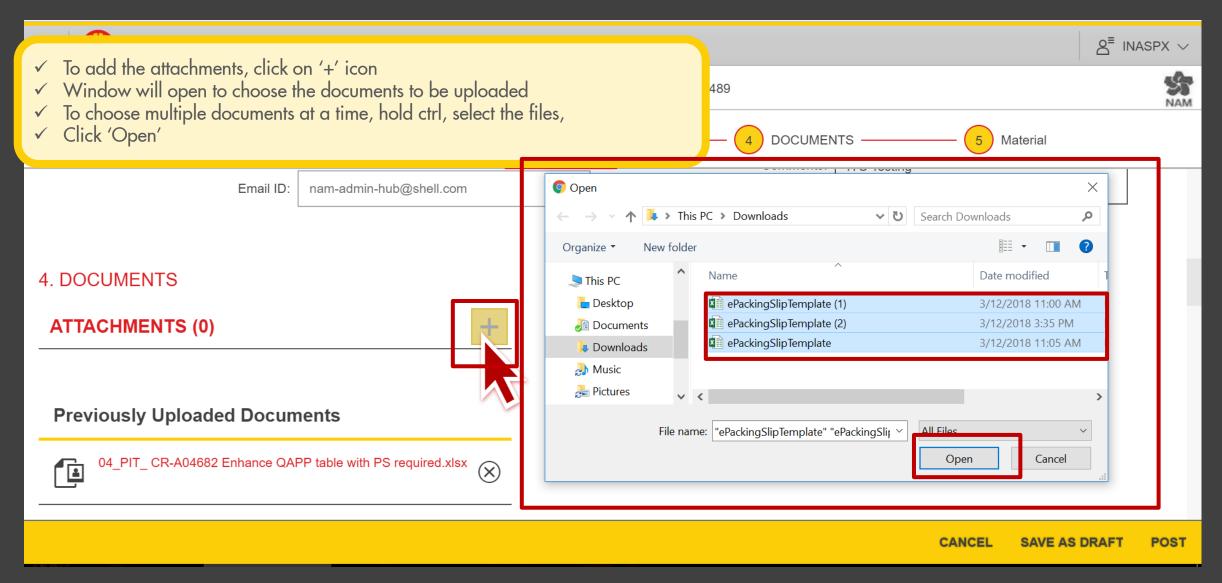
CANCEL

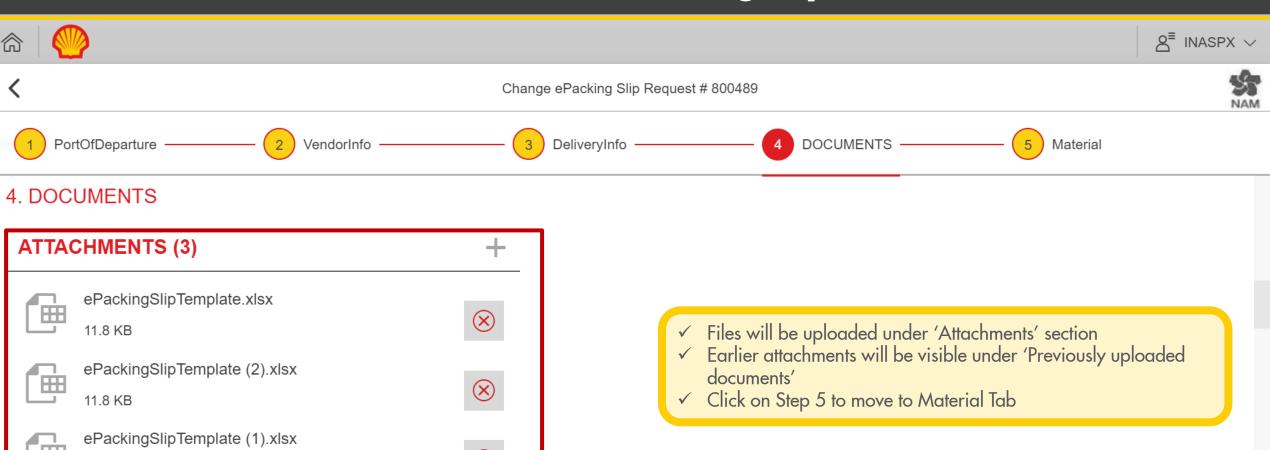
SAVE AS DRAFT

SAVE & SUBMIT









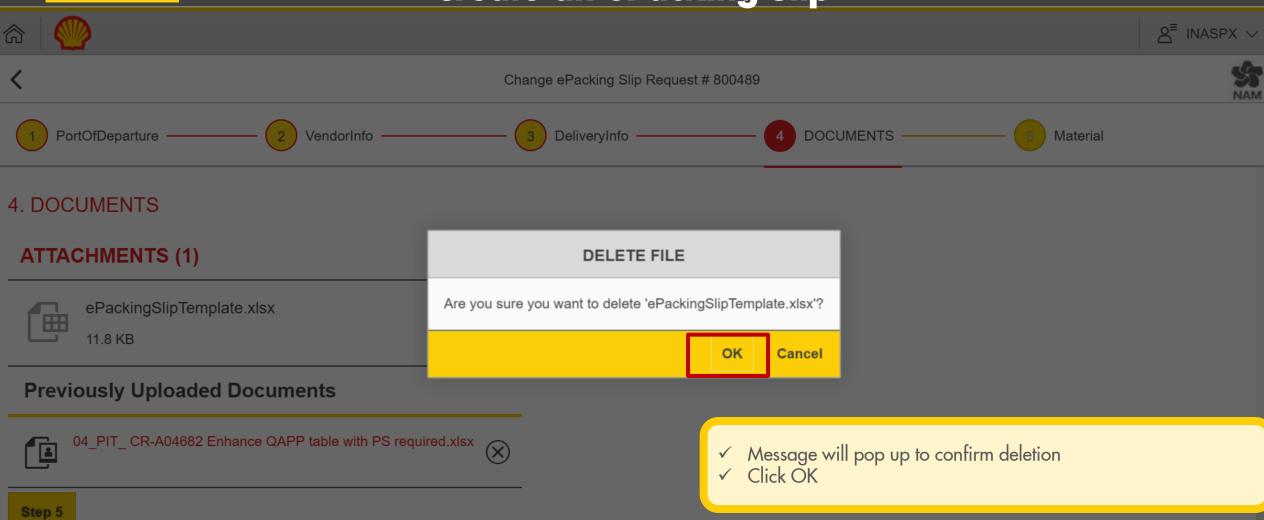
CANCEL

SAVE AS DRAFT

Previously Uploaded Documents

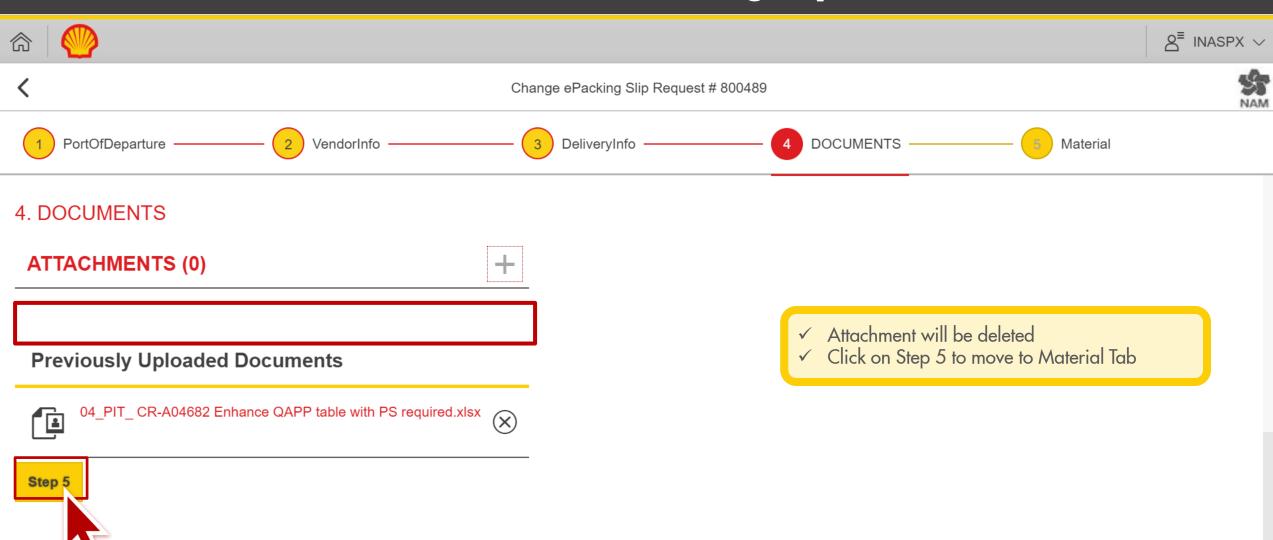
11.6 KB





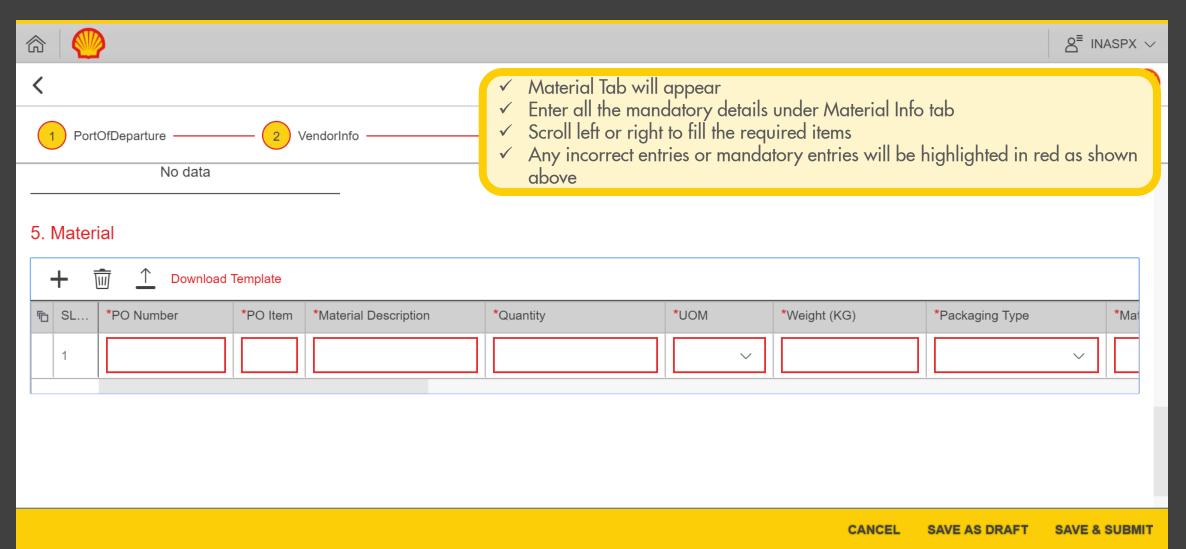
CANCEL SAVE AS D

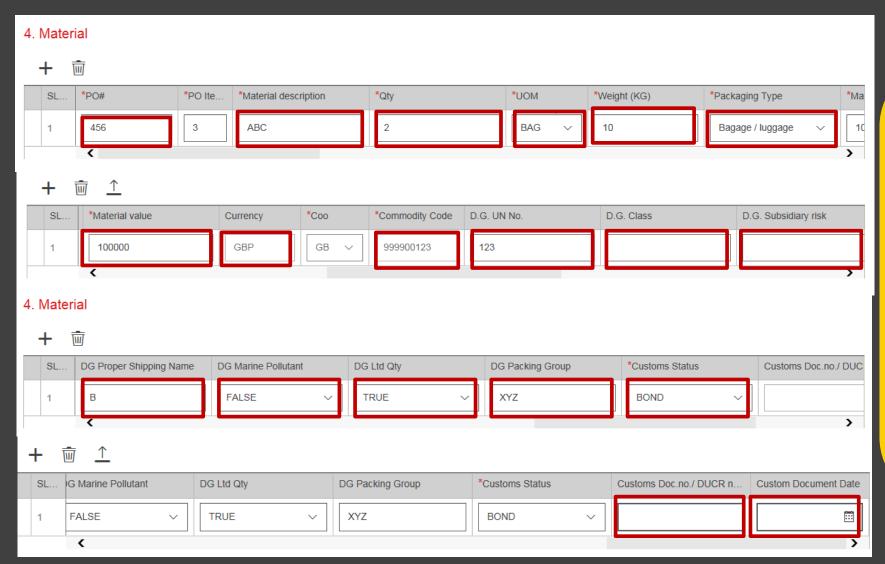
SAVE AS DRAFT PO



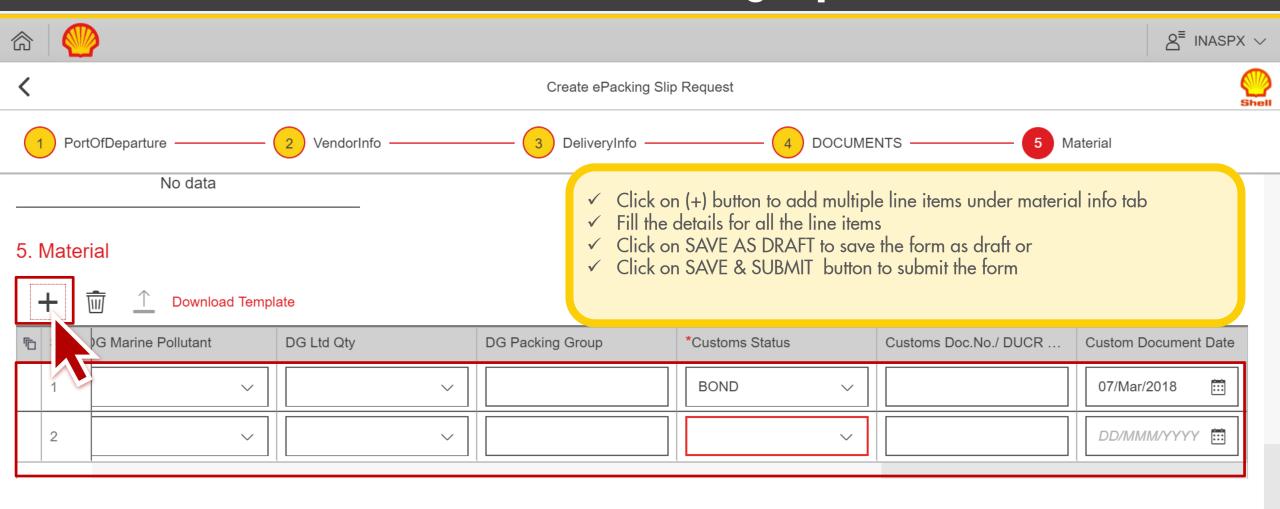
CANCEL

SAVE AS DRAFT





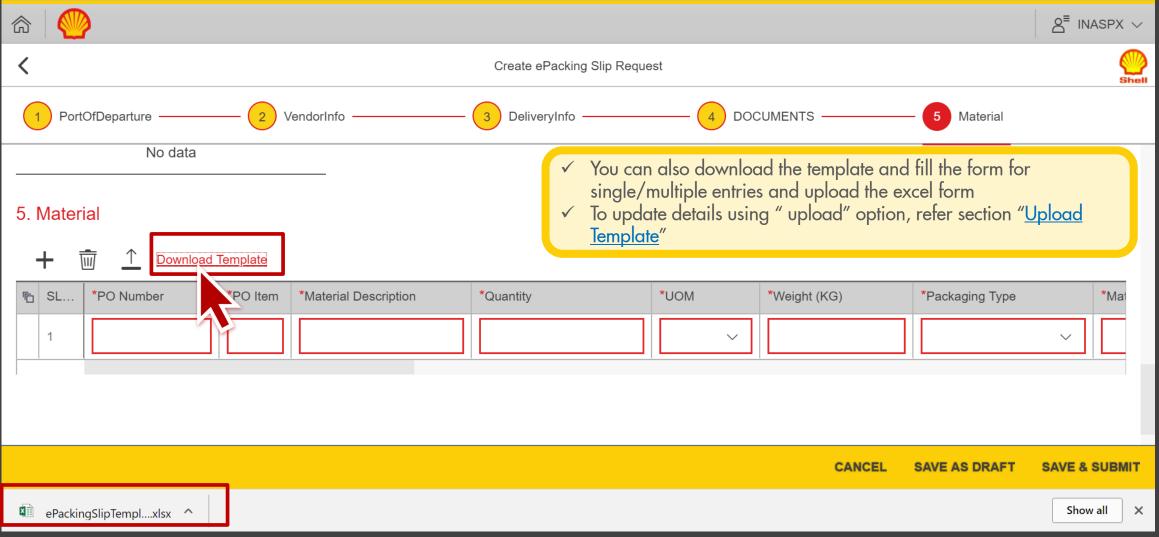
- Enter all mandatory fields (highlighted in red) and please take the following requirements into the account.
- ✓ PO number : should be a valid NAM/Shell PO number(starting with 45 and containing 10 positions)
- ✓ Quantity (Qty):enter whole numbers , (no decimals or thousand separators)
- Material Value: enter whole numbers, (no decimals or thousand separators)
- ✓ For field specifications, refer the excel template <u>here</u>

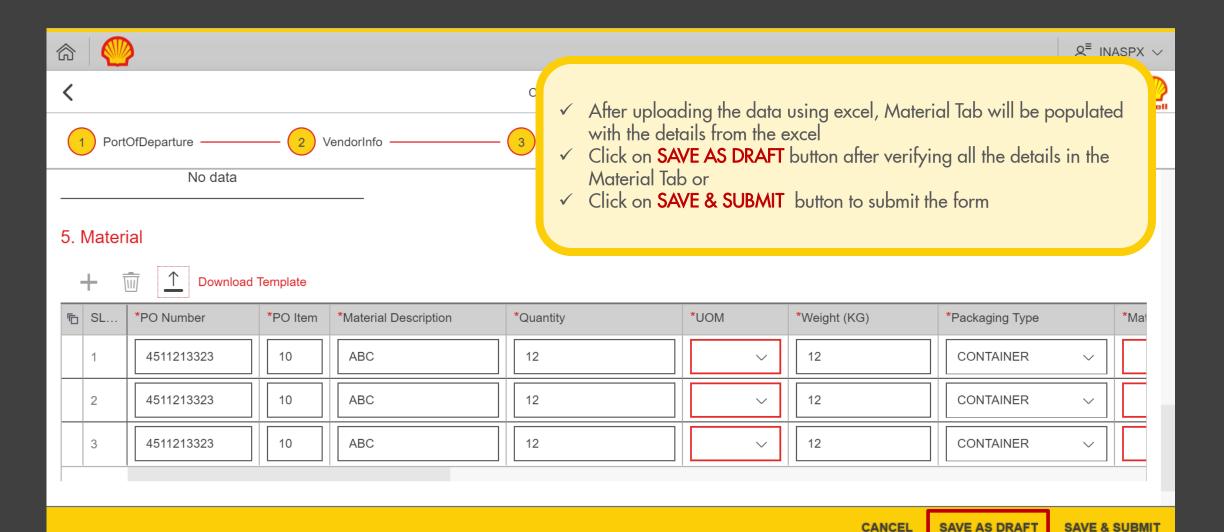


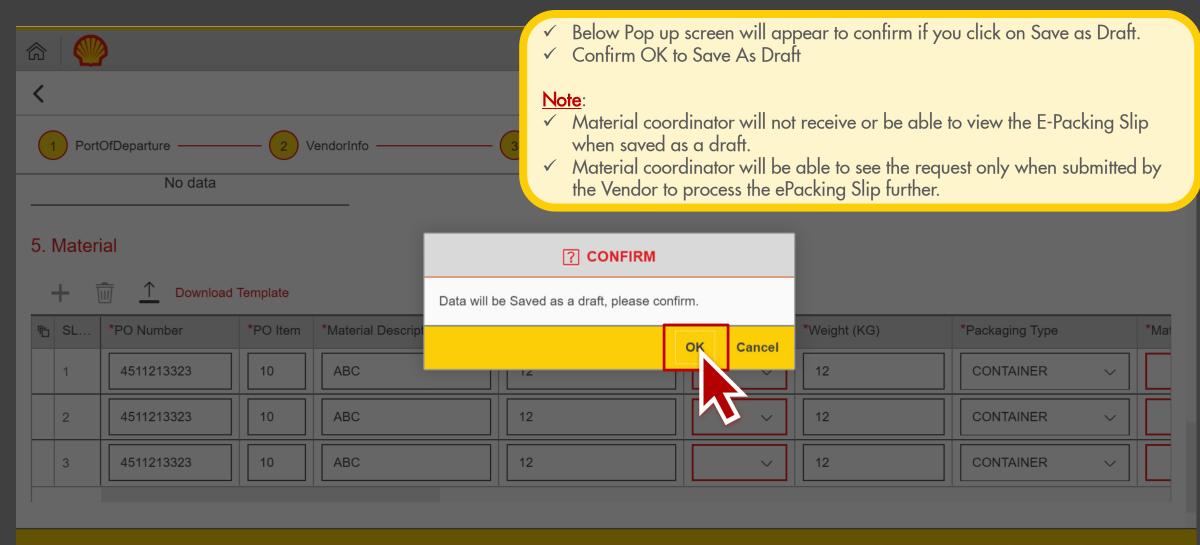
CANCEL

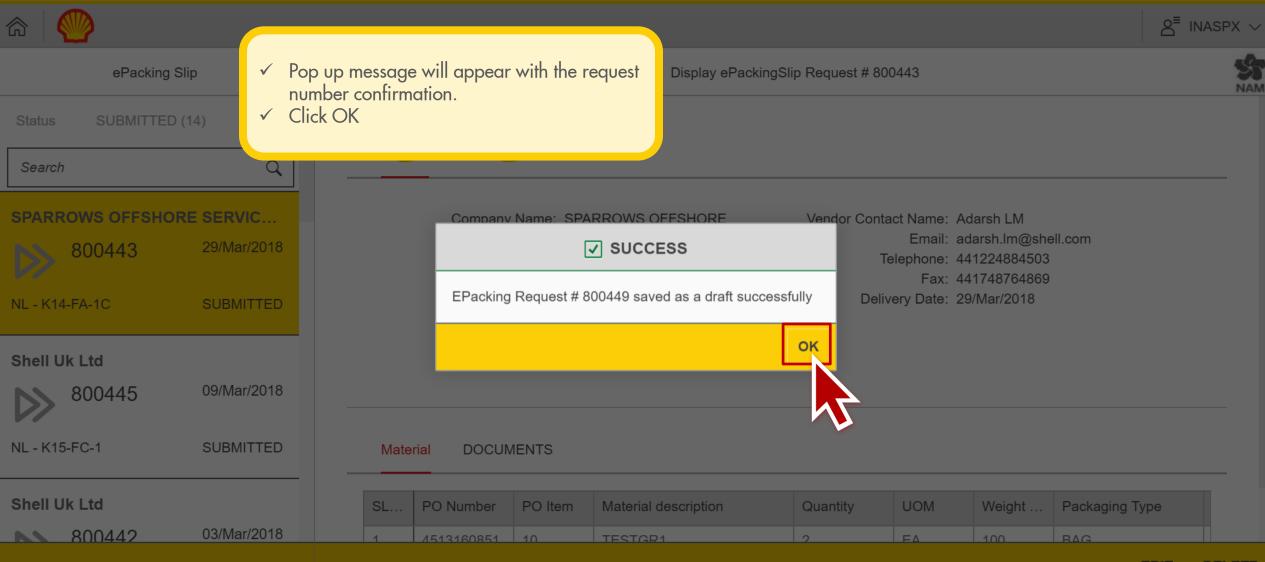
SAVE AS DRAFT

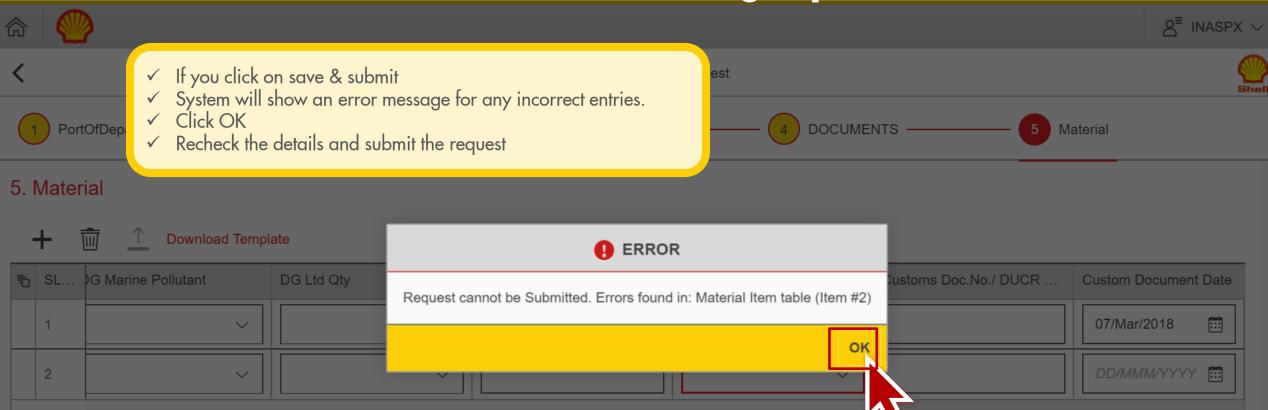
SAVE & SUBMIT



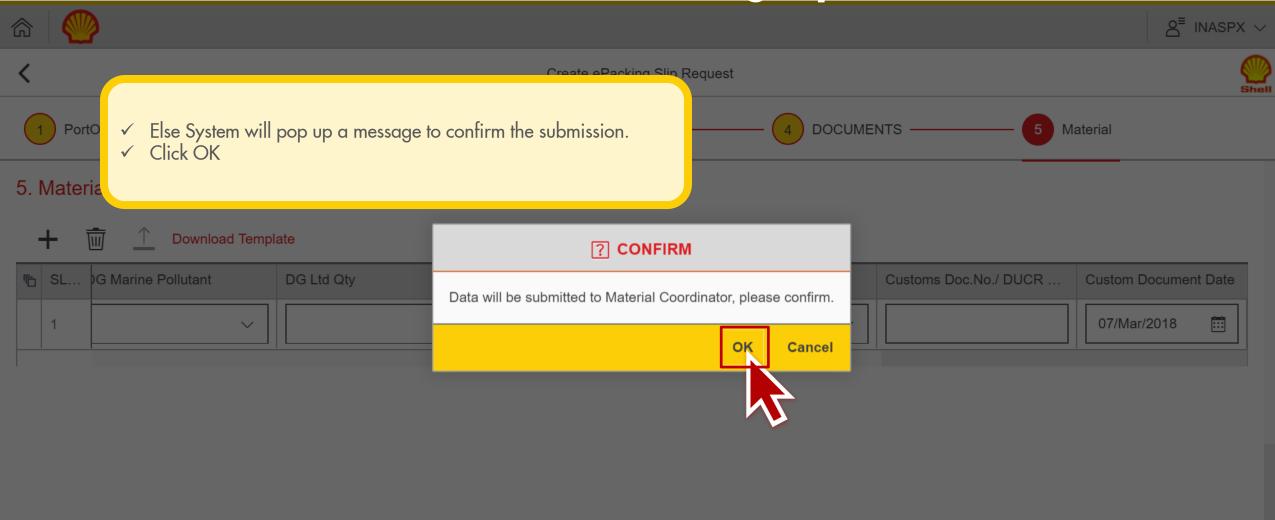








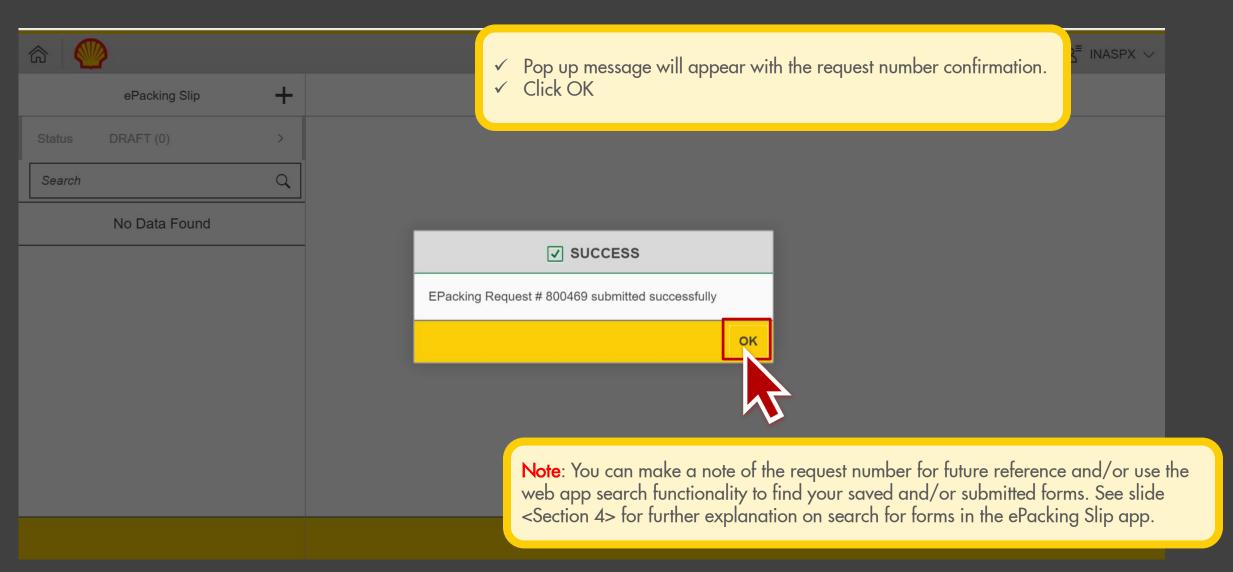
CANCEL SAVE AS DRAFT SAVE & SUBMIT



CANCEL

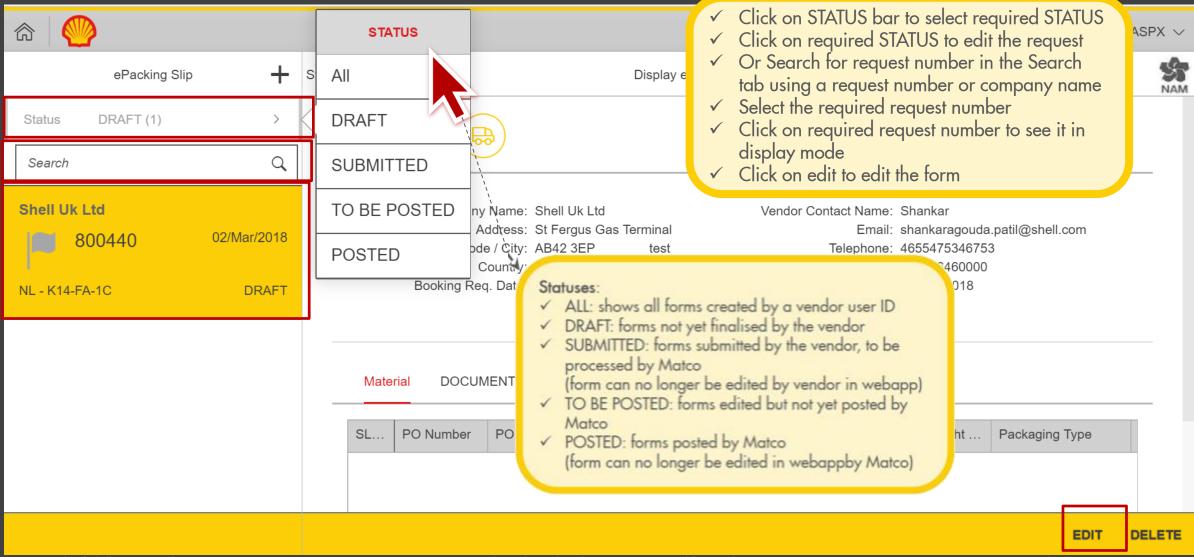
SAVE AS DRAFT

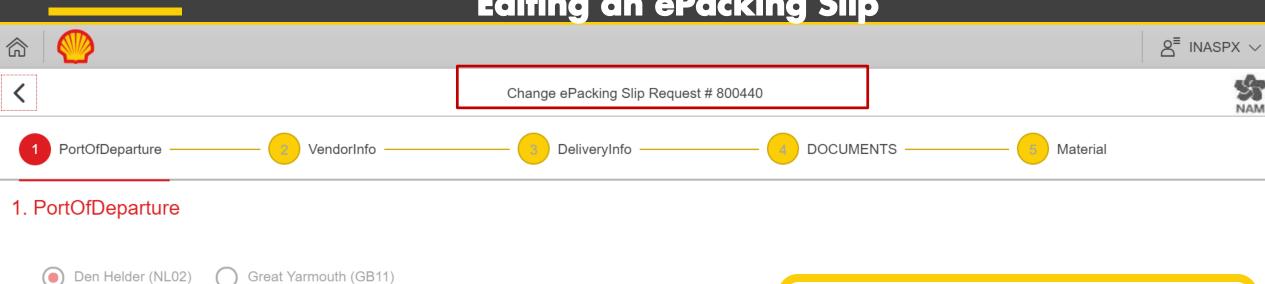
SAVE & SUBMIT



Editing an ePacking Slip (change saved ePacking Slip)



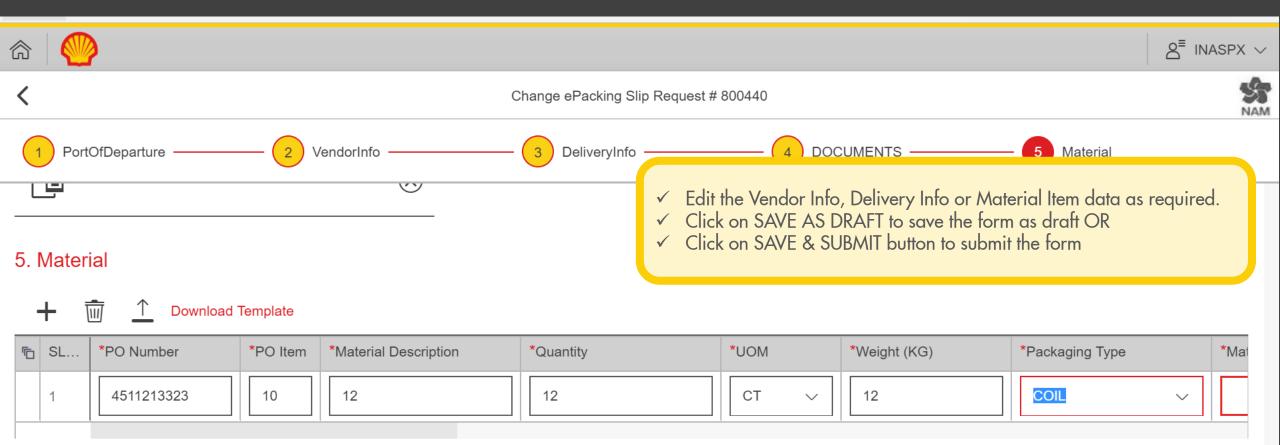


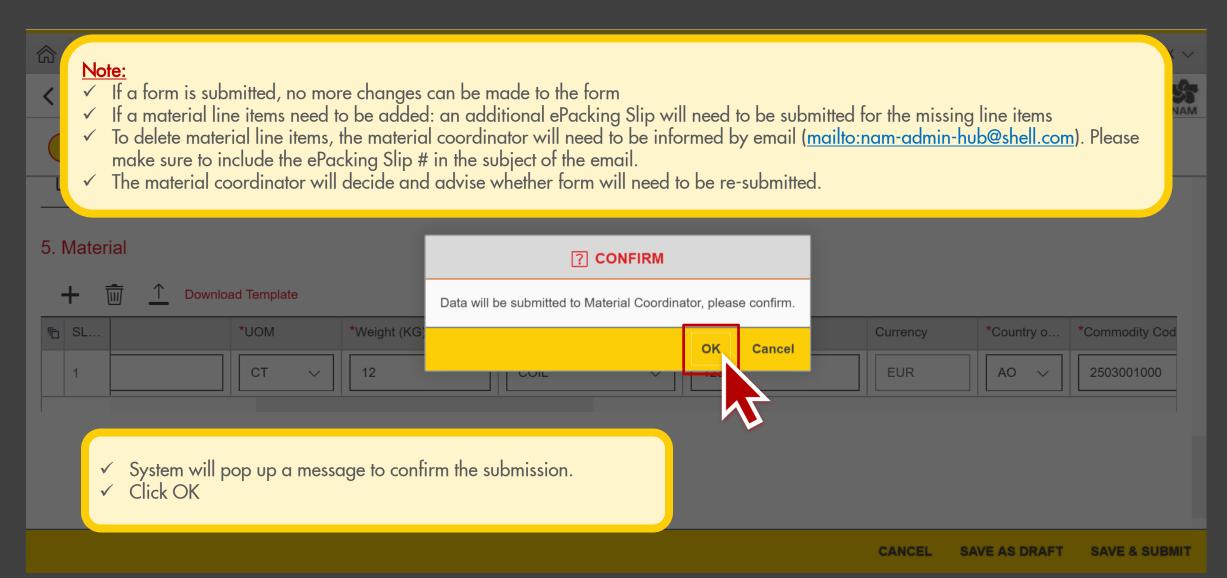


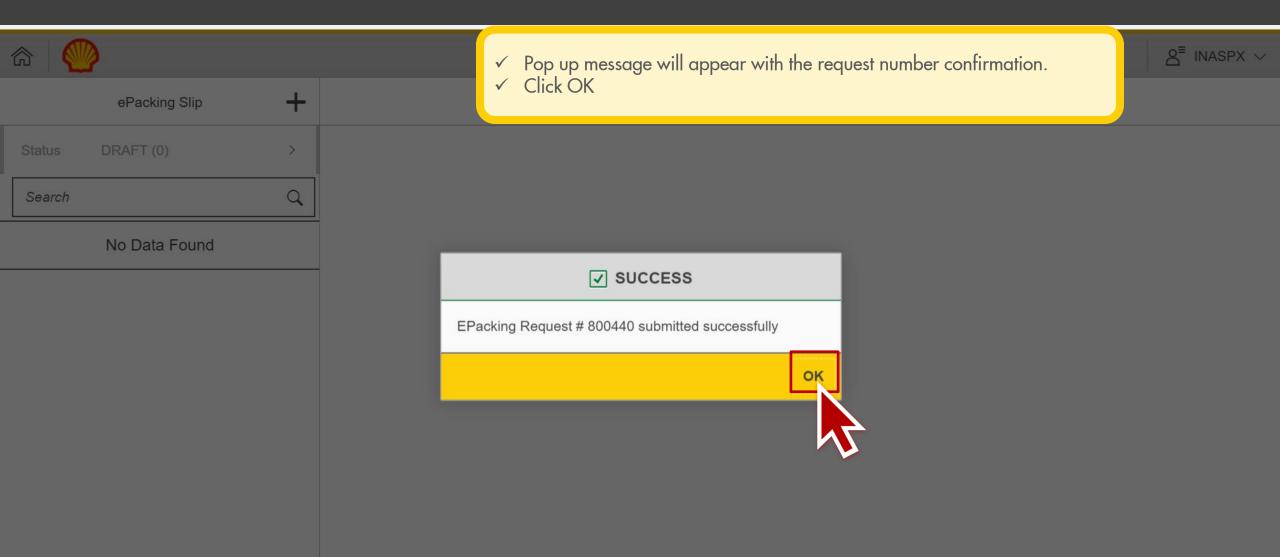
Step 2

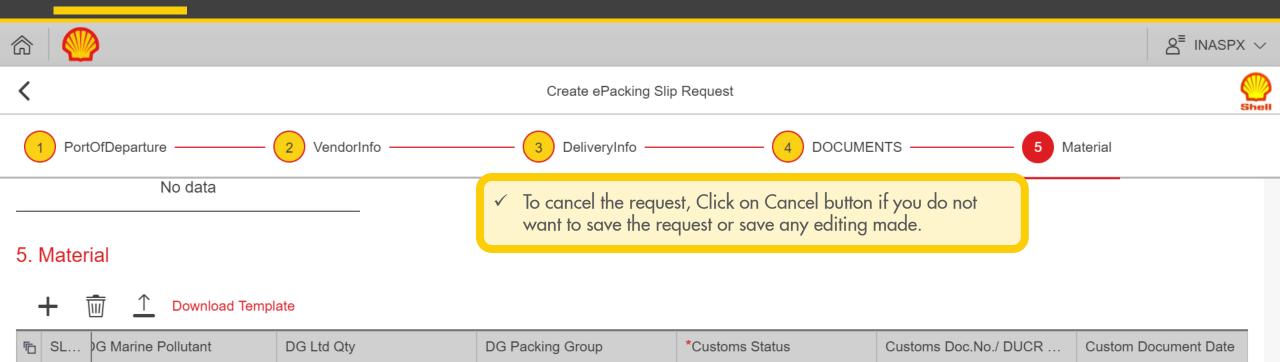
- ✓ Request number will be in change mode✓ Click on Step 2

CANCEL SAVE AS DRAFT **SAVE & SUBMIT**









BOND

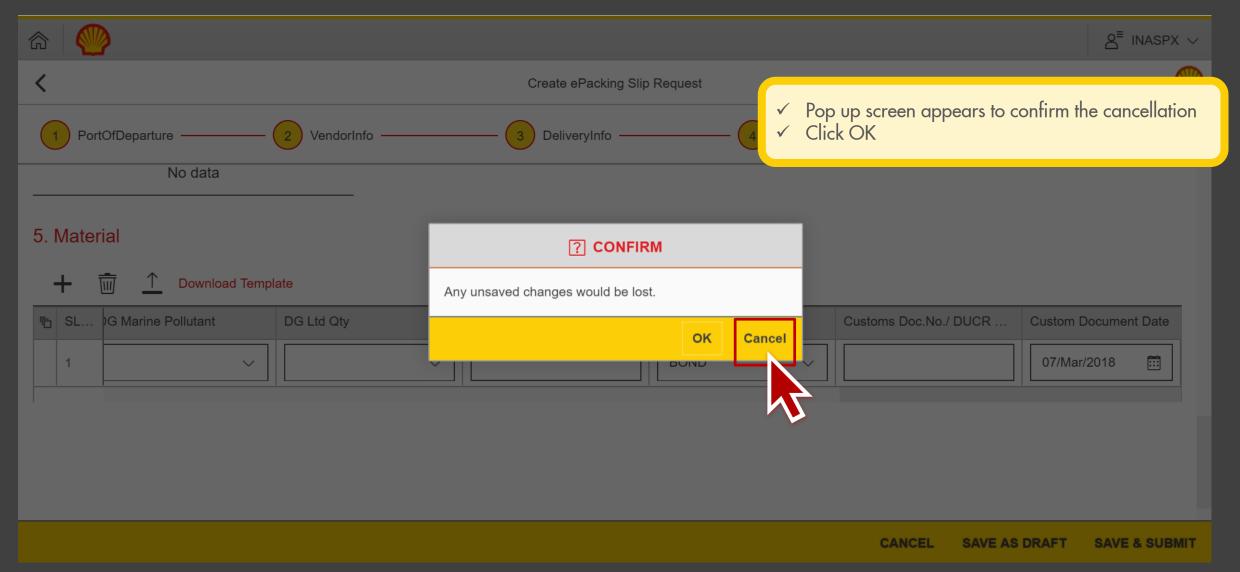
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CANCEL SAVE AS DRAFT SAVE & SUBMIT

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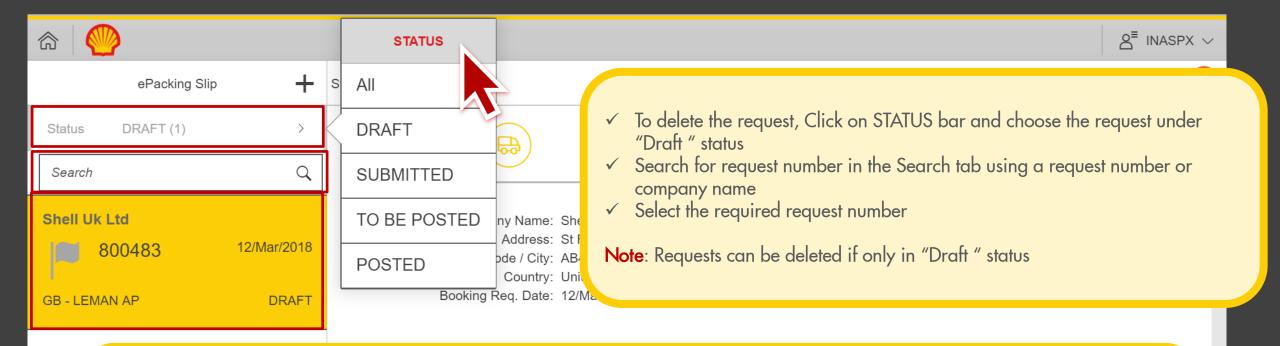
07/Mar/2018

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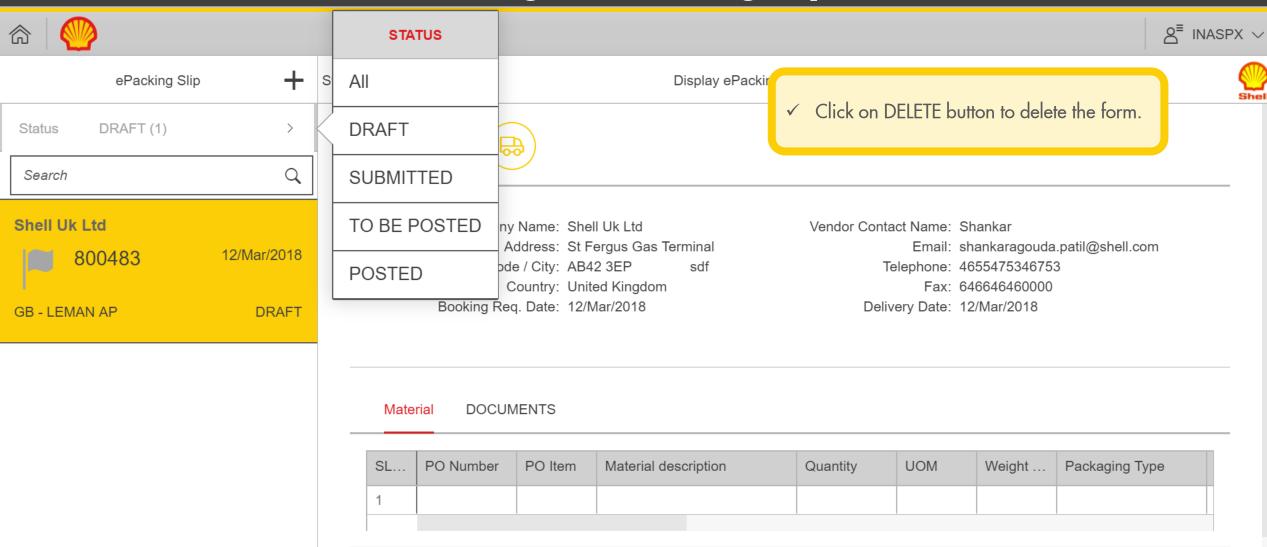


45

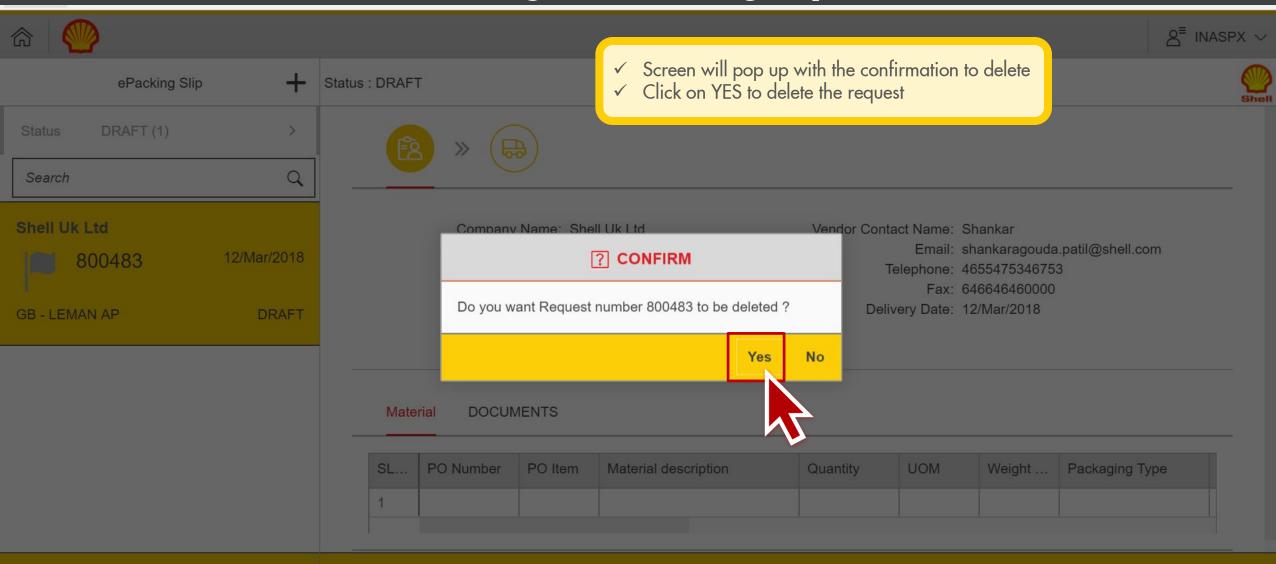


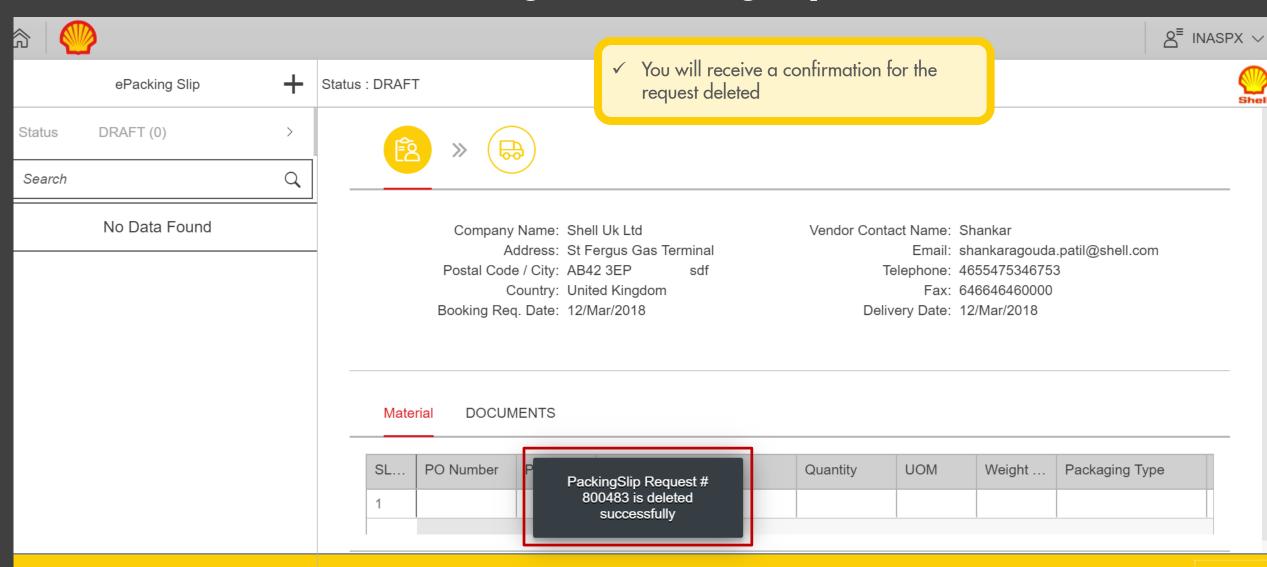
Note:

- ✓ If a form is submitted, no more changes can be made to the form.
- ✓ To delete material line items, the material coordinator will need to be informed by email (<u>mailto:nam-admin-hub@shell.com</u>). Please make sure to include the ePacking Slip # in the subject of the email.
- ✓ The material coordinator will decide and advise whether form will need to be re-submitted.



EDIT





EDIT



Status



ePacking Slip +

DRAFT (1)

Search

Shell Uk Ltd

800484

12/Mar/2018

GB - LEMAN AK DRAFT

Status : DRAFT

Display ePackingSlip Request # 800484







Company Name: Shell Uk Ltd

Address: St Fergus Gas Terminal

Postal Code / City: AB42 3EP asa

Country: United Kingdom

Booking Req. Date: 12/Mar/2018

Vendor Contact Name: Shankar

Email: shankaragouda.patil@shell.com

Telephone: 4655475346753

Fax: 646646460000

Delivery Date: 12/Mar/2018

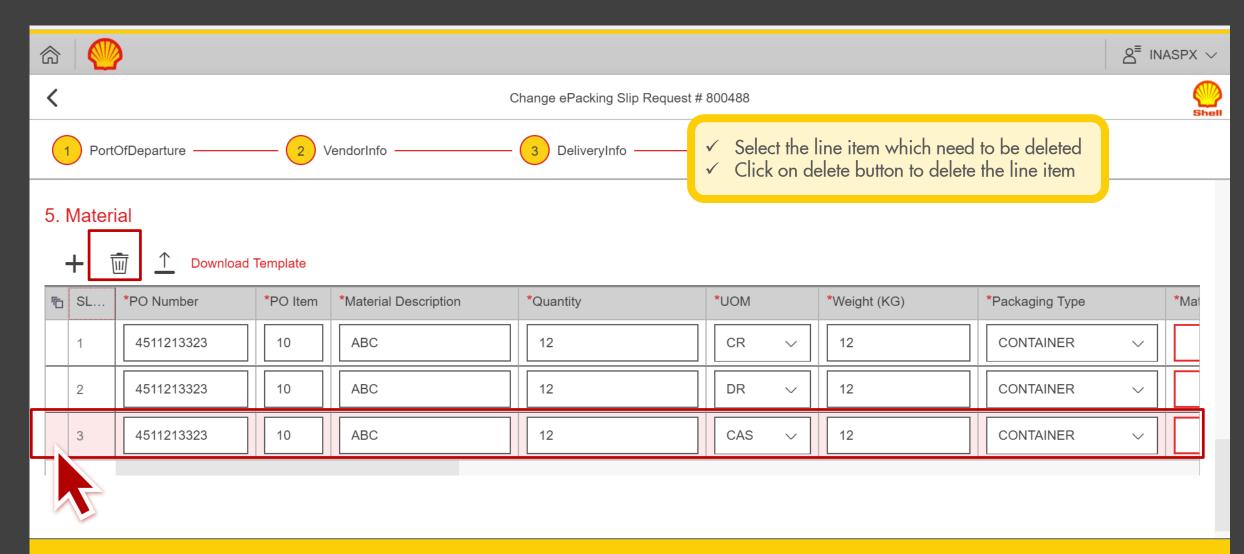
 \checkmark

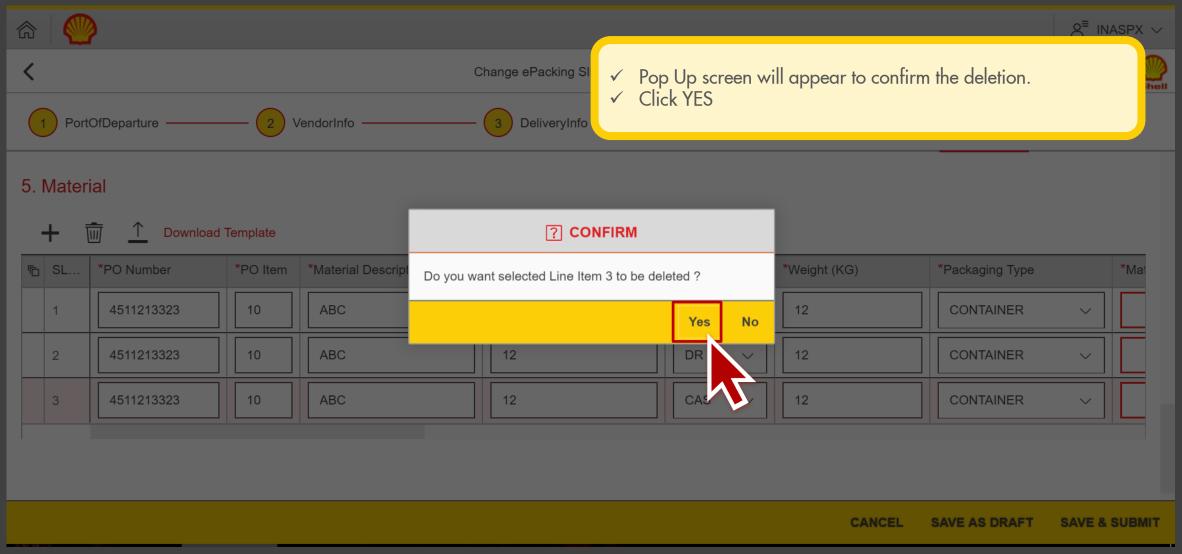
Click on Edit button to delete a line item

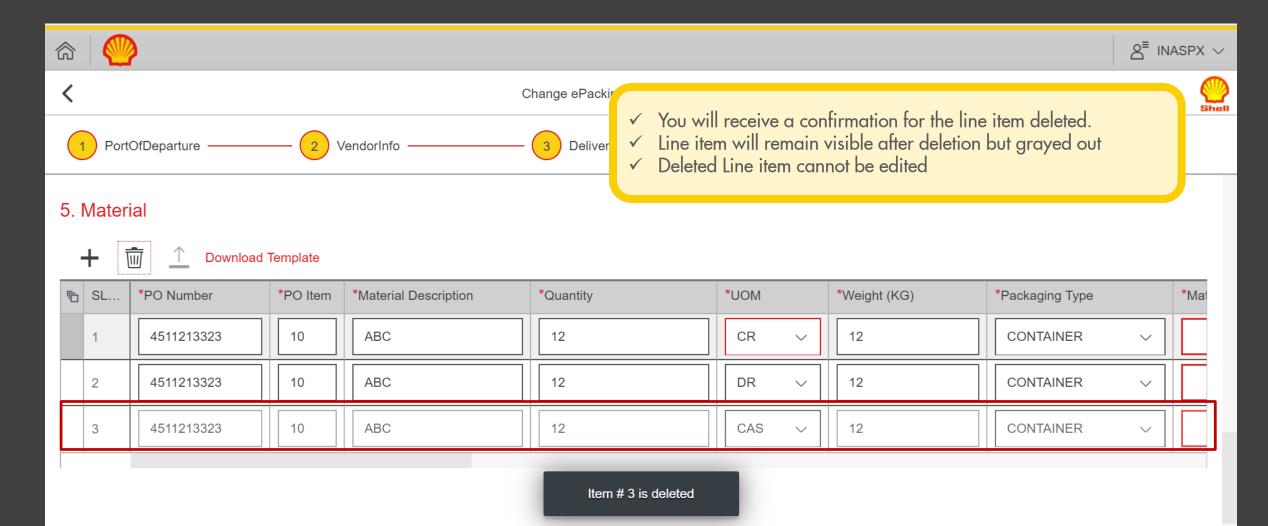
Material

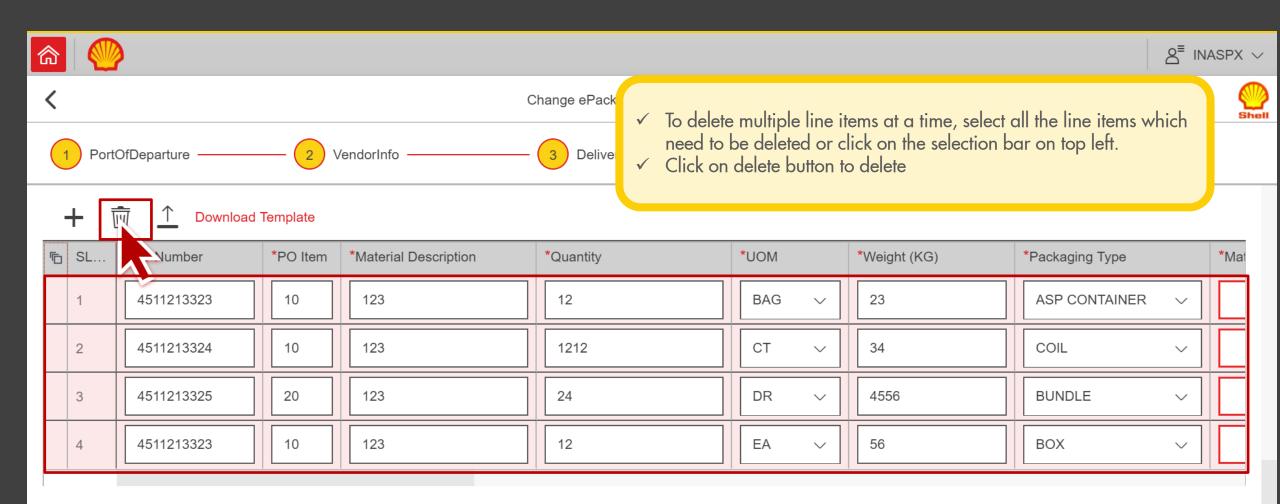
DOCUMENTS

SL	PO Number	PO Item	Material description	Quantity	UOM	Weight	Packaging Type
1	4511213323	10	123	12	СТ	12	CONTAINER





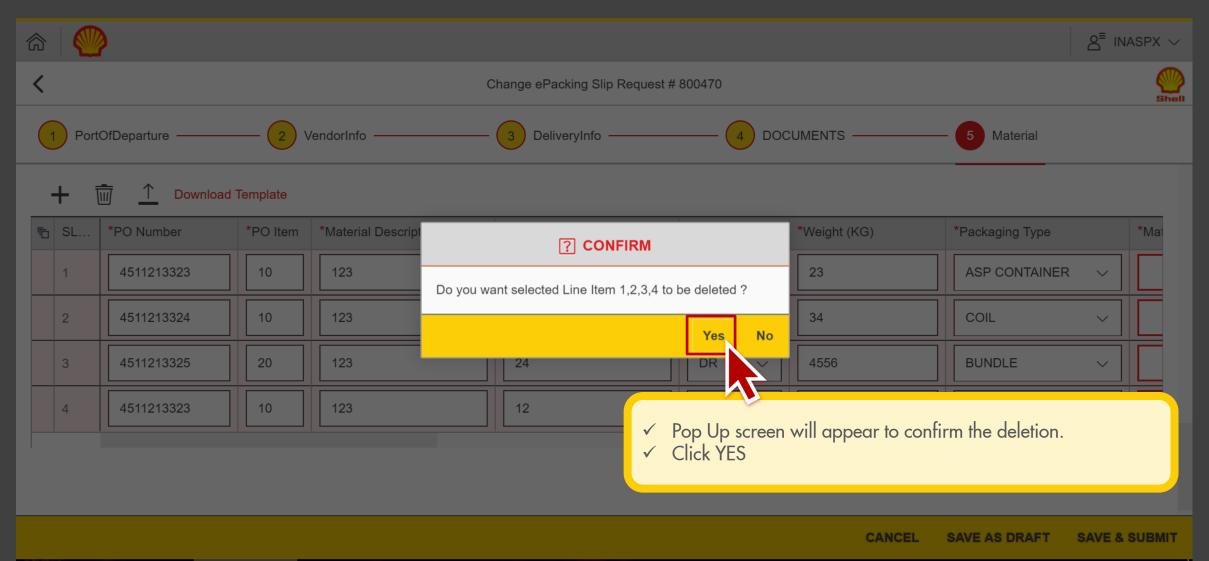


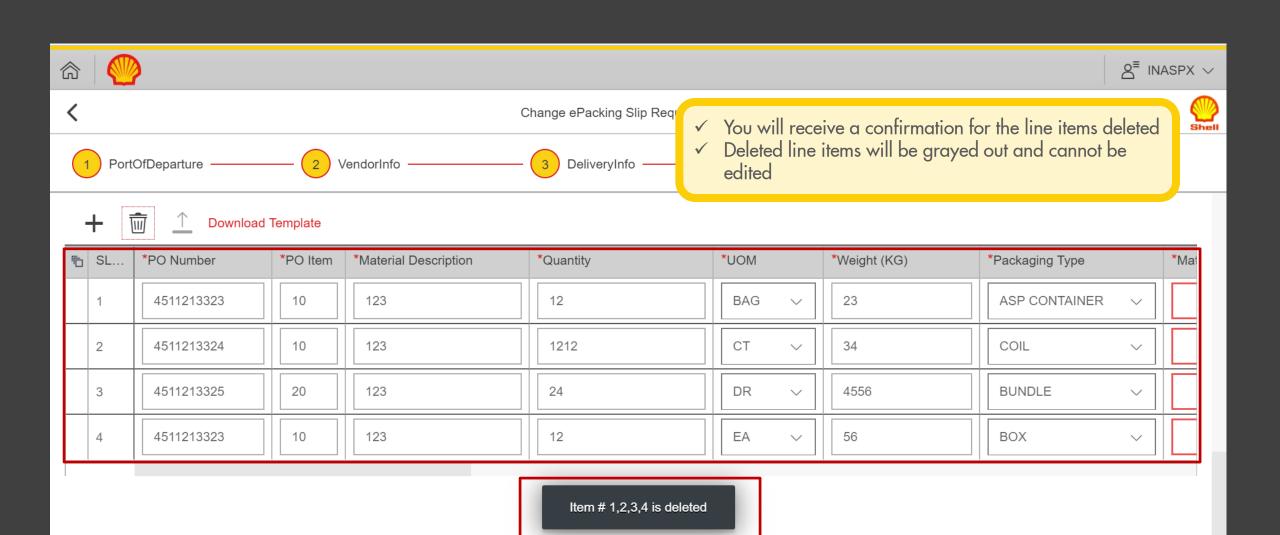


CANCEL

SAVE AS DRAFT

SAVE & SUBMIT





SAVE AS DRAFT

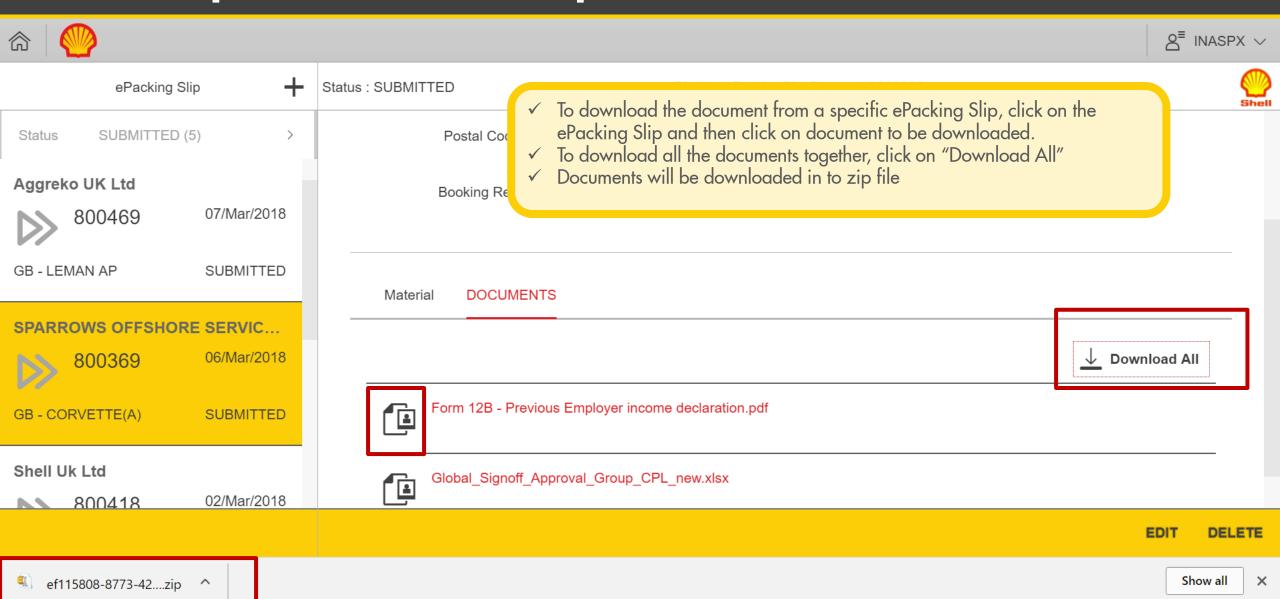
CANCEL

SAVE & SUBMIT

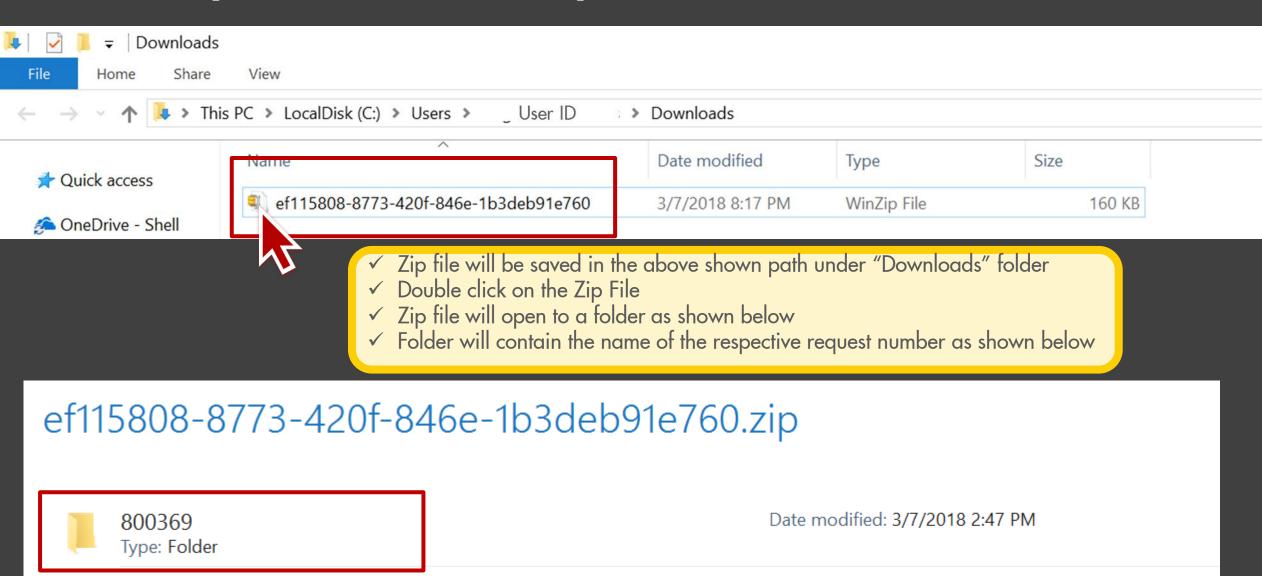
Upload and download process attachments & templates



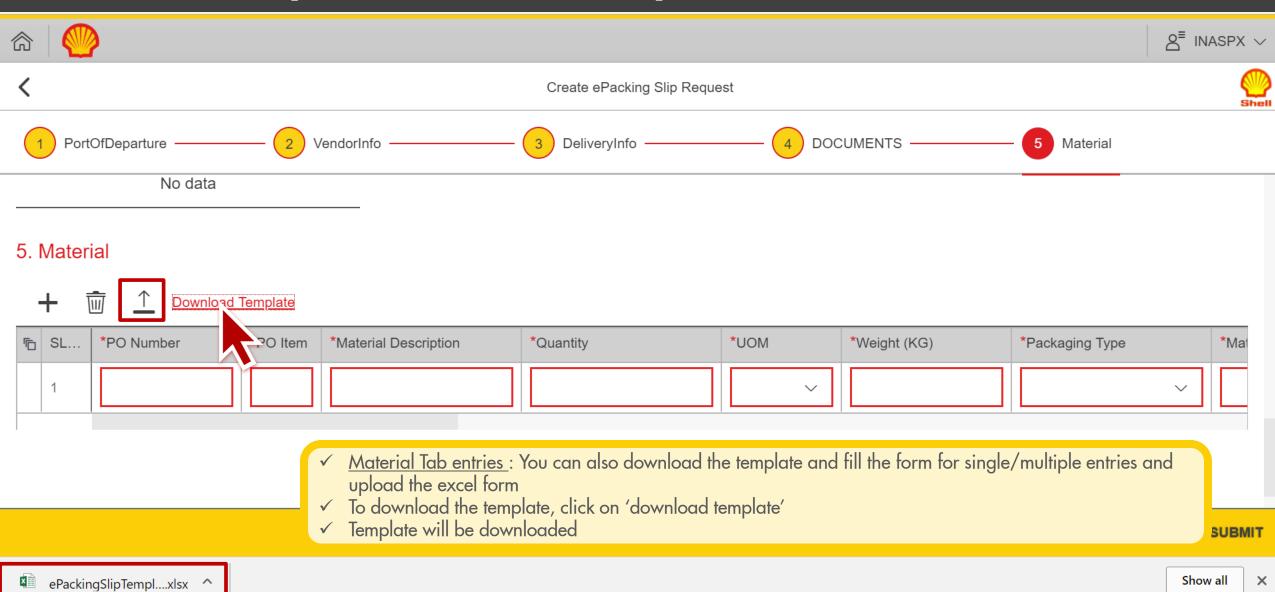
Upload and download process- Download attached documents



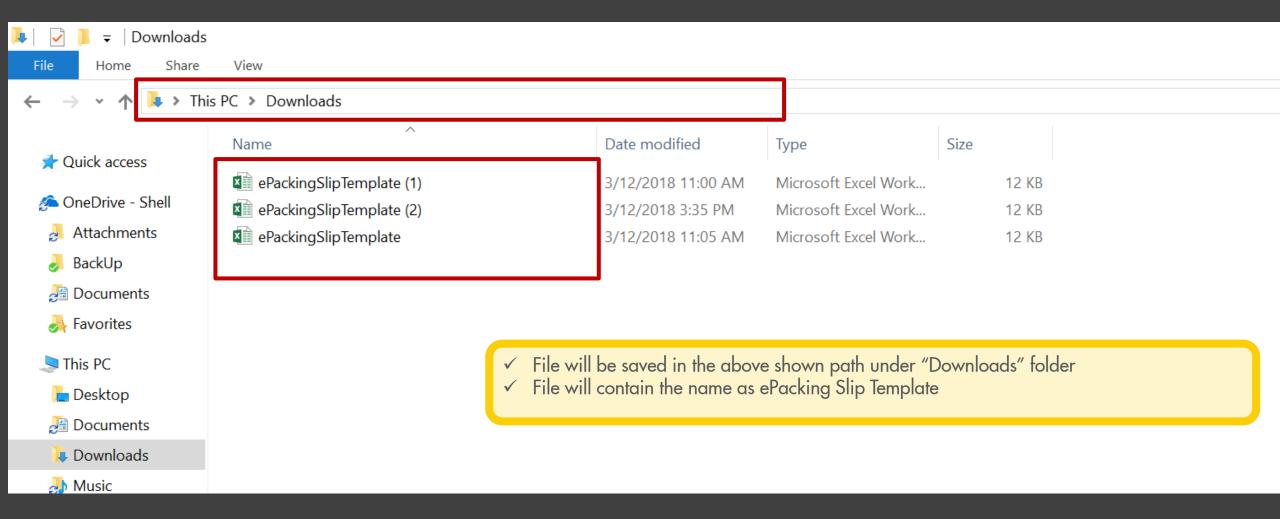
Upload and download process- Download attached documents

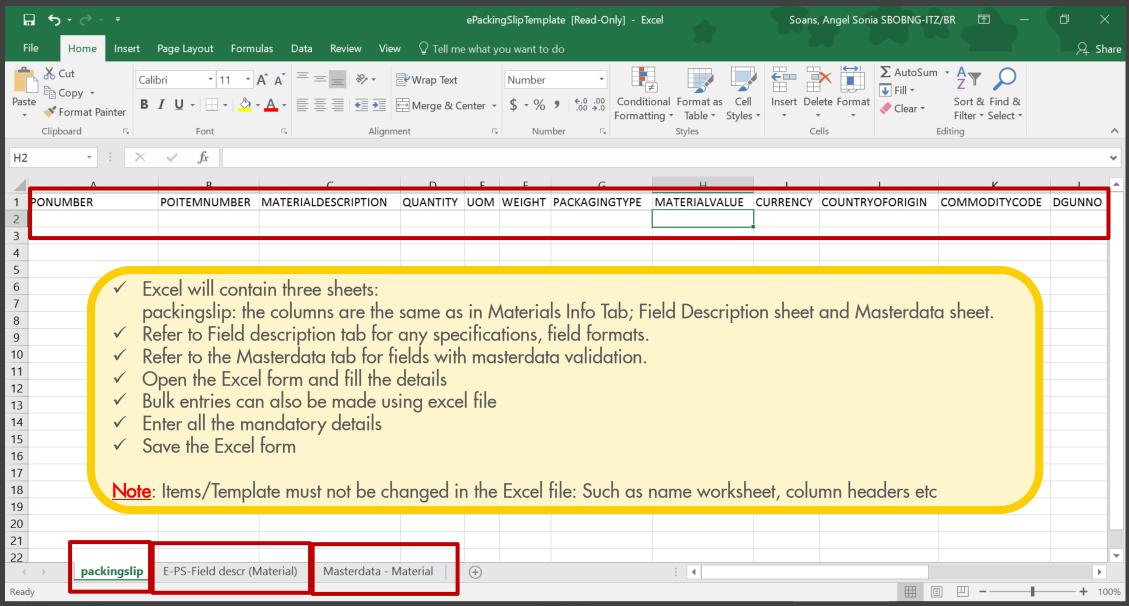


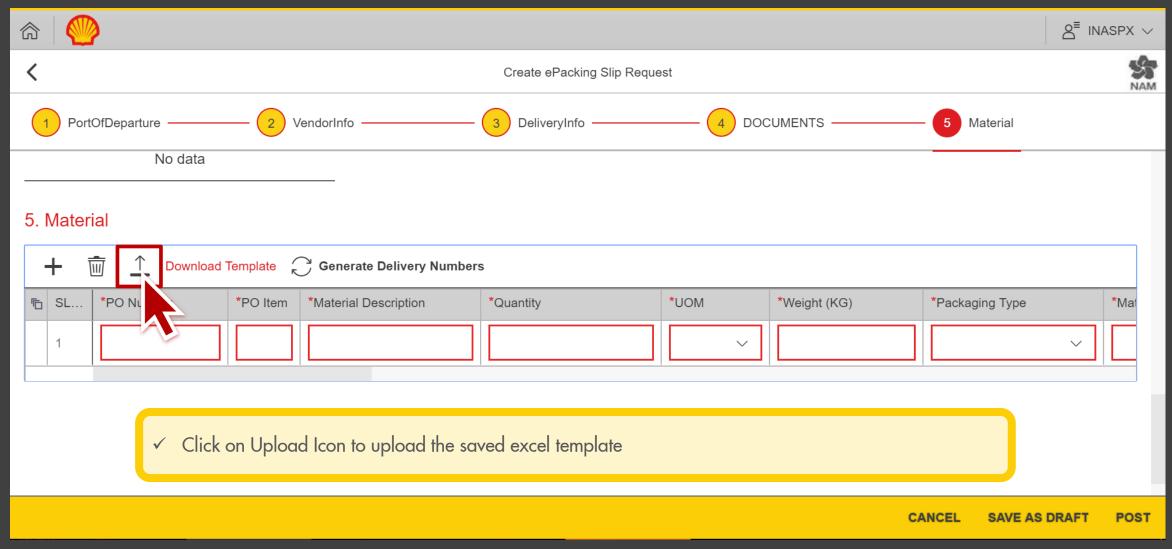
Upload and download process- Download template

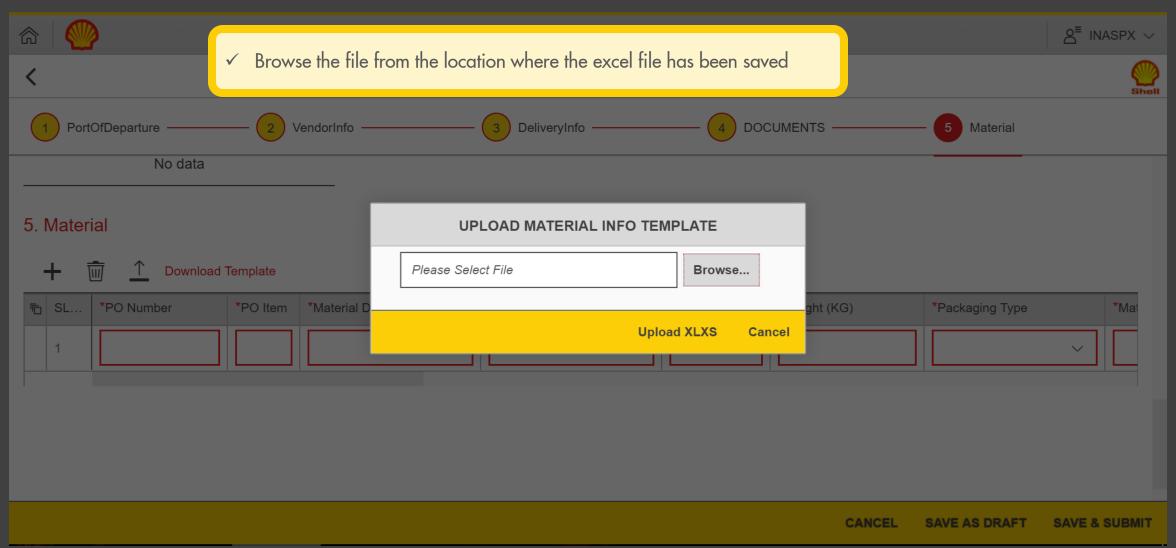


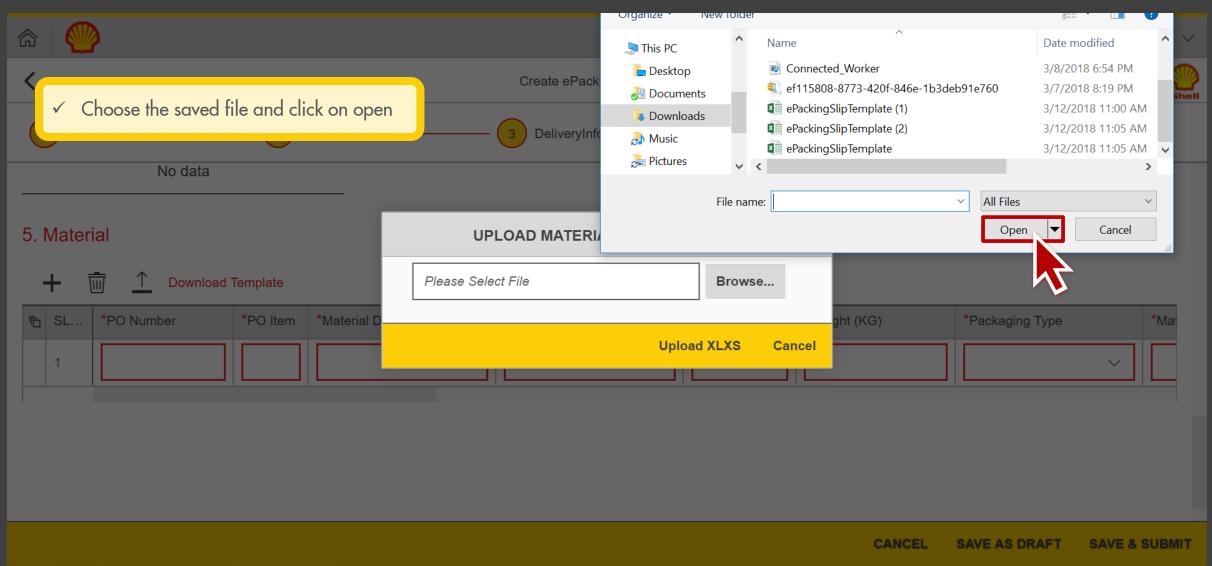
Upload and download process- Download template

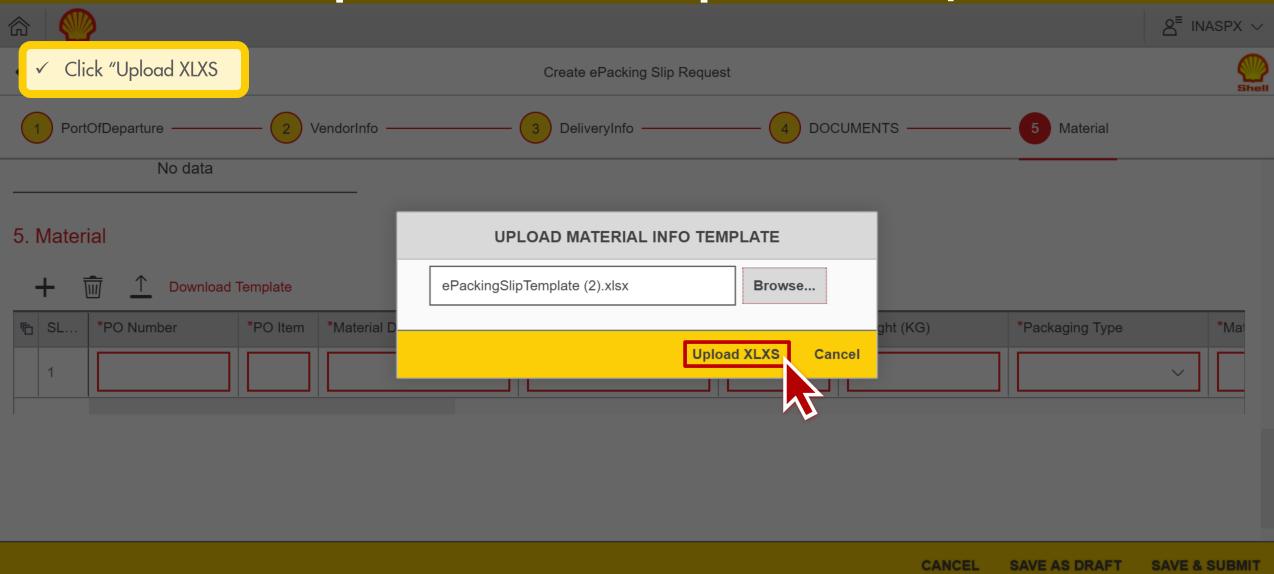




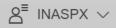








- ✓ Material Tab will be populated with the details from the excel
- ✓ Click on SAVE AS DRAFT button after verifying all the details in the Material Tab

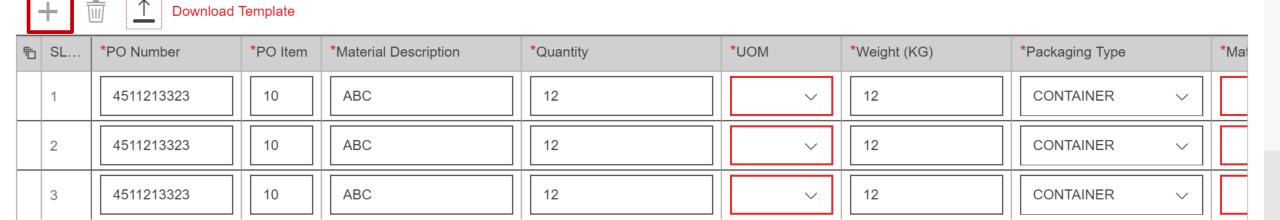




1 PortOfDeparture — 2 VendorInfo — 3 DeliveryInfo — 4 DOCUMENTS — 5 Material

No data

5. Material



Upload and download process







- ✓ Re-upload the excel to the webform
- ✓ When line items are uploaded through excel, if a data is to be edited from dropdown. First delete the entry and then select the dropdown option.
- ✓ If a dropdown option is changed without deleting the current entry, system will show an error message.

Note:

- ✓ If line items are uploaded through excel, the '+" icon will disable and new line item cannot be added manually using '+' option.
- ✓ If line items are added using '+' icon and entries are directly filled in the web form, then line items cannot be entered using 'upload excel' button. 'Upload' icon will disable and line items can only be edited directly in the web form by adding/deleting line items.







Download Template

<u></u>	SL	*PO Number	*PO Item	*Material Description	*Quantity	*UOM	*Weight (KG)	*Packaging Type	*Mat
	1	4511213323	10	ABC	12	~	12	CONTAINER ~	
	2	4511213323	10	ABC	12	~	12	CONTAINER ~	
	3	4511213323	10	ABC	12		12	CONTAINER ~	

CANCEL SAVE AS DRAFT SAVE & SUBMIT

Q= INASPX V

Support & Frequently Asked Questions



Contact details for reporting issues':

Den Helder

See the next FAQ section for some of the most frequently asked questions. If your issue is not listed here or can't be resolved user either through this user manual or the FAQ document, please contact:

- 1. For technical / login issues including web application unavailability, application errors and password issues: SAP-Blueprint-Support@shell.com
- 2. For other queries contact the NAM Material Coordinator team: nam-admin-hub@shell.com

- What is the compatible browser to use the app?
 - ✓ Google chrome is the preferred browser to use the app. Do not use Internet Explorer as there may be compatibility issues leading to functionality issue.
- Where do I receive the security code to login to the app?
 ✓ Email gets generated to the registered email id when a security code is requested.
- ☐ How can I quickly access ePacking Slip Booking Form from my desktop/mobile device?
 - ✓ You can bookmark it on your Google Chrome browser.
- ☐ How can I find a saved or submitted ePacking Slip?
 - ✓ Request can be found using the request number / offshore location or Company name in the search bar.
- □ I receive a pop up to reload the application stating that the session has expired.
 - ✓ This pop up appears if the session remains idle (i.e. you have not keyed any inputs or clicked on the screen for more than 10 min) after logging into the application.
 - ✓ Please close the browser and reopen or refresh the session/click F5.
 - ✓ Any unsaved data will be deleted and the app reloads with fresh screen.

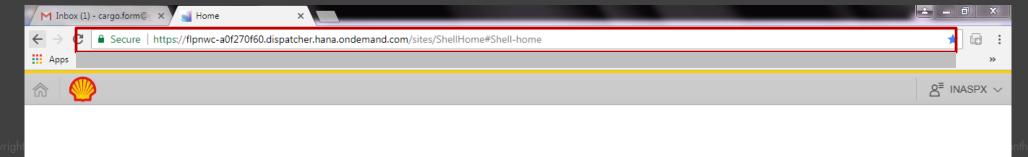
- □ I receive an HTTP status 400 error that prevents easy access to WebApp:

 "Error: HTTP Status 400 Service Provider endpoint saml2/sp/acs could not redirect to original application URL because it has not received RelayState"
 - ✓ This error occurs when there is a delay in authentication process



✓ User should stay in the same browser session and copy the application URL or access through bookmarks in the same address bar and press enter. Application should log you in without prompting for any further logon.

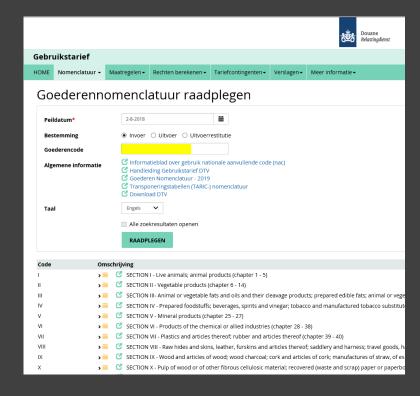
Application URL https://flpnwc-a0f270f60.dispatcher.hana.ondemand.com/sites/ShellHome?hc login#Shell-home



- □ How can I check if my commodity code is a valid 10-digit commodity code??
- ✓ Use the following link to the website of the Dutch Customs authority: http://tarief.douane.nl/arctictariff-public-web/#!/taric/nomenclature/sbn?sd=2-8-2018&d=1&cc=&l=n1&ql=n1&ea=false You can either type in a 10-digit commodity code in the search field or look up a valid code using and expanding the folders per Customs section:

or

- ✓ Use website Zauba.com for guidance https://www.zauba.com/shipment_search
- ✓ For further guidance / advice required on Customs data: Henk Veldhuizen - Customs Compliance Manager: email: Henk. Veldhuizen@shell.com / tel.: +31592362853





- □ I have a valid commodity code (validated against Customs site), but it is not accepted in the web application.
 - ✓ Please inform the material / shipping coordinator of the missing commodity code. He/she will investigate and advise you how to proceed.
- ☐ How do I edit a line item for my input, when I have used the upload template?
 ✓ If line items are uploaded through excel, the '+" icon will disable and new line item cannot be added manually.
 - ✓ New line item can be added only via excel by re-updating it and then re-uploading
 - ✓ If line items are manually added using '+' icon, upload excel button will disable and line items can only be added manually by adding/deleting line items



- □ Error 'An unexpected error occurred. System is unable to process your process your request' occurred after following steps
 ✓ When line items are uploaded through excel, if a data is to be edited from dropdown. First delete the entry and then select the dropdown option.
 - ✓ If a dropdown option changed with deleting the current entry, system will show this error message.
- □ I receive an error message that Your account is not active (account expired)
 ✓ Contact the material / shipping coordinator who will contact the Sponsor (=contractholder) to get your account re-activated

