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# METIZONE

How to allow Metizoft to submit tickets based on uploaded documents and re-use already submitted MDs

# USER MANUAL

# METIZONE

## How to allow Metizoft to submit tickets based on uploaded documents and re-use already submitted MDs:

1. Click on "My profile" in the top right corner.

The screenshot shows the 'Material declaration' interface. At the top right, a user profile dropdown menu is open, with 'My profile' highlighted in red. Below the menu is a table of material declarations. The table has columns for Customer, Vessel, Supplier, PO.no, Product details, and Amount. The table is divided into 'Submitted' and 'Due in more than 3 months' sections. The 'Submitted' section contains three rows, and the 'Due in more than 3 months' section contains two rows. Each row includes a checkbox, a customer name (GLOBAL MARINE SUPPLIES SRL), a vessel name, a supplier name (GOLTENS OSLO AS), a PO number, product details, and an amount. The 'Due in more than 3 months' section has a 'Yes' button next to the amount column for the first row.

Customer	Vessel	Supplier	PO.no	Product details	Amount
GLOBAL MARINE SUPPLIES SRL	Bantry_irakli.zarandia DueDate: 2022.12.13	GOLTENS OSLO AS	BLAG-0098V21	Product no. - Product name [PCS] SECURITY - METAL DETECTOR Product info. ISPS Equipment	1
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia DueDate: 2022.12.21	GOLTENS OSLO AS	BTRY-0004V21	Product no. - Product name [L] ARGINA S2 30 Product info. Gen.ARGINA S2 - 30	3952
GLOBAL MARINE SUPPLIES SRL	Bantry_tor.inge.hareide DueDate: 2022.12.21	GOLTENS OSLO AS	BAKK-0007V21	Product no. - Product name [PCS] BASKET SPAGHETTI STAINLESS STL, DIA140XDEPTH33DMM Product info. GALLEY STORE	2
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia DueDate: 2022.12.29	GOLTENS OSLO AS	BAKK-0217V20	Product no. - Product name [PRS] COVER FOR SHOES DISPOSABLE, CANVAS SIZE 30X14.5CM Product info. Engine Consumable	60
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia DueDate: 2022.12.29	GOLTENS OSLO AS	BAKK-0007V21	Product no. - Product name [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE Product info. GALLEY STORE	6

2. Click on "Edit" in the top right corner.

The screenshot shows the 'Your information' modal form. The form is divided into several sections: 'Name and responsibilities', 'Contact information', 'Address', 'Other', 'Conditions', and 'Company'. The 'Name and responsibilities' section includes fields for Name (Supplier Contact-Person-1), Title (ContactPerson, Admin), and Roles. The 'Contact information' section includes fields for Email (makillez.supplier.contact.person.1@gmail.com) and Phone (+47 709 423 314, +48 381 876 560). The 'Address' section includes fields for Street (Some street 47), Post code (1234), City (Molde), and Country (Norway). The 'Other' section includes a 'Reuse of MDs' field set to 'Allows' and a 'Schedule for digest email' section with 'Update day' set to 'Monday' and 'Update frequency' set to 'Weekly'. The 'Company' section includes fields for Name and type (GOLTENS OSLO AS, Supplier), Business number (2399 890 246), and Address (Some street 47, 1234, Molde). An 'Edit' button is visible in the top right corner of the modal.

3. Mark the check box under "Other" on the right column of this window.

The screenshot shows a modal window titled "Edit your information" with the following fields and options:

- Name and responsibilities:** Name (Supplier Contact Person-1), Title (title), Roles (ContactPerson,Admin).
- Document responsibility:** MD, SDoC, AFD (all checked).
- Schedule for digest email:** Update day (Monday), Update frequency (Weekly).
- Contact information:** Email (makillez.supplier.contact.person.1@gmail.com), Phone (+47 709 423 314), Other (Other).
- Address:** Street, City (Molde), Post code, Country (Norway).
- Other:**  I allow Metizoft to sign Material declarations on my behalf by using information I have previously signed and submitted.
- Footer:** Cancel, \* Required, Update contact.

4. Click on "Update contact" in the bottom right corner and we're good to go.

This screenshot is identical to the previous one, but the "Update contact" button in the bottom right corner is highlighted with a red dashed box to indicate the next step.