

11 111 1 000000101 000 100  
01 01111 011 0000 111 0 010101010 010  
01111 011 0000 111 0  
010101 0101 01 000 1

# METIZONE

Upload and Submit Documents

**metizoft**

# USER MANUAL

# METIZONE

## Upload and Submit Documents

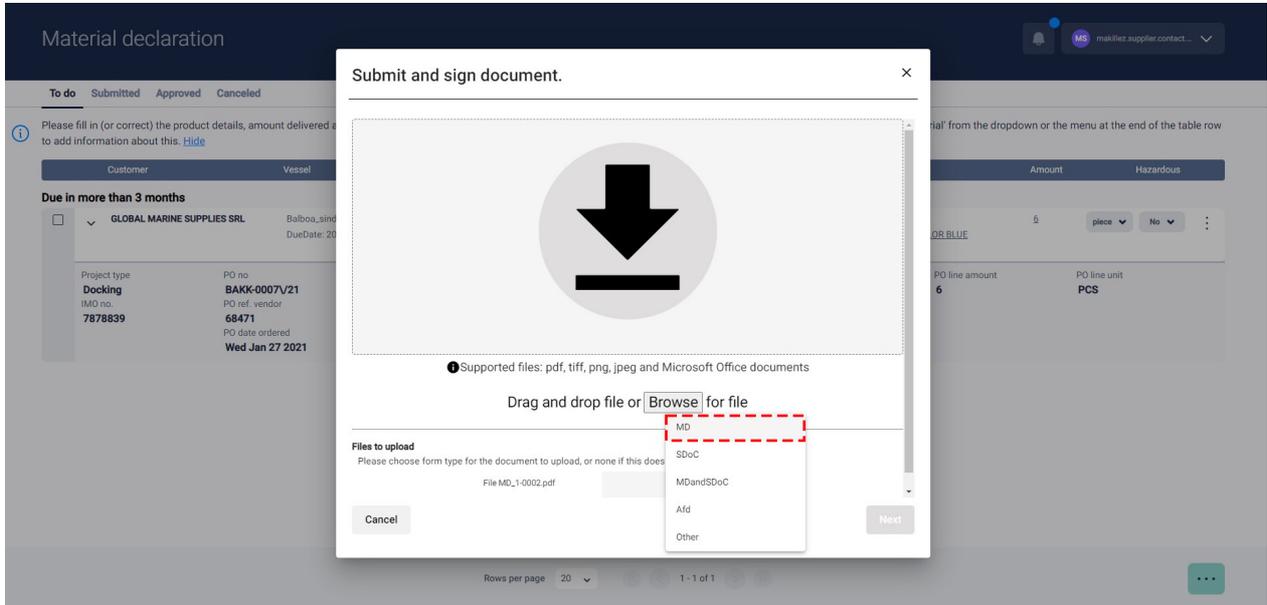
1. Click on the 3-dot context menu to the right and choose "Upload and submit documents"

The screenshot shows the 'Material declaration' page. At the top, there are tabs for 'To do', 'Submitted', 'Approved', and 'Canceled'. Below the tabs, there is an information icon and a note: 'Please fill in (or correct) the product details, amount delivered and unit for a component/product in the table before submitting it. If the product contains hazardous materials select 'Add material' from the dropdown or the menu at the end of the table row to add information about this. [Hide](#)'. The main table has columns: Customer, Vessel, Supplier, PO.no, Product details, Amount, and Hazardous. A row is selected with a 3-dot menu open. The menu items are: Submit, Upload and submit documents (highlighted with a red dashed box), Reuse MD data, Split ticket, View more information, Add message, View messages, View documents, and MD preview. The table row contains the following data: Customer: GLOBAL MARINE SUPPLIES SRL, Vessel: Balboa\_sindre.lia, Supplier: GOLTENS OSLO AS, PO.no: BAKK-0007V21, Product details: [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE GALLEY STORE, Amount: 6, Hazardous: No. Below the table, there is a 'Rows per page' dropdown set to 20 and a '1-1 of 1' indicator.

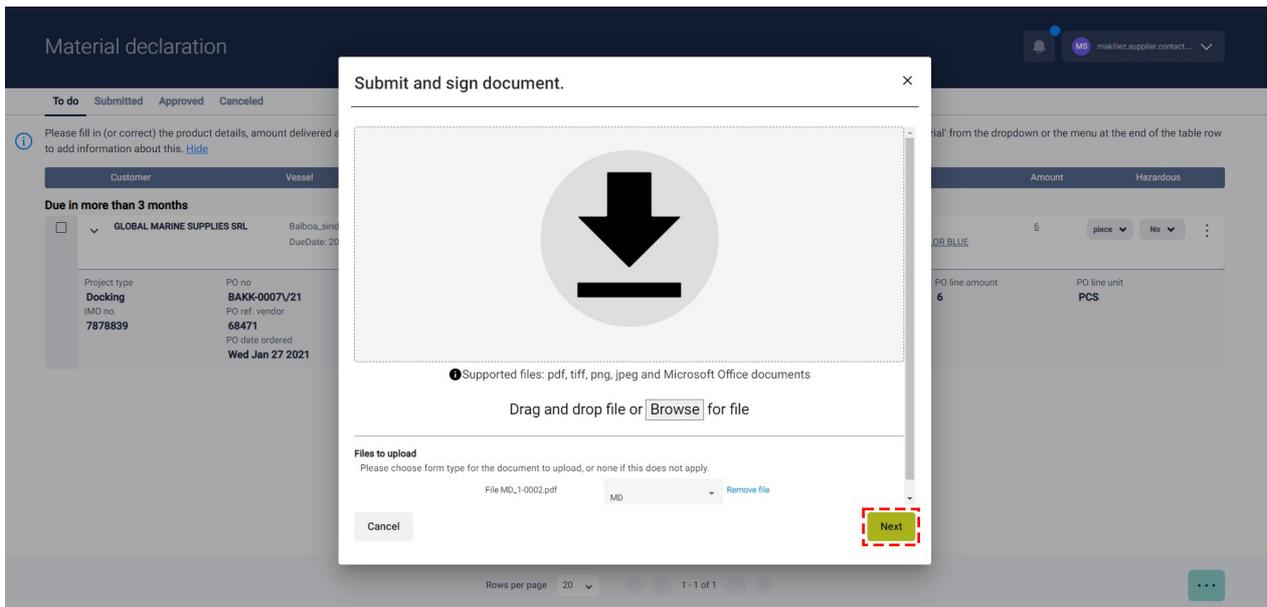
2. Click on "Browse"

The screenshot shows the 'Submit and sign document' dialog box. The dialog has a title bar with 'Submit and sign document.' and a close button. Inside the dialog, there is a large downward-pointing arrow icon. Below the icon, there is a list of supported file types: 'Supported files: pdf, tiff, png, jpeg and Microsoft Office documents'. Below the list, there is a text prompt: 'Drag and drop file or [Browse](#) for file'. The 'Browse' link is highlighted with a red dashed box. At the bottom of the dialog, there are 'Cancel' and 'Next' buttons. The background shows the same 'Material declaration' interface as in the previous screenshot.

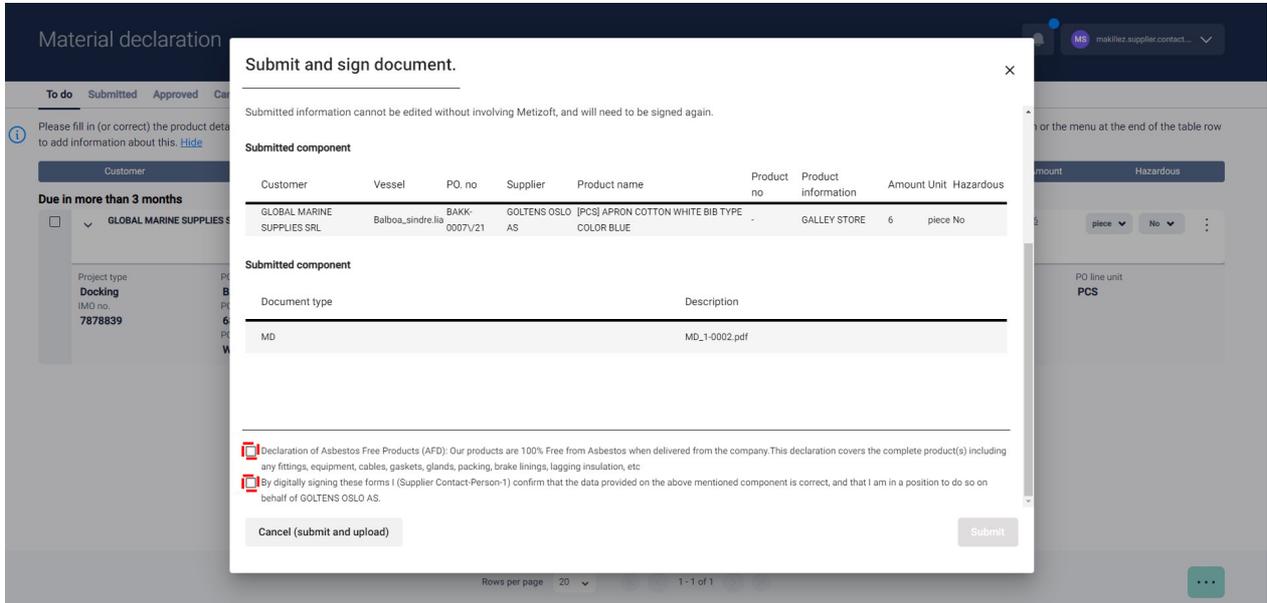
### 3. Choose a document category



### 4. Click "Next" in the bottom right corner



## 5. Check the AFD and sign boxes



**Submit and sign document.**

Submitted information cannot be edited without involving Metizoft, and will need to be signed again.

**Submitted component**

Customer	Vessel	PO. no	Supplier	Product name	Product no	Product information	Amount	Unit	Hazardous
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia	BAKK-0007V/21	GOLTENS OSLO AS	[PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE	-	GALLEY STORE	6	piece	No

**Submitted component**

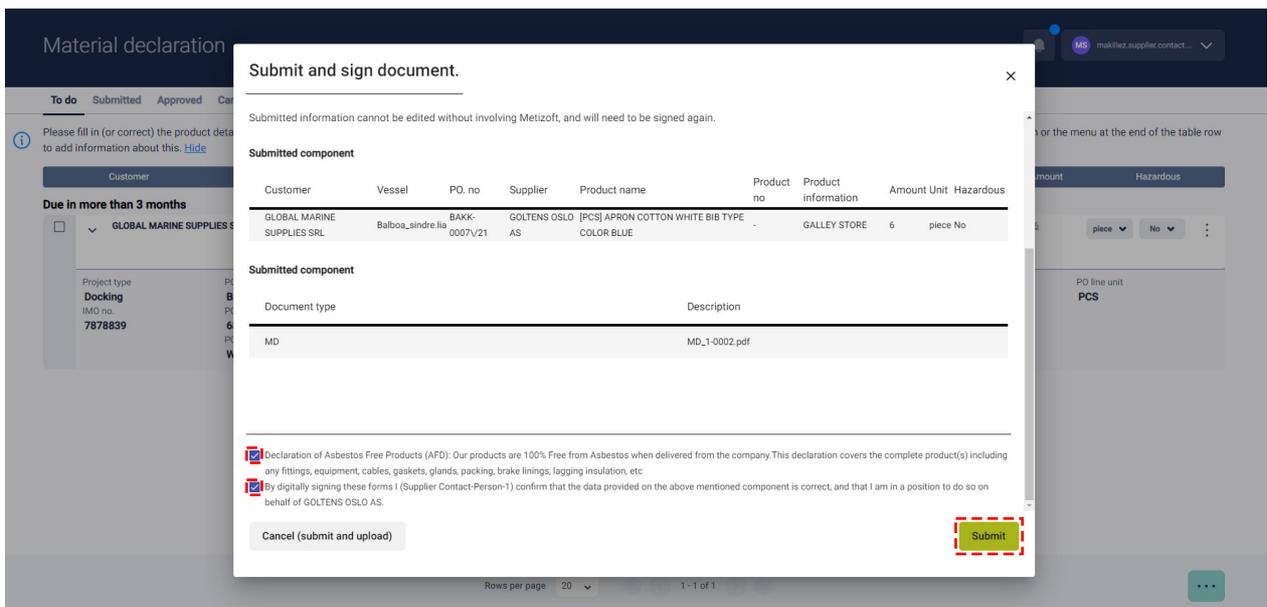
Document type	Description
MD	MD_1-0002.pdf

Declaration of Asbestos Free Products (AFD): Our products are 100% Free from Asbestos when delivered from the company. This declaration covers the complete product(s) including any fittings, equipment, cables, gaskets, glands, packing, brake linings, lagging insulation, etc

By digitally signing these forms I (Supplier Contact-Person-1) confirm that the data provided on the above mentioned component is correct, and that I am in a position to do so on behalf of GOLTENS OSLO AS.

Cancel (submit and upload) Submit

## 6. Click on "Submit" in the bottom right corner



**Submit and sign document.**

Submitted information cannot be edited without involving Metizoft, and will need to be signed again.

**Submitted component**

Customer	Vessel	PO. no	Supplier	Product name	Product no	Product information	Amount	Unit	Hazardous
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia	BAKK-0007V/21	GOLTENS OSLO AS	[PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE	-	GALLEY STORE	6	piece	No

**Submitted component**

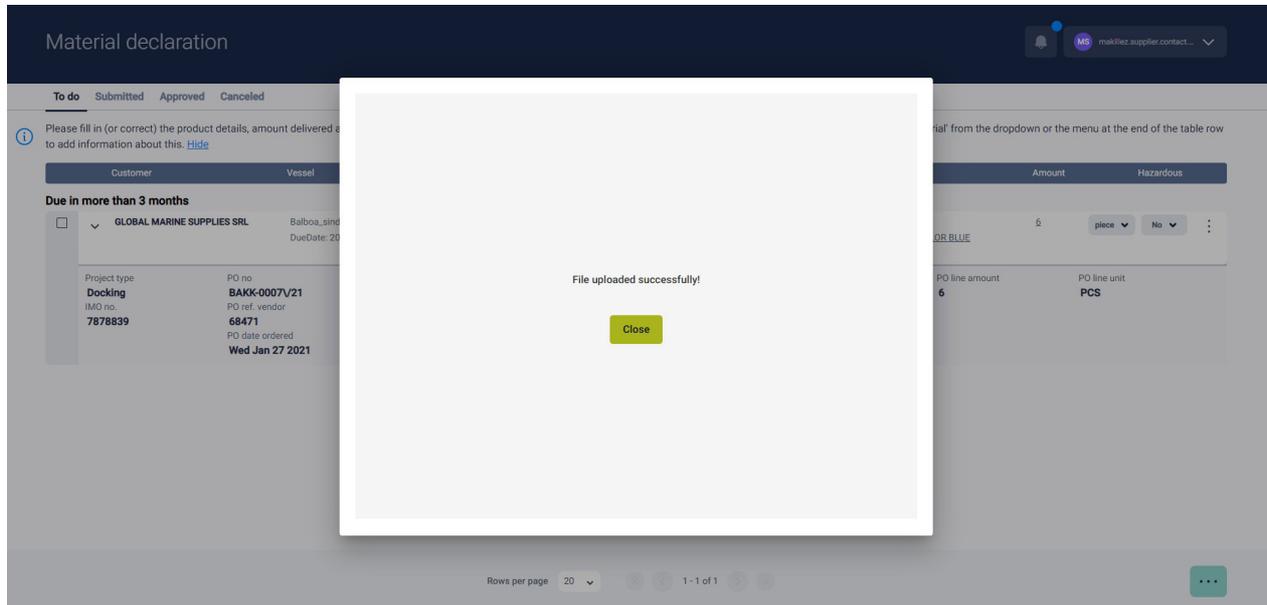
Document type	Description
MD	MD_1-0002.pdf

Declaration of Asbestos Free Products (AFD): Our products are 100% Free from Asbestos when delivered from the company. This declaration covers the complete product(s) including any fittings, equipment, cables, gaskets, glands, packing, brake linings, lagging insulation, etc

By digitally signing these forms I (Supplier Contact-Person-1) confirm that the data provided on the above mentioned component is correct, and that I am in a position to do so on behalf of GOLTENS OSLO AS.

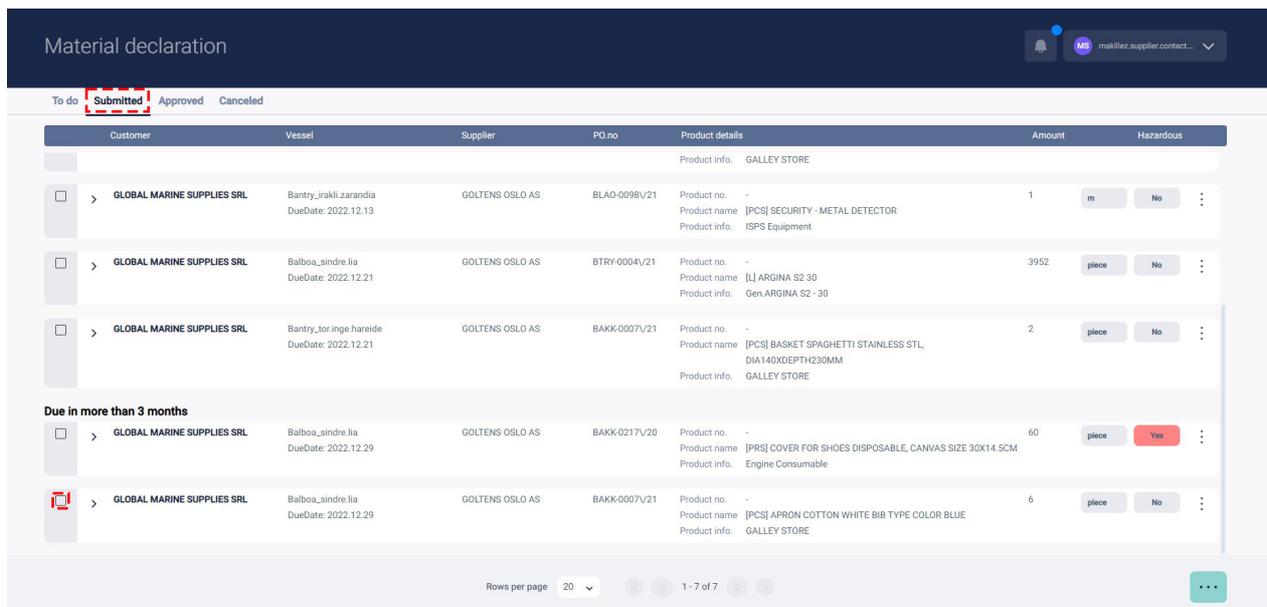
Cancel (submit and upload) Submit

## 7. Click "Close"



The screenshot shows the 'Material declaration' page with a modal dialog box in the center. The dialog contains the text 'File uploaded successfully!' and a green 'Close' button. The background interface is dimmed, showing a table with columns for Customer, Vessel, Supplier, PO.no, Product details, Amount, and Hazardous. A 'To do' tab is highlighted in red in the next screenshot.

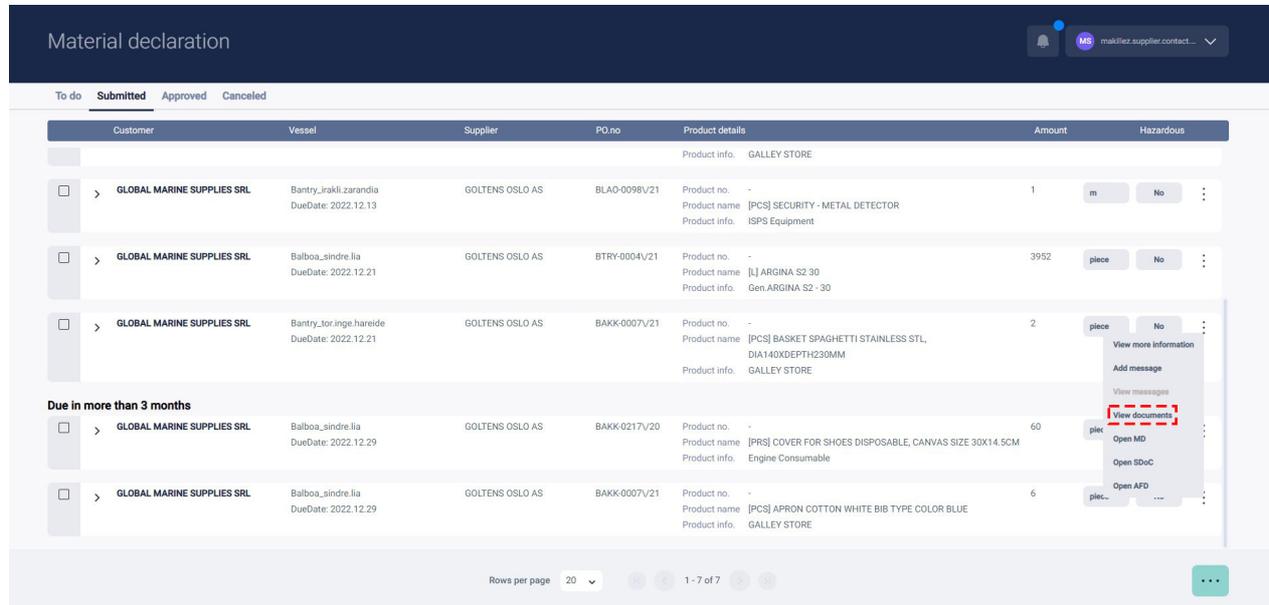
## 8. Click on the "Submitted" tab and select the ticket you just signed



The screenshot shows the 'Material declaration' page with the 'Submitted' tab selected and highlighted in red. The table below displays several declarations with columns for Customer, Vessel, Supplier, PO.no, Product details, Amount, and Hazardous. The 'Submitted' tab is highlighted in red.

Customer	Vessel	Supplier	PO.no	Product details	Amount	Hazardous
GLOBAL MARINE SUPPLIES SRL	Bantry_irkli.zarandia DueDate: 2022.12.13	GOLTENS OSLO AS	BLAO-0098V21	Product info. GALLEY STORE Product no. - Product name [PCS] SECURITY - METAL DETECTOR Product info. ISPS Equipment	1	m No
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia DueDate: 2022.12.21	GOLTENS OSLO AS	BTRY0004V21	Product no. - Product name [L] ARGINA S2 30 Product info. Gen.ARGINA S2 - 30	3952	piece No
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, DIA140XDEPTH230MM Product info. GALLEY STORE	2	piece No
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	piece Yes
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	piece No

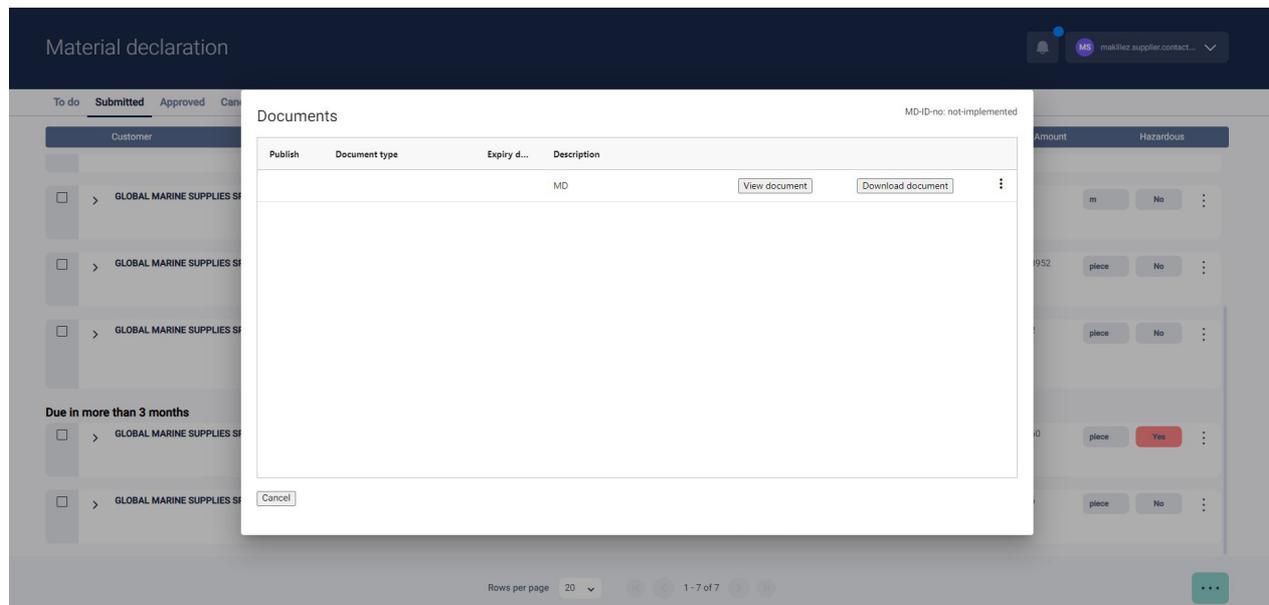
### 9. Click on the 3-dot context menu and choose "View documents"



The screenshot shows a table titled "Material declaration" with columns: Customer, Vessel, Supplier, PO.no, Product details, Amount, and Hazardous. A context menu is open over the row with PO.no BAKK-0217V/20, showing options like "View more information", "Add message", "View messages", "View documents" (highlighted with a red dashed box), "Open MD", "Open SDoC", and "Open AFD".

Customer	Vessel	Supplier	PO.no	Product details	Amount	Hazardous
GLOBAL MARINE SUPPLIES SRL	Bantry_irakli.zarandia DueDate: 2022.12.13	GOLTENS OSLO AS	BLAO-0096V/21	Product no. - Product name [PCS] SECURITY - METAL DETECTOR Product info. ISPS Equipment	1	m No
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia DueDate: 2022.12.21	GOLTENS OSLO AS	BTRY-0004V/21	Product no. - Product name [I] ARGINA S2 30 Product info. Gen.ARGINA S2 - 30	3952	piece No
GLOBAL MARINE SUPPLIES SRL	Bantry_tor.inge.hareide DueDate: 2022.12.21	GOLTENS OSLO AS	BAKK-0007V/21	Product no. - Product name [PCS] BASKET SPAGHETTI STAINLESS STL, DIA140XDEPTH230MM Product info. GALLEY STORE	2	piece No
<b>Due in more than 3 months</b>						
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia DueDate: 2022.12.29	GOLTENS OSLO AS	BAKK-0217V/20	Product no. - Product name [PRS] COVER FOR SHOES DISPOSABLE, CANVAS SIZE 30X14.5CM Product info. Engine Consumable	60	piece No
GLOBAL MARINE SUPPLIES SRL	Balboa_sindre.lia DueDate: 2022.12.29	GOLTENS OSLO AS	BAKK-0007V/21	Product no. - Product name [PCS] APRON COTTON WHITE BIB TYPE COLOR BLUE Product info. GALLEY STORE	6	piece No

### 10. A modal showing the list of uploaded document(s) is opened



The screenshot shows the same "Material declaration" table as in step 9, but with a "Documents" modal window open in the foreground. The modal has a title bar "Documents" and "MD-ID-no: not-implemented". It contains a table with columns: Publish, Document type, Expiry d..., and Description. The table has one row with "MD" in the Description column. There are "View document" and "Download document" buttons next to the row, and a "Cancel" button at the bottom left of the modal.

Publish	Document type	Expiry d...	Description
			MD