

Delivery of supplier documents via MANGO

SupplierDocPortal
EDU/478_201_01

Training: Supplier Doc Portal - MANGO

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1 MANGO

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1. MANGO

About MANGO

MANGO is a flexible platform for supplier communication. In combination with SAP, MANGO will cover any interaction between MAN ES and our suppliers. The system is web-based and offers customized user interfaces for both MAN employees and suppliers.

MANGO goals :

- **Transparency regarding supplier communication**
- **Secure data transmission to and from our suppliers**
- **Better structuring of internal processes between the divisions**
- **Fast and uncomplicated submission of documents such as certificates, operating instructions, ENG documents and spare parts offers**
- **Easy way to correct documents**
- **Change and add batches with just a few clicks**
- **Overview of all open and already submitted documents**
- **Insight into the current processing status**

2 Login

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2. Login

External users can log into MANGO using the following URL:

<https://mango.md-cloud.biz/>

1) Click on login for registered users


2) Select "Customer or other business partner"

3) Enter your email address and your NEXUS / MANGO password :

Login

Wenn Sie schon einen Account für MANGo haben können Sie sich mit dem Button unten direkt anmelden. Die Anmeldung erfolgt automatisch über den **NEXUS SSO**.


→ Login für registrierte Benutzer

 Customer or other business partner

Welcome to Nexus. As a registered customer or other business partner with MAN Energy Solutions, Nexus gives you access to information and personal service.

Sign in with your email or user ID and your password

E-Mail

Kennwort 

3 Requirements

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3. Requirements

Operating manual, spare parts offers and ENG documents:

- Only documents that are displayed on the portal at the respective order item can be uploaded.
- If additional documents are uploaded or if documents are missing from this list, the respective person responsible for the documents at MAN ES must be contacted.

Certificates:

- Currently, only certificates with a ZGN number displayed in the order item can be delivered online.
- Certificate requests for which no data record or ZGN number exists must be sent to the e-mail address quality.inspection@man-es.com, stating the purchase order number, position and certificate type.

➔ **Note:** If you are not yet activated for our new supplier platform MANGO, you still have the option of uploading test certificates and proof of inspection via NEXUS.

Here you will find the description for registering in Nexus and uploading the documents to the portal
<https://corporate.man-es.com/documentation/supplier-documents>

4 User interface (Document submission)

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4. User interface (Document submission)

Orders
Document management for orders

Display the orders → **Orders**

Date↓	Order	Position	Supplier
030 08.07.22	8001421	8	0002121502 Supplier A
Position Material number			
	00010	11651604	Schmierölkühler
	00011	200432494	Betriebsanleitung EN Englisch
	00012	200432505	Betriebsanleitung PT Portugiesisch
	00013	200433049	Engineeringdokumente gemäß Spezifikation
	00014	200433050	Ersatzteilangebot
	00020	11651604	Schmierölkühler
	00021	200433049	Engineeringdokumente gemäß Spezifikation
> 030 01.06.22	4959911	96	0002121502 Supplier A
> 030 23.05.22	4959911	95	0002121502 Supplier A
> 030 23.05.22	4959911	95	0002121502 Supplier A

Upload (see next slide) →

Action bar

Order overview
→ By expanding the order, the sub-items are displayed

Button for:
→ Upload
→ Download
→ Messages (Rejections)

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4. User interface (Document submission)

CustDoc Upload Wizard

Order Order 8001421

Step 1: Please use the button below to add files by drag and drop or by selection. Selecting the files again overwrites the previous selection.
 Step 2: Selected files must then be assigned to the corresponding documents. To do this, click on the "Select file" drop-down menu and assign the file.
 Step 3: Once the files have been assigned to the positions, the upload can be started using the "Start upload" button. The files can be set up again at any time, but this should be avoided with approved documents, as this will trigger a new verification process.

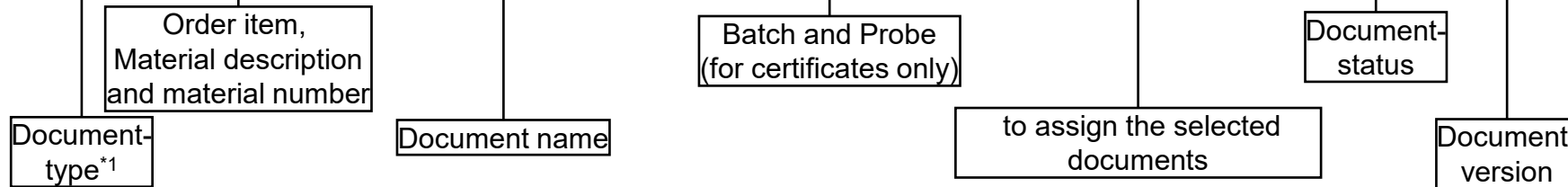
← Back
Start uploading...

Drop your files here or click to browse your files...

Filter: x All Documents
Certificate Manuals Technical document Engin. Drawing Report Spare parts offer Instruction

Type	Position	Document	Batch and Probe		files	Status	V
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch 3421	Probe 1234	<input type="checkbox"/> <input type="checkbox"/> Waiting for assignment...	DIS Delivered (ZE)	02
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch DASDASFASAI	Probe 1234	<input type="checkbox"/> <input type="checkbox"/> Waiting for assignment...	DIS Delivered (ZE)	01
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch DDADSDAD	Probe 1234	<input type="checkbox"/> <input type="checkbox"/> Waiting for assignment...	DIS Delivered (ZE)	00
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch 1111111111	Probe 1234	<input type="checkbox"/> <input type="checkbox"/> Waiting for assignment...	DIS to Deliver (IE)	00

Selection of documents for upload



*1: **Documenttype**
 ZGN: Certificates
 MAN: manuals
 SAL: Spare parts offers
 Other: ENG documents

5 Document submission

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5. Document submission

1. Open upload window



The screenshot displays the 'Orders' section of the MANGO Supplier Doc Portal. The interface includes a sidebar with navigation options: 'Inquiries' and 'Orders'. The main content area shows a table of orders with columns for 'Date', 'Order', 'Position', and 'Supplier'. Each row in the table has three action buttons: 'Download', 'Upload', and 'Delete'. The 'Upload' button for the first row is highlighted with a red square, indicating the step to open the upload window.

	Date↓	Order	Position	Supplier	
>	030 08.07.22	8001421	8	0002121502 Supplier A	Download Upload Delete
>	030 01.06.22	4959911	96	0002121502 Supplier A	Download Upload Delete
>	030 23.05.22	4959911	95	0002121502 Supplier A	Download Upload Delete
>	030 23.05.22	4959911	95	0002121502 Supplier A	Download Upload Delete

Click on the Upload button on the order → Upload window will open.
→ For a faster search of the order, you can use the search function

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5. Document submission

2. Selection of documents to upload

CustDoc Upload Wizard Order 8001421

Step 1: Please use the button below to add files by drag and drop or by selection. Selecting the files again overwrites the previous selection.
Step 2: Selected files must then be assigned to the corresponding documents. To do this, click on the "Select file" drop-down menu and assign the file.
Step 3: Once the files have been assigned to the positions, the upload can be started using the "Start upload" button. The files can be set up again at any time, but this should be avoided with approved documents, as this will trigger a new verification process.

← Back Start uploading...

6 Files selected. Click to change selection...

Filter: All Documents Certificate Manuals Technical document Engin. Drawing Report Spare parts offer Instruction

Type	Position	Document	Batch	Probe	files	Status	V
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch 3421	Probe 1234	Select file	DIS Delivered (ZE)	02
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch DASDASFSAFASAE	Probe 1234	DIR_TED_10003376180_010_Schulung.pdf	Delivered (ZE)	01
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch DDADSDAD	Probe 1234	DIR_TED_10003376180_011_Schulung.pdf	Delivered (ZE)	00
					DIR_TED_10003376180_012_Schulung.pdf		

Two options are available

1. Upload document from a drive

→ Clicking in the area opens a window where the documents can be selected

2. Drag and drop selection

→ Drag document to the window

It is possible that multiple documents are selected. If documents are selected, they must first be assigned and uploaded before new documents are selected

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5. Document submission

3. Assignment of the documents to the positions

The screenshot displays the 'CustDoc Upload Wizard' interface for order 8001421. It includes three instructional steps: Step 1 (adding files), Step 2 (assigning files to documents), and Step 3 (starting the upload). The interface shows a table with columns for Type, Position, Document, files, Status, and V. A dropdown menu is open over the 'files' column, showing a list of PDF files. A 'File assigned' button is highlighted, and a callout box points to it with the text 'Document already assigned'. Another callout box points to the dropdown menu with the text 'Assignment of the documents'.

Type	Position	Document	files	Status	V
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	[Select file]	DIS Delivered (ZE)	02
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	[Select file]	Delivered (ZE)	
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	[Select file]	Delivered (ZE)	
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	[Select file]	to Deliver (IE)	
Manuals	00011 Lube Oil Cooler 11651604	BA_ Lube Oil Cooler in EN	[File assigned]	DIS under review	02
Technical document	00013 Lube Oil Cooler 11651604	Lube Oil Cooler Part List	[Select file]	DIS to Deliver (IE)	14

By clicking on "Select file" the selected documents can be assigned.

Already assigned documents are grayed out and cannot be directly assigned to another position. If this is necessary, the upload must be completed and the process for the additional position must be started again.

Important: Only 1 file can be uploaded for each record.

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5. Document submission

4. Start upload

CustDoc Upload Wizard Order 8001421

Step 1: Please use the button below to add files by drag and drop or by selection. Selecting the files again overwrites the previous selection.
Step 2: Selected files must then be assigned to the corresponding documents. To do this, click on the "Select file" drop-down menu and assign the file.
Step 3: Once the files have been assigned to the positions, the upload can be started using the "Start upload" button. The files can be set up again at any time, but this should be avoided with approved documents, as this will trigger a new verification process.

← Back **Start uploading...**

4 Files selected. Click to change selection...

Filter: All Documents Certificate Manuals Technical document Engin. Drawing Report Spare parts offer Instruction

Type	Position	Document	Batch	Probe	files	Status	V
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	3421	1234	Select file	DIS Delivered (ZE)	02
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	DASDASFSASFAE	1234	DIR_TED_10003376180_005_Schulung.pdf	Delivered (ZE)	01
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	DDADSDAD	1234	DIR_TED_10003376180_006_Schulung.pdf	Delivered (ZE)	00
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	1111111111	1234	DIR_TED_10003376180_008_Schulung.pdf	to Deliver (IE)	00
Manuals	00011 Lube Oil Cooler 11651604	BA_ Lube Oil Cooler in EN			Remove selection	DIS under review	02
Technical document	00013 Lube Oil Cooler 11651604	Lube Oil Cooler Part List			File assigned	DIS to Deliver (IE)	14

Once the documents are assigned to the positions, the upload can be started using the "Start upload" button.

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5. Document submission

Documents can be submitted at any time, and files can be reinstated at any time, but this should be avoided for approved documents, as this triggers a new review process.

Explanation of the status and the related actions

Action supplier	
DIS to Deliver (IE)	Document must be uploaded by the supplier <ul style="list-style-type: none">- Initial submissions- Subsequent delivery of rejected documents
Action MAN	
Not yet processed	Document has been successfully uploaded and is stored in the system (temporary status)
DIS under review	Document has been uploaded and is under review
DIS Delivered (ZE)	
No action	
DIS Approved	Document has been checked and approved <i>(No further action necessary)</i>
DIS Checked OK (PR)	



6 Add or change a batch number (Certificates only)

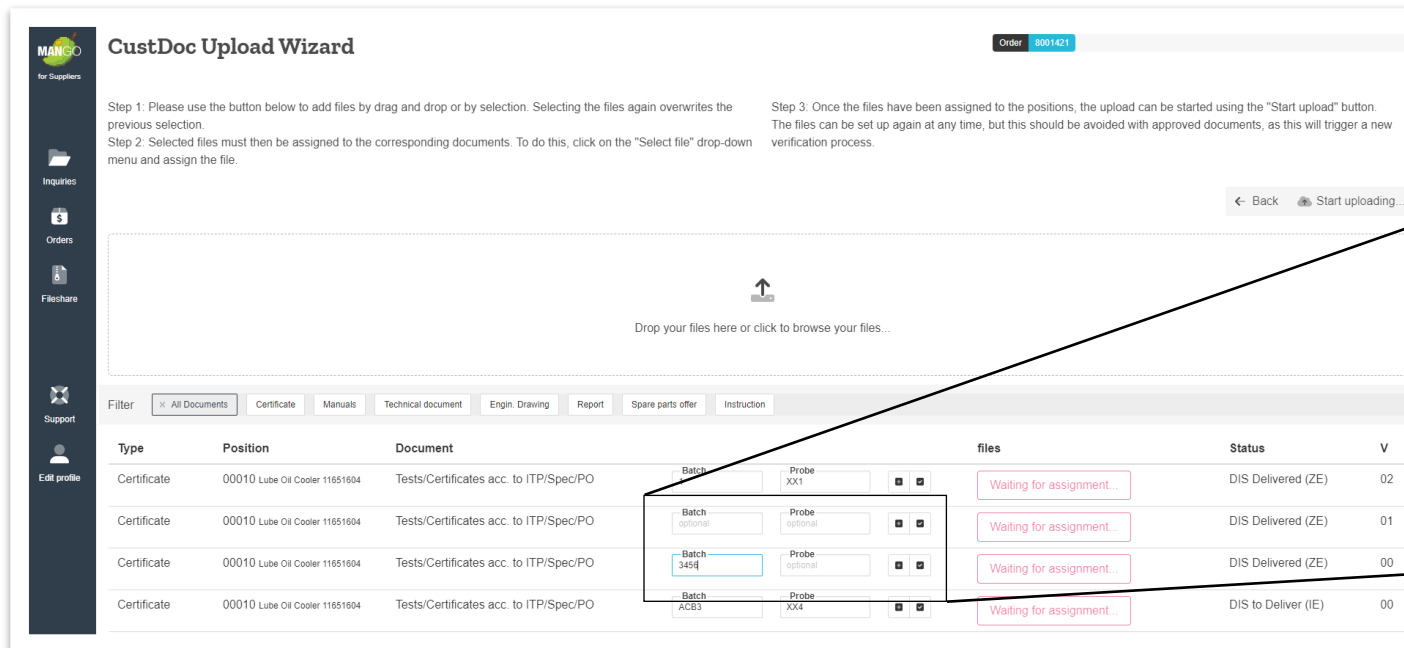
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6. Add or change a batch number (Certificates only)

In case of certificates (document type ZGN) it is possible that the batch is changed or a new batch is added.

Two more buttons are available for this purpose.

-  Add additional batch
-  Save batch



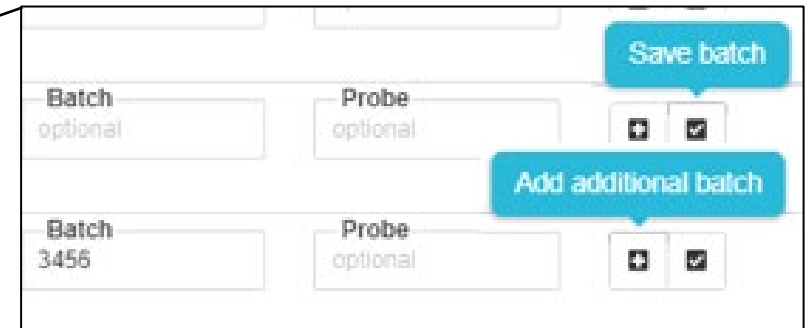
CustDoc Upload Wizard Order: 8001421

Step 1: Please use the button below to add files by drag and drop or by selection. Selecting the files again overwrites the previous selection.
Step 2: Selected files must then be assigned to the corresponding documents. To do this, click on the "Select file" drop-down menu and assign the file.
Step 3: Once the files have been assigned to the positions, the upload can be started using the "Start upload" button. The files can be set up again at any time, but this should be avoided with approved documents, as this will trigger a new verification process.

Drop your files here or click to browse your files...

Filter: All Documents Certificate Manuals Technical document Engin. Drawing Report Spare parts offer Instruction

Type	Position	Document	files	Status	V
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch optional Probe XX1	Waiting for assignment...	DIS Delivered (ZE) 02
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch optional Probe optional	Waiting for assignment...	DIS Delivered (ZE) 01
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch 3456 Probe optional	Waiting for assignment...	DIS Delivered (ZE) 00
Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	Batch ACB3 Probe XX4	Waiting for assignment...	DIS to Deliver (IE) 00



Batch optional

Batch 3456

Probe optional

Save batch

Add additional batch

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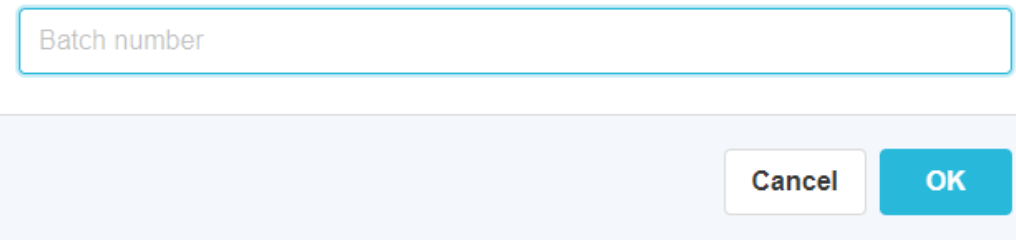
6. Add or change a batch number (Certificates only)

1. Adding a batch



Batch	Probe		
optional	optional	+	✓
3456	optional	+	✓

Are you sure to add a new batch? Please type in your new batch number. You cannot undo this action.



Batch number

Cancel OK

In the **"ZE"** and **"PR"** status, it is possible to **create a new batch** by pressing the  button. A window opens for **defining the batch** ("Batch").

The batch is created by setting a batch and **pressing "OK"**. It appears as **a new line in version "00"**, the part document number has been **increased by + 001**.

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6. Add or change a batch number (Certificates only)

2. Change a batch



The screenshot displays a user interface for managing batches. It features two rows of input fields. Each row has a 'Batch' field and a 'Probe' field, both labeled 'optional'. To the right of each row are two small icons: a plus sign (+) and a checkmark (✓). A blue callout box labeled 'Save batch' points to the plus icon of the top row. Another blue callout box labeled 'Add additional batch' points to the plus icon of the bottom row. The 'Batch' field in the bottom row contains the value '3456'.

Changing or **correcting** a batch number or a sample is possible in the **"IE"** and **"ZE"** status.

The new information can be entered in the Batch and Sample fields and saved with

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6. Add or change a batch number (Certificates only)

Please note:

If the specification of the batch is mandatory for a certificate, it is marked accordingly. For these certificates, a detail window opens after the document has been assigned, in which the batch number must be entered. Please enter your unique identification number here to ensure traceability from the component to the certificate.

Certificate	00010 Lube Oil Cooler 11651604	Tests/Certificates acc. to ITP/Spec/PO	<input type="text" value="Batch 3421"/>	<input type="text" value="Probe 1234"/>	 	Select file	DIS Delivered (ZE)	02
-------------	--------------------------------	--	---	---	---	-----------------------------	--------------------	----



Bei diesem Dokument wird eine Batch Nummer benötigt. Bitte geben Sie hier die Batch Nummer ein.

Cancel

OK

7 Messages **(Upload history and** **rejections)**

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7. Messages (Upload history and rejections)

Messages

Each order has its own message area

In the message area you can find on the one hand the upload history and on the other hand the rejections

Orders

Document management for orders

		Date↓	Order	Position	Supplier				
>	030	08.07.22	8001421	8	0002121502	Supplier A	↓	↑	🗑️
>	030	01.06.22	4959911	96	0002121502	Supplier A	↓	↑	🗑️
>	030	23.05.22	4959911	95	0002121502	Supplier A	↓	↑	🗑️
>	030	23.05.22	4959911	95	0002121502	Supplier A	↓	↑	🗑️

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7. Messages (Upload history and rejections)

Rejection of documents

If a document is rejected by MAN ES, a mail is sent to the person who submitted the document.

On the MANGO interface, the rejections can be found under the "Messages" item.

Log for order # Show only complaints

date	file	message	Link
07.11.22 15:37	Complaint_0004959911_00041_20221107_153404_descr.txt	Doc accepted with comments: TED/10003622210/001/01 Dear all, Please revise the document according to the attached comments and resubmit. The work can proceed if the indicated changes are incorporated. Document: Test_Struktur_Kevin_221021_07 Revision: 01 Order-No.: 0004959911 Order-Item: 00041 Material: Withdrawl Support EXP - 11592914 Attached files (in MANGO): DIR_TED_10003622210_001_01_20221107143141261.pdf	download protocol
07.11.22 15:31	DIR_TED_10003622210_001_01_20221107143141261.pdf	File uploaded.	
27.10.22 13:29	DIR_TED_10003622208_001_00_20221027112852748.pdf	File uploaded.	
26.10.22 14:57	Complaint_0004959911_00041_20221026_145209_descr.txt	Doc rejected: TED/10003622210/001/00 Dear all, This document was reviewed and rejected by MAN ES as noted. Please revise and resubmit. Document: Test_Struktur_Kevin_221021_07 Revision: 00041	download protocol

By using filters, this area can be reduced to the rejections

Log for order # Show only complaints

date	file	message	Link
07.11.22 15:37	Complaint_0004959911_00041_20221107_153404_descr.txt	Doc accepted with comments: TED/10003622210/001/01 Dear all, Please revise the document according to the attached comments and resubmit. The work can proceed if the indicated changes are incorporated. Document: Test_Struktur_Kevin_221021_07 Revision: 01 Order-No.: 0004959911 Order-Item: 00041 Material: Withdrawl Support EXP - 11592914 Attached files (in MANGO): DIR_TED_10003622210_001_01_20221107143141261.pdf	download protocol
26.10.22 14:57	Complaint_0004959911_00041_20221026_145209_descr.txt	Doc rejected: TED/10003622210/001/00 Dear all, This document was reviewed and rejected by MAN ES as noted. Please revise and resubmit. Document:	download protocol

By clicking on the button "Download protocol", the necessary information can be downloaded.

All data provided in this document is non-binding.

This data serves informational purposes only and is especially not guaranteed in any way.

Depending on the subsequent specific individual projects, the relevant data may be subject to changes and will be assessed and determined individually for each project. This will depend on the particular characteristics of each individual project, especially specific site and operational conditions.