

Access Request Manual

ESCoMaS

Edison Stoccaggio Commercial Management System

Edison Stoccaggio SPA

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1. **FOREWORD**

1.1. **PURPOSE OF THE MANUAL**

This manual describes the procedure to be followed by an anonymous user to generate a request to access the Escomas system.

1.2. **ACCESS TO THE SYSTEM FOR NEW USERS**

Using this procedure will enable a new user to create an access request to be submitted to the Sales Department of Edison Stoccaggio for approval.

A generic anonymous user selects the item “Nuovo Accesso” (“New Access”) as shown in the following figure:



Figure 1 - New Access

This selection enables the user to access the dialog box shown in the following figure.

The dialog box has four data input grids, each with different types divided into:

- a) Basic information identifying the company and its Legal Representative or Agent;
- b) Information with Contact Persons for Communications;
- c) Operators' Request for access to the Escomas system;
- d) Notes for possible new indications.

Once the grids are filled in, buttons enable users to complete the functions.

Nuova Richiesta di Accesso
 La compilazione dei campi contrassegnati con asterisco (*) è obbligatoria
 La compilazione dei campi contrassegnati con doppio asterisco (**) è obbligatoria in caso di nazionalità italiana

Informazioni Base

1 Ragione Sociale*:
 2 Sede Legale*:
 3 Nazionalità*: -- Selezione -- v
 4 Specificare Nazionalità*:
 5 Provincia*: -- Selezione -- v
 6 Comune*: -- Selezione -- v
 7 Cap*: -- Selezione -- v
 8 Capitale Sociale*:
 9 Codice Fiscale*:
 10 Partita IVA*:
 11 Registro Imprese GI*:
 12 Impresa di trasporti che gestisce parte della RING: NO v

Legale Rappresentante / Procuratore

13 Titolo Rappresentante*: -- Selezione -- v
 14 Atto del notaio*:
 15 Data Atto (dd/mm/yyyy)*:
 16 Repertorio*:
 17 Raccolta*:
 18 Nome*:
 19 Cognome*:
 20 Luogo di nascita*:
 21 Data di nascita (dd/mm/yyyy)*:
 22 Codice Fiscale*:
 23 Residente a*:
 24 Domiciliato presso*:

Riferimenti per invio comunicazioni

25 Società*:
 26 Indirizzo*:
 27 Nazionalità*: -- Selezione -- v
 28 Specificare Nazionalità*:
 29 Provincia*: -- Selezione -- v
 30 Comune*: -- Selezione -- v
 31 Cap*: -- Selezione -- v
 32 C.a.*:
 33 Numero fax*:

* Inserire almeno un indirizzo e-mail

34 E-mail 1:
 35 E-mail 2:
 36 E-mail 3:
 37 E-mail 4:

Operatori Ecoomas con Ruolo Amministrativo (* Inserire almeno una riga)

Nome	Cognome	Indirizzo e-mail	Telefono
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Eventuali note

Codice di controllo

w o r p e d Nuovo

Controlla Dati e Salva Annulla Dati Download Modulo

File da importare Scegli... Importa Richiesta

File da importare Scegli... Importa Dichiarazione

Download Richiesta Download Dichiarazione Conferma

Da compilare per recuperare una richiesta inserita in precedenza
 Codice Richiesta: Codice Controllo:

Recupera Richiesta Modifica Richiesta

← Basic information

← Communications

← Operators

Figure 2 - Access Requests

The dialog box enables users to provide the following basic information: the identifying data of the company and the legal representative or agent.

As in all the dialog boxes that follow, fields marked with (*) are mandatory.

The information requested in the figure is:

a. Basic Informations:

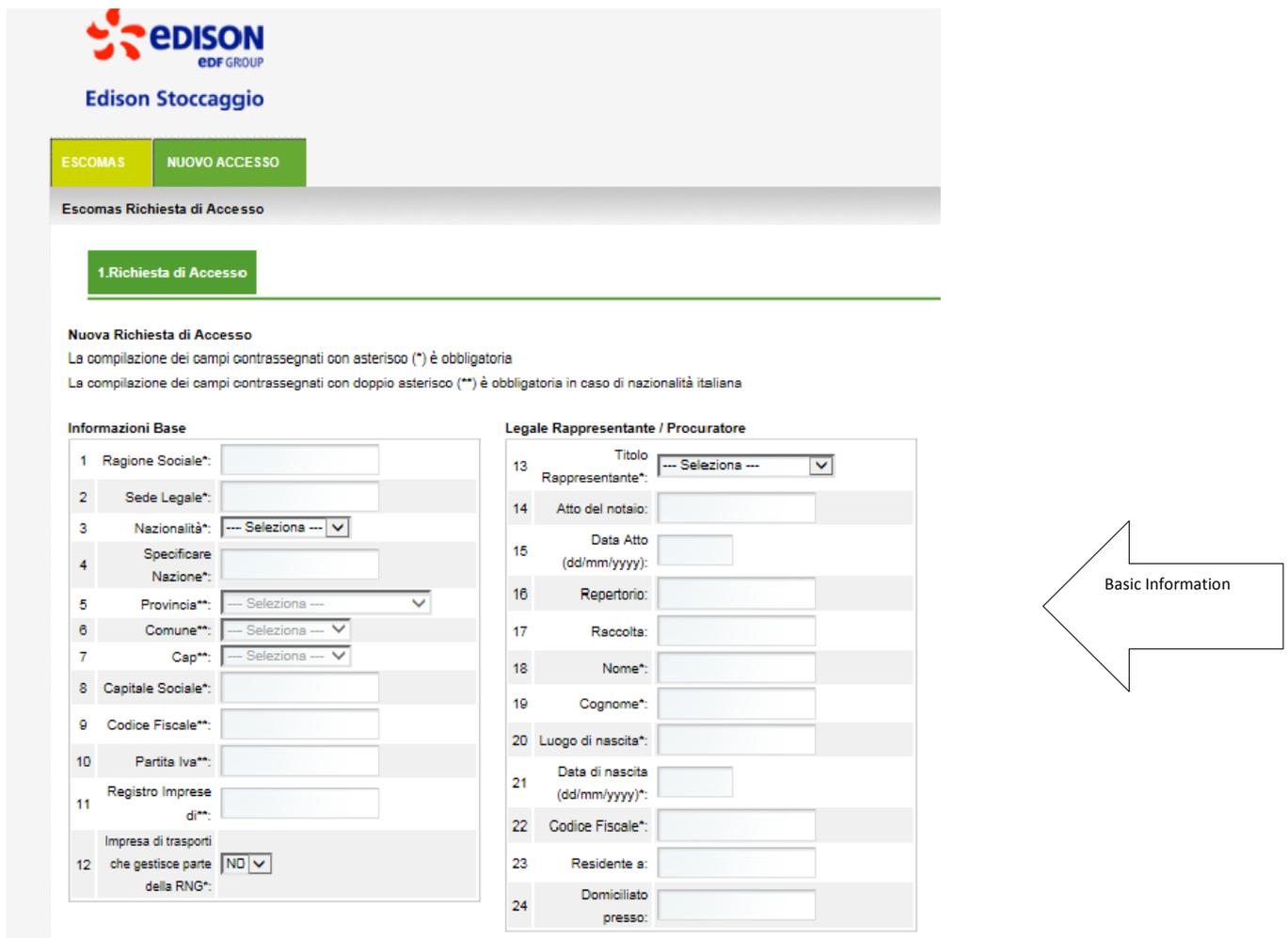
1. "Ragione Sociale" (Company Name): free text of up to 500 characters;
2. "Sede Legale" (Registered Office): free text of up to 500 characters;
3. "Nazionalità" (Nationality): select one value: "Italiana", "Estera" (Italian, Foreign);
4. "Specificare Nazione" (Specify Nation): if "Estera" (Foreign) was selected previously, then the User has to fill in this check box with free text of up to 50 characters;
5. "Provincia" (Province): if the value "Italiana" was selected in field "3.", then the current check box contains the list of Italian provinces;
6. "Comune" (Municipality): if a value was selected in the previous check box, then the current check box contains the list of the municipalities in the selected province;
7. "Cap" (Postal Code): if a value was selected in the previous check box, then the current check box contains the Postal Code or the list of Postal Codes associated with the selected municipality;
8. "Capitale Sociale" (Share Capital): free text of up to 255 characters;
9. "Codice Fiscale" (Taxpayer ID Number): if "Italiana" (Italian) was selected in check box 3., then the user must enter up to 20 characters of free text (mandatory entry); otherwise, the user may enter up to 50 characters of optional free text;
10. "Partita Iva" (VAT Number): if "Italiana" (Italian) was selected in check box 3, then the user must enter up to 11 characters of free text (mandatory entry); otherwise, the user may enter up to 50 characters of optional free text;
11. "Registro imprese di" (Register of Companies of): the user must enter up to 255 characters of free text (mandatory entry); however, if the value "Estero" (Foreign) was selected in check box 3, then filling in the field is optional;
12. "Impresa di trasporto che gestisce parte della RNG: si/no" (Transport company that manages part of the RNG: yes/no).
13. "Titolo Rappresentante" (Title of Representative): two values are possible: "Legale Rappresentante" (Legal Representative) and "Procuratore" (Agent);
14. "Atto del Notaio" (Notarised Deed): if "Procuratore" (Agent) was selected, then the name of the Notary must be entered with up to 50 characters of free text (mandatory entry);
15. "Data atto" (Date of deed): if "Procuratore" (Agent) was selected, then the date of the deed must be entered;
16. "Repertorio" (Document no.): if "Procuratore" (Agent) was selected, then the document number of the deed must be entered;
17. "Raccolta" (Register no.): if "Procuratore" (Agent) was selected, then the register number of the deed must be entered;
18. "Nome" (First Name): Enter the data of the Legal Representative or Agent, with up to 500 characters;
19. "Cognome" (Surname): Enter the data of the Legal Representative or Agent;
20. "Luogo di Nascita" (Place of Birth): up to 500 characters;
21. "Data di Nascita" (Date of Birth): date of birth;
22. "Codice Fiscale" (Taxpayer ID Number): mandatory, up to 50 characters, not controlled;

23. “Residente a” (Residing at): up to 500 characters of free text; the “Residente a” (Residing at) and “Domiciliato Presso” (Address for Service) are mutually exclusive;
24. “Domiciliato Presso” (Address for Service): up to 500 characters of free text.

All fields in the “Informazioni di Base” (Basic Information) and “Legale Rappresentante/Procuratore” (Legal Representative/Agent) grids are mandatory and they must be filled out according to the above rules:

If the value “Procuratore” (Agent) was selected in field 13., then fields 14. through 17. are mandatory. Fields 23. and 24. are mutually exclusive.

The following figure shows the details of the fields from 1 to 24.



1. Richiesta di Accesso

Nuova Richiesta di Accesso
La compilazione dei campi contrassegnati con asterisco (*) è obbligatoria
La compilazione dei campi contrassegnati con doppio asterisco (**) è obbligatoria in caso di nazionalità italiana

Informazioni Base		Legale Rappresentante / Procuratore	
1	Ragione Sociale*	13	Titolo Rappresentante*
2	Sede Legale*	14	Atto del notaio*
3	Nazionalità*	15	Data Atto (dd/mm/yyyy)*
4	Specificare Nazione*	16	Repertorio*
5	Provincia**	17	Raccolta*
6	Comune**	18	Nome*
7	Cap**	19	Cognome*
8	Capitale Sociale*	20	Luogo di nascita*
9	Codice Fiscale**	21	Data di nascita (dd/mm/yyyy)*
10	Partita Iva**	22	Godice Fiscale*
11	Registro Imprese di**	23	Residente a*
12	Impresa di trasporti che gestisce parte della RNG*	24	Domiciliato presso*

Figure 3 – Basic information

b. Contacts for Communications:

25. “Società” (Company): up to 500 characters of free text;
26. “Indirizzo” (Address): up to 500 characters of free text;
27. “Nazionalità” (Nationality): select one value: “Italiana”, “Estera” (Italian, Foreign);
28. “Specificare Nazione” (Specify Nation): if “Estera” (Foreign) was selected previously, then the operator has to fill in this check box with free text of up to 50 characters;

29. “Provincia” (Province): if the value “Italiana” (Italian) was selected in field “21.”, then the current check box contains the list of Italian provinces; the field is not usable for foreign countries;
30. . “Comune” (Municipality): if a value was selected in the previous check box, then the current check box contains the list of the municipalities in the selected province; the field is not usable for foreign countries;
31. “Cap” (Postal Code): if a value was selected in the previous check box, then the current check box contains the Postal Code or the list of Postal Codes associated with the selected municipality; the field is not usable for foreign countries;
32. “C.a.” (Attn.): up to 255 characters of free text;
33. “Numero Fax” (Fax Number): up to 50 characters of free text;
34. “E-mail.1”: up to 100 characters of free text;
35. “E-mail.2”: up to 100 characters of free text;
36. “E-mail.3”: up to 100 characters of free text;
37. “E-mail.4”: up to 100 characters of free text.

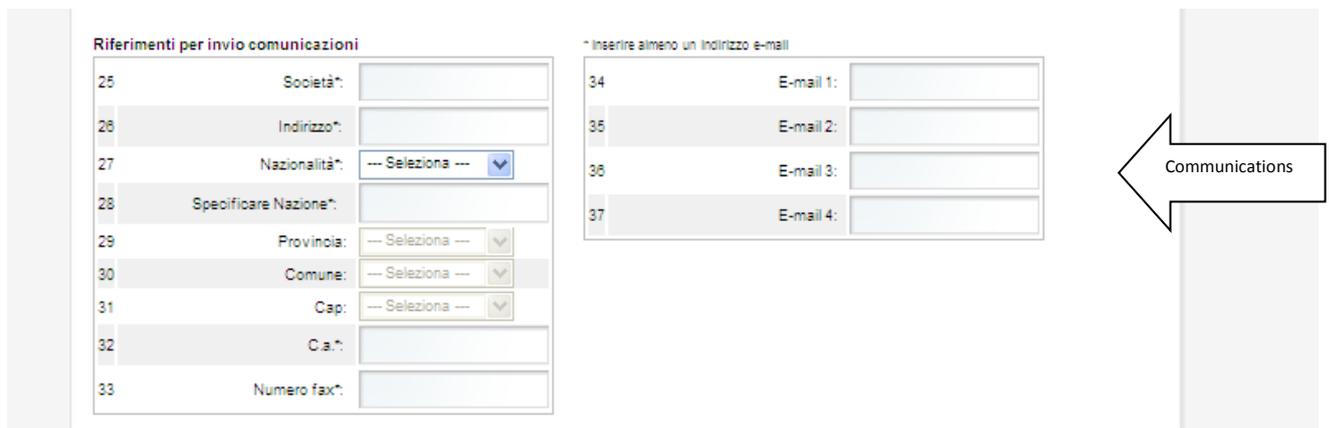


Figure 4 - Contacts for communications

In this case, too, fields marked with (*) are mandatory, and it is mandatory to enter at least one e-mail address.

All fields of the “Informazioni per comunicazioni” (Information for Communications) are mandatory, with the exception of fields 35. through 37., which are optional;

c. Operatori Escomas con Ruolo Amministrativo:

38. “Nome” (Name): up to 100 characters of free text; “Cognome” (Surname): up to 100 characters of free text; “Indirizzo e-mail” (e-mail address): up to 100 characters of free text; “Telefono” (Telephone): up to 50 characters of free text.

It is mandatory to enter the data for at least one operator (up to four Operators are possible)

NB: Make sure that the email addresses provided are valid and different from each other. The data are not checked by the system

Operatori Escomas con Ruolo Amministrativo (* inserire almeno una riga)

Nome	Cognome	Indirizzo e-mail	Telefono

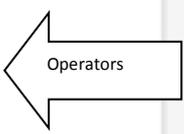


Figure 5 - Escomas Operators and Role as Contact Person

d. Note:

The “Eventuali note” (Notes) field serves only the purpose of providing information about the request; it is not mandatory.

Eventuali note

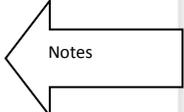


Figure 6 – Notes

“Note” (Notes): up to 1000 characters of free text associated with the request.

After entering the data, the steps listed below need to be completed.

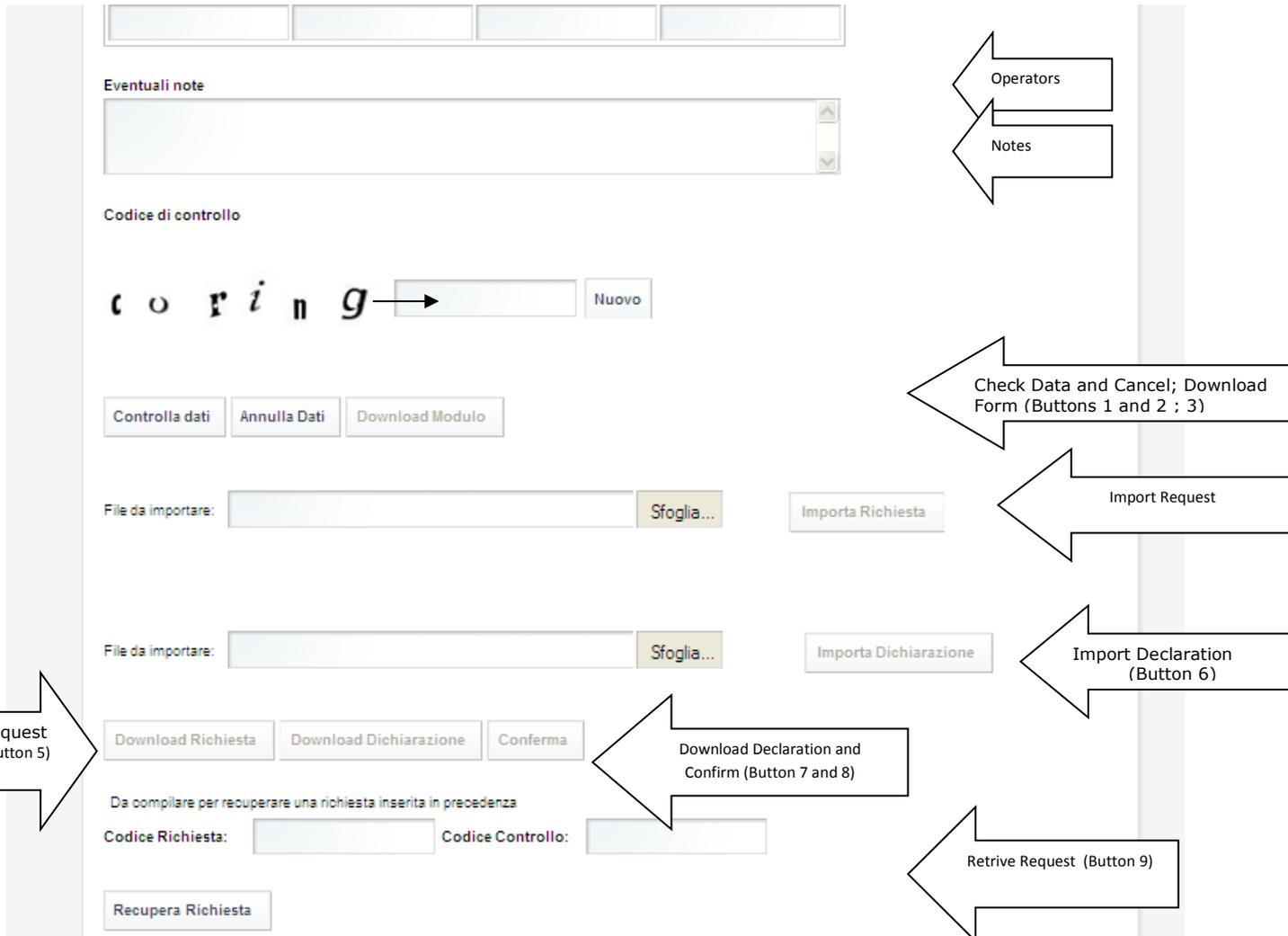


Figure 7 – Access Request – Check Data

1. **“Controlla Dati” (Check Data) Button:**

It enables to check the values entered in the dialog box. The “Codice di controllo” (CAPTCHA) field must be filled it at the same time; if it is left blank, the system will display the following combo-box:



In this case, the CAPTCHA is, for example, “*coring*”.

To allow downloading the filled in request module from the system, users must complete the “**Codice di Controllo**” (CAPTCHA), entering the letters and numbers in the adjacent image.

If the CAPTCHA is hard to read, clicking the “**Nuovo**” (New) button will cause an image containing a new CAPTCHA image to be generated.

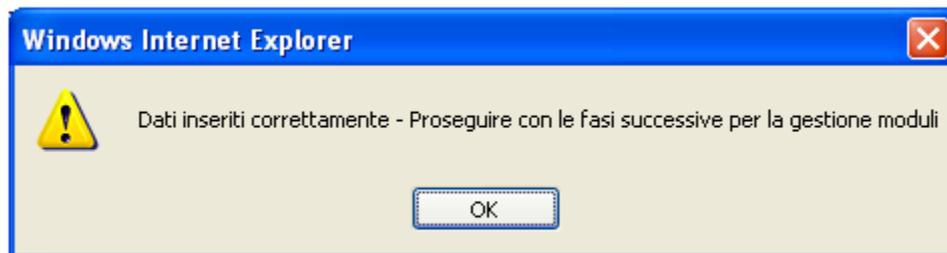
2. “**Annulla Dati**” (Cancel Data) button:

If the entered data are not correct, the uploaded data can be cancelled by clicking this Button.

NB: All entered data will be cancelled.

Any missing data errors will be displayed on the screen.

- **If the data are correct:**



The user can continue with the subsequent operations, i.e:

3. “**Download Modulo**” (Download Form) Button:

It enables to extract from the system the two forms:

- Access request form
- Declaration of Powers Form

The Access Request form contains a unique identifier generated by the system (Request Code) that, together with the CAPTCHA entered by the operator and randomly generated by the system, will enable to retrieve the specific request even at a later time.

The unique identifier and the CAPTCHA code are displayed in the “Access request” form containing the following information:

- “ES” 8-digit sequential numeric prefix
- CAPTCHA:

It is then necessary to continue with the following procedure for managing requests and powers:

4. **“Importa Richiesta” (Import Request) Button:**

It enables the operator to upload a pdf document into the system (with a limit of 20Mbyte for the maximum size of the document), containing the scan of the access request form printed on the company’s letterhead and signed.

5. **“Download Richiesta” (Download Request) Button:**

The system enables the “Importa Dichiarazione” (Import Declaration) button through which the request for access to the Escomas system can be confirmed.

6. **“Importa Dichiarazione” (Import Declaration) Button:**

It enables the operator to upload a pdf document into the system (with a limit of 20Mbyte for the maximum size of the document), containing the scan of the form with the *declaration of validity of the powers of representation* printed on the company’s letterhead and signed.

Once the pdf file has been correctly imported, the system will enable the:

7. **Pulsante “Download Dichiarazione”:**

The operator can download the pdf document as soon as it is imported into the system.

Clicking on button 7 enables the “Conferma” (Confirm) button, through which the request for access to the Escomas system can be confirmed.

8. **“Conferma” (Confirm) Button:**

It enables the system to carry out the following operations when requested by the operator:

- ✓ Save information about the access request.
- ✓ Save information about the declaration of validity of the powers with the unique identifier indicated in the documents obtained previously by clicking the “Download Modulo” (**Download Form**) Button that enables, as indicated above, to extract from the system the two forms:
 - Access request form
 - Declaration of Powers Form

To report the conclusion of the function, the system will display the following message box



1.2.1. Retrieval of a request (already entered in the system):

The system allows to retrieve the information of a request submitted in the past by filling in the check boxes “Codice Richiesta” (Request Code) e “Codice Controllo” (CAPTCHA) and clicking the “**Recupera Richiesta**” (Retrieve Request) Button.

Upon clicking the

9. “Recupera Richiesta” (Retrieve Request) Button:

The system checks whether the fields next to the “Codice Richiesta” (Request Code) and “Codice Controllo” (CAPTCHA) descriptions are filled in.

The request, identified by this data pair, can only be retrieved if Edison Stoccaggio has not already loaded and processed the request.

- If the information of the new request is obtained by retrieving a previous request, the loaded data can be changed to continue with the new request.
- However, the new request must be processed again as indicated by the dialog box 4 - “Richiesta di Accesso” (Access Request), i.e. by completing all the subsequent steps again from **Button 1. “Controlla Dati” (Check Data)** and continuing the procedure through **Button 8. “Conferma” (Confirm)**.
- The previous identifiers of the request, “Codice Richiesta” (Request Code) and “Codice Controllo” (CAPTCHA) are cancelled and replaced with new values generated by clicking the “**Controlla Dati**” (Check Data) Button. Consequently, the previous request and its references are deleted from the system and will not be retrievable afterwards.

The “**Conferma**” (Confirm) button automatically notifies Edison Stoccaggio that a new request has been loaded into the system.