

COTY

BEAUTY, LIBERATED

PROSPER TRAINING – USE OF PROSPER BY EXTERNALS

Packaging

July 2018



SUMMARY

PART	CONTENT	DESCRIPTION
Introduction	Topic	PROSPER – SUPPLIER – Use of PROSPER by external
	Objectives	Give external users all the necessary knowledge to collaborate with Coty by using PROSPER
	Practical information	2 hours PPT + Videos
Main presentation	Content	<ul style="list-style-type: none">▪ PROSPER key concepts▪ As a Supplier, how to log into PROSPER▪ As a Supplier, how to collaborate with Coty<ul style="list-style-type: none">• <i>How to find a specification</i>• <i>How to find key information in the Specification</i>• <i>How to acknowledge or reject a Specification</i>
	Key Contacts & Support	<i>List in the communication attached to this material</i>

VENDOR AGENDA

A – Key concepts

B – How to log in as an External user

VIDEOS

C – How to Collaborate with Coty

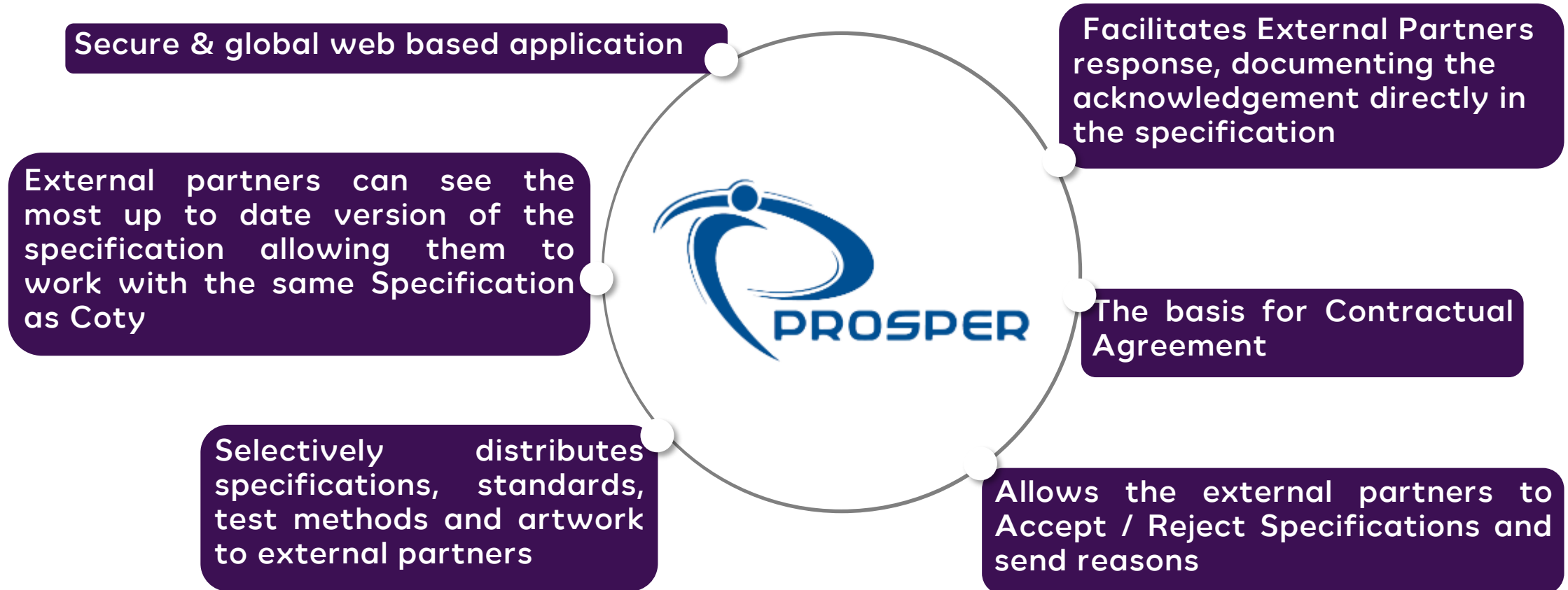
1 – How to find a Specification

2 – How to find key information in the Specification

3 – How to acknowledge or reject a Specification

PROSPER – KEY PRINCIPLES

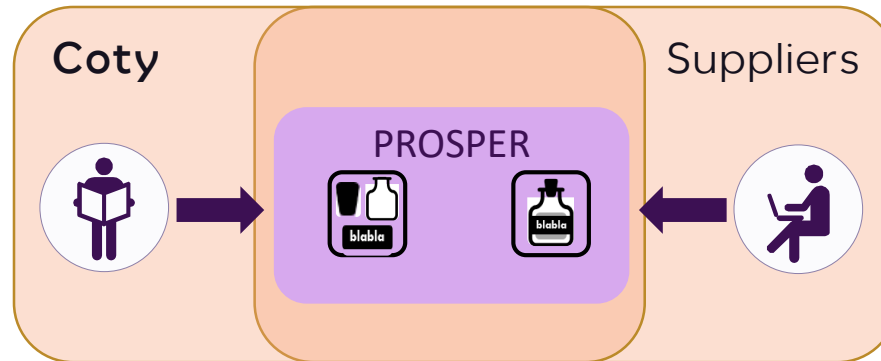
Prosper (**P**roduct **S**pecification **R**epository) is a custom-made specification system that will support us from the initial design phases, through product development and into product supply. It will enable consistent and reliable purchasing, manufacture and distribution of materials around the globe.



COLLABORATING WITH COTY

Key Points:

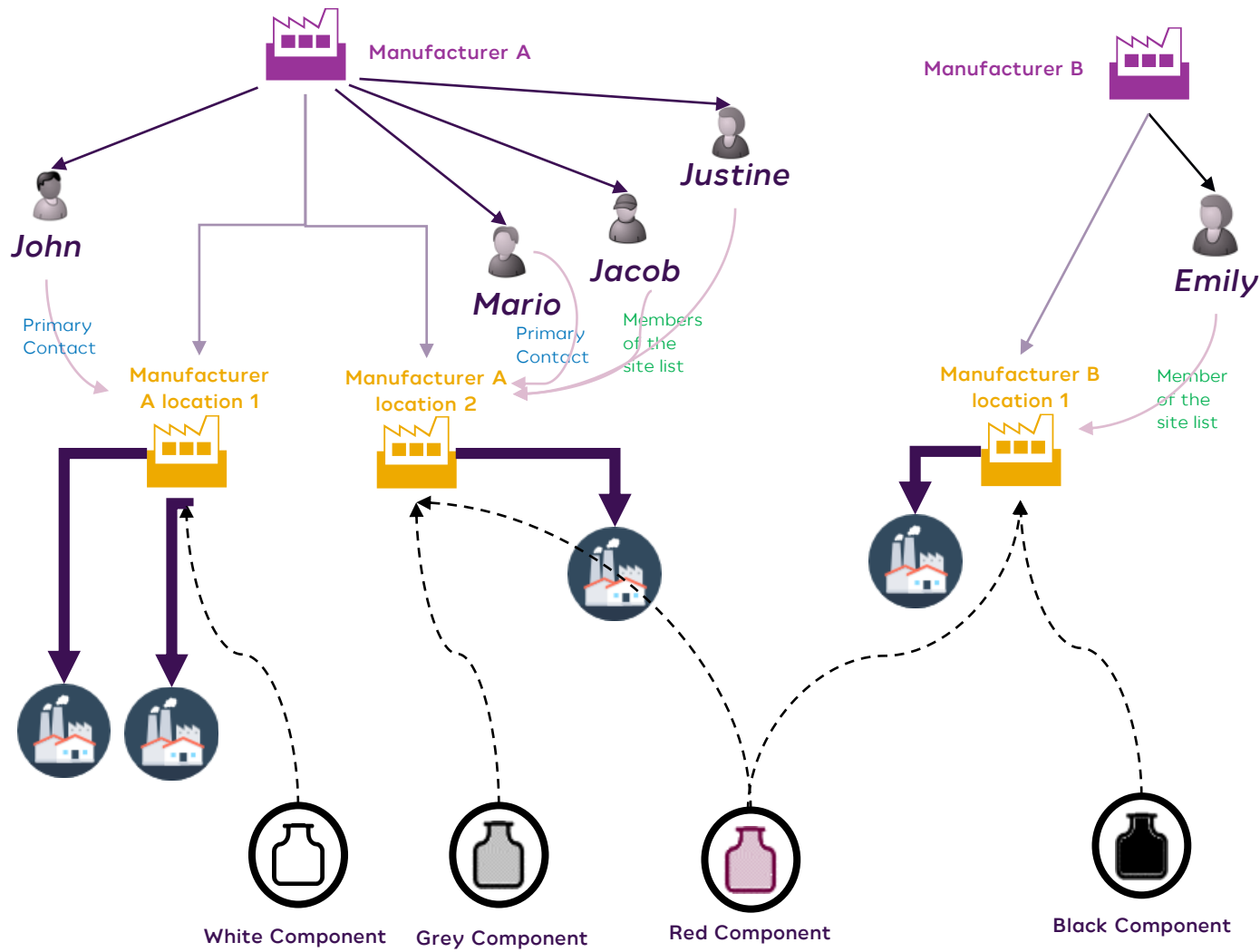
- **Major changes** : External partners now have access directly to the Prosper specification system *with special rights*
- Suppliers and TPMs will be able to work collaboratively on the same version of information "Real Time"
- External Partners will access Prosper via a dedicated environment
- PROSPER is the unique source of truth and the only tool to review / acknowledge Specifications



YOUR ACTIONS

1. Be notified a task is pending your acknowledgement or review
2. Log in
3. Check the Pending tasks tab
4. Review the specification
5. Acknowledge or Reject the specification

EXTERNAL ACCESS - PRINCIPLES



Implication for Supplier A users:

John Mario Jacob Justine

✓ Can see all objects related to Manufacturer A (all locations)

✗ Cannot see any objects related to other Manufacturer than A

Members of the site list and primary contact receive email & acknowledgement task for all objects related to the location:



Key Points:

- READ: All members of the company have access to all specs associated at 'company' level.
- ACKNOWLEDGE: Only team members associate to the 'location' level can acknowledge the specs for that plant.
- Spec acknowledgements flow to more than the 'primary' contact to enable more flexibility. Only needs one positive response, at which time the request is removed from the other members inbox.

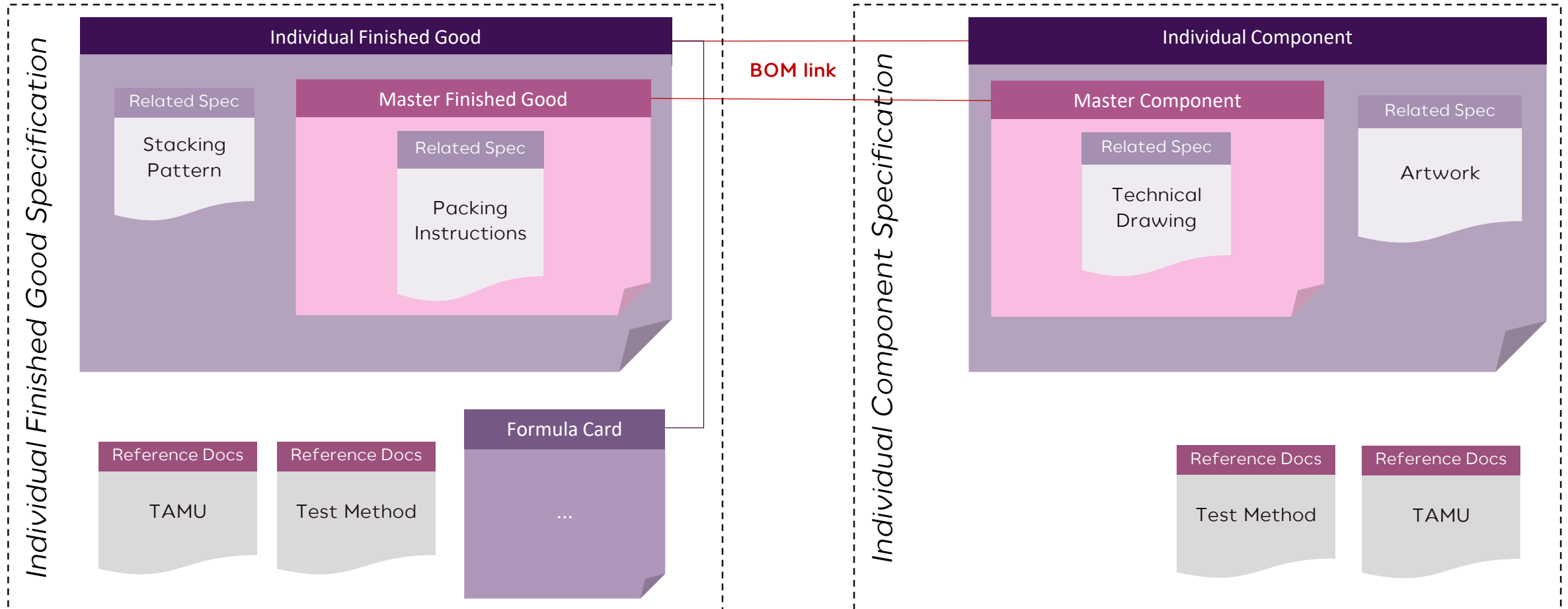
TERMINOLOGY

PROSPER
MFG – Master Finished Good
IFG – Individual Finished Good
MC – Master Component
IC – Individual Component
FC – Formula Card
RM – Raw Material
Codeless MC/IC

MASTER & INDIVIDUAL CONCEPT

Key Points:

- Individual Specification is a compiled view of all information coming from Master, Individual and attached documents
- Individual cannot exist without a Master (Some exceptions exists)



HOW TO IDENTIFY OBJECTS IN PROSPER ?

Masters / Individuals

For all the objects originated in PROSPER



9927

Related Specification

- ☐ Aw Artwork
- ☐ SD General Specification document
- ☐ PI Packing Instructions
- ☐ SP Stacking Pattern
- ☐ TD Technical Drawing

Reference Doc

- ☐ GP GPMS
- ☐ RD General Reference document
- ☐ PA Panoply
- ☐ TU TAMU

9927

Type		Name
Master Finished Goods (MFG)	<input type="checkbox"/> MF	992300000030
Master Component (MC)	<input type="checkbox"/> MC	992500000002
Individual Finished Goods (IFG)	<input type="checkbox"/> IF	992400000105
Individual Component (IC)	<input type="checkbox"/> IC	992600000152

9923

(for TPMs)

9925

(for TPM and Suppliers)

9924

(for TPMs)

9926

(for TPM and Suppliers)

9921

9922

Formula Card (FC)

FC

992100000134

Raw Materials

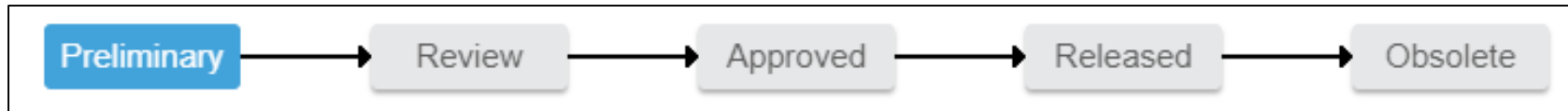
RW

992200000156

Shared by Coty with Suppliers

Shared by Coty with TPMs

LIFECYCLE JOURNEY IN PROSPER



Key Points:

- A Specification will be created in a Preliminary state. At this stage Coty shares a Specification for **collaboration** with a Supplier/TPM: It means the Supplier/TPM can review it
- When the Specification will reach Approved state, Coty will share it again for **acknowledgement**: The Supplier/TPM has to acknowledge or reject it in the system.

VENDOR AGENDA

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1 – How to find a Specification

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VIDEO ICON

This training material is supported by tutorial videos.
The play button is clickable and will play the tutorial in full screen.
Read the training in slide show mode



SYSTEM REQUIREMENTS & HOW TO ACCESS PROSPER

PROSPER is web based tool :



Preferred Internet browser : Internet Explorer



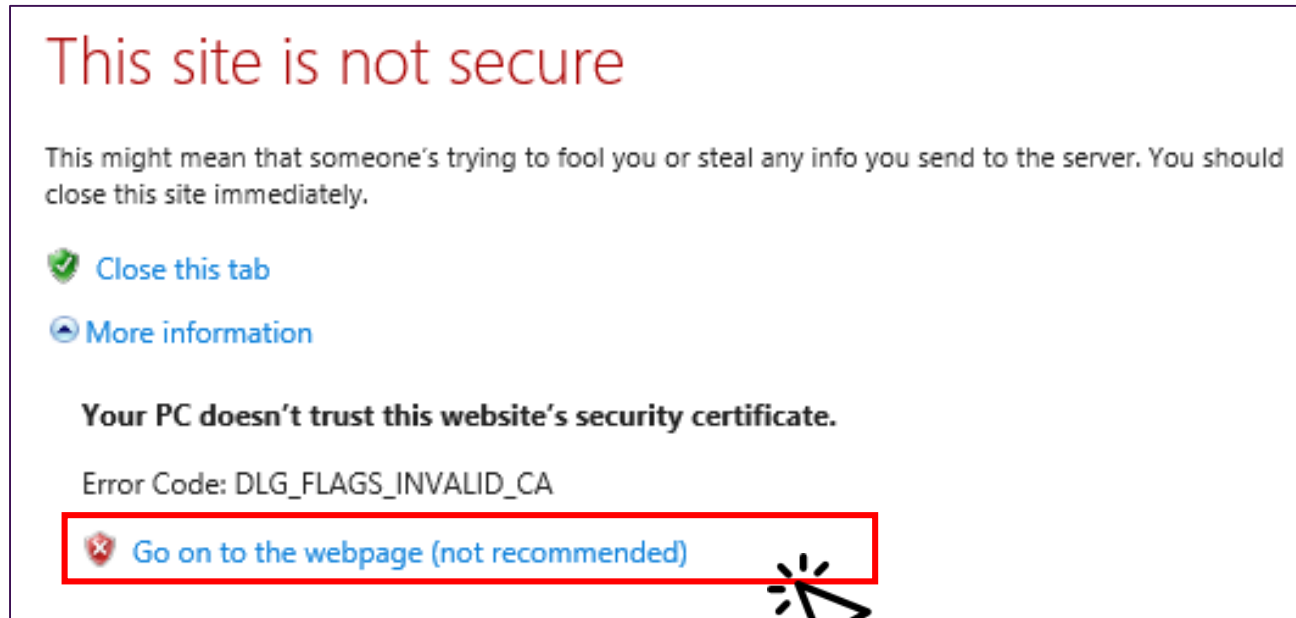
Supplier/TPM will receive an email from Coty containing your user ID, password and link to PROSPER.

LOGIN USING INTERNET EXPLORER

Key point:

Note: Only for training

- Open PROSPER using **Internet Explorer**, bypass the connection security error by clicking on "More information" and "Go on the webpage" (you may need to do this twice)



HANDS ON EXERCISE

Log in to Prosper using Credentials sent to you via Email

- **URL** : <https://3dspace.prosper.cotyinc.com/3dspace>
- **ID** : Firstname_Lastname; first letter of your first and last names must be capitalized.
- **Pwd** : Password are case sensitive

Case sensitive

You will see this screen the first time you log into Prosper. Check the check box "Do not show at start up".

Do not show at startup

HOW TO RESET A COTY PASSWORD ? (1/2)

Open the SSPR link: resetmypassword.cotyinc.com

Self Service Password Reset: Login

Choose Language : English (US)

Please enter your Network ID:

Continue

Use of this system is restricted to authorized users. Login attempts are monitored and recorded by system personnel to detect unauthorized users. [Coty/system administrator] reserves the right to contact law enforcement officials if possible criminal activity is detected.

Verify password

Enter password:

Verify password

Step by step:

1. Enter Coty_AD
2. Enter old password
3. Define 6 security questions

Update security question(s) Ramy Zaiani [Ramy_Zaiani]

You must complete enrollment. The security questions profile is incomplete.

Your last successful was at 9/15/2017 3:59 AM (SSPR server timezone)

Show change history

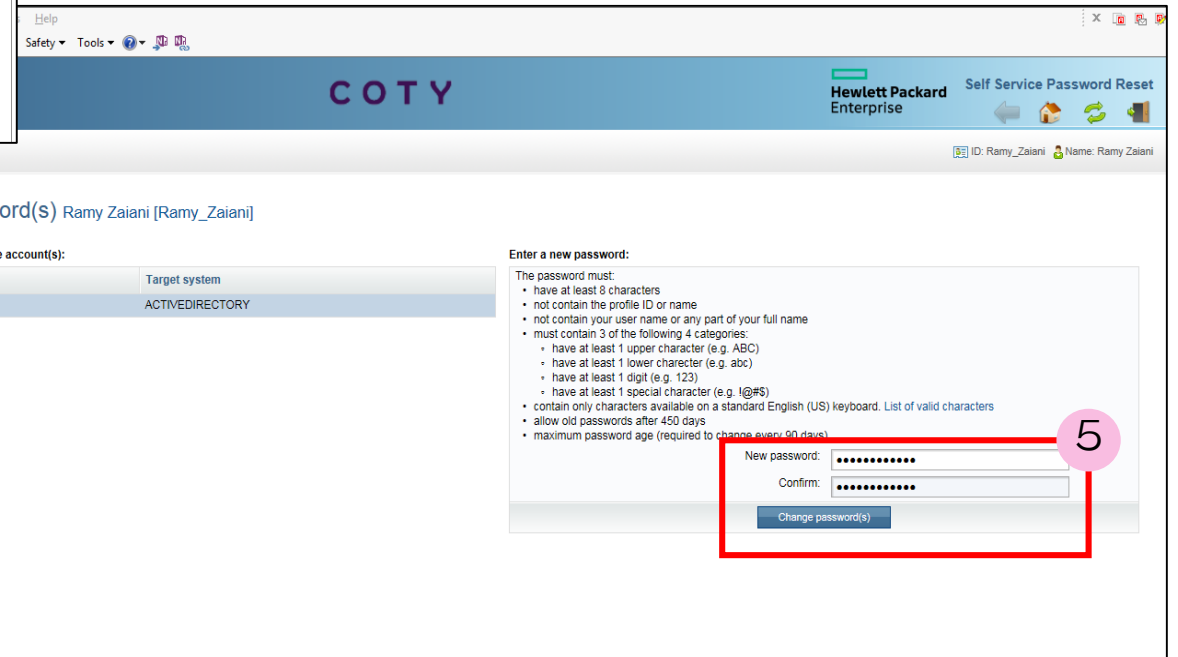
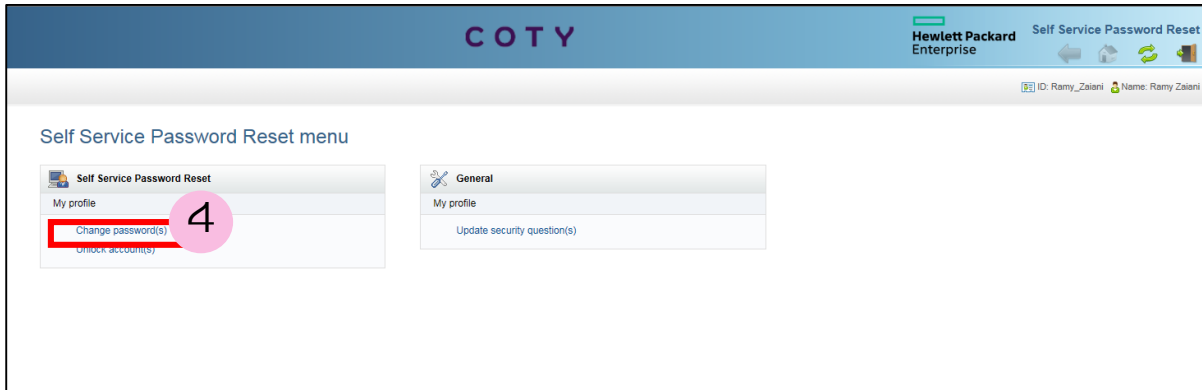
Delete?	Question	Answer
	In what city did you get married? (1-20 characters)	*****
	In what city was your father born? (1-20 characters)	*****
	In what city was your first job? (1-20 characters)	*****
	In what city was your mother born? (1-20 characters)	*****
	In what city were you born? (1-20 characters)	*****
	What is a significant date? (1-20 characters)	*****

Update

Note:

HOW TO RESET A COTY PASSWORD ? (2/2)

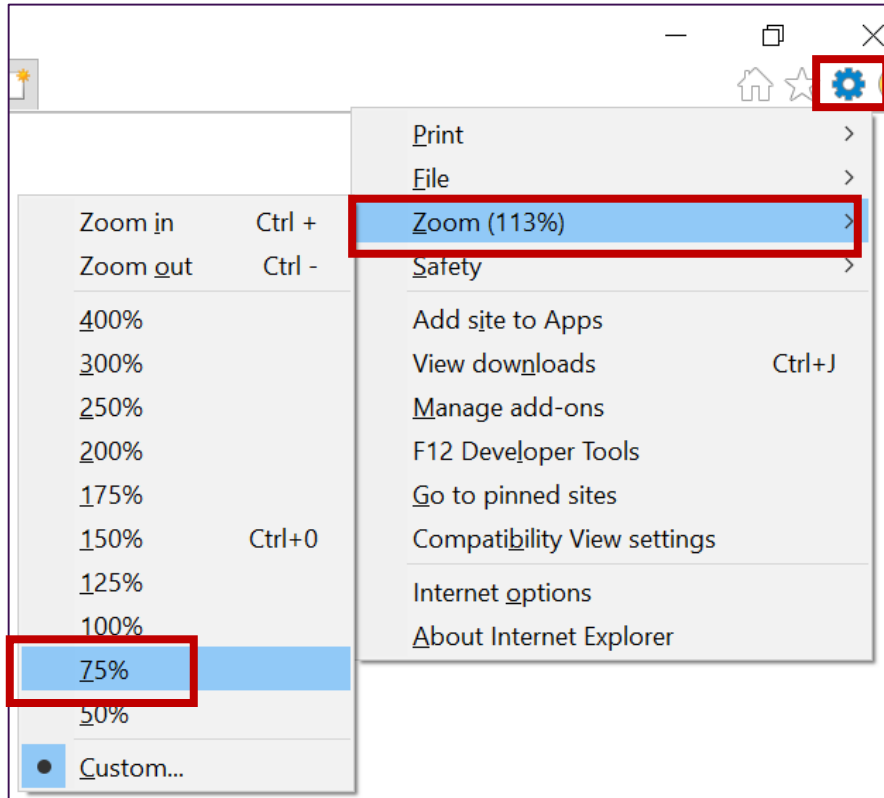
Open the SSPR link: resetmypassword.cotyinc.com



Step by step:

4. Click on "Change Password"
5. Enter the new password twice

ADJUST THE WINDOW



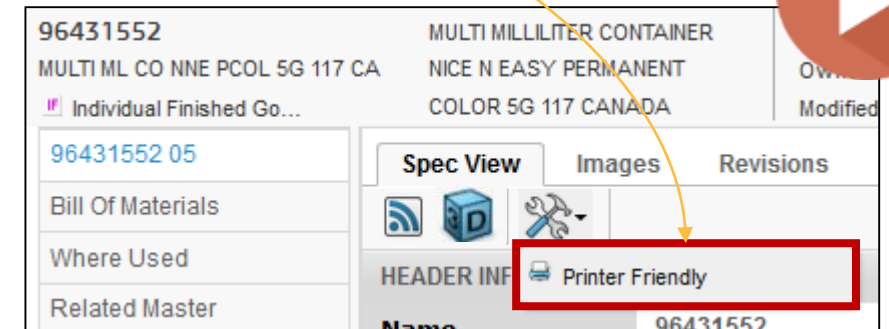
TIPS :

- Set zoom level of the window on 80%
- Use the « Printer Friendly » function

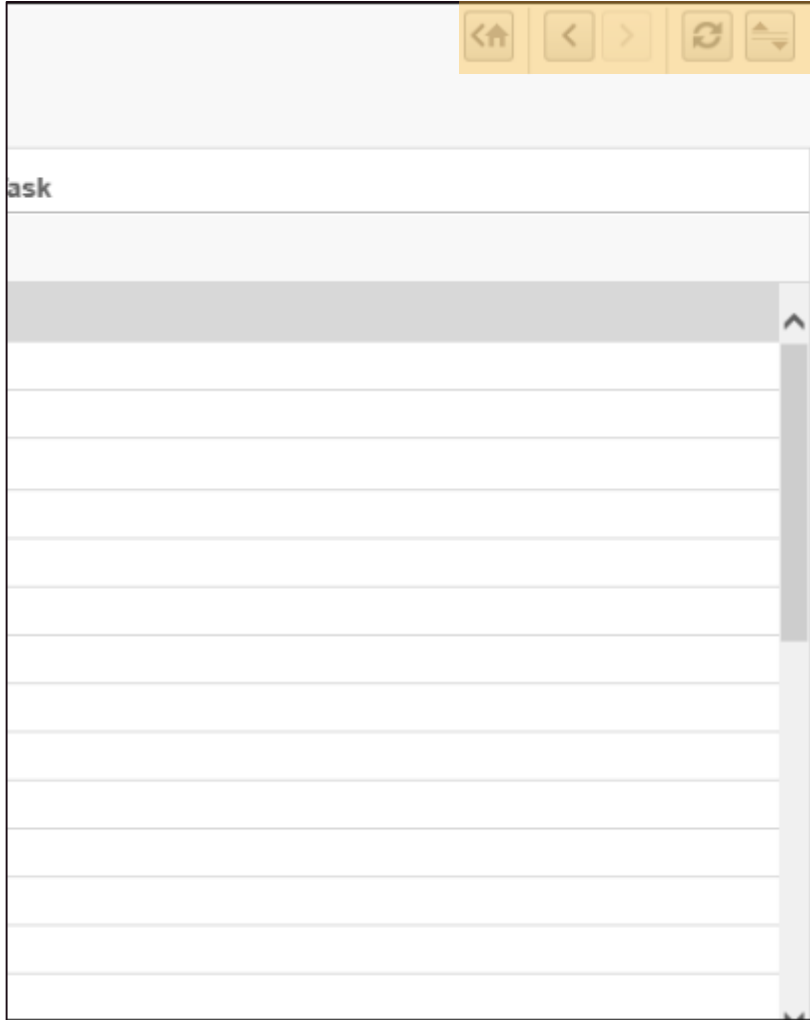


Key Point:






- Depending on the scale of the computer screen, information can be displayed differently. Use these tips to adjust your window or display information in full screen mode




NAVIGATION BUTTONS



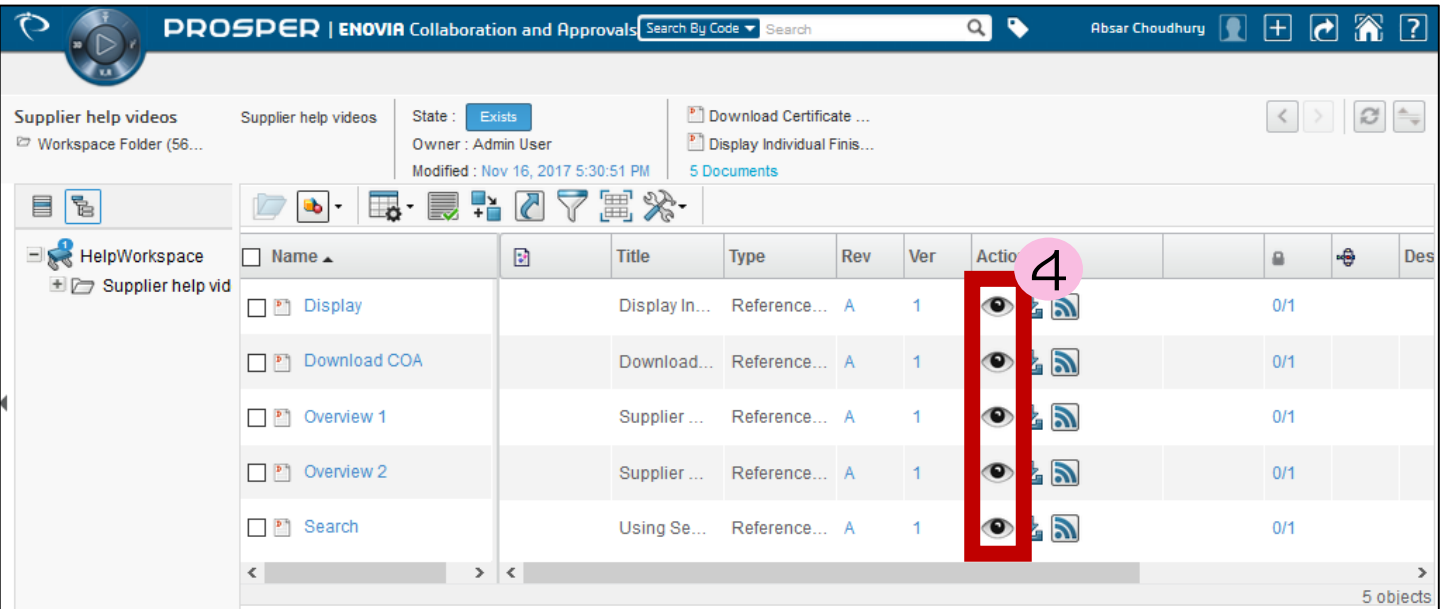
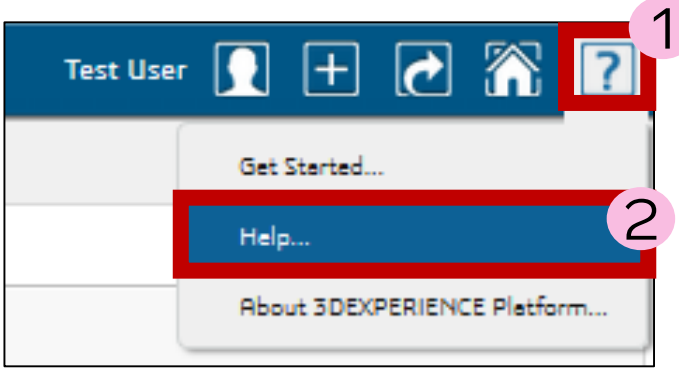
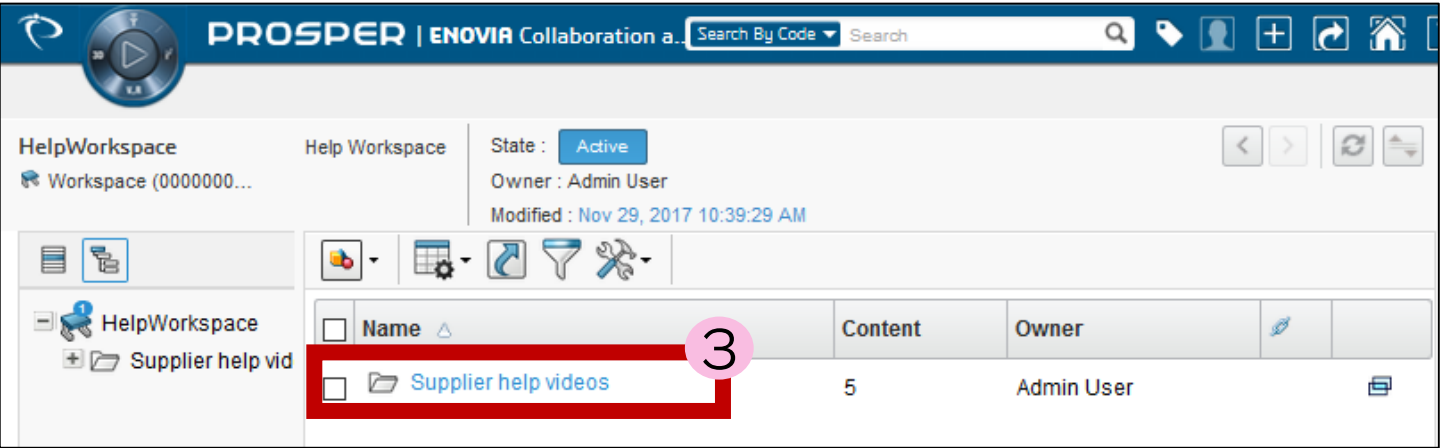
Navigation Buttons


-  *Home page* : Send the user to the home page
-  *Back* : Goes back to the last page viewed
-  *Next* : Active only if the user already used "Back" button
-  *Refresh* : Refresh the table
-  *Expand/Collapse* : This button will show / hide the header section

Key Points:

- Navigation Buttons replace the navigation buttons of your browser
- The Refresh button is displayed in yellow to notify the user when information in the window must be updated 

HELP FROM THE SYSTEM



Key Point:  Some videos tutorials are upload in PROSPER in order to guide users on basic navigation.

- Step by step:**
1. Over hoover the "?" button
 2. Click on "Help", it will open a new window
 3. Open the "Supplier help videos" folder
 4. Click on the eye button to watch a video

VENDOR AGENDA

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NOTIFICATION FROM PROSPER

EXTERNAL EMAILS

Key Points:

- When Coty initiates a Collaboration with a Supplier. He/She will receive a notification through:
 1. External emails (Supplier own email)
 2. Internal PROSPER Inbox (called messages)
- It contains the Due Date, the instructions and direct link to access the Specification.
- Below you can find the template of the notification sent to a Supplier/TPM email

Template of External email

Objet : TR: New Task Assignment Notice "sample mail"

Click [here](#) to view all of your Tasks.

Task Type	Due Date	Instructions	Content	Content Description
Approve	D+1	Please review the related item	99250000004	
Approve	D+1	Please review the related item	99250000003	

This message is intended for the use of the addressee and may contain information that is privileged and/or confidential. If you are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of the information contained in this message is strictly unauthorized and prohibited. If you have received this message in error, please notify the sender by reply e-mail and delete the message from your system. Opinions, conclusions, or other statements in this message which do not relate to the business of Coty Inc., its subsidiaries or affiliates, are neither given nor endorsed by Coty Inc.

HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION - HOME PAGE – PENDING TASKS TAB

Key Points:

- The home page displays all the Specifications shared by Coty in any state on the “All Specification” tab
- The Table can be sorted by Initiative name, status, Originator or even Due Date.
- The blue code is a clickable link and will open directly the Specification



Search bar

User information

PROSPER | ENOVIA Collaboration and Approvals

TPM_User

My Desk

Shortcuts...

Collections

All Specifications

Not used by Suppliers/TPM

All Specifications

Pending Tasks

Collections

My Collections

Dashboard tabs

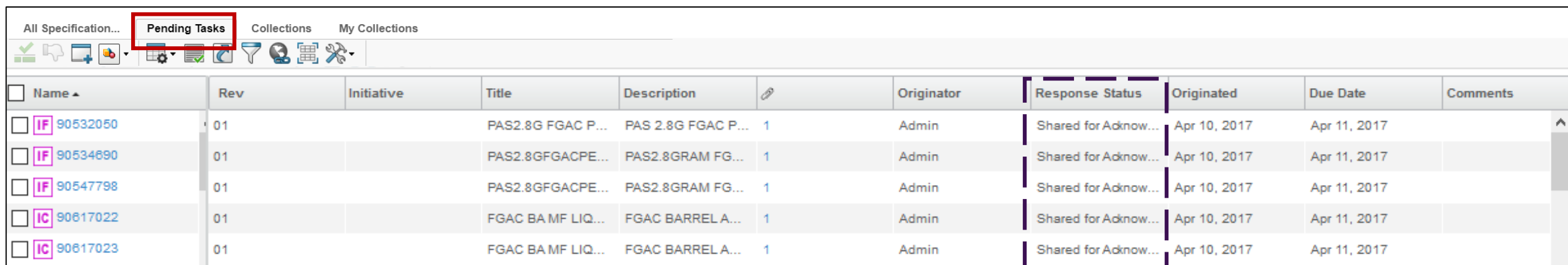
Name	Rev	Initiative	Title	Description	Originator	FC Authorization	Manufacturer Location	Receiving Plant	Instructions	Due Date	Response Status	Comment
<input type="checkbox"/> 90532050	01		PAS2.8G ...	PAS 2.8G ...	Corporate	Authorized to produce					Shared for Ack...	
<input type="checkbox"/> 90534690	01		PAS2.8GF...	PAS2.8G...	Corporate	Authorized to produce					Shared for Ack...	
<input type="checkbox"/> 90547798	01		PAS2.8GF...	PAS2.8G...	Corporate	Authorized to produce					Shared for Ack...	
<input type="checkbox"/> 90550708	01		FGAC PA...	FGAC PA...	Loveta...	Authorized to use					Acknowledged	
<input type="checkbox"/> 90550708	01		FGAC SL ...	FGAC SL...	Pavand...	Authorized to use					Acknowledged	

TIP: Blue names are clickable link

Table displaying basic information on Specifications

HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION - HOME PAGE – PENDING TASKS TAB



The screenshot shows the 'Pending Tasks' tab in the COTY interface. The tab is highlighted with a red box. Below the tab is a toolbar with various icons. The main content is a table with the following columns: Name, Rev, Initiative, Title, Description, Originator, Response Status, Originated, Due Date, and Comments. The table contains five rows of specifications, all with a 'Response Status' of 'Shared for Acknowledgement'.

Name	Rev	Initiative	Title	Description	Originator	Response Status	Originated	Due Date	Comments
IF 90532050	01		PAS2.8G FGAC P...	PAS 2.8G FGAC P...	Admin	Shared for Acknowledgement	Apr 10, 2017	Apr 11, 2017	
IF 90534890	01		PAS2.8GFGACPE...	PAS2.8GRAM FG...	Admin	Shared for Acknowledgement	Apr 10, 2017	Apr 11, 2017	
IF 90547798	01		PAS2.8GFGACPE...	PAS2.8GRAM FG...	Admin	Shared for Acknowledgement	Apr 10, 2017	Apr 11, 2017	
IC 90617022	01		FGAC BA MF LIQ...	FGAC BARREL A...	Admin	Shared for Acknowledgement	Apr 10, 2017	Apr 11, 2017	
IC 90617023	01		FGAC BA MF LIQ...	FGAC BARREL A...	Admin	Shared for Acknowledgement	Apr 10, 2017	Apr 11, 2017	

Key points:

- The **Pending Tasks** tab will provide the user an overview of what is **Shared for Collaboration** and what is **Shared for Acknowledgement** by Coty.
- All the Specifications in this tab are waiting an action from the **Primary contact or a member of the site** of the Supplier/TPM (see next sections)
- If the user is not the Primary Contact or member of the site, this tab is empty
- Acknowledgment of a Spec means: Accept to produce it

HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – ROW GROUP IN PENDING TASKS TAB

All Specifications

All Specification... Pending Tasks Collections My Collections

2 **1** **3** **Apply** **Reset**

Name	Rev	Initiative	Title	Description	Originator	Res
<input type="checkbox"/> IF 90532050	01		PAS2.8G FGAC P...		Akbar Ansari	
<input type="checkbox"/> IC 99260006145	02	MF0005	PEN MFMP K...	PENCIL CC E...		0
<input type="checkbox"/> IC 99260006149	02	MF0005	PEN MFMP K...	PENCIL CC E...		0

Key Points:

- Specifications can be sorted using the Row grouping functionality
- The user can choose up to 3 different attributes to sort the Specifications



Step by step:

- Click on the row grouping button
- Select the attributes (up to 3) that will group the lines
- Click on Apply button

HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – SEARCH ENGINE

Key Point:

The search engine allows you to search Prosper based on 2

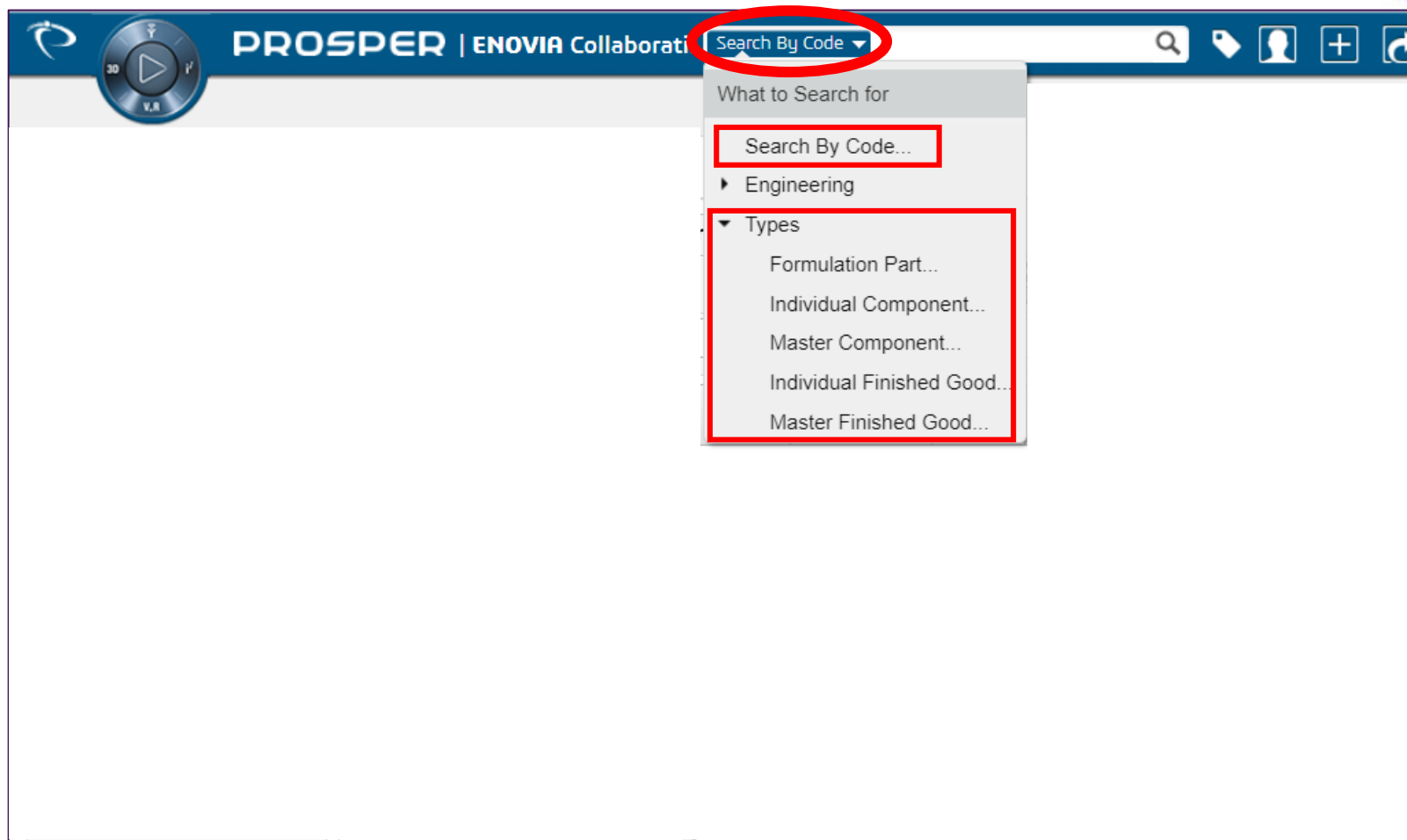
Attributes:

- **Code**
- **Types**

Search Tips



Use asterisk to replace zeros
 $99230000029 = 9923*29$



HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – SEARCH ENGINE

The screenshot shows the PROSPER | ENOVIA Collaborative Search interface. The top navigation bar includes the PROSPER logo, a search bar with the text "Search By Code" and the value "31345678945", and user profile icons. Below the navigation bar, the interface is divided into two main sections. The left section, titled "Search Refinement", contains a "General Search" area with a search bar containing "31345678945" and buttons for "Libraries", "CAD Draw", "Types", and "Workspaces". Below this is a "Type" section with a dropdown menu showing "CAD Drawing|CAD Model|Drawing F". The right section displays the search results. It shows "1 - 1 of approx. 1 Results" and a "Page Size" of "50" (with a maximum value of 1000). Below this is a table with two columns: "Display Name" and "Title". The table contains one row with the "Display Name" "IF 31345678945" and the "Title" "Adidas - House Active Bodies 50ML TEST S".

Display Name	Title
IF 31345678945	Adidas - House Active Bodies 50ML TEST S

Key Point:

- Migrated data from CSS, Burberry and CotySpex can be searched using it's original identifier

HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – SEARCH REFINEMENT

PROSPER | ENOVIA Product Specification

Search Refinement

General Search
99250000*

Type

Name/Number

Title

Revision
☒ Highest ☐ By State

Originated

Modified

State

Originator

Owner

Search Results

1 - 50 of approx. 261 Results | Page Size: 50 (Max Value: 1000)

Display Name	Title	Revision	Type	Description	State	Originated	Owner	Modified
<input type="checkbox"/> MC 99250000013	acn test mc cap...	01	Master Compo...	CLOSURE Maste...	Preliminary	Dec 15, 2016	Toni Guarch	
<input type="checkbox"/> MC 99250000014	TestTSFTS	01	Master Compo...		Preliminary	Dec 16, 2016	Michael_Zazzeri...	
<input type="checkbox"/> MC 99250000015	TestTSFTS3	01	Master Compo...		Preliminary	Dec 16, 2016	Michael_Zazzeri...	
<input type="checkbox"/> MC 99250000016	Searchindexpar...	01	Master Compo...		Preliminary	Dec 16, 2016	Michael_Zazzeri...	
<input type="checkbox"/> MC 99250000017	TestTSFTS12	01	Master Compo...		Preliminary	Dec 16, 2016	Michael_Zazzeri...	
<input type="checkbox"/> MC 99250000018	tve19 mc bottle	01	Master Compo...	BOTTLE Master E...	Approved	Dec 19, 2016	Toni Guarch	
<input type="checkbox"/> MC 99250000019	tve19 mc cap	01	Master Compo...	CLOSURE Maste...	Approved	Dec 19, 2016	Toni Guarch	
<input type="checkbox"/> MC 99250000020	tve19 mc label	01	Master Compo...	LABEL Master Et...	Approved	Dec 19, 2016	Toni Guarch	
<input type="checkbox"/> MC 99250000021	bottle Tve20	01	Master Compo...	BOTTLE Master E...	Preliminary	Dec 20, 2016	Toni Guarch	
<input type="checkbox"/> MC 99250000022	cap Tve20	01	Master Compo...	CLOSURE Maste...	Approved	Dec 20, 2016	Toni Guarch	
<input type="checkbox"/> MC 99250000023	label Tve20	01	Master Compo...	LABEL Master Et...	Approved	Dec 20, 2016	Toni Guarch	
	UAT Bottle	01	Master Compo...	BOTTLE Master ...	Preliminary			
	ACN TEST Bottl...	01	Master Compo...	CONTAINER Mas...	Preliminary			
	ACN TEST cap ...	01	Master Compo...	CLOSURE Maste...	Preliminary			
	ACN TEST labe...	01	Master Compo...	LABEL Master Hu...	Preliminary			
	Example_Toin_...	01	Master Compo...	CAP ROD BRUS...	Preliminary			
	Example_Toin_...	01	Master Compo...	BOTTLE Master ...	Preliminary			

Originator

Paula Horn (19)
Kenneth_Spence2 Kenneth_Spence2 (6)
David Hayman (16)
Michael_Zazzeri Michael_Zazzeri (55)
Nicolas_Hurson Nicolas_Hurson (13)
Toni Guarch (135)

Key Points:

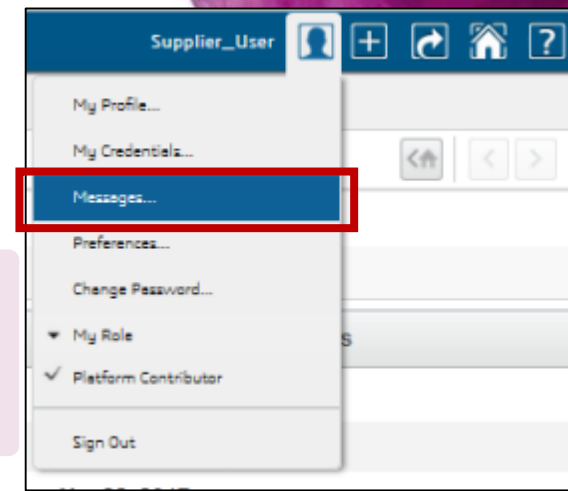
- The search refinement tool can refine searches after using the search bar
- **The Refinement section of the search screen can be use as a filter**
- Notice that Highest revision is checked by default : uncheck to see all revision

HOW TO COLLABORATE WITH COTY

1 - HOW TO FIND A SPECIFICATION – MESSAGES BOX

Key Points:

- The messages box contains two kind of notification :
 - A Specification code means that this Spec has been shared for Collaboration
 - A task Assignment Notice means that a Spec has been shared for Acknowledgement



Messages

Create Message Check Mail Delete Selected

	Subject	From	Received
<input type="checkbox"/>	99230000056	UserAgent	Mar 24, 2017
<input type="checkbox"/>	99240000082	UserAgent	Mar 24, 2017
<input type="checkbox"/>	99260000268	UserAgent	Mar 24, 2017
<input type="checkbox"/>	99260000270	UserAgent	Mar 23, 2017
<input type="checkbox"/>	99260000267	UserAgent	Mar 23, 2017
<input type="checkbox"/>	New Task Assignment Notice	Michael Zazzeri	Mar 23, 2017
<input type="checkbox"/>	99230000018	UserAgent	Mar 23, 2017
<input type="checkbox"/>	New Task Assignment Notice	Michael Zazzeri	Mar 23, 2017
<input type="checkbox"/>	New Task Assignment Notice	Michael Zazzeri	Mar 22, 2017
<input type="checkbox"/>	99250000096	UserAgent	Mar 22, 2017
<input type="checkbox"/>	99240000120	UserAgent	Mar 20, 2017
<input type="checkbox"/>	99240000120	UserAgent	Mar 20, 2017

Mail Properties

99230000056

Attachments

From: User Agent

To: Aptar_User Aptar_User

CC:

Subject: 99230000056

Message: 99230000056 is available
[Master Finished Good 99230000056 01](#)

Received: Mar 24, 2017

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HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – SPEC VIEW TAB

All Specifications

Navigation: All Specification... Pending Tasks Collections My Collections

Tools: [Icons for various functions]

Name	Rev	Initiative	Title	Description	Originator	FC Authorization	Manufacturer Location	Receiving Plant	Instructions	Due Date	Response Status	Comments
90532050	01		PAS2.8G FGA...	PAS 2.8G FG...	Corporate	Authorized to pr...	..				Shared for Adk...	
90534690	01		PAS2.8GFGA...	PAS2.8GRAM ...	Corporate	Authorized to pr...	..				Shared for Adk...	
90547798	01		PAS2.8GFGA...	PAS2.8GRAM ...	Corporate	Authorized to pr...	..				Shared for Adk...	

90532050
PAS2.8G FGAC PENC MF CLELXR ...
Individual Finished G...

Properties **Spec View** Revisions Reports >>

Tools: [Icons for various functions]

HEADER INFORMATION

Name	90532050	Revision	01
Title	PAS2.8G FGAC PENC MF CLELXR GPNSKPRNRSXX	State	Released
Description	PAS 2.8G FGAC PENCIL MAX FACTOR COLOUR ELIXIR GIANT PEN STICK PRINCESS ROSE 1 XX		

MASTER INFORMATION

Name	99693092	Revision	05
Title	FGAC MF COLELXR GPENSTK MULTI XX 2.8G	State	Released
Description	FGAC MAX FACTOR COLOUR ELIXIR GIANT PEN STICK XX 2.8G MULTI		

PRODUCT BRAND

Step by step:

1. Click on the name of the object. Information will be opened in a new window
2. Go on "Spec View" tab which is a consolidated view of all information coming from the Master and Individual

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – SPEC VIEW TAB

96431552

MULTI ML CO NNE PCOL 5G 117 CA

Individual Finished Go...

MULTI MILLILITER CONTAINER

NICE N EASY PERMANENT

COLOR 5G 117 CANADA

State : Released

Owner : Corporate

Modified : Feb 4, 2017 3:51:52 PM

MULTI ML CO NNE PCOL 5G 117 CA

Spec View

Images

Revisions

History

Reports

96431552 05

Bill Of Materials

Where Used

Related Master

Performance and Logistics

Suppliers and Plants

Documents

Substitution

Classification PowerView

Multiple Ownership Access

HEADER INFORMATION

Name

Title

Description

96431552

MULTI ML CO NNE PCOL 5G 117 CA

MULTI MILLILITER CONTAINER NICE N EASY PERMANENT COLOR 5G 117 CANADA

MASTER INFORMATION

Name

Title

Description

98792708

MULTI ML GALLERIA NNEBTFLY PCOL CA PR US

PAS

PRODUCT BRAND

Revision

State

Maturity State

03

Approved

Production

Key Points :

• Supplier/TPM will only **produce** against the most **current "Production" "Release" state.**

• They may receive **"In development" "Release" Specifications for trials**

TIP:

M : means the information comes from the Master

I : means the information comes from the Individual



Key Points:

- The Specification view is a consolidated view of
 - The properties of the object
 - The Materials of Construction (for Components)
 - The BOM
 - Performance Specifications
 - Weights and dimensions (for Finished Goods)
 - Supplier list and Coty Plant
 - Alternate information
 - Specification and Reference documents
- If the user has selected an Individual, the Spec view will show a consolidated view from Master information & Individual information.

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – BILL OF MATERIALS (BOM)

BILL OF MATERIALS													
Name	Sequence Number	Title	Description	State	Maturity State	Qty	U of M	Sub / Alt	Packing level	Approver	Owner	Type	Ref Des
FC 95709309	15	Welloxon Vidal Sassoon 9%	Welloxon Vidal Sassoon 9%	Release		52.64	KG (Kilogram)		CONSUMER			Formulation Part	
IC 99353103	16	BO MULTI BRAND 60 ML XX NATURE	BOTTLE MULTI BRAND 60 MILLILITER XX NATURE	Released	Production	1000.0	EA (Each)		CONSUMER		Hans-Arnold Engeland	Individual Component	
IC 98735214	17	CL MULTI BRAND MULTI ML XX D26MM VIOLETT	CLOSURE MULTI BRAND MULTI MILLILITER XX D26MM RIPPED VIOLETT	Released	Production	1000.0	EA (Each)		CONSUMER			Individual Component	
IC 97569114	18	LBWR KLSTN COLACT 9PC 50ML TR	LABEL - WRAPAROUND KOLESTON COLOR ACTIVATOR 9PC 50MILLILITER TURKEY	Released	Production	1000.0	EA (Each)		CONSUMER		Corporate	Individual Component	
IC 99317995	19	CA MULTI 50x60ML XX 26135000000	CARTON MULTI 50x60MILLILITER XX 26135000000	Released	Production	20.0	EA (Each)		CONSUMER			Individual Component	
									CONSUMER		Corporate	Individual Component	
									CONSUMER			Individual Component	
									CONSUMER		Corporate	Individual Component	
									CONSUMER			Individual Component	
									CONSUMER		Corporate	Individual Component	

Key Points:

- Bill of Materials table displays BOM hierarchy for the selected spec with few properties details like their alternate and Substitutes.
 - Substitute is a suitable replacement for another part in only one assembly in which the original part occurs
 - Alternate is a suitable replacement for another part in every assembly in which the original part occurs.
- Each Component / Formula card name are clickable link and will open a new window containing more information about the object.

HOW TO COLLABORATE WITH COTY

B - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – PACKAGING SUPPLIER INFORMATION (HOW TO PRINT)

96431552 PAS 1 APPLICATION State: Preliminary Owner: Reader00 Prosper Modified: Apr 12, 2017 10:30:15 AM MULTI ML CO NNE PC...

96431552 06 EBOM

Bill Of Materials 1

Where Used

Related Master

Performance and Logistics

Documents

Substitution

Classification PowerView

Multiple Ownership Access

Name	Seq	Title	Description	Rev	State	Maturity St	Qty
IF 96431552		PAS 1 A...	PAS 1 APPLICATI...	06	Prelimin...	Production	
IC 99432500	15	AD MUL...	ADHESIVE MUL...	04	Released	Production	
IC 99401117	14			02	Approved	Production	0.00
IC 98947586	4	BO DY...	BOTTLE DYE 79...	01	Released	Production	
FC 98944867	3	NNE P...	NICE N EASY P...	007	Release		

2

3

Printer Friendly

Key Point:

- The Bill of Material can be displayed in a format the can be printed











Step by step:

- Go in the Bill Of Materials menu
- Expand the tool box
- Click on Printer Friendly

96431552 rev 06: Bill of Materials														
View:TPM														
Level	Name	Sequence Number	Title	Description	Rev	State	Maturity State	Qty	U of M	Sub/Alt	Packing level	Approver	Owner	Type
1	IF	96431552	PAS 1 APPLICATION	PAS 1 APPLICATION	06	Preliminary	Production		EA (each)				Reader00 Prosper	Individual Finished Good
2	IC	99432500	15 AD MULTI BRAND MULTI VER S 100	ADHESIVE MULTI BRAND MULTI VERSION HOT MELT SUPRA 100	04	Released	Production	0.005	KG (Kilogram)		CUSTOMER		Maria-Rita Farrera	Individual Component
2	IC	99401117	14		02	Approved	Production	0.001611	KG (Kilogram)		CUSTOMER	Marianne Tiutan	Marianne Tiutan	Individual Component
2	IC	98947586	4 BO DYE 79 ML OVAL	BOTTLE DYE 79 MILLILITER OVAL	01	Released	Production	12.0	EA (Each)		CUSTOMER		Corporate	Individual Component
2	FC	98944867	3 NNE PCOL 117	NICE N EASY PERMANENT COLOR 117 007 Release		Release		0.88128	KG (Kilogram)		CUSTOMER		DM_Corporate	Formulation Part
2	IC	98932609	7 LBF NNE PCOL 72ML US CA	LABEL - FRONT NICE N EASY PERMANENT COLOR 72MILLILITER UNITED STATES CANADA	03	Released	Production	12.0	EA (Each)		CUSTOMER	Michael Zazzeri	Corporate	Individual Component
2	IC	98913576	6 LBB NNE PCOL 72ML US CA	LABEL - BACK NICE N EASY PERMANENT COLOR 72MILLILITER UNITED STATES CANADA	03	Released	Production	12.0	EA (Each)		CUSTOMER	Michael Zazzeri	Corporate	Individual Component

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – MATERIALS OF CONSTRUCTION (MOC)

MATERIAL OF CONSTRUCTION									
	Component		#	Constituent	Ref	Target	UOM	% Recycled	Comment
M	Outer cap		1	 PET	BASF SF345	34.0	G (gram)	60	
M	Inner Cap		2	 ABS	G111	12.0	G (gram)	40	
M			3	 POM		1.0	G (gram)		
M	Tube Assy		4	 Aluminum		20.0	G (gram)	100	
M	Decoration		5	 Multi-material		12.0	G (gram)		

PROSPER

Key Points:

- It is the list of constituents of each part of components + related environmental data.
- Information within the Material of Construction is sorted by the sequence number #
- "Print process" and "Substrate" will also be displayed in this table previously entered in the Properties.
- Data from this table will be pulled into the Green Dots report for ecotax.

EXAMPLE OF SPEC VIEW

Performance specifications

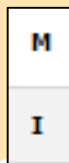
PERFORMANCE SPECIFICATIONS																
1 Characteristics									2 Manufacturer				3 Receiving Plant			
Chg	Ch	TM #	TM Title	Comment	LSL	TGT	USL	UoM	RT	AC	SM	Release Criteria	AC	SM	Release Criteria	
M	New	Height	TM-000000014	CTM-0376	1	2	3	MM (Millimeter)	Attribute	Control	AQL 2.0	0.65	Ongoing	AQL S3	0.65	
M	New	Length	TM-000000014	CTM-0376	23	50	73	MM (Millimeter)	Variable	Reference	AQL S3	0.65	Validation	AQL S3	1.5	
M	New	Width	TM-000000014	CTM-0376	5	15	20	MM (Millimeter)	Variable	Document	AQL S3	0.65	Validation	AQL S3	4.0	
M	New	Weight	TM-000000014	CTM-0376	10	20	30	MM (Millimeter)	Variable	Document	AQL S3	0.65	Ongoing	AQL S3	0.65	
				Minor AQL 4.0 Major AQL 1.5 Critical AQL 0.65												
M	New	Defect	TM-000000014	CTM-0376												

Defined by Coty

TIP: First column meaning

M: means the information comes from the Master

I: means the information comes from the Individual



The Performance Specification is Split into 3 areas:

- The *Characteristic* being defined and related *Specification* limits.
 - Chg column: indicate to the user if the line is new or if it has been changed.
 - Characteristic to be tested and the Reference Document (Test Methods and TAMU clickable link) attached to the test. Test methods are managed and stored in PROSPER.
 - Different limits of the Test: Lower Limit, Target, Upper Limit.
- Actions for the "*Supplier*" of the Component / Finished Good (FG)
 - Testing required during manufacture or to "release" shipment
- Actions for the Receiving "*Plant*" of the Component or FG
 - Tests conducted on receipt of the shipment to final location

EXAMPLE OF SPEC VIEW

Performance specifications

Column Headers – Definition SUMMARY:

2: Manufacturer

- **RT = Report Type** (*How data is recorded*)
 - Attribute: Results are reported as Pass/Fail (or equivalent)
 - Variable: Results are reported as Data (e.g. Av + st.dev.)
- **AC = Action** (*Defines response from "Supplier"*)
 - Control: Requirements to be controlled internally by Supplier
 - Reference: Only to be tested after changes to qualified process
 - Document: Additional details in Spec not to be tested by Supplier
 - Report: Requirements to be reported to Coty (via CofA)
- **SM = Sampling Method** (*Sampling plan to follow*)
Define by corporate Quality Assurance
- **Release Criteria** (*Defines criteria to release lot for shipment*)

3: Receiving Plant

- **AC = Action** (*Defines response from "Plant"*)
 - Ongoing: Testing is required with every incoming lot
 - Validation: Only to be tested whilst supplier is being validated
- **SM = Sampling Method** (*Same as "Supplier"*)
- **Release Criteria** (*Same as "Supplier"*)

Key Point:

- 'Manufacturer' and 'Receiving Plant' change depending on Specification type:

Spec Type:	"Supplier"	Receiving "Plant"
Component	Component Manufacturer	Coty Plant / TPM
Finished Goods	Coty Plant / TPM	Coty Plant / TPM

2 Manufacturer				3 Receiving Plant		
RT	AC	SM	Release Criteria	AC	SM	Release Criteria
Attribute	Control	AQL 2.0	0.65	Ongoing	AQL S3	0.65
Variable	Reference	AQL S3	0.65	Validation	AQL S3	1.5
Variable	Document	AQL S3	0.65	Validation	AQL S3	4.0
Variable	Document	AQL S3	0.65	Ongoing	AQL S3	0.65
Attribute	Document	AQL Level 2	See comments	Ongoing	AQL S3	See comments

FULL Definitions

See attached for full definition of each Column Header and expectations of "Manufacturer" and "Receiving Plant"



Microsoft Word
17 - 2003 Document

DEFINITIONS

What is a document in PROSPER ?

- **Related Specification** : A document containing fundamental specification information specific to the object created that are not defined in Spec View attributes. It will be compiled in the generated PDF report (PROSPER output file)

→ *Artworks, Technical Drawings, Stacking Patterns, Packing Instructions, Manufacturing Report*

- **Reference document** : Stand alone document attached to the object and used across Specs but not linked directly.

→ *TAMU (Target, Acceptable, Marginal Unacceptable), Tests Methods, GPMS,*

→ Migrated specs may include pdf versions of MPS, IPS, MPMS, IPMS as Reference Documents

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – SPECIFICATION & REFERENCE DOCUMENTS

SPECIFICATION DOCUMENTS

	Name	Rev	Type	Title
M	TD 95751669	B	Technical Drawing	Label, 48.4
M	TD 95383845	A	Technical Drawing	Label unwi
I	Aw 97179773	B	Artwork	LBF CG OTL

REFERENCE DOCUMENTS

	Name	Rev	Type	Ti
M	95761451	C	Reference Document	Lab
I	97180833	A	Reference Document	LBF

97179773
LBF CG OTLAST FNDTN STAYLUMI
Artwork (B)

Properties
Files
Related Parts

LABEL - FRONT COVER GIRL
OUTLAST FOUNDATION STAY
LUMINOUS

State : [Review](#) [Approved](#) [Obsolete](#)
Owner : Corporate
Modified : Feb 4, 2017 3:47:49 PM

Properties **Revisions** **History**

Attributes

Name	97179773
Revision	B
Type	Artwork
Title	LBF CG OTLAST FNDTN STAYLUMI
Description	LABEL - FRONT COVER GIRL OUTLAST FOUNDATION STAY LUMINOUS
State	Approved
Transition GCAS	97179773

Properties

Owner	Corporate
Originated	Feb 4, 2017
Policy	Specification Document
Modified	Feb 4, 2017

Classification
Classification Path(s)

File Name

File Name	Ver	Originated	Comments	Originator	Format	File Size	Actions
ART.97179773.002.Renditi	1	Feb 4, 2017	File: ART...		generic	326.95 KB	View Download

Key Points:

- The name of each document is clickable and will open the document or object in a new window.
- Expand the properties tab to see the eye ball
- The eye ball will open the document in a new window

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION - CERTIFICATE OF ANALYSIS (COA)

99250000085
Maurice Test MC
Master Component (01)

LIP STICK Master STYLO
Cylindrical .GUCCI LIPSTICK
3.5G STYLO GLOBAL

State : Preliminary
Owner : Toni Guarch
Modified : Jan 31, 2017 11:07:25 AM

99250000085 01
Bill Of Materials
Where Used
Related Individuals
Material of Construction
Performance and Logistics
Documents
Substitution
Classification PowerView
Multiple Ownership Access

Characteristics						Specification	
	Chg	Ch	TM #	TM Title	Commer	LSL	TGT
+ <input type="checkbox"/> M	New	Height	TM-000	CTM-0...		1	2
+ <input type="checkbox"/> M	New	Length	TM-000	CTM-0...		23	50
+ <input type="checkbox"/> M	New	Width	TM-000	CTM-0...		5	15
+ <input type="checkbox"/> M	New	Weight	TM-000	CTM-0...		10	20
+ <input type="checkbox"/> M	New	Defect	TM-000	CTM-0...	Minor...	30	20

Opening 99260000066_rev_01_Structure_View1486754912636.csv

You have chosen to open:
99260000066_rev_01_Structure_View1486754912636.csv
which is: Microsoft Excel Comma Separated Values File (334 bytes)
from: https://3dspaceqap-ussantapps667t.cotyww.com:444

What should Firefox do with this file?

☐ Open with Microsoft Excel (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

Release Criteria		Plant
0.65	Ong.	
0.65	Valid	
0.65	Valid	
0.65	Ong.	
See comments	Ong.	

Key points :

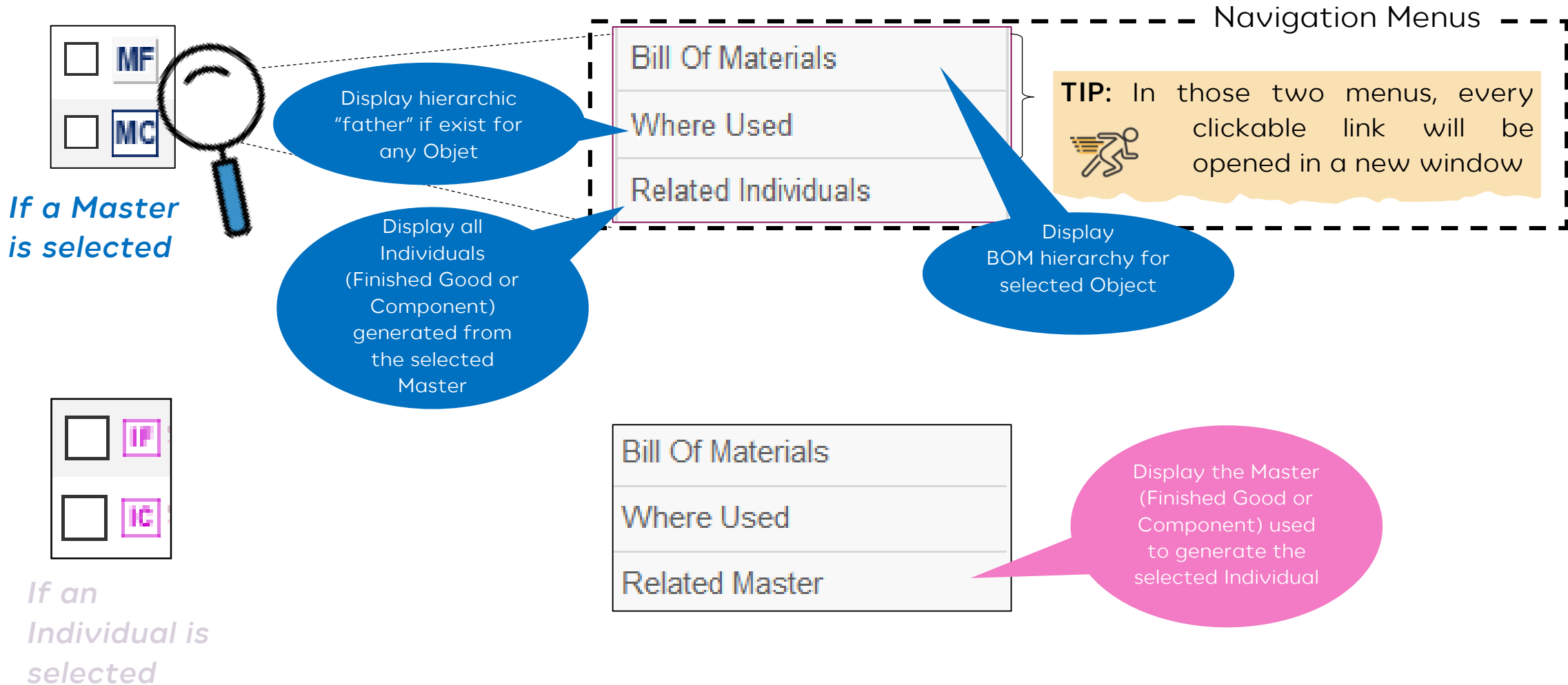
- The supplier can download the Certificate of Analysis (1)
- In order to have the full view, Master and Individual, the Supplier/TPM need to download CoA of the Master and CoA of the Individual

Step by step:

- 1 : Click on Download CoA button
- 2 : Select "Save file"
- 3 : Click on OK

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION - NAVIGATION BETWEEN MASTER AND INDIVIDUALS



HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION - NAVIGATION BETWEEN MASTER AND INDIVIDUALS

Key Points:

- The list of the all the Master related to an Individual
- All the Individual related to a Master

92346152 PACKAGING SUBASSEMBLY
PAS 55 ML CO NNE COND COLGLOS U... MILLILITER CONTAINER N...
Individual Finished Good ... EASY CONDITIONER

92346152 01

Bill Of Materials

Where Used

Related Master

Performance and Logistics

Suppliers and Plants

Documents

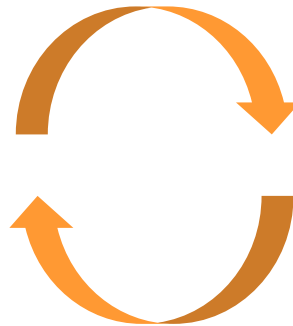
Substitution

Classification PowerView

Multiple Ownership Access

☐ Name ▲

☐ MF 98792708



98792708 MULTI MILLILITER GALLERIA
MULTI ML GALLERIA NNEBTFLY PCOL ... NICE N EASY BUTTERFLY
Master Finished Good ... PERMANENT COLOR CANADA

98792708 24

Bill Of Materials

Where Used

Related Individuals

Performance and Logistics

Suppliers and Plants

Documents

Substitution

Classification PowerView

Multiple Ownership Access

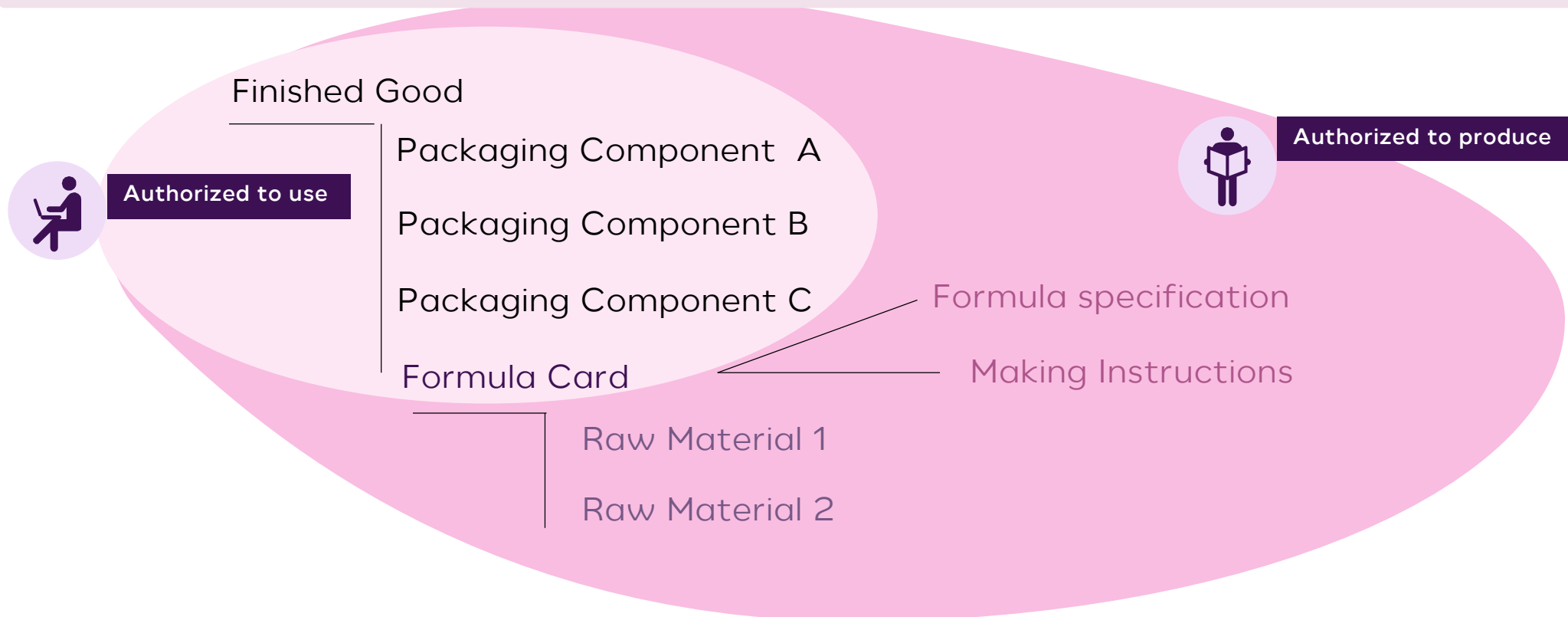
<input type="checkbox"/> Name ▲	Title
<input type="checkbox"/> IF 92346152	PAS 55 M
<input type="checkbox"/> IF 92346153	PAS 55 M
<input type="checkbox"/> IF 94509764	MULTI M
<input type="checkbox"/> IF 94509769	MULTI M
<input type="checkbox"/> IF 94509814	MULTI M
<input type="checkbox"/> IF 94509817	MULTI M
<input type="checkbox"/> IF 94509819	MULTI M
<input type="checkbox"/> IF 95827853	PAS 72M

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION - FC AUTHORIZATIONS FOR FINISHED GOODS

Key Points:

- When Coty gives the Authorize to use, the external user can only see the code of the Formula in the Bill Of Materials
- When Coty gives the Authorize to produce, the external user can open the Formula Card, see the Raw Materials, the Formula Specification and Making Instructions



HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION - FORMULATION PART

Key Points : for TPMs

- User with specific rights can see information about Formulation Part (aka Formula Card).
- FC Information are managed in Enginuity; PROSPER and Enginuity shares the same database.

99210001036-004

COVER GIRL - VITALIST HEALTH...

FC Formulation Part (1)

COVER GIRL - VITALIST

HEALTHY CREAM

CONCEALER - SHADED

State : Release

Owner : Corporate

Modified : Jun 20, 2018 3:47:00 PM

99210001036-004 1

Bill Of Material

Material of Construction

Substances & Materials

Change Management

Reference Documents

Substitution

Collaboration

Multiple Ownership Access

Formulation Process

Suppliers and Plants

Formula Ingredien...

<input type="checkbox"/> Name ▲	Description	Stage	State
<input type="checkbox"/> FC 99210001036-004	COVER GIRL - VITALIST HEALTHY CREAM C...	Production	Release
<input type="checkbox"/> RM 11800001	WATER PURIFIED	Production	Release
<input type="checkbox"/> RM 11081760	Talc and Methicone	Production	Release
<input type="checkbox"/> RM 10203135	Iron Oxides (C.I. 77492) and Cyclopentasiloxan...	Production	Release
<input type="checkbox"/> RM 10203136	SEC Black Slurry	Production	Release
<input type="checkbox"/> RM 10200456	SODIUM CHLORIDE, USP	Production	Release
<input type="checkbox"/> RM 10200492	Panthenol (D-Panthenol Liquid)	Production	Release
<input type="checkbox"/> RM 10200068	GLYCERIN, USP (TANK) Glycerin, USP Drum,...	Production	Release



Authorized to produce

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION - FORMULATION PROCESSES

Key Points: for TPMs

- User with specific rights can see information about Formulation Part.
- In Formulation Processes menu, the user can find all the revisions and different states of FP

99210001036-004 COVER GIRL - VITALIST State : Release
COVERGIRL - VITALIST HEALTH... HEALTHY CREAM Owner : Corporate
FC Formulation Part (1) CONCEALER - SHADED Modified : Jun 20, 2018 3:47:00 PM

99210001036-004 1

Bill Of Material

Material of Construction

Substances & Materials

Change Management

Reference Documents

Substitution

Related Specifica... Reference Documen...

Name ▲	Title	Ver	Actions
<input type="checkbox"/> FMDOC-00008415	Making Instructions	1 0/1	

Authorized to produce

Step by step:

1. Open the Reference Documents menu
2. Open the Reference Documents tab
3. Click on the download button on the MI line

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – REPORTS

99260036606
LABEL WRAPAROUND
Individual Component

State : **Approved**
Owner : Steffen Schmidt
Modified : Jun 18, 2018 4:15:37 PM

99260036606 04

Bill Of Materials
Related Master
Material of Construction
Performance and Logistics
Documents
Substitution
Classification PowerView
Multiple Ownership Access

Properties **2** Spec View Revisions Reports >>

Generate PDF

<input type="checkbox"/>	Name	Include Package	Actions
<input type="checkbox"/>	Consolidated Report	No	
<input type="checkbox"/>	PERFORMANCE SPECIFICATION REPORT	No	
<input checked="" type="checkbox"/>	Reference Documents Report	No	Merged: Jun 27, 2018 06:15:57 AM 3
<input type="checkbox"/>	Release SnapShot	No	- Merged: Jun 18, 2018 10:01:47 AM

Name : 99260036606
Revision : 04
INDIVIDUAL COMPONENT REF. DOC.
Status : Approved
Owner : Steffen_Schmidt

Individual Component 99260036606 04
State Approved

COTY
BEAUTY, LIBERATED

Reference Documents Report

Date created: Jun 27, 2018
The Coty Company
1 of 2

Key Points:

- Supplier/TPM can generate different kind of reports :
 - Consolidated Report: contains all the information coming from the Master and the Individual plus the related documents
 - Performance Specification Report (for Components)
 - Reference Documents Report : is merging Test Methods and TAMU
 - The Release Snapshot is generated automatically when the Specification reaches "Approved" and "released" lifecycle state.
 - Authorized to Use or Authorized to Produce report: performance table +for ATP Making instructions
- When a new report is generated, it replaces the old version.



The report tab exists on MFG, MC, IFG, IC, FC and RM levels

Step by step:

1. Select the Report needed
2. Click on "Generate PDF"
3. Click on the pdf icon
4. Open or save the file

HOW TO COLLABORATE WITH COTY

2 - HOW TO FIND KEY INFORMATION IN THE SPECIFICATION – LEGACY SPECIFICATIONS

90534690 PAS2.8GRAM FGAC PENCIL State: Released PAS2.8GFGACPENC...

PAS2.8GFGACPENCMFCOLELXRG... MAX FACTOR COLOUR ELIXIR Owner: Corporate

Individual Finished G... GIANT PEN STICK DEEP Modified: Apr 7, 2017 11:16:07 AM

90534690 01

Bill Of Materials

Where Used

Related Master

Performance and Logistics

Documents

Substitution

Classification PowerView

Multiple Ownership Access

Related Specifica... Reference Document...

90534690 PAS2.8GFGACPENCMFCOLELXRG... PAS2.8GFGACPENCMFCOLELXRG... DPBRG XX State: Approved

Reference Document...

90534690 rev A: PowerView Title: PAS2.8GFGACPENCMFCOLELXRGPENSTK DPBRG XX | rev:A

Files

Issues

Multiple Ownership Access

Classification

Where Used

Properties Revisions

Attributes

Name 90534690

Revision A

Type Reference Document

Title PAS2.8GFGACPENCMFCOLELXRGPENSTK DPBRG XX

Description PAS2.8GFGACPENCMFCOLELXRGPENSTK DPBRG XX

State Approved

Transition GCAS 90534690

Properties

Owner Corporate

Originated Apr 6, 2017

Policy Reference Document

Modified Apr 7, 2017

Classification

Classification Path(s)

File Name	Ver	Originated	Comments	Originator	Format	File Size	Actions
Individual_Packing_Stand	1	Apr 7, 2017 3:...	File: Individual...		generic	10.96 KB	
Individual_Packing_Stand	1	Apr 7, 2017 3:...	File: Individual...		generic	9.99 KB	

Key Point:

- The PDF of Specifications migrated can be found in the Reference Documents Tab

Step by step:

- Go on the Document menu.
- Open the Reference Documents tab
- Open the Reference Document

VENDOR AGENDA

A – Key concepts

B - How to log in as an External user

VIDEOS

C - How to Collaborate with Coty

1 - How to find a Specification

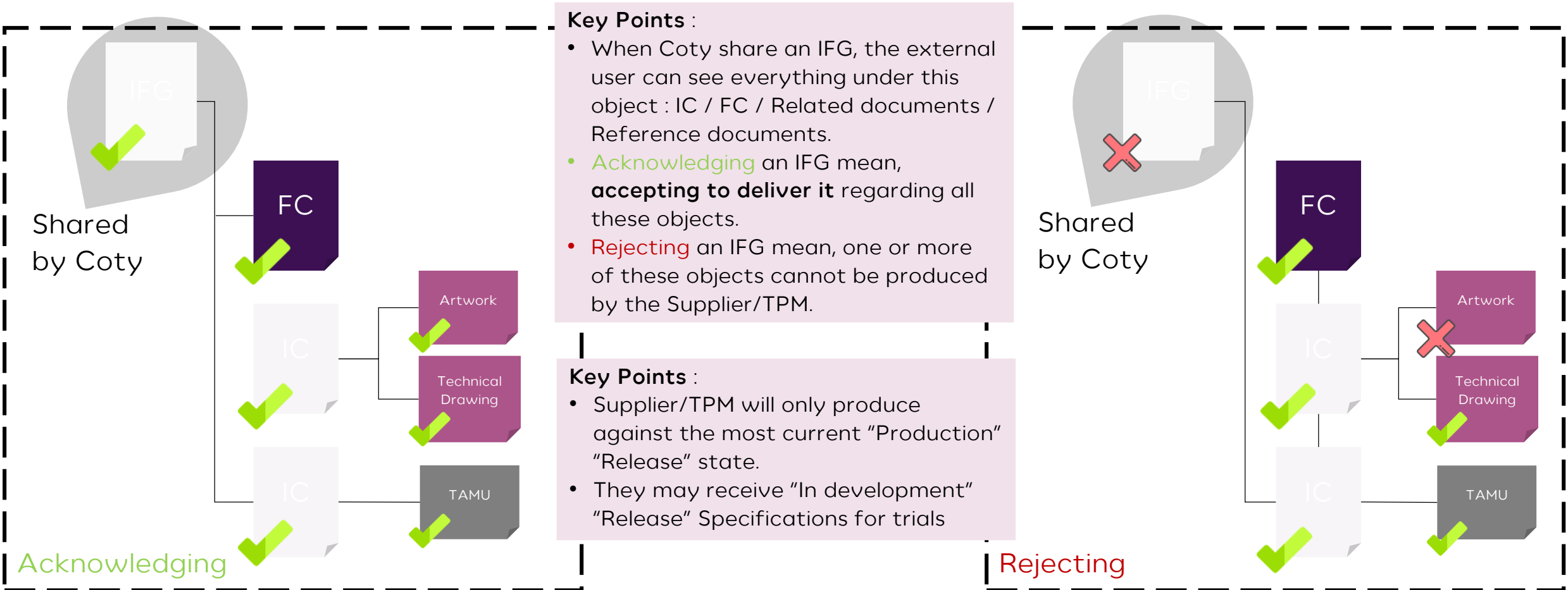
2 - How to find key information in the Specification

3 - How to acknowledge or reject a Specification

HOW TO COLLABORATE WITH COTY

3 - HOW TO ACKNOWLEDGE OR REJECT A SPECIFICATION

Acknowledging or rejecting a Specification ?



HOW TO COLLABORATE WITH COTY

3 - HOW TO ACKNOWLEDGE OR REJECT A SPECIFICATION

All Specifications

2

1

All Specifications							
Pending Tasks Collections My Collections							
<input type="checkbox"/> Name	Rev	Initiative	Title	Description		Originator	Response Status
<input type="checkbox"/> 32548723886	02	SANFORD	FP Baby Phat...	FP Baby Phat...	0	Absar_Choud...	Shared for Ack...
<input checked="" type="checkbox"/> 99240016193	04	UAT Initiative	FP CP-Chloe ...	FP CP-Chloe	0	Steffen_Schmidt	Shared for Ack...
<input type="checkbox"/> 99240016193	03	UAT Initiative	FP CP-Chloe ...	FP CP-Chloe	0	Steffen_Schmidt	Shared for Ack...
<input type="checkbox"/> 99240016460	08	Not Available	FP CP-Chloe ...	FP CP-Chloe	0	Steffen_Schmidt	Shared for Ack...
<input type="checkbox"/> 99240016460	07	Not Available	FP CP-Chloe ...	FP CP-Chloe	0	Steffen_Schmidt	Shared for Ack...
<input type="checkbox"/> 99240016460	07	Not Available	FP CP-Chloe ...	FP CP-Chloe	0	Laura_Bagdahn	Shared for Ack...

Step by step:

1. When all the information have been reviewed, go back to the home page and select the object
2. Click on the green button to accept the Specification, click on the "thumb down" button to reject the Specification

Key points:

- If the Supplier/TPM, reject the Specification, the system will ask for a comment.
 - The Supplier can mass reject Specifications by checking all the check boxes and clicking on the "thumb down" button.
- > Coty will demote the Specification, rework it, repromoted it and re share for Acknowledgement with the Manufacturer

Key point:

- The user can mass approve Specification by checking all the check boxes and clicking on the green button

ENOVA - Mozilla Firefox

https://3dspaceap-usantapps6671.cotyww.com:444/3dspace/components/emsRoute?...

Add Comments

Comments

Please, be more precise on the spec.

Done Cancel

[illegible]