

User Guide for
Electrolux Declaration of Origin
Web Application
DEO@WEB

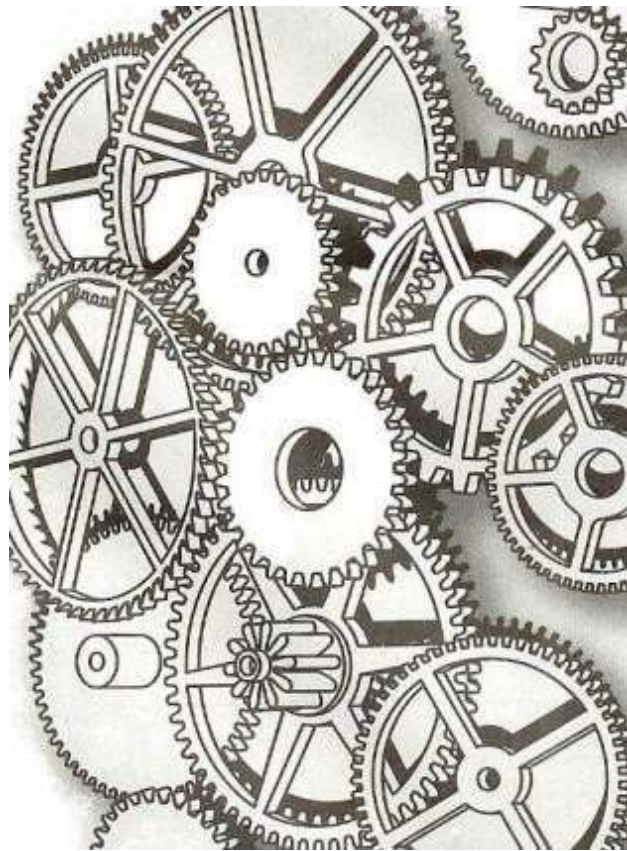


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1 Welcome to the Electrolux DEO@WEB Application

This online application has been created to facilitate, with ease, the provision of the country of origin and there Preferential Origin Status of the bought materials.

Based on the information provided, Electrolux will be in a position to establish a database within the materials bought, used to support production processes within Electrolux manufacturing locations in Europe.

The online application enables you as a supplier to easily provide the pertinent data which is necessary for Electrolux to fulfil their obligations under legislations and customs requirements.

Related Topics

[1.1 Advantages of the Application](#)

[1.2 System Requirements](#)

1.1 Advantages of the application

Benefits from this application:

- **Time saving:** the application is focused only on the data which Electrolux requires to fulfil their customs management obligations.
- **Time management:** by providing the ability to complete the data inputs and save the work until such time as all data has been entered. Subsequently all data can then be sent to Electrolux by electronic upload.
- **Single point contact:** by completing the data required within this application, it is automatically sent to the Electrolux for subsequent processing, avoiding the need for multiple requests for data from different resources within Electrolux.
- **The assurance that having provided the information requested to Electrolux, the supplier has fulfilled its role in the provision on information within the supply chain.**
- **Minimizing errors:** by using this application, the data is checked within the application (for integrity and validity) prior to submission.
- **Consistency:** created by using a common standardized approach across the entire supply base of Electrolux, thereby avoiding issues which could be encountered through differing vocabulary/taxonomy.

1.2 System Requirements

- Microsoft Windows 98 / Me / 2000 / XP / 2003 / Vista or later
- WINZIP
- Internet Explorer version 6 or later
- Adobe Acrobat Reader

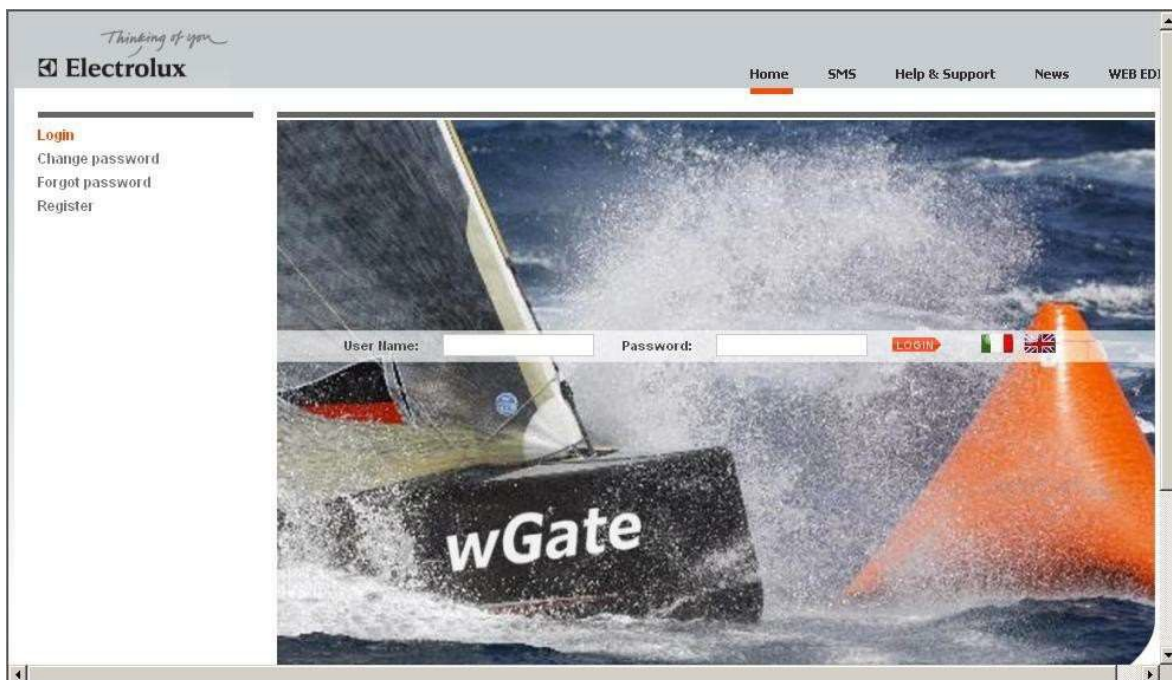
2 Electrolux Declaration of Origin on the Web

2.1 wGate

The portal is located on the web and can be reached through the following URL:

<https://wgate.electrolux.com/wGate/login.jsp>

Please use your credentials provided by the system administrator to login to the wGate portal and to select the appropriate application.

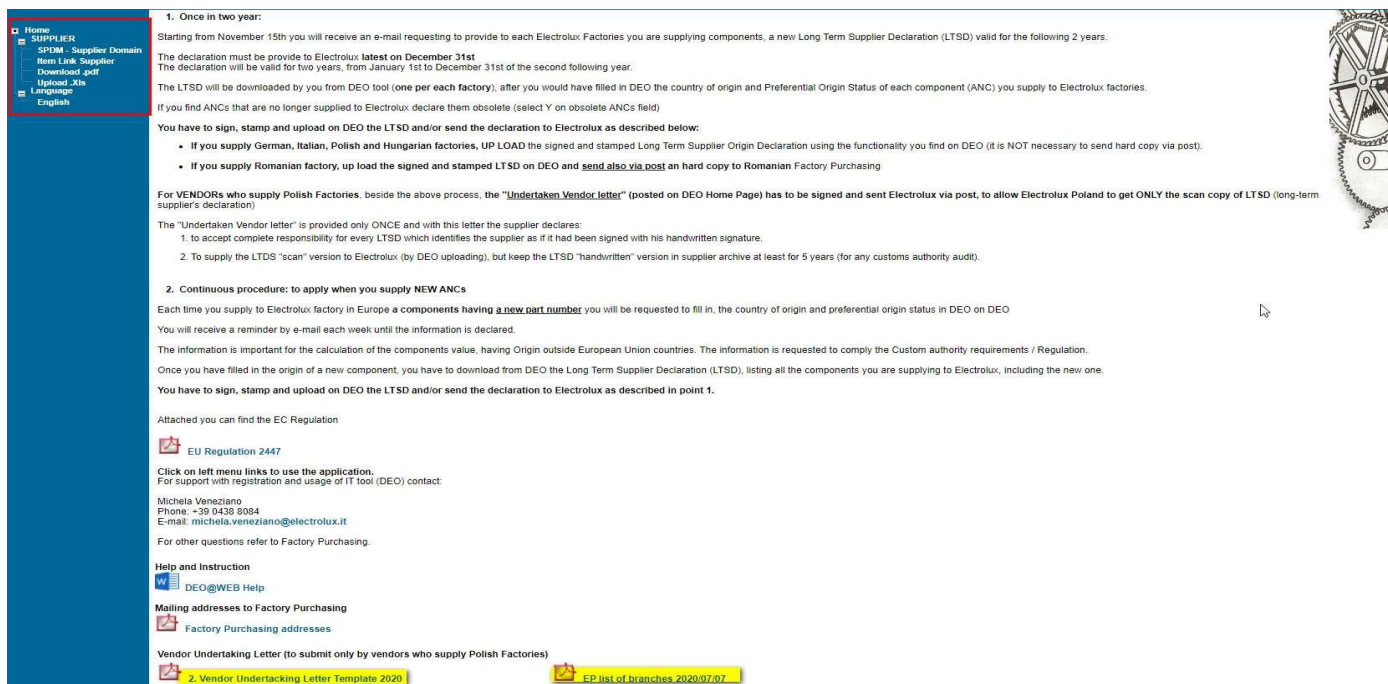


2.2 DEO@WEB

To get access to the DEO@WEB application, please select the “DEO@WEB” application from the “Application List” of wGate.

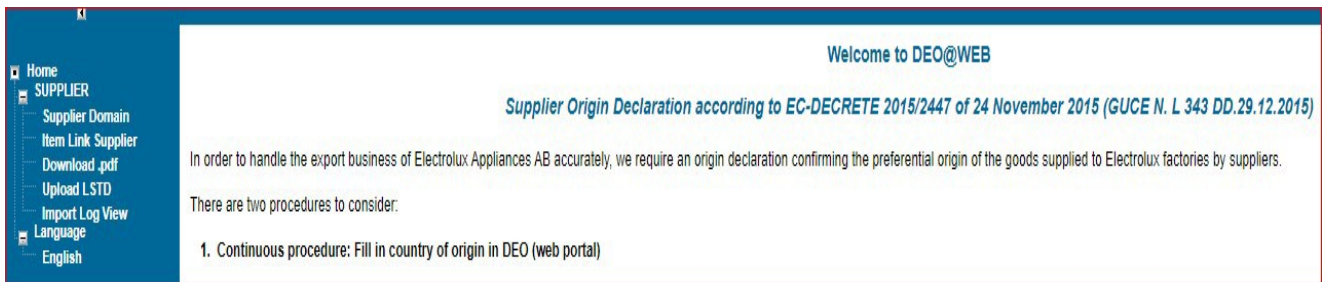


The system will open a new browser window showing the DEO@WEB applications’ Homepage.



This homepage enables the user to navigate through the different functionalities of this portal by clicking on the menus on the left.

3 SUPPLIER Menu



Under “SUPPLIER” in the menu on the left, following options are available:

Supplier Domain

Enables the user to manage DEO@WEB users within the respective company.
More information can be found at 3.1

Item Link Supplier

Enables the user to update the Articles to list into the Final Suppliers Declaration required documents.
More information can be found at 3.2

Download

Enables the user to download the Final Suppliers Declaration required documents.
More information can be found at 3.3

Upload LTSD

Enables the user to upload the Final Suppliers Declaration required documents.
More information can be found at 3.4

Import Log View

Enables the user to see the upload suppliers declaration
More information can be found at 3.5

3.1 Supplier Domain



By selecting the “Supplier Domain” from the menu, the following screen will be shown:



3.1.1 role:

You will only be able to see those production sites from Electrolux which were assigned to your e-mail address.

You are not able to change any of the contact details.

Contact your companies DEO@WEB administrator to assign, modify and update any necessary changes.

The list of Article Number Codes (ANC’s) that will be downloaded into the Final Suppliers Declaration document is directly linked to your e-mail address.

If one person is responsible for managing multiple Electrolux sites, then in turn his/her e-mail address should be duplicated for all respective Electrolux sites.

3.2 Item Link Supplier

By selecting the “Item Link Supplier” from the menu, the following screen will be shown:



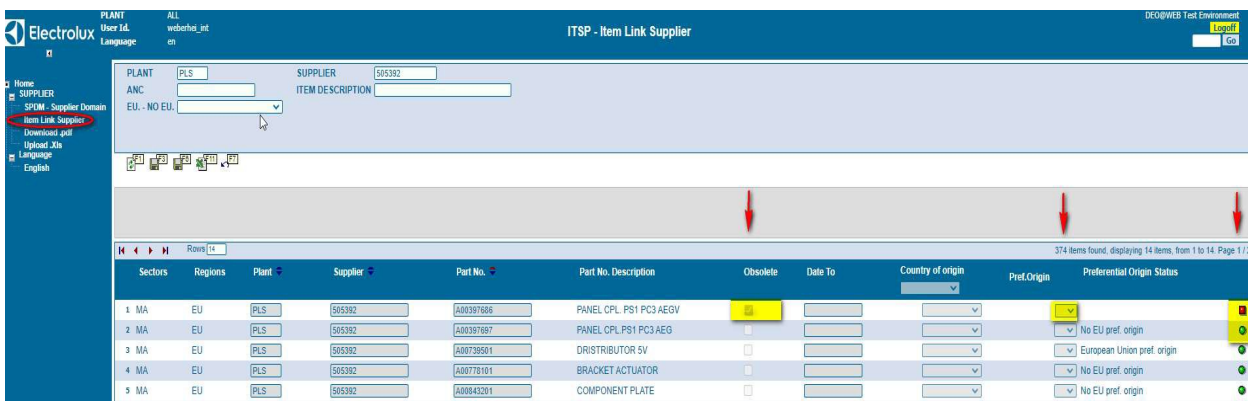
This is the main screen of the application. With this screen you could update the country of origin and preferential origin Status YES/NO of all yours articles. You can also select the column obsolete if the item will no longer delivered to the plants.

This screen could be also activated directly from “Supplier Domain” screen clicking directly on the Supplier Name field or from the “Download” clicking on Supplier field.



3.2.1 Item Link Supplier - F1 Inquiry

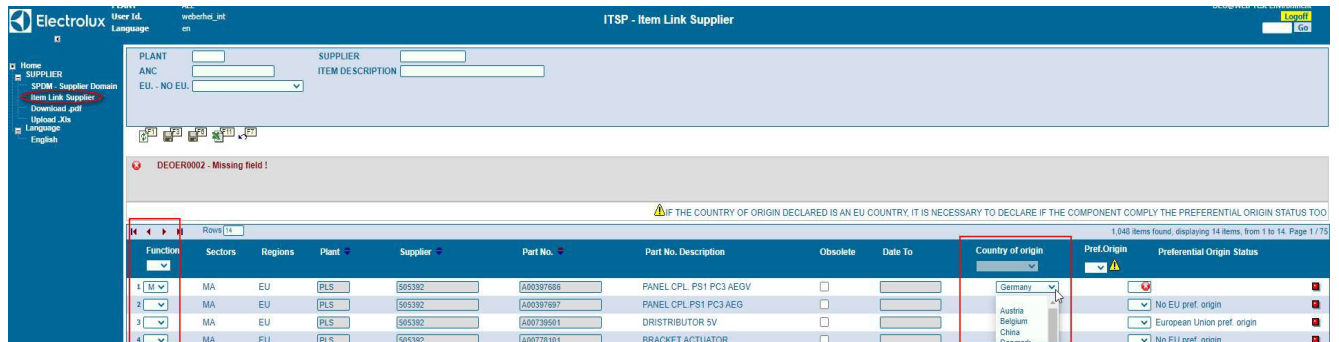
Selecting the F1 button will refresh the screen and display the data ready for Update. The data available will be list.



3.2.2 Item Link Supplier – F3 Update

Selecting the F3 button will prepare for update all the listed Articles.

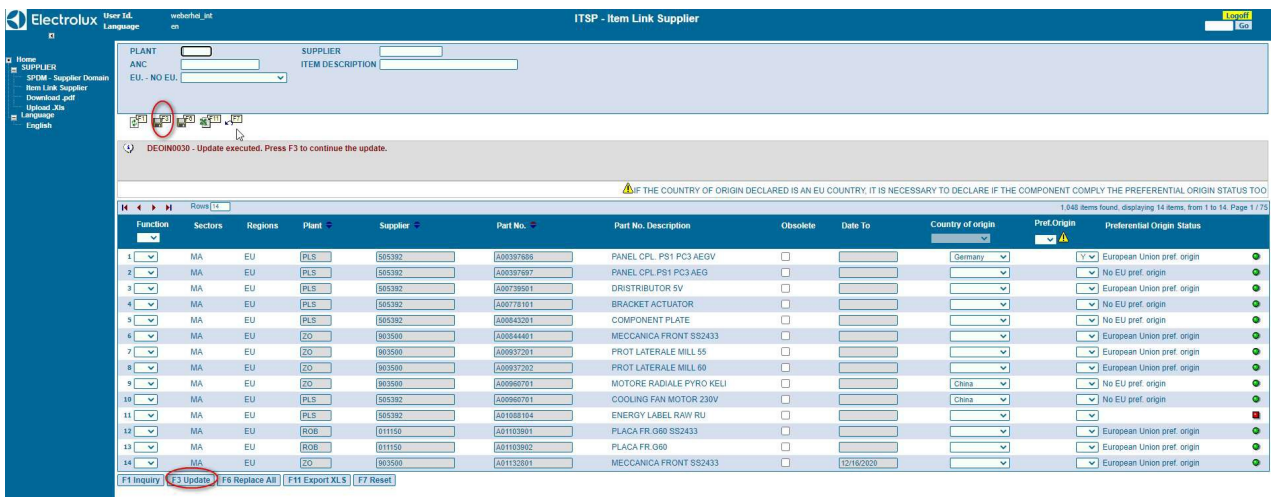
To update the single row is mandatory to specify a “M” into selection field of the row and select from the “Country list box” of the row the needed country.



In the same step you need to fill in the country of origin and the Pref. origin. Status Yes or No!!



To confirm the update, click the F3 button again. A final message will confirm you the Update.



If you forgot to select the Pref.origin for EU-country you will see the following failure message






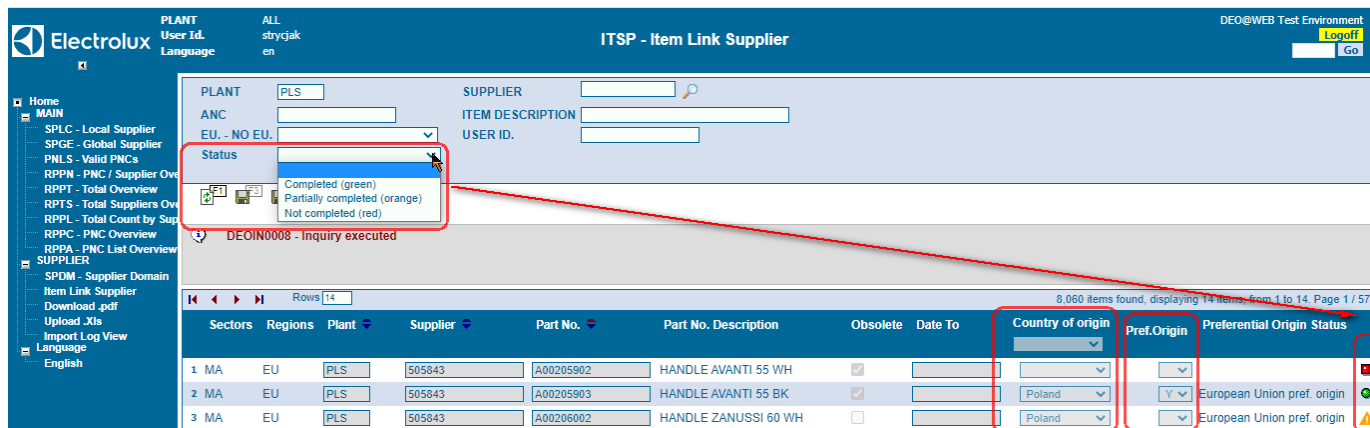
For all EU-origin you have to select the Preferential Origin Status Yes or No.



For all non-EU-countries the pref.origin Status will automatically change to N, when you update with F3

The Status Bullet show you the declaration status, you can also Filter for Specific Status as shown below

-  ANC is NOT yet declared, please declare the Country of Origin AND the Preferential Status
-  Declaration of specific ANC is Completed
-  ANC is only Partially declared / Pls declare also the Preferential Status



Obsolte Box:

If you know that the item is no longer delivered to the plant, you must select the column "obsolete". Press F3 and fill in with M as described above for all update action. Then click in the column Obsolete for the respective item and a tick will be displayed. Confirm this with F3.

If in the course of time something should change in the delivery of the article, that this old article is delivered again, you can of course change this again as usual.



Function	Sectors	Regions	Plant	Supplier	Part No.	Part No. Description	Obsolete	Date To	Country of origin	Pref.Origin	Preferential Origin Status
1	MA	EU	ZD	923500	50954461	MECCANICA FRONT BS2433	<input checked="" type="checkbox"/>				
2	MA	EU	ZD	923500	509537261	PROT LATERALE MILL 55	<input checked="" type="checkbox"/>				

3.3 Download menu

Only if all ANC per Plant are declared with the complete information of Country of Origin AND Pref.origin status or selected as Obsolete, You will be able to start the Download!

3.3.1 Click on Download.pdf

By selecting the "Download.pdf" menu the following screen will be shown:



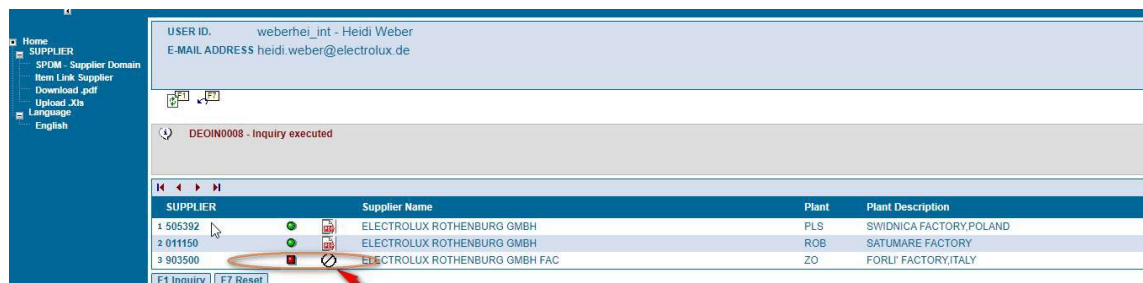
3.3.2 Open the pdf

Open the pdf and print it. After filling out, sign and stamp the declaration scan it in for the next step "upload" (3.4).

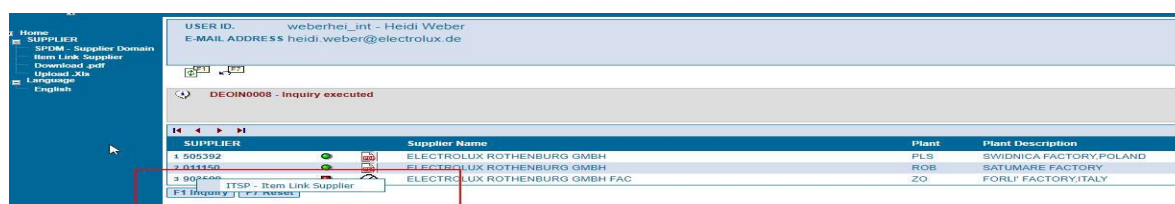


3.3.3 Failure of download

If neither the column "obsolete" or "Country of Origin" with the pref.origin status is filled in and you want to download, the following screen is displayed. You must fill in first all items for each plant, before using the download menu!



You can click to the supplier and you will go back directly to item link supplier menu



3.4 Upload LTSD

Please note the following two points:

1. Only for the plant ROB Satu Mare factory, in addition to the above-mentioned process, the original supplier's declaration must also be sent by post to the purchasing manager. (Address and purchase references can be found on DEOWEB).
2. The upload function for the Polish factories works only if you have filled out the "Vendor Undertaking letter" and sent the original by mail to Poland and it has been registered there

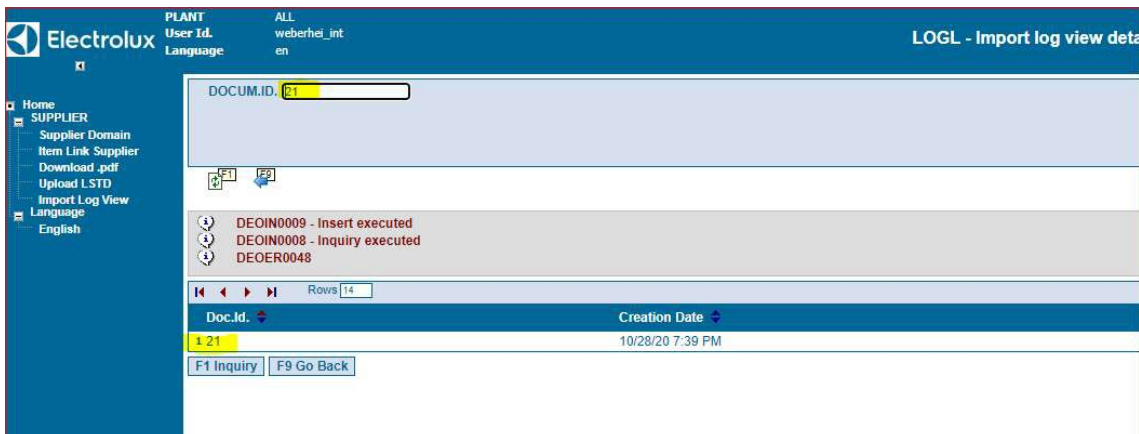
3.4.1 Upload from Explorer

Select the plant, where you have maintained the country of origin and browse the related signed and Stamped File of the declaration



After browse and selected press F10 for Import

When Import F10 was done you see the Docum.ID in the next window



3.5 Import Log view

Replay the Docum.ID for example 21, so you can see the upload document



3.5.1 open upload document

To open the document, click on saved file and the document is open in pdf-format

