NORWEGIAN DEFENCE
MATERIEL AGENCY

# DIGIMAT

## User guide




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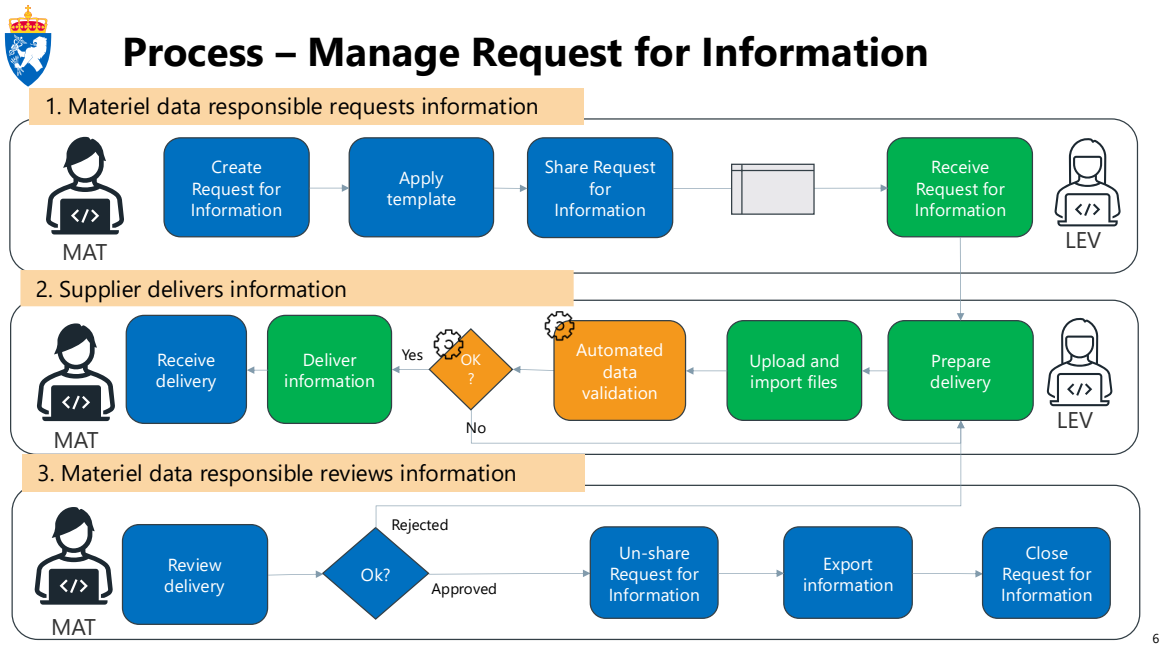
# 1 DIGIMAT Introduction

The user guide is structured around the basic tasks and processes to be performed based on your role.

It starts out with guidance on how to access the system and how you can set up your user profile.

Having secured access, the focus is on the "Request for Information" process initiated by the Materiel data responsible at the Norwegian Defence Materiel Agency or Armed Forces (MAT), requesting information from the supplier (LEV).

The following process diagram shows the main activities with each activity having its own chapter in this user guide.






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# 2 Roles

This user guide covers activities performed by the following roles:

## 2.1 Material Data Manager (MAT)

The **Material Data Manager (MAT)** is responsible for material data within their project.

The role is responsible for planning and ensuring that data deliveries are completed.

**Activities in DIGIMAT:**

- Create requests and specify requirements for data deliveries to suppliers.
- Receive and verify data deliveries from suppliers.
- Approve or reject data deliveries.
- Export approved data deliveries.

## 2.2 Supplier (LEV)

The **Supplier (LEV)** is a supplier of materiel to the **NDMA/Norwegian Armed Forces** and is responsible for providing material data for its products.

The role is responsible for delivering material data based on requests submitted by the Material Data Manager.

**Activities in DIGIMAT:**

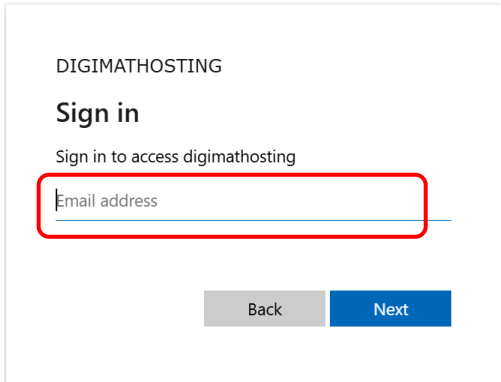
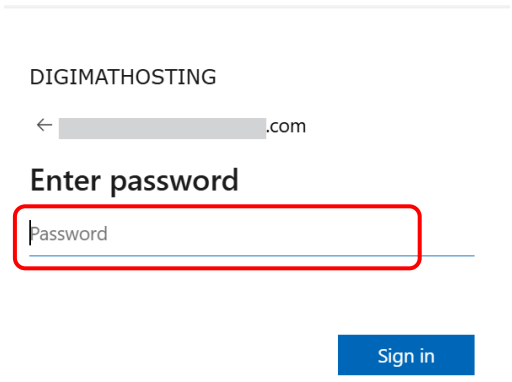
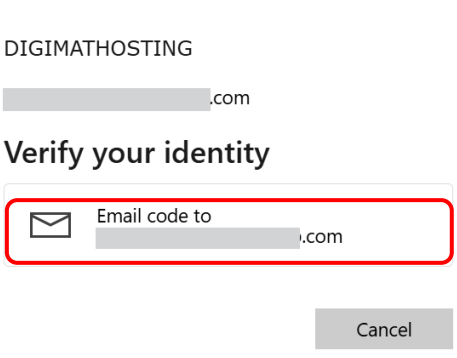
- Receive requests and requirements for data deliveries.
- Prepare data deliveries.
- Upload and import files in accordance with the specified requirements.
- Correct any identified errors and re-upload data deliveries.



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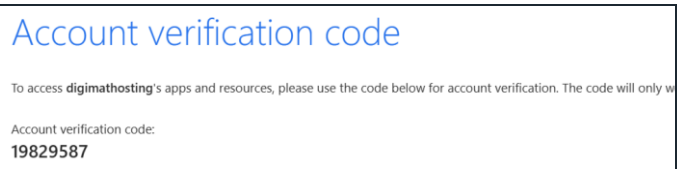
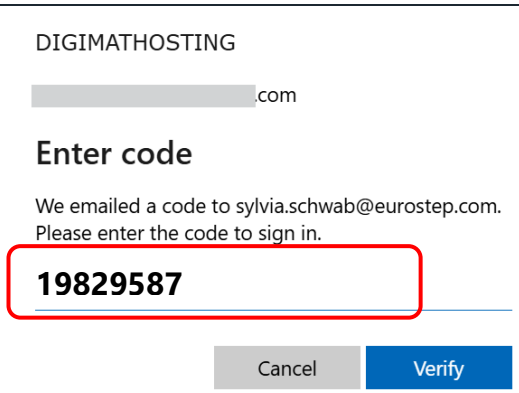
# 3 Access

## 3.1 Login

| Step | Activity | Screenshot |
|---|---|---|
| 1 | On the DIGIMATHOSTING login screen: Enter your **email address.** |  |
| 2 | Choose **Next** |  |
| 3 | Enter your **Password** |  |
| 4 | Choose **Sign in** |  |
| 5 | Select Email under **Verify your identity** to receive a login code |  |



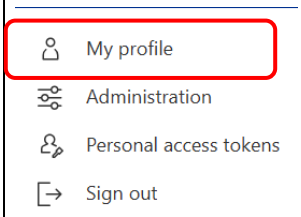
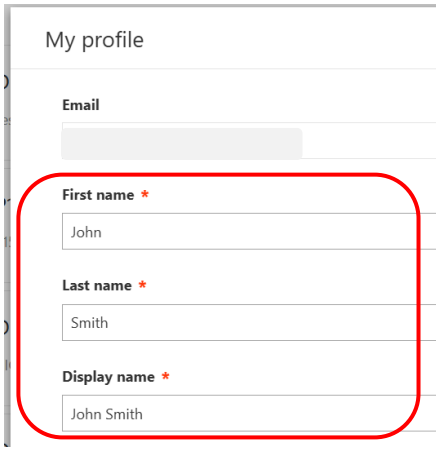
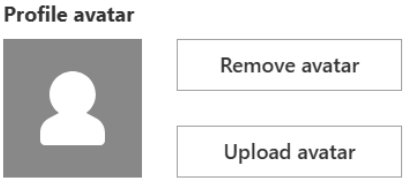
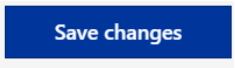
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| | | |
|---|---|---|
| 6 | Receive an email with a **login code from DIGIMATHOSTING** (account-security-noreply@accountprotection.microsoft.com) |  |
| 7 | Enter received **login code** |  |
| 8 | Choose **Verify** |  |
| 9 | Login to DIGIMAT/ShareAspace completed |  |



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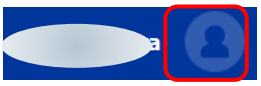
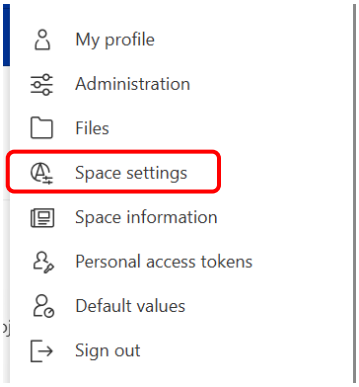
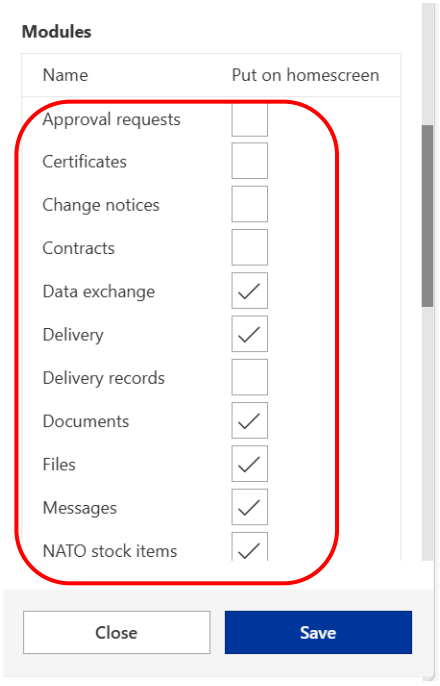
## 3.2 Set up user profile

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Click the **user icon** in the upper-right corner. |  |
| 2 | Choose **My profile** |  |
| 3 | Fill in the following fields:<br>• First name<br>• Last name<br>• Display name |  |
| 4 | You can also add a **profile picture** or an **avatar** here. |  |
| 5 | **Save the changes** to update your profile |  |



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## 3.3 Change space setting

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Click the **user icon** in the upper-right corner. |  |
| 2 | Choose **Space settings** |  |
| 3 | Scroll down to **Modules** and **select/deselect** the modules you want to use on your **ShareAspace homepage**. |  |
| 4 | **Save** your settings |  |

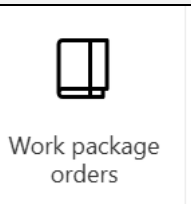
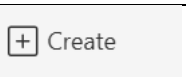
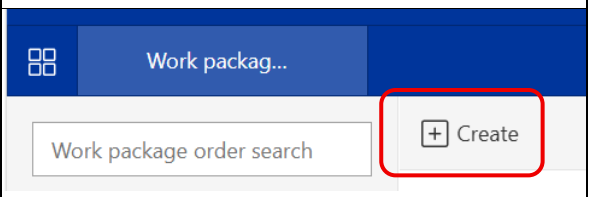


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# 4 Manage Request for Information

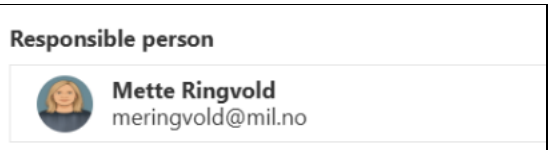
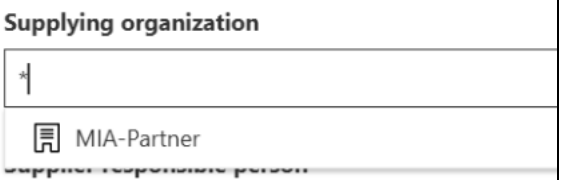
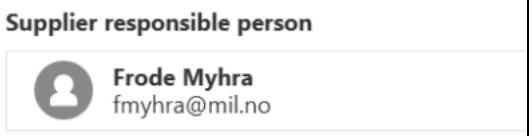
## 4.1 Create Request for Information

### 4.1.1 MAT – Create Work Package Order (WPO)

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open the **Work Package Order** (WPO) tab |  |
| 2 | Select "Create Work Package" |  |
| 3 | Give the WPO a name that describes the request for information. |  |
| 4 | Check that Type is set to**: Request for information set**<br><br>Check that Collaboration type is set to: Concurrent |  |
| 5 | Parties: Set **Acquiring organisation** to: Norwegian Defence Materiel Agency (enter * and select the organisation) |  |



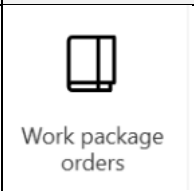
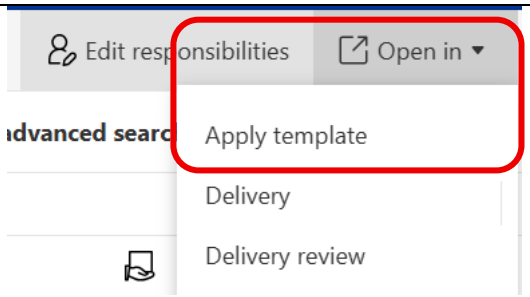
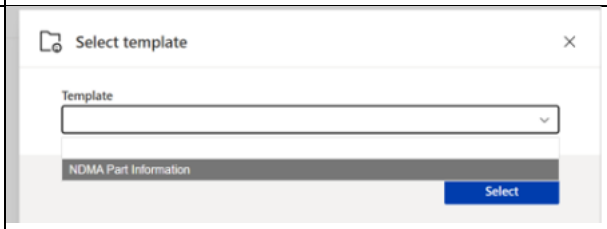
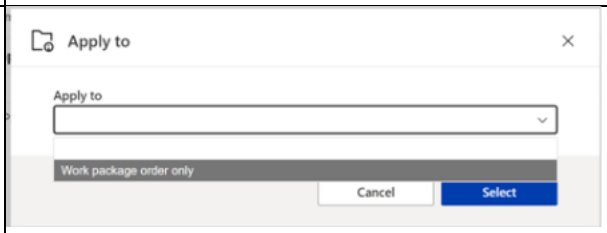
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| | | |
|---|---|---|
| 6 | Parties:<br><br>**Select Responsible person.** This is the person responsible at NDMA (Enter * and select the correct person) |  |
| 7 | Parties:<br><br>Select **Supplier organization**. This is the supplier that will submit the materiel data.<br><br>(Enter * and select the correct supplier) |  |
| 8 | Parties:<br><br>**Select Supplier responsible person:** This is the person responsible for the data delivery at the supplier.<br><br>(Enter * and select the correct person) |  |
| 9 | The WPO is now ready to be sent to the supplier. | |



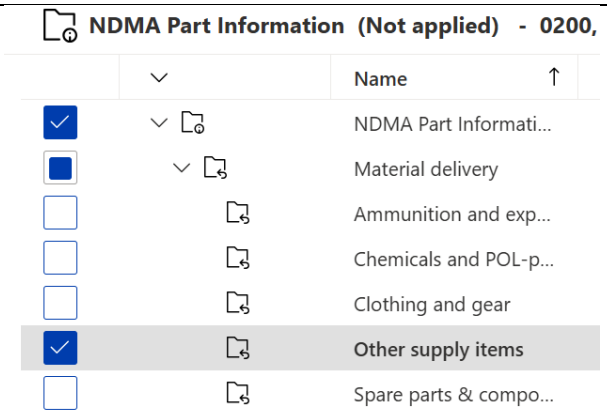
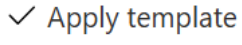
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### 4.1.2 MAT – Apply Template

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open - Work Package Order (WPO) |  |
| 2 | Select the Work Package Order created for the project. | |
| 3 | Select - Open in > Apply template. |  |
| 4 | Select the template "NDMA Part Information" and click "Select". |  |
| 5 | Select "Work package order only" and click "Select". |  |
| 6 | Expand "NDMA Part Information" in the view (arrow icon >). |  |



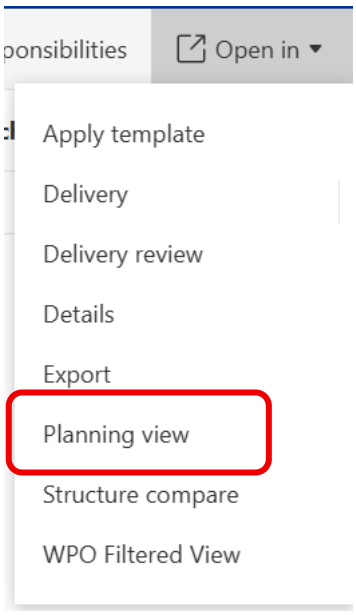
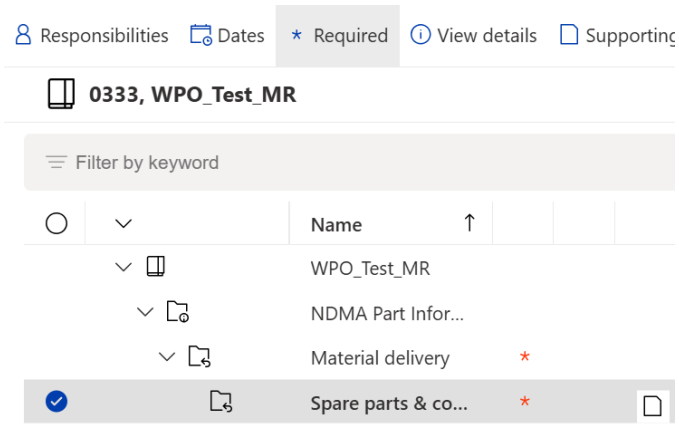
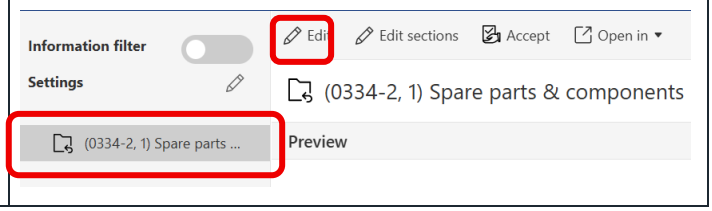
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| | | |
|---|---|---|
| 7 | Deselect the templates that should not be used. |  |
| 8 | Click "Apply template" in the top menu. |  |
| 9 | Confirm by clicking "Apply". |  |



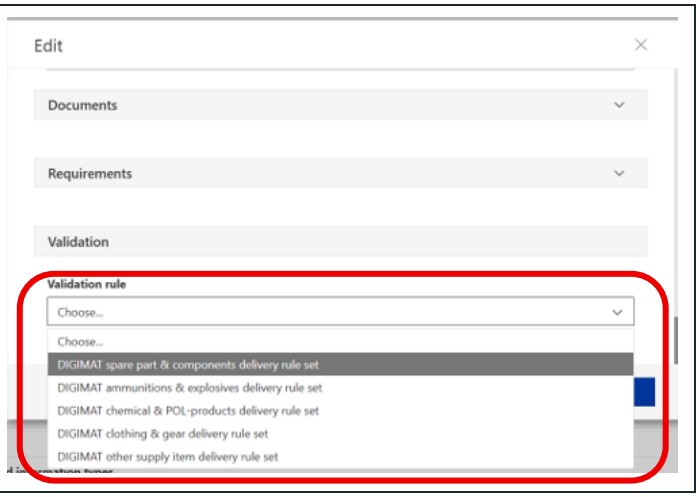
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### 4.1.3 MAT - Set Validation rules

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open your WPO in **Planning View**. |  |
| 2 | **Expand the nodes** until you reach the bottom level and select the template for which you want to set a validation rule. |  |
| 3 | Select the **View details** button. |  |
| 4 | Select the correct template and click **Edit**. |  |



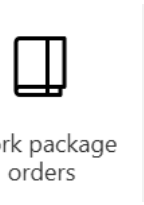
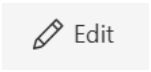
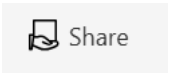
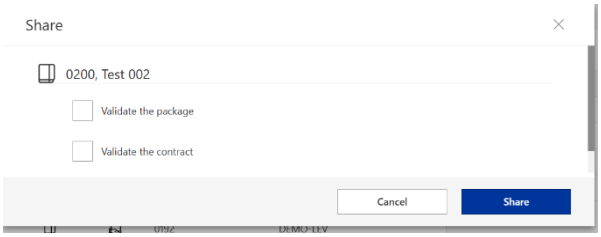
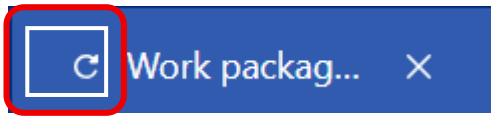
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| | | |
|---|---|---|
| 5 | A new window will open. Scroll to the bottom and select the validation rule that belongs to your template (it should have the same name as the template). |  |



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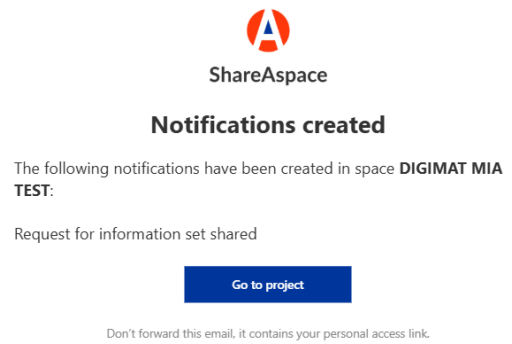
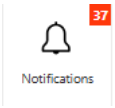
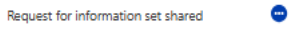
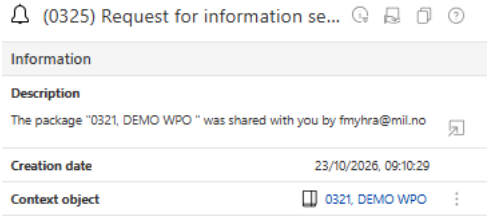
### 4.1.4 MAT - Share request for information

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Work Package Order** (WPO). |  |
| 2 | Select the **WPO** created for the project | |
| 3 | Select **Edit**. |  |
| 4 | Change the status to **Issued** |  |
| 5 | You will now see an icon allowing you to share the work package. Click the Share icon. |  |
| 6 | Remove the two default checkmarks:<br>• Validate the package<br>• Validate the contract. |  |
| 7 | If the Share icon does not appear, you may need to **refresh the WPO**. This can be done by selecting the tab and clicking the circular refresh icon that appears in the corner. |  |



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### 4.1.5 LEV – Receive Request for Information

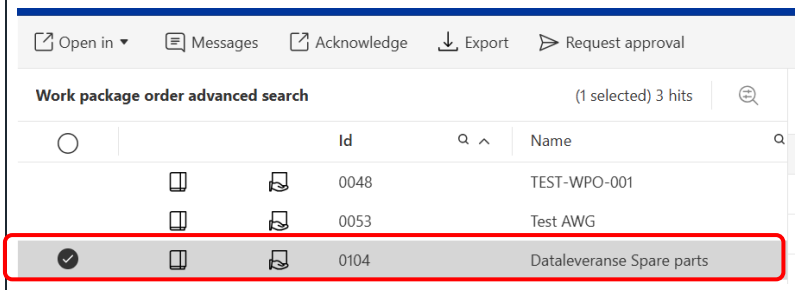
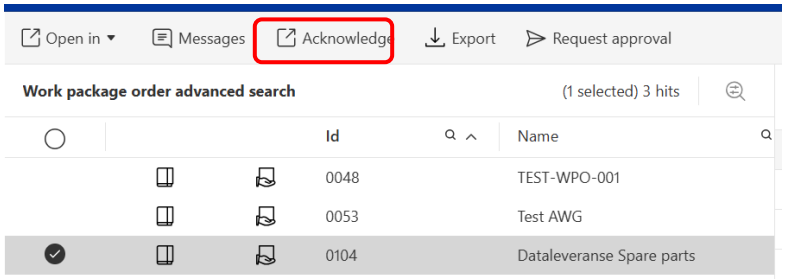
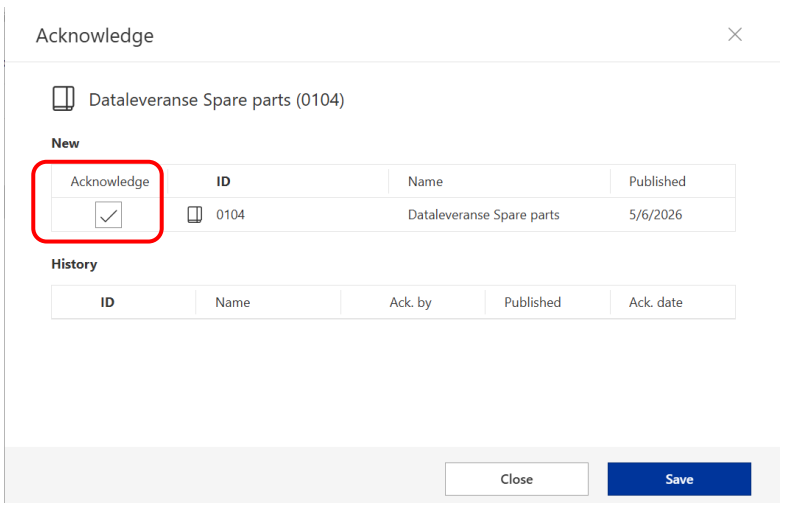
| Step | Activity | Screenshot |
|---|---|---|
| 1 | Requests for information is shared via e-mail |  |
| 2 | Within e-mail message, Select **Go to project** |  |
| 3 | You enter DIGIMAT and can handle request | |
| 4 | You will also receive a notification within DIGIMAT and access the request. Select **Notifications** |  |
| 5 | Select notification with description **«Request for information set shared»** |  |
| 6 | Select **Context object** to access WPO attached request for information |  |



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# 4.2 Deliver Information

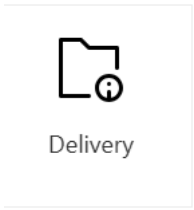
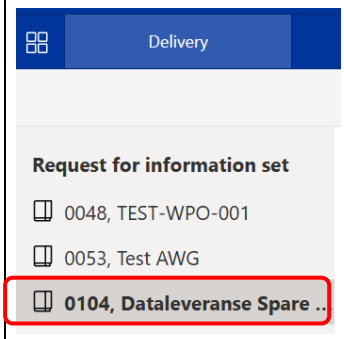
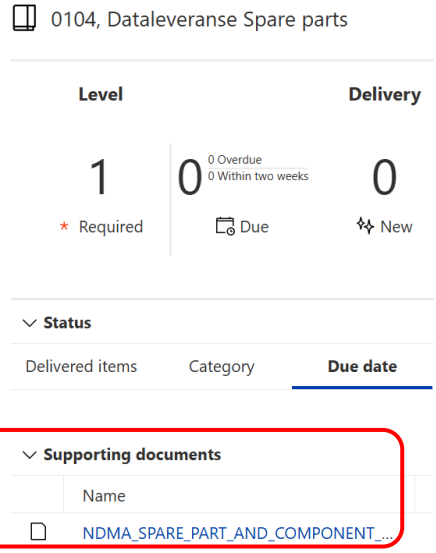
## 4.2.1 LEV – Prepare information - Acknowledge Work Package Order

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Work Package Order** module |  |
| 2 | Select the **Work package order** to be acknowledged |  |
| 3 | Click the **Acknowledge** button on the top row |  |
| 4 | Select **Acknowledge** |  |
| 5 | Choose **Save** |  |



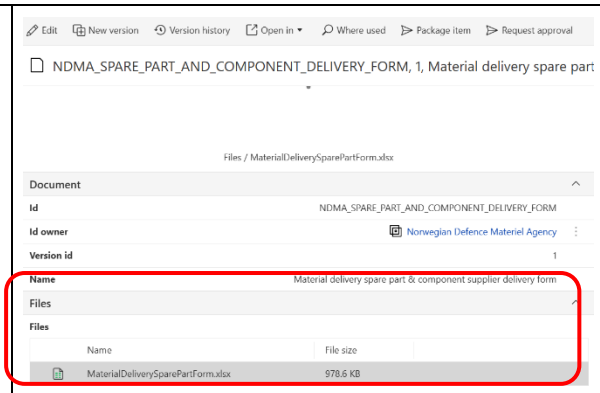
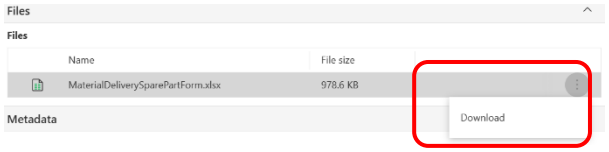
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### 4.2.2 LEV – Prepare information - Download template file

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open<br>**Delivery module** |  |
| 2 | Select **Work package order (WPO)** |  |
| 3 | Open **Supporting documents** |  |
| 4 | Select the **required document** by clicking on the file name E.g. NDMA_SPARE_PART_AND_COMPONENT |  |



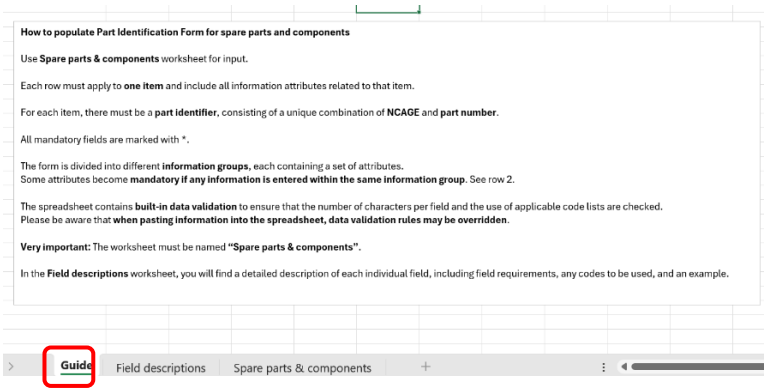
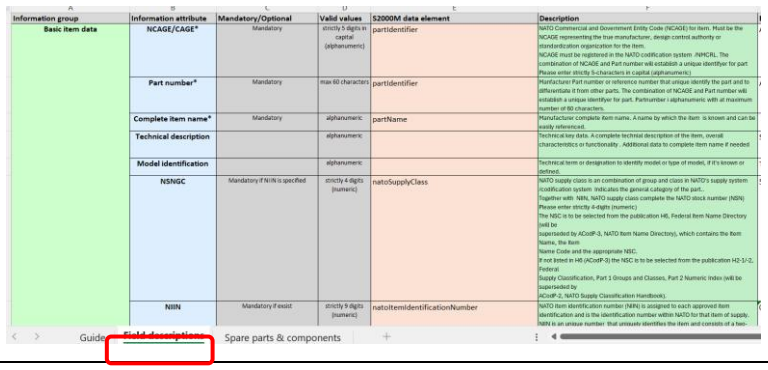
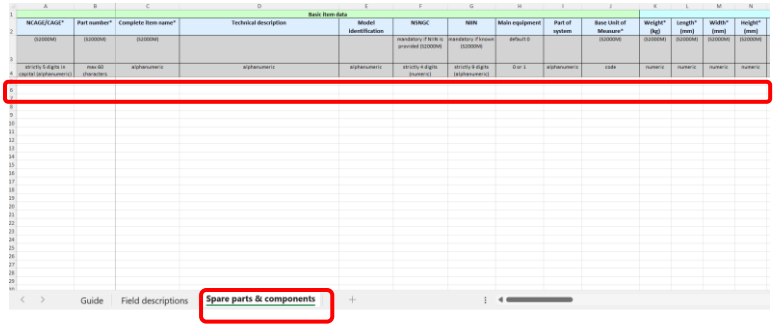
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| | | |
|---|---|---|
| 5 | In the new module that opens, scroll down to **Files** |  |
| 6 | Select **Download** |  |
| 7 | Download file | |



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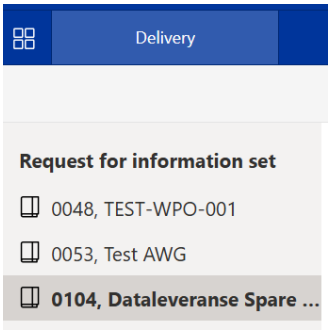
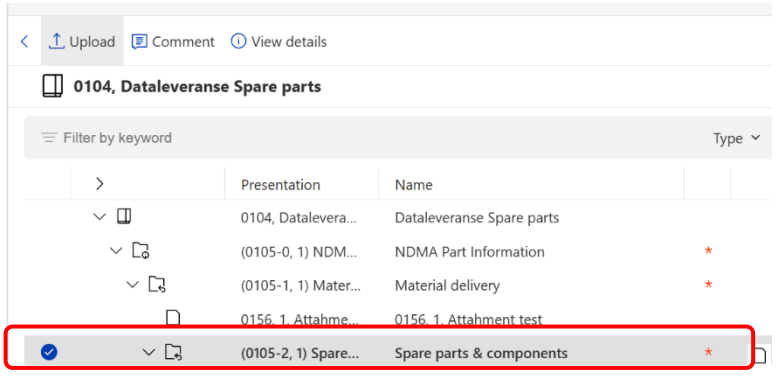
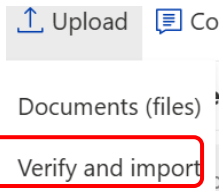
### 4.2.3 LEV – Prepare information - Populate import file

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open file | |
| 2 | Read the guide in the **"Guide" worksheet** |  |
| 3 | For more details on fields and requirements, see the **"Field descriptions" tab** |  |
| 4 | **Enter data** in the worksheet for the selected template, e.g. "Spare parts & component" |  |
| 5 | **Save file** when finish populating | |



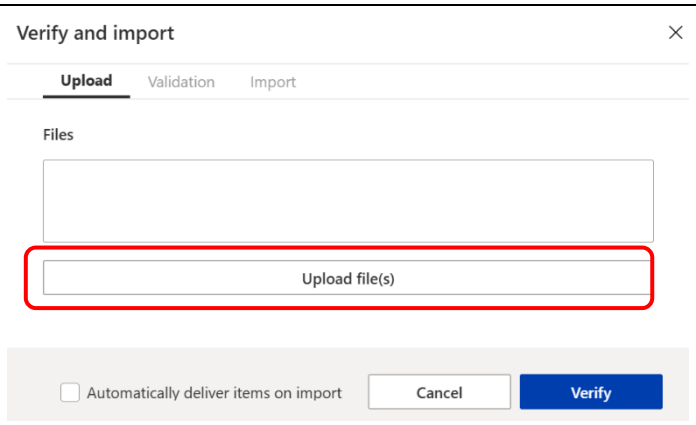
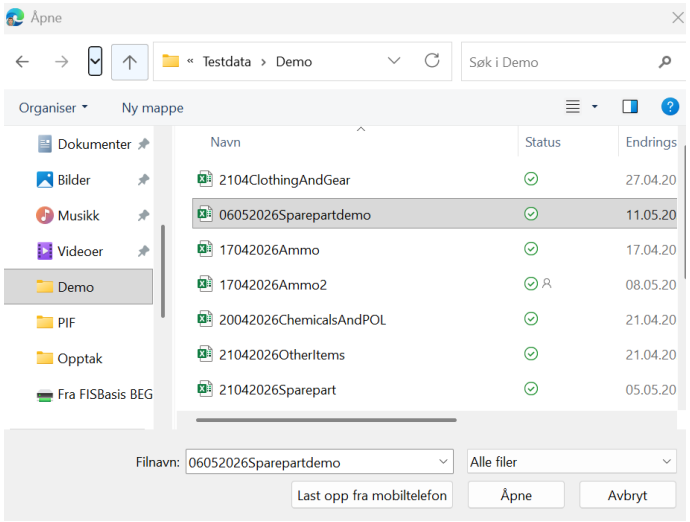
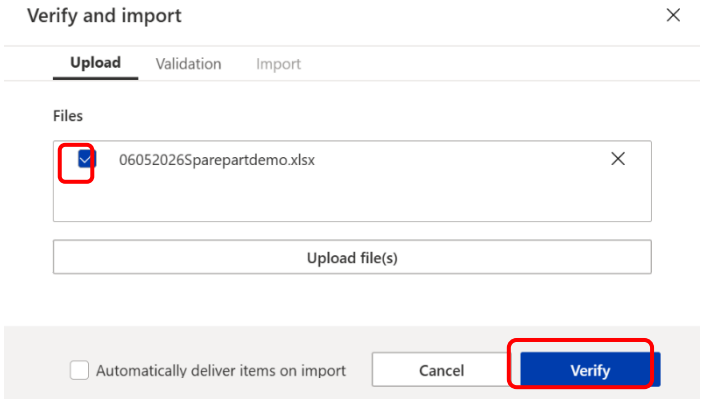
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### 4.2.4 LEV – Upload and import file

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Delivery module** |  |
| 2 | Select **Work package order (WPO)** |  |
| 3 | Click on **Deliver** |  |
| 4 | Select **section** to deliver. E.g. “Spare parts & components” |  |
| 5 | Choose **Upload** from top menu |  |
| 6 | Select **Verify and import** |  |

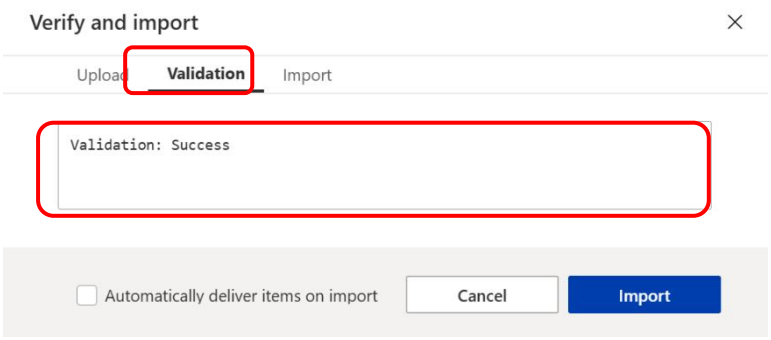
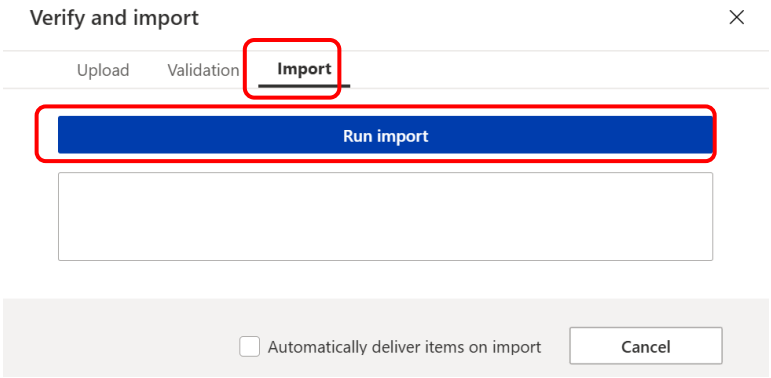
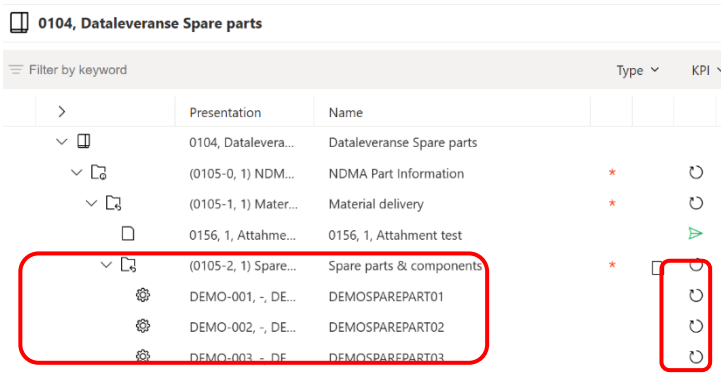


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| | | |
|---|---|---|
| 7 | Select **Upload file(s)** |  |
| 8 | Find the **file** on your computer and select **Open** |  |
| 9 | **Check Uploaded file** and select **Verify** |  |



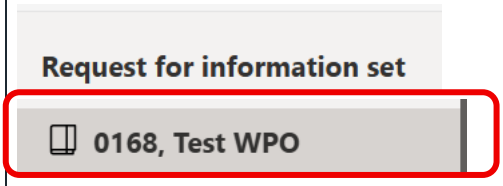
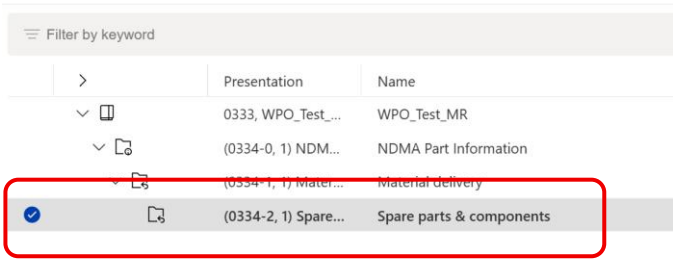
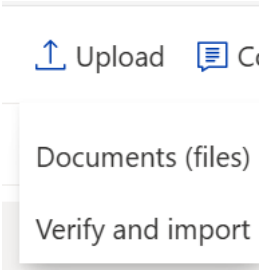
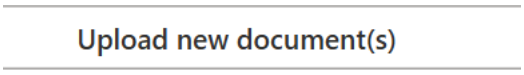
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| | | |
|---|---|---|
| 10 | **Validation of uploaded file starts,** and **feedback** will be given, if success or not |  |
| 11 | When Validation succeeds, select **Import** |  |
| 12 | In **import screen**, select **Run Import** |  |
| 13 | Verify that **import is complete** with no errors | |
| 14 | Verify that **imported parts** are correct and **icon for imported parts** is shown |  |



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### 4.2.5 LEV – Deliver other documents

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Delivery module** |  |
| 2 | Select a Work package order on the left side. |  |
| 3 | Click on "Deliver" on the top right side. |  |
| 4 | Select a section to attach the files to. |  |
| 5 | Select **Upload** and then select **documents file(s)** that you want to attach to the document. |  |
| 6 | Select **Upload new document(s)** and choose the file(s) you want to attach to the document |  |
| 7 | Select **Next** |  |



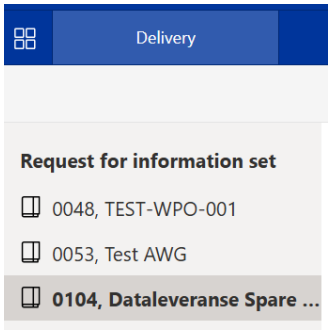
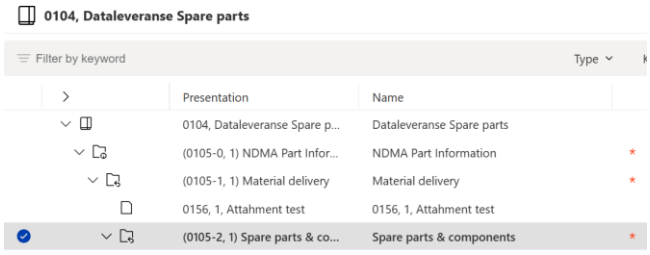
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| | | |
|---|---|---|
| 8 | Select **Attach** |  |
| 9 | The document is now attached. | |



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### 4.2.6 LEV – Deliver imported data

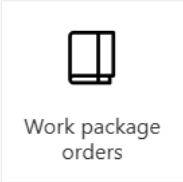
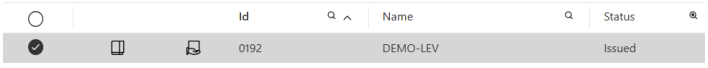
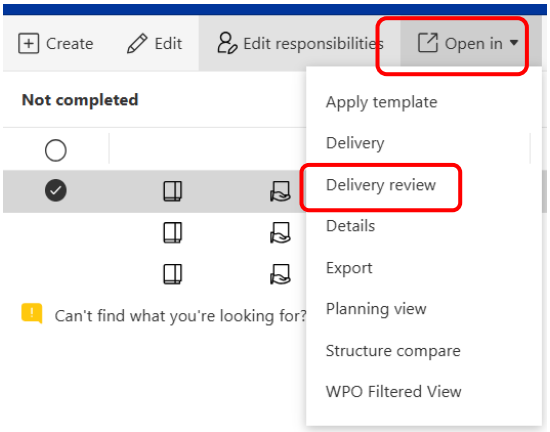
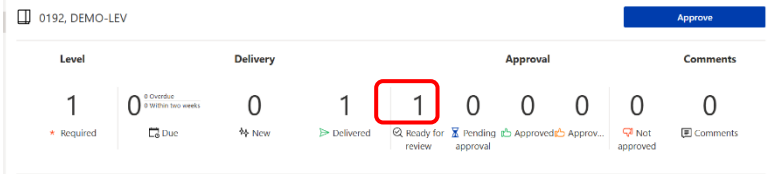
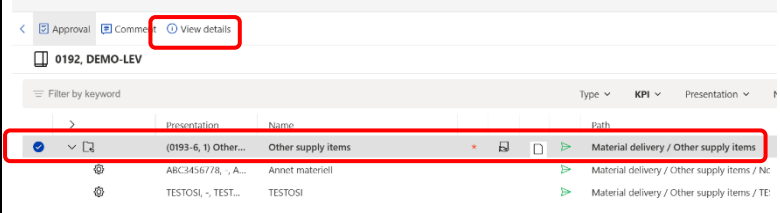
| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Delivery module** |  |
| 2 | Select **Work package order** (WPO) |  |
| 3 | Click on **Deliver** |  |
| 4 | Select **section to deliver.** E.g. “Spare parts & components” |  |
| 5 | Chose **Deliver,** on top row |  |
| 6 | Chose **Save** in pop up window |  |
| 7 | Section is delivered and **green arrow icon is shown** |  |



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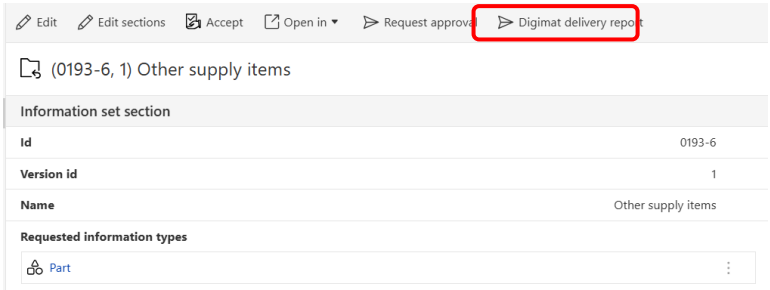
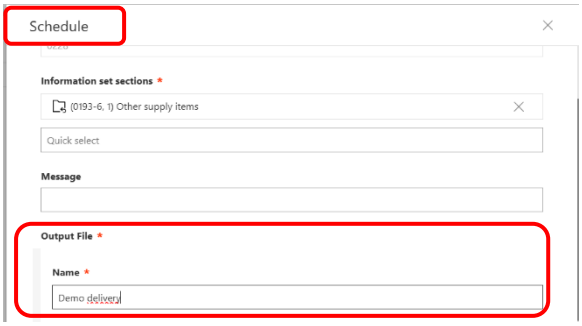
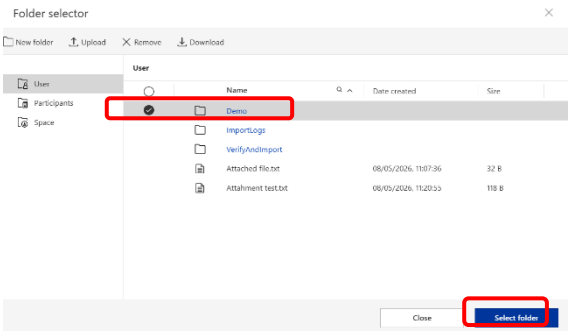
## 4.3 Review Delivery

### 4.3.1 MAT – Review delivery

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Work package order** |  |
| 2 | Select **Work package order (WPO)** |  |
| 3 | Select **Open in** – **Delivery review** |  |
| 4 | Select delivery to review by **clicking the number** above **Ready for review** |  |
| 5 | Select **section for delivered items** and then select **View details** |  |

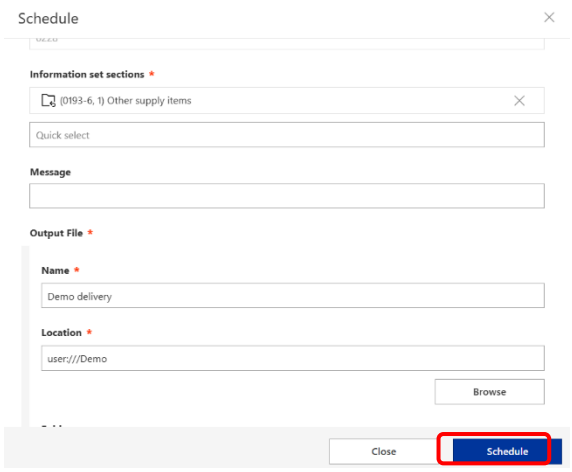
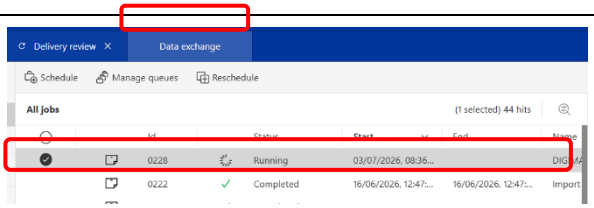
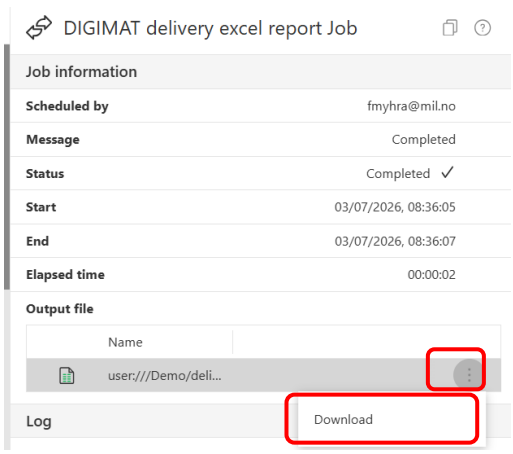
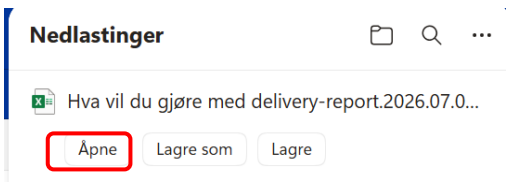
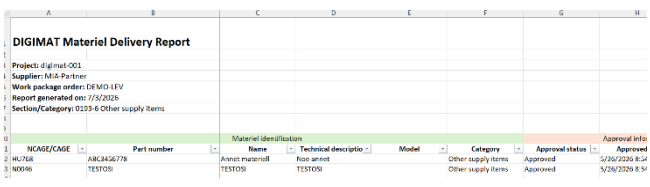


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| | | |
|---|---|---|
| 6 | Select **Digimat delivery report** |  |
| 7 | In the **Schedule** pop up specify **file name** |  |
| 8 | In the **Schedule** pop up specify **folder location** by clicking **Browse** button |  |
| 9 | In the **Folder selector** pop up select an existing **folder or** create **new folder** finish by clicking **Select folder** button |  |



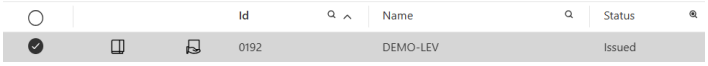
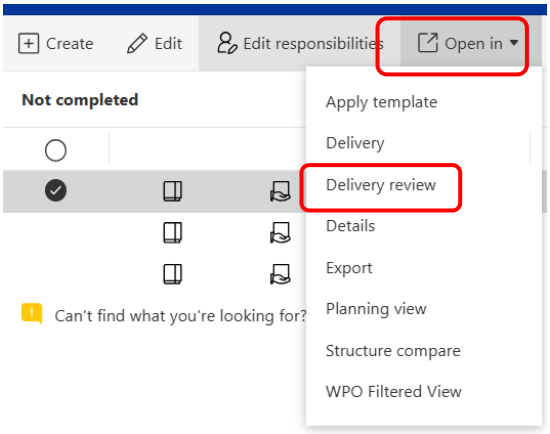
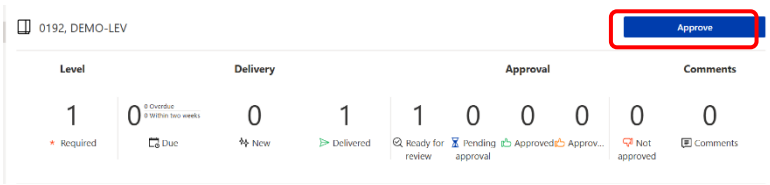
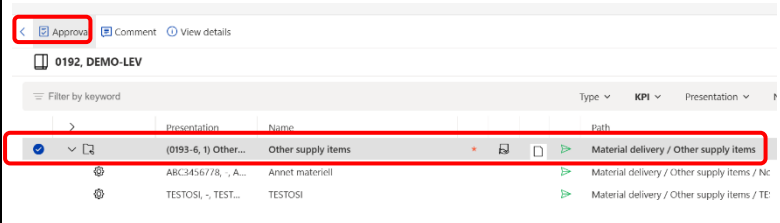
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| | | |
|---|---|---|
| 10 | In the **Schedule** pop up press **Schedule** button |  |
| 11 | In Data exchange view, **select the latest Job** that ran or is still running |  |
| 12 | In the job details screen download report by **clicking the three dots and select download** |  |
| 13 | Download file to your computer and open file to view report |  |
| 14 | Review and control data delivery report |  |



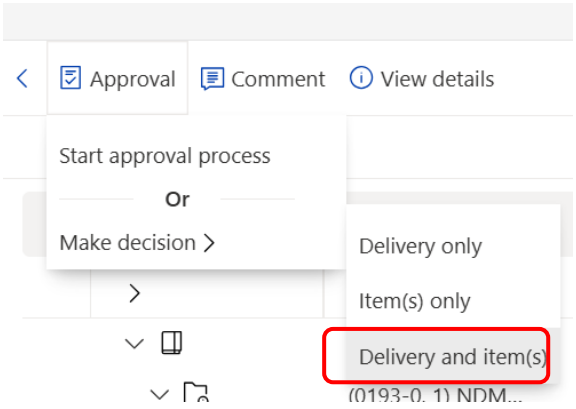
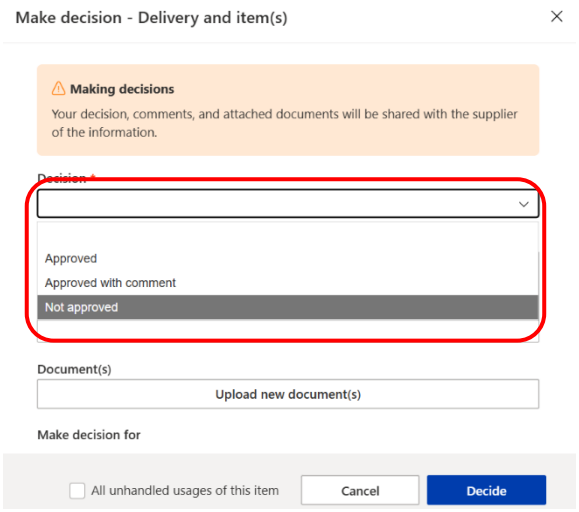
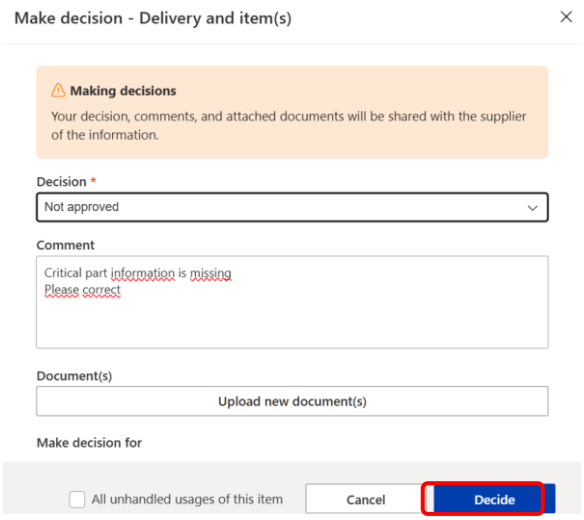
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### 4.3.2 MAT – Reject delivery

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Work package order** |  |
| 2 | Select **Work package order (WPO)** |  |
| 3 | Select **Open in – Delivery review** |  |
| 4 | Select **Approve** |  |
| 5 | Select **section for delivered items** and then select **Approval** |  |



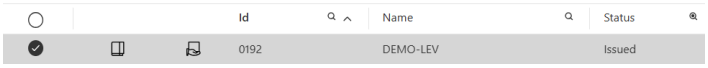
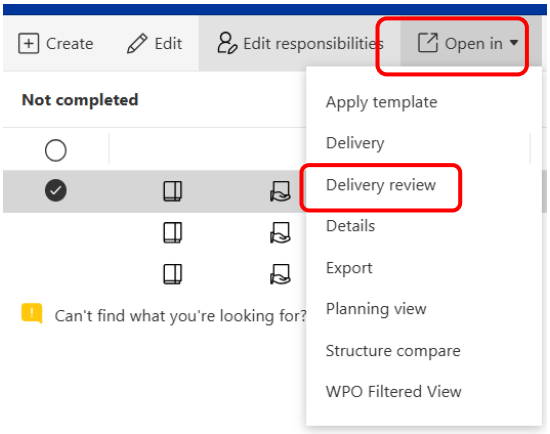
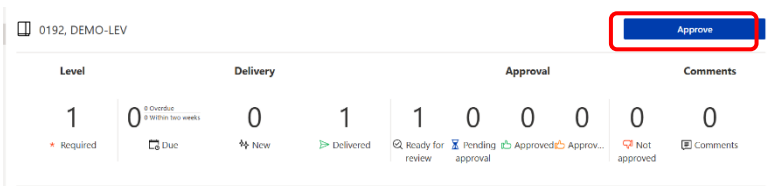
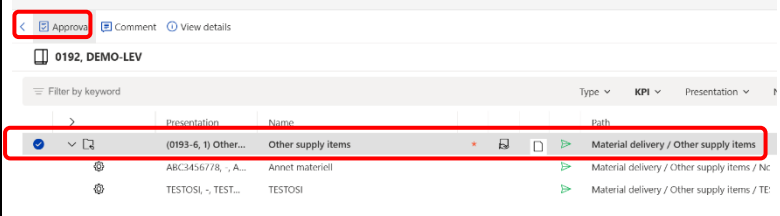
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| | | |
|---|---|---|
| 6 | Select **Make decision – Delivery and item(s)** |  |
| 7 | In Make decision pop up, select **Not approved** from Decision dropdown menu |  |
| 8 | Put in comment if needed, and finally select **Decide** |  |
| 9 | Verify **that items are rejected and the Not approved icon is shown** |  |



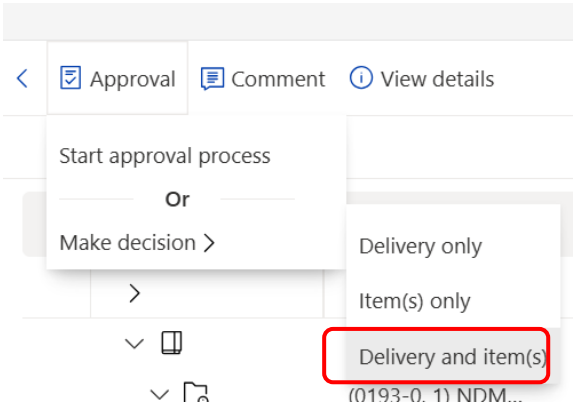
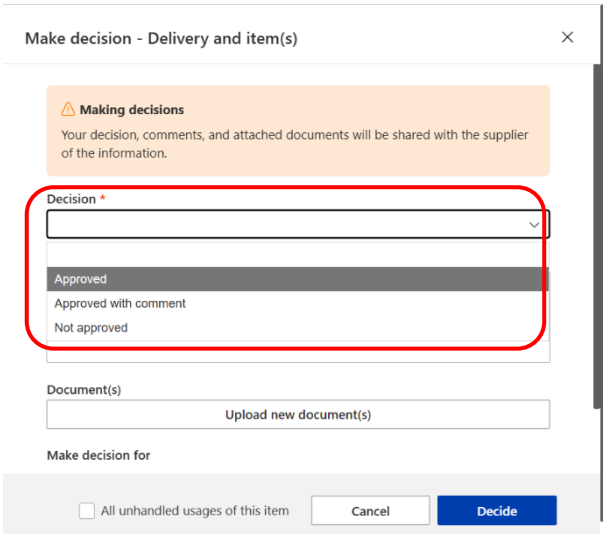
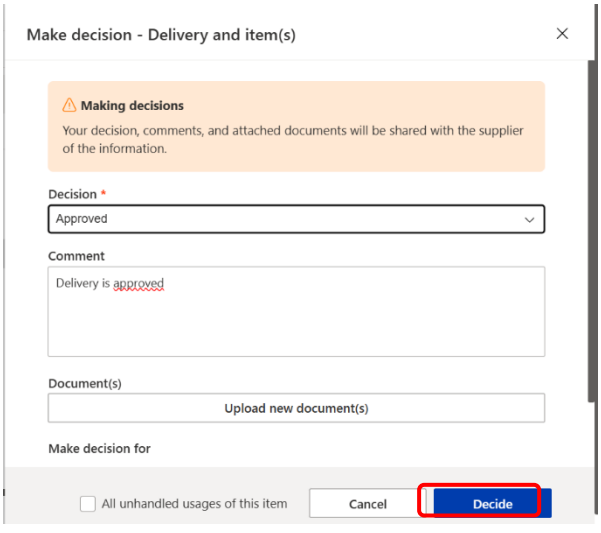
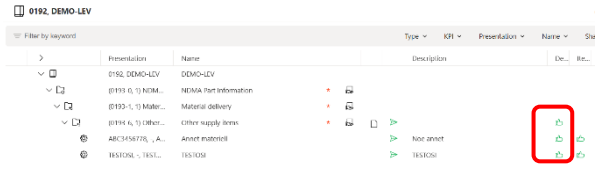
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### 4.3.3 MAT – Approve delivery

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Work package order** |  |
| 2 | Select **Work package order (WPO)** |  |
| 3 | Select **Open in** – **Delivery review** |  |
| 4 | Select **Approve** |  |
| 5 | Select **section for delivered items** and then select **Approval** |  |



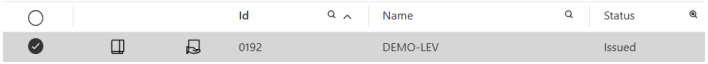
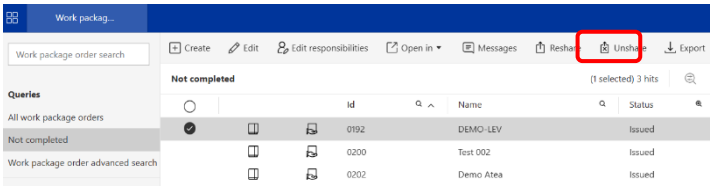
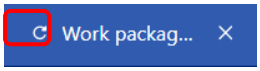
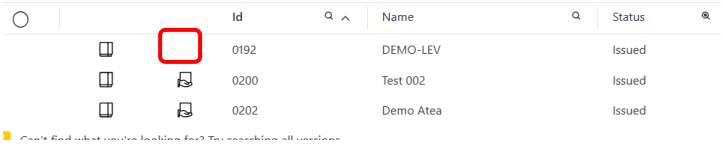
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| | | |
|---|---|---|
| 6 | Select **Make decision – Delivery and item(s)** |  |
| 7 | In Make decision pop up, select **Approved** from Decision dropdown menu |  |
| 8 | Put in comment if needed, and finally select **Decide** |  |
| 9 | Verify **that items are approved**, **Approved icon is shown** |  |



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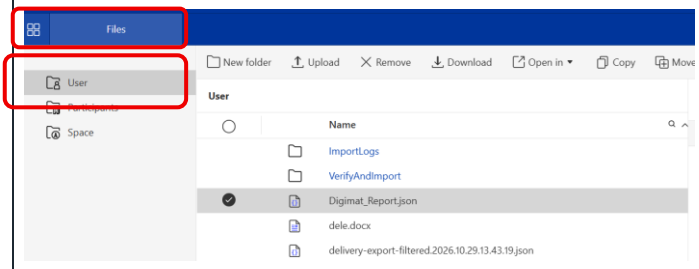
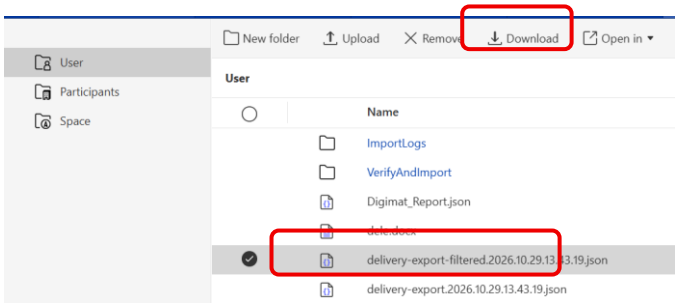
### 4.3.4 MAT – Unshare work package order (WPO)

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Open **Work package order** |  |
| 2 | Select **Work package order (WPO)** |  |
| 3 | Select **Unshare** on the top menu |  |
| 4 | **Update** Work package order view |  |
| 5 | Verify that **Share icon is removed** from WPO |  |



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### 4.3.5 MAT – Export delivery

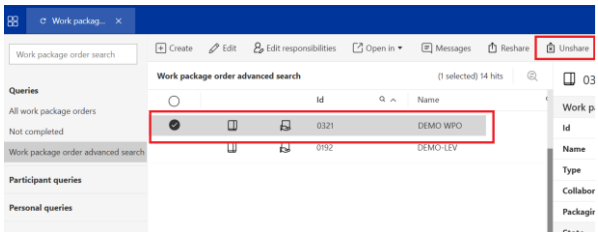
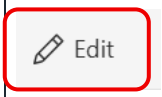
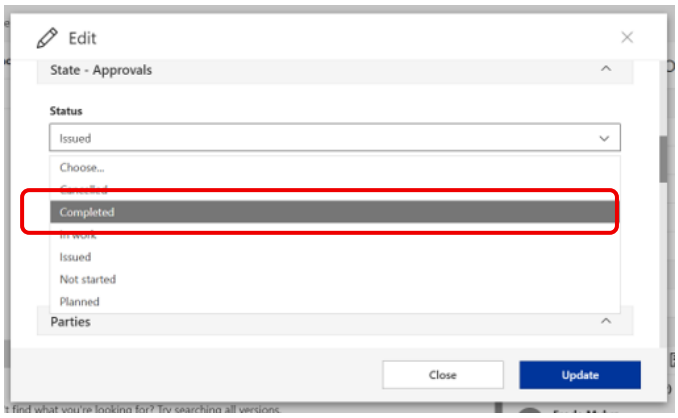
| Step | Activity | Screenshot |
|---|---|---|
| 1 | **To export a file, you must have approved all or part of the data delivery and run the delivery report again.**<br><br>You must already have executed a delivery report and saved it to a specific location that you can retrieve later.<br>**See *Review Delivery*** | |
| 2 | Select the **Files module** |  |
| 3 | Navigate to the location specified when executing the delivery report for the output file. |  |
| 4 | **Select the file** with the file name "**deliver-export filtered.**time-stamp**.json"**<br>and then in the ribbon menu select **Download.** |  |



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| | | |
|---|---|---|
| 5 | **Open the JSON file** and verify that the information corresponds to the selected section for the delivery report. | |

### 4.3.6 MAT – Close delivery

| Step | Activity | Screenshot |
|---|---|---|
| 1 | Once the delivery has been completed, it is important that we close it. | |
| 2 | The first step is **to remove the sharing** with the supplier.<br>Select the WPO you want to complete and click **Unshare.** |  |
| 3 | Then select ***Edit*.** |  |
| 4 | Set the WPO status to ***Completed*.** |  |



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