



WORK INSTRUCTIONS

HOW TO PROCESS A NEW PIDX PRODUCT CODE REQUEST

Step 1.

Access the login page:

<https://app.docstudio.com/auth/login>

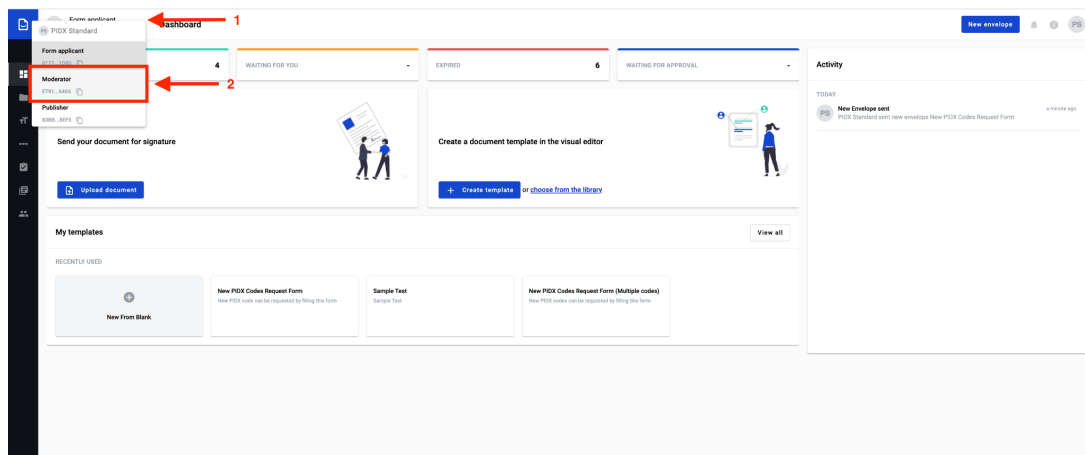
Step 2.

Enter your PIDX account email and password, using the PIDX administrative credentials.

A screenshot of the "Sign In" page for DocStudio. The page has a white background with a light gray vertical bar on the right. At the top, the text "Sign In" is centered. Below it, a link "Don't have a DocStudio account? Create account" is displayed. There are two input fields: "Enter Email" and "Password". The "Password" field has a toggle icon (an eye) to its right. Below the "Enter Email" field is a checkbox labeled "Remember me". To the right of the checkbox is a link "Forgot password?". At the bottom, there is a blue button labeled "SIGN IN" and a link "Log In with SSO" below it.

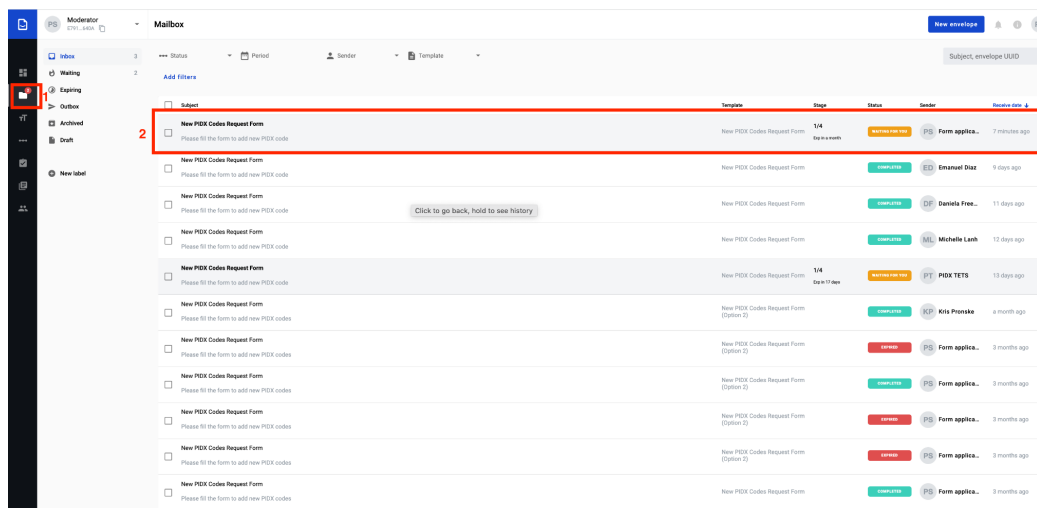
Step 3.

Access your PIDX account and switch to the “Moderator” mailbox.



Step 4.

In the left sidebar menu, select the 'Mailbox' option and choose the form you want to moderate



Step 5.

Review the form and decide whether to Approve or Reject it.

Moderator
EVL-LAND

Envelope view

CLOSE

APPROVE

REJECT

Y

🔍

⌂

PS

←

Q

ENVELOPE DETAILS

NEW PIDX CODE REQUEST F...

WARNING FOR YOU

EXP IN A MONTH

37 minutes ago

New PIDX Codes Request Form

PS

Form applicant
8177769EF-9416-4D26-84ED-997CEB8F10BD

Message

Please fill the form to add new PIDX code

Processing flow

1 - Sender

Form applicant
8177769EF-9416-4D26-84ED-997CEB8F10BD

Assignee

2 - Moderator

Moderator
E7YI18ECB-KSMA-KM43-BAB3-C8BF79C2A4BA

Approver

3 - Moderator

Moderator
E7YI18ECB-KSMA-KM43-BAB3-C8BF79C2A4BA

Assignee

4 - Publisher

Publisher
8388F-48F-BC71-48F8-8786-AC7784358875

Assignee

New label

New PIDX Code Request Form

Publishing date

Date and time 4

New PIDX Codes Request Form

Code

A one to three character alphanumeric product code assigned by the Distributor Submitter

*Product definition

Test

Up to a 38 character alphanumeric definition of the product. Examples of acceptable values for gasoline are "REDULP GASOLINE UNLEADED 89oct", "REGULAR MIDWESTERN 89oct 75 mile range"

*Description

Test

Up to a 120 character alphanumeric description of the product. Examples of acceptable values for gasoline are CONVENTIONAL, CONVENTIONAL CARS, MPV, MTO CARS, BEVLS, MOTO-CAR"

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Step 5.1

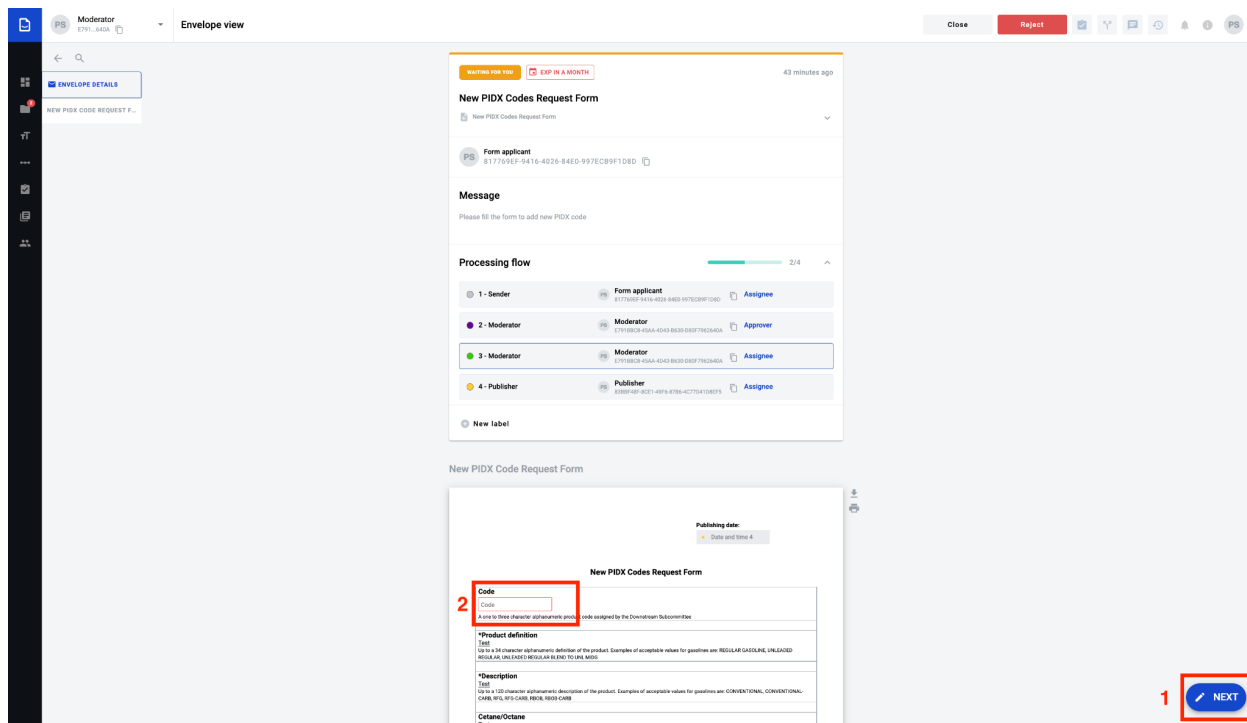
If you reject the form, provide a reason for the rejection in the comment field.

The person who requested this form will see the comment with the cancellation reason.

The screenshot displays the 'Envelope view' interface for a 'New PIDX Codes Request Form'. The form is titled 'New PIDX Codes Request Form' and shows a 'Form applicant' with ID '817769EF-9416-4026-84E0-997ECB9F1D80'. A 'Message' field contains the text 'Please fill the form to add new PIDX code'. The 'Processing flow' section shows a progress bar at 1/4 and a list of steps: 1 - Sender, 2 - Moderator (selected), 3 - Moderator, and 4 - Publisher. A 'Reject envelope(s)' dialog box is open, prompting the user to 'Please, write a reason why you want to reject envelope(s)' and providing a 'Cancellation reason' text input field. The dialog box has 'Reject' and 'Cancel' buttons. The background interface includes a sidebar with 'ENVELOPE DETAILS' and a top bar with 'Close', 'Approve', and 'Reject' buttons.

Step 5.2

If you Approve the form, as a next moderation step, you can Assign the code.



Envelope view

New PIDX Codes Request Form

Form applicant
817756E7-0416-4026-84ED-997ECB9F1D8D

Message
Please fill the form to add new PIDX code

Processing flow 2/4

- 1 - Sender: Form applicant (817756E7-0416-4026-84ED-997ECB9F1D8D) **Assignee**
- 2 - Moderator: Moderator (E791B8C8-45AA-4343-850D-030F78C3A46A) **Approver**
- 3 - Moderator: Moderator (E791B8C8-45AA-4343-850D-030F78C3A46A) **Assignee**
- 4 - Publisher: Publisher (A309140F-90C7-4876-876A-4C7704128B79) **Assignee**

New PIDX Code Request Form

Code
Code

Product definition
Text
Up to a 30 character alphanumeric definition of the product. Examples of acceptable values for gasoline are REGULAR GASOLINE, UNLEADED REGULAR, UNLEADED REGULAR BLEND TO 10% METH.

Description
Text
Up to a 100 character alphanumeric description of the product. Examples of acceptable values for gasoline are CONVENTIONAL, CONVENTIONAL CARB, WPL, WPL CARB, REGULAR, REGULAR CARB.

Cetane/Octane
Text

1 NEXT



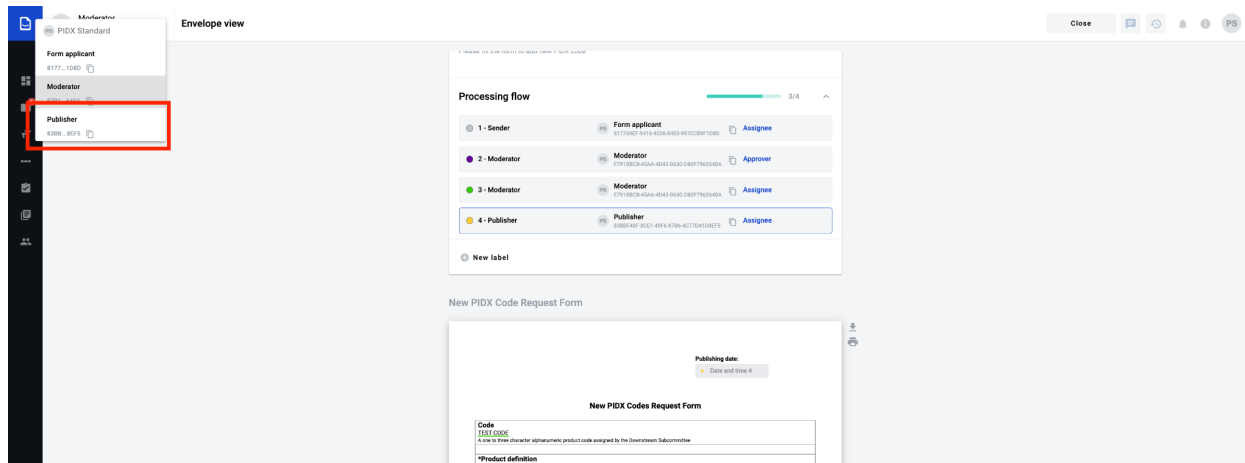
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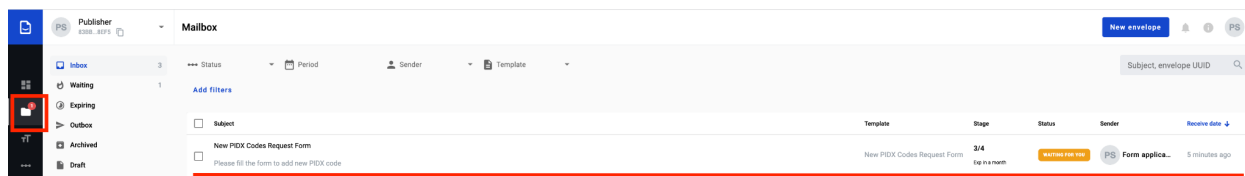
Step 7.

After all the Moderation steps are completed, switch to the 'Publisher' mailbox.



Step 8.

Proceed to the Publisher mailbox and choose the form that requires action from the Publisher's side.



Step 9.

As a Publisher, update the date of publication of the code on the PIDX website and select the 'SEND' button to complete the document flow process.

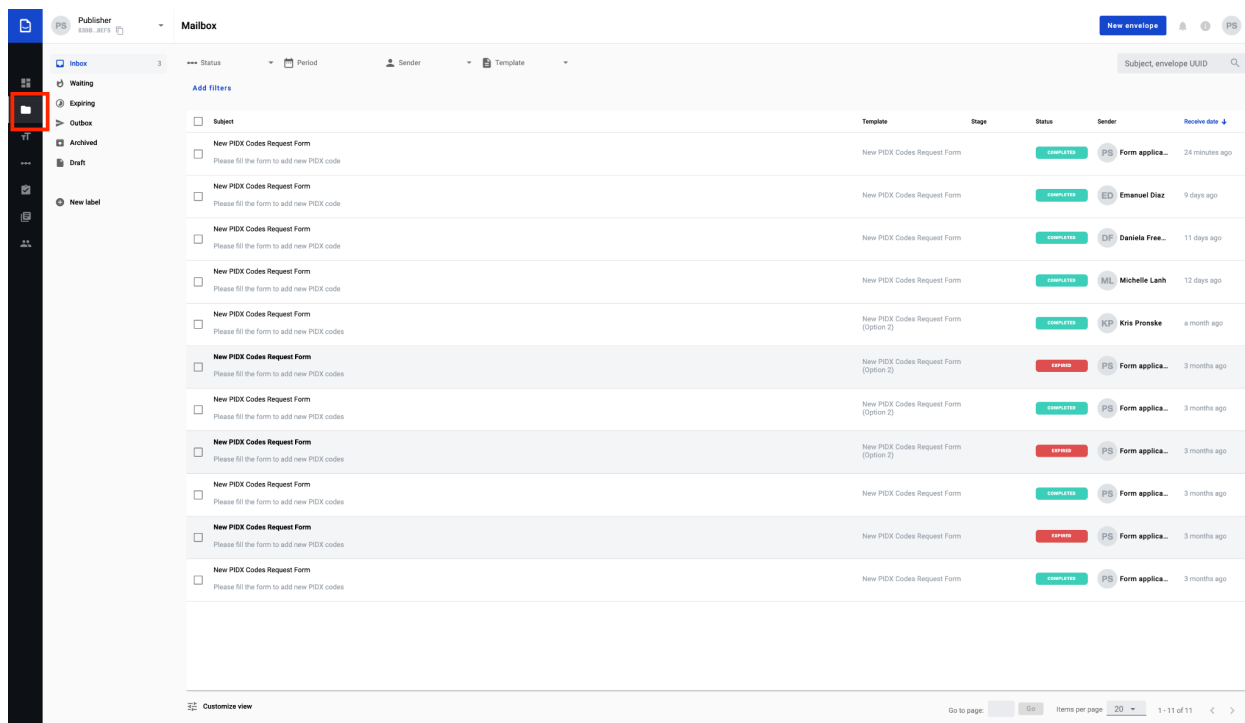
Step 10.

Once the document has been completed, the sender will receive a notification.

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Step 11.

As a moderator, you can manage all new PIDX Product Code Request forms in your mailbox.



If you encounter any challenges while managing a new PIDX Product Code Request forms, please do not hesitate to reach out for assistance.