ARCHEO

Techniczne Archiwum GRUPA ORLEN

ARCHEO TECHNICAL ARCHIVE OF THE ORLEN GROUP

EXTERNAL USER'S MANUAL

CONTENTS

1. Introduction

1.1. Purpose of the Document

This document is intended for contractors performing work for the ORLEN Group, hereinafter after referred to as Documentation Providers.

1.2. Glossary

Document attributes — a set of fields describing each document.

Document — a set of business information contained in attributes and a document file stored in the document repository.

Filter — a set of criteria (e.g., document attributes) supplemented by the User, which allow the System to narrow the number of search results and report lines when searching for contents or generating a report.

Tile — representation of the number of doable cases on the main screen of the ARCHEO system in the form of an appropriately described colored square. A tile may refer to cases from all processes (“To do”), one process or appropriately filtered cases that meet specific requirements, e.g., cases which are in a particular state.

File — a set of data collected in one place and available to the User as a whole. A file is, for example, not only any doc., PDF document, but also an AutoCAD project or image.

Process — a process model, the definition of its course, people performing tasks, authorizations and forms. You should treat it as a template. It consists of states, events (forms of users) and conditions.

ARCHEO — Technical Archive ORLEN Group. Also referred to as the System.

Issue — a specific launch of a particular process, completion of a template with specific values. For example, there is only one documentation submission process, but there will be thousands of documentation submission issues. An issue is a process instance.

Issue state — the status given to an issue in accordance with its current location on the path of execution of a process. An issue goes to the next state after an **event** has been performed on the issue.

External User — a person with an account in the ARCHEO system, but at the same time not being an employee of the ORLEN Group.

Documentation Supplier — an external or internal User, whose task is to provide documentation within an investment task/project.

Event — a step of the process, the performance of which results in a case being transferred from one state to the next.

1.3. For Whom is the ARCHEO Application Made?

The **ARCHEO System** is an application designed for contractors performing work for the ORLEN Group and used to submit and archive design documentation to the System. The functionality of the system was divided according to the authorizations of individual users. This ensures that a specific user may access only the cases and features of concern to him or her.

2. Application Operation

2.1 Logging into the Application

After creating an account in the System, the Provider will receive an e-mail with information about how to set a password to the application.

Note: Internal Documentation Suppliers log into the System using the domain data.

To log into the application, go to:

https://archeo.orlen.pl

Figure 1 shows the startup screen of the application, where there are logging fields.

To log in, you need to enter the required data, i.e.:

■ login (the e-mail address to which an e-mail with the instructions on how to set a password was sent),

■ password.

The screen is used to log the Contractor into the system.

Figure 1: Login page for the ARCHEO system

If you have entered correct data, you will be redirected to the page with a list of cases. Otherwise, a message will be displayed informing that the login details are not correct. An account will be blocked after entering incorrect data three times. To unblock the account, please contact the system administrator.

2.2 Language Selection

The application allows you to work with the system in three languages: Polish, English and Czech. The default language can be selected on the login page or inside the application.

On the login page, there are three flags representing the three languages (Figure 2); when you have selected one of them and logged in, the System will be displayed in the selected language.

Figure 2: Language selection on the login page

If you want to change the language while logged in to the application, simply expand the menu under the name of the user and select a language (Figure 3).

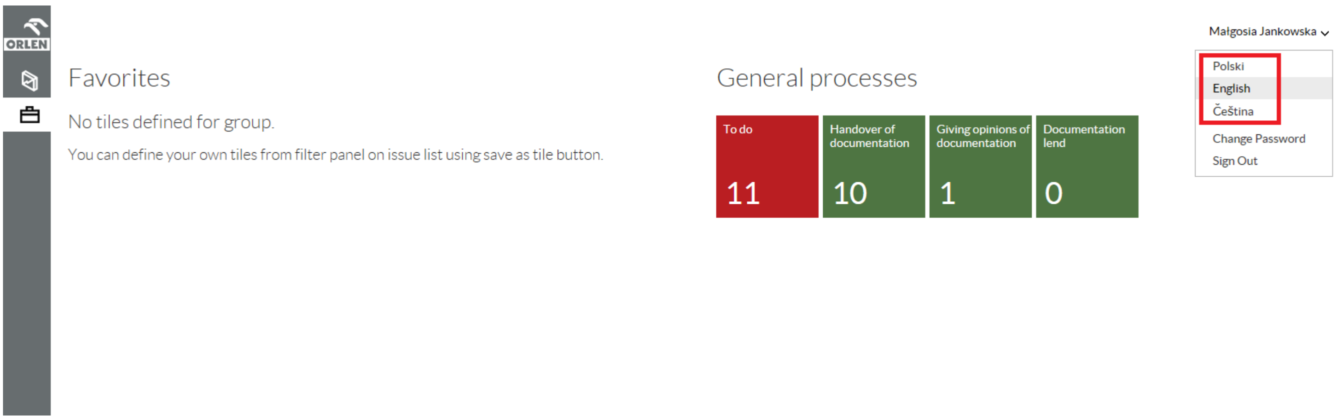

Figure 3: Language selection in the system

2.3 Changing a Password

To change the password, select the link with the name of the logged-on user located in the upper right corner of the main screen. After expanding the context menu, click **Change password** (Figure 4).

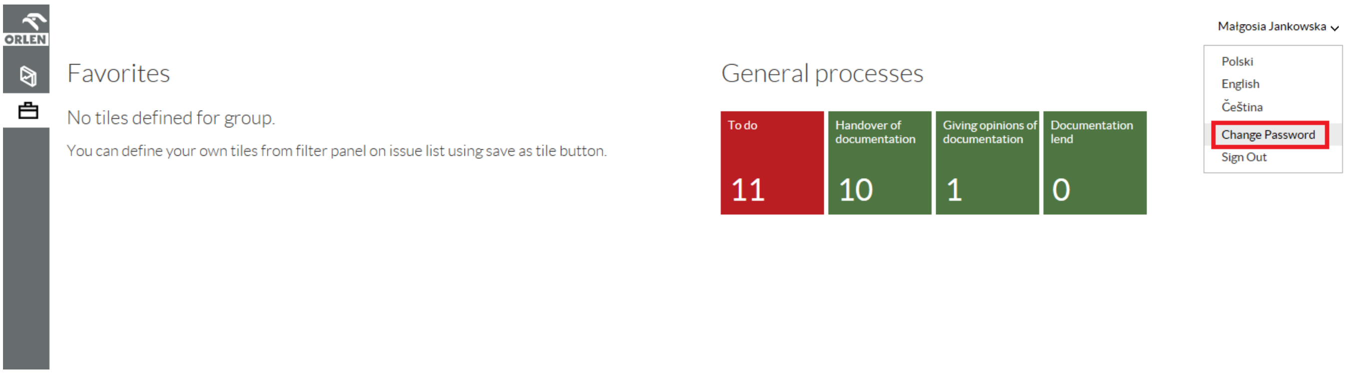

Figure 4: Changing the password

Figure 5 shows a screen for changing the password. To change the password, you need to enter:

- Current password
- New password
- New password again

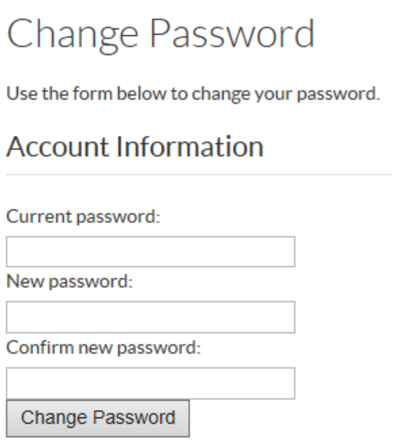

Figure 5: Page for changing the password

Your new password must contain at least 8 characters and include:

- at least 1 upper-case letter,
- at least 1 special character,
- at least 1 digit,

2.4 Application Homepage

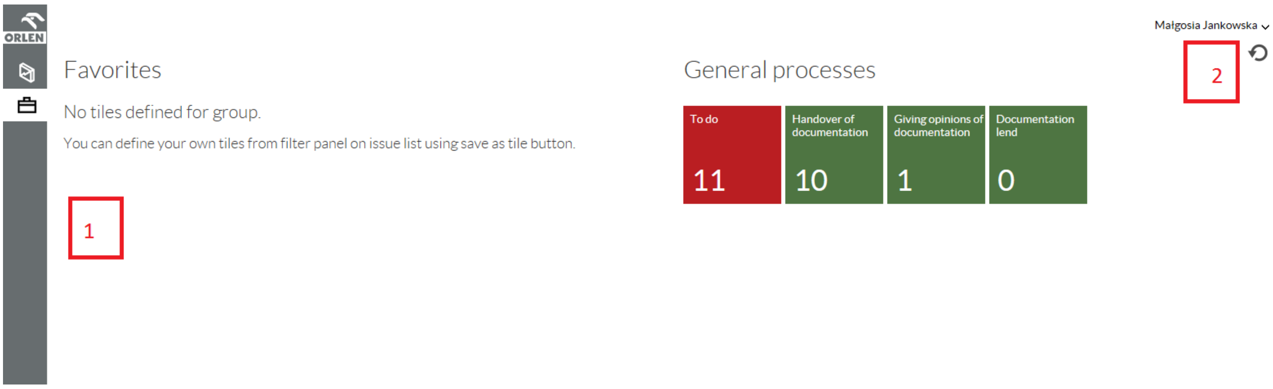

Figure 6: Homepage

After logging into the **ARCHEO** System, you will see your profile homepage (Figure 6). On the left side of the screen there is a drop-down menu [1].

The numerical values of the tiles are updated automatically at specified intervals (typically every 20 minutes) in conformity with the value entered by the system administrator in the configuration file.

The “Refresh tiles” button located in the upper right corner, under the name of the currently logged-on Documentation Provider [2], provides additional functionality. After clicking on the button, the sections titled “Favorites” and “General processes” will be refreshed and the numerical values indicating the number of cases within a tile will be updated.

Please note that the numerical values of the tiles can be out of date since the number of the cases within the tiles is updated at specific intervals or after pressing “Refresh tiles”. The number is not refreshed after executing an action or returning to the list of cases from the side menu.

The central part of the website has been divided into two parts: the first part with the name **Favorites** is devoted to personalized views of lists of cases created by users (by default, every new user user has no defined views). Creating views is possible by using the Save as Tile option.

The second part of the screen (**General Processes**) contains a basic list of cases, in the execution of which the Documentation Supplier may be involved. A list of all cases which the Documentation Provider should consider is displayed in the first upper tile “To Do” (red tile).

The numbers displayed on each of the Tiles define the number of cases to be raised by the Documentation Provider.

2.5 How to Navigate Around Cases?

First, you need to choose an area of interest. Let's assume that you want to take care of **Submission of Documentation**.

To reach detailed information on a case from the category **Submission of Documentation**, click on the tile representing the type of cases, then you will be redirected to the screen with a **detailed list of cases** to be executed in this area (Figure 7).

A **detailed list of cases** contains the basic information about each of the cases included in the list. They will include, among others:

- Project number — the unique number of the investment project
- Project name — the full name of the investment project
- Parent folder — the folder which is one level higher than the destination folder
- Destination folder — the exact location in the resources of the project to which documentation will be submitted
- Case number — a unique case identifier
- State — the current state of a case
- Last action — the exact date and time of the last event executed on the case concerned
- Modified by — the information about the person who executed the last event on the case concerned
- Closed — a padlock icon indicating the state of the cases; if the padlock is locked, this means that the process of the case concerned has been completed and the case has been closed / archived. By default, cases closed (locked padlock) are not displayed in the list.

A page switch [1] is located under a **detailed list of cases**. This solutions allows you to display a limited number of records on the page at the same time. To get to other cases, you should change the page.

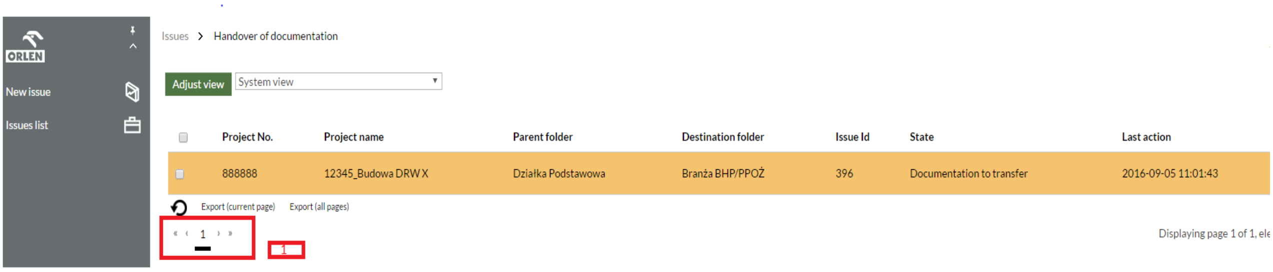

Figure 7: A detailed list of cases

Some cases can be displayed in orange or red. Orange color indicates that there are 7 days or less left to the deadline for completion of the case. If the case is highlighted in red, this means that the deadline for completion of the case has already passed.

2.5.1 How to Filter Cases on the List?

To go to a list of cases, select one of the created or basic tiles (Figure 8).

Figure 8: Selection of case tiles

On the list of cases, in the top right corner, under the name of the Documentation Provider there is a Search icon [1] (Figure 8).

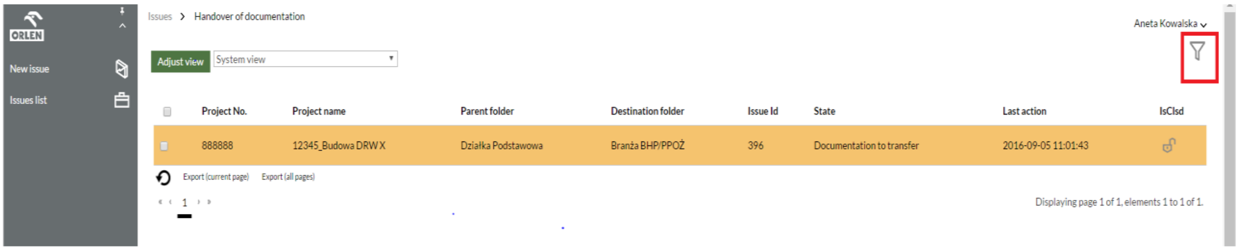

Figure 9: Filter button

When you click on the icon mentioned above, the case search / filtering form is displayed (Figure 9).

Figure 10: Case search / filtering form

[1] "Search" button,
[2] "Clear All" button used to clear the search parameters,
[3] Button used to pin a search screen so that it is always on top,
[4] "Save as tile" button used to create own tiles.

By completing the following fields of the **search** form used to search the list of cases, you can limit the number of records that appear on the list. The following filters are available:

- **Show all,**
- **Started by me,**
- **Closed/Archive,**
- **Author/Recent changes,**
- **Case ID,**
- **Created,**
- **Last action,**

- **Process,**
- **State,**
- **Attributes.**

To use a filter, you need to fill in appropriate fields and click the **Search** button [1] (located on the bottom of the form).

The search by attribute is done by selecting a specific attribute from the drop-down list and pressing the + button. Then, a new field will be added on the search panel according to the attribute selected from the list. The availability of a given attribute depends on the value entered on the Process list; each of the processes has its own specific and key search attributes.

A form can be cleared by clicking the **Clear All** button **[2]**.

The search screen can be pinned to the screen with the list of cases using the [3] button in the upper right corner of the search panel. Then, it will be displayed on top when viewing the subsequent search results pages. You can unpin the search screen in a similar way by clicking the button. To close the search panel, press the icon .

2.5.2 How to Create Own Tile?

To adjust the tiles, you need to go to a list of cases and use the filter option [1]. Next, in the Options [2] section choose the conditions to be met by the cases selected by you. Finally, the selected conditions should be saved as tiles [3].

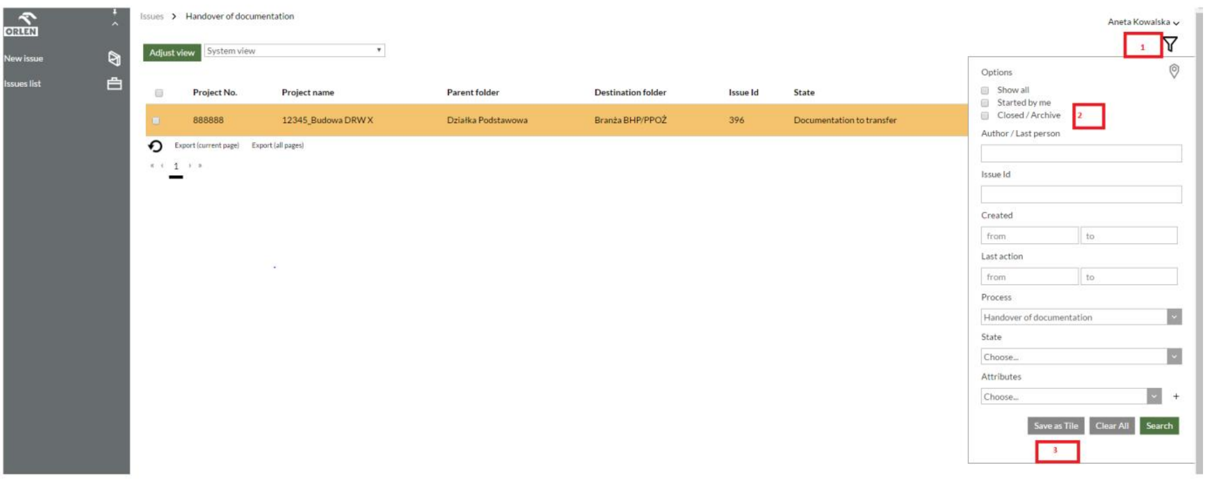

Figure 11: Case filtering

A newly created tile will be displayed in the Favorites [1] section (Figure 12).

Figure 12: A newly created tile

If you select the **Show all** option, you will see a list of all of the cases on which you can execute, or you have executed, an event.

2.5.3 How to Save the Sorting Order on Own Tile?

Each Documentation Supplier can set their own sorting on their tiles. To do this, you simply need to open own tile and sort the list of cases by clicking on the column title; the sorting order will be saved automatically.

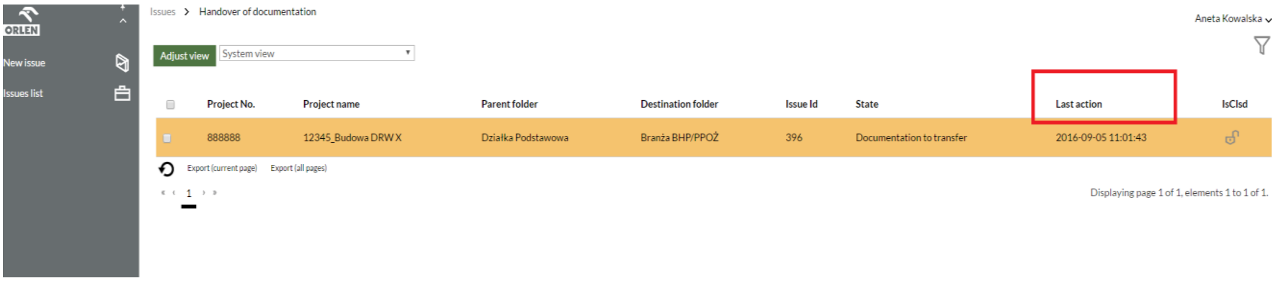

Figure 13: Column sorting

If you reopen the tile, the list of cases will be sorted in a preselected order.

2.5.4 How to Delete Own Tile?

To delete own tile, simply press the cross located in the upper right corner of the tile.

Figure 14: Deleting own tile

Then, you will see a message confirming the deletion of the tile, which has to be confirmed by pressing the OK button.

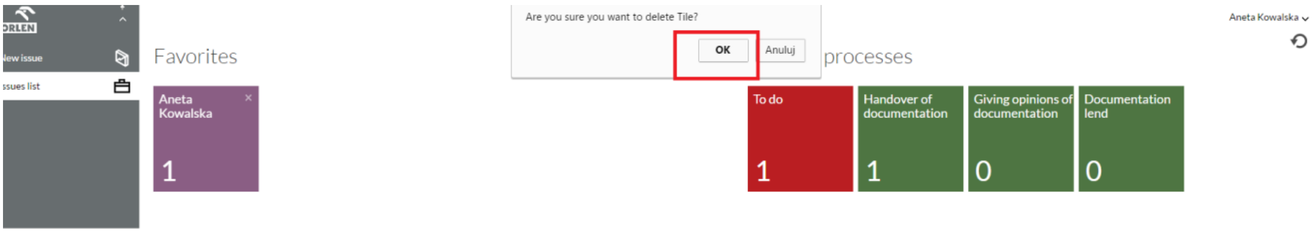

Figure 15: Message confirming the deletion of a tile

2.5.5 How to Filter Cases with the Selected “Show All”, “Started By Me” Fields and Other Possible Combinations?

To view the cases that have been hidden, you need to filter the cases with the selected “Show All” field using the case search form (Figure 16) .

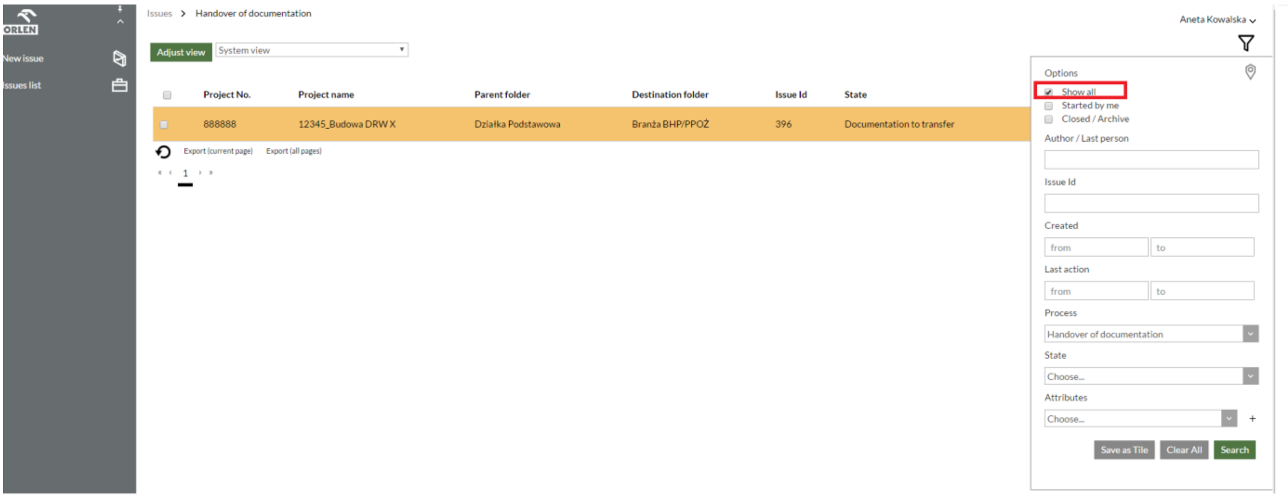

Figure 16: Filtering panel with the selected “Show All” field

You will see a list of all of the cases on which you can execute, or you have executed, an event. You can save the list of cases found in this way as own tile by pressing the **Save As Tile** button and giving the tile its own name.

“Started By Me”

You can also find the cases created by you by ticking the “Started By Me” box. In such a case, a list of cases will be generated that have been registered by you and on which you are able to execute events (then you will not see cases on which you do not have any action to execute). In the case of a Contractor, the list made using the **“Started By Me”** filter option will always be empty.

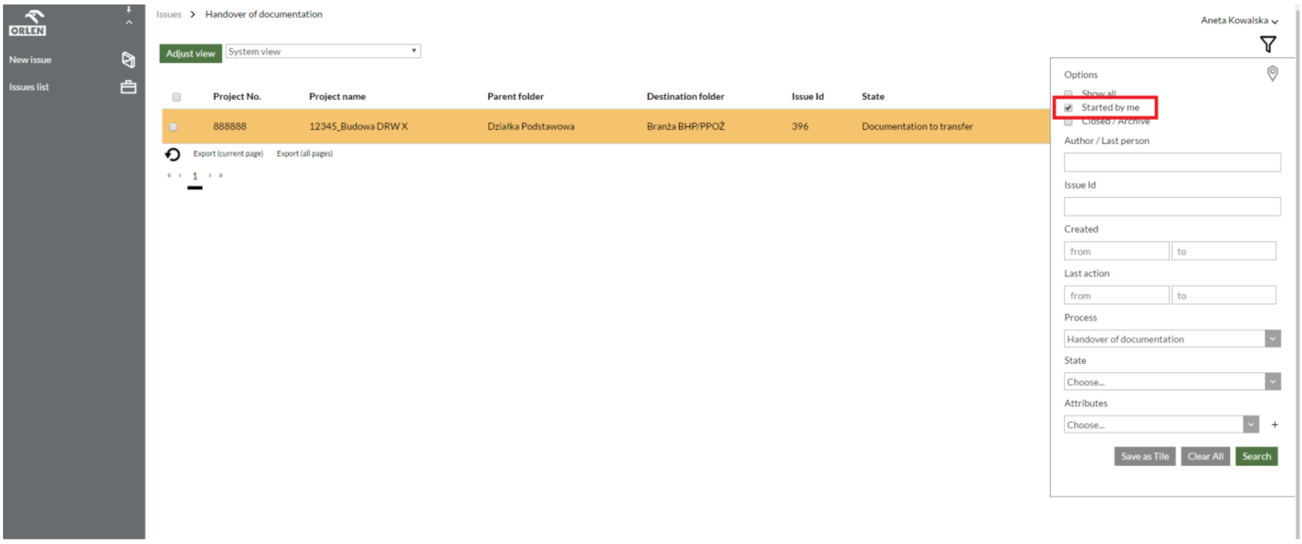

Figure 17: Case search screen with the "Started By Me" box checked

Other possible filtering combinations:

- Show All + Started By Me

  This generates a list of cases created by the user on which the user has executed or can execute an event.

- *Closed/Archive*

  This generates a list of cases that have been closed.

- *Started By Me + Closed/Archive*

  This generates a list of cases that have been registered by the user and closed/processed.

2.5.6 How to Find Cases Created on a Specific Date?

To do this, use the filtering panel on the list of cases and select the desired date in the "Created" fields.

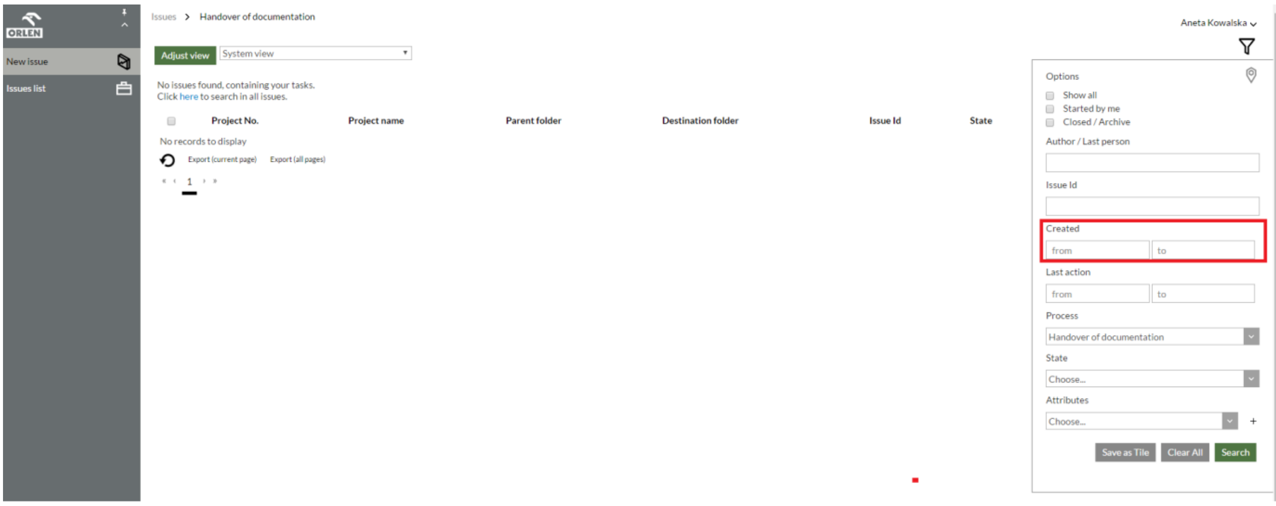

Figure 18: Screen used for finding cases created on a specific date

The values in the fields should be set so that the range covers full days from 00:00 to 23:59. After filling in the fields, press the Search button.

2.5.7 How to Go to a Specific Case, Display its Details and Execute an Event?

Detailed information and the control center of the selected case are displayed after clicking on the row representing the case on the **list of cases of a process** (Figure 19). Click in the are marked with a red frame to go to the case details.

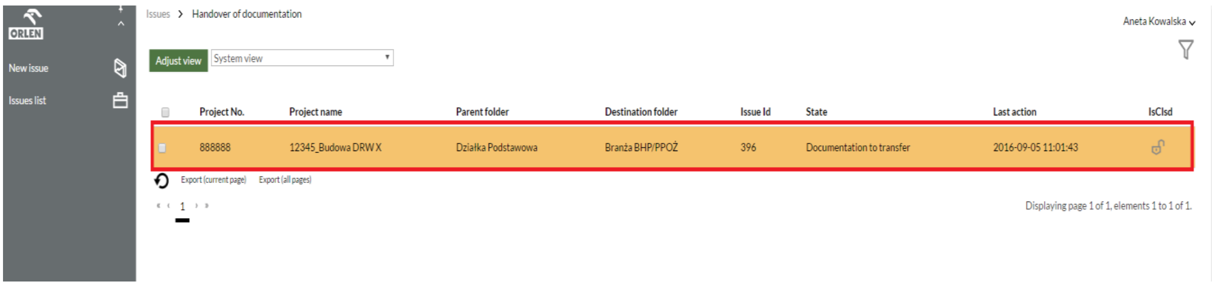

Figure 19: Click in the area to go to the case details

Figure 20: Details of the selected case

The central part of the screen [2] shows information depending on the selected side button [1]:

- General — allows you to view basic information about a case [1];

Depending on the state of a case and the level of authorizations, in section [3] the Documentation Provider also sees the process event execution buttons. Press these buttons to process cases. For example, if you are logged in, you can execute the **"Forward documentation"** event in the case of the **Handover of Documentation** in the **"Documentation to transfer"** state (Figure 20).

2.5.8 Why Are Some Cases Not Visible on the List?

As mentioned above, each basic tile corresponds to particular processes and contains a list of cases on which the user currently logged in can execute events. If executable events have already been executed or a case has been closed (the process has reached an end), the case will not be displayed. In this case, perform appropriate filtering as described in chapter 2.5.5, for example, using the Show All option.

2.6. What is the Function of the Red "To Do" Tile?

After clicking the red tile (at the top of the left hand side of the **“General processes” section** on the start page of the application), you will see a detailed list of all the cases currently having the “To Do” status.

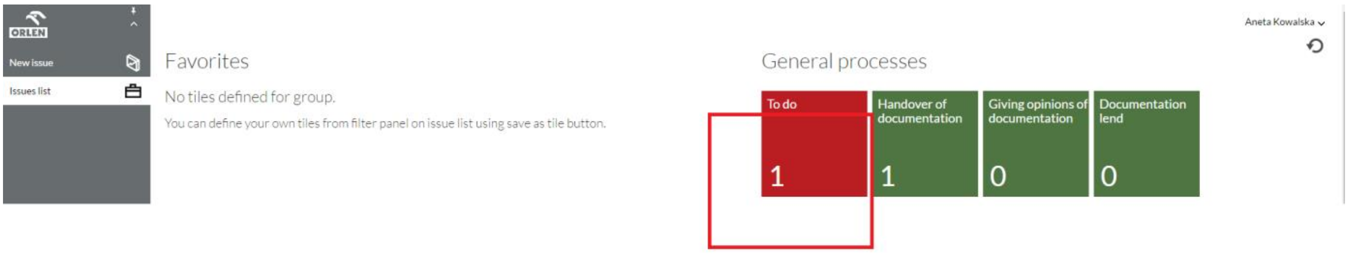

Figure 21: “To Do“ tile

2.7. What Is the Functionality of the Main Menu?

The main menu the function that allows you to go to the **Issues list** (view of the tiles on the main screen of the application). Figure 22 shows the basic variant of the main menu.

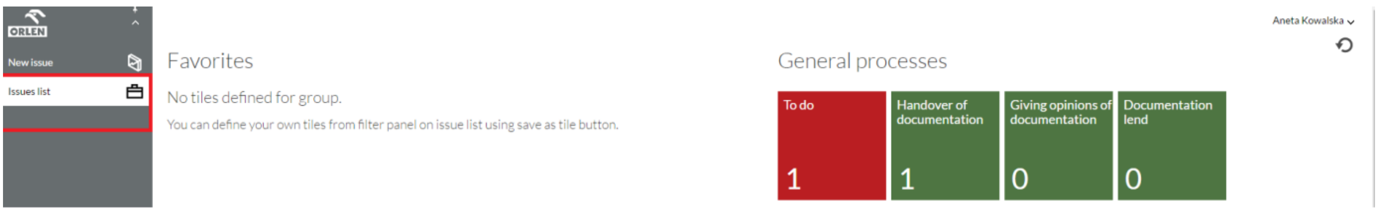

Figure 22: Main menu

3. Processes

3.1. Handover of Documentation

As part of the process, the Documentation Provider will provide additional documentation files to folders that have been defined by the Project Manager on the part of the ORLEN Group. After the Documentation Provider has added documents and submitted them to the manager, the documents will be subject to a quantity check on the part of the ORLEN Group and a documentation submission report will be generated. Handover of documentation is completed with the acknowledgement of receipt of the report by the Documentation Provider.

How to Submit Documentation?

To submit documentation, select the case in the **"Documentation to transfer"** state (Figure 24) from the Handover of Documentation tile (Figure 23) and then execute the **"Forward documentation"** event (Figure 25).

The information shown on the list of cases include details of the project and type of documentation, to which a given case in the list refers. (Figure 24)

After selecting a case from the list, information about the project and the folder for storing the documentation submitted are displayed on the "General" view of the selected case. (Figure 25).

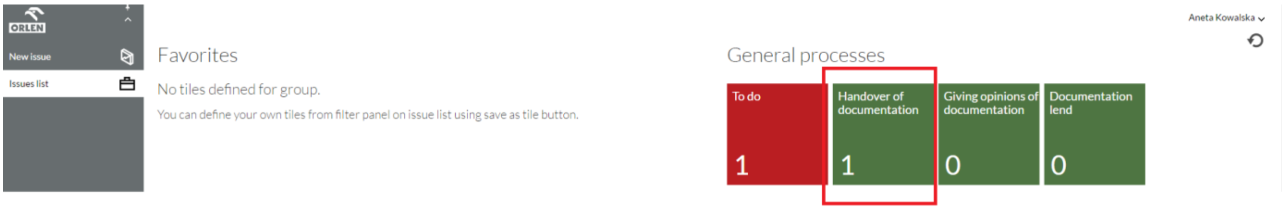

Figure 23: Handover of Documentation tile

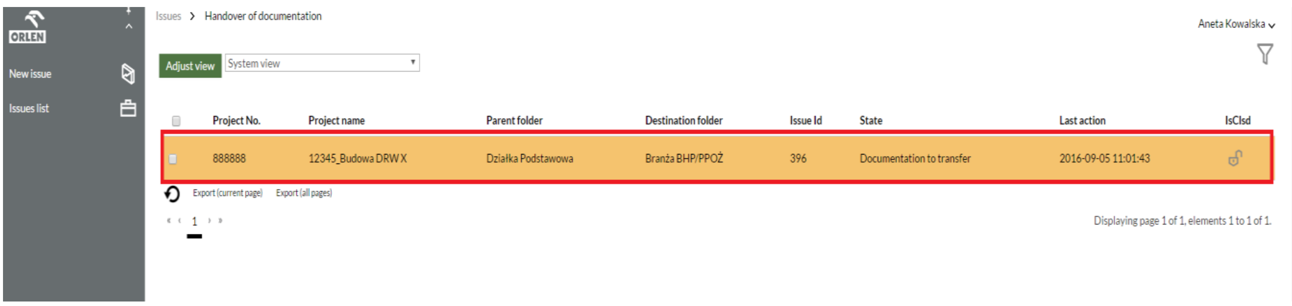

Figure 24: Handover of Documentation issue in the "Documentation to transfer" state

Figure 25: "Forward Documentation" button

The forward documentation form (Figure 25) contains the required fields in which you need to add documentation which is to be submitted by pressing Add [1]. In this field, you can add multiple files at once. At the same time you can add a maximum of 100 files, each of which may not exceed 100 MB.

Additionally, you need to complete the detailed data [2] of the added document:
- Contract/agreement/order number,
- Study number acc. to the Supplier,
- Title of study,
- Revision no.,
- Study phase.

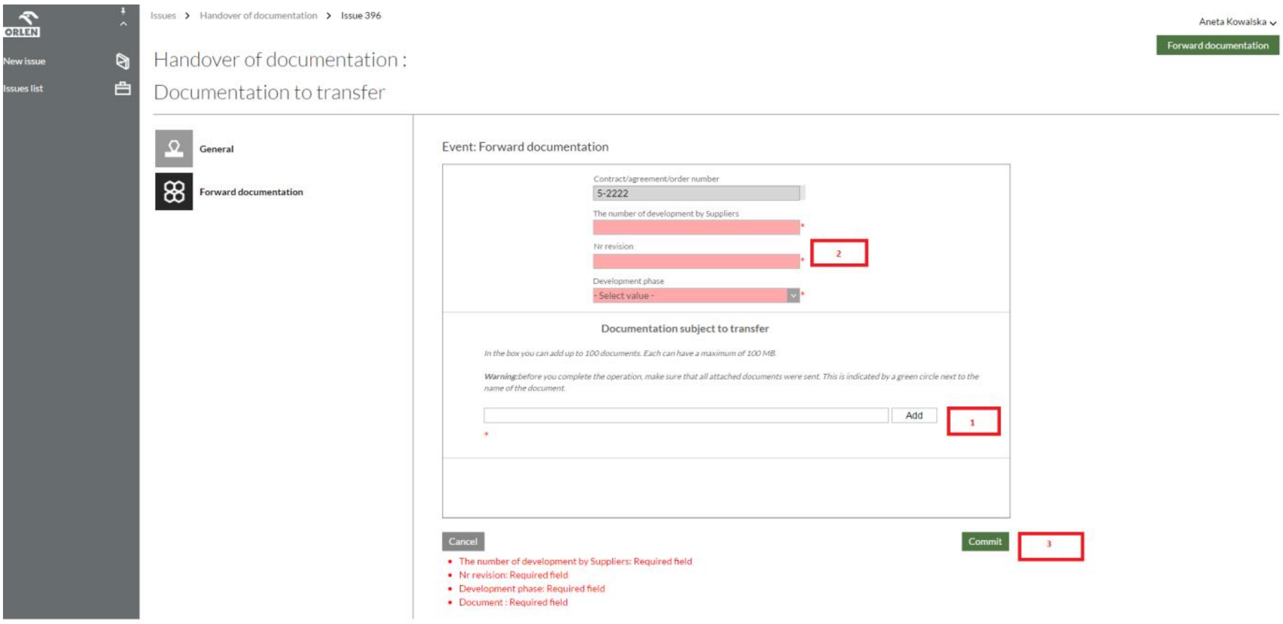

Figure 26: Forward Documentation form

Once you have completed the form, press Commit [3].

After the event has been executed, the case can be submitted to the manager, which results in the case being referred to the Project Manager on the part of the ORLEN Group or, if there is a need to enter additional documentation, submit further documents. After the step of submission of documentation, the attached files are stored in the relevant case and you can modify or delete them or add more files until they get to the manager.

What Do You Do When You Need to Provide Additional Documentation?

If documentation entered is not complete, the user submitting the documentation can attach additional documents executing the **Forward additional documents** event. To do this, press **Forward additional documents** (Figure 23).

Figure 27: Forward additional documents button

When you press the button, the system will display a form that will enable you to submit additional documents (Figure 27). To add more documents, simply press Add [1]. Rules for attaching further files.

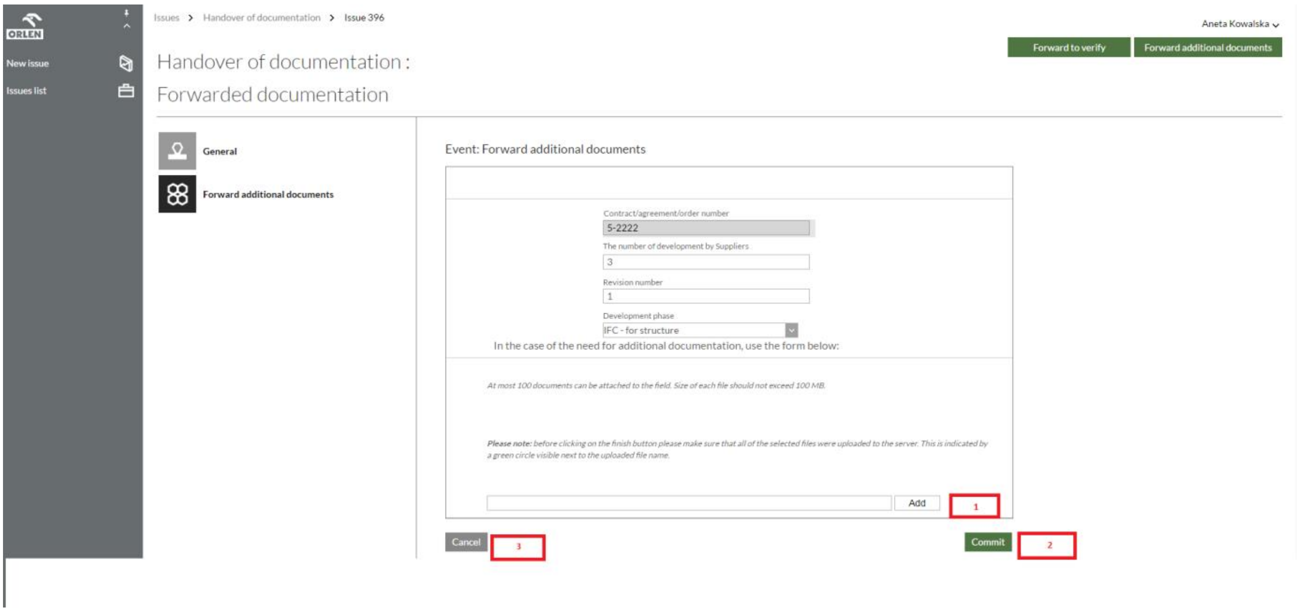

Figure 28: Form of the Forward additional documents event

To execute the event, click **Commit** [2]. If you want to cancel the execution of the event, press **Cancel** [3].

After the submission of further documents, the case goes back into the “Forwarded Documentation” state, which allows you to submit documentation to verify or again add the missing documents. To add a document with the same name, first use the “Remove” or “x” sign (Figure 28) to delete its old version.

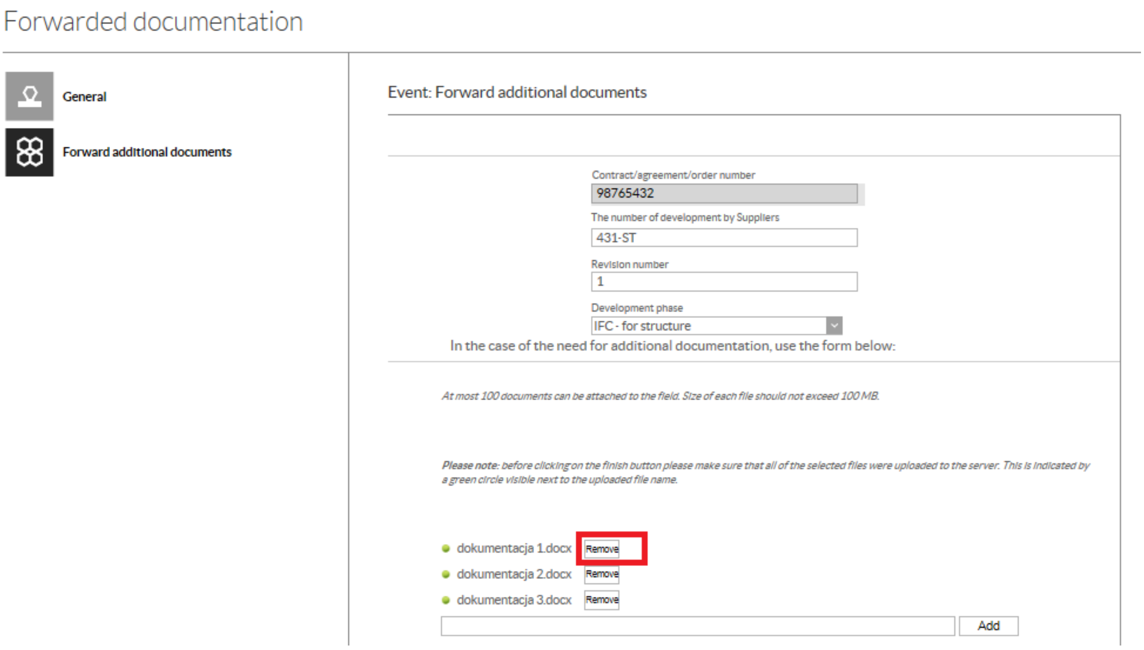

Figure 29: Deleting a file

How to Submit Documentation for a Quantity Check?

To submit documentation for a quantity check, execute the “**Forward to verify”** event. To do this, click **Forward to verify** on the screen showing the details of the case concerned (Figure 29).

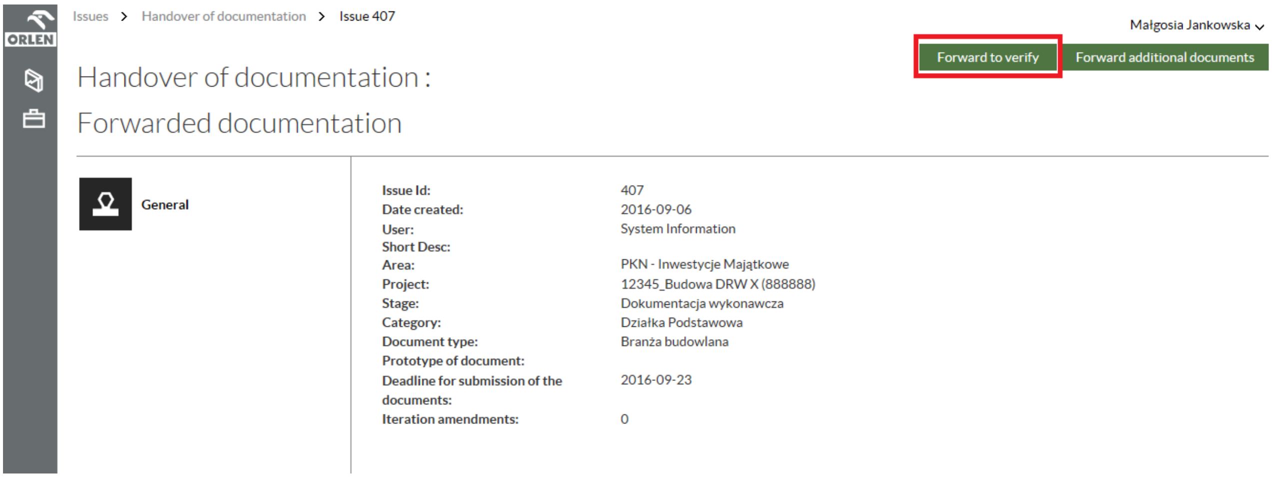

Figure 30: “Forward to verify” button

When you press the button, the system will display a form (Figure 30) that requires confirmation of submission of documentation to the manager for a quantity check. If the attached technical documentation is complete in terms of quantity, check the required “I confirm enclose documentation” [1] field, and then press Commit.

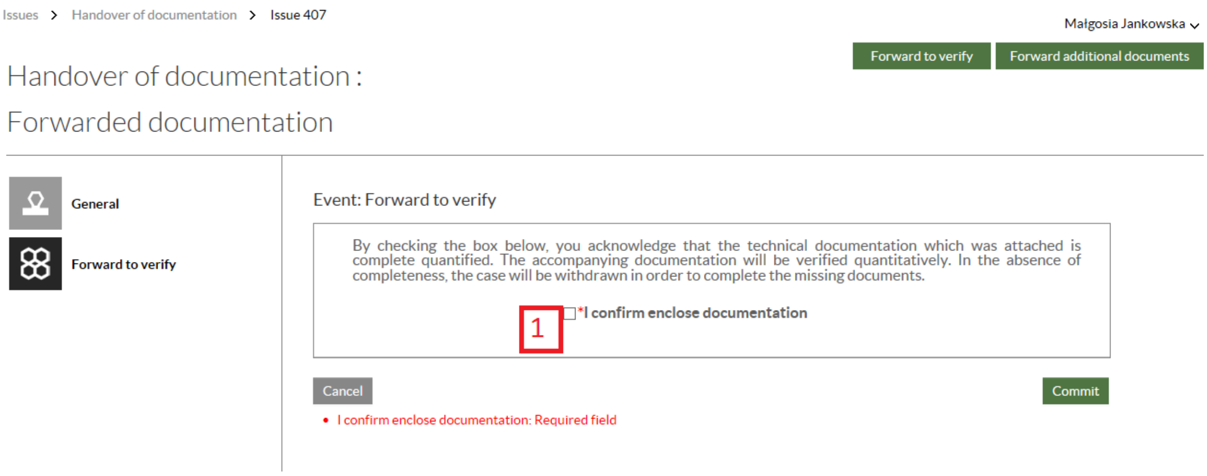

Figure 31: Form of the Forward to verify event

How to Complete Documentation?

If transferred documentation does not pass a quantity check on the part of the ORLEN Group, the case, to which the documentation was attached, will return to you in the **“Documentation pending completion”** state (Figure 32). The case will be available to you from tiles: **“To Do”** and “**Handover of Documentation”**. You will be informed of such a situation by e-mail.

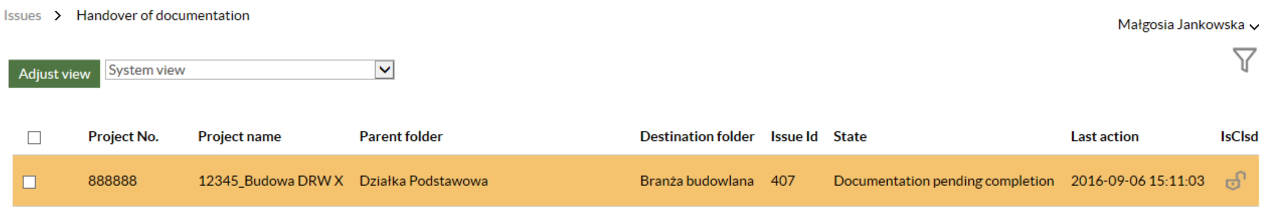

Figure 32: Documentation pending completion

After going to the screen showing the details of such case, you can get familiar with the comments and confirm their acceptance (Figure 33).

Figure 33: "Confirm comments acceptance" button

After clicking on **"Confirm comments acceptance"**, you will see a form (Figure 34) with remarks [1] from the verifier of the documentation provided by you.
After you have become familiar with the remarks, confirm by checking the checkbox "I have read the above comments" [2] on the form and then click **Commit** [3].

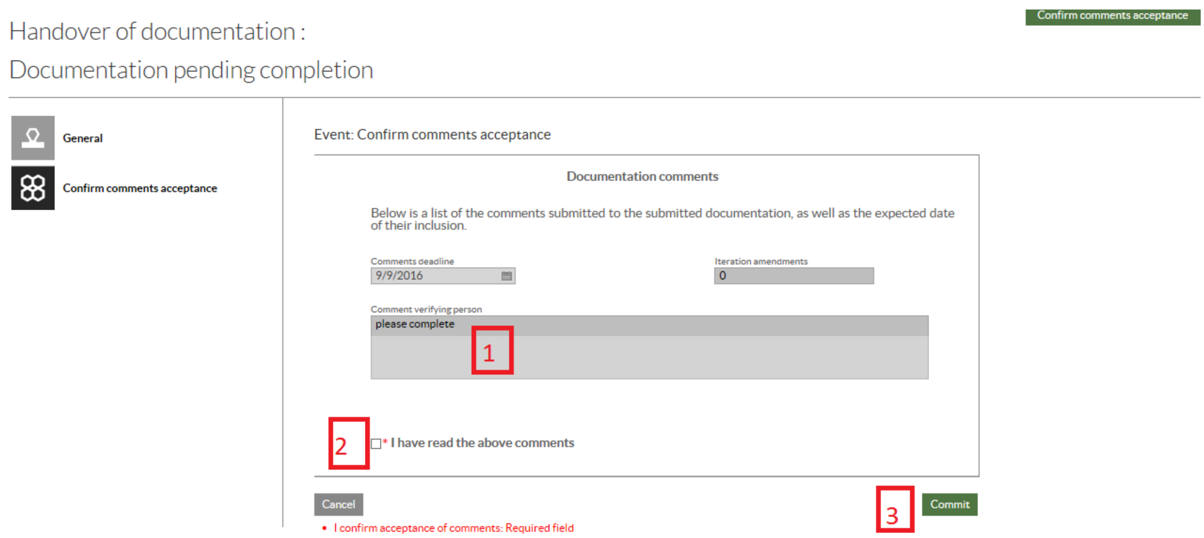

Figure 34: Remarks about the forwarded documentation

At this point, the case goes back into the “Forwarded Documentation” state. Further actions include the same steps as those described in the section titled **“How to Submit Documentation for a Quantity Check?”**. Please note that to add a new version of any of the files, you must first remove its previous version.

Confirm acceptance of a trsansfer protocol

The last step in the process of Handover of Documentation is the “Confirm acceptance protocol” event. To complete the process, you must confirm acceptance of a transfer protocol. To start the event, click the **“Confirm acceptance protocol”** on the screen showing the details of the case in the **“Complete documentation”** state (Figure 35).

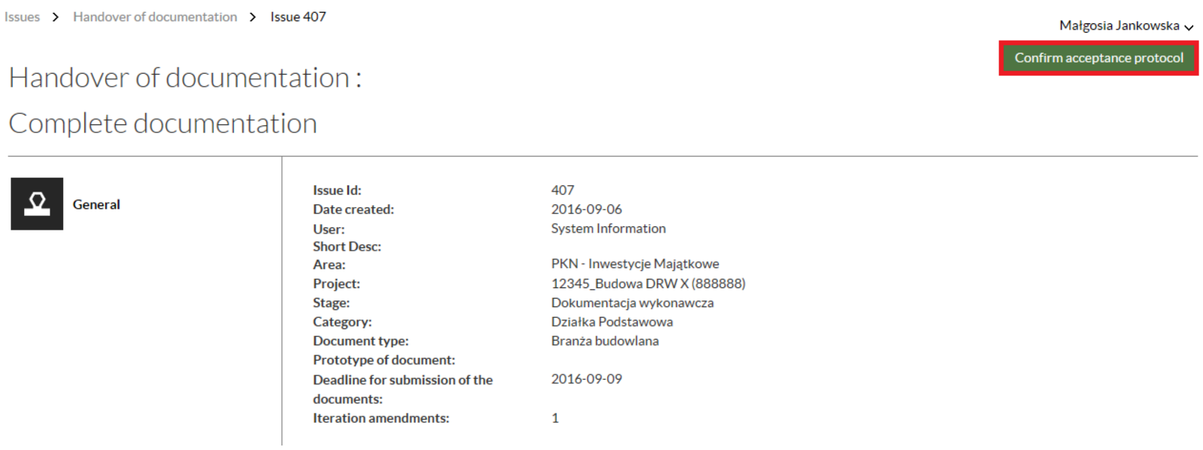

Figure 35: “Confirm acceptance protocol” button

The documentation transfer protocol attached by an employee of the ORLEN Group is included in the form (Figure 36) concerning this event in the **“Documentation transfer protocol”** field [1]. Your task is to download and read it, and then check the required **“I confirm acceptance of a protocol”** box [3]. Optionally, you can attach a scan of the protocol with your signature in the **“Enclose report”** field [2].

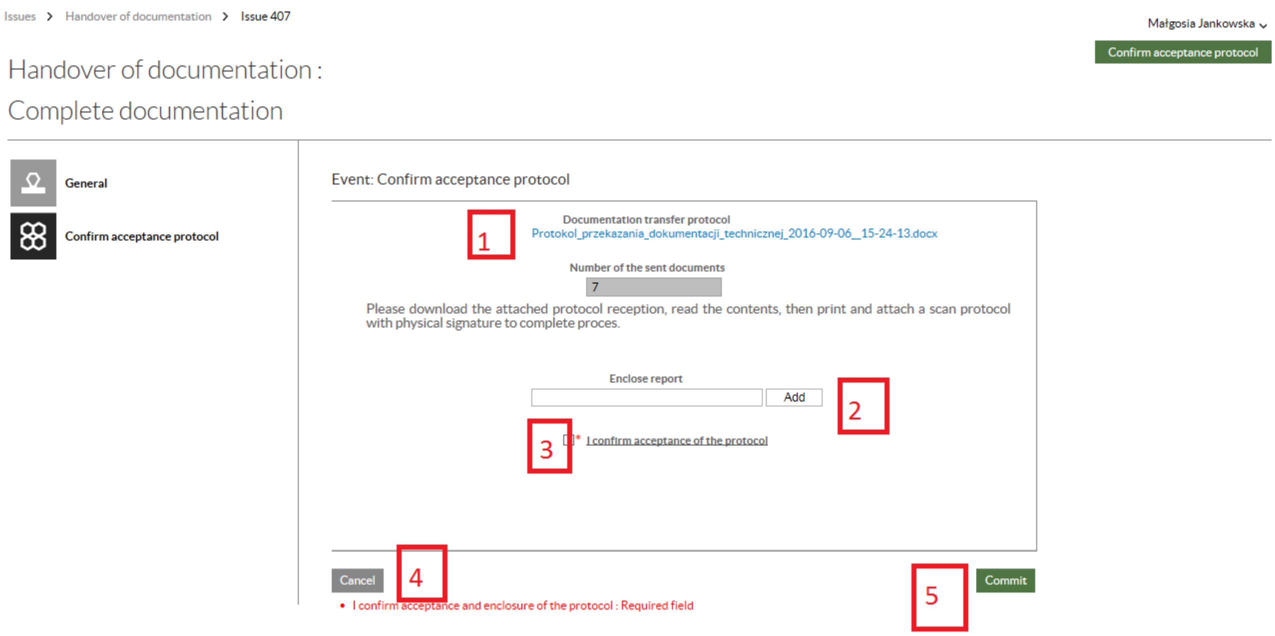

Figure 36: The form of the “Confirm acceptance of the protocol*” event*

To confirm the completion of the case, click the **Commit** button [5]. As in the case of the previous screen, it is also possible to cancel the completion of the case by clicking on **Cancel** [4]. Execution of the event will result in the change of the state of the case to **“Forwarded Documentation”**. Acceptance of protocol can be confirmed only once.

Receipt Report

A receipt report will be generated on the part of the ORLEN Group and sent to the Documentation Provider through traditional means.

3.2 Giving opinions of Documentation

As part of this process, if the need arises, you will have to respond to the opinions issued on the documentation provided by you. This is done as part of the “Giving opinions of Documentation” issue in the “Awaiting for documentation provider’s reply” state. You will be informed of such a situation by e-mail.

How to Take Account of the Remarks Sent by the ORLEN Group?

If your documentation has not been assessed positively, it is sent to you as a “Giving opinions of Documentation” issue in the **“Awaiting for Documentation provider’s reply”** state (Figure 37).

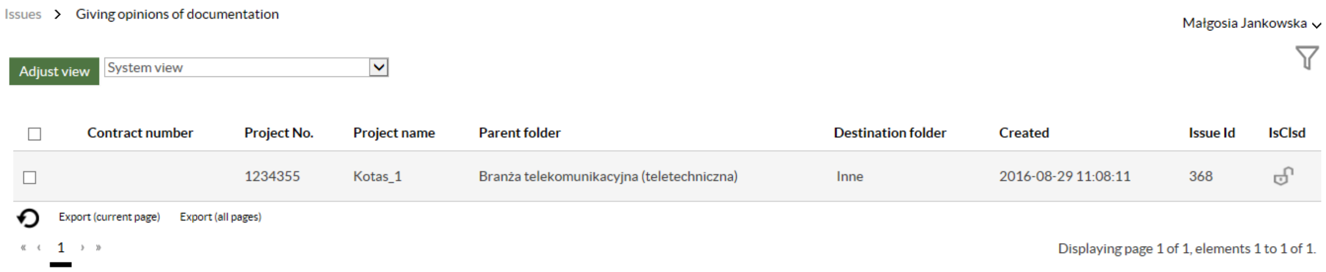

Figure 37: Awaiting for documentation provider’s reply issue

After going to the screen showing the details of the case concerned, you can execute the “Include comments” operation (Figure 38). Press this button to display a form containing all remarks and assessments collected concerning our documentation (Figure 39).

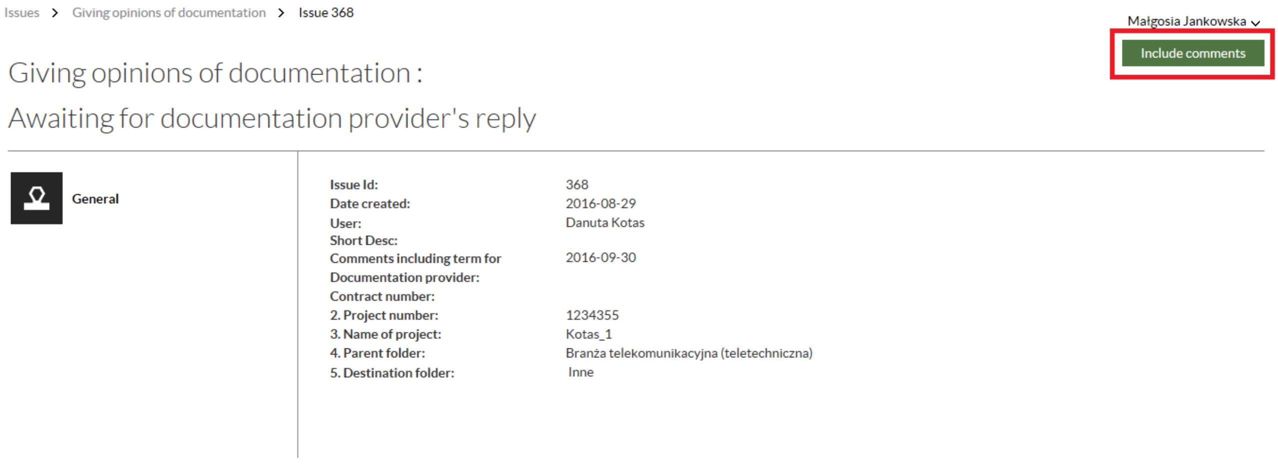

Figure 38: Details of the “Include comments” issue

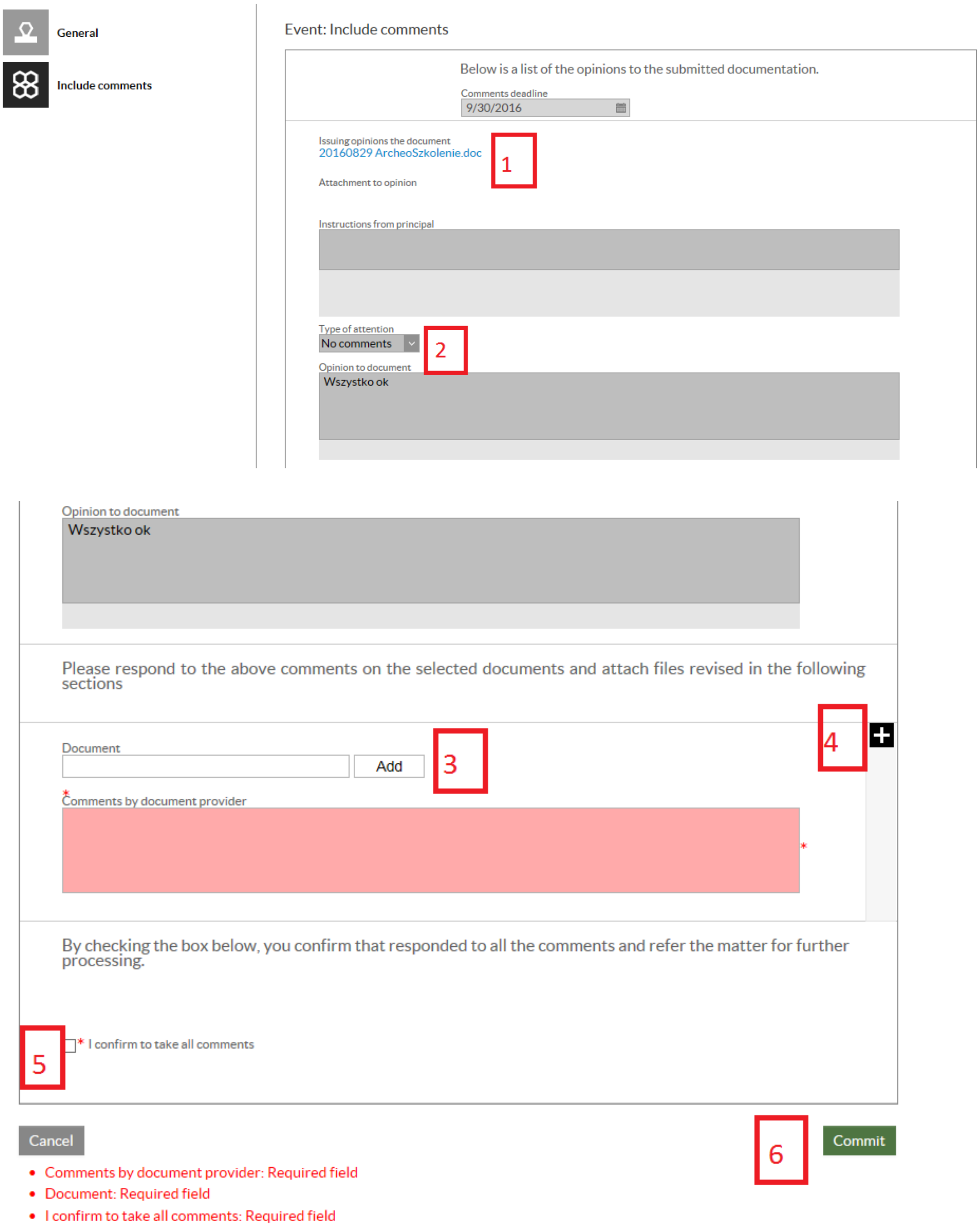

Figure 39: Form for "Include comments" issue

At the very top of the form [1], you can find documents attached by you, which have been indicated on the part of the ORLEN Group as requiring a response from the Documentation Provider. They can also contain comments and attachments to the relevant assessments. Below [2] you can find assessments assigned to the document concerned. At the bottom of the form is a reproducible section [3], in which you need to attach appropriate revised documents and reply to the comments contained above. You can use the plus button [4] to add more than one file. If you press the button, a further section [3] will appear in which you can attach another file. After you have attached all the files and responded to the comments, you need to **confirm that you have taken account of all the comments** [5]. Finally, press **Commit** [6] to submit the revised documentation back to the ORLEN Group.

The ORLEN Group can resubmit the documentation to you with further comments. In such situation, an additional field with such comments will appear on the form for taking account of comments (Figure 40). The procedure is exactly the same as described above.

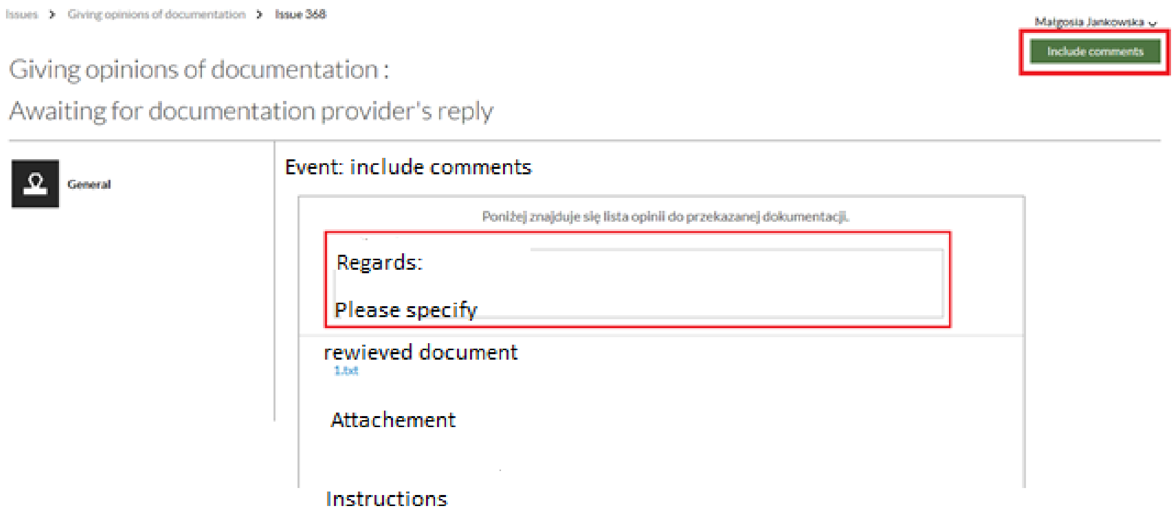

Figure 40: Additional remarks

3.3 Documentation lend

As part of this process, an External User with an account in the System, if the need arises, will be able to borrow documentation from the archive of the ORLEN Group.

How to Start the "Documentation lend" issue?

To start a new "Documentation lend" case, you need to select the **"New issue"** item from the left menu (Figure 41).

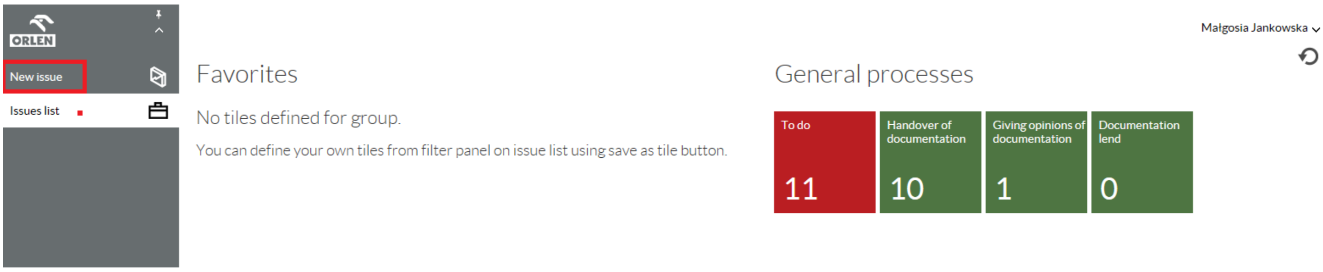

Figure 41: Starting a new issue

The External User will be taken to a page on which there are processes that can be run by an External User. Next to a process, press Run as shown in Figure 42.

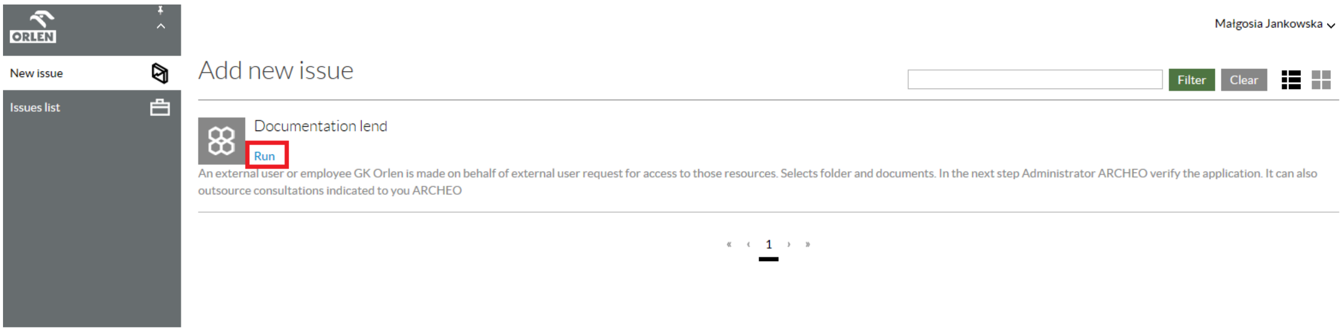

Figure 42: Running a "Documentation lend" issue

After you have started the process, you will see the application for borrowing documents (Figure 43).

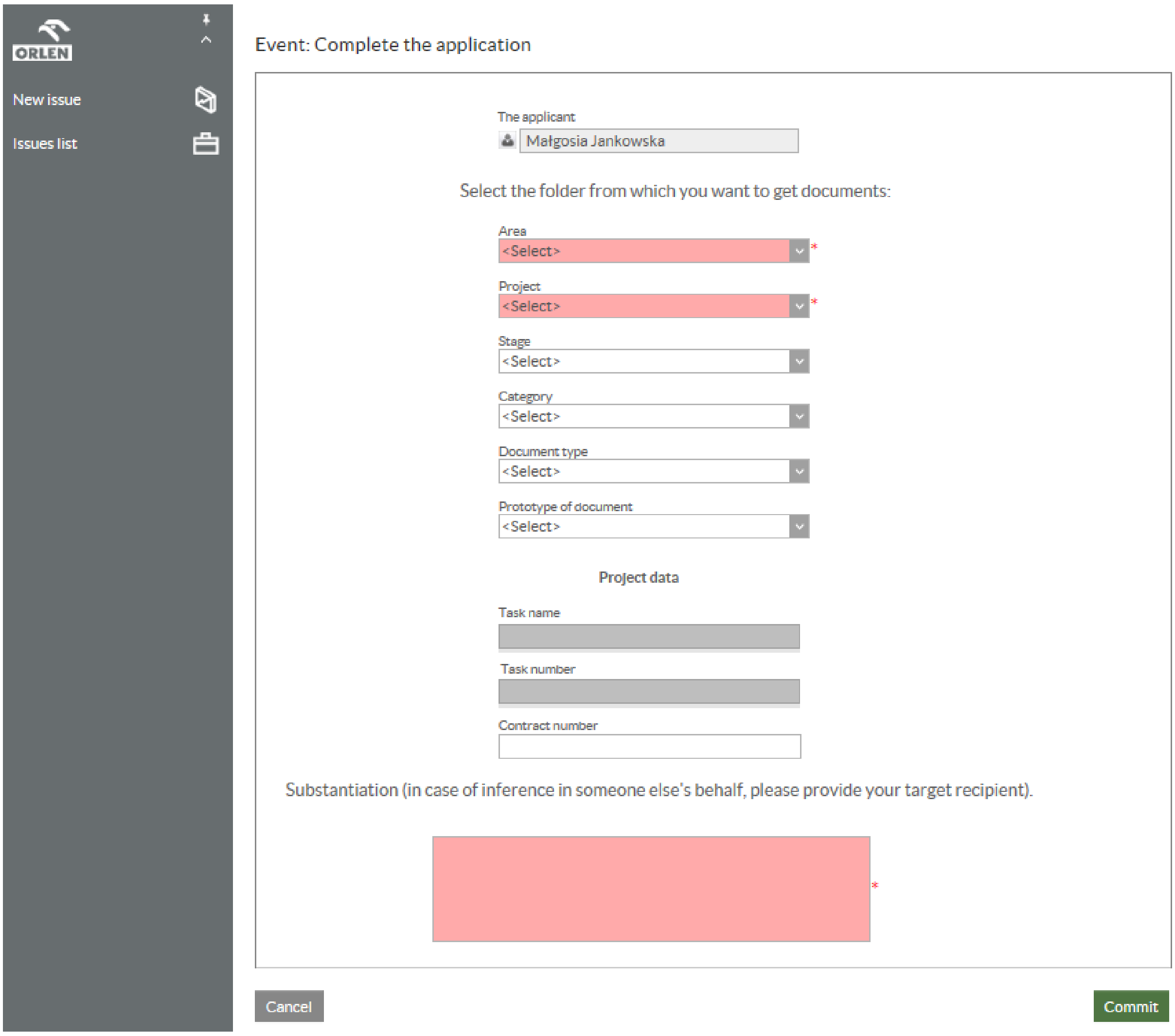

Figure 43: Application form for borrowing documentation

On the form the External User must indicate the exact path to the location of documentation which they want to borrow from the Digital Archive and state the reason for borrowing the documentation. Optionally, the User can enter the contract number to which the borrowing of documentation is related.

The last step on this form is to press **Commit** [1]. If the specified folder is empty, the system will inform you thereof by displaying an error message at the bottom of the screen (Figure 44).

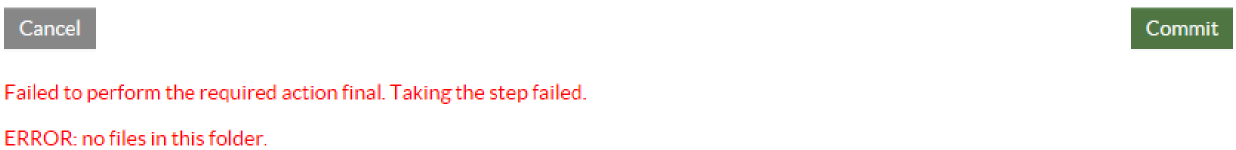

Figure 44: Error upon selecting an empty folder

If the selected folder contains documents, the **"Documentation lend"** issue is started in the **"Application during the filling"** state (Figure 45). At this stage of the case, the External User can submit an already filled-in application [1], select specific documents to borrow [2] or change the folder [3] if they have selected the wrong folder when starting the borrowing case.

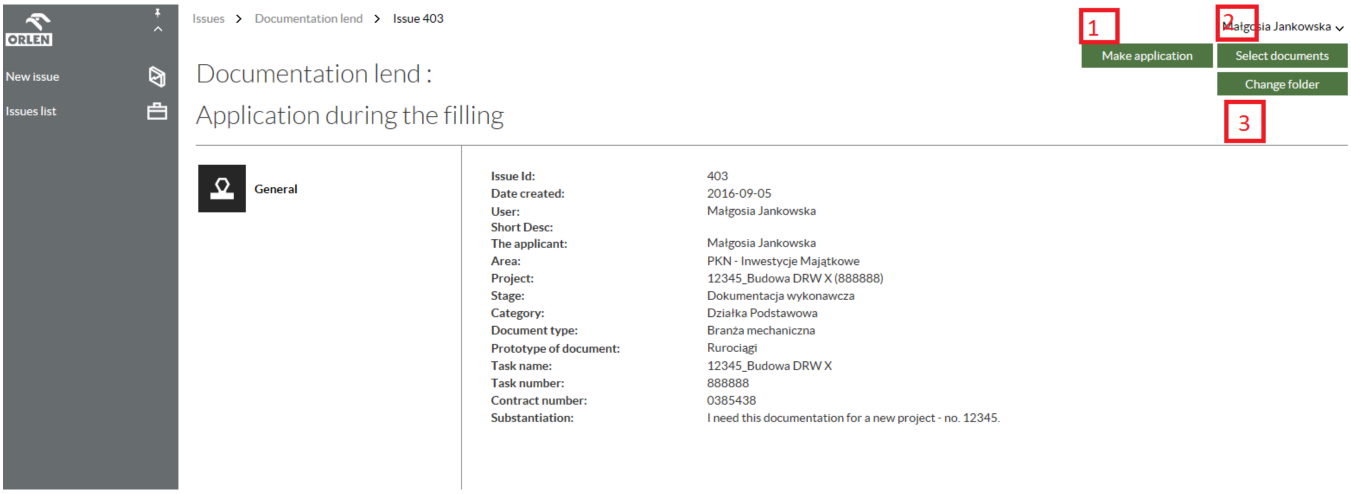

Figure 45: A "Documentation lend" issue started

How to Change the Folder with Documentation?

If you use the **Change folder** button [3], you will see a form that is similar to that displayed when starting a case and used to specify a new folder (Figure 46); The form contains the data entered when starting the relevant case.

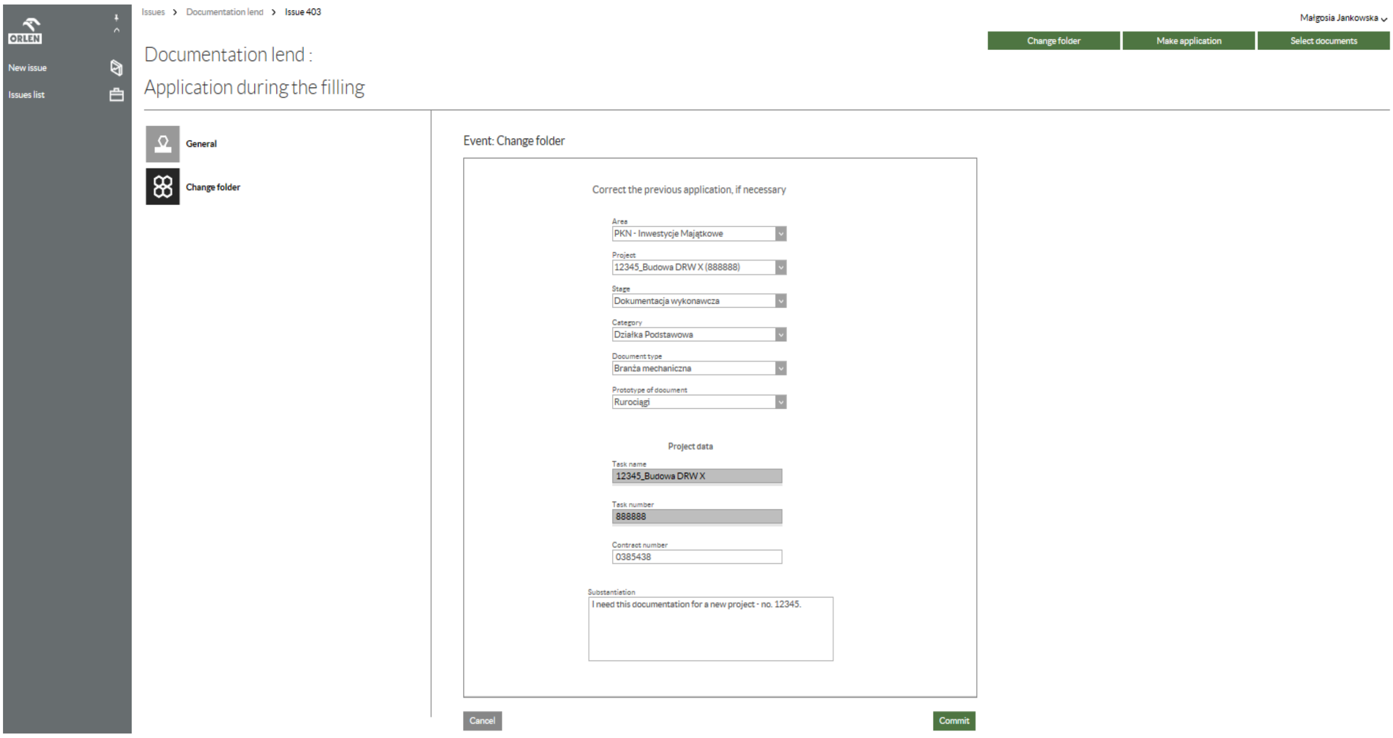

Figure 46: Changing a folder

Changing the path and pressing **Commit** will result in the list of documents being uploaded from the newly specified folder.

How to Indicate the Documents to Borrow?

Clicking on the **Select documents** [2] button (Figure 45) displays a list of all documents available to the External User in this folder (Figure 47).

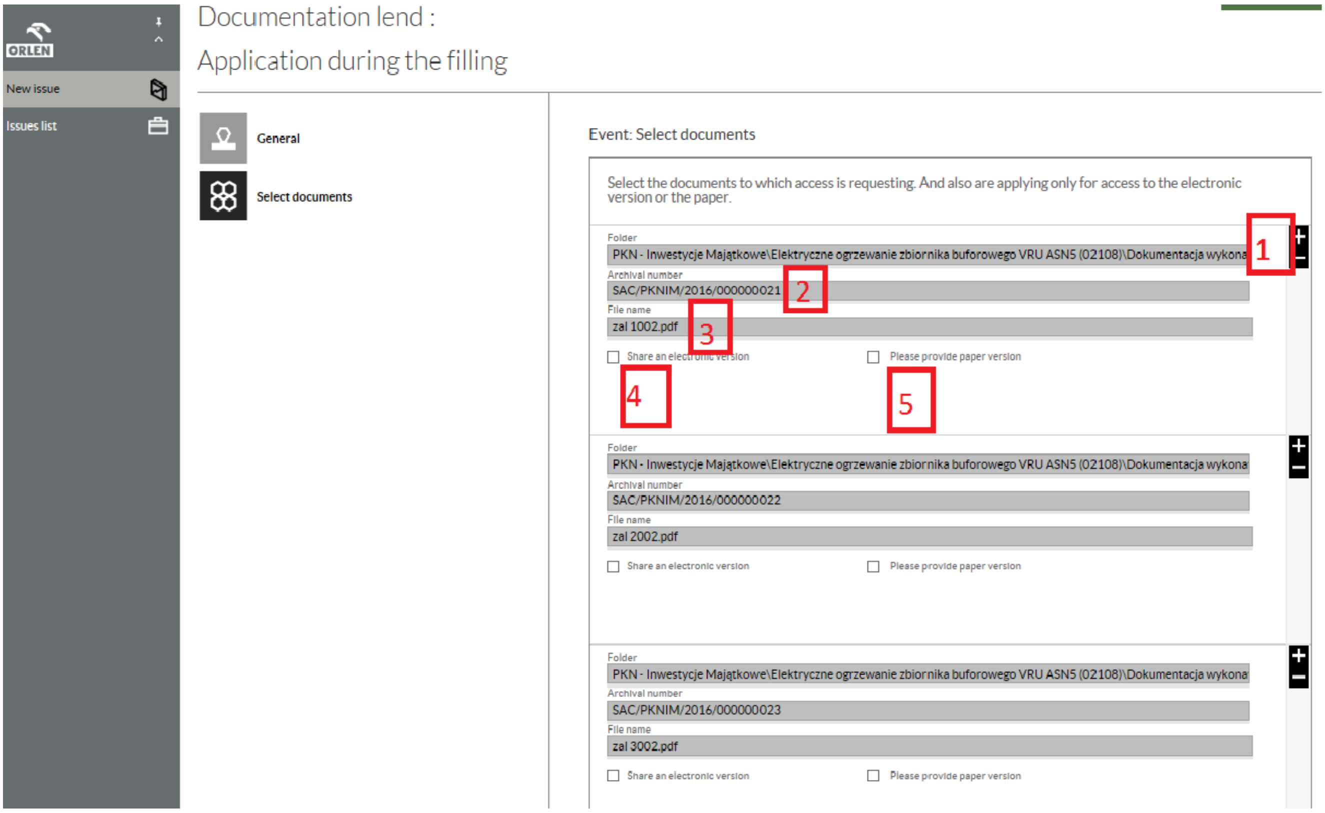

Figure 47: Selecting documents

Each of the documents is defined by a set of fields. The first one [1] contains the exact path to the document in the Digital Archive. The second one [2] contains the archival number assigned by the System. The third field [3] is the name of the document. All of these fields are non-editable. Each of the documents also allows you to check the **"I would like to get access to document in electronic version"** box [4], and, if a paper version of the document is also available, the **"I would like to get access to a paper version"** [5]. Documents to borrow are selected by checking the appropriate checkboxes next to the documents that are of concern to the External User and pressing **Commit.** Again, we are taken to the **"General"** tab for the **"Documentation lend"** cases in the **"Application during the filling".** Until the External User executes the **"Make application"** event **[1]** (Figure 45), you can change the selected documents and folder at any time. Please note that in one case you may make application for borrowing documents contained in only one folder.

Confirmation of Data and Submission of the Application

After pressing **“Make application” [1]** (Figure 45), the External User only needs to **confirm the correctness of the data on the application [1]** (Figure 48) and approve the declaration [2] (Figure 48).

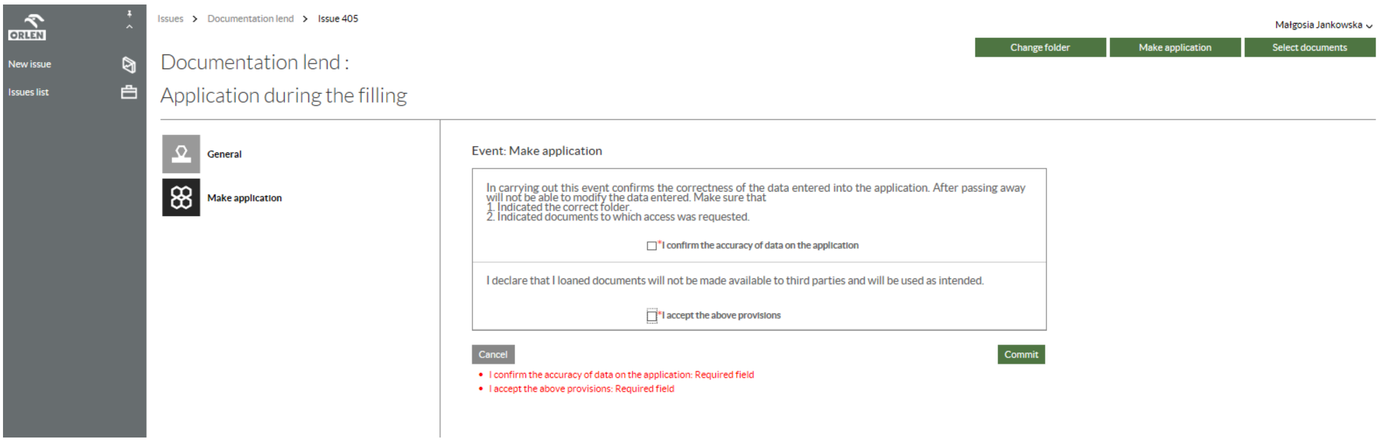

Figure 48: Submitting an application for borrowing documentation

After checking both fields and clicking **Commit,** the state of the case will be changed to **The application submitted** (Figure 49) and the case will be referred to the relevant person on the part of the ORLEN Group.

Figure 49: A “Documentation lend” issue in the “The application submitted” state

Complete Application

In the case of any ambiguity, the application submitted by the External User may be returned to the User for completion. In this case, the case in the “Pending on complement” state will return to the External User. Additionally, the applicant will be informed thereof by e-mail. At this stage, the External User can only complete the application (Figure 50).

Figure 50: A “Documentation lend” issue pending on complement

Using the **“Complete an application”** button displays a form on which the External User can enter an additional statement of reasons for their application in the **“Complement”** comment box [1] (Figure 51).

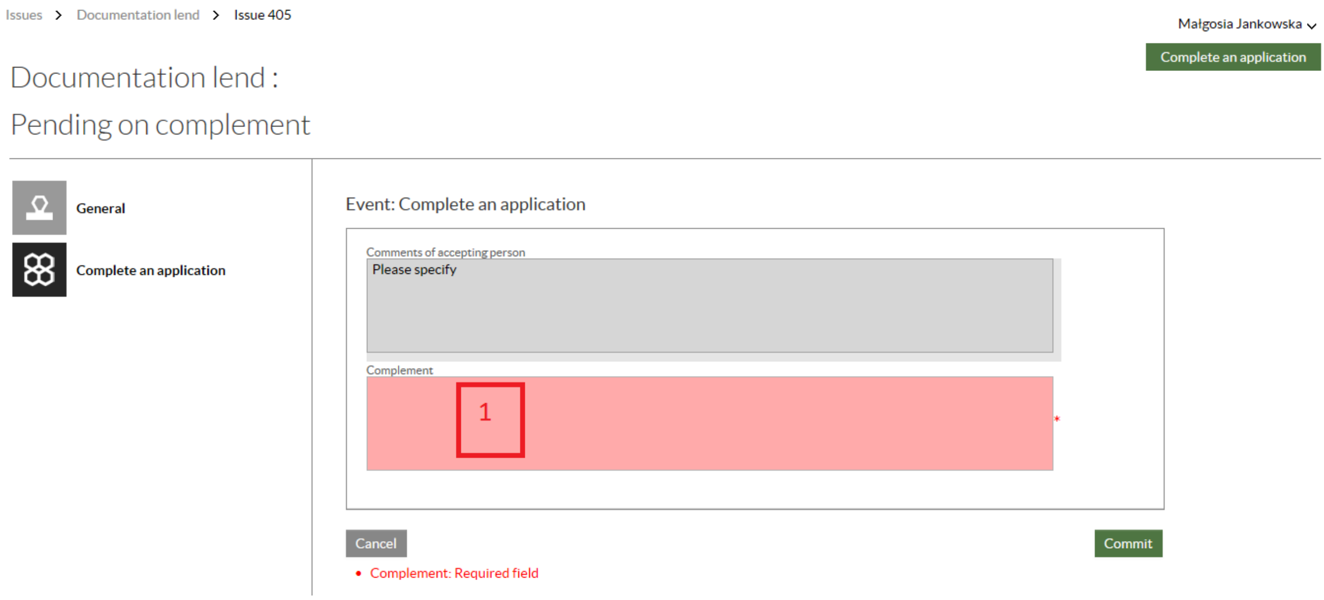

Figure 51: Completing the application

After entering an additional statement of reasons and clicking **Commit**, the case in the **“The application submitted”** state will go back to the relevant person on the part of the ORLEN Group.

What if Your Application is Rejected?

If the decision maker on the part of the ORLEN Group rejects your application, the case will be closed and its state will be changed to **“Application rejected”** (Figure 52). The case can be found in the **“Documentation lend”** tile by using the “Show all” + “Closed” filter.

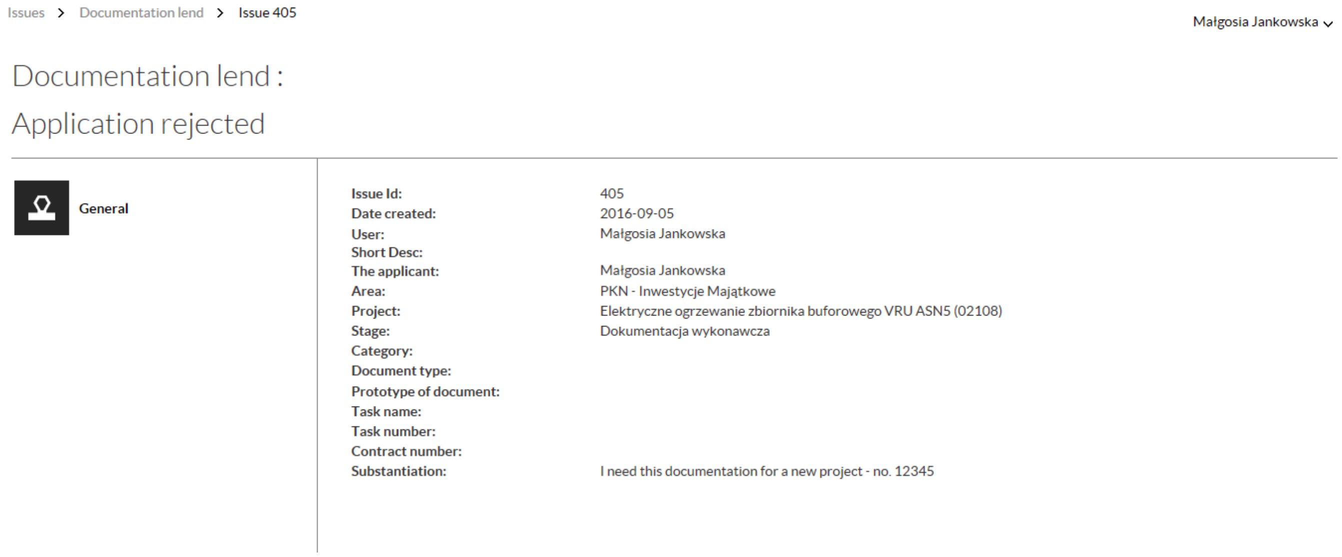

Figure 52: A rejected “Documentation lend” issue

How to Receive the Borrowed Documents?

In case of approval of your application on the part of the ORLEN Group, you will be informed thereof by e-mail, and the **“Documentation lend”** issue in the **“Request approved”** state will appear in your tile (Figure 53). If the case is in that state, the External User may **Receive documents** [1].

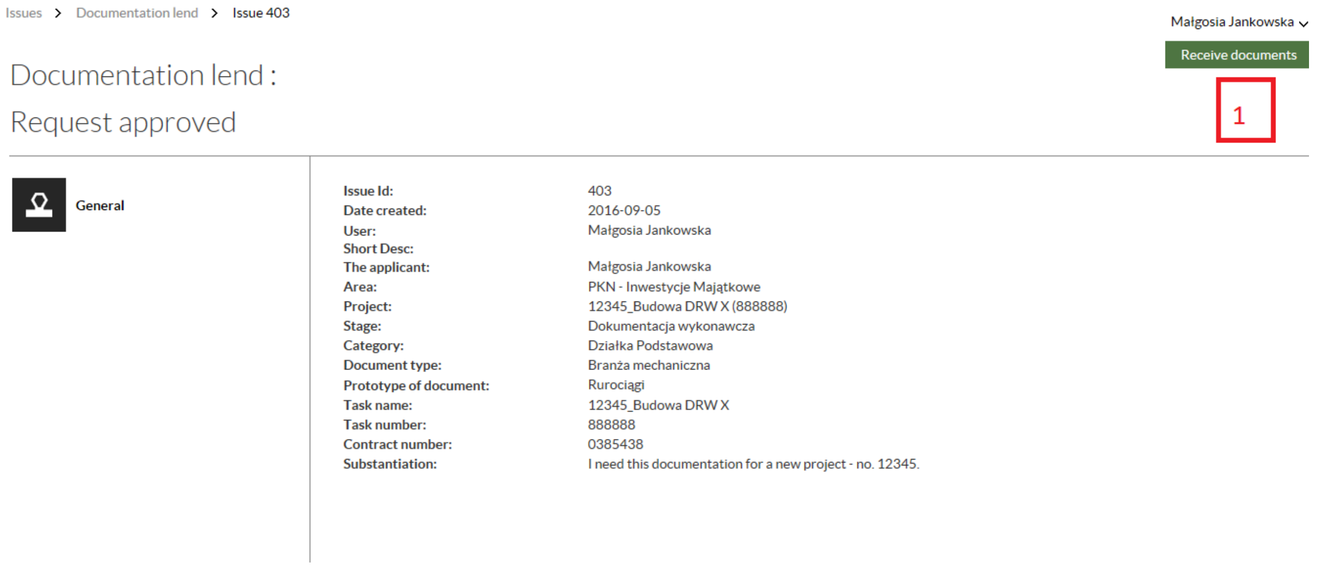

Figure 53: A “Documentation lend” issue approved

To receive the documents made available in electronic version, you need to go to the **"Receive documents"** event. You will find a link to download a document available in electronic version next to the document name (Figure 54).

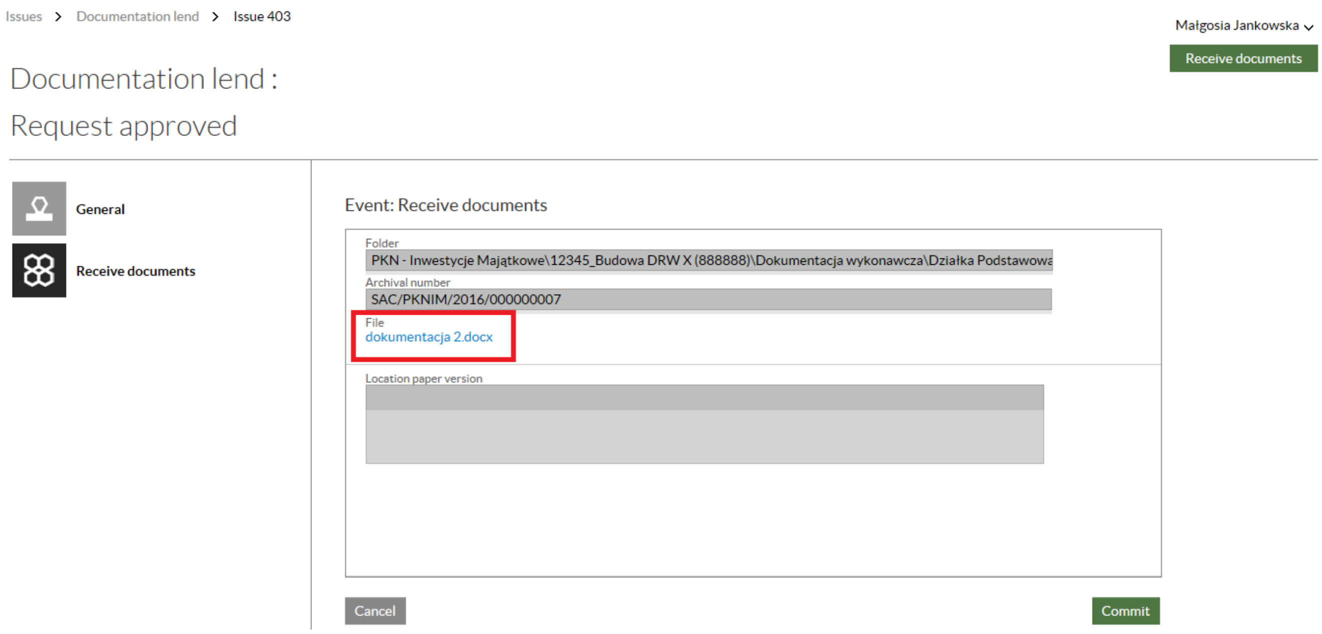

Figure 54: Link to download a document available in electronic version

After clicking on the link, the System will open a window to download the document (Figure 55). You should save such a document locally on your computer.

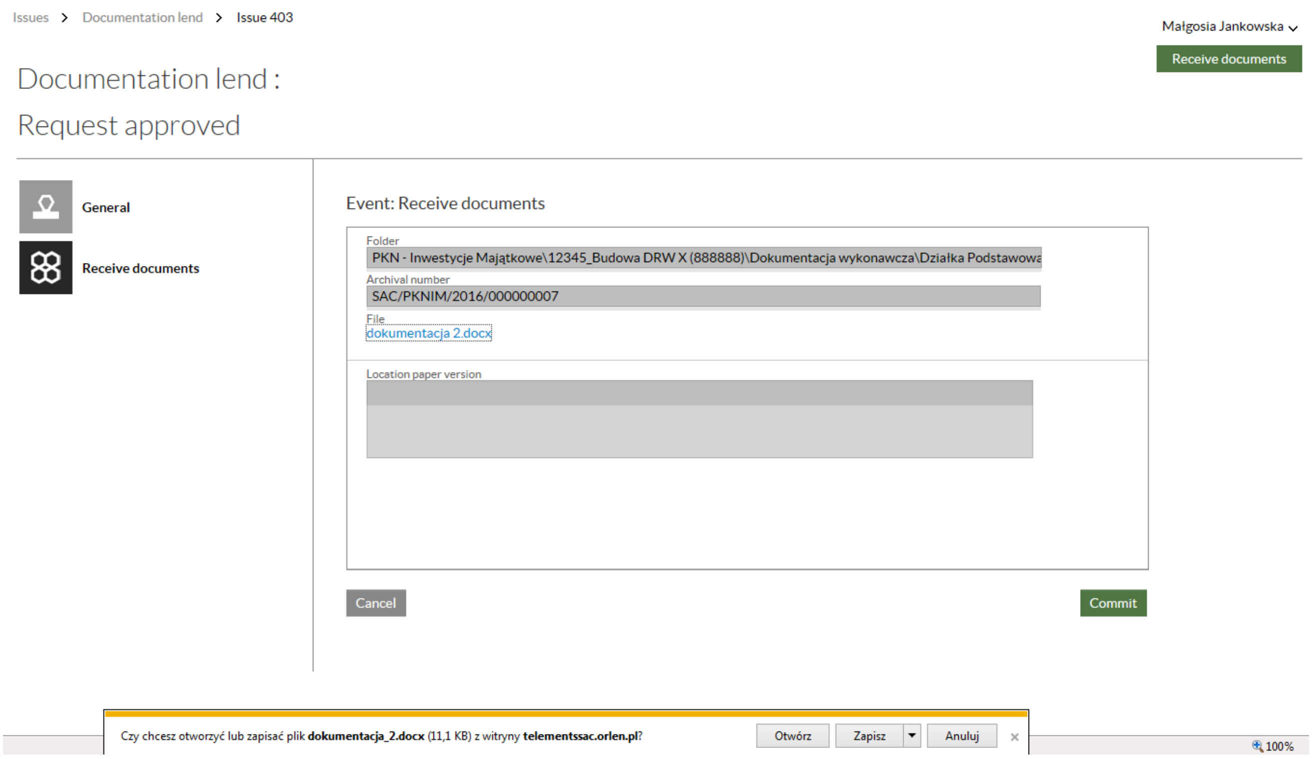

Figure 55: Saving an available document

In case of document made available only in paper version, you cannot preview them in the System. There is no link next to such documents in the “File” field (Figure 56), but all such documents are listed in the section titled **“Location of a paper version”** [1] and you can find there information about the exact place where you can receive a paper version of such documents.

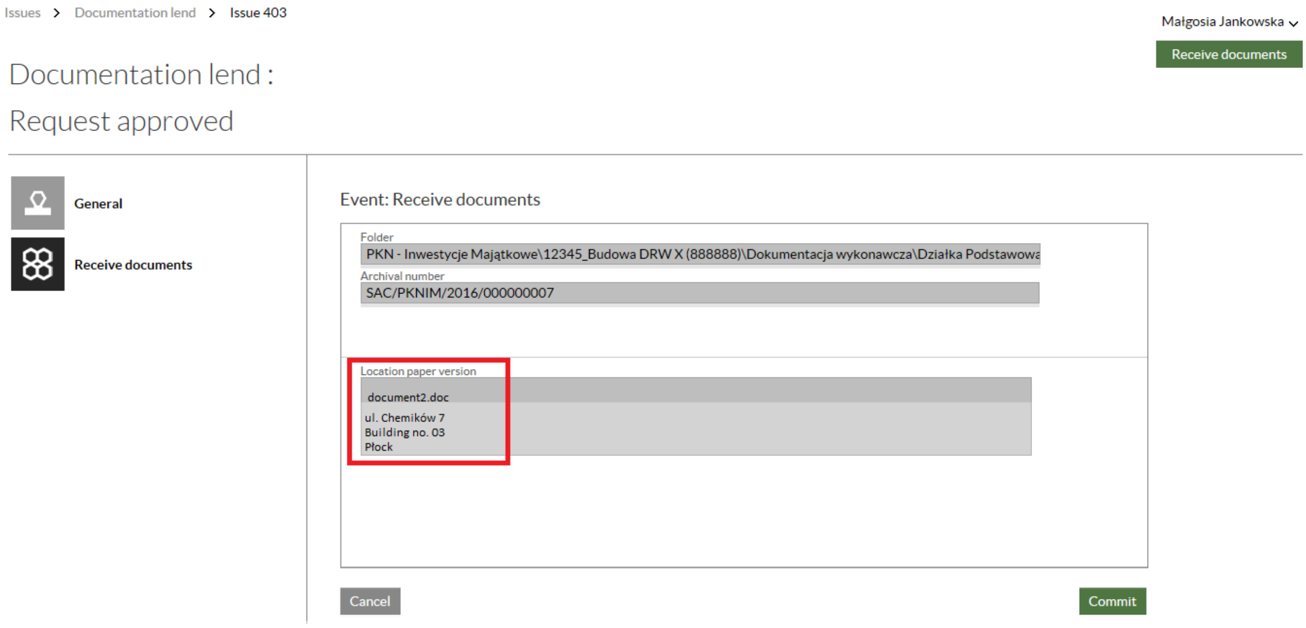

Figure 56: Documents in paper version

You can preview the event for a maximum of 30 calendar days.