

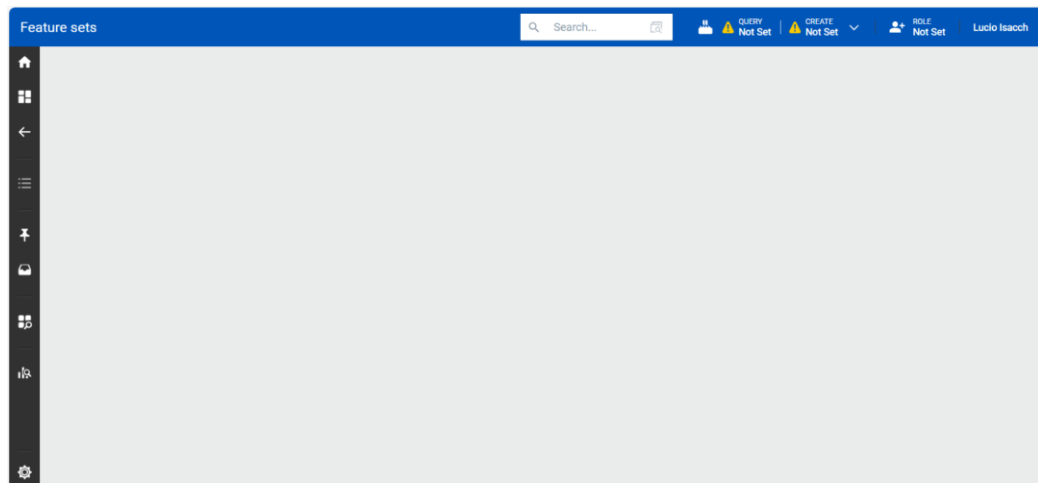
## Step-by-Step Guide for Uploading Documents in SDx2

- 1) Through the following link, you must access the “SDx2” tool, which does not require entering a username or password, as it uses SSO (Single Sign-On) authentication. If you are not connected through the YPF network (either physically on-site or via VPN), you will need to log in using your email and password enabled for accessing YPF’s Cloud environments.

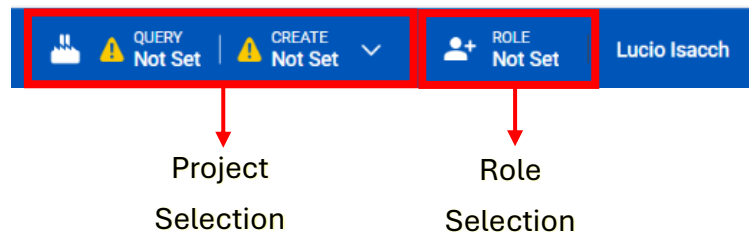
**Access Link:** [Hexagon- SDx2 YPF](#)

*(For any access issues, please contact YPF Support)*

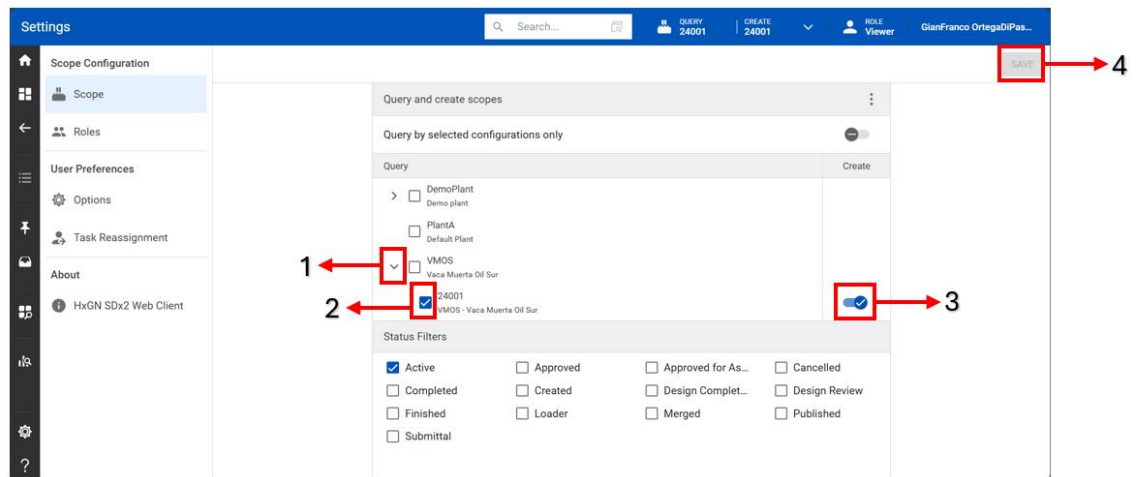
- 2) Once authenticated, the following window will appear on the tool’s home screen:



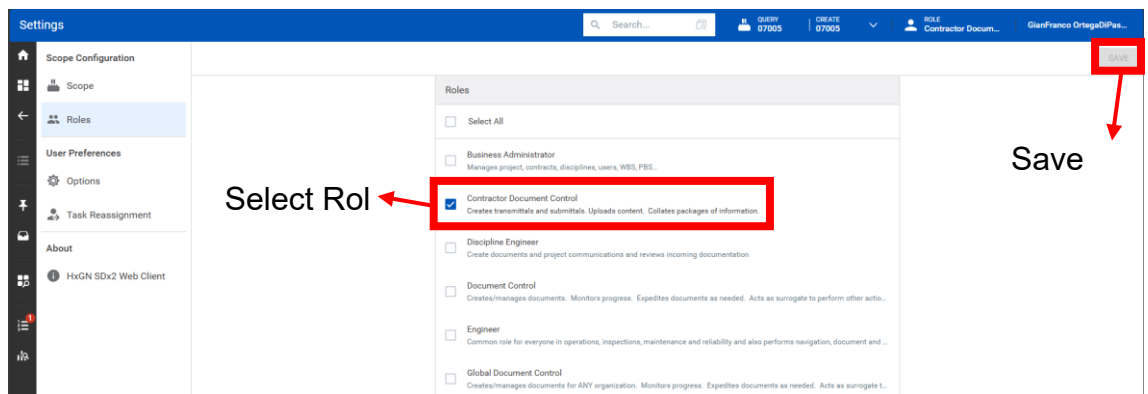
- 3) At this stage, you must select for the first time the project you are participating in and the role you will fulfill within it. To do this, go to the options located in the upper right corner of the tool.



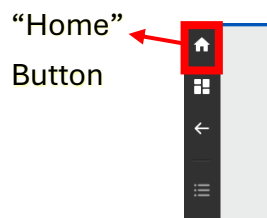
- 4) When entering the “Project Selection” section, you will see the following interface, where you must search for the project you have access to and wish to participate in. It is important to note that you can have more than one project selected, depending on your involvement in each. However, “creation” permissions will only be available for one project at a time (step 3 in the following image).



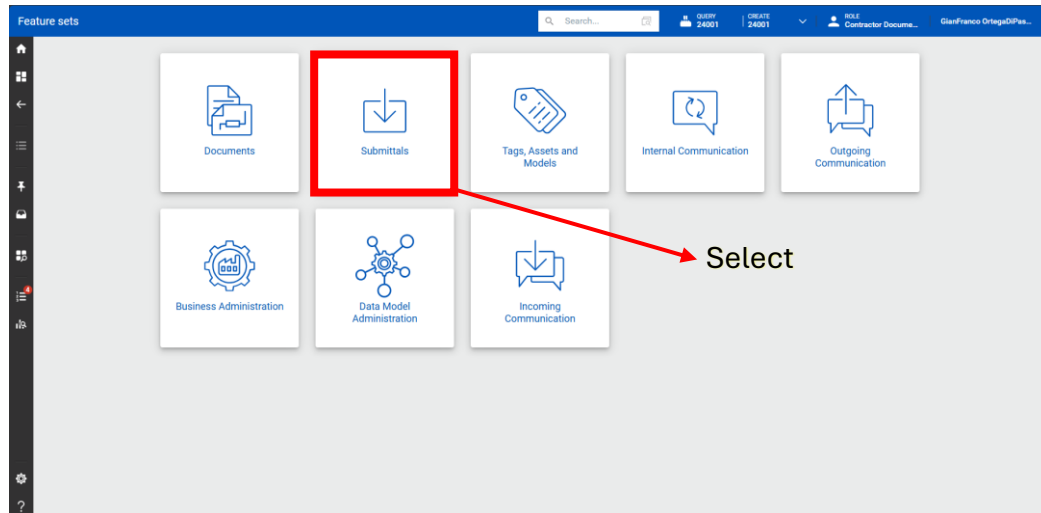
- 5) Once the project you wish to access has been configured, you must select the role you will have within the project. To do this, go to the “Role Selection” section (see step 3) and mark the corresponding role. Finally, click the “Save” button located in the upper right corner.



- 6) Then, you need to go to the main screen by clicking the “Home” button located on the left panel of the screen.

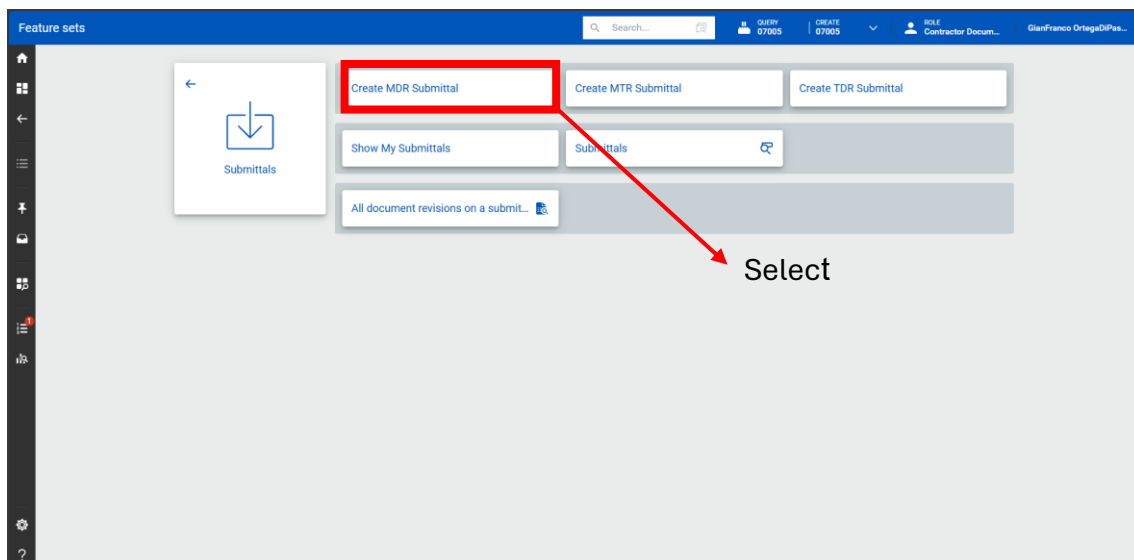


- 7) On the home screen, you will see all the functionalities available to you based on the role you selected. These options are known as “Feature Sets”. Next, you must select the “Submittals” option.



- 8) Upon entering, you will see different options for uploading information into the system. These include:
- Create MDR Submittal: create a transmittal for sending documents for review or information purposes.
  - Create MTR Submittal: create tags within the system as “smart objects”.
  - Create TDR Submittal: create relationships between tags (smart objects) and documents.

In this case, to upload documents into the system, you must use the “Create MDR Submittal” option.



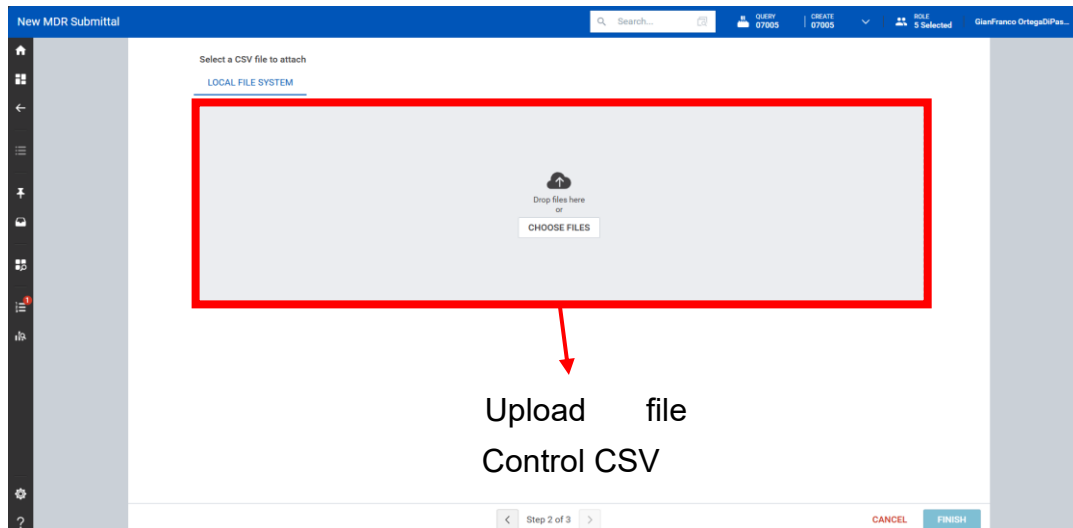
- 9) When entering this option, a form will appear that must be completed, in which you will need to upload:

- a. Title: submittal/transmittal code; this is a free text field.
- b. From Organization: select the organization sending the submittal/transmittal. Only one option should appear, which corresponds to the organization the user belongs to.
- c. Contract: select the corresponding internal SDx2 contract. Only one option should appear in the list, and if more than one is shown, you must consult with the project beforehand.
- d. To Organization: select the organization that will receive the submittal/transmittal; only one option should be available.
- e. Item Owning Group: select the “ENGINEER” option if the submission involves engineering documents. For other types of documents, you may select “OPEN TO ALL” or even “ENGINEER”.

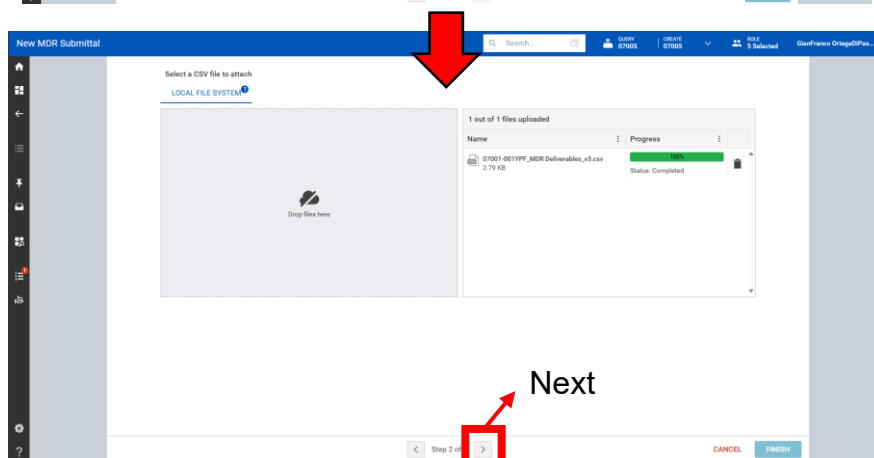
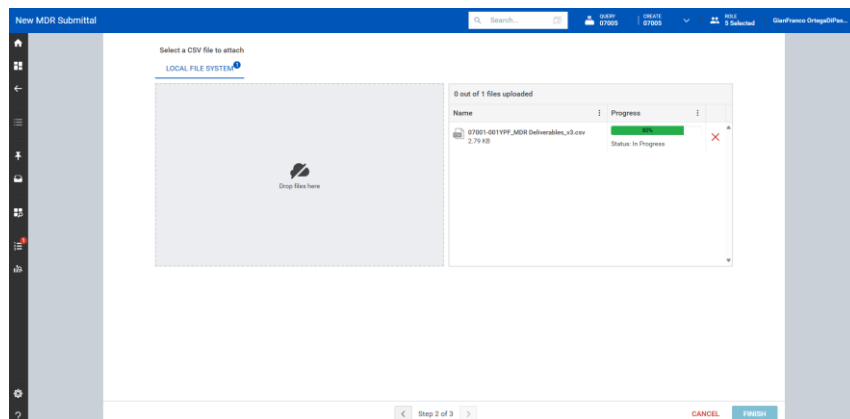
Once completed, click the “Next” button (see next image).

The screenshot shows the 'New MDR Submittal' form with the 'DETAILS' tab selected. The form contains several sections: 'Details' with fields for Name, Project communication contract, and MDR submittal sequence; 'Distribution' with fields for From organization, Contract, and To organization; and 'Owning group' with a field for Item owning group. A red box highlights the 'Distribution' and 'Owning group' sections. A red arrow points from the word 'Complete' to the 'Next' button at the bottom right of the form.

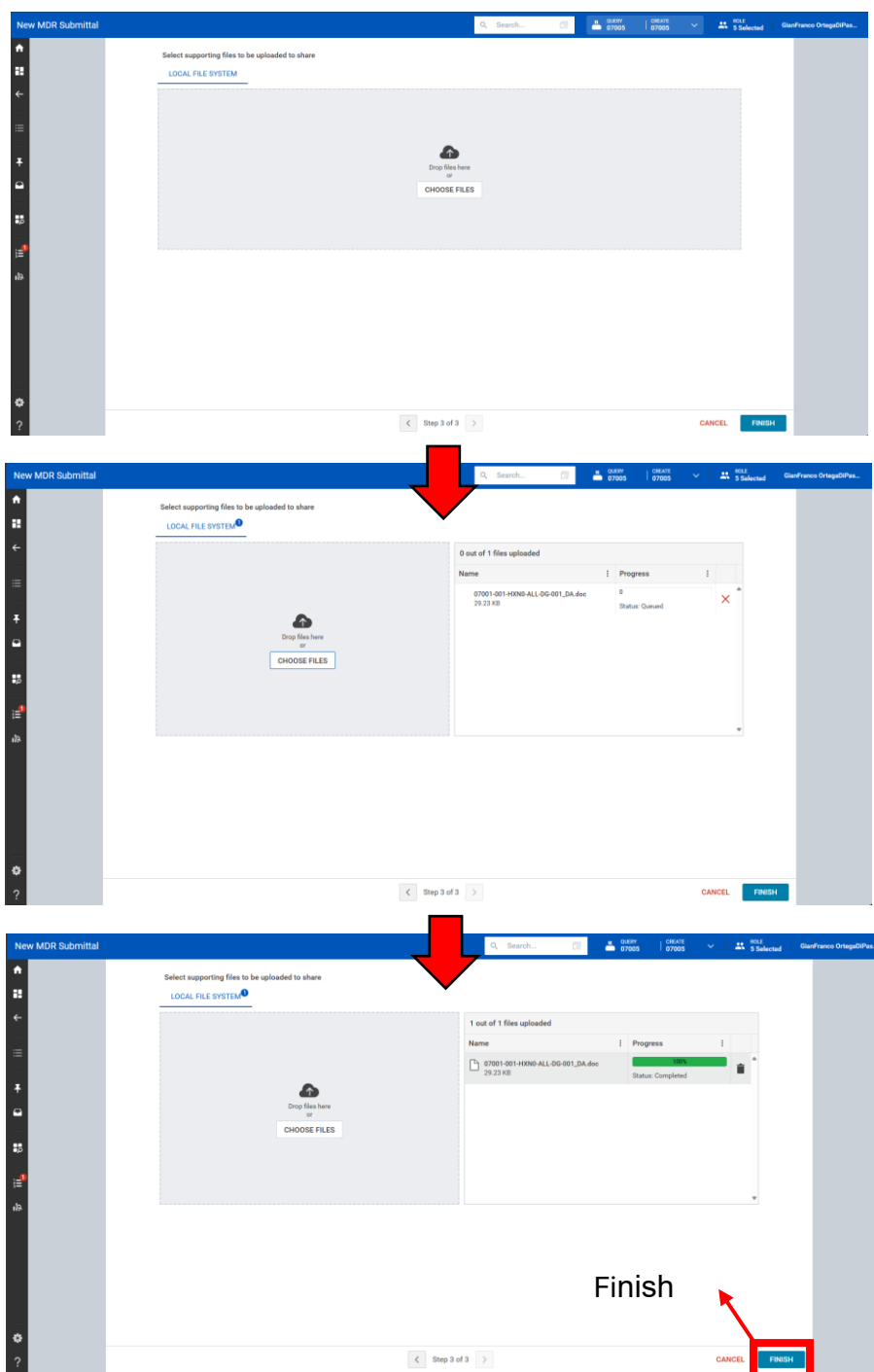
- 10) In the next step, you must upload or drag the control CSV file, which lists the documents being uploaded to the system along with their respective properties. To generate this CSV, you must use the corresponding “Upload Template,” which will be shared beforehand along with a brief usage guide.



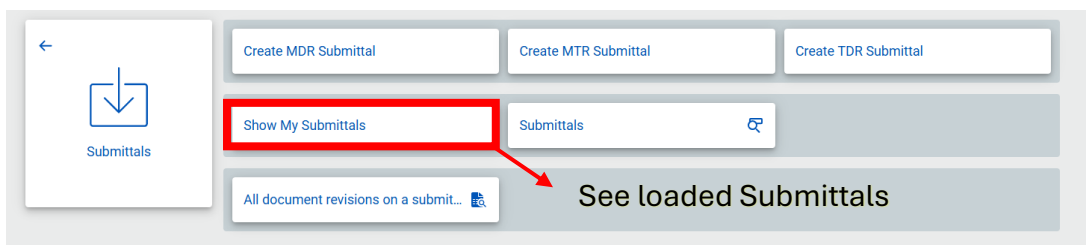
- 11) Once the CSV file has been uploaded to the tool, a loading bar will appear indicating the percentage of structure validation within the system. This is where the tool checks that the columns in the file are correctly structured and aligned with the configuration. If validation fails, the tool will display a small message indicating the possible error. Finally, once the bar reaches 100%, you must click the “Next” button.



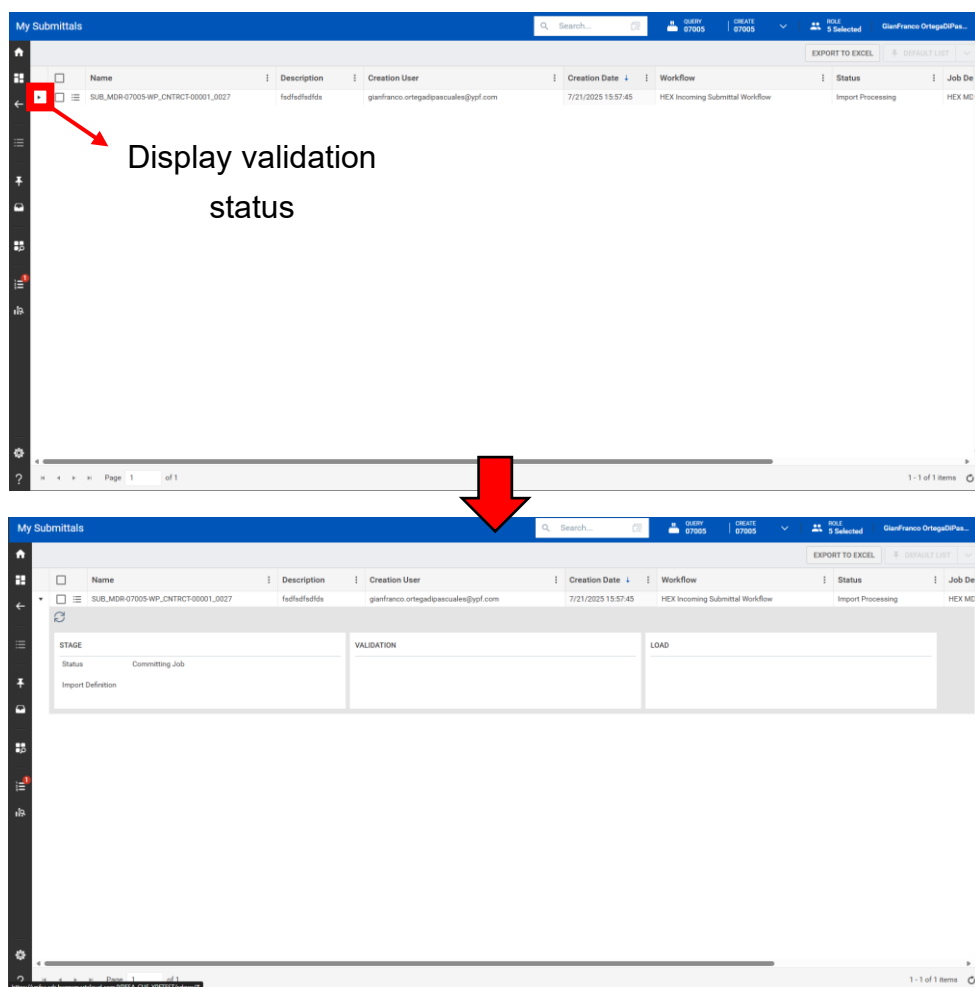
- 12) In this final upload step, you must drag or upload the files corresponding to the submittal/transmittal. In this step, you can upload up to a maximum of 800 files per upload, with each file having a maximum size of 10GB. If either of these limits is exceeded, the submittal/transmittal must be split as needed. For each file, a progress bar will appear indicating the upload percentage of each document. At this stage, you can delete and add new files while others are still being uploaded to the system.



- 13) At this stage, the submittal/transmittal has already been uploaded into SDx2. As the next step, it is necessary to validate that all uploaded information passes through the internal validation and integration systems. To do this, within the same “Submittals” screen, you must select the “Show My Submittals” option. If you need to view the full list of all submittals/transmittals issued by the organization, select the “Submittals” option located to the right of “Show My Submittals”.



- 14) Next, a list of all submittals/transmittals uploaded to the system by the user will appear—in this case, the authenticated user. To view the details of each one, click the “Expand” icon located to the left of each row.



15) In this final step, you will be able to verify all the validations performed by the system when uploading information to its database. Each column in the validation screen serves a specific function:

- STAGE:** indicates the upload progress percentage of all files into the system's database.
- VALIDATION:** checks all data uploaded via the control CSV against existing data in the database, ensuring consistency and preventing errors in the metadata associated with each document. It's important to note that validation is performed at the metadata level, not on the content of each file.
- LOAD:** at this stage, all data and files have been successfully uploaded and are being processed within the system's database for proper storage.
- WORKFLOW:** this step indicates that the submittal/transmittal has been successfully sent and is now in the review phase by YPF.

*If an error occurs during any of the validation stages, you must contact the SDx2 support team to resolve the issue.*

*It's important to note that the different validation stages do not update automatically. To refresh the status, click the "Update" button located just above the "Stage" column.*

Expand Button

Update

STAGE	VALIDATION	LOAD	ATTACH WORKFLOW
Status: Completed Staging	Status: Completed Validation	Status: Completed	Status: Completed
Import Definition: HEX MDR Planning Create Mapping	100%	Stage: Transferring data	100%
File: 24001-100-UTSO-CALL-YHC-001_Create.csv	<a href="#">Validation Report</a>	Stage: Running database checks	
100%		100%	
		Stage: Loading data to database	
		100%	

Upload STAGE      VALIDATION Stage      LOAD Stage      WORKFLOW Stage

16) To search for previous submittals, go to the SUBMITTALS feature set and click the SUBMITTALS button. The top search bar will open—click the magnifying glass icon to search all.

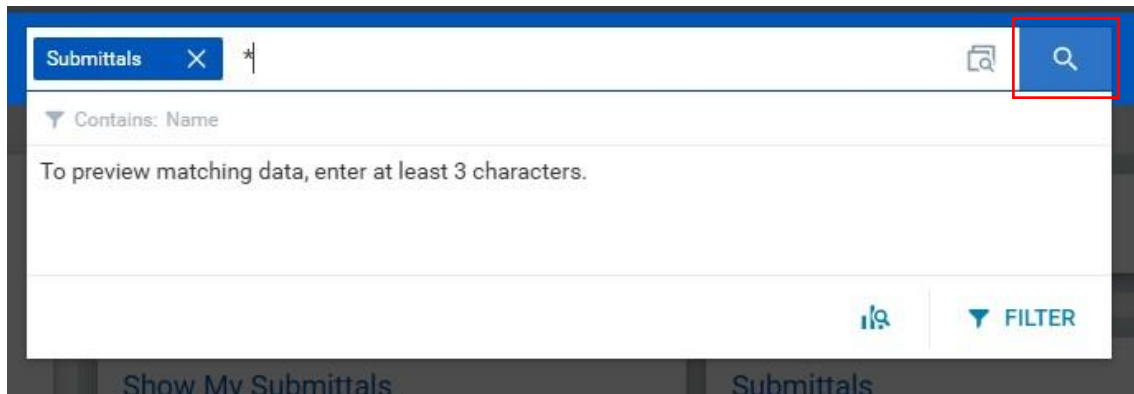
Submittals

Create MDR Submittal    Create MTR Submittal    Create TDR Submittal

Show My Submittals    Submittals

All document revisions on a submit...





Recommendations for the Upload Template:

- Document names (Column A) must not contain spaces at the beginning or end.
- All dates must follow the format DD-MMM-YYYY, with months written in English letters (e.g., 01-AUG-2025, 15-SEP-2025, 09-DEC-2025, etc.).
- Document titles must not contain:
  - commas “,”
  - underscores “\_”
  - double zeros “00”
  - line breaks within the same cell

If any of the above cannot be avoided, the entire title must be enclosed in quotation marks, for example: "Title, of \_document 00"