Rig Technologies

User Manual

EPP – User Manual

Document Description: EPP - Supplier User Manual

National Oilwell Varco References

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Volume: 1 of 1

REVISION HISTORY

02	18-Sep-2020	Login guidelines included			
01	4-Mar-2020	For Information			
Rev	**Date**	**Reason for issue**	**Prepared**	**Checked**	**Approved**

CHANGE DESCRIPTION

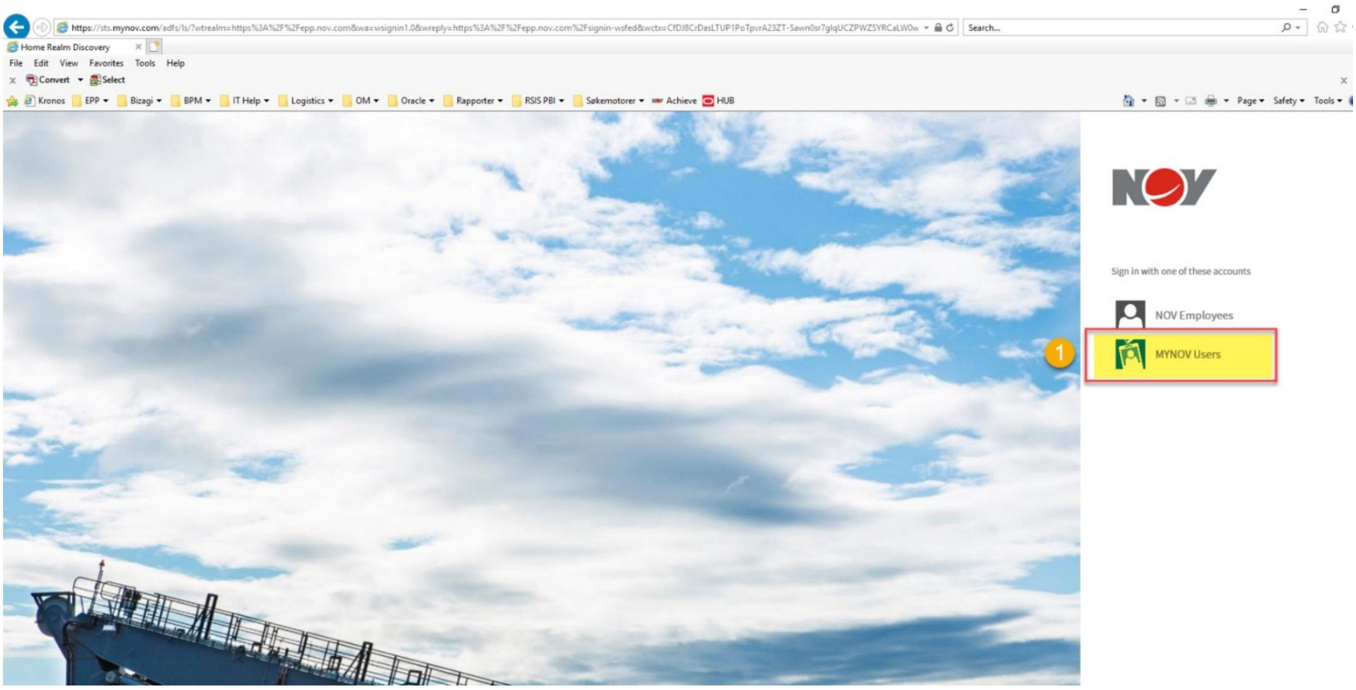
Revision	**Change description**
02	Document updated to include login guidelines
01	

Table of Contents

Login to EPP

Enter https://epp.nov.com in your preferred browser

1. Choose MYNOV Users

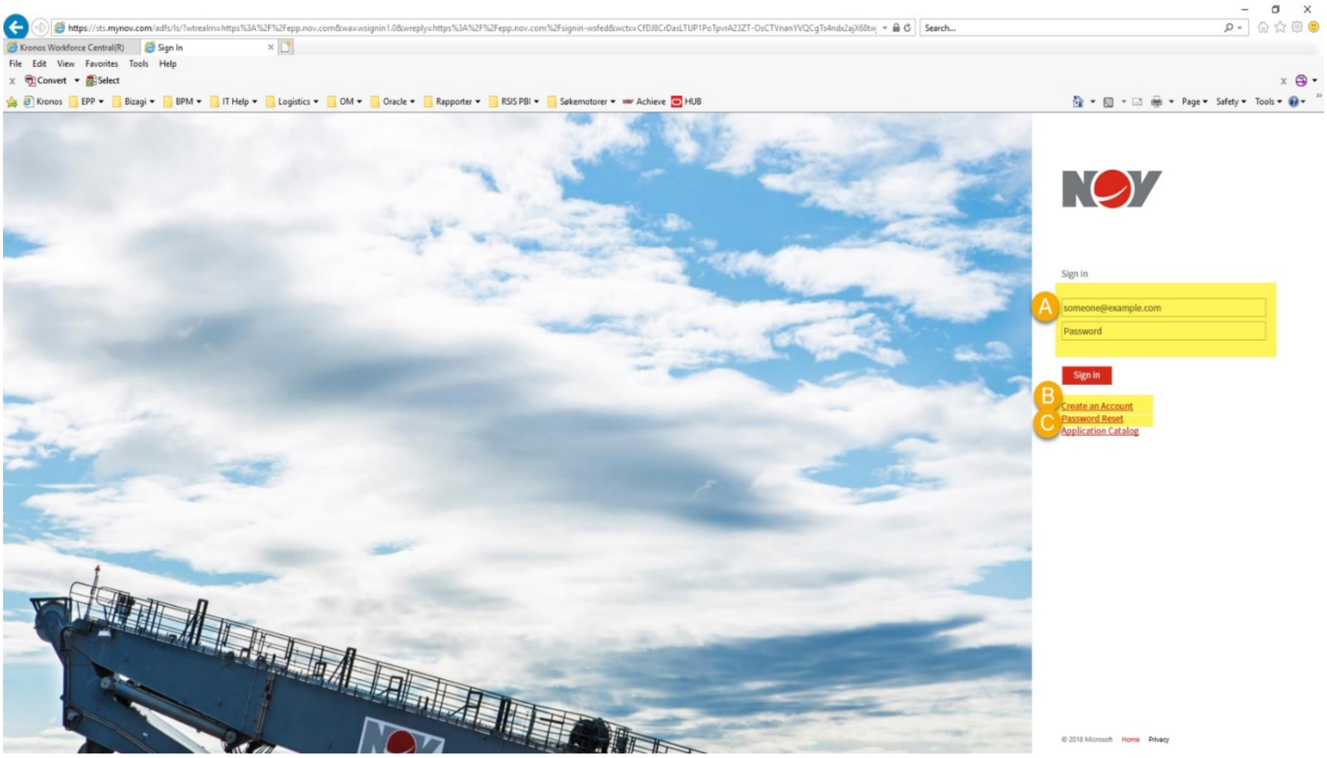


2. Log in

   a. Enter your email adress and password or

   b. Click “Create an account” if you don’t have an MYNOV account or

   c. Click “Reset Password” if you have forgotten your password



Create Schedule

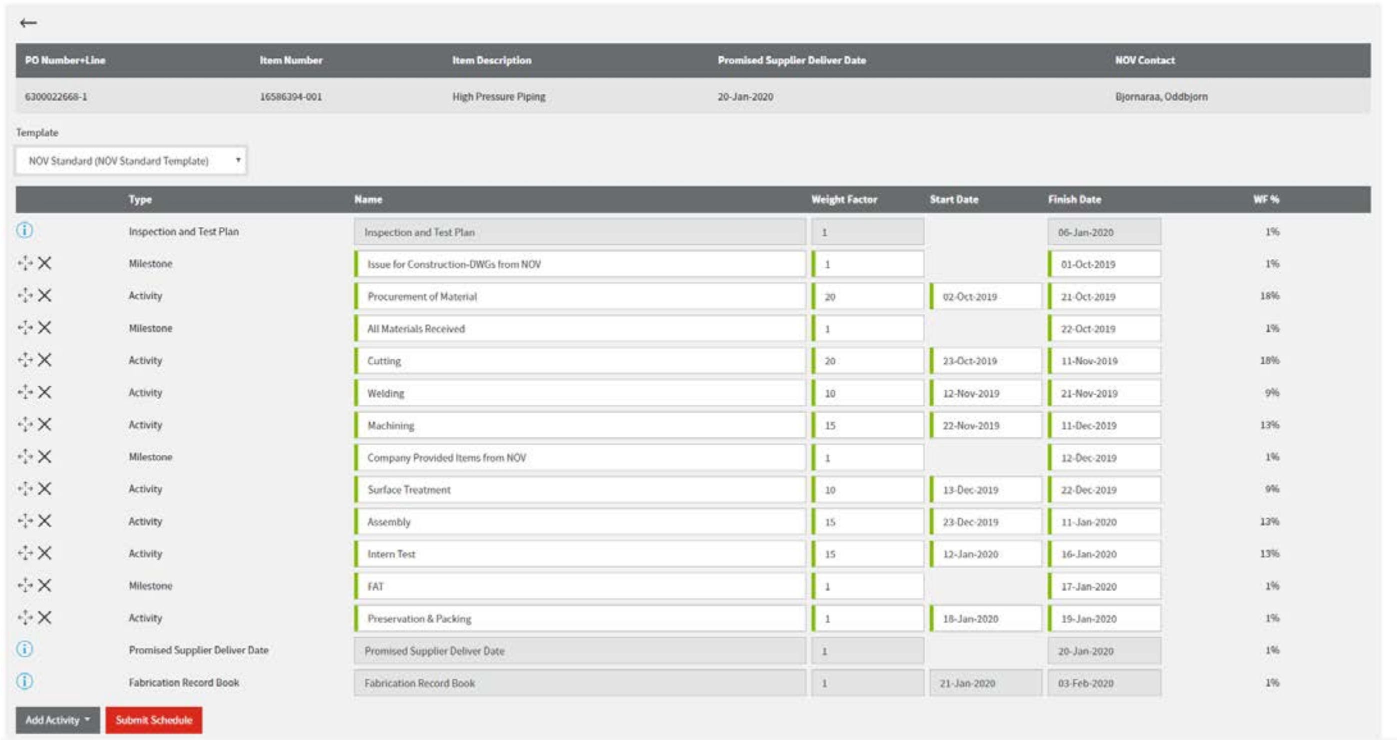
First action a supplier needs to do for a new PO Line in EPP is to Create a schedule for the order. After that, progress can be reported through Report Progress.

The list displayed when entering **Create Schedule** are all new PO lines for supplier to create schedule for.

Create a schedule for the selected PO Line

By clicking on a Purchase Order number in the list, the user is directed to the actual Create Schedule page. All the templates already created (either NOV standard templates, or supplier created templates) can be selected in the dropdown menu.

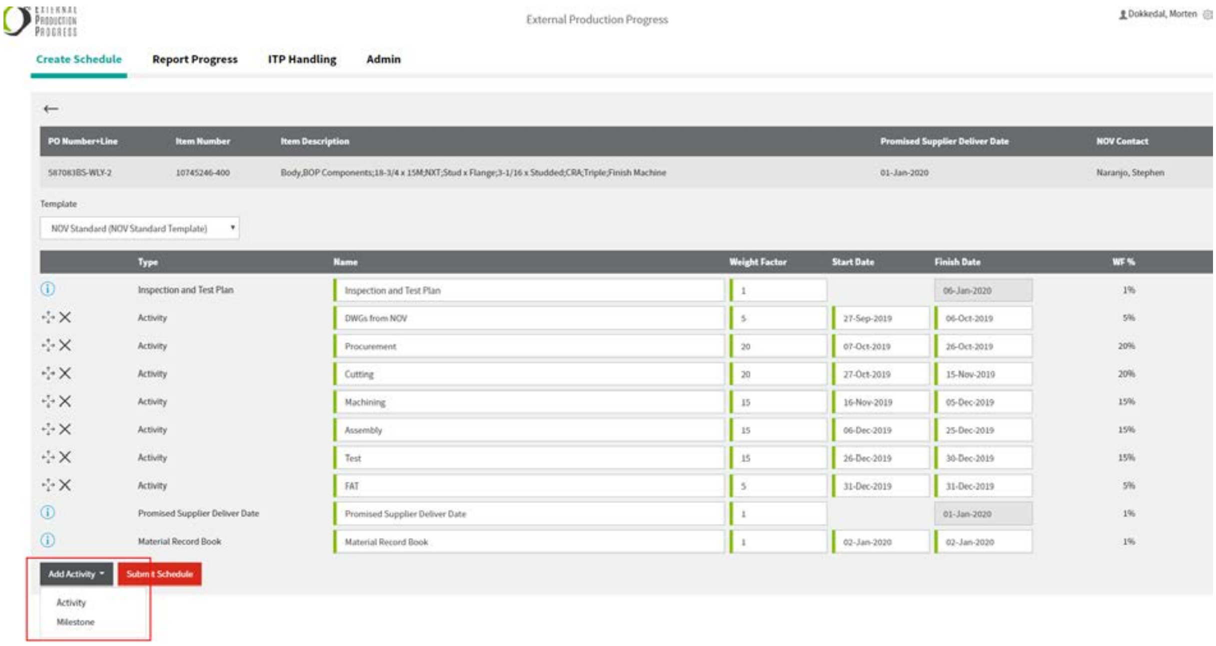
Once a template has been selected, the activities from the template is displayed.



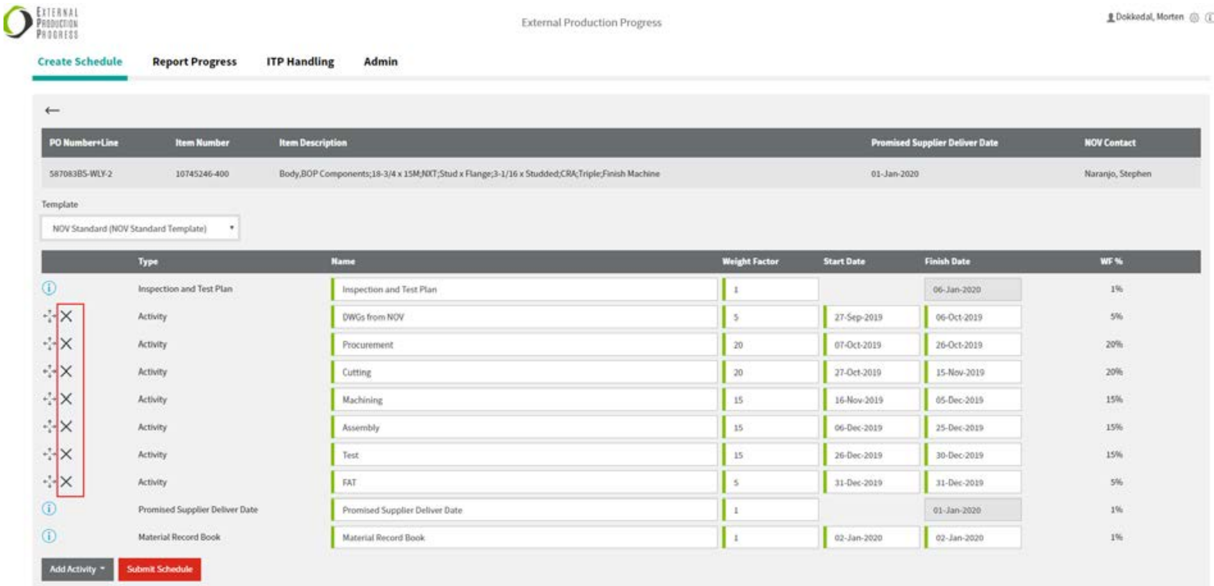
Edit schedule

The activities are created based on the Promise Supplier Deliver Date from Oracle and are calculated back in time based on duration from template on the various activities. There are various options if the schedule requires to be edited:

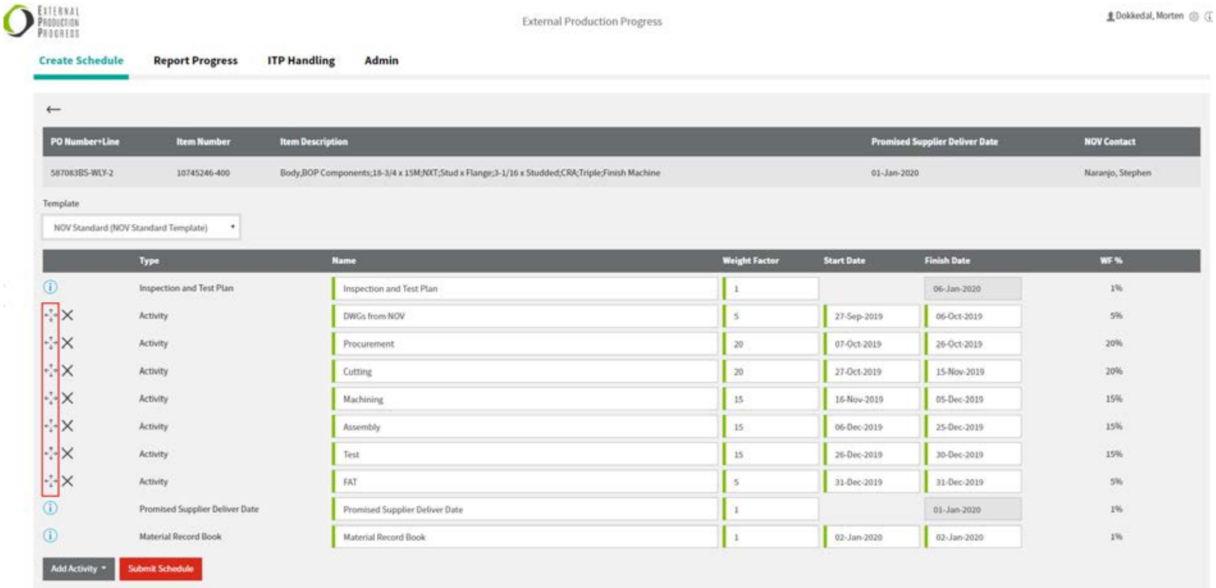
Add Activity. Possible to add activity with duration (Activity) or without duration(Milestone).



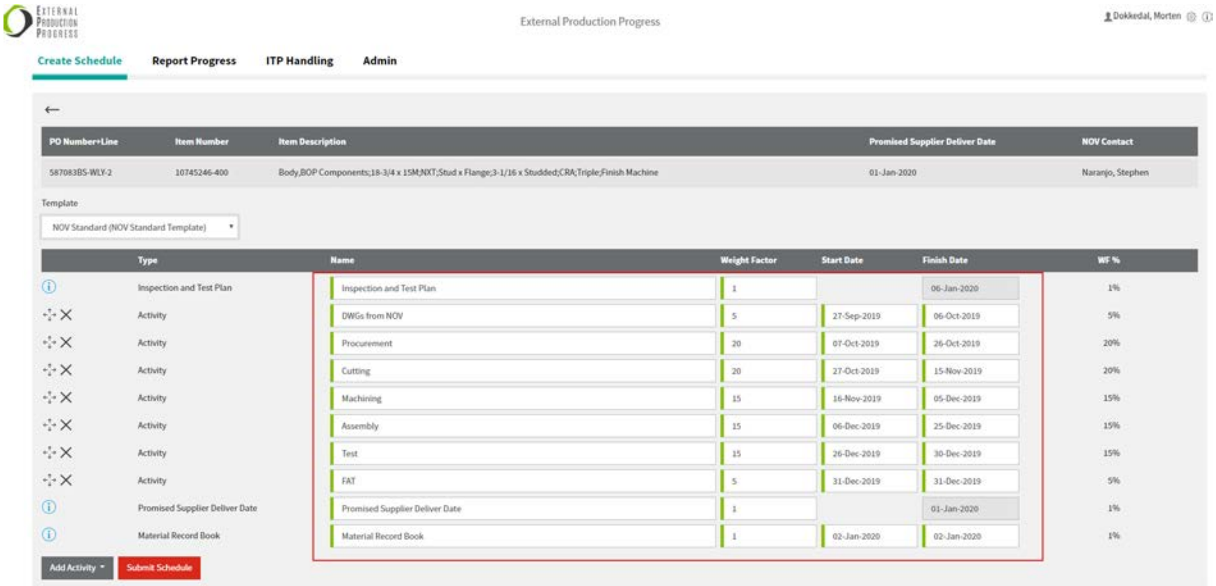
Delete Activity. If the activity is not needed.



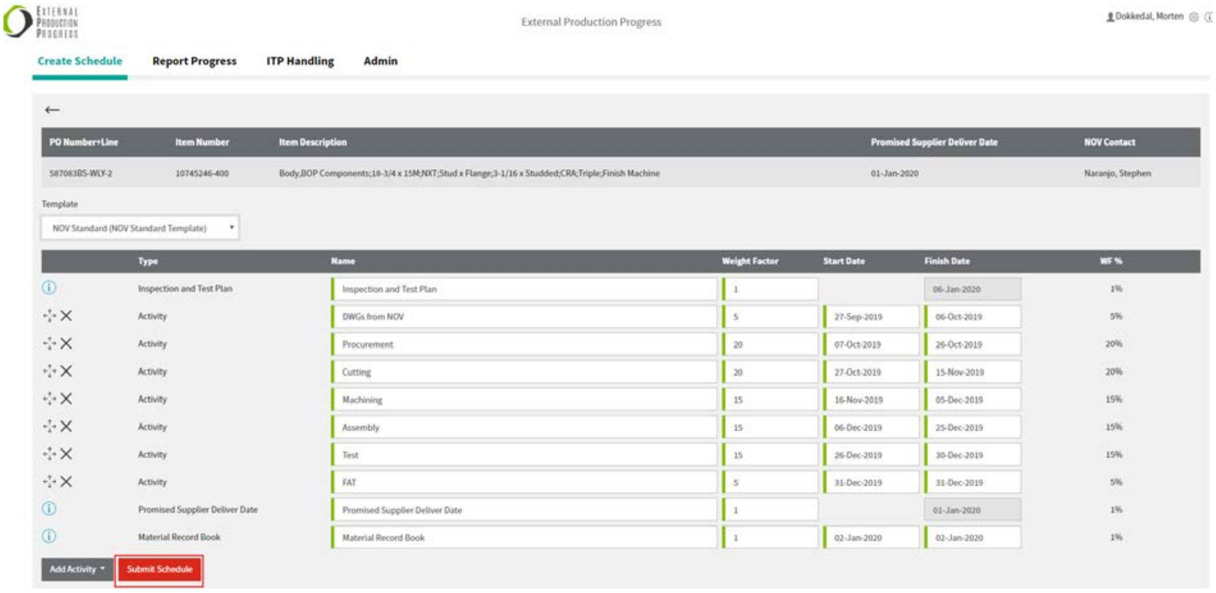
Sort the Activities as desired. By the Drag&Drop icon to the left of each activity (the mandatory Activities ITP, Promise Supplier Deliver Date and FRB can't be sorted)



Edit Activity. By editing directly in the writeable fields.



Submit Schedule. When Schedule is complete and ready to be submitted for future reporting in Report Progress.

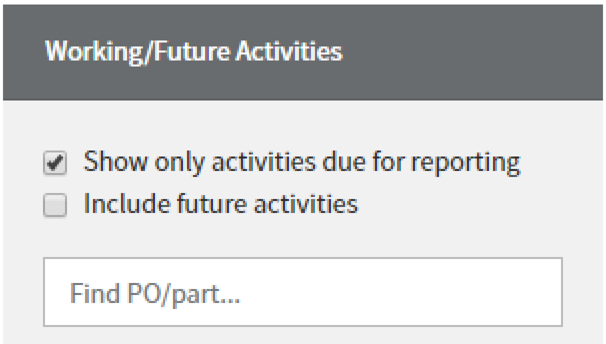


Report Progress

Once a Schedule has been created in **Create Schedule**, the Purchase Order Line will now be available for reporting in **Report Progress**.

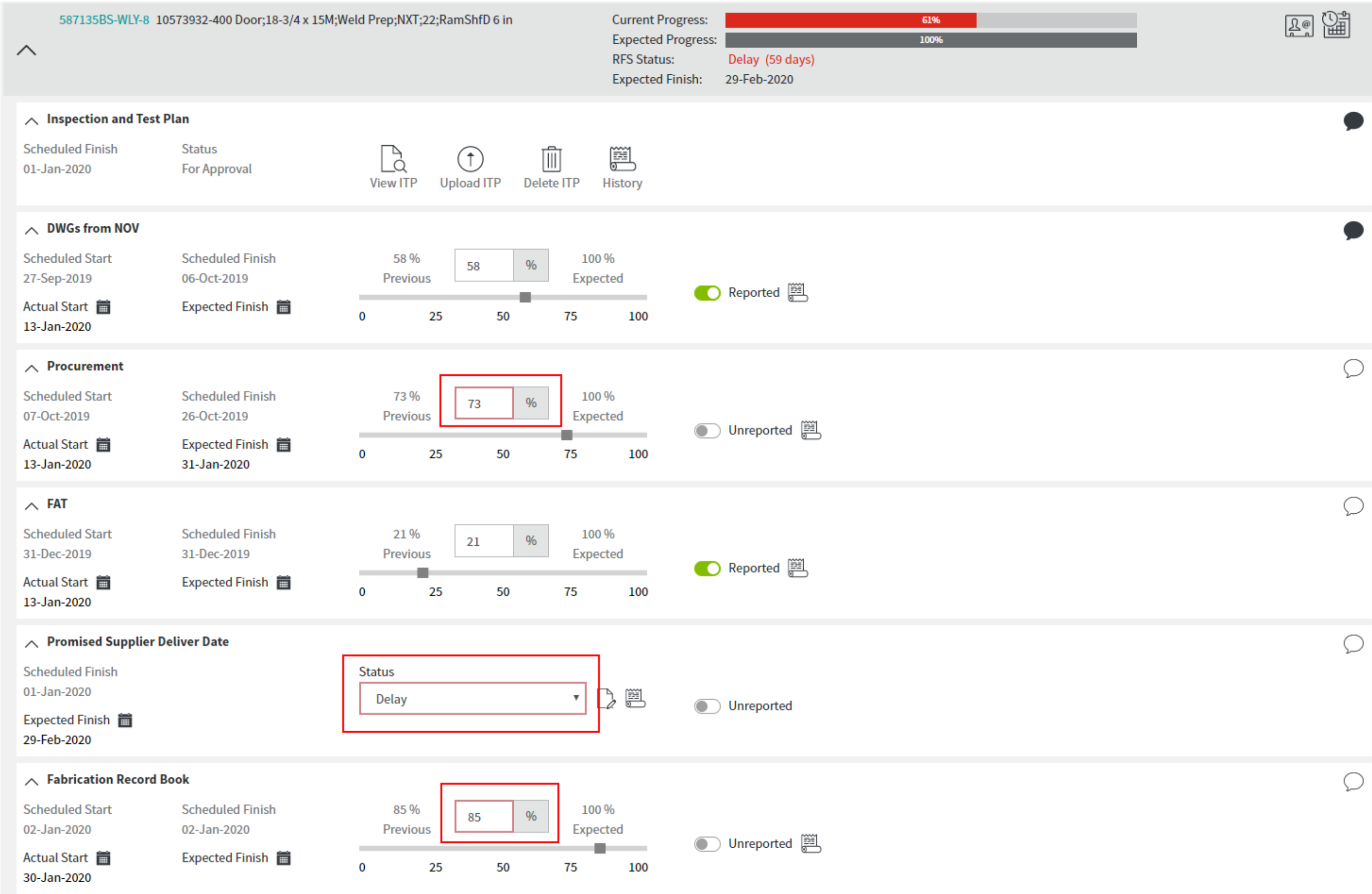
Filters on what activities to show

By default the *Show Only Activities Due For Reporting* are checked. That means only activities due for reporting will show in the users list. This can easily be changed continuously by checking/unchecking the filter, but by default the filter is checked. Activities that have a future start date, and hasn't been reported on yet, are defined as future activities and are by default unchecked - hence not shown without using *Include future activities*.



How to see what activities to report on

All activities that are due for reporting, and not reported on current period, are marked with a red/pink square as shown below. In addition, the Reported/Unreported button will guide the user to see if the activity has been reported on current period. This button will automatically be switched to reported once a change on progress has been made. It can still be switched off again by clicking on it, if the activity should still stay in "Unreported" mode.

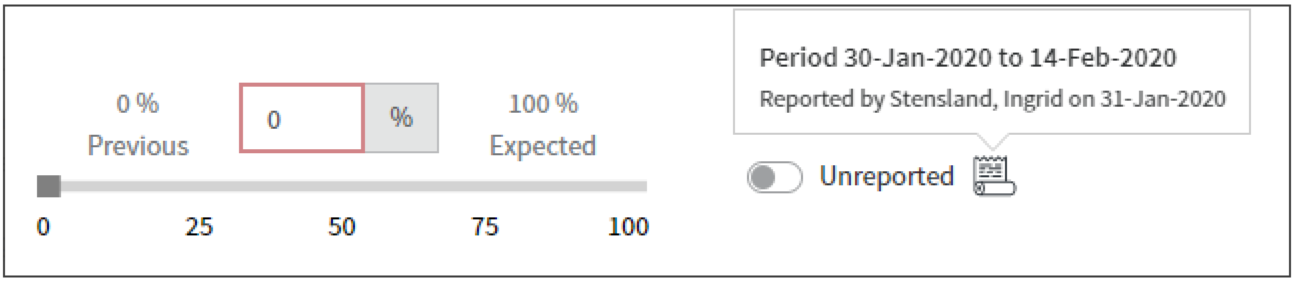


How to report

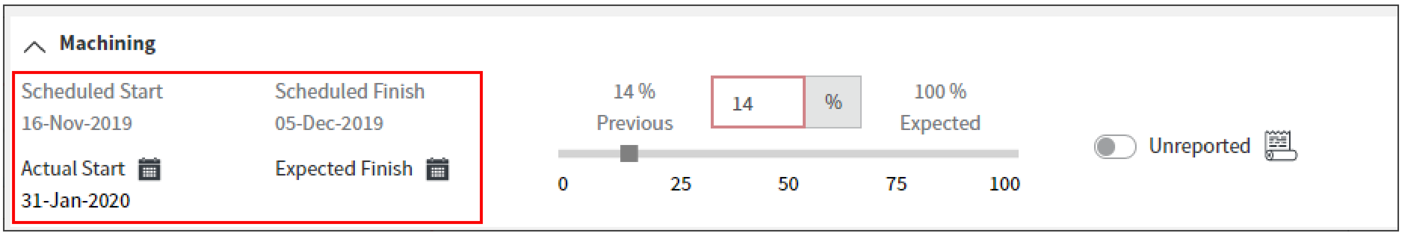
There are several ways to report on an activity:

- Use the reported button to switch to reported without doing any changes on progress
- Enter a progress percentage number in the red square
- Use the slider bar and drag to desired percentage
- Click on the percentage numbers below the slider bar (25, 50, 75, 100)

The activities can continuously be reported on, even if an earlier reporting has been set current period. It is possible to see who previously have reported on an activity by clicking the history icon:



The Dates in Report Progress



Scheduled Start is the date from the orginal created schedule (or if changed by PO Line Admin)

Scheduled Finish is from the same as above

Expected Start can be set if an activity is expected to start later than originally intended

Expected Finish can be set if an activity is expected to finish later than originally intended

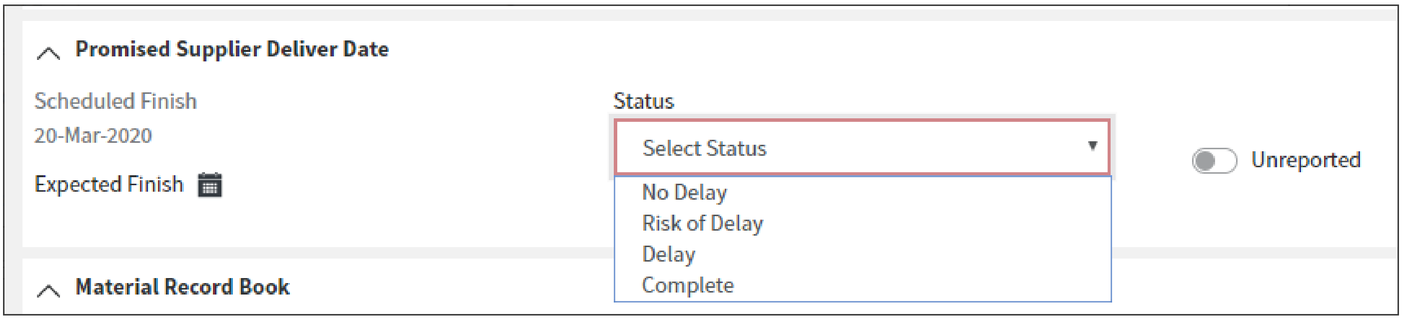
Actual Start reflects the date when an activity starts to be reported

Actual Finish reflects the date when the activity is set to 100%

Promised Supplier Deliver Date activity

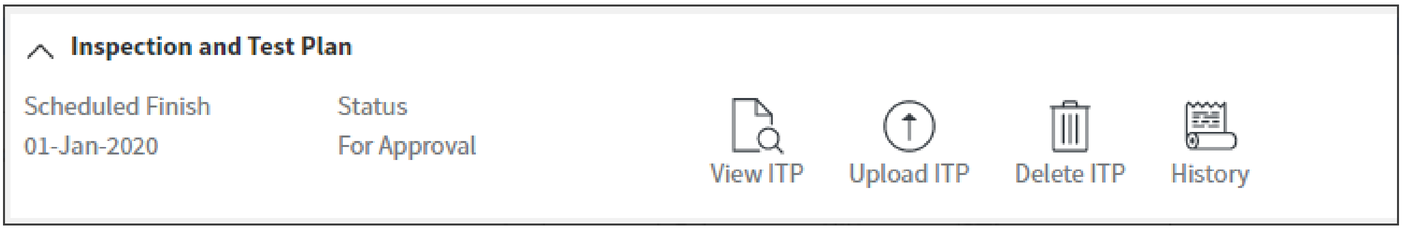
Every reporting period requires the Promised Supplier Deliver Date to be reported. Selections available are: No Delay, Risk of Delay, Delay or Complete.

When reporting Risk of Delay/Delay, it is required to leave a reason as well as a comment. On Delay it is also required to specify Expected Finish date, however changing an Expected Finish date on Risk of Delay is not possible.



Inspection and Test Plan activity (ITP)

For all POs the suppliers are obligated to upload an Inspection and Test Plan-document. Through the Inspection and Test Plan activity the user is able to upload such a document.



View ITP - view the previously updated ITP document

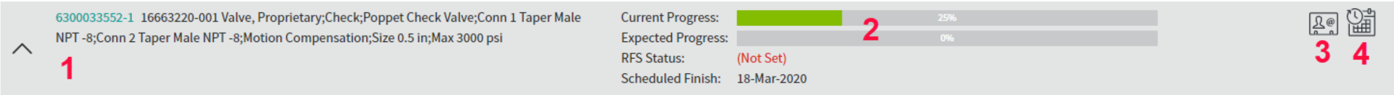
Upload ITP - will take the user to a popup wizard where a document can be uploaded

Delete ITP - will delete the latest uploaded ITP

History - shows the upload history for the specific activity

Any uploaded document goes to the assigned NOV QC for approval.

Various PO Information



1 - *PO number, PO Line, Item number, and PO Item description.*

2 - *Current progress vs Expected progress.*

Current Progress = calculated by Progress per activity, multiplied with weight factor. ITP is not included in the calculation.

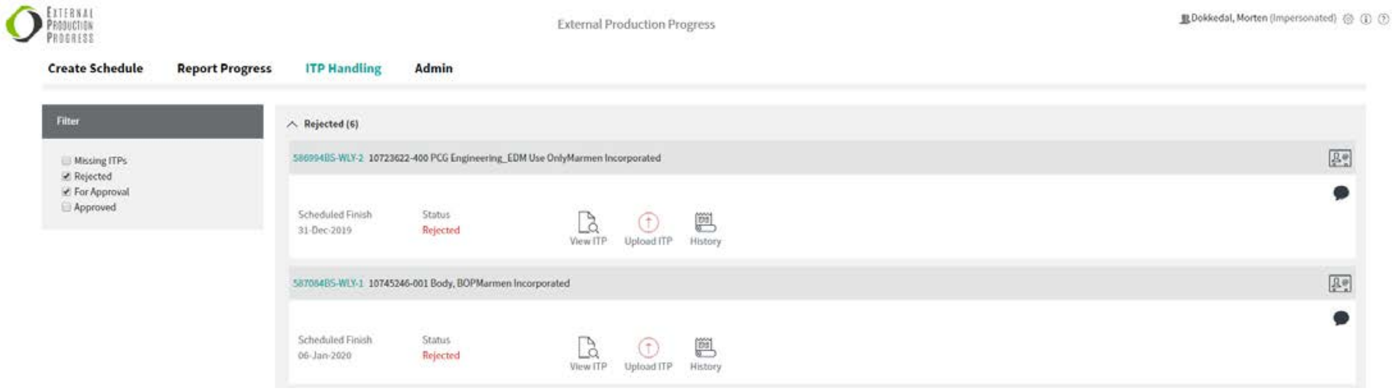
Expected Progress = ([number of days between now and Schedule Start]+1)/([number of days between Schedule Finish and Start]+1). Multiplied by weight factor.

3 - *PO contact information (Supplier and NOV contact(s))*

4 - *Dates for current reporting period*

ITP Handling

ITP Handling has the same content as the ITP activity in **Report Progress** menu. Here the ITP activities can be filtered on status for the ITP activity: Missing ITPs, Rejected, For Approval and Approved.



Admin

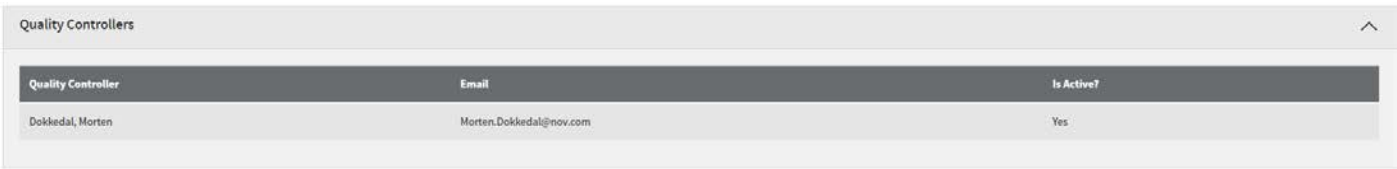
Through Admin the various administration needed for the specific supplier can be made.

Contacts

Supplier contacts can be added or removed.

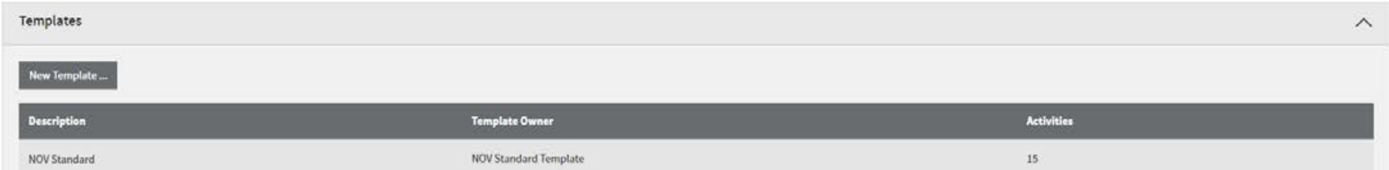
Quality controllers

Lists the assigned NOV QCs to the supplier.



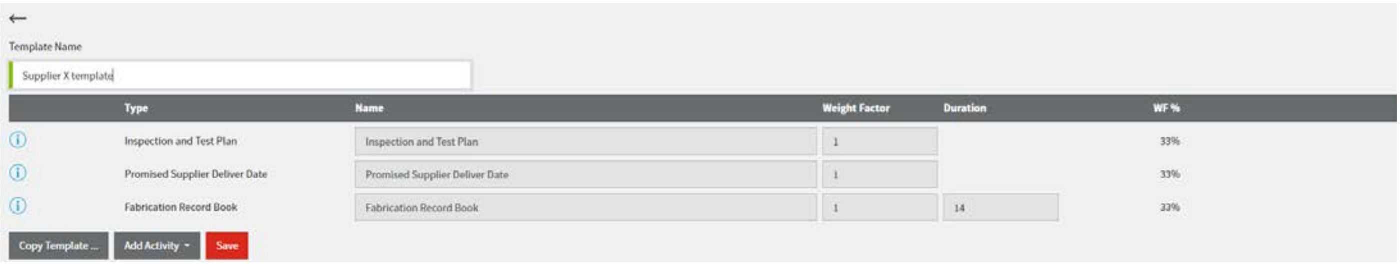
Templates

Lists the templates available. Template Owner informs if it is an NOV standard template valid for all suppliers, or if it is a supplier created template.



Supplier can create new templates if needed. Click on NEW TEMPLATE, and a popup is shown requesting a name for the new template:

A new template will then be created with the specified name:



Here it will be possible to create the template according to the supplier needs. The supplier is able to:

Add activities/milestones. An activity has a start and finish date, and has progress between start and finish. A milestone is only on/off with a finish date, it is either Not Complete or Complete.

Delete activities milestones. All activities except the mandatory activities may be deleted.

Edit name, Weight Factor and Duration. All activities except the mandatory activities (Inspection and Test Plan, Promised Supplier Deliver Date and Fabrication Record Book) can be edited in the white editable fields.

Copy template. It is possible to copy the activities of a template over to a new template. Only done if a template already exists, and it is requested to create a new template based on a current template.

Purchase orders

All supplier POs, current or historic, is listed under Purchase Orders

Purchase Orders

PO	PO Line	Item Desc.	EPP Status	Verified Progress
6300030723	1	Mud Additive, Historical;Oxygen Scavenger Package;EQ-16409-199A		
6300033632	1	Mud Mixing Equipment;Liquid Mud Accessories;Wash Down Unit;Hot Water Washdown Unit		
6300033632	2	Mud Mixing Equipment;Liquid Mud Accessories;Washdown Unit;Base Oil Washdown Unit		
6300028575	1	Cuttings ReInjection Unit;Injection pump;Calder Injection Pump		