

User Manual



EPP - User Manual

Document Description: EPP - Supplier User Manual



National Oilwell Varco References

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REVISION HISTORY

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

CHANGE DESCRIPTION

Revision	Change description
02	Document updated to include login guidelines
01	

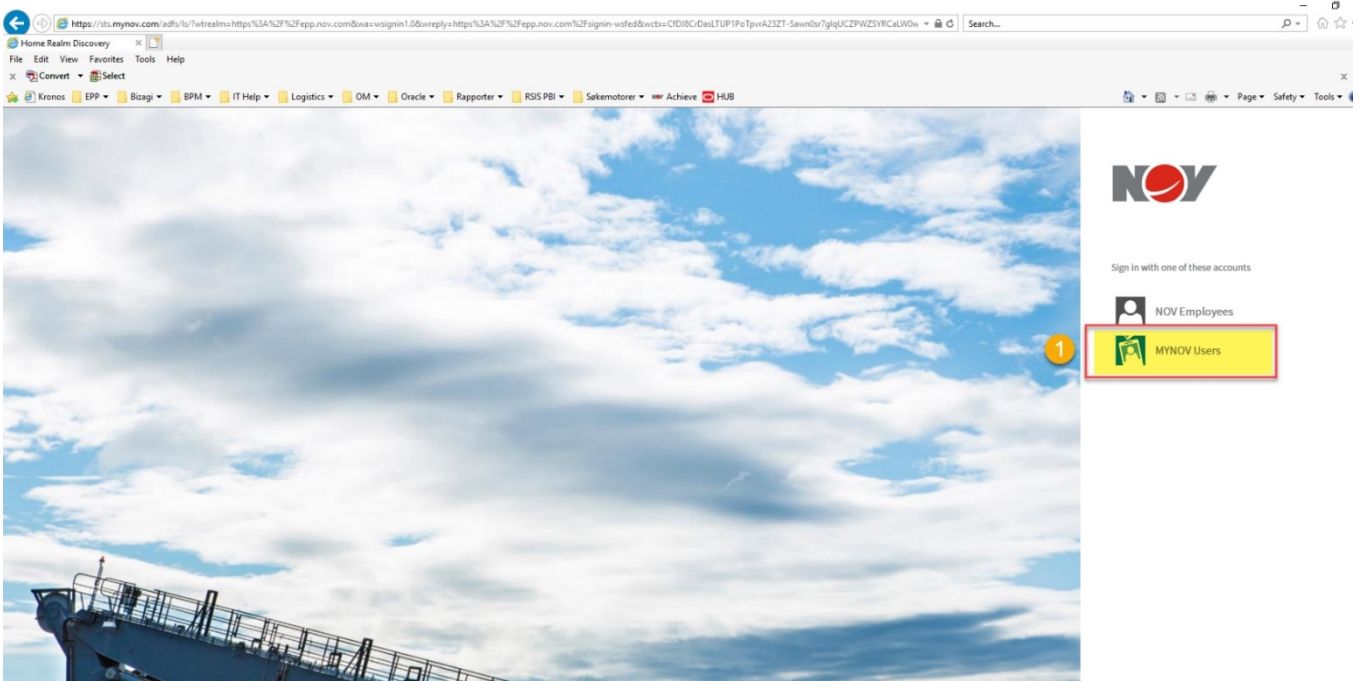
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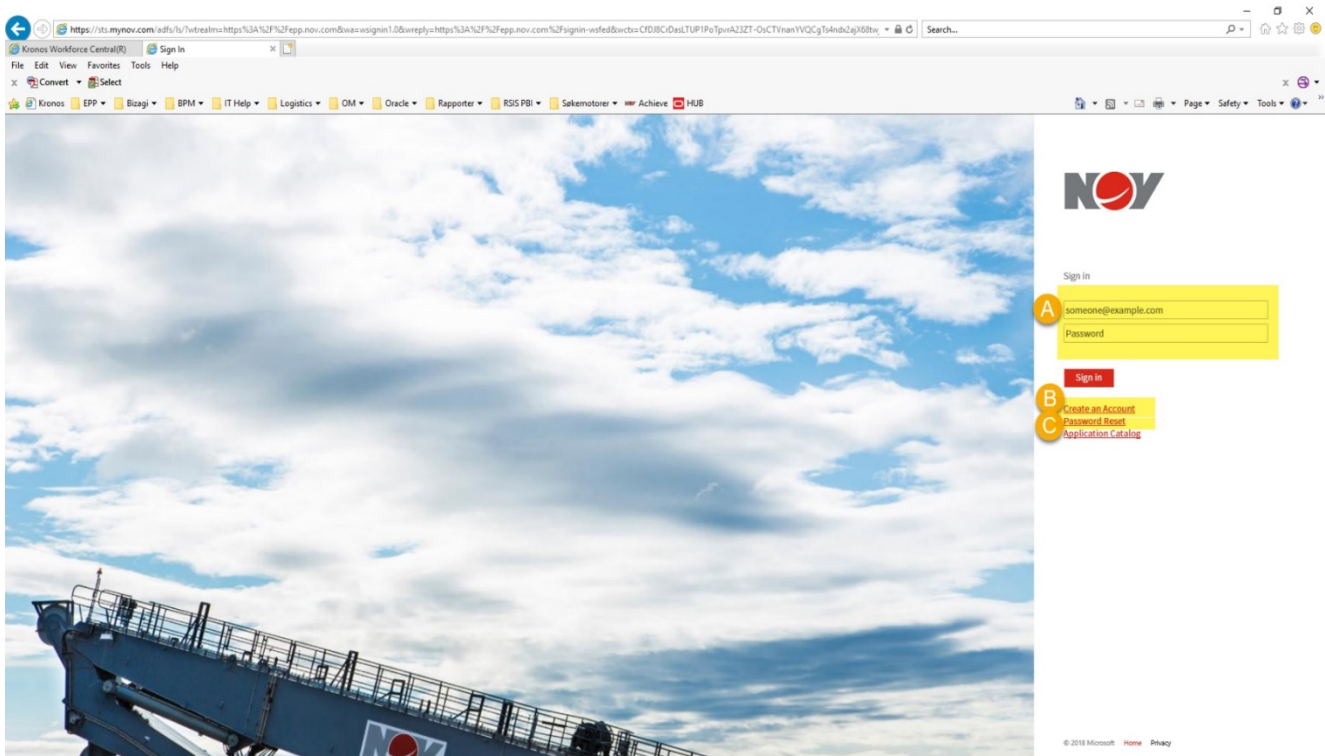
Login to EPP

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

1. Choose MYNOV Users



- 2. Log in
 - a. Enter your email address 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.

PO Number+Line	Item Number	Item Description	Promised Supplier Deliver Date	NOV Contact
6300022668-1	16586394-001	High Pressure Piping	20-Jan-2020	Bjornaraa, Oddbjorn
6300029224-1	17937297-001	Lift Frame	01-Jul-2020	Flottorp, Olav Severin
6300030021-1	17965897-001	Catwalk Machine:FRAME	17-Apr-2020	Flottorp, Olav Severin
6300030699-1	18006528-001	Bracket, Proprietary:1-Loop,Bracket,Service loop,BOP Handling System	24-Apr-2020	Flottorp, Olav Severin
6300033873-1	16586394-001	Bulk Storage Tank (Replacement) for BP ACE (16409-177)	03-Jun-2020	Bjornaraa, Oddbjorn

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.

EXTERNAL PRODUCTION PROGRESS External Production Progress Dokkedal, Morten

Create Schedule Report Progress ITP Handling Admin

PO Number+Line	Item Number	Item Description	Promised Supplier Deliver Date	NOV Contact
6300022668-1	16586394-001	High Pressure Piping	20-Jan-2020	Bjornaraa, Oddbjorn

Template: Select Template

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

NOV Standard (NOV Standard Template)

Type	Name	Weight Factor	Start Date	Finish Date	WF %
Information	Inspection and Test Plan	1		06-Jan-2020	1%
✕	Milestone	1		01-Oct-2019	1%
✕	Activity	20	02-Oct-2019	21-Oct-2019	18%
✕	Milestone	1		22-Oct-2019	1%
✕	Activity	20	23-Oct-2019	11-Nov-2019	18%
✕	Activity	10	12-Nov-2019	21-Nov-2019	9%
✕	Activity	15	22-Nov-2019	11-Dec-2019	13%
✕	Milestone	1		12-Dec-2019	1%
✕	Activity	10	13-Dec-2019	22-Dec-2019	9%
✕	Activity	15	23-Dec-2019	11-Jan-2020	13%
✕	Activity	15	12-Jan-2020	16-Jan-2020	13%
✕	Milestone	1		17-Jan-2020	1%
✕	Activity	1	18-Jan-2020	19-Jan-2020	1%
Information	Promised Supplier Deliver Date	1		20-Jan-2020	1%
Information	Fabrication Record Book	1	21-Jan-2020	03-Feb-2020	1%

Add Activity Submit Schedule

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).

EXTERNAL PRODUCTION PROGRESS External Production Progress Døkkedal, Morten

Create Schedule Report Progress ITP Handling Admin

PO Number+Line	Item Number	Item Description	Weight Factor	Start Date	Finish Date	WF %
587083BS-WLY-2	10745246-400	Body,BOP Components;18-3/4 x 15M,NXT,Stud x Flange;3-1/16 x Studded,CRA,Triplic;Finish Machine			01-Jan-2020	
Template: NOV Standard (NOV Standard Template)						
Type	Name	Weight Factor	Start Date	Finish Date	WF %	
Inspection and Test Plan	Inspection and Test Plan	1		06-Jan-2020	1%	
Activity	DWGs from NOV	5	27-Sep-2019	06-Oct-2019	5%	
Activity	Procurement	20	07-Oct-2019	26-Oct-2019	20%	
Activity	Cutting	20	27-Oct-2019	15-Nov-2019	20%	
Activity	Machining	15	16-Nov-2019	05-Dec-2019	15%	
Activity	Assembly	15	06-Dec-2019	25-Dec-2019	15%	
Activity	Test	15	26-Dec-2019	30-Dec-2019	15%	
Activity	FAT	5	31-Dec-2019	31-Dec-2019	5%	
Promised Supplier Deliver Date	Promised Supplier Deliver Date	1		01-Jan-2020	1%	
Material Record Book	Material Record Book	1	02-Jan-2020	02-Jan-2020	1%	

Add Activity - Submit Schedule

- Activity
- Milestone

Delete Activity. If the activity is not needed.

EXTERNAL PRODUCTION PROGRESS External Production Progress Døkkedal, Morten

Create Schedule Report Progress ITP Handling Admin

PO Number+Line	Item Number	Item Description	Weight Factor	Start Date	Finish Date	WF %
587083BS-WLY-2	10745246-400	Body,BOP Components;18-3/4 x 15M,NXT,Stud x Flange;3-1/16 x Studded,CRA,Triplic;Finish Machine			01-Jan-2020	
Template: NOV Standard (NOV Standard Template)						
Type	Name	Weight Factor	Start Date	Finish Date	WF %	
Inspection and Test Plan	Inspection and Test Plan	1		06-Jan-2020	1%	
Activity	DWGs from NOV	5	27-Sep-2019	06-Oct-2019	5%	
Activity	Procurement	20	07-Oct-2019	26-Oct-2019	20%	
Activity	Cutting	20	27-Oct-2019	15-Nov-2019	20%	
Activity	Machining	15	16-Nov-2019	05-Dec-2019	15%	
Activity	Assembly	15	06-Dec-2019	25-Dec-2019	15%	
Activity	Test	15	26-Dec-2019	30-Dec-2019	15%	
Activity	FAT	5	31-Dec-2019	31-Dec-2019	5%	
Promised Supplier Deliver Date	Promised Supplier Deliver Date	1		01-Jan-2020	1%	
Material Record Book	Material Record Book	1	02-Jan-2020	02-Jan-2020	1%	

Add Activity - Submit Schedule

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)

EXTERNAL PRODUCTION PROGRESS External Production Progress Dokkedal, Morten

Create Schedule Report Progress ITP Handling Admin

PO Number+Line	Item Number	Item Description	Weight Factor	Start Date	Finish Date	WF %
587083BS-WLY-2	10745246-400	Body,BOP Components;18-3/4 x 15M,NXT;Stud x Flange;3-1/16 x Studded;CRA;Triple;Finish Machine			01-Jan-2020	
Template: NOV Standard (NOV Standard Template)						
ⓘ	Inspection and Test Plan	Inspection and Test Plan	1		06-Jan-2020	1%
⊞	Activity	DWGs from NOV	5	27-Sep-2019	06-Oct-2019	5%
⊞	Activity	Procurement	20	07-Oct-2019	20-Oct-2019	20%
⊞	Activity	Cutting	20	27-Oct-2019	15-Nov-2019	20%
⊞	Activity	Machining	15	16-Nov-2019	05-Dec-2019	15%
⊞	Activity	Assembly	15	06-Dec-2019	25-Dec-2019	15%
⊞	Activity	Test	15	26-Dec-2019	30-Dec-2019	15%
⊞	Activity	FAT	5	31-Dec-2019	31-Dec-2019	5%
ⓘ	Promised Supplier Deliver Date	Promised Supplier Deliver Date	1		01-Jan-2020	1%
ⓘ	Material Record Book	Material Record Book	1	02-Jan-2020	02-Jan-2020	1%

Add Activity Submit Schedule

Edit Activity. By editing directly in the writeable fields.

EXTERNAL PRODUCTION PROGRESS External Production Progress Dokkedal, Morten

Create Schedule Report Progress ITP Handling Admin

PO Number+Line	Item Number	Item Description	Weight Factor	Start Date	Finish Date	WF %
587083BS-WLY-2	10745246-400	Body,BOP Components;18-3/4 x 15M,NXT;Stud x Flange;3-1/16 x Studded;CRA;Triple;Finish Machine			01-Jan-2020	
Template: NOV Standard (NOV Standard Template)						
ⓘ	Inspection and Test Plan	Inspection and Test Plan	1		06-Jan-2020	1%
⊞	Activity	DWGs from NOV	5	27-Sep-2019	06-Oct-2019	5%
⊞	Activity	Procurement	20	07-Oct-2019	20-Oct-2019	20%
⊞	Activity	Cutting	20	27-Oct-2019	15-Nov-2019	20%
⊞	Activity	Machining	15	16-Nov-2019	05-Dec-2019	15%
⊞	Activity	Assembly	15	06-Dec-2019	25-Dec-2019	15%
⊞	Activity	Test	15	26-Dec-2019	30-Dec-2019	15%
⊞	Activity	FAT	5	31-Dec-2019	31-Dec-2019	5%
ⓘ	Promised Supplier Deliver Date	Promised Supplier Deliver Date	1		01-Jan-2020	1%
ⓘ	Material Record Book	Material Record Book	1	02-Jan-2020	02-Jan-2020	1%

Add Activity Submit Schedule

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

EXTERNAL PRODUCTION PROGRESS External Production Progress Dokkedal, Morten

Create Schedule Report Progress ITP Handling Admin

PO Number/Line	Item Number	Item Description	Promised Supplier Deliver Date	NOV Contact
587083DS-WLF-2	10745246-400	Body,BOP Components;18-3/4 x 15M;XJT;Stud x Flange;3-1/16 x Studded;CRA;Triple;Finish Machine	01-Jan-2020	Naraino, Stephen

Template
NOV Standard (NOV Standard Template)

Type	Name	Weight Factor	Start Date	Finish Date	WF %
Inspection and Test Plan	Inspection and Test Plan	1		06-Jan-2020	1%
Activity	DWGs from NOV	5	27-Sep-2019	06-Oct-2019	5%
Activity	Procurement	20	07-Oct-2019	26-Oct-2019	20%
Activity	Cutting	20	27-Oct-2019	15-Nov-2019	20%
Activity	Machining	15	18-Nov-2019	05-Dec-2019	15%
Activity	Assembly	15	06-Dec-2019	25-Dec-2019	15%
Activity	Test	15	26-Dec-2019	30-Dec-2019	15%
Activity	FAT	5	31-Dec-2019	31-Dec-2019	5%
Promised Supplier Deliver Date	Promised Supplier Deliver Date	1		01-Jan-2020	1%
Material Record Book	Material Record Book	1	02-Jan-2020	02-Jan-2020	1%

Add Activity Submit Schedule

Report Progress

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

Create Schedule

Report Progress

ITP Handling

Admin

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*.

Working/Future Activities

Show only activities due for reporting

Include future activities

Find PO/part...

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.

587135BS-WLY-8 10573932-400 Door;18-3/4 x 15M;Weld Prep;NXT;22;RamShFD 6 in

Current Progress: 61%
Expected Progress: 100%
RFS Status: Delay (59 days)
Expected Finish: 29-Feb-2020

Inspection and Test Plan

Scheduled Finish: 01-Jan-2020 | Status: For Approval | View ITP | Upload ITP | Delete ITP | History

DWGs from NOV

Scheduled Start: 27-Sep-2019 | Scheduled Finish: 06-Oct-2019 | 58% Previous | 58 | % | 100% Expected | Reported

Actual Start: 13-Jan-2020 | Expected Finish: 31-Jan-2020

Procurement

Scheduled Start: 07-Oct-2019 | Scheduled Finish: 26-Oct-2019 | 73% Previous | 73 | % | 100% Expected | Unreported

Actual Start: 13-Jan-2020 | Expected Finish: 31-Jan-2020

FAT

Scheduled Start: 31-Dec-2019 | Scheduled Finish: 31-Dec-2019 | 21% Previous | 21 | % | 100% Expected | Reported

Actual Start: 13-Jan-2020 | Expected Finish: 31-Jan-2020

Promised Supplier Deliver Date

Scheduled Finish: 01-Jan-2020 | Status: Delay | Unreported

Expected Finish: 29-Feb-2020

Fabrication Record Book

Scheduled Start: 02-Jan-2020 | Scheduled Finish: 02-Jan-2020 | 85% Previous | 85 | % | 100% Expected | Unreported

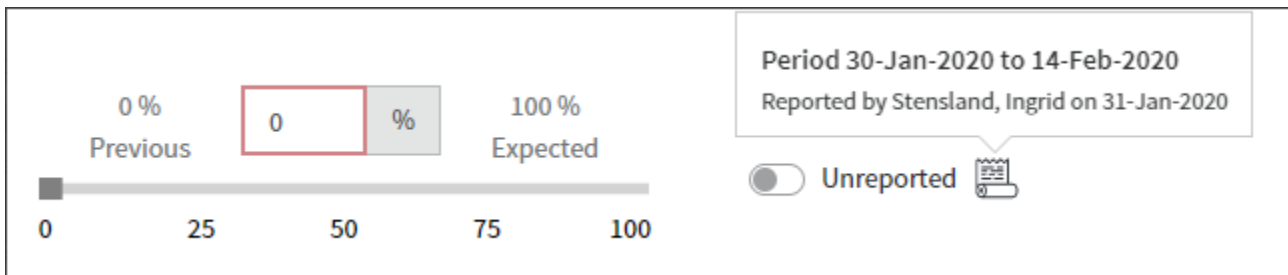
Actual Start: 30-Jan-2020 | Expected Finish: 31-Jan-2020

How to report

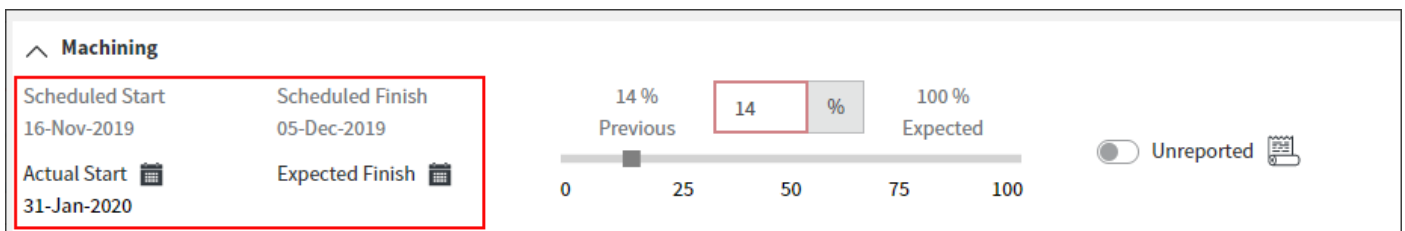
There are several ways to report on an activity:

- 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 original 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.

^ Promised Supplier Deliver Date

Scheduled Finish
20-Mar-2020

Expected Finish

Status

- Select Status
- No Delay
- Risk of Delay
- Delay
- Complete

Unreported

^ Material Record Book

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.

^ Inspection and Test Plan

Scheduled Finish
01-Jan-2020

Status
For Approval

View ITP Upload ITP Delete ITP History

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

6300033552-1 16663220-001 Valve, Proprietary;Check;Poppet Check Valve;Conn 1 Taper Male NPT -8;Conn 2 Taper Male NPT -8;Motion Compensation;Size 0.5 in;Max 3000 psi 1	Current Progress:	<div style="width: 25%; background-color: #90EE90;"></div> 25%	  3 4
	Expected Progress:	<div style="width: 0%; background-color: #ccc;"></div> 0%	
	RFS Status:	(Not Set)	
	Scheduled Finish:	18-Mar-2020	

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 = $([\text{number of days between now and Schedule Start}] + 1) / ([\text{number of days between Schedule Finish and Start}] + 1)$. 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.

The screenshot shows the 'External Production Progress' application interface. The user is logged in as 'Dokkedal, Morten (Impersonated)'. The navigation menu includes 'Create Schedule', 'Report Progress', 'ITP Handling', and 'Admin'. The 'ITP Handling' section is active, displaying a list of rejected ITPs. A filter sidebar on the left shows 'Rejected' selected. The main content area shows two entries:

Scheduled Finish	Status	View ITP	Upload ITP	History
31-Dec-2019	Rejected			
06-Jan-2020	Rejected			

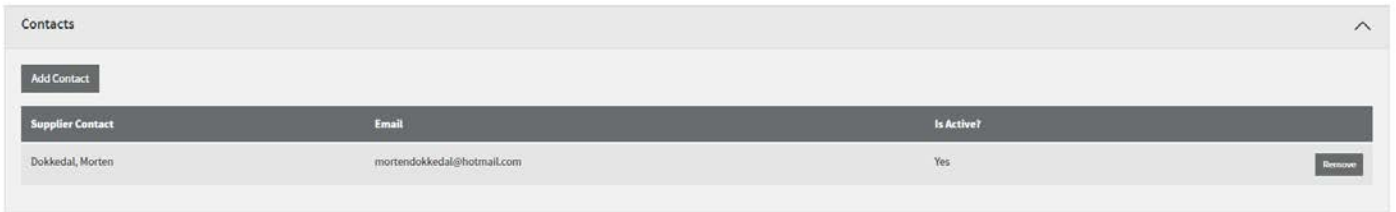
Admin

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



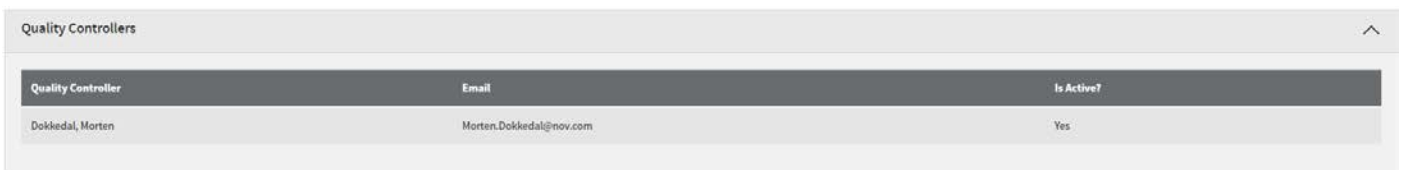
Contacts

Supplier contacts can be added or removed.



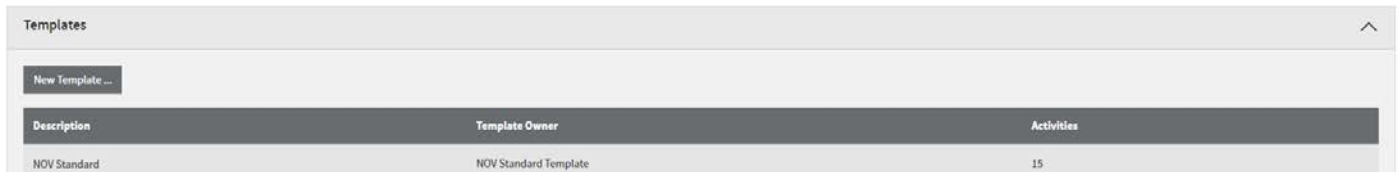
Quality controllers

Lists the assigned NOV QCs to the supplier.



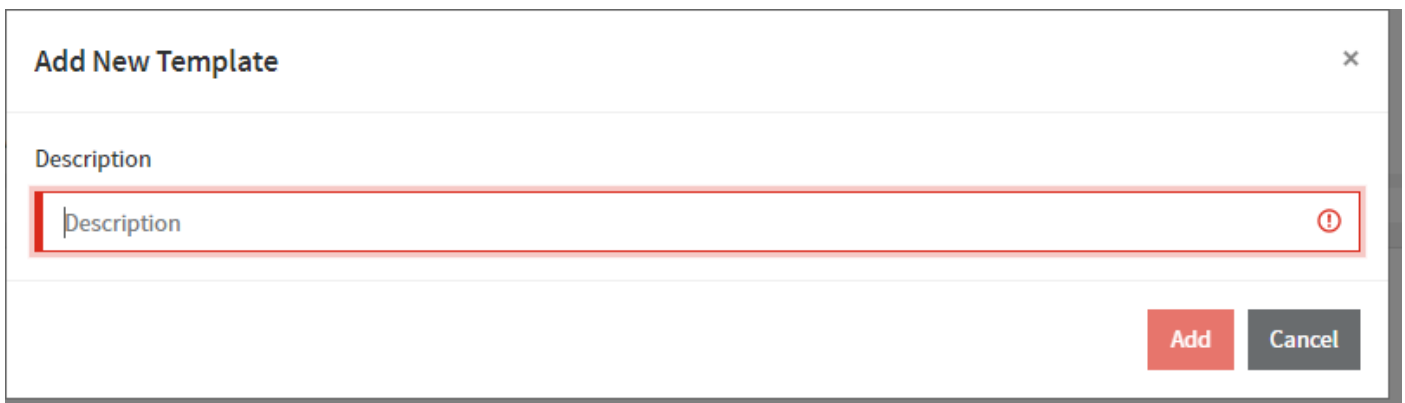
Templates

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.



Description	Template Owner	Activities
NOV Standard	NOV Standard Template	15

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



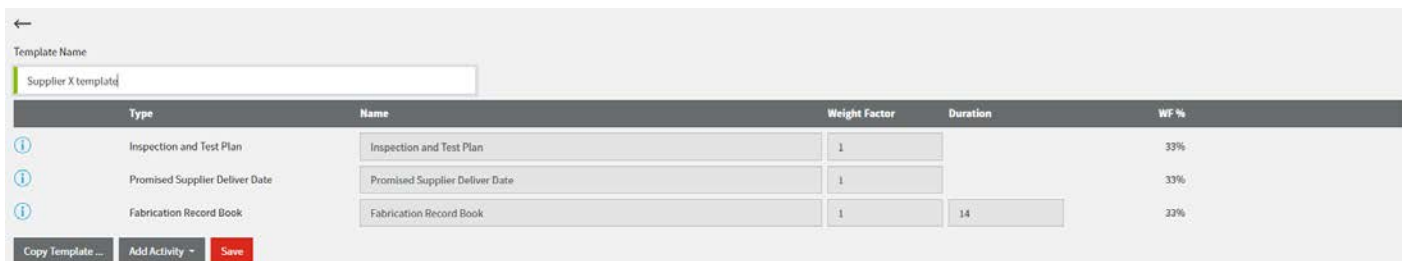
Add New Template

Description

Description

Add Cancel

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



Type	Name	Weight Factor	Duration	WF %
Inspection and Test Plan	Inspection and Test Plan	1		33%
Promised Supplier Deliver Date	Promised Supplier Deliver Date	1		33%
Fabrication Record Book	Fabrication Record Book	1	14	33%

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

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		