

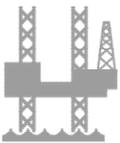
User Manual



Certificate Management - User Manual

Equipment Description: Certificate Management Application - Supplier Instructions

Part Number: Manual input



NOV References

Document Number: 115385167

Revision: 07

Volume: 1 of 1



REVISION HISTORY

Rev	Date	Reason for issue	Prepared	Checked	Approved
07	22-Jun-2022		CRBL	MV	CRBL
05	28-Dec-2021	Approved for Use	CRBL	MV	HT
04	26-Oct-2021	Approved for Use	CRBL	MV	HT
03	19-Aug-2021	Approved for Use	CRBL	MV	HT
02	19-Aug-2021	Approved for Use	CRBL	MV	HT
01	22-Jun-2021		CRBL	MV	HT

CHANGE DESCRIPTION

Revision	Change description
07	Updated section 2.1.1 to highlight that both traceability information and document upload are required for document submission for traceable parts Updated section 2.1.1 to highlight the NOV traceability number should be included if applicable Updated section 2.4 to elaborate on the instructions for resubmitting a rejected document
05	Revised title of section 2.1.2 from "Serial Number Generator" to "Add Traceability Sequence"
04	Added section 2.1.2 Serial Number Generator
03	Updated section 'Traceable Documentation'
02	Updated 'Register for Access' and 'Navigating to Certificate Management' sections
01	

TABLE OF CONTENTS

1	GETTING STARTED	4
1.1	Things to Know	4
1.2	Register for Access	4
1.3	Navigating to Certificate Management.....	5
2	HOW TO USE THE CERTIFICATE MANAGEMENT APPLICATION	6
2.1	Add Certificates.....	6
2.1.1	Traceable Documentation.....	6
2.1.2	Add Traceability Sequence.....	8
2.1.3	Non-Traceable Documentation.....	12
2.2	In Progress.....	13
2.3	Parts Missing Certificates	14
2.4	Rejected.....	14
2.5	History	15
3	USER SUPPORT	16

1 GETTING STARTED

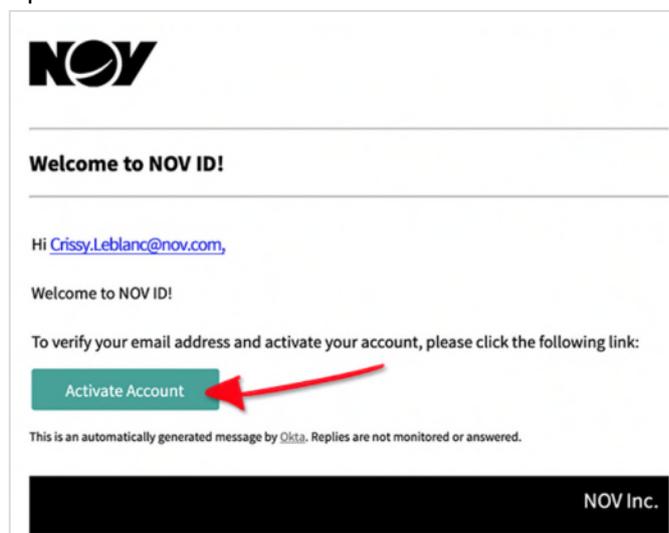
NOV wants to standardize the way our suppliers provide documentation to our organization. The Certificate Management application is meant to provide our suppliers a simple and uniform method to identify and submit documentation as communicated through our purchase order (PO) package. Documentation requirements required by NOV have not changed and will continue to be communicated through the PO as well as related documents including the drawing, specifications, emails, etc.

1.1 Things to Know

- a. Scope:
 - i. This application is for submitting Traceable and Non-traceable documentation only.
 1. OSP documentation is currently not supported and should continue to be submitted through the current method.
 - ii. This application is for submitting NOV Operations documentation only; NOV Aftermarket documentation should continue to be submitted through the current method.
- b. It is recommended to use Chrome or Firefox as the browser
- c. Document submission through the Certificate Management application replaces hard copies. **DO NOT SEND HARD COPIES.**
- d. Documents should be submitted using PDF format.
- e. When there are multiple documents in a single packet, the file should be bookmarked.
- f. Data transfer from ERP to Cert App usually takes place within 24 hours but could extend to 48 hours.
- g. Email Notifications are currently supported for Rejected items and Approved with Comments items; suppliers should check the Certificate Management application regularly to review/action other pending items.
- h. When resubmitting a previously rejected document, please use the **Rejected** screen.

1.2 Register for Access

- a. Users can request access via the [Cert App Registration & Troubleshooting Form](#)
 - a. The registration form can also be found at <https://supplier.nov.com/>
- b. Once the account has been created, the user(s) will receive a NOV ID email similar to the one below.
 - a. Open and click Activate Account link for the authentication step.

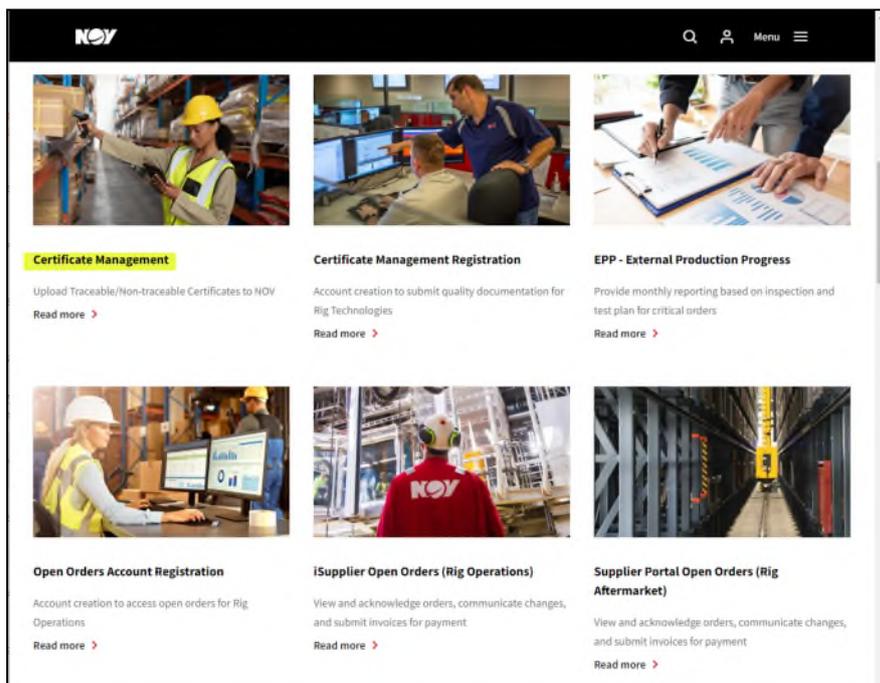
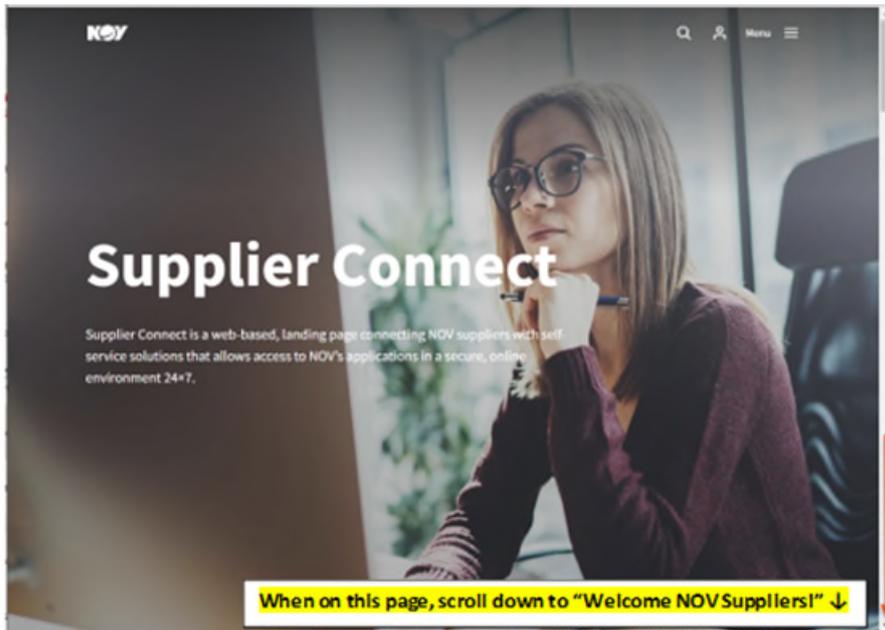


- b. Once you have registered, you will see the NOV ID Dashboard page. Ignore this page, you need to navigate to [Supplier.nov.com](https://supplier.nov.com/) to access Certificate Management.

- c. To review your account settings and to change your password, if necessary, you can navigate to login.nov.com.
- d. Click-by-click how-to videos can be found at [Rig Technologies Supplier Training](#)

1.3 Navigating to Certificate Management

- a. Navigate to Supplier Connect, Supplier.nov.com
- b. Scroll down and Select Certificate Management



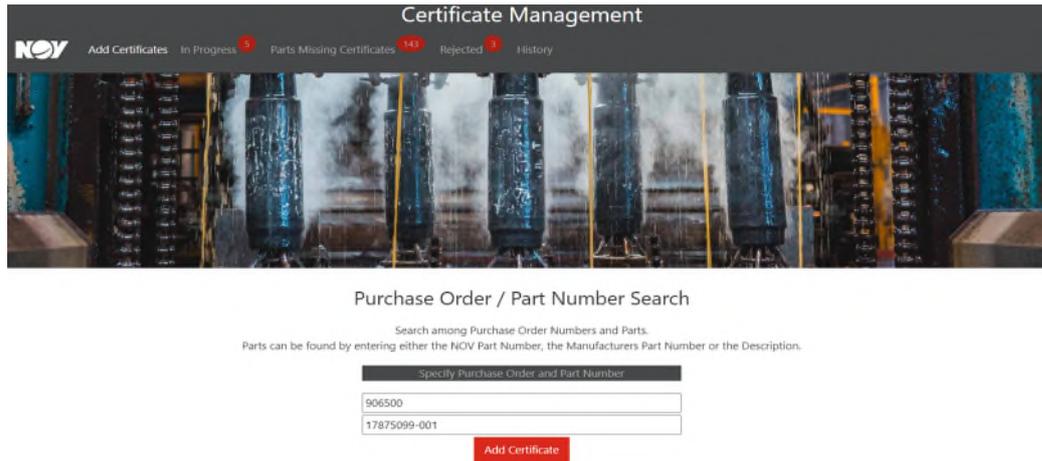
2 HOW TO USE THE CERTIFICATE MANAGEMENT APPLICATION

The following chapters will guide the user through the different sections of the Certificate Management application.

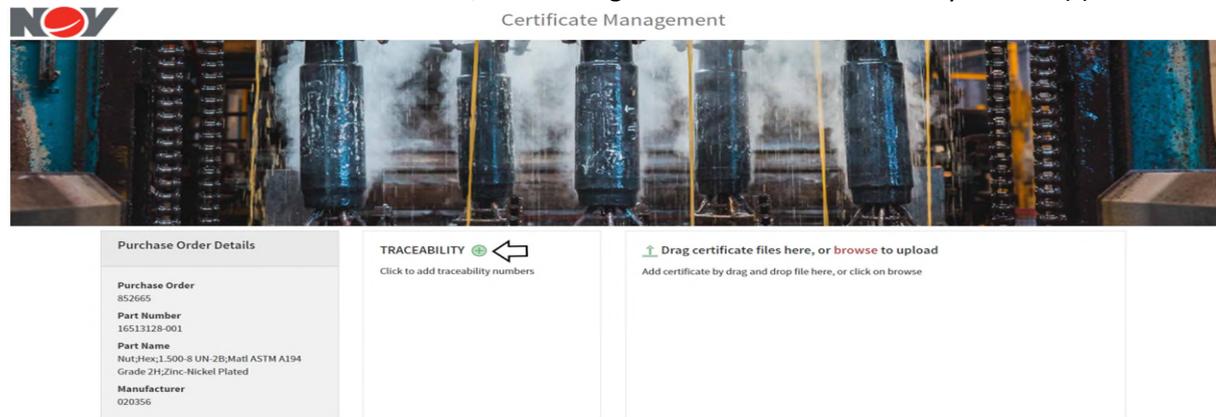
2.1 Add Certificates

2.1.1 Traceable Documentation

- a. Enter the purchase order (PO) number and part number (PN), description, or Manufacturers PN
- b. Select Add Certificate



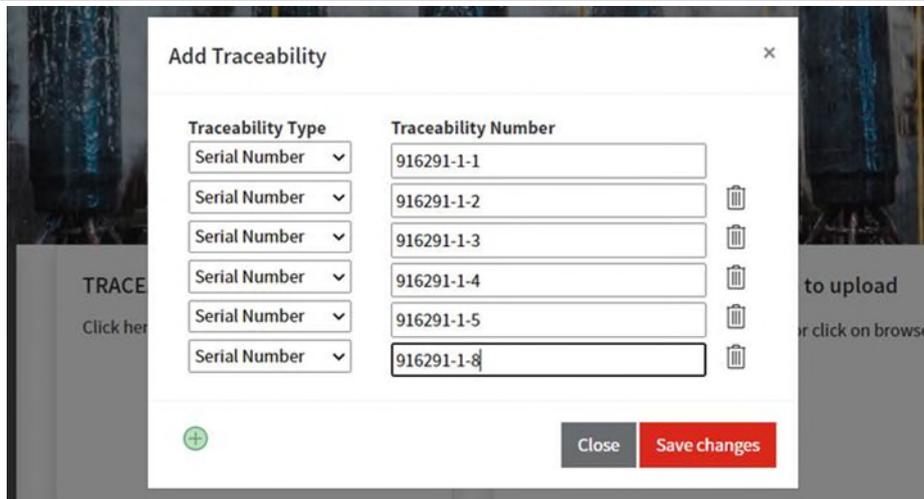
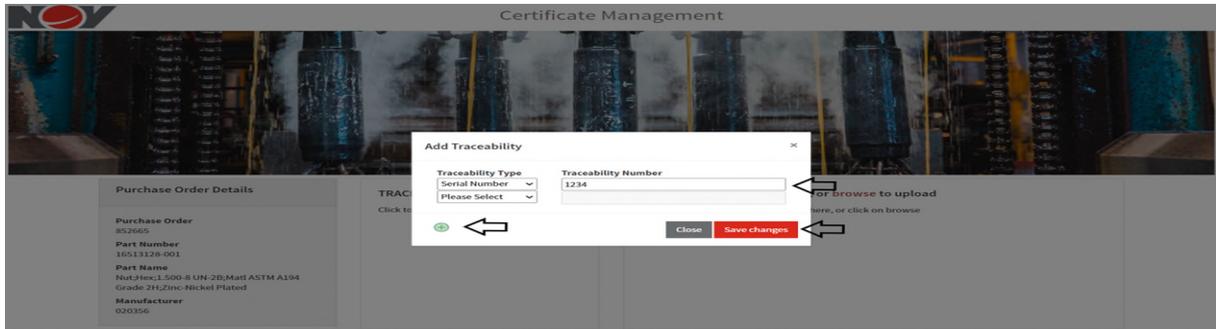
- c. ****Please note: both the traceability section AND the document upload section are required to submit documentation****
- d. In the middle section of the screen, select the green icon to add traceability number(s).



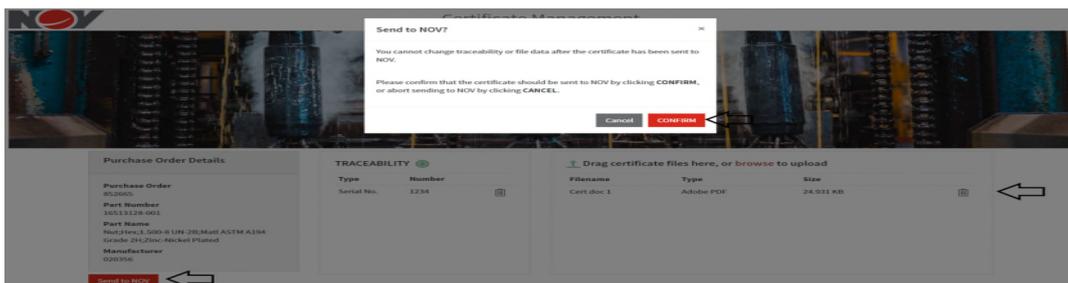
- e. Select the traceability type from the drop-down menu
 - i. For traceability input, enter one traceability number at a time. Under no circumstances can multiple traceability numbers be entered into a single field (see example on next page)
 1. If the part has been given a NOV traceability number, this number should be included here. Enter the value on a separate line in addition to any other traceability numbers.
 - ii. There should only be one documentation package uploaded per Part Number and Serial Number (PN/SN) or Part Number and Lot Number (PN/LN)
 1. Exception: When the documentation provided is applicable to more than one serial number (note that lot number is *not* included in this exception). Please refer to [section 2.1.2](#) for instructions on how to use the 'Add Traceability Sequence' feature.
 2. In this case, the documentation package can be for a Part Number and multiple Serial Numbers as applicable

3. For example, when multiple serial numbers are noted on the majority of documents produced for a specific part number, a single document package is acceptable
4. If there are any questions, please contact your NOV quality representative

f. Once the applicable traceability number or numbers are added, click save changes



- g. Drag/drop or browse to add the **completed or revised** certificate package to the file section and select send to NOV.
 - i. There should only be a single document added per submission
 - ii. File size must be 100MB or less
 1. If the file size cannot be reduced and kept legible, the file must be broken into multiple documents, but uploaded in the same PO/PN submission. The 100MB cap is applied to each document (not total).
 2. If multiple documents are uploaded for the same PO/PN combination a warning pop-up message will appear but will not prevent submission.
 - iii. File type should be PDF and bookmarked



- h. Upon successful submission a confirmation note will appear.
 - i. To add certifications for a **different** PO/PN combination, select the “Click here to add more certificates” link (first link listed)
 - ii. To submit additional certificates and traceability information for the **same** PO/PN combination you just submitted for, select the “Click here to add more certificates to same PO/Part combination” link (second link listed)

Certificate has been submitted to NOV!
Click here to add more certificates
Click here to add more certificates to same PO/Part combination

TRACEABILITY	
Type	Number
Lot No.	545

Certificate Files		
Filename	Type	Size
PO#_PO Line_PN_Serial or Lot#.docx	Microsoft Word	11.517 KB

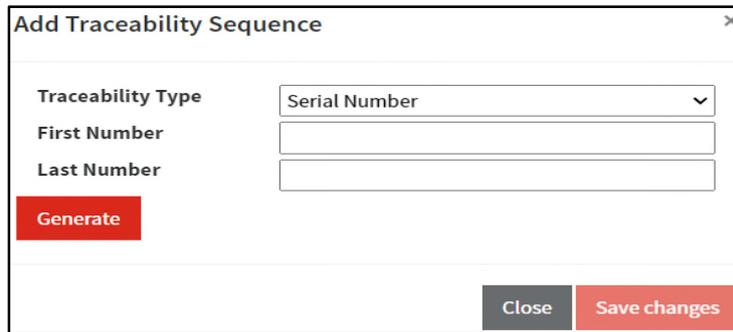
Purchase Order Details
Purchase Order: 918057
Part Number: 11459578-001
Part Name: Base/Ram Changer, 18-15M, NXTM-BOP (Blow Out Preventer)
Manufacturer Model Number

2.1.2 Add Traceability Sequence

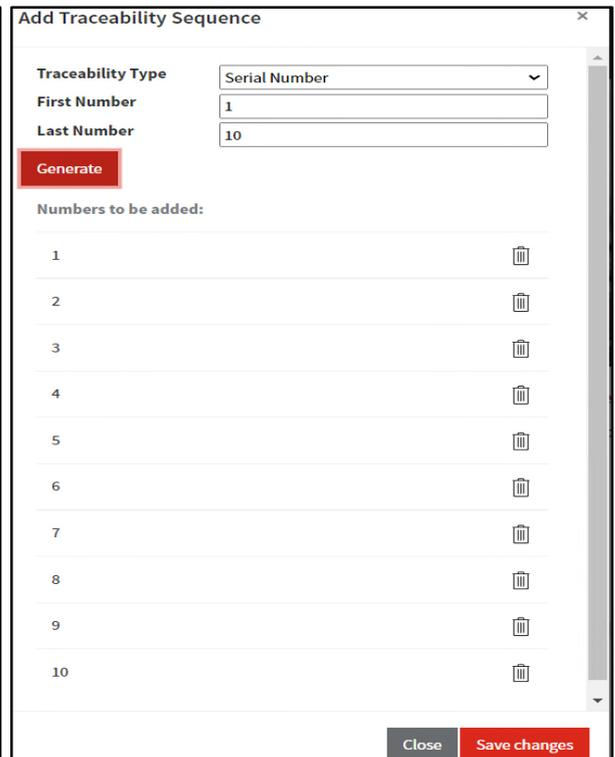
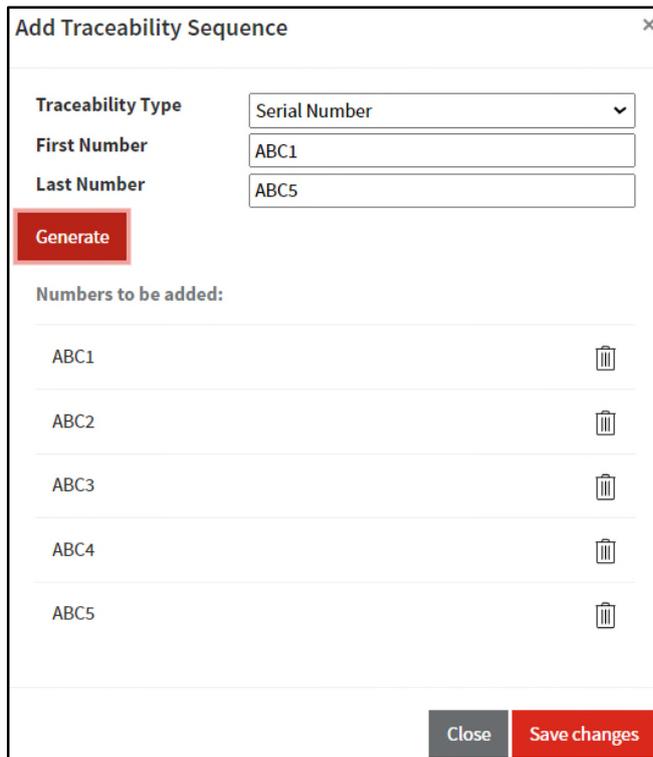
- a. Things to note:
 - i. The ‘Add Traceability Sequence’ feature would/could be used when the user/supplier is submitting a large sequence of serial numbers to NOV, rather than manually entering each SN into the Traceability section
 - ii. The ‘Add Traceability Sequence’ feature can generate up to 1,000 consecutive serial numbers (should not exceed 1,000 SN’s)
 - iii. The SN’s can be alphanumeric but must end in a number
 - iv. The SN’s must start with the same base
 - 1. Example: ABC1 – ABC15 is correct as “ABC” and “ABC” are equal bases
 - 2. Example: ABC1 – DEF15 is incorrect as “ABC” and “DEF” are **not** equal bases
 - v. The SN’s can contain a dash or multiple dashes (“-“)
 - 1. Example: 92033-4-1 thru 92033-4-10 is acceptable
- b. Select the ‘Add Traceability Sequence’ feature from the Traceability section

The screenshot shows the 'Certificate Management' interface. At the top, there are navigation tabs: 'Add Certificates', 'In Progress' (5), 'Parts Missing Certificates' (26), 'Rejected' (1), and 'History'. Below this is a banner image of industrial machinery. The main content area is divided into three sections: 'Purchase Order Details' on the left, 'TRACEABILITY' in the center, and a file upload area on the right. The 'TRACEABILITY' section has a blue button labeled 'Part is not Traceable' and a red circle with a plus sign and a document icon, which is highlighted by a red arrow. The file upload area has the text 'Drag files here, or browse to upload' and 'Add files by drag and drop file here, or click on browse'. At the bottom left, there are 'HISTORY' and 'Cancel' buttons.

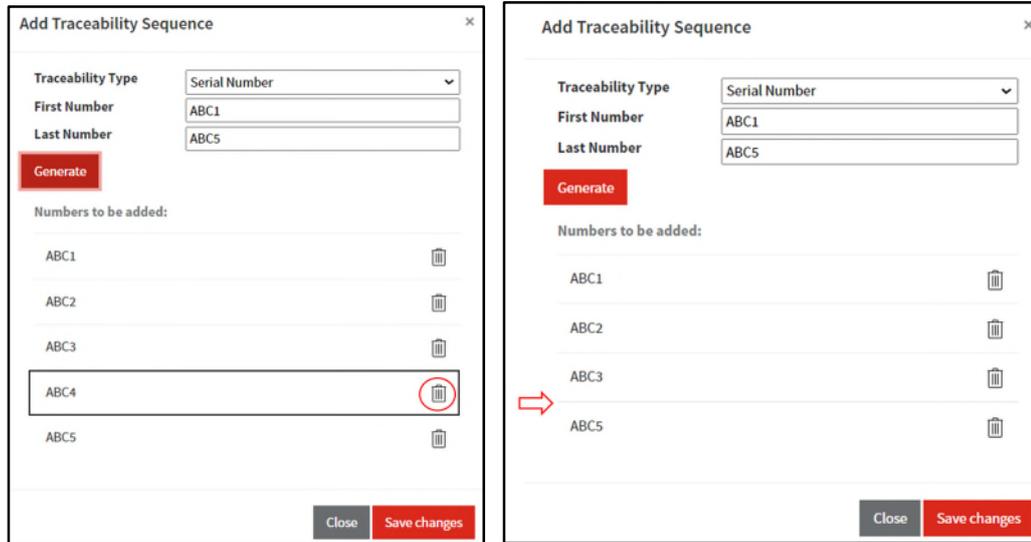
- c. Select "Serial Number" from the Traceability Type drop down menu. Then enter the first and last serial number in the sequence in their respective fields.



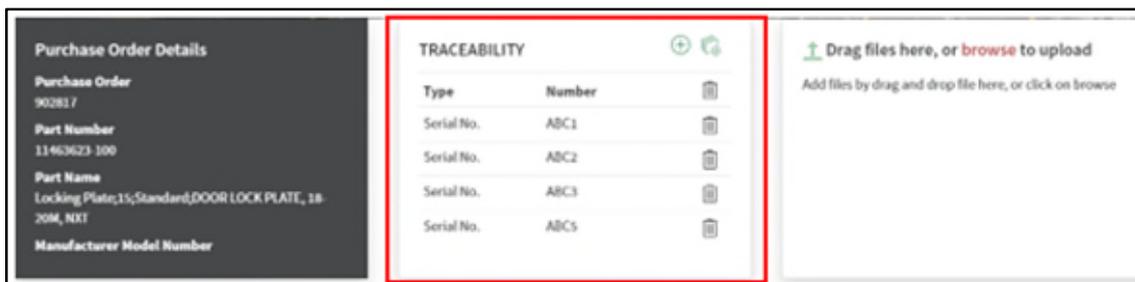
- d. Click the Generate button when ready to complete the sequence of SN's. The sequence of SN's will populate below the Generate button for the user to review.
 - i. See examples below – alphanumeric and/or numeric



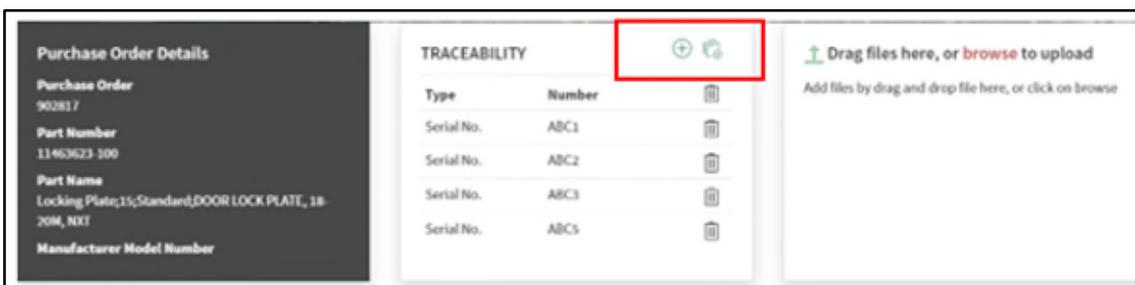
- e. To remove a SN from the sequence, click the corresponding trashcan icon for that particular SN; SN will then be removed from the sequence of SN's



- f. Click Save changes when SN sequence is complete
 - i. SN's will populate in the Traceability section



- g. If additional SN's need to be added, the Add Traceability button or the 'Add Traceability Sequence' feature can be used



- i. Example: using the Add Traceability button to add additional SN's to the existing sequence

The 'Add Traceability' dialog box shows 'Traceability Type' set to 'Serial Number' and 'Traceability Number' set to 'ABC6'. The 'TRACEABILITY' table on the right shows a list of serial numbers: ABC1, ABC2, ABC3, ABC5, and ABC6. The row for ABC6 is highlighted with a red box.

Type	Number	
Serial No.	ABC1	🗑️
Serial No.	ABC2	🗑️
Serial No.	ABC3	🗑️
Serial No.	ABC5	🗑️
Serial No.	ABC6	🗑️

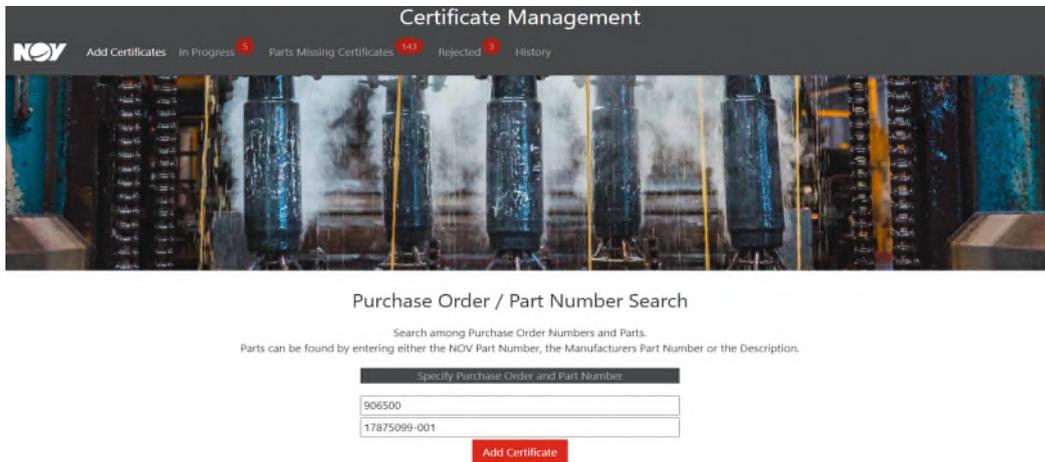
- ii. Example: using the 'Add Traceability Sequence' feature to add additional SN's to the existing sequence

The 'Add Traceability Sequence' dialog box shows 'Traceability Type' set to 'Serial Number', 'First Number' set to 'ABC7', and 'Last Number' set to 'ABC10'. The 'Generate' button is highlighted in red. Below the dialog, a list of 'Numbers to be added' shows ABC7, ABC8, ABC9, and ABC10. The 'TRACEABILITY' table on the right shows the updated list of serial numbers: ABC1, ABC2, ABC3, ABC5, ABC6, ABC7, ABC8, and ABC9. The rows for ABC7, ABC8, and ABC9 are highlighted with a red box.

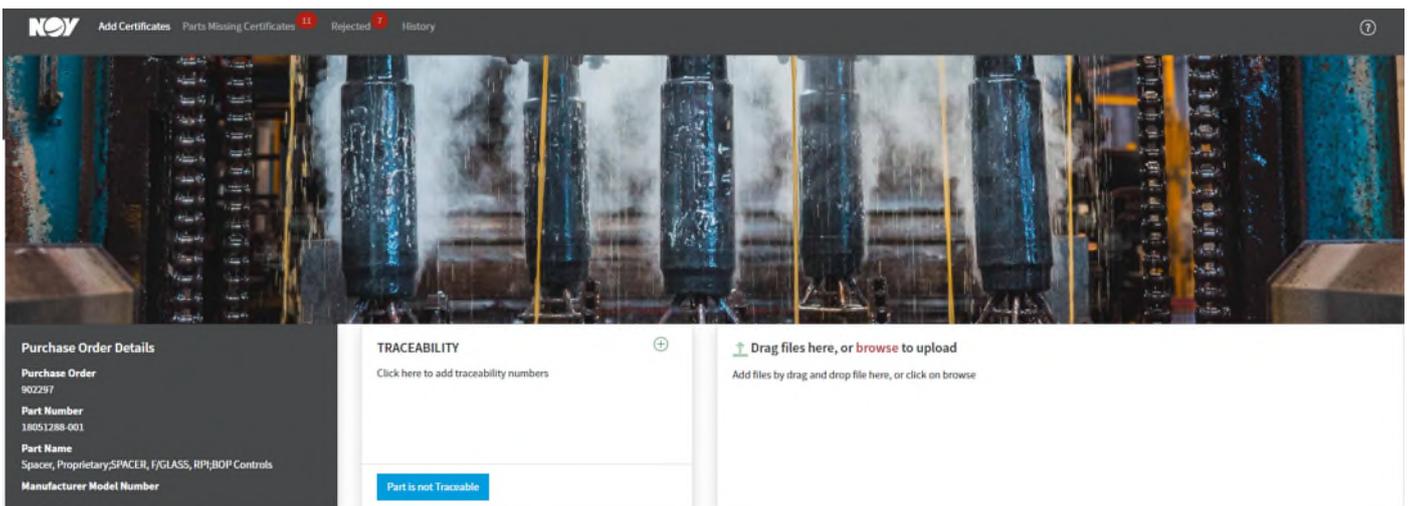
Type	Number	
Serial No.	ABC1	🗑️
Serial No.	ABC2	🗑️
Serial No.	ABC3	🗑️
Serial No.	ABC5	🗑️
Serial No.	ABC6	🗑️
Serial No.	ABC7	🗑️
Serial No.	ABC8	🗑️
Serial No.	ABC9	🗑️

2.1.3 Non-Traceable Documentation

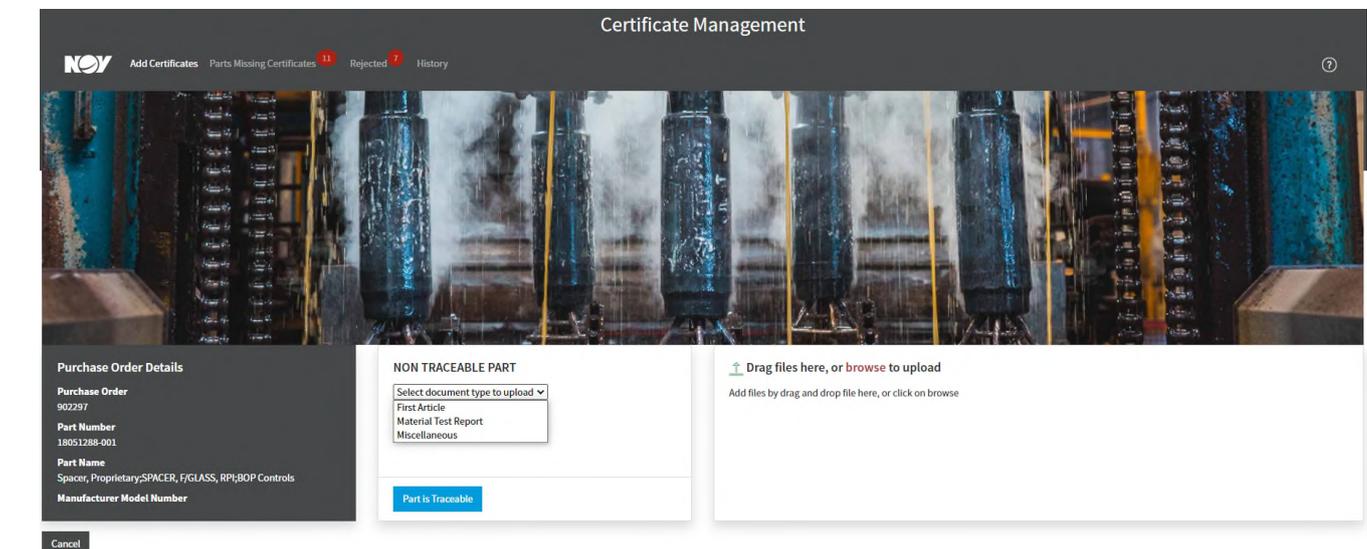
- h. From the Add Certificates screen, enter the purchase order (PO) number and part number (PN), description, or Manufacturers PN
- i. Select Add Certificate



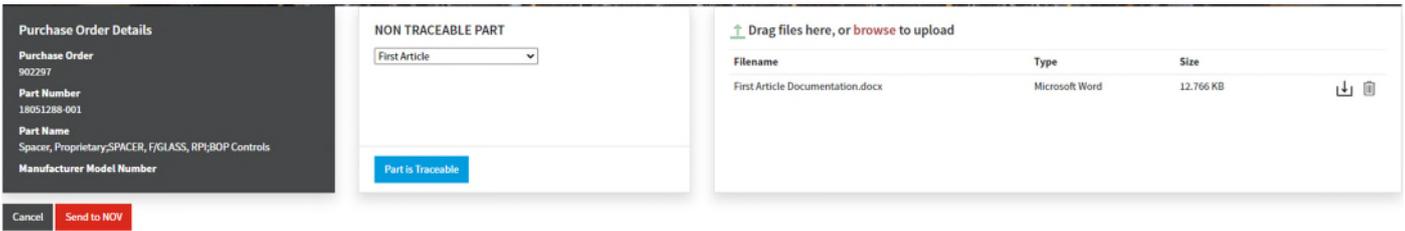
- i. In the middle section of the screen, select the blue "Part is not Traceable" button select the document type and subsequently upload the non-traceable documentation



- j. Select the document type from the drop down menu



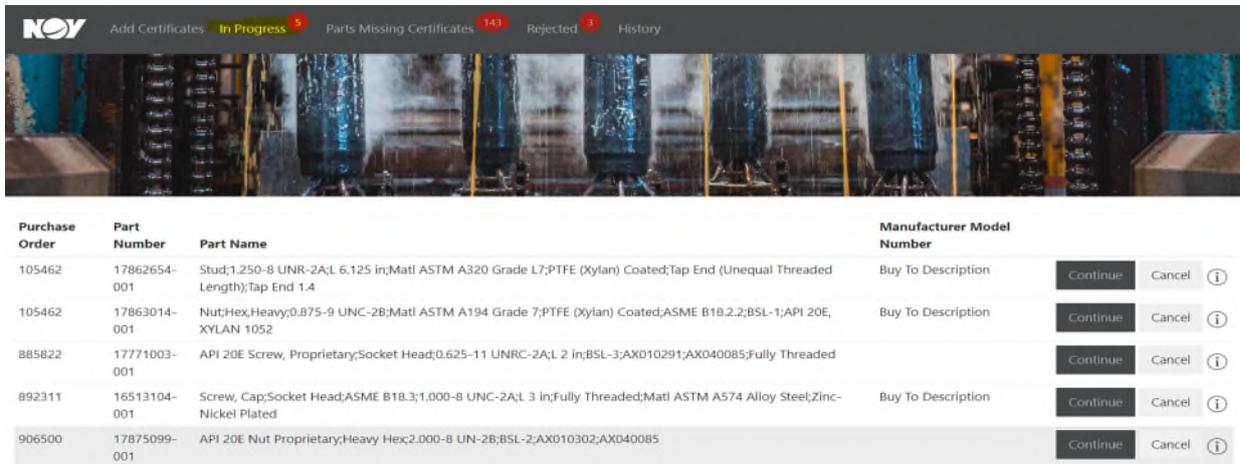
k. Drag/drop or browse to add the document for upload and select the red "Send to NOV" button



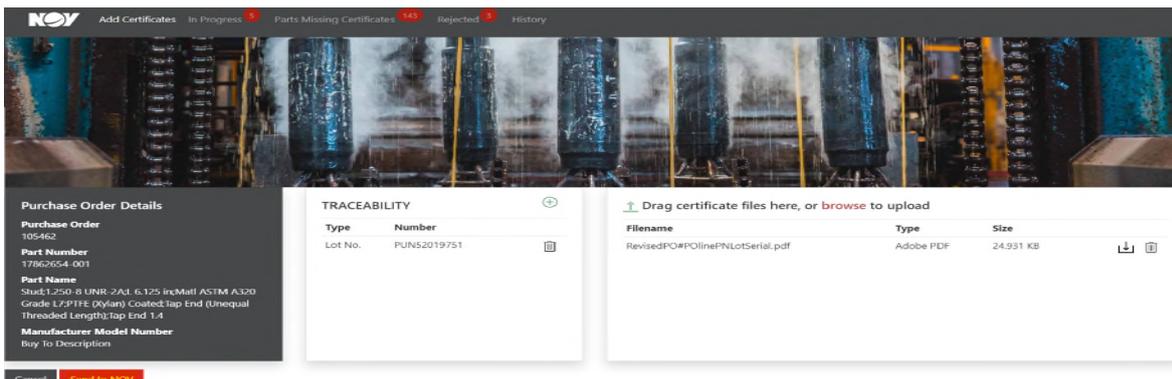
- l. Upon successful submission a confirmation note will appear.
 - i. To add certifications for a **different** PO/PN combination, select the "Click here to add more certificates" link (first link listed)
 - ii. To add additional certificates and traceability information for the **same** PO/PN combination you just submitted for, select the "Click here to add more certificates to same PO/Part combination" link (second link listed)

2.2 In Progress

- a. When there is a number visible next to the In Progress section, there are items started but not submitted to NOV.
 - I. There is a filter at the top of this section to refine the search.
 - II. The supplier should routinely review this section and either continue to add the necessary information for submission to NOV or cancel the submission.
 - III. Once an item is actioned it will be removed from this section.



- b. To cancel an item, select the continue field. The form will populate previously saved information. If this is an error/not needed, select Cancel field.
- c. To finalize submission, add missing information and select Send to NOV. The item will be removed from this section.



2.3 Parts Missing Certificates

- a. When NOV has received items that require traceability but not the required documentation, the files should be added and submitted to NOV through the Parts Missing Submission section.
 - I. There is a filter at the top of this section to refine the search.
 - II. The supplier should routinely review this section and either continue to add the necessary information for submission to NOV or cancel the submission.
 - III. Once an item is actioned it will be removed from this section.
- b. Select Add Files to open and drag/drop or upload files then select Send To NOV or Cancel.

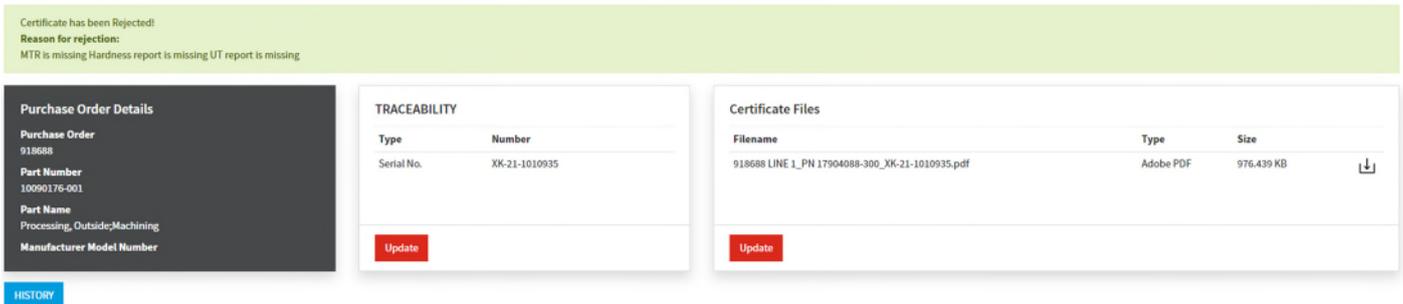
Purchase Order	Part Number	Part Name	Manufacturer Model Number
105462	17863029-001	Nut;Hex,Heavy;1.250-8 UN-2B;Matl ASTM A194 Grade 7;PTFE (Xylan) Coated;ASME B18.2.2;BSL-1;API 20E, XYLAN 1052	Buy To Description
604621	10455599-001	Pin, Proprietary;Arm Assembly;Dia 2.25 in;L 9.13 in;Iron Roughnecks;ST-120/160;Matl MS00015 17-4PH H1150;Stamp P/N & Re	10455599-001
776064	17919650-002	Stud;1.125-8 UN-2A;L 5.5 in;Matl ASTM A320 Grade L7;PTFE (Xylan) Coated;BSL-2;In Compliance to API 20 E	Buy To Description
871111	18048410-001	API 20E Screw, Proprietary;12-Point;1.000-8 UNRC-2A;L 2.25 in;BSL-1;AX010307, BSL-1;AX040085;Partially Threaded	
897084	18004948-001	Screw, Cap;Hex Head,Heavy;ASME B18.2.1;0.750-10 UNC-2A;L 2.75 in;Fully Threaded;Matl ASTM A325 Type 1;Zinc Plated	Buy To Description

2.4 Rejected

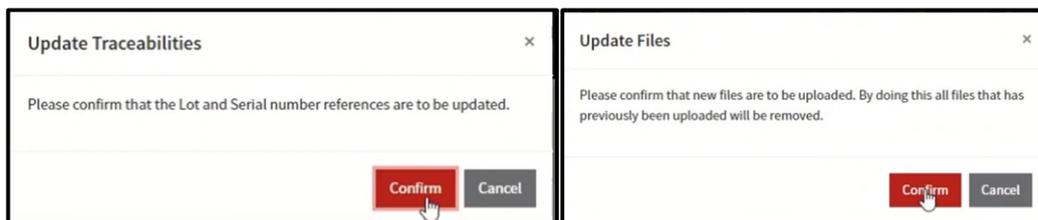
- a. When there is a number visible next to the Rejected section, there are items that have been reviewed by NOV but rejected with reason stated. **These require supplier action as soon as possible.**
 - I. There is a filter at the top of this section to refine the search.
 - II. Each item in the Rejected section will have comments explaining why the documentation was rejected.
 - III. The supplier should review/correct the documentation and resubmit as soon possible for NOV review again.
 - IV. Once the item is actioned it will be removed from this section.
 - V. Please note: When resubmitting a previously rejected document, please use the **Rejected** screen only.
- b. Select continue to open the rejected item and action accordingly.

Purchase Order	Part Number	Part Name	Traceability Number
911044	18260043-001	API 20E Nut Proprietary;Heavy Hex;1.375-8 UN-2B;BSL-3;AZ010303;AX040091;TRANSOCEAN SPEC	2
105462	17862414-001	Stud;0.875-9 UNRC-2A;L 4.625 in;Matl ASTM A320 Grade L7;PTFE (Xylan) Coated;Tap End (Unequal Threaded Length);Tap End 1.	PUN52019750
911044	18260043-001	API 20E Nut Proprietary;Heavy Hex;1.375-8 UN-2B;BSL-3;AZ010303;AX040091;TRANSOCEAN SPEC	12345

- c. Once the rejected item has opened, the reason for rejection can be found in the green bar above Purchase Order Details.
 - I. Choose the red "Update" button to update either the traceability information and/or the certificate files.



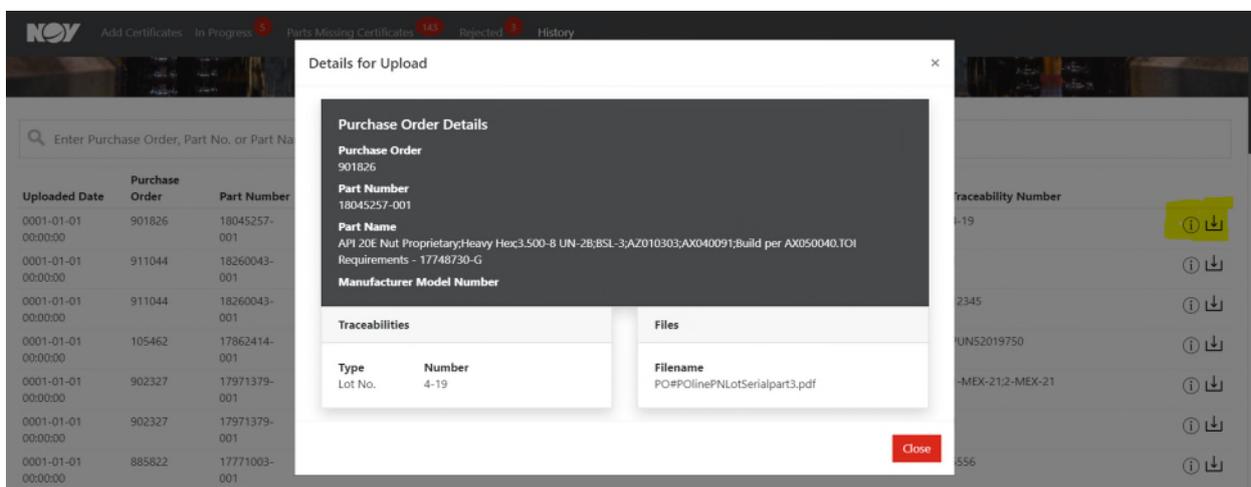
- II. After clicking the red "Update" button, a confirmation box will pop-up. Click "confirm" to confirm you would like to update the traceability numbers or confirm you would like to update add a new document.



- III. After confirming, update the field needing changes (either traceability information and/or documentation). Once the update(s) have been made, click the red "Send to NOV" button at the bottom left-hand side of the screen.

2.5 History

- a. The History sections includes items that have been previously submitted to NOV.
 - I. There is a filter at the top of this section to refine the search.
- b. Find the item to view and select the information icon, it will show the submission information.
- c. To view the file that was submitted, select the download icon.
 - I. Note: this can take several minutes to display the information.



3 USER SUPPORT

- a. For troubleshooting help, please fill out and submit the [Cert App Registration & Troubleshooting Form](#).
 - I. A system administrator will contact you to help resolve your Cert App issue once the form is received.
- b. To ask quality specific questions, please contact your NOV Quality Representative
 - I. For rejected documentation, the NOV Quality Representative will be listed on the email notification.