SAP App for Temporary Equipment (NORSOK Z-015)

Guideline for suppliers
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Background
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

Background

- SAP was implemented for all Aker BP assets in January 2020
- There is a strategy in Aker BP to build apps in order to simplify and reduce time spent on performing tasks in SAP.
- On May 12th Aker BP will release an app for managing Z-015 equipment where suppliers will populate Z-015 schema, enter serial number and upload documentation.
- This slidepack will act as a guide for how external suppliers can log into the app and complete their part of the administrative work related to Z-015 equipment rented by Aker BP.
Prerequisites
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

SAP Authenticator

- SAP Authenticator is a mobile application that generates passcodes
- In order to log in to the Aker BP temporary equipment app, SAP Authenticator must be installed

**Step 1:** Install SAP Authenticator on your smartphone
  - The app that can be downloaded from Google App store or Apple store
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

SAP Authenticator

Step 2
- Start SAP Authenticator and click the «Start Setup» button

Step 3
- Enter and confirm a new password for SAP Authenticator
  - Click the «V» button once finished

Important: Since you will be asked for this password each time you open SAP Authenticator, it is important to add a new password that is relatively easy to remember.
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

Internet Browser

- Make sure Chrome or Edge is installed on your computer
- The Temporary Equipment app does not support IE 11
Log on
First time
When Aker BP issues a PO for rental of temporary equipment (Z-015), a mail is sent to you as a supplier.

This email consists of two links:
- First link will be used to create an user in Aker BP SAP
- Second link is to be used after you have created an user in Aker BP SAP (and gives direct access to the temporary equipment in SAP)
- The user will be deleted after 10 days, but can be re-created by clicking on the first link.

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Dear Pete Gf,

A purchase order for rental of temporary equipment 5000150005 Type G - Container for diesel engine has now been issued to you.

Contact person in Aker BP is:
PB Christian Nilsen
nail.christian.nilsen@akerbp.com

An inspector will contact you to arrange inspection of the equipment.

Use the link:
https://akerbpo2supplieronboarding-vnar1700hix.dispatcher.eu2.hana.ondemand.com/?onboarding=eyJzXzXvbGClcikjJwMDAwMDExMDE5NSIiInVybRhY3RFVFpIbFt5BlBdGV1Z2Zldm51Iiwia29uZGVkI1NvbW1hZ2VzIiwidGlzc3QtZmFsc2VzIiwicmVxdWVzdF9tYnRhaWxvdGlvbiJd

To access the portal where you can enter:
1. Serial number
2. Populate Z-015 schema
3. Upload documentation

If you already have a User, please use the following link:
https://akerbpo2supplieronboarding-vnar1700hix.dispatcher.eu2.hana.ondemand.com/?workOrderID=1080031898

Temporary equipment used on Aker BP operated installations shall as a minimum comply with Norsok Z-015:2012 and Aker BP specification 53-000769. The check list is based on Norsok Z-015:2012. Norsok Z-015:2019 is more stringent and also acceptable.

Sincerely,
Aker BP
How to create user in SAP

1. Click on the first link

NB: If your email client has only hyperlinked part of the link, you need to copy the whole link and paste it into the browser (Chrome / Edge)

To access the portal where you can enter:
1. Serial number
2. Populate Z-015 schema
3. Upload documentation

If you already have a User, please use the following link:

https://akerbptempoequipment-vnar370hix.dispatcher.eu2.hana.ondemand.com/?workOrderID=100031898

Temporary equipment used on Aker BP operated installations shall as a minimum comply with Norsok Z-015:2012 and Aker BP specification 53-000769. The check list is based on Norsok Z-015:2012. Norsok Z-015:2019 is more stringent and also acceptable.

Sincerely,
Aker BP
How to log on Aker BP app for temporary equipment

How to create user in SAP

2. After clicking on the link, the following webpage will appear in your browser
   Please verify that the contact information is correct and click the «Confirm external user information» button
How to create user in SAP

3. A temporary password will appear

   *Copy this temporary password to notepad, word or similar as you will need it later (in step 5 and step 18)*

4. Click the **log in** button once you have stored the temporary password
How to log on Aker BP app for temporary equipment

How to create user in SAP

5. Enter your e-mail address, the temporary password stored in step 3 and click the «Log On» button
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

How to log on Aker BP app for temporary equipment

How to create user in SAP

6. The following page will now appear.
   Now open the SAP Authenticator app you installed on you smartphone as described in «Prerequisite»
How to log on Aker BP app for temporary equipment

**How to create user in SAP**

7. Open the SAP Authenticator app on your smartphone
8. Enter the password you entered for this app
9. Click «Log On»
10. Click «Add Account»
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

How to log on Aker BP app for temporary equipment

How to create user in SAP

11. Enter your name both as Display Name and Account Name
12. Click Scan QR Code
   You might be asked to install a QR reader app on your phone if you don’t already have it installed
13. Use your phone and scan the QR kode on the webpage that appeared in step 6
14. The secret key will now be populated
15. Click the «V» button
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

How to log on Aker BP app for temporary equipment

**How to create user in SAP**

16. A 6 digit passcode will now appear on your smartphone
17. Enter the passcode and click «Continue»

PS: Passcode will change every 30 seconds
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

How to log on Aker BP app for temporary equipment

How to create user in SAP

18. The following page will now appear
   Enter the temporary password your stored in step 3 as Current Password

19. Enter and re-enter new password which will be associated to your new user account in Aker BP SAP
   (User account will be automatically deleted after 10 days, which means you to start from step 1 after those 10 days)

20. Click the save button
How to log on Aker BP app for temporary equipment

How to create user in SAP

21. You will now be redirected into the Aker BP app for temporary equipment. All temporary equipment belonging to you that Aker BP has requested renting (in status Awaiting supplier info) will be listed.

22. Click on the work order to open the temporary equipment and can start working.
Log on

When user has been created and active
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

How to log on Aker BP app for temporary equipment

After user has been created in SAP

- After user has been created, it will be active for 10 days
- For accessing the temporary equipment, please use the second link in the mail from Aker BP

Dear Pete Gfs,

A purchase order for rental of temporary equipment 5000150005 Type G - Container for diesel engine has now been issued to you. 

Contact person in Aker BP is:

Pål Christian Nilsen
pahl.christian nilsen@akerbp.com

An inspector will contact you to arrange inspection of the equipment.

Use the link:

https://akerbpsi supplier.onboarding-vnar370hix.dispatcher.eu2.hana.ondemand.com/?onboardingysteryxpdvihkheophkypcn1d4hMDoiMwMDEwMDE5NS1oMmNvbWl0YXJrZFRpbWpC76ldGVAZ2ZzLm51IwV29udC9zdFNhcFVzZXJhIFWHcmJwdG1GvcGJzdWIw


to access the portal where you can enter:

1. Serial number
2. Populate Z-015 schema
3. Upload documentation

If you already have a User, please use the following link:

https://akerbpsi temporaryequipment-vnar370hix.dispatcher.eu2.hana.ondemand.com/?workOrderID=100031898

Temporary equipment used on Aker BP operated installations shall as a minimum comply with Norsok Z-015:2012 and Aker BP specification 53-000760. The check list is based on Norsok Z-015:2012. Norsok Z-015:2019 is more stringent and also acceptable.

Sincerely,

Aker BP
How to log on Aker BP app for temporary equipment

After user has been created in SAP

1. When clicking on the second link, the following page will appear
2. Enter the email and password you supplied when creating your user (Step 19 in procedure for how to create an user)
3. Click the «Log On» button
How to log on Aker BP app for temporary equipment

After user has been created in SAP

4. You will now be asked for a Passcode
How to log on Aker BP app for temporary equipment

After user has been created in SAP

5. You will now be asked for a Passcode
6. Open the SAP Authenticator app on your smartphone
7. Enter your password and click Log On
8. A Passcode will now appear
How to log on Aker BP app for temporary equipment

After user has been created in SAP

9. Enter passcode received in step 8 and click continue
How to log on Aker BP app for temporary equipment

After user has been created in SAP

10. You will now be redirected to the temporary equipment
Using the app
Using the app

Common information

- Status of the temporary equipment
- Z-015 equipment type
- When request for temporary equipment was created / last updated
- Which installation temporary equipment is to be installed
- Aker BP Work Order reference
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

Using the app

Header Data

- Required fields to populate
  - Serial number

- Info fields (General)
  - Supplier (your company)
  - Requirement Area (which zone equipment needs to be designed for)
  - Placement Area (which zone equipment initially is being placed)
  - Inspection required (if equipment needs inspection from a 3rd party inspector. If checked the inspector should contact you)
  - Equipment type (Norsok Z-015 equipment type)
  - Rental period (Period Aker BP is renting the equipment)
Using the app

Header Data

- Info fields (Contacts)
  - Inspector (3rd party inspector)
  - Job Officer / Deputy Job Officer (Responsible person in Aker BP)
  - Offshore user (Contact person on installation where the equipment is to be installed)
  - Supplier contact

Using the app SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

![Image of app interface showing header data and contacts]

AkerBP
Using the app

**Z-015 checklist**

- Z-015 checklist is required to populate
- Temporary equipment used on Aker BP operated installations shall as a minimum comply with Norsok Z-015:2012 and Aker BP specification 53-000769. The check list is based on Norsok Z-015:2012. Norsok Z-015:2019 is more stringent and also acceptable.
- Set status: Approved, Not applicable, Not checked or Defective for each control point.
- Remark is required if any other status than Approved is entered
- All control points must be entered

<table>
<thead>
<tr>
<th>Control point</th>
<th>Description</th>
<th>Reference</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Pipe tagging labeling</td>
<td>4.6</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Yearly inspection of equipment, cart. Enter date for last inspection in theRemarks field</td>
<td>4.4.1.</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Visual check of equipment, structure</td>
<td>4.4.1</td>
<td>Not applicable</td>
<td>Enter remark here!</td>
</tr>
<tr>
<td>1.4</td>
<td>Noise measurement (areas Critical)</td>
<td>4.4.0</td>
<td>Not applicable</td>
<td>Enter remark here!</td>
</tr>
<tr>
<td>2</td>
<td>FIRE, GAS AND SAFETY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Gas detector in an area</td>
<td>4.4.3</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Fireman's detector</td>
<td>4.4.2</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Extinguisher – Enter date for last control in the Remarks field</td>
<td>4.4.2</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>2.7</td>
<td>Room Extinguishing system</td>
<td>4.4.2</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ELECTRICAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Cables, glands, equipment etc.</td>
<td>4.4.5.1</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Insulation resistance - trigger. Enter date and results in the Remarks field</td>
<td>37107</td>
<td>Approved</td>
<td></td>
</tr>
</tbody>
</table>
Using the app

Attachments

- All relevant documentation **shall** be uploaded as attachment
- This include, but not limited to:
  - Technical specifications.
  - Handling and hook-up instructions.
  - Start and shutdown procedures.
  - Operation procedures.
  - Maintenance procedures.
  - Maintenance history.
  - Certifications.

To add attachments

1. Select file type
2. Click + button
3. Select file to be attached
Using the app

Work order

- Contains information related to the Aker BP work order used for hook-up / removal of the temporary equipment

<table>
<thead>
<tr>
<th>Work order</th>
<th>Work center: EIELE</th>
<th>Work: 0.0</th>
<th>Capacity: 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hookup</td>
<td></td>
<td>Work: 4.0</td>
<td>Capacity: 1</td>
</tr>
<tr>
<td>Disconnect</td>
<td></td>
<td>Work: 4.0</td>
<td>Capacity: 1</td>
</tr>
</tbody>
</table>
SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)

Using the app

Saving data

- **Save** button is located in the lower right corner of the application

- When saving after serial number and Z-015 schema has been fully populated, a pop-up will ask if you have added all documentation and want to move the temporary equipment to next status.

- Clicking **Yes** means that
  - You as a supplier confirms that the temporary equipment and documentation is in compliance with "NORSOK Z-015" and "Aker BP Additional Requirements to NORSOK Z-015 – Temporary Equipment".
  - Temporary Equipment will in the app move to the next status (Supplier completed) and will no longer be available for you.

- Clicking **No** means that data will be saved but equipment will still stay in status **Awaiting Supplier Info.**
Once temporary equipment has been set to status **Supplier completed**
- It will disappear from your list and your job in the app is done.
- 3rd party inspector will be able to access the temporary equipment and do further processing.

**SAP APP FOR TEMPORARY EQUIPMENT (NORSOK Z-015)**

Using the app

Saving data