

Zero Punch List Management

SDR for Missing Material, Documentation, Activity

Supplier guideline rev. 0

April 30th, 2020

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When to use it

SDR shall be submitted by Supplier requesting approval for the shipment of component in the event of:

- ✓ Missing material. Supply completeness not reached (it's valid even in the event of drop-ship material).
- ✓ Missing activities. Activities not completed at Supplier shop for any reason.
- ✓ Missing documentation as per QRL/QCP/purchasing specification/TR&S requirement

SDR shall report ALL the open Punch List points recorded in the IQR (in not-conform status) regardless the liability and action ownership.

No Shipment is authorized until SDR approval

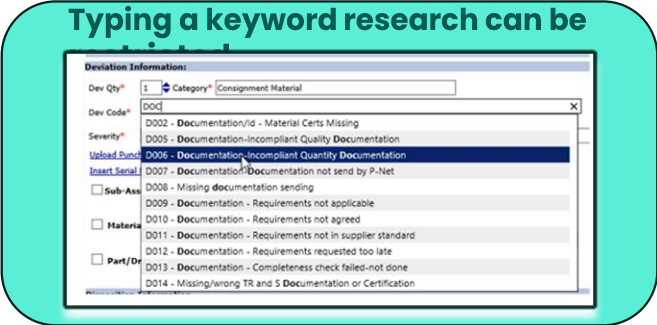
Deviation codes

Specific deviations codes shall be selected when submitting SDR based on the deviation type

Deviation Type	DEV code	Description
Material	A003	Assembly Fitup – Missing Parts, Components, lead or hardware
Material	D003	COA12 Missing
Material	H012	Missing item
Documentation	D005	Documentation–Incompliant Quality Documentation
Documentation	D006	Documentation–Incompliant Quantity Documentation
Documentation	D014	Missing/wrong TR and S Documentation or Certification
Activity	P012	Missing Activities

Deviation Code selection

1. In **Deviations** tab select Dev Qty, Category and **Dev Code**



- 2. Insert Note in **Deviation Description** ⚠
- 3. Click on *Save Dev*
- 4. Select Severity
- 5. Click on **Upload Punch**

tips

Before to insert the note in the deviation description first copy in notepad doc and then in the SDR ! field note.
 This is to avoid to copy any special char or text formatting that may be not captured by the tool and lose the note.

In **Upload Punch List** popup choose to insert the info:

- manually (option 1)
- downloading the template (option 2)

Upload Punch List – manually (option 1)

MISSING MATERIAL (DEVIATION CODES: A003, D003, H012)

1. Insert the MISSING ITEM in the *PL Point Description* field.
2. Insert quantity
3. Insert the *Component Receiving Reference* (see picture below)
4. Insert *PO Line*
5. Insert *Costing Project* (= Job Number)
6. Insert *Estimated Cost*
7. Insert *Justification* (blank or Farmout)... Farmout in the event of drop ship material (to be received by BHGE)
8. Insert *Promised Date* (if *Justification* is blank, promised date is mandatory)
9. Save and click on *Add* to include more missing items.
10. *OK* to close this section and go ahead.

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Insert Punch List (materials or activities or documents)

[Online Tutorial](#)

PO Information

PO Number(Release)	440230629 (0)	PO Line	1	PO Quantity	1
Drawing Name	PGT25+ CASSIA C- EXHAUST DUCT FOR TEST BED DESTINATION DRAWING	Drawing No	123	P/G	
		Item	SMO8750768	Unit Of Meas	EACH

Select All [Click here to download template](#) [Massive Upload](#) Promised Date

PL Point Description	Qty	Component Receiving Reference (only for Missing Material)	PO Line	Costing Project	Estimated Cost	Just
<input type="checkbox"/> SADDLE-1-WALKWAY	1	SMO8750768_SOM6654539_10	1	1609332	1000	
<input type="checkbox"/> SADDLE-2-WALKWAY	1	SMO8750768_SOM6654539_10A	1	1609332	1000	

PGT25+ CASSIA C- EXHAUST DUCT FOR TEST BED DESTINATION A 440230629 1 1 1609332

NP SUPPLIER CODE: 908997 SUPPLIER NAME: ZheJiang / NAMAG

LISL Name: 440230629_1_1_REV1_FINAL.xls

ID	DRAWING REFERENCE	DWG MARK	COMPONENT DESCRIPTION	Q.TY	COMPONENT RECEIVING REFERENCE	LENGTH (Centimeter)	WIDTH (Centimeter)	HEIGHT (Centimeter)	WEIGHT (KG)	TYPE	LENGTH (Centimeter)	WIDTH (Centimeter)
6	SOM6654539	10	SADDLE-1-WALKWAY	2.00	SMO8750768_SOM6654539_10				2500.00	CRATE#CB10	553.00	192.00
7	SOM6654539	10A	SADDLE-2-WALKWAY	2.00	SMO8750768_SOM6654539_10A					CRATE#CB10		

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Upload Punch List – manually (option 1)

MISSING ACTIVITIES (DEVIATION CODE: P012)

1. Insert the MISSING ACTIVITY in the *PL Point Description* field
2. Insert Quantity... Just write 1
3. Component receiving reference: just write NA
4. Insert *PO Line*
5. Insert *Costing Project* (= Job Number)
6. Insert *Estimated Cost*
7. Insert *Justification* (leave empty)
8. Insert *Promised Date*
9. Save and click on *Add* to include more missing activities
10. OK to close this section and go ahead.

Insert Punch List (materials or activities or documents) - Internet Explorer

https://qa-erequirements.eu01.bhge.com/ereq/htmlsdr/uploadLisAction?sdrId=43180&sdrNo=S1943164&devId=46895&devDescFlag=0&language_1=en

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Insert Punch List (materials or activities or documents)

[Online Tutorial](#) [Need Help](#)

PO Information							
PO Number(Release)	440230629 (0)	PO Line	1	PO Quantity	1	Defect Quantity	1
Drawing Name	DRAWING SMO8750768	Drawing No	1212	P/G		Drawing Rev	0
		Item	SMO8750768	Unit Of Meas	EACH		

Select All [Click here to download template](#) [Massive Upload](#) Promised Date [Fill to selected row](#)

	PL Point Description	Qty	Component Receiving Reference (only for Missing Material)	PO Line	Costing Project	Estimated Cost	Justification	Promised Date
<input type="checkbox"/>	painting touch-up shall be done on valve RVO875649	1	NA	1	1609332	1000	<input type="text"/>	21-JUN-2019

Upload Punch List – manually (option 1)

MISSING DOCUMENTATION (Deviation code D005, D006, D014)

1. Insert the MISSING DOCUMENTATION in the *PL Point Description* field
2. Insert *Quantity*
3. *Component receiving reference*: just write NA
4. Insert *PO Line*
5. Insert *Costing Project* (= Job Number)
6. Insert *Estimated Cost*
7. Insert *Justification* (leave empty)
8. Insert *Promised Date*
9. Save and click on *Add* to include more missing docs.
10. OK to close this section and go ahead.

Insert Punch List (materials or activities or documents) - Internet Explorer

https://qa-erequirements.eu01.bhge.com/ereq/htmlsdr/uploadListAction?sdrId=43180&sdrNo=S1943164&devId=46896&language_1=en

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Insert Punch List (materials or activities or documents)

[Online Tutorial](#) [Need Help](#)

PO Information

PO Number(Release)	440230629 (0)	PO Line	1	PO Quantity	1	Defect Quantity	1
Drawing Name	DRAWING SMO8750768	Drawing No	1212	P/G		Drawing Rev	0
		Item	SMO8750768	Unit Of Meas	EACH		

Select All [Click here to download template](#) [Massive Upload](#) Promised Date [Fill to selected row](#)

	PL Point Description	Qty	Component Receiving Reference (only for Missing Material)	PO Line	Costing Project	Estimated Cost	Justification	Promised Date
<input type="checkbox"/>	atex certificate for temperature transmitter RTO7854344 miss	1	NA	1	1609332	250	<input type="text"/>	14-JUN-2019

In the event of more deviations

In the event of different types of deviations related to the same PO-line, different deviations shall be opened in the same SDR. For instance:

1. Missing activities 1/3

PO Information					
PO Number(Release)	440230629 (0)	PO Line	1	PO Quantity	1
Drawing Name	Drawing Name SMO8750768	Drawing No	147896325	P/G	
		Item	SMO8750768	Unit Of Meas	EACH

Deviations: 1/3 Open 2/3 Open

Deviation Information:

Dev Qty* 1 Category* Process Not Compliant

Dev Code* P012 - PROCESS - MISSING ACTIVITIES

Severity* Select H2 project N Cn

[Upload Punch List \(materials or activities or documents\)](#) Missing Item List Inserted

[Insert Serial Numbers](#)

Deviation Description*

Missing activities - Painting touch-up on valve RVO984758. - Pressure transmitter RT08598503 to be replaced with the one with the right Atex certification. **Niccolai, Angela1** 2019-03-22 08:14:32

Missing items from LSL have been Inserted or changed **Niccolai, Angela1** 2019-03-22 08:30:04

New Note: (Maximum 2500 characters allowed)

2. Missing documentation 2/3

Deviations: 1/3 Open 2/3 Open

Deviation Information:

Dev Qty* 1 Category* Process Not Compliant

Dev Code* D006 - Documentation-Incompliant Quantity Documentation

Severity* Select H2S project N Cn

[Upload Punch List \(materials or activities or documents\)](#) Missing Item List Inserted

Deviation Description*

Missing Documentation: - Atex certification for pressure transmitter RT08598503. **Niccolai, Angela1** 2019-03-22 08:31:30

Missing items from LSL have been Inserted or changed **Niccolai, Angela1** 2019-03-22 08:34:18

New Note: (Maximum 2500 characters allowed)

3. Missing material 3/3

Deviations: 1/3 Open 2/3 Open 3/3 Open

Deviation Information:

Dev Qty* 1 Category* Consignment Material

Dev Code* A003 - Assembly Fitup - Missing Parts, Components, lead or hardware

Severity* Select H2S project N Cn

[Upload Punch List \(materials or activities or documents\)](#) Missing Item List Inserted

Sub-Assembly/Component

Deviation Description*

Missing Item SADDLE-1-WALKWAY SADDLE-2-WALKWAY **Niccolai, Angela1** 2019-03-22 10:00:42

Missing Items from LSL have been Inserted or changed **Niccolai, Angela1** 2019-03-22 10:20:05

New Note: (Maximum 2500 characters allowed)

Upload Punch List – upload template (option 2)

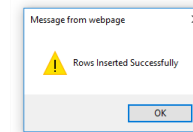
1. Download the template

- Punch List point Description*: describe the missing item/doc/activity. **REMEMBER**: one deviation for one type of deviation.
- Quantity*: insert quantity (in the event of missing activities just write 1)
- Component Receiving Reference*: take data form LISL (see page 7)
- PO line*: insert PO Line
- Costing Project*: insert Job Number
- Estimated Cost*: insert value

	A	B	C	D	E	F
1	PL POINT DESCRIPTION	QTY	Component Receiving Reference (only for Missing Material)	PO Line	Costing Project	Estimation Cost
2						
3						
4						
5						

Template shall NOT be modified

2. Click on *Massive Upload* (if file extension is .csv change it in .xlsx). Message from webpage comes out. See aside



For each PL Point:

- Insert *Justification* (blank or Farmout)... Farmout in the event of drop ship material (to be received by BHGE)
- Insert *Promise Date*:
 - Fill out date in each single row **or**
 - flag all rows related to the same promised date, insert the promised date from the calendar, click on **Fill to selected row**.
- Click OK to close this section and go ahead.

Select All
 [Click here to download template](#)

 Promised Date:

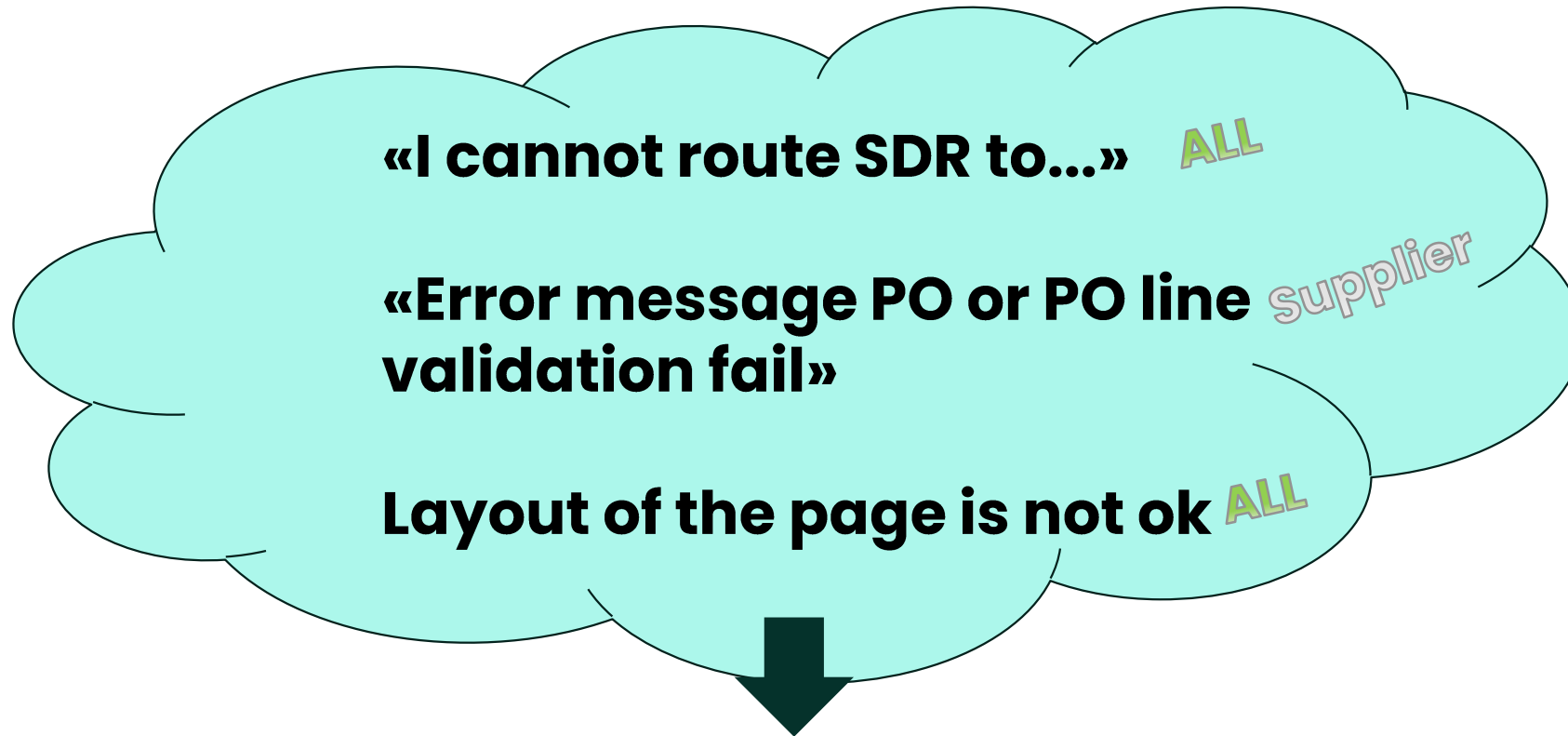
	Component Description	Qty	Component Receiving Reference	PO Line	Costing Project	Estimated Cost	Justification	Promised Date
<input checked="" type="checkbox"/>	FIRE FIGHTING PANEL1221333311	1	RQO5034761_RQODF5DF445DF471_N3A333311	1	1109243	1	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	RJO05578 CONFIG. SW AND MANUAL12213333122	1	RQO5034761_RQ5DF55444D5DF2F61_NA31333122	1	1109243	1	<input type="text"/>	<input type="text"/>

IT issue

Compatibility View Settings

Compatibility View Settings

This is the main issue that does not allow to move forward the SDR, pay attention at these clues..

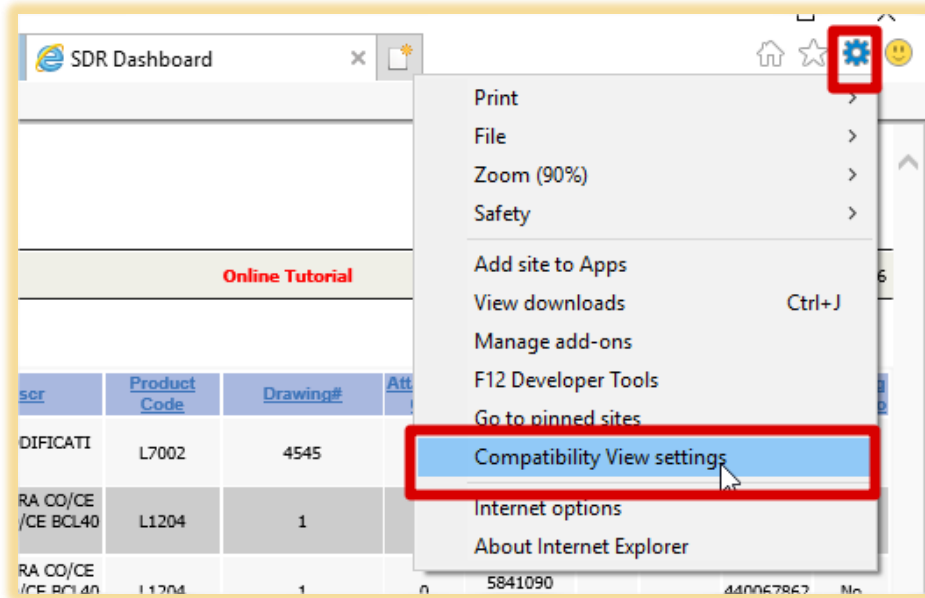


Compatibility view settings need to be adjusted in Internet Explorer tools option

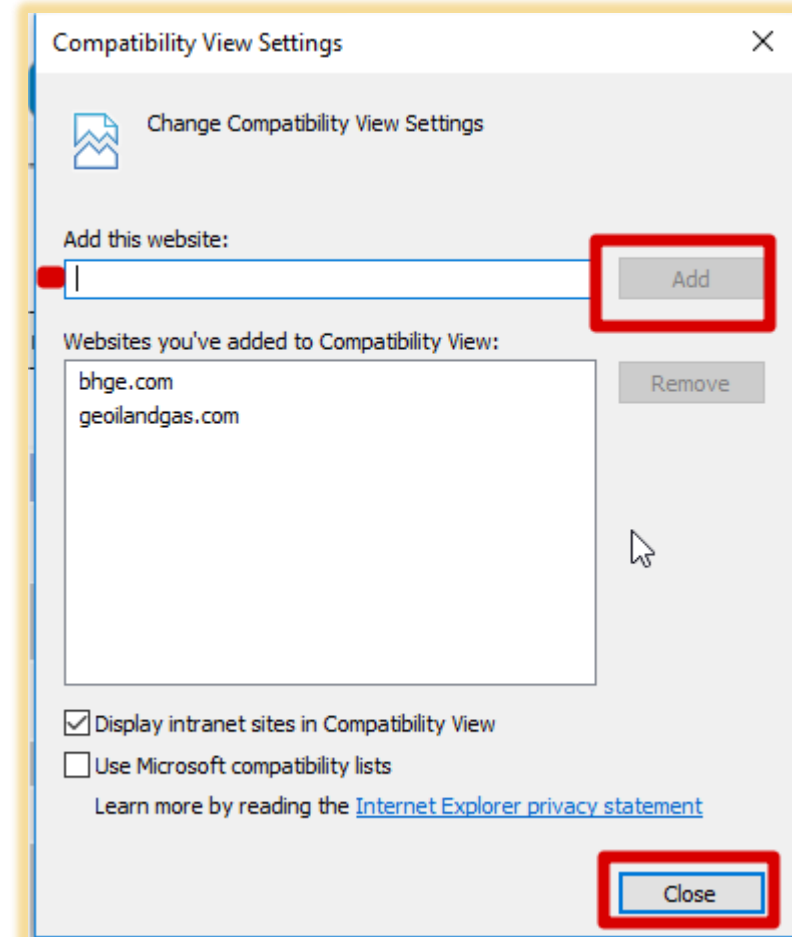
Compatibility View Settings Setup

How to adjust the Compatibility View Settings

1 In an open SDR page, go on **Tools options** -> **Compatibility View Settings**



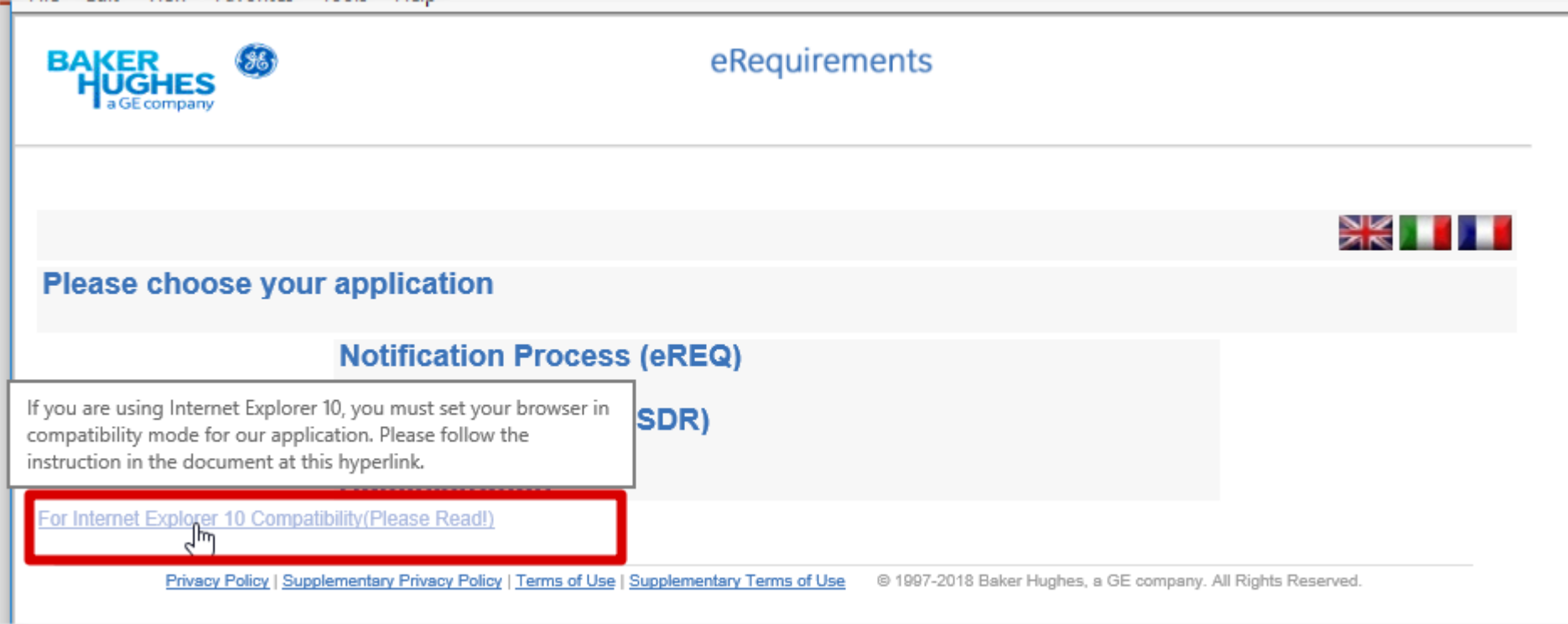
2 Click **Add** and then **Close**



3 Refresh eSDR page

Compatibility View Settings Online Instructions

Instructions are also available in the main page



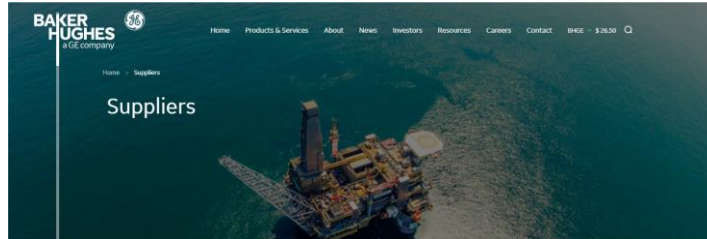
Internet Explorer 10 or higher version

Useful info

Useful info – Supplier Center

<https://www.geoilandgas.com/supplier-center>

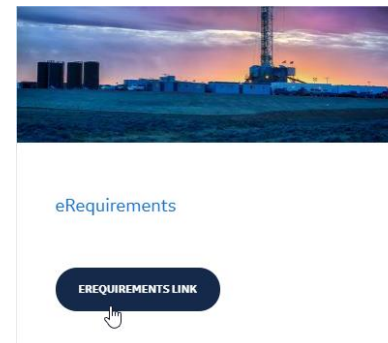
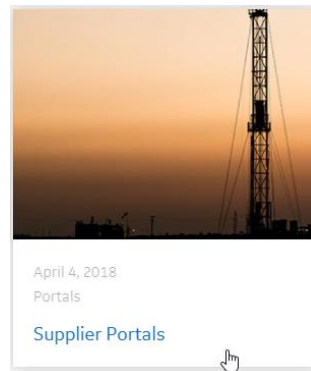
eSDR link



Scroll the page into the section SUPPLIER PORTALS



Supplier Portals eRequirements



Useful info – Supplier Center

<https://www.geoilandgas.com/supplier-center>

Training



Supplier Quality Requirement

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Supplier Deviation Training
T&PS English 2.96 MB

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For any IT issue or request of training session on the tool please refer to Contact Reference email:
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<OGiSp.Support@ge.com>