

Neptune Energy in Deutschland

Requirements Specification for the SCM Supplier Management Tool

23.04.2025

V 1.0

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1 Introduction

This document outlines the requirements and expectations for deploying the SCM Supplier Management Tool within Neptune. The deployment encompasses the modules:

- a) Supplier Rating
- b) Service Delivery Tickets

The technical deployment will be executed by Neptune's selected supplier.

2 Scope

Web-based interface with internal and external user roles that can capture and visualise information within a supplier management tool.

Following modules are needed:

- a) Supplier Monitoring: claim management, supplier rating
- b) Service Delivery Tickets: creating field-tickets based on the Neptune pricelist, easier approval of invoices, analysis of importance for certain services

3 Project Objectives

- Supplier Rating
 - a. Claim Management list, database where information on claims is stored like: cost-of-claim and NPT (none-productive-time) per project & supplier
 - b. Capturing Supplier Performance Rating on job execution
 - c. supplier management review meetings using actual performance data
 - d. selecting/rejecting suppliers based on their performance
- Service Delivery Tickets
 - a. Suppliers creating their field-tickets (Leistungsnachweis) and invoicing based on Neptune pricelist (90% correct invoices at first submission)
 - b. Easier approval of supplier's field-tickets and invoicing
 - c. Import of pricelist of agreements from excel-sheet
 - d. searchable pricelist of all agreements, for easier commercial comparability
 - e. information on how often a service is provided, for better price negotiation

4 Current State

- Service-delivery-ticket (Fieldticket) is based on suppliers own list, often resulting in incorrect invoices...
- Currently not able to track actual usage of a service (not ideal for price negotiations)
- No supplier rating implemented.

- Claim management is based on loose excel sheets, difficult for management to see the progress

5 Target State

1. Web-based interface with internal and external user roles that can capture and visualise information within a supplier management tool using following user roles:
 - I. Role Purchasing (internal): add and manage all Roles, import and maintain supplier data and pricelist of frame-agreements, search and pull collected data for analysis,
 - II. Role Operations (internal): approve field-tickets, submit job-ratings,
 - III. Role Accounting (internal): view approved field-tickets and compare with invoices
 - IV. Role Legal (internal): view, approve and write claims
 - V. Role Management (internal): view all collected data
 - VI. Role Supplier (external): submit field-ticket and review own pricelist of frame agreement

2. (a) Create and edit **Suppliers** in database

Database-fields: Company-Name, Address, SAP-Supplier-Nr, Contact-Name-1, e-mail-1, Contact-Name-2, e-mail-2, login-name, password, ...

Option to upload files (PDF, images, videos, ...)

- (b1) Create and edit **Agreements (Contracts)** in database

Database-fields: Agreement-Nr, Supplier-Nr(a), Agreement-Description, Material-Group-Nr, Service-Sector, start-date, end-date, payment-terms, ...

- (b2) Create and edit a **Price-List** to an Agreement (b1) in database

Database-fields: Agreement-Nr(b1), price-valid-from, price-valid-to, item-nr-price-list, Outline-Level, Position-Number, Pos-Short-Text, Pos-Long-Text, Gross-Price, Currency, Unit-of-Measure, ...

- (c) Create and edit a **Claim-Management** in database

Database-fields: Claim-Nr, Supplier-Nr (a), Project-Nr(d), Date-Claim-Happened, Date-Claim-Entered, Date-Claim-Approved-Intern, Date-Claim-Sent-to-Supplier, Date-Claim-Feedback, Claim-Info, Claim-Area (Material, Service, HSE), Claim-Damage-text, Claim-Damage-EUR, Claim-Status-Text, Agreement-Nr, Order-Nr, Description-Defects, Forderung-Selection: Defect is tolerated (Mangel wird toleriert), Defect rectified by (Mangelbeseitigung bis), Replacement delivery required (Ersatzlieferung erforderlich), Partial delivery required (Teillieferung erforderlich), Rework required (Nacharbeit erforderlich), Purchase price reduction (Kaufpreisminderung), Compensation (Schadensersatz), Forderung-Text, Claim-Accepted-by-Supplier (yes,no,...), Claim-Accepted-Supplier-Text, ...

Option to upload files (PDF, images, videos, ...)

(d) Create and edit a **Project** in database

Database-fields: Project-Nr, Project-Name, Project-Area, Project-Date-Start, ...

(e) Create and edit a **Service-Delivery-Ticket** in database

Database-fields: Field-Ticket-Nr, Project-Name(d), Supplier-Nr(a), Supplier-Name(a), Payment-Terms (b1),

Date-Created, Date-Submit-to-Operator, Date-Approved-Operator,

Status-Text, Agreement-Nr (b1), Pos-Price-List (b2), Pos-New, Pos-Date, Pos-Quantity, Price-per-Position, Price-per-Quantity, Pos-Text, ...

(f) Create and edit a **Supplier-Rating** in database

Database-fields: Supplier-Rating-Nr, Project-Nr(d), Supplier-Nr(a), Rating-Date, Rating-Overall-Text, HSE-Rating(1-5), Communication-Rating(1-5), Competency-Rating(1-5), On-Time-Rating(1-5), Service-Rating(1-5), ...

(g) Create and edit **User-Management & Login data** in database (Neptune & Guest-Login from Microsoft Entra ID including SSO for Neptune staff, linked to supplier database (a))

3. Import Excel-Sheet into database '(b2) **Price-List to an Agreement**' with following information:

Agreement-Nr(b1) (identifier), price-valid-from, price-valid-to, item-nr-price-list, Outline-Level, Position-Number (identifier), Pos-Short-Text, Pos-Long-Text, Gross-Price, Currency, Unit-of-Measure, ...

4. Option to upload files (PDF, images, videos, ...) into the databases **(c) Claim-Management** and **(a) Supplier** with the option to select if the suppliers can see the attachment or not.

5. Process Description

- I. for Service-Delivery-Ticket (see Attachment 12.1)
- II. for Claim-Management (see attachment 12.2)
- III. for Supplier-Rating (see attachment 12.3)

6. Analysis:

- I. Searchable List of all Claims (sorted by date),

- 1st level: a List with main details (supplier, claim-nr, Date, Info, status, damage-EUR)
- 2nd level: a detailed view of all information for one particular claim
- II. Searchable List in all Agreements (b1) and their Price-List (b2), including the export into an excel-sheet, also showing how often a Position (or item) has been utilized over 12 months, over 24 months, and over 36 months.
- III. Dashboard over items used in the Service-Delivery-Ticket (per Project, per Supplier, and over 24 months overall all projects and suppliers)
- IV. Overview List of Service-Delivery-Ticket showing all prices out of an agreement and NEW, to easily compare the positions with a submitted invoice.
- V. Dashboard for 'supplier-rating': (see attachment 12.14)
- VI. Dashboard-Diagram per Project on 'supplier-rating' on each performance item (HSE-Rating(1-5), Communication-Rating(1-5), Competency-Rating(1-5), On-Time-Rating(1-5), Service-Rating(1-5), ...)

6 Requirements

- Project Planning: Develop a detailed project plan with milestones and timelines.
- Resource Allocation: Provide qualified consultants experienced in implementing modules.
- Documentation: Thoroughly document all steps and modifications undertaken.
- Training: Conduct training sessions for administrators and approvers.
- Support: Ensure transition of go-live to ensure smooth operation.
- Non-Functional Requirements: Ensure secure access with role-based permissions via Entra AD, protect sensitive supplier data, maintain response times under 3 seconds for key operations, scale to support 20 concurrent users, and comply with GDPR regulations.
- Audit Logging: Log all user logins, data modifications, and approval actions, retaining logs for at least 6 months.
- User Documentation: Provide user manuals to support user training and ongoing system usage.

7 Timeline

- Project Start: **to be discussed**
- Duration: The deployment is planned over a 3-month period.
- Milestones:
 - Project kickoff
 - Completion of current state analysis
 - Finalisation of target concept

- Completion of implementation
- Go-live
- Project closure

8 Quality Requirements

- Testing Phase: The new roles are traced and evaluated against user activity in the productive system. Normal user testing efforts should be required for a secure Go-Live.
- Acceptance Criteria: Fulfilment of all defined requirements and successful completion of the testing phase as confirmed by the business.
- Backup (database, uploaded files and web-interface) on a separate server once every 24 hours.

9 Communication

- Project Management: Appoint a project manager from the selected supplier as the primary point of contact.
- Reporting: Provide regular status updates and participate in weekly project meetings.

10 Risks and Risk Management

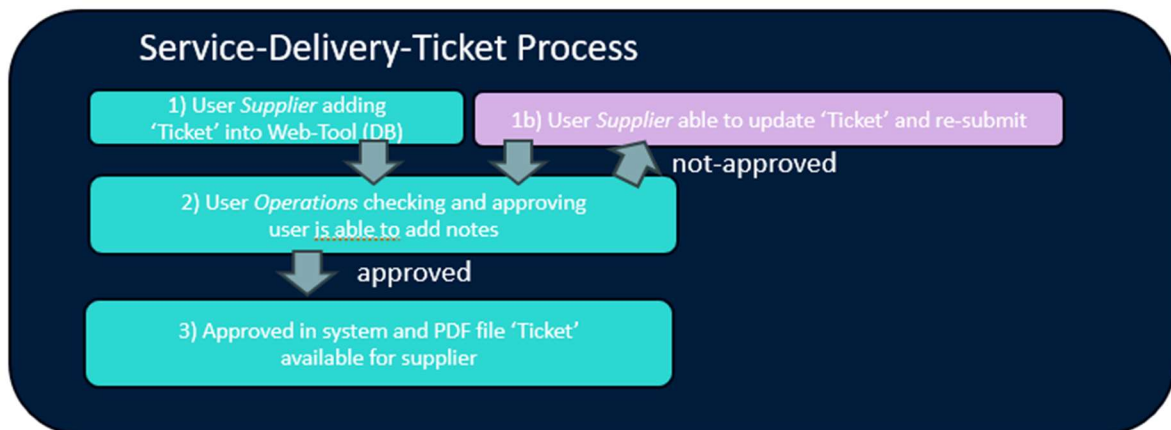
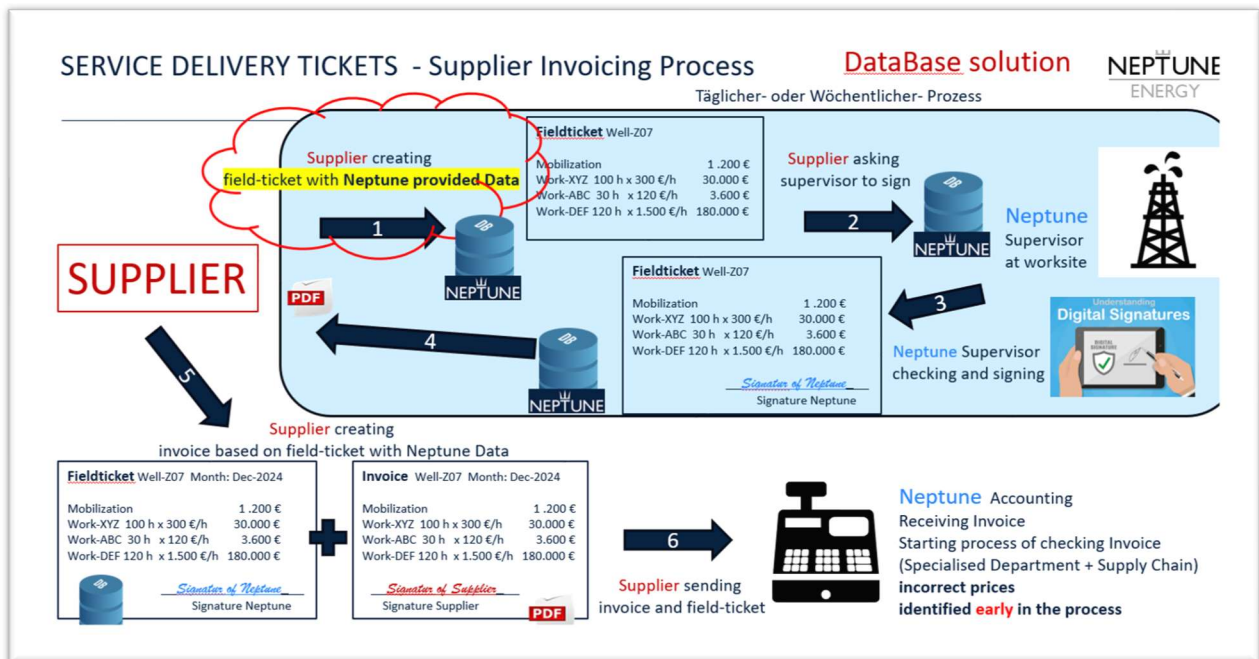
- Identified Risks:
 - Schedule delays
 - Unforeseen technical issues
 - Poor user adoption
 - Cost increase
- Mitigation Measures:
 - Develop a risk management plan with appropriate countermeasures.

11 Budget

- Cost Overview: provide a detailed cost breakdown for implementation and support services.

12 Attachments

Attachment 12.1 (Process for Service-Delivery-Ticket)

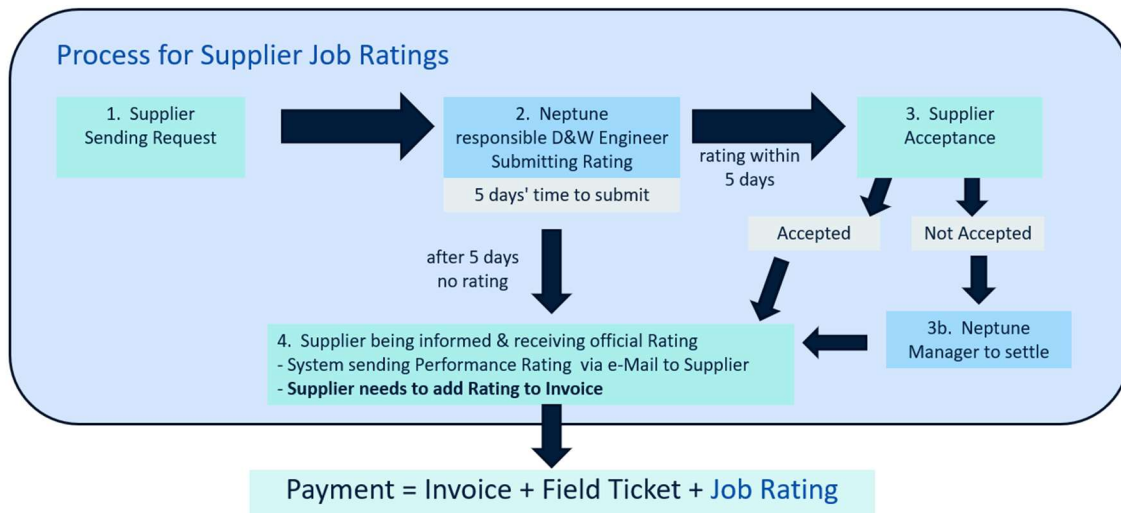


Attachment 12.2 – Process for Claim Management

Approval steps, each step needs to send an approver an e-mail with the link to the Web-Tool to approve. Each approver can update the claim and upload files before approving.



Attachment 12.3 Process for Supplier Rating



rev B

Attachment 12.14 - Analysis for Supplier-Rating

a) Overview - Average scores of (i) all reviews (ii) all reviews last 12 months
all rated fields, plus potential Claims

https://neptune.supplier.tools/index.php?mu=scores

Test Supplier Tools

Summary of all Supplier Job Ratings

number of suppliers: 8

	Supplier	Reviews	Average Score	HSE	Communication	Competency	On-Time	Service
1	MND Drilling & Services a.s.	1	4.0	4.0	3.0	4.0	5.0	4.0
2	DrillTec GUT GmbH	1	4.0	4.0	3.0	5.0	4.0	4.0
3	Multiline GmbH & Co KG	2	3.9	4.0	4.0	4.5	2.5	4.5
4	NEWPARK Drilling Fluids GmbH	3	3.7	4.0	4.0	4.0	2.3	4.0
5	Baker Hughes INTEQ GmbH	12	3.6	3.4	3.8	3.7	3.2	3.9
6	KCA Deutag Drilling GmbH	3	3.6	4.0	4.0	3.3	3.7	3.0
7	Schlumberger GmbH	9	3.5	3.5	3.8	3.5	2.6	3.9
8	Halliburton	1	3.2	2.0	3.0	3.0	4.0	4.0

1 - Not Acceptable, 2 - Poor, 3 - Underperformed, 4 - Expected, 5 - Outstanding

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status:
operator

b) Per Supplier – each submitted rating for a particular supplier, plus potential Claims

neptune.supplier.tools/index.php?mu=scores

Test Supplier Tools

List of all reviews for supplier: Baker Hughes INTEQ GmbH (Celle)

number of reviews: 12

	Supplier	Project	Status	Last Update	HSE	Communication	Competency	On-Time	Service
1	Baker Hughes INTEQ GmbH Directional-Drilling	Adorf-Z18 drilling for section 0" with LWD tools	2_submitted	Thorsten Schwefe 2024-01-15 11:11:24	2	4	4	2	4
2	Baker Hughes INTEQ GmbH Directional-Drilling	Römerberg_6 drilling section 8.5"	2_submitted	Thorsten Schwefe 2024-01-15 09:21:37	4	3	4	4	4
3	Baker Hughes INTEQ GmbH Rig-Workover	Adorf-Z18 running casing in 12.25 section	2_submitted	Thorsten Schwefe 2024-01-08 19:08:30	4	5	4	3	4
4	Baker Hughes INTEQ GmbH Cementing	Reitbrook_80-Wells first 4 wells in Dec-2023	2_submitted	Thorsten Schwefe 2024-01-08 18:33:19	1	2	3	4	5
5	Baker Hughes INTEQ GmbH Drill-Bit	Adorf-Z18 12.25 section	3_accepted	Thorsten Schwefe 2023-05-17 15:10:37	4	4	4	4	3
6	Baker Hughes INTEQ GmbH Directional-Drilling	Adorf-Z18 8 inch	5_compromise	Thorsten Schwefe 2023-05-17 11:10:38	4	4	3	3	4
7	Baker Hughes INTEQ GmbH Fishing / Milling Service	Reitbrook_80-Wells well #01	3_accepted	Thorsten Schwefe 2023-05-16 07:08:22	1	3	3	3	4
8	Baker Hughes INTEQ GmbH Directional-Drilling	Adorf-Z18 12 1/4 Section	3_accepted	Thorsten Schwefe 2023-05-16 07:04:13	5	4	4	2	3
9	Baker Hughes INTEQ GmbH Fishing / Milling Service	Reitbrook_80-Wells well #01	3_accepted	Thorsten Schwefe 2023-05-15 09:29:15	4	4	3	4	4
10	Baker Hughes INTEQ GmbH Directional-Drilling	Adorf-Z17 12 1/4 Section	3_accepted	Thorsten Schwefe 2023-05-14 20:07:44	4	4	4	3	5
11	Baker Hughes INTEQ GmbH Directional-Drilling	Adorf-Z17 6 section	3_accepted	Thorsten Schwefe 2023-05-14 20:04:39	4	4	4	3	3
12	Baker Hughes INTEQ GmbH Directional-Drilling	Römerberg_5 17.5 section	3_accepted	Thorsten Schwefe 2023-05-14 18:50:34	4	5	4	3	4

1 - Not Acceptable, 2 - Poor, 3 - Underperformed, 4 - Expected, 5 - Outstanding

baker@supplier.tools
Baker Hughes INTEQ GmbH

status:
supplier

