



WEL OPERATOR

Base Cargo Workflow



Base Cargo

Workflow

Abstract

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This document is a step by step guide for base personnel on how to use the WELS system to receive, handle and backload equipment.

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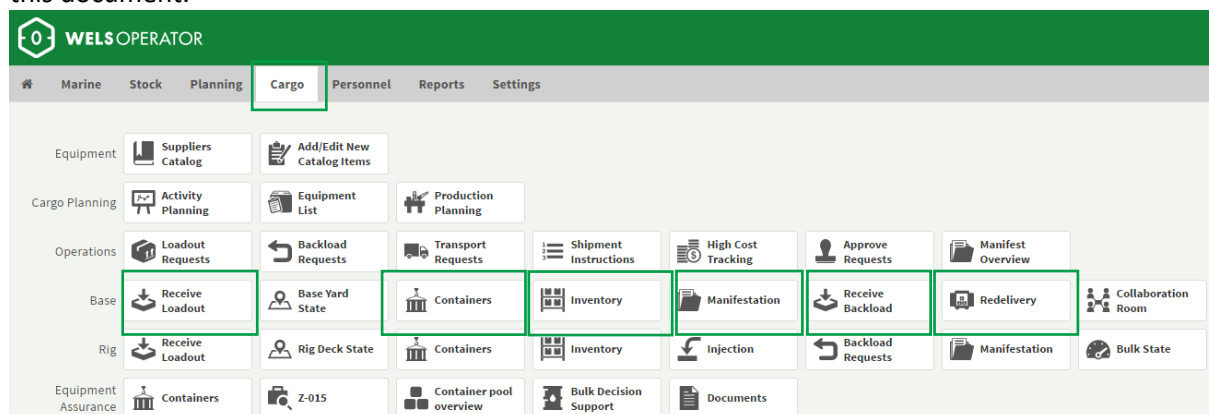


Loadout

The following chapter will describe the Loadout cargo workflow in an onshore base.

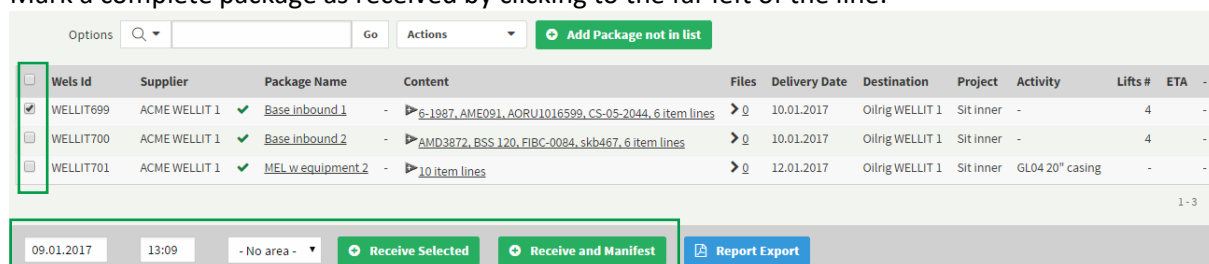
Step 1: Identify the base section and click the appropriate menu button

Click the Cargo tab and select the appropriate menu item. The ones highlighted will be explained in this document.

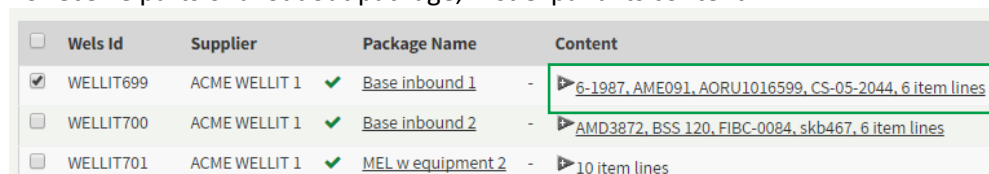


Step 2: Receive loadout equipment

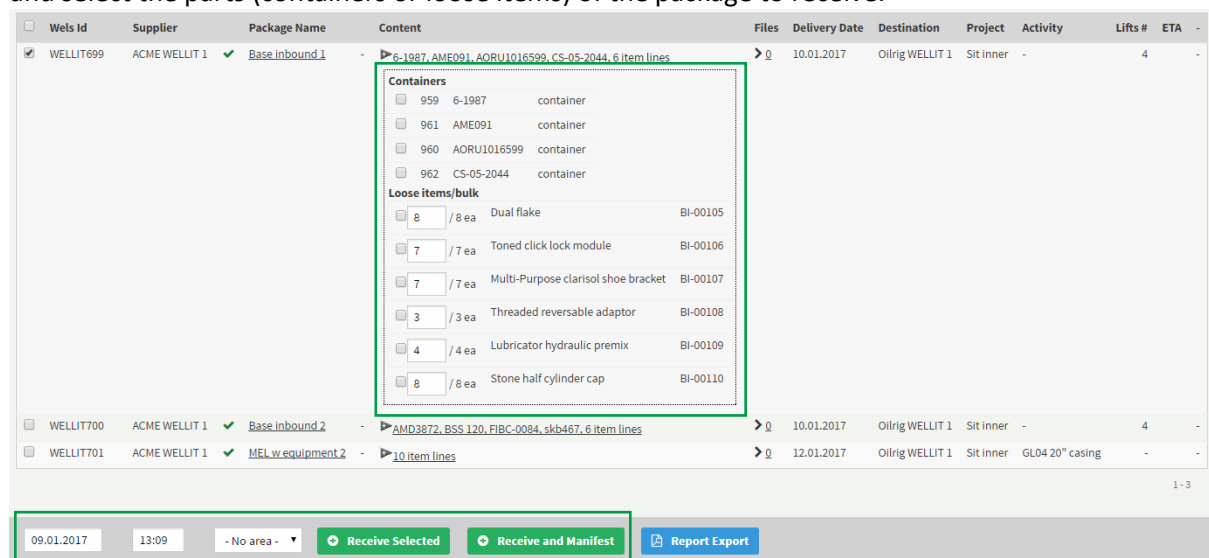
Mark a complete package as received by clicking to the far left of the line:



To receive parts of a loadout package, first expand its content:



and select the parts (containers or loose items) of the package to receive:





Step 3: Review the base inventory

The equipment received from cargo packages or backload will be shown in the container section for containers and in the inventory section for equipment, which can be reviewed by clicking the 'Container' or 'Inventory' button.

In the equipment inventory, click the description field of each item to review its tracking history. Click on a column header to either filter or group by specific column values.

Baseport WELLIT 1 | Loadout | Not manifested | All Types | Filter to select view

Options: Search, Go, 1. Primary Report, Actions

Row text contains 'Cylinder' | Company = 'ACME WELLIT 1' | The current filter. Click the "X" to remove

Qty	Unit	Dim.	Type	Form Type	Description	Serial No	Add. Info	Proc	Remarks	Files	Company	Comments	Cargo Package	Operation	Project	GL	Area	CCU Label	Tra
6	ea	-	Item, Other	-	Multi-Purpose simple cylinder	-	BA-00201	-	-	> 0	ACME WELLIT 1	(0)	Base arrived 2	Oiling WELLIT 1	Varius drill	-	-	-	-
4	ea	-	Item, Other	-	Wear hydraulic cylinder	-	BA-00108	-	-	> 0	ACME WELLIT 1	(0)	Base arrived 1	Oiling WELLIT 1	Varius drill	-	-	-	-

CURRENT CONTAINER: Search | CURRENT MANIFEST: Select Manifest | WITH SELECTED ITEMS: Unpack to Area/Zone, Add inspection, Inventory PDF | Actions to be performed on items

There are several zones which groups equipment together:

- Loadout – shows all items that are available on base for loadout (those items not in the backload or the parked areas). Equipment can be moved to backload or parked area, packed in a container or put as loose on manifest.
- Backload – View equipment in the backload area that will either be moved to loadout again or redelivered. Equipment can be redelivered or moved to loadout again as a new cargo package.
- Parked – Equipment that has been removed from the inventory until a decision is made on what to do with it. Equipment can be removed from the parked area and be put back into the loadout/backload inventory.
- Modifications – Modification packages in which items can be assembled into a new item, split or merged among other actions.
- Temp Storage – Equipment in temp storage can be moved to backload/loadout area when needed.

Containers that have been received from cargo packages as loadout or from backload manifests are automatically added to their respective inventories and can be viewed by clicking on the 'Containers' button.

Baseport WELLIT 1 | Loadout | Not manifested | Filter to select view

New container: Container tag | Add new container to inventory

Options: Search, Go, Actions

Tag	Type	#	Dim.	Weight (MT)	Area	Supplier	Opr	DG	Z-015	Cert Date	Comments	Files	Rec. Date	Cargo Date	Previous Port
BASE-333	container	Q	11,564 x 2,042	8179	-	-	-	-	+	-	-	(0)	09.01.2017	-	-
BASE-334	container	Q	7,498 x 1,531	4338	-	-	-	-	+	-	-	(0)	09.01.2017	-	-
BASE-335	container	Q	10,168 x 1,64	8167	-	-	-	-	+	-	-	(0)	09.01.2017	-	-

CURRENT CONTAINER: Search | CURRENT MANIFEST: Select Manifest | WITH SELECTED ITEMS: Move area/zone, Inventory PDF, Add inspection, More actions | Container actions



The container inventory has some of the same zones as the item inventory:

- Loadout containers – Containers in the loadout zone can be removed from the inventory, transferred to an open manifest, redelivered or merged with duplicate containers.
- Backload – Containers that are in the backload area. Containers can be removed from the inventory, redelivered, transferred with its equipment to loadout as a new cargo package or merged with duplicate containers.
- Temp Storage – Containers that have been put in the temp storage area.

To view or edit more details on a container or pack equipment into it, click on the container tag name to open a new window.

Step 4a: Add containers to inventory

If you want to add a new container that is not in the container inventory, enter the tag into the 'New container' input field and click 'Add new container to inventory'.

Baseport WELLIT 1 | Loadout | Not manifested

New container: Container tag

+ Add new container to inventory

Step 4b: Review and edit container information

The container that has been selected or added as new to the inventory will appear in the section below. If length and width is not automatically added, these properties can be entered directly, together with additional container information.

Container Details

Tag: BASE-333

Type: Container | Length(M): 11,564 | Width(M): 2,042 | Supplier: Not selected | QR | Priority | M.V.

#Lifts: 1 | Weight(MT): 8,179 | Height(M): | Seal: | DG Class: | DG Remarks: | Other Remarks: |

Extra Content (ONLY for equipment not to be tracked or not in inventory)

Content in Container: No content currently packed into container. Add from Inventory

The left area is the general container information such as length, width, supplier, DG info and seal. The right area is used to add extra content not available in the inventory.

Please note: Adding Extra Content description should only be done if the equipment is not found as a part of the inventory (has not been loaded out). The text itself will not be tracked, thus the system will not calculate rental days or update equipment quantities from inventory if this has been added as text in this section.

Step 4c: Pack equipment into containers

Equipment that has been received as loose equipment or in pallets or boxes but later packed into containers must be indicated as such. To do this, first select the container, either by searching for it on the inventory screen:

BASE-333
BASE-334
BASE-335

Search | Select Manifest

Unpack to Area/Zone | Add Inspection | Inventory PDF



Manifest L-20170109-261

Manifest

CCUs

Equipment

Files

Loading Instructions

Late Departure

Type

Loadout

Change manifest type

Manifest Name

L-20170109-261

Transport Type

Vessel

Transporter

Not selected

Origin

Baseport WELLIT 1

Destination

Not selected

Cost Code

Not selected

Manifest Date

09.01.2017

13:57

Update on close

Remarks

Related Files

Edit Status

Open for Editing — Close Out

Email Sent

Changelog

Revision 0

Inspection status

OK

Customs status

OK

Loading progress: 0 / 0 (containers/loose)

Add

Container Tag

Add to Manifest

Step 5c: Add containers to manifest

Clicking the 'Add to Manifest' a region with different option for adding container or equipment. When clicking 'Containers' a page will open and display all the containers that are in the loadout zone in the container section. Select the container(s) to add to the manifest and click the 'Add' button.

Base

Receive Loadout

Base Yard State

Containers

Inventory

Manifestation

Receive Backload

Redelivery

Collaboration Room

Base

Zone

Show

Filters

Baseport WELLIT 1

Loadout

Not manifested

New container

Container tag

Add new container to inventory

Options

Go

Actions

Row text contains 'base'

	Tag	Type	#	Dim.	Weight (MT)	Area	Supplier	Opr	DG	Z-015	Cert Date	Comments	Files	Rec. Date	Cargo Date	Previous Port
<input type="checkbox"/>	- BASE-333	container	0	11,564 x 2,042	8179	-	-	-	-			- (0)		09.01.2017	-	-
<input type="checkbox"/>	- BASE-334	container	0	7,498 x 1,531	4338	-	-	-	-			- (0)		09.01.2017	-	-
<input type="checkbox"/>	- BASE-335	container	0	10,168 x 1,64	8167	-	-	-	-			- (0)		09.01.2017	-	-

CURRENT CONTAINER

Search

CURRENT MANIFEST

Select Manifest

WITH SELECTED ITEMS

Add to Manifest L-20170109-261 (WELLIT Vessel) and go back

Add to Manifest L-20170109-261 (WELLIT Vessel)



Step 5d: Add loose items to manifest

Clicking 'Equipment' will take you to the inventory section. The procedure is the same as in step 5c.

Qty	Unit	Dim.	Type	Form Type	Description	Serial No.	Add. Info	Proc	Remarks	Files	Company	Comments	Cargo Package	Operation	Project	GL
6	ea	-	Item, Other	-	Multi-Purpose simple cylinder	-	BA-00201	-	-	> Q	ACME WELLIT 1	(0)	Base arrived 2	Oilrig WELLIT 1	Variis drill	-
4	ea	-	Item, Other	-	Wear hydraulic cylinder	-	BA-00108	-	-	> Q	ACME WELLIT 1	(0)	Base arrived 1	Oilrig WELLIT 1	Variis drill	-

Step 5e: Adding equipment and containers by selecting manifest first

Similarly, to selecting a container in the bottom bar, it is possible to select a manifest.

CURRENT CONTAINER	CURRENT MANIFEST	WITH SELECTED ITEMS
Search	L-20170109-261	Put as Loose on Manifest, Unpack to Area/Zone, Add Inspection, Inventory PDF
Search	L-20170109-261	Add to Manifest, Move area/zone, Inventory PDF, Add Inspection, More actions

This can be done on both inventory and container pages. When a manifest is selected items and containers can be added by clicking the 'Put as Loose on Manifest' or 'Add to Manifest' buttons.

Step 5f: Add equipment/item/bulk that are not in the Container/Inventory section

Clicking 'Add as container', 'Add as Ad Hoc loose deck item' or 'Add as Ad Hoc Bulk' will create a new loose item on the manifest.

Step 5g: Add roundtrip items

Clicking the 'Add roundtrip items' button will open a page where you can select a manifest of which to transfer containers from. This will automatically add the equipment and containers as roundtrip on the manifest.



Base: Baseport WELLIT 1, Hide older than days: 700, Show open: No, Manifest: B-20170108-221, Vessel: Select vessel, View Mode: Report

Options: Search, Go, Actions

Section: [11] Deck Items

ID	Label	Type	#	Liftings	Weight	Dim.	Manifest Action	Company	Received	Files	Remarks	Handling Instructions
603	3007011	container	0	1	12,559	x	backload	Weatherford	-	> 0	-	
600	4401	container	0	1	12,627	x	backload	ACME WELLIT 8	-	> 0	-	
596	BRE050	container	0	1	8,194	x	backload	BHS	-	> 0	-	
598	CBTA-280	container	0	1	12,954	3,96x1,67	backload	ACME WELLIT 6	-	> 0	-	
602	EAST DRILL MAT	container	0	1	3,933	x	backload	ACME WELLIT 5	-	> 0	-	
599	FCB-892	container	0	1	9,4	8,3x1,2	backload	Archer Oil Tools	-	> 0	-	
601	FMS-2588N	container	0	1	12,33	2,212x1,853	backload	M-I Swaco	-	> 0	-	

Action date: 09.01.2017, Time: 14:11, RT to: L-20170109-261 WELLIT Vessel () 09.01.2017, Get report export, More actions

It is also possible to add roundtrip from the Backload section.

Step 5h: Close out the manifest

When the manifest is finished, click the edit status button to change its status to Closed:

Type: Loadout, Change manifest type

Manifest Name: L-20170109-261

Transport Type: Vessel

Transporter: WELLIT Vessel

Origin: Baseport WELLIT 1

Destination: Not selected

Cost Code: Not selected

Manifest Date: 09.01.2017 13:57, Update on close

Remarks:

Related Files:

Edit Status: Open for Editing — Close Out

Email Sent: no

Add: Container Tag, Add to Manifest

Changelog: Revision 0

Inspection status: OK

Customs status: OK

Loading progress: 0 / 0 (containers/loose)

Remove Selected from Manifest, Put on Other Manifest, Remove Old Files, Set/Unset Transit, Get Report Export

The manifest can be viewed as a PDF by clicking the 'Get report export'.



Backload and Redelivery

The following chapter will describe the Backload and Redelivery cargo workflow in an onshore base.

Step 1: Receive backload

Select the manifest to receive backload from, click the containers or items/bulk to receive from and click 'Receive selected'. The equipment will be automatically moved onto the backload section of the base inventory when received as backload.

Clicking 'Roundtrip to manifest' will show the open manifest. When clicking 'Receive & Redeliver' there are the option to put on existing redelivery manifest or creating a new manifest.

Baseport WELLIT 1

Hide older than days: 7

Show open: No

Manifest: B-20170108-221

Vessel: Select vessel

View Mode: Report

Section : [11] Deck Items

ID	Label	Type	#	Liftings	Weight	Dim.	Manifest Action	Company	Received	Files	Remarks	Handling Instructions
603	3007011	container	0	1	12,559	x	backload	Weatherford	-	> Q	-	
600	4401	container	0	1	12,627	x	backload	ACME WELLIT 8	-	> Q	-	
596	BRE050	container	0	1	8,194	x	backload	BHS	-	> Q	-	
598	CBTA-280	container	0	1	12,954	3,96x1,67	backload	ACME WELLIT 6	-	> Q	-	
602	EAST DRILL MAT	container	0	1	3,933	x	backload	ACME WELLIT 5	-	> Q	-	
599	FCB-892	container	0	1	9,4	8,3x1,2	backload	Archer Oil Tools	-	> Q	-	
601	FMS-2588N	container	0	1	12,33	2,212x1,853	backload	M-I Swaco	-	> Q	-	

Action date: 09.01.2017 Time: 14:15

Buttons: Receive packed, Receive & unpack, Roundtrip to manifest, Receive & Redeliver, Get report export, More actions

Step 2a: Create Redelivery manifest

To redeliver items on a delivery manifest, go to the redelivery page and create a new one or edit/view an existing redelivery manifest.

Baseport WELLIT 1

Transporter = WELLIT Vessel

Edit	Manifest No.	Transporter	Type	Manifest Date	Acct Code	Remarks	Edit Status	From	To	Received	Line count	Deck MT	Deck M2	Lifts
	B-20170109-252	Caledonian Vigilance	redelivery	09.01.2017	-	[B-20170108-239 WELLIT Vessel Oilrig WELLIT 1]	closed	Baseport WELLIT 1	Baseport WELLIT 1	none	7	63,487	10,9	7
	B-20170109-258	-	redelivery	09.01.2017	-	[B-20170108-239 WELLIT Vessel Oilrig WELLIT 1]	closed	Baseport WELLIT 1	-	none	2	18,857	3,8	2
												82,344	14,6	9

Send Rykkattest reminder

Step 2b: Add equipment and containers to manifest

The information for editing a redelivery manifest is very similar to Step 5 for vessel manifest.



Manifest R-20170109-262

Manifest

CCUs

Equipment

Files

Loading Instructions

TypeRedelivery

Manifest NameR-20170109-262

Transport TypeLand

TransporterPosten AS

OriginBaseport WELLIT 1

DestinationACME WELLIT 4

WarehouseBaseport WELLIT 4 base

Delivery Address

Cost CodeNot selected

Manifest Date09.01.201714:17☒ Update on close

Remarks

Related Files

Edit StatusOpen for Editing — Close Out

Email Sentno

Changelog

Revision 0

Inspection status

OK

Add

Container Tag

Add to Manifest

Remove Selected from Manifest

Remove Old Files

Get Report Export

Alternatively, you can add items or containers directly from the inventory section. Go into containers or equipment list and choose 'In Backload Area'. Select the items to redeliver and click on 'Mark as redelivered'.

You will receive an option to either mark items as redelivered without using a manifest or put them on a new or open manifest. In either case this will remove the items from the base inventory and complete the tracking log