Creating **TEK** numbers in EqHub

Basic things to *know*

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| **Basic concept** | EqHub allows all operators, contractors, and suppliers to share standard equipment and parts information. | A TEK number in EqHub is a unique combination of Manufacturer and Manufacturer part numbers. | Any operator, contractor, or supplier can reuse a TEK number for any project / asset. | A TEK number is valid when it has been verified and approved and marked with the following label **eqhub approved** |

1 If a TEK number exists

Before creating a new TEK number, please check if the Part number has been already registered.
If you find an existing TEK number with the same Manufacturer and Part number, please use it! *Duplicates are not allowed.*

- Already approved? Then your TEK number is ready for use!
- Not approved yet?

If it is not activated, then please activate it.
If/when it is activated, you need to update it (Part2) and send it to verification (Part3).

2 Create / update a TEK number

→ **Select type "Standard"**
For non-standard products or items without a standard Part number, see the guide for SPC numbers.

→ **Manufacturer, Part Number and Class**
  - *Manufacturer* – shall be the actual Manufacturer (Original Equipment Manufacturer).
  - If the part has several identification codes, enter the main one in the field Part number and the other in *PartNo* Alias.
  - *Part number and Alias* shall be a unique identifier for the equipment/part (ordering code, ordering number, article number).
  - *The part number and Alias* shall not contain a serial number, a project number, a tag number, or other specific information.
  - *Select correct Class.*

→ **Fill in all required properties**

→ **Add standard documentation**
  - No client-specific or project-specific documents shall be added.
  - Documents shall not have project markings.

→ **TEK number Note**
You can use this field to add a short description or important technical information.
That is not reflected in the Properties tab.

3 Check and send to verification

Verification ensures the overall quality and consistency of the data in EqHub.

→ **Before sending data to verification, please check the following:**
  - The complete Part number can be found in the standard documentation attached to the TEK number.
  - The documents attached cover all the document requirements.
  - All relevant properties are filled in with value as found in the documentation.

→ **If the above conditions cannot be met, please explain why in the Verification Comment.**
For example, state: "[document type] is not available / applicable for this equipment."
Once the TEK number has been checked, you will receive an e-mail either confirming TEK number approval or asking for amendments if needed.

Tips

Are you going to submit several pieces of equipment with similar Part numbers?
(i.e., variants of the same type)
Then, it is recommended to create one TEK number first and send it for verification.

When approved, use the copy function to create the next ones.
The copy function is described in the EqHub Help You will save a lot of time this way.

Composite TEK number (TEK-C or SPC-C): a combination of TEK or SPC numbers
A "TEK-C" should be created when standard equipment is an assembly of 2 or more pieces of equipment; a "TEK-C" should be created.
If one of the components is an SPC, then an "SPC-C" should be created.

Examples: transmitter + manifold, switch + element, engine + gear, directional valve + solenoid.
- Each TEK / SPC number will be verified separately, and TEK-C / SPC-C can be created once approved.
- Each unique piece of equipment can be re-used for several combinations.

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QUESTIONS?
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Creating SPC numbers in EqHub

Basic things to *know*

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Basic concept

EqHub allows all operators, contractors, and suppliers to share information on non-standard equipment.

An SPC number is used for custom-made equipment or products that do not have a standard Part number. Using another unique identifier in the Part number field, like a serial number, or a drawing number, is recommended. However, it is possible to create several SPC numbers with the same identifier, as long as the description and / or attributes are different.

Access restrictions can be set on each SPC number and/or on each document linked to the SPC number.

A TEK number is valid when it has been verified and approved and marked with the following label

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1   If an SPC number for my equipment exists

Before creating a new SPC number, please always check if it has already been registered (same manufacturer, same identifier, attributes, and documentation). If there is already an SPC number for the same product, please use it!

- Already approved? Make sure access to documentation is OK, and your SPC number is ready!
- Not approved yet?

If it is not activated, then please activate it.
If / when activated, you need to add any missing information (part2) and send it to verification (part3).

Note: the SPC number has been created for a specific product, do not remove or update information.
Do not re-use it for a different product.

2   Create an SPC number

→ **Select type "Special"**
For standard products, see guide for the TEK numbers.

→ **Access restriction**
1. Indicate if access to the SPC number should be restricted or not.
2. If it shall be restricted:
   - Fill in the information owner (manufacturer's name)
   - Additional access: add other companies that shall be allowed to view the SPC number.
   - Make sure your own company is added in one of these two fields else you will not be able to view the SPC number.

→ **Manufacturer, Part Number and Class**
- The Manufacturer shall be the actual Manufacturer (the Original Equipment Manufacturer.
- If the part has several identification codes, enter the main code in field Part number and the others in field PartNo Alias.
- It is recommended but not required that Part number and Alias are unique identifiers.

→ **Fill in all required properties**

→ **Add standard documentation**
Documents can be standard or specific. Access to each document can be restricted as needed.

→ **SPC number Note**
You can use this field to add a short description or crucial technical information that is not reflected in the Properties tab.

3   Check and send to verification

Verification ensures the overall quality and consistency of the data in EqHub.
Before sending data to verification, please check the following:
- The complete Part number can be found in the standard documentation attached to the SPC number.
- The documents attached cover all the document requirements.
- All relevant properties are filled in with value as found in the documentation.

If the above conditions cannot be met, please explain why in the Verification Comment.
For example, state: "[document type] is not available/applicable for this equipment."
Once the SPC number has been checked, you will receive an e-mail either confirming SPC number approval or asking for amendments if needed.

Tips

Are you going to submit several pieces of equipment with similar Part numbers?
(i.e., variants of the same type)
Creating one SPC number first and sending it to Verification is recommended. When approved, use the copy function to create the next ones. The copy function is described in the EqHub Help. You will save a lot of time this way.

Serial number as a Part number.
You can use a Serial number as a Part number.
If you have several serial numbers, but the equipment is 100% identical, use one as Part Number, and add the other serial numbers in the note/description: "Identical to xxxx-xxx, xxx-xxxx-xx"

Restricted access
Document and SPC number have separate access control, which gives maximum flexibility.
It is recommended that the SPC have unrestricted and restricted access to documents that should not be shared.

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