Registering Products in EqHub

Basic things to *know*

Collabor8
eqhub

Concept

EqHub allows all operators, contractors, and suppliers to share standard equipment and parts information.

An EqHub ID is a unique combination of Manufacturer and Manufacturer part number.

Any operator, contractor, or supplier can reuse the EqHub ID for any project / asset.

An EqHub ID is valid when it has been verified and approved.

1 If an EqHub ID for my product exists

While specifying a General set of product data (Manufacturer, Part #, Part # uniqueness, Part number alias), the system performs automatic check if there are existing products with the same meta data:
- If there is an *existing unique product* (Published or Draft) with the same Manufacturer and Part number, the system suggests to change Part number or Manufacturer, or specify Part number Uniqueness as Not unique with a message.
- If there is *no existing unique product* (Published or Draft) with the same Manufacturer and Part number, the system allows you to move forward with fulfilling of the other product data.

After adding all required information on General tab and clicking [Proceed], the system generates a unique *EqHub ID*. The EqHub ID is visible on the Draft page from that moment and *cannot be changed.*

2 Add a Product

→ **Click ⊕ in the Header or navigate to Content tab. Press ⊕ Product**

→ **General information**
- *Manufacturer* – manufacturer name which can be selected from the list of manufacturers.
  The selection of the manufacturer is mandatory. Only one manufacturer could be selected.
- *Part number* – mandatory field for the product, Manufacturer and Part number identify the product;
- *Part number uniqueness* – there are two options, only can be selected only one:
  a. If *UNIQUE* is selected – the Part number must be unique under selected Manufacturer;
  b. If *NOT UNIQUE* is selected – Part number can be duplicated under selected Manufacturer (custom product registration);

→ **Additional Information**
- *Class* – field with a list of valid classes, for which selection is mandatory;
- *Model* – field where product's model number can be provided;
- *Description* – field where product can be described;
- *Image* – field where one or more images can be uploaded to visualise the product;
- *GTIN* – field where Global Trade Item Number (GTIN) can be provided if it exists;
- *UNSPSC* – field where United Nations Standard Products and Services Code (UNSPSC) may be specified based on selected class.

→ **Properties and Documents**
- The list of the properties divided by groups connected to the selected Class is displayed.
  All fields should be populated with value.
  If missing one at least, the relevant comment should be added to proceed to the next step.
- The list of the document categories that should be connected with corresponding documents will be shown.
  The document can be selected from the user's company Document Library. If there is no needed document, it can be registered within the product in or through the ⊕ document in header menu or ⊕ Product Content tab.

→ **Preview & Publish**
After all required data are added, you can proceed with a Preview mode.
The system will notify you if:
- Some properties are skipped and the reason is not specified. To add a reason, go back to *Properties;*
- Some mandatory documents are not added and the reasons are not populated.
  To specify the reason(s), return to *Documents.*
This information (reason(s)) will be available for all users who will be able to see the details of the published product including the verifiers.

3 Verification

Verification ensures the overall quality and consistency of the data in EqHub. To send a Product for the verification, the context should be specified:

- *Project* – the name of the project for which the product has been registered;
- *Operator / Client* – the name of operator or client company;
- *Comment* – optional – the explanation of the context.

When all fields are populated with information, the Product is ready for being verified. After submitting, the Product status will be changed to "Verification" and is blocked for any changes until it will be either "Approved" or sent for "Rework".

EqHub: be data smart

eqhub.no

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