

virtual
inventory

critical

Critical Request

User Manual



Agenda

1 Critical Internal

2 Critical External

A man wearing a white hard hat and a dark jacket is seated at a desk in a factory or industrial setting. He is looking at a computer monitor and has his hands on the keyboard. The background shows industrial equipment and bright lights. A large orange circle with the number '1' is overlaid on the left side of the image.

1

Internal Critical Request

If you are a registered user and you have an urgent need to create a Critical request, then you have several options how to do it inside the Virtual Inventory:

1. By pressing the **[+Critical]** button on the specific item on the Inventory search results page;

The screenshot shows the Virtual Inventory search results page. The top navigation bar includes 'virtual inventory', 'Inventory search', 'Requests', 'Reporting', 'Data Administration', 'My Company', and 'Administration'. There are buttons for '+ Import Inventory', '+ Critical', and a language selector set to 'EN'. A search bar contains the word 'motor' and shows 'Search results: 10808'. A sidebar on the left lists filters: Manufacturers, Sellers, Locations, Classes, Properties, Extracted properties, UNSPSC categories, and 3D printable. The main table displays search results with columns: Material #, Description, Manufacturer Part #, Manufacturer, Owner, Location, Qty, 3D, and a 'Compare' button. A red box highlights a specific item (Material # 1000268117) and its '+ Critical' button. Below the highlighted item, there is a detailed view of the item's properties and a 'To cart' button.

Material #	Description	Manufacturer Part #	Manufacturer	Owner	Location	Qty	3D																	
> 10005877	MOTOR: GAS STARTER KT02, G20A	MOTOR	TURBO POWER & MARINE SYSTEMS	ENQUEST HEATHER LIMITED	HEA-OP-ON	3	-																	
▼ 1000268117	WHEEL-STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	AKERBP ASA	Valhall IP Offshore	1																		
<table border="1"> <thead> <tr> <th>Material Description</th> <th>Material #</th> <th>Manufacturer Part #</th> <th>Owner</th> <th>Location</th> <th>Qty</th> <th>3D</th> <th>To cart</th> </tr> </thead> <tbody> <tr> <td>WHEEL-STEERING, 27CM DIA, SS</td> <td>1000268117</td> <td>WH 27SS</td> <td>AKERBP ASA</td> <td>Valhall IP Offshore</td> <td>1 pcs</td> <td></td> <td>0</td> </tr> </tbody> </table>									Material Description	Material #	Manufacturer Part #	Owner	Location	Qty	3D	To cart	WHEEL-STEERING, 27CM DIA, SS	1000268117	WH 27SS	AKERBP ASA	Valhall IP Offshore	1 pcs		0
Material Description	Material #	Manufacturer Part #	Owner	Location	Qty	3D	To cart																	
WHEEL-STEERING, 27CM DIA, SS	1000268117	WH 27SS	AKERBP ASA	Valhall IP Offshore	1 pcs		0																	
→ See full overview								+ Critical Add to cart																
> 1000205941	ELEMENT, FLTR:PRESSURE, FINE, HPU	FC7006F010	HYDRAULIKK MOTOR TEKNIKK	AKERBP ASA	Ula Q Offshore	2	-																	
> 1000205950	KIT, SEAL-HYDRAULIC POWER UNIT HU-2501, DO	S14-29879-0	HYDRAULIKK MOTOR TEKNIKK	AKERBP ASA	Ula Q Offshore	2	-																	
> 0000010000000	JOINT, WATER PUMP, Y751-40450, SAAB MOTORS	Y751-40450	SCANIA	VÅR ENERGI ASA	Dusavik	2																		
> Multiple: 2	ELEMENT, FUEL FILTER, #444010, SAAB	444010	SCANIA	VÅR ENERGI ASA	Multiple: 2	7																		
> 0000010000000	GASKET, HEAD, CYL., Y753-40891, SAAB	Y753-40891	SCANIA	VÅR ENERGI ASA	Dusavik	1																		

If you are a registered user and you have an urgent need to create a Critical request, then you have several options how to do it inside the Virtual Inventory:

2. By pressing the **[+Critical]** button at the header of any page;

The screenshot shows the Virtual Inventory application interface. The top navigation bar includes a search bar with the text 'motor' and a red box highlighting the '+ Critical' button. Below the navigation bar, there is a sidebar with filters and a main content area displaying search results.

Filters:

- Manufacturers
- Sellers
- Locations
- Classes
- Properties
- Extracted properties
- UNSPSC categories
- 3D printable

Search Results:

General search results for 'motor' (10808 results). The results are displayed in a table with columns: Material #, Description, Manufacturer Part #, Manufacturer, Owner, Location, Qty, 3D, and Compare.

Material #	Description	Manufacturer Part #	Manufacturer	Owner	Location	Qty	3D	Compare																
10005877	MOTOR: GAS STARTER KT02, G20A	MOTOR	TURBO POWER & MARINE SYSTEMS	ENQUEST HEATHER LIMITED	HEA-OP-ON	3	-																	
1000268117	WHEEL-STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	AKERBP ASA	Valhall IP Offshore	1																		
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WHEEL-STEERING, 27CM DIA, SS	1000268117	WH 27SS	AKERBP ASA	Valhall IP Offshore	1 pcs		0																	
See full overview + Critical Add to cart																								
1000205941	ELEMENT, FLTR:PRESSURE, FINE, HPU	FC7006F010	HYDRAULIKK MOTOR TEKNIKK	AKERBP ASA	Ula Q Offshore	2	-																	
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0000010000000	JOINT, WATER PUMP, Y751-40450, SAAB MOTORS	Y751-40450	SCANIA	VÅR ENERGI ASA	Dusavik	2																		
Multiple: 2	ELEMENT, FUEL FILTER, #444010, SAAB	444010	SCANIA	VÅR ENERGI ASA	Multiple: 2	7																		
0000010000000	GASKET, HEAD, CYL., Y753-40891, SAAB	Y753-40891	SCANIA	VÅR ENERGI ASA	Dusavik	1																		

If you are a registered user and you have an urgent need to create a Critical request, then you have several options how to do it inside the Virtual Inventory:

3. By pressing the **NO RELEVANT RESULTS?** on the top right corner at the Inventory search results page and then **[+Critical]** button

The screenshot shows the Virtual Inventory search results page. The top navigation bar includes 'virtual inventory', 'Inventory search', 'Requests', 'Reporting', 'Data Administration', 'My Company', and 'Administration'. On the right, there are buttons for '+ Import Inventory', '+ Critical', a notification bell, a shopping cart, a help icon, a language dropdown (EN), and a user profile icon (md).

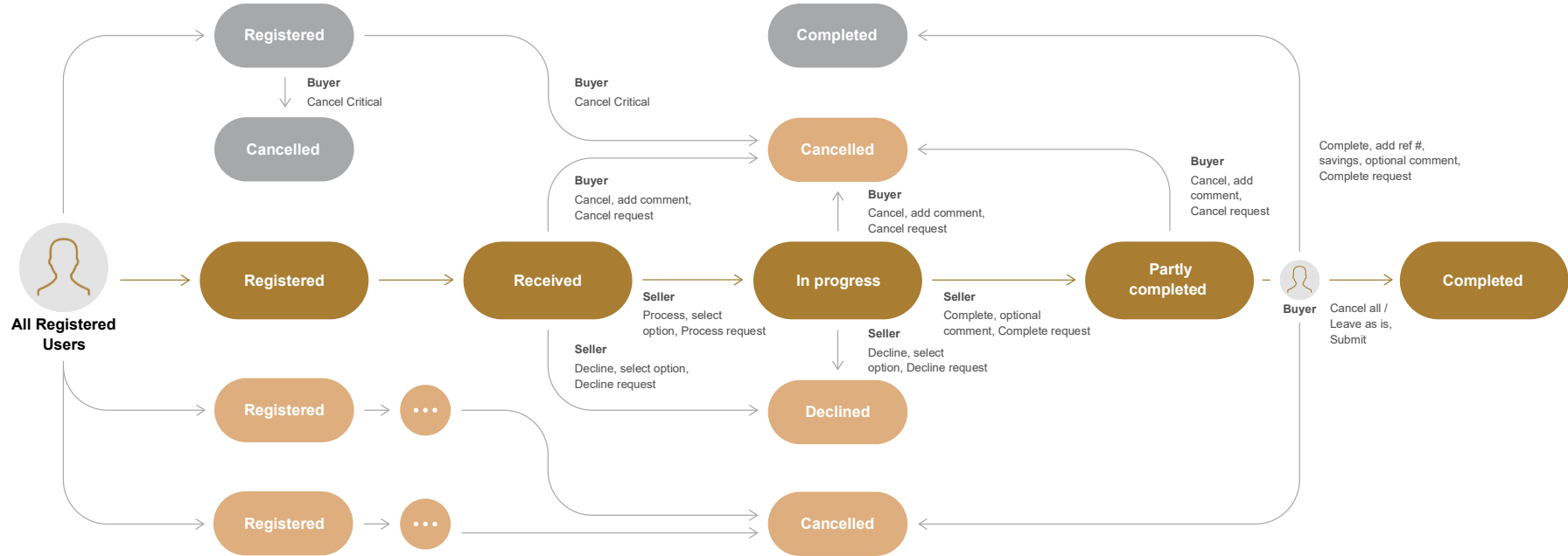
On the left, there is a 'Filters' sidebar with 'By Properties' and a list of filter categories: Manufacturers, Sellers, Locations, Classes, Properties, Extracted properties, UNSPSC categories, and 3D printable.

The main search area has a 'General' dropdown and a search bar containing 'router'. Below the search bar, it says 'Search results: 1530'.

The search results are displayed in a table with the following columns: Material #, Description, Manufacturer Part #, Manufacturer, Owner, Location, and Qty. The table lists various router models and their specifications.

On the right side of the table, there is a red-bordered box with the text 'NO RELEVANT RESULTS?' and 'If you didn't get any relevant results, try refining your search terms.' Below this text are two buttons: '+ CRITICAL' (highlighted with a red border) and '+ GENERAL'.

Request Flow



Step 1: Requester Info

No matter which option you choose, after clicking **[+Critical]** button, the pop-up window will appear. There will be three sections of information you need to fill in.

In the first section **"Requester Info"**, you'll need to provide the following:

- License/Asset/Installation
- Email of Colleagues to cc'd

Your personal information will be filled out by the system automatically if you are using Option 1.

Once completed, click **[PROCEED TO STEP 2]**. You will be navigated to the next section "Material Info".

To cancel the Critical request, simply click **[Cancel]**.

virtual inventory | Inventory search | Requests | Reporting | Data Administration | My Company | Administration

Filters | By Properties

- Manufacturers
- Sellers
- Locations
- Classes
- Properties
- Extracted properties
- UNSPSC categories
- 3D printable

You are about to create a Critical

A new request group will be created with individual requests to the operators

1. Requester Info | 2. Material Info | 3. Request Info

Required information

Operator: mykhailo drobyk

Email: mykhailo.drobyk@tietoenvy.com

Name: mykhailo drobyk

Phone #: 1234566

Additional Information

License/Asset/Installation: BAUGE

Email of Colleagues to cc'd

PROCEED TO STEP 2

NO RELEVANT RESULTS?

Qty	3D	To cart
3	-	Compare
1	-	Compare
3D	To cart	0
+	Critical	Add to cart
2	-	Compare
2	-	Compare
2	-	Compare
Multiple: 2	-	Compare
0000010000000	-	Compare

ID	Description	Part Number	Manufacturer	Category	Quantity
1000205950	KIT, SEAL-HYDRAULIC POWER UNIT HU-2501, DO	S14-29879-0	HYDRAULIKK MOTOR TEKNIKK	AKERBP ASA	2
0000010000000	JOINT, WATER PUMP, Y751-40450, SAAB MOTORS	Y751-40450	SCANIA	VÅR ENERGI ASA	2
Multiple: 2	ELEMENT, FUEL FILTER, #444010, SAAB	444010	SCANIA	VÅR ENERGI ASA	7
0000010000000	GASKET, HEAD, CYL., Y753-40891, SAAB	Y753-40891	SCANIA	VÅR ENERGI ASA	1

Step 2: Material Info

In the second section "**Material Info**", you'll need to provide the following:

- Material number
- Manufacturer part number
- Manufacturer
- Quantity
- Short description (optional);
- Long description / Purchase order text (optional)

The material information will be filled out by the system automatically if you are using Option 1.

Once completed, click **[PROCEED TO STEP 3]**. You will be navigated to the next section "Request Info".

You can also press [Back] to go to the previous step.

The screenshot shows the 'virtual inventory' web application interface. A modal window titled 'You are about to create a Critical' is open, displaying the 'Material Info' step. The form contains the following fields:

- Material #**: 1000268117
- Manufacturer Part #**: WH 27SS
- Manufacturer**: SLEIPNER MOTOR
- Qty**: 1
- Short Description (optional)**: WHEEL STEERING, 27CM DIA, SS
- Long Description / Purchase Order Text (optional)**: WHEEL STEERING, 27CM DIA, SS

At the bottom of the modal, there is a 'BACK' link and a red button labeled 'PROCEED TO STEP 3'. The background shows a sidebar with filters and a table of inventory items.

Step 3: Request Info

In the third section "**Request Info**", you'll need to provide the following:

- Criticality
- Category
- Recipients - you need to select the operators that will get the request (all selected by default)
- Add files (optional)
- Additional comment (optional)

Once completed, click **[PREVIEW REQUEST]**. You will be navigated to the next block "Preview".

You can also press [Back] to go to the previous step to apply some changes.

virtual inventory | Inventory search | Requests | Reporting | Data Administration | My Company | Administration

+ Import Inventory | + Critical | EN | md

You are about to create a Critical

A new request group will be created with individual requests to the operators

1. Requester Info ✓ | 2. Material Info ✓ | 3. Request Info

Criticality: Immediate production loss | Category: Drilling & Wells

Recipients

☒ Repsol	☒ AKERBP ASA	☐ CONOCOPHILLIPS SKANDINAVIA AS
☒ DNO Norge AS	☒ Equinor Energy AS	☐ NEPTUNE ENERGY NORGE AS
☒ OKEA ASA	☒ V&R ENERGI ASA	☐ Wintershall Dea Norge AS
☒ SVAL ENERGI AS	☒ A/S Norske Shell	☐ NetSecurityTest
☒ BP EXPLORATION OPERATING COMPANY LIMITED	☒ ENQUEST HEATHER LIMITED	☐ HARBOUR ENERGY PLC

Attachments

ADD FILE(S)

Additional comment (optional)

BACK | PREVIEW REQUEST

Multiple: 2 | ELEMENT, FUEL FILTER, #444010, 444010 | SCANIA | V&R ENERGI ASA | Multiple: 2

> 00000100000001 | GASKET, HEAD, CYL., Y753-40891, Y753-40891 | SCANIA | V&R ENERGI ASA | Dusavik | 1

Final Step: Preview

In the **"Preview"** section, you can check all the information entered for your request before submitting it.

Need to make some changes? Just click [\[Back to form\]](#) to return to the previous step to update some details.

Once everything looks good, go ahead and [\[Submit\]](#) your request.

virtual inventory | Inventory search | Requests | Reporting | Data Administration | My Company | Administration

[+ Import Inventory](#) [+ Critical](#) [EN](#) [md](#)

Please check and submit the request information ×

• A new request group will be created with individual requests to the operators

Required Information		Attachments
Criticality Immediate production loss	Requested Qty 1	
License/Assets/Installation BAUGE		
Material Information		Requester
Material # 1000268117	Manufacturer Part # WH 27SS	mykhailo.drobyk mykhailo.drobyk@tietoenvy.com Email of Colleagues to cc'd
Manufacturer SLEIPNER MOTOR	Category Drilling & Wells	
Short Description WHEEL STEERING, 27CM DIA, SS		
Long Description WHEEL STEERING, 27CM DIA, SS		
Recipients		
Repsol, AKERBP ASA, DNO Norge AS, Equinor Energy AS, OKEA ASA, VÅR ENERGI ASA SVAL ENERGI AS, A/S Norske Shell, BP EXPLORATION OPERATING COMPANY LIMITED ENQUEST HEATHER LIMITED		
BACK TO FORM		
SUBMIT		

Background Table:

Qty	3D	Critical	Add to cart
3	-		
1			
3D	To cart		
	0		
2	-		
2	-		
2			
Multiple: 2	ELEMENT FUEL FILTER, #444010, SAAB	444010	SCANIA
Multiple: 2	GASKET, HEAD, CYL., Y753-40891, SCANIA	Y753-40891	SCANIA
Multiple: 2			VÅR ENERGI ASA
Multiple: 2			VÅR ENERGI ASA
Multiple: 2			Dusavik

Notifications

After submitting the request, you will receive two notifications:

- **Red** - regarding creation of the Critical request ;
- **Blue** - regarding creation of the group of regular requests to all previously selected recipients. This group of regular requests are linked to your Critical request and each request has the corresponding criticality level (set during Critical request creation).

To view the details of the created Critical request, go to the Requests / Critical page and click on the relevant entry in the table.

virtual inventory | Inventory search | Requests | Reporting | Data Administration | My Company | Administration

+ Import Inventory

Critical's

Request Summary

TOTAL	REGISTERED	IN PROGRESS	DECLINED/CANCELLED	COMPLETED
26	12 46%	0 0%	6 23%	8 31%

Keywords

Request #	Material #	Short Description	Manufacturer Part #	Manufacturer	Requester	Criticality	Category	Qty	Status	Date
107819	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	mykhailo droblyk TIETOEVRV NORWAY AS	Immediate production loss	drilling_and_wells	1	Registered	Jan 22, 2025

Critical Requests
Critical Material Requests #107819 is created. The following requests are connected with it: #306.1, #306.2, #306.3.
22.01.2025 02:12 GMT+1 SEE DETAILS

virtual inventory | Inventory search | Requests | Reporting | Data Administration | My Company | Administration

+ Import Inventory

← BACK | Last updated January 22, 2025 at 2:12:06 PM GMT+1 | CANCEL Critical

Critical #107819 Registered

Registered | In progress | Completed

Request Information

Status: Registered	Criticality: Immediate production loss
Requested Qty: 1 pcs	Created on: Jan 22, 2025, 2:08:02 PM

License/Assets/Installation

Requests group #306 is created
It consist of: Request #306.1 - Repsol; Request #306.2 - AKERBP ASA; Request #306.3 - DNO Norge AS; Request #306.4 -
22.01.2025 02:13 GMT+1 SEE DETAILS

Requests Summary

You can find the details of any regular request in the group on the **Requests / Buy Requests** page. You just need to click on the corresponding line in the table. As a Buyer, you can [Cancel] any request in the group or even all of them.

virtual inventory

Inventory searchRequestsReportingData AdministrationMy CompanyAdministration

+ Import Inventory

+ Critical

EN

mid

Request Summary

TOTAL

REGISTERED

RECEIVED

IN PROGRESS

PARTLY COMPLETED

DECLINED/CANCELLED

COMPLETED

205

104

51%

7

3%

1

0%

2

1%

73

36%

18

9%

Q

Keywords

Group #	Request Group Name	Request Qty	Date	Requester				
▼ 306	BAUGE	0 0 1 0 0 9 / 10	Jan 22, 2025	mykhailo drobyk				
Request #	Material #	Short Description	Manufacturer Part #	Manufacturer	Owner	Criticality	Status	Qty
306.6	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	VÅR ENERGI ASA	Immediate production loss	Registered	1
306.8	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	A/S Norske Shell	Immediate production loss	Registered	1
306.9	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	BP EXPLORATION OPERATING COMPANY LIMITED	Immediate production loss	Registered	1
306.7	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	SVAL ENERGI AS	Immediate production loss	Registered	1
306.3	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	DNO Norge AS	Immediate production loss	Registered	1
306.2	1000268117	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	AKERBP ASA	Immediate production loss	Partly completed	1
306.5	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	OKEA ASA	Immediate production loss	Registered	1
306.4	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	Equinor Energy AS	Immediate production loss	Registered	1
306.1	N/A	WHEEL STEERING, 27CM DIA, SS	WH 27SS	SLEIPNER MOTOR	Repsol	Immediate production loss	Registered	1

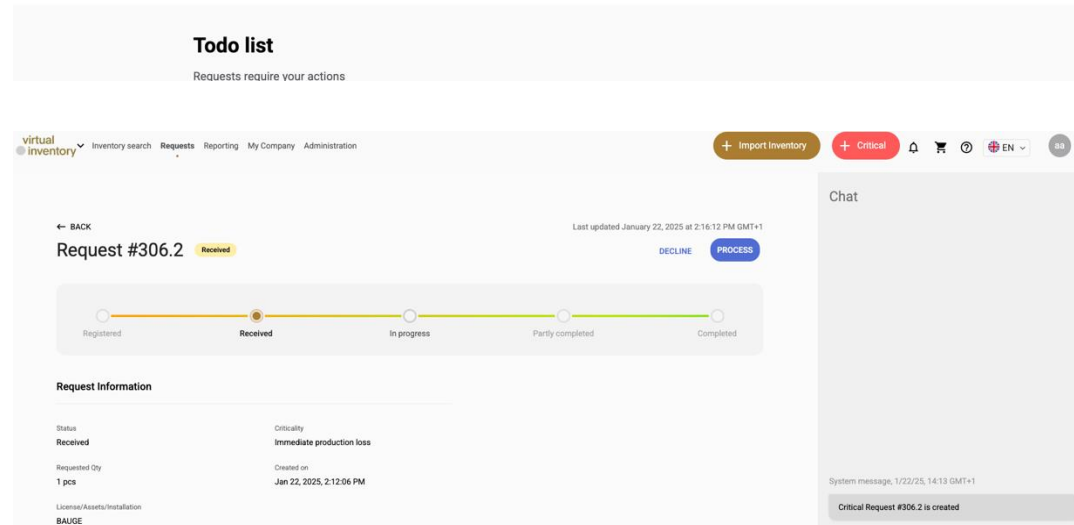
Request: Received

As a Seller, you will receive a notification about the Critical request that has been sent. You can open it by clicking **[See details]** on this notification or on the corresponding line in the table of **Request / Sell Requests** page.

You can either [Process] or [Decline] this requests depending on whether you have this item in the requested quantity.



Collaboration of operators on the Norwegian Continental Shelf



Request: Received

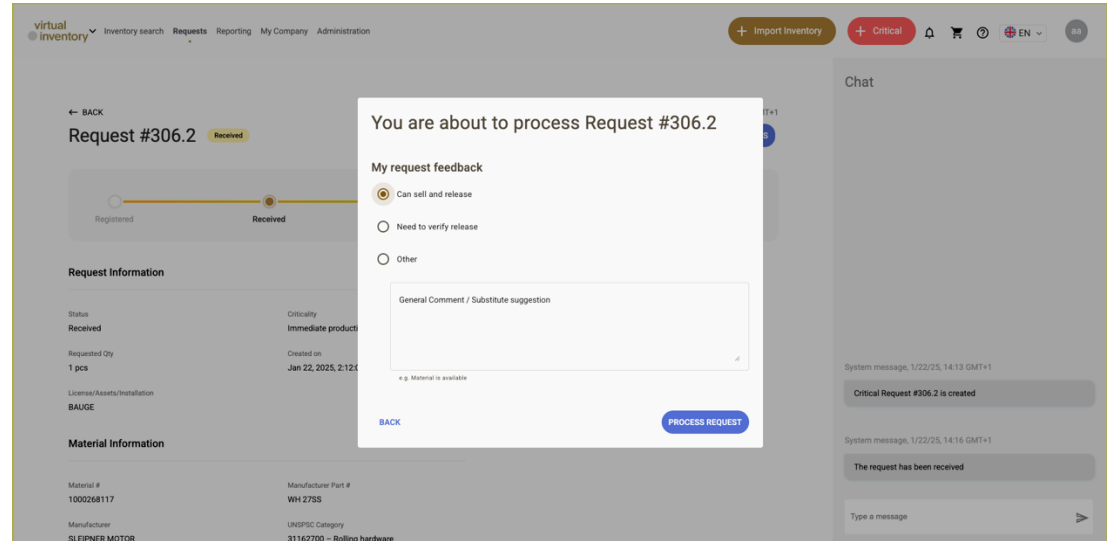
In case you **[Process]** the request, the pop-up window "My Request feedback" shall appear. You can choose among one of the following options:

- Can sell and release
- Need to verify release
- Other

You can also add a General comment or suggest Substitute.

Once ready, click [Process request] button.

You can click [Back] to return to the previous page.



Request: In Progress

As a Buyer, you will receive the notification that the Seller has received the request.

After the request has been processed by the Seller, the Buyer will receive the notification that Critical request was received by the Seller. The request status will change to **“In progress”**.

The screenshot displays the 'virtual inventory' web application. At the top, there's a navigation bar with links like 'Inventory search', 'Requests', 'Reporting', 'My Company', and 'Administration'. A 'Critical' status indicator is visible in the top right. The main content area shows 'Request #306.2' with a status of 'In progress'. A progress bar below the title indicates the request's lifecycle: Registered, Received, In progress (current), Partly completed, and Completed. To the right of the progress bar are 'DECLINE' and 'COMPLETE' buttons. Below the progress bar, the 'Request Information' section lists: Status: In progress, Criticality: Immediate production loss, Requested Qty: 1 pcs, and License/Asset/Installation: BAUGE. The 'Material Information' section shows Material #: 1000268117 and Manufacturer Part #: WH 2755. On the right side, a 'Chat' window is open, showing system messages: 'Critical Request #306.2 is created', 'The request has been received', and 'The request has been accepted by mykhailo drobnyk on behalf of alia akertip with the reason: "Can sell and release"'. The chat input field at the bottom says 'Type a message'.

Request: Partially Complete

Once the requested inventory item is delivered to the Buyer, the Seller shall **[Complete]** the request.

A "Request Feedback" window will appear, where you can leave a comment if needed.

The request status will change to **"Partially complete"**.

Buyer will be notified that the Seller has completed the request.

The image displays two screenshots of the 'virtual inventory' web application, illustrating the status change of 'Request #306.2'.

Top Screenshot (In progress):

- Header:** virtual inventory | Inventory search | Requests | Reporting | My Company | Administration. Top right: + Import Inventory, + Critical, notification bell, shopping cart, language (EN), and user profile.
- Request Header:** Request #306.2 (In progress). Last updated: January 22, 2025 at 2:17:47 PM GMT+1.
- Progress Bar:** A horizontal bar with stages: Registered, Received, In progress (active), and Completed.
- Request Information:**
 - Status: In progress
 - Criticality: Immediate products
 - Requested Qty: 1 pcs
 - Created on: Jan 22, 2025, 2:12:06 PM
 - License/Assets/Installation: BAUGE
- Feedback Modal:** A pop-up window titled 'You are about to complete Request #306.2'. It contains a text area for 'Please leave a comment about your experience with the request (optional)' with the text 'Test comment' entered. Buttons for 'BACK' and 'COMPLETE REQUEST' are at the bottom.
- Chat:** A sidebar on the right showing system messages: 'Critical Request #306.2 is created' and 'The request has been received'.

Bottom Screenshot (Partly completed):

- Header:** Same as the top screenshot.
- Request Header:** Request #306.2 (Partly completed). Last updated: January 22, 2025 at 2:18:50 PM GMT+1. Completed by seller: Jan 22, 2025.
- Progress Bar:** The 'In progress' stage is now completed, and 'Partly completed' is the active stage.
- Request Information:**
 - Status: Partly completed
 - Criticality: Immediate production loss
 - Requested Qty: 1 pcs
 - Created on: Jan 22, 2025, 2:12:06 PM
 - License/Assets/Installation: BAUGE
- Material Information:** A new section is visible below the request information.
- Chat:** The sidebar shows additional messages: 'The request has been accepted by mykhailo drobyk on behalf of alfa skertip with the reason: "Can sell and release"', and 'The request has been completed by mykhailo drobyk on behalf of alfa skertip with the comment: Test comment'.

Request: Completed

As a Buyer, you shall **[Complete]** the request from your side. You can also enter the reference number, generated savings and some comment.

The request status will change to **“Completed”**.

Seller shall also receive the corresponding notification.

The screenshot displays the 'virtual inventory' interface. The main content area shows 'Request #306.2' with a status of 'Partly completed'. A progress bar indicates the request is 'Partly completed' and 'Completed'. The 'Request Information' section shows 'Status: Partly completed', 'Requested City: 1 pcs', and 'Created on: Jan 22, 2025, 2:12:06 PM'. The 'Material Information' section shows 'Material # N/A', 'Manufacturer: SLEEPER MOTOR', and 'Short Description: WHEEL STEERING, 27CM DIA, SS'. A modal dialog titled 'You are about to complete Request #306.2' is open, prompting the user to enter a reference number and savings, and to leave a comment. The dialog includes a 'COMPLETE REQUEST' button. The right sidebar shows a 'Chat' section with system messages.

Request #306.2 Partly completed

← BACK

Request #306.2 Partly completed

Progress bar: Registered → Downloaded → **Completed**

Request Information

Status	Partly completed	Criticality	Immediate production loss
Requested City	1 pcs	Created on	Jan 22, 2025, 2:12:06 PM
Location/Reason/Production	BAUGE		

Material Information

Material #	N/A	Manufacturer Part #	WH 2755
Manufacturer	SLEEPER MOTOR	UNSPFC Category	31142700 - Rolling hardware
Short Description	WHEEL STEERING, 27CM DIA, SS	Location	
Long Description	WHEEL STEERING, 27CM DIA, SS		

Attachments

Modal Dialog:

You are about to complete Request #306.2

Enter your reference number and savings

Reference # (optional)

Savings

Did solving this request generate any savings?

☐ No

☐ Yes

Please leave a comment about your experience with the request (optional)

Leave comment

Chat:

System message, 5/22/25, 14:33 GMT+1: Critical Request #306.2 is created

System message, 5/22/25, 14:36 GMT+1: The request has been received

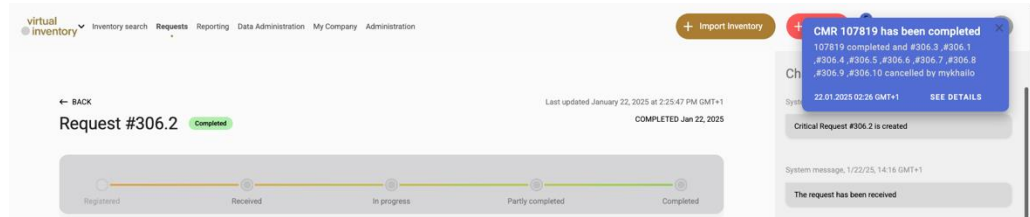
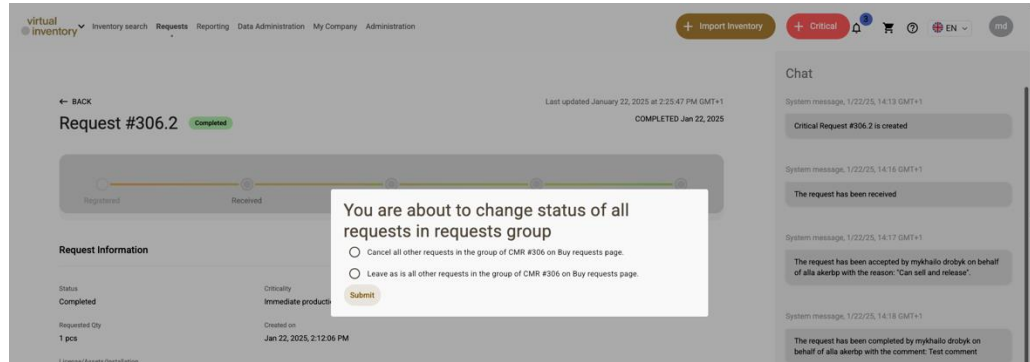
System message, 5/22/25, 14:37 GMT+1: The request has been accepted by myhaloo dralyk on behalf of all starting with the reason: "Can sell and release"

System message, 5/22/25, 14:38 GMT+1: The request has been completed by myhaloo dralyk on behalf of all starting with the comment: "Test comment"

Type a message

Request: Completed

As a Buyer, you can also decide what do with all other related requests (cancel or leave them active).



Todo lists

Whether you're a Seller or a Buyer, you can easily find all requests that require your actions in the **To-do Lists** section on the **Home** page.

The screenshot displays the 'virtual inventory' web application. The top navigation bar includes links for 'Inventory search', 'Requests', 'Reporting', 'Data Administration', 'My Company', and 'Administration'. On the right, there are buttons for 'Import Inventory' and 'Critical', along with a user profile icon labeled 'md'. Below the navigation bar, a search bar contains the text 'Search e.g. Motor 220 W 150 kg'. The main content area features a heading 'Collaboration of operators on the Norwegian Continental Shelf' and a 'Todo list' section. The 'Todo list' section includes a sub-header 'Requests require your actions' and a table with four rows of requests.

Star	Action	ID	Status	Description	Checkmark	Arrow
☆	Buy	#306.2 22.01.2025	partly completed	WHEEL STEERING, 27CM DIA, SS	☑	→
☆	Critical	#107779 3.12.2024	registered	test	☑	→
☆	Critical	#107780 3.12.2024	registered	test	☑	→
☆	Critical	#107781 3.12.2024	registered	test	☑	→



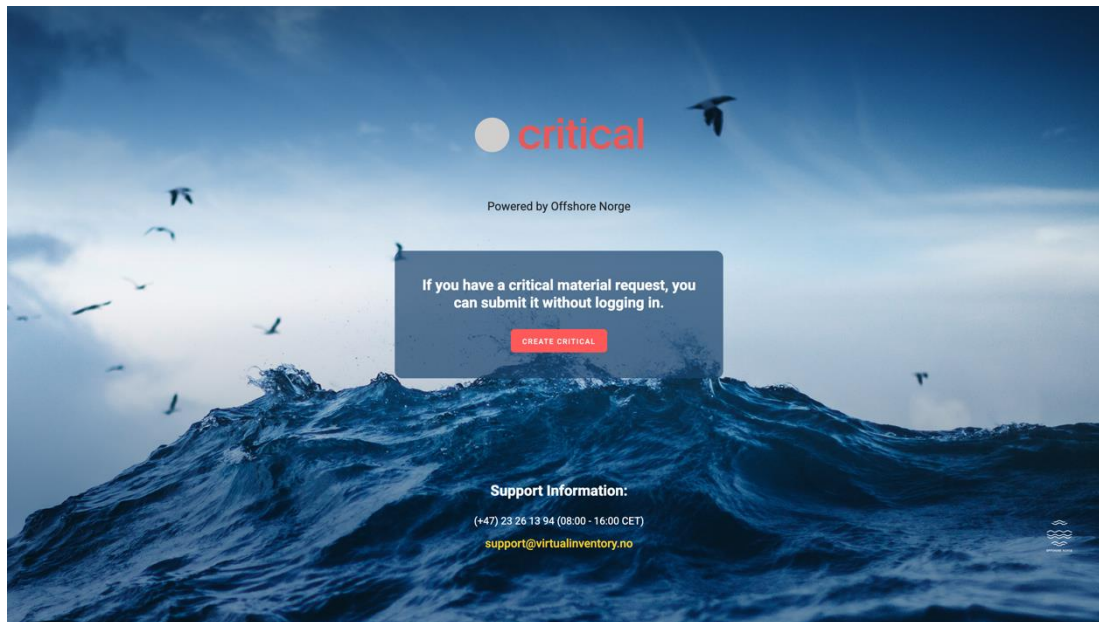
2

External Critical Request

External Critical

If you are not a registered user or you are not logged into the VI but urgently need to submit a Critical request, you can still do so via the external Critical system.

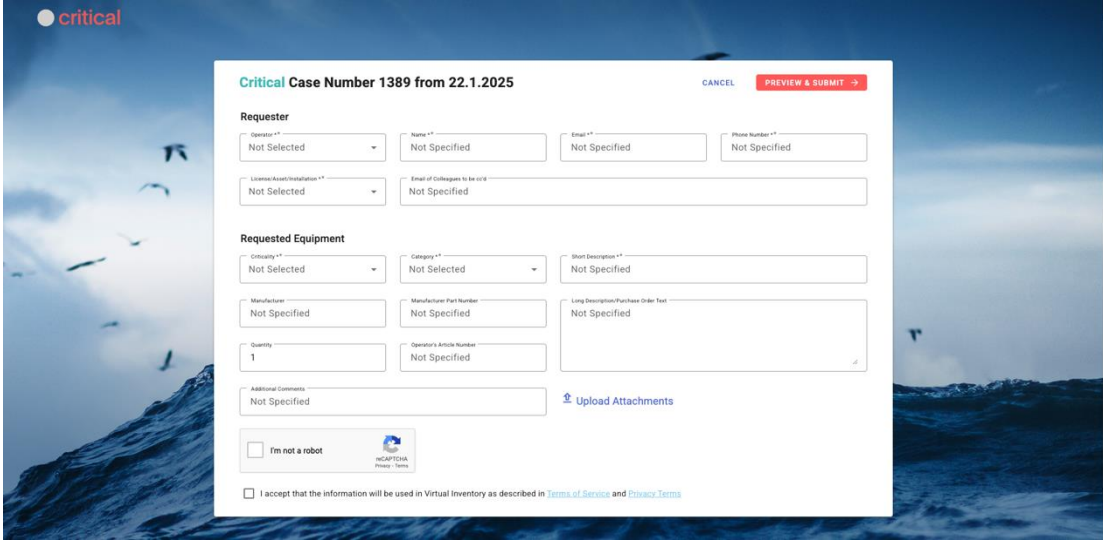
You need to click **[CREATE CRITICAL]** at:
<https://critical.virtualinventory.no/>



Critical Form

As a requester (Buyer), you need to fill out all required fields of the Critical form.

Once ready, simply click **[Preview & Submit]** button to review your request.



The screenshot displays the 'Critical Case' form interface. At the top left is the 'critical' logo. The title bar reads 'Critical Case Number 1389 from 22.1.2025'. On the top right are 'CANCEL' and 'PREVIEW & SUBMIT' buttons. The form is divided into two main sections: 'Requester' and 'Requested Equipment'. The 'Requester' section includes fields for 'Operator' (Not Selected), 'Name' (Not Specified), 'Email' (Not Specified), 'Phone Number' (Not Specified), 'License/Asset/Installation' (Not Selected), and 'Email of Colleagues to be cc'd' (Not Specified). The 'Requested Equipment' section includes fields for 'Criticality' (Not Selected), 'Category' (Not Selected), 'Short Description' (Not Specified), 'Manufacturer' (Not Specified), 'Manufacturer Part Number' (Not Specified), 'Long Description/Purchase Order Text' (Not Specified), 'Quantity' (1), and 'Operator's Article Number' (Not Specified). Below these is an 'Additional Comments' field (Not Specified) and an 'Upload Attachments' link. At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a consent checkbox for the Virtual Inventory terms and privacy policy.

Review & Submit

If any changes are needed, click [\[Back to edit mode\]](#) button to return and make the adjustments.

If everything everything looks good, click [\[Submit request\]](#) button.

You will then be directed to the Success screen confirming your submission.

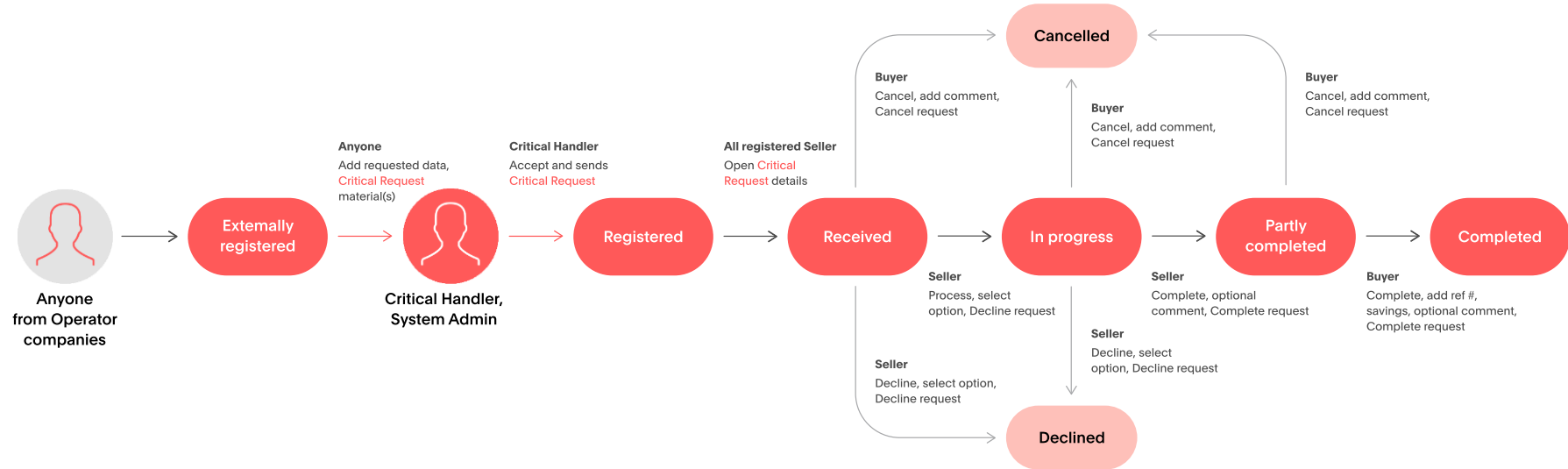
The image shows a two-part interface for submitting a request. The top part is a form titled "Critical Case Number 1389 from 22.1.2025". It includes fields for "From:" (test@conocophillips.com), "Cc:", and "Subject:" ([CMR] 1389: 123 123). Below these are "Attachments: No attachments" and a message body starting with "Dear [Single Point Of Resource Per Operator],". The form also contains two tables: "Requester Information" and "Request Details".

Requester Information	
Case Nr.	1389
Date	22.01.2025, 13:55
Requesting Operator	ConocoPhillips
License/Asset/Installation	EDDA
Requester Name	John Doe
Requester Email	john@conocophillips.com
Requester Phone Number	123456789
Email of Colleagues in CC	

Request Details	
Criticality	1 - Immediate production loss
Category	Subsea
Manufacturer Part Number	123
Manufacturer	123
Quantity	3
Operator's Article Number	
Short Description	Demo External
Long Description/Purchase Order Text	Demo Equipment
Additional Comment	

The bottom part of the image shows a "Success!" screen with a green checkmark icon. It says "Thank you for submitting your request. Your request number is 1389. You will be contacted by your company representative for further follow-up." Below this is a process flow diagram with three steps: 1. The requester reports a new critical material request (checked), 2. A group of resources from the operators handle the request, and 3. Contact person from the requester's organisation follows up requester. At the bottom are buttons for "DONE" and "SUBMIT NEW REQUEST".

Request Flow



Processing of Request

Once the Critical request is submitted, your colleague—who is registered, logged into VI, and assigned the Critical Handler role—will receive a notification about the new request created on behalf of your company.

Your colleagues will then review the request and choose one of the following options to process it:

- Link to existing
- Submit
- Cancel

The screenshot shows the 'Critical #107852' request page in the Virtual Inventory system. The page has a top navigation bar with 'virtual inventory', 'Inventory search', 'Requests', and 'My Company'. On the right, there's a red 'Critical' button, a bell icon, a shopping cart icon, a language dropdown set to 'EN', and a user profile icon 'SL'. Below the navigation, there's a '← BACK' link and a 'Last updated: January 22, 2025 at 2:56:30 PM GMT+1' timestamp. The main title is 'Critical #107852' with a 'Registered' status tag. To the right of the title are three buttons: 'LINK EXISTING REQUEST' (blue), 'SUBMIT' (blue), and 'CANCEL Critical' (blue). Below this is a progress bar with three stages: 'Registered' (active, orange), 'In progress' (grey), and 'Completed' (grey). The 'Request Information' section contains a table with details: Status (Registered), Criticality (Immediate production loss), Requested Qty (3 pcs), Created on (Jan 22, 2025, 2:56:30 PM), and License/Assets/Installation (EDDA). The 'Material Information' section contains a table with Material # (N/A) and Manufacturer Part # (123).

Request Information	
Status	Criticality
Registered	Immediate production loss
Requested Qty	Created on
3 pcs	Jan 22, 2025, 2:56:30 PM
License/Assets/Installation	
EDDA	

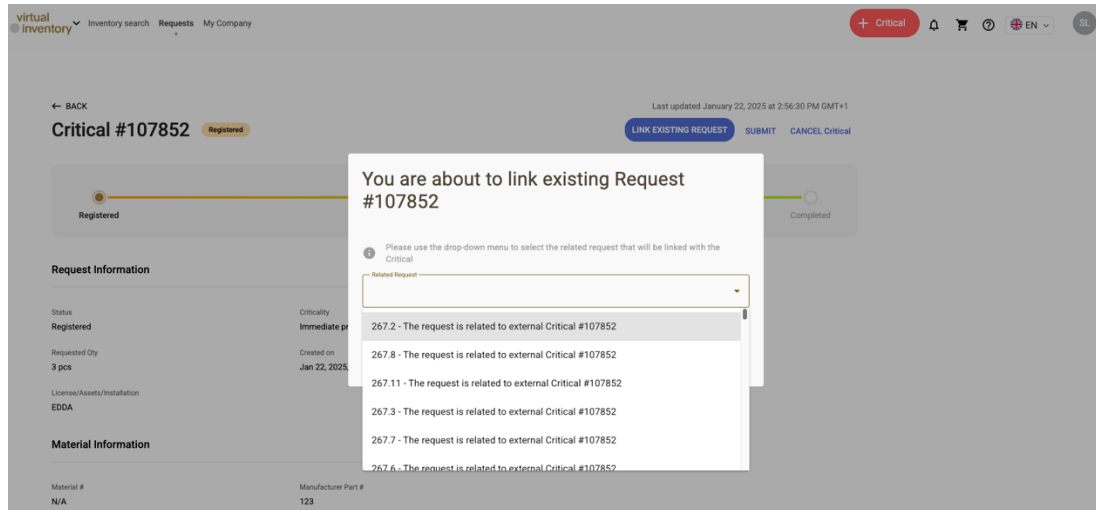
Material Information	
Material #	Manufacturer Part #
N/A	123

Link to Existing

Your colleague (Buyer) will search for the requested item in the inventory search using the provided details.

If the item is found, then it can be requested directly from the owner with high criticality.

To ensure proper tracking, this new regular request should be linked to the existing Critical request by clicking [\[Link to Existing\]](#) and selecting the corresponding entry from the list.



Submit

If the item is not found in the inventory, your colleague can proceed with the externally created Critical request by clicking [\[Submit\]](#). They will then fill in all the required details and submit the request.

All relevant notifications will be sent automatically.

virtual inventory | Inventory search | Requests | My Company

← BACK Critical #107852 Registered

Registered

Request Information

Status: Registered

Requested Qty: 3 pcs

License/Asset/Installation: EDDA

Material Information

You are about to create a Critical

1. Requester Info 2. Material Info 3. Request Info

Required Information

Operator: CONOCOPHILLIPS SKANDINAVIA AS

Name: John Doe

Email: test@conocophillips.com

Phone #: 123456789

Additional Information

License/Asset/Installation: EDDA

Email of Colleagues to cc'd

CANCEL PROCEED TO STEP 2

virtual inventory | Inventory search | Requests | My Company

Buy Requests | Sell Requests | Critical's

Request Summary

TOTAL	REGISTERED	RECEIVED	IN PROGRESS	PARTLY COMPLETED	DECLINED/CANCELLED	COMPLETED
117	24 21%	0 0%	1 1%	2 2%	83 71%	7 6%

Keywords

Group #	Request Group Name	Request Qty	Date	Requester
310	EDDA	0 0 0 0 0 9 / 9	Jan 22, 2025	Ståle Brekke Larsen

Request #	Material #	Short Description	Manufacturer Part #	Manufacturer	Owner	Criticality	Status	Qty
310.2	N/A	Demo External	123	123	DNO Norge AS	Immediate production loss	Registered	3

Critical Requests

Critical Material Requests #107852 is created. The following requests are connected with it: #310.1, #310.2, #310.3.

22.01.2025 03:00 GMT+1 SEE DETAILS

Cancel

If the request is not relevant anymore or was created by mistake, then your colleague can press [\[Cancel Critical\]](#).

The screenshot shows the 'virtual inventory' interface for a 'Critical' request. The top navigation bar includes 'Inventory search', 'Requests', and 'My Company'. A red 'Critical' button is in the top right. Below the navigation, the request is identified as 'Critical #107852' with a 'Registered' status. A progress bar shows three stages: 'Registered' (active), 'In progress', and 'Completed'. To the right of the progress bar are buttons for 'LINK EXISTING REQUEST', 'SUBMIT', and 'CANCEL Critical'. Below the progress bar, the 'Request Information' section displays details in a two-column table:

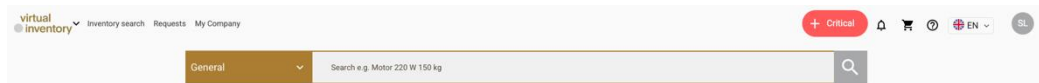
Status	Criticality
Registered	Immediate production loss
Requested Qty	Created on
3 pcs	Jan 22, 2025, 2:56:30 PM
License/Assets/Installation	
EDDA	

The 'Material Information' section displays details in a two-column table:

Material #	Manufacturer Part #
N/A	123

Todo lists

Whether you a Seller or a Buyer, you can also find all the Critical requests that require actions from your side on the Home page at the section **Todo lists**.



Collaboration of operators on the Norwegian Continental Shelf

Todo list						
Requests require your actions						
☆	Critical	#107852 22.01.2023	registered	Demo External	☑	→
☆	Sell	#309.2 22.01.2025	registered		☑	→
☆	Sell	#291.3 6.11.2024	registered	asdf	☑	→

Support

For assistance related to access and use, please contact our support team:

Email: support@virtualinventory.no

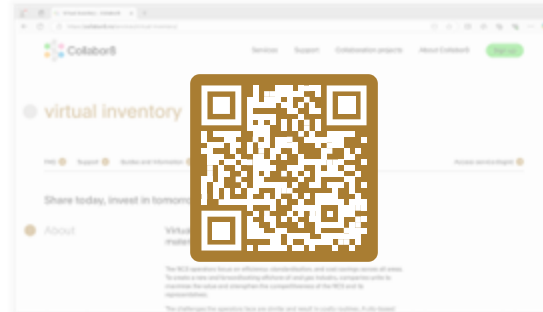
Phone: +47 23 26 13 94

For more information, visit our webpage: <https://collabor8.no/services/critical/>

Stay connected with us



linkedin



<https://login.virtualinventory.no/>
<https://critical.virtualinventory.no/>



youtube

Thank you