SMARTFLEX ITS Guide
Description of Users

- **END USER** The company or person who owns or manages the site
- **WORKGROUP** Regional or sub groups associated with the END USER
- **CONTRACTOR** Is the coordinator of the installer or Installation company
- **INSTALLER** The person who installs and performs the welding on site
Interactive Tracking System

The ITS is not an e-commerce application. It cannot be used to place orders with NUPIGECO. Read the WEB Site Terms of Use before using the ITS.

The Interactive Tracking System (ITS) is a web-based application developed to keep track of SMARTFLEX installations through the use of the Bar Code Technology (Traceability).
To access the ITS a password is required. Passwords are granted by the Global Account Manager further to a written request.

**STEP 1**

The Major Oil Affiliate has to build up a new site. The designated person uploads the NEW SITE on the ITS as an **END USER**. They share the SITE information with NUPIGECO and the Installer.

**STEP 2**

NUPIGECO’s technical dept. will prepare and upload the piping drawing and MTO on the ITS if required.

**STEP 3**

The INSTALLER has to completed the site. They upload the welding report, the pressure test report, Smartcard No and the application form on the ITS.

**END**

SITE WARRANTY ISSUED
How to get into the Interactive Tracking System

Go to www.nupigeco.com
Click on the Its icon - the New one contains all the sites from the 1st of January 2008. The “Old” one has to be used only for consultation purposes -
STEP 1

To enter the ITS database
Enter your End User Username and Password
Once logged in, the **End User** can list all the sites entered under their name.

The circle in the Status column shows where, inside the Quality Loop, the installation is. **One blue arrow** indicates that the site has been entered in the ITS database. **Two blue arrows** indicate that NUPIGECO has acknowledged the new site and, if required by **End User**, has provided the MTO and piping drawing. **Three blue arrows** indicate that the piping system has been installed and **Installer** has entered the Welding Report and a valid Smartcard Number.
When a new site has to be recorded, click on the button “NEW” on the red stripes. The site page will open. Fill all the related information.
Make sure the email address of the Project Manager is entered and click **insert** to load the new site. The system will automatically keep the Project Manager updated as the new site advances in the loop.

**NOTE:** At this stage the Project Manager should advise the Contractor or responsible person for Step 3 that the site has been uploaded.
MTO PIPE & DRAWING – STEP 2

NUPIGECO emails the Piping Drawing and MTO for the New Site to the Project Manager (if required).
Select the involved site and click on the **PROCEED** button
Nuepigeco or an Administrator will upload the MTO and drawing....
REPORTS UPLOADING – STEP 3

When the installation has been finalized the installer (contractor) shall upload the welding report and pressure test report. The last operation will be the uploading of the warranty application form. It can be filled directly online in the generated form or uploaded.
When all the reports are uploaded and the warranty application form completed NUPIGECO will display the warranty symbol. The certificate is available online.
EXAMPLE OF WARRANTY APPLICATION FORM

HOW TO RECOGNIZE THE DIFFERENT STEPS....

Status

Any

STEP 1
STEP 2
STEP 3
WARRANTEE