

Delivery of Technical Documentation (design drawings) using the VDE tool.

17/10/2023

Document Revision Chart

The following table contains the revisions made to this document, appropriately tracked by version. Please use it to describe the changes and additions made whenever the document in question is republished. It is required that the description includes as much detail as possible about the changes made.

#.#	Section Modified and Revision Description	Date	Author
1.0	First emission	17/10/2023	K. Georgiev

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1. Scope

This guideline is aimed at regulating the procedure for the submission of technical documents (drawings) by material suppliers to the BH engineering department.

2. Applicability

The VDE platform and the process apply to material suppliers who are required to provide design documents related to the materials as part of their supply purpose after purchase order confirmation, during its execution, up to the finalization of design documents, through interaction with the 'BH Document Approver'.

3. Instructions

3.1 How to send the VDL for approval to the BH Design Engineer

Before proceeding with the submission of technical documents, the supplier must download the Vendor Document List (VDL) in Excel format from the relevant purchase specification, verify its contents, fill in the following columns, and submit it for approval to the Design Engineer BH.

Columns to be filled in:

1. SUPPLIER_CONTACT_TASK_OWNER (EMAIL ADDRESS)
2. PO_NUMBER
3. PO_SPECIFICATION_ID
4. PO_APPROVAL_DATE

Subsequently, the supplier will proceed to upload the Excel file and submit it for approval to the Design Engineer through the VDE platform, following the instructions on page 28 of the training material available in the 'Training Material' section of the VDE tool.

3.2 How to send design documents for approval through VDE

The supplier can proceed with the submission of technical documents to the BH engineering department only and exclusively if the Excel-format VDL is system-approved.

The supplier will proceed by uploading the technical documents and submitting them for approval to the Design Engineer through the VDE platform, following the instructions on page 39 and page 40 of the training material available in the 'Training Material' section of the VDE tool.