Supplier guide
for
E-SPIR *2000* - version 7

E-SPIR = Electronic - Spare Parts Interchangeability Record

Date: 2 January 2013

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IT issues

U S E R   M A N U A L

Upload issues

Part 1 - IT section - for new installations

1. Go to E-SPIR Website http://www.e-spir.com/

2. Print supplier download instructions and the Supplier Guide show.

3. Before downloading the program set up a temp file as the download location.

4. Download Supplier E-SPIR programme from Website.

5. After the download.
    Go to the "temp" file where the program was downloaded and double click on the
    program Supplier_Final.EXE .

6. The program will be installed in the program files (see also page 36 of this manual).

7. After installation go to the program files and open the file E-SPIR 2000 V700

8. **Copy** the E-SPIR data file DataSupplierSPIRs from C:\Program Files\E-SPIR 2000 V700 to
    a data storage folder such as: My Documents or Application data or a server.

9. The program has now been installed.

10. After installation, go to Start and select [icon] Supplier. The program will start up and a
    grey screen appears.
    Supplier.lnk

11. Go to the menu bar and click on File. Search for the E-SPIR data base in the data storage
    folder (see under 8 above) and double click on the E_SPIR_S.mdb file .

12. You can now start using the program. We recommend you to start on **page 4** of this
    guide.

13. It is recommended to make monthly back-ups of the data file

14. If you have any problems with the download, see page 36 of this manual.

- On opening the programme for the first time the main screen presents a specimen completed E-SPIR.
- The specimen E-SPIR can be opened by clicking on the ⊞ square for the E-SPIR

Click to open SPIR.
Or, use your right → or left ← arrow keyboard button to open or close SPIR

Overview - SPIR

- ☑ ✓ Q-1234 - Specimen Pump SPIR
  - ☐ ▪ Oil pump - 140-2200A
    - ✓ 001 - Impeller
    - ✓ 002 - Bearing, ball
    - ✓ 003 - Gasket spiral wnd
    - ✓ 004 - O-ring, viton 70SH
  - ☐ ▪ Water pump - 122-1010wA
    - ✓ 002 - Bearing, ball
    - ✓ 003 - Gasket spiral wnd
    - ☐ ▪ Speed Control Unit - 44444a
      - ✓ 005 - Speed Control Unit (complete)
      - ✓ 006 - Fuse, 12V, 2 A
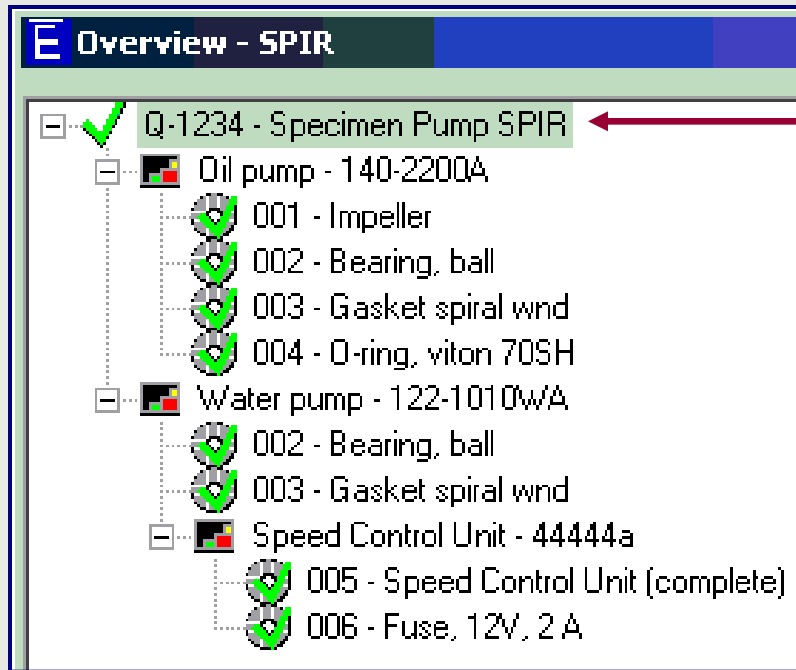
When the specimen E-SPIR has been opened the following is presented

This line shows the Suppliers reference and the SPIR description.

When highlighted the SPIR information is presented on the screen.

By clicking on the SPIR, it will open and present coloured square box(ex) being the equipment.

The square box shows the equipment information, when highlighted.

This SPIR contains:
2 pieces of main equipment,
1 piece of sub-equipment (Speed Contr. Unit.)
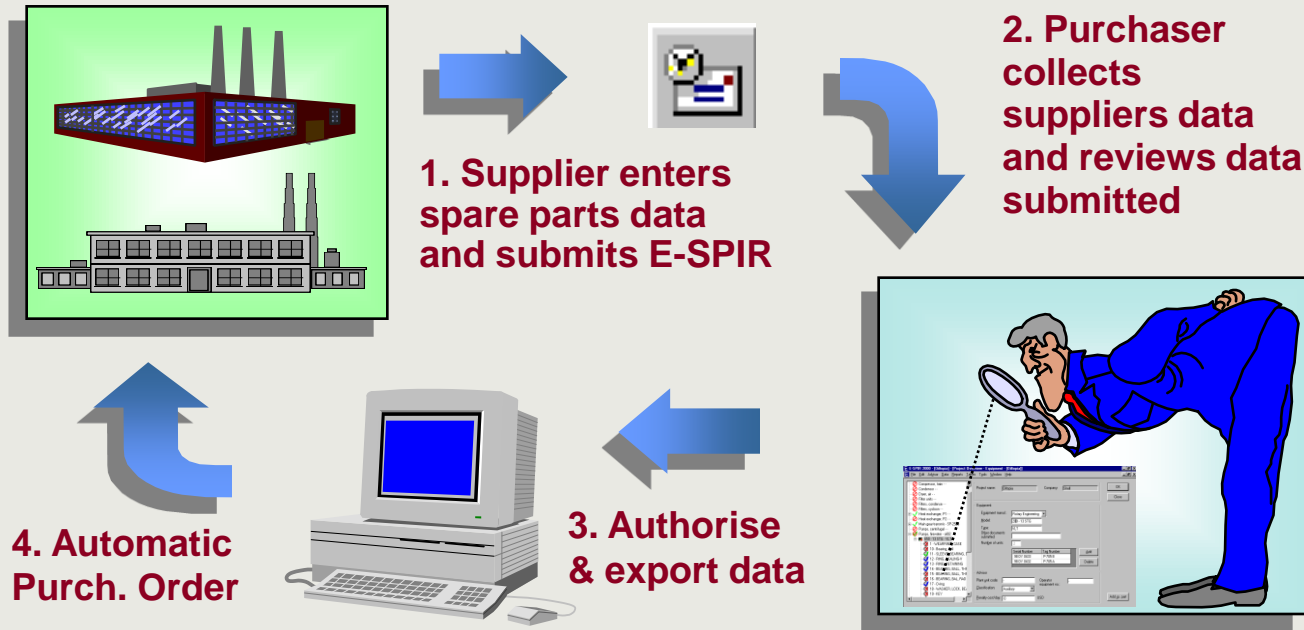
The circles with a green tick represent a spare part.

When highlighted the spare parts information is presented.

We will create a similar SPIR as the specimen presented and go through the different steps on the coming pages

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The E-SPIR *2000* cycle

1. Supplier enters spare parts data and submits E-SPIR

2. Purchaser collects suppliers data and reviews data submitted

3. Authorise & export data

4. Automatic Purch. Order

E-SPIRs submitted might be used for automatic ordering. Therefore the prices in your E-SPIR quotation should comply with the requested terms & conditions.
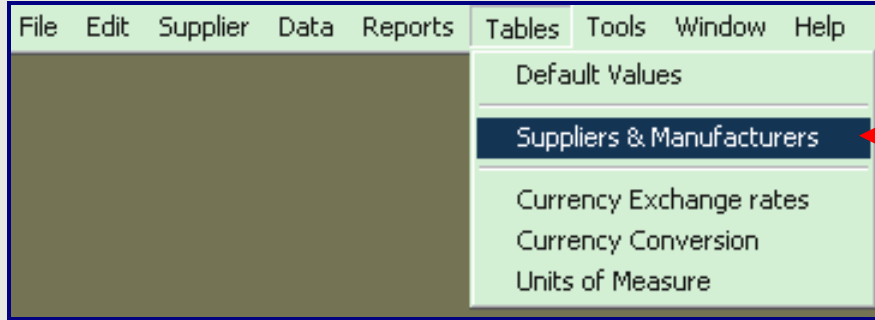
Example:

Your spare parts prices are always quoted "Ex Works, unpacked".

Your customer requests prices "FOB International Airport, packed".

Solution:

If your price list is "Ex Works, etc." only, you can adjust the prices for the cost of packing & delivery FOB (page 25 & 26) by adding a percentage when you print and export the SPIR from the program.

Start working in the program

- When starting up the program the first time the program prompts a screen allowing to enter your company address details.

- The screen can also be found under: Tables: Suppliers & Manufacturers

- For new users it is suggested to "replace" the data of the specimen Company Pump Co with the details of your own Company

- Highlight the Name

- Click on the **Edit** button

- Replace the data from the specimen Company by data from your own Company

- After completion, click OK
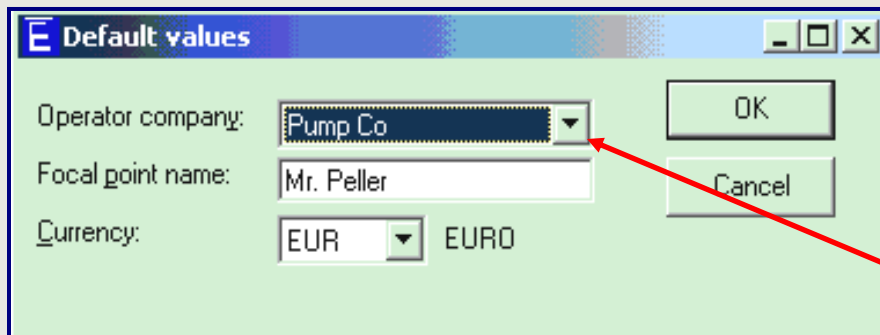
Note for Local Agents
Local Agents for equipment manufacturers should enter two names

and addresses, one of their own agency and one of the equipment manufacturer.

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Default values

Set your preferred Default Values

- When the Company details have been entered a new screen is prompted allowing you to enter the Default Values.
- The Default values can also be found under Tables:
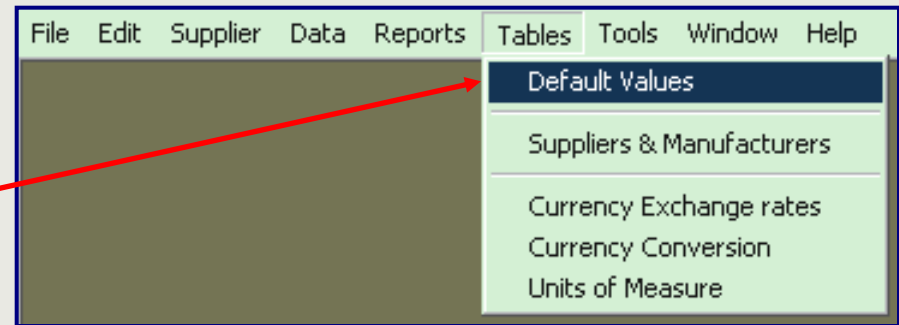
- Select the Equipment manufacturers name used for quotations by your Company with the drop down button.
- Click OK
- Please note currencies of complete SPIRs can always be changed (see page 28).

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- The program is now ready for use and a new E-SPIR can be set up.
- Details entered in the program will be automatically saved when you close the program
- There are three methods to create an E-SPIR.

1. E-SPIRs for a few spares

1. Process steps

a. Create SPIR

b. Add equipment

c. Create the spare parts one by one

d. Link the spares to the equipment

e. Enter the spare parts ADVICE

2. E-SPIRs for many spares

2. Process steps

a. Import a spare parts listing from Excel (see page 35)

b. Create SPIR

c. Add equipment

d. Link the imported spares to the equipment

e. Enter the spare parts ADVICE

3. Copy old SPIR data

**3. Process steps**

a. Copy old E-SPIR or equipment with spare parts. (see page 34)

b. Change equipment quantities, serial & Tag numbers

c. Review the spare parts ADVICE

In all events Suppliers shall quote all spare parts required for possible use during the lifetime of the equipment.

For any process followed, prices can be adjusted per customer at the moment of export.

It is to be noted that for each original equipment Purchase Order a separate E-SPIR shall be prepared
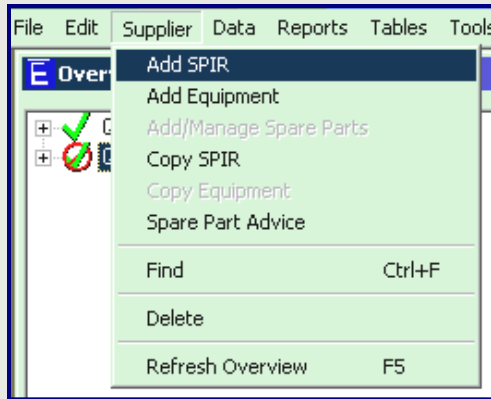
- From the menu bar click on **Supplier** and click **Add SPIR** from the drop-down menu and the following screen will appear, in which we have entered some specimen data.

Note: Blue tinted fields in the program are mandatory fields

- You can now populate boxes with details from the original equipment Purchase Order.

- *Project Name* : Enter de Project name, if provided in Purchase Order
  Equipment Supplier : Select name of the of the **Local Agent** or the **equipment manufacturer** (see also page 7). Name of the **Local agent** should only be mentioned on this screen.
  Supplier ref : Enter your own SPIR or Quotation reference
  Plant : Enter Plant name, if provided in Purchase Order
  Plant number : Enter Plant No., if provided in Purchase Order
  Client Eqpt Purch. Order : Enter the original Purchase Order No of the Main Equipment, this Purchase Order number should be unique for each SPIR.
  Commercial conditions : Enter INCO terms & Price Validity as requested, to facilitate automatic ordering (see also page 6)
  Company : Enter the Company name as provided in the Purchase Order
  SPIR description : Enter the description of the Equipment Purchase Order

- Click OK

The coversheet of your E-SPIR has now been created.
The supplier/quotation reference and the SPIR description have appeared in left hand window and a new pop-up screen appears, where the **equipment data** should be entered

If the equipment pop-up screen is not there, click on the "Compressor Skid" in the left hand window and the button on the bottom of the screen. [Add equip]

For this E-SPIR we will set up:

Spare parts for an air compressor, a pressure vessel and a control panel unit for the compressor.

▪ Notes on specific fields.

Number of units: fill in the quantity of equipment being supplied.

The *Bulk item* indicator can be used for equipment for which Tag numbers have **not** been provided and where your Serial no is not relevant for ordering of spare parts in the future.
If it is cheaper replacing than repairing bulk items , the bulk item should not be listed as equipment, but as a spare part only. Instruments or small valves are typical **bulk items.** See also page **30** .

Equipment	
Equipment manuf.:	Pump Co
Equipment Descr.:	Compressor Air
Manuf. Model/Type No.:	COMP-AIR-557277288-HFD-3336787823-46565554
Number of units:	2
Bulk item:	☐
Default values	
Manuf. Serial number:	77336475
Tag number:	AC-4401-76
Other documents submitted:	Drawings, Parts list and Maintenance manual

OK / Cancel

Equipment manuf.: Select the name of the Equipment manufacturer (**not** the name of Local Agent (see page 7 & 10).

Equipment Descr.: Description allowing users to find the equipment in major ERP systems.

Manuf. Model/type No.: This number should uniquely identify the equipment and be the key equipment reference for future spare parts ordering (this field has been extended to 72 characters).

Equipment *Serial No* are to be entered by Equipment manufacturer.

The *Tag Number* should be entered exactly as stated in the Purchase Order. If many Serial & Tag numbers are required and those data can be imported in the program as per procedure on page **31**.
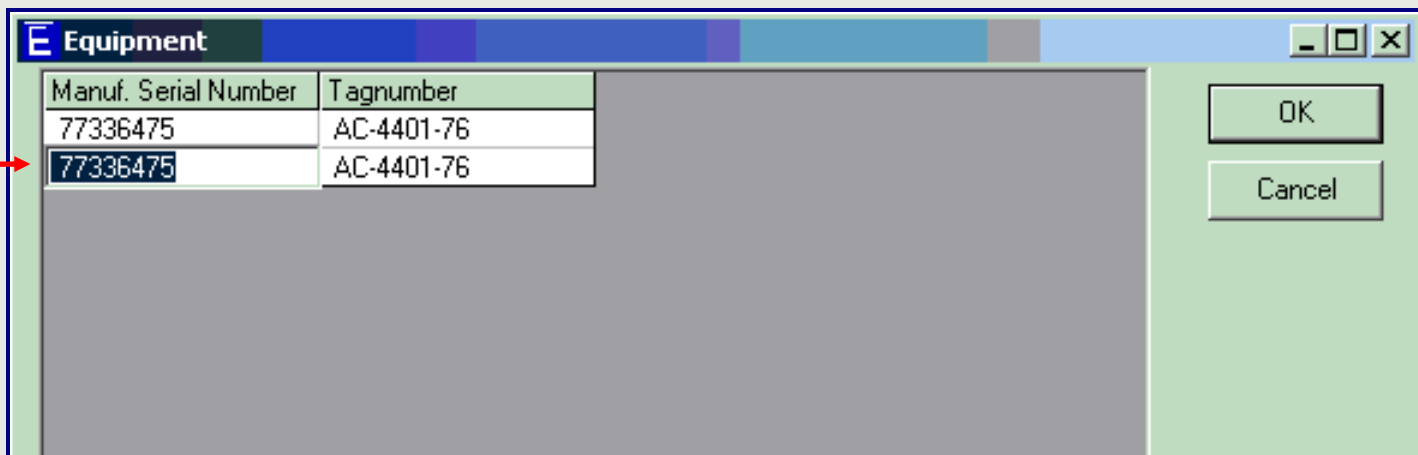
Enter for bulk items in the *Tag Number* field: n.a.and enter a tick on the Bulk item indicator.

The *Other documents submitted* field can be used for a cross reference to manuals.
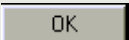
▪ Click   OK
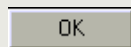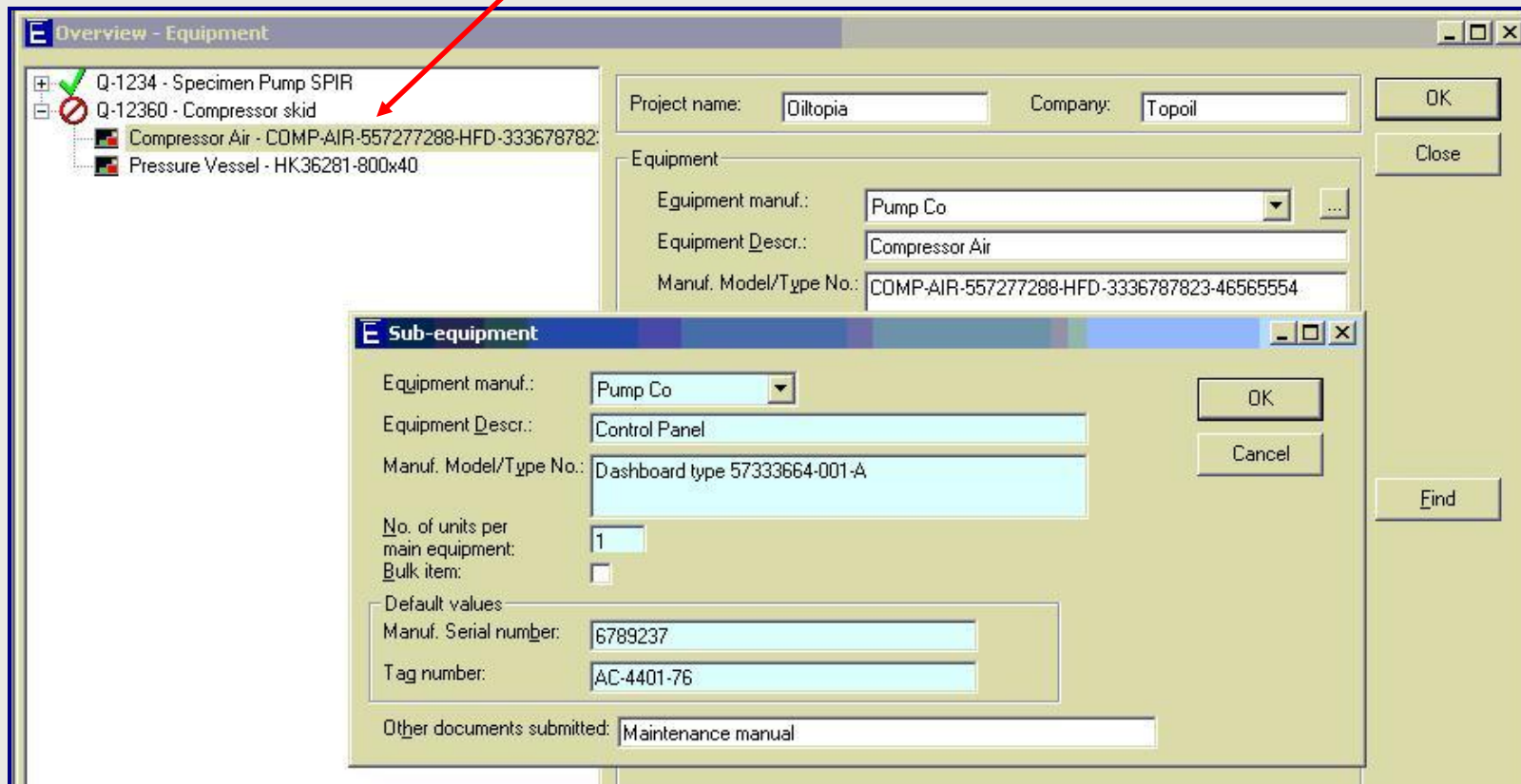
- After OK on the previous screen the Serial & Tag numbers entered will be presented for the number of units (equipment) on the below pop up screen.

- These numbers may be altered if more than one unit was ordered. Confirm with [OK]
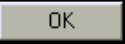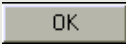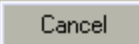
- If there is no more equipment to add continue on page 15.

- In our case we will add two pressure vessels by following the same process as for the Compressor entry. After entering the Serial and Tag numbers for one vessel the below pop up will appear.

- Double click on the second Serial No and change the data to e.g. Serial no **P77336475** and ditto for Tag no **AC-4401-76** and click [OK]

- Please note TAG numbers must be unique. If that is not the case a tick should be entered in the Bulk item box (see previous screen).

- Repeat process for consecutive (if any) equipment.

- When no more equipment is required and another pop-up screen appears click [Cancel]

- If you have no more equipment to enter please continue on page 15.
- If the main equipment has any **sub-equipment** attached such as a gearbox, or in our case a **Control Panel**, the sub-equipment can be added to the Main equipment.
  - Sub-equipment shall only be entered as an E-SPIR equipment if it has its own associated spare parts.
  - In many cases the complete unit shall also be quoted as a spare part (see page 30).
- If the sub-equipment has no spare parts it should be quoted as a spare part only to the main equipment.
- Click with your right hand mouse on the compressor and select "Add" and "Equipment".
- Enter the data as shown below on the sub-equipment screen.
- Usually the Tag number of the sub-equipment will be the same as the Tag of the main equipment.
- Click on [OK] and look in the white left hand box how the equipment has been entered.

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- If the **quantity** of main or sub-equipment units needs to be adjusted these two buttons can be used to add or delete equipment.
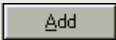

- You can now start creating spare parts
- Click on the `Add sp. part` button on the right bottom of the screen

- After clicking on the [Add sp. part] button on the equipment screen or in the menu bar on Supplier and Add Spare Parts the screen below will pop up

- and click on the [Add] button

First we will set up the spare parts, after that we will link them to the equipment

- After the [Add] button on the previous screen the following screen will appear. We entered the data for a Gasket.

- Click [OK] after completion.   The spare parts created are not yet linked to any particular equipment.

- It is recommended to enter all the spare parts at this stage.

- A supplier shall enter **a complete spare parts listing**, also parts not recommended to purchase for the first three years of operation. Those items will stay on record electronically for maintenance activities at a later stage.

- Enter the name of the equipment manufacturer. Do **not** enter name of Local agent (see page 10).

- The Original manufacturer Part no. & Name **must** be entered. The information of Spare parts as listed on page (18) must be entered in the optional fields. This information is used to identify duplicate spare parts between different E-SPIRs.

- The Part no. of parts manufactured by the equipment manufacturer should be entered under the Equipment manufacturer only.

- The standard Unit of Measure and Currency will be listed as entered under tables - default values.

- Enter your standard list price in your own currency. Discounts, mark-ups for packing, delivery terms, or a special currency can be included as required before printing and exporting the E-SPIR (pages 25, 26, 28).

- The **Delivery time** should be valid for the quoted INCO delivery term.

Spare part no. or description too long?

Many Companies are using SAP systems, whereby the field lengths of the part number and description are limited to 40 characters, the same as in E-SPIR. Longer part numbers are very inconvenient for those SAP users. The part number and its description should be unique and contain sufficient information for the Purchaser to buy the spare parts. Unnecessary spaces, dashes or pre-fixes should be removed. If the part number is > 40 characters, the complete Part No can also be entered in the "Extra Parts Info" field. Do not use drawing or drawing position nos. as unique identifiers for the spare parts.

Bought-out (Commercial) Items

List of minimum required details for standard commercial items.

Non-Manufacturer related:

Bearings : Bearing designation, preferably SKF number.

V-belts : BS/API specification no. with dimensions, cross section, nominal top width, standard length designation, oil resistant, anti-static, fire resistance. If ribbed, number of ribs.{correct typo}

Gaskets : Type, material, pressure rating, nominal pipe size, gasket ID & OD, thickness. To: ANSI, BS, MSS, API, or standard configuration.

Plant gaskets : Type, graphite filler, 316 spiral, 316 inner & outer ring, ID x OD x thickness.

Bolts & nuts : Design spec, Material spec. bolt and nut, length and thickness.

Circlips : Internal - outside diameter, thickness, for bore size. External - Inside diameter, thickness, for shaft diameter.

Fuses : Voltage, current, type to BS, DIN, IEC

Bulbs/lamps : Voltage, Wattage, dimensions, cap type, shape, IEC publication No.

E-motors : Type number, voltage, power, all name plate details.

Manufacturer related:

Instruments : Prime mfr's name, unique part no., name plate details.

Relays/contactors : Prime mfr's name, unique part no., name plate details.

Mechanical Seals : Prime mfr's name, type & size, material specification, seal arrangement.

Couplings : Prime mfr's name, type, model, size, order code.

This information is required to identify the **interchangeability** for this type of items. It is not acceptable for any Company that items are stocked several times in different places in the warehouse, without being aware of it.
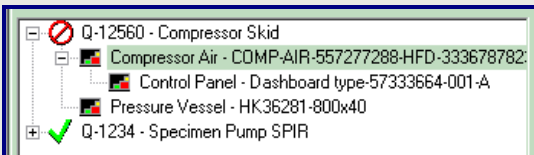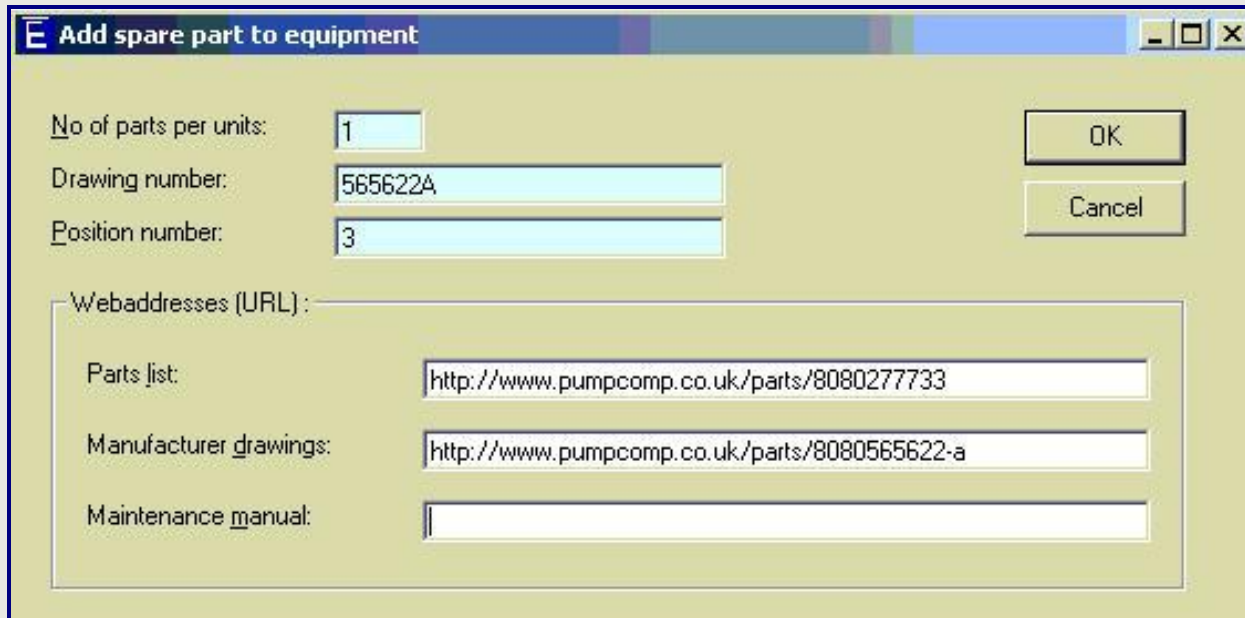
While the equipment to which you wish to attach the spare parts is still highlighted, you might have to click again on the [Add sp. part] button on the equipment screen to add more spare parts.

- To list all spare parts previously entered click on [Find]
- The available spare parts are now listed in the lower table
- Click on and highlight a <u>Part number</u> to be added to the equipment
- Click on [Add to equip] button

In all events Suppliers shall quote all spare parts required for possible use during the lifetime of the equipment.
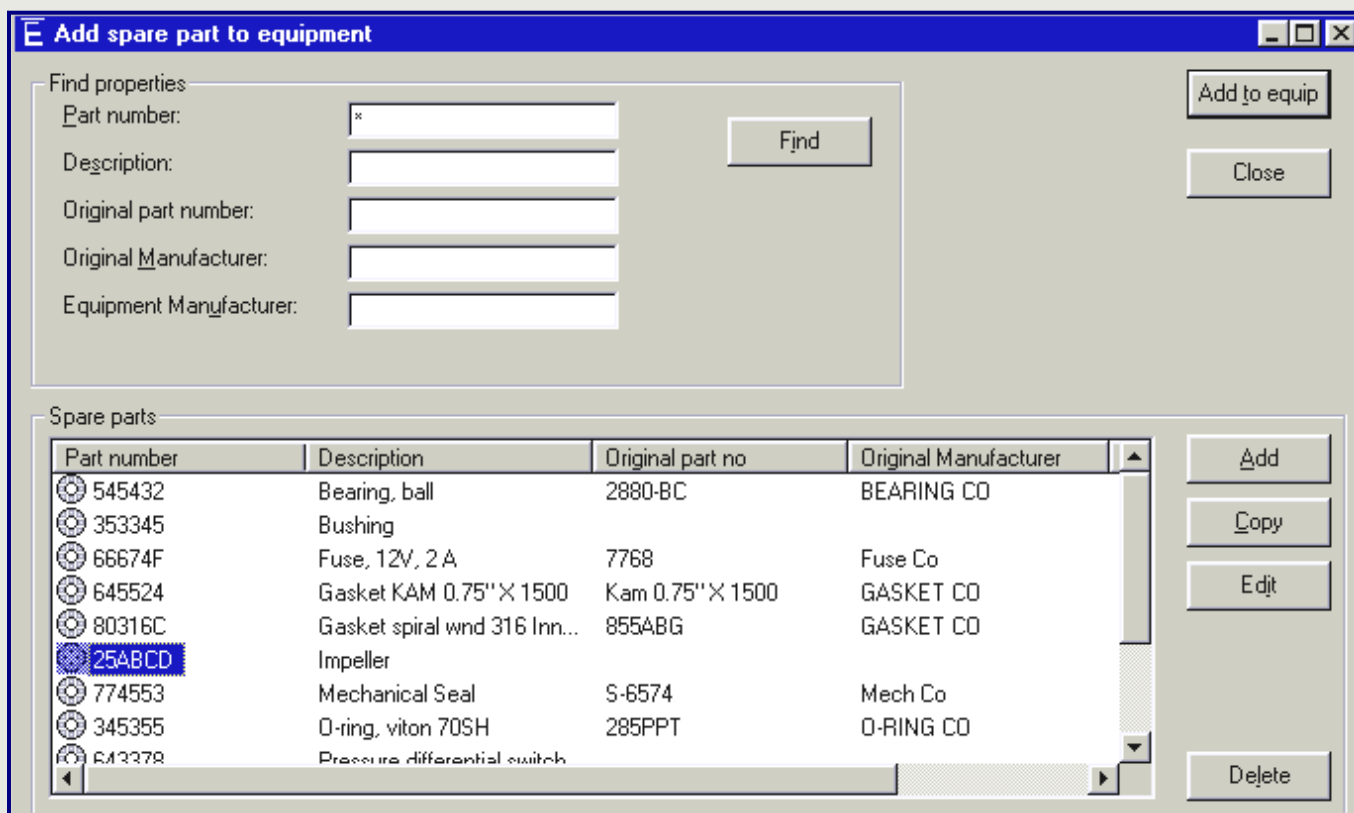
- Detail the information requested in the 'Add spare part to equipment' box
- We have filled in some details, click [OK] after completion
  No of parts per unit : fill in quantity of spares installed in one equipment
  Drawing number : equipment drawing showing relevant spare part(s)
  Position number : position number of the spare part on the drawing
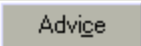
The *3 URL fields* can be used as links to electronic documentation.

Once the E-SPIR has been transferred, your customer will be able to access this documentation by clicking on the relevant Web-address.
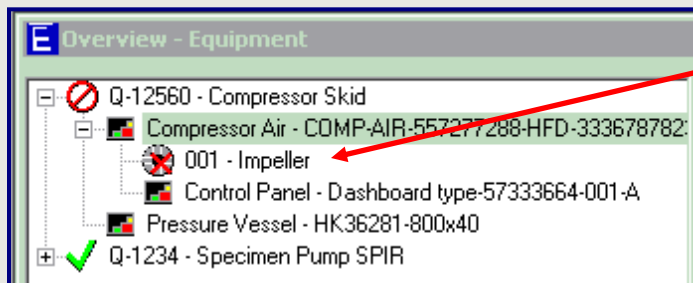
- The spare part has now been attached to the equipment in the left hierarchy diagram.
- Continue this process until all relevant spare parts are linked to the equipment listed

Note: When you link a spare part to equipment a copy is made of the item from the database. The price and delivery time might be changed manually (see pages 28 and 29) per SPIR.

- When all relevant spare parts are attached to all the equipment, they can be seen in the left white box (open the SPIR and the related equipment with your mouse).

- Ensure that all spare parts are quoted required for possible use during the lifetime of the equipment. This information will be kept on file by your end-customer for future ordering.

- Before printing or exporting the SPIR your Advice is required on recommended quantities for purchase

- Click on [Advice] on the right bottom of the screen

You may use the right → or left ← arrow keyboard button to open or close SPIR

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The supplier spare part **advice quantities** can now be entered in the 3 white boxes.

Definitions of the three Spare Parts Advice fields (this might vary per customer, see purchase order)

- **Commissioning Spares** are those spares including special tools that are used during Construction and Commissioning. In the event that the commissioning spares have already been ordered with the equipment, the quantities of spares quoted in the E-SPIR under Commissioning Spares shall be identical to those spares ordered. Also Capital spare parts (already purchased) shall be entered in this box (for monitoring by purchaser).

- **Initial Spares** are required for use during the initial period of of two years for operation of the plant after start up.

- **Normal Operation Spares** are required as a record for the life time of the equipment after the Initial Spares period.

After entering **click on the next item** and the Advice on the first item will be saved

- Note that the Impeller symbol now has a green tick rather than a red cross
- Data entry for this item is now complete
- Repeat entering the spare parts advice for remaining spare parts
- If you click on the next item your Advice quantities will be saved
- Click [OK] only after the last item has been completed.

In this box the interchangeability can be seen of the gasket item 09 against the Compressor and the Pressure Vessel of this SPIR.

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- Advice on all equipment now completed, all symbols are green
- When all spare parts haven been attached to the equipment for possible use during its lifecycle and all advises have been entered the SPIRS will be complete.
- The Icon of the SPIR will also turn to green

New facility to update drawing numbers

Enter your Company Logo

Your Company Logo can be entered in E-SPIR for presentation in its reports. The logo will <u>not</u> be sent to the Client in the exported ASCII file of the Supplier SPIR.

To enter a logo first copy the logo file to your copied E-SPIR data folder. The program will always retrieve the logo from this place.

Export the E-SPIR before printing

While exporting an E-SPIR, the revision number will increase from 0.00 to 1.00, or e.g. 1.00 to 2.00 for a revision. The SPIR report will have the same revision number when printed after the export.

- Select the relevant SPIR in the white box

- Click on menu bar **Reports** and select **SPIR Form with (1)** or **without (2) drawing nos.** Report **(2)** prints in less pages for major SPIRs with many identical spare parts installed.

- The screen below will appear:

| Edit | Supplier | Data | Reports | Tables | Tools | Window | Help |

SPIR form with drawing nos
SPIR form without drawing nos (short)
Insert Company Logo
Delete Company Logo

Overview - SPIR

☑ Q-1234 - Spe
🚫 Q-12360 - Co
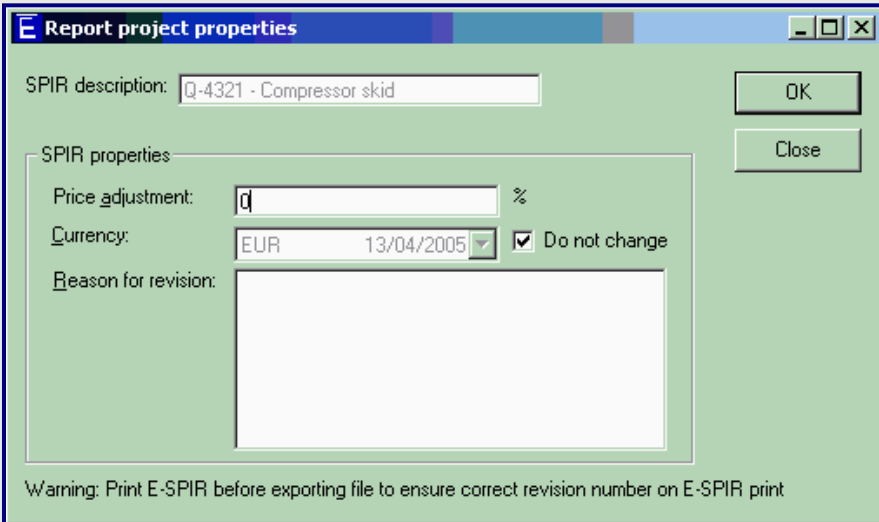
- *Price adjustments*
  If your prices are standard ex works, you may consider to increase the spare parts price with e.g. 2% for delivery FOB.
  - The price mark-up can **never** be seen by the customer, also not in the ASCII export file.
  - Price adjustments will also not change prices on the screen and in the database (see page 29).
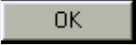
- *Currency*
  The currency selected for export will normally be the default currency used for the spare parts created. The currency of the total SPIR can be changed on this pop up screen for the print or export. To change the currency on the screen, go to page 28. Please first check the exchange rates in the system under tables.

- *Reason for revision*
  Only fill in if the SPIR has to be resubmitted. Remarks will be printed on the form.

- Click [OK] and follow the instructions on the next screen to print the SPIR form.

Report project properties

SPIR description: Q-4321 - Compressor skid   [OK]

SPIR properties   [Close]

Price adjustment: 0 %

Currency: EUR 13/04/2005 ☑ Do not change

Reason for revision:

Warning: Print E-SPIR before exporting file to ensure correct revision number on E-SPIR print
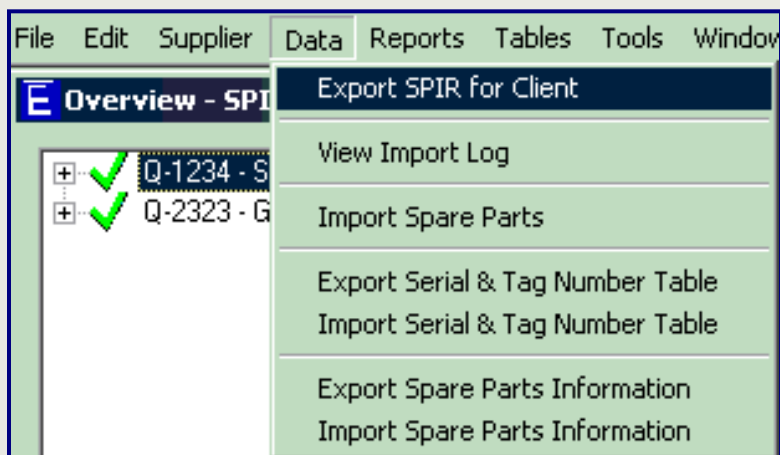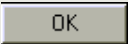
When exporting an E-SPIR the revision number will increase from e.g. 0.00 to 1.00, or from 1.00 to 2.00, etc.

The revision number can be seen on the print and on the main screen.

- To export a SPIR, select the relevant SPIR in the white box
- Click **Data** and select **Export SPIR**
- The screen below will appear:

The pop-up screen is the same as described on the previous page when printing the SPIR

See comments on the previous page for Price adjustment, Currency and Reason for revision.

Click ▢ OK and select the location for the export file on the next screen.

Set location and name for export spir file

Save in: My Computer

- 3½ Floppy (A:)
- (C:)
- (D:)

File name: s3244545_2001006184357

Save as type: All files(*.asc)

Save | Cancel
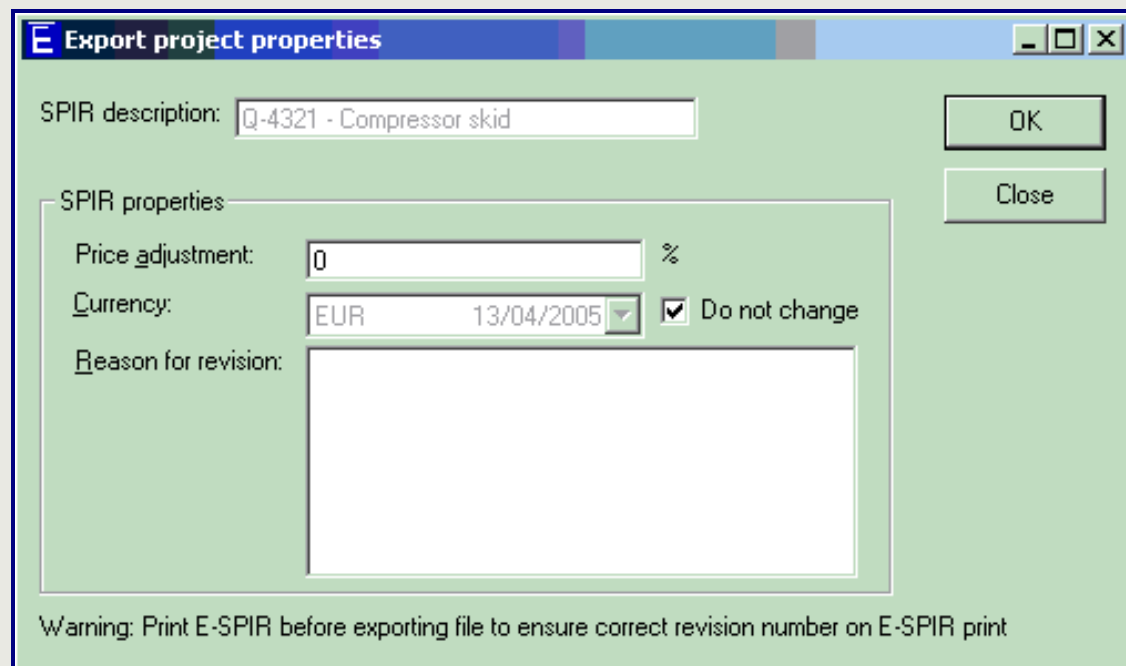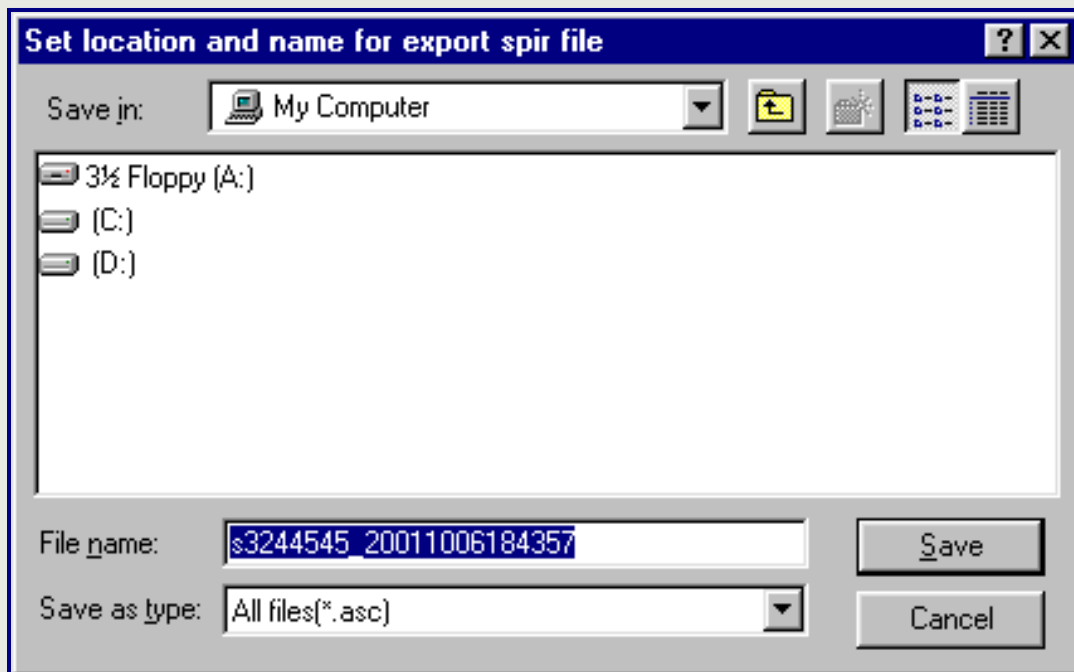
- Location (e.g. CD/DVD or job folder

- Click **Save** and the file will be saved as a read only file.

- From here the file can be mailed or e-mailed.

- **Do not change** the file name, which is the Equipment P.O. no with a date & time stamp.

- Revisions of SPIRs should normally be sent by E-mail.
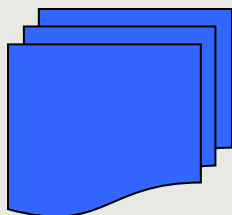
Please note that the CD/DVD should be marked with:

E-SPIR for the original equipment P.O. no xxxxxxxxxx.

Attn: Mr. Yyyyyyyyyyyy + address details.

Please ensure that drawings and manuals are attached to the SPIR, if the relevant documentation is not linked electronically.

Notes:

- Do never change the exported ASCII file

- Do not send different SPIRs under the same Purchase Order reference

Before changing the currency you should understand the following:

- Currencies can be converted when you export your SPIR (pages 25 & 26). In that event you do **not** see prices of the changed currency on the screens, but only on the SPIR print and in the export file.

- The currency of prices on the screen can be converted **per SPIR only** as described below. The currencies of prices on the print and in the export file of the same SPIR will not be converted. To change those currencies follow the instructions as per the instructions on pages 25 & 26.
  Also the currencies of identical items in your database and in other SPIRs will not be changed.

- Before changing a currency first check/adjust the exchange rate under Menu, tables and currencies.

- When you link a spare part to an E-SPIRs a copy item is made from the spare part in your database.
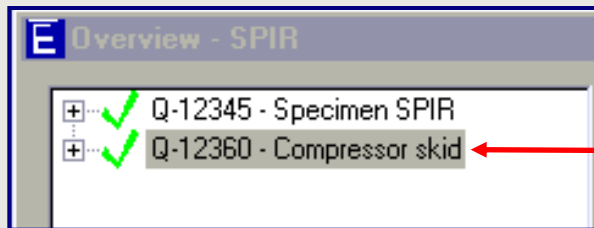
Currencies can be converted as follows:

- Select the relevant SPIR in the white box.

- Go to the Menu bar, click on Tables and select Currency Conversion.

- Select the new currency with the drop down button and click OK
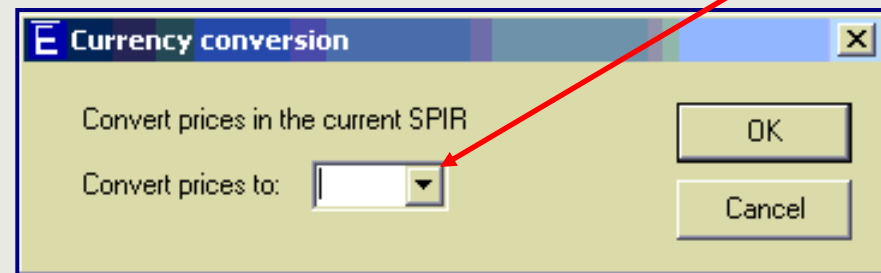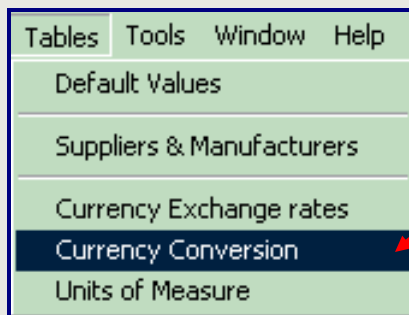
Before changing prices you should understand the following:

- Spare parts created or imported in the program become database (B) items. They are not linked to SPIRs.

- When you link spare parts to E-SPIRs a copy item (A) is made from a database item (B).

- If you change the prices or delivery time of an (A) item after a SPIR has been created, the (B) item will not change and visa versa.

Change a price

Highlight a spare part and click on Edit
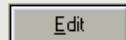
The screen below will appear, click Edit
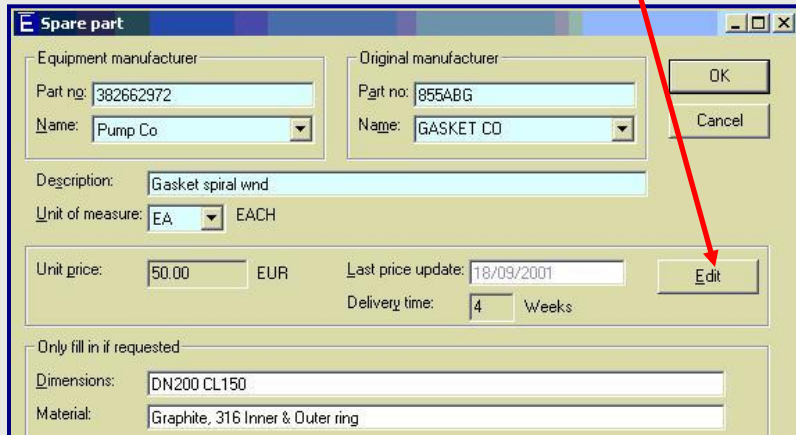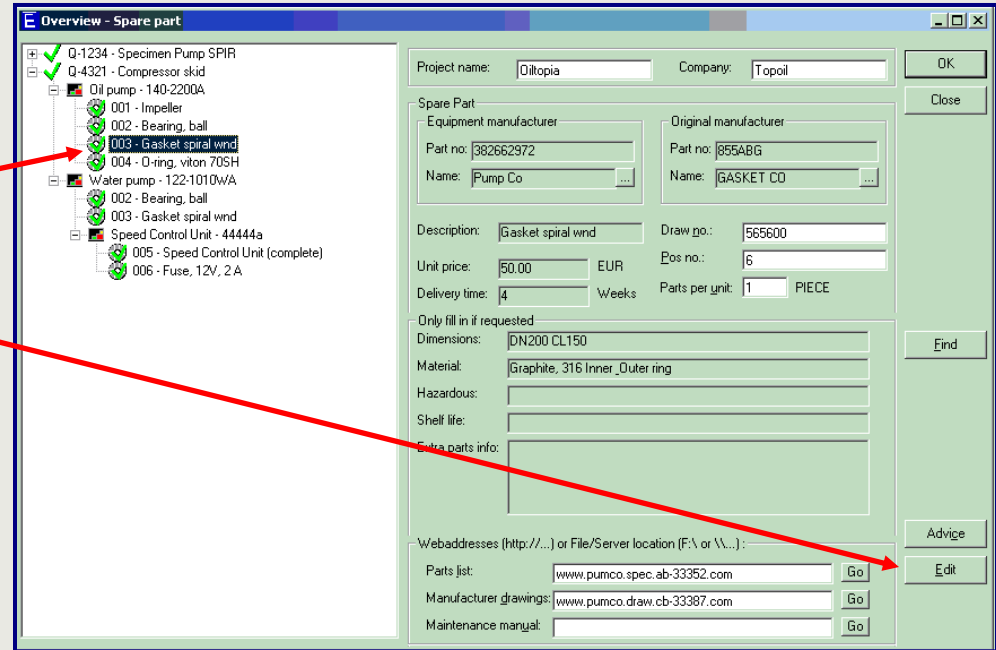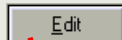
Another Pop-up screen will appear

- If you update the top price your database price is changed, **without** effecting any E-SPIRs.

- If you update the bottom price, only the price highlighted in the above SPIR is updated.
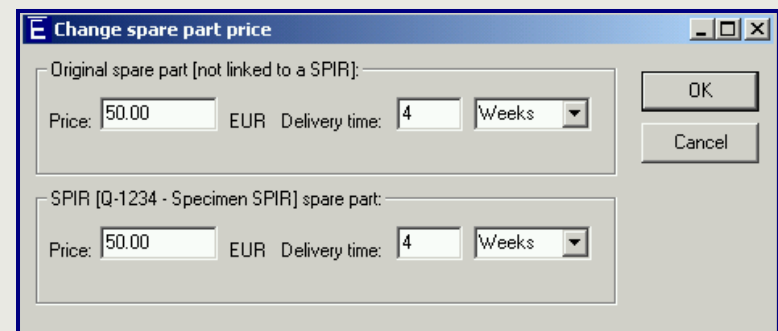
- Replacing complete Units might be cheaper for an operator than repairing the items onsite. In that event Suppliers should offer the complete main or sub-equipment as a spare part (see item 005)

- Alternatively set up both, main or sub-eqpt complete with Serial & Tag nos as described on pages 11-13 and a Spare Part Unit with the Eqpt. description as the Spare Part description and the Eqpt Model/type No. as the spare parts No.

- Thereafter add other spares as required to the sub equipment.

- Note:
  For all bulk equipment at least one complete unit must be quoted as a spare part, by creating the unit as a spare part and attach it to the equipment.

30

Import (many) Tag numbers for one SPIR

If many Tag no data must be provided the details can be entered in an Excel Spreadsheet as follows:

- Enter the Description and Model/Type No.
- Enter the Number of (identical) units (e.g. 150)
- Tick the "Bulk item" box, do **not** fill in any Serial or Tag Number and click OK.
- Go to the Menu data and select:

Enter details in table

- While exporting an Excel spreadsheet as below is created, in which only the Equipment Serial & Tag numbers can be entered or updated. Do **not** add or delete any columns or rows in the spreadsheet.

- When completed go to the same Data Menu and select:

SPIR ref & SPIR description	Eqpt description	Eqpt Model/Type	Supplier Serial No (max 30 char)	TAG No (max 30 char)	ParentTAG
Do not change	Do not change	Do not change	Can be changed	Can be changed	Do not change
22222222 - Compressor	Speed Control Unit	44444a	-	-	CS-6001
22222222 - Compressor	Speed Control Unit	44444a	-	-	CS-6001
22222222 - Compressor	Speed Control Unit	44444a	-	-	CS-6002
22222222 - Compressor	Speed Control Unit	44444a	-	-	CS-6002

- By returning to the E-SPIR program you will see the Equipment & Tag numbers loaded.

Many Sub-equipment TAG numbers

- For sub-equipment the same procedure can be repeated. First import the main equipment Tag numbers. Thereafter Sub-equipment Tag number data can be entered in the newly exported spreadsheet, whereby the main equipment Tag numbers are presented in the column **ParentTAG**.

31

Create a spreadsheet with spare parts details for one SPIR

Spare parts details can be updated in an Excel spreadsheet outside the program. The fields which can be updated are limited to sub-suppliers information, optional fields and the Advice quantities.

Data   Reports   Tables   Tools   Window

Export SPIR for Client

View Import Log

Import Spare Parts

Export Serial & Tag Number Table
Import Serial & Tag Number Table

Export Spare Parts Information
Import Spare Parts Information

Export Spare Part Information

Defined export sets

Add

Edit

Delete

OK   Cancel
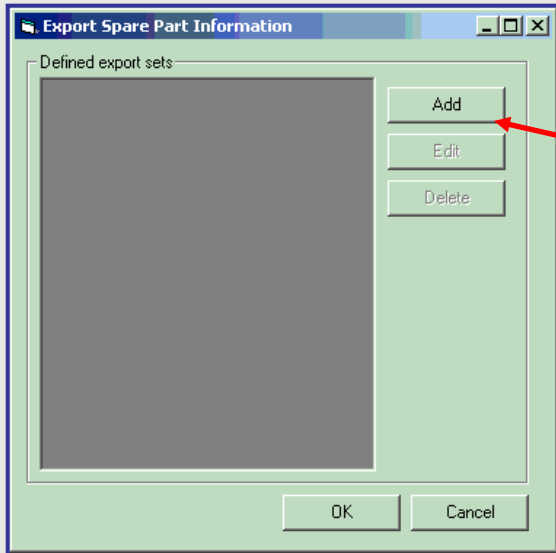
- Click on Export Spare Parts Information and the screen on the right pops up.

- Click on Add and the screen below pops up.

Detail for set

Name of set

Advice quantity fields

OK

Cancel

Select fields to export

Select all

Deselect all

- ☑ Supplier SPIR ref.
- ☑ Purchase order
- ☑ SPIR Description
- ☑ Spare Part Description

- ☐ Original manufacturer part no
- ☐ Original manufacturer name

- ☐ Dimension (modifiable)
- ☐ Material (modifiable)
- ☐ Hazardous (modifiable)
- ☐ Shelf Life (modifiable)
- ☐ Extra parts info (modifiable)

- ☑ Item no.
- ☐ Unit price
- ☐ Unit currency
- ☐ Delivery time & type

- ☐ Equipment manufacturer part no
- ☐ Equipment manufacturer name

- ☑ Supplier advice commission
- ☑ Supplier advice initial
- ☑ Supplier advice normal operation
- ☐ Unit of Measure

- Tick the boxes of the fields you wish to update

- Give a name for the set of export fields (various different spreadsheet can be created under different names).

- Click   OK   and go to next page

Update spreadsheet spare parts details for one SPIR

- The previous popup screen is shown again with the name of the spreadsheet.

- Select the name of the set and click [OK]

- Thereafter an Excel spreadsheet as below is created

Enter details in table

- Data can be entered or updated in the green fields only.

- Do **not** add or delete any columns or rows in the spreadsheet.
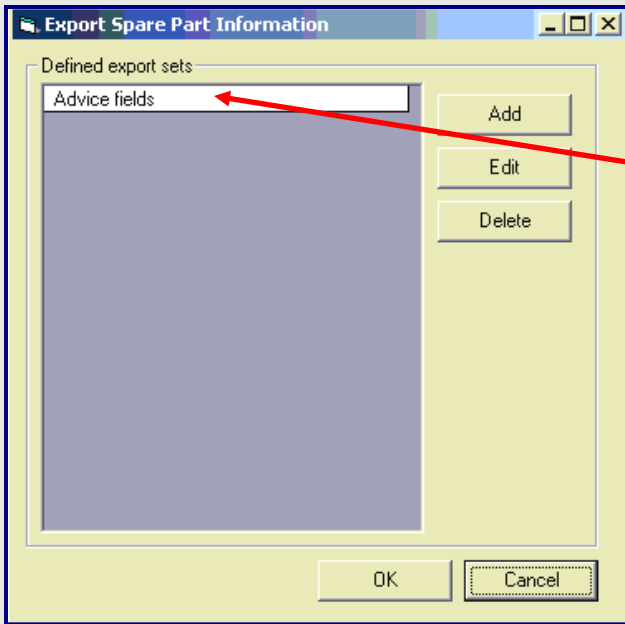
Item no	Supplier SPIR ref	Equip Purch Order	SPIR description	Spare Part Description	Supplier commission	Supplier initial	Supplier nor
Do not c	Do not change	Do not change	Do not change	Can be changed	Can be changed	Can be change	Can be chan
1	Q-1234	12345678	Specimen Pump SPIR	Impeller	2	2	2
2	Q-1234	12345678	Specimen Pump SPIR	Bearing, ball	0	0	2
3	Q-1234	12345678	Specimen Pump SPIR	Gasket spiral wnd 316 Inner & Outer ring	3	3	3
4	Q-1234	12345678	Specimen Pump SPIR	O-ring, viton 70SH	3	3	3
5	Q-1234	12345678	Specimen Pump SPIR	Speed Control Unit (complete)	0	0	1
6	Q-1234	12345678	Specimen Pump SPIR	Fuse, 12V, 2 A	2	2	4

Data   Reports   Tables   Tools   Window

Export SPIR for Client

View Import Log

Import Spare Parts

Export Serial & Tag Number Table
Import Serial & Tag Number Table

Export Spare Parts Information
Import Spare Parts Information
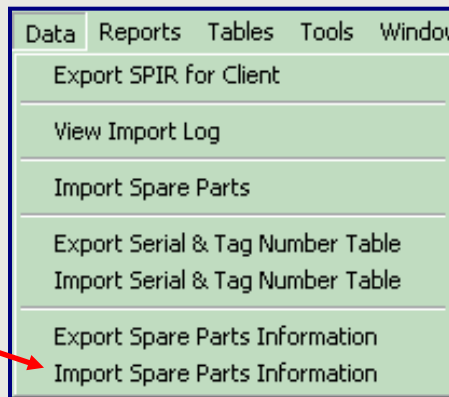
- When completed go to the Data Menu and select:

After import of the spreadsheet the spare parts fields in the SPIR will have been updated with the data from the spreadsheet.

33

Before copying SPIRs or Equipment with their spare parts you should understand the difference between database items and items linked to SPIRs: Please read pages 28 & 29.

Copy SPIR

- Highlight the SPIR to be copied with your mouse.

- Click on the right mouse button and select the <u>Copy Spir</u> option

- A pop up screen will appear to the enter a new SPIR name.

- Equipment information such as serial and Tag numbers need to be re-entered

- The quantities of equipment in the copied SPIR might be different form the original SPIR. Therefore the quantities for Advice might have to be revised.

Copy equipment

- Highlight the equipment in the SPIR to be copied with your mouse.

- Click on the right mouse button and select the <u>Copy Equipment</u> option

- A pop up screen will appear to the guide you to the target SPIR or equipment for the equipment to be copied.

- Equipment information such as serial and Tag numbers need to be re-entered

- The quantities of equipment in the copied SPIR might be different form the original SPIR. Therefore the quantities for Advice might have to be revised.
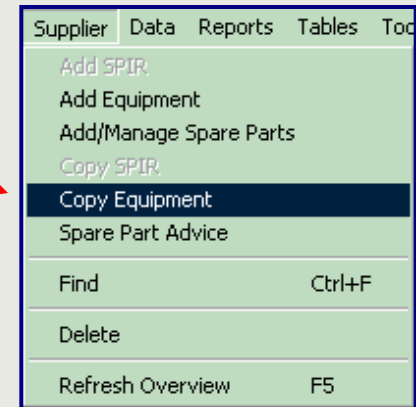
Currency, prices and delivery times

Warning: When you copy an E-SPIR and/or equipment complete with spare parts, the currency, prices and delivery times will be the same as those from the original database item and **not** from the SPIR copied (see page 28 & 29 for details).

Importing a spare parts list in the database

Spare parts listings can be imported in your in E-SPIR 2000 database with an Excel file. Once these spare parts are imported they can be linked to equipment for which E-SPIRs are required.

It is suggested to use the specimen import file <u>Spare parts upload supplier.xls</u> available in the E-SPIR 2000 data folder. The Column Headings show the field lengths and which fields are mandatory or optional.

	Description (component)	Orig Manuf. Name	O M Part No.	UOM	Dimensions	Hazardous	Shelf Life	Equip Man Part No	Currency	Unit Price x 100	Supplier	Additional Inform	Delivery	Material
	Mandatory	Optional	Optional	Mandatory	Optional	Optional	Optional	Mandatory	Mandatory	Mandatory	Mandatory	Optional	Mandatory	Optional
	40 characters	30 char	40 char	3 char	32 char	40 char	18 char	40 characters	3 char	16 char	30 char	60 characters	wks)3cha	40 char
5	Terminal unit			EA				23AB86HK61GP2267	EUR	114052	Skidco	Surface mounted	8	
6	Converter, 24VDC-300MA	Calco	AB0009HE	EA				23AB86HK61GP2253	EUR	186032	Skidco		8	Forged/Monel
7	Performance controller			EA				23AB86HK61GP2223	EUR	660663	Skidco	Certified	8	Forged/Monel
8	Antisurge controller			EA				23AB86HK61GP2209	EUR	18687	Skidco	Wall mounted/100	8	
9	Gasket, paper	Paper Cy	24-555-PAP	SET			24	37AB86HK65GH429	EUR	14515	Skidco		4	
10	Mechanical seal, SICA/Carl	Sealco	12.3444.MS	EA				37DB43SF65GH427S	EUR	749372	Skidco		8	
11	Seeger ring			EA				23AB86HK65GH426	EUR	35871	Skidco		8	Oil resistant
12	Foam pump	Pumpco	25HS38	EA				23AB86HK65GH425	EUR	178873	Skidco		8	CS housing
13	Control thermo heater			EA	+80 to +120			23AB86HK65GH423	EUR	79487	Skidco	Thermowell mounted	8	
14	Overtemp.limiter heater			EA	+120 to +160			23AB86HK65GH422	EUR	21631	Skidco	Thermowell mounted	8	
15	Flex.coupling element,			EA	-40 to +40		24	23AB86HK65GH420	EUR	63775	Skidco		8	
16	Oil skim scraper	Pumpco	AC65-8ff38	EA				AB86HKDB43SF506	EUR	685215	Skidco		12	
17	Casing wear ring	Bearingco	2306-AZ	EA	Ø325/306X60mm			AB86HKDB43SF504	EUR	72735	Skidco		12	St. St. Aisi 316
18	Bearing, Ball	Bearingco	1234-AB	EA	12x14x133			37DB43SF61GP2232	EUR	37694	Skidco		4	

The following notes <u>must</u> be observed:

1: The Suppliers spare parts table must contain a <u>Currency code</u> and <u>Unit of Measure</u> such as EA (each), M (meter), etc. These codes **must** be the same as used in this E-SPIR program (refer to <u>tables</u>, <u>Currencies</u> and <u>Units of Measure</u>). Note: Some Currency Codes and Units of Measure have been changed in version 6-7.

2: All spare part prices <u>must</u> be multiplied by 100 and there should be no points or commas in the number. The import automatically divides the price by 100 to get the correct price in the database.

3: Each spare part must start on a new line. The first 4 column headings will be ignored during import.

The *.xls file with the mandatory fields completed can be imported in E-SPIR under the menu bar <u>Data</u>, <u>Import spare parts</u>.

During the upload process the program will create a log file, presenting upload errors and data changes for values already existing in the database. The log file will present the old and new values. The log file can be found in the same directory from where which the import file was imported. The log file name is equal to the import file with the extension "log".

Changes in E-SPIR *2000* version 7.0.0 compared with versions 5 and 6

Windows Vista

Program V7.0.0 is ready for installation under Windows Vista

SPIR Reports

SPIR reports have been changed to Excel spreadsheet format also allowing Company to enter their Logo for display.

Mandatory fields

Mandatory fields have been colored blue to facilitate data entry.

Drawing number updates

New facility has been created to update drawing numbers on the Overview - spare parts screen

Technical information

After installing the E-SPIR program the following files are listed in the subsequent directories.

\Program Files\E-SPIR 2000 Supplier V700

Name △	Size	Type	Modified
DataSupplierSPIRs		File Folder	10/03/2009 09:19
dao360.dll	545 KB	Application Extension	10/03/2009 09:19
E_SPIR_S_700.exe	4,840 KB	Application	10/03/2009 09:19
End User License Agreement Supplier.doc	25 KB	Microsoft Word Document	10/03/2009 09:19
End User License Agreement Supplier.txt	2 KB	Text Document	10/03/2009 09:19
Supplier Guide V7.chm	17 KB	Compiled HTML Help file	10/03/2009 09:19
vbscript.dll	408 KB	Application Extension	10/03/2009 09:19

\Program Files\E-SPIR 2000 Supplier V700\DataSupplierSPIRs

Name △	Size	Type	Modified
E_SPIR_S.mdb	1,028 KB	Microsoft Access Application	10/03/2009 09:19
Esystem.mdw	80 KB	Microsoft Access Workgroup Information	10/03/2009 09:19
Spare parts upload Supplier.xls	21 KB	Microsoft Excel Worksheet	10/03/2009 09:19
SupDraw.xlt	35 KB	Microsoft Excel Template	10/03/2009 09:19

If you have any questions about the installation of E-SPIR please check with E-SPIR.Helpdesk@Mainpro.com