Supplier guide
for
E-SPIR *Next* - version 8.33

E-SPIR = Electronic - Spare Parts Interchangeability Record

Date: 10 September 2015

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Part 1 - IT section - for new installations

1. E-SPIR requires Windows 7 or higher. E-SPIR Supplier requires .NET 4.x client profile and MSAccess run-time, which typically come with your MS Office installation, but also can be downloaded via above links, if you don't have them. For use of the EXCEL features you require installation of Office 2007/2010/2013.
2. Go to E-SPIR Website https://www.espir.shell.com/
3. Download Supplier E-SPIR program from Website.
4. After the download, Go to the folder where the program was downloaded and double click on the program **Espir_ Supplier V8.33.msi**
5. The program will be installed in the Program files (x86) (see also page 42 of this manual).
6. After installation go to the program files and open the file E-SPIR Next \Supplier V8.33.
7. **Copy** the E-SPIR data folder DataSupplierSPIRs from C:\Program Files\E-SPIR Next \SupplierV8.33 to a data storage folder such as: My Documents or Application data or a server. It is recommended to make regular back-ups of the database file.
8. The program has now been installed.
9. After installation, you will find this icon on your desktop

Part 2 - IT section - Upgrade from version 7.00 to 8

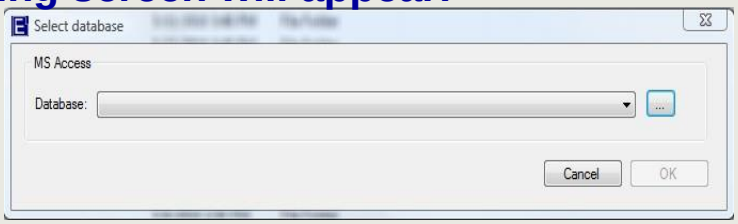
1. Install E-SPIRnext V8.33 as per page 3.
2. Make a backup of the E-SPIR Supplier Database. Converted E-SPIR Supplier databases version 7.00 to 8.33 cannot be used with E-SPIR Supplier program version 7.00.
3. The E-SPIR supplier database can be found in the DataSupplierSPIRs folder which has been stored as per page 3 point 7.
4. Copy the version 7.00 .mdb file to the V8.33 DataSupplierSPIRs folder.
5. After starting E-SPIR Supplier, a connection popup will prompt for a database file to connect to. Press the '...' button and navigate and select an appropriate E-SPIR .mdb file at a location with write access. A fresh, empty database fileset can be copied from the 'DataSupplierSPIRs' installation folder. Also copy across the Esystem.mdw configuration file.
6. Upon first connection to an existing, older database, E-SPIR Supplier will prompt you to confirm upgrade of the data found. Always make a backup of your database first. After the upgrade the data cannot be accessed anymore with the previous, older E-SPIR Supplier version. The database will be converted to version 8.33.

Part 3 - IT section - Database management

1. Keep the E-SPIR data folder DataSupplierSPIRs from C:\Program Files\E-SPIR Next \SupplierV8.33 as your source for a clean database when required.
2. To keep the database in a healthy state, use the compact and repair database function under Tools. Make always a backup before using this function and make sure nobody is using the database.

1. **Click on**

2. **The following screen will appear:**



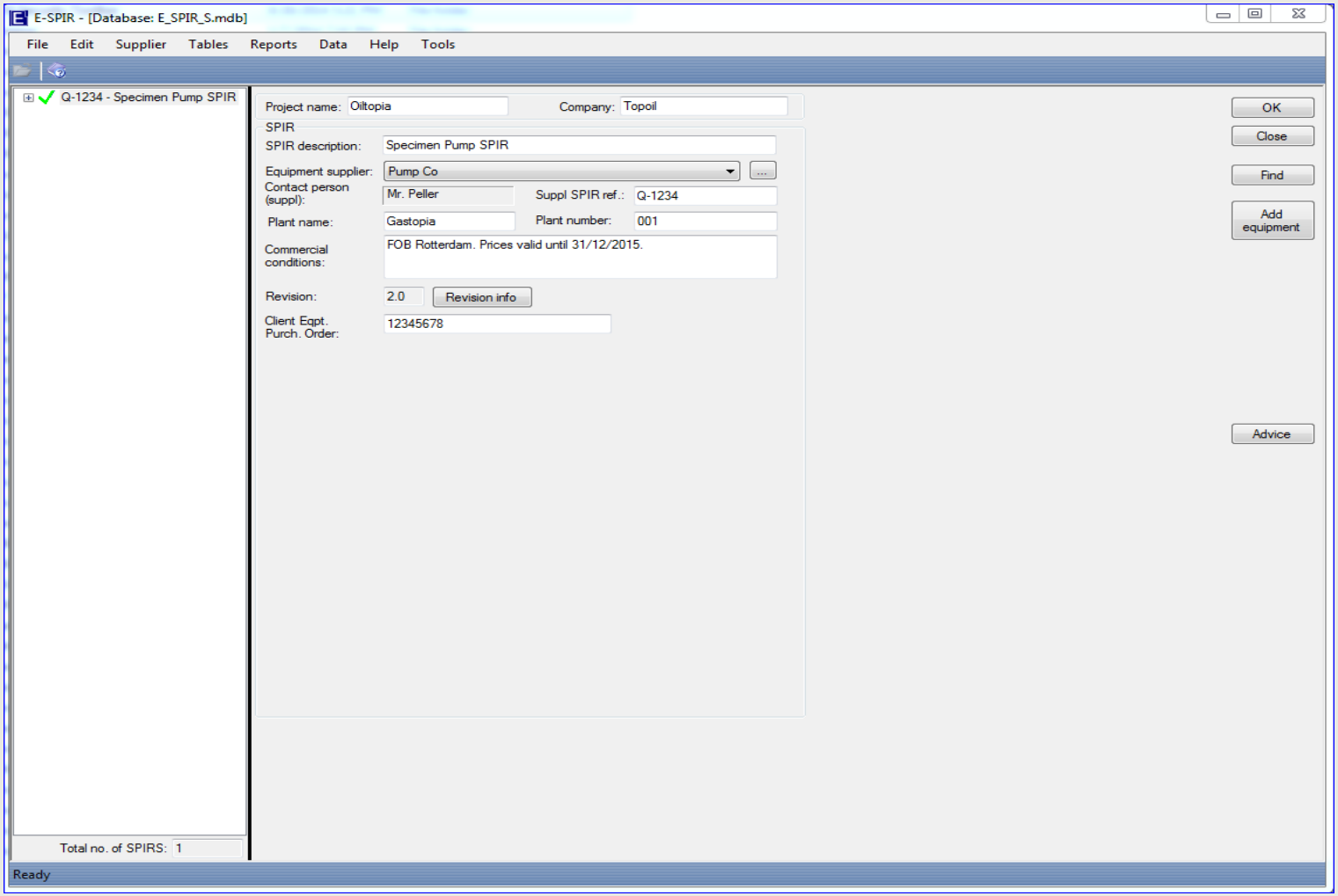
3. **Select** **and search for the E-SPIR database in the data storage folder (see under page 3 point 7) and double click on the E_SPIR_S.mdb file .**

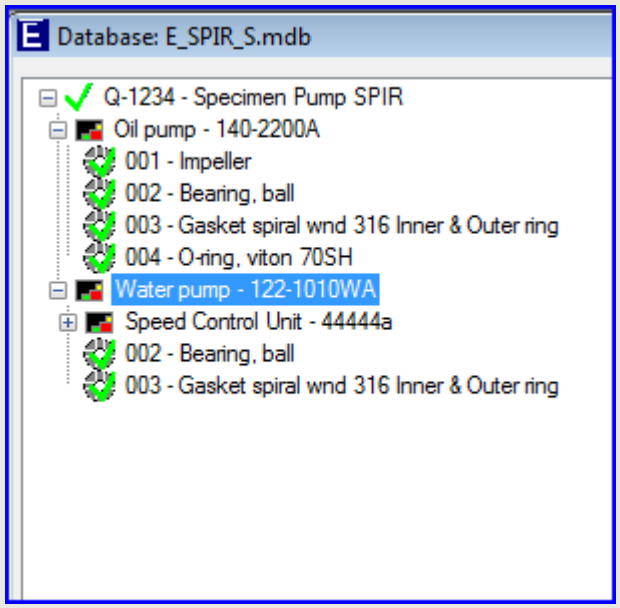
4. **You can now start using the program. We recommend you to start on page 6 of this guide.**

5. **If you have any problems with the download, see page 42 of this manual.**

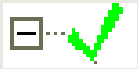
6. **Characters allowed in E-SPIR**: !"#$%&'()*+,-
./0123456789:<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_`abcdefghijklmn
opqrstuvwxyz{|}~€ƒ†‡‰ŠŒŽ™šœžŸ¢£¥§©ª®°±²³µ¹º¼½¾ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏ
ÐÑÒÓÔÕÖ×ØÙÚÛÜÝÞßàáâãäåæçèéêëìíîïðñòóôõö÷øùúûüýþÿ Do not use ";"

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





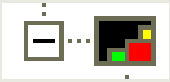
When the specimen SPIR has been opened the following is presented



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.

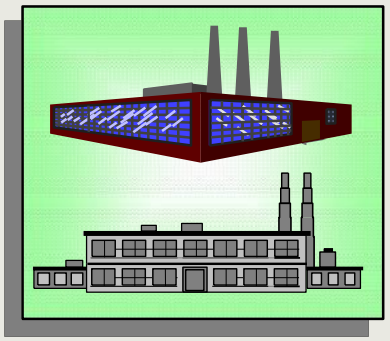
This SPIR contains:
2 pieces of main equipment,
1 piece of sub-equipment (Speed Contr. Unit.)

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

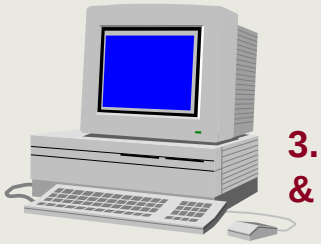
The E-SPIR *next* cycle



1. Supplier enters spare parts data and submits 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:

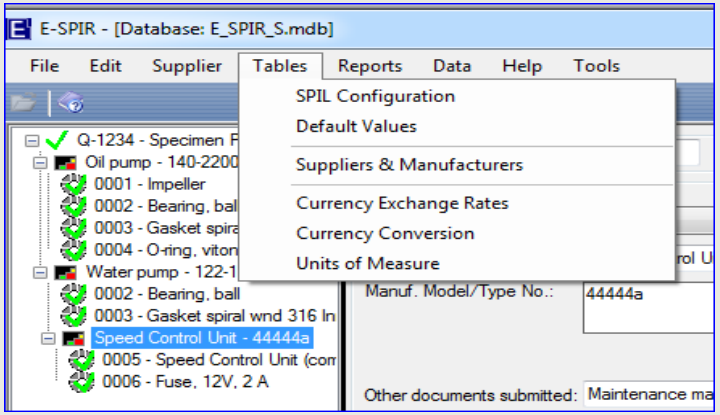
Your spare parts prices are always quoted “Ex Works, unpacked”.

Your customer requests prices “Free On Board International Airport, packed”.

Solution:

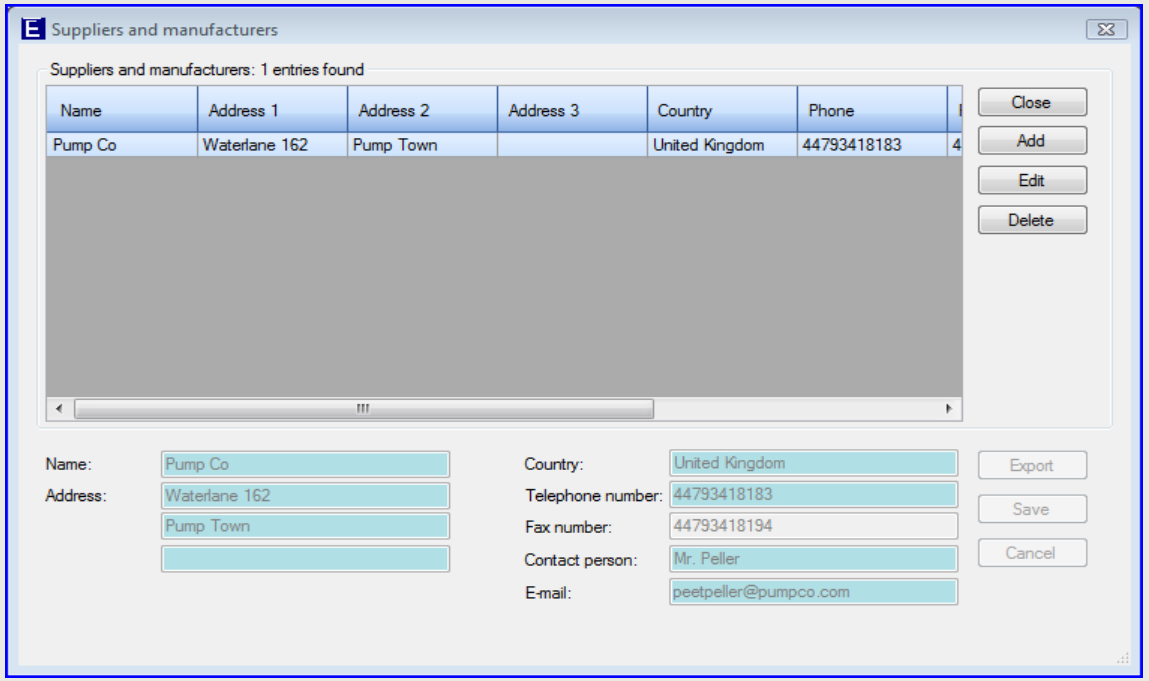
If your price list is “Ex Works, etc.” only, you can adjust the prices for the cost of packing & delivery FOB (page 31) by adding a percentage when you print and export the SPIR from the program.

Start working in the program



- When starting up the program the first thing to do is to enter your company address details.
- The screen can 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 Save

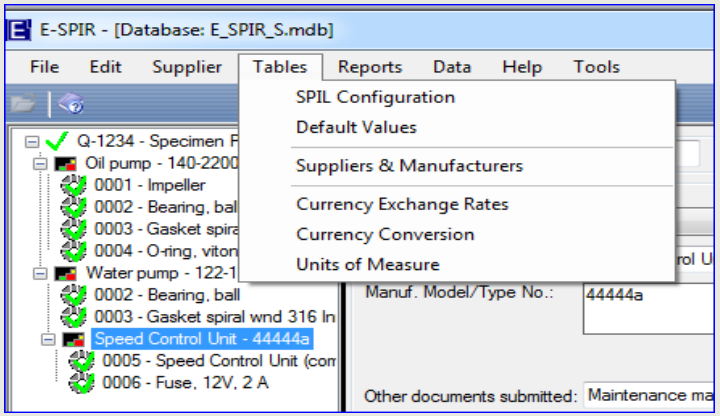


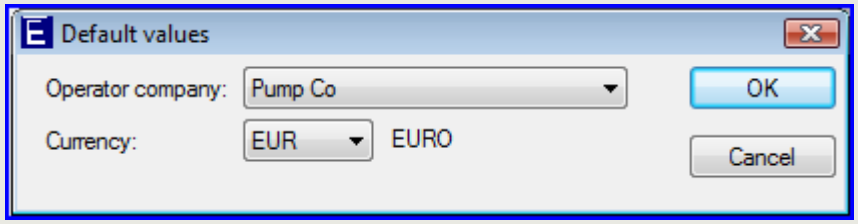
Note for Local Agents

Local Agents for equipment manufacturers should enter two names and addresses, one of their own agency and one of the equipment manufacturer.

Set your preferred Default Values

- The Default values can be found under Tables:





- Select the Equipment manufacturers name used for quotations by your Company with the drop down button and select the currency.
- Click OK
- Please note currencies of complete SPIRs can always be changed (see page 34).

- The program is now ready for use and a new 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 a SPIR.

1. E-SPIR import from SPIL

2. Process steps

a. Import a SPIL (Excel) With a SPIL you can upload all required information (including tag numbers and advice!) for creating a SPIR

2. E-SPIR manual input

1. Process steps

a. Create SPIR

b. Add equipment

c. Create the spare parts one by one or import see page 41

d. Link the spares to the equipment

e. Enter the spare parts ADVICE

3. Copy old SPIR data

3. Process steps

a. Copy old SPIR or equipment with spare parts. (see page 40)

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.

Importing a SPIL in the database

All spare part information can be imported in your in E-SPIRnext database with a SPIL Excel file.

The SPIL form can be found in the E-SPIRnext Supplier V8 program folder: Sample_SPIL.xls.

The Column Headings show the field lengths and which fields are mandatory or optional. Use this SPIL file as an example.

	A	B	C	D	E	F	G	H	I
1	SPIR Description	Suppl SPIR ref.	Plant Name	Plant Number	Commercial conditions	Client Eqpt. Purch. Order	Revision remarks	SPIR Supplier Name	SPIR Supplier Ad
2	Mandatory	Mandatory	Optional	Optional	Mandatory	Mandatory	Optional	Mandatory	Mandatory
3	40 characters	10 characters	30 charact	50 characte	132 characters	30 characters	132 characters	30 characters	33 character
4	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
5	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
6	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
7	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
8	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
9	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
10	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
11	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
12	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
13	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
14	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
15	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66
16	Pump Skid - SPIL example	A12434	Gastopia	206	FOB Rotterdam. Prices valid until 31/12/2015.	38325453		The Pump Company	Pumpstraat 66

The following notes must be observed:

1: The Suppliers spare parts table must contain a Currency code and Unit of Measure such as EA (each), M (meter), etc. These codes **must** be the same as used in this E-SPIR program (refer to tables, Currencies and Units of Measure).

2: All mandatory fields must be filled in. Do not exceed the maximum amount of characters.

3: Each spare part for each tag number must start on a new line.

4: Number of Units (column T) for Equipment is total number of the same units. For sub-equipment it is the total number of same units PER equipment.

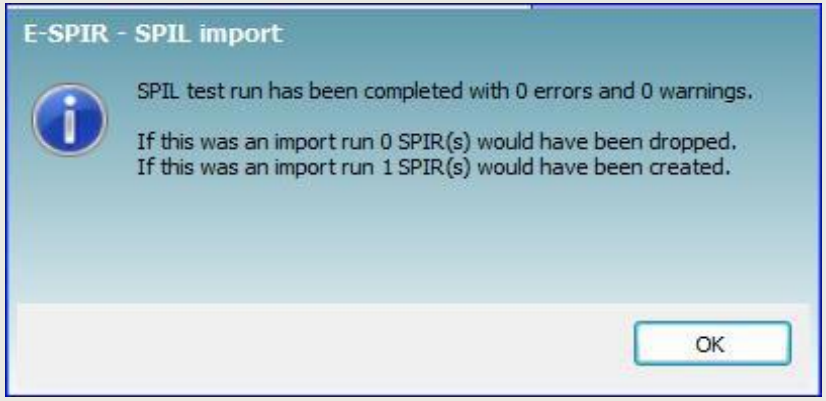
The first 3 column headings will be ignored during import.

The *.xls file with the mandatory fields completed can be imported in E-SPIR under the menu bar Data, Import SPIL file.

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”.

Importing a SPIL in the database

When importing the SPIL you will have the opportunity to test whether the SPIL is correct. After the test has been successfully completed, the message box will say 0 errors and 0 warnings.

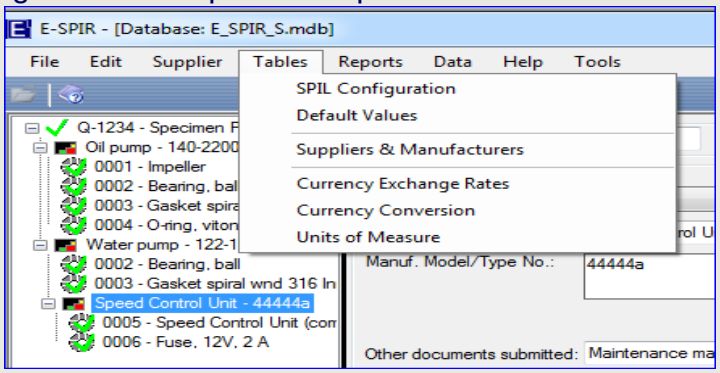


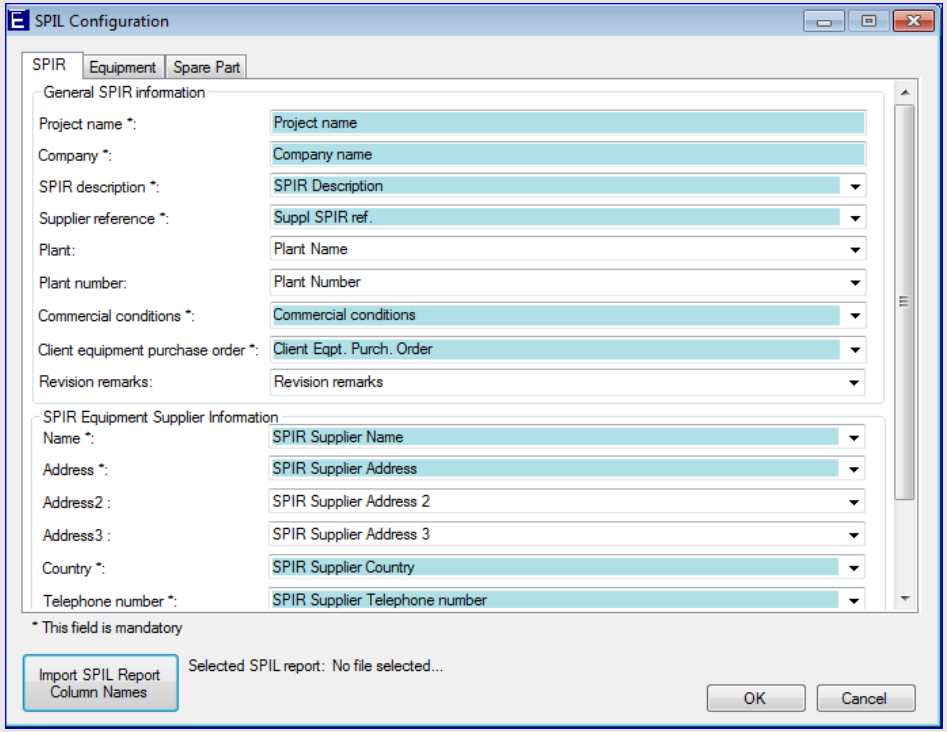
After a successful test all steps for importing have to be repeated and the “Test for warnings and errors only” has to be unticked.

When the upload is creating error messages, a complete list and possible solutions can be found under the Help menu: SPIL Error refence.

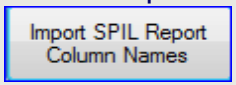
SPIL upload configuration

In the SPIL Configuration screen you can configure the SPIL upload to your company needs. Standard the SPIL configuration is as per SPIL upload file. Converted V7.00 databases have to be configured as per below.





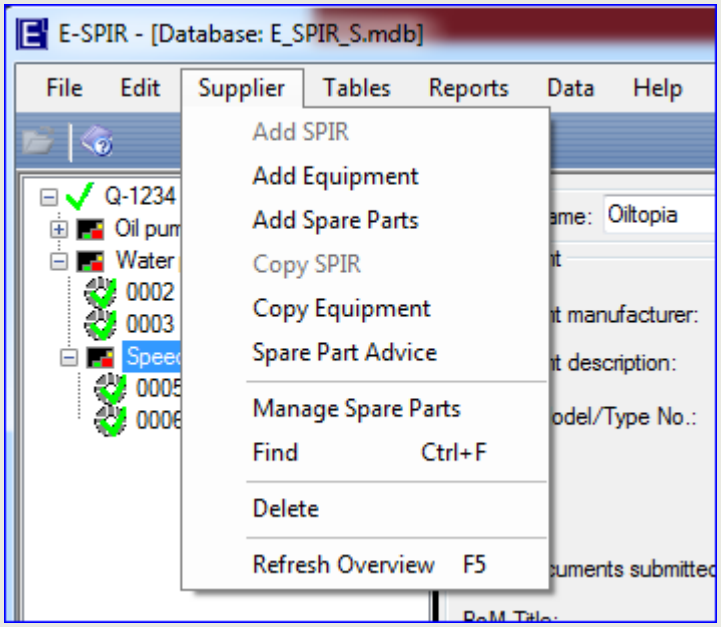
The column names of you spare part data file can be imported by selecting



When the column names have been imported, you can map the to the column names of the SPIL form.

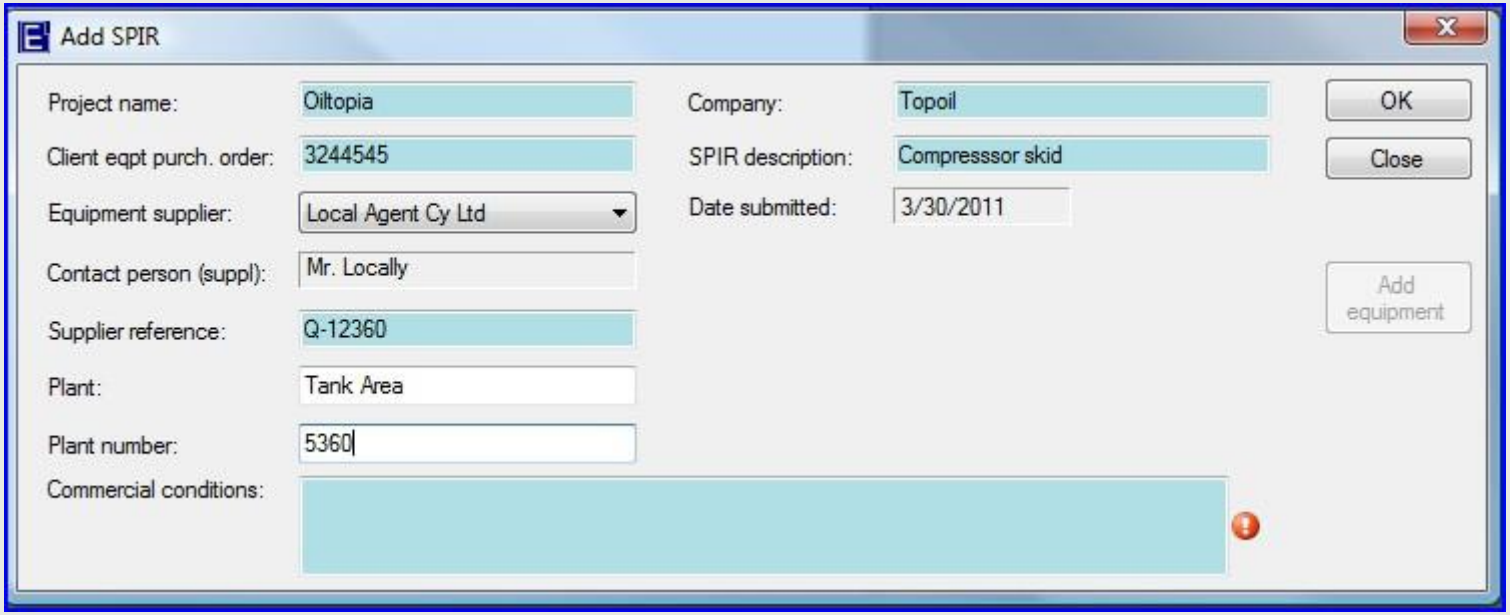
For concerted V7.00 databases you import the SPIL upload file.

It is to be noted that for each original equipment Purchase Order a separate 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.

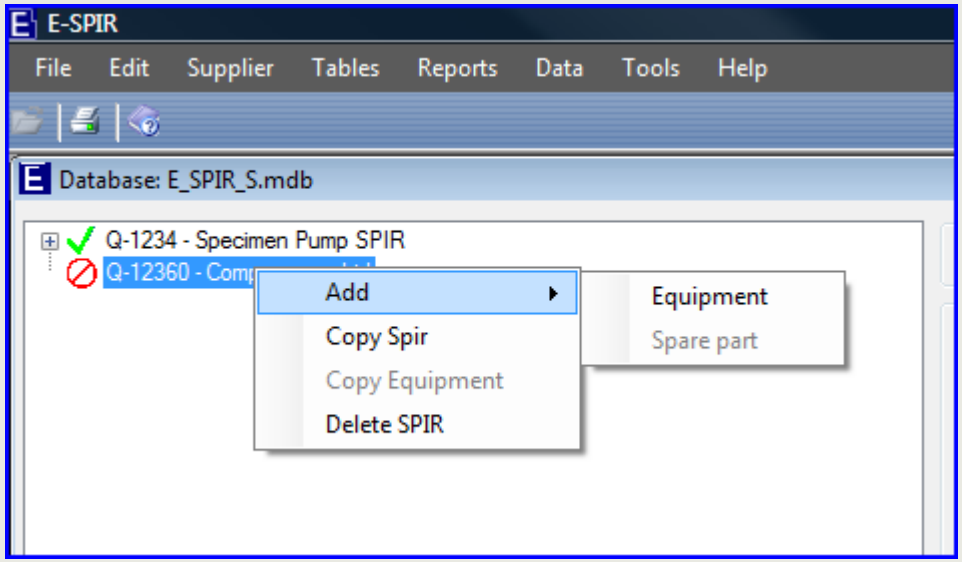
Note: Blue tinted fields in the program are mandatory fields. Hover over the red exclamation mark to find what extra information is required



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

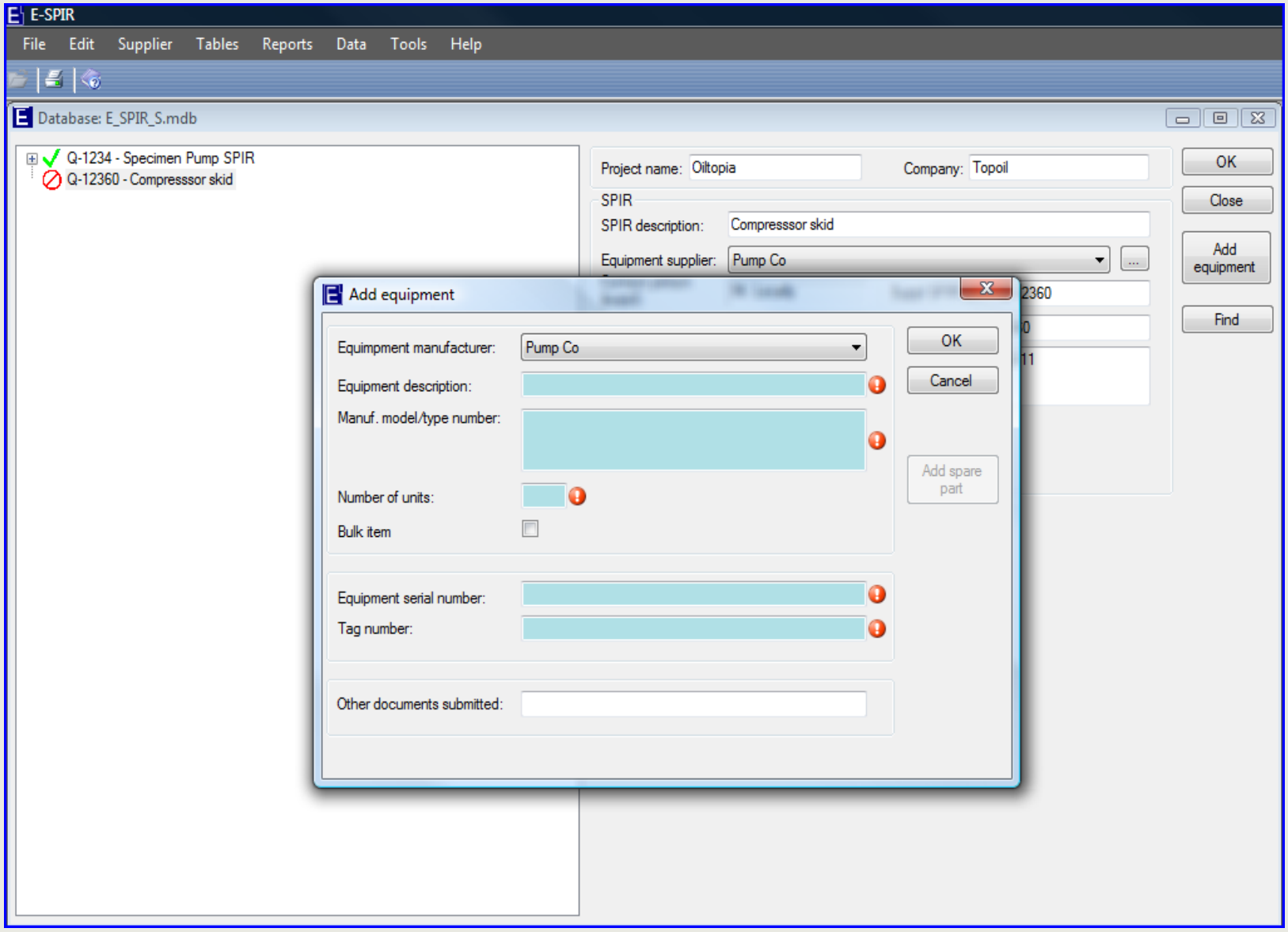
Project Name : Enter de Project name, if provided in Purchase Order
Equipment Supplier : Select name of the of the **Local Agent** or the **equipment manufacturer** (see also page 7). Name of the **Local agent** should only be mentioned on this screen.
Supplier ref : Enter your own SPIR or Quotation 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 terms & conditions and price validity as requested.
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 SPIR has now been created.



The supplier/quotation reference and the SPIR description have appeared in left hand window. Put the cursor on the SPIR in the left hand window and select Add, Equipment to create the Equipment.

Add equipment



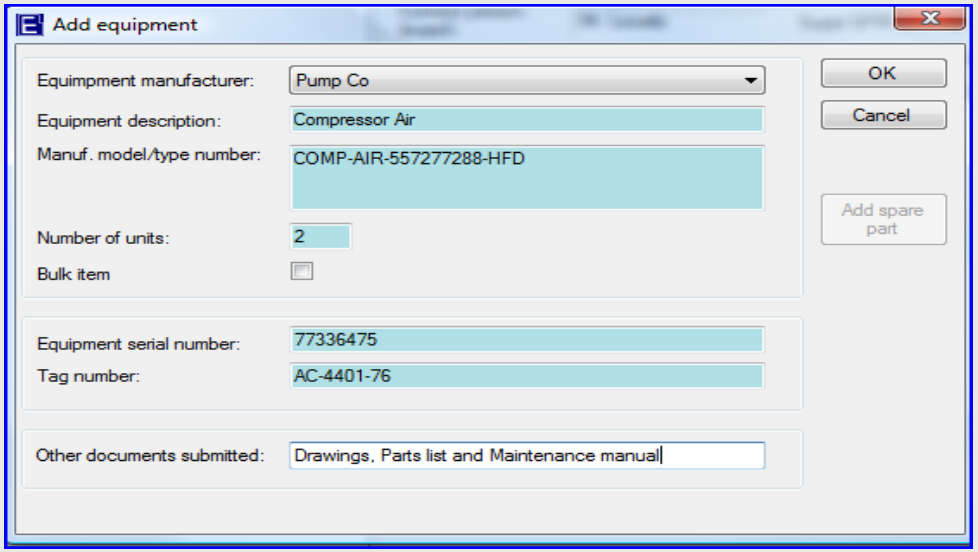
For this E-SPIR we will set up:

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. Small valves are typical **bulk items.** See also page **36** .

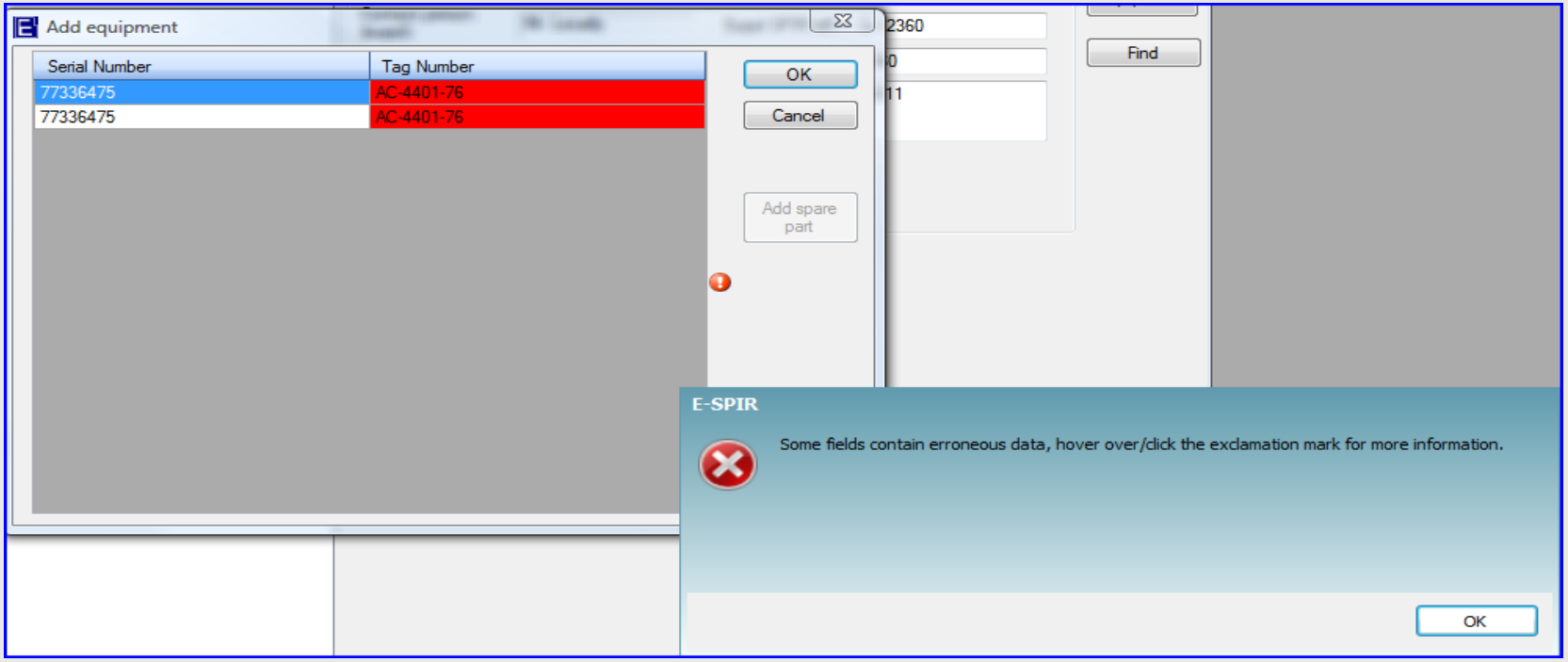


Equipment manuf.: Select the name of the Equipment manufacturer (**not** the name of Local Agent, see page 9)

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. 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 **37**.
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

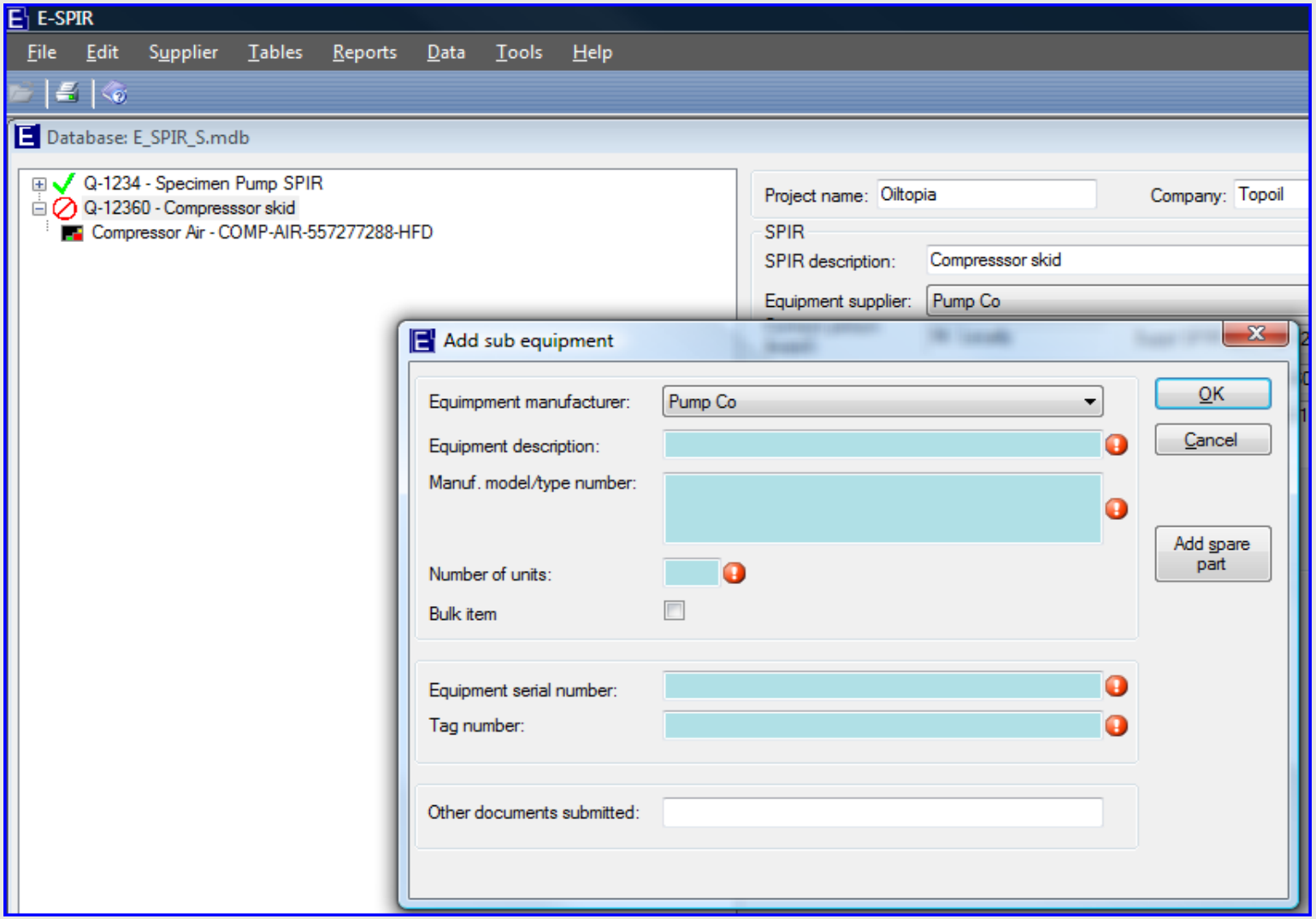
- After OK on the previous screen the Serial & Tag numbers entered will be presented for the number of units (equipment) on the below pop up screen.



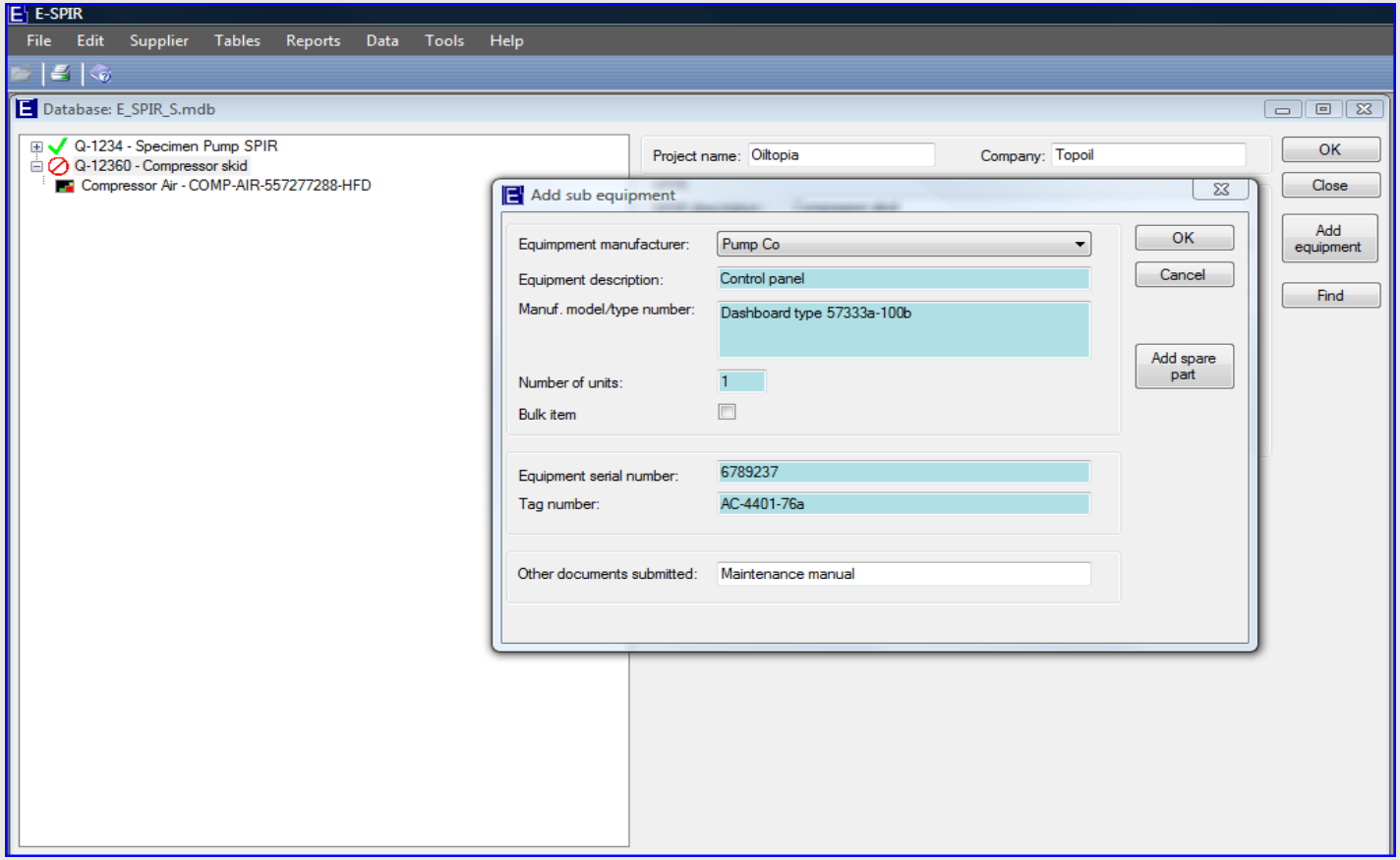
- These Serial and Tag numbers must be unique. Click OK on the error message and change the second line with the correct Serial and Tag numbers to make them unique. Confirm with OK

Add sub-equipment

When the equipment is created a new pop-up screen will appear where sub-equipment can be added. If no sub-equipment is required click Cancel

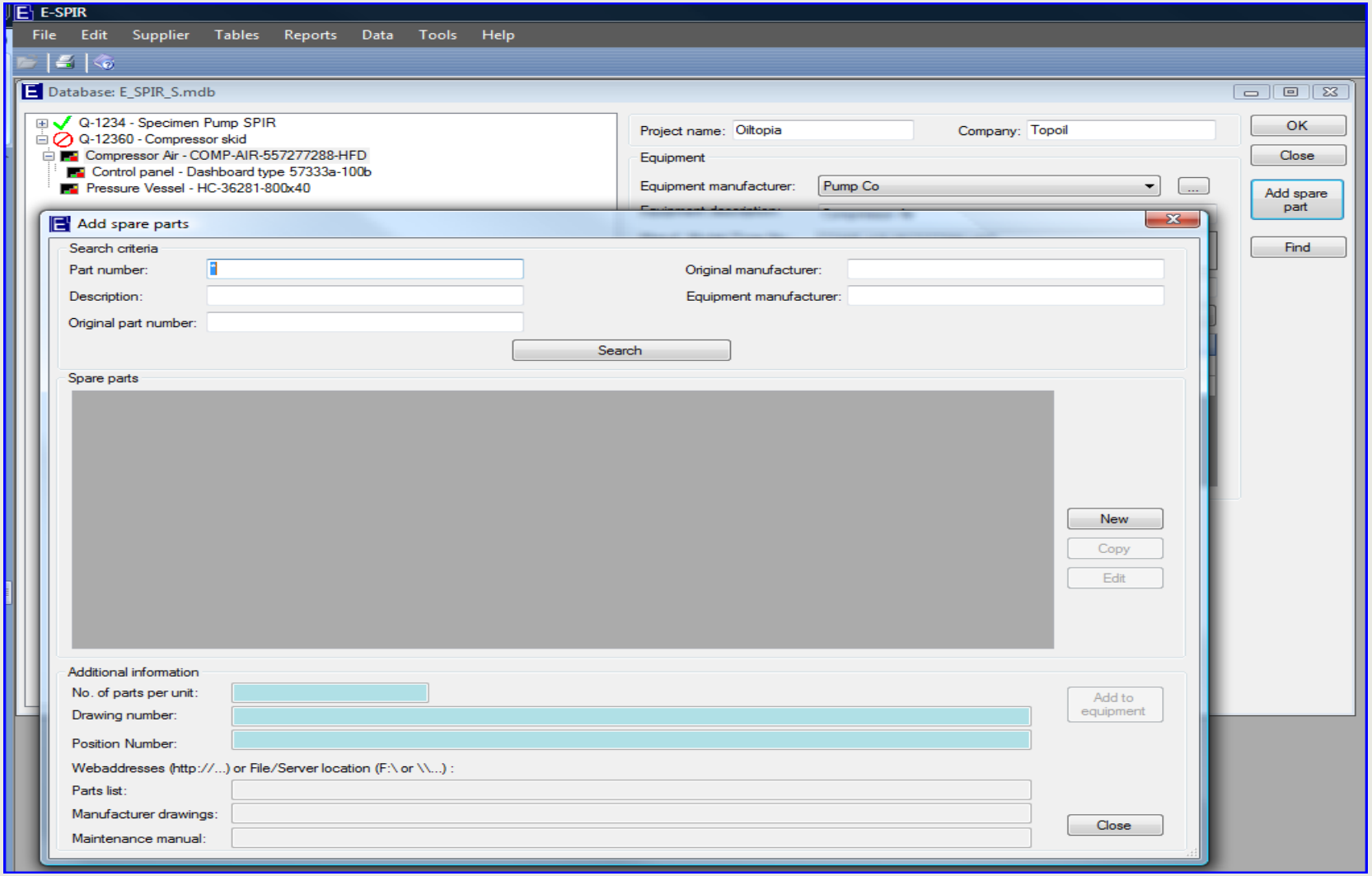


- If the main equipment has any **sub-equipment** attached such as a gearbox, or in our case a **Control Panel**, the sub-equipment can be added to the Main equipment.
  - Sub-equipment shall only be entered as an E-SPIR equipment if it has its own associated spare parts.
  - In many cases the complete unit shall also be quoted as a spare part (see page 36).
- 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.
- Klick on OK and look in the white left hand box how the equipment has been entered.



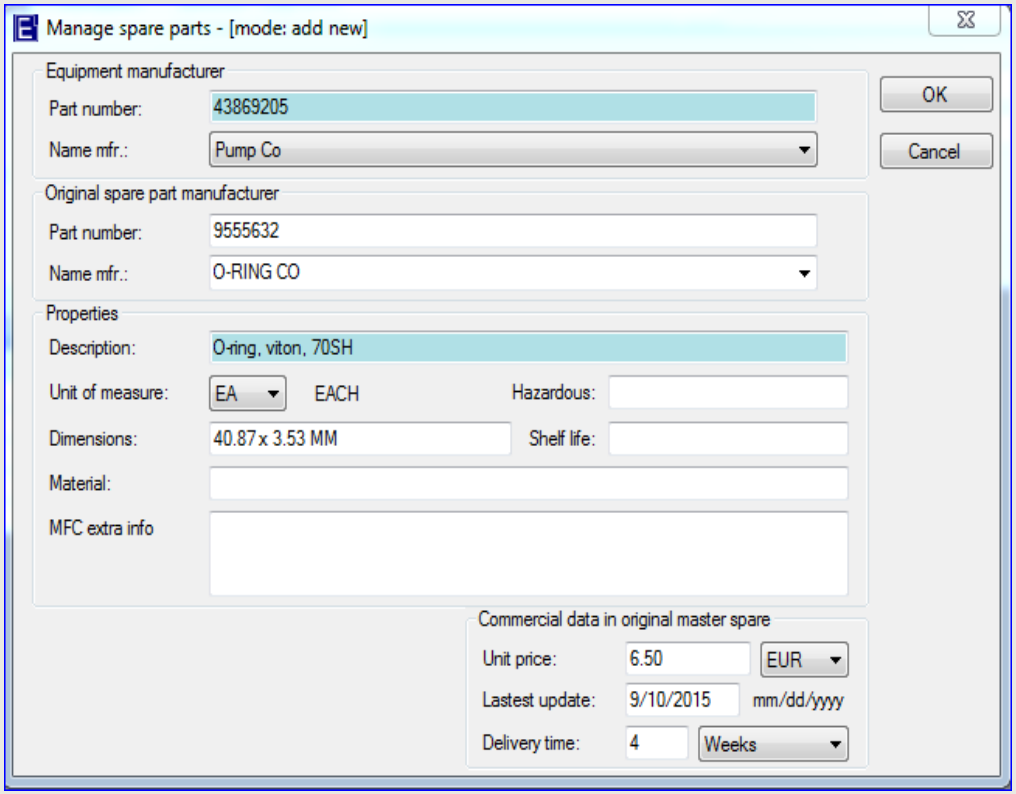
Add spare parts

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



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

- After the New button on the previous screen the following screen will appear. We entered the data for an O-ring.
- 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 two 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 9).
- The Original manufacturer Part no. & Name **must** be entered. The information of Spare parts as listed on page (24) must be entered in the optional fields. This information is used to identify duplicate spare parts between different 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 SPIR (pages 31-33).
- The **Delivery time** should be valid for the quoted INCO delivery terms.



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.

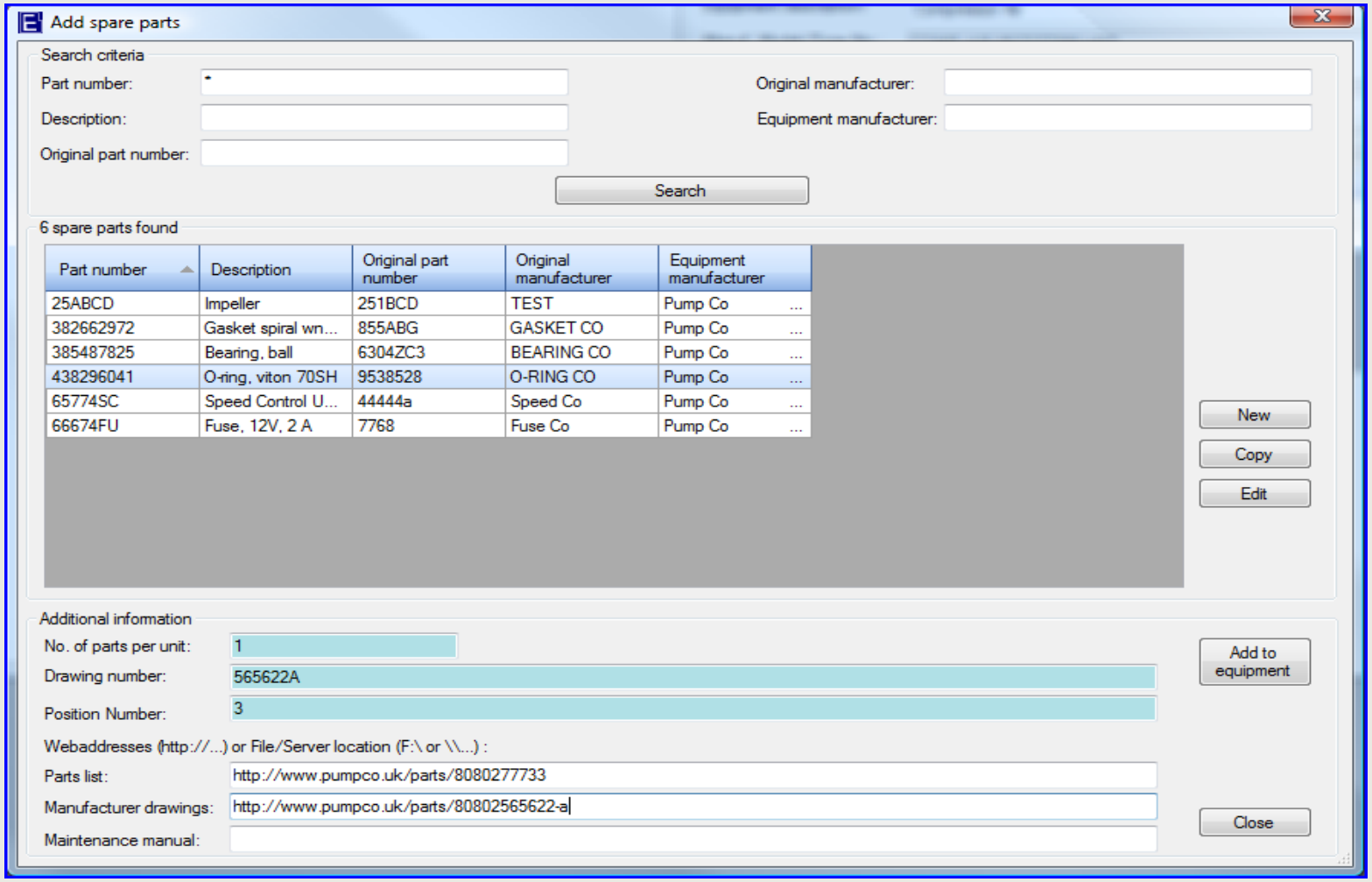
Mechanical Seals : Prime mfr's name, type & size, material specification, seal arrangement.

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.

Link spare parts

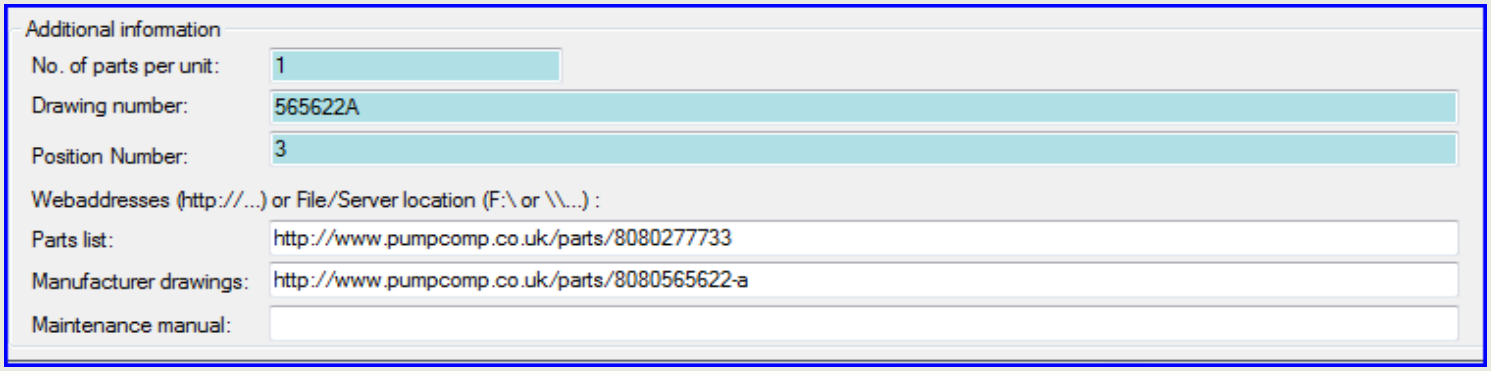
The O-RING created can now be linked by highlighting the part, filling-in the additional information (see next page), and click on Add to equipment

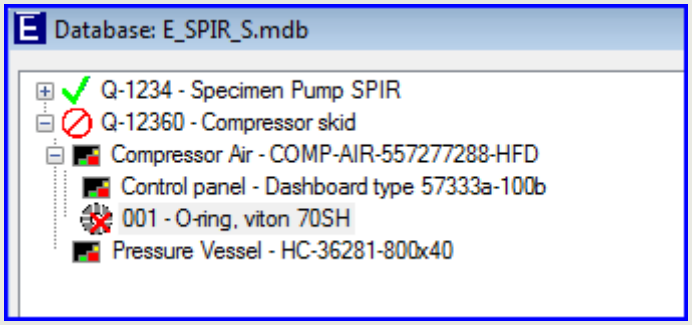


- We have filled in some details:
  No of parts per unit : fill in quantity of spares installed in one equipment
  Drawing number : equipment drawing showing relevant spare part(s)
  Position number : position number of the spare part on the drawing

The *3 URL fields* can be used as links to electronic documentation.

Once the SPIR has been transferred, your customer will be able to access this documentation by clicking on the relevant Web-address.

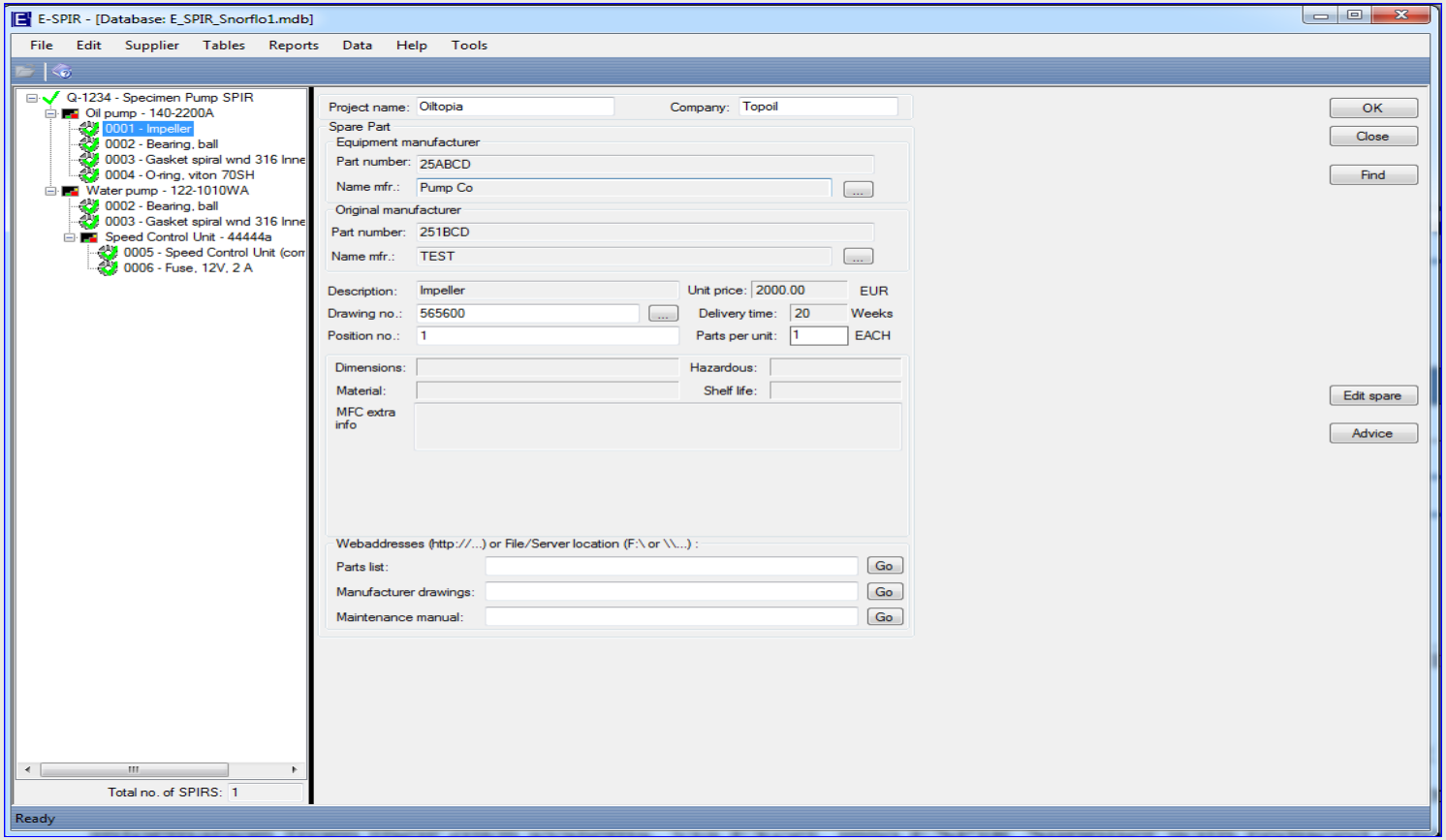




- The spare part has now been attached to the equipment in the left hierarchy diagram.
- Continue this process until all relevant spare parts are linked to the equipment listed

Note: When you link a spare part to equipment a copy is made of the item from the database. The price and delivery time can be changed manually (see page 35) per SPIR.

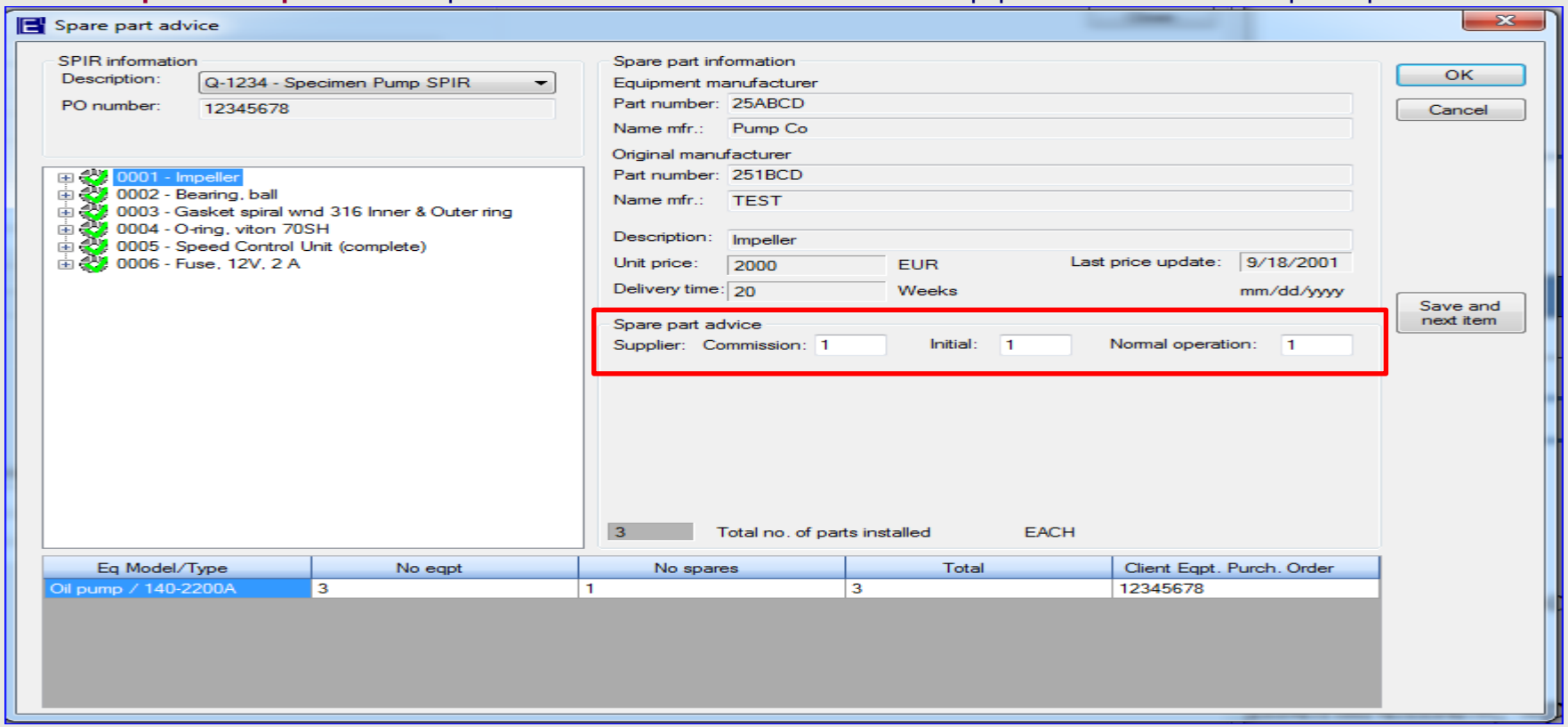
- When all relevant spare parts are attached to all the equipment, they can be seen in the left white box (open the SPIR and the related equipment with your mouse).
- Ensure that all spare parts are quoted required for possible use during the lifetime of the equipment. This information will be kept on 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.



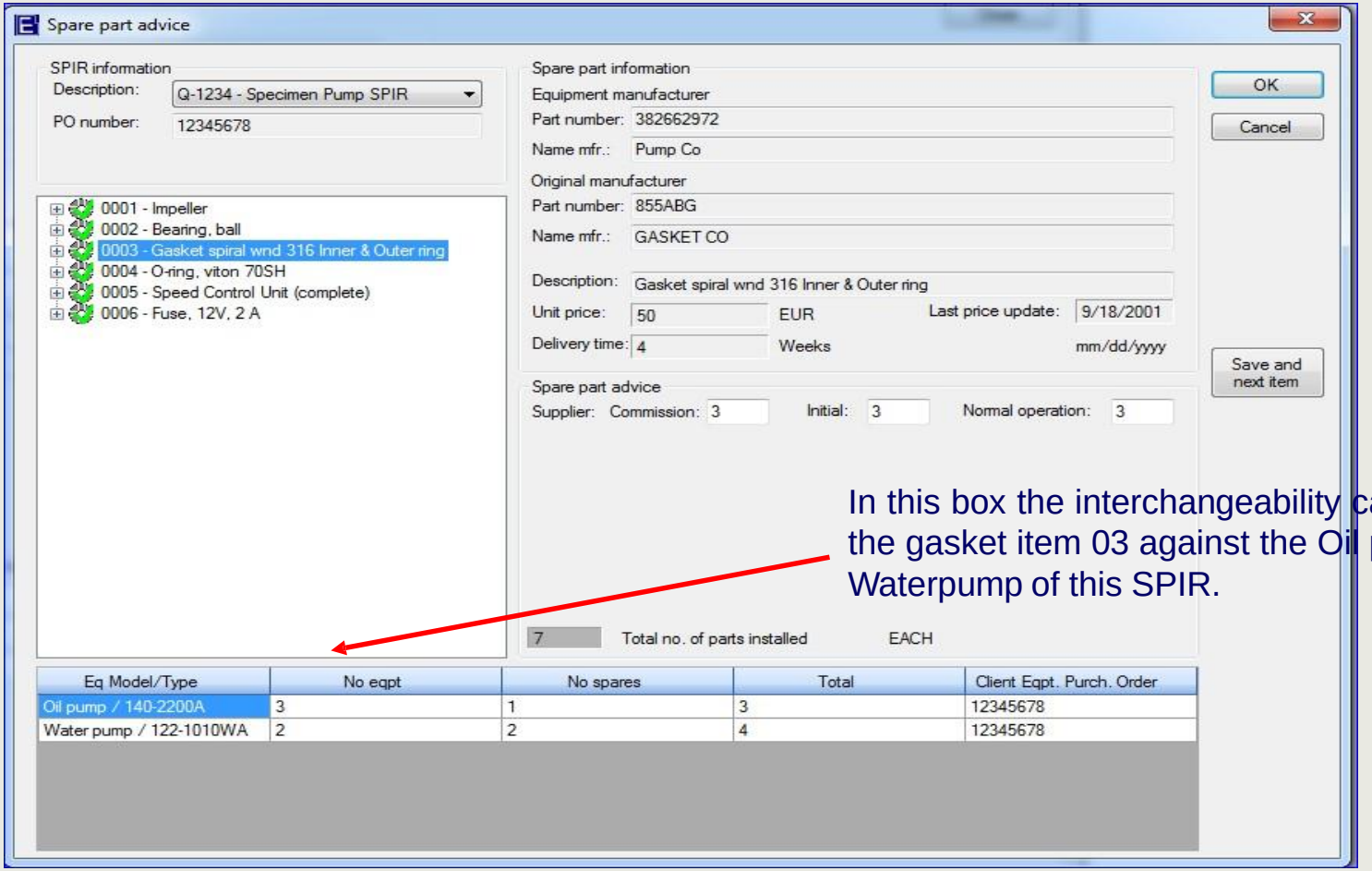
The supplier spare part **advice quantities** can now be entered in the 3 white boxes.

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 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.

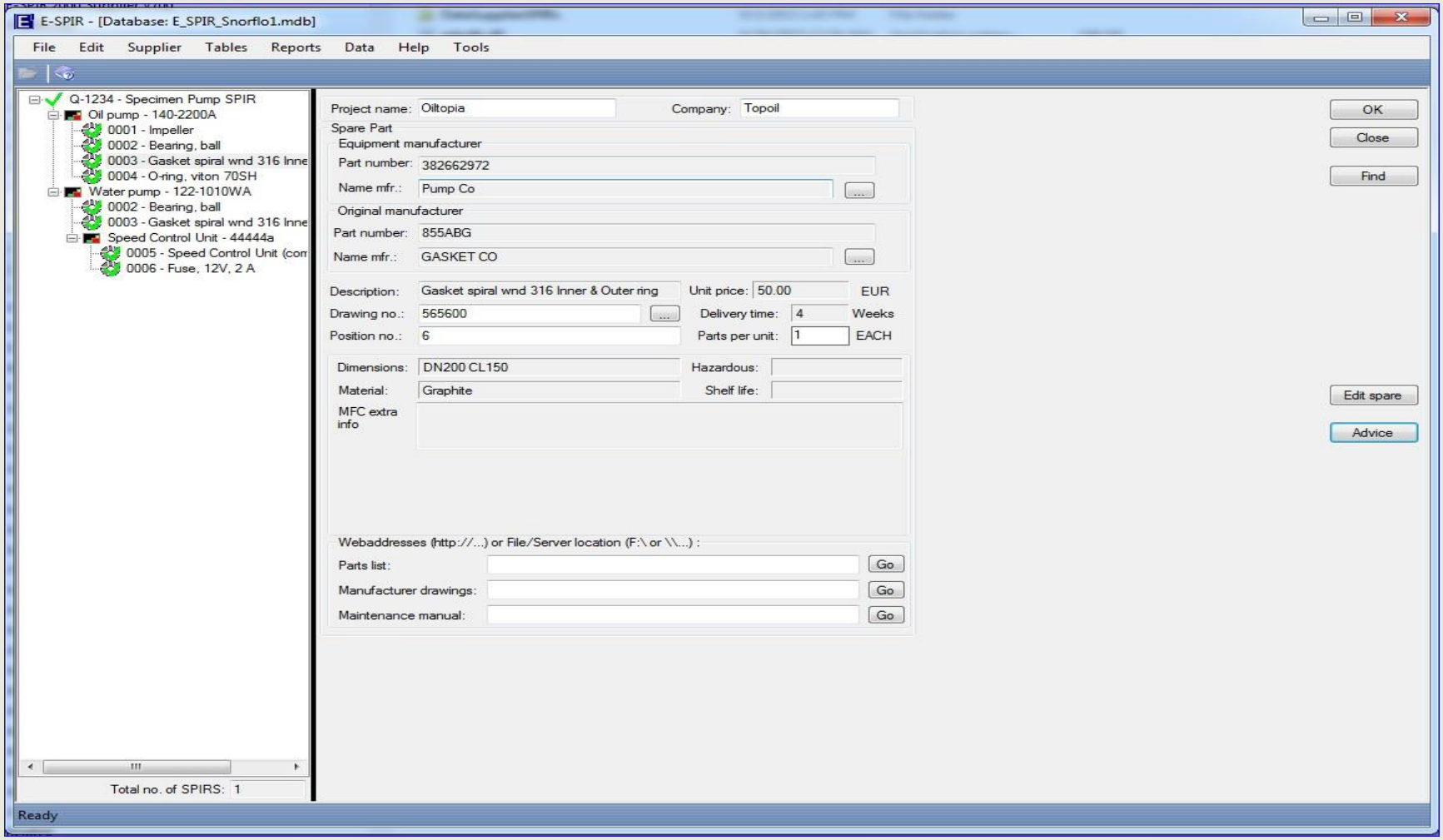


- Note that the Impeller symbol now has a green tick instead of a red cross
- Data entry for this item is now complete
- Repeat entering the spare parts advice for remaining spare parts
- If you click on the next item your Advice quantities will be saved
- Click OK only after the last item has been completed.



In this box the interchangeability can be seen of the gasket item 03 against the Oil pump and the Waterpump of this SPIR.

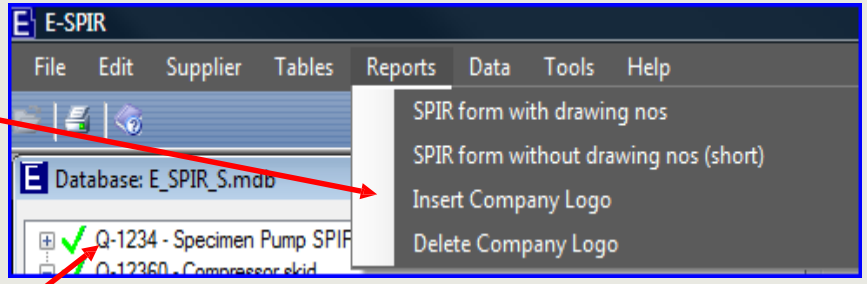
- When advice on all parts is completed, all symbols will be green.
- When all spare parts haven been attached to the equipment for possible use during its lifecycle and all advises have been entered the SPIRS will be complete.
- The Icon of the SPIR will also turn to green



Enter your Company Logo

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

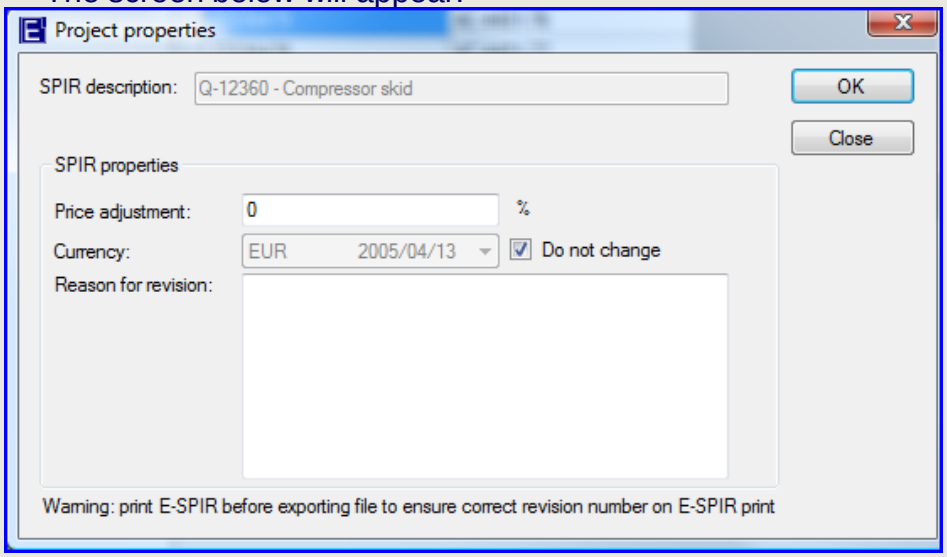
To enter a logo first copy the logo file to your copied E-SPIR data folder. The program will always retrieve the logo from this place.



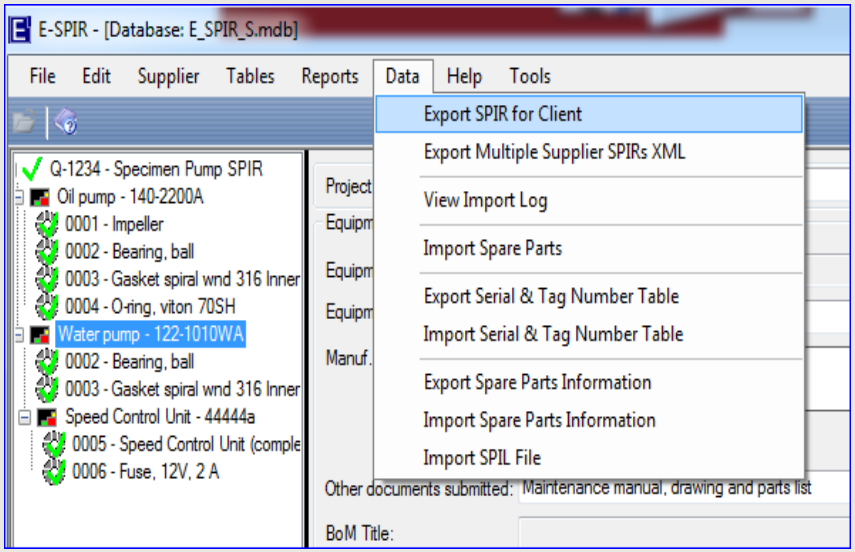
Export the E-SPIR before printing

While exporting a 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:



- ***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 35).
- ***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 34. 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.



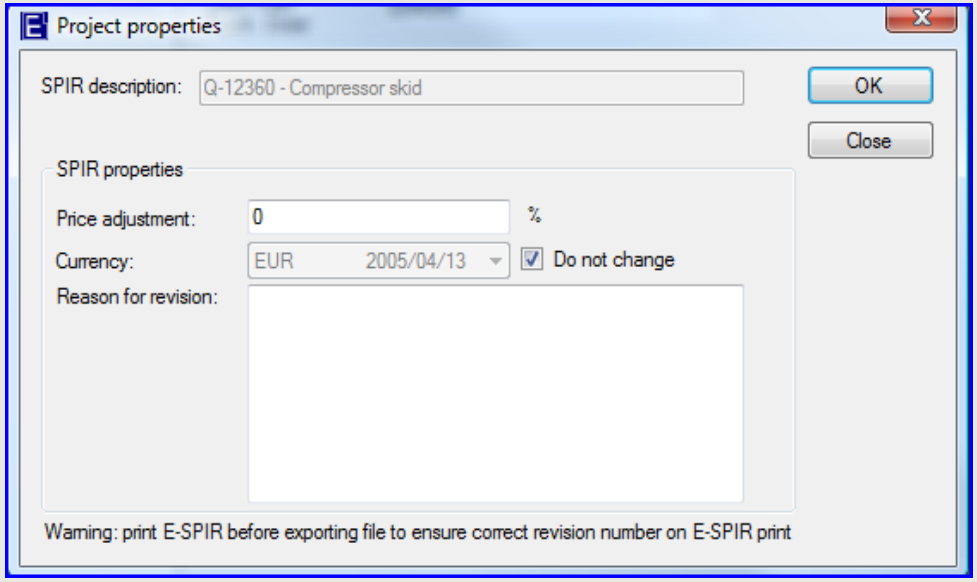
To export a SPIR, select the relevant SPIR in the white box.

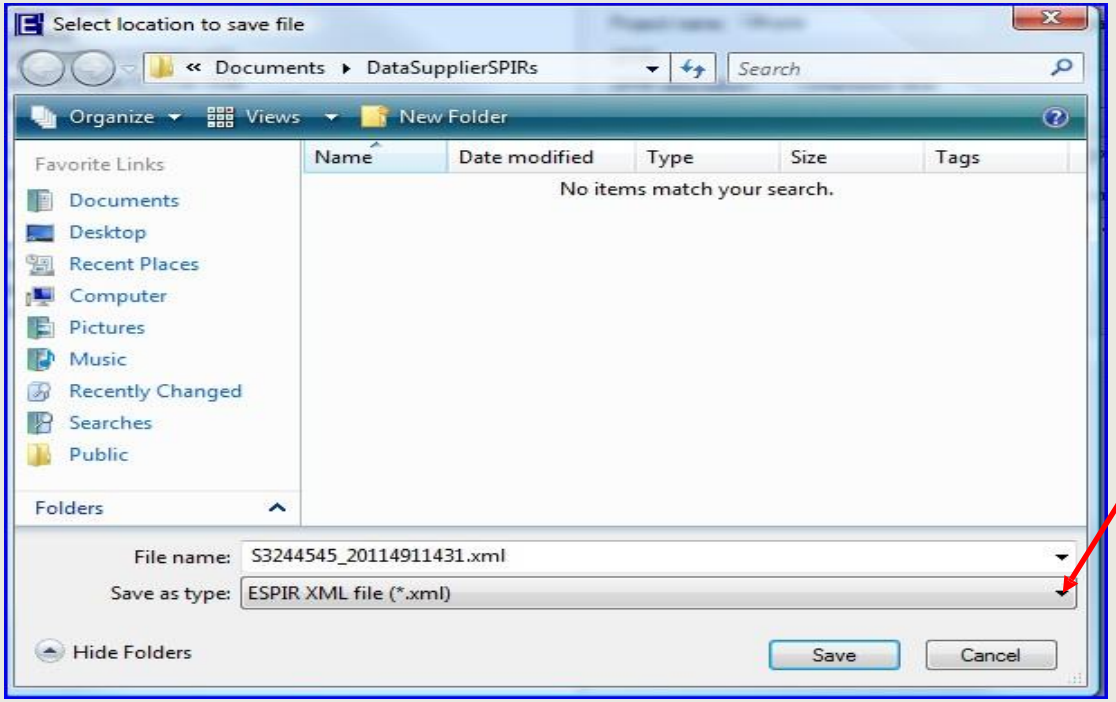
- Click **Data** and select **Export SPIR for Client.** The screen below will appear:

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

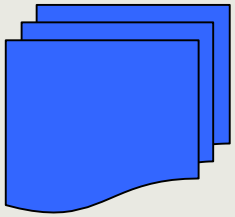
See comments on the previous page for Price adjustment, Currency and Reason for revision.

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





- Location (e.g. CD/DVD or job folder
- Click **Save** and the file will be saved as a xml file. This is the standard file format. If the client is requesting ascii format this can be selected here.
- 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.



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

Attn: Mr. Yyyyyyyyyyy + address details.

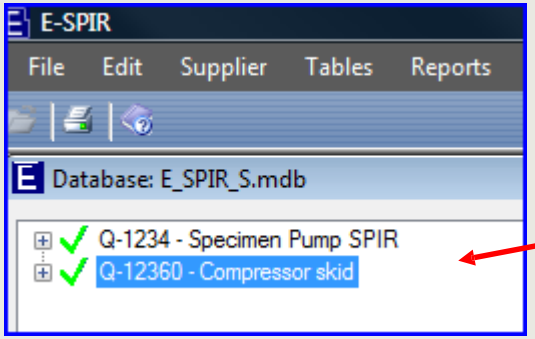
Please ensure that drawings and manuals are attached to the SPIR, if the relevant documentation is not linked electronically.

Notes:

- Do never change the exported xml or ascii file.
- Do not send different SPIRs under the same Purchase Order reference.

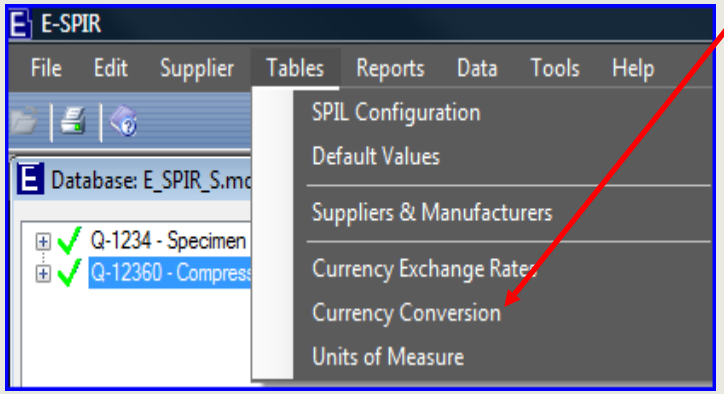
Before changing the currency you should understand the following:

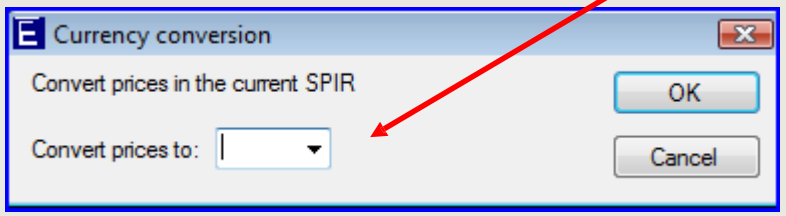
- Currencies can be converted when you export your SPIR. In that event you do **not** see prices of the changed currency on the screens, but only on the SPIR print and in the export file.
- The currency of prices on the screen can be converted **per SPIR only** as described below. The currencies of prices 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 31-32.
  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

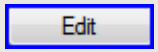


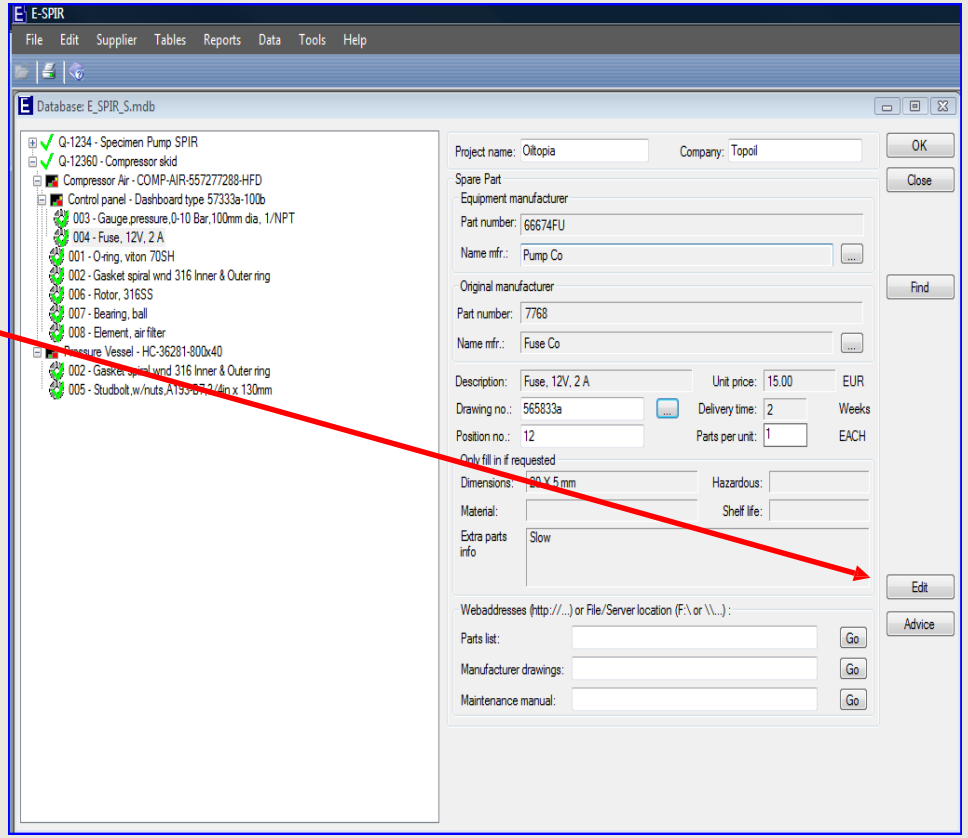


Before changing prices you should understand the following:

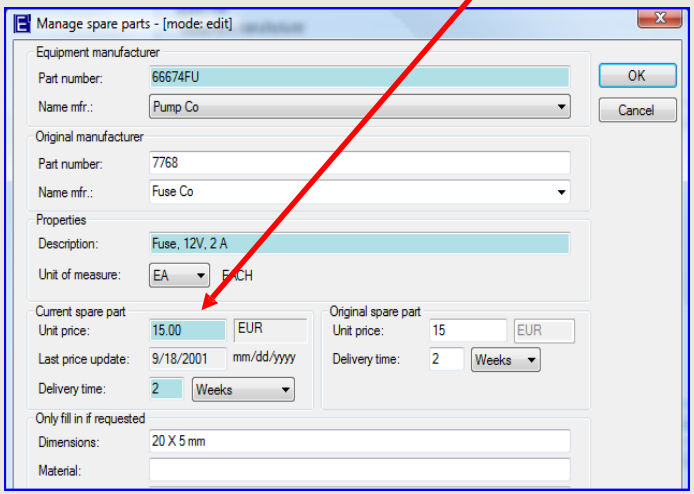
- Spare parts created or imported in the program become database items. They are not linked to SPIRs.
- When you link spare parts to SPIRs a copy item (SPIR item) is made from a database item.
- If you change the prices or delivery time of a SPIR item after a SPIR has been created, the database item will not change and visa versa.

Change a price

Highlight a spare part and click on 



The screen below will appear. You can change the price in this box



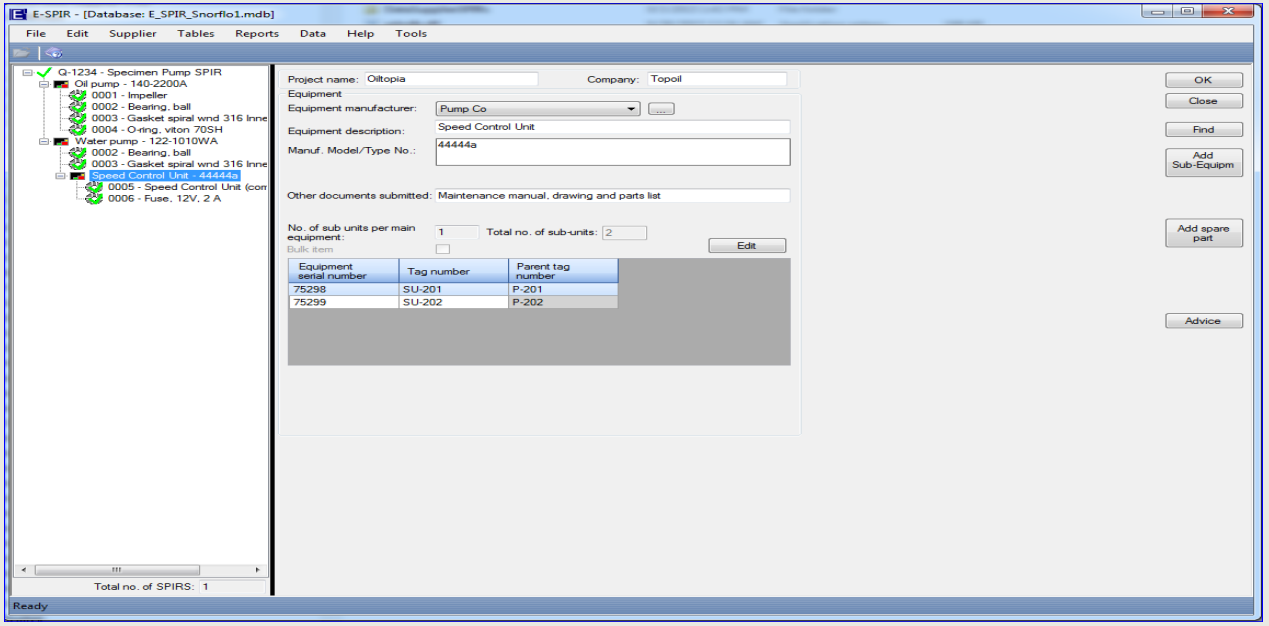
Sub-equipment as a spare part

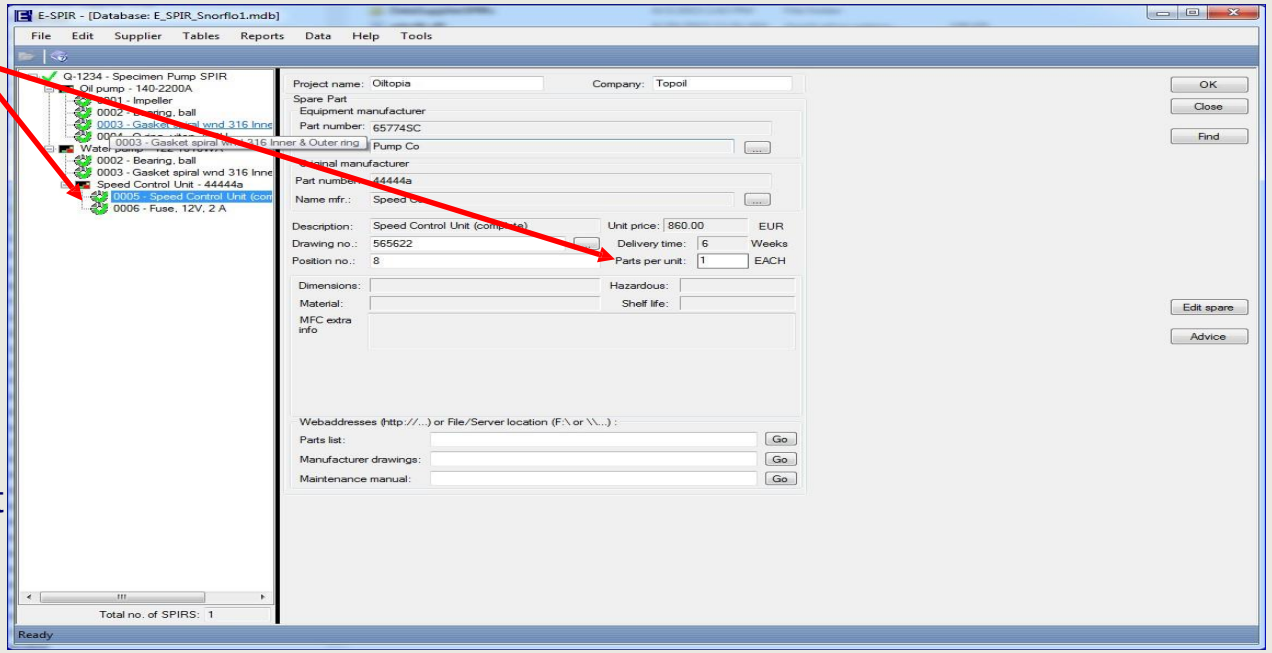
- Replacing complete Units might be cheaper for an operator than repairing the items onsite. In that event Suppliers should offer the complete main or sub-equipment as a spare part (see item 005)

- Alternatively set up both, main or sub-eqpt complete with Serial & Tag nos as described on pages 18-19 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.

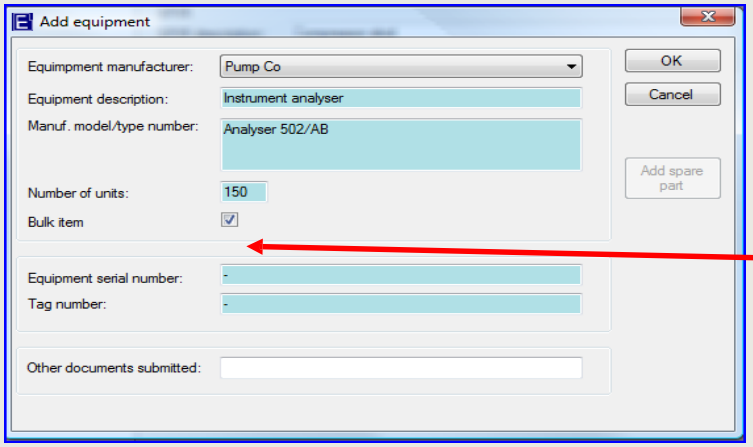
- Thereafter add other spares as required to the sub equipment.

- 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.



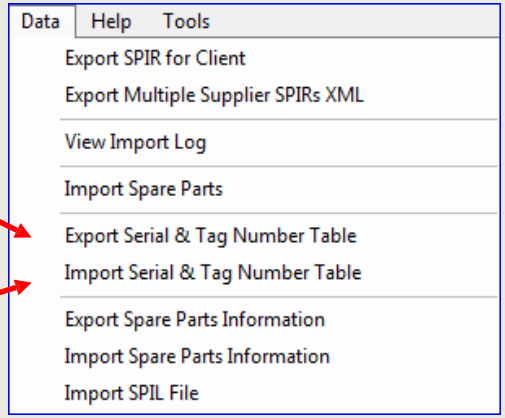


Import (many) Tag numbers for one SPIR



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

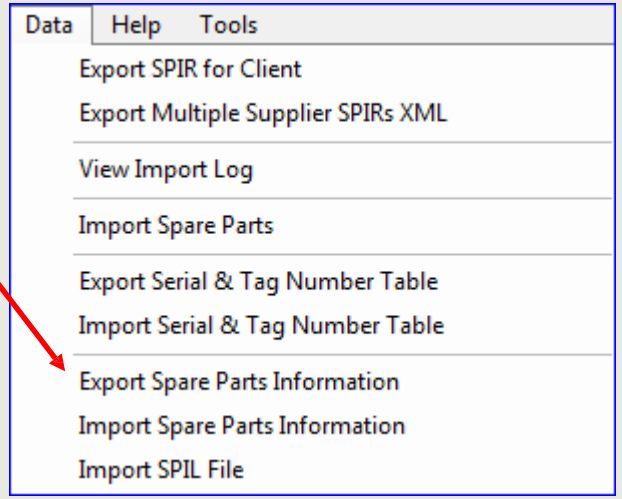
- By returning to the E-SPIR program you will see the Equipment & Tag numbers loaded.

Many Sub-equipment TAG numbers

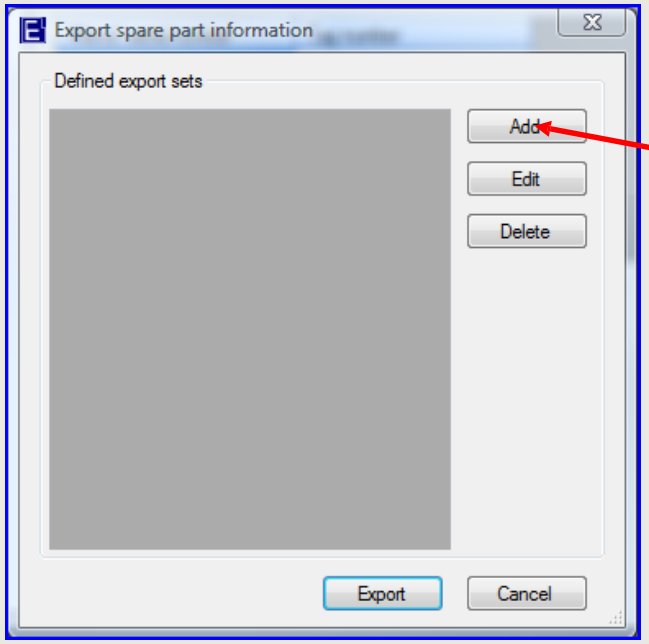
- For sub-equipment the same procedure can be repeated. First import the main equipment Tag numbers. Thereafter Sub-equipment Tag number data can be entered in the newly exported spreadsheet, whereby the main equipment Tag numbers are presented in the column **ParentTAG**.

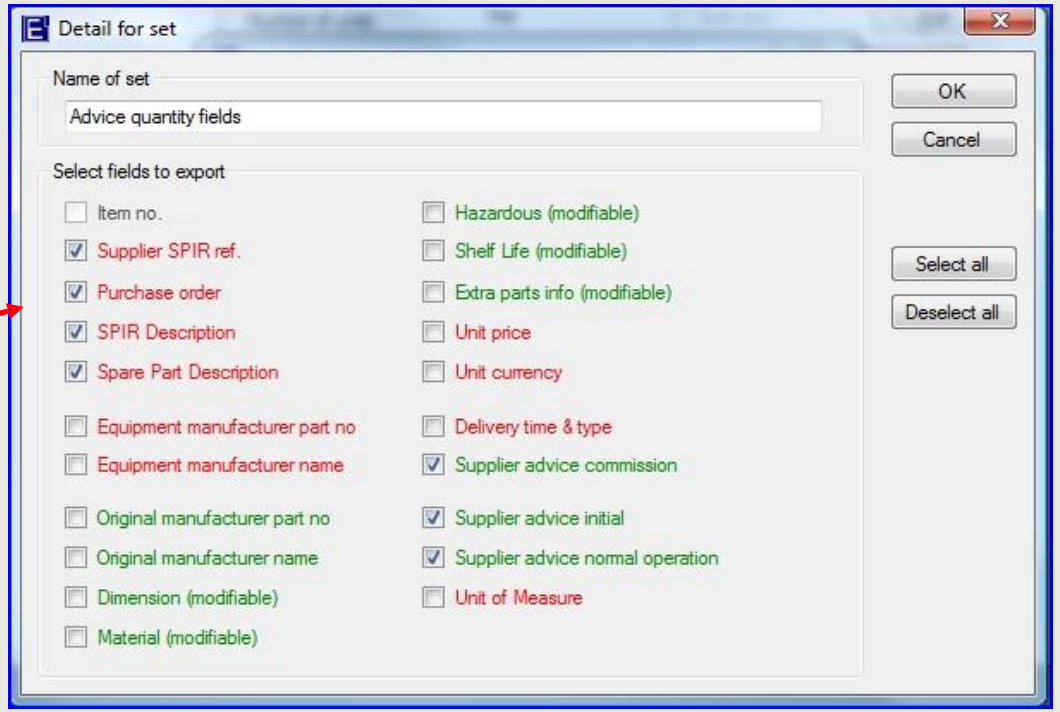
Create a spreadsheet with spare parts details for one SPIR

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.

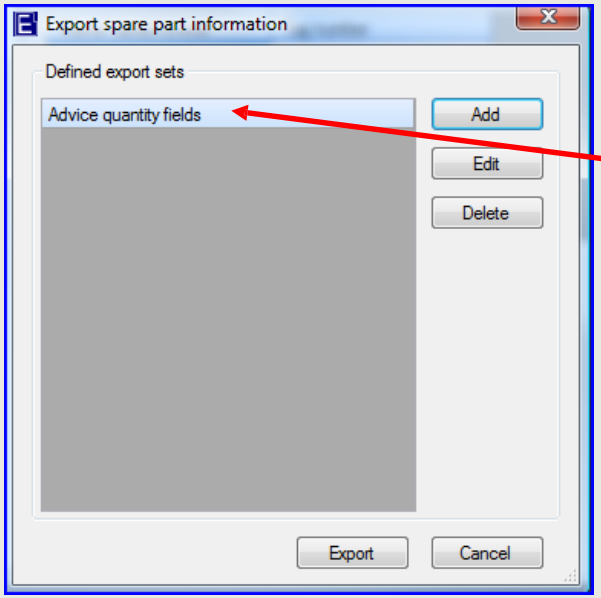


- Click on Export Spare Parts Information and the screen on the right pops up.
- Click on Add and the screen below pops up.





- 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

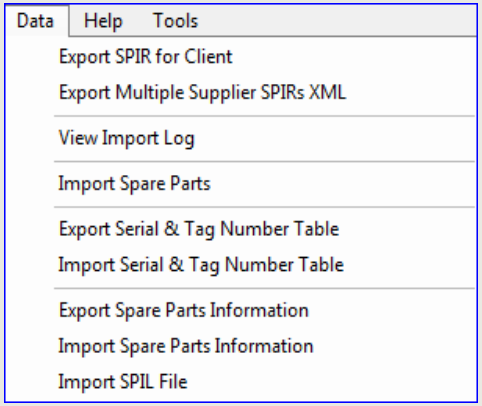
- The previous popup screen is shown again with the name of the spreadsheet.
- Select the name of the set and click OK
- Thereafter an Excel spreadsheet as below is created

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 commissio	Supplier initial	Supplier norr
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

- When completed go to the Data Menu and select:

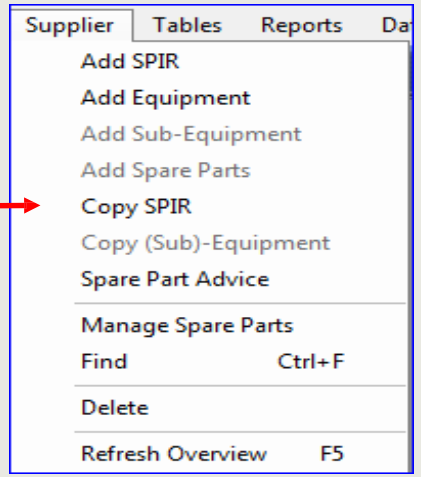


After import of the spreadsheet the spare parts fields in the SPIR will have been updated with the data from the spreadsheet.

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 34.

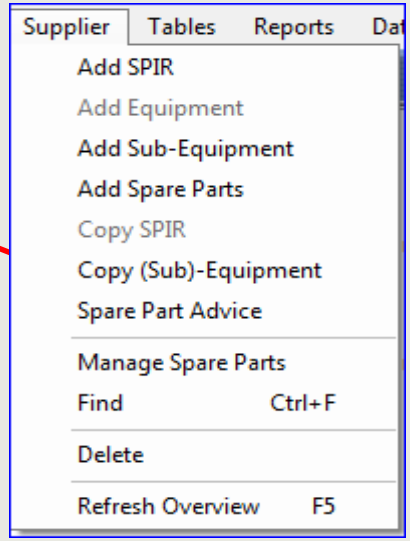
Copy SPIR

- Highlight the SPIR to be copied with your mouse.
- Click on the right mouse button and select the Copy Spir 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 Copy (Sub)-Equipment 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 a 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 34 for details).

Importing a spare parts list in the database

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

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

	A	B	C	E	F	G	H	I	J	K	L	M	O	Q
1	Mandatory	Optional	Optional	Mandatory	Optional	Optional	Optional	Mandatory	Mandatory	Mandatory	Mandatory	Optional	Mandatory	Optional
2	Description (component)	Orig Manuf. Name	O M Part No.	UOM	Dimensions	Hazardous	Shelf Life	Equip Man Part No.	Currency	Unit Price	Supplier	Additional Information	Delivery	Material
3	40 characters	30 characters	40 characters	3 characters	32 characters	40 characters	18 characters	40 characters	3 characters	16 characters	30 characters	60 characters	(wks)3char	40 characters
4														
5	Terminal unit			EA				23AB86HK61GP22679	EUR	1140.52	Skidco	Surface mounted	8	
6	Converter, 24VDC-300MA	Calco	AB0009HE	EA				23AB86HK61GP22532	EUR	1860.32	Skidco		8	Forged/Monel
7	Performance controller			EA				23AB86HK61GP22238	EUR	6606.63	Skidco	Certified	8	Forged/Monel
8	Antisurge controller			EA				23AB86HK61GP22091	EUR	186.87	Skidco	Wall mounted/100	8	
9	Gasket, paper	Paper Cy	24-555-PAP	SET			24	37AB86HK65GH42944	EUR	145.15	Skidco		4	
10	Mechanical seal, SICA/Carbon	Sealco	12.3444.MS	EA				37DB43SF65GH42797	EUR	7493.72	Skidco		8	
11	Seeger ring			EA				23AB86HK65GH42650	EUR	358.71	Skidco		8	Oil resistant
12	Foam pump	Pumpco	25HS38	EA				23AB86HK65GH42503	EUR	1788.73	Skidco		8	CS housing
13	Control thermo heater			EA	+80 to +120			23AB86HK65GH42356	EUR	794.87	Skidco	Thermowell mounted	8	
14	Overtemp.limiter heater			EA	+120 to +160			23AB86HK65GH42209	EUR	216.31	Skidco	Thermowell mounted	8	
15	Flex.coupling element,			EA	-40 to +40		24	23AB86HK65GH42062	EUR	637.75	Skidco		8	
16	Oil skim scraper	Pumpco	AC65-8ff38	EA				AB86HKDB43SF50621	EUR	6852.15	Skidco		12	
17	Casing wear ring	Bearingco	2306-AZ	EA	Ø325/306X60mm			AB86HKDB43SF50474	EUR	727.35	Skidco		12	St. Steel Aisi 316
18	Bearing, Ball	Bearingco	1234-AB	EA	12x14x133			37DB43SF61GP22327	EUR	376.94	Skidco		4	
19														
20														

The following notes must be observed:

1: The Suppliers spare parts table must contain a Currency code and Unit of Measure such as EA (each), M (meter), etc. These codes **must** be the same as used in this E-SPIR program (refer to tables, Currencies and Units of Measure).

2: 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 Data, Import spare parts.

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 *Next* version 8.33 compared with version 7

Windows Vista/W7/W8

Program V8.33 is ready for installation under Windows Vista, Windows 7 and Windows 8.

Upload SPIL

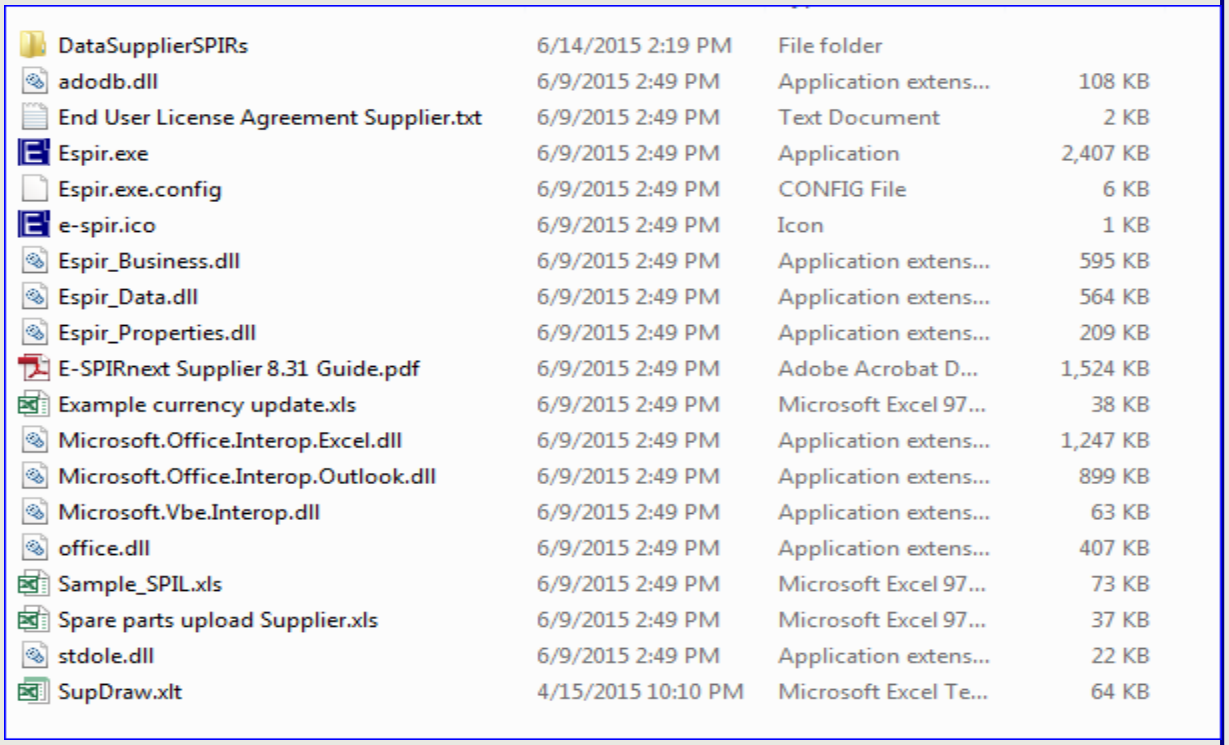
Complete SPIL's can now be uploaded, including the link spare part to Equipment.

Technical information

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

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

\Program Files (x86)\E-SPIR Next Supplier V8.33



DataSupplierSPIRs	6/14/2015 2:19 PM	File folder	
adodb.dll	6/9/2015 2:49 PM	Application extens...	108 KB
End User License Agreement Supplier.txt	6/9/2015 2:49 PM	Text Document	2 KB
Espir.exe	6/9/2015 2:49 PM	Application	2,407 KB
Espir.exe.config	6/9/2015 2:49 PM	CONFIG File	6 KB
e-spir.ico	6/9/2015 2:49 PM	Icon	1 KB
Espir_Business.dll	6/9/2015 2:49 PM	Application extens...	595 KB
Espir_Data.dll	6/9/2015 2:49 PM	Application extens...	564 KB
Espir_Properties.dll	6/9/2015 2:49 PM	Application extens...	209 KB
E-SPIRnext Supplier 8.31 Guide.pdf	6/9/2015 2:49 PM	Adobe Acrobat D...	1,524 KB
Example currency update.xls	6/9/2015 2:49 PM	Microsoft Excel 97...	38 KB
Microsoft.Office.Interop.Excel.dll	6/9/2015 2:49 PM	Application extens...	1,247 KB
Microsoft.Office.Interop.Outlook.dll	6/9/2015 2:49 PM	Application extens...	899 KB
Microsoft.Vbe.Interop.dll	6/9/2015 2:49 PM	Application extens...	63 KB
office.dll	6/9/2015 2:49 PM	Application extens...	407 KB
Sample_SPIL.xls	6/9/2015 2:49 PM	Microsoft Excel 97...	73 KB
Spare parts upload Supplier.xls	6/9/2015 2:49 PM	Microsoft Excel 97...	37 KB
stdole.dll	6/9/2015 2:49 PM	Application extens...	22 KB
SupDraw.xlt	4/15/2015 10:10 PM	Microsoft Excel Te...	64 KB