**Appendix A: Glossary of Terms**

**Cataloging System (SAP MDM):** Materials e-cataloging workflow that replaces SA-1149 form

**Capital Project:** A type of projects referenced in GI 20-510 and its project type prefix starts with either 10, 11, 12,15,16,18 or 19. (BI 10-XXX, 11-XXX….19-XXX)

**CC (Cataloging Contractor)**: A contractor assigned by Saudi Aramco to perform the cataloging activities in SAP MDM.

**Company:** Saudi Aramco.

**CR (Cataloging Request):** A workflow in SAP MDM system initiated by the cataloging contractor or MRO organization for cataloging requests to be approved by M&SSD.

**Equipment List:** A complete list of all engineered equipment to be used on the project.

**Equipment SAP Number:** a number assigned in SAP system by Saudi Aramco corporate Maintenance Service Team.

**GCC&ET’s (General Catalouging Criteria & Equipment Templates):** General cataloging criteria and templates for all equipment require spare parts for operation and maintenance use.

**GS (General Supply):** A standard and standalone material that can be described with full attributes to cover a variety of applications and can be sourced from multiple manufacturers, General Supply Criteria are in Appendix D: GENERAL CATALOGUING CRITERIA & EQUIPMENT TEMPLATES (GCC&ET’s) (GS Criteria tab)

**KOM (Kick-Off Meeting):** A meeting arranged by SAPMT and placed at the cataloging contractor’s premises to kick the cataloging activities before submitting SPDPs.

**LSPB (Lump Sum Procure Build):** Contractor responsible for procurement and construction.

**LSTK (Lump Sum Turnkey):** Contractor responsible for design, procurement and construction.

**Functional Location**: An organizational unit within SAP Plant Maintainance. May be an area, function, process, skid, loop or other grouping where maintenance will take place. Equipment can be installed under designated functional locations.

**M&SSD (Materials and Services Standardization Division):** Division within Saudi Aramco’s Projects & Strategic Purchasing Department responsible for all cataloging issues.

**MCC**: Project Mechanical Completion Certificates

**NMR 602 (Non-material Requirements):** Certified for final construction drawings, datasheets, P&ID, Bill of Materials (BOM), etc.

**OEM (Original Equipment Manufacturer):** The manufacturer or assembler of the equipment.

**OCM (Original Component Manufacturer):** The manufacturer of components or subassemblies purchased by the OEM.

**Part Number:** A unique manufacturer’s ordering number that identifies the component in the manufacurer’s system.

**PRE-AWARD MEETING:** A meeting with selected supplier, prior to purchase order placement, to clarify and resolve questions and concerns.

**PROPONENT (MRO Organization):** Customer (end user) of the equipment, spare parts and operating materials.

**Purchase Requestion (PR) Originator:** Entity (LSTK/LSPB Contractor, SAPMT, or MRO Organization) who prepared the purchase requisition requirements.

**P&ID (Piping and Instrumentation Diagram):** Schematic diagrams which show the process relationships of major equipment, piping, and instrumentation.

**SAP PMT log:** A system workflow created in the Cataloging System (MDM) for each SPDP/PO to start the cataloging activities for that SPDP/PO.

**SAPMT (Saudi Aramco Project Management Team):** SAP PMT LOConstruction agent responsible for the project in Saudi Aramco.

**Saudi Aramco PO number:** A unique number assigned to each contractor originated procurement instrument. (Also referred to as ‘dummy’ or ‘pseudo’ purchase order number)

**SP (Spare Part)**: A unique replaceable component of a particular assembly or equipment. It is more often come with limited description and can be recognized / produced only by the OEM/OCM reference number.

**SPC (Spare Parts Coordinator):** The person responsible for coordinating the spare parts program.

**SPDP (Spare Parts Data Package):** A technical and catalog data for equipment and spare parts required by Saudi Aramco for cataloging purposes and provided by the Original Equipment Manufacturer for all new or re-furbished equipment purchases originated for capital projects and/or by Poponent.

**SPDP Review Sheet:** A review document generated by the cataloging contractor after the review of the SPDP.

**SPDPSP (Spare Parts Data Package Submittal Plan):** A list of all purchase orders requiring SPDPs with their relative information and submittal plan dates.

**Supplier:** The seller responsible for furnishing equipment, materials, spare parts, and services.

**Sub-Equipment:** Equipment, auxiliaries, and components that come with the main equipment skid in the same purchase order.

**9CAT:** Materials having a standard material catalog number (material master number) that may be stocked by Saudi Aramco or by suppliers.

**9COM:** Non-cataloged materials which are not stocked in Saudi Aramco but may be stocked by suppliers.