**Appendix C: Supplier Instructions for Preparing an SPDP**

These instructions outline the responsibility of suppliers of new equipment to Saudi Aramco to provide Original Equipment Manufacturer (OEM) Spare Parts Data Package (SPDP) containing complete equipment, spare parts and operating materials data for each piece of equipment. This data will be used by Saudi Aramco to catalog equipment spare parts and operating materials to support equipment maintenance and operational requirements.

1. All information and drawings provided must be in English language, and shall consist of original and legible machine printed documents.

2. Full and complete spare parts information must be provided in the SPDP even if some of the same information is specified elsewhere in the purchase order to satisfy other requirements.

3. Acceptable Spare Part Data Package (SPDP) must contain the following minimum requirements:

3.1 PO copy and any subsequent change order, including a full scope of work, Equipment List, P&IDs, and company tag numbers.

3.2 Equipment Spare Parts (SP) information, a certified Priced Spare Parts List (PSPL) as per Appendix E: EQUIPMENT PRICES SPARE PARTS LIST (PSPL) and supporting documents from approved NMR 602 that enable readily describe the equipment and identify the position and quantity of required spare parts listed in the PSPL such as: bill of materials, general arrangement drawings, cross sectional drawings, nameplate details, and/or electrical single line wiring diagrams. PSPL is needed for each equipment type and sub-equipment type that has a reference equipment template in Appendix D: GENERAL CATALOGUING CRITERIA & EQUIPMENT TEMPLATES (GCC&ET’s).

3.3 General Supply (GS) information for materials fall under General Supply Criteria in Appendix D: GENERAL CATALOGUING CRITERIA & EQUIPMENT TEMPLATES (GCC&ET’s) (GS Criteria tab), full material attributes documents and budgetary quotations for general supply materials. Full material attributes documents include catalog cuts, manufacturer’s literature, data sheet, and/or materials test certificates.

4. SPDP shall be submitted along with NMR 602, but in no event later than the shipment date of the equipment.

5. A complete list of all required spare parts for each equipment type and sub-equipment type that will require spare parts for operation and maintenance use in accordance to Appendix D: GENERAL CATALOGUING CRITERIA & EQUIPMENT TEMPLATES (GCC&ET’s) is needed.

6. For skid mounted equipment, covering mechanical, electrical and instrumentation equipment, submit a certified PSPL for each equipment or sub-equipment from the (OEM) of each equipment in one complete SPDP.

7. Only Original Equipment Manufacturer (OEM) part number and/or the Original Component Manufacturer (OCM) part number is acceptable. OCM reference’s number is always preferred for better interchangeability with existing company’ stock.

8. Suppliers are requested to indicate in the SPDP the details of similar equipment previously supplied to Saudi Aramco to help accelerating cataloging process.

9. Suppliers are requested to indicate in the PSPL the available company material number to avoid duplication and accelerate the cataloging process.

10. Suppliers must print Saudi Aramco tag numbers on all drawings including but not limited to datasheets, P&ID, ISS and parts lists.

11. SPDP shall be scanned in PDF format on a softcopy and indexed by each equipment containing only the relevant equipment and spare parts information.

12. One (1) SPDP should be submitted for each Purchase Order (PO).

13. A soft copy for each PSPL (in excel format) to be sent along with SPDP copy.

**How to Assemble a Spare Parts Data Package (SPDP)**

An acceptable SPDP is one that contains the following (compiled in a binder).

1. Face Sheet:

 Equipment Manufacturer's Name

 Equipment Manufacturer’s Contact Number and e-mail address

 Contractor Name (as applicable)

 Contractor Contact number and e-mail address (as applicable)

 Contractor Purchase Order Number (as applicable)

 Saudi Aramco Project Number

 Saudi Aramco PO Number

2. Section 1: Purchase Order copy and any subsequent change orders for the equipment, showing contractor PO number and Saudi Aramco PO Number.

3. Section 2:List of all equipment type and sub-equipment type that will require spare parts cataloging as per Appendix D: GENERAL CATALOGUING CRITERIA & EQUIPMENT TEMPLATES (GCC&ET’s) and copy of each individual certified Spare Parts Priced List (PSPL) document.

4. Section 3: Supporting documents from NMR 602 divided and indexed per individual PSPL. Only supporting spare parts documents that enable readily describe the equipment and identify the position and quantity of required spare parts listed in the PSPL are needed.