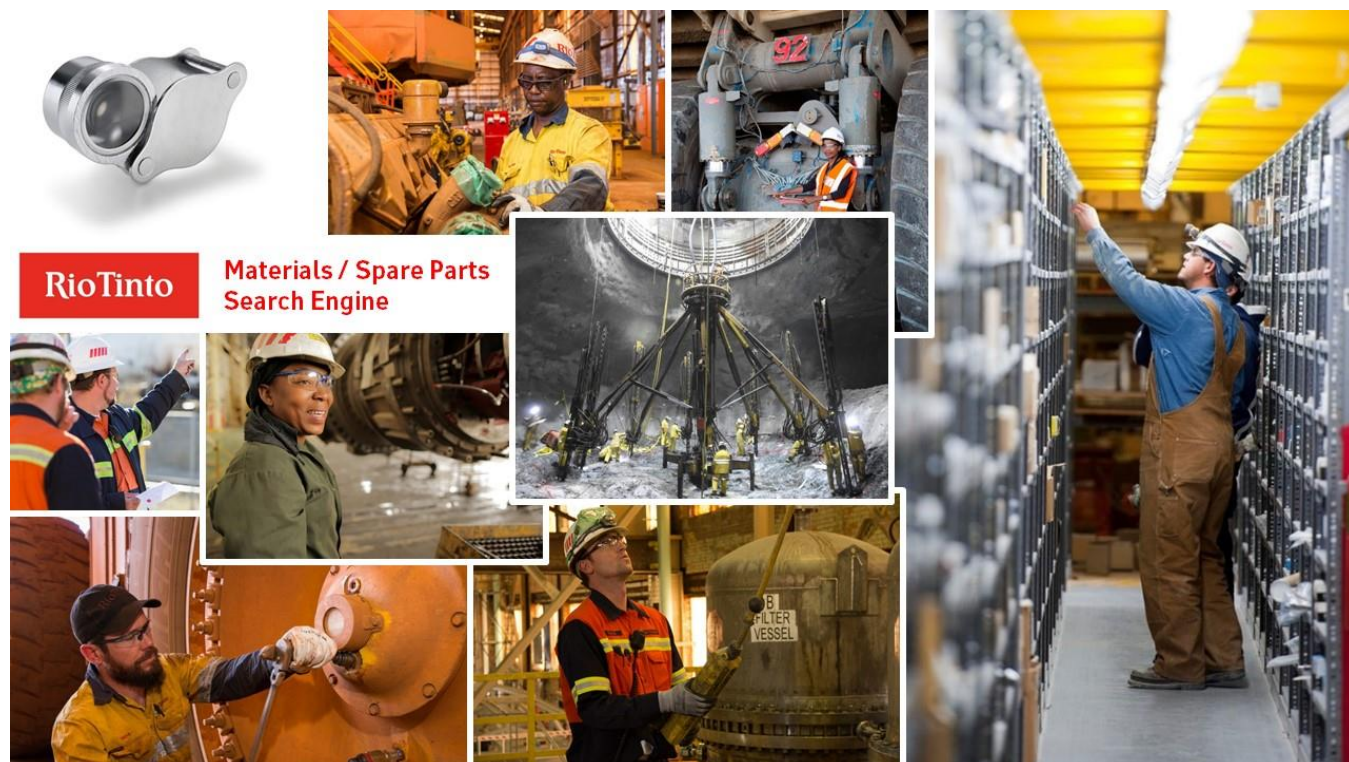


Rio Tinto Materials / Spare Parts search engine user guide

Please note: The only official copy of this document is located on the [Rio Tinto Element-Procurement-Useful Links-Transactional-Masterdata Governance](#) SharePoint site. Before using a printed copy of this document, please verify that it is the most current version by checking the document version and effective date.



RioTinto

Materials / Spare Parts
Search Engine

Document control	
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Reviewed by	Ehson Darabi, Principal Inventory Analytics
Updated by	Alison Wright, Principal Projects
Approved by	Andrew Piotto, Manager Projects
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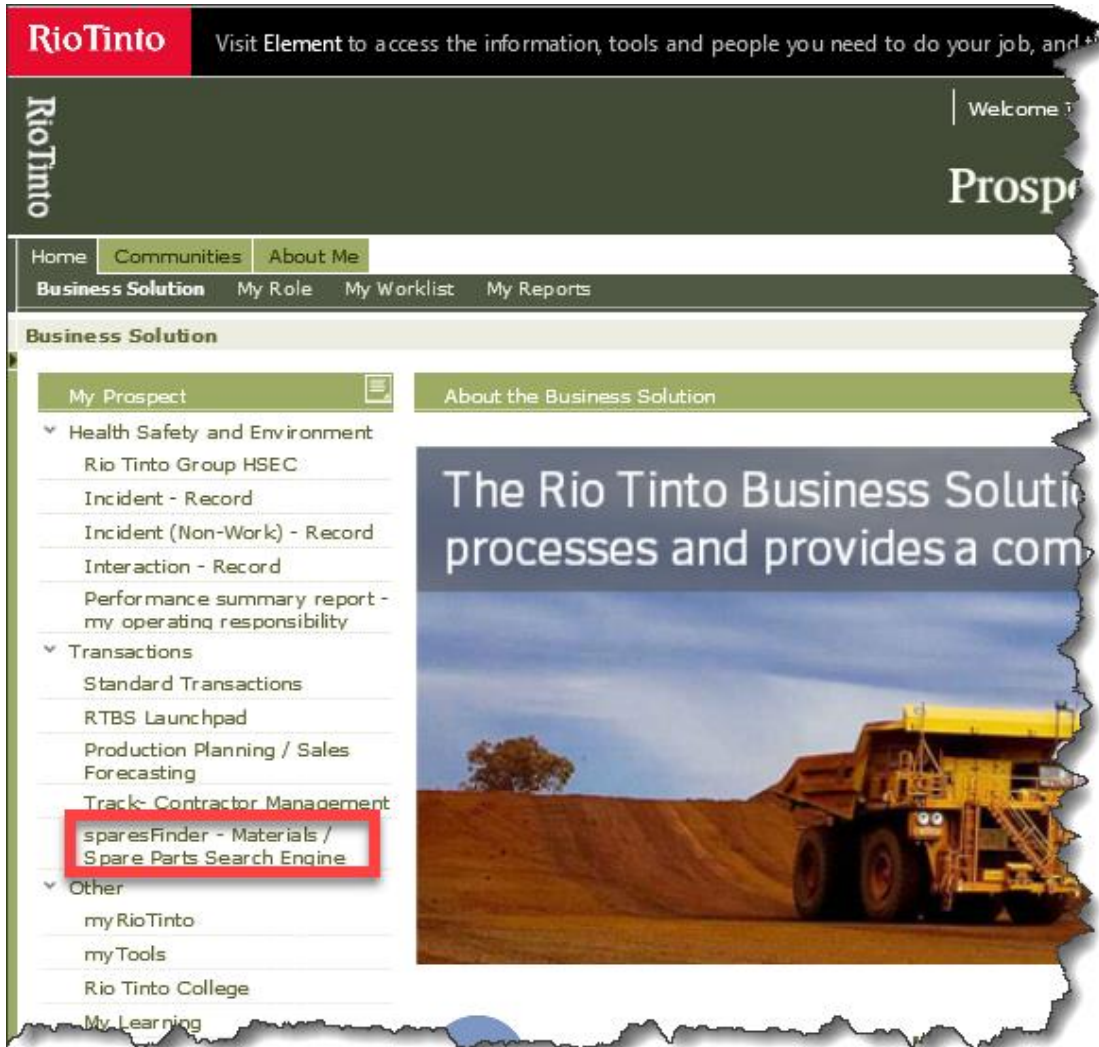
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1 How to access the new Rio Tinto Materials/Spare Parts search engine

The new Rio Tinto Materials/Spare Parts search engine sparesFinder can be accessed in two ways:

1. Through the link on Prospect as shown on the below screen shot; or

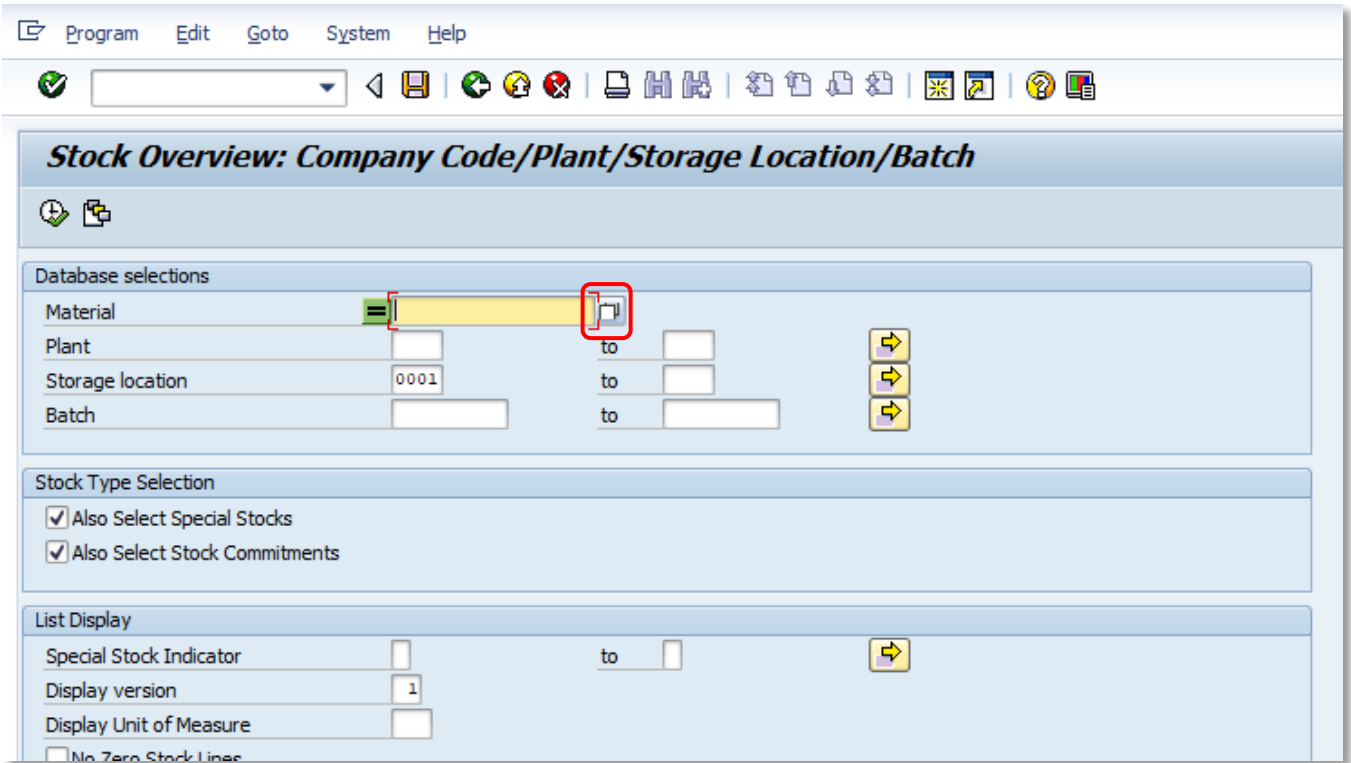


Note: If accessed via Prospect any items added to the 'Truck' will not be returned to SAP.

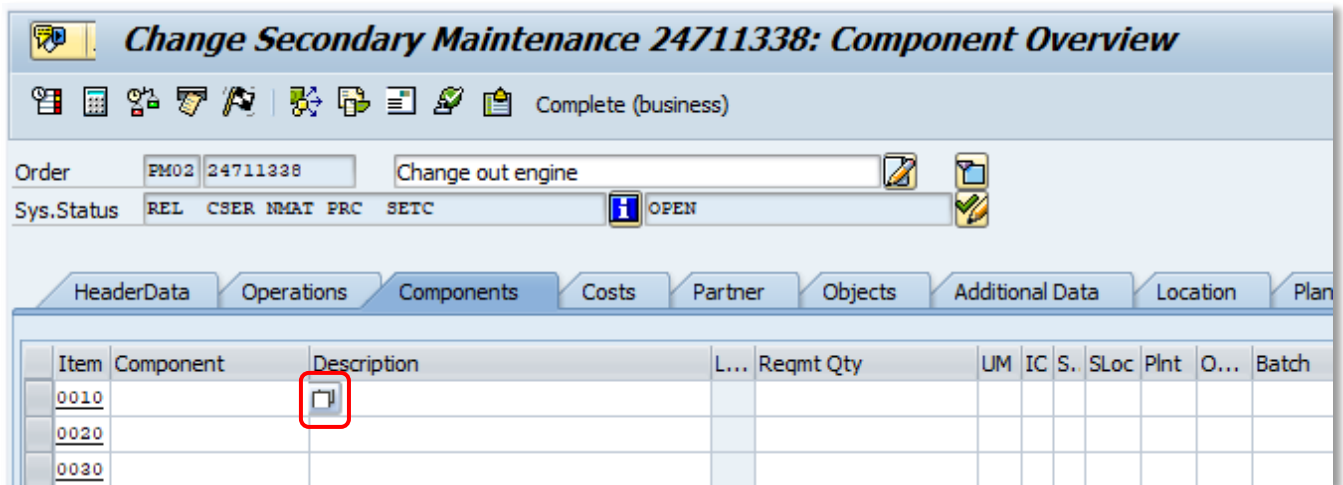
2. Via SAP as explained below:

Step 1: Within any SAP transaction that has access to Materials you can use the standard SAP search help to access the Rio Tinto Materials / Spare Parts Search Engine powered by sparesFinder. Click on the 'look up' icon or Press F4 for Material search options. See examples below.

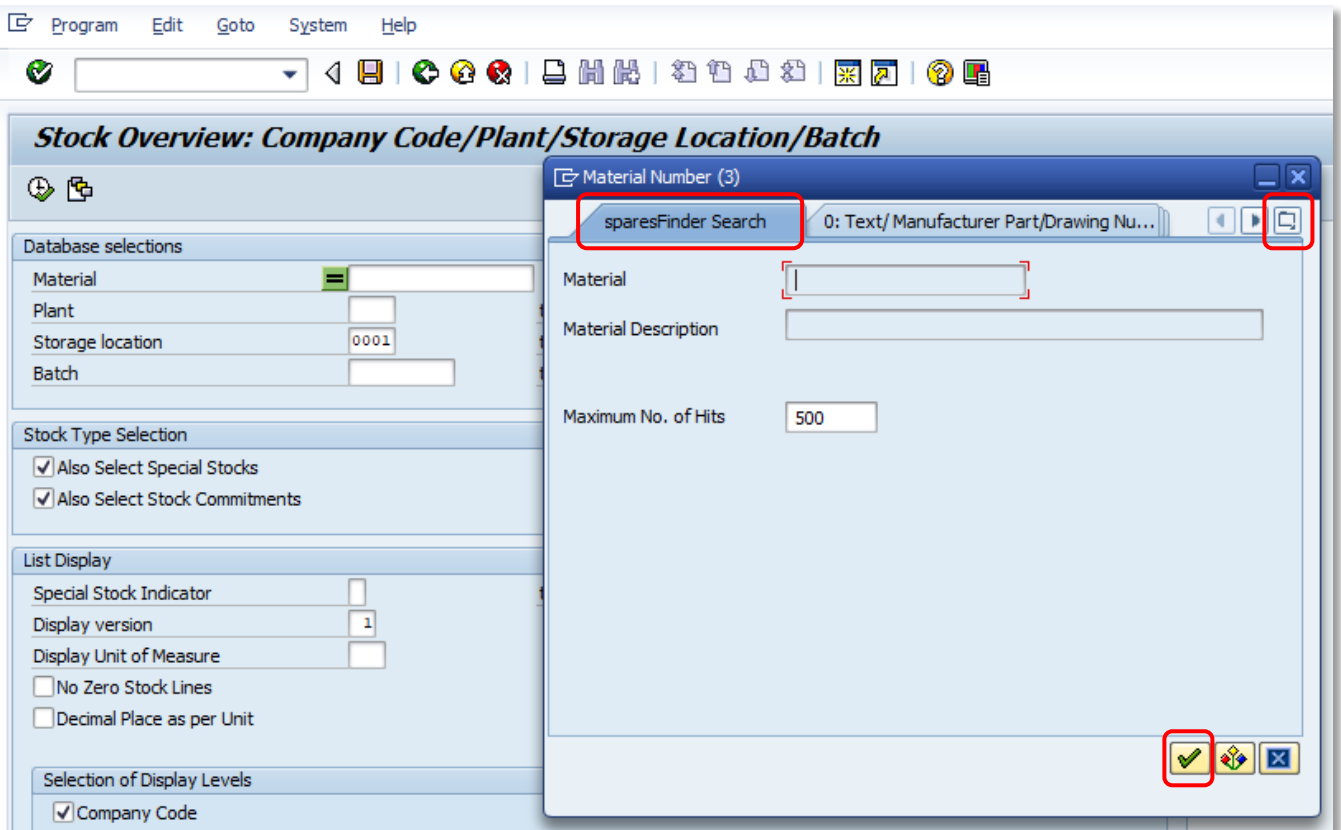
MMBE:



IW32:



Step 2: Use the 'look up' icon to find the sparesFinder search in the pop-up window. It is the first on the list.



Step 3: Click on the Green Tick or Press 'Enter', SAP will open another session displaying the sparesFinder Search.

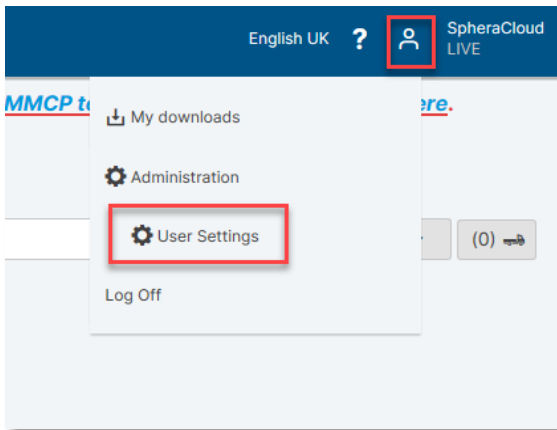
Note: There is a short delay while SAP connects with the sparesFinder 'Cloud based' server.

2 How to set your user defaults (including plant)

The first time you access the sparesFinder search engine you will be asked to ‘select a default plant’. You can select your plant using the drop down arrow on the right side of the selection field or start typing the plant code or name and it will search for the plant. If you do not set a default plant here this can be added later under user settings.

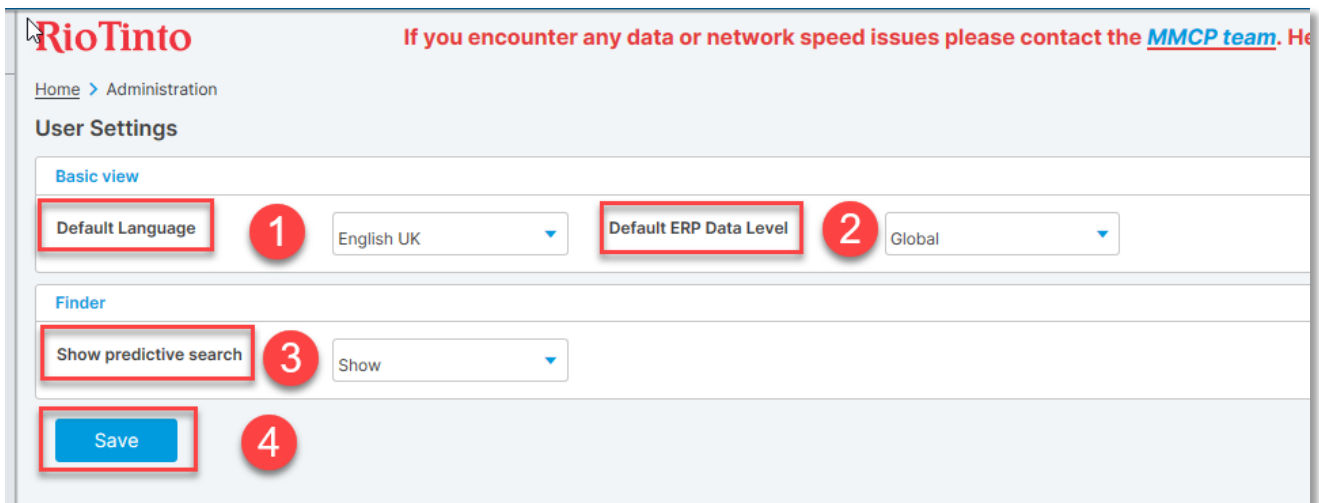
Accessing user settings

The person icon in the top right hand of the screen has an option for ‘User Settings’.

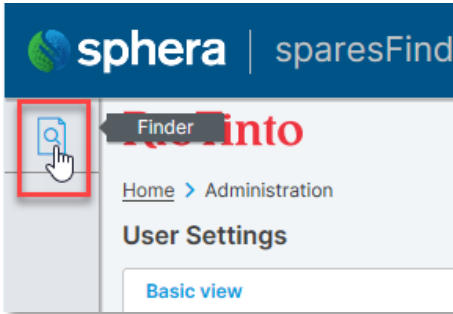


The following selections are available under User Settings

1. Default language – set your required language
2. Default ERP Data level – select Plant to set your default plant. This will reveal an additional selection box where you can set your plant. If you need to work across multiple sites leave the default of Global.
Note: Only choose Global or Plant, no other options will work.
3. Predictive Search – ‘Show’ will predict possible materials selections while you type in your search options. ‘Hide’ will only start searching once you have entered the details for what you want to search for. The system default ‘Inherited’ is predictive text turned off.
4. Once all settings are selected press Save



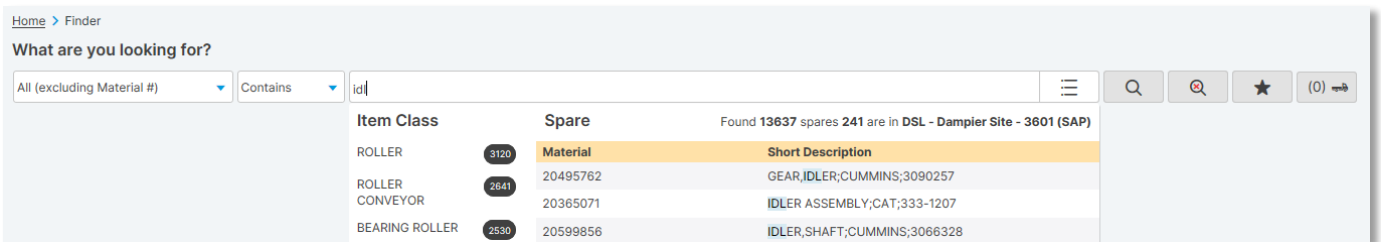
To return to the search function click the Finder icon on the top left of the screen directly under the blue banner.



3 How to Search

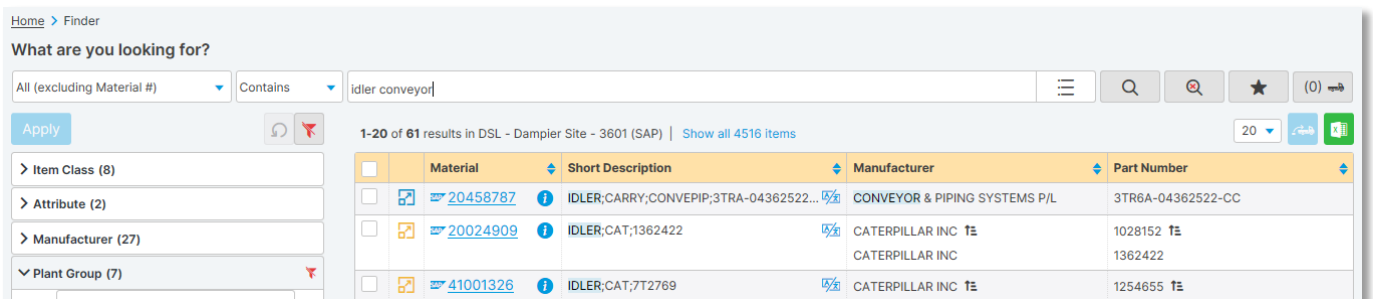
In order to search for a material or spare part, you can enter a single word or multiple words. It is not case sensitive and wild cards are not required. When using multiple words in the search, separate them with a space rather than a comma.

If Predictive search is enabled sparesFinder starts to display a list of possible materials as you start typing:



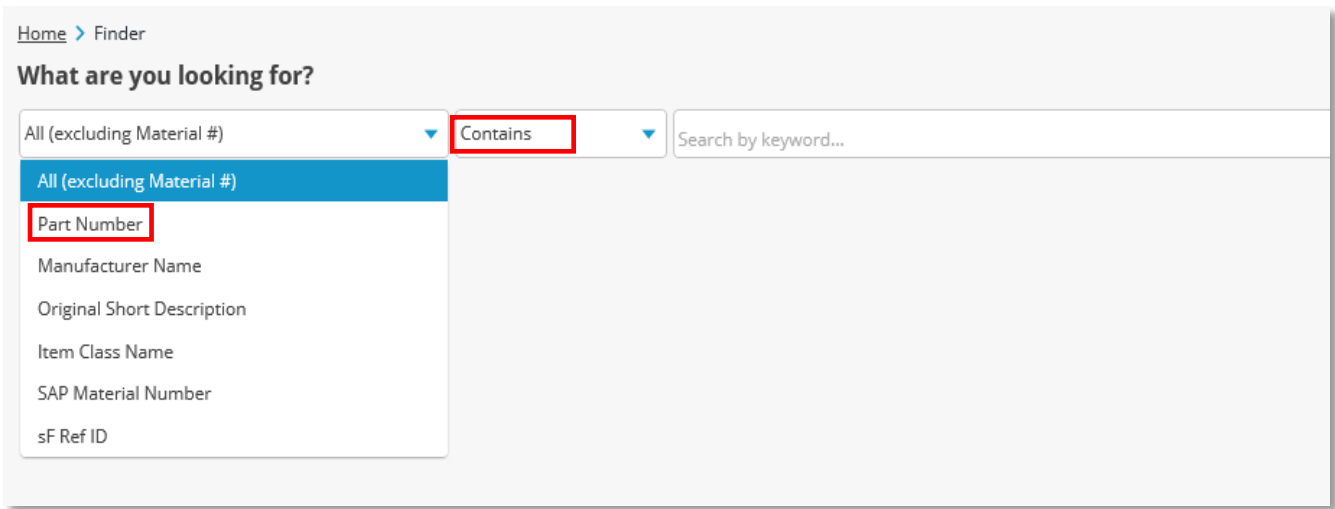
Once you have completed your search criteria press enter (or the magnifying glass) to run the search.

If you have Predictive Search turned off, once you have completed your search criteria press enter (or the magnifying glass) to run the search.

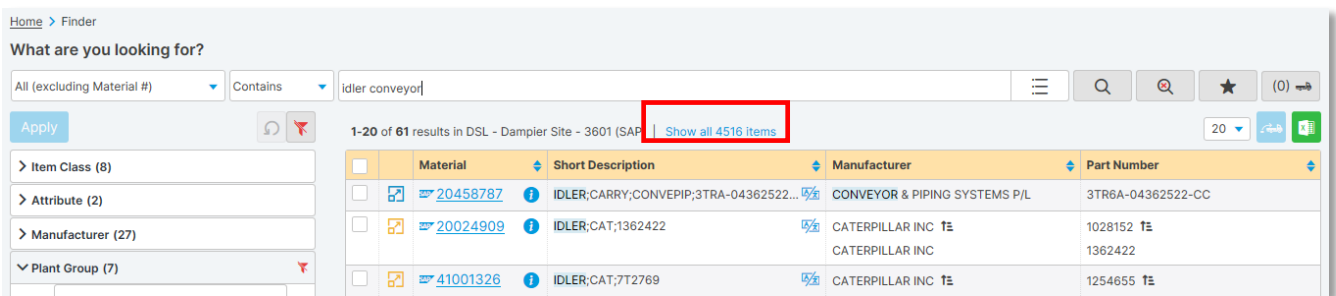


Searching with 'All (excluding (SAP) Material #)' will check all data fields, or the search can be narrowed down to only search certain fields such as Part Number (manufacturers), Manufacturer Name or SAP material number, refer below screen shot for options.

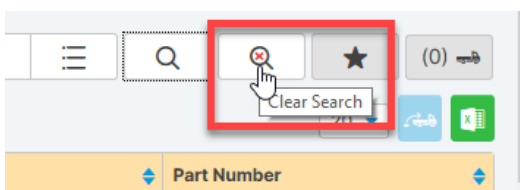
Note: if you are searching for a manufacturers part number then use the 'Part number' 'Contains' search options as this is the most robust way to look for a part number. The 'All (excluding (SAP) Material #)' will work in most cases but if the part number is stored in SAP with dashes in it then this search option sometimes misses things.



If you have a default plant set you will only see the materials extended to your plant, to see all materials in the global catalogue you can toggle to the 'Show all' option.

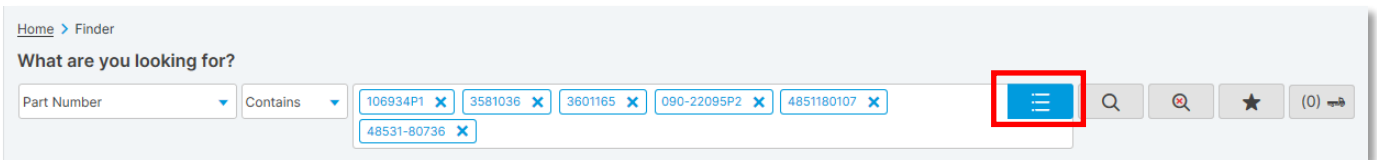


Note: The 'Clear Search' button clears your search.

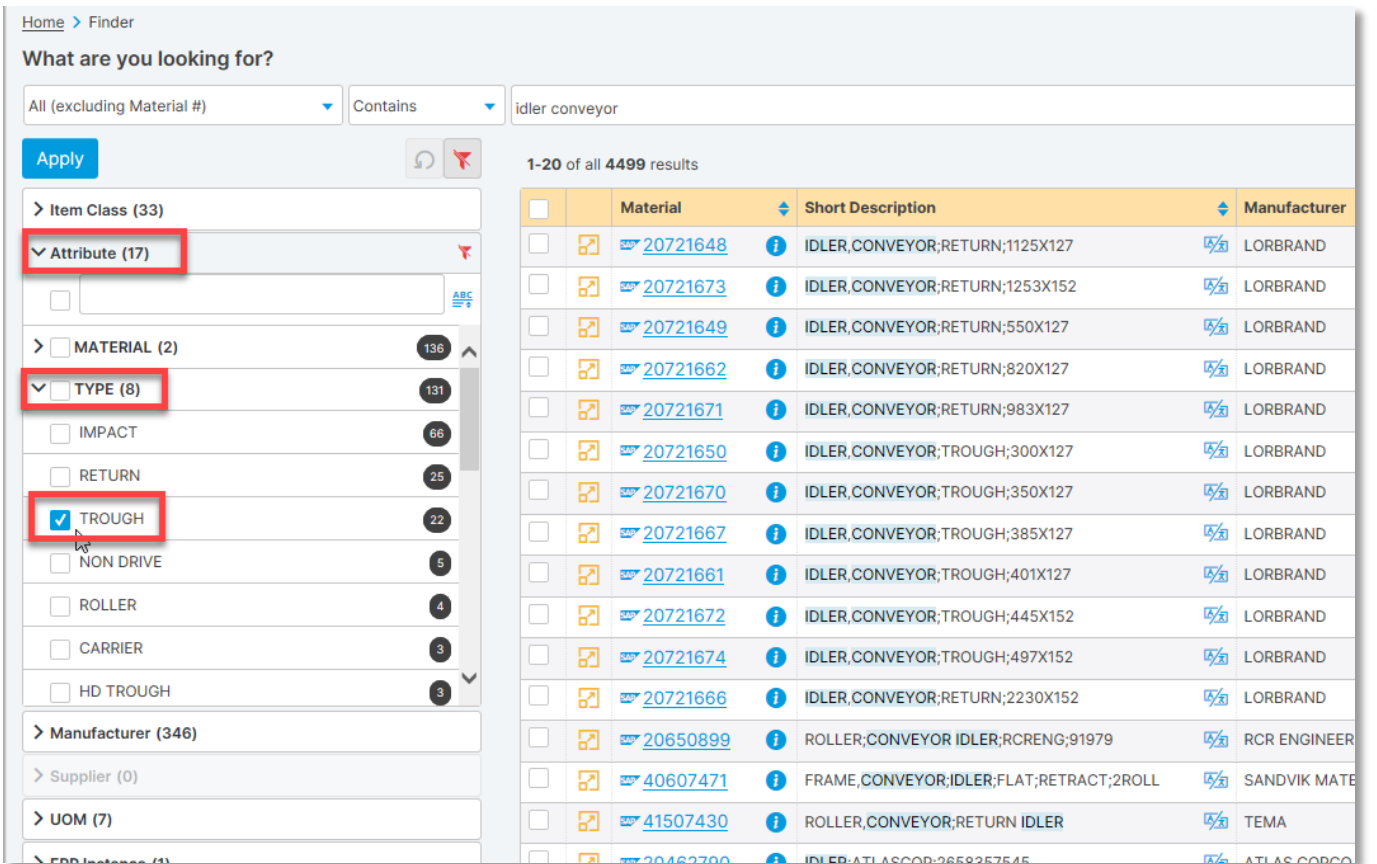


Search Options

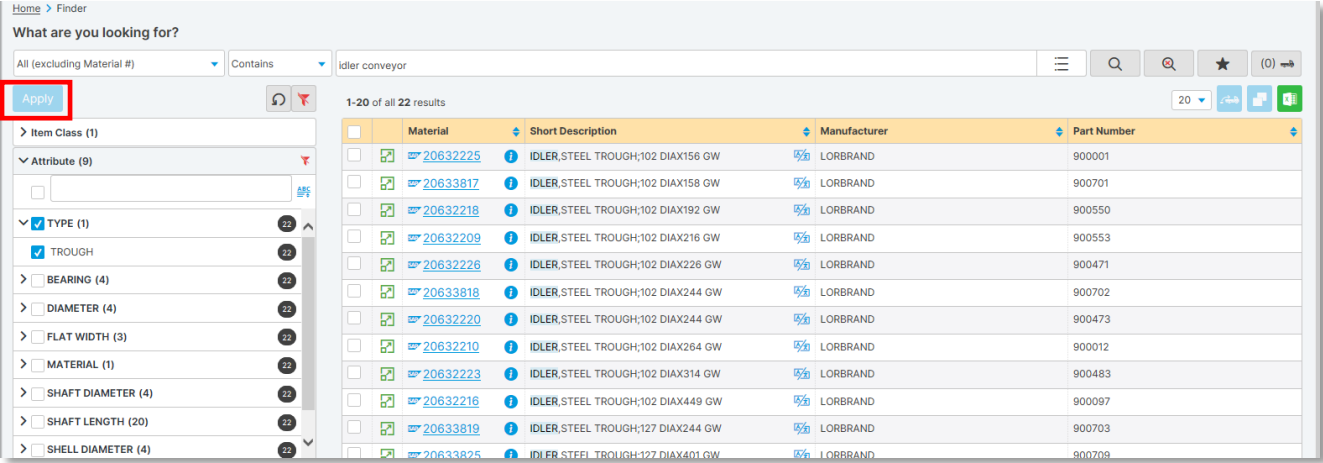
- 1. Term Splitting:** Terms are normally split on space. By using double apostrophes around the search term you can search for an exact term. For example:
 "Motor Induction" will generate 1 term and search for text strings that **exactly** match Motor Induction.
 Motor Induction will generate 2 terms and search for materials that have Motor **and** Induction but can be in any fields (including the Long description) in any sequence.
- 2. Single Line vs Multi line search:** A single line search can be defined as an AND search versus a multi line search that is defined as an OR search. Multi line searches can accommodate up to 20 search terms. So for example 20 manufacturer part numbers can be copied from Excel and pasted into the search bar. To enable the multi line search option select the icon at the end of the search bar. When the icon is blue you can enter the different search terms, press enter after each term to add another one.



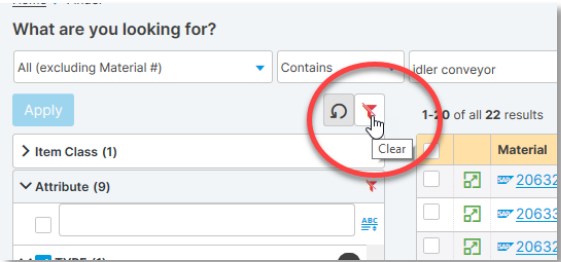
Once you have your initial search results, you can narrow it down by selecting filters on the left e.g. Item Class, Attribute, Manufacturer and Plant Group etc.



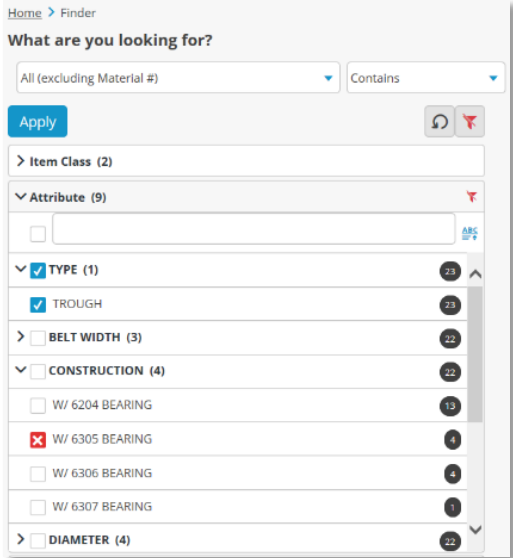
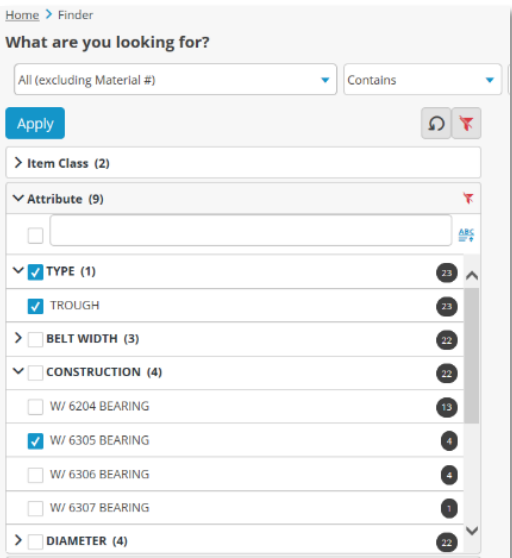
Once a filter is selected click on the 'Apply' button to update the search results.



Note: filtering by Attribute will help to narrow your search but not all the attributes have been captured in sparesFinder, so it can also result in you missing a material you are looking for. To remove the filter click on the 'Clear Filter' Icon.



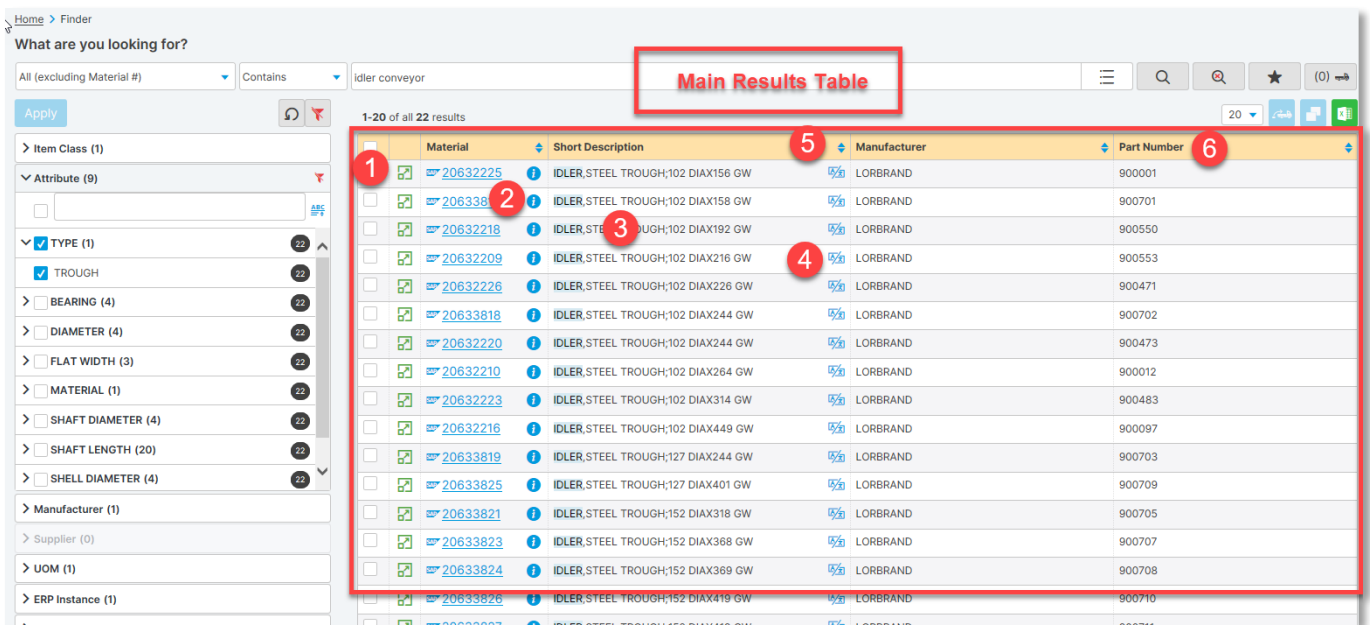
Note: You can also apply multiple filters at the same time e.g. a second attribute. If you click on the box a second time it will change from a blue tick to a red cross which will exclude an attribute from your search.



In the main results table, you can perform the following actions:

1. Click on the green, blue or yellow square with expansion arrow to view the Item Description details.
2. Hover on the blue information icon next to the Material Number to view which plants the material is extended.
3. Hover over the Short Description to view the material Long Description (PO text).
4. Click on the Translate icon to see language translation.
5. Reorder/sort the information in the columns by clicking the up/down arrows to the right of the column headings.
6. Change the order of the columns by left clicking on the column heading and dragging the column to the desired position.

Note: For more detailed information refer to Additional Information section at the end of this document



Note: If you click the material number hyperlink, the information will be returned to the SAP screen where you started.

4 How to Export data from sparesFinder

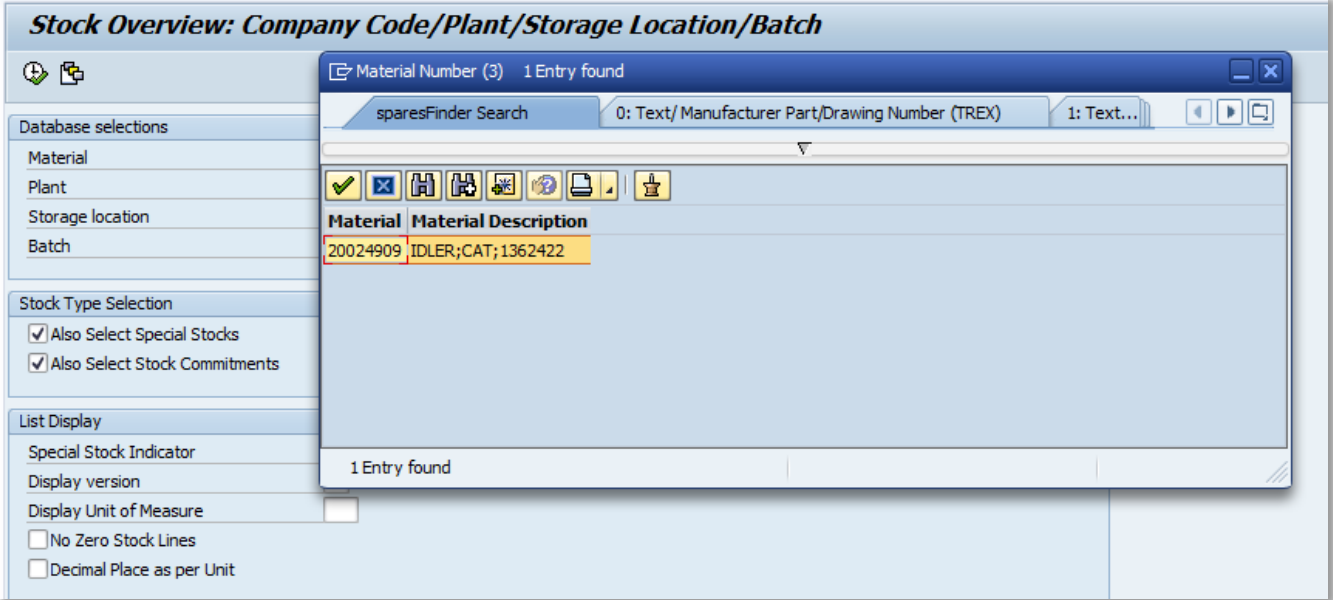
4.1 Exporting into SAP

4.1.1 Single item – direct to SAP

Step 1: When you have identified your material or spare part record, click on the underlined material number next to the SAP icon . This will transfer the material number to the SAP pop-up search window.

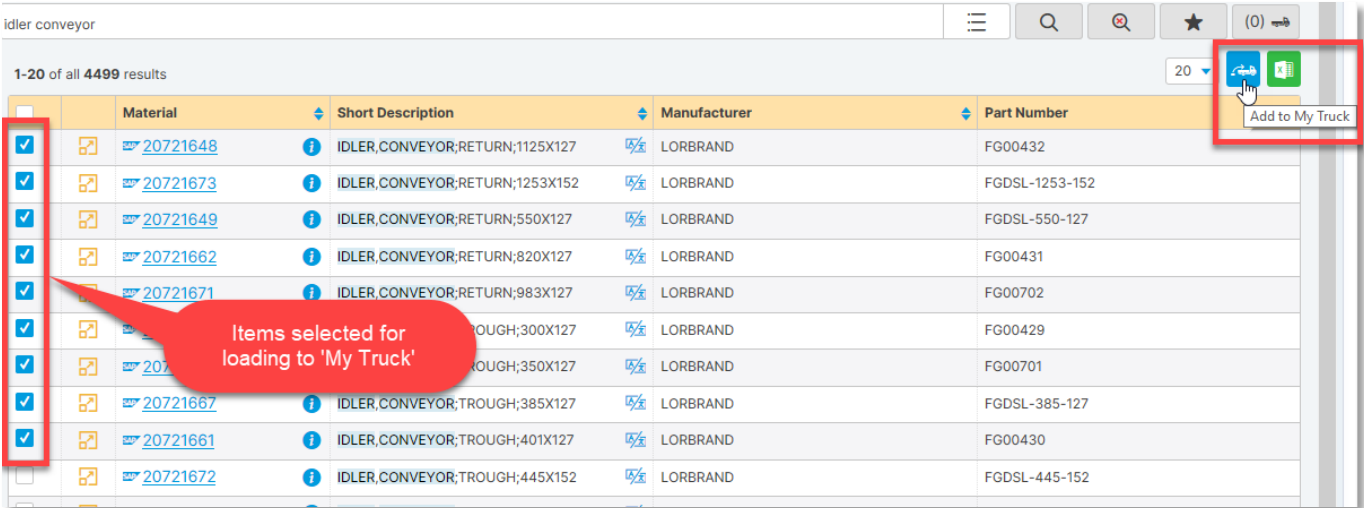
Note: The SAP symbol is present only when accessing sparesFinder through SAP. It is not present when you are using sparesFinder through the link on Prospect.

Step 2: Select the Material number from the Search help pop-up and it will be copied back to the field on your initial SAP search screen.



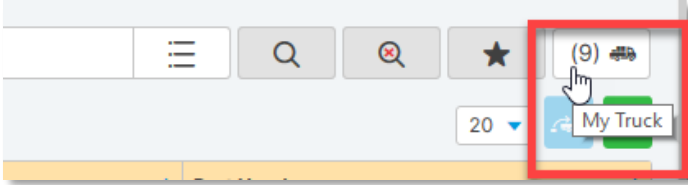
4.1.2 Multiple items – direct to SAP

The search engine has a 'My Truck' option, similar to the shopping basket or trolley in on-line shopping applications. This enables multiple searches to be completed before returning to SAP. To add a material to the truck, tick the line and select the truck icon.








Note: The truck can be used for single or multiple items

When you have loaded your truck a message will appear advising the number of items added, and the 'My Truck' icon on the top line will reflect the number of items it contains.



When ready to return to SAP click on the 'My Truck' icon

A number of options appear at the bottom of the screen

- Unload Truck  - delete the items in the truck and return to search
- Export to Excel  - transfer the items to Excel spreadsheet
- Add to saved search  - save search for future reference
- Copy material numbers to clipboard  - enables multiple items to be added to a WO. Once you have selected the blue clip board exit out of sparesFinder then use Ctrl V to paste the materials into your SAP WO screen.
- Close  - closes the window but leaves items in the truck

My Truck (9)					
	Material	Short Description		Manufacturer Name	Part Number
<input checked="" type="checkbox"/>	2072164	IDLER,CONVEYOR;RETURN;1125X127		LORBRAND	FG00432
<input checked="" type="checkbox"/>	2072167	IDLER,CONVEYOR;RETURN;1253X152		LORBRAND	FGDSL-1253-152
<input checked="" type="checkbox"/>	2072164	IDLER,CONVEYOR;RETURN;550X127		LORBRAND	FGDSL-550-127
<input checked="" type="checkbox"/>	2072166	IDLER,CONVEYOR;RETURN;820X127		LORBRAND	FG00431
<input checked="" type="checkbox"/>	2072167	IDLER,CONVEYOR;RETURN;983X127		LORBRAND	FG00702
<input checked="" type="checkbox"/>	2072165	IDLER,CONVEYOR;TROUGH;300X127		LORBRAND	FG00429
<input checked="" type="checkbox"/>	2072167	IDLER,CONVEYOR;TROUGH;350X127		LORBRAND	FG00701
<input checked="" type="checkbox"/>	2072166	IDLER,CONVEYOR;TROUGH;385X127		LORBRAND	FGDSL-385-127
<input checked="" type="checkbox"/>	2072166	IDLER,CONVEYOR;TROUGH;401X127		LORBRAND	FG00430

Select the appropriate action. Any items not required can be removed by clicking the garbage can icon.

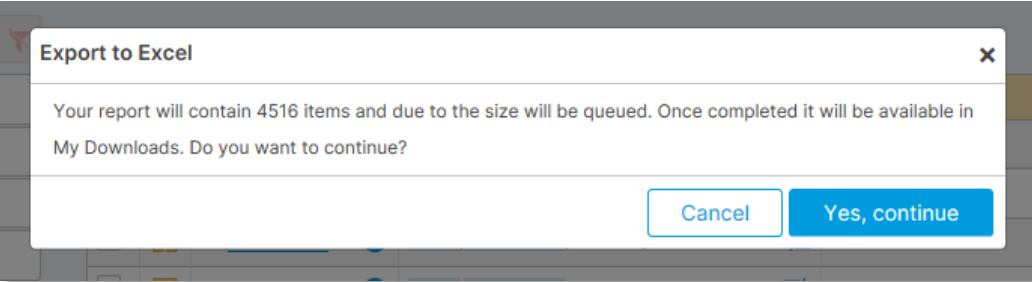
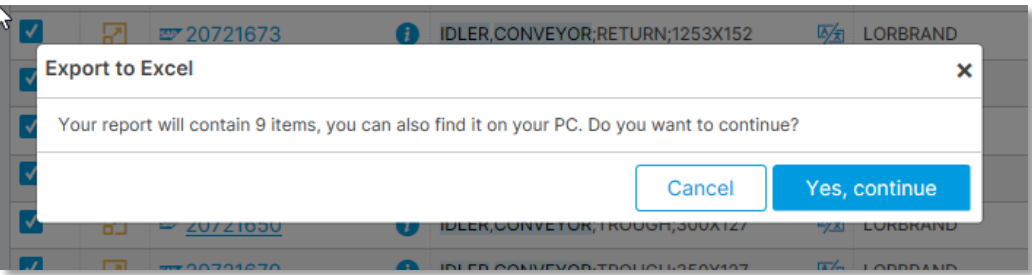
4.2 Exporting to Excel

Select items to be returned to Excel by ticking the selection box in the first column of the search result.

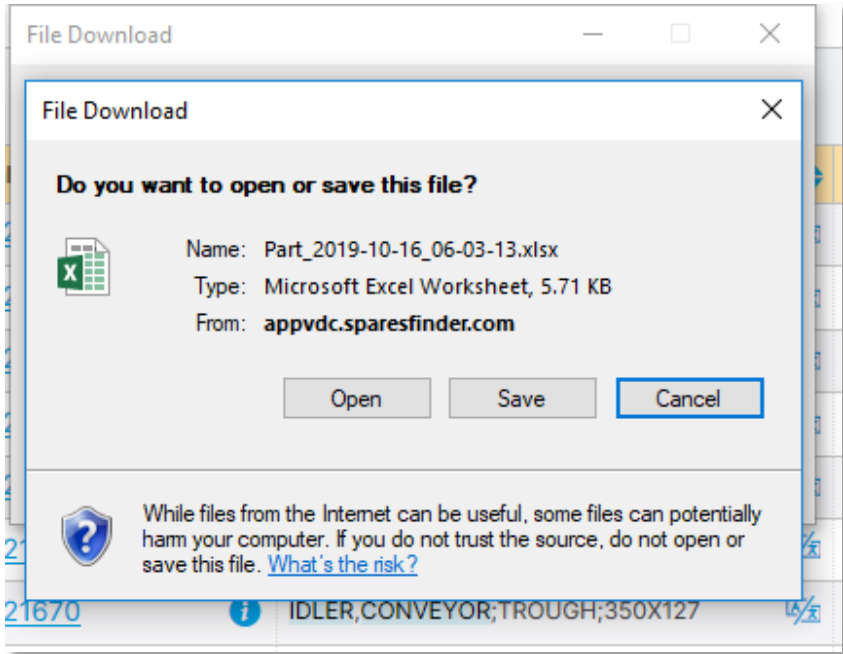
	Material	Short Description	Manufacturer	Part Number
<input checked="" type="checkbox"/>	20721648	IDLER,CONVEYOR;RETURN;1125X127	LORBRAND	FG00432
<input checked="" type="checkbox"/>	20721673	IDLER,CONVEYOR;RETURN;1253X152	LORBRAND	FGDSL-1253-152
<input checked="" type="checkbox"/>	20721649	IDLER,CONVEYOR;RETURN;550X127	LORBRAND	FGDSL-550-127
<input checked="" type="checkbox"/>	20721662	IDLER,CONVEYOR;RETURN;820X127	LORBRAND	FG00431
<input checked="" type="checkbox"/>	20721671	IDLER,CONVEYOR;RETURN;983X127	LORBRAND	FG00702
<input checked="" type="checkbox"/>	20721650	IDLER,CONVEYOR;TROUGH;300X127	LORBRAND	FG00429
<input checked="" type="checkbox"/>	20721670	IDLER,CONVEYOR;TROUGH;350X127	LORBRAND	FG00701
<input checked="" type="checkbox"/>	20721667	IDLER,CONVEYOR;TROUGH;385X127	LORBRAND	FGDSL-385-127
<input checked="" type="checkbox"/>	20721661	IDLER,CONVEYOR;TROUGH;401X127	LORBRAND	FG00430
<input type="checkbox"/>	20721672	IDLER,CONVEYOR;TROUGH;445X152	LORBRAND	FGDSL-445-152
<input type="checkbox"/>	20721673	IDLER,CONVEYOR;RETURN;1253X152	LORBRAND	FGDSL-1253-152
<input type="checkbox"/>	20650899	ROLLER,CONVEYOR IDLER;RCRENG;91979	RCR ENGINEERING	91979
<input type="checkbox"/>	40607471	FRAME,CONVEYOR;IDLER;FLAT;RETRACT;...	SANDVIK MATERIALS HANDLING	45458-1800-24

Note: All items will be exported if you do not select any specific items

Click on the Export to Excel button, depending on the number of materials being exported you will receive one of the following messages, click the highlighted button to proceed.



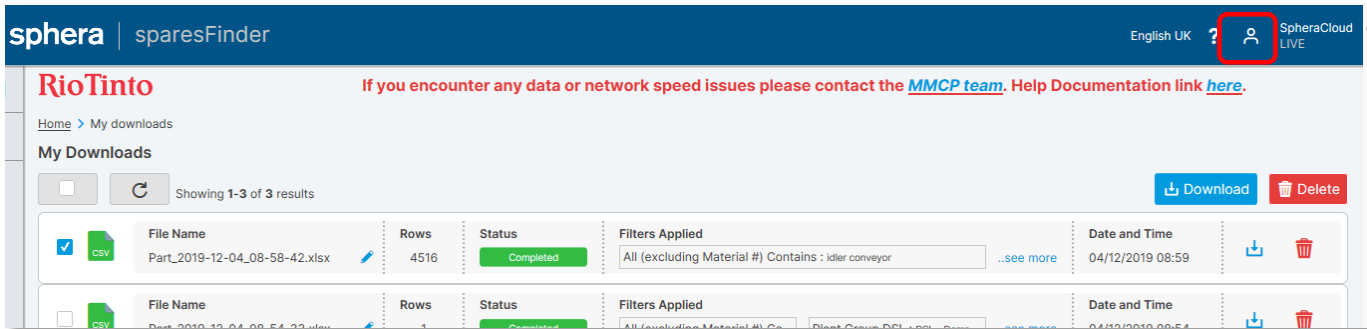
If you received the first message a pop up box will provide the option to open the report in excel.




Opening in Excel shows the information exported from sparesFinder

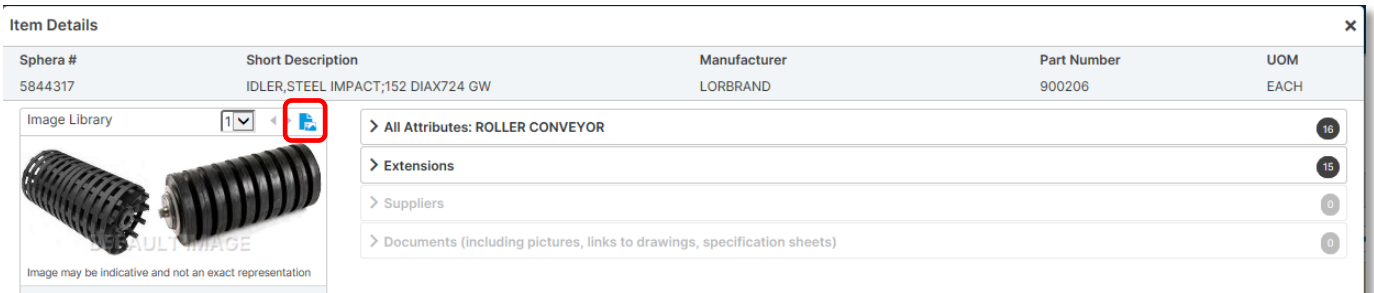
Sphera #	ERP Instance	Material	Short Description	Long Description	Manufacturer	Part Number	Base UOM	UN/SPSC Code	Old material number
5922031		20721648	IDLER,CONVEYOR;RETURN;1125X1	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FG00432	EACH		
5918303		20721673	IDLER,CONVEYOR;RETURN;1253X1	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FGDSL-1253-152	EACH		
5917139		20721649	IDLER,CONVEYOR;RETURN;550X12	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FGDSL-550-127	EACH		
5928944		20721662	IDLER,CONVEYOR;RETURN;820X12	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FG00431	EACH		
5919343		20721671	IDLER,CONVEYOR;RETURN;983X12	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FG00702	EACH		
5917140		20721650	IDLER,CONVEYOR;TROUGH;300X12	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FG00429	EACH		
5928945		20721670	IDLER,CONVEYOR;TROUGH;350X12	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FG00701	EACH		
5917142		20721667	IDLER,CONVEYOR;TROUGH;385X12	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FGDSL-385-127	EACH		
5919341		20721661	IDLER,CONVEYOR;TROUGH;401X12	IDLER, CONVEYOR MATERIAL: HDP LORBRAND		FG00430	EACH		

If you received the second message then you will need to retrieve the report from your downloads. To retrieve your download select the Person icon top right and select My downloads. Tick the relevant report and then Download.




5 How to attach a drawing to a material

The sparesFinder tool contains a number of default images. If you have a picture of the actual item then the image can be uploaded. To upload an image select View item details  against the material. Add the new image by selecting the Upload image icon.



Sphera #	Short Description	Manufacturer	Part Number	UOM
5844317	IDLER,STEEL IMPACT;152 DIAx724 GW	LORBRAND	900206	EACH

Image Library 1 




Image may be indicative and not an exact representation

- > All Attributes: ROLLER CONVEYOR 16
- > Extensions 15
- > Suppliers 0
- > Documents (including pictures, links to drawings, specification sheets) 0

A pop up box will open to enable you to Choose the image you want to upload from your computer, locate the relevant file then Upload the image.

Note: the upload feature is more robust if sparesFinder is accessed via the Prospect link rather than through SAP.

If you accidentally attach an incorrect image then email GlobalMaterialMasterCatalogueProject@riotinto.com to request removal of the wrong image.

Additional information

Item Details

Hovering over the yellow, blue or green view item details icon reveals information relating to the catalogue quality.

Note: The colour of the icon indicates the reliability of the detail

- Green – classified and attributed by a human
- Blue – classified by a human
- Yellow – machine classified/not classified

1-20 of all 22 results

<input type="checkbox"/>	Material	Short Description	Manufacturer
<input type="checkbox"/>	20632225	IDLER,STEEL TROUGH;102 DIA X156 GW	LORBRAND
<input type="checkbox"/>	20632218	IDLER,STEEL TROUGH;102 DIA X192 GW	LORBRAND
<input type="checkbox"/>	20632209	IDLER,STEEL TROUGH;102 DIA X216 GW	LORBRAND

Clicking on the icon reveals the item details (which may include an image) and provides long description information.

Within the long description box is the translate icon which provides French translation if it exists.

There is also the ability to drill down into any of the attributes which have been included in the detail

Item Details x

Sphera #	Short Description	Manufacturer	Part Number	UOM
5839936	IDLER,STEEL TROUGH;102 DIA X156 GW	LORBRAND	900001	EACH

Image Library 1




Image may be indicative and not an exact representation

Long Description

IDLER, STEEL TROUGH ROLLER DIAMETER: 102; FACE WIDTH: 133; GAUGE WIDTH: 156; OVER ALL SHAFT LENGTH: 183; BEARING DESIGNATION: 6204; FLAT WIDTH X SLOT AF: 8.4 X 14.3; DIAMETER AT FLAT: 19.7; SHELL THICKNESS: 4;

> All Attributes: ROLLER CONVEYOR 16

> Extensions 15

> Suppliers 0

> Documents (including pictures, links to drawings, specification sheets) 0

[Close](#)

Note: Work is ongoing to capture the attribution values for the materials.

Plant Extensions

Hovering on the blue information icon next to a Material Number shows (pop-up window) any specific information at those plants where the item is extended e.g. status or ERP material number.

Data Level	ERP\Plant\Warehouse	Material Type	Status	ERP Mater...
Plant	SAP\RTIO Mesa J Mine Site - 3010	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Brockman 2 - 3001	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Brockman 4 - 3021	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Cape Lambert - 3002	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Dampier - 3004	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Greater Nammuldi - 3009	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Hope Downs 1 - 3007	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Hope Downs 4 - 3017	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Marandoo - 3008	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Mesa A - 3022	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Paraburdoo - 3011	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Tom Price - 3016	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS West Angelas - 3018	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Western Turner Sync - 3026	HIBE	Synchronised	20632225
Plant	SAP\RTIO PICS Yandicoogina - 3019	HIBE	Synchronised	20632225
	IDLER, STEEL TROUGH;102 DIA X314 GW	LORBRAND		900483

Material Long Description

Hover over the Short Description to display the Long Description (PO text).

Material	Short Description	Manufacturer	Part Number
20632225	IDLER, STEEL TROUGH;102 DIA X156 GW	LORBRAND	900001
20633817	IDLER, STEEL TROUGH;102 DIA X158 GW	LORBRAND	900701
20632218	IDLER, STEEL TROUGH;102 DIA X192 GW	LORBRAND	900550
20632209	IDLER, STEEL TROUGH;102 DIA X216 GW	LORBRAND	900553

Long Description

IDLER, STEEL TROUGH ROLLER DIAMETER: 102; FACE WIDTH: 133; GAUGE WIDTH: 156; OVER ALL SHAFT LENGTH: 183; BEARING DESIGNATION: 6204; FLAT WIDTH X SLOT AF: 8.4 X 14.3; DIAMETER AT FLAT: 19.7; SHELL THICKNESS: 4;

Translate

Click on the translate icon  to reveal translated information

Note: Not all items have translations.

	Material	Short Description	Manufacturer	Part Number
	40023480	FILTER FUEL RYCO Z252X	BLACKWOOD J & SON LTD RYCO FILTERS	03282810 Z252X
	20691418	FILTER,FUEL;BF1258	DONALDSON FILTER	P551001
	40124538	FILTER,FUEL;MB220900	DETROIT DIESEL DETROIT DIESEL	1F3356 NMF455

Material translation appears in pop up window.

Translations x

Check available translations in the system

Current Language

English UK v

Short Description
FILTER,FUEL;BF1258

Long Description
FILTER,FUEL; BF1258;

Other Available Languages

French v

Désignation Court Orig
FILTRE,CARBURANT;BF1258

Désignation Longue Orig
FILTRE,CARBURANT; BF1258;

Close