



Genus Power Infrastructures Limited



# STANDARD OPERATING PROCEDURE FOR DOCUMENT MANAGEMENT SYSTEM

Document No.

Department:- Information Technology (IT)

|              |                                 |      |             |             |             |  |
|--------------|---------------------------------|------|-------------|-------------|-------------|--|
|              |                                 |      |             |             |             |  |
|              |                                 |      |             |             |             |  |
| 0            | Issued for Internal Circulation |      |             |             |             |  |
| Revision No. | Description                     | Date | Prepared by | Reviewed by | Approved by |  |



**Genus Power Infrastructures Limited**



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## 1.0 PURPOSE

The main aim of this user manual is to define step by step process required for creating, review and approval of different type of documents including the process of Engineering Change Management and Engineering Release Note.

## 2.0 SCOPE

The procedure is applicable for document number creation including review and approval of ECR change request form, capturing documents and Engineering Release Note.

## 3.0 DEFINATION OF DOCUMENT TYPE:

Different document type will be used for different department which helps in searching the document based on the document type. Document type also helps in controlling the authorization for create, change and display of the document.

| S. # | DESCRIPTION                            | DOC. TYPE  | NUMBER RANGES          |
|------|----------------------------------------|------------|------------------------|
| 1    | Marketing Department                   | ZMR        | 100000 -199999         |
| 2    | Design & Engineering Dept              | ZEN        | 200000-299999          |
| 3    | Engineering Release Note               | ZRN        | 300000-399999          |
| 4    | Purchase Department                    | ZPO        | 400000-499999          |
| 5    | Engineering Change Management Document | ZEC        | 500000-599999          |
| 6    | Miscellaneous Documents                | ZMS        | 700000-799999          |
| 7    | Old Documents                          | Z01 to Z36 | As per old doc number. |



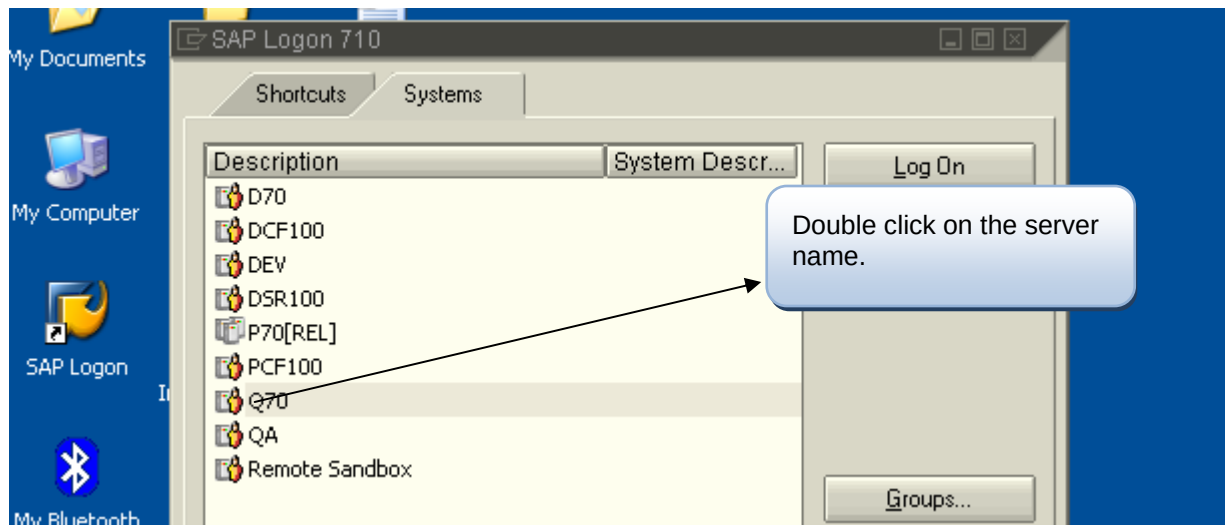
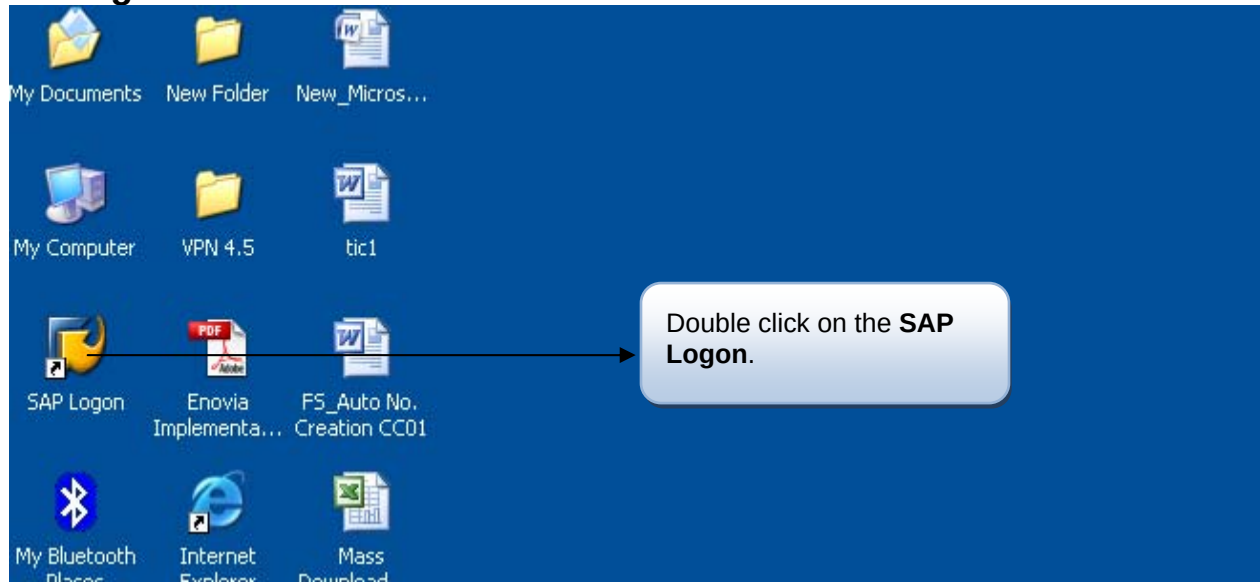
#### **4.0 CONVENTION USED**

|      |          |                                                               |
|------|----------|---------------------------------------------------------------|
| 1.0  | DIR      | Document Info Record                                          |
| 2.0  | SYSTEM   | SAP DMS System                                                |
| 3.0  | VERSION  | Used when document is under review process                    |
| 4.0  | REVISION | Used when document is approved and ready for use for end user |
| 5.0  | CR       | Document Created                                              |
| 6.0  | DU       | Document Uploaded                                             |
| 7.0  | RR       | Request for Review                                            |
| 8.0  | RW       | Reviewed                                                      |
| 9.0  | RJ       | Rejected                                                      |
| 10.0 | AP       | Approved                                                      |
| 11.0 | SD       | Superseded                                                    |

#### **5.0 TRANSACTION CODE**

|     |             |                           |
|-----|-------------|---------------------------|
| 1.0 | CV01N       | Create Document Number    |
| 2.0 | CV02N       | Change Document Number    |
| 3.0 | CV03N       | Display Document Number   |
| 4.0 | CV04N       | Search Document           |
| 5.0 | ZDMS01      | ECR Pending Status Report |
| 6.0 | ZDMS02      | View Latest Document      |
| 7.0 | ZDM01_ADMIN | Change Reviewer           |
| 8.0 | SBWP        | Workplace (SAP Inbox)     |

## To Login:

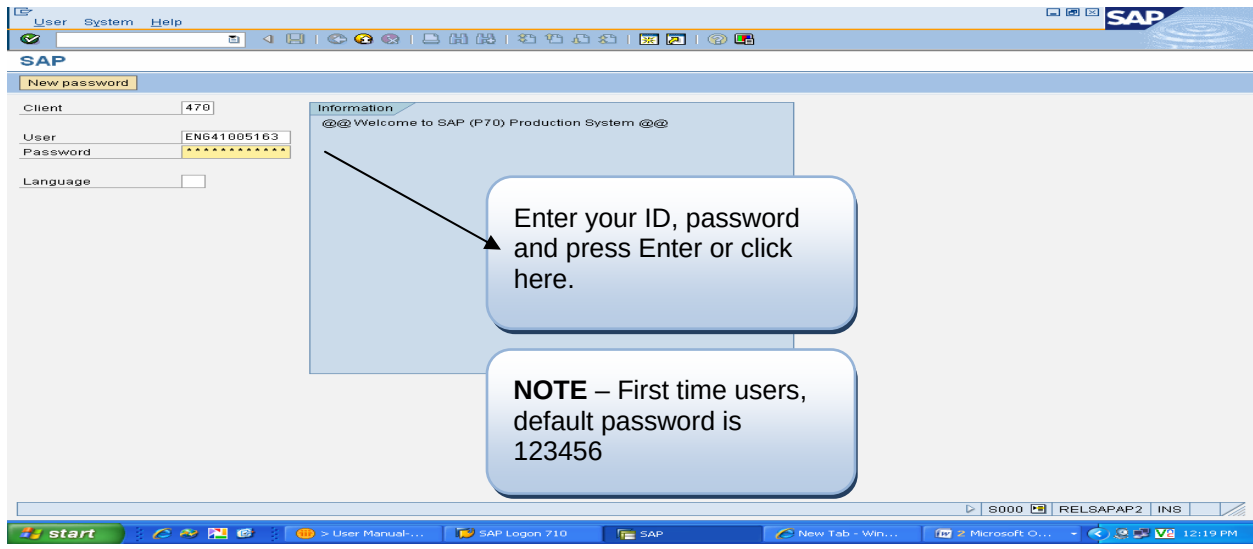




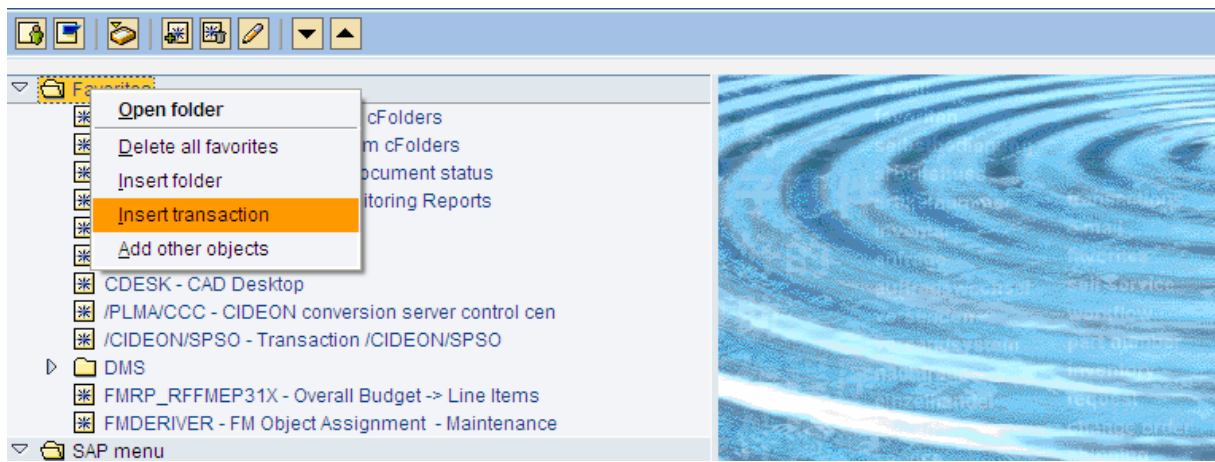
Genus Power Infrastructures Limited



- Login with your User name and apssword as shown.



- Transactions that will be used can be added to Favourites tab as shown.
- Right Click on the Favourites and add a transaction (say.CV01N) through the option in the drop down '**Insert Transaction**'





**STEP -1:**

Document Number Creation for ECM (for BOM Change Request) CV01N

**Create Document: Initial Screen**

Document

Document Type

Document Part

Document version

Template

Document

Document Part

Document version

Enter the document type like for ECM, use **ZEC**. If part and version needs to be created, than enter part and version, else leave blank and enter

**Create Document: Basic Data ECM Documents (ZEC)**

Document

Document \*  Part  Version

◇ Deletion Flag ◇ Document Structure ◇ CAD Indicator ◇ Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Object Links

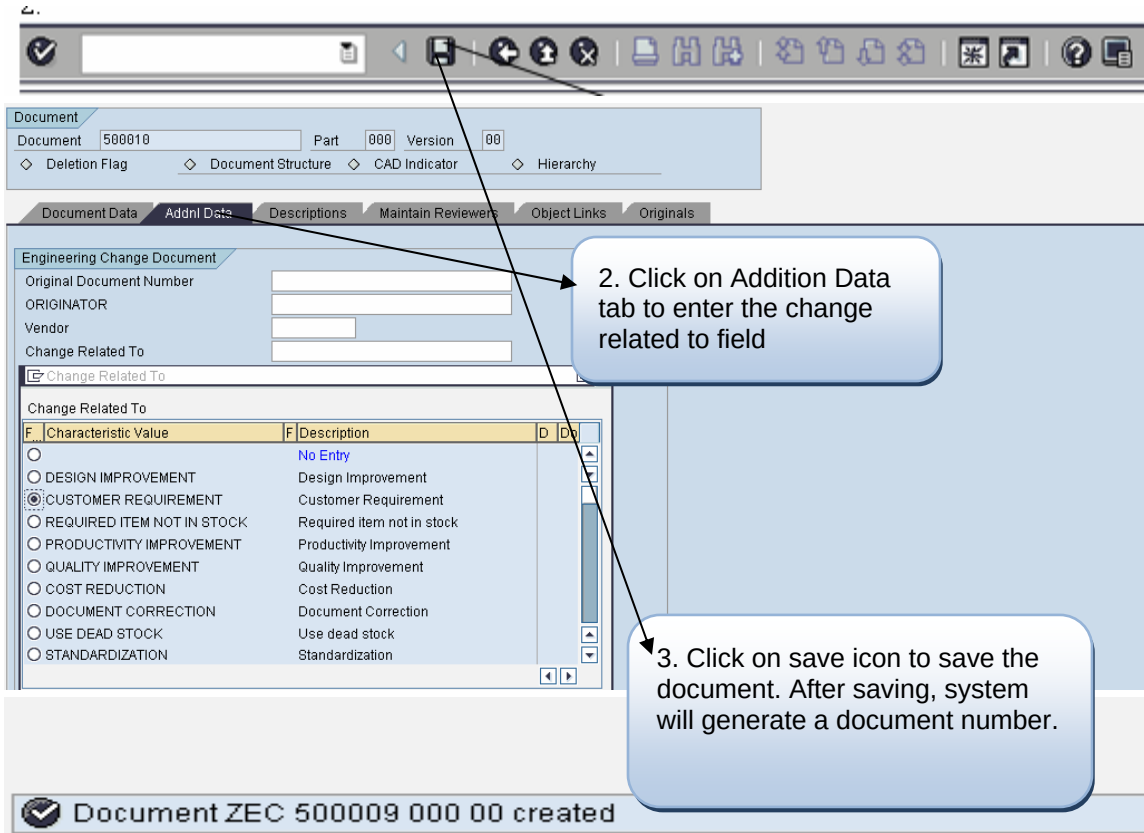
Document Data

Description

Document Status  Created ☒ Not Released

User  Super Genus

1. Enter the document description



Document 500010 Part 000 Version 00

Deletion Flag Document Structure CAD Indicator Hierarchy

Document Data Add Data Descriptions Maintain Reviews Object Links Originals

Engineering Change Document

Original Document Number

ORIGINATOR

Vendor

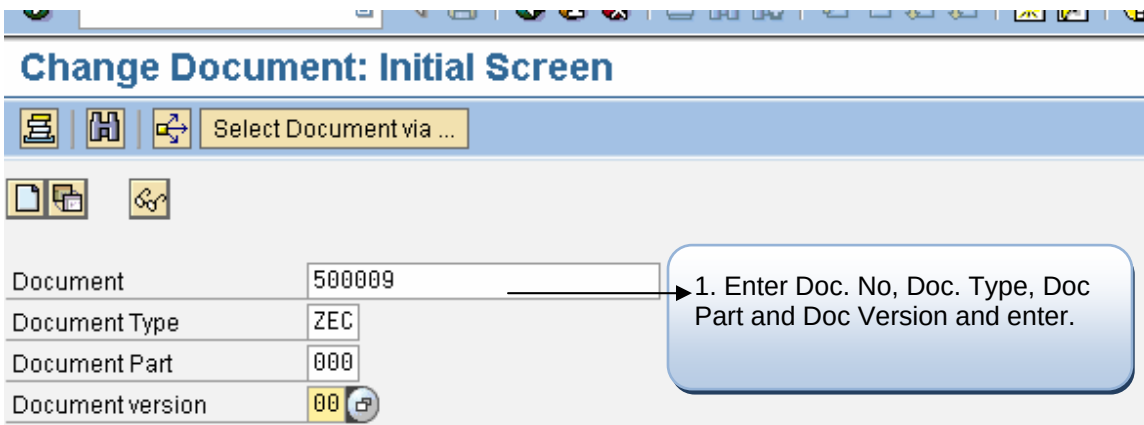
Change Related To

Change Related To

| F                                | Characteristic Value       | F | Description                | D | De |
|----------------------------------|----------------------------|---|----------------------------|---|----|
| <input type="radio"/>            | DESIGN IMPROVEMENT         |   | Design Improvement         |   |    |
| <input checked="" type="radio"/> | CUSTOMER REQUIREMENT       |   | Customer Requirement       |   |    |
| <input type="radio"/>            | REQUIRED ITEM NOT IN STOCK |   | Required item not in stock |   |    |
| <input type="radio"/>            | PRODUCTIVITY IMPROVEMENT   |   | Productivity Improvement   |   |    |
| <input type="radio"/>            | QUALITY IMPROVEMENT        |   | Quality Improvement        |   |    |
| <input type="radio"/>            | COST REDUCTION             |   | Cost Reduction             |   |    |
| <input type="radio"/>            | DOCUMENT CORRECTION        |   | Document Correction        |   |    |
| <input type="radio"/>            | USE DEAD STOCK             |   | Use dead stock             |   |    |
| <input type="radio"/>            | STANDARDIZATION            |   | Standardization            |   |    |

Document ZEC 500009 000 00 created

## STEPS -2: Change Document Number- CV02N



Change Document: Initial Screen

Select Document via ...

Document 500009

Document Type ZEC

Document Part 000

Document version 00

1. Enter Doc. No, Doc. Type, Doc Part and Doc Version and enter.

Document Data    Addnl Data    Descriptions    Reviewer/Approver    Object Links    Originals

Document Data

Description: ECM for BOM Change

Change Document: Basic Data Design Basis Report (ZDB)

Main original

Applic.: PDF

Description: Request for BOM Change

Storage cat.:

Data Carrier:

Original:

PDF Version 1

1. Click on this create icon to attach the duly filled ECR document.

Document Data

Description: ECM for BOM Change

Document Status: CR - Created

User: Document Status (1) 1 Entry found

Lab/Off:

Change:

Restrictions

Superior:

Docum:

St. Status text: ST

DU Document uploade

Version:

2. After attaching the document, change the status from CR to DU.

Document Data   Addnl Data   Descriptions   **Maintain Reviewers**   Object Links   Originals

Please maintain Approver

|                  |         |                                                                                   |
|------------------|---------|-----------------------------------------------------------------------------------|
| First Reviewer   | Bhavani |  |
| Second Reviewer  |         |                                                                                   |
| Third Reviewer   |         |                                                                                   |
| Fourth Reviewer  |         |                                                                                   |
| Fifth Reviewer   |         |                                                                                   |
| Sixth Reviewer   |         |                                                                                   |
| Seventh Reviewer |         |                                                                                   |
| Eighth Reviewer  |         |                                                                                   |
| Ninth Reviewer   |         |                                                                                   |

3. Click on the Maintain Reviewers tab and enter the SAP ID of at least one reviewer and click on SAVE icon  on tool bar

### STEPS -3: Sent Document for Review- CV02N

After attaching the duly filled ECR form, change the document status from DU to RR, so that duly filled ECR form can be send for review to different department. After changing the status from DU to RR, click on SAVE 

Document Data   Addnl Data   Descriptions   **Maintain Reviewers**   Object Links   Originals

Document Data

Description: ECM for BOM Change

Document Status: ☒ Document upload

User: Document Status (1) 1 Entry found

Lab/Office: Restrictions

Change Num:

Superior Doc:

Document:

Originals

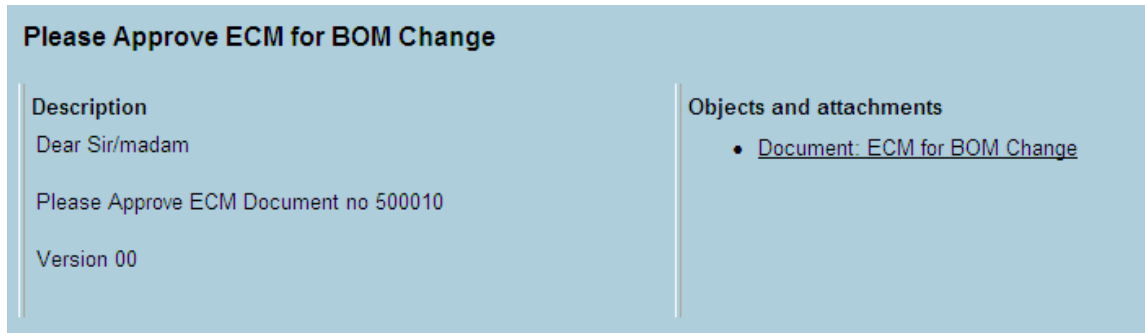
Appl. 1 Entry found

PDF Request for BOM Change ZDMS\_C1\_ST sapnote\_0001447007\_

Change the document status from DU to RR and click on 

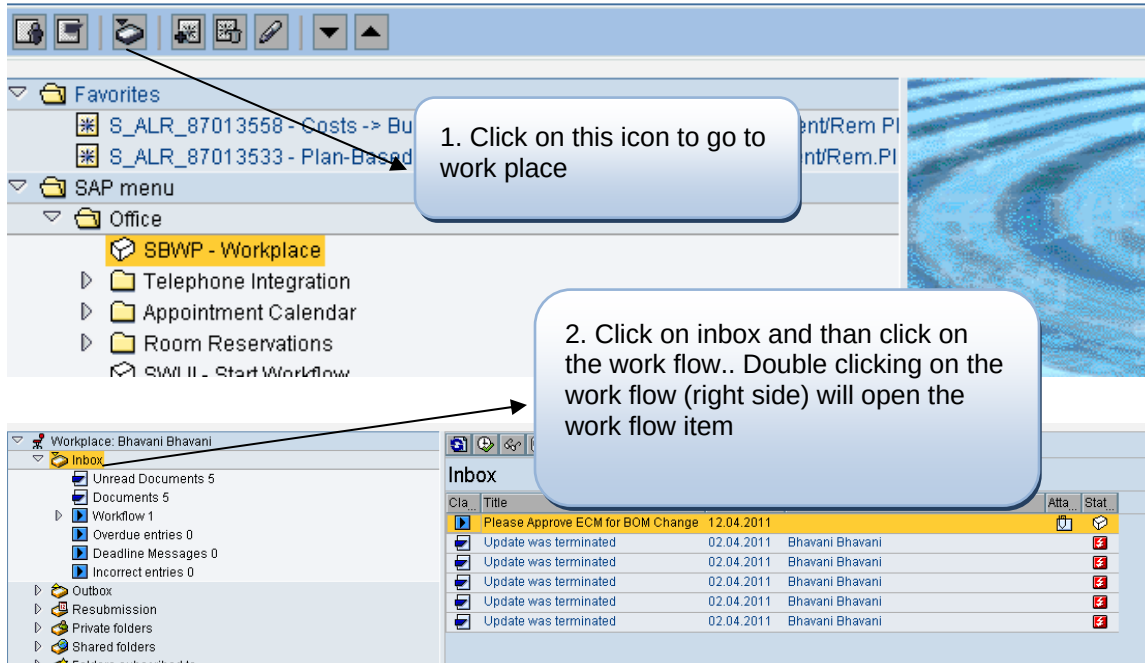
#### STEPS -4: Review Process

Once the document status is set to RR and saved, system will first trigger a mail on the user mail box. The content of the mail is as shown below



**STEPS -4.1: After receiving the mail, user has to login in SAP system and go to his work place (T. code – SBWP)**

#### SAP Easy Access



### Decision Step in Workflow

**Please Approve ECM for BOM Change**

Choose one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

Description  
Dear Sir/madam  
Please Approve ECM Document no 500010  
Version 00

Objects and attachments  
• [Document: ECM for BOM Change](#)

3. Click on document to view the attached ECR form

### Display Document: Basic Data ECM Documents (ZEC)

**Display Document: Basic Data ECM Documents (ZEC)**

Document 500010 Part 000 Version 00

◇ Deletion Flag ◇ Document Structure ◇ CAD Indicator ◇ Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Originals

**Document Data**

Description ECM for BOM Change

Document Status RR Request Review Not Released

User SUPER Super Genus

Lab/Office

Change Number Valid From

**Superior Document**

Document Type Part Version

**Originals**

| Appl. | Application            | Storage Cat. | File Name           |
|-------|------------------------|--------------|---------------------|
| PDF   | Request for BOM Change | ZDMS_C1_ST   | sapnote_0001447007_ |

1. Double click on document will open the ECR form

### Decision Step in Workflow

Workflow

Create

Please Approve ECM for BOM Change

1. Click on create icon to give the comments for ECR (if any)

Create Document: Header

Type

RAW

Title

Approval



Details



### Approval

Document MESSAGE

Approval

Approved for BOM change request subject to

2. Write the comments (if any) and then click on SAVE 

Please Approve ECM for BOM Change

Choose one of the following alternatives

Approve

Reject

Cancel and keep work item in inbox

3. Click on Approve / Reject /Cancel based on your decision

**STEPS -4.2:** To view the comments given by reviewers, open the document by t. code CV03N and can see the comments in the maintain reviewers tab with date and time stamping.

Display Document: Basic Data ECM Documents (ZEC)

Document

Document 500010 Part 000 Version 00

Deletion Flag Document Structure CAD Indicator Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Originals

Please maintain Approver

|                  |         |
|------------------|---------|
| First Reviewer   | BHAVANI |
| Secound Reviewer |         |
| Third Reviewer   |         |
| Forth Reviewer   |         |
| Fifth Reviewer   |         |
| Sixth Reviewer   |         |
| Seventh Reviewer |         |
| Eigth Reviewer   |         |
| Ninth Reviewer   |         |

4. Comments given by other reviewers can be seen here

\*\*\*\*\*

BHAVANI  
12.04.2011  
19:35  
043 Approved for BOM change request subject to

**STEPS -5.0:** Once the ECR form comes to engineering department for review, engineering will first add the name of the other reviewers from whom this ECR form needs to be reviewed. The name of the reviewers can be added in the “Maintain Reviewers” tab. A maximum up to 9 reviewers can be added here. Once the ECR form gets reviewed by all the concerned reviewers including the quality department, than the design department will set the status of the document from RW to AP.

As you set the status of the document as AP, system will populate a revision number.

Document

Document 500010 Part 000 Version 00

Deletion Flag Document Structure CAD Indicator Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Object Links Originals

Document Data

Description ECM for BOM Change

Document Status AP Reviewed Not Released

Create Document Revision Level: Change Number

Change Number 500000000000

Revision Level 00

Valid From 12.04.2011

Continue Cancel

Version

Originals

| Appl. | Application            | Storage Cat. | File Name           |
|-------|------------------------|--------------|---------------------|
| PDF   | Request for BOM Change | ZDMS_C1_ST   | sapnote_0001447007_ |

Document

Document 500010 Part 000 Version 00 Rev. Lev. 00

Deletion Flag Document Structure CAD Indicator Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Object Links Originals

Document Data

Description ECM for BOM Change

Document Status AP Approved 12.04.2011-...

User SUPER Super Genus

### Document Pending Status

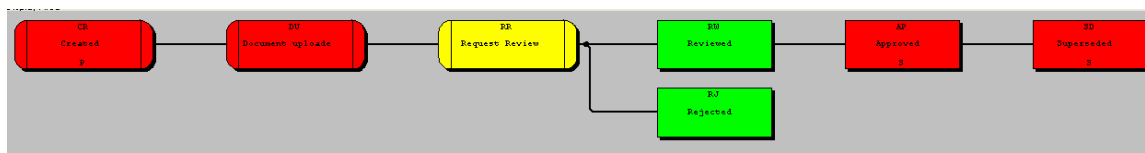


Enter Selection Parameters

|                     |            |    |            |
|---------------------|------------|----|------------|
| Document Type       | ZEC        |    |            |
| Document number     |            |    |            |
| Document Version    |            |    |            |
| Workflow Start Date | 12.04.2011 | to | 12.04.2011 |



### STEPS -6.0: Document Flow and Reports



**STEPS -6.1: ECR Pending Status:** To view the pending status of any ECR form, use transaction ZDMS01 and enter the details as shown below:

### Document Pending Status



Enter Selection Parameters

|                     |            |    |            |
|---------------------|------------|----|------------|
| Document Type       |            |    |            |
| Document number     |            |    |            |
| Document Version    |            |    |            |
| Workflow Start Date | 12.04.2011 | to | 12.04.2011 |



1. Enter the details like document type as ZEC and to & from date for which you want to see the status and click on 



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### Document Pending Status

| Document Type | Document number | Document Text      | Document Version | Document Part | PENDING WITH | PENDING SINCE | PENDING SINCE TIME |
|---------------|-----------------|--------------------|------------------|---------------|--------------|---------------|--------------------|
| ZEC           | 500005          | Work Flow check    | 00               | 000           | ELANGO VAN   | 12.04.2011    | 11:02:24           |
| ZEC           | 500009          | ECM for BOM Change | 00               | 000           | ELANGO VAN   | 12.04.2011    | 19:23:56           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | DHARMENDER   | 12.04.2011    | 19:35:52           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | BHAVANI      | 12.04.2011    | 19:38:34           |

2. After executing, ECR pending status can be seen as below

**STEPS -6.2:** Viewing the latest document – To view the latest document, use the transaction code ZDMS02. Enter the document type and from and to date for which you want to see the document. Other input fields document status can be used for further filtering the output. After entering the data, click on execute

### Pending Status Report for DMS

|                  |                          |
|------------------|--------------------------|
| Document Number  |                          |
| Document Type    |                          |
| Document Part    |                          |
| Document Version |                          |
| Status           |                          |
| Date             | <input type="checkbox"/> |
|                  | to                       |

Based on the input, report will be generated. Double clicking on the document number will open the document.

### Pending Status Report for DMS

| Document Type | Document Number                  | Description                             | Document Version | Document Part | Original Document Nu | Vendor | Vendor name | Change Related to    | Status | Revision |
|---------------|----------------------------------|-----------------------------------------|------------------|---------------|----------------------|--------|-------------|----------------------|--------|----------|
| ZEC           | 00000000000000000000000000000001 | Test for ECM                            | 00               | 000           |                      |        |             |                      | CR     |          |
| ZEC           | 00000000000000000000000000000002 | Test for reviewers                      | 00               | 000           |                      |        |             |                      | CR     |          |
| ZEC           | 00000000000000000000000000000003 | bhavani1                                | 00               | 000           |                      |        |             |                      | CR     |          |
| ZEC           | 00000000000000000000000000000004 | test                                    | 00               | 000           |                      |        |             |                      | CR     |          |
| ZEC           | 00000000000000000000000000000005 | Work Flow check                         | 00               | 000           |                      |        |             |                      | RR     |          |
| ZEC           | 00000000000000000000000000000007 | doc2                                    | 00               | 000           |                      |        |             |                      | CR     |          |
| ZEC           | 00000000000000000000000000000008 | doc3                                    | 00               | 000           |                      |        |             |                      | CR     |          |
| ZEC           | 00000000000000000000000000000009 | ECM for BOM Change                      | 00               | 000           |                      |        |             |                      | RR     |          |
| ZEC           | 00000000000000000000000000000010 | ECM for BOM Change                      | 00               | 000           |                      |        |             | CUSTOMER REQUIREMENT | AP     | 00       |
| ZEN           | 00000000000000000000000000000000 | Engineering Release note for 3 Ph Meter | 00               | 000           |                      |        |             |                      | AP     | 00       |
| ZMR           | 00000000000000000000000000000000 | Released                                | 00               | 000           |                      |        |             |                      | CR     |          |
| ZMR           | 00000000000000000000000000000001 | doc1                                    | 00               | 000           |                      |        |             |                      | CR     |          |
| ZMR           | 00000000000000000000000000000002 | create                                  | 00               | 000           |                      |        |             |                      | CR     |          |
| ZMR           | 00000000000000000000000000000003 | doc2                                    | 00               | 000           |                      |        |             |                      | CR     |          |

**STEPS -6.3:** Searching the documents based on content of the document and other parameters – Use transaction code CV04N

**Find Document: Selection Criteria**

Execute Choose Save Reset Display Document As ...

Document Data Classification Object Links Texts

**Key Fields**

|                        |     |  |
|------------------------|-----|--|
| Document               |     |  |
| Document Type          |     |  |
| Document Part          |     |  |
| Document version       |     |  |
| Maximum Number of Hits | 100 |  |

**Other Selection Criteria**

|                     |     |  |
|---------------------|-----|--|
| Language            | EN  |  |
| Description         |     |  |
| User                |     |  |
| Lab/Office          |     |  |
| Change Number       |     |  |
| Authorization Group |     |  |
| Deletion indicator  | = * |  |
| CAD Indicator       | = * |  |
| Data Carrier        |     |  |
| Application         |     |  |

Text Search Within Original

Srch Txt

Srch Method ☒ Or ☐ And Search Type linguistic search

1. Document can be searched based on the content of the document, subject to the same is not a scan copy. To search a document, write \* few word\* and than click on 

Other search can also be executed based on different input parameters like

- a) Document Type
- b) Application of attachment like PDF, DWG, PPT, EXE etc.

**Find Document: Selection Criteria**

Execute Choose Save Reset Display Document As ...

Document Data (\*) Classification Object Links Texts

**Key Fields**

|                        |     |  |
|------------------------|-----|--|
| Document               |     |  |
| Document Type          | ZEC |  |
| Document Part          |     |  |
| Document version       |     |  |
| Maximum Number of Hits | 100 |  |

c) Document specially ECR can also be search by type of "Change Related To"

### Find Document: Selection Criteria

Execute Choose Save Reset Display Document As ...

Document Data (\*) Classification Object Links Texts

Class ECM\_DOC Engineering Change Document  
Class Type 017

Engineering Change Document

Original Document Number  
Originator  
Vendor  
Change Related To

Change Related To

| F                                   | Characteristic Value       | F | Description                | D | Do |
|-------------------------------------|----------------------------|---|----------------------------|---|----|
| <input type="checkbox"/>            | DESIGN IMPROVEMENT         |   | Design Improvement         |   |    |
| <input checked="" type="checkbox"/> | CUSTOMER REQUIREMENT       |   | Customer Requirement       |   |    |
| <input type="checkbox"/>            | REQUIRED ITEM NOT IN STOCK |   | Required item not in stock |   |    |
| <input type="checkbox"/>            | PRODUCTIVITY IMPROVEMENT   |   | Productivity Improvement   |   |    |
| <input type="checkbox"/>            | QUALITY IMPROVEMENT        |   | Quality Improvement        |   |    |
| <input type="checkbox"/>            | COST REDUCTION             |   | Cost Reduction             |   |    |
| <input type="checkbox"/>            | DOCUMENT CORRECTION        |   | Document Correction        |   |    |
| <input type="checkbox"/>            | USE DEAD STOCK             |   | Use dead stock             |   |    |
| <input type="checkbox"/>            | STANDARDIZATION            |   | Standardization            |   |    |

Document Data (\*) Classification Object Links Texts

Class ECM\_DOC Engineering Change Document  
Class Type 017

Engineering Change Document

Original Document Number  
Originator  
Vendor  
Change Related To CUSTOMER REQUIREMENT

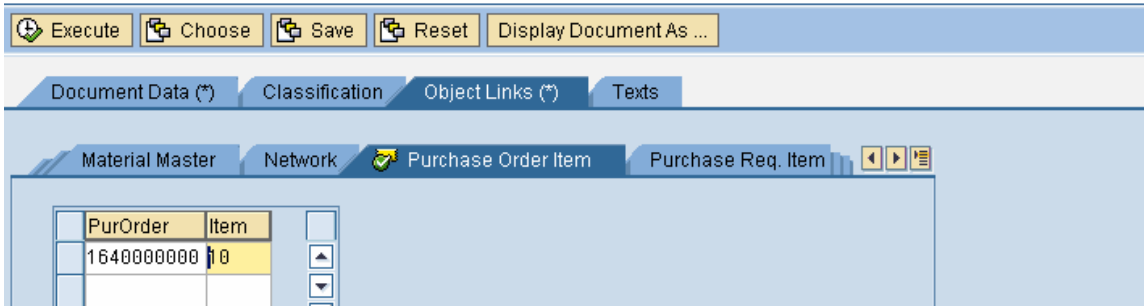
### Document List After Selection 1 Hits

Choose Save Thumbnails (Images)

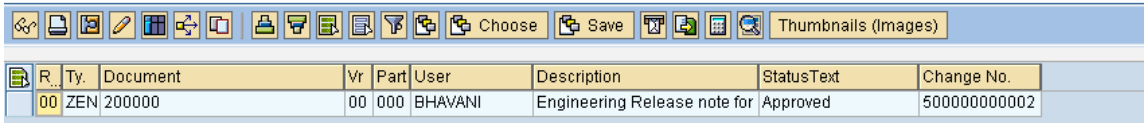
| R. | Ty. | Document | Vr | Part | User  | Description        | StatusText | Change No.   | Change Related To    |
|----|-----|----------|----|------|-------|--------------------|------------|--------------|----------------------|
| 00 | ZEC | 500010   | 00 | 000  | SUPER | ECM for BOM Change | Approved   | 500000000000 | Customer Requirement |

d) By CV04N, document can also be search based on the object link like document linked with PR/PO/BOM etc.

### Find Document: Selection Criteria



### Document List After Selection 1 Hits



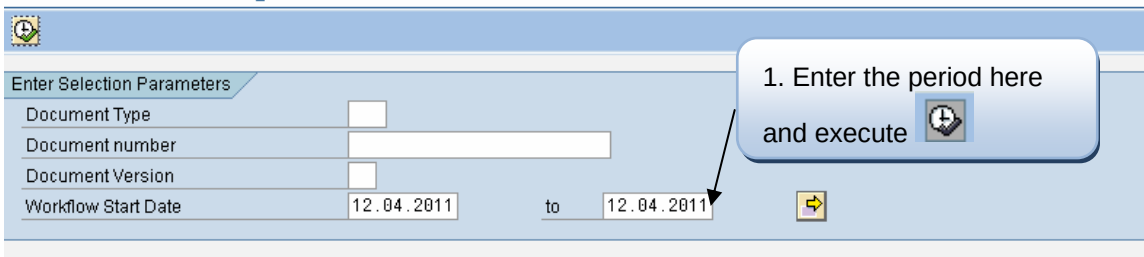
| R. Ty. | Document   | Vr | Part | User    | Description                  | StatusText | Change No.    |
|--------|------------|----|------|---------|------------------------------|------------|---------------|
| 00     | ZEN 200000 | 00 | 000  | BHAVANI | Engineering Release note for | Approved   | 5000000000002 |

**STEPS -7:** Changing the ECR reviewer in case any reviewer is not available for review

A super user in Design department can reassign the document for review to other reviewers in case the original reviewers is on leave or immediately not available for ECR review (in case of emergency).

To do the same, the Super user will have authorization for transaction code **ZDMS01\_ADMIN**.

### Document Pending Status



### Document Pending Status

| Document Type | Document number | Document Text      | Document Version | Document Part | PENDING WITH | PENDING SINCE | PENDING SINCE TIME |
|---------------|-----------------|--------------------|------------------|---------------|--------------|---------------|--------------------|
| ZEC           | 500005          | Work Flow check    | 00               | 000           | ELANGO VAN   | 12.04.2011    | 11:02:24           |
| ZEC           | 500009          | ECM for BOM Change | 00               | 000           | ELANGO VAN   | 12.04.2011    | 19:23:56           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | DHARMENDER   | 12.04.2011    | 19:35:52           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | BHAVANI      | 12.04.2011    | 19:38:34           |

2. Select the relevant ECR No and click on  as shown

| Document Type | Document number | Document Text      | Document Version | Document Part | PENDING WITH | PENDING SINCE | PENDING SINCE TIME |
|---------------|-----------------|--------------------|------------------|---------------|--------------|---------------|--------------------|
| ZEC           | 500005          | Work Flow check    | 00               | 000           | ELANGO VAN   | 12.04.2011    | 11:02:24           |
| ZEC           | 500009          | ECM for BOM Change | 00               | 000           | ELANGO VAN   | 12.04.2011    | 19:23:56           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | DHARMENDER   | 12.04.2011    | 19:35:52           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | BHAVANI      | 12.04.2011    | 19:38:34           |

3. Enter the SAP ID of the user to whom this approver will be assigned.

4. Now you can see the name of the new approver here and the mail will be trigger to new approver.

| Document Type | Document number | Document Text      | Document Version | Document Part | PENDING WITH | PENDING SINCE | PENDING SINCE TIME |
|---------------|-----------------|--------------------|------------------|---------------|--------------|---------------|--------------------|
| ZEC           | 500005          | Work Flow check    | 00               | 000           | BHAVANI      | 12.04.2011    | 11:02:24           |
| ZEC           | 500009          | ECM for BOM Change | 00               | 000           | ELANGO VAN   | 12.04.2011    | 19:23:56           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | DHARMENDER   | 12.04.2011    | 19:35:52           |
| ZEC           | 500010          | ECM for BOM Change | 00               | 000           | BHAVANI      | 12.04.2011    | 19:38:34           |

**STEPS -8:** Document Number creation for other document type like ZPO, ZEN, ZMS etc –

Other document types can also be created as shown above and the relevant documents can be attached. The relevant information like Client Name / Vendor code / Tender Document Number etc can be captured as a metadata which will help in searching the documents. After uploading the document, the final status of the particular document type can be set which will ensure that no body deletes the uploaded document from SAP DMS system

### Create Document: Basic Data Engineering depart (ZEN)

Document \* Part 000 Version 00

Deletion Flag Document Structure Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Object Links Originals

**Document Data**

Description Engineering Release note for 3 Ph Meter

Document Status CR Created Not Released

User BHAVANI Bhavani Bhavani , Agreeya

Lab/Office

Change Number Valid From

Authorization Group

### Change Document: Basic Data Engineering depart (ZEN)

Document 200000 Part 000 Version 00

Deletion Flag Document Structure Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Object Links Originals

BOM Item Material Component Material Master Network Production Order Purchase Order Item Purchase Req. ...

| Purch.Doc. | Item  | Desc. |
|------------|-------|-------|
| 1640000000 | 00010 |       |

From object link, the document can be linked to PR/PO and other SAP objects

| Document Data                                | Addnl Data                        | Descriptions      | Maintain Reviewers | Object Links | Originals |
|----------------------------------------------|-----------------------------------|-------------------|--------------------|--------------|-----------|
| <div>Change the status of the document</div> |                                   |                   |                    |              |           |
| Description                                  | Engineering Release               |                   |                    |              |           |
| Document Status                              | DU                                | Document uploaded | Not Released       |              |           |
| User                                         | BHAVANI Bhavani Bhavani , Agreeya |                   |                    |              |           |
| Lab/Office                                   |                                   |                   |                    |              |           |
| Change Number                                |                                   | Valid From        |                    |              |           |

### STEPS -9: Document Distribution –

The document like Engineering Release Note and other documents can be distributed directly from the SAP. T. Code: CV03N / CV04N– Open the document from CV03N or CV04N and distribute the documents as shown below to the concerned users.

| Document                    | Edit                                    | Goto       | Extras         | Environment | Originals | System | Help |
|-----------------------------|-----------------------------------------|------------|----------------|-------------|-----------|--------|------|
| <div>Display Document</div> |                                         |            |                |             |           |        |      |
| Document                    | 200000                                  |            |                |             |           |        |      |
| Deletion Flag               | Docu                                    |            |                |             |           |        |      |
| <div>Document Data</div>    |                                         |            |                |             |           |        |      |
| Description                 | Engineering Release note for 3 Ph Meter |            |                |             |           |        |      |
| Document Status             | AP                                      | Approved   | 12.04.2011-... |             |           |        |      |
| User                        | BHAVANI Bhavani Bhavani , Agreeya       |            |                |             |           |        |      |
| Lab/Office                  |                                         |            |                |             |           |        |      |
| Change Number               | 500000000002                            | Valid From | 12.04.2011     |             |           |        |      |

**Start Distribution**

Context: \* All contexts

Distr. point:

☐ Confirm receipt ☐ Check output ☒ Distribute immed.

**Document List**

| Document | Ty. | DPT | Vr | App | Description                             |
|----------|-----|-----|----|-----|-----------------------------------------|
| 200000   | ZEN | 000 | 00 |     | Engineering Release note for 3 Ph Meter |

Enter the SAP ID for internal users or mail id for external users.

**Recipient List**

| Recipient name         | Typ | Off                      | Description      | No. | Medium | Cpy |
|------------------------|-----|--------------------------|------------------|-----|--------|-----|
| Bhavani Bhavani        | RML | <input type="checkbox"/> | User             | 1   |        |     |
| bhavanirao.r@gmail.com | INT | <input type="checkbox"/> | External address | 1   |        |     |

Once a document gets distributed from SAP, the concerned person will receive a auto generated transmittal letter as shown below

**Doc. distribution package: 2**

Owner: Super Genus

Created: Workflow System

Changed: Workflow System

Letter No - 1  
Date - 12.04.2011

Mr. Bhavani Bhavani  
Agreeya  
Company  
Genus Power  
INDIA

Subject : ECN Release Information.

Dear Sir/ Madam,

This is to inform you that the following ECN number has been released

\*\*\*\*\*

SAP DOC.NO. : 200000  
PART NO. : 000  
REVISION NO. :  
TITLE : Engineering Release note for 3 Ph Meter



Genus Power Infrastructures Limited



After receiving the document, user can open the document directly from CV03N transaction or through SAP inbox.

Document

Document 200000 Part 000 Version 00 Rev. Lev. 00

Deletion Flag Document Structure Hierarchy

Document Data Addnl Data Descriptions Maintain Reviewers Object Links Originals

Document Data

Description Engineering Release note for 3 Ph Meter

Document Status AP Approved 12.04.2011-...

User BHAVANI Bhavani Bhavani, Agreeya

Lab/Office

Change Number 500000000002 Valid From 12.04.2011

Authorization Group

Superior Document

Document

Originals

Appl. Application Storage Cat. File Name

| Appl. | Application  | Storage Cat. |  |
|-------|--------------|--------------|--|
| PDF   | Main File    | DMS_C1_ST    |  |
| ACD   | AutoCAD File | DMS_C1_ST    |  |

Double clicking on the document to view the attachment