STANDARD OPERATING PROCEDURE

FOR

ENGINEERING CHANGE MANAGEMENT

Document No.

Department:- Information Technology (IT)

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

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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	Old Documents		ZOD	600000-699999
7	Miscellaneous Documents		ZMS	700000-799999

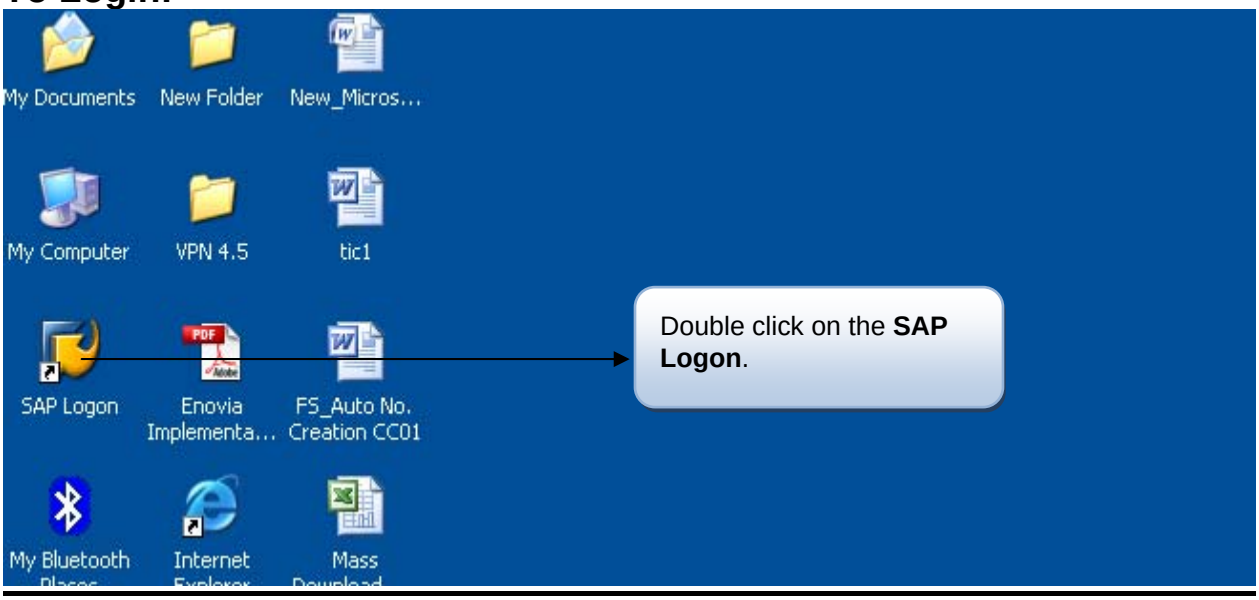
4.0 CONVENTION USED

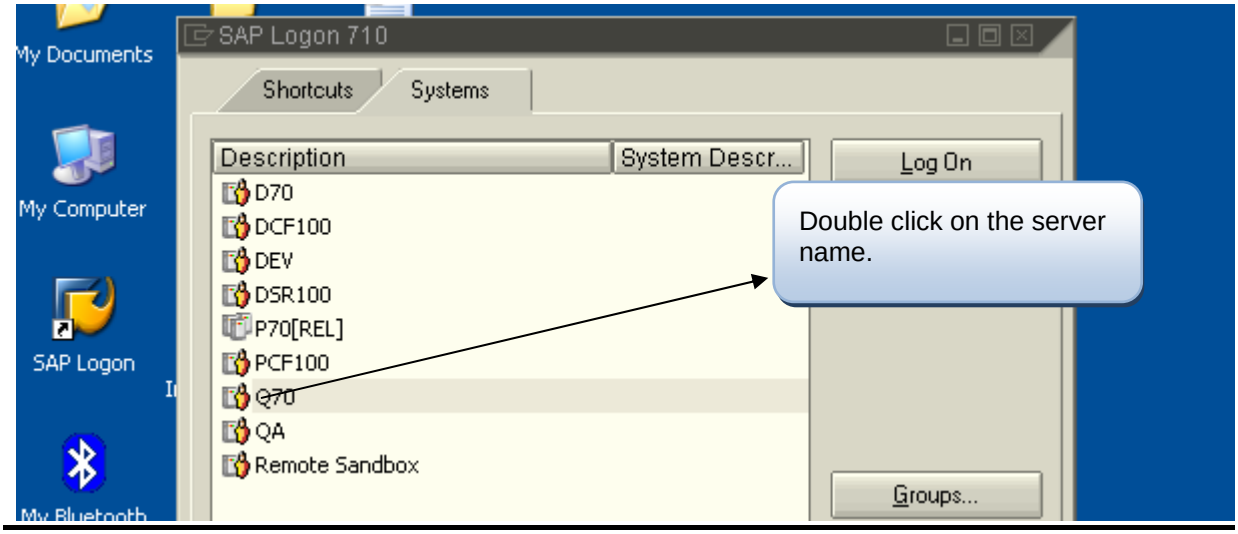
1.0	DIR	Document Info Record
2.0	SYSTEM	SAP DMS System
3.0	VERSION	Used when document is under review process
4.0	REVISION	Used when document is approved and ready for use for end user
5.0	CR	Document Created
6.0	DU	Document Uploaded
7.0	RR	Request for Review
8.0	RW	Reviewed
9.0	RJ	Rejected
10.0	AP	Approved
11.0	SD	Superseded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

5.0 TRANSACTION CODE

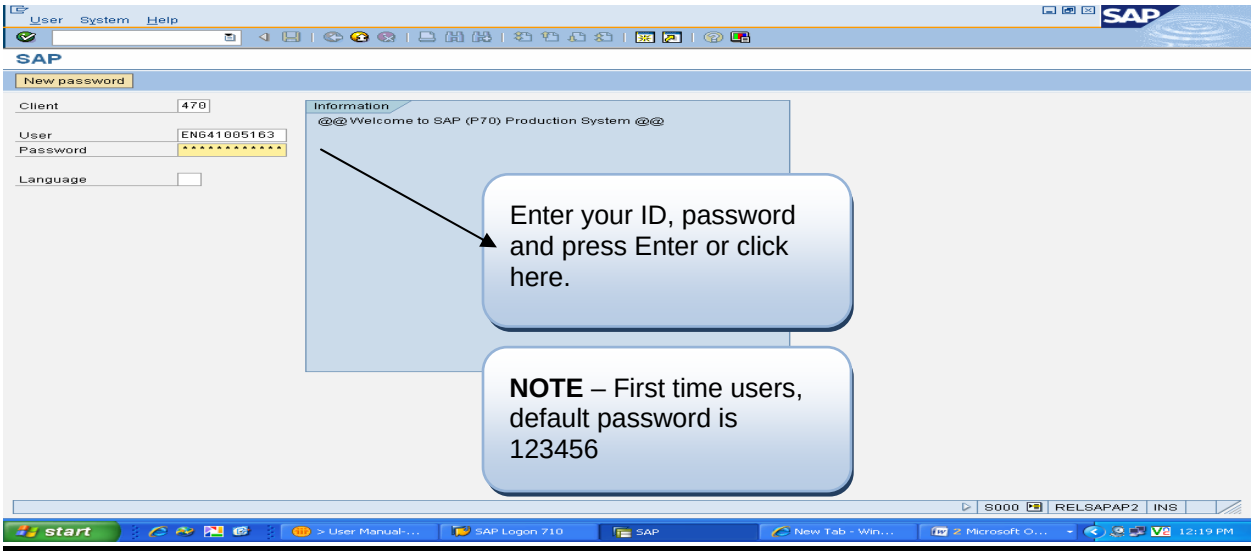
1.0	CV01N	Create Document Number
2.0	CV02N	Change Document Number
3.0	CV03N	Display Document Number
4. 0	CV04N	Search Document
5.0	ZDMS01	ECR Pending Status Report
6.0	ZDMS02	View Latest Document
7.0	ZDM01_ADMIN	Change Reviewer
8.0	SBWP	Workplace (SAP Inbox)
9.0	CC31	Create ECR No.
10.0	CC32	Change ECR No.
11.0	CC33	Display ECR No.
12.0	CS01	Create BOM
13.0	CS02	Change BOM
14.0	CS03	Display BOM

To Login:


My Documents
New Folder
New_Micros...
My Computer
VPN 4.5
tic1
SAP Logon
Enovia Implementa...
FS_Auto No. Creation CC01
My Bluetooth
Internet
Mass
Double click on the **SAP Logon**.

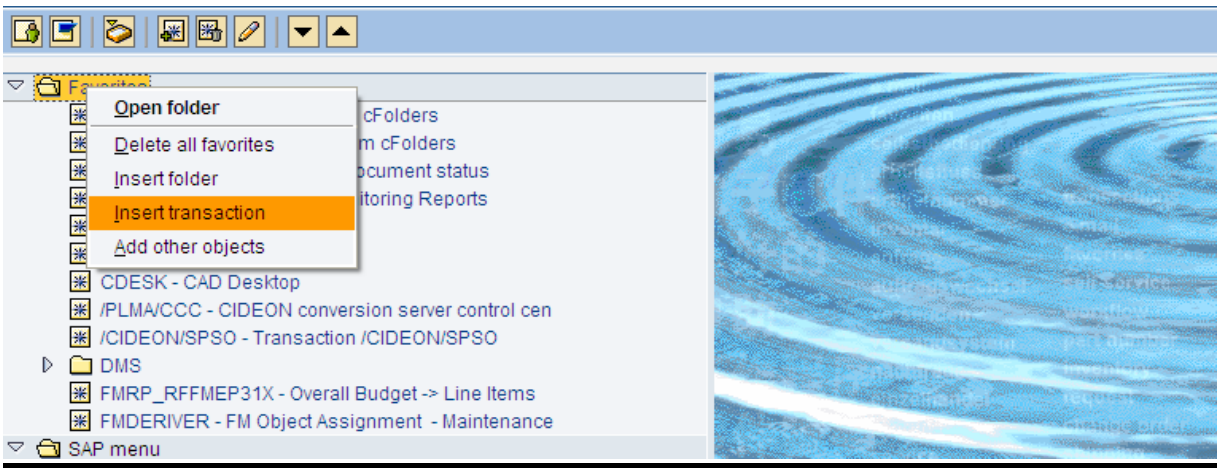

My Documents
My Computer
SAP Logon
SAP Logon 710
Shortcuts
Systems
Description
System Descr...
Log On
D70
DCF100
DEV
DSR100
P70[REL]
PCF100
Q70
QA
Remote Sandbox
Groups...
Double click on the server name.

- Login with your User name and apssword as shown.

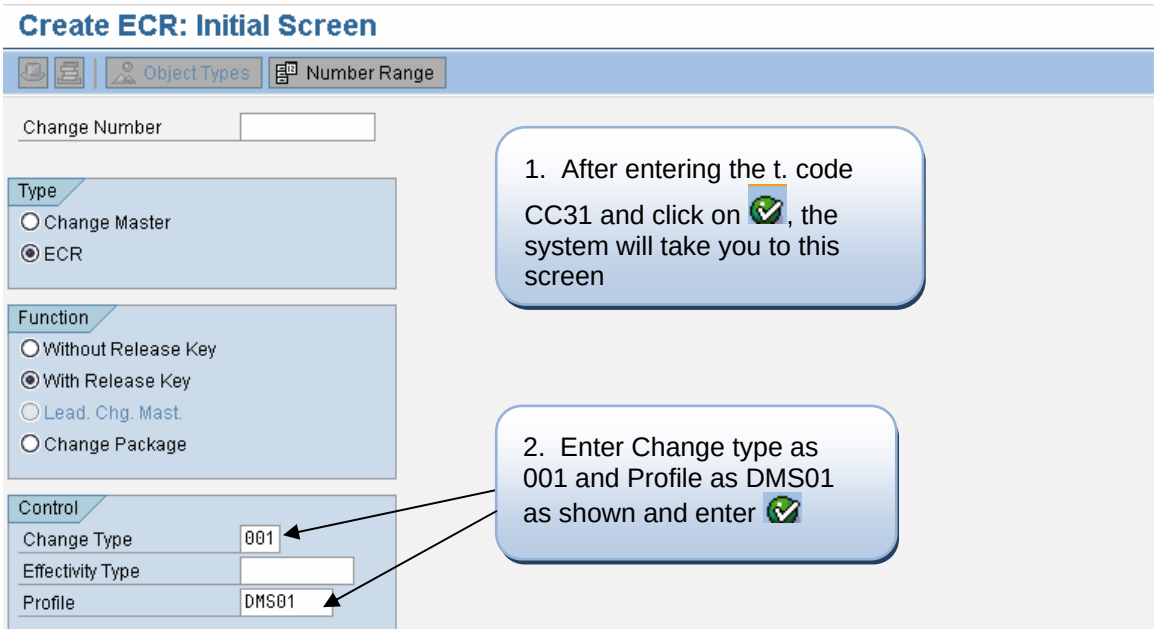


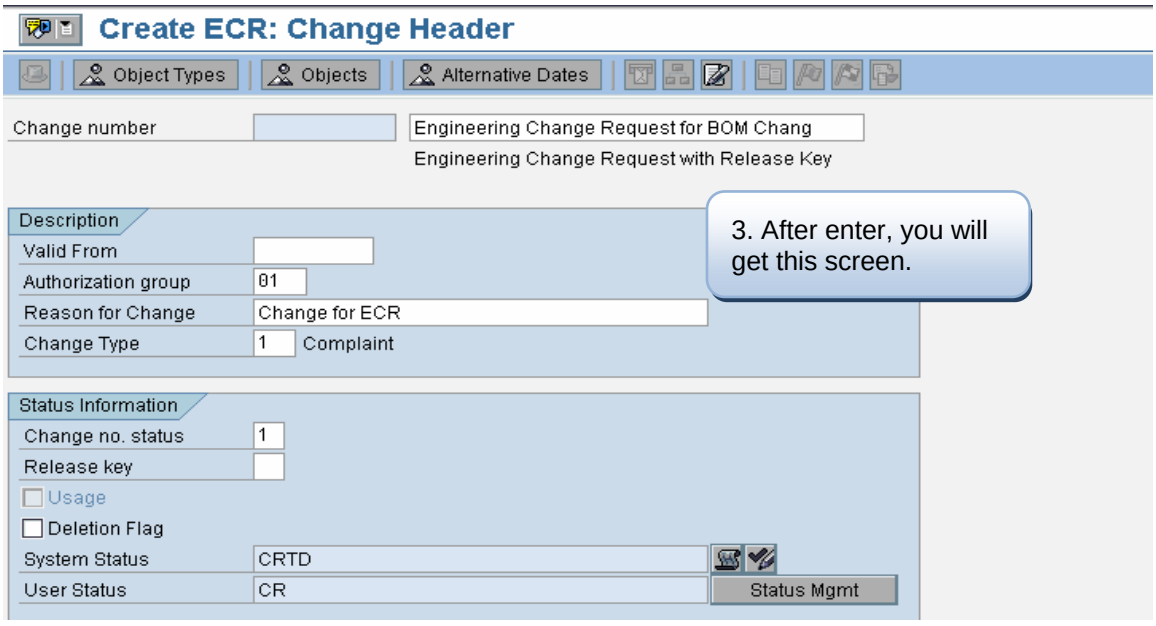
- Transactions that will be used can be added to Favoirites tab as shown.

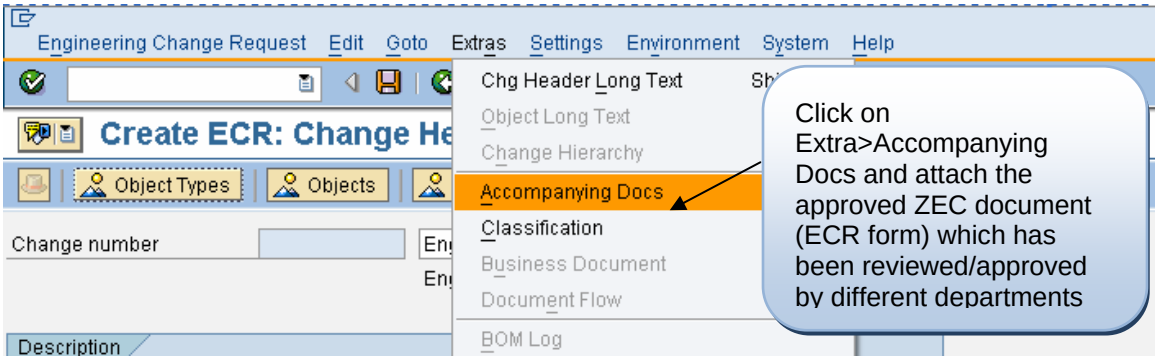
- Right Click on the Favourites and add a transaction (say.CV01N) through the option in the drop down **'Insert Transaction'**

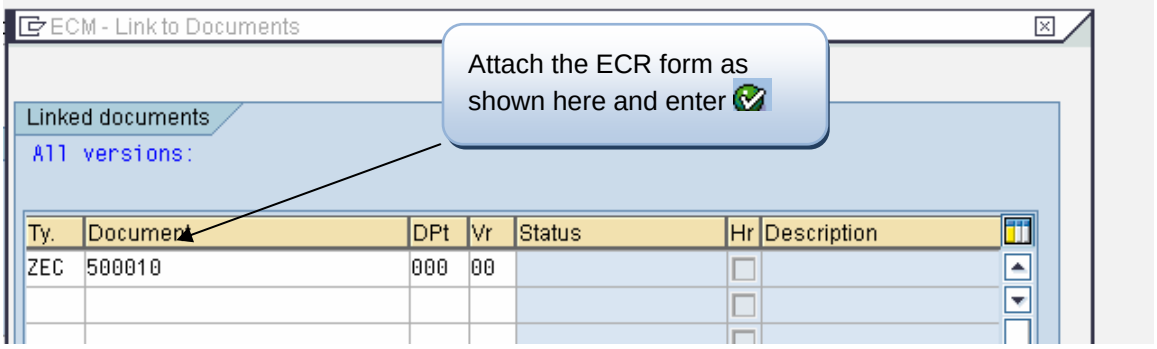


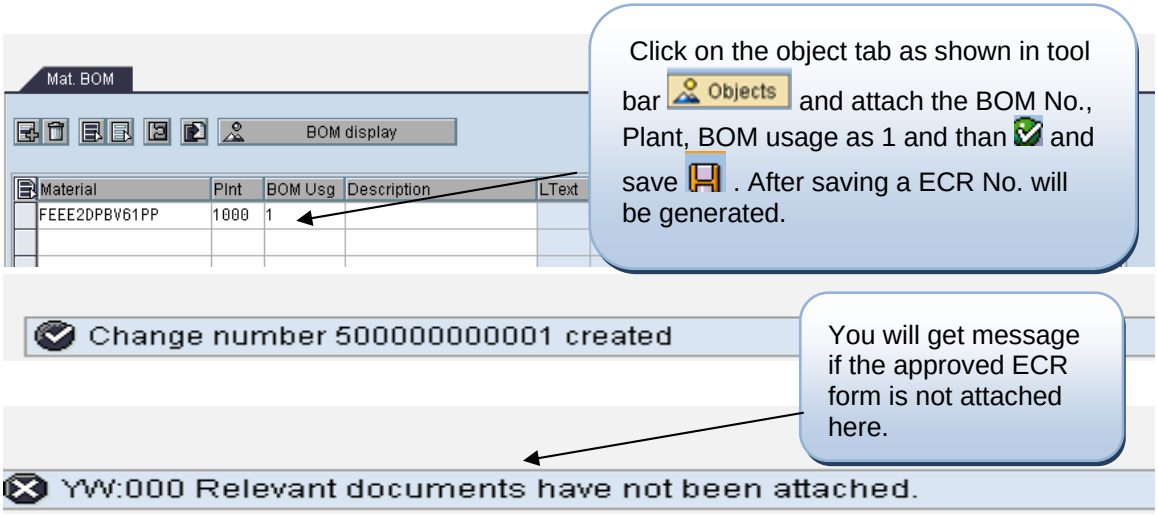
STEP -1: Create ECR No. for BOM Change
Transaction Code: CC31



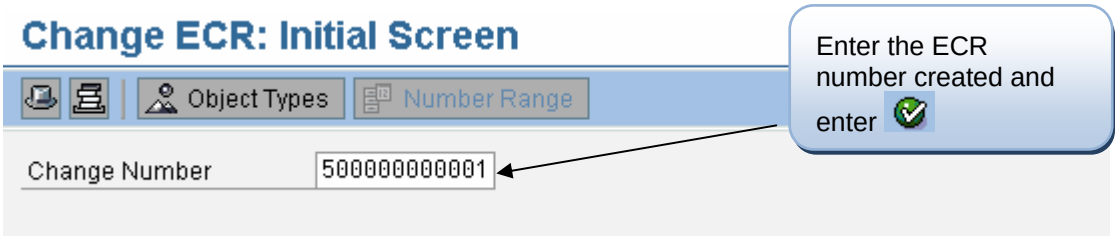

Create ECR: Change Header
Object Types
Objects
Alternative Dates
Change number
Engineering Change Request for BOM Chang
Engineering Change Request with Release Key
Description
Valid From
Authorization group
01
Reason for Change
Change for ECR
Change Type
1
Complaint
Status Information
Change no. status
1
Release key
Usage
Deletion Flag
System Status
CRTD
User Status
CR
Status Mgmt
3. After enter, you will get this screen.

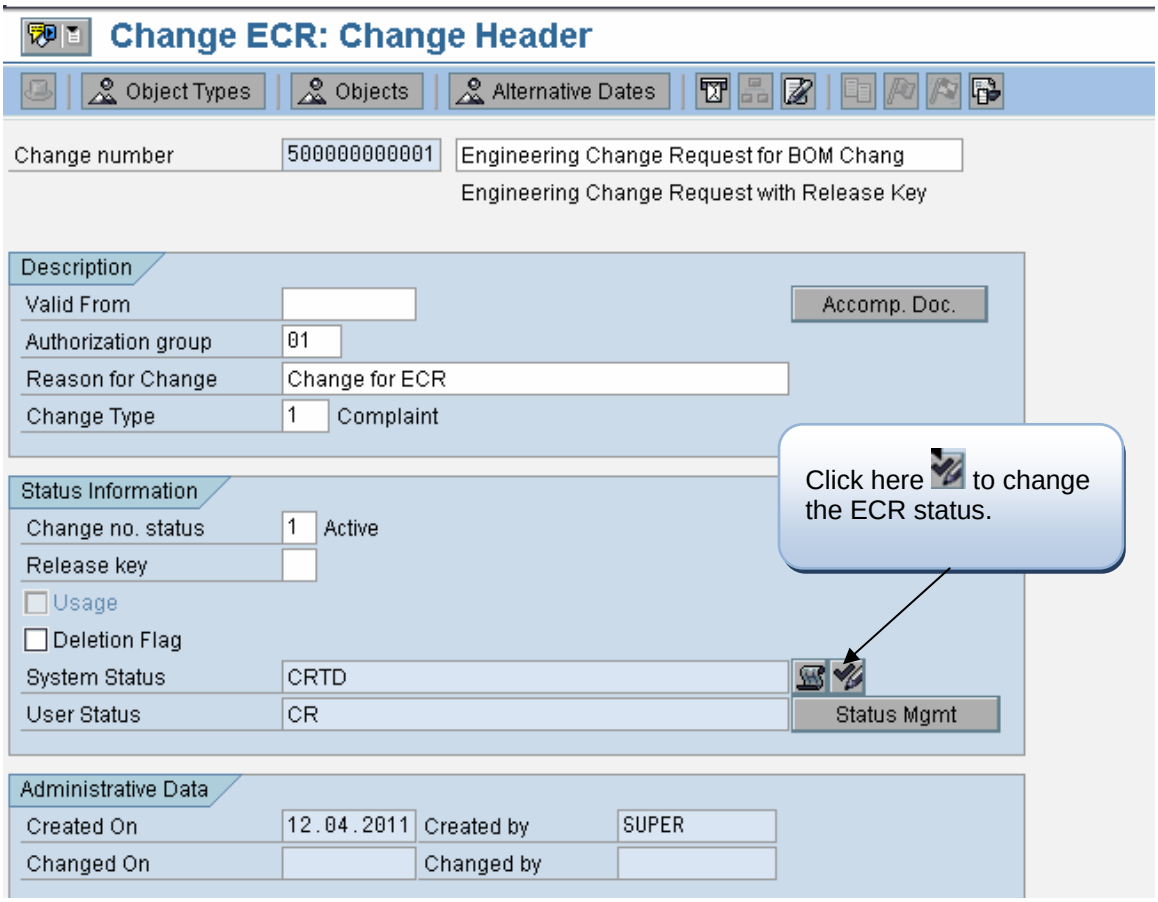

Engineering Change Request
Edit
Goto
Extras
Settings
Environment
System
Help
Chg Header Long Text
Object Long Text
Change Hierarchy
Accompanying Docs
Classification
Business Document
Document Flow
BOM Log
Create ECR: Change He
Object Types
Objects
Change number
Description
Click on Extra>Accompanying Docs and attach the approved ZEC document (ECR form) which has been reviewed/approved by different departments

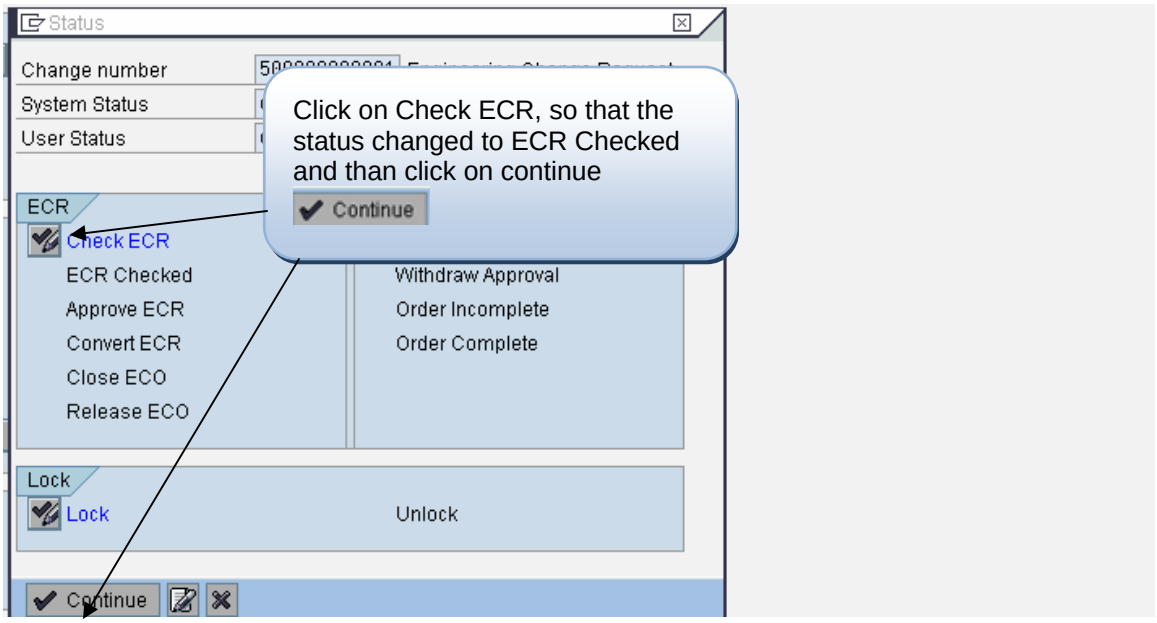

ECM - Link to Documents
Linked documents
All versions:
Ty.
Document
DPt
Vr
Status
Hr
Description
ZEC
500010
000
00
Attach the ECR form as shown here and enter



STEP -2: Change ECR
Transaction Code: CC32

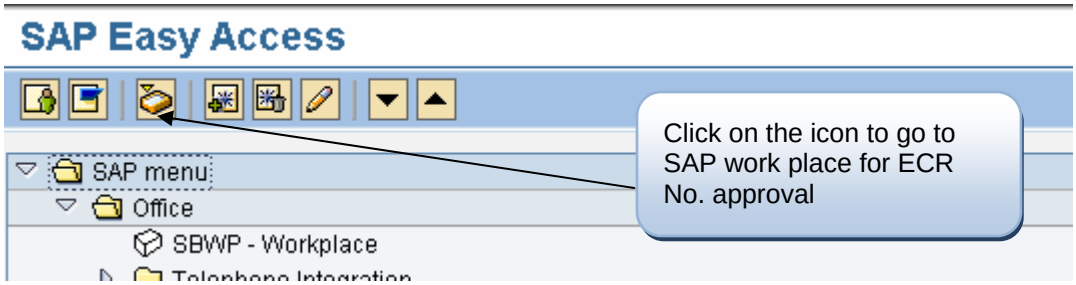


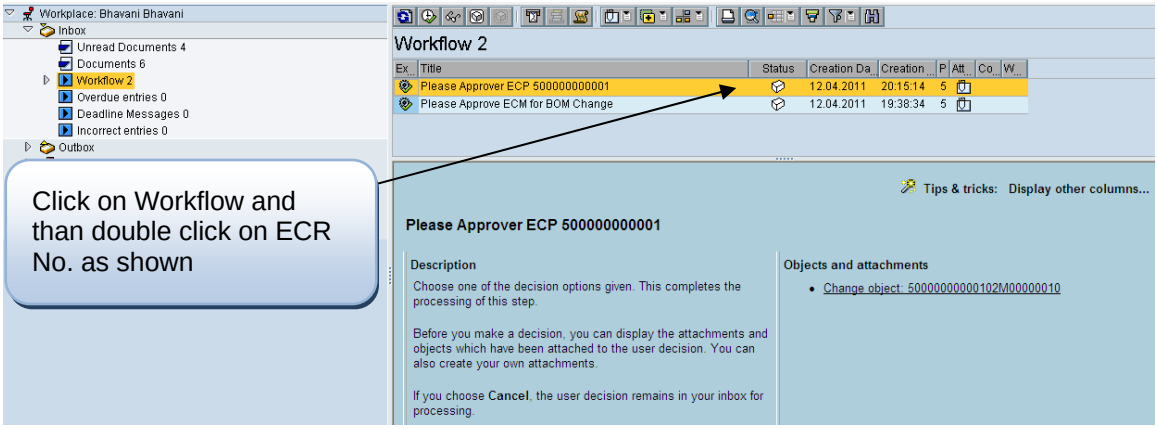

Change ECR: Change Header
Object Types
Objects
Alternative Dates
Change number
500000000001
Engineering Change Request for BOM Chang
Engineering Change Request with Release Key
Description
Valid From
Accomp. Doc.
Authorization group
01
Reason for Change
Change for ECR
Change Type
1
Complaint
Status Information
Change no. status
1
Active
Release key
Usage
Deletion Flag
System Status
CRTD
User Status
CR
Status Mgmt
Click here to change the ECR status.
Administrative Data
Created On
12.04.2011
Created by
SUPER
Changed On
Changed by

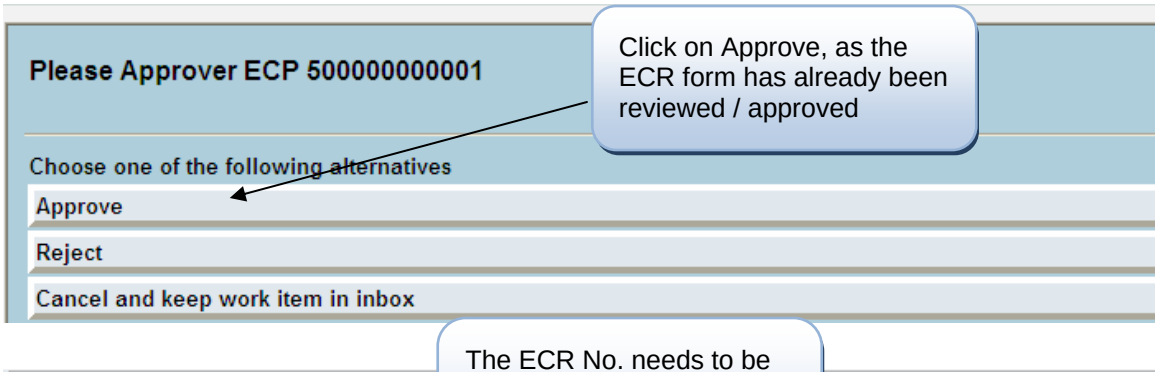


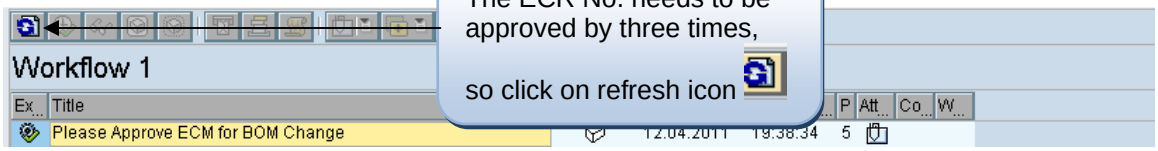
STEP -3 – Approving ECR, so that the ECR No. can be used in BOM changes.

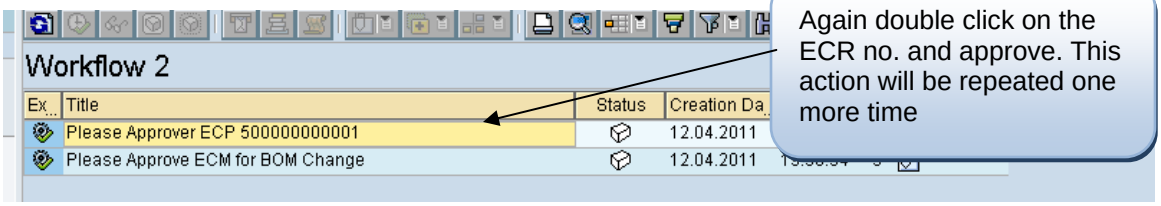
Transaction Code: SBWP or click on **given on the SAP main screen tool bar.**





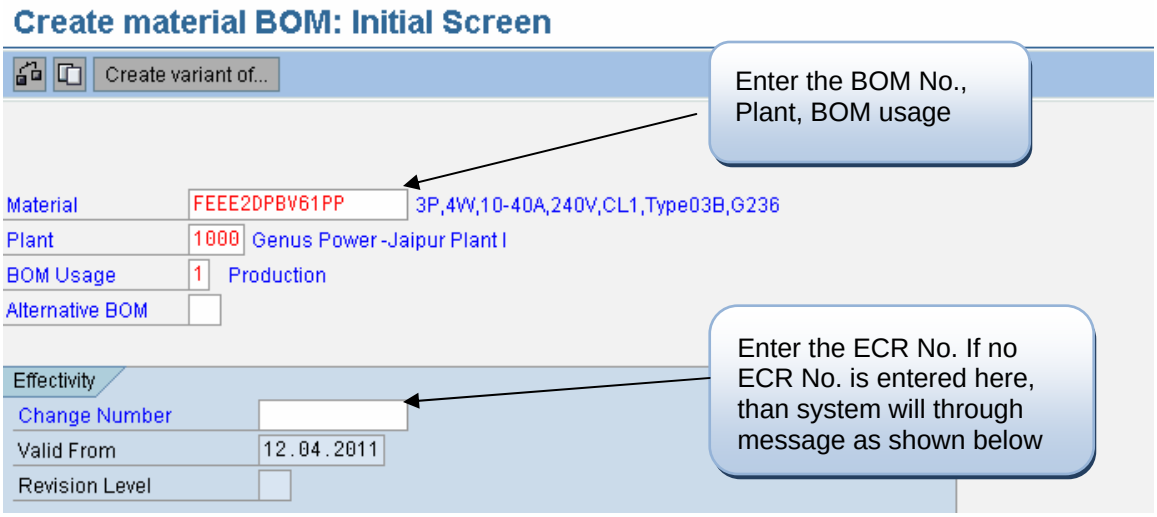


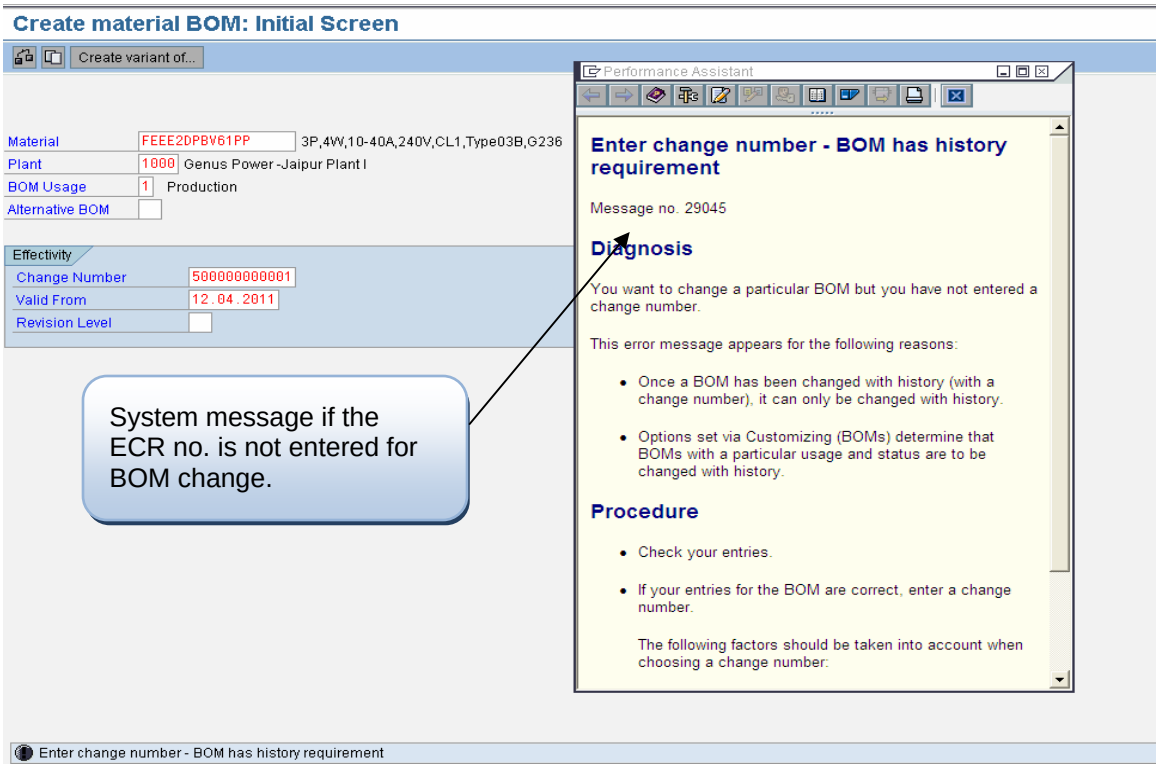


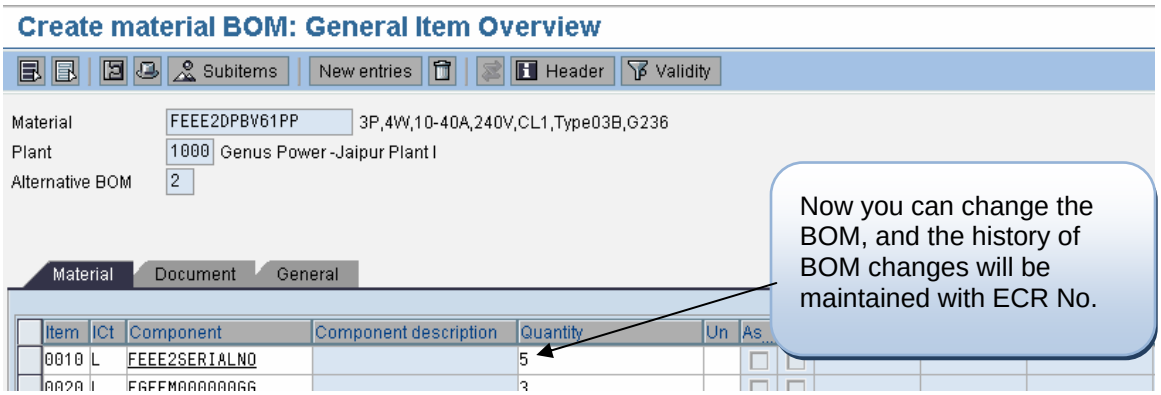


After final ECR no. approval, inform to the end user / requester the ECR No. so that he can use this ECR No. for BOM change.

STEP -4 – BOM Change –
Transaction Code – CS02

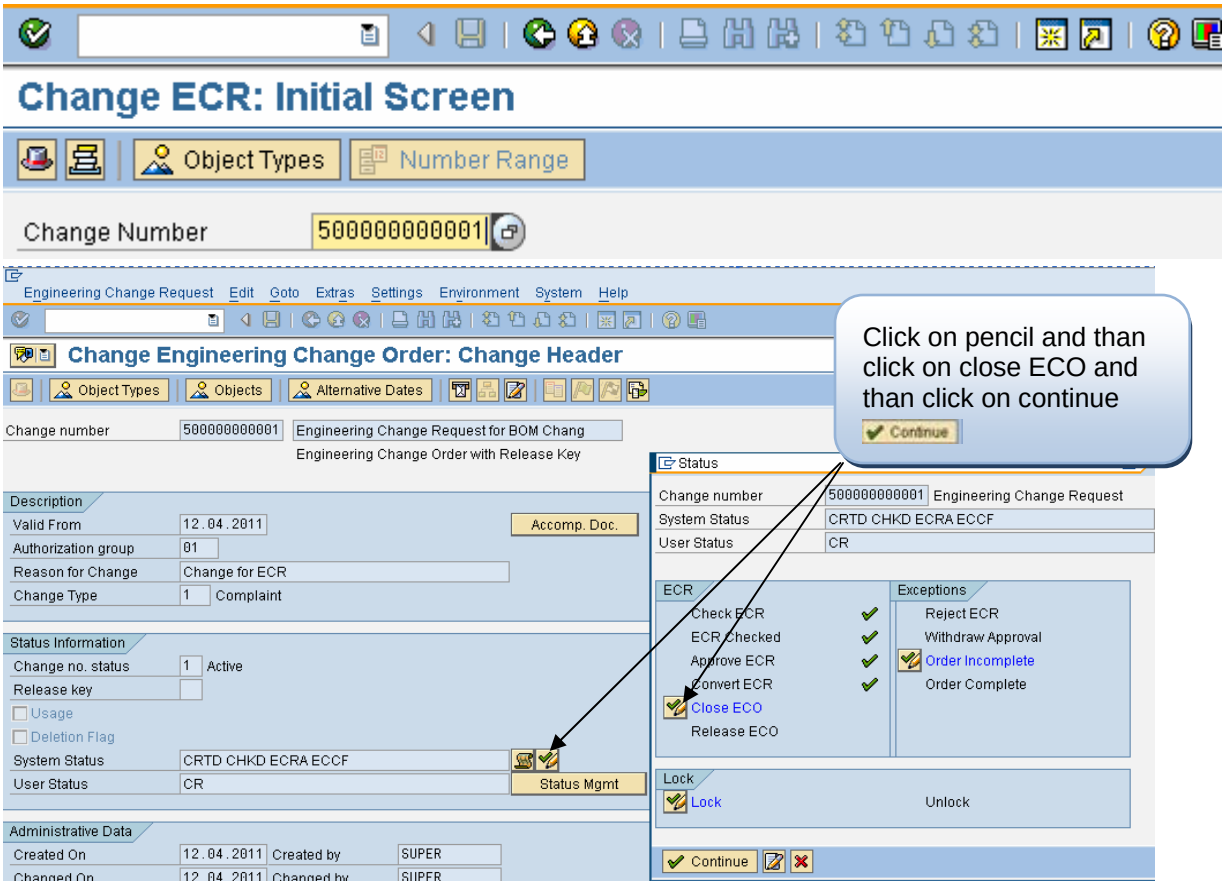






STEP 5: After, changing the BOM, close the ECR No. so that the same ECR No. can not be used for other BOM changes.

T. Code: CC32 / CC22 - Enter the ECR No. and click on enter as shown below:



After this the particular ECR No. will get closed and can not be used for any other BOM change.