



**Genus Power Infrastructures Limited**





**Genus Power Infrastructures Limited**

**STANDARD OPERATING PROCEDURE**  
**FOR**  
**ENGINEERING CHANGE MANAGEMENT**

**Document No.**

**Department:- Information Technology (IT)**

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



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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



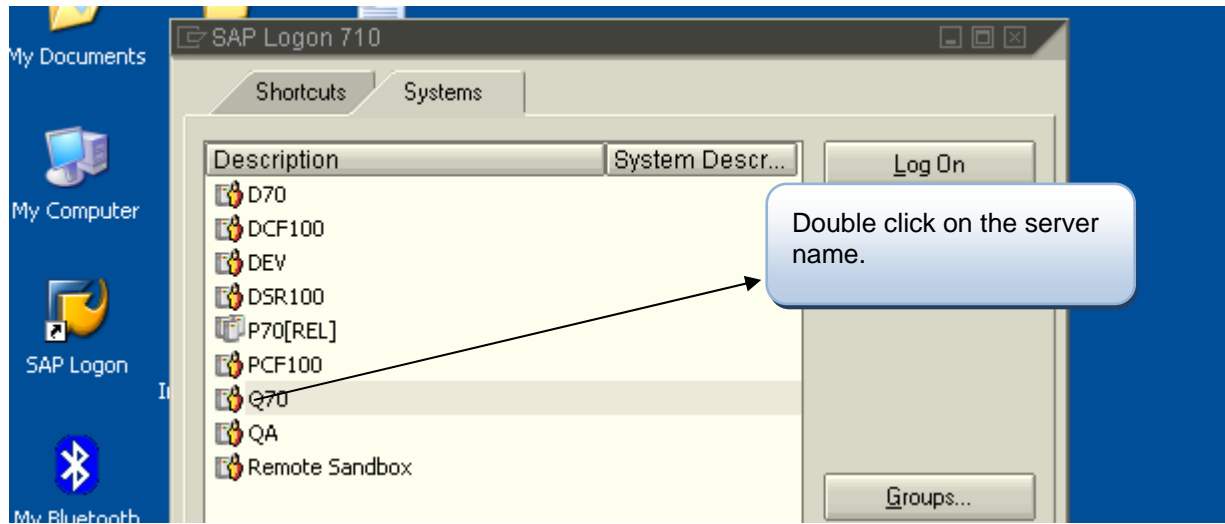
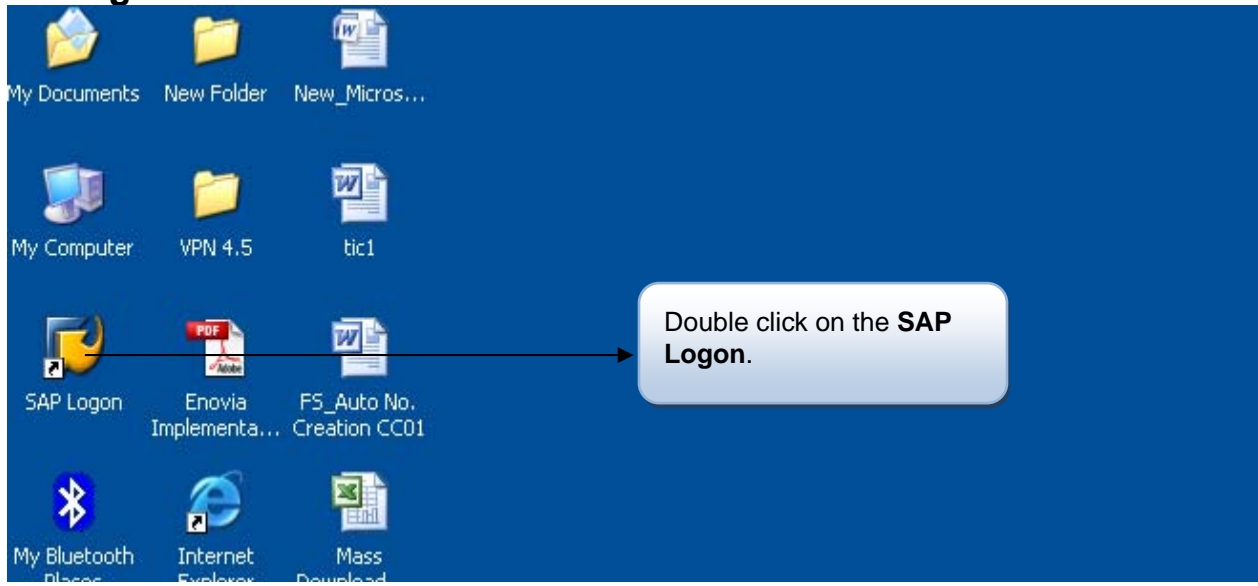
#### **4.0 CONVENTION USED**

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11.0	SD	Superseded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

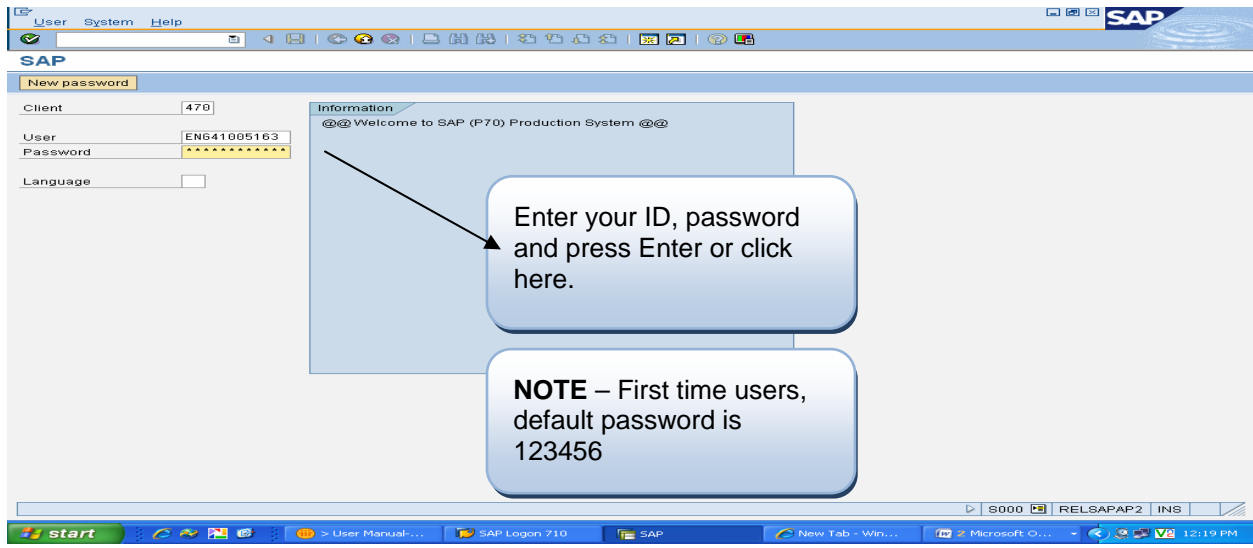
#### **5.0 TRANSACTION CODE**

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

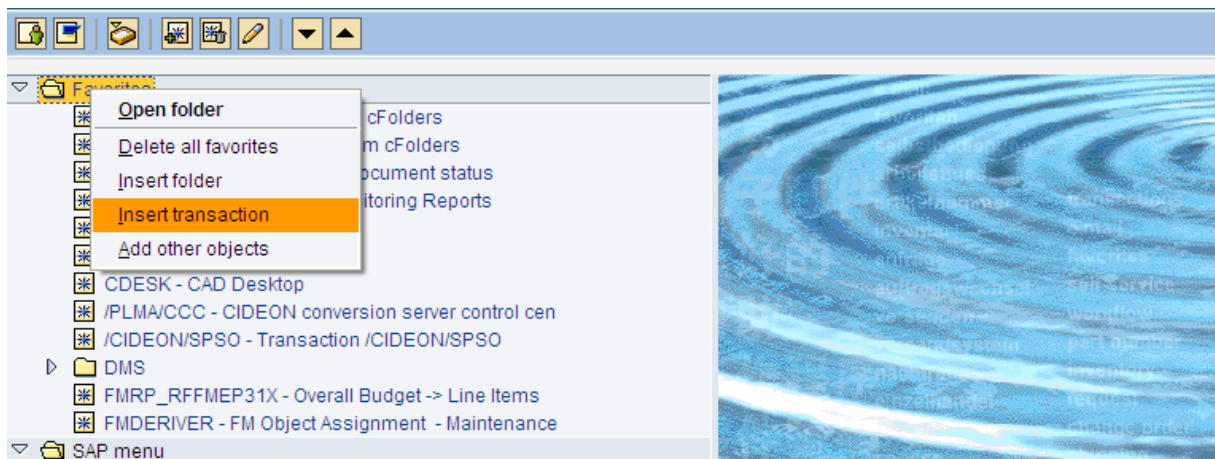
## To Login:



- Login with your User name and password as shown.



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





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**STEP -1: Create ECR No. for BOM Change**

**Transaction Code: CC31**

**Create ECR: Initial Screen**

Change Number

**Type**

Change Master

ECR

**Function**

Without Release Key

With Release Key

Lead. Chg. Mast.


Change Package


**Control**

Change Type

Effectivity Type

Profile

1. After entering the t. code CC31 and click on , the system will take you to this screen

2. Enter Change type as 001 and Profile as DMS01 as shown and enter 



**Create ECR: Change Header**

Object Types | Objects | Alternative Dates

Change number: [ ] Engineering Change Request for BOM Change  
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

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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

Click on Extra>Accompanying Docs and attach the approved ZEC document (ECR form) which has been reviewed/approved by different departments

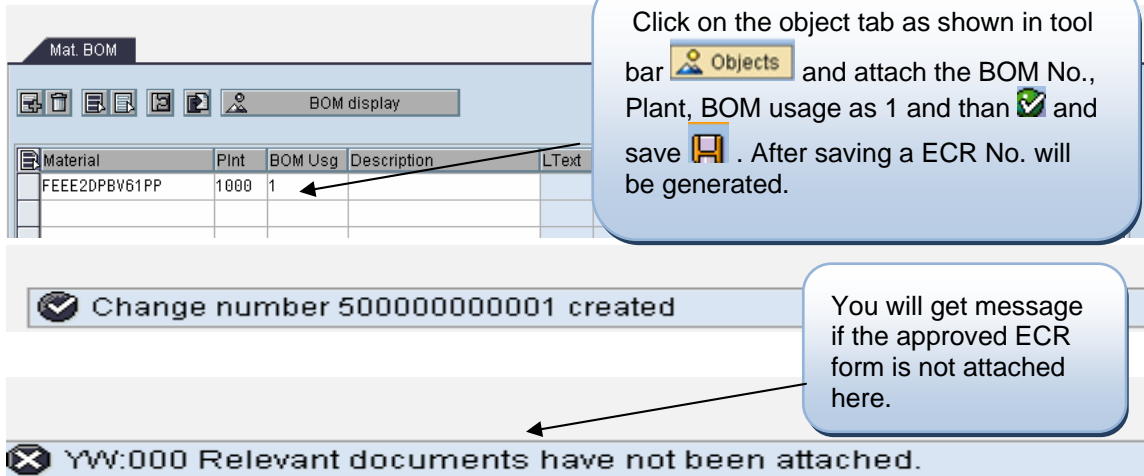
ECM - Link to Documents

Attach the ECR form as shown here and enter ✓

Linked documents

All versions:

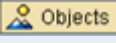


Ty.	Document	Dpt	Vr	Status	Hr	Description
ZEC	500010	000	00		<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	




Mat. BOM


BOM display

Material	Pint	BOM Usg	Description	LText
FEEE2DPBV61PP	1000	1		

Click on the object tab as shown in tool bar  and attach the BOM No., Plant, BOM usage as 1 and then  and save . After saving a ECR No. will be generated.

 Change number 500000000001 created

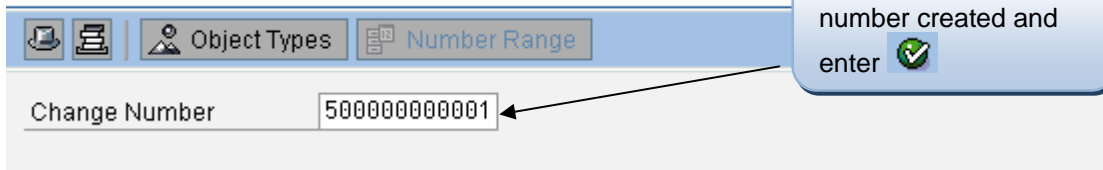
You will get message if the approved ECR form is not attached here.

 YW:000 Relevant documents have not been attached.

**STEP -2: Change ECR**


Transaction Code: CC32

**Change ECR: Initial Screen**



Object Types | Number Range

Change Number

Enter the ECR number created and enter 



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### Change ECR: Change Header

Object Types | Objects | Alternative Dates

Change number: 5000000000001 | Engineering Change Request for BOM Change  
Engineering Change Request with Release Key

**Description**


Valid From	<input type="text"/>	Accomp. Doc.
Authorization group	01	
Reason for Change	Change for ECR	
Change Type	1 Complaint	

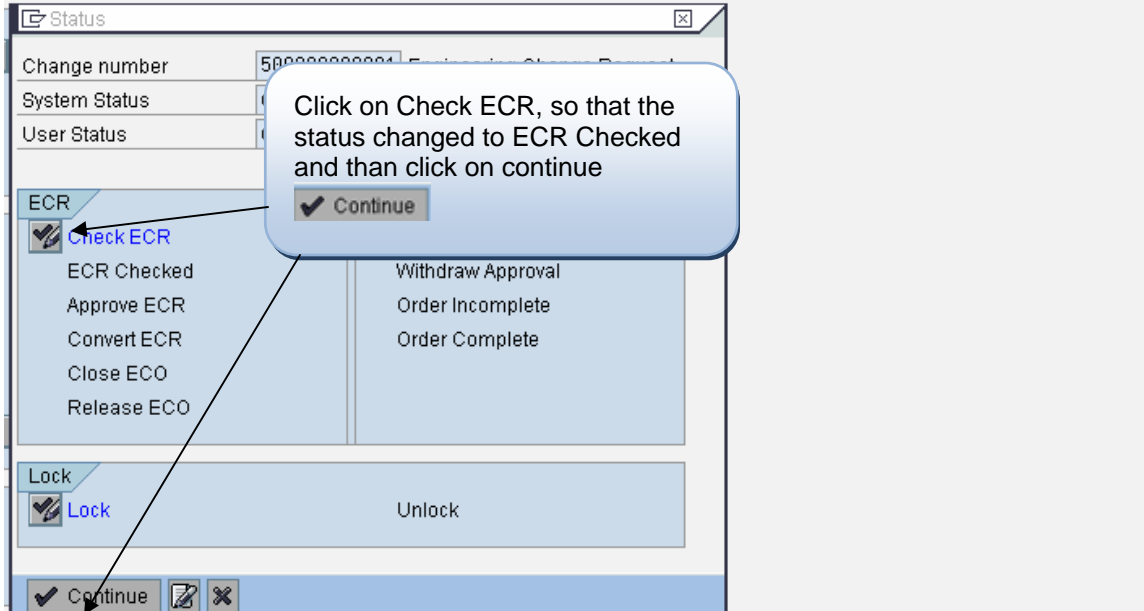
**Status Information**

Change no. status	1 Active	
Release key	<input type="checkbox"/>	
<input type="checkbox"/> Usage		
<input type="checkbox"/> Deletion Flag		
System Status	CRTD	Status Mgmt
User Status	CR	

**Administrative Data**

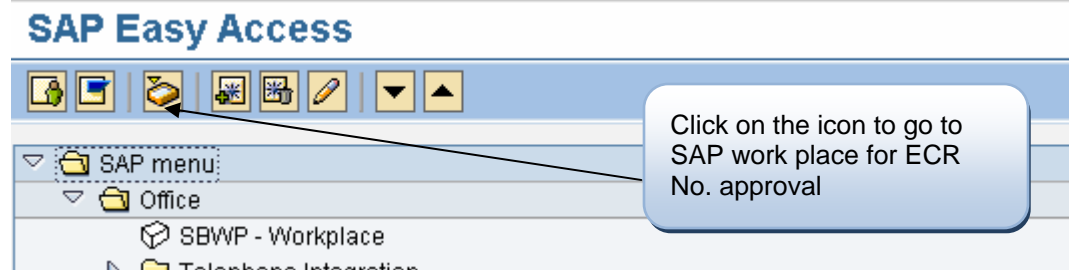
Created On	12.04.2011	Created by	SUPER
Changed On	<input type="text"/>	Changed by	<input type="text"/>

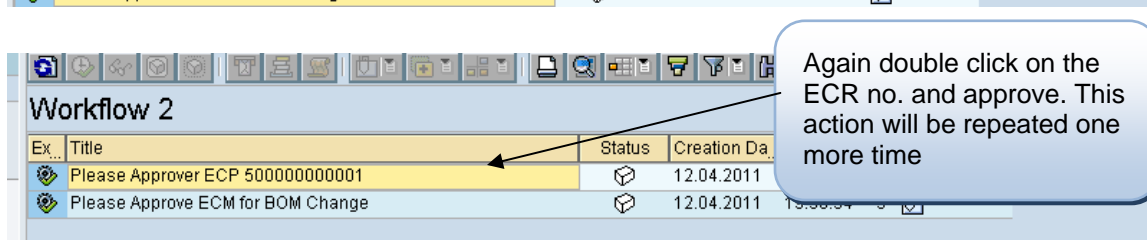
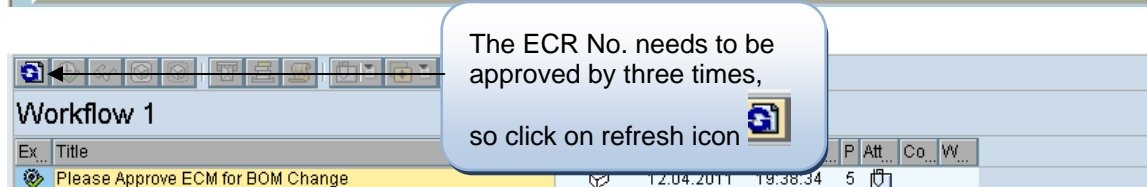
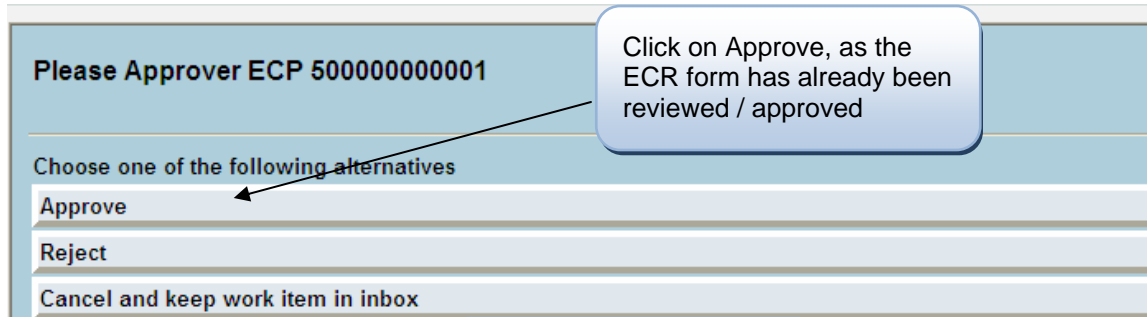
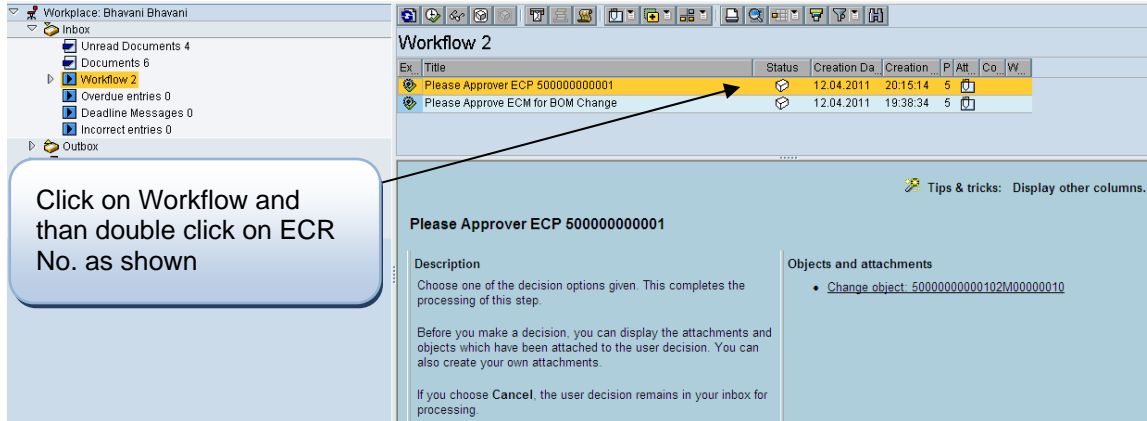
Click here  to change the ECR status.



**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.

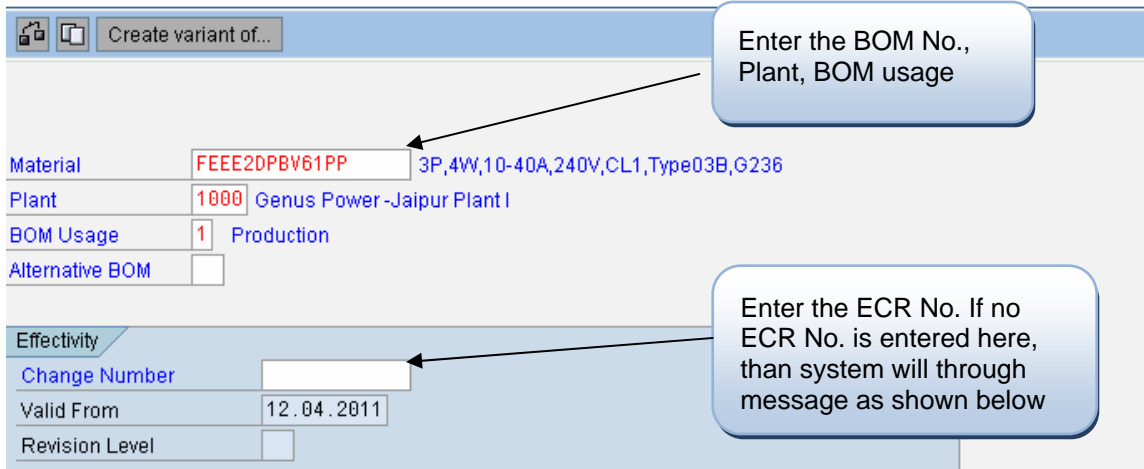




After final ECR no. approval, inform to the end user / requester the ECR No. so that he can use this ECR No. for BOM change.

**STEP -4 – BOM Change –  
Transaction Code – CS02**

**Create material BOM: Initial Screen**



Enter the BOM No., Plant, BOM usage

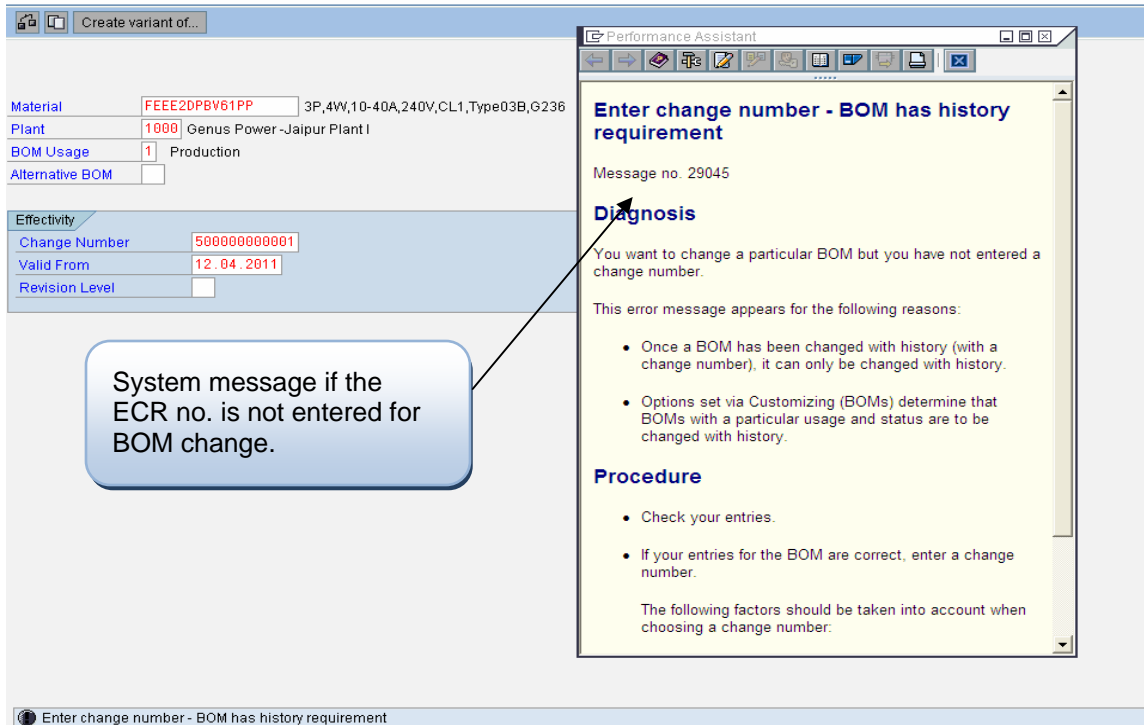
Material: FEEE2DPBV61PP 3P,4W,10-40A,240V,CL1,Type03B,G236  
 Plant: 1000 Genus Power -Jaipur Plant I  
 BOM Usage: 1 Production  
 Alternative BOM:

Effectivity

Change Number:   
 Valid From: 12.04.2011  
 Revision Level:

Enter the ECR No. If no ECR No. is entered here, than system will through message as shown below

**Create material BOM: Initial Screen**



Material: FEEE2DPBV61PP 3P,4W,10-40A,240V,CL1,Type03B,G236  
 Plant: 1000 Genus Power -Jaipur Plant I  
 BOM Usage: 1 Production  
 Alternative BOM:

Effectivity

Change Number: 500000000001  
 Valid From: 12.04.2011  
 Revision Level:

System message if the ECR no. is not entered for BOM change.

Performance Assistant

**Enter change number - BOM has history requirement**

Message no. 29045

**Diagnosis**

You want to change a particular BOM but you have not entered a change number.

This error message appears for the following reasons:

- Once a BOM has been changed with history (with a change number), it can only be changed with history.
- Options set via Customizing (BOMs) determine that BOMs with a particular usage and status are to be changed with history.

**Procedure**

- Check your entries.
- If your entries for the BOM are correct, enter a change number.

The following factors should be taken into account when choosing a change number:

Enter change number - BOM has history requirement

### Create material BOM: General Item Overview

Material: FEEE2DPBV61PP 3P,4W,10-40A,240V,CL1,Type03B,G236  
 Plant: 1000 Genus Power -Jaipur Plant I  
 Alternative BOM: 2

Item	ICt	Component	Component description	Quantity	Un	As
0010	L	FEEE2SERIALNO		5		
1000	I	F6FFMA00000000		3		

Now you can change the BOM, and the history of BOM changes will be maintained with ECR No.

**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:

500000000001

### Change ECR: Initial Screen

Change Number: 500000000001

Engineering Change Request | Edit | Goto | Extras | Settings | Environment | System | Help

#### Change Engineering Change Order: Change Header

Change number: 500000000001 | Engineering Change Request for BOM Change  
 Engineering Change Order with Release Key

Description: Valid From: 12.04.2011 | Reason for Change: Change for ECR | Change Type: 1 Complaint

Status Information: Change no. status: 1 Active | System Status: CRTD CHKD ECRA ECCF | User Status: CR

Administrative Data: Created On: 12.04.2011 | Created by: SUPER | Channed On: 12.04.2011 | Channed by: SIIPFR

ECR: Check ECR ✓, ECR Checked ✓, Approve ECR ✓, Convert ECR ✓, **Close ECO** ✓, Release ECO

Exceptions: Reject ECR, Withdraw Approval, **Order Incomplete** ✓, Order Complete

Lock: **Lock** ✓, Unlock

Buttons: Continue, Status Mgmt, Close ECO

Click on pencil and then click on close ECO and then click on continue

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