

Mfg Release Procedure

Detailed Instructions

Step 1

Create, select or revise materials for manufacturing release

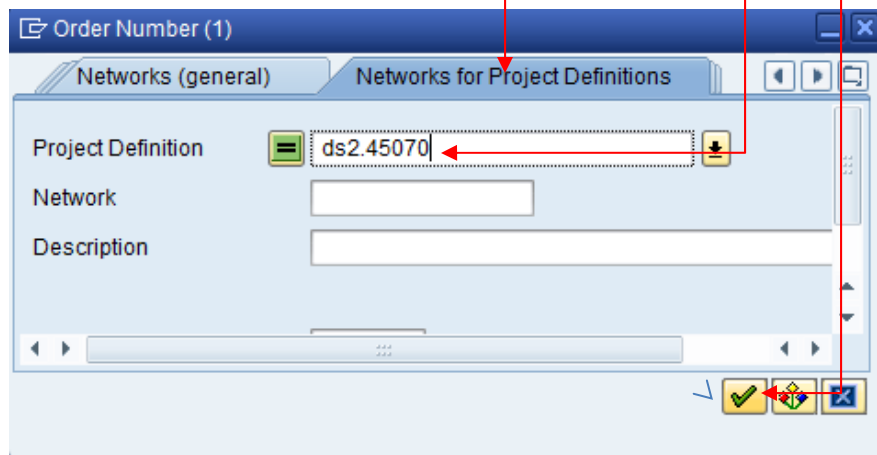
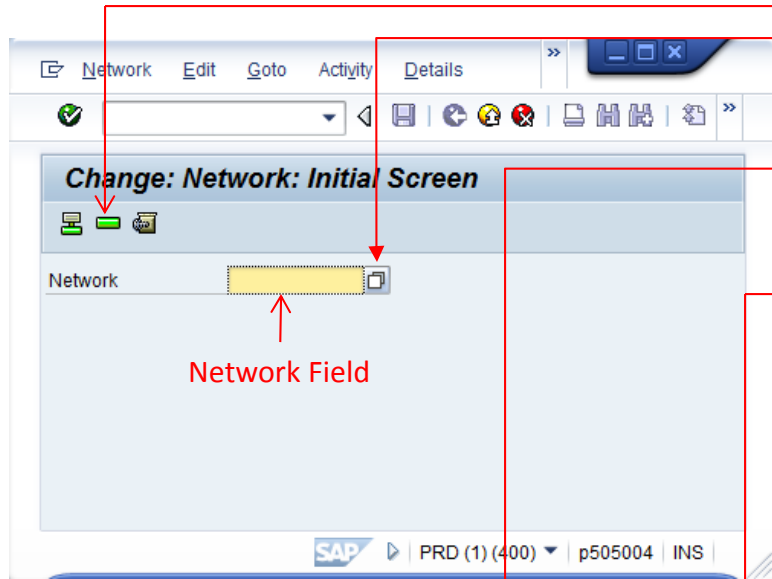
Step 2

Create an ECN *if required by the ECM process*

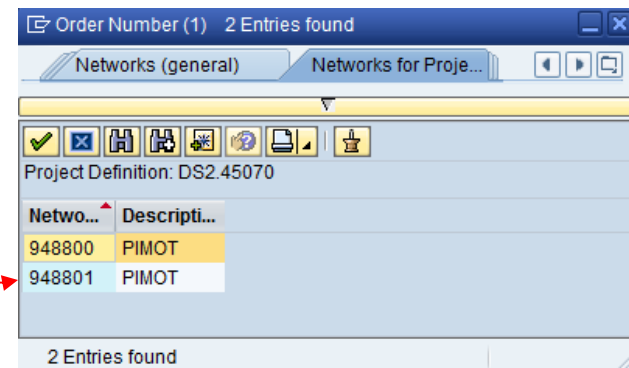
- Refer to the ECM process for details

Step 3 Open the project network

How to find & enter the network number



1. Go to transaction: CN22
2. Click the search button next to the network field.
3. Select the “Networks for Project Definitions” tab.
4. Type the project definition (i.e. JS2.12345) number in the “project definition” field (Note: This has the prefix of the retail leg – i.e. DS, JS etc.)
5. Click the check mark (enter)
6. Double click on the network (note: Choose the larger number; this is the US leg.)
7. Click the green bar to open the network to the activities screen.



Step 4 Find/Select the correct network activity

1. Click the “Prim. Costs” tab
2. Find the “MRP:” activity corresponding to
 - a. Std/Aftermarket (US1): The checkout start date or the ship date.
 - b. ETO/Custom (US2): The sub job you’re releasing.
 - i. If there is more than one MRP activity for the SJ, choose according to the project plan for your material as communicated by the PE.
3. Verify the scheduled dates are correct (see below)*
 - a. If the schedule is not correct:

Stop. Request that the Release Engineer or project engineer correct the schedule. Continue when the schedule is correct.
4. Click the button to the left of the activity you found in #2.
5. Click the F7 key (or from menus follow: Activity>Component Overview)

*

To verify the scheduled date of the activity before selecting it

1. After step 2 scroll to the right.
2. The material will be planned for the “Lat. finish date”

The top screenshot shows the SAP interface for 'Change: Network: Basic Data Overview (Basic Dates)'. The 'Prim. Costs' tab is selected. The table below shows various activities with their descriptions, WBS elements, amounts, and currencies.

Acti...	Description	WBS element	Amount	Curr...	C
0010	ATB: Top Level System	US2. 42384. CUS-01		USD	4
0061	C:Project Mgmt - Non-labor C...	US2. 42384. CUS-01	43,600.00	USD	4
0201	C:Contingency	US2. 42384. CUS-02	216,492.00	USD	4
0255	C:Freight	US2. 42384. CUS-08	21,000.00	USD	4
0257	C:Finance Use Only	US2. 42384. CUS-09		USD	4
0410	MRP:Spares - Cost	US2. 42384. CUS-05	14,913.00	USD	4
0530	MRP: Vertical Actuators - Cost	US2. 42384. CUS-20	406,394.00	USD	4
0650	MRP: New LatLong Acts.- Co...	US2. 42384. CUS-21	247,634.00	USD	4
0780	MRP: Pr.Bal. Bearing - Cost	US2. 42384. CUS-22	31,000.00	USD	4
0910	MRP: Refurb. Acts. - Cost	US2. 42384. CUS-23	19,694.00	USD	4
1050	MRP: Sp. Act. Conversion - Co...	US2. 42384. CUS-24	15,747.20	USD	4
1200	MRP: Swivels - Cost	US2. 42384. CUS-26	3,523.04	USD	4
1330	MRP: Console - Cost	US2. 42384. CUS-40	231,650.00	USD	4
1720	MRP: System Cables - Cost	US2. 42384. CUS-45	27,000.00	USD	4

The bottom screenshot shows the same SAP interface but with a different table view. The columns include 'Acti...', 'Earl.start.', 'EarliestEn...', 'Earliest f.', 'Latest start', 'Lat.start.', 'Lat.finish date', and 'Latest fin.tr.'. The data rows correspond to the activities in the top screenshot, showing their scheduled dates and times.

Step 5 “Attach” the material / Release the NW activity

1. On the first empty line, enter the material # in the “Material” column
2. Enter the quantity required in the “Requirement qty” field.
3. Do NOT make entries in any other fields.
4. Do NOT make an entry in the “Reqmt Date” field. (SAP will do this).
5. Click enter

Change: Network: Assignments to Activity

Network: 944636 Ecole Polytechnique
Activity: 0910 MRP: Refurb. Acts. - Cost

Item	Material	Plant	Reqmt Date	Requirement qty	Base ...	Pro...	Item Categ...	R..	Sto...	BOM ex...	Description
0011	100-244-482	1101	06/30/2012	1	EA		L	3	1010		CONTROLLER PKG- FT40. 230V. US
0022		1101						3			
0033		1101						3			
0044		1101						3			
0055		1101						3			
0066		1101						3			
0077		1101						3			
0088		1101						3			
0099		1101						3			
0110		1101						3			
0121		1101						3			
0132		1101						3			
0143		1101						3			

Do Not Enter Data

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Step 5 (Cont'd) "Attach" the material / Release the NW activity

6. If the material is a *phantom*, in the "Create Component" box, click "Yes".
7. If the material is new, you'll get a "material status check" pop up. Click "Yes".
8. In the pop up box ("Reservation"), select "Reserv. WBS element". Then
9. Click the check mark.
10. Verify that the date is correct in the "Reqmt Date" field.
11. Click the green "back" arrow.

Network: 944636 Ecole Polytechnique

Activity: 0910 MRP: Refurb. Acts. - Cost

Item	Material	Plant	Reqmt Date	Requirement qty	Base ...	Pro...	Item Categ...	R..	Sto...	BOM ex...	Description
0011	100-244-482	1101	06/30/2012	1	EA		L	3	1010		CONTROLLER PKG- FT40, 230V, US
0022		1101						3			
0033		1101						3			
0044		1101						3			

Create Component

Material 000000000100262946 is a phantom assembly

Should this be relevant for procurement?

Yes No Cancel

Material Status Check

The component 100-209-771 has material status Engg - BOM/Routing Only

Do you still want to adopt the component?

Yes No

Reservation

Material: 100-244-482

Description: CONTROLLER PKG- FT40, 230V, US2.43873

Choose

Reserv. WBS element

Reserv. sales doc.

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Step 5 (Cont'd) "Attach" the material / Release the NW activity

12. With the activity still selected, click Ctrl+F8 (or from menus: Edit>Status>Release)

- Note: If the activity was already released, you'll get a warning message. Click "Cont."
- The "System Status" will change to "REL"

The screenshot displays the SAP interface for 'Change: Network: Basic Data Overview (Basic Dates)'. The main window shows a table of network activities. A warning message dialog box is open, titled 'Status management: Release', with the text: 'The business transaction cannot be carried out.' The dialog has two buttons: 'Status informatio' and 'Cont.'. A red arrow points from the 'Cont.' button to the instruction 'Click "Cont."' in the list above. Another red arrow points from the warning message to the instruction 'Note: If the activity was already released, you'll get a warning message. Click "Cont."'.

Acti...	Description	WBS element	Amount	Curr...	Cost E		
0010	ATB: Top Level System	US2.42384.CUS-01		USD	451000		
0061	C:Project Mgmt - Non-labor C...	US2.42384.CUS-01	43,600.00	USD	451000		
0201	C:Contingency	US2.42384.CUS-02	216,492.00	USD	451000		CRTD SETC
0255	C:Freight	US2.42384.CUS-08	21,000.00	USD	451000		CRTD SETC
0257	C:Finance Use Only	US2.42384.CUS-09		USD	451000		CRTD SETC
0410	MRP:Spares - Cost	US2.42384.CUS-05	14,913.00	USD	451000		CRTD SETC
0530	MRP: Vertical Actuators - Cost	US2.42384.CUS-20	406,394.00	USD	451000		REL SETC
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0780	MRP: Pr.Bal. Bearing - Cost	US2.42384.CUS-22	31,000.00	USD	451000		CRTD SETC
0910	MRP: Refurb. Acts. - Cost	US2.42384.CUS-23	19,694.00	USD	451000		REL SETC
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1200	MRP: Swivels - Cost	US2.42384.CUS-26	3,523.04	USD	451000		REL SETC
1330	MRP: Console - Cost	US2.42384.CUS-40	231,650.80	USD	451000		REL SETC
1720	MRP: System Cables - Cost	US2.42384.CUS-45	27,000.00	USD	451000		REL SETC

Warning Message

Status management: Release

The business transaction cannot be carried out.

Status informatio

Cont.

7

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Step 6 Additional Information

Use this method to communicate the additional information, as necessary.

Required Information

1. Material Number
2. Your name (for questions)

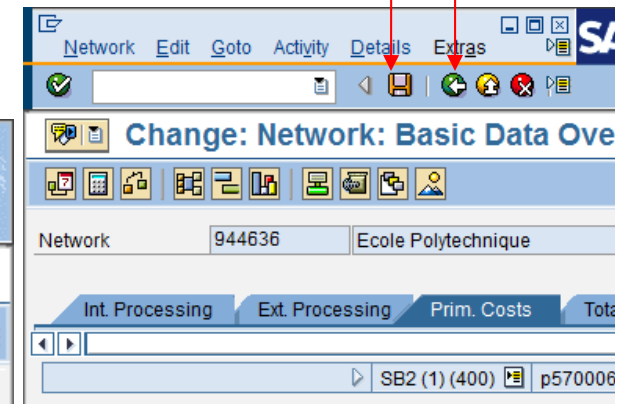
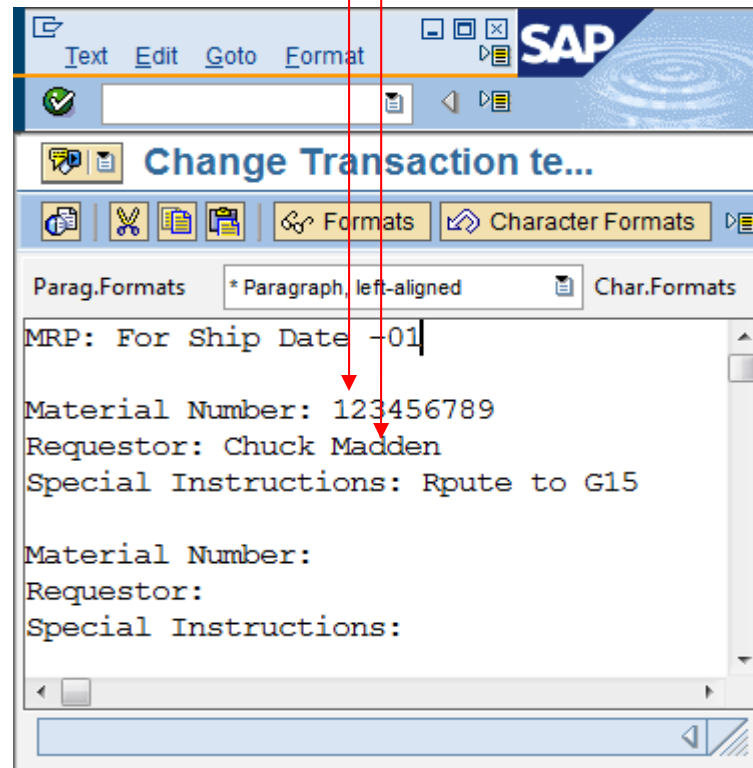
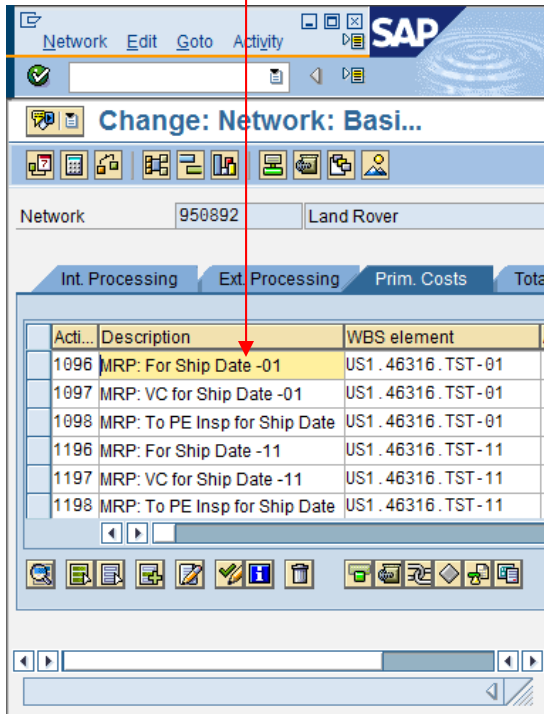
Optional Information

1. Special Instructions
 - Routing
 - Storage Location
 - Forecast Use

Do NOT use this method to communicate scheduling requirements. That information should be included in the activity fields.

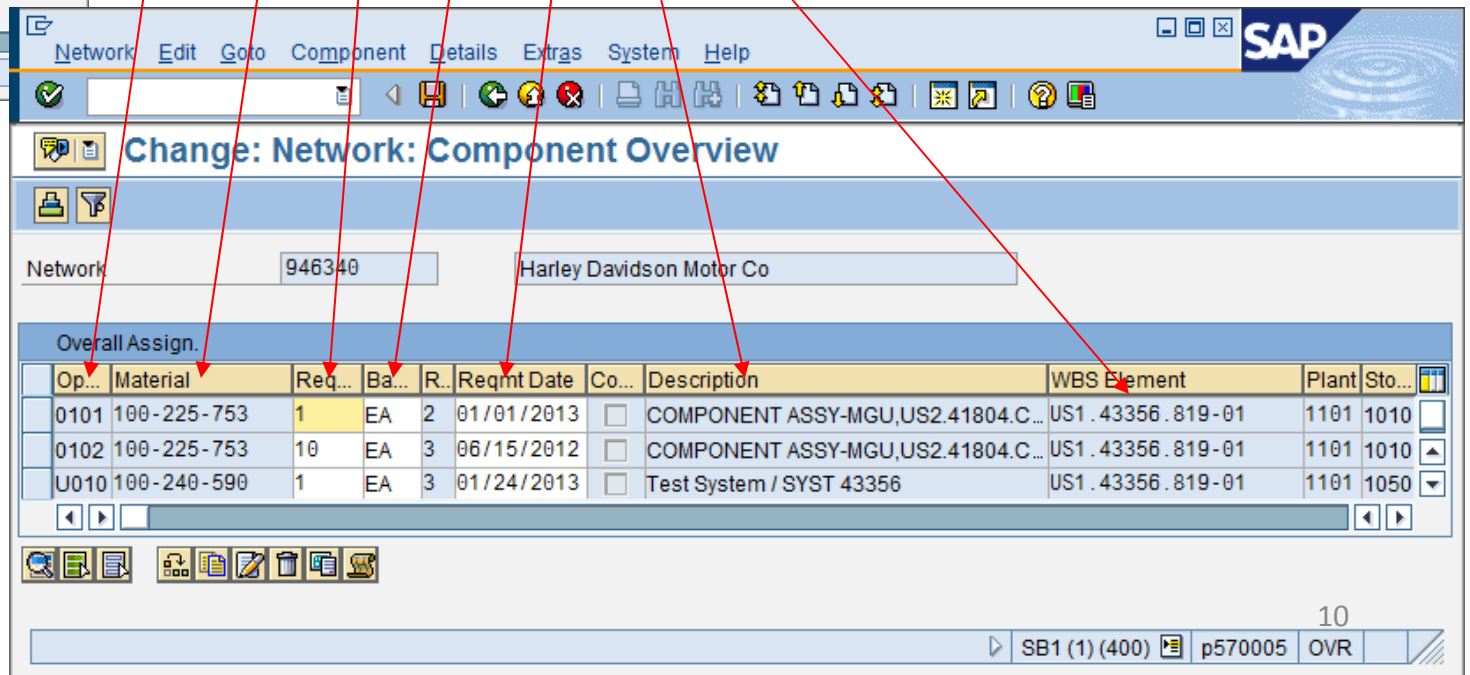
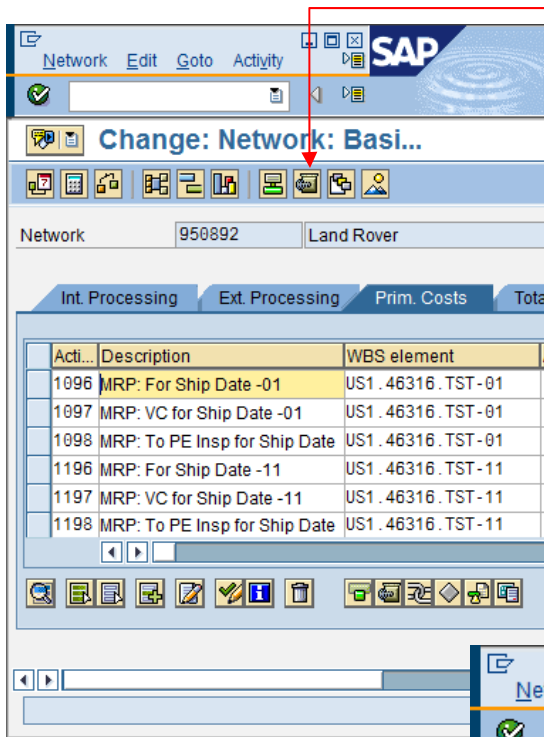
Step 6 Other Information(Illustrations)

1. Double click on the description of the MRP activity.
2. Enter the material # pertaining to the notes.
3. Enter your name (This is to answer questions re: routes etc)
4. Enter special instructions
5. Click the green back arrow.
6. Click "SAVE"



Step 7 Validate Input

1. Click the “component overview for network” button.
(This will show all materials attached to the network.)
2. Verify the information entered for the WBS’s within your responsibility.



Step 8 Cancel/Delete a Release

1. Click the selection button next to the item you want to cancel
2. Follow the path : Edit>Object>Delete (Shift +F2)
3. The safety query box will pop up. If you really want to delete it, click "Yes"
4. Save

The screenshot displays the SAP interface for 'Change: Network: Assignments to Activity'. The main window shows a table with columns: Item, Material, Plant, Reqmt Date, Requirement qty, Base U..., Pro..., Item Categ..., R., Sto..., BOM exp..., and Description. The first row is highlighted in yellow, showing Item 0011, Material 100-244-482, Plant 1101, and Reqmt Date 06/30/2012. A 'Confirmatn Prompt' dialog box is overlaid on the table, asking 'Do you really want to delete?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red arrow from step 3 of the instructions. The 'No' button is dashed. The SAP logo is visible in the top right corner. The status bar at the bottom shows 'SB2 (1) (400) p570006 INS'.

Item	Material	Plant	Reqmt Date	Requirement qty	Base U...	Pro...	Item Categ...	R.	Sto...	BOM exp...	Description
0011	100-244-482	1101	06/30/2012	1	EA		L	3	1010		CONTROLLER PKG-FT40, 230V, US
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0077		1101									
0088		1101									
0099		1101									
0110		1101									
0121		1101									
0132		1101						3			
0143		1101						3			