Mfg Release Procedure

Detailed Instructions

Step 1

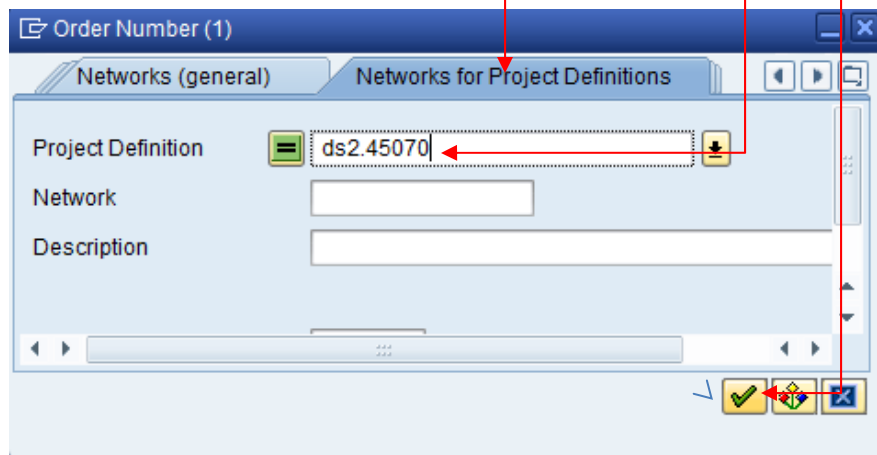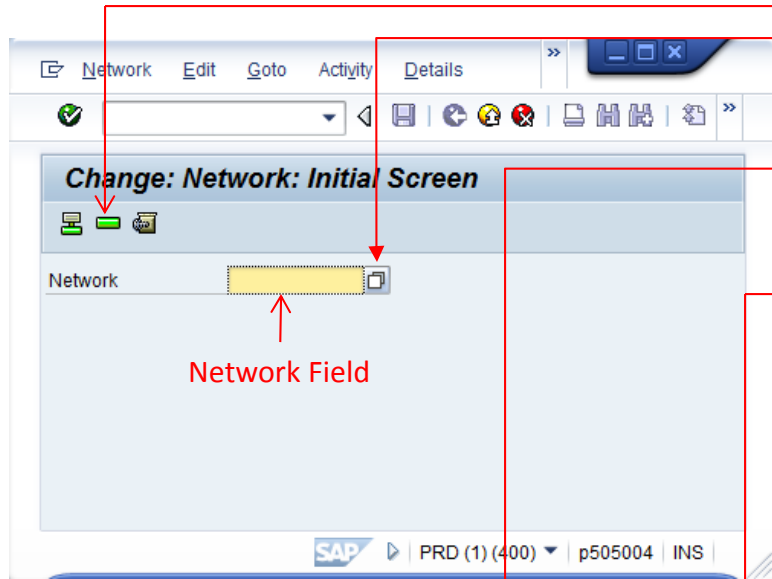Create, select or revise materials for manufacturing release

Step 2

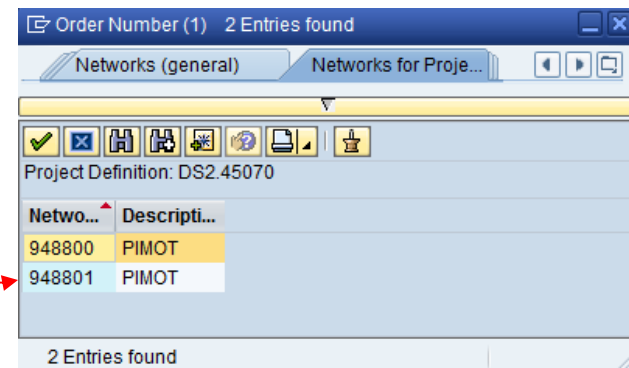Create an ECN *if required by the ECM process*
- Refer to the ECM process for details

Step 3   Open the project network

How to find & enter the network number

Change: Network: Initial Screen

Network

Network Field

SAP ▷ | PRD (1) (400) ▼ | p505004 | INS |

Order Number (1)

| Networks (general) | Networks for Project Definitions |

Project Definition   ds2.45070

Network

Description

Order Number (1)   2 Entries found

| Networks (general) | Networks for Proje... |

Project Definition: DS2.45070

Netwo...	Descripti...
948800	PIMOT
948801	PIMOT

2 Entries found

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.

3

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"

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

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.

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

Step 6   Additional Information

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

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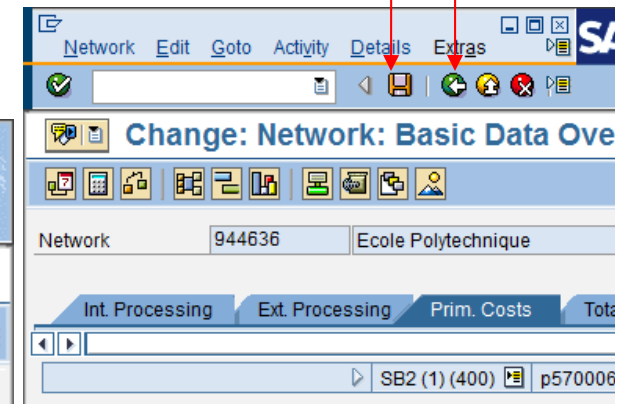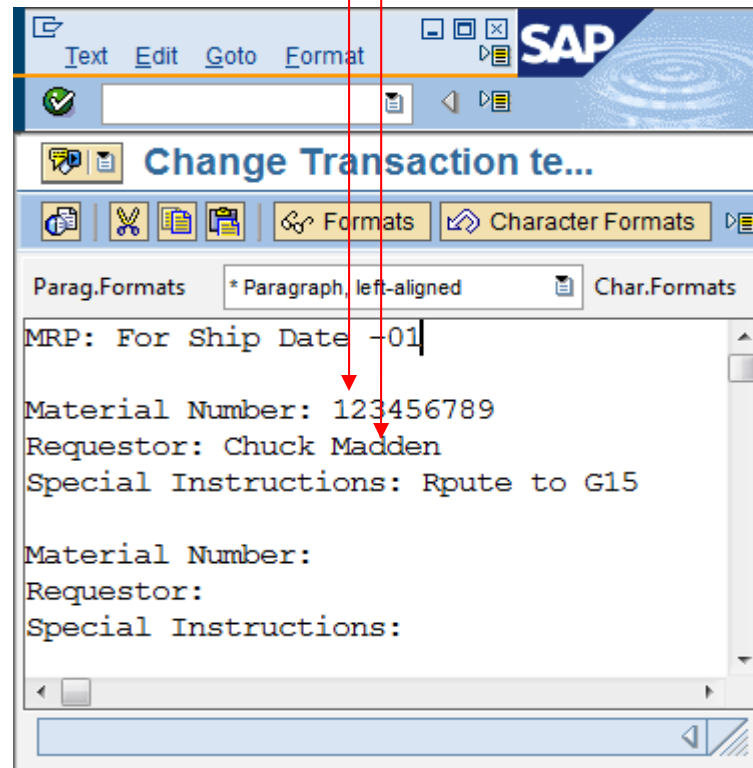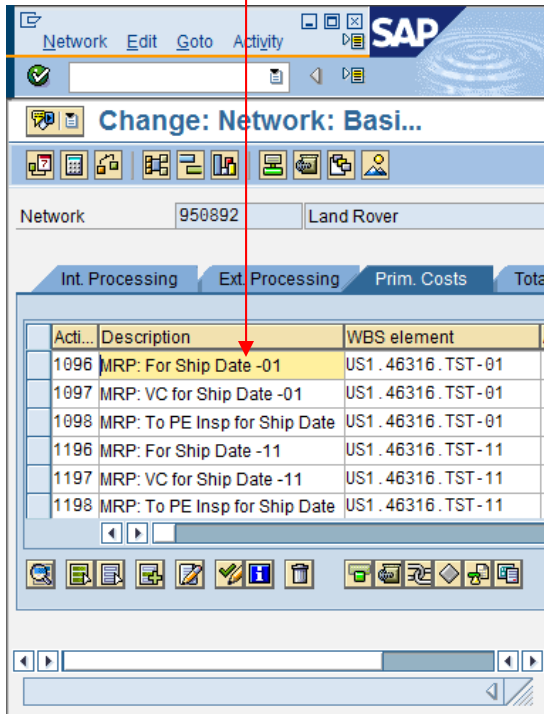2.   Your name (for questions)

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.
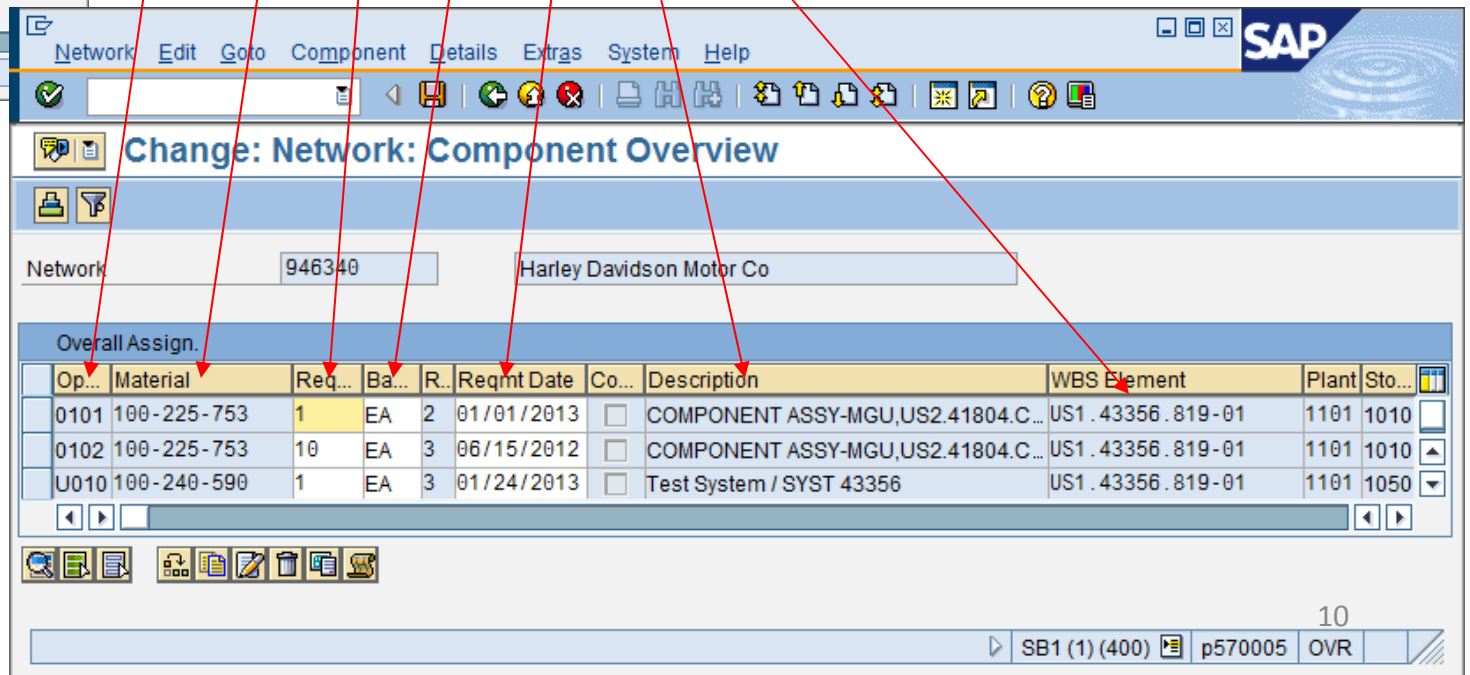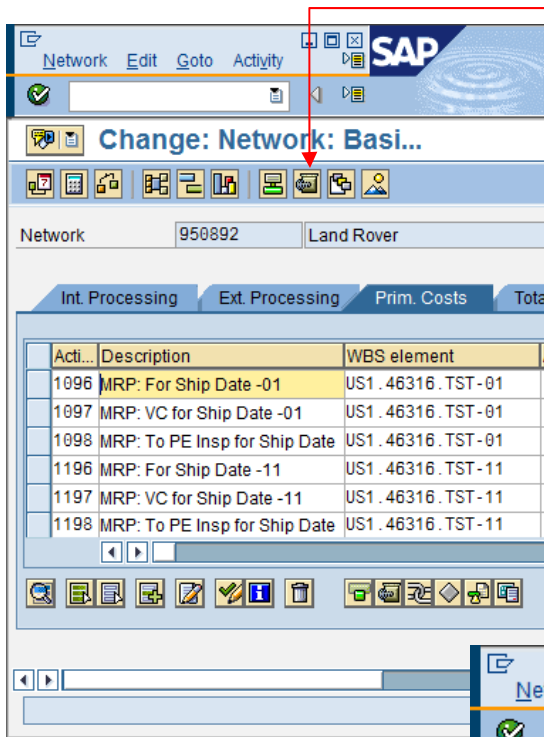
Step 6 Other Information(Illustrations)

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