



Direct Transmittal Delivery

→ TRANSMITTAL MANAGEMENT WITH SAP DMS

// Complex projects need a regulated and traceable exchange of information and documents. Transmittals are an acknowledged method for control of this information flow.

SAP DMS is an integrated document management system ideal for the management of status-orientated and version-controlled documents. Using standard SAP and purpose-designed functionality from SEAL Systems, Transmittals can be quickly and reliably created, edited, sent and administered. To facilitate tracking of documents, confirm recipients and monitor deadlines, all relevant data is stored in SAP.

DOCUMENTS

All SAP system administered documents (SAP DMS, SAP GOS and SAP generated) can be utilised in the transmittal management process. The list of documents to be transmitted can be arranged in different ways:

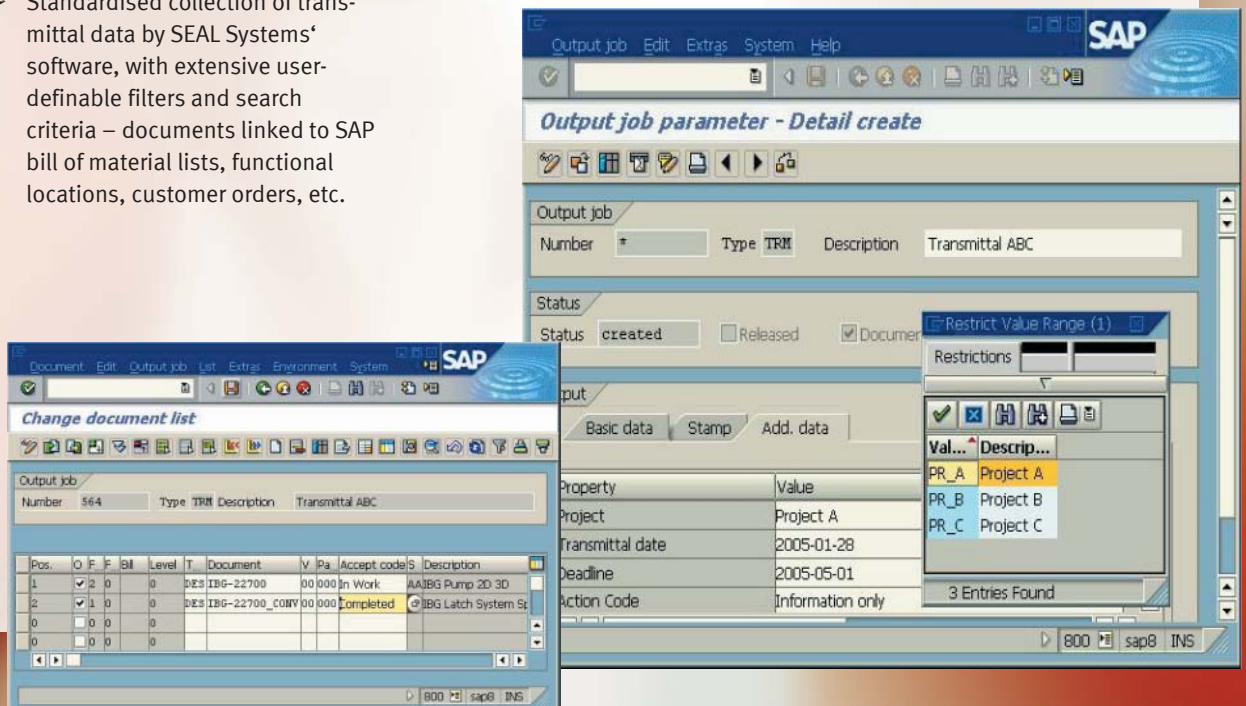
- Standard SAP DMS functions (CVO4N)
- SAP EasyDMS – interactive compilation of document lists
- Standardised collection of transmittal data by SEAL Systems' software, with extensive user-definable filters and search criteria – documents linked to SAP bill of material lists, functional locations, customer orders, etc.

GENERATION

The transmittal document is created automatically by using:

- Header information
- Recipient data
- Maturity data
- Remarks
- Document lists

The SAP DMS information set is then generated automatically for the transmittal document. The transmittal documents are linked by using either an existing SAP object or a new Bill of Materials. If required, a DMS information set for the return documentation can be created.



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THE ADVANTAGES AT A GLANCE

With SEAL Systems Direct Transmittal Delivery:

- All information is managed under one umbrella
- All data and documents are administered and structured within SAP, making the use of an additional ECM system unnecessary
- Standard components of SAP and add-ons like EasyDMS and cFolders provide ease of use and operational reliability
- The steps can be automated so that a transmittal is generated and sent with only a few mouse clicks
- All data and transaction information is documented and stored allowing conflicts, revisions, and project milestones to be traceable

RECEIVE

An automated recheck-in to SAP DMS is possible if the transmittal document obtains new information after the return run. Other features include:

- Allocation to a reserved information set
- Creation of a new document version
- Updating of status information
- Starting an operating workflow

SEND

The transport of the transmittal documents to the recipient can be performed in various ways:

- Physically print and post the documents
- email transmission with automatic splitting of large attachment files
- email notification of down-load access via SEAL Systems web portal
- SAP cFolders
- CD/DVD generation

CONTROL

SEAL Systems' Transmittal Management module combines with the SAP DMS to create an extensive database of transactions. Functionality to control this database can provide the user with the following:

- List of sent transmittals
- List of documents sent for a particular transmittal
- List of recipients of the transmittal and documents
- Status information of the transmittal
- The ability to check for overdue documents and/or transmittals

Using standard SAP functionality, it is possible to quickly generate customized transmittal management reports.

RECIPIENTS

Recipients can be defined as partners, customers and suppliers. They can either be created individually or exported from SAP. Groups of recipients can also be combined and set as recipient pool lists.

SEAL Oilfield Products AG

120667
Charles M. Simons
HAVOC Engineering
Bloomington Springs, CA
Fresno Blvd 1056

Transmittal no: T-MINCO-SEAL-V5-1
Transmittal date: 01-04-2008
Deadline for response to DCC: 01.05.2008

Attention: Charles M. Simons (charlesm.simons@yourmail.com)

Copy to: _____

Subject: V5

Sent by: Jorge Chipistero

Please return signed copy

Date: _____

Signed: _____

Acceptance Code Definitions:
1 = Accepted
2 = Accepted with comments incorporated
3 = Not Accepted, review and resubmit within 5 working days
4 = For information only

Action Code Definitions:
A = For Comments/Acceptance
I = For Information
P = For Implementation
R = Rejected (see comments above)
T = Transfer of Document Origin
Y = Return of documents with comments/acceptance
V = Voided in its entirety

Please find attached documents for project GULF Gamma V5

QTY	SIZE	SOFF doc.as Client/ Suppl.doc.as	SOFF Bc: Client,Suppl. Rev.	Description	Accept. Code	Action Code	Final Doc. Reference
1				Transmittal (ex)		I	ref=sub
1	A2	Nac 1057	Var: 01	Drawing: PUMP LGHB		I	ref=ack
1	A4	Nac 4712	Var: 03	Spec Mill-platform		T	ref=ack
1	A4	Nac 3541	Var: 24	GTAC		I	ref=ack

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Pompey Street 10-18
P.O. Box 999
D-45678 Teptown
COUNTRY

Tel: +0047 99 82 60 00
Fax: +0047 99 82 60 40
Email: document.control@mysupermail.com
Enterprise No. 123987123

