

## FACTSHEET

# Purchase Orders (DOC4PUR)

## Documents for Purchase Processes (orders, RFQ, order request)



### What is "Documente for Purchase Orders" (DOC4PUR)?

The DOC4PUR module enables the output of SAP Purchase Order forms as well as the **automatic retrieval** and **output** of relevant documents with the SEAL Systems output management solution.

Through embedding of the print program for output of the purchase process, the retrieved documents can be output together with the order papers in **correct sequence, as one single job**. This method supports all aspects of procurement including purchase orders (PUR), Request for Quote (RFQ), and order requests (REQ).



### What can DOC4PUR do?

All output can be done manually through a specific transaction or automatically with integration into the message control system.

Selection controls and configuration provide extensive retrieval of relevant document and material attachments. Several methods for assignment, identification and selection of documents are supported. The output is either done automatically with preconfigured, standardized methods or after manual selection from a list of retrieved documents.



### Who needs DOC4PUR?

All procurement agents who have to:

- Provide additional documents for a purchase order.
- **Seamlessly track** the output of documents.
- Avoid manual effort through automatic output with full traceability.
- Prepare and send purchase orders to various **recipients**.

## Advantages

- ⊕ Full integration into SAP business processes and applications
- ⊕ Reduced manual effort with single click functionality
- ⊕ Full restructured bill of materials
- ⊕ Stamping of additional information
- ⊕ Table of contents page with structured documents
- ⊕ Job in sequenced, PDF format
- ⊕ Technical format support, including CAD drawings



## Automatic Identification of assigned Documents to an Order ...

### Supported Document Types

- Forms (SAPScript, SmartForm, AdobeForm).
- **DMS documents** linked to any object, including **material master**, bill of materials and bill of material positions.
- DMS structures and document hierarchy.
- Documents linked through Archive Link.
- Attachments through Services for Objects (GOS/BDS).

### Integration

- As single Transaction with interactive input.
- Embedding into the SAP message control system.
- Integration in SAP PLM 7 or most earlier versions.
- Optional integration into SAP print programs for automated output functionality.

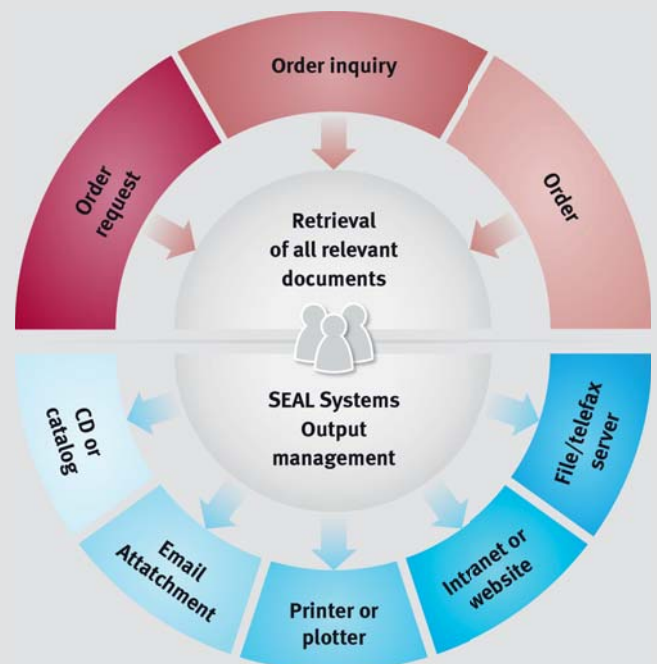
### Selection Criteria for Documents

A number of filters can be used for the retrieval of documents pertaining to a purchase order, including:

- Document type
- Document status
- Latest version
- Only released documents
- Remove duplicates
- Document features
- Supplier-specific selection
- Additional filter criteria

The screenshot shows the SAP 'Purchase Order: Identify and Distribute Documents' configuration screen. It is divided into three main sections: 'Purchase Order', 'BOM Parameter', and 'Document Restrictions'.  
- **Purchase Order:** Purchase Order: 4500459012, Doc. for Vendor: , Get Doc. for PO Position:  W.  
- **BOM Parameter:** X-plant matl status: , Special procurement: 20, Material Type: , Get Doc. for Entry Object: , Get Document for Object:  I, Get Document for Position: , Get Document for BOM Header: .  
- **Document Restrictions:** Document Number: , Document Type: DRW, Document part: , Document Status: , Released Documents Only: , Remove Duplicates: , Latest Version Only: .

Configuration for identifying attachments to be automatically selected.



Collection and distribution of procurement documents.

# Documents for Purchase Processes

## Output

The output is done with SEAL Systems output management solution, BC-XDC, publishing processes or customer-specific methods.

Features of SEAL Systems output management include:

- Support of small and large format printers and plotters from all major manufacturers.
- Output capabilities to other electronic media including file, email, fax, CD or Web.
- Support of all common document storage formats, for example TIFF, PDF, PDF/A.
- Feedback messages to user with exact output status.
- Stamping with module and document information from the SAP system.
- Customer-specific configuration with user rights management.
- Cover and trailer pages with distribution information.
- Direct email dispatch to the supplier or procurement agent.

## Configurable Userexits

Additional user exit options brings further enhancement to address any functional requirements or legacy operations.

## Logging

If the collection of documents is integrated in the message control system, then the message log provides information about the process status.

Alternatively, the process logging can be done with SAP application logs with configurable settings.

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Integration with SAP Applications

The image shows two overlapping SAP screenshots. The top-left screenshot displays a 'Standard PO 4500017267 Created by Klaus Kühnl'. It includes a table with columns: S., Itm, A, I, Material, Short Text, PO Quantity, O..., C..., Date, Net Price, and Curr... The table contains three rows of items: 10 (Scooter - Bremsbelag), 20 (Scooter - Bremse kom), and 30 (Scooter - Gabel). Below the table is an 'Item' section for material 1637, Scooter - Bremsbelag, with fields for Title, Name (Werk Hamburg), Street/House number (Alsterdorfer Strasse), District (Alsterdorf), and Postal Code/City (22299 Hamburg).

The bottom-right screenshot displays 'Output job 1936/DPR/ - Display'. It features an 'Object View' tree on the left and a table on the right. The tree shows a hierarchy: 1936/DPR/ > Parameters > Receiver List > PUR 4500017267 > CH2/10000000268/000/00 > Parameters > 3464.pdf, 3464.hpgl, 3464.jpg. The table on the right has columns: Object View, Out..., Description, and Status. It lists the following entries:

Object View	Out...	Description	Status
1936/DPR/		PUR:4500017267/0...	Processed
PUR 4500017267	<input checked="" type="checkbox"/>	PUR 4500017267	
Scooter - Brake lining	<input checked="" type="checkbox"/>	Scooter - Brake lining	Released
Acrobat Reader	<input checked="" type="checkbox"/>	Acrobat Reader	Checked in
HPGL View	<input type="checkbox"/>	HPGL View	Checked in
Bild	<input type="checkbox"/>	Bild	Checked in
Scooter - Brake co...	<input checked="" type="checkbox"/>	Scooter - Brake co...	Released
Scooter - Pitchfork	<input checked="" type="checkbox"/>	Scooter - Pitchfork	Released

# Documents for Purchase Processes

## Installation

SAP System:

Installation is done through SAP Transports. The basic customization is done with the press of a button using BC Sets.

External Server:

The output system is installed by SEAL Systems.

## Language Support

The product is fully Unicode-compatible and available in English, German, French and Norwegian.

Additional languages can be supplied upon request.

## Scope of Delivery

Software is delivered as SAP Transports. Detailed documentation (PDF) in English and German with practice examples is provided.

Output system for external server.

## Product Code

SP-PUR (Purchase Orders, RFQ)

## System Requirements

SAP versions ECC 6.0 with Enhancement Package including PLM 7.

See all details for recommended computer equipment under [www.sealsystems.com/service-support/computer-equipment/](http://www.sealsystems.com/service-support/computer-equipment/)

## Related Products and Options

- SP-SD (Sales Distribution)
- SP-PM (Plant Maintenance)
- SP-PRO (Production)
- SP-PS (Project Systems)
- SP-MM (Material Management)



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*Provision and distribution of documents – Without any disadvantages*



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We would be happy to answer your questions around the generation of documents from SAP and show you the possibilities for your company.



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