

Direct Transmittal Management with SAP DMS

Transmittal Management

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

Using standard SAP and purpose-designed functionality from SEAL Systems, Transmittals can be quickly and reliably created, edited, sent and administered.

SAP DMS is an integrated document management system ideal for the management of status-oriented and version-controlled documents.

To facilitate tracking of documents, confirm recipients and monitor deadlines, all relevant data is stored in SAP.

Advantages

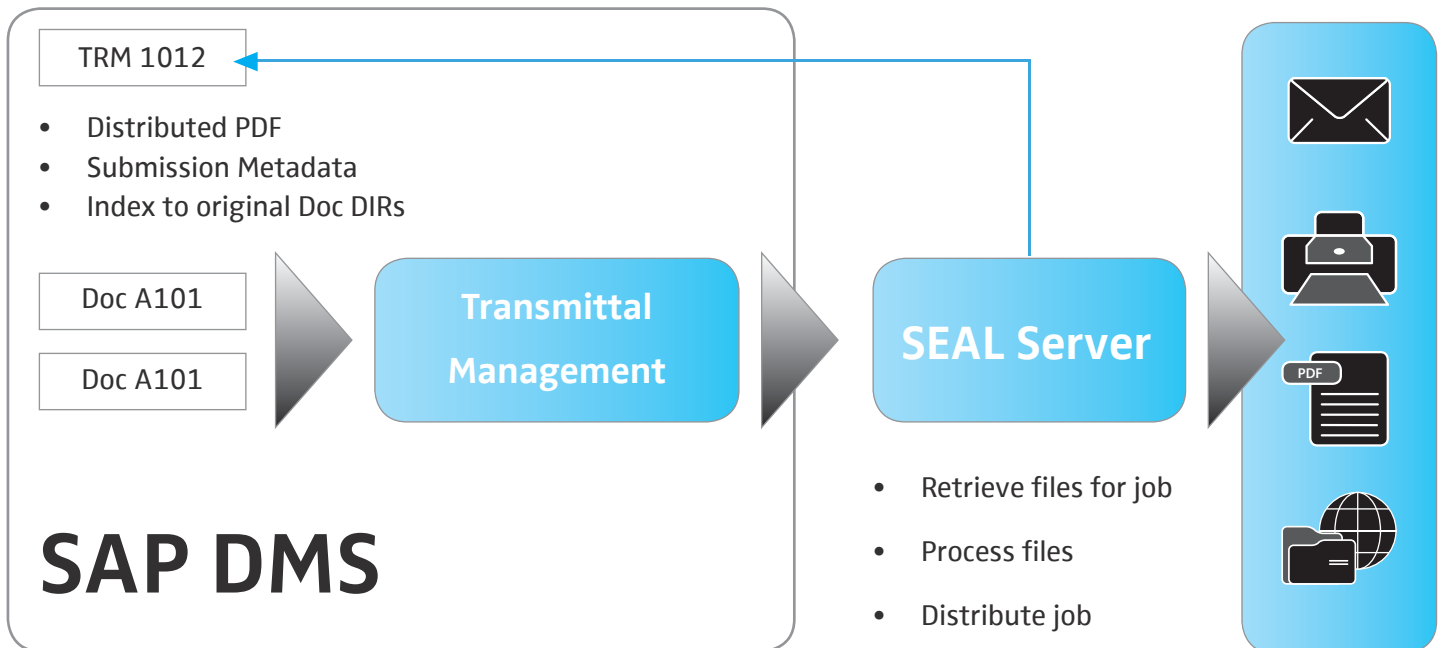
Direct Transmittal Delivery means:
All information is managed under one umbrella.

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 a transmittal is generated and sent with only a few clicks of the mouse.

All data and transaction information is documented and stored to allow for the tracing of conflicts, revisions, and project milestones.



What are Transmittals? A Transmittal or also called Transmittal Letter is an accompanying letter for drawings, documents, specifications or other information, which is exchanged between partners within a project. Besides address and contact data of the sender and recipient it contains a list of transferred documents and instructions, which actions and return messages the sender expects.

Direct Transmittal Delivery

Functions and Features

Documents



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

- Standard SAP DMS functions (CV04N)
- SAP EasyDMS – interactive compilation of document lists
- Standardized collection of transactions from SEAL Systems

Generation



The transmittal document is created automatically according to templates and contains all necessary recipient and sender data as well a list of the documents.

An SAP DMS information set is then generated automatically and assigned to this transmittal document.

The transmittal documents are linked by using either an existing SAP object or a new Bill of Materials.

Receive



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

Recipients



Partner, 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.

Sending



The transport of transmittals to the recipient can be done with different methods:

- By print and manual postage
- By email with automatic split of big attachments
- SAP cFolders or SEAL Web Portal
- CD/DVD generation

Control



With SAP DMS and the additional transactions from SEAL Systems an extensive data base is available for all control and evaluation functions.

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