

# FACTSHEET

## Transmittal Management

### Transmittal Management für SAP®



#### What is Transmittal Management for SAP?

SEAL Systems Transmittal Management is a SAP-integrated solution for fast and secure creation, distribution and management of transmittals directly from the SAP system. A transmittal (or transmittal letter) is used to transfer an object's drawings, specifications, calculations etc. between your organization and third parties. It contains recipient and sender data as well as a list of all attached documents and instructions about the operations and responses requested by the sender.



#### How does Transmittal Management or SAP work?

SEAL Systems Transmittal Management for SAP delivers a highly efficient standardized, transparent and traceable method for the exchange of information with third parties covering the complete project life-cycle. A transmittal can be created and distributed directly from the SAP system with only a few clicks. Parties receiving transmitted data may be internal or external to the sender's organization. Document and transaction data are being logged in the SAP system: conflict situations, revisions or project milestones are traceable at any time. SEAL Systems Transmittal Management therefore reduces several complex and time consuming processes to just a few mouse clicks. It also increases process quality significantly through effective automatic processes.



#### Who needs Transmittal Management for SAP?

Every organization which needs transparent and traceable methods to distribute data and documents from SAP systems to internal and external parties.

All organizations wanting to increase efficiency and transparency of SAP-based document distribution procedures.

Capital projects, planning processes or construction sites involving document and information exchange between multiple project partners over longer time-periods.

### Benefits

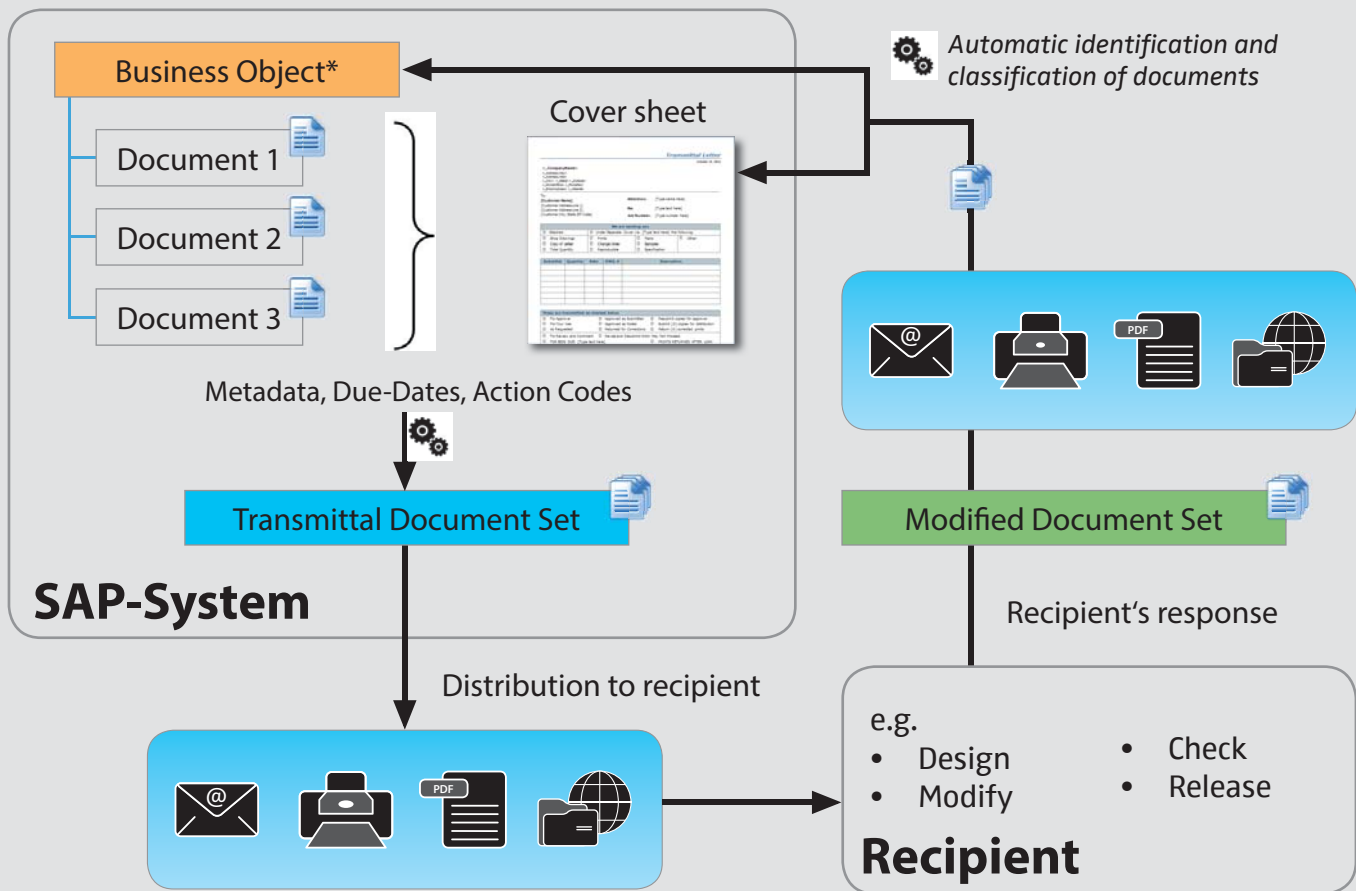
- ⊕ Increases productivity by simplifying and automating the complete transmittal process
- ⊕ Improves collaborative capabilities between internal departments and third parties
- ⊕ Provides configurable processes and flexible delivery mechanisms (Email, Fax, FTP, ...)
- ⊕ Lowers risk with robust auditing and document-based transmittal histories
- ⊕ Full integration into the SAP system ensures a convenient and secure user experience



# Transmittal Management

## Efficient and secure Data Exchange for SAP

\*e.g. Sales order, assembly group, PSP element etc.



### Functional Overview

- Automatic identification and retrieval of all relevant documents (e.g. correlated to a sales order or an assembly group or project structure). The document retrieval process is configurable to meet all specific requirements.
- Creation of Transmittal Cover Sheets using automatic data extraction and configured templates. Cover sheets contain a list of all attached documents and instructions for the recipient. The user can edit or amend the cover sheet before finalizing it.
- VSetting of due-dates for the attached documents starts the monitoring process.
- Distribution of all documents including cover sheet as one set. Users send and receive transmittals via email, zipped packages, web portals or other secure collaboration sites. Transmittals can also be associated with workflows to extend delivery and processing options.
- Integration into SAP document status management ensures continuous actuality of all documents involved in transmittal processes
- Retracing of distributed transmittals through automatic workflows with configurable user notification
- Reception of returning transmittal documents including upload into the SAP system and modification of document status

# Transmittal Management

## Document Sources

SEAL Systems Transmittal Management can generate transmittal sets from SAP DMS documents and dynamic SAP forms (SAPscript, Smartforms, Adobe Document Services). A list of all documents intended for distribution can be created by different methods:

- Standard SAP DMS transactions (CV04N)
- SAP EasyDMS – interactive composition of document lists
- Standard document collection transactions from SEAL Systems (e.g. documents linked to SAP bills of material, sales orders, assembly groups etc.). These transactions come with a broad range of configurable functionality to meet specific process requirements

## Distribution

Users can send and receive transmittals by various standard methods.

- Print/plot and (post)mail
- eMail (including automatic splitting of large attachments)
- SEAL Systems web portal including eMail notification for the recipient or any other secure collaboration site
- FTP
- SAP cFolders
- Output and distribution on CD/DVD

## Transmittal Creation

The complete transmittal document set is being created automatically including header information, recipient's data, due-dates, comments and a list of all contained documents. The complete document set is then being attached to a new SAP DMS info record (created automatically). Transmittal documents can be assigned by SAP object links or as a new document list. An additional DMS info record can optionally be created in preparation for the expected reply-set of documents.

## Automatic processing of transmittal replies

If your transmittal has been distributed including the corresponding data elements, it is possible to automate the re-check-in of transmittal replies into SAP DMS.

- Assigning of documents to a specified info record or creation of new document version
- Update of status information
- Launching of optional processing workflows

## Transmittal Monitoring

SEAL Systems Transmittal Management offers one central point for the administration of all relevant transmittal information: documents, recipients and metadata.

With SAP DMS and add-ons from SEAL Systems, users also benefit from a comprehensive database for monitoring and evaluation purposes:

- List of distributed transmittals
- List of attached and distributed documents
- List of recipients
- Status information
- Checking of overdue documents or transmittals with optional user notification
- Integration into the SAP document status management: e.g. comparison of document version at each status change of distributed documents with user notification if outdated versions have been distributed

SEAL Offfield Products a.s.

TFEA Transmittal no: T-KOPN-TFEA-V5-7  
Transmittal date: 19-04-2005 2005-04-20  
Deadline for response to DCC:

Attention: AHL.andreas@seal-systems.com  
Copy to: ahl@seal.de  
Subject: V5  
Sent by: Andreas Handmach

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 Originals  
V = Return of documents with comments/acceptance  
V = Voided in its entirety

List of documents enclosed:

QTY	SIZE	APP	APP No.	Doc. Title / Doc. No.	Doc. Type	Description	Accept. Code	Action Code	Final Doc. Reference
1		Andreas (SAP)		Transmittal (001)			3	I	ndf-1992
1	A4	No. 123456789	Var: TEST	CAD Drawing			3	I	ndf-1992
1	A4	No.	Var:	SEAL Test 1			3	I	ndf-1992
1	A4	No.	Var:	SEAL Test 2			3	I	ndf-1992
1	A4	No. A3	Var: 2	Test			2	V	ndf-1992

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# Transmittal Management

## Case Studies

Transmittal Management for SAP can create great benefits in a variety of application scenarios:

**Sample 1:** In plant engineering and construction, single modules have to be planned and designed. The customer has to check, accept and declassify all documents.

**Sample 2:** Assembly groups have to be tested on conformity with safety regulations by external service providers.

**Sample 3:** In collaboration with external service providers for design and pre-production, complex data and document structures have to be exchanged traceably.

**Sample 4:** Capital projects running over a long time periods generally require transparent and manageable method for information and document exchange between multiple project partners.

## Installation

### SAP System:

- By SAP transports
- Basic configuration through BC sets

### External Server:

- PLOSSYS netdome processing server from SEAL Systems (virtual or physical)

### Frontend:

- No modifications or installation procedures needed

## Options

- Automatic stamping/watermarking of transmittal documents with metadata, status information before distribution
- Integration into multiple SAP business processes possible

## Recipient Management

Parties receiving transmitted data may be internal or external to the sender's organization. Recipients can be defined individually or read from the SAP system. Recipients can also be grouped and stored in recipient lists.

## System Requirements

- Windows or Linux as server platform
- SEAL Systems server licence for PLOSSYS netdome
- SAP Release ECC 6.0 or higher with Enhancement Package

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

## Available Languages

Transmittal Management fully supports unicode. Configuration and logging are available in English and German. Further languages can be implemented on request.

## Scope of Delivery

- SAP Transports
- Server Software PLOSSYS netdome
- Comprehensive product documentation (PDF) in English



Adalbert Nübling and Debra Garls are specialist for your questions concerning:

*Provision and distribution of documents – Without any disadvantages*



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