ECN- User Manual

V 1.2.0

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Revision History

Ver. No.	Date	Author	Reviewed by	Description
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1. Introduction

The objective of the document is to help the end user to navigate through various screens/ features of the ECN (ENGINEERING CHANGE NOTE) portal. The document will detail the activities involved in the ECN initiation and various levels of approvals and then the Global Key Release.

This User Manual contains all essential information for the end user to make full use of the information system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. The manual format may be altered if another format is more suitable for the particular project.

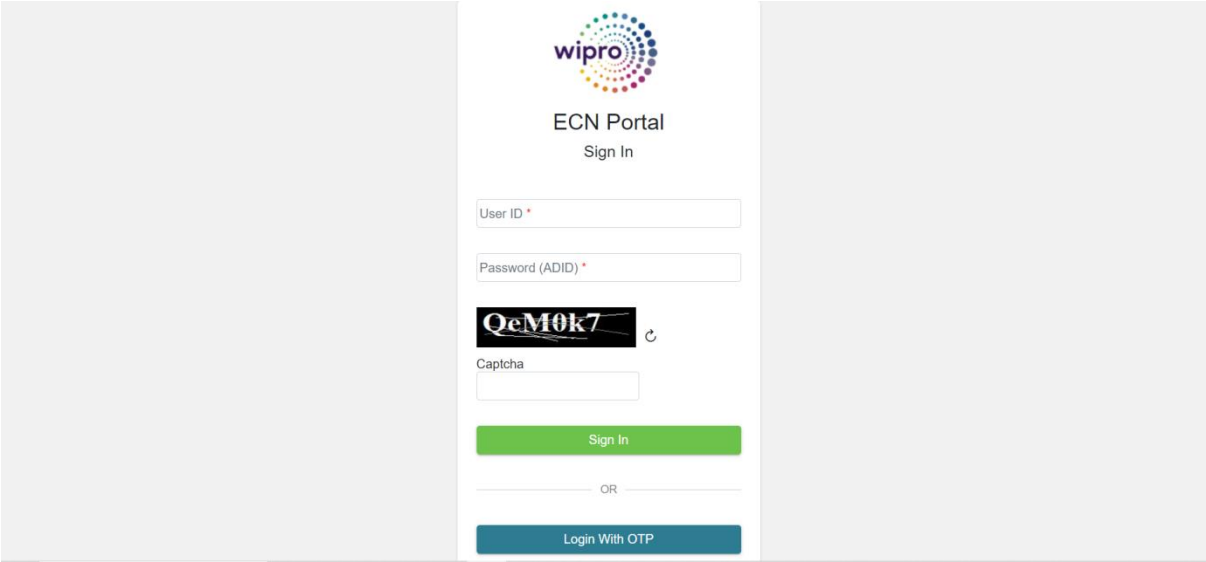
2. User Roles

- R&D
- PED
- CPP
- SOURCING
- MATERIAL
- SHOP
- MARKETING
- FINANCE

- **R&D person:** -R&D person should provide the ECN No and initiate it from Portal. He/she should select details like plant, MRP control, category & application and submit it for approval.
- **Approver (R&D,PED,CPP,SRC,MAT,SHOP,MAKT,FIN): -** Approver should either submit or revert. If approved, then it will continue till last approval. If reverted at any level of approval, then ECN flow should be re-initiated from beginning level/can be continued from a particular level. If approved by finance or if sanctioned as direct release from R&D, it can be released globally by CPP.
- **CPP Approver:** Either after all approval levels or for a Direct Release approved from R&D, CPP approver can perform global key release. He/ She also have the access to change the workflow, if required.

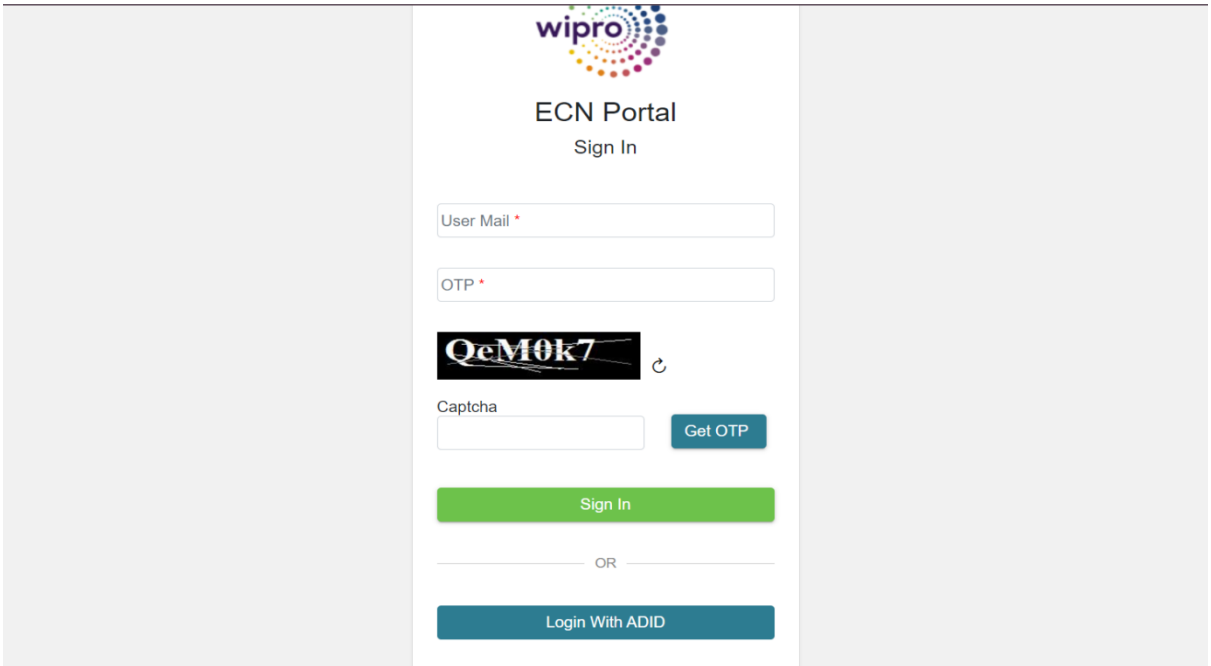
2.1 LOGIN PAGE

- On entering the URL https://intrauat.wiproel.com/ecnportal/uat/#/below screen will be displayed.



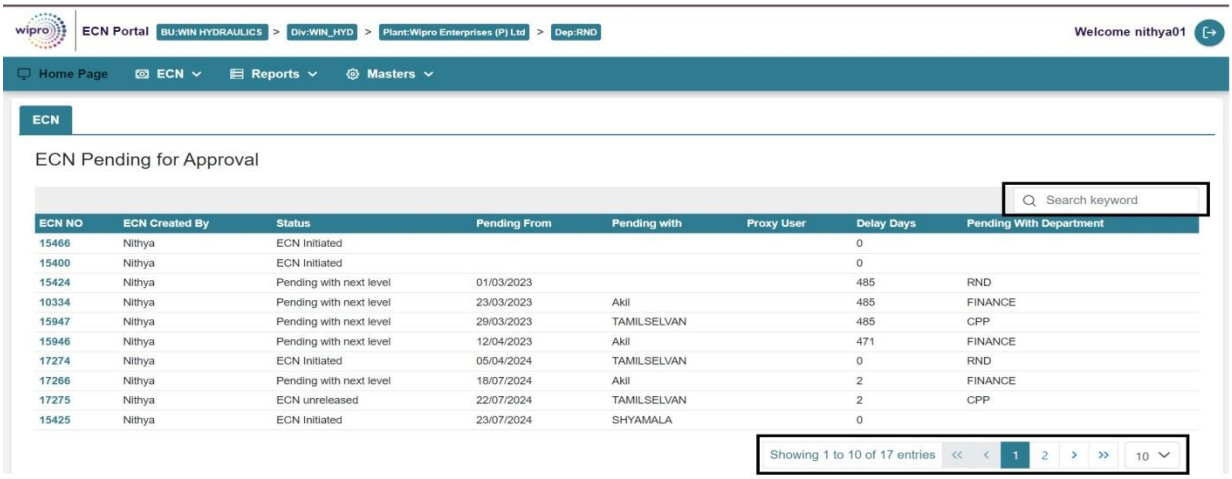
- User needs to enter the ADID, Password and captcha in the respective fields and click on **SIGN IN** button.

- Alternatively, the users can login via OTP, by using their valid Mail ID in the below screen.



2.2 HOME PAGE

- After successful login, Home Page will be shown as below containing the list of pending ECN for approval.



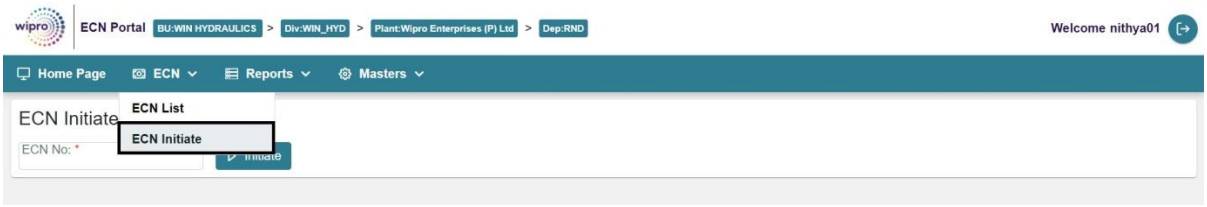
- The top panel indicates the business unit, division, plant and department of the logged in user

(A)- By default 10 ECN entries per page will be displayed, upon user selection it will be shown as per the selection from drop-down.

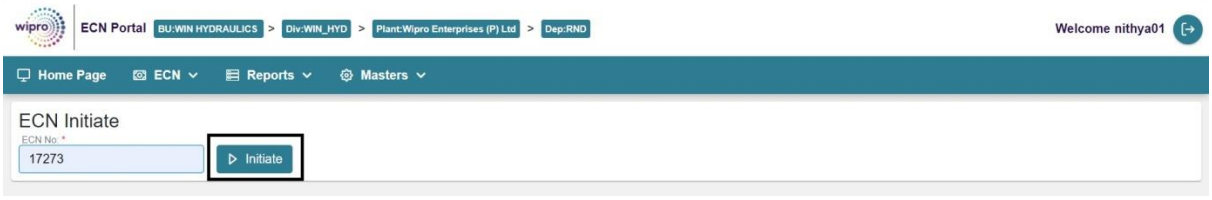
(B)- Specific ECN can be searched with the ECN No, Created by,Status,Pending from,Pending with,Delay day,Pending with department.

2.3 ECN INITITATE

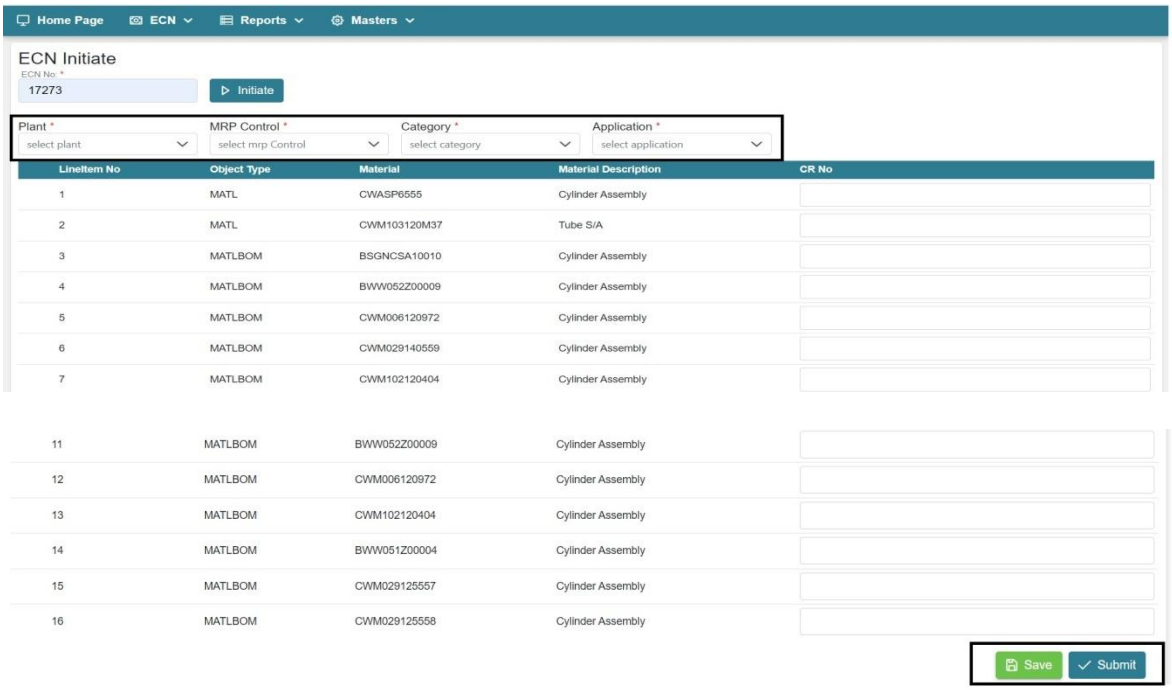
- Click on ECN Initiate option from the ECN Menu in the top menu bar.



- Enter the ECN No and click on Initiate.

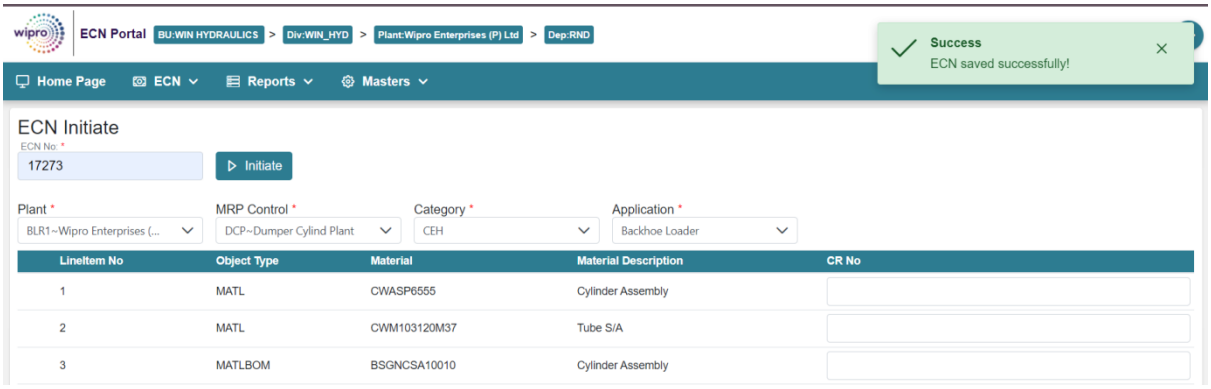


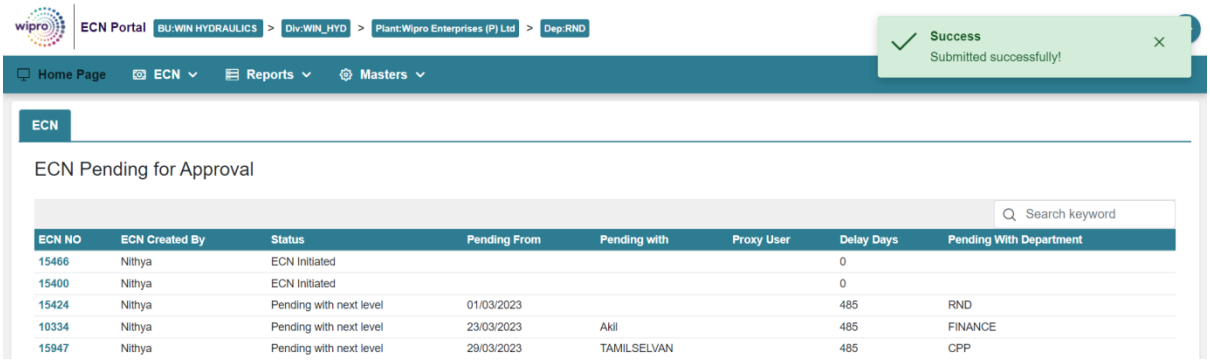
- Based on provided ECN No, line-item data will be fetched from SAP
- Set the Plant, MRP Control, Category, Application selections (Same plant, MRP, category and application will be applicable to all line items) parameters as per the matrix.
- Validate line items and Initiate ECN by clicking on Save and Submit.



NOTE:

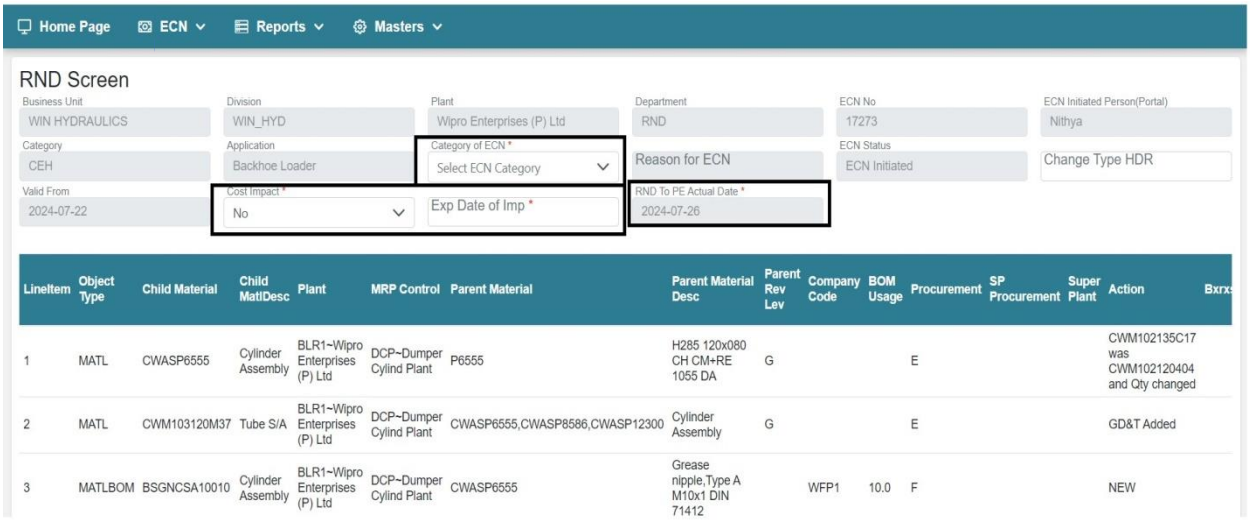
ECN can be initiated only if status is CCFO in SAP&Mail will be triggered to R&D person with the ECN Initiated resource person in CC

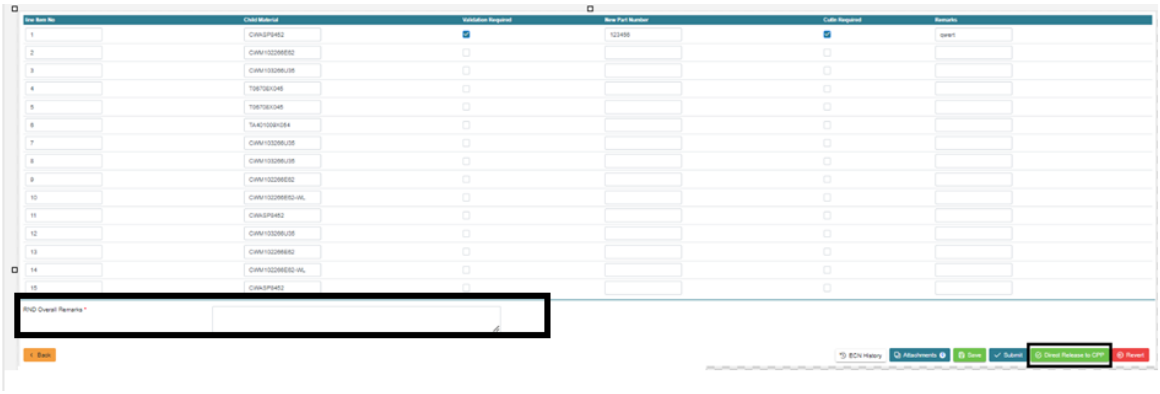




2.4 R&D

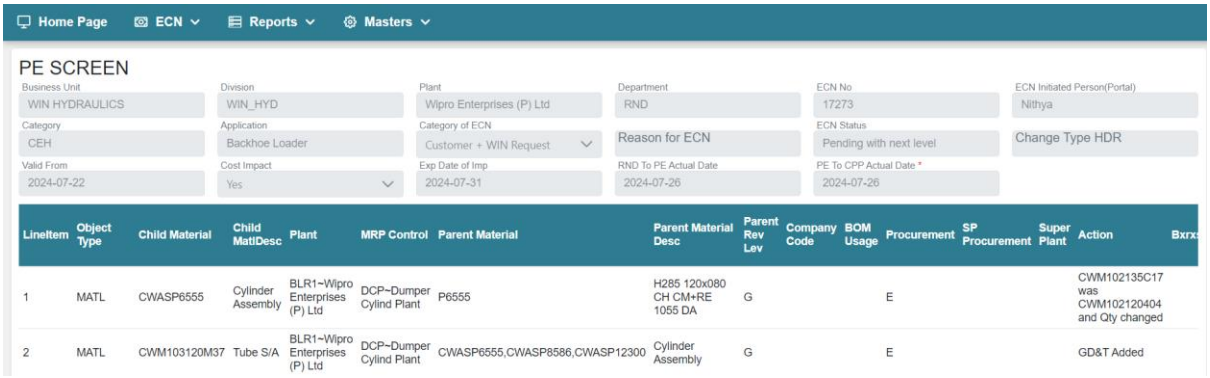
- Initiated ECN will flow for R&D approval.
- R&D has to provide the mandatory fields such as 'Expected date of implementation, Category of ECN, Cost impact, RND overall remarks and RND to PE actual date (system default date will be fetched automatically) and can either submit or revert ECN back to previous level.
- If remaining department approval is not required then R&D can directly release ECN(a) to CPP for global release
- To approve ECN, click on 'Submit'.
- R&D can upload attachments with file size max 5MB
- Mail will trigger to PE person with the ECN # marking Initiated resource person in CC upon successful approval.

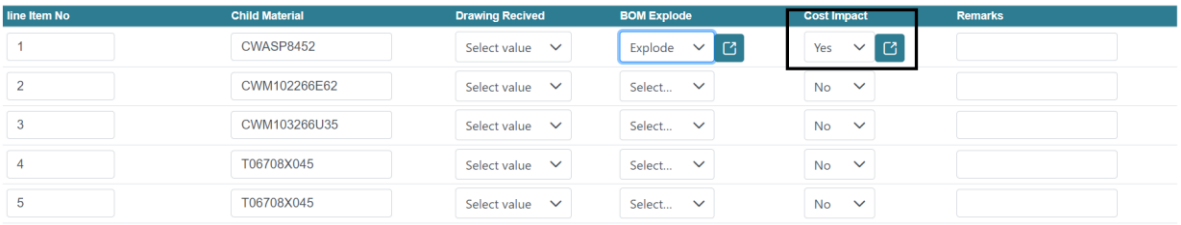




2.5 PE

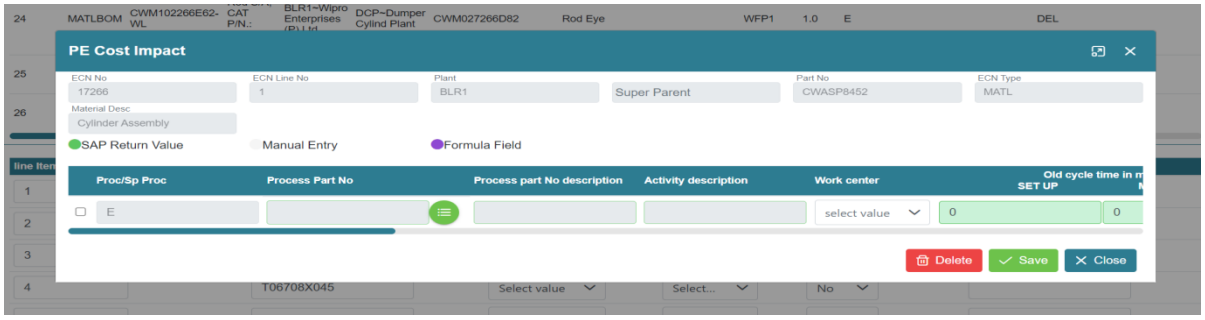
- After R&D approval, ECN will flow for PE approval
- PE has to provide the mandatory fields such as ‘PE Overall remarks’ & PE to CPP actual date (system default date will be fetched automatically) and either submit or revert ECN back to previous level or to ECN Initiate level.
- Mail will trigger to CPP person with the ECN Initiated resource person and PE department in CC.





- Select the Cost impact check box and click on new pop-up icon, a new screen will be shown with cost impact details as shown below.

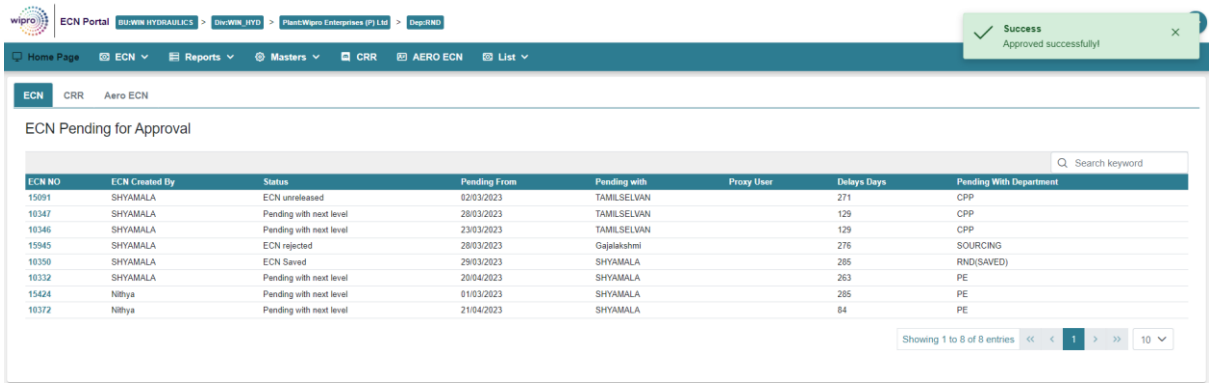
PE Individual Cost Impact Screen:



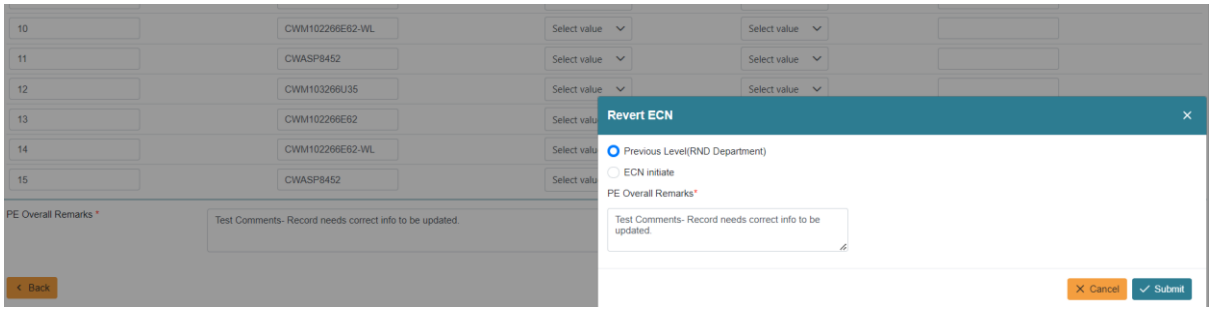
Below are the formulas used in PE Cost Impact:

- Violet colour fields indicate the formula field
  - ✓ Cycle time in hrs = ((newSetUpTime)+(newMcTime))-((oldSetUp)+(oldMcTime))
  - ✓ Process cost / piece = ((newSetUpTime)+(newMcTime))-((oldSetUp)+(oldMcTime))*MHR/60
  - ✓ Rework cost / piece = (reworkSetUpTime)+(reworkMcTime)*MHR(rework)/60
  - ✓ Rework cost = (reworkCostPiece)*(reworkQuantity)

- Green colour fields indicate the SAP value
- Gray colour fields indicate the manual entry field

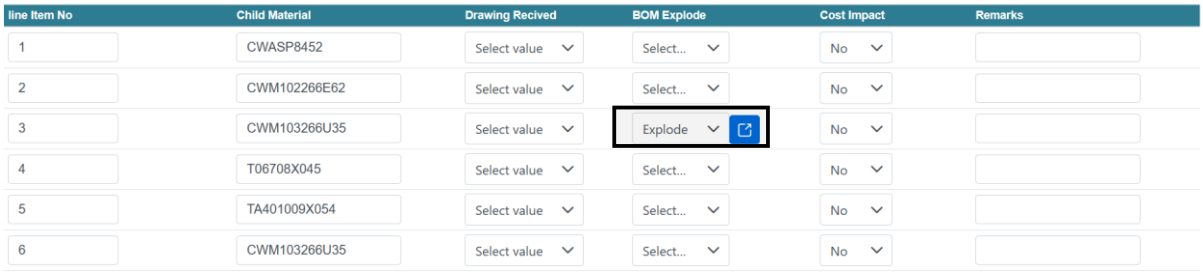


- ECN will be reverted to previous stage or ECN initiation phase, upon choosing option and clicking on Submit button.

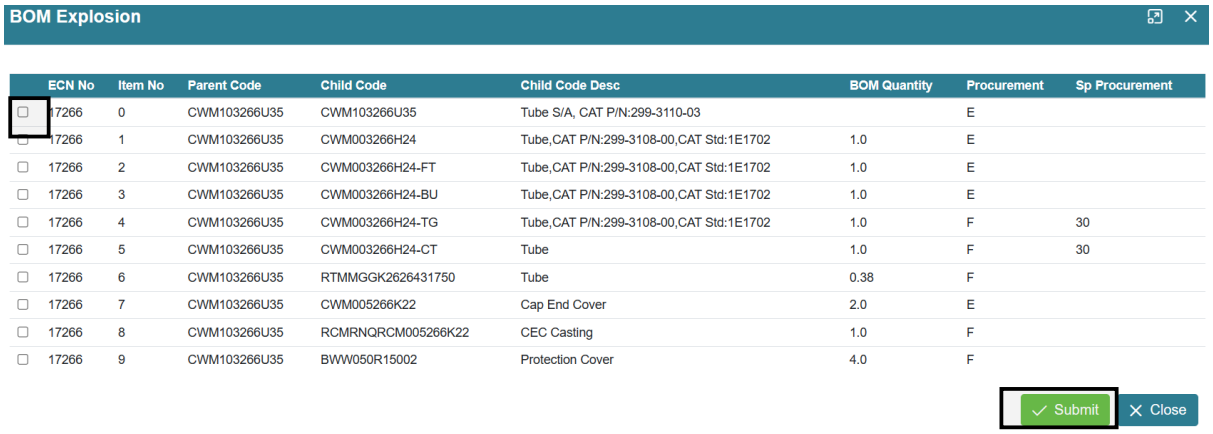


2.5.1 PE BOM EXPLODE

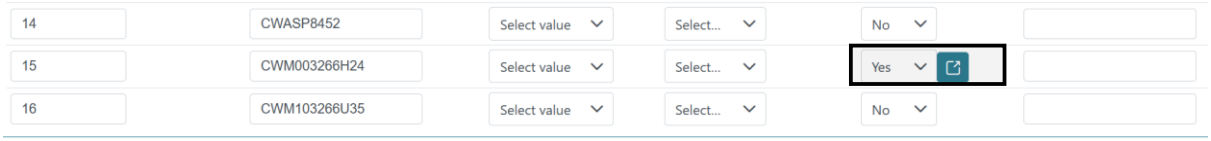
- BOM Explode can be filled by selecting the Explode option from the BOM Explode drop down.



- Select one or more line items and click on submit.



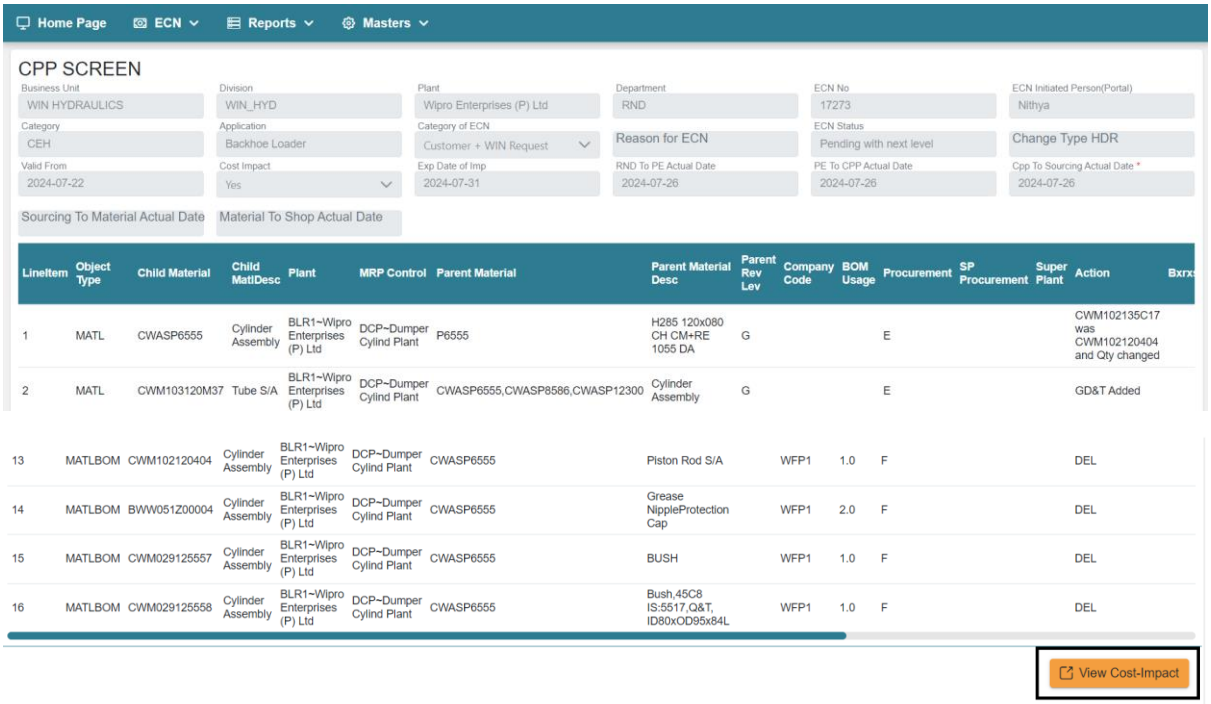
- Selected line items will be saved and can be used for the cost impact.



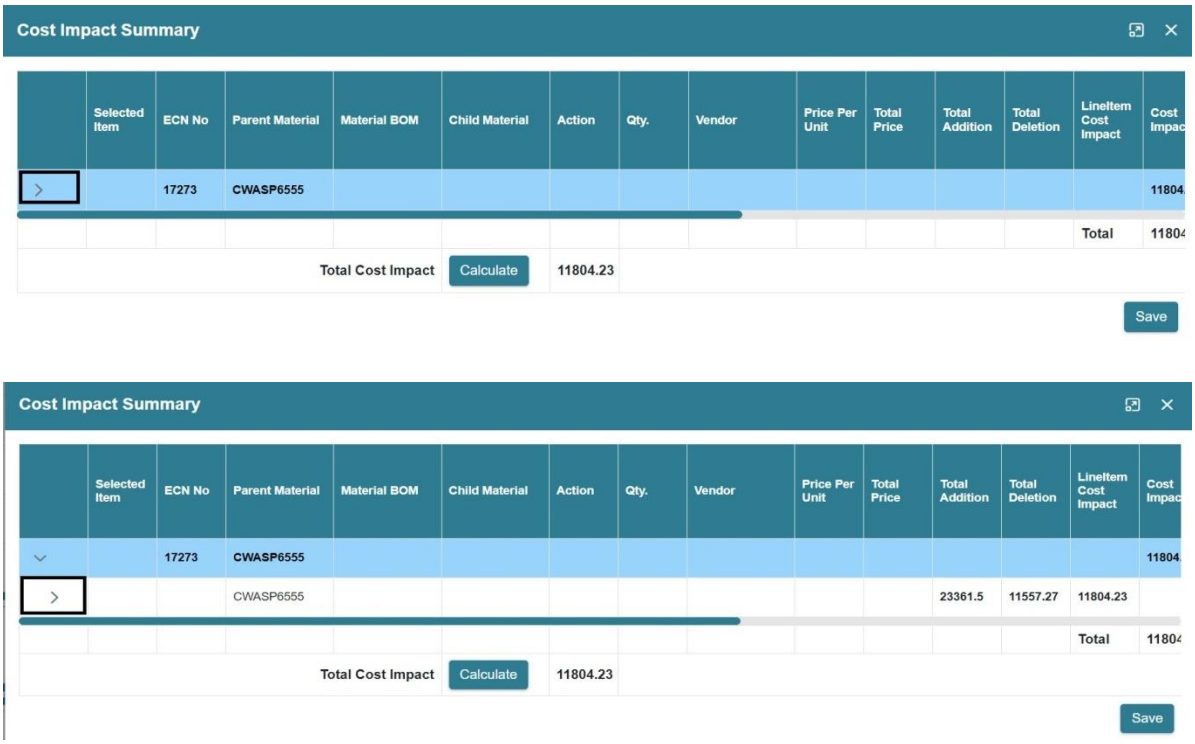
2.6 CPP

- After PE approval, ECN will flow for CPP approval.
- CPP has to provide the mandatory fields such as CPP overall remarks & CPP To Sourcing Actual Date (system default date will be fetched automatically) and either submit or revert ECN back to previous level or to ECN Initiate level.
- Mail will trigger to Sourcing person with the ECN Initiated resource person and CPP department person in CC.
- CPP has the access to change the workflow by skipping preceding level of approvals if required.

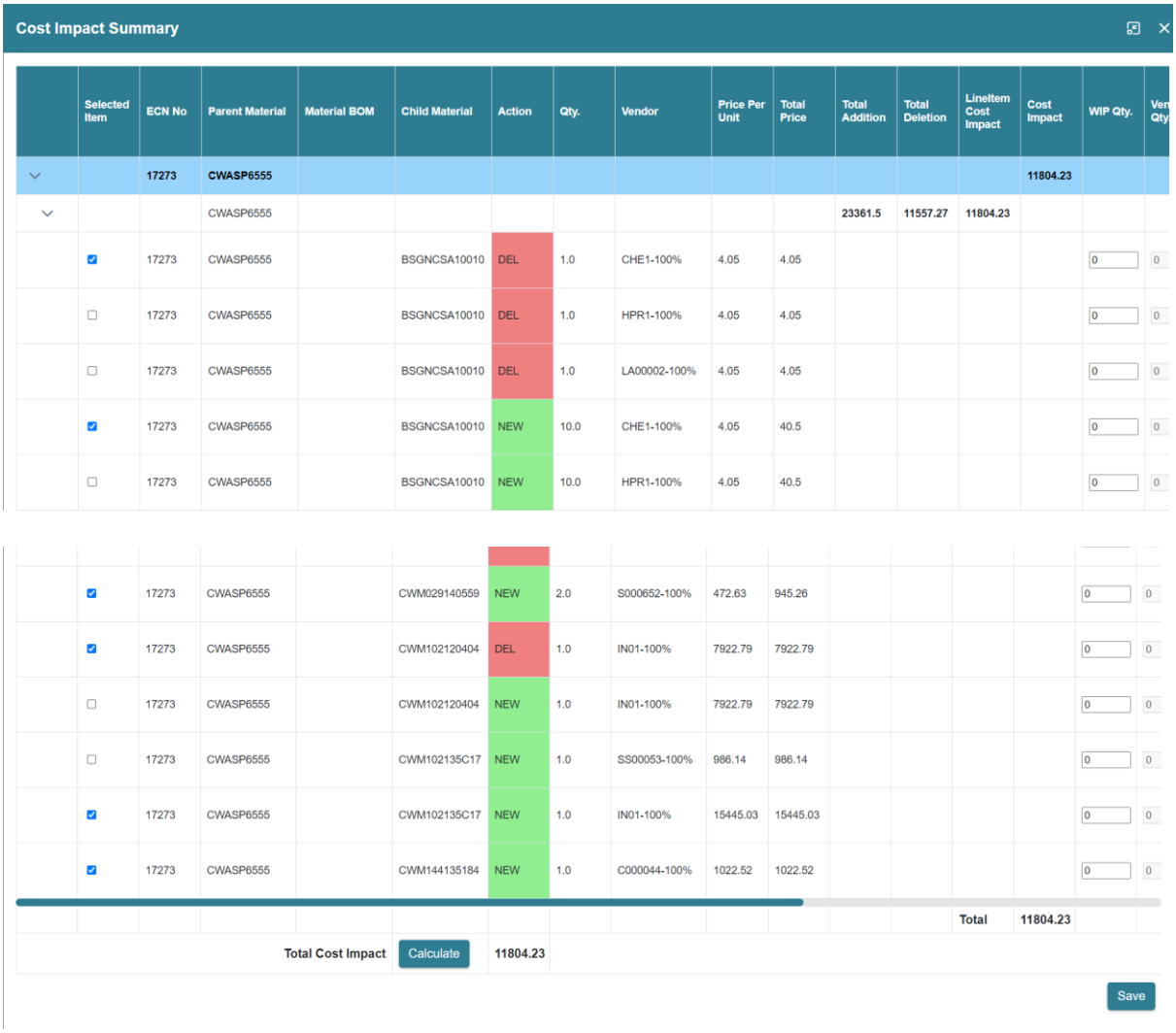
- Select the View Cost impact button and new screen will be shown with cost impact details as shown below.



CPP Cost Impact Screen:



- Please click on expand icon and child data will be shown as below,

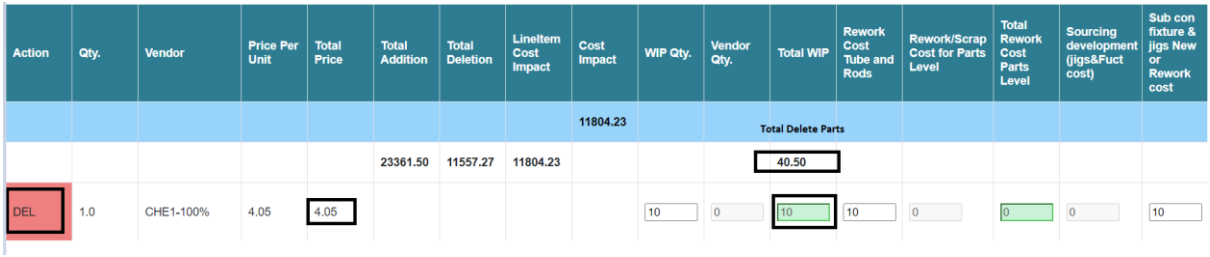


(NOTE :- Materials are selected by default according to these criteria: when a material has both a standard price and a share of business, we select based on the share of business. If only a standard price is available, the material with the highest price is selected.)

- Cost impact screen will be editable only to CPP, SOURCING and MATERIAL department.
- WIP Quantity, Rework Cost Tube and Rods, Sub con fixture & jigs New or Rework cost columns to be filled by CPP.

Please note,

- Total WIP = WIP quantity + vendor quantity.
- Total rework cost parts level = Total WIP * Rework/ Scrap cost for parts level
- Total delete parts = Total price * Total WIP (Selected delete part line items only) as shown below,



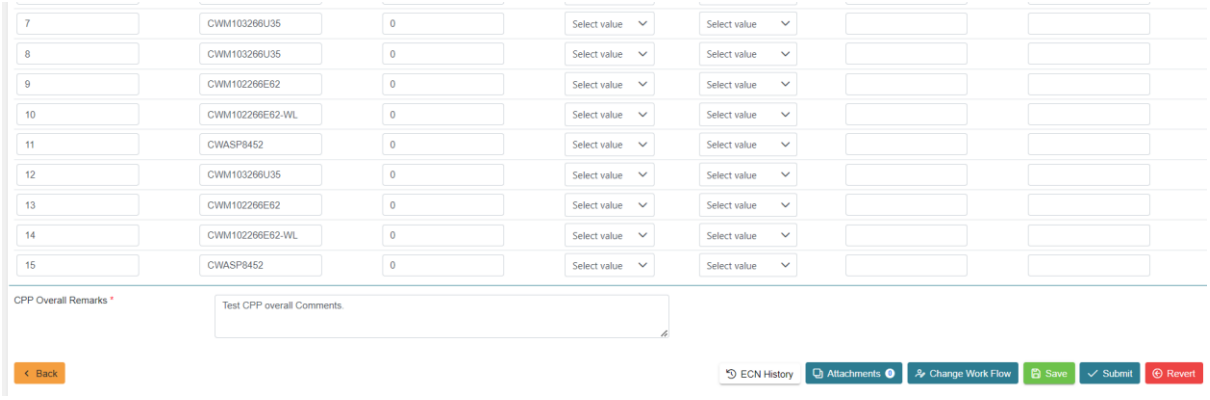
Action	Qty.	Vendor	Price Per Unit	Total Price	Total Addition	Total Deletion	LineItem Cost Impact	Cost Impact	WIP Qty.	Vendor Qty.	Total WIP	Rework Cost Tube and Rods	Rework/Scrap Cost for Parts Level	Total Rework Cost Parts Level	Sourcing development (jigs&Fuct cost)	Sub con fixture & jigs New or Rework cost
								11804.23		Total Delete Parts						
					23361.50	11557.27	11804.23				40.50					
DEL	1.0	CHE1-100%	4.05	4.05					10	0	10	10	0	0	0	10

Total cost impact = Cost impact + Total Rework cost parts level + Sourcing development (jigs & Fuct cost) + Sub con fixture & jigs New or Rework cost. (Calculation of Total cost impact based on selected line items only)

Cost Impact Note:

Please note, below field values in cost impact screen to be filled in by below user roles only.

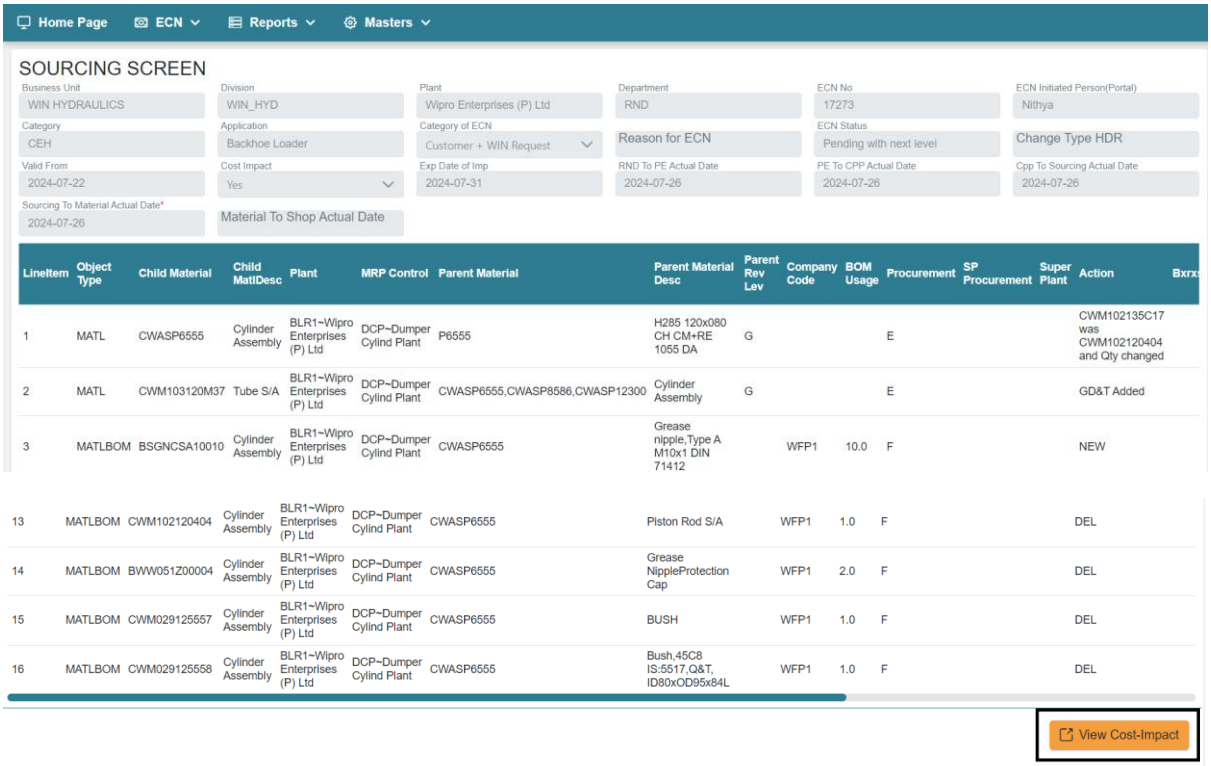
- WIP Quantity – To be filled by CPP
- Vendor Quantity - To be filled by Material if procurement is F30 and material if procurement is F
- Rework Cost Tube And Rods - To be filled by CPP
- Rework/ Scrap Cost For Parts Level - To be filled by Sourcing
- Sourcing development (jigs & Fuct cost) - To be filled by Sourcing
- Sub con fixture & jigs New or Rework cost - To be filled by CPP



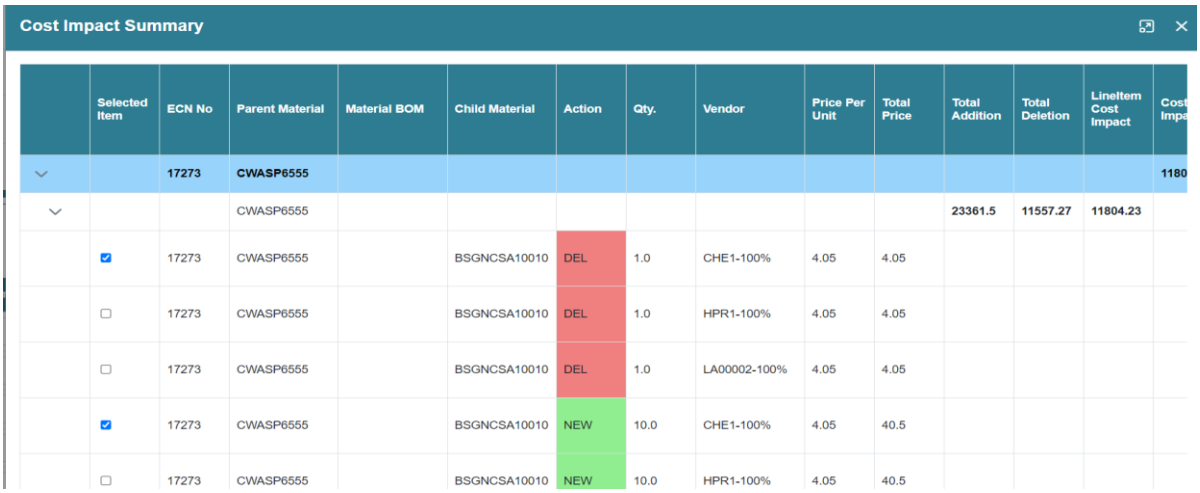
- ECN will be reverted to previous stage or ECN initiation phase, upon choosing option and clicking on Submit button.

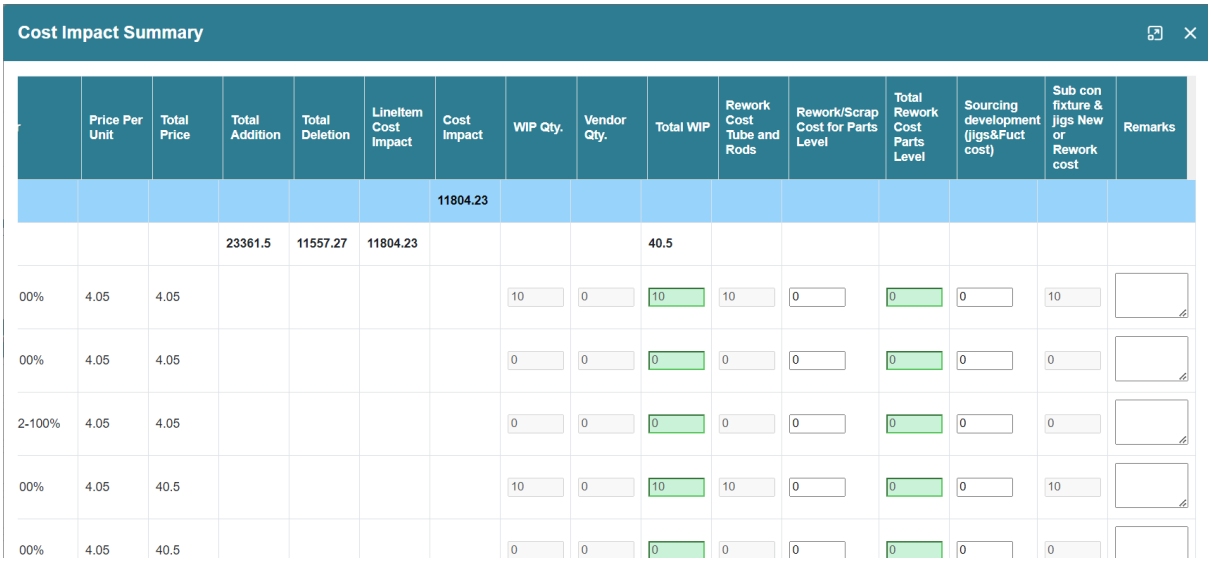
2.7 SOURCING

- After CPP approval, ECN will flow for sourcing approval.
- Sourcing has to provide the ‘Sourcing Overall Remarks’ mandatory field & Sourcing To Material Actual Date (system default date will be fetched automatically) and either submit or revert ECN back to previous level or to ECN Initiate level.
- Mail will trigger to material with the ECN Initiated resource person and Sourcing department person in CC.



- Select the View Cost impact button and a new screen will be shown with cost impact details as shown below.





	Price Per Unit	Total Price	Total Addition	Total Deletion	LineItem Cost Impact	Cost Impact	WIP Qty.	Vendor Qty.	Total WIP	Rework Cost Tube and Rods	Rework/Scrap Cost for Parts Level	Total Rework Cost Parts Level	Sourcing development (jigs&Fuct cost)	Sub con fixture & jigs New or Rework cost	Remarks
						11804.23									
			23361.5	11557.27	11804.23				40.5						
00%	4.05	4.05					10	0	10	10	0	0	0	10	
00%	4.05	4.05					0	0	0	0	0	0	0	0	
2-100%	4.05	4.05					0	0	0	0	0	0	0	0	
00%	4.05	40.5					10	0	10	10	0	0	0	10	
00%	4.05	40.5					0	0	0	0	0	0	0	0	

- Rework/ Scrap cost for parts level & Sourcing development(jigs & Fuct cost) column to be filled by Sourcing.

Please note,

- Total WIP = WIP quantity + vendor quantity.
- Total rework cost parts level = Total WIP * Rework/ Scrap cost for parts level
- Total delete parts = Total price * Total WIP (Selected delete part line items only) as shown below,

Action	Qty.	Vendor	Price Per Unit	Total Price	Total Addition	Total Deletion	LineItem Cost Impact	Cost Impact	WIP Qty.	Vendor Qty.	Total WIP	Rework Cost Tube and Rods	Rework/Scrap Cost for Parts Level	Total Rework Cost Parts Level	Sourcing development (jigs&Fuct cost)	Sub con fixture & jigs New or Rework cost
								11804.23			Total Delete Parts					
					23361.50	11557.27	11804.23				40.50					
DEL	1.0	CHE1-100%	4.05	4.05					10	0	10	10	0	0	0	10

Please note,

Total cost impact = Cost impact + Total Rework cost parts level + Sourcing development (jigs & Fuct cost) + Sub con fixture & jigs New or Rework cost. (Calculation of Total cost impact based on selected line items only)

Cost Impact Note:

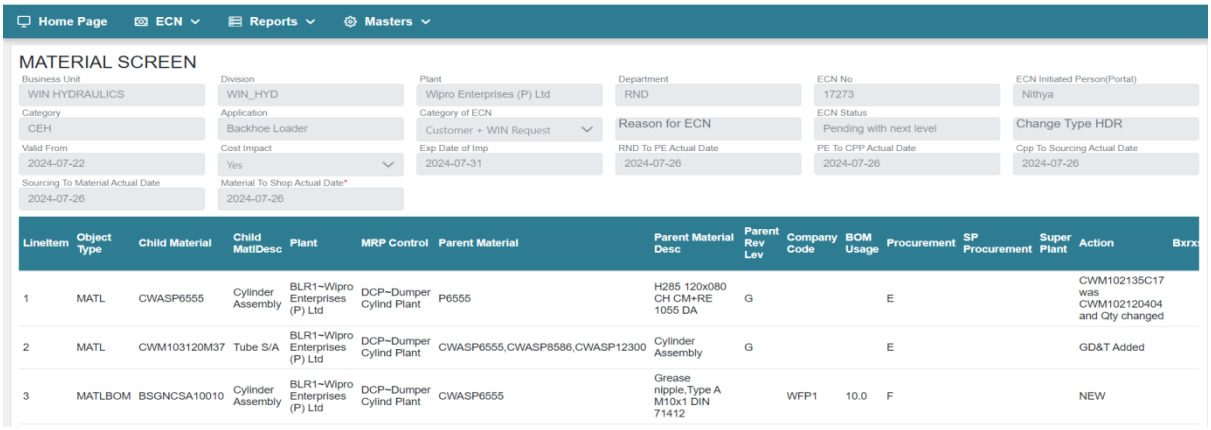
Please note, below field values in cost impact screen to be filled in by below user roles only.

- WIP Quantity – To be filled by CPP
- Vendor Quantity - To be filled by Material if procurement is F30 and material if procurement is F
- Rework Cost Tube And Rods - To be filled by CPP
- Rework/ Scrap Cost For Parts Level - To be filled by Sourcing
- Sourcing development (jigs & Fuct cost) - To be filled by Sourcing
- Sub con fixture & jigs New or Rework cost - To be filled by CPP

- ECN will be reverted to previous stage or ECN initiation phase, upon choosing option and clicking on Submit button.

2.8 MATERIAL

- After Sourcing approval, ECN will flow for material approval
- Material has to provide the 'Material Overall Remarks' mandatory fields & Material To Shop Actual Date (system default date will be fetched automatically) and either submit or revert ECN back to previous level or to ECN Initiate level
- Mail will trigger to shop with the ECN Initiated resource person and material department person in CC.



13	MATLBOM	CWM102120404	Cylinder Assembly	BLR1~Wipro Enterprises (P) Ltd	DCP~Dumper Cylind Plant	CWASP6555	Piston Rod S/A	WFP1	1.0	F		DEL	
14	MATLBOM	BWW051Z00004	Cylinder Assembly	BLR1~Wipro Enterprises (P) Ltd	DCP~Dumper Cylind Plant	CWASP6555	Grease NippleProtection Cap	WFP1	2.0	F		DEL	
15	MATLBOM	CWM029125557	Cylinder Assembly	BLR1~Wipro Enterprises (P) Ltd	DCP~Dumper Cylind Plant	CWASP6555	BUSH	WFP1	1.0	F		DEL	
16	MATLBOM	CWM029125558	Cylinder Assembly	BLR1~Wipro Enterprises (P) Ltd	DCP~Dumper Cylind Plant	CWASP6555	Bush,45C8 IS:5517,Q&T, ID80xOD95x84L	WFP1	1.0	F		DEL	

View Cost-Impact

- Select the View Cost impact button and a new screen will be shown with cost impact details as shown below.

Cost Impact Summary

	Selected Item	ECN No	Parent Material	Material BOM	Child Material	Action	Qty.	Vendor	Price Per Unit	Total Price	Total Addition	Total Deletion	LineItem Cost Impact	Cost Impa
		17273	CWASP6555											1180
			CWASP6555								23361.5	11557.27	11804.23	
	☑	17273	CWASP6555		BSGNCSA10010	DEL	1.0	CHE1-100%	4.05	4.05				
	☐	17273	CWASP6555		BSGNCSA10010	DEL	1.0	HPR1-100%	4.05	4.05				
	☐	17273	CWASP6555		BSGNCSA10010	DEL	1.0	LA00002-100%	4.05	4.05				
	☑	17273	CWASP6555		BSGNCSA10010	NEW	10.0	CHE1-100%	4.05	40.5				
	☐	17273	CWASP6555		BSGNCSA10010	NEW	10.0	HPR1-100%	4.05	40.5				

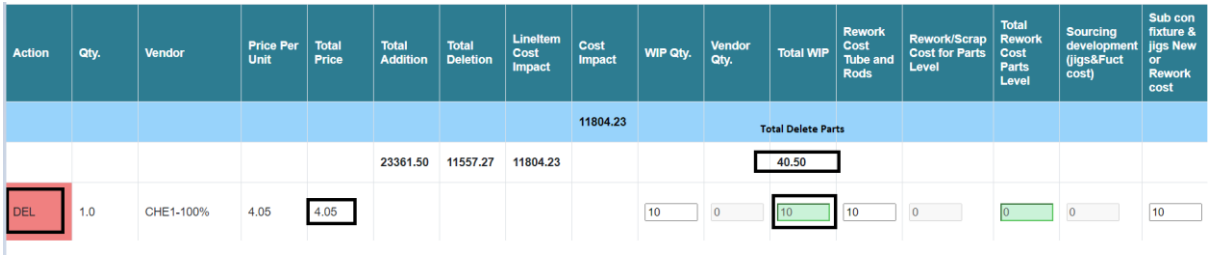
Cost Impact Summary

	Price Per Unit	Total Price	Total Addition	Total Deletion	LineItem Cost Impact	Cost Impact	WIP Qty.	Vendor Qty.	Total WIP	Rework Cost Tube and Rods	Rework/Scrap Cost for Parts Level	Total Rework Cost Parts Level	Sourcing development (jigs&Fuct cost)	Sub con fixture & jigs New or Rework cost	Remarks
						11804.23									
			23361.5	11557.27	11804.23				40.5						
00%	4.05	4.05					10	0	10	10	0	0	0	10	
00%	4.05	4.05					0	0	0	0	0	0	0	0	
2-100%	4.05	4.05					0	0	0	0	0	0	0	0	
00%	4.05	40.5					10	0	10	10	0	0	0	10	
00%	4.05	40.5					0	0	0	0	0	0	0	0	

- Vendor Qty column to be filled by material.

Please note,

- Total WIP = WIP quantity + vendor quantity.
- Total rework cost parts level = Total WIP * Rework/ Scrap cost for parts level
- Total delete parts = Total price * Total WIP (Selected delete part line items only) as shown below,



Action	Qty.	Vendor	Price Per Unit	Total Price	Total Addition	Total Deletion	LineItem Cost Impact	Cost Impact	WIP Qty.	Vendor Qty.	Total WIP	Rework Cost Tube and Rods	Rework/Scrap Cost for Parts Level	Total Rework Cost Parts Level	Sourcing development (jigs&Fuct cost)	Sub con fixture & jigs New or Rework cost
								11804.23	Total Delete Parts							
					23361.50	11557.27	11804.23				40.50					
DEL	1.0	CHE1-100%	4.05	4.05					10	0	10	10	0	0	0	10

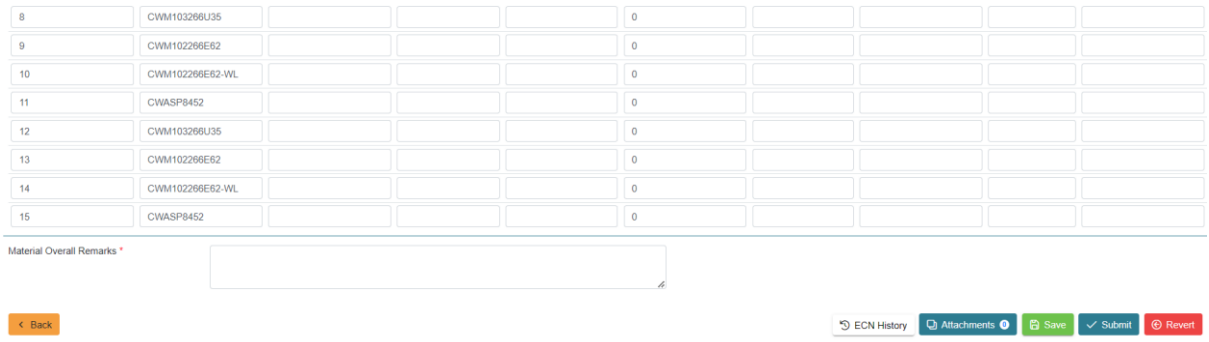
Please note,

Total cost impact = Cost impact + Total Rework cost parts level + Sourcing development (jigs & Fuct cost) + Sub con fixture & jigs New or Rework cost. (Calculation of Total cost impact based on selected line items only)

Cost Impact Note:

Please note, below field values in cost impact screen to be filled in by below user roles only.

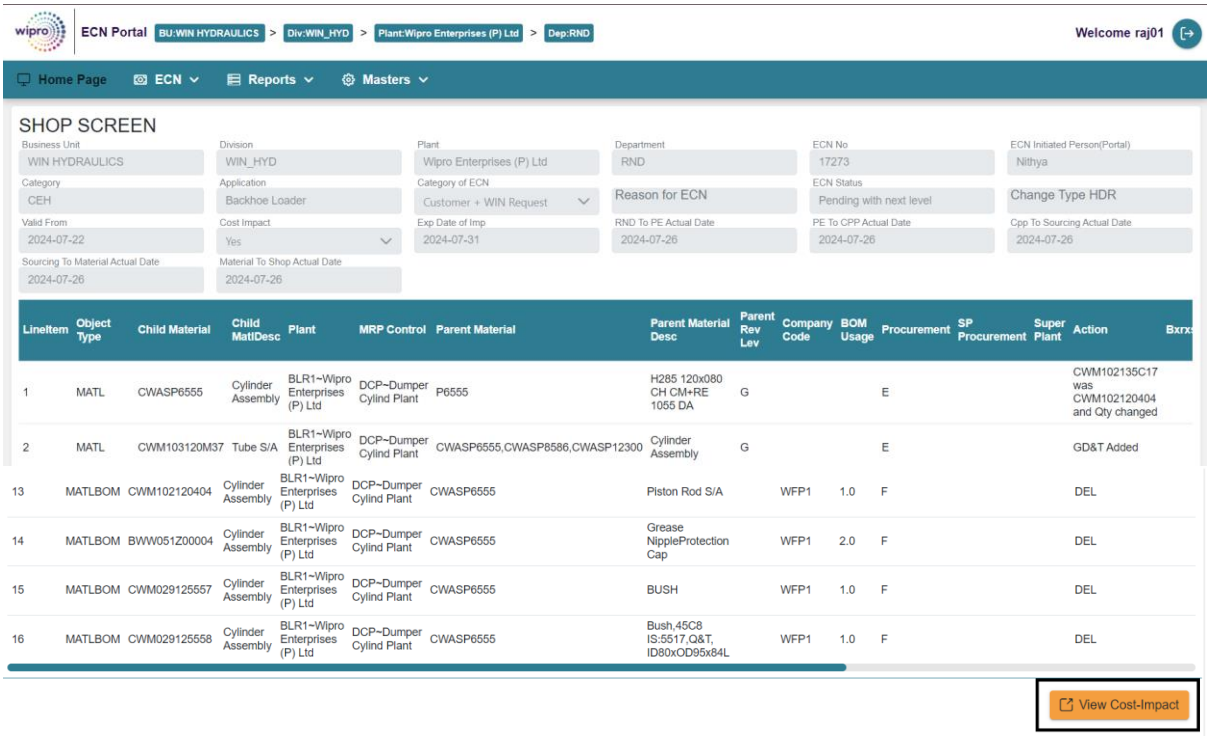
- WIP Quantity – To be filled by CPP
- Vendor Quantity - To be filled by Material if procurement is F30 and material if procurement is F
- Rework Cost Tube And Rods - To be filled by CPP
- Rework/ Scrap Cost For Parts Level - To be filled by Sourcing
- Sourcing development (jigs & Fuct cost) - To be filled by Sourcing
- Sub con fixture & jigs New or Rework cost - To be filled by CPP



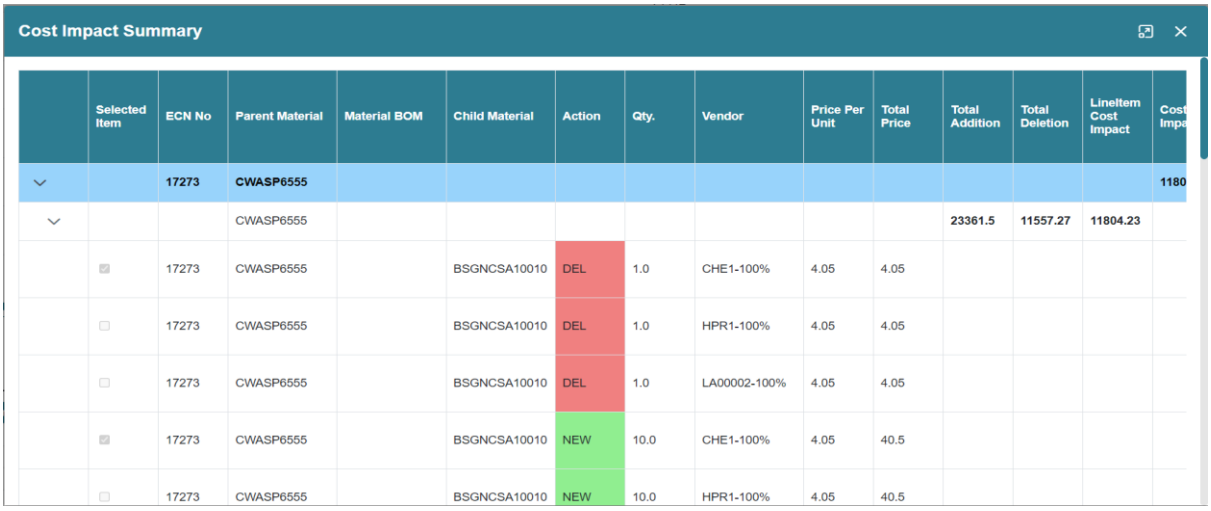
- ECN will be reverted to previous stage or ECN initiation phase, upon choosing option and clicking on Submit button.

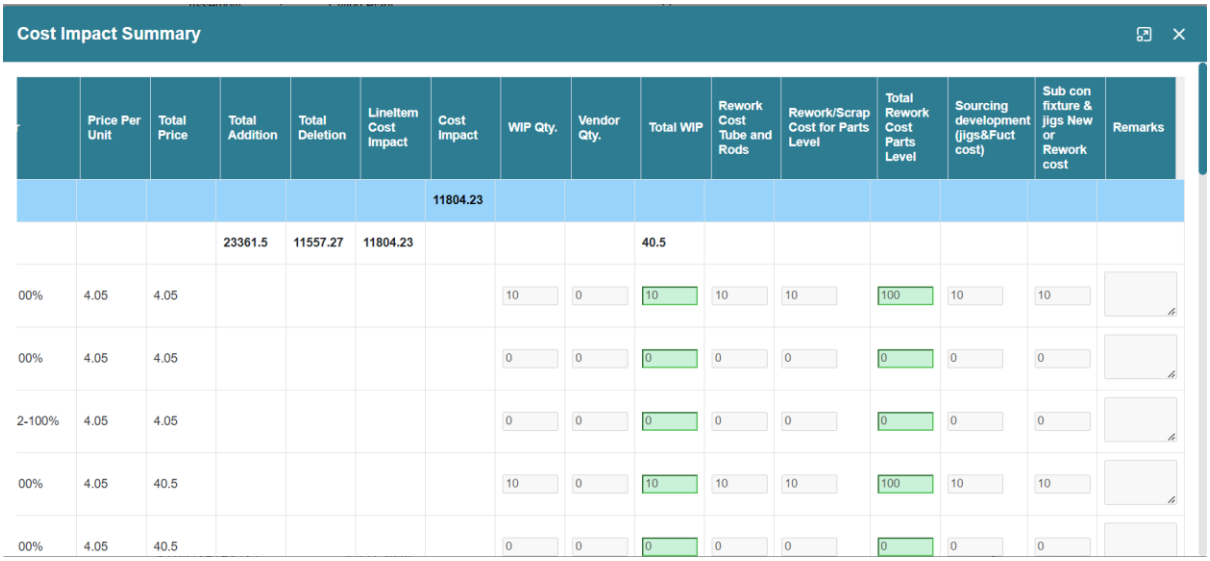
2.9 SHOP

- After material approval, ECN will flow for shop approval
- Shop has to provide the ‘Shop overall comments’ mandatory field and either submit or revert ECN back to previous level or to ECN Initiate level
- Mail will trigger to Marketing with the ECN Initiated resource person and shop department person in CC.

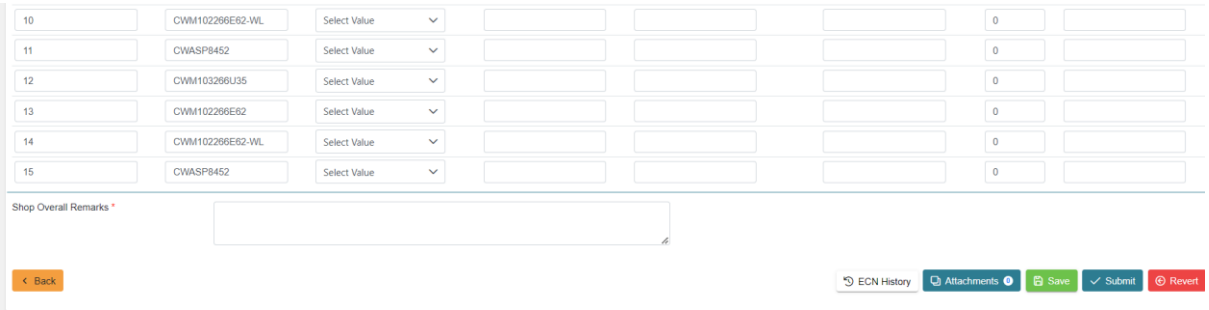


- Select the View Cost impact button and a new screen will be shown with cost impact details as shown below.





- Cost impact screen will be read only format for shop department.



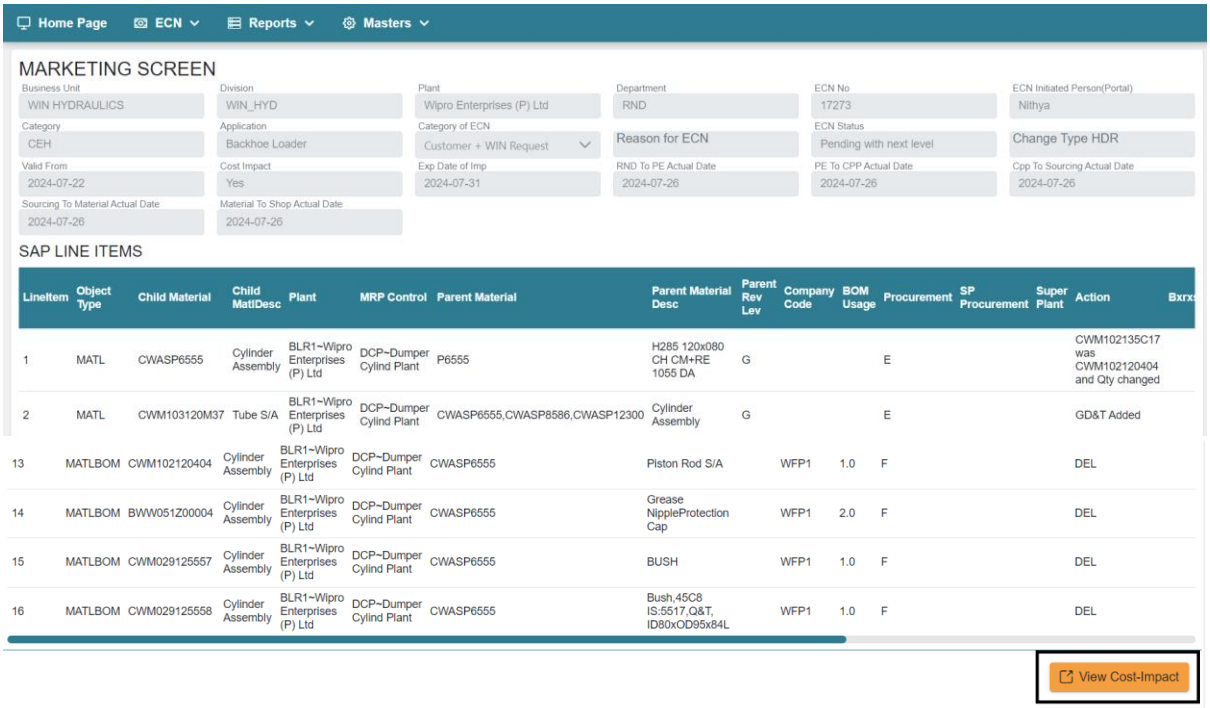
- ECN will be reverted to previous stage or ECN initiation phase, upon choosing option and clicking on Submit button.

2.10 MARKETING

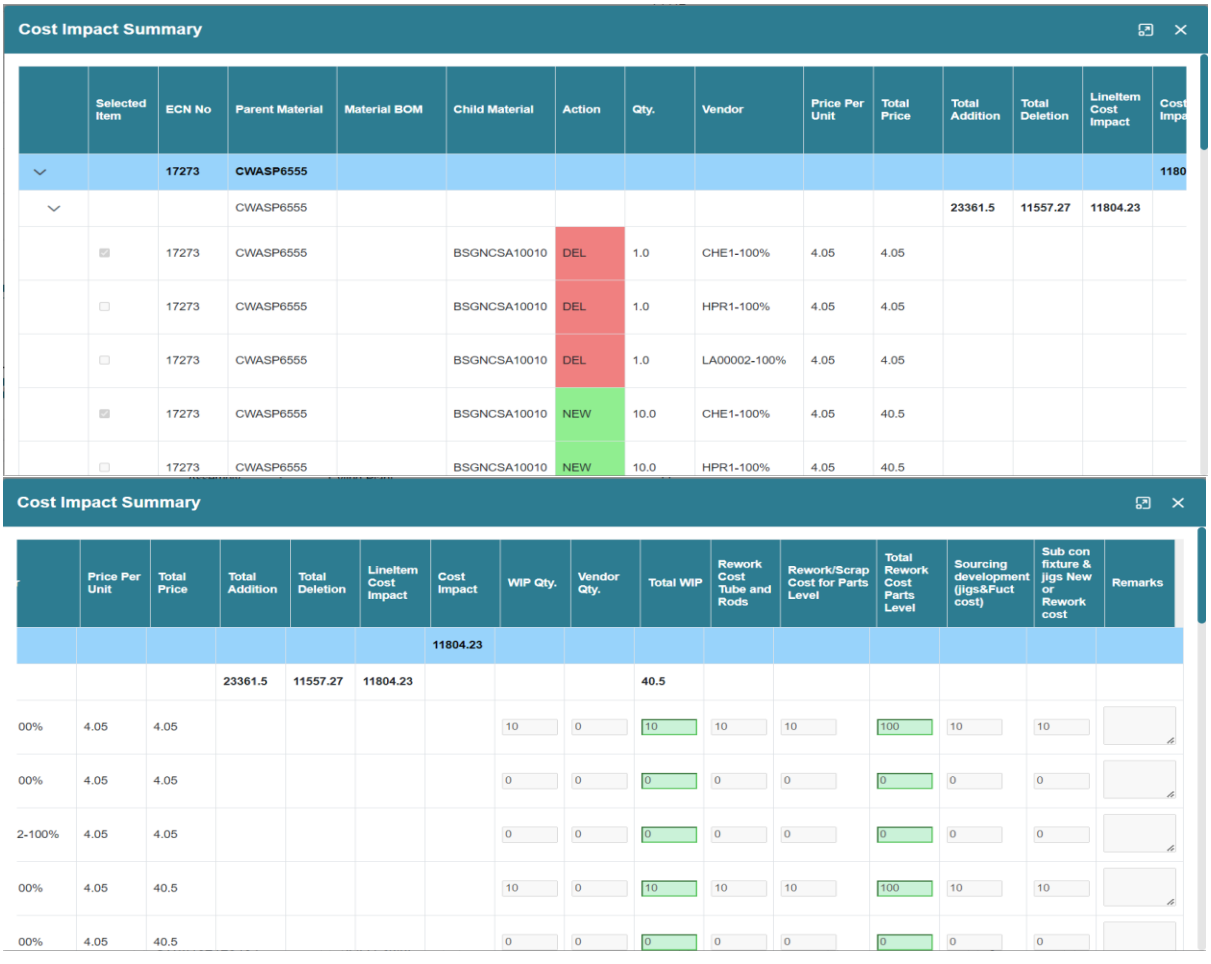
- After SHOP approval, ECN will flow for MARKETING approval if cost impact is applicable.

- Marketing has to provide the ‘Inform to customer’& ‘Marketing Overall Remarks’ mandatory field and either submit or revert ECN back to previous level or to ECN Initiate level.

- Mail will trigger to finance with the ECN Initiated resource person and Marketing department person in CC.



- Click on ‘View Cost Impact’ button, ‘overall cost impact’ screen will be displayed as shown below.

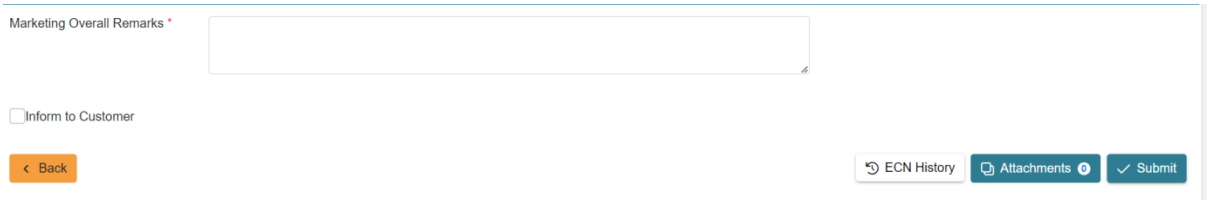


- Cost impact screen will be read only format for Marketing department.
- In Marketing screen, all submitted department line items will be displayed.

Cost Impact Note:

Please note, below field values in cost impact screen to be filled in by below user roles only.

- WIP Quantity – To be filled by CPP
- Vendor Quantity - To be filled by Material if procurement is F30 and material if procurement is F
- Rework Cost Tube And Rods - To be filled by CPP
- Rework/ Scrap Cost For Parts Level - To be filled by Sourcing
- Sourcing development (jigs & Fuct cost) - To be filled by Sourcing
- Sub con fixture & jigs New or Rework cost - To be filled by CPP

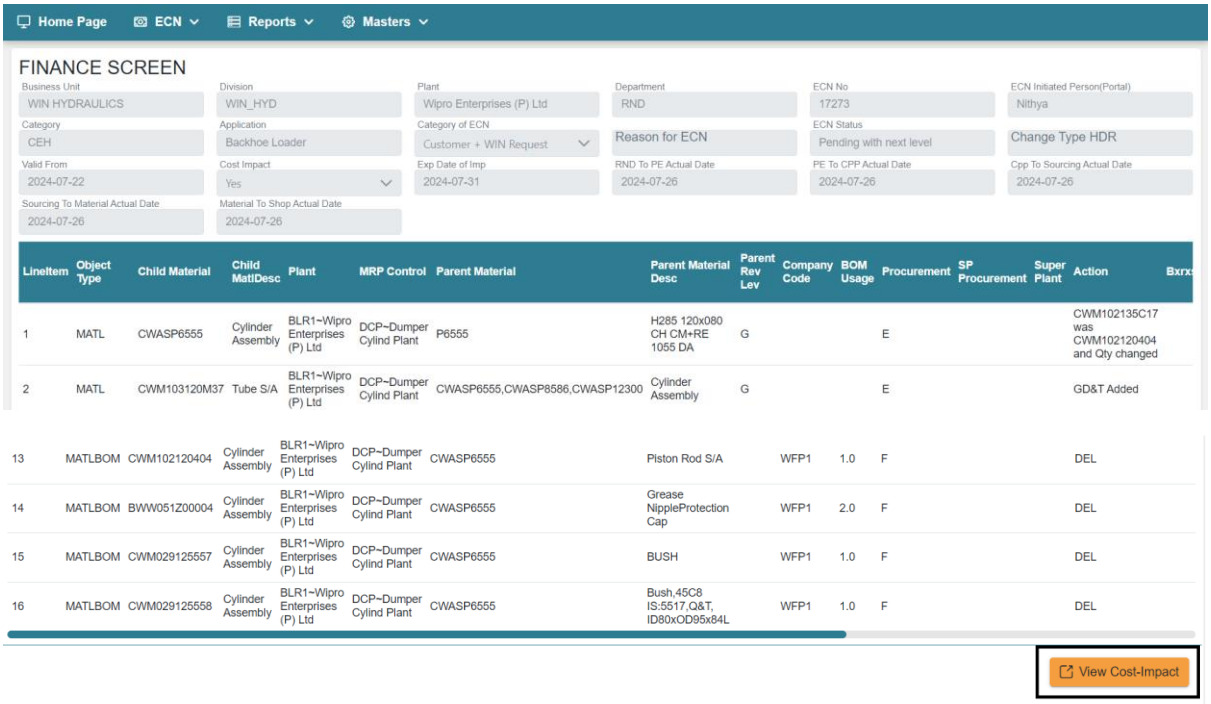


(NOTE:- Inform to Customer checkbox will be enabled based on the ECN category which is either customer request or WIN/ Customer request)

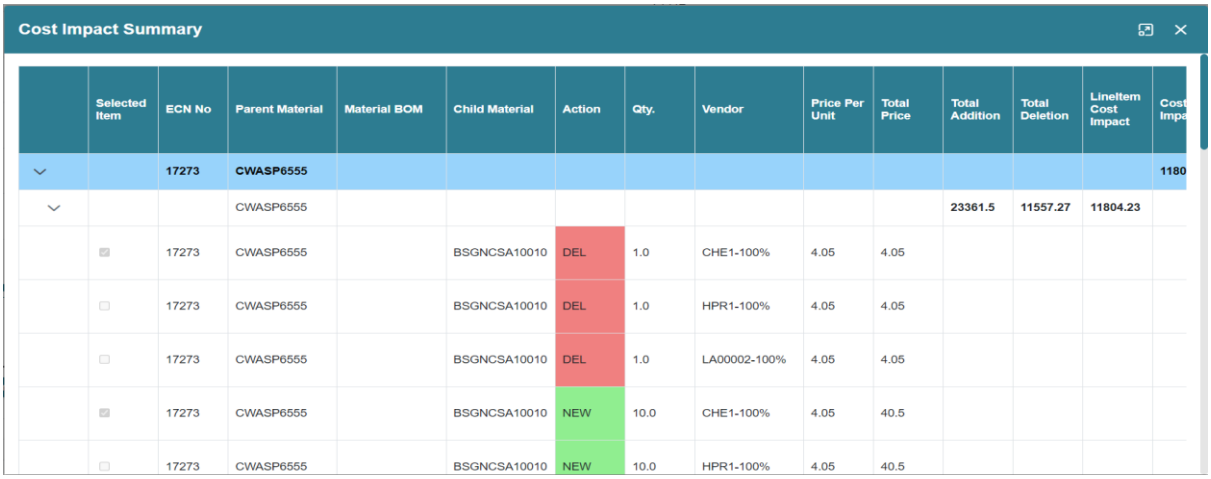
- ECN will be proceeded to next department, clicking on Submit button.

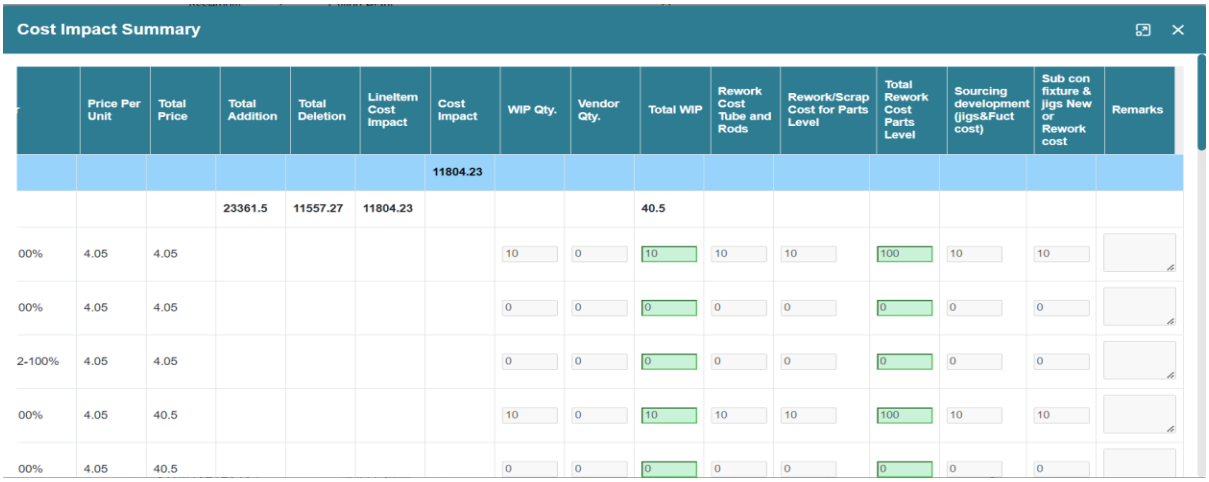
2.11 FINANCE

- After Marketing approval, ECN will flow for finance approval
- Finance has to provide the 'Finance Overall Remarks' mandatory field and either submit or revert ECN back to any department.
- Mail will trigger to CPP with the ECN Initiated resource person and finance dept person in CC.

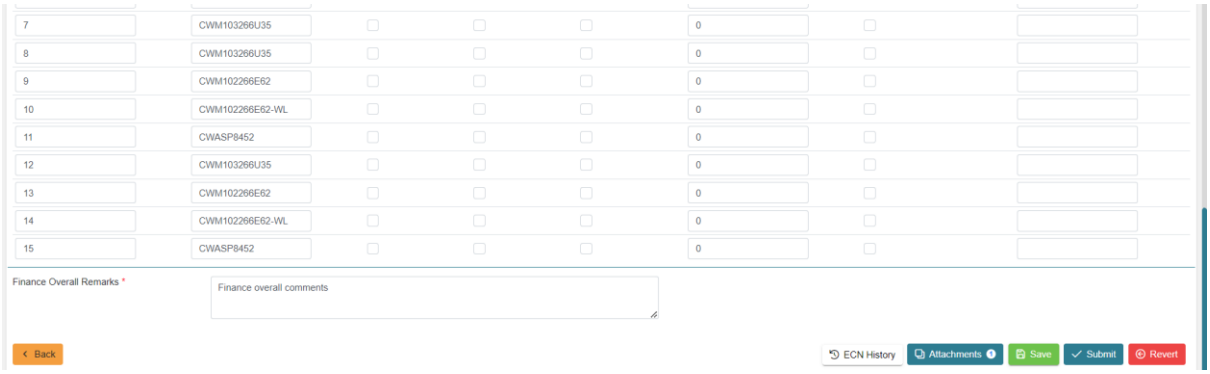


- Click on ‘View Cost Impact’ button, ‘overall cost impact’ screen will be displayed as shown below.



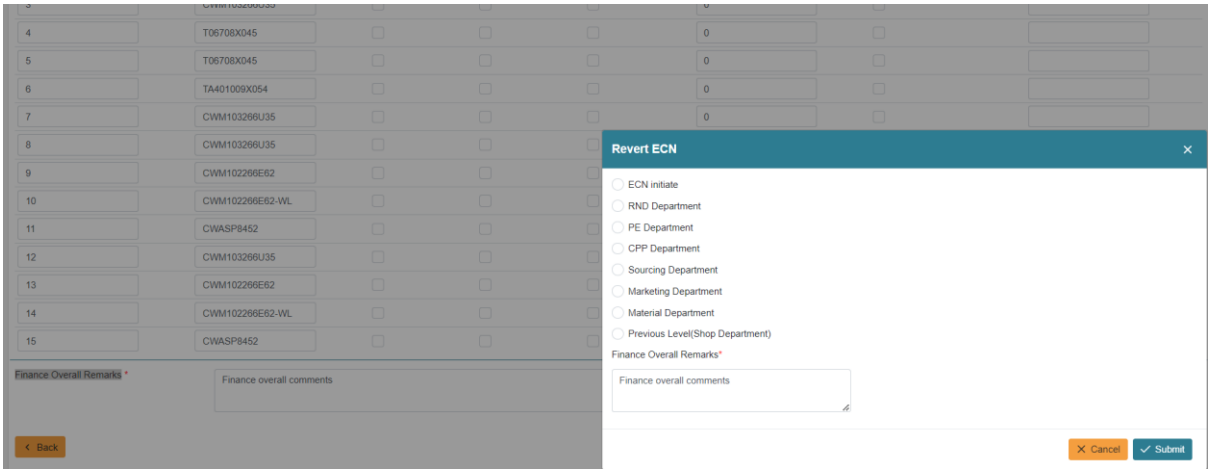


- Cost impact screen will be read only format for Finance department.



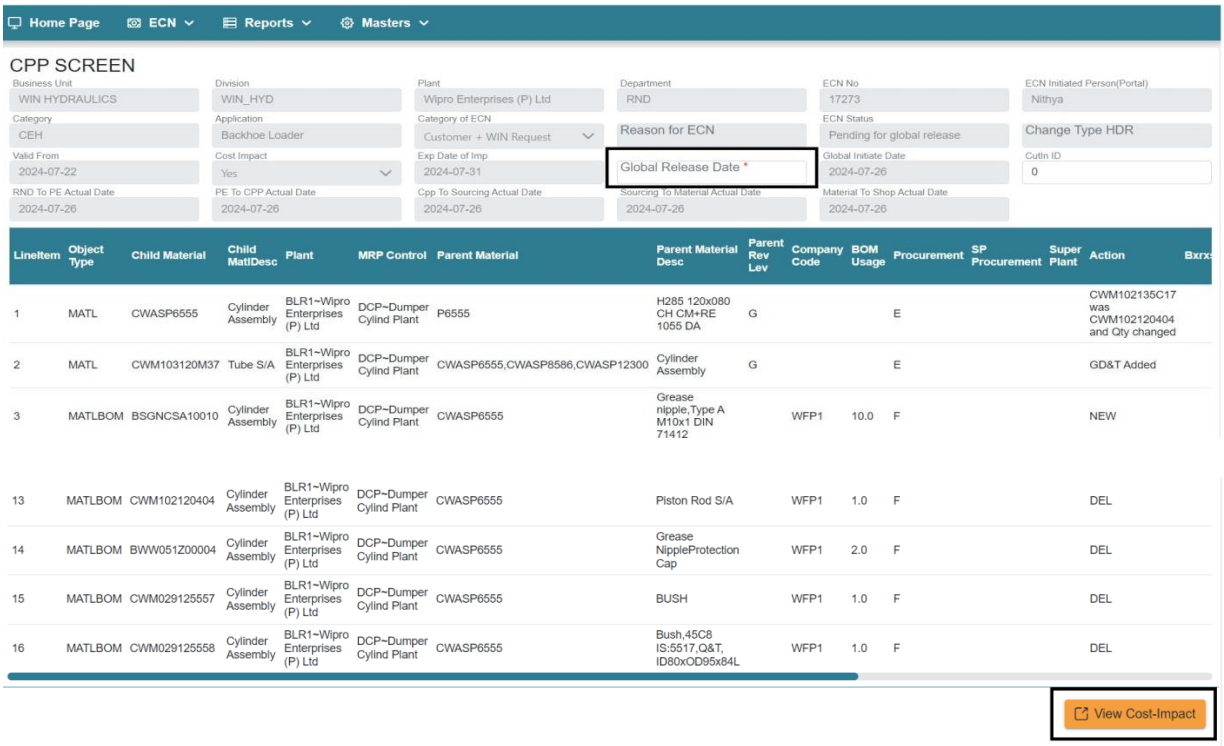
2.11.1 FINANCE DEPT REVERT

- The revert operation can flow from Finance to any of the previous approval levels as selected.

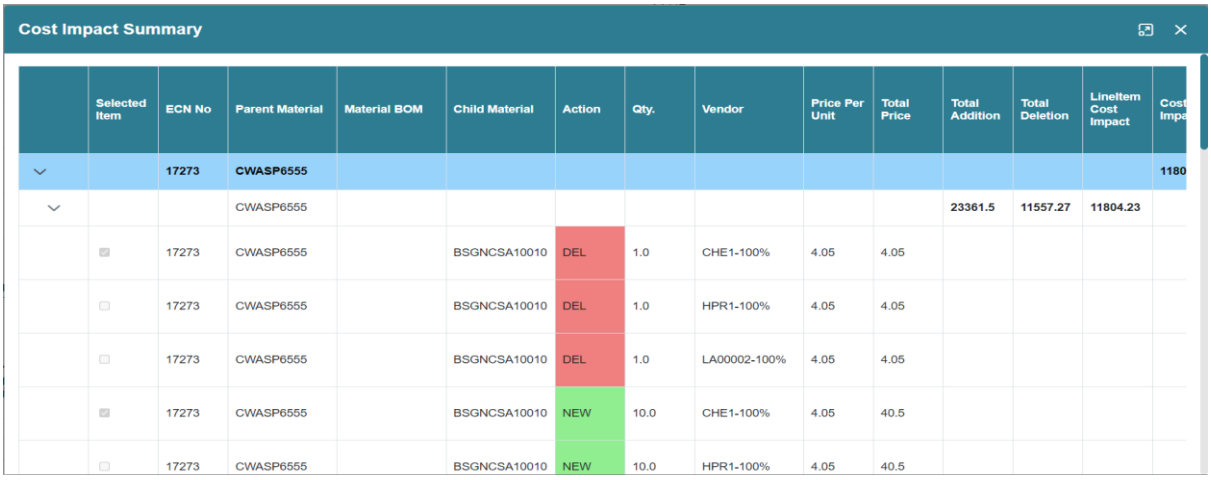


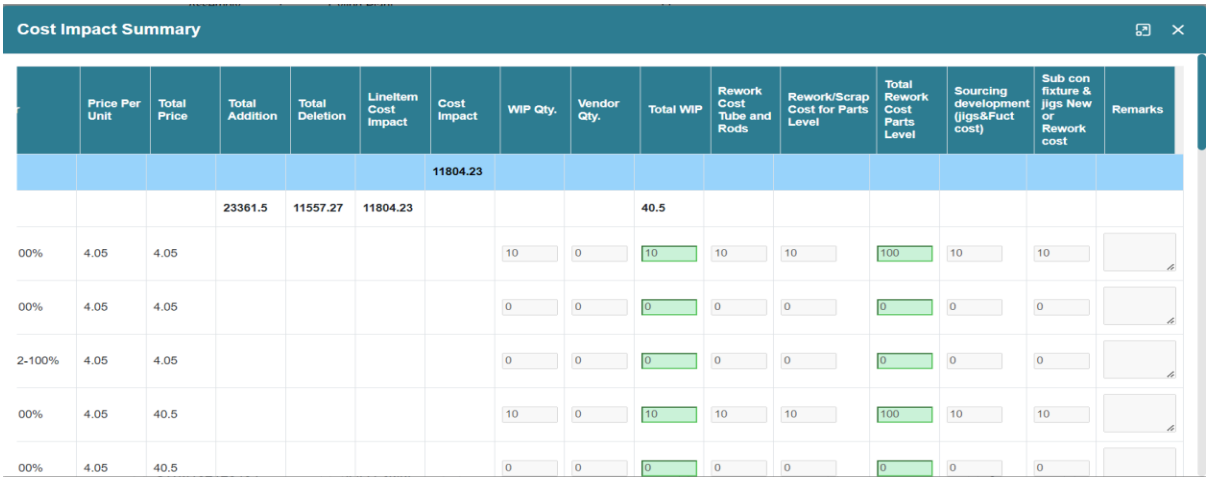
2.12 CPP- GLOBAL KEY RELEASE

- CPP will provide input for mandatory field ‘Global release Date’ and will proceed to release ECN in portal and in SAP
- Based on release, mail will trigger to the ECN initiated person.
- CPP should have the access to unrelease the ECN with remarks.
- While performing unrelease function, each department will receive mail intimation with the unreleased remarks.

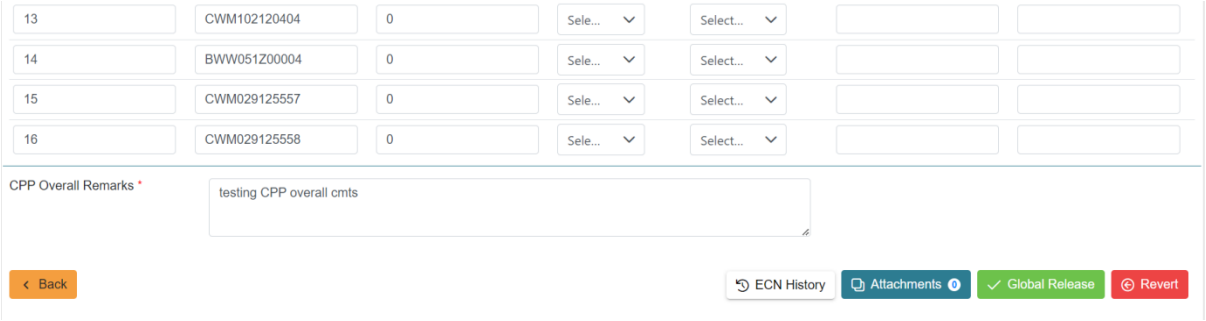


- Click on ‘View Cost Impact’ button, ‘overall cost impact’ screen will be displayed as shown below.



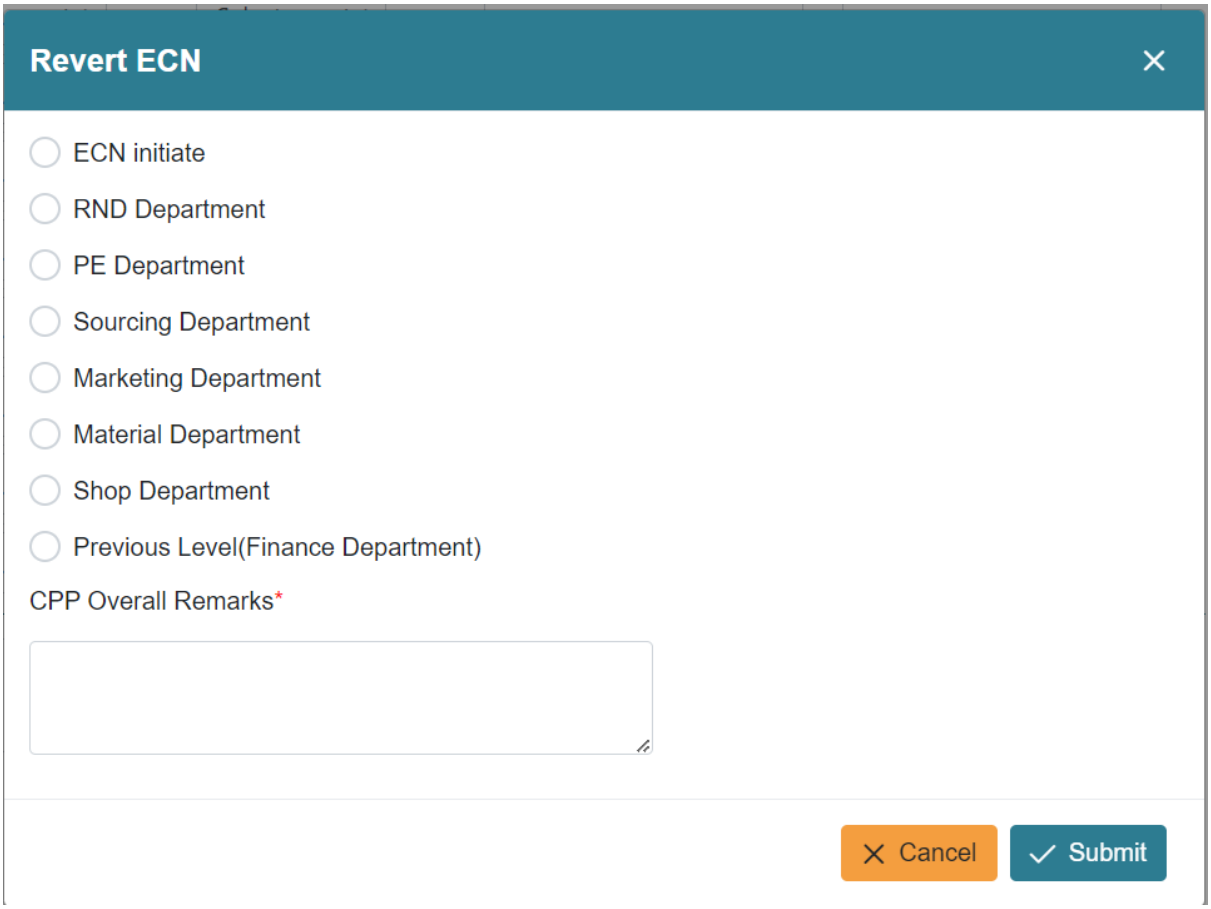


- Cost impact screen will be read only format for CPP global release also.



- Please click on **Global Release** button for ECN global release.

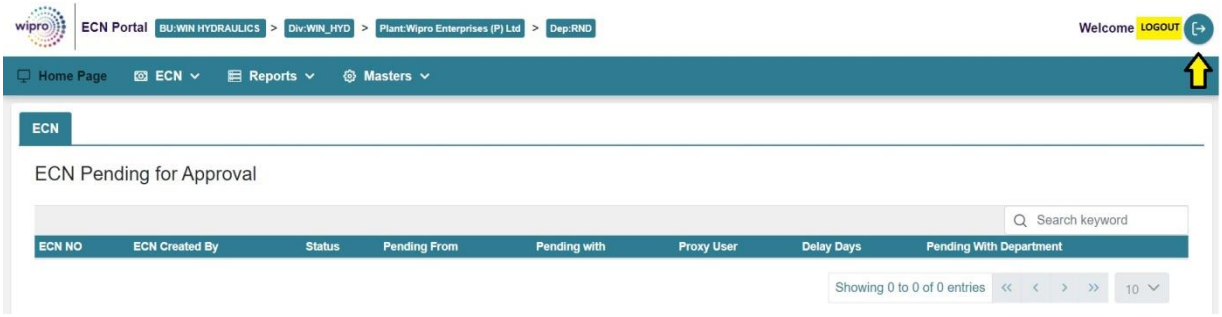
- In CPP global release status, CPP screen have **REVERT** option as operation can flow from CPP to any of the previous approval levels as selected as shown below,



2.13 ECN HISTORY

The individual ECN History can be viewed by clicking on the ECN History button from any of the approver level screens.

ECN History ×

S.No	PlantCode	MRP ControlCode	Department	Approved By	Approved On	Approval Remarks	Action Taken
1	BLR1	DCP	RND	SHYAMALA	Jul 26 2024 2:42PM	testing RND overall cmts	APPROVED
2	BLR1	DCP	PE	Alex	Jul 26 2024 2:58PM	testing PE overall cmts	APPROVED
3	BLR1	DCP	CPP	TAMILSELVAN	Jul 26 2024 8:18PM	testing CPP overall cmts	APPROVED
4	BLR1	DCP	SOURCING	Gajalakshmi	Jul 26 2024 8:38PM	testing sourcing overall cmts	APPROVED
5	BLR1	DCP	MATERIAL	Mukil	Jul 26 2024 8:55PM	testing material overall cmts	APPROVED
6	BLR1	DCP	SHOP	Rajendran	Jul 26 2024 8:58PM	testing shop overall cmts	APPROVED
7	BLR1	DCP	MARKETING	Logesh	Jul 26 2024 9:30PM	testing marketing remarks	APPROVED
8	BLR1	DCP	FINANCE	Akil	Jul 26 2024 9:37PM	testing fin overall cmts	APPROVED

2.14 LOGOUT