


Download SAP R/3 from Mytech.ge.com

- 1) Navigate to Search Software and search "SAP" then click **View**



SAP R/3
SAP

SAP R/3 (which includes products such as SAP GUI) is a comprehensive set of integrated business applications from SAP. R/3 provides the ability to store; retrieve and analyze data for financial analysis; production operation; human resource management; and most other business processes.

[View](#)

- 2) Choose "SAP GUI for Windows (Digital Solution) and download

To gain access to SAP, go to <http://sapr3ap2.psamer.ps.ge.com:57400/AE>

best to use Internet Explorer and not Edge/Chrome

If you **do not** have access to SAP click **New Account**. If you **do** have access to SAP but NOT to the CV04N transaction, click **Change Account**


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- **New Account:** All SAP Systems - Request for New SAP Account. Selecting Roles in the request is mandatory (Create Separate Requests for ERP Production System(P31), Non-ERP Production Systems and Development/Quality Systems).
- **Change Account:** All SAP Systems - Request SAP Additional Authorizations (T-Codes) to existing SAP Account (Create Separate Requests for ERP Production System(P31), Non-ERP Production Systems and Development/Quality Systems).

- 1) **New Account**

- a. Follow the process

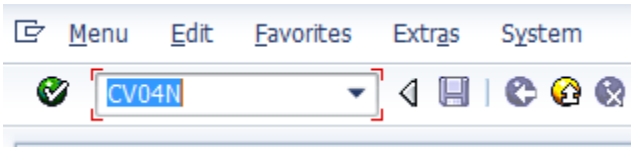
- 2) **Change Account**

- a. Enter your SSO, and click Logon
- b. Complete the required fields, and click the  icon for the Application and find P31 - ERP Production System
- c. Click **Select Roles/Groups**
- d. Choose **Model My Access by** and search for a known SAP power user with access to CV04N, such as 204028074
- e. Choose the GEN – User Default **ADD** role

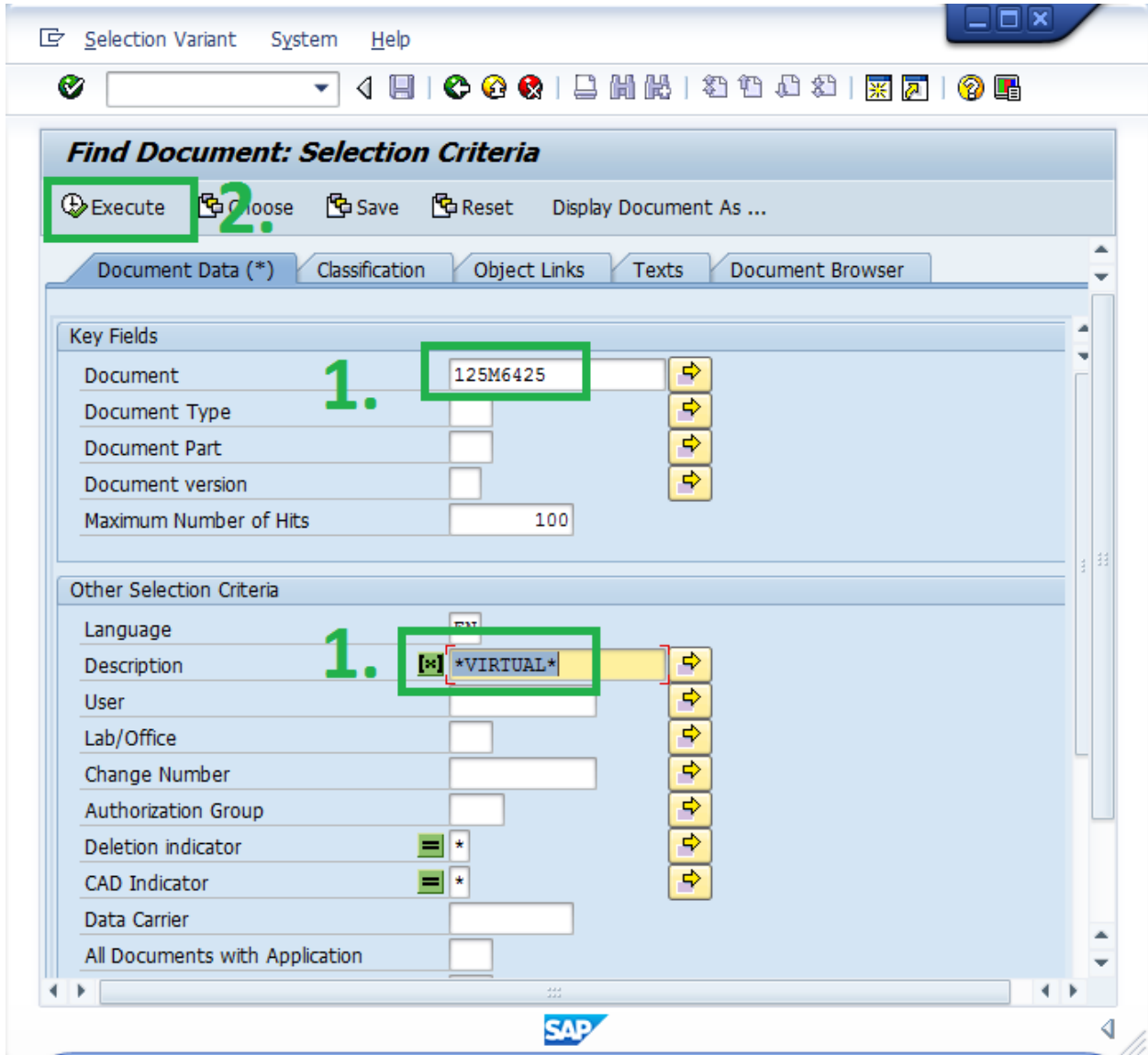
<input checked="" type="checkbox"/>	ZS:GEN:GEN:USER_DEFAULT		GEN: GEN - User Default	Alicia Ayala (204064377)	Add
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- f. Click Add, then Submit

1. Launch SAP & successfully login
2. Launch the transaction CVO4N



3. Enter the document number (if known) or use the description field to search, then click Execute



4. Double-Click the Document number to open the record. NOTE: this screen also shows you the latest revision level (if not the first release).

L/O	Document	Type	Vr	Part	Revision Level	Status text
MN1	128M7695	REF	00	000		RELEASED

5. The Document Data tab shows all the documents relevant to this document (usually the source document format and a PDF).

Document Data Addnl Data Descriptions Originals Document Browser

Document Data

Description: System 1 Architecture Dataflows w/narrat

Document Status: RL RELEASED 06.04.2018-...

User: 204063001 Beth Francis , OG-MC-MCS-EN

Lab/Office: MN1 Minden: General

Authorization Group:

Superior Document

Document: Type: Part: Version:

Originals

Appl.	Application	Storage Cat.	...	1..	File Name
• DOC	Microsoft Word	Z_MIN_CAT2			128M7695-1.docx
• PDF	Adobe Acrobat	Z_MIN_CAT2			128M7695-1.pdf