A Change or Product release is requested.

For new Product Release, Engineering gathers all documents required for release:

* ERO/ECO coversheet describing the product and/or change, includes the checklist of required items (Engineering)
* Specs (Engineering/Marketing/Sales)
* Features list (Engineering)
* Cut sheet/Application (Marketing)
* Submittal drawings (Engineering)
* CAD files for archive (Engineering)
* Pictures (Engineering)
* Manual (Marketing)
* Standards list (Engineering & Marketing)
* Options list (Engineering and
* Replacement parts list (Engineering)
* Cost (Engineering/Purchasing)
* List Pricing (Sales/Purchasing)
* Required test data (HEPA, airflow, UL, prototype/beta test report w 6 months of test data)
* Recommended Suppliers (Engineering/Purchasing)
* Typical lead time (Engineering/Purchasing)
* Part number (Purchasing)
* Drawing number (Engineering)

Doc Control logs the ERO or ECO in the database.

Engineering distributes the location to all of the above files to Purchasing, Marketing, Sales manager through an Email with approval voter buttons.

Once approved

**Marketing**

generates required Marketing literature and

updates websites.

**Purchasing**

enters the part number into QB/SF

sends a copy of all above info to Manufacturing if applicable.

**Sales** Manager schedules product training with outside Sales reps if applicable.