

Thailand Communications Release Tracker

#	Communication	Media	Action	Date				
				Handled by Procurement Comms Team	Handled by EVV Comms Team	Sent by EVV Team to Thailand	Sent to Translation	Released in Thailand
1	Country Leadership Communication	Document	Email			17-Jun	20-Jun	27-Jun
2	Training Overview 1	Document	Newsletter and Web post			17-Jun		
3	Using the Sunrise Portal Overview	Document & PPT	Newsletter and Web post			17-Jun		
4	Newsletter Introduction	Document	Newsletter and Web post			17-Jun		
5	Newsletter and Web Post Vol 1	Document	Email and Web post			22-Jun	27-Jun	30-Jun
6	Customer Communications	PPT and Doc	Country to decide			26-Jun		
7	Sales Letter	Document	Country to decide			26-Jun		
8	SAP Terms and Acronyms	Document	Web post		17-Jun	17-Jun		
9	Train the Trainer / Cutover Sessions	Document	Newsletter			6-Jul		
10	Sunrise SAP Overview	Document & PPT	Newsletter and Web post			6-Jul		
11	SAP Processes and Functions	PPT	Web post		7-Jul	7-Jul		
12	SAP Training and Support	PPT	Web post		7-Jul	7-Jul		
13	Newsletter and Web Post Vol 2	Document	Email and Web post					14-Jul
14	Super User Overview	Document	Newsletter			20-Jul		
15	SAP GUI Installation	Document	Newsletter			20-Jul		
16	SAP GUI Installation Instructions & Video	Document & Video	Web post		22-Jul			
17	SAP Processes and Functions	Document	Newsletter			20-Jul		
18	Training Update (LMS)	Document	Newsletter			20-Jul		
19	SUST Invitations	Document	Email and Fact Sheet			25-Jul		
20	Newsletter and Web Post Vol 3	Document	Newsletter			25-Jul	25-Jul	28-Jul
21	Accessing SAP through the SAP GUI	Document	Newsletter			2-Aug		
22	Procurement Overview	Document	Newsletter			2-Aug		
23	Procurement Planning Dates	Document	Web post			4-Aug		
24	Cutover Overview	Document	Newsletter			2-Aug		
25	Accessing SAP For the First Time	Document	Webpost			4-Aug		
26	Sunrise SAP Systems	Document	Webpost			4-Aug		
27	Signage	Multiple	Multiple					
28	Newsletter and Web Post Vol 4	Document	Newsletter			5-Aug	5-Aug	11-Aug
29	T&E Program Overview	Document	Newsletter			18-Aug		
30	Accessing SAP through the Global Portal	Document	Newsletter			18-Aug		
31	GLIMS/GWINS	Document	Newsletter			18-Aug		
32	Indirect Procurement Letter 1	Document	Email/Letter	15-Aug				
33	Direct Procurement Letter 1	Document	Email/Letter	15-Aug				

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				Handled by Procurement Comms Team	Handled by EVV Comms Team	Sent by EVV Team to Thailand	Sent to Translation	Released in Thailand
34	Newsletter and Web Post Vol 5	Document	Newsletter			21-Aug		21-Aug
35	T&E Timeline	Document	Web post		21-Aug			
36	Changing User Default Settings	Document & Video	Web post		21-Aug			
37	GPDMS Overview (pushed to Vol 6)	Document	Newsletter					
38	ShopSmart with eBuy Video	Video	Webpost		4-Aug			
39	SUST Handbook	Document	Webpost		24-Aug			
40	System Status Page	Webpage	Webpost		1-Jun			
41	Quiet Period/Start-Up Communications	Document	Newsletter			6-Sep		
42	Updating T&E Travel Profile	Document	Webpost			6-Sep		
43	SAP User ID Email	Document	Newsletter			6-Sep		
44	Vistex Overview	Document	Newsletter			6-Sep		
45	Batch Coding Change Communication	Document	Newsletter			6-Sep		
46	Hypercare Overview	Document	Newsletter			6-Sep		
47	Newsletter Volume 6	Document	Newsletter				6-Sep	8-Sep
48	Leadership Countdown to Go-Live	Document	Email			6-Sep		8-Sep
49	Changes are Here Handout	Document	Document/Web Post			11-Sep		20-Sep
50	Changes are Here Email	Document	Email			11-Sep		30-Sep
51	Day 1 Checklist	Document	Document/Web Post			11-Sep		2-Oct
52	SAP User ID Email Template for Security (All Access, Early Access, No New ID, To Manager)	Document	Email Template		3-Oct	11-Sep		
53	Education Sessions on T&E and eBuy	Meetings	Meetings	8/29 to 9/9				
54	Super User Kickoff Deck/Training Material	PPT	Training Material		12-Sep			
55	Indirect Procurement Letter 2	Document	Email	26-Sep				
56	Direct Procurement Letter 2	Document	Email	26-Sep				
57	Procurement Internal Communication from GM	Document	Email			26-Sep		8-Oct
58	T&E Remote Access Using the URL	Document	Document/Web Post		26-Sep			
59	Internal GL Changes	Document	Newsletter			22-Sep		
60	Super User Support Information	Document	Newsletter			22-Sep		
61	T&E Checklist / Update	Document	Newsletter			22-Sep		
62	Newsletter Volume 7	Document	Newsletter			22-Sep	22-Sep	30-Sep
63	Load/Synchronization Outage Communication	Document	Email		10-Oct			