

# ***Operating Lease Support System Phase-2 Project for***



**To Be Design Document  
Of  
Unit/ Vehicle Management Process**

**Revision 3.0**

**Prepared by PT. Berlian Sistem Informasi**



# Operating Lease Support System Phase-2 Project

## DOCUMENT CONTROL

<b>Author</b>	Windy
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## REVISION CONTROL

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0.0	7 September 2015	Initial Creation	Windy Adam
0.1	19 October 2015	<p>A. Revise Flow Process based on Requirement Gathering MoM Confirmation Unit Management Process on 15 October 2015:</p> <ol style="list-style-type: none"> <li>1. AD.1 High Level Design Unit/Vehicle Management Process</li> <li>2. AD.1.1 Monitoring Unit Preparation</li> <li>3. AD.1.2 Manage Receiving and Delivery Unit</li> <li>4. AD.1.3 Manage Replacement Unit Preparation</li> <li>5. AD.1.4 Manage Replacement Unit Execution</li> <li>6. AD.1.5 Monitoring Unit Document</li> </ol> <p>B. Revise Business Process Detail Description</p>	Windy Adam
1.0	22 October 2015	1 <sup>st</sup> Baseline	Windy Adam
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2.0	23 October 2015	2 <sup>nd</sup> Baseline	Windy Adam
2.1	28 October 2015	Revise after internal and user review	Windy Adam
2.2	30 October 2015	Revise after High Level confirmation	Windy Adam
2.3	3 November 2015	Updating after discussion with member Project	Windy Adam
3.0	4 November 2015	3 <sup>rd</sup> Baseline	Windy Adam

## Operating Lease Support System Phase-2 Project

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## Operating Lease Support System Phase-2 Project

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## 1 Introduction

### 1.1 Purpose of Document

To-Be Design Document is defined as a one of deliverable document during requirement analysis and business process design of Operating Lease Business in Dipo Star Finance, PT (DSF). This document is also a confirmation tool for both Berlian Sistem Informasi, PT (BSI) and Dipo Star Finance, PT (DSF) regarding the blueprint module of the to-be developed system.

The document will simplify of business process that has been collected and/ or observed from the user (based on user requirement analysis workshop). Business process described by defining roles, objective of process including business rules that applied or valid in Dipo Star Finance, PT (DSF).

Once the document is signed by authorized people (defined in document approval, page 5), the the content of this document will be mutual consensus of both parties and thus is legally binding. If there any change requests after sign – off this document, will be considered as out of scope and would be applied up to get the next consensus.

The system (as explained in this document) does not cover any kind of integration with any kind of application currently running within Dipo Star Finance, PT (DSF).

### 1.2 Scope of Document

Total of Operating Lease scope for phase-2 includes 7 processes:

- a. Visit Customer Survey Process
- b. Board of Directors Decree/ Surat Keputusan Direksi (SKD) Process
- c. Operating Lease Agreement Process
- d. Procurement Management Process
- e. Unit/ Vehicle Management Process
- f. Unit/ Vehicle Maintenance Process
- g. Billing Collection Process

This document only explains to be design of several business areas in Unit/Vehicle Management Process.

### 1.3 Target Reader

The target reader of this document are:

- a. DSF project director
- b. DSF project manager

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- c. DSF key user or project team member
- d. DSF IT department representative
- e. BSI project director
- f. BSI project manager
- g. BSI key user or project team member
- h. BSI operation team member



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## 1.4 Process flow Notation standards

Throughout the document certain standards related to flow diagram has been adhered to. The following template describes the details of each symbol used in the process flow diagram. Author may choose one of the following process flow tables format which suit most to the process flow.

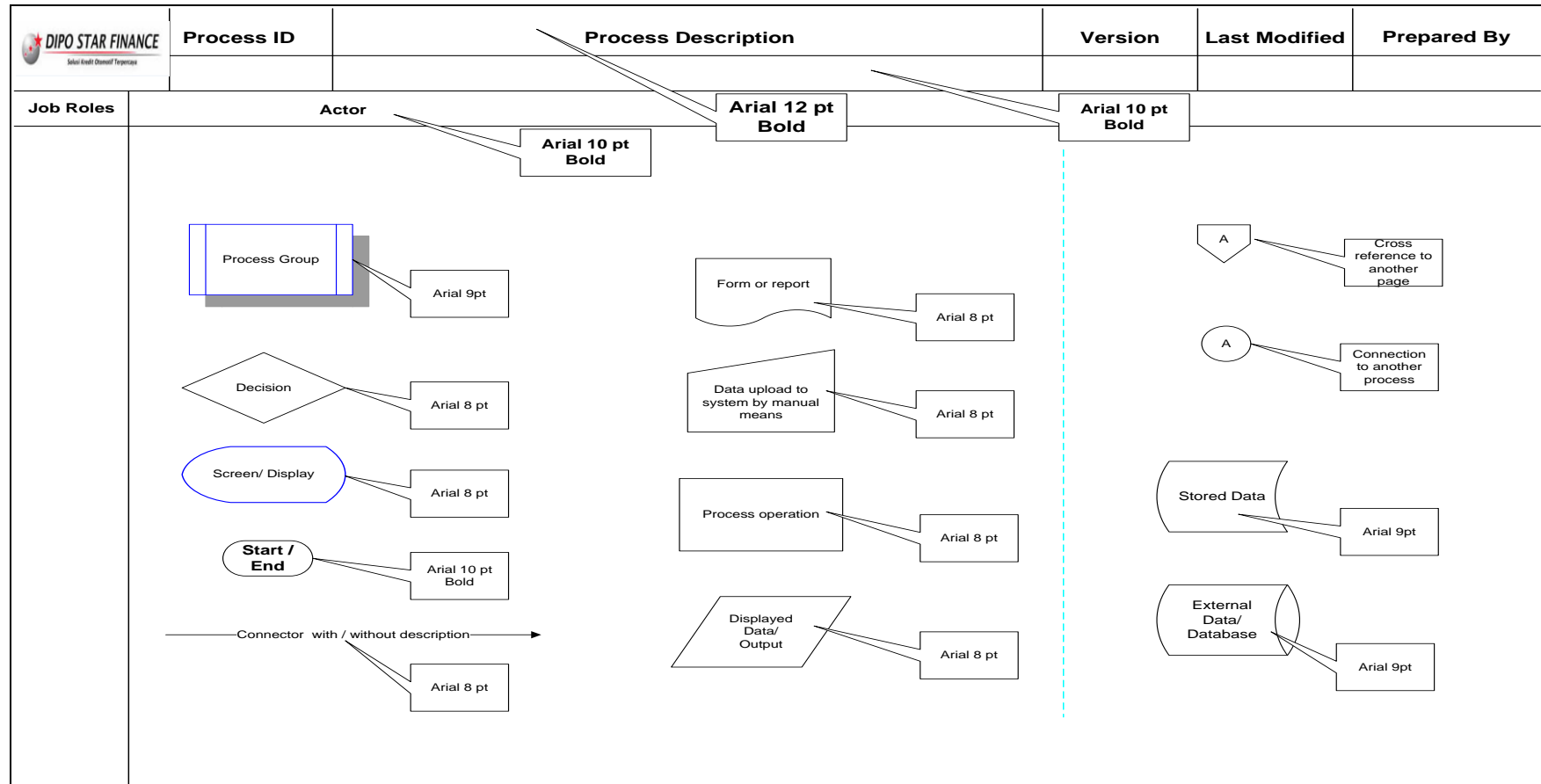


Figure 1 – Template or Standard of Business Process Flow Design

# Operating Lease Support System Phase-2 Project

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## 2 System Design View

### 2.1 General Description

This system is built to support operating lease business of Dipo Star Finance, PT (DSF). As the objective are expected to manage several process related to manage unit such as monitoring unit preparation, manage receiving and delivery unit, replacement unit preparation and execution, and also monitoring unit management related with document such as KIR and STNK, availability unit, etc. One of the outcomes in the unit management and maintenance process that will be get benefit is; system shall manage and monitor unit and unit document complement status. We develop this document based on user requirement that already defined on the Requirement Analysis activity.

As for this to be design for Phase-2, we can find the overall 7 processes of Operating Lease Phase-2 which is:

- a. Visit Customer Survey Process
- b. Board of Directors Decree/ Surat Keputusan Direksi (SKD) Process
- c. Operating Lease Agreement Process
- d. Procurement Management Process
- e. Unit/ Vehicle Management Process
- f. Unit/ Vehicle Maintenance Process
- g. Billing Collection Process

This to be design only covers Unit/ Vehicle Management Process.

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## 2.2 Process Organization

A process organization is a group of processes to be executed and worked in order to achieve common objectives. Currently, there are eight block processes that has determined and acknowledged for the operating lease business.

At this part, the business process can be imagined as a high-level block diagram as shown on below.

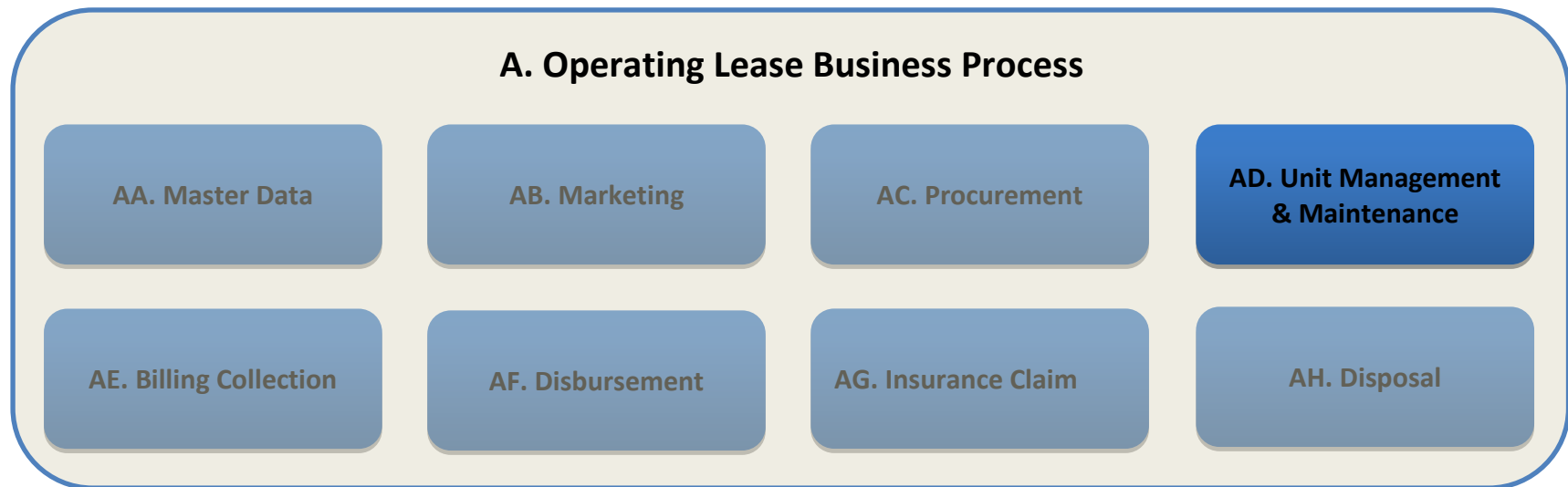


Figure 2 – Block diagram of Operating Lease business process (high level view)

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At this part also, business process can be decomposed to breakdown of business area or functional area. The purpose is to show all the processes and identify relationships and dependencies among them. Note a decomposition doesn't drill into the how; it merely outlines the what. For the operating lease business a decomposition processes (that has been determined in the workshop) can be described on below:

Lv0	Lv1		Lv2		Lv3	
	ID	Process Name	ID	Sub-Process Name	ID	Sub-Process Name
Operating Lease	AD	Unit Management & Maintenance Process	AD.1	Unit/ Vehicle Management Process	AD.1.1	Monitoring Unit Preparation
					AD.1.2	Manage Receiving & Delivery of Unit
					AD.1.3	Manage Replacement Unit Preparation
					AD.1.4	Manage Replacement Unit Execution
					AD.1.5	Monitoring Unit Document

**Figure 3 – Business Process Decomposition of Unit/ Vehicle Management Process**

As shown on above, there are several business areas that are describing about the Unit/ Vehicle Management process. This process explains the several business areas in order to manage unit such as manage delivery and unit receipt, replacement unit, monitor unit document, etc.

Several of level 3 Sub-Process of the BPD (Business Process Decomposition) above will take place as the current development in Phase-2, several others (the Phase-1) which had been developed before, will be included in Change Request, and also several will not be included in development (out of scope).

Here are the list for the development Phase-2:

- A. Unit/ Vehicle Management Process
  - AD.1.1 Monitoring Unit Preparation
  - AD.1.2 Manage Receiving & Delivery of Unit
  - AD.1.3 Manage Replacement Unit Preparation
  - AD.1.4 Manage Replacement Unit Execution
  - AD.1.5 Monitoring Unit Document

High Level of Unit/ Vehicle Management process will be described at point 3.1.1 and Detail Level of Unit/ Vehicle Management process will be described 3.2.1 – 3.2.5.

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## 3 Process Flow

### 3.1 High Level Process Flow

Overview of marketing process from view point of each of business area is explained on below:

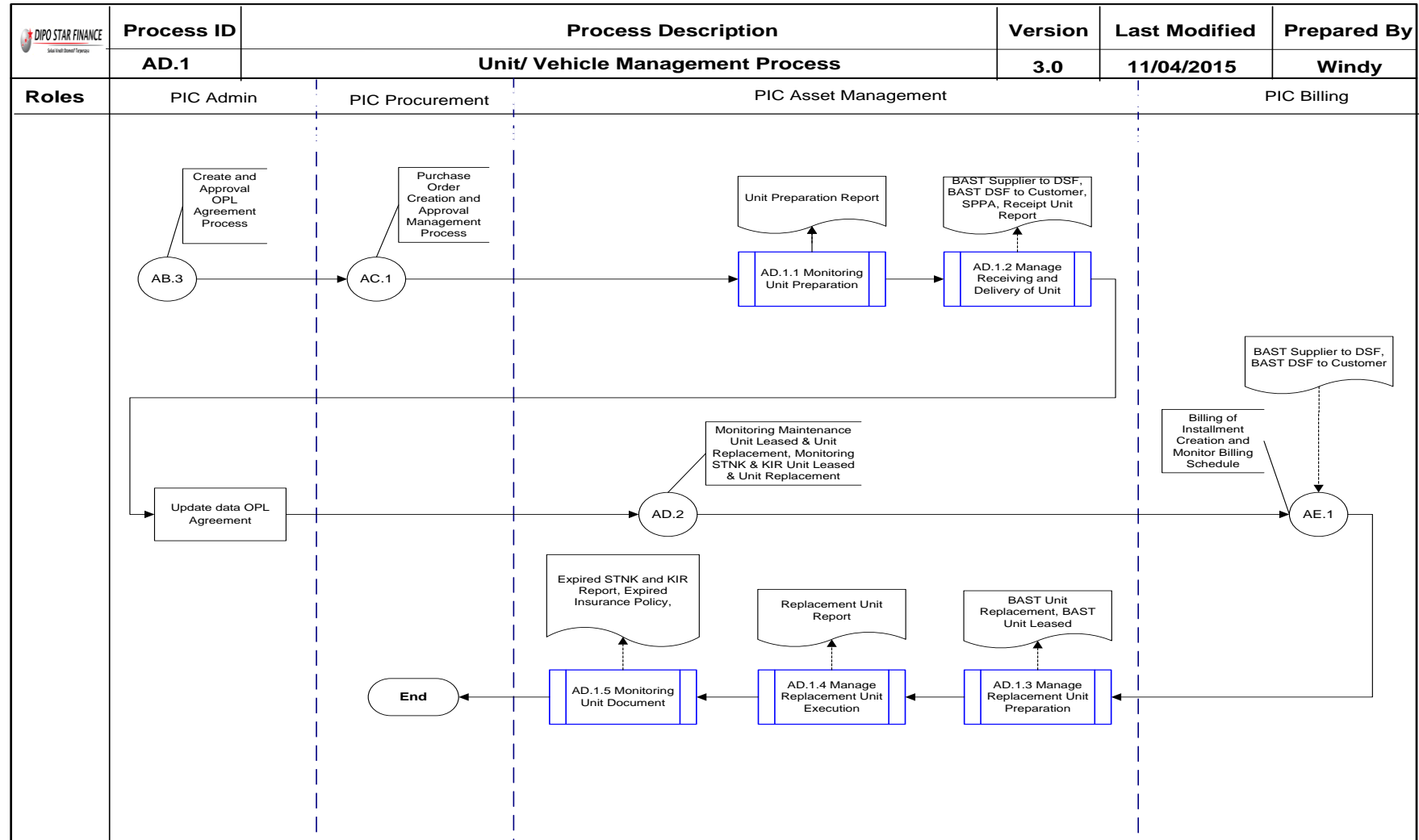
- **AD.1 Unit/ Vehicle Management Process High Level (3.1.1)**

Unit management process related to process cycle for managing unit/ vehicle, start from monitoring unit preparation at supplier, unit receipt from supplier, delivery of unit to customer, replacement unit preparation and execution, and monitoring unit document. This process high level design also linked to several business processes such as Agreement, Procurement, Billing, and Maintenance process. Below points are brief explanations of those processes:

1. Monitoring unit preparation is related to process monitoring preparation unit at Supplier before BAST. Unit will be check manually to Supplier by phone or by visit supplier 45 days, 20 days, and 3 days before BAST. Unit will be monitor based on Purchase Order that already released to Supplier. Output from this process is Unit preparation report.
2. Manage receiving and delivery of unit Include process receipt unit or vehicle from supplier, input data receipt unit from supplier or dealer based on purchase order and agreement customer, and then delivery unit to customer. This process includes print unit receipt data from system to be monthly report that will be checked by HOD OPL or HOP. Outputs of the process are BAST from Dealer to DSF, BAST from DSF to Customer, and receipt unit report.
3. Manage replacement unit preparation is process triggers by insurance claim process, irregular maintenance requests, or special cases that need unit replacement. Then Asset Management will prepare replacement unit includes prepare document BAST for unit replacement and unit leased. And for special cases unit replacement, approval from directors is needed. Outputs from this process are BAST unit replacement and BAST unit leased.
4. Manage replacement unit execution is process related to deliver replacement unit to customer or return replacement unit from customer. Includes sign documents BAST replacement unit and BAST unit leased when replacement unit handover. Output from this process is replacement unit report.
5. Monitoring unit document are several processes that related to monitoring unit are monitor expired STNK and KIR document, monitor due date and claim insurance, monitor availability and location of unit, and print report data.

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## 3.1.1 AD.1 Unit/ Vehicle Management Process



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## 3.2 Detail Level Process Flow

### 3.2.1 AD.1.1 Monitoring Unit Preparation

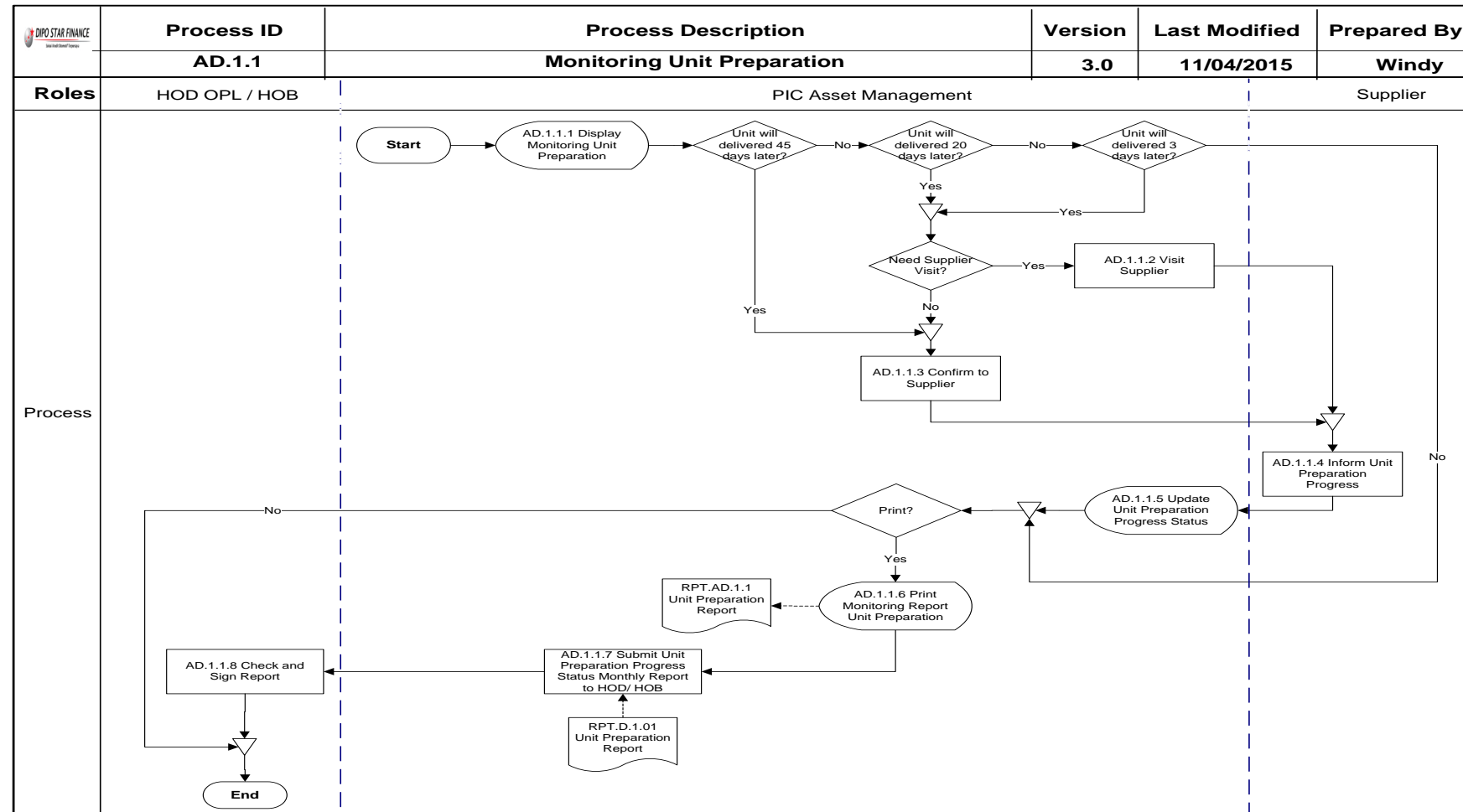


Figure 2 – Detail Level Process Diagram of Monitoring Unit Preparation

## Operating Lease Support System Phase-2 Project

- Process description

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.1.1	Display Monitor Unit Preparation	Anytime	To view schedule Supplier due date delivery unit to DSF based on purchase order	PIC Asset Management	1.6.1		
<p><b><u>Business Rules:</u></b></p> <ul style="list-style-type: none"> <li>- Delivery date of unit is 60 days after by PO creation date</li> <li>- Delivery date calculation is based on calendar date</li> <li>- Delivery due date for unit that will be monitor to supplier are 45 days before BAST, 20 days before BAST, and 3 days before BAST</li> <li>- Schedule delivery unit is related to each supplier based on Purchase Order</li> <li>- Check schedule unit receipt is needed before conduct BAST to make sure unit is ready before due date delivery to customer</li> <li>- Information will be shown as below:               <ul style="list-style-type: none"> <li>a. PO number</li> <li>b. PO creation date</li> <li>c. PO approved date</li> <li>d. Agreement number</li> <li>e. Supplier name</li> <li>f. Unit Description</li> <li>g. Qty</li> </ul> </li> </ul>							



## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<p>h. Progress status: Confirm to supplier, Visit Supplier</p> <p>i. Remark</p> <p>j. Update date</p> <p>k. BAST Plan date to customer</p> <ul style="list-style-type: none"> <li>- Data will be display after PO has been approved by Supplier</li> <li>- Asset management will display data based on searching parameter 45 days before BAST, 20 days before BAST, and 3 days before BAST</li> <li>- Due to 1 PO may consist of more that 1 unit, so status unit preparation will be displayed based PO and DSF will input progress unit preparation in percentage on field remark. There will be constraint max characters that can be input on field remark (will be discussed at Functional Specification).</li> <li>- There are 2 types of Unit status;               <ol style="list-style-type: none"> <li>1. Complete</li> <li>2. In progress</li> <li>3. No Progress</li> </ol> </li> <li>- Asset management can update unit preparation progress before due date of first, second, and third reminder passed or when unit status has not completed yet. And data will still display at the last reminder.</li> <li>- Status of unit will be completed when unit is already ready to deliver.</li> <li>- The status of the unit won't be completed when carrosserie and accessories have not been complete yet.</li> <li>- System display unit that has not been handed by DSF. Unit will be removed from list when submit BAST has been done</li> <li>- For a case that delivery date less than 60 days and also less than 45 days (bucket 1) then data unit will not display on due date reminder 1. It also applied for due date reminder 2 (20 days before BAST) and due date reminder 3 (3 days before BAST).</li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.1.2	Visit Supplier	As needed	To check progress unit preparation at supplier before BAST due date	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> - Conduct visit supplier is when unit have not delivered yet by supplier on 20 days before BAST and 3 days before BAST (if needed)						
AD.1.1.3	Confirm to Supplier	Anytime	Confirm status unit preparation to supplier before BAST due date	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.1.4	Inform Unit Preparation Progress	Anytime	Supplier inform to DSF unit preparation progress status and unit readiness	Supplier	N/A		
	<b><u>Business Rules:</u></b> - Supplier must show to DSF unit preparation process						
AD.1.1.5	Update Unit Preparation Progress Status	Anytime	Update progress status of unit preparation at supplier after	PIC Asset Management	1.6.1		

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
			confirm				
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Asset Management to update progress status of unit preparation at the time receive information from supplier</li> <li>- Asset Management can update progress status, remark, and input confirmation date to supplier more than once for each buckets.</li> <li>- Each unit progress can be updated before data move to the next bucket</li> </ul>						
AD.1.1.6	Print Monitoring Report Unit Preparation	Monthly at the end of month review	Print monitoring unit preparation monthly report	PIC Asset Management	1.6.1		Unit Preparation Report
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Report display information related to unit preparation progress</li> <li>- Report will be used as monthly report</li> </ul>						
AD.1.1.7	Submit Unit Preparation Progress Status Monthly Report to HOD/HOB	Monthly at the end of month review	Unit Preparation Report will be submit monthly to be checked by HOD/HOB	PIC Asset Management	N/A		Unit Preparation Report
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Document will be submit as report monthly to be checked by HOD/HOB</li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.1.8	Check and Sign Report	Monthly at the end of month review	HOD/HOB check and sign submitted report by Asset Management	HOD/HOB	N/A		
	<b><u>Business Rules:</u></b> - Signed report will be stored to PIC Admin Asset Management						

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## 3.2.2 AD.1.2 Manage Receiving and Delivery of Unit

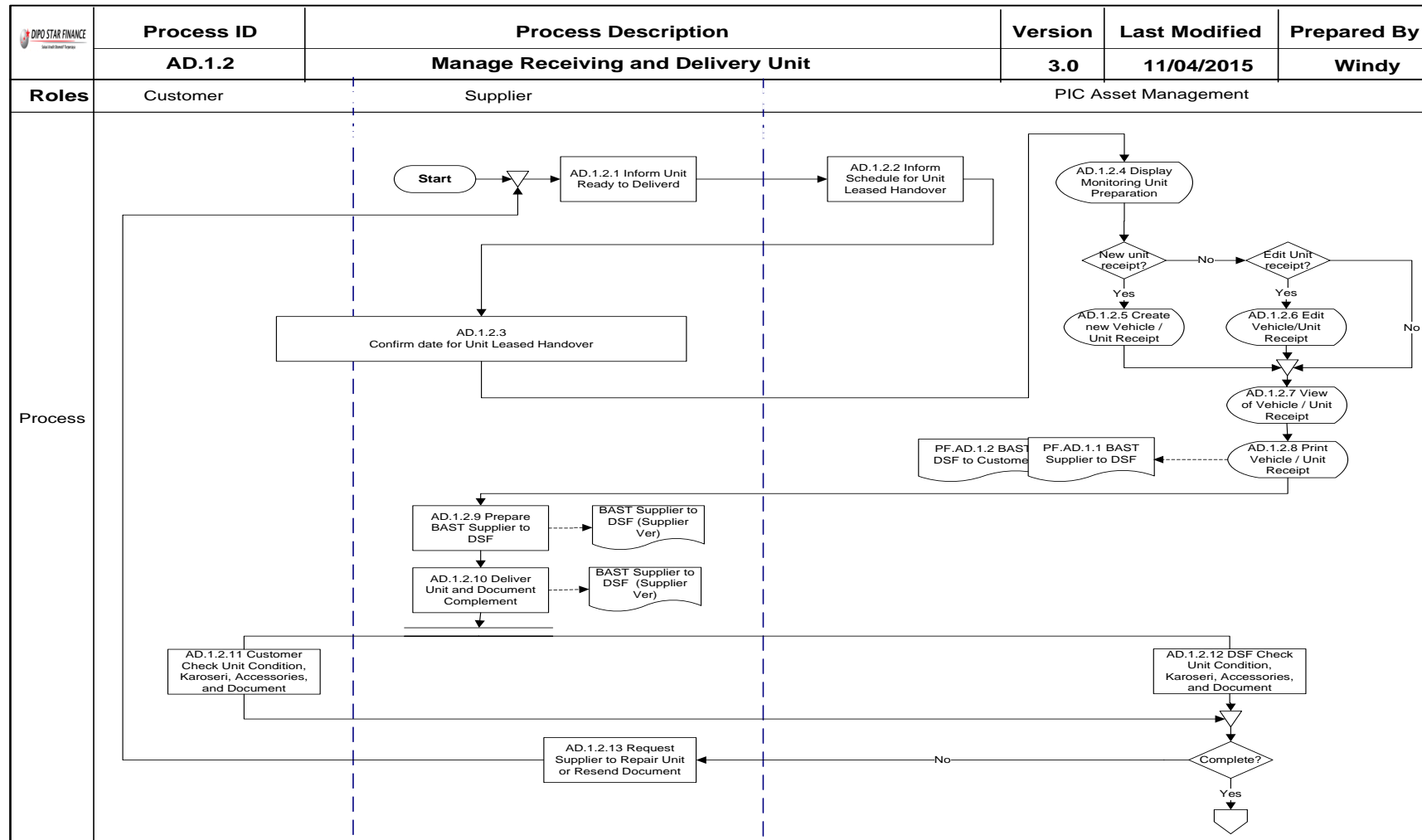


Figure 3 – Detail Level Process Diagram of Manage Receiving and Delivery Unit (Part 1 from 3)

# Operating Lease Support System Phase-2 Project

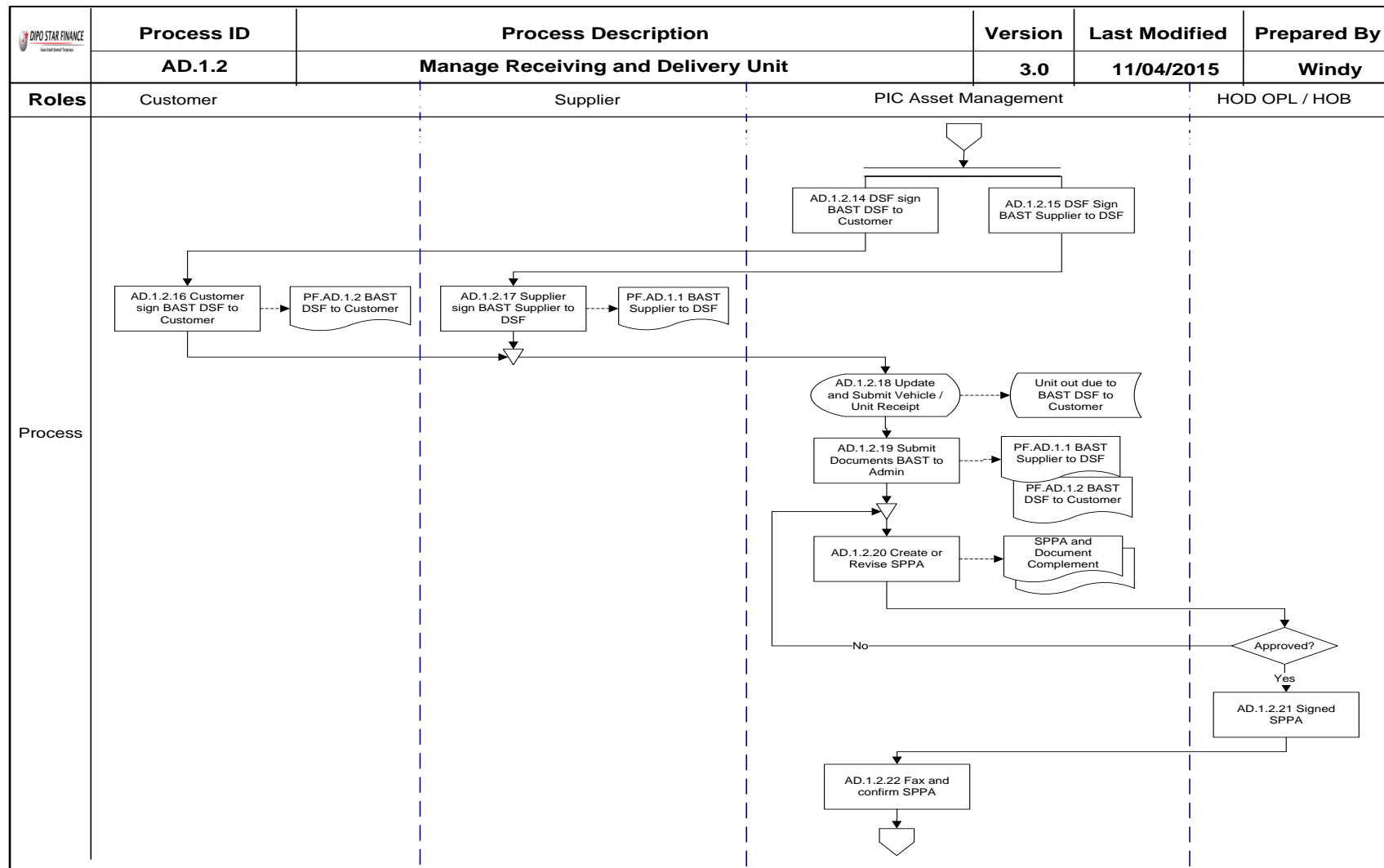


Figure 4 – Detail Level Process Diagram of Manage Receiving and Delivery Unit (Part 2 from 3)

# Operating Lease Support System Phase-2 Project

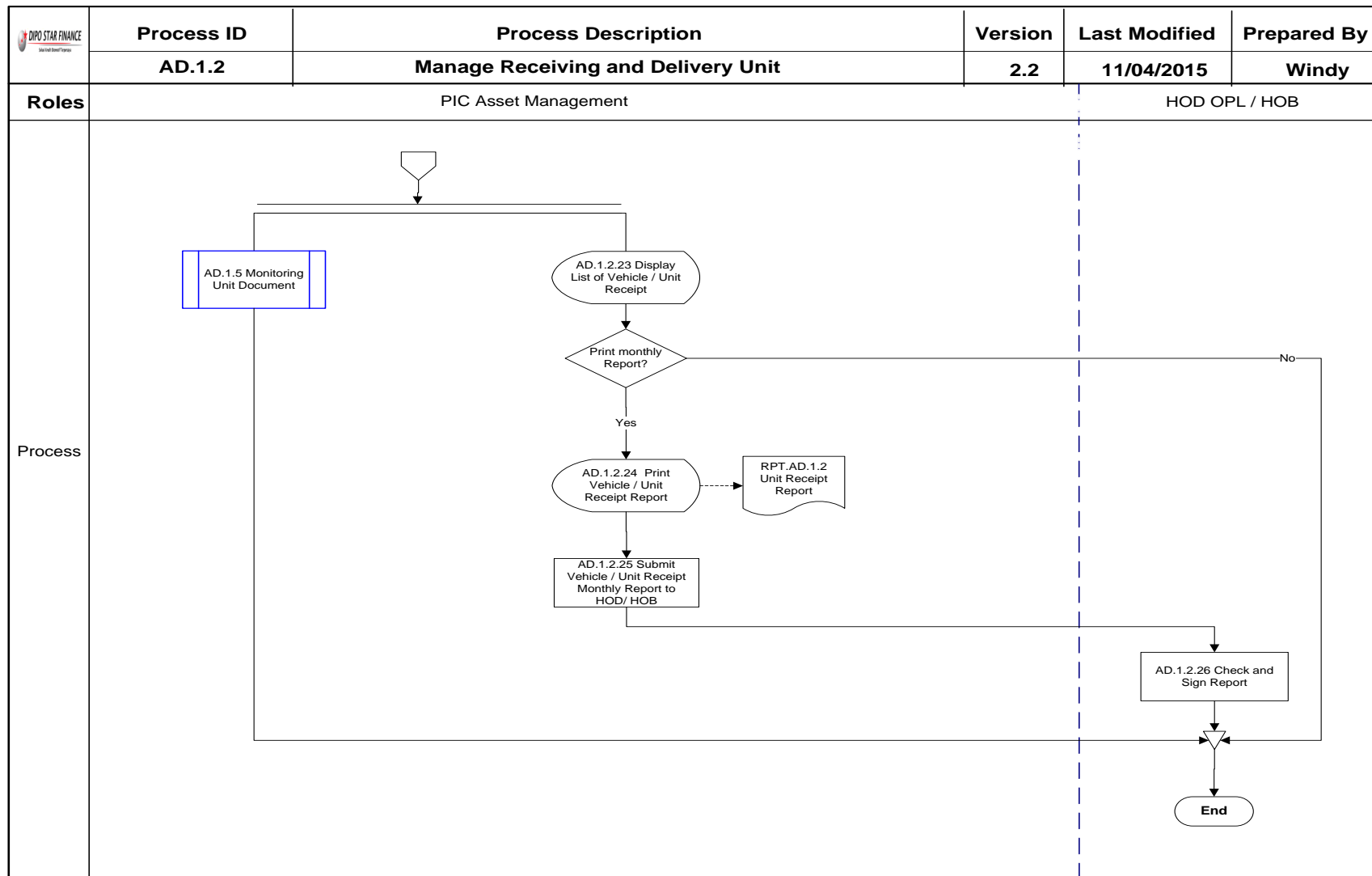


Figure 5 – Detail Level Process Diagram of Manage Receiving and Delivery Unit (Part 3 from 3)

## Operating Lease Support System Phase-2 Project

- Process description

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.2.1	Inform Unit Ready to be Delivered	Anytime	Supplier inform DSF that unit ready to be delivered	Supplier	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.2.2	Inform Schedule for Unit Leased Handover	Anytime	DSF inform schedule for unit leased handover to Supplier and Customer	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> - After unit ready to delivered by Supplier, then DSF will confirm to Supplier ensure BAST plan date and then DSF will inform to Customer						
AD.1.2.3	Confirm date for unit leased handover	Anytime	Customer and Supplier check date and agree with specified date	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> - Customer and Supplier will confirm BAST date and DSF must input BAST plan date to system (monitoring unit preparation)						



## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.2.4	Display Monitoring Unit Preparation	Anytime	To create BAST Supplier to DSF and BAST DSF to Customer	PIC Asset Management	1.6.1		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Creating BAST must be done after BAST plan date already fix and submit to system</li> </ul>						
AD.1.2.5	Create new Vehicle/unit Receipt	Anytime	Prepare BAST unit/vehicle receipt from Supplier to DSF and BAST from DSF to Supplier	PIC Asset Management	1.6.1		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Creating BAST will be conduct by Asset Management starts from input unit receipt general and detail information</li> <li>- If unit, carrosserie, and accessories supply by difference supplier, then BAST Dealer to DSF also will be conduct 3 times (with supplier unit, supplier carrosserie, and supplier accessories). It also applies to BAST DSF with Customer. So, in this case there are 6 BAST.</li> <li>- If unit, carrosserie, and accessories supply by same supplier, then BAST Dealer to DSF will be conduct once. So, in this case there are 2 BAST.</li> <li>- Agreement number will be used as reference number</li> <li>- 1 PO only have 1 BAST, cannot conduct BAST partially</li> <li>- If customer leased a unit that has been used (used unit), all process delivery to customer same with process delivery leased purchased unit to customer, including in creating BAST DSF to customer</li> <li>- For used unit no need to issue PO to supplier because unit already ready in DSF (stock). But to accommodate</li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<p>BAST process to customer that need refer to PO number and Agreement number, there will be PO made to the internal DSF as if there is procurement of used car.</p> <ul style="list-style-type: none"> <li>- There will be BAST internal for used unit that will be same as BAST purchased unit.</li> <li>- Asset Management may input and add information related to unit complement and unit condition.</li> <li>- Several information that need to be input are: <ul style="list-style-type: none"> <li>A. General Information: <ol style="list-style-type: none"> <li>1. Agreement number with Customer</li> <li>2. Agreement date</li> <li>3. Purchased Order number to Supplier</li> <li>4. Supplier name</li> <li>5. Lessee name/ Customer name</li> <li>6. Description Unit</li> <li>7. Qty unit</li> </ol> </li> <li>B. Detail Information; <ol style="list-style-type: none"> <li>1. Chassis number</li> <li>2. Machine number</li> <li>3. Police number</li> <li>4. Colour</li> <li>5. Year</li> <li>6. Kilometres (KM)</li> <li>7. Unit Completeness (such as STNK, KIR, Radio/ Tape, AC, etc)</li> <li>8. Unit Condition (Machine, Rear body, Interior, Dashboard, etc)</li> <li>9. Carrosserie</li> <li>10. Accessories</li> </ol> </li> </ul> </li> </ul>						
AD.1.2.6	Edit Vehicle/ Unit Receipt	Anytime	Edit BAST unit/vehicle receipt from Supplier to	Asset Management	1.6.1		

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
			DSF and BAST from DSF to Supplier				
	<b><u>Business Rules:</u></b> - BAST can be edited before submit, but not for data unit type, model unit, and Agreement no						
AD.1.2.7	View of Vehicle/Unit Receipt	Anytime	View information that already save	PIC Asset Management	1.6.1		
	<b><u>Business Rules:</u></b> - View BAST data that already save						
AD.1.2.8	Print Vehicle/Unit Receipt	Anytime	Print BAST Supplier to DSF and BAST DSF to Customer form	PIC Asset Management	1.6.1		BAST Supplier to DSF, BAST DSF to Customer
	<b><u>Business Rules:</u></b> - There is no difference format and layout for BAST Supplier to DSF and BAST DSF to Customer, the difference only on sign column. Which is for BAST Supplier to DSF, sign column state Supplier name and DSF whereas for BAST DSF to Customer, sign column state DSF and Customer name.						
AD.1.2.9	Prepare BAST Supplier to DSF	Anytime	Supplier will create BAST Supplier to DSF (BAST Supplier	Supplier	N/A		BAST Supplier to DSF (Supplier Ver)

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Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
			version)				
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- BAST must contain specific information related to unit that will be delivery</li> </ul>						
AD.1.2.10	Deliver Unit and Document Complement	Anytime	Supplier deliver appropriate unit and document complement	Supplier	N/A		BAST Supplier to DSF (Supplier Ver)
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Document related to unit, such as STNK, KIR, and BAST from Dealer/Supplier to DSF will be delivered by supplier at the moment Supplier and DSF conduct handover unit (BAST).</li> <li>- BPKB and tax invoice will be delivered by Supplier to Legal DSF 2 months after BAST.</li> <li>- Supplier will deliver the unit included with accessories and carrosserie even though purchased from different supplier</li> </ul>						
AD.1.2.11	Customer check unit condition, carrosserie, Accessories, and Document	Anytime	Ensure Supplier and DSF deliver appropriate unit and document	Customer	N/A		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Customer check and note checking unit, carrosserie, and accessories, result to BAST DSF to Customer document</li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.2.12	DSF check unit condition, carrosserie, Accessories, and Document	Anytime	Ensure Supplier deliver appropriate unit and document	PIC Asset Management	N/A		
<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- DSF check and note the result note checking unit, carrosserie, and accessories, result to BAST Supplier to DSF document</li> <li>- Due to Supplier deliver unit includes its carrosserie and accessories, if the unit, carrosserie, and accessories purchased from different suppliers, checks still have to be done on each unit purchased</li> </ul>							
AD.1.2.13	Request Supplier to Repair Unit or resend document	Anytime	Supplier need to re-deliver unit and document complement when unit is not appropriate	PIC Asset Management	N/A		
<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>-</li> </ul>							
AD.1.2.14	DSF Sign BAST DSF to Customer	Anytime	Sign BAST document after BAST complete	PIC Asset Management	N/A		

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<b><u>Business Rules:</u></b> - Both DSF and Customer will keep BAST document at the moment conduct unit leased handover						
AD.1.2.15	DSF Sign BAST Supplier to DSF	Anytime	Sign BAST document after BAST complete	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.2.16	Customer sign BAST DSF to Customer	Anytime	Sign BAST document after BAST complete	Customer	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.2.17	Supplier sign BAST Supplier to DSF	Anytime	Sign BAST document after BAST complete	Supplier	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.2.18	Update and Submit Vehicle/ Unit Receipt	Anytime	Update information related to unit that receive when conduct BAST with supplier then	PIC Asset Management	1.6.1		Unit Out due to BAST DSF to Customer data

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
			submit BAST result data				
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- When update and submit BAST result data to system, several data that must be complete are:                             <ol style="list-style-type: none"> <li>1. Chassis Number</li> <li>2. Machine Number</li> <li>3. STNK and KIR expired date</li> <li>4. Police number</li> </ol> </li> <li>- After submit data BAST result, BAST cannot be edit</li> </ul>						
AD.1.2.19	Submit Documents BAST to Admin	Anytime	Submit all BAST documents to Admin PIC	PIC Asset Management	N/A		BAST Supplier to DSF, BAST DSF to Customer
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Submit all data needed to create SPPA document</li> </ul>						
AD.1.2.20	Create or revise SPPA	Anytime	Create or revise SPPA based on BAST that already conduct	PIC Asset Management	N/A		SPPA, Document complemet
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Create SPPA (Surat Permohonan Pertanggungungan Asuransi) document must at the same day as BAST</li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	- Submit SPPA document to HOD/HOB						
AD.1.2.21	Sign SPPA	Anytime	Sign SPPA document	HOD OPL/ HOB	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.2.22	Fax and confirm SPPA	Anytime	Fax SPPA document to insurance company and confirm	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.5	Monitoring Unit Document	Anytime	Update and control document complement unit such as KIR and STNK	PIC Asset Management	1.6.2		
	<b><u>Business Rules:</u></b> - Related to process monitoring STNK and KIR at process AD.1.5						
AD.1.2.23	Display List of Vehicle/ Unit Receipt	Anytime	To view list of vehicle/ unit that already received by DSF from Supplier	PIC Asset Management	1.6.1		



## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<p><b><u>Business Rules:</u></b></p> <ul style="list-style-type: none"> <li>- System will display information related to vehicle/unit receipt from supplier</li> <li>- Information related to unit receipt (BAST) that will be display in the system consist of general and detail information: <ul style="list-style-type: none"> <li>A. General Information; <ul style="list-style-type: none"> <li>1. Agreement number with Customer</li> <li>2. Agreement date</li> <li>3. Purchased Order number to Supplier</li> <li>4. Supplier name</li> <li>5. Lessee name/ Customer name</li> <li>6. Description Unit</li> <li>7. Qty unit</li> </ul> </li> <li>B. Detail Information; <ul style="list-style-type: none"> <li>1. Chassis number</li> <li>2. Machine number</li> <li>3. Police number</li> <li>4. Colour</li> <li>5. Year</li> <li>6. Kilometres (KM)</li> <li>7. Unit Completeness (such as STNK, KIR, Radio/ Tape, AC, etc)</li> <li>8. Unit Condition (Machine, Rear body, Interior, Dashboard, etc)</li> <li>9. Carrosserie</li> <li>10. Accessories</li> </ul> </li> </ul> </li> </ul>						
AD.1.2.24	Print Vehicle/ Unit Receipt Report	Monthly at the end of month review	Print Vehicle/ Unit Receipt Report monthly	PIC Asset Management	1.6.1		Unit Receipt Report

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Report display information related to unit receipt based on data BAST</li> <li>- Report will be used as monthly report</li> </ul>						
AD.1.2.25	Submit Vehicle/ Unit Receipt Monthly Report to HOD/HOB	Monthly at the end of month review	Unit receipt Report will be submit monthly to be checked by HOD/ HOB	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Document will be submit as report monthly to be checked by HOD/HOB</li> </ul>						
AD.1.2.26	Check and Sign Report	Monthly at the end of month review	HOD/HOB check and sign submitted report by Asset Management	HOD/HOB	N/A		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Signed report will be stored to PIC Admin</li> </ul>						

# Operating Lease Support System Phase-2 Project

## 3.2.3 AD.1.3 Manage Replacement Unit Preparation

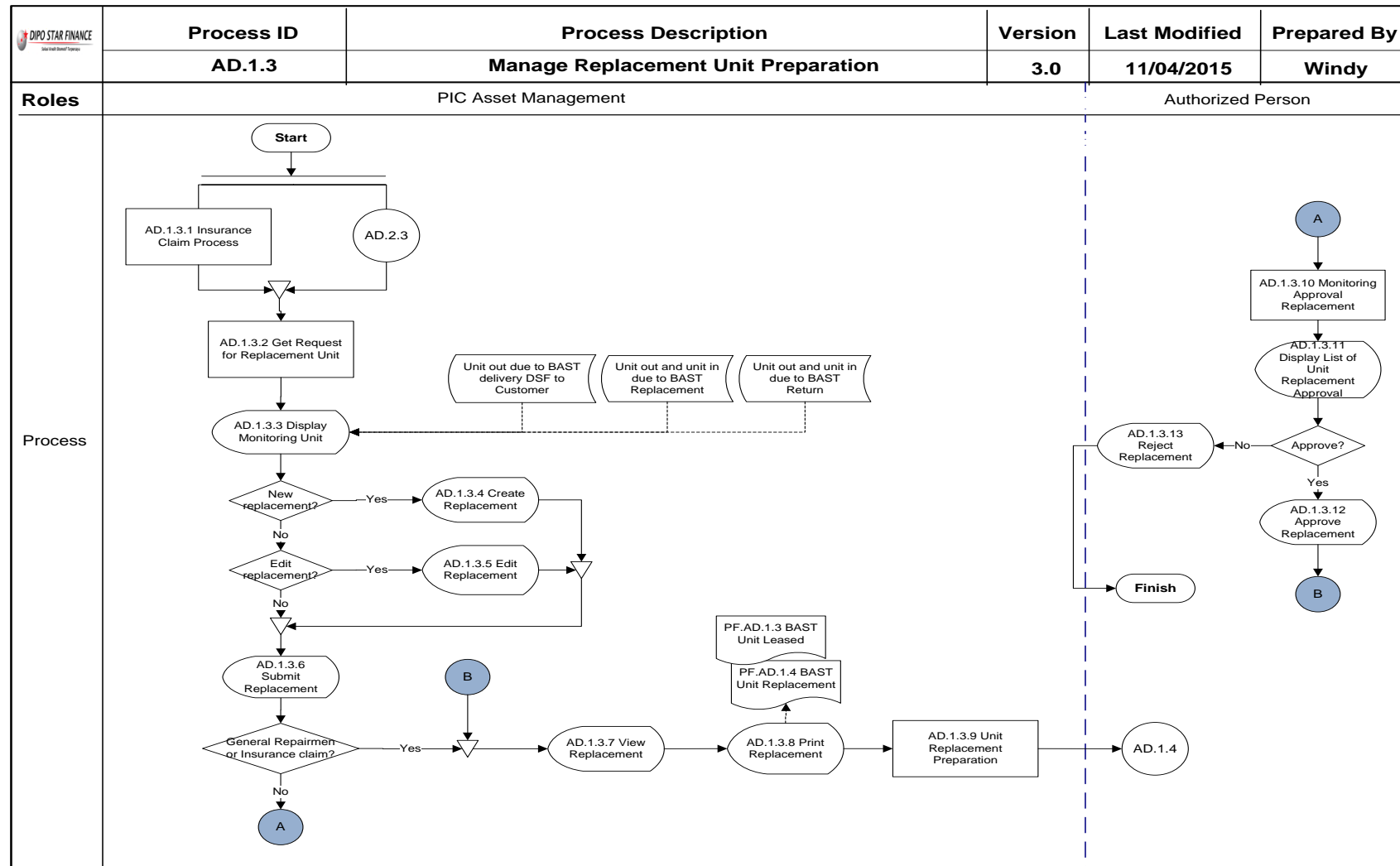


Figure 6 – Detail Level Process Diagram of Manage Replacement Unit Preparation

## Operating Lease Support System Phase-2 Project

- Process description

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.3.1	Insurance Claim Process	Anytime	Related to replacement unit request due to insurance claim	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Manually processed for insurance claim procedure to insurance company after receiving request from customer</li> <li>- Insurance company will give information related to document that must be completed and insurance claim procedure</li> </ul>						
AD.2.3	Irregular Maintenance Request	Anytime	Related to replacement unit request due to Irregular maintenance	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Irregular maintenance that need replacement unit is when repairment of damage unit need more than 24 hours or based on agreement.</li> </ul>						
AD.1.3.2	Get Request for Unit Replacement	Anytime	Receive request for unit replacement	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<ul style="list-style-type: none"> <li>- Receiving a request for replacement of unit delivery to the customer from maintenance control and Admin PIC and PIC of claim insurances &amp; Administration (Assets Mgt)</li> </ul>						
AD.1.3.3	Display Monitoring Unit	Anytime	View list of Replacement unit data and checking availability and location of unit	PIC Asset Management	1.6.6	Data: Unit out due to BAST delivery DSF to Customer, Unit out and unit in due to BAST Replacement , Unit out and unit in due to BAST return	
<p><b><u>Business Rules:</u></b></p> <ul style="list-style-type: none"> <li>- Before approve unit replacement to customer, Asset management must ensure that there is no other unit replacements exist in customer (case of 1 Agreement just have 1 replacement car).</li> <li>- Asset Management must ensure replacement unit is ready, checking is needed refer to Customer Name, Agreement number, and unit</li> <li>- Asset Management must check status availability of unit whether unit is in DSF or in Customer site</li> <li>- Monitoring include registering unit replacement</li> <li>- Display monitoring unit also retrieve actual data related to unit location, availability, and status of unit replacement and unit OPL. Unit status that will be monitored are:</li> </ul>							

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<ol style="list-style-type: none"> <li>1. Unit under regular maintenance</li> <li>2. Unit return</li> <li>3. Unit at customer</li> <li>4. Unit under workshop maintenance</li> <li>5. Unit under workshop Insurance</li> </ol> <ul style="list-style-type: none"> <li>- Asset Management must update BAST data in and out in actual regard to retrieve actual data for monitoring result</li> <li>- System Operating Lease still not accommodate unit that in insurance claim process without replacement car</li> </ul>						
AD.1.3.4	Create Replacement	Anytime	Input request replacement unit Prepare for BAST document Replacement Unit including register replacement unit	PIC Asset Management	1.6.3		
	<p><b><u>Business Rules:</u></b></p> <ul style="list-style-type: none"> <li>- 1 replacement unit can be used by several customers or several agreements.</li> <li>- 1 Agreement may have several replacement units.</li> <li>- Unit replacement based on selected police number</li> <li>- Information related to unit replacement that will be record to the system are:               <ol style="list-style-type: none"> <li>1. Damaged unit</li> <li>1. Unit replacement</li> <li>2. Range period of unit replacement usage</li> <li>3. Lessee name</li> </ol> </li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	4. Date damaged occur 5. Type of replacement; <ul style="list-style-type: none"> <li>General repair: maintenance more than 24 hours</li> <li>Assurance Claim: due to accident or body repair</li> <li>Special Condition: due to damaged of unit replacement</li> </ul> 6. Location of Unit 7. Police No 8. STNK/KIR date 9. Machine Number 10. Chassis Number 11. etc						
AD.1.3.5	Edit Replacement	Anytime	Edit request replacement unit Prepare for editing BAST document Replacement Unit	PIC Asset Management	1.6.3		
	<b><u>Business Rules:</u></b> -						
AD.1.3.6	Submit Replacement	Anytime	Save replacement unit data	PIC Asset Management	1.6.3		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>For special cases, replacement unit request data will be submit to Directors for approval request</li> <li>For special case, submit data also must along with notes/ remark.</li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.3.7	View Replacement	Anytime	View detail replacement data that already submit by Asset Management	PIC Asset Management	1.6.3		
	<b><u>Business Rules:</u></b> -						
AD.1.3.8	Print Replacement	Anytime	Print BAST unit Replacement , BAST unit leased	PIC Asset Management	1.6.3		BAST unit Leased, BAST Unit Replacement
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- BAST Unit Leased and BAST Unit Replacement format and layout is same</li> <li>- These BAST Unit Leased and BAST Unit Replacement will be used for checking when deliver and return unit replacement and unit leased.</li> <li>- For special case, before print BAST, replacement unit request must be approved by directors</li> </ul>						
AD.1.3.9	Unit Replacement Preparation	Anytime	Prepare unit readiness	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Check unit readiness at Warehouse</li> </ul>						



## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.3.10	Monitoring Approval Replacement	Anytime	Directors monitor approval replacement request of special cases	Authorized Person	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.3.11	Display List of Unit Replacement Approval	Anytime	View replacement unit/ vehicle approval	Authorized Person	1.6.4, 1.6.5		
	<b><u>Business Rules:</u></b> - For unit replacement due to general repair and assurance claim, Asset Management can directly print BAST form after registering replacement unit, whereas for special condition, approval from Directors is needed. - Approval level of unit replacement are; 1. Section, 2. Head, 3. Directors. Replacement unit approval can skip its approval path as long as it is approved by DSF Authorized Person.						
AD.1.3.12	Approve Replacement	Anytime	Approve special case replacement unit request	Authorized Person	1.6.4, 1.6.5		
	<b><u>Business Rules:</u></b> -						
AD.1.3.13	Reject	Anytime	Reject special case replacement unit	Authorized	1.6.4,		

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Replacement		request	Person	1.6.5		
	<b><u>Business Rules:</u></b> - Directors has to input remark when reject unit replacement.						

# Operating Lease Support System Phase-2 Project

## 3.2.4 AD.1.4 Manage Replacement Unit Execution

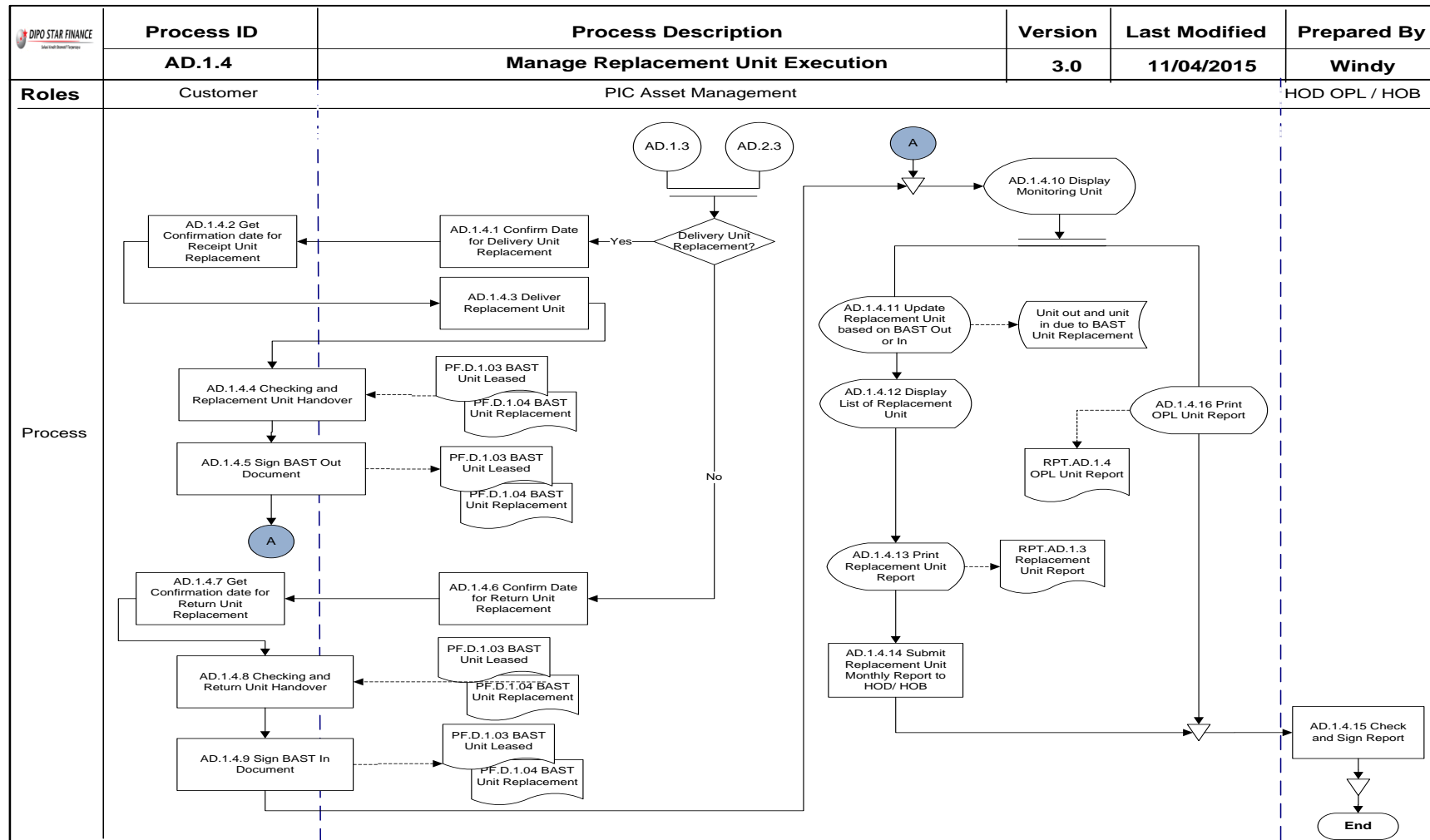


Figure 7 – Detail Level Process Diagram of Manage Replacement Unit Execution

## Operating Lease Support System Phase-2 Project

- Process description

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.3	Related to process Manage Replacement Unit Preparation	Anytime	Trigger for deliver replacement unit to customer	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> -						
AD.2.3	Related to process Irregular maintenance	Anytime	Trigger for pick replacement unit in customer (return replacement unit)	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> -						
AD.1.4.1	Confirm Date for Delivery Replacement Unit	Anytime	To confirm delivery date of replacement Unit to customer	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> - Phone or contact customer to arrange date and time for delivery replacement unit to customer						
AD.1.4.2	Get Confirmation	Anytime	To confirm receipt date of replacement	Customer	N/A		

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	date for Receipt Replacement Unit		Unit at Customer's place				
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Phone or contact customer to arrange date and time for receive replacement unit to customer</li> </ul>						
AD.1.4.3	Deliver Replacement Unit	Anytime	To deliver replacement Unit to Customer's place	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- When deliver replacement unit to customer DSF must bring BAST Unit replacement and BAST Unit Leased</li> <li>- Deliver unit replacement and get damage unit leased may be conduct at the same time</li> <li>- Documents unit replacement that will be prepared and deliver to customer are BAST, STNK, and KIR.</li> </ul>						
AD.1.4.4	Checking and Replacement Unit Handover	Anytime	To check and handover replacement Unit from DSF to Customer	PIC Asset Management, Customer	N/A	BAST Unit Leased, BAST Unit Replacement (column Out)	
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>- Check unit and note checking result to BAST Unit Leased and BAST Replacement Unit on column 'Unit Out'</li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.4.5	Sign BAST Out	Anytime	To sign BAST document by both DSF and Customer	PIC Asset Management, Customer	N/A		BAST Unit Leased, BAST Unit Replacement (column Out)
	<b><u>Business Rules:</u></b> - All signed BAST out must be submit to system and stored to PIC Admin						
AD.1.4.6	Confirm Date for Return Replacement Unit	Anytime	To confirm replacement Unit return date from Customer	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> - At the time DSF get information from workshop that damage unit leased repairment already finished, then DSF must confirm to customer to arrange return replacement unit						
AD.1.4.7	Get Confirmation date for Return Unit Replacement	Anytime	To get confirmation replacement Unit return date from Customer	Customer	N/A		
	<b><u>Business Rules:</u></b> -						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.4.8	Checking and Return Unit Replacement Handover	Anytime	To check and handover replacement Unit which is returned to DSF from Customer	PIC Asset Management, Customer	N/A	BAST Unit Leased, BAST Unit Replacement	
	<b><u>Business Rules:</u></b> - Check unit and note checking result to BAST Unit Leased and BAST Replacement Unit on column 'Unit In'						
AD.1.4.9	Sign BAST In Document	Anytime	To sign BAST document by both DSF and Customer	PIC Asset Management, Customer	N/A		BAST Unit Leased, BAST Unit Replacement
	<b><u>Business Rules:</u></b> - All signed BAST in must be submit to system and stored to PIC Admin						
AD.1.4.10	Display Monitoring Unit	Anytime	View list of Replacement unit data and update BAST replacement unit result	PIC Asset Management	1.6.6		
	<b><u>Business Rules:</u></b> - After BAST unit replacement, each unit checking result from BAST that already signed by all parties will be input and submit to system.						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.4.11	Update Replacement Unit based on BAST Out or In	Anytime	To update the data of replacement Unit based on BAST Out or BAST In	PIC Asset Management	1.6.3		Unit out and unit in due to to BAST Unit replacement data
<p><b><u>Business Rules:</u></b></p> <ul style="list-style-type: none"> <li>- When BAST Out information related to handover unit date, return unit date, and insurance claim process finish. This data will be used to update that replacement unit is at customer site</li> <li>- When BAST In information related to handover unit date. This data will be used to update that replacement unit is already at DSF site</li> <li>- Other information that need to be submit to system are:               <ol style="list-style-type: none"> <li>1. KM</li> <li>2. BAST Date</li> <li>3. Fuel</li> <li>4. Driver Name</li> <li>5. Checker Name</li> <li>6. Branch/ Pool</li> <li>7. Other Remark</li> </ol> </li> </ul>							
AD.1.4.12	Display List of Replacement Unit	Anytime	To view list of replacement Unit	PIC Asset Management	1.6.6		



## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<b><u>Business Rules:</u></b> - Display information of replacement usage based on BAST						
AD.1.4.13	Print Replacement Unit Report	Monthly at the end of month review	To print replacement unit report	PIC Asset Management	1.6.6		Replacement Unit Report
	<b><u>Business Rules:</u></b> - Replacement unit report will display information related to replacement unit usage (Insurance claim, special case, and general repair)						
AD.1.4.14	Submit Replacement Unit Monthly Report to HOD/ HOB	Monthly at the end of month review	To submit replacement unit Monthly Report to HOD/ HOB	PIC Asset Management	N/A		
	<b><u>Business Rules:</u></b> - Document will be submit as report monthly to be checked by HOD/HOB						
AD.1.4.15	Check and Sign Report	Monthly at the end of month review	To check and sign replacement unit by HOD/HOB	HOD/HOB	N/A		

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<b><u>Business Rules:</u></b> - Signed report will be stored to PIC Admin						
AD.1.4.16	Print OPL Unit Report	Monthly at the end of month review	To print OPL unit report	PIC Asset Management	1.6.6		OPL Unit Report
	<b><u>Business Rules:</u></b> - OPL unit report will display information related to OPL unit status (Unit under regular maintenance, Unit return, Unit at customer, Unit under workshop maintenance, and Unit under workshop Insurance)						

# Operating Lease Support System Phase-2 Project

## 3.2.5 AD.1.5 Monitoring Unit Document

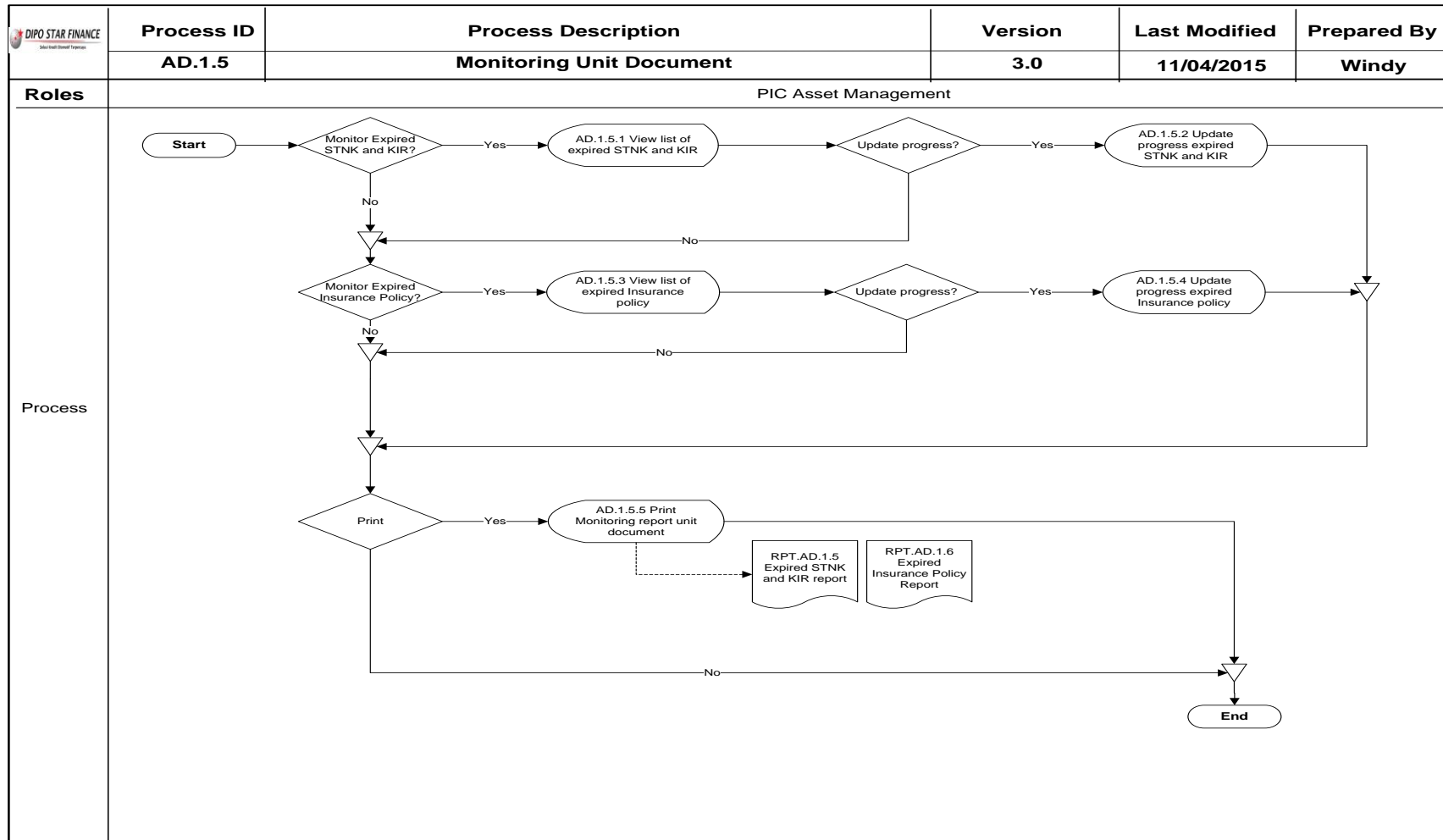


Figure 8 – Detail Level Process Diagram of Monitoring Unit Document

## Operating Lease Support System Phase-2 Project

- Process description

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
AD.1.5.1	View list of expired STNK and KIR	Anytime	To view list of expired document of STNK and KIR	PIC Asset Management	1.6.2		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>View list of document that will be expired and update expired date document (STNK and KIR) in the upcoming 30 days</li> <li>There is request to filter data by select all to display all data or filter by date.</li> </ul>						
AD.1.5.2	Update progress expired STNK and KIR	Anytime	To update the progress of expired STNK and KIR	PIC Asset Management	1.6.2		
	<b><u>Business Rules:</u></b> <ul style="list-style-type: none"> <li>Default expired date document STNK and KIR are taken from the submitted data when BAST Supplier and BAST customer</li> <li>Asset Management may add and update expired date document STNK and KIR manually</li> <li>Related action that can be update to system are:                             <ol style="list-style-type: none"> <li>Remind customer</li> <li>Arrange schedule with customer</li> <li>Customer return STNK and KIR</li> <li>BAST STNK and KIR preparation</li> <li>Customer return STNK and KIR to DSF</li> <li>Deliver STNK and KIR to 3rd party</li> <li>Renewal due date STNK and KIR will be complete</li> <li>BAST STNK and KIR to 3rd party</li> </ol> </li> </ul>						

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	9. BAST STNK and KIR to customer						
AD.1.5.3	View list of Expired Insurance Policy	Anytime	To view list of expired Insurance Policy	PIC Asset Management	1.6.2		
	<b><u>Business Rules:</u></b> -						
AD.1.5.4	Update progress expired Insurance Policy	Anytime	To update progress of expired Insurance policy	PIC Asset Management	1.6.2		
	<b><u>Business Rules:</u></b> - Default expired date of insurance claim taken from the submitted data when BAST Out of Replacement Unit - PIC Asset Management may input data related to polis number, and expired date of insurance claim.						
AD.1.5.5	Print Monitoring report unit document	Anytime	To Print Monitoring report unit document	PIC Asset Management	1.6.2		Expired STNK and KIR Report, Expired Insurance Policy

## Operating Lease Support System Phase-2 Project

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	<b><u>Business Rules:</u></b> -						

## Operating Lease Support System Phase-2 Project

### 4 Functional Decomposition

This chapter provides an overview of the high level mapping of processes determines the available functionality and how the future of processes will be supported using Operating Lease Support System.

Lv 0	Lv1		Lv2		Lv3		Functions Name
	ID	Process Name	ID	Sub-Process Name	ID	Sub-Process Name	
Operating Lease	AD	Unit Management and Maintenance Process	AD.1	Unit/ Vehicle Management Process	AD.1.1	Monitoring Unit Preparation	1.6.1 Vehicle/ Unit Receipt
					AD.1.2	Manage Receiving & Delivery of Unit	1.6.1 Vehicle/ Unit Receipt
					AD.1.3	Manage Replacement Unit Preparation	1.6.3 Manage Replacement Vehicle 1.6.4 Replacement Vehicle Approval 1.6.5 Setting Replacement Vehicle Approval Path
					AD.1.4	Manage Replacement Unit Execution	1.6.6 Manage Replacement Vehicle
					AD.1.5	Monitoring Unit Document	1.6.2 Check Document Complement of Vehicle 1.6.6 Check Historical Usage of Unit/ Vehicle

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### 5 Functional Specification Summary

This chapter provides an overview of the functional Specification summary includes report, print form, and data that will be developed in Operating Lease Phase-2.

NO.	FUNCTIONAL SPECIFICATION ID	FUNCTIONAL SPECIFICATION NAME	RELATED ID PROCESS	DESCRIPTION AND PURPOSE	STANDARD /CUSTOM
1	FC.AD.1.1	Monitoring and Print Unit Preparation Report	AD.1.1.1 Display Monitoring Unit Preparation	1. To view and update unit preparation progress status	Custom
			AD.1.1.5 Update Unit Preparation Progress Status		
			AD.1.1.6 Print Monitoring Report Unit Preparation		
	Screen : 1. Monitoring Unit Preparation				
2	FC.AD.1.2	Generate BAST Unit Receiving and Delivery	AD.1.2.4 Display Monitoring Unit Preparation	1. To create BAST Supplier to DSF 2. To create BAST DSF to Customer 3. To print BAST Supplier to DSF 4. To print BAST DSF to Customer 5. To view and update result from BAST Unit OPL	Custom
			AD.1.2.5 Create new Vehicle/Unit Receipt		
			AD.1.2.6 Edit Vehicle/Unit Receipt		
			AD.1.2.7 View of Vehicle/ Unit Receipt		
			AD.1.2.8 Print Vehicle/Unit Receipt		



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			AD.1.2.19 Update and Submit Vehicle/ Unit Receipt		
	Screen : 1. Create BAST Unit Receiving and Delivery 2. Edit BAST Unit Receiving and Delivery 3. View BAST Unit Receiving and Delivery				
3	FC.AD.1.3	Monitoring and Print Unit Receiving Report	AD.1.2.23 Display List of Vehicle/ Unit Receipt	1. To display unit receipt data 2. To print unit receipt data	Custom
			AD.1.2.24 Print Vehicle/ Unit Receipt Report		
	Screen: 1. Monitoring Unit Receiving				
4	FC.AD.1.4	Monitoring and Print Unit OPL and Replacement Unit Report	AD.1.3.3 Display Monitoring Unit	1. To view unit replacement and unit OPL data includes status of availability and location of unit 2. To display replacement unit data 3. To print replacement unit data 4. To print OPL unit report	Custom
			AD.1.4.11Display List of Replacement Unit		
			AD.1.4.12 Print Replacement Unit Report		
			AD.1.4.16 Print OPL Unit Report		
	Screen: 1. Monitoring Unit OPL and Replacement Unit				

## Operating Lease Support System Phase-2 Project

5	FC.AD.1.5	Generate BAST Replacement Unit	AD.1.3.4 Create Replacement	1. To create BAST Unit Replacement 2. To create BAST Unit Leased 3. To print BAST Unit Replacement 4. To print BAST Unit Leased 5. To view and update result from BAST Unit OPL	Custom
			AD.1.3.5 Edit Replacement		
			AD.1.3.6 Submit Replacement		
			AD.1.3.7 View Replacement		
			AD.1.3.8 Print Replacement		
			AD.1.4.10 Update Replacement Unit based on BAST Out or In		
			Screen: 1. Create BAST Unit Replacement 2. Edit BAST Unit Replacement 3. View BAST Unit Replacement		
6	FC.AD.1.6	Replacement Unit Approval	AD.1.3.11 Display List of Unit Replacement Approval	1. To monitor request of replacement unit approval 2. To approve or reject request of replacement unit approval	Custom
			AD.1.3.12 Approve Replacement		
			AD.1.3.13 Reject Replacement		
	Screen: 1. Replacement Unit Approval				
7	FC.AD.1.7	Monitoring and Print Document Complement Unit	AD.1.5.1 View List of Expired STNK and KIR	1. To view and update expired date of STNK and KIR document 2. To view and update expired	Custom
			AD.1.5.2 Update Progress Expired STNK and KIR		

## Operating Lease Support System Phase-2 Project

			AD.1.5.3 View List of Expired Insurance Policy	insurance policy 3. To print expired date of STNK and KIR document 4. To print expired insurance policy replacement unit	
			AD.1.5.4 Update Progress Expired Insurance policy		
			AD.1.5.5 Print Monitoring Report Unit Document		
			Screen : 1. Monitoring STNK and KIR 2. Monitoring Insurance Policy		
8	FC.C.1	Setting Replacement Vehicle Approval	AD.1.3.11 Display List of Unit Replacement Approval	1. To setting authorized user whom can approve or reject request of replacement unit for special case	Custom
Total Screen Unit Management Process: 13 Screen					

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• **Report List(RPT) /Print Form (PF)/ Data (DT)**

<b>NO.</b>	<b>REPORT/ PRINT FORM/ DATA ID #</b>	<b>REPORT/PRINT FORM/DATA</b>	<b>RELATED PROCESS</b>	<b>DESCRIPTION AND PURPOSE</b>	<b>REQUIRED INFORMATION AND CONTENT</b>	<b>STANDARD /CUSTOM</b>
1	RPT.AD.1.1	Unit Preparation Report	AD.1.1.6 Print Monitong Report Unit Preparation	Print out unit preparation report monthly	All progress status related to unit preparation that has been update by PIC Asset Management based on Purchased Order (PO)	Custom
2	RPT.AD.1.2	Unit Receipt Report	AD.1.2.24 Print Vehicle/Unit Receipt Report	Print out unit receipt report monthly	All information related to unit receipt such as; Supplier, BAST date, Unit description, qty, etc	Custom
3	RPT.AD.1.3	Replacement Unit Report	AD.1.4.12 Print Replacement Unit Report	Print out replacement unit report monthly	All information related to replacement unit includes availability, location of unit, and type of replacement unit cause	Custom
4	RPT.AD.1.4	Unit OPL Report	AD.1.4.16 Print OPL Unit Report	Print out unit OPL report monthly	All information related to unit OPL includes availability and location of unit	Custom
5	RPT.AD.1.5	Expired STNK and KIR Report	AD.1.5.6 Print Monitoring Report Unit Document	Print out STNK and KIR report which will expired in the upcoming 30 days	STNK and KIR expired dates	Custom
6	RPT.AD.1.6	Expired Insurance Policy Report	AD.1.5.6 Print Monitoring Report Unit Document	Print out replacement unit that still in insurance claim process	Unit description, Polis number, expired date, etc	Custom
7	PF.AD.1.1	BAST Supplier to DSF	AD.1.2.8 Print Vehicle/ Unit Receipt	Print out form BAST Supplier to DSF	Detail Information unit OPL; Agreement number with	Custom

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8	PF.AD.1.2	BAST DSF to Customer	AD.1.2.8 Print Vehicle/ Unit Receipt	Print out form BAST DSF to Customer	Customer, Lessee name/ Customer name, Description unit, Chassis number, Machine number, Police number, Colour, Year, Kilometres (KM), Unit Completeness (such as STNK, KIR, Radio/ Tape, AC, etc), Unit Condition (Machine, Rear body, Interior, Dashboard, etc), Carrosserie, Accessories	Custom
9	PF.AD.1.3	BAST Unit Leased	AD.1.3.8 Print Replacement	Print out form BAST Unit Leased	Damaged unit , Unit replacement , Lessee name, Date damaged occur	Custom
10	PF.AD.1.4	BAST Unit Replacement	AD.1.3.8 Print Replacement	Print out form BAST Unit Replacement	, Location of Unit, Police No, STNK/KIR date, Machine Number, Chassis Number, etc	Custom
<b><u>Total Report Unit Management Process:</u></b> <b>6 Report</b>  <b><u>Total Print Form Unit Management Process:</u></b> <b>4 Report</b>						

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## APPENDIX – USER STORIES AND FUNCTIONAL DECOMPOSITION MAPPING

As for the functions mapping, we can see the overall process and the connections with the User Stories Document created at June, 11th 2015 below (the User Stories only features Prioritized Function of Regular Maintenance for Phase-2):

User Stories Operating Lease Phase-2		Functional Decomposition To Be Design				Remarks
Prioritized Function Features	User Stories Features	Lv.2 Sub-Process Name	Lv.3 Sub-Process Name	Functions Name	Features Name	
N/A	N/A	Unit Management Process	AD.1.1 Monitoring Unit Preparation	1. Monitoring and Print Unit Preparation Report	AD.1.1.1 Display Monitoring Unit Preparation	Monitor Unit Preparation is mapped with AD.1.1.1 Display Monitoring Unit Preparation, AD.1.1.5 Update Unit Preparation Progress Status, AD.1.1.6 Print Monitoring Report Unit Preparation
					AD.1.1.5 Update Unit Preparation Progress Status	
					AD.1.1.6 Print Monitoring Report Unit Preparation	
			AD.1.2 Manage Receiving & Delivery of Unit	1. Generate BAST Unit Receiving and Delivery 2. Monitoring and Print Unit Receiving Report	AD.1.2.4 Display Monitoring Unit Preparation	Manage Receiving & Delivery of Unit is mapped with AD.1.2.4 Display Monitoring Unit Preparation, AD.1.2.5 Create new Vehicle/Unit Receipt, AD.1.2.6 Edit Vehicle/Unit Receipt, AD.1.2.7 View of Vehicle/ Unit Receipt, AD.1.2.8 Print Vehicle/Unit Receipt, AD.1.2.19 Update and Submit Vehicle/ Unit Receipt, AD.1.2.23 Display List of Vehicle/ Unit Receipt, AD.1.2.24 Print Vehicle/ Unit Receipt Report
					AD.1.2.5 Create new Vehicle/Unit Receipt	
					AD.1.2.6 Edit Vehicle/Unit Receipt	
					AD.1.2.7 View of Vehicle/ Unit Receipt	
					AD.1.2.8 Print Vehicle/Unit Receipt	
					AD.1.2.19 Update and Submit Vehicle/ Unit Receipt	
					AD.1.2.23 Display List of	

## Operating Lease Support System Phase-2 Project

			AD.1.3 Manage Replacement Unit Preparation	<ol style="list-style-type: none"> <li>Monitoring and Print Unit OPL and Replacement Unit Report</li> <li>Generate BAST Replacement Unit</li> <li>Replacement Unit Approval</li> </ol>	Vehicle/ Unit Receipt	<p>Manage Replacement Unit Preparation is mapped with AD.1.3.3 Display Monitoring Unit, AD.1.4.11 Display List of Replacement Unit, AD.1.4.12 Print Replacement Unit Report, AD.1.4.12 Print OPL Unit Report, AD.1.5.5 Print Monitoring Report Unit/Vehicle Data, AD.1.3.4 Create Replacement , AD.1.3.5 Edit Replacement, AD.1.3.6 Submit Replacement, AD.1.3.7 View Replacement, AD.1.3.8 Print Replacement, AD.1.4.10 Update Replacement Unit based on BAST Out or In, AD.1.3.11 Display List of Unit Replacement Approval, AD.1.3.12 Approve Replacement, AD.1.3.13 Reject Replacement</p>
					AD.1.2.24 Print Vehicle/ Unit Receipt Report	
					AD.1.3.3 Display Monitoring Unit	
					AD.1.4.11 Display List of Replacement Unit	
					AD.1.4.12 Print Replacement Unit Report	
					AD.1.4.16 Print OPL Unit Report	
					AD.1.5.5 Print Monitoring Report Unit/Vehicle Data	
					AD.1.3.4 Create Replacement	
					AD.1.3.5 Edit Replacement	
					AD.1.3.6 Submit Replacement	
					AD.1.3.7 View Replacement	
					AD.1.3.8 Print Replacement	
					AD.1.4.10 Update Replacement Unit based on BAST Out or In	
					AD.1.3.11 Display List of Unit Replacement Approval	
					AD.1.3.12 Approve Replacement	

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					AD.1.3.13 Reject Replacement	
			AD.1.4 Manage Replacement Unit Execution	1. Monitoring and Print Report Replacement Unit	AD.1.4.11 Display List of Replacement Unit	Manage Replacement Unit Execution is mapped with AD.1.4.11 Display List of Replacement Unit, AD.1.4.12 Print Replacement Unit Report, Display List of Unit Replacement Approval
					AD.1.4.12 Print Replacement Unit Report	
				2. Setting Replacement Vehicle Approval	AD.1.3.11 Display List of Unit Replacement Approval	
			AD.1.5 Monitoring Unit Document	1. Monitoring and Print Document Complement Unit	AD.1.5.1 View List of Expired STNK and KIR	Monitoring Unit Document is mapped with AD.1.5.1 View List of Expired STNK and KIR, AD.1.5.2 Update Progress Expired STNK and KIR, AD.1.5.3 View List of Expired Insurance Policy, AD.1.5.4 Update Progress Expired Insurance policy, AD.1.5.5 Print Monitoring Report Unit Document
					AD.1.5.2 Update Progress Expired STNK and KIR	
					AD.1.5.3 View List of Expired Insurance Policy	
					AD.1.5.4 Update Progress Expired Insurance policy	
					AD.1.5.5 Print Monitoring Report Unit Document	