|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Masukan  *Input* | Proses  *Process* | Keluaran  *Output* | Penanggung Jawab  *Person In Charge* | Waktu Proses  *Process Time* | Media Kendali  *Media Control* | Rekaman/Penyimpanan  *Record* |
|  |  |  | Mgr. Marketing  *Marketing Mgr.* |  | Via Email |  |
| Mgr. Marketing  *Marketing Mgr.* |  | Dokumen CQR  *CQR Documenr* |  |
| Project Coordinator |  |  |  |
| Mgr. Marketing  *Marketing Mgr.* | Maks. 2 Hari  *Max. 2 days* | Dokumen CQR  *CQR Documenr*  Struktur BOM  *BOM Structure* | Dept. Marketing  *Marketing Dept.* |
| Project Coordinator |  |  |  |
|  |  |  |  |
| Project Coordinator |  |  |  |
|  |  |  |  |
| Project Coordinator | Maks. 2 hari dari penerimaan CQR  *Max. 2 days from CQR acceptance* |  | Dept. Marketing  *Marketing Dept.* |
|  |  |  |  |
|  |  |
|  |  |  |  |
| Masukan  *Input* | Proses  *Process* | Keluaran  *Output* | Penanggung Jawab  *Person In Charge* | Waktu Proses  *Process Time* | Media Kendali  *Media Control* | Rekaman/Penyimpanan  *Record* |
|  |  |  |  |  |  |  |
| Mgr. Marketing  *Marketing Mgr.*  Legal Officer | Maks. 1 Hari dari PO  *Max. 1 days from PO* |  |  |
|  |  |  |  |
| Mgr. Marketing  *Marketing Mgr.* |  | Deposite Slip  CBD | Dept. F&A  *F&A Dept.* |
| Mgr. Finance  *Finance Mgr.* |  |  |  |
| Mgr. Marketing  *Marketing Mgr.* | Maks. 2 Hari dari Proses Finance  *Max. 2 days from finance process* | Email / Fax | Dept. Marketing  *Marketing Dept.*  Dept. Accounting  *Accounting Dept.* |
|  |  |  |  |
| Mgr. QA  *QA Manager* |  |  |  |
| Mgr. Marketing  *Marketing Mgr.* | Maks. 2 Hari dari CO  *Max. 2 days from CO* |  | Dept. Marketing  *Marketing Dept.*  Dept. PPIC  *PPIC Dept.*  Plant  Dept. QC  *QC Dept.*  Dept. G. Barang Jadi  *Warehouse Finished Goods Dept.* |
| Mgr. PPIC  *PPIC Mgr.* |  |  |
|  |  |
|  |  |  |
| Masukan  *Input* | Proses  *Process* | Keluaran  *Output* | Penanggung Jawab  *Person In Charge* | Waktu Proses  *Process Time* | Media Kendali  *Media Control* | Rekaman/Penyimpanan  *Record* |
|  |  |  |  |  |  |  |
| Mgr. Produksi  *Production Mgr.* |  |  |  |
| Mgr. QA  *QA Mgr.* |  |  |  |
| Mgr. Marketing  *Marketing Mgr.* |  |  |  |
| Mgr. Marketing  *Marketing Mgr.* |  |  |  |
| Mgr. Finance  *Finance Mgr.* |  |  | Dept. F&A  *F&A Dept.*  Dept. Marketing  *Marketing Dept.*  Pelanggan  *Customer* |
|  |  |  |  |
| Mgr. Marketing  *Marketing Mgr.* |  |  | Dept. Marketing  *Marketing Dept.*  Dept. G. Barang Jadi  *Warehouse Finished Goods Dept.* |
| Mgr. Marketing  *Marketing Mgr.*  Mgr. G. Barang Jadi  *Warehouse Finished Goods Mgr.* |  |  | Dept. G. Barang Jadi  *Warehouse Finished Goods Dept.*  Dept. Accounting  *Accounting Dept.*  Pelanggan  *Customer* |
|  |  |  |

Tujuan : Prosedur ini dibuat untuk melaksanakan

penjualan yang sesuai dengan permintaan

dan order pelanggan serta mengevaluasi

mulai dari proses penawaran, penerimaan

order, distribusi kepada pelanggan sampai

penagihan.

Definisi : -

Penjelasan : -

Dokumen terkait : - Prosedur Contract Review (PS.11.06)

- Prosedur Perencanaan Proses Produksi

(PS.03.01)

- Prosedur Pengendalian Mutu Barang Jadi

(PS.07.03)

- Instruksi Kerja Perubahan Order

(IK.09.02.01)

Format terkait : - Surat Jalan (F.08.02.00.01)

- Job Order (F.09.00.00.01)

|  |  |  |
| --- | --- | --- |
| Dibuat oleh  *Made By* | Diperiksa oleh  *Checked By* | Disetujui oleh  *Approved By* |
|  |  |  |
| Mgr. Marketing  *Marketing Manager* | Wakil Manajemen  *MR* | Direktur  *Director* |
|  |  |  |

- Confirmation Order (F.09.02.00.01)

- Quotation (F.09.02.00.03)

- Analisa BOM (F.09.02.00.04)

- Delivery Order (F.09.02.00.05)

- Drum Plan (F.09.02.00.06)

*Purpose : This procedure is made to implement*

*sales in accordance with the demand*

*and customer orders and evaluate*

*starting from the bidding process,*

*acceptance order, distribution to customer*

*up billing.*

*Definition : -*

*Explanation : -*

*Related Document : - Prosedur Contract Review (PS.11.06)*

*- Prosedur Perencanaan Proses Produksi*

*(PS.03.01)*

- Prosedur Pengendalian Mutu Barang Jadi

(PS.07.03)

*- Instruksi Kerja Perubahan Order*

*(IK.09.02.01)*

*Related Format : - Surat Jalan (F.08.02.00.01)*

*- Job Order (F.09.00.00.01)*

*- Confirmation Order (F.09.02.00.01)*

*- Quotation (F.09.02.00.03)*

*- Analisa BOM (F.09.02.00.04)*

*- Delivery Order (F.09.02.00.05)*

*- Drum Plan (F.09.02.00.06)*