| Save | Submit | Sendback | Check | Approve | Create Follow up Action | Need Additional info | Accepted by Customer |

Requestor

Request Number : << Automatic number CR-nnnn/yr >>

Request Person : << Automatic register name >>

Department : [Department List ▾]

Total Approval : ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Approver 1 [...] << Automatic name >>   << Approver 1 name - mm/dd/yyyy hh:mm >>

Approver 2 [...] << Automatic name >>   << Approver 2 name - mm/dd/yyyy hh:mm >>

Approver 3 [...] << Automatic name >>   << Approver 3 name - mm/dd/yyyy hh:mm >>

Approver 4 [...] << Automatic name >>   << Approver 4 name - mm/dd/yyyy hh:mm >>

Approver 5 [...] << Automatic name >>   << Approver 5 name - mm/dd/yyyy hh:mm >>

Customer Request Information

Date issued : << today { mm/dd/yyyy } >>

Date Received Request : [mm/dd/yyyy] 📅

Date Required by Customer : [mm/dd/yyyy] 📅

Customer Name : [   ]

Trading : [   ]

Product Name :
- ○ Monomer [Monomer Type multiple ▾]
- ○ SAP Type [SAP Type multiple ▾]
- ☐ Other [   ]

Category :
- ☐ Sample   ☐ Sales Specification   ☐ REACH   ☐ GHS   ☐ RoHS   ☐ COA
- ☐ Analysis Data   ☐ Environment Matter   ☐ ISO   ☐ SDS
- ☐ Other [   ]

Quantity >= 20 Kg / type   ○ Y   ○ N   **Show when sample of SAP choosed**

Detail of Request / Explanation :

[   ]

Purpose :

[   ]

Follow up Action

| QA | SE | HR | Prod | DIST | SR |

Accepted by : << Automatic name SPV { mm/dd/yyyy hh:mm } >>

Person in Charge : [...] << Name of PIC {single} >>

Tab sheet display only as per category

Historycal tracking of Follow up Action

| QA | SE | HR | Prod | DIST | SR |

Rev no ▲	Comment	Status Requestor
04	bla..bla..bla...	☑
03	bla..bla..bla...	☑
02	bla..bla..bla...	☑
01	bla..bla..bla...	☑
00		☐

Historycal tracking of Customer Request

Rev no ▲	Comment	Status Customer
04	bla..bla..bla...	☑
03	bla..bla..bla...	☑
02	bla..bla..bla...	☑
01	bla..bla..bla...	☑
00		☐

| Submit | Check | Approve | Send back | Accepted | Need Additional info |

Person in Charge / Requestor Follow up

DRAFT DESIGN

Requestor

Request Person :   << Automatic name >>

Department :   << Automatic Dept >>

Customer Request Information

Date issued :   << today {mm/dd/yyyy} >>

Date Received Request :   << received req {mm/dd/yyyy} >>

Date Required by Customer :   << required date {mm/dd/yyyy} >>

Customer Name :   << Customer Name >>

Trading :   << Trading >>

<<DeptConcernName>> : Action taken by

Name :   << Automatic name action taken >>   Date :   << mm/dd/yyyy >>

Total Approval :   ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Approver 1   [...]   << Automatic name >>   << Approver 1 name - mm/dd/yyyy hh:mm >>

Approver 2   [...]   << Automatic name >>   << Approver 2 name - mm/dd/yyyy hh:mm >>

Approver 3   [...]   << Automatic name >>   << Approver 3 name - mm/dd/yyyy hh:mm >>

Approver 4   [...]   << Automatic name >>   << Approver 4 name - mm/dd/yyyy hh:mm >>

Approver 5   [...]   << Automatic name >>   << Approver 5 name - mm/dd/yyyy hh:mm >>

Brief content of follow up action

Requestor Decision

Requestor accepted :   << ACCEPTED - mm/dd/yyyy hh:mm >>

Requestor Comment

Document history

Submit Check

Person in Charge / Requestor Follow up

DRAFT DESIGN

Requestor

Request Person :   << Automatic name >>

Department :   << Automatic Dept >>

Customer Request Information

Date issued :   << today {mm/dd/yyyy} >>

Date Received Request :   << received req {mm/dd/yyyy} >>

Date Required by Customer :   << required date {mm/dd/yyyy} >>

Customer Name :   << Customer Name >>

Trading :   << Trading >>

<<DeptConcernName>> : Action taken by

Name :   << Automatic name action taken >>   Date :   << mm/dd/yyyy >>

Brief content of follow up action

Document history

Person in Charge / Requestor Follow up

DRAFT DESIGN

Requestor

Request Person : << Automatic name >>

Department : << Automatic Dept >>

Customer Request Information

Date issued : << today {mm/dd/yyyy} >>

Date Received Request : << received req {mm/dd/yyyy} >>

Date Required by Customer : << required date {mm/dd/yyyy} >>

Customer Name : << Customer Name >>

Trading : << Trading >>

Distribution : Action taken by

Name : << Automatic name action taken >>   Date : << mm/dd/yyyy >>

Total Approval : ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Approver 1   [...]   << Automatic name >>

Approver 2   [...]   << Automatic name >>

Approver 3   [...]   << Automatic name >>

Approver 4   [...]   << Automatic name >>

Approver 5   [...]   << Automatic name >>

Schedule information

Enable/visible when 1st step of Sample Request

Load sheet information

Enable/visible when 2nd step of Sample Request

Physical Evidence

Enable/visible from SR step of Sample Request

Approver information

Schedule Approver	Load Sheet Approver
<< Approver 1 name - mm/dd/yyyy hh:mm >>	<< Approver 1 name - mm/dd/yyyy hh:mm >>
<< Approver 2 name - mm/dd/yyyy hh:mm >>	<< Approver 2 name - mm/dd/yyyy hh:mm >>
<< Approver 3 name - mm/dd/yyyy hh:mm >>	<< Approver 3 name - mm/dd/yyyy hh:mm >>
<< Approver 4 name - mm/dd/yyyy hh:mm >>	<< Approver 4 name - mm/dd/yyyy hh:mm >>
<< Approver 5 name - mm/dd/yyyy hh:mm >>	<< Approver 5 name - mm/dd/yyyy hh:mm >>

Document history

Submit to Customer / PIC   **Cancel**   **Complete**

Follow up Action

| QA | SE | HR | Prod | DIST | SR |

☐ Return to this Section

Accepted by :   << Automatic name SPV >>

Person in Charge :   << Name of PIC {single} >>

Requestor Information to Customer

Customer accepted :   << ACCEPTED >>

Date send to customer :   mm/dd/yyyy 📅

Send by   Name :   [   ]

Department :   [Department List ▼]

Correspondent evidence with Customer

[   ]

Document history

DRAFT DESIGN

REQUESTOR Activities

Submit to PIC when Need Additional Info from Customer
Submit to Customer only Saving mode
Complete -> Accepted by Customer / Finish