Tester Details

Description	**SAP Material Master Workflow System Test**		
Tester Name			
Testing Client	Joget Workflow http://172.16.10.109/jw/web/login	**Details**	SAP Material Master Workflow System Test
Testing Date			
Module	QM (New Creation)		

Testing Overview

Note: Key User to include additional scenarios if not listed at below.

Scenario 1	Objective	PIC	Result/Remarks
ZCMD Chemical Direct **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000102 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMD Chemicals Direct Material Description : Plant :	Zulhelmi	OK(22/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. | Department | Material Type MM.2019.08.00000102 | Thu, 22 Aug 2019 11:09:19 AM | Juliana Bt. Sakka | F09 | TGSB IT | ZCMD Chemicals Direct | QM Approval One item found.	Zulhelmi	OK(22/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Data not completed	Zulhelmi	OK(22/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;Dayana Bt. Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Zulhelmi B. Mohd Zaini , Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000102 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMD Chemicals Direct Material Description : Plant :	Zulhelmi	OK(22/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. | Department | Material Type MM.2019.08.00000102 | Thu, 22 Aug 2019 11:09:19 AM | Juliana Bt. Sakka | F09 | TGSB IT | ZCMD Chemicals Direct | QM Approval One item found.	Zulhelmi	OK(22/08/2019)

6	**QM** click 'Approve' and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Ok to proceed.	Zulhelmi	OK(22/08/2019)
7	**QM** receive email to resubmit from IT CDM. Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000102 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMD Chemicals Direct Material Description : Plant :	Zulhelmi	OK(22/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission Ticket No. / Submit Date / Requestor Name / Factory No. / Department / Material Type MM.2019.08.00000102 / Thu, 22 Aug 2019 11:09:19 AM / Juliana Bt. Sakka / F09 / TGSB IT / ZCMD Chemicals Direct / QM Resubmit One item found.	Zulhelmi	OK(22/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation	Zulhelmi	OK(22/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(22/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Complete Cancel	Zulhelmi	OK(22/08/2019)
12	**QM** check status in Report. Status become: Pending IT CDM Approval.	Zulhelmi	OK(22/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000102 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMD Chemicals Direct Material Description : Plant :	Zulhelmi	OK(22/08/2019)

14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. Ticket No. | Submit Date | Requestor Name | Factory No. | Department | Material Type MM.2019.08.00000102 | Thu, 22 Aug 2019 11:09:19 AM | Juliana Bt. Sakka | F09 | TGSB IT | ZCMD Chemicals Direct | QM Check Download File	Zulhelmi	OK(22/08/2019)
15	**QM** click No to download file so IT CDM can re-upload. Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked: Thu, 22 Aug 2019 12:20:05 PM Remarks *: Problem on PP part	Zulhelmi	OK(22/08/2019)
16	After IT CDM re-upload File, **QM** will receive em ail notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. | MM.2019.08.00000102 Requester Name/Factory | Juliana Bt. Sakka (F09) Material Type | ZCMD Chemicals Direct Material Description | Plant |	Zulhelmi	OK(22/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. | Department | Material Type MM.2019.08.00000102 | Thu, 22 Aug 2019 11:09:19 AM | Juliana Bt. Sakka | F09 | TGSB IT | ZCMD Chemicals Direct | QM Check Download File One item found.	Zulhelmi	OK(22/08/2019)
18	**QM** click Yes to download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked: Thu, 22 Aug 2019 12:22:32 PM Remarks *: File is confirmed.	Zulhelmi	OK(22/08/2019)

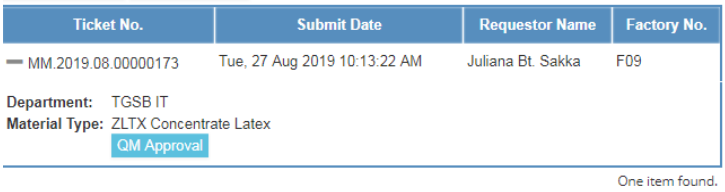
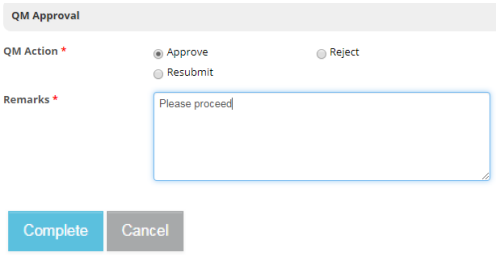
Scenario 2	Objective	PIC	Result/Remarks
ZCM1 Chemical Indirect **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakk Zulhelmi B. Mohd Zaini , Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000116 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMI Chemicals Indirect Material Description : Plant : 3702	Zulhelmi	OK(22/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000116 Thu, 22 Aug 2019 5:00:37 PM Juliana Bt. Sakka F09 **Department:** TGSB IT **Material Type:** ZCMI Chemicals Indirect QM Approval	Zulhelmi	OK(22/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. **QM Approval** **QM Action** * Approve Reject Resubmit **Remarks** * Wrong data format	Zulhelmi	OK(22/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;Dayana Bt. Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Zulhelmi B. Mohd Zaini , Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000116 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMI Chemicals Indirect Material Description : Plant : 3702	Zulhelmi	OK(22/08/2019)

5	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000116 Thu, 22 Aug 2019 5:00:37 PM Juliana Bt. Sakka F09 **Department:** TGSB IT **Material Type:** ZCMI Chemicals Indirect QM Approval	Zulhelmi	OK(22/08/2019)
6	**QM** click 'Approve' and click 'Complete' to submit. **QM Approval** **QM Action** * ◉ Approve ○ Reject ○ Resubmit **Remarks** * Ok to proceed.	Zulhelmi	OK(22/08/2019)
7	**QM** receive email to resubmit from IT CDM. Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;Dayana Bt. Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Zulhelmi B. Mohd Zaini , Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000116 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMI Chemicals Indirect Material Description : Plant : 3702	Zulhelmi	OK(22/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission	Zulhelmi	OK(22/08/2019)

9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation MM.2019.08.00000116 Thu, 22 Aug 2019 5:00:37 PM Juliana Bt. Sakka F09 **Department:** TGSB IT **Material Type:** ZCMI Chemicals Indirect QM Resubmit	Zulhelmi	OK(22/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(22/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Date / Name / Status / Remarks Aug 22, 2019 5:00:37 PM / Juliana Bt. Sakka / Submitted / Submitted for next action. Aug 22, 2019 5:00:59 PM / Juliana Bt. Sakka / Approved / Ok to proceed. Aug 22, 2019 5:01:24 PM / Juliana Bt. Sakka / Approved / Ok to proceed. Aug 22, 2019 5:15:56 PM / Mohamad Zulhelmi B. Mohd Zaini / Resubmit / Wrong data format Aug 22, 2019 5:16:49 PM / Juliana Bt. Sakka / Resubmitted / Resubmitted for next action. Aug 22, 2019 5:19:23 PM / Mohamad Zulhelmi B. Mohd Zaini / Approved / Ok to proceed. Aug 22, 2019 5:37:46 PM / Juliana Bt. Sakka / Approved / Ok to proceed. Aug 22, 2019 5:38:22 PM / Juliana Bt. Sakka / Resubmit / pls amend. Complete Cancel	Zulhelmi	OK(22/08/2019)
12	**QM** check status in Report. Status become: Pending IT CDM Approval. MM.2019.08.00000116 Thu, 22 Aug 2019 5:00:37 PM Pending IT CDM Approval Juliana Bt. Sakka F09 TGSB IT New Creation ZCMI Chemicals Indirect 3702 2.	Zulhelmi	OK(22/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file anc find any incorrect or missing setting, highlight to us immediately before SA start do transaction in material master. Ticket No. : MM.2019.08.00000116 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZCMI Chemicals Indirect Material Description : Plant : 3702	Zulhelmi	OK(22/08/2019)

14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000116 Thu, 22 Aug 2019 5:00:37 PM Juliana Bt. Sakka F09 **Department:** TGSB IT **Material Type:** ZCMI Chemicals Indirect QM Check Download File	Zulhelmi	OK(22/08/2019)
15	**QM** click No to download file so IT CDM can re-upload. **Confirm Download File? If yes, kindly proceed QM inspection plan. *** Yes No **Date Checked** Thu, 22 Aug 2019 5:49:49 PM **Remarks *** Wrong in PP part	Zulhelmi	OK(22/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file.	Zulhelmi	OK(22/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. MM.2019.08.00000116 | Thu, 22 Aug 2019 5:00:37 PM | Juliana Bt. Sakka | F09 One item found.	Zulhelmi	OK(22/08/2019)
18	**QM** click Yes to download file. **Material Master Creation - QM Check Download File** **Upload By** Juliana Bt. Sakka **Upload Date** Thu, 22 Aug 2019 5:46:52 PM **File Upload *** 1. Chemical Direct_MY_TH GLOVE.xlsx **Remarks *** Done action in SAP. Kindly check download file **Please Confirm Download File** **Confirm Download File? If yes, kindly proceed QM inspection plan. *** Yes No **Date Checked** Thu, 22 Aug 2019 5:50:36 PM **Remarks *** File is confirmed.	Zulhelmi	OK(22/08/2019)

Scenario 3	Objective	PIC	Result/Remarks
ZLTX Concentrated Latex **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000173 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZLTX Concentrate Latex Material Description : Plant :	Zulhelmi	OK(27/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. MM.2019.08.00000173 | Tue, 27 Aug 2019 10:13:22 AM | Juliana Bt. Sakka | F09 One item found.	Zulhelmi	OK(27/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Please check blank space	Zulhelmi	OK(27/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000173 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZLTX Concentrate Latex Material Description : New mixture creation Plant :	Zulhelmi	OK(27/08/2019)

5	**QM** will find pending approval inbox in QM Approval> New Creation  	Zulhelmi	OK(27/08/2019)
6	**QM** click 'Approve' and click 'Complete' to submit.  	Zulhelmi	OK(27/08/2019)
7	**QM** receive email to resubmit from IT CDM.	Zulhelmi	OK(27/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission	Zulhelmi	OK(27/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation	Zulhelmi	OK(27/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(27/08/2019)

11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit.	Zulhelmi	OK(27/08/2019)
12	**QM** check status in Report. Status become: Pending IT CDM Approval.	Zulhelmi	OK(27/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000173 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZLTX Concentrate Latex Material Description : New mixture creation Plant :	Zulhelmi	OK(27/08/2019)
14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. Ticket No. | Submit Date | Requestor Name | Factory No. MM.2019.08.00000173 | Tue, 27 Aug 2019 10:13:22 AM | Juliana Bt. Sakka | F09 Department: TGSB IT Material Type: ZLTX Concentrate Latex QM Check Download File	Zulhelmi	
15	**QM** click No to download file so IT CDM can re-upload. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Tue, 27 Aug 2019 11:33:06 AM Remarks * Wrong material desription	Zulhelmi	OK(27/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file. The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000173 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZLTX Concentrate Latex Material Description : New mixture creation Plant :	Zulhelmi	OK(27/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. MM.2019.08.00000173 | Tue, 27 Aug 2019 10:13:22 AM | Juliana Bt. Sakka | F09 Department: TGSB IT Material Type: ZLTX Concentrate Latex QM Check Download File	Zulhelmi	OK(27/08/2019)
18	**QM** click Yes to download file. Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No	Zulhelmi	OK(27/08/2019)

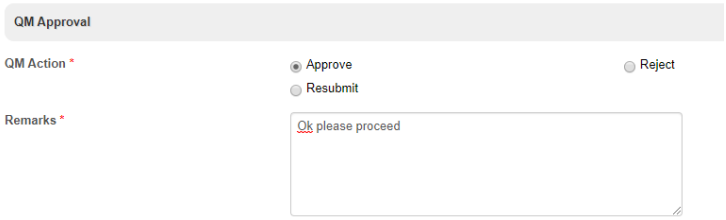
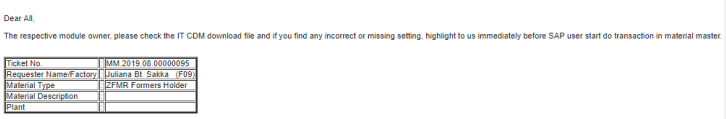
Scenario 4	Objective	PIC	Result/Remarks
ZFMR Formers **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000291 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFMR Formers Material Description : Formers Material Plant : 1102;1105;1111;1113;1531	Zulhelmi	OK(22/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFMR Formers QM Approval	Zulhelmi	OK(22/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Document not complete	Zulhelmi	OK(22/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Details are as below: Ticket No. : MM.2019.08.00000291 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFMR Formers Material Description : Formers Material Plant : 1102;1105;1111;1113;1531	Zulhelmi	OK(22/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFMR Formers QM Approval	Zulhelmi	OK(22/08/2019)
6	**QM** click 'Approve' and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Ok to proceed.TO CO	Zulhelmi	OK(22/08/2019)

7	**QM** receive email to resubmit from IT CDM. RESUBMISSION: [] Material Master (ZFMR Formers) / (Module QM) REPLY REPLY ALL FO TGMaterialMaster@topglove.com.my Wed 28/8/2019 5:42 PM To: Mohamad Zulhelmi B. Mohd Zaini (Top Glove - F09); Dayana Bt. Azman (Top Glove - F09); Juliana Bt. Sakka (Top Glove - F Nor Hasniza Bt. Mohamad Ikhsuan (Top Glove - F09); Siti Maisara Aiza Bt. Hasmon (Top Glove - F09); Cc: Dayana Bt. Azman (Top Glove - F09); Enterprise Vault + Ge Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;Da Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Mohd Zaini, Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000291 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFMR Formers Material Description : Formers Material Plant : 1102;1105;1111;1113;1531	Zulhelmi	OK(22/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Pending QM Resubmission Dayana Bt. Azman F09 0001124105 New Creation ZFMR Forme	Zulhelmi	OK(22/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFMR Formers QM Resubmit	Zulhelmi	OK(22/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail Audit Trail Date / Name / Status / Remarks Aug 28, 2019 5:27:48 PM / Dayana Bt. Azman / Submitted / Submitted for next action. Aug 28, 2019 5:28:44 PM / Dayana Bt. Azman / Approved / Ok to proceed. TO PP Aug 28, 2019 5:29:20 PM / Dayana Bt. Azman / Approved / Ok to proceed.TO QM Aug 28, 2019 5:31:04 PM / Mohamad Zulhelmi B. Mohd Zaini / Resubmit / Document not complete Aug 28, 2019 5:32:57 PM / Dayana Bt. Azman / Resubmitted / Resubmitted for next action. Aug 28, 2019 5:41:20 PM / Mohamad Zulhelmi B. Mohd Zaini / Approved / Ok to proceed.TO CO Aug 28, 2019 5:41:51 PM / Dayana Bt. Azman / Approved / Ok to proceed. Aug 28, 2019 5:42:32 PM / Dayana Bt. Azman / Resubmit / Please check material data	Zulhelmi	OK(22/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Complete Cancel	Zulhelmi	OK(22/08/2019)

12	**QM** check status in Report. Status become: Pending IT CDM Approval. MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Pending IT CDM Approval Dayana Bt. Azman F09 0001124105 New Creation ZFMR Formers	Zulhelmi	OK(22/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000291 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFMR Formers Material Description : Formers Material Plant : 1102;1105;1111;1113;1531	Zulhelmi	OK(22/08/2019)
14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFMR Formers QM Check Download File	Zulhelmi	OK(22/08/2019)
15	**QM** click No to download file so IT CDM can re-upload. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Wed, 28 Aug 2019 5:48:23 PM Remarks * Data that have been sent not completed	Zulhelmi	OK(22/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file. The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000291 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFMR Formers Material Description : Formers Material Plant : 1102;1105;1111;1113;1531 Current Status *Kindly refer material type for module involved Coordinator : Coordinator IT : PP : QM : No CO : FI :	Zulhelmi	OK(22/08/2019)

17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation MM.2019.08.0000029 Wed, 28 Aug 2019 5:27:47 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFMR Formers QM Check Download File	Zulhelmi	OK(22/08/2019)
18	**QM** click Yes to download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Wed, 28 Aug 2019 5:48:58 PM Remarks * File is confirmed.	Zulhelmi	OK(22/08/2019)

Scenario 5	Objective	PIC	Result/Remarks
ZFMR Formers Holder **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Details are as below: Ticket No. : MM.2019.08.00000095 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZFMR Formers Holder Material Description : Plant :	Zulhelmi	OK(22/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. | Department | Material Type | MM.2019.08.00000095 | Thu, 22 Aug 2019 10:15:28 AM | Juliana Bt. Sakka | F09 | TGSB IT | ZFMR Formers Holder | QM Approval One item found.	Zulhelmi	OK(22/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Please check material code	Zulhelmi	OK(22/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Details are as below: Ticket No. : MM.2019.08.00000095 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZFMR Formers Holder Material Description : Plant :	Zulhelmi	OK(22/08/2019)

5	**QM** will find pending approval inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. | Department | Material Type | MM.2019.08.00000095 | Thu, 22 Aug 2019 10:15:28 AM | Juliana Bt. Sakka | F09 | TGSB IT | ZFMR Formers Holder | QM Approval One item found.	Zulhelmi	OK(22/08/2019)
6	**QM** click 'Approve' and click 'Complete' to submit.  QM Approval QM Action * Approve Reject Resubmit Remarks * Ok please proceed	Zulhelmi	OK(22/08/2019)
7	**QM** receive email to resubmit from IT CDM.  Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000095 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZFMR Formers Holder Material Description : Plant :	Zulhelmi	OK(22/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission	Zulhelmi	OK(22/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation	Zulhelmi	OK(22/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(22/08/2019)

11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit.	Zulhelmi	OK(22/08/2019)
12	**QM** check status in Report. Status become: Pending IT CDM Approval.	Zulhelmi	OK(22/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. MM.2019.08.00000095 Requester Name/Factory Juliana Bt. Sakka (F09) Material Type ZFMR Formers Holder Material Description Plant	Zulhelmi	OK(22/08/2019)
14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. Ticket No. / Submit Date / Requestor Name / Factory No. / Department / Material Type MM.2019.08.00000095 / Thu, 22 Aug 2019 10:15:28 AM / Juliana Bt. Sakka / F09 / TGSB IT / ZFMR Formers Holder / QM Check Download File One item found.	Zulhelmi	OK(22/08/2019)
15	**QM** click No to download file so IT CDM can re-upload. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Thu, 22 Aug 2019 12:36:31 PM Remarks * Missing data on PP part	Zulhelmi	OK(22/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. MM.2019.08.00000095 Requester Name/Factory Juliana Bt. Sakka (F09) Material Type ZFMR Formers Holder Material Description Plant	Zulhelmi	OK(22/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation Ticket No. / Submit Date / Requestor Name / Factory No. / Department / Material Type MM.2019.08.00000095 / Thu, 22 Aug 2019 10:15:28 AM / Juliana Bt. Sakka / F09 / TGSB IT / ZFMR Formers Holder / QM Check Download File One item found.	Zulhelmi	OK(22/08/2019)
18	**QM** click Yes to download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Thu, 22 Aug 2019 12:38:02 PM Remarks * File is confirmed.	Zulhelmi	OK(22/08/2019)

Scenario 6	Objective	PIC	Result/Remarks
ZSFI Compounded Latex **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Details are as below: Ticket No. : MM.2019.08.00000183 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZSF1 Compounded Latex Material Description : Plant : 3702	Zulhelmi	OK(28/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. MM.2019.08.00000183 | Tue, 27 Aug 2019 11:52:24 AM | Juliana Bt. Sakka | F09 Department: TGSB IT Material Type: ZSF1 Compounded Latex QM Approval One item found.	Zulhelmi	OK(28/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Material number exceed	Zulhelmi	OK(28/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000183 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZSF1 Compounded Latex Material Description : Plant : 3702	Zulhelmi	OK(28/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation Ticket No. | Submit Date | Requestor Name | Factory No. MM.2019.08.00000183 | Tue, 27 Aug 2019 11:52:24 AM | Juliana Bt. Sakka | F09 Department: TGSB IT Material Type: ZSF1 Compounded Latex QM Approval	Zulhelmi	OK(28/08/2019)

6	**QM** click 'Approve' and click 'Complete' to submit. QM Approval QM Action * ◉ Approve ○ Reject ○ Resubmit Remarks * Ok Please proceed TQ	Zulhelmi	OK(28/08/2019)
7	**QM** receive email to resubmit from IT CDM. Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000183 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZSF1 Compounded Latex Material Description : Plant : 3702	Zulhelmi	OK(28/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000183 Tue, 27 Aug 2019 11:52:24 AM Pending QM Resubmission Juliana Bt. Sakka	Zulhelmi	OK(28/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation MM.2019.08.00000183 Tue, 27 Aug 2019 11:52:24 AM Juliana Bt. Sakka F09 Department: TGSB IT Material Type: ZSF1 Compounded Latex QM Resubmit	Zulhelmi	OK(28/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(28/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Date / Name / Status / Remarks Aug 27, 2019 11:52:25 AM / Juliana Bt. Sakka / Submitted / Submitted for next action. Aug 27, 2019 11:53:24 AM / Juliana Bt. Sakka / Approved / Ok to proceed. Aug 27, 2019 11:54:02 AM / Juliana Bt. Sakka / Approved / Ok to proceed. Aug 27, 2019 11:58:07 AM / Mohamad Zulhelmi B. Mohd Zaini / Resubmit / Material number exceed Aug 27, 2019 11:59:45 AM / Juliana Bt. Sakka / Resubmitted / Resubmitted for next action. Aug 27, 2019 12:02:20 PM / Mohamad Zulhelmi B. Mohd Zaini / Approved / Ok Please proceed TQ Aug 27, 2019 12:15:10 PM / Juliana Bt. Sakka / Approved / Ok to proceed. Aug 27, 2019 2:59:20 PM / Juliana Bt. Sakka / Resubmit / missing inspection plan Complete Cancel	Zulhelmi	OK(28/08/2019)

12	**QM** check status in Report. Status become: Pending IT CDM Approval.	Zulhelmi	OK(28/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000183 Requester Name/Factory : Juliana Bt. Sakka (F09) Material Type : ZSF1 Compounded Latex Material Description : Plant : 3702	Zulhelmi	OK(28/08/2019)
14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000183 Tue, 27 Aug 2019 11:52:24 AM Juliana Bt. Sakka F09 Department: TGSB IT Material Type: ZSF1 Compounded Latex QM Check Download File	Zulhelmi	OK(28/08/2019)
15	**QM** click No to download file so IT CDM can re-upload.	Zulhelmi	OK(28/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Tue, 27 Aug 2019 3:27:15 PM Remarks * Please ammmend coordinator part TQ	Zulhelmi	OK(28/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation MM.2019.08.00000183 Tue, 27 Aug 2019 11:52:24 AM Juliana Bt. Sakka F09 Department: TGSB IT Material Type: ZSF1 Compounded Latex QM Check Download File	Zulhelmi	OK(28/08/2019)
18	**QM** click Yes to download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Tue, 27 Aug 2019 3:35:39 PM Remarks * File is confirmed.	Zulhelmi	

Scenario 7	Objective	PIC	Result/Remarks
ZFG4 FG-Porcelain Former **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000192 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFG4 FG-Porcelain Former Material Description : Porcelaine Plant : 1513	Zulhelmi	OK(28/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation M.2019.08.00000192 Tue, 27 Aug 2019 4:49:31 PM Dayana Bt. Azman F09 0001124105 ZFG4 FG-Porcelain Former QM Approval	Zulhelmi	OK(28/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Please properly TQ	Zulhelmi	OK(28/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Details are as below: Ticket No. : MM.2019.08.00000192 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFG4 FG-Porcelain Former Material Description : Porcelaine Plant : 1513	Zulhelmi	OK(28/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000192 Tue, 27 Aug 2019 4:49:31 PM Dayana Bt. Azman F09 0001124105 ZFG4 FG-Porcelain Former QM Approval 2 items found, displaying all items.	Zulhelmi	OK(28/08/2019)
6	**QM** click 'Approve' and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Ok to proceed.	Zulhelmi	OK(28/08/2019)

7	**QM** receive email to resubmit from IT CDM. Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000192 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFG4 FG-Porcelain Former Material Description : Porcelaine Plant : 1513	Zulhelmi	OK(28/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000192 Tue, 27 Aug 2019 4:49:31 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFG4 FG-Porcelain Former QM Resubmit	Zulhelmi	OK(28/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation	Zulhelmi	OK(28/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(28/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Complete Cancel	Zulhelmi	OK(28/08/2019)
12	**QM** check status in Report. Status become: Pending IT CDM Approval. MM.2019.08.00000192 Tue, 27 Aug 2019 4:49:31 PM Pending IT CDM Approval Dayana Bt. Azman	Zulhelmi	OK(28/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before user start do transaction in material master. Ticket No. : MM.2019.08.00000192 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZFG4 FG-Porcelain Former Material Description : Porcelaine Plant : 1513	Zulhelmi	OK(28/08/2019)

14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000192 Tue, 27 Aug 2019 4:49:31 PM Dayana Bt. Azman F09 0001124105 ZFG4 FG-Porcelain Former QM Check Download File	Zulhelmi	OK(28/08/2019)
15	**QM** click No to download file so IT CDM can re-upload. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Tue, 27 Aug 2019 5:33:45 PM Remarks * Co part need to be amend	Zulhelmi	OK(28/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file.	Zulhelmi	OK(28/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation MM.2019.08.00000192 Tue, 27 Aug 2019 4:49:31 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFG4 FG-Porcelain Former QM Check Download File	Zulhelmi	OK(28/08/2019)
18	**QM** click Yes to download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Tue, 27 Aug 2019 5:34:49 PM Remarks * File is confirmed.	Zulhelmi	OK(28/08/2019)

Scenario 8	Objective	PIC	Result/Remarks
ZSFG Semi Finished Product & ZFG1 Finished Product **Requester → Coordinator → PP → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Details are as below: Ticket No. : MM.2019.08.00000195 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZSFG Semi Finished Product & ZFG1 Finished Product Material Description : 2ND Grade SFG Plant : 1102;1111	Zulhelmi	OK(28/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Dayana Bt. Azman F09 0001124105 ZSFG Semi Finished Product & ZFG1 Finished Product QM Approval 2 items found, displaying all items.	Zulhelmi	OK(28/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Please check again	Zulhelmi	OK(28/08/2019)
4	**QM** receive email notification to re-approve after PP done resubmit. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000195 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZSFG Semi Finished Product & ZFG1 Finished Product Material Description : 2ND Grade SFG Plant : 1102;1111	Zulhelmi	OK(28/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Dayana Bt. Azman F09 0001124105 ZSFG Semi Finished Product & ZFG1 Finished Product QM Approval	Zulhelmi	OK(28/08/2019)

6	**QM** click 'Approve' and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Ok to proceed.	Zulhelmi	OK(28/08/2019)
7	**QM** receive email to resubmit from IT CDM. Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Nurul Syafiqah Bt. Sulaiman;Juliana Bt. Sakka;Dayana Bt. Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Zulhelmi B. Mohd Zaini, Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000195 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZSFG Semi Finished Product & ZFG1 Finished Product Material Description : 2ND Grade SFG Plant : 1102;1111	Zulhelmi	OK(28/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Pending QM Resubmission Dayana Bt. Azman	Zulhelmi	OK(28/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZSFG Semi Finished Product & ZFG1 Finished Product QM Resubmit	Zulhelmi	OK(28/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(28/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Complete Cancel	Zulhelmi	OK(28/08/2019)

12	**QM** check status in Report. Status become: Pending IT CDM Approval. MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Pending IT CDM Approval Dayana Bt. Azman	Zulhelmi	OK(28/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. **Dear All,** The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. **Dear PP PIC,** Kindly proceed with BOM and Routing and do inform IT CDM once done to proceed GRC. **Dear IT PP PIC,** Kindly proceed with superBOM. **Dear IT SD PIC,** Kindly proceed with SD Pricing. **Dear Marketer,** Kindly proceed with pricing. **Dear QM PIC,** Kindly proceed with QM inspection plan. Ticket No. : MM.2019.08.00000195 Requester Name/Factory : Dayana Bt. Azman (Dayana Bt. Azman) Material Type : ZSFG Semi Finished Product & ZFG1 Finished Product Material Description : 2ND Grade SFG Plant : 1102,1111	Zulhelmi	OK(28/08/2019)
14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Dayana Bt. Azman F09 **Department:** 0001124105 **Material Type:** ZSFG Semi Finished Product & ZFG1 Finished Product QM Check Download File	Zulhelmi	OK(28/08/2019)
15	**QM** click No to download file so IT CDM can re-upload. **Please Confirm Download File** **Confirm Download File? If yes, kindly proceed QM inspection plan. *** Yes No **Date Checked** Tue, 27 Aug 2019 6:08:43 PM **Remarks *** Please state which part to amend.	Zulhelmi	OK(28/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file.	Zulhelmi	OK(28/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Dayana Bt. Azman F09 **Department:** 0001124105 **Material Type:** ZSFG Semi Finished Product & ZFG1 Finished Product QM Check Download File	Zulhelmi	OK(28/08/2019)
18	**QM** click Yes to download file. **Please Confirm Download File** **Confirm Download File? If yes, kindly proceed QM inspection plan. *** Yes No **Date Checked** Tue, 27 Aug 2019 6:09:46 PM **Remarks *** File is confirmed.	Zulhelmi	OK(28/08/2019)

Scenario 9	Objective	PIC	Result/Remarks
ZBIO Biomass **Requester → Coordinator → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000288 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZBIO Biomass Material Description : Biomass Material Plant :	Zulhelmi	OK(28/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000288 Wed, 28 Aug 2019 4:54:19 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZBIO Biomass QM Approval	Zulhelmi	OK(28/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Need to recheck again	Zulhelmi	OK(28/08/2019)

4	**QM** receive email notification to re-approve after Coordinator done resubmit. Int:[] Material Master (ZBIO Biomass) / (Module QM) REPLY REPLY ALL FORWARD TGMaterialMaster@topglove.com.my Mark Wed 28/8/2019 4:59 PM To: Mohamad Zulhelmi B. Mohd Zaini (Top Glove - F09); Dayana Bt. Azman (Top Glove - F09); Juliana Bt. Sakka (Top Glove - F09); Nor Hasniza Bt. Mohamad Ikhsuan (Top Glove - F09); Siti Maisara Aiza Bt. Hasmon (Top Glove - F09); Cc: Dayana Bt. Azman (Top Glove - F09); Enterprise Vault Action Items + Get more Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;Dayana B Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Zulhe Mohd Zaini, Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000288 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZBIO Biomass Material Description : Biomass Material Plant :	Zulhelmi	OK(28/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000288 Wed, 28 Aug 2019 4:54:19 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZBIO Biomass QM Approval	Zulhelmi	OK(28/08/2019)
6	**QM** click 'Approve' and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Ok to proceed.TO CO	Zulhelmi	OK(28/08/2019)
7	**QM** receive email to resubmit from IT CDM. Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;Dayana Bt. Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Zulhelmi B. Mohd Zaini, Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000288 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZBIO Biomass Material Description : Biomass Material Plant :	Zulhelmi	OK(28/08/2019)

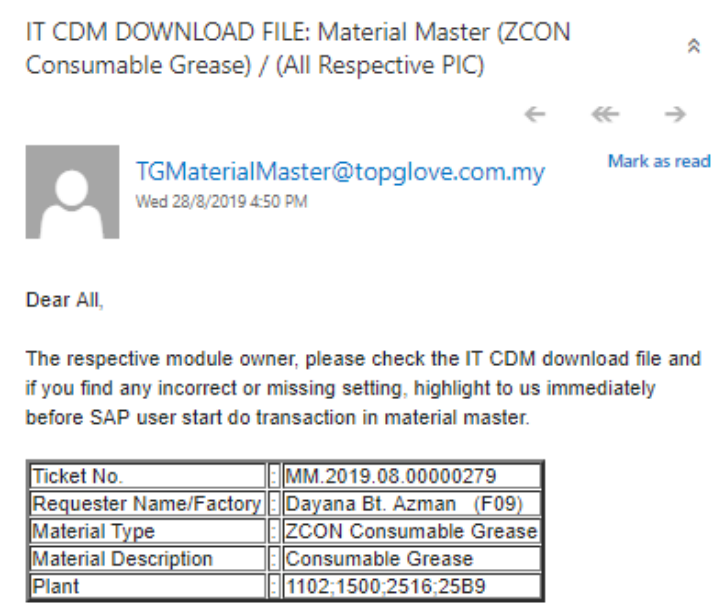
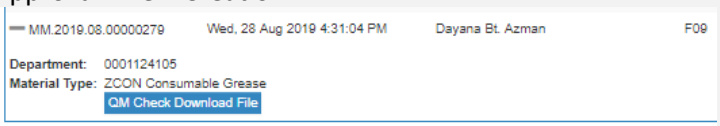
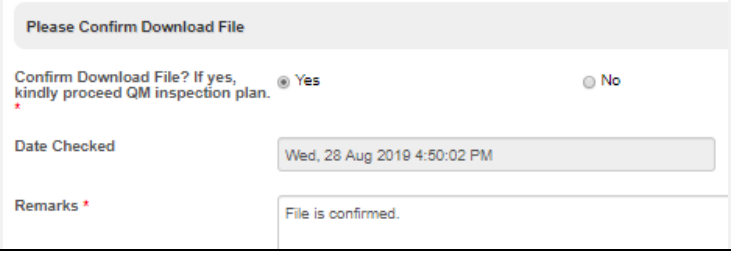
8	**QM** check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000288 Wed, 28 Aug 2019 4:54:19 PM Pending QM Resubmission Dayana Bt. Azman F09 0001124105 New Creation ZBIO Biomass	Zulhelmi	OK(28/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation MM.2019.08.00000288 Wed, 28 Aug 2019 4:54:19 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZBIO Biomass QM Resubmit	Zulhelmi	OK(28/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail Audit Trail Date / Name / Status / Remarks Aug 28, 2019 4:54:20 PM / Dayana Bt. Azman / Submitted / Submitted for next action. Aug 28, 2019 4:57:09 PM / Dayana Bt. Azman / Approved / Ok to proceed. Aug 28, 2019 4:58:52 PM / Mohamad Zulhelmi B. Mohd Zaini / Resubmit / Need to recheck again Aug 28, 2019 4:59:33 PM / Dayana Bt. Azman / Resubmitted / Resubmitted for next action. Aug 28, 2019 5:02:12 PM / Mohamad Zulhelmi B. Mohd Zaini / Approved / Ok to proceed.TO CO Aug 28, 2019 5:02:44 PM / Dayana Bt. Azman / Approved / Ok to proceed. Aug 28, 2019 5:04:32 PM / Dayana Bt. Azman / Resubmit / Please check again	Zulhelmi	OK(28/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Complete Cancel	Zulhelmi	OK(28/08/2019)
12	**QM** check status in Report. Status become: Pending IT CDM Approval.	Zulhelmi	OK(28/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000288 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZBIO Biomass Material Description : Biomass Material Plant :	Zulhelmi	OK(28/08/2019)
14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000288 Wed, 28 Aug 2019 4:54:19 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZBIO Biomass QM Check Download File	Zulhelmi	OK(28/08/2019)

15	**QM** click No to download file so IT CDM can re-upload. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Wed, 28 Aug 2019 5:10:27 PM Remarks * Format cannot be downloaded	Zulhelmi	OK(28/08/2019)
16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000288 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZBIO Biomass Material Description : Biomass Material Plant :	Zulhelmi	OK(28/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation MM.2019.08.00000288 Wed, 28 Aug 2019 4:54:19 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZBIO Biomass QM Check Download File	Zulhelmi	OK(28/08/2019)
18	**QM** click Yes to download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Wed, 28 Aug 2019 5:11:01 PM Remarks * File is confirmed.	Zulhelmi	OK(28/08/2019)

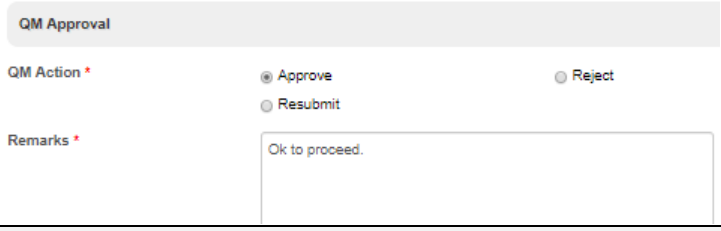
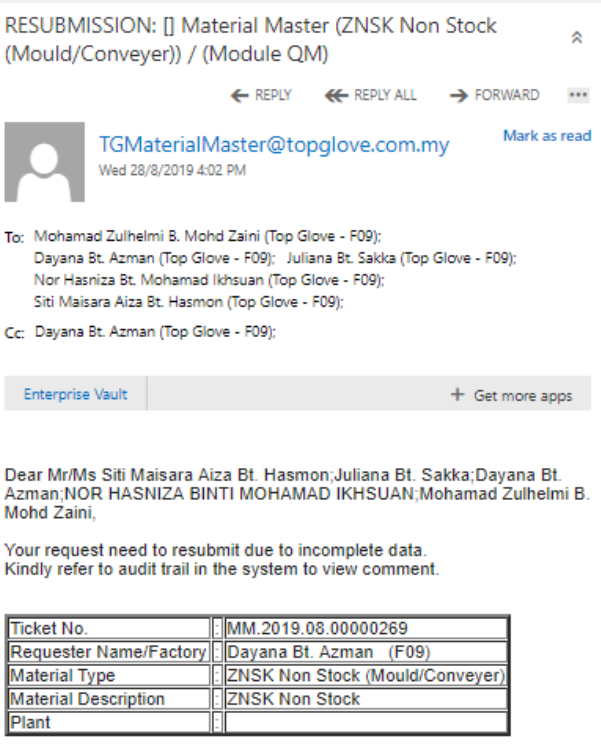
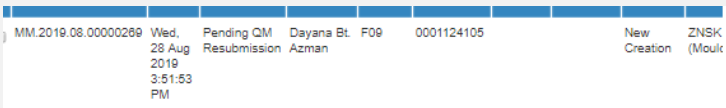
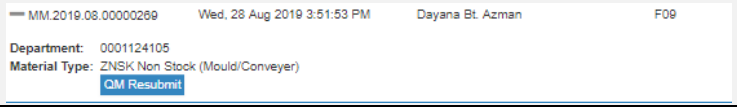
Scenario 10	Objective	PIC	Result/Remarks
ZCON Consumable Grease **Requester → Coordinator → QM → CO → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Details are as below: Ticket No. : MM.2019.08.00000279 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZCON Consumable Grease Material Description : Consumable Grease Plant : 1102;1500;2516;25B9	Zulhelmi	OK(28/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation /M.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Dayana Bt. Azman F09 0001124105 ZCON Consumable Grease QM Approval	Zulhelmi	OK(28/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Check again please	Zulhelmi	OK(28/08/2019)
4	**QM** receive email notification to re-approve after Coordinator done resubmit. Please proceed with material master (New Creation) Details are as below: Ticket No. : MM.2019.08.00000279 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZCON Consumable Grease Material Description : Consumable Grease Plant : 1102;1500;2516;25B9	Zulhelmi	OK(28/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZCON Consumable Grease QM Approval	Zulhelmi	OK(28/08/2019)
6	**QM** click 'Approve' and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Ok to proceed.	Zulhelmi	OK(28/08/2019)

7	**QM** receive email to resubmit from IT CDM. RESUBMISSION: [] Material Master (ZCON Consum Grease) / (Module QM) REPLY REPLY ALL F TGMaterialMaster@topglove.com.my Wed 28/8/2019 4:38 PM To: Mohamad Zulhelmi B. Mohd Zaini (Top Glove - F09); Dayana Bt. Azman (Top Glove - F09); Juliana Bt. Sakka (Top Glove - Nor Hasniza Bt. Mohamad Ikhsuan (Top Glove - F09); Siti Maisara Aiza Bt. Hasmon (Top Glove - F09); Cc: Dayana Bt. Azman (Top Glove - F09); Enterprise Vault + G Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;D Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohama Mohd Zaini, Your request need to resubmit due to incomplete data. Kindly refer to audit trail in the system to view comment. Ticket No. : MM.2019.08.00000279 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZCON Consumable Grease Material Description : Consumable Grease Plant : 1102;1500;2516;25B9	Zulhelmi	OK(28/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Pending QM Resubmission Dayana Bt. Azman F09 0001124105 New Creation ZCON Consumable Grease	Zulhelmi	OK(28/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation Department: TGSB HR Material Type: ZSFG Semi Finished Product & ZFG1 Finished Product QM Check Download File MM.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Dayana Bt. Azman F09	Zulhelmi	OK(28/08/2019)
10	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail Audit Trail Date | Name | Status | Remarks Aug 28, 2019 4:31:05 PM | Dayana Bt. Azman | Submitted | Submitted for next action. Aug 28, 2019 4:31:54 PM | Dayana Bt. Azman | Approved | Ok to proceed. Aug 28, 2019 4:34:31 PM | Mohamad Zulhelmi B. Mohd Zaini | Resubmit | Check again please Aug 28, 2019 4:35:25 PM | Dayana Bt. Azman | Resubmitted | Resubmitted for next action. Aug 28, 2019 4:37:13 PM | Mohamad Zulhelmi B. Mohd Zaini | Approved | Ok to proceed. Aug 28, 2019 4:37:44 PM | Dayana Bt. Azman | Approved | Ok to proceed. Aug 28, 2019 4:38:56 PM | Dayana Bt. Azman | Resubmit | Please check again QM view	Zulhelmi	OK(28/08/2019)
11	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit. Complete Cancel	Zulhelmi	OK(28/08/2019)

12	**QM** check status in Report. Status become: Pending IT CDM Approval. MM.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Pending IT CDM Approval Dayana Bt. Azman F09 0001124105 New Creation ZCON Consumabl Grease	Zulhelmi	OK(28/08/2019)
13	After IT CDM Upload File, **QM** will receive email notification to confirm download file. Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000279 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZCON Consumable Grease Material Description : Consumable Grease Plant : 1102;1500;2516;25B9	Zulhelmi	OK(28/08/2019)
14	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZCON Consumable Grease QM Check Download File	Zulhelmi	OK(28/08/2019)
15	**QM** click No to download file so IT CDM can re-upload. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Wed, 28 Aug 2019 4:49:24 PM Remarks * Incomplete data in document	Zulhelmi	OK(28/08/2019)

16	After IT CDM re-upload File, **QM** will receive email notification to confirm download file.  IT CDM DOWNLOAD FILE: Material Master (ZCON Consumable Grease) / (All Respective PIC) TGMaterialMaster@topglove.com.my Wed 28/8/2019 4:50 PM Mark as read Dear All, The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000279 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZCON Consumable Grease Material Description : Consumable Grease Plant : 1102;1500;2516;25B9	Zulhelmi	OK(28/08/2019)
17	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation  MM.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZCON Consumable Grease QM Check Download File	Zulhelmi	OK(28/08/2019)
18	**QM** click Yes to download file.  Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Wed, 28 Aug 2019 4:50:02 PM Remarks * File is confirmed.	Zulhelmi	OK(28/08/2019)

Scenario 11	Objective	PIC	Result/Remarks
ZNSK Non Stock (Mould/Conveyer) **Requester → Coordinator → QM → FI → IT CDM**			
Resubmit scenario			
1	**QM** receive email notification to approve material master creation. Details are as below: Ticket No. : MM.2019.08.00000269 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZNSK Non Stock (Mould/Conveyer) Material Description : ZNSK Non Stock Plant :	Zulhelmi	OK(28/08/2019)
2	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000269 Wed, 28 Aug 2019 3:51:53 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZNSK Non Stock (Mould/Conveyer) QM Approval	Zulhelmi	OK(28/08/2019)
3	**QM** can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit. QM Approval QM Action * Approve Reject Resubmit Remarks * Missing required value Proceed	Zulhelmi	OK(28/08/2019)
4	**QM** receive email notification to re-approve after Coordinator done resubmit. Details are as below: Ticket No. : MM.2019.08.00000269 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZNSK Non Stock (Mould/Conveyer) Material Description : ZNSK Non Stock Plant :	Zulhelmi	OK(28/08/2019)
5	**QM** will find pending approval inbox in QM Approval> New Creation MM.2019.08.00000269 Wed, 28 Aug 2019 3:51:53 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZNSK Non Stock (Mould/Conveyer) QM Approval	Zulhelmi	OK(28/08/2019)

6	**QM** click 'Approve' and click 'Complete' to submit.  	Zulhelmi	OK(28/08/2019)
7	**QM** receive email to resubmit from FI.  	Zulhelmi	OK(28/08/2019)
8	**QM** check status in Report. Status become: Pending QM Resubmission.  	Zulhelmi	OK(28/08/2019)
9	**QM** receive pending resubmission inbox in menu QM Approval> New Creation  	Zulhelmi	OK(28/08/2019)

<table>
<tr><td>10</td><td><u>QM</u> check amendment remarks from FI in menu QM Approval> New Creation> QM Resubmit> Audit Trail
Audit Trail
<table><tr><th>Date</th><th>Name</th><th>Status</th><th>Remarks</th></tr><tr><td>Aug 28, 2019 3:51:54 PM</td><td>Dayana Bt. Azman</td><td>Submitted</td><td>Submitted for next action.</td></tr><tr><td>Aug 28, 2019 3:52:20 PM</td><td>Dayana Bt. Azman</td><td>Approved</td><td>Ok to proceed.</td></tr><tr><td>Aug 28, 2019 3:57:27 PM</td><td>Mohamad Zulhelmi B. Mohd Zaini</td><td>Resubmit</td><td>Proceed</td></tr><tr><td>Aug 28, 2019 3:58:50 PM</td><td>Dayana Bt. Azman</td><td>Resubmitted</td><td>Resubmitted for next action.</td></tr><tr><td>Aug 28, 2019 4:00:54 PM</td><td>Mohamad Zulhelmi B. Mohd Zaini</td><td>Approved</td><td>Ok to proceed.</td></tr><tr><td>Aug 28, 2019 4:02:29 PM</td><td>Dayana Bt. Azman</td><td>Resubmit</td><td>So may misktake</td></tr></table></td><td>Zulhelmi</td><td>OK(28/08/2019)</td></tr>
<tr><td>11</td><td><u>QM</u> can amend form (edit details and re-attach file) and click ‘Complete’ to submit.
Complete Cancel</td><td>Zulhelmi</td><td>OK(28/08/2019)</td></tr>
<tr><td>12</td><td><u>QM</u> check status in Report. Status become: Pending FI Approval.
<table><tr><td>MM.2019.08.00000269</td><td>Wed, 28 Aug 2019 3:51:53 PM</td><td>Pending FI Approval</td><td>Dayana Bt. Azman</td><td>F09</td><td>0001124105</td><td></td><td></td><td>New Creation</td><td>ZNSK Non (Mould/Con</td></tr></table></td><td>Zulhelmi</td><td>OK(28/08/2019)</td></tr>
<tr><td>13</td><td><u>QM</u> receive email to resubmit from IT CDM.
RESUBMISSION: [] Material Master (ZNSK Non Stock (Mould/Conveyer)) / (Module QM)
REPLY REPLY ALL FORWARD
TGMaterialMaster@topglove.com.my Mark as re
Wed 28/8/2019 4:08 PM
To: Mohamad Zulhelmi B. Mohd Zaini (Top Glove - F09); Dayana Bt. Azman (Top Glove - F09); Juliana Bt. Sakka (Top Glove - F09); Nor Hasniza Bt. Mohamad Ikhsuan (Top Glove - F09); Siti Maisara Aiza Bt. Hasmon (Top Glove - F09);
Cc: Dayana Bt. Azman (Top Glove - F09);
Enterprise Vault + Get more apps
Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon;Juliana Bt. Sakka;Dayana Bt. Azman;NOR HASNIZA BINTI MOHAMAD IKHSUAN;Mohamad Zulhelmi Mohd Zaini,
Your request need to resubmit due to incomplete data.
Kindly refer to audit trail in the system to view comment.
<table><tr><td>Ticket No.</td><td>:</td><td>MM.2019.08.00000269</td></tr><tr><td>Requester Name/Factory</td><td>:</td><td>Dayana Bt. Azman (F09)</td></tr><tr><td>Material Type</td><td>:</td><td>ZNSK Non Stock (Mould/Conveyer)</td></tr><tr><td>Material Description</td><td>:</td><td>ZNSK Non Stock</td></tr><tr><td>Plant</td><td>:</td><td></td></tr></table></td><td>Zulhelmi</td><td>OK(28/08/2019)</td></tr>
</table>

14	**QM** check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000269 Wed, 28 Aug 2019 3:51:53 PM Pending QM Resubmission Dayana Bt. Azman F09 0001124105 New Creation ZNSK (Moul	Zulhelmi	OK(28/08/2019)
15	**QM** receive pending resubmission inbox in menu QM Approval> New Creation MM.2019.08.00000269 Wed, 28 Aug 2019 3:51:53 PM Dayana Bt. Azman F09 **Department:** 0001124105 **Material Type:** ZNSK Non Stock (Mould/Conveyer) QM Resubmit	Zulhelmi	OK(28/08/2019)
16	**QM** check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail Audit Trail Date | Name | Status | Remarks Aug 28, 2019 3:51:54 PM | Dayana Bt. Azman | Submitted | Submitted for next action. Aug 28, 2019 3:52:20 PM | Dayana Bt. Azman | Approved | Ok to proceed. Aug 28, 2019 3:57:27 PM | Mohamad Zulhelmi B. Mohd Zaini | Resubmit | Proceed Aug 28, 2019 3:58:50 PM | Dayana Bt. Azman | Resubmitted | Resubmitted for next action. Aug 28, 2019 4:00:54 PM | Mohamad Zulhelmi B. Mohd Zaini | Approved | Ok to proceed. Aug 28, 2019 4:02:29 PM | Dayana Bt. Azman | Resubmit | So may misktake Aug 28, 2019 4:07:04 PM | Mohamad Zulhelmi B. Mohd Zaini | Resubmitted | Resubmitted for next action. Aug 28, 2019 4:08:32 PM | Dayana Bt. Azman | Resubmit | Materinal number not complete	Zulhelmi	OK(28/08/2019)
17	**QM** can amend form (edit details and re-attach file) and click 'Complete' to submit.	Zulhelmi	OK(28/08/2019)
18	**QM** check status in Report. Status become: Pending IT CDM Approval. MM.2019.08.00000269 Wed, 28 Aug 2019 3:51:53 PM Pending IT CDM Approval Dayana Bt. Azman F09 0001124105 New Creation ZNSK Non (Mould/Con	Zulhelmi	OK(28/08/2019)
19	After IT CDM Upload File, **QM** will receive email notification to confirm download file. The respective module owner, please check the IT CDM download file and if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000269 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZNSK Non Stock (Mould/Conveyer) Material Description : ZNSK Non Stock Plant :	Zulhelmi	OK(28/08/2019)
20	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation. MM.2019.08.00000269 Wed, 28 Aug 2019 3:51:53 PM Dayana Bt. Azman F09 0001124105 ZNSK Non Stock (Mould/Conveyer) QM Check Download File	Zulhelmi	OK(28/08/2019)
21	**QM** click No to download file so IT CDM can re-upload. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No	Zulhelmi	OK(28/08/2019)

22	After IT CDM re-upload File, **QM** will receive email notification to confirm download file. IT CDM DOWNLOAD FILE: Material Master (ZNSK Non Stock (Mould/Conveyer)) / (All Respective PIC) TGMaterialMaster@topglove.com.my Wed 28/8/2019 4:17 PM Mark as Dear All, The respective module owner, please check the IT CDM download file if you find any incorrect or missing setting, highlight to us immediately before SAP user start do transaction in material master. Ticket No. : MM.2019.08.00000269 Requester Name/Factory : Dayana Bt. Azman (F09) Material Type : ZNSK Non Stock (Mould/Conveyer) Material Description : ZNSK Non Stock Plant :	Zulhelmi	OK(28/08/2019)
23	**QM** will find pending QM Check Download File inbox in QM Approval> New Creation MM.2019.08.00000269 Wed, 28 Aug 2019 3:51:53 PM Dayana Bt. Azman F09 0001124105 ZNSK Non Stock (Mould/Conveyer) QM Check Download File	Zulhelmi	OK(28/08/2019)
24	**QM** click Yes to download file. Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. * Yes No Date Checked Wed, 28 Aug 2019 4:16:55 PM Remarks * File is confirmed.Downloaded	Zulhelmi	OK(28/08/2019)

Signoff

Role	Name	Comments	Signature	Date
Tester				
Approver				