

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. Requester Name/Factory Juliana Bt. Sakka (F09) Material Type ZCMD Chemicals Direct Material Description Plant Plan	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 2CMD Chemicals Direct OM Approval One terro food	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 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 Elements Plant Plant Elements Plant P	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 One item found	Zulhelmi	OK(22/08/2019)		

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	QM click 'Approve' and click 'Complete' to submit.	Zulhelmi	OK(22/08/2019)
	QM Approval		
6	QM Action * Approve Reject Resubmit		
	Remarks * Ok to proceed.		
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. 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 06 00000102 Thu, 22 Aug 2019 11 09 19 AM Juliana Bt. Sakka F09 TGSB IT ZCMD Chemicals Direct OM Resubmit	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. Dex Ali. 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. 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. 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. 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. 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. 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. 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.	Zulhelmi	OK(22/08/2019)

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14	QM will find pending QM Approval> New Creation.	Check Download File inbox in QM	Zulhelmi	OK(22/08/2019)
14	Ticket No. Submit Date Requestor MM.2019.08.00000102 Thu, 22 Aug 2019 11:09:19 AM Juliana Bt. St.			
	QM click No to download Confirm Download File? If yes, kindly proceed QM inspection plan. *	Zulhelmi	OK(22/08/2019)	
15		Thu, 22 Aug 2019 12:20:05 PM Problem on PP parl		
16	After IT CDM re-upload Fil ail notification to confirm Dear Al. The respective module owner, please check the IT CDM download file and if you fine. Please to the	Zulhelmi	OK(22/08/2019)	
17	QM will find pending QM Approval> New Creation Ticket No. Submit Date Requests MM 2019 08 00000102 Thu. 22 Aug 2019 11:89 19 AM Auflana Bt.		Zulhelmi	OK(22/08/2019)
	QM click Yes to download Please Confirm Download File	file.	Zulhelmi	OK(22/08/2019)
18	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.		

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Scenario 2	Objective	PIC	Result/Remarks			
	ZCM1 Chemical Indirect Requester → Coordinator → PP → QM → CO → IT CDM					
Resubmit	scenario					
	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)	Zulhelmi	OK(22/08/2019)			
1	Details are as below: Ticket No. Requester Name/Factory: Juliana Bt. Sakka (F09) Material Type Material Description Plant: 3702					
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 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: IMM.2019.08.00000116 Requester Name/Factory Juliana Bt. Sakka (F09) Material Type IZCMI Chemicals Indirect IMaterial Description IMATERIAL IMAT	Zulhelmi	OK(22/08/2019)			

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	QM will find pending approval inbox in QM Approval> New Creation	Zulhelmi	OK(22/08/2019)
5	— 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		
	QM click 'Approve' and click 'Complete' to submit.	Zulhelmi	OK(22/08/2019)
	QM Action * Approve Reject Resubmit		
6	Remarks * Ok to proceed.		
	QM receive email to resubmit from IT CDM.	Zulhelmi	OK(22/08/2019)
7	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. Requester Name/Factory MM.2019.08.00000116 Requester Name/Factory Juliana Bt. Sakka (F09) Material Type ZCMI Chemicals Indirect Material Description Requester Name Requester Name Plant Requester Name Requester Name		
8	QM check status in Report. Status become: Pending QM Resubmission	Zulhelmi	OK(22/08/2019)

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	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	Zulhelmi	OK(22/08/2019)
9	Department: TGSB IT Material Type: ZCMI Chemicals Indirect QM Resubmit		
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	Zulhelmi	OK(22/08/2019)
12	QM check status in Report. Status become: Pending IT CDM Approval. 3 MM 2019 08 00000116 Thu 22 Pending IT Aug CDM Chemicals Indirect Physical Chemical Physical Chemical Physical Chemical Physical Chemical Physical	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 find any incorrect or missing setting, highlight to us immediately before SA start do transaction in material master. Ticket No. [IMM.2019.08.00000116] Requester Name/Factory [IMM.2019.08.00000116] Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.000000116] [Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.000000116] [Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.000000116] [Requester Name/Factory [IMM.2019.08.00000116] [Requester Name/Factory [IMM.2019.08.000	Zulhelmi	OK(22/08/2019)

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	QM will find pending QM Check Download File inbox in QM	Zulhelmi	OK(22/08/2019)
	Approval> New Creation.		
14	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		
	QM click No to download file so IT CDM can re-upload.	Zulhelmi	OK(22/08/2019)
	Confirm Download File? If Yes Yes No yes, kindly proceed QM inspection plan. *		
	Date Checked Thu, 22 Aug 2019 5:49:49 PM		
15	Remarks * Wrong in PP cord		
	Remarks * Wrong in PP part		
			OXX (22 (00 (2010)
16	After IT CDM re-upload File, QM will receive email	Zulhelmi	OK(22/08/2019)
	notification to confirm download file.		OW/22/00/2010)
	QM will find pending QM Check Download File inbox in QM	Zulhelmi	OK(22/08/2019)
17	Approval> New Creation		
1,	Ticket No. Submit Date Requestor Name Factory No.		
	T MM.2019.08.00000116 110, 22 Aug 2019 5.00.37 FW Juliaha BL Sakka FUS One item found.		
	QM click Yes to download file.	Zulhelmi	OK(22/08/2019)
	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		
18	Remarks * Done action in SAP. Kindly check download file		
10	Please Confirm Download File		
	Confirm Download File? If Yes Yes, kindly proceed QM inspection plan. *		
	Date Checked Thu, 22 Aug 2019 5:50:36 PM		
	Remarks * File is confirmed.		

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Scenario 3	Objective	PIC	Result/Remarks			
	ZLTX Concentrated Latex Requester → Coordinator → PP → QM → CO → IT CDM					
Resubmit s	cenario					
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* Remarks* Remarks*	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. Ticket No. Requester Name/Factory Juliana Bt. Sakka (F09) Material Type DELTX Concentrate Latex Material Description New mixture creation Plant	Zulhelmi	OK(27/08/2019)			

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	QM will find pending approval inbox in QM Approval> New Creation		New Zulhelm	ok (27/08/2019)	
	Ticket No.	Submit Date	Requestor Name Fac	etory No.	
5	- MM.2019.08.00000173	Tue, 27 Aug 2019 10:13:22 AM	Juliana Bt. Sakka F09		
	Department: TGSB IT Material Type: ZLTX Concentr	ate Latex	One	tem found.	
	QM click 'Approve	e' and click 'Comple	ete' to submit.	Zulhelm	oK(27/08/2019)
	QM Approval	QM Approval			
	QM Action *	⊚ Reject t			
6	Remarks • Please pro Complete Cancel	ceed			
7	QM receive email	to resubmit from I	T CDM.	Zulhelm	OK(27/08/2019)
8	QM check status i Resubmission	n Report. Status be	ecome: Pending Q	M Zulhelm	oi OK(27/08/2019)
9	QM receive pending resubmission inbox in menu QM Approval> New Creation			Zulhelm	ni OK(27/08/2019)
10	QM check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail			QM Zulhelm	oi 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 New mixture creation	Zulhelmi	OK(27/08/2019)
14	QM will find pending QM Check Download File inbox in QM Approval> New Creation. Requestor Name Factory No. Itcket No. Submit Date Requestor Name Factory No. Image: MM.2019.08.00000173 Tue, 27 Aug 2019 10:13:22 AM Juliana Bt. Sakka F09 Department: 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.* Date Checked Tue, 27 Aug 2019 11:33:06 AM Wrong material description	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 Requester Requester	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	Zulhelmi	OK(27/08/2019)



Scenario 4	Objective	PIC	Result/Remarks
ZFMR Forn	ners		
Requester	\rightarrow Coordinator \rightarrow PP \rightarrow QM \rightarrow CO \rightarrow IT CDM		
Resubmit s	scenario		
1	QM receive email notification to approve material master creation. Please proceed with material master (New Creation) Details are as below: Ticket No. Requester Name/Factory: Dayana Bt. Azman (F09) Material Type Description 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	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 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. Requester Name/Factory: Dayana Bt. Azman (F09) Material Type Signal St. Azman (F09) Material Description Formers Material Plant Signal St. Azman (F09) Material Description Signal St. Azman (F09) Material Type Signal St. Azman (F09) Material Description	Zulhelmi	OK(22/08/2019)
5	QM will find pending approval inbox in QM Approval> New Creation — MM.2019.08.0000291 Wed, 28 Aug 2019 5:27.47 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFMR Formers	Zulhelmi	OK(22/08/2019)
6	QM click 'Approve' and click 'Complete' to submit. QM Approval QM Action * Approve Resubmit Remarks * Qk to proceed.TO CO	Zulhelmi	OK(22/08/2019)



	QM receive email to resubmit from IT CDM.	Zulhelmi	OK(22/08/2019)
	RESUBMISSION: [] Material Master (ZFMR Formers) / (Module QM)		
	← REPLY ← REPLY ALL → FOI		
	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 - F1 Nor Hasniza Bt. Mohamad Ikhsuan (Top Glove - F09); Siti Maisara Aiza Bt. Hasmon (Top Glove - F09);		
7	Cc: Dayana Bt. Azman (Top Glove - F09);		
,	Enterprise Vault + Ger		
	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		
	QM check status in Report. Status become: Pending QM	Zulhelmi	OK(22/08/2019)
8	Resubmission MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Pending QM Dayana Bt. F09 0001124105 New ZFMR Creation Forme		
	QM receive pending resubmission inbox in menu QM	Zulhelmi	OK(22/08/2019)
	Approval> New Creation		
9	— MM.2019.08.00000291 Wed, 28 Aug 2019 5:27:47 PM Dayana Bt. Azman F09 Department: 0001124105 Material Type: ZFMR Formers QM Resubmit		
	QM check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(22/08/2019)
4.0	Date Name Status Remarks Aug 28, 2019 5:27:48 PM Dayans Bt. Azman Submitted Submitted for next action.		
10	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 Dayans Bt. Azman Approved Ok to proceed. Aug 28, 2019 5-42-32 PM Dayans Bt. Azman Resubmit Please check material data		
	QM can amend form (edit details and re-attach file) and	Zulhelmi	OK(22/08/2019)
11	click 'Complete' to submit.		
	Complete Cancel		

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12	QM check status in Report. Status become: Pending IT CDM Approval. MM.2019.08.0000291 Wed, Pending IT Dayana Bt. F09 0001124105 New ZFMR Azman Azman Azman Azman Formers S27.47 PM PM Pending IT Dayana Bt. F09 Creation Formers PM PM PM PM PM PM PM P	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	Zulhelmi	OK(22/08/2019)
14	Plant : 1102:1105:1111:1113:1531 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. Date Checked Wed, 28 Aug 2019 5:48:23 PM 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. MMM.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 QM No CO FI QM No CO FI FI	Zulhelmi	OK(22/08/2019)



	QM will find pending (Approval> New Creati		wnload File	inbox in QI	VI	Zulhelmi	OK(22/08/2019)
17	— MM.2019.08.0000029 Wed, 28 / Department: 0001124105	Aug 2019 5:27:47 PM	Dayana Bt. Azman	FO			
	Material Type: ZFMR Formers QM Check Download File						
	QM click Yes to downl	oad file.				Zulhelmi	OK(22/08/2019)
	Please Confirm Download File						
18	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.					

Scenario 5	Objective	PIC	Result/Remarks					
ZFMR Form	ZFMR Formers Holder							
Requester	Requester \rightarrow Coordinator \rightarrow PP \rightarrow QM \rightarrow CO \rightarrow IT CDM							
Resubmit s	cenario							
	QM receive email notification to approve material master creation.	Zulhelmi	OK(22/08/2019)					
1	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 [:]							
2	QM will find pending approval inbox in QM Approval> New Creation	Zulhelmi	OK(22/08/2019)					
	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 F69 TGSB IT ZFMR Formers Holder GM Approval Chair from found							
	QM can click 'Resubmit'. Then, fill in reason for amendment in Remark column and click 'Complete' to submit.	Zulhelmi	OK(22/08/2019)					
	QM Approval							
3	QM Action * Approve Reject Resubmit							
	Remarks * Please check material code							
	QM receive email notification to re-approve after PP done resubmit.	Zulhelmi	OK(22/08/2019)					
	Details are as below:							
4	Ticket No. : MM.2019.08.00000095 Requester Name/Factory : Juliana Bt. Sakka (F09)							
	Material Type : ZFMR Formers Holder							
	Material Description : Plant :							



5	QM will find pending approval Creation Ticket No. Submit Date Requestor Nam MM 2019 08 00000095 Thu, 22 Aug 2019 10:15:28 AM Juliana Bt. Sakka	inbox in QM Approval> New Factory No. Department Material Type F09 TGSB IT ZFMR Formers Holder GM Approval One item found.	Zulhelmi	OK(22/08/2019)
6	QM click 'Approve' and click 'Co	omplete' to submit.	Zulhelmi	OK(22/08/2019)
7	QM receive email to resubmit 1 Dear Al. The respective module owner, please check the IT CDM download file and if you find any incorrect or linear to [MA 2916 08 00000005]. Requester Hamer Factory, [Judanus BI, Salva, [F0]. [Judanus BI, Salva, [Judanus BI, Salva	Zulhelmi	OK(22/08/2019)	
8	QM check status in Report. Sta Resubmission	tus become: Pending QM	Zulhelmi	OK(22/08/2019)
9	QM receive pending resubmiss Approval> New Creation	Zulhelmi	OK(22/08/2019)	
10	QM check amendment remark Approval> New Creation> QM	· · · · · · · · · · · · · · · · · · ·	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 connect, 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.	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 08.8000095 Thu. 22 Aug 2019 10.15 28 AM Juliana Bt. Sakka F69 TGSB IT 2FMR Formers Holder OM Check Download File Crea (tern bound	Zulhelmi	OK(22/08/2019)
15	QM click No to download file so IT CDM can re-upload. Please Confirm Download File? If yes, kindly proceed QM inspection plan. * Date Checked Thu, 22 Aug 2019 12:36:31 PM 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. Dew 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.	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 Aulana Bt. Sakka F09 TGSB IT ZFMR Formers Holder CM Check Download F2. Cine Rem Touris.	Zulhelmi	OK(22/08/2019)
18	QM click Yes to download file. Please Confirm Download File? If yes, kindly proceed QM inspection plan.* Date Checked Thu, 22 Aug 2019 12:38:02 PM File is confirmed.	Zulhelmi	OK(22/08/2019)



Scenario 6	Objective	PIC	Result/Remarks
	ounded Latex		
Requester	\rightarrow Coordinator \rightarrow PP \rightarrow QM \rightarrow CO \rightarrow IT CDM		
Resubmit s	cenario		
1	QM receive email notification to approve material master creation. Details are as below: Ticket No. Requester Name/Factory: Juliana Bt. Sakka (F09) Material Type IZSF1 Compounded Latex Material Description Plant I 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 GM 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 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. Requester Name/Factory Juliana Bt. Sakka (F09) Material Type ZSF1 Compounded Latex Material Description January January	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)



	QM click 'Ap	prove' and clic	k 'Com	plete' to subr	nit.	Zulhelmi	OK(28/08/2019)
6	QM Action *	ApproveResubmit		Reject			
	Remarks *	Ok Please pr	roceed TQ				
	Your request need	email to resubned to resubned to resubmit due to inc dit trail in the system to	complete d	lata.		Zulhelmi	OK(28/08/2019)
7	Ticket No. Requester Name Material Type Material Descript Plant	: ZSF1 Comp	Sakka (F	09)			
8	Resubmissio	tatus in Report. On Tue, 27 Aug 2 .00000183 11:52:24 AM		become: Per	nding QM 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 Vaterial Type: ZSF1 Compounded Latex					Zulhelmi	OK(28/08/2019)
10	QM check a	mendment rem				Zulhelmi	OK(28/08/2019)
	QM can ame	end form (edit o				Zulhelmi	OK(28/08/2019)
	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.			
11		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						



12	QM check status in Report. Status become: Pending IT CDM	Zulhelmi	OK(28/08/2019)
12	Approval.		
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 IZSF1 Compounded Latex	Zulhelmi	OK(28/08/2019)
	Material Description : Plant : 3702		
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.* Date Checked Tue, 27 Aug 2019 3:27:15 PM 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.2D19.08.00000183 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. * Date Checked Tue, 27 Aug 2019 3:35:39 PM File is confirmed.	Zulhelmi	



Scenario 7	Objective	PIC	Result/Remarks
	orcelain Former → Coordinator → PP → QM → CO → IT CDM	<u>'</u>	
Resubmit s	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 Dayana Bt. Azman F09 0001124105 ZFG4 FG-Porcelain Former 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 *	Zulhelmi	OK(28/08/2019)
4	QM receive email notification to re-approve after PP done resubmit. Details are as below: Ticket No. 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 Dayana Bt. Azman F09 0001124105 ZFG4 FG-Porcelain Former 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 *	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. Tue, 27 Aug 2019 4:49:31 Pending IT CDM Approval Dayana Bt. Azman Tue, 27 Aug 2019 4:49:31 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. Ticker No.	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 449 31 Daysna Bt. Azman F09 0001124105 ZFG4 FG-Porcelan Former OM 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? If yes, kindly proceed QM inspection plan.* 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 OM Check Download File	Zulhelmi	OK(28/08/2019)
18	QM click Yes to download file. Please Confirm Download File Confirm Download File? If yes, indly proceed QM inspection Date Checked Tue, 27 Aug 2019 5:34:49 PM File is confirmed.	Zulhelmi	OK(28/08/2019)



Scenario 8	Objective	PIC	Result/Remarks
	Finished Product & ZFG1 Finished Product		
-	\rightarrow Coordinator \rightarrow PP \rightarrow QM \rightarrow CO \rightarrow IT CDM		
Resubmit s	cenario		
1	QM receive email notification to approve material master creation. Details are as below: Ticket No. Requester Name/Factory Dayana Bt. Azman (F09) Material Type ZSFG Semi Finished Product & ZFG1 Finished Product Material Description 2 2ND Grade SFG Plant 11102;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 Dayana Bt. Azman F09 0001124105 ZSFG Semi Finished Product & 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 Resubmit Remarks* Please check agairl	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 Dayana Bt. Azman F09 0001124105 ZSFG Semi Finished Product & ZFG1 Finished Product & ZFG1 Finished Product & ZFG1 Finished Product	Zulhelmi	OK(28/08/2019)



	QM click 'Approv	e' and click 'Complete' to submit.	Zulhelmi	OK(28/08/2019)
	QM Approval			
6	QM Action * Remarks *	Approve		
	remarks *	Ok to proceed.		
	QM receive emai	to resubmit from IT CDM.	Zulhelmi	OK(28/08/2019)
		ı Bt. Hasmon;Nurul Syafiqah Bt. Dayana Bt. Azman;NOR HASNIZA BINTI mad Zulhelmi B. Mohd Zaini,		
7	Your request need to resubm Kindly refer to audit trail in th			
,	Doguactor	1.2019.08.00000195		
	Name/Factory ZSI	/ana Bt. Azman (F09) FG Semi Finished Product & ZFG1 Finished		
	Material Description : 2N	duct D Grade SFG 2:1111		
			/ Zulhelmi	OK(28/08/2019)
	Resubmission	n Report. Status become: Pending QN	Zumeiiii	OK(20/00/2017)
8	+ TL MM.2019.08.00000195 PI	ie, 27 Aug 2019 5:45:51 Pending QM Resubmission Dayana Bt. Azm II	san	
		ing resubmission inbox in menu QM	Zulhelmi	OK(28/08/2019)
9	Approval> New C	reation Tue, 27 Aug 2019 5:45:51 PM Dayana Bt. Azman	FD9	
	Department: 0001124105 Material Type: ZSFG Semi Finish QM Resubmit	ned Product & ZFG1 Finished Product		
10		ment remarks from IT CDM in menu (reation> QM Resubmit> Audit Trail	QM Zulhelmi	OK(28/08/2019)
		orm (edit details and re-attach file) an	d Zulhelmi	OK(28/08/2019)
11	click 'Complete' to	o submit.		
11	Consolute			
	Complete Cancel			
11		o subitilit.		



	QM check status in Report. Status become: Pen	ding IT CDM Zulhelmi	OK(28/08/2019)
12	Approval.		
12		Dayana Bt. Azman	
	After IT CDM Upload File, QM will receive email	notification Zulhelmi	OK(28/08/2019)
	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.		
	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.		
13	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 Daving Rt. Assess (Daving Rt. Assess)		
	Name/Factory Dayaria Bt. Azirian (Dayaria Bt. Azirian) Material Types ZSFG Semi Finished Product & ZFG1 Finished		
	Material Type Product Material Description 2ND Grade SFG Plant 1102-1111		
	QM will find pending QM Check Download File i	inbox in QM Zulhelmi	OK(28/08/2019)
	Approval> New Creation.	Zumenni	OR(20/00/2017)
14	— MM.2019.08.00000195 Tue, 27 Aug 2019 5:45:51 PM Dayana Bt. Azmar	n F09	
1 -	Department: 0001124105		
	Material Type: ZSFG Semi Finished Product & ZFG1 Finished Product QM Check Download File		
	QM click No to download file so IT CDM can re-u	upload. Zulhelmi	OK(28/08/2019)
	Please Confirm Download File	·	
15	Confirm Download File? If yes, kindly proceed QM inspection Yes No		
15	plan. * Date Checked Tue, 27 Aug 2019 6:08:43 PM		
	Banania k		
	riease state wildi part to americ.		
16	After IT CDM re-upload File, QM will receive em	nail Zulhelmi	OK(28/08/2019)
	notification to confirm download file.		OIZ/20/00/2010\
	QM will find pending QM Check Download File i	inbox in QM Zulhelmi	OK(28/08/2019)
17	Approval> New Creation	F09	
1/	Department: 0001124105		
	Material Type: ZSFG Semi Finished Product & ZFG1 Finished Product QM Check Download File		
	QM click Yes to download file.	Zulhelmi	OK(28/08/2019)
	Please Confirm Download File		,
	Confirm Daumland File? If you		
18	Confirm Download File? If yes, kindly proceed QM inspection plan. *) No	
	Date Checked		
	Tue, 27 Aug 2019 6:09:46 PM		
	Remarks * File is confirmed.		



Scenario 9	Objective		Р	IC	Result/Remarks
ZBIO Bioma	ass				
Requester	→ Coordinator → QM →	O → IT CDM			
Resubmit s	scenario				
1	Creation. Please proceed with mate Details are as below: Ticket No.	cation to approve material material material master (New Creation)	ster Z	ulhelmi	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			ulhelmi	OK(28/08/2019)
3		'. Then, fill in reason for amend click 'Complete' to submit. Approve Resubmit Need to recheck again		ulhelmi	OK(28/08/2019)

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	QM receive email notification to re-approve after	Zulhelmi	OK(28/08/2019)
	Coordinator done resubmit.		
	Int:[] Material Master (ZBIO Biomass) / (Module QM)		
	← REPLY ← REPLY ALL → FORWARD		
	TGMaterialMaster@topglove.com.my Wed 28/8/2019 4:59 PM Mark :		
	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 Alza Bt. Hasmon (Top Glove - F09); Cc: Dayana Bt. Azman (Top Glove - F09);		
4	Enterprise Vault Action Items + Get more a		
	Dear Mr/Ms Siti Maisara Aiza Bt. Hasmon; Juliana Bt. Sakka; Dayana t 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		
	ONA will find pending approval inhow in ONA Approvals New	Zulhelmi	OK(28/08/2019)
	QM will find pending approval inbox in QM Approval> New Creation	Zumemm	OR(20/00/2017)
5	■ MM.2019.08.0000288 Wed, 28 Aug 2019 4:54:19 PM Dayana Bt. Azman F09		
3	Department: 0001124105 Material Type: ZBIO Biomass QM Approval		
	QM click 'Approve' and click 'Complete' to submit.	Zulhelmi	OK(28/08/2019)
	QM Approval		
_	QM Action * Approve Reject		
6	Resubmit		
6	Resubmit		
6	© Resubmit Remarks * Ok to proceed:TO CO	7ulhelmi	OK(28/08/2019)
6	Resubmit	Zulhelmi	OK(28/08/2019)
6	© 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.	Zulhelmi	OK(28/08/2019)
	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.	Zulhelmi	OK(28/08/2019)
	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)]	Zulhelmi	OK(28/08/2019)
	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]	Zulhelmi	OK(28/08/2019)
	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)]	Zulhelmi	OK(28/08/2019)

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8	QM check star Resubmission	tus in Report. Status	Zulhelmi	OK(28/08/2019)		
0	201	Aug Resubmission Azman 19 4:19				
	QM receive pe	ending resubmission	inbox in	menu QM	Zulhelmi	OK(28/08/2019)
	Approval> Ne	w Creation				
9	- MM.2019.08.000002	88 Wed, 28 Aug 2019 4:54:19 PM	Dayana Bt. A	zman F09		
	Department: 0001124 Material Type: ZBIO Bi					
	QM Re	endment remarks fr	om IT CD	MA unama AM	Zulhelmi	OK(28/08/2019)
		w Creation> QM Res			Zumemii	OK(20/00/2017)
		w creation> Qivi nes	ubilit/	Addit ITali		
	Audit Trail					
	Date	N	C4=4	Remarks		
10	Aug 28, 2019 4:54:20 PM	Name Dayana Bt. Azman	Status Submitted	Submitted for next action.		
10	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 Aug 28, 2019 5:04:32 PM	Dayana Bt. Azman Dayana Bt. Azman	Approved Resubmit	Ok to proceed. Please check again		
	QM can amen	d form (edit details	and re-at	ttach file) and	Zulhelmi	OK(28/08/2019)
	click 'Complet	e' to submit.		·		
11						
	Complete Cancel					
12	QM check state Approval.	tus in Report. Status	become	: Pending IT CDM	Zulhelmi	OK(28/08/2019)
		Upload File, QM will	receive	email notification	Zulhelmi	OK(28/08/2019)
	to confirm do	•				
	The respective m	nodule owner, please che	ck the IT C	DM download file and		
	-	correct or missing setting,				
	-	start do transaction in ma		•		
13						
	Ticket No.	: MM.2019.08.	00000288	7		
	Requester Nam			9)		
	Material Type	: ZBIO Biomas	S			
	Material Descrip	otion : Biomass Mate	erial			
	Plant	-		_		
	QM will find p	ending QM Check D	ownload	File inbox in QM	Zulhelmi	OK(28/08/2019)
	Approval> Ne	_				
	- MM.2019.08.00000288		Dayana Bt. A	zman F09		
14	Department: 00011241	105				
	Material Type: ZBIO Biomass QM Check Download File					
	CIM Che	OK DOWNIOSE FILE				



	QM click No to downloa	ad file so IT CDM can r	Zulhelmi	OK(28/08/2019)	
	Please Confirm Download File				
15	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			
	After IT CDM re-upload		email	Zulhelmi	OK(28/08/2019)
	notification to confirm	download file.			
	Dear All,				
16	The respective module owne if you find any incorrect or m before SAP user start do trai	ssing setting, highlight to us			
	Ticket No.	MM.2019.08.00000288			
	Requester Name/Factory : Material Type	Dayana Bt. Azman (F09) ZBIO Biomass			
	Material Description	Biomass Material			
	Plant :				077 (00 (00 (00 10)
	QM will find pending Q		le inbox in QM	Zulhelmi	OK(28/08/2019)
17	Approval> New Creatio	N 2019 4:54:19 PM Dayana Bt. Azma	n F09		
17	Department: 0001124105				
	Material Type: ZBIO Biomass QM Check Download File				
	QM click Yes to downlo	ad file.		Zulhelmi	OK(28/08/2019)
	Please Confirm Download File				
18	Confirm Download File? If yes, kindly proceed QM inspection plan. *	® Yes	○ No		
	Date Checked	Wed, 28 Aug 2019 5:11:01 PM	И		
	Remarks *	File is confirmed.			



Scenario 10	Objective		PIC	Result/Remarks
ZCON Cons	umable Grease			
-	\rightarrow Coordinator \rightarrow QM \rightarrow CO \rightarrow IT CD	M		
Resubmit s				O.Y. (20 (00 (2010)
1	QM receive email notification to apportential creation. Details are as below: Ticket No. Requester Name/Factory: Dayana Bt. Azr Material Type Material Description Plant Into 2;1500;251	0000279 man (F09) lable Grease rease	Zulhelmi	OK(28/08/2019)
2	QM will find pending approval inbox Creation MM.2019.08.00000279 Wed, 28 Aug 2019 Dayana Bt. Azman F09 0001124 4:31:04 PM	in QM Approval> New	Zulhelmi	OK(28/08/2019)
3	QM can click 'Resubmit'. Then, fill in in Remark column and click 'Complet QM Approval QM Action * @ Approve @ Resubmit Remarks * Check again please		Zulhelmi	OK(28/08/2019)
4	QM receive email notification to re-all Coordinator done resubmit. Please proceed with material master (New Coordinator done resubmit. Please proceed with material master (New Coordinator done resubmit. Details are as below: MM.2019.08.00 MM.2019	O000279 man (F09) lable Grease rease	Zulhelmi	OK(28/08/2019)
5	QM will find pending approval inbox Creation — MM.2019.08.00000279 Wed, 28 Aug 2019 4:31:04 PM Department: 0001124105 Material Type: ZCON Consumable Grease QM Approval	in QM Approval> New Dayana Bt. Azman F09	Zulhelmi	OK(28/08/2019)
6	QM click 'Approve' and click 'Comple QM Approval QM Action * Remarks * Ok to proceed.	te' to submit.	Zulhelmi	OK(28/08/2019)



	QM receive e	mail to resubmit fro	m IT CD	M.	Zulhelmi	OK(28/08/2019)
	RESUBMISSION Grease) / (Mod	N: [] Material Master (ZCO ule QM)				
		← REPLY	Y ALL →	Fi		
		aterialMaster@topglove.c /8/2019 4:38 PM				
	Dayana Bt. Azma Nor Hasniza Bt. N	lmi B. Mohd Zaini (Top Glove - F09); In (Top Glove - F09); Juliana Bt. Sak Wohamad Ikhsuan (Top Glove - F09) Bt. Hasmon (Top Glove - F09);	ka (Top Glove	-		
7	Cc: Dayana Bt. Azma	in (Top Glove - F09);				
7	Enterprise Vault		+	G		
		aisara Aiza Bt. Hasmon;Julian NIZA BINTI MOHAMAD IKHSI				
		I to resubmit due to incomplete lit trail in the system to view co				
	Ticket No. Requester Name. Material Type Material Descripti Plant	: ZCON Consumable	(F09) Grease e			
					7 11 1 1	OV (20/00/2010)
		tus in Report. Status	becom	e: Pending QM	Zulhelmi	OK(28/08/2019)
8	Resubmission					
	20	Aug Resubmission Azman 19 31:04	0001124105	New ZCON Creation Consumable Grease		
	QM receive p	ending resubmission	n inbox i	n menu QM	Zulhelmi	OK(28/08/2019)
	Approval> Ne	w Creation				
9		mi Finished Product & ZFG1 Finished Prock Download File		3t. Azman F09		
	OM check am	endment remarks fr	rom IT C	DM in menu OM	Zulhelmi	OK(28/08/2019)
		w Creation> QM Re		•		
	Date	Name	Status	Remarks		
10	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 Aug 28, 2019 4:35:25 PM	Mohamad Zulhelmi B. Mohd Zaini Dayana Bt. Azman	Resubmit Resubmitted	Check again please 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		
	OM can amen	nd form (edit details	and re-	attach file) and	Zulhelmi	OK(28/08/2019)
	click 'Complet		and ic	accacii ilicj alia		(11. 11)
11	click Complet	ie to submit.				
11						
	Complete C	ancel				



	QM check status in Report. Status become: Approval.	Pending IT CDM	Zulhelmi	OK(28/08/2019)
12	MM.2019.08.00000279 Wed, Pending Dayana Bt. F09 0001124105 28 Aug IT CDM Azman 2019 Approval 4:31:04 PM	New ZCON Creation Consumabl Grease		
13	After IT CDM Upload File, QM will receive et to confirm download file. The respective module owner, please check the IT C if you find any incorrect or missing setting, highlight to before SAP user start do transaction in material mass. Ticket No. MM.2019.08.00000279 Requester Name/Factory Dayana Bt. Azman (FO Material Type ZCON Consumable Grease Material Description Consumable Grease I102;1500;2516;2589	DM download file and o us immediately ter.	Zulhelmi	OK(28/08/2019)
14	QM will find pending QM Check Download Approval> New Creation. — MM.2019.08.0000279 Wed, 28 Aug 2019 4:31:04 PM Dayana Bt. Azma 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 Please Confirm Download File Confirm Download File? If yes, kindly proceed QM inspection plan. Date Checked Wed, 28 Aug 2019 4:49:24 PM Remarks * Incomplete data in document	re-upload. No	Zulhelmi	OK(28/08/2019)

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	After IT CDM re-upload notification to confirm	l File, <u>QM</u> will receive en download file.	mail	Zulhelmi	OK(28/08/2019)
	IT CDM DOWNLOAD F Consumable Grease) /	ILE: Material Master (ZCO (All Respective PIC)	N *		
	TGMaterialM Wed 28/8/2019 4:5	← laster@topglove.com.my □ PM	← → Mark as read		
16	if you find any incorrect or i	ner, please check the IT CDM d missing setting, highlight to us in ansaction in material master.			
	Ticket No. Requester Name/Factory Material Type Material Description Plant	MM.2019.08.00000279 Dayana Bt. Azman (F09) ZCON Consumable Grease Consumable Grease 1102;1500;2516;25B9			
17	Approval> New Creation	Aug 2019 4:31:04 PM Dayana Bt. Azman		Zulhelmi	OK(28/08/2019)
	QM click Yes to downlo	oad file.		Zulhelmi	OK(28/08/2019)
18	Confirm Download File? If yes, kindly proceed QM inspection plan.		⊚ No		
	Date Checked	Wed, 28 Aug 2019 4:50:02 PM			
	Remarks *	File is confirmed.			



Scenario 11	Objective	PIC	Result/Remarks
	Stock (Mould/Conveyer) → Coordinator → QM → FI → IT CDM		
Resubmit s	scenario		
	QM receive email notification to approve material master creation. Details are as below:	Zulhelmi	OK(28/08/2019)
1	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 :		
2	QM will find pending approval inbox in QM Approval> New Creation	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 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 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)	Zulhelmi	OK(28/08/2019)



6	QM click 'Approve	' and click 'Complete' to submit.	Zulhelmi	OK(28/08/2019)
	QM Approval			
	QM Action *	Approve Reject Resubmit		
	Remarks *	Ok to proceed.		
	QM receive email	to resubmit from FI.	Zulhelmi	OK(28/08/2019)
	RESUBMISSION: [] Ma (Mould/Conveyer)) / (terial Master (ZNSK Non Stock Module QM)		
		← REPLY ← REPLY ALL → FORWARD ···		
	TGMaterialN Wed 28/8/2019 4:0	Mark as read 22 PM		
	To: Mohamad Zulhelmi B. Moh Dayana Bt. Azman (Top Glo Nor Hasniza Bt. Mohamad Siti Maisara Aiza Bt. Hasmo	ove - F09); Juliana Bt. Sakka (Top Glove - F09); Ikhsuan (Top Glove - F09);		
7	Cc: Dayana Bt. Azman (Top Glo	ove - F09);		
	Enterprise Vault	+ Get more apps		
	Azman;NOR HASNIZA BII Mohd Zaini,	iza Bt. Hasmon;Juliana Bt. Sakka;Dayana Bt. NTI MOHAMAD IKHSUAN;Mohamad Zulhelmi B. omit due to incomplete data.		
	Kindly refer to audit trail in	the system to view comment.		
	Ticket No. Requester Name/Factory Material Type Material Description Plant	MM.2019.08.00000269 Dayana Bt. Azman (F09) ZNSK Non Stock (Mould/Conveyer) ZNSK Non Stock		
	QM check status in	n Report. Status become: Pending QM	Zulhelmi	OK(28/08/2019)
	Resubmission.			
8		nding QM Dayana Bt. F09 0001124105 New ZNSK Creation (Moule		
	- 	ng resubmission inbox in menu QM	Zulhelmi	OK(28/08/2019)
0	Approval> New Cr			
9	Department: 0001124105 Material Type: ZNSK Non Stock (Mou	, 28 Aug 2019 3:51:53 PM Dayana Bt. Azman F09		



	QM check amendment remarks from FI in menu QM Approval> New Creation> QM Resubmit> Audit Trail			Zulhelmi	OK(28/08/2019)	
10	Date Aug 28, 2019 3:51:54 PM Aug 28, 2019 3:52:20 PM Aug 28, 2019 3:57:27 PM Aug 28, 2019 3:58:50 PM Aug 28, 2019 4:00:54 PM Aug 28, 2019 4:00:54 PM Aug 28, 2019 4:02:29 PM	Name Dayana Bt. Azman Dayana Bt. Azman Mohamad Zulhelmi B. Mohd Zaini Dayana Bt. Azman Mohamad Zulhelmi B. Mohd Zaini Dayana Bt. Azman	Status Submitted Approved Resubmit Resubmitted Approved Resubmit	Remarks Submitted for next action. Ok to proceed. Proceed Resubmitted for next action. Ok to proceed. So may misktake		
11	click 'Complete	d form (edit details e' to submit.	and re-a	ttach file) and	Zulhelmi	OK(28/08/2019)
12	QM check status in Report. Status become: Pending FI Approval. MM.2019.08.00000269 Wed, Pending Dayana Bt. F09 0001124105 New ZNSK Non Creation (Mould/Con Arman PM				3	OK(28/08/2019)
13	TGN Wed 2 To: Mohamad Zulh Dayana Bt. Azm Nor Hasniza Bt. Siti Maisara Aiz Cc: Dayana Bt. Azm Enterprise Vault Dear Mr/Ms Siti I Azman; NOR HAM Mohd Zaini, Your request nee	: ZNSK Non	er (ZNSK f) REPLY / Oglove.co ove - F09); na Bt. Sakka ove - F09); F09); on;Juliana I D IKHSUA complete d oview com 8.0000026 Azman (I Stock (Mo	Non Stock ALL → FORWARD m.my Mark as (Top Glove - F09); + Get more applications AN; Mohamad Zulheln ata. ment.	DS .	OK(28/08/2019)

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14	QM check status in Report. Status become: Pending QM Resubmission MM.2019.08.00000289 Wed. Pending QM Dayana Bt. F09 0001124105 New ZNSK	Zulhelmi	OK(28/08/2019)		
	28 Aug Resubmission Azman Creation (Moule 2019 3:51:53 PM				
15	QM receive pending resubmission inbox in menu QM Approval> New Creation	Zulhelmi	OK(28/08/2019)		
	Department: 0001124105 Material Type: ZNSK Non Stock (Mould/Conveyer) CM Resubmit				
	QM check amendment remarks from IT CDM in menu QM Approval> New Creation> QM Resubmit> Audit Trail	Zulhelmi	OK(28/08/2019)		
	Audit Trail				
	Date Name Status Remarks				
16	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 Dayans Bt. Azman Resubmit Materinal number not complete				
17	QM can amend form (edit details and re-attach file) and click 'Complete' to submit.	Zulhelmi	OK(28/08/2019)		
	QM check status in Report. Status become: Pending IT CDM	Zulhelmi	OK(28/08/2019)		
40	Approval.				
18	MM.2019.08.00000269 Wed, Pending Dayana Bt. F09 0001124105 New ZNSK Non 28 Aug IT CDM Azman Creation (Mould/Con 2019 Approval 3:51:53 PM				
	After IT CDM Upload File, QM will receive email notification	Zulhelmi	OK(28/08/2019)		
	to confirm download file.				
19	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.				
13	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 :				
	QM will find pending QM Check Download File inbox in QM	Zulhelmi	OK(28/08/2019)		
20	Approval> New Creation.				
20	MM.2019.08.00000269 Wed, 28 Aug 2019 Dayana Bt. Azman F09 0001124105 ZNSK Non Stock (Mould/Conveyer)				
	QM click No to download file so IT CDM can re-upload.	Zulhelmi	OK(28/08/2019)		
21	Please Confirm Download File				
	Confirm Download File? If yes, kindly Yes Yes No				



	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)	Zulhelmi	OK(28/08/2019)
22	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 :		
	QM will find pending QM Check Download File inbox in QM Approval> New Creation	Zulhelmi	OK(28/08/2019)
23	MM.2019.08.00000269 Wed, 28 Aug 2019 Dayana Bt. Azman F09 0001124105 ZNSK Non Stock (Mould/Conveyer) Conclusion Tile		
24	QM click Yes to download file.	Zulhelmi	OK(28/08/2019)
	Please Confirm Download File		
	Confirm Download File? If yes, kindly Yes O No No		
	Date Checked Wed, 28 Aug 2019 4:16:55 PM		
	Remarks * File is confirmed.Downloaded		

<u>Signoff</u>

Role	Name	Comments	Signature	Date
Tester				
Approver				