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| INSTRUKSI KERJA PENGGUNA Aplikasi Ekspedisi Dokumen CER (Purchasing) | DOCUMENT NUMBER | MIS/I159 |
| | ISSUE & REVISION NUMBER | 00.00 |
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1. TUJUAN

Untuk panduan user membantu menggunakan program ekspedisi dokumen cer dept purchasing.

2. PERSIAPAN

Program Aplikasi Improvement Finacct.

3. LANGKAH KERJA PENGGUNAAN APLIKASI EKSPEDISI DOKUMEN CER (PURCHASING)

a. Membuka modul Ekspedisi Dokumen CER (Purchasing)

- Pilih menu Improvement Finacct– PUR– Ekspedisi Dokumen CER (Purchasing) , maka akan tampil form sbb :

b

| CERQ No. | CERQ Date | In Date |
|-----------------------------------|------------|---------------------|
| CER-SLS/TAM/042B/1505-0002 - 0 | 26/05/2015 | 28/05/2015 14:20:49 |
| CER-SLS/TAM/042B/1505-0001 - 0 | 26/05/2015 | 28/05/2015 14:20:49 |
| CER-PRO/TAM/042B/1506-0003 - 0 | 09/06/2015 | 10/06/2015 11:57:44 |
| CER-PRO/TAM/042B/1506-0001 - 0 | 03/06/2015 | 04/06/2015 12:02:15 |
| CER-PRE/TAT/660A/1506-0086 - 0 | 10/06/2015 | 16/06/2015 15:44:36 |
| CER-PRE/TAM/800A/1506-0089 - 0 | 05/06/2015 | 05/06/2015 13:36:30 |
| CER-PRE/TAM/800A/1506-0084 - 0 | 03/06/2015 | 03/06/2015 10:11:23 |
| CER-PRE/TAM/800A/1505-0081 - 0 | 29/05/2015 | 29/05/2015 13:51:43 |
| CER-PRE/TAM/800A/1505-0080 - 0 | 26/05/2015 | 26/05/2015 10:12:48 |
| CER-PRE/TAM/640A/1506-0086 - 0 | 04/06/2015 | 04/06/2015 09:55:14 |
| CER-PRE/TAM/042B/1506-0088 - 0 | 05/06/2015 | 05/06/2015 13:36:30 |
| CER-PRE/TAM/042B/1506-0087 - 0 | 05/06/2015 | 05/06/2015 13:36:30 |
| CER-PPR/TAT/660A/1505-0071 - 0 | 16/04/2015 | 09/06/2015 13:55:47 |
| CER-PPR/TAT/660A/1505-0069 - 0 | 15/04/2015 | 09/06/2015 14:17:59 |
| CER-PPR/TAT/660A/1505-0068 - 0 | 15/04/2015 | 09/06/2015 14:45:37 |
| CER-PPR/TAT/660A/1505-0067 - 0 | 15/04/2015 | 09/06/2015 15:04:22 |
| CER-PPR/TAT/660A/1505-0066 - 0 | 15/04/2015 | 09/06/2015 15:58:45 |
| CER-PPR/TAT/660A/1505-0065 - 0 | 15/04/2015 | 09/06/2015 16:00:15 |
| CER-PPR/TAM/800A/1506-0107 - 0 | 05/06/2015 | 05/06/2015 13:36:30 |
| CER-PPR/TAM/800A/1506-0106 - 0 | 05/06/2015 | 05/06/2015 13:36:30 |
| CER-PPR/TAM/800A/1505-0105 - 0 | 29/05/2015 | 29/05/2015 16:27:36 |
| CER-PPR/TAM/800A/1505-0099 - 0 | 18/05/2015 | 09/06/2015 08:43:43 |
| CER-PPR/TAM/640A/1506-0112 - 0 | 10/06/2015 | 10/06/2015 17:00:24 |
| CER-PPR/TAM/640A/1506-0108 - 0 | 05/06/2015 | 05/06/2015 13:36:31 |
| CER-PPR/TAM/042B/1505-0103 - 0 | 25/05/2015 | 08/06/2015 14:58:05 |
| CER-PPR/TAM/042B/1505-0102 - 0 | 25/05/2015 | 08/06/2015 14:58:05 |
| CER-PPR/TAJ/DAISYA /1505-0098 - 0 | 12/05/2015 | 10/06/2015 17:00:24 |
| CER-PPR/TAJ/DAISYA /1505-0097 - 0 | 12/05/2015 | 10/06/2015 17:00:24 |
| CER-PPR/ADM/D17D/1506-0110 - 0 | 10/06/2015 | 10/06/2015 17:00:24 |

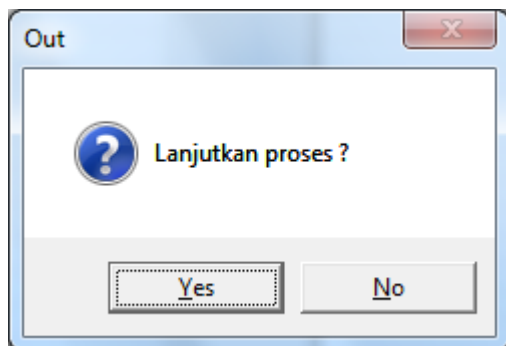
| | | |
|--|---|---|
| Prepared By : | Checked by : | Approved By : |
| Control Copy | | |
| (Oktaviyanti) Date : 16 Juni 2015 | (Galih Radito) Date : 16 Juni 2015 | (Nana Permana) Date : 16 Juni 2015 |

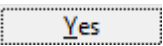
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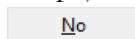
b. Ekspedisi dokumen cer (Purchasing)

PUR <> DEPT

- Pilih dan ceklist no cer requestnya lalu klik tombol  untuk mengalirkan dokumen, maka ada peringatan sebagai berikut :

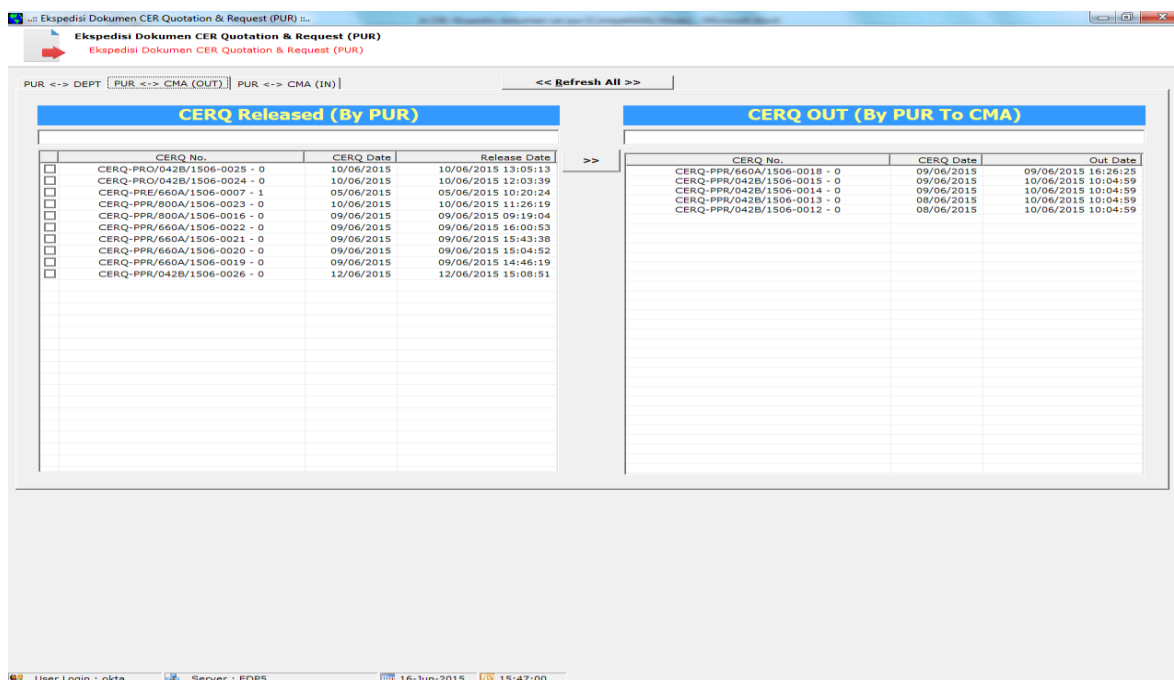


- Klik tombol  jika user yakin untuk melanjutkan proses maka posisi akan berpindah ke sebelah kanan (CER IN by Pur), tetapi jika user tidak yakin melanjutkan proses klik tombol



PUR <> CMA (OUT)

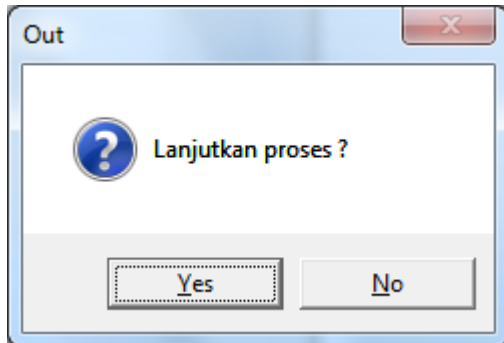
- Pilih tab PUR <> CMA (OUT), maka akan muncul tampilan berikut :

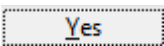


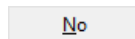
| | | |
|---|--|--|
| Prepared By : | Checked by : | Approved By : |
| | | |
| (Oktaviyanti) Date : 16 Juni 2015 | (Galih Radito) Date : 16 Juni 2015 | (Nana Permana) Date : 16 Juni 2015 |

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- Pilih dan ceklist no cer quotationnya lalu klik tombol  untuk mengalirkan dokumen, maka ada peringatan sebagai berikut :

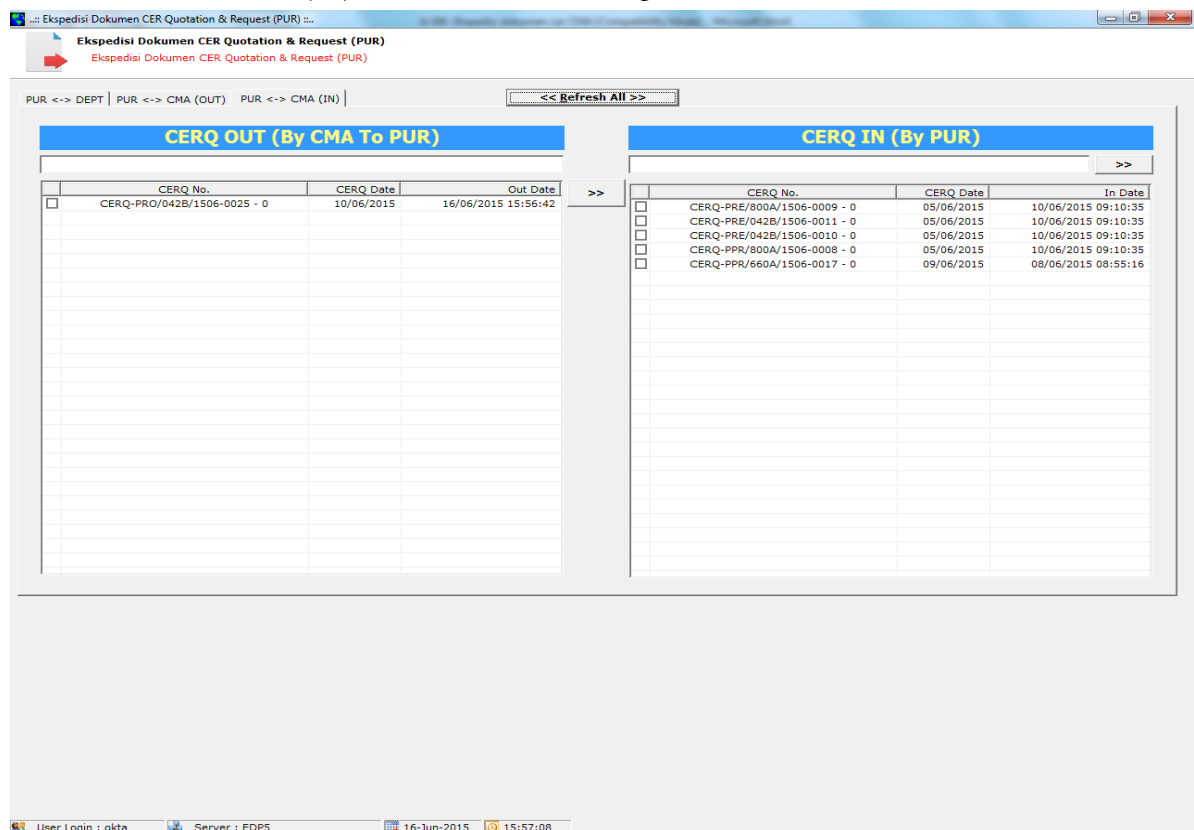



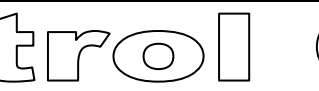
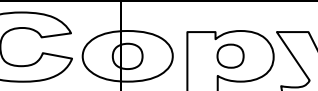
- Klik tombol  jika user yakin untuk melanjutkan proses maka posisi akan berpindah ke sebelah kanan (CERQ Out by Pur To CMA), tetapi jika user tidak yakin melanjutkan proses klik tombol



PUR <> CMA (IN)

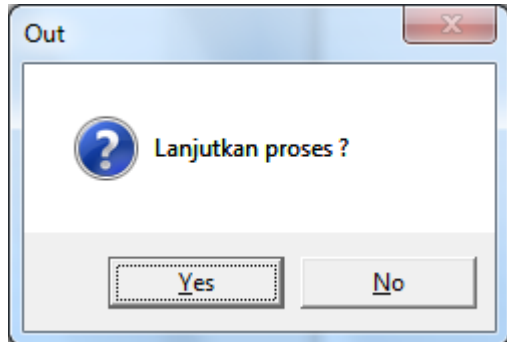
- Pilih tab PUR <> CMA (IN), maka akan muncul tampilan berikut :

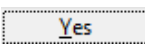
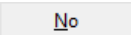



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