

## **WORK INSTRUCTION**

Doc. No. : WI-FG-0020 Effective Date : 01-Aug-18

Subject / Title :

# PROSES GOOD ISSUE SAP SYSTEM

### 1.0 Objective / Purpose

- 1. Prosedur akhir proses outbound tyre warehouse
- 2. Mengurangi stock gudang karena proses loading
- 3. Bukti bahwa barang yang ada digudang terlah terjual

#### 2.0 Scope / Aplication Area

Warehouse administrasi (officer)

#### 3.0 Responsibilities

Supervisor & Admin warehouse

## 4.0 Implementer

Warehouse Finish Product admin team

#### 5.0 Change of Historys

		<u> </u>		
No	Rev	Effective	Elucidation	Remark
1	00	1-Aug-18	New	

Reference	Prepared by :	Checked :				Approved by :
Reference		SCM	HSE	QUALITY	IE	SCM Head
MG 020 MG 033	Suyadi	Suyadi	Rizal Ferdyan	Evan Ardiansyah	Murbiyanto	Dian Perlito

Copies to: Warehouse

3 FUOLUZIONE TVDEC	WO	Doc. No. WI-FG-0014				
) EVOLUZIONE TYRES	WO	Effective Date :				
A		01-Aug-18				
Area Position	Warehouse Finished Goods					
Machine	Admin Warehouse Finish Product					
Operation	PROSES GOOD ISSUE SAP SYSTEM					
Total time (min.)	05 Menit					
Safety standards		oo monii				
According to safety instruction:	Safety boots (mod. S1)		Coveralls T			
Contact phones						
FIRE PROTECTION	ххххх	FIRST HELP (CLINIC)	XXXXX			
Safety standards - Ergonomic	YES	NO YES	Prohibited  One of the content of th			
Warnings			Hazard category			
	can be injury of hands n be tighten between rotated elements	Be carefull, can be injury of back	Designation  0) green: zero  1) yellow: low  2) orange: middle 3) red: high  production  nожары/ варыявы  0  0  chemical substances			

ĵ	EVOLUZIONE TYRES	WORK INSTRUCTION		Doc. No.  WI-FG-0014  Effective Date :  01-Aug-18		
Area	1	Warehouse Finished Goods				
	ition	Admin Warehouse Finish Product				
Machine		-				
Operation		PROSES GOOD ISSUE SAP SYSTEM				
_	al time (min.)	05 Menit				
	,		Waktu, Menit	Catatan		
	User EX1AGUNGNU	Panduan proses good issue (GI) by SAP system		Saat truk akan parkir		
1	Password EN	Masuk SAP Aplication, Dan masukan user beserta paswordnya		(mundur), Pastikan tidak ada orang dibelakang truk (resiko terjepit / tertabrak)		
	Menu Edit Favorites  ✓ [ywm08_ke ▼]	Menginputkan t-code YWM08_KE, sebagai intruksi awal proses Good Issue	0,5 Mnt	Pintu loading dock hanya dibuka saat truk sudah selesai parkir ditempat yang sudah ditentukan		
		Panduan proses good issue (GI) by SAP system				
2	WMS: Shipment document closing  Selection Parameters Warehouse Number  Shipment Number  A010000085	Masukan shipment number yang akan dilakukan proses good issue	1 Mnt	Pastikan proses good issue dilakukan setelah armada selesai loading		
	WMS: Shipment document closing ② A V ? 第 4 ② 也 4 ② ? 4 種 間 回 1	Panduan proses good issue (GI) by SAP system		Sebelum close shipment doc,		
3	Signate Document closing	Clik — Close Shipment Doc. ah berikutnya	1 Mnt	pastikan document sesuai dengan data yang ada di SAP		
	☐ G.I. Posting Date X	Panduan proses good issue (GI) by SAP system				
4	Dekreies Postry Date (\$7.02.2016)  Silpment Pate Number Carrie Departure at (00.2010) MoOffins type	1. Posting Date (Date & Time Goods Issue ) 2. Plate Number : - Plate Mobil (Domestic) - No Container (Export) 3. Carrier (Code Transporter) 4. Departure at (Date & Time Keberangkatan Truck ) 5. Means Of Transport ( Code Type Truck )	2 Mnt			
5	☐ Error log	Proses inspeksi Container / Truck				
	Typ Message test    Deliveries posted successfully.   Shapment closed successfully.   Compared to the compared test of the compared tes	Selesai melakukan proses Good issue, dengan tanda warna hijau pada comment form Error Log	0,5 Mnt			