

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 telah terjual

2.0 Scope / Application Area

Warehouse administrasi (officer)

3.0 Responsibilities







Supervisor & Admin warehouse

4.0 Implementer




















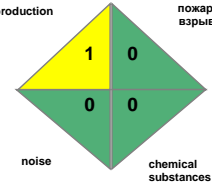
Warehouse Finish Product admin team

5.0 Change of History

No	Rev	Effective	Elucidation	Remark
1	00	1-Aug-18	New	

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

Copies to : Warehouse

	<h1 style="text-align: center;">WORK INSTRUCTION</h1>		Doc. No.			
			WI-FG-0014			
			Effective Date :			
			01-Aug-18			
Area	Warehouse Finished Goods					
Position	Admin Warehouse Finish Product					
Machine	-					
Operation	PROSES GOOD ISSUE SAP SYSTEM					
Total time (min.)	05 Menit					
Safety standards						
According to safety instruction: <div style="display: flex; align-items: center; justify-content: space-around;">  <div> Safety boots <small>(mod. S1)</small>  </div> </div>			 <div> Coveralls  </div>			
Contact phones						
FIRE PROTECTION   XXXXXX			FIRST HELP (CLINIC)   XXXXXX			
Safety standards - Ergonomic			Prohibited			
<div style="display: flex; align-items: center;"> NO  YES  </div>			<div style="display: flex; align-items: center;"> NO  YES  </div>		  	
Warnings			Hazard category			
<div style="display: flex; justify-content: space-between;"> <div>  <p>Be carefull, can be injury of hands</p> </div> <div>  <p>Be carefull, can be injury of back</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>  <p>Be carefull, you can be tighten between rotated elements</p> </div> </div>			<p><u>Designation</u></p> <p>0) green: zero</p> <p>1) yellow: low</p> <p>2) orange: middle</p> <p>3) red: high</p> <div style="text-align: center;">  </div> <p>production пожары/ взрывы</p> <p>noise chemical substances</p>			

		<h1>WORK INSTRUCTION</h1>		Doc. No.
				WI-FG-0014
				Effective Date : 01-Aug-18
Area	Warehouse Finished Goods			
Position	Admin Warehouse Finish Product			
Machine	-			
Operation	PROSES GOOD ISSUE SAP SYSTEM			
Total time (min.)	05 Menit			
		Waktu, Menit	Catatan	
1		0,5 Mnt	<div><div></div> Saat truk akan parkir (mundur), Pastikan tidak ada orang dibelakang truk (resiko terjepit / tertabrak)</div> <div><div></div> Pintu loading dock hanya dibuka saat truk sudah selesai parkir ditempat yang sudah ditentukan</div>	
	Masuk SAP Aplication, Dan masukan user beserta paswordnya			
	Menginputkan t-code YWM08_KE, sebagai intruksi awal proses Good Issue			
2		1 Mnt	Pastikan proses good issue dilakukan setelah armada selesai loading	
	Masukan shipment number yang akan dilakukan proses good issue			
3		1 Mnt	Sebelum close shipment doc, pastikan document sesuai dengan data yang ada di SAP	
	Clik ah berikutnya			
4		2 Mnt		
	<div>1. Posting Date (Date & Time Goods Issue)</div> <div>2. Plate Number : - Plate Mobil (Domestic)</div> <div>- No Container (Export)</div> <div>3. Carrier (Code Transporter)</div> <div>4. Departure at (Date & Time Keberangkatan Truck)</div> <div>5. Means Of Transport (Code Type Truck)</div>			
5		0,5 Mnt		
	Proses inspeksi Container / Truck			
	Selesai melakukan proses Good issue, dengan tanda warna hijau pada comment form Error Log			