

**STANDARD OPERATION PROCEDURE**  
**TOYOTA STANDARD INFORMATION SYSTEM**

# TABLE OF CONTENTS

	<b>Page</b>
<b>1. USER'S MANUAL</b>	
1.1 Access to TS System	3
1.2 System Summary	4
1.3 Input New Request	5
1.4 Update TS Revision	7
1.4.1 Automatic	7
1.4.2 Manual	9
1.5 List	11
1.5.1 TS x Supplier	11
1.5.2 Supplier x TS	13
1.6 History	15
1.6.1 TS Number	15
1.6.2 Request	16
1.7 Cover Letter	17
1.8 Logout	19

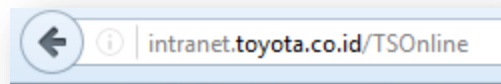
# CHAPTER 1 USER'S MANUAL

## 1.1 Access to TS System

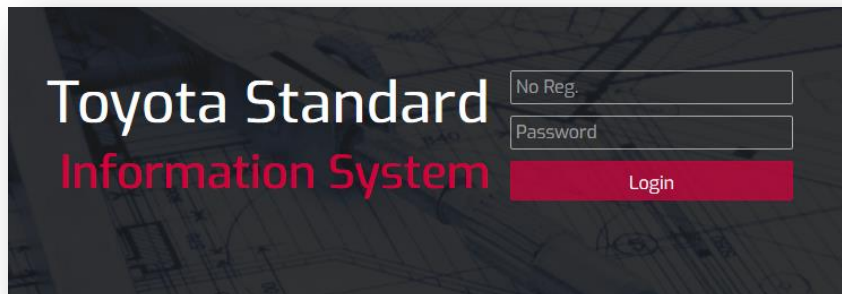
1. Open internet browser, **Internet Explorer** or **Mozilla Firefox**.



2. Type: **intranet.toyota.co.id/TSONline** in the URL address bar.

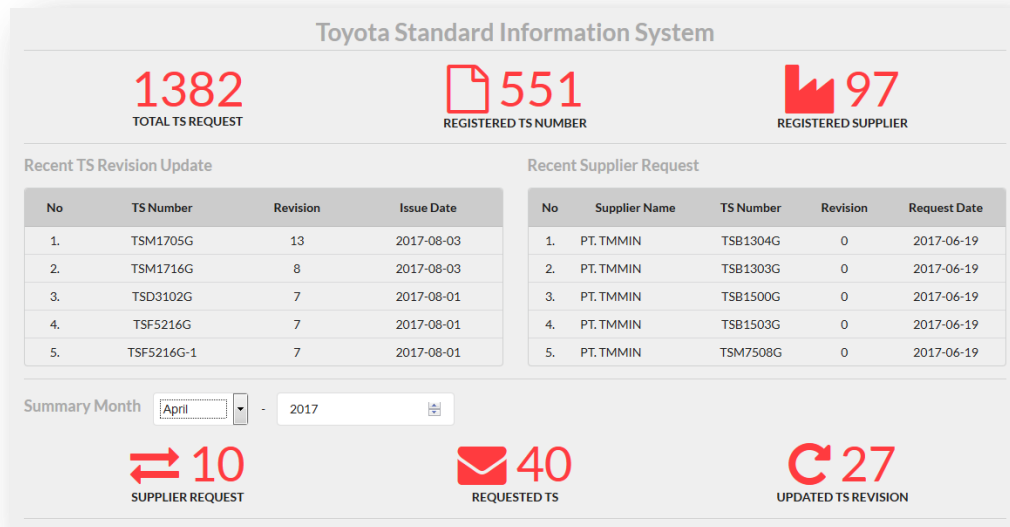


3. Login with your **TMMIN ID** (no reg.) and **password** (0000 for default).

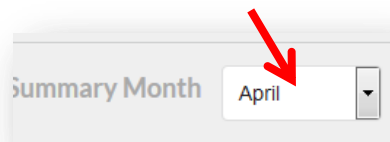


## 1.2 System Summary

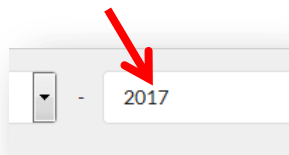
1. After logged in, you will arrive on the **Homepage** of the system where you can see statistical summary of the system.



2. Click and choose the month you want to see by clicking the **Month** dropdown.

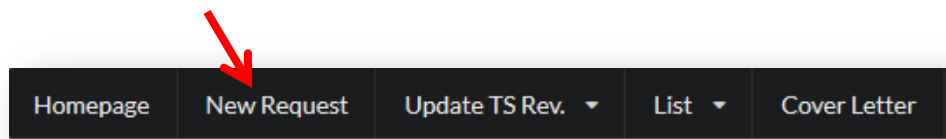


3. Click and type the year you want to see by clicking the **Year** textbox.

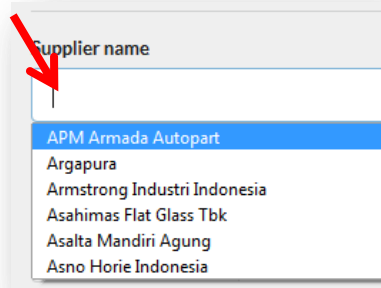


## 1.3 Input New Request

1. Click the “**New Request**” on navigation bar on the top.



2. Input the supplier name in the **Supplier name** textbox or choose from the suggestion.



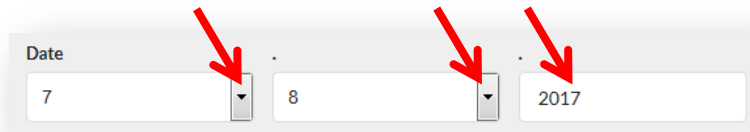
3. Input the TS number, revision, model and part number in the table.

TS Number	Rev.	Model	Part Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Everytime you finish typing in **Rev.** column, **TS Revision Checker** table will appear on the right of the page. The table will check the already owned TS in the supplier.

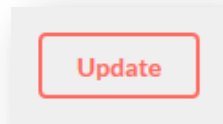
TS Revision Checker			
No	TS No	Rev.	Status
1	TSXXXX	X	✓

5. Change the **Date** according the request date. The default value is today.



A date input form with the label "Date" in the top left corner. It consists of three input fields separated by dots. The first field contains the number "7", the second contains "8", and the third contains "2017". Each of the first two fields has a small downward-pointing arrow on its right side, indicating a dropdown menu. Three red arrows point to these dropdown arrows: one to the first, one to the second, and one to the year field.

6. Click **Update** button after finish filling the form.

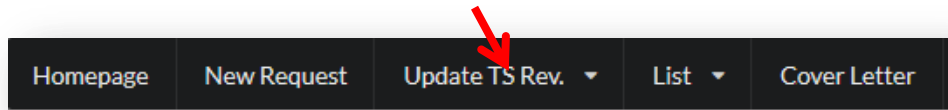


A rectangular button with a red border and the word "Update" in red text.

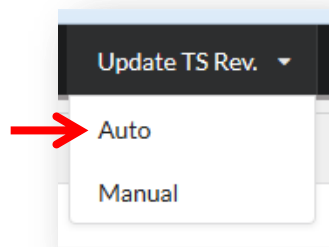
## 1.4 Update TS Revision

### 1.4.1 Automatic

1. Hover the mouse over “**Update TS Rev.**” on the navigation bar on the top.



2. Click the **Auto** option.



3. Copy the **TS number, revision, and content** from the notification email sent by **TMC** and paste it to the provided textarea. The format should be like this.

•TSxxxx REV.y Content  
•TSxxxx REV.y Content  
•TSxxxx REV.y Content

\*Where x is the TS number and y is the revision.

4. Click **Convert** button.



5. Converted TS result table will appear at the bottom.

TS No	Rev.	Content
TSxxxx1	y	Content

The table will check the database if the inputted TS is already in there or not.

Already in Database

6. Change the **Issue Date** according to the date on the TMC notification email.

Issue Date: 7 / 8 / 2017

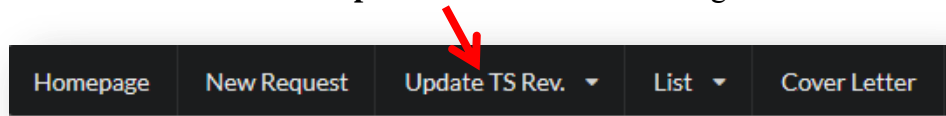
7. Click **Submit** button after finish checking the table.

Submit

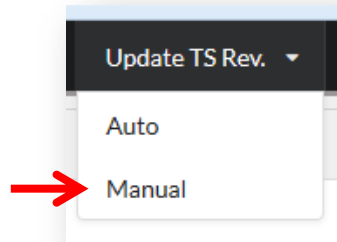


### 1.4.2 Manual

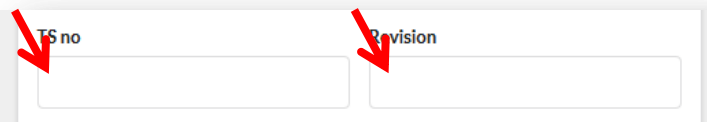
1. Hover the mouse over “**Update TS Rev.**” on the navigation bar on the top.



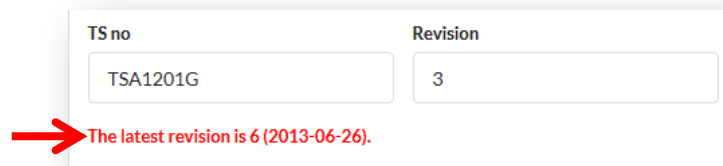
2. Click **Manual** option.



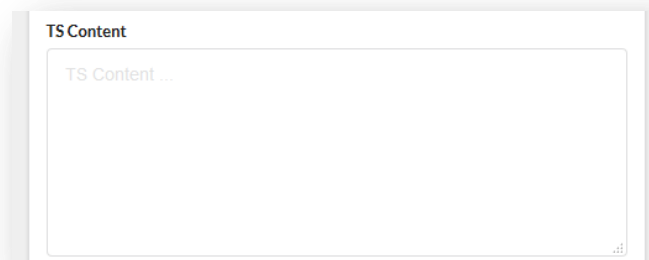
3. Input the TS number and its revision in the **TS no** and **Revision** text box respectively.

A form with two input fields. The first field is labeled 'TS no' and the second is labeled 'Revision'. Red arrows point to each field.

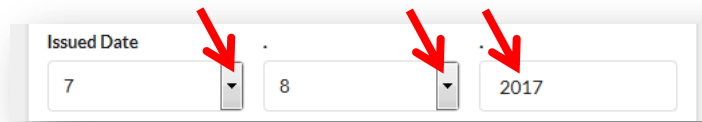
4. The system will check the latest revision of the inputted TS number.

A form with two input fields. The first field is labeled 'TS no' and contains the text 'TSA1201G'. The second field is labeled 'Revision' and contains the text '3'. Below the fields, a red arrow points to the text 'The latest revision is 6 (2013-06-26)'.

5. Input the TS content in the **TS Content** textarea.

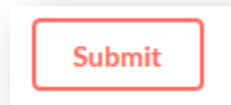
A form with a single large text area labeled 'TS Content'. The text area contains the placeholder text 'TS Content ...'.

6. Change the **Issue Date** to your desired. The default date is today.



The image shows a form field labeled "Issued Date". It consists of three input boxes separated by dots. The first box contains the number "7", the second contains "8", and the third contains "2017". Each box has a small downward-pointing arrow on its right side, indicating it is a dropdown menu. Three red arrows point to these dropdown arrows: one to the first, one to the second, and one to the third.

7. Click **Submit** button after finish filling the form.

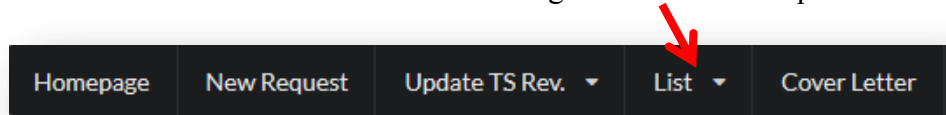


The image shows a rectangular button with a red border and the word "Submit" in red text.

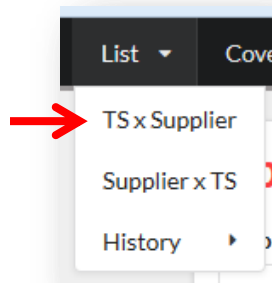
## 1.5 List

### 1.5.1 TS x Supplier

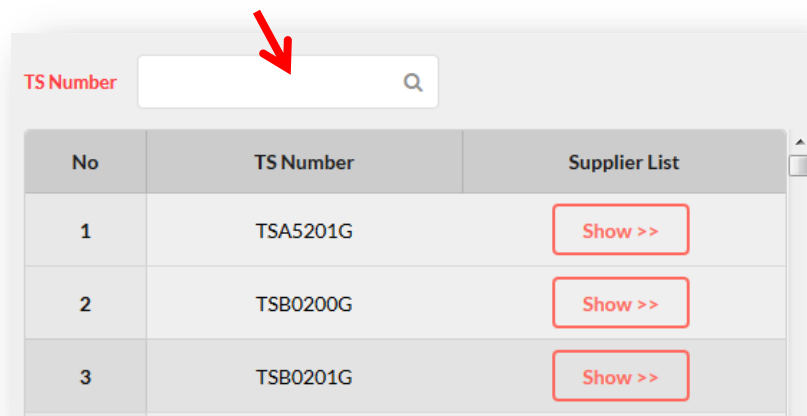
1. Hover the mouse over “**List**” on the navigation bar on the top.



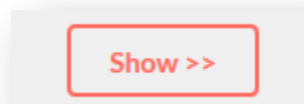
2. Click **TS x Supplier** option.



3. You will see list of TS number table. Search your desired TS number in the **TS Number** search box.



4. Click **Show** button the show the supplier of your desired TS number.

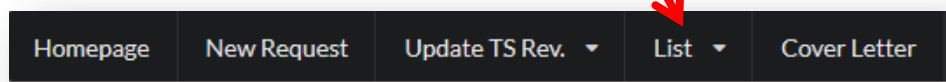


5. Your desired TS number information will appear on the right of the page including the latest revision, date, content, and its supplier.

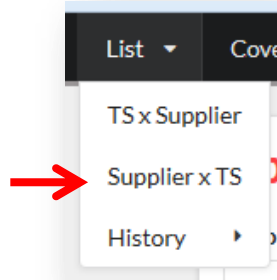
<b>TSB0200G</b>					
Latest revision: 6 (2014-03-24)					
Content: Metric screw threads					
No	Supplier Name	Rev.	Model	Part No.	Request Date
1	PT. Automotive Fasteners Aoyama Indonesia	5	-	-	2013-03-05
2	PT. Sugiura Indonesia	5	-	-	2013-08-14

### 1.5.2 Supplier x TS

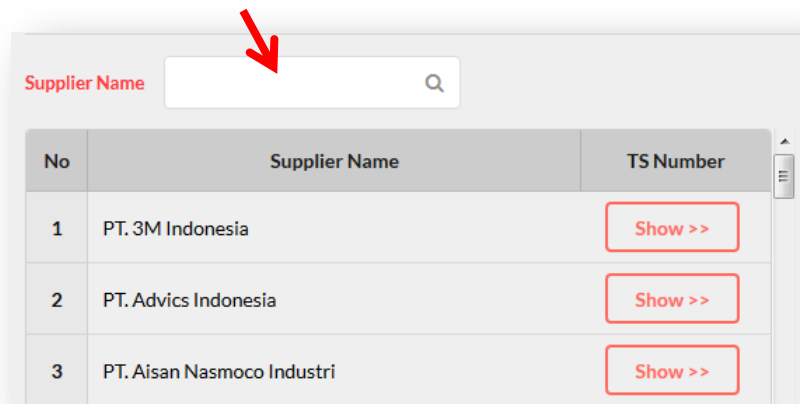
1. Hover the mouse over “**List**” on the navigation bar on the top.



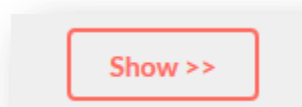
2. Click **Supplier x TS** option.



3. You will see list of supplier name table. Search your desired supplier in the **Supplier Name** search box.



4. Click **Show** button the show the supplier of your desired supplier.



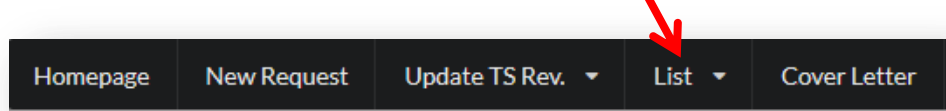
5. Your desired supplier information will appear on the right of the page including their owned TS number and their latest revision.

PT. Aisin Indonesia Automotive					
No	TS Number	Owned Rev.	Latest Rev.	Model	Part No.
1	TSH1203G	7	7	-	-
2	TSH1501G	5	5	-	-
3	TSH1503G	7	7	-	-

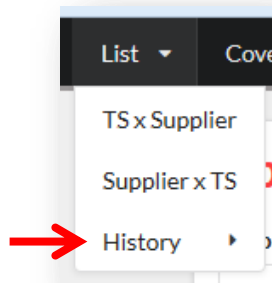
## 1.6 History

### 1.6.1 TS Number

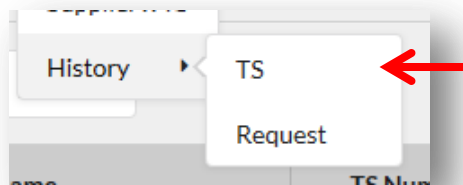
1. Hover the mouse over “**List**” on the navigation bar on the top.



2. Hover the mouse over “**History**” inside “**List**” dropdown.



3. Click **TS** option.



4. You will see list of TS Revision update history. Search your desired TS number or TS content by using the search box on the top right of the list.

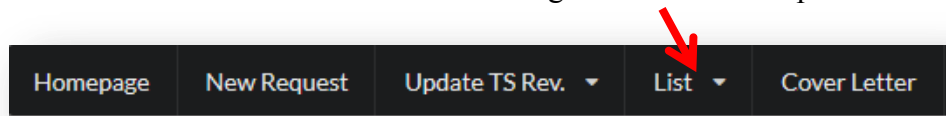
**TS Revision List** 1436 results

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

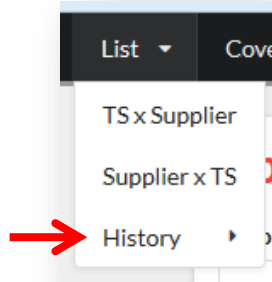
No	TSNo	Rev.	Content	Issued Date
1	TSxxxx	y	Content	2017-08-07
2	TSM1705G	13	Materials of EPDM rubber weather strip for luggage compartment doors	2017-08-03
3	TSM1716G	8	NO. 2 Weather strip materials for slide door	2017-08-03
4	TSD3102G	7	Test method for static torsional test and torsional fatigue test for propeller shafts	2017-08-01

## 1.6.2 Request

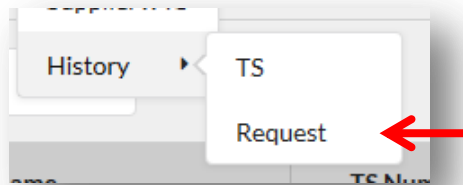
1. Hover the mouse over “**List**” on the navigation bar on the top.



2. Hover the mouse over “**History**” inside “**List**” dropdown.



3. Click **Request** option.



4. You will see list of supplier request history. Search your desired supplier, TS number, model or part number by using the search box on the top right of the list.

Request Data List

1382 results

Search TS or Supplier...

Q

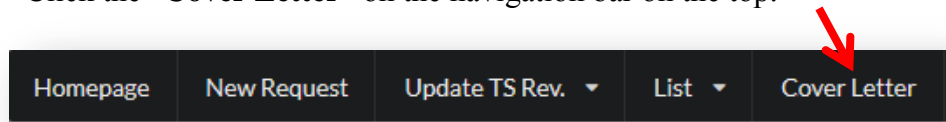
12345678910111213141516171819202122232425262728

No	Supplier Name	TS No	Rev.	Model	Part Number	Request Date
1	PT.TMMIN	TSB1304G	0	-	-	2017-06-19
2	PT.TMMIN	TSB1303G	0	-	-	2017-06-19
3	PT.TMMIN	TSB1500G	0	-	-	2017-06-19
4	PT.TMMIN	TSB1503G	0	-	-	2017-06-19

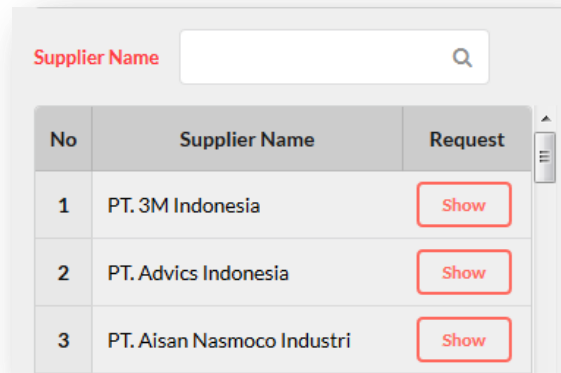


## 1.7 Cover Letter

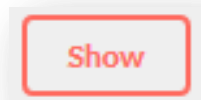
1. Click the “**Cover Letter**” on the navigation bar on the top.



2. Choose your desired supplier name from the list on the left. You can search supplier name by using the search box on the top of the list.



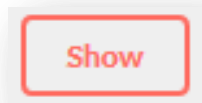
3. Click **Show** button of your chosen supplier name.



4. A list of request from your chosen will appear in the middle of the page.



5. Choose your desired request by clicking the **Show** button.

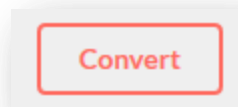


6. The detail of your chosen request will appear on the right of the page.

**2013-11-29**  
2 TS

No	TS Number	Requested Revision
1	TSK5702G	6
2	TSM1501G	9

7. Click **Convert** button and you will be directed to cover letter editor.

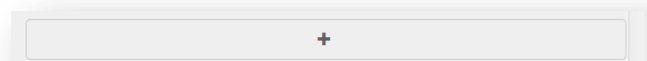


8. Edit your chosen request detail if necessary.

**PT. 3M Indonesia**

No	TS Number	Revision	Model	Part No.
1	TSK5702G	6	-	-
2	TSM1501G	9	-	-
+				

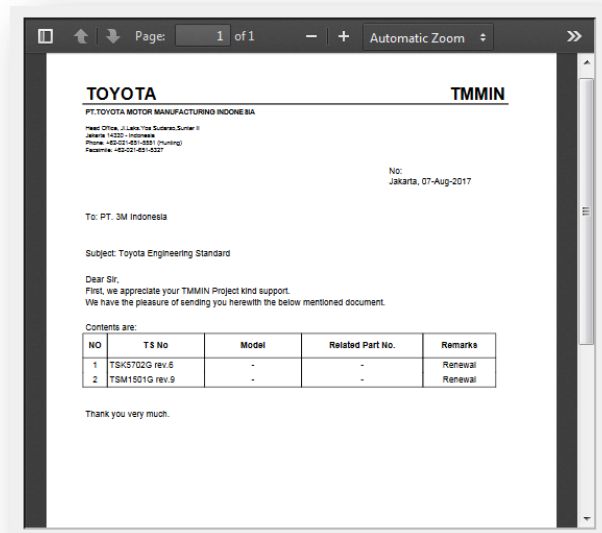
9. Click “+” button to add a new row if necessary.



10. Click **Convert** button after finish editing the request detail.

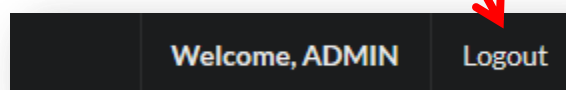


11. Your finished cover letter will appear on the right of the page.



## 1.8 Logout

1. Click **Logout** on the navigation bar on the top right of the page.



2. You will be directed back to **Login** page.