

PRINTING & PHOTO SERVICE SUPPLY PROCESS

WI: 000-1-WI-039

Version:01

Page: 1/1

Effective date: 11/10/2012

I. PURPOSE:

This work instruction provides guideline for printing/ photo service supply

II. APPLICATION

- This work instruction is applied to employees who need to use printing/ photo service.

III. CONTENT:

STT	Section	ADM	PTE/SES	Suppliers	Description
1	Have some problem with printing/ photo machine				Printing machine has some problem such as stopping working, paper stuck, blurred printing.
2	Inform to ADM PIC				
3		Receive the request			
		Could it be solved by SES/PTE	Yes		
4		Inform the supplier	Solve the problem		If ADM could not support, ask for help from other sections: - SES for network - PTE support collect/provide the managerial number
				Supply the service	
		Inform the final result to PIC			

Prepared by: Nguyễn Hoàng Yến

Checked by: Lê Thị Thơ

Approved by: Nguyễn Thị Tường Vân

Date: 5/9/2012

Date: 20/09/2012

Date: 22/09/2012