

**PHN INDUSTRY SDN BHD**  
**IT DEPARTMENT**

FOR IT USE ONLY	
Date Received:	_____
Approved By:	_____
Assign To:	_____

**BAAN ERP AUTHORIZATION REQUEST FORM**

**Applicant's Detail**

Full Name :	_____	Staff No. :	_____
Please specify :	<input type="checkbox"/> New User <input type="checkbox"/> Existing User (Baan user name: _____)	Tel No/Ext. No. :	_____
Section / Dept :	_____	Plant:	_____
Designation :	_____	Signature* :	_____
		Date :	_____

**Requisition Detail (Compulsary)**

\*Kindly v tick at option box

Role Department	Role Function	Baan Role (Please refer to role matrix for detail)			
Management Accounting	HOD Head of Department and above	<input type="checkbox"/> FIN_HOD			
	HOS Head of Section/Manager	<input type="checkbox"/> ACP_HOS	<input type="checkbox"/> ACR_HOS	<input type="checkbox"/> MA_HOS	
	Exec Executive/Sr Executive/Assistant Mgr	<input type="checkbox"/> ACP_EXEC	<input type="checkbox"/> ACR_EXEC	<input type="checkbox"/> MA_EXEC	<input type="checkbox"/> MA_EXEC 1
	DE Data Entry/Non Executive	<input type="checkbox"/> ACP_DE	<input type="checkbox"/> ACR_DE	<input type="checkbox"/> MA_DE	
Procurement & Vendor	HOD Head of Department and above	<input type="checkbox"/> PVD_HOD			
	HOS Head of Section/Manager	<input type="checkbox"/> PVD_HOS			
	Exec Executive/Sr Executive/Assistant Mgr	<input type="checkbox"/> PVD_Exec			
	DE Data Entry/Non Executive	<input type="checkbox"/> PVD_DE			
Information Technology (IT)	HOD Head of Department and above	<input type="checkbox"/> IT_HOD			
	HOS Head of Section/Manager	<input type="checkbox"/> IT_APPL_HOS			
	Exec Executive/Sr Executive/Assistant Mgr	<input type="checkbox"/> IT_ADMIN_EXEC	<input type="checkbox"/> IT_APPL_EXEC	<input type="checkbox"/> IT_EXEC	
Manufacturing (MFG) <small>*Applicable to all plant</small>	HOD Head of Department and above	<input type="checkbox"/> MFG_HOD			
	HOS Head of Section/Manager	<input type="checkbox"/> MFG_HOS			
	Exec Executive/Sr Executive/Assistant Mgr	<input type="checkbox"/> MFG_EXEC			
	DE Data Entry/Non Executive	<input type="checkbox"/> MFG_ASST			
Supply Chain Management (SCM) <small>*Applicable to all plant</small>	HOD Head of Department and above	<input type="checkbox"/> SCM_HOD			
	HOS Head of Section/Manager	<input type="checkbox"/> SCM_HOS			
	Exec Executive/Sr Executive/Assistant Mgr	<input type="checkbox"/> SCM_Exec			
	DE Data Entry/Non Executive	<input type="checkbox"/> SCM_JMC_DE	<input type="checkbox"/> SCM_JMC_DE1	<input type="checkbox"/> SCM_DEL_DE	<input type="checkbox"/> SCM_TRST_DE
Quality Management (QM) <small>*Applicable to all plant</small>	HOD Head of Department and above	<input type="checkbox"/> QM_HOD			
	Exec Executive and below	<input type="checkbox"/> QM_EXEC	<input type="checkbox"/> SCM_ASST	<input type="checkbox"/> SCM_STORE_DE	<input type="checkbox"/> SCM_REC_DE
Quality Development (QD) <small>*Applicable to all plant</small>	HOD Head of Department and above	<input type="checkbox"/> QD_HOD			
	Exec Executive and below	<input type="checkbox"/> QD_EXEC			
Costing Engineering (CE)	HOD Head of Department and above	<input type="checkbox"/> COST_HOD			
	Exec Executive and below	<input type="checkbox"/> COST_EXEC			
Safety & Health (SHE)	HOD Head of Department and above	<input type="checkbox"/> SHE_HOD			
	Exec Executive and below	<input type="checkbox"/> SHE_EXEC			
Hicom Management System (HMS)	HOD Head of Department and above	<input type="checkbox"/> HMS_HOD			
	Exec Executive and below	<input type="checkbox"/> HMS_EXEC			
Human Capital <small>*Applicable to C&amp;B, Admin and TA</small>	HOD Head of Department and above	<input type="checkbox"/> HC_HOD			
	Exec Executive and below	<input type="checkbox"/> HC_EXEC			
Engineering <small>*Applicable to FM, TM, TE, R&amp;D, PE, PE1, PE2</small>	HOD Head of Department and above	<input type="checkbox"/> PE_HOD	<input type="checkbox"/> RND_HOD	<input type="checkbox"/> TM_HOD	<input type="checkbox"/> TE_HOD
	Exec Executive and below	<input type="checkbox"/> PE_EXEC	<input type="checkbox"/> RND_EXEC	<input type="checkbox"/> TM_EXEC	<input type="checkbox"/> TE_EXEC
		<input type="checkbox"/> PM_EXEC			<input type="checkbox"/> FM_HOD
Business Development/Project Mgmt <small>*Applicable to BD, PM1, PM2, PM PROTON, DHMSB</small>	HOD Head of Department and above	<input type="checkbox"/> BD_HOD			
	Exec Executive and below	<input type="checkbox"/> BD_EXEC	<input type="checkbox"/> SCM_EXEC	<input type="checkbox"/> PE_EXEC	

\*applicable to DHMSB    \*applicable to DHMSB

**Others/Optional (\*For role function not stated above & subject for approval)**

Master Data <input type="checkbox"/> COMM_DATA	Warehousing <input type="checkbox"/> CYCLE_COUNT	Manufacturing <input type="checkbox"/> BOM_V	Procurement <input type="checkbox"/> PUR_REQ_A	Sales <input type="checkbox"/> SLS_CTRT_M	Tools <input type="checkbox"/> JOB_MGMT
Planning <input type="checkbox"/> EP_M	<input type="checkbox"/> ISSUE_MAT	<input type="checkbox"/> COST_V	<input type="checkbox"/> PUR_CTRT_V	<input type="checkbox"/> SLS_CTRT_V	<input type="checkbox"/> IT_DEV
Option <input type="checkbox"/> CHNG_CO	<input type="checkbox"/> WHS_MOD_V	Common <input type="checkbox"/> LANDED_COST_V	<input type="checkbox"/> CHNG_PRICE	<input type="checkbox"/> SLS_ORD_V	<input type="checkbox"/> IT_SUPPORT
		<input type="checkbox"/> LANDED_COST_M			

**Recommendation by Head of Department and Above**

\* By signing this sheet, you are hereby granted to use the system provided at your own discretion. User name and passwords are users full responsibilities.

User is liable for any damages causes to the system resulted from the negligence and unauthorized usage of system. User must abide all rules and regulation outlined and governed by the IT Department at all times.

RECOMMENDED BY	APPROVED BY
Name: _____	Name: _____
Date: _____	Date: _____

Approval Matrix		
Applicant	Recommended By	Approved by
Non Executive	HOS	HOD
Executive/AM	HOS	HOD
HOS	HOD	HODiv
HOD	-	HODiv
HODiv	-	CEO/COO/HOC

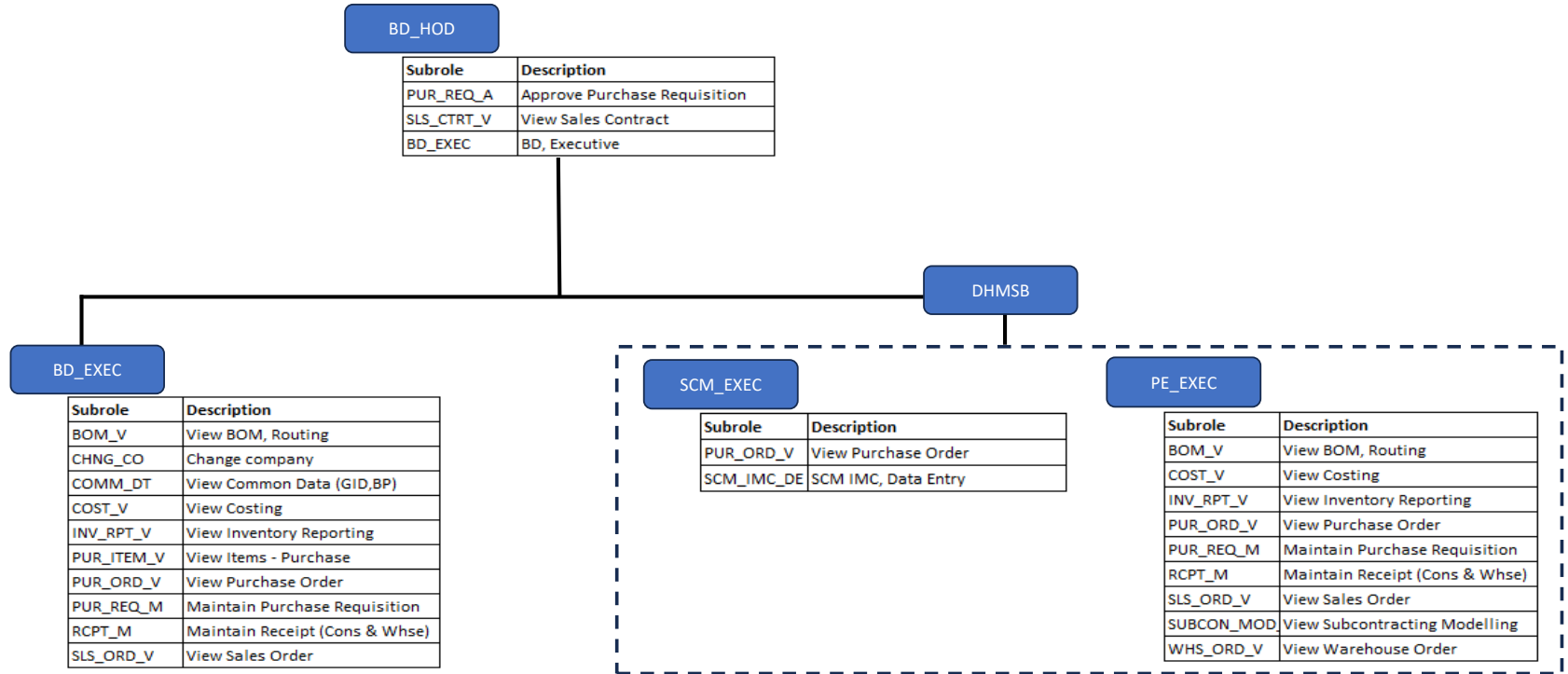
**For System Administrator (IT) Use Only**

User Name :	_____
Access Role Granted :	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, effective date :	_____
Remark :	_____
	_____
	_____

# ROLE AUTHORIZATION MATRIX

## BD ROLE

\*applicable to department: BD, PM1, PM2, PM PROTON, DHMSB



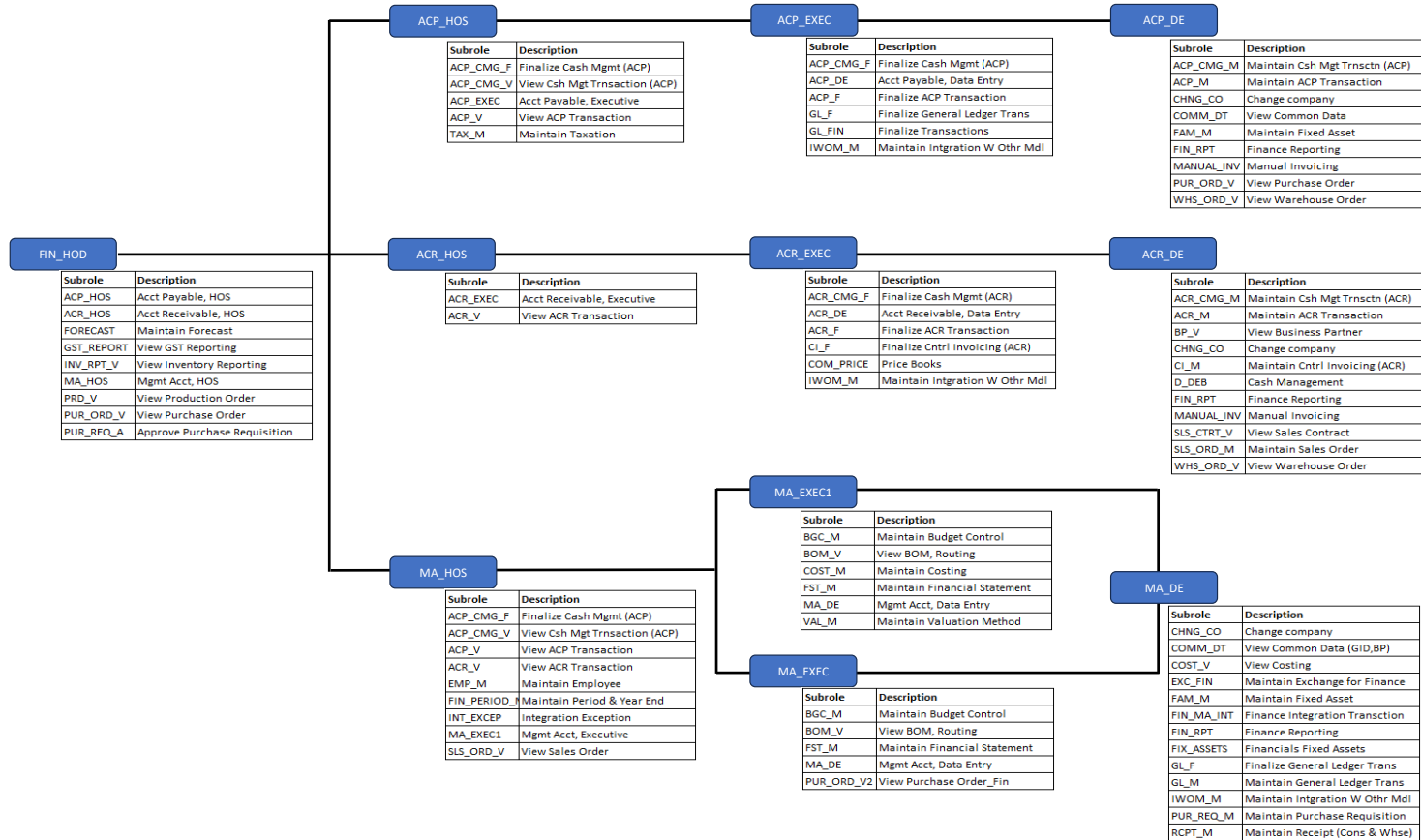
### LEGEND

BD\_HOD - BUSINESS DEVELOPMENT HOD  
 BD\_EXEC - BUSINESS DEVELOPMENT EXECUTIVE  
 SCM\_EXEC - SUPPLY CHAIN MGMT EXECUTIVE  
 PE\_DE - PRODUCTION ENGINEERING EXECUTIVE

# ROLE AUTHORIZATION MATRIX

## F&S Role

\*applicable to Finance & Sales Dept only



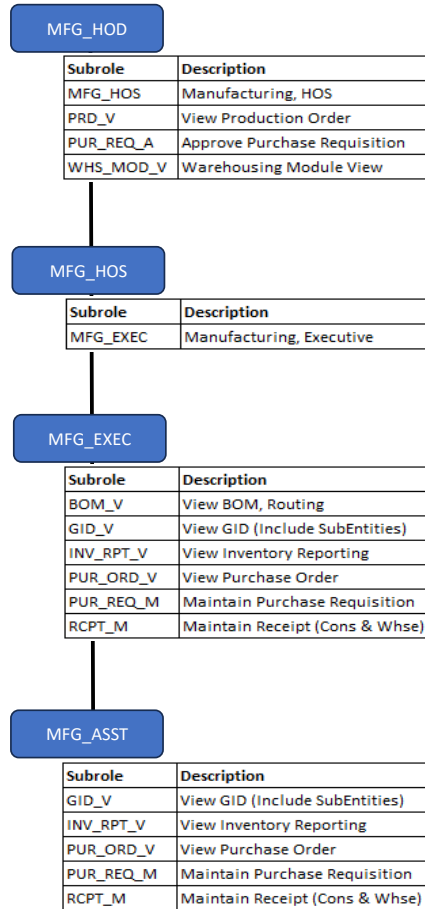
### LEGEND

FIN\_HOD - FINANCE & SALES HOD  
 ACP\_HOS - ACCOUNT PAYABLE HOS  
 ACR\_HOS - ACCOUNT RECEIVABLE HOS  
 MA\_HOS - MANAGEMENT ACCOUNTING HOS  
 ACP\_EXEC - ACCOUNT PAYABLE EXECUTIVE  
 ACR\_EXEC - ACCOUNT RECEIVABLE EXECUTIVE  
 MA\_EXEC1 - MANAGEMENT ACCOUNTING EXECUTIVE  
 MA\_EXEC - MANAGEMENT ACCOUNTING EXECUTIVE  
 ACP\_DE - ACCOUNT PAYABLE DATA ENTRY  
 ACR\_DE - ACCOUNT RECEIVABLE DATA ENTRY

## ROLE AUTHORIZATION MATRIX

### MFG\_ROLE

\*applicable to Manufacturing Dept for all plant



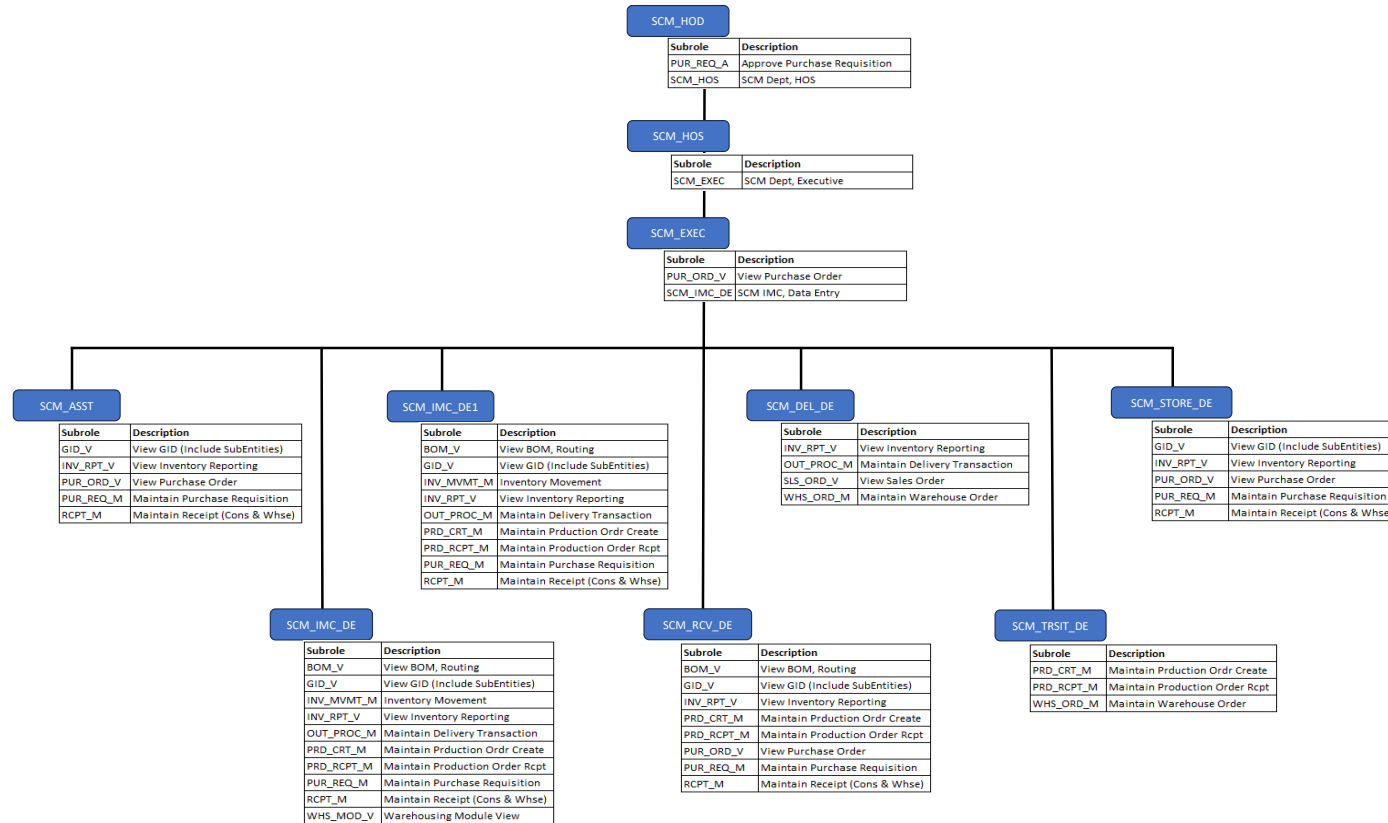
#### LEGEND

MFG\_HOD - MANUFACTURING HOD  
 MFG\_HOS- MANUFACTURING HOS  
 MFG\_EXEC - MANUFACTURING EXECUTIVE  
 MFG\_ASST - MANUFACTURING ASSISTANT

# ROLE AUTHORIZATION MATRIX

## SCM Role

\*applicable to SCM Dept for all plant



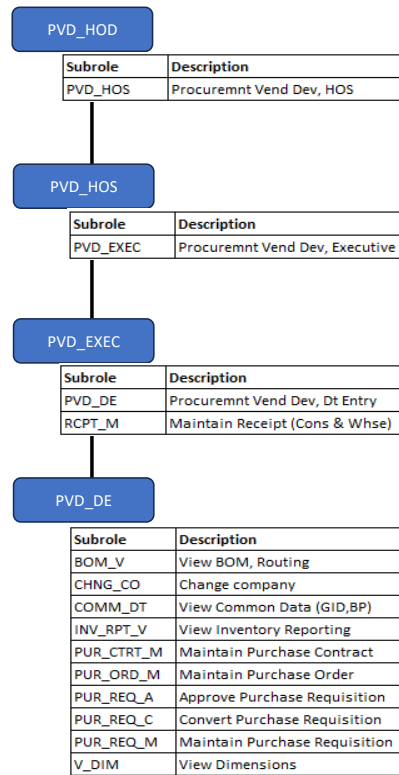
### LEGEND

SCM\_HOD - SUPPLY CHAIN MGMT HOD  
 SCM\_HOS - SUPPLY CHAIN MGMT HOS  
 SCM\_EXEC - SUPPLY CHAIN MGMT EXECUTIVE  
 SCM\_ASST - SUPPLY CHAIN MGMT ASSISTANT  
 SCM\_DE - SUPPLY CHAIN MGMT DATA ENTRY  
 SCM\_DE1 - SUPPLY CHAIN MGMT DATA ENTRY  
 SCM\_REC\_DE - SUPPLY CHAIN MGMT RECEIVING DATA ENTRY  
 SCM\_DEL\_DE - SUPPLY CHAIN MGMT DELIVERY DATA ENTRY  
 SCM\_TRST\_DE - SUPPLY CHAIN MGMT TRANSIT DATA ENTRY  
 SCM\_STORE\_DE - SUPPLY CHAIN MGMT STORE DATA ENTRY

# ROLE AUTHORIZATION MATRIX

## PVD Role

\*applicable to PVD Dept only



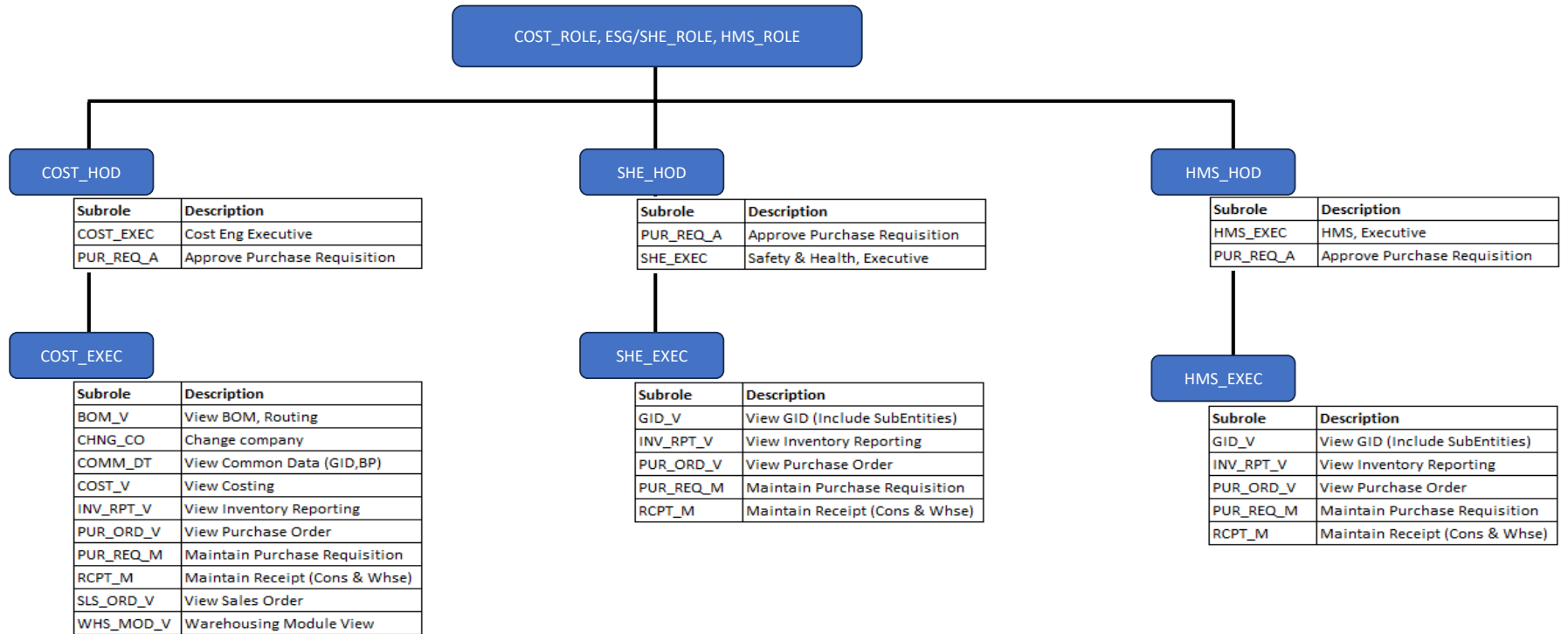
### LEGEND

PVD\_HOD - PROCUREMENT & VENDOR DEV HOD  
 PVD\_HOS - PROCUREMENT & VENDOR DEV HOS  
 PVD\_EXEC - PROCUREMENT & VENDOR DEV EXECUTIVE  
 PVD\_DE - PROCUREMENT & VENDOR DEV DATA ENTRY

# ROLE AUTHORIZATION MATRIX

## COST\_ROLE, ESG/SHE\_ROLE, HMS\_ROLE

\*applicable to department: Cost Engineering, ESG/SHE & HMS



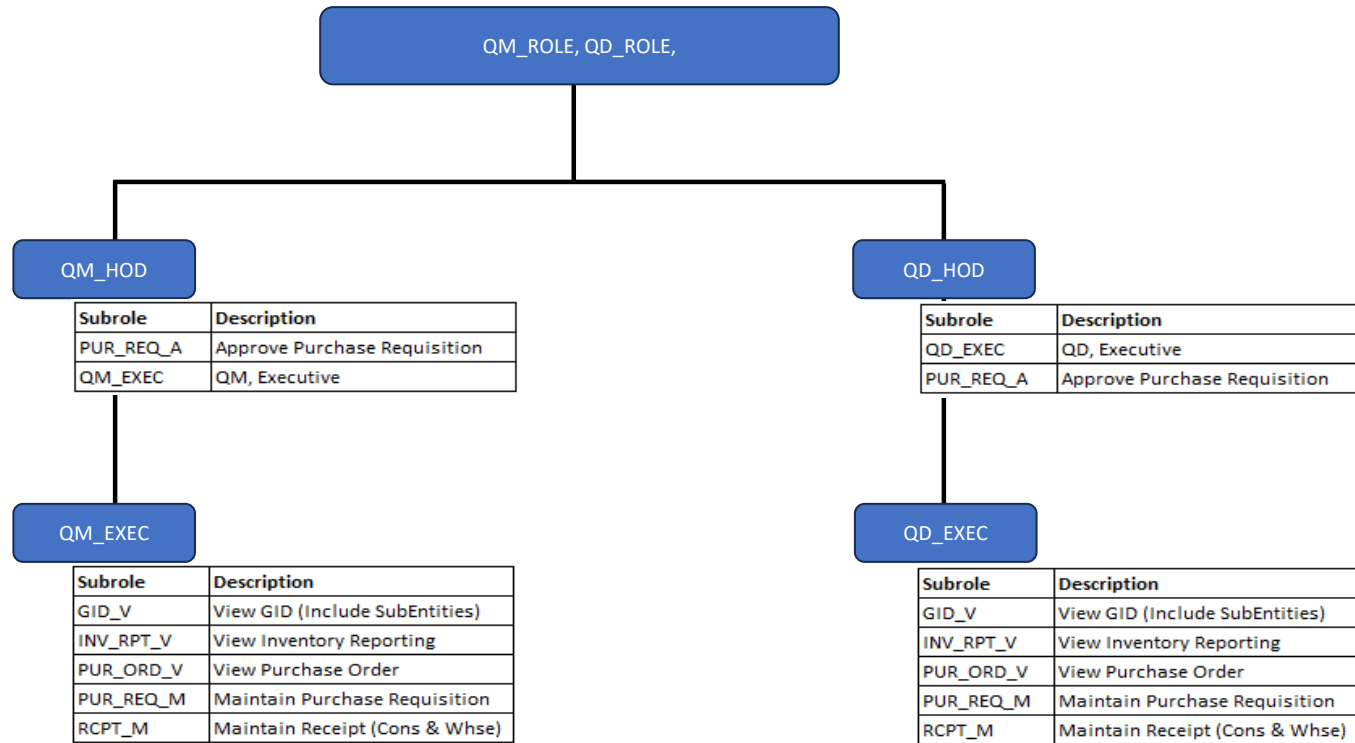
### **LEGEND**

COST\_HOD - COST ENGINEERING HOD  
 COST\_EXEC - COST ENGINEERING EXECUTIVE  
 SHE\_HOD - SAFETY & HEALTH HOD  
 SHE\_EXEC - SAFETY & HEALTH EXECUTIVE  
 HMS\_HOD - HICOM MGMT SYSTEM HOD  
 HMS\_EXEC - HICOM MGMT SYSTEM EXECUTIVE

# ROLE AUTHORIZATION MATRIX

## QM ROLE, QD ROLE

\*applicable to department: Quality Management & Quality Development



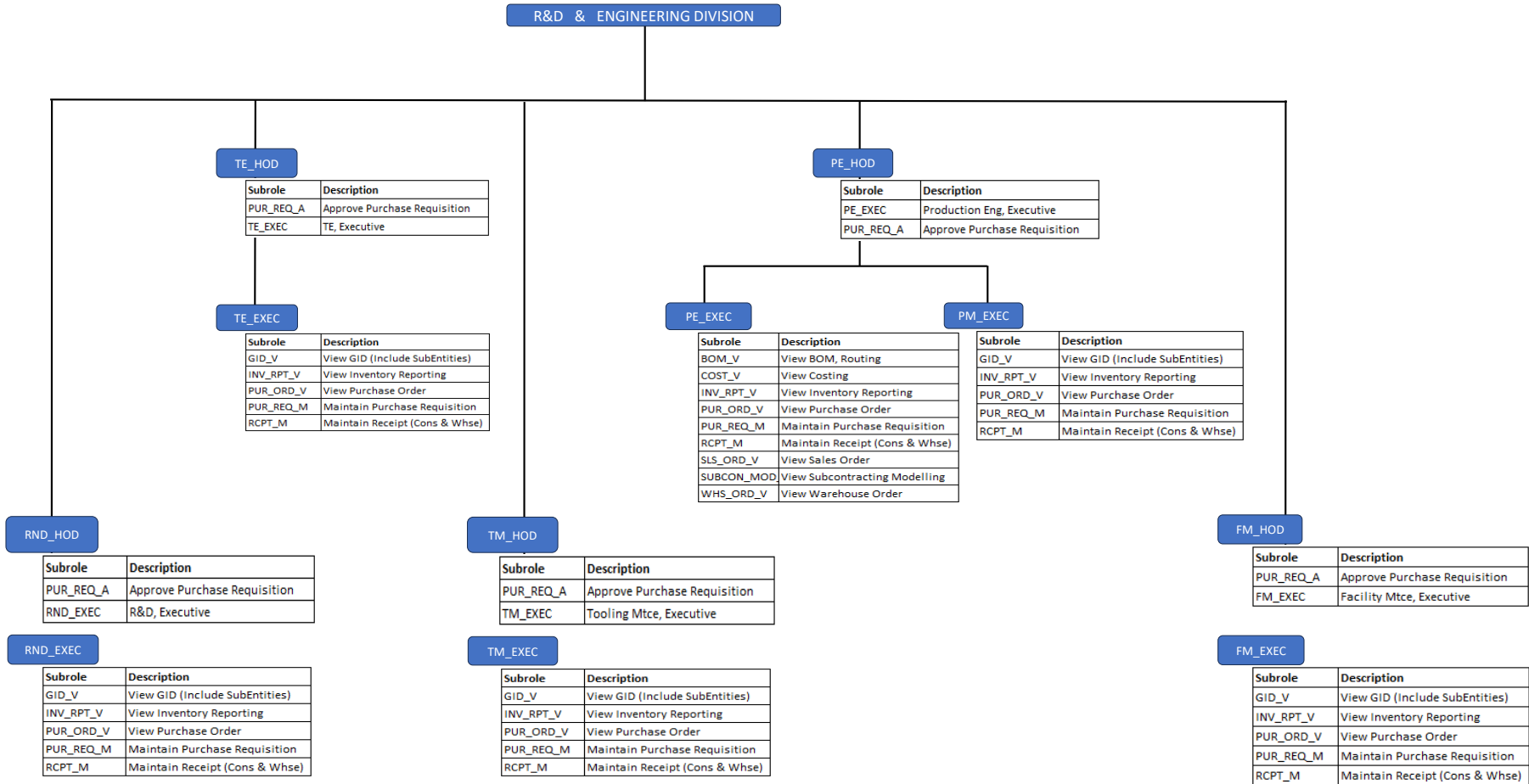
### LEGEND

QM\_HOD - QUALITY MANAGEMENT HOD  
 QM\_EXEC - QUALITY MANAGEMENT EXECUTIVE  
 QD\_HOD - QUALITY DEVELOPMENT HOD  
 QD\_EXEC - QUALITY DEVELOPMENT EXECUTIVE

# ROLE AUTHORIZATION MATRIX

## R&D & ENGINEERING DIVISION

\*applicable to department: R&D, Tooling Engineering, Tooling Maintenance, Process Engineering, Plant Maintenance, Facility Maintenance



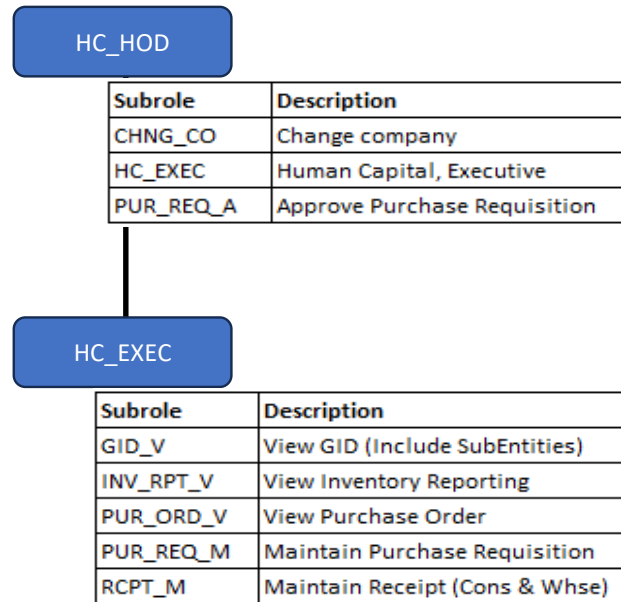
**LEGEND**

RND\_HOD - RESEARCH & DEVELOPMENT HOD  
 RND\_EXEC - RESEARCH & DEVELOPMENT EXECUTIVE  
 TE\_HOD - TOOLING ENGINEERING HOD  
 TE\_EXEC - TOOLING EXECUTIVE EXECUTIVE  
 TM\_HOD - TOOLING MAINTENANCE HOD  
 TM\_EXEC - TOOLING MAINTENANCE EXECUTIVE  
 PE\_HOD - PRODUCTION ENGINEERING HOD  
 PE\_EXEC - PRODUCTION ENGINEERING EXECUTIVE  
 PM\_EXEC - PLANT MAINTENANCE EXECUTIVE  
 FM\_HOD - FACILITY MAINTENANCE HOD  
 FM\_EXEC - FACILITY MAINTENANCE EXECUTIVE

# ROLE AUTHORIZATION MATRIX

## HC Role

\*applicable to department: Human Capital & Admin & Culture & Talent Mgmt



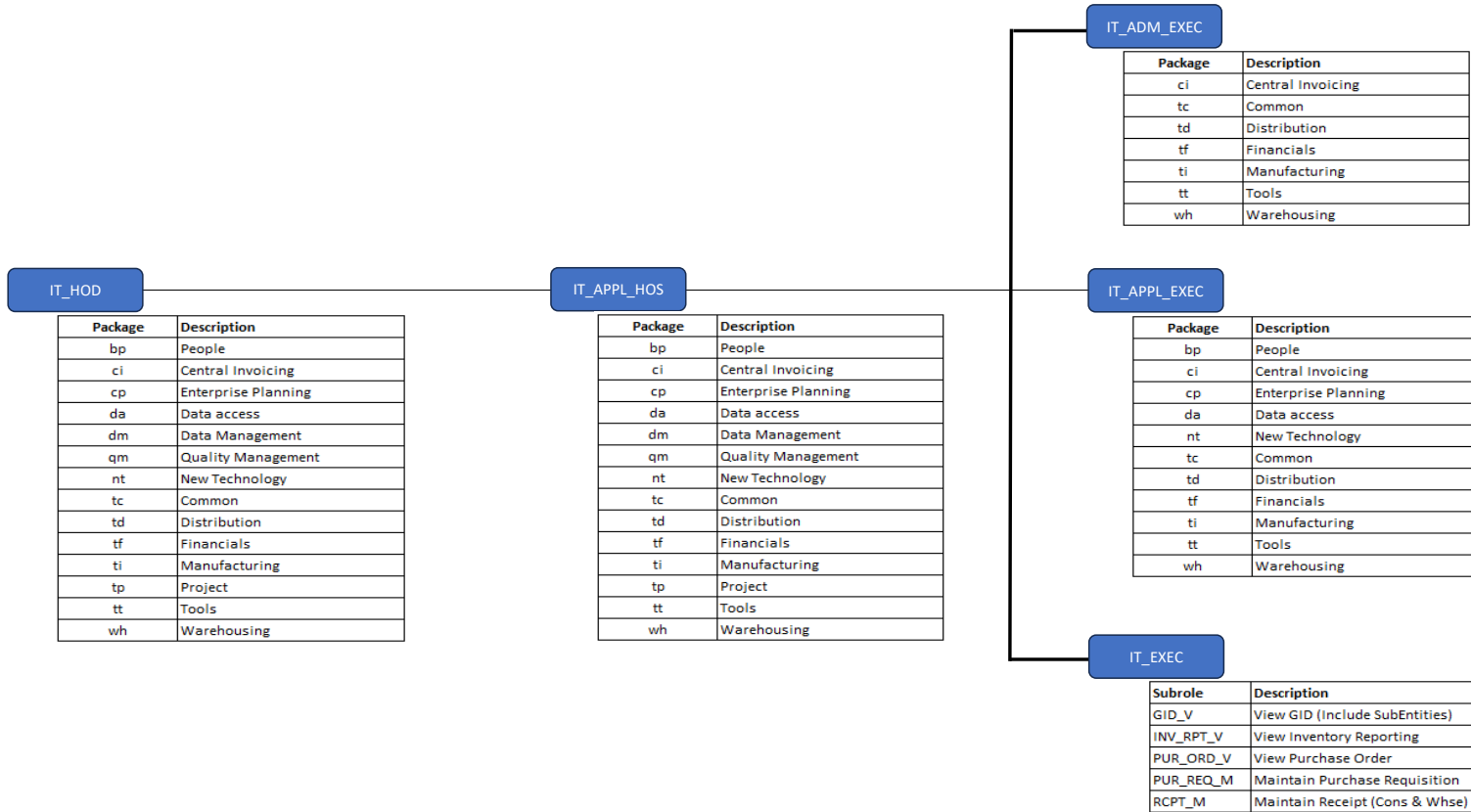
### LEGEND

HC\_HOD - HUMAN CAPITAL HOD  
HC\_EXEC - HUMAN CAPITAL EXECUTIVE

# ROLE AUTHORIZATION MATRIX

## IT Role

\*applicable to IT department only



### LEGEND

IT\_HOD - INFORMATION TECHNOLOGY HOD  
 IT\_APPL\_HOS - INFORMATION TECHNOLOGY APPLICATION HOS  
 IT\_ADM\_EXEC - INFORMATION TECHNOLOGY ADMIN EXEC  
 IT\_APPL\_EXEC - INFORMATION TECHNOLOGY APPLICATION EXEC  
 IT\_EXEC - INFORMATION TECHNOLOGY EXECUTIVE

## ROLE AUTHORIZATION MATRIX

### OPTIONAL ROLE

REFER ROLE BELOW FOR ADDITIONAL REQUEST.

**\*\*SUBJECT FOR APPROVAL**

MODULE	Role	Description	Subrole	Description	Remarks
MASTER DATA	COMM_DT	View Common Data	BP_V	View Business Partner	
			GID_V	View GID (Include SubEntities)	
SALES	SLS_CTRT_M	Maintain Sales Contract			FOR BD/PMO PERSONNEL
	SLS_CTRT_V	View Sales Contract			
	SLS_ORD_V	View Sales Order			
PLANNING	EP_M	Maintain Ent. Planning			
MANUFACTURING	BOM_V	View BOM, Routing			
	COST_V	View Costing			
PROCUREMENT	PUR_REQ_A	Approve Purchase Requisition	GID_V	View GID (Include SubEntities)	
			PUR_REQ_V	View Purchase Requisition	
			V_DIM	View Dimensions	
	PUR_CTRT_V	View Purchase Contract			FOR PVD PERSONNEL ONLY
	CHNG_PRICE	Change PO price			FOR SELECTED PVD PERSONNEL ONLY
WAREHOUSING	CYCLE_COUNT	Maintain Cycle Counting			
	ISSUE_MAT	Maintain Material To Issue			
	WHS_MOD_V	Warehousing Module View			
COMMON	LANDED_COST_V	View Landed Cost			FOR PVD PERSONNEL ONLY
	LANDED_COST_M	Maintain Landed Cost			
TOOLS	JOB_MGMT	To create and maintain job			FOR SUPPORT PERSONNEL ONLY
	IT_DEV	IT Development & Installation			
	IT_SUPPORT	IT External Support			
OPTIONS	CHNG_CO	Change company			