

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 / Operation 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 Development	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			
IT & Digitalisation	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 & DHMSB</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 & DHMSB</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_DEI	<input type="checkbox"/> SCM_DEL_DE	<input type="checkbox"/> SCM_TRST_DE
Quality Management (QM) <small>*Applicable to all plant & DHMSB</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 & DHMSB</small>	HOD Head of Department and above	<input type="checkbox"/> QD_HOD			
	Exec Executive and below	<input type="checkbox"/> QD_EXEC			
Costing & Commercial	HOD Head of Department and above	<input type="checkbox"/> COST_HOD			
	Exec Executive and below	<input type="checkbox"/> COST_EXEC			
ESG & Health & Safety	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&B, Rewards & Admin and TA</small>	HOD Head of Department and above	<input type="checkbox"/> HC_HOD			
	Exec Executive and below	<input type="checkbox"/> HC_EXEC			
Technology & Engineering <small>*Applicable to EFM, TM, TD&D, R&D, PE, EM1, EM2 & DHMSB</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, PM3 & DHMSB</small>	HOD Head of Department and above	<input type="checkbox"/> BD_HOD			<input type="checkbox"/> FM_EXEC
	Exec Executive and below	<input type="checkbox"/> BD_EXEC			

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

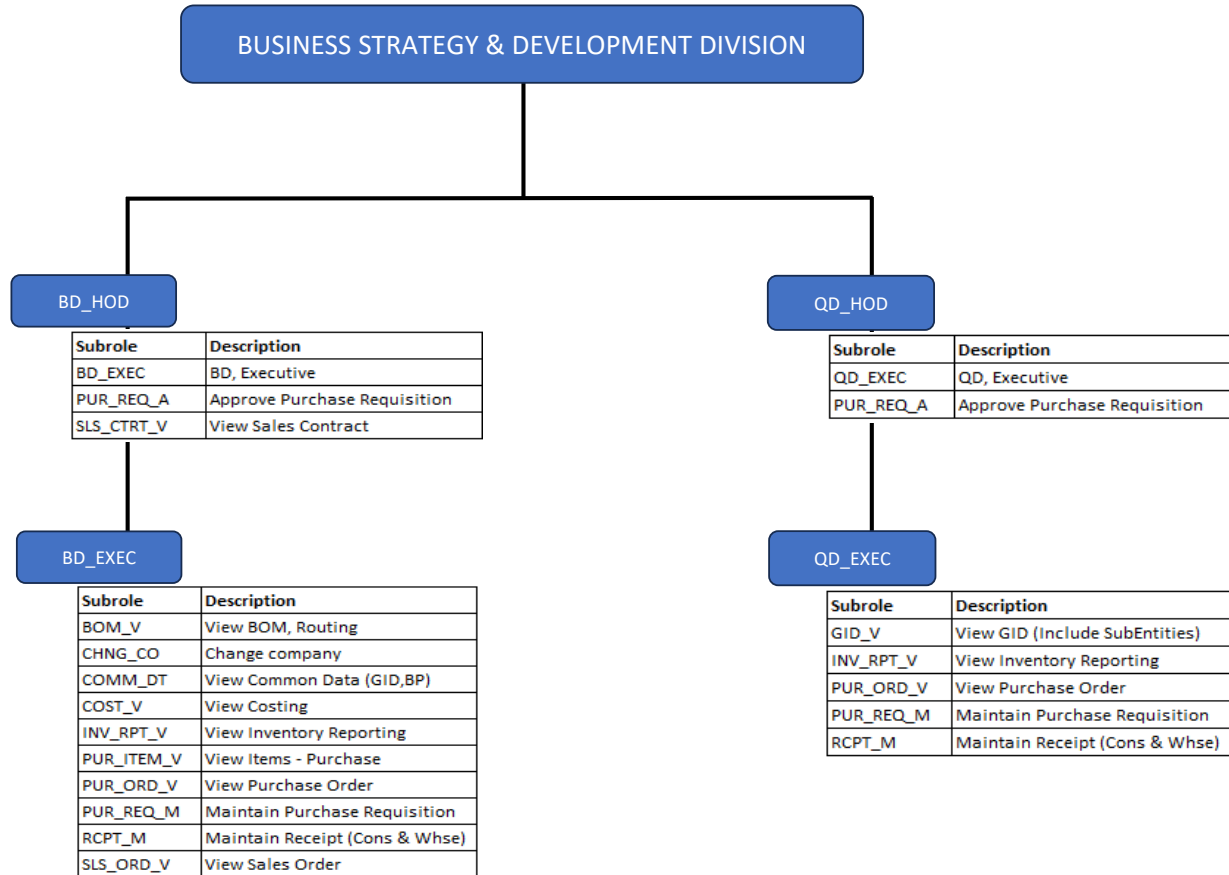
For System Administrator (IT) Use Only

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, PM3 & QD



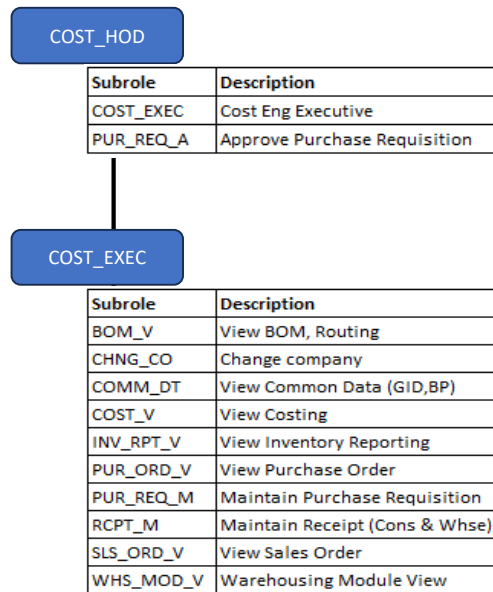
LEGEND

BD_HOD - BUSINESS DEVELOPMENT HOD
 BD_EXEC - BUSINESS DEVELOPMENT EXECUTIVE
 QD_HOD - QUALITY DEVELOPMENT HOD
 QD_EXEC - QUALITY DEVELOPMENT EXECUTIVE

ROLE AUTHORIZATION MATRIX

COSTING ROLE

*applicable to department Costing & Commercial



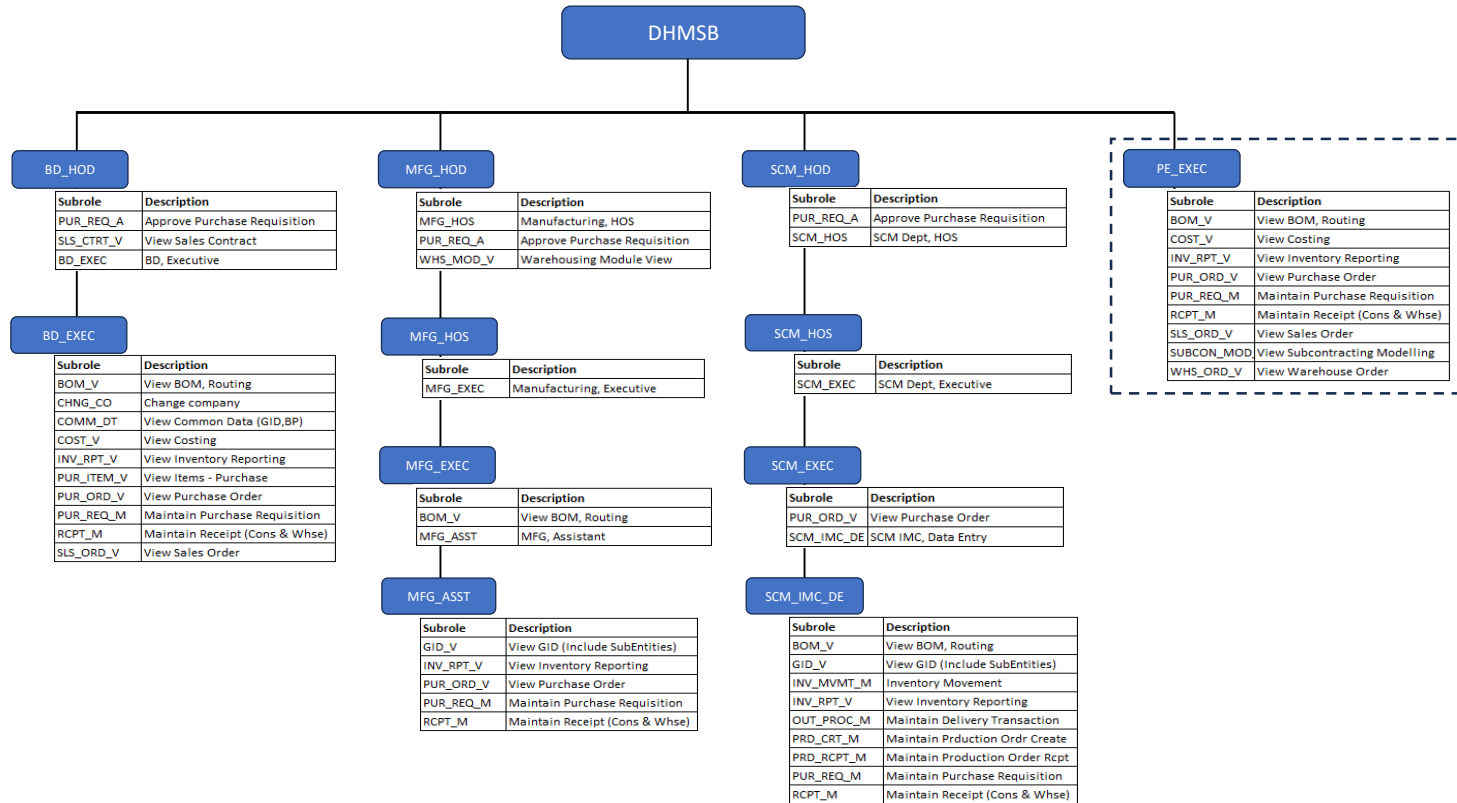
LEGEND

COST_HOD - COSTING & COMMERCIAL HOD
 COST_EXEC - COSTING & COMMERCIAL EXECUTIVE

ROLE AUTHORIZATION MATRIX

DHMSB ROLE

*applicable to DHMSB



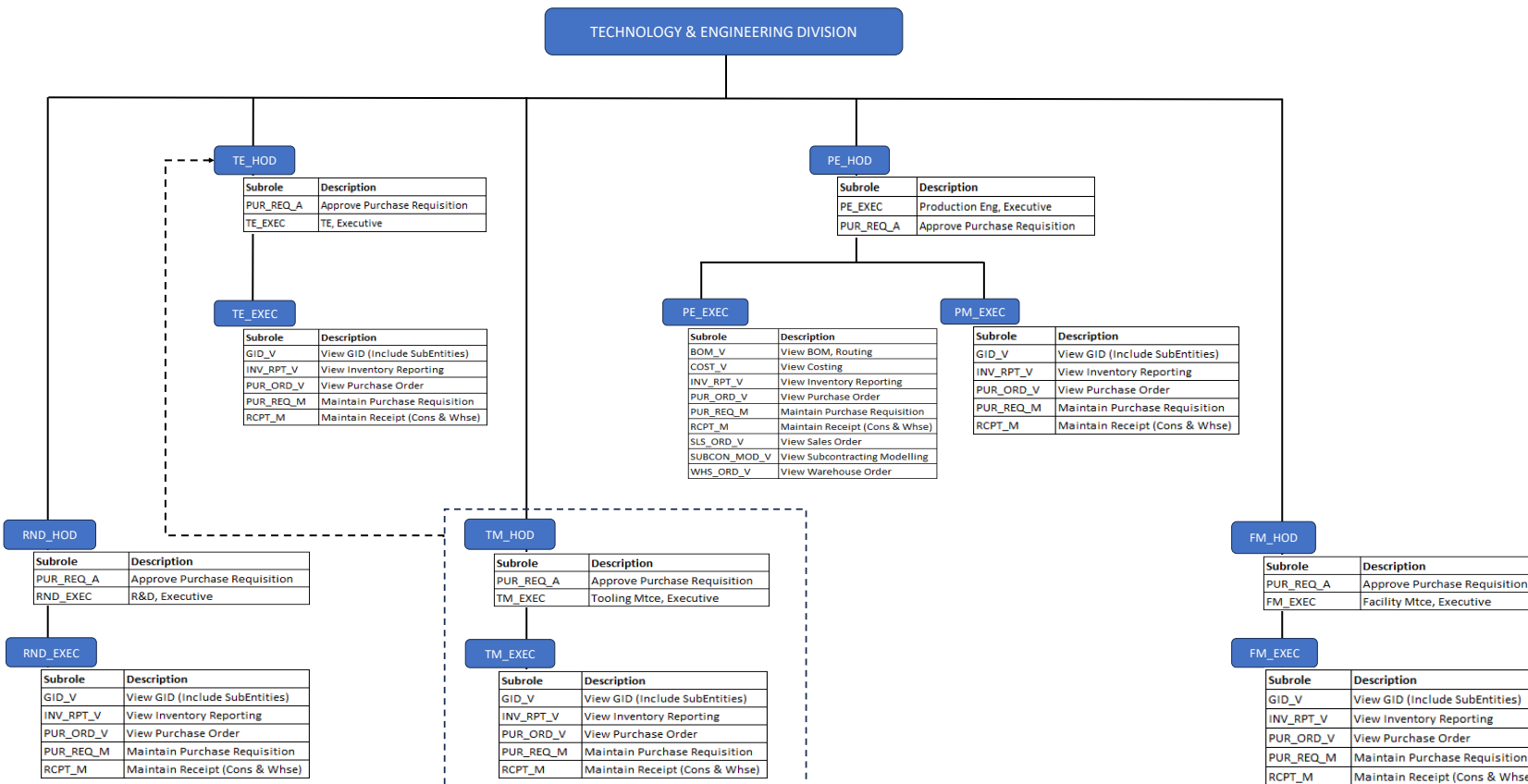
LEGEND

- BD_HOD - BUSINESS DEVELOPMENT HOD
- BD_EXEC - BUSINESS DEVELOPMENT EXECUTIVE
- MFG_HOD - MANUFACTURING HOD
- MFG_HOS - MANUFACTURING HOS
- MFG_EXEC - MANUFACTURING EXECUTIVE
- MFG_ASST - MANUFACTURING ASSISTANT
- SCM_HOD - SUPPLY CHAIN MGMT HOD
- SCM_HOS - SUPPLY CHAIN MGMT HOS
- SCM_EXEC - SUPPLY CHAIN MGMT EXECUTIVE
- SCM_IMC_DE - SUPPLY CHAIN MGMT DATA ENTRY
- PE_EXEC - PRODUCTION ENGINEERING EXECUTIVE

ROLE AUTHORIZATION MATRIX

ENGINEERING ROLE

*applicable to department: R&D, TD&D, Process Engineering, Equipment Maintenance & Energy & Facility Maintenance



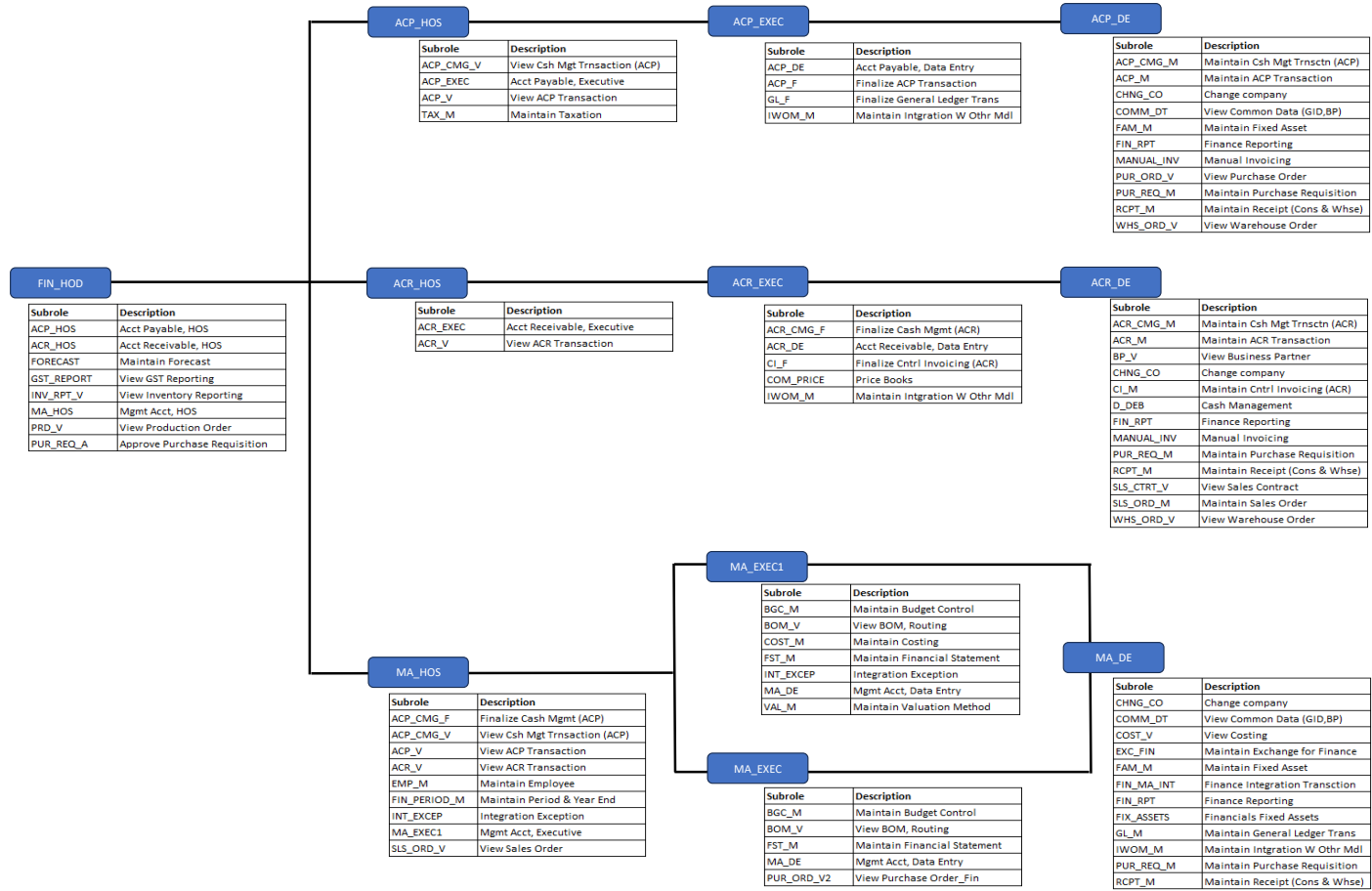
*TM_HOD not applicable
 *TM_EXEC report to TE_HOD as per organizational chart

LEGEND	
RND_HOD	RESEARCH & DEVELOPMENT HOD
RND_EXEC	RESEARCH & DEVELOPMENT EXECUTIVE
TE_HOD	TOOLING DESIGN & DEVELOPMENT HOD
TE_EXEC	TOOLING DESIGN & DEVELOPMENT EXECUTIVE
PE_HOD	PRODUCTION ENGINEERING HOD
PE_EXEC	PRODUCTION ENGINEERING EXECUTIVE
PM_EXEC	EQUIPMENT MAINTENANCE EXECUTIVE
FM_HOD	ENERGY & FACILITY MAINTENANCE HOD

ROLE AUTHORIZATION MATRIX

F&S ROLE

*applicable to Management Accounting & Operational Accounting Dept only



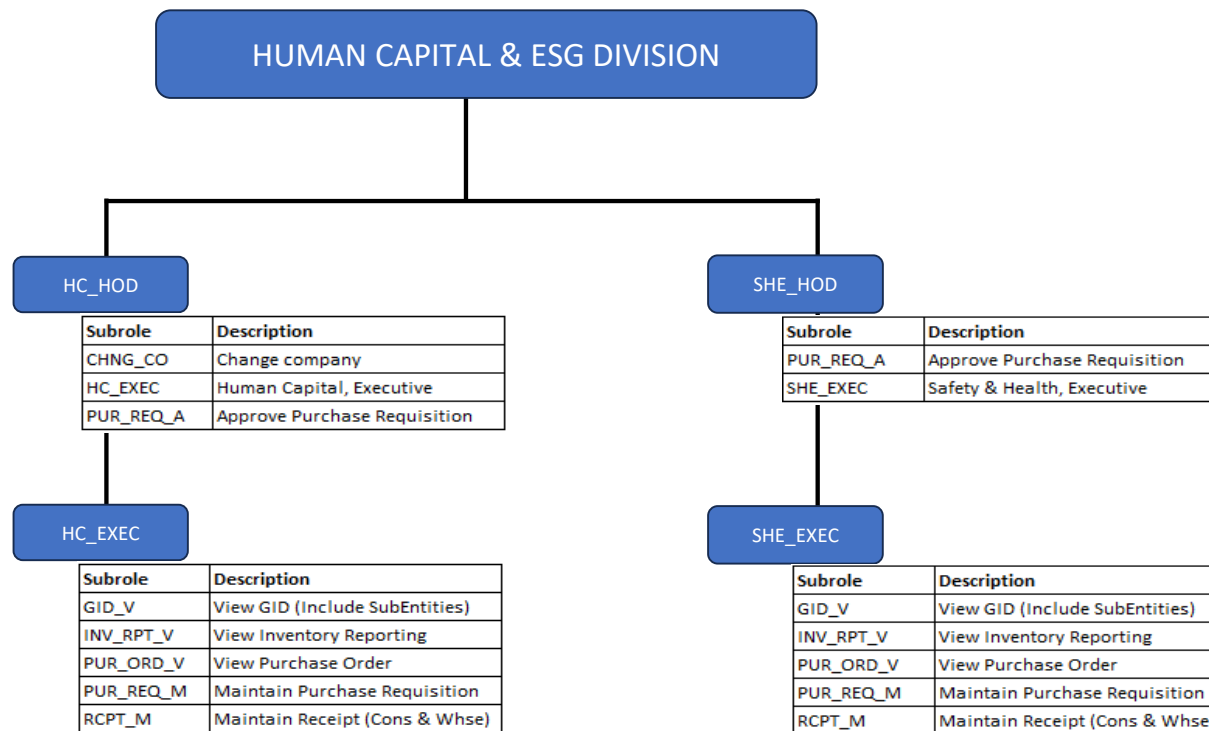
LEGEND

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

HC ROLE & ESG & HEALTH & SAFETY ROLE

*applicable to Human Capital & ESG Division



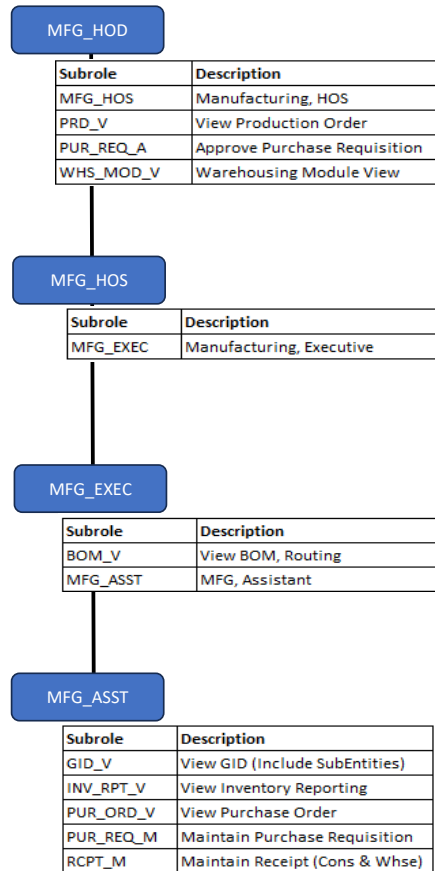
LEGEND

HC_HOD - HUMAN CAPITAL HOD
 HC_EXEC - HUMAN CAPITAL EXECUTIVE
 SHE_HOD - ESG & HEALTH & SAFETY HOD
 SHE_EXEC - ESG & HEALTH & SAFETY EXECUTIVE

ROLE AUTHORIZATION MATRIX

MFG_ROLE

*applicable to Manufacturing Dept for all plant



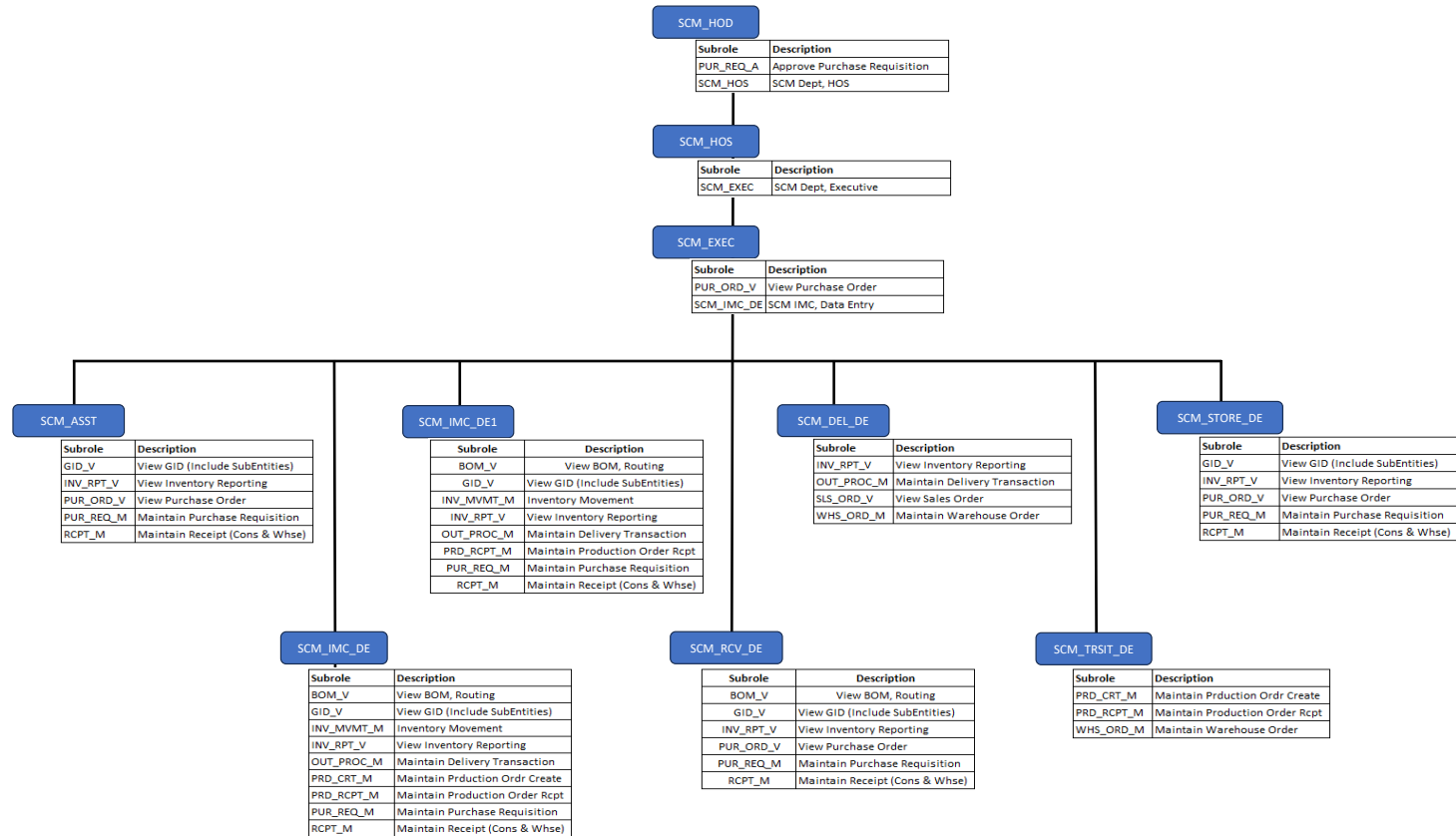
LEGEND

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



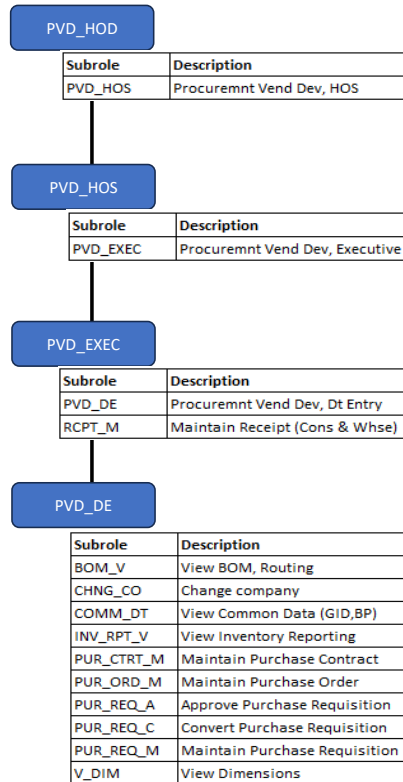
LEGEND

- 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_IMC_DE - SUPPLY CHAIN MGMT DATA ENTRY
- SCM_IMC_DE1 - SUPPLY CHAIN MGMT DATA ENTRY 1
- 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



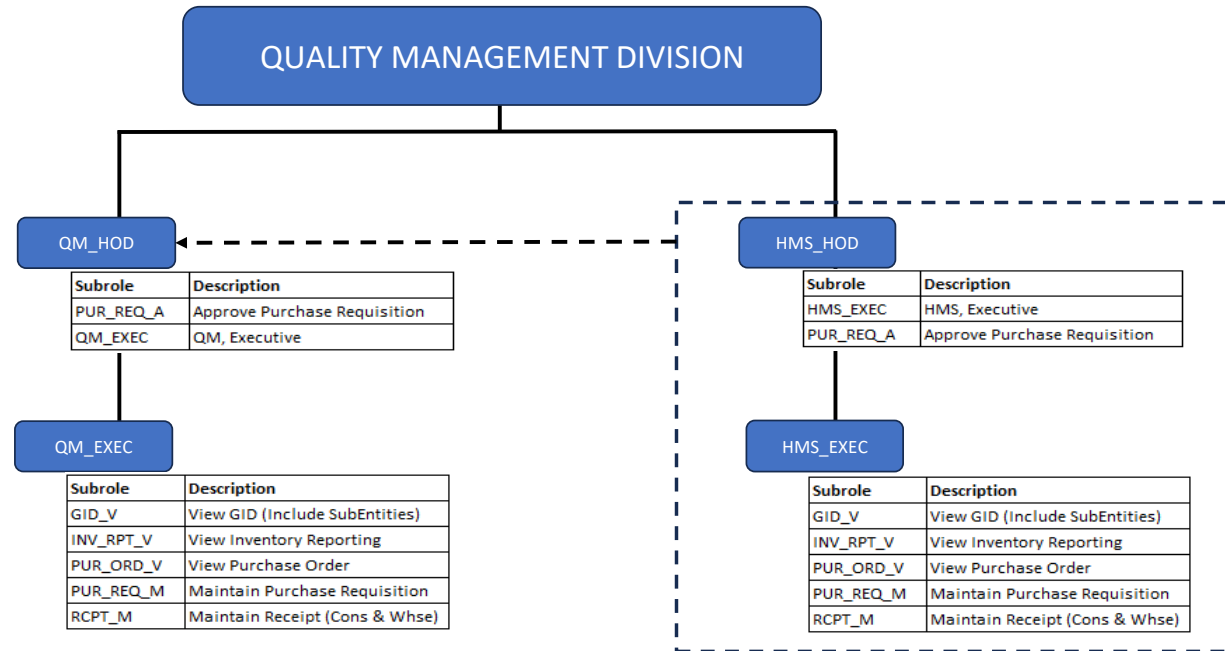
LEGEND

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

QM ROLE & HMS ROLE

*applicable to department: Quality System & Quality Assurance all plant and HMS



*HMS_HOD not applicable

*HMS_EXEC report to QM_HOD as per organizational chart

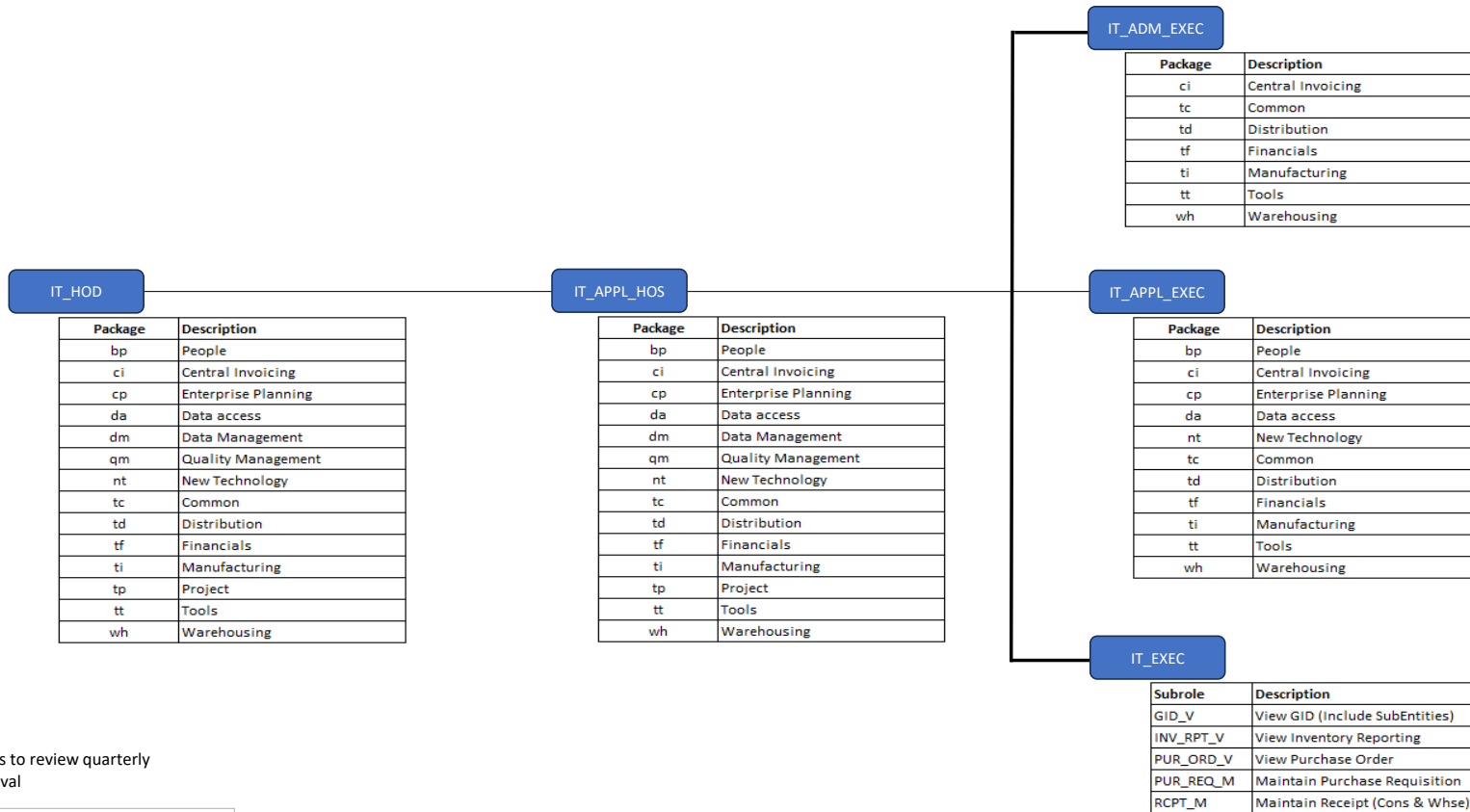
LEGEND

QM_HOD - QUALITY MANAGEMENT DIVISION HOD
 QM_EXEC - QUALITY MANAGEMENT DIVISION EXECUTIVE
 HMS_HOD - HICOM MGMT SYSTEM HOD
 HMS_EXEC - HICOM MGMT SYSTEM EXECUTIVE

ROLE AUTHORIZATION MATRIX

IT_ROLE

***applicable to IT department only**



Remark

*Super User access to review quarterly

*subject for approval

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			