

Risk Level	Standard	Language	Country
N/A		EN	[Country Applies To]

PURPOSE

This Work Instruction (WI) details the steps to report Xxxxxxx, gather and complete the Xxxxx, and initiate Xxxxx.

SCOPE AND TIMELINE

1. Scope

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2. Timeline

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ROLES AND RESPONSIBILITIES

Xxxx Manager | Lorem ipsum dolor sit amet, consectetur adipiscing elit, labore et dolore magna aliqua.

Xxxx Manager | Lorem ipsum dolor sit amet, consectetur adipiscing elit, labore et dolore magna aliqua.

Xxxx Administrator | Lorem ipsum dolor sit amet, consectetur adipiscing elit, labore et dolore magna aliqua.

Xxxx Manager | Lorem ipsum dolor sit amet, consectetur adipiscing elit, labore et dolore magna aliqua.

DEFINITIONS

Xxxx Xxxx (XXX): Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

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SUPPLIES AND EQUIPMENT

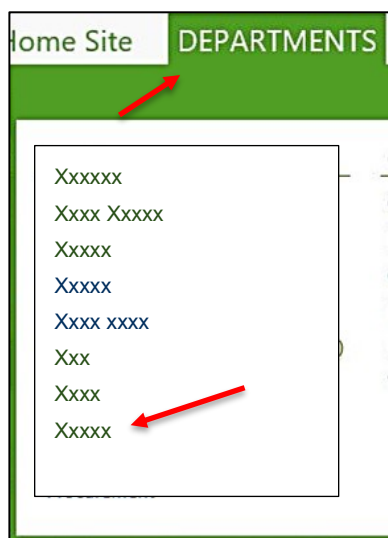
Title	Description (Software, Hardware, Office Supplies, Licensing, Permissions, Other Materials, etc.)
SAP Access	List T-Codes
Microsoft Word	Used to complete the XXXX.

INSTRUCTIONS

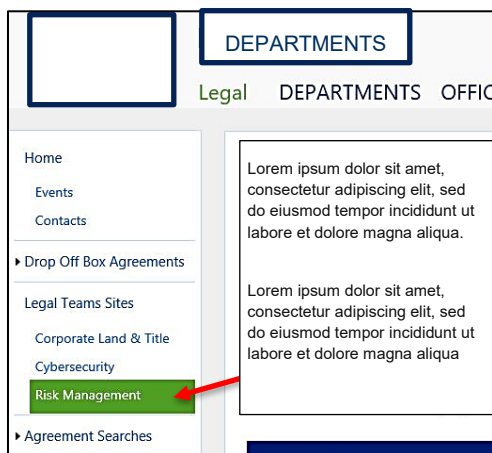
STEP 1. Xxxxx Xxxxxxx and Xxxxxx

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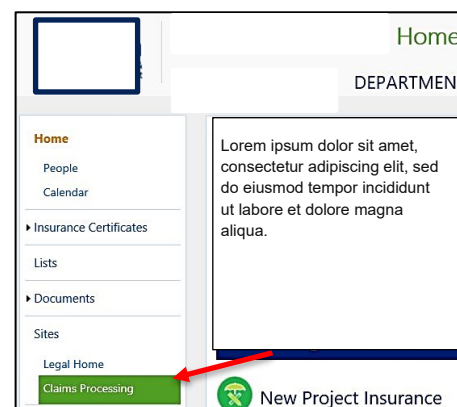
STEP 2. Xxxxx Xxxxx xxxxxx



Screenshot 1

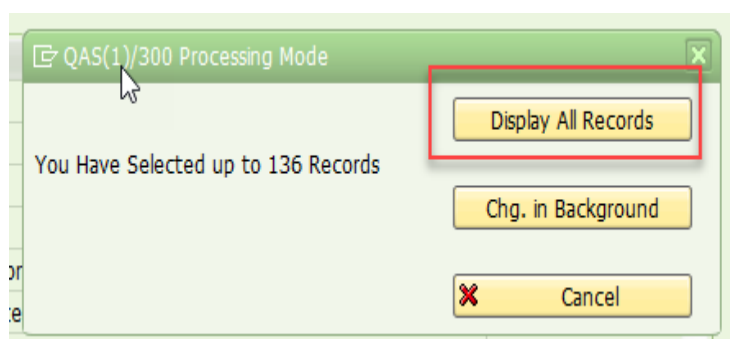


Screenshot 2

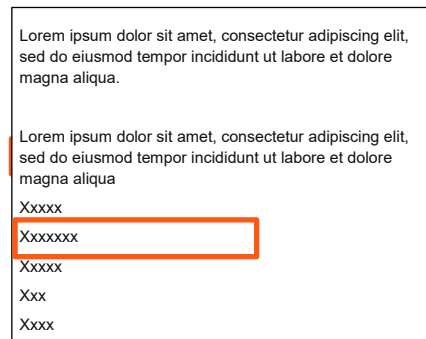


Screenshot 3

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Screenshot 4



Screenshot 5

QMS Example

Project Process Document

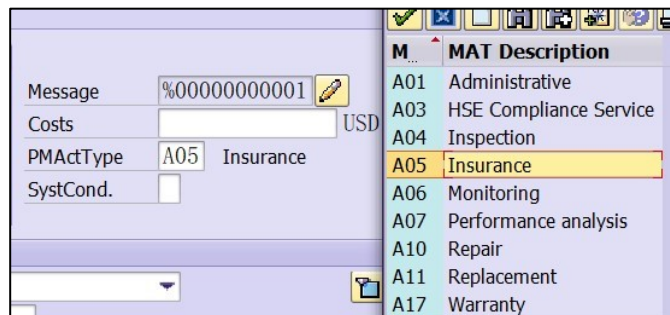
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STEP 3. Xxxxx Xxxxx xxxxxx

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Screenshot 6



Screenshot 7

SAP Sales Order or Service Order Specifications	
REQUIREMENTS	SPECIFY (verbatim; case sensitive)
SAP FIELD: PMActType	Xxxxx Xxxxx
SAP FIELD: Insurance Claim	Xxxxx Xxxxx

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REFERENCES

XXXXXX XXXXX

- Procedure, XXXX-XXXX-000 – Xxxxx XXXXXXXXX
- Procedure, XXXX-XXXX-000 – Xxxxx XXXXXXXXX
- Work Instruction, XXXX-XXXX-000 – Xxxxx XXXXXXXXX
- Work Instruction, XXXX-XXXX-000 – Xxxxx XXXXXXXXX
- Work Instruction, XXXX-XXXX-000 – Xxxxx XXXXXXXXX

QMS Example

Project Process Document

REVISION [Revision Num.]

DRAFT - NOT RELEASED FOR USE

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DOCUMENT HISTORY

Rev #	R&E ID	Author	Owner Approval	Date	Update Notes
[Rev #]	[R&E ID]	[Author Name]	[Approver Name]	[Date]	[Enter a brief description of the reason for the creation or revision of the document.]

DOCUMENT PROPERTIES & APPROVAL HIERARCHY (CLICK TO COLLAPSE OR EXPAND AS NEEDED)

→ START-AUTHOR COMPLETES

Fill out the approval strategy and document properties below before requesting to publish the Functional Document. The Approval Hierarchy needs to be dated when approved by each designated party.



Document Details

Document Title: QMS Example
 Issuing Department: [Issuing Dept.]
 Standard:
 Risk Level: N/A
 Data Classification: [Data Classification]
 Record Series Code: [Record Series Code]
 Review Period: [Review Period]

Intended Audience of Document & Metadata

Country Applicable To: [Country Applies To]
 Technologies: (Check all that apply) N/A Xxxx Xxxx Xxxx Xxxx
 OEM Name: N/A
 Platform(s): List platforms that apply
 Component: N/A
 Location: Full Name; Full Name 2;
 Keywords: (Express Search Terms) Xxx
 Update Notes: [Update Notes]

← END

APPENDICES

Insert Appendices Here