?????????????????
IC

- Job Description IC
  - [illegible] IC
  - [illegible] IC
- [illegible]
  - [illegible]
  - [illegible] Count Sheet
  - [illegible] (Stock Adjustment Request)
- [illegible]
  - [illegible]
  - [illegible]
- [illegible] /[illegible]
  - [illegible] /[illegible]
- [illegible] SPO
  - [illegible] SPO
  - [illegible] SPO

Job Description IC

Job Description IC

?????????? IC

( )		( )	Inventory Control Coordination
			(ICC)
	, -		G4

(Job Purpose)

(Key Responsibilities)

/ (Key Responsibilities and Activities)	(Key Objectives)	(Performance Indicators)
	- - - - -	

[illegible]	1. [illegible] 2. [illegible] 3. [illegible] [illegible] [illegible] 4. [illegible]	[illegible]
[illegible]	1. [illegible] , [illegible] / [illegible] 2. [illegible] 3. [illegible]	[illegible]
[illegible] / [illegible] (Key Responsibilities and Activities)	[illegible] (Key Objectives)	[illegible] (Performance Indicators)
[illegible]	1. [illegible] 2. [illegible] 3. [illegible] [illegible] -[illegible] /PC 4. [illegible] 5. [illegible]	[illegible] [illegible] 100%

[illegible]	1. [illegible]	[illegible] 100%
[illegible]	1. [illegible] 2. [illegible]	[illegible]

[illegible] / [illegible] / [illegible] (Major Challenges)

- [illegible]
- [illegible]
- [illegible]
- [illegible]

[illegible] (Subordinate's Responsibilities)

[illegible] (Financial Responsibilities/Authorization)

[illegible] (Item)	[illegible] (Amount/Authorized level)		
	[illegible] (Own Decision)	[illegible] (Consulted by Superior)	[illegible] (Superior Approval)

[illegible] (Working Relationship)

[illegible] / [illegible]	[illegible]	[illegible]
[illegible]	- [illegible]	[illegible]
	- [illegible]	
	- [illegible]	
	- [illegible]	

[illegible] (Job Specifications)

[illegible] (Education Background)

[illegible] [illegible] , [illegible]

[illegible] /[illegible] /[illegible] (Certification/Licensing)

[illegible] (Professional Experiences)

*[illegible] [illegible] 5 [illegible]

[illegible] (Competencies)

[illegible] (Knowledge)	[illegible] (Skills)	[illegible] /[illegible] (Mental Abilities/Personalities)

- [illegible]	- [illegible] Microsoft Office [illegible] - [illegible]	- [illegible] - [illegible] - [illegible] - [illegible] , [illegible] - [illegible] - [illegible] - [illegible] - [illegible] - [illegible]

[illegible] (Others)

[illegible] (Prepare By)	[illegible] (Approved By)	[illegible] (Acknowledged By)
(..) [illegible] ..../........./..........	(..) [illegible] ..../........./..........	(..) [illegible] ..../........./..........

Job Description IC

??????????? IC

[illegible] ([illegible])	[illegible]	[illegible] ([illegible])	Inventory Control Coordination
[illegible]	[illegible]	[illegible]	[illegible] (ICC)
[illegible]	[illegible]	[illegible]	G3

[illegible] (Job Purpose)

[illegible]

[illegible] (Key Responsibilities)

[illegible] / [illegible] (Key Responsibilities and Activities)	[illegible] (Key Objectives)	[illegible] (Performance Indicators)	[illegible]
[illegible]	1. [illegible] 2. [illegible] 3. [illegible] 4. [illegible]	[illegible]	

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	1. 2.		

/ / (Major Challenges)

-
-
-
-

(Subordinate's Responsibilities)

(Position)	(Job Scope)

(Financial Responsibilities/Authorization)

(Item)	(Amount/Authorized level)		
	(Own Decision)	(Consulted by Superior)	(Superior Approval)

[illegible] (Working Relationship)

[illegible] / [illegible]	[illegible]	[illegible]
[illegible]	- [illegible]	[illegible]
	- [illegible]	
	- [illegible]	

[illegible] (Job Specifications)

[illegible] (Education Background)

[illegible] .[illegible] [illegible] ,[illegible]

[illegible] (Professional Experiences)

*[illegible] [illegible] 1 [illegible]

[illegible] (Competencies)

[illegible] (Knowledge)	[illegible] (Skills)	[illegible] [illegible] /[illegible] (Mental Abilities/Personalities)

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□□□□□□□□ (Prepare By)	□□□□□□□□□□ (Approved By)	□□□□□□□□□□□□□□ (Acknowledged By)
(.....) □□□□□□ ...../...../.....	(.....) □□□□□□ ...../...../.....	(.....) □□□□□□ ...../...../.....

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1. ????????????????????

Section

Section Manager

Division

2. ??????????????

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* BC
* BC
* Wh202

Intranet

*
* BC

???????????????????????????????? ? ??????

1.
2. Back Order

Pos

3.
4.
5. Vender / Show
6.
7. ISP
8.
9.

3. ????????

????????????????????:

1. ???????????????? Back order (SPO) ??????????? ??? Pos:

Back Order

2. ?????????????????????????:

3. ??????????????????????????:

4. ??????????????????????? VND/SHW:

5. ??:

[illegible]
[illegible]
[illegible] [illegible] /[illegible]

6. ????????????????????????????????:

[illegible]
[illegible]
[illegible]
[illegible] [illegible] FM-IC-103
[illegible] [illegible] [illegible]
[illegible]
[illegible]
[illegible] ICC
[illegible]

7. ?????? ISP:

ICC
[illegible]
[illegible]
[illegible]
[illegible] [illegible] ICC
[illegible] [illegible] ICC [illegible] [illegible]
[illegible]

8. ???????????????????????? ???:

[illegible] 2.1

9. ?????????????????????????????:

[illegible]
[illegible]
[illegible]
[illegible] [illegible] ICC
[illegible]

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- [illegible]
  [illegible]
  [illegible]
  [illegible]

- [redacted]
  [redacted]
  [redacted]
  [redacted]
- [redacted]
  [redacted]
  [redacted]

?????????????????? Count Sheet

image.png

□□□□□□□□□□□□□□□□□□

??????????????????????????????

(Stock Adjustment Request)

image.png

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[illegible]

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[illegible] IC [illegible]
“ [illegible] ”
[illegible] [illegible]
[illegible]
[illegible]

[illegible]	[illegible] 100 [illegible]
[illegible]	[illegible] 50 [illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

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[illegible]	[illegible]
[illegible]	1. [illegible] 2. [illegible] 3. [illegible]

[illegible] **IC**	1. [illegible] [illegible] [illegible] 2. [illegible] [illegible] [illegible] [illegible] 3. [illegible] Section [illegible] 4. [illegible] [illegible] [illegible] [illegible]
Section Manager	1. [illegible] [illegible] 2. [illegible] [illegible] 3. [illegible] [illegible]
[illegible]	1. [illegible] [illegible] 2. [illegible] [illegible] [illegible] 3. [illegible] [illegible]

??????????????

image-1657609321683.png

????????????????????

1. ????????????????????????? ???????????????????

[illegible] IC BO [illegible] ([illegible]) [illegible] F-IC-101 [illegible] [illegible] [illegible] [illegible]

1.1 [illegible] 2 [illegible] ([illegible] A) 4 - 6 [illegible] ([illegible] B) [illegible] 7 [illegible] ([illegible] C) [illegible] [illegible] [illegible] 1[illegible] [illegible] ([illegible] A) [illegible] 4-6 [illegible] ([illegible] B) [illegible] 7 [illegible] ([illegible] C) [illegible]

1.2 [illegible] [illegible] Stock [illegible] 3 [illegible] [illegible] 100 [illegible] ([illegible])

1.3 [illegible] [illegible] [illegible] 10,000 [illegible]

1.4 [illegible] [illegible]

2. ????????????????????? Section

[illegible]
[illegible] Section [illegible]
[illegible] [illegible]
[illegible] [illegible]
[illegible] Section
[illegible]
[illegible]
[illegible]
[illegible]
[illegible] [illegible] Section
[illegible]

3. ?????????????????????????

[illegible]
[illegible] 2 [illegible] [illegible] 2 [illegible] [illegible]
[illegible] [illegible] 2 [illegible] [illegible]
[illegible] 6 [illegible]
[illegible]
[illegible]
[illegible]
[illegible] 24 [illegible] .
[illegible]
[illegible]

4. ?????????? ??? IC ????????

[illegible]
[illegible] [illegible] [illegible] ICC
[illegible] Section [illegible] [illegible] [illegible] [illegible]
[illegible] [illegible] [illegible]
[illegible] [illegible] ISP [illegible]

5. IC ??????????????? ??????? ?????????

[illegible]
[illegible] [illegible]
[illegible]
[illegible]

<u>[illegible]</u>

6. ???????????????????

□ Section □
□

7. IC ??????????????????

IC □
□
□

8. □
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8.1 □
□ □ □
SCG □ □
8.2
□
□ 7
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□
□
□ (□)

?????? ?????????????????????

1. F-IC-101 □ (Count Sheet)
2. AC6-F03 □

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1. [illegible]

- [illegible]
  [illegible] ICC [illegible] “
  [illegible] ”
  [illegible]
- [illegible]

2. [illegible]

[illegible]

[illegible]

3. [illegible]

[illegible]

4. [illegible]

- Sale Division

1. [illegible]
2. [illegible]
3. [illegible] Moble Application [illegible]

4. [illegible]
5. [illegible] Section [illegible]
6. [illegible]

- Section Manager

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible] Hand held
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]

- [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible] Hand held
6. [illegible]

- ICC

1. [illegible]
2. [illegible] Sale Division [illegible]

5. [illegible]

image.png

รายละเอียดวิธีปฏิบัติงาน

การตรวจนับสินค้า

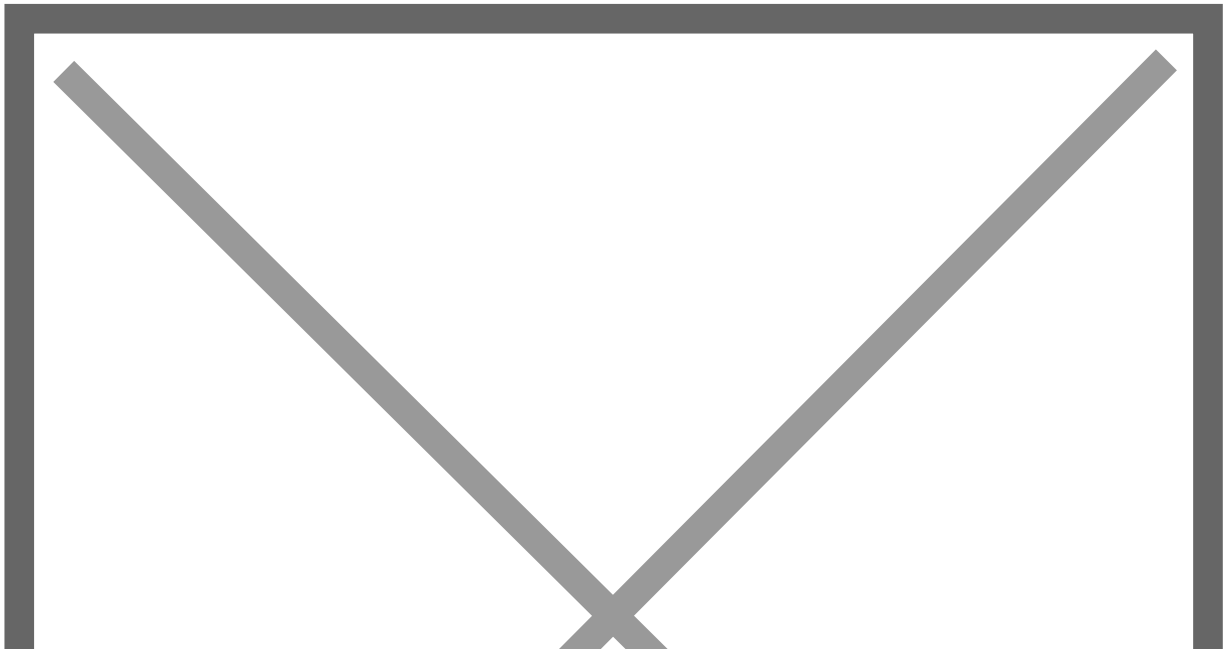
1. ตรวจสอบพื้นที่ขายและอัพเดทป้ายทะเบียนชั้นเก็
บสินค้า
2. จัดเรียนสินค้าให้เป็นหมวดหมู่
3. ตรวจนับสินค้า
4. บันทึกผลการตรวจนับโดยใช้ Hand held
5. Sale Division ตรวจสอบผลการตรวจนับ
6. พิมพ์ใบบันทึกผลการตรวจนับ
7. พนักงานขาย , Section Manager และ Sale Division
เซ็นต์รับผลการตรวจนับ
8. Sale Division อนุมัติผลการตรวจนับ ผ่านระบบ Moble Application ให้ แผนกคอมพิวเตอร์
9. แผนกคอมพิวเตอร์จะประมวลผลการตรวจนับและส่งข้อ
มูลเข้าคลัง ISP

การเคลียร์สต๊อกสินค้า

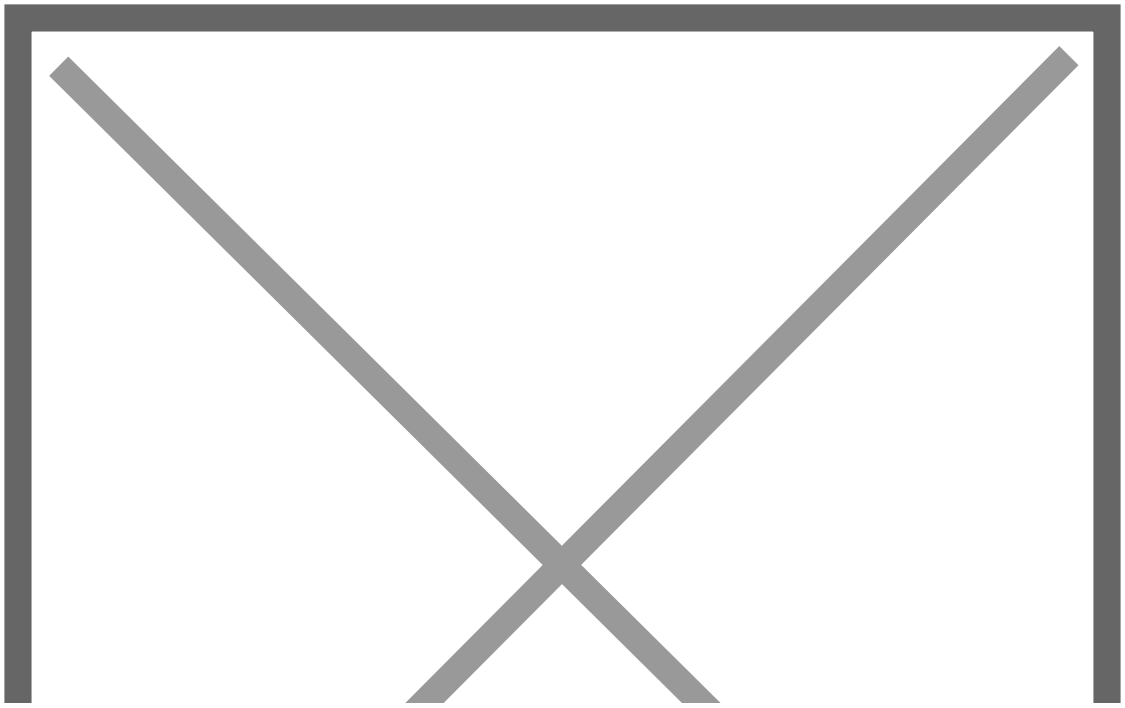
1.กระบวนการรับข้อมูลสินค้าที

่มีปัญหา

รับทาง Mail จากแผนกคอมพิวเตอร์



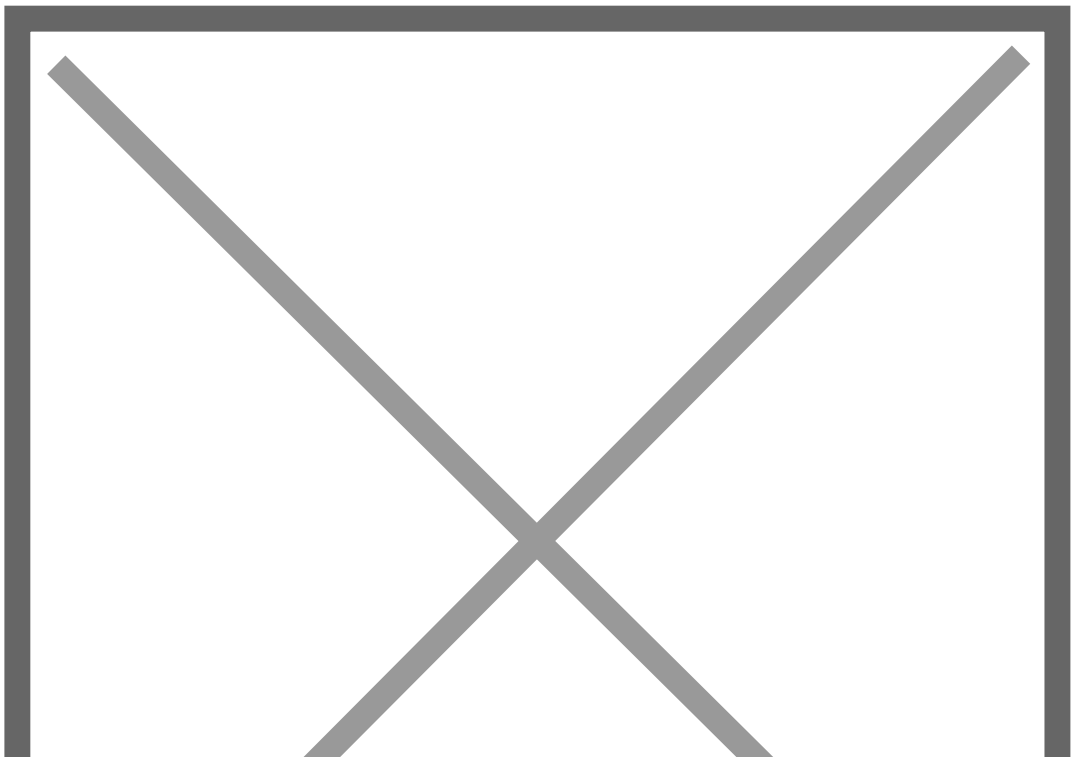
หรือรับแจ้งจากลูกค้าหรือพนักงาน



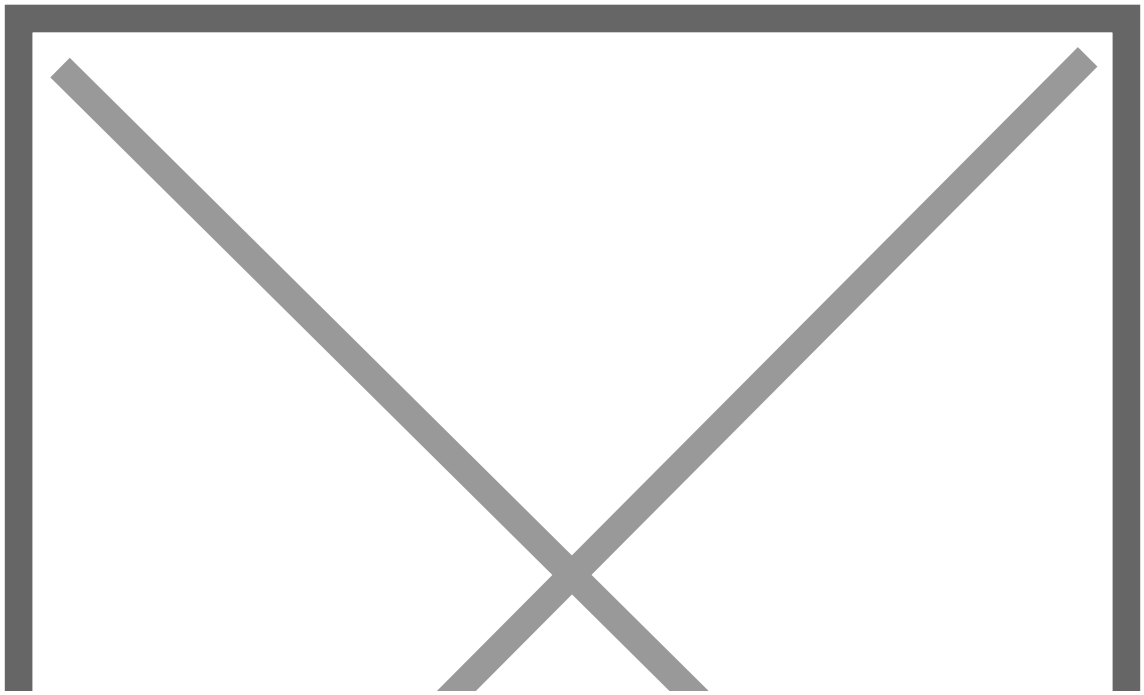
2. กระบวนการตรวจสอบข้อมูล
2.1
นำรหัสสินค้าที่มีปัญหามาหาข้อมูลที่ BC Account ดังภาพประกอบ

เลือกบันทึกรายละเอียดสินค้า

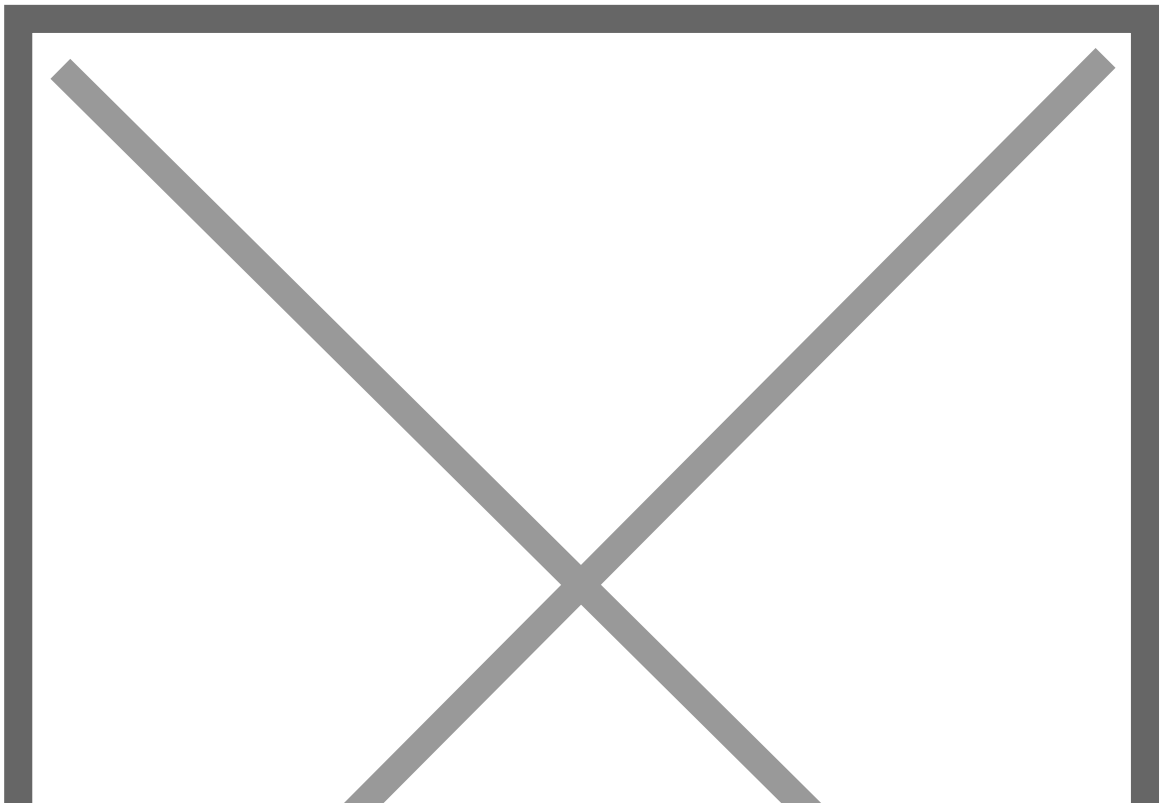
เลือกที่ภาพ
จะได้การค้นหารายการสินค้า



เลือกรายการสินค้าที่ต้องการแล้วดับเบิ้ลคลิ๊ก



เลือกรายการอื่นๆแล้วเลือกยอดคงเหลือตามคลัง

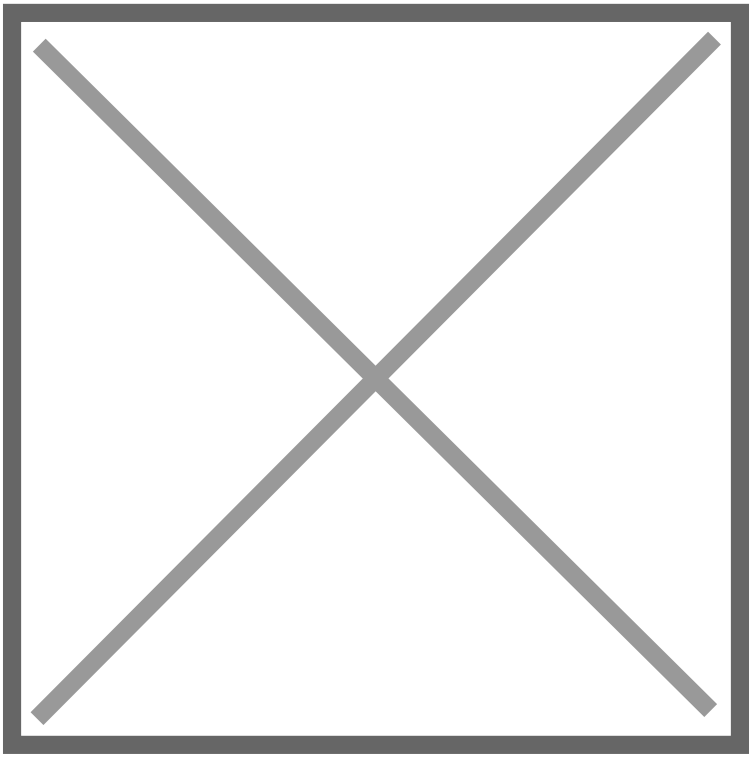


3. 2

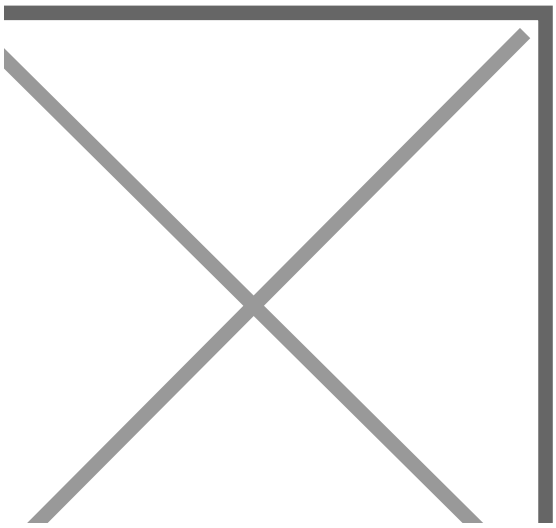
- 1
  GR
  FM-GR-007

- 2

NP_Menu เลือกโปรแกรม Moble Application



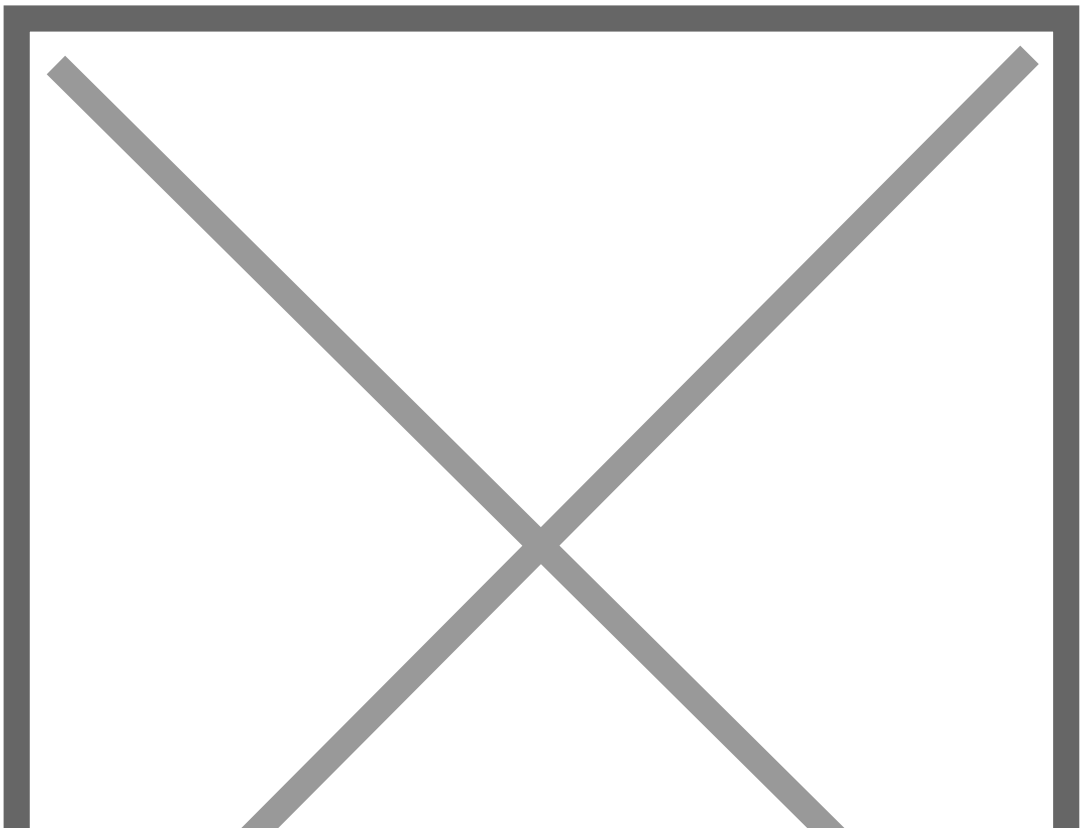
ใสรหัสผ่านโดยใช้รหัสเดียวกั
บ BC Account



- [redacted]



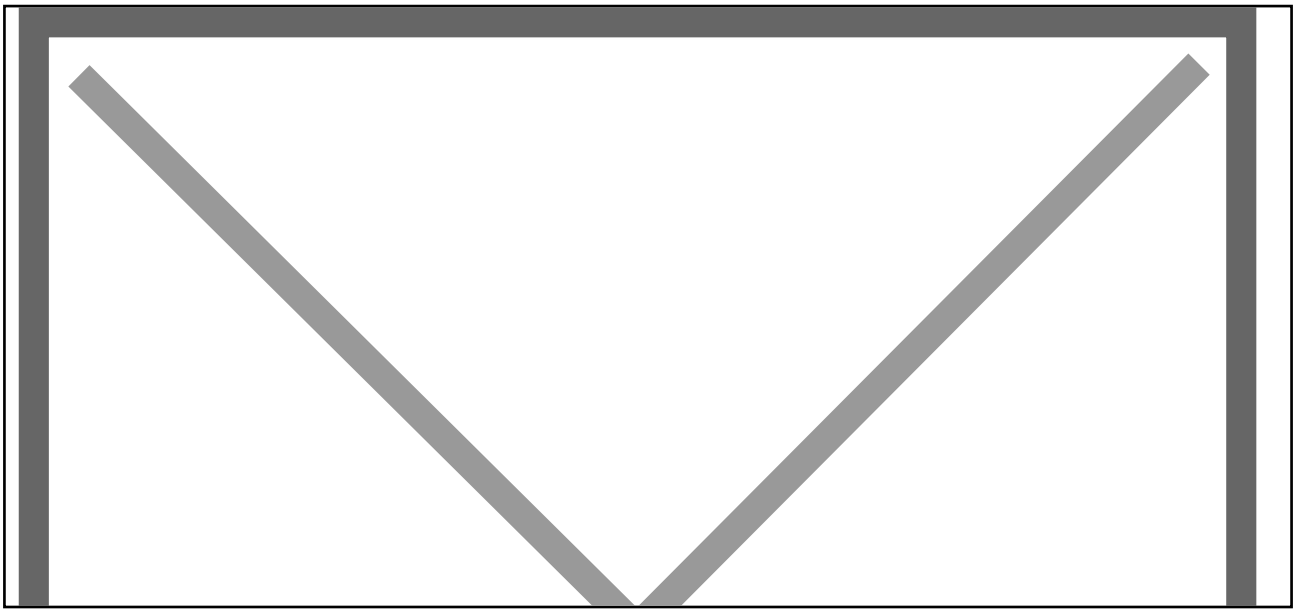
- [redacted]



○

รายงานตรวจสอบสินค้าใกล้เคียง

ใส่จำนวนที่นับได้จริงพร้อมลงชื่อให้ครบทุกช่อง



ถ้ายังหาสาเหตุไม่ได้ให้โ
อนยอดเข้า ISP เพื่อให้แผนก
ICC หาสาเหตุต่อไป *

4.กระบวนการขอปรับปรุง
4.1
เมื่อตรวจนับสินค้าที่มีปัญหาและต
รวจนับสินค้าใกล้เคียงหมดแล้ว
4.2
ส่งข้อมูลการตรวจนับที่มีลายเซ็นต
์ครบถ้วนให้แผนก ICC
เพื่อหาสาเหตุทางระบบต่อไป
4.3 เมื่อหาสาเหตุได้แล้วให้เขียน FM-AC-004
ใบขอปรับปรุงสินค้าพร้อมเอกสารประ
กอบเพื่อให้ผู้บริหารต่อไป

5.กระบวนการพิจราณา

[illegible] (Sale Division [illegible]

[illegible])

[illegible]

6. [illegible]

[illegible]

[illegible] FM-AC-

004

[illegible]

7. [illegible]

7.1.

[illegible]

7.2.

[illegible],

[illegible]

“[illegible]”

[illegible] IC

[illegible]

**

หรือให้แผนกคอมพิวเตอร์ออกรายงานสินค้าที่เคยมีประวัติสูญหาย
จ่ายสลับแต่ละเดือน ให้ Sale Division แจกจ่ายให้พนักงานทำการตรวจนับสต๊อกทุกเดือน

6. เอกสารที่เกี่ยวข้อง

FM-AC-004 ใบขอปรับปรุงสินค้า

FM-GR-007
ใบบันทึกการโอนย้ายระหว่างคลัง

รายงานตรวจสอบสินค้าใกล้เคียง

??????????????????/
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??????????????????

image.png

?????? SPO

????????????? SPO

??????

??? 08 /2568

?????? ?????????????????????????????? (SPO)

?????

[illegible] (SPO) [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

???????????

1. [illegible] SPO [illegible]
2. [illegible] SPO [illegible]
3. [illegible] SPO [illegible]
4. [illegible] [illegible] SPO

?????????????????????

1. [illegible]

1.1 [illegible] SPO [illegible] [illegible] (QCV, QCN

1.2 [illegible] (E-mail, [illegible] , Line, Facebook [illegible] e-Signature)

1.3 [illegible] :

1. Back Order: [illegible] ≥ 30%

2. PASS [illegible] : [illegible] 100%

3. [illegible]

1.4 [illegible] [illegible] SPO [illegible] 30 [illegible] [illegible] 30 [illegible] [illegible]

1.5 SPO 60
3%
1.6
1.7 SPO (GR114)
1.8 (RTV) 30
1.9
Blacklist

2.
2.1 Back Order
/
2.2
( )
2.3 Supplier

3.
3.1
3.2
30
3.3 SPO Back Order

4. IC
4.1 (1
30)
4.2. 3%
(Support
)
4.3 /

SPO
1. 30
2. 30 (1)
3%
2. IC
/Incentive

[illegible]

1. [illegible] : [illegible] 1 [illegible] [illegible] 30 [illegible]

[illegible]

[illegible] /[illegible]

[illegible]

2. [illegible] /[illegible] : [illegible] 100%

[illegible]

3. [illegible] :

[illegible]

Link ??????????????????????????????????

[illegible] [illegible] [illegible] 15 [illegible] [illegible] .[illegible] . 2568

image.png

□□□□□□ SPO

??????????????????????????????? ??????????? SPO

image.png