# **WORK INSTRUCTIONS**

(WORK INSTRUCTIONS FOR LAM PO's – NEW PARTS)

Organization Name:	GCM	W.I.	WI-1.0-003	Rev: 1
Responsible Person:	Customer Service Representative	Effective Date:		10/12/23

#### 1.0 PROCESS:

#### 1.0 Purpose:

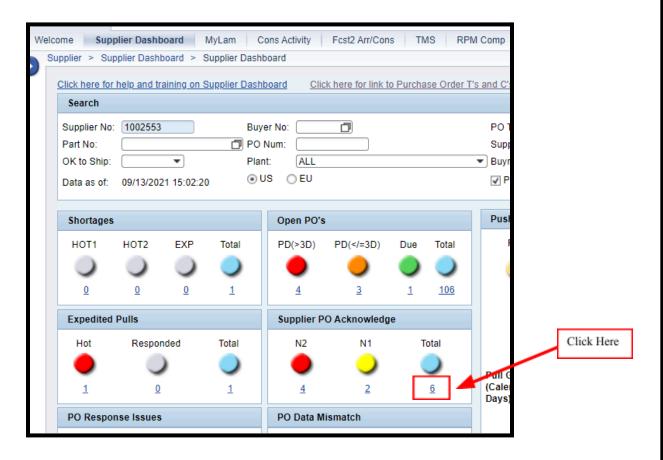
To ensure POs are filled out correctly per Lam requirements

## 2.0 Responsibility and Authority:

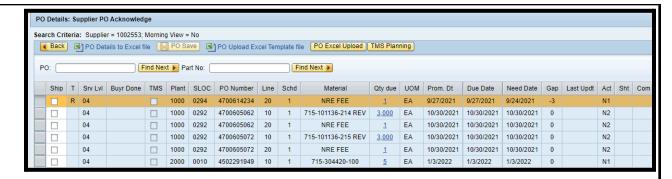
**Customer Service Representatives** 

### 3.0 Step by Step Procedure:

1. Review the Supplier Dashboard for New PO's: Supplier PO Acknowledge > Click on the Number under Total



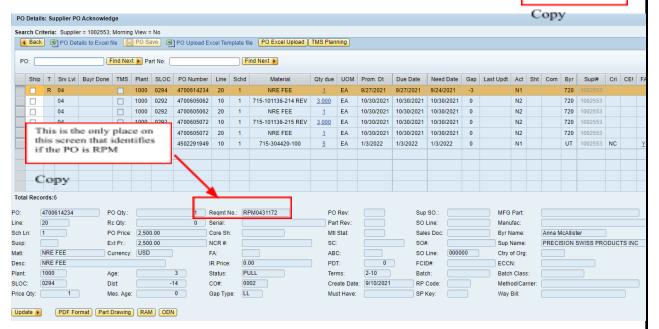
2. On the PO Details: Supplier Acknowledge Screen, review the PO's listed and see if they are on the PO Log or E2, if they are not, then they are considered new PO's. (PO's will always be on this screen until they are acknowledged for Price and Date)



- 3. Select the line item for the New PO:
- Click on PDF Format button at the bottom of the screen to Open and Save PO
- Click on Part Drawing button at the bottom of the screen to Open and Save Print
- While the PO line is highlighted note the following areas:

CRI column determines the Criticality of the Part CE column determines if part is Copy Exact or not FA column determines if FAIR is required

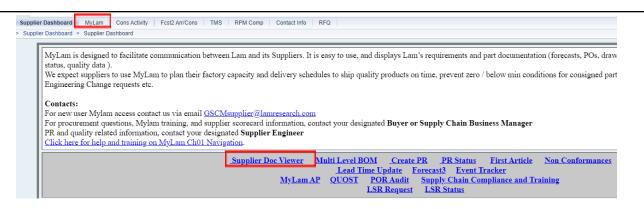
Cri = Criticality CE -Copy Exact FA = FAIR



4. Determine if Part is New or Repeat

#### New Part

- Save print Original Folder
- Save print Ballooned Folder
- Create Risk Form (No needed for RPM or ERF)
- Save image (Stamp image with Criticality and RPM or ERF when applicable)
- Save Solid Model and BOM: Go to MyLam > Supplier Doc Viewer



5. Search for PN under Material, click on the network icon under current to download the Solid Model, and click magnifying glass under BOM to download the BOM, a new screen will open displaying the BOM



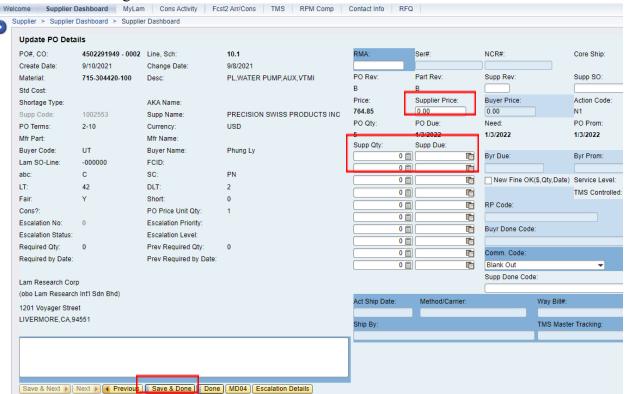
#### Click on Download to Excel button



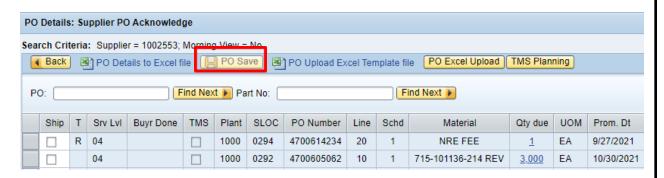
- 6. Open the Excel file, resize the columns so the content is visible, hide all empty columns, select only the columns and rows that have data.
- 7. Set the print area.
- 8.Go into page set up and set the orientation to Landscape and the scaling Fit to 1 page wide by 1 page tall.
- 9. Save file as excel workbook in the Ballooned folder and name it PN, Rev BOM. Then Print the same file into PDF and save it on the same folder with the same name.
- 10. Attach the BOM PDF file as the last page of the Ballooned and Source Print Note all the Specifications on the Print, review the Specs on the Lam Portal and make sure we have the latest revision for each Specs saved in the O: drive and in Doc Control (When you search for the BOM and click on the magnifying glass that takes to the Page where all the Specs listed on the print and displayed). If we don't have a spec, click on the magnifying glass to open the Spec, save it, and do doc control.



- 11. Doc Control all Specs listed on the Print to the PN
- 12. Doc control Print, Image and Risk Form (No Risk Form needed for RPM or ERF)
- 13. Update estimate with correct Rev and Rev date. Make sure all documents are linked.
- 14. Enter job in E2 as Unprocessed. Please note the Ship to address on the PO and update E2.
- 15. Add PO to the PO Risk Log.
- 16. Provide all documents to PE to complete risk management (Doesn't apply to RPMs or ERFs) When PE sends out Engineering release and scheduling has provided a delivery date, process job in E2. For RPM or ERF we don't need to wait for scheduling because delivery date was given when QUOST was submitted. We also don't need DOCUMENTS REQUIREMENTS for RPM or ERF, only if a FAIR is required. If FAIR required, prepare FAIR docs and link to job.
- 17. Update Dashboard with RPM or ERF tag. IF not RPM or ERF use the NEW tag.
- 18. Save PO Acknowledgement in O drive and Acknowledge job on the portal: Select the PO on the PO details page, click on the Qty to go to update mode. Enter Supplier Price, Supp Qty and Supp Date, click Save & Done, this will close the Update PO Details screen and bring you back to main PO Details Page.



19. Here you must select **PO SAVE** to save all changes made. Until you click **PO SAVE** your changes are not saved.



20. Update and close the line on the PO Log.

#### LAM SPECIFIC CSR PO CHECKLIST

- ✓ Save PO
- ✓ Verify Part Criticality, CE, FAIR Requirement, RPM /ERF
- ✓ Save Print Original Folder
- ✓ Save Print Ballooned Folder
- ✓ Save Image
- ✓ Save Solid Model
- ✓ Save BOM (link BOM to print)
- Save Specs
- ✓ Complete Doc Control (Print, image, Risk Form, Specs)
- ✓ Review Estimate (Rev, Rev Date, Notes, Docs...)
- ✓ Enter Job E2 UNPROCESSED (not needed for RPM or ERF)
- ✓ Add PO to PO Log
- ✓ Provide KO Forms to PE (not needed for RPM, ERF or Repeat)
- ✔ Process job in E2 when PE releases job and Scheduling provides a date (For RPM or ERF we don't need to wait for scheduling because delivery date was given when QUOST was submitted. We also don't need DOCUMENTS REQUIREMENTS for RPM or ERF, only if a FAIR is required. Gazy will process RPM's)

- ✔ Prepare FAIR docs if applicable
- ✓ Update DB with RPM/ ERF or NEW tag
- ✓ Acknowledge job on portal (save acknowledgment O Drive)

✔ Update and Close PO on PO Log

2.0 REVISION HISTORY:						
DOCUMENT NUMBER	Rev.	Description of Change	Approval By	Date:		
WI-1.0-003	1	Initial Release. Change from old QMS Doc# WI-8.1-006. No change to content, no retraining necessary by current employees	Daniela Kozar	10/12/2023		