

Handling Passport Materiel Throughout the Day



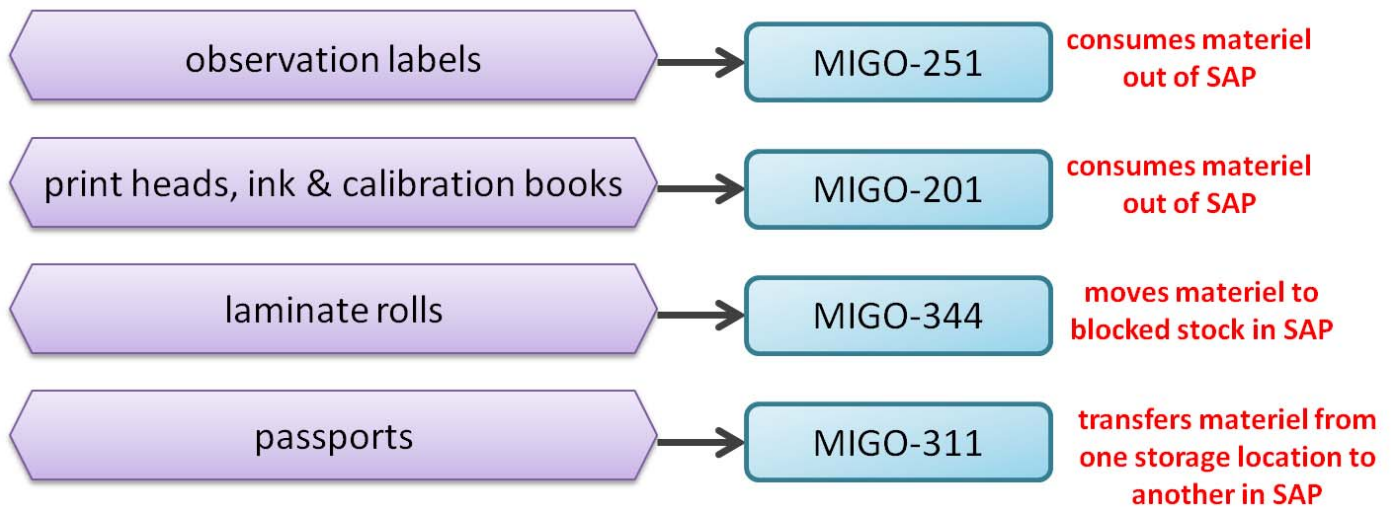
This document resides in the following section of the instruction binder:
TAB 4 ► Handling Passport Materiel Throughout the Day

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1.1 Moving Materiel Between Storage Locations

1.1.1 Workflow



1.1.2 Security of Passport Materiel & Tracking of Movements

IMPORTANT: The security of materiel is largely dependent on the proper tracking of any physical movements of the goods as they occur, this includes movements to store new shipments as well as moving materiel from the secure area to the print room floor (and vice-versa). The following steps need to be performed at the same time:

- Physical movement of materiel
- PPT297 Inventory Control Log completed
- SAP MIGO transactions completed

SAP is used as an auditable system to track all PPTC assets as well as identify potential root causes to lost/misplaced materiel, as such there is to be no delay in recording the physical movements on the PPT297 and in SAP.

1.1.3 Moving Observation Labels

Step 1: authorized employee to complete the PPT297 Vault Inventory Control Log.

Step 2: authorized employee to remove materiel from vault/Dasco.

Step 3: authorized employee to perform the SAP transaction code “MIGO-251” movement.

- Log into SAP. 

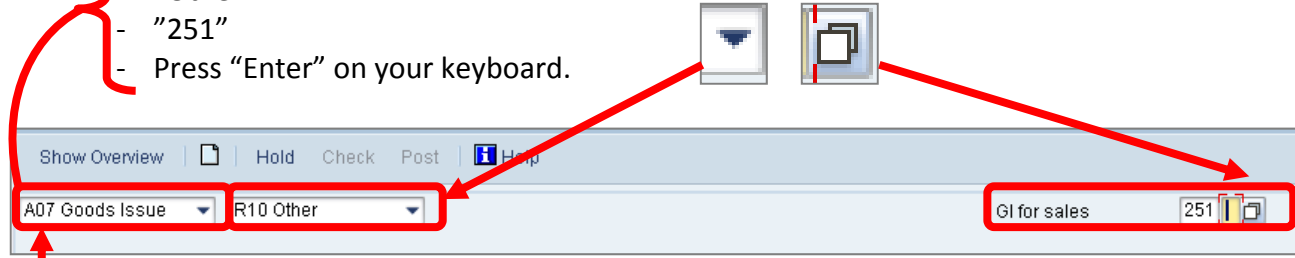
- Input transaction code "MIGO" into the search field, and press "enter" on your keyboard.



- Using the drop-down boxes, input the following criteria into the header section:

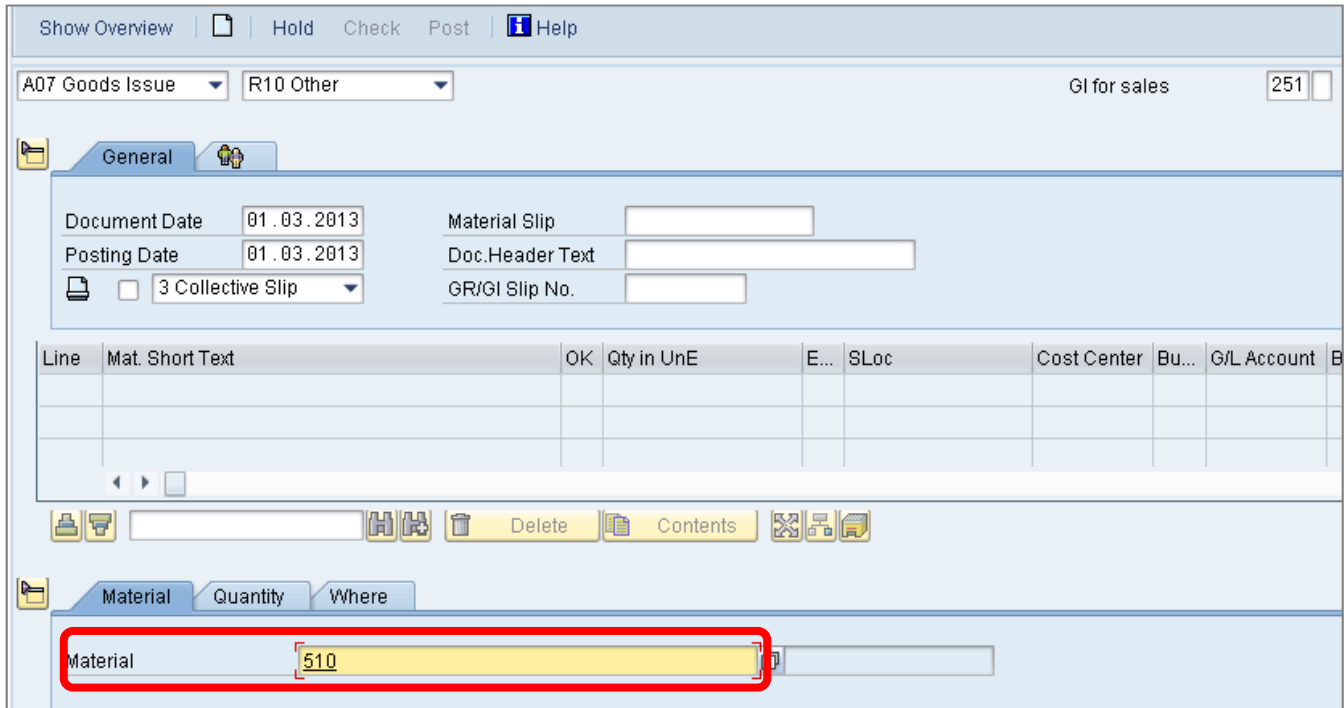
- "Goods Issue"
- "Other"
- "251"
- Press "Enter" on your keyboard.

The drop-down boxes can be accessed by clicking on the square/circle to the right of each box section.

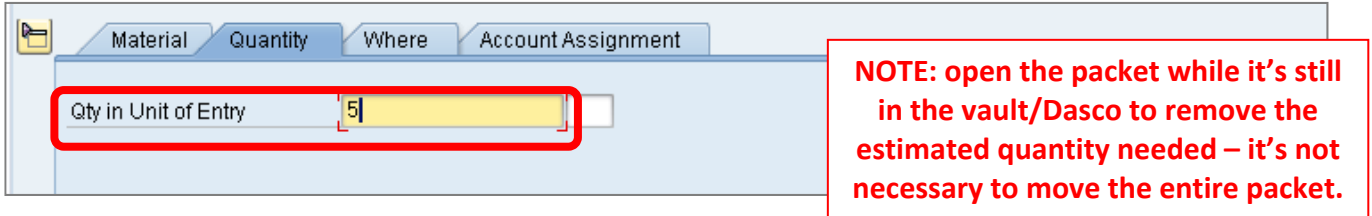


Note: depending on the configuration of your computer, you may or may not see the actual coding associated with a movement type. For example, a goods issue may appear as "A07 Goods Issue" or simply "Goods Issue". Do not be concerned if the coding is absent, simply be sure that you're using the correct movement type as you perform your transactions.

- On Tab "Material" input the MMR# (material type). Press "Enter" on your keyboard.

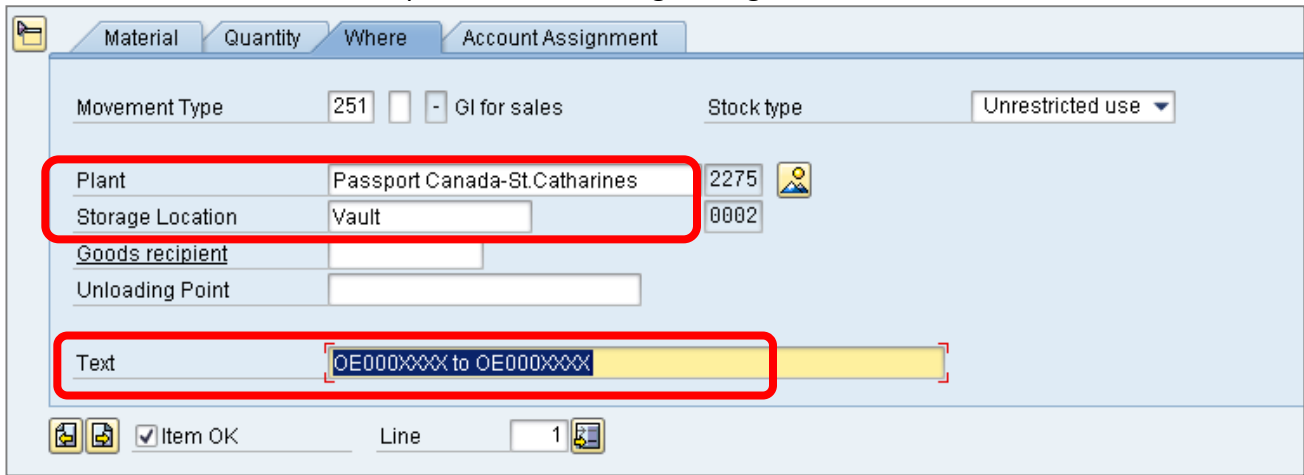


- On Tab “Quantity” in the “Qty in Unit of Entry” section, input the quantity of materiel you are transferring from the vault/Dasco to the production floor. Press “Enter” on your keyboard.

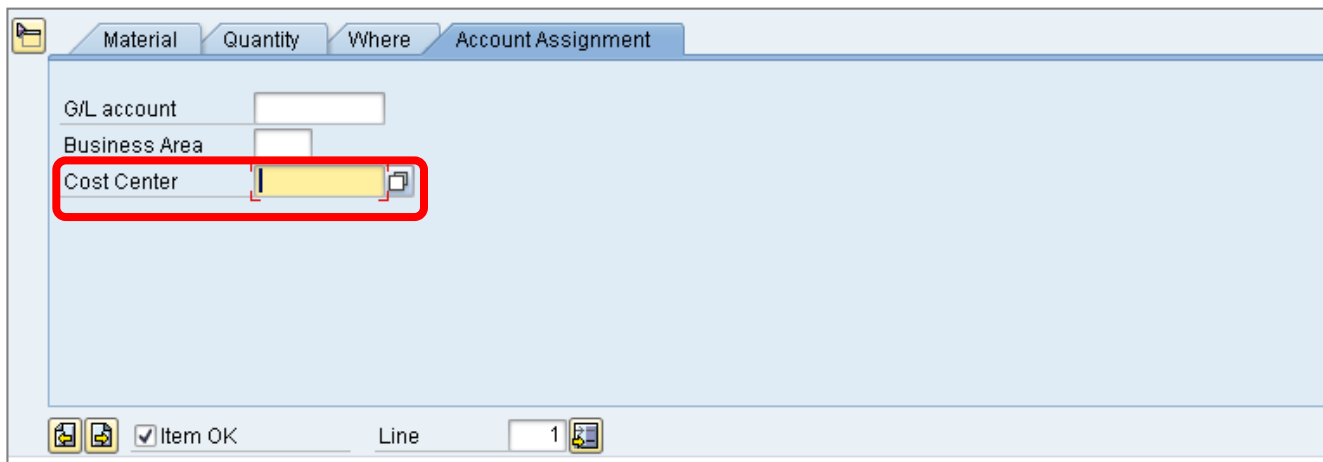



NOTE: open the packet while it's still in the vault/Dasco to remove the estimated quantity needed – it's not necessary to move the entire packet.

- On Tab “Where” in the “Plant” section, input your office’s plant #.
In the “Storage Location” section, enter 0002.
In the “Text” section, input the serial # range being moved.



- On Tab “Account Assignment” in the “Cost Center” section, input your office’s cost center #. If you do not know your office’s cost centre, please see your Manager.



- Click on the “Post” button to complete the transaction. 


Step 4: Insert the material document # from the MIGO transaction into the PPT297.

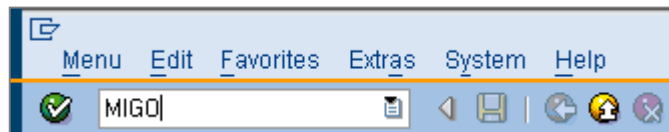
1.1.4 Moving Ink, Print Heads & Calibration Books

Step 1: authorized employee to complete the PPT297 Vault Inventory Control Log.

Step 2: authorized employee to remove material from vault/Dasco.

Step 3: authorized employee to perform the SAP transaction code "MIGO-201" movement.

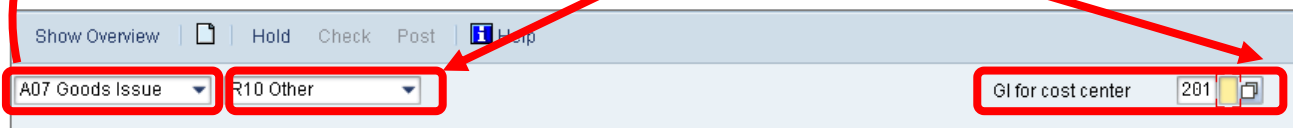
- Log into SAP. 
- Input transaction code "MIGO" into the search field, and press "enter" on your keyboard.



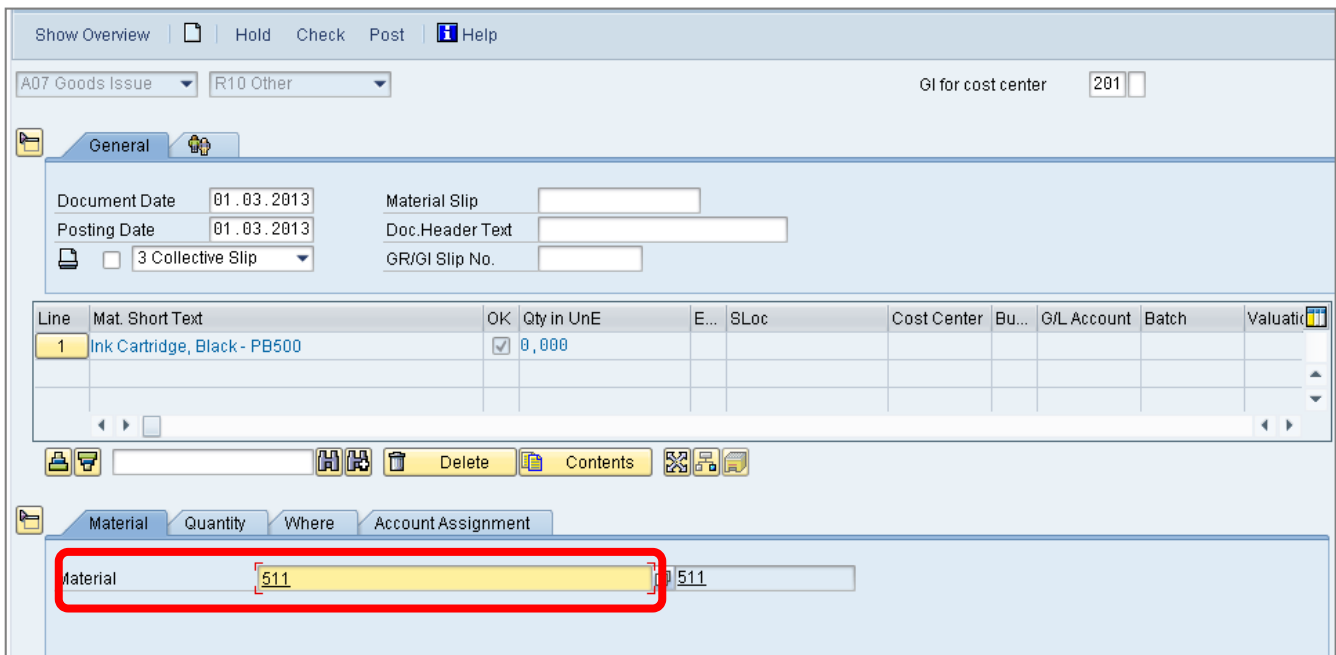
- Using the drop-down boxes, input the following criteria into the header section:

- "Goods Issue"
- "Other"
- "201"
- Press "Enter" on your keyboard.

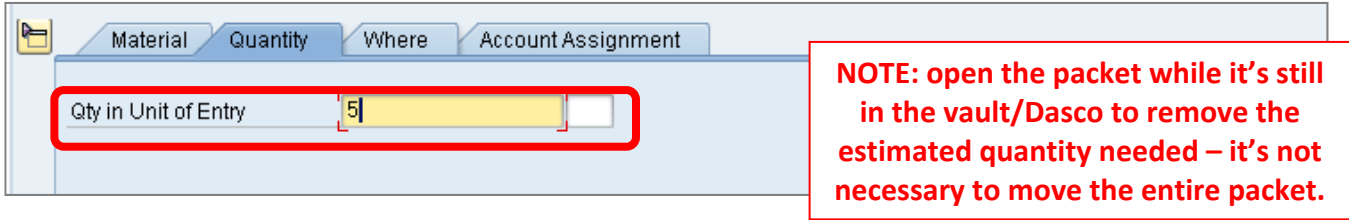
The drop-down boxes can be accessed by clicking on the square/circle to the right of each box section.



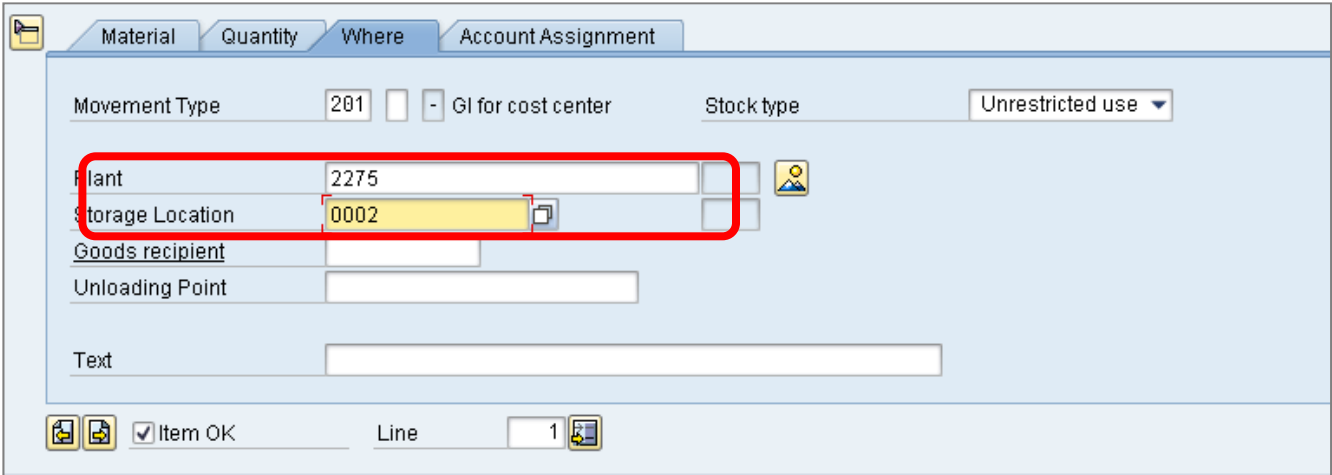
- On Tab "Material" input the MMR# (material type). Press "Enter" on your keyboard.



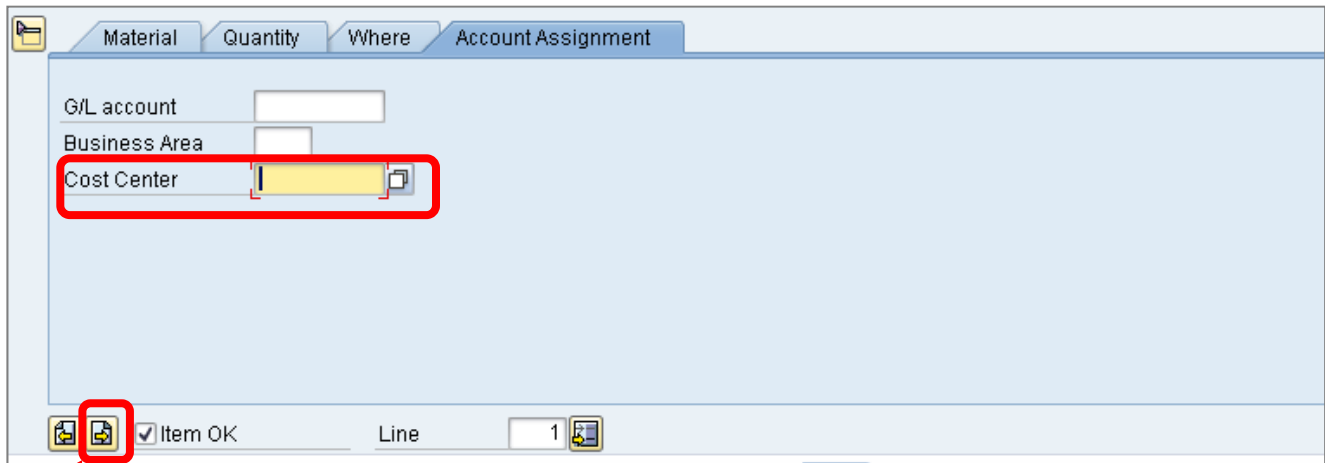
- On Tab “Quantity” in the “Qty in Unit of Entry” section, input the quantity of materiel you are transferring from the vault/Dasco to the production floor. Press “Enter” on your keyboard.




- On Tab “Where” in the “Plant” section, input your office’s plant #. In the “Storage Location” section, enter 0002.



- On Tab “Account Assignment” in the “Cost Center” section, input your office’s cost center #.



- Click on the “Post” button to complete the transaction. 

NOTE: if multiple MMRs (materiel types) are to be moved at the same time, these can be included in the same MIGO posting. Once you’ve completed the tabs for the first MMR, simply click on the “Next Item” icon at the bottom of the screen, and a new set of blank tabs will appear for the next item you wish to input.


Step 4: Insert the material document # from the MIGO transaction into the PPT297.

1.1.5 Moving Laminate Rolls

Step 1: authorized employee to complete the PPT297 Vault Inventory Control Log.

Step 2: authorized employee to remove material from vault/Dasco.

Step 3: authorized employee to perform the SAP transaction code "MIGO-344" movement.

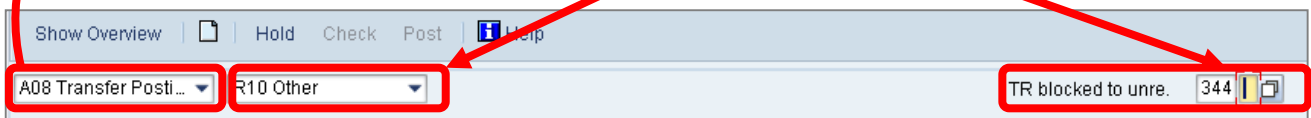
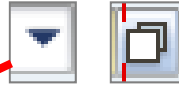
- Log into SAP. 
- Input transaction code "MIGO" into the search field, and press "enter" on your keyboard.



- Using the drop-down boxes, input the following criteria into the header section:

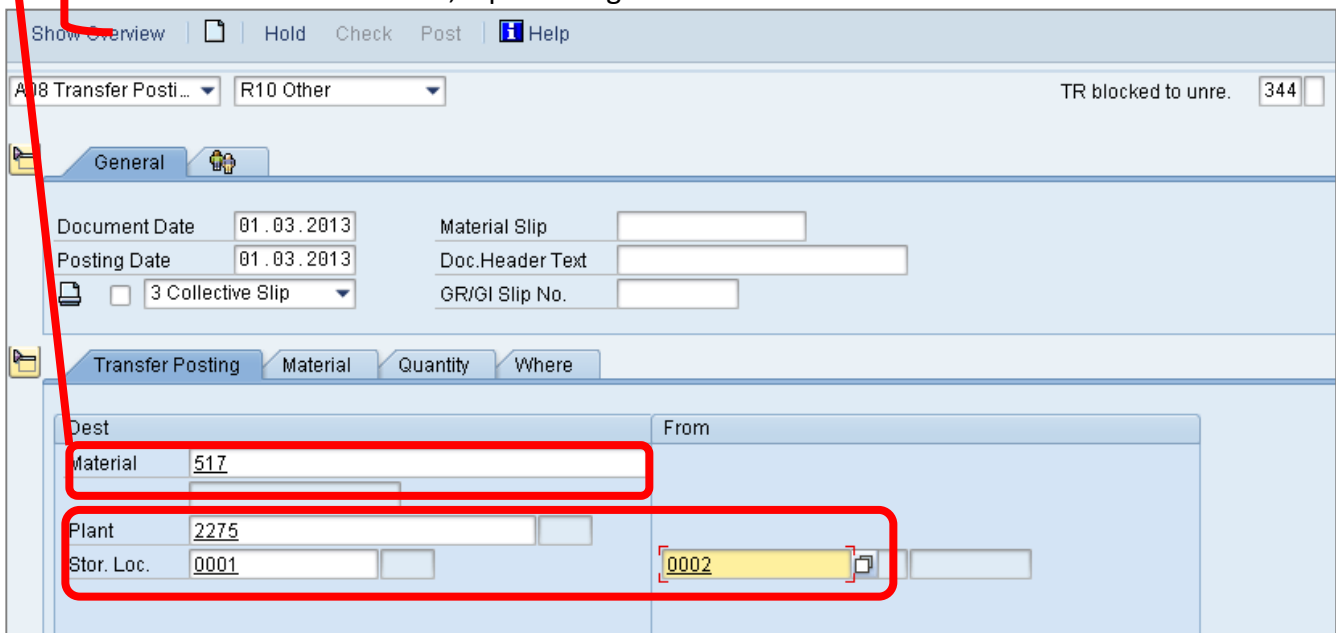
- "Transfer Posting"
- "Other"
- "344"
- Press "Enter" on your keyboard.

The drop-down boxes can be accessed by clicking on the square/circle to the right of each box section.




- input the following criteria into the "Transfer Posting" tab section:

- In the "Dest" section, input the material type, your plant and storage location 0002.
- In the "From" section, input storage location 0001. Press "Enter".



- On Tab “Quantity” in the “Qty in Unit of Entry” section, input the quantity of material you are transferring from the vault/Dasco to the production floor. Press “Enter” on your keyboard.


The screenshot shows the SAP Transfer Posting dialog with the 'Quantity' tab selected. The 'Qty in Unit of Entry' field is highlighted with a red box and contains the value '5'. Below it, the 'Qty in SKU' field is also visible.



- Tab “Serial Numbers”, click on the “Find” icon. 


The screenshot shows the SAP Transfer Posting dialog with the 'Serial Numbers' tab selected. The 'Find' icon in the top right corner is highlighted with a red box.

- This will bring you to IQ09. Input the serial number range for material being moved:

The screenshot shows the 'Display Material Serial Number: Serial Number Selection' dialog. The 'Serial number' field is highlighted with a red box and contains the range '517-00000 to 517-00004'. Other fields include 'Equipment', 'Equipment descriptn', 'Material', 'Period', 'Partner', and 'Selection Profile'.

Click on “Execute” to upload the serial #s into IQ09. 

- Click on “Select All” icon , and click on the checkmark icon to upload the serial #s into MIGO. 

- Click on the “Post” button to complete the transaction. 


Step 4: Insert the material document # from the MIGO transaction into the PPT297.

1.1.6 Moving Passports & Other Passport Materiel

Step 1: authorized employee to complete the PPT297 Vault Inventory Control Log.

Step 2: authorized employee to remove materiel from vault/Dasco.

Step 3: authorized employee to perform the SAP transaction code "MIGO-311" movement, transfer from location 0002 to location 0001.

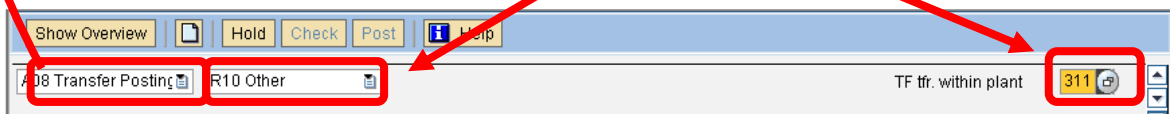
- Log into SAP. 
- Input transaction code "MIGO" into the search field, and press "enter" on your keyboard.



- Using the drop-down boxes, input the following criteria into the header section:

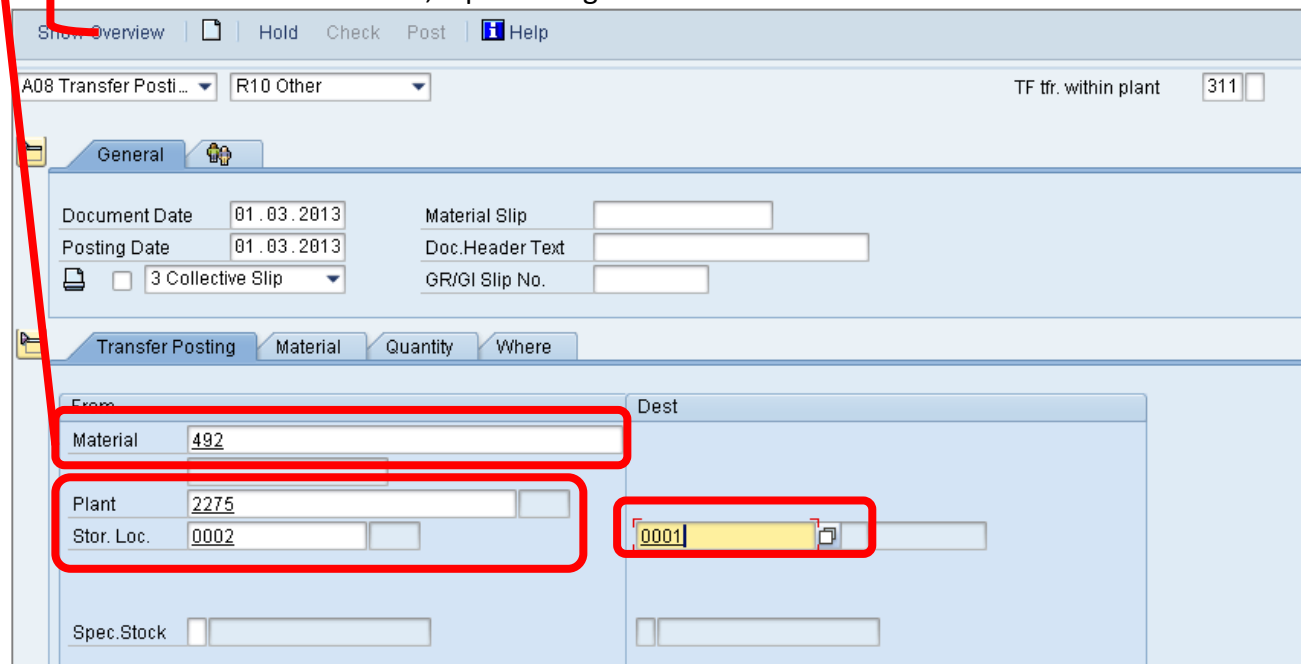
- "Transfer Posting"
- "Other"
- "311"
- Press "Enter" on your keyboard.

The drop-down boxes can be accessed by clicking on the square/circle to the right of each box section.



- input the following criteria into the "Transfer Posting" tab section:

- In the "From" section, input the MMR# (material type), plant# and storage location 0002.
- In the "Dest" section, input storage location 0001. Press "Enter".




- On Tab “Quantity” in the “Qty in Unit of Entry” section, input the quantity of material you are transferring from the Dasco to the production floor. Press “Enter” on your keyboard.

Show Overview | Hold | Check | Post | Help
 A08 Transfer Posting | R10 Other | TF tfr. within plant 311


General
 Document Date: 02.11.2012 | Material Slip:
 Posting Date: 02.11.2012 | Doc.Header Text:
 3 Collective Slip | GR/GI Slip No.:

Quantity
 Qty in Unit of Entry: 5 EA
 Qty in SKU: 5 EA

- Tab “Serial Numbers”, click on the “Find” icon. 

Transfer Posting | Material | Quantity | Where | Serial Numbers

Serial number



- This will bring you to IQ09. Click on the “Get Variant” icon. 

Program | Edit | Goto | System | Help


Display Material Serial Number: Serial Number Selection


Equipr: to
 Equipment descriptn: to
 Material: 492 to
 Serial number: to
 Period: Frm 05.03.2013 to 05.03.2013
 Partner:
 Selection Profile:


- Delete the name shown in the field “Created by”, and then click on the “Execute” icon. 


Display Material Serial Number: Serial Number Selection

Equipment selection

Equipment _____ to _____ 

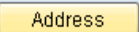

Equipment descriptn _____ to _____ 

Material 492 _____ to _____ 


Serial number _____ to _____ 


Period Frm 05.03.2013 to 05.03.2013


Partner _____


Selection Profile _____  


Classifications


Class T _____ 


Class _____ 

General d _____ 


Technic _____ 


Equipm _____ 


Authoriz _____ 


Inventory _____ 


Find Variant


Variant _____ 



Environment _____ 

Created by _____ 

Changed by _____ 

Original language _____ 

JSMITH 



 

- Click on the “RANGE QTY” icon to exclude INAKS. 

ABAP: Variant Directory of Program RIEQUI21

Variant catalog for program RIEQUI21

Variant name	Short description	E	P	Changed by
JIM	test	A		
BPCM	BPCM	A		AGIRQUAR
RANGE QTY	Listing - all SCN (excl. INAK)	A		CBERGERC
SPOIDGRA-REPL	Spoil for gratis-replacement	A		CBERGERC
SPOILS	Listing of spoiled SCN	A		CBERGERC
STORAGE LOCAL	Listing-SCN in SLoc(excl INAK)	A		BUTLERD2
U_LABONTM	serial number	A		

- Input the serial number range for material being moved:



Display Material Serial Number: Serial Number Selection

Equipment selection



Equipment		to		→
Equipment descriptn		to		→
Material	492	to		→
Serial number	AAAA00002	to	AAAA00006	→
Period	Frm 11.03.2013	to	11.03.2013	
Partner				

Click on “Execute” to upload the serial #s into IQ09.



- Click on “Select All” icon , and then click on the checkmark icon to upload the serial #s into MIGO. 

Display Material Serial Num

Material	Serial number	P
<input checked="" type="checkbox"/> 492	AAAA00002	2
<input checked="" type="checkbox"/> 492	AAAA00003	2
<input checked="" type="checkbox"/> 492	AAAA00004	2
<input checked="" type="checkbox"/> 492	AAAA00005	2
<input checked="" type="checkbox"/> 492	AAAA00006	2

Transfer Posting | Material | Quantity | Where | Serial Numbers

Serial number
AAAA00002
AAAA00003
AAAA00004
AAAA00005
AAAA00006

- Click on the “Post” button to complete the transaction.

Post

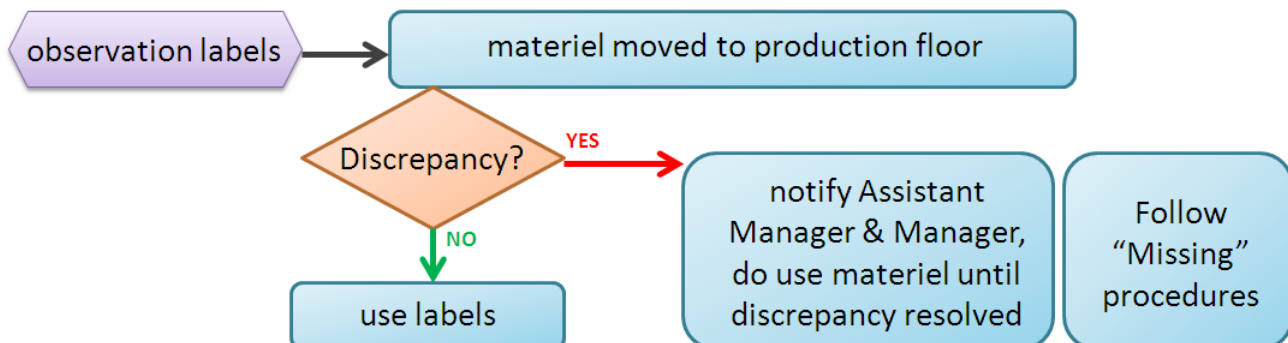
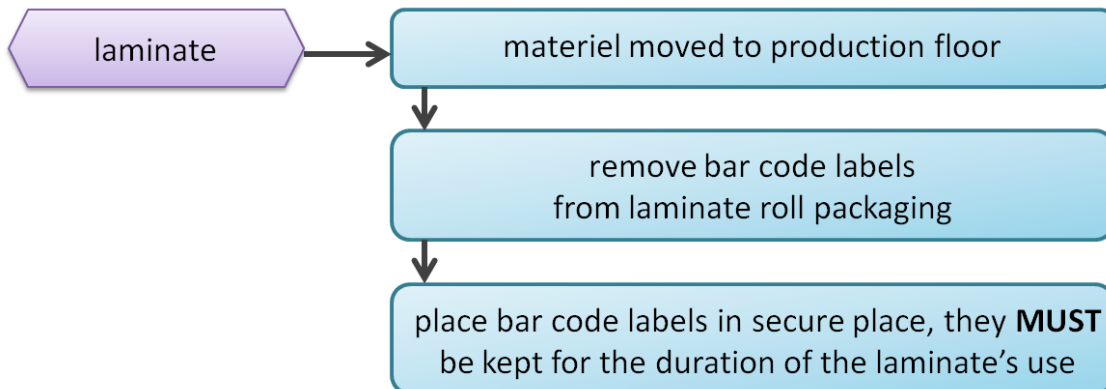
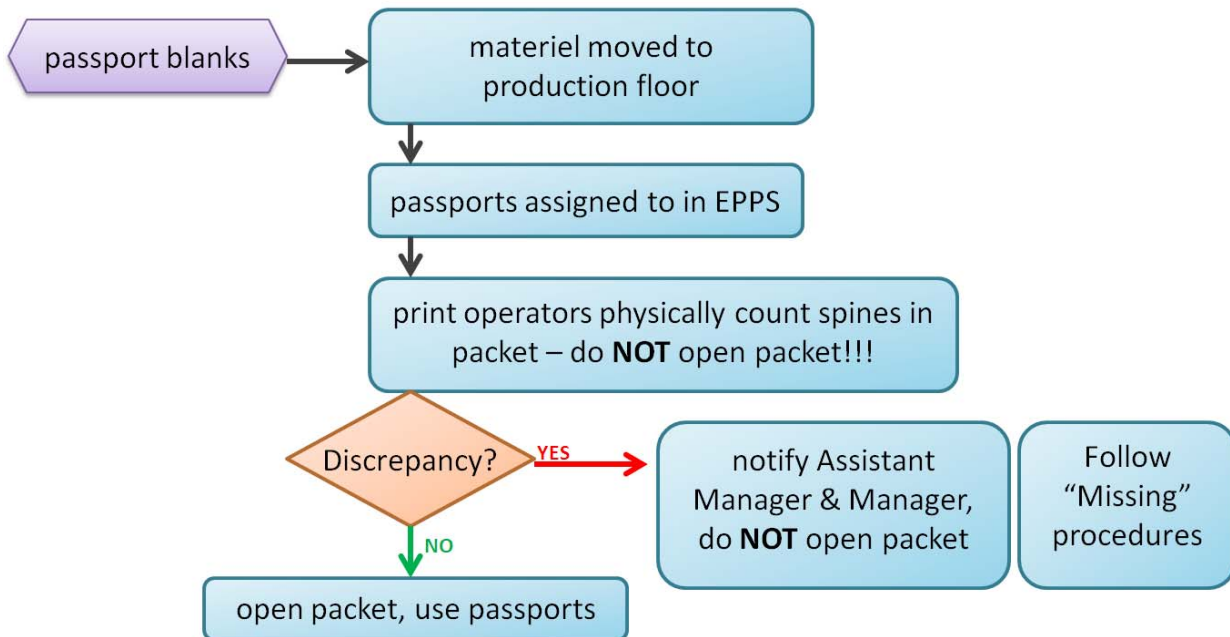
Step 4: Insert the material document # from the MIGO transaction into the PPT297.

1.1.7 Preparing for Weekend Duty

Note that any material located in the plant outside the vault/Dasco is considered to be in storage location 0001. If material is moved to the production area and/or stored in a smaller secure safe located on the production floor, corresponding movements to storage location 0001 must be performed in SAP at the time the material is physically moved. Further tracking of the material in SAP does not need to take place, simply ensure the system movements in SAP correspond to the physical location of the material at all times.

1.2 Using Passport Materiel on the Print Room Floor

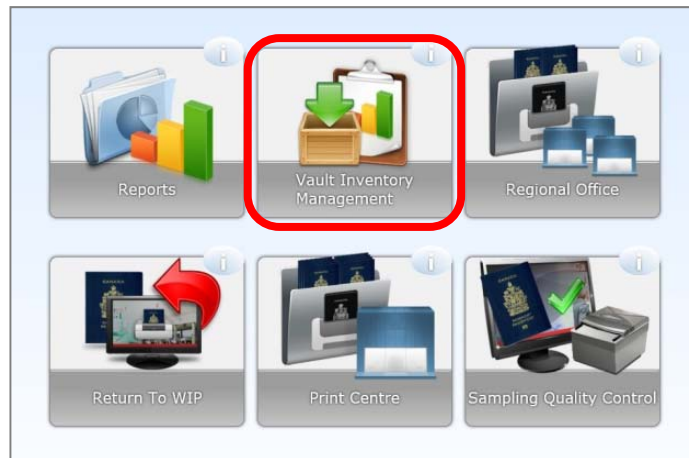
1.2.1 Workflow



1.2.2 Passports Blank Books

Step 1: authorized employee physically moves the blank passport packets to the print room floor.

Step 2: authorized employee assigns passport blanks to Print Operator in the ePassport System:



Step 3: Print Operator is now accountable for the materiel and must physically count the book spines in the unopened packet of passports **without** breaking the shrink wrap packaging open. Because the packets are sealed, a witness is not required to watch the count of the passports in the packet being performed.

Scenario 1: passport packet contains 25 books

- Print Operator breaks shrink wrap packaging open by hand
- Print Operator begins printing process
- Print Operator disposes of waste shrink wrap packet material in clear plastic garbage bag

Scenario 2: passport packet does not contain 25 books

- **DO NOT** open the shrink wrap packaging
- Immediately inform authorized employee managing inventory and Assistant Manager/Manager
- authorized employee managing inventory and Assistant Manager/Manager perform a count of the passport packet in question and of all packets within the range if necessary
- If missing passport(s) are not found, follow instructions in **section 1.4 Escalation Procedures for Missing Materiel**.
- authorized employee managing inventory to store the packet(s) in secure areas until authorization granted for use

1.2.3 Laminates

Step 1: : authorized employee physically moves the laminate roll to the print room floor.

Step 2: Print Operator removes bar code labels from laminate roll packaging, and places them in a secure place – the **labels must be kept for the duration of the laminate roll's use.**

1.2.4 Observation Labels

Step 1: : authorized employee physically move the observation labels to the print room floor.

Step 2: Print Operator physically counts the quantity of observation labels.

Scenario 1: correct number of observation labels provided

- Print Operator may use the observation labels in the printing process as required
- Print Operator disposes of waste packet material in clear plastic garbage bag

Scenario 2: correct number of observation labels NOT provided

- immediately inform Inventory Custodian and Assistant Manager
- authorized employee managing inventory and Assistant Manager/Manager perform a count of the observation labels in question
- if missing observation label(s) are not found, follow instructions in **section 1.4 Escalation Procedures for Missing Materiel.**
- authorized employee managing inventory to store the observation labels(s) in secure areas until authorization granted for use

1.2.5 Ink

The ePassport system determines if ink in the printer is getting low. A warning pop-up box will appear in the “Regional Office” section, and the Inventory Custodian will provide as needed:



1.3 End of Day Procedures

1.3.1 Returning Passport Blank Books to Secure Area

Step 1: authorized employee to complete the PPT297 Vault Inventory Control Log.

Step 2: authorized employee to place materiel in vault/Dasco.

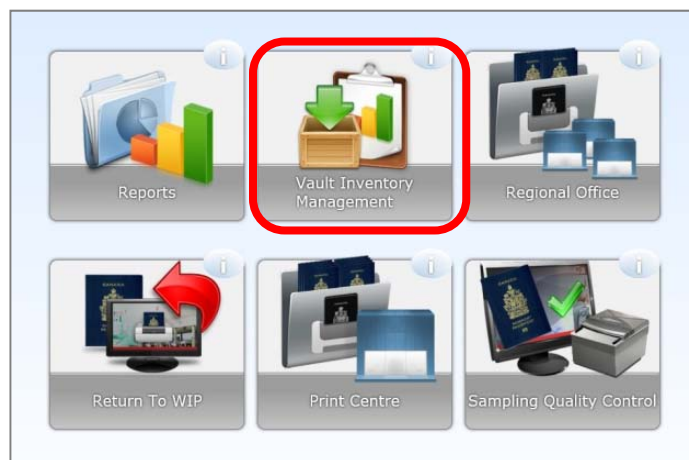
Step 3: authorized employee to perform the SAP movements transferring materiel from location 0001 to location 0002. See [section 1.1.5 Moving Passport & Other Passport Material](#) for the specific steps in each MIGO transaction:

- passport books = **MIGO-311** to return to vault/Dasco storage location 0002
- observation labels = **MIGO-252** to return to vault/Dasco storage location 0002

Step 4: Insert the material document # from the MIGO transaction into the PPT297.

1.3.2 Un-assign Remaining Passport Blank Books in EPPS

Authorized employee to un-assign passport blanks from in the ePassport System (refer to EPPS instruction guide):



1.3.3 Storing of Ink & Laminates

Print Operator to store partially used ink and laminate roll in the printer overnight.

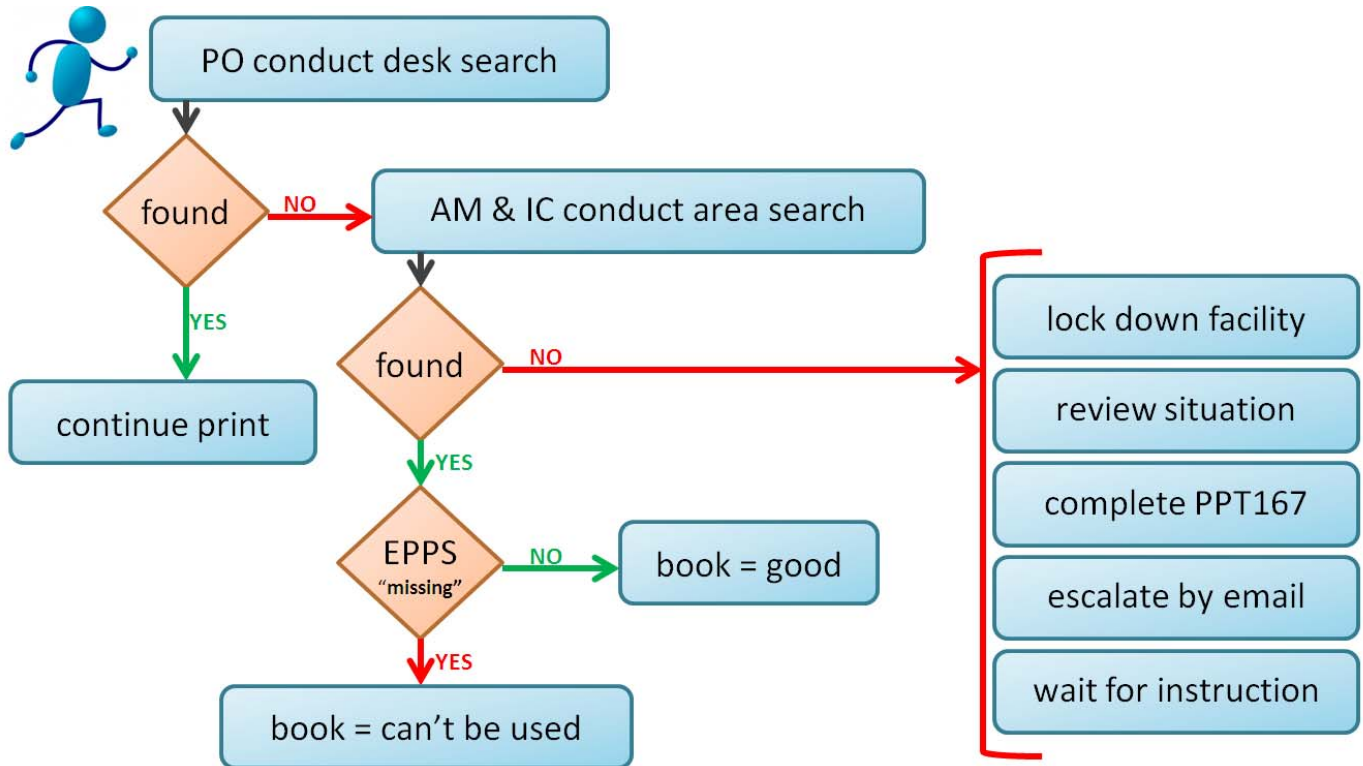
1.3.4 Disposing of Production Waste

Empty shrink-wrap passport packets are to be kept onsite until the day's production is over, and may then be disposed of in clear plastic garbage bags. For disposal of empty ink, print heads, and laminates, see section [Tab 6 Final Disposition of Passport Materiel](#).

1.4 Escalation Procedures for Passport Materiel Issues

1.4.1 Missing Passport Materiel

1.4.1.1 Workflow



1.4.1.2 Escalation Steps

Step 1: If a passport materiel is unaccounted for, begin by conducting a search for the missing book by looking in the surrounding area.

Step 2: If the passport materiel is not found, notify the Assistant Manager and Inventory Custodian, who will assist in conducting a second search of the area.

Scenario 1: passport found

IMPORTANT – if the passport has already been identified as “Missing” in EPPS, it cannot be returned to production and must be handled as a “Spoil”.

However, if the passport was NOT identified in EPPS as “Missing”, return the passport book to the appropriate print operator in the production process. If the passport went missing from a newly

opened packet, it can now be printed on. If the passport book went missing after production on its way to the front counter, it can now be added to the cart of passports waiting to be picked up by clients.

Scenario 2: passport still not found

- Lock down the facility
- With your Assistant Manager, review the circumstances surrounding the identification of the problem, and determine the exact quantity of missing books.
- With your Assistant Manager, review the following systems and forms to determine when the passport was last seen:
 - PPT297
 - IMS/SAP Packing Slip
 - SAP MIGO transactions
 - ePPS
 - Iris
- Complete the PPDD form PPTC167 Incident Report. Write an email to the following groups immediately, attaching the PPTC 167, and outlining the exact number of passports missing, the serial number(s), circumstances surrounding the identification of the problem, and when the passport was last seen:
 - PPCM-Planning
 - PPCA-Corporate Security
 - PPDD-Operations
 - Your Director
- The PPCA-Corporate team will initiate completion of the Incident Report process.
- The PPCM-Planning team will review the situation with the PPDD-Operations team and DIA to determine how the ePassport System, IRIS and the Central Index (CI) should be updated.

1.4.2 Passport Materiel Quality/Performance Investigation

In the event a noticeable pattern of passport materiel quality/performance issues occurs, alert the PPCM-Planning team by emailing the PPCM-Passports&Consuales inbox. Include a description of the issue, the number of passports affected, and attach photos of the issue as needed.

Examples of quality/performance issues may include:

- multiple passports within the same box/packets containing damaged covers
- multiple passports within the same box/packets containing smudged ink
- multiple passports within the same box/packets containing contaminants such as dirt

PPMC-Planning will review the issue, escalate to PPSR-Document Security if needed, and provide the issuing office/print center with instruction on how to proceed.

1.4.3 Faulty Chip Investigation

In the event PPSR-Document Security needs to investigate passport materiel with a potential faulty chip, complete the following steps:

- Step 1:** Notify the PPCM-Planning team of the issue by emailing the PPCM-Passport&Consumables inbox.
- Step 2:** Using the illustrations in **Tab 5 Final Disposition of Passport Materiel section 1.2.3** as a guide, perforate pages 1-36. Be sure to NOT include the cover.
- Step 3:** Perform MIGO-303 to put material in transit to plant 2001. See **Tab 9 SAP Materiel Management Module** for instructions. Ensure the materiel is in “Unrestricted” status prior to performing the MIGO-303.
- Step 4:** Email a copy of the signed packing slip for shipment (SAP or manual PPTC300) to PPCM-Passport&Consumables.
- Step 5:** Place the passport(s) in a brown internal mail envelop, and include the signed packing slip for shipment (SAP packing slip of manual PPT300) and a copy of the email trail to PPCM-Planning. Send by internal mail to PPSR-Document Security (Plant 2001).

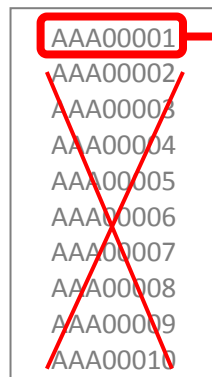
Once the investigation is completed, the passport(s) will be returned to the issuing office/print centre. The passport(s) is to then be handled according to instructions in **Tab 7 Physical Reconciliation of Passport Materiel** according to the findings of PPSR-Document Security (ie, if the passport(s) is deemed to indeed be defective blank, it should be disposed of following the instructions for defective blanks).

1.4.4 Passport Books with Duplicate Serial Numbers

ePPS will not permit a Print Operator to put more than one copy of serial number in production. If you receive a duplicate passport error message, follow these instructions...

- Step 1:** Examine the packet to identify the number of duplicate serial numbers.
- Step 2:** Notify your Inventory Custodian and the PPCM-Planning team by email, and provide the duplicate serial number, material type (MMR) and number of duplicated passports.
- Step 3:** Select one of the duplicate passport books to continue using in the production process.
- Step 4:** Contact the DIFR (DIA) team, and ask them to change the status of the remaining duplicate serial number(s) in Iris as Unusable.

As an example, suppose an opened packet contains duplicate passports – as the Print Operator tries to print on them, he/she realizes the packet contains 10 passport books of the exact same serial number (10 x AAA00001). However, upon inspection of the label on the passport packet, the Print Operator notes that the range within the packet should be AAA00001-AAA00010:



“good book”

The Print Operator can go ahead and print on one as the “good book”, but the remaining serial numbers in that range (AAA00002-AAA00010) will need to be put to the status of ‘Unusable’ in Iris.

Step 5: Follow the instructions in **Tab 6 Final Disposition of Passport Materiel** to correct the final disposition of the remaining “bad books” to Defective Blank.

1.5 Performing a Security Audit of Production

Please contact the PPCM-Planning team for assistance with any materiel management issues outside of the scope covered in this instruction manual. We may be of assistance in the event a security audit of the Regional Office’s production is required.