

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08.18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 49JA200020 DATE RECEIVED FROM USER: 02NOV20 RECEIVED BY: GB

DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____

DATE INPUT PR APPROVED TO REPORT: 02NOV20 DATE SUBMITS PR TO BUYER: 02 NOV 20

RECEIVED OF BUYER BY: NW PR SAP NO: _____ DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS

DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS/ADMIN*): _____

RECEIVED PR AND SUPPORT DOCUMENTS OF PUREPS/ADMIN BY*): _____

DATE RAISE PO SAP/TRADE/RECEIVED*): _____ PO SAP/TRADE NO: _____ DATE APPROVED PO _____

DATE SUBMITS PO SAP/TRADE TO ADMIN*): _____ RECEIVED BY: _____

DATE SUBMITS PO TO SUPPLIER LOCAL: _____ SUPPLIER NAME: _____

DATE SUBMITS PO TO USER: _____ RECEIVED OF USER BY: _____

FILLED BY PUREPS, BUYER & ADMIN

DATE RECEIVED GOODS FROM SUPPLIERS / CKB / PROVIDER*): _____

RECEIVED GOODS BY: _____

DATE SUBMITS GOODS TO USER: _____ RECEIVED OF USER BY: _____

DATE RECEIVED TA FROM EXPEDITOR: _____ RECEIVED BY: _____

DATE SUBMITS TA TO BUYER TO GR PROCESS: _____ RECEIVED OF BUYER BY: _____

DATE GR PROCESS: _____ DATE SUBMITS TA TO ADMIN: _____

DATE TA INPUT TO REPORT: _____ DATE TA SUBMIT TO ADMIN FILLING DOC: _____

TO BE CHECKED BY ADMIN BEFORE FILING DOCUMENT. DATE FILLING/SCAN DOC: _____

- PR
- PO/CASH *)
- SUPPORT DOCUMENT (BIDDING , FOTO,EMAIL, DLL)
- TRANSMITTAL ADVICE (TA) / BAST

Binder File name (nama penyimpanan file di binder :

JP	MP	DA
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PT Trakindo Utama

Purchase Request Manual Form

PR date : 23 / 10 / 2020
 Requestor : SAHRIWALI
 e-Mail : sahriwal@fmi.com
 Plant Code : 1C02 - TEMBAGAPURA
 Department : HC-SS
 Division : OFFICE OPERATION
 Cost Center : 10C0299JA
 Required date : 27 / 10 / 2020

PR No. 49JA200020
 PR Type : OPEX
 If CAPEX, select type : Standard
 Account. Assign. Cat. : K - Cost Center
 Reason of purchase (Include justification for replacement)
 STARTER KIT for New Accommodation/house
 Nero Sutarjo, HC-HV1007D Hidden Valey
 Deliver to : Manombang Manik at GRS

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	Toaster (Philips HD4815 2400w)		1	ea				7000003506/10 C0299JA
2	Kettle Jug (Philips HD4646/70, 2400w)		1	ea				7000003506/10 C0299JA
3	Large Dinner Plate (Sango)		6	ea				7000003506/10 C0299JA
4	Small Dinner Plate (Sango)		6	ea				7000003506/10 C0299JA
5	Bowl (Sango)		6	ea				7000003506/10 C0299JA
6	Drinking Glasses (Sango)		6	ea				7000003506/10 C0299JA
7	Cup & Saucer (Sango)		6	ea				7000003506/10 C0299JA
8	Coffee Mug (Sango)		6	ea				7000003506/10 C0299JA
9	Fork, Knife, Dessert Spoon & Tea Spoon (first choice)		6	ea				7000003506/10 C0299JA
10	Soup Spoon		6	ea				7000003506/10 C0299JA
11	Kitchen Knife large, Medium & Small		6	ea				7000003506/10 C0299JA
12	Bottle Opener		6	ea				7000003506/10 C0299JA
13	Can Opener		6	ea				7000003506/10 C0299JA
14	Friying pan		6	ea				7000003506/10 C0299JA
15	Friying Spatula		6	ea				7000003506/10 C0299JA
16	Pyrex Oven Tray		6	ea				7000003506/10 C0299JA
17	Sauce pan		6	ea				7000003506/10 C0299JA
18	Chlothesline		6	ea				7000003506/10 C0299JA

Handwritten signature and date: 21/11/20

PURCHASING SECTION TTD

PR Completeness

Description Existing Supplier
 Quantity Order New Supplier
 Account Change
 CER/ESR Remarks/Comment:
 Approval Signature
 Attachment
 Quotation
 List Details
 Other Purchasing Order Subj.

Handwritten signature and date: 21/11/20

Additional notes: Starter kit untuk penggunaan di rumah baru pak Nero Sutarjo, AC-HV1007D Hidden Valey Tembagapura

Requestor SAHRIWALI Requestor	1st Approval ARMINTO Supervisor	2nd Approval ANDREAS NOVIANTO HC-SS Superintendent	3rd Approval FRITS DE RUITER GOM
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