

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08.18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 49JA 260024 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: 02NOV20
 RECEIVED OF BUYER BY: MW 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 FILING/SCAN DOC: _____

PR
 PO/CASH *)
 SUPPORT DOCUMENT (BIDDING , FOTO,EMAJL, 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. 49JA200021
 PR Type : OPEX
 If CAPEX, select type : Standard
 Account. Assign. Cat. : K - Cost Center
 Reason of purchase (include justification for replacement)
 STARTER KIT for Replacement
 Anthony Grimwood, AC-HV1016E 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	Frying pan		6	ea				7000003506/10 C0299JA
15	Frying 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: 2/11/20

Additional notes:

Starter kit untuk menggantikan starter kit yang hilang di rumah pak Anthony Grimwood
 AC-HV1016E Hidden Valey Tembapapura

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