

CHECK LIST DOCUMENT PURCHASING

NO DOC : DB. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 02J0216003 DATE RECEIVED FROM USER: 18Jan21 RECEIVED BY: BB
DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
DATE INPUT PR APPROVED TO REPORT: 18Jan21 DATE SUBMITS PR TO BUYER: 18Jan21
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 FILING DOC: _____

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

<input type="checkbox"/>
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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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*) CORET YANG TIDAK PERLU 1



PT Trakindo Utama

Purchase Request Manual Form

PR date : 14 / 01 / 2021 PR No : 02 J 021 B 003
 Requestor : Rudi Siregar PR Type : OPEX
 e-Mail : rsiregar@fmi.com If CAPEX, select type : Standard
 Plant Code : 1C02 - TEBAGAPURA Account. Assign. Cat. : K - Cost Center
 Department : HC&SS Reason of purchase (include justification for replacement)
 Division : General Affairs Starter-kit sprt# 03
 Cost Center : 10 C 02 99 J A
 Required date : 14 / 01 / 2021 Deliver to : TU KK

No	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No
1	Toaster (Philips HD4815 2100W)		1	ea	Rp 870.000	3	90	700003500/10C02 99JA
2	Kettle (Philips HD4646/70 2400W)		1	ea	Rp 845.000	3	90	700003500/10C02 99JA
3	Large Dinner Plate (Sangos)		6	ea	Rp 30.000			700003500/10C02 99JA
4	Small Dinner Plate (Sangos)		6	ea	Rp 15.000			700003500/10C02 99JA
5	Bowl (Sangos)		6	ea	Rp 38.000			700003500/10C02 99JA
6	Drinking Glasses (Sangos)		6	ea	Rp 6.000			700003500/10C02 99JA
7	Cup & Saucer (Sangos)		6	ea	Rp 15.000			700003500/10C02 99JA
8	Coffee Mug (Sangos)		6	ea	Rp 11.000			700003500/10C02 99JA
9	Fast Spoons, Shortest Spoon & Tea Spoon (First Choice)		6	ea	Rp 135.000	PO		700003500/10C02 99JA
10	Soap Spoon		1	ea	Rp 35.000			700003500/10C02 99JA
11	Knives Large, Medium & Small		3	ea	Rp 55.000			700003500/10C02 99JA
12	Bottle Spoon		1	ea	Rp 39.000			700003500/10C02 99JA
13	Sauce pan		1	ea	Rp 472.000			700003500/10C02 99JA
14	Frying Pan		1	ea	Rp 119.000			700003500/10C02 99JA
15	Frying Spatula (space open) stainless		1	ea	Rp 125.000			700003500/10C02 99JA
16	Electric Steam Iron (Philips HI115 350W)		1	ea	Rp 498.000	PO		700003500/10C02 99JA
17	Metal Frame Ironing Board (Futura, 158 cm X 35 cm X 50 cm)		1	ea	Rp 365.000			700003500/10C02 99JA
18	Fitted sheet 180x210		3	ea	Rp 490.000			700003500/10C02 99JA
19	Fitted sheet 160x210		3	ea	Rp 470.000			700003500/10C02 99JA
20	Flat Sheet 190x200		3	ea	Rp 561.000			700003500/10C02 99JA
21	Flat Sheet 160x210		3	ea	Rp 545.000			700003500/10C02 99JA
22	Bed cover Queen size		1	ea	Rp 1.350.000	PO		700003500/10C02 99JA
23	Bed cover Single		2	ea	Rp 1.000.000			700003500/10C02 99JA
24	Pillow and Covers (sarung dan bantal)		6	ea	Rp 281.000			700003500/10C02 99JA
25	Flat Sheet 120x210		6	ea	Rp 540.000			700003500/10C02 99JA

Additional notes: 26 Sancepan

2 ea → komunikasi by phone Bpk Rudi Siregar

Requestor: Rudi Siregar
 1st Approval: Nanang Orlan HC&SS Supervisor
 2nd Approval: DEVI SUMAR HADI HR Manager
 3rd Approval: IRWAN SIHALOHO
 Signature/Name/Date: _____

BUYING SECTION TTD

PR Completeness

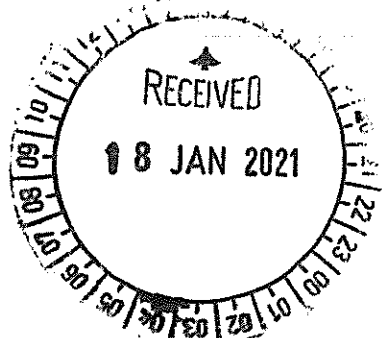
Description
 Quantity Order
 Account Change
 CER / EER
 Approval / Signature
 Attachment
 Quotation
 List Details
 Other

Supplier Status
 Existing Supplier
 New Supplier

Remarks/Comment:

Purchasing Order Sup.

Purchasing Category: _____
 Buyer: _____
 Employee Benefit _____
 Information _____
 Promotion _____
 CHIEF SUPERVISOR _____
 SAFETY SUPERVISOR _____
 TRAINING _____



PLEASE SIGN