

CHECK LIST DOCUMENT PURCHASING

NO DOC : DB. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 49HW 210003 DATE RECEIVED FROM USER: 15 Jan 21 RECEIVED BY: BB

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

DATE INPUT PR APPROVED TO REPORT: 15 Jan 21 DATE SUBMITS PR TO BUYER: 15 Jan 21

RECEIVED OF BUYER BY: [Signature] RH 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

Date Request: 1/12/2021
 Requestor Name: Widji Hirsuardani
 Requestor Email: Widji.Hirsuardani@trk.com
 Plant (Branch Code): 1000 - Kuala Kedah - 10
 Department: PART & LOGISTIC
 Division: H00U

Purchase Request (Manual Form)

PR #: 4941W21000000
 Type of Purchase: CAPI X
 For CAPIX, select the following type:
 CAPIX IT / CAPIX

Material/Service *	Material/Service Desc *	Mat/Service Grp	Qty	Unit	Req Date	Estimate Price	Est. A. Unit	App. Price	App. Unit
1	Material 16-000	N2004 Warehouse Services	50	lot	12/01/2021				
2	Tag Label	N2004 Warehouse Services	10.000	prs	12/01/2021				

[Handwritten signature]

Notes:
 For PDD G1s
 To Whs G1s

Pis charge to WD
 Delivery to:

Requested by
[Signature]
 Widji Hirsuardani
 Requestor

1st Approval
[Signature]
 Fuhid Suryono
 Title

2nd Approval
[Signature]
 ADRI DJARDI
 Signature/Name/Date
 App. GDM

PURCHASING SECTION TTD	
PR Completeness	Supplier Status
<input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Quantity Order <input checked="" type="checkbox"/> Account Change <input type="checkbox"/> CER / EER <input checked="" type="checkbox"/> Approval / Signature <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Quotation <input type="checkbox"/> List Details <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Existing Supplier <input type="checkbox"/> New Supplier Remarks/Comment: For <i>[Signature]</i> 15/1-21 Purchasing Order Suppl
Purchasing Category: Buyer Order	
<input type="checkbox"/> Employee Benefit <input type="checkbox"/> Information <input type="checkbox"/> Promotion	<input type="checkbox"/> Other Supplies <input type="checkbox"/> Safety Supplies <input type="checkbox"/> Shipping
Purchasing Category: Buyer Project	
<input checked="" type="checkbox"/> PP Machine & Engine App <input type="checkbox"/> Facilities <input checked="" type="checkbox"/> C	<input type="checkbox"/> Miscellaneous <input type="checkbox"/> Vehicle <input type="checkbox"/> Other

