

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

<u>FILLED BY ADMIN</u>		
PR NO: <u>62J0220006</u>	DATE RECEIVED FROM USER: <u>11/2-22</u>	RECEIVED BY: <u>TCM</u>
DATE SUBMITS PR TO BE APPROVED: <u>11/2-22</u>	DATE RECEIVED PR APPROVED: <u>11/2-22</u>	
DATE INPUT TO REPORT: <u>11/2-22</u>	DATE SUBMITS PR TO BUYER: <u>11/2-22</u>	RECEIVED BY: <u>FL</u>
PR SAP NO: _____	EVI NO: _____	DATE APPROVED PR SAP: _____

<u>FILLED BY BUYER & PUREPS</u>		
DATE PR CLEAR SPECIFICATION FROM USER: _____		
DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS: _____	RECEIVED BY: _____	
DATE RAISE PO SAP/TRADE: _____	PO SAP/TRADE NO: _____	DATE APPROVED: _____
DATE SUBMITS PO SAP/TRADE TO ADMIN: _____	RECEIVED BY: _____	
DATE SUBMITS PO TO SUPPLIER: _____	SUPPLIER NAME: _____	
DATE SUBMITS PO TO USER: _____	RECEIVED OF USER BY: _____	

<u>FILLED BY EXPEDITOR & ADMIN</u>		
DATE RECEIVED GOODS FROM SUPPLIERS / PROVIDER: _____ RECEIVED BY: _____		
DATE SUBMITS GOODS TO USER: _____ RECEIVED BY: _____		
DATE GR PROCESS: _____	GR PROCESS BY: _____	GR NO: _____
DATE SUBMITS TA TO ADMIN: _____ DATE TA INPUT TO REPORT: _____		

TO BE CHECKED BY ADMIN BEFORE FILING DOCUMENT

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

Binder File Name (nama penyimpanan file di binder: _____
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DATE SCAN DOC: _____

DATE FILING DOC: _____



PT Trakindo Utama

Purchase Request Manual Form

PR date : 0 4 / 0 2 / 2 0 2 2

PR No. 0 2 J 0 2 2 0 0 0 6

Requestor : Rudi Siregar

PR Type : OPEX

e-Mail : rsiregar@fmi.com

If CAPEX, select type : Standard

Plant Code : 1C02 - TEMBAGAPURA

Account. Assign. Cat. : K - Cost Center

Department : HC&SS

Reason of purchase (Include justification for replacement)

Division : General Affairs

Starter-kit Iwaka 3

Cost Center : 1 0 C 0 2 9 9 J A

Required date : 0 4 / 0 2 / 2 0 2 2

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,HD4815,2400W0		1	ea	Rp 300,000			7000003506/10C02 99JA
2	Kettle Jug (Philips,HD4646/70,2400W)		1	ea	Rp 250,000			7000003506/10C02 99JA
3	Fork, Knife, Dessert Spoon & Tea Spoon (First Choice)		12	ea	Rp 80,000			7000003506/10C02 99JA
4	Soup Spoon		1	ea	Rp 30,000			7000003506/10C02 99JA
5	Kitchen Knife Large, Medium & Small		3	ea	Rp 90,000			7000003506/10C02 99JA
6	Bottle Opener		1	ea	Rp 25,000			7000003506/10C02 99JA
7	Can Opener		1	ea	Rp 25,000			7000003506/10C02 99JA
8	Frying Pan		1	ea	Rp 35,000			7000003506/10C02 99JA
9	Frying Spatula		1	ea	Rp 45,000			7000003506/10C02 99JA
10	Electric Steam Iron (Philips,HI115,350W)		1	ea	Rp 350,000			7000003506/10C02 99JA
11	Metal Frame Ironing Board (Futura,150 cmX35 cmX50 cm)		1	ea	Rp 125,000			7000003506/10C02 99JA
12	Keranjang Baju		4	ea	Rp 100,000			7000003506/10C02 99JA
13	Sarung bantal(standard size)		6	ea	Rp 200,000			7000003506/10C02 99JA
14	Keset Kaki Plastik		6	ea	Rp 150,000			7000003506/10C02 99JA
15	Keset Kaki Kain		6	ea	Rp 150,000			7000003506/10C02 99JA
16	Keset kaki karet		6	ea	Rp 150,000			7000003506/10C02 99JA
17	Bed cover (standard size)		6	ea	Rp 1,800,000			7000003506/10C02 99JA
18	Flat Sheet 160x200		6	ea	Rp 1,200,000			7000003506/10C02 99JA
19	Flat Sheet 120x200		6	ea	Rp 900,000			7000003506/10C02 99JA

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Additional notes:

Mohon di cari berkualitas baik / *cek ke / harga sudah total.*

Requestor <i>[Signature]</i> Rudi Siregar <i>4/2/22</i>	1st Approval <i>[Signature]</i> Nanang Qosim GA Supervisor	2nd Approval <i>[Signature]</i> Devi Sumarhadi HR Manager <i>17/2/22</i>	3rd Approval <i>[Signature]</i> Irwan Sihato Title: _____
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PURCHASING SECTION TTD

PR Completeness

Description

Quantity Order

Account Charge

EER / EER

Attachment

Quotation

List Details

Other

Supplier Status

Existing Supplier

New Supplier

Remarks / Comment :
[Signature]
11/2 22

Purchasing Category / Buyer Officer

Employee Benefit

Information

Promotion

Purchasing Category / Buyer Project Consultant / Technical Assistant

PP Machine & Engine And Miscellaneous

Facilities

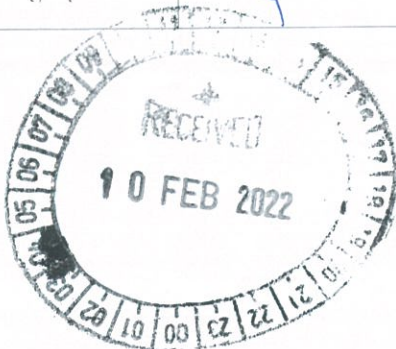
Construction Materials

Office Supplies

Safety Supplies

Training

Other



S&P.FRM.003.R02