

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

| | | |
|---------------------------------------|------------------------------------------|-----------------------------|
| <u>FILLED BY ADMIN</u> | | |
| PR NO: <u>02J0220033</u> | DATE RECEIVED FROM USER: <u>01sep22</u> | RECEIVED BY: <u>GB</u> |
| DATE SUBMITS PR TO BE APPROVED: _____ | DATE RECEIVED PR APPROVED: _____ | |
| DATE INPUT TO REPORT: <u>01sep22</u> | DATE SUBMITS PR TO BUYER: <u>01sep22</u> | RECEIVED BY: <u>MW</u> |
| PR SAP NO: _____ | EVI NO: _____ | DATE APPROVED PR SAP: _____ |

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|-------------------------------------------------------|----------------------------|----------------------|
| <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: _____ | |

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|------------------------------------------------------|--------------------------------|--------------|
| <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

| | |
|--------------------------|-----------------------------------------------|
| <input type="checkbox"/> | PR |
| <input type="checkbox"/> | PO/CASH *) |
| <input type="checkbox"/> | SUPPORT DOCUMENT (BIDDING, FOTO, EMAIL, DLL) |
| <input type="checkbox"/> | TRANSMITTAL ADVICE (TA) / BAST |

| |
|--------------------------------------------------------------|
| Binder File Name (nama penyimpanan file di binder): _____ |
|--------------------------------------------------------------|

DATE SCAN DOC: _____

DATE FILING DOC: _____



PT Trakindo Utama

Purchase Request Manual Form

PR date : 3 1 / 0 8 / 2 0 2 2

PR No. 0 2 J 0 2 2 0 0 3 3

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 kamora 17 ✓

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

Required date : 3 1 / 0 8 / 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 991A |
| 2 | Kettle Jug (Philips,HD4646/70,2400W) | | 1 | ea | Rp 250,000 | | | 7000003506/10C02 991A |
| 3 | Large dinner plate | | 12 | ea | Rp 80,000 | | | 7000003506/10C02 991A |
| 4 | Small dinner plate | | 12 | ea | Rp 30,000 | | | 7000003506/10C02 991A |
| 5 | Bowl | | 12 | ea | Rp 90,000 | | | 7000003506/10C02 991A |
| 6 | Drinking glasses | | 12 | ea | Rp 25,000 | | | 7000003506/10C02 991A |
| 7 | Small dinner plate | | 12 | ea | Rp 25,000 | | | 7000003506/10C02 991A |
| 8 | Drinking gasses | | 12 | ea | Rp 35,000 | | | 7000003506/10C02 991A |
| 9 | Cup and suocer | | 12 | ea | Rp 45,000 | | | 7000003506/10C02 991A |
| 10 | Coffe mug | | 12 | ea | Rp 350,000 | | | 7000003506/10C02 991A |
| 11 | Fork,desert spon,tea spon | | 12 | ea | Rp 125,000 | | | 7000003506/10C02 991A |
| 12 | frying pan,frying spatula | | 1 | ea | Rp 100,000 | | | 7000003506/10C02 991A |
| 13 | Sauce pan | | 2 | ea | Rp 1,200,000 | | | 7000003506/10C02 991A |
| 14 | Kitchen knife | | 3 | ea | Rp 150,000 | | | 7000003506/10C02 991A |
| 15 | Pyrex oven tray | | 2 | ea | Rp 150,000 | | | 7000003506/10C02 991A |
| 16 | Electric Steam Iron (Philips,HI115,350W) | | 1 | ea | Rp 350,000 | | | 7000003506/10C02 991A |
| 17 | Metal Frame Ironing Board (Futura,150 cmX35 cmX50 cm) | | 1 | ea | Rp 250,000 | | | 7000003506/10C02 991A |
| 18 | Bed cover (standard size) | | 6 | ea | Rp 250,000 | | | 7000003506/10C02 991A |
| 19 | Pillow and cover(standard size) | | 6 | ea | Rp 90,000 | | | 7000003506/10C02 991A |
| 20 | Keset kaki karet,kain,plastic | | 6 | ea | Rp 150,000 | | | 7000003506/10C02 991A |
| 21 | Bed sheet Size (180 X 200)/Sprey | | 3 | ea | Rp 350,000 | | | 7000003506/10C02 991A |
| 22 | Penutup baki | | 1 | ea | Rp 600,000 | | | 7000003506/10C02 991A |
| 23 | Flat Sheet 160x200 | | 6 | ea | Rp 1,200,000 | | | 7000003506/10C02 991A |
| 24 | Flat Sheet 120x200 | | 6 | ea | Rp 900,000 | | | 7000003506/10C02 991A |

A'1/22
Tmegh

Additional notes:

Mohon di cari berkualitas baik/Local

| | | | |
|-------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Requestor <i>[Signature]</i> Rudi Siregar 31/09/22 | 1st Approval <i>[Signature]</i> Nanang Cosim Supervisor 31/09/22 | 2nd Approval <i>[Signature]</i> Devi Sumarhadi HR Manager | 3rd Approval <i>[Signature]</i> Irwan Sihaloho Signature/Name/Date Title : 1/9/22. |
|-------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------|



PURCHASING SECTION ITD

PR Completeness

Description

Quantity Order

Account Charge

CER / EER

Approval / Signature

Attachment

Quotation

List Details

Other

Supplies Status

Existing Supplier

New Supplier

Remarks/Comment :
[Signature]
2/9/22
Purchasing Coord Supv

Purchasing Category - Buyer Officer

Employee Benefit

Information

Promotion

Office Supplies

Safety Supplies

Training

Purchasing Category - Buyer Project Consultant - Technical Assistant

PP Machine & Engine Add Miscellaneous

Facilities

Consumable Material

Vehicle

Other

S&P.FRM.003.R02