

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 02JO220052 DATE RECEIVED FROM USER: 06.12.22 RECEIVED BY: BB
DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
DATE INPUT TO REPORT: 06.12.22 DATE SUBMITS PR TO BUYER: 06.12.22 RECEIVED BY: FL
PR SAP NO: _____ EVI NO: _____ DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS

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: _____

FILLED BY EXPEDITOR & ADMIN

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"/>
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<input type="checkbox"/>

PR
PO/CASH *)
SUPPORT DOCUMENT (BIDDING, FOTO, EMAIL, DLL)
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 : 0 2 / 1 2 / 2 0 2 2

PR No. 0 2 J 0 2 2 0 0 5 2

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 : TTD

Starter-kit BQ 1 B

Cost Center : 1 0 C 6 0 6 0 H G

Required date : 0 2 / 1 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			7000003506/10C60 60HG
2	Kettle Jug (Philips,HD4646/70,2400W)		1	ea	Rp 250,000			7000003506/10C60 60HG
3	Large dinner plate		6	ea	Rp 60,000			7000003506/10C60 60HG
4	Small dinner plate		6	ea	Rp 90,000			7000003506/10C60 60HG
5	Bowl		6	ea	Rp 90,000			7000003506/10C60 60HG
6	Drinking glasses		6	ea	Rp 150,000			7000003506/10C60 60HG
7	Cup and suocer		6	ea	Rp 45,000			7000003506/10C60 60HG
8	Coffe mug		6	ea	Rp 150,000			7000003506/10C60 60HG
9	Fork,desert spon,tea spon		6	ea	Rp 125,000			7000003506/10C60 60HG
10	frying pan,frying spatula		1	ea	Rp 100,000			7000003506/10C60 60HG
11	Sauce pan		2	ea	Rp 150,000			7000003506/10C60 60HG
12	Kitchen knife		3	ea	Rp 60,000			7000003506/10C60 60HG
13	Pyrex oven tray		1	ea	Rp 150,000			7000003506/10C60 60HG
14	Bed cover (standard size)		1	ea	Rp 250,000			7000003506/10C60 60HG
15	Pillow and cover(standard size)		2	ea	Rp 120,000			7000003506/10C60 60HG
16	Keset kaki karet,kain,plastic		3	ea	Rp 75,000			7000003506/10C60 60HG
17	Bed sheet Size (180 X 200)/Sprey		3	ea	Rp 500,000			7000003506/10C60 60HG

Handwritten notes:
7000003506
A 6/12
Amey

Additional notes:

Mohon di cari berkualitas baik/Local

Requestor <i>[Signature]</i> Rudi Siregar	1st Approval <i>[Signature]</i> Nanang Goum GA Supervisor	2nd Approval <i>[Signature]</i> Devi Sumarhadi HR Manager	3rd Approval <i>[Signature]</i> Irwan Sihaloho Signature/Name/Date 5/12/22
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PURCHASING SECTION

PR Completeness

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

Supplier

- Existing Supplier
- New Supplier

Remarks/Comment :
[Signature]

Purchasing Category : Buyer Officer

- Employee Benefit
- Information
- Promotion
- Office Supplies
- Safety Supplies
- Training

Purchasing Category : Buyer Project

- Consultant
- Technical Assistant
- PP Machine & Engine Add
- Facilities
- Vehicle
- Other

