

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

<u>FILLED BY ADMIN</u>		
PR NO: <u>49J0220015</u>	DATE RECEIVED FROM USER: <u>14.12.22</u>	RECEIVED BY: <u>EB</u>
DATE SUBMITS PR TO BE APPROVED: _____	DATE RECEIVED PR APPROVED: _____	
DATE INPUT TO REPORT: <u>14.12.22</u>	DATE SUBMITS PR TO BUYER: <u>14.12.22</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: _____

Purchase Request Manual Form

PR date : 10 / 12 / 2022

PR No. 49J0220015

Requestor : Manombang Manik

PR Type : CAPEX

e-Mail : mmanik@fmi.com

If CAPEX, select type : Standard

Plant Code : 1C02 - TEMBAGAPURA

Account. Assign. Cat. : K - Cost Center

Department : HCSS

Reason of purchase (Include justification for replacement)

Division : General Affairs

Starter Kit untuk - Roni Tawaru (3534)

Cost Center : 10C4960HG

Required date : 20 / 12 / 2022

Deliver to : GRS, Attn Manombang Manik

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Total Harga	Sub Category	GL Account / Fixed Asset No.
1	Electric Toaster with plug 22 V		1	Ea				7000001902
2	Electric Jug with plug 22 V		1	Ea				7000001902
3	Large Dinner Plate		6	Ea				7000001902
4	Small Dinner Plate		6	Ea				7000001902
5	Bowl		6	Ea				7000001902
6	Drinking Glasses		6	Ea				7000001902
7	Cup & Saucer		6	Ea				7000001902
8	Coffee Mug		6	Ea				7000001902
9	Table Fork		6	Ea				7000001902
10	Kitchen Knife		6	Ea				7000001902
11	Desert Spoon		6	Ea				7000001902
12	Tea Spoon		6	Ea				7000001902
13	Soup Spoon		1	Ea				7000001902
14	Bottle Opener		1	Ea				7000001902
15	Frying Pan		1	Ea				7000001902
16	Sauce Pan		1	Ea				7000001902
17	Frying Spatula		1	Ea				7000001902
18	Pyrex Oven Tray		1	Ea				7000001902
19	Can Opener		1	Ea				7000001902
20	Electric Steam Iron		1	Ea				7000001902
21	Metal Frame Ironing Board		1	Ea				7000001902
22	Garbage bin & garbage bag		1	Ea				7000001902
23	Doormats (Kain)		2	Ea				7000001902
24	Cable ext with plug 220V 4 Hole		5	Ea				7000001902

PURCHASING SECTION TTD

PR Completeness

Description

Quantity Order

Account Charge

CER / EEP

Approval / Signature

Attachment

Quotation

List Details

Other

Supplier Status

Existing Supplier

New Supplier

Remarks/Comment:

[Signature] 14/12/22

Purchasing Category: Buyer Officer

Employee Benefit

Information

Promotion

Purchasing Category: Buyer Project

Consultant: Technical Assistant

PP Machine & Engine and Miscellaneous

Facilities

Transport & Material

Other

Requestor <i>[Signature]</i> Signature/Date: Manik 9 Dec 22	1st Approval <i>[Signature]</i> Signature/Name/Date: 9 Dec 2022 Title: 9 Dec 2022	2nd Approval <i>[Signature]</i> Signature/Name/Date: Manombang Title: 13/12/22	3rd Approval Signature/Name/Date: Title:
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