

# CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 49JO220016 DATE RECEIVED FROM USER: 14-12-22 RECEIVED BY: GB  
DATE SUBMITS PR TO BE APPROVED: \_\_\_\_\_ DATE RECEIVED PR APPROVED: \_\_\_\_\_  
DATE INPUT TO REPORT: 14-12-22 DATE SUBMITS PR TO BUYER: 14-12-22 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


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. 49J0220016

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 - Fengki Frangky ( 12053 )

Cost Center : 10C6060HG

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				700001902
2	Electric Jug with plug 22 V		1	Ea				700001902
3	Large Dinner Plate		6	Ea				700001902
4	Small Dinner Plate		6	Ea				700001902
5	Bowl		6	Ea				700001902
6	Drinking Glasses		6	Ea				700001902
7	Cup & Saucer		6	Ea				700001902
8	Coffee Mug		6	Ea				700001902
9	Table Fork		6	Ea				700001902
10	Kitchen Knife		6	Ea				700001902
11	Desert Spoon		6	Ea				700001902
12	Tea Spoon		6	Ea				700001902
13	Soup Spoon		1	Ea				700001902
14	Bottle Opener		1	Ea				700001902
15	Frying Pan		1	Ea				700001902
16	Sauce Pan		1	Ea				700001902
17	Frying Spatula		1	Ea				700001902
18	Pyrex Oven Tray		1	Ea				700001902
19	Can Opener		1	Ea				700001902
20	Electric Steam Iron		1	Ea				700001902
21	Metal Frame Ironing Board		1	Ea				700001902
22	Garbage bin & garbage bag		1	Ea				700001902
23	Doormats ( Kain )		2	Ea				700001902
24	Cable ext with plug 220V 4 Hole		5	Ea				700001902

PURCHASING SECTION LTD

PR Completeness

Description

Quantity Order

Account Charge

CER/ EER

Approval/ Signature

Attachment

Quotation

List Details

Other

Supplier Status

Existing Supplier

New Supplier

Remarks/Comment:

19/12-22

Purchasing Category: Buyer Officer

Employee Benefit

Information

Promotion

Purchasing Category: Buyer Project

Consultant

Technical Assistant

PP Machine & Engine Add Miscellaneous

Facilities

Consumable Material




Office Supplies

Safety Supplies

Training

Vehicle

Other

Requestor  Signature/Date: 9 Dec 2022	1st Approval  Signature/Name/Date Title: g VSC 2022	2nd Approval  Signature/Name/Date Title: 22/12/22	3rd Approval Signature/Name/Date Title:
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