

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 49J0220019 DATE RECEIVED FROM USER: 22.12.22 RECEIVED BY: GB
DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
DATE INPUT TO REPORT: 22.12.22 DATE SUBMITS PR TO BUYER: 22.12.22 RECEIVED BY: MW
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: _____



PT Trakindo Utama

Purchase Request Manual Form

PR date : 22 / 12 / 2022

PR No. 49J0220019

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 - FERNANDO POLO CASTILLO(ID 80032454)

Cost Center : 10C6060HG

Required date : 25 / 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	Table Knife		6	Ea				700001902
11	Kitchen Knife		6	Ea				700001902
12	Desert Spoon		6	Ea				700001902
13	Tea Spoon		6	Ea				700001902
14	Soup Spoon		1	Ea				700001902
15	Bottle Opener		1	Ea				700001902
16	Frying Pan		1	Ea				700001902
17	Sauce Pan		1	Ea				700001902
18	Frying Spatula		1	Ea				700001902
19	Pyrex Oven Tray		1	Ea				700001902
20	Can Opener		1	Ea				700001902
21	Electric Steam Iron		1	Ea				700001902
22	Metal Frame Ironing Board		1	Ea				700001902
23	Garbage bin & garbage bag		2	Ea				700001902
24	Doormats (Kain)		2	Ea				700001902
25	Cable ext with plug 220V 4 Hole		5	Ea				700001902

PROCUREMENT CHASING SECTION TTD

PR Completeness

Description

Quantity Order

Account Charge

CER / ESR

Approval / Signature

Attachment

Quotation

List Details

Other

Supplier Status

Existing Supplier

New Supplier

Remarks / Comment :

[Signature] 22/12/22

Purchasing Category: Buyer Officer

Employee Benefit

Information

Promotion

Purchasing Category: Buyer Project

Consultant: Technical Assistant

PR Machine & Engine Add. Miscellaneous

Facilities

Consumable Material

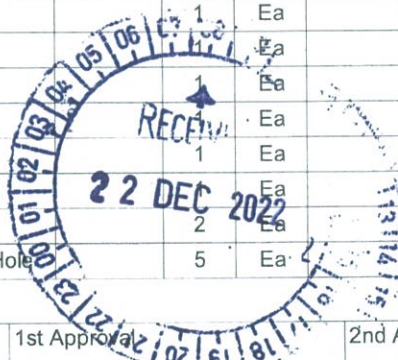
Office Supplies

Safety Supplies

Training

Vehicle

Other



[Handwritten signature]

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