

# CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

<u>FILLED BY ADMIN</u>		
PR NO: <u>02J022000y</u>	DATE RECEIVED FROM USER: <u>31Jan23</u>	RECEIVED BY: <u>EB</u>
DATE SUBMITS PR TO BE APPROVED: _____	DATE RECEIVED PR APPROVED: _____	
DATE INPUT TO REPORT: <u>31Jan23</u>	DATE SUBMITS PR TO BUYER: <u>31Jan23</u>	RECEIVED BY: <u>MW</u>
PR SAP NO: _____	EVI NO: _____	DATE APPROVED PR SAP: _____

<u>FILLED BY BUYER &amp; 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 &amp; 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): _____
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DATE SCAN DOC: \_\_\_\_\_

DATE FILING DOC: \_\_\_\_\_

PT Trakindo Utama

**Purchase Request Manual Form**

PR date : 27 / 01 / 2022

PR No. 02J02200009

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 03

Cost Center : 10C0230HY

Required date : 27 / 01 / 2022

Deliver to : TU KK

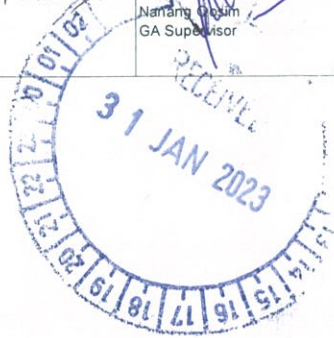
No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	Toaster (Philips,HD4815,2400W0		1	ea	Rp 300,000			7000003506
2	Kettle Jug (Philips,HD4646/70,2400W)		1	ea	Rp 250,000			7000003506
3	Large dinner plate		12	ea	Rp 80,000			7000003506
4	Small dinner plate		12	ea	Rp 30,000			7000003506
5	Bowl		12	ea	Rp 90,000			7000003506
6	Drinking glasses		12	ea	Rp 25,000			7000003506
7	Small dinner plate		12	ea	Rp 25,000			7000003506
8	Drinking gasses		12	ea	Rp 35,000			7000003506
9	Cup and suocer		12	ea	Rp 45,000			7000003506
10	Coffe mug		12	ea	Rp 350,000			7000003506
11	Fork,desert spon,tea spon		12	ea	Rp 125,000			7000003506
12	frying pan,frying spatula		1	ea	Rp 100,000			7000003506
13	Sauce pan		2	ea	Rp 1,200,000			7000003506
14	Kitchen knife		3	ea	Rp 150,000			7000003506
15	Pyrex oven tray		2	ea	Rp 150,000			7000003506
16	Electric Steam Iron (Philips,HI115,350W)		1	ea	Rp 350,000			7000003506
17	Metal Frame Ironing Board (Futura,150 cmX35 cmX50 cm)		1	ea	Rp 250,000			7000003506
18	Bed cover (standard size)		6	ea	Rp 250,000			7000003506
19	Pillow and cover(standard size)		6	ea	Rp 90,000			7000003506
20	Keset kaki karet,kain,plastic		6	ea	Rp 150,000			7000003506
21	Bed sheet Size (180 X 200)/Sprey		3	ea	Rp 350,000			7000003506
22	Jomwarai baju		1	ea	Rp 600,000			7000003506
23	Flat Sheet 160x200		6	ea	Rp 1,200,000			7000003506
24	Flat Sheet 120x200		6	ea	Rp 900,000			7000003506

700001602  
A 31/1/23  
F megan

**Additional notes:**

Mohon di cari berkualitas baik/Local

Requestor  Rudi Siregar	1st Approval  Nanang Datin GA Supervisor	2nd Approval  Devi Sumahati HR Manager	3rd Approval  Rirang Wisananda Signature/Name/Date Title :
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**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 :

Purchasing Category: Buyer Officer

Employee Benefit

Information

Consumable Material

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