

## INTER - OFFICE MAIL

001/PTTU\_PSC/XI/2017

13 November 2017

KEPADA / TO : AREA PARTS MANAGERS  
BRANCH MANAGERS  
ZONE LEADERS

DARI / FROM : PARTS SUPPLY CHAIN DIVISION HEAD

TEMBUSAN/CC : EXECUTIVE COUNCIL  
PRODUCT SUPPORT MANAGER  
AREA GENERAL MANAGERS  
AREA AND INDUSTRIAL SALES MANAGERS  
REGION MANAGERS  
SCC & MCC HEADS  
FINANCE MANAGERS  
FINANCIAL CONTROLLERS  
INTERNAL AUDITORS

PERIHAL/SUBJECT : **PARTS INVENTORY - ANNUAL STOCK CHECK 2017**

Dengan ini kami sampaikan bahwa Parts Annual Stock Check 2017 akan diadakan pada tanggal **8-10 Desember 2017** untuk semua cabang kecuali cabang Sangatta akan berlangsung pada tanggal **2-3 Desember 2017**.

Jadwal dari Annual Stock Check tersebut sangat ketat dan membutuhkan kedisiplinan yang tinggi. Adanya keterlambatan pada suatu cabang akan membuat keterlambatan pada penyelesaian dari keseluruhan proses Annual Stock Check. Untuk itu, mohon untuk melakukan persiapan yang matang, termasuk menambah personil di beberapa cabang jika dibutuhkan, agar sesuai dengan jadwal yang ditentukan.

Berikut beberapa hal penting yang terkait dengan Parts Annual Stock Check :

1. Annual Stock Check akan menggunakan menu DBS dan data *inventory* yang tercatat pada DBS sesuai dengan tanggal *cut off*.
2. Akan ada 2 kelompok cabang dengan tanggal pencatatan terakhir di sistem dan

Hereby, we would like to inform you that Parts Annual Stock Check 2017 will be conducted on **8-10 December 2017** for all branches except Sangatta branch which will be conducted on **2-3 December 2017**.

The annual stock check schedule is very tight and requires a high degree of discipline. Any delay made by any branch will cause delay for the finalization of whole Annual Stock Check process. Therefore, please make an excellent preparation as some of the branches might require extra personnel to meet the schedule.

Some important points regarding Parts Annual Stock Check as follow:

1. Annual Stock Check will use DBS Menu and the inventory data that recorded in DBS refer to cut-off date.
2. There are 2 groups of branch with different cut-off date and schedule (considering the inventory level).

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jadwal yang berbeda (mempertimbangkan tingkat *inventory*)

3. Efektif setelah tanggal pencatatan terakhir di sistem maka pergerakan dari *inventory* harus dihindari.
  4. Agar proses dari Annual Stock Check dapat dipertanggungjawabkan, maka Departemen Parts di cabang harus melibatkan departemen lainnya, khususnya Departemen Finance.
  5. Hub Warehouse yang dioperasikan oleh PT CKB akan mengikuti prosedur yang sama dan kontrak yang ada. Akan ada tim dari Trakindo yang akan membantu memastikan kelancaran dari proses Annual Stock Check tersebut.
  6. Auditor Eksternal akan berkunjung ke beberapa cabang tertentu. Oleh karena itu, masing-masing Kepala Cabang akan dihubungi oleh Finance-HO dan Internal Auditor untuk melakukan koordinasi secara terpisah.
  7. Setiap cabang harus menyimpan satu set dari dokumen "Count List" selama minimal 10 tahun untuk bukti audit kedepannya.
  8. Setelah proses stock check selesai dan hasil akhir diumumkan oleh Parts Supply Chain – Warehouse Management Head Office, setiap cabang harus melengkapi Berita Acara Stock Check (form terlampir), dan mengirimkan dokumen asli ke Parts Supply Chain – Warehouse Management Head Office (attn. Kiswanto Prayitno).
  9. Untuk detail prosedur dapat mengacu ke POD.WHSE.WIN.R01 Parts Annual Stock Check yang bisa diakses pada Portal Trakindo.
3. Effectively after cut-off date, any inventory movement should be avoided.
  4. For the accountability of the Annual Stock Check process, Parts Department at each Branch, need to involve other departments especially Finance Department.
  5. Hub Warehouse that operated by PT CKB will follow the similar procedure and the agreed contract. Also, there will be a dedicated (Trakindo) team to ensure the process of Annual Stock Check at Hub running well.
  6. External Auditors will be visiting selected branches. Therefore, respective Branch Manager will be contacted by Finance-HO and Internal Auditor to coordinate this project in separate announcement.
  7. Each branch must keep one set of original Count List at least for 10 years, in order to provide Auditors with this file when required in the future.
  8. Once stock check completed and final discrepancy announced by Part Supply Chain – Warehouse Management Head Office then each branch have to fill in the Letter of Physical Checks Evidence (form attached), and send this original form to Parts Supply Chain – Warehouse Management Head Office (attn. Kiswanto Prayitno).
  9. For more detail on the procedure, please refer to POD.WHSE.WIN.004.R01 Parts Annual Stock Check that can be access through Trakindo Portal.

Jika ada pertanyaan terkait dengan Annual Stock Check ini, mohon dapat menghubungi Parts Supply Chain – Warehouse Management Head Office.

Terima kasih atas perhatiannya.

Should you have any concerns regarding this Annual Stock Check, please contact Parts Supply Chain – Warehouse Management Head Office

Thank you for your kind attention.



NOV/21

**Palti Timeyer Hutajulu**  
Parts Supply Chain Manager

