

Yudi Haryady

Subject: FW: [ITR3A] : EUT Schedule for Northern Kalimantan Division
Attachments: TU-R3A-CM-BUILD-Training Schedule-EUT NKAL-v0.44 V.1.xlsx

Dear All,

Please find attached schedule for End User Training (EUT) that will be conducted in Training Center Balikpapan starting end of April to July 2018. Prepare yourselves and get ready for this event.

Invitation would be sent separately to each function (Customer Support, Supply Chain, Sales Marketing and Finance).

To L&D Balikpapan Stal Kuda, kindly need your assistance to arrange and organize training aids for EUT participants such as Accommodation, Meals, Stationary as well as Pantry Supplies.

To all key users and end users that require travel to Balikpapan for EUT please attach below information when submitting TCAR:

Purpose of Travel	: BUSINESS TRAVEL
Description	: End User Training ITR3A BRAVE
Hotel Reservation Purpose	: 7000002001 Overhead Travel Expenses Domestic
Charge Account	: 10Z0299TP

Thank You

Kepada Yth Bapak/Ibu,

Terlampir adalah jadwal End User Training (EUT) yang akan diselenggarakan di Training Center Balikpapan mulai akhir April sampai dengan July 2018. Mohon persiapkan diri bapak/ibu dalam menyambut kegiatan ini.

Undangan akan dikirim terpisah kepada masing-masing function (Customer Support, Supply Chain, Sales Marketing dan Finance).

Kepada rekan L&D Balikpapan Stal Kuda, mohon dengan sangat bantuannya untuk mengatur alat maupun sarana pendukung bagi peserta training seperti Akomodasi, Makanan, Stationary, dan juga Persediaan Pantry.

Bagi key user dan end user yang berada diluar Balikpapan dan akan menuju lokasi EUT, mohon sertakan informasi di bawah pada saat pengajuan TCAR:

Purpose of Travel	: BUSINESS TRAVEL
Description	: End User Training ITR3A BRAVE
Hotel Reservation Purpose	: 7000002001 Overhead Travel Expenses Domestic
Charge Account	: 10Z0299TP

Terima Kasih

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