

## Elly Anggaria

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**Subject:** 2F End User Training - Week 3 - User Reps/Admin E.2

**Location:** Tiara 2, TMT 1 Building GF, Head Office

**Start:** Wed 8/14/2019 1:00 PM

**End:** Fri 8/16/2019 5:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Annajm Arradita Andhi Ajeng

**Required Attendees:** Dardjad; Jak Tomim Al Amatyani; Susilo; Sri Suhartini; Agnes Dewi Prasasti; Retno Andriani; Renni Morena; Eva Mulyana; Wintolo; Ellicsa Martalia; Elly Anggaria; SP Heru Wahyuno; Patni Maulida; Lisa Rismarlina; Muhammad Husein Rifa'le; Ifatul Khusnah; Ahmad Nur Dinan Aghnatya; Reni Mailinar Vidyasiwi Azhar; Gemilang Adi Perdana; Nia Kaniawati; Sinaga, Marjuang; Ali, Zulfikar; BTP Administration; Zulfiadi Susanto

Dear all,

Based on confirmation from your HR Area/Region/dept/division leader that you will have "User Reps" role on SAP for Fleet & Facility Management, you are cordially invited to attend 2F End User Training at Head Office, Jakarta. Please find the attached file for the details.

Name of Class	Begin Date	Begin Time	Finish Time
PM Overview	14-Aug-19	13:00:00	17:00:00
PM Acquisition Management	15-Aug-19	08:00:00	12:00:00
PM R&M Management	15-Aug-19	13:00:00	17:00:00
MM Overview + PR Management for Fleet & Facility	16-Aug-19	08:00:00	12:00:00
MM Hand Over Management	16-Aug-19	13:00:00	17:00:00

**Kindly put below information on your TCAR:**

- Purpose of Travel : BUSINESS TRAVEL
- Description : BRAVE SAP HC System Socialization
- Hotel Reservation Purpose : 7000002001 Domestic Overhead Travel Expenses
- Charge Account : 10Z0299TP (Branch: Central Service; Department: Business Reinvention & Value Enhancement)
- Hotel reservation booking : Already prepared for all participants from outside Jakarta and Mbak Nisa ([btpadministration@trakindo.co.id](mailto:btpadministration@trakindo.co.id)) will contact you soon for further confirmation.

Additional note: Laptop for training will be provided.

Thank you,

Best Regards,

**Annajm Arradita Andhi Ajeng**  
Human Capital Division