

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 0250200202 DATE RECEIVED FROM USER: 16, Jan, 20 RECEIVED BY: JP

DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____

DATE INPUT PR APPROVED TO REPORT: _____ DATE SUBMITS PR TO BUYER: _____

RECEIVED OF BUYER BY: PIA PR SAP NO : _____ DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS

DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS/ADMIN*): _____

RECEIVED PR AND SUPPORT DOCUMENTS OF PUREPS/ADMIN BY*): _____

DATE RAISE PO SAP/TRADE/RECEIVED*): _____ PO SAP/TRADE NO: _____ DATE APPROVED PO _____

DATE SUBMITS PO SAP/TRADE TO ADMIN*): _____ RECEIVED BY: _____

DATE SUBMITS PO TO SUPPLIER LOCAL: _____ SUPPLIER NAME: _____

DATE SUBMITS PO TO USER: _____ RECEIVED OF USER BY: _____

FILLED BY PUREPS, BUYER & ADMIN

DATE RECEIVED GOODS FROM SUPPLIERS / CKB / PROVIDER*): _____

RECEIVED GOODS BY: _____

DATE SUBMITS GOODS TO USER: _____ RECEIVED OF USER BY: _____

DATE RECEIVED TA FROM EXPEDITOR: _____ RECEIVED BY: _____

DATE SUBMITS TA TO BUYER.TO GR PROCESS: _____ RECEIVED OF BUYER BY: _____

DATE GR PROCESS: _____ DATE SUBMITS TA TO ADMIN: _____

DATE TA INPUT TO REPORT: _____ DATE TA SUBMIT TO ADMIN FILLING DOC: _____

TO BE CHECKED BY ADMIN BEFORE FILING DOCUMENT. DATE FILING/SCAN DOC: _____

PR
 PO/CASH *)
 SUPPORT DOCUMENT (BIDDING , FOTO,EMAIL, DLL)
 TRANSMITTAL ADVICE (TA) / BAST

Binder File name (nama penyimpanan file di binder :

JP	MP	DA
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PT Trakindo Utama

Purchase Request Manual Form

PR date : 15 / 01 / 2020

PR No. 02JO200002

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 : Office Operation

PE Mulyono

Cost Center : 1076360HA ✓

List Barang Terlampir

Required date : 15 / 01 / 2020

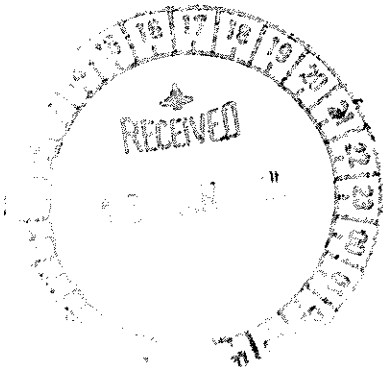
Deliver to : Mulyono

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	PE Mulyono		3	Box				7000001106/10C 6060HA

Additional notes:

LIST Terlampir

Requestor Rudi Siregar GA	1nd Approval Nanang Qosim Senior Analyst	2nd Approval Devi Sumarhadi HR Manager	3rd Approval Rivan Sika Loto Signature/Name/Date Title : 16 Jan 2020
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16777
AJAR
PAKIS
- 65154
KERJA
BIASA
80431

MULTONO / 16777
DS. PAKIS JAJAR
04/03 PAKIS - MLG
65154
BUKU & ALAT TULIS

MUYONO/16777
DESA PAKIS JAJAR 04/03 PAKIS,
MALANG 65154
Contact. 0813 8358 0431

DETAILS OF PACKING LIST

NAME : MULYONO
 ID / SN : 900611/16777
 A/C :

P L T 100

NO	BOX	NAME OF THE GOOD INSIDE OF EACH BOX	DIMENSION (CM)			TOTAL CUBIC	QTY INSIDE	UNITS	WEIGHT	TOTAL PRICE EACH BOX	REMARKS
			L	W	H						
1	1	GULA				0.04					
2	1	Kopi	30	30	40	0.00			15	Rp 500,000	
3		MILU				0.00					
4	2	BUKU DAN ALAT TULIS	40	30	28	0.03			21	Rp 700,000	
5	3	PAKAIAN KERJA				0.04			13	Rp 1,000,000	
6		PAKAIAN RUMAH	45	35	28	0.00					
7											
8											
9											
10											
11											
12											
13											
Total			115	95	96	0.11	0		49	Rp 2,200,000	


PICK UP FROM :

DELIVER TO / T/p :

PT. Trakindo Utama Kuala Kencana
 Jl. Kuala Tembaga Lot E 3 LLP Kuala Kencana
 CP :

ATTN : MULYONO
 DESA PAKIS JAJAR 04/03 PAKIS
 MALANG (65154)
 CP : 081383580431

Diajukan oleh :


 Mulyono
 Karyawani

- NOTE :
- Dokumen harus di isi lengkap sebelum di serahkan ke GA-OS
 - Dokumen asli (scannya) harus di serahkan ke GA jika sudah ada Approval dari atasan
 - Dokumen tidak akan di proses jika tidak lengkap & tidak ada aslinya (scannya)