

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 0250200004 DATE RECEIVED FROM USER: 10-June-20 RECEIVED BY: TR

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: RA 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 FILING 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. 02JO2000004

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 Aris Munandar

Cost Center : 10A2560HA ✓

List Barang Terlampir

Required date : 15 / 01 / 2020

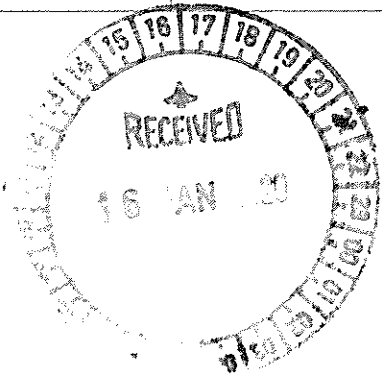
Deliver to : Bunari

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	Bunari		1	Box		PURCHASING SECTION TTD		7000001106/10C0060HA

Additional notes:

LIST Terlampir

Requestor <i>Rudi Siregar</i> Rudi Siregar GA	1st Approval <i>Nanang Qosim</i> Nanang Qosim Senior Analyst	2nd Approval <i>Devri Sumarhadi</i> Devri Sumarhadi HR Manager	3rd Approval <i>Kawan Simaloho</i> Kawan Simaloho Signature/Name/Date Title : 76 / Jan 2020
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DETAILS OF PACKING LIST

NAME : BUNARI
 ID / SN : 80009416/23412
 A/C : 10A2560HA

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		Pakaian Kerja, Rompi, Helm								Rp 1,000,000	
2		Pakaian Rumah, Jaket,								Rp 1,500,000	
3		cabale extention								Rp 200,000	
4	1	setrika	50	40	50	0.1		17		Rp 500,000	
5		obat-obatan & perlengkapan mandi								Rp 500,000	
6		Sendal, Tupperware, Gantungan baju								Rp 1,000,000	
7		Helm								Rp 300,000	
Total			50	40	50	0.10	0	17		Rp 5,000,000	

PICK UP FROM :

DELIVER TO / Tlp :

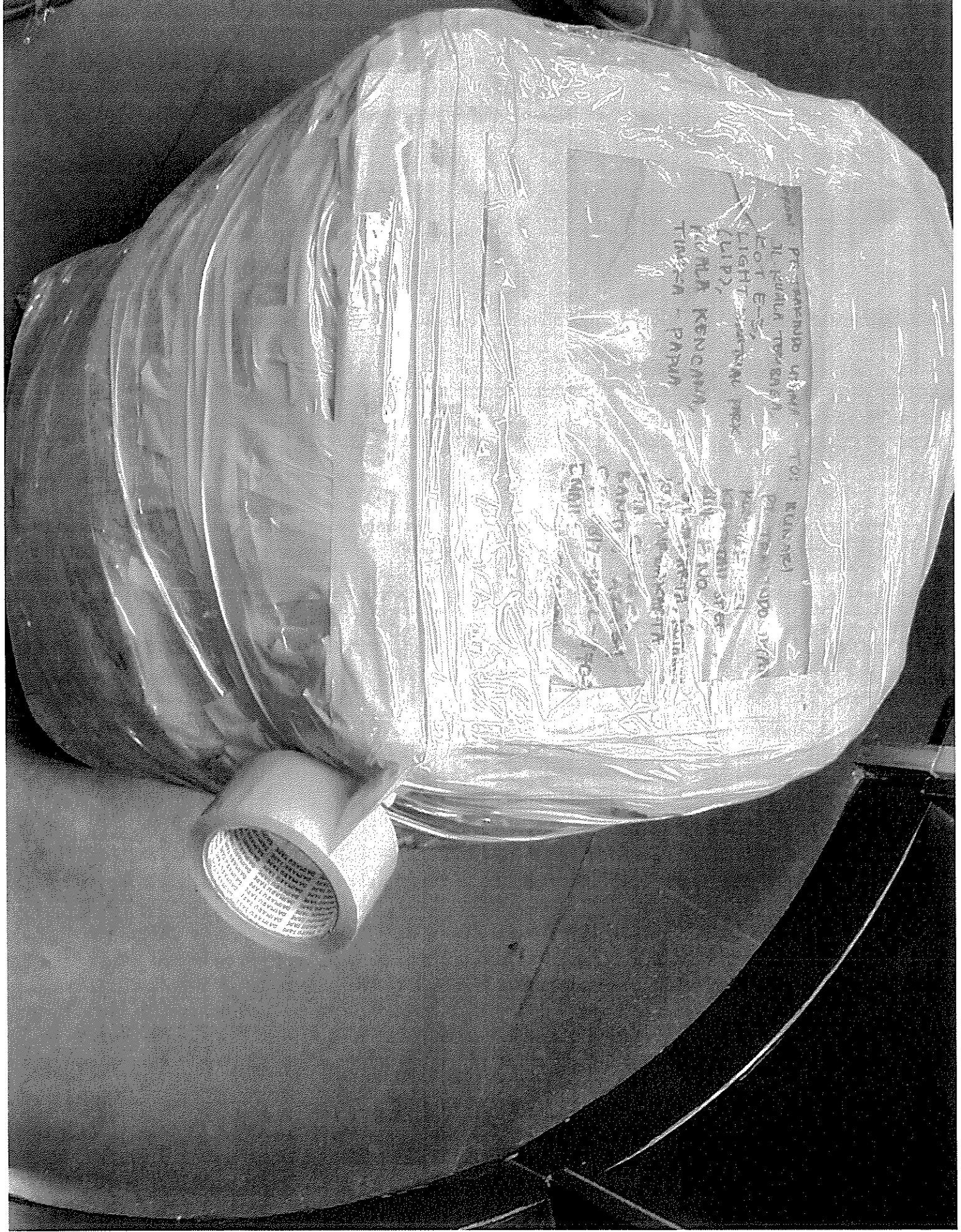
PT Trakindo Utama Kuala Kencana
 Jl Kuala Tembaga Lot E 3 LLP Kuala Kencana
 CP :

ATTN : BUNARI
 PT Trakindo Utama, Komplek GM Krakatau Steel Blok F no.4 Purwakarta, Kotabumi,
 Kec. Purwakarta, Kota Cilegon, Banten (42434)
 CP : 0812-9452-8704 / Email : BUNARI@TRAKINDO.CO.ID

Diajukan oleh :

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


 BUNARI
 Karywanli



Persewaan Gedung - 101 (Ruang)
No. 101 Gedung - 101 (Ruang)
Jl. Raya Kencana
Tanjung Pagar

Persewaan Gedung - 101 (Ruang)
No. 101 Gedung - 101 (Ruang)
Jl. Raya Kencana
Tanjung Pagar