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| **Form Komplain**  ***Complaint Form***  Pada hari ini.................................Tanggal............Bulan...............................Tahun............kami melaporkan bahwa kami telah melakukan  *Today Date of Month Year we are reporting that we have done*  pemeriksaan barang mulai tanggal....................s/d....................dan dari hasil pemeriksaan tersebut dapat disimpulkan data hasil  *the inspection of goods started date form until and the results of the examination it can be concluded the data results*  sebagai berikut:  *are as follows:* | | | |
| Nama Supplier : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Supplier Name*  No. PO : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *PO No.*  Nama Barang : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Goods Name*  Tanggal Kedatangan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Arrived Date*  Jumlah Kerusakan Barang : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Number of Damaged Goods* | | Dokumen Lampiran:  *Attachment Document:*   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Penjelasan Kejadian Masalah : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Explanation of The Problem*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Kesimpulan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Conclusion*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Ya Tidak Jumlah Barang (Jika Ya)  *Yes No Number of Goods (If Yes)*  Tindakan : Penggantian Barang  *Action*  Replacement of Goods    Perbaikan Barang  Repair of Goods | | | |
| Catatan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Note*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Form komplain harus disertai dokumen pendukung yang detail, lengkap, dan jelas.  *The complaint form must be accompanied by supporting documents that are detailed, complete, and obvious.* | | | |
| Berita acara ini kami buat sebenar-benarnya dan untuk digunakan sebagai mana mestinya  *The memorandum of understanding we made it correctly and to be used as it should be*  Bogor, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Dibuat Oleh,  *Made By,*  ( ) | Diketahui Oleh,  *Known By,*  ( ) | | Diterima Oleh,  *Received By,*  ( ) |

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| Dibuat oleh | Diperiksa oleh | Disetujui oleh |
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| Mgr. Purchasing | MR | Direktur |