

## Daftar Isi

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# ITEM REQUEST

List Item Request + Item Request

Create Request → Division Approval → Asset Approval → Purchase Request

IR Waiting IR Bank IR Rejected

Show 1 2 3 Search:

#	Request Date	IR Code	Request by	Division	Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status	
1	22 July 2022	031/BEP/IR/vi/22	sugik	Asset	INVESTASI	BEP	1	22 July 2022 sugik	22 July 2022 aripamudji	waiting purchase	
2	31 March 2022	030/BEP/IR/h/22	erna	Finance	General Affair	BEP	2	31 March 2022 aripamudji	31 March 2022 aripamudji	waiting purchase	
3	09 March 2022	026/BEP/IR/h/22	wirjam	HRD	General Affair	BEP	2	09 March 2022 aripamudji	09 March 2022 aripamudji	waiting purchase	
4	07 March 2022	028/BEP/IR/h/22	erna	Finance	General Affair	BEP	1	07 March 2022 aripamudji	07 March 2022 aripamudji	waiting purchase	
5	04 March 2022	027/BEP/IR/h/22	sugik	Asset	VESSEL WAREHOUSE & WORKSHOP	BEP	1	04 March 2022 aripamudji	04 March 2022 aripamudji	waiting purchase	
6	25 February 2022	025/BEP/IR/h/22	sugik	Asset	General Affair	BEP	4	25 February 2022 sugik	08 March 2022 sugik	waiting purchase	
7	16 February 2022	024/BEP/IR/h/22	sugik	Asset	PT GENDGAM - EPF PERTAMINA HULU ROKAN - RANTAU	BEP	2	16 February 2022 sugik	22 February 2022 aripamudji	waiting purchase	
8	16 February 2022	023/BEP/IR/h/22	sugik	Asset	PT. PSI - EPF PERTAMINA EP ASSET 3 - PLT JAS 2B	BEP	12	16 February 2022 sugik	16 February 2022 sugik	waiting purchase	

Item Request menampilkan list barang yang diminta untuk kebutuhan operasional. Item request yang menunggu persetujuan akan ditampilkan pada *IR Waiting (1)*, item request yang sudah mendapat persetujuan dan telah dikirim akan ditampilkan pada *IR Bank (2)*, sedangkan item request yang tidak disetujui ditampilkan pada *IR Rejected (3)*.

+ Item Request

Search:

Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status	
INVESTASI	BEP	1	22 July 2022 sugik	22 July 2022 aripamudji	waiting purchase	
General Affair	BEP	2	31 March 2022 aripamudji	31 March 2022 aripamudji	waiting purchase	
General Affair	BEP	2	09 March 2022 aripamudji	09 March 2022 aripamudji	waiting purchase	
General Affair	BEP	1	07 March 2022 aripamudji	07 March 2022 aripamudji	waiting purchase	
HOUSE & WORKSHOP	BEP	1	04 March 2022 aripamudji	04 March 2022 aripamudji	waiting purchase	

Untuk menambah Item Request baru, klik tombol “+ Item Request”.

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Request Form

Please kindly fill in the form below for your requested asset. The form will be used by Asset Division to check for the availability in the warehouse.

Request By

Name

cypher

Division Type

admin

FR Type

Choose here

Request Date

11/11/2022

Due Date

dd/mm/yyyy

Project Category

Choose

Payment Method

☐ BACK DATE

Purpose & Notes

Request Item

Item Code	Item Name	UoM	Quantity	Action
Item Name/Code			Qty	Add

\* UoM is Unit of Measurement

Justification

Choose File

No file chosen

If you cannot find the item, insert the item you want below

Item Name

Quantity

UoM

Select UoM

Add Item

#	Item Name	UoM	Quantity	
No data available in table				

Close

Save

Setelahnya akan ditampilkan input sebagai berikut :

- Name & Division Type sudah otomatis terisi berdasarkan sesi log-in
- FR Type berisi pilihan dari tipe request
- Request Date untuk tanggal request
- Due Date adalah batas waktu dari request
- Project Category berisi pilihan cost dan sales
- Payment Method untuk pembelian back date
- Purpose & Notes untuk memberi keterangan dan tujuan request
- Isikan data barang pada table request item lalu klik tombol "Add"
- Untuk menambah dokumen pendukung, klik tombol "Choose File"
- Jika barang yang sudah diinput tidak ditemukan, masukan kembali data barang yang dicari pada input di bawah tombol choose file, kemudian klik tombol "+ Add Item"
- Klik save untuk menyimpan.

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## Item Request Detail

List Item Request + Item Request

Create Request → Division Approval → Asset Approval → Purchase Request

IR Waiting IR Bank IR Rejected

Show 25 entries Search:

#	Request Date	IR Code	Request by	Division	Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status	
1	10 November 2022	320/PSI/FR/H/22	judina	Marketing	GENERAL AFFAIR	PSI	15	10 November 2022 judina	10 November 2022 adrian	323/VISIT/PO/H/22	
2	10 November 2022	320/PSI/FR/H/22	ridho	Marketing	GENERAL AFFAIR	PSI	36	10 November 2022 ridho	waiting	waiting	

Pada tabel, terdapat tombol untuk melihat detail dari item request, klik tombol pada kolom IR Code.

Request Action Tracking

RQ # : 031/BEP/FR/VII/22  
Request By : sugik  
Division : Asset  
Request Date: 22 July 2022

Due Date : 22 July 2022  
Project : INVESTASI  
Payment Method: Paid By Company  
Notes : Unit Inverter untuk kebutuhan Instalasi di Asset

#	Item Code	Item Name	UoM	Quantity Request	Quantity Buy	Quantity Delivered
1	WHEELC058	INVERTER LS KOREA 55 KW TYPE SV550IP5A-40	unit	1	1	-

\*UoM is Unit of Measurement

Setelah klik tombol IR Code, akan ditampilkan detail item request. Terdapat data dari kode request hingga nama barang yang diminta.

Tracking

Item Request (IR)	Purchase Request (PR)	Purchase Evaluation (PE)	Purchase Order (PO)	Good Receive (GR)
031/BEP/FR/VII/22 Division Approval Approved by sugik 22 Jul 2022 Asset Approval Approved by aripamudji 22 Jul 2022	031/BEP/PRE/VII/22 Director Approval Approved by aripamudji 22 Jul 2022	031/BEP/PEV/VII/22 Director Approval Approved by aripamudji 22 Jul 2022	062/BEP/PO/VII/22 Approval Approved by aripamudji 25 Jul 2022	Approval N/A

Klik tombol "Tracking" pada pojok kanan atas, setelahnya akan ditampilkan rincian tanggal persetujuan, dan disetujui oleh.

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## Division Approval

List Item Request + Item Request

Create Request → Division Approval → Asset Approval → Purchase Request

☐ IR Waiting ☐ IR Bank ☐ IR Rejected

Show 25 entries Search:

#	Request Date	IR Code	Request by	Division	Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status	
74	08 September 2022	244/Psi/Ps/13122	Ismi	Operation	(ON GOING) TATELY N.V - TEMPORARY PRODUCTION FACILITIES RENTAL 2019	PSI			waiting	waiting	
73	08 September 2022	203/Psi/Ps/13122	Ismi	Operation	(ON GOING) TATELY N.V - TEMPORARY PRODUCTION FACILITIES RENTAL 2019	PSI	1		waiting	waiting	

Untuk melakukan division approval, klik tombol pada kolom division approval. Kemudian akan muncul rincian berikut;

Request Action Tracking

RQ # : 244/Psi/Ps/13122      Due Date : 08 September 2022  
Request By : Ismi      Project : (ON GOING) TATELY N.V - TEMPORARY PRODUCTION FACILITIES RENTAL 2019  
Division : Operation      Payment Method : Paid By Company  
Request Date: 08 September 2022      Notes : Permisian Mechanical Seal Pompa 4 kw

#	Item Code	Item Name	UoM	Quantity Request
1	WHSPFD40	MECHANICAL SEAL	EA	1

\*UoM is Unit of Measurement

Confirmation

Klik tombol “Approve” untuk menyetujui, atau tombol “Reject” untuk menolak.

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## Asset Approval

List Item Request + Item Request

Create Request → Division Approval → Asset Approval → Purchase Request

☐ All Waiting ☐ IR Bank ☐ IR Rejected

Show: 25 entries

#	Request Date	IR Code	Request by	Division	Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status
218	31 January 2022	000GAS/FR/22	bari	Operation	(CN GOING) PEP ASSET 4 - SALAWATI - 2020 - JASA PENYEDIAAN FASILITAS PRODUKSI LAPANGAN SALAWATI SELAMA 730 HARI	GAS	1		<span>Waiting</span>	waiting
264	03 January 2022	000FR/FR/22	Iwan	HRD	GENERAL AFFAIR	PSI	24	03 January 2022 Iwan	<span>Waiting</span>	waiting

Klik tombol di kolom Asset Approval, kemudian akan muncul rincian berikut;

Request Action Tracking

RQ # : 00/GAS/FR/22 Due Date : 31 January 2022  
Request By : bari Project : (CN GOING) PEP ASSET 4 - SALAWATI - 2020 - JASA PENYEDIAAN FASILITAS PRODUKSI LAPANGAN SALAWATI SELAMA 730 HARI  
Division : Operation Payment Method: Paid By Company  
Request Date: 31 January 2022 Notes : pengejukan permintaan material untuk kebutuhan instrumen dilokasi

#	Item Code	Item Name	UoM	Quantity On Hand	Quantity Request	Quantity To Buy	Quantity To Deliver
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\*UoM is Unit of Measurement

Remark

Write note for approve or reject here (mandatory)

Approve Reject

Isi note jika diperlukan, kemudian klik tombol “Approve” untuk menyetujui, atau klik tombol “Reject” untuk menolak.

## Delivery Status

List Item Request + Item Request

Create Request → Division Approval → Asset Approval → Purchase Request

☐ IR Waiting ☐ IR Bank ☐ IR Rejected

Show 25 entries Search

#	Request Date	IR Code	Request by	Division	Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status
260	04 January 2022	006/PS/00/22	arif	Asset	GENERAL AFFAIR	PSI	2	04 January 2022 arif	04 January 2022 arif	003/PS/00/22
259	04 January 2022	007/PS/00/22	arif	Asset	GENERAL AFFAIR	PSI	7	04 January 2022 arif	04 January 2022 arif	004/PS/00/22

Klik tombol pada kolom Delivery Status, akan muncul rincian berikut;

Approval Print Print Dot Matrix

Detail

From STORAGE A

To PSI TOWER

Location

Division Asset

Delivery Time 04/01/2022

Notes Permintaan material lokasi pasir petroleum

Moving Item

Item Code	Item Name	UoM	Quantity	Transfer Type
WHIPCE01	FILTER UDARA PERKINS 26510353	ea	2	Transfer & Use

\* UoM is Unit of Measurement

Approve

Pastikan semua data benar, kemudian klik tombol “Approve” untuk mengubah status pengiriman. Pengguna dapat mencetak berkas delivery order dengan klik tombol “Print” atau “Print Dot Matrix” di kanan atas .

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