

# WORK ORDER

Work Order

Workflow: Work Order → Approval → Invoice In

Total WO (not yet good released): 8,085,076.00

Buttons: Export Data, PPN

Total WO WAITING : 1706

Tabs: (1) Work Order Waiting, (2) Work Order Bank, (3) Work Order Rejected

No	WO Type	WO W	WO Date	Project	Description	Amount	Item(s)	Company	Supplier	Approval	RA	Action
1	Hotel	111/GAS/WO/XI/22	2022-11-14 00:00:00	(On Going) BOB PT BUMI SAK PUSAKO - 7020 - JASA PEKERJAAN BUKU STPM TEST (DST) DAN PRODUCTION TESTING SUMUR EKSPLORASI	Pengiriman di Hotel Indira Bali tanggal 27 Oktober 2022 s.d. 1. November 2. Abadi Hamam	290,925.00	1	GAS	GRAND HAWA HOTEL	14 November 2022	Waiting	

Setelah proses Service Evaluation selesai, selanjutnya menuju ke proses Work Order. Work order yang menunggu persetujuan ditampilkan pada tab *Work Order Waiting (1)*, Work order yang telah disetujui disimpan pada tab *Work Order Bank (2)*, Work order yang tidak disetujui dimuat pada tab *Work Order Rejected (3)*.

Pengguna dapat mengunduh berkas work order berformat excel, dengan klik tombol “Export Data”. Jika ingin melihat rincian dari PPN, klik tombol “PPN”, akan muncul form berikut ini;

PPN Total amount - 435,366,000.00

Show 25 entries Search:

#	Paper#	PPN	Amount
1	1773/PSI/WO/XI/22	11%	6,160,000.00
2	202/GAS/WO/VII/22	11%	5,610,000.00
3	397/PSI/WO/III/22	10%	2,361,000.00
4	396/PSI/WO/III/22	10%	4,235,000.00
5	283/PSI/WO/III/22	10%	208,500,000.00
6	282/PSI/WO/III/22	10%	208,500,000.00

Showing 1 to 6 of 6 entries

Close

## Add WO Instant

Work Order

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Total WO (not yet good received) : 6,385,076,588.00 ✓ app

Report Data

Total WO WAITING : 1706

[WO] work order waiting [WO] work order bank [WO] work order rejected

Show: 10 4 entries Search:

No.	WO Type	WO #	WO Date	Project	Description	Amount	Item(s)	Company	Supplier	Approval	RA	Action
1	Hotel	614/OAS/WO/22	2022-11-14 00:02:00	(On-Gang) BOE PT BUMI SRI PUSAKO - 2020 - LUSA PRE-PLAN DRILL STEM TEST (DST) DAN PRODUCTION TESTING SUMUR EXPLORASI	Pengiriman di Hotel Paket baru tanggal 27 Oktober 2022 r/n : 1. Item baru 2. Abadi manas	260,920.00	1	OAS	GRAND LAMPAI HOTEL	14 November 2022 (m)	Working	

Untuk menambah WO instan, klik tombol “+ Add WO Instant” di pojok kanan atas. Akan muncul form input berikut ini;

WO Instant Form

Form

WO Date: dd/mm/yyyy

Project: Select Project

Category: Select Category

WO Type: Select Type

Supplier: Select Supplier

Deliver To: [Text Area]

Deliver Time: [Text Area]

Currency: IDR-INDONESIAN RUPIAH

Payment Terms: [Text Area]

Request Item

Item Code/Name	Qty	Price	Total Price	Action
[Text Area]	Qty	Price		+

SUB TOTAL

Discount: 0.00

TOTAL INC. DISCOUNT

PPN 10%: 0

PPN 23: 0

PPN - DPP: 0

PPH 4: 0

PPH 22: 0

PPH 29: 0

PPN 11%: 0

DOWN PAYMENT: 0.00

TOTAL DUE

Isi semua kolom yang diperlukan, kemudian klik tombol “Save” di kanan bawah.

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## Work Order Detail

Work Order

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Total WO (for yet good received): 6,356,011,553.12 ✓ print

Export Data

Total WO WAITING : 1706

[WO] work order waiting [WO] work order state [WO] work order rejected

Show 100 entries Search:

No	WO Type	WO #	WO Date	Project	Description	Amount	Item(s)	Company	Supplier	Approver	RA	Action
1	Hotel	804/0AS/wo/n/22		(On Going) ROE PT BUMI SIAK PUSAKO - 2020 - JASA PERJALAN DRILL STEM TEST (25') DAN PRODUCTION TESTING SUMUR EKSPLORASI	Pengiriman di hotel Tidakan baru tanggal 27 Oktober 2022 a/n : 1. Himmawan 2. Abadi Homam	260,629.00	1	IGAS	GRAND HAWAII HOTEL	14 November 2022 1021	waiting	
2	Mobilisasi/Umumisasi	806/0AS/wo/n/22	2022-11-14 09:00:00	Prosesasi	Biaya Pengiriman Wire Moniconductor 7/30 (3-Raman) INQ2722 Comical 25.0001 dari Singapore ke Warehouse Cilangit	53,000,000.00	1	IGAS	PT PTDANA (IMS) BATAM	waiting	waiting	

Untuk melihat detail work order, klik tombol pada kolom WO #, akan tampil rincian berikut;

Work Order Detail

Print

WO# : 804/0AS/wo/n/22  
Request Date : 14 Nov 2022  
Division : Procurement  
Reference : 676/0AS/0676/22  
Supplier : GRAND HAWAII HOTEL  
Currency : IDR  
Notes : 2

Project : (On Going) ROE PT BUMI SIAK PUSAKO - 2020 - JASA PERJALAN DRILL STEM TEST (25') DAN PRODUCTION TESTING SUMUR EKSPLORASI  
Deliver To : PT Penggungrui Aso Sekeloa  
Deliver Time :  
Terms :  
Terms of Payment : Cash On Delivery

No	Job Description	Qty	Price per Unit	Amount
1	Pengiriman di hotel Pekanbaru baru tanggal 27 Oktober 2022 a/n : 1. Himmawan 2. Abadi Homam	100	260,629.00	260,629.00
	Sub Total			260,629.00
	Discount			0.00
	Net Include Discount			260,629.00
	Total After Tax			260,629.00
	Down Payment			0.00
	Total Due			260,629.00

Pengguna dapat melakukan print halaman work order tersebut dengan klik tombol Print di kanan atas.

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## Work Order Approval

Work Order

Work Order

Approval

Invoice In

Total WO (Not yet good received): 6,196,015,000.00

✓ ppm

Export Data

Total WO WAITING : 1708

[WO] work order waiting

[WO] work order done

[WO] work order rejected

Show: 100 entries

Search:

				Filter by Projects					Filter by Vendors			
#	WO Type	WO #	WO Date	Project	Description	Amount	Item(s)	Company	Supplier	Approvers	RA	Action
1	Material	808/045/wo/2022	2022-10-14 06:00:00	(On Going) BOB P1 BAHU BAK PUSABEO - 2020 - JASA PEREKAMAN DARI SISTEM TIS (OS) DAN PRODUKSIION TESTING SUMBUH EKSPLOAS	Pengiriman di hotel tidak bisa terpagal 27 Oktober 2022 oleh 1. Hermawan 2. Alwani Harnam	293,625.00	1	IGAS	GRAND HAWAI HO TEL <a href="#">View</a>	14 November 2022 Indri	waiting @	
2	Material/Consumables	808/045/wo/2022	2022-10-14 06:00:00	Investasi	Biaya Pengiriman 696 barang conductor 7/10 (5.68mm) IN22772 Comessa 20,0001 dari Singapore ke Warehouse Cilangai	58,000,000.00	1	IGAS	GRAND HAWAI HO TEL <a href="#">View</a>	waiting @	waiting @	

Work order yang telah dibuat, memerlukan persetujuan terlebih dahulu. Klik tombol pada kolom Approval, kemudian akan muncul form berikut ini;

[illegible]

Klik tombol “Approve” untuk menyetujui. Klik tombol “Revise” untuk merevisi. Atau klik tombol “Reject” untuk menolak.

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