

Daftar Isi

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ITEM REQUEST

List Item Request

Create Request → Division Approval → Asset Approval → Purchase Request

IR Waiting IR Bank IR Rejected

Show 100 series

#	Request Date	IR Code	Request by	Division	Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status	
1	22 July 2022	031/BEP/IR/n/22	sugik	Asset	INVESTASI	BEP	1	22 July 2022 sugik	22 July 2022 ariparmudji	waiting purchase	
2	31 March 2022	030/BEP/IR/n/22	ema	Finance	General Affair	BEP	2	31 March 2022 ariparmudji	31 March 2022 ariparmudji	waiting purchase	
3	09 March 2022	029/BEP/IR/n/22	wirjam	HRD	General Affair	BEP	2	09 March 2022 ariparmudji	09 March 2022 ariparmudji	waiting purchase	
4	07 March 2022	028/BEP/IR/n/22	ema	Finance	General Affair	BEP	1	07 March 2022 ariparmudji	07 March 2022 ariparmudji	waiting purchase	
5	04 March 2022	027/BEP/IR/n/22	sugik	Asset	VESSEL WAREHOUSE & WORKSHOP	BEP	1	04 March 2022 ariparmudji	04 March 2022 ariparmudji	waiting purchase	
6	25 February 2022	026/BEP/IR/n/22	sugik	Asset	General Affair	BEP	4	25 February 2022 sugik	08 March 2022 sugik	waiting purchase	
7	16 February 2022	024/BEP/IR/n/22	sugik	Asset	PT GENGHAM – EPF PERTAMINA HULU ROKAN – RANTAU	BEP	2	16 February 2022 sugik	22 February 2022 ariparmudji	waiting purchase	
8	16 February 2022	023/BEP/IR/n/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

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

Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status	
INVESTASI	BEP	1	22 July 2022 sugik	22 July 2022 ariparmudji	waiting purchase	
General Affair	BEP	2	31 March 2022 ariparmudji	31 March 2022 ariparmudji	waiting purchase	
General Affair	BEP	2	09 March 2022 ariparmudji	09 March 2022 ariparmudji	waiting purchase	
General Affair	BEP	1	07 March 2022 ariparmudji	07 March 2022 ariparmudji	waiting purchase	
VESSEL WAREHOUSE & WORKSHOP	BEP	1	04 March 2022 ariparmudji	04 March 2022 ariparmudji	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		Request Item												
Name	cypher	Item Code	Item Name	UoM	Quantity	Action								
Division Type	admin	Item Name/Code		Qty	Add									
FR Type	Choose here	* UoM is Unit of Measurement												
Request Date	11/11/2022	Justification		Choose File	No file chosen									
Due Date	dd/mm/yyyy <input type="button" value=""/>	If you cannot find the item, insert the item you want below												
Project Category	Choose	Item Name												
Payment Method	<input type="checkbox"/> BACK DATE	Quantity		UoM										
Purpose & Notes	<input type="text"/> <input type="button" value="+ Add Item"/>					Select UoM								
	<table border="1"> <thead> <tr> <th>#</th> <th>Item Name</th> <th>UoM</th> <th>Quantity</th> </tr> </thead> <tbody> <tr> <td colspan="4">No data available in table</td> </tr> </tbody> </table>						#	Item Name	UoM	Quantity	No data available in table			
#	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

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	321/BEP/IR/VII/22	eudina	Marketing	GENERAL AFFAIR	PSI	15	10 November 2022 eudina	10 November 2022 adrian	323/VERSEL/DO/VII/22
2	10 November 2022	320/BEP/IR/VII/22	ridho	Marketing	GENERAL AFFAIR	PSI	36	10 November 2022 ridho	1 waiting	waiting

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

Request Action

RQ # :031/BEP/FR/VII/22 Due Date :22 July 2022
Request By :sugik Project :INVESTASI
Division :Asset Payment Method: Paid By Company
Request Date:22 July 2022 Notes :Unit Inverter untuk kebutuhan investasi di Asset

Tracking

#	Item Code	Item Name	UoM	Quantity Request	Quantity Buy	Quantity Delivered
1	WHIELC058	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

Create Request → Division Approval → Asset Approval → Purchase Request

IR Waiting IR Bank IR Rejected

Show: 25 entities Search:

#	Request Date	IR Code	Request by	Division	Project	Company	Item(s)	Division Approval	Asset Approval	Delivery Status
74	08 September 2022	249/PS/FR/01/22	Ismi	Operation	(ON GOING) TATELY N.V - TEMPORARY PRODUCTION FACILITIES RENTAL 2019	PSI	1	Waiting	Waiting	Waiting
73	08 September 2022	250/PS/FR/01/22	Ismi	Operation	(ON GOING) TATELY N.V - TEMPORARY PRODUCTION FACILITIES RENTAL 2019	PSI	1	Waiting	Waiting	Waiting

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

Request Action

RQ #: 249/PS/FR/01/22
Request By: Ismi
Division: Operation
Due Date: 08 September 2022
Project: (ON GOING) TATELY N.V - TEMPORARY PRODUCTION FACILITIES RENTAL 2019
Payment Method: Paid By Company
Notes: Permintaan Mechanical Seal Pompa 4 kw

#	Item Code	Item Name	UoM	Quantity Request
1	WHISPF040	MECHANICAL SEAL	EA	1

*UoM is Unit of Measurement

Confirmation

✓ Approve ✗ Reject

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

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Asset Approval

List 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
218	31 January 2022	001/GAS/IR/22	bani	Operation	(ON GOING) PEP ASSET 4 - SALAWATI - 2020 - JASA PENYEDIAAN FASILITAS PRODUKSI LAPANGAN SALAWATI SELAMA 720 HARI	GAS	1			waiting
264	03 January 2022	001/PSI/IR/22	Iwan	HRD	GENERAL AFFAIR	PSI	24	03 January 2022 Iwan		waiting

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

Request Action

RQ # :001/GAS/IR/22 Due Date :31 January 2022
Request By :bani Project : (ON GOING) PEP ASSET 4 - SALAWATI - 2020 - JASA PENYEDIAAN FASILITAS PRODUKSI LAPANGAN SALAWATI SELAMA 720 HARI
Division : Operation Payment Method: Paid By Company
Request Date: 31 January 2022 Notes :pengejuuan permintaan material untuk kebutuhan instrumen dilokasi

*UoM is Unit of Measurement

Remark

Write note for approve or reject here (mandatory)

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

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Delivery Status

The screenshot shows a table of item requests. The columns include #, Request Date, IR Code, Request by, Division, Project, Company, Item(s), Division Approval, Asset Approval, and Delivery Status. Two rows are visible:

- Row 260: Request Date 04 January 2022, IR Code 006/PB/IR/1/22, Request by arif, Division Asset, Project GENERAL AFFAIR, Company PSI, Item(s) 2, Division Approval 04 January 2022 arif, Asset Approval 04 January 2022 arif, Delivery Status (button).
- Row 259: Request Date 04 January 2022, IR Code 007/PB/IR/1/22, Request by arif, Division Asset, Project GENERAL AFFAIR, Company PSI, Item(s) 7, Division Approval 04 January 2022 arif, Asset Approval 04 January 2022 arif, Delivery Status (button).

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

The screenshot shows a 'Moving Item' approval form. It includes fields for From (STORAGE A), To (PSI TOWER), Location, Division (Asset), Delivery Time (04/01/2022), Notes (Perintag material lokasi posisi petroleum), and a Moving Item table.

Item Code	Item Name	UoM	Quantity	Transfer Type
WHIPCE121	FILTER UDARA PERKINS 26510353	ea	2	Transfer & Use

A blue button labeled 'Approve' is at the bottom right.

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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