

Lampiran 1 : Payment Request

<b>PT. NESTLÉ INDOFOOD CITARASA INDONESIA</b>			
DIVISION : F & C			
LOCATION : HO		Due Date : 15-Apr-10	
<b>PAYMENT REQUEST (PAR)</b>			
Pay to :		_____	
Type of Instrument :	<input type="checkbox"/> Cash (PCV)		
	<input type="checkbox"/> Bank Transfer Bank Name :	_____	
	<input type="checkbox"/> Giro / cheque Bank A/C :	_____	
Amount :	_____		
Foreign Currency :	_____		
EXPLANATION :		<u>AMOUNT</u>	
<b>TOTAL</b>			
Requested by,	Checked by,	Approved by,	

Lampiran 2 : Petty Cash Vocher

**PT NESTLÉ INDOFOOD CITARASA INDONESIA  
PETTY CASH VOUCHER (PCV)**

Tanggal : 15 Juni 2010  
P.C.V. No. : \_\_\_\_\_

Pay to : \_\_\_\_\_  
 Amount : Rp. \_\_\_\_\_  
 For : \_\_\_\_\_

Requested by : \_\_\_\_\_ Approved by : \_\_\_\_\_  
 ( ) ( )

GL No.	Account Title	Cost Center / Sub. Acct. No.	Amount
Payment Authorized by :		Received by :	
		Replenishment :	

Lampiran 3 : Travelling Expense Statement

**PT NESTLÉ INDOFOOD CITARASA INDONESIA**  
**TRAVELLING EXPENSES STATEMENT**  
**( T E S )**

No. : 07/ABW-HR&GA/08  
 Date : 10-Jul-08

Name : \_\_\_\_\_  
 Objective : \_\_\_\_\_  
 Route : \_\_\_\_\_  
 Period : \_\_\_\_\_  
 Total Amount : Rp. \_\_\_\_\_  
 of expenses \_\_\_\_\_  
 ( in words ) \_\_\_\_\_

DAYS	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
DATE								
TIME	Dep	Dep	Dep	Dep	Dep	Dep	Dep	
	Arr	Arr	Arr	Arr	Arr	Arr	Arr	
Hotel								
Meals								
Trav. All.								
Toll + Bensin								
Transport								
Airport Tax								
Others / Parkir								
Total Exp.								-
Total Advance								
Amount due from company								-

Lampiran 4 : Domestic Travel Approval

<b>PT. NESTLÉ INDOFOOD CITARASA INDONESIA</b>				
DIVISION : HR		No : 08/ABW-HR&GA/0708		
LOCATION : Head Office		Date : 28-Jul-08		
<b>DOMESTIC TRAVEL APPROVAL ( D T A )</b>				
Name : Arief Bidjak W				
Job Title : HR & GA Manager				
DESTINATION	DATE		NO. OF DAYS	PURPOSES / OBJECTIVES
	From	To		
TOTAL			0	
<b>Comparison Airlines price :</b>				
	Travel I	Travel II	Travel III	
	Price / pc	Price / pc	Price / pc	
Supplier Name				
Phone				
Contact Person				
Item				
Quantity / PC				
TOTAL PRICE	Rp -	Rp -	Rp -	
Note				
<b>Comparison Hotel price :</b>				
	Travel I	Travel II	Travel III	
	Price / night	Price / night	Price / night	
Supplier Name				
Phone				
Contact Person				
Item				
Quantity / Night				
TOTAL PRICE	Rp -	Rp -	Rp -	
Note				
Estimate Expenses :				
Transportation	Rp	- (transfer to Tara Tour)		
Hotel & Accomodation	Rp	- (transfer to Tara Tour)		
Travelling Allowances	Rp	-		
Others (taksi)	Rp	-		
<b>Amount of Cash Advance</b>	<u>Rp</u>	- (transfer to user)		
Additional Remarks :				
Traveller	Checked by :		Operational Approval	

Lampiran 5 : Purchase Order

**PT. NESTLE INDOFOOD CITARASA INDONESIA**

GRAHA INTI FAUZI LT. 3  
 JL. BUNCIT RAYA NO. 22  
 JAKARTA SELATAN - 12510  
 Phones : (021) 79199988 (Hunting), Fax : (021) 79182433,79182434

Purchase Order

To : HENGTRACO TECHNICAL SUPPLY

Address : Jl.Pangeran Jayakarta No. 93BC  
 Jakarta Pusat

Phone :021-6399195 Fax :6018922

PO : 2542  
 PO Date : 2 Jul 2009

Please Supply the Following Items :


No.	Description	Item Unit	Qty	Unit Price	Amount
1	Handpallet Merk: OPK - Japan 3 ton	UNT	1	12,200,000	12,200,000
A/B P Comm : 09/TBF/010					

Sub Total :	12,200,000
VAT - In	0
Total Order :	12,200,000


Payment Term : Net 14 days  
 Delivery To :  
 Remark :

Approved by :

  
 ( Muhamad Iskandar )

  
 ( Ram Narain Srivastava )

Lampiran 6 : Laporan Perbandingan

**Perbandingan Mutu**  **NSR 16 3 1101001**

### COMPARISON FORM

(When quotations to be attached)

ITEM DESCRIPTION OPL Price OPL Volume	Hand Pallet OPK Cap. 3 ton 0 0	USER : Technical	CF Form No. : DATE	120/NIC/PRCH/II/09 Thursday, July 02, 2009
SELECTION CRITERIA Price		ASP / PRFA No. : PR No. :	09/T&F/010	
Leading Time / estimate delivery :		Current Supplier Current / Previous Price Volume needed Date of Last Contract		
Vendor I Vendor II Vendor III		REVIEWER DATE REVIEWED		


Item description	QTY	Vendor ( quotation )	CURRENCY	IDR	Comments
Hand Pallet OPK Cap. 3 ton	1 Pcs.	Hengtraco Vendor I 021-5599185 Rp 12.200.000	Rp	12.200.000	
		Darko Wahana Sakti, PT Vendor II 021-76767250 Rp 12.000.000	Rp	12.000.000	
		FOB Semarang FOB Jakarta Est. Transportation cost Rp. 350.000.	Rp		
<b>TOTAL VALUE :</b>		Rp 12.200.000	Rp	12.350.000	

VENDOR SELECT Hengtraco

REASONS TO SELECT  
Lower Price and Authorized Distributor for OPK Brand

If less than 3 quotes, explain  
In the market, many handpallet brand OPK is F aka not original from Japan, better we buy directly to Authorized Distributor

PAYMENT TERMS	14 days
DURATION OF CONTRACT	N/A
Preparer	Abdul Gaiur DATE: 2/4-09 sign
SAVINGS IF ANY	

 Ram N. Srivastava DATE:		Muhammad Iskandar DATE:
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# Lampiran 7 : Purchase Request For Fixed Assets

NESTLE INDOFOOD CIKARASA INDONESIA

Location : Cibitung  Budgeted  
 Unbudgeted  
 Cost Center :  
 Asset Type :  Machinery & Equipment  Tools & Furniture  Vehicles  IT Equipment

## PURCHASE REQUEST FOR FIXED ASSETS (PRFA)

No : 09/T&F/1

Purpose : Project Build Up Stock Sugar in Semarang

Description of Item Requested	Qty	Unit Price	Total Estimated Amount	
			(IDR)	Forex
1 Purchase of : Hand pallet OPK-Japan 3.0 ton	1	12,500,000	12,500,000	
			12,500,000	

11 JUN 2009  
BY: .....

**Request Justification:**

For Build up Stock Sugar in Semarang

**To be filled by Management Accounting**

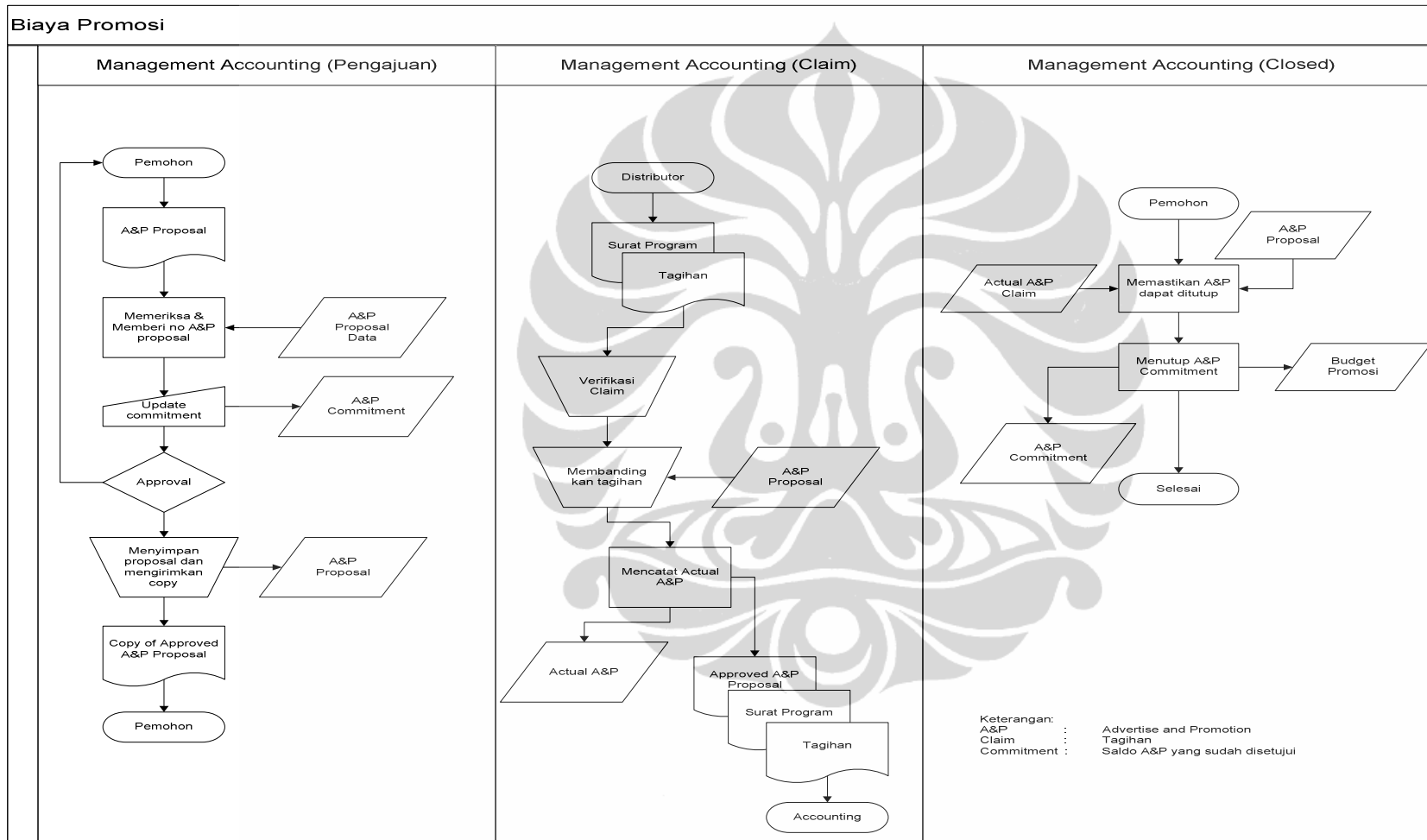
Total Budget : 204 . 200 . 000  
 YTD Commitment : 82 . 229 . 109  
 This Commitment : 12 . 500 . 000  
 Total YTD Commitment : 94 . 729 . 109  
 Balance Available : 109 . 470 . 201

Requested by,  David S. Date : 04-06-09	Head of Dept,  Martha Widyari Date :	Checked by,  Management Accounting Date : 08/06/09	Approved by,  Finance Director	 President Director
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**Circulation**

Requestor → Dept. Head → Mgt Acctg → Finance Director → Presdir → Mgt Acctg

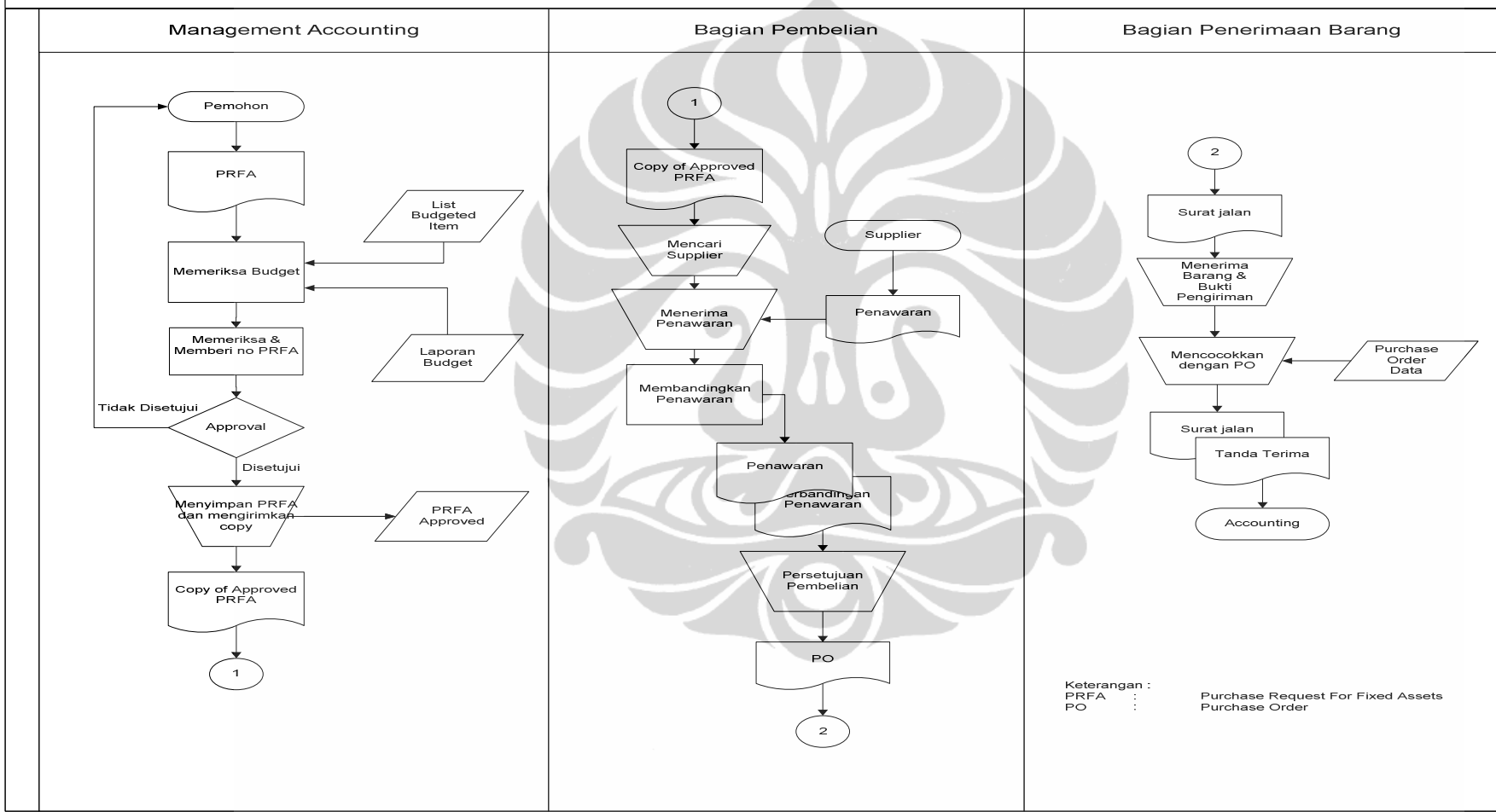
Copy : Requestor (For Info only/File)  
 Copy : Purchasing (For PO Attachment)



Lampiran 1 : Data Flow – Biaya Promosi



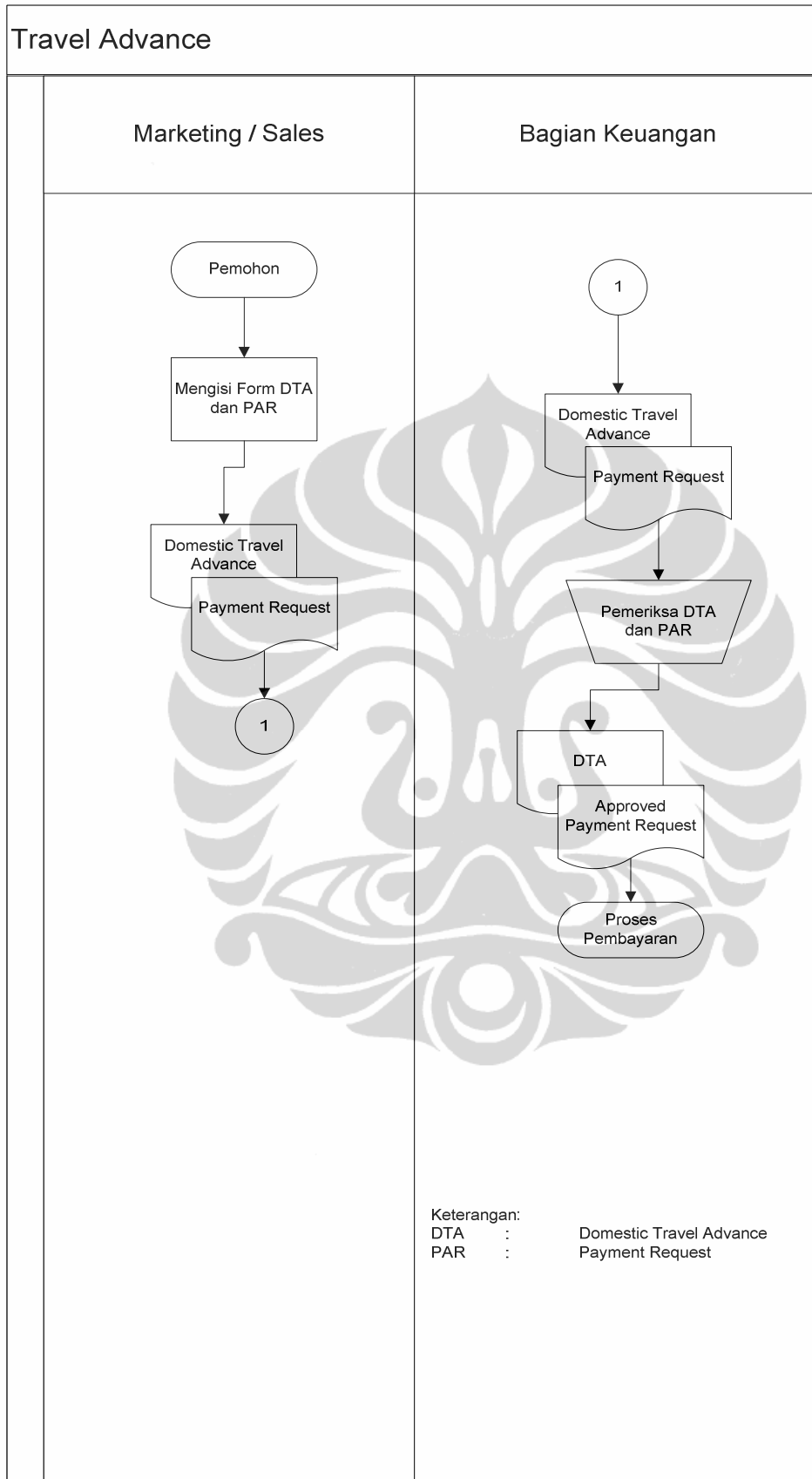
**Pembelian Aktiva Tetap**



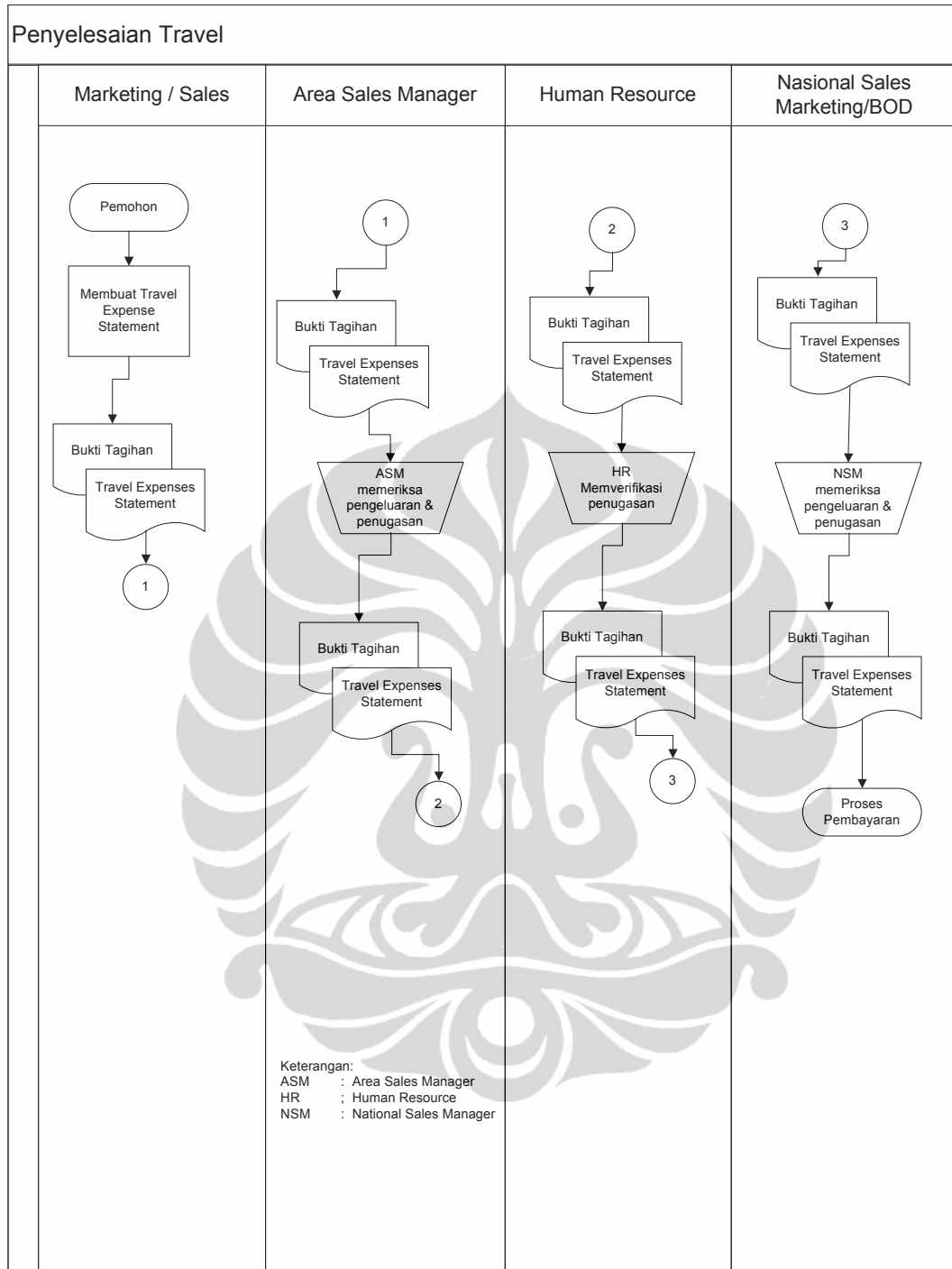
Lampiran 5 : Data Flow – Pembelian Aktiva

**LAMPIRAN**

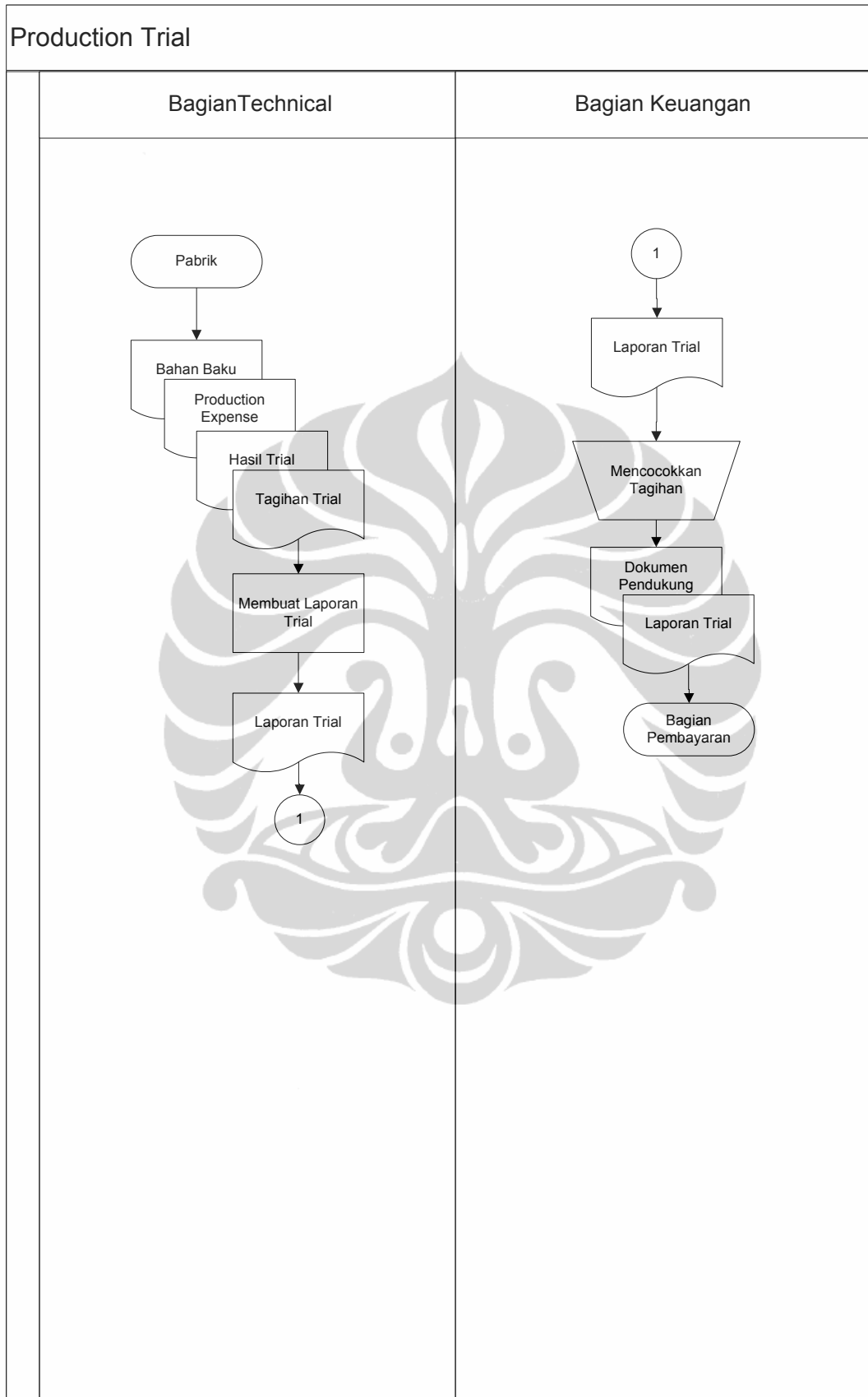




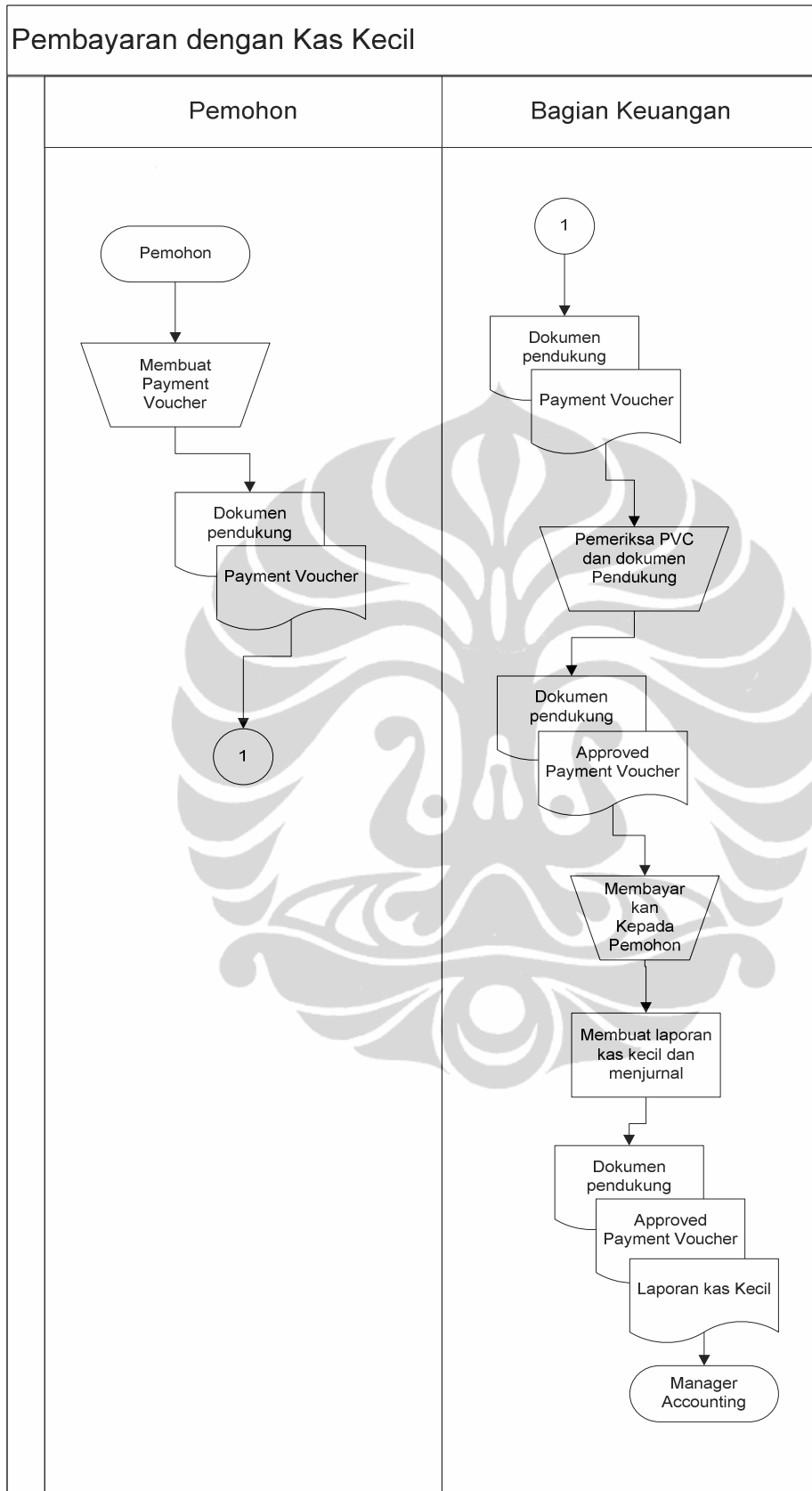
Lampiran 2 : Data Flow - Travel Advance



Lampiran 3 : Data Flow - Penyelesaian Travel



Lampiran 4 : Data Flow - Trial

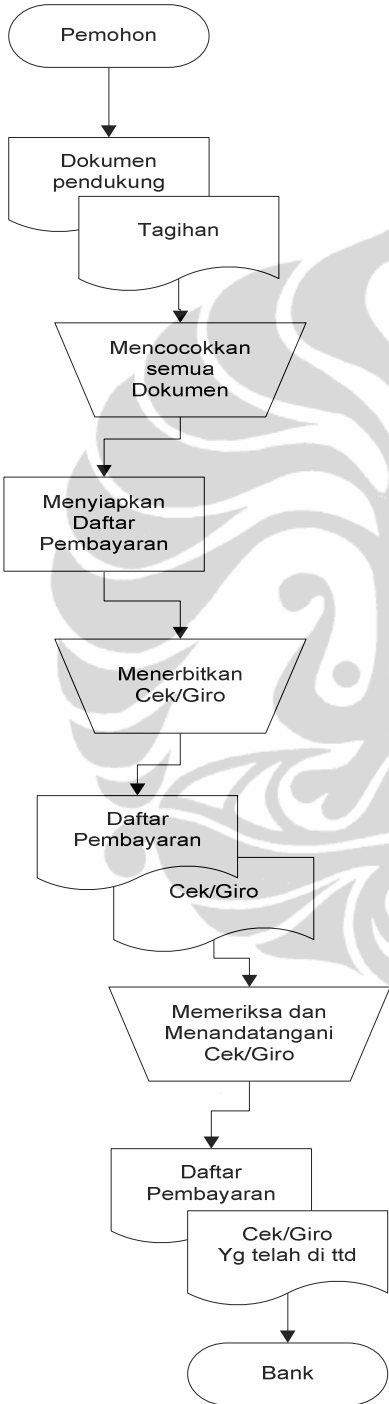


Lampiran 6 : Data Flow – Pembayaran dengan Kas Kecil



# Pembayaran dengan Cek/Giro

## Bagian Keuangan



Lampiran 7 : Data Flow – Pembayaran dengan Cek/Giro

Lampiran 8 : Payment Request

<b>PT. NESTLÉ INDOFOOD CITARASA INDONESIA</b>			
DIVISION : F & C			
LOCATION : HO		<b>Due Date :</b> 15-Apr-10	
<b>PAYMENT REQUEST (PAR)</b>			
Pay to :		_____	
Type of Instrument :	<input type="checkbox"/> Cash (PCV)		
	<input type="checkbox"/> Bank Transfer Bank Name :	_____	
	<input type="checkbox"/> Giro / cheque Bank A/C :	_____	
Amount :	_____		
Foreign Currency :	_____		
EXPLANATION :		<u>AMOUNT</u>	
TOTAL			
Requested by,	Checked by,	Approved by,	

Lampiran 9 : Petty Cash Vocher

**PT NESTLÉ INDOFOOD CITARASA INDONESIA  
PETTY CASH VOUCHER (PCV)**

Tanggal : 15 Juni 2010  
P.C.V. No. : \_\_\_\_\_

Pay to : \_\_\_\_\_

Amount : Rp. \_\_\_\_\_

For : \_\_\_\_\_

Requested by : \_\_\_\_\_ Approved by : \_\_\_\_\_  
( ) ( )

GL No.	Account Title	Cost Center / Sub. Acct. No.	Amount
Payment Authorized by :		Received by :	
		Replenishment :	

Lampiran 10 : Travelling Expense Statement

**PT NESTLÉ INDOFOOD CITARASA INDONESIA**  
**TRAVELLING EXPENSES STATEMENT**  
**( T E S )**

No. : 07/ABW-HR&GA/08  
 Date : 10-Jul-08

Name : \_\_\_\_\_  
 Objective : \_\_\_\_\_  
 Route : \_\_\_\_\_  
 Period : \_\_\_\_\_  
 Total Amount : Rp. \_\_\_\_\_  
 of expenses \_\_\_\_\_  
 ( in words ) \_\_\_\_\_

DAYS	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
DATE								
TIME	Dep	Dep	Dep	Dep	Dep	Dep	Dep	
	Arr	Arr	Arr	Arr	Arr	Arr	Arr	
Hotel								
Meals								
Trav. All.								
Toll + Bensin								
Transport								
Airport Tax								
Others / Parkir								
Total Exp.								-
Total Advance								
Amount due from company								-

## Lampiran 11 : Domestic Travel Approval

<b>PT. NESTLÉ INDOFOOD CITARASA INDONESIA</b>				
DIVISION : HR		No : 08/ABW-HR&GA/0708		
LOCATION : Head Office		Date : 28-Jul-08		
<b>DOMESTIC TRAVEL APPROVAL ( D T A )</b>				
Name : Arief Bidjak W				
Job Title : HR & GA Manager				
DESTINATION	DATE		NO. OF DAYS	PURPOSES / OBJECTIVES
	From	To		
<b>TOTAL</b>			0	
<b>Comparison Airlines price :</b>				
	Travel I	Travel II	Travel III	
	Price / pc	Price / pc	Price / pc	
Supplier Name				
Phone				
Contact Person				
Item				
Quantity / PC				
<b>TOTAL PRICE</b>	Rp -	Rp -		
Note				
<b>Comparison Hotel price :</b>				
	Travel I	Travel II	Travel III	
	Price / night	Price / night	Price / night	
Supplier Name				
Phone				
Contact Person				
Item				
Quantity / Night				
<b>TOTAL PRICE</b>	Rp -	Rp -		
Note				
Estimate Expenses :				
Transportation	Rp	- (transfer to Tara Tour)		
Hotel & Accomodation	Rp	- (transfer to Tara Tour)		
Travelling Allowances	Rp	-		
Others (taksi)	Rp	-		
<b>Amount of Cash Advance</b>	<u>Rp</u>	- (transfer to user)		
<b>Additional Remarks :</b>				
<b>Traveller</b>	<b>Checked by :</b>		<b>Operational Approval</b>	

Lampiran 12 : Purchase Order

**PT. NESTLE INDOFOOD CITARASA INDONESIA**

GRAHA INTI FAUZI LT. 3  
 JL. BUNCIT RAYA NO. 22  
 JAKARTA SELATAN - 12510  
 Phones : (021) 79199988 (Hunting), Fax : (021) 79182433,79182434

Purchase Order

To : HENGTRACO TECHNICAL SUPPLY

Address : Jl.Pangeran Jayakarta No. 93BC  
 Jakarta Pusat

Phone :021-6399195 Fax :6018922

PO : 2542  
 PO Date : 2 Jul 2009

Please Supply the Following Items :

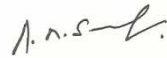
No.	Description	Item Unit	Qty	Unit Price	Amount
1	Handpallet Merk: OPK - Japan 3 ton	UNT	1	12,200,000	12,200,000
A/P Comm : 09/TBF/010					

Sub Total :	12,200,000
VAT - In	0
Total Order :	12,200,000

Payment Term : Net 14 days  
 Delivery To :  
 Remark :


Approved by :

  
 ( Muhamad Iskandar )

  
 ( Ram Narain Srivastava )



Lampiran 13 : Laporan Perbandingan



**COMPARISON FORM**  
(When quotations to be attached)

ITEM DESCRIPTION OPL Price OPL Volume	Hand Pallet OPK Cap. 3 ton 0 0	USER : Technical	CF Form No. : 120/NIC/PRCH/II/09 DATE : Thursday, July 02, 2009
SELECTION CRITERIA Price		ASP / PRFA No. : PR No. :	09/T&F/010
Leading Time / estimate delivery : Vendor I Vendor II Vendor III		Current Supplier Current / Previous Price Volume needed Date of Last Contract	
		REVIEWER DATE REVIEWED	Sign

Item description	QTY	U O M	Vendor ( quotation ) Vendor I Vendor II	CURRENCY	IDR	other considerations Comments
Hand Pallet OPK Cap. 3 ton	1 Pcs.		Hengtraco 021-5999185 Rp 12.200.000	Rp	12.200.000	
			Darko Wahana Sakti PT 021-76767250 Rp 12.000.000	Rp	12.000.000	
			FOB Semarang Rp 350.000	Rp	350.000	
			FOB Jakarta Rp 350.000	Rp	350.000	
			441. Transportation cost Rp. 350.000	Rp	350.000	
<b>TOTAL VALUE :</b>			Rp 12.200.000	Rp	12.350.000	

Hengtraco

**VENDOR SELECT**


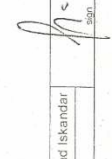
Lower Price and Authorized Distributor for OPK Brand

**REASONS TO SELECT**

If less than 3 quotes, explain

In the market, many handpallet brand OPK is F aka not original from Japan, better we buy directly to Authorized Distributor

PAYMENT TERMS	14 days
DURATION OF CONTRACT	N/A
Preparer	Abdul Galur DATE: 2/4-09 Sign
SAVINGS IF ANY	

 Ram N. Srivastava DATE:	 Muhamad Iskandar DATE:
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# Lampiran 14 : Purchase Request For Fixed Assets

NESTLE INDOFOOD CIKARASA INDONESIA

Location : Cibitung  Budgeted  
 Unbudgeted  
 Cost Center :  
 Asset Type :  Machinery & Equipment  Tools & Furniture  Vehicles  IT Equipment

## PURCHASE REQUEST FOR FIXED ASSETS (PRFA)

No : 09/T&F/

Purpose : Project Build Up Stock Sugar in Semarang

Description of Item Requested	Qty	Unit Price	Total Estimated Amount	
			(IDR)	Forex
1 Purchase of : Hand pallet OPK-Japan 3.0 ton	1	12,500,000	12,500,000	
			12,500,000	

11 JUN 2009  
BY: .....

**Request Justification:**

For Build up Stock Sugar in Semarang

**To be filled by Management Accounting**

Total Budget : 204 . 200 . 000  
 YTD Commitment : 82 . 229 . 109  
 This Commitment : 12.500 . 000  
 Total YTD Commitment : 94 . 729 . 109  
 Balance Available : 109 . 470 . 201

Requested by,  David S. Date : 04-06-09	Head of Dept,  Martha Widyari Date :	Checked by,  Management Accounting Date : 08/06/09	Approved by,  Finance Director	 President Director
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**Circulation**

Requestor → Dept. Head → Mgt Acctg → Finance Director → Presdir → Mgt Acctg

Copy : Requestor (For Info only/File)  
 Copy : Purchasing (For PO Attachment)