

	PT. SUPERLAND BATAM REQUEST FOR ADD / CHANGE MASTER DATA FORM	Form No	: SLB-103-FM-IT-002
		Rev. No	: 04
		Effective Date	: 11 June 2026

Date : _____

Requestor : _____

Type Request* : ☐ Additional/Update ☐ Correction

Module System* : ☐ e-Trucking ☐ e-Workshop ☐ e-HR ☐ _____
☐ e-Purchasing ☐ e-Warehouse ☐ _____ ☐ _____

Additional Data to input in Master Data Register :

Type of Data* : ☐ Master Vendor ☐ Master Business Partner ☐ Master Asset ☐ _____
☐ Master Item : ☐ Master Project List ☐ Master Company ☐ _____
a. ☐ Operational a. ☐ Internal
b. ☐ Stock b. ☐ External

Additional / Correction Points :

Reason :

Remarks :

NOTE:

Use other paper if the space is not enough. (Gunakan kertas lain jika ruangnya tidak cukup)

* Select the document be changed (Pilih dokumen yang akan diubah)

REQUEST BY	CHECKED BY	APPROVED BY
EMPLOYEE	HOD/HEAD MODULE SYSTEM	MANAGEMENT

