GLOBAL PRATAMA GROUP	**PT. SUPERLAND BATAM** **REQUEST FOR ADD / CHANGE MASTER DATA FORM**	Form No	: SLB-103-FM-IT-002
		Rev. No	: 03
		Effective Date	: 13 May 2025

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 ☐ _____ ☐ _____

a. ☐ Operational

b. ☐ Stock

Additional / Correction Points :

_____

_____

_____

_____

_____

_____

Reason :

_____

_____

_____

_____

Remarks :

_____

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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

CONTROLLED COPY