

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08.18.02.2014.REV.02

FILLED BY ADMIN		
PR NO: <u>5DXF190010</u>	DATE RECEIVED FROM USER: <u>08 Oct 19</u>	RECEIVED BY: <u>GB</u>
DATE SUBMITS PR TO BE APPROVED: _____	DATE RECEIVED PR APPROVED: _____	
DATE INPUT PR APPROVED TO REPORT: <u>08 Oct 19</u>	DATE SUBMITS PR TO BUYER: <u>08 Oct 19</u>	
RECEIVED OF BUYER BY: <u>Rti</u>	PR SAP NO: _____	DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS		
DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS/ADMIN*): _____		
RECEIVED PR AND SUPPORT DOCUMENTS OF PUREPS/ADMIN BY*): _____		
DATE RAISE PO SAP/TRADE/RECEIVED*): _____	PO SAP/TRADE NO: _____	DATE APPROVED PO _____
DATE SUBMITS PO SAP/TRADE TO ADMIN*): _____	RECEIVED BY: _____	
DATE SUBMITS PO TO SUPPLIER LOCAL: _____	SUPPLIER NAME: _____	
DATE SUBMITS PO TO USER: _____	RECEIVED OF USER BY: _____	

FILLED BY PUREPS, BUYER & ADMIN		
DATE RECEIVED GOODS FROM SUPPLIERS / CKB / PROVIDER*): _____		
RECEIVED GOODS BY: _____		
DATE SUBMITS GOODS TO USER: _____	RECEIVED OF USER BY: _____	
DATE RECEIVED TA FROM EXPEDITOR: _____	RECEIVED BY: _____	
DATE SUBMITS TA TO BUYER TO GR PROCESS: _____	RECEIVED OF BUYER BY: _____	
DATE GR PROCESS: _____	DATE SUBMITS TA TO ADMIN: _____	
DATE TA INPUT TO REPORT: _____	DATE TA SUBMIT TO ADMIN FILLING DOC: _____	

TO BE CHECKED BY ADMIN BEFORE FILING DOCUMENT. DATE FILING/SCAN DOC: _____

PR
 PO/CASH *)
 SUPPORT DOCUMENT (BIDDING , FOTO,EMAIL, DLL)
 TRANSMITTAL ADVICE (TA) / BAST

Binder File name (nama penyimpanan file di binder : _____

JP	MP	DA
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PT Trakindo Utama

Purchase Request Manual Form

PR date : 02 / 10 / 2019
 Requestor : MITHA PADEMME
 e-Mail : mitha.pademme@trakindo.co.id
 Plant Code : 1C50 - TIMIKA
 Department : PRODUCT SUPPORT
 Division : SOS LAB
 Cost Center : 10C5060HF
 Required date : 15 / 10 / 2019

PR No. : 50HF180010
 PR Type : CAPEX
 If CAPEX, select type : Standard
 Account. Assign. Cat. : K - Cost Center
 Reason of purchase (Include justification for replacement)
 FOR DAILY CONSUMABLE
 Deliver to : SOS LAB KUALA KENCANA

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	PERBAIKAN SOFA	N2001 - Facility Maintenance	2	EA				7000003500 6000003001
2	KEROSINE / MINYAK TANAH	N1704 - Pantry Supplies	100	LITER				6000003001
3	SELANG PLASTIK UKURAN 3/4	N0602 - Daily Work Tools	20	METER				6000003001
4	STANDING BOLPOINT	N0602 - Daily Work Tools	2	EA				7000003000 6000003001

PURCHASING SECTION TTD

<input type="checkbox"/> PR Completeness	<input type="checkbox"/> Supplier Status
<input type="checkbox"/> Description	<input type="checkbox"/> Existing Supplier
<input type="checkbox"/> Quantity Order	<input type="checkbox"/> New Supplier
<input type="checkbox"/> Account Charge	<input type="checkbox"/>
<input type="checkbox"/> CER/TEER	Remarks/Comment :
<input type="checkbox"/> Approval / Signature	
<input type="checkbox"/> Attachment	
<input type="checkbox"/> Quotation	
<input type="checkbox"/> List Details	
<input type="checkbox"/> Other	<input type="checkbox"/> Purchasing Coord Supp

Purchasing Category: Buyer Choice

Employee Benefit Office Supplies

Information Safety Supplies

Promote Training

Purchasing Category: Buyer Project


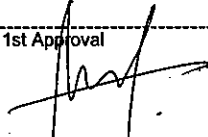
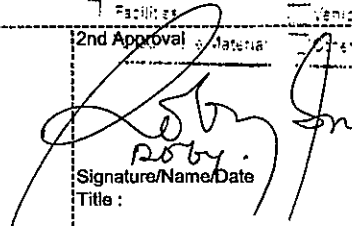
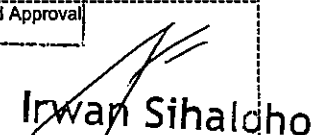
Consultant: Technical Assistant

PP, Machine & Engine Add. Miscellaneous

Facilities Vehicle

Material

Additional notes:

Requestor	1st Approval	2nd Approval	3rd Approval
 Signature/Date: 4/10/19	 Signature/Name/Date: Dolvianus, 4/10/19 Title: 4/10/19	 Signature/Name/Date: Roby, 4/10/19 Title: 4/10/19	 Signature/Name/Date: Irwan Sihaldho, 9/10/19 Title: 9/10/19

NOTE:
 Di proses
 di GA

 ARIS

