

# CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

**FILLED BY ADMIN**

PR NO: 02F2191027 DATE RECEIVED FROM USER: 30 Oct 19 RECEIVED BY: EB

DATE SUBMITS PR TO BE APPROVED: \_\_\_\_\_ DATE RECEIVED PR APPROVED: \_\_\_\_\_

DATE INPUT PR APPROVED TO REPORT: 30 Oct 19 DATE SUBMITS PR TO BUYER: 30 Oct 19

RECEIVED OF BUYER BY: MW 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 FILING 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 : 2 8 / 1 0 / 2 0 1 9

PR 0 2 F Z 1 9 1 0 2 7

Requestor : Guntur Alam

PR Type : OPEX

e-Mail : galam@fmi.com

If CAPEX, select type

Plant Code : 1C50 - TIMIKA

Account. Assign. Cat.

Department : Business Development & CS Dept.

Reason of purchase (Include justification for replacement)

Division : Tembapura

To Support Meal Box NPI Training 320 Next Gen PTFI

Cost Center : 1 0 C 0 2 9 9 F Z

at Highland (30 October 2019)

Required date : 3 0 / 1 0 / 2 0 1 9

Deliver to : Budev & CS Dept. Highland

No.	Description	Material group	Qty	UoM	Cost Estimation	Category	Sub Category	GL Account / Fixed Asset No.
1	Meal Box Kokarfi for Lunch all participant		15 Box for 1 Day		Rp 945,000 per Box			7000003904

MEGA 28/10/19


**Additional notes:**


List Participant NPI Training HEX 320 Next Gen :

- |  |                              |
|--|------------------------------|
| 1. Meydison Rompis (PTFI)              | 9. Hence Pangkerego (PTTU)   |
| 2. Darwis (PTFI)                       | 10. Modestius (PTTU)         |
| 3. Kuncara (PTFI)                      | 11. Johnny Mewo (PTFI)       |
| 4. Jonny Marpaung (PTFI)               | 12. Hotman Sirait (PTTU)     |
| 5. Cosmas Costa (PTFI)                 | 13. Okly Lowing (PTTU)       |
| 6. Denny Karamoy (PTFI)                | 14. Timotius Sutirino (PTTU) |
| 7. Bartly Frederik (Inamco Varia Jasa) | 15. Ruli Buana (PTTU)        |
| 8. Hendri Anwar (Inamco Varia Jasa)    |                              |

**PURCHASING SECTION TTD**

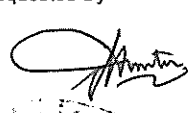

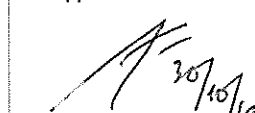
PR-Completeness  Description  Existing Supplier  
 Quantity Order  New Supplier  
 Account-Charge   
 CER / EER

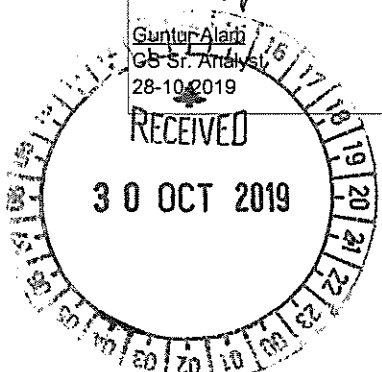
Approval / Signature:   
 Attachment  Quotation  
 List Details  Other

Remarks/Comment:   
 28/10/19

Purchasing Category - Buyer Office  
 Employee Benefit  Office Supplies  
 Information  Safety Supplies  
 Promoter  Training

Purchasing Category - Buyer Project  
 Consultant  Technical Assistant  
 Vehicle Add. Engine  Miscellaneous  
 Facilities  Vehicle  
 Consumable Material  Other

<p>Requested By</p>  Guntur Alam GB-Sr. Analyst 28-10-2019	<p>1st Approval</p>  Alfonsus Manangkot Budev & CS Dept. Manager / 28-10-2019	<p>2nd Approval</p>  Irwan Sihaloho Branch Manager KK / 30/10/19	<p>3rd Approval</p> Signature/Name/Date Title :
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**From:** SIRUPANG, JUSUF <[jsirupan@fmi.com](mailto:jsirupan@fmi.com)>  
**Sent:** Thursday, October 24, 2019 9:58 AM  
**To:** Tangkilisan, Norry <[ntangkil@fmi.com](mailto:ntangkil@fmi.com)>; Mewo, Johny <[jmewo@fmi.com](mailto:jmewo@fmi.com)>; Erawan, Jaya <[jerawan@fmi.com](mailto:jerawan@fmi.com)>; WAHYUDI <[wahyudi9@fmi.com](mailto:wahyudi9@fmi.com)>; Sales Admin TTD <[salesadminttd@trakindo.co.id](mailto:salesadminttd@trakindo.co.id)>  
**Cc:** Manangkot, Alfonsus <[amanangk@fmi.com](mailto:amanangk@fmi.com)>; Liu, Johannes <[jliu@fmi.com](mailto:jliu@fmi.com)>; Sutarjo, Nero <[nsutarjo@fmi.com](mailto:nsutarjo@fmi.com)>; Okly Lowing <[okly.lowing@trakindo.co.id](mailto:okly.lowing@trakindo.co.id)>; Sutrisno, Timotius <[tsutrisn@fmi.com](mailto:tsutrisn@fmi.com)>; Pakiding, Matius <[mpakidin1@fmi.com](mailto:mpakidin1@fmi.com)>; LOWING, OKLI <[olowing@fmi.com](mailto:olowing@fmi.com)>  
**Subject:** RE: NPI HEX NGH

Om John,  
Bisa dibantu isikan nama peserta training

NO	NAMA PESERTA	ID NO.	DEPARTEMENT
1	Meydison Rompis	248819	LO&D Grasberg
2	Darwis	502942	LO&D Grasberg
3	Kuncara	5112	LO&D Underground
4	Jonny Marpaung	263467	LO&D Underground
5	Cosmas Costa	80063327	LO&D Underground
6	Denny karamoy	265528	LO&D Underground
7	Bartly Frederik	885671	LO&D Underground
8	Hendri Anwar	80022173	LO&D High Land
9	Hence Pangkerego	885570	Trainer Rental Clif Camp
10	Modestius	880805	Trainer rental Grasberg
11			
12			
13			
14			
15			

Best Regards,

**Jusuf S. Sirupang**  
Business Development & Customer Services Dept.

**PT Trakindo Utama**  
Tembagapura Division  
Jl. Kuala Tembaga Lot E-3 LIP Kuala Kencana, Timika 99920, Indonesia  
Tel. +62 901 463769 (Grasberg) / 4382100 / 438215 (KK) • Mobile: +62 812 481 1188  
Email: [jsirupan@fmi.com](mailto:jsirupan@fmi.com) & [jusuf.sirupang@trakindo.co.id](mailto:jusuf.sirupang@trakindo.co.id)  
[www.trakindo.co.id](http://www.trakindo.co.id)  
Call Center 1500 228  
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama  
[Instagram](#):@trakindoutama

**ADVANCING YOU FORWARD®**

A member of  Tiara Marga Trakindo Group

**From:** Tangkilisan, Norry <[ntangkil@fmi.com](mailto:ntangkil@fmi.com)>  
**Sent:** Thursday, October 24, 2019 9:00 AM  
**To:** Mewo, Johny <[jmewo@fmi.com](mailto:jmewo@fmi.com)>; SIRUPANG, JUSUF <[jsirupan@fmi.com](mailto:jsirupan@fmi.com)>; Erawan, Jaya <[jerawan@fmi.com](mailto:jerawan@fmi.com)>; WAHYUDI <[wahyudi9@fmi.com](mailto:wahyudi9@fmi.com)>; Sales Admin TTD <[salesadminttd@trakindo.co.id](mailto:salesadminttd@trakindo.co.id)>  
**Cc:** Manangkot, Alfonsus <[amanangk@fmi.com](mailto:amanangk@fmi.com)>; Liu, Johannes <[jliu@fmi.com](mailto:jliu@fmi.com)>; Sutarjo, Nero <[nsutarjo@fmi.com](mailto:nsutarjo@fmi.com)>; Okly Lowing <[okly.lowing@trakindo.co.id](mailto:okly.lowing@trakindo.co.id)>; Sutrisno, Timotius <[tsutrisn@fmi.com](mailto:tsutrisn@fmi.com)>; Pakiding, Matius <[mpakidin1@fmi.com](mailto:mpakidin1@fmi.com)>; LOWING, OKLI <[olowing@fmi.com](mailto:olowing@fmi.com)>  
**Subject:** RE: NPI HEX NGH

Mas Jusuf.

Bantu ya team untuk pelaksanaan NPI 320. Thanks

Salam,  
Norry

**From:** Mewo, Johny <[jmewo@fmi.com](mailto:jmewo@fmi.com)>  
**Sent:** Thursday, October 24, 2019 8:41 AM  
**To:** SIRUPANG, JUSUF <[jsirupan@fmi.com](mailto:jsirupan@fmi.com)>; Erawan, Jaya <[jerawan@fmi.com](mailto:jerawan@fmi.com)>; WAHYUDI <[wahyudi9@fmi.com](mailto:wahyudi9@fmi.com)>  
**Cc:** Manangkot, Alfonsus <[amanangk@fmi.com](mailto:amanangk@fmi.com)>; Tangkilisan, Norry <[ntangkil@fmi.com](mailto:ntangkil@fmi.com)>; Liu, Johannes <[jliu@fmi.com](mailto:jliu@fmi.com)>; Sutarjo, Nero <[nsutarjo@fmi.com](mailto:nsutarjo@fmi.com)>; Okly Lowing <[okly.lowing@trakindo.co.id](mailto:okly.lowing@trakindo.co.id)>; Sutrisno, Timotius <[tsutrisn@fmi.com](mailto:tsutrisn@fmi.com)>; Pakiding, Matius <[mpakidin1@fmi.com](mailto:mpakidin1@fmi.com)>; LOWING, OKLI <[olowing@fmi.com](mailto:olowing@fmi.com)>  
**Subject:** NPI HEX NGH

Bro Yusup,  
Saya sudah kirim undangan ke Team QMS UG dan HL terkait NPI Hex 320 NGH yang akan di adakan pada senin, tgl 28 okt 2019 di clif camp.  
Minta bantuannya order cops snake dan mail box untuk 15 peserta yang akan hadir.  
Terlampir email dari team QMS UG, dan 2 orang QMS Grasberg dan 1 orang QMS HL di tambah peserta 2 dari team Examiner Rental.

Best Regards,

**[Johny Mewo]**  
[Customer Service Machine Operator Trainer]

**PT Trakindo Utama-Grasberg-Clif Camp**  
Tembagapura Devision, 99967  
Timika-Papua, Indonesia  
Tel. +62 901- 465109-4645118  
[\[Jmewo@fmi.com\]](mailto:Jmewo@fmi.com)  
[www.trakindo.co.id](http://www.trakindo.co.id)

