

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: SDHV190242 DATE RECEIVED FROM USER: 29 Oct 19 RECEIVED BY: GB
 DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
 DATE INPUT PR APPROVED TO REPORT: 29 Oct 19 DATE SUBMITS PR TO BUYER: 29 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 FILLING DOC: _____

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

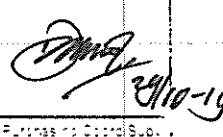
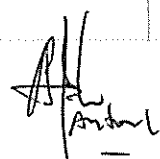
PR
 PO/CASH *)
 SUPPORT DOCUMENT (BIDDING , FOTO,EMAIL, DLL)
 TRANSMITTAL ADVICE (TA) / BAST

Binder File name (nama penyimpanan file di binder :

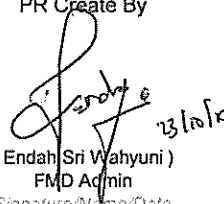
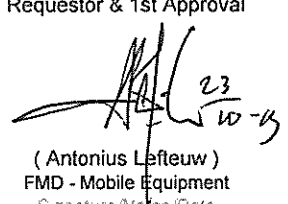
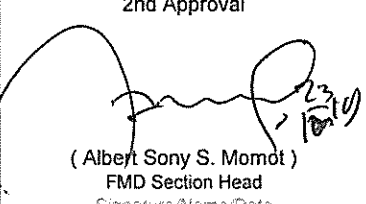
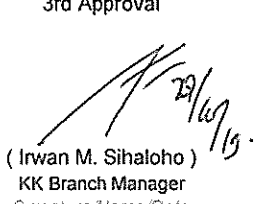
JP	MP	DA
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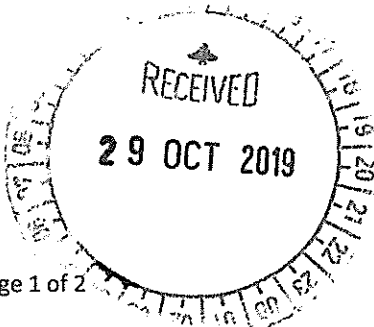
PR date : 23 / 10 / 2019
 Requestor : Antonius Lefteuw
 e-Mail : alefteuw@fmi.com
 Plant Code : 1C50 - TIMIKA
 Department : FMD - Mobile Equipment
 Division : Tembapapura
 Cost Center : 10C5030HY
 Required date : 04 / 11 / 2019

PR No. 50HV190242
 PR Type : OPEX
 If CAPEX, select type : Standard
 Account. Assign. Cat. : K - Cost Center
 Reason of purchase (Include justification for replacement)
 Repair radiator at unit Forklift MCF DP40 (TU-WH-02)
 Deliver to : FMD Mobile Shop

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Extended Price	Category	Sub Category	GL Account / Fixed Asset No.
1	Repair Radiator	N0604 - Forklift	1	Lot	Rp 500,000	Rp 500,000	Maintenance	MC_Building_Facilities_Maintenance_Materials	7000003502 - MC - Building & Fac Maint Materials - Godown
<p>• PURCHASING SECTION TTD</p> <p>PR Completeness</p> <input type="checkbox"/> Description <input checked="" type="checkbox"/> Quantity Order <input checked="" type="checkbox"/> Account Charge <input type="checkbox"/> CER / EER <input checked="" type="checkbox"/> Approval / Signature <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Quotation <input type="checkbox"/> List Details <input checked="" type="checkbox"/> Other _____ <p>Supplier Status</p> <input type="checkbox"/> Existing Supplier <input type="checkbox"/> New Supplier <p>Remarks / Comment  29/10-19</p> <p>Purchasing Category: Buyer/Chief</p> <input type="checkbox"/> Employee Benefit <input type="checkbox"/> Information <input type="checkbox"/> Production <input type="checkbox"/> Office Supplies <input type="checkbox"/> Safety Supplies <input type="checkbox"/> Training <p>Purchasing Category: Buyer/Project Consultant: Technical Assistant <input type="checkbox"/> PP Machine & Engine Add Miscellaneous <input type="checkbox"/> Facilities <input checked="" type="checkbox"/> Other</p>					<p>SUB TOTAL Rp 500,000</p> <p>PPN 10% Rp 90,000</p> <p>GRAND TOTAL Rp 590,000</p>				

Additional notes: Please process cash payment to local market in Timika

PR Create By  (Endah Sri Wahyuni) FMD Admin Signature/Name/Date	Requestor & 1st Approval  (Antonius Lefteuw) FMD - Mobile Equipment Signature/Name/Date	2nd Approval  (Albert Sony S. Momot) FMD Section Head Signature/Name/Date	3rd Approval  (Irwan M. Sihaloho) KK Branch Manager Signature/Name/Date
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Wahyuni, Endah

Subject: FW: Form Request - Forklift DP40
Attachments: Form Request - Mobile Equipment Iveco.xlsx

From: Lefteuw, Anthonius <alefteuw@fmi.com>
Sent: Wednesday, October 23, 2019 9:44 AM
To: Wahyuni, Endah <ewahyuni@fmi.com>
Cc: Warni, Martina <mwarni@fmi.com>
Subject: RE: Penawaran part Ford Ranger 01-9542

Endah,
Sekalianskah create PR untuk perbaikan 1x radiator unit Forklift DP 40
Est harganya Rp 300rb

Salam
Anton L

From: RAUF, SAFRIL <srauf@fmi.com>
Sent: Wednesday, October 16, 2019 8:25 AM
To: Lefteuw, Anthonius <alefteuw@fmi.com>
Cc: Momot, Albert <amomot@fmi.com>; Wahyuni, Endah <ewahyuni@fmi.com>; Daon Mark Siahaan <daon.siahaan@trakindo.co.id>
Subject: Form Request - Forklift DP40

Pak Anthon,
Mohon di bantu schedulekan perbaikan unit DP40,terlampir from requestnya,terimakasih

Salam
Safri Rauf
[☎ 543-8147](tel:543-8147)