

# CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

**FILLED BY ADMIN**

PR NO: 02F219029 DATE RECEIVED FROM USER: 04 NOV 19 RECEIVED BY: GB

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

DATE INPUT PR APPROVED TO REPORT: 04 NOV 19 DATE SUBMITS PR TO BUYER: 04 NOV 19

RECEIVED OF BUYER BY: JR 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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\*) CORET YANG TIDAK PERLU

PT Trakindo Utama

**Purchase Request Manual Form**

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

PR 0 2 F Z 1 9 1 0 2 9

Requestor : Helena Parinussa

PR Type : OPEX

e-Mail : [salesadminttd@trakindo.co.id](mailto:salesadminttd@trakindo.co.id)

If CAPEX, select type

Plant Code : 1C50 - TIMIKA

Account. Assign. Cat.

Department : Business Development & CS Dept.

Reason of purchase (Include justification for replacement)

Division : Tembapapura

To support document legalization for all sales activities

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

in Lowland & Highland

Required date : 1 8 / 1 1 / 2 0 1 9

Deliver to : Budev & CS Dept.

No.	Description	Material group	Qty	UoM	Cost Estimation	Category	Sub Category	GL Account / Fixed Asset No.
1	Stamp Duty 6000		50 Ea		Rp 300,000			7000004709

*Handwritten:*  
 The  
 Ang  
 31/10-19

Additional notes:

RECEIVED  
 04 NOV 2019

**-PURCHASING SECTION ITD-**

**PR Completeness**

Description

Quantity Order

Account Charge

CER / EER

Approval / Signature

Attachment

Quotation


List Details

Other

**Supplies Status**

Existing Supplier

New Supplier

Remarks/Comment:  
  
 4/11/19

Purchasing Category: Buyer/Project

Employee Benefit

Information

Promotion

Office Supplies

Safety Supplies

Training

Purchasing Category: Buyer/Project

Consultant: Technical Assistant

PP Machine & Engine Add-Miscellaneous

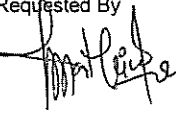
3rd Approval

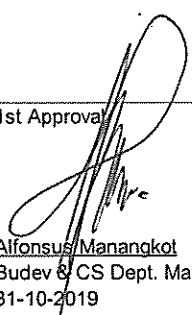
Facilities


Consumable Material

Vehicle

Other

Requested By  
  
 Helena Parinussa  
 Sales Admin  
 31-10-2019

1st Approval  
  
 Alfonsus Manangkot  
 Budev & CS Dept. Manager /  
 31-10-2019

2nd Approval  
  
 Irwan Sihaloho  
 Branch Manager KK /  
 4/11/19

Signature/Name/Date  
 Title :