

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 02J0198100 DATE RECEIVED FROM USER: 03 Dec 19 RECEIVED BY: GB

DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____

DATE INPUT PR APPROVED TO REPORT: 03 Dec 19 DATE SUBMITS PR TO BUYER: 03 Dec 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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PT Trakindo Utama

Purchase Request Manual Form

PR date : 25 / 11 / 2019

PR No. 02JO190100

Requestor : FRANS PONDAYAR

PR Type : Opex

e-Mail : fpondaya@fmi.com

If CAPEX, select type : Standard

Plant Code : 1C02 - TEMBAGAPURA

Account. Assign. Cat. : K - Cost Center

Department : HC&SS

Reason of purchase (Include justification for replacement)

Division : Office Operation

Pembelian Kaca Spion, Karpet, Talang Air LWB untuk Customer

Cost Center : 10C0299JA

Required date : 26 / 11 / 2019

Deliver to : Management Grasberg (Djarot Adhi)

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	Kaca Spion LWB		1	Set				7000003613/10C0299JA
2	Karpet LWB		1	Set				7000003613/10C0299JA
3	Talang Air LWB		1	Set				7000003613/10C0299JA

Handwritten note: 3/12/19 MEGA

Additional notes:

Requestor Frans Pondayar	1st Approval Nanang Gosim Senior Analyst	2nd Approval DEVI SUMARHADI HR Manager	3rd Approval Irwan Sihaloho Signature/Name/Date Title :
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PURCHASING SECTION TTD

PR Completeness <input checked="" 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 type="checkbox"/> Attachment <input type="checkbox"/> Quotation <input type="checkbox"/> List Details <input type="checkbox"/> Other	Supplier Status <input type="checkbox"/> Existing Supplier <input type="checkbox"/> New Supplier <input type="checkbox"/>
Remarks / Comment : Purchasing Coord Supri	
Purchasing Category - Buyer Officer <input type="checkbox"/> Employee Benefit <input type="checkbox"/> Information <input type="checkbox"/> Promotion <input type="checkbox"/> Office Supplies <input type="checkbox"/> Safety Supplies <input type="checkbox"/> Training	
Purchasing Category - Buyer Project Consultant - Technical Assistant <input type="checkbox"/> PP Machine & Engine Add Miscellaneous <input type="checkbox"/> Facilities <input type="checkbox"/> Construction Material <input checked="" type="checkbox"/> Vehicle <input type="checkbox"/> Other	

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