

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 02J0190102 DATE RECEIVED FROM USER: 30 Dec 19 RECEIVED BY: GB
 DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
 DATE INPUT PR APPROVED TO REPORT: 30 Dec 19 DATE SUBMITS PR TO BUYER: 30 Dec 19
 RECEIVED OF BUYER BY: RH PR SAP NO : _____ DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS

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

RECEIVED BY USER & ADMIN

DATE RECEIVED GOODS FROM SUPPLIERS / CKB / PROVIDER*): _____
 RECEIVED OF GOODS BY: _____
 DATE RECEIVED 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 FILLING/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 : 23 / 12 / 2019

PR No. 02JO190102

Requestor : Rudi Siregar

PR Type : OPEX

e-Mail : rsiregar@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

PE Marlin Ambarura

Cost Center : 10W0260LH

Required date : / /

Deliver to : _____

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	PE Marlin Ambarura		4	Box				7000001106/

PURCHASING SECTION TTD CHECKED

PR-Completeness

Description

Quantity Order

Account Charge

CER / EER

Approval Signature

Attachment

Quotation

List Details

Other

Ship Methode / Order

Air Freight

Sea Freight

JFO

JPO

Urgent

Sent date to HO.

Purchasing Coord/Supv.

[Signature] 23/12-19

Purchasing Report Category :

Employee Benefit

Information

Promotion

Consultant/Technical Assitant

Machine & Engine Add-on Approval

Facilities

Consumable Material

Office Supplies

Safety Supplies

Training

Vehicle

Other

[Handwritten signature] 30/12-19

Additional notes:
LIST Terlampir

Requestor <i>[Signature]</i> Rudi Siregar GA 23/12/19	1st Approval <i>[Signature]</i> Nanang Qosim Senior Analyst 23/12/19	2nd Approval <i>[Signature]</i> Devi Sumarhadi HR Manager	3rd Approval <i>[Signature]</i> Irwan Sinaloho Signature/Name Date Title : 30 Dec 2019
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**FORM PERMINTAAN PENGIRIMAN BARANG PINDAHAN
PERSONEL EFFECT DELIVERY REQUEST FORM**

Tanggal diajukan /Date Submitted :

Nama Name	: <u>Marlin Ambarura</u>	SN (SAP)	: <u>15059</u>
Tgl Permanen Date of Permanent	: <u>1-Nov-07</u>	Nomor Surat Pindah Transfer letter no	: <u>10198/HC/J00-1000/XII/2019</u>
Departemen Departemen	: <u>SERVICE OPERATION</u>	Bisnis Unit Business Unit	: <u>LOBU</u>
P O H	: <u>TIMIKA</u>	Status di Site Site Status	: <u>SINGLE</u>
Beban Biaya Charge Account	: _____		

Rincian Personal Effect / Personal Effect detail

No	Keterangan / Description	Jumlah
1	Jumlah Box / Total box	4 BOX
2	Total berat seluruh box / Total weight boxes	71 KG
3	Total harga semua barang yang akan dikirim / Total Prices	Rp 46.500,000

Jenis pengiriman / Shipping Mode (Diisi oleh GA Office Services/ completed by GA Officer)

- Pengiriman lewat Laut / Sea Freight
 Pengiriman lewat Udara / Air Freight

Alamat pengambilan Barang :
Pick up from

PT Trakindo Utama
Jl Kuala Tembaga LOT E3 LIP Kuala Kencana
 Kecamatan : _____
 Kabupaten : MIMIKA
 Provinsi : PAPUA
 Kode Pos : 99920 No Telp : 08114909990

Alamat Tujuan pengiriman :
Designee address to be delivered

ATTN : MARLIN AMBARURA
Jl. RAYA CILANDAK KKO GANG ABAH NO. 27
RT 06 RW 05 RAGUNAN PASAR MINGGU JAKARTA-SELATAN-12550
 Kecamatan : _____
 Kabupaten : _____
 Provinsi : Jakarta - Selatan
 Kode Pos : 12550 No Telp : 08114909990

Diajukan oleh :
Proposed by

MARLIN
 Karyawan/i

Diketahui oleh :
Acknowledged by

I NENGAH SUMANTIRA
 Department Head
 23-12-2019

Disetujui oleh :
Approved by

DEVI UMAHADI
 HC & SS Department

Diterima :
Received by

Masang Q
 GA Office Services

Penting / Important notice :

- Semua Box harus diberikan label yang jelas / All of boxes must be marking clearly
- Barang yang akan dikirim harus sudah dipacking sebelum diserahkan ke GA Office Services / All of goods must be packing safely before submitted to GA Offices
- Barang barang berharga & mahal tidak terbatas seperti perhiasan, Alat komunikasi, benda seni dll tidak direkomendasikan Untuk dikirim lewat Personal Effect / for Antique & luxury goods not recommended delivery through personal effect shipment
- Fasilitas pengangkutan barang pindahan maksimum 19m3 / Shipping cost maximum 19m3

DETAILS OF PACKING LIST

NAME : Marlin Ambarura
 ID / SN : 891590/ 15059
 A/C :

P L T 100

NO	BOX	NAME OF THE GOOD INSIDE OF EACH BOX	DIMENSION (CM)			TOTAL CUBIC	QTY INSIDE	UNITS	WEIGHT	TOTAL PRICE EACH BOX	REMARKS
			L	W	H						
1	1	PAKAJAN KERJA, JAKET WINTER	66	53	45	0.16	1		30	Rp	20,000,000
2	2	PAKAJAN RUMAH DAN DRESS	66	53	45	0.16	1		30	Rp	15,000,000
3	3	PAKAJAN RUMAH, SEPATU, HANGER, BUKU	50	35	31	0.05	1		7	Rp	10,000,000
4	4	TUPPERWARE	45	30	26	0.04	1		4	Rp	1,500,000
Total			227	171	147	0.40	4		71	Rp	46,500,000

PICK UP FROM :

PT TRAKINDO UTAMA
JL KUALA TEMBAGA LOT E3 LIP KUALA KENCANA
CP : 08114909990

DELIVER TO / Tip :

ATTN : MARLIN AMBARURA
 Jl. RAYA CILANDAK KKO GANG ABAH NO. 27
 RT 06 RW 05 RAGUNAN PASAR MINGGU JAKARTA SELATAN 12550
 CP : 08114909990

NOTE :

- Dokumen harus di isi lengkap sebelum di serahkan ke GA-OS
- Dokumen asli (scannya) harus di serahkan ke GA jika sudah ada Approval dari atasan
- Dokumen tidak akan di proses jika tidak lengkap & tidak ada aslinya (scannya)

Diajukan oleh :

Marlin Ambarura 22/12/2019

MARLIN AMBARURA
 Karyawan/i

