



PT Trakindo Utama

Purchase Request Manual Form

PR date : 2 0 / 0 5 / 2 0 2 0

PR 0 2 F Z 2 0 0 5 1 0

Requestor : Helena Parinussa

PR Type : OPEX

e-Mail : 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 : 0 3 / 0 6 / 2 0 2 0

Deliver to : Business Dev & 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

Aris 20/5/20

Additional notes:

PURCHASING SECTION TTD

PR Completeness

Supplier Status

Description Existing Supplier

Quantity Order New Supplier

Account Charge

CER / EER

Approval / Signature

Attachment

Quotation

List Details

Other

Remarks/Comment:

[Signature]

20-5/15/20

(Purchasing Coord. Supv.)

Purchasing Category - Buyer Officer

Employee Benefit Office Supplies

Information Safety Supplies

Promotion Training

Purchasing Category - Buyer Project

Consultant Technical Assistant

PP Machine & Engine Add Miscellaneous

Facilities Vehicle

Consumable Material Other

Requested By

[Signature]

Helena Parinussa
Sales Admin
20-05-2020

1st Approval

[Signature]

Alfonsus Manangkot
Budev & CS Dept. Manager /
20-05-2020

2nd Approval

[Signature]

Irwan Sihalo
Branch Manager KK /

3rd Approval

Signature/Name/Date
Title :



CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 02 FZ 200510 DATE RECEIVED FROM USER: 29/5-20 RECEIVED BY: Ray
 DATE SUBMITS PR TO BE APPROVED: 29/5-20 DATE RECEIVED PR APPROVED: 29/5-20
 DATE INPUT PR APPROVED TO REPORT: 30/5-20 DATE SUBMITS PR TO BUYER: 30/5-20
 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 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 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
----	----	----