

# CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

**FILLED BY ADMIN**

PR NO: 5DHF200008 DATE RECEIVED FROM USER: 12JUN20 RECEIVED BY: GB  
 DATE SUBMITS PR TO BE APPROVED: \_\_\_\_\_ DATE RECEIVED PR APPROVED: \_\_\_\_\_  
 DATE INPUT PR APPROVED TO REPORT: 12JUN20 DATE SUBMITS PR TO BUYER: 12JUN20  
 RECEIVED OF BUYER BY: RT 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
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PT Trakindo Utama

**Purchase Request Manual Form**

PR date : 0 2 / 0 6 / 2 0 2 0  
 Requestor : MITHA PADEMME  
 e-Mail : [mitha.pademme@trakindo.co.id](mailto:mitha.pademme@trakindo.co.id)  
 Plant Code : 1C50 - TIMIKA  
 Department : PRODUCT SUPPORT  
 Division : SOS LAB  
 Cost Center : 1 0 C 5 0 6 0 H F  
 Required date : 0 8 / 0 6 / 2 0 2 0

PR No. : 5 0 H F 2 0 0 0 0 0 8

PR Type : CAPEX  
 If CAPEX, select type : Standard  
 Account. Assign. Cat. : K - Cost Center  
 Reason of purchase (Include justification for replacement)  
 FOR SOS CONSUMABLE

Deliver to : SOS LAB KUALA KENCANA

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	MINYAK TANAH	N0606 - SOS Chemicals	100	LITER				7000005878 WDL
2								
3								
4								
5								
6								
7								

**PURCHASING SECTION TTD**

PR Completeness

Description  Existing Supplier

Quantity Order  New Supplier

Account Change

CER / EES

Approval / Signature

Attachment

Quotation

List Details

Other

Remarks/Comment:  
12/6-20

Purchasing Coord Supv

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Purchasing Category: Buyer Officer

Employee Benefit  Office Supplies

Information  Safety Supplies

Promotion  Training

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Purchasing Category: Buyer Project

Consultant: Technical Ass-stant

PP Machine & Engine App. Material Incus

Facilities

RECEIVED

01 JUN 2020

Handwritten signature

Anis

26.20

Additional notes:

Requestor	1st Approval	2nd Approval	3rd Approval
 MITHA PADEMME Signature/Date	 DOLYRANUS IT Signature/Name/Date Title:	 Irwan Sihaloho Signature/Name/Date Title:	03/06/20 30/28 11/6/20