

CHECK LIST DOCUMENT PURCHASING

NO DOG : DB. 18.02.2014.REV.02

FILED BY ADMIN

PR NO: 02FZ 210304 DATE RECEIVED FROM USER: 23 mar 21 RECEIVED BY: GB
DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
DATE INPUT PR APPROVED TO REPORT: 23 mar 21 DATE SUBMITS PR TO BUYER: 23 mar 21
RECEIVED OF BUYER BY: MW PR SAP NO: _____ DATE APPROVED PR SAP: _____

FILED 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: _____

FILED 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 FILING 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 1



PT Trakindo Utama

Purchase Request Manual Form

PR date : 22 / 03 / 2021
 Requestor : Helena Parinussa
 e-Mail : salesadminttd@trakindo.co.id
 Plant Code : 1C50 - TIMIKA
 Department : Business Development & CS Dept.
 Division : Tembapapura
 Cost Center : 10C0299FZ
 Required date : 01 / 04 / 2021

PR 02FZ210304
 PR Type : OPEX
 If CAPEX, select type :
 Account. Assign. Cat. :
 Reason of purchase (Include justification for replacement)
 To support Contamination Control Training for customer
 Highland (QMS & PTFI Leader) - 01 April 2021
 Deliver to : HR Highland (Pak Andreas Novianto)

No.	Description	Material group	Qty	UoM	Cost Estimation	Category	Sub Category	GL Account / Fixed Asset No.
1	Snack Box Paket 3 - Menu A (Isi 3 Kue & Soft Drink) / Sore		8 Box		Rp 32.000 per Box			7000003904
2	Lunch Box *Pengambilan jam 10 pagi		8 Box		Rp 60.000 per Box			

Additional notes:

Details Snack Box & Lunch Box :
 - 5 Participants (QMS team & PTFI Leader)
 - 1 Instructor
 - 2 Management/Observer (dari QMS atau PTFI)

PURCHASING SECTION TTD

PR Completeness
 Description
 Quantity Order
 Account Charge
 CER / EER

Supplier Status
 Existing Supplier
 New Supplier

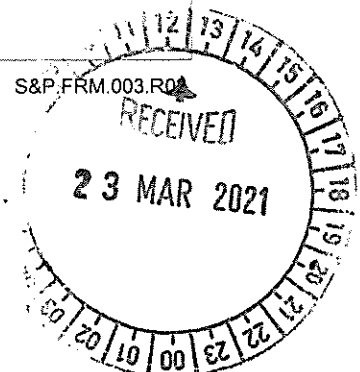
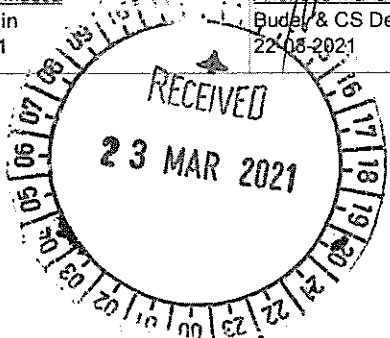
Remarks / Comment :
 [Signature] 23/3-21
 Purchasing Board Supv)

Purchasing Category: "Buyer/Officer"
 Employee-Benefit
 Information
 Promotion
 Office-Supplies
 Safety Supplies
 Training

Purchasing Category: "Buyer Project"
 Consultant / Technical Assistant
 PP Machine & Engine Add Miscellaneous
 Facilities
 Consumable Material

Version:
 Approval
 Other

Requested By: Helena Parinussa, Sales Admin, 22-03-2021
 1st Approval: Alfonsus Manangkot, Budget & CS Dept. Manager / 22-03-2021
 2nd Approval: Irwan Sihalo, Branch Manager KK / 23/3/21
 3rd Approval: [Signature], Title: _____



Handwritten notes: 23.3.21, Aris

Sales Admin TTD

From: Sabon, Rafael <rsabon@fmi.com>
Sent: Monday, March 22, 2021 3:28 PM
To: Sales Admin TTD
Cc: anoviant; Alfonsus Manangkot; Eve Megarani
Subject: RE: Contamination Control Training_for Customer

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Iya, Mba Lena. 8 Pax.
Terima kasih.

Best Regards,

Rafael Sabon
Safety Health & Environment Department

PT Trakindo Utama
Tembagapura Division
Jl. Kuala Tembaga Lot E-3 LIP Kuala Kencana, Timika 99920, Papua, Indonesia
Tel. +62 901 463284, Mobile : +62 8114908373
www.trakindo.co.id
Call Center 1500 228
[Facebook](#) • [LinkedIn](#) • [YouTube](#): PT Trakindo Utama
[Instagram](#): @trakindoutama

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A member of **Tiara Marga Trakindo**

From: Sales Admin TTD <salesadminttd@trakindo.co.id>
Sent: Monday, March 22, 2021 3:27 PM
To: Sabon, Rafael <rsabon@fmi.com>; Eve Megarani <Eve.Megarani@trakindo.co.id>
Cc: Novianto, Andreas <anoviant@fmi.com>; Manangkot, Alfonsus <amanangk@fmi.com>
Subject: RE: Contamination Control Training_for Customer

Pak Rafael,
Berarti 8 pax ya? akan saya infokan ke Pak Alfons. Boleh dishare nama-nama pesertanya agar bisa dieksekusi hari ini untuk PRnya.

Terima kaish

Helena Parinussa

Business Development & CS Dept.
PT. Trakindo Utama - Tembagapura Division
Jln. Kuala Tembaga Lot E-3 LIP Kuala Kencana, Timika 99920, Indonesia
Tel. +62 901 438244 • Mobile : +62-811 491 7273
Email : salesadminttd@trakindo.co.id

Best Regards,

Eve Megarani Rahardjo
Learning & Talent Development/HC&SS/Tembagapura

PT Trakindo Utama
Tembagapura Division
Jl. Kuala Tembaga Lot E3
Light Industrial Park, Kuala Kencana, Kab Mimika, Papua 99920, Indonesia
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A member of **Tiara Marga Trakindo Group**

From: Sales Admin TTD <salesadminttd@trakindo.co.id>
Sent: Monday, March 22, 2021 2:49 PM
To: Eve Megarani <Eve.Megarani@trakindo.co.id>; Alfonsus Manangkot <amanangk@fmi.com>
Cc: Rafael Sabon <rsabon@fmi.com>; anoviant <anoviant@fmi.com>
Subject: RE: Contamination Control Training_for Customer

Bu Mega,
Tolong dibantu info, nama-nama peserta & pengajar serta jam brp snack & lunch box akan di pickup ke Kokarfi? Agar bisa diinfokan soalnya pengajuan PR ke Pak Irwan harus lengkap detailsnya.

Terima kasih.

Helena Parinussa

Business Development & CS Dept.
PT. Trakindo Utama - Tembagapura Division
Jln. Kuala Tembaga Lot E-3 LIP Kuala Kencana, Timika 99920, Indonesia
Tel. +62 901 438244 • Mobile : +62-811 491 7273
Email : salesadminttd@trakindo.co.id

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A member of  **Tiara Marga Trakindo Group**

From: Eve Megarani <Eve.Megarani@trakindo.co.id>
Sent: Monday, March 22, 2021 9:12 AM
To: Sales Admin TTD <salesadminttd@trakindo.co.id>; Alfonsus Manangkot <amanangk@fmi.com>
Cc: Rafael Sabon <rsabon@fmi.com>; anoviant <anoviant@fmi.com>
Subject: FW: Contamination Control Training_for Customer

Dear Lena,

BATCH	DAY	DATE	DURATION	VENUE	NOS PARTICIPANT	PARTICIPANT REMARK	INSTRUC
1	Thursday	18-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Indra Kusum:
2	Friday	19-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Indra Kusum:
3	Monday	22-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Rahmansyah
4	Wednesday	24-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Fajar Winark:
5	Thursday	25-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Agung Wiran
6	Friday	26-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Indra Kusum:
7	Monday	29-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Fajar Winark:
8	Tuesday	30-Mar-21	1 day	GBC Meeting Room or Kasuang	5	Trakindo	Agung Wiran
9	Tuesday	23-Mar-21	1 day	GBC Meeting Room or Kasuang	5	QMS & PTFI Supervisor	Rafael Sabor
10	Wednesday	31-Mar-21	1 day	GBC Meeting Room or Kasuang	5	PTFI Supervisor	Rafael Sabor
11	Thursday	1-Apr-21	1 day	GBC Meeting Room or Kasuang	5	PTFI Supervisor	Indra Kusum:
12	Friday	2-Apr-21	1 day	GBC Meeting Room or Kasuang	5	PTFI Mechanic	Fajar Winark:
10	Monday	5-Apr-21	1 day	GBC Meeting Room or Kasuang	5	PTFI Mechanic	Agung Wiran
11	Tuesday	6-Apr-21	1 day	GBC Meeting Room or Kasuang	5	PTFI Mechanic	Rahmansyah
12	Wednesday	7-Apr-21	1 day	GBC Meeting Room or Kasuang	5	PTFI Mechanic	Indra Kusum:

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Best Regards,

Eve Megarani Rahardjo

Learning & Talent Development/HC&SS/Tembagapura

PT Trakindo Utama

Tembagapura Division

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