

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN		
PR NO: <u>504U 210601</u>	DATE RECEIVED FROM USER: <u>07 Jul 2021</u>	RECEIVED BY: <u>GB</u>
DATE SUBMITS PR TO BE APPROVED: _____	DATE RECEIVED PR APPROVED: _____	
DATE INPUT TO REPORT: <u>01 Jul 21</u>	DATE SUBMITS PR TO BUYER: <u>01 Jul 21</u>	RECEIVED BY: <u>MW</u>
PR SAP NO: _____	EVI NO: _____	DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS		
DATE PR CLEAR SPECIFICATION FROM USER: _____		
DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS: _____	RECEIVED BY: _____	
DATE RAISE PO SAP/TRADE: _____	PO SAP/TRADE NO: _____	DATE APPROVED: _____
DATE SUBMITS PO SAP/TRADE TO ADMIN: _____	RECEIVED BY: _____	
DATE SUBMITS PO TO SUPPLIER: _____	SUPPLIER NAME: _____	
DATE SUBMITS PO TO USER: _____	RECEIVED OF USER BY: _____	

FILLED BY EXPEDITOR & ADMIN		
DATE RECEIVED GOODS FROM SUPPLIERS / PROVIDER: _____ RECEIVED BY: _____		
DATE SUBMITS GOODS TO USER: _____ RECEIVED BY: _____		
DATE GR PROCESS: _____	GR PROCESS BY: _____	GR NO: _____
DATE SUBMITS TA TO ADMIN: _____	DATE TA INPUT TO REPORT: _____	

TO BE CHECKED BY ADMIN BEFORE FILING DOCUMENT

PR
PO/CASH *)
SUPPORT DOCUMENT (BIDDING, FOTO, EMAIL, DLL)
TRANSMITTAL ADVICE (TA) / BAST

Binder File Name (nama penyimpanan file di binder: _____
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DATE SCAN DOC: _____

DATE FILING DOC: _____

PT Trakindo Utama

Purchase Request Manual Form

PR date : 29 / 06 / 2021

PR No. 50HV210001

Requestor : Najiruddin

PR Type : OPEX

e-Mail : najirudd@fmi.com

If CAPEX, select type : Standard

Plant Code : 1C50 - TIMIKA

Account. Assign. Cat. : K - Cost Center

Department : FMD Special Projects

Reason of purchase (Include justification for replacement)

Division : Tembapapura

Rewinding electric stator motor Machine Drain Cleaning "Ridgid"

Cost Center : 10C0299HV

in FMD Shop

Required date : 05 / 07 / 2021

Deliver to : FMD Workshop

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Cost Estimation (Total Price)	Category	Sub Category	GL Account / Fixed Asset No.
1	Rewinding Electric Stator Motor machine Ridgid	N2001 - Facility Maintenance	1	Unit	Rp 900,000	Rp 900,000	Maintenance	MC_Office_Equipment_Machinery Maintenance_Materials	7000003501 - MC Building & Fac Maint Materials - Workshop
2									
3									
					Sub Total	Rp 900,000			
					VAT 10%	Rp 90,000			
					Grand Total	Rp 990,000			

Handwritten signature and date:
Ans
17-71

PURCHASING SECTION TTR

PR Completeness	Supplier Status
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Existing Supplier
<input checked="" type="checkbox"/> Quantity, Order	<input type="checkbox"/> New Supplier
<input checked="" type="checkbox"/> Account Change	<input type="checkbox"/>
<input type="checkbox"/> CER / EER	
<input checked="" type="checkbox"/> Approval / Signature	Remarks/Comment:
<input type="checkbox"/> Attachment	<i>(Signature)</i> 17-21
<input type="checkbox"/> Quotation	Purchasing Board Support
<input type="checkbox"/> List Details	
<input type="checkbox"/> Other	

Purchasing Category: Buyer Order

<input type="checkbox"/> Employee Benefit	<input type="checkbox"/> Office Supplies
<input type="checkbox"/> Information	<input type="checkbox"/> Safety Supplies
<input type="checkbox"/> Promotion	<input type="checkbox"/> Training

Purchasing Category: Buyer Project

Consultant / Technical Assistant

<input type="checkbox"/> PP Machine & Engine Add Miscellaneous	<input type="checkbox"/> Vehicle
<input type="checkbox"/> Facilities	<input type="checkbox"/> 2nd Approval
<input type="checkbox"/> Consumable Material	<input type="checkbox"/> Other

Additional notes:
Please process PO to local supplier in Timika

PR Create By
(Endah Sri Wahyuni)
HC&SS FM Admin
Signature/Name/Date

Requestor
(Najiruddin)
FM Special Project
Signature/Name/Date
29/6/21

1st Approval
(Andreas Palungan)
HC&SS.FM Section Head
Signature/Name/Date
29/6-21

(Irwan M. Sihaloho)
KK Branch Manager
Signature/Name/Date
30/6/21

Note: Harga beli baru di atas 20jt.

