

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 02F2211009 DATE RECEIVED FROM USER: 5/10-21 RECEIVED BY: Reny
DATE SUBMITS PR TO BE APPROVED: 5/10-21 DATE RECEIVED PR APPROVED: 5/10-21
DATE INPUT TO REPORT: 5/10-21 DATE SUBMITS PR TO BUYER: 5/10-21 RECEIVED BY: MW
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

<input type="checkbox"/>
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PR
PO/CASH *)
SUPPORT DOCUMENT (BIDDING, FOTO, EMAIL, DLL)
TRANSMITTAL ADVICE (TA) / BAST

Binder File Name (nama penyimpanan file di binder):

DATE SCAN DOC: _____

DATE FILING DOC: _____

PR date : 0 5 / 1 0 / 2 0 2 1

Requestor : PAMUNGKAS RACHADIATMO

e-Mail : prachadi@fmi.com

Plant Code : 1C50 - TIMIKA

Department : Business Dev & CS

Division : Tembapapura

Cost Center : 1 0 C 0 2 9 9 F Z

Required date : 1 4 / 1 0 / 2 0 2 1

PR No: 0 2 F Z 2 1 1 0 0 9

PR Type: OPEX

If CAPEX, select type: _____

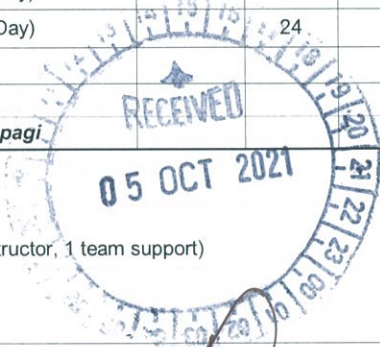
Account. Assign. Cat. _____

Reason of purchase (Include justification for replacement)
 Snack for O&M Training Genset Kawiki for 3 sessions PTFI
 (14-15 Oct, 19-20 Oct and 24-25 Oct 2021) at Highland

Deliver to : _____

No.	Description	Material group	Qty	UoM	Cost Estimation	Category	Sub Category	GL Account / Fixed Asset No.
1	Paket Snack - Paket 3 Kokarfi (isi 3 snack & 1 soft drink)							7000003904
	tgl 14-15 Oct (12 box / Day)		24		Rp 872,000			
	tgl 19-20 Oct (12 box / Day)		24		Rp 872,000			
	tgl 24-25 Oct (12 box / Day)		24		Rp 872,000			

*) Pengambilan jam 9 pagi



Additional notes:
 Per Day (8-10 Peserta, 1 Instructor, 1 team support)

PURCHASING SECTION TTD

PR Completeness

Description

Quantity Order

Account Charge

CER / EER

Approval / Signature

Attachment

Quotation

Cost Details

Other _____

Supplier Status

Existing Supplier

New Supplier

Remarks / Comment:

Ans 5/10/21

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

Vehicle

Other

Requested By Pamungkas Sales Supervisor 05-10-2021	1st Approval Alfonsus Manangkot Budev & CS Dept. Manager / 05-10-2021	2nd Approval Irwan Sihaloho Branch Manager KK /	3rd Approval Signature/Name/Date Title:
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Sales Admin TTD

From: Langelo, Welhelmus <wlangelo@fmi.com>
Sent: Monday, October 4, 2021 5:10 PM
To: Pamungkas Rachadiatmo
Cc: Widada, Hadi; Kafiar, Otis; Alfonsus Manangkot; Eve Megarani; Sales Admin TTD; Adam Aditama; Jusuf Sunday Sirupang; Sudarna, Dadan; risal; dpicarim; Vicky Nanda Tama; Jusuf Sunday Sirupang
Subject: RE: O&M Training genset Kawiki

Follow Up Flag: Follow up
Flag Status: Flagged

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Dear pak Pamungkas

Revisi Schedulanya sesuai permintaan *available* di antara tanggal 11 – 29 Oktober 2021.

CREW 3

TGL 14-15 Oct 2021 (DAY OFF)

251274	SUDARMADJI
0000811814	FRANCO A PETTA
0080017435	DON CHUNLY OMPUSUNGGU
0000899654	BENNY BIRE
0080000457	MAXI G TUKAYO
0080009256	EDIKSON
0080012622	RIDWAN LAODE DINI
0080025368	JEXEL TOKORO

CREW 2

TGL 19-20 Oct 2021 (DAY OFF)

876242	ROBERT Y DWAA
0000874881	CARLES SIMANJUNTAK
0000899042	ERICK RONALD S
0080004142	HIRAS D J SILALAH (VACATION)
0080009244	YUSUF P MERABANO
0080009250	FRANS SUEBU
0080010243	ZULFIKAR WIBOWO
0080012907	CHOIRUL BASORI
0080023899	KENNETH JONES POEI (VACATION)

CREW 1

TGL 24-25 Oct 2021 (DAY OFF)

878700	FREDICK SADA N
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0000903209 HERIANTO
0000880537 ACEP ABDUROHIM
0080009254 MICHAEL ALLO DATU
0080011315 HENDRY L YAWAN
0080017133 JOEL SIDABUTAR
0080016963 YANTO PANOTO MALINO
0080022154 DEFVY GEORGE TOMASOA (VACATION)
0080027441 NORINUS TABUNI

Salam,
Jimmy

From: Langelo, Welhelmus

Sent: Monday, October 4, 2021 4:51 PM

To: Picarima, Daniel <dpicarim@fmi.com>; Rachadiatmo, Pamungkas <prachadi@fmi.com>; Sudarna, Dadan <dsudarna@fmi.com>; Risal <risal@fmi.com>

Cc: Widada, Hadi <hwidada@fmi.com>; Kafiar, Otis <okafiar@fmi.com>; Manangkot, Alfonsus <amanangk@fmi.com>; Eve Megarani <Eve.Megarani@trakindo.co.id>; Sales Admin TTD <salesadminttd@trakindo.co.id>; ADITAMA, ADAM <aaditama@fmi.com>; SIRUPANG, JUSUF <jsirupan@fmi.com>; Vicky Nanda Tama <vicky.tama@trakindo.co.id>; Jusuf Sunday Sirupang <jusuf.sirupang@trakindo.co.id>

Subject: RE: O&M Training genset Kawiki

Dear pak Pamungkas

Untuk Training dan OJT Crew Operation Engine EMG TS 68 Plant
Permintaan tglnya Terlampir