

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

<u>FILLED BY ADMIN</u>		
PR NO: <u>45JA210006</u>	DATE RECEIVED FROM USER: <u>12/7-21</u>	RECEIVED BY: <u>Rey</u>
DATE SUBMITS PR TO BE APPROVED: <u>12/7-21</u>	DATE RECEIVED PR APPROVED: <u>12/7-21</u>	
DATE INPUT TO REPORT: <u>12/7-21</u>	DATE SUBMITS PR TO BUYER: <u>12/7-21</u>	RECEIVED BY: <u>FL</u>
PR SAP NO: _____	EVI NO: _____	DATE APPROVED PR SAP: _____

<u>FILLED BY BUYER & PUREPS</u>	
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: _____

<u>FILLED BY EXPEDITOR & ADMIN</u>	
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)

Date Request : ~~15 Jul 2021~~ 8 Jul 2021

PR # 4 9 J A ²¹⁰⁰⁰⁶ ~~2100099~~

Requestor Name : Andi Sadat

Type of Purchase * CAPEX OPEX

Requestor Email : asadat1@fmi.com

For CAPEX, select the following type *:

Plant (Branch Cod : 1C50 - Kuala Kencana - TU

CAPEX IT New Building

Department : HC & SS

CAPEX

Division : TTD

Reason for Purchase (Including justification for replacement)
Suplemen for Employee Quarantine COVID-19

15-Jul-2021

Material / Service#	Material/ Service Desc*	Mat/Serv Grp.	Qty	UoM	Req. Date	Estimate Price	G/L Account	Assign Code*	Acc. Assign #
1	Madu Nusantara original 250ml		100	boto l	08/07/2021		7000009800	K	10C0299JA
2	Biskuit Khong Guan kaleng besar		10	karton	08/07/2021		7000009800	K	10C0299JA
3	MIE ABC CUP		50	karton	08/07/2021		7000009800	K	10C0299JA

sl

700010000
700000
Ref: 7-5800
cov
Ry/ky
meor

Notes:


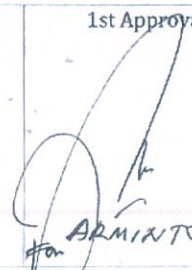


boto ukuran 250 ml

mohon agar madu di proses secepatnya karena jumlah karyawan yang di karantina di HL meledak

Delivery to:

WHSE Grasberg

Ditujukan atas nama Andi Sadat

<p>Requested by</p>  <p>Andi Sadat Requestor</p>	<p>1st Approval</p>  <p>for ARMIN</p>	<p>2nd Approval</p>  <p>Djarot Adhi Manager GRS OPS</p>	<p>3rd nd Approval</p> <p>PR Completeness</p> <p><input checked="" type="checkbox"/> Description <input type="checkbox"/> Existing Supplier</p> <p><input checked="" type="checkbox"/> Quantity Order <input type="checkbox"/> New Supplier</p> <p><input checked="" type="checkbox"/> Account Charge <input type="checkbox"/></p> <p><input type="checkbox"/> CER / EER</p> <p><input checked="" type="checkbox"/> Approval / Signature</p> <p><input type="checkbox"/> Attachment</p> <p><input type="checkbox"/> Quotation <input type="checkbox"/> Signature/Name/Date</p> <p><input type="checkbox"/> List Details</p> <p><input type="checkbox"/> Other</p> <p>Remarks/Comment:</p>  <p>Title: 12/7-21</p> <p>Purchasing Coord Sup:</p>
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Note: * Please check on the guidelines



Purchasing Category: Buyer Officer

Employee Benefit CPOO.FRM.003.R00

Information Office Supplies

Promotion Safety Supplies

Training

Purchasing Category: Buyer Project

Consultant: Technical Assistant

PP Machine & Engine Add'l Meters/Inlets

Facilities Vehicle

Consumable Materials Other