

# CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

<u>FILLED BY ADMIN</u>		
PR NO: <u>504W210018</u>	DATE RECEIVED FROM USER: <u>20.12.21</u>	RECEIVED BY: <u>GB</u>
DATE SUBMITS PR TO BE APPROVED: _____	DATE RECEIVED PR APPROVED: _____	
DATE INPUT TO REPORT: <u>20.12.21</u>	DATE SUBMITS PR TO BUYER: <u>20.12.21</u>	RECEIVED BY: <u>FL</u>
PR SAP NO: _____	EVI NO: _____	DATE APPROVED PR SAP: _____

<u>FILLED BY BUYER &amp; 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 &amp; 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

<input type="checkbox"/>	PR
<input type="checkbox"/>	PO/CASH (*)
<input type="checkbox"/>	SUPPORT DOCUMENT ( BIDDING, FOTO, EMAIL, DLL)
<input type="checkbox"/>	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 : 13 / 12 / 2021

PR No. 504HF210018

Requestor : Miha Pademme

PR Type : OPEX

e-Mail : Miha.Pademme@trakindo.co.id

If CAPEX, select type : Standard

Plant Code : 1C02 - TIMIKA

Account. Assign. Cat. : K - Cost Center

Department : SOS Lab

Reason of purchase (Include justification for replacement)

Division : Cust. Support

To support daily activities Lab

Cost Center : 10C0260HF

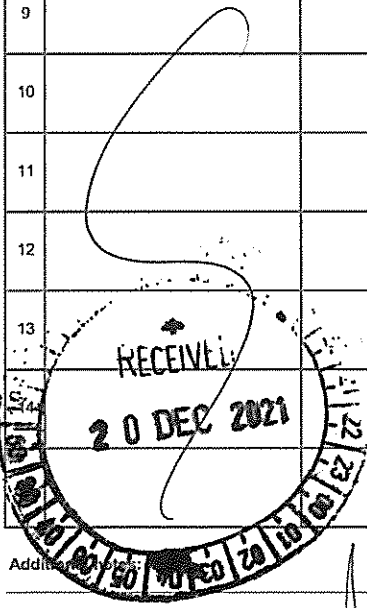
Required date : 20 / 12 / 2021

Deliver to : SOS Lab TTD

Barangnya sudah diterima

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	PAPER ROL THERMAL FYFAX (SIZE 80 X 80)	N0202 - Printed Material	40	EA	Rp 20,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
2	Cartridge Color HP802 (Black)	N0202 - Printed Material	2	EA	Rp 150,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
3	Kerosine / Minyak Tanah	N0606 - SOS Chemicals	100	LITER	Rp 15,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
4	Stirrer Magnetic (Instrument TBN)	N0601 - Lab Tools (SOS)	2	EA	Rp 100,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
5	Set of Seals O - Rings	N0601 - Lab Tools (SOS)	3	EA	Rp 300,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
6	CONOSTAN SULFUR IN DIESEL 4000 PPM	N0606 - SOS Chemicals	1	BOTOL	Rp 1,800,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
7	Refill Argon 7M3 (Refer DA#4000-2872-1202, Cradle No.7)	N0601 - Lab Tools (SOS)	18	TABUNG	Rp 215,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
8	Refill Nitrogen 7M3 (Refer DA#4000-2872-1202, Cradle No.7)	N0601 - Lab Tools (SOS)	4	TABUNG	Rp 125,000		OOS_Variable_Manufacturing_Costs	6000003001 - OOS - VMC - SOS Lab Central
9								
10								
11								
12								
13								

15/12/21  
Mege



Additional Information:

Urgent

Attachment

Quotation

List Details

Other

Employee Benefit

Informative

Promotion

Consultant/Technical Assistant

PP Machine & Engine Add Miscellaneous

Facilities

Consumable Material

Office Supplies

Safety Supplies

Training

Vehicle

Other

Requestor <i>Miha Pademme</i> Signature/Name/Date Title : 13/12/2021	1st Approval <i>Darwin Habel</i> Signature/Name/Date Title : 14/12/21	2nd Approval <i>Darwin Habel</i> Signature/Name/Date Title : 14/12/21	3rd Approval <i>Irwan Sihaloho</i> Signature/Name/Date Title : 14/12/21
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