

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 02FZ220102 DATE RECEIVED FROM USER: 31.01.22 RECEIVED BY: GB
DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
DATE INPUT TO REPORT: 31.01.22 DATE SUBMITS PR TO BUYER: 31.01.22 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

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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 : 2 8 / 0 1 / 2 0 2 2

Requestor : Helena Parinussa

e-Mail : salesadminttd@trakindo.co.id

Plant Code : 1C50 - TIMIKA

Department : Business Dev & CS

Division : Tembapapura

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

Required date : 0 3 / 0 2 / 2 0 2 2

PR 0 2 F Z 2 2 0 1 0 2

PR Type : OPEX

If CAPEX, select type : _____

Account. Assign. Cat. : _____

Reason of purchase (Include justification for replacement)
For NPI Training Ejector Body AD30 - Freeport (for Operator
Trainer) Date : 03 February 2022 at Highland

Deliver to : Budev & CS Highland

| No. | Description | Material group | Qty | UoM | Cost Estimation | Category | Sub Category | GL Account / Fixed Asset No. |
|-----|--|----------------|-----|-----|-----------------|----------|--------------|------------------------------|
| 1 | Snack box Paket 3 (3 kue & soft drink) | | | | | | | 7000003904 |
| | Pagi 14 & Sore 14 | | 28 | Rp | 980,000 | | | |

**) Pengambilan jam 8.00 pagi*

Handwritten signature and date: 28.1.22

Additional notes:

10 Peserta, 2 Instructor, 2 team support

PURCHASING SECTION TTD

| | |
|--|--|
| <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 Charge | <input type="checkbox"/> |
| <input type="checkbox"/> CER / EER | |
| <input checked="" type="checkbox"/> Approval / Signature | Remarks / Comment : |
| <input checked="" type="checkbox"/> Attachment | <i>Handwritten signature and date: 31/1-22</i> |
| <input type="checkbox"/> Quotation | |
| <input type="checkbox"/> List Details | |
| <input checked="" type="checkbox"/> Other <i>Euml</i> | |

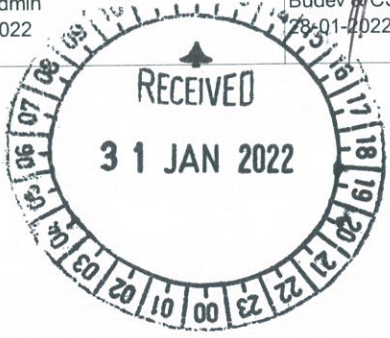
Purchasing Category: Buyer Officer

Employee Benefit Office Supplies

Information Safety Supplies

Promotion Training

| | | | |
|--|---|---|--|
| <p>Requested By</p> <p><i>Handwritten signature</i></p> <p>Helena Parinussa Sales Admin 28-01-2022</p> | <p>1st Approval</p> <p><i>Handwritten signature</i></p> <p>Alfonsus Manangkot Budev & CS Dept. Manager / 28-01-2022</p> | <p>2nd Approval</p> <p><i>Handwritten signature</i></p> <p>Irwan Sihaloho Branch Manager KK /</p> | <p>3rd Approval</p> <p><i>Handwritten signature</i></p> <p>Signature/Name/Date Title :</p> |
|--|---|---|--|



Sales Admin TTD

From: Christian Putra Sutanto
Sent: Thursday, January 27, 2022 11:40 AM
To: Sales Admin TTD
Cc: Pamungkas Rachadiatmo; Fahmi Ahnaf
Subject: FW: Pinjam Conference Room OB2 Lantai 4

FYI

From: Pamungkas Rachadiatmo <Pamungkas.Rachadiatmo@trakindo.co.id>
Sent: Wednesday, January 26, 2022 3:33 PM
To: Supriyono, Zaenal <supriyo@fmi.com>
Cc: Christian Putra Sutanto <christian.sutanto@trakindo.co.id>
Subject: RE: Pinjam Conference Room OB2 Lantai 4

Pak,

Bisa dishare nama instruktur LOD yg akan didaftarkan? Kalo dari kami advice karena masih menyesuaikan protocol covid cukup 8 peserta saja dari LOD dan team operator

Regards,

Pamungkas

From: Supriyono, Zaenal <supriyo@fmi.com>
Sent: Wednesday, January 26, 2022 3:28 PM
To: Furjiyanto <furjiyan@fmi.com>; Sekeh, Herlina <hsekeh@fmi.com>; Hamilton <hemilton@fmi.com>; Pamungkas Rachadiatmo <Pamungkas.Rachadiatmo@trakindo.co.id>; Christian Putra Sutanto <christian.sutanto@trakindo.co.id>
Cc: Suprayitno, Agus <asuprayi@fmi.com>; Widodo, Slamet <swidodo@fmi.com>; Ba'a, MOCHTAR <mbaa@fmi.com>; yarintok <yarintok@fmi.com>; WAROUW, ELLEN <ewarouw1@fmi.com>; UG Admin <UGAdministrator@fmi.com>; ANSAKA, OLAN <aansaka@fmi.com>
Subject: RE: Pinjam Conference Room OB2 Lantai 4

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.

Confirm mas Furji,

Pak Furji,
Ruang meeting Lt 4 available dan sudah saya bookingkan untuk meeting ini

Terima kasih

Salam,

Herlina

From: Furjiyanto <furjiyanto@fmi.com>
Sent: Wednesday, January 26, 2022 1:58 PM
To: Supriyono, Zaenal <zsupriyo@fmi.com>; WAROUW, ELLEN <ewarouw1@fmi.com>; UG Admin <UGAdministrator@fmi.com>
Cc: Suprayitno, Agus <asuprayi@fmi.com>; Widodo, Slamet <swidodo@fmi.com>; Ba'a, MOCHTAR <mbaa@fmi.com>; Arintoko, Yudono <yarintok@fmi.com>
Subject: RE: Pinjam Conference Room OB2 Lantai 4

Pak Zaenal,
Karena unit AD 30 #723085 akan di unload di CIP, sepertinya akan lebih baik jika kita adakan trainingsnya di OB4
Sehingga kita bisa langsung lihat ke unit dan melihat pengoperasiannya bersama, tanpa harus naik turun dari OB2 ke CIP

| Plan Load/backload | Destination | Date Departure |
|--|-------------|----------------|
| Truck AD30 # 723085 from 32TU to 72CIP | 72 Tera | 25-Jan-2022 |

Pak Yudo,
Mohon konfirmasinya, apakah unit ini akan di unload di CIP?

Dear UG Admin,
Mohon bantuannya untuk di check, apakah ada meeting room yang available di OB4 pada hari kamis, 3 Februari 2022 (dari jam 07.00 – 16.00 WIT)

Salam,
Furji

From: Supriyono, Zaenal <zsupriyo@fmi.com>
Sent: Wednesday, January 26, 2022 11:26 AM
To: WAROUW, ELLEN <ewarouw1@fmi.com>
Cc: Suprayitno, Agus <asuprayi@fmi.com>; Widodo, Slamet <swidodo@fmi.com>; Ba'a, MOCHTAR <mbaa@fmi.com>; Furjiyanto <furjiyanto@fmi.com>
Subject: Pinjam Conference Room OB2 Lantai 4

Ibu Ellen,