

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 02F2220404 DATE RECEIVED FROM USER: 07.04.22 RECEIVED BY: ~~MB~~ GB
DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
DATE INPUT TO REPORT: 07.04.22 DATE SUBMITS PR TO BUYER: 07.04.22 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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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: _____

Purchase Request Manual Form

PR date : 0 5 / 0 4 / 2 0 2 2 PR 0 2 F Z 2 2 0 4 0 4

Requestor : Helena Parinussa PR Type OPEX

e-Mail : salesadmin@trakindo.co.id If CAPEX, select type

Plant Code : 1C50 - TIMIKA Account. Assign. Cat.

Department : Business Dev & CS Reason of purchase (Include justification for replacement)

Division : Tembapapura For support NPI Training 320HEX Pontoon (Maintenance &

Cost Center : 1 0 C 0 2 9 9 F Z Operator) PT. Freeport Indonesia, date : 11-15 April 2022

Required date : 1 1 / 0 4 / 2 0 2 2 Deliver to : Budev & CS LL

No.	Description	Material group	Qty	UoM	Cost Estimation	Category	Sub Category	GL Account / Fixed Asset No.
1	Snack box (3 Kue & 1 Softdrink)							7000003904
	5 Days (15 Pagi & 15 Sore) - Ibu Puji		150		Rp 3,750,000			

*) Pengambilan jam 8.00 pagi

Additional notes: 11-14 (only)
15 (process PO)

PURCHASING SECTION TTD

PR Completeness Supplier Status


Description Existing Supplier

Quantity Order New Supplier

Account Change

CER/ EER Remarks/ Comment :

Approval / Signature

Attachment 

Quotation

List Details 8/4-22

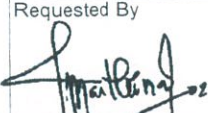

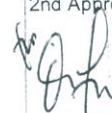
Other

Purchasing Order Sup. :

Employee Name : Office Sup. :

Informant : Station Sup. :

Project :

Requested By  Helena Parinussa Sales Admin 05-04-2022	1st Approval  Alfonsus Manangkol Budev & CS Dept. Manager / 05-04-2022	2nd Approval  Irwan Sihalo Branch Manager KK /	3rd Approval Consultant: Technical Assistant <input type="checkbox"/> P <input type="checkbox"/> Machine & Engine Add <input type="checkbox"/> Facilities <input type="checkbox"/> Vehicle <input type="checkbox"/> Other Signature/Name/Date Title :
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