

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

<u>FILLED BY ADMIN</u>		
PR NO: <u>501V230002</u>	DATE RECEIVED FROM USER: <u>10-03-23</u>	RECEIVED BY: <u>GB</u>
DATE SUBMITS PR TO BE APPROVED: _____	DATE RECEIVED PR APPROVED: _____	
DATE INPUT TO REPORT: <u>10-03-23</u>	DATE SUBMITS PR TO BUYER: <u>10-03-23</u>	RECEIVED BY: <u>MW</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

<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: _____

PR date : 0 8 / 0 3 / 2 0 2 3

PR No. 5 0 H V 2 3 0 0 0 2

Requestor : Eko Sofianto

PR Type : OPEX

e-Mail : eko.sofianto@trakindo.co.id

If CAPEX, select type : Standard

Plant Code : 1C50 - TIMIKA

Account. Assign. Cat. : K - Cost Center

Department : Facility Maintenance

Reason of purchase (Include justification for replacement)

Division : Tembagapura

Oversize block engine of unit Forklift DP30NT (FL-04)

Cost Center : 1 0 C 5 0 3 0 H W

Required date : 1 0 / 0 3 / 2 0 2 3

Deliver to : FMD Mobile Shop

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	Oversize Engine Block	N2001 - Facility Maintenance	1	Lot	Rp1,200,000	Maintenance	MC_Building_Facilities_Maintenance_Materials	7000003502 - MC - Building & Facility Maintenance Materials - Godown



PURCHASING SECTION TTD

PR Completeness

Description

Quantity Order

Account Charge

CER / EER

Approval / Signature

Attachment

Quotation

List Details

Other *Formul*

Supplier Status

Existing Supplier

New Supplier

Remarks / Comment :

[Signature] 10/3-23

Purchasing Coord. Supv

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

Additional notes:

<p>Requestor</p> <p><i>[Signature]</i></p> <p>Antonius Lefteuw FMD Representative Signature/Name/Date</p>	<p>1st Approval</p> <p><i>[Signature]</i> 8/3-23</p> <p>Antonius Lefteuw Foreman Facility Signature/Name/Date</p>	<p>2nd Approval</p> <p><i>[Signature]</i> 8/3-23</p> <p>Andarias Palungan FMD Department Head Signature/Name/Date</p>	<p>3rd Approval</p> <p><i>[Signature]</i></p> <p>Risang Wijanarko GOM LOBU Signature/Name/Date</p>
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Wahyuni, Endah

Subject: FW: Info harga oversize block engine

From: Lefteuw, Anthonius <alefteuw@fmi.com>
Sent: Tuesday, March 7, 2023 10:50 AM
To: Warni, Martina <mwarni@fmi.com>; Wahyuni, Endah <ewahyuni@fmi.com>
Cc: Palungan, Andarias <apalunga@fmi.com>; Pademme, Merlin <mpademme@fmi.com>; Liang, Febry <fliang@fmi.com>; Bellatrix, Getruida <gbellatr@fmi.com>; Ronsumbre, Junias <jronsumb@fmi.com>; Kaparang, Donald <dkaparan@fmi.com>
Subject: RE: Info harga oversize block engine

Warni,
Terima kasih infonya

Mbak Endah,
Mohon dibantu dibuatkan PR manualnya ya

Salam
Anton L

From: Warni, Martina <mwarni@fmi.com>
Sent: Tuesday, March 7, 2023 8:51 AM
To: Lefteuw, Anthonius <alefteuw@fmi.com>; Kaparang, Donald <dkaparan@fmi.com>
Cc: Palungan, Andarias <apalunga@fmi.com>; Wahyuni, Endah <ewahyuni@fmi.com>; Pademme, Merlin <mpademme@fmi.com>; Liang, Febry <fliang@fmi.com>; Bellatrix, Getruida <gbellatr@fmi.com>; Ronsumbre, Junias <jronsumb@fmi.com>
Subject: RE: Info harga oversize block engine

Kak Anthon,
Untuk permintaan ini akan dibayarkan cash langsung ke supplier, silakan dibuatkan PR manualnya terima kasih.

Best Regards,

Martina Warni
HC & SS – Purchasing

PT Trakindo Utama
Divisi Tembapura

From: Lefteuw, Anthonius <alefteuw@fmi.com>
Sent: Monday, March 6, 2023 3:20 PM
To: Kaparang, Donald <dkaparan@fmi.com>; Warni, Martina <mwarni@fmi.com>
Cc: Palungan, Andarias <apalunga@fmi.com>; Wahyuni, Endah <ewahyuni@fmi.com>; Pademme, Merlin <mpademme@fmi.com>; Liang, Febry <fliang@fmi.com>; Bellatrix, Getruida <gbellatr@fmi.com>; Ronsumbre, Junias <jronsumb@fmi.com>
Subject: RE: Info harga oversize block engine

Bro Donald,
Terima kasih infonya

Warni,
Mohon mintakan penawaran lanjutan ke pihak ketiga