

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

<u>FILLED BY ADMIN</u>		
PR NO: <u>02HV230502</u>	DATE RECEIVED FROM USER: <u>14/06/23</u>	RECEIVED BY: <u>JR</u>
DATE SUBMITS PR TO BE APPROVED: <u>14/06/23</u>	DATE RECEIVED PR APPROVED: <u>14/06/23</u>	
DATE INPUT TO REPORT: <u>14/06/23</u>	DATE SUBMITS PR TO BUYER: <u>14/06/23</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

PR date : 14 / 06 / 2023 PR No. 02HV230502

Requestor : Jody Lontaan PR Type : OPEX

e-Mail : jody.lontaan@trakindo.co.id If CAPEX, select type : Standard

Plant Code : 1C49 - TIMIKA Account Assign. Cat. : K - Cost Center

Department : HC & SS Reason of purchase (Include justification for replacement)
Gelas for KDL Shop & Cliff Camp

Division : TTD

Cost Center : 10C0360HA

Required date : 23 / 06 / 2023 Deliver to : Mega Shop - Grasberg

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	Gelas KDL tanpa penutup karambit		4	Lusin				7000001900

Handwritten signature and date: 14/6/23

Additional notes:

Requestor <i>Jody Lontaan</i> 14/6/23 Jody Lontaan Sr. Analyst Facility	1st Approval	2nd Approval <i>Djarot I. Purnamaadhi</i> Manager Surface Operation	3rd Approval <i>[Signature]</i> PURCHASING SECTION TTD
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PR Completeness

Description
 Quantity Order
 Account Charge
 CER / EER
 Approval / Signature
 Attachment
 Quotation
 List Details
 Other

Supplier Status

Existing Supplier
 New Supplier

Remarks/Comment :
S&P.FRM.003.R02
[Signature]
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



Handwritten date: 14/6-23

Ronsumbre, Junias

From: Ronsumbre, Junias
Sent: Wednesday, June 14, 2023 10:21 AM
To: Lontaan, Jody
Cc: Keparang, Donald; Warni, Martina; Bellatrix, Getruida, CHANDRA, ADE, Manik, Manombang; Li
Subject: RE: Gelas - 02HV230502

Pak Bos
PR kami proses lebih lanjut

Best Regards,

Junias Ronsumbre

HC & SS – Purchasing

PT Trakindo Utama

Divisi Tembagaपुरa


Jln. Kuala Tembaga Lot E-3 Light Industrial Park (LIP) Kuala Kencana Timika, Papua 99920, Indonesia
Telp. 0901 439200 / Ext. 264, Mobile 081344193285


www.trakindo.co.id

Call Center 1500 228

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Instagram: @trakindoulama

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A member of  **Tiara Marga Trakindo Group**

From: Liang, Febry <fliang@fmi.com>
Sent: Wednesday, June 14, 2023 10:16 AM
To: Lontaan, Jody <sjlontaan@fmi.com>; Ronsumbre, Junias <jronsumb@fmi.com>
Cc: Keparang, Donald <dkparang@fmi.com>; Warni, Martina <mwarni@fmi.com>; Bellatrix, Getruida <gbellatr@fmi.com>; CH <sachandraz@fmi.com>; Manik, Manombang <mmanik@fmi.com>
Subject: RE: Gelas - 02HV230502

Noted Kak Jody, PR akan kami process.
FYI untuk orderannya akan kami samakan dengan gelas kopi yang bisa kami orderkan untuk staterkit di perumahan.
Demikian diinfokan.

Kak Junias,
FYA, bantu review & process PR terlampir.

Best Regards,


Febry Angela Liang
HC & SS – Purchasing

PT Trakindo Utama
Tembagaपुरa Division
Jalan Kuala Tembaga Lot E-3 Light Industrial Park (LIP) Kuala Kencana Timika, Papua 99920, Indonesia
Tel. +62 901 439 267 / 0901 302 160 / 0901 302 157
www.trakindo.co.id

Call Center 1500 228 • WhatsApp 0811 5500 228
Facebook • LinkedIn • YouTube: PT Trakindo Utama

febry.liang@trakindo.co.id
fliang@fmi.com

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From: Lontaan, Jody <sjlontaan@fmi.com>
Sent: Wednesday, June 14, 2023 10:01 AM

To: Liang, Febrý <filiang@fmi.com>; Warni, Martina <mwarni@fmi.com>; Bellatrix, Getruida <gbellatr@fmi.com>
Cc: CHANDRA, ADE <achandra2@fmi.com>; Manik, Manombang <mmmanik@fmi.com>
Subject: RE: Gelas

Dear LPO,

Mohon bantuannya untuk bisa memproses PR terlampir (gelas kopi/keramik).

Terima kasih & Salam,
Jody Lontaan
PT Trakindo Utama – Tembapapura Division

From: Lontaan, Jody
Sent: Wednesday, June 14, 2023 9:47 AM
To: Liang, Febrý <filiang@fmi.com>; Warni, Martina <mwarni@fmi.com>; Bellatrix, Getruida <gbellatr@fmi.com>
Cc: CHANDRA, ADE <achandra2@fmi.com>; Manik, Manombang <mmmanik@fmi.com>
Subject: FW: Gelas

Dear Febrý,

As confirm by phone dan sesuai advice dari Pak Djarot dibawah ini,
Mohon bantuannya untuk mencarikan penawaran gelas kaca (ukuran standard / sedang) tanpa penutup sebanyak 4 lusin.

Terima kasih & Salam,
Jody Lontaan
PT Trakindo Utama – Tembapapura Division

From: ADHI, DJAROT <djadhi@fmi.com>
Sent: Wednesday, June 14, 2023 9:43 AM
To: Lontaan, Jody <lontaan@fmi.com>
Cc: Manik, Manombang <mmmanik@fmi.com>
Subject: RE: Gelas

Mas Jody,

Gelas kaca saja tanpa penutup, terima kasih,

Best Regards,

3

Djarot Adhi
Operation Manager Surface & Rental

PT Trakindo Utama
Tembapapura Division
Jl. Kuala Tembaga Lot E-3 LJP Kuala Kencana, Timika 99920, Papua, Indonesia
Tel: +62 901 465 114, Mobile : +62 8114906035

www.trakindo.co.id
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From: Lontaan, Jody <lontaan@fmi.com>
Sent: Wednesday, June 14, 2023 9:41 AM
To: ADHI, DJAROT <djadhi@fmi.com>
Cc: Manik, Manombang <mmmanik@fmi.com>
Subject: RE: Gelas

Dear Pak Djarot,

As confirm by phone dengan LPO, mereka advice yang akan di order gelas kaca, melamin atau yang stainless steel Pak..dan jug

Terima kasih & Salam,
Jody Lontaan
PT Trakindo Utama – Tembapapura Division

From: ADHI, DJAROT <djadhi@fmi.com>
Sent: Wednesday, June 14, 2023 8:40 AM
To: Lontaan, Jody <lontaan@fmi.com>
Cc: Manik, Manombang <mmmanik@fmi.com>
Subject: Gelas

Mas Jody,

4

Bisa tolong orderkan gelas 4 lusin gelas kaca untuk kita gunakan di KDL dan Cliff,

Untuk kita bisa kurangi pemakaian paper glass,

Best Regards,

Djarot Adhi
Operation Manager Surface & Rental

PT Trakindo Utama
Tembagapura Division
Jl. Kuala Tembaga Lot E-3 LIP Kuala Kencana, Timika 99920, Papua, Indonesia
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Instagram: @trakindoutama

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