

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 02HV230503 DATE RECEIVED FROM USER: 19/06/23 RECEIVED BY: JR
DATE SUBMITS PR TO BE APPROVED: 19/06/23 DATE RECEIVED PR APPROVED: 19/06/23
DATE INPUT TO REPORT: 19/06/23 DATE SUBMITS PR TO BUYER: 19/06/23 RECEIVED BY: _____
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"/>
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<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: _____



PT Trakindo Utama

Purchase Request Manual Form

PR date : 16 / 06 / 2023
 Requestor : Jody Lontaan
 e-Mail : jody.lontaan@trakindo.co.id
 Plant Code : 1C49 - TIMIKA
 Department : HC & SS
 Division : TTD
 Cost Center : 10C0299JB
 Required date : 23 / 06 / 2023

PR No. : 02HV230503
 PR Type : OPEX
 If CAPEX, select type : Standard
 Account. Assign. Cat. : K - Cost Center
 Reason of purchase (Include justification for replacement)
 Materials for Tera Shop
 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 Kopi (Keramik)		6	Ea				700000900
2	Piring Makan		6	Ea				
3	Sendok Makan		6	Ea				
4	Garpu Makan		6	Ea				

Handwritten signature and date: 19/6/23 Mega

Additional notes:

Requestor <i>Jody Lontaan</i> Jody Lontaan Sr. Analyst Facility 16/6/23	1st Approval	2nd Approval <i>Djarot I. Purnama Adhi</i> Djarot I. Purnama Adhi Manager Surface Operation 16/6/23	3rd Approval
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PURCHASING SECTION TTD

PR Completeness

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

Supplier Status

S&P FRM 003 R02
 Existing Supplier
 New Supplier

Remarks/Comment:
Signature
 19/6-23
 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



Ronsumbre, Junias

From: Ronsumbre, Junias
Sent: Monday, June 19, 2023 8:45 AM
To: Lontaan, Jody
Cc: Manik, Manombang; CHANDRA, ADE; Kaparang, Donald; Warni, Martina; Liang, Feby; Bellatrix
Subject: RE: PR. Gelas, Piring, Sendok & Garpu

Pak Bos
PR kami proses lebih lanjut

Best Regards,

Junias Ronsumbre

HC & SS – Purchasing

PT Trakindo Utama

Divisi Tombagapura

Jln. Kuala Tembaga Lot E-3 Light Industrial Park (LIP) Kuala Kencana Timika, Papua 99920, Indonesia

Telp. 0901 438200 / Ext. 264, Mobile 081344193285

www.trakindo.co.id

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[Instagram: @trakindoutama](#)

ADVANCING TOGETHER FORWARD®

A member of  **Tiara Marga Trakindo Group**

From: Lontaan, Jody <lontaan@fmi.com>

Sent: Friday, June 16, 2023 1:19 PM

To: Bellatrix, Getruida <gbellatr@fmi.com>; Ronsumbre, Junias <jronsumb@fmi.com>; Kaparang, Donald <dkaparan@fmi.com>
<mwarmi@fmi.com>; Liang, Feby <fliang@fmi.com>

Cc: Manik, Manombang <mmanik@fmi.com>; CHANDRA, ADE <achandraz@fmi.com>

Subject: PR. Gelas, Piring, Sendok & Garpu

Dear LPO,

Mohon bantuannya untuk bisa memproses PR. 02HV230503 terlampir untuk pengorderan gelas, piring, sendok & garpu @ 6 e, dengan alokasi di Office Tera Shop.

Terima kasih & Salam,

Jody Lontaan

PT Trakindo Utama – Tembagaapura Division