

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08.18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 02J0190103 DATE RECEIVED FROM USER: 30Dec19 RECEIVED BY: GB
 DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
 DATE INPUT PR APPROVED TO REPORT: 30 Dec 19 DATE SUBMITS PR TO BUYER: 30 Dec 19
 RECEIVED OF BUYER BY: RH PR SAP NO : _____ DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS

DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS/ADMIN*): _____
 RECEIVED OF SUPPORT DOCUMENTS OF PUREPS/ADMIN BY*): _____
 DATE RAISE PO SAP/TRADE/RECEIVED*): _____ PO SAP/TRADE NO: _____ DATE APPROVED PO _____
 DATE SUBMITS PO SAP/TRADE TO ADMIN*): _____ RECEIVED BY: _____
 SUBJECT PO TO SUPPLIER LOCAL: _____ SUPPLIER NAME: _____
 DATE SUBMITS PO TO USER: _____ RECEIVED OF USER BY: _____

FILLED BY BUYER & ADMIN

DATE RECEIVED GOODS FROM SUPPLIERS / CKB / PROVIDER*): _____
 RECEIVED OF GOODS BY: _____
 DATE SUBMITS GOODS TO USER: _____ RECEIVED OF USER BY: _____
 DATE RECEIVED TA FROM EXPEDITOR: _____ RECEIVED BY: _____
 DATE SUBMITS TA TO BUYER TO GR PROCESS: _____ RECEIVED OF BUYER BY: _____
 DATE GR PROCESS: _____ DATE SUBMITS TA TO ADMIN: _____
 DATE TA INPUT TO REPORT: _____ DATE TA SUBMIT TO ADMIN FILING DOC: _____

TO BE CHECKED BY ADMIN BEFORE FILING DOCUMENT. DATE FILING/SCAN DOC: _____

- | | |
|--|---|
| | PR |
| | PO/CASH *) |
| | SUPPORT DOCUMENT (BIDDING , FOTO,EMAIL, DLL) |
| | TRANSMITTAL ADVICE (TA) / BAST |

Binder File name (nama penyimpanan file di binder :

| | | |
|----|----|----|
| JP | MP | DA |
|----|----|----|



PT Trakindo Utama

Purchase Request Manual Form

PR date : 23 / 12 / 2019

PR No. 02JO190103

Requestor : Rudi Siregar

PR Type : OPEX

e-Mail : rsiregar@fmi.com

If CAPEX, select type : Standard

Plant Code : 1C02 - TEMBAGAPURA

Account. Assign. Cat. : K - Cost Center

Department : HC&SS

Reason of purchase (Include justification for replacement)

Division : Office Operation

PE Widi Prasetyo

Cost Center : 10C6060HA

Required date : 23 / 12 / 2019

Deliver to :

| No. | Description | Material group | Qty | UoM | Cost estimation (per unit) | Category | Sub Category | GL Account / Fixed Asset No. |
|-----|------------------|----------------|-----|-----|----------------------------|---|--------------|------------------------------|
| 1 | PE Widi Prasetyo | | 4 | Box | | PURCHASING SECTION TTD CHECKED <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Quantity Order <input checked="" type="checkbox"/> Account Charge <input type="checkbox"/> CER / EER <input checked="" type="checkbox"/> Approval/ Signature <input checked="" type="checkbox"/> Attachment <input type="checkbox"/> Quotation <input checked="" type="checkbox"/> List Details <input type="checkbox"/> Other | | 7000001106/10C6060HA |
| | | | | | | <input type="checkbox"/> Air Freight <input checked="" type="checkbox"/> Sea Freight <input type="checkbox"/> FFO <input type="checkbox"/> JPO <input type="checkbox"/> Urgent Sent date to HO. Purchasing Coord/Supv. | | |

Handwritten signature and date: 30/12/19

Additional notes:

LIST Terlampir

- Purchasing Report Category :**
- Employee Benefit
 - Office Supplies
 - Information
 - Safety Supplies
 - Promotion
 - Training
 - Consultant/Technical Assistant
 - PP Machine & Engine Add Miscellaneous
 - Facilities
 - 3rd Approval
 - Consumable Material
 - Other

| | | | |
|-------------------------------------|--|--|---|
| Requestor Rudi Siregar GA | 1st Approval Nanang Qosim Senior Analyst | 2nd Approval Devi Sumarhadi HR Manager | Irwan Sihaloho Signature/Name/Date Title: 30 Dec 2019 |
|-------------------------------------|--|--|---|





PT Trakindo Utama

Light Industrial Park (LIP)
Jl. Kuala Tembaga Lot E-3
Kuala Kencana, Timika 99920, Papua
Tel. (62-901) 438 100
Fax. (62-901) 302 166
www.trakindo.co.id

CERTIFICATE OF EMPLOYMENT
No. : 336/XI/2019/TTD/HR-PA/HL

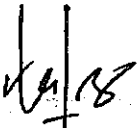
This is to certify that:

WIDI PRASETYO

Has been employed by PT Trakindo Utama, Tembagapura Division since **October 02nd, 2010** through **November 14th, 2019** with the last position as **Technician** assigned in Tembagapura.

Should you have any queries concerning above person, you can contact our Personnel Administration Section at 0901-438154.

Kuala Kencana, **November 14th, 2019**


Devi Sumarhadi
HR Manager

cc : File



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www.trakindo.co.id

SURAT KETERANGAN
No. : 337/XI/2019/TTD/HR-PA/HL

Dengan ini menerangkan bahwa,


Nama : **Widi Prasetyo**
SN : **21899**
Jabatan : **Technician**
Tempat Tanggal Lahir : **Madiun, 11 April 1992**

Adalah karyawan yang telah bekerja pada PT. Trakindo Utama Divisi Tembaga-pura sejak **02 Oktober 2010** sampai dengan **14 November 2019**.

Surat keterangan ini dibuat sebagai informasi sehubungan dengan keperluan pengurusan atas manfaat keanggotaan BPJS Ketenagakerjaan dengan **No. 10030142094**

Demikian surat keterangan ini dibuat dengan sebenar-benarnya, untuk dapat digunakan sebagaimana mestinya.

Kuala Kencana, **14 November 2019**


Andreas Novianto
HR Superintendent



WIDIA KRASZYŃ
S/N 11899, D-10

WIDIA
D-10

DETAILS OF PACKING LIST

NAME : WIDI PRASETYO
 ID / SN : 909708/21899
 A/C : 10C6060HA

| NO | BOX | NAME OF THE GOOD INSIDE OF EACH BOX | P L T | | | TOTAL CUBIC | QTY INSIDE | UNITS | WEIGHT | TOTAL PRICE EACH BOX | REMARKS |
|--------------|-----|--|------------|------------|------------|-------------|------------|-------|-----------|----------------------|---------|
| | | | L | W | H | | | | | | |
| 1 | 1 | SELIMUT,SEPERAI,BANTAL | 50 | 50 | 60 | 0.15 | | | 21 | Rp 2,000,000 | |
| 2 | 2 | JACKET,SWEATER,PAKAIAN RUMAH | 58 | 20 | 20 | 0.02 | | | 10 | Rp 1,500,000 | |
| 3 | 3 | TUPPERWERE,KACA MATA,JACKET,GELAS | 30 | 20 | 13 | 0.01 | | | 3 | Rp 1,000,000 | |
| 4 | 4 | MODEM,STICK PAYSTATION,KABEL DATA,ROKOK ELETRICK,GELAS,SENDOK,POWER BANK | 35 | 25 | 22 | 0.02 | | | 7 | Rp 1,000,000 | |
| 5 | | | | | | 0.00 | | | | | |
| 6 | | | | | | 0.00 | | | | | |
| 7 | | | | | | 0.00 | | | | | |
| 8 | | | | | | 0.00 | | | | | |
| 9 | | | | | | 0.00 | | | | | |
| 10 | | | | | | 0.00 | | | | | |
| 11 | | | | | | 0.00 | | | | | |
| 12 | | | | | | 0.00 | | | | | |
| 13 | | | | | | 0.00 | | | | | |
| Total | | | 173 | 115 | 115 | 0.20 | 0 | | 41 | Rp 5,500,000 | |

PICK UP FROM :

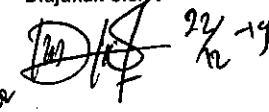
PT,Trakindo Utama Kuala Kencana
 Jl.kuala Tembaga Lot E 3 LLP Kuala Kencana
 CP :

DELIVER TO / Tip :

ATTN : Widi Prasetyo
 DS,Sambirejo RT,3/RW 06,Kec.,Jiwan,Kab Madiun,
 Jawa Timur,Kode Pos 63161
 CP : "081232735454

NOTE :

- Dokumen harus di isi lengkap sebelum di serahkan ke GA-OS
- Dokumen asli (scannya) harus di serahkan ke GA jika sudah ada Approval dari atasan
- Dokumen tidak akan di proses jika tidak lengkap & tidak ada aslinya (scannya)

Diajukan oleh :

 Widi Prasetyo
 Karyawan/i