

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 0250200001 DATE RECEIVED FROM USER: 16, Jan, 20 RECEIVED BY: Jr
 DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
 DATE INPUT PR APPROVED TO REPORT: _____ DATE SUBMITS PR TO BUYER: _____
 RECEIVED OF BUYER BY: RA PR SAP NO: _____ DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS

DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS/ADMIN*): _____
 RECEIVED PR AND 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: _____
 DATE SUBMITS PO TO SUPPLIER LOCAL: _____ SUPPLIER NAME: _____
 DATE SUBMITS PO TO USER: _____ RECEIVED OF USER BY: _____

FILLED BY PUREPS, BUYER & ADMIN

DATE RECEIVED GOODS FROM SUPPLIERS / CKB / PROVIDER*): _____
 RECEIVED 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 FILLING 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
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PT Trakindo Utama

Purchase Request Manual Form

PR date : 15 / 01 / 2020

PR No. 02JO2000001

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 Diki Sudrajat

Cost Center : 10438604A ✓

List Barang Terlampir

Required date : 15 / 01 / 2020

Deliver to : Diki Sudrajat

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	PE Diki Sudrajat		2	Box				7000001106/10C 6060HA

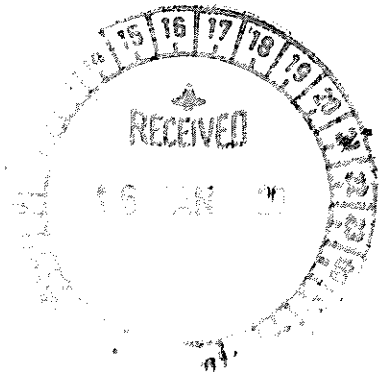
PURCHASING SECTION TTD

PR Completeness	Supplier Status
<input checked="" type="checkbox"/> Description	<input type="checkbox"/> Existing Supplier
<input checked="" type="checkbox"/> Quantity Order	<input type="checkbox"/> New Supplier
<input checked="" type="checkbox"/> Account Change	<input type="checkbox"/>
<input type="checkbox"/> CER / EER	Remarks/Comments
<input checked="" type="checkbox"/> Approval / Signature	 17/1-20
<input checked="" type="checkbox"/> Attachment	
<input type="checkbox"/> Duration	
<input checked="" type="checkbox"/> List Details	
<input type="checkbox"/> Other	

Additional notes:

LIST Terlampir

Requestor Rudi Siregar GA	1st Approval Nanang Gosim Senior Analyst	2nd Approval Devi Sumarhadi HR Manager	3rd Approval Ikwana Sihaco Title : 16 Jan 2020
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DETAILS OF PACKING LIST

NAME : DIKI SUDRAJAT
 ID / SN : 902083/19838
 A/C : 10G3860HA

P L T 100

NO	BOX	NAME OF THE GOOD INSIDE OF EACH BOX	DIMENSION (CM)			TOTAL CUBIC	QTY INSIDE	UNITS	WEIGHT	TOTAL PRICE EACH BOX	REMARKS
			L	W	H						
1	1	PAKAJIAN KERJA	64	40	32	0.08	3		25	Rp 2,500,000	
2		SWEATER				0.00	2				
3		JACKET				0.00	2				
4		SAFETY HELMET				0.00	1				
5		SAFETY VEST				0.00	1				
6		PAKAJIAN BIASA				0.00	5				
7		GULA				0.00	5				
8		MILLO				0.00	4				
9		SELIMUT				0.04	1				
10		HANDUK				0.00	1				
11	SEPRAI	0.00	1								
Total			109	75	59	0.12	26		37	Rp 4,000,000	

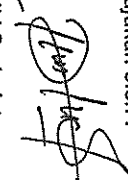
PICK UP FROM :

DELIVER TO / TIP :

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

ATTN : Diki Sudrajat
 PT. Trakindo Utama Sangata HUB - Northern Kalimantan Division
 Kompleks PT. KPC-Tango Delta, Sangatta, Kutai Timur, Kaltim, Indonesia
 CP : +62-549-21152/21151 Ext.105

Diajukan oleh :

FOR 
 Diki Sudrajat
 Kanywanji
 20

- 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)

Diki Sudrajat
PT.Trakindo Utama Sangata HUB -
Northern Kalimantan Division
Kompleks PT.KPC-Tango Delta, Sangatta,
Kutai Timur, Kaltim, Indonesia
CP : +62-549-21152/21151 Ext.105,
HP :0822 2143 3334

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