

CHECK LIST DOCUMENT PURCHASING

NO DOC : 08. 18.02.2014.REV.02

FILLED BY ADMIN

PR NO: 0250200002 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: R14 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 FILING DOC: _____

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

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| |

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

Binder File name (nama penyimpanan file di binder :

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

PR date : 15 / 01 / 2020

Requestor : Rudi Siregar

e-Mail : rsiregar@fmi.com

Plant Code : 1C02 - TEMBAGAPURA

Department : HC&SS

Division : Office Operation

Cost Center : 1043860HA ✓

Required date : 15 / 01 / 2020

PR No. : 02JO2000002

PR Type : OPEX

If CAPEX, select type : Standard

Account. Assign. Cat. : K - Cost Center

Reason of purchase (Include justification for replacement)
PE Aris Munandar

List Barang Terlampir

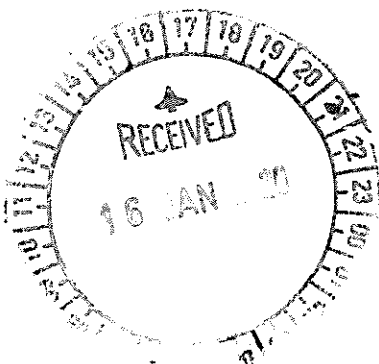
Deliver to : Aris Munandar

| No. | Description | Material group | Qty | UoM | Cost estimation (per unit) | Category | Sub Category | GL Account / Fixed Asset No. |
|-----|---------------|----------------|-----|-----|----------------------------|---|--------------|------------------------------|
| 1 | Aris Munandar | | 1 | Box | | PURCHASING SECTION TTD PR Completeness: <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 Supplies Status: <input type="checkbox"/> Existing Supplier, <input type="checkbox"/> New Supplier Remarks/Comment: <i>[Signature]</i> Purchasing Dept (Subv): 17/1 - 20 | | 7000001106/10C6060HA |

Additional notes:

LIST Terlampir

| | | | |
|---|--|--|--|
| Requestor <i>[Signature]</i> Rudi Siregar GA | 1st Approval <i>[Signature]</i> Nanang Qosim Senior Analyst | 2nd Approval <i>[Signature]</i> Devi Sumarhadi HR Manager | 3rd Approval <i>[Signature]</i> IRWAN SHALOKO Signature/Name/Date Title: 16 Jan 2020 |
|---|--|--|--|



DETAILS OF PACKING LIST

NAME : ARIS MUNANDAR
 ID / SN : 80000210/32206
 A/C :

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 | PAKAIAN KERJA | 55 | 45 | 30 | 0.07 | | | 17 | Rp 2,000,000 | |
| 2 | | PAKAIAN HARJIAN | | | | | | | | | |
| 3 | | TAS PUNGGUNG | | | | | | | | | |
| 4 | | RUNNING SHOES | | | | | | | | | |
| 5 | | FUTSAL SHOES | | | | | | | | | |
| 6 | | SAFETY SHOES | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| Total | | | 55 | 45 | 30 | 0.07 | 0 | | 17 | Rp 2,000,000 | |

PICK UP FROM :

DELIVER TO / Tlp :

PT. Trakindo Utama Kuala Kencana
 Jl. Kuala Tembaga Lot E 3 LLP Kuala Kencana
 CP : 085334999070

ATTN : Aris Munandar
 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 :

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)


 Aris Munandar
 Karyawan/i

2800

800 2021

MI - ANGA