	PT BERAU COAL ENERGY	No. Dokumen	S-PCR-01.02
	STANDAR	Tanggal Efektif	
	Pembagian Tugas dan Wewenang Penyelenggara Proses Pengadaan Barang dan Jasa	Edisi/ Revisi	1/0
		Halaman	1 dari 5


URAIAN STANDAR

1. Berdasarkan fungsi strategis dan jenisnya, pengadaan dipisah menjadi 5 pilar kategori dengan pembagian tugas dan tanggung jawab kepada Group Corporate Procurement dan GMO Contracts sebagai berikut :


NO	KATEGORI PILAR	DEPARTEMEN PENANGGUNG JAWAB
1	Core Categories	
	a. <i>Mining Contractor</i>	GMO Contracts
	b. <i>Barging & Transshipment</i>	GMO Contracts
	c. <i>Mine Supporting Equipment</i>	GMO Contracts
	d. <i>Exploration & Survey</i>	GMO Contracts
	e. <i>Heavy Equipment Rental</i>	GMO Contracts (<i>Jika di anggap strategis</i>)
2	Fuel, Lubricants & Energy	Corporate Procurement
3	Coal Processing & Infrastructure Project	Corporate Procurement
4	Maintenance, Repair & Rental	Corporate Procurement
5	GA, IT, & Long tails	Corporate Procurement

2. Teknis penyelenggaraan dan pembagian permintaan pengadaan (PR) menjadi tanggung jawab Departemen Penanggung Jawab berdasarkan kategori pilar yang telah ditentukan diatas.
3. Khusus untuk teknis penyelenggaraan dan pembagian permintaan pengadaan (PR) barang dan jasa pada Core Categories *Heavy Equipment Rental* dan *Exploration & Survey*, pertama-tama seluruh permintaan pengadaan (PR) dengan kategori tersebut akan ditampung dan dikerjakan oleh Corporate Procurement kecuali terdapat arahan atau instruksi melalui email resmi dari GMO Contracts Dept. Head kepada Contract & Category Management Dept. Head terkait kebutuhan pengadaan strategis, maka permintaan pengadaan (PR) tersebut akan diserahkan kepada GMO Contracts Department.
4. Berdasarkan kebutuhan bisnis, strategi perusahaan, dan atau instruksi Management, GMO Contracts Department memiliki wewenang untuk mengambil alih penyelenggaraan pengadaan dari permintaan pengadaan (PR) diluar kategori pilar *Core Categories*. Mekanisme pengambil alihan berupa pemberian informasi melalui email resmi dari GMO Contracts Dept. Head dan Head of Commercial & Operations Improvement kepada Contract & Category Management Dept. Head dan Head of Corporate Procurement/ SCM.
5. Berdasarkan kebutuhan bisnis, strategi perusahaan, dan atau instruksi Management, GMO Contracts Department memiliki wewenang untuk menyerah terimakan proses penyelenggaraan pengadaan dari permintaan pengadaan (PR) dikategori pilar *Core Categories* kepada Corporate Procurement. Mekanisme serah terimanya berupa pemberian informasi melalui email resmi dari GMO Contracts Dept. Head dan Head of Commercial & Operations Improvement kepada Contract & Category Management Dept. Head dan Head of Corporate Procurement/ SCM.
6. Pembagian permintaan pengadaan (PR) pertama-tama ditentukan menggunakan mapping Material Group yang tercantum pada PR, apabila dalam satu PR tersebut terdiri dari banyak kombinasi Material Group sehingga terdapat kesulitan untuk menentukan preferensi kategori pilarnya, maka selanjutnya dapat ditentukan melalui perhitungan proporsi nilai pengadaan terbesar pada kombinasi Material Group di permintaan pengadaan tersebut.


NO	KATEGORI PENGADAAN	GRUP MATERIAL	DESKRIPSI	PELAKSANA PENGADAAN
1	BARGING & TRANSHIPMENT	9785	EQU HIRE-TUG&LCT	GMO CONTRACTS DEPT.
2	BARGING & TRANSHIPMENT	9810	BARGING-TIME CHRTRED	GMO CONTRACTS DEPT.
3	BARGING & TRANSHIPMENT	9812	FREIGHT COST-VESSEL	GMO CONTRACTS DEPT.
4	BARGING & TRANSHIPMENT	9814	FREIGHT COST-OTHERS	GMO CONTRACTS DEPT.
5	BARGING & TRANSHIPMENT	9815	DM&DP-DEMURAGE	GMO CONTRACTS DEPT.
6	BARGING & TRANSHIPMENT	9816	DM&DP-DEMU TRNSHPMNT	GMO CONTRACTS DEPT.

	PT BERAU COAL ENERGY	No. Dokumen	S-PCR-01.02
	STANDAR	Tanggal Efektif	
	Pembagian Tugas dan Wewenang Penyelenggara Proses Pengadaan Barang dan Jasa	Edisi/ Revisi	1/0
		Halaman	2 dari 5


NO	KATEGORI PENGADAAN	GRUP MATERIAL	DESKRIPSI	PELAKSANA PENGADAAN
7	BARGING & TRANSHIPMENT	9818	DM&DP-DSPTCH TRNSMNT	GMO CONTRACTS DEPT.
8	BARGING & TRANSHIPMENT	9819	TRNS FACI-TRNSHPMENT	GMO CONTRACTS DEPT.
9	MINING CONTRACTOR	9790	CHU&OB-OB	GMO CONTRACTS DEPT.
10	MINING CONTRACTOR	9791	CHU&OB-COAL GETTING	GMO CONTRACTS DEPT.
11	MINING CONTRACTOR	9792	CHU&OB-OB DIST ADJ	GMO CONTRACTS DEPT.
12	MINING CONTRACTOR	9793	CHU&OB-COAL DIST ADJ	GMO CONTRACTS DEPT.
13	MINING CONTRACTOR	9794	CHN-COAL HAULING	GMO CONTRACTS DEPT.
14	MINE SUPPORTING EQUIPMENT	1300	AMMUNITION AND EXP	GMO CONTRACTS DEPT.
15	MINE SUPPORTING EQUIPMENT	3800	CONSTRUCTION, MINING	GMO CONTRACTS DEPT.
16	COAL PROCESSING & INF. PROJECT	3000	MECHANICAL POWER	CORPORATE PROCUREMENT
17	COAL PROCESSING & INF. PROJECT	3030	BELTING&DRIVE BELTS	CORPORATE PROCUREMENT
18	COAL PROCESSING & INF. PROJECT	9500	METAL	CORPORATE PROCUREMENT
19	COAL PROCESSING & INF. PROJECT	9787	EQU HIRE-OTHERS	CORPORATE PROCUREMENT
20	COAL PROCESSING & INF. PROJECT	9836	PROJECT-CONSTRUCTION	CORPORATE PROCUREMENT
21	FUEL, LUB, ENERGY	9100	FUEL AND LUBRICATION	CORPORATE PROCUREMENT
22	FUEL, LUB, ENERGY	9821	TRNS FACI-FUEL COST	CORPORATE PROCUREMENT
23	GA, IT, & LONG TAIL	1200	FIRE CONTROL EQ	CORPORATE PROCUREMENT
24	GA, IT, & LONG TAIL	2300	VEHICLE,ACC&PARTS	CORPORATE PROCUREMENT
25	GA, IT, & LONG TAIL	3700	AGRICULTURE & ENVIRO	CORPORATE PROCUREMENT
26	GA, IT, & LONG TAIL	4000	ROPE, CABLE, CHAIN,	CORPORATE PROCUREMENT
27	GA, IT, & LONG TAIL	4100	REFRIGERATION	CORPORATE PROCUREMENT
28	GA, IT, & LONG TAIL	4200	SAFETY EQUIPMENT	CORPORATE PROCUREMENT
29	GA, IT, & LONG TAIL	4700	PIPE AND TUBE	CORPORATE PROCUREMENT
30	GA, IT, & LONG TAIL	4800	VALVES	CORPORATE PROCUREMENT
31	GA, IT, & LONG TAIL	5100	HAND TOOLS	CORPORATE PROCUREMENT
32	GA, IT, & LONG TAIL	5200	MEASURING TOOLS	CORPORATE PROCUREMENT
33	GA, IT, & LONG TAIL	5300	BOLT, NUT AND WASHER	CORPORATE PROCUREMENT
34	GA, IT, & LONG TAIL	5400	PREFABRICATD STRUCT.	CORPORATE PROCUREMENT
35	GA, IT, & LONG TAIL	5500	LUMBER,MILL,PLYWOOD	CORPORATE PROCUREMENT
36	GA, IT, & LONG TAIL	5600	CIVIL PARTS-CNSTRUC	CORPORATE PROCUREMENT
37	GA, IT, & LONG TAIL	5800	COMM EQU & SW	CORPORATE PROCUREMENT
38	GA, IT, & LONG TAIL	5900	ELECTRICAL	CORPORATE PROCUREMENT
39	GA, IT, & LONG TAIL	6100	ELECTRIC WIRE, AND P	CORPORATE PROCUREMENT
40	GA, IT, & LONG TAIL	6200	LIGHTING FIXTURES AN	CORPORATE PROCUREMENT
41	GA, IT, & LONG TAIL	6300	ALARM, SIGNAL AND SE	CORPORATE PROCUREMENT
42	GA, IT, & LONG TAIL	6500	MEDICAL	CORPORATE PROCUREMENT
43	GA, IT, & LONG TAIL	6600	INSTRUMENTS AND LABORATORY EQUIPMENT	CORPORATE PROCUREMENT
44	GA, IT, & LONG TAIL	6700	PHOTOGRAPHIC EQUIPME	CORPORATE PROCUREMENT

	PT BERAU COAL ENERGY	No. Dokumen	S-PCR-01.02
	STANDAR	Tanggal Efektif	
	Pembagian Tugas dan Wewenang Penyelenggara Proses Pengadaan Barang dan Jasa	Edisi/ Revisi	1/0
		Halaman	3 dari 5

NO	KATEGORI PENGADAAN	GRUP MATERIAL	DESKRIPSI	PELAKSANA PENGADAAN
45	GA, IT, & LONG TAIL	6800	CHEMICAL	CORPORATE PROCUREMENT
46	GA, IT, & LONG TAIL	7000	ADP EQUIPMENT (COMPU	CORPORATE PROCUREMENT
47	GA, IT, & LONG TAIL	7100	FURNITURE	CORPORATE PROCUREMENT
48	GA, IT, & LONG TAIL	7200	HOUSEHOLD AND COMMER	CORPORATE PROCUREMENT
49	GA, IT, & LONG TAIL	7300	FOOD PREPARATION AND	CORPORATE PROCUREMENT
50	GA, IT, & LONG TAIL	7400	OFFICE MACHINES, TEX	CORPORATE PROCUREMENT
51	GA, IT, & LONG TAIL	7500	OFFICE SUPPLY	CORPORATE PROCUREMENT
52	GA, IT, & LONG TAIL	7600	BOOKS, MAPS, AND OTH	CORPORATE PROCUREMENT
53	GA, IT, & LONG TAIL	7800	RECREATIONAL&HEALTHY	CORPORATE PROCUREMENT
54	GA, IT, & LONG TAIL	7900	CLEANING EQUIPMENT A	CORPORATE PROCUREMENT
55	GA, IT, & LONG TAIL	8000	BRUSHES, PAINTS, SEA	CORPORATE PROCUREMENT
56	GA, IT, & LONG TAIL	8100	CONTAINERS, PACKAGIN	CORPORATE PROCUREMENT
57	GA, IT, & LONG TAIL	8300	TEXTILES, LEATHER AN	CORPORATE PROCUREMENT
58	GA, IT, & LONG TAIL	8400	CLOTHING, INDIVIDUAL	CORPORATE PROCUREMENT
59	GA, IT, & LONG TAIL	8500	TOILETRIES	CORPORATE PROCUREMENT
60	GA, IT, & LONG TAIL	8700	AGRICULTURAL SUPPLIE	CORPORATE PROCUREMENT
61	GA, IT, & LONG TAIL	8900	SUBSISTENCE	CORPORATE PROCUREMENT
62	GA, IT, & LONG TAIL	9300	PLASTIC	CORPORATE PROCUREMENT
63	GA, IT, & LONG TAIL	9701	LABOR - MEDICAL	CORPORATE PROCUREMENT
64	GA, IT, & LONG TAIL	9703	LABOR-CATERING	CORPORATE PROCUREMENT
65	GA, IT, & LONG TAIL	9704	LABOR-UNIFORM	CORPORATE PROCUREMENT
66	GA, IT, & LONG TAIL	9705	LABOR-RCREATION&SPRT	CORPORATE PROCUREMENT
67	GA, IT, & LONG TAIL	9707	LABOR-INSURANCE	CORPORATE PROCUREMENT
68	GA, IT, & LONG TAIL	9710	LABOR-WELFARE	CORPORATE PROCUREMENT
69	GA, IT, & LONG TAIL	9712	ETS-OUTHOUSE 1-3	CORPORATE PROCUREMENT
70	GA, IT, & LONG TAIL	9713	ETS-OUTHOUSE 4UP	CORPORATE PROCUREMENT
71	GA, IT, & LONG TAIL	9715	ETS-INHOUSE 4UP	CORPORATE PROCUREMENT
72	GA, IT, & LONG TAIL	9715	ETS-OUTHOUSE 4UP	CORPORATE PROCUREMENT
73	GA, IT, & LONG TAIL	9718	ETS-MGMT TRAINEE	CORPORATE PROCUREMENT
74	GA, IT, & LONG TAIL	9719	ETS-OTHERS	CORPORATE PROCUREMENT
75	GA, IT, & LONG TAIL	9720	RTT-RECRUITMENT EXP	CORPORATE PROCUREMENT
76	GA, IT, & LONG TAIL	9723	BTRIP-HOTEL&ACCOMO	CORPORATE PROCUREMENT
77	GA, IT, & LONG TAIL	9724	BTRIP-AIR TRANSPORT	CORPORATE PROCUREMENT
78	GA, IT, & LONG TAIL	9730	PRO FEE-LABOR SUPPLY	CORPORATE PROCUREMENT
79	GA, IT, & LONG TAIL	9731	PRO FEE-AUDIT	CORPORATE PROCUREMENT
80	GA, IT, & LONG TAIL	9732	PRO FEE-TECH CNSULTN	CORPORATE PROCUREMENT
81	GA, IT, & LONG TAIL	9733	PRO FEE-MANAGEMENT	CORPORATE PROCUREMENT
82	GA, IT, & LONG TAIL	9734	PRO FEE-LEGAL	CORPORATE PROCUREMENT
83	GA, IT, & LONG TAIL	9735	PRO FEE-RECRUITMENT	CORPORATE PROCUREMENT
84	GA, IT, & LONG TAIL	9737	PRO FEE-OTHERS	CORPORATE PROCUREMENT
85	GA, IT, & LONG TAIL	9738	BLD EXP-BLDNG RENTAL	CORPORATE PROCUREMENT



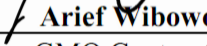
	PT BERAU COAL ENERGY	No. Dokumen	S-PCR-01.02
	STANDAR	Tanggal Efektif	
	Pembagian Tugas dan Wewenang Penyelenggara Proses Pengadaan Barang dan Jasa	Edisi/ Revisi	1/0
		Halaman	4 dari 5




NO	KATEGORI PENGADAAN	GRUP MATERIAL	DESKRIPSI	PELAKSANA PENGADAAN
86	GA, IT, & LONG TAIL	9740	BLD EXP-WATER	CORPORATE PROCUREMENT
87	GA, IT, & LONG TAIL	9741	BLD EXP-OTHERS	CORPORATE PROCUREMENT
88	GA, IT, & LONG TAIL	9749	COM EXP-VSAT,VPN	CORPORATE PROCUREMENT
89	GA, IT, & LONG TAIL	9750	COM EXP-COURIER	CORPORATE PROCUREMENT
90	GA, IT, & LONG TAIL	9751	COM EXP-TELEPHONE	CORPORATE PROCUREMENT
91	GA, IT, & LONG TAIL	9756	INSURANCE EXP-CARGO VESSEL	CORPORATE PROCUREMENT
92	GA, IT, & LONG TAIL	9761	INSURANCE EXP-OTHERS	CORPORATE PROCUREMENT
93	GA, IT, & LONG TAIL	9762	L&P-PERMITS	CORPORATE PROCUREMENT
94	GA, IT, & LONG TAIL	9763	L&P-LINCENSES	CORPORATE PROCUREMENT
95	GA, IT, & LONG TAIL	9765	L&P-OTHERS	CORPORATE PROCUREMENT
96	GA, IT, & LONG TAIL	9770	SALES COMMISSION	CORPORATE PROCUREMENT
97	GA, IT, & LONG TAIL	9774	ENT&REP-OTHERS	CORPORATE PROCUREMENT
98	GA, IT, & LONG TAIL	9775	COMU EXP-COMMUNITY	CORPORATE PROCUREMENT
99	GA, IT, & LONG TAIL	9778	PR&PUB-ADVERTISING	CORPORATE PROCUREMENT
100	GA, IT, & LONG TAIL	9779	PR&PUB-BROCHURES	CORPORATE PROCUREMENT
101	GA, IT, & LONG TAIL	9781	PR&PUB-SUBSCRIPTION	CORPORATE PROCUREMENT
102	GA, IT, & LONG TAIL	9786	EQU HIRE-COMPUTER&IT	CORPORATE PROCUREMENT
103	GA, IT, & LONG TAIL	9797	RCL&ENV-RCLMTION&ENV	CORPORATE PROCUREMENT
104	GA, IT, & LONG TAIL	9803	LABOR - MEDICAL	CORPORATE PROCUREMENT
105	GA, IT, & LONG TAIL	9822	PRT CHRGE&STV-PBM	CORPORATE PROCUREMENT
106	GA, IT, & LONG TAIL	9823	PRT CHRGE&STV-OTHERS	CORPORATE PROCUREMENT
107	GA, IT, & LONG TAIL	9900	MISCELLANEOUS	CORPORATE PROCUREMENT
108	MAINTENANCE, REPAIR, RENTAL	2500	VEHICULAR EQUIPMENT	CORPORATE PROCUREMENT
109	MAINTENANCE, REPAIR, RENTAL	2600	TIRES AND TUBES	CORPORATE PROCUREMENT
110	MAINTENANCE, REPAIR, RENTAL	2800	ENGINES, TURBINES	CORPORATE PROCUREMENT
111	MAINTENANCE, REPAIR, RENTAL	2815	DIESEL ENGINE&COMPNT	CORPORATE PROCUREMENT
112	MAINTENANCE, REPAIR, RENTAL	2900	ENGINE ACCESSORIES	CORPORATE PROCUREMENT
113	MAINTENANCE, REPAIR, RENTAL	3100	BEARING	CORPORATE PROCUREMENT
114	MAINTENANCE, REPAIR, RENTAL	3400	METALWORKING MACHINE	CORPORATE PROCUREMENT
115	MAINTENANCE, REPAIR, RENTAL	3600	TIRES AND TUBES	CORPORATE PROCUREMENT
116	MAINTENANCE, REPAIR, RENTAL	3900	MATERIAL HNDL EQUIP	CORPORATE PROCUREMENT
117	MAINTENANCE, REPAIR, RENTAL	4300	PUMPS AND COMPRESSOR	CORPORATE PROCUREMENT
118	MAINTENANCE, REPAIR, RENTAL	4900	REPAIR&MAINT EQU	CORPORATE PROCUREMENT
119	MAINTENANCE, REPAIR, RENTAL	9742	LT EXP-CAR HIRES	CORPORATE PROCUREMENT
120	MAINTENANCE, REPAIR, RENTAL	9743	LT EXP-BOAT CHARTERS	CORPORATE PROCUREMENT
121	MAINTENANCE, REPAIR, RENTAL	9745	LT EXP-LOCAL TRNSPRT	CORPORATE PROCUREMENT

	PT BERAU COAL ENERGY	No. Dokumen	S-PCR-01.02
	STANDAR	Tanggal Efektif	
	Pembagian Tugas dan Wewenang Penyelenggara Proses Pengadaan Barang dan Jasa	Edisi/ Revisi	1/0
		Halaman	5 dari 5

NO	KATEGORI PENGADAAN	GRUP MATERIAL	DESKRIPSI	PELAKSANA PENGADAAN
122	MAINTENANCE, REPAIR, RENTAL	9746	LT EXP MOTORCYCLES	CORPORATE PROCUREMENT
123	MAINTENANCE, REPAIR, RENTAL	9766	TRNSPRT MTRL-LAND	CORPORATE PROCUREMENT
124	MAINTENANCE, REPAIR, RENTAL	9767	TRNSPRT MTRL-SEA	CORPORATE PROCUREMENT
125	MAINTENANCE, REPAIR, RENTAL	9768	TRNSPRT MTRL-AIR	CORPORATE PROCUREMENT
126	MAINTENANCE, REPAIR, RENTAL	9769	TRNSPRT MTRL-OTHERS	CORPORATE PROCUREMENT
127	MAINTENANCE, REPAIR, RENTAL	9783	BLD EXP-BLDNG RENTAL	CORPORATE PROCUREMENT
128	MAINTENANCE, REPAIR, RENTAL	9788	RPR&MTC-EXT SERVICE	CORPORATE PROCUREMENT
129	MAINTENANCE, REPAIR, RENTAL	9803	LBANALYSIS-TESTING	CORPORATE PROCUREMENT
130	EXPLORATION & SURVEY	9805	MAPPING COST	*GMO CONTRACTS DEPT.
131	EXPLORATION & SURVEY	9806	DRILLING-DEEP	*GMO CONTRACTS DEPT.
132	EXPLORATION & SURVEY	9807	DRILLING-SHALLOW	*GMO CONTRACTS DEPT.
133	EXPLORATION & SURVEY	9809	DRILLING-OTHERS	*GMO CONTRACTS DEPT.
134	HEAVY EQUIPMENT RENTAL	9784	EQU HIRE-HEAVY	*GMO CONTRACTS DEPT.

* = Beririsan antara GMO Contracts Dept. dan Corporate Procurement

Disiapkan		Diperiksa	
			
Eko Lisysantaka		Agung Widodo	
Corp. Proc.Strategic Project Imp. Spc.		Contract & Category Management Dept. Head	
		Arief Wibowo	
		GMO Contracts Dept. Head	

Disetujui		
		
Darren Leong		
Head of Commmercial & Operations Improvement		
		
Jurike Sukmawati		
Head of Corp. Procurement Strategic		
		
Gde Iswantara		
Head of Corp. Procurement/ SCM		