

**SURAT PERMINTAAN PROSES PEMBAYARAN**

Nomor : SP3-071/PIP80000/2025-S4  
Tanggal : 20 Maret 2025  
Kepada : Finance Manager PMEP  
Dari : Direktur and Country Manager PMEP

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**Terlampir kami kirimkan Dokumen Pendukung Pembayaran terdiri dari :**

1. Tax Invoice Lyreco Office Supplies (Malaysia) Sdn Bhd - No.2340 3860 26
2. Delivery / Order No: 0007 3418 57

**Untuk Pembayaran :**

Nama Vendor	RM	Keterangan
Lyreco Office Supplies (Malaysia) Sdn Bhd	1,239.55	
Total	1,239.55	

**Due Date :** 25 Maret 2025

**Agar dibayarkan kepada :**

Nama Vendor : **Lyreco Office Supplies (Malaysia) Sdn Bhd**  
Nama Bank : HSBC Bank  
Atas Nama Rekening : Lyreco Office Supplies (Malaysia) Sdn Bhd  
Nomor Rekening : 211-064050-101  
Cost Center : AI 0201001  
Cost Element : 6001022280

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini benar dan absah untuk dibayar. Dokumen-dokumen terkait yang tidak dapat dilampirkan pada Surat Permintaan Proses Pembayaran ini disimpan di tempat kami dan dapat diperlihatkan kepada Fungsi Keuangan apabila diperlukan.

Demikian untuk dapat diterima dengan baik dan dapat dilaksanakan proses pembayaran lebih lanjut di tempat Saudara.

PT Pertamina Malaysia EP  
Direktur and Country Manager,



Eva Fadlila (Mar 21, 2025 07:57 GMT+7)

**Eva Fadlila**

  
GF

# Vendor Payment

## Lyreco Office Supplies (Malaysia) Sdn Bhd

Status : Stationery

Bank : HSBC Bank

Details :

No. Account : 211-064050-101

- Account Number : 90229158

Cost Center : AI0201001

Month : January 2025

Month	SP3 No.	Invoice No.	Stationery	Sundry	Total
January 2025	073/PIP80000/2025	2340 3860 26	-	1,239.55	1,239.55
February 2025					
March 2025					
April 2025					
May 2025					
June 2025					
July 2025					
August 2025					
September 2025					
October 2025					
November 2025					
December 2025					

Total Amount (MYR)

-

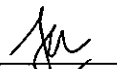
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1,239.55

1,239.55

Prepare :

(HR & Admin)


  
(Signature)

20-Mar-25

Date

Review by :

(Director & Country Manager)

  
Eva Fadlila (Mar 21, 2025 07:57 GMT+7)  
(Signature)  
GF  
GF

20-Mar-25

Date



071/PIPS000/2025

1

Lyreco Office Supplies (Malaysia) Sdn Bhd  
(Co. no. 200501014510)  
68, Jalan Ipark SAC 8, Taman Perindustrian I-Park SAC  
81400 Senai, Johor, Malaysia  
Bank : HSBC 211-064050-101 Swift Code : HBMBMYKL  
Bank : Maybank 5515 7530 3664 Swift Code : MBBEMYKL  
Supplier's TIN: C11804044080

## Delivery Address

PT PERTAMINA MALAYSIA EKSPLORASI  
LEVEL 45B MENARA MAXIS  
KUALA LUMPUR CITY CENTRE  
50088 WILAYAH PERSEKUTUAN

Tel. : 07 5975 555

Fax : 07 5975 400

CUST. N° 90229158

## INVOICE

2340386026

PAGE 1

Representative 80340203 Su Yee WONG

DATE 31/01/2025

DUE DATE

28/02/2025

## Invoice Address

PT PERTAMINA MALAYSIA EKSPLORASI  
LEVEL 45B MENARA MAXIS  
KUALA LUMPUR CITY CENTRE  
KLCC


50088 WILAYAH PERSEKUTUAN

Buyer TIN: C23618576040

ID/SSM: 201402000050

90230214 / 80340203 Su Yee WONG

## Customer Reference

Product	Quantity	Product Description			Unit net price	Total net price
Delivery 1008162765 of 31/01/2025					Amount	1,239.55
Order No 7341857		Ordered by Mr. Sidek Jamal	Your ref :			
		For the attention of Mr. Sidek Jamal				
637.421	4	BX24 100-PLUS SODA 325ML			48.29	193.16
18.918.161	5	PK26 NESTLE MILO 3IN1 STICKS 33G			35.19	175.95
15.318.646	5	PK25 NESCAFE ORIGINAL 18G			23.00	115.00
6.607.121	4	GLADE AUTO SPRAY LAV& VAN REFILL 175G			27.71	110.84
7.338.776	2	GLADE AUTO SPRAY W/ REFILL OCEAN ESCAPE			43.05	86.10
18.186.376	5	AIR WICK SCENTED GEL LAVENDER 180G			14.18	70.90
18.186.365	5	AIR WICK SCENTED GEL FRESH BAMBOO 180G			14.18	70.90
13.235.509	10	BX24 SPRITZER MINERAL WATER 350ML			27.44	274.40
6.681.992	5	BX2 SPRITZER MINERAL WATER 9500ML			28.46	142.30
		Unique Identifier No AYXEW02EEVP24737P1MFYJJ10				
		Date and time of validation: 2025-01-31 03:28:10 AM				
						

See our general terms and conditions of sale in our catalogue.  
Please indicate your invoice and customer number at the back of your cheque.  
This is a computer generated document. No signature required.

TOTAL

1,239.55

Total	1,239.55				Amount Due	
Freight					MYR	1,239.55

20/03/2025




Order number : 0007341857  
Status: Delivered

Order Informations	Billing Informations	Shipping Informations
<p>Order method : Internet</p> <p>Order date : 01/28/2025</p> <p>Purchase order number :</p> <p>Cac :</p> <p>Customer PO :</p> <p>Originator: MY29158-Jamal Sidek(jamalsidek@yahoo.com)</p>	<p>Account number : 90230214</p> <p>PT PERTAMINA MALAYSIA EKSPLORASI LEVEL 45B MENARA MAXIS KUALA LUMPUR CITY CENTRE KLCC 50088 WILAYAH PERSEKUTUAN 14</p>	<p>Account number : 90229158</p> <p>For the attention of Mr. Jamal Sidek</p> <p>PT PERTAMINA MALAYSIA EKSPLORASI LEVEL 45B MENARA MAXIS KUALA LUMPUR CITY CENTRE 50088 WILAYAH PERSEKUTUAN 14</p> <p>Delivery information OPERATION HOUR: 8AM - 5PM</p>

Product	Unit price	Quantity	Price
100 Plus Isotonic Drink Drink 325ML Pack of 24 Ref: 637.421	MYR 48.29 Each ( 1 )	4 ordered 0 remaining	MYR 193.16
Shipping details:			
Delivery note		Delivery date:	Quantity shipped
1008162765		02/04/2025	4
Nestle Milo 3In1 Sticks 33G - Pack of 26 Ref: 18.918.161	MYR 35.19 Each ( 1 )	5 ordered 0 remaining	MYR 175.95
Shipping details:			
Delivery note		Delivery date:	Quantity shipped
1008162765		02/04/2025	5
Nescafe 3 In 1 Original - Pack of 25 Ref: 15.318.646	MYR 23.00 Each ( 1 )	5 ordered 0 remaining	MYR 115.00
Shipping details:			
Delivery note		Delivery date:	Quantity shipped
1008162765		02/04/2025	5
Glade Automatic Spray Lavender & Vanilla Refill 175g Ref: 6.607.121	MYR 27.71 Each ( 1 )	4 ordered 0 remaining	MYR 110.84
Shipping details:			
Delivery note		Delivery date:	Quantity shipped
1008162765		02/04/2025	4
Glade Automatic Spray + Refill Ocean Escape Starter Kit 175G Ref: 7.338.776	MYR 43.05 Each ( 1 )	2 ordered 0 remaining	MYR 86.10

Would you have any questions about the products and the processing of your order,  
Please contact our Customer Service  
\* by email (sima.cs@lyreco.com)  
\* or by phone (07-597 5555 JB / 03- 7987 8798)

**Signature:**   
GF (Mar 20, 2025 17:00 GMT+7)

**Email:** galih.febriani@pertamina.com

**Signature:** 

**Email:** perdana.putra@pertamina.com