

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-002/PIP80000/2025-S4
Tanggal : 9 Januari 2025
Kepada : Finance Manager PMEP
Dari : Director and Country Manager PMEP

Terlampir kami kirimkan Dokumen Pendukung Pembayaran terdiri dari :

Tax Invoice dari Fuji Xerox Asia Pasific Pte.Ltd, perihal Invoice pembayaran sewa photocopy & meter reading untuk office PT Pertamina Malaysia EP, Level 45, Menara Maxis, Kuala Lumpur

No.	Keterangan	Invoice No.	Jumlah (MYR)
1	Monthly Rental: 15/12/24 – 14/01/25	302152786P	520.00
2	Meter Reading: November 2024	103845544	44.35

Untuk Pembayaran :

Sewa & meter reading untuk photocopy machine senilai **MYR564.35**

Due Date : 14 Januari 2025


Agar dibayarkan kepada :

- Nama Vendor : **FUJI XEROX ASIA PASIFIC PTD.LTD**
- Nama Bank : CIMB Bank Berhad
- Atas Nama Rekening : Fuji Xerox Asia Pasific Pte. Ltd
- Nomor Rekening : 9888 8000 1159 20
- *Cost Center* : AI0201001
- *Cost Element* : 6001012100

Bersama ini kami menyatakan bahwa transaksi yang ditagihkan ini absah untuk dibayar. Dokumen-dokumen terkait yang tidak dilampirkan pada Surat Permintaan Proses Pembayaran ini harap disimpan untuk dipergunakan apabila diperlukan.

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

PT Pertamina Malaysia EP
Director and Country Manager,


Eva Fadlila (Jan 11, 2025 12:00 GMT+7)

Eva Fadlila

Vendor Name : Fuji Xerox Asia Pasific Pte.Ltd

Status : Photocopy Machine

Details :

- Rate rental : RM520.00 per month
- Rate for meter reading : Black (RM0.03) & color (RM0.50)


Bank : CIMB Bank Berhad
Account No. : 9888 8000 1159 20
Cost Center : AI0201001
Cost Element : 6001012100

Month : 15 Dec 2024 - 14 Jan 2025

Details Invoice	SP3 No.	Monthly Rental			Meter Reading		Total
		Period Service	Invoice No.	Amount	Invoice No.	Amount	
January	039/PIP80000/2024-S4	15/01/24 - 14/02/24	302062587 P	520.00	-	-	520.00
February	080/PIP80000/2024-S4	15/02/24 - 14/03/24	302071112 P	520.00	103738942	708.04	1,228.04
March	086/PIP80000/2024-S4	15/03/24 - 14/04/24	302079666P	520.00	103750958	113.04	633.04
April	160/PIP80000/2024-S4	15/04/24 - 14/05/24	302088115 P	520.00	103761568	152.31	672.31
May	160/PIP80000/2024-S4	15/05/24 - 14/06/24	302096463 P	520.00	103785356	-	520.00
June	168/PIP80000/2024-S4	15/06/24 - 14/07/24	302104689 P	520.00	103785356	-	520.00
July	194/PIP80000/2024-S4	15/07/24 - 14/08/24	302112903 P	520.00	103795802	265.44	785.44
August	225/PIP80000/2024-S4	15/08/24 - 14/09/24	302120999 P	520.00	103801329	41.60	561.60
September	255/PIP80000/2024-S4	15/09/24 - 14/10/24	302129035 P	520.00	103818654	123.33	643.33
October	281/PIP80000/2024-S4	15/10/24 - 14/11/24	302137024 P	520.00	103823621	38.93	558.93
November	324/PIP80000/2024-S4	15/11/24 - 14/12/24	302144971 P	520.00	103841060	355.72	875.72
December	002/PIP80000/2025-S4	15/12/24 - 14/01/25	30215278P	520.00	103845544	44.35	564.35


Total (MYR)		6,240.00	1,842.76	8,082.76
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Prepare :
(HR & Admin)


(Signature)

9-Jan-25
Date

Review by :
(Director & Country Manager)


(Signature)

9-Jan-25
Date

*FUJIFILM Business Innovation Asia Pacific Pte. Ltd.
Reg. No. 199202000004 (993478-A)
ST No. W10-1808-32000018
Ground Floor, Axis Business Park, Block C
No. 10 Jalan Bersatu 13/4,
46200 Petaling Jaya, Selangor, Malaysia.
Tel: 03-7882 2888 Fax: 1800-88-3326
Customer Service Hotline: 1300-88-1163

INVOICE TO:

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI
LEVEL 45 MENARA MAXIS
KUALA LUMPUR CITY CENTRE
50088 KUALA LUMPUR WP MALAYSIA

Invoice Date : 01-DEC-2024
Invoice No. : 302152786P
Payment Due Date : 31-DEC-2024

INSTALLATION ADDRESS :

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI
LEVEL 45 MENARA MAXIS
KUALA LUMPUR CITY CENTRE
50088 KUALA LUMPUR WP

Customer A/C No.	Ref/Agreement No.	Your Reference	Our Reference	Purchase Order No.	Credit Term From Invoice Date
115920	C50033671				30 days

Description	Quantity	Unit Price	Amount
In accordance with your agreement the following Monthly Rental is due as shown below: Rental for the period 15-DEC-2024 to 14-JAN-2025 DocuCentre-VI C2271 CPSF 4TM Serial No. 518866 Other Equipment: ADOBE POSTSCRIPT 3 KIT USB MEMORY KIT WIRELESS LAN & NFC TAG KIT PACKAGE			520.00

Amount (MYR) :		520.00
Total (MYR) :		520.00

NUMBER OF PAYMENT : 76

NUMBER OF PAYMENT : 76

Kindly highlight any discrepancy in writing within 14 days from date of this invoice otherwise this invoice shall be deemed to be correct. Payment is due and payable pursuant to terms and conditions of the agreement. Penalty for late payment will be charged at 0.04% per day on overdue balance from due date till full settlement. This is computer generated, no signature is required.

For Machine With Meters

For meter charges please fax us your meter card on the 25th of each Month. If not we may have to bill you based on the meter reading from your last service call or estimation of your last 6 months usage.

Customer Name : PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI

Customer A/C No.: 115920

Payment by Cheque:

FUJIFILM Business Innovation Asia Pacific Pte. Ltd.
ST No. W10-1808-32000018
Reg. No. 199202000004 (993478-A)

Payment by GIRO/E-Payment:

Bank: CIMB Bank Berhad
Account No. : 98888000115920
Swift Code : CIBBMYKL

E-MY-AM-DIANAG

PAYMENT ADVICE

Invoice No :	Invoice Total (MYR)
302152786	520.00

Please fax / email your payment details to the below :

Fax: 1-800-88-3326

EMAIL: [Payment]: shm-fbap-CashApplication@fujifilm.com

[Invoicing]: shm-fbap-billing@fujifilm.com

115920

302152786

520.00

Ground Floor, Axis Business Park, Block C, No. 10 Jalan Bersatu 13/4, 46200 Petaling Jaya, Selangor, Malaysia

FUJIFILM Business Innovation Asia Pacific Pte. Ltd.
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No. 10 Jalan Bersatu 13/4,
46200 Petaling Jaya, Selangor, Malaysia.
Tel: 03-7882 2888 Fax: 1800-88-3326
Customer Service Hotline: 1300-88-1163

INVOICE TO :

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI
LEVEL 45 MENARA MAXIS
KUALA LUMPUR CITY CENTRE
50088 KUALA LUMPUR WP MALAYSIA


Invoice Date	: 01-DEC-2024
Invoice No	: 103845544
Payment Due Date	: 31-DEC-2024

INSTALLATION ADDRESS :

PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI
LEVEL 45 MENARA MAXIS
KUALA LUMPUR CITY CENTRE
50088 KUALA LUMPUR WP

Customer A/C No.	Ref./Agreement No.	Your Reference	Our Reference	Purchase Order No.	Credit Term From Invoice Date
115920	C10060681				30 DAYS

Description							Quantity	Unit Price	Amount
DocuCentre-VI C2271 CPSF 4TM, Serial No. 518866									
Meter Charge for NOV 2024									
Meter	Finish	Start	Credit	Actual	Usage	Unit			
	Reading	Reading	Copy	Usage	Break	Charge			
1	30575	30497		78	78	0.5500			42.90
2	35254	35210		44	44	0.0330			1.45
Basic Charge for 01-NOV-2024 to 30-NOV-2024									0.00

Signature: 

Email: perdana.putra@pertamina.com

Amount (MYR) :	44.35
Total (MYR) :	44.35

NUMBER OF PAYMENT :
E means meter reading is under estimation basis. S means meter reading is based on our services record.

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For meter charges please fax us your meter card on the 25th of each Month. If not we may have to bill you based on the meter reading from your last service call or estimation of your last 6 months usage.

Customer Name : PT PERTAMINA MALAYSIA EKSPLORASI PRODUKSI

Customer A/C No.: 115920

Payment by cheque:

FUJIFILM Business Innovation Asia Pacific Pte. Ltd.
Reg. No. 199202000004 (993478-A)
ST No. W10-1808-32000018

Payment by GIRO / E - Payment:

Bank : CIMB Bank Berhad
Account No.: 98888000115920
Swift Code : CIBBMYKL

E-MY-AM-DIAG

PAYMENT ADVICE

Invoice No.	Invoice Total (MYR)
103845544	44.35

Please fax / email payment details to the below :

Fax: 1-800-88-3326

EMAIL:[Payment]: shm-fbap-CashApplication@fujifilm.com
[Invoicing]: shm-fbap-billing@fujifilm.com

115920

103845544

44.35

Ground Floor, Axis Business Park, Block C, No. 10 Jalan Bersatu 13/4, 46200 Petaling Jaya, Selangor, Malaysia