

SURAT PERMINTAAN PROSES PEMBAYARAN

Nomor : SP3-068/PIP80000/2025-S4
Tanggal : 20 Maret 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: 15/03/25 – 14/04/25	302175744P	520.00
2	Meter Reading: February 2025	103877039	454.86

Untuk Pembayaran :

Sewa & meter reading untuk photocopy machine senilai **MY974.86**

Due Date : 25 Maret 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 (Mar 21, 2025 07:58 GMT+7)

Eva Fadlila


GF

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 Mac 2025 - 14 April 2025

Details Invoice	SP3 No.	Monthly Rental			Meter Reading		Total
		Period Service	Invoice No.	Amount	Invoice No.	Amount	
January	027/PIP80000/2025-S4	15/01/25 - 14/02/25	3021 6051 1P	520.00	1038 5611 0	94.14	614.14
February	054/PIP80000/2025-S4	15/02/25 - 14/03/25	3021 6819 2P	520.00	1038 6685 3	94.30	614.30
March	068/PIP80000/2025-S4	15/03/25 - 14/04/25	3021 7574 4P	520.00	1038 7703 9	454.86	974.86
April							
May							
June							
July							
August							
September							
October							
November							
December							


Total (MYR)	1,560.00	643.30	2,203.30
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Prepare :
(HR & Admin)


(Signature)

20-Mar-25
Date

Review by :
(Director & Country Manager)


Eva Fadlila (Mar 21, 2025 07:58 GMT+7)
(Signature)

20-Mar-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 Date	: 01-MAR-2025
Invoice No.	: 302175744P
Payment Due Date	: 31-MAR-2025

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

INVOICE TO:

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

068/P1P80000/2025

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-MAR-2025 to 14-APR-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 : 79

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)
302175744	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

302175744

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.
 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 Date : 01-MAR-2025

Invoice No : 103877039

Payment Due Date : 31-MAR-2025

INSTALLATION ADDRESS :

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

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

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 FEB 2025						
Meter	Finish	Start	Credit	Actual	Usage	Unit
	Reading	Reading	Copy	Usage	Break	Charge
1	31697	30889		808	808	0.5500
2	36048	35731		317	317	0.0330
Basic Charge for 01-FEB-2025 to 28-FEB-2025						
Signature: <u>GF</u> GF (Mar 20, 2025 17:02 GMT+7)						444.40
Email: galih.febriani@pertamina.com						10.46
Signature: <u>[Signature]</u>						0.00
Email: perdana.putra@pertamina.com						
Amount (MYR) :					454.86	
Total (MYR) :					454.86	

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-DIANAG

PAYMENT ADVICE

Invoice No.	Invoice Total (MYR)
103877039	454.86

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

103877039

454.86

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