

Document Number : 003/UG/G3221000/XI/2020

**BIO FARMA INTEGRATED & CENTRALIZED ELECTRONIC
PROCUREMENT (BICEPS)**

E-Purchasing

(Vendor Import – Non Indonesian)



PT Bio Farma (Persero)

2020

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1. Introduction

1.1 Introduction

As one of the continuous improvement step and in order to create a good Supply Chain Management to achieve Cost Leadership, a breakthrough step is needed in improving the quality of business processes from upstream to downstream, one of which is that the process of procuring goods/services must be in accordance with the needs of the company that follows best practices, are transparent, and in accordance with the provisions that have been regulated by the company and the government.

To realize the above, it is necessary to be supported by a vendor management system that is also in accordance with the needs of the company and meets the applicable internal and external regulations of the company. To achieve a good vendor management system requires a system that is designed in accordance with the current regulations in the company which is also integrated with Microsoft Dynamics AX ERP which has been implemented earlier in the company.

1.2 Purpose

The purpose of this document is to explain the procedures for using Bio Farma Integrated & Centralized Electronic Procurement System (BICEPS) application for Vendors with the scope of the E-Purchasing process. This document covers the procedures for the use of the following processes:

1. *Login*
2. Forget Password
3. Monitoring PO / Service Agreement
4. Make Daily Progress Report, Work Progress Report, Record of Transfer, and Official Report of Completion
5. Create a billing document or Invoice (Unbilled)
6. Submitting a down payment request

2. Instruction of Use

2.1 Login

To access the BICEPS system, the Vendor can log in by entering their registered email and password that has been created when filling in the initial Vendor data.

1. Select the language that the Vendor will use on the BICEPS page by clicking


on  button for the English language.



Figure 1. Page Language

2. Go to BICEPS application via this link <http://vendor.biofarma.co.id/vendors>

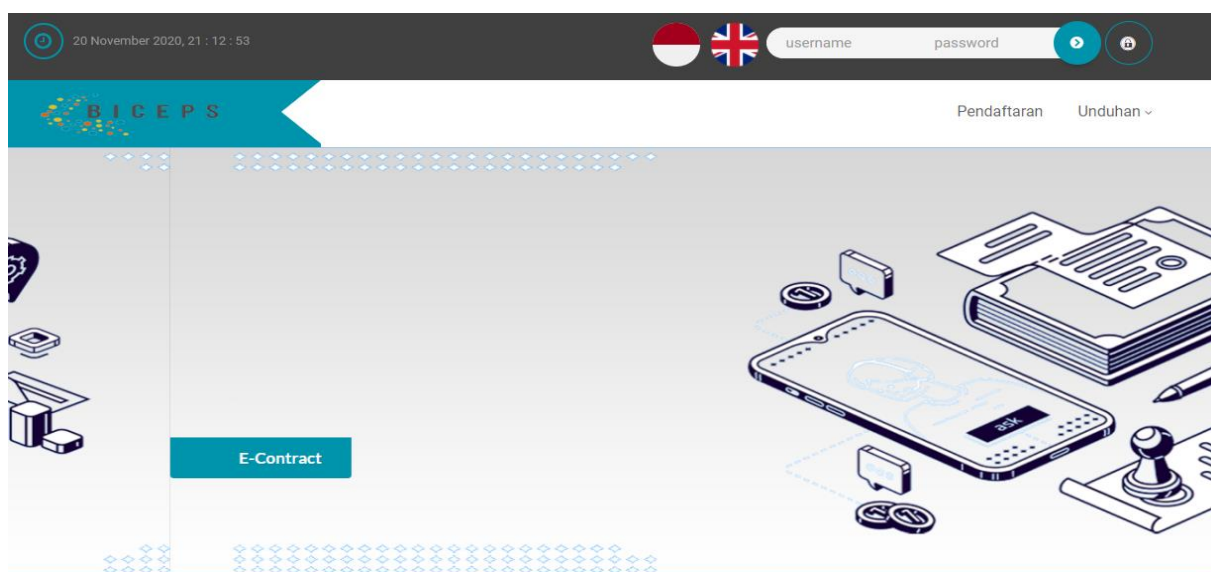


Figure 2. BICEPS Vendor Application Login field


3. Fill in the Username (registered email) and Password in the available fields
4. Click  button



Figure 3. Login Aplikasi BICEP

5. The system displays the Home page for Vendor

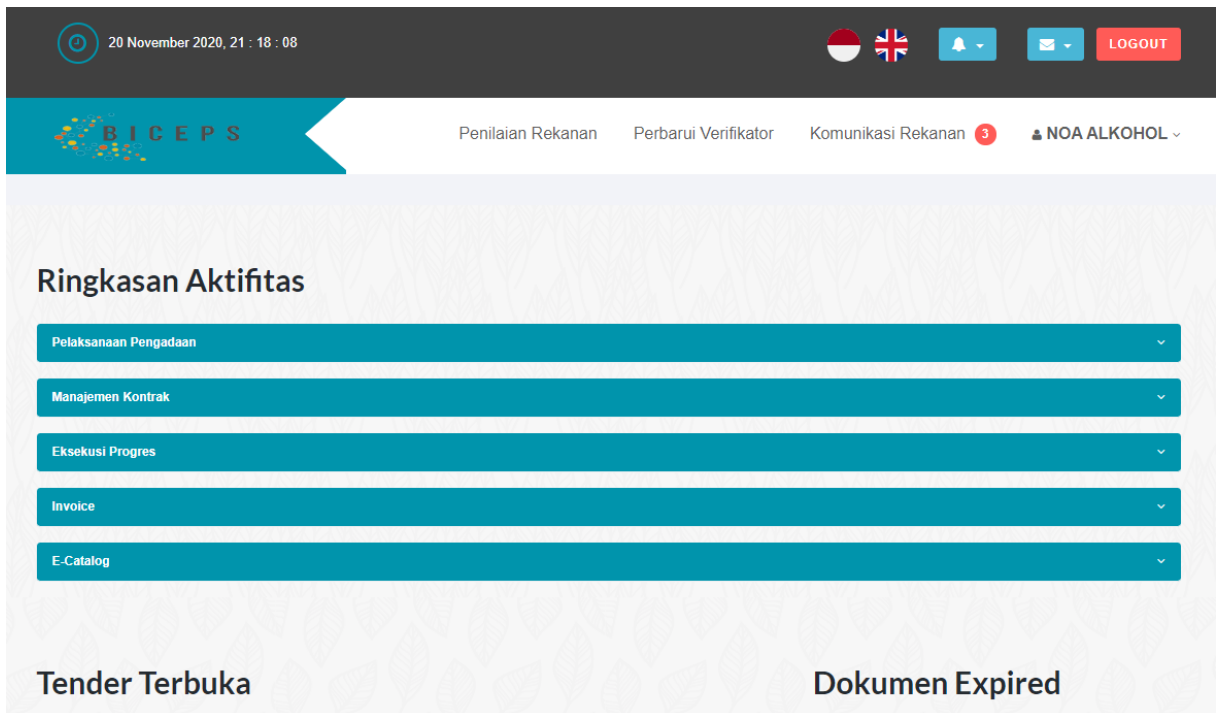



Figure 4. BICEPS Home for Vendor

2.2 Forget Password

1. Click  button on the BICEPS main page

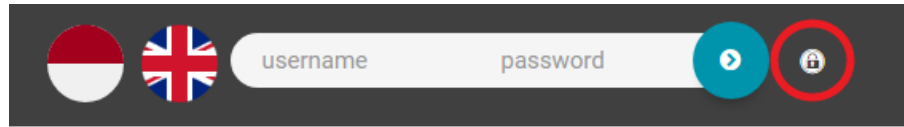



Figure 5. Forget Password Button

2. System Displays Pop Up Reset Password



Figure 6. Pop Up Reset Password

3. Input Email
4. Click  button
5. The system will send an email reset password request to the Vendor's email and display a notification to check the email.

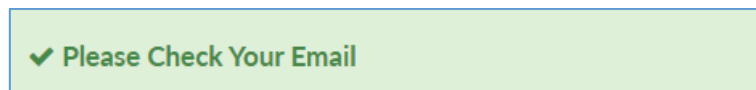



Figure 7. Notification for Check Email

6. Click  button on the email reset password request
7. The system redirects to the reset password page

BICEPS

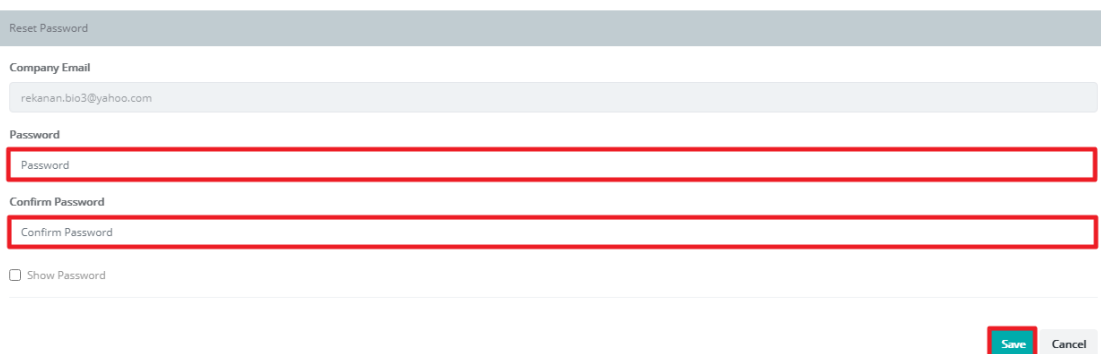



Figure 8. Reset Password Pages

8. Fill in the password field and confirm password with the new password, make sure the password you enter consists of at least 8 digits in upper and lower case letters and numbers
9. Click  button
10. The system displays a notification of successfully changed password



✓ Your Information Has Been Updated , Please Login

Figure 9. Notification successfully changed the password

2.3 Open PO Services

Vendors can see a list of Open PO Services that have been and or are currently in progress on this menu. In this menu there are several things you can do, namely:

1. Click the **Progress Execution** tab
2. Click the **Open PO Services** menu

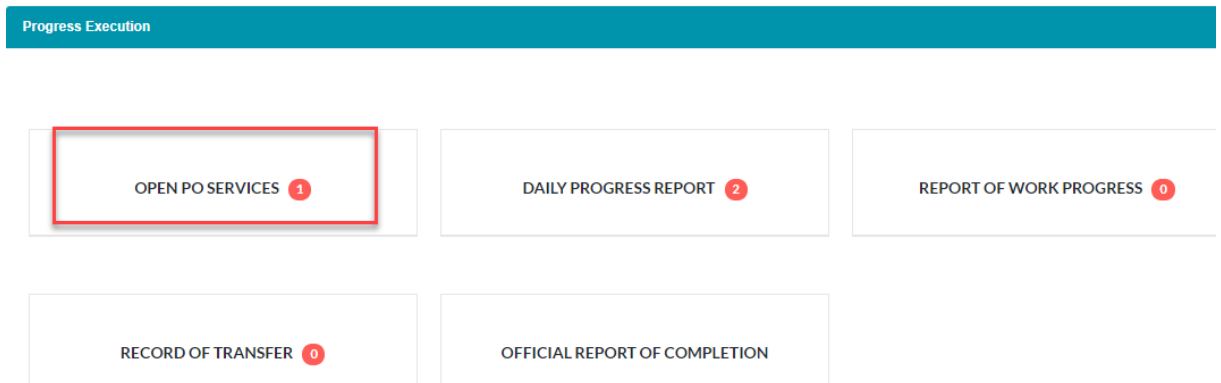


Figure 10. Open PO Services Menu

3. The system will display a list of Purchase Order (Services) pages

The image shows a screenshot of the "List Purchase Order (Services)" page. The page title is "List Purchase Order (Services) as)". Below the title, there is a search bar and a "Show 10 entries" dropdown. The main content is a table with the following columns: SPPBJ Number, Contract Number, PO Number, Po Title, Total Value, Currency, Contract Source, and Progress Status. The Progress Status column is further divided into Record of Transfer, Official Report of Completion, Invoice, and Payment Request. There are two rows of data. The first row has a "DETAIL" button. The second row has a "DETAIL" button highlighted with a red box.

SPPBJ Number	Contract Number	PO Number	Po Title	Total Value	Currency	Contract Source	Progress Status				DETAIL
							Record of Transfer	Official Report of Completion	Invoice	Payment Request	
SPPBJ/BIOF/2020/0129	PO/BIOF/2020/0108	PO/BIOF/2020/0108	PQ CONTROL BUDGET SKENARIO PROYEK PENGEMBANGAN PRODUK ENOXAPARIN	4.400.000.000		-	100%	100%	0%	0%	DETAIL
SPPBJ/BIOF/2020/0104	SPJ/BIOF/2020/0130.00	PO/BIOF/2020/0085	PO Skenario PG05	57.374.860.000	IDR	-	50%	0%	0%	0%	DETAIL

Figure 11. Purchase Order (Services) pages

4. Click **DETAIL** button
5. The system displays the detail of Purchase Order (Service) pages

Detail Po CANCEL

Header

Company	BIOF	PO Values Exc. Tax	57.374.860.000
Contract Source		PO Values Inc. Tax	57.948.608.600
Payment Verification		Accrual Value	28.687.430.000
Cost Type	CAPEX	Remaning Value	28.687.430.000
SPPBJ Number	SPPBJ/BIOF/2020/0104	Down Payment	
Contract Number	SPJ/BIOF/2020/0130.00	Invoiced	0
PO Number	PO/BIOF/2020/0085	Payment Request	0
Po Title	PO Skenario PG05	Progress Percentages	50%
Start Date	13-12-2020		
End Date	31-12-2020		

Item

Item	Job Desc.	Qty	Uom	Unit Price	Values	Price Weights %	Realization		
							Qty	Progress	Cost
00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	1.00	vial	57.374.860.000	57.374.860.000	100%	0.5	50%	28.687.430.000
	F0024 ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	2.00	vial	28.687.430.000	57.374.860.000	100%	1	50%	28.687.430.000

Log Progress [VIEW](#)

Figure 11. Detail of Purchase Order (Services)

- Click [VIEW](#) button to monitoring the Progress Log

Log Progress [VIEW](#)

Show 10 entries Search:

Progress Number	Date	Item	Desc Item	Service Line	Job Desc.	Job Details	Qty Order	Uom	Description	Qty	Amount	Currency	Create By	Status
PHBIOF/2020/00035	31-12-2020	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.1	2.868.743.000	IDR	dwatra.andalan@yahoo.com	Close
PHBIOF/2020/00036	31-12-2020	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.1	2.868.743.000	IDR	dwatra.andalan@yahoo.com	Close
PHBIOF/2020/00037	31-12-2020	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.8	22.949.944.000	IDR	dwatra.andalan@yahoo.com	Close
PHBIOF/2021/00001	01-01-2021	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	Testing	0.1	2.868.743.000	IDR	dwatra.andalan@yahoo.com	-

Figure 12. Table of Progress Log

- Click [PROGRESS](#) button to proceed to the next process, namely making a Daily Progress Report

Item

Item	Job Desc.	Qty	Uom	Unit Price	Values	Price Weights %	Realization				Action
							Qty	Progress	Cost	Progress	
00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	1.00	vial	57.374.860.000	57.374.860.000	100%	0.5	50%	28.687.430.000	50%	
F0024	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	2.00	vial	28.687.430.000	57.374.860.000	100%	1	50%	28.687.430.000	50%	PROGRESS

Figure 13. Table of Item

2.4 The Process of Making Daily Progress Report

Vendors can make Daily Progress Reports on this menu. In this menu there are several things that can be done, namely:

1. Click the **Progress Execution** tab
2. Click the **Open PO Services** menu

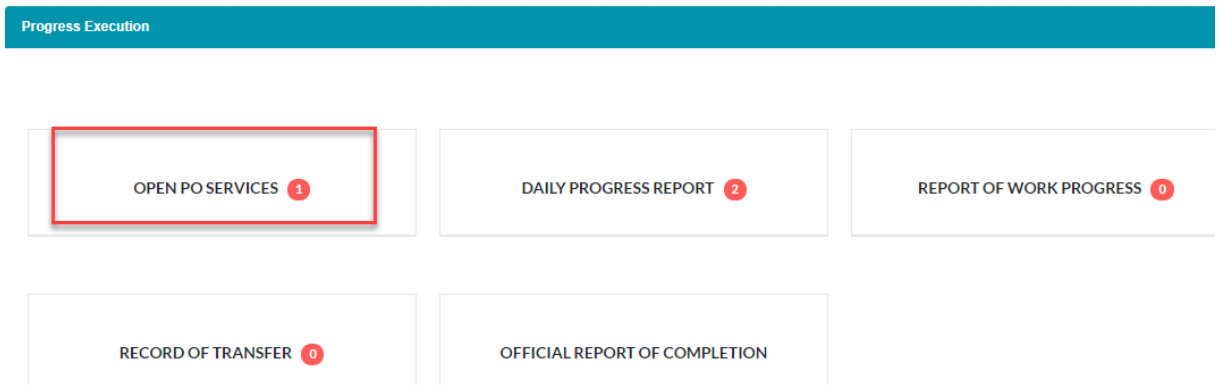


Figure 14. Open PO Services Menu

3. The system will display a list of Purchase Order (Services) pages

List Purchase Order (Services)

Show 10 entries Search:

No. SPPBJ	No Kontrak	Po	Po Title	Total Value	Currency	Contract Source	Progress Status				DETAIL
							Bast	Bapp	Inv	Rpp	
SPPBJ/BIOF/2020/0052	PO/BIOF/2020/0035	PO/BIOF/2020/0035	Pengadaan Jasa Pembuatan Aplikasi HR Bio I	800.000.000	IDR	-	0%	0%	0%	0%	DETAIL
SPPBJ/BIOF/2020/0046.01		PO/BIOF/2020/0031	PENGADAAN APLIKASI BICEPS	900.000.000	IDR	-	60%	60%	0%	0%	DETAIL
SPPBJ/BIOF/2020/0044		PO/BIOF/2020/0030	Pengadaan Jasa Pembuatan Aplikasi BICEPS tahap III	900.000.000	IDR	-	100%	100%	0%	0%	DETAIL
SPPBJ/BIOF/2020/0036		PO/BIOF/2020/0019	Pembuatan Jasa Aplikasi BICEPS part 2	900.000.000	IDR	-	100%	100%	100%	100%	DETAIL

Showing 1 to 8 of 8 entries Previous 1 Next

Figure 15. Purchase Order (Services) pages

4. Click **DETAIL** button
5. The system displays the detail of Purchase Order (Service) pages

Detail Po CANCEL

Header

Company	BIOF	PO Values Exc. PPN	900.000.000
Contract Source		PO Values Inc. PPN	900.000.000
Payment Verification	Kantor Direksi	Nilai Akruai	900.000.000
Jenis Biaya	investasi	Remaning Value	0
SPPBJ No	SPPBJ/BIOF/2020/0044	Down Payment	
Contract Number		Invoiced	0
PO Number	PO/BIOF/2020/0030	Rpp	0
Po Title	Pengadaan Jasa Pembuatan Aplikasi BICEPS tahap II	Progress Percentages	100%
Start Date	11-11-2020		
End Date	13-11-2020		

Item

Item	Pekerjaan	Qty	Uom	Unit Price	Values	Price Weights %	Realisasi		
							Qty	Progress	Cost
10	APLIKASI E-PROCUREMENT	1.00	ea	900.000.000	900.000.000	100%	1	100%	900.000.000
	H1272 APLIKASI E-PROCUREMENT	1.00	ea	900.000.000	900.000.000	100%	1	100%	900.000.000

Log Progress VIEW

Figure 16. Detail of Purchase Order (Services)

6. Click VIEW button to monitoring the Progress Log

Show entries Search:

No Ph	Tanggal	No Item	Desc Item	Service Line	Uraian Pekerjaan	Detail Pekerjaan	Qty Order	Uom	Ketera
No data available in table									

Figure 17. Table of Progress Log

7. Click PROGRESS button to proceed to the next process, namely making a Daily Progress Report.

8. The system displays pop up **Detail of Progress Item** pages

Detail Progress

Item No	<input type="text"/>	Job Desc.	ACCESSORIES SPLASH PROTECTOR CAT 043187 (I
Qty Ordered	<input type="text" value="2.00"/>	Qty Used	<input type="text" value="0"/>
Uom	<input type="text" value="vial"/>	Unit Price	<input type="text" value="28.687.430.000"/>

Input Progress

Qty*	<input type="text" value="0"/>	Amount	<input type="text" value="0"/>
File Attachment*	<input type="text"/>	<input type="button" value="Choose File"/>	No file chosen
Additional Info	<input type="text"/>		

Figure 18. Detail Progress

9. Fill in all available fields. The fields marked * are Mandatory (required). Here is the field on the Detail Progress form :

- a) Qty*
- b) File Attachment*
- c) Additional Info

10. Click button to upload supporting documents according to the specified file extension

11. Click button

12. The system will store daily progress data

2.5 The Process of Making a Work Progress Report

Vendors can make Work Progress Reports on this menu. In this menu there are several things that can be done, namely:

1. Click **Progress Execution** tab
2. Click **Daily Progress Report** menu

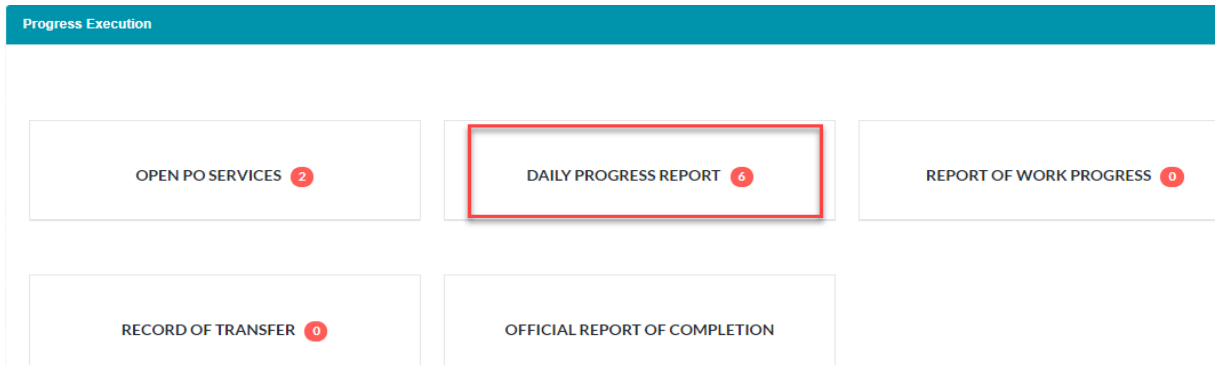
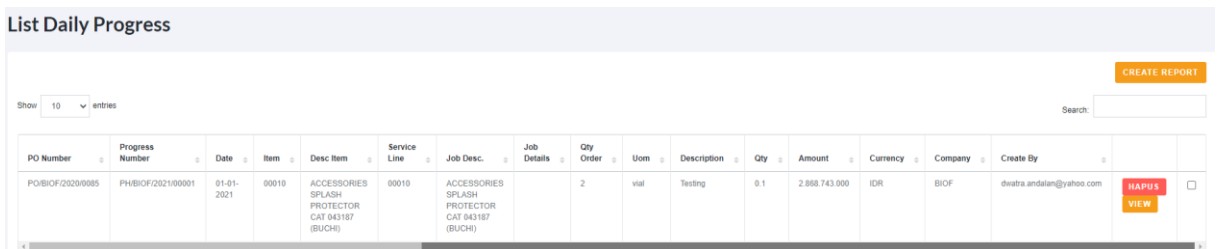


Figure 19. Daily Progress Report Menu

3. The system displays a List of Daily Progress pages

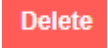




The screenshot shows a web interface titled "List Daily Progress". It includes a "CREATE REPORT" button in the top right corner. Below the title, there is a "Show" dropdown menu set to "10" and a "Search:" input field. The main content is a table with the following data:

PO Number	Progress Number	Date	Item	Desc Item	Service Line	Job Desc.	Job Details	Qty Order	Uom	Description	Qty	Amount	Currency	Company	Create By		
POBIOF2020/0085	PHBIOF2021/00001	01-01-2021	00010	ACCESSORIES SPLASH PROTECTOR CAT 943187 (BUCK)	00010	ACCESSORIES SPLASH PROTECTOR CAT 943187 (BUCK)		2	vial	Testing	0.1	2.868.743.000	IDR	BIOF	dnstra.andalan@yahoo.com	HAPUS VIEW	<input type="checkbox"/>

Figure 20. List of Daily Progress

2.5.1 Delete Work Progress Reports

1. Click  button to delete the selected daily progress
2. The system displays pop up confirmation
3. Click  button to delete the selected daily progress
4. Click  button to cancel delete the selected daily progress

2.5.2 Update Daily Progress

1. Click **VIEW** button to display Daily Progress Detail and makes some changes on the selected daily progress reports
2. The system displays pop up **Daily Progress Detail**

View Progress

Item No	10	Job Desc.	Jasa Pembuatan Aplikasi BICEPS
Qty Ordered	1.00	Qty Used	0.88000001199543
Uom	Is	Unit Price	900.000.000

Input Progress

Qty	0.10000000149012	Amount	90.000.000
File Attachment	Surat Kelengkapan	Choose File	No file chosen VIEW
Description	tes		

UPDATE **CLOSE**

Figure 21. Daily Progress Detail

3. Update in all available fields. The fields marked * are Mandatory (required). Here is the field on the Detail Progress form :
 - a) Qty*
 - b) File Attachment*
 - c) Description
4. Click **Choose File** button to upload supporting documents according to the specified file extension
5. Click **UPDATE** button
6. The system will store daily progress data
7. Click **CANCEL** button to cancel update the selected daily progress

2.5.3 Create Work Progress Report

1. Vendors check the selected **Daily Progress** on the check box
2. Click **CREATE REPORT** button
3. The system displays a pop-up **Create Report of Work Progress**

Create Report of Work Progress

Date

File Attachment No file chosen

Description

Desc Service Line	Item Detail	Qty	Uom	Description	Qty Use	In %	Nulai Accrual	Curr	File
ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.5	25 %	14.343.715.000	IDR	<input type="button" value="VIEW"/>
ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.1	5 %	2.868.743.000	IDR	<input type="button" value="VIEW"/>
							17.212.458.000	IDR	

Figure 22. Pop up Create Report of Work Progress

4. Fill in all available fields. The fields marked * are Mandatory (required). Here is the field on the Create LKP form :
 - a) Date* and **Date Picker** will be displayed
 - b) File Attachment*
 - c) Description
5. Click button to upload supporting documents according to the specified file extension
6. Click button to view the file

7. Click **CREATE** button to save Report of Work Progress's data and the system will display a pop-up success alert

2.6 The Process of Making Record of Transfer

Vendors can make a Record of Transfer on this menu. In this menu there are several things that can be done, namely:

1. Click **Progress Execution** tab
2. Click **Report of Work Progress** menu

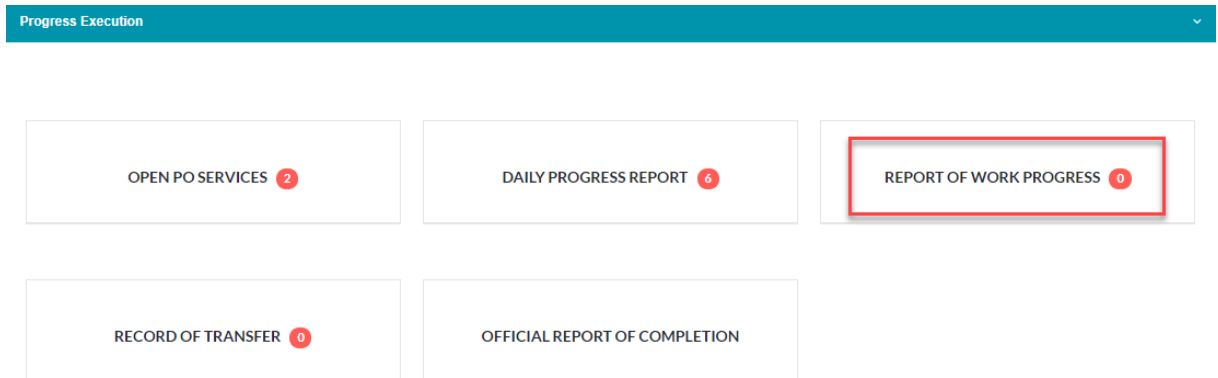


Figure 23. Report of Work Progress Menu

3. The system displays a **List of Work Progress Reports** pages

The screenshot shows a page titled "List Report of Progress". At the top right, there is an orange "CREATE" button. Below the title, there is a "Show" dropdown menu set to "10" and the text "entries". To the right of this is a "Search:" input field. The main content is a table with the following columns: PO Number, Document Number, Date, Job Desc., Amount, Currency, Company, Status, and two columns for actions (VIEW and HISTORY). The table contains four rows of data.

PO Number	Document Number	Date	Job Desc.	Amount	Currency	Company	Status	VIEW	HISTORY
PO/BIOF/2020/0085	LKP/BIOF/2021/00001	01-01-2021	PO Skenario PG05	2.868.743.000	IDR	BIOF	Close	VIEW	<input type="checkbox"/>
PO/BIOF/2020/0085	LKP/BIOF/2020/00030	31-12-2020	PO Skenario PG05	25.818.687.000	IDR	BIOF	Close	VIEW	HISTORY
PO/BIOF/2020/0085	LKP/BIOF/2020/00029	31-12-2020	PO Skenario PG05	2.868.743.000	IDR	BIOF	Close	VIEW	HISTORY
PO/BIOF/2020/0108	LKP/BIOF/2020/00028	23-12-2020	PQ CONTROL BUDGET SKENARIO PROYEK PENGEMBANGAN PRODUK ENOXAPARIN	4.400.000.000		BIOF	Close	VIEW	HISTORY

Figure 24. List Report of Progress

2.6.1 View Work Progress Report

1. Click **VIEW** button to view Work Progress Report
2. The system displays a pop-up of **Work Progress Report Details**

Detail Lkp

Nomor LKP : LKP/BIOF/2020/00008

Vendor : 21074 - SAMSAN TECH

Date : 25 November 2020

Filename : progress report

Attachment : **VIEW**

Additional Info : tahap pertama

Desc Service Line	Item Detail	Qty	Uom	Description	Qty Use	In %	Nulai Accrual	Currency	File
JASA RISET LIPOTEK		1	Is	tahap pertama	0.25	25 %	223.750.000	IDR	VIEW
					223.750.000	IDR			

CETAK LAMPIRAN LKP **CLOSE**

Figure 25. Work Progress Report Details

3. Click **VIEW** button to view the attachment
4. Click **VIEW** button to view the file
5. Click **CETAK LAMPIRAN LKP** button to print the attachment of Work Progress Report
6. The system will display a pop-up of print selection
7. Vendors can choose to print the documents with QR or without QR
8. Click **CLOSE** button to close **Work Progress Report Details**

2.6.2 History Work Progress Report

1. Vendors click **History** button to view the **History of Work Progress Report**
2. The system will display a pop-up of **History of Work Progress Report**

History Lkp

No LKP : LKP-0011

No	Nama Pejabat	Jabatan	Status	Tanggal Approve
1	Dicky Handoko		Approved	2020-11-25 15:41:04.0000000
2	Nulyda Moulisa		Full Approved	2020-11-25 15:41:04.0000000

CLOSE

Figure 26. History of Work Progress Report

3. Click **CLOSE** button to close **History of Work Progress Report**

2.6.3 Create Record of Transfer

1. Vendors check the selected **Work Progress Report** on the check box
2. Click **CREATE** button
3. The system displays pop-up **Create Record of Transfer**

Create Record of Transfer

Date

File Attachment No file chosen

Description

PO Number	Document Number	Date	Job Desc.	Amount	Currency
PO/BIOF/2020/0085	LKP/BIOF/2021/00002	01-01-2021	PO Skenario PG05	25.818.687.000	IDR
Jumlah Total				25.818.687.000	IDR

Figure 27. Pop up Create Record of Transfer

4. Fill in all available fields. The fields marked * are Mandatory (required). Here is the field on the Create LKP form :
 - a) Date* and **Date Picker** will be displayed
 - b) File Attachment*
 - c) Description
5. Click button to upload supporting documents according to the specified file extension
6. Click button to view the file
7. Click button to save data and system will display pop-up success alert
8. Click button to close **Create Record of Transfer**

2.7 The Process of Making Official Report of Completion

Vendors can make an Official Report of Completion on this menu. In this menu there are several things that can be done, namely:

1. Click **Progress Execution** tab
2. Click **Record of Transfer** menu

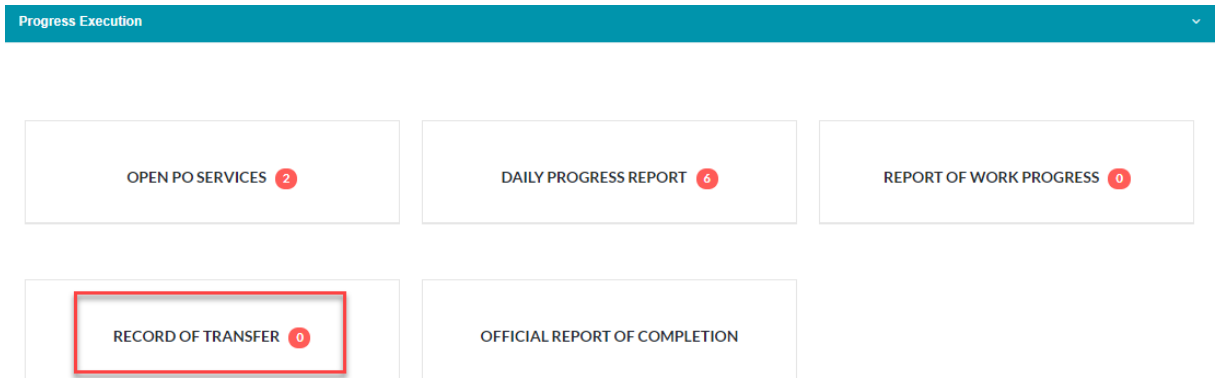


Figure 28. Record of Transfer Menu

3. The system displays List of Record of Transfer

The screenshot shows the 'List Record of Transfer' interface. It includes a 'CREATE' button, a search bar, and a table with 10 entries. The table columns are PO Number, Document Number, Date, Job Desc., Amount, Currency, Company, Status, and actions (VIEW, PRINT, HISTORY). Each row has a checkbox in the final column.

PO Number	Document Number	Date	Job Desc.	Amount	Currency	Company	Status	VIEW	PRINT	HISTORY	
PO/BIOF/2020/0085	BAST/BIOF/2021/00001	01-01-2021	PO Skenario PG05	28.687.430.000	IDR	BIOF	Close	VIEW	PRINT	HISTORY	<input checked="" type="checkbox"/>
PO/BIOF/2020/0085	BAST/BIOF/2020/00028	31-12-2020	PO Skenario PG05	25.818.687.000	IDR	BIOF	Close	VIEW	PRINT	HISTORY	<input checked="" type="checkbox"/>
PO/BIOF/2020/0085	BAST/BIOF/2020/00027	31-12-2020	PO Skenario PG05	2.868.743.000	IDR	BIOF	Close	VIEW	PRINT	HISTORY	<input checked="" type="checkbox"/>
PO/BIOF/2020/0108	BAST/BIOF/2020/00026	23-12-2020	PQ CONTROL BUDGET SKENARIO PROYEK PENGEMBANGAN PRODUK ENOXAPARIN	4.400.000.000		BIOF	Close	VIEW	PRINT	HISTORY	<input type="checkbox"/>

Figure 29. List Record of Transfer

2.7.1 View Record of Transfer

1. Click **VIEW** button to view **Record of Transfer**
2. The system displays a pop-up of **Record of Transfer Details**

Detail Record of Transfer

Document Number	: BAST/BIOF/2021/00001
Vendor	: 21090 - DWATRA ANDALAN JAYA
Date	: 01 January 2021
Filename	: Tes
Attachment	: VIEW
Additional Info	: Tes

No Po	Document Number	Date	Po Title	Amount	Currency
PO/BIOF/2020/0085	LKP/BIOF/2021/00001	01-01-2021	PO Skenario PG05	2.868.743.000	IDR
PO/BIOF/2020/0085	LKP/BIOF/2021/00002	01-01-2021	PO Skenario PG05	25.818.687.000	IDR
Jumlah Total				28.687.430.000	IDR

List Item **VIEW**

CLOSE

Figure 30. Record of Transfer Details

3. Click **VIEW** button to view the **attachment**
4. Click **VIEW** button to view the **List Item**



List Item [VIEW](#)

Progress Number	Date	Item Po	Item Desc	Service Line	Job Desc.	Job Details	Qty Order	Uom	Description	Qty	Amount
PH/BIOF/2021/00003	2021-01-01 19:22:39.0000000	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.5	14.343.715.000
PH/BIOF/2021/00004	2021-01-01 19:23:32.0000000	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.3	8.606.229.000
PH/BIOF/2021/00001	2021-01-01 14:18:12.0000000	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	Testing	0.1	2.868.743.000
PH/BIOF/2021/00002	2021-01-01 15:39:14.0000000	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)	00010	ACCESSORIES SPLASH PROTECTOR CAT 043187 (BUCHI)		2	vial	tes	0.1	2.868.743.000

Figure 31. List Item

5. Click [CLOSE](#) button to close **Record of Transfer Details**

2.7.2 Print Record of Transfer

1. Click  button to print the Record of Transfer
2. The system will display a pop-up of print selection
3. Vendors can choose to print the documents with QR or without QR
4. Click  button to close print section for **Record of Transfer**

2.7.3 History Record of Transfer

1. Vendors click **History** button to view the **History of Record of Transfer**
2. The system will display a pop-up of **History of Record of Transfer**

History Record of Transfer

No	Name	Position	Status	Approval Date
1	Yuyus Permana		Approved	2020-12-31 18:55:42.0000000
2	Agus Sularno		Full Approved	2020-12-31 18:55:42.0000000

CLOSE

Figure 32. History of Record of Transfer

3. Click **CLOSE** button to close **History of Record of Transfer**

2.7.4 Create an Official Report of Completion

1. Vendors check the selected **Record of Transfer** on the check box
2. Click **CREATE** button
3. The system displays a pop-up **Create Official Report of Completion**

Create Official Report of Completion

Date

File Attachment No file chosen

Description

PO Number	Document Number	Date	Job Desc.	Amount	Currency
PO/BIOF/2020/0085	BAST/BIOF/2020/00028	31-12-2020	PO Skenario PG05	25.818.687.000	IDR
PO/BIOF/2020/0085	BAST/BIOF/2021/00001	01-01-2021	PO Skenario PG05	28.687.430.000	IDR
PO/BIOF/2020/0085	BAST/BIOF/2020/00027	31-12-2020	PO Skenario PG05	2.868.743.000	IDR
Jumlah Total				57.374.860.000	IDR

Figure 33. Create an Official Report of Completion

4. Fill in all available fields. The fields marked * are Mandatory (required). Here is the field on the Create LKP form :
 - a) Date* and **Date Picker** will be displayed
 - b) File Attachment*
 - c) Description
5. Click button to upload supporting documents according to the specified file extension
6. Click button to save data and the system will display a pop-up success alert
7. Click button to close **Create Official Report of Completion**

2.8 Delivery of Billing Documents

Vendors can make Delivery of Billing Documents on this menu. In this menu there are several things that can be done, namely:

1. Click **Invoice** Tab
2. Click **Unbilled** menu

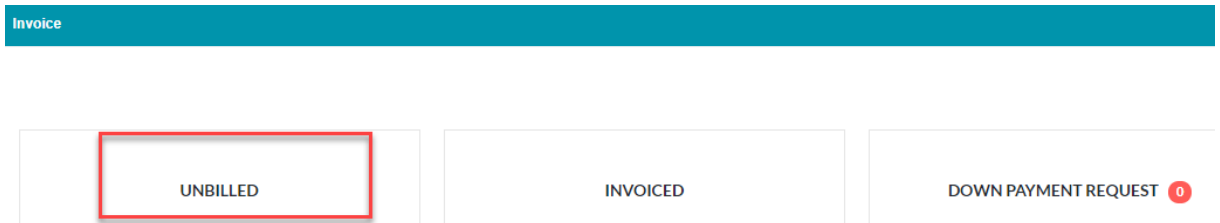


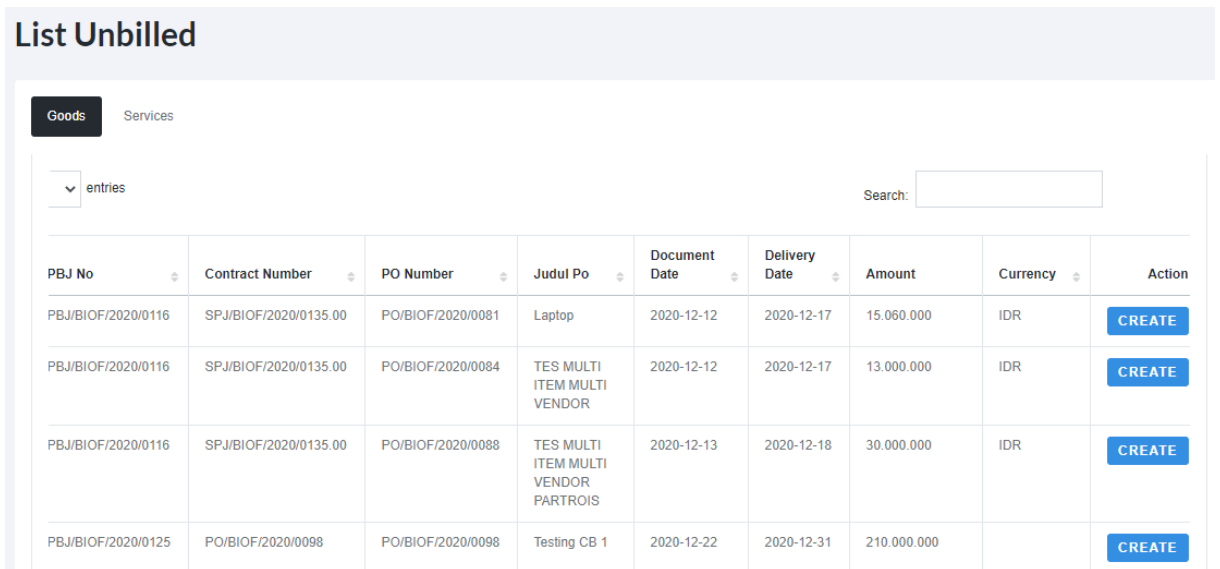
Figure 34. Unbilled menu

3. Vendors can select the Unbilled Goods or Services List by clicking the Goods / Services button in the corner of the Unbilled List



Figure 35. Goods/Services Button

4. The system displays a List of Unbilled Items



The screenshot shows the "List Unbilled" interface. At the top, there are two tabs: "Goods" (selected) and "Services". Below the tabs, there is a search bar and a dropdown menu showing "entries". The main content is a table with the following columns: PBJ No, Contract Number, PO Number, Judul Po, Document Date, Delivery Date, Amount, Currency, and Action. The table contains four rows of data, each with a "CREATE" button in the Action column.

PBJ No	Contract Number	PO Number	Judul Po	Document Date	Delivery Date	Amount	Currency	Action
PBJ/BIOF/2020/0116	SPJ/BIOF/2020/0135.00	PO/BIOF/2020/0081	Laptop	2020-12-12	2020-12-17	15.060.000	IDR	CREATE
PBJ/BIOF/2020/0116	SPJ/BIOF/2020/0135.00	PO/BIOF/2020/0084	TES MULTI ITEM MULTI VENDOR	2020-12-12	2020-12-17	13.000.000	IDR	CREATE
PBJ/BIOF/2020/0116	SPJ/BIOF/2020/0135.00	PO/BIOF/2020/0088	TES MULTI ITEM MULTI VENDOR PARTROIS	2020-12-13	2020-12-18	30.000.000	IDR	CREATE
PBJ/BIOF/2020/0125	PO/BIOF/2020/0098	PO/BIOF/2020/0098	Testing CB 1	2020-12-22	2020-12-31	210.000.000		CREATE

Figure 36. List of Unbilled Items

5. The system displays a List of Unbilled Services.

List Unbilled

Goods **Services**

Show entries Search:

No	Number Bapp	Bapp Created At	No Kontrak	PO Number	Judul Po	Bapp Value	Currency	
1	BAPP/BIOF/2021/00001	2021-01-01 22:37:54.00000000	SPJ/BIOF/2020/0130.00	PO/BIOF/2020/0085	PO Skenario PG05	57.374.860.000	IDR	VIEW CREATE

Showing 1 to 1 of 1 entries Previous **1** Next

Figure 37. List of Unbilled Services

2.8.1 Delivery of Goods Billing Documents (Draft)

1. Vendor selects Purchase Order / Agreement document then click button

CREATE

2. The system displays the **Create Invoice** form

List Unbilled > Create Invoice CANCEL

Document Date * 2021-01-02

PO Number PO/BIOF/2020/0084

SPPBJ No SPPBJ/BIOF/2020/0116

Invoice Number * Invoice Number

Bank * 4312435454 - BANK BNI

Tax Invoice Date 2021-01-02

Tax Invoice Tax Invoice

Type of Tax Non Taxed

Receipt Receipt

Note Note

Attachment * Attachment Type Attachment Number Choose File No file chose ADD

Attachment Type	Attachment Number	File	Action
-----------------	-------------------	------	--------

Base Amount 0

CREATE INVOICE

Figure 38. *Create Invoice*

3. Fill in all available fields. The fields marked * are Mandatory (required). Here is the field on the Create LKP form :

- a) Date* (**Date Picker** will be displayed)
- b) Invoice Number*
- c) Bank* (The system will display the Drop-down option for the Bank Account that has been inputted in Vendor Management)
- d) Tax Invoice Date (**Date Picker** will be displayed)

- e) Type of Tax (The system will display a drop-down option that contains the type of tax: VAT and Without VAT)
- f) Receipt
- g) Note
- h) Attachment*

1. Uploads Document Attachments by filling in:

- Attachment type
- No. Attachment

2. Then click **Choose File** button and it will display the Local Device Directory pop-up window to select the file

3. Click **ADD** button to add the attachment file

4. Click **Delete** button to delete the attachment file

- i) Description

4. Vendors click **CREATE INVOICE** button

5. The system will display a success alert and will return to the Invoice Management page with a Draft Status

2.8.2 Delivery of Service Billing Documents (Draft)

1. Vendor select and click **CREATE** button
2. The system displays the **Create Invoice** form

List Unbilled > Create Invoice CANCEL

Document Date * 2021-01-02

PO Number PO/BIOF/2020/0085

SPPBJ No SPPBJ/BIOF/2020/0104

Invoice Number * Invoice Number

Bank * 4312435454 - BANK BNI

Tax Invoice Date 2021-01-02

Tax Invoice Tax Invoice

Type of Tax Non Taxed

Official Report of Completion BAPP/BIOF/2021/00001 BAPP/BIOF/2021/00001

Record of Transfer Numbers BAST/BIOF/2020/00028, BAST/BIOF/2021/00001, BAST/BIOF/2020/00027 BAST/BIOF/2020/00028
BAST/BIOF/2021/00001
BAST/BIOF/2020/00027

Report of Work Progress Numbers LKP/BIOF/2020/00030, LKP/BIOF/2021/00001, LKP/BIOF/2021/00002, LKP/BIOF/2020/00029 LKP/BIOF/2020/00030
LKP/BIOF/2021/00001
LKP/BIOF/2021/00002
LKP/BIOF/2020/00029

Receipt Receipt

Note Note

Attachment* Attachment Type Attachment Number Choose File No file chose ADD

Attachment Type	Attachment Number	File	Action
-----------------	-------------------	------	--------

Base Amount 57.374.860.000

CREATE INVOICE

Figure 39. Create Invoice

3. Fill in all available fields. The fields marked * are Mandatory (required). Here is the field on the Create LKP form :
 - a) Invoice Number*

- b) Bank* (The system will display the Drop-down option for the Bank Account that has been inputted in Vendor Management)
- c) Tax Invoice Date (**Date Picker** will be displayed)
- d) Tax Invoice Number
- e) Type of Tax (The system will display a drop-down option that contains type of tax: VAT and Without VAT)
- f) BAPP number (Click the button and the system will display a preview of the page)
- g) BAST number (Click the button and the system will display a preview of the page)
- h) LKP number (Click the button and the system will display a preview of the page)
- i) Receipt
- j) Note
- k) Attachment*

1. Uploads Document Attachments by filling in:

- Attachment type
- No. Attachment

2. Then click **Choose File** button and it will display the Local Device Directory pop-up window to select the file

3. Click **ADD** button to add the attachment file

4. Click **Delete** button to delete the attachment file

l) Description

4. Vendors click **CREATE INVOICE** button

5. The system will display a success alert and will return to the Invoice Management page with a Draft Status

2.8.3 Update Delivery of Billing Documents

1. Vendors open the **Invoice** panel and select the **Invoiced** box
2. The system displays the **Invoice Management** menu page
3. Vendor selects **Invoice** then click **VIEW** button
4. The system displays the **Invoice Details** form

Invoice Management > Detail Invoice CANCEL

Document Date *

PO Number

No. SPPBJ

Invoice Number *

Bank Transfer *

Tax Invoice Date

Tax Invoice *

Type of Tax

Receipt

Note

Attachment

Attachment Type	Attachment Number	File	Action
tes	121	<input type="button" value="VIEW"/>	<input type="button" value="HAPUS"/>


Base Amount

Figure 40. Invoice Details

5. Fill in all available fields that need to be updated. The fields marked * are Mandatory (required). Here is the field on the Invoice Details form :
 - a) Date* (Date Picker will be displayed)
 - b) Invoice Number*
 - c) Bank* (The system will display the Drop-down option for the Bank Account that has been inputted in Vendor Management)

- d) Tax Invoice Date (**Date Picker** will be displayed)
 - e) Type of Tax (The system will display a drop-down option that contains type of tax: VAT and Without VAT)
 - f) Receipt
 - g) Note
 - h) Attachment*
 1. Uploads Document Attachments by filling in:
 - Attachment type
 - No. Attachment
 2. Then click **Choose File** button and it will display the Local Device Directory pop-up window to select the file
 3. Click **ADD** button to add the attachment file
 4. Click **Delete** button to delete the attachment file
 - i) Description
6. Vendors click **UPDATE INVOICE** button
 7. The system will display a success alert and will return to the Invoice Management page with a Draft Status

2.8.4 Submit Billing Documents




1. Vendors open the **Invoice** panel and select the **Invoiced** box
2. The system displays the **Invoice Management** menu page
3. Vendor selects Invoice then click  button
4. The system displays the **Document View** pop up

View Document

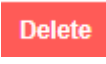

Jenis Dokumen	No. Dokumen / Nilai	Check List
No Po	PO/BIOF/2020/0021	<input type="checkbox"/>
tes	121	<input type="checkbox"/>



Figure 41. Document View

5. Vendor checks the list of documents
6. Vendors click  button on the Pop-up Checklist Document
7. The system displays a confirmation pop up, then the partner clicks  button
8. The system will display the success alert, then the vendors clicks  button and will return to the Invoice Management page with a Submit Status

2.8.5 Delete Billing Documents

1. Vendors open the **Invoice** panel and select the **Invoiced** box
2. The system displays the **Invoice Management** menu page
3. Vendor selects Invoice then click  button
4. The system displays a confirmation pop up, then the partner clicks  button
5. The system will display the success alert

2.9 The Process of Making Down Payment

2.9.1 Create Down Payment Request

Vendors can make Down Payment Requests on this menu. In this menu there are several things that can be done, namely:

1. Vendors open the **Invoice** panel
2. Select the **Down Payment Request** menu

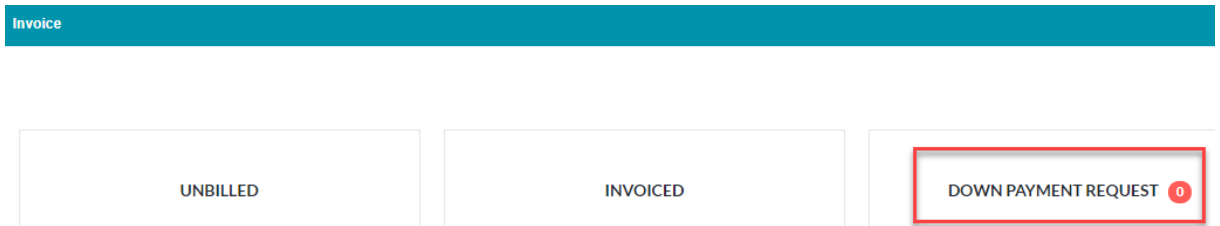
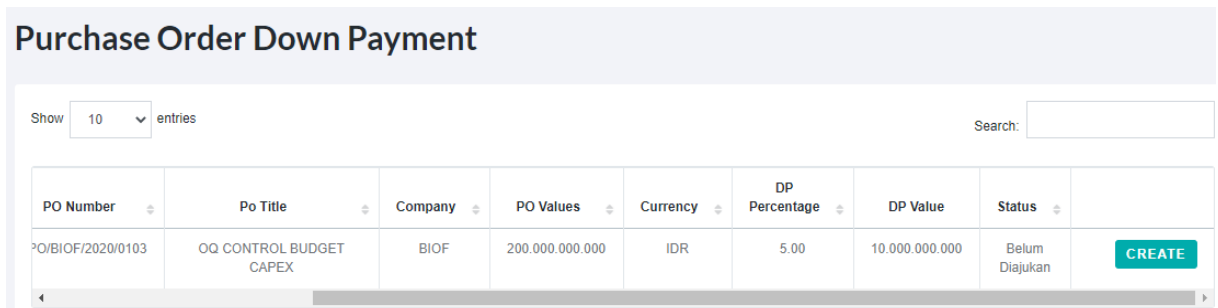


Figure 42. Down Payment Request Menu

3. The system displays the Purchase Order Down Payment



4. Vendors selects the PO / Agreement document then clicks **CREATE** button
5. The system displays the Create Down Payment Invoice page

Down Payment > Create Invoice Down Payment CANCEL

SPPBJ No	SPPBJ/BIOF/2020/0127
Contract Number	PO/BIOF/2020/0103
PO Number	PO/BIOF/2020/0103
Po Title	OQ CONTROL BUDGET CAPEX
PO Values	200.000.000.000
DP Percentage	5%
DP Value	10.000.000.000

Document Date *	2021-01-02
Invoice Number *	Nomor Dokumen
Bank *	4312435454 - BANK BNI
Tax Invoice Date	2021-01-02
Tax Invoice	Nomor Faktur Pajak
Type of Tax	Non Taxed
Receipt	Receipt
Note	Note
Attachment*	Attachment Type Attachment Number Choose File No file chose ADD
	Attachment Type Attachment Number File Action
Base Amount	10.000.000.000

CREATE INVOICE

Figure 43. Down Payment

6. Fill in all available fields. The fields marked * are Mandatory (required). Here is the field on the Create Down Payment Request form :
- a) Date* (**Date Picker** will be displayed)
 - b) Invoice Number*
 - c) Bank* (The system will display the Drop-down option for the Bank Account that has been inputted in Vendor Management)

- d) Tax Invoice Date (**Date Picker** will be displayed)
- e) Type of Tax (The system will display a drop-down option that contains type of tax: VAT and Without VAT)
- f) Receipt
- g) Note
- h) Attachment*

1. Uploads Document Attachments by filling in:

- Attachment type
- No. Attachment

2. Then click **Choose File** button and it will display the Local Device Directory pop-up window to select the file

3. Click **ADD** button to add the attachment file

4. Click **Delete** button to delete the attachment file

- i) Description

7. Vendors click **CREATE INVOICE** button

8. The system will display a success alert

2.9.2 Update Down Payment

Vendors can make update of Down Payment Request on this menu. In this menu there are several things that can be done, namely:

1. Click **Invoice** Tab
2. Click **Invoiced** menu

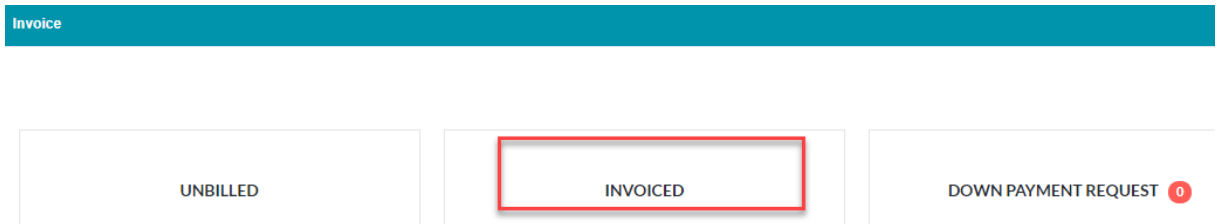


Figure 44. Invoiced Menu

3. The system displays Invoice Management pages

The screenshot shows the 'Invoice Management' page. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below is a table with the following data:

No	No Invoice	Invoice Date	PO Number	Base Amount	Currency	Description	Status	Posisi Dokumen	
1	21212	26-11-2020	PO/BIOF/2020/0035	800.000.000	IDR		reject	Reject	VIEW SUBMIT DELETE
2	3202002	26-11-2020	PO/BIOF/2020/0021	0	IDR	tes	submit	Req. Approval Staf	VIEW HISTORY
3	001/INV/2020	25-11-2020	PO/BIOF/2020/0041	0	IDR		close	Close	VIEW HISTORY
4	44365	23-11-2020	PO/BIOF/2020/0021	0	IDR	tes	close	Close	VIEW HISTORY
5	324324	23-11-2020	PO/BIOF/2020/0031	90.000.000	IDR	tes	submit	Req. Approval Staf	VIEW HISTORY
6	INV/ST/2020/003	16-11-2020	PO-00015280	0	IDR	CONTOH CATATAN UNTUK VERIFIKATOR	close	Close	VIEW HISTORY

Figure 45. Invoiced Menu

4. Vendor selects **Down Payment Invoice** then click [VIEW](#) button
5. The system displays the **Invoice Details** form
6. Fill in all available fields that need to be updated. The fields marked * are Mandatory (required). Here is the field on the Invoice Details form :
 - a) Date* (**Date Picker** will be displayed)
 - b) Invoice Number*

- c) Bank* (The system will display the Drop-down option for the Bank Account that has been inputted in Vendor Management)
- d) Tax Invoice Date (**Date Picker** will be displayed)
- e) Type of Tax (The system will display a drop-down option that contains type of tax: VAT and Without VAT)
- f) Receipt
- g) Note
- h) Attachment*

1. Uploads Document Attachments by filling in:

- Attachment type
- No. Attachment

2. Then click **Choose File** button and it will display the Local Device Directory pop-up window to select the file

3. Click **ADD** button to add the attachment file

4. Click **Delete** button to delete the attachment file

i) Description

7. Vendors click **UPDATE INVOICE** button

8. The system will display a success alert and will return to the Invoice Management page with a Draft

2.9.3 Submit Down Payment

1. Vendors open the **Invoice** panel and select the **Invoiced** box
2. The system displays the **Invoice Management** menu page
3. Vendor selects Invoice then click **SUBMIT** button
4. The system displays the **Document View** pop up

View Document

Jenis Dokumen	No. Dokumen / Nilai	Check List
No Po	PO/BIOF/2020/0021	<input type="checkbox"/>
tes	121	<input type="checkbox"/>

SUBMIT

Figure 46. Document View

5. Vendor checks the list of documents
6. Vendors click **SUBMIT** button on the Pop-up Checklist Document
7. The system displays a confirmation pop up, then the partner clicks **OK** button
8. The system will display the success alert

2.9.4 Delete Down Payment

1. Vendors open the **Invoice** panel and select the **Invoiced** box
2. The system displays the **Invoice Management** menu page
3. Vendor selects Invoice then click **Delete** button
4. The system displays a confirmation pop up, then the partner clicks **OK** button
5. The system will display the success alert

