

# QUICK REFERENCE GUIDE

*Bio Farma Integrated & Centralized E-Procurement System for Partner*

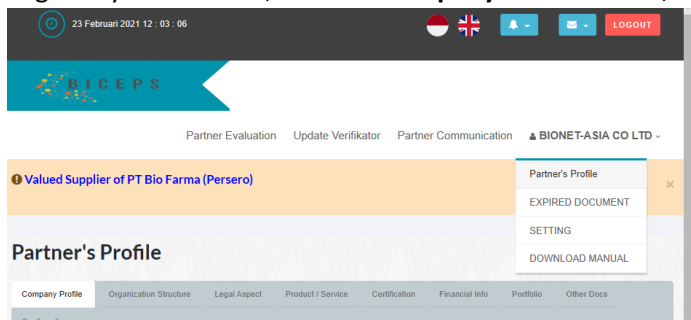
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## Chapter 1 : COMPLETING COMPANY PROFILE


### I. Completing Company Profile

1. Login to your account, click **the company name button**, then click **“Partner’s Profile”**




2. Complete all the mandatory data and documents i.e : (\* or **mandatory** means required)

#### a) Company Profile

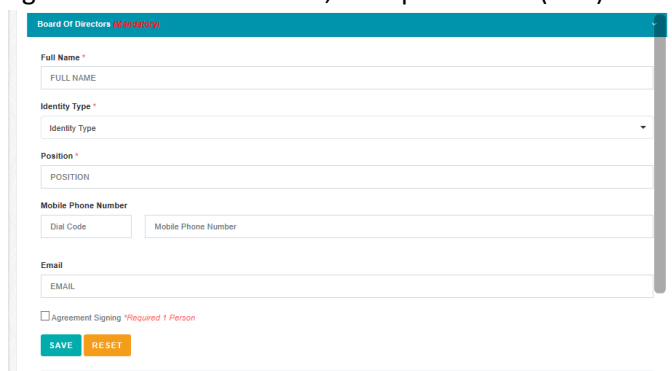
**Company Name** : Fill the Company secondary email and Website field (if any), then press SAVE (  )


**Company Address** : Fill the Phone Number field (without + for country code) , then press SAVE (  ) \*

**Contact Person** : Complete this section with contact of the person who will be in charge of the Procurement process in Bio Farma. Fill the Full name, Mobile Phone Number, and Email field, then press SAVE (  ) \*


#### b) Org. Structure


**Board of Directors** : Complete this section with Full Name and Position of person who have responsibility of the company. Don't forget to check the “Agreement Signing” to marked this person will sign an agreement with Bio Farma, then press SAVE (  ) \*




**Organization Structure**: Complete this section with documents that showing the organizational structure in the company, the system needs it to prove legally the person who will be in charge. Fill Issue Date with the day you filled and upload the file, then press SAVE (  ) \*

#### c) Legal Aspect

**Deed of establishment** : Fill deed numb, upload file company of incorporation/certificate of establishment/deed of establishment, choose category “company establishment”, and deed’s issued date, then press SAVE (  ) \*

**Domicile Letter** : Fill the file with uploading file company of incorporation/certificate of establishment/deed of establishment again, issued date of document, and check Valid Forever, then press SAVE (  ) \*


#### d) Products/Services

**Product/Service Detail** : Fill Provider type with “Goods/Services/Consultation Supplier”, Item Group, and Product Name , then press SAVE (  ) \*

#### e) Cerfication


**Cerfication** : Complete this section with GMP certificate (if any)

**f) Financial Info**

**Bank Accounts** : Complete this section with Bank Account Data, Fill the currency, Bank's Name, Account Number, and Account Holder field, then click SAVE (  ) button\*.

Please contact us ([helpdeksbiceps@biofarma.co.id](mailto:helpdeksbiceps@biofarma.co.id)) if you can't find your bank names here.

**g) Portofolio**

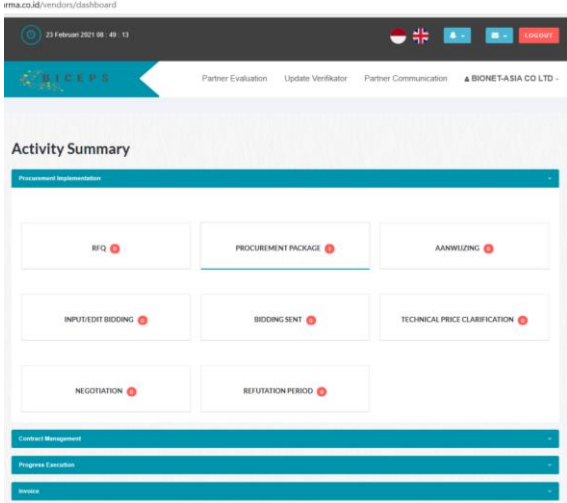
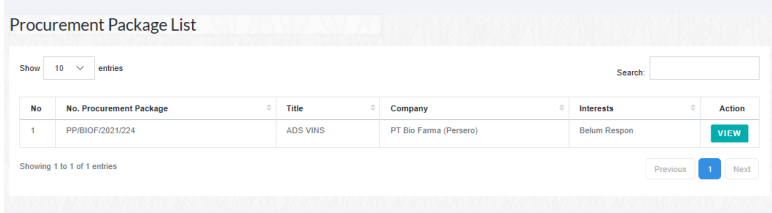
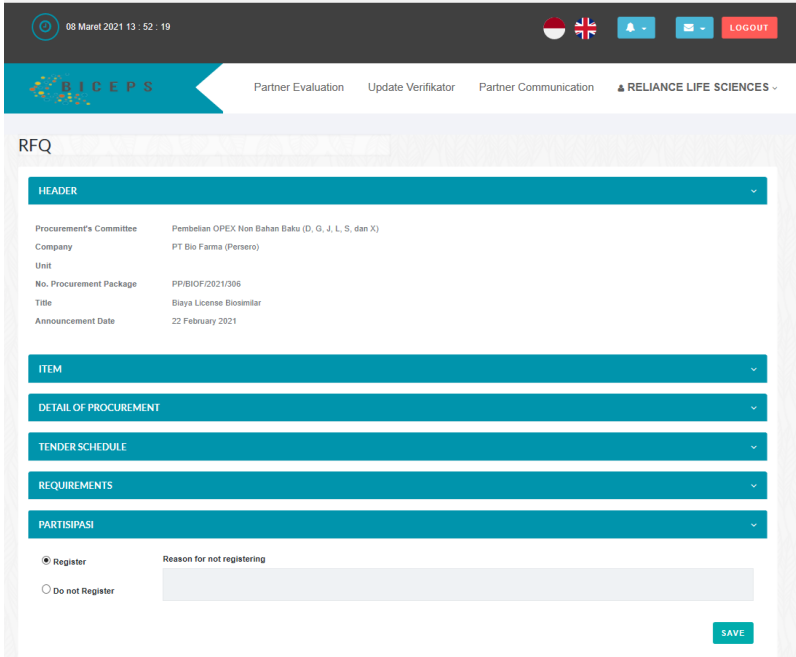
**Portofolio** : Complete this section with your company's experiences (client name and project name only), then press SAVE (  )\*. Minimal 2 experience.

3. Once you finish all the steps above, click tab "**Confirmation**" and click button to send the  
company profile to BioFarma for verification.

## Chapter 2 : INPUT & UPLOAD QUOTATION, NEGOTIATION, DOWNLOAD PO

### I. Upload Quotation for Non Open Tender

#### a. Register the Procurement Package

Numb	Picture	Step
1		<p>This is the first step before inputting your quotation.</p> <p>Login to your account, then in homepage (Activity Summary) click Part "Procurement Implementation" then choose menu "RFQ"</p>
2		<p>System will show you the list of RFQ from Bio Farma, then Click "View/Lihat" button to view the details</p>
3		<p>You can find the schedule of procurement in section "Tender Schedule".</p> <p>Once the schedule for registration in the tender schedule is missed, please contact us because you will not be able to proceed to the next process before the schedule is changed by the Bio Farma side.</p> <p>When the schedule runs properly, the next process is to register the package. In section "Partisipasi" choose "Register", Then click button</p> <p>System will show you successful notification.</p>

4

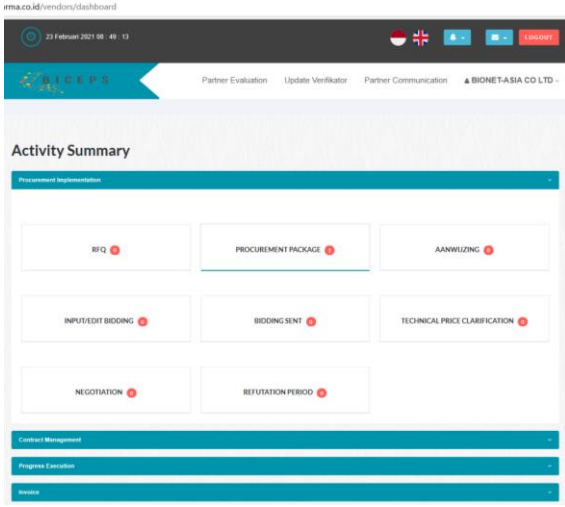
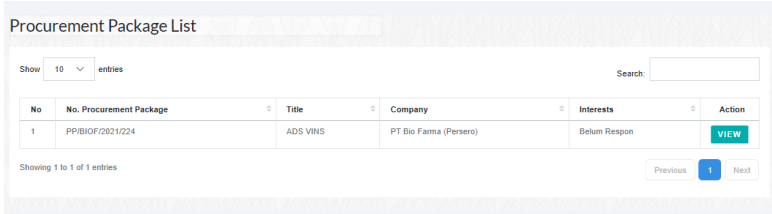
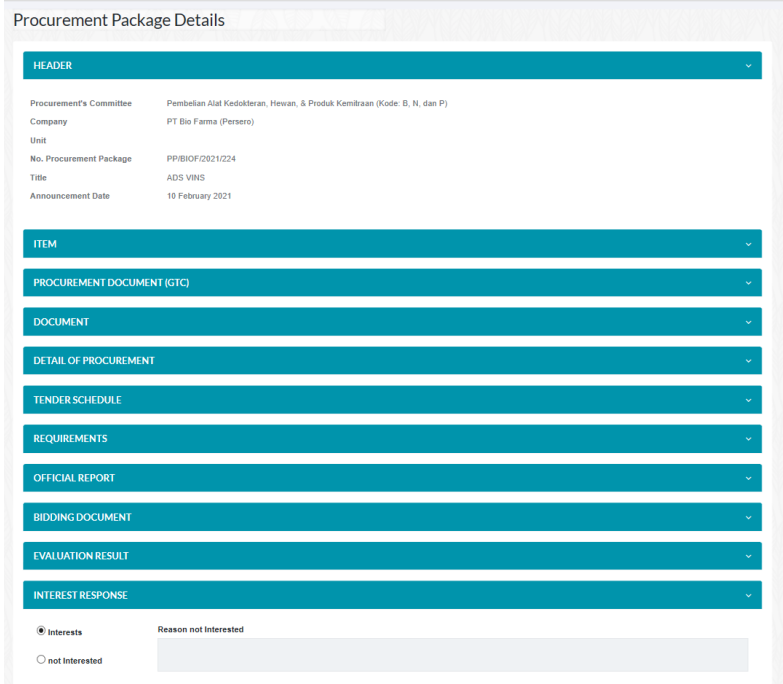

The image is a screenshot of a web application interface. At the top, there is a teal header bar with the word "REQUIREMENTS" in white capital letters and a small downward arrow icon on the right. Below this header is a table with four rows. Each row has four columns: "No", "Category", "Name", and "Action". The rows are: 1. Qualification, Persyaratan Kualifikasi/Qualifications Requirements, and a teal button labeled "DETAIL". 2. Administration, Persyaratan Administrasi/Administration Requirements, and a teal button labeled "DETAIL". 3. Technical, Technical Requirements, and a teal button labeled "DETAIL". 4. Price, Price Requirements, and a teal button labeled "DETAIL". Below the table, there is another teal header bar with the word "PARTICIPATION" in white capital letters and a small downward arrow icon on the right. Below this header, there is a message in black capital letters: "THE REGISTRATION PROCESS CAN BE CARRIED OUT ACCORDING TO A PREDETERMINED SCHEDULE". At the bottom of the screenshot, there is a dark grey bar with a circular icon on the left and the text "23 Februari 2021 08 : 57 : 52" on the right. Below this bar is a teal banner with the word "BICEPS" in white capital letters and a small graphic of colorful dots to the left.

Panel Requirements showing general requirements for the tender, it's including qualification req. (vendor can provide goods/services), administration req. (vendors have completed company profile in application), Technical Req. (Goods/Services that are provided by vendors according to Bio Farma's need), Price Req. (the Quotation price doesn't exceed the owner 's estimate). It's just for your information, if you want to download the details of Bio Farma's need (the Requirement/URS/TOR/etc) and input your quotation you must register first.

If Panel Participation contains the information as the picture on the left means the schedule has expired, you must contact PIC in BioFarma to fix this issue first.

Once register process succeeded, get back to home page by means of click BICEPS logo then go to procedure for states interest response below

## b. Download the URS/TOR and States Interest Response

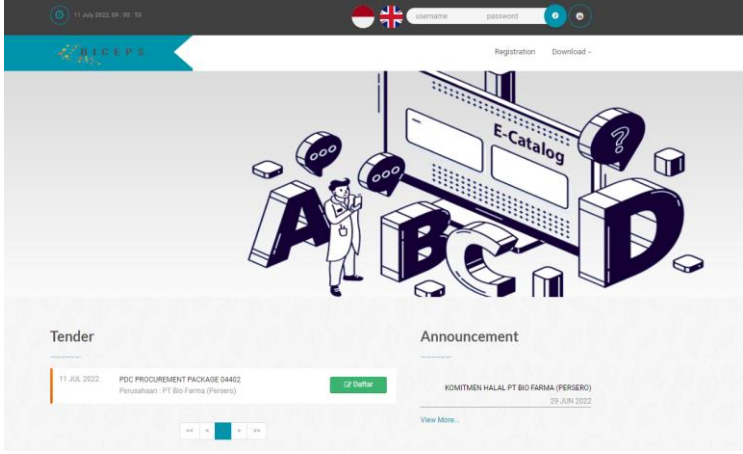
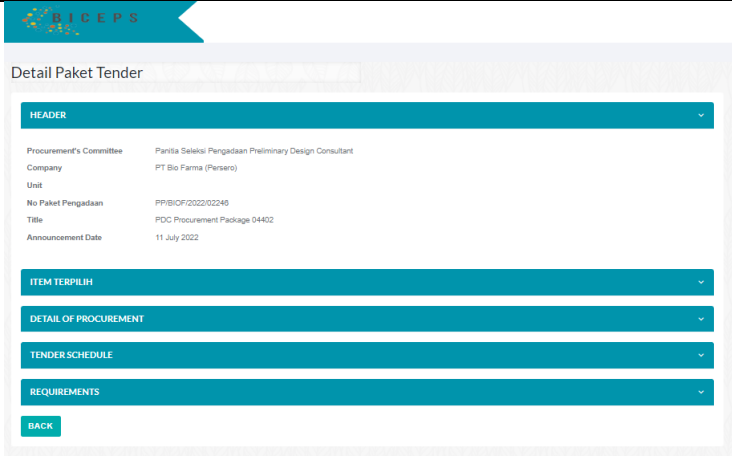
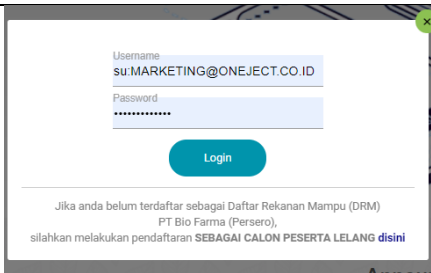
Numb	Picture	Step
1		<p>Login to your account, then click Tab “Procurement Implementation”, choose menu “Procurement Package”</p>
2		<p>Click “View/Lihat” button to view the details of package</p>
3		<p>System will show the detailed of the procurement package including the items (part ITEM), schedule (part TENDER SCHEDULE), etc.</p> <p>If any, you can download the Requirements document from BioFarma in part DOCUMENT. Once you can’t find a requirement document in the system, please contact us.</p> <p>Make sure you can provide BioFarma’s needs before state the interest responds.</p> <p>Follow this steps to state the interest response. In section “Interest Response” ch --- “Interest”, then click button</p>
4		<p>Back to home page by means of click BICEPS logo and go to procedure for input Quotation below</p>






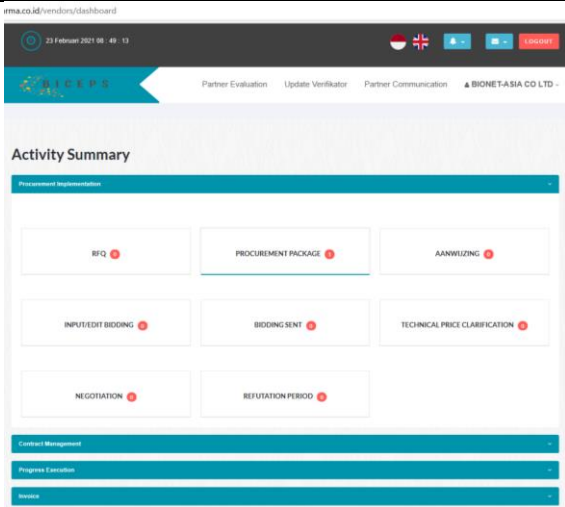
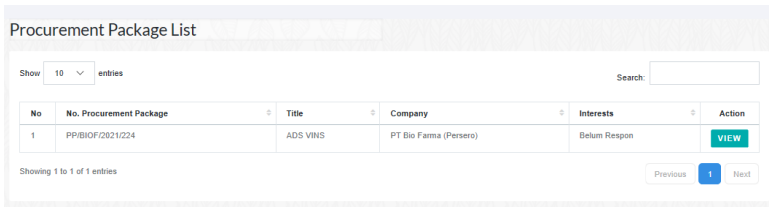
## II. Register and Upload Pre Qualification or Quotation for Open Tender

### a. Check the Open Tender Package

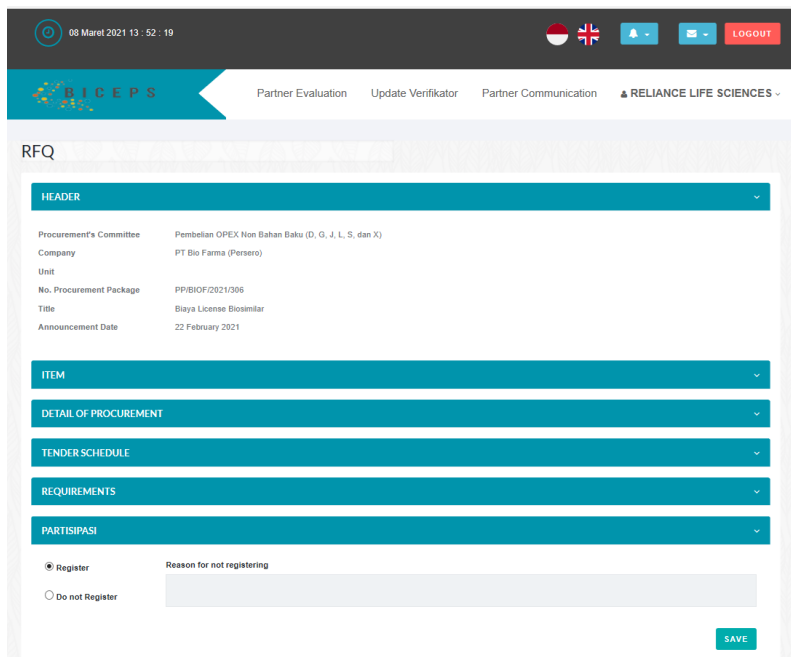
Numb	Picture	Step
1		<p>This is the first display once you open our e-procurement website.</p> <p>Check the open tender List by clicking the Tender Title</p>
2		<p>System shows the general information of the tender package.</p> <p><b>Header</b> contain the title of procurement package, Procurement committee/PIC, Package Number;</p> <p><b>Item Terpilih</b> contain Products that Bio Farma needs;</p> <p><b>Detail of Procurement</b> contain the method of package (configure by internal Bio Farma);</p> <p><b>Tender Schedule</b> contain list of detail schedule of the package;</p> <p><b>Requirements</b> contain general requirements in terms of qualification, administration, technical, and price.</p> <p>Click back to continue the process.</p>
3		<p>Click button Daftar/Register on the open tender section;</p> <p>System showing pop up login, if the prospective bidder has been registered as Bio Farma's Partners then input the username and password registered.</p> <p>If the prospective bidders are Farma partners then click the word 'disini' then input your company email that becomes the username of your company account.</p>

4		System send the activation button to your company email, click the activation button on your email to continue the process.
5		System showing the registration form, fill out the form especially the mandatory data with red star (*) and the password to login to your company account.  Once it has been completed, click the button send/simpan to finish the registration process.
6		Try to login to your company account with the username and password that has been registered.

## b. Register the Procurement Package

Numb	Picture	Step
1		After login to your account, then in homepage (Activity Summary) click Part "Procurement Implementation" then choose menu "RFQ"
2		System will show you the RFQ from the open tender package that you become listed earlier. Click "View/Lihat" button to view the register the package.

3



4

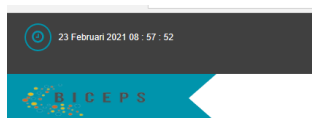
REQUIREMENTS			
No	Category	Name	Action
1	Qualification	Persyaratan Kualifikasi/Qualifications Requirements	<a href="#">DETAIL</a>
2	Administration	Persyaratan Administrasi/Administration Requirements	<a href="#">DETAIL</a>
3	Technical	Technical Requirements	<a href="#">DETAIL</a>
4	Price	Price Requirements	<a href="#">DETAIL</a>

5

**PARTICIPATION**

THE REGISTRATION PROCESS CAN BE CARRIED OUT ACCORDING TO A PREDETERMINED SCHEDULE

6



You can find the schedule of the procurement in section “Tender Schedule”. Once the schedule for registration in the tender schedule is missed, please contact us because you will not be able to proceed to the next process before the schedule is changed by the Bio Farma side.

When the schedule runs properly, the next process is to register the package. In section “Partisipasi” choose “Register”, Then click [button](#)

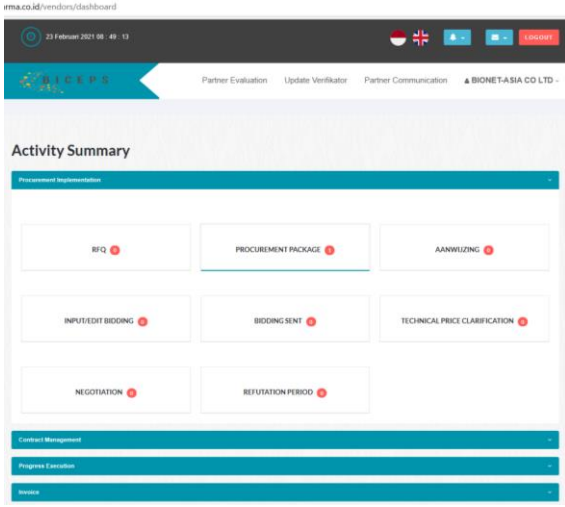
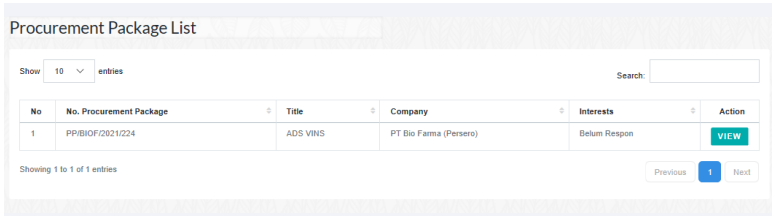
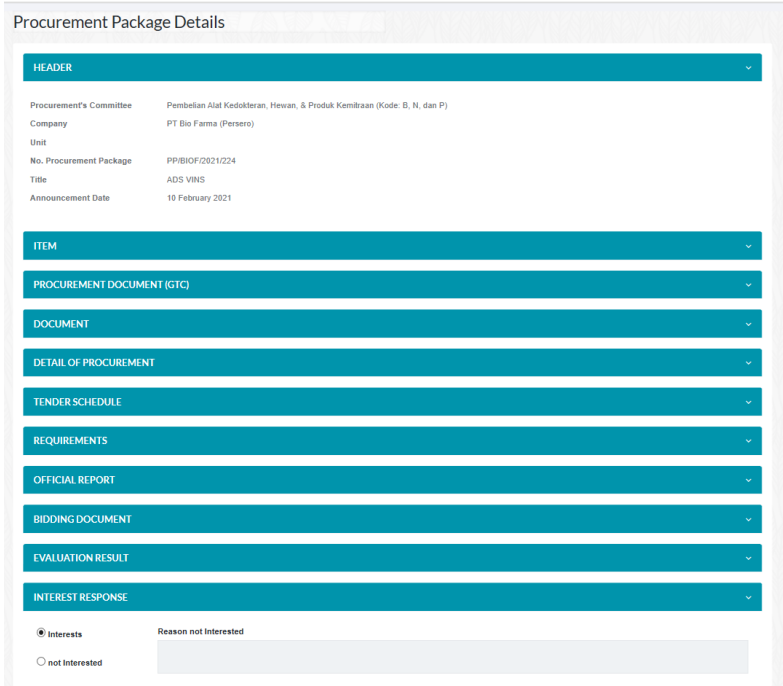
System will show you successful notification.

Panel Requirements showing general requirements for the tender for the terms of qualification req. (vendor can provide goods/services), administration req. (vendors have completed company profile in application), Technical Req. (Goods/Services that are provided by vendors according to Bio Farma’s need), Price Req. (the Quotation price doesn’t exceed the owner 's estimate). It’s just for your information, if you want to download the details of Bio Farma’s need (the Requirement) and input your quotation you must register first.

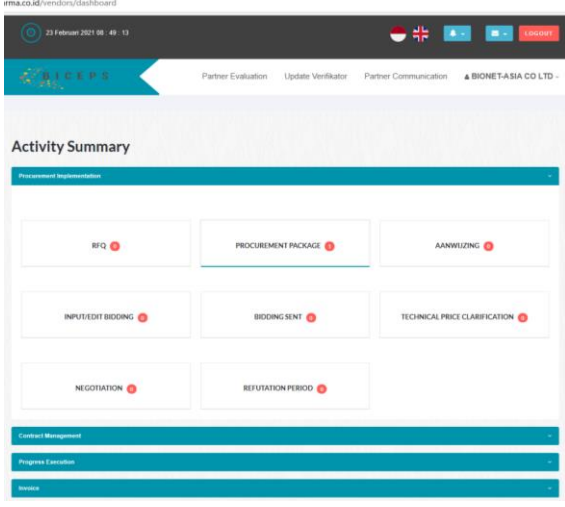
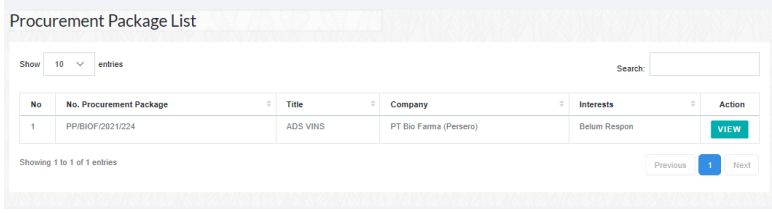
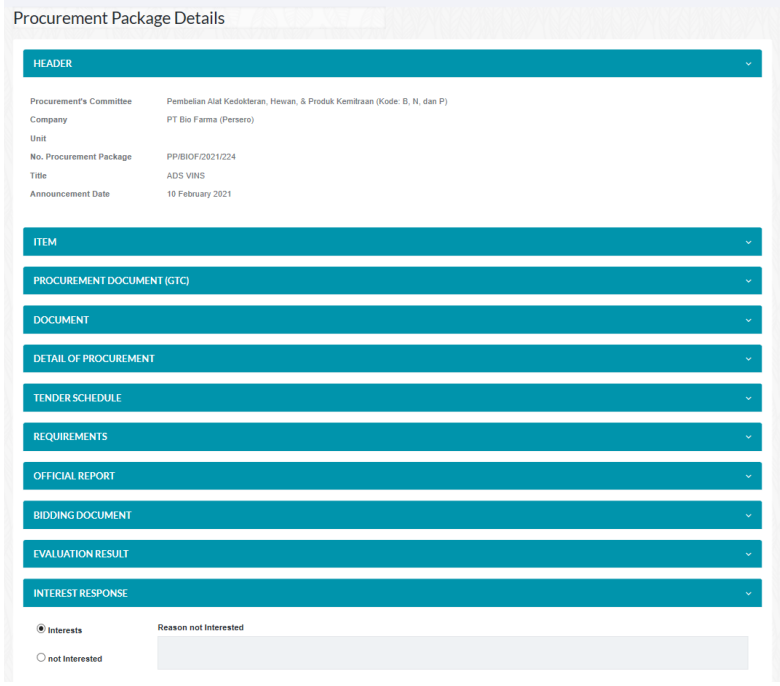
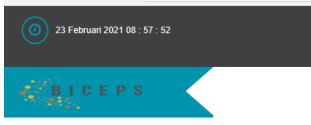
If Panel Participation contains the information as the picture on the left means the schedule has expired, you must contact PIC in BioFarma to fix this issue first.

Once register process succeeded, get back to home page by means of click BICEPS logo then go to procedure for download requirement documents in part below.

### c. Download the Prequalification or others Requirement Documents

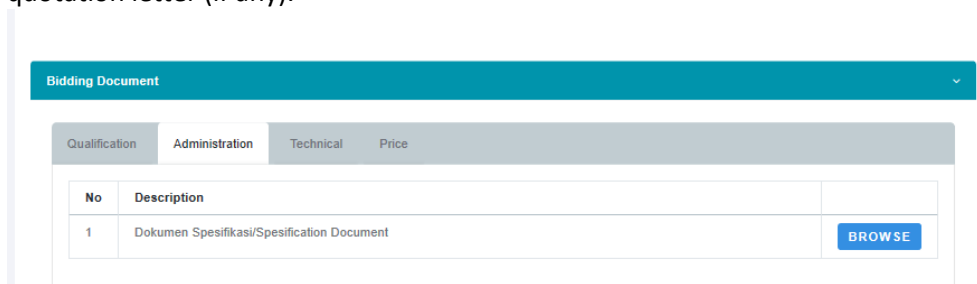
Numb	Picture	Step
1		<p>Login to your account, then click Tab “Procurement Implementation”, choose menu “Procurement Package”</p>
2		<p>Click “View/Lihat” button to view the general information of the package</p>
3		<p>Systems showing the general information of the procurement package contain the items (part ITEM), schedule (part TENDER SCHEDULE), etc.</p> <p>If any, you can download Requirements documents from BioFarma in part DOCUMENT and RELATED DOCUMENT.</p> <p>Once you can't find a requirement document in both parts, please contact our procurement PIC.</p> <p>Check and study the documents, if your company fulfills the requirements then prepare the documents required in 1 pdf file then you are ready to participate in the state interest response process in part below.</p> <p>Notes : Make sure the process does not exceed the schedule that has been set.</p>

#### d. States Interest Response

Numb	Picture	Step
1		<p>Login to your account, then click Tab “Procurement Implementation”, choose menu “Procurement Package”</p>
2		<p>Click “View/Lihat” button to view the general information of the package</p>
3		<p>System showing the general information of the procurement package contains the items (part ITEM), schedule (part TENDER SCHEDULE), etc.</p> <p>If any, you can download Requirements documents from BioFarma in part DOCUMENT and RELATED DOCUMENT.</p> <p>Once you can't find a requirement document in both parts, please contact our procurement PIC.</p> <p>For state interest, in section “Interest Response” choose “Interest”, then click button</p>
4		<p>Back to home page by means of click BICEPS logo and go to procedure for input Prequalification or Quotation below</p>



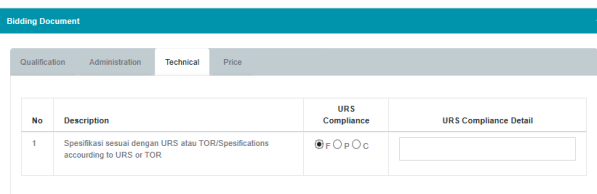
- In section “Bidding Document”, click tab “Administration” then click Browse button to upload the Artworks or proposal or terms or specification documents or technical documents or others that support the quotation letter (if any).



The screenshot shows the 'Bidding Document' section with the 'Administration' tab selected. Below the tabs, there is a table with two columns: 'No' and 'Description'. The first row has '1' in the 'No' column and 'Dokumen Spesifikasi/Specification Document' in the 'Description' column. To the right of the table is a blue 'BROWSE' button.

No	Description
1	Dokumen Spesifikasi/Specification Document

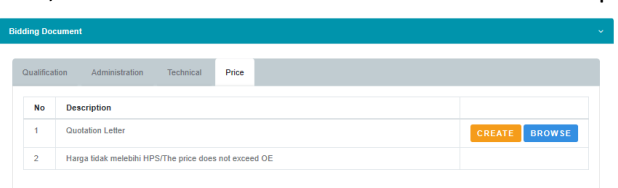
Then, click tab “Technical” and choose ‘F’ in URS Compliance column to declare that your company can provide all technical requirements



The screenshot shows the 'Bidding Document' section with the 'Technical' tab selected. Below the tabs, there is a table with four columns: 'No', 'Description', 'URS Compliance', and 'URS Compliance Detail'. The first row has '1' in the 'No' column, 'Spesifikasi sesuai dengan URS atau TOR/Specifications according to URS or TOR' in the 'Description' column, 'F' in the 'URS Compliance' column, and an empty text box in the 'URS Compliance Detail' column.


No	Description	URS Compliance	URS Compliance Detail
1	Spesifikasi sesuai dengan URS atau TOR/Specifications according to URS or TOR	F	

Then, click tab “Price” and click Browse button to upload your Quotation letter.



The screenshot shows the 'Bidding Document' section with the 'Price' tab selected. Below the tabs, there is a table with two columns: 'No' and 'Description'. The first row has '1' in the 'No' column and 'Quotation Letter' in the 'Description' column. The second row has '2' in the 'No' column and 'Harga tidak melebihi HPS/The price does not exceed OE' in the 'Description' column. To the right of the table are two buttons: 'CREATE' and 'BROWSE'.

No	Description
1	Quotation Letter
2	Harga tidak melebihi HPS/The price does not exceed OE

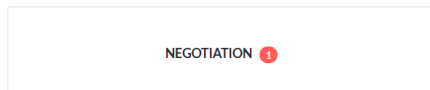
- If you have finished all the steps above, then click the button  to send your technical and price quotation to Bio Farma.

Bio Farma will receive it then open the quotation and make the evaluation or clarification (if any).

### III. Respond Negotiation

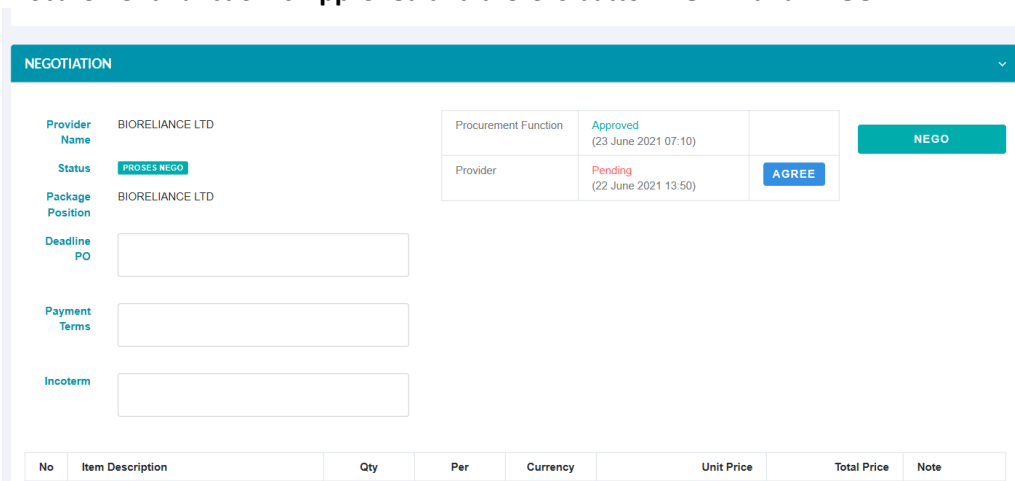
After the evaluation result has been done from the Bio Farma side, you'll receive email notification about the negotiation process. Check and respond the negotiable price from Bio Farma in the following ways:

1. After login, Click tab "Procurement Implementation" then choose menu "NEGOTIATION"



(The red number means how many pending negotiation processes are on your account).

2. Next page will show the list of pending negotiations, search the **number of procurement packages** or the **title** in column "Search" then Click "Process" button.
3. You will see the Negotiation Page, make sure the status of Provider is **Pending** and the status of Procurement Function is **Approved** and there is button **AGREE** and **NEGO**.



**NEGOTIATION**

Provider Name: BIRELIANCE LTD

Status: **PROSES NEGOTIASI**

Package Position: BIRELIANCE LTD

Deadline PO:

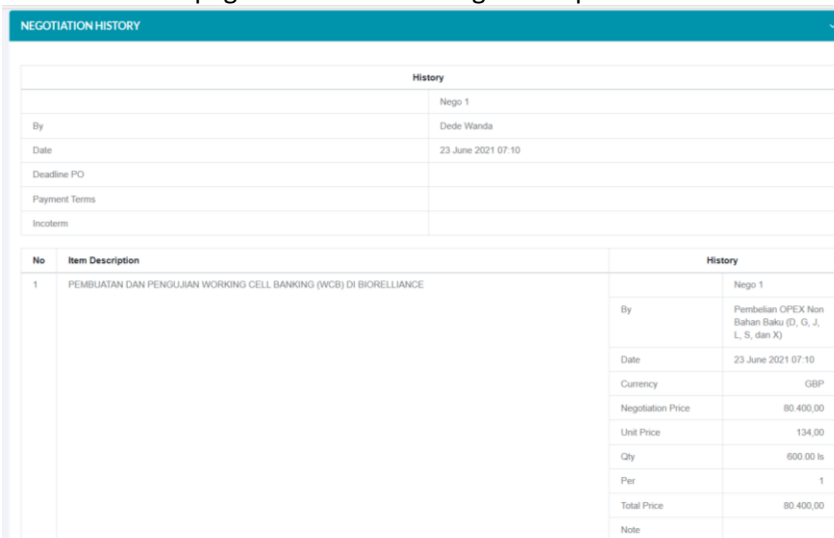
Payment Terms:

Incoterm:

Procurement Function	Approved (23 June 2021 07:10)	<b>NEGO</b>
Provider	Pending (22 June 2021 13:50)	

No	Item Description	Qty	Per	Currency	Unit Price	Total Price	Note

4. Scroll down the page then check the negotiable price from Bio Farma in section NEGOTIATION HISTORY



**NEGOTIATION HISTORY**

History

Nego 1

By: Dede Wanda

Date: 23 June 2021 07:10

Deadline PO:

Payment Terms:

Incoterm:

No	Item Description	History
1	PEMBUATAN DAN PENGUJIAN WORKING CELL BANKING (WCB) DI BIRELIANCE	<p>Nego 1</p> <p>By: Pembelian OPEX Non Bahan Baku (D, G, J, L, S, dan X)</p> <p>Date: 23 June 2021 07:10</p> <p>Currency: GBP</p> <p>Negotiation Price: 80 400,00</p> <p>Unit Price: 134,00</p> <p>Qty: 600.00 Is</p> <p>Per: 1</p> <p>Total Price: 80 400,00</p> <p>Note: <input type="text"/></p>

5. If you agree with the price, click the button **AGREE**. Then your consent will be sent to BioFarma and the status of both Provider and Procurement Function changed to **"Approved"**.
6. If you do not agree with the total price, clear the price in column **"Unit Price"** then input the negotiable unit price from your side then make sure the **"Total Price"** and **"Total Amount"** are true. You can tell your reason why you're not accepted in column **"NOTE"** (but not in long words).



NEGOTIATION

Provider Name

BIORELIANCE LTD

Status

PROSES NEGOTIATION

Package Position

BIORELIANCE LTD

Deadline PO

Payment Terms

Incoterm

Procurement Function

Approved  
(23 June 2021 07:10)

Provider

Pending  
(22 June 2021 13:50)

NEGO

AGREE

No	Item Description	Qty	Per	Currency	Unit Price	Total Price	Note
1	PEMBUATAN DAN PENGUJIAN WORKING CELL BANKING (WCB) DI BIORELIANCE						
	PEMBUATAN DAN PENGUJIAN WORKING CELL BANKING (WCB) DI BIORELIANCE	600.00 ls	1	GBP	134,0000000000000000	80.400,00	
						Total Amount	
Negotiation						80.400,00	

Then click the “**NEGO**” button to send your negotiation price to Bio Farma.

The status of Provider changed to “Approved” and status of Procurement Function changed to “Pending”.

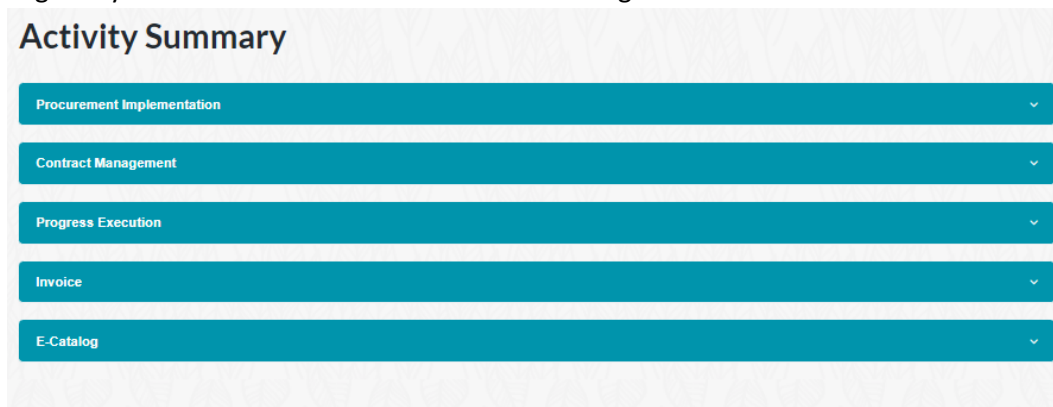
If you scroll down to section **NEGOTIATION HISTORY** you will find your negotiation price there.

- Wait until the next email notification from the system to know Bio Farma agree or re-submit the new negotiable price.

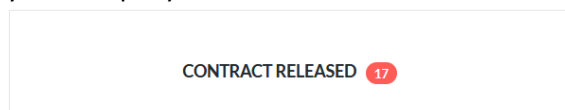
#### IV. Download PO

You will receive email notification once the PO is released, you must download and sign the PO (by a person who has responsibility for the company) then send the signed PO to PIC in Bio Farma or by email. Follow this steps to download your PO :

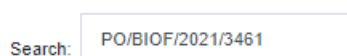
1. You will receive an email that contains the PO/Contract has been published.
2. Login to your account and click tab “Contract Management”



3. Click menu “Contract Released”, system will show list of contracts that has been published by Bio Farma for your company.



4. Using Search feature, fill the **number of PO/contract** or the **PO/contract title** so the system will automatically search to find the keyword.



*Tips : Searching by PO number (PO/BIOF/.../...) or by Contract Number (SPJ/BIOF/.../...)*

5. Click **VIEW** button to see the content
6. If you want to download the unsigned contract document, please scroll the page to the bottom and find part

“Unsigned Document”. Click **DOWNLOAD** button to download the unsigned contract document.

7. If you want to download the PO formed from Contract, please scroll the page to the middle of page and find part **Contract Configuration**, there click button **VIEW ISSUED PO**. System will show a list of PO formed from the contract, click the VIEW button. System will show a page of PO details, scroll the page to bottom and find part **Unsigned Document**, click the button **DOWNLOAD** to download the PO.

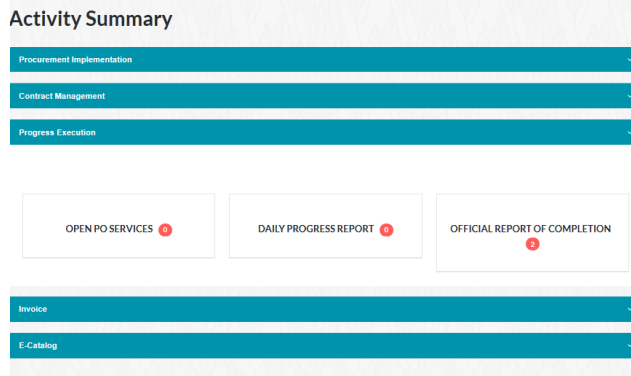
8. Print the document and sign it by the person in charge of the company (usually the dDirectors or Representative (with power of attorney) who is already registered in biceps as a contract signer.
9. **For the local vendors, send the signed document to Bio Farma** address as follows : *PT Bio Farma (Persero) Jalan Pasteur No. 28, Kota Bandung, Jawa Barat, Indonesia, Operational Procurement Team/Tim Operasional Pengadaan*  
**For the international vendors, send the signed document to our PIC’s email.**
10. Once we get your signed contract, we will continue the process of signing by our authorized official and we will upload it to the system after the contract release by the authorized official.
11. You can download the fully signed PO in the same way as this procedure in the part **Signed Document**.

## Chapter 3 : SUBMIT INVOICING DOCUMENTS

### I. Submit Progress (for services) and Invoicing Document (for Goods and Services)

#### a. Submit the Working Progress (only for services)

1. After login, Click tab “Progress Execution” then choose menu “Open PO Services”



2. System will show the List of PO (Services) owned by your company which contains several information as the following :
  - a. SPPBJ Number : display the number of services SPPBJ document (you can download the SPPBJ document in menu Contract Management, then click menu SPPBJ Released)
  - b. Contract Number and PO Number : display the number of the contract/PO (you can download the contract/PO document in menu Contract Management, then click menu PO Released)
  - c. PO ERP Number : display the number of the contract/PO in our ERP application
  - d. PO Title : display the title of your services
  - e. Total Value : display the total price of the services
  - f. Currency : display the currency for the price
  - g. Contract Source : display the source of contract (if any)
  - h. Progress Status : display the progress of the services that has been submitted to Bio Farma
3. If you can't find the title of services that you want to submit, search the number of PO or the title of services

Search:

in column “Search”

4. At the bottom of the table list there is a bar to slide left or right the table, slide the tab to the right to find the Detail button then Click “**DETAIL**” button, then you'll find the forms to submit your percentage of services that has been done who wants to be asked for the payment.
5. In part “**Header**” please make sure the content in field marked yellow is in accordance with the contract/PO, if there is any difference please contact us via email [helpdeskiceps@biofarma.co.id](mailto:helpdeskiceps@biofarma.co.id) because your invoice may not be submitted well.

#### Header

Company	BIOF	PO Values Exc. Tax	
Contract Source		PO Values Inc. Tax	
Payment Verification		Accrual Value	
Cost Type		Remaning Value	
SPPBJ Number	SPPBJ/	Down Payment	
Contract Number	PO/BIOF	Invoiced	
PO Number	PO/BIOF	Payment Request	
Po Title		Progress Percentages	
Start Date			
End Date			

- Below the Header, there is part **"Item"** that contains the services, the price, and the progress realization, slide the table to the right and you will find the **"Progress"** button. Click the Progress button on the percentage you want to ask for payment.
- Then the system displays the form to input Detail Progress. Fill in the form according to the data you want to input, the **Qty** field means the percentage of the payment price for example if you want to ask for 30% of the total payment then fill 0,3 in this field.
- Then make sure the **amount** field is in accordance with the payment you want to submit. If it isn't appropriate then back to Qty field and edit it to the right amount.

Detail Progress

Item No		Job Desc.	
Qty Ordered		Qty Used	
Uom		Unit Price	

Input Progress

Qty*	0	Amount	0
File Attachment*	<input type="text"/> <input type="button" value="Browse..."/>		
Additional Info			

If the amount is appropriate, fill in the **file attachment** field with the name of the progress for example "Payment 1".

Then click **Browse** button to input **only 1** pdf file of the supporting document like work handover letter (BAST), request for work handover letter (BAST), contract/PO, tax (if any) (combine all those documents in one pdf file).

Then Fill in the **Additional info** for example "Asked for Working Progress".

Make sure all data is appropriate then click the SAVE button.

- If you want to see the progress that has been saved, click the **VIEW** button in part **Log View**

Log Progress [VIEW](#)

Show 10 entries Search:

No Ph	Tanggal	Item	Desc Item	Service Line	Uraian Pekerjaan	Detail Pekerjaan

Showing 1 to 1 of 1 entries

Previous 1 Next

- Then click BICEPS Logo in to go to the home page, then click tab **Progress Execution**, then click the menu **Daily Progress Report**.
- System displays the Progress that you saved in point 8. Slide right to the table and checklist the progress you want to submit to payment. Then click [CREATE BAPP](#) button.
- Fill in the data on the form, input and upload the same file with point 8 then click the SAVE button.
- Your working Progress has been successfully sent to Bio Farma. You can monitor the status of your request in the menu **Official Report of Completion**.

Progress Execution

OPEN PO SERVICES 1

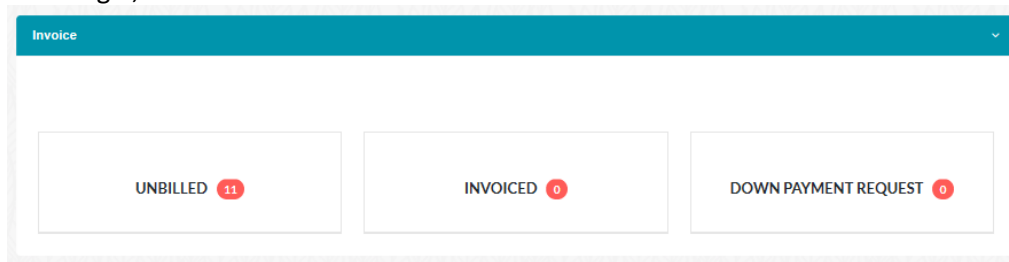
DAILY PROGRESS REPORT 1

OFFICIAL REPORT OF COMPLETION 1

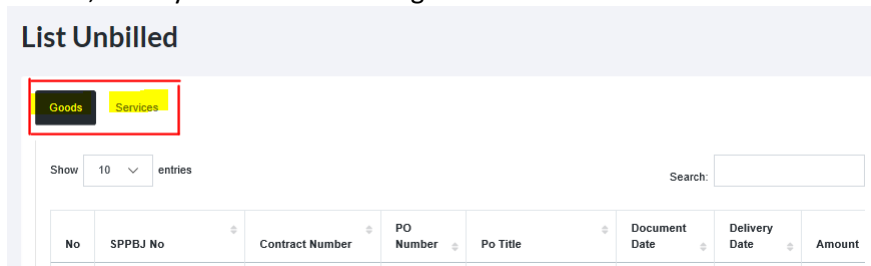
This is the final step for submitting working progress, after this you can proceed to upload the invoice below.

## b. Submit Invoicing Document (for goods and services)

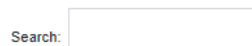
1. After login, Click tab “Invoice” then choose menu “Unbilled”



2. System displays the list of unbilled payment, if you want to submit services invoice then click **Services** button, but if you want to submit goods invoice then click **Goods** button.



3. Then If you can't find the title of services/goods that you want to submit, search the number of PO or the



title of services/goods in column “**Search**”

4. Slide right to the table until you find the create button, then click the **create** button.
5. System displays the form to create an invoice, fill in all the data and documents. Make sure the base **amount is 0** because it will automatically fill when BioFarma approved your invoicing request.
6. Please make sure all data is appropriate then click the **CREATE INVOICE** button.
7. Your invoice has been successfully sent to Bio Farma. You can monitor the status of your request in the menu **INVOICED**.

