Operating Lease Support System Phase-2 Project for

Functional Specification

FC.AB.4.4 Monitoring Complement Document

Revision 1.0

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Project Name :	Operating Lease Support System Phase-2

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Project Name :	Operating Lease Support System Phase-2

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Document Approval

By signing this document I acknowledge I have read the document and give the Project Management Team approval to proceed.

Role	Name	Signature	Date
DSF Project Director	Mr. Jin Nishimura		
DSF Project Advisor	Mr. Ahmad Fikri		
DSF Project Manager	Mr. Abdul Somad		
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Functional Specification

1. Introduction

1.1 Purpose

Functional Specification is a document to describe the detail of functions system which includes screen design, report, and logic formula. This document will be used for system development.

1.2 Scope

Functional Specification Document contains screen design, screen functionality, process flow, and data structure of FC.AB.4.4 Monitoring Complement Document for Phase-2.

Here are the scope for FC.AB.4.4 Monitoring Complement Document:

1. **AB.4.4.1 View Complement Document List**

   To view document list from customer that needed for SKD Approval Process and Agreement Approval Process including status of completion.

   Output from this document is:
   1. PF.AB.4.4 Complement Document

1.3 Definition, Acronyms, and Abbreviations

1. OPL = Operating Lease
2. DSF = Dipo Star Finance
3. BSI = Berlian Sistem Informasi
4. SKD = Surat Keputusan Direksi/ Board of Director's Decree

1.4 References

This functional specification document refers to **"To Be Design" AB. Marketing Process**, module:

1. AB.4 Marketing Operational Monitoring
   - AB.4.4 Monitoring Complement Document

2. Configuration

- N/A

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3. Detail Specification: FC.AB.4.4 Monitoring Complement Document

3.1 Purpose

The Monitoring Complement Document screen is used by PIC Marketing Administration to view and update Complement Document from customers. This screen functions consist of view document compement list and update document complement status. Monitoring will be based on Agreement that has been created.

3.2 Screen of Configuration Access

Here are the access right for users:

User	Create	Read	Update	Authorization
PIC Markerting Administration	-	V	V	-
Marketing Officer	-	V	-	-
Head of Branch	-	V	-	-
Head of Department	-	V	-	-
Regional Manager	-	V	-	-
Advisor	-	V	-	-
Director	-	V	-	-
President Director	-	V	-	-
Shareholder's Meeting	-	V	-	-

**Legend:**
V = Have the access

3.3 Screen Functionality

1. View lists of Complement Document
2. Input status of Complement Document
3. Update status Complement Document
4. Print Complement Document

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3.4 Operation Flow

Below is operation flow for Monitoring and print unit preparation process refer to **To Be Design Document Marketing Process**, **AB.2.1 Board of Director's Decree/ Surat Keputusan Direksi (SKD)**:

PIC PC	Process
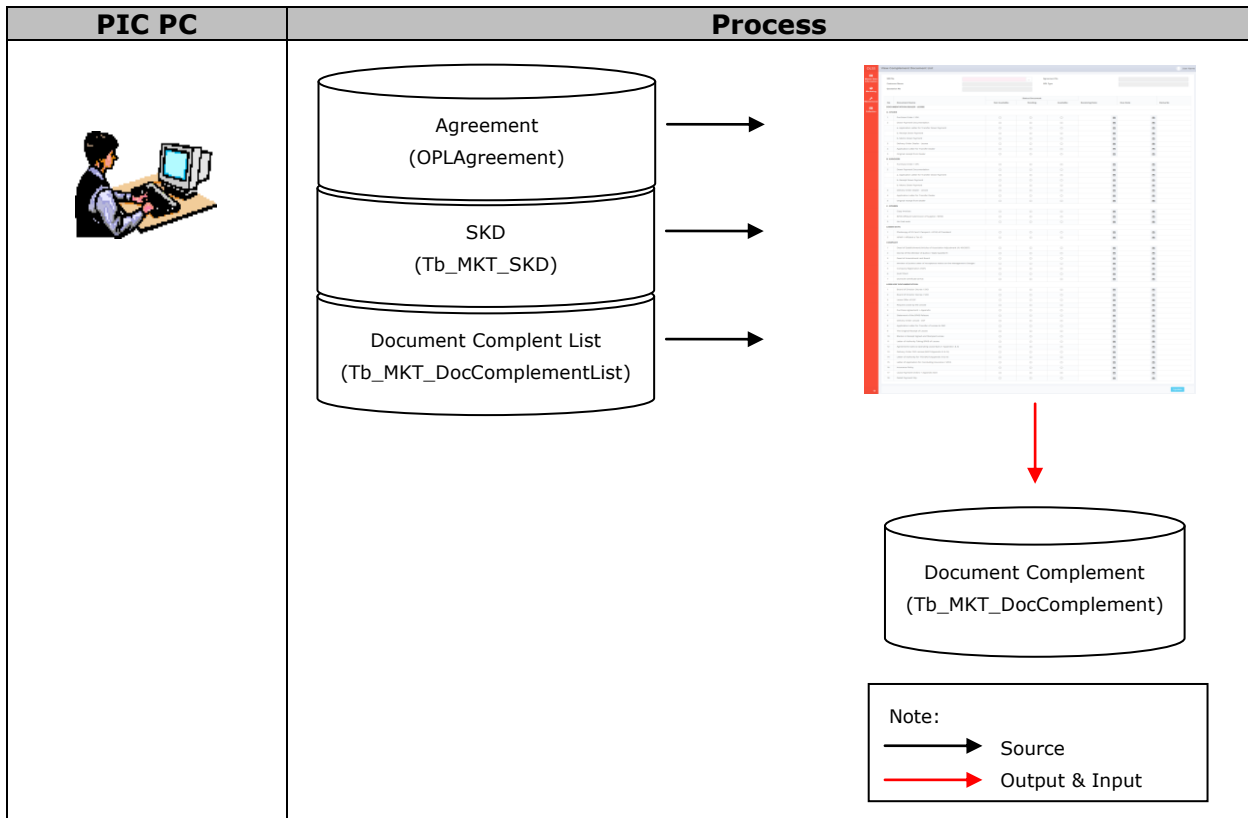
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3.5 Screen Design

- *Initial Screen Monitoring Complement Document for Update and Print Complement Document*

View Complement Document List

SKD No | Agreement No
Customer Name | OPL Type
Quotation No

Add Complement Document List

No	Document Name	Status Document			Receiving Date	Due Date	Remarks
		Not Available	Pending	Available			
DOCUMENTATION DEALER - LESSEE							
A. CHASIS							
1	Purchase Order / SPK	○	○	○	🗓	🗓	
2	Down Payment Documentation				🗓	🗓	
	a. Application Letter for Transfer Down Payment	○	○	○	🗓	🗓	
	b. Receipt Down Payment	○	○	○	🗓	🗓	
	c. Memo Down Payment	○	○	○	🗓	🗓	
3	Delivery Order Dealer - Lessee	○	○	○	🗓	🗓	
4	Application Letter for Transfer Dealer	○	○	○	🗓	🗓	
5	Original receipt from Dealer	○	○	○	🗓	🗓	
B. KAROSERI							
1	Purchase Order / SPK	○	○	○	🗓	🗓	
2	Down Payment Documentation				🗓	🗓	
	a. Application Letter for Transfer Down Payment	○	○	○	🗓	🗓	
	b. Receipt Down Payment	○	○	○	🗓	🗓	
	c. Memo Down Payment	○	○	○	🗓	🗓	
3	Delivery Order Dealer - Lessee	○	○	○	🗓	🗓	
4	Application Letter for Transfer Dealer	○	○	○	🗓	🗓	
5	Original receipt from Dealer	○	○	○	🗓	🗓	
C. OTHERS							
1	Copy Invoices	○	○	○	🗓	🗓	
2	BPKB Affidavit Submission of Supplier / 8PKB	○	○	○	🗓	🗓	
3	No Esek esek	○	○	○	🗓	🗓	
LESSEE DATA							
1	Photocopy of ID Card / Passport + KITAS of President	○	○	○	🗓	🗓	
2	NPWP / Affidavit a Tax ID	○	○	○	🗓	🗓	
COMPANY							
1	Deed of Establishment (Articles of Association Adjustment UU 40/2007)	○	○	○	🗓	🗓	
2	Decree of the Minister of Justice / State Gazette RI	○	○	○	🗓	🗓	
3	Deed of Amendment Last Board	○	○	○	🗓	🗓	
4	Minister of Justice Letter of Acceptance Notice on the Management Changes	○	○	○	🗓	🗓	
5	Company Registration (TDP)	○	○	○	🗓	🗓	
6	SIUP/TDUP	○	○	○	🗓	🗓	
7	Domicile Certificate (SITU)	○	○	○	🗓	🗓	
LESSE-DSF DOCUMENTATION							
1	Board of Director Decree / SKD	○	○	○	🗓	🗓	
2	Board of Director Decree / SKD	○	○	○	🗓	🗓	
3	Lease Offer of DSF	○	○	○	🗓	🗓	
4	Request Lease by the Lessee	○	○	○	🗓	🗓	
5	Purchase Agreement + Appendix	○	○	○	🗓	🗓	
6	Statement of the BPKB Release	○	○	○	🗓	🗓	
7	Delivery Order Lessee - DSF	○	○	○	🗓	🗓	
8	Application Letter for Transfer of Lessee to DBF	○	○	○	🗓	🗓	
9	The Original Receipt of Lessee	○	○	○	🗓	🗓	
10	Blanko in Receipt Signed and Stamped Lessee	○	○	○	🗓	🗓	
11	Letter of Authority Taking BPKB of Lessee	○	○	○	🗓	🗓	
12	Agreements Sales & Operating Lease Back (+ Appendix I & II)	○	○	○	🗓	🗓	
13	Delivery Order DSF-Lessee (BAST/Appendix III & IV)	○	○	○	🗓	🗓	
14	Letter of Authority for TTD BAST (Appendix III & IV)	○	○	○	🗓	🗓	
15	Letter of Application for Concluding insurance / SPPA	○	○	○	🗓	🗓	
16	Insurance Policy	○	○	○	🗓	🗓	
17	Lease Payment Orders + Appendix Item	○	○	○	🗓	🗓	
18	Detail Payment Slip	○	○	○	🗓	🗓	

Revision History

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Ahmad Somad	11 November 2015, 13:22:02	Approve
Raymond	1 Oktober 2015, 15:09:17	Reject
Grand Zah Putra	11 November 2015, 09:30:18	Revise

Update   Print

Screen 1. Monitoring Complement Document

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- *Pop Up Add Complement Document List*

Screen 2. Pop Up Add Complement Document List

- *Notification after click Update*
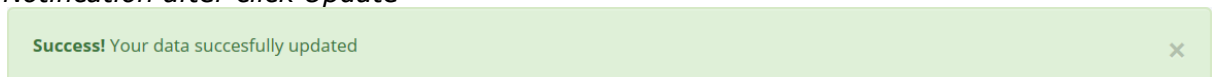
Screen 3. Notification after click Update

3.6 Component Screen Functionality

a. View Complement Document List
Here are the screen functions from each component in **Screen 1. View Complement of Document List**:

No	Component	Name	Function
Header			
1	Label	View Complement Document list	View Complement Document list title

2	Search Box	SKD No	To select SKD No
3	Text Box	Customer Name	Displaying Customer Name
4	Text Box	Quotation No	To show Quotation No
5	Text Box	Agreement No	Displaying Agreement No
6	Text Box	OPL Type	Displaying OPL Type
Document List Header			
7	Label	No	Header Table
8	Label	Document Name	Header Table
9	Label	Status Document	Header Table with 3 colspan.
10	Label	Status Document 1 Ex:"Not Available"	Header Table The headers values retrieved from table **OptionItemValues** joined with table **OptionItems** where **OptionItems.OptionItemsName** equals "Status Document" . This headers dynamically generated based on OptionItems. So the number of header allows for less or more than **3**.
11	Label	Status Document 2 Ex:"Pending"	
12	Label	Status Document 3 Ex:"Available"	
13	Label	Receiving Date	Header Table
14	Label	Due Date	Header Table
15	Label	Remarks	Header Table
Document List			
7	Label	No	Displaying Number
8	Label	Document Name	Displaying Document list depends on Lease Category
9	Radio button1	Status Document1	Displaying some radio buttons, to be in check or uncheck.
10	Radio button2	Status Document2	
11	Radio button3	Status Document3	
12	Date Picker	Receiving Date	Displaying Receiving Date
13	Date Picker	Due Date	Displaying Due Date
14	Text Area	Remarks	To input remarks
Revision History			
15	Label	Revision History	Revision History Sub-Title
16	Label	User Name	Displaying User Name

17	Label	Date	Displaying Date
18	Label	Status	Displaying Status
Footer			
19	Button	Update	To update the complement document list
20	Button	Print Form	To print the form

b. Pop Up Add Complement Document List
Here are the screen functions from each component in **Screen 2. Pop Up Add Document Complement List**:

No	*Component*	*Name*	*Function*
1	Label	Add Complement Document list	View Complement Document list title
2	Drop down Box	Category	To select Category
3	Text Field	Document Name	To input Document Name
4	Radio Button1	Not Available	Not Available status
5	Radio Button2	Pending	Pending status
6	Radio Button3	Available	Available status
7	Date picker	Receiving Date	To input Receiving Date
8	Date picker	Due Date	To input Due Date
9	Text Area	Remarks	To input Remarks
10	Button	Save	To Save the data inputted
11	Button	Close	To close the pop up screen

3.7 Operation Description

No.	Operation Name	Description			
1	Initial view of View Complement Document List	The screen for list of Complement Document: 1. Component Status;			
		Component	Name/Caption	Status	Remark
		Label	View Complement Document list	Active	
		Search Box	SKD No	Active	Mandatory depicted in red
		Text Box	Customer Name	Not Active	Input disabled
		Text Box	Quotation No	Not Active	Input disabled
		Text Box	Agreement No	Not Active	Input disabled
		Text Box	OPL Type	Not Active	Input disabled
		Label	No	Not Active	
		Label	Document Name	Not Active	

<table>
<tr><td rowspan="9"></td><td rowspan="9"></td><td>Radio button</td><td>Status Document – Not Available</td><td>Active</td><td></td></tr>
<tr><td>Radio button</td><td>Status Document – Pending</td><td>Active</td><td></td></tr>
<tr><td>Radio button</td><td>Status Document – Available</td><td>Active</td><td></td></tr>
<tr><td>Label</td><td>Receiving Date</td><td>Not Active</td><td></td></tr>
<tr><td>Label</td><td>Due Date</td><td>Not Active</td><td></td></tr>
<tr><td>Text Area</td><td>Remarks</td><td>Not Active</td><td></td></tr>
<tr><td>Button</td><td>Update</td><td>Active</td><td></td></tr>
<tr><td>Button</td><td>Print Form</td><td>Active</td><td></td></tr>
</table>

2	Update Complement Document List	1. Select the SKD Number from search box

2. Revision History will show the data, the data retrieved from Tb_MKT_DocComplement_History.
3. Change the Status Document for each document item
   Constraint:
   If the row no radio button selected
   - If the radio button "Not Available" checked, the remarks will be enable. Receiving date and due date will be set disable.
   - If the radio button "Pending" checked, the due date and Remarks will be enable. Receiving date will be set disable.
   - If the radio button "Available" checked, the receive date will be enable. Remarks and due date will be set disable.
   If there is selected radio button in the row
   - User can only change the status with "Pending" condition to another status.
   - If the radio button "Not Available" checked, the remarks will be enable. Receiving date and due date will be set disable.
   - If the radio button "Available" checked, the receive date will be enable. Remarks and due date will be set disable.
4. Click Update button to update the document complement form.
5. If there is any selecting radio button except "select another row from selected radio button Pending" then appears message: **"Changing the status of the document on line [rowIndex] is not allowed."**.
6. Update the following field (if needed) in the table Tb_MKT_DocComplement
   ⇨ DocStatus
   ⇨ ReceiveDate
   ⇨ DueDate
   ⇨ Remarks
   ⇨ LastModifiedBy
   ⇨ LastModifiedDate
7. History Data will be stored in the table Tb_MKT_DocComplement_History and Tb_MKT_DocComplement_History_Dtl

   - Tb_MKT_DocComplement as **A**
   - Tb_MKT_DocComplement_History as **B**
   - Tb_MKT_DocComplement_History_Dtl as **C**

   Insert data to Tb_MKT_DocComplement_History
   - B.ProcessId = New Guid

- B.OriginalID = A. IdTb_MKT_DocComplement
- B.CreatedDate = Sys.CurrentDate
- B.CreatedBy = Sys.CurrentUser
- B.Action = "Update"

Insert data to Tb_MKT_DocComplement_History_Dtl
- C.ProcessId = New Guid
- C. IdTb_MKT_DocComplement = A. IdTb_MKT_DocComplement
- C.IdTb_MKT_SKD = A. IdTb_MKT_SKD
- C.IdTb_MKT_DocComplementList = A. IdTb_MKT_DocComplementList
- C.DocStatus = A. DocStatus
- C.ReceiveDate = A. ReceiveDate
- C.DueDate = A.DueDate
- C.Remarks = A.Remarks
- C.CreatedBy = A.CreatedBy
- C.CreatedDate = A.CreatedDate
- C.LastModifiedBy = A.LastModifiedBy
- C.LastModifiedDate = A.LastModifiedDate

Alternative:
8. To add another document for complement document which is not depicted in Update Complement Document screen, can be done with these steps:
   a. Click "Add Complement Document List" button

   [Add Complement Document List]

   Note: The Receiving Date date picker, Due Date date picker, and Remarks text area will be disabled until one of the Status Document is selected
   b. Select Category for document
   c. Input Document Name
   d. Select Status Document
      - If the selected status document is "Not Available", the "Remarks" text field will be active
      - If the selected status document is "Pending", the "Due Date" text field will be active
      - If the selected status document is "Available", the "Receiving Date" text field will be active
   e. Click Save button to add the document list into View Document Complement List screen

3	Print Complement Document	Input: 1. Operation Name 3. Update Complement Document List point 1-5 2. Click button Print Process: 3. Operation Name 3. Update Complement Document List point 6 & 7 Output: 4. Print out form **PF.AB.4.4 Complement Document**
4	System error message	Process: 1. Any errors outside of application validation or that which cannot

		be handled by application such as errors when communicating with database, bugs, overloop, etc will generate an error message "System error. Please contact your administrator" 2. A log history will be generated for any error outside of application validation (same as Phase 1). This log record can be used for IT investigation should any cases appear in the system <u>Output:</u> 3. A page with system error message will appear.

3.8   Data Structure

Tb_MKT_DocComplement

Field Name	Data Type	Length	Source	Remarks	Nullable	Mandatory
IdTb_MKT_DocComplement	Integer	N/A	Tb_MKT_DocComplement.IdTb_MKT_DocComplement	**Primary Key**	NO	YES
IdTb_MKT_DocComplementList	Integer	N/A	Tb_MKT_DocComplementList.IdTb_MKT_DocComplementList	**Foreign Key**	NO	YES
IdTb_MKT_SKD	Integer	N/A	Tb_MKT_SKD.IdTb_MKT_SKD	**Foreign Key**	NO	YES
IdTb_OPLAgreement	Integer	N/A	Tb_OPLAgreement.IdTb_OPLAgreement	**Foreign Key**	NO	YES
Doc Status	Integer	N/A	Tb_MKT_DocComplement.DocStatus	Refer from table OptionItemValues.IdOptionItemValue The items value name contains "Pending", "Available", and "Not Available"	YES	NO
Receive Date	Date	N/A	Tb_MKT_DocComplement.ReceiveDate	Format "MM/dd/yyyy"	YES	NO

Due Date	Date	N/A	Tb_MKT_DocComplement.DueDate	Format "MM/dd/yyyy"	YES	NO
Remarks	Varchar	100	Tb_MKT_DocComplement.Remarks		YES	NO
Created By	Varchar	50	Tb_MKT_DocComplement.CreatedBy		NO	YES
Created Date	DateTime	N/A	Tb_MKT_DocComplement.CreatedDate		NO	YES
Last Modified By	Varchar	50	Tb_MKT_DocComplement.LastModifiedBy		YES	NO
LastModified Date	DateTime	N/A	Tb_MKT_DocComplement.LastModifiedDate		YES	NO

Tb_MKT_DocComplementList

Field Name	Data Type	Length	Source	Remarks	Nullable	Mandatory
IdTb_MKT_DocComplementList	Integer	N/A	Tb_MKT_DocComplementList.IdTb_MKT_DocComplementList	**Primary Key**	NO	YES
Doc Category Code	Varchar	20	Tb_MKT_DocComplementList.DocCategoryCode		NO	YES
Doc Category Description	Varchar	50	Tb_MKT_DocComplementList.DocCategoryCode		YES	NO
Doc Name Code	Varchar	20	Tb_MKT_DocComplementList.DocNameCode		NO	YES
Doc Name Description	Varchar	50	Tb_MKT_DocComplementList.DocNameDescription		YES	NO
IsDelete	Boolean	N/A	Tb_MKT_DocComplementList.IsDelete		NO	YES
RemarksSys	Varchar	100	Tb_MKT_DocComplementList.RemarksSys		YES	NO
Created By	Varchar	50	Tb_MKT_DocComplementList.CreatedBy		NO	YES

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Created Date	*DateTime*	*N/A*	*Tb_MKT_DocComplementList.CreatedDate*		*NO*	*YES*
Last Modified By	*Varchar*	*50*	*Tb_MKT_DocComplementList.LastModifiedBy*		*YES*	*NO*
LastModified Date	*DateTime*	*N/A*	*Tb_MKT_DocComplementList.LastModifiedDate*		*YES*	*NO*

3.9   Screen Item List

PF.AB.4.4 Complement Document

No	*Content*	*Description*	*Source*	*Remarks*
1	Agreement No	Agreement No	OPLAgreement.AgreementNumber	*Where Tb_MKT_DocComplement.IdTb_OPLAgreement = OPLAgreement.IdOPLAgreement*
2	Customer Name	Customer Name	OPLAgreement.CustomerCode	*Where Tb_MKT_DocComplement.IdTb_OPLAgreement = OPLAgreement.IdOPLAgreement*
3	Supplier Name	Supplier Name	Supplier.IdSupplier	*Where Tb_MKT_DocComplement.IdTb_MKT_SKD = idTb_MKT_SKD.IdTb_MKT_SKD **AND** Tb_MKT_SKD.IdSupplier = Supplier.IdSupplier*
4	Unit	Unit	Tb_MKT_SKD_Dtl.Qty	*Where Tb_MKT_DocComplement.IdTb_MKT_SKD = idTb_MKT_SKD.IdTb_MKT_SKD **AND** Tb_MKT_SKD.*
5	No	Doc Code	Tb_MKT_DocComplementList	*Where Tb_MKT_DocComplementList.IdTb_MKT_DocComplementList = Tb_MKT_DocComplement.IdTb_MKT_DocComplementLis*

				t AND Tb_MKT_DocComplementList. LeaseCategory = OPl
6	Nama Dokumen	Doc Name	Tb_MKT_DocComplementList	*Where Tb_MKT_DocComplementList. IdTb_MKT_DocComplementList = Tb_MKT_DocComplement. IdTb_MKT_DocComplementList*
7	Y	Available	Tb_MKT_DocComplement	*((Select ItemValuesName from OptionItemValues where OptionItems.OptionItemName ="Complement Document Status")* **==** *Tb_MKT_DocComplement.Doc Status)*
8	N	Not Available	Tb_MKT_DocComplement	*((Select ItemValuesName from OptionItemValues where OptionItems.OptionItemName ="Complement Document Status")* **==** *Tb_MKT_DocComplement.Doc Status)*
9	R	Pending	Tb_MKT_DocComplement	*((Select ItemValuesName from OptionItemValues where OptionItems.OptionItemName ="Complement Document Status")* **==** *Tb_MKT_DocComplement.Doc Status)*
10	Kondisi Dokumen	Remarks	Tb_MKT_DocComplement	*Tb_MKT_DocComplement.Remarks*
11	Action / Target	Due Date	Tb_MKT_DocComplement	*Tb_MKT_DocComplement.Due Date*
12	Disetujui Oleh	Empty	-	-

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PF.AB.4.4 Complement Document

Agreement No : 0000102/4/10/10/2015
Customer Name : PT PRIMA SARANA EKSPRESS
Supplier Name : JAYATRI MOTOR
Unit : 2 unit Isuzu Elf NHR 55 C/C Th.2014

	Nama Dokumen	Complete Y	Complete T	Kondisi Dokumen	Action / Target	Disetujui Oleh
	DATA LESSE					
2	Fotokopi KTP/paspor + KITAS Presiden Direktur					
2	NPWP / surat pernyataan NPWP					
	PERUSAHAAN					
1	Akta pendirian					
	SK Menteri Kehakiman / Tambahan Berita Negara RI					
3	Akta perubahan pengurus terakhir					
4	Surat Penerimaan Pemberitahuan Menkeh atas perubahan pengurus					
5	Tanda Daftar Perusahaan (TDP)					
6	SIUP/TDUP					
7	Surat Keterangan Domisili (SITU)					
	DOKUMENTASI UMUM					
1	Penawaran Lease					
2	Permohonan lease					
3	Perjanjian OPL (serta lampiran I&II)					
4	Surat Kuasa untuk TTD BAST (Lampiran III & IV)					
5	BAST / Lampiran III & IV					
6	Surat permohonan penutupan asuransi / SPPA					
7	Polis Asuransi					
8	Perintah Pembayaran Lease + Lampiran Barang					
9	Slip Pembayaran Detail					
10	SKD/Surat Persetujuan Direksi					
	DOKUMENTASI DEALER					
A.	CHASIS					
1	Dokumentasi Pembayaran DP					
	a. Surat Permohonan Transfer DP					
	b. Kwitansi DP					
	c. Memo DP					
2	Order pembelian yang telah ditandatangani Supplier dan DSF					
3	Surat tanda penerimaan barang (DO) dealer					
4	Kwitansi asli dari supplier					
5	Surat permohonan pembayaran dari supplier ke DSF					
6	Surat pernyataan BPKB dari Supplier/BPKB					
7	copy faktur					
8	no esek-esek					
B.	KAROSERI					
1	Dokumentasi Pembayaran DP					
	a. Surat Permohonan Transfer DP					
	b. Kwitansi DP					
	c. Memo DP					
2	Order pembelian yang telah ditandatangani Supplier dan DSF					
3	Surat tanda penerimaan barang (DO) dealer					
4	Kwitansi asli dari supplier					
5	Surat permohonan pembayaran dari supplier ke DSF					

MARKETING		DEPARTMENT HEAD		LEGAL DEPT		OAO DEPT	
	Tanggal		Tanggal		Tanggal		Tanggal

Screen 2. Print Form Complement Document - Normal

Project Code :	TM15404A
Project Name :	Operating Lease Support System Phase-2

1

Agreement No : 00082012/4/31/06/2015

2

Supplier Name : Sales and Lease Back

3

: 10 unit Mitsubishi FN 527 MS +

4

6 7 8 9 10 11 12

DOKUMENTASI DEALER - LESSEE

Nama Dokumen	Complete		Kondisi Dokumen	Action / Target	Disetujui Oleh
	N	R			
A. CHASIS					
1 Purchase Order / SPK					
2 Dokumentasi Pembayaran DP					
a. Surat Permohonan Transfer DP					
b. Kwitansi DP					
c. Memo DP					
3 Delivery Order Dealer - Lessee					
4 Surat Permohonan Transfer Dealer					
5 Kwitansi Asli dari Dealer					
B. KAROSERI					
1 Purchase Order / SPK					
2 Dokumentasi Pembayaran DP					
3 a. Surat Permohonan Transfer DP					
b. Kwitansi DP					
c. Memo DP					
3 Delivery Order Dealer - Lessee					
4 Surat Permohonan Transfer dari Dealer					
5. Kwitansi Asli dari Dealer					
C. LAINNYA					
1 Copy Faktur					
2 Surat pernyataan penyerahan BPKB dari Supplier/BPKB					
3 No. Esek-esek					

DATA LESSE					
1 Fotokopi KTP/paspor + KITAS Presiden Direktur					
2 NPWP / surat pernyataan NPWP					
PERUSAHAAN					
1 Akta Pendirian (Anggaran Dasar Penyesuaian UU 40/2007)					
2 SK Menteri Kehakiman / Tambahan Berita Negara RI					
3 Akta perubahan pengurus terakhir					
4 Surat Penerimaan Pemberitahuan Menkeh atas perubahan pengurus					
5 Tanda Daftar Perusahaan (TDP)					
6 SIUP/TDUP					
7 Surat Keterangan Domisili (SITU)					

DOKUMENTASI LESSE-DSF

No	Nama Dokumen	Complete			Kondisi Dokumen	Action / Target	Disetujui Oleh
		Y	N	R			
1	SKD/Surat Persetujuan Direksi						
2	Alasan Sales & Lease Back						
3	Penawaran Lease dari DSF						
4	Permohonan lease oleh Lessee						
5	Perjanjian Jual Beli + Lampiran						
6	Surat Pernyataan pelepasan BPKB						
7	Delivery Order Lessee - DSF						
8	Surat Permohonan Transfer dari Lessee ke DSF						
9	Kwitansi asli dari Lessee						
10	Kwitansi Blanko yang sudah di ttd & cap Lessee						
11	Surat Kuasa Pengambilan BPKB dari Lessee						
12	Perjanjian Sales & Operating Leaseback (+ Lampiran I & II)						
13	Delivery Order DSF-Lessee (BAST/Lampiran III & IV)						
14	Surat Kuasa untuk TTD BAST (Lampiran III & IV)						
15	Surat permohonan penutupan asuransi / SPPA						
16	Polis Asuransi						
17	Perintah Pembayaran Lease + Lampiran Barang						
18	Slip Pembayaran Detail						

*note: dokumen dealer dan Lessee harus dibuat SEBELUM tanggal dokumen Lessee-DSF

MARKETING		DEPARTMENT HEAD		LEGAL DEPT		OAO DEPT	
	Tanggal		Tanggal		Tanggal		Tanggal

Screen 3. Print Form Complement Document - Leaseback

3.10 Entity Relationship Diagram