

Operating Lease Support System Phase-2 Project for



Functional Specification FC.AB.4.4 Monitoring Complement Document

Revision 0.1

PT. Berlian Sistem Informasi

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

Document Control

Author	Raymond
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1/10/2015	0.0	Initialization	Raymond
20/11/2015	0.1	Updating Contents	Raymond

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

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Mr. Grand Zah Putra	Berlian Sistem Informasi, PT	BSI Project Manager
Mr. Raymond	Berlian Sistem Informasi, PT	BSI Business Analyst

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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		
DSF IT Department Representative	Mr. Mukhlis Ibrahim		
BSI Project Director	Mr. Daiki Kamada		
BSI Project Advisor	Mr. Feri Irawan		
BSI Project Manager	Mr. Grand Zah Putra		
BSI Business Analyst	Mr. Raymond		

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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

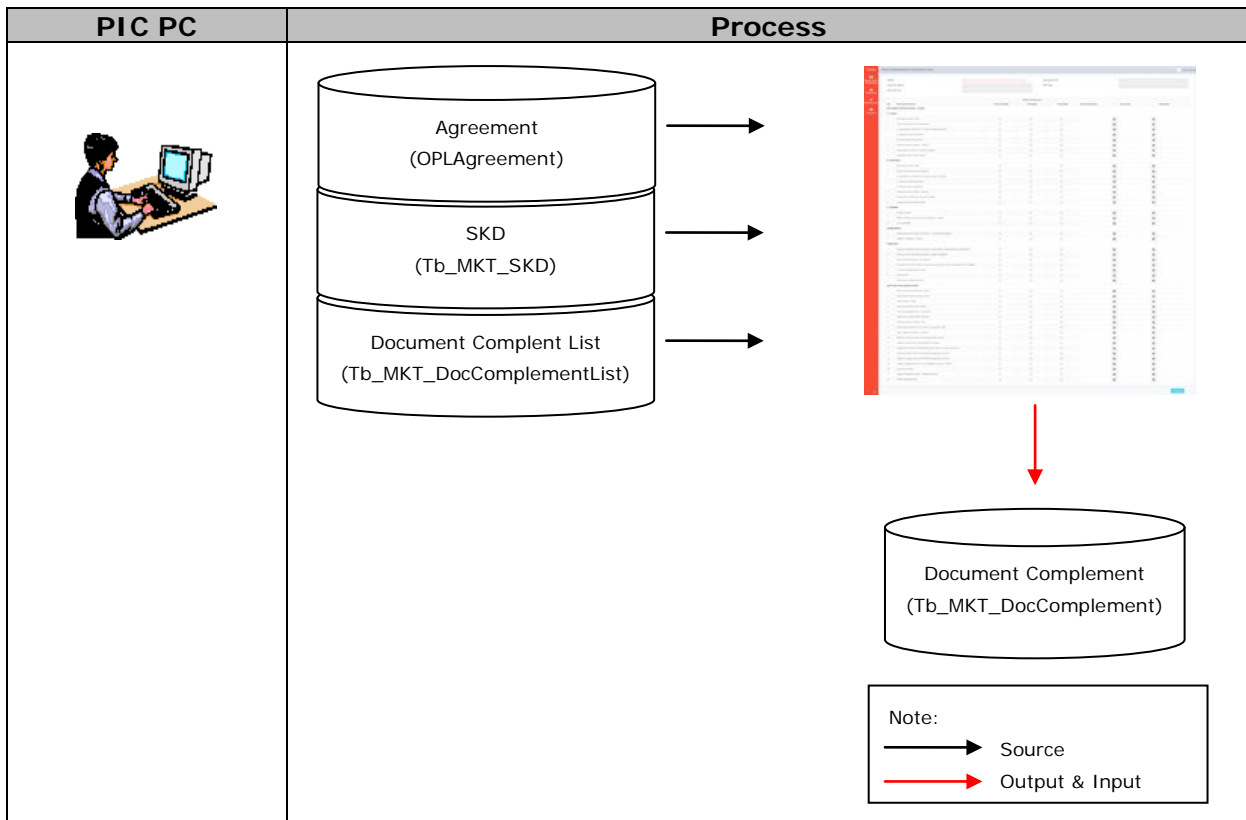
3.3. Screen Functionality

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

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)**:

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3.5. Screen Design

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

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[illegible]

Screen 1. Monitoring Complement Document

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- *Notification after click Update*

Success ! Your data successfully updated

OLSS View Complement Document List User Name

Success ! Your data successfully updated

SKD No: Agreement No:

Customer Name: OPL Type:

Quotation No:

No	Document Name	Status Document			Receiving Date	Due Date	Remarks
		Not Available	Pending	Available			
DATA LESSEE							
1	Photocopy of ID card / passport - KITAS President	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
2	NPWP / AMI/audit & Tax ID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
COMPANY							
1	Deed of incorporation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
2	Decree of the Minister of Justice / State Gazette RI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
3	Deed of amendment last board	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
4	Minister of Justice Letter of Acceptance license on the management changes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
5	Company Registration (TDP)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
6	SURATDUP	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
7	Domicile Certificate (DITJ)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
GENERAL DOCUMENTATION							
1	Lease Offer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
2	Request Lease	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
3	OPL agreement (Appendix I and II)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
4	Letter of Authority for TTD BAGT (Appendix III & IV)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
5	BAST Appendix III & IV	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
6	Letter of application for insurance coverage / SHPA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
7	Insurance policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
8	Lease payment orders + Appendix items	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
9	Detail Payment Slip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
10	Waktu/urutan merestoguan shreds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
DEALER DOCUMENTATION							
A. CHASIS							
1	Payment documentation Down Payment:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
	a. Application Letter for Transfer Down Payment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
	b. Receipt Down Payment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
	c. Down Payment Memo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
2	Purchase orders that have signed Supplier and DFS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
3	A letter of receipt of goods (DO) dealer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
4	The original receipt from the supplier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
5	Letter requesting payment from suppliers to DGF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
6	BPKB affidavit of Supplier / BPKB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
7	Copy invoices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
8	No Esak esak	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
B. KAROSERI							
1	Payment documentation Down Payment:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
	a. Application Letter for Transfer Down Payment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
	b. Receipt Down Payment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
	c. Down Payment Memo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
2	Purchase orders that have signed Supplier and DFS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
3	A letter of receipt of goods (DO) dealer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
4	The original receipt from the supplier	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
5	Letter requesting payment from suppliers to DGF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
Revision History							
User Name	Date	Status					
Ahmad Somad	11 November 2015, 13:22:02	Approve					
Raymond	1 October 2015, 15:09:17	Reject					
Grand Zah Putra	11 November 2015, 09:30:18	Revise					

Screen 2. Update Complement Document

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**:

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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"	<u>Header Table</u> The headers values retrieved from table OptionItems 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	
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

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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

3.7. Operation Description

No.	Operation Name	Description																																																																				
1	Initial view of View Complement Document List	<div>The screen for list of Complement Document:</div> <div>1. Component Status;</div> <table><tr><td>Component</td><td>Name/Caption</td><td>Status</td><td>Remark</td></tr><tr><td>Label</td><td>View Complement Document list</td><td>Active</td><td></td></tr><tr><td>Search Box</td><td>SKD No</td><td>Active</td><td>Mandatory depicted in red</td></tr><tr><td>Text Box</td><td>Customer Name</td><td>Not Active</td><td>Input disabled</td></tr><tr><td>Text Box</td><td>Quotation No</td><td>Not Active</td><td>Input disabled</td></tr><tr><td>Text Box</td><td>Agreement No</td><td>Not Active</td><td>Input disabled</td></tr><tr><td>Text Box</td><td>OPL Type</td><td>Not Active</td><td>Input disabled</td></tr><tr><td>Label</td><td>No</td><td>Not Active</td><td></td></tr><tr><td>Label</td><td>Document Name</td><td>Not Active</td><td></td></tr><tr><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>	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		Radio button	Status Document – Not Available	Active		Radio button	Status Document – Pending	Active		Radio button	Status Document – Available	Active		Label	Receiving Date	Not Active		Label	Due Date	Not Active		Text Area	Remarks	Not Active		Button	Update	Active		Button	Print Form	Active	
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																																																																				
Radio button	Status Document – Not Available	Active																																																																				
Radio button	Status Document – Pending	Active																																																																				
Radio button	Status Document – Available	Active																																																																				
Label	Receiving Date	Not Active																																																																				
Label	Due Date	Not Active																																																																				
Text Area	Remarks	Not Active																																																																				
Button	Update	Active																																																																				
Button	Print Form	Active																																																																				
2	Update Complement Document List	<div>1. Select the SKD Number from search box</div> <div>2. Revision History will show the data, the data retrieved from Tb_MKT_DocComplement_History.</div> <div>3. Change the Status Document for each document item</div> <div>Constraint:</div> <div>If the row no radio button selected</div> <div>- If the radio button “Not Available” checked, the remarks will be enable. Receiving date and due date will be set disable.</div>																																																																				

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		<ul style="list-style-type: none"> - 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. <p>If there is selected radio button in the row</p> <ul style="list-style-type: none"> - 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. <p>4. Click Update button to update the document complement form.</p> <p>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."</p> <p>6. Update the following field (if needed) in the table Tb_MKT_DocComplement</p> <ul style="list-style-type: none"> ⇒ DocStatus ⇒ ReceiveDate ⇒ DueDate ⇒ Remarks ⇒ LastModifiedBy ⇒ LastModifiedDate <p>7. History Data will be stored in the table Tb_MKT_DocComplement_History and Tb_MKT_DocComplement_History_Dtl</p>
3	Print Complement Document	<p><u>Input:</u></p> <ol style="list-style-type: none"> 1. Operation Name 3. Update Complement Document List point 1-5 2. Click button Print <p><u>Process:</u></p> <ol style="list-style-type: none"> 1. Operation Name 3. Update Complement Document List point 6 & 7 <p><u>Output:</u></p> <ol style="list-style-type: none"> 1. Print out form PF.AB.4.4 Complement Document
4	System error message	<p><u>Process:</u></p> <ol style="list-style-type: none"> 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" <p><u>Output:</u></p> <ol style="list-style-type: none"> 2. A page with system error message will appear.

3.8. Data Structure

a. Update Monitoring Complement Document

Field Name	Data Type	Length	Source	Remarks	Nullable	Mandatory
------------	-----------	--------	--------	---------	----------	-----------

Project Code :	TM15404A
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Primary Key View Complement Document	Int	N/A	Tb_MKT_DocComplement.IdTb_MKT_DocComplement	Primary Key	No	Yes
ID Complement Document List	Int	N/A	Tb_MKT_DocComplementList.IdTb_MKT_DocComplementList		No	Yes
ID SKD	Int	N/A	Tb_MKT_SKD.IdTb_MKT_SKD		No	Yes
ID OPL Agreement	Int	N/A	Tb_OPLAgreement.IdTb_OPLAgreement		No	Yes
Doc Status	Int	N/A	Tb_MKT_DocComplement.DocStatus		Yes	No
Receive Date	Date	N/A	Tb_MKT_DocComplement.ReceiveDate	Format "mmddyyyy"	Yes	No
Due Date	Date	N/A	Tb_MKT_DocComplement.DueDate	Format "mmddyyyy"	Yes	No
Remarks	Varchar	100	Tb_MKT_DocComplement.Remarks		Yes	No
Created By	Varchar	20	Tb_MKT_DocComplement.CreatedBy		No	Yes
Created Date	Datetime	N/A	Tb_MKT_DocComplement.CreatedDate	Format "mmddyyyy hh:mm:ss"	No	Yes
Last Modified By	Varchar	20	Tb_MKT_DocComplement.LastModifiedBy		Yes	No
LastModified Date	Datetime	N/A	Tb_MKT_DocComplement.LastModifiedDate	Format "mmddyyyy hh:mm:ss"	Yes	No

Tb_MKT_DocComplementList

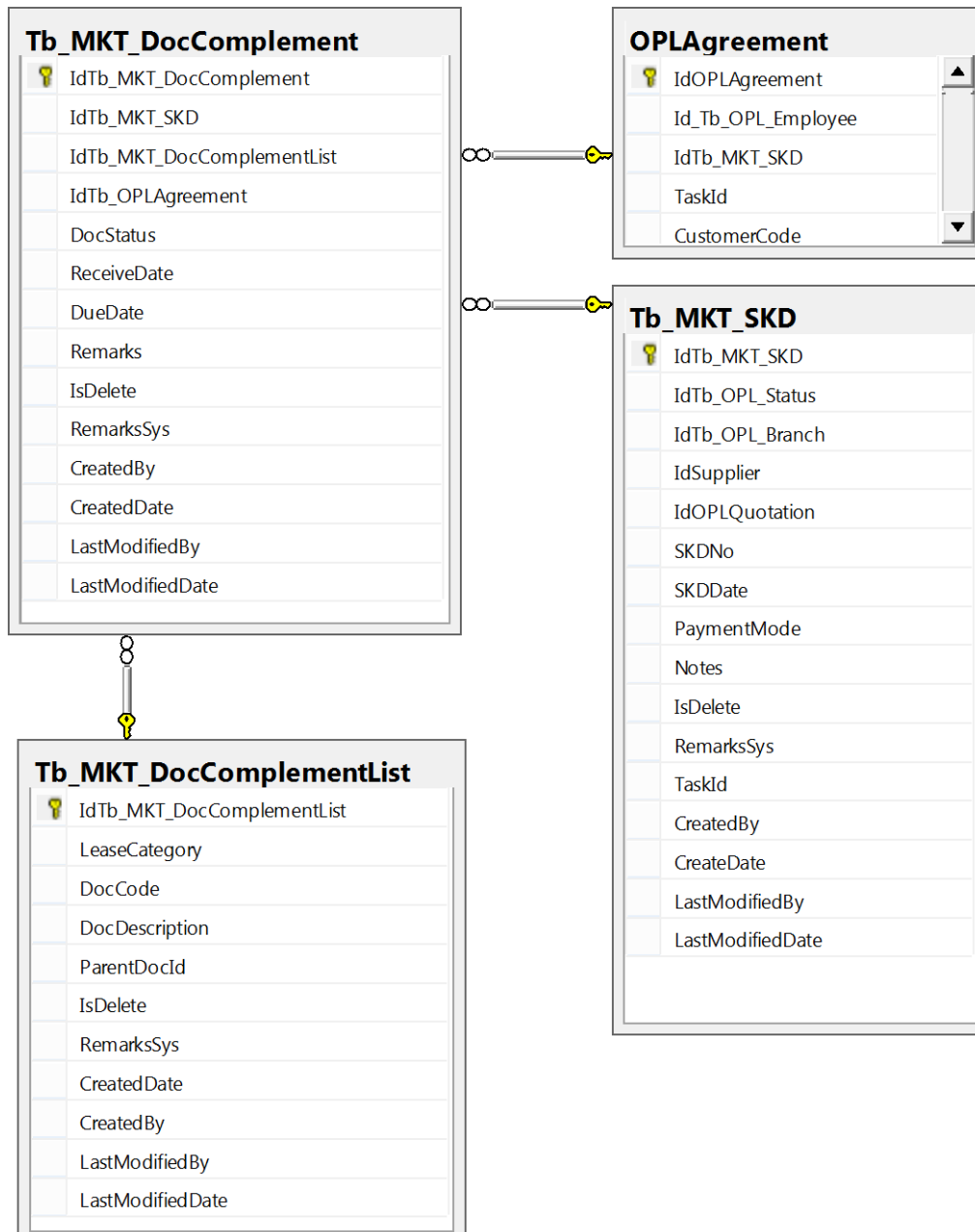
Field Name	Data Type	Length	Source	Remarks	Nullable	Mandatory
Primary Key View Complement Document List	Int	N/A	Tb_MKT_DocComplementList.IdTb_MKT_DocComplementList	Primary Key	No	Yes
Doc Category Code	Varchar	20	Tb_MKT_DocComplementList.DocCategoryCode		No	Yes
Doc Category Description	Varchar	50	Tb_MKT_DocComplementList.DocCategoryCode		Yes	No
Doc Name Code	Varchar	20	Tb_MKT_DocComplementList.DocNameCode		No	Yes
Doc Name Description	Varchar	50	Tb_MKT_DocComplementList.DocNameDescription		Yes	No

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IsDelete	<i>Bit</i>		Tb_MKT_DocComplementList.IsDelete		No	Yes
RemarksSys	<i>Varchar</i>	<i>100</i>	Tb_MKT_DocComplementList.RemarksSys		Yes	No
Created By	<i>Varchar</i>	<i>20</i>	Tb_MKT_DocComplementList.CreatedBy		No	Yes
Created Date	<i>Datetime</i>	<i>N/A</i>	Tb_MKT_DocComplementList.CreatedDate	<i>Format "mmddyyyy hh:mm:ss"</i>	No	Yes
Last Modified By	<i>Varchar</i>	<i>20</i>	Tb_MKT_DocComplementList.LastModifiedBy		Yes	No
LastModified Date	<i>Datetime</i>	<i>N/A</i>	Tb_MKT_DocComplementList.LastModifiedDate	<i>Format "mmddyyyy hh:mm:ss"</i>	Yes	No

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ERD Structure



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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.Customer Code	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_DocComplement List	Where Tb_MKT_DocComplementList. IdTb_MKT_DocComplementList = Tb_MKT_DocComplement. IdTb_MKT_DocComplementList AND Tb_MKT_DocComplementList. LeaseCategory = OPI
6	Nama Dokumen	Doc Name	Tb_MKT_DocComplement List	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.DocStatus)
8	N	Not Available	Tb_MKT_DocComplement	((Select ItemValuesName from OptionItemValues where OptionItems.OptionItemName="Complement Document Status") == Tb_MKT_DocComplement.DocStatus)
9	R	Pending	Tb_MKT_DocComplement	(

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				<i>(Select ItemValuesName from OptionItemValues where OptionItems.OptionItemName="Complement Document Status") == Tb_MKT_DocComplement.DocStatus)</i>
10	Kondisi Dokumen	Remarks	Tb_MKT_DocComplement	<i>Tb_MKT_DocComplement.Remarks</i>
11	Action / Target	Due Date	Tb_MKT_DocComplement	<i>Tb_MKT_DocComplement.DueDate</i>
12	Disetujui Oleh	Empty	-	-

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1	Agreement No	0000102/4/10/10/2015	7	8	9	10	11	12
2	Supplier Name	PT PRIMA SARANA EKSPRESS						
	Unit	JAYATRI MOTOR						
		2 unit Isuzu Elf NHR 55 C/C Th.2014						
3								
4								
5								
6								

Nama Dokumen	Com	lete	Kon	isi Dokumen	Action	Target	Disetujui	Oleh
DATA LESSE								
1 Fotokopi KTP / paspor + KITAS Presiden Direktur								
2 NPWP / surat pernyataan NPWP								
PERUSAHAAN								
1 Akta pendirian								
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 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 : 10000012/4/31/06/2015	6	7	8	9	10	11	12
2	Supplier Name : PT. Tenang Jaya Sejahtera							
3	Supplier Name : Sales and Lease Back							
4	Unit : 10 unit Mitsubishi Pajero Sport 2.5 4x4							
5								
6								

Nama Dokumen	Complete			Kondisi Dokumen	Action / Target	Disetujui Oleh	No	Nama Dokumen	Complete			Kondisi Dokumen	Action / Target	Disetujui Oleh	
	Y	N	R						Y	N	R				
DOKUMENTASI DEALER - LESSEE								DOKUMENTASI LESSEE-DSP							
A. CHASIS								1. SKD/Surat Peretujuan Direksi							
1. Purchase Order / SPK								2. Alasan Sales & Lease Back							
2. Dokumentasi Pembayaran DP								3. Penawaran Lease dari DSP							
3. Surat Permohonan Transfer DP								4. Permohonan lease oleh Lessee							
b. Kwitansi DP								5. Perjanjian Jual Beli + Lampiran							
c. Memo DP								6. Surat Pernyataan pelepasan BPKB							
3. Delivery Order Dealer - Lessee								7. Delivery Order Lessee - DSP							
4. Surat Permohonan Transfer Dealer								8. Surat Permohonan Transfer dari Lessee ke DSP							
5. Kwitansi Asli dari Dealer								9. Kwitansi asli dari Lessee							
B. KARSERI								10. Kwitansi Blanko yang mudah di ttd & cap Lessee							
1. Purchase Order / SPK								11. Surat Kuasa Pengambilan BPKB dari Lessee							
2. Dokumentasi Pembayaran DP								12. Perjanjian Sales & Operating Leaseback (+ Lampiran I & II)							
a. Surat Permohonan Transfer DP								13. Delivery Order DSP-Lessee (EAST/Lampiran III & IV)							
b. Kwitansi DP								14. Surat Kuasa untuk TTD EAST (Lampiran III & IV)							
c. Memo DP								15. Surat permohonan penutupan asuransi / SPFA							
3. Delivery Order Dealer - Lessee								16. Polis Asuransi							
4. Surat Permohonan Transfer dari Dealer								17. Perintah Pembayaran Lease + Lampiran Erang							
5. Kwitansi Asli dari Dealer								18. Slip Pembayaran Detail							
C. LAINNYA															
1. Copy Faktur															
2. Surat pernyataan penyerahan BPKB dari Supplier/BPKB															
3. No. Esek-esek															
DATA LESSEE															
1. Fotokopi KTP/paspor + KITAS Presiden Direktur								*note: dokumen dealer dan Lessee harus dibuat SEBELUM tanggal dokumen Lessee- DSP							
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 Menekh atas perubahan pengurus															
5. Tanda Daftar Perusahaan (TDP)															
6. SUP/TDUP															
7. Surat Keterangan Domisili (STU)															

MARKETING		DEPARTMENT HEAD		LEGAL DEPT		OAO DEPT	
	Tanggal		Tanggal		Tanggal		Tanggal

Screen 3. Print Form Complement Document - Leaseback

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

APPENDIX - 1

Configuration Access for Monitoring Complement Document functions:

User	Branch	Functions		
		Edit	Print Form	Print Report
PIC Admin	One	V	V	V
	Area			
	All			
Marketing Officer	One			
	Area			
	All			
Head of Branch	One			
	Area			
	All			
Head of Department	One			
	Area			
	All			
Regional Manager	One			
	Area			
	All			
Advisor	One			
	Area			
	All			
Director	One			
	Area			
	All			
President Director	One			
	Area			
	All			
Shareholder's Meeting	One			
	Area			
	All			

Legend:

V = Have the access