

USER GUIDE

PROCUREMENT

Dipersiapkan untuk:

PT. Dipo Star Finance

Disusun oleh:

PT. Inovasi Mitra Sejati

Agustus 2023



Dokumen ini mengandung informasi yang merupakan hak milik PT. Dipo Star Finance. Dokumen ini (termasuk bagian-bagian di dalamnya) tidak diperbolehkan untuk disebarluaskan, diperbanyak ataupun dipindah tangankan kepada pihak-pihak lain diluar PT. Dipo Star Finance tanpa izin tertulis dari manajemen PT. Dipo Star Finance.

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LEMBAR PERSETUJUAN

Dipersiapkan oleh :

Name	Position / Department	Signature	Approve Date
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Dievaluasi oleh :

Name	Position / Department	Signature	Approve Date
Antonius Hari	Project Manager PT. Inovasi Mitra Sejati		
Sepria Yunita	Project Leader PT. Inovasi Mitra Sejati		

Adapun yang bertanda tangan di bawah ini menyatakan bahwa dokumen ini adalah dokumen yang sudah sesuai dengan permintaan dari pihak PT Dipo Star Finance. Item-item yang tercantum didalam dokumen ini diluar *Changes Request* dan *Case and Solution*, sudah dicover oleh Base Line IFinancing, dan sudah dijamin oleh PT. Inovasi Mitra Sejati sesuai dengan system IFinancing yang tersedia saat ini. Dokumen ini akan digunakan oleh PT. Dipo Star Finance sebagai materi Training dan Testing.

Item-item yang tercantum dalam *Changes Request* dan *Case and Solution*, yang dituangkan pada dokumen ini berdasarkan hasil User Requirement antara PT. Inovasi Mitra Sejati dan PT. Dipo Star Finance.

Disetujui Oleh :

Name	Position / Department	Signature	Approve Date

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Disetujui Oleh :

Richardus Bayu	Project Manager PT. Dipo Star Finance		
Sony Nugraha	Project Manager PT. Dipo Star Finance		

RIWAYAT PERUBAHAN DOKUMEN

Version	Tanggal	Diubah oleh	Penjelasan Perubahan
1.0	Agustus 2023	Nuril Humaya	First Draft

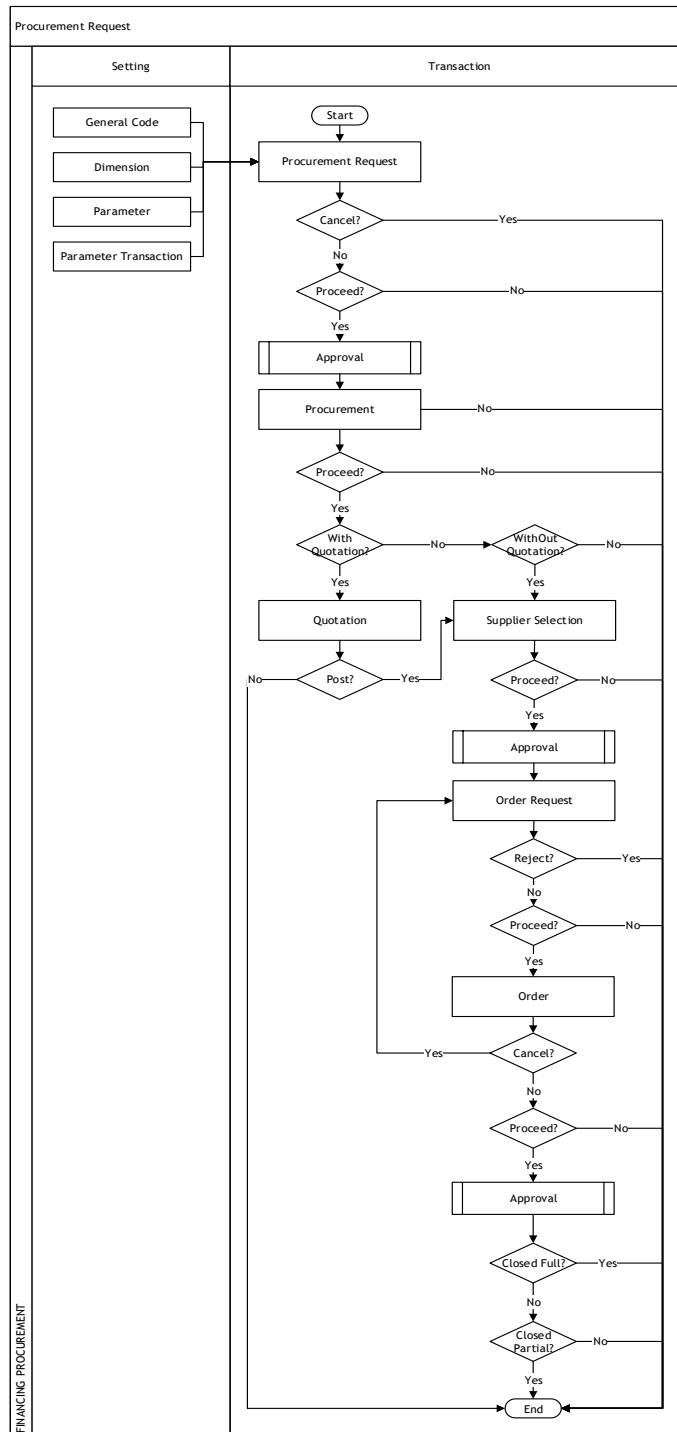
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1 Sistem Modul

Modul Procurement digunakan untuk melakukan proses transaksi yang difungsikan untuk operasional setting barang-barang aset agar dijalankan secara efisien pada perusahaan. Pada modul Procurement ini akan menampilkan beberapa menu beserta sub menu yang akan digunakan oleh user untuk melakukan transaksi BAM.

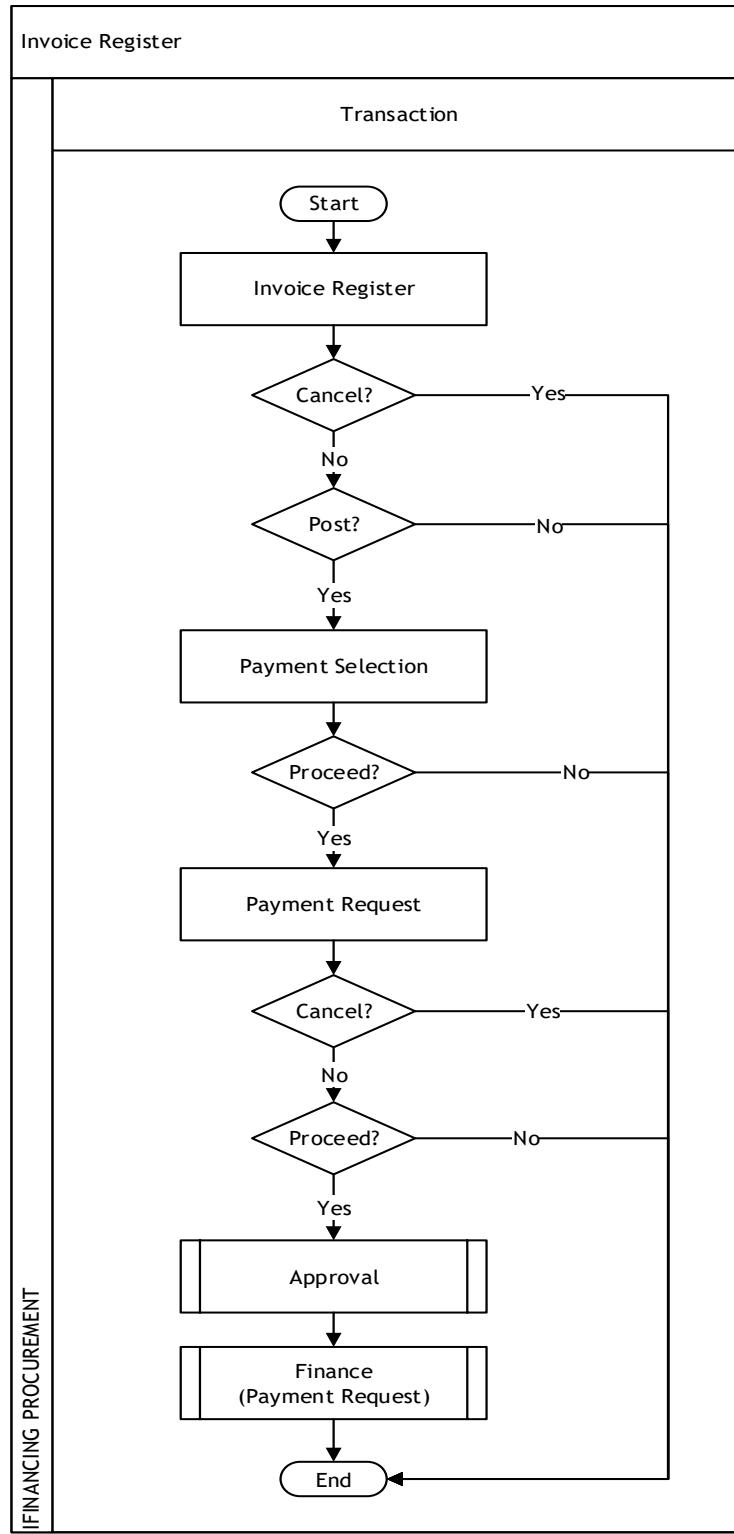
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2 General Flow



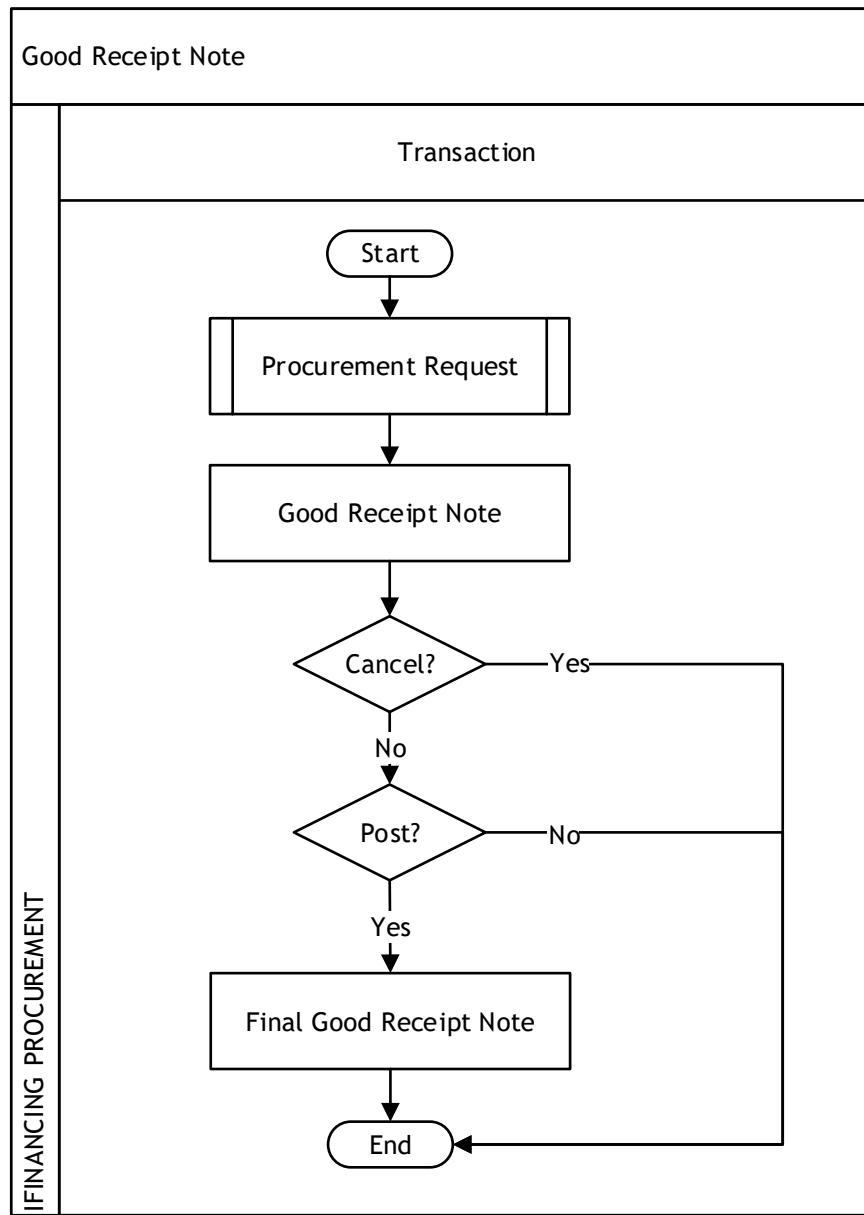
Gambar 1 General Flow Procurement Request

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Gambar 2 General Flow Invoice

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Gambar 3 General Flow Good Receipt Note

3 Menu dan Cara Penggunaan

3.1 System Setting

System Setting adalah Menu yang melakukan proses setting data master yang ada pada modul System Admin. Menu Setting akan menampilkan sub menu yang dapat digunakan oleh user untuk melakukan proses setting terkait dengan proses Procurement. Selain itu, data master tersebut digunakan sebagai panduan atau

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kelengkapan data transaksi yang terjadi pada beberapa modul di aplikasi Procurement. Berikut adalah detail penjelasan masing-masing sub menu yang dapat digunakan oleh user.

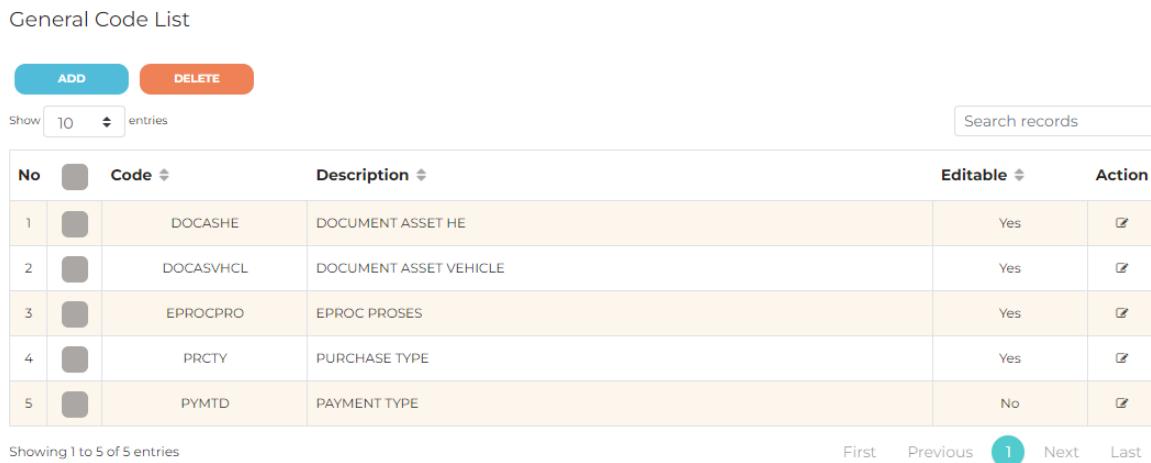
3.1.1 General Code

Sub Menu General Code dapat diakses oleh user melalui modul **Procurement > System Setting > General Code**. Sub Menu General Code dapat digunakan oleh user untuk menentukan pengkodean yang digunakan pada modul Procurement.

3.1.1.1 Step Process General Code

Berikut adalah Step Process General Code:

- a. Klik tombol  untuk menambahkan data pada tampilan General Code List.



General Code List

No	Code	Description	Editable	Action
1	DOCASHE	DOCUMENT ASSET HE	Yes	
2	DOCASVHCL	DOCUMENT ASSET VEHICLE	Yes	
3	EPROCOPRO	EPROC PROSES	Yes	
4	PRCTY	PURCHASE TYPE	Yes	
5	PYMTD	PAYMENT TYPE	No	

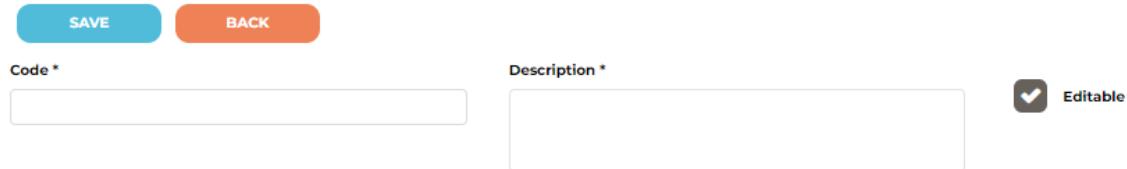
Showing 1 to 5 of 5 entries

First Previous  Next Last

Gambar 4 Halaman General Code List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

General Code Info



Code *

Description *

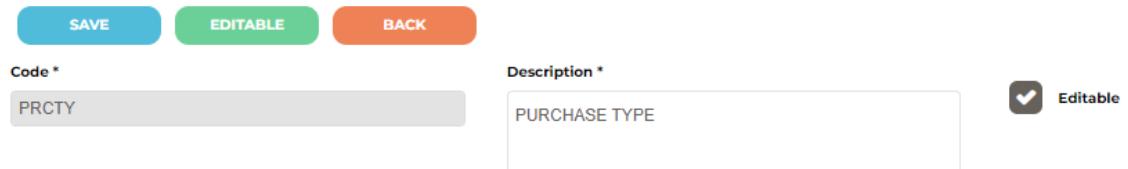
Editable

Gambar 5 Halaman General Code Info

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- c. Setelah data General Code berhasil disimpan, user dapat mengklik tombol **EDITABLE** maka status data akan berubah menjadi **Editable**, jika user tidak mengklik kembali tombol **EDITABLE** maka status data akan tetap menjadi **Editable**.

General Code Info

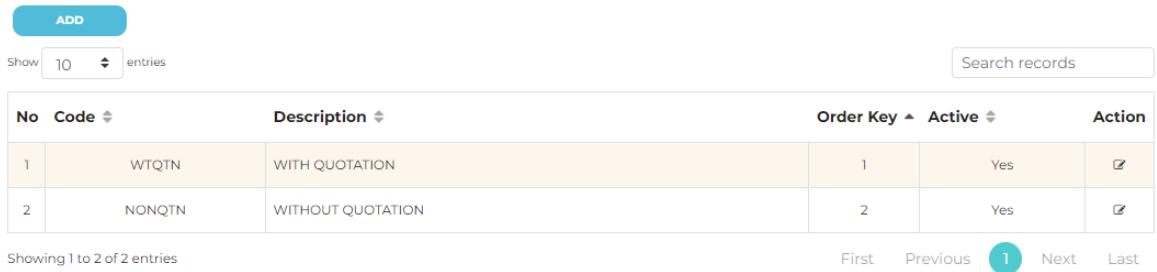


The screenshot shows a form for 'General Code Info'. It has three buttons at the top: 'SAVE' (blue), 'EDITABLE' (green), and 'BACK' (orange). Below these are two input fields: 'Code *' containing 'PRCTY' and 'Description *' containing 'PURCHASE TYPE'. To the right of the 'Description' field is a status indicator: a grey square with a blue checkmark followed by the word 'Editable'. A legend below the buttons shows 'EDITABLE' with a green button and 'Editable' with a grey button.

Gambar 6 Halaman General Code Info (Editable)

- d. Setelah data General Code berhasil disimpan, maka sistem akan menampilkan halaman Sub General Code List. Jika General Code tidak Editable maka halaman Sub General Code List hanya dapat dilihat, namun jika General Code Editable maka user dapat menambahkan data Sub General Code List dengan klik tombol **ADD**.

Sub General Code List



The screenshot shows a table titled 'Sub General Code List'. At the top left is a 'ADD' button. Below it is a dropdown menu 'Show 10 entries' and a search bar 'Search records'. The table has columns: 'No', 'Code', 'Description', 'Order Key', 'Active', and 'Action'. There are two rows of data:

No	Code	Description	Order Key	Active	Action
1	WTQTN	WITH QUOTATION	1	Yes	<input checked="" type="checkbox"/>
2	NONQTN	WITHOUT QUOTATION	2	Yes	<input checked="" type="checkbox"/>

At the bottom, there are navigation links: 'Showing 1 to 2 of 2 entries', 'First', 'Previous', '1', 'Next', and 'Last'.

Gambar 7 Halaman Sub General Code List (Editable)

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Sub General Code List

Sub General Code List		
Show	10	entries
No	Code	Description
1	WTQTN	WITH QUOTATION
2	NONQTN	WITHOUT QUOTATION
Showing 1 to 2 of 2 entries		
First Previous 1 Next Last		

Gambar 8 Halaman Sub General Code List (Non-Editable)

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Sub General Code Info

SAVE	BACK		
<table border="0"> <tr> <td style="width: 50%; vertical-align: top;"> Description * <input type="text" value="WITH QUOTATION"/> </td> <td style="width: 50%; vertical-align: top;"> Order Key * <input type="text" value="1"/> </td> </tr> </table>		Description * <input type="text" value="WITH QUOTATION"/>	Order Key * <input type="text" value="1"/>
Description * <input type="text" value="WITH QUOTATION"/>	Order Key * <input type="text" value="1"/>		
<input checked="" type="checkbox"/> Active			

Gambar 9 Halaman Sub General Code Info

- f. Setelah data Sub General Code berhasil disimpan, user dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Sub General Code menjadi Active, sedangkan jika user mengklik tombol **INACTIVE** maka data tidak dapat digunakan dan status data Sub General Code menjadi Active.

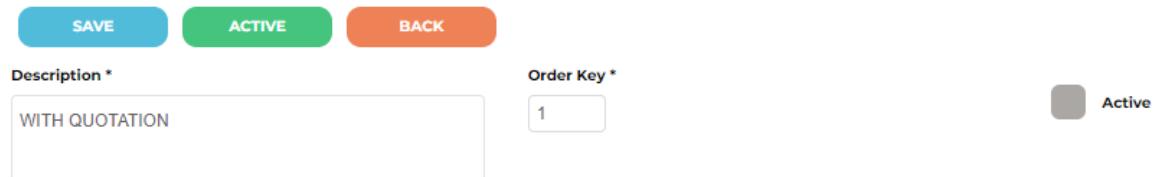
Sub General Code Info

SAVE	INACTIVE	BACK		
<table border="0"> <tr> <td style="width: 50%; vertical-align: top;"> Description * <input type="text" value="WITH QUOTATION"/> </td> <td style="width: 50%; vertical-align: top;"> Order Key * <input type="text" value="1"/> </td> </tr> </table>		Description * <input type="text" value="WITH QUOTATION"/>	Order Key * <input type="text" value="1"/>	<input checked="" type="checkbox"/> Active
Description * <input type="text" value="WITH QUOTATION"/>	Order Key * <input type="text" value="1"/>			

Gambar 10 Halaman Sub General Code Info (Active)

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Sub General Code Info



The screenshot shows a form for a 'General Code' entry. At the top are three buttons: 'SAVE' (blue), 'ACTIVE' (green), and 'BACK' (orange). Below these are two input fields: 'Description *' containing 'WITH QUOTATION' and 'Order Key *' containing '1'. To the right of the 'Order Key' field is a checkbox labeled 'Active' which is unchecked. At the bottom right is a red 'DELETE' button.

Gambar 11 Halaman Sub General Code Info (Non-Active)

- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Sub General Code List.
- h. Jika user ingin melakukan perubahan data klik tombol  pada baris data General Code List.
- i. Untuk menghapus data General Code, user dapat memberi tanda checklist “.

3.1.2 Parameter

Sub Menu Parameter dapat diakses oleh user melalui modul **Procurement > System Setting > Parameter**. Sub Menu Parameter dapat digunakan oleh user untuk melakukan setting atas transaksi yang akan digunakan pada sub menu Parameter Transaction dan setting function cara pengambilan value atau nominal yang dibutuhkan pada saat pembentukan jurnal.

3.1.2.1 Step Process Parameter

Berikut adalah Step Process Parameter:

- a. Klik tombol  untuk menambahkan data pada tampilan Parameter List.

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Parameter List

No	Code	Name	Module	Active	Action
1	APT	AP TEMPORARY	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
2	ASTGRN	ASSET GOOD RECEIPT NOTE	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
3	AUC	ASSET UNDER CONSTRUCTION	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
4	GRNAPS	GOOD RECEIPT NOTE ACCOUNT PAYABLE SEMENTARA	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
5	GRNAST	GOOD RECEIPT NOTE ASSET	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
6	INVAPS	INVOICE ACCOUNT PAYABLE SEMENTARA	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
7	INVAPSP	INVOICE REGISTRATION ACCOUNT PAYABLE SUPPLIER	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
8	INVDSC	INVOICE REGISTRATION DISCOUNT	PROCUREMENT	Yes	<input checked="" type="checkbox"/>
9	INVPAPS	INVOICE PAID ACCOUNT PAYABLE SUPPLIER	FIXED ASSET MANAGEMENT	Yes	<input checked="" type="checkbox"/>
10	INVPPH	INVOICE REGISTRATION PPH	PROCUREMENT	Yes	<input checked="" type="checkbox"/>

Showing 1 to 10 of 14 entries

First Previous 1 2 Next Last

Gambar 12 Halaman Parameter List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Parameter Info

SAVE	BACK	
Code *		Name *
<input type="text"/>		<input type="text"/> 
Sp Name *	<input type="text"/>	
	<input checked="" type="checkbox"/> Active	

Gambar 13 Halaman Parameter Info

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- c. Jika user memberi tanda checklist  **Active** maka data dapat digunakan dan status data Parameter akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  **Active** maka status data Parameter berubah menjadi non-active dan tidak dapat digunakan.
- d. Jika user ingin melakukan perubahan data klik tombol  pada baris data Parameter List.
- e. Untuk menghapus data Parameter, user dapat memberi tanda checklist “” pada baris data Parameter List kemudian klik tombol .

3.1.3 Report

Sub Menu Report dapat diakses oleh user melalui modul **Procurement > System Setting > Report**. Sub Menu Report dapat digunakan oleh user untuk melakukan proses setting terhadap data Report yang digunakan pada sistem.

3.1.3.1 Step Process Report

Berikut adalah Step Process Report:

- a. Klik tombol  untuk menambahkan data pada tampilan Report List.

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Report List

ADD		Show 10 entries	Search records
No	Name	Active	Action
1	Report Good Receipt Note	Yes	<input type="checkbox"/>
2	Report Order	Yes	<input type="checkbox"/>
3	Report Supplier	No	<input type="checkbox"/>
4	Report Payment Request	Yes	<input type="checkbox"/>
5	Cetakan Surat Kuasa	Yes	<input type="checkbox"/>
6	Report Monitoring PO	Yes	<input type="checkbox"/>
7	Report Purchase Order Karoseri	Yes	<input type="checkbox"/>
8	Report Purchase Order Unit	Yes	<input type="checkbox"/>

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

Gambar 14 Halaman Report List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Report Info

SAVE	BACK	
Name *	Type	Table Name *
<input type="text"/>	<input checked="" type="radio"/> MANAGEMENT <input type="radio"/> TRANSACTION <input type="radio"/> NOT BOTH	<input type="text"/>
SP Name *	Screen Name *	Crystal Report Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Active		

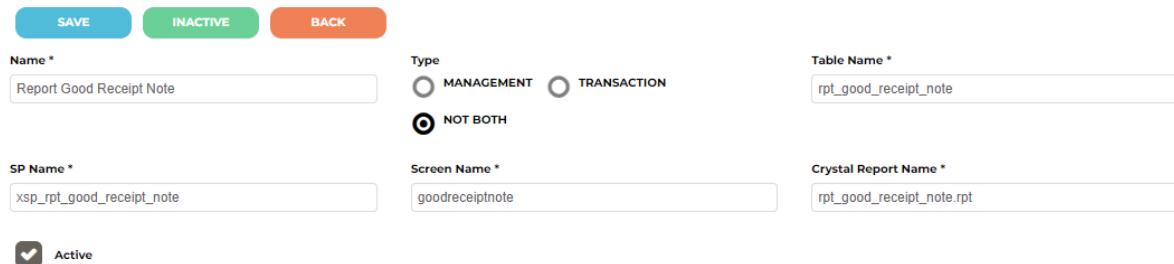
Gambar 15 Halaman Report Info

- c. Pada field Type jika user memilih **MANAGEMENT** maka tipe data report tersebut adalah management, jika user memilih **TRANSACTION** maka tipe data report tersebut adalah transaction dan jika user memilih **NOT BOTH** maka tipe data report tersebut adalah bukan keduanya.

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- d. Setelah data Report berhasil disimpan, user dapat mengklik tombol  maka data dapat digunakan dan status data Report menjadi  **Active**, sedangkan jika user mengklik tombol  maka data tidak dapat digunakan dan status data Report menjadi  **Active**.

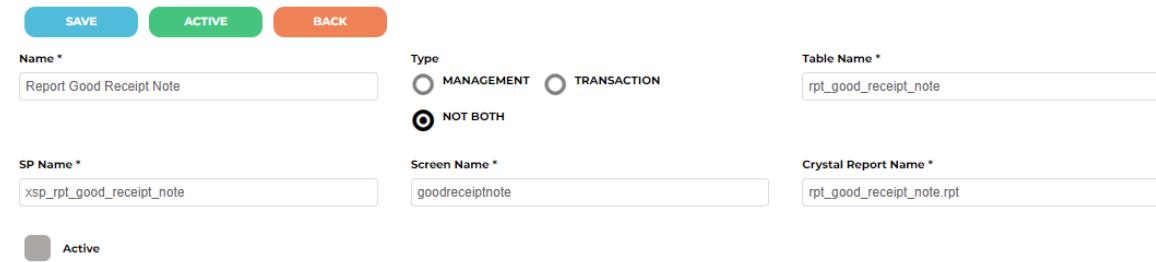
Report Info



The screenshot shows the 'Report Info' configuration page. At the top, there are three buttons: 'SAVE' (blue), 'INACTIVE' (green), and 'BACK' (orange). Below these are several input fields and radio buttons. The 'Name *' field contains 'Report Good Receipt Note'. The 'Type' section has three radio buttons: 'MANAGEMENT' (gray), 'TRANSACTION' (gray), and 'NOT BOTH' (selected, indicated by a black dot). The 'Table Name *' field contains 'rpt_good_receipt_note'. In the bottom left corner, there is a checkbox labeled 'Active' which is checked.

Gambar 16 Halaman Report Info (Active)

Report Info



This screenshot is identical to the one above, showing the 'Report Info' configuration page. The only difference is the status of the 'Active' checkbox in the bottom left corner, which is now unchecked, indicating the report is non-active.

Gambar 17 Halaman Report Info (Non-Active)

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Report List.

3.1.4 Parameter Transaction

Sub Menu Parameter Transaction dapat diakses oleh user melalui modul **Procurement > System Setting > Parameter Transaction**. Sub Menu Parameter Transaction dapat digunakan oleh user untuk mengimplementasikan parameter yang sudah disetting ke dalam proses transaksi, dalam hal ini guna proses setting komponen jurnal yang dibutuhkan pada tiap transaksi.

3.1.4.1 Step Process Parameter Transaction

Berikut adalah Step Process Parameter Transaction:

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- a. Sistem akan menampilkan halaman Parameter Transaction List.

Parameter Transaction List



Show 10 entries Search records

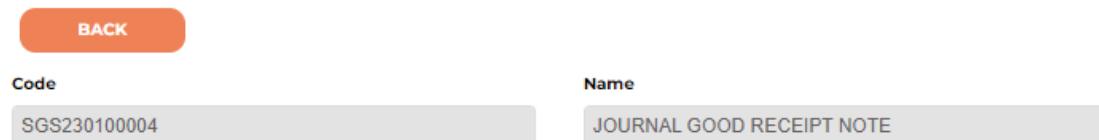
No	Code	Name	Action
1	SGS230100004	JOURNAL GOOD RECEIPT NOTE	<input type="checkbox"/>
2	SGS230600003	JOURNAL FINAL GOOD RECEIPT NOTE	<input type="checkbox"/>
3	SGS230600004	JOURNAL INVOICE REGISTER	<input type="checkbox"/>
4	SGS230700001	JOURNAL PAYMENT INVOICE	<input type="checkbox"/>

Showing 1 to 4 of 4 entries First Previous 1 Next Last

Gambar 18 Halaman Parameter Transaction List

- b. Klik tombol  untuk melihat detail data Parameter Transaction.

Parameter Transaction Info



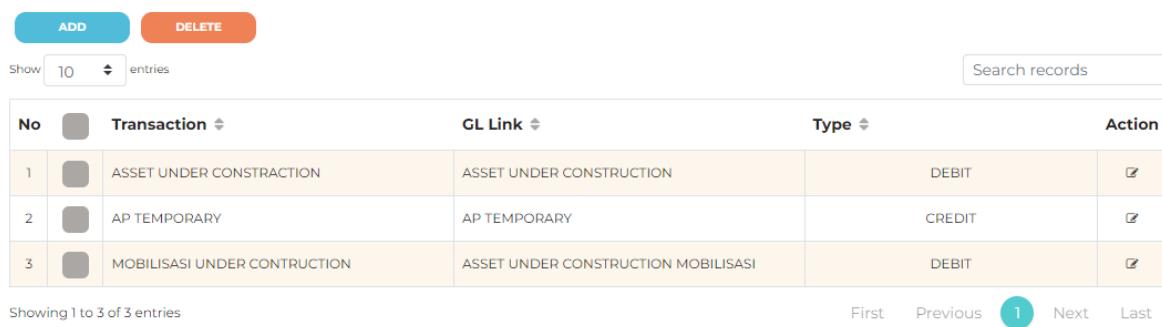
BACK

Code	Name
SGS230100004	JOURNAL GOOD RECEIPT NOTE

Gambar 19 Halaman Parameter Transaction Info

- c. Pada halaman Parameter Transaction Info, terdapat halaman Transaction List. Klik tombol  untuk menambahkan data pada tampilan Transaction List.

Transaction List



ADD DELETE

Show 10 entries Search records

No	Transaction	GL Link	Type	Action
1	ASSET UNDER CONSTRUCTION	ASSET UNDER CONSTRUCTION	DEBIT	<input type="checkbox"/>
2	AP TEMPORARY	AP TEMPORARY	CREDIT	<input type="checkbox"/>
3	MOBILISASI UNDER CONSTRUCTION	ASSET UNDER CONSTRUCTION MOBILISASI	DEBIT	<input type="checkbox"/>

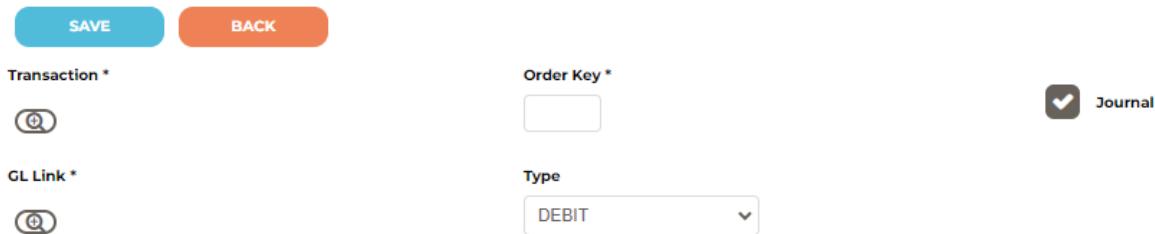
Showing 1 to 3 of 3 entries First Previous 1 Next Last

Gambar 20 Halaman Transaction List

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- d. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Parameter Info



The screenshot shows a form titled "Parameter Info". It includes fields for "Transaction *", "GL Link *", "Order Key *", "Type", and a "Journal" checkbox. There are also "SAVE" and "BACK" buttons at the top.

Transaction *	GL Link *	Order Key *	Type	Journal
<input type="text"/>	<input type="text"/>	<input type="text"/>	DEBIT	<input checked="" type="checkbox"/>

Gambar 21 Halaman Parameter Info

- e. Jika user memberi tanda checklist **Journal** maka data transaksi tersebut akan memiliki journal, sedangkan jika user tidak memberi tanda checklist **Journal** maka data transaksi tersebut tidak memiliki journal.
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Transaction List.
- g. Untuk menghapus data Transaction, user dapat memberi tanda checklist “

3.1.5 Item Group

Sub Menu Item Group dapat diakses oleh user melalui modul **Procurement > System Setting > Item Group**. Sub Menu Item Group dapat digunakan oleh user untuk melakukan proses setting terhadap data Item Group yang akan digunakan pada modul Procurement.

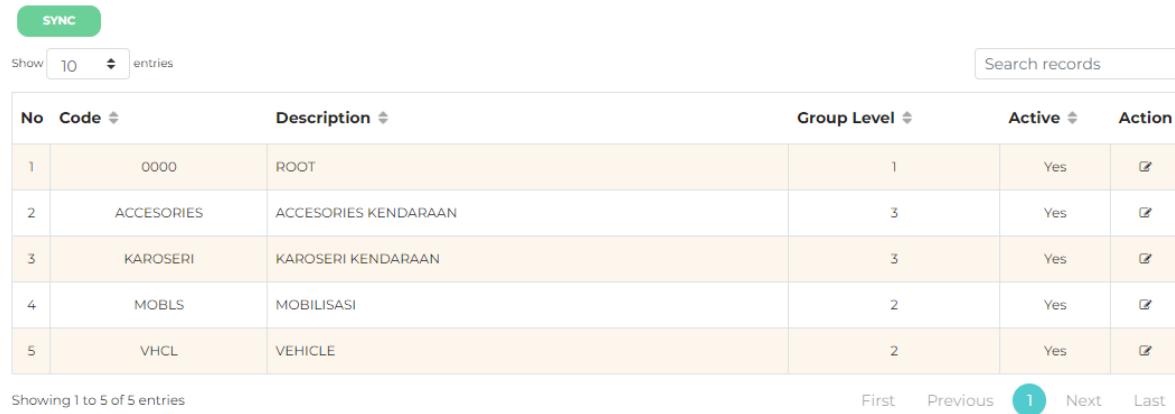
3.1.5.1 Step Process Item Group

Berikut adalah Step Process Item Group:

- a. Klik tombol **SYNC** untuk men-sinkronisasi antara data yang ada pada Item Group List dengan data yang ada pada modul Base Asset.

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Item Group List



Sync

Show 10 entries

Search records

No	Code	Description	Group Level	Active	Action
1	0000	ROOT	1	Yes	<input checked="" type="checkbox"/>
2	ACCESORIES	ACCESORIES KENDARAAN	3	Yes	<input checked="" type="checkbox"/>
3	KAROSERI	KAROSERI KENDARAAN	3	Yes	<input checked="" type="checkbox"/>
4	MOBLS	MOBILISASI	2	Yes	<input checked="" type="checkbox"/>
5	VHCL	VEHICLE	2	Yes	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Gambar 22 Halaman Item Group List

- b. Klik tombol  untuk melihat detail data Item Group.

Item Group Info



SAVE INACTIVE BACK

Code * MOBLS

Description * MOBILISASI

Parent Code * 0000 - ROOT

Group Level * 2

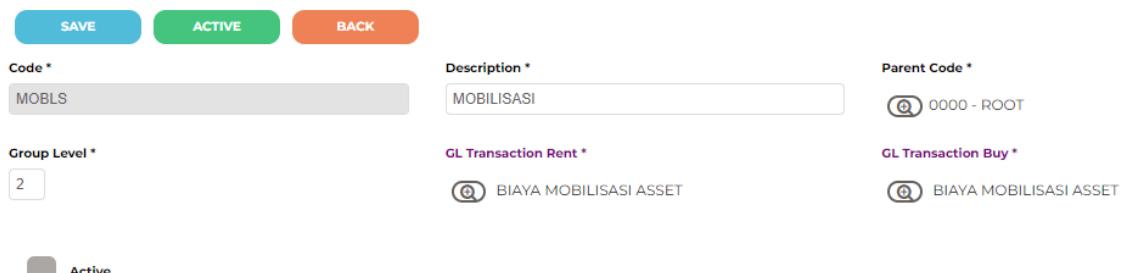
GL Transaction Rent * BIAYA MOBILISASI ASSET

GL Transaction Buy * BIAYA MOBILISASI ASSET

Active

Gambar 23 Halaman Item Group Info (Active)

Item Group Info



SAVE ACTIVE BACK

Code * MOBLS

Description * MOBILISASI

Parent Code * 0000 - ROOT

Group Level * 2

GL Transaction Rent * BIAYA MOBILISASI ASSET

GL Transaction Buy * BIAYA MOBILISASI ASSET

Active

Gambar 24 Halaman Item Group Info (Non-Active)

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- c. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- d. User dapat mengklik tombol **ACTIVE** maka data dapat digunakan dan status data Item Group menjadi  **Active**, sedangkan jika user mengklik tombol **INACTIVE** maka data tidak dapat digunakan dan status data Item Group menjadi  **Active**.

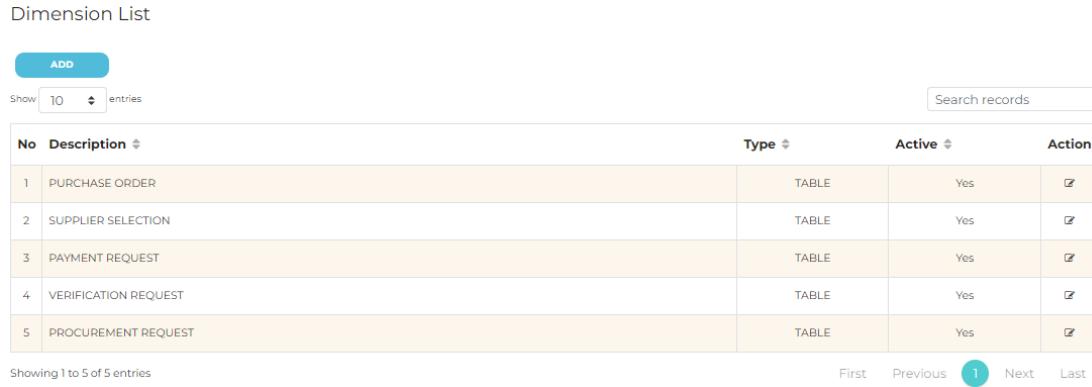
3.1.6 Dimension

Sub Menu Dimension dapat diakses oleh user melalui modul **Procurement > System Setting > Dimension**. Sub Menu Dimension dapat digunakan oleh user untuk melakukan proses setting terhadap data kriteria untuk melakukan proses Approval.

3.1.6.1 Step Process Dimension

Berikut adalah Step Process Dimension:

- a. Klik tombol **ADD** untuk menambahkan data pada tampilan Dimension List.



Dimension List			
ADD Show: 10 entries Search records			
No	Description	Type	Active
1	PURCHASE ORDER	TABLE	Yes
2	SUPPLIER SELECTION	TABLE	Yes
3	PAYMENT REQUEST	TABLE	Yes
4	VERIFICATION REQUEST	TABLE	Yes
5	PROCUREMENT REQUEST	TABLE	Yes

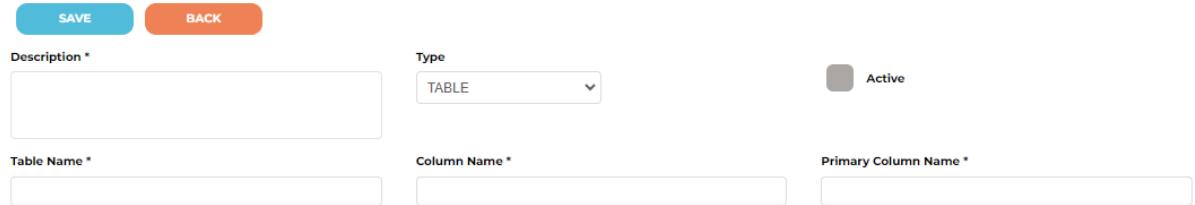
Showing 1 to 5 of 5 entries First Previous **1** Next Last

Gambar 25 Halaman Dimension List

- b. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk membatalkan proses input data Dimension dan kembali ke halaman sebelumnya.

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Dimension Info



SAVE BACK

Description *

Type

Active

Table Name *

Column Name *

Primary Column Name *

Gambar 26 Halaman Dimension Info (Type: Table)

Dimension Info



SAVE BACK

Description *

Type

Active

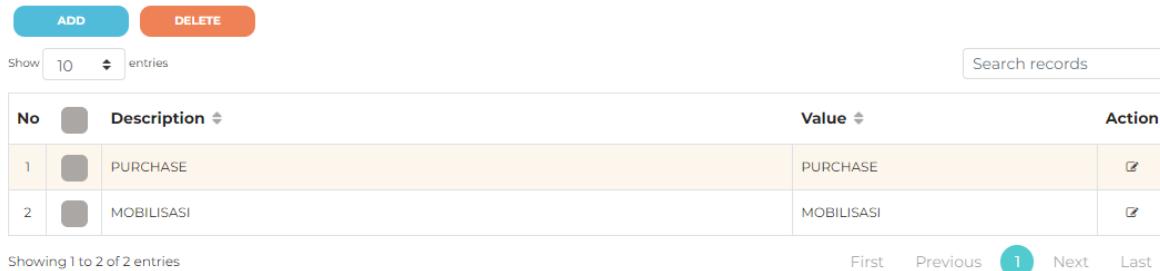
Function Name *

Gambar 27 Halaman Dimension Info (Type: Function)

- c. Jika user memberi tanda checklist Active maka data dapat digunakan dan status data Dimension akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist Active maka status data Dimension akan berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Dimension berhasil disimpan, maka sistem akan menampilkan halaman Dimension Value List. Klik tombol untuk menambahkan data pada tampilan Dimension Value List.

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Dimension Value List



The screenshot shows a table with columns: No, Description, Value, and Action. There are two rows of data:

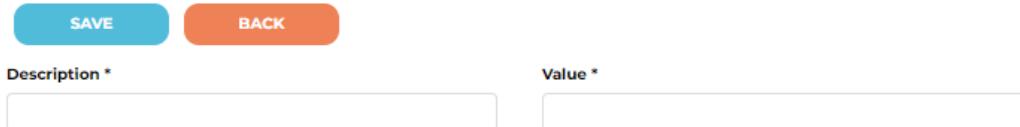
No	Description	Value	Action
1	PURCHASE	PURCHASE	<input checked="" type="checkbox"/>
2	MOBILISASI	MOBILISASI	<input checked="" type="checkbox"/>

At the top, there are 'ADD' and 'DELETE' buttons. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom right, there are navigation buttons: First, Previous, 1 (highlighted), Next, Last.

Gambar 28 Halaman Dimension Value List

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Dimension Value Info



The screenshot shows a form with two input fields: 'Description *' and 'Value *'. Above each field is a 'SAVE' button (blue) and a 'BACK' button (orange).

Gambar 29 Halaman Dimension Value Info

- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Dimension Value List.
- g. Untuk menghapus data Dimension Value, user dapat memberi tanda checklist “ pada baris data Dimension List.

3.1.7 Master Dashboard

Sub Menu Master Dashboard dapat diakses oleh user melalui modul **Procurement > System Setting > Master Dashboard**. Sub Menu Master Dashboard bertujuan untuk menentukan settingan tampilan informasi dashboard untuk mempermudah user melakukan monitoring terhadap informasi Document. Sub Menu Master Dashboard digunakan pada proses setting Master Dashboard User.

3.1.7.1 Step Process Master Dashboard

Berikut adalah Step Process Master Dashboard:

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- a. Klik tombol  untuk menambahkan data pada tampilan Master Dashboard List.

Master Dashboard List



No		Code	Name	Type	Grid	SP Name	Active	Action
1	<input type="checkbox"/>	MD001	PAYMENT REQUEST	pie	Half	xsp_dashboard_get_payment_request	ACTIVE	
2	<input type="checkbox"/>	MD002	PROCUREMENT THIS MONTH	bar	Half	xsp_dashboard_get_procurement_by_status	ACTIVE	
3	<input type="checkbox"/>	MD003	PROCUREMENT REQUEST THIS MONTH	column	Half	xsp_dashboard_get_procurement_request_by_status	ACTIVE	
4	<input type="checkbox"/>	MD004	QUOTATION	spline	Third	xsp_dashboard_get_quotation	ACTIVE	
5	<input type="checkbox"/>	MD005	SUPPLIER SELECTION	column	Half	xsp_dashboard_get_supplier_selection_by_status	ACTIVE	

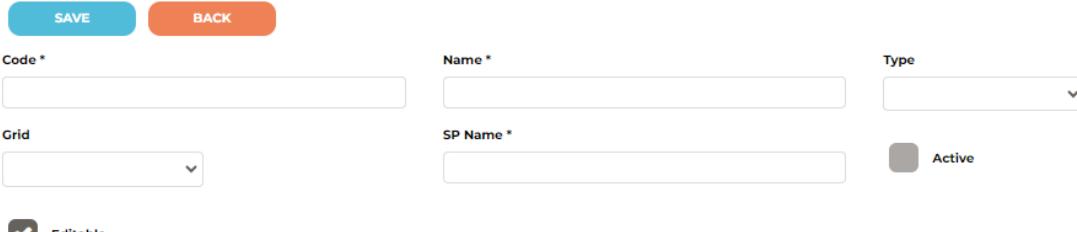
Showing 1 to 5 of 5 entries

First Previous  Next Last

Gambar 30 Halaman Master Dashboard List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Master Dashboard Info



Code *

Name *

Type

Grid

SP Name *

Active

Editable



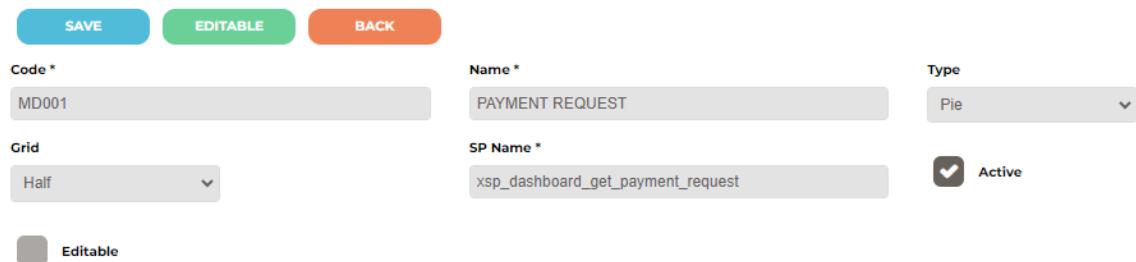
Gambar 31 Halaman Master Dashboard Info

- c. Jika user memberi tanda checklist  maka data dapat digunakan dan status data Master Dashboard akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist  maka status data Master Dashboard berubah menjadi non-active dan tidak dapat digunakan.

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- d. Setelah data Master Dashboard berhasil disimpan user dapat mengklik tombol **EDITABLE** maka status data akan berubah menjadi  **Editable**, jika user mengklik kembali tombol **EDITABLE** maka status data akan tetap menjadi  **Editable**.

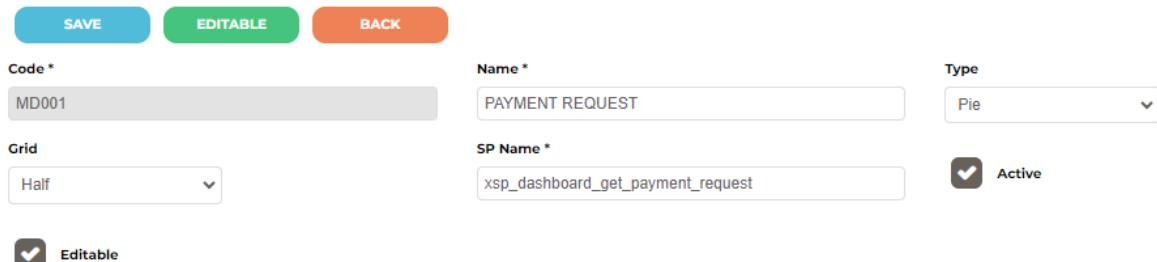
Master Dashboard Info



The screenshot shows a form for a Master Dashboard entry. At the top are three buttons: **SAVE** (blue), **EDITABLE** (green), and **BACK** (orange). Below these are several input fields and dropdowns. The **Code** field contains "MD001". The **Name** field contains "PAYMENT REQUEST". The **Type** dropdown is set to "Pie". The **SP Name** field contains "xsp_dashboard_get_payment_request". The **Grid** dropdown is set to "Half". At the bottom left is a status indicator: a grey square with a white outline and the word "Editable".

Gambar 32 Halaman Master Dashboard Info (Non-Editable)

Master Dashboard Info



This screenshot is identical to the one above, but the status indicator at the bottom left has changed. It now features a checkmark inside a grey square, indicating that the data is currently in edit mode.

Gambar 33 Halaman Master Dashboard Info (Editable)

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Dashboard List.
f. Untuk menghapus data Master Dashboard, user dapat memberi tanda checklist “” pada Master Dashboard List kemudian klik tombol **DELETE**.

3.1.8 Master Dashboard User

Sub Menu Master Dashboard User dapat diakses oleh user melalui modul **Procurement > System Setting > Master Dashboard User**. Sub Menu Master Dashboard User bertujuan untuk menentukan tampilan dashboard yang didapatkan oleh masing-masing user saat login pada sistem.

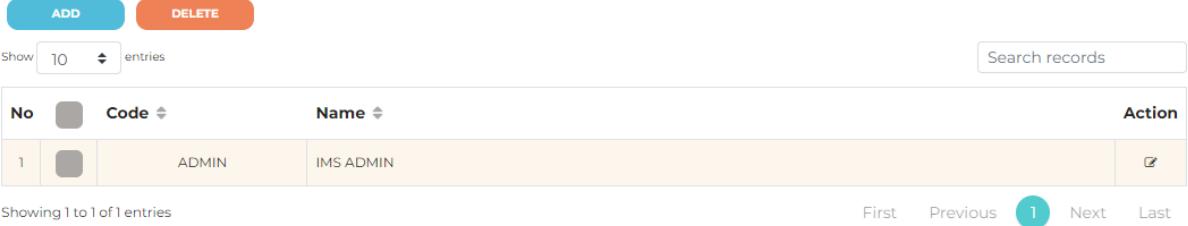
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3.1.8.1 Step Process Master Dashboard User

Berikut adalah Step Process Master Dashboard User:

- a. Klik tombol  untuk menambahkan data pada tampilan Master Dashboard User List.

Master Dashboard User List



The screenshot shows a table with columns: No, Code, Name, and Action. There is one row with data: No 1, Code ADMIN, Name IMS ADMIN, and Action (checkbox). Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are navigation buttons: First, Previous, Next (highlighted with a red circle), and Last.

No	Code	Name	Action
1	ADMIN	IMS ADMIN	<input checked="" type="checkbox"/>

Gambar 34 Halaman Master Dashboard User List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

Master Dashboard User Info



The screenshot shows a search interface with a magnifying glass icon and a "Employee Name" input field. Below it are two buttons: "SAVE" (blue) and "BACK" (orange).

Gambar 35 Halaman Master Dashboard User Info

- c. Setelah data Master Dashboard User berhasil disimpan, maka sistem akan menampilkan halaman Dashboard List. Klik tombol  untuk menambahkan data pada tampilan Dashboard List.

Dashboard List



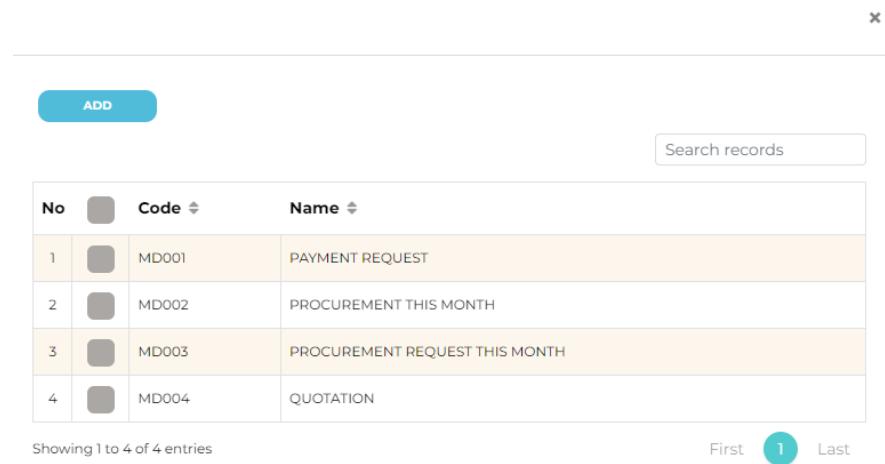
The screenshot shows a table with columns: No, Dashboard, Grid, and Order No. There is one row with data: No 1, Dashboard SUPPLIER SELECTION, Grid Half, and Order No 1. Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are navigation buttons: First, Previous, Next (highlighted with a red circle), and Last.

No	Dashboard	Grid	Order No
1	SUPPLIER SELECTION	Half	1

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Gambar 36 Halaman Dashboard List

- d. Untuk menambahkan data Dashboard, user dapat memberi tanda checklist “ .



No	Code	Name
1	MD001	PAYMENT REQUEST
2	MD002	PROCUREMENT THIS MONTH
3	MD003	PROCUREMENT REQUEST THIS MONTH
4	MD004	QUOTATION

Showing 1 to 4 of 4 entries First  Last

Gambar 37 Halaman Look Up Dashboard

- e. Untuk menghapus data Dashboard, user dapat memberi tanda checklist “ .
- f. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Dashboard User List.
- g. Untuk menghapus data Master Dashboard User, user dapat memberi tanda checklist “ .

3.1.9 Master Approval

Sub Menu Master Approval dapat diakses oleh user melalui modul **Procurement > System Setting > Master Approval**. Sub Menu Master Approval dapat digunakan oleh user untuk melakukan setting terhadap data yang membutuhkan approval.

3.1.9.1 Step Process Master Approval

Berikut adalah Step Process Master Approval:

- a. Klik tombol  untuk menambahkan data pada tampilan Master Approval List.

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Master Approval List



The screenshot shows a table with columns: No, Code, Approval Name, Reff Approval Name, Active, and Action. The data is as follows:

No	Code	Approval Name	Reff Approval Name	Active	Action
1	PAPV	PAYMENT APPROVAL	PAYMENT REQUEST PROCUREMENT	Yes	<input checked="" type="checkbox"/>
2	PO	PURCHASE ORDER	PURCHASE ORDER PROCURMENT	Yes	<input checked="" type="checkbox"/>
3	PRAPV	PROCUREMENT REQUEST APPROVAL	PROCUREMENT REQUEST APPROVAL	Yes	<input checked="" type="checkbox"/>
4	SSAPV	SUPPLIER SELECTION	PROCUREMENT SUPPLIER SELECTION APPROVAL	Yes	<input checked="" type="checkbox"/>
5	VRAPV	VERIFICATION APPROVAL	VERIFICATION APPROVAL	Yes	<input checked="" type="checkbox"/>

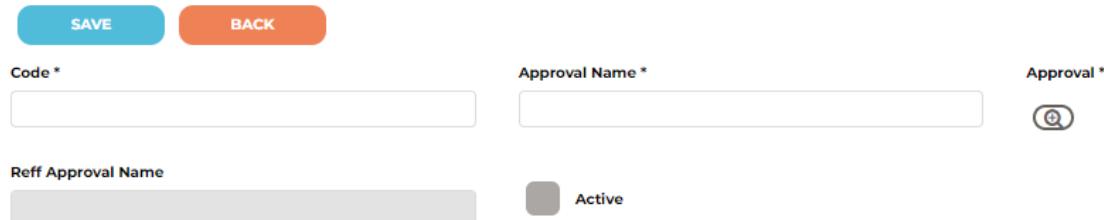
Showing 1 to 5 of 5 entries

First Previous **1** Next Last

Gambar 38 Halaman Master Approval List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

Master Approval Info



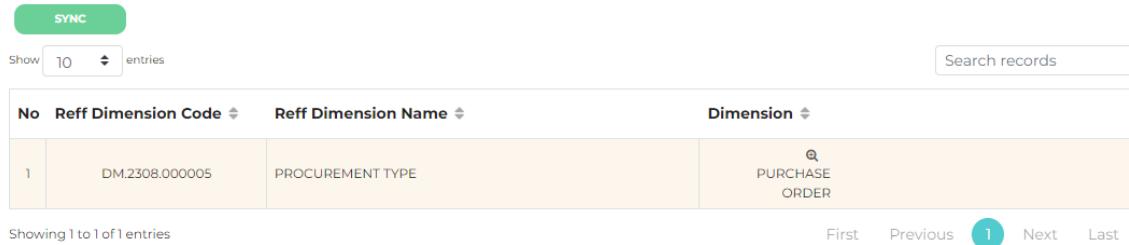
The form has fields for Code*, Approval Name*, Approval*, and Reff Approval Name. There is also a checkbox labeled Active.

Gambar 39 Halaman Master Approval Info

- c. Jika user memberi tanda checklist **Active** maka data dapat digunakan dan status data Master Approval akan berubah menjadi active, sedangkan jika user tidak memberi tanda checklist **Active** maka status data Master Approval akan berubah menjadi non-active dan tidak dapat digunakan.
- d. Setelah data Master Approval berhasil disimpan, maka sistem akan menampilkan halaman Approval Dimension List. Klik tombol **SYNC** untuk melakukan sinkronisasi data Approval Dimension pada sistem.

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Approval Dimension List



The screenshot shows a table with columns: No, Reff Dimension Code, Reff Dimension Name, and Dimension. There is one entry: No 1, Reff Dimension Code DM.2308.000005, Reff Dimension Name PROCUREMENT TYPE, and Dimension PURCHASE ORDER. The table has a header row and a data row. Below the table, there is a message 'Showing 1 to 1 of 1 entries' and navigation buttons: First, Previous, Next (with a page number 1), and Last.

Gambar 40 Halaman Approval Dimension List

- e. Jika user ingin melakukan perubahan data klik tombol  pada baris data Master Approval List.

3.2 Transaction

Transaction adalah Menu untuk melakukan proses transaksi-transaksi terkait dengan proses pengadaan, verifikasi, quotation, pencarian supplier, pemesanan, hingga catatan barang diterima. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

3.2.1 Procurement Request

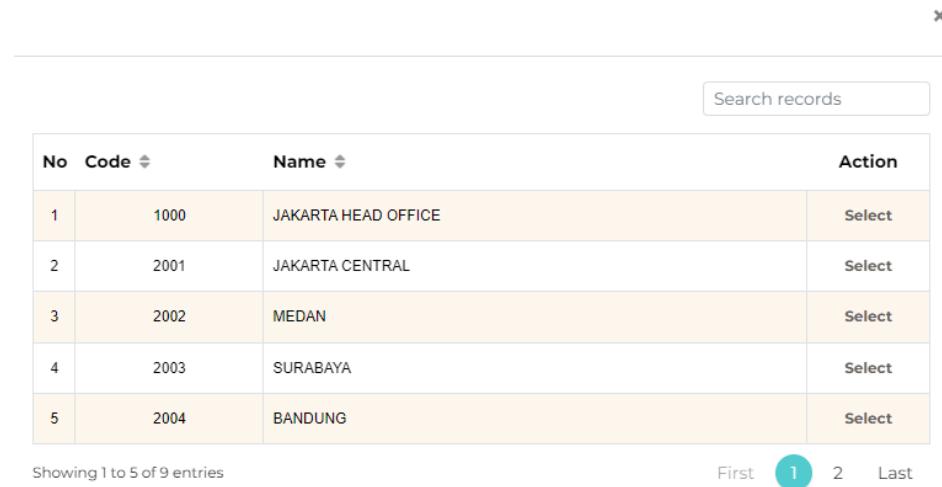
Sub Menu Procurement Request dapat diakses oleh user melalui modul **Procurement > Transaction > Procurement Request**. Sub Menu Procurement Request dapat digunakan oleh user untuk melakukan transaksi pengajuan pembelian atau pengadaan item.

3.2.1.1 Step Process Procurement Request

Berikut adalah Step Process Procurement Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

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The screenshot shows a table with columns: No, Code, Name, and Action. The 'Action' column contains a 'Select' button for each row. The rows represent different branches:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

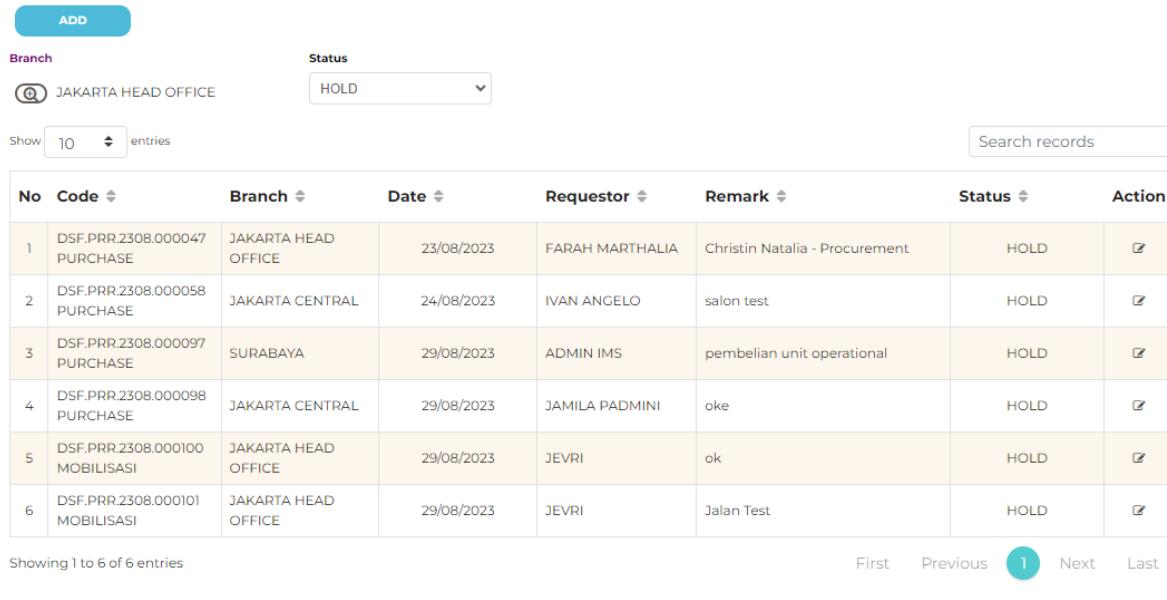
Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 41 Halaman Look Up Branch

- b. Klik tombol ADD untuk menambahkan data pada tampilan Procurement Request List.

Procurement Request List



The screenshot shows a table with columns: No, Code, Branch, Date, Requestor, Remark, Status, and Action. The 'Action' column contains a small icon. The rows represent procurement requests:

No	Code	Branch	Date	Requestor	Remark	Status	Action
1	DSF.PRR.2308.000047 PURCHASE	JAKARTA HEAD OFFICE	23/08/2023	FARAH MARTHALIA	Christin Natalia - Procurement	HOLD	
2	DSF.PRR.2308.000058 PURCHASE	JAKARTA CENTRAL	24/08/2023	IVAN ANGELO	salon test	HOLD	
3	DSF.PRR.2308.000097 PURCHASE	SURABAYA	29/08/2023	ADMIN IMS	pembelian unit operational	HOLD	
4	DSF.PRR.2308.000098 PURCHASE	JAKARTA CENTRAL	29/08/2023	JAMILA PADMINI	oke	HOLD	
5	DSF.PRR.2308.000100 MOBILISASI	JAKARTA HEAD OFFICE	29/08/2023	JEVRI	ok	HOLD	
6	DSF.PRR.2308.000101 MOBILISASI	JAKARTA HEAD OFFICE	29/08/2023	JEVRI	Jalan Test	HOLD	

Showing 1 to 6 of 6 entries

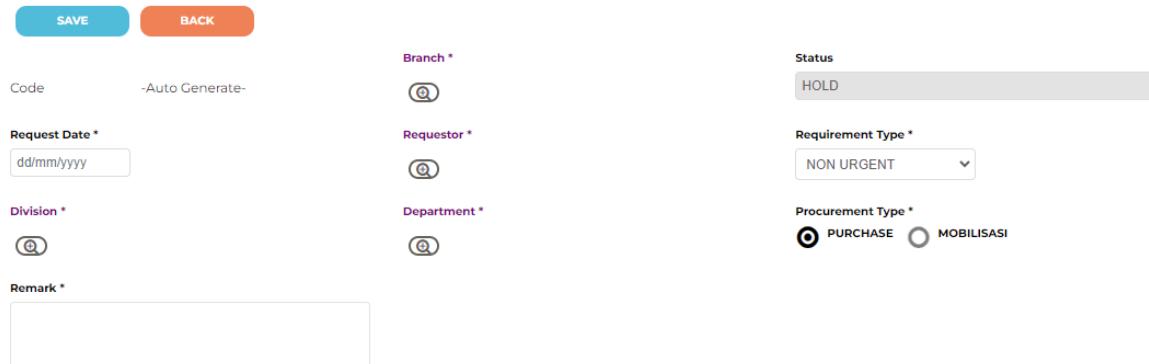
First Previous 1 Next Last

Gambar 42 Halaman Procurement Request List

- c. Lengkapi data pada field yang tersedia, lalu klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya.

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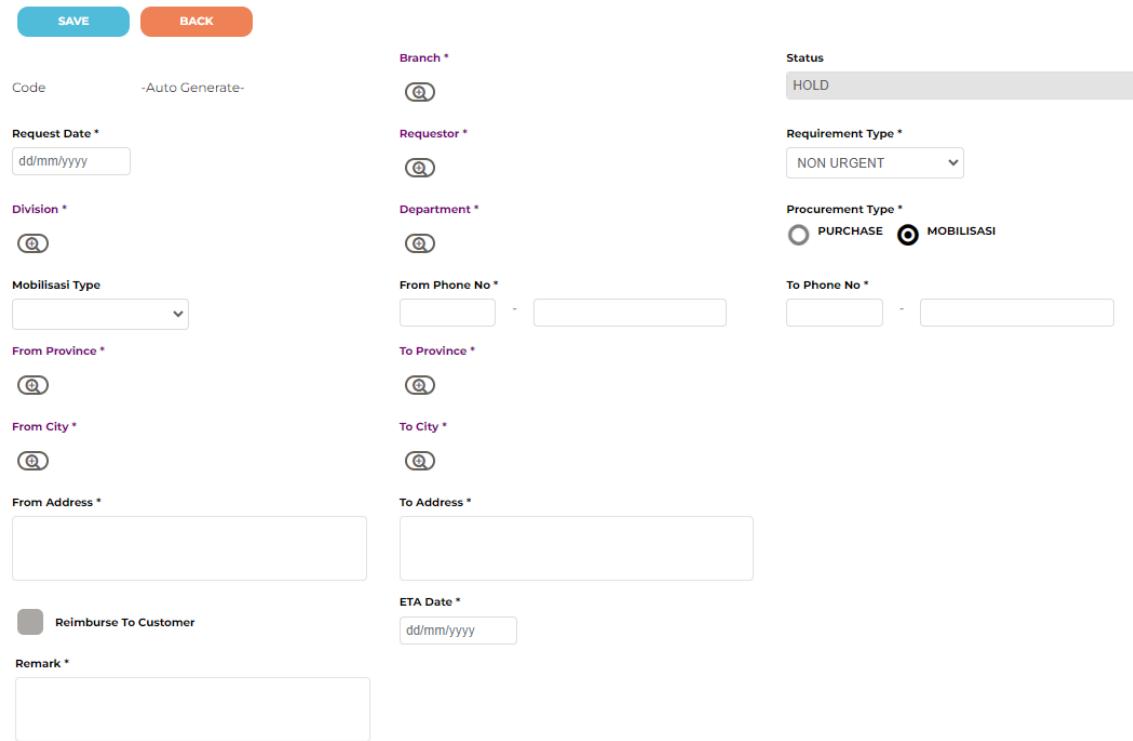
Procurement Request Info



This screenshot shows the 'Procurement Request Info' form for a 'PURCHASE' request. It includes fields for Branch (selected), Status (HOLD), Request Date (dd/mm/yyyy), Requestor (selected), Requirement Type (NON URGENT), Division (selected), Department (selected), and Procurement Type (PURCHASE selected). There is also a 'Remark' text area and 'SAVE' and 'BACK' buttons.

Gambar 43 Halaman Procurement Request Info (Type: Purchase)

Procurement Request Info



This screenshot shows the 'Procurement Request Info' form for a 'MOBILISASI' request. It includes fields for Branch (selected), Status (HOLD), Request Date (dd/mm/yyyy), Requestor (selected), Requirement Type (NON URGENT), Division (selected), Department (selected), Mobilisasi Type (selected), From Phone No (selected), To Phone No (selected), From Province (selected), To Province (selected), From City (selected), To City (selected), From Address (selected), To Address (selected), Reimburse To Customer (checkbox checked), ETA Date (dd/mm/yyyy), and Remark (text area). There are 'SAVE' and 'BACK' buttons.

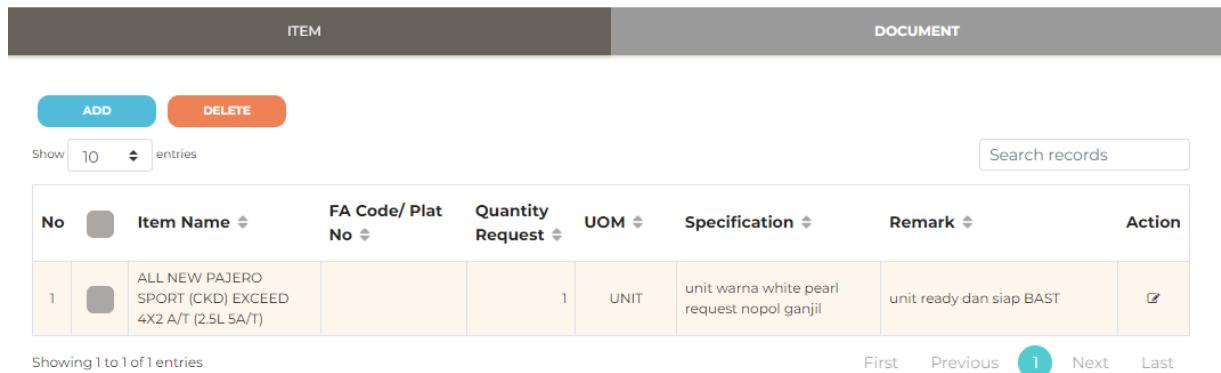
Gambar 44 Halaman Procurement Request Info (Type: Mobilisasi)

- d. Setelah data Procurement Request berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Item dan Tab Document.

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Tab Item

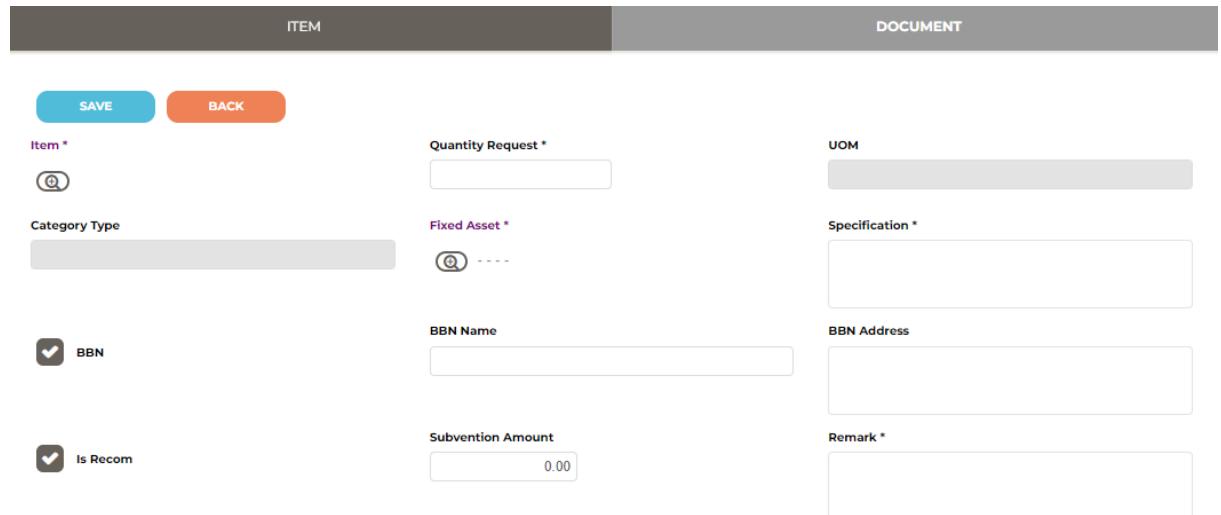
- e. Pada halaman Procurement Request Info Tab Item, sistem akan menampilkan informasi listing data item/asset yang akan dilakukan procurement request. Klik tombol  untuk menambahkan data pada tampilan Tab Item.



No	Item Name	FA Code/ Plat No	Quantity Request	UOM	Specification	Remark	Action
1	ALL NEW PAJERO SPORT (CKD) EXCEED 4X2 A/T (2.5L 5A/T)	-	1	UNIT	unit warna white pearl request nopol ganjal	unit ready dan siap BAST	

Gambar 45 Halaman Tab Item

- f. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.



Gambar 46 Halaman Tab Item Info

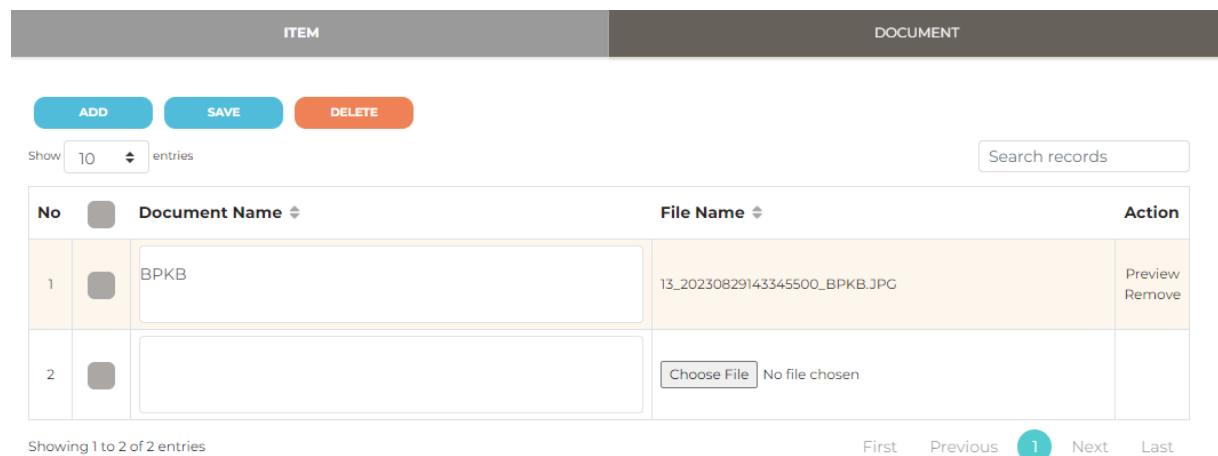
- g. Jika user ingin melakukan perubahan data klik tombol  pada baris data Tab Item List.

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- h. Untuk menghapus data Tab Item, user dapat memberi tanda checklist “” pada baris data Tab Item List kemudian klik tombol .

Tab Document

- i. Pada halaman Procurement Request Info Tab Document, sistem akan menampilkan informasi listing data dokumen pendukung dalam proses procurement request. Klik tombol  untuk menambahkan data pada tampilan Tab Document.



No	Document Name	File Name	Action
1	BPKB	13_20230829143345500_BPKB.JPG	Preview Remove
2		Choose File No file chosen	

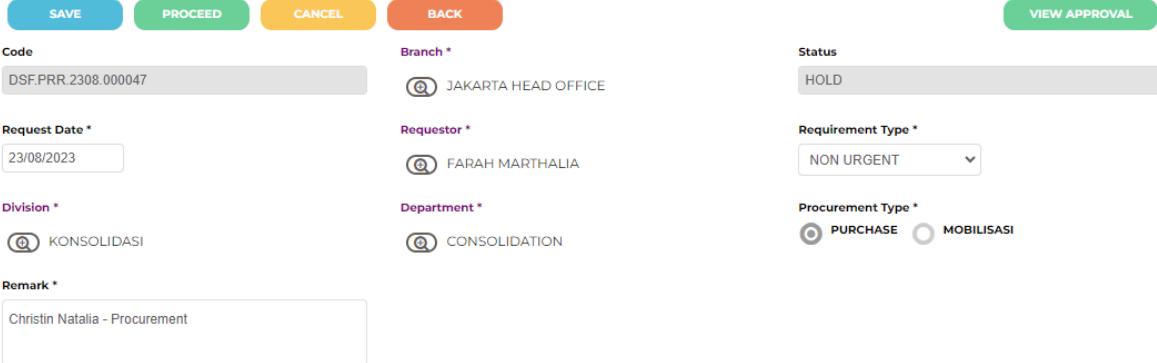
Gambar 47 Halaman Tab Document

- j. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data.
- k. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol  atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol .
- l. Untuk menghapus data pada Tab Document, user dapat memberi tanda checklist “” pada baris data Tab Document List kemudian klik tombol .
- m. Setelah data Procurement Request berhasil disimpan, klik tombol  untuk memproses lebih lanjut data Procurement Request dan status data dan status data Procurement Request akan berubah menjadi On Process, atau klik tombol  untuk membatalkan pendaftaran data Procurement Request dan status data Procurement Request akan berubah

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menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

Procurement Request Info



The screenshot shows a form titled "Procurement Request Info". At the top right is a green "VIEW APPROVAL" button. Below it are four buttons: "SAVE" (blue), "PROCEED" (green), "CANCEL" (orange), and "BACK" (red). The form fields include:

- Code:** DSF.PRR.2308.000047
- Request Date ***: 23/08/2023
- Division ***: KONSOLIDASI
- Remark ***: Christin Natalia - Procurement
- Branch ***: JAKARTA HEAD OFFICE
- Requestor ***: FARAH MARTHALIA
- Department ***: CONSOLIDATION
- Status**: HOLD
- Requirement Type ***: NON URGENT
- Procurement Type ***: PURCHASE (selected)
- MOBILISASI** (radio button)

Gambar 48 Halaman Procurement Request Info (Status: Hold)

3.2.2 Procurement

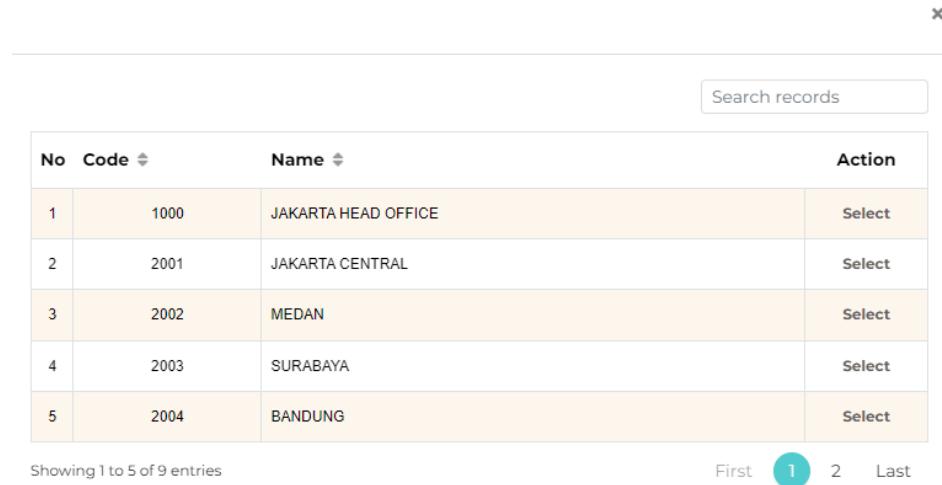
Sub Menu Procurement dapat diakses oleh user melalui modul **Procurement> Transaction > Procurement**. Sub Menu Procurement dapat digunakan oleh user untuk melakukan proses konfirmasi transaksi pengajuan pembelian atau pengadaan item.

3.2.2.1 Step Process Procurement

Berikut adalah Step Process Procurement:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

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The screenshot shows a table with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries First 1 2 Last

Gambar 49 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status ALL ▼ maka sistem akan menampilkan halaman Procurement Request List.

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Procurement List

PROCEED

Branch Status
 JAKARTA HEAD OFFICE HOLD

Show 10 entries Search records

No	Code	Procurement Request Code	Date	Branch	Item Name	Specification	Unit From	Remark	Status	Action
1	<input checked="" type="checkbox"/>	DSF.PRC.2308.000039	DSF.PRR.2308.000039	22/08/2023	JAKARTA CENTRAL	ALL NEW INNOVA 2.0 G MT	UNIT WARNA PUTIH		DEFWR	HOLD
2	<input checked="" type="checkbox"/>	DSF.PRC.2308.000075	DSF.PRR.2308.000076	25/08/2023	JAKARTA HEAD OFFICE	ALL NEW CRV A/T	warna maroon, plat genap, free talang air, karpet dasar, sarung jok	BUY	menggunakan gts	HOLD
3	<input checked="" type="checkbox"/>	DSF.PRC.2308.000078	DSF.PRR.2308.000080	25/08/2023	JAKARTA HEAD OFFICE	ALL NEW CRV 1.5 CVT TURBO PRESTIGE	Asset No : 1000.OPLAA.2308.000027 - Year : 2023 - Condition : NEW - Colour : WHITE.	BUY	Application Purchase : 0001007/4/1000/08/2023 - BANTEN TOUR MANDIRI Price. 250.000.000,00	HOLD
4	<input checked="" type="checkbox"/>	DSF.PRC.2308.000079	DSF.PRR.2308.000081	25/08/2023	JAKARTA CENTRAL	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	Asset No : 2001.OPLAA.2308.000001 - Year : 2023 - Condition : NEW - Colour : BLACK.	BUY	Application Purchase : 0001002/4/2001/08/2023 - MITRA HASIANKA Price. 295.000.000,00	HOLD
5	<input checked="" type="checkbox"/>	DSF.PRC.2308.000080	DSF.PRR.2308.000082	25/08/2023	JAKARTA HEAD OFFICE	ALL NEW CRV A/T	Asset No : 1000.OPLAA.2308.000023 - Year : 2023 - Condition : NEW - Colour : BLACK.	BUY	Application Purchase : 0001003/4/1000/08/2023 - SINERGI MAKIN MAJU Price. 250.000.000,00	HOLD
6	<input checked="" type="checkbox"/>	DSF.PRC.2308.000081	DSF.PRR.2308.000083	25/08/2023	JAKARTA CENTRAL	ALL NEW CRV 1.5 CVT TURBO PRESTIGE	Asset No : 2001.OPLAA.2308.000002 - Year : 2023 - Condition : NEW - Colour : WHITE.	BUY	Application Purchase : 0001008/4/2001/08/2023 - CITRA AGRO ABADI Price. 235.000.000,00	HOLD
7	<input checked="" type="checkbox"/>	DSF.PRC.2308.000082	DSF.PRR.2308.000084	25/08/2023	JAKARTA HEAD OFFICE	MAZDA-CX-MAZDA CX-8	Asset No : 1000.OPLAA.2308.000032 - Year : 2023 - Condition : NEW - Colour : WHITE.	BUY	Application Purchase : 0001014/4/1000/08/2023 - UMAQ TUKUNG MANDIRI UTAMA Price. 250.000.000,00	HOLD
8	<input checked="" type="checkbox"/>	DSF.PRC.2308.000083	DSF.PRR.2308.000085	25/08/2023	JAKARTA HEAD OFFICE	MAZDA-CX-MAZDA CX-8	Asset No : 1000.OPLAA.2308.000038 - Year : 2023 - Condition : NEW - Colour : WHITE.	BUY	Application Purchase : 0001014/4/1000/08/2023 - UMAQ TUKUNG MANDIRI UTAMA Price. 250.000.000,00	HOLD
9	<input checked="" type="checkbox"/>	DSF.PRC.2308.000084	DSF.PRR.2308.000086	25/08/2023	JAKARTA HEAD OFFICE	COLT L300 DIESEL E-2 PU STD	Asset No : 1000.OPLAA.2308.000029 - Year : 2023 - Condition : NEW - Colour : BLACK.	BUY	Application Purchase : 0001009/4/1000/08/2023 - MITRA HASIANKA Price. 235.500.000,00	HOLD
10	<input checked="" type="checkbox"/>	DSF.PRC.2308.000085	DSF.PRR.2308.000087	25/08/2023	JAKARTA HEAD OFFICE	KAROSERI-TANAH DAN BANCUNAN-BOX BESI	Asset No : 1000.OPLAA.2308.000029 - Year : 2023 - Condition : NEW - Colour : BLACK.	BUY	Application Purchase for KAROSERI : 0001009/4/1000/08/2023 - MITRA HASIANKA Price. 20.000.000,00	HOLD

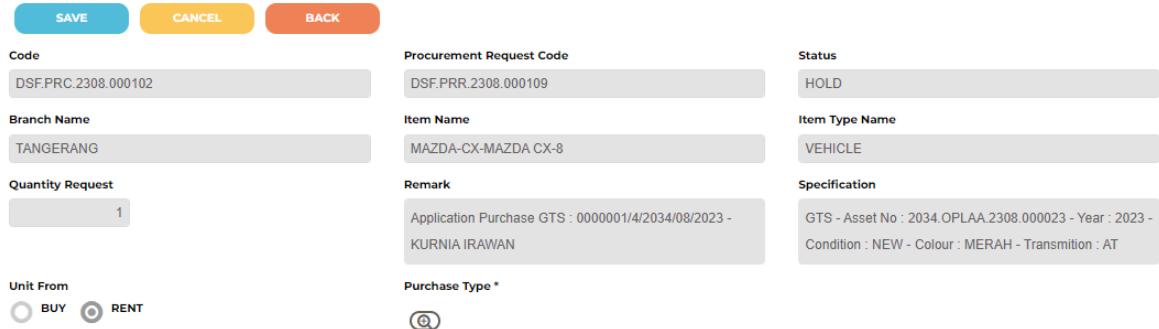
Showing 1 to 10 of 24 entries First Previous 1 2 3 Next Last

Gambar 50 Halaman Procurement List

- c. User dapat memberi tanda checklist “ untuk melihat detail data dan melakukan proses perubahan data Procurement.

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Procurement Info



The screenshot shows a form for 'Procurement Info'. At the top are three buttons: 'SAVE' (blue), 'CANCEL' (yellow), and 'BACK' (orange). Below them are several input fields and dropdowns:

- Code:** DSF.PRC.2308.000102
- Procurement Request Code:** DSF.PRR.2308.000109
- Status:** HOLD
- Branch Name:** TANGERANG
- Item Name:** MAZDA-CX-MAZDA CX-8
- Item Type Name:** VEHICLE
- Quantity Request:** 1
- Remark:** Application Purchase GTS : 0000001/4/2034/08/2023 - KURNIA IRAWAN
- Specification:** GTS - Asset No : 2034.OPLAA.2308.000023 - Year : 2023 - Condition : NEW - Colour : MERAH - Transmition : AT
- Unit From:** BUY (radio button selected)
- Purchase Type *:** @ (dropdown menu)

Gambar 51 Halaman Procurement Info (Status: Hold)

- e. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya atau klik tombol **CANCEL** untuk membatalkan proses Procurement dan status data akan berubah menjadi Cancel.
- f. Ketika data Procurement berstatus Post, klik tombol **UNPOST** untuk melakukan permintaan pengembalian data dan status data Procurement akan berubah menjadi Hold.

Procurement Info



The screenshot shows a form for 'Procurement Info'. At the top are three buttons: 'UNPOST' (green), 'BACK' (orange), and 'POST' (blue). Below them are several input fields and dropdowns:

- Code:** DSF.PRC.2308.000092
- Procurement Request Code:** DSF.PRR.2308.000094
- Status:** POST
- Branch Name:** TANGERANG
- Item Name:** MAZDA-CX-MAZDA CX-8
- Item Type Name:** MAZDA CX-8
- Quantity Request:** 1
- Remark:** Application Purchase : 0000001/4/2034/08/2023 - KURNIA IRAWAN
Price. 2.980.000.000,00
- Specification:** Asset No : 2034.OPLAA.2308.000021 - Year : 2023 - Condition : NEW - Colour : MERAH.
- Unit From:** BUY (radio button selected)
- Purchase Type *:** WITHOUT QUOTATION (dropdown menu)

Gambar 52 Halaman Procurement Info (Status: Post)

3.2.3 Quotation

Sub Menu Quotation dapat diakses oleh user melalui modul **Procurement > Transaction > Quotation**. Sub Menu Quotation dapat digunakan oleh user untuk melakukan penawaran dari pembelian atau pengadaan item dan pemilihan supplier.

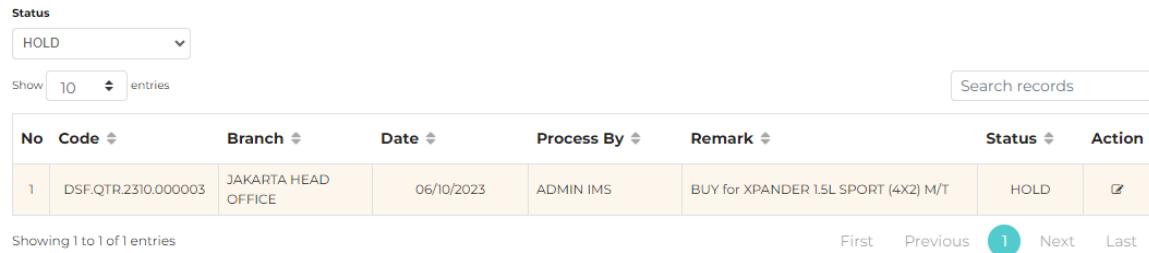
3.2.3.1 Step Process Quotation

Berikut adalah Step Process Quotation:

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- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status  maka sistem akan menampilkan halaman Quotation List.

Quotation List



The screenshot shows a table titled "Quotation List". At the top left, there is a dropdown menu labeled "Status" with "HOLD" selected. Below the table, there is a search bar with the placeholder "Search records". The table has columns: No, Code, Branch, Date, Process By, Remark, Status, and Action. A single row is displayed with the following data:

No	Code	Branch	Date	Process By	Remark	Status	Action
1	DSF.QTR.2310.000003	JAKARTA HEAD OFFICE	06/10/2023	ADMIN IMS	BUY for XPANDER 1.5L SPORT (4X2) M/T	HOLD	

At the bottom, there are navigation links: First, Previous, **1**, Next, Last.

Gambar 53 Halaman Quotation List

- b. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Quotation.

Quotation Info



The screenshot shows the "Quotation Info" form. At the top, there are three buttons: SAVE (blue), POST (green), and BACK (orange). The form fields include:

- Code:** DSF.QTR.2310.000003
- Branch ***: JAKARTA HEAD OFFICE
- Status**: HOLD
- Transaction Date**: 06/10/2023
- Division ***: KONSOLIDASI
- Department ***: KONSOLIDASI
- Unit From**: RENT (radio button)
- Remark ***: BUY for XPANDER 1.5L SPORT (4X2) M/T

Gambar 54 Halaman Quotation Info (Status: Hold)

- c. Pada halaman Quotation Info, sistem akan menampilkan halaman Tab, antara lain: Tab Quotation Review dan Tab Document.

Tab Quotation Review

- d. Pada halaman Quotation Info Tab Quotation Review, sistem akan menampilkan informasi listing data quotation yang telah direview pada sistem.

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QUOTATION REVIEW

DOCUMENT

Search records

No	Procurement Code	Item	QTY/Unit Stock	UOM	Unit Price	Tax	Supplier	Spesification	Remark	Action
1	DSF.PRC.2308.000045	MOBILISASI PENGIRIMAN	1 READY	UNIT	100,000,000,00	PPN 0 PPH 0	PANCA SANTOSA BUDIONO - MAGELANG - SUNAN KALIJOGO	Unit pengganti PT. Artha Manunggal Prima Nopol B9025PCS di jalan Gunung Kidul Selatan	Kirim Unit Pengganti PT. Artha Manunggal Prima Nopol B9025PCS di jalan Gunung Kidul Selatan	[Edit]
2	DSF.PRC.2308.000045	MOBILISASI PENGIRIMAN	1 READY	UNIT	1,425,000,00	PPH 2	MOCHAMAD DARTO - PROBOLINGGO - BROJO	Unit pengganti PT. Artha Manunggal Prima Nopol B9025PCS di jalan Gunung Kidul Selatan	Kirim Unit Pengganti PT. Artha Manunggal Prima Nopol B9025PCS di jalan Gunung Kidul Selatan	[Edit]

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Gambar 55 Halaman Tab Quotation Review

- e. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Quotation Review.

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QUOTATION REVIEW
DOCUMENT
COPY

SAVE
BACK

Procurement Code

Quantity

Currency
 IDR

Requestor
 Catur Sugiarto

Warranty (Month)

Discount Amount (Unit) *

Unit From
 RENT BUY

Request Spesification
Asset No : 1000.OPLAA.2310.000019 - Year : 2023 - Condition : NEW - Colour : BLACK.

Branch
JAKARTA HEAD OFFICE

Approved Quantity

Quotation Date *

Supplier *
 PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO

Warranty Part (Month)

Nett Price (Unit) *

Unit Stock
 READY INDENT

Request Remark
Application Purchase : 0000009/4/00/10/2023 - BERLIAN SENTOSA Price. 2.318.819.819,82

Item
XPANDER 1.5L SPORT (4X2) M/T

UOM

Expired Date *

Tax *
 PPN 11, PPH 2

Unit Price *

Total Amount

Offering

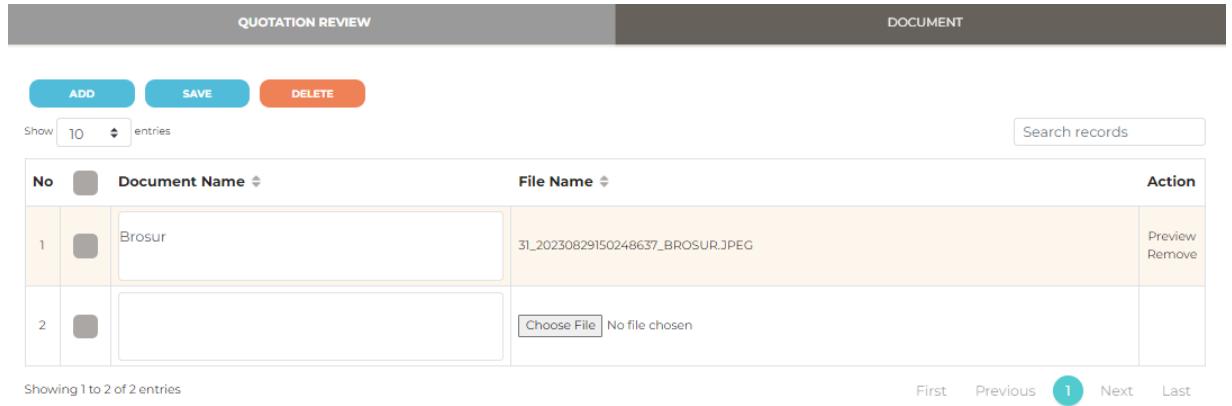
Gambar 56 Halaman Tab Quotation Review Info

- f. Lengkapi data pada field yang tersedia, lalu klik tombol SAVE untuk menyimpan data atau klik tombol BACK untuk kembali ke halaman sebelumnya. Selain itu, user dapat melakukan copy data dengan mengklik tombol COPY.

Tab Document

- g. Pada halaman Quotation Info Tab Document, sistem akan menampilkan informasi listing data dokumen pendukung pada proses Quotation. Klik tombol ADD untuk menambahkan data pada tampilan Tab Document.

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The screenshot shows the 'QUOTATION REVIEW' section with the 'DOCUMENT' tab selected. At the top, there are buttons for 'ADD', 'SAVE', and 'DELETE'. Below is a search bar and a table with columns for 'No', 'Document Name', 'File Name', and 'Action'. The table contains two entries. The first entry is 'Brosur' with file name '3_20230829150248637_BROSUR.JPG'. The second entry shows a file input field with 'Choose File' and 'No file chosen'.

Gambar 57 Halaman Tab Document

- h. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.
- i. User dapat melihat dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Preview** atau menghapus dokumen yang telah diupload pada Tab Document dengan mengklik tombol **Remove**.
- j. Untuk menghapus data Tab Document, user dapat memberi tanda checklist “” pada baris data Tab Document List kemudian klik tombol **DELETE**.
- k. Setelah data Quotation berhasil diperbarui, klik tombol **POST** untuk melakukan posting data Quotation dan status data Quotation akan berubah menjadi Post.

3.2.4 Supplier Selection

Sub Menu Supplier Selection dapat diakses oleh user melalui modul **Procurement > Transaction > Supplier Selection**. Sub Menu Supplier Selection dapat digunakan oleh user untuk menentukan dan menyetujui supplier yang akan digunakan untuk pembelian atau pengadaan.

3.2.4.1 Step Process Supplier Selection

Berikut adalah Step Process Supplier Selection:

- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status maka sistem akan menampilkan halaman Supplier Selection List.

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Supplier Selection List

Status		Search records					
No	Code	Quotation No	Branch	Selection Date	Remark	Status	Action
1	DSF.SSL.2308.000001	DSF.QTR.2308.000001	JAKARTA HEAD OFFICE	19/08/2023	-	HOLD	<input checked="" type="checkbox"/>
2	DSF.SSL.2308.000034		JAKARTA HEAD OFFICE	24/08/2023	TES IMS	HOLD	<input checked="" type="checkbox"/>
3	DSF.SSL.2308.000041		JAKARTA HEAD OFFICE	24/08/2023	Application Purchase for KAROSERI : 110999/4/1000/08/2023 - TAMBANG SULAWESI HIAU Price. 40.000.000,00	HOLD	<input checked="" type="checkbox"/>
4	DSF.SSL.2308.000042		JAKARTA HEAD OFFICE	24/08/2023	Application Purchase : 0001001/4/1000/08/2023 - SINERGI MAKIN MAJU Price. 448.000.000,00	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Gambar 58 Halaman Supplier Selection List

- b. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Supplier Selection.

Supplier Selection Info

SAVE	PROCEED	CANCEL	BACK	VIEW APPROVAL
Code	Branch	Status		
DSF.SSL.2308.000042	JAKARTA HEAD OFFICE	HOLD		
Selection date *	Division	Department		
24/08/2023	KONSOLIDASI	KONSOLIDASI		
Remark *				
Application Purchase : 0001001/4/1000/08/2023 - SINERGI MAKIN MAJU Price. 448.000.000,00				

Gambar 59 Halaman Supplier Selection Info (Status: Hold)

- c. Pada halaman Supplier Selection Info, terdapat halaman Supplier Selection Item List.

Supplier Selection Item List

Quotation/Procurement Code		Supplier	Item/Remark	QTY	Unit Price / Discount (Unit) / Nett Amount	Tax / PPN / PPH / Total Amount	Offering	Action
1	DSF.PRC.2308.000069	Q	ALL NEW TRITON DC GLS 4X4 M/T (2.4L M/T) MODEL 2019 Application Purchase : 0001001/4/1000/08/2023 - SINERGI MAKIN MAJU Price. 448.000.000,00	1 BUY	0.00 0.00 0.00	0.00 0.00 0.00		<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

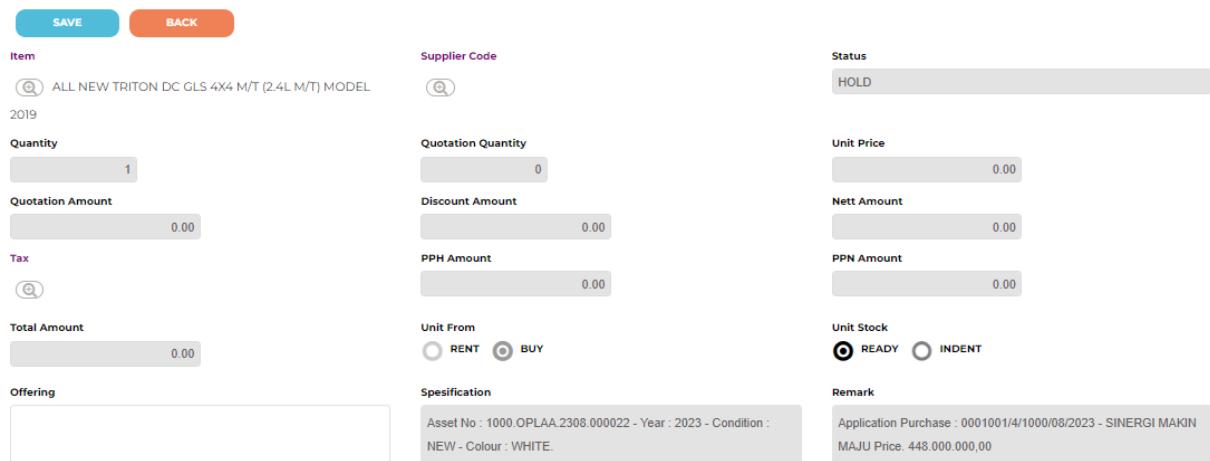
First Previous 1 Next Last

Gambar 60 Halaman Supplier Selection Item List

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

- d. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Supplier Selection.

Supplier Selection Detail List



Gambar 61 Halaman Supplier Selection Detail List

- e. Setelah data Supplier Selection berhasil diperbarui, klik tombol **PROCEED** untuk memproses lebih lanjut data Supplier Selection dan status data Supplier Selection akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses pemilihan Supplier Selection dan status data Supplier Selection akan berubah menjadi Cancel. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve.

3.2.5 Order Request

Sub Menu Order Request dapat diakses oleh user melalui modul **Procurement > Transaction > Order Request**. Sub Menu Order Request dapat digunakan oleh user untuk melakukan pengajuan proses order terhadap pembelian atau pengadaan item.

3.2.5.1 Step Process Order Request

Berikut adalah Step Process Order Request:

- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status **ALL** maka sistem akan menampilkan halaman Order Request List.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Order Request List

PROCEED
REJECT

Status: HOLD | Show: 10 entries | Search records

No	Selection Code / Supplier	Date	Item / Spesification	Qty / Unit From	Unit Price / Discount (Unit) / Nett Amount	PPN/ PPH/ Total Amount	Procurement Type	Remark	Status
1	DSFSSL2308.000027 MITRA TRUKINDO PERKASA - TANGERANG - KELAPA DUA	24/08/2023	TIRE TRUCK Tes IMS	1 BUY	2,000,000.00 0.00 2,000,000.00	0.00 40,000.00 1,960,000.00	PURCHASE MANUAL	Tes IMS	HOLD
2	DSFSSL2308.000028 BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	24/08/2023	TANGKI 32 KL TANGKI 32 KL VOLUME 1 Tes IMS	2 BUY	15,000,000.00 0.00 30,000,000.00	0.00 600,000.00 29,400,000.00	PURCHASE MANUAL	Tes IMS	HOLD
3	DSFSSL2308.000032 PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	24/08/2023	SEMI ELLIPTICAL FUEL TANKER 16,000 LITER 2 COMPARTMENTS - CARBON STEEL TES IMS	10 BUY	100,000.00 0.00 1,000,000.00	0.00 20,000.00 980,000.00	PURCHASE MANUAL	TES IMS	HOLD
4	DSFSSL2308.000039 BUDHI KARYA	25/08/2023	XPANDER CROSS 15L PLUS 4X2 A/T (WHITE) MY20 XPANDER CROSS 15L PLUS 4x2 A/T (WHITE) MY20 - Warna Putih - Plat Ganjil	5 BUY	651,250,000.00 10,000,000.00 3,206,250,000.00	352,687,500.00 64,125,000.00 3,494,812,500.00	PURCHASE MANUAL	XPANDER CROSS 15L PLUS 4X2 A/T (WHITE) MY20 - Warna Putih - Plat Ganjil	HOLD
5	DSFSSL2308.000043 MITRA TRUKINDO PERKASA - TANGERANG - KELAPA DUA	24/08/2023	MAZDA-CX-MAZDA CX-8 Asset No : 2034.OPLAA2308.000022 - Year : 2023 - Condition : NEW - Colour : MERAH.	1 BUY	300,000,000.00 0.00 300,000,000.00	33,000,000.00 0.00 333,000,000.00	PURCHASE OPL	Application Purchase : 0000001/4/2034/08/2023 - KURNIA IRAWAN Price. 2,980,000,00,00	HOLD
6	DSFSSL2308.000043 MITRA TRUKINDO PERKASA - TANGERANG - KELAPA DUA	24/08/2023	FULL ACCESSORIES Asset No : 2034.OPLAA2308.000022 - Year : 2023 - Condition : NEW - Colour : MERAH.	1 BUY	1,500,000.00 0.00 1,500,000.00	165,000.00 0.00 1,665,000.00	PURCHASE OPL	Application Purchase for ACCESSORIES : 0000001/4/2034/08/2023 - KURNIA IRAWAN Price. 1,000,000,00	HOLD
7	DSFSSL2308.000044 JUNAIDI - PALEMBANG - PEPERA	24/08/2023	KAROSERI-TANAH DAN BANGUNAN-BOX BESI Asset No : 2034.OPLAA2308.000022 - Year : 2023 - Condition : NEW - Colour : MERAH.	1 BUY	2,000,000.00 0.00 2,000,000.00	0.00 0.00 2,000,000.00	PURCHASE OPL	Application Purchase for KAROSERI : 0000001/4/2034/08/2023 - KURNIA IRAWAN Price. 2,000,000,00	HOLD
8	DSFSSL2308.000044 JUNAIDI - PALEMBANG - PEPERA	24/08/2023	FULL ACCESSORIES Asset No : 2034.OPLAA2308.000022 - Year : 2023 - Condition : NEW - Colour : MERAH.	1 BUY	1,000,000.00 0.00 1,000,000.00	0.00 0.00 1,000,000.00	PURCHASE OPL	Application Purchase for ACCESSORIES : 0000001/4/2034/08/2023 - KURNIA IRAWAN Price. 1,000,000,00	HOLD

Showing 1 to 8 of 8 entries

First Previous 1 Next Last

Gambar 62 Halaman Order Request List

- b. User dapat memberi tanda checklist “PROCEED untuk memproses lebih lanjut data Order Request dan status data Order Request akan berubah menjadi Post atau klik tombol REJECT untuk melakukan penolakan proses Order Request dan status data Order Request akan berubah menjadi Reject.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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3.2.6 Order

Sub Menu Order dapat diakses oleh user melalui modul **Procurement > Transaction > Order**. Sub Menu Order dapat digunakan oleh user untuk melakukan konfirmasi pengajuan proses order terhadap pembelian atau pengadaan item.

3.2.6.1 Step Process Order

Berikut adalah Step Process Order:

- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status  maka sistem akan menampilkan halaman Purchase Order List.

Purchase Order List

Purchase Order List									
No	Code	Date	Supplier	Remark	ETA Date	Aging	Unit From	Status	Action
1	0000018.DSF.POR.23.08	24/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	MOBILISASI PENGIRIMAN1000.ASM.2308.00002 - NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23 - 4A91GR1918 - MK2NCWPARKJ002718 - B1808VTA	24/08/2023	5	BUY	HOLD	
2	000017.DSF.POR.08.23	24/08/2023	PT KARTA MAS KENCANA - JAKARTA SELATAN - P09081	Christin Natalia - Procurement	24/08/2023	5	BUY	HOLD	
3	000018.DSF.POR.23.08	24/08/2023	ASTRA INTERNATIONAL - JAKARTA UTARA - GAYA MOTOR RAYA	tes	24/08/2023	5	BUY	HOLD	
4	000022.DSF.POR.08.23	24/08/2023	ARMINDO PERKASA - TANGERANG - DAAN MOGOT KM.20	TES IMS	24/08/2023	5	BUY	HOLD	
5	000023.DSF.POR.08.2023	25/08/2023	MANDIRI PERWIRA RAYA MOTOR - BOGOR - PAJAJARAN	Christin - Procurement	25/08/2023	4	BUY	HOLD	
6	000031.DSF.POR.08.2023	28/08/2023	JUNAIDI - PALEMBANG - PEPERA	BUY for FULL ACCESSORIES,KAROSERI-TANAH DAN BANGUNAN-BOX BESI,MAZDA CX-MAZDA CX-8	28/08/2023	1	BUY	HOLD	

Showing 1 to 6 of 6 entries

First Previous  Next Last

Gambar 63 Halaman Purchase Order List

- b. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Purchase Order.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Purchase Order Info

Code	Branch *	Status
000031.DSF.POR.08.2023	TANGERANG	HOLD
Order Date *	Vendor *	Payment Methode *
28/08/2023	JUNAIDI - PALEMBANG - PEPERA	PAYOUTMENT TRANSFER
Currency *	PPN Amount	PPH Amount
IDR	0.00	0.00
Total Amount	Unit From	Remark *
348,000,000.00	BUY RENT	BUY for FULL ACCESSORIES,KAROSERI-TANAH DAN BANGUNAN-BOX BESI,MAZDA-CX-MAZDA CX-8
<input checked="" type="checkbox"/> Spesific Address		

Gambar 64 Halaman Purchase Order Info (Status: Hold)

- c. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- d. Pada halaman Purchase Order Info, terdapat halaman Tab, antara lain: Tab Item List.

Tab Item List

- f. Pada halaman Purchase Order Info Tab Item List, sistem akan menampilkan informasi listing data item/asset yang sedang dilakukan pembelian.

ITEM LIST										
<input type="button" value="DELETE"/> Show <input type="text" value="10"/> entries <input type="button" value="Search records"/>										
No	<input type="checkbox"/>	Item	Order QTY	Order Remaining	UOM	Unit Price / Discount (Unit)/ Nett Amount	PPH /PPN / Total Amount	Spesification	Action	
1	<input type="checkbox"/>	MAZDA-CX-MAZDA CX-8	1	1	UNIT	350,000,000.00 2,000,000.00 348,000,000.00	0.00 0.00 348,000,000.00	Asset No : 2034.OPLAA.2308.000022 - Year : 2023 - Condition : NEW - Colour : MERAH.	<input checked="" type="checkbox"/>	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 65 Halaman Tab Item List

- g. Klik tombol  untuk melihat detail data item.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

ITEM LIST

BACK

Item *  BRV PRESTIGE WITH HONDA SENSING	Order Quantity * 2	Order Remaining * 2
UOM UNIT	Unit Price * 310,000,000.00	Discount Amount (Unit) 10,000,000.00
Tax *  PPN O PPH O	PPN Amount 0.00	PPH Amount 0.00
Total Amount 600,000,000.00	Specification warna black mica, free talang air, free karpet dasar, sarung jok, kaca film 3M	Description * Christin - Procurement
Unit Stock <input type="radio"/> READY <input checked="" type="radio"/> INDENT	Indent Days 30	Offering indent warna black mica
Initiation ETA Date * 25/08/2023	ETA Date 25/08/2023	ETA Date Remark

Gambar 66 Halaman Tab Item List Info (Unit Stock: Indent)

- h. Pada halaman Tab Item List Info dengan type Unit Stock Indent, terdapat halaman Object Info List. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.

Object Info List

SAVE

Show	10	entries	Search records
No	Plat No	Chassis No	Engine No
1			
2			

Showing 1 to 2 of 2 entries First Previous **1** Next Last

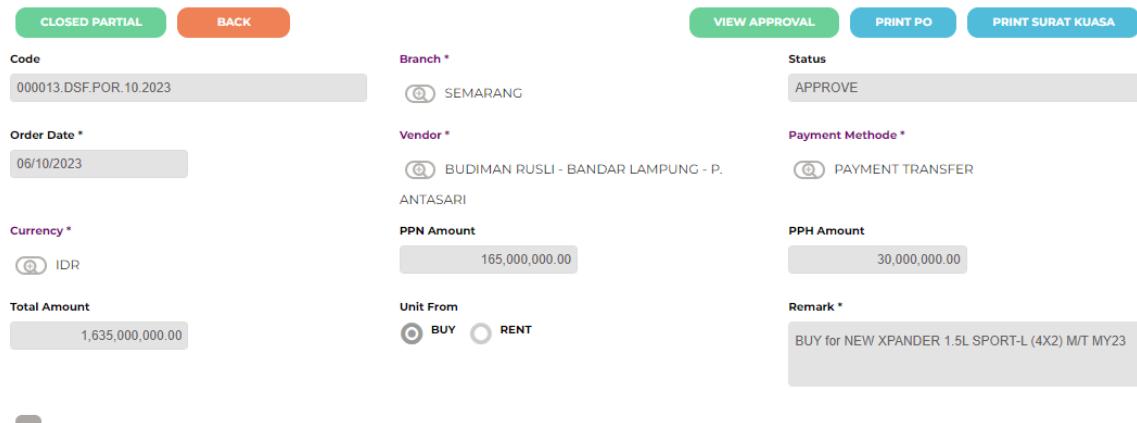
Gambar 67 Halaman Object Info List

- i. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

- j. Untuk menghapus data Tab Item, user dapat memberi tanda checklist “” pada baris data Tab Item List kemudian klik tombol **DELETE**.
- k. Setelah data Purchase Order berhasil diperbarui, klik tombol **PROCEED** untuk memproses lebih lanjut data Purchase Order dan status data Purchase Order akan berubah menjadi On Process atau klik tombol **CANCEL** untuk membatalkan proses data Purchase Order dan status data Purchase Order akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval. Selain itu, user dapat mencetak Surat Kuasa dengan mengklik tombol **PRINT SURAT KUASA** atau mencetak surat PO dengan mengklik tombol **PRINT PO**.
- l. Ketika data Purchase Order berstatus Approve, klik tombol **CLOSED FULL** untuk menutup proses Purchase Order karna telah terpenuhi atau klik tombol **CLOSED PARTIAL** untuk menutup proses Purchase Order karna terpenuhi sebagian. Selain itu, user dapat mengklik tombol **VIEW APPROVAL** untuk melihat informasi employee yang melakukan approve atau mencetak Surat Kuasa dengan mengklik tombol **PRINT SURAT KUASA** atau mencetak surat PO dengan mengklik tombol **PRINT PO**.

Purchase Order Info



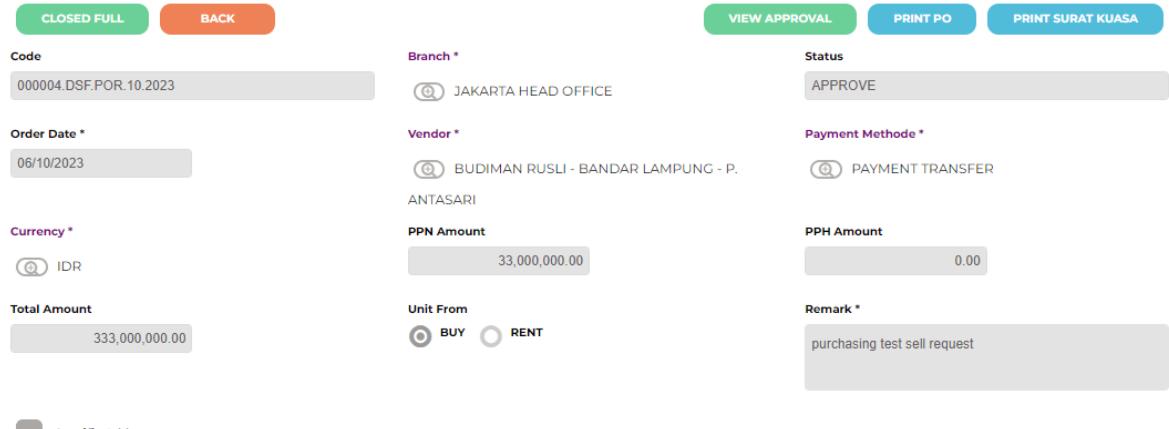
The screenshot shows a form for a Purchase Order (PO) with the following details:

- Code:** 000013.DSF.POR.10.2023
- Branch:** SEMARANG
- Status:** APPROVE
- Order Date:** 06/10/2023
- Vendor:** BUDIMAN RUSLI - BANDAR LAMPUNG - P.
- Payment Methode:** PAYMENT TRANSFER
- Currency:** IDR
- PPN Amount:** 165,000,000.00
- PPH Amount:** 30,000,000.00
- Total Amount:** 1,635,000,000.00
- Unit From:** BUY (selected)
- Remark:** BUY for NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23
- Spesific Address:** (checkbox)

Gambar 68 Halaman Purchase Order Info (Status: Approve, Closed Partial)

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Purchase Order Info



The screenshot shows the 'Purchase Order Info' page with the following details:

- CLOSED FULL** and **BACK** buttons at the top left.
- VIEW APPROVAL**, **PRINT PO**, and **PRINT SURAT KUASA** buttons at the top right.
- Code**: 000004.DSF.POR.10.2023
- Branch ***: JAKARTA HEAD OFFICE
- Status**: APPROVE
- Order Date ***: 06/10/2023
- Vendor ***: BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI
- Payment Methode ***: PAYMENT TRANSFER
- Currency ***: IDR
- PPN Amount**: 33,000,000.00
- PPH Amount**: 0.00
- Total Amount**: 333,000,000.00
- Unit From**: BUY (radio button selected)
- Remark ***: purchasing test sell request
- Spesific Address** checkbox (unchecked).

Gambar 69 Halaman Purchase Order Info (Status: Approve, Closed Full)

3.2.7 Goods Receipt Note

Sub Menu Goods Receipt Note dapat diakses oleh user melalui modul **Procurement > Transaction > Goods Receipt Note**. Sub Menu Goods Receipt Note dapat digunakan oleh user untuk melakukan proses penerimaan pembelian atau pengadaan item yang telah dilakukan proses order.

3.2.7.1 Step Process Goods Receipt Note

Berikut adalah Step Process Goods Receipt Note:

- Klik tombol **ADD** untuk menambahkan data pada tampilan Goods Receipt Note List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Goods Receipt Note List

ADD
Status
ALL
Show 10 entries
Search records

No	GRN No	PO Code	Receive Date	Supplier	Remark	Status	Action
1	DSF.GRN.2308.000001	DSF.POR.2308.000001	19/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	GRN ASSET UTAMA DARI OPL	POST	<input checked="" type="checkbox"/>
2	DSF.GRN.2308.000002	DSF.POR.2308.000002	19/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	GRN KAROSERI DAN ACCESSORIES	POST	<input checked="" type="checkbox"/>
3	DSF.GRN.2308.000003	DSF.POR.2308.000003	19/08/2023	AUTO MOBIL PRIMA - KOTAWARINGIN TIMUR - JEND SUDIRMAN KM 2.5	grn mobilisasi	POST	<input checked="" type="checkbox"/>
4	DSF.GRN.2308.000004	DSF.POR.2308.000004	19/08/2023	HIDUP AGUNG BUDI LESTARI - JAKARTA UTARA - SUNGAI TIRAM	GRN	POST	<input checked="" type="checkbox"/>
5	DSF.GRN.2308.000005	DSF.POR.2308.000005	19/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	data UAT mobilisasi	POST	<input checked="" type="checkbox"/>
6	DSF.GRN.2308.000006	DSF.POR.2308.000006	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	approve GRN	POST	<input checked="" type="checkbox"/>
7	DSF.GRN.2308.000007	DSF.POR.2308.000008	01/09/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	STNK DITERIMA	POST	<input checked="" type="checkbox"/>
8	DSF.GRN.2308.000008	DSF.POR.2308.000009	22/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	Kirim Unit pwngganti PT. ABC	POST	<input checked="" type="checkbox"/>
9	DSF.GRN.2308.000009	DSF.POR.2308.000010	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	Ready	POST	<input checked="" type="checkbox"/>
10	DSF.GRN.2308.000010	DSF.POR.2308.000011	23/08/2023	ASTRA INTERNATIONAL - JAKARTA UTARA - GAYA MOTOR RAYA	ok tes	POST	<input checked="" type="checkbox"/>

Showing 1 to 10 of 23 entries

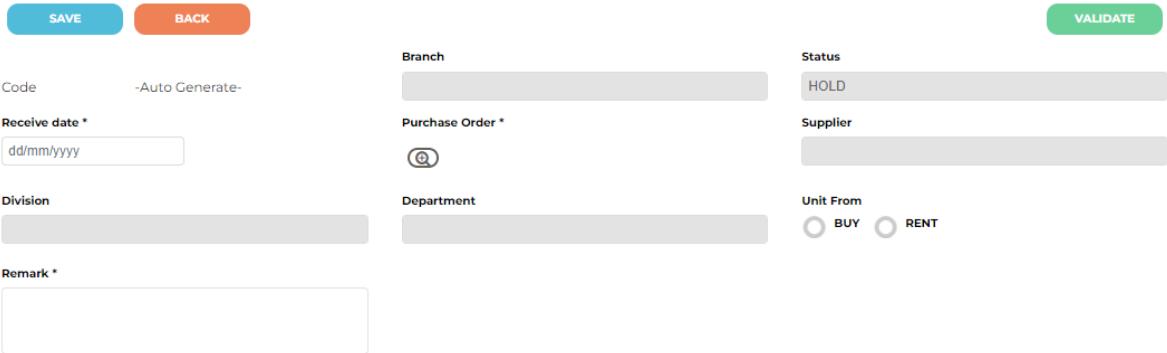
First Previous 1 2 3 Next Last

Gambar 70 Halaman Goods Receipt Note List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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Good Receipt Note Info



Branch: HOLD
 Purchase Order: Supplier
 Division: Department
 Unit From: BUY
 Remark:

Gambar 71 Halaman Good Receipt Note Info

- c. Setelah data Goods Receipt Note berhasil disimpan, sistem akan menampilkan halaman Good Receipt Note Item List.

Good Receipt Note Item List

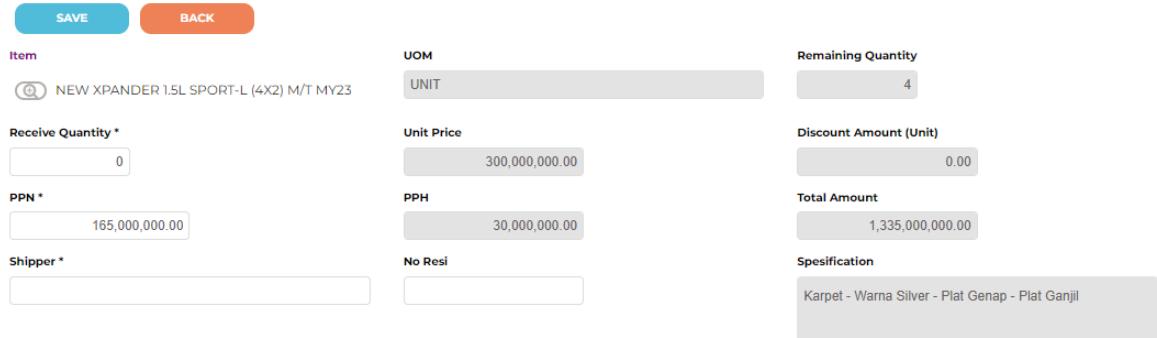
Good Receipt Note Item List									
Show	10	entries	Search records						
No	Item	Remaining QTY	Receive QTY	UOM	Unit Price	PPH	PPN	Spesification	Action
1	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	4	0	UNIT	300,000,000.00	30,000,000.00	165,000,000.00	Karpet - Warna Silver - Plat Genap - Plat Ganjil	<input checked="" type="checkbox"/>
Showing 1 to 1 of 1 entries									
				First		Previous	1	Next	Last

Gambar 72 Halaman Good Receipt Note Item List

- d. Klik tombol  untuk melihat detail data Good Receipt Note Item.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Good Receipt Note Detail Info



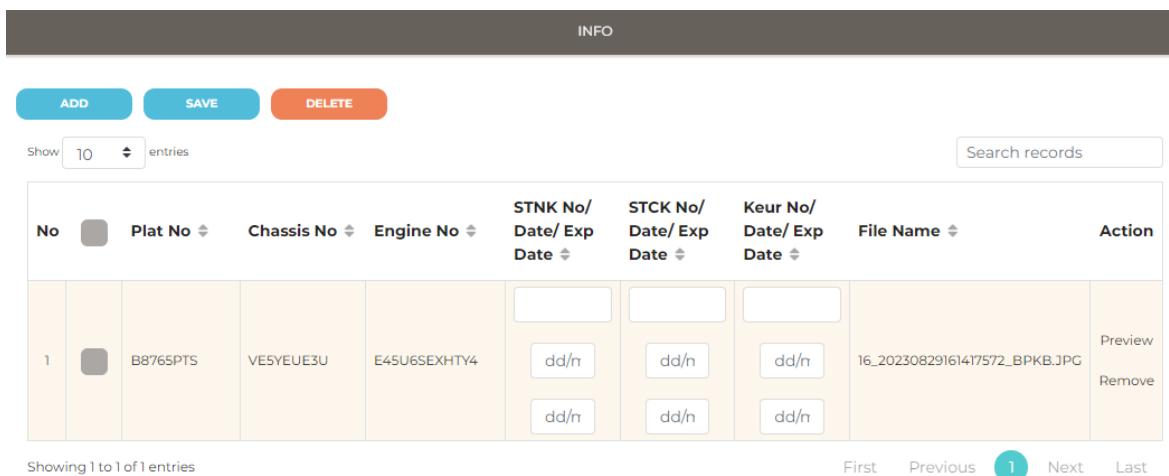
Item: NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23
UOM: UNIT
Remaining Quantity: 4
Receive Quantity: 0
Unit Price: 300,000,000.00
Discount Amount (Unit): 0.00
Total Amount: 1,335,000,000.00
PPN: 165,000,000.00
PPH: 30,000,000.00
Shipper: No Resi
Specification: Karet - Warna Silver - Plat Genap - Plat Ganjil

Gambar 73 Halaman Good Receipt Note Detail Info

- e. Lengkapi data pada field yang tersedia, lalu klik tombol **SAVE** untuk menyimpan data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.
- f. Pada halaman Goods Receipt Note Detail Info, sistem akan menampilkan halaman Tab, antara lain: Tab Info.

Tab Info

- g. Pada halaman Goods Receipt Note Detail Info Tab Info, sistem akan menampilkan informasi listing data identitas asset. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Info.



INFO

No	Plat No	Chassis No	Engine No	STNK No/ Date/ Exp Date	STCK No/ Date/ Exp Date	Keur No/ Date/ Exp Date	Action
1	B8765PTS	VESYUE3U	E45U6SEXHTY4	dd/n	dd/n	dd/n	Preview Remove

Show 10 entries Search records

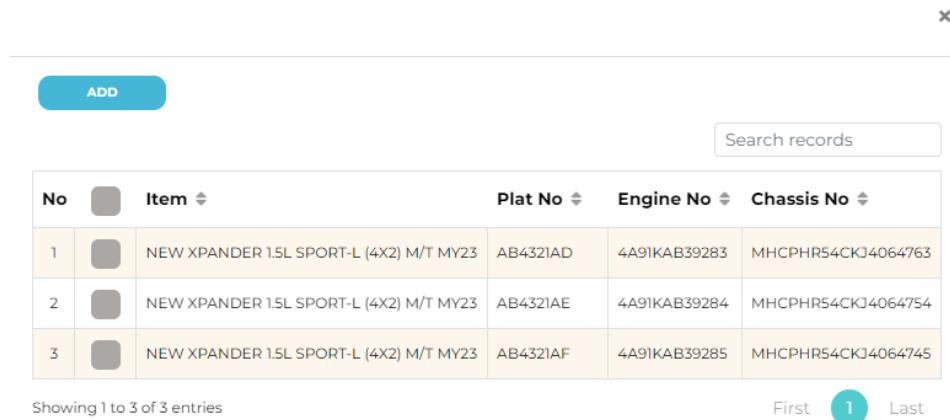
Showing 1 to 1 of 1 entries First Previous Next Last

Gambar 74 Halaman Tab Info

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

- h. Untuk menambahkan data Tab Info, user dapat memberi tanda checklist “” pada baris data

Look Up Info kemudian klik tombol .

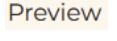
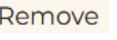


No	Item	Plat No	Engine No	Chassis No
1	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	AB4321AD	4A91KAB39283	MHCPHR54CKJ4064763
2	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	AB4321AE	4A91KAB39284	MHCPHR54CKJ4064754
3	NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	AB4321AF	4A91KAB39285	MHCPHR54CKJ4064745

Showing 1 to 3 of 3 entries

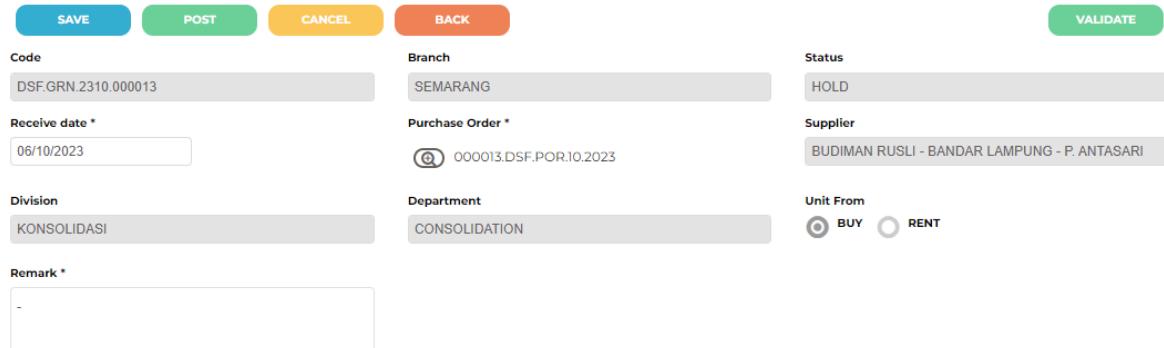
First 1 Last

Gambar 75 Halaman Look Up Info

- i. Lengkapi data pada field yang tersedia, kemudian klik tombol  untuk menyimpan data.
- j. User dapat melihat dokumen yang telah diupload pada Tab Info dengan mengklik tombol  atau menghapus dokumen yang telah diupload pada Tab Info dengan mengklik tombol  .
- k. Untuk menghapus data Tab Info, user dapat memberi tanda checklist “” pada baris data Tab Info List kemudian klik tombol .
- l. Setelah data Good Receipt Note berhasil disimpan, user dapat melakukan validasi data Good Receipt Note dengan mengklik tombol  kemudian klik tombol  untuk melakukan posting data Good Receipt Note dan status data Good Receipt Note akan berubah menjadi Post atau klik tombol  untuk membatalkan proses data Good Receipt Note dan status data Good Receipt Note akan berubah menjadi Cancel.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

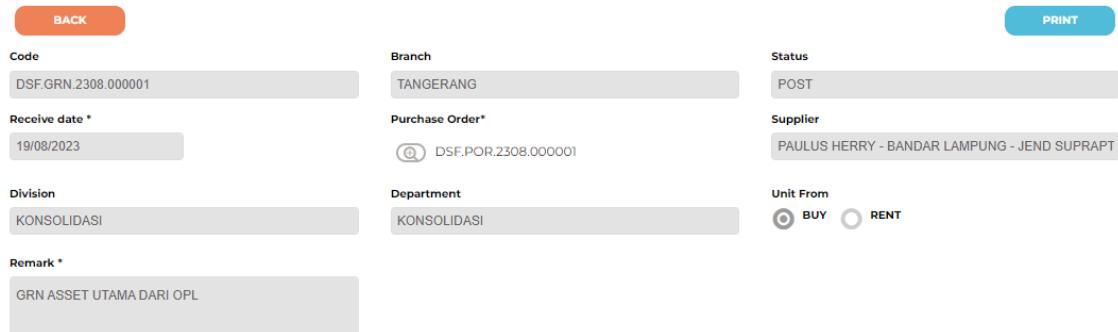
Good Receipt Note Info



Gambar 76 Halaman Good Receipt Note Info (Status: Hold)

- Ketika data Good Receipt Note berstatus Post, user dapat mencetak data Good Receipt Note dengan mengklik tombol **PRINT**.

Good Receipt Note Info



Gambar 77 Halaman Good Receipt Note Info (Status: Post)

- Jika user ingin melakukan perubahan data klik tombol  pada baris data Good Receipt Note List.

3.2.8 Final Goods Receipt Note

Sub Menu Goods Receipt Note dapat diakses oleh user melalui modul **Procurement > Transaction > Goods Receipt Note**. Sub Menu Final Goods Receipt Note dapat digunakan oleh user untuk menampilkan data penerimaan Goods Receipt Note dengan transaksi multiple Order. Jika semua asset dari multiple PO tersebut telah di GRN maka akan otomatis masuk dan terposting dari Sub Menu Final Goods Receipt Note.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

3.2.8.1 Step Process Final Goods Receipt Note

- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status  maka sistem akan menampilkan halaman Final Goods Receipt Note List.

Final Goods Receipt Note List

Status		GRN Code	Ref No	Complete Date	Total Item	Receive Item	Status	Action
ALL		DSF.GRN.2308.000001 - DSF.GRN.2308.000002 - DSF.GRN.2308.000002 - DSF.GRN.2308.000003	2034.OPLAA.2308.000001	19/08/2023	4	4	POST	
2	DSF.GRN.2308.000002	DSF.GRN.2308.000004	2034.OPLAA.2308.000002	19/08/2023	1	1	POST	
3	DSF.GRN.2308.000003	DSF.GRN.2308.000005		20/08/2023	1	1	POST	
4	DSF.GRN.2308.000004	DSF.GRN.2308.000006		21/08/2023	1	1	POST	
5	DSF.GRN.2308.000005	DSF.GRN.2308.000007		22/08/2023	1	1	POST	
6	DSF.GRN.2308.000006	DSF.GRN.2308.000008		22/08/2023	1	1	POST	
7	DSF.GRN.2308.000007	DSF.GRN.2308.000009		22/08/2023	1	1	POST	
8	DSF.GRN.2308.000008	DSF.GRN.2308.000010		22/08/2023	1	1	POST	
9	DSF.GRN.2308.000009	DSF.GRN.2308.000012		23/08/2023	1	1	POST	
10	DSF.GRN.2308.000010	DSF.GRN.2308.000011		23/08/2023	1	1	POST	

Showing 1 to 10 of 17 entries

First Previous  2 Next Last

Gambar 78 Halaman Final Goods Receipt Note List

- b. Klik tombol  untuk melihat detail data Final Good Receipt Note.

Final Good Receipt Note Info

BACK	Code DSF.GRN.2308.000012	Complete date * 24/08/2023	Status HOLD
Ref No 2034.OPLAA.2308.000023	Total Item 3	Receive Item 1	

Gambar 79 Halaman Final Good Receipt Note Info

- c. Pada halaman Final Good Receipt Note Info, terdapat halaman Final Good Receipt Note Detail List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Final Good Receipt Note Detail List

Show	10	entries	Search records			
No	Item	Remaining Quantity	Receive Quantity	UOM	Unit Price	Specification
1	MAZDA-CX-MAZDA CX-8	1	1	UNIT	50,000,000.00	Asset No : 2034.OPLAA.2308.000023 - Year : 2023 - Condition : NEW - Colour : MERAH.
Showing 1 to 1 of 1 entries						

First Previous 1 Next Last

Gambar 80 Halaman Final Good Receipt Note Detail List

- d. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.2.9 Covernote Receive

Sub Menu Covernote Receive dapat diakses oleh user melalui modul **Procurement > Transaction > Covernote Receive**. Sub Menu Covernote Receive dapat digunakan oleh user untuk melakukan proses penerimaan dokumen covernote/stnk sementara.

3.2.9.1 Step Process Covernote Receive

Berikut adalah Step Process Covernote Receive:

- a. Pilih Status yang akan dilihat kemudian klik tombol Dropdown List Status maka sistem akan menampilkan halaman Cover Note Receive List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Cover Note Receive List

Status							
<input type="button" value="ALL"/> <input type="button" value="Search records"/>							
No	GRN No	PO Code	Receive Date	Supplier	Remark	Status	Action
1	DSF.GRN.2308.000001	DSF.POR.2308.000001	19/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	GRN ASSET UTAMA DARI OPL	HOLD	
2	DSF.GRN.2308.000004	DSF.POR.2308.000004	19/08/2023	HIDUP AGUNG BUDI LESTARI - JAKARTA UTARA - SUNGAI TIRAM	GRN	HOLD	
3	DSF.GRN.2308.000005	DSF.POR.2308.000005	19/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	data UAT mobilisasi	HOLD	
4	DSF.GRN.2308.000006	DSF.POR.2308.000006	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	approve GRN	HOLD	
5	DSF.GRN.2308.000007	DSF.POR.2308.000008	01/09/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	STNK DITERIMA	HOLD	
6	DSF.GRN.2308.000008	DSF.POR.2308.000009	22/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	Kirim Unit pwngganti PT. ABC	HOLD	
7	DSF.GRN.2308.000009	DSF.POR.2308.000010	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	Ready	HOLD	
8	DSF.GRN.2308.000010	DSF.POR.2308.000011	23/08/2023	ASTRA INTERNATIONAL - JAKARTA UTARA - GAYA MOTOR RAYA	ok tes	HOLD	
9	DSF.GRN.2308.000011	DSF.POR.2308.000012	23/08/2023	MITRA TRUKINDO PERKASA - TANGERANG - KELAPA DUA	Kirim Unit Pengganti PT. Sany Perkasa	HOLD	
10	DSF.GRN.2308.000012	DSF.POR.2308.000012	23/08/2023	MITRA TRUKINDO PERKASA - TANGERANG - KELAPA DUA	DONE SANY	HOLD	

Showing 1 to 10 of 16 entries

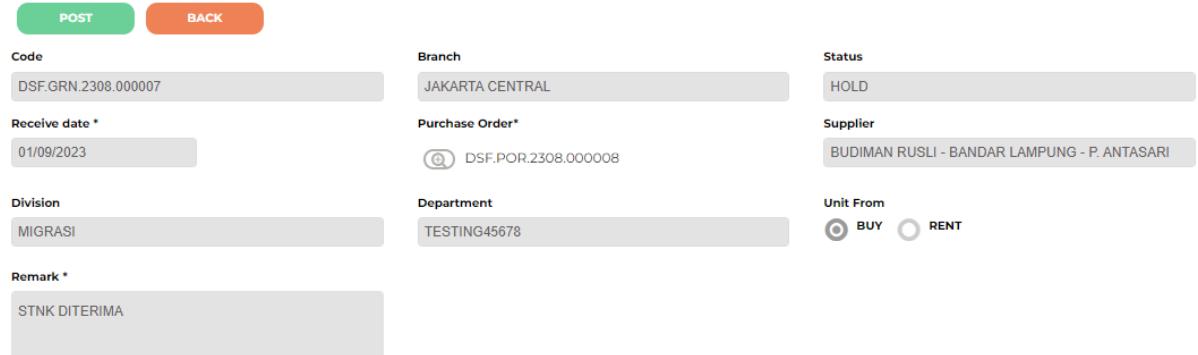
First Previous 1 2 Next Last

Gambar 81 Halaman Cover Note Receive List

- b. Klik tombol  untuk melihat detail data Cover Note Receive.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Cover Note Receive Info



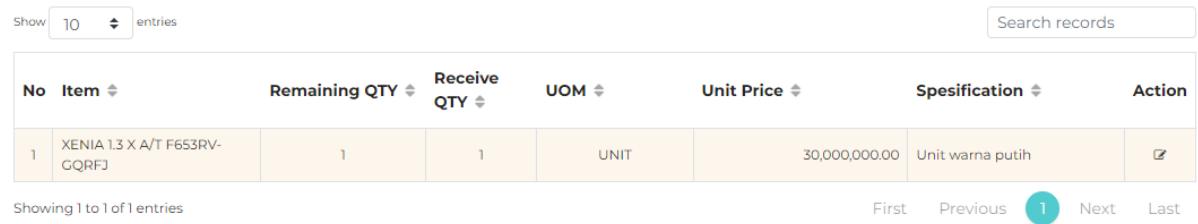
POST BACK

Code DSF.GRN.2308.000007	Branch JAKARTA CENTRAL	Status HOLD
Receive date * 01/09/2023	Purchase Order * DSF.POR.2308.000008	Supplier BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI
Division MIGRASI	Department TESTING45678	Unit From <input checked="" type="radio"/> BUY <input type="radio"/> RENT
Remark * STNK DITERIMA		

Gambar 82 Halaman Cover Note Receive Info

c. Pada halaman Cover Note Receive Info, terdapat halaman Cover Note Item List.

Cover Note Item List



Show 10 entries Search records

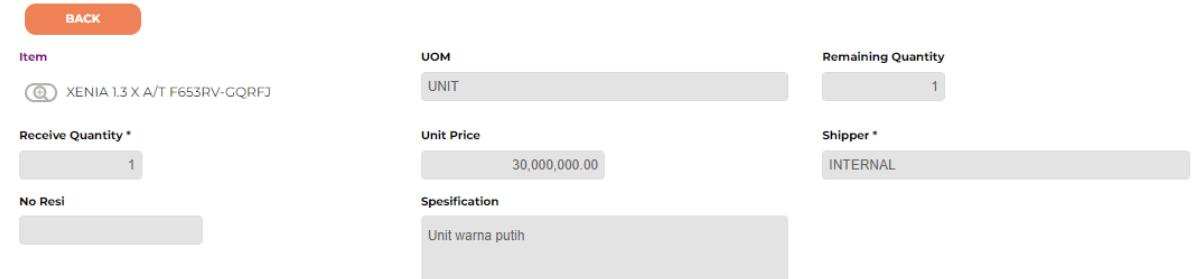
No	Item	Remaining QTY	Receive QTY	UOM	Unit Price	Spesification	Action
1	XENIA 1.3 X A/T F653RV-GQRFJ	1	1	UNIT	30,000,000.00	Unit warna putih	

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

Gambar 83 Halaman Cover Note Item List

d. Klik tombol  untuk melihat detail data Cover Note Item.

Cover Note Receive Detail Info



BACK

Item XENIA 1.3 X A/T F653RV-GQRFJ	UOM UNIT	Remaining Quantity 1
Receive Quantity * 1	Unit Price 30,000,000.00	Shipper * INTERNAL
No Resi	Specification Unit warna putih	

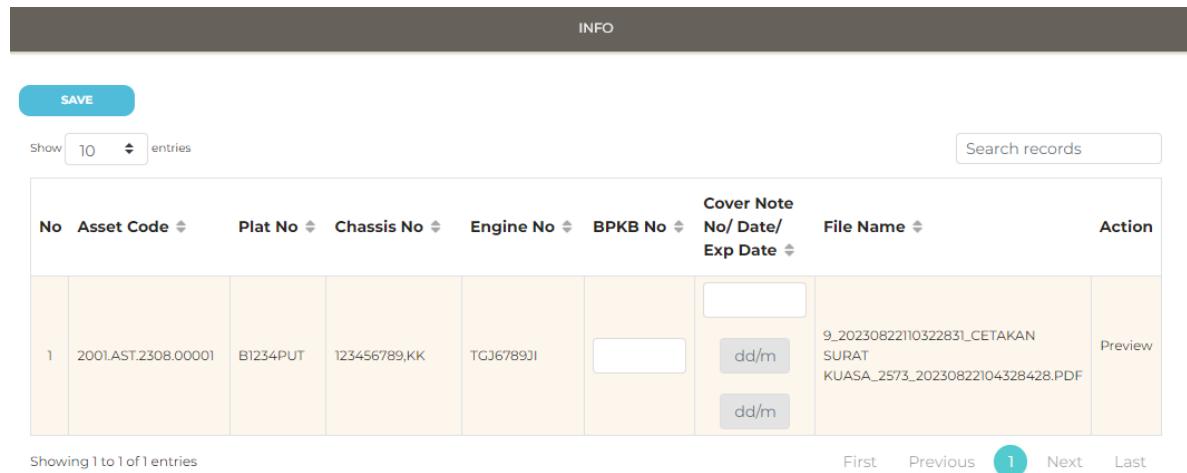
Gambar 84 Halaman Cover Note Receive Detail Info

e. Pada halaman Cover Note Receive Detail Info, terdapat halaman Tab antara lain: Tab Info.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Tab Info

- f. Pada halaman Goods Receipt Note Detail Info Tab Info, sistem akan menampilkan informasi listing data identitas asset. Lengkapi data pada field yang tersedia, kemudian klik tombol **SAVE** untuk menyimpan data.



The screenshot shows a table with the following columns:

No	Asset Code	Plat No	Chassis No	Engine No	BPKB No	Cover Note No/ Date/ Exp Date	File Name	Action
1	2001.AST.2308.00001	B1234PUT	123456789,KK	TGJ6789JI		dd/m dd/m	9_20230822 0322831_CETAKAN SURAT KUASA_2573_20230822 04328428.PDF	Preview

Below the table, there are navigation buttons: First, Previous, Next, Last, and a page number indicator (1).

Gambar 85 Halaman Tab Info

- g. User dapat melihat dokumen yang telah diupload pada Tab Info dengan mengklik tombol **Preview**.
- h. Pada halaman Cover Note Receive Info, klik tombol **POST** untuk melakukan posting data Cover Note Receive karena covernote telah diterima dan status data Cover Note Receive akan berubah menjadi Post atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.3 Account Payable

Sell and Disposal adalah Menu yang dapat digunakan oleh user untuk melakukan proses transaksi penjualan dan dokumentasi penghapusan aset yang dilakukan pada sistem aplikasi Asset Management. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

3.3.1 Invoice Register

Sub Menu Invoice Register dapat diakses oleh user melalui modul **Procurement > Account Payable > Invoice Register**. Sub Menu Invoice Register dapat digunakan oleh user untuk mendaftarkan invoice transaksi pembelian atau pengadaan item.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

3.3.1.1 Step Process Invoice Register

Berikut adalah Step Process Invoice Register:

- a. Klik tombol  untuk menambahkan data pada tampilan Invoice Register List.

Invoice Register List



The screenshot shows a table titled "Invoice Register List" with the following data:

No	Code	Date	Supplier	Invoice No	Invoice Amount	Remark	Status	Action
1	DSF.INR.2308.000011	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	12345	0.00	Kendaraan dan STNK telah selesai dari Dealer.	HOLD	
2	DSF.INR.2308.000014	23/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	1234	0.00	regist invoice mobilisasi	HOLD	
3	DSF.INR.2308.000016	29/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	1234	0.00	mobilisasi (Natalia)	HOLD	
4	DSF.INR.2308.000017	29/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	12345	46,330,000.00	test	HOLD	

Showing 1 to 4 of 4 entries

First Previous  Next Last

Gambar 86 Halaman Invoice Register List

- b. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Invoice Registration Info

SAVE
BACK

Supplier * <input type="text" value="Auto Generate-"/>	Status <input type="text" value="HOLD"/>					
Code <input type="text"/>	Invoice Payment Request Date * <input type="text" value="dd/mm/yyyy"/>	Due Date * <input type="text" value="dd/mm/yyyy"/>	Tax Invoice Date * <input type="text" value="dd/mm/yyyy"/>			
File Invoice No * <input type="text"/>	Discount Amount <input type="text" value="0.00"/>	PPN Amount <input type="text" value="0.00"/>	Faktur No <input type="text"/>			
PPH Amount <input type="text" value="0.00"/>	Total Amount <input type="text" value="0.00"/>	Remark * <input type="text"/>				
Payment Instruction <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">To Bank * <input type="text"/></td> <td style="width: 33%;">To Bank Account No <input type="text"/></td> <td style="width: 33%;">To Bank Account Name <input type="text"/></td> </tr> </table>				To Bank * <input type="text"/>	To Bank Account No <input type="text"/>	To Bank Account Name <input type="text"/>
To Bank * <input type="text"/>	To Bank Account No <input type="text"/>	To Bank Account Name <input type="text"/>				

Gambar 87 Halaman Invoice Registration Info

- c. Setelah data Invoice Registration berhasil disimpan, maka sistem akan menampilkan halaman Tab, antara lain: Tab Item List.

Tab Item List

- d. Pada halaman Invoice Registration Info Tab Item List, sistem akan menampilkan informasi listing data Item yang akan dibuatkan invoice. Klik tombol **ADD** untuk menambahkan data pada tampilan Tab Item List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

ITEM LIST

ADD
DELETE

Search records

No	GRN Code/ Item	PO No	QTY	UOM	Currency	Unit Price/ Discount Amount (Unit) / Nett Amount	PPN /PPH / Purchase Amount	Action
1	DSF.GRN.2308.000002 KAROSERI-TANAH DAN BANGUNAN-BOX BESI	DSF.POR.2308.000002	1	UNIT	IDR	2,000,000.00 0.00 2,000,000.00	220,000.00 0.00 2,220,000.00	<input checked="" type="checkbox"/>
2	DSF.GRN.2308.000005 MOBILISASI PENARIKAN	DSF.POR.2308.000005	1	UNIT	IDR	3,000,000.00 0.00 3,000,000.00	0.00 0.00 3,000,000.00	<input checked="" type="checkbox"/>
3	DSF.GRN.2308.000002 FULL ACCESSORIES	DSF.POR.2308.000002	1	UNIT	IDR	1,000,000.00 0.00 1,000,000.00	110,000.00 0.00 1,110,000.00	<input checked="" type="checkbox"/>
4	DSF.GRN.2308.000016 MAZDA-CX-MAZDA CX-8	DSF.POR.2308.000016	1	UNIT	IDR	50,000,000.00 10,000,000.00 40,000,000.00	0.00 0.00 40,000,000.00	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

First
1
Last

Gambar 88 Halaman Tab Item List

- e. Untuk menambahkan data Item List, user dapat memberi tanda checklist “” pada baris data Look Up Item List kemudian klik tombol ADD.

ADD
Search records

No	Code	Date	PO Code	Item Name
1	DSF.GRN.2307.000013	25/07/2023	DSF.POR.2307.000014	NISSAN-GRAND LIVINA-1.5 SV M/T
2	DSF.GRN.2307.000015	25/07/2023	DSF.POR.2307.000015	MAZDA-MAZDA SUV-MAZDA CX3, DAIHATSU-MOBIL DAIHATSU GRAND MAX PICK UP-GRAND MAX PICK UP
3	DSF.GRN.2307.000016	25/07/2023	DSF.POR.2307.000015	MAZDA-MAZDA SUV-MAZDA CX3, DAIHATSU-MOBIL DAIHATSU GRAND MAX PICK UP-GRAND MAX PICK UP
4	DSF.GRN.2307.000014	25/07/2023	DSF.POR.2307.000016	NISSAN-GRAND LIVINA-1.5 SV M/T
5	DSF.GRN.2307.000018	28/07/2023	DSF.POR.2307.000017	HONDA-JAZZ-JAZZ RS

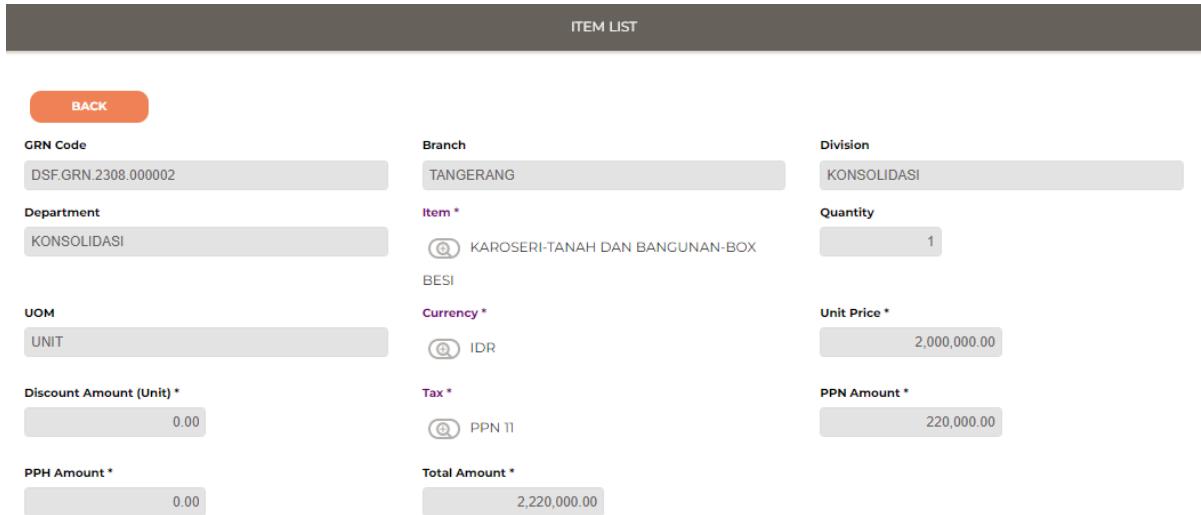
Showing 1 to 5 of 42 entries

First
1
2
3
4
5
...
9
Last

Gambar 89 Halaman Look Up Item List

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

f. Klik tombol  untuk melihat detail data Item.



The screenshot shows a mobile application interface for managing procurement items. At the top, there is a header bar with the text "ITEM LIST". Below the header, there is a "BACK" button. The main area contains several input fields and dropdown menus:

- GRN Code:** DSF.GRN.2308.000002
- Branch:** TANGERANG
- Division:** KONSOLIDASI
- Department:** KONSOLIDASI
- Item:** KAROSERI-TANAH DAN BANGUNAN-BOX BESI
- Quantity:** 1
- UOM:** UNIT
- Currency:** IDR
- Unit Price:** 2,000,000.00
- Discount Amount (Unit):** 0.00
- Tax:** PPN 11
- PPN Amount:** 220,000.00
- PPH Amount:** 0.00
- Total Amount:** 2,220,000.00

Gambar 90 Halaman Tab Item List

- g. Klik tombol  untuk kembali ke halaman sebelumnya.
- h. Untuk menghapus data Tab Item List, user dapat memberi tanda checklist “” pada baris data Tab Item List kemudian klik tombol .
- i. Setelah data Invoice Registration berhasil disimpan, klik tombol  untuk melakukan posting data Invoice Registration dan status data Invoice Registration akan berubah menjadi Post, atau klik tombol  untuk membatalkan pendaftaran data Invoice Registration dan status data Invoice Registration akan berubah menjadi Cancel.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Invoice Registration Info

Code	Supplier *	Status
DSF.INR.2308.000017	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD
Invoice Payment Request Date *	Due Date *	Tax Invoice Date *
29/08/2023	29/08/2023	29/08/2023
File Invoice No *	Discount Amount	PPN Amount
12345	10,000,000.00	220,000.00
PPH Amount	Total Amount	Faktur No
0.00	45,220,000.00	
Remark *		
test		

Payment Instruction

To Bank *	To Bank Account No	To Bank Account Name
BCA (BANK CENTRAL ASIA)	0203021124	BUDIMAN RUSLI
File Invoice	▼	

Gambar 91 Halaman Invoice Registration Info (Status: Hold)

- j. Jika user ingin melakukan perubahan data klik tombol  pada baris data Invoice Register List.

3.3.2 Payment Selection

Sub Menu Payment Selection dapat diakses oleh user melalui modul **Procurement > Account Payable > Payment Selection**. Sub Menu Payment Selection dapat digunakan oleh user untuk memilih invoice pembelian atau pengadaan item yang akan dilakukan transaksi pembayaran.

3.3.2.1 Step Process Payment Selection

Berikut adalah Step Process Payment Selection:

- a. Sistem akan menampilkan halaman Payment Selection List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Payment Selection List



The screenshot shows a table titled "Payment Selection List" with the following data:

No	Invoice No	Date / Due Date	Supplier	Invoice Amount	Remark
1	DSF.INR.2308.000004	22/08/2023 26/08/2023	MITRA TRUKINDO PERKASA - TANGERANG - KELAPA DUA	0.00	tes
2	DSF.INR.2308.000009	22/08/2023 05/09/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	0.00	Kendaraan dan STNK sudah selesai dari Dealer.
3	DSF.INR.2308.000013	23/08/2023 30/08/2023	MAJU MAKMUR MANDIRI - BANYUWANGI - DSN SUKOREJO	0.00	Pembayaran mobilisasi

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Gambar 92 Halaman Payment Selection List

- b. User dapat memberi tanda checklist “

3.3.3 Payment Request

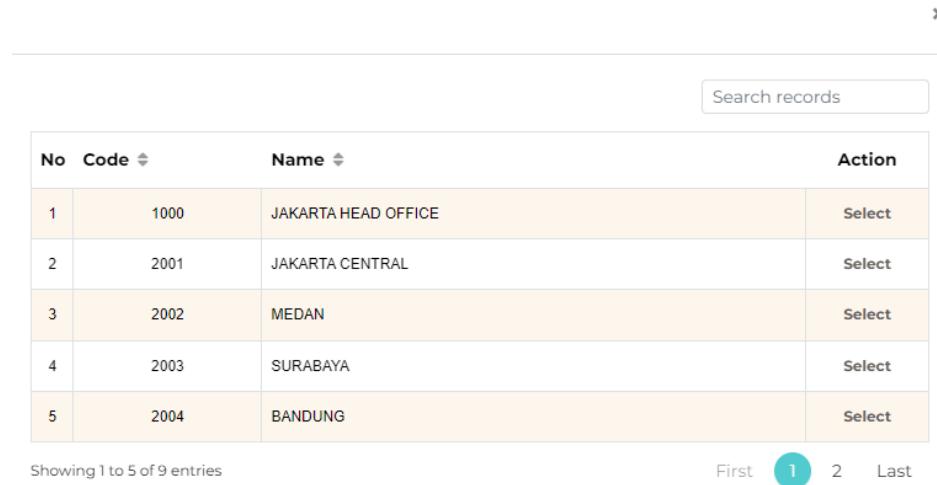
Sub Menu Payment Request dapat diakses oleh user melalui modul **Procurement > Account Payable > Payment Request**. Sub Menu Payment Request dapat digunakan oleh user untuk melakukan pengajuan pembayaran terhadap invoice pembelian atau pengadaan item ke bagian treasury.

3.3.3.1 Step Process Payment Request

Berikut adalah Step Process Payment Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023



Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

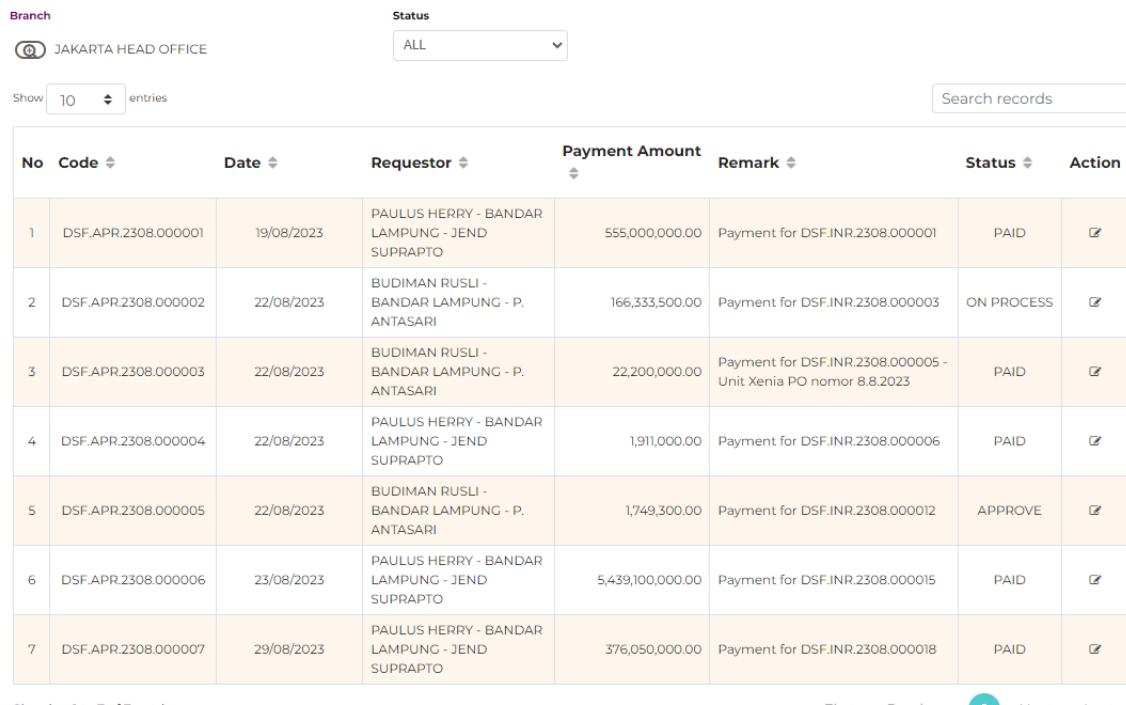
Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 93 Halaman Look Up Branch

- b. Pilih Status kemudian klik tombol Dropdown list Status maka sistem akan menampilkan halaman Payment Request List.

Payment Request List



Show 10 entries

Search records

No	Code	Date	Requestor	Payment Amount	Remark	Status	Action
1	DSF.APR.2308.000001	19/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRATO	555,000,000.00	Payment for DSF.INR.2308.000001	PAID	<input checked="" type="checkbox"/>
2	DSF.APR.2308.000002	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	166,333,500.00	Payment for DSF.INR.2308.000003	ON PROCESS	<input checked="" type="checkbox"/>
3	DSF.APR.2308.000003	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	22,200,000.00	Payment for DSF.INR.2308.000005 - Unit Xenia PO nomor 8.8.2023	PAID	<input checked="" type="checkbox"/>
4	DSF.APR.2308.000004	22/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRATO	1,911,000.00	Payment for DSF.INR.2308.000006	PAID	<input checked="" type="checkbox"/>
5	DSF.APR.2308.000005	22/08/2023	BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	1,749,300.00	Payment for DSF.INR.2308.000012	APPROVE	<input checked="" type="checkbox"/>
6	DSF.APR.2308.000006	23/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRATO	5,439,100,000.00	Payment for DSF.INR.2308.000015	PAID	<input checked="" type="checkbox"/>
7	DSF.APR.2308.000007	29/08/2023	PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRATO	376,050,000.00	Payment for DSF.INR.2308.000018	PAID	<input checked="" type="checkbox"/>

Showing 1 to 7 of 7 entries

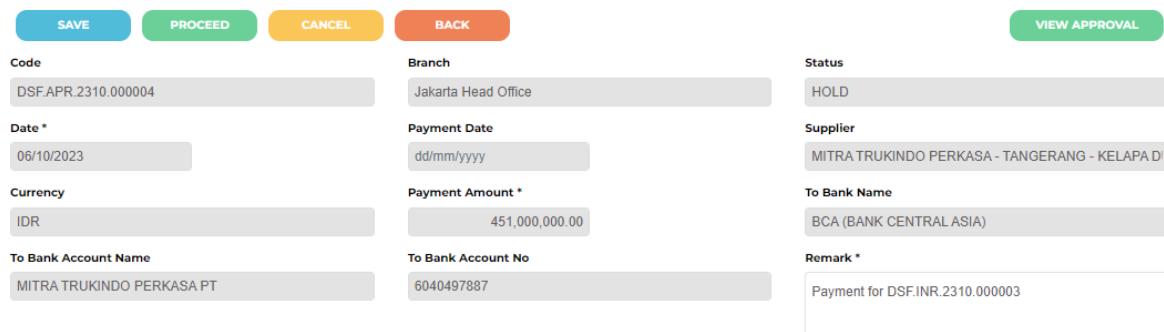
First Previous 1 Next Last

Gambar 94 Halaman Payment Request List

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

- c. Klik tombol  untuk melihat detail data dan melakukan proses perubahan data Payment Request.

Payment Request Info



The screenshot shows a form titled "Payment Request Info". It includes fields for Code (DSF.APR.2310.000004), Branch (Jakarta Head Office), Status (Hold), Date (06/10/2023), Payment Date (dd/mm/yyyy), Supplier (MITRA TRUKINDO PERKASA - TANGERANG - KELAPA D), Currency (IDR), Payment Amount (451,000,000.00), To Bank Name (BCA (BANK CENTRAL ASIA)), To Bank Account No (6040497887), and Remark (Payment for DSF.INR.2310.000003). Buttons at the top include SAVE, PROCEED, CANCEL, BACK, and VIEW APPROVAL.

Gambar 95 Halaman Payment Request Info (Status: Hold)

- d. Lengkapi data pada field yang tersedia, lalu klik tombol  untuk menyimpan data atau klik tombol  untuk kembali ke halaman sebelumnya.
- e. Pada halaman Payment Request Info, terdapat halaman Invoice List.

Invoice List

Invoice List					
No	Invoice Code	Date / Due Date	Payment Amount	Payment Remark	
1	IMS.INR.2307.000084	20/07/2023 31/07/2023	1,162,005,000.00	TEST	
Showing 1 to 1 of 1 entries					
					First Previous 1 Next Last

Gambar 96 Halaman Invoice List

- f. Untuk menghapus data Invoice, user dapat memberi tanda checklist  pada baris data Invoice List kemudian klik tombol .
- g. Setelah data Payment Request berhasil diperbarui, klik tombol  untuk memproses lebih lanjut data Payment Request dan status data Payment Request akan berubah menjadi On

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Process, atau klik tombol  untuk membatalkan proses data Payment Request dan status data Payment Request akan berubah menjadi Cancel. Data yang telah diproses akan masuk ke modul Approval.

3.4 Interface

Interface adalah menu yang dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain pada sistem Procurement. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

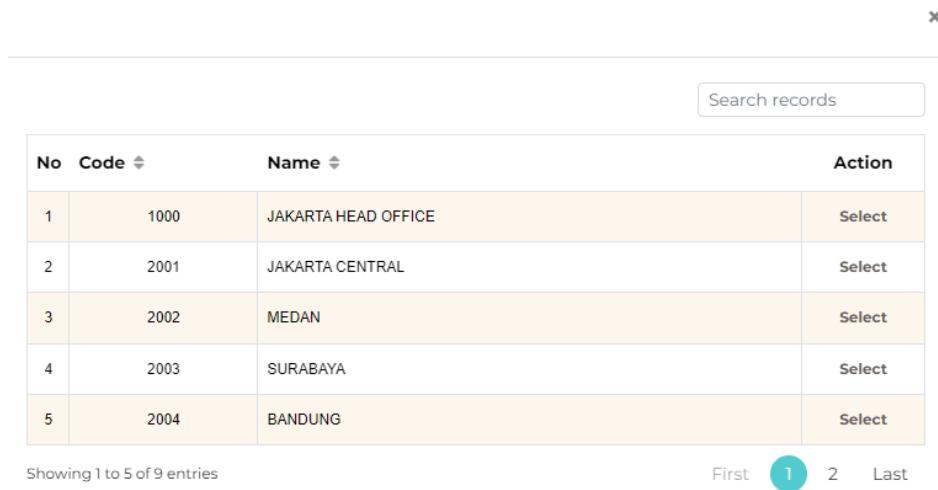
3.4.1 Asset

Sub Menu Asset dapat diakses oleh user melalui modul **Procurement > Interface > Asset**. Sub Menu Asset dapat digunakan oleh user untuk user melihat informasi detail asset yang telah terdaftar pada sistem.

3.4.1.1 Step Process Asset

Berikut adalah Step Process Asset:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik  untuk menampilkan data yang dipilih.



The screenshot shows a table titled "Look Up Branch" with columns: No, Code, Name, and Action. The table contains five entries:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, it says "Showing 1 to 5 of 9 entries". At the bottom right, there are buttons for "First", "1", "2", "Last", and a dropdown menu set to "ALL".

Gambar 97 Halaman Look Up Branch

- Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Asset List (Interface).

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Asset List (Interface)

Branch	Status						
 JAKARTA HEAD OFFICE	ALL						
Show	10 entries						
	Search records						
No	Code	Branch	Purchase Date	Item	Type	Status	Action
1	2034.AST.2308.00001	TANGERANG	18/08/2023	MZDCX8 MAZDA-CX-MAZDA CX-8	VEHICLE	POST	
2	2034.AST.2308.00002	TANGERANG	18/08/2023	MZDCX8 MAZDA-CX-MAZDA CX-8	VEHICLE	POST	
3	2034.AST.2308.00003	TANGERANG	18/08/2023	MZDCX8 MAZDA-CX-MAZDA CX-8	VEHICLE	POST	
4	2001.AST.2308.00001	JAKARTA CENTRAL	22/08/2023	V-004.AYL.AYLMMT XENIA 1.3 X A/T F653RV-GQRFJ	VEHICLE	POST	
5	1000.AST.2308.00001	JAKARTA HEAD OFFICE	22/08/2023	V-002.FRT.VRZ24T TOYOTA INNOVA G AT	VEHICLE	POST	
6	1000.AST.2308.00002	JAKARTA HEAD OFFICE	25/08/2023	V-002.AGY.AGY10E GRAND NEW FORTUNER VN TURBO 2.5 C A/T TRD	VEHICLE	POST	
7	2001.AST.2308.00002	JAKARTA CENTRAL	23/08/2023	V-020.STA.HSG2S PALISADE PRIME	VEHICLE	POST	
8	1000.AST.2308.00003	JAKARTA HEAD OFFICE	25/08/2023	V-001.CFE.7IBCNC NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23	VEHICLE	POST	
9	2034.AST.2308.00004	TANGERANG	29/08/2023	MZDCX8 MAZDA-CX-MAZDA CX-8	VEHICLE	POST	

Showing 1 to 9 of 9 entries

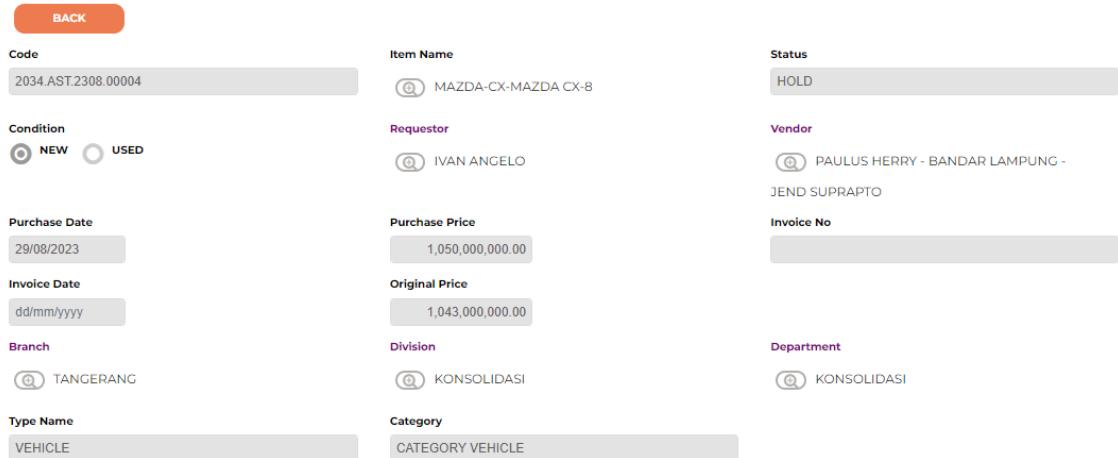
First Previous  Next Last

Gambar 98 Halaman Asset List (Interface)

- c. Klik tombol  untuk melihat detail data Asset.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Asset Info (Interface)



The screenshot shows the 'Asset Info (Interface)' screen with the following data:

- Code:** 2034.AST.2308.00004
- Item Name:** MAZDA-CX-MAZDA CX-8
- Status:** HOLD
- Condition:** NEW (selected)
- Requestor:** IVAN ANGELO
- Vendor:** PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO
- Purchase Date:** 29/08/2023
- Purchase Price:** 1,050,000,000.00
- Invoice No:** (empty)
- Invoice Date:** dd/mm/yyyy
- Original Price:** 1,043,000,000.00
- Branch:** TANGERANG
- Division:** KONSOLIDASI
- Department:** KONSOLIDASI
- Type Name:** VEHICLE
- Category:** CATEGORY VEHICLE

Gambar 99 Halaman Asset Info (Interface)

- d. Klik tombol  untuk kembali ke halaman sebelumnya.

3.4.2 Journal

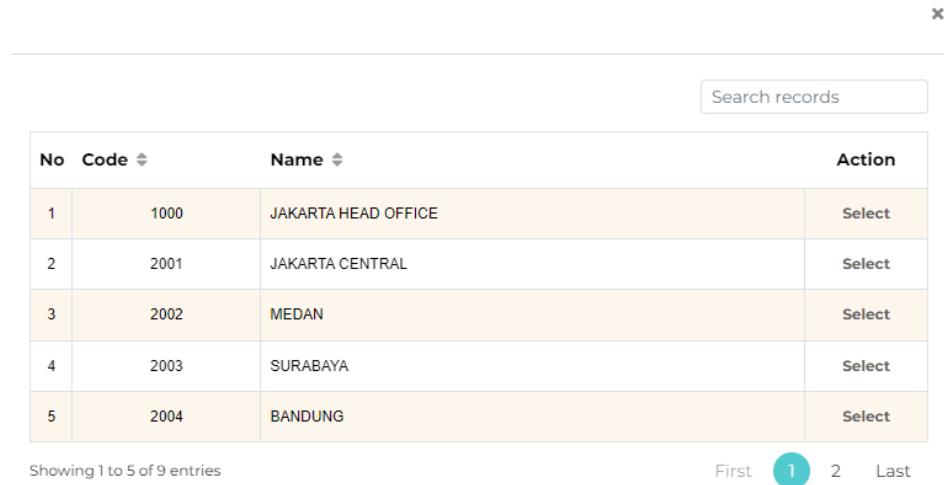
Sub Menu Journal dapat diakses oleh user melalui modul **Procurement > Interface > Journal**. Sub Menu Journal dapat digunakan oleh sistem untuk mengirimkan jurnal-jurnal yang terbentuk saat transaksi finance ke modul Accounting.

3.4.2.1 Step Process Journal

Berikut adalah Step Process Journal:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik  untuk menampilkan data yang dipilih.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023



No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 100 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Journal List (Interface).

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Journal List (Interface)

Branch	Status							
 JAKARTA HEAD OFFICE	ALL							
No	Transaction No	Branch	Date	Value Date	Name	Reff No	Status	Action
1	1000PJGT2308000001	Jakarta Head Office	19/08/2023	19/08/2023	Invoice Register	DSF.INR.2308.000001 Invoice Register DSF.INR.2308.000001 From PO . Vendor PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	HOLD	
2	1000PJGT2308000002	Jakarta Head Office	21/08/2023	21/08/2023	Invoice Register	DSF.INR.2308.000004 Invoice Register DSF.INR.2308.000004 From PO . Vendor MITRA TRUKINDO PERKASA - TANGERANG - KELAPA DUA	HOLD	
3	1000PJGT2308000003	JAKARTA HEAD OFFICE	21/08/2023	21/08/2023	Final Good Receipt Note	DSF.GRN.2308.000006 Final Good Receipt Note DSF.GRN.2308.000006 From PO DSF.POR.2308.000006. Vendor BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD	
4	1000PJGT2308000004	JAKARTA HEAD OFFICE	21/08/2023	21/08/2023	Good Receipt Note	DSF.GRN.2308.000006 Good Receipt Note DSF.GRN.2308.000006 From PO DSF.POR.2308.000006. Vendor BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD	
5	1000PJGT2308000005	Jakarta Head Office	21/08/2023	21/08/2023	Invoice Register	DSF.INR.2308.000003 Invoice Register DSF.INR.2308.000003 From PO . Vendor BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD	
6	1000PJGT2308000006	Jakarta Head Office	21/08/2023	21/08/2023	Invoice Register	DSF.INR.2308.000003 Invoice Register DSF.INR.2308.000003 From PO . Vendor BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD	
7	1000PJGT2308000007	Jakarta Head Office	22/08/2023	22/08/2023	Invoice Register	DSF.INR.2308.000005 Invoice Register DSF.INR.2308.000005 From PO . Vendor BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD	
8	1000PJGT2308000008	Jakarta Head Office	22/08/2023	22/08/2023	Invoice Register	DSF.INR.2308.000009 Invoice Register DSF.INR.2308.000009 From PO . Vendor BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD	
9	1000PJGT2308000009	Jakarta Head Office	22/08/2023	22/08/2023	Invoice Register	DSF.INR.2308.000006 Invoice Register DSF.INR.2308.000006 From PO . Vendor PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO	HOLD	
10	1000PJGT2308000010	JAKARTA HEAD OFFICE	22/08/2023	22/08/2023	Final Good Receipt Note	DSF.GRN.2308.000009 Final Good Receipt Note DSF.GRN.2308.000009 From PO DSF.POR.2308.000010. Vendor BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	HOLD	

Showing 1 to 10 of 49 entries

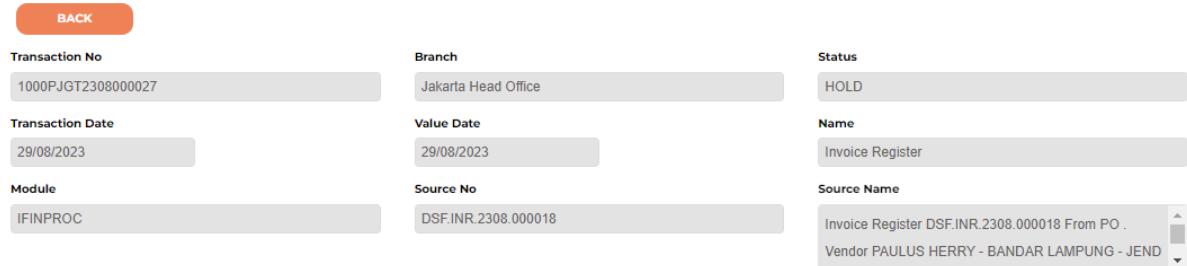
First Previous 1 2 3 4 5 Next Last

Gambar 101 Halaman Journal List (Interface)

- c. Klik tombol  untuk melihat detail data Journal.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Journal Info (Interface)

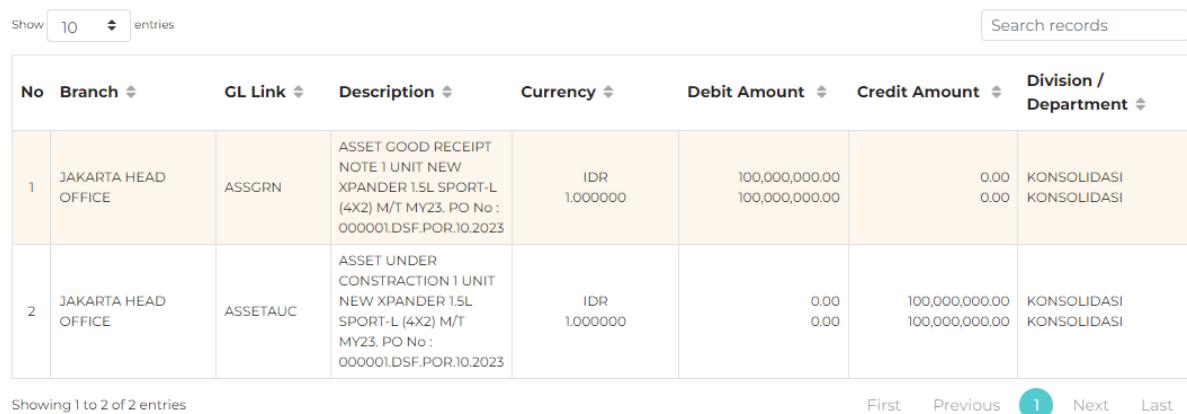


The screenshot shows a form for journal information. It includes fields for Transaction No (1000PJGT2308000027), Branch (Jakarta Head Office), Status (HOLD), Transaction Date (29/08/2023), Value Date (29/08/2023), Name (Invoice Register), Module (IFINPROC), Source No (DSF.INR.2308.000018), and Source Name (Invoice Register DSF.INR.2308.000018 From PO . Vendor PAULUS HERRY - BANDAR LAMPUNG - JEND). A dropdown menu is also visible.

Gambar 102 Halaman Journal Info (Interface)

d. Pada halaman Journal Info, terdapat halaman Detail List.

Detail List



The screenshot shows a table of financial transactions. The columns are: No, Branch, GL Link, Description, Currency, Debit Amount, Credit Amount, and Division / Department. There are two entries:

No	Branch	GL Link	Description	Currency	Debit Amount	Credit Amount	Division / Department
1	JAKARTA HEAD OFFICE	ASSGRN	ASSET GOOD RECEIPT NOTE 1 UNIT NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23. PO No : 000001.DSF.POR.10.2023	IDR 1.000000	100,000,000.00 100,000,000.00	0.00 0.00	KONSOLIDASI KONSOLIDASI
2	JAKARTA HEAD OFFICE	ASSETAUC	ASSET UNDER CONSTRUCTION 1 UNIT NEW XPANDER 1.5L SPORT-L (4X2) M/T MY23. PO No : 000001.DSF.POR.10.2023	IDR 1.000000	0.00 0.00	100,000,000.00 100,000,000.00	KONSOLIDASI KONSOLIDASI

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Gambar 103 Halaman Detail List

e. Klik tombol  untuk kembali ke halaman sebelumnya.

3.4.3 Payment Request

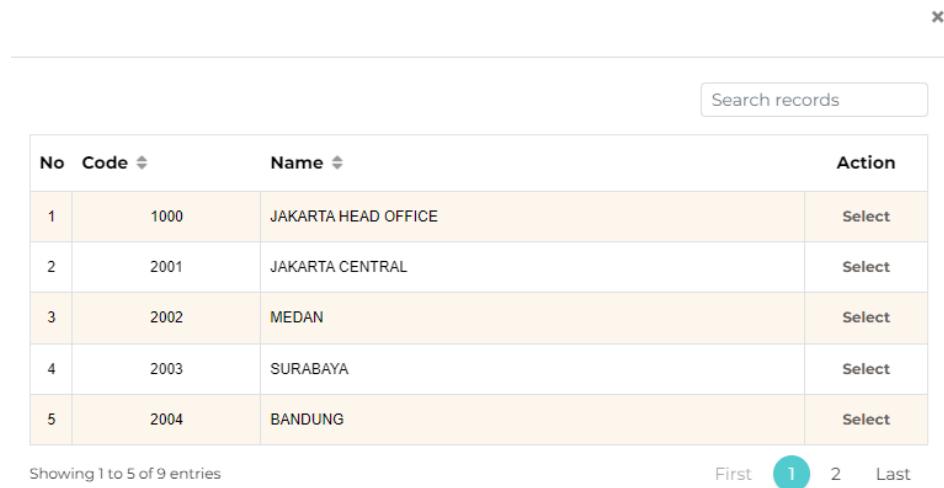
Sub Menu Payment Request dapat diakses oleh user melalui modul **Procurement > Interface > Payment Request**. Sub Menu Payment Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses pembayaran pada sistem.

3.4.3.1 Step Process Payment Request

Berikut adalah Step Process Payment Request:

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



A screenshot of a web-based application interface titled "Look Up Branch". At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area contains a table with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, the text "Showing 1 to 5 of 9 entries" is displayed. At the bottom right are navigation buttons: "First" (disabled), a page number "1" in a blue circle, "2", and "Last". To the right of the page number is a dropdown menu set to "ALL".

Gambar 104 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status maka sistem akan menampilkan halaman Payment Request List (Interface).

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Payment Request List (Interface)

Branch	Status	Job Status							
 JAKARTA HEAD OFFICE	ALL	ALL							
No	Request No	Branch	Date	Ref No	Payment Amount	To Bank	Last Update	Status/ Job Status	Action
1	1000.IPR.2308.000001	Jakarta Head Office	19/08/2023	DSF.APR.2308.000001 PROCUREMENT INVOICE PAYMENT	IDR 55,000,000.00	MAYBANK INDONESIA 1284036156 PAULUS HERRY	19/08/2023	PAID POST	
2	1000.IPR.2308.000002	Jakarta Head Office	22/08/2023	DSF.APR.2308.000003 PROCUREMENT INVOICE PAYMENT	IDR 22,200,000.00	BCA (BANK CENTRAL ASIA) 0203021124 BUDIMAN RUSLI	22/08/2023	PAID POST	
3	1000.IPR.2308.000003	Jakarta Head Office	23/08/2023	DSF.APR.2308.000004 PROCUREMENT INVOICE PAYMENT	IDR 1,911,000.00	MAYBANK INDONESIA 1284036156 PAULUS HERRY	25/08/2023	PAID POST	
4	1000.IPR.2308.000004	Jakarta Head Office	23/08/2023	DSF.APR.2308.000005 PROCUREMENT INVOICE PAYMENT	IDR 1,749,300.00	BCA (BANK CENTRAL ASIA) 0203021124 BUDIMAN RUSLI	23/08/2023	HOLD HOLD	
5	1000.IPR.2308.000005	Jakarta Head Office	23/08/2023	DSF.APR.2308.000006 PROCUREMENT INVOICE PAYMENT	IDR 5,439,100,000.00	MAYBANK INDONESIA 1284036156 PAULUS HERRY	23/08/2023	PAID POST	
6	1000.IPR.2308.000006	Jakarta Head Office	29/08/2023	DSF.APR.2308.000007 PROCUREMENT INVOICE PAYMENT	IDR 3'76,050,000.00	MAYBANK INDONESIA 1284036156 PAULUS HERRY	29/08/2023	PAID POST	

Showing 1 to 6 of 6 entries

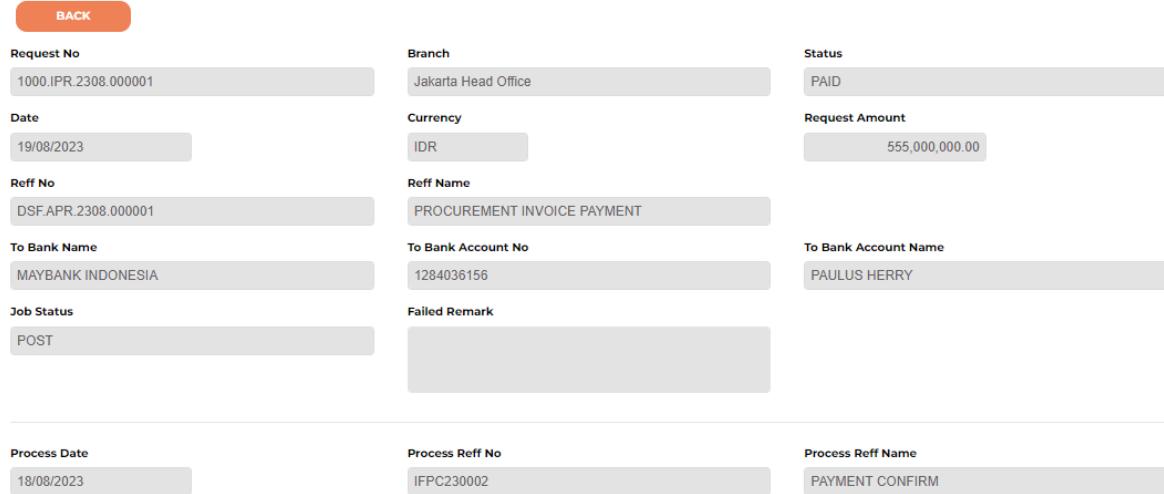
First Previous  Next Last

Gambar 105 Halaman Payment Request List (Interface)

- c. Klik tombol  untuk melihat detail data Payment Request.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Payment Request Info (Interface)



The screenshot shows a form for a payment request. It includes fields for Request No (1000.IPR.2308.000001), Branch (Jakarta Head Office), Status (PAID), Date (19/08/2023), Currency (IDR), Request Amount (555,000,000.00), Reff No (DSF.APR.2308.000001), Reff Name (PROCUREMENT INVOICE PAYMENT), To Bank Name (MAYBANK INDONESIA), To Bank Account No (1284036156), To Bank Account Name (PAULUS HERRY), Job Status (POST), Failed Remark (empty), Process Date (18/08/2023), Process Reff No (IFPC230002), and Process Reff Name (PAYMENT CONFIRM).

Gambar 106 Halaman Payment Request Info (Interface)

d. Pada halaman Payment Request Info, terdapat halaman Detail List.

Detail List

Detail List					
No	GL Link	Branch	Orig Amount	Division / Department	Remark
1	00000000	Jakarta Head Office	IDR 555,000,000.00		INVOICE to PAULUS HERRY - BANDAR LAMPUNG - JEND SUPRAPTO. Payment for DSF.INR.2308.000001

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Gambar 107 Halaman Detail List

e. Klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.4.4 Approval

Sub Menu Approval dapat diakses oleh user melalui modul **Procurement > Interface > Approval**.

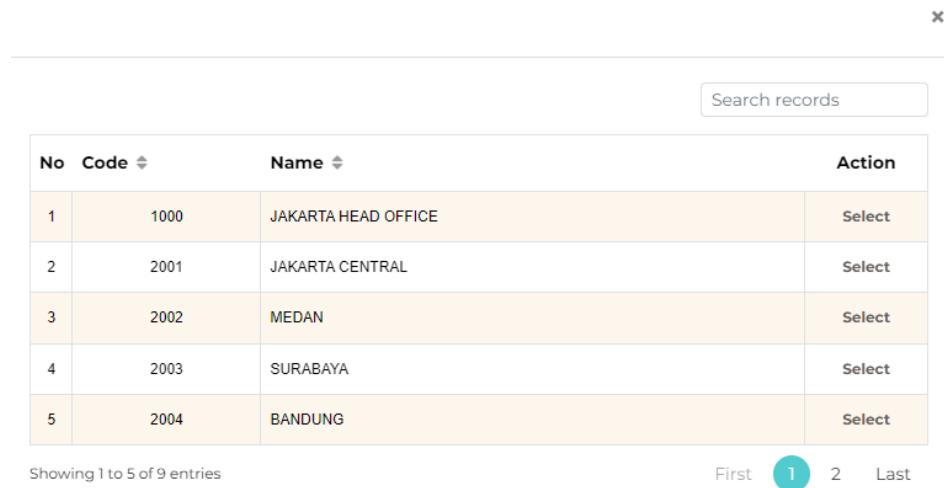
Sub Menu Approval dapat digunakan oleh user untuk melihat informasi listing data yang menggunakan approval.

3.4.4.1 Step Process Approval

Berikut adalah Step Process Approval:

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.



A screenshot of a web-based application interface titled "Look Up Branch". At the top right is a close button (X). Below it is a search bar labeled "Search records". The main area contains a table with the following data:

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Below the table, the text "Showing 1 to 5 of 9 entries" is displayed. At the bottom right are navigation buttons: "First" (disabled), a page number "1" in a blue circle, "2", and "Last". To the right of the page number is a dropdown menu set to "ALL".

Gambar 108 Halaman Look Up Branch

- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Approval List (Interface).

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Approval List (Interface)

Branch Job Status

Show 10 entries

No	Request No	Branch	Date	Reff No	Remark	Approve Amount	Last Update	Status	Action
1	1000.PIAR.2308.000007	Jakarta Head Office	21/08/2023	DSF.APR.2308.000002 PAYMENT REQUEST APPROVAL	Approval Payment For BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI Amount: 166.333.500,00 - Payment for DSF.INR.2308.000003	166,333,500.00	21/08/2023	HOLD	<input checked="" type="checkbox"/>
2	1000.PIAR.2308.000026	JAKARTA HEAD OFFICE	23/08/2023	DSF.SSL.2308.000016 SUPPLIER SELECTION APPROVAL	Approval Supplier Selection For DSF.SSL.2308.000016	1,749,300.00	23/08/2023	HOLD	<input checked="" type="checkbox"/>
3	1000.PIAR.2308.000055	JAKARTA HEAD OFFICE	25/08/2023	DSF.PRR.2308.000079 PROCUREMENT REQUEST APPROVAL	Approval MOBILISASI procurement request for DSF.PRR.2308.000079, branch : JAKARTA HEAD OFFICE retest no plat approval	0.00	25/08/2023	HOLD	<input checked="" type="checkbox"/>
4	2034.PIAR.2308.000015	TANGERANG	23/08/2023	DSF.SSL.2308.000029 SUPPLIER SELECTION APPROVAL	Approval Supplier Selection For DSF.SSL.2308.000029	20,000,000.00	24/08/2023	HOLD	<input checked="" type="checkbox"/>
5	2034.PIAR.2308.000016	TANGERANG	23/08/2023	DSF.SSL.2308.000030 SUPPLIER SELECTION APPROVAL	Approval Supplier Selection For DSF.SSL.2308.000030	1,000,000.00	24/08/2023	HOLD	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

Gambar 109 Halaman Approval List (Interface)

c. Klik tombol  untuk melihat detail data Approval.

Approval Request Info (Interface)

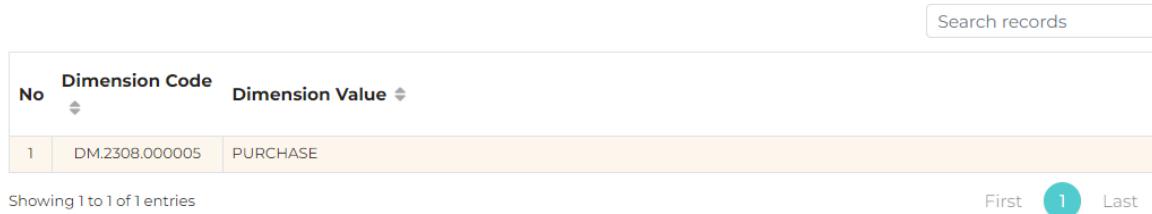
Request No 2034.PIAR.2308.000015	Branch TANGERANG	Status HOLD
Date 23/08/2023	Request Amount 20,000,000.00	Remark Approval Supplier Selection For DSF.SSL.2308.000029
<hr/>		
Reff No DSF.SSL.2308.000029	Reff Name SUPPLIER SELECTION APPROVAL	Approval Status HOLD

Gambar 110 Halaman Approval Request Info (Interface)

d. Pada halaman Approval Request Info, terdapat halaman Approval Request Dimension List (Interface).

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Approval Request Dimension List (Interface)



A screenshot of a table titled "Approval Request Dimension List (Interface)". The table has four columns: "No", "Dimension Code", "Dimension Value", and an empty column. There is one row with data: No. 1, Dimension Code DM.2308.000005, and Dimension Value PURCHASE. A search bar at the top right says "Search records". At the bottom, it shows "Showing 1 to 1 of 1 entries" and page navigation buttons "First", "1", and "Last".

Gambar 111 Halaman Approval Request Dimension List (Interface)

- e. Klik tombol  untuk kembali ke halaman sebelumnya.

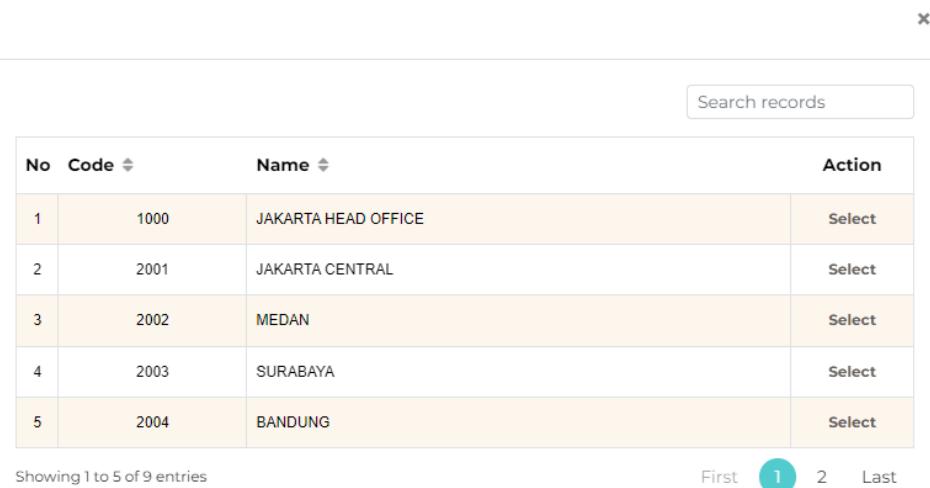
3.4.5 Handover Request

Sub Menu Handover Request dapat diakses oleh user melalui modul **Procurement > Interface > Handover Request**. Sub Menu Handover Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul Asset Management.

3.4.5.1 Step Process Handover Request

Berikut adalah Step Process Handover Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik  untuk menampilkan data yang dipilih.



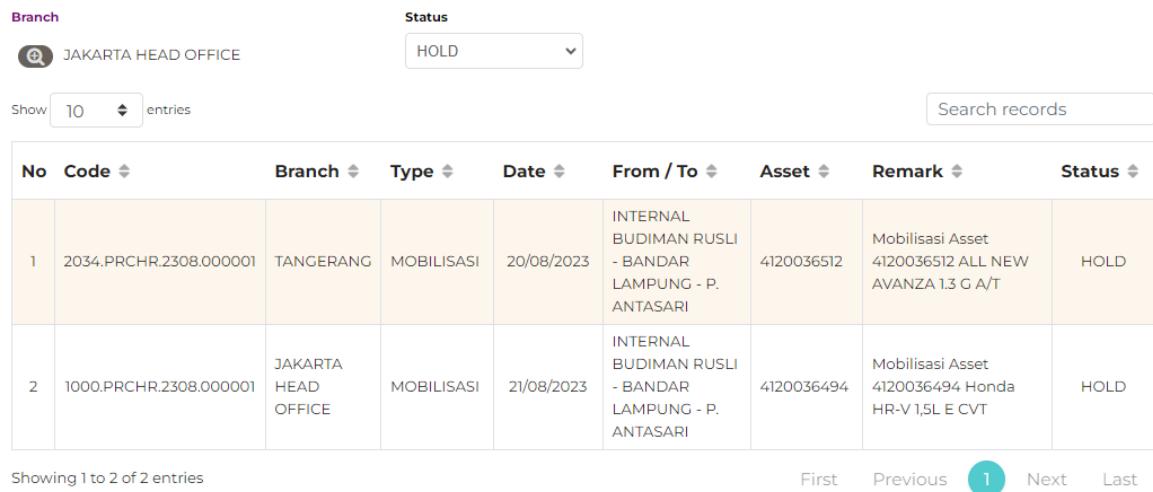
A screenshot of a table titled "Look Up Branch". The table has four columns: "No", "Code", "Name", and "Action". There are five rows of data: 1. 1000, JAKARTA HEAD OFFICE, Select; 2. 2001, JAKARTA CENTRAL, Select; 3. 2002, MEDAN, Select; 4. 2003, SURABAYA, Select; 5. 2004, BANDUNG, Select. A search bar at the top right says "Search records". At the bottom, it shows "Showing 1 to 5 of 9 entries" and page navigation buttons "First", "1", "2", and "Last".

Gambar 112 Halaman Look Up Branch

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- b. Pilih Status yang akan dilihat dengan mengklik tombol dropdown list Status  maka sistem akan menampilkan halaman Handover Request List (Interface).

Handover Request List (Interface)



The screenshot shows a table with columns: No, Code, Branch, Type, Date, From / To, Asset, Remark, and Status. The table contains two rows of data.

No	Code	Branch	Type	Date	From / To	Asset	Remark	Status
1	2034.PRCHR.2308.000001	TANGERANG	MOBILISASI	20/08/2023	INTERNAL BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	4120036512	Mobilisasi Asset 4120036512 ALL NEW AVANZA 1.3 G A/T	HOLD
2	1000.PRCHR.2308.000001	JAKARTA HEAD OFFICE	MOBILISASI	21/08/2023	INTERNAL BUDIMAN RUSLI - BANDAR LAMPUNG - P. ANTASARI	4120036494	Mobilisasi Asset 4120036494 Honda HR-V 1,5L E CVT	HOLD

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Gambar 113 Halaman Handover Request List (Interface)

3.4.6 Additional Invoice Request

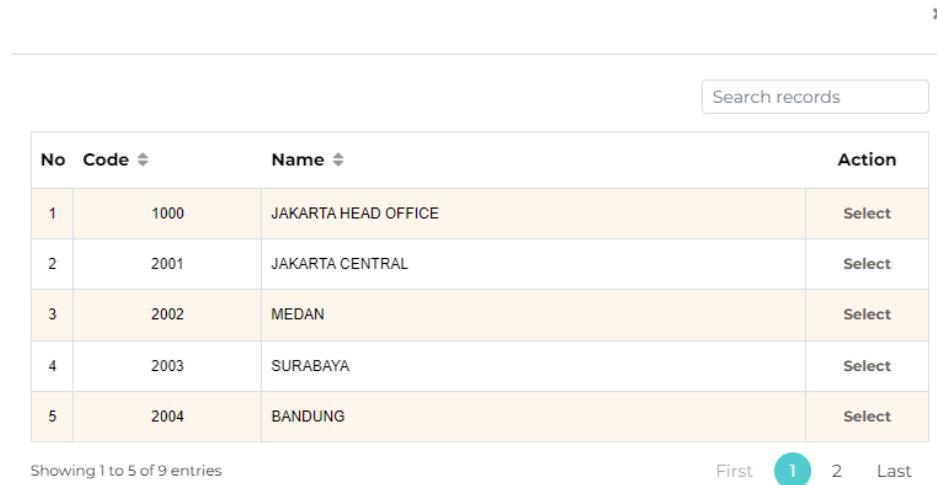
Sub Menu Additional Invoice Request dapat diakses oleh user melalui modul **Procurement > Interface > Additional Invoice Request**. Sub Menu Additional Invoice Request dapat digunakan oleh sistem untuk berkomunikasi dengan modul Operating Lease.

3.4.6.1 Step Process Additional Invoice Request

Berikut adalah Step Process Additional Invoice Request:

- a. Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

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Project Name	iFinancing v5	Version	1.0
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Search records

No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

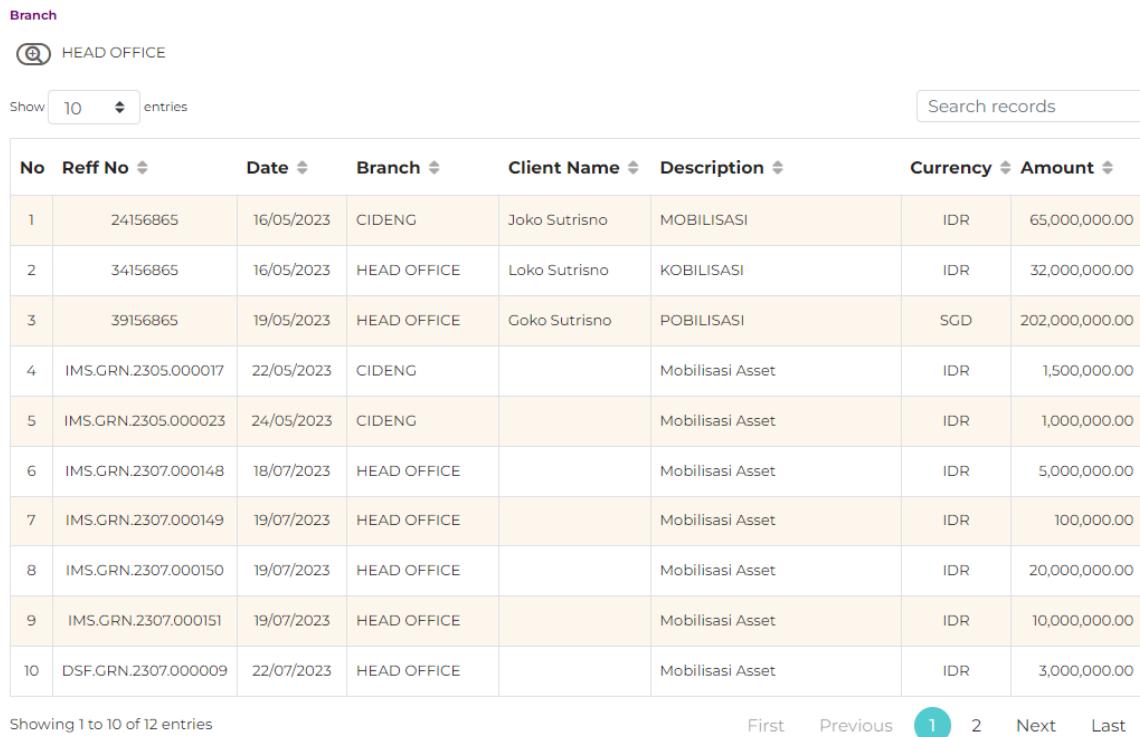
Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 114 Halaman Look Up Branch

- n. Setelah memilih Branch, maka sistem akan menampilkan halaman Additional Invoice Request List.

Additional Invoice Request List (Interface)



Branch

HEAD OFFICE

Show 10 entries

Search records

No	Reff No	Date	Branch	Client Name	Description	Currency	Amount
1	24156865	16/05/2023	CIDENG	Joko Sutrisno	MOBILISASI	IDR	65,000,000.00
2	34156865	16/05/2023	HEAD OFFICE	Loko Sutrisno	KOBILISASI	IDR	32,000,000.00
3	39156865	19/05/2023	HEAD OFFICE	Goko Sutrisno	POBILISASI	SGD	202,000,000.00
4	IMS.GRN.2305.000017	22/05/2023	CIDENG		Mobilisasi Asset	IDR	1,500,000.00
5	IMS.GRN.2305.000023	24/05/2023	CIDENG		Mobilisasi Asset	IDR	1,000,000.00
6	IMS.GRN.2307.000148	18/07/2023	HEAD OFFICE		Mobilisasi Asset	IDR	5,000,000.00
7	IMS.GRN.2307.000149	19/07/2023	HEAD OFFICE		Mobilisasi Asset	IDR	100,000.00
8	IMS.GRN.2307.000150	19/07/2023	HEAD OFFICE		Mobilisasi Asset	IDR	20,000,000.00
9	IMS.GRN.2307.000151	19/07/2023	HEAD OFFICE		Mobilisasi Asset	IDR	10,000,000.00
10	DSF.GRN.2307.000009	22/07/2023	HEAD OFFICE		Mobilisasi Asset	IDR	3,000,000.00

Showing 1 to 10 of 12 entries

First Previous 1 2 Next Last

Gambar 115 Halaman Additional Invoice Request List (Interface)

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

3.4.7 Expense Asset

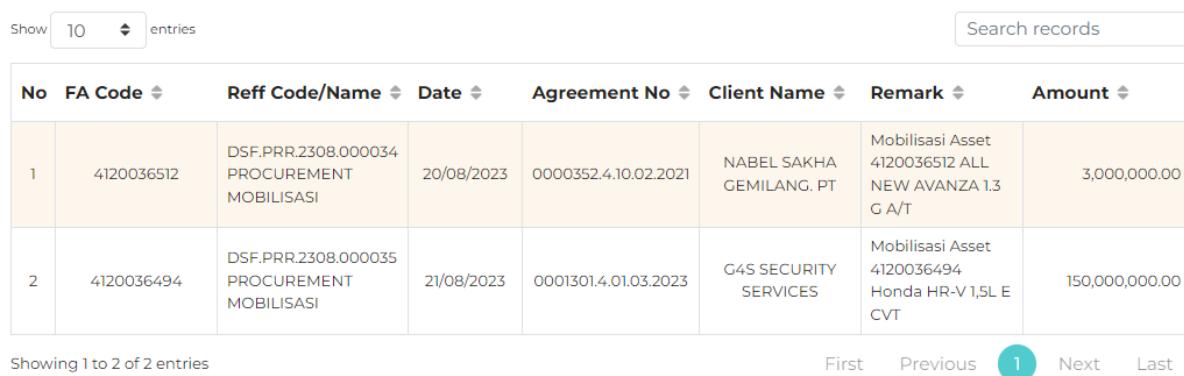
Sub Menu Expense Asset dapat diakses oleh user melalui modul **Procurement > Interface > Expense Asset**. Sub Menu Expense Asset dapat digunakan oleh sistem untuk berkomunikasi dengan modul lain yang mentrigger proses pencatatan pengeluaran yang disebabkan dari mobilisasi asset.

3.4.7.1 Step Process Expense Asset

Berikut adalah Step Process Expense Asset:

- Sistem akan menampilkan halaman Expense Asset List (Interface).

Expense Asset List (Interface)



No	FA Code	Ref Code/Name	Date	Agreement No	Client Name	Remark	Amount
1	4120036512	DSF.PRR.2308.000034 PROCUREMENT MOBILISASI	20/08/2023	0000352.4.10.02.2021	NABEL SAKHA GEMILANG, PT	Mobilisasi Asset 4120036512 ALL NEW AVANZA 1.3 G A/T	3,000,000.00
2	4120036494	DSF.PRR.2308.000035 PROCUREMENT MOBILISASI	21/08/2023	0001301.4.01.03.2023	G4S SECURITY SERVICES	Mobilisasi Asset 4120036494 Honda HR-V 1,5L E CVT	150,000,000.00

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Gambar 116 Halaman Expense Asset List (Interface)

3.4.8 Adjustment

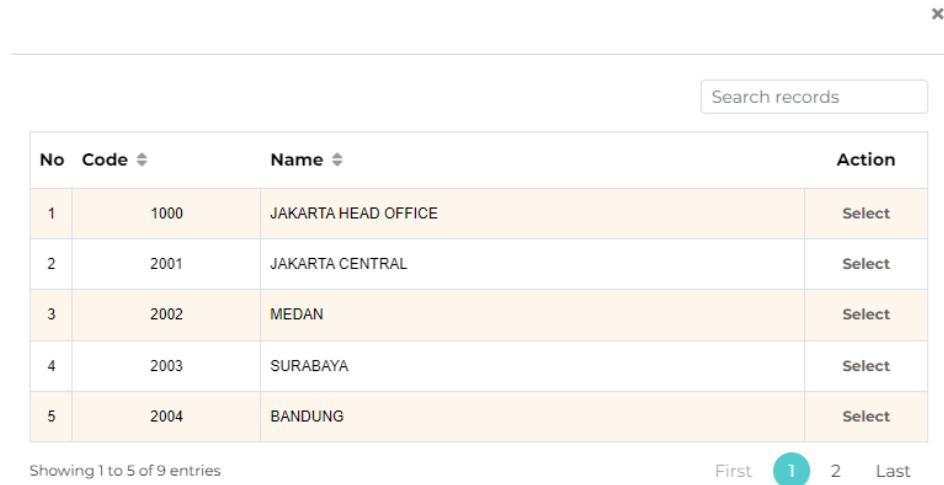
Sub Menu Adjustment dapat diakses oleh user melalui modul **Procurement > Interface > Adjustment**. Sub Menu Adjustment dapat digunakan oleh user untuk melihat data penambahan nilai pada suatu asset. Data ini akan mentrigger dari modul Asset Management.

3.4.8.1 Step Process Adjustment

Berikut adalah Step Process Adjustment:

- Klik tombol  untuk menampilkan Look Up Branch, lalu klik **Select** untuk menampilkan data yang dipilih.

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No	Code	Name	Action
1	1000	JAKARTA HEAD OFFICE	Select
2	2001	JAKARTA CENTRAL	Select
3	2002	MEDAN	Select
4	2003	SURABAYA	Select
5	2004	BANDUNG	Select

Showing 1 to 5 of 9 entries

First 1 2 Last

Gambar 117 Halaman Look Up Branch

- b. Setelah memilih Branch, maka sistem akan menampilkan halaman Adjustment List (Interface).

 Innovation Comprehensive Technology	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Adjstment List (Interface)

Branch



Show 10 entries

Search records

No	Reff No	Branch	Date	FA Code/Name	Adjustment Amount	Description
1	DSF.GRN.2308.000001	TANGERANG	19/08/2023	2034.AST.2308.00001 KAROSERI-TANAH DAN BANGUNAN-BOX BESI	2,000,000.00	Asset No : 2034.OPLAA.2308.000001 - Year : 2023 - Condition : NEW - Colour : MERAH.
2	DSF.GRN.2308.000001	TANGERANG	19/08/2023	2034.AST.2308.00001 FULL ACCESSORIES	1,000,000.00	Asset No : 2034.OPLAA.2308.000001 - Year : 2023 - Condition : NEW - Colour : MERAH.
3	DSF.GRN.2308.000001	TANGERANG	19/08/2023	2034.AST.2308.00002 KAROSERI-TANAH DAN BANGUNAN-BOX BESI	2,000,000.00	Asset No : 2034.OPLAA.2308.000001 - Year : 2023 - Condition : NEW - Colour : MERAH.
4	DSF.GRN.2308.000001	TANGERANG	19/08/2023	2034.AST.2308.00002 FULL ACCESSORIES	1,000,000.00	Asset No : 2034.OPLAA.2308.000001 - Year : 2023 - Condition : NEW - Colour : MERAH.
5	DSF.GRN.2308.000022	TANGERANG	29/08/2023	2034.AST.2308.00004 FULL ACCESSORIES	300,000,000.00	Asset No : 2034.OPLAA.2308.000021 - Year : 2023 - Condition : NEW - Colour : MERAH.
6	DSF.GRN.2308.000022	TANGERANG	29/08/2023	2034.AST.2308.00004 KAROSERI-TANAH DAN BANGUNAN-BOX BESI	400,000,000.00	Asset No : 2034.OPLAA.2308.000021 - Year : 2023 - Condition : NEW - Colour : MERAH.

Showing 1 to 6 of 6 entries

First Previous

1

Next Last

Gambar 118 Halaman Adjustment List (Interface)

3.5 Report

Report adalah Menu yang dapat digunakan oleh user untuk mencetak report atas transaksi yang ada pada sistem. Berikut adalah detail penjelasan per masing-masing sub menu yang dapat digunakan oleh user.

3.5.1 Management

Sub Menu Management dapat diakses oleh user melalui modul modul **Procurement > Report > Management**. Sub Menu Management dapat digunakan oleh user untuk melakukan proses cetak terhadap report management terkait dengan transaksi yang terjadi atas proses Management pada sistem.

3.5.1.1 Step Process Management

Berikut adalah Step Process Management:

- Sistem akan menampilkan halaman Management List.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Management List

Show	10	entries	Search records		
No	Name	Action			
No Data Available !					
		First	Previous	Next	Last

Gambar 119 Halaman Management List

3.5.2 Transaction

Sub Menu Transaction dapat diakses oleh user melalui modul modul **Procurement > Report > Transaction**. Sub Menu Transaction dapat digunakan oleh user untuk melakukan proses cetak terhadap report Transaction yang ada pada modul Document pada sistem.

3.5.2.1 Step Process Transaction

Berikut adalah Step Process Transaction:

- Sistem akan menampilkan halaman Transaction List.

Transaction List

Show	10	entries	Search records			
No	Name	Action				
1	Report Monitoring PO					
Showing 1 to 1 of 1 entries						
		First	Previous	1	Next	Last

Gambar 120 Halaman Transaction List

- Klik tombol  untuk melihat detail data Report Transaction (nama Report yang dipilih).

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
File Name	User Guide - V5 - PROCUREMENT	Date	Agustus 2023

Report Monitoring PO

PRINT
BACK

From Date *

To Date *

Branch *



Print Option

PDF
 Excel
 Excel (Data Only)

Gambar 121 Halaman Report Monitoring PO

- c. Lengkapi data pada field yang tersedia, kemudian klik tombol **PRINT** untuk mencetak data atau klik tombol **BACK** untuk kembali ke halaman sebelumnya.

3.5.3 Report Setting

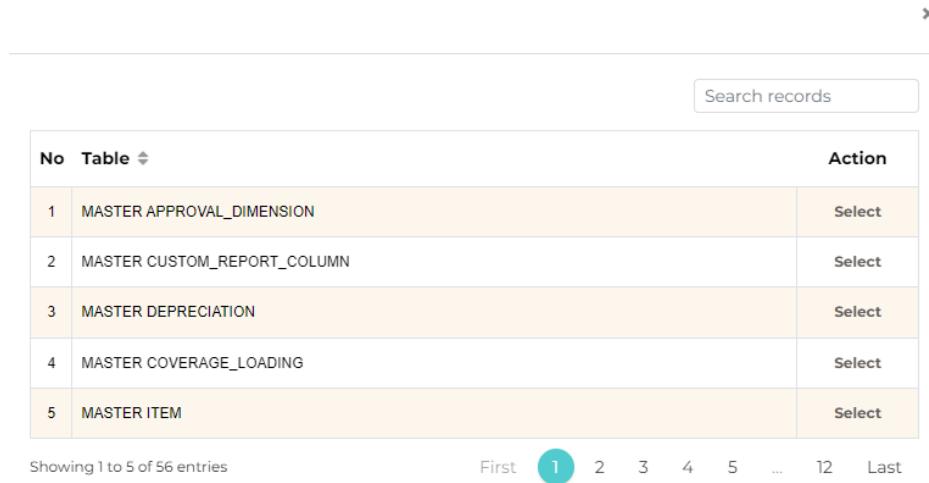
Sub Menu Report Setting dapat diakses oleh user melalui modul modul **Procurement > Report > Report Setting**. Sub Menu Report Setting dapat digunakan oleh user untuk melakukan proses cetak terhadap data report yang sudah terdaftar pada sistem.

3.5.3.1 Step Process Report Setting

Berikut adalah Step Process Report Setting:

- a. Pilih Table Setting yang akan dicetak dengan mengklik tombol  , maka sistem akan menampilkan halaman Look Up Table Setting.

	USER GUIDE		
Project Name	iFinancing v5	Version	1.0
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The screenshot shows a table titled "No Table" with the following data:

No	Table	Action
1	MASTER APPROVAL_DIMENSION	Select
2	MASTER CUSTOM_REPORT_COLUMN	Select
3	MASTER DEPRECIATION	Select
4	MASTER COVERAGE_LOADING	Select
5	MASTER ITEM	Select

Below the table, there is a search bar labeled "Search records" and a pagination area showing "Showing 1 to 5 of 56 entries" with buttons for "First", "1", "2", "3", "4", "5", "...", "12", and "Last".

Gambar 122 Halaman Look Up Table Setting

- b. Klik tombol **PRINT** untuk mencetak data, maka sistem akan mengeluarkan output.

Report Data Master

PRINT

Table Setting *



Gambar 123 Halaman Report Data Master