

sera



PROCUREMENT INFORMATION SYSTEM

Training for Vendor

Link Akses Internet

- ▣ Gunakan browser Internet Explorer **IE7** atau **IE8** dengan alamat link
<http://pins.sera.astra.co.id/pins>
atau
<http://118.97.80.12/pins>
- ▣ Jika terjadi problem saat akses silahkan email ke :
MilisProjectPINS@trac.astra.co.id
- ▣ User id / login dapat di share dan digunakan lebih dari satu user

Tampilan Login PINS



PROCUREMENT INFORMATION SYSTEM

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**PROCUREMENT
INFORMATION SYSTEM**



Login

User ID :

Password:

isi dengan user id & password kemudian enter login

Tampilan Menu Utama PINS



Keluar dari transaksi PINS

Kembali ke menu Login

Transaksi view PO yg akan di create

Tampilan Report atas transaksi penjualan

Template untuk upload data transaksi dlm jumlah banyak

Isi lengkap kemudian tekan "simpan"

Selamat datang, AI-TSO TEBET SAHARDJO(UNIT) [Ganti Password] [Home] [Keluar]

Transaksi ▶ Reporting ▶ Upload ▶

...: Home ...

Ganti Password

User ID : AI-TSO0000

Password Lama :

Password Baru :

Konfirmasi Password :

*) Tidak boleh kosong

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View Menu “Transaksi”

Selamat datang, AI-TSO TEBET SAHARDJO(UNIT) [Ganti Password] [Home] [Keluar]

Transaksi ► Reporting ► Upload ►

... View PO ...

No PO : 4111029288 Search

Chassis Number : Sorting New Update

Officer : -Pilih-

PO Status : -Pilih-

Isi No. PO

List Purchase Order

No PO Submitted	PO Date	Officer Name	Status PO	Approval	Detail Requirement	PO Detail Delivery	Invoice	Detail BPKB	Download BSTK/STNK
4111029288	25 Sep 2012	SITI FATIMAH	PO Accept Vendor	Detail	Detail	Action	Action	Action	Action

Halaman 1 dari 1

- No. PO submitted dan PO date = Nomor PO dan tgl create PO yang sudah di approved vehicle dan masuk ke notifikasi email vendor
- Officer name = pic dari vehicle yang melakukan request pembelian
- Status PO = status atas kondisi dan posisi transaksi PO
- Approval = berisi detail data unit yang di request oleh vehicle (termasuk type, dan warna)
- Detail Requirement = berisi inputan data Karoseri (jika request tdk ada proses acs/karoseri, abaikan saja)
- PO Detail Delivery = berisi data rangka mesin dan nopol, actual BSTK dan Ketersediaan PO yg wajib diisi oleh vendor
- Invoice = berisi data informasi invoice dan pembayaran
- Detail BPKB = informasi detail data BPKB yang wajib di isi sampai dengan serah terimanya baik di cabang atau HO

Definisi Status PO

Selamat datang, AI-TSO TEBET SAHARDJO(UNIT)

[Ganti Password] [Home] [Keluar]

Transaksi ▶ Reporting ▶ Upload ▶

View PO

No PO : Search

Chassis Number : Sorting New Update

Officer : -Pilih-

PO Status : PO assignment



List Purchase Order

- PO assignment
- PO Accept Vendor
- PO Reject Vendor
- PO Unit Delivery
- PO Invoice Delivery
- AP In process
- AP Complete
- AP Reject
- PO Cancel
- BPKB Outstanding
- PO Complete

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- PO assignment = PO sudah diassign tapi belum diaccept oleh dealer
- PO Accept Vendor / Reject Vendor = Status untuk PO sudah proses accept
- PO Reject Vendor = Jika PO yg diterima di reject oleh vendor (maka akan assignment ulang seperti di awal)
- PO Unit Delivery = unit sudah delivery (Act. date delivered, Chassis Number, Machine Number terisi)
- PO Invoice Delivery = Ketika Actual Invoice Received sudah diisi oleh procurement Sera
- PO Cancel = pembelian Batal total (krn salah Type atau tidak jadi beli)
- AP In process = ketika clearing document dari SAP kosong dan AP doc. number sudah terisi cth : 6100000002.
- AP Complete = ketika clearing document dari SAP terisi dan AP doc. number sudah terisi cth : 6100000002.
- AP Reject = status invoice adalah reject krn tagihan kurang lengkap, salah lampiran dsb
- BPKB Outstanding = status dimana BPKB belum diserahkan ke TRAC cabang maupun HO

View transaksi “Approval”



PROCUREMENT INFORMATION SYSTEM

Selamat datang, GEMILANG BERLIAN INDAH(UNIT)[Ganti Password] [Home] [Keluar]

Transaksi ▶ Reporting ▶ Upload ▶ User Manual ▶

...:: View PO ...::

Purchase Order Detail

PO Number	: 4111029888
PO Date	: 18/10/2012
PO Description	: STRADA TRITON GLX SC 2.8 4X4 MT PU 2012
Plant Cabang	: TRAC-Leasing Kalbar
On The Road Price	: 268.000.000,00
Discount	: -30.000.000,00
Net Price	: 237.999.999,00
Color	:
Promise Delivery Date	: 18/10/2012
Officer Name	: EKO PUJI HASTUTI
Purchase Status	:
Unit Delivery Address	:
Proses Ke Vendor Karoseri	: NO
Proses Ke Vendor Aksesoris	: NO

Pastikan bahwa data tsb sesuai dengan fisik PO yang di terima

Accept Reject

Klik “Accept” sbg tanda bahwa PO sudah di terima dan siap diproses oleh vendor

Back

Klik “Reject” jika di data PO tsb ada yang tdk sesuai.
Contoh : salah harga, salah type dsb

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View transaksi “Detail Requirement”

The screenshot displays the SERA PINS Procurement Information System interface. The header includes the SERA PINS logo and a banner for the Procurement Information System. The user is logged in as 'Selamat datang, AI-TSO TESBY SAHARDJO(UNDT)' with links for 'Ganti Password', 'Home', and 'Keluar'. The navigation bar shows 'Transaksi', 'Reporting', and 'Upload'. The main content area is titled 'Detail Requirement' and contains the following fields:

PO Number:	4111029827
PO Date:	16/10/2012
PO Description:	INNOVA G NEW 2.0 4X2 AT 8 2012
On The Road Price:	254.200.000,00
Discount:	-6.000.000,00
Net Price:	248.199.999,00
Expected Date Delivered:	
Promise Delivery Date:	2012-10-30
Officer Name:	RAHMAD SAH
Delivery Cost:	


Below the PO details, there are several sections for additional information:


- Remarks PO:** A text area for remarks.
- PIC Admin:** A text field.
- Carrosserie / Accessories Vendor Name:** A text field.
- Carrosserie / Accessories Address:** A text field.
- Remarks Carrosserie / Accessories:** A text field.
- Date Entry Carrosserie / Accessories:** A date field with a calendar icon.
- Date Finish Carrosserie / Accessories:** A date field.
- Actual Delivery BPKS Date HQ:** A date field.
- Actual Delivery BPKS Date Branch:** A date field.
- Actual Received BPKS HQ From Branch:** A date field.
- Detail Problem:** A text area.
- Status BPKS:** A text field.
- Actual Delivery BPKS to Finance:** A date field.
- BPKS date sent back:** A date field.
- Actual Received BPKS HQ Back:** A date field.
- Date Delivery to Branch or Vendor:** A date field.
- Remarks Detail Problem:** A text area.

At the bottom of the form, there are two buttons: 'Update' and 'Back'. A blue arrow points from the 'Update' button to a blue box containing the text 'Klik "update" setelah pengisian data'. Another blue arrow points from the 'Date Entry Carrosserie / Accessories' field to a blue box containing the text 'Isi actual tgl serah terima di karoseri'.

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View transaksi “PO detail Delivery”





Selamat datang, AI-TSO TEBET SAHARDJO(UNIT)
[Ganti Password] [Home] [Keluar]



Transaksi > Reporting > Upload >
... View PO ...

Purchase Order Detail Delivery (BSTB)

PO Number	: 411102557	
PO Date	: 15/10/2012	
PO Description	: INNOVA G NEW 2.0 4X2 AT B 2012	
Expected Date Delivered	:	
Officer Name	: RAHMADSAH	
BBN	:	
DPP	: 197.953.490,00	<div style="border: 1px solid blue; padding: 5px; width: fit-content;"> Data sdh terisi by SAP TRAC (berdasarkan estimasi dari dealer) </div>
PPN	: -19.795.545,00	
BBN Price	: 20.420.000,00	
DPP By Vendor	: <input type="text"/>	<div style="border: 1px solid blue; padding: 5px; width: fit-content;"> Isi sesuai data DO/faktur jual.utk penulisan nilai tanpa separator dan utk tgl menggunakan / </div>
PPN By Vendor	: <input type="text"/>	
BBN Price By Vendor	: <input type="text"/>	
Facture / DO Date	: <input type="text"/>	<div style="border: 1px solid blue; padding: 5px; width: fit-content;"> Dapat di isi walaupun DO blm dibuka </div>
Facture / DO Number	: <input type="text"/>	
License Plate	: <input type="text"/>	
Chassis Number	: <input type="text"/>	<div style="border: 1px solid blue; padding: 5px; width: fit-content;"> Isi sesuai tgl berlaku SCTK </div>
Machine Number	: <input type="text"/>	
STNK Date	: <input type="text"/>	
License Plate By Vendor	: <input type="text"/>	<div style="border: 1px solid blue; padding: 5px; width: fit-content;"> Isi sesuai tgl BSTB </div>
Chassis Number By Vendor	: <input type="text"/>	
Machine Number By Vendor	: <input type="text"/>	
STNK Date By Vendor	: <input type="text"/>	<div style="border: 1px solid blue; padding: 5px; width: fit-content;"> Contoh : -sedang proses STNK - posisi intransit kapal - Posisi unit msh dikaroseri est selesai 30/11/2012 </div>
STCK Date	: <input type="text"/>	
Actual Date Delivery Unit	: <input type="text"/>	
Date Entry Carrosserie/ Accessories	: <input type="text"/>	
Date Finish Carrosserie/ Accessories	: <input type="text"/>	
Remarks PO	<div style="border: 1px solid blue; padding: 5px; min-height: 40px;"> Klik "update" setiap selesai entry data </div>	

Update
Back

View transaksi “Invoice”



PROCUREMENT INFORMATION SYSTEM

Selamat datang, AI-TSO TEBET SAHARDJO(UNIT) [\[Ganti Password\]](#) [\[Home\]](#) [\[Keluar\]](#)

Transaksi ▶ Reporting ▶ Upload ▶

... View PO ...

Purchase Order Detail

PO Number	:	4111029288
PO Date	:	25/09/2012
PO Description	:	FORTUNER G TRD NEW 2.5 4X2 AT D 2012
Expected Date Delivered	:	
Purchasing Officer	:	SITI FATIMAH
BBN	:	
Promise Delivery Date	:	24/12/2012
Clearing Date	:	
Invoice No	:	<input type="text"/>
Invoice Date	:	<input type="text"/>
VAT	:	<input type="text"/>
Estimated Payment Date	:	
Status Invoice	:	In Process
PIC Received Unit	:	<input type="text"/>
Status Delivery Unit	:	--
CBU/CKD	:	<input type="text"/>
Scan BSTK	:	<input type="text"/> <input type="button" value="Browse..."/>
Scan STNK/STCK	:	<input type="text"/> <input type="button" value="Browse..."/>

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Isi dengan nomor kuitansi/invoice

Tgl otomatis terisi jika tagihan sdh diterima lengkap & benar

Isi dengan tgl. kuitansi/invoice

isi nomor Faktur Pajak

Isi dengan nama yg tercantum di BSTK

Pilih di cabang atau di karoseri

Ketik salah satu CKD atau CBU

BSTK wajib di scan

STNK / SCTK wajib discan

Klik "update" setelah pengisian

View transaksi “Detail BPKB”



Transaksi ▶ Reporting ▶ Upload ▶

View PO

Purchase Order Detail

PO Number	: 4111029285
PO Date	: 25/09/2012
PO Description	: FORTUNER G TRD NEW 2.5 4X2 AT D 2012
BBN Price	: 456000
Officer Name	: SITI FATIMAH
License Plate	:
Chassis Number	: MHFZR69G1C3050977
Machine Number	: 2KDU131767
Cleaning Date	: <input type="text"/>
Actual Received Unit	:
Status BPKB Delivered Vendor	: Isi tgl sesuai actual serah terima BPKB di cab.TRAC
Actual Delivery BPKB Date HO	: <input type="text"/>
Actual Delivery BPKB Date Branch	: <input type="text"/>
BPKB Position	: Dealer
Remarks BPKB	: <input type="text"/>
Owner Name	: TRAC-Lsg AffCo
Merk	:
Varian By Vendor	:
Merk By Vendor	: <input type="text"/>
Varian By Vendor	: <input type="text"/>
Year	:
BPKB Number	: <input type="text"/>
Ket Surat Ubah Bentuk	: <input type="text"/>
No Faktur Kendaraan	: <input type="text"/>
Tanggal Faktur Kendaraan	: <input type="text"/>
No Sertifikat	: <input type="text"/>
Tgl Sertifikat	: <input type="text"/>
No Formulir A	: <input type="text"/>
Tgl Formulir A	: <input type="text"/>
No Surat Ubah Bentuk	: <input type="text"/>
Tgl Surat Ubah Bentuk	: <input type="text"/>
No Sertifikat Regist. Uji Tipe	: <input type="text"/>
Bukti Serah Terima BPKB	: <input type="text"/>

Akan terisi jika TRAC sudah melakukan kliring pembayaran

Isi tgl sesuai actual serah terima BPKB di cab.TRAC

Isi tgl actual serah terima BPKB di HO Jkt

Isi tgl sesuai actual serah terima BPKB di cab.TRAC

Isi dg keterangan progress BPKB

Isi dengan Merk (mis. Toyota dll)

Isi dengan Varian

Isi data sesuai lampiran yg terdapat pada BPKB. Rubah bentuk wajib di isi jika ada proses karoseri

Add scan BST - BPKB

Klik "update" setelah pengisian

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By : Siti Fatimah

View Menu “Reporting”

The screenshot shows the SERA PINS Procurement Information System interface. The header includes the logo and the title "PROCUREMENT INFORMATION SYSTEM". The user is logged in as "AI-TSO TEBET SAHARDJO(UNIT)". The navigation menu shows "Transaksi", "Reporting", and "Upload". The "Reporting" menu is expanded, showing "PO Vendor" and "Report PO Vendor". The "Report PO Vendor" option is selected, and a blue arrow points to it with the text "Klik Reporting & pilih report PO Vendor".

Below the menu, there are several filter fields:



- Tanggal PO Awal : [Date Picker]
- Tanggal PO Akhir : [Date Picker]
- Officer Name : - ALL - [Dropdown]
- Periode PO : - ALL - [Dropdown]
- Plant Cabang : - ALL - [Dropdown]
- PO Status : - ALL - [Dropdown]

Blue arrows point to the date pickers with the text "Isi tgl awal dan akhir report per hari, mgg dll". A blue arrow points to the dropdown menus with the text "Filter sesuai report yg di inginkan".

Below the filters is a "View" button. A blue arrow points to it with the text "Klik view setelah melakukan filter".

At the bottom, there is a copyright notice: "Copyrights © PT. Serasi Autoraya".

View Hasil Report

Selamat datang, AI-TSO TEBET SAHARDJO(UNIT)

Transaksi > Reporting > Upload >

Report PO Vendor

Tanggal PO Awal : 01/10/2012
 Tanggal PO Akhir : 20/10/2012
 Officer Name : - ALL -
 Periode PO : - ALL -
 Plant Cabang : - ALL -
 PO Status : - ALL -

[View](#)

1 of 1
100%

Group Tree

Main Report

Officer	Plant	Periode PO	Tgl. PO	PO Number	Type Unit	Qty	Warna	BBN	Status Beli
RAHMADSAH	TRAC-Lsg Sudirman	October	10-Okt-2012	4111029736	MINIBUS	1		B - Jakarta	
RAHMADSAH	TRAC-Lsg Sudirman	October	15-Okt-2012	4111029825	MINIBUS	1		B - Jakarta	
RAHMADSAH	TRAC-Lsg Sudirman	October	16-Okt-2012	4111029827	MINIBUS	1		B - Jakarta	
SITI FATIMAH	TRAC-Lsg Cilegon	October	08-Okt-2012	4111029711	PICK UP	1		B - Jakarta	
SITI FATIMAH	TRAC-Lsg Cilegon	October	19-Okt-2012	4111029909	MINIBUS	1		B - Jakarta	
SITI FATIMAH	TRAC-Lsg AffCo	October	02-Okt-2012	4111029525	MINIBUS	1		B - Jakarta	
SITI FATIMAH	TRAC-Lsg AffCo	October	02-Okt-2012	4111029527	SUV	1		B - Jakarta	

View Menu “Upload”

The screenshot displays the SERA PINS Procurement Information System interface. The header includes the SERA PINS logo and the title "PROCUREMENT INFORMATION SYSTEM". The user is logged in as "Selamat datang, AI-TSO TEBET SAHARDJO(UNIT)". The navigation menu shows "Transaksi", "Reporting", and "Upload". The "Upload" menu is expanded, showing "Upload Excel Vendor". A red arrow points to the "Upload Excel Vendor" menu item with the text "Pilih menu upload jika transaksi cukup banyak". Below the menu, the "Form" dropdown is set to "PO Detail Delivery". A blue arrow points to the "PO Detail Delivery" option in the dropdown with the text "Klik possible utk memilih type data yg akan di upload sept tamp sbb :". The "Upload File Excel" section has a "Browse..." button and a "Proses" button. A blue arrow points to the "Browse..." button with the text "Upload data sesuai template nya & tekan browse → proses". The footer includes the copyright notice "Copyrights © PT. Serasi Autoraya".

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PINS

PROCUREMENT INFORMATION SYSTEM

Selamat datang, AI-TSO TEBET SAHARDJO(UNIT) [Ganti Password] [Home] [Keluar]

Transaksi ▶ Reporting ▶ Upload ▶

Upload Excel Vendor ...: Upload Excel Vendor ...

Form : PO Detail Delivery ▼

Upload File Excel : Browse...

Template Invoice [Download Template](#)

Template BPKB [Download Template](#)

Template Delivery [Download Template](#)

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Klik possible utk memilih type data yg akan di upload sept tamp sbb :

PO Detail Delivery
Invoice
PO RPKR

Pilih menu upload jika transaksi cukup banyak

Upload data sesuai template nya & tekan browse → proses

Template upload

Template Invoice

PO NUMBER	INVOICE NO	INVOICE DATE	TAX FACTURE	PIC RECEIVED UNIT	STATUS DELIVERY UNIT	CBU/CD

Template Delivery

PO NUMBER	HARGA DPP	HARGA PPN UNIT	HARGA BBN	FACTURE/DO DATE (mm/DD/YYYY)	FACTURE/DO NUMBER	LICENSE PLATE	CHASSIS NUMBER	MACHINE NUMBER	STNK DATE	STCK DATE	ACTUAL DATE DELIVERY UNIT	REMARKS UNIT

Template BPKB

PO NUMBER	ACTUAL DELIVERY BPKB DATE NO	ACTUAL DELIVERY BPKB DATE BRANCH	BPKB POSITION	REMARKS BPKB	OWNER NAME	MERK	VARIAN	YEAR	BPKB NUMBER	KET SURAT UBAH BENTUK	NO FAKTUR KENDARAAM	TANGGAL FAKTUR KENDARAAM	NO SERTIFIKAT	TGL SERTIFIKAT	NO FORMULIR A	TGL FORMULIR A	NO SURAT UBAH BENTUK	TGL SURAT UBAH BENTUK	NO.SERTIFIKAT REGIST. UJI TIPE

TERIMA KASIH