E-BAST User Manual

Instruction

1   User Functional Task

The following are the steps in the use of Features in the e-BAST application.

1.1   Login

1. Open the browser and fill the address.
   Link Address for Telkom Account: https://ebast-telkom.eidtools.tech
   Link Address for ISAT Account: https://ebast-isat.eidtools.tech
   Link Address for XL Account: https://ebast-xl.eidtools.tech
2. Enter the username & password.
3. Click button sign in.

1.2   Submit BAST

1. Click ASP Assignment menu.
2. Then search PO Number in searching field
3. Tick the assignment that you want to submit.
4. Click Request BAST.

5. Input Delay, Approver for your BAST and attachment. If you don't know about approver please contact the project team.

6. Don't forget to count manually your BAST value to make sure the value is correct.
7. Click save to save your BAST submit.

BAST EDITOR

Project	TELKOMSEL SUMBAGUT 2018
Scope of Work	RBS
Term of Payment	100%
Total Value	10.230.000
Delay (Days) *	0
ASP Project Manager *	-- Select ASP PM --
Project Admin *	-- Select Project Admin --
Project Manager / Implementation Manager *	-- Select IM/CPM --
Total Project Manager *	-- Select TPM --
Supporting Documents *	

Filename	Size	Status

Add Files   Start Upload   0 b   0%

Max Upload 5 MB

* Field Required

Make sure the approver is correct. Please contact
ASP Management if you need the information.

← Back   Save

ASSIGNMENT LIST

10 ▾ records   Search:

	Asg Id	Site Name	PO Number	Line Item	TOP	Acceptance Value
886926	886926	Silima Kuta	4517073069	50	100%	3.707.400
886944	886944	Simpang Gilingan	4517073069	40	100%	6.522.600

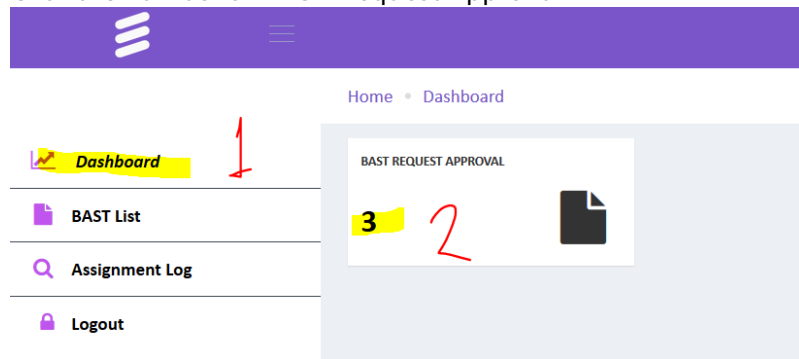Showing 1 to 2 of 2 entries   ‹ 1 ›

1.3   BAST Pending Approval

1. Login to E-BAST web, then open Dashboard Menu.

2. Click the number of BAST Request Approval

3. You will the see pending BAST.

4. To see detail BAST, click 👁
5. To approve the BAST, tick the checkbox in the first column, then click Giving Approval or you can click Reject button to reject the BAST.

1.4 Monitoring BAST Approval

1. Click menu BAST List.
2. Now you can track approval BAST in the system.
3. You can see the Rejection Reason in the rightmost column.
4. Click button Export To Excel if you want to download the list of data to excel format.

1.5 Download BAST Document

1. BAST Document will generate by system if BAST submission already approved by last approver (TPM).

2. Open BAST List, then click button 📥1 to generate BAST Page 1 and click 📥2 to generate BAST Page 2.

1.6 Required Document for BAST Submission

1. TELKOM Group
   a. PO Softcopy
   b. BAUT Softcopy
2. INDOSAT
   a. PO Softcopy
   b. PDF Email approval from EID
3. XL
   a. RBS
      i. PO Softcopy
      ii. PDF Email from Engineering EID (SDE Approved)
   b. NDO
      i. PO Softcopy
      ii. Pdf Status Pass(Capture QAC Pass Tracker)
   c. CME
      i. PO Softcopy
      ii. PDF Email approval from EID
   d. POWER
      i. PO Softcopy
      ii. PDF Email approval from EID
   e. Survey
      i. PO Softcopy
      ii. PDF Email approval from EID
   f. CSR
      i. PO Softcopy
      ii. PDF Email approval from EID

1.7 Get Asg from DPM

1. Open ASP Assignment menu. Then click button Sync With DPM.
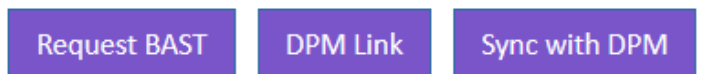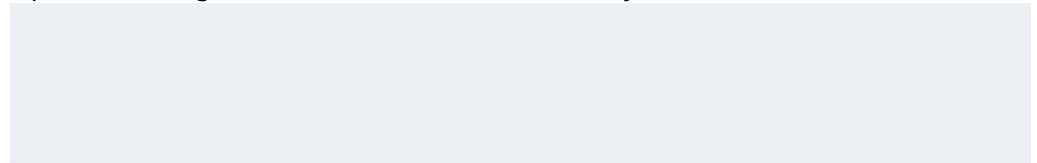
2. Input PO Number.

3. Click Sync to get the Assignment from DPM

1.8 Contact Support

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