

POST (Purchase Order Status Tracking) User Manual

Prepared by Teddy Sinaga

ADVANCING YOU FORWARD»[®]

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Jakarta, 04 May 2021

Teddy Sinaga

D&IT, Innovation

Confidentiality Status **Yellow**

POST

Purchase Order Status Tracking



A web base information system.

POST 2.0 Next-Gen.

Available on internet or Trakindo network.

Improving visibility to monitor status, progress & follow-up PO.

Improving finance tax submission.

Improving visibility of SLA.

2 Main Features



PO Confirmation

- Vendor confirmation is important as the very first step on POST.
- Vendor can approve or reject PO



PO Processing & Delivery

- Vendor should inform preparation status and estimation.
- Vendor should inform delivery status.



PO Invoicing & Tax

- Invoice submission can be done through POST
- Tax WHT as well



PO Tracking

- User can track the status, and latest position
- Start from pickup until delivered POD (proof of delivered)



Dashboard & Reporting

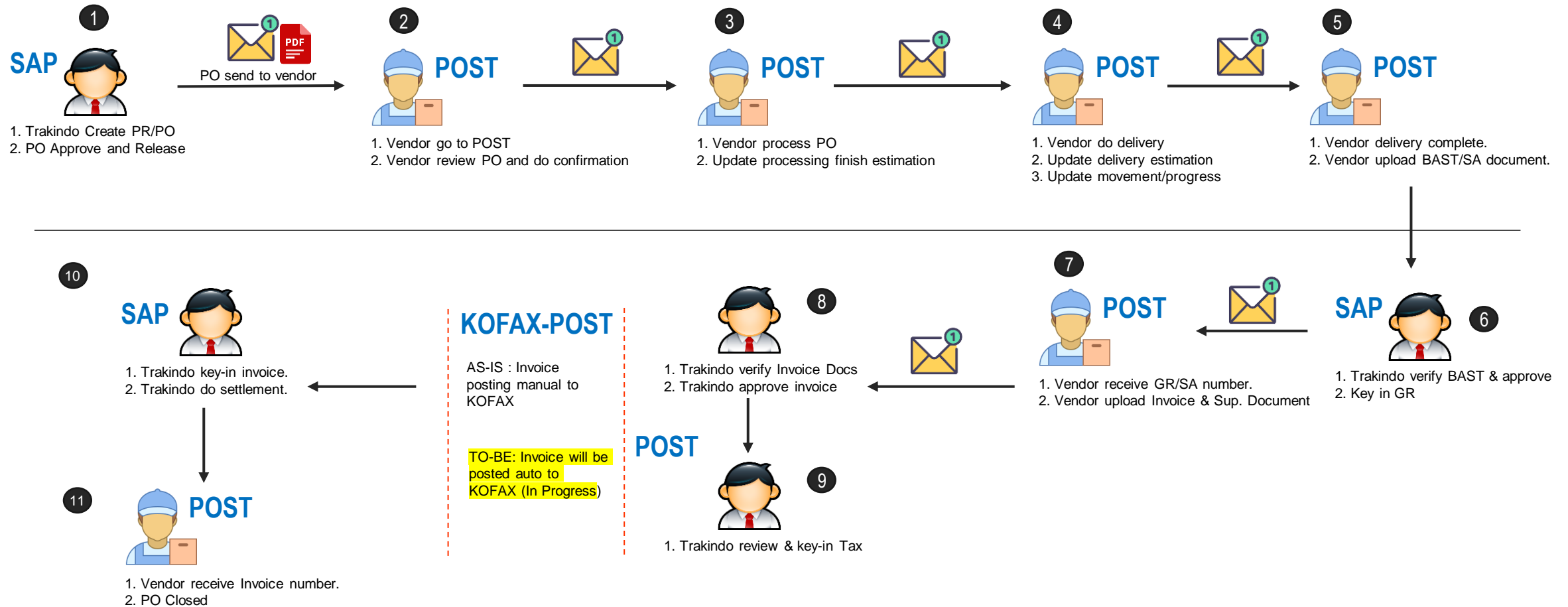
- Evaluation & Improvement



Tax Bupot

- Bupot will be available on POST.
- Vendor can download bupot.

3 Flow Process



4 Step by step vendor confirm PO

1. Open your browser (**Google Chrome is highly recommended**)
2. There are 2 way to access POST, the first you can access through E-PROC, if you are already inside E-PROC, click POST icon on top right of your screen. The second is direct to POST.
3. Go to <https://scis.trakindo.co.id>
4. Input your username, password and captcha then click submit.



0002004127

Username must be SAP vendorID, generated by SAP.

emnie| emNIE

SUBMIT

Forgot Password ? [Click here](#)

If you failed to login or don't have username, please drop an email to ictoffice@trakindo.co.id or ict.development@trakindo.co.id for assistances.

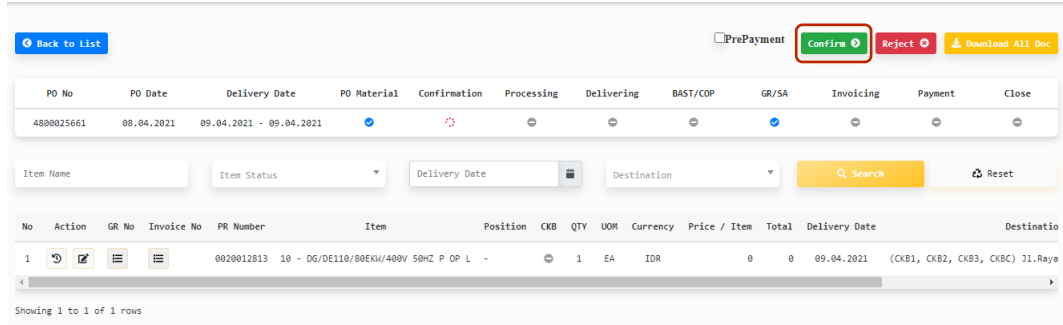
4. If you login successfully, you will be directing to home page menu.

5. Go to PO Incoming by clicking the menu. Basically, the newest PO will be placed on first row.
6. If you want to search by specific number just enter the PO number (at least contain 3 number) on search box, then click search button on right.

7. If you have seen already your PO to be confirmed, just clicked eye icon on action column. This will bring you the item details of PO.

5 Step by step vendor confirm PO (cont'd)

8. If you're sure want to confirm, please click confirm button on the right top of your screen.



Back to List ☐ PrePayment **Confirm** **Reject** **Download All Dec**

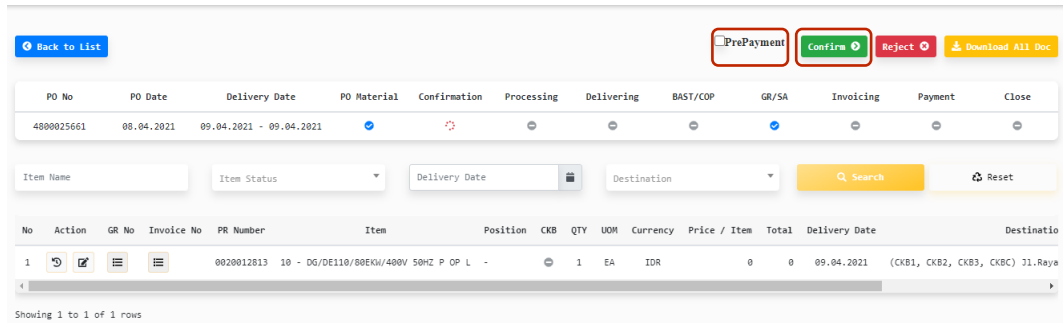
PO No	PO Date	Delivery Date	PO Material	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800025661	08.04.2021	09.04.2021 - 09.04.2021									

Item Name: Item Status: Delivery Date: Destination: Search Reset

No	Action	GR No	Invoice No	PR Number	Item	Position	CKB	QTY	UOM	Currency	Price / Item	Total	Delivery Date	Destinatio
1					0020012813 10 - DG/DE110/80EKH/400V 50HZ P OP L -			1	EA	IDR	0	0	09.04.2021	(CKB1, CKB2, CKB3, CKBC) 31.Raya

Showing 1 to 1 of 1 rows 10 rows per page

9. There is an option pre-payment checkbox on left confirm button. If you believe the PO can be invoiced before doing BAST/SA, just tick the checkbox then click confirm button. Trakindo will review this matter later and can revise if needed.



Back to List ☒ PrePayment **Confirm** **Reject** **Download All Dec**

PO No	PO Date	Delivery Date	PO Material	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800025661	08.04.2021	09.04.2021 - 09.04.2021									

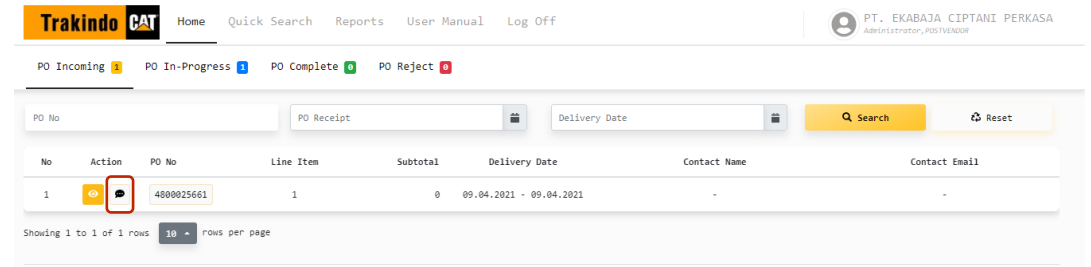
Item Name: Item Status: Delivery Date: Destination: Search Reset

No	Action	GR No	Invoice No	PR Number	Item	Position	CKB	QTY	UOM	Currency	Price / Item	Total	Delivery Date	Destinatio
1					0020012813 10 - DG/DE110/80EKH/400V 50HZ P OP L -			1	EA	IDR	0	0	09.04.2021	(CKB1, CKB2, CKB3, CKBC) 31.Raya

Showing 1 to 1 of 1 rows

10. Once you've confirmed the PO, system will notify Trakindo PIC through email. The PO status will change to be processing.

11. If you're not sure either confirm or reject, you can contact Trakindo PIC to get more information before deciding buy using chat room. Just clicked chat icon on action column.



Trakindo CAT Home Quick Search Reports User Manual Log Off PT. EKABAJA CIPTANI PERKASA Administrator, PO TVENOW

PO Incoming 1 PO In-Progress 1 PO Complete 0 PO Reject 0

PO No: PO Receipt: Delivery Date: Search Reset

No	Action	PO No	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email
1		4800025661	1	0	09.04.2021 - 09.04.2021	-	-

Showing 1 to 1 of 1 rows 10 rows per page



Comments for PO 4800025661

Table

Can you please confirm the item 4, the qty is very huge, is this valid or typo? Thank

Submit

Please type your question or things as concern then click submit button. Once you clicked submit button system will notify PIC and you will get in touch immediately. Keep monitor this chat to get new response.

6 Step by step vendor process PO

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to PO In-Progress by clicking the menu. Basically, the newest PO will be placed on first row.
3. If you have seen already your PO to be confirmed, just clicked eye icon on action column. This will bring you the item details of PO.

No	Log	View	Comment	Company	PO No	PrePayment	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email	PO Receipt Date	Deliver
1				PT ORCA THERMAL UTAMA	4800026297		3	42.000.000	27.05.2021 - 27.05.2021	Ady Nugraha	ADY.NUGRAHA@TRAKINDO.CO.ID	21.05.2021	
2				PT ORCA THERMAL UTAMA	4800026280		1	320.000.000	09.07.2021 - 09.07.2021	-	-	20.05.2021	

Showing 1 to 2 of 2 rows 10 rows per page

4. Before you click Process PO button, there are some field to be complete. Click pen icon on action column.

Back to List Process PO Download All Doc											
PO No	PO Date	Delivery Date	PO Material	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800026297	20.05.2021	27.05.2021 - 27.05.2021									

Item Name	Item Status	Delivery Date	Destination	Search	Reset
-----------	-------------	---------------	-------------	--------	-------

No	Action	GR No	Invoice No	PR Number	Item	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price / Item	Total	Delivery Date
1					0020012987 10 - ACC/GENERAL/TURBO GUARD/C27	-						4	EA	IDR	3.500.000	14.000.000	27.05.2021 (CKB1, CI
2					0020012987 20 - ACC/GENERAL/TURBO GUARD/C27	-						4	EA	IDR	3.500.000	14.000.000	27.05.2021 (CKB1, CI
3					0020012987 30 - ACC/GENERAL/TURBO GUARD/C27	-						4	EA	IDR	3.500.000	14.000.000	27.05.2021 (CKB1, CI

Showing 1 to 3 of 3 rows

5. Pop-up will be shown. Basically, you can apply your setting to all item or foreach item.

Form Update Status

[Add Partial](#)

No	Qty Partial	Action
No matching records found		

Item Name

ACC/GENERAL/TURBO GUARD/C27

ETA

-

Status

On Schedule

ATA

-

ETD

-

Apply Status For

This Item

ATD

-

Notes

N/A

Position

[Save](#)
[Close](#)

- **Add Partial** : you can deliver item/qty with full or partial.
- **Status** : Choose On Progress/On Schedule
- **Notes** : Enter notes if necessary

If you have complete, then click Save button.

6. If all item has been updated the click Process PO button. It means the process step is done. Then next is shipment delivery.

Back to List Process PO Download All Doc											
PO No	PO Date	Delivery Date	PO Material	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800026297	20.05.2021	27.05.2021 - 27.05.2021									

Item Name	Item Status	Delivery Date	Destination	Search	Reset
-----------	-------------	---------------	-------------	--------	-------

No	Action	GR No	Invoice No	PR Number	Item	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price / Item	Total	Delivery Date
1					0020012987 10 - ACC/GENERAL/TURBO GUARD/C27	-						4	EA	IDR	3.500.000	14.000.000	27.05.2021 (CKB1, CI
2					0020012987 20 - ACC/GENERAL/TURBO GUARD/C27	-						4	EA	IDR	3.500.000	14.000.000	27.05.2021 (CKB1, CI
3					0020012987 30 - ACC/GENERAL/TURBO GUARD/C27	-						4	EA	IDR	3.500.000	14.000.000	27.05.2021 (CKB1, CI

Showing 1 to 3 of 3 rows

7 Step by step vendor update shipment delivery

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to PO In-Progress by clicking the menu. Basically, the newest PO will be placed on first row.
3. If you have seen already your PO to be confirmed, just clicked eye icon on action column. This will bring you the item details of PO. This will bring you the item details of PO.

No	Log	View	Comment	Company	PO No	PrePayment	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email	PO Receipt Date	Delivery Stat
1				SENTRAMEKANINDO TEGARWANDIRI	4800026637		1	245.000.000	16.06.2021 - 16.06.2021	-	-	31.05.2021	

4. Choose shipment method

[Back to List](#)[Submit Shipment](#)[Download All Doc](#)

PO No	PO Date	Delivery Date	PO Material	Shipment	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800026637	31.05.2021	16.06.2021 - 16.06.2021		by Vendor								

[Search](#)[Reset](#)

No	Action	GR No	Invoice No	PR Number	Item	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price / Item	Total	Delivery Date	Destination
1					0020012992 10 - BOP/SVK/MSKID	-						1	EA	IDR	245.000.000	245.000.000	16.06.2021	Project Solution - Oi

Showing 1 to 1 of 1 rows

- By Vendor : means vendor will deliver to end destination.
- Deliver to CKB : means vendor will deliver until to CKB, then CKB forward to end destination.
- By PPTU : Trakindo will pickup the shipment.
- Service : this type purpose to service/non-material PO.

Form Update Status

[Add Partial](#)

No	Qty Partial	Action
No matching records found		

[Save](#)[Close](#)

- **Add Partial** : you can update status with partial or full.
- **Status** : Choose pickup or in transit or POD
- **ETD** : Estimate Time Departure
- **ATD** : Actual Time Departure
- **ETA** : Estimate Time Arrival
- **ATA** : Actual Time Arrival
- **Notes** : Enter notes if necessary

If you have complete, then click Save button.

5. Submit shipment.

[Back to List](#)[Submit Shipment](#)[Download All Doc](#)

PO No	PO Date	Delivery Date	PO Material	Shipment	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800026637	31.05.2021	16.06.2021 - 16.06.2021		by Vendor								

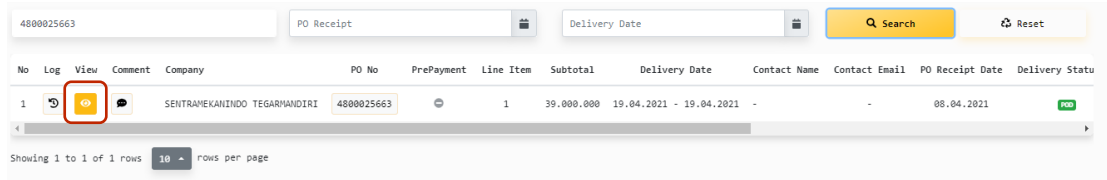
[Search](#)[Reset](#)

No	Action	GR No	Invoice No	PR Number	Item	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price / Item	Total	Delivery Date	Destination
1					0020012992 10 - BOP/SVK/MSKID	-						1	EA	IDR	245.000.000	245.000.000	16.06.2021	Project Solution - Oi

Showing 1 to 1 of 1 rows

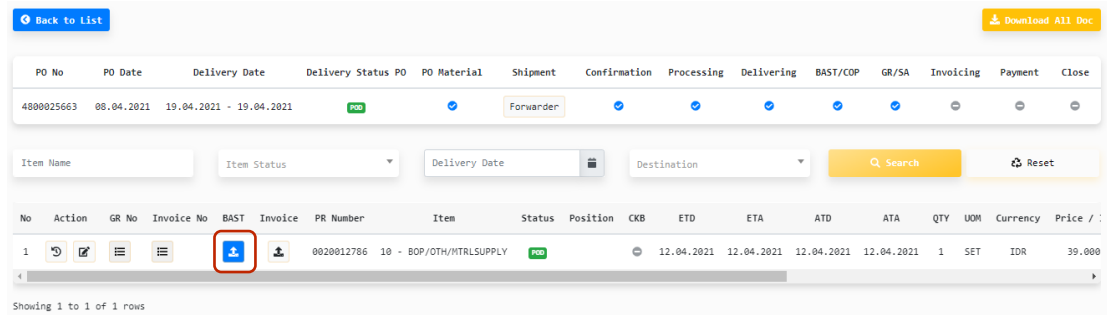
8 Step by step vendor upload BAST

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to PO In-Progress by clicking the menu. Basically, the newest PO will be placed on first row.
3. If you have seen already your PO to be confirmed, just clicked eye icon on action column. This will bring you the item details of PO.



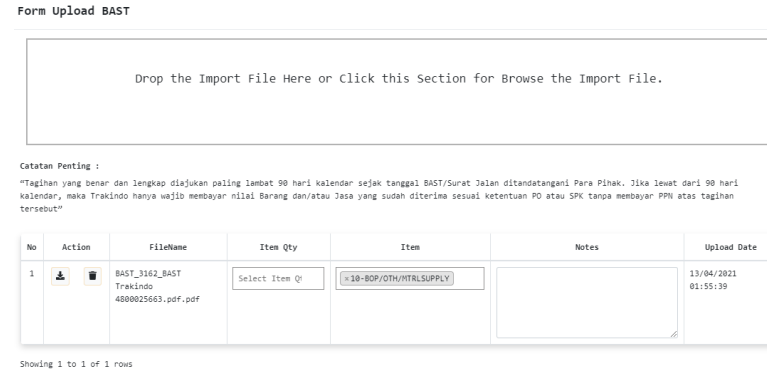
No	Log	View	Comment	Company	PO No	PrePayment	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email	PO Receipt Date	Delivery Status
1				SENTRAMEKANINDO TEGARWANDIRI	4800025663		1	39,000.000	19.04.2021 - 19.04.2021	-	-	08.04.2021	POD

4. Please ensure before upload BAST delivery should be for material POD and complete for non-material. Click BAST icon for showing upload area.



PO No	PO Date	Delivery Date	Delivery Status PO	PO Material	Shipment	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800025663	08.04.2021	19.04.2021 - 19.04.2021	POD		Forwarder								

No	Action	GR No	Invoice No	BAST	Invoice	PR Number	Item	Status	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price /
1						0020012786	10 - BOP/OTH/MTRLSUPPLY	POD			12.04.2021	12.04.2021	12.04.2021	12.04.2021	1	SET	IDR	39,000



Drop the Import File Here or Click this Section for Browse the Import File.

Catatan Penting :
"Tagihan yang benar dan lengkap diajukan paling lambat 90 hari kalender sejak tanggal BAST/Surety Jalan ditandatangani Para Pihak. Jika lewat dari 90 hari kalender, maka Trakindo hanya wajib membayar nilai Barang dan/atau Jasa yang sudah diterima sesuai ketentuan PO atau SPK tanpa membayar PPN atas tagihan tersebut"

No	Action	FileName	Item Qty	Item	Notes	Upload Date
1		BAST_3162_BAST Trakindo 4800025663.pdf.pdf	Select Item Q	BOP/OTH/MTRLSUPPLY		13/04/2021 01:55:39

Showing 1 to 1 of 1 rows

Drag and drop your file here. *.pdf only is allowed.

Choose item you want to refer for BAST, you can choose partial or full. Give notes if necessary.

9 Step by step Trakindo PIC review & approve BAST

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to PO In-Progress by clicking the menu. Basically, the newest PO will be placed on first row.
3. If you have seen already your PO to be confirmed, just clicked eye icon on action column. This will bring you the item details of PO.

4800025663

PO Receipt

Delivery Date

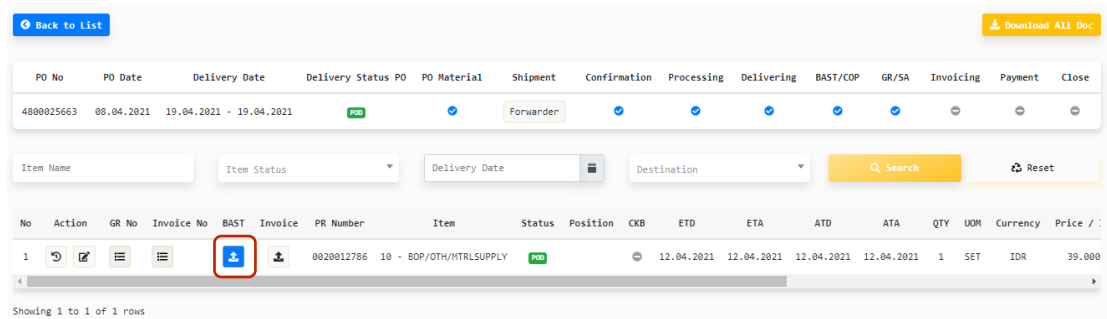
Search

Reset

No	Log	View	Comment	Company	PO No	PrePayment	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email	PO Receipt Date	Delivery Status
1				SENTRAMEKANINDO TEGARWANDIRI	4800025663		1	39,000.000	19.04.2021 - 19.04.2021	-	-	08.04.2021	POB

Showing 1 to 1 of 1 rows 10 rows per page

4. Click BAST icon for showing upload area.



PO No	PO Date	Delivery Date	Delivery Status PO	PO Material	Shipment	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800025663	08.04.2021	19.04.2021 - 19.04.2021	POB		Forwarder								

No	Action	GR No	Invoice No	BAST	Invoice	PR Number	Item	Status	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price /
1							0020012786 10 - BOP/OTH/MTRL SUPPLY	POB			12.04.2021	12.04.2021	12.04.2021	12.04.2021	1	SET	IDR	39,000

Showing 1 to 1 of 1 rows

5. If you want to review the document first just click download button.
6. If you're sure the document is valid and want continue the process, just click approve button on action column or click reject.
7. Please note approve or reject require notes.\
8. Once BAST approved then SAP will key in GR number by user and POST will show the GR number.

Form Upload BAST

Drop the Import File Here or Click this Section for Browse the Import File.

Catatan Penting :

"Tagihan yang benar dan lengkap diajukan paling lambat 90 hari kalender sejak tanggal BAST/Surat Jalan ditandatangani Para Pihak. Jika lewat dari 90 hari kalender, maka Trakindo hanya wajib membayar nilai Barang dan/atau Jasa yang sudah diterima sesuai ketentuan PO atau SPK tanpa membayar PPN atas tagihan tersebut"

No	Action	FileName	Item Qty	Item	Notes	Upload Date
1		BAST_3162_BAST Trakindo 4800025663.pdf.pdf	Select Item Q!	*10-BOP/OTH/MTRL SUPPLY		13/04/2021 01:55:39

Showing 1 to 1 of 1 rows

10 Step by step vendor upload Invoice

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to PO In-Progress by clicking the menu. Basically, the newest PO will be placed on first row.
3. If you have seen already your PO to be confirmed, just clicked eye icon on action column. This will bring you the item details of PO.

4800025663 PO Receipt Delivery Date Search Reset

No	Log	View	Comment	Company	PO No	PrePayment	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email	PO Receipt Date	Delivery Status
1				SENTRAMEKANINDO TEGARWANDIRI	4800025663		1	39,000.000	19.04.2021 - 19.04.2021	-	-	08.04.2021	POB

Showing 1 to 1 of 1 rows 10 rows per page

4. Please ensure before upload invoice you have uploaded BAST already. BAST is required for non pre-payment.

Back to list Download All Doc

PO No	PO Date	Delivery Date	Delivery Status PO	PO Material	Shipment	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800025663	08.04.2021	19.04.2021 - 19.04.2021	POB		Forwarder								

Item Name Item Status Delivery Date Destination Search Reset

No	Action	GR No	Invoice No	BAST	Invoice	PR Number	Item	Status	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price /
1							0020012786	10 - BOP/OTH/MTRLSUPPLY	POB		12.04.2021	12.04.2021	12.04.2021	12.04.2021	1	SET	IDR	39,000

Showing 1 to 1 of 1 rows

Form Upload Invoice

Drop the Import File Here or Click this Section for Browse the Import File.

Pembayaran akan dilakukan akhir bulan berikutnya, terhitung dari tanggal upload invoice paling lambat tanggal 25 Jan 11.30, (local time) dengan kondisi invoice sudah benar dan lengkap dan approve di POST. (jika tanggal 25 jatuh di hari libur, maka invoice paling lambat diupload dihari kerja sebelum tanggal 25)

No	Action	FileName	Doc Type Mandatory	Doc Type	Invoice Number	BAST	Notes	Upload Date	Status	Approval Status
1		INVOICE_B000_BPM21-0134.pdf.pdf	Invoice Faktur Form QR	Invoice E-Faktur Surat Jalan Form GR/SA Certificate of Payment Copy PO Form QR	BPM21-0134	BAST_2784_BAPP PO 4800025381.pdf.pdf		09/04/2021 02:56:40		

Showing 1 to 1 of 1 rows

Untuk Jasa, apakah ada surat keterangan tidak potong pajak PPh?

☒ Ya, (Silakan di upload dokumen bebas potong Pajak)

☐ Tidak

Close

Drag and drop your file here. *.pdf only is allowed.

Choose doc type

Choose BAST as invoice reference.

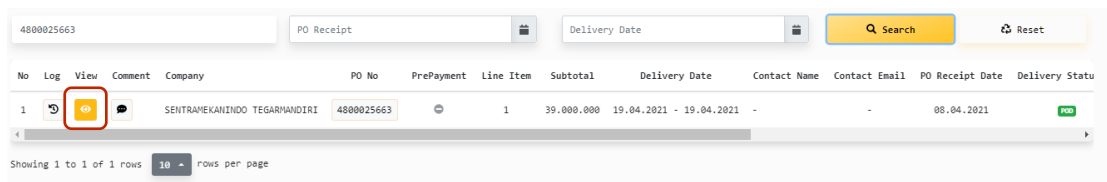
Give notes if necessary.

Note:

Invoice dan dokumen pendukung lainnya dijadikan 1 file dalam bentuk PDF.

11 Step by step Trakindo PIC review & approve invoice (cont'd)

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to PO In-Progress by clicking the menu. Basically, the newest PO will be placed on first row.
3. If you have seen already your PO to be confirmed, just clicked eye icon on action column. This will bring you the item details of PO.

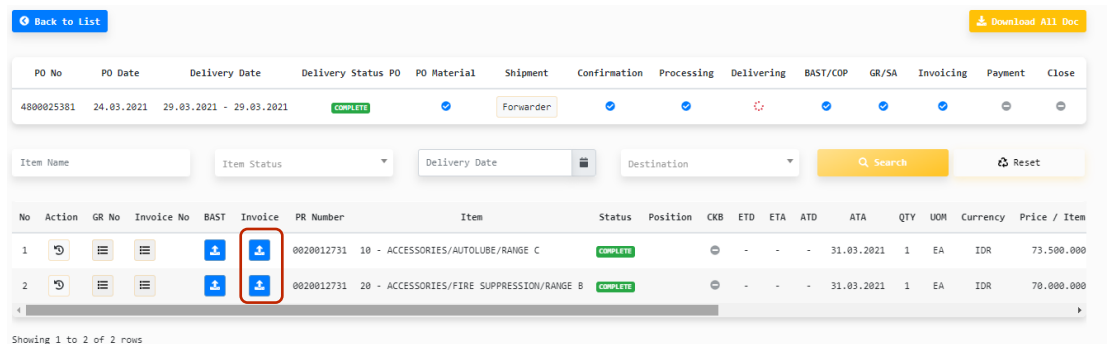


4800025663 PO Receipt Delivery Date Search Reset

No	Log	View	Comment	Company	PO No	PrePayment	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email	PO Receipt Date	Delivery Status
1				SENTRAMEKANINDO TEGARWANDIRI	4800025663		1	39,000.000	19.04.2021 - 19.04.2021	-	-	08.04.2021	POB

Showing 1 to 1 of 1 rows 10 rows per page

4. Click Invoice icon for showing upload area.



Back to List Download All Doc

PO No	PO Date	Delivery Date	Delivery Status	PO Material	Shipment	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800025381	24.03.2021	29.03.2021 - 29.03.2021	COMPLETE		Forwarder								

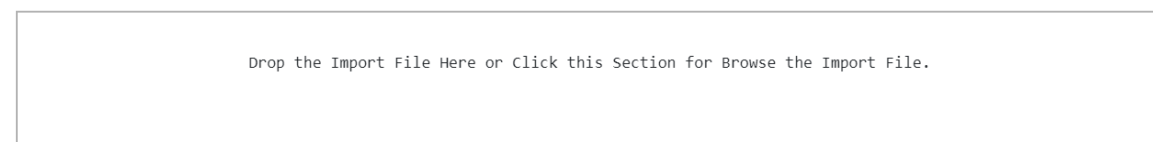
Item Name Item Status Delivery Date Destination Search Reset

No	Action	GR No	Invoice No	BAST	Invoice	PR Number	Item	Status	Position	CKB	ETD	ETA	ATD	ATA	QTY	UOM	Currency	Price / Item
1						0020012731	10 - ACCESSORIES/AUTOLUBE/RANGE C	COMPLETE						31.03.2021	1	EA	IDR	73.500.000
2						0020012731	20 - ACCESSORIES/FIRE SUPPRESSION/RANGE B	COMPLETE						31.03.2021	1	EA	IDR	70.000.000

Showing 1 to 2 of 2 rows

5. If you want to review the document first just click download button.
6. If you're sure the document is valid and want continue the process, just click approve button on action column or click reject. One and only file here. *.pdf only is allowed.
7. Please note approve or reject require notes.\
8. Once BAST approved then SAP will key in GR number by user and POST will show the GR number.

Form Upload Invoice



Drop the Import File Here or Click this Section for Browse the Import File.

Pembayaran akan dilakukan akhir bulan berikutnya, terhitung dari tanggal upload invoice paling lambat tanggal 25 jam 11.30, (local time) dengan kondisi invoice sudah benar dan lengkap dan approve di POST. (jika tanggal 25 jatuh di hari libur, maka invoice paling lambat diupload dihari kerja sebelum tanggal 25)

No	Action	FileName	Doc Type Mandatory	Doc Type	Invoice Number	BAST	Notes	Upload Date	Status	Approval Status
1		INVOICE_3020_BPM21-0134.pdf.pdf	Invoice Efaktur Form Qpay	Invoice E-Faktur Surat Jalan Form GR/SA Certificate of Payment Copy PO Form QPAY	BPM21-0134	BAST_2784_BAPP PO 4800025381.pdf.pdf		09/04/2021 02:56:48		

Showing 1 to 1 of 1 rows


Untuk Jasa, apakah ada surat keterangan tidak potong pajak PPH?

- ☒ Ya, (Silakan di upload dokumen bebas potong Pajak)
☐ Tidak

Close

12 Step by step Trakindo PIC review & input tax (cont'd)

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to PO In-Progress by clicking the menu. Basically, the newest PO will be placed on first row.
3. If you have seen already your PO to be confirmed, just clicked the chat icon. Tax detail will be described in chat room.

No	Action	PO No	Line Item	Subtotal	Delivery Date	Contact Name	Contact Email
1		4800025661	1	0	09.04.2021 - 09.04.2021	-	-

Showing 1 to 1 of 1 rows 10 rows per page









[Back to list](#)

☐ PrePayment






[Confirm](#)

[Reject](#)

[Download All Doc](#)

PO No	PO Date	Delivery Date	PO Material	Confirmation	Processing	Delivering	BAST/COP	GR/SA	Invoicing	Payment	Close
4800025661	08.04.2021	09.04.2021 - 09.04.2021									

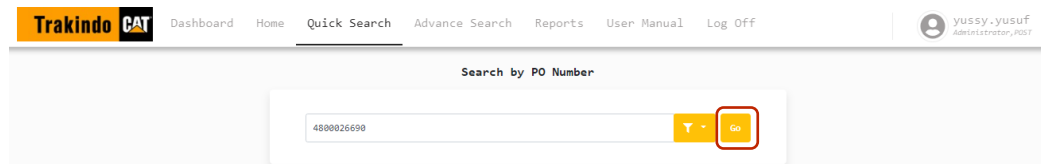
[Search](#)[Reset](#)

No	Action	GR No	Invoice No	PR Number	Item	Position	CKB	QTY	UOM	Currency	Price / Item	Total	Delivery Date	Destinatio
1	   			0020012813	10 - DG/DE110/80EKM/400V 50HZ P OP L -			1	EA	IDR	0	0	09.04.2021	(CKB1, CKB2, CKB3, CKBC) Jl.Raya

Showing 1 to 1 of 1 rows

13 Step by step quick search PO

1. In this step writer assumed you logged in already, so no need to repeat login step.
2. Go to quick search by clicking the menu.
3. Please choose search params to used. Like PR number or PO number, Goods Name, PO Date, Vendor Name
4. For this case search by PO number



Trakindo CAT Dashboard Home Quick Search Advance Search Reports User Manual Log Off

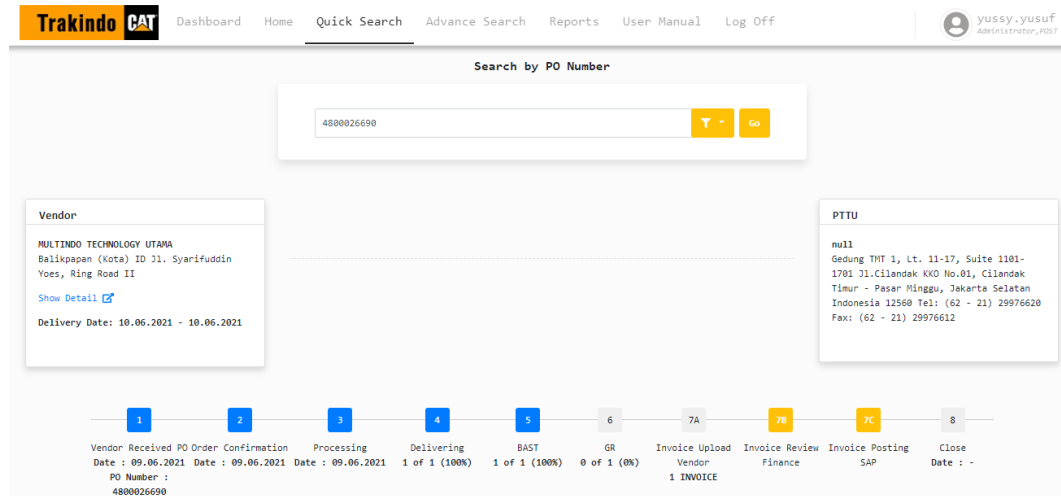
yussy.yusuf Administrator, POST

Search by PO Number

4800026690

Go

5. The result as follow.



Trakindo CAT Dashboard Home Quick Search Advance Search Reports User Manual Log Off

yussy.yusuf Administrator, POST

Search by PO Number

4800026690

Go

Vendor

MULTINDO TECHNOLOGY UTAMA
Balikpapan (Kota) ID 11. Syarifuddin
Yoes, Ring Road II
[Show Detail](#)
Delivery Date: 10.06.2021 - 10.06.2021

PTTU

mull
Gedung TMT 1, Lt. 11-17, Suite 1101-
1701 Jl.Cilandak KKO No.01, Cilandak
Timur - Paser Minggu, Jakarta Selatan
Indonesia 12560 Tel: (62 - 21) 29976620
Fax: (62 - 21) 29976612

1 2 3 4 5 6 7A 7B 7C 8

Vendor Received PO Order Confirmation Processing Delivering BAST GR Invoice Upload Invoice Review Invoice Posting Close
Date : 09.06.2021 Date : 09.06.2021 Date : 09.06.2021 1 of 1 (100%) 1 of 1 (100%) 0 of 1 (0%) Vendor Finance SAP Date : -
PO Number :
4800026690

14 Step by step view report

1. In this step user assumed logged in successfully already, so no need to repeat login step.
2. Go to Report menu on the top menu navigation then click. Basically, dataset provided base on user, if user is a branch, then dataset is limited to its branch. If user is a HO, then dataset is limited to HO. But if user has special privilege, then dataset is no limited.

The screenshot shows the Trakindo CAT Reports interface. At the top, there's a navigation bar with 'Trakindo CAT', 'Dashboard', 'Home', 'Quick Search', 'Advance Search', 'Reports', 'User Manual', and 'Log Off'. A user profile icon labeled 'A user' is on the right. Below the navigation bar, there are filter sections for 'Status PO', 'PO Date', 'Destination', 'Supplier Name', 'User', and 'Delivery Date'. Each filter has a dropdown menu and a search icon. Below the filters, there are buttons for 'Export to Excel' and 'Filter Data', followed by 'PO Number' and 'ASC' dropdowns. The main part of the page is a table with 8 columns: No, PO No, PO Date, Item Category, PO Line Item, Item Desc, Plant, and Vendor. The table contains 8 rows of data.

No	PO No	PO Date	Item Category	PO Line Item	Item Desc	Plant	Vendor
1	4100422908	28/12/2020	0	1	GUARD AS-TCK	1038 - Sangatta - TU Tanggo Delta - Komplek KPC	CATERPILLAR ASIA DELIVERY CEN
2	4100423086	30/12/2020	0	1	JASA CABUT BEARING, REPAIR HOUSING TRANS	1F19 - Pekanbaru - TU No. 36 J1. Soekarno Hatta, Lab	PT. ALAM MAS MULIA
3	4100423090	30/12/2020	0	1	JASA REPAIR RETAINER SEAT SHAFT TRANSMIS	1F19 - Pekanbaru - TU No. 36 J1. Soekarno Hatta, Lab	PT. ALAM MAS MULIA
4	4100423123	30/12/2020	0	1	Fabricate Tabung Cly Delim SP 320	1F07 - Tesso St - TU J1. Lintas Gunung Seri - Tesso	CV. SURYA ABADI
5	4100423471	29/12/2020	0	1	GEAR AS-IDLE	1038 - Sangatta - TU Tanggo Delta - Komplek KPC	CATERPILLAR ASIA DELIVERY CEN
6	4100423554	30/12/2020	0	4	Delivery parts duri - pku 100014993176	1F20 - Central Service - TU J1. Cilandak KKO	PT. CIPTA KRIDA BAHARI
7	4100423554	30/12/2020	0	4	Delivery parts duri - pku 400032323192	1F20 - Central Service - TU J1. Cilandak KKO	PT. CIPTA KRIDA BAHARI
8	4100423554	30/12/2020	0	4	delivery parts duri - pku 400032323181	1F20 - Central Service - TU J1. Cilandak KKO	PT. CIPTA KRIDA BAHARI

3. There are several parameter for filtering data. If you don't want see huge data, then use filter.
4. If you want download the data to excel, just clicked Export to Excel.

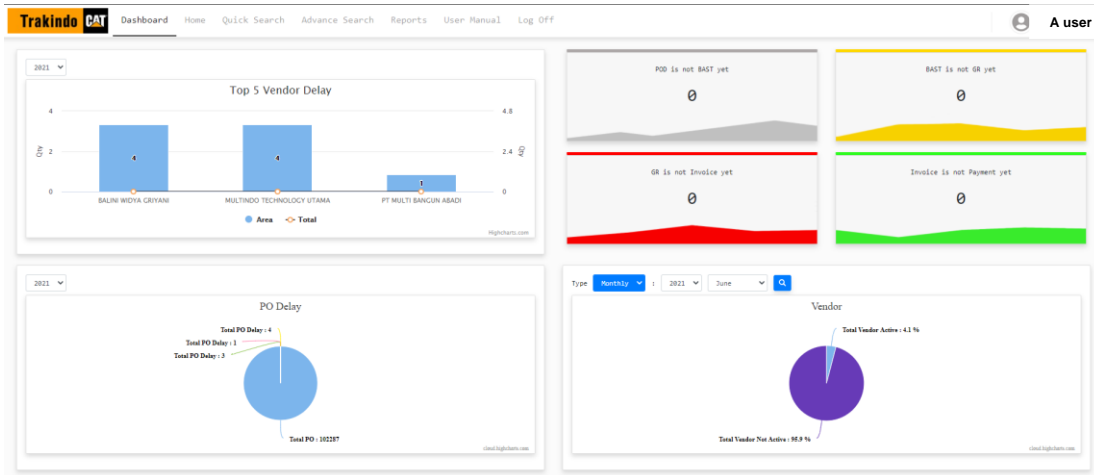


Parameters Info

- **Status PO** : On-schedule, Risk of Delay, Delay, POD, In Transit, BAST, On Progress, Complete.
- **PO Date** : this is a period date, date is PO creation date.
- **Destination** : Branch requestor.
- **Supplier Name** : Vendor name, type at least 3 characters.
- **User** : PR/PO creator
- **Delivery Date** : this is a period date, date is TU need date.

15 Step by step view dashboard

1. In this step user assumed logged in already, so no need to repeat login step.
2. Go to Dashboard menu on the top menu navigation then click. Dashboard is limited to user who has special privilege.



3. There are several visibility view on this dashboard.
4. If you want to see the past, just clicked the parameters on each of view.

View Info

- **Top 5 Vendor Delay :** To see who are vendors delay on delivery in a year.
- **PO Delay:** To see how many PO are delayed in a year.
- **Hit Rate :** To see how many vendor active and not active by periodic time.
- **POD is not BAST yet :** To see how many POD without follow-up BAST.
- **BAST is not GR yet :** To see how many BAST without follow-up GR.
- **GR is not Invoice yet :** To see how many GR without follow-up Invoice.
- **Invoice is not Paid yet :** To see how many invoice without follow-up Payment.

16 Step by step view bupot

1. In this step user assumed logged in already, so no need to repeat login step.
2. Go to e-bupot menu on the left menu navigation.

The screenshot shows the Trakindo CAT dashboard. The left navigation bar has the following items: MAIN NAVIGATION, POST, E-Bupot (selected), Bukti Potong, and Log Off. The main content area displays the E-Bupot form with fields for Vendor, Masa Pajak, and No Bukti Potong. Below the form is a table of Bupot data with columns: Action, Status SPK, Nama Cabang, NPWP Cabang, Masa, Tahun, Perbetulan, Pesan, No Bupot, Rev Bupot, Status Bupot, Cetak, Pesan, Tin, and NPWP. The table contains 5 rows of data. At the bottom, it says 'Showing 1 to 5 of 2324 rows' and '5 rows per page'.

3. You can use filter to get specific data.
4. You can create new bupot by click add new button. (for admin only)
5. You can download the file as well by click download icon on action column.

The 'Upload Data E-Bupot' form contains the following fields:

- Nama Vendor: Vendor (dropdown)
- NPWP Vendor: (text input)
- NIK: (text input)
- Tin: (text input)
- Cabang: Cabang (dropdown)
- Pembetulan: 0 (text input)
- Date: (text input)
- Masa Pajak: (text input)
- Invoice No.: (text input)
- No. Bukti Potong: (text input)
- Kode: (text input)
- Tarif: (text input)
- Bruto: (text input)
- PPH: (text input)

There is a 'Choose File' button and 'No file chosen' text. At the bottom right, there are 'Save' and 'Cancel' buttons.



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