QUICK GUIDE

BUSINESS PARTNER (BP)
REGISTRATION

PROCESS FLOW

BP Registration

*Agree to the terms and conditions applicable at PT Adira Dinamika Multi Finance, Tbk

**Input data BP

Waiting Approval from PT Adira Dinamika Multi Finance,Tbk

BP registrants receive an email from Adira

**Login
(BP success registered)**

**E-Procurement
(Profile update BP to continue the process)**
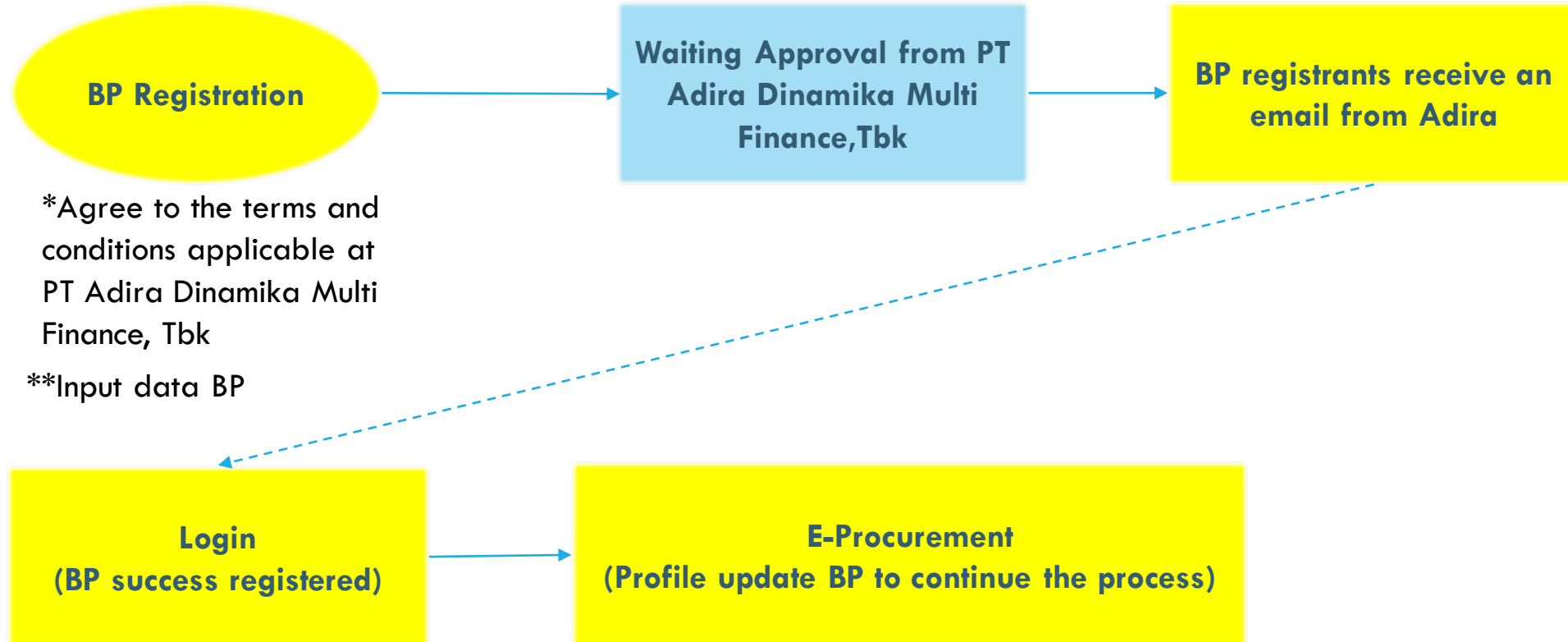
CREATE
BUSINESS PARTNER

Click to register

* This application is compatible with Mozilla firefox 30.0 or later. The latest version of Google Chrome. Internet Explorer is not recommended with a minimum screen resolution of 1024 x 768 pixels or better

to, the use of networks connected to services and technical data transmission, both in Indonesia and outside of Indonesia through this system.

8. Goods and Services Providers are aware that any business can penetrate a computer system with the aim of manipulating PT ADIRA DINAMIKA MULTI FINANCE TBKs eProcurement data. is an unlawful act.

9. Procurement Bureau PT ADIRA DINAMIKA MULTI FINANCE TBK. has the right to terminate the agreement with the Goods and Services Provider unilaterally if the Goods and Services Provider is deemed unable to comply with the existing provisions.

III. GOODS AND SERVICES PROVIDERSS RESPONSIBILITIES

1. The Goods and Services Provider is responsible for maintaining the confidentiality of the password and is responsible for transactions and other activities that use his account

2. The Goods and Services Provider agrees to immediately notify the Procurement Bureau of PT ADIRA DINAMIKA MULTI FINANCE TBK. if you find out about the misuse of his account by other parties who are not entitled or if there is a security breach on his account

V. CRITICISM AND SUGGESTIONS

PT ADIRA DINAMIKA MULTI FINANCE TBK. may improve, add to or reduce these conditions at any time, with or without prior notice. Every Goods and Services Provider is bound and subject to the provisions that have been fixed / added / reduced.

IV. CHANGE OF TERMS

PT ADIRA DINAMIKA MULTI FINANCE TBK. open themselves to criticism and advice from the Goods and Services Provider. Critics and suggestions can be submitted via email to: **vm.eproc@adira.co.id**

Cancel

Accept & Register
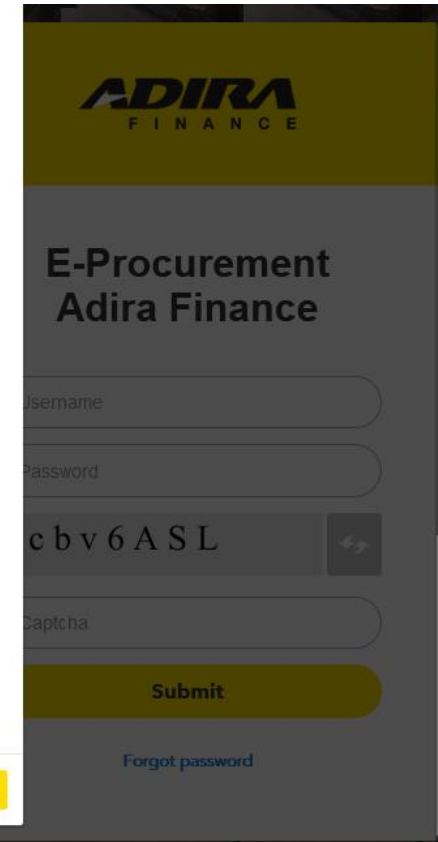
Click to continue and agree to the terms and conditions applicable at PT Adira Dinamika Multi Finance, Tbk

DOMESTIC

Search Terms

Country - *Required*

Indonesia

→ * Must be selected first

Taxpayer Id number - *Required*

Id card - *Required*

→ * Required one

Neighbourhood / Hamlet - *Required*

RT

RW

→ *Optional for non Dealer

Postal Code - *Required*

→ *Required

- Choose NPWP if you register as BP Business Entity.
- Choose KTP if you register as an individual BP.
- If you fill in the 15 digit NPWP, the KTP column will be automatically closed.
- If you fill in the 16 digit KTP, the NPWP column will be automatically closed.

Search

Lanjut*

OVERSEAS

Search Terms ⌃

Country - *Required*

| Singapore ⌄ |

→ * Must be selected first

COD - *Required*

→ *Required for overseas BP

Search

Click to continue the process. ←

Postal Code - *Required*

14240

Search

Header Data ︿

BP Role(*)

VENDOR PURCHASING

*Required

BP External Number (*)

IPROC-104344

Automatically generate by system

BP Category(*)

Organisasi / badan

*Required

ORGANITATION HEADER

Search Term 1(*)

[   ] ⟶ *Required

Search Term 2

[   ]

Business Partner

[7370524592]

Name 1(*)

[   ] ⟶ *Required

Name 2

[Purwanto]

Date of Establishment(*)

[dd/mm/yyyy   📅] ⟶ *Required

Group BP(*)

[MITRA PURCHASING]

Legal Entity Type(*)

[-- Select --   ▾] ⟶ *Required

1

2

1. Fill in the Vendor data according to the fields provided
2. Select an available field

Required for :
- Search Term 1
- Name 1
- Date of Establishment
- Legal Entity

PERSONAL HEADER

Search Term 1(*)

[_____] ➡️ *Required

Search Term 2

[_____]

1

Business Partner

[6756554771]

Title(*)

[-- Select -- ▼] ➡️ *Required

2

Name 1(*)

[_____] ➡️ *Required

Name 2

[wajib jika perorangan / required for person] ➡️ *Required

Birthplace(*)

[_____] ➡️ *Required

1

Birthdate(*)

[dd/mm/yyyy 📅] ➡️ *Required

Gender(*)

[-- Select -- ▼] ➡️ *Required

Marital status(*)

[-- Select-- ▼] ➡️ *Required

Religion(*)

[-- Select -- ▼] ➡️ *Required

2

Group BP(*)

[MITRA PURCHASING]

Legal Entity Type(*)

[-- Select -- ▼] ➡️ *Required

1. Fill in your personal data according to the column provided
2. Select an available field

Required for :
- Search Term 1
- Title
- Name 1
- Name 2
- Birthplace
- Birthdate
- Gender
- Marital status
- Religion
- Legal entity

ADDRESS

Click the Address Tab to fill in the required data

Save

| HEADER | **ADDRESS** | TAX | INDUSTRY | RELATION | BANK | IDENTIFICATION | AREA |

Address Data

Country(*)

Choose country → | Indonesia ▾ | → *Required

Street #1(*)

[   ] → *Required

Street #2

[   ]

1

Street #3

[   ]

Street #4

[   ]

1. Fill in the address data according to the fields provided

Required for :
- Country
- Street 1

ADDRESS

Neighbourhood / Hamlet

222	222

1

Postal Code(*)

14240

2 **Urban Vilage**

search by name

→ *Required

3 --Select--

Sub-district

-- Select --

District

-- Select --

4

Regency

-- Select --

Province

-- Select --

5 **URL address**

1. Postal code and RT / RW will be filled in according to the initial entry in the search
2. Search for the name of the village, or
3. Select from the drop down list available on the system
4. The column will automatically be filled in accordance villages were selected
5. Fill in the URL address if you have an internet site

COMMUNICATION

1. Click "Add New" to add a column to fill in the communication data you have

Fill in the communication column according to the data that is owned, active, and can be contacted. The registered email will be used for notification of the BP Number and Password after it is approved by ADMF

.

- Make sure the email address is active and filled in with format "xxxx@xxx.com/co.id"
- There must be at least 1 PIC registered for Director Positiion, this will be used for the next transaction process

TAX

Click the Tax Tab to fill in the required data

Check if agreed

- If the check contents are selected "YES" then all document fields must be filled in
- If check "NO" then all document fields will be closed

* PKP status can be filled when attaching SPPKP documents

Save

| HEADER | ADDRESS | TAX | INDUSTRY | RELATION | BANK | IDENTIFICATION | AREA |

Tax Data

Vendor Tax Class(*)

Combined Withholding tax slip
☑

Taxable Entrepreneur Status for VAT Purposes
☐

Ind. PKP

Document	Check	Number	SIUJK Business Class	Valid from		Valid to		Name	Address	Attachment
NPWP	Yes ▾	342342342342342	-- Select -- ▾	dd/mm/yyyy	📅	dd/mm/yyyy	📅			Browse... No file selected.
SPPKP	No ▾		-- Select -- ▾	dd/mm/yyyy	📅	dd/mm/yyyy	📅			Browse... No file selected.
	No									
SKB	Yes		-- Select -- ▾	dd/mm/yyyy	📅	dd/mm/yyyy	📅			Browse... No file selected.
COD	No ▾		-- Select -- ▾	dd/mm/yyyy	📅	dd/mm/yyyy	📅			Browse... No file selected.
ZSIUJK	No ▾		-- Select -- ▾	dd/mm/yyyy	📅	dd/mm/yyyy	📅			Browse... No file selected.
SKPP23	No ▾		-- Select -- ▾	dd/mm/yyyy	📅	dd/mm/yyyy	📅			Browse... No file selected.

INDUSTRY

Save

| HEADER | ADDRESS | TAX | **INDUSTRY** | RELATION | BANK | IDENTIFICATION | AREA |

Industry Data

+ Add New

Industry	Industry Sectors	Std. Industry	Action
Purchasing Related Industry	Distribution	☐	
Purchasing Related Industry	VIDEO CONFERENCE	☑	✖

Choose one if you fill in more than 1 industry data

Click the Industry tab to fill in the data
* If needed

Click to delete the fields

RELATION

Click the Relation Tab to fill in the required data

Save

| HEADER | ADDRESS | TAX | INDUSTRY | **RELATION** | BANK | IDENTIFICATION | AREA |

Relation Data

+ Add New

Partner Relation	Relation Category	Valid from	Valid to	Action
NAME 1 NAME 2	Has Employee	12/10/2020	08/11/2020	✕

1

Function Data

+ Add New

Partner	Function	Valid from	Valid to	Action
NAME 1 NAME 2	OWNER	12/10/2020	08/11/2020	✕

2

Click to clear data

1. This is an optional field, it is needed to see if you have a relation to any Adira's existing vendors
2. "Owner" in Function field can only be picked for 1 person

BANK

ADIRA FINANCE

iproc — Simplify your procurement

Save

| HEADER | ADDRESS | TAX | INDUSTRY | RELATION | BANK | IDENTIFICATION | AREA |

Bank List

+ Add New

Default	ID	VA	Bank Account Type	Currency	Transaction Type	Product Matrix	Bank Function	Bank Country	Bank Code	Name of Bank	Partner 2	Account Number	Bank Account Name	Attachment	Cost. Type	Cost. Residence	Action

Bank Data

Partner Bank ID(*)

Default(*)

Account Type(*)
- ● Out

VA(*)
- ● No   ○ Yes

Currency(*)
- ● IDR   ○ USD

Customer Type(*)
- ● Personal   ○ Coorporate   ○ Government

Customer Residence(*)
- ● Resident   ○ Non Resident

Click the Bank Tab to fill in the required data

Click to add bank data that you have

* A display like this will appear

1

2

3

BANK

Transaction Type
-- Select --

Product Matrix
*

Function
*   → *Required

Bank Code(*)
-- Select --   → *Required

Bank Country(*)
-- Select --

Bank Name(*)

Partner 2

Account Number(*)
                                           → *Required

Account Name(*)
                                           → *Required

Attachment(*)
Browse... No file selected.   → *Required

1. The Bank ID column will be automatically filled in by the system
2. Check **Default** will automatically be filled if there is only 1 bank
3. Type of transaction **Product** must fill in **Product Matrix**
4. Commission transaction type must fill in the function data on the Relation tab
5. For default accounts :
   a. matrix products and contains functions *
   b. transaction type "blank"
6. Select and fill in the available fields

Required for:
- Bank code and name
- Country
- Account Number
- Account Name
- Attachment

Cancel Save → Click to save the filled account data

→ Click to cancel saving
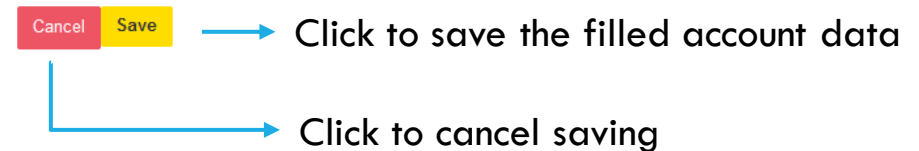
IDENTIFICATION

Click the Bank Identification to fill in the required data

Save

| HEADER | ADDRESS | TAX | INDUSTRY | RELATION | BANK | IDENTIFICATION | AREA |

Identification Data

	Document	Document Number	Valid from		Valid to		Attachment
☑	ZKTP		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZSIUP		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZTDP		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZPAKTA		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZAKTA		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZSKMHU		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZSKT		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZTDUP		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.
☑	ZSKUAS		dd/mm/yyyy	📅	dd/mm/yyyy	📅	Browse... No file selected.

Notes :
- Required for documents with an unchangeable checkbox.
- KTP must be 16 digit number.

AREA

Save

| HEADER | ADDRESS | TAX | INDUSTRY | RELATION | BANK | IDENTIFICATION | **AREA** |

Click the Area Tab to fill in the operational area data

Area Data

+ Add New

Region	Region Description	Branch	Branch Description	Action
ADMF HEAD OFFICE	ADMF HEAD OFFICE	ACCOUNTING & TAX	ACCOUNTING & TAX	✖

* if this is empty, then this applies to the country.
** if this branch is empty, then this applies to all branches

Regional Area

Branch

Click to delete the fields

Note: Clear the Area if the operational area covers the entire existing region (National)

SAVE

- Make sure the data filled in is appropriate and all the required data have been filled

- Click save when you have filled in all the data required for BP registration and are waiting for the verification process.

- Check notifications via email to get a BP number and password that can be used to log in

LOGIN

1. Enter your BP Number as your Username
2. Enter the passcode
3. Enter the Captcha as shown on the layer
4. Click to login if you have filled in the username, password and captcha

LOGIN

BP Name →

Update profile →

1. Click search to open data in the search menu.
2. Clear the check box for documents on the identification tab that were not registered before carrying out the save process.

THANK YOU