



SAMUDERA INDONESIA

Panduan Pengguna Vendor Management System Samudera Indonesia

Corporate Procurement Division

@ 2020



Mekanisme Registrasi

RFSU

202881

22G1

30.400 KGS
61.200

GROSS

02762027



Registrasi Eksternal Samudera Indonesia

RFSU

MAX. GROSS

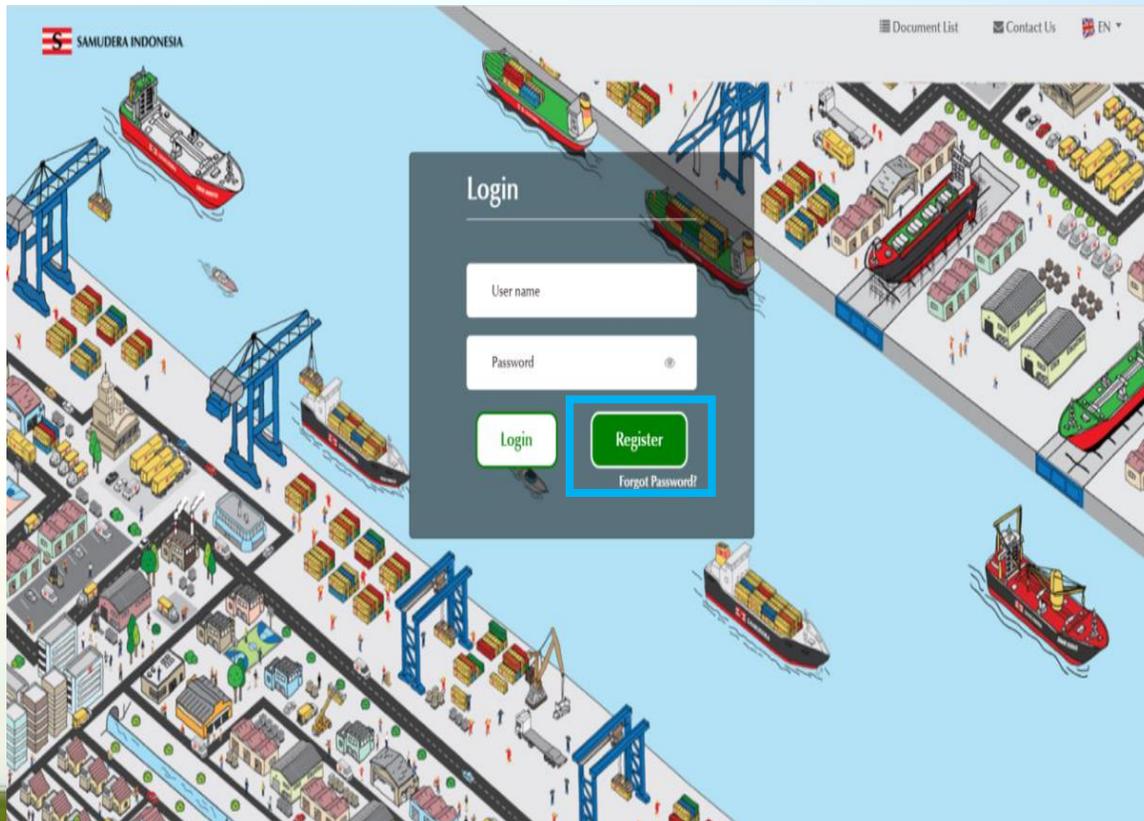
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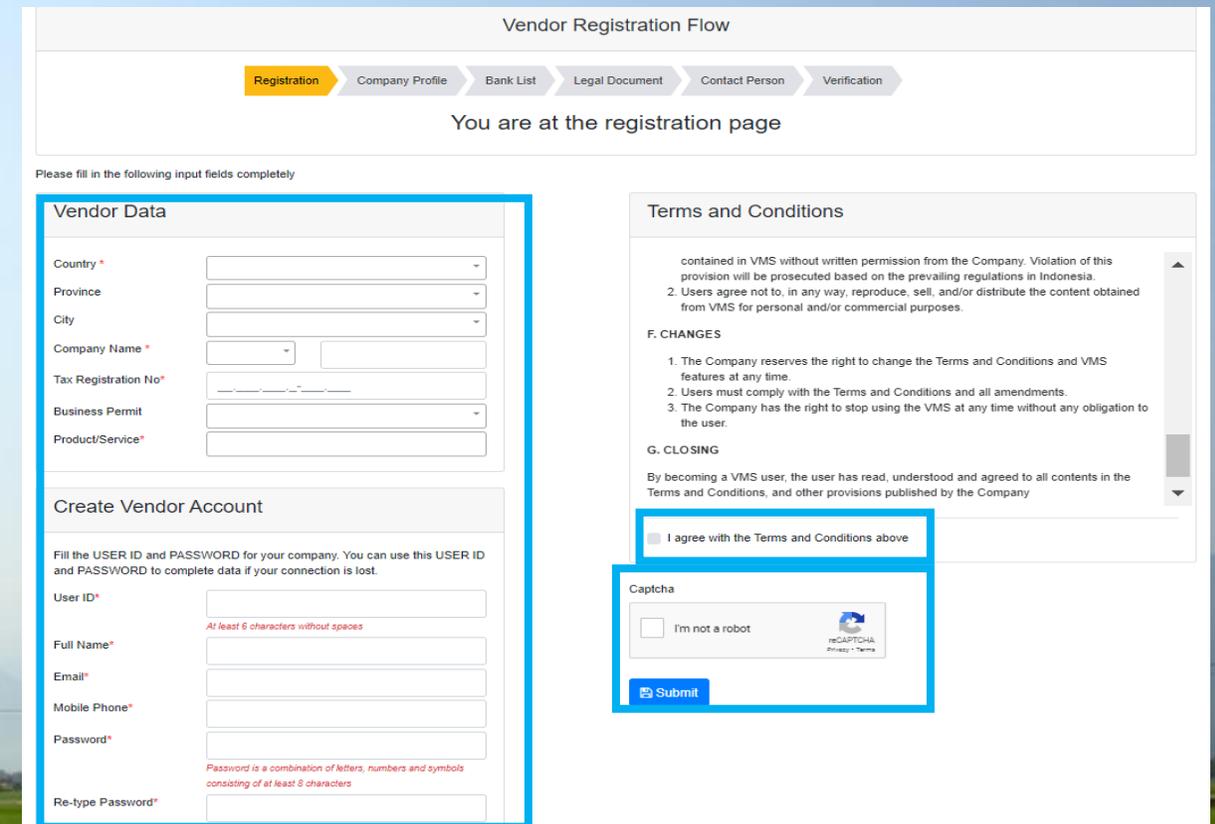
30.400 KGS
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1. Buka alamat <http://procurement.samudera.id>. Pilih "Register" untuk membuat akun.

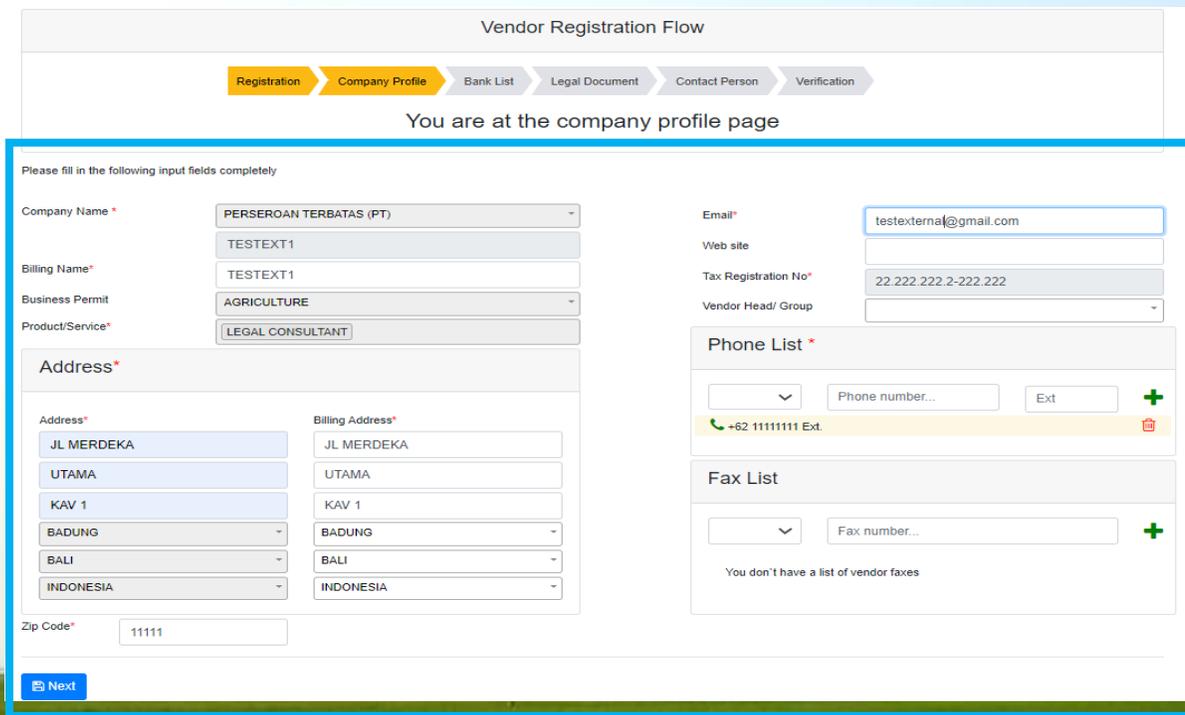


2. Lengkapi informasi yang dipersyaratkan, selesaikan "Captcha" lalu pilih tombol "Submit".

A screenshot of the 'Vendor Registration Flow' form. The flow consists of several steps: 'Registration', 'Company Profile', 'Bank List', 'Legal Document', 'Contact Person', and 'Verification'. The 'Registration' step is currently active. The form is titled 'Vendor Registration Flow' and includes a progress bar. Below the progress bar, it says 'You are at the registration page'. The form is divided into several sections: 'Vendor Data' with fields for Country, Province, City, Company Name, Tax Registration No, Business Permit, and Product/Service; 'Create Vendor Account' with fields for User ID, Full Name, Email, Mobile Phone, Password, and Re-type Password; 'Terms and Conditions' with a checkbox for 'I agree with the Terms and Conditions above'; and a 'Captcha' section with a checkbox for 'I'm not a robot' and a 'Submit' button. The 'Submit' button is highlighted with a blue border.

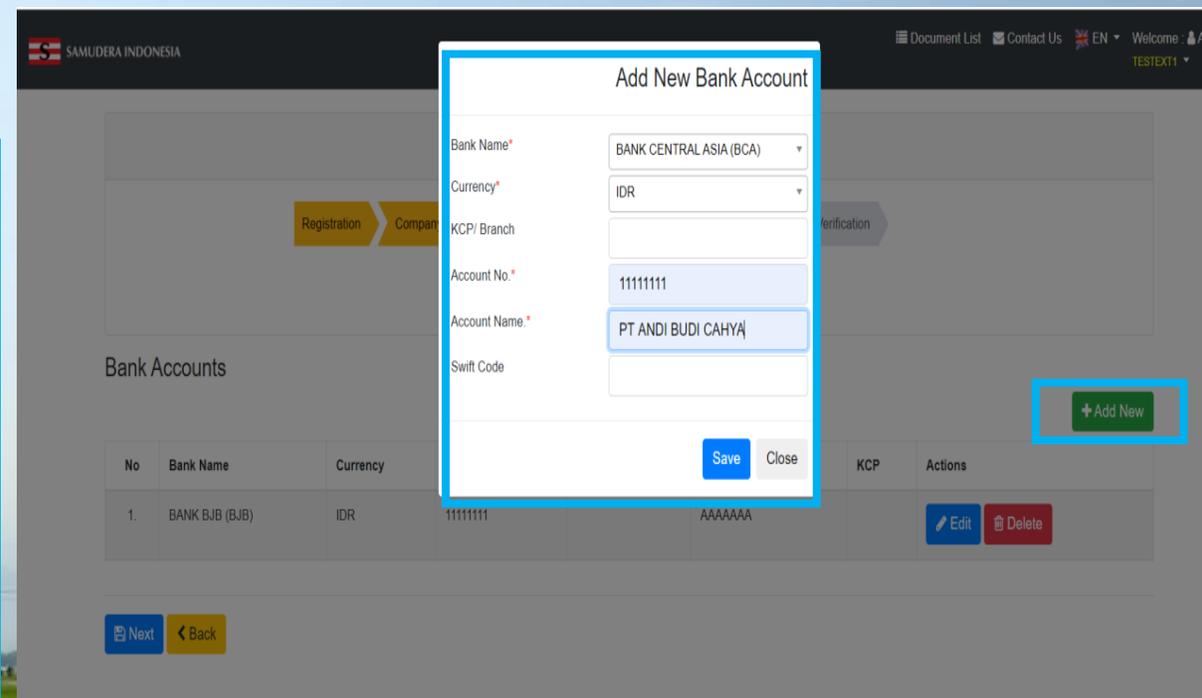
3. Data Perusahaan.

Lengkapi data “Profil Perusahaan”, lalu pilih tombol “Next”



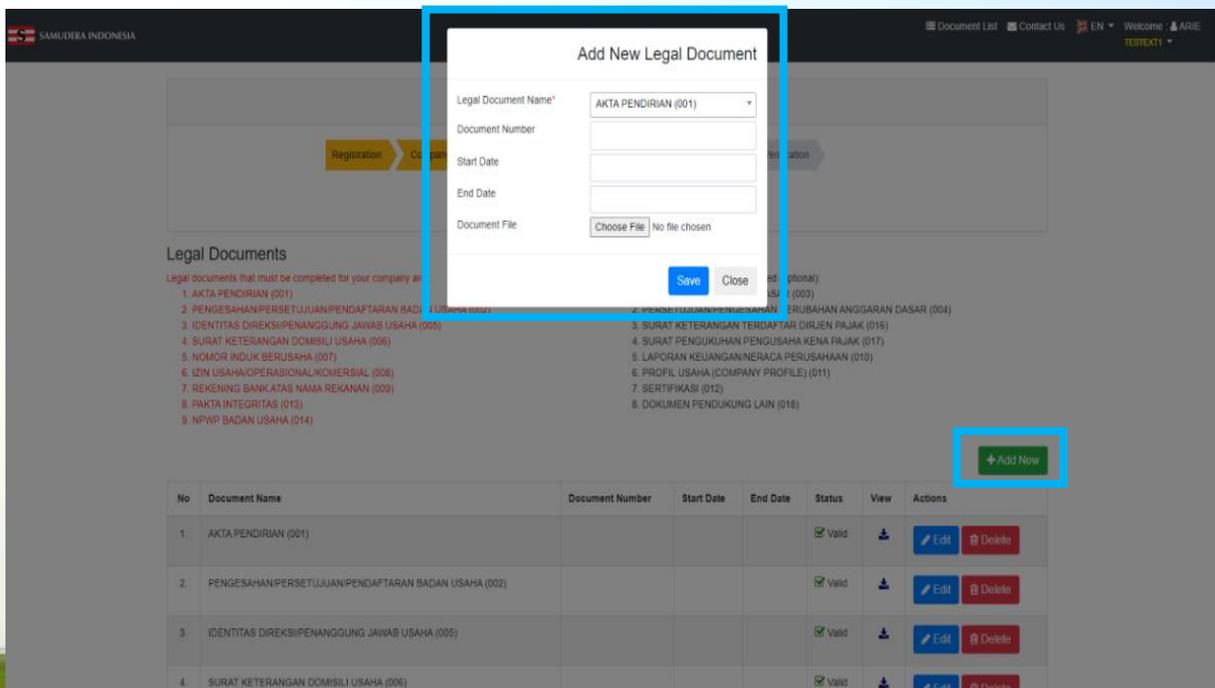
4. Rekening Bank

Lengkapi data “Bank Accounts”, lalu “Add New”. Lanjutkan dengan memilih “Save” dan “Next”



5. Dokumen Legalitas

Pilih “Add New” pada “Dokumen Legalitas” dan lengkapi semua dokumen lalu “Save” dan diikuti memilih tombol “Next”.

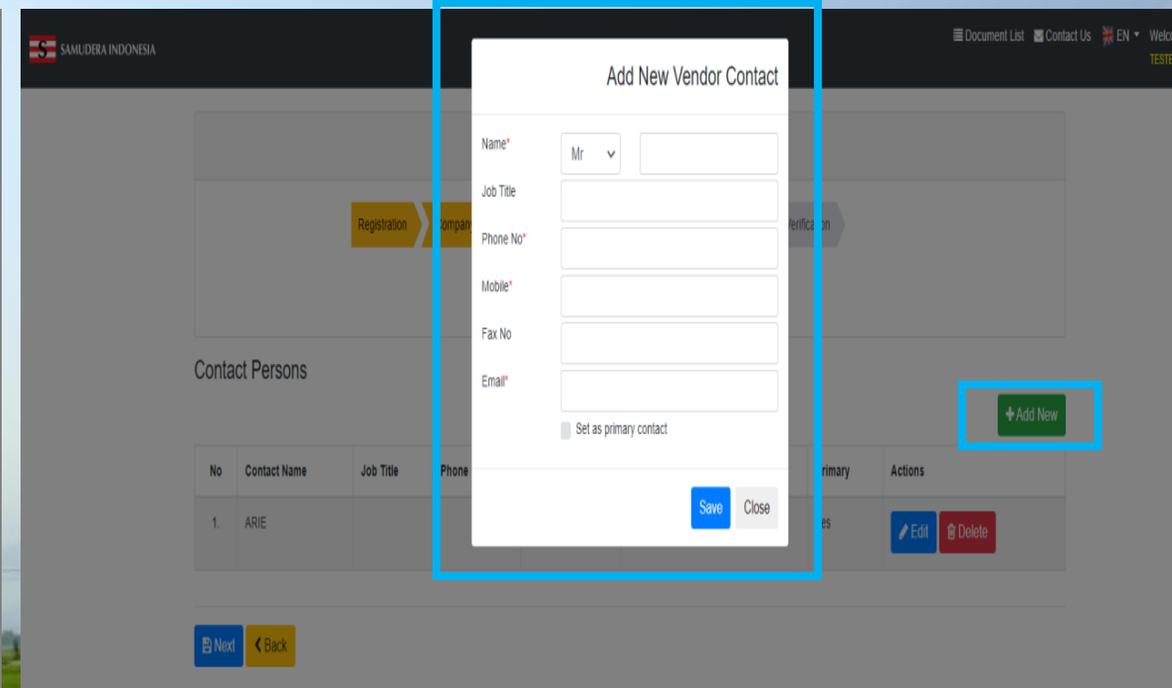


Legal Documents

No	Document Name	Document Number	Start Date	End Date	Status	View	Actions
1.	AKTA PENDIRIAN (001)				Valid		Edit Delete
2.	PENGESAHAN/PERSETUJUAN/PENDAFTARAN BADAN USAHA (002)				Valid		Edit Delete
3.	IDENTITAS DIREKSI/PENANGGUNG JAWAB USAHA (005)				Valid		Edit Delete
4.	SURAT KETERANGAN DOMISILI USAHA (006)				Valid		Edit Delete

6. Kontak Person

Pilih “Add New” pada “Contact Person” dan lengkapi semua dokumen lalu “Save” dan diikuti memilih tombol “Next”.

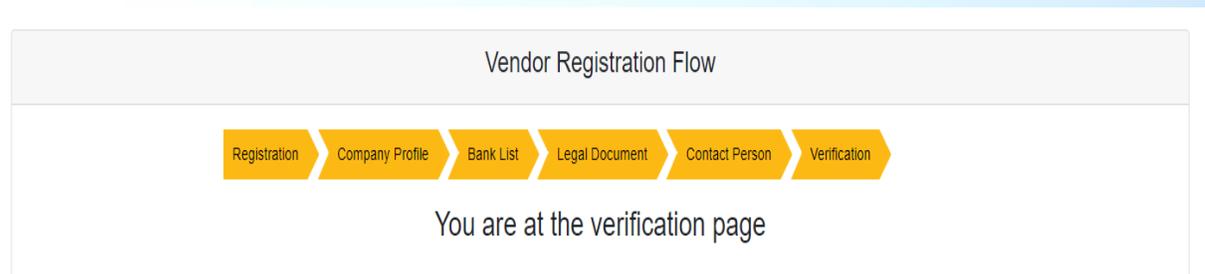


Contact Persons

No	Contact Name	Job Title	Phone	Mobile	Fax	Email	Primary	Actions
1.	ARIE							Edit Delete

7. Lanjutkan dengan mengisi komentar pada kolom “*Verification Request*” dan pilih tombol “*Submit for Approval*”

8. Untuk mengetahui status pendaftaran rekanan, dapat dilihat pada status “*Verification History*” pada bagian kanan di menu “*Verification*”



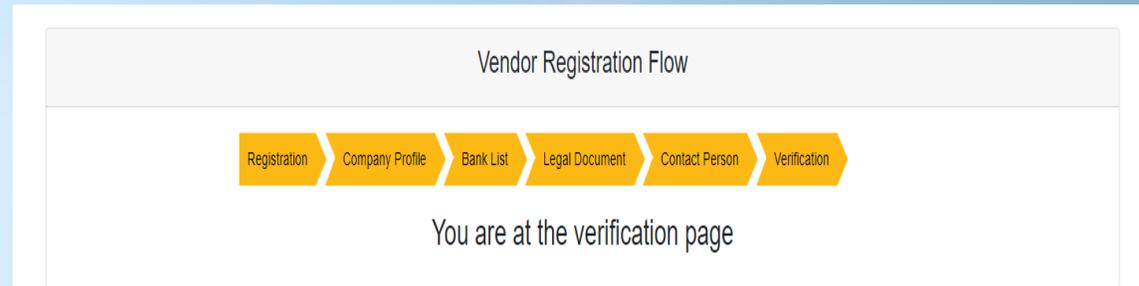
Verification

Congratulation! You have passed the data entry stage. Now you can send a data verification request so that your data can be reviewed by Samudera Indonesia.

Verification Request

Short remarks regarding the verification process*

[Submit for Approval](#)



Verification

Congratulation! Your data is being verified by Samudera Indonesia. You can still see the verification progress and reminder us if needed.

Verification Request

Short remarks regarding the verification process*

[Reminder for Approval](#)

Verification History

 **DAUD**
2020-11-02 15:58 PM
Status : Submit for Approval
Remarks : mohon di approve

9. Apabila pendaftaran sudah disetujui, maka statusnya “Approved”. Rekanan dapat mengunduh sertifikat dengan memilih tombol “Print Certificate”.

Vendor Registration Flow

Registration → Company Profile → Bank List → Legal Document → Contact Person → Verification

You are at the verification page

Verification

Congratulation! Our management already approved your registration.

Verification History

	ARIE 2020-10-20 10:41 AM Status : Submit for Approval Remarks : Please approve
	GERALDY DIANDRA ADITYA 2020-10-20 11:14 AM Status : Approve Remarks : ok
	ARIE WITJAKSONO 2020-10-20 11:17 AM Status : Approve Remarks : ok


[Print Certificate](#)

D. Registrasi Eksternal SI

10. Sertifikat ini merupakan bukti bahwa rekanan tersebut sudah resmi terdaftar sebagai rekanan Samudera Indonesia

 SAMUDERA INDONESIA

SERTIFIKAT PENDAFTARAN REKANAN SAMUDERA INDONESIA

Kode Rekanan: SUTES016

Diberikan Kepada

Nama Rekanan : PT TESTEXT I
Nama PIC : ARIE
Alamat : JL K BADUNG BALI INDONESIA
Nomor Telepon : +62 11111111
E-mail : arie.witjaksono@gmail.com

Rekanan di atas dinyatakan telah melengkapi dan lulus pendaftaran rekanan yang berlaku di PT Samudera Indonesia Tangguh dan entitas anak (“Samudera Indonesia”).

Dengan ini rekanan dinyatakan telah mengetahui, mengerti, dan berjanji untuk tidak melanggar semua Peraturan Perusahaan yang berlaku.
Sertifikat ini dapat dicabut sewaktu-waktu tanpa pemberitahuan tertulis dari Samudera Indonesia

Ditetapkan pada 20 Oktober 2020

Tantan Alam Rustandi
Kepala Divisi Corporate Procurement
PT Samudera Indonesia Tangguh



SHIPPING



PORTS



LOGISTICS



samudera.id

SHIPYARD



PROPERTY



SERVICES

