



**SAMUDERA INDONESIA**

# Panduan Pengguna Vendor Management System Samudera Indonesia

Corporate Procurement Division

@ 2020





# Mekanisme Registrasi

RFSU

202881

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GROSS

30.400 KGS  
61.200

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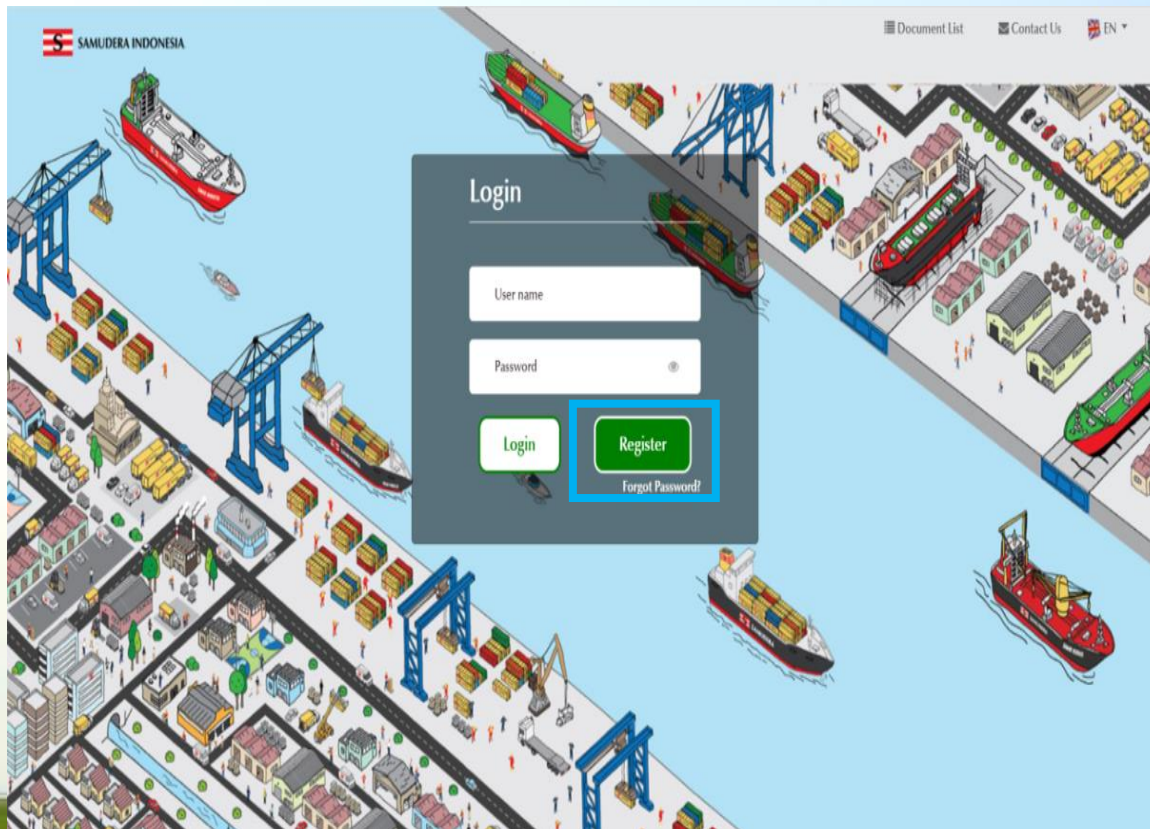


# Registrasi Eksternal Samudera Indonesia

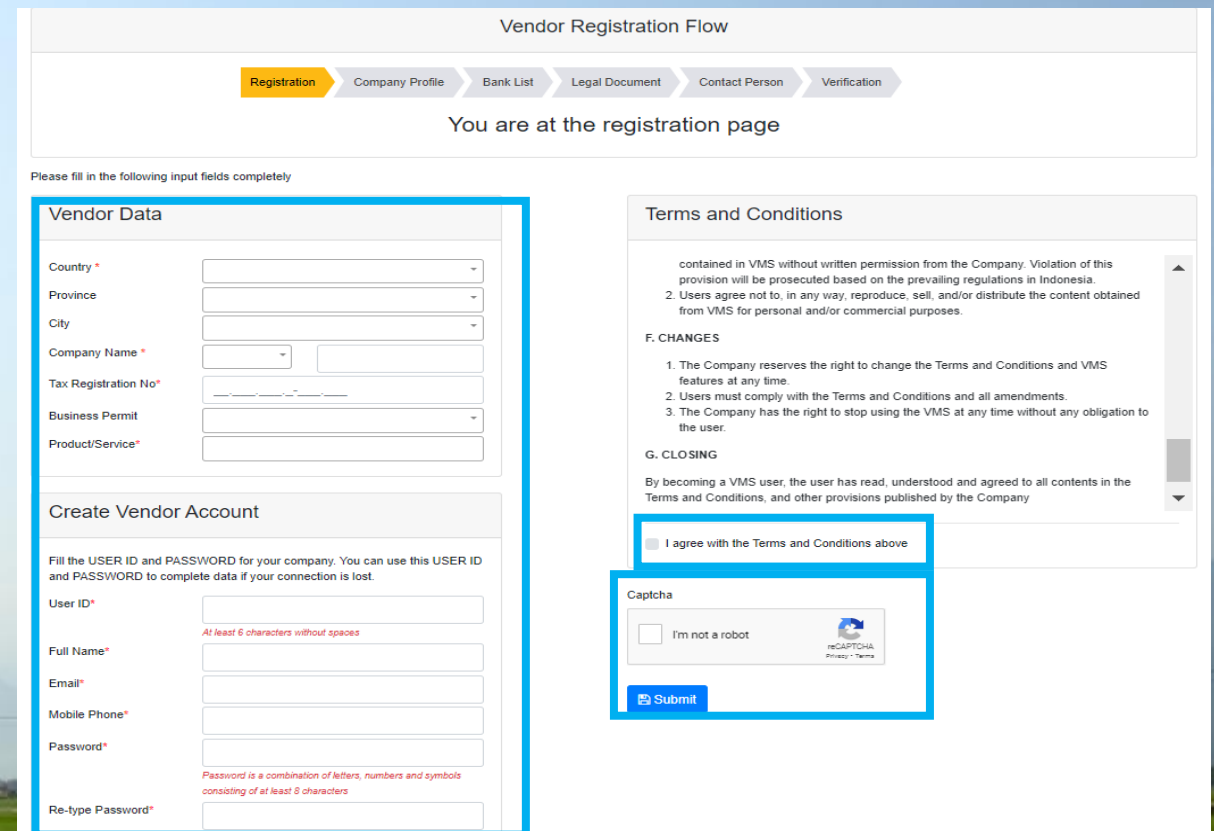




1. Buka alamat <http://procurement.samudera.id>. Pilih "Register" untuk membuat akun.

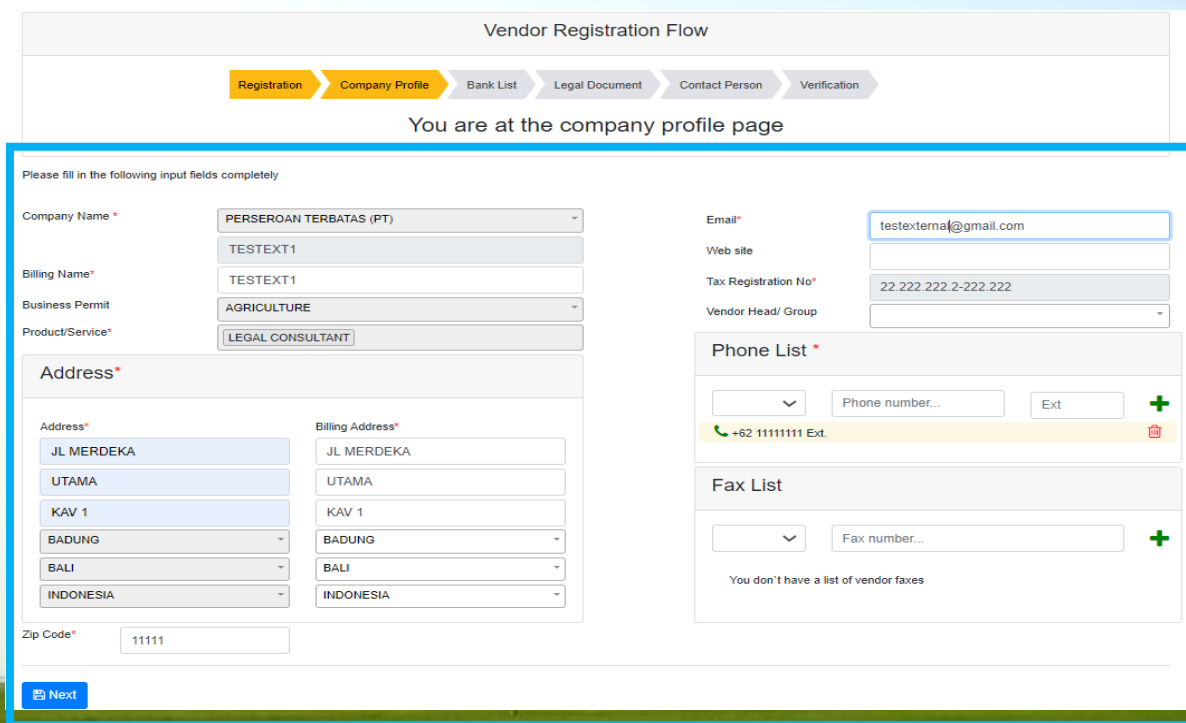


2. Lengkapi informasi yang dipersyaratkan, selesaikan "Captcha" lalu pilih tombol "Submit".

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 two main sections: 'Vendor Data' and 'Create Vendor Account'. The 'Vendor Data' section includes fields for Country, Province, City, Company Name, Tax Registration No, Business Permit, and Product/Service. The 'Create Vendor Account' section includes fields for User ID, Full Name, Email, Mobile Phone, Password, and Re-type Password. There are also sections for 'Terms and Conditions' and a 'Captcha' section. The 'Captcha' section includes a checkbox for 'I'm not a robot' and a 'Submit' button. The 'Terms and Conditions' section includes a checkbox for 'I agree with the Terms and Conditions above'.

## 3. Data Perusahaan.

Lengkapi data "Profil Perusahaan", lalu pilih tombol "Next"



Vendor Registration Flow

Registration > **Company Profile** > Bank List > Legal Document > Contact Person > Verification

You are at the company profile page

Please fill in the following input fields completely

Company Name \*

Billing Name \*

Business Permit

Product/Service \*

Address \*

Address \*

Billing Address \*

Zip Code \*

Email \*

Web site

Tax Registration No \*

Vendor Head/ Group

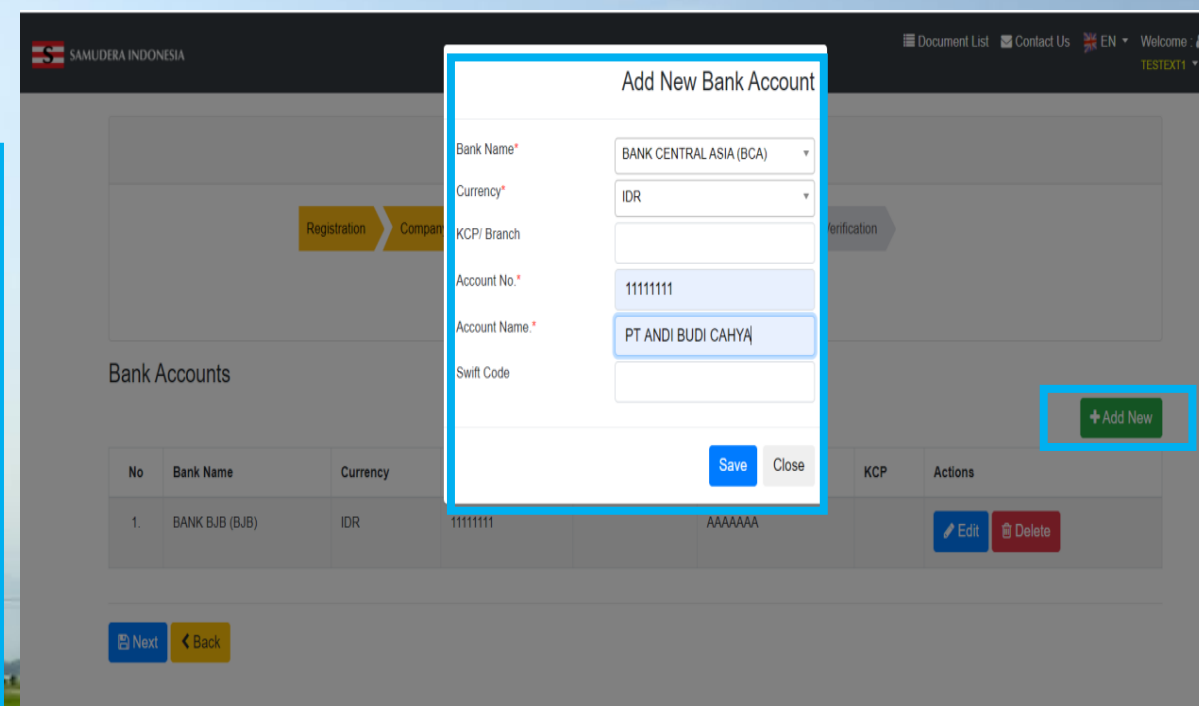
Phone List \*

Fax List

You don't have a list of vendor faxes

## 4. Rekening Bank

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



Bank Accounts

Add New Bank Account

Bank Name \*

Currency \*

KCP/ Branch

Account No. \*

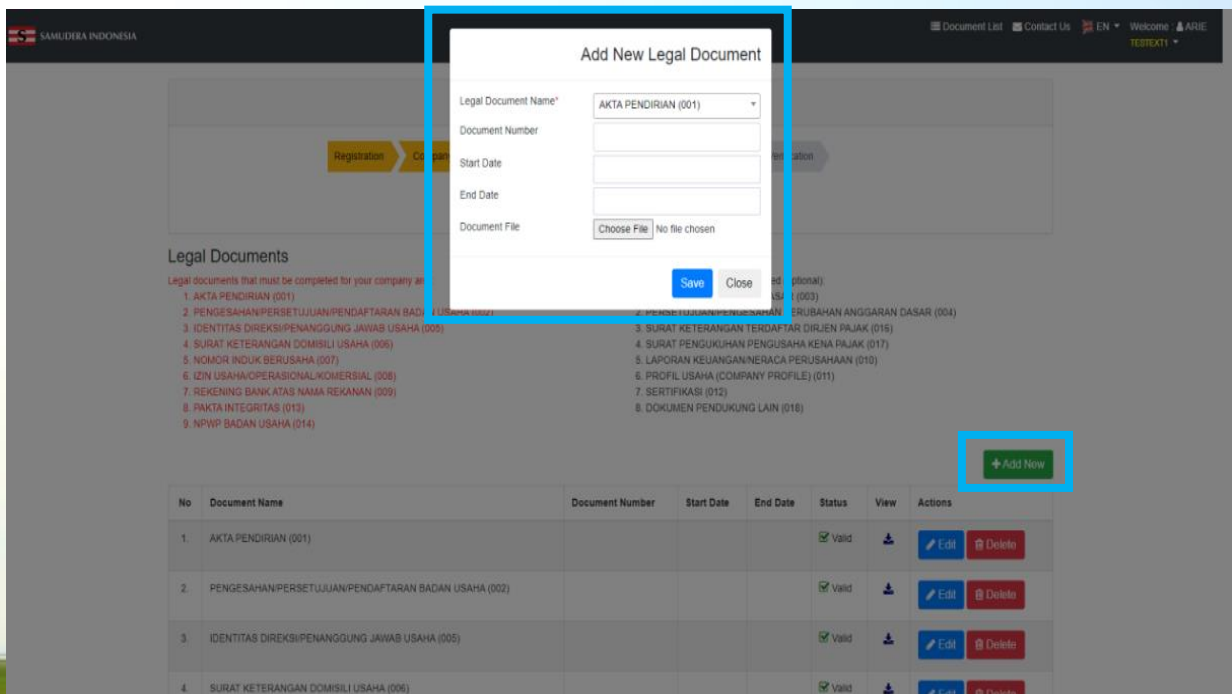
Account Name \*

Swift Code

No	Bank Name	Currency	KCP	Actions
1.	BANK BJB (BJB)	IDR	11111111 AAAAAA	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

### 5. Dokumen Legalitas

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

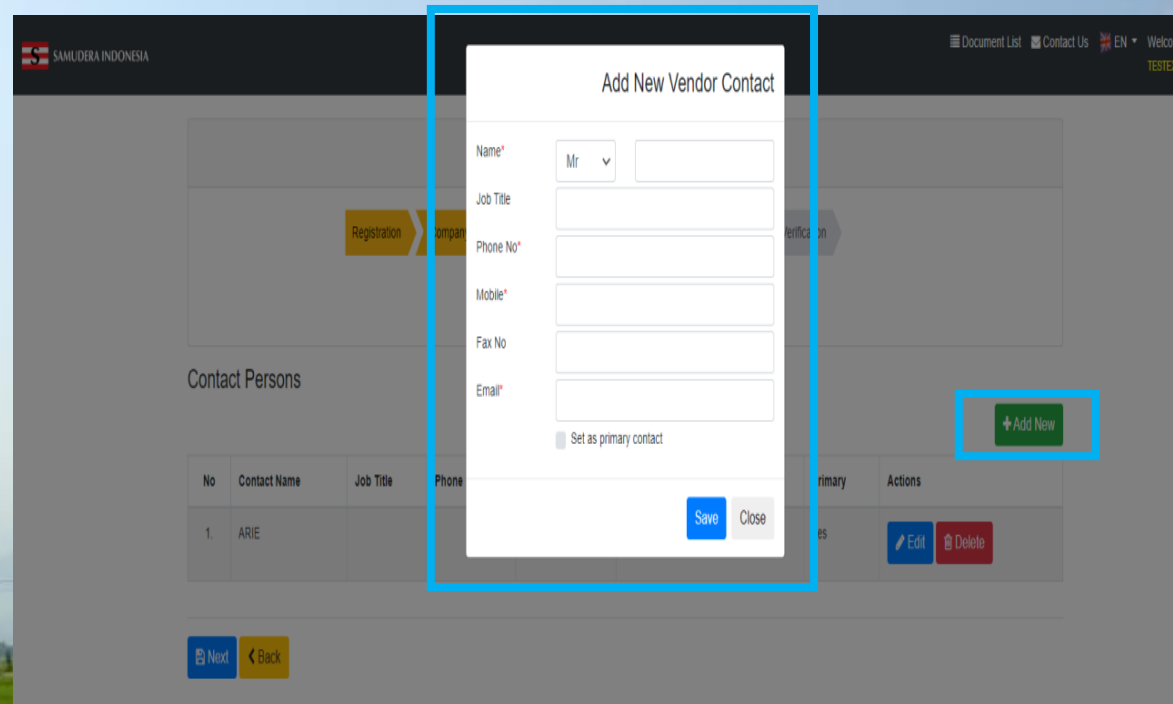


Legal Documents

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

### 6. Kontak Person

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

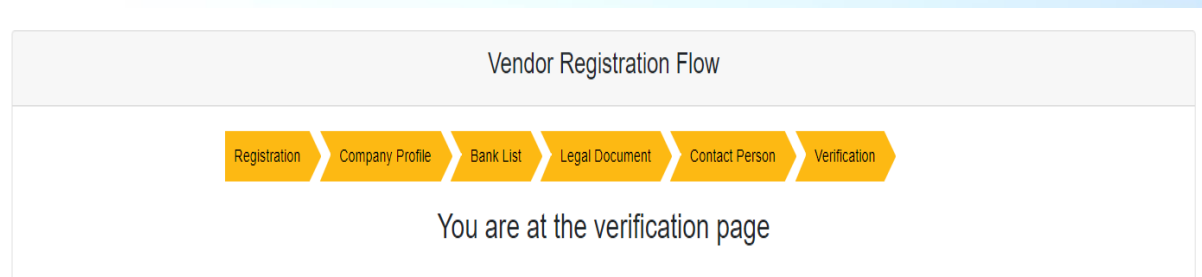


Contact Persons

No	Contact Name	Job Title	Phone	Mobile	Fax	Email	Primary	Actions
1.	ARIE							<a href="#">Edit</a> <a href="#">Delete</a>

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*”



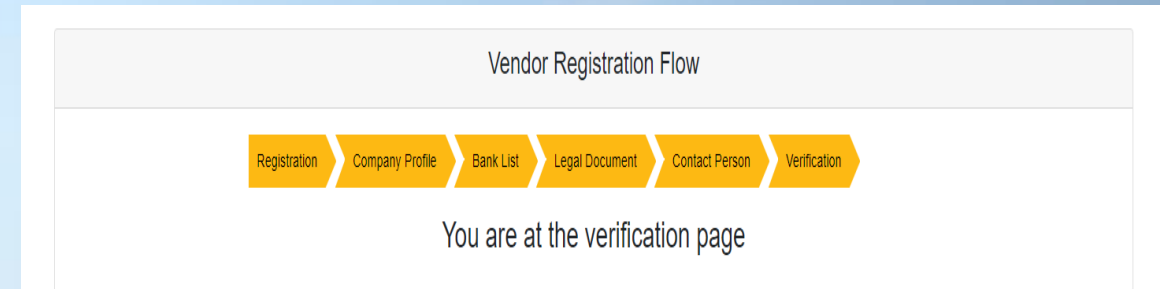
### Verification

**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

	<b>ARIE</b> 2020-10-20 10:41 AM Status : Submit for Approval Remarks : Please approve
	<b>GERALDY DIANDRA ADITYA</b> 2020-10-20 11:14 AM Status : Approve Remarks : ok
	<b>ARIE WITJAKSONO</b> 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 :** ariewitjaksono@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**

