

LAMPIRAN

Lampiran 1: Contoh Proses di DIM yang Membutuhkan Waktu Proses 22 jam

From: [Redacted]
Sent: Friday, January 19, 2018 3:14 PM
To: [Redacted]
Cc: [Redacted]

Subject: FW: EXTEND VENDOR CODE [Redacted]
Importance: High

Dear PSC team,

Kindly help to extend below vendor to 1670.

Thanks,

[Redacted]

From: [Redacted]
Sent: Thursday, January 18, 2018 5:33 PM
To: [Redacted]

Subject: EXTEND VENDOR CODE DI [Redacted]
Importance: High

Dear Mba [Redacted]

Tolong dibantu extend vendor [Redacted]

Lampiran 2: Contoh E-mail Penyampaian Informasi *Vendor Data Review*

RE: update e-mail address and bank account

Dear [redacted]

Please kindly inform your update e-mail address and bank account as follow:

E-mail for Receiving PO	E-mail for Receiving payment information	IBAN	SWIFT	Bank Number	Bank Key	Bank Account	Account Holder	Currency

Fyi: each e-mail address for Receiving PO and Receiving Payment should only be one address for each company.

We need this information asap, appreciate to have your reply before Friday , Feb 23.

Thankyou

Lampiran 3: Contoh E-mail *Vendor* yang Meragukan Kevalidan *Requestor*

From: [redacted]
Sent: Wednesday, February 28, 2018 11:43 AM
To: [redacted]
Cc: [redacted]
Subject: WG: update e-mail address and bank account

Dear [redacted]

We have received this request by [redacted]
 As mention below by my colleague on [redacted] we have no business from [redacted]
 As per our internal policy we need to get confirmation about such request's if we don't know this contact.
 Can you please confirm if this a valid [redacted] request.

Thank you and best regards

Von: [redacted]
Gesendet: Donnerstag, 22. Februar 2018 14:22
An: [redacted]
Betreff: RE: update e-mail address and bank account

Hi [redacted]

FYI, please find below request. We do not suply from [redacted], we do not know name, we will not react... Pishing?

Kind regards
 [redacted]

From: [redacted]
Sent: Thursday, February 22, 2018 2:36 AM
To: [redacted]
Subject: update e-mail address and bank account

Dear [redacted]
 Please kindly inform your update e-mail address and bank account as follow:

E-mail for Receiving PO	E-mail for Receiving payment information	IBAN	SWIFT	Bank Number	Bank Key	Ban
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Lampiran 4: Contoh Pengiriman Informasi ke Alamat E-mail *Vendor* yang Sudah Tidak Aktif

From: [redacted]
Sent: Tuesday, April 10, 2018 2:48 PM
To: [redacted]
Subject: RE: Tax Compliance 2017

Lha kok masih ke sana, kan sudah ganti vendor, check dengan [redacted] sekarang dengan [redacted]

From: [redacted]
Sent: Tuesday, April 10, 2018 2:02 PM
To: [redacted]
Subject: FW: Tax Compliance 2017 - [redacted]

Bu,

Tolong dibantu email ke vendornya ya , saya coba kirim ke [redacted] kok failed terus

Undeliverable: Tax Compliance 2017
Mail Delivery System <MAILER-DAB@kunjipports.mhocus.com.my>
Sent: Fri 4/6/2018 10:35 AM
To: [redacted]

Delivery has failed to these recipients or groups:

A problem occurred while delivering this message to this email address. Try sending this message again. If the problem continues, please contact your helpdesk.

Undeliverable: Tax Compliance 2017
Mail Delivery System <MAILER-DAB@kunjipports.mhocus.com.my>
Sent: Mon 4/9/2018 5:03 PM
To: [redacted]

Delivery has failed to these recipients or groups:

A problem occurred while delivering this message to this email address. Try sending this message again. If the problem continues, please contact your helpdesk.

Lampiran 5: Permintaan Konfirmasi Data Dilakukan Berulang

From: [REDACTED]
Sent: Monday, March 12, 2018 2:55 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Bank Account Holder Name

Dear [REDACTED],

This is the same request like the one requested by [REDACTED] couple of weeks ago.

If you already replied to [REDACTED], just re-send to me.

[REDACTED], please coordinate with [REDACTED], we are also doing the same, asking for vendor data update.

Thanks,

From: [REDACTED]
Sent: Monday, March 12, 2018 2:40 PM
To: [REDACTED]
Subject: FW: Bank Account Holder Name

Hi [REDACTED]

Please help me to confirm request of [REDACTED] s correct?

As I have not deal with [REDACTED] I would like to send the requested info to you instead o [REDACTED] for just in case request was not genuine

Thank you for understanding

From: [REDACTED]
Sent: Monday, 12 March, 2018 3:18 PM
To: [REDACTED]
Subject: WG: Bank Account Holder Name

Dear [REDACTED]

As we have not business with [REDACTED] is neither known to us nor listed in PLM please be so kind as to check its reliability and forward required information to her if approved by you.

Thank you very much in advance.

From: [REDACTED]
Sent: Friday, March 2, 2018 9:36 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Bank Account Holder Name
Importance: High

Dear [REDACTED]

Good Day ☺
Hope you are doing good!

I'm [REDACTED]
Regarding to our regular checking of vendor's data. Could you please help me to confirm, which bank account that active and used by your company [REDACTED] related to business with [REDACTED]? Bank account confirmation is related to the payment process checking. Account holder name in bank details is become mandatory for us or your payment will be rejected. Then, we need your confirmation of the Account holder name through your bank document in each bank account, is it match with your vendor name or not. Once you already confirm one of below bank account, kindly please share the bank document too that state the bank account number and bank account holder name. I hope to receive your good feedback lately by today ,

Lampiran 6: Daftar Data Profil *Vendor* Indonesia

No.	Kategori	Nama Data	Deskripsi	Remark
1	Categorization	1. Legal Form (*)	Formulir hukum	Dibedakan menjadi :1. Registered Entity = Company/association/legal entity/ sole proprietor/partnership. 2. Natural Person = individual
		2. Industry (*)	Kode jenis industri	diisi Procurement
		3. Account Group (*)	Kode grup akun Vendor	diisi Procurement
		4. Company Code	Kode perusahaan	diisi Procurement
		5. Purchasing Organization	Kode purchasing organization perusahaan (diisi Procurement
		6. Cigarettes Volume per year (*)	Volume rokok per tahun hanya untuk Vendor dengan industry LOGC	
		7. Vendor code	Kode vendor	diisi Procurement
2	Address and Fiscal	1. Vendor Name (*)	Nama vendor yang tercantum di tanda daftar perusahaan (TDP)	
		Attachment Copy of NPWP / Registered Certificate (*)		
		Attachment Copy of Tanda Daftar Perusahaan (TDP) (check expired) (*)		Hanya bisa diisi jika legal form = registered entity/sole proprietor
		Attachment Copy of Deed of Establishment of Company + Change (*)	Akte Pendirian Perusahaan + Perubahannya (Khusus PT: akta perubahan di atas tahun 2007)	Hanya bisa diisi jika legal form = registered entity/sole proprietor
		Attachment copy/scan KTP (*)		Hanya bisa diisi legal form = Natural Person
		2. Address (*)	Alamat yang tercantum di TDP untuk registered entity & sole proprietorship atau KTP/paspor untuk individual vendor.	
		3. Country (*)		
		4. Region		
		5. City (*)		
		6. Postal Code		
		7. District		
		8. PO Box		
		9. PO Box city		
		10. PO Box Postal Code		
		11. Tax number 1		
		12. Tax number 2		
		13. Tax number 3	Jika vendor memiliki NPWP, isi nomor NPWP (tanpa tanda baca) di tax number 3	
		14. Tax number 4		
		15. Tax number 5		
		16. Tax Type		
		17. Tax Number Type		
		18. Fiscal Address		
		19. Liable for VAT	Centang "Liable for VAT" dan isi nomor NPWP disertai tanda baca di "VAT Registration Number" hanya untuk vendor pengusaha kena pajak.	
		20. VAT registration number (*)		
		21. VAT registration country	Untuk global vendor yang mempunyai lebih dari satu nomor identitas pajak, pilih negara dan isi dengan nomor identitas pajak tersebut.	
		22. VAT registration number		
		Attachment for VAT/ certificate		
		Attachment for Document issued by the local Tax Authority/Business registration certificate with VAT/ TAX No/Extract from VIES EU database (if applicable)		
		23. Expected annual turnover in USD (*)	Estimasi transaksi dengan vendor dalam 1 tahun	diisi Procurement
		24. Managers and Owners Structure	Untuk mengisi nama: a) Direktur Utama dan Komisaris Utama, pilih Manager** Pemegang Saham, pilih Owner** Jika tidak ada kepemilikan melebihi 50%, tulis alasannya	
		25. Manager or Owner 1		
		26. Name 1		
		27. Manager or Owner 2		
		28. Name 2		
		29. Manager or Owner 3		
		30. Name 3		
		31. Manager or Owner 4		
		32. Name 4		
		33. Manager or Owner 5		
		34. Name 5		
35. Manager or Owner 6				
36. Name 6				
37. Manager or Owner 7				
38. Name 7				
39. Manager or Owner 8				
40. Name 8				
Attachment Government Sources	Seperti pendaftaran komersial atau laporan pemerintah manapun yang berisi informasi mengenai pemilik vendor dan manajemen setiap dokumen yang berisi informasi mengenai pemilik vendor dan manajemen (seperti akte Notaris (peraturan)) / Chamber of Commerce/A Penjual surat, didukung oleh dokumen resmi (menggunakan huruf kepala perusahaan + ditandatangani / dicap oleh perusahaan)			

Lampiran 6: Daftar Data Profil Vendor Indonesia (sambungan)

3	Contact	1. Language (*)	Pilih bahasa	
		2. Care of name		
		3. Time zone		
		4. Email Address PIC (*)	Notifikasi terkait Vendor akan dikirim ke e-mail yang tertera	
		5. Email Address PO (*)	Notifikasi PO akan dikirim ke e-mail yang tertera	
		6. Email Address Payment (*)	Notifikasi Payment akan dikirim ke e-mail yang tertera	
		7. Telephone (list terbagi jadi coutry (*), Code, Telephone numb)		
4	Bank Detail	Do you have IBAN?	IBAN (International nomor rekening Bank, biasanya digunakan di negara-negara Europe)	
		1. IBAN		Hanya bisa diisi jika punya IBAN
		2. Bank Country	Negara Bank	
		3. Bank city (*)	Kota Bank	
		4. Branch	Cabang Bank	
		5. Bank address (*)	Alamat Bank	
		6. Bank name (*)	Nama Bank	
		7. Bank key (*)	Kode Bank	
		8. Bank account (*)	Nomor rekening	
		9. SWIFT code (*)	kode SWIFT	
		10. Currency of Bank account (*)	Mata uang dari akun Bank	
		11. Owner of Bank account (*)	Nama pemilik akun Bank	
		1. Bank Country (*)	Negara Bank	Hanya bisa diisi jika tidak punya IBAN
		2. Bank city (*)	Kota Bank	
		3. Branch	Cabang Bank	
4. Bank address (*)	Alamat Bank			
5. Bank name (*)	Nama Bank			
6. Bank key (*)	Kode Bank			
7. Bank account (*)	Nomor rekening			
8. Swift code	kode SWIFT			
8. Currency of Bank account (*)	Mata uang dari akun Bank			
9. Owner of Bank account (*)	Nama pemilik akun Bank			
Attachment of official statement regarding Bank details from Bank(*)	Salinan rekening Bank / passbook / GIRO / Bank pernyataan (dokumen harus ditulis oleh Bank Dunia, dengan nama dan tidak ada informasi akun, Alamat Bank dan nama Bank)			
Attachment of official statement from the vendor regarding Bank account changes (*)	Hanya untuk perubahan akun Bank			
5	Company Code	1. Term of Payment (*)	Jangka waktu pembayaran	
		2. Payment Methods (*)	Metode pembayaran	
		3. Economic Key	untuk transaksi bukan dalam mata uang IDR	
6	Purchasing Organization	1. Term of Payment (*)	sama dengan TOP pada kategori company code	
		2. Purchase Order Currency (*)		
7	Additional informaiton	1. Copy of SPPKP (If PFM) / Non-PEM statement (*)		Hanya bisa diisi jika legal form = registered entity/sole proprietor
		2. Copy of SIUP (Surat Izin Usaha Perdagangan) or business license from the relevant office (*)		Hanya bisa diisi jika legal form = registered entity/sole proprietor
		3. Copy of SK Menkeh which contains UU no.40 yr 2007 (*)	hanya untuk PT	Hanya bisa diisi jika legal form = registered entity/sole proprietor
		4. Vendor data collection form (*)		Hanya bisa diisi jika legal form = registered entity/sole proprietor
		5. Additional Attachment		Bisa attach banyak dokument

Lampiran 7: Daftar Data Profil Vendor Luar Negeri

No.	Kategori	Nama Data	Deskripsi	Remark
1	Categorization	1. Legal Form (*)	Formulir hukum	Dibedakan menjadi :1. Registered Entity = Company/association/le
		2. Industry (*)	Kode jenis industri	diisi Procurement
		3. Account Group (*)	Kode grup akun Vendor	diisi Procurement
		4. Company Code	Kode perusahaan	diisi Procurement
		5. Purchasing Organization	Kode purchasing organization perusahaan (diisi Procurement
		6. Cigarettes Volume per year (*)	Volume rokok per tahun hanya untuk Vendor dengan industry LOGC	
		7. Vendor code	Kode vendor	diisi Procurement
2	Address and Fiscal	1. Vendor Name (*)	Nama vendor yang tercantum di tanda daftar perusahaan (TDP)	
		Attachment of Business License (legal document for establishment of entity)	(Sertifikat pendaftaran atau ekstrak dari yang setara Chamber of Commerce/zaman-lain dari dokumen lokal lembaga/resmi yang dikeluarkan oleh otoritas atau Notaris/D & B (atau badan kredit	Hanya bisa diisi jika legal form = registered entity/sole proprietor Hanya bisa diisi legal form = Natural Person
		Attachment copy of ID or passport		
		2. Address (*)	Alamat yang tercantum di business registration untuk registered entity & sole proprietorship atau ID/paspor untuk individual vendor.	
		3. Country (*)		
		4. Region		
		5. City (*)		
		6. Postal Code		
		7. District		
		8. PO Box		
		9. PO Box city		
		10. PO Box Postal Code		
		11. Tax number 1		
		12. Tax number 2		
		13. Tax number 3		
		14. Tax number 4		
		15. Tax number 5		
		16. Tax Type		
		17. Tax Number Type		
		18. Fiscal Address		
		19. Liable for VAT	Centang "Liable for VAT" dan isi nomor NPWP disertai tanda baca di "VAT Registration Number" hanya untuk vendor pengusaha kena pajak.	
		20. VAT registration number (*)		
		21. VAT registration country	Untuk global vendor yang mempunyai lebih dari satu nomor identitas pajak, pilih negara dan isi dengan nomor identitas pajak tersebut.	
		22. VAT registration number		
		Attachment for VAT/ certificate		
		Attachment for Document issued by the local Tax Authority/Business registration certificate with VAT/ TAX No/		
		23. Expected annual turnover in USD (*)	Estimasi transaksi dengan vendor dalam 1 tahun	
		24. Managers and Owners Structure	Untuk mengisi nama: a) Direktur Utama dan Komisaris Utama, pilih Manager** Pemegang Saham, pilih Owner** Jika tidak ada kepemilikan melebihi 50%, tulis alasannya	
		25. Manager or Owner 1		
		26. Name 1		
		27. Manager or Owner 2		
		28. Name 2		
		29. Manager or Owner 3		
30. Name 3				
31. Manager or Owner 4				
32. Name 4				
33. Manager or Owner 5				
34. Name 5				
35. Manager or Owner 6				
36. Name 6				
37. Manager or Owner 7				
38. Name 7				
39. Manager or Owner 8				
40. Name 8				
Attachment Government Sources	Seperti pendaftaran komersial atau laporan pemerintah manapun yang berisi informasi mengenai pemilik vendor dan manajemen setiap dokumen yang berisi informasi mengenai pemilik vendor dan manajemen (seperti akte Notaris (peraturan)) / Chamber of			

Lampiran 7: Daftar Data Profil *Vendor* Luar Negeri (sambungan)

3	Contact	1. Language (*)	Pilih bahasa	
		2. Care of name		
		3. Time zone		
		4. Email Address PIC (*)	Notifikasi terkait Vendor akan dikirim ke e-mail yang tertera	
		5. Email Address PO (*)	Notifikasi PO akan dikirim ke e-mail yang tertera	
		6. Email Address Payment (*)	Notifikasi Payment akan dikirim ke e-mail yang tertera	
		7. Telephone		
		country (*) Code Telephone numb		
4	Bank Detail	Do you have IBAN?	IBAN (International nomor rekening Bank, biasanya digunakan di negara-negara Europe)	
		1. IBAN		Hanya bisa diisi jika yes, punya IBAN
		2. Bank Country	Negara Bank	
		3. Bank city (*)	Kota Bank	
		4. Branch	Cabang Bank	
		5. Bank address (*)	Alamat Bank	
		6. Bank name (*)	Nama Bank	
		7. Bank key (*)	Kode Bank	
		8. Bank account (*)	Nomor rekening	
		9. SWIFT code (*)	kode SWIFT	
		10. Currency of bank account (*)	Mata uang dari akun Bank	
		11. Owner of bank account (*)	Nama pemilik akun Bank	Hanya bisa diisi jika no, tidak punya IBAN
		1. Bank Country (*)	Negara Bank	
		2. Bank city (*)	Kota Bank	
		3. Branch	Cabang Bank	
		4. Bank address (*)	Alamat Bank	
		5. Bank name (*)	Nama Bank	
		6. Bank key (*)	Kode Bank	
		7. Bank account (*)	Nomor rekening	
		8. Swift code	kode SWIFT	
9. Currency of bank account (*)	Mata uang dari akun Bank			
9. Owner of bank account (*)	Nama pemilik akun Bank			
	Attachment of official statement regarding bank details from bank(*)	Bank/Surat pernyataan dari bank/kosong (voided) (mana informasi masing-masing terdaftar: nama pemegang rekening, nama bank, rekening bank, mata uang, dll) atau cetak layar dari sistem e-banking (mana informasi masing-masing terdaftar: nama account pemegang, nama bank, rekening bank, mata uang, dll.)		
	Attachment of official statement from the vendor regarding bank account changes (*)	Hanya untuk perubahan akun Bank		
5	Company Code	1. Term of Payment (*)	Jangka waktu pembayaran	
		2. Payment Methods (*)	Metode pembayaran	
		3. Economic Key	untuk transaksi bukan dalam mata uang IDR	
6	Purchasing Organization	1. Term of Payment (*)	sama dengan TOP pada kategori company code	
		2. Purchase Order Currency (*)		
7	Additional Information	1. Vendor data collection form (*)		Hanya bisa diisi jika legal form = registered entity/sole proprietor
		2. Additional Attachment		Bisa attach banyak dokument

Lampiran 8: Contoh Perancangan Sistem yang Sudah Dilakukan

The screenshot shows the 'Profile Categorization' page. On the left is a dark sidebar menu with options like 'Setting', 'Database', 'Procurement Area', and 'Vendor Area'. The main content area has a breadcrumb 'Database / Profile Categorization'. At the top, there's a 'Select Vendor' dropdown. Below it, a table lists categories with columns for 'Legal Form', 'Industry', 'Account Group', and 'Company Code'. The first row is selected, showing 'Registered Entity / Sole Proprietor', 'Professional Service', 'Local Vendors', and an empty 'Company Code' field. Below the table are input fields for each column and a 'Showing 1 to 1 of 1 entries' indicator.

The screenshot shows the 'Profile Update' page. The sidebar menu is similar to the previous page. The breadcrumb is 'Database / Profile Update'. It features a table with columns 'Vendor Code', 'Vendor Name', and 'Active'. The first row is selected, showing a vendor code, name, and 'Yes' for active status. Below the table are input fields for 'Vendor Code', 'Vendor Name', and 'Active'. A secondary table below shows categorization options with columns for 'Legal Form', 'Industry', 'Account Group', 'Company Code', and 'Purchasing Organization'. The first row is selected, showing 'Registered Entity / Sole Proprietor', 'Professional Service', 'Local Vendors', an empty 'Company Code', and 'Indonesia Non-Trade'.

The screenshot shows the 'Account Group' page. The sidebar menu is similar. The breadcrumb is 'Database / Account Group'. It features a table with columns 'Code', 'Name', 'Notes', and 'Active Status'. The first row is selected, showing 'ZGLR', 'Global Vendors', an empty 'Notes' field, and 'Yes' for active status. Below the table are input fields for 'Code', 'Name', 'Notes', and 'Active Status'. A secondary table below shows similar columns with the first row selected, showing 'ZLDC', 'Local Vendors', an empty 'Notes' field, and 'Yes' for active status.

The screenshot shows the 'Address & Fiscal' page. The sidebar menu is similar. The breadcrumb is 'Database / Address & Fiscal'. It features a 'Select Vendor' dropdown. Below it, a table with columns 'Address', 'Country', 'States', and 'City'. The first row is selected, showing an empty 'Address' field, 'Indonesia', '0', and '0'. Below the table are input fields for each column and a 'Showing 1 to 1 of 1 entries' indicator.