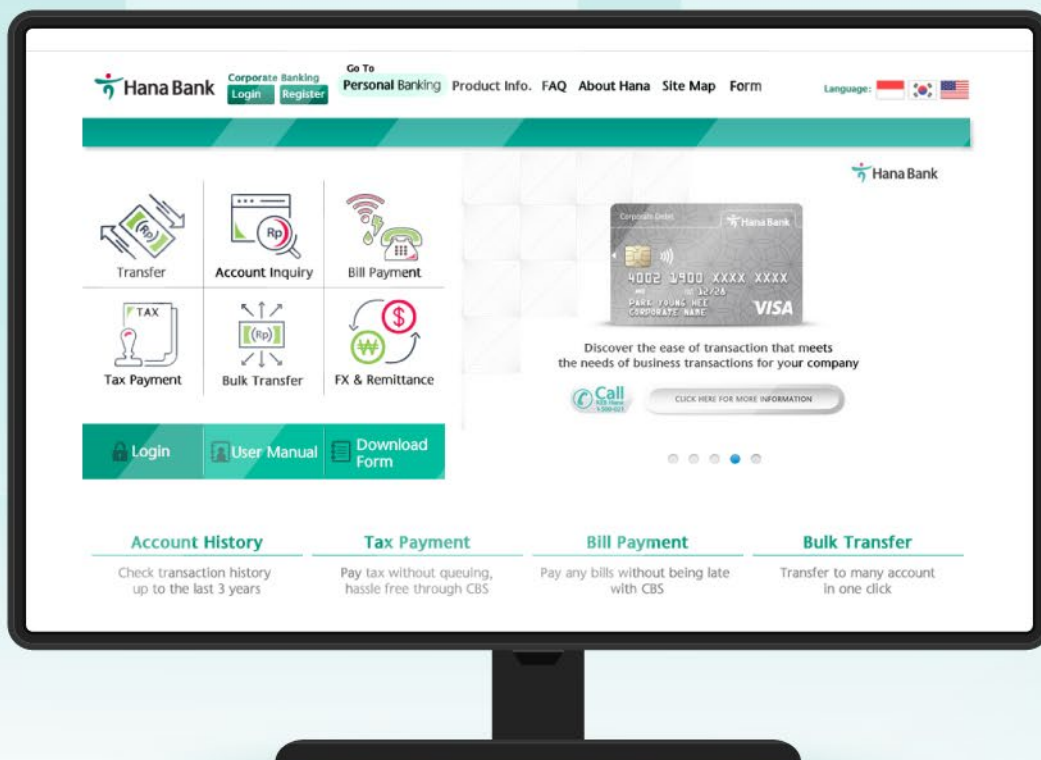


# PANDUAN PENGGUNAAN MENU PIUTANG ELEKTRONIK (ELECTRONIC ACCOUNT RECEIVABLE FINANCING)



## PANDUAN PENGGUNAAN MENU PIUTANG ELEKTRONIK (ELECTRONIC ACCOUNT RECEIVABLE FINANCING)

- Menu Piutang Elektronik atau dikenal dengan nama eARC tersedia bagi nasabah yang memiliki pinjaman dengan skema eARC/ *Electronic Receivables menu or known as eARC is available for customers who have loans with eARC scheme.*
- Menu dapat di gunakan oleh user *Operator dan Approver* yang telah diberikan akses pada layanan Corporate Banking System (CBS) / *Menu can be used by Operator and Approver users who have been granted access to the Corporate Banking System (CBS) service.*
- Terdapat 2 skema pengaturan Piutang Elektronik yang dapat digunakan nasabah sesuai perjanjian yaitu/ *There are 2 schemes of Electronic Receivables arrangements that customers can use according to the agreement, namely:*
  1. Supplier mendaftarkan Invoice – Distributor menyetujui Invoice, menu yang digunakan/ *Seller register Invoice – Buyer accept Invoice, menu used:*
    - a. Seller – *Invoice Register by Seller*
    - b. Buyer – *Invoice Accept by Buyer*
  2. Distributor mendaftarkan Invoice – Supplier menyetujui Invoice / *Buyer register Invoice – Seller accept Invoice*
    - a. Seller – *Invoice Accept by Seller*
    - b. Buyer – *Invoice Register by Buyer*
- Petunjuk ini akan memberikan informasi lengkap kepada nasabah CBS/ *This guidance will give full information to CBS customer.*

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### DAFTAR ISI TABLE OF CONTENTS

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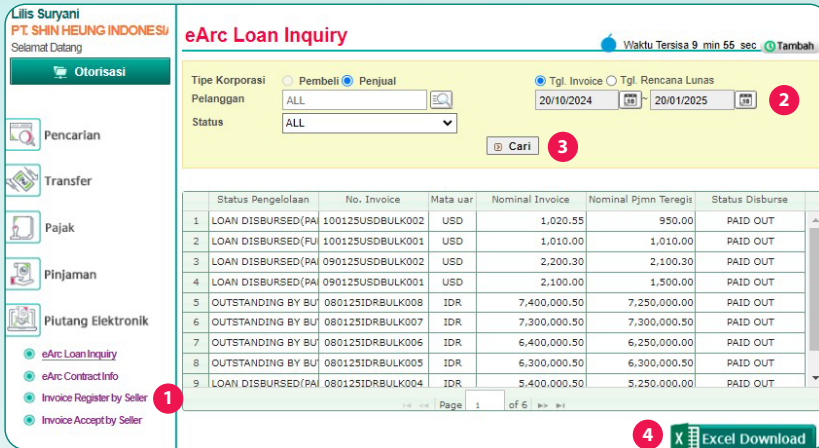
02	Supplier / Seller
02	eARC Loan Inquiry / eARC Loan Inquiry
03	eARC Contract Info / eARC Contract Info
04	Invoice Register by Seller / Invoice Register by Seller
07	Invoice Accept by Seller / Invoice Accept by Seller
09	Buyer
09	eARC Loan Inquiry / eARC Loan Inquiry
10	eARC Contract Info / eARC Contract Info
11	Invoice Register by Buyer / Invoice Register by Buyer
14	Invoice Accept by Buyer / Invoice Accept by Buyer

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## SUPLIER / SELLER

### eArc Loan Inquiry / Earc Loan Inquiry

Menu ini digunakan untuk melihat semua pinjaman eARC yang sudah diajukan beserta statusnya.  
*This menu is used to view all eARC loans that have been submitted and their status.*



	Status Pengelolaan	No. Invoice	Mata uar	Nominal Invoice	Nominal Pjmn Teregis	Status Disburse
1	LOAN DISBURSED(PA	100125USDBULK002	USD	1,020.55	950.00	PAID OUT
2	LOAN DISBURSED(FU	100125USDBULK001	USD	1,010.00	1,010.00	PAID OUT
3	LOAN DISBURSED(PA	090125USDBULK002	USD	2,200.30	2,100.30	PAID OUT
4	LOAN DISBURSED(PA	090125USDBULK001	USD	2,100.00	1,500.00	PAID OUT
5	OUTSTANDING BY BU	080125IDRBULK008	IDR	7,400,000.50	7,250,000.00	PAID OUT
6	OUTSTANDING BY BU	080125IDRBULK007	IDR	7,300,000.50	7,300,000.50	PAID OUT
7	OUTSTANDING BY BU	080125IDRBULK006	IDR	6,400,000.50	6,250,000.00	PAID OUT
8	OUTSTANDING BY BU	080125IDRBULK005	IDR	6,300,000.50	6,300,000.50	PAID OUT
9	LOAN DISBURSED(PA	080125IDRBULK004	IDR	5,400,000.50	5,250,000.00	PAID OUT

Login sebagai user operator atau approver untuk akses menu ini

*Login as operator or approver user to access this menu.*

1. pilih menu “Piutang Elektronik – eArc Loan Inquiry”.

*Login and choose menu “eARC – eArc Loan Inquiry”.*

2. Pilih periode tanggal.

*Choose Date period.*

3. klik tombol cari.

*click the search button.*

Note:

- Status Pengelolaan = stasus proses invoice.  
*Management Status = invoice process status*
- No. Invoice = nomor dari dokumen invoice yang diajukan  
*Invoice No. = the number of the invoice document submitted*
- Mata uang = mata uang invoice  
*Currency = invoice currency*
- Nominal Invoice = jumlah dana yang ditagihkan  
*Invoice Amount = amount of funds invoiced*
- Nominal Pjmn Teregister = jumlah pinjaman yang diajukan oleh supplier ke Bank  
*Registered Loan Amount = the loan amount submitted by the supplier to the Bank*
- Status Disburse = status pencairan pinjaman  
*Disburse Status = loan disbursement status*

4. Klik excel download jika ingin memiliki data dalam bentuk file excel.

*Click excel download if you want to have the data in an excel file.*

## eARC Contract Info / eARC Contract Info

Menu ini digunakan untuk melihat informasi kontrak aktif Seller dan Buyer.  
*This menu is used to view active Seller and Buyer contract information.*



No. Kontrak.	Status	Jenis Kontrak	Pelanggan	Tgl. Pendaftaran
SAR000024	NORMAL	SELLER	SHIN HEUNG INDONESIA	10/12/2024

Login sebagai user operator untuk akses menu ini.

*Login as operator user to access this menu.*

1. Pilih “eARC Contract Info”.  
*Select ‘eARC Contract Info’.*

Note:

- No Kontrak = nomor kontrak eARC yang dibuat oleh Bank.  
*Contract No = eARC contract number created by the Bank.*
- Status = status kontrak.  
*Status = contract status.*
- Jenis Kontrak = kategori nasabah dalam kontrak eARC.  
*Type of Contract = customer category in eARC contract.*
- Pelanggan = nama nasabah.  
*Customer Name = customer name.*
- Tanggal Pendaftaran = tanggal kontrak dimulai.  
*Registration Date = contract commences Date.*



Nomor Referensi Kontrak Pembeli	Pelanggan	Status	Limit Penjual	Tgl. Pendaftaran
BAR000023	KCC GLASS INDONESIA	NORMAL	403.499.999,00	10/12/2024
BAR000023	KCC GLASS INDONESIA	NORMAL	195.590,83	10/12/2024
BAR000025	INNOCEAN WORLDWIDE INDONESIA	NORMAL	227.995.999,00	16/12/2024

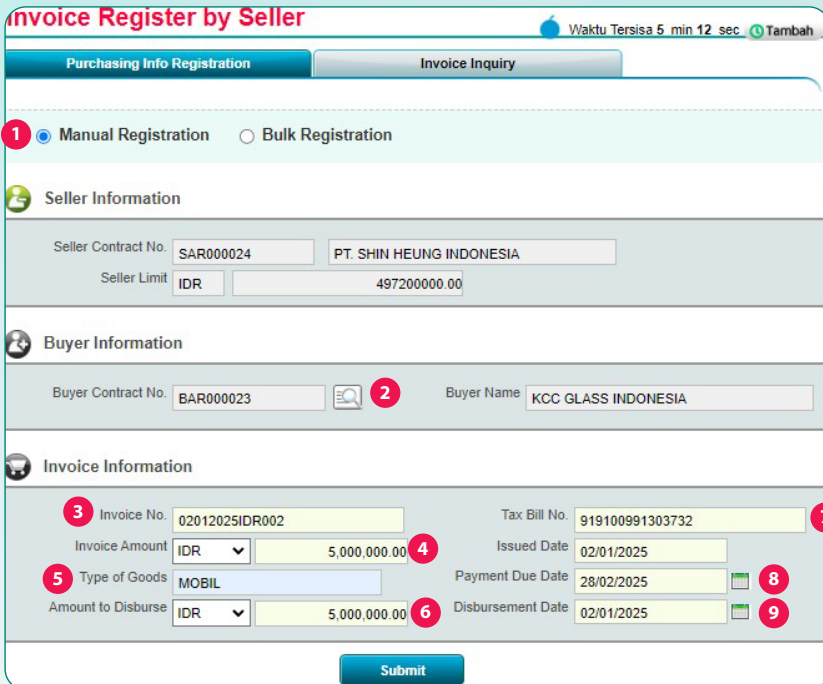
2. Klik “Cari Registrasi Kontrak Penjual” untuk mengetahui detail kontrak Buyer.  
*Click ‘Search Seller Contract Registration’ to find out Buyer’s contract details.*

Note:

- Nomor Referensi Kontrak Pembeli = nomor kontrak eARC yang dibuat oleh Bank.  
*Buyer’s Contract Reference Number = eARC contract number created by the Bank.*
- Pelanggan = nama nasabah.  
*Customer Name = customer name.*
- Status = status kontrak.  
*Status = contract status.*
- Limit Penjual = sisa limit pinjaman yang bisa diambil.  
*Seller Limit = remaining loan limit that can be taken.*
- Tanggal Pendaftaran = tanggal kontrak dimulai.  
*Registration Date = contract commences Date.*

## Invoice Register by Seller / Invoice Register by Seller

Menu ini digunakan untuk registrasi invoice yang dilakukan oleh Seller.  
*This menu is used for invoice Registration done by the Seller.*




Contract No.	Customer Name
BAR000023	KCC GLASS INDONESIA

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Login sebagai user operator untuk akses menu ini.  
*Login as operator user to access this menu.*  
 Pilih "Invoice Register by Seller".  
 Select 'Invoice Register by Seller'.

- Pilih antara Manual Registration atau *Bulk Registration*.  
*Choose between Manual Registration or Bulk Registration.*
- Manual Registration adalah melakukan registrasi invoice dengan mengisi satu persatu data.  
*Manual Registration is registering invoices by filling in the data one by one.*
- Bulk Registration* adalah melakukan registrasi invoice dengan unggah file berisi data invoice. Template file dapat diunduh pada screen *Bulk Registration*.  
*Bulk Registration is registering invoices by uploading a file containing invoice data. File templates can be downloaded on the Bulk Registration screen*

### MANUAL REGISTRATION

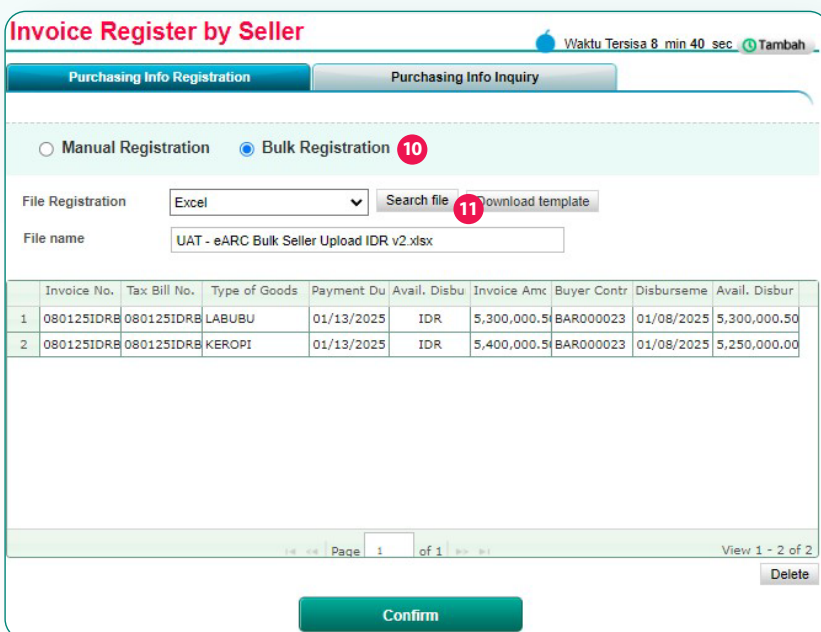
- Pilih "Buyer Contract Number" dan klik nomor kontrak yang berwarna biru.  
*Choose "Buyer Contract Number" and click on the blue coloured contract number.*
- Input "Invoice No" dari invoice yang diterbitkan dan akan diambil pinjamannya.  
*Input the 'Invoice No' of the invoice Issued and the loan to be taken.*
- Input "Invoice Amount" sejumlah nominal dalam invoice yang ditagihkan.  
*Input 'Invoice Amount' for the amount in the invoice.*
- Input "Type of Goods" dengan jenis barang yang ditagihkan.  
*Input 'Type of Goods' with the Type of Goods being invoiced.*
- Input "Amount to Disburse" dengan nominal yang akan dipinjam, maksimal sama dengan nominal invoice.  
*Input 'Amount to Disburse' with the amount to be borrowed, maximum equal to the invoice amount.*

7. Input "Tax bill No" dengan nomor pajak yang tercantum di invoice.  
*Input 'Tax bill No' with the tax number listed on the invoice.*
8. Pilih tanggal "Payment Due Date" pada kalender, ini merupakan tanggal jatuh tempo invoice.  
*Select the 'Payment Due Date' Date on the calendar, this is the invoice due Date.*
9. Pilih "Disbursement Date" pada kalender, ini merupakan tanggal pinjaman dikredit ke rekening seller.  
*Select 'Disbursement Date' on the calendar, this is the Date the loan is credited to the seller's account.*

Klik Kirim.  
*Click Submit.*

Note:

- Payment Due Date harus H+2 dari *Issued Date*.  
*Payment Due Date must be H+2 from Issued Date.*
- Disbursement Date dapat dipilih sama dengan *Issued Date* atau H-2 dari *Payment Due Date*.  
*Disbursement Date can be chosen the same as Issued Date or H-2 from Payment Due Date.*



	Invoice No.	Tax Bill No.	Type of Goods	Payment Du	Avail. Disbu	Invoice Amc	Buyer Contr	Disburseme	Avail. Disbur
1	080125IDRE	080125IDRE	LABUBU	01/13/2025	IDR	5,300,000.5	BAR000023	01/08/2025	5,300,000.50
2	080125IDRE	080125IDRE	KEROPI	01/13/2025	IDR	5,400,000.5	BAR000023	01/08/2025	5,250,000.00

Login sebagai user operator untuk akses menu ini.  
*Login as operator user to access this menu.*  
Pilih "Invoice Register by Seller".  
*Select 'Invoice List by Seller'.*

10. Pilih antara Manual Registration atau Bulk Registration.  
*Choose between Manual Registration or Bulk Registration.*
- Manual Registration adalah melakukan registrasi invoice dengan mengisi satu persatu data.  
*Manual Registration is registering invoices by filling in the data one by one.*
- Bulk Registration adalah melakukan registrasi invoice dengan unggah file berisi data invoice. Template file dapat diunduh pada screen Bulk Registration.  
*Bulk Registration is registering invoices by uploading a file containing invoice data. File templates can be downloaded on the Bulk Registration screen*

### BULK REGISTRATION

11. Klik "Search File" untuk memilih file yang akan digunakan. Format file dapat mengikuti template yang dapat diunduh dari "Download Template".

*Click 'Search File' to select the file to be used. The file format can follow the template that can be downloaded from "Download Template".*

Klik Confirm  
*Click Confirm*

Login sebagai user approver untuk akses menu ini.  
*Login as approver user to access this menu.*  
Masuk ke menu "Otorisasi" dan centang pada transaksi yang akan di otorisasi.  
*Go to "Authorization" menu and tick selected transaction to be approved*

1. Centang pada bagian "Purchasing Registration".

*Tick the section 'Group Management - Add/Edit.*

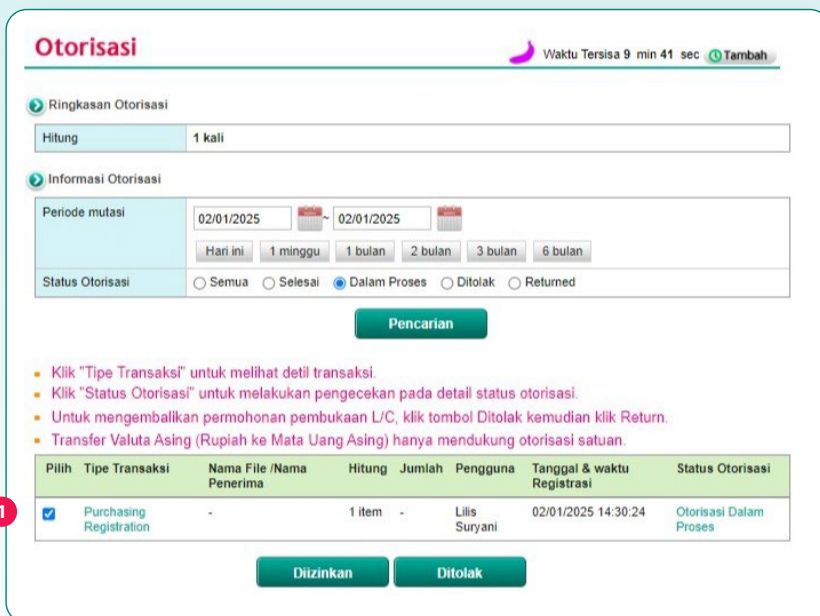
Klik Diizinkan.  
*Click Submit.*

2. Masukkan OTP pada "MyToken"

*Input OTP at "MyToken"*

3. Klik "Setuju"

*Click "Approved"*



**Otorisasi** Waktu Tersisa 9 min 41 sec Tambah

Ringkasan Otorisasi

Hitung 1 kali

Informasi Otorisasi

Periode mutasi: 02/01/2025 - 02/01/2025  
Hari ini 1 minggu 1 bulan 2 bulan 3 bulan 6 bulan

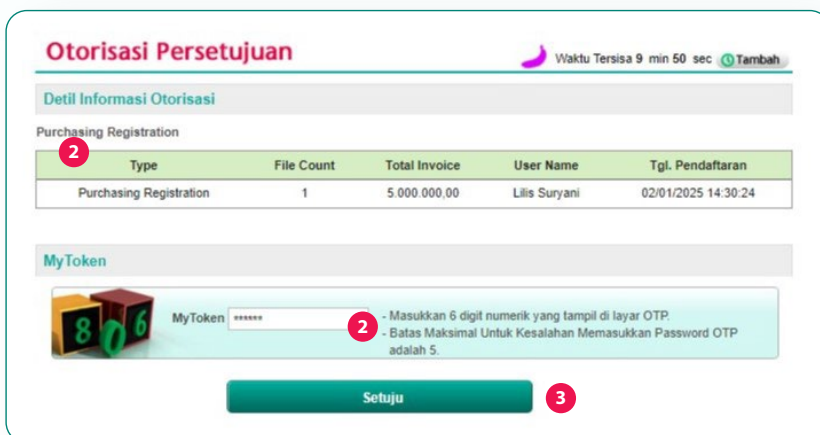
Status Otorisasi:  Semua  Selesai  Dalam Proses  Ditolak  Returned

Pencarian

- Klik "Tipe Transaksi" untuk melihat detail transaksi.
- Klik "Status Otorisasi" untuk melakukan pengecekan pada detail status otorisasi.
- Untuk mengembalikan permohonan pembukaan L/C, klik tombol Ditolak kemudian klik Return.
- Transfer Valuta Asing (Rupiah ke Mata Uang Asing) hanya mendukung otorisasi satuan.

Pilih	Tipe Transaksi	Nama File /Nama Penerima	Hitung	Jumlah	Pengguna	Tanggal & waktu Registrasi	Status Otorisasi
<input checked="" type="checkbox"/>	Purchasing Registration	-	1 item	-	Lilis Suryani	02/01/2025 14:30:24	Otorisasi Dalam Proses

Diizinkan Ditolak



**Otorisasi Persetujuan** Waktu Tersisa 9 min 50 sec Tambah

Detail Informasi Otorisasi

Purchasing Registration

Type	File Count	Total Invoice	User Name	Tgl. Pendaftaran
Purchasing Registration	1	5.000.000,00	Lilis Suryani	02/01/2025 14:30:24

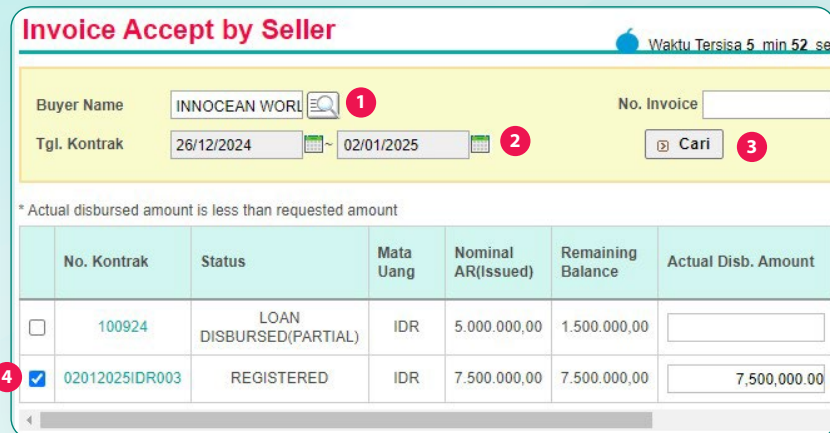
MyToken

MyToken: \*\*\*\*\*

Setuju

## Invoice Accept by Seller / Invoice Accept by Seller

Menu ini digunakan untuk akseptasi invoice oleh Seller untuk invoice yang di register oleh Buyer.  
*This menu is used for invoice acceptance by Seller for invoices registered by Buyer.*



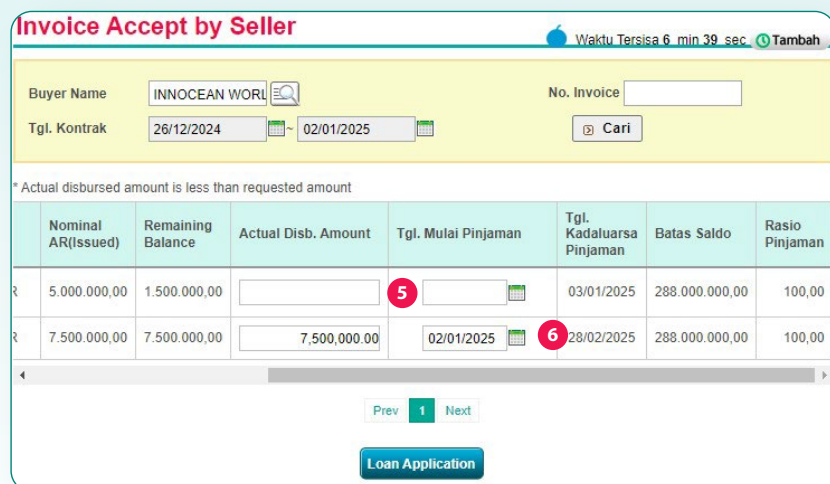
**Invoice Accept by Seller** Waktu Tersisa 5 min 52 sec

Buyer Name: INNOCEAN WORL 1 No. Invoice:

Tgl. Kontrak: 26/12/2024 - 02/01/2025 2  3

\* Actual disbursed amount is less than requested amount

	No. Kontrak	Status	Mata Uang	Nominal AR(Issued)	Remaining Balance	Actual Disb. Amount
<input type="checkbox"/>	100924	LOAN DISBURSED(PARTIAL)	IDR	5.000.000,00	1.500.000,00	<input type="text"/>
<input checked="" type="checkbox"/> <span>4</span>	02012025IDR003	REGISTERED	IDR	7.500.000,00	7.500.000,00	7.500.000,00



**Invoice Accept by Seller** Waktu Tersisa 6 min 39 sec

Buyer Name: INNOCEAN WORL No. Invoice:

Tgl. Kontrak: 26/12/2024 - 02/01/2025

\* Actual disbursed amount is less than requested amount

	Nominal AR(Issued)	Remaining Balance	Actual Disb. Amount	Tgl. Mulai Pinjaman	Tgl. Kadaluarsa Pinjaman	Batas Saldo	Rasio Pinjaman
₹	5.000.000,00	1.500.000,00	<input type="text"/> <span>5</span>	<input type="text"/>	03/01/2025	288.000.000,00	100,00
₹	7.500.000,00	7.500.000,00	7.500.000,00	02/01/2025 <span>6</span>	28/02/2025	288.000.000,00	100,00

Prev **1** Next



**HanaBank Buyer Inquiry**

Contract No.	Customer Name
<span>1</span> BAR000025	INNOCEAN WORLDWIDE INDONESIA

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Login sebagai user operator untuk akses menu ini.

*Login as operator user to access this menu.*

Pilih "Invoice Accept by Seller".

*Select 'Invoice Accept by Seller'.*

1. Pilih "Buyer Name".

*Select "Buyer Name".*

2. Pilih "Tgl. Kontrak" jika ingin memilih tanggal yang spesifik.

*Select 'Contract Date' if you want to select a specific Date.*

3. Klik "Cari".

*Click "Search".*

4. Pilih nomor kontrak yang akan diambil pinjamannya. User bisa memilih 1 (satu) atau lebih nomor kontrak yang akan diproses.

*Select the contract number for which the loan will be taken. Users can select 1 (one) or more contract numbers to be processed.*

5. Input "Actual Disb Amount" dengan nominal pinjaman.

*Input Actual Disb Amount with the loan amount.*

6. Pilih "Tgl. Mulai Pinjaman" untuk pencairan pinjaman dengan memilih tanggal pada kalender.

*Select 'Loan Start Date' for loan disbursement by selecting the Date on the calendar.*

Klik Loan Application.

*Click Loan Application.*

### Authorization

Remaining Time 9 min 38 sec [Renew](#)

**Authorization Summary**

Count: 1 times

**Authorization Information**

Inquiry Period: 01/02/2025 - 01/02/2025  
 Today 1week 1month 2months 3months 6months

Authorization Status:  All  Completed  In progress  Rejected  Returned

[Inquiry](#)

- Click on "Transaction Type" to view transaction details.
- Click on "Authorization Status" to check on approval status detail.
- To return L/C Opening Request, click Reject and then Return button.
- F/X Transfer (Rupiah to Foreign Currency) only support single approval.

Select	Transaction Type	File name /Beneficiary Name	Count	Amount	User	Registration date & time	Authorization Status
<input checked="" type="checkbox"/>	Loan Application	-	1 items	-	Lilis Suryani	01/02/2025 17:36:47	Auth. in progress

[Approve](#) [Reject](#)

Login sebagai user approver untuk akses menu ini.

*Login as approver user to access this menu.*

Masuk ke menu "Otorisasi" dan centang pada transaksi yang akan di otorisasi.

*Go to "Authorization" menu and tick selected transaction to be approved*

7. Centang pada bagian "Purchasing Registration".

*Tick the section 'Group Management - Add/Edit.*

Klik Diizinkan.

*Click Submit.*

8. Masukkan OTP pada "MyToken"

*Input OTP at "MyToken"*

9. Klik "Setuju"

*Click "Approved"*

### Authorization (Approval)

Remaining Time 9 min 54 sec [Renew](#)

**Authorization detail information**

Loan Application

Type	Invoice Amount	Actual Disb Amount	User Name	Register Date
Loan Application	7,500,000.00	7,500,000.00	Lilis Suryani	01/02/2025 17:36:47

**MyToken**

MyToken:  \*\*\*\*\*

- Input 6 digits numeric shown on OTP monitor.  
 - Maximum limit to make mistake for inputting password is 5.

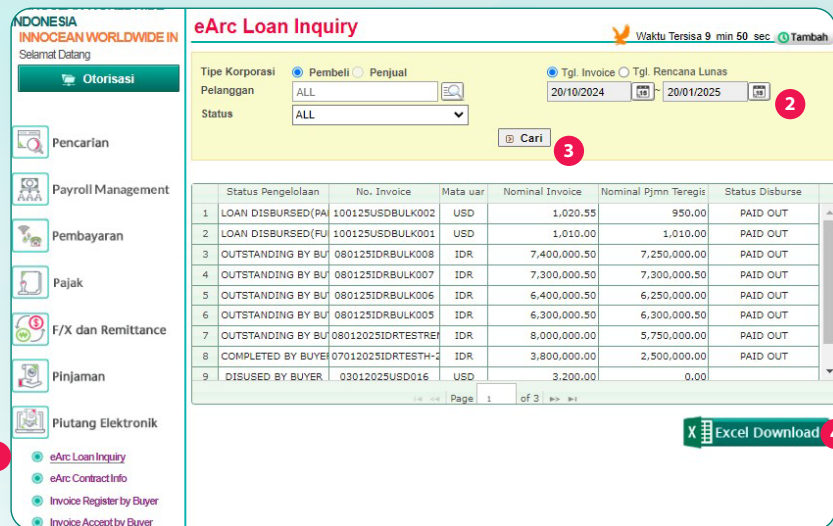
[Approval](#)

Select	Transaction Type	File name /Beneficiary Name	Count	Amount	User	Registration date & time	Authorization Status
<input type="checkbox"/>	Loan Application	-	1 items	-	Lilis Suryani	01/02/2025 17:36:47	Finished auth.

## BUYER

### ARC Loan Inquiry / eARC Loan Inquiry

Menu ini digunakan untuk melihat semua pinjaman eARC yang sudah diajukan beserta statusnya.  
*This menu is used to view all eARC loans that have been submitted and their status.*



	Status Pengelolaan	No. Invoice	Mata uar	Nominal Invoice	Nominal Pjmn Teregis	Status Disburse
1	LOAN DISBURSED(PA	100125USDBULK002	USD	1,020.55	950.00	PAID OUT
2	LOAN DISBURSED(FU	100125USDBULK001	USD	1,010.00	1,010.00	PAID OUT
3	OUTSTANDING BY BU	080125IDRBULK008	IDR	7,400,000.50	7,250,000.00	PAID OUT
4	OUTSTANDING BY BU	080125IDRBULK007	IDR	7,300,000.50	7,300,000.50	PAID OUT
5	OUTSTANDING BY BU	080125IDRBULK006	IDR	6,400,000.50	6,250,000.00	PAID OUT
6	OUTSTANDING BY BU	080125IDRBULK005	IDR	6,300,000.50	6,300,000.50	PAID OUT
7	OUTSTANDING BY BU	08012025IDRTSTRE	IDR	8,000,000.00	5,750,000.00	PAID OUT
8	COMPLETED BY BUYE	07012025IDRTSTH-	IDR	3,800,000.00	2,500,000.00	PAID OUT
9	DISUSED BY BUYER	03012025USD016	USD	3,200.00	0.00	

Login sebagai user operator atau approver untuk akses menu ini.

*Login as operator or approver user to access this menu.*

1. pilih menu “Piutang Elektronik – eArc Loan Inquiry”.

*Login and choose menu “eARC – eArc Loan Inquiry”.*

2. Pilih periode tanggal.

*Choose Date period.*

3. klik tombol cari.

*click the search button.*

Note:

- Status Pengelolaan = stasus proses invoice  
*Management Status = invoice process status*
- No. Invoice = nomor dari dokumen invoice yang diajukan  
*Invoice No. = the number of the invoice document submitted*
- Mata uang = mata uang invoice  
*Currency = invoice currency*
- Nominal Invoice = jumlah dana yang ditagihkan  
*Invoice Amount = amount of funds invoiced*
- Nominal Pjmn Teregis = jumlah pinjaman yang diajukan oleh supplier ke Bank  
*Registered Loan Amount = the loan amount submitted by the supplier to the Bank*
- Status Disburse = status pencairan pinjaman  
*Disburse Status = loan disbursement status*

4. Klik excel download jika ingin memiliki data dalam bentuk file excel.

*Click excel download if you want to have the data in an excel file.*

## eARC Contract Info / eARC Contract Info

Menu ini digunakan untuk melihat informasi kontrak aktif Seller dan Buyer.  
*This menu is used to view active Seller and Buyer contract information.*



**Info Kontrak Untuk Pembeli**

Waktu Tersisa 9 min 49 sec Tambah

Info Kontrak untuk Pembeli Cari Registrasi Kontrak Pembeli **2**

No. Kontrak	Status	Jenis Kontrak	Pelanggan	Tgl. Registrasi
BAR000025	NORMAL	BUYER	INNOCEAN WORLDWIDE INDONESIA	16/12/2024

**1**

- eArc Loan Inquiry
- eArc Contract Info**
- Invoice Register by Buyer
- Invoice Accept by Buyer

Login sebagai user operator untuk akses menu ini.

*Login as operator user to access this menu.*

1. Pilih “eARC Contract Info”.  
*Select “eARC Contract Info”.*

**Note:**

- No Kontrak = nomor kontrak eARC yang dibuat oleh Bank.  
*Contract No = eARC contract number created by the Bank.*
- Status = status kontrak.  
*Status = contract status.*
- Jenis Kontrak = kategori nasabah dalam kontrak eARC.  
*Type of Contract = customer category in eARC contract.*
- Pelanggan = nama nasabah.  
*Customer Name = customer name.*
- Tanggal Pendaftaran = tanggal kontrak dimulai.  
*Registration Date = contract commences Date.*

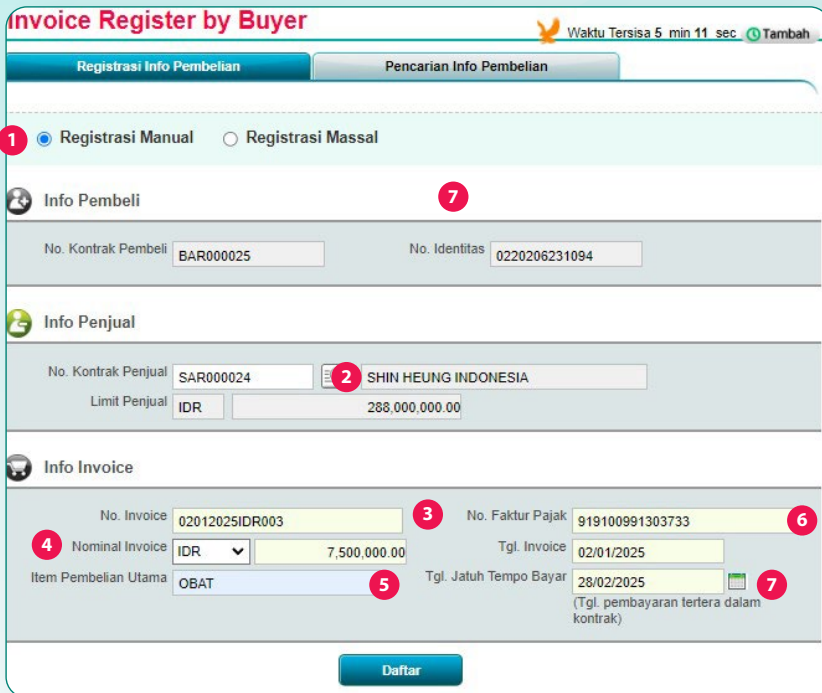
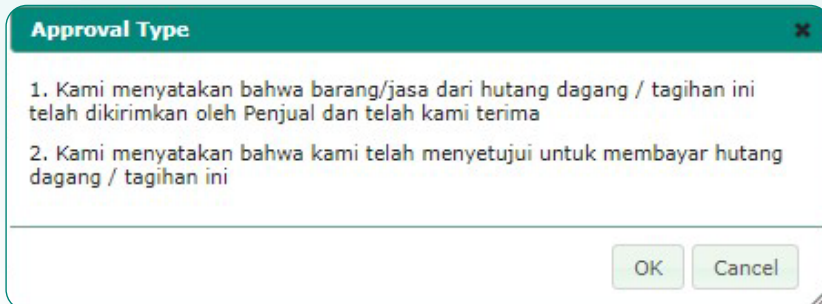
2. Klik “Cari Registrasi Kontrak Pembeli” untuk mengetahui detail kontrak Pembeli.  
*Click ‘Search Buyer Contract Registration’ to find out Buyer’s contract details.*

**Note:**

- Nomor Referensi Kontrak Pembeli = nomor kontrak eARC yang dibuat oleh Bank.  
*Buyer’s Contract Reference Number = eARC contract number created by the Bank.*
- Pelanggan = nama nasabah.  
*Customer Name = customer name.*
- Status = status kontrak.  
*Status = contract status.*
- Limit Penjual = sisa limit pinjaman yang bisa diambil.  
*Seller Limit = remaining loan limit that can be taken.*
- Tanggal Pendaftaran = tanggal kontrak dimulai.  
*Registration Date = contract commences Date.*

## Invoice Register by Buyer / Invoice Register by Buyer

Menu ini digunakan untuk registrasi invoice yang dilakukan oleh Buyer.  
*This menu is used for invoice Registration done by the Buyer.*

Login sebagai user operator untuk akses menu ini.  
*Login as operator user to access this menu.*  
 Pilih "Invoice Register by Seller".  
*Select 'Invoice Register by Seller'.*

- Pilih antara Manual Registration atau Bulk Registration.  
*Choose between Manual Registration or Bulk Registration.*
  - Manual Registration* adalah melakukan registrasi invoice dengan mengisi satu persatu data.  
*Manual Registration is registering invoices by filling in the data one by one.*
  - Bulk Registration* adalah melakukan registrasi invoice dengan unggah file berisi data invoice. Template file dapat diunduh pada screen Bulk Registration.  
*Bulk Registration is registering invoices by uploading a file containing invoice data. File templates can be downloaded on the Bulk Registration screen*

### MANUAL REGISTRATION

- Pilih "No Kontrak Penjual" dan klik nomor kontrak yang berwarna biru.  
*Choose "Buyer Contract Number" and click on the blue coloured contract number.*
- Input "No Invoice" dari invoice yang diterbitkan dan akan diambil pinjamannya.  
*Input the 'Invoice No' of the invoice Issued and the loan to be taken.*
- Input "Nominal Invoice" sejumlah nominal dalam invoice yang ditagihkan.  
*Input 'Invoice Amount' for the amount in the invoice.*
- Input "Item Pembelian Utama" dengan jenis barang yang ditagihkan.  
*Input 'Type of Goods' with the Type of Goods being invoiced.*
- Input "No Faktur Pajak" dengan nomor pajak yang tercantum di invoice.  
*Input 'Tax bill No' with the tax number listed on the invoice.*

7. Pilih tanggal “Tanggal Jatuh Tempo Bayar” pada kalender, ini merupakan tanggal jatuh tempo invoice.

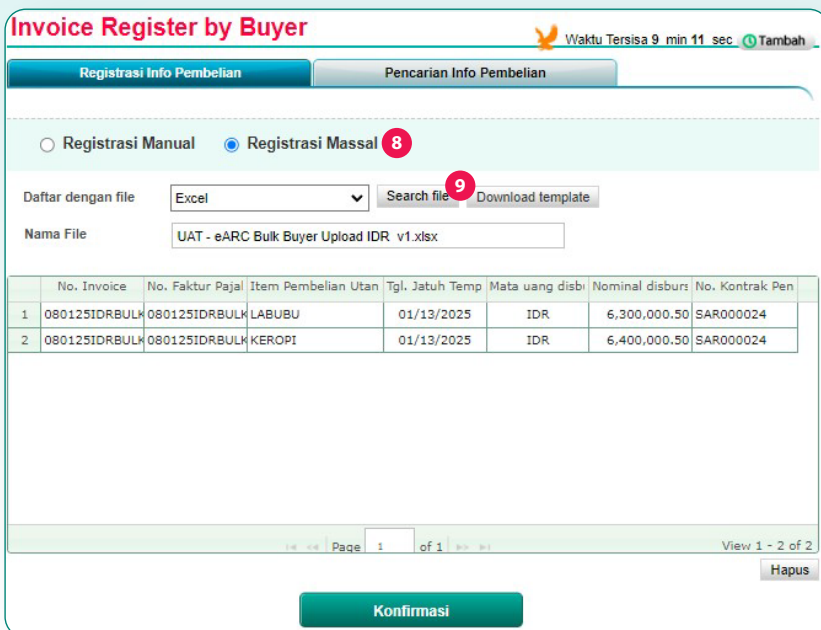
*Select the ‘Payment Due Date’ Date on the calendar, this is the invoice due Date.*

Klik Kirim.

*Click Submit.*

Note:

- *Payment Due Date harus H+2 dari Issued Date. Payment Due Date must be H+2 from Issued Date.*
- *Disbursement Date dapat dipilih sama dengan Issued Date atau H-2 dari Payment Due Date. Disbursement Date can be chosen the same as Issued Date or H-2 from Payment Due Date.*



**Invoice Register by Buyer** Waktu Tersisa 9 min 11 sec Tambah

Registrasi Info Pembelian | Pencarian Info Pembelian

Registrasi Manual  Registrasi Massal **8**

Daftar dengan file: Excel Search file **9** Download template

Nama File: UAT - eARC Bulk Buyer Upload IDR v1.xlsx

No. Invoice	No. Faktur Pajak	Item Pembelian Utan	Tgl. Jatuh Temp	Mata uang disbi	Nominal disbur	No. Kontrak Pen	
1	080125IDRBULK	080125IDRBULK	LABUBU	01/13/2025	IDR	6,300,000.50	SAR000024
2	080125IDRBULK	080125IDRBULK	KEROPI	01/13/2025	IDR	6,400,000.50	SAR000024

Page 1 of 1 View 1 - 2 of 2 Hapus

**Konfirmasi**

Login sebagai user operator untuk akses menu ini.

*Login as operator user to access this menu.*

Pilih “Invoice Register by Seller”.

*Select ‘Invoice List by Seller’.*

8. Pilih antara *Manual Registration* atau *Bulk Registration*.

*Choose between Manual Registration or Bulk Registration.*

- *Manual Registration* adalah melakukan registrasi invoice dengan mengisi satu persatu data. *Manual Registration is registering invoices by filling in the data one by one.*
- *Bulk Registration* adalah melakukan registrasi invoice dengan unggah file berisi data invoice. Template file dapat diunduh pada screen *Bulk Registration*. *Bulk Registration is registering invoices by uploading a file containing invoice data. File templates can be downloaded on the Bulk Registration screen*

**BULK REGISTRATION**

9. Klik “Search File” untuk memilih file yang akan digunakan. Format file dapat mengikuti template yang dapat diunduh dari “Download Template”. *Click ‘Search File’ to select the file to be used. The file format can follow the template that can be downloaded from “Download Template”.*

Klik Confirm

*Click Confirm*

### Otorisasi

Waktu Tersisa 8 min 54 sec Tambah

**Ringkasan Otorisasi**

Hitung: 1 kali

**Informasi Otorisasi**

Periode mutasi: 02/01/2025 - 02/01/2025  
 Hari ini 1 minggu 1 bulan 2 bulan 3 bulan 6 bulan

Status Otorisasi:  Semua  Selesai  Dalam Proses  Ditolak  Returned

**Pencarian**

- Klik "Tipe Transaksi" untuk melihat detail transaksi.
- Klik "Status Otorisasi" untuk melakukan pengecekan pada detail status otorisasi.
- Untuk mengembalikan permohonan pembukaan L/C, klik tombol Ditolak kemudian klik Return.
- Transfer Valuta Asing (Rupiah ke Mata Uang Asing) hanya mendukung otorisasi satuan.

Pilih	Tipe Transaksi	Nama File / Nama Penerima	Hitung	Jumlah	Pengguna	Tanggal & waktu Registrasi	Status Otorisasi
<input checked="" type="checkbox"/>	Purchasing Registration	-	1 item	-	INNOCEAN WORLDWIDE INDONESIA	02/01/2025 17:12:42	Otorisasi Dalam Proses

**1** Diizinkan Ditolak

### eArc

- Kami menyatakan bahwa barang/jasa dari hutang dagang / tagihan ini telah dikirimkan oleh Penjual dan telah kami terima
- Kami menyatakan bahwa kami telah menyetujui untuk membayar hutang dagang / tagihan ini

OK Cancel

### Otorisasi Persetujuan

Waktu Tersisa 9 min 55 sec Tambah

**Detail Informasi Otorisasi**

Purchasing Registration

Type	File Count	Total Invoice	User Name	Tgl. Pendaftaran
Purchasing Registration	1	7.500.000,00	INNOCEAN WORLDWIDE INDONESIA	02/01/2025 17:26:03

**MyToken**

MyToken  **2** Masukkan 6 digit numerik yang tampil di layar OTP. Batas Maksimal Untuk Kesalahan Memasukkan Password OTP adalah 5.

**3** Setuju

Login sebagai user approver untuk akses menu ini.

Login as approver user to access this menu.

Masuk ke menu "Otorisasi" dan centang pada transaksi yang akan di otorisasi.

Go to "Authorization" menu and tick selected transaction to be approved

1. Centang pada bagian "Purchasing Registration".

Tick the section "Group Management - Add/Edit".

Klik Diizinkan.

Click Submit.

2. Masukkan OTP pada "MyToken"

Input OTP at "MyToken"

3. Klik "Setuju"

Click "Approved"

## Invoice Accept by Buyer / Invoice Accept by Buyer

**Invoice Accept by Buyer** Waktu Tersisa 7 min 8 sec [Tambah](#)

Pelanggan:  No. Invoice:

Tgl. Kontrak:  -

\* Actual disbursed amount is less than requested amount

No. Kontrak	Status	Mata Uang	Nominal AR(Issued)	Tgl. Kadaluarsa Pinjaman
<input type="checkbox"/> 02012025IDR001	REGISTERED	IDR	5.000.000,00	28/02/2025
<input type="checkbox"/> 02012025IDR002	REGISTERED	IDR	5.000.000,00	28/02/2025

Login sebagai user operator untuk akses menu ini.  
*Login as operator user to access this menu.*  
 Pilih "Invoice Accept by Seller".  
 Select 'Invoice Accept by Seller'.

- Pilih "Pelanggan".  
*Select "Buyer Name".*
- Pilih "Tgl. Kontrak" jika ingin memilih tanggal yang spesifik.  
*Select 'Contract Date' if you want to select a specific Date.*
- Klik "Cari".  
*Click "Search".*
- Pilih nomor kontrak yang akan diambil pinjamannya. User bisa memilih 1 (satu) atau lebih nomor kontrak yang akan diproses.  
*Select the contract number for which the loan will be taken. Users can select 1 (one) or more contract numbers to be processed.*

Klik Submit.  
*Click Submit.*

**Otorisasi** Waktu Tersisa 7 min 55 sec [Tambah](#)

**Ringkasan Otorisasi**

Hitung:

**Informasi Otorisasi**

Periode mutasi:  -

Status Otorisasi:  Semua  Selesai  Dalam Proses  Ditolak  Returned

- Klik "Tipe Transaksi" untuk melihat detail transaksi.
- Klik "Status Otorisasi" untuk melakukan pengecekan pada detail status otorisasi.
- Untuk mengembalikan permohonan pembukaan L/C, klik tombol Ditolak kemudian klik Return.
- Transfer Valuta Asing (Rupiah ke Mata Uang Asing) hanya mendukung otorisasi satuan.

Pilih	Tipe Transaksi	Nama File /Nama Penerima	Hitung	Jumlah	Pengguna	Tanggal & waktu Registrasi	Status Otorisasi
<input checked="" type="checkbox"/>	Loan Application	-	1 item	-	blackstone	02/01/2025 15:15:53	Otorisasi Dalam Proses

Login sebagai user approver untuk akses menu ini.  
*Login as approver user to access this menu.*  
 Masuk ke menu "Otorisasi" dan centang pada transaksi yang akan di otorisasi.  
*Go to "Authorization" menu and tick selected transaction to be approved*

- Centang pada bagian "Purchasing Registration".  
*Tick the section 'Group Management - Add/Edit'.*

Klik Diizinkan.  
*Click Submit.*

- Masukan OTP pada "MyToken"  
*Input OTP at "MyToken"*
- Klik "Setuju"  
*Click "Approved"*

### Otorisasi Persetujuan


Waktu Tersisa 9 min 54 sec [Tambah](#)

**Detil Informasi Otorisasi**

Loan Application

Type	Invoice Amount	Actual Disb Amount	User Name	Tgl. Pendaftaran
Loan Application	5.000.000,00	5.000.000,00	blackstone	02/01/2025 15:15:53

**MyToken**



MyToken  2

- Masukkan 6 digit numerik yang tampil di layar OTP.  
- Batas Maksimal Untuk Kesalahan Memasukkan Password OTP adalah 5.

3 [Setuju](#)

2. Masukan OTP pada "MyToken"  
*Input OTP at "MyToken"*
3. Klik "Setuju"  
*Click "Approved"*

Pilih	Tipe Transaksi	Nama File /Nama Penerima	Hitung	Jumlah	Pengguna	Tanggal & waktu Registrasi	Status Otorisasi
<input type="checkbox"/>	Loan Application	-	1 item	-	blackstone	02/01/2025 15:15:53	Otorisasi Selesai

