

DIGITAL PROCUREMENT VENDOR SOCIALIZATION



Congratulations!

➤ Digital Procurement
is going to be
launched in
PERTAMINA!





Digital Procurement - Journey towards world class procurement organization

What is changing for you....

Digital procurement is going live for business with KP, Shipping, MOR and Refinery Units

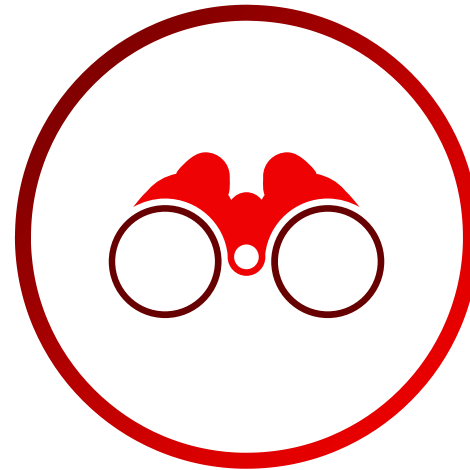


SINGLE INTERFACE FOR VENDORS TO DO BUSINESS WITH PERSERO

BENEFITS: Efficient & user-friendly way to do business



Improved collaboration during **source to contract process** through digitization with a single system



Improved visibility of your **material and service portfolio** to buyers with ability to publish supplier catalog



Receipt of **automatic PO notification** and **ability to create ASN¹** to provide ability to track orders

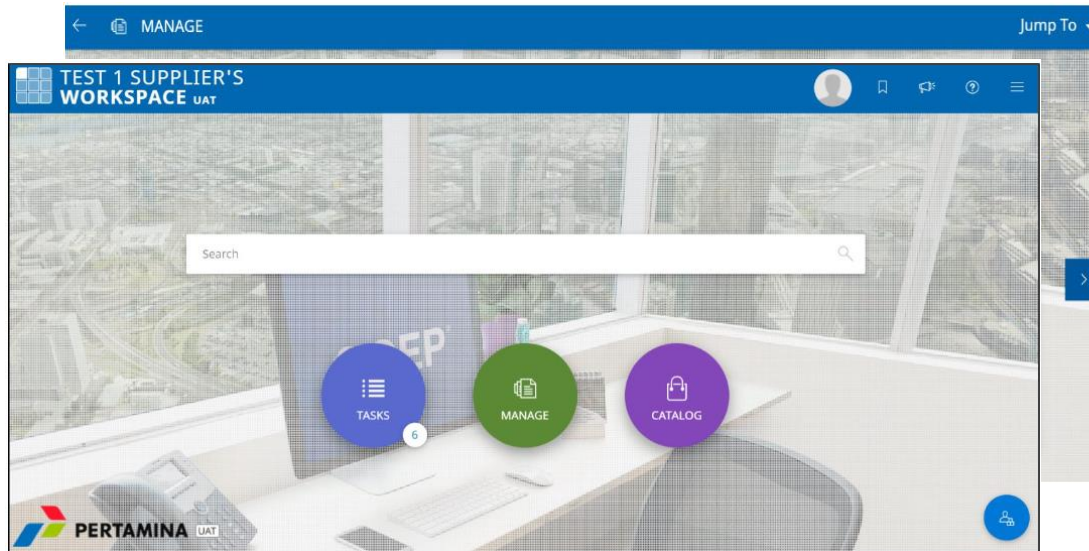
9 processes to be executed in SMART starting Oct 20th

	Processes	Current Tools	New Tools
Source to Contract	Register and update data as Pertamina's vendor	iP2P	iP2P
	Register for procurement event and Upload RFI / RFP documents	eProc / Manual	SMART
	Respond to questionnaire and price sheets (if any)	eProc / Manual	
	Vendor Awarding	eProc / Manual	
	Participate in e-Auction	eAuction	
Contract sent to supplier to sign/review	Manual		
Procure to Pay	Register items to be listed in supplier hosted catalog	N/A	SMART
	Receive and review PO details	Manual	
	Create Advance Shipping Notification (ASN) and communicate with buyer	Manual	

SWITCH FROM MULTIPLE TOOL INTERACTIONS to SINGLE DIGITAL INTERFACE

Sourcing, Auction and Contract

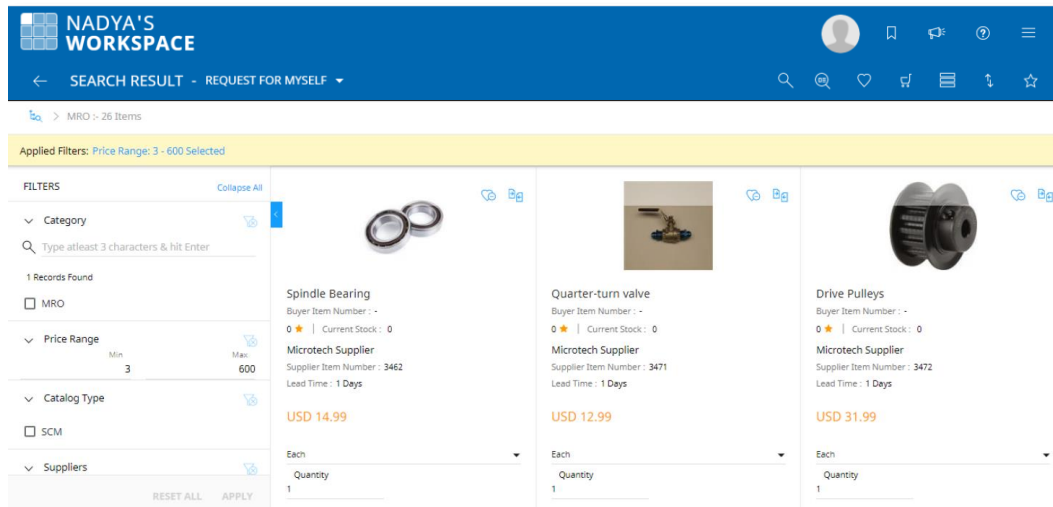
Digital use case to help buyer and vendor in sourcing process and contract creation in one integrated system



- ✓ **Digital submission** for administrative, technical and commercial responses in one integrated platform
- ✓ **Collaboration** between buyer dan vendor via discussion forum
- ✓ **Integrated auction system** with end-to-end sourcing process in SMART
- ✓ **One single platform** to review and receive contract

Supplier Hosted Catalog

Product catalog which can be directly consumed without sourcing process



- ✓ **Opportunity to offer product to fulfill Pertamina group's demand**
- ✓ **Streamlined sourcing process - no tender process needed for selected supplier for hosted catalog**
- ✓ **Transparency & control for vendors, with ability to amend catalog and set catalog validity**

Order Tracking

Platform to monitor PO, give shipping estimation time and shipping document



- ✓ **Automatic notification** to your email when you get PO from Pertamina
- ✓ **Information digitization** - store soft copy of PO, shipping information and time estimation of goods receipt in one system
- ✓ **Ease of communication with buyer**, utilize comment feature to discuss with buyer regarding the shipping

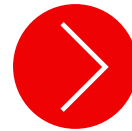
How to register in SMART?

2 steps to register in SMART



Register as Vendor

Register or update data in Pertamina database via iP2P



Register for Sourcing Events

Register to SMART with registration link from
support@gep.com

**iP2P is still the primary registration channel to be Pertamina's vendors
Register in SMART to participate in future sourcing events**

Registration email from GEP SMART

Para Penyedia Yang Terhormat,

PERTAMINA dengan bangga memperkenalkan sistem digital procurement kami (GEP SMART) yang menerapkan praktik *best-in-class* untuk *supplier engagement* secara keseluruhan. Sebagai penyedia utama barang & jasa untuk PERTAMINA, kami ingin memperkenalkan sistem ini ke perusahaan Anda. Melalui implementasi sistem ini, kami yakin akan dapat meningkatkan kolaborasi dengan perusahaan anda, menekan *lead time* proses pengadaan, mempermudah eksekusi kontrak, dan menghasilkan proposisi secara *win-win* antara PERTAMINA dan perusahaan terkait.

Beberapa manfaat utama yang hadir untuk Anda melalui sistem digital procurement adalah sebagai berikut:

- Kerjasama yang lebih baik melalui penerapan *single system* untuk digitalisasi proses *sourcing-to-contract* secara keseluruhan
- Transparansi yang lebih baik akan portofolio barang dan jasa Anda kepada *Buyer* dengan kemampuan untuk penerbitan katalog penyedia.
- Penerimaan notifikasi *Purchase Order (PO)* secara otomatis dan kapabilitas untuk membuat *Advanced Shipping Notification (ASN)* guna pelacakan pesanan yang lebih baik.

Silakan [klik disini](#) untuk memulai tahap pendaftaran. Perlu diketahui bahwa situs tersebut paling baik berfungsi di *Google Chrome & Internet Explorer 11* atau yang lebih baru. Link tersebut akan membawa Anda ke halaman pendaftaran *online* dimana Anda akan diminta untuk membuat nama pengguna dan kata sandi untuk mengakses GEP SMART.

Setelah Anda memasukkan semua informasi yang diperlukan, sistem akan mengirimkan email notifikasi tambahan yang berisikan instruksi untuk mengaktifkan akun Anda sebelum Anda dapat mengakses portal penyedia. Arahan lebih lanjut dapat ditemukan dalam *Quick Reference Guide* ini untuk pendaftaran penyedia.

Untuk memastikan pemahaman Anda dalam menggunakan sistem baru ini, kami akan mengadakan pelatihan dan membagikan materi pelatihan yang terkait. PERTAMINA & GEP bersama-sama juga akan menyiapkan tim *support* untuk menanggapi pertanyaan dari anda sekalian terkait dengan pendaftaran ataupun fitur-fitur dari sistem digital *procurement* ini.

Jika Anda memerlukan bantuan atau menghadapi masalah, Anda dapat menghubungi tim *support* GEP melalui telepon atau *email*.

- Telepon: *Indonesia*: +62 21 50995477; *US*: +1-732-428-1578; *Canada/Mexico*: +1-416-482-2900; *Europe*: +42-022-598-6501; *UK*: +44-203-478-6123; *Asia*: +91-22-6137-2148; *Australia*: +61-2-8518-1914; *China*: +86-21-3115-9119 or +86-21-3115-5061
- Email: PertaminaDPSupport@gep.com

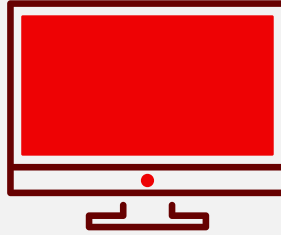
Registration email will be
received from
support@gep.com



This is not a phishing email



2 ways to update your email address



Self service via
<http://www.pertamina.com/i-p2p>

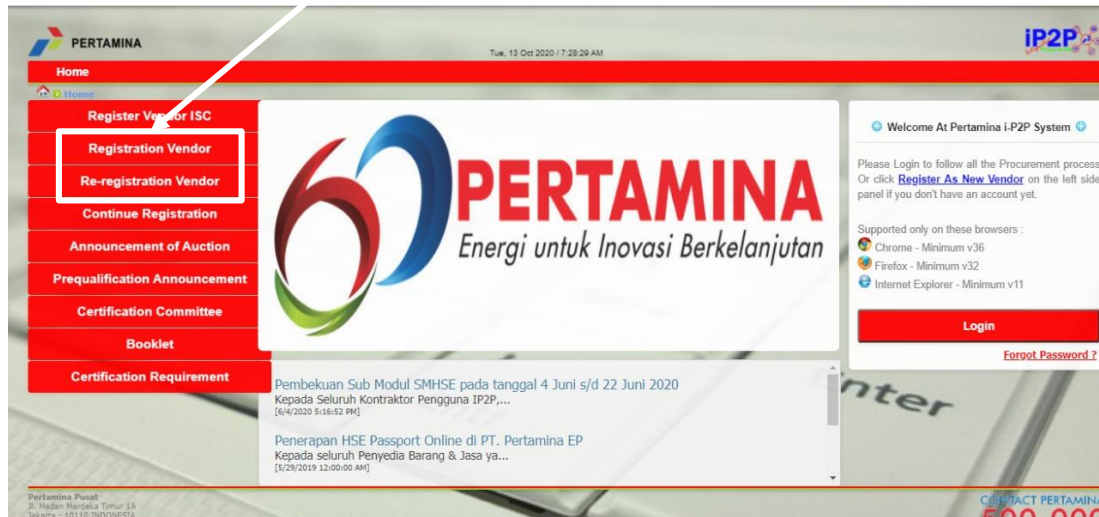
OR

Contact your nearest Pertamina's operation unit

Unit	Email	Unit	Email
Kantor Pusat	servicedesk.procurement@pertamina.com	MOR I	procurement.mor1@pertamina.com
RU II	rizki.fernando@pertamina.com ; sekretariatCO.RU2@pertamina.com	MOR II	servicedesk.procurementMOR2@pertamina.com
RU III	iqbal.maulana1@pertamina.com	MOR III	
RU IV	dessy.mirmaningtyas@pertamina.com	MOR IV	putri.pramitha@pertamina.com ; rizka.adevia@pertamina.com
RU V	andri.palelleng@pertamina.com ; ayu.ramadhani@pertamina.com	MOR V	ratna.dewi@pertamina.com ; supiyanto@pertamina.com
RU VI	iqbal.Apriyadi@pertamina.com	MOR VI	procurement.mor6@pertamina.com
RU VII	mahardhika.putra1@pertamina.com ; hermon.lemauk@pertamina.com	MOR VII	febri.wijayanta@pertamina.com
		MOR VIII	paulus_pesurnay@pertamina.com ; dennis.tampubolon@pertamina.com

Register and update your data in iP2P

Registration and Update Data Menu on Home Page



iP2P Home Page

Registration Vendor

* Yellow field is mandatory * White field is optional * Grey field is read only

Main Info

Nama Perusahaan Pertamina (Pertamina Company Name)

Company Code	Company Name
1010	PT Pertamina (Persero)
2021	PT Pertamina EP

Jenis Vendor (Vendor Type)

Nama Perusahaan (Company Name)

Alamat (Address)

Alamat (Lanjutan) (Address - Cont)

Kode Pos (Zip Code)

Negara (Country)

Propinsi (Province)

Kota / Kabupaten (City)

Kecamatan

PO Box (PO Box)

Nomor Telepon (Phone No.)

Fax (Fax No.)

No. NPWP (Tax Number)

Upload NPWP (Upload Tax Number Document)

Upload Surat Kuasa (Upload Power Of Attorney)

Registration Menu

Re-Registration Vendor

Nomor Vendor (Vendor Number)

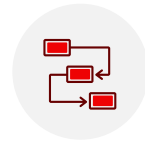
No. NPWP (Tax Number)

Input Tax Number without Delimiter (000-000-000-000-000)
ex: 000999000999000

 Type the code shown:

Update Data Menu

Contact PertaminaDPSupport@gep.com for your queries



Business Process

- Why do I have limited access?
- Should I stop using E-Proc/SAP now?
- What about my old documents?
- How was the supplier informed about this new tool?

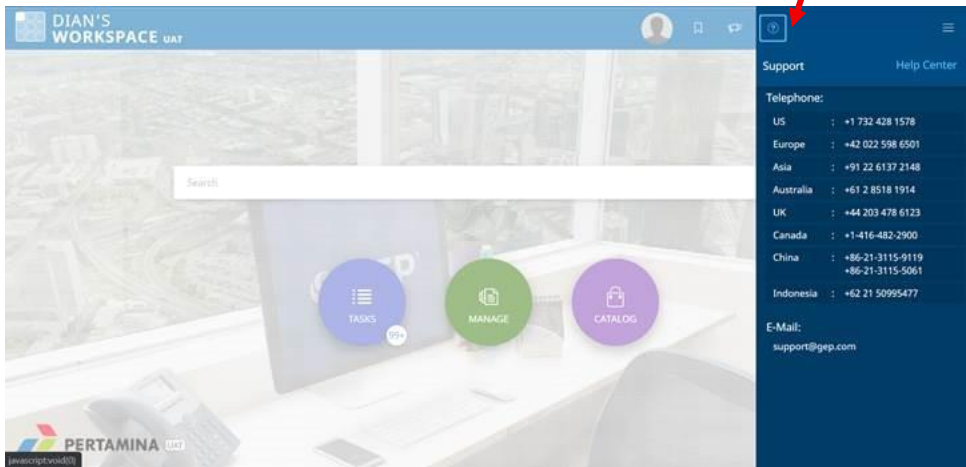


SMART

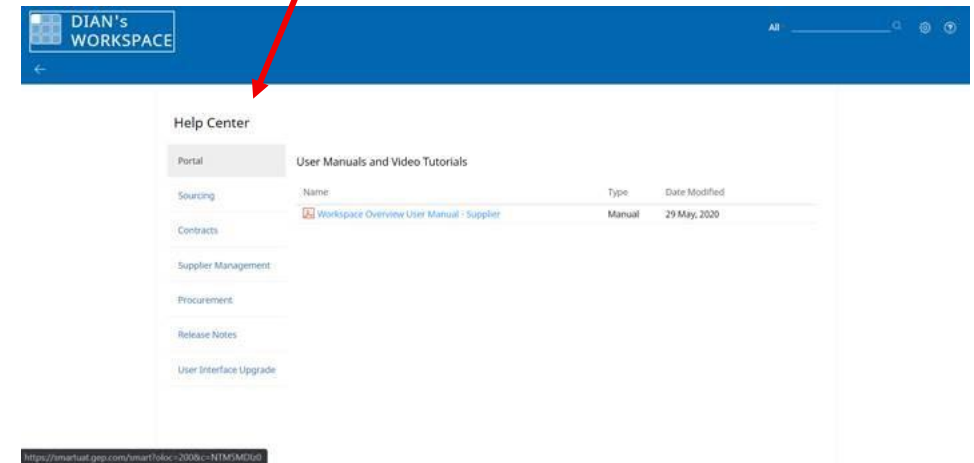
- My login button is not working
- I can't proceed to the next page when I submit a form

Accessing the user manual

To access Help Center



To access the user manual





Next steps

- 1 Check your email for registration link from support@gep.com
- 2 Update your email address via iP2P or contact nearest Pertamina operation unit (if required)
- 3 Wait for the next sourcing events from PERTAMINA!

Thank You

BUMI UNTUK
INDONESIA

 **PERTAMINA**