



PANDUAN PENGGUNA ON-BOARDING PEMASOK

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Chapter 1: On-boarding Suppliers (Orientasi Pemasok)

Manajemen Pemasok menawarkan pengalaman orientasi yang mudah untuk keduanya, Pembeli dan Pemasok. Sebagai Pembeli, anda dapat memilih pemasok dan dapat mengirimkan undangan kepada kontak pemasok untuk melakukan pendaftaran pada SMART by GEP.

1.1 Viewing the Supplier Profile (Melihat profil Pemasok)

Profil Pemasok Menyimpan semua rincian pemasok seperti informasi pendaftaran, detail lokasi, detail kontak, dll.

Silahkan ikuti langkah berikut untuk melihat profil pemasok:

- 1) Dari halaman depan ruangkerja, klik **Manage/Kelola**



- 2) Klik tunjukkan semua untuk melihat Repositori pemasok lengkap.

The screenshot shows a list of suppliers with the following details:

Supplier	Status	Action
09Jul2020 IDENTIFIED Legal Company Name : 09Jul2020 DUNS Number :	999+	
PT. AFALINDO PRATAMA APPROVED - GREEN Legal Company Name : PT. AFALINDO PRATAMA DUNS Number :		
KONSORSIUM PT. BKI DAN PT. SUCOFIND APPROVED - GREEN Legal Company Name : KONSORSIUM PT. BKI DAN PT. SUCOFIND DUNS Number :		
willmay2344 REGISTERED Legal Company Name : willmay2344 DUNS Number :		

At the bottom right of the list, there is a blue "SHOW ALL" button.

- 3) Pada halaman dibawah ini, cari atau filter untuk mengakses profil pemasok yang relevan..

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All 999+	<input type="checkbox"/> Select All
11521	09Jul2020 IDENTIFIED Legal Company Name : 09Jul2020 DUNS Number : Organization entity : Aviation Region 1 Test + (3) more Created By : Chirag Shethia Primary Contact Name : CS Primary Contact Email : chirag.shethia@gep.com Supplier Managers : Chirag Shethia Client Supplier Code : PC-2020.014519
2801	PT. AFALINDO PRATAMA APPROVED - GREEN Legal Company Name : PT. AFALINDO PRATAMA DUNS Number : Organization entity : Pertamina (Persero) + (794) more Created By : Admin GEP's . Primary Contact Name : SANTI - Primary Contact Email : afalindo_p@yahoo.co.id Supplier Managers : Procurement Buyer Client Supplier Code : 0000102396
73	KONSORSIUM PT. BKI DAN PT. SUCOFIND APPROVED - GREEN Legal Company Name : KONSORSIUM PT. BKI DAN PT. SUCOFIND DUNS Number : Organization entity : Pertamina (Persero) + (794) more Created By : Primary Contact Name : Wisnawan Anggoro - Primary Contact Email : 0000100033@supplier.com Supplier Managers : Procurement Buyer Client Supplier Code : 0000100033
55	willmay2344 REGISTERED Legal Company Name : willmay2344 DUNS Number : Organization entity : PERTAMINA Kantor Pusat + (3) more Created By : Pertamina Admin Primary Contact Name : willmay2344 willmay2344 Primary Contact Email : tracy.pereira@gep.com Supplier Managers : Arwin Layarda Client Supplier Code : PC-2020.014518
50	
30	
29	
19	
12	

- 4) Kemudian klik pemasok yang ingin anda lihat. Halaman profil pemasok akan terlihat seperti dibawah ini.

- > BASIC DETAILS
- > SUPPLIER SOURCE INFORMATION
- > IDENTIFICATION INFORMATION
- > RELATIONSHIP INFORMATION
- > BUSINESS INFORMATION

Halaman profil pemasok terdiri dari bagian berikut:

- Detail Dasar
- Informasi Identifikasi
- Informasi Sumber Pemasok
- Informasi Hubungan
- Sertifikasi
- Status Keragaman
- Informasi Pendaftaran
- Informasi Lokasi
- Informasi Kontak
- Informasi Bisnis
- Tipe Transaksi
- Informasi Pemasaran
- Ketentuan Pembayaran
- Dokumen
- Model Keterlibatan

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1.2 Invite for Registration (Undangan untuk Pendaftaran)

Sebagai Pembeli, anda memerlukan pemasok anda untuk mendaftar jadi mereka dapat merespon event sesuai kebutuhan anda. Anda dapat menggunakan halaman arahan untuk mengirim notifikasi email kepada satu /beberapa pemasok mengundang mereka untuk mendaftar. Anda juga dapat mengundang individu pemasok dari halaman profil mereka.

Undangan pemasok untuk mendaftar – dari profil pemasok

- 1) Akses profil pemasok
- 2) Klik menu action ikon kemudian klik **Kirim Berkas Pendaftaran Utama**.

The screenshot shows the 'Basic Details' section of a supplier profile for 'ACME INC'. The profile includes fields for the supplier's legal name ('Acme Inc'), doing business as ('Acme Industries'), and normalized name ('ACME'). Other details shown include the parent company's identification type ('Parent Company Name') and category ('Corporate Services'). A sidebar on the right provides options like 'Export to PDF', 'View Change History', and 'Send Primary Registration Form'.

Undangan pemasok untuk mendaftar – Dari Ruang Kerja

- 1) Dari Halaman depan Ruang Kerja, klik **Manage/Kelola**
- 2) Klik tunjukkan semua untuk melihat Repositori Pemasok Lengkap

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The screenshot shows a list of suppliers under the heading "SUPPLIER". There are four entries:

- 09Jul2020** IDENTIFIED Legal Company Name : 09Jul2020 | DUNS Number :
- PT. AFALINDO PRATAMA** APPROVED - GREEN Legal Company Name : PT. AFALINDO PRATAMA | DUNS Number :
- KONSORSIUM PT. BKI DAN PT. SUCOFIND** APPROVED - GREEN Legal Company Name : KONSORSIUM PT. BKI DAN PT. SUCOFIND | DUNS Number :
- willmay2344** REGISTERED Legal Company Name : willmay2344 | DUNS Number :

A yellow button at the top right says "999+". At the bottom center is a blue button labeled "SHOW ALL".

- 3) Akses repositori pemasok melalui halaman arahan.

The screenshot shows a list of suppliers under the heading "MANAGE - SUPPLIER". There are eight entries:

- All 999+ Select All
- 09Jul2020** IDENTIFIED Legal Company Name : 09Jul2020 | DUNS Number : | Organization entity : Aviation Region 1 Test + (3) more | Created By : Chirag Shethia | Primary Contact Name : C S | Primary Contact Email : chirag.shethia@gep.com | Supplier Managers : Chirag Shethia | Client Supplier Code : PC-2020.014519
- PT. AFALINDO PRATAMA** APPROVED - GREEN Legal Company Name : PT. AFALINDO PRATAMA | DUNS Number : | Organization entity : Pertamina (Persero) + (794) more | Created By : Admin GEP's . | Primary Contact Name : SANTI - | Primary Contact Email : afalindo_p@yahoo.co.id | Supplier Managers : Procurement Buyer | Client Supplier Code : 0000102396
- KONSORSIUM PT. BKI DAN PT. SUCOFIND** APPROVED - GREEN Legal Company Name : KONSORSIUM PT. BKI DAN PT. SUCOFIND | DUNS Number : | Organization entity : Pertamina (Persero) + (794) more | Created By : | Primary Contact Name : Wisnawan Anggoro - | Primary Contact Email : 0000100033@supplier.com | Supplier Managers : Procurement Buyer | Client Supplier Code : 0000100033
- willmay2344** REGISTERED Legal Company Name : willmay2344 | DUNS Number : | Organization entity : PERTAMINA Kantor Pusat + (3) more | Created By : Pertamina Admin | Primary Contact Name : willmay2344 willmay2344 | Primary Contact Email : tracy.pereira@gep.com | Supplier Managers : Arwin Layarda | Client Supplier Code : PC-2020.014518

At the bottom left, there is a message: "KONSEP DILAKUKAN DENGAN SUKSES".

- 4) Filter menggunakan 1 atau beberapa parameter untuk mempersempit pemasok yang akan diundang untuk pendaftaran.

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This screenshot shows the 'Manage - Supplier' interface with a 'FILTER' sidebar. It includes sections for 'VIEW', 'SUPPLIER COMPANY NAME', 'STATUS', 'CATEGORY', 'DIVERSITY', and 'FINANCIAL QUALIFICATION'. A search bar for 'Status' is present, along with a note '0 selected of 12 displayed of the total'. Under 'Status', there are checkboxes for 'All', 'Approved - Green', 'Approved - NA', 'Approved - Red', and 'Approved - Yellow'. At the bottom right are 'CANCEL' and 'APPLY' buttons.

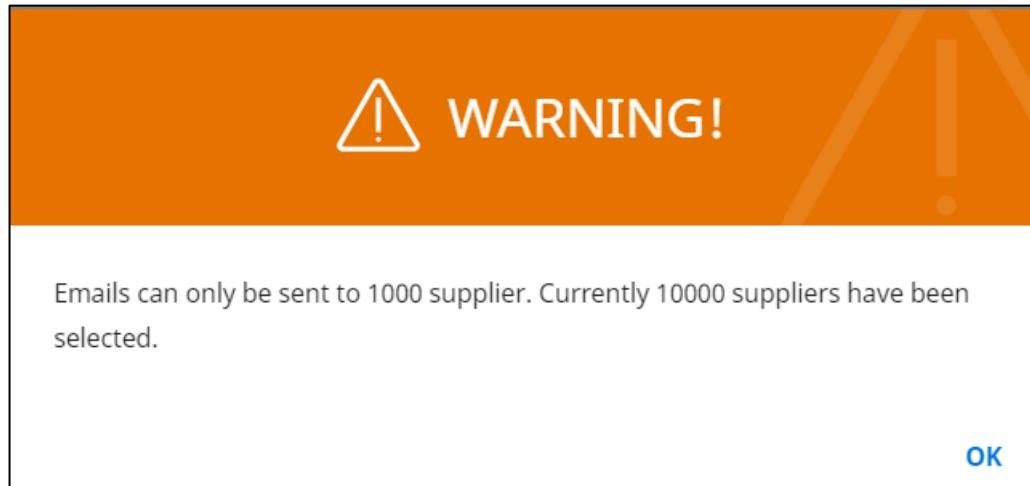
- 5) Pilih semua/pemasok tertentudan gunakan menu siaran di sudut kanan bawah halaman untuk mengundang pendaftaran..

This screenshot shows the 'Manage - Supplier' interface with a list of suppliers. On the left, there are filters for 'All' (999+) and '11521'. Below the list, there is a large blue 'BROADCAST' button with a dropdown arrow. The list itself has checkboxes next to each supplier name. A context menu is open over the last item, showing options 'Broadcast' and 'Invite for Registration'.

Supplier Name	Description
PT. AFALINDO PRATAMA	APPROVED - GREEN Legal Company Name : PT. AFALINDO PRATAMA DUNS Number : Organization entity : Pertamina (Persero) + (794) more Created By : Admin GEP's . Primary Contact Name : SANTI - Primary Contact Email : afalindo_p@yahoo.co.id Supplier Managers : Procurement Buyer Client Supplier Code : 0000102396
KONSORSIUM PT. BKI DAN PT. SUCOFIND	APPROVED - GREEN Legal Company Name : KONSORSIUM PT. BKI DAN PT. SUCOFIND DUNS Number : Organization entity : Pertamina (Persero) + (794) more Created By : Primary Contact Name : Wisnawan Anggoro - Primary Contact Email : 0000100033@supplier.com Supplier Managers : Procurement Buyer Client Supplier Code : 0000100033
PT. INDO ARGA KHARISMA	APPROVED - GREEN Legal Company Name : PT. INDO ARGA KHARISMA DUNS Number : Organization entity : Pertamina (Persero) + (794) more Created By : Admin GEP's . Primary Contact Name : Name - Primary Contact Email : indoarga@gmail.com Supplier Managers : Procurement Buyer Client Supplier Code : 0000167538
METALTEK INTERNATIONAL, INC.	APPROVED - GREEN Legal Company Name : METALTEK INTERNATIONAL, INC. DUNS Number : Organization entity : Pertamina (Persero) + (794) more Created By : Admin GEP's . Primary Contact Name : Name - Primary Contact Email : not_registered@1email.com Supplier Managers : Procurement Buyer Client Supplier Code : 0000203929
ASSET STUDIO PTE LTD	APPROVED - GREEN Legal Company Name : ASSET STUDIO PTE LTD DUNS Number : Organization entity : Pertamina (Persero) + (794) more Created By : Admin GEP's . Primary Contact Name : Name - Primary Contact Email : Supplier Managers : Procurement Buyer Client Supplier Code : 0000203928

- 6) 1000 Pemasok dapat diundang di satu waktu untuk pendaftaran. Gunakan filter tambahan untuk lebih mempersempit dan mengundang untuk mendaftar.

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1.3 Tracking Supplier Registration (Melacak Pendaftaran Pemasok)

Akan ada laporan yang dibuat pada wawasan untuk menidentifikasi pemasok yang telah menyelesaikan proses pendaftaran.

Client Supplier Code ▲	Legal Company Name ▲	Supplier Contact Name...	Supplier Contact Email ▲	Registration Date ▲	Registration Date (Mon...)
JKLM300002	JKLM Update	Deepa Sirurmath	deepa.sirurmath@gep.com	7/3/2020	Jul-2020
PC-2020.000087	Test_Supplier_1	Test_Supplier_1 Test_Supp	jimmy.dmello@gep.com	7/6/2020	Jul-2020
PC-2020.000092	Test_Supplier_4	Test_Supplier_4	jimmy.dmello@gep.com	7/6/2020	Jul-2020
PC-2020.000095	Test_Supplier_7	Test_Supplier_7	jimmy.dmello@gep.com	7/6/2020	Jul-2020
PC-2020.014518	willmay2344	willmay2344 willmay2344	tracy.pereira@gep.com	7/7/2020	Jul-2020

Pengguna yang ditunjuk dapat mengikuti langkah-langkah undangan yang disebutkan diatas agar pemasok menyelesaikan proses pendaftaran.

Chapter 2: Supplier Registration (Pendaftaran Pemasok)

- 1) Pemasok disarankan klik pada link yang telah diterima pada email pendaftaran pemasok.

Dear Gep Test Supplier 1201,

Pertamina has sent you its primary registration form. In order to start filling it, you just need to [Click Here](#)

Please enter the responses and submit the form. The login credentials would be created on submission and you can then access the system.

- 2) Pemasok akan diarahkan langsung pada halaman dibawah ini.

The image shows an email invitation from Pertamina. At the top left is the Pertamina logo with the text "PERTAMINA UAT". Below the logo is a photograph of two people in business attire shaking hands over a world map. To the right of the photo, the text reads: "Hi Gep Test Supplier 1201 , You have been invited by Pertamina to be a supplier and represent Gep Test Supplier 1201". There are two blue buttons: "Register Now" and "I have a SMART by GEP account". Below the photo and buttons, the text says: "Thanks, SMART by GEP Team". At the bottom of the email, there is contact information: "Supporting you from United States, Asia and Europe", followed by a list of phone numbers for different regions, and an email address "Email: Support@gep.com".

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- 3) Setelah klik Daftar Sekarang, pemasok akan diarahkan langsung pada berkas pendaftaran utama (PRF), dimana pemasok diharuskan mengisi mandatori detail.

The screenshot shows the Pertamina Primary Registration Form (PRF) interface. At the top left is the Pertamina logo with the text "PERTAMINA UAT". At the top right is a language selection dropdown set to "English". Below the header, the title "Primary Registration Form" is displayed. A section titled "Basic Details" is visible, containing fields for "Username", "User Email", "Password", "Confirm Password", and "Mobile Number". A note states "All fields marked with * are required." Below this, a "Company Information" section includes a field for "Legal Company Name" with the value "GEP Test Supplier 1301". The "Doing Business As" field is also present. On the right side of the password input field, there is a "Password strength: Too short" indicator.

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- 4) Setelah mengisi mandatori informasi, pemasok harus menerima syarat dan ketentuan serta kebijakan pribadi dari GEP dan juga Pertamina.

First Name* GEP Test Supplier 1301

Last Name* 1301

Company Email * jimmy.dmello@gep.com

Primary Business Phone Number

Extension

Contact's Business Region

Contact's Category Bidang,

Time Zone (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi ▾

Secondary Contact Information

First Name	Last Name	Company Email	Contact Role

I have read and agree to Pertamina [Terms & Conditions](#) & [Privacy Policy](#). *

I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#). *

- 5) Pemasok dapat melihat syarat dan ketentuan dengan mengklik pada link yang ada.

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SURAT PERNYATAAN
MENJADI ANGGOTA PERTAMINA DIGITAL
PROCUREMENT (GEP SMART)

MENYATAKAN:

01. Memohon menjadi Anggota PERTAMINA DIGITAL PROCUREMENT (GEP SMART), yang selanjutnya dalam surat pernyataan ini disebut ANGGOTA.
02. Bersedia memberikan segala dokumen dan informasi yang benar, masih berlaku dan sah secara hukum dari Perusahaan. Bilamana dikemudian hari ditemukan bahwa dokumen-dokumen yang kami berikan tidak benar dan tidak sah, maka kami bersedia dikenakan sanksi sesuai dengan ketentuan dan peraturan yang berlaku dan/atau dikeluarkan dari Daftar Vendor PERTAMINA.
03. Bersedia mematuhi dan melaksanakan persyaratan-persyaratan, ketentuan-ketentuan, prosedur-prosedur maupun instruksi-instruksi yang berlaku bagi anggota PERTAMINA DIGITAL PROCUREMENT (GEP SMART), baik instruksi lisan maupun tertulis.
04. Bersedia berpartisipasi atau turut serta dalam setiap aktivitas yang diadakan oleh PERTAMINA untuk melakukan pengadaan secara electronic yang meliputi permintaan informasi, proposal, penawaran harga dan/atau pengadaan secara *electronic Auction* (e-Auction).
05. Bersedia melayani dan memenuhi permintaan PERTAMINA yang meliputi:
 - a. Permintaan dari PERTAMINA kepada ANGGOTA untuk memberikan setiap informasi dalam rangka proses pra-kualifikasi melalui media elektronik.
 - b. Permintaan dari PERTAMINA kepada ANGGOTA untuk memberikan setiap informasi tentang persyaratan / penawaran teknis yang akan digunakan untuk menentukan kemampuan ANGGOTA dalam pengadaan barang/jasa melalui media elektronik.
 - c. Permintaan dari PERTAMINA kepada ANGGOTA untuk memberikan setiap informasi tentang

- 6) Klik Kirimkan pada PRF setelah selesai. Pemasok akan menerima link yang lain untuk aktivasi akun. Setelah klik pada link, pemasok dapat login menggunakan nama pengguna dan kata sandi.

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About SMART by GEP

GEP helps global enterprises operate more efficiently and effectively, gain competitive advantage, boost profitability, and maximize business and shareholder value.

Fresh thinking, innovative products, unrivaled domain and subject expertise, and smart, passionate people – this is how GEP creates and delivers unified business solutions of unprecedented scale, power and effectiveness.

With 14 offices and operations centers in Europe, Asia and the Americas, Clark, New Jersey-based GEP helps enterprises worldwide realize their strategic, operational and financial objectives.

Recently named Best Supplier at the EPIC Procurement Excellence Awards, GEP is frequently honored as an innovator and leading provider of source-to-pay procurement software by top industry and technology analysts, such as Forrester, Gartner, Spend Matters, Paystream and Ardent Partners. GEP also earns top honors in consulting and managed services from the industry's leading research firms, professional associations and journals, including Everest Group on its PEAK Matrices of Procurement Services Providers and Supply Chain Services Providers; NelsonHall on its NEAT Matrix of Global Procurement BPO Service Providers; HfS in its Blueprint Report on Procurement-as-a-Service; and ALM Intelligence in its Vanguard Reports on both Procurement Consulting and Supply Chain Consulting.

To learn more about our comprehensive range of strategic and managed services, please visit www.gep.com. For more about SMART by GEP, our cloud-native, unified source-to-pay platform, please visit www.smartbygep.com.