

Manual Book Vendor Management System (International Vendor)

Renewal E-Procurement Application System

PT Indonesia Asahan Aluminium (INALUM)

Version 1.0

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CHAPTER 1 INTRODUCTION

E-Procurement INALUM (IPRO) is a web-based application that acts as a mechanism for businesses to manage and procure staffing services. One of the parts of this system is the vendor management system (VMS). This system is used to compile supplier data and build a database system. VMS will give us some advantages, such as:

1. Speed up the process of registering & documentation.
2. Bringing together vendor information, products and services.
3. Accelerate the process of evaluating the procurement of goods and services.

This guideline applies to all suppliers of PT INALUM (Persero) who want to collaborate or already have business cooperation. This guideline is intended to assist the registration and data update of international vendors as suppliers of PT INALUM (Persero). This guideline consists of two chapters with the following topics:

1. **Chapter 1 Introduction**

Provide objective / purpose of this guideline.

2. **Chapter 2 Features and Functions**

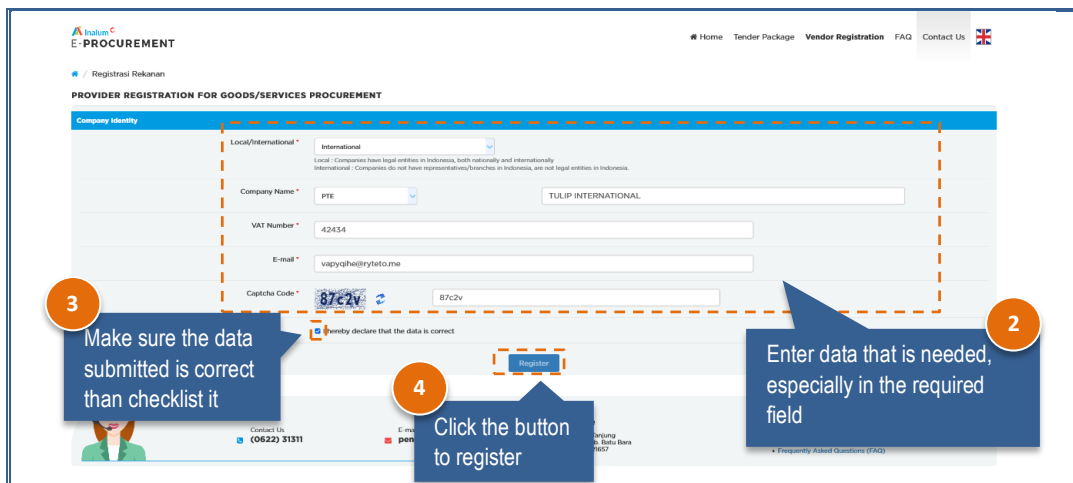
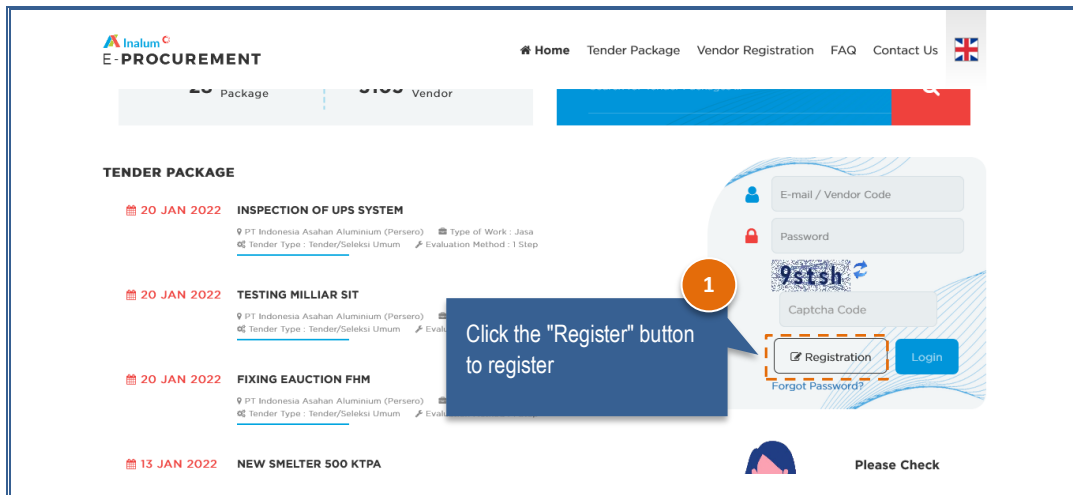
Provide the detail information about how to use the system.

CHAPTER 2 FEATURES AND FUNCTIONS

This chapter describes provide the detail information about how to use the E-Procurement system as follows:

1.2. Vendor Registration Module (International)

Vendors can register in the IPRO system through <https://ipro.inalum.id/>, and they can change the language by clicking the flag icon on the top right corner. The following steps for registration:



Yours faithfully,
 You have successfully registered on the system [IPRO - PT Indonesia Asahan Aluminium \(Persero\)](#)

Company Name	:	LTD gurita
Registration Number	:	V010275
Current registered e-mail	:	irwanku@gmail.com
Username	:	irwanku@gmail.com
Password	:	BwaFQG7a

After that, vendors will receive an email containing a username & password

Henceforth, please complete your company information in our Vendor Management Systems IPRO.

Enter the username and password in the IPRO - PT Indonesia Asahan Aluminium (Persero) system. Instructions for using the system can be found on the IPRO website - PT Indonesia Asahan Aluminium

[Go to IPRO App](#)

Inalum
E-PROCUREMENT

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Package Vendor

TENDER PACKAGE

- 20 JAN 2022 **INSPECTION OF UPS SYSTEM**
 PT Indonesia Asahan Aluminium (Persero)
 Tender Type : Tender/Seleksi Umum
- 20 JAN 2022 **TESTING MILLIAR SIT**
 PT Indonesia Asahan Aluminium (Persero)
 Tender Type : Tender/Seleksi Umum
- 20 JAN 2022 **FIXING EAUTION FHM**
 PT Indonesia Asahan Aluminium (Persero) Type of Work : Barang
 Tender Type : Tender/Seleksi Umum Evaluation Method : 1 Step
- 13 JAN 2022 **NEW SMELTER 500 KTPA**

Then vendors need to log in to IPRO using the username and password informed by email to complete the required data

E-mail / Vendor Code
 Password
 Captcha Code
 Registration
[Forgot Password?](#)

Please Check

1.2.1. Company Profile

Select the "Company Profile" tab

1

Complete the required data

2

click "Submit" to save the data

3

Minimum upload of 3 photos
Click Select File again to add photos
The file format is .jpg, .jpeg, .png with a maximum file size of 2MB

Document	Character	Hard Copy	Status
A. Company Profile	Required	Yes	Complete
B. Business Field	Required	Yes	Not Ready Yet
C. Financial Document	Required	Yes	Not Ready Yet
D. Certificate of Incorporation	Required	Yes	Not Ready Yet
E. Current Trade License	Optional	Yes	Complete

1.2.2. Business Field

Select the "Business Field" tab

1

documents in .pdf format

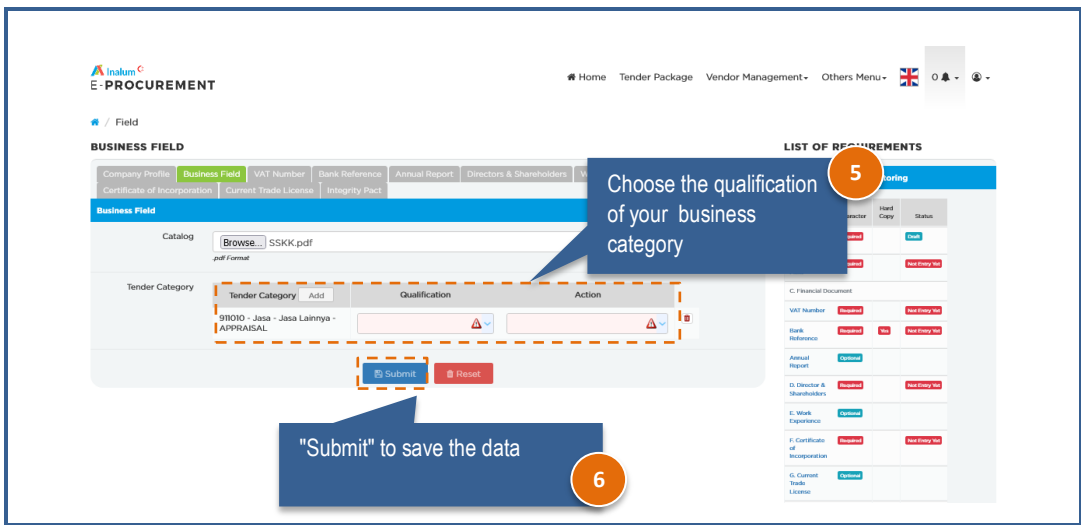
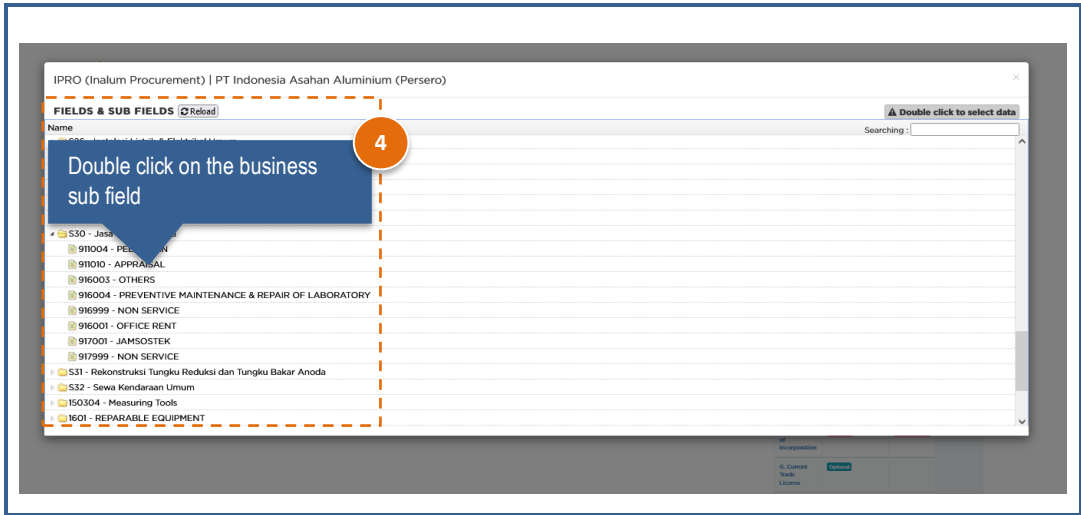
2

Click "Add" to

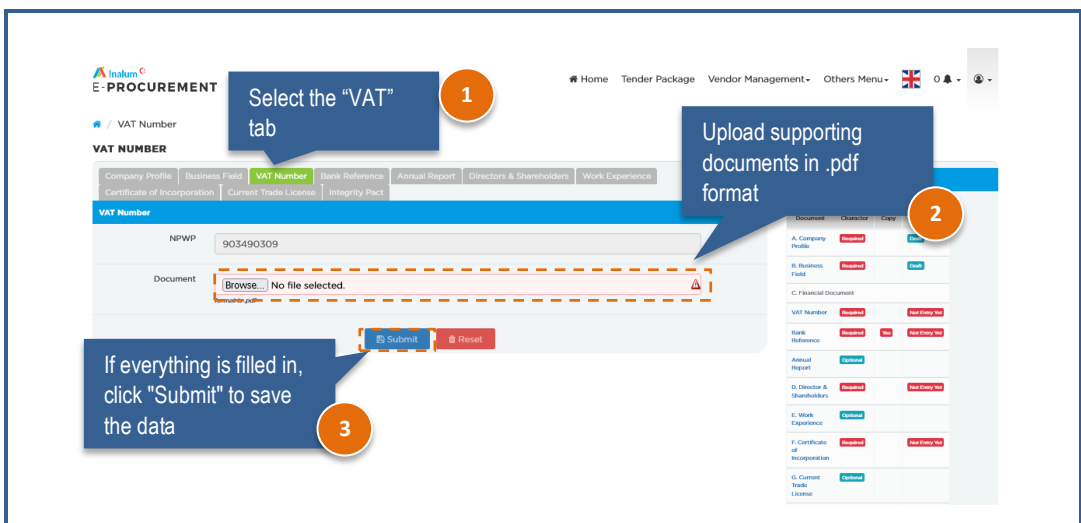
3

Tender Category	Add	Qualification	Action

Document	Character	Hard Copy	Status
B. Business Field	Required	Yes	Not Ready Yet
C. Financial Document	Required	Yes	Not Ready Yet
VAT Number	Required	Yes	Not Ready Yet
Bank Reference	Required	Yes	Not Ready Yet
Annual Report	Optional	Yes	Complete
D. Director & Shareholders	Required	Yes	Not Ready Yet
E. Work Experience	Optional	Yes	Complete
F. Certificate of Incorporation	Required	Yes	Not Ready Yet
G. Current Trade License	Optional	Yes	Complete



1.2.3. VAT



1.2.4. Bank Reference

Select the "Bank Reference" tab

Click "Add" to add data

Data has not been entered

Document	Character	Hard Copy	Status
A. Company Profile	Required	Yes	Done
B. Business Field	Required	Yes	Done
C. Financial Document			
WAT Number	Required	Yes	Not Entry Yet
Bank Reference	Required	Yes	Not Entry Yet
Annual Report	Optional		
D. Director & Shareholders	Required	Yes	Not Entry Yet
E. Work Experience	Optional		
F. Certificate of Incorporation	Required	Yes	Not Entry Yet
G. Current Trade License	Optional		

1.2.5. Annual Report

Select the "Annual Report" tab

Click "Add" to add data

Data has not been entered

Document	Character	Hard Copy	Status
A. Company Profile	Required	Yes	Done
B. Business Field	Required	Yes	Done
C. Financial Document			
WAT Number	Required	Yes	Not Entry Yet
Bank Reference	Required	Yes	Not Entry Yet
Annual Report	Optional		
D. Director & Shareholders	Required	Yes	Not Entry Yet
E. Work Experience	Optional		
F. Certificate of Incorporation	Required	Yes	Not Entry Yet
G. Current Trade License	Optional		

Enter the required data and the supporting documents in .pdf format

Click "Submit" to save the data

Asset Value *

Equity *

Fluent Debt *

Income *

Auditor

Reference Number

Issue Date

File *

Submit

Reset

Document	Character	Hard Copy	Status
Annual Report	Optional		
D. Director & Shareholders	Required	Yes	Not Entry Yet
E. Work Experience	Optional		
F. Certificate of Incorporation	Required	Yes	Not Entry Yet
G. Current Trade License	Optional		
H. Integrity Pact	Required	Yes	Not Entry Yet

1.2.6. Directors & Stakeholders

1 Select the "Annual Report" tab

2 Click "Add" to add data

The screenshot shows the 'DIRECTORS & SHAREHOLDERS' section with a navigation bar containing 'Company Profile', 'Business Field', 'VAT Number', 'Bank Reference', 'Annual Report', 'Directors & Shareholders', and 'Work Experience'. The 'Directors & Shareholders' sub-section has an 'Add' button and a table with columns: Name, Position, Identity Number, Identity Document, and Action. A 'Submit' button and a 'Reset' button are also visible.

3 Enter the required data and the supporting documents in .pdf format

4 Click "Submit" to save the data

The screenshot shows the 'Directors & Shareholders' form with a table for adding entries. The 'Identity Document' column has a 'Browse...' button and a warning icon. Below the table are 'Submit' and 'Reset' buttons.

1.2.7. Work Experience

1 Select the "Work Experience" tab

2 Click "Add" to add data

The screenshot shows the 'WORK EXPERIENCE DATA' section with a navigation bar containing 'Company Profile', 'Business Field', 'VAT Number', 'Bank Reference', 'Annual Report', 'Directors & Shareholders', and 'Work Experience'. The 'Work Experience Data' sub-section has an 'Add' button and a table with columns: Project Name, Customer, Year, and Action.

WORK EXPERIENCE DATA

Project Name

Customer

Year

Enter the required data and the supporting documents in .pdf format

Click "Save" to save the data

3

4

A. Company Profile	Required	Not
B. Business Field	Required	Not
C. Financial Document	Required	Not
VAT Number	Required	Not Entry Yet
Bank Reference	Required	Not Entry Yet
Annual Report	Optional	Not
D. Director & Shareholders	Required	Not Entry Yet
E. Work Experience	Optional	Not
F. Certificate of Incorporation	Required	Not Entry Yet
G. Current Trade License	Optional	Not

1.2.8. Certificate Of Incorporation

Certificate of Incorporation

Deed of Incorporation Number

Date of Deed of Establishment

Notary Name

Deed of Incorporation No file selected.

Validation Number

Validation Date

Validation Document No file selected.

Select the "Certificate Of Incorporation" tab

Enter the required data and the supporting documents in .pdf format

Click "Submit" to save the data

1

2

3

D. Director & Shareholders	Required	Not Entry Yet
E. Work Experience	Optional	Not
F. Certificate of Incorporation	Required	Not Entry Yet
G. Current Trade License	Optional	Not
H. Integrity Pact	Required	Not Entry Yet

1.2.9. Current Trade License

CURRENT TRADE LICENSE

Reference Number

License Date

Licensing Agency

Document No file selected.

Select the "Current Trade License" tab

Enter the required data and the supporting documents in .pdf format

Click "Submit" to save the data

1

2

3

E. Work Experience	Optional	Not
F. Certificate of Incorporation	Required	Not Entry Yet
G. Current Trade License	Optional	Not
H. Integrity Pact	Required	Not Entry Yet

1.2.10. Integrity Pact

Select the "Integrity Pact" tab

Download the "Integrity Pact" template

Upload a signed letter in .pdf format

Click "Submit" to save the data

Document	Character	Hard Copy	Status
A. Company Profile	Required	Yes	Draft
B. Business Field	Required	Yes	Draft
C. Financial Document	Optional	No	Draft
VAT Number	Required	Yes	Not Ready Yet
Bank Reference	Required	Yes	Not Ready Yet
Annual Report	Optional	No	Draft
D. Director & Shareholders	Required	Yes	Not Ready Yet
E. Work Experience	Optional	No	Draft
F. Certificate of Incorporation	Required	Yes	Not Ready Yet
G. Current Trade License	Optional	No	Draft

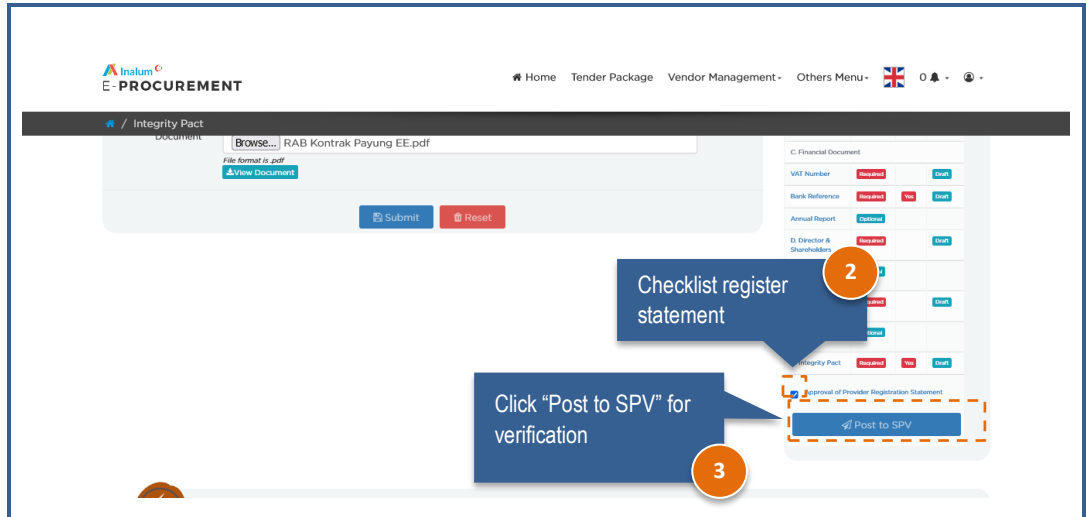
1.2.11. Send The Document

Vendors can see the status in the right side and make sure the mandatory document status is in "Draft"

Document	Character	Hard Copy	Status
A. Company Profile	Required	Yes	Draft
B. Business Field	Required	Yes	Draft
C. Financial Document	Optional	No	Draft
VAT Number	Required	Yes	Not Ready Yet
Bank Reference	Required	Yes	Not Ready Yet
Annual Report	Optional	No	Draft
D. Director & Shareholders	Required	Yes	Not Ready Yet
E. Work Experience	Optional	No	Draft
F. Certificate of Incorporation	Required	Yes	Not Ready Yet
G. Current Trade License	Optional	No	Draft
H. Integrity Pact	Required	Yes	Draft

Remarks status as follow

- No Status : The document is empty
- Draft : The document is completed
- Posting : The document under verification
- Revision : The document needs to revised
- Valid : Validated document



Then please kindly wait for the verification, and if the status change to 'revision', then vendors need to revise the data, and it will notify the vendors by email. If the status change to 'valid', then the registration has been completed.