

Manual Book Update 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.

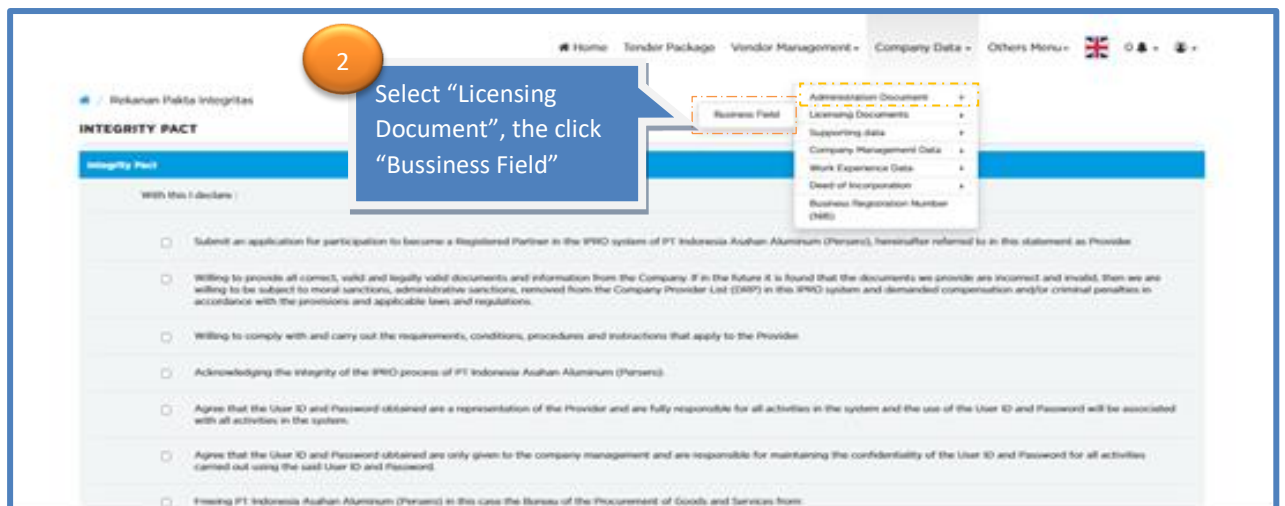
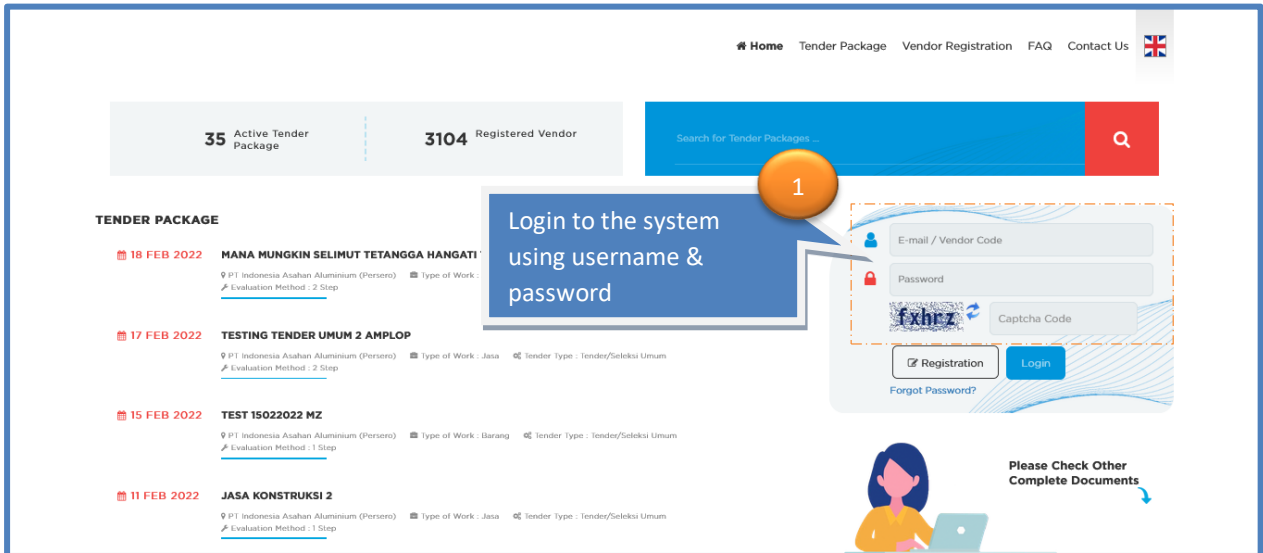
2. **Chapter 2 Features and Functions**

Provide the detail information about how to use the system.

CHAPTER 2 FEATURES AND FUNCTION







This module explains how to update documents, for example, the Business Field. This guide also applies the same as other menus.

2.1 Update Module



COMPANY PROFILE

Company Profile

Registration Number	13-INLM-0052
Company Name	PTE INTERNASIONAL AKU
VAT Number	13213424
E-mail	oategykwokhglo@canfga.org
Group *	Affiliated Party <small>Grouping MIND ID Holding Members & MIND ID Group Holding Subsidiaries</small>
Type of company *	SOE Subsidiary
Company Status *	<input checked="" type="radio"/> Main Office <input type="radio"/> Branch Office
Address *	TES
Country *	Aruba
District/City *	TES
Postal Code *	132142
Telephone *	<input type="text"/> 534534 <small>The area code does not need to be filled in, if the telephone number listed is a mobile number</small>
Faximile	<input type="text"/>
Website	<input type="text"/>
PIC / Sales	DION
PIC Phone / Sales	3214234
Longitude *	99.448682
Latitude *	3.358959
Company Photo *	<p><small>Minimum upload of 3 photos Click Select File again to add photos The file format is .jpg, .png with a maximum file size of 2 MB</small></p> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;">  180120221135410.png  </div> <div style="display: flex; justify-content: space-between; align-items: center; border-bottom: 1px solid #ccc; margin-bottom: 5px;">  180120221135411.png  </div> <div style="display: flex; justify-content: space-between; align-items: center;">  180120221135412.png  </div> </div>

Click the "Update" button to update the document



LIST OF REQUIREMENTS

Document Status Monitoring

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

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Contact Us
(0622) 3111111



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Sumatera Utara 21657
Indonesia

Others Menu

- Online Prequalification Procedure
- Terms and Conditions
- Frequently Asked Questions (FAQ)

COMPANY PROFILE

Company Profile

Registration Number 13-INLM-0052

Company Name PTE INTERNASIONAL AKU

VAT Number 13213424

E-mail ogegykwokhlo@canfga.org

Group * **Affiliated Party**
Grouping MIND ID Holding Members & MIND ID Group Holding Subsidiaries

Type of company * **SOE Subsidiary**

Company Status * Main Office Branch Office

Address *

Country * **Aruba**

District/City *

Postal Code *

Telephone *
The area code does not need to be filled in, if the telephone number listed is a mobile number

Faximile

Website

PIC / Sales

PIC Phone / Sales

Longitude *

Latitude *

Company Photo *

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 2 MB

	180120221135410.png	
	180120221135411.png	
	180120221135412.png	

4

Click the "Submit" button to update the document

LIST OF REQUIREMENTS

Document Status Monitoring

Document	Character	Hard Copy	Status
A. Company Profile	Required		Complete
B. Business Field	Required		Submitted
C. Financial Document			
VAT Number	Required	Not Easy Yes	
Bank Reference	Required	Yes	Submitted
Annual Report	Optional		
D. Director & Shareholders	Required		Submitted
E. Work Experience	Optional		
F. Certificate of Incorporation	Required		Submitted
G. Current Trade License	Optional		
H. Integrity Pact	Required	Yes	Submitted

E-mail Us **pengadaan-adm@inalum.id**

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Indonesia

Others Menu

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COMPANY PROFILE

Company Profile

Registration Number: 13-INLM-0052

Company Name: PTE INTERNASIONAL AKU

VAT Number: 13213424

E-mail: ogegykwokhgio@canfga.org

Group: **Affiliated Party**
Grouping MIND ID Holding Members & MIND ID Group Holding Subsidiar

Type of company: **SOE Subsidiary**

Company Status: Main Office Branch Office

Address: TES

Country: Aruba

Make sure all data has been completed, especially with mandatory status. Then click "Post to SPV" and the document will be send to SPV



LIST OF REQUIREMENTS

Document Status Monitoring

Document	Character	Hard Copy	Status
A. Company Profile	Required		Done
B. Business Field	Required		Done
C. Financial Document			
VAT Number	Required		Done
Bank Reference	Required	Yes	Done
Annual Report	Optional		Done
D. Director & Shareholders	Required		Done
E. Work Experience	Optional		Done
F. Certificate of Incorporation	Required		Done
Current Trade License	Optional		Done
Partly Paid	Required	Yes	Done

Post to SPV