

# Astaproc Manual Books

*for Customer*




1. Account Registration
2. Submit Inquiry
3. Confirm Order
4. Negotiation Process
5. Manage Order
6. Report Monitoring
7. Inbox

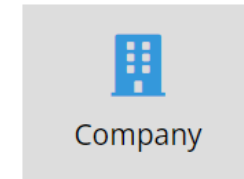
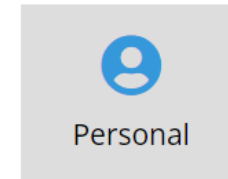


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# **1. Account Registration - Customer**

1. Open website <https://www.astacipta.com/>
2. Go to **Login or Register** menu on the upper right home page.
3. Select **Customer Registration** button.
4. Choose your account type. 
5. Fill the required data in **Account Information**.

## Choose your account type



### Account Information

|                  |   |
|------------------|---|
| Username         | <input type="text" value="Username"/>   |
| First Name       | <input type="text" value="First Name"/>   |
| Last Name        | <input type="text" value="Last Name"/>  |
| Password         | <input type="password" value="Password"/>          |
| Confirm Password | <input type="password" value="Confirm Password"/>  |
| Email            | <input type="text" value="Email"/>  |
| Phone Number     | <input type="text" value="+62"/> <input type="text" value="Phone Number"/>  |

6. Input your contact person details. Then, click **Next** button.
7. Select your **Industry Category**.
8. Input your **Company Name** and upload your **Company Profile (optional)**.
9. Input your **Bank Account** and upload the **Front Page of Bank Account** book.
10. Input your **NPWP** and upload **Image NPWP Card**.
11. Select “**Yes**” if your company taxable (**PKP**). Then click **Next** button.

## Contact Person

Name

Name

Phone Number

+62



Phone Number

Email

Email

Back

Next

## Company Legality

Industry Category

-- Select Industry --



Company Name

Company Name

Choose File

No file chosen

Company Profile

Your data confidentiality is secure

Bank Account

BCA



Rekening Number

Choose File

No file chosen

Front Page Bank Account

NPWP

NPWP

Choose File

No file chosen

Image NPWP Card

Taxable Company  
(PKP)

Yes

No

Back

Next

12. Input data in **Correspondence Address**.
13. Select your **Province**.
14. Select your **City**.
15. Select your **Sub-district**.
16. Input your **ZIP Code**.
17. Then, click **Submit** button.
18. Please wait until your account verified by admin in maximum **24 hours**.

### Correspondence Address

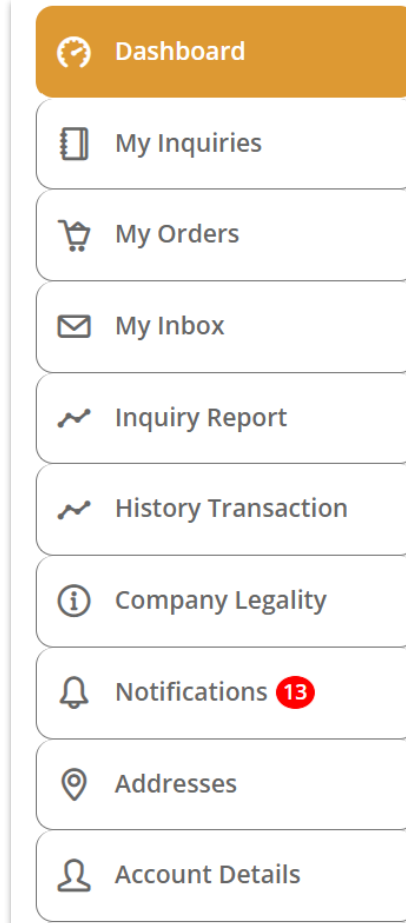
|              |   |
|--------------|---|
| Address      | <input type="text" value="Address"/>                  |
| Country      | <input type="text" value="Indonesia"/>                |
| Province     | <input type="text" value="-- Select province --"/>    |
| City         | <input type="text" value="-- Select city --"/>        |
| Sub-district | <input type="text" value="-- Select subdistrict --"/> |
| ZIP Code     | <input type="text" value="ZIP Code"/>                 |



## 2. Submit Inquiry

*(Account login required)*

1. Login account and go to **My Account** menu.
2. In **Dashboard**, click **Submit Inquiry** button to make **Request for Quotation**.



A vertical list of dashboard menu items. The 'Dashboard' item is highlighted with an orange background. The items are: Dashboard, My Inquiries, My Orders, My Inbox, Inquiry Report, History Transaction, Company Legality, Notifications (with a red badge containing the number 13), Addresses, and Account Details.

- Dashboard
- My Inquiries
- My Orders
- My Inbox
- Inquiry Report
- History Transaction
- Company Legality
- Notifications **13**
- Addresses
- Account Details

Hello **sahrul** (not **sahrul**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing](#) and [account details](#).

For submit the RFQ (Request for Quotation) click [Submit Inquiry](#)



3. Input your **Inquiry Title**.
4. Input your **End user Company**.
5. Select your inquiry **Category**.
6. Set your **Inquiry Expiry Date**.
7. Click **Add Item** to input item details.

Inquiry Title

End User Company   
Please fill this column if the end user is not your company or you work for other company project (This data won't be published)

Category

Inquiry Expiry Date

[+ Add Item](#) ?

| No | Product Name | Quantity | Action |
|----|--------------|----------|--------|
|----|--------------|----------|--------|

8. Search product by Product **Category/Product Name**.
9. If the product is not available yet, you can manually input the product name
10. Then, input Serial Number (if there any) and Description.
11. If you give **checklist** on **alternative product**, we may send the quotation with alternative product for this item.
12. Select Unit of Measure (**UoM**).
13. Input **quantity** item request.
14. Input your **budget/unit** for your purpose.
15. Input your **delivery time**.
16. Click **Add image** to upload file as reference.
17. Click **Submit** button to save item.
18. Then, Click **Next** button for continue to the next step.

|                         |  |   |
|-------------------------|--|---|
| Product Name            | <input type="text" value="Product category - Product name"/> | <input type="checkbox"/> Accept Alternative Product                         |
| Serial Number           | <input type="text" value="Serial Number / SKU"/>             |   |
| Description             | <input type="text" value="Input product Specification"/>     |   |
| Uom                     | <input type="text"/>   |   |
| Quantity                | <input type="text" value="0"/>                               |   |
| Budget / Unit           | <input type="text" value="Rp Input Price"/>                  |   |
| Delivery Time           | <input type="text" value="0 Days"/>                          |   |
| Catalog / Photo Product | <input type="button" value="+ Add Image"/>                   |   |
|                         |  | <input type="button" value="Cancel"/> <input type="button" value="Submit"/> |

19. The address is autofill with the **correspondence address** data that you input on registration, but you can change it if you use different address.
20. If the **shipping address** different with **billing address**, you can give checklist on **ship to a different address** and fill the data.
21. Then, click **Submit** button.

### Billing Address

|              |  |
|--------------|--|
| Address      | <input type="text" value="jl. jakarta"/> |
| Country      | <input type="text" value="Indonesia"/>   |
| Province     | <input type="text" value="Jawa Barat"/>  |
| City         | <input type="text" value="Kota Bekasi"/> |
| Sub-district | <input type="text" value="Rawalumbu"/>   |
| ZIP Code     | <input type="text" value="17115"/>       |

### Shipping Address











Ship to a different address?



## 3. Confirm Order

*(Account login required)*

1. Log in to your account.
2. Click **My Inquiries** menu.
3. Click **Quotation Number** with status **Need Review**.
4. Also, you can check it on **email** and **Notifications**.



-  Dashboard
-  My Inquiries
-  My Orders
-  My Inbox
-  Inquiry Report
-  History Transaction
-  Company Legality
-  Notifications 16
-  Addresses
-  Account Details

Status


Select Status ▼

| Create Date | Inquiry Title        | Inquiry Number <span style="font-size: small;">i</span> | Quotation Number <span style="font-size: small;">i</span> | Order ID | Status   |
|-------------|----------------------|---|---|----------|--|
| 22 Mar 2022 | Request Safety Glove | INQ-2022-10054767                                       | QC.2022.10054781  | -        | <span style="background-color: #2c4e64; color: white; border-radius: 15px; padding: 2px 5px;">Need Review</span> |

1

-  Dashboard
-  My Inquiries

## My Notifications

New quotation QC.2022.10054781 for Inquiry INQ-2022-10054767. 22 Mar 2022 08:18 - 

5. Give a **checklist** to the item you want to order.
6. Click **Confirm Order** button.
7. Choose **Yes, Continue** to confirm select item.
8. Click **Confirm Order** button to process order.

🏠 **Sanrai**  
📍 **Shipping Address** : jl. jakarta, Rawalumbu, Kota Bekasi, Jawa Barat 17115  
📄 **inquiry number** : INVQ-2022-10054707  
📄 **Quotation Number** : QC.2022.10054781  
📅 **Quotation Date** : 22 Mar 2022

| <input type="checkbox"/> | Item Description  | Alternative Product | Qty Request | Unit Price    | Total Price    | Indent Time (Days) | Attachment                   |
|--------------------------|---|---------------------|-------------|---------------|----------------|--------------------|------------------------------|
| <input type="checkbox"/> | Original/Safety Glove - The Original Yellow Mechanix Wear |                     | 20 Pair     | Rp. 900.000   | RP. 18.000.000 | 1 Days             | <a href="#">Attachment 1</a> |
| <input type="checkbox"/> | Original/Safety Glove - The Original Yellow Mechanix Wear |                     | 20 Pair     | Rp. 1.000.000 | RP. 20.000.000 | 1 Days             | <a href="#">Attachment 1</a> |

Sub Total Rp 38.000.000  
 Tax 10% Rp 3.800.000  


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**Total Rp 41.800.000**

**Confirm Order** ✕

Are you sure you want to process this order? If you choose Yes, it means you have agree with the order details and can't request any revision.

Yes, Continue
No, Negotiate

30 days

← Back To List Inquiry
Confirm Order

9. Next, you will be redirect to **checkout page**. Choose the **payment method** you preferred, click on terms and condition checkbox and click **Pay for Order**. Finish your payment by following steps on the email notification.

The image shows two overlapping screenshots from the Asta procurement system. The background screenshot is the checkout page, and the foreground screenshot is an ATM BNI transaction flow.

**Checkout Page:**

- Bank Transfer - BCA Bayar pesanan dengan transfer bank BCA dengan virtual account melalui Xendit
- Bank Transfer - BNI
- Bank Transfer - BRI
- Bank Transfer - Mandiri
- Bank Transfer - Permata
- Credit Card (Xendit)

I have read and agree to all the terms and conditions

**ATM BNI Transaction Flow:**

1 HARI 23 JAM 58 MENIT 38 DETIK

PT Asta Bumi Cipta  
IDR 450.000,00  
Payment for Order #10040733 at Astacipta

- Masukkan kartu Anda
- Pilih Bahasa
- Masukkan PIN ATM Anda
- Pilih "Menu Lainnya"
- Pilih "Transfer"
- Pilih jenis rekening yang akan Anda gunakan (Contoh: "Dari Rekening Tabungan")
- Pilih "Virtual Account Billing"
- Masukkan nomor Virtual Account yang akan dituju **8808785776915340**
- Tagihan yang harus dibayarkan akan muncul pada layar konfirmasi
- Konfirmasi, apabila telah sesuai, lanjutkan transaksi
- Transaksi Anda telah selesai













# 4. Negotiation Process

*(Account login required)*



# Negotiation Process

1. Log in to your account.
2. Click menu **My Inquiries**.
3. Click **Quotation Number** with status **Need Review**.
4. Also, you can check it on **email** and **Notifications**.



-  Dashboard
-  My Inquiries
-  My Orders
-  My Inbox
-  Inquiry Report
-  History Transaction
-  Company Legality
-  Notifications 16
-  Addresses
-  Account Details

Status


Select Status

| Create Date | Inquiry Title        | Inquiry Number <span style="font-size: small;">i</span> | Quotation Number <span style="font-size: small;">i</span> | Order ID | Status   |
|-------------|----------------------|---|---|----------|--|
| 22 Mar 2022 | Request Safety Glove | INQ-2022-10054767                                       | QC.2022.10054781  | -        | <span style="border: 1px solid #2c3e50; border-radius: 15px; padding: 2px 5px;">Need Review</span> |

1

-  Dashboard
-  My Inquiries

## My Notifications

New quotation QC.2022.10054781 for Inquiry INQ-2022-10054767. 22 Mar 2022 08:18 - 

# Negotiation Process

5. Give a **checklist** to the item you want to order.
6. Click **Confirm Order** button.
7. Choose **No, Negotiate** for continue to negotiation process.

**TO** : **Santui**

**Shipping Address** : jl. jakarta, Rawalumbu, Kota Bekasi, Jawa Barat 17115

**Inquiry Number** : **INQ-2022-10054707**

**Quotation Number** : **QC.2022.10054781**

**Quotation Date** : 22 Mar 2022

|                          | Item Description  | Alternative Product | Qty Request | Unit Price    | Total Price    | Indent Time (Days) | Attachment       |
|--------------------------|---|---------------------|-------------|---------------|----------------|--------------------|------------------|
| <input type="checkbox"/> | Original/Safety Glove - The Original Yellow Mechanix Wear |                     | 20 Pair     | Rp. 900.000   | RP. 18.000.000 | 1 Days             | Attachment 1<br> |
| <input type="checkbox"/> | Original/Safety Glove - The Original Yellow Mechanix Wear |                     | 20 Pair     | Rp. 1.000.000 | RP. 20.000.000 | 1 Days             | Attachment 1<br> |

Sub Total Rp 38.000.000

Tax 10% Rp 3.800.000

---

**Total Rp 41.800.000**

**Price Validity** : 30 days

**Note** :

[Back To List Inquiry](#)

[Confirm Order](#)

Confirm Order
✕

Are you sure you want to process this order? If you choose Yes, it means you have agree with the order details and can't request any revision.

Yes, Continue

No, Negotiate

# Negotiation Process

8. Input the **negotiation price** to a selected item.
9. Click **Request Nego** button to finish the step.
10. The final price will be notified to you by email in maximum 2 x 24 hours.

**To** : sahrul **Inquiry Number** : INQ-2022-10054767  
**Shipping Address** : jl. jakarta, Rawalumbu, Kota Bekasi, Jawa Barat 17115 **Quotation Number** : QC.2022.10054781  
**Quotation Date** : 22 Mar 2022

| Item Description  | UoM  | Unit Price    | Qty                             | Negotiation Price                    | Total Price After Nego                  |
|---|------|---------------|---------------------------------|--------------------------------------|---|
| Original/Safety Glove - The Original Yellow Mechanix Wear | Pair | Rp. 900.000   | <input type="text" value="20"/> | <input type="text" value="500.000"/> | <input type="text" value="10.000.000"/> |
| Original/Safety Glove - The Original Yellow Mechanix Wear | Pair | Rp. 1.000.000 | <input type="text" value="20"/> | <input type="text" value="800.000"/> | <input type="text" value="16.000.000"/> |

Sub Total Rp 26.000.000  
 Tax 10% Rp 2.600.000

**Total Rp 28.600.000**

**Price Validity** : 30 days  
**Note** :

[← Back To List Inquiry](#) [Request Nego](#)



# 5. Manage Order

*(Account login required)*

1. In **My Orders** menu, you can monitor the order status change.
2. Click **Download** button to get your **invoice** in pdf format file.
3. Click **View** button to open your order details.

The screenshot displays the 'Manage Order' interface. On the left is a vertical sidebar menu with the following items: Dashboard, My Inquiries, My Orders (highlighted in orange), My Inbox, Inquiry Report, History Transaction, Company Legality, Notifications (with a red badge showing '17'), Addresses, and Account Details. The main content area features a 'Status' dropdown menu set to 'Select Status'. Below this is a table with the following data:

| Order     | Date        | Status     | Total                        | Invoice                  | Action                     |
|-----------|-------------|------------|------------------------------|--------------------------|----------------------------|
| #10054803 | 22 Mar 2022 | Processing | Rp 41.800.000 for 40 item(s) | <a href="#">Download</a> | <a href="#">view order</a> |

A pagination control on the right side of the table shows '1' on a grey background, indicating the first page of results.

4. If the item your order has been **delivered** and **received**, you can give **checklist** on items and click **Confirm Received** button to finishing the order.
5. You can download **Delivery Receipt**.
6. You can download **Tax Receipt**.

### Request Safety Glove

| # | Image | Product Name               | Qty | UoM  | Price        | Total        | Shipment  |
|---|-------|----------------------------|-----|------|--------------|--------------|-----------|
|   |       | The Original Mechanix Wear | 1   | Unit | Rp 9.250.000 | Rp 9.250.000 | Delivered |

**Delivery Receipt**

- DT-123456789.pdf

**Tax Receipt**

- INV-202102664.pdf
- INV-202102665.pdf

Sub Total Rp 9.250.000

Tax 10% Rp 925.000

---

**Total Rp 10.175.000**

Return
Confirm Received



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# 6. Report Monitoring

*(Account login required)*

1. Open **Inquiry Report** menu.
2. You can see and download (csv file) the statistic report of your **Inquiry**.

The screenshot shows the Astacipta web application interface. The top navigation bar includes the Astacipta logo, a user profile dropdown, a notification bell with 18 alerts, and links for 'Guide & Support' and 'Hi, [User Name]'. The left sidebar contains a menu with items: Dashboard, My Inquiries, My Orders, My Inbox, **Inquiry Report** (highlighted), History Transaction, Company Legality, Notifications 18, Addresses, Account Details, and Track My Order.

The main content area is titled 'INQUIRY REPORT' and shows a date range of '22 Feb 2022 - 23 Mar 2022'. Below this, there are five status cards: Pending (0), Approved (0), Get Quotation (0), Order Placed (1), and Cancelled (0). To the right of these cards is a line chart showing the 'Order Placed' status, with a single data point at 1.0 on 22 Mar 2022. In the top right corner of the report area, there is a blue 'Export CSV' button with a download icon. A red arrow points from the second step of the instructions to this button.

Below the cards and chart is a table with the following data:

| INQ Number        | Create      | Approved    | Get Quotation | Order Placed | Cancelled | Status    |
|-------------------|-------------|-------------|---------------|--------------|-----------|-----------|
| INQ-2022-10054767 | 22 Mar 2022 | 22 Mar 2022 | 22 Mar 2022   | 22 Mar 2022  |           | Completed |

At the bottom right of the page, there are navigation controls for 'Previous', '1', and 'Next', along with a chat icon.



3. Open **History Transaction** menu.
4. You can see and download (csv file) the statistic report of your **Order**.

asta Astacipta

Guide & Support | Hi

### HISTORY TRANSACTION

22 Feb 2022 - 23 Mar 2022

Export CSV

|   |                 |   |            |
|---|-----------------|---|------------|
| 0 | Pending Payment | 1 | Processing |
| 0 | Shipping        | 0 | Completed  |
| 0 | Cancelled       |   |            |

Processing  
Rp 41.800.000

Completed  
Rp 0

Processing

Processing



# 7. Inbox

*(Account login required)*

1. Log in to your account.
2. Click menu **My Inbox**
3. Click the Inquiry to open chat box.
4. Click chat box to open the conversation and send a message to admin.
5. In the inbox details, type your message in the box provided.

