Manual Books

for Supplier



asta Outlines Outlines

- 1. Account Registration
- 2. Submit Quotation
- 3. Negotiation Process
- 4. Manage Purchase Order (PO)
- 5. Report Monitoring
- 6. Inbox

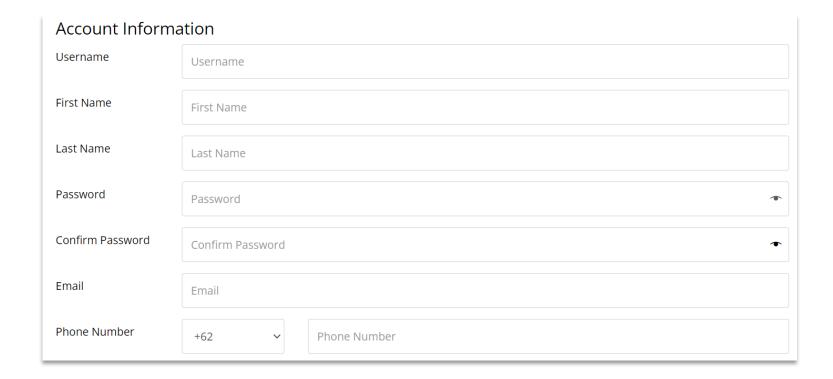


1. Account Registration- Supplier



asta Account Registration

- Open website https://www.astacipta.com/
- Go to **Login or Register** menu on the upper right home page.
- Select **Supplier Registration** button.
- Fill the required data in **Account Information**.



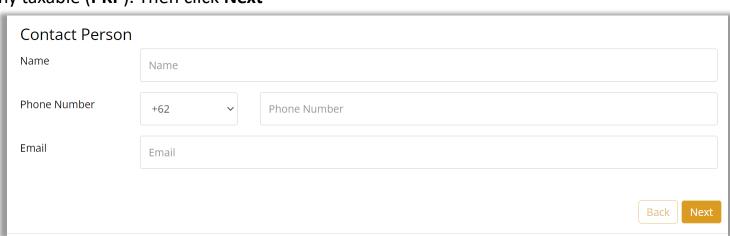


Account Registration

- 5. Input the detail of contact person. Then, click **Next** button.
- 6. Select your **Industry Category**.
- Input your Company Name and upload your Company Profile (optional).
- Input your Bank Account and upload the Front Page of Bank
 Account book.
- 9. Input your NPWP and upload Image NPWP Card.

10. Select "Yes" if your company taxable (PKP). Then click Next button.

Contact Person



Company Legality

-- Select Industry --

Your data confidentiality is secure

Rekening Number

Company Name

BCA

NPWP

Yes

O No

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Back

Front Page Bank Account

Image NPWP Card

Company Profile

Industry Category

Company Name

Bank Account

Taxable Company

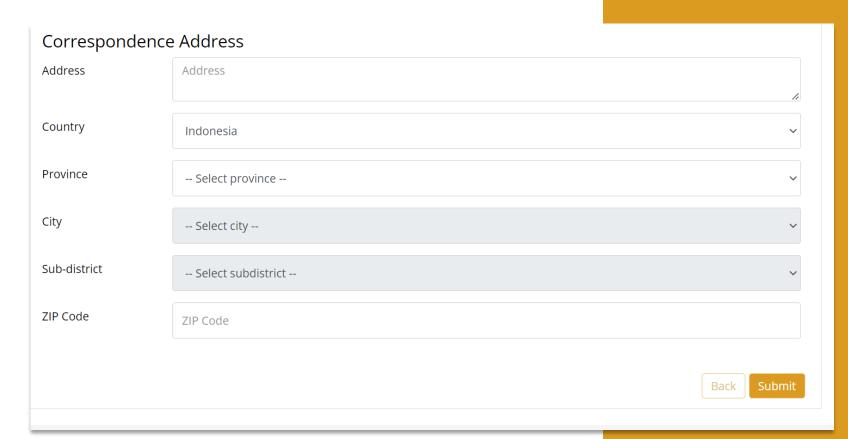
NPWP

(PKP)



Account Registration

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

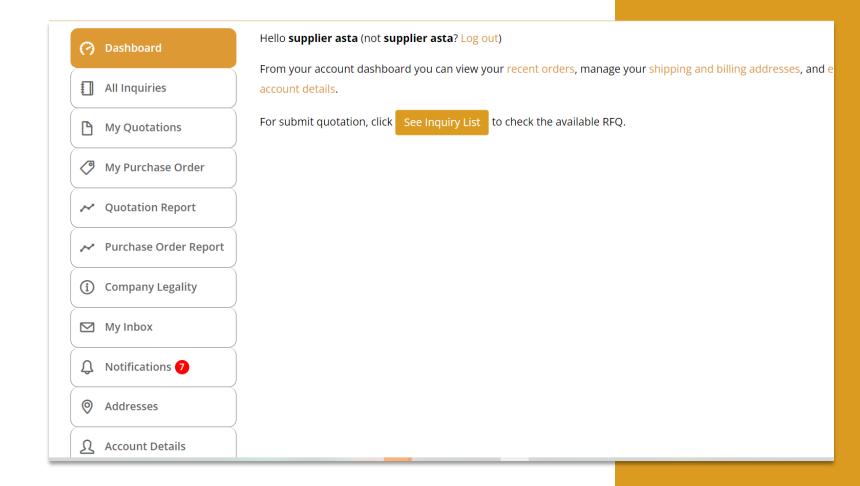




2. Submit Quotation



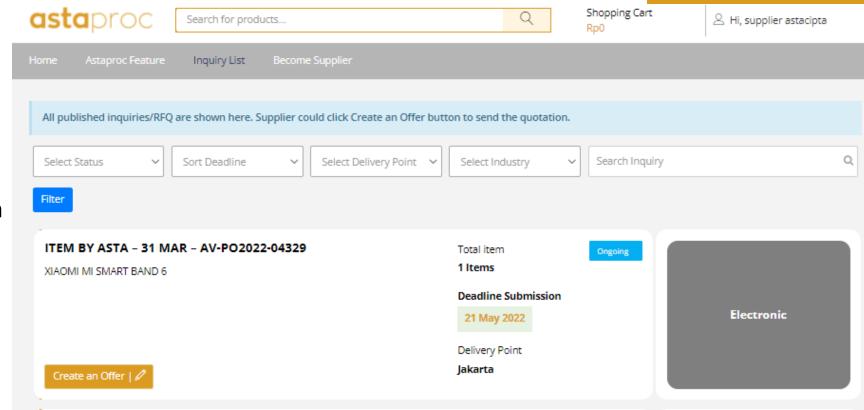
- Login account and go to My
 Account menu.
- In Dashboard, click See Inquiry List button to check the available RFQ from customer.





Submit Quotation

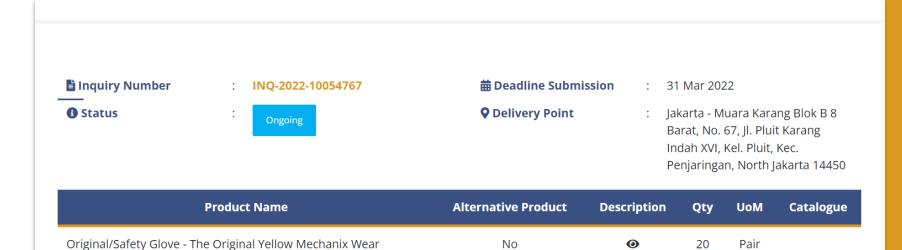
- 3. Use **Select Status, Sort Deadline, Select Delivery Point,** or **Select Industry** for filtering the inquiry based on your preference.
- You can also **Search inquiry** by title keyword.
- Click **Create an Offer** button to see the inquiry detail.





Submit Quotation

- 6. You can send a question in comment box to ask more about the inquiry.
- 7. Click **Create My Quotation** button to provide a quote.

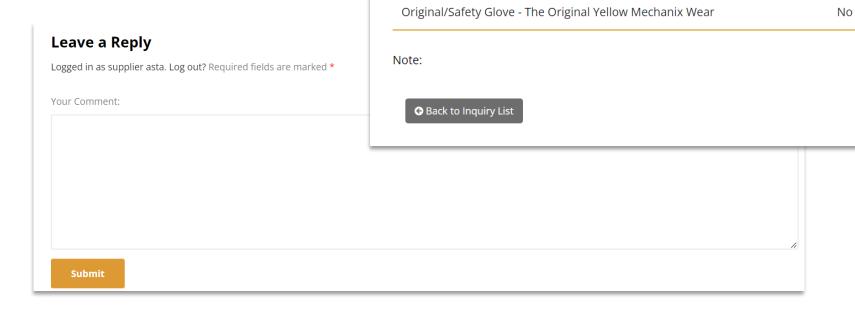


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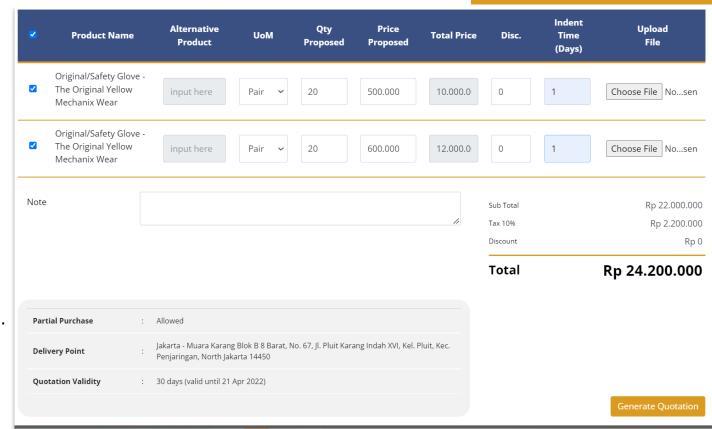
Pair

Create My Quotation





- 8. Give a **checklist** to the item you want to quote.
- 9. If the **Alternative Product** box is active, you can input the substitute item name.
- 10. Select **Unit of Measure (UoM)** of your product.
- 11. Input Qty (Quantity) Proposed.
- 12. Input the **discount** if you want to.
- 13. Upload catalog/image of the item you proposed.
- 14. Click **Generate Quotation b**utton to submit your quotation.
- 15. The quotation will be reviewed by admin and you will get the notification if its approved or rejected.



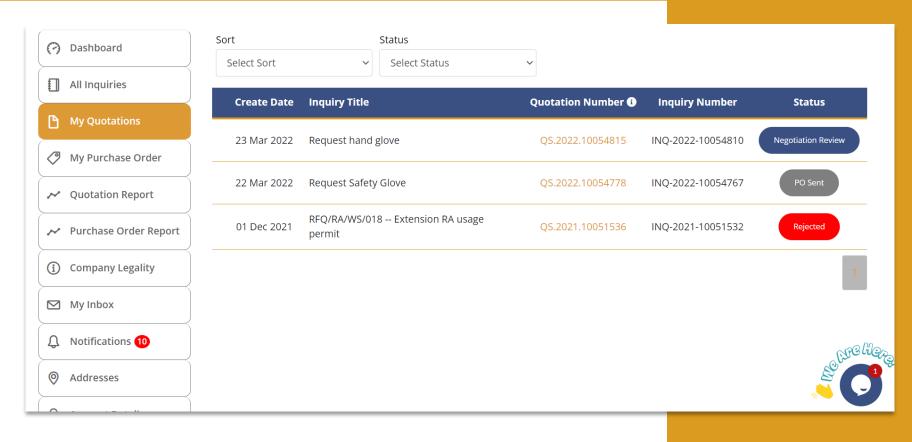


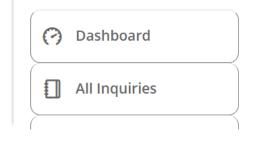
3. Negotiation Process



Process Negotiation

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





My Notifications

You received negotiation request QS.2022.10054815. Please give response.

23 Mar 2022 03:22 - 🛋



Process Negotiation

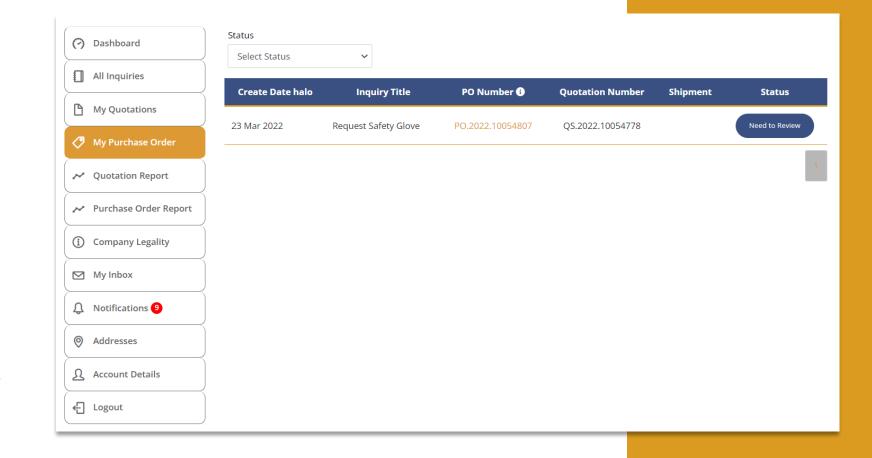
- Input the Final Price for give your response to the Negotiate Price.
- You can add moreDiscount to the item.
- 7. Click **Send Negotiation**button to process the price.

Item Descri	ption	UoM	Price Proposed	Negotiate Price	Qty	Disc. Quote	Final Price	Total Price
Original/Safety Glove - The Original Yellow Mechanix Wear		Pair Rp. 500.000	Rp. 500.000	Rp. 400.000	10	0	500.000	5.000.000
Original/Safety Glove - The Original Yellow Mechanix Wear		Pair	Rp. 600.000	Rp. 400.000	10	0	500.000	5.000.000
						Sub Total		Rp 10.000.000
						Tax 10%		Rp 1.000.000
						Discount		Rp (
						Total	i	Rp 11.000.000
Partial Purchase	: Allowed							
Delivery Point Jakarta - Muara Karang Blok B 8 Barat, No. 67, Jl. Pluit Karang Indah XVI, Kel. Pluit, Kec. Penjaringan, North Jakarta 14450								
	: 30 days							
Price Validity								
Price Validity Note	:							



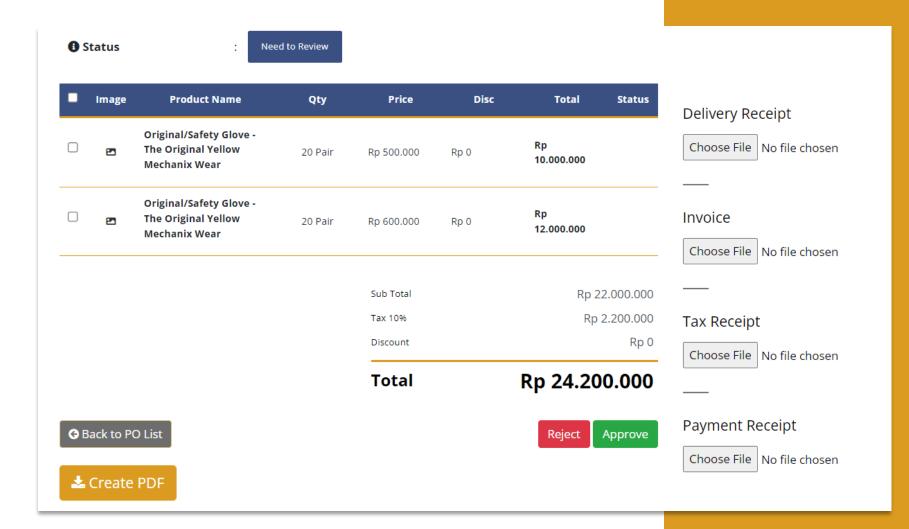


- Open My Purchase Order
 menu in the account
 dashboard.
- You can check the **Status** of Purchase Order which Asta send to you.
- Click **PO Number** to see the detail of Purchase Order.



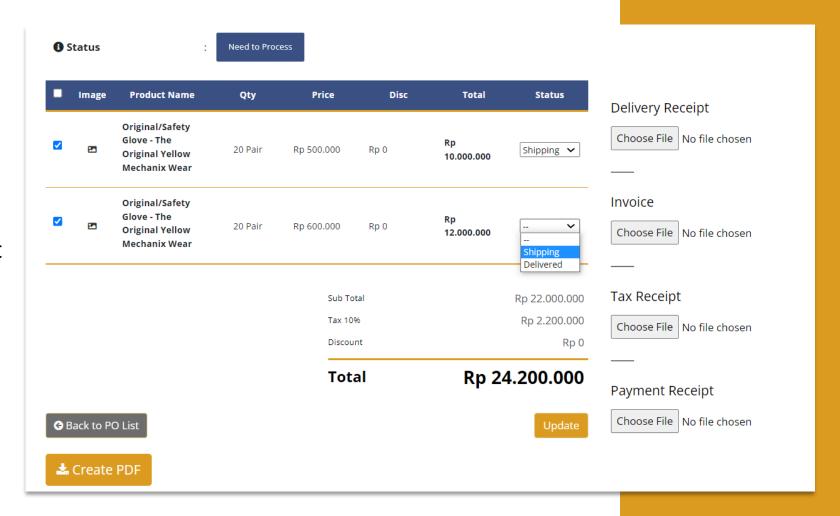


- 4. Give a checklist to the item you can process.
- 5. Click **Approve** button to**Process PO** and giveconfirmation to Asta.





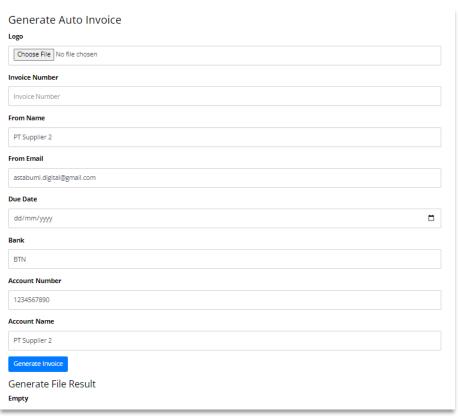
- 6. Give a checklist to the item you want to update.
- Change status to **Shipping** if the item is on delivery.
- 8. Upload your delivery receipt as a proof of the shipment.





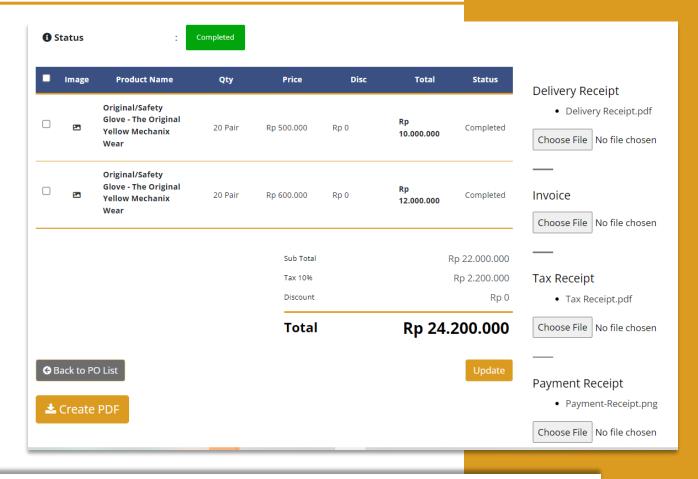
- 9. If admin has change the item status to delivered (signifies that Asta already receive and check the item), you can upload the invoice and tax receipt file.
- 10. If you don't have official invoice, you can make it with **Generate Auto Invoice** feature that we provide by:
 - a. Fill the required **Invoice** data.
 - b. Set the payment **due date** as agreed.
 - c. Click **Generate Invoice** button to create the file.

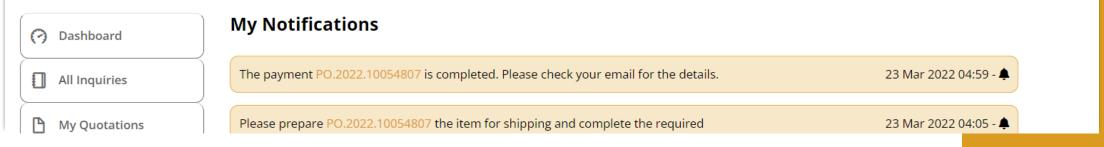






- 11. You can download the **Purchase Order** in pdf file.
- Check the payment status in **Email** or **Notification**.
- 13. You can download Payment Receipt from Asta in pdf file.
- 14. The transaction will be **Completed** if Asta receive the item and you receive the payment.



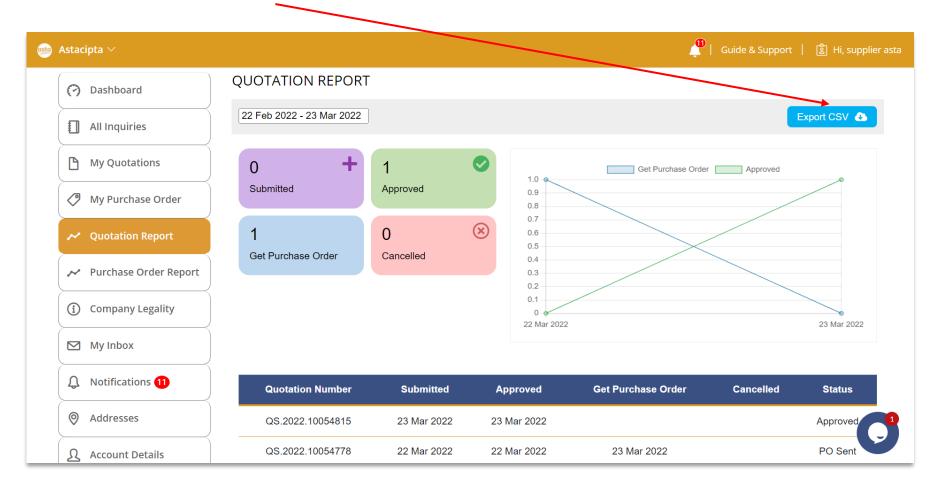




5. Report Monitoring

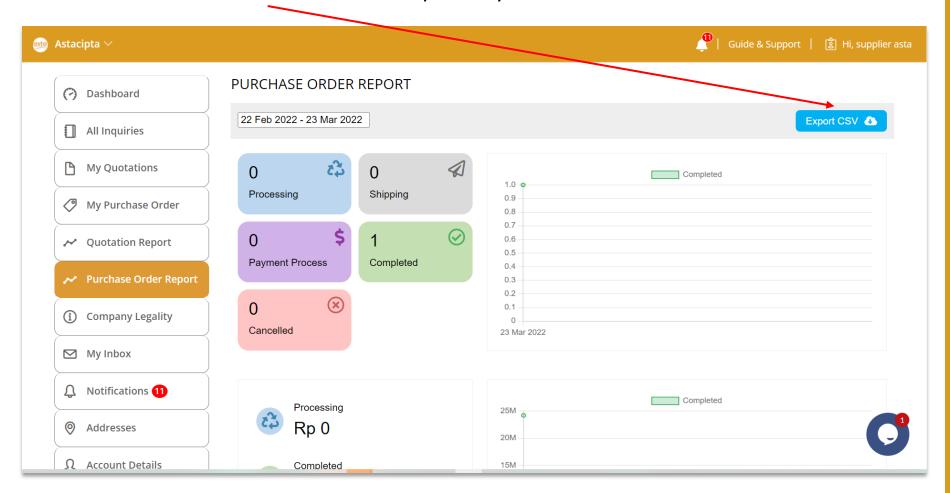


- 1. Open **Quotation Report** menu.
- 2. You can see and download the statistic report of your **Quotation** in csv file.





- 3. Open **Purchase Order Report** menu.
- 4. You can see and download the statistic report of your **Purchase Order** in csv file.





6. Inbox



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

