

# Manual Books

*for Supplier*





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

# **1. Account Registration - Supplier**

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

### 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"/>

5. Input the detail of contact person. Then, click **Next** button.
6. Select your **Industry Category**.
7. Input your **Company Name** and upload your **Company Profile (optional)**.
8. 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.

### Company Legality

Industry Category

Company Name   No file chosen  
Company Profile

Your data confidentiality is secure

Bank Account    No file chosen  
Front Page Bank Account

NPWP   No file chosen  
Image NPWP Card

Taxable Company (PKP)  Yes  No

### Contact Person

Name

Phone Number

Email

11. Input detail your **Correspondence Address**.
12. 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**.

### 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 Quotation

*(Account login required)*

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

The screenshot shows a user interface for a supplier. On the left is a vertical navigation menu with the following items: Dashboard (highlighted in orange), All Inquiries, My Quotations, My Purchase Order, Quotation Report, Purchase Order Report, Company Legality, My Inbox, Notifications (with a red badge showing '7'), Addresses, and Account Details. The main content area on the right displays a greeting: 'Hello **supplier asta** (not **supplier asta**? [Log out](#))'. Below this, it states: 'From your account dashboard you can view your **recent orders**, manage your **shipping and billing addresses**, and **account details**.' At the bottom of the main content area, it says: 'For submit quotation, click [See Inquiry List](#) to check the available RFQ.'



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

The screenshot shows the Astaprocsupplier.com interface. At the top, there's a search bar for products and a shopping cart icon. The main navigation includes 'Home', 'Astaprocsupplier Feature', 'Inquiry List', and 'Become Supplier'. A message states: 'All published inquiries/RFQ are shown here. Supplier could click Create an Offer button to send the quotation.' Below this are filters for 'Select Status', 'Sort Deadline', 'Select Delivery Point', and 'Select Industry', along with a 'Search Inquiry' field. A 'Filter' button is also present. The main content area shows an inquiry card for 'ITEM BY ASTA - 31 MAR - AV-PO2022-04329' with the item 'XIAOMI MI SMART BAND 6'. The card includes a 'Create an Offer' button, 'Total Item: 1 Items' (with an 'Ongoing' status), 'Deadline Submission: 21 May 2022', and 'Delivery Point: Jakarta'. To the right of the card is a category tag 'Electronic'.

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

**Inquiry Number** : INQ-2022-10054767

**Status** : Ongoing

**Deadline Submission** : 31 Mar 2022

**Delivery Point** : Jakarta - Muara Karang Blok B 8 Barat, No. 67, Jl. Pluit Karang Indah XVI, Kel. Pluit, Kec. Penjaringan, North Jakarta 14450

Product Name	Alternative Product	Description	Qty	UoM	Catalogue
Original/Safety Glove - The Original Yellow Mechanix Wear	No	👁️	20	Pair	
Original/Safety Glove - The Original Yellow Mechanix Wear	No	👁️	20	Pair	

Note:

[← Back to Inquiry List](#)
[Create My Quotation](#)

### Leave a Reply

Logged in as supplier asta. Log out? Required fields are marked \*

Your Comment:

[Submit](#)

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** button to submit your quotation.
15. The quotation will be reviewed by admin and you will get the notification if its approved or rejected.

<input checked="" type="checkbox"/>	Product Name	Alternative Product	UoM	Qty Proposed	Price Proposed	Total Price	Disc.	Indent Time (Days)	Upload File
<input checked="" type="checkbox"/>	Original/Safety Glove - The Original Yellow Mechanix Wear	input here	Pair	20	500.000	10.000.0	0	1	Choose File No...sen
<input checked="" type="checkbox"/>	Original/Safety Glove - The Original Yellow Mechanix Wear	input here	Pair	20	600.000	12.000.0	0	1	Choose File No...sen

Note

Sub Total	Rp 22.000.000
Tax 10%	Rp 2.200.000
Discount	Rp 0
<b>Total</b>	<b>Rp 24.200.000</b>

**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

**Quotation Validity** : 30 days (valid until 21 Apr 2022)

[Generate Quotation](#)



# 3. Negotiation Process

*(Account login required)*

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


- Dashboard
- All Inquiries
- My Quotations
- My Purchase Order
- Quotation Report
- Purchase Order Report
- Company Legality
- My Inbox
- Notifications 10
- Addresses

Sort  
Select Sort v

Status  
Select Status v

Create Date	Inquiry Title	Quotation Number <span style="font-size: 0.8em;">i</span>	Inquiry Number	Status
23 Mar 2022	Request hand glove	QS.2022.10054815	INQ-2022-10054810	Negotiation Review
22 Mar 2022	Request Safety Glove	QS.2022.10054778	INQ-2022-10054767	PO Sent
01 Dec 2021	RFQ/RA/WS/018 -- Extension RA usage permit	QS.2021.10051536	INQ-2021-10051532	Rejected

1



- Dashboard
- All Inquiries

## My Notifications

You received negotiation request [QS.2022.10054815](#). Please give response.

23 Mar 2022 03:22 -

5. Input the **Final Price** for give your response to the **Negotiate Price**.
6. You can add more **Discount** to the item.
7. Click **Send Negotiation** button to process the price.

Item Description	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. 400.000	<input type="text" value="10"/>	<input type="text" value="0"/>	500.000	5.000.000
Original/Safety Glove - The Original Yellow Mechanix Wear	Pair	Rp. 600.000	Rp. 400.000	<input type="text" value="10"/>	<input type="text" value="0"/>	500.000	5.000.000

Sub Total	Rp 10.000.000
Tax 10%	Rp 1.000.000
Discount	Rp 0
<b>Total</b>	<b>Rp 11.000.000</b>

<b>Partial Purchase</b>	: Allowed
<b>Delivery Point</b>	: Jakarta - Muara Karang Blok B 8 Barat, No. 67, Jl. Pluit Karang Indah XVI, Kel. Pluit, Kec. Penjaringan, North Jakarta 14450
<b>Price Validity</b>	: 30 days
<b>Note</b>	:

[← Back to Quotation List](#)

[Send Negotiate](#)



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# 4. Manage Purchase Order (PO)

*(Account login required)*

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

Dashboard

All Inquiries

My Quotations

**My Purchase Order**

Quotation Report

Purchase Order Report

Company Legality

My Inbox

Notifications **9**

Addresses

Account Details

Logout

Status

Select Status

Create Date	Inquiry Title	PO Number	Quotation Number	Shipment	Status
23 Mar 2022	Request Safety Glove	PO.2022.10054807	QS.2022.10054778		Need to Review



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

**Status**
Need to Review

<input type="checkbox"/>	Image	Product Name	Qty	Price	Disc	Total	Status
<input type="checkbox"/>		Original/Safety Glove - The Original Yellow Mechanix Wear	20 Pair	Rp 500.000	Rp 0	Rp 10.000.000	
<input type="checkbox"/>		Original/Safety Glove - The Original Yellow Mechanix Wear	20 Pair	Rp 600.000	Rp 0	Rp 12.000.000	
						Sub Total	Rp 22.000.000
						Tax 10%	Rp 2.200.000
						Discount	Rp 0
						<b>Total</b>	<b>Rp 24.200.000</b>

← Back to PO List

Reject
Approve

↓ Create PDF

Delivery Receipt

Choose File

 No file chosen

Invoice

Choose File

 No file chosen

Tax Receipt

Choose File

 No file chosen

Payment Receipt

Choose File

 No file chosen

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

**Status**
Need to Process

	Image	Product Name	Qty	Price	Disc	Total	Status
<input checked="" type="checkbox"/>		Original/Safety Glove - The Original Yellow Mechanix Wear	20 Pair	Rp 500.000	Rp 0	Rp 10.000.000	Shipping ▾
<input checked="" type="checkbox"/>		Original/Safety Glove - The Original Yellow Mechanix Wear	20 Pair	Rp 600.000	Rp 0	Rp 12.000.000	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           -- ▾            --  <span style="background-color: #2c3e50; color: white; padding: 2px;">Shipping</span>            Delivered         </div>

Sub Total	Rp 22.000.000
Tax 10%	Rp 2.200.000
Discount	Rp 0
<b>Total</b>	Rp 24.200.000

← Back to PO List
Update

↓ Create PDF

Delivery Receipt

Choose File

 No file chosen

Invoice

Choose File

 No file chosen

Tax Receipt

Choose File

 No file chosen

Payment Receipt

Choose File

 No file chosen

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.

Invoice

No file chosen

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Tax Receipt

- Tax Receipt.pdf

No file chosen

Generate Auto Invoice

Logo

No file chosen

Invoice Number

From Name

From Email

Due Date

Bank

Account Number

Account Name

Generate File Result

Empty

11. You can download the **Purchase Order** in pdf file.
12. 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.

**Status** : Completed

Image	Product Name	Qty	Price	Disc	Total	Status
<input type="checkbox"/>	Original/Safety Glove - The Original Yellow Mechanix Wear	20 Pair	Rp 500.000	Rp 0	Rp 10.000.000	Completed
<input type="checkbox"/>	Original/Safety Glove - The Original Yellow Mechanix Wear	20 Pair	Rp 600.000	Rp 0	Rp 12.000.000	Completed

Sub Total Rp 22.000.000

Tax 10% Rp 2.200.000

Discount Rp 0

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**Total Rp 24.200.000**

Back to PO List
Update

Create PDF

**Delivery Receipt**

- Delivery Receipt.pdf

Choose File No file chosen

---

**Invoice**

Choose File No file chosen

---

**Tax Receipt**

- Tax Receipt.pdf

Choose File No file chosen

---

**Payment Receipt**

- Payment-Receipt.png

Choose File No file chosen

Dashboard

All Inquiries

My Quotations

## My Notifications

The payment [PO.2022.10054807](#) is completed. Please check your email for the details.

23 Mar 2022 04:59 -

Please prepare [PO.2022.10054807](#) the item for shipping and complete the required

23 Mar 2022 04:05 -



# 5. Report Monitoring

*(Account login required)*

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

The screenshot shows the 'QUOTATION REPORT' dashboard for the period '22 Feb 2022 - 23 Mar 2022'. The dashboard includes a sidebar with navigation options, a summary of quotation statistics, a line chart, and a data table. A red arrow points from the text 'You can see and download the statistic report of your Quotation in csv file.' to the 'Export CSV' button.

**QUOTATION REPORT**  
22 Feb 2022 - 23 Mar 2022 Export CSV

Summary Statistics:

- 0 Submitted
- 1 Approved
- 1 Get Purchase Order
- 0 Cancelled

Line Chart Data:

Date	Get Purchase Order	Approved
22 Mar 2022	1.0	0.0
23 Mar 2022	0.0	1.0

Table Data:

Quotation Number	Submitted	Approved	Get Purchase Order	Cancelled	Status
QS.2022.10054815	23 Mar 2022	23 Mar 2022			Approved
QS.2022.10054778	22 Mar 2022	22 Mar 2022	23 Mar 2022		PO Sent

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

asta Astacipta

Guide & Support | Hi, supplier asta

### PURCHASE ORDER REPORT

22 Feb 2022 - 23 Mar 2022 [Export CSV](#)

Status	Count
Processing	0
Shipping	0
Payment Process	0
Completed	1
Cancelled	0

Completed: 1.0

Processing: Rp 0

Completed: 25M



## 6. Inbox

*(Account login required)*



1. Log in to your account.
2. Click menu **My Inbox**.
3. Click the Quotation 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.

The screenshot displays the Asta Inbox interface. On the left is a navigation menu with items: Dashboard, All Inquiries, My Quotations, My Purchase Order, Quotation Report, Purchase Order Report, Company Legality, My Inbox (highlighted), Notifications (11), Address, Account, and Logout. The main area shows a list of quotations: 'Request hand glove' (ID: QS.2022.10054815), 'Request Safety Glove' (ID: QS.2022.10054778), and 'RFQ/RA/WS/018 — Extension RA usage permit' (ID: QS.2021.10051536). A chat box is open over the 'Request Safety Glove' item, showing a message from 'Quotation Created' and a 'Chat' window with a 'Send Message' button. A 'Quotation Detail' panel for 'Request Safety Glove' (dated 22 Mar 2022) is also visible, featuring a 'PO Sent' button and a 'See Detail' link. Red arrows indicate the flow from the instructions to the corresponding UI elements.