***E*SCM APPLICATION - PT ANTAM TBK.**

E-SCM VENDOR REGISTRATION GUIDE

ENGLISH VERSION

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MODULE VENDOR TRANSACTION 1

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VENDOR REGISTRATION

MODULE VENDOR REGISTRATION

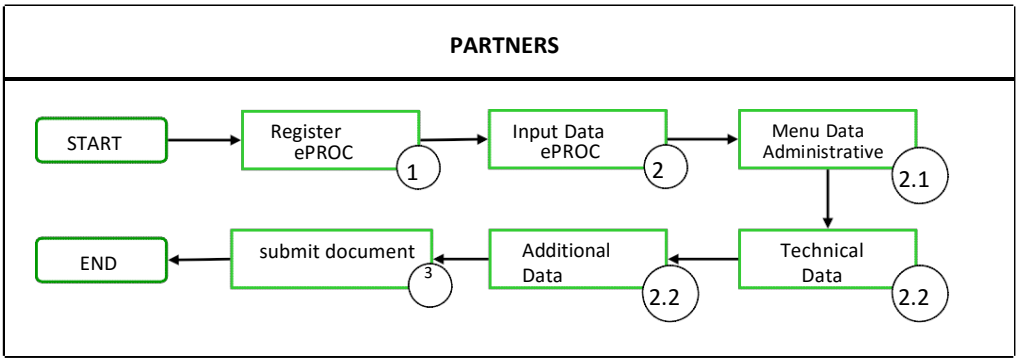
INTRODUCTION

1. Purpose

Vendor Registration Module is one of the Modules provided in the application eSCM (electronic Suply Chain Management) to make the following process :

1. Submit of user name and password
2. Online register verification
3. Material verification used by vendor management officer, as the basis for the issuance of SMK
4. Qualifying partners to the bidders list according to their classification in the business of ANTAM

2. FLOW PROCESS



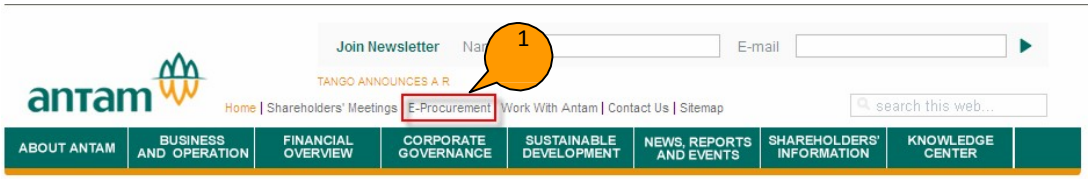
NO	ACTIVITIES	INSTRUCTION	OBJECT
1	Register at eSCM application	Company submit registration on eSCM application to setup *username and password*	VENDOR
2	Input Data on eSCM	Inserting Company data's:	VENDOR
2.1	Administration Data	1. Administrative Data	VENDOR
2.2	Menu Technical Data	2. Technical Data	VENDOR
2.2	Menu Additional Data	3. Additional Data	VENDOR
3	Submit Documents	After finishing online registration, please submit document books and soft files document into vendor management officer	VENDOR

3. MENU AND SUB MENU MODULE VENDOR REGISTRATION

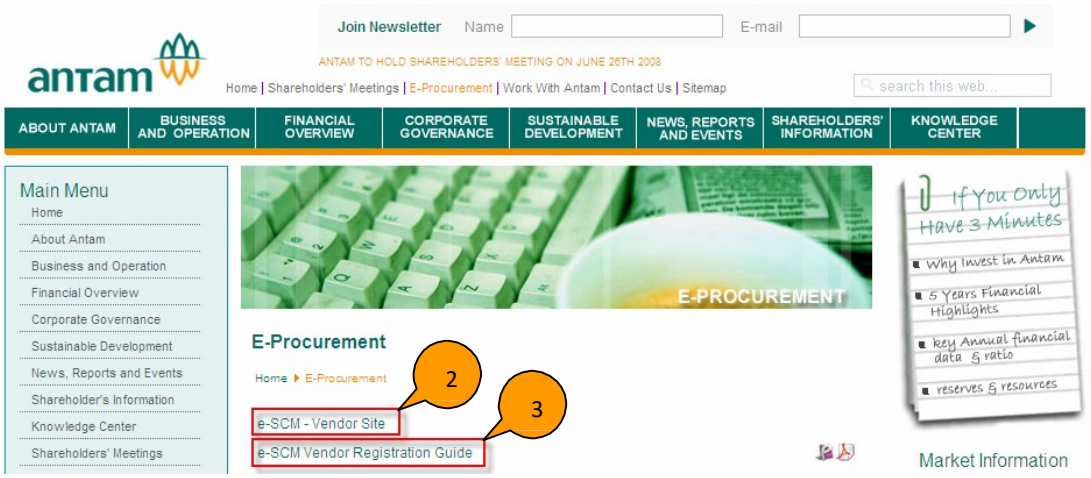
1. Login
2. Submit
   - Term and Condition
   - Create Username and Password
3. Administrative Data
   - Sub Menu Company Profiles
   - Sub Menu Company Management
   - Sub Menu Financial Data
4. Technical Data
   - Sub Menu Human Resources
   - Sub Menu Qualification / Certificate
   - Sub Menu Facility / Equipment
   - Sub Menu Project Experiences
   - Sub Menu Goods/Service Supplied
5. ADDITIONAL DATA
   REGISTRATION IS DONE

LOGIN

To register your company becomes our partners of PT. ANTAM, Tbk, you can submit directly (on line) via the Internet to http://www.antam.com in Internet Explorer. Then click on E-Procurement (1).

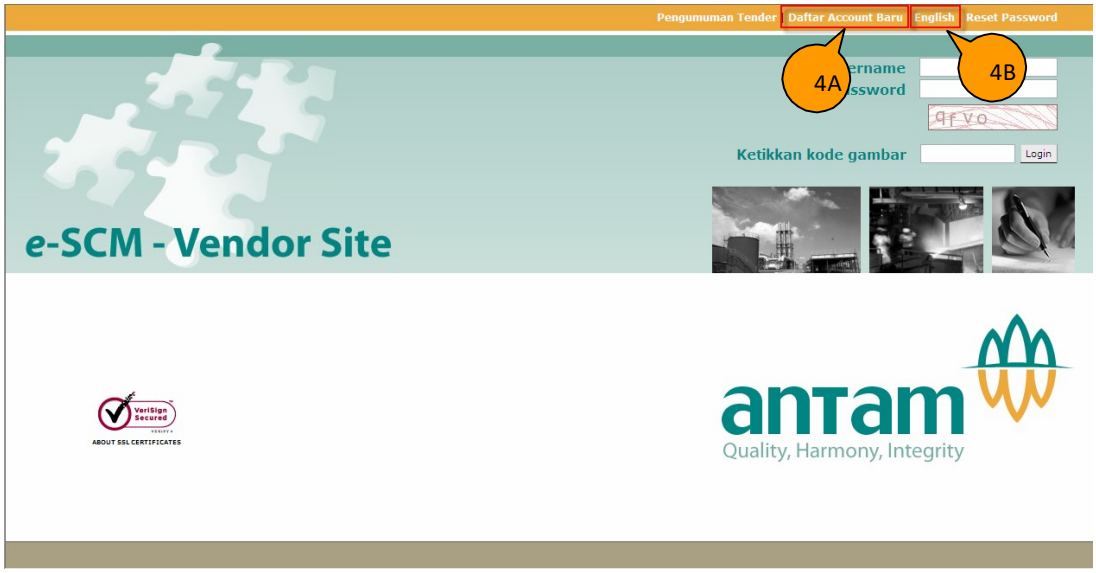


Next step, open the page of the E-Procurement, e-SCM-click on Vendor Site (2) to login the application eSCM of PT. ANTAM Tbk, and to download the manual guide of applications eSCM, click on e-SCM Vendor Registration Guide (3)



You can also directly access to https://eproc.antam.com. Once it appears the login screen below, click on the New Account List (4)

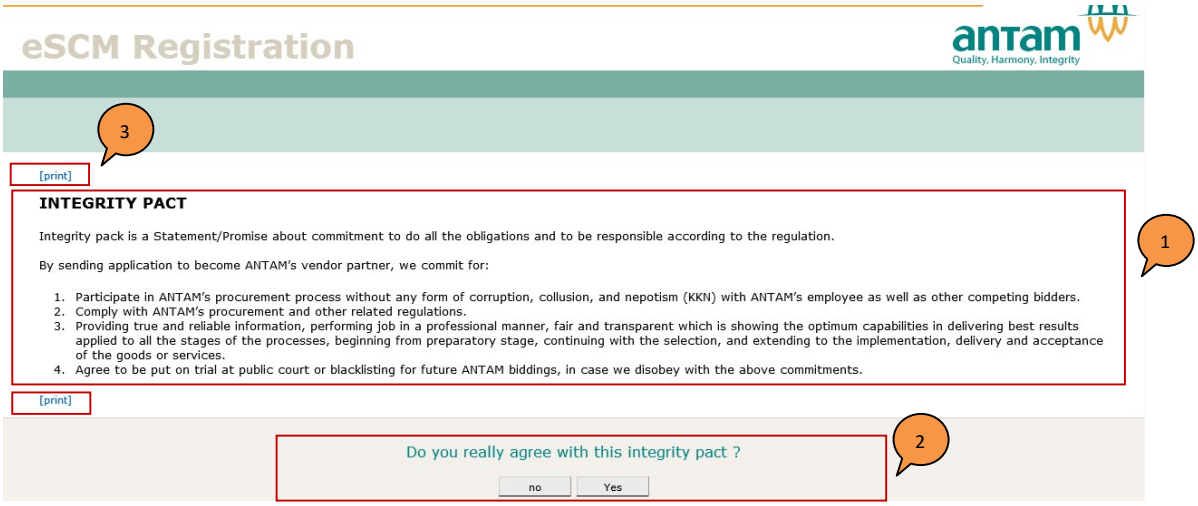
To change the language on the application, click on English / Indonesia (4B).



SUBMIT

1. TERM AND CONDITION

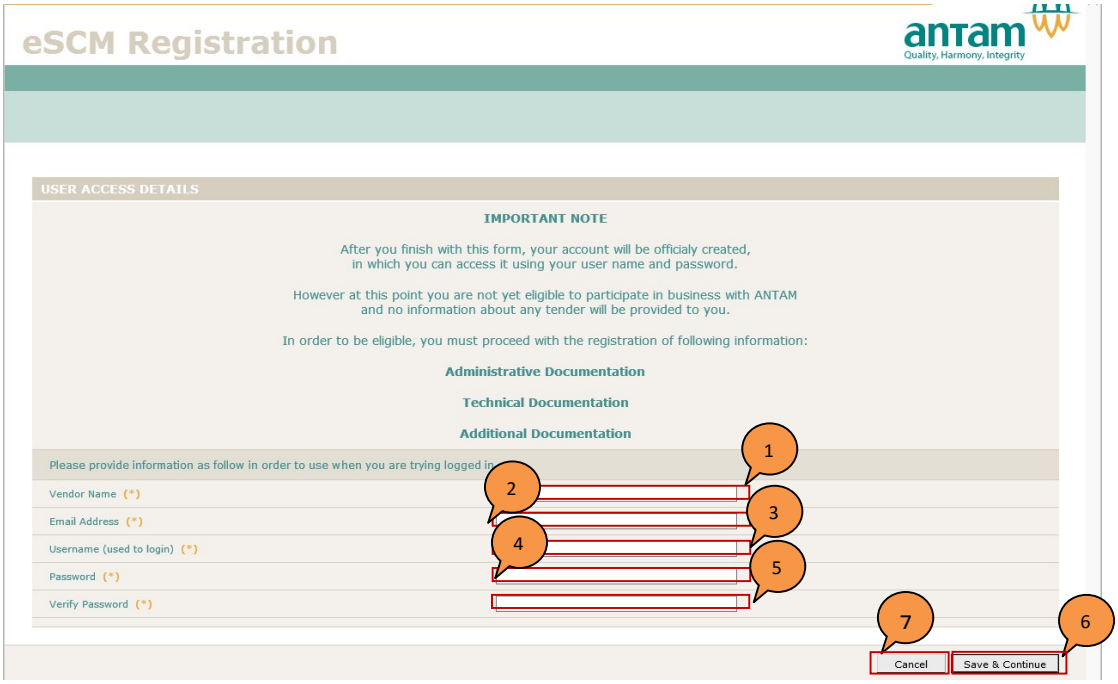
The purpose of this page is to inform the applicable provisions in ANTAM and to continue using this application, your have to approve the ANTAM term and condition.



NO	FIELD	SUBJECT
1	Integrity Pact	Statement / promise about commitment to do all the obligations and to be responsible according to the regulation
3	Print	Print a registration page
2	Do you agree with this Integrity Pact ?	
2A	Yes	Agree to the terms and conditions above.
2B	No	Not Agree to the terms and conditions above.

2. CREATE USERNAME AND PASSWORD

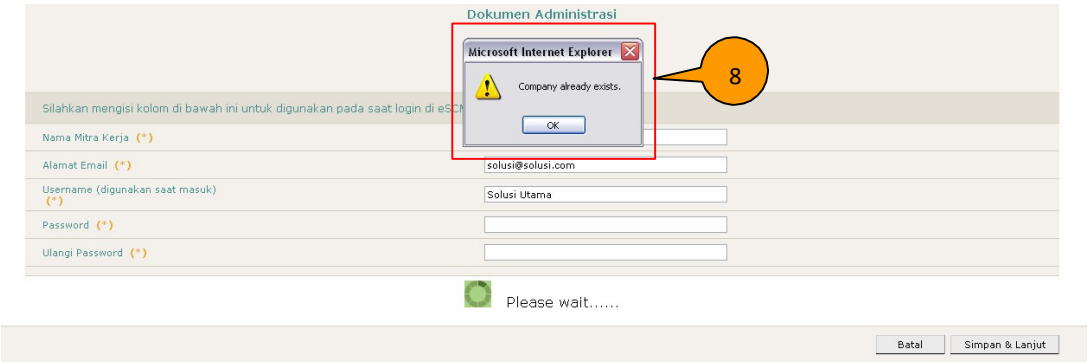
The purpose of this page is to create a username and password to access the eSCM application.



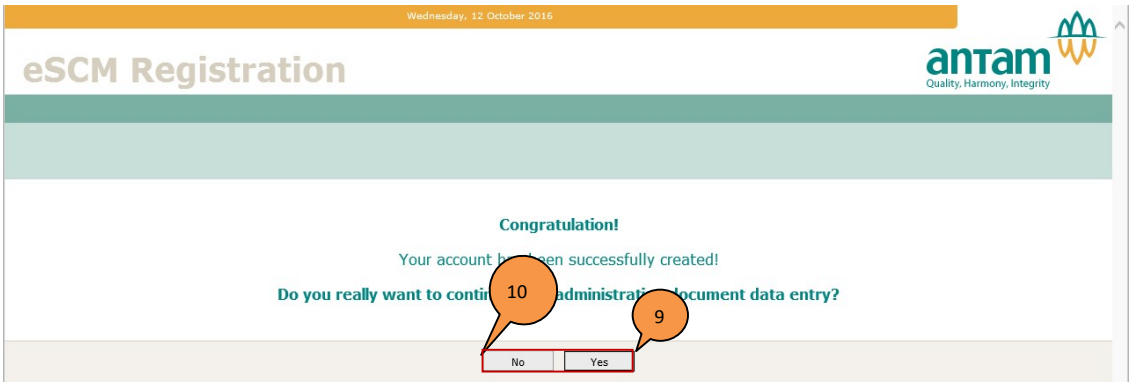
NO	FIELD	SUBJECT	EXAMPLE
1	Vendor name	The company names state in establishment certificate. No need to specify the type of business entity (without writing PT / CV, and others)	Solusi Utama
2	Email Address	Official Email address	solusi@solusi.com
3	Username	The name that will be used to access the eSCM	Solusi Utama
4	Password	Password is useful for access eSCM. Highly recommended a password at least 8 digits, the combination of alphabetical and numerical	yyyyyyy
5	Repeat Password	Repeat writing the password above	yyyyyyy
6	Save & Continue	If you're satisfied with the information that has been entered and want to continue to the next stage	
7	Cancel	If you are not sure what information has been entered and want to cancel the registration process on line	

Notes :

1. An asterisk (*) means this section MUST BE COMPLETED, if not complete, so the eSCM system cannot save the entered information and you cannot proceed to the next page.
2. Please REMEMBER your username and password, and DO NOT inform the username or password to anyone.



NO	FIELD	SUBJECT	EXAMPLE
8	Company already exists	eSCM application will warn you if there is another vendor that using the same name. and if that happen, you have to make the new data modifications.	



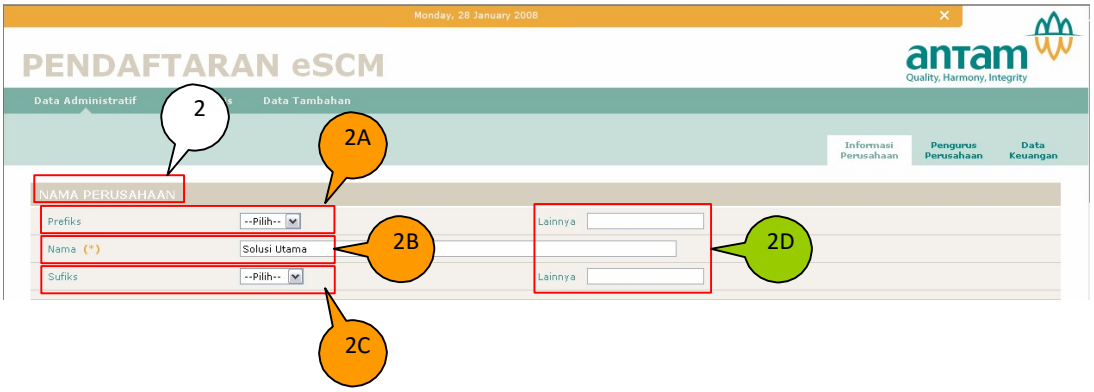
NO	FIELD	SUBJECT	EXAMPLE
9	Yes	Your account has been created, you will continue to fill the administrative documents	
10	No	Your account has been created, if do not want to continue to charge administrative documents. You can access any time at eSCM with your username and password setup.	

ADMINISTRATIVE DATA

Contains of the administrative data menu (1) which is sub menu *company Information* (1A), *Company Management* (1B) and *Financial data* (1C).

1. SUB MENU COMPANY INFORMATION

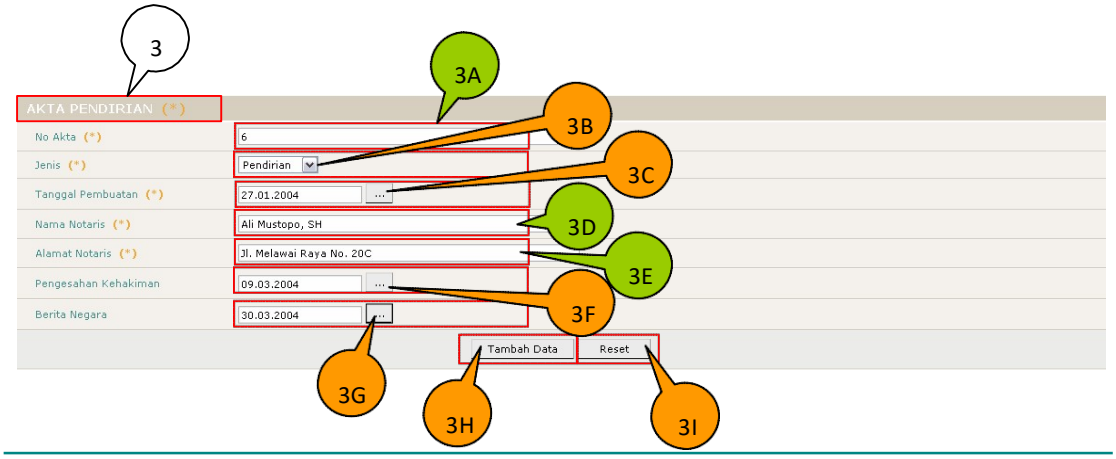
The purpose of this sub menu is to enter data relating to the Company Name, Company of Establishment certificate, Corporate Domicile address, NPWP, SIUP / IUJK, TDP, Letter for Agent / Distributor and importer's identification number.



NO	FIELD	SUBJECT	EXAMPLE
2	Company Name		
2A	Prefiks	Type of business entity placed at the beginning of your company name. Options (▾) consists of PT, CV, Others	PT
2B	Name	Your company's name, the system will automatically fill, in accordance with the company name that you wrote at the time of registration (submit username and password)	Solusi Utama
2C	Sufiks	Type of business entities after the company name (if applicables). Options (▾) consists of a GmbH, Tbk, NV, BV, Bhd, Pte. Ltd, Others	Tbk.
2D	Others	If the type of business entity of your company is not listed in / drop-down list (▾) simply select others in the prefix or suffix and writes the type of business entity in the other column	Koperasi

Notes :

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

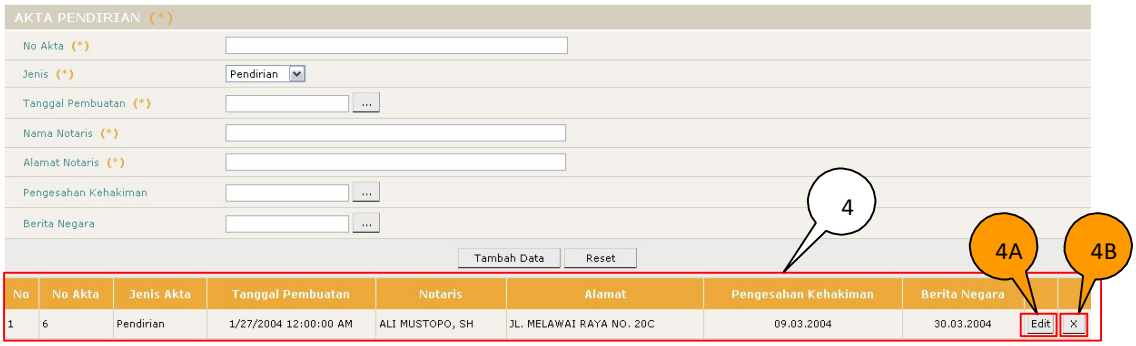


NO	FIELD	SUBJECT	EXAMPLE
3	Company Establishment Certificate (CEC)		
3A	Number	Number of Establishment Certificate	6
3B	Type	Kindly type of CEC. Options (▾) consists of CEC or Changes	Pendirian
3C	Creation date	CEC creation date	27.01.2004
3D	Notaris Name	The Notaris who is create CEC	Ali Murtopo, SH
3E	Notaris address	The Notaris address who is create CEC	Jl. Melawai Raya No. 20C
3F	Ratification of Justice	Judicial ratification date with respect to CEC	09.03.2004
3G	State's News	The date of the state with respect to CEC	30.03.2004
3H	Add Data	After completing entire fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
3I	Reset	Erased information that has been filled	

Notes:

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

After clicking the Add Data (3H), it would be displaying data as below :

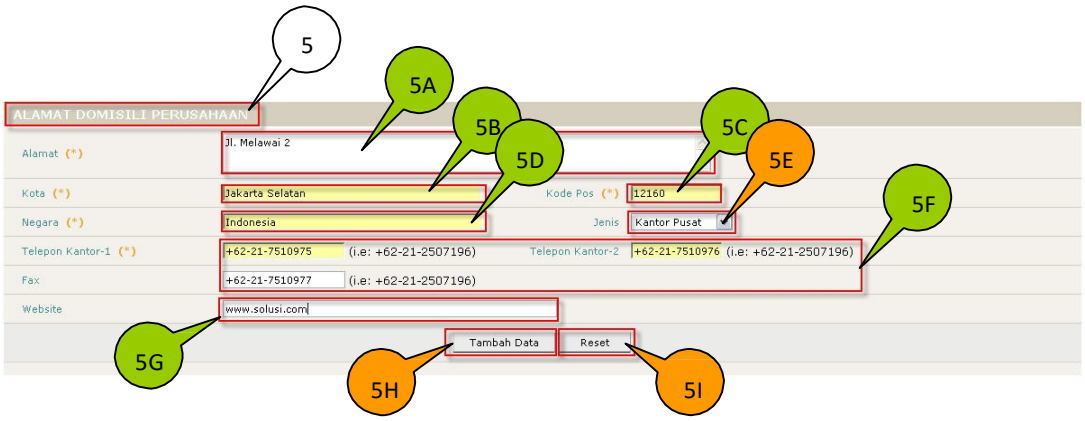


NO	FIELD	SUBJECT	EXAMPLE
4	CEC Table	The entire contents of the CEC table form	
4A	Edit	To revise the information you have filled	6
4B	X	To delete the information that has been filled	Pendirian

Notes :

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

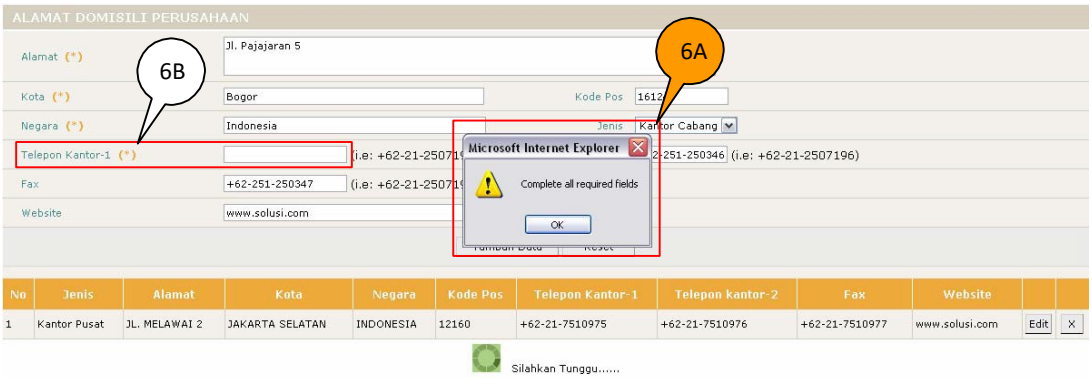
If you want to add data (eg CEC Amendments), please do the same ways when you entering the data regarding on your Company Establishment Certificate.



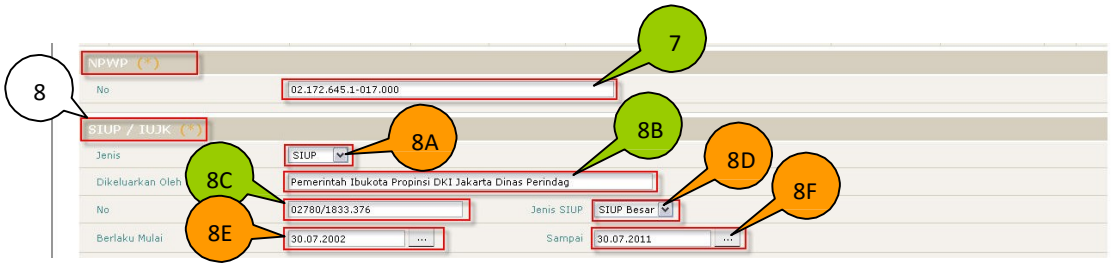
NO	FIELD	SUBJECT	EXAMPLE
5	Company address		
5A	Address	Address,contains of street name, Building name	Jl. Melawai 2
5B	City	Company establishment city	Jakarta Selatan
5C	Pos Code	Pos Code	12160
5D	Country	Country	Indonesia
5E	Type	Choose (▾) for HQ or Branch office	Kantor Pusat
5F	Phone/Fax	Official phones number or faximile. According to the standart form	+62-21-7510975
5G	Website	your company website (if any)	www.solusi.com
5H	Add Data	After completing the entire fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
5I	Reset	Erased information that has been filled	

Notes:

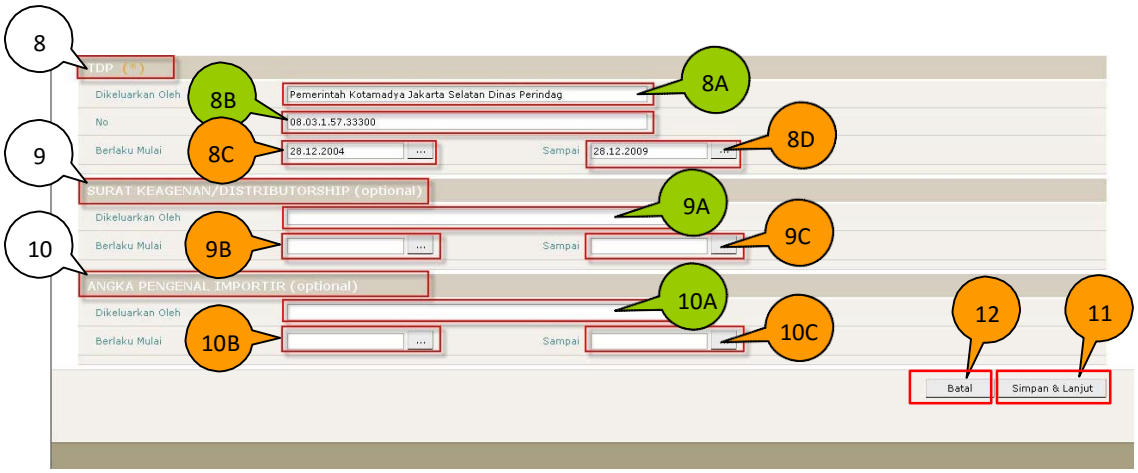
An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.



NO	FIELD	SUBJECT	EXAMPLE
6	Mandatory data is not complete		
6A	Complete all required Fileds	Data were filled incomplete, please complete all information (mandatory) requested	
6B	Phone Office-1	Phone office still empty	



NO	FIELD	SUBJECT	EXAMPLE
7	NPWP	Nomor Pokok Wajib Pajak	02.172.645.1-017.000
8	SIUP/IUJK	Surat Ijin Usaha Perdagangan/Ijin Usaha Jasa Konstruksi	
8A	Type	SIUP o r IUJK	SIUP
8B	Issued by	Authorized for SIUP/IUJK	Pemerintah Ibukota Propinsi DKI Jakarta Dinas Perindag
8C	Number	Number of SIUP/IUJK	02780/1833.376
8D	type of SIUP	Major SIUP or Small SIUP	Major SIUP
8E	Effective from	Effective date for SIUP/IUJK	30.07.2002
8F	Until	Expired date for SIUP/IUJK	30.07.2011

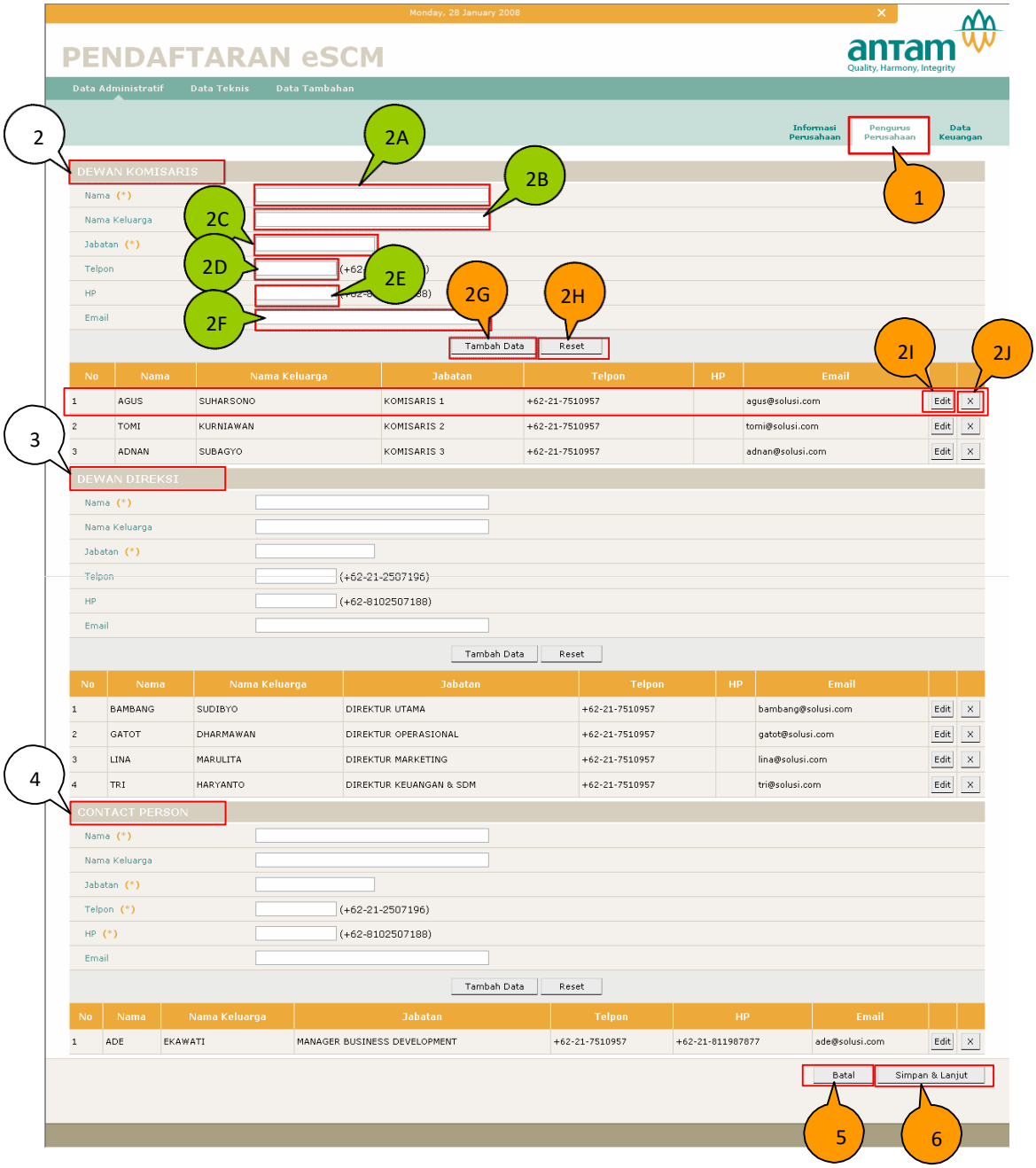


NO	FIELD	SUBJECT	EXAMPLE
8	TDP	Tanda Daftar Perusahaan	
8A	Issued by	Authorized for TDP	Pemerintah Kotamadya Jakarta Selatan Dinas Perindag
8B	Number	Number of TDP	08.03.1.57.33300
8C	Effective from	Effective date for TDP	28.12.2004
8D	Until	Expired date for TDP	28.12.2009
9	Letters agent /Distributor (Optional)		
9A	Issued by	Authorized for Agents / Distributor	
9B	effective from	Effective date for Agents / Distributor	
9C	Until	Expired date for Agents / Distributor	
10	Importers Identification Number (Optional)		
10A	Issued by	Authorized for API	
10B	effective from	Effective date for API	
10C	Until	Expired date for API	
11	Save&continue	To keep your information and continuing open to next sub menu.	
12	Cancel	To cancelling your entire information and log out from eSCM	

Notes :
An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

2. SUB MENU COMPANY MANAGEMENT

The purpose of this sub menu is to enter the data associated with the management of the company, including the composition of the Board of Commissioners, Board of Directors and Contact Person.



NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu Company management		
2	Board of Commissioners		
2A	Name	First name	Agus
2B	Family name	Last name	Suharsono

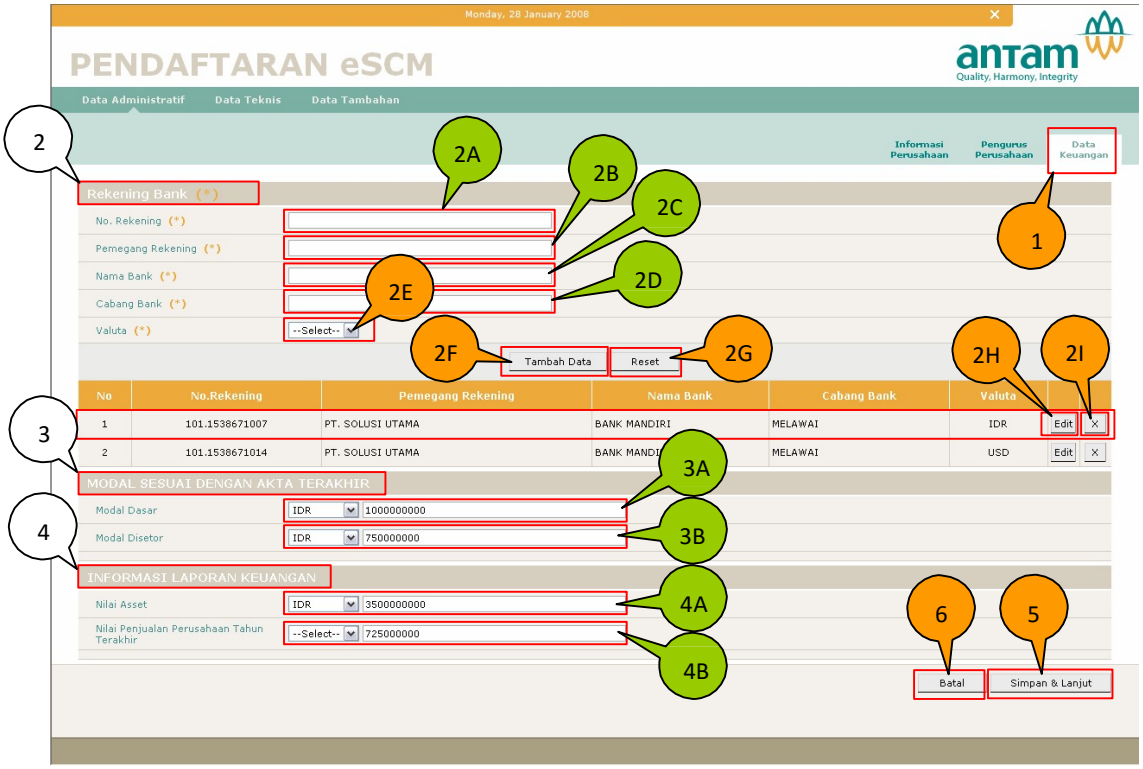
2C	Position	Position	Komisaris 1
2D	Phone	Official phone number or fax. According to the standart form	+62-21-7510957
2E	HP	Official mobile phone number. According to the standart form	
2F	Email	email address	agus@solusi.com
2G	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
2H	Reset	Erased information that has been filled	
2I	Edit	Revised the information filled	
2J	X	Deleted information	
3	Board of Directors		
4	Contact Person		
5	Save&continue	To keep your information and continuing open to next sub menu.	
6	Cancel	To cancelling your filled information and log out from eSCM	

Notes:

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

3. SUB MENU FINANCIAL DATA

The purpose of this sub menu is to enter data relating to the financial aspects of the company, including bank account information, the Capital In accordance with the Certificate establishment Recently, Information and Financial Statements.



NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu Financial data		
2	Bank Account	Information relating to bank accounts owned by the company	
2A	Account Number	Bank Account Number	101.1538671007
2B	Account owner	The owner of the account number	PT. Solusi Utama
2C	Bank name	Bank name	Bank Mandiri
2D	Branch	Branch	Melawai
2E	Valuta	The type of currency used for the account number	IDR
2F	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
2G	Reset	Erased information that has been filled	
2H	Edit	Revised the information filled	
2I	X	Deleted information	
3	In accordance with the last CEC		

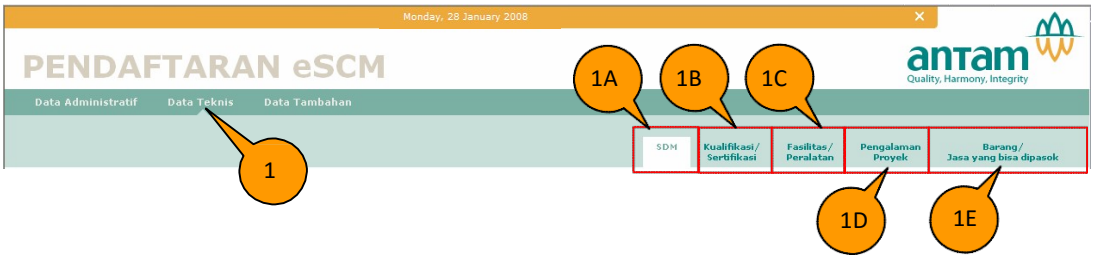
3A	Authorized capital	Total capital base in the last CEC in a particular currency	IDR 1000000000 (Rp. 1 Milyar)
3B	capital deposited	Total capital base deposited in the last CEC in a particular currency	IDR 750000000 (Rp. 750 Juta)
4	Information Financial Statements		
4A	Valuable assets	The value of the company's assets until last year in a particular currency	IDR 3500000000 (Rp. 3,5 Milyar)
4B	Values Company Sales Last Year	Last year the company's sales value in a particular currency	IDR 750000000 (Rp. 750 Juta)
5	Save&continue	To keep your information and continuing open to next sub menu.	
6	Cancel	To cancelling your filled information and log out from eSCM	

Notes :

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

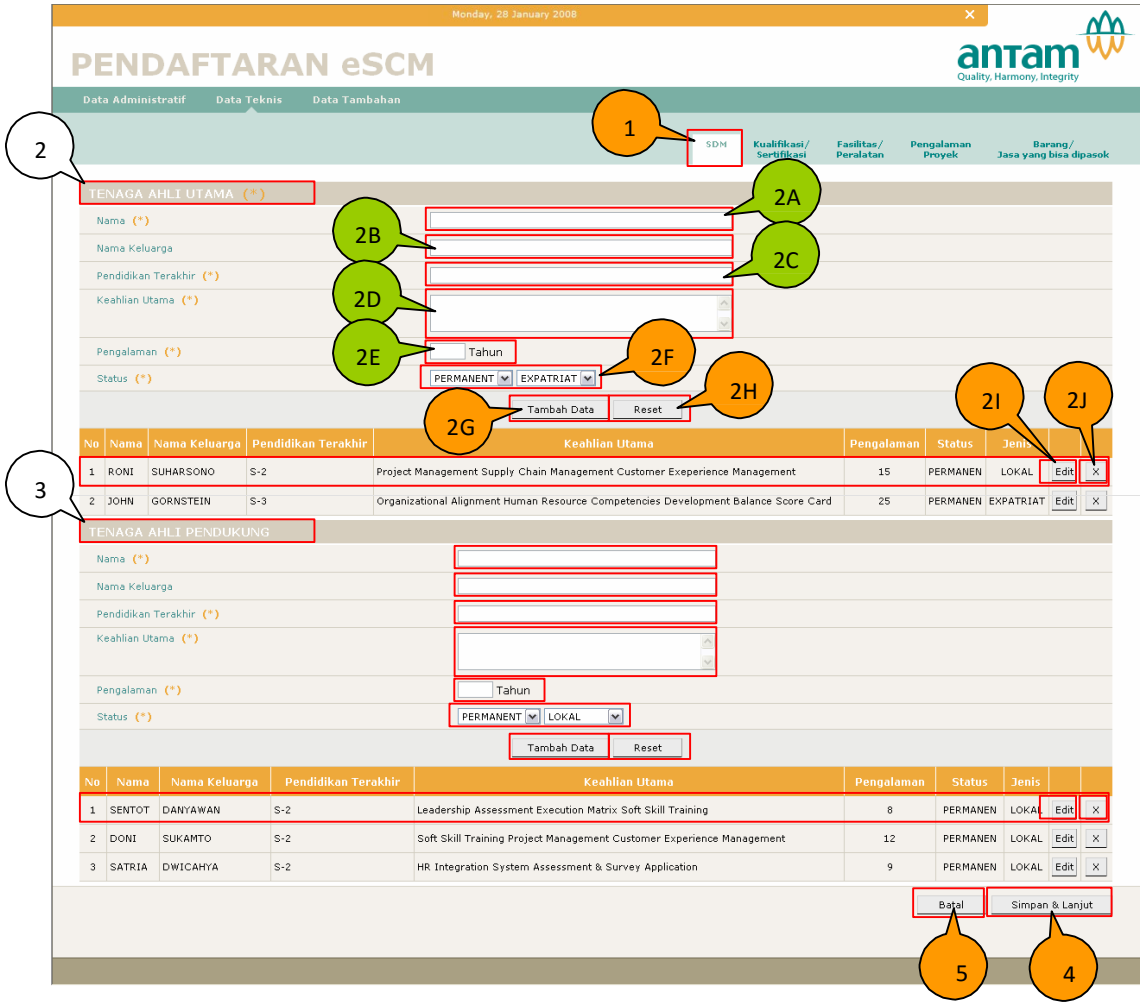
MENU TECHNICAL DATA

Menu Technical Data (1) consists of a sub menu SDM (1A), qualification / certification (1B), Facilities / Equipment (1C), Project Experience (1D), and the goods / services to be supplied (1E).



1. SUB MENU HUMAN RESOURCES

The purpose of this sub menu is to enter data relating to the composition of human resources owned by the company, includes Expert and Expert Support.



NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu Human Resources		
2	Expert		
2A	Name	First name	Roni
2B	Family name	Last name	Suharsono
2C	Last education	Formalities education	S-2
2D	Expertise	The main expertise makes it into main experts in the enterprise	Project Management, Supply Chain Management, Customer Experience Management
2E	Experience	The length of experience possessed by the main experts (in years)	15 year

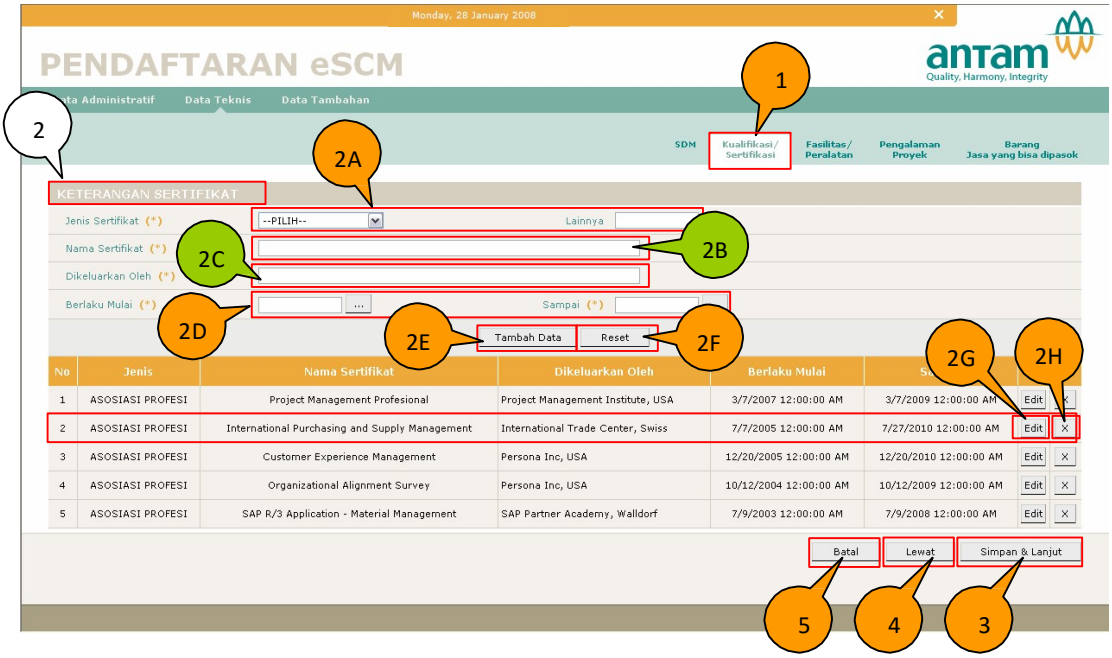
2F	Status	Select ( ) status expert : - Permanent or contract - Local or Expatriat	Permanent, Local
2G	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
2H	Reset	Erased information that has been filled	
2I	Edit	Revised the information filled	
2J	X	Deleted information	
3	Support		
4	Save&continue	To keep your information and continuing open to next sub menu.	
5	Cancel	To cancelling your filled information and log out from eSCM	

Notes :

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

2. SUB MENU QUALIFICATION/CERTIFICATE

The purpose of this sub menu is to enter data relating to qualifications or certifications held by the company.



NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu qualifications or certifications		
2	Certifications information		
2A	Type of certifications	type of certifications owned by the company, such as choice ( ) types certificate: - Quality - Living environment - Patents and Licensing - Professional Associations - Other If you choose Other, please fill in the information in the other columns	Asosiasi Profesi
2B	Certifications name	Last name	International Purchasing and Supply Management
2C	Issued by	Institution or organization that issued the certificate	International Trace Center, Swiss
2D	Applies from and until	Start date and the expiry of the certificate	7/7/2005 sampai dengan 27/7/2011
2E	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
2F	Reset	Erased information that has been filled	

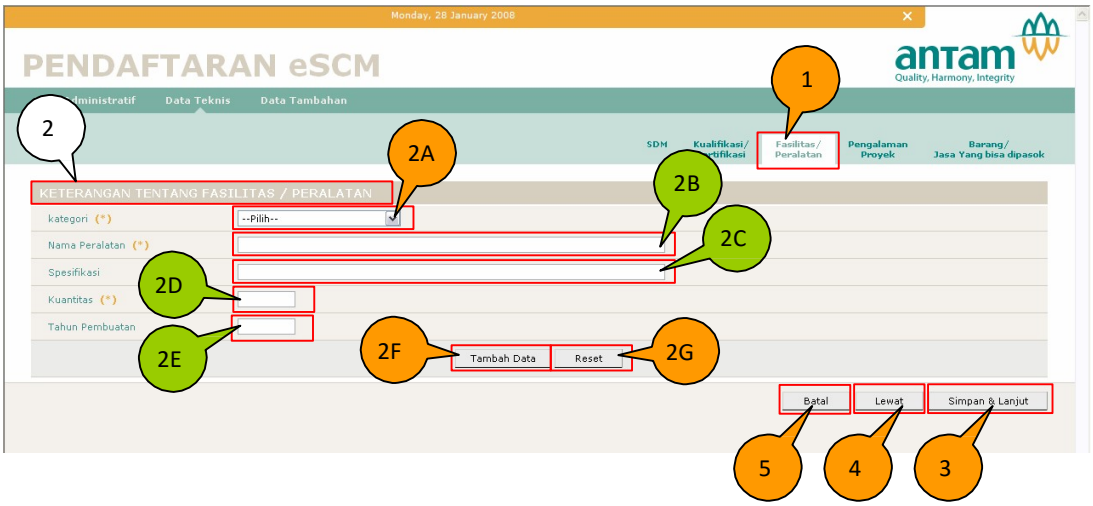
2I	Edit	Revised the information filled	
2J	X	Deleted information	
3	Save&continue	To keep your information and continuing open to next sub menu.	
4	Skip	If the company does not have information about the qualifications / certifications then you can skip this page.	
5	Cancel	To cancelling your filled information and log out from eSCM	

Notes :

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

3. SUB MENU FACILITY/EQUIPMENT

The purpose of this sub menu is to enter the data associated with the facility or equipment owned by the company in support of its activities.



NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu facility or equipment		
2	Information about facility or equipment		
2A	categories	Type of facility / equipment owned by the company, such as choice of ( ) the types of facilities / equipment: - Machinery - Information Technology	

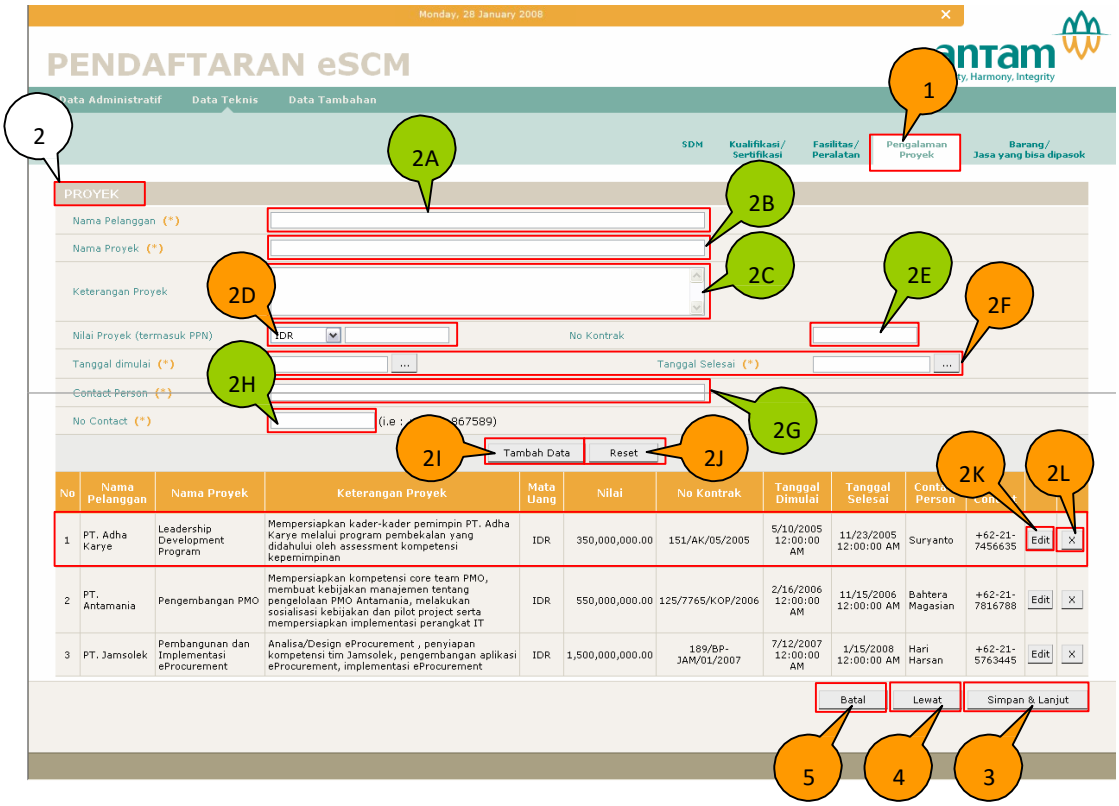
		- Warehousing - Laboratory - Environmental Health - Customer Service Center - Transportation	
2B	Equipment name	The specific name of the equipment owned by the company	
2C	Spesification	The specification of the equipment owned by the company.	
2D	Quantity	Number of owned equipment	
2E	Manufacture date	Date of equipment	
2F	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
	Reset	Erased information that has been filled	
	Edit	Revised the information filled	
	X	Deleted information	
3	Save&continue	To keep your information and continuing open to next sub menu.	
4	Skip	If the company does not have information about facility or equipment then you can skip this page.	
5	Cancel	To cancelling your filled information and log out from eSCM	

Notes :

1. An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.
2. The example shown is a company engaged in consulting services which do not have the facilities or equipment as intended so that this sub menu may be bypassed

4. SUB MENU PROJECT EXPERIENCE

The purpose of this sub menu is to enter the data associated with projects that have your company been achievements.



NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu project experience		
2	Project		
2A	Costumer name	Name of the company where the project implementation	PT. Adha Karye
2B	Project name	Project name	Leadership Development Program
2C	Project description	Short description and scope works	Mempersiapkan kader-kader pemimpin PT. Adha Karye melalui program pembekalan yang didahului oleh asesmen kompetensi kepemimpinan
2D	Project value (including VAT)	The contract value plus VAT in a particular currency	IDR 350000000 (Rp. 350 Juta)
2E	No Contract	Contract Number created by customer	151/AK/05/2005
2F	Date Started and Completed	Project Started and Completed date	10/5/2005 sampai dengan 23/11/2005

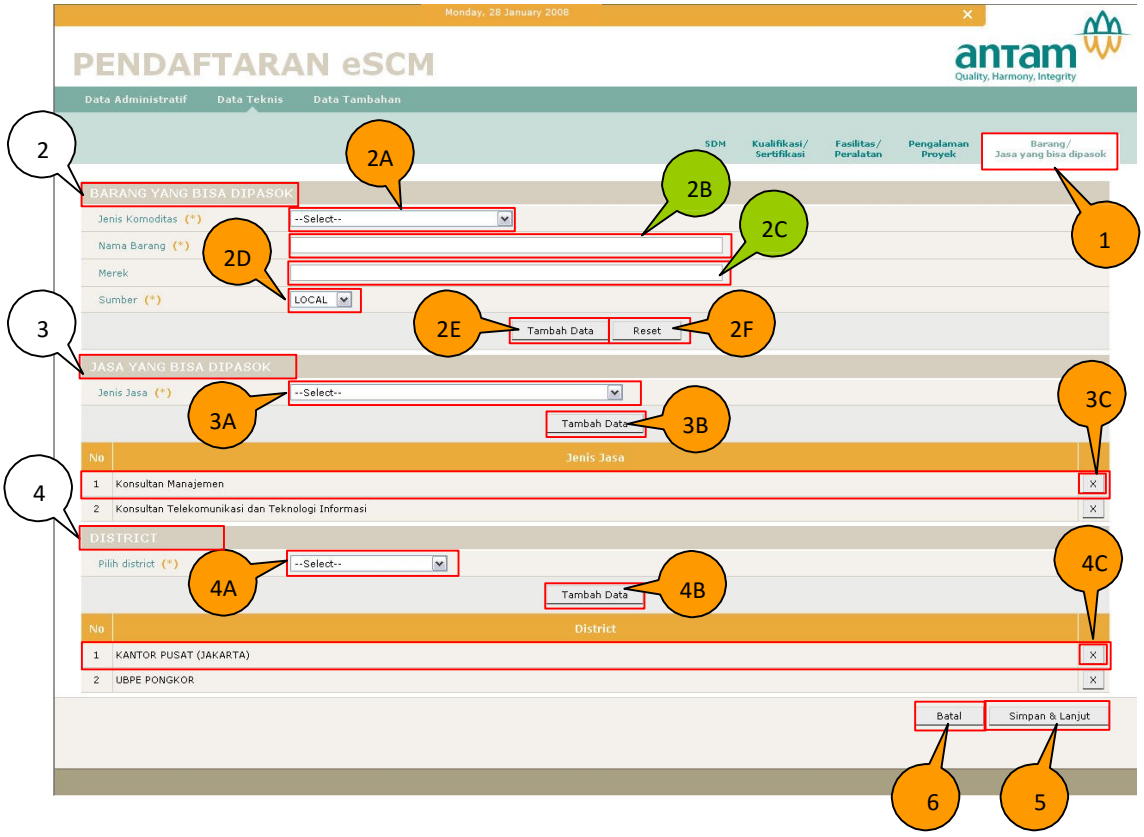
2G	Contact Person	Name employees of customers who can be contacted	Suryanto
2H	Contact numbers	Telephone number of contact person	+62-21-7456635
2I	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
2J	Reset	Erased information that has been	
2K	Edit	Revised the information filled	
2L	X	Deleted information	
3	Save&continue	To keep your information and continuing open to next sub menu.	
4	Lewat	If the company does not have	
5	Cancel	To cancelling your filled information	

Notes :

An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.

5. SUB MENU MATERIAL/SERVICE

The purpose of this sub menu is to enter data of goods or services that can supplied by your company to meet the ANTAM needs.



NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu Commodity		
2	Material		
2A	Commodity type	Types of material commodities that can be supplied to ANTAM. Such as choice of ( ) the types of commodities refers to the categorization of the type of goods in ANTAM 5P Policy. See	
2B	material name	Type and commodity name	
2C	Trademark	Registred	
2D	Source	The source or origin of the commodity, Such as ( )source commodities, Local or mport	
2E	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
2F	Reset	Erased information that has been filled	

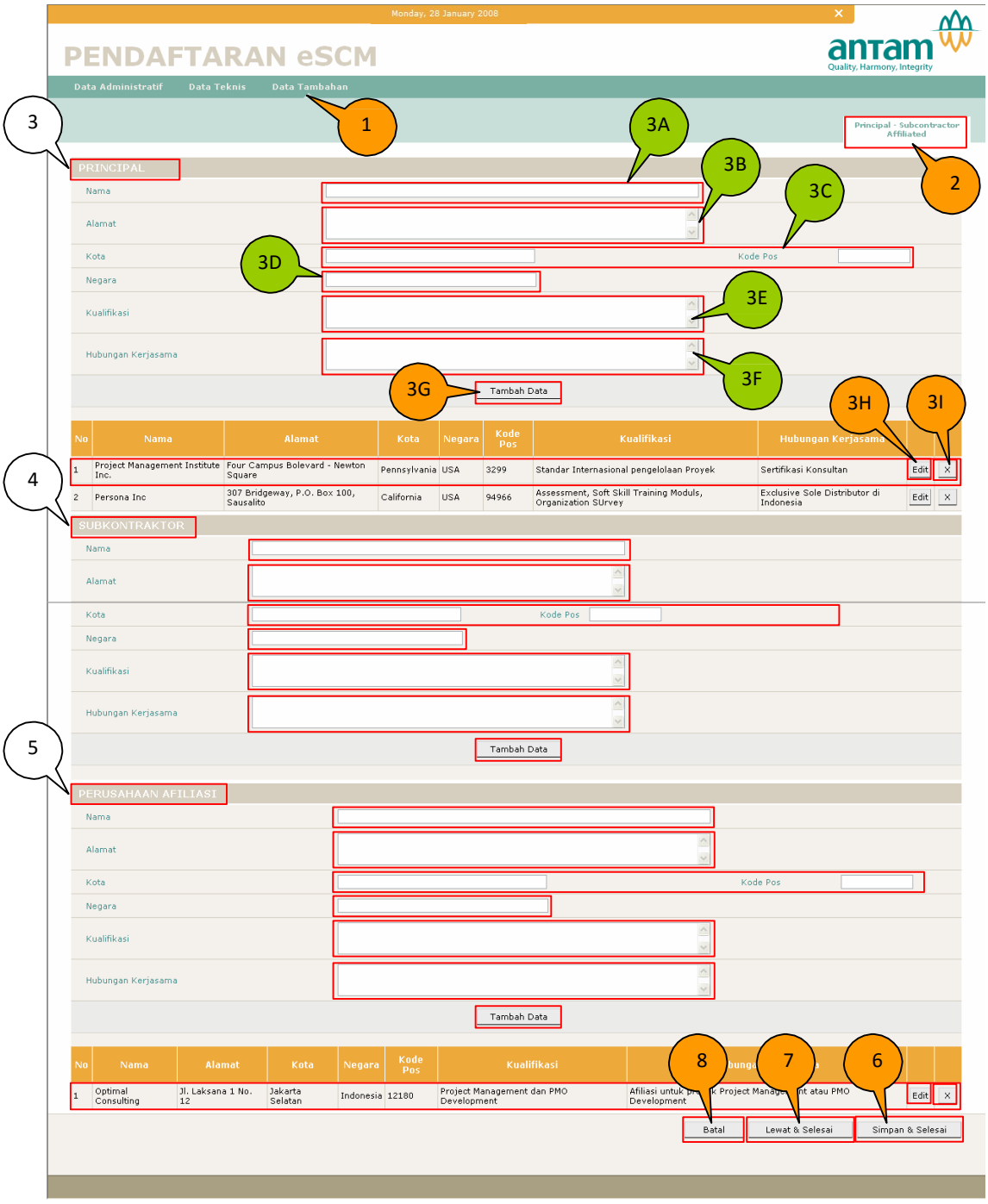
2G	X	Deleted information	
3	Services		
3A	Service type	Types of service that can be supplied to ANTAM. Such as choice of ( ) the types of commodities refers to the categorization of the type of goods in ANTAM 5P Policy. See *attachment*-1	Konsultan Manajemen
3B	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
3C	X	Deleted information	
4	District		
4A	Submit District	Unit / Business Unit anywhere in ANTAM that can be supplied. Such as choice () Unit / Business Unit in ANTAM : - UBPB Kijang - UBPN Pomalaa - UBPP Logam Mulia - UBPE Pongkor - Kantor Pusat (Jakarta) - Unit Geomin	Kantor Pusat (Jakarta)
4B	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
4C	X	Deleted information	
5	Save&continue	To keep your information and continuing open to next sub menu.	
6	Cancel	To cancelling your filled information and log out from eSCM	

Notes :

1. An asterisk (*) means this section MUST BE COMPLETED, if not, the eSCM system cannot save the entered information and you cannot proceed to the next sub menu.
2. The example shown is a company engaged in consulting services which do not have the facilities or equipment as intended so that this sub menu may be bypassed

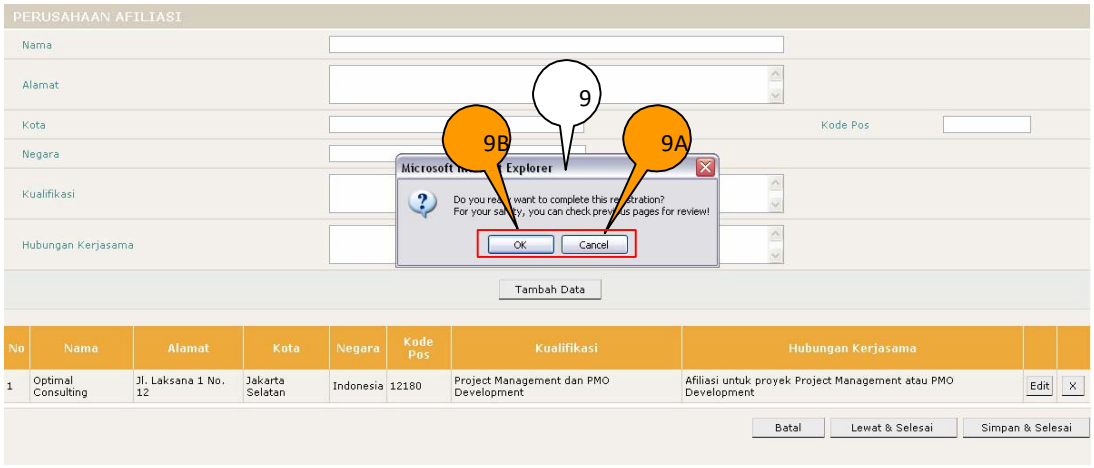
MENU ADDITIONAL DATA

Additional Data menu consists of sub menu Principal - Sub contractor Affiliated. The purpose of this menu is to enter data Principal, Subcontractors, and Affiliated Companies that cooperate with your company.



NO	FIELD	SUBJECT	EXAMPLE
1	Menu Additional Data		
2	Sub Menu Pricipal/ Subcontractor/Affiliated		
3	Principal	Company or institution that has a patent on the goods or services supplied by your company to ANTAM	
3A	Name	the Name of Company or institution that has a patent	Project Management Institute, Inc.
3B	Address	Address,contains of street name, Building name	Four Campus Bouleverad – Newton Square
3C	City and Pos code		Pennsylvania, 3299
3D	Country		USA
3E	Qualification	Areas of expertise possessed by the company or institution	Standar Internasional pengelolaan proyek
3F	Relationship	Relations between your company with the main company	Sertifikasi konsultan
3G	Add Data	After completing the fields, you must click on the Add Data button in order to proceed to the next section and sub menu.	
3H	Edit	To revise the information you have filled	
3I	X	Deleted information	
4	Sub contractor		
5	Affiliated company		
6	Save&completed	For keeping information and completed the entire set of data entry.	
7	Skip&completed	If the company does not have information about the Principal / subcontractor / Affiliated then pass this pages, once after completed the entire set of data entry.	
8	Cancel	To cancelling your filled information and log out from eSCM	

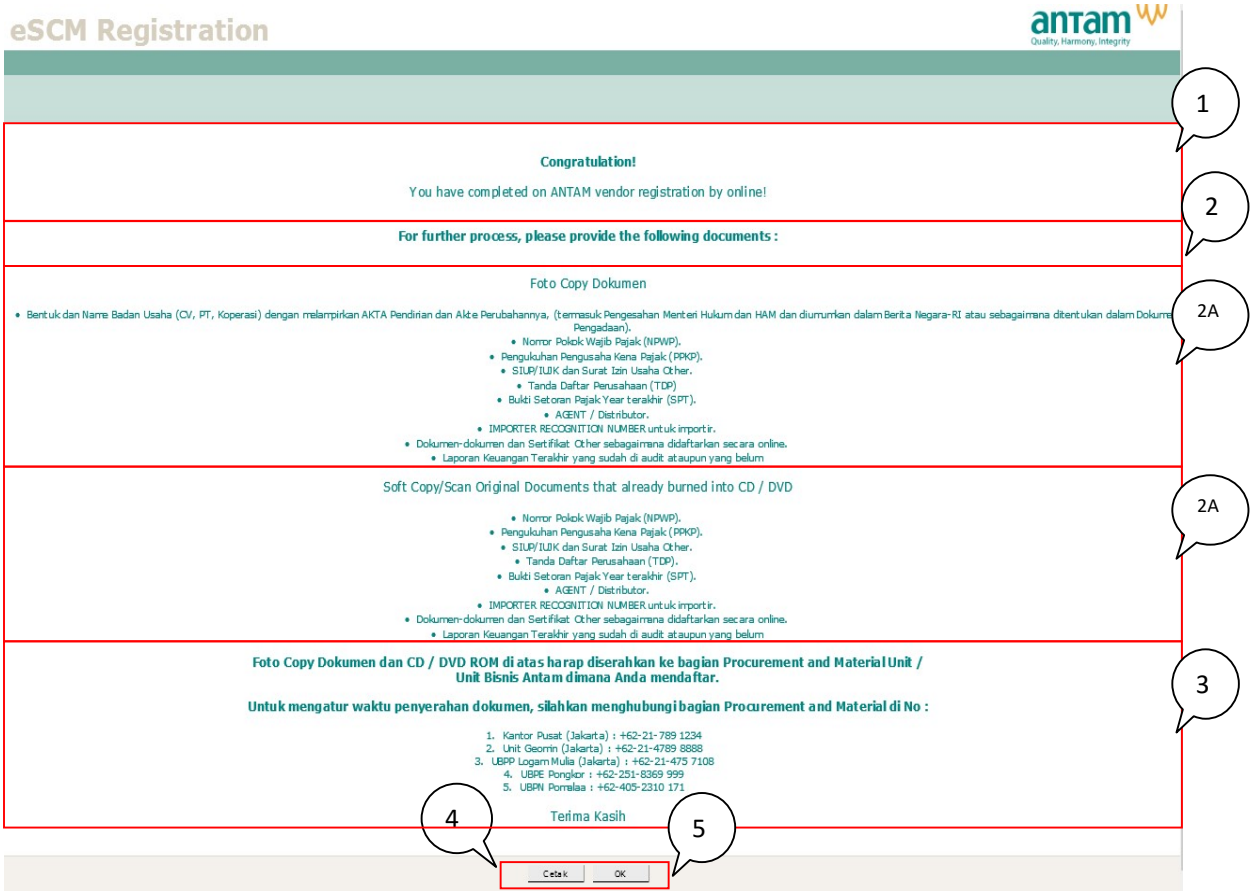
The system will ensure sure that you have completed all the stages of registration correctly



NO	FIELD	SUBJECT
9	Do you really want to complete this registration? For your safety, you can check previous pages for review	When you press the button Through & Finish or Save & Finish, the system will advise you to double check on all the information that you have entered.
9A	OK	You Sure with all the information.
9B	Cancel	if you want to double check?
Notes : We encourage you to double check the information.		

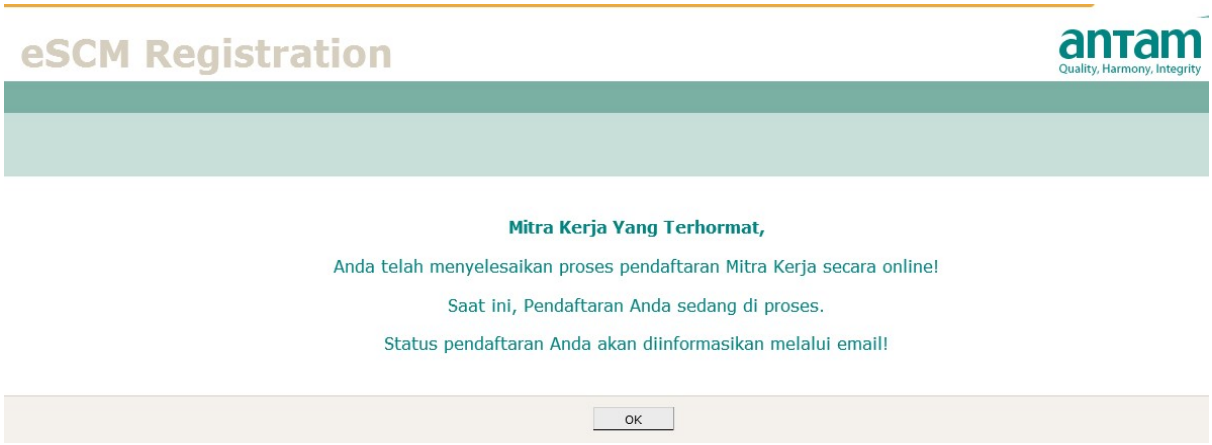
REGISTRATION IS DONE

At the end of the registration e SCM, the page will display the information that you have completed Online registration.



NO	FIELD	SUBJECT
1	Congratulation	You have completed on ANTAM vendor registartion online
2	Provide document	Please complete your documents
2A	Document copies	Foto copy dari dokumen-dokumen yang diperlukan untuk verifikasi data on line
2B	Soft copies Document	Soft copy yang disimpan di CD atau DVD untuk keperluan dokumentasi ANTAM
3	Penyerahan dokumen	Menyerahkan dokumen fisik tersebut ke pengelola Vendor di Unit/Unit Business ANTAM yang akan Anda pasok dengan terlebih dahulu menghubungi pengelola Vendor untuk mengatur waktu pertemuan
4	Cetak	Apabila Anda ingin mencetak halaman ini
5	OK	Apabila Anda ingin mengakhiri pendaftaran secara on line

When you try logging back into eSCM ANTAM application, the system will inform that your company registration processed by our systems and you can see the updates status of your registration by email.



VENDOR TRANSACTION

MODULE VENDOR TRANSACTION

INTRODUCTION

1. MAIN PURPOSE

Vendor Transaction Module is one of the Modules provided in the application eSCM (electronic Suply Chain Management) and for the purposes of business partners ANTAM providers of goods and services in :

1. Attend to procurement process
2. Ascertain Contract status
3. Renewing company data

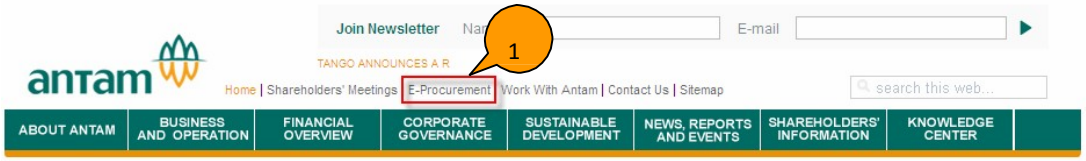
This manual consists of several parts that presented in the form of visual narrative and adapted to process management.

2. MENU AND SUB MENU MODULE VENDOR TRANSACTION

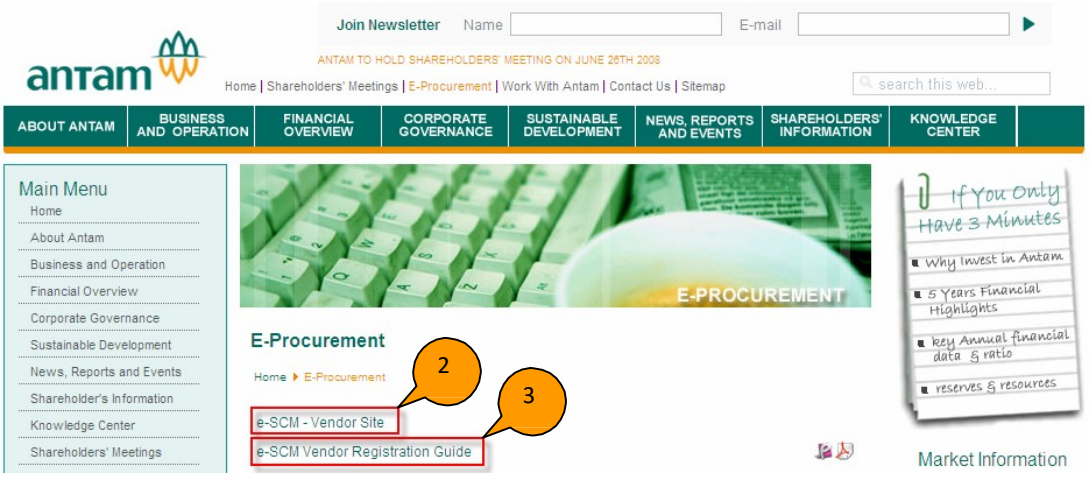
1. Login
2. Home
3. Procurement Management
   - To Do
   - Monitor
4. Contract Management
   - To Do
   - Monitor
5. Profiles
   - Administrative Document
   - Technical Document
   - Additional Document
   - Edit Profile
     - Adminstrative Data
     - Technical Data
     - Additional data

LOGIN

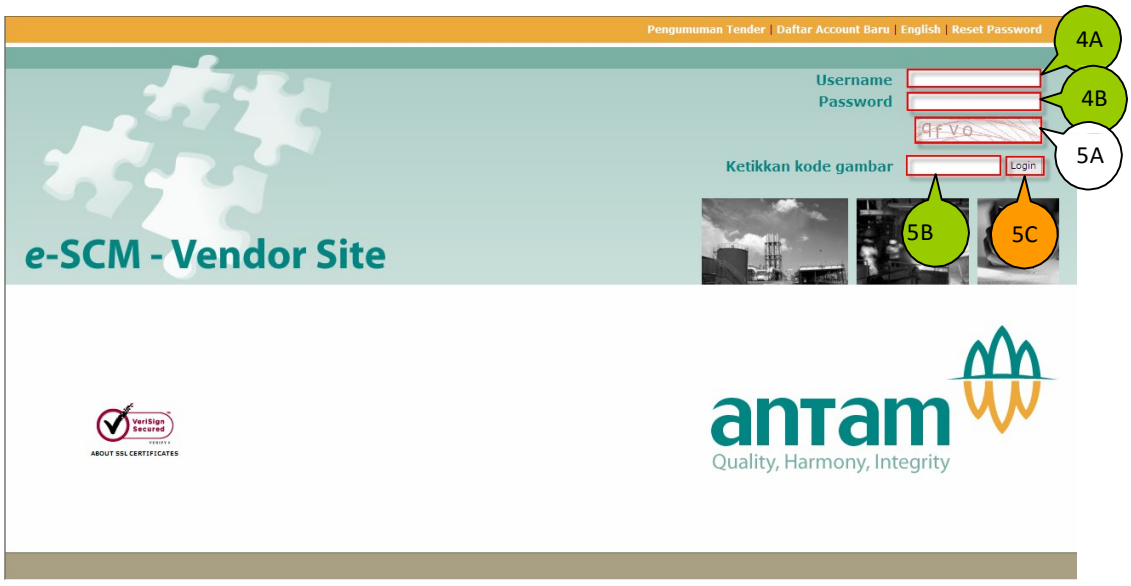
To enter on the Vendor site menu at this application, you can directly access on http://www.antam.com at the *Internet Explorer*. and then click on E-Procurement (1).



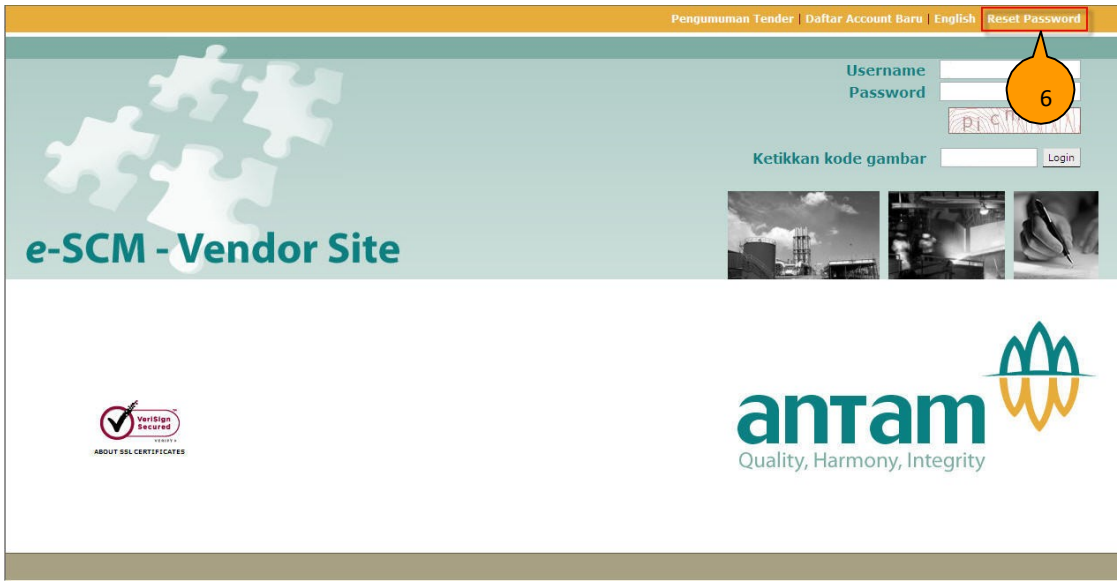
Next step, it will appear pages about E-Procurement, click on e-SCM-Vendor Site (2) and login to the application eSCM. To download guidance for eSCM, click on e-SCM Vendor Registration Guide (3).



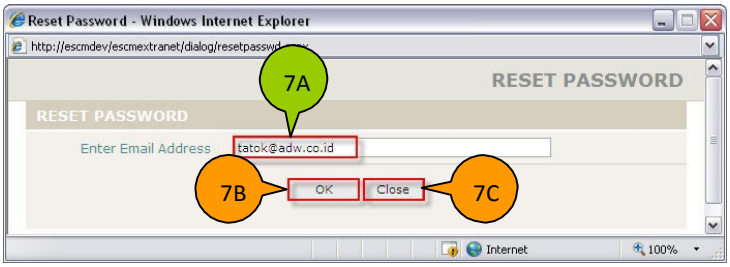
You can also directly access into https://eproc.antam.com. Once it appears the login screen, please enter User name (4A) and Password (4B). There is an image code (5A,) please fill in the columns 5B. Then press the Login button (5C).



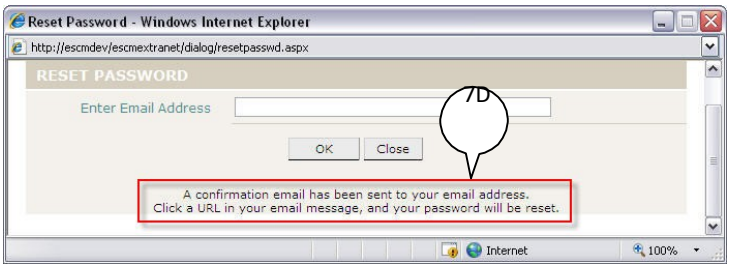
This application has provided a Reset Password if you forget your password, please click on the Reset Password (1D).



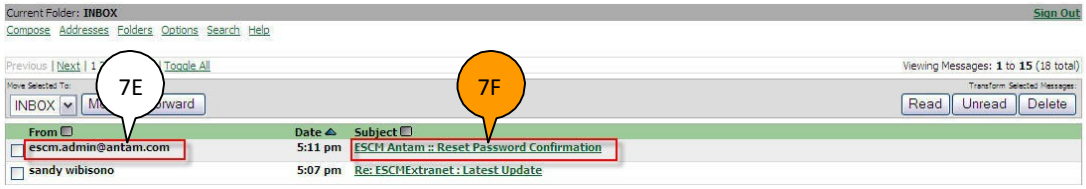
Write yot email address (7A) and click on OK (7B)



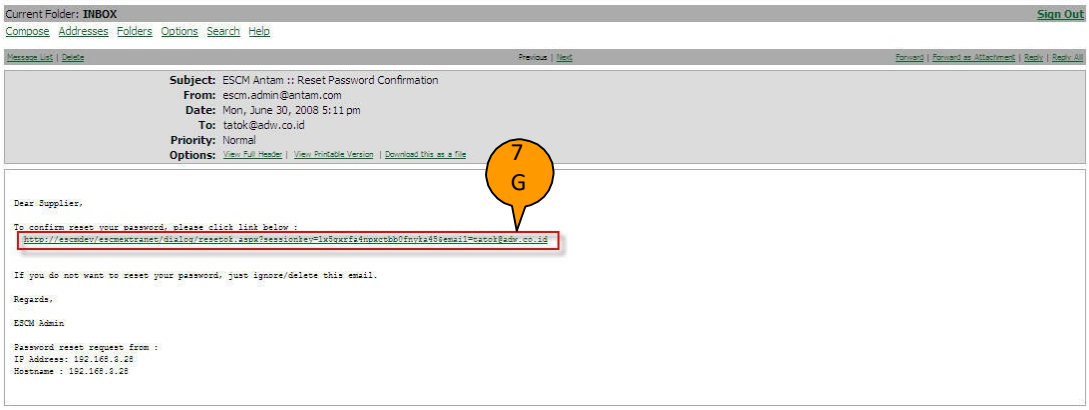
Then the system will provide confirmation that the email has sent to the addressee (7D).



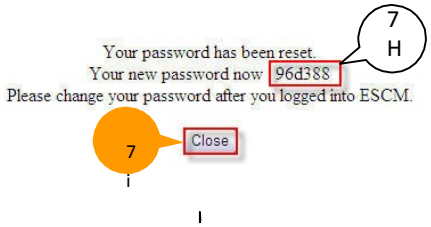
If you have opened e-mails, then in your inbox appears emails from *escm.admin@antam.com* (7D) with Antam eSCM subject: Reset Password Confirmation (7F).



The email message sent contained a text link (7G) for you to get a new password. Click on the link text.



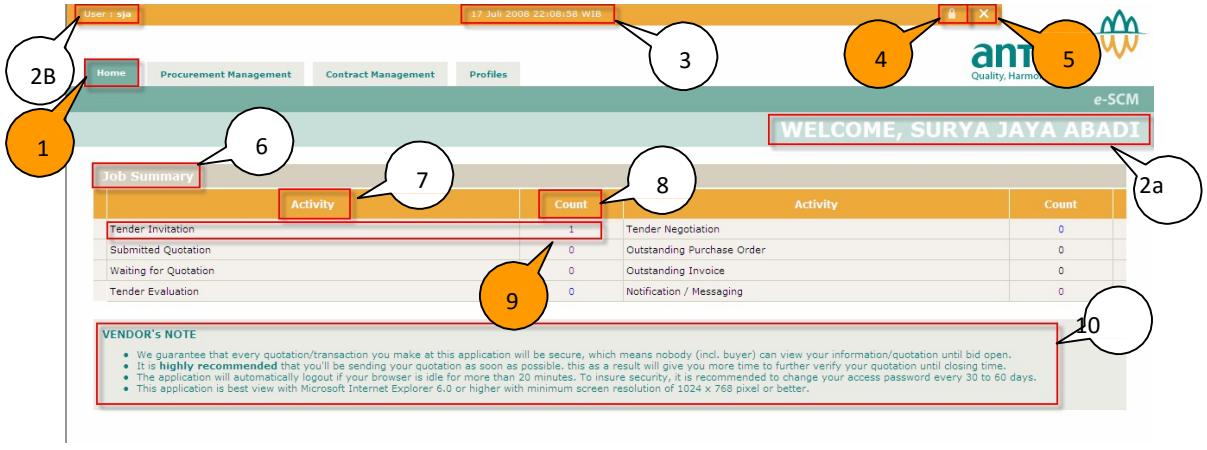
Then it will send a new password that can be use to access the application eSCM (7H). Then click on Close (7I)



Once you successfully logged into e SCM applications, please immediately to change the password.

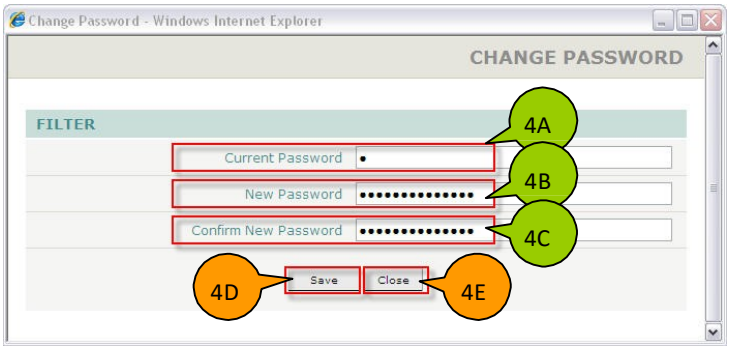
MENU HOME

On the Home menu, there is dashboard that explains the whole process of your activities.



NO	FIELD	SUBJECT
1	Menu *Home*	The initial view
2A	Vendor Name	Vendor name
2B	Username	*Applied Username*
3	Day, Date, Time	Day and date when you access applications, including the time you are accessing the applications. **the valid time during the transaction with eSCM application is the time of our servers in the head office PT. Antam Tbk.**
4		Log out from application (back to menu login)
5		Change password
6	Job Summary	Summary your joblist
7	Activity	Activity information for action by vendors
	- Tender Invitation	Invitation to participate in the procurement process (the process of registration and submit quotation)
	- Submitted Quotation	Quotation Apply from vendor to PT Antam.Tbk
	- Waiting for Quotation	you have already registered to participate in the procurement process but not yet sent a quotation
	- Tender Evaluation	The results of the bid evaluation of your company
	- Tender Negotiation	Invitation to the negotiation process
	- Outstanding Purchase Order	Purchase Order that has not been done according to the predetermined schedules
	- Outstanding Invoice	Invoice payment orders that has not been done according to the predetermined schedules
	- Notification/Messaging	Send and Recieves messages application
8	Count	Total procurement process for each activity.
9	Example	Maju Jaya Makmur now invited to participate in one (1) ANTAM procurement process. Click on the number 1 to find out this information
10	Vendors Note	Note for Vendors; - ANTAM ensure that before the opening of the auction, each bid or transactions made by the Vendor in this application is secure and not visible by anyone, (including internal ANTAM). - It is recommended to send you an offer as soon as possible, this will give more time to the Vendor to verify bidding until closing time - The application will automatically return to the Login page if there is no activity for more than 20 minutes - For your safety, it is recommended to change your password every 30 or 60 days - The application can be viewed either by using Microsoft Internet Explorer version 6 or higher, with a layer resolution of at least 1024 x 768 pixels.

Application for Vendor eSCM provides a menu to change the password, please click on (4). a form will be given to enter a password that you owned (4A), then enter the new password (4B) and confirm new password (4C). and then click on Save (4D), to save the new password or cancelled (4E) for did not save the password.



MENU PROCUREMENT MANAGEMENT

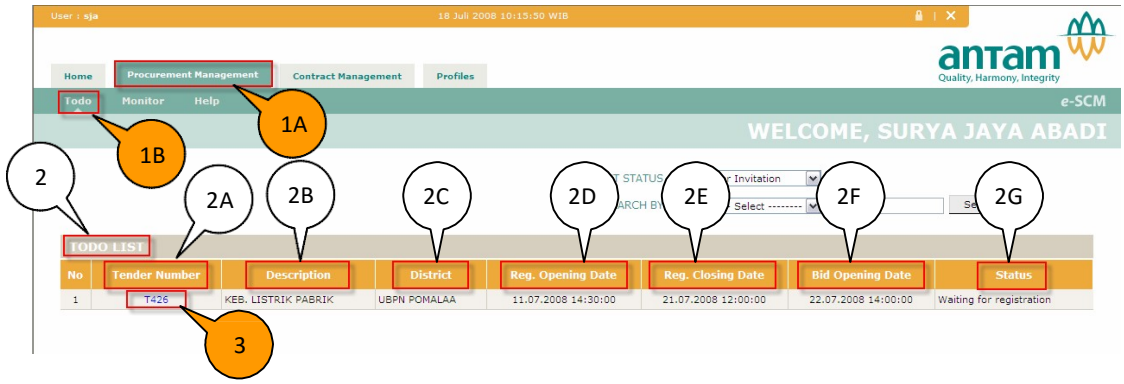
Procurement Management menu can be displayed by clicking the menu tab of Procurement Management (1) or by clicking the numbers count in the Tender Invitation, Submitted Quotation, Waiting for Quotation, Tender Evaluation, Tender Negotiation on the Home menu.

Menu procurement management informed of all activities performed by the Vendor in the procurement process ANTAM consist of :

1. Register to participate in the procurement process, the bidding process
2. The negotiation process and confirmation process (if you win).
3. Status of the overall activity also monitored in this menu.

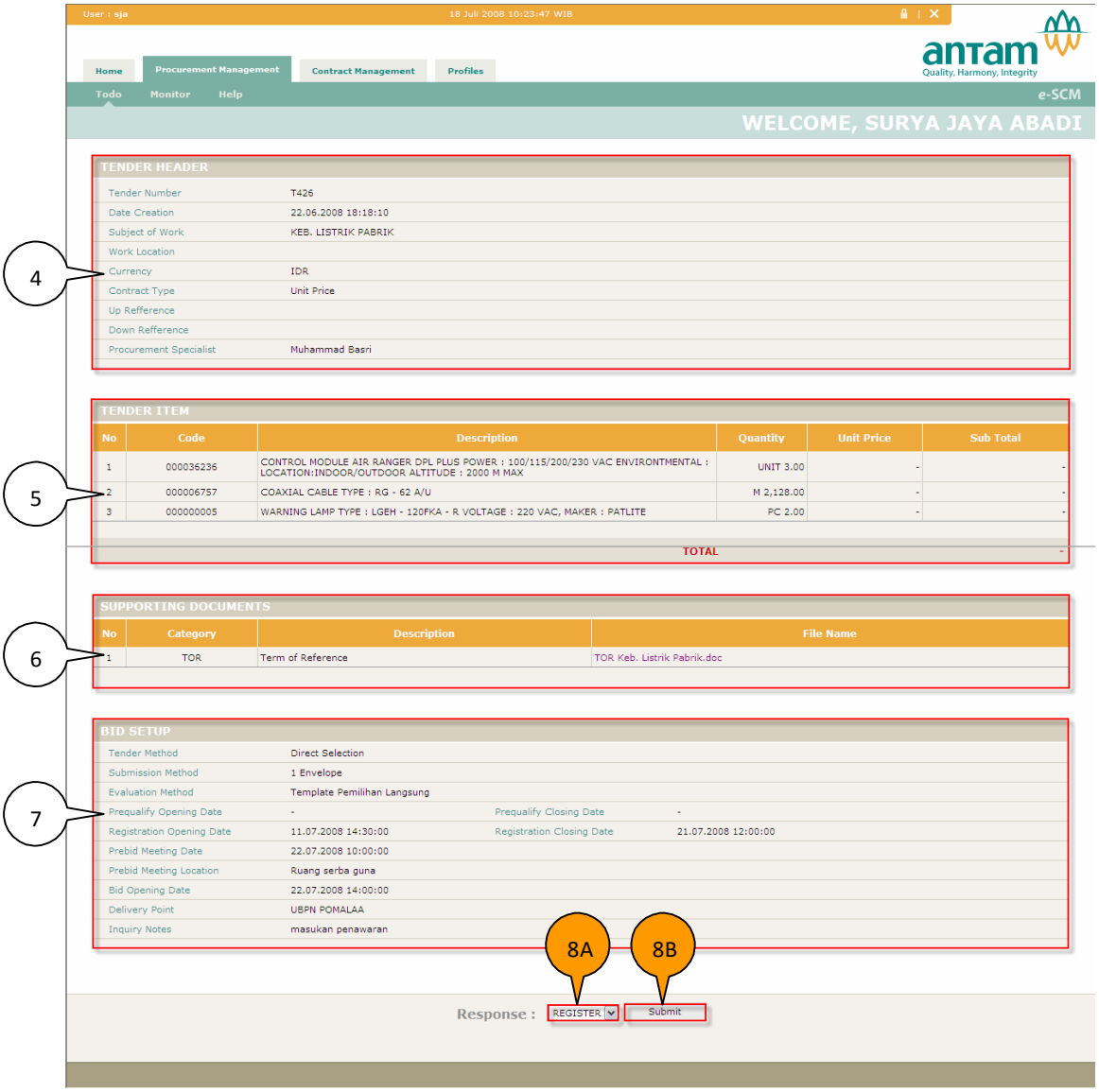
1. REGISTRATION PROCESS

For Vendors who want to follow the procurement process can register on the menu Procurement Management (1) and select the sub menu Todo (1A). To find out the status of the tender process, see Status (1B) on the todo list.



NO	FIELD	SUBJECT	EXAMPLE
1A	Menu Procurement Management		
1B	Sub Menu To Do		
2	To Do List	A list of activities undertaken by Vendor	
2A	Tender Number	Number from procurement process	T426
2B	Description	summary of procurement process	KEB. LISTRIK PABRIK
2C	District	Unit / Business Unit ANTAM entitled to conduct the procurement process	UBPN POMALAA
2D	Reg. Opening Date	Vendor registration start time to participate in the procurement process	11.07.2008 14:30:00
2E	Reg. Closing Date	Vendor registration end time to participate in the procurement process	21.07.2008 12:00:00
2F	Bid Opening Date	The time limit that has been determined to provide a quotation and also means that as the expiry time for delivery quotation from vendor	22.07.2008 14:00:00
2G	Status	from procurement process Status	Waiting for registration
3	Klik *Tender Number*	To display information in accordance with the status of the procurement process	

To display information in accordance with the status of the procurement process in ANTAM:

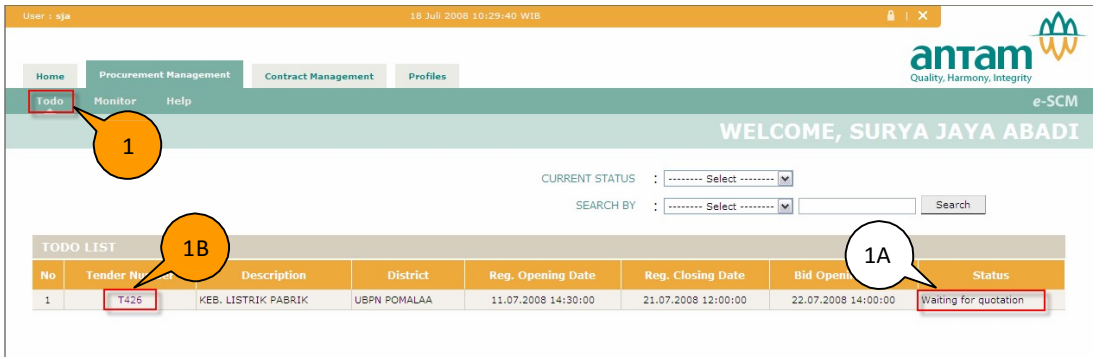


NO	FIELD	SUBJECT	EXAMPLE
4	Tender Header	Explain the content of the procurement process	
5	Tender Item	Explain the item and count of tender	
6	Supporting Documents	Explain the supporting documents about procurement process	TOR Keb Listrik Pabrik.doc
7	Bid Setup	Procurement information, consist of :	
	- Tender Method	- Procurement methods to be applied in this procurement process	Direct Selection
	- Submission Method	- Method for Vendor in submitting bidding documents,	1 Envelope
	- Evaluation Template	- The evaluation method of quotation	Template Pemilihan Langsung

	- Registration Opening Date	- Vendor registration start time to participate in the procurement process	11.07.2008 14:30:00
	- Registration Closing Date	- Vendor registration end time to participate in the procurement process	21.07.2008 12:00:00
	- Prebid Meeting Date	- Aanwijzing (meeting explaantion) to Vendor	22.07.2008 10:00:00
	- Prebid Meeting Location	- Place to meeting	Ruang serba guna
	- Bid Opening Date	- The time limit that has been determined to provide a quotation and also means that as the expiry time for delivery quotation from vendor	22.07.2008 14:00:00
	- Delivery Point	- Unit/Unit Bisnis to deliver the goods/service	UBPN POMALAA
	- Inquiry Notes	- Short messages to vendor	masukan penawaran
8A	Response	Vendor response from ANTAM invitation, the choice is register (register) or Decline (not registered)	
8B	Klik *Submit*	Submit or not submit	

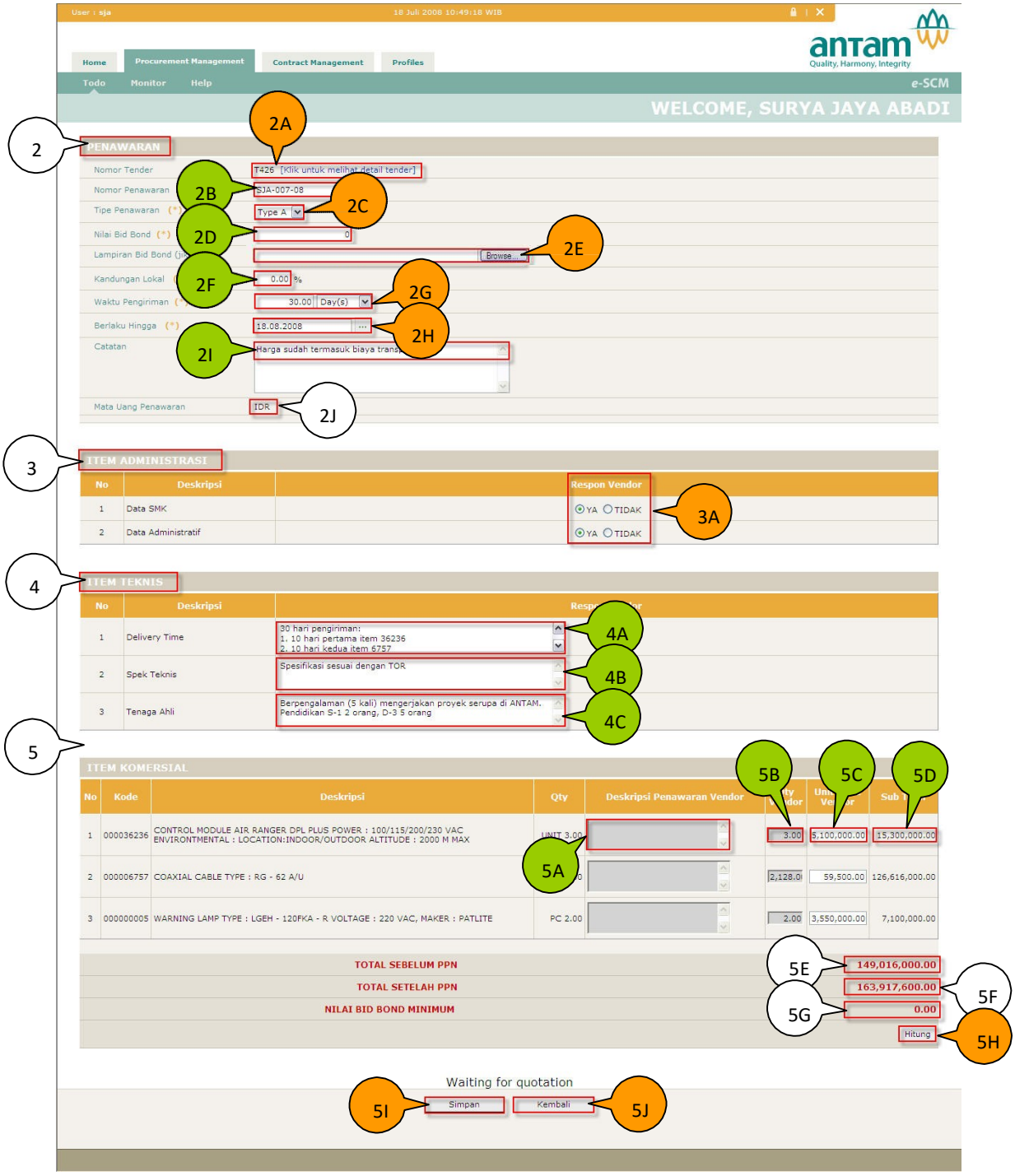
2. QUOTATION PROCESS

After you registered, then immediately please send quotation to ANTAM. The application will return to the sub menu To Do after you registrated.



NO	FIELD	KETERANGAN	CONTOH ISI
1	Sub Menu To Do		
1A	Status	Procurement process latest status	Waiting for quotation
1B	Klik *Tender Number*	To make quotation documents	T426

The bid documents preview will be proceed.



NO	FIELD	SUBJECT	EXAMPLE
2	Quotation		
2A	Tender Number	Tender number, *Click to view tender detail* to see the information	

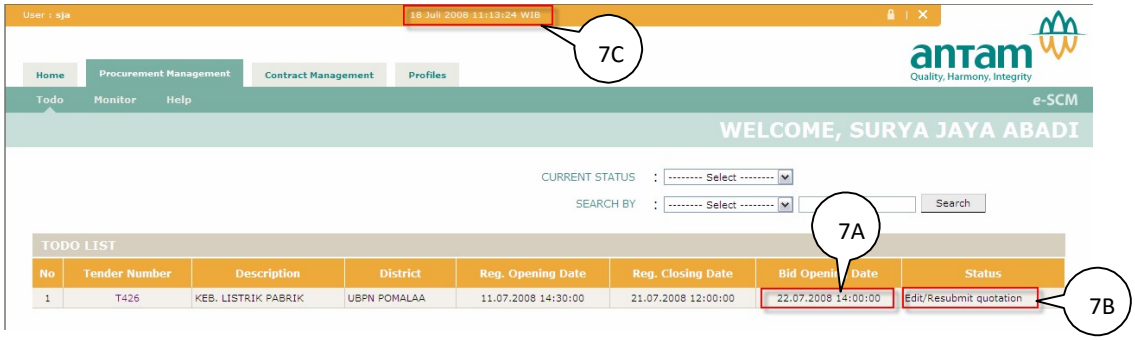
....	Quotation Number	quoattion number from vendor (using internal standart forms)	SJA-007-08
2C	Type of quotation	chose the quoattion type : ƒ Type A: Vendor offers of the same with the specifications and quantities ANTAM required ƒ Tipe B: Vendor offers of the same with the specifications and quantities ANTAM required but different Trade mark ƒ Tipe C: Vendor offers of different specifications and quantities ANTAM required. **Please wait for a moment, before continuing into Bid Bond Value menu. our Sistem will proceed the type of quotations.**	Type A
2D	bid bond value	The amount of quotation guanrantee : ƒ without guarantee, if the quotation value under Rp. 200 juta ƒ quotation value between Rp. 200 Juta until Rp. 500 Juta, minimum 1% (before VAT) ƒ quotation value upto Rp. 500 Juta, minimum 3% (before VAT) Checklist the amount of quotation guarantee in 5F.	0
2E	Bid Bond attachment (if any)	To attach the bid bond form letters. The hard copies of that must send to ANTAM before limited time of Bid Opening.	
2F	Local contents	Local content included in quotation	0.00
2G	Delivery time	period time of deliveries / work action	30.00
2H	Expired before	The quotation validity period	18.08.2008
2I	Note		Harga sudah termasuk biaya transportasi
3	Administrative item		
3A	Radio Button	To choose what vendors have requested administrative requirements ANTAM. These requirements vary adapted to the type of procurement	
4	Technical Item	The technical specifications that the variation must be adapted to the type of procurement	
4A	Delivery Time	Duration of working time plus other information	30 hari pengiriman: 1. 10 hari pertama item 36236 .....
4B	Spek Teknis	Technical specification of quotation	Spesifikasi sesuai dengan TOR
4C	Expert	Expert of Resource qualification who involve on yout team	Berpengalaman (5 kali) .....
5	Commercial Item		
5A	Description of quoatation	Additional data if you choose quotation type B & type C	

5B	Vendor Qty	an amount that could be given to ANTAM when choose quotation type C	3.00
5C	Unit Price Vendor	The unit price of quotation	5,100,000.00
5D	Sub Total	Multiplying the amount with a price unit	
5E	Amount before VAT	The total amount before VAT	**149,016,000.00**
5F	Amount after VAT	The total amount after VAT	**163,917,600.00**
5G	bid bond minimum Value	Minimum value of bid bond	**0.00**
5H	Count	to calculate of quotation pricelist	
5I	Save	To keep quotation.	
5J	Back	back to previous page	

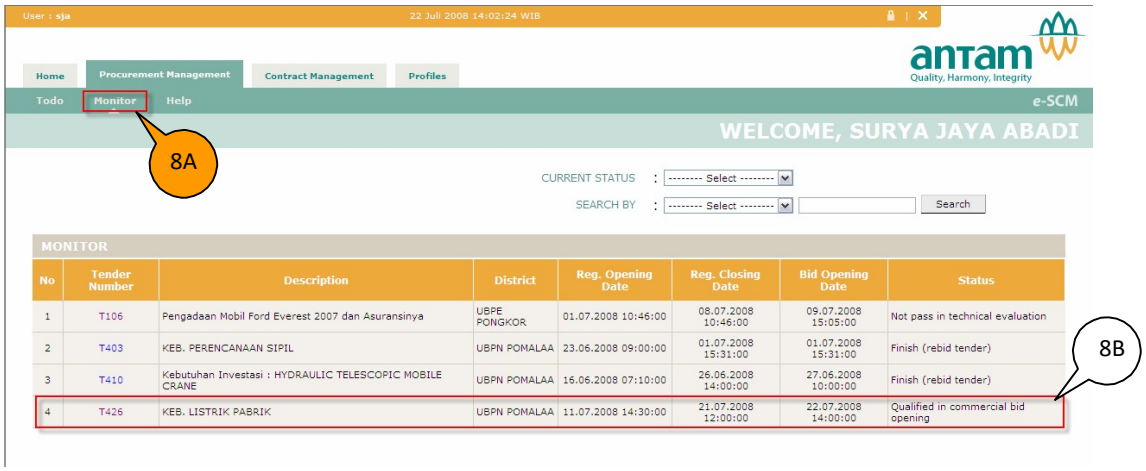
Once saved (5J), it will display a message that the quotation has successfully saved (6A)

And for The ranking of your quotation based on the unit price (6B). Click on again (6C) to return to the menu To Do.

Vendors can update the content of this page if you have not passed the time Bid Opening Date (7A) or its status is still Edit / Resubmit Quotation (7B). **ie the duration referenced is the application time (7C).**

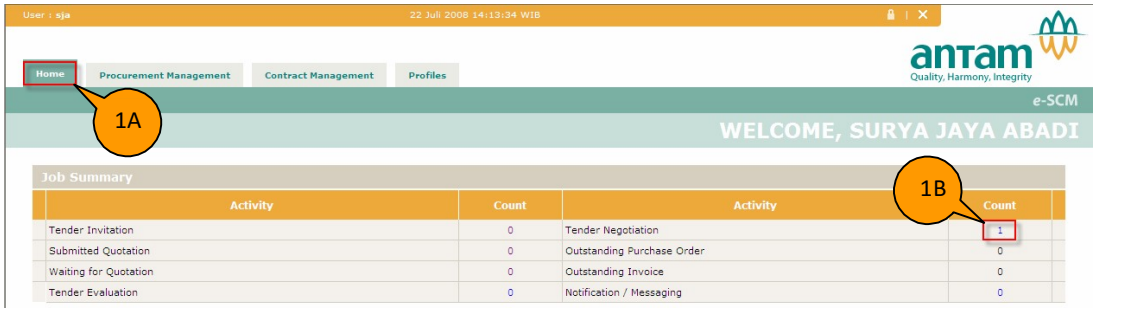


The next process, vendors will wait for the ANTAM evaluation result. In the sub menu Monitor (8A), the Vendor can monitor the status of each stage in the evaluation process (8B). See explanation in the attachment status.

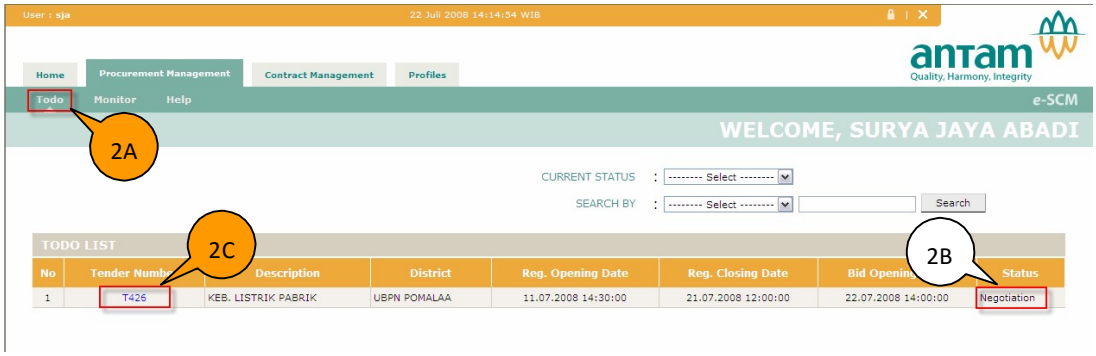


3. NEGOTIATION PROCESS

If the vendor is located on the first sequence of the proposed line as the winner, then the vendors will invite to participate in the negotiation process. The letter of invitation to participate in the negotiation process will be displaying on the Home menu (1A and 1B).

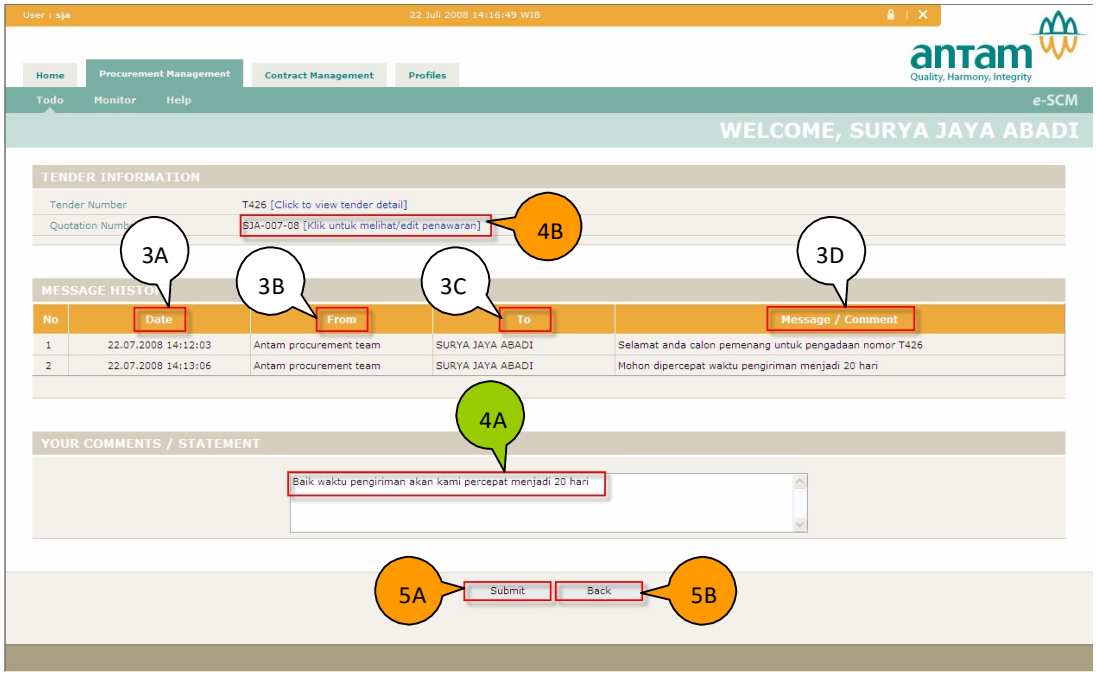


Please see in the *Procurement Management menu at* sub menu *To do*.



NO	FIELD	SUBJECT	EXAMPLE
2	Sub Menu To Do		
2B	Status	Procurement process status	*Negotiation*
2C	Click on on *Tender Number*	Begin to negotiation process	

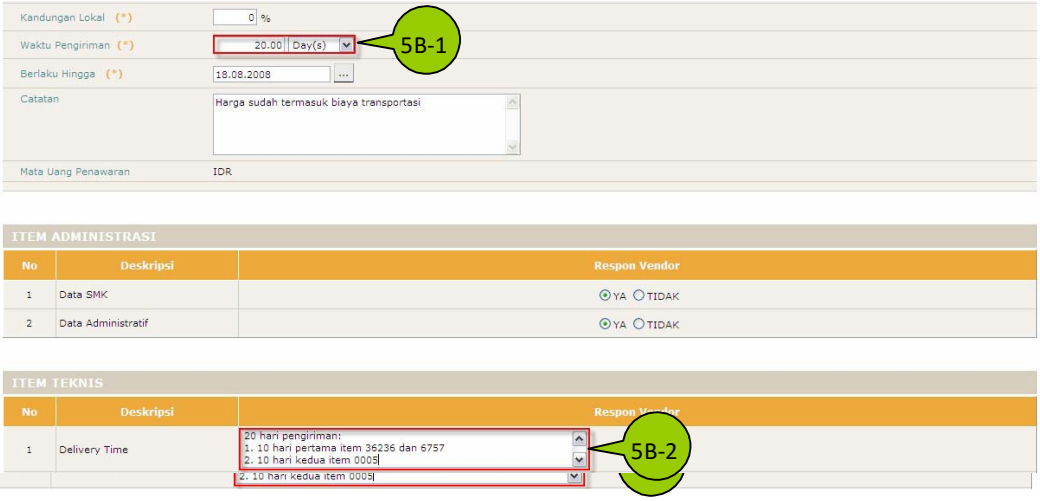
The next page will appear to the negotiation process.



NO	FIELD	SUBJECT	EXAMPLE
3A	Date	Date and Time message sent	22.07.2008 14:13:06
3B	From	Sender	Antam procurement team
3C	To	Reciever	SURYA JAYA ABADI
3D	Message/Comment	List of messages from ANTAM or vendor	Mohon dipercepat waktu pengiriman menjadi 20 hari

4A	Your Comment/ Statement	Comments by the Vendor to reply messages from ANTAM	Baik waktu pengiriman akan kami percepat menjadi 20 hari
4B	Quotation edit	**After agreeing with the negotiations, the Vendor is required to change the contents of the quotation**	
5A	Submit	Sending messages from vendor to ANTAM	
5B	Back	back to previous page	

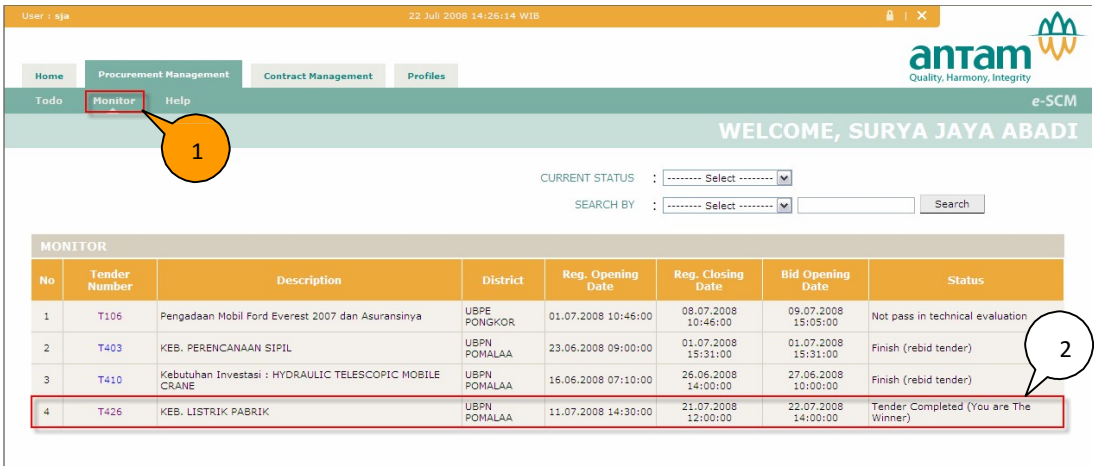
To change the bid documents, click on 4B. It will displayed the status quotation document was Negotiations (5A), and then change the offer document in accordance with the negotiated (5B).



The negotiation process will continue until ANTAM decided to close the negotiation process.

4. FINAL STATUS

When the negotiations have been completed, on the sub-menu screen (1) there will be a message contains that the status tender is Completed (You are the Winner) (2).



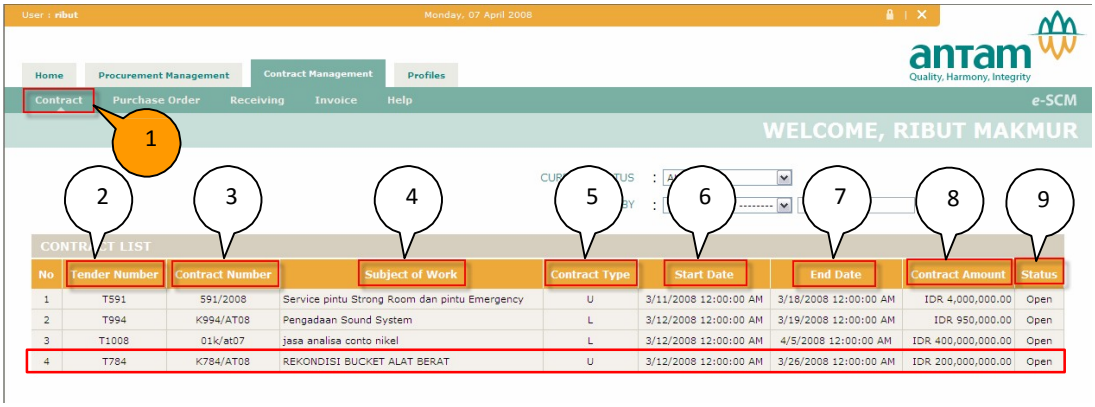
CONTRACT MANAGEMENT MENU

The next stage, after the Vendor choose to be the winner, we'll offering you an contract to sign, therefore the documents contract creation are still manually, We pleased you to come in ANTAM office to signing the contract. Furthermore Vendors can monitor the status of his contract in the Contract Management application on the menu.

Contract Management menu consists of sub-menus Contract, Purchase Order, Receiving and Invoice.

1. SUB MENU CONTRACT

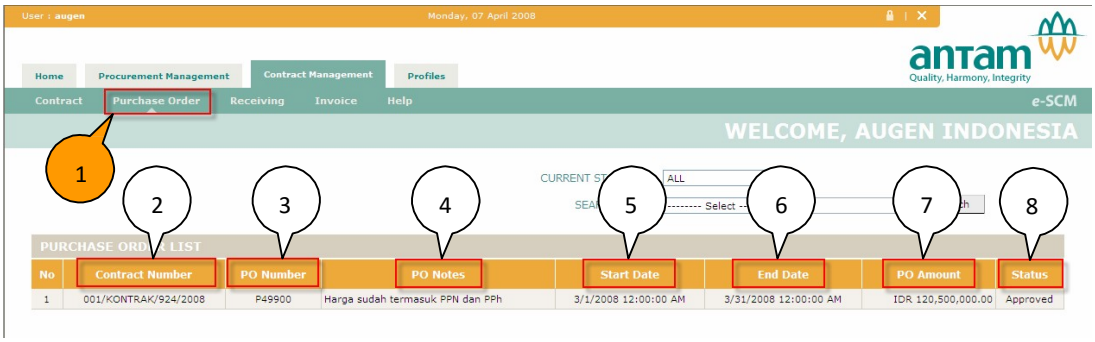
Sub Contract menu will display the list of contracts owned by Vendor.



NO	FIELD	KETERANGAN	CONTOH ISI
1	Sub Menu Contract		
2	Tender Number	Tender Number	T784
3	Contract Number	Contract Number	K784/AT08
4	Subject Of Work	Subject Of Work	Rekondisi bucket alat berat
5	Contract Type	Contract Type	U (Unit Price)
6	Start Date	Start Date of contract	3/12/2008 12:00:00 AM
7	End Date	End date of contract	3/26/2008 12:00:00 AM
8	Contract Amount	Contract Amount	IDR 200,000,000.00
9	Status	Status of contract, consist of : ƒ Open (Contract still opened) ƒ Closed (contract Done / closed)	Open

2. SUB MENU PURCHASE ORDER

The main purpose of this Sub menu *Purchase Order* (PO) is to dispalying status of your PO.



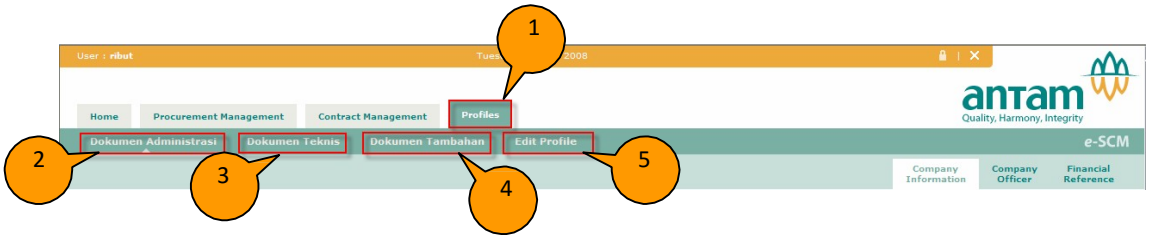
NO	FIELD	SUBJECT	EXAMPLE
1	Sub Menu Purchase Order		
2	Contract Number	Contract Number	001/KONTRAK/924/2008
3	PO Number	PO Number	P49900
4	PO Notes	PO Notes	Harga sudah termasuk PPN dan PPh
5	Start Date	Start PO Date	3/1/2008 12:00:00 AM
6	End Date	End PODate	3/31/2008 12:00:00 AM
7	PO Amount	PO amount	IDR 120,500,000.00
8	Status	Status of PO, consist of : ƒApproved ƒWaiting for Approval	Approved

MENU PROFILES

Menu *Profiles* useful for :

1. Displaying of your Data Profile
2. Change of your data profile.

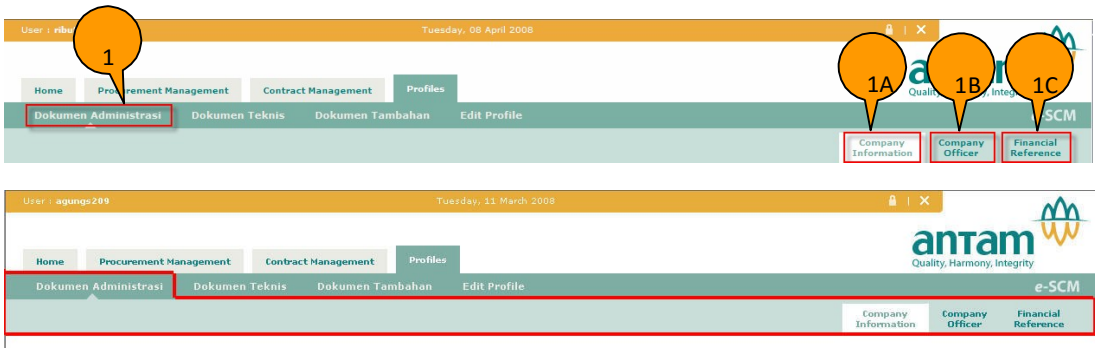
For every change datas, must passes verification by vendor officer management PT. Antam Tbk.



NO	FIELD	SUBJECT
1	Profiles	View and edit data
2	Administrative Documents	View of Sub Menu Administrative Documents
3	Technical documents	View Sub Menu Technical documents
4	Additional documents	View Sub Menu Additional documents
5	Edit Profil	Changes of The oldest profile

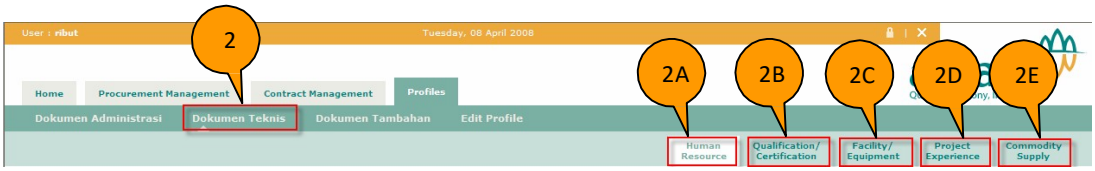
1. SUB MENU ADMINISTRATIVE DOCUMENT

Sub Menu Administrative Documents function is to see data from administrative documents (1) that has filled by Vendor, consisting of Company Information (1A), Company Officer (1B) and Financial Reference (1C).



2. SUB MENU TECHNICAL DOCUMENT

Sub Menu Administrative Documents function to see the data from the technical document (2) that has been filled by Vendor, comprising Human Resource (2A), Qualification / Certification (2B), Facility / Equipment (2C), Project Experience (2D) and Commodity Supply (2E).

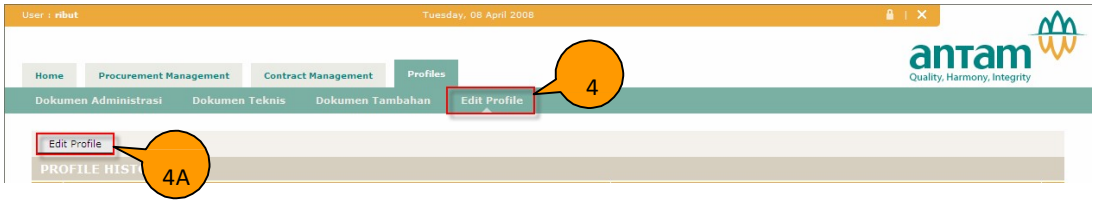


3. SUB MENU ADDITIONAL DOCUMENTS

Sub Menu Administrative Documents function to view the document data from additional documents (3), which has been filled by Vendor, consisting of Principal - subcontractor Affiliation (3A).

4. SUB MENU EDIT PROFILE

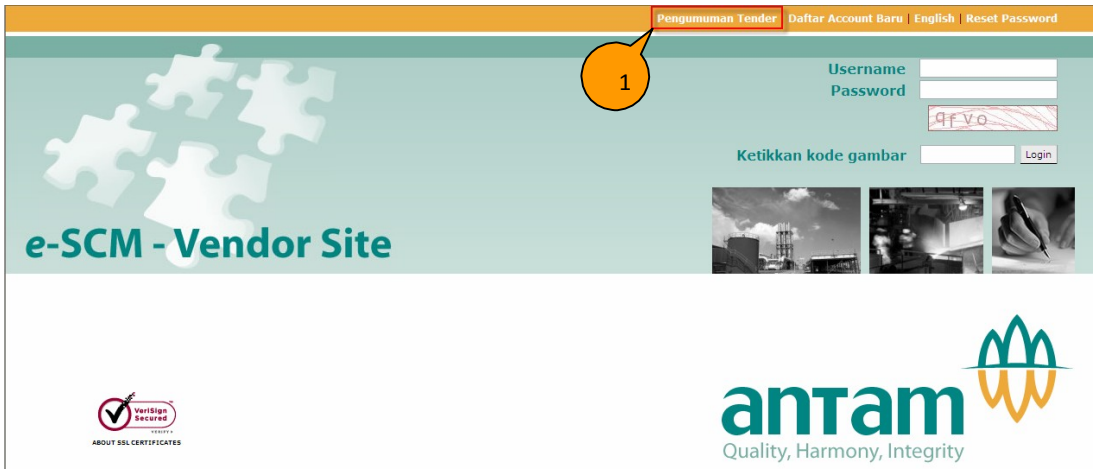
Sub menu edit profile (4) serves to transform data from vendors. To enter the edit menu by pressing the Edit Profile button (4A).



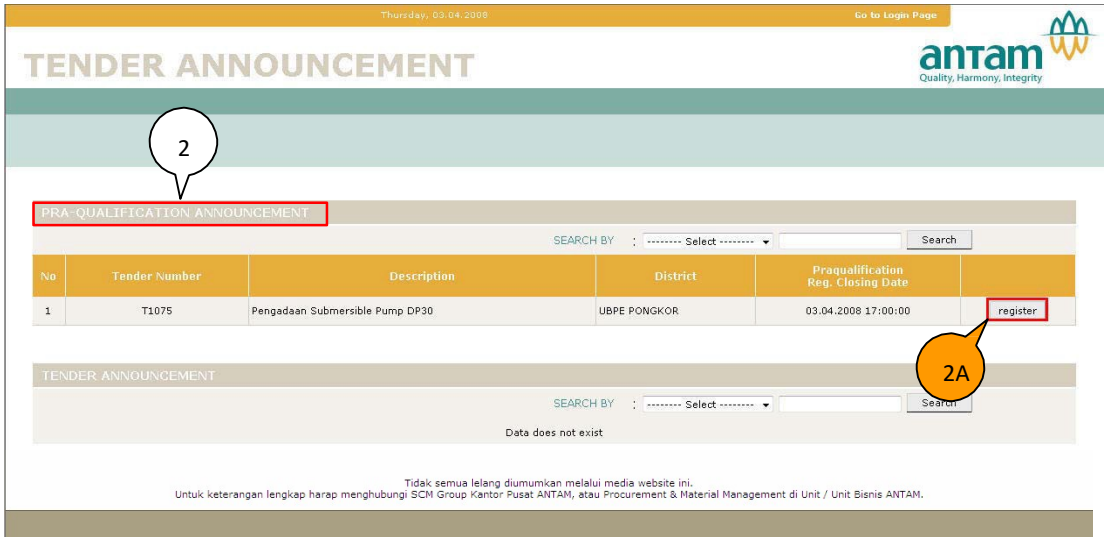
Then there will be Edit Profile page. The same way when doing updates page Vendor as at the time of submit registration. Any changes data that you made, will verified by the Vendor officer of PT. Antam Tbk. After changing the data, the sub menu Edit Profile will be included when the time changes (5A) is performed and the status (5B) of its.

PRA-QUALIFICATION PROCESS

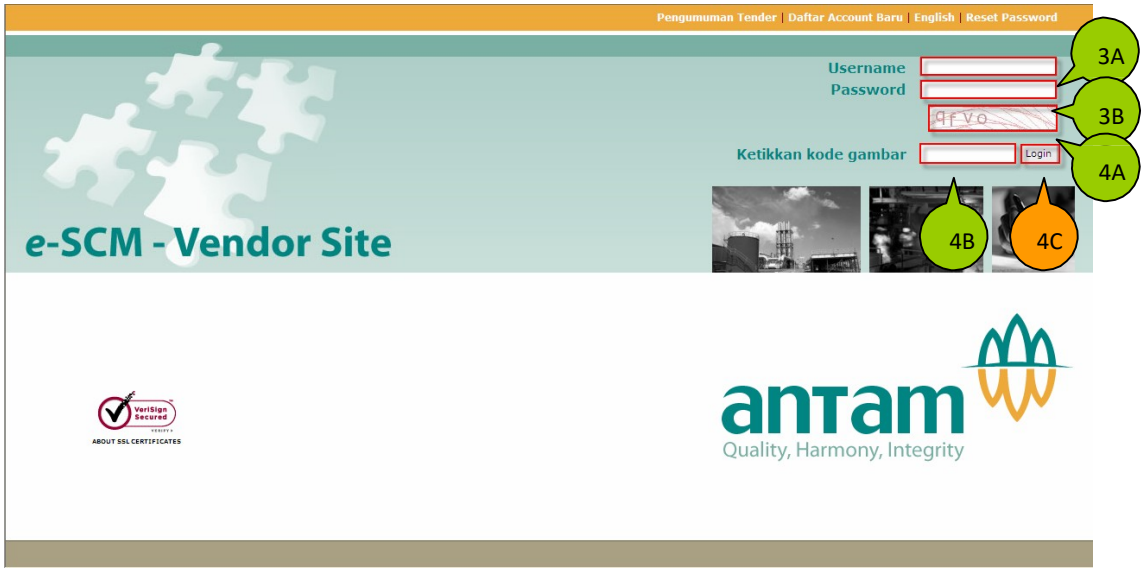
Prequalification performed on the tender of complex, high-risk, or using high technology, in order to avoid the auction participants that do not meet the classification and qualification. To display the pre-qualification tender, click on on Announcements Tender (1) on the login page.



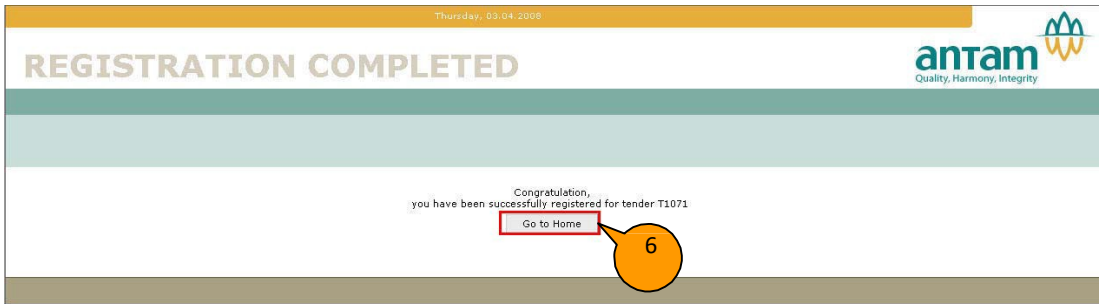
Then there will be an information on the Tender Announcement page, look at the Pre-Qualification Announcement (2) and click on Register (2A).



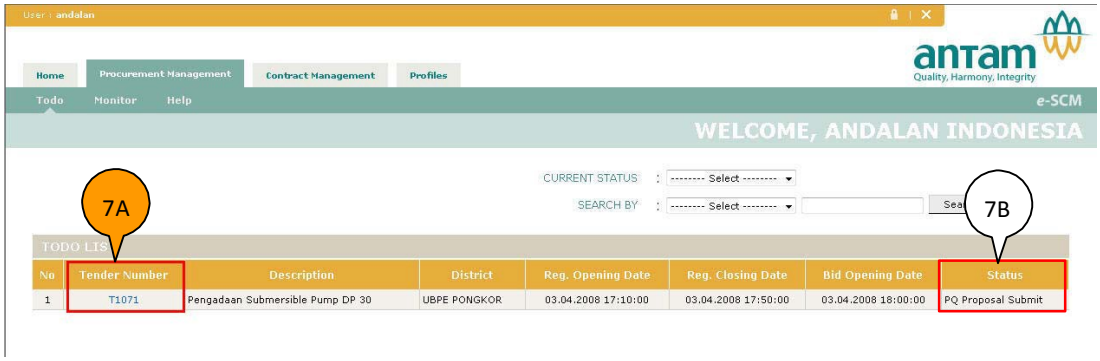
Then the application returned to the Login page. enter your Username (3A) and Password (3B). there is the drawing code (4A) please fill on 4B column. then press Login (4C).



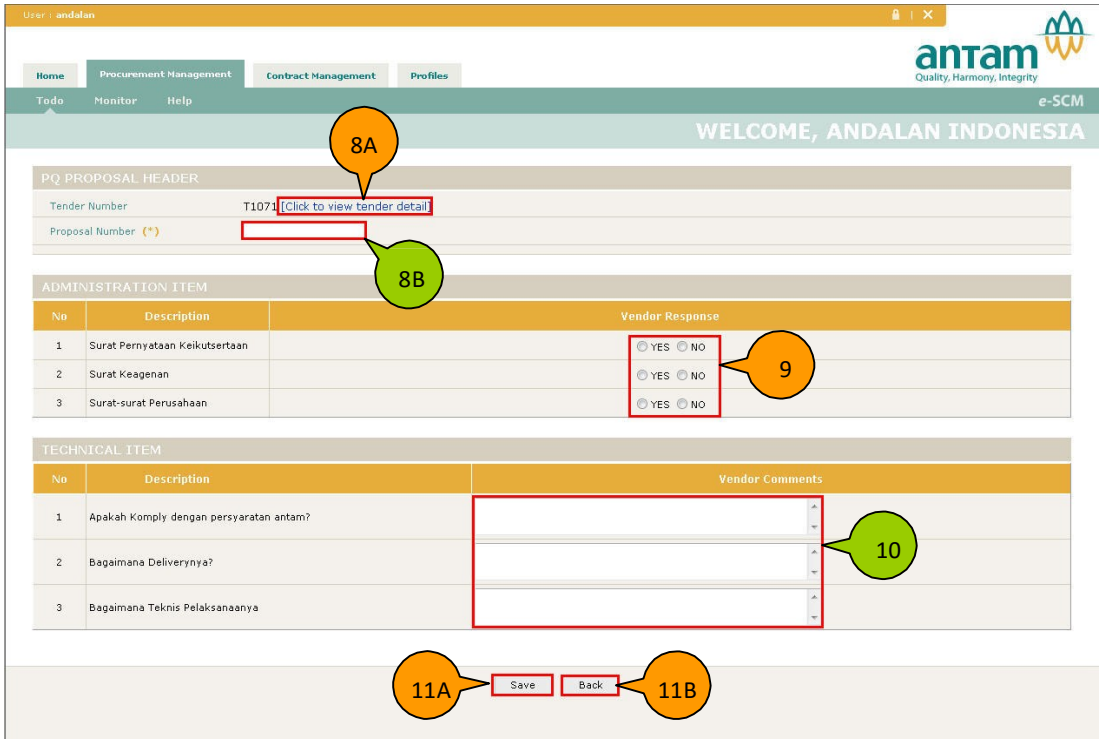
The app will bring up the display as shown below. To continue the process, click on the button Go to Home (6). The Applications will display the Home page.



To send a technical administration, click on the menu Procurement Management, it appears the sub-menu To Do. Click on the Tender Number (7A) whose status PQ Submit Proposal (7A).



Then the application will display the template / form to submit by the Vendor. Examples are as follows.



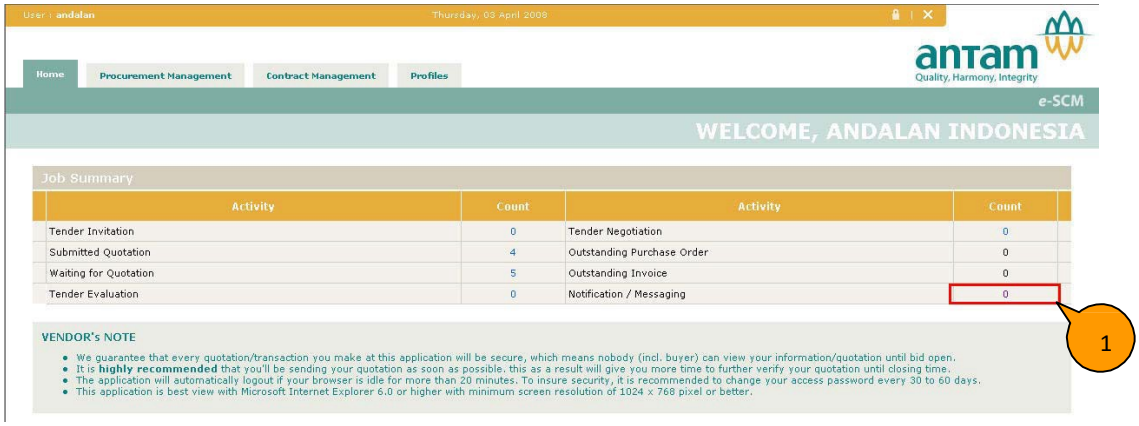
NO	FIELD	SUBJECT	EXAMPLE
8A	Click on View Tender Detail	View Tender Detail	
8B	Proposal Number	Proposal Number	
9	Vendor Respon	Vendor Respon	
10	Vendor Comment	Vendor Comment	
11A	Save	To save PQ Data	
11B	Back	back to previous page	

MESSAGING FACILITY

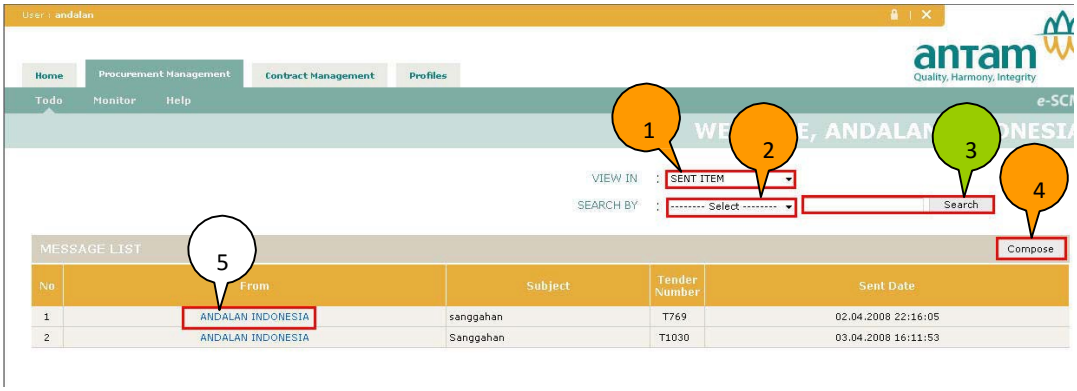
This facility useful for :

1. Transmit the memorandum of objection from the auction participants regarding the announcement of the auction results.
2. The clarification Notes.

To use this messaging facility, click on on the numbers in the Activity Notification / Messaging (1). This figure indicates the number of messages received.

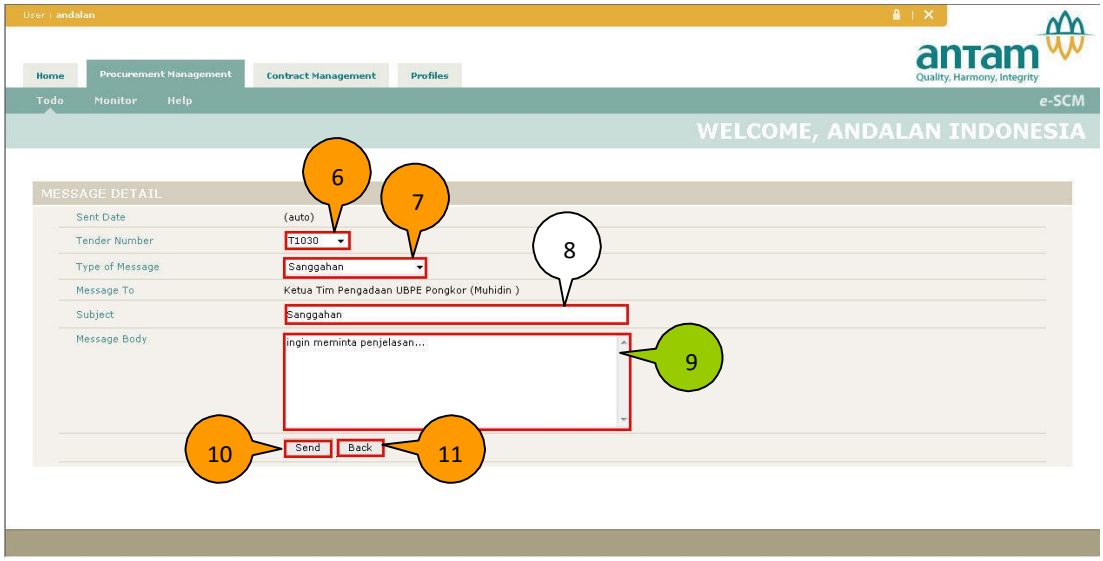


Furthermore, The apps screen will appearing List of messages page, and you can see the entire messages inbox and outbox.



No	FIELD	KETERANGAN	CONTOH ISI
1	View In	menu to viewing *Sent Item and inbox message*	
2	Search By	Search By	
3	Search	Search	
4	Compose	Create message	
5	"Vendor Name"	Click on to see send item message	

To create message, click on *Compose* (4), then will appear m*essage details pages*:

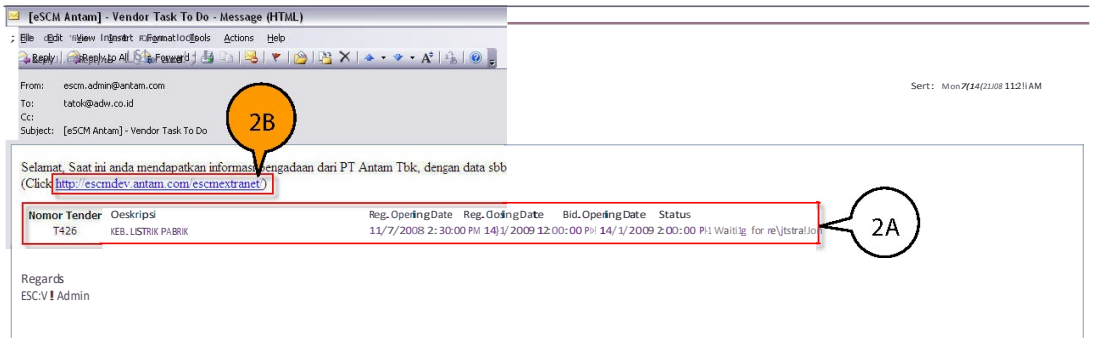


NO	FIELD	SUBJECT	EXAMPLE
6	Tender Number	Choose tender number	
7	Type of Message	Type of Message	
8	Subject	Header Subject	
9	Message Body	Message text	
10	Send	send messages	
11	Back	back to previous page	

NOTIFICATION

ESCM application allows notifications via email. If the Vendor opened his e-mail, then will appear message from *escm.admin@antam.com* (1A) with subject eSCM Antam: Vendor Task To Do (1B).

In your email message, there are certain procurement information, such as the schedule of implementation (2A). If you want to know more detailed information, click on the text link (2B) to enter eSCM applications..


[eSCM Antam] - Vendor Task To Do - Message (HTML)
From: escm.admin@antam.com
To: tatok@adw.co.id
Cc:
Subject: [eSCM Antam] - Vendor Task To Do
2B
Selamat, Saat ini anda mendapatkan informasi pengadaan dari PT Antam Tbk, dengan data sbb
(Click http://escmdev.antam.com/escmextranet/)
Nomor Tender Oeskripsi Reg. Opening Date Reg. Closing Date Bid. Opening Date Status
T426 KEB. LISTRIK PABRIK
2A
Regards
ESCM Admin

ATTACHMENT

1. GROUP OF MATERAL AND SERVICES

In the eSCM application, we categorizing the Vendors business from your capabilties to provide goods and services, it refers to the Decision of the Board of Directors of PT ANTAM Tbk No. 1.P / 92 / DAT / 2008.

MATERIAL GROUP

No	MATERIAL GROUP	MATERIAL CATEGORY
1	Exploration	Mining equipment
2	Construction	Bahan & Alat Las
		Bahan Besi & Metal
		Barang Metal Umum
		Barang Sipil
3	Mechanical	SC Pabrik Feni
		SC Pabrik Logam Mulia
		SC Peralatan Umum Pabrik
		Tools
		Bearing S.d 5 digit
		Bearing 6 dan 7 digit
		Barang Umum Pemeliharaan
		Caterpillar
		Komatsu
		Terex; O&K; Volvo
		Alat berat lainnya
		Ban
		A.B.C = Catterpillar
		C.C.C = CJ-7 ; Cummins
		D.E.F = Deutz ; Ford
		Hino; Hansin; Izusu
		J.K.L Komatsu; Land Rover
		M.N.O = Mitsubhisi; Nissan
		P.Q.R = Perkins; Renault
		S.T.U= Toyota
		V.W. Volvo

		X.Y.Z = Yanmar
		Barang Umum
4	Electrical	PLTD
		Peralatan Distribusi Listrik
		Peralatan Listrik
		Peralatan Listrik Automotive
5	Information, Communication technologies	Peralatan Komunikasi & Electro
		Peralatan instrument & control
6	Survey, Measurement Tool and Laboratorium	Peralatan Lab.Instrument
7	Mining equipment	Suku Cadang Peralatan Tambang
8	Transportation equipment	Alat Transpor Toyota
		Alat Transpor lainnya
		Kapal
		Perlengkapan Kapal
9	Fuell and Oil grease	Bahan Bakar
		Pelumas
		Grease
10	Chemical	Bahan Baku
		Bahan Pembantu
11	Explonate	Bahan Peledak
12	Office tools	Peralatan Kantor
13	Health	Kesehatan
14	Safety tools	Alat Safety
		Bahan Kesejahteraan
15	Home equipment	Peralatan Rumah Tangga

SERVICES GROUP

No	SERVICE GROUP
1	General Civil Services
2	Factory Construction Services
3	Machinery Services
4	Mining Services
5	Exploration Services
6	Mechanical and Electrical Services
7	Plant Services and Electrical Distribution
8	Telecommunication and Information Technology Services
9	Services pipeline
10	Port and Shipping Services
11	Interior Design Services
12	Printing Services
13	Office Maintenance Services
14	Transport Equipement Maintenance Services
15	Transportation Services
16	Delivery Services
17	Importer / Exporter Services
18	Food Services
19	Health Services
20	Survey Services
21	Advertising Services
22	Provision of Employment Services

No	SERVICE GROUP
23	Insurance Services
24	Land Acquisition Services
25	Sanitary Services
26	Security and Compliance Services
27	Agriculture and reforestation services
28	Reclamation and dredging services
29	Rental Homes and Office Services
30	Other services
31	Civil Works Consultant
32	Transport Consultant
33	Telecommunication and Information Technology Consultant
34	Agriculture and reforestation consultant
35	Electricity Power Plant Consultant
36	Research and Development Consultant
37	Financial Consultant
38	Insurance Consultant
39	Management Consultant
40	Planning and Technical Assistance Consultant
41	Mine Planning Consultant
42	Consultants for Supervision and Audit
43	Legal Consultant
44	Consultant for health, safety work and Environment

2. VENDOR NOTES

- **Award announcement**
- **Commercial bid opening**
- **Did not join tender**
- **Did not send quotation**
- **Disqualified in commercial bid opening (1 ENVELOPE METHOD)**
- **Disqualified in technical bid opening (2 ENVELOPE METHOD)**
- **Edit/Resubmit quotation**
- **Edit/Resubmit technical quotation**
- **Tender Completed (You are The Winner)**
- **Loose in commercial evaluation**
- **Negotiation**
- **Not pass in technical evaluation**
- **Pass in technical evaluation**
- **Propose to be winner**
- **Qualified in commercial bid opening**
- **Qualified in technical bid opening**
- **Technical bid opening**
- **Waiting for quotation**
- **Waiting for registration**
- **Waiting for technical quotation**