

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

Transaction

Create New Underlying Documents

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Create New Underlying Documents

Transaction – Transaction Create New Underlying Documents Fitur yang digunakan untuk membuat Underlying Documents baru dan memantau status transaksi untuk seluruh transaksi yang menggunakan Underlying Documents yang baru

Transaction

New Underlying Documents

Create New Underlying Documents

Check Transaction Status

Inquiry & Listing Underlying Documents

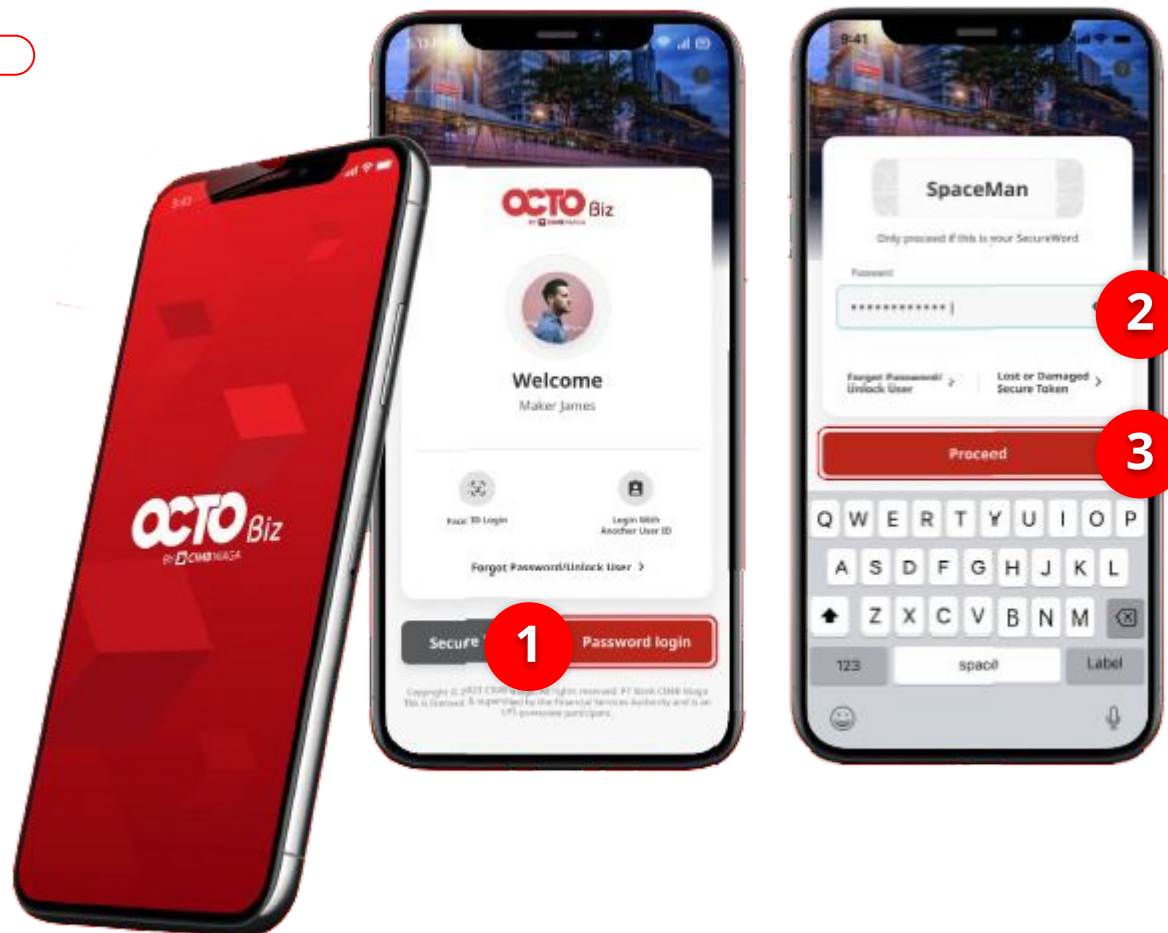
Transaction

New Underlying Documents

Create New Underlying Documents

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1 Klik **Password Login**

2 Masukkan **Password**

3 Klik **Proceed**

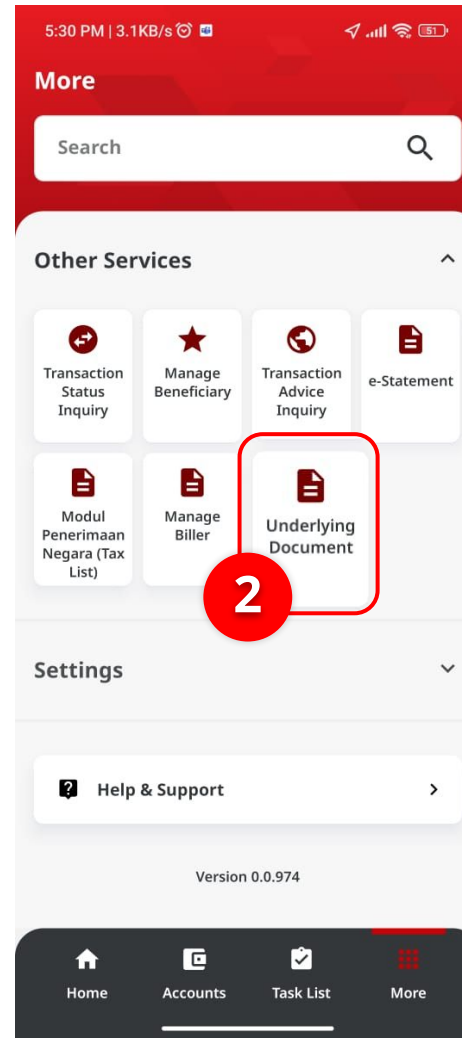
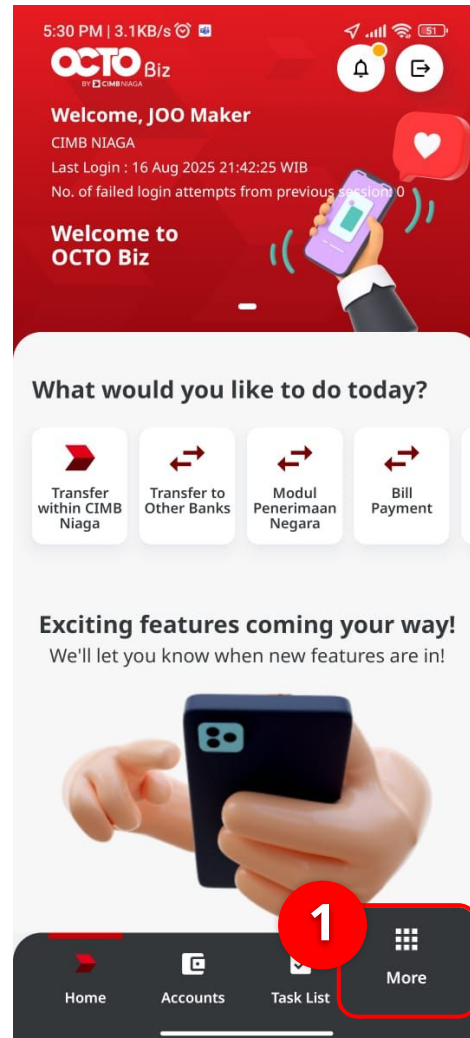
LANGKAH

02

MAKER

Create New Underlying Documents | Create New Underlying Documents

Menu: File Upload > Underlying Documents



1 Klik menu **more**

2 Pilih **Underlying Documents**

The screenshots illustrate the following steps:

- Step 1:** The 'Underlying Document' screen with a red box around the 'Upload New Document' button.
- Step 2:** The 'Document Details' screen with a red box around the mandatory fields: Transaction Purpose (LF088 - Benefit Dana Pensiun), Document Type (DOTY023 - list of invoices), Physical Document Number (2002), Description (Complex), and Beneficiary / Destination Name (Ipul complex).
- Step 3:** The 'Upload Underlying Document' screen with a red box around the mandatory date fields: Document Date (25 Aug 2025) and Expiry Date (28 Aug 2025).
- Step 4:** The 'Upload Document' screen with a red box around the 'Upload Document(s)' button.
- Step 5:** The 'Upload Document' screen showing a document upload confirmation with a red box around the 'Next' button.

Sistem akan menampilkan halaman **Underlying Documents**

- 1 Klik **Upload new Documents**
- 2 Lengkapi seluruh bagian **mandatory**
- 3 Masukan document date dan document expiry date
- 4 Plih dan **upload dokumen**
- 5 Klik **Next**

5:32 PM | 9.1KB/s

← Upload Underlying Document X

**Surat Pernyataan Transaksi
Valas / Electronic Statement Forex
Transaction**

Berkenaan dengan transaksi yang Nasabah lakukan yaitu pembelian valuta asing terhadap Rupiah melalui transaksi SPOT paling banyak sebesar Threshold, dengan ini Nasabah menyatakan bahwa:
With regard to transactions that the Client does which is purchasing foreign currency against the Rupiah through SPOT transaction with a maximum amount reaching the threshold, the client hereby declares that:

1. Pembelian valuta asing terhadap Rupiah melalui Transaksi Spot tidak melebihi threshold per bulan per Nasabah sebagaimana diatur dalam ketentuan dalam sistem perbankan di Indonesia.
The purchase of foreign currency against the Rupiah through Spot transaction does not exceed the monthly threshold for each client as arranged in the regulations of the banking system in Indonesia.
2. Nasabah akan selalu tunduk terhadap Peraturan serta ketentuan perundang-undangan yang berlaku di Indonesia.
Client will always be subject to Regulations and the provisions of the laws that are in effect in

1 **Agree and Continue**

5:32 PM | 0.0KB/s

← Confirmation X

Transaction Purpose	Benefit Dana Pensiun
Document Type	list of invoices
Physical Document Number	2002
Description	Complex
Beneficiary / Destination Name	Ipul complex
Beneficiary / Destination Country	UNITED STATES
Purchaser Name	Lupi Complex
Amount of Document	USD 100,002.00
Document Date	25 Aug 2025
Expiry Date	28 Aug 2025

Documents

	solusifinal.pdf	
Uploaded Date	25 Aug 2025	
File Size	161.331 KB	
Created By	JOO_MAKER - JOO Maker	

2 **Submit**

5:32 PM | 0.8KB/s

3

Submitted for approval

Reference No.	I19250825000000184
Transaction Purpose	Benefit Dana Pensiun
Document Type	list of invoices
Physical Document Number	2002
Description	Complex
Beneficiary / Destination Name	Ipul complex
Beneficiary / Destination Country	UNITED STATES
Purchaser Name	Lupi Complex
Amount of Document	USD 100,002.00
Document Date	25 Aug 2025
Expiry Date	28 Aug 2025

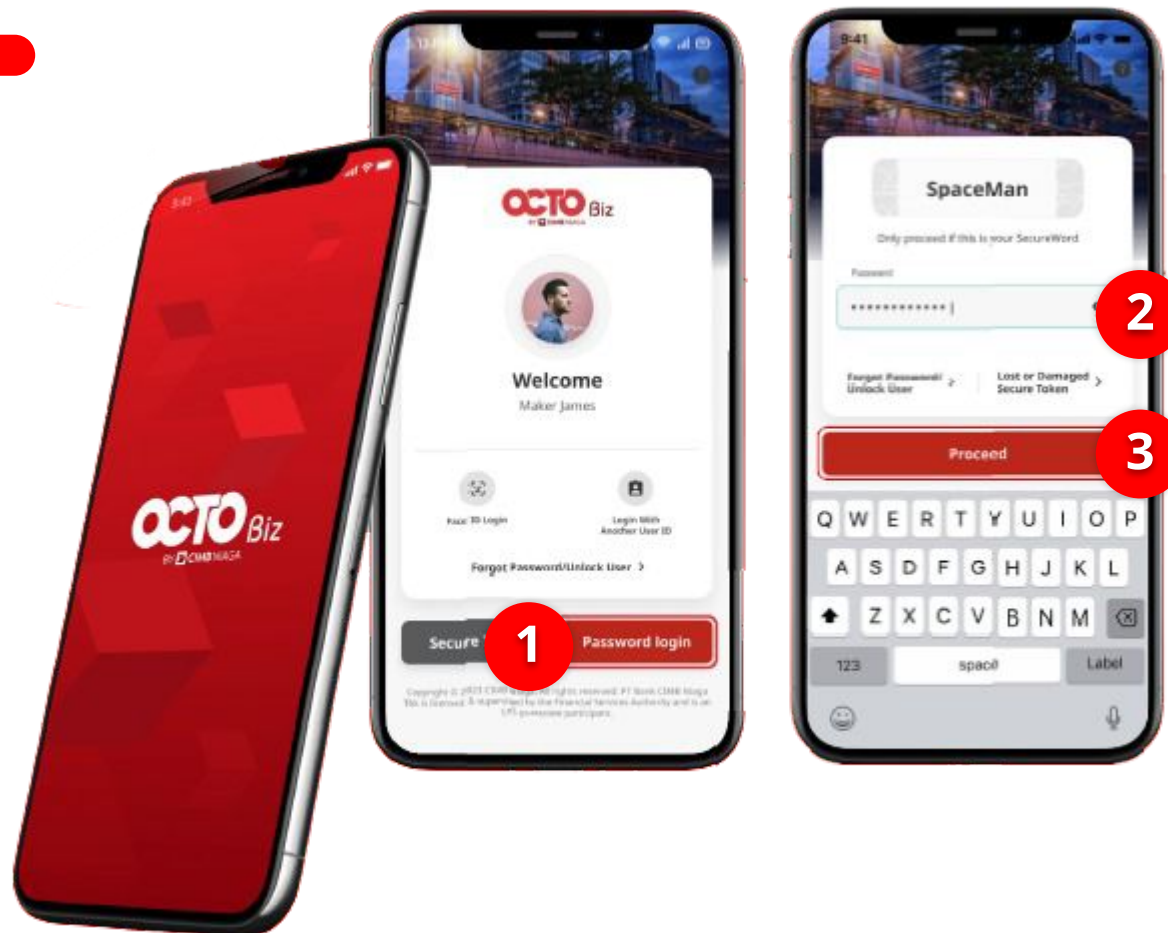
Documents

Done

1 Baca **detail persetujuan**, klik **Agree & Continue**

2 Sistem akan menampilkan **halaman Confirmation**. Jika sudah sesuai, klik **Submit**

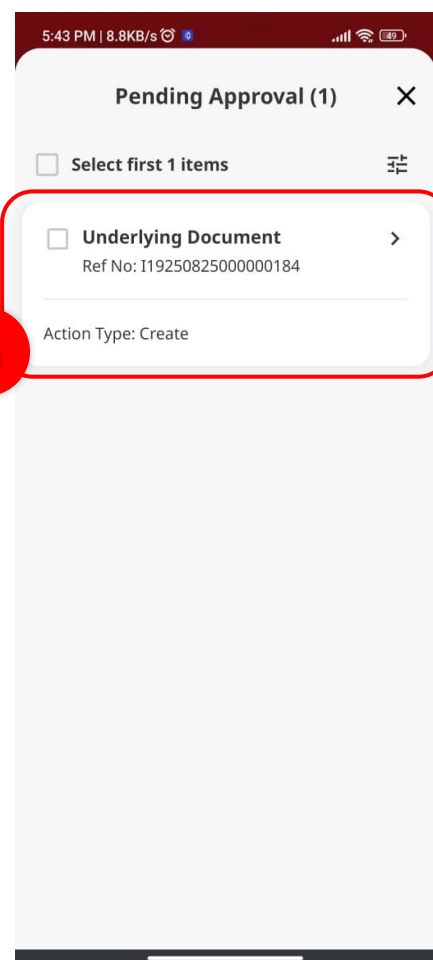
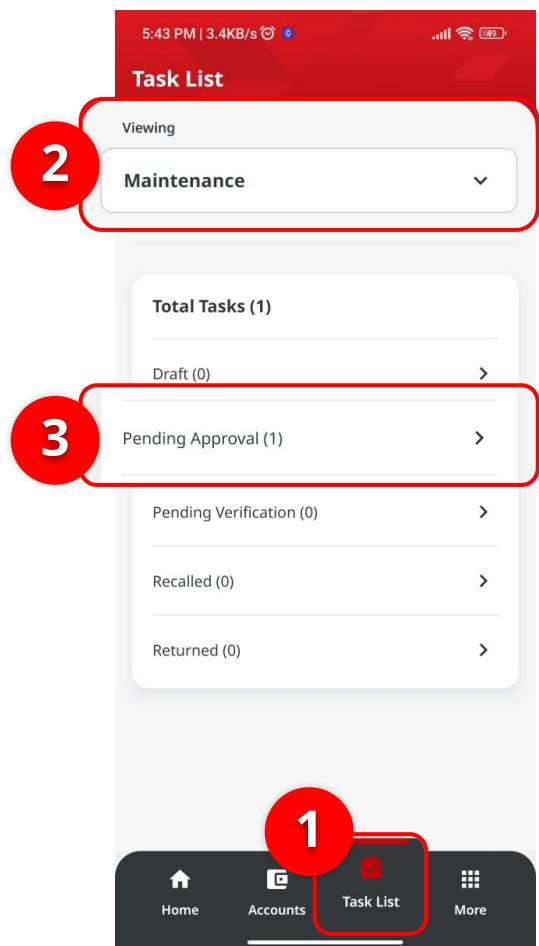
3 Jika **submit** berhasil, sistem akan menampilkan halaman **Acknowledgement**



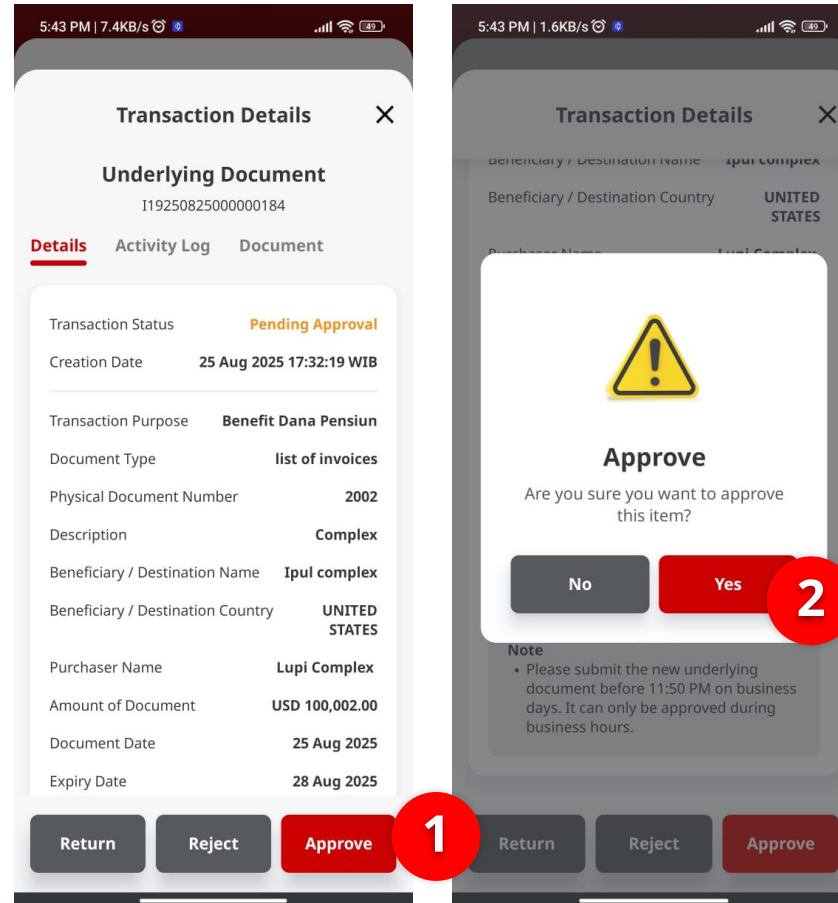
1 Klik **Password Login**

2 Masukkan **Password**

3 Klik **Proceed**



- 1 Klik **Task list**
- 2 Pilih **Maintenance** sebagai **viewing**
- 3 Klik **Pending Approval**
- 4 Klik **transaksi** yang akan di **approve**



Tinjau ulang transaksi yang telah di kirim **maker**,

- 1 Jika sudah sesuai, klik **Approve**
- 2 Klik **Yes**

LANGKAH

08

APPROVER

Create New Underlying Documents | Create New Underlying Documents

Menu: File Upload > Underlying Documents

Secure Token (Software) X



Approve Transaction

Time Remaining : 49 Second(s)

Reference No. T19250828000000191

Company ID TESTINGMVP3

User ID APPROVER

Date and Time 28 Aug 2025 11:14:28 WIB

Transaction Purpose LF081 - Benefit Asuransi Jiwa

Document Type DOTY017 - faktur transaksi jual beli jasa

Physical Document Number HAHA123

Description Testing

Beneficiary / Destination Name Testing

Beneficiary / Destination Country UNITED STATES

Purchaser Name Testing

Amount of Document USD 2,000,000.00

Document Date 28 Aug 2025

Expiry Date 31 Aug 2025

Note
If you did not perform this transaction, please call our Business Call Centre immediately for assistance.
14042 (Local)
+6221.80655111 (Overseas)

Monday to Friday from 8:30 AM - 5:30 PM
Jakarta Time
(excluding weekend and Public Holidays).

Reject Approve

Secure Token (Software) X



Enter PIN

Please enter a 6-digit PIN.

○ ○ ○ ○ ○ ○

Reject Approve

1 2 ABC 3 DEF

4 GHI 5 JKL 6 MNO

7 PQRS 8 TUV 9 WXYZ

✕ 0 Done

Secure Token



Successful

Your approval request has been verified.

You may now return to the OCTO Biz to continue with your banking activities.

Done

- 1 Jika sudah sesuai, **klik Approve**
- 2 Masukkan **pin transaksi**
- 3 Jika berhasil, sistem akan menampilkan **halaman acknowledgement**

10:01 AM | 70.6KB/s



Pending Bank Processing

Reference No. I19250825000000184
Approved On 26 Aug 2025 10:01:36 WIB

Note
Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Purpose	Benefit Dana Pensiun
Document Type	list of invoices
Physical Document Number	2002
Description	Complex
Beneficiary / Destination Name	Ipul complex
Beneficiary / Destination Country	UNITED STATES
Purchaser Name	Lupi Complex
Amount of Document	USD 100,002.00

Done

Pada **website** juga sistem akan menampilkan **Halaman Acknowledgement**

Transaction

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Check Transaction Status

Inquiry & Listing Underlying Documents

LANGKAH

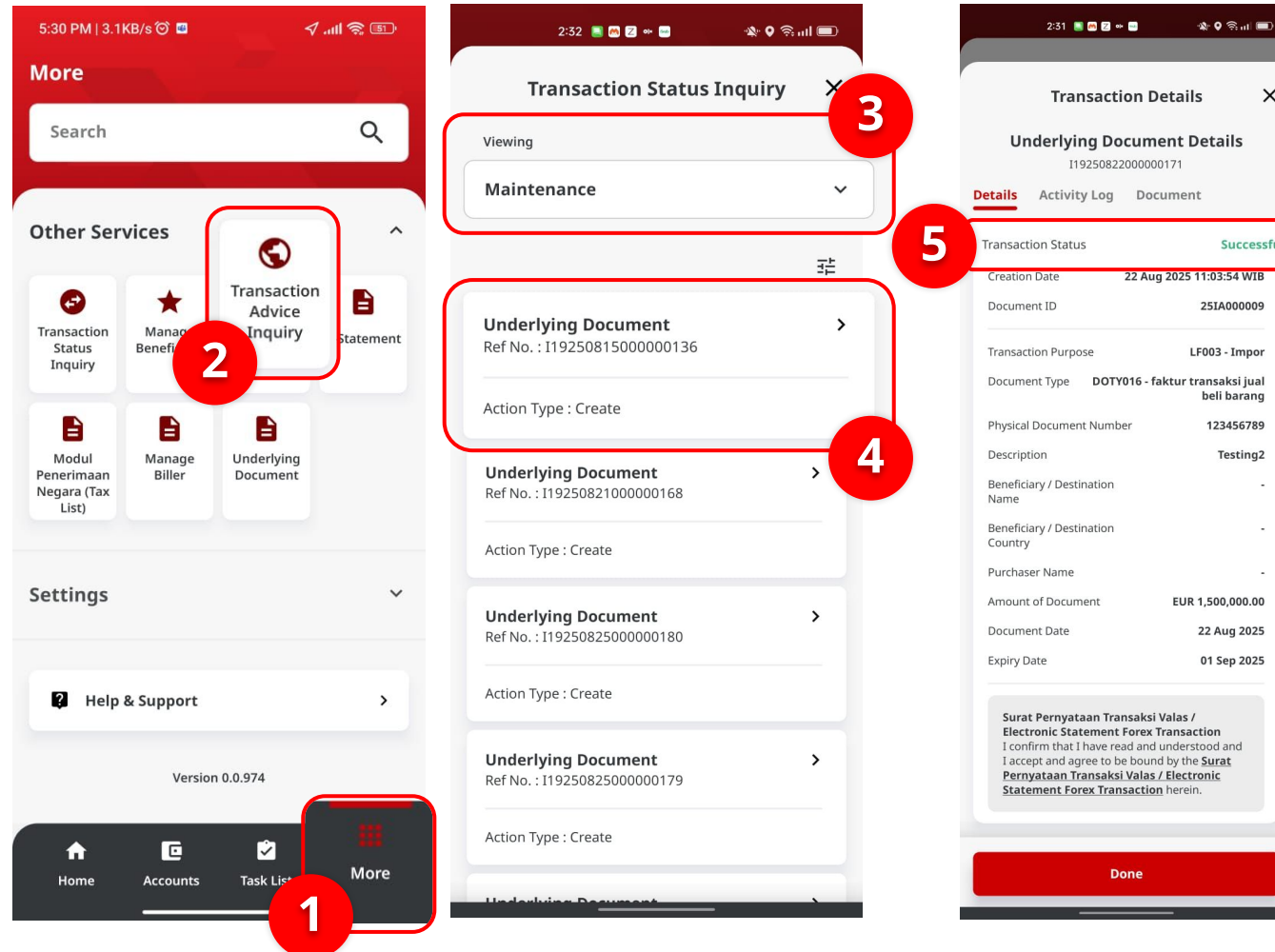
01



1 Klik ***Password Login***

2 Masukkan ***Password***

3 Klik ***Proceed***



- 1 Klik menu **more**
- 2 Pilih **Transaction Advice Inquiry**
- 3 Pilih **Maintenance** sebagai **viewing**
- 4 Pilih transaksi yang diinginkan
- 5 Sistem akan menampilkan **detail transaksi** dan **statusnya**

Transaction

New Underlying Documents

Create New Underlying Documents

Check Transaction Status

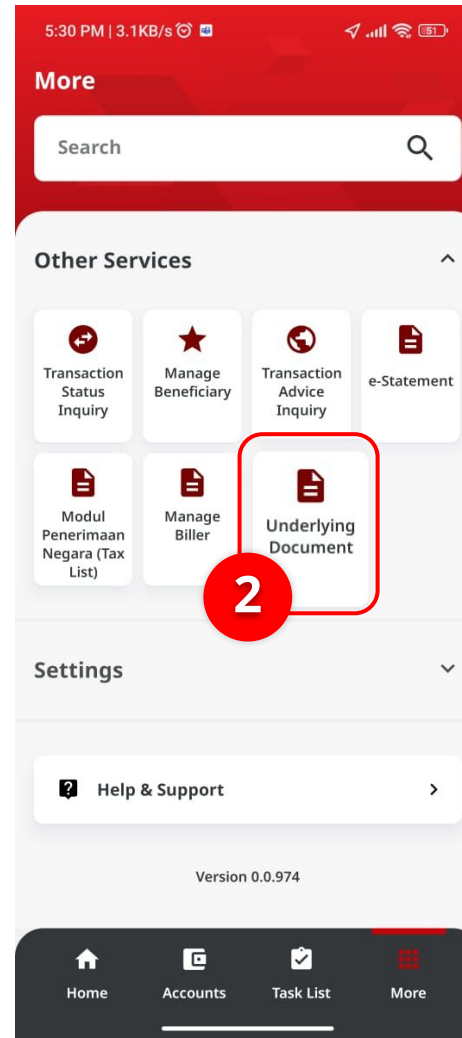
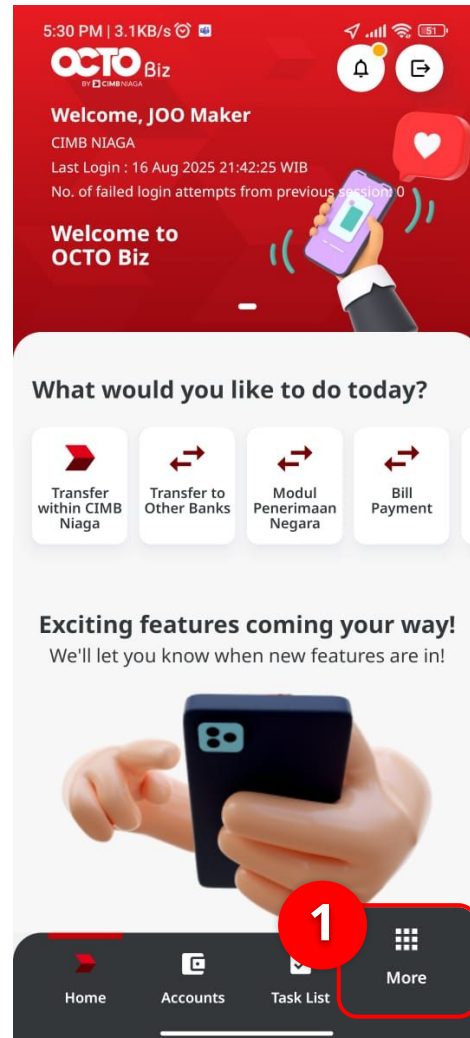
Inquiry & Listing Underlying Documents



1 Klik **Password Login**

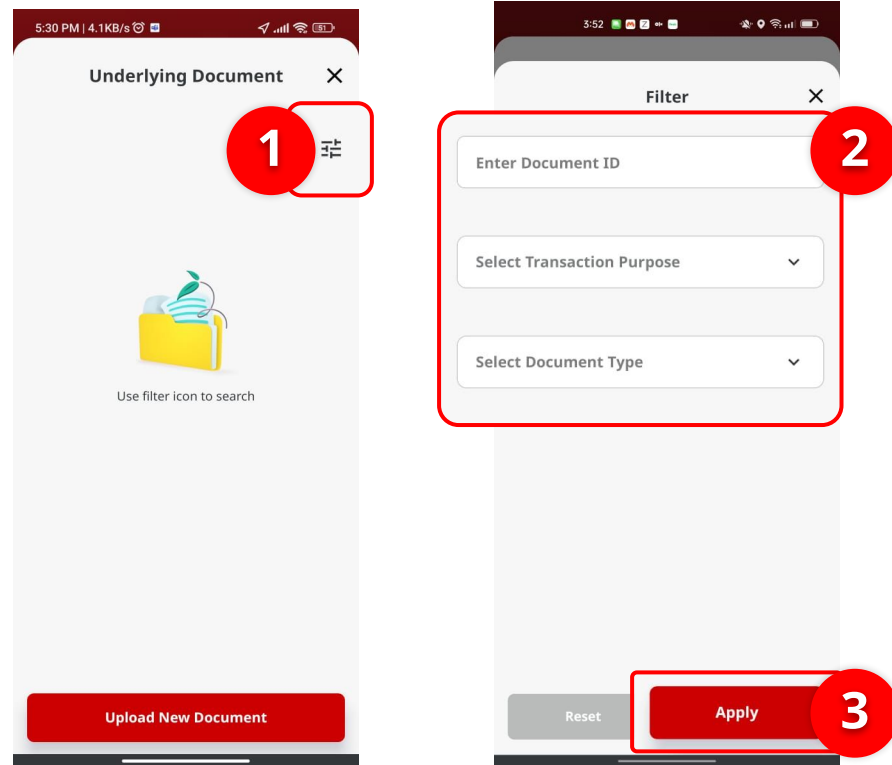
2 Masukkan **Password**

3 Klik **Proceed**



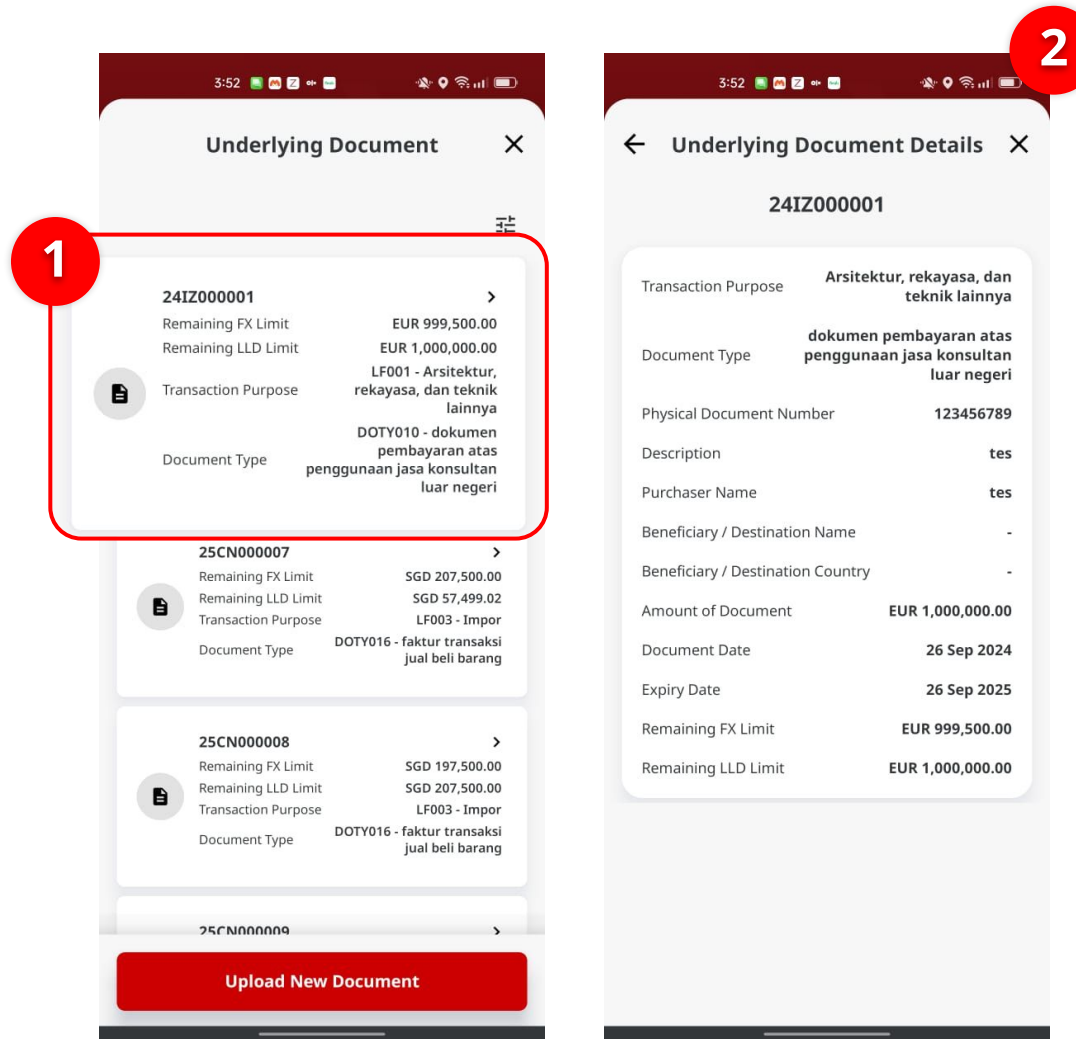
1 Klik menu **more**

2 Pilih **Underlying Documents**



Sistem akan menampilkan halaman ***Underlying Documents***

- 1 Klik ***Filter***
- 2 Lengkapi seluruh ***detail filter***
- 3 Klik ***Apply***



Sistem akan menampilkan **Listing**

- 1 Klik **transaksi** yang dituju
- 2 Sistem akan menampilkan **detail underlying documents**



OCTO Biz
BY  **CIMB NIAGA**

