

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 Tax Billing ID & Payment

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Create Tax Billing ID & Payment

Create Tax Billing ID & Payment - Fungsi ini adalah mode pembayaran bagi Nasabah untuk membuat ID penagihan pajak dan melakukan pembayaran pajak secara bersamaan.

- Termasuk mengunduh *Receipt* melalui TSI
- Kirim dan tarik kembali email + Receipt
- Laporan MPN bar

03

Create
Transaction

25

Approve
Transaction

Create Tax Billing ID & Payment

Create Transaction

Maker-Approver Flow

Single-Access User

Create Tax Billing ID & Payment

Create Transaction

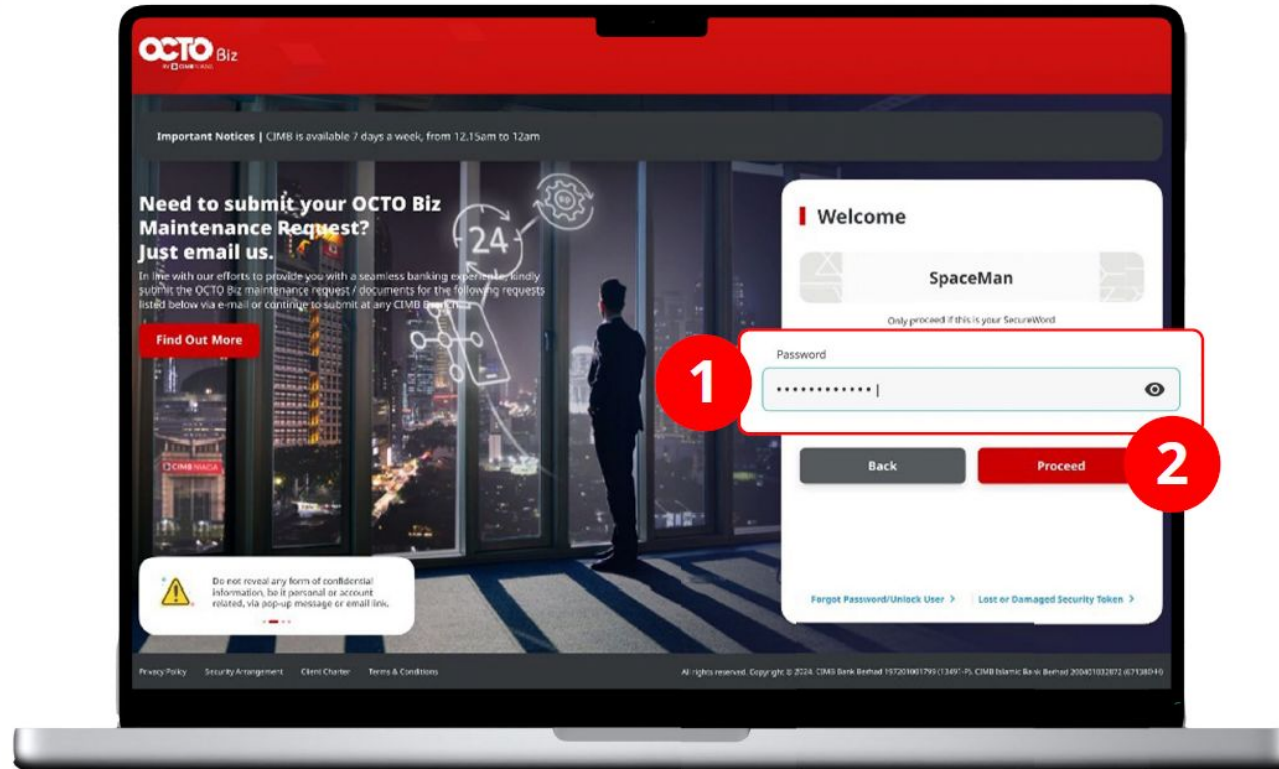
Maker-Approver Flow

Transaksi menggunakan **Create Tax Billing ID & Payment**
dengan skema transaksi ***maker*** dan ***approver***



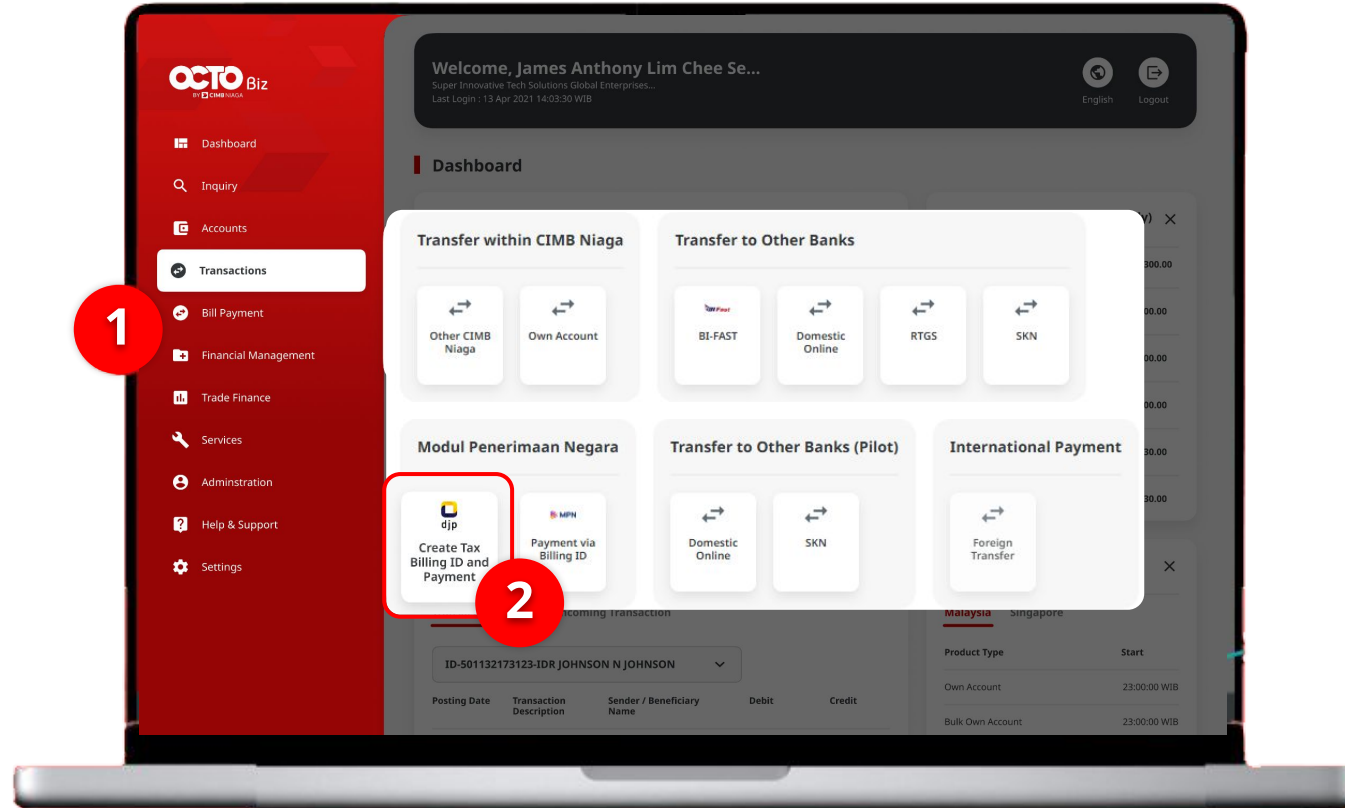
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Transaction***
- 2 Pilih ***Create Tax Billing ID & Payment***

Create Tax Billing ID and Payment

Transaction Group

Transaction Group *

Modul Penerimaan Negara

Sender Details

From Account *

Select

Payment Mode *

Create Tax Billing ID and Payment

Payment Date *

22 Jul 2024

Your Account Listing

Search By

Account Name

Account No.

Search

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
ANGIN TOLAK	800152518600	IDR 39,939,720,962.35
ANGIN TOLAK	800152538600	IDR 676,799,649.85
ANGIN TOLAK	800152541700	IDR 1,128,901,523.04
ANGIN TOLAK	800152553600	IDR 298,843,138.01

Other Details

Payment Description

Enter

Send BPN Email N

No Yes

Add Another Transaction Save as Draft Next

1 Pada halaman *Data Payment Entry*, **Pilih From Account**

2 Pilih **Sumber Dana**

3 Klik **Next**

Sender Details

From Account *

703200873600-IDR CIKI

Payment Mode *

Create Tax Billing ID and Payment

Payment Date *

22 Jul 2024

July 2024

Sun Mon Tue Wed Thu Fri Sat

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

Select

Select

Year *

Select

Tax List

NPWP *

Enter

Deposit Type *

Select

1 Pilih Tanggal yang Sesuai

The screenshot shows a web form titled "Transaction Details" with a "Tax List" button in the top right corner. The form is divided into two main sections: "Transaction Details" and "Other Details".

Step 1: The "Transaction Details" section contains the following fields:

- Transaction Currency ***: A dropdown menu with "IDR - INDONESIA RUPIAH" selected.
- Amount ***: A text input field containing "100,000".
- NPWP ***: A text input field containing "1091031210910452".
- Tax Account Code ***: A dropdown menu with "411211 - Domestic VAT" selected.
- Deposit Type ***: A dropdown menu with "107 - VAT for Delivery of Taxable Goods from Free Trade Zone" selected.
- Tax Period From ***: A dropdown menu with "June" selected.
- To ***: A dropdown menu with "June" selected.
- Year ***: A dropdown menu with "2024" selected.

Step 2: The "Other Details" section contains the following fields:

- Payment Description**: A text input field with the placeholder text "Enter".
- Send BPN Email Notification**: A toggle switch with "No" selected and "Yes" as an option.

Step 3: At the bottom of the form, there are three buttons: "Add Another Transaction" (teal), "Save as Draft" (grey), and "Next" (red). The "Next" button is highlighted with a red circle and the number 3.

1 Masukan **Nominal Transaksi** dan lengkapi **Data** yang ada

2 Lengkapi **Other Details**

3 Klik **Next**

Create Tax Billing ID and Payment > Review Details

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CIKI

Payment Mode
Create Tax Billing ID and Payment

Payment Date
22 Jul 2024

Transaction Details

Transaction Currency	Amount	NPWP
IDR - INDONESIA RUPIAH	100,000.00	1091031210910452
Tax Payer Name	Tax Payer Address	
Kongsi Dua	Jalan Yogyakarta Bahagia Selalu, RT001/RW002, SIDOMULYO, BAMBANG	
Tax Account Code	Deposit Type	
411211 - Domestic VAT	107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law	
Terbilang	Tax Period	
Seratus Ribu Rupiah	Jun 2024 - Jun 2024	
Total Debit Amount		
IDR 100,000.00		

Other Details

Payment Description
-

Send BPN Email Notification
No

Back

Submit

Tinjau Ulang Transaksi

1 Klik **Submit**

LANGKAH

08

MAKER

Maker-Approver Flow | Create Tax Billing ID & Payment

Menu: Transaction > Create Tax Billing ID & Payment

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval 

Reference No. : 17124072200000165 Submitted On : 22 Jul 2024 08:25:08 WIB

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

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CHK

Payment Mode
Create Tax Billing ID and Payment

Payment Date
22 Jul 2024

Transaction Details

Transaction Currency	Amount	NPWP
IDR - INDONESIA RUPIAH	100,000.00	1091031210910432
Tax Payer Name Kongki Dua		Tax Payer Address Jalan Yogyakarta Bahagia Selalu, RT001/RW002, SIDOMULYO, BAMBANG
Tax Account Code 411211 - Domestic VAT		Deposit Type 107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law
Tax Period Seratus Ribu Rupiah		Tax Period Jun 2024 - Jun 2024
Total Debit Amount IDR 100,000.00		

Other Details

Payment Description
-

Send BPN Email Notification
No

Print Save to Tax List Make Another Transaction

Sistem Lalu menampilkan
Halaman Acknowledgement

Langkah melakukan
Approve Transaction
Kunjungi Halaman:

26

Mobile Token

33

Hard Token

Create Tax Billing ID & Payment

Create Transaction

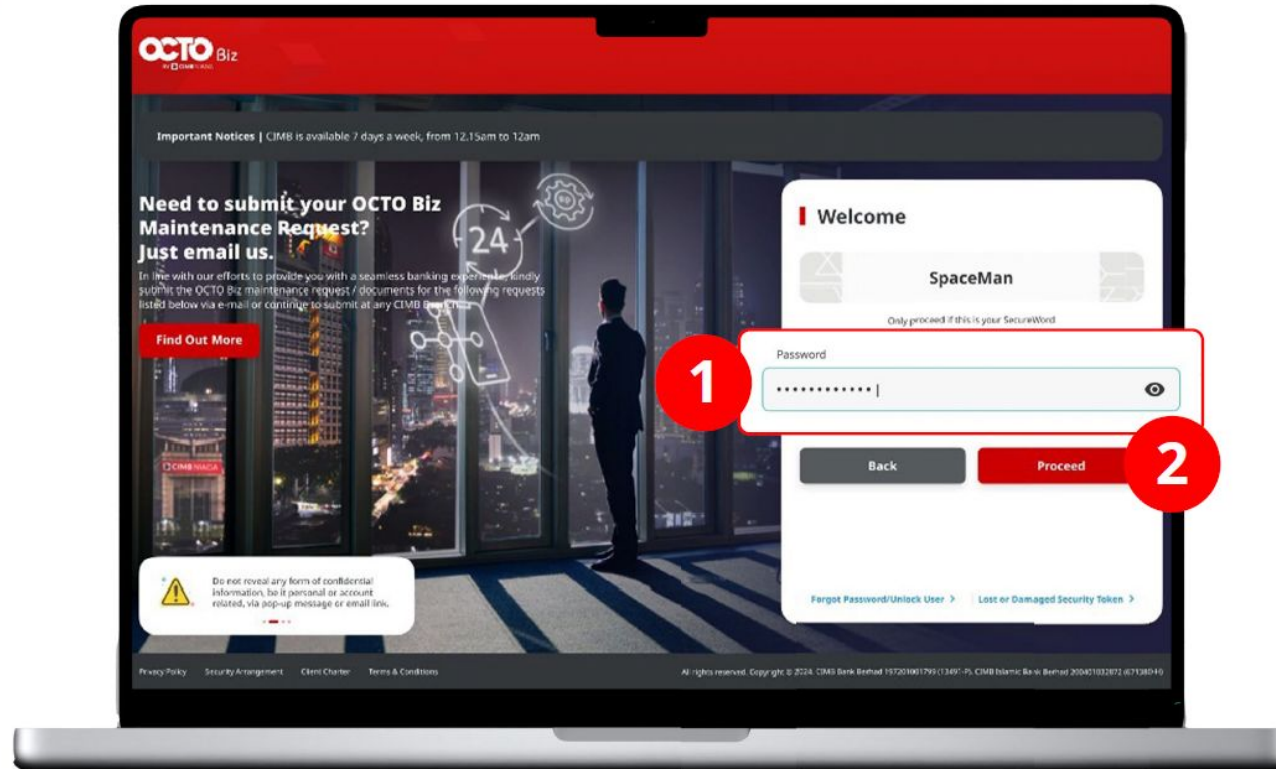
Single-Access User

Transaksi menggunakan **Create Tax Billing ID & Payment**
dengan skema transaksi *Single access user*



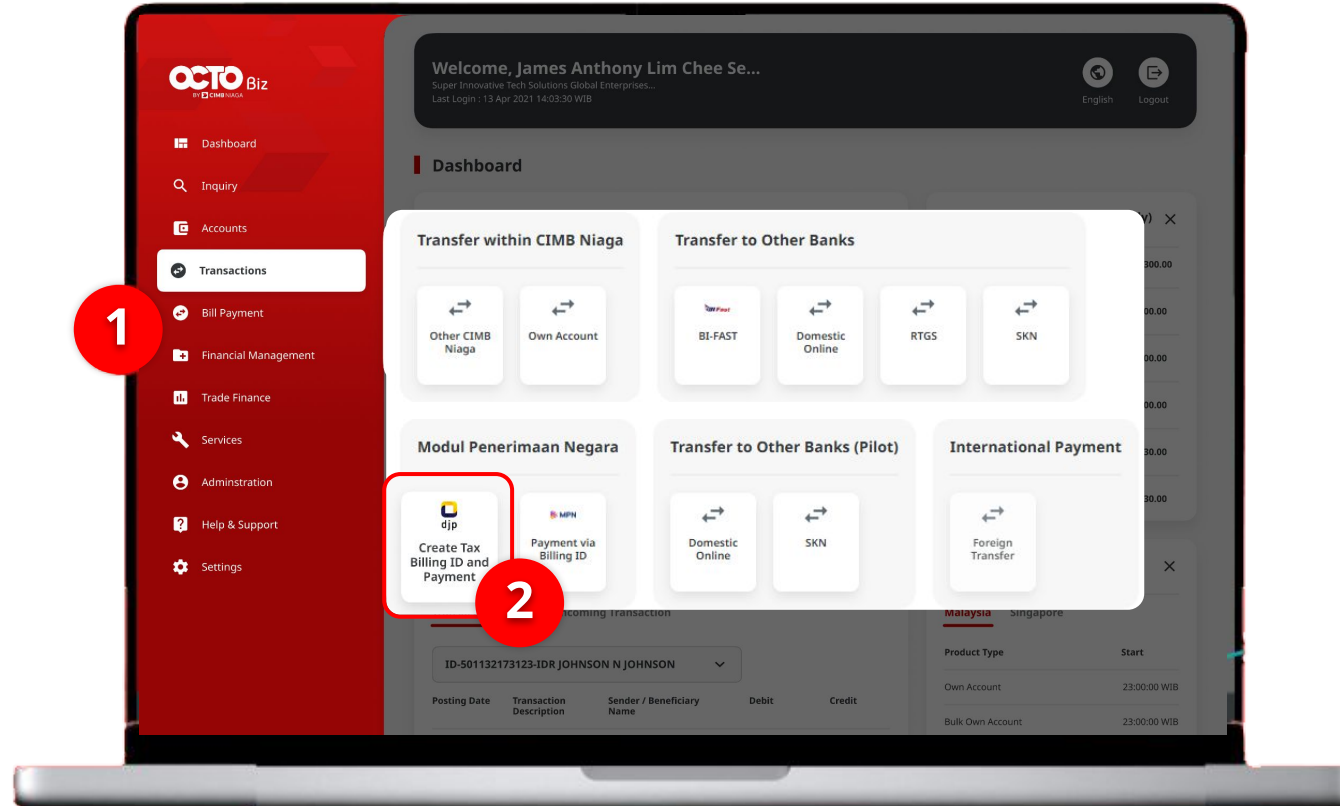
1 Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

- 1 Arahkan kursor ke ***Transaction***
- 2 Pilih ***Create Tax Billing ID & Payment***

Create Tax Billing ID and Payment

Transaction Group

Transaction Group *

Modul Penerimaan Negara

Sender Details

From Account *

Select

Payment Mode *

Create Tax Billing ID and Payment

Payment Date *

22 Jul 2024

1

Your Account Listing

Search By

Account Name

Account No.

Search

Account Name	Account No.	Account Balance
INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
ANGIN TOLAK	800152518600	IDR 39,939,720,962.35
ANGIN TOLAK	800152538600	IDR 676,799,649.85
ANGIN TOLAK	800152541700	IDR 1,128,901,523.04
ANGIN TOLAK	800152553600	IDR 298,843,138.01

2

Other Details

Payment Description

Enter

Send BPN Email

No

Yes

3

Next

Add Another Transaction

Save as Draft

Next

1 Pada halaman *Data Payment Entry*, **Pilih From Account**

2 Pilih **Sumber Dana**

3 Klik **Next**

Sender Details

From Account *

703200873600-IDR CIKI

Payment Mode *

Create Tax Billing ID and Payment

Payment Date *

22 Jul 2024

July 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Tax List

NPWP *

Enter

Deposit Type *

Select

Year *

Select

1 Pilih Tanggal yang Sesuai

The screenshot shows a web form titled "Transaction Details" with a "Tax List" button in the top right. The form is divided into two main sections. The first section, labeled "1" in a red circle, contains fields for "Transaction Currency *" (IDR - INDONESIA RUPIAH), "Amount *" (100,000), "NPWP *" (1091031210910452), "Tax Account Code *" (411211 - Domestic VAT), "Deposit Type *" (107 - VAT for Delivery of Taxable Goods from Free Trade Zone), and "Tax Period From *" (June, 2024). The second section, labeled "2" in a red circle, is titled "Other Details" and includes a "Payment Description" field with the placeholder "Enter" and a "Send BPN Email Notification" section with "No" and "Yes" radio buttons. At the bottom right, there are three buttons: "Add Another Transaction", "Save as Draft", and "Next", with the "Next" button labeled "3" in a red circle.

1 Pilih **Beneficiary Details**

2 Klik **Next**

Create Tax Billing ID and Payment > Review Details

Transaction Group

Transaction Group

Modul Penerimaan Negara

Sender Details

From Account

703200873600-IDR CIKI

Payment Mode

Create Tax Billing ID and Payment

Payment Date

22 Jul 2024

Transaction Details

Transaction Currency	Amount	NPWP
IDR - INDONESIA RUPIAH	100,000.00	1091031210910452
Tax Payer Name	Tax Payer Address	
Kongsi Dua	Jalan Yogyakarta Bahagia Selalu, RT001/RW002, SIDOMULYO, BAMBANG	
Tax Account Code	Deposit Type	
411211 - Domestic VAT	107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law	
Terbilang	Tax Period	
Seratus Ribu Rupiah	Jun 2024 - Jun 2024	
Total Debit Amount		
IDR 100,000.00		

Other Details

Payment Description

-

Send BPN Email Notification

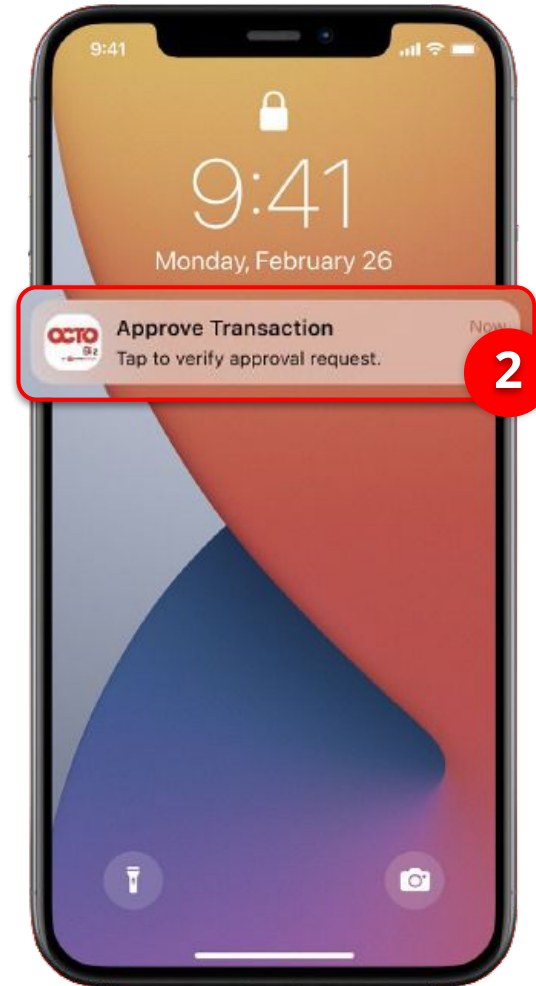
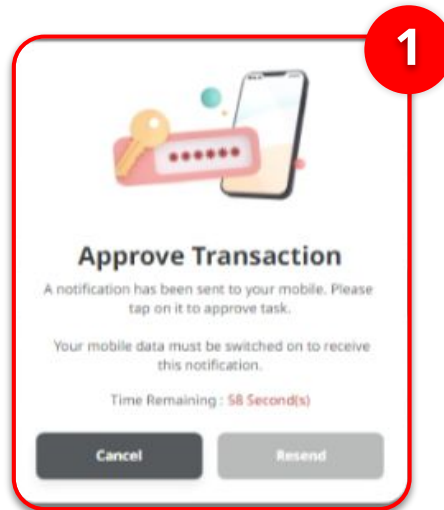
No

Back

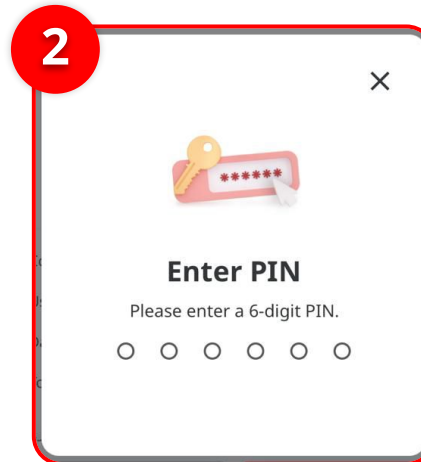
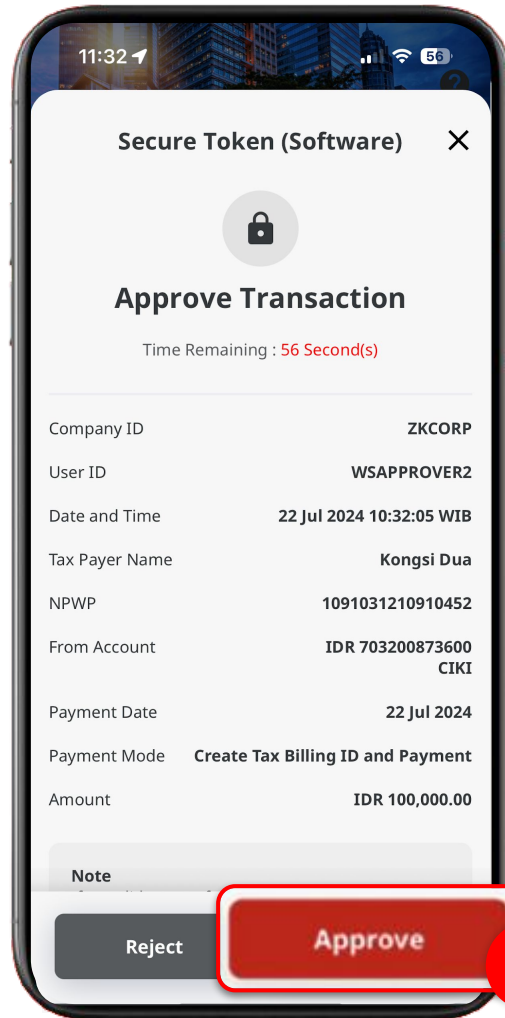
Submit

Tinjau Ulang Transaksi

1 Klik **Submit**

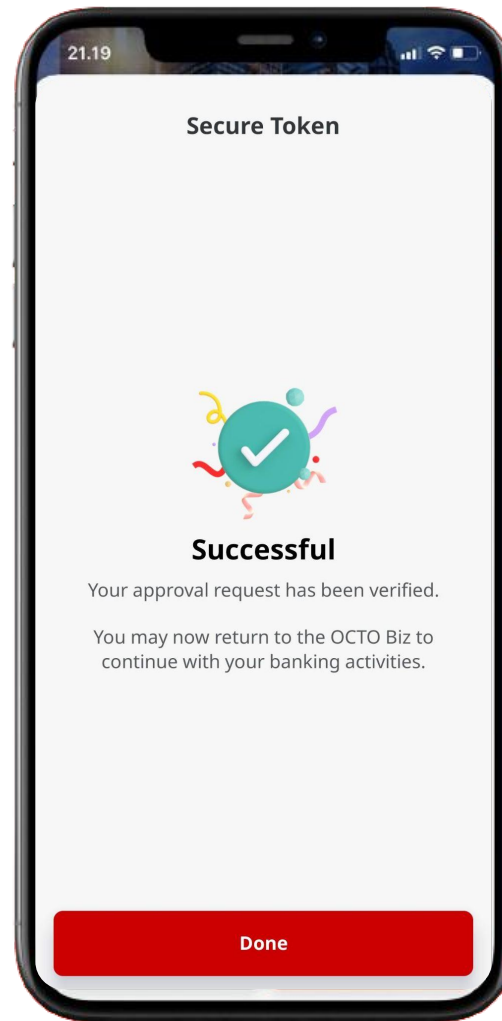


- 1** Sistem akan menampilkan **Pop-Up Approver transaksi** pada **Website**
- 2** Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**



1 Klik Tombol *Approve*

2 Isi **6-Digit Pin**



Jika Transaksi Sukses, Sistem akan menampilkan **pesan notifikasi Acknowledgement** di **Perangkat Mobile**

Task List > Acknowledgement

Successful

Reference No. : 111240722000000165 Approved On : 22 Jul 2024 08:33:39 WIB

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

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CIKI

Payment Mode
Create Tax Billing ID and Payment

Payment Date
22 Jul 2024

Transaction Details

Transaction Currency
IDR - INDONESIA RUPIAH

Amount
100,000.00

NPWP
1091031210910452

Tax Payer Name
Kongsi Dua

Tax Payer Address
Jalan Yogyakarta Bahagia Selalu, RT001/RW002,
SIDOMULYO, BAMBANG

Tax Account Code
411211 - Domestic VAT

Deposit Type
107 - Additional Payment for Voluntary Disclosure Program
Art. 7(4) point 3 - HPP Law

Tax Period
Seratus Ribu Rupiah

Tax Period
Jun 2024 - Jun 2024

Total Debit Amount
IDR 100,000.00

Other Details

Payment Description
-

Send BPN Email Notification
No

User Activities

User	Activities	Date / Time	Remark
WSAMAKER - Wan San Maker	Submit	22 Jul 2024 08:25:08 WIB	-
WSAPPROVER2 - Wan San Approver User 2	Approve	22 Jul 2024 08:33:34 WIB	-

Print

Done

Pada Website, Sistem juga akan mengarahkan ke **Halaman Acknowledgement**.

Create Tax Billing ID & Payment

Approve Transaction

Mobile Token

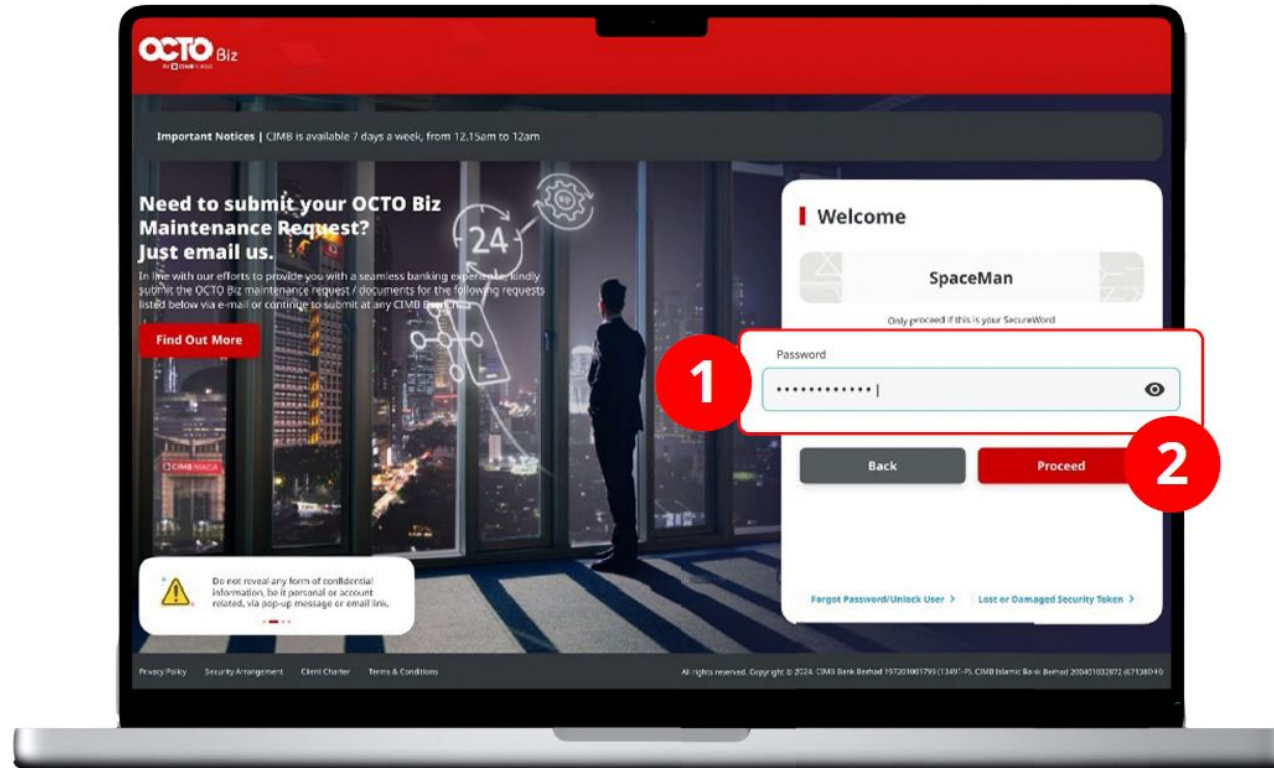
Hard Token

Create Tax Billing ID & Payment

Approve Transaction

Mobile Token

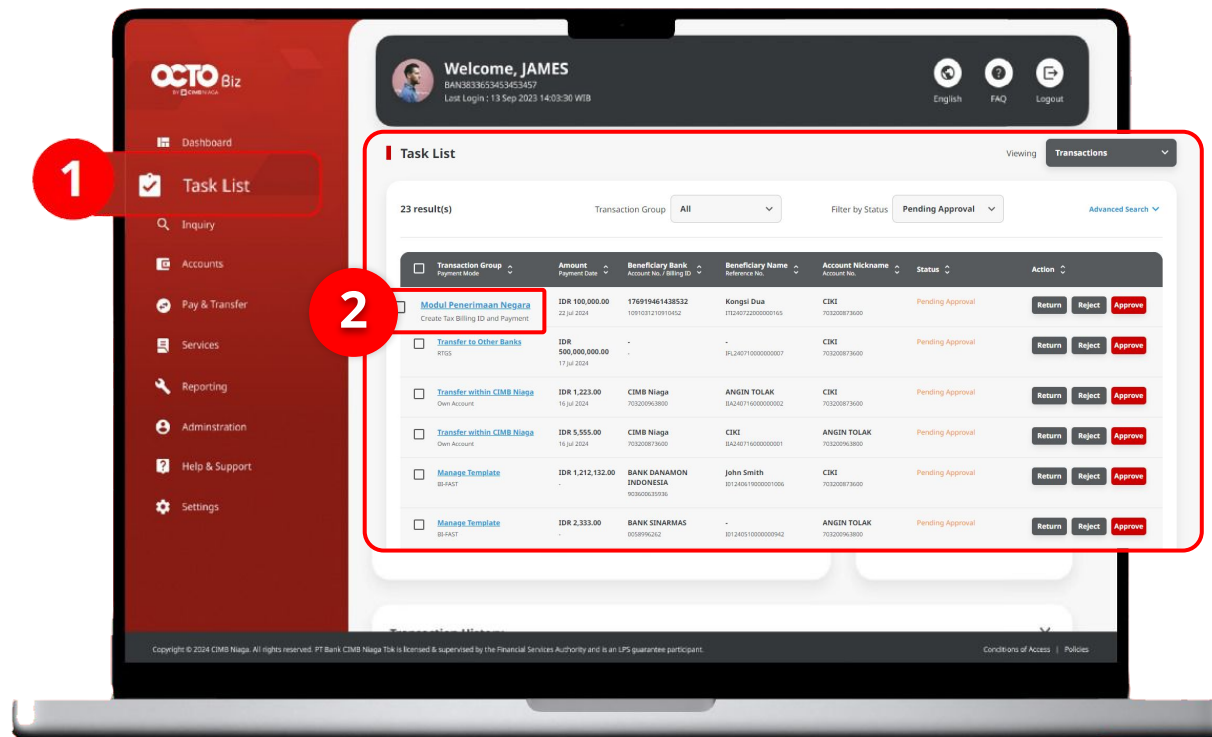
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Mobile Token**



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



1 Arahkan pada menu disamping, **klik Task List**

2 Klik **Hyperlink** transaksi yang diinginkan

Task List > Details

Transaction Status: Pending Approval

Creation Date:
22 Jul 2024 08:25:08 WIB

Reference No:
TT1240722000000165

Transaction Group

Transaction Group

Modul Penerimaan Negara

Sender Details

From Account:
703200873600-IDR CICI

Payment Mode:
Create Tax Billing ID and Payment

Payment Date:
22 Jul 2024

Transaction Details

Transaction Currency IDR - INDONESIA RUPIAH	Amount 100,000.00	NPNP 1091031210910452	Billing ID 176919461438532
Tax Payer Name Kongsi Dua	Tax Payer Address Jalan Yogyakarta Bahagia Selaku, RT001/RW002, SIDOMULYO, BAMBANG	Tax Account Code 411211 - Domestic VAT	
Deposit Type 107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law	Terbilang Seratus Ribu Rupiah	Expired Billing Date 29 Jul 2024 08:25:06 WIB	
Tax Period Jun 2024 - Jun 2024	Total Debit Amount IDR 100,000.00		

Other Details

Payment Description
+

Send BPN Email Notification
No

User Activities

User	Activities	Date / Time	Remark
WISMAKER - Wan San Maker	Submit	22 Jul 2024 08:25:08 WIB	-

Remark

Remarks

Enter

Maximum 100 characters

Back

Return

Reject

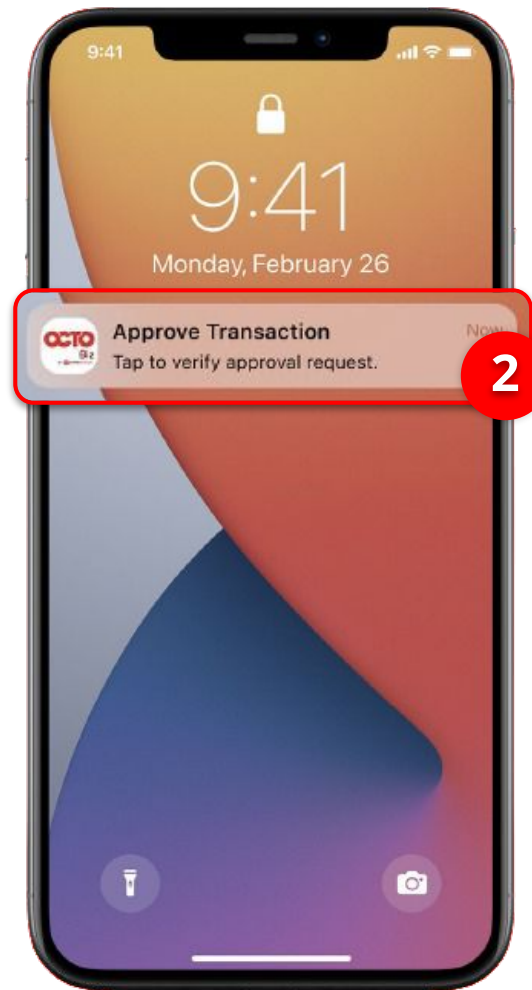
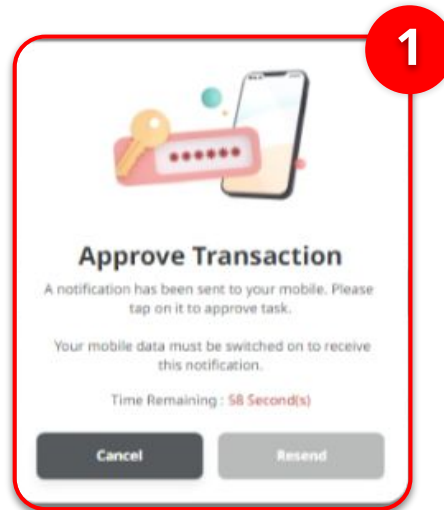
Approve



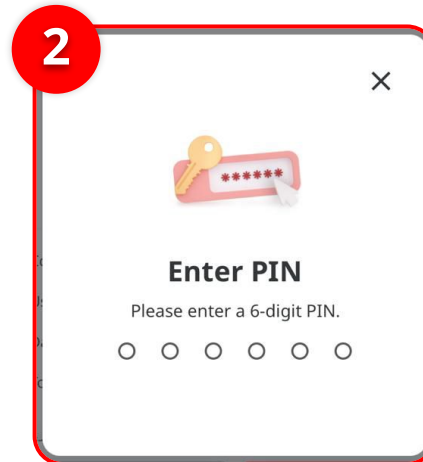
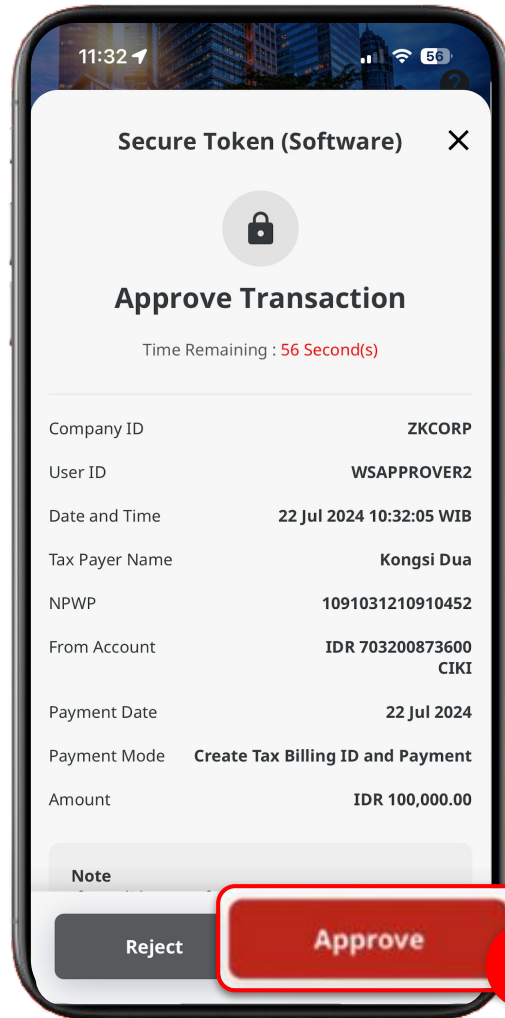
Tinjau ulang transaksi yang telah di kirim **Maker**,

1 Jika sudah sesuai, klik **Approve**

2 Klik **Yes**

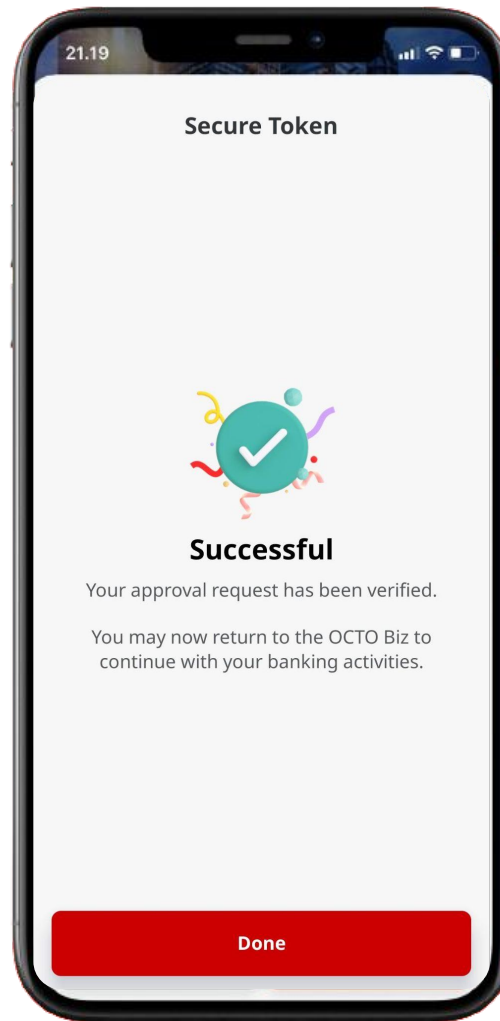


- 1 Sistem akan menampilkan **Pop-Up Approver** transaksi pada **Website**
- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**



1 Klik Tombol *Approve*

2 Isi **6-Digit Pin**



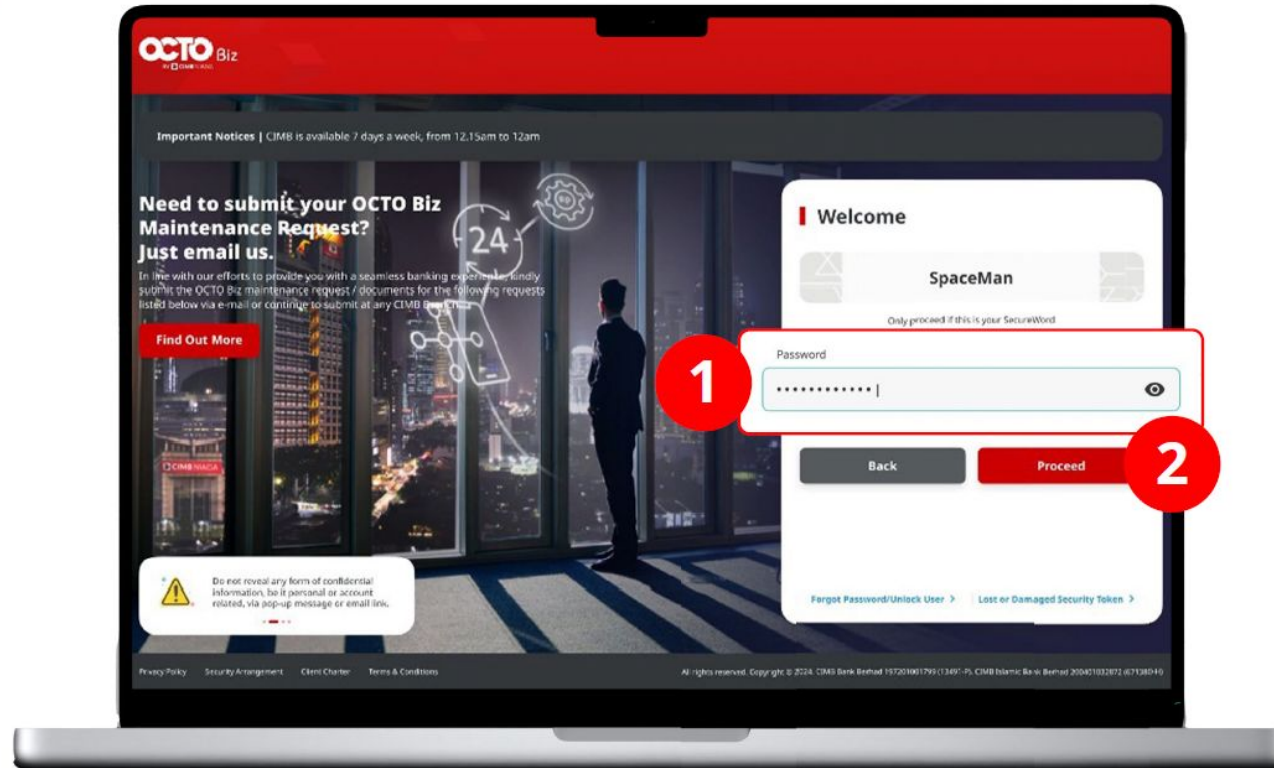
Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

Create Tax Billing ID & Payment

Approve Transaction

Hard Token

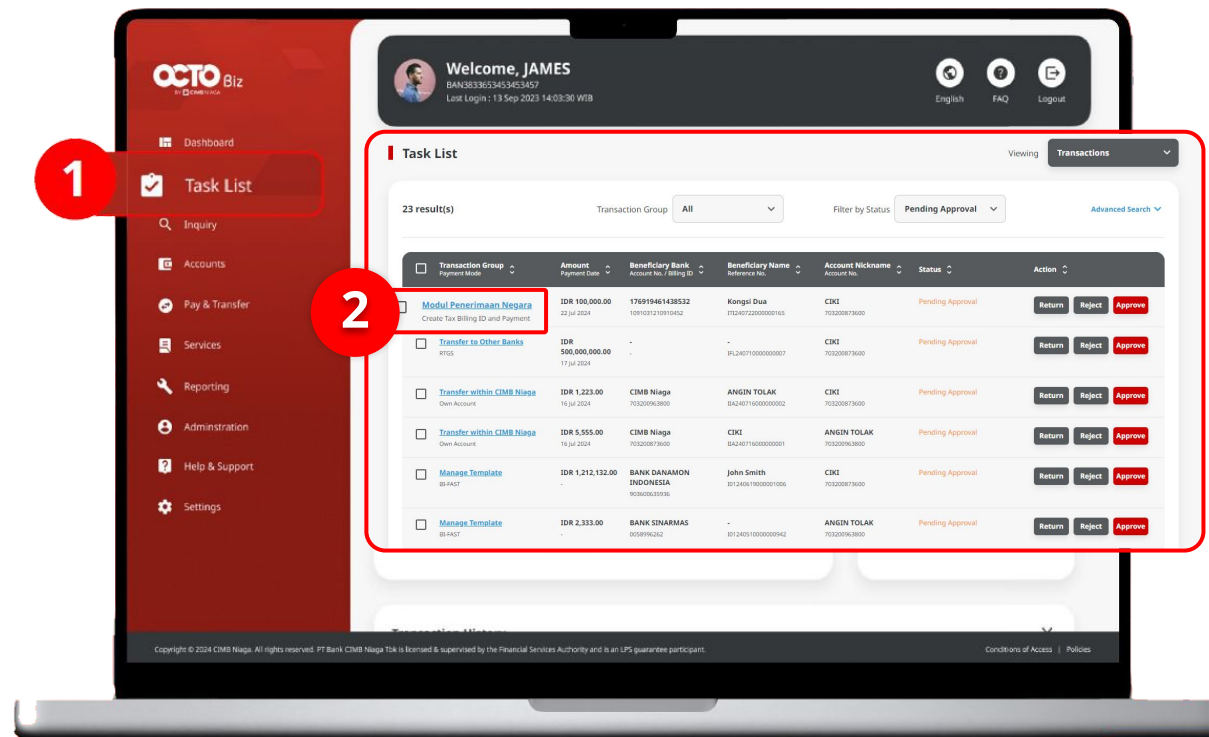
Proses **approval transaksi** untuk user yang memiliki atau menggunakan **Hard Token**



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



1 Arahkan pada menu disamping, **klik Task List**

2 Klik **Hyperlink** transaksi yang diinginkan

LANGKAH

03

APPROVER

Approve Transaction | Create Tax Billing ID & Payment

Menu: Task List > Approve

Task List > Details

Transaction Status: Pending Approval

Creation Date:

22 Jul 2024 08:25:08 WIB

Reference No.

ITT24072200000165

Transaction Group

Transaction Group

Modul Penerimaan Negara

Sender Details

From Account

70320873600-IDR CNI

Payment Mode

Create Tax Billing ID and Payment

Payment Date

22 Jul 2024

Transaction Details

Transaction Currency	Amount	NPWP	Billing ID
IDR - INDONESIA RUPIAH	100,000.00	1091031210910452	17091946143532
Tax Payer Name	Tax Payer Address	Tax Account Code	
Kongsi Dua	Jalan Yogyakarta Bahagia Selaku, RT001/RW002, SIDOMULYO, BAMBANG	411211 - Domestic VAT	
Deposit Type	Tarif	Expired Billing Date	
107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law	Seratus Ribu Rupiah	29 Jul 2024 08:25:04 WIB	
Tax Period	Total Debt Amount		
Jun 2024 - Jun 2024	IDR 100,000.00		

Other Details

Payment Description

Send BPN Email Notification

No

User Activities

User	Activities	Date / Time	Remark
WISMAHEDI - Wan San Maker	Submit	22 Jul 2024 08:25:08 WIB	

Remark

Remarks

Enter

Maximum 100 characters

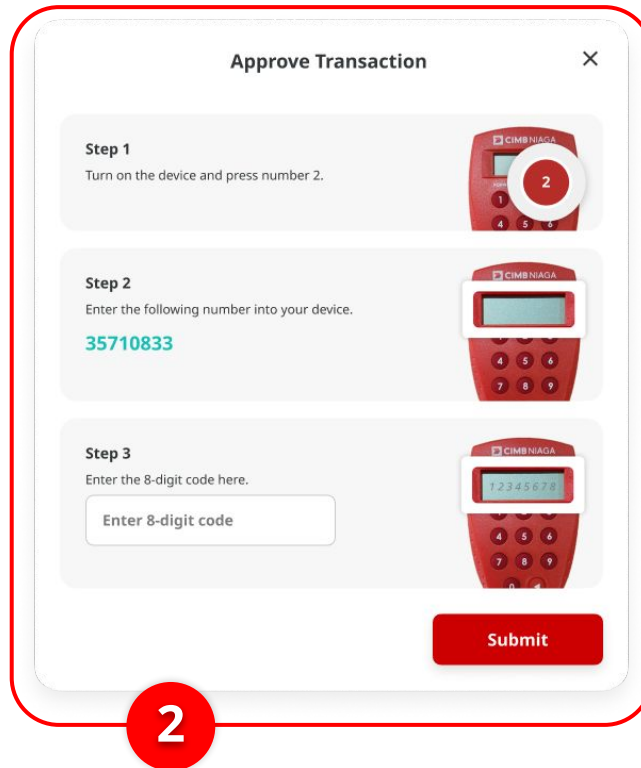
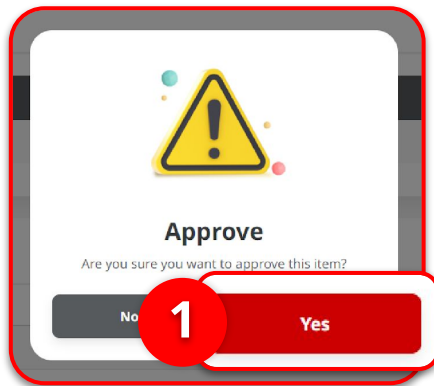
Back

Return

Approve

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

1 Jika sudah sesuai, klik **Approve**



1 Klik **Yes**

2 Sistem akan memunculkan **Box Approve Transaction**



- 1** Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**
- 2** Masukkan **Secure Pin Number**
- 3** Jika **Pin Benar**, sistem akan menampilkan **"APPLI"** pada layar perangkat.
- 4** Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Step 2

Enter the following number into your device.

35710833



- 1 Masukan **Kode** yang muncul di **Pop-Up Box Website**
- 2 Klik Tombol **Play**



Approve Transaction

×

Step 1

Turn on the device and press number 2.



Step 2

Enter the following number into your device.

82365544



Step 3

Enter the 8-digit code here.

83356232

2



3

Submit

- 1 Perangkat **Hard Token** akan menampilkan 8-Digit Kode
- 2 Masukkan **Kode** ke **Box Approve Transaction**
- 3 Klik **Submit**

Task List > Acknowledgement

Successful

Reference No. : IT124072200000165
Approved On : 22 Jul 2024 08:33:39 WIB

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

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account	Payment Mode	Payment Date
703200873600-IDR CTKI	Create Tax Billing ID and Payment	22 Jul 2024

Transaction Details

Transaction Currency	Amount	NPWP	Tax Payer Name
IDR - INDONESIA RUPIAH	100,000.00	1091031210910452	Kongsi Dua
Tax Payer Address	Tax Account Code	Deposit Type	
Jalan Yogyakarta Bahagia Selatu, RT001/RW002, SIDOMULYO, BAMBANG	411211 - Domestic VAT	107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law	
Terbilang	Tax Period	Total Debit Amount	
Seratus Ribu Rupiah	Jun 2024 - Jun 2024	IDR 100,000.00	

Other Details

Payment Description	Send BPN Email Notification
-	No

User Activities

User	Activities	Date / Time	Remark
WSMAKER - Wan San Maker	Submit	22 Jul 2024 08:25:08 WIB	-
WSAPPROVER2 - Wan San Approver User 2	Approve	22 Jul 2024 08:33:34 WIB	-

Print
Done

Jika **Transaksi Berhasil**, sistem akan menampilkan **halaman Acknowledgement**



OCTO Biz
BY  **CIMB NIAGA**

