

OCTO Biz

Pay & Transfer

Create Tax Billing ID
& Payment

Mobile

TUTORIALOCTOBIZ2024

*Aksi dan
Kolaborasi*





Pay & Transfer

Create Tax Billing ID & Payment

Create Tax Billing ID & Payment - this payment mode for customers to create Tax billing ID and perform tax payment together.

- Including download receipt via TSI
- Send and retrigger email + receipt
- New MPN Report

PAGE

03 Create Transaction

PAGE

19 Approve Transaction



**Create Tax Billing ID
& Payment**

Create Transaction

Maker-Approver Flow

Single-Access User

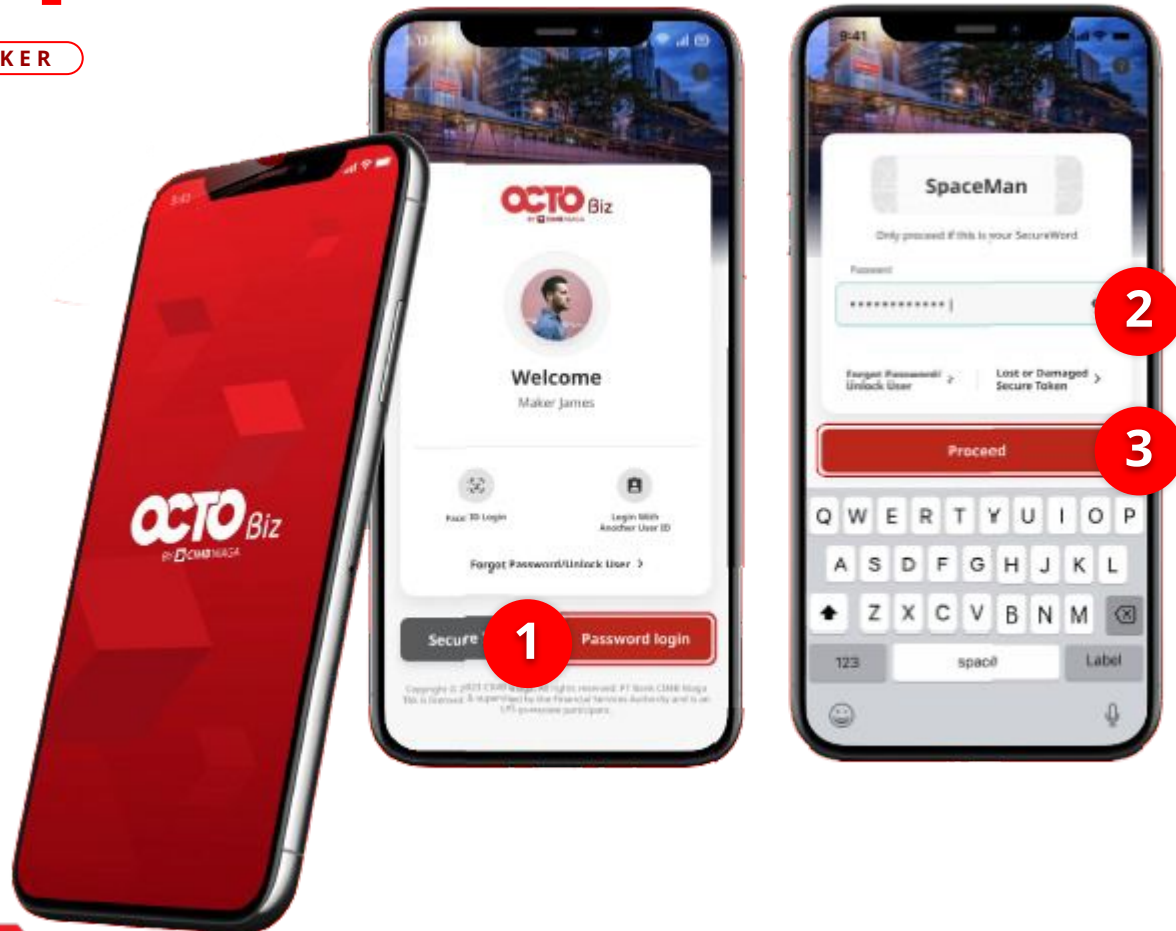


Create Tax Billing ID
& Payment

Create Transaction

Maker-Approver Flow

Single-Access User



1 Click **Password Login**

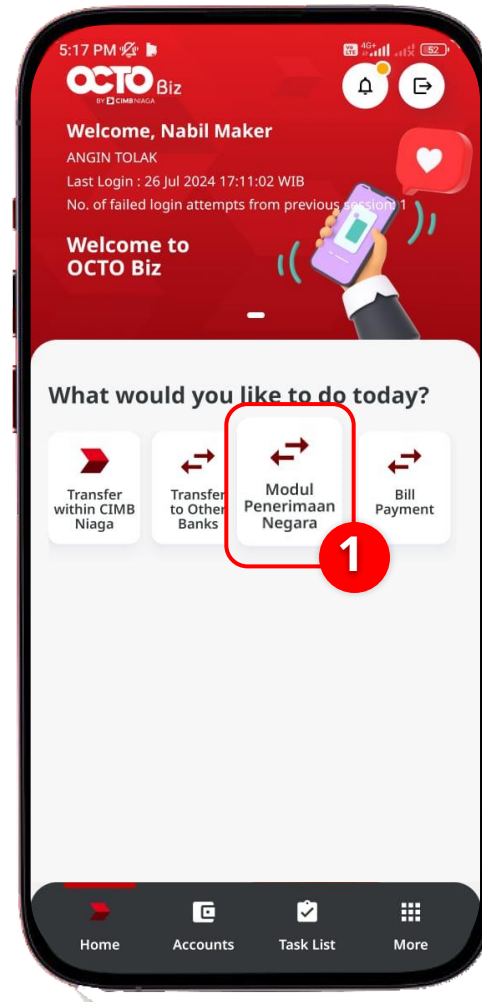
2 Input the **Password**

3 Click **Proceed**

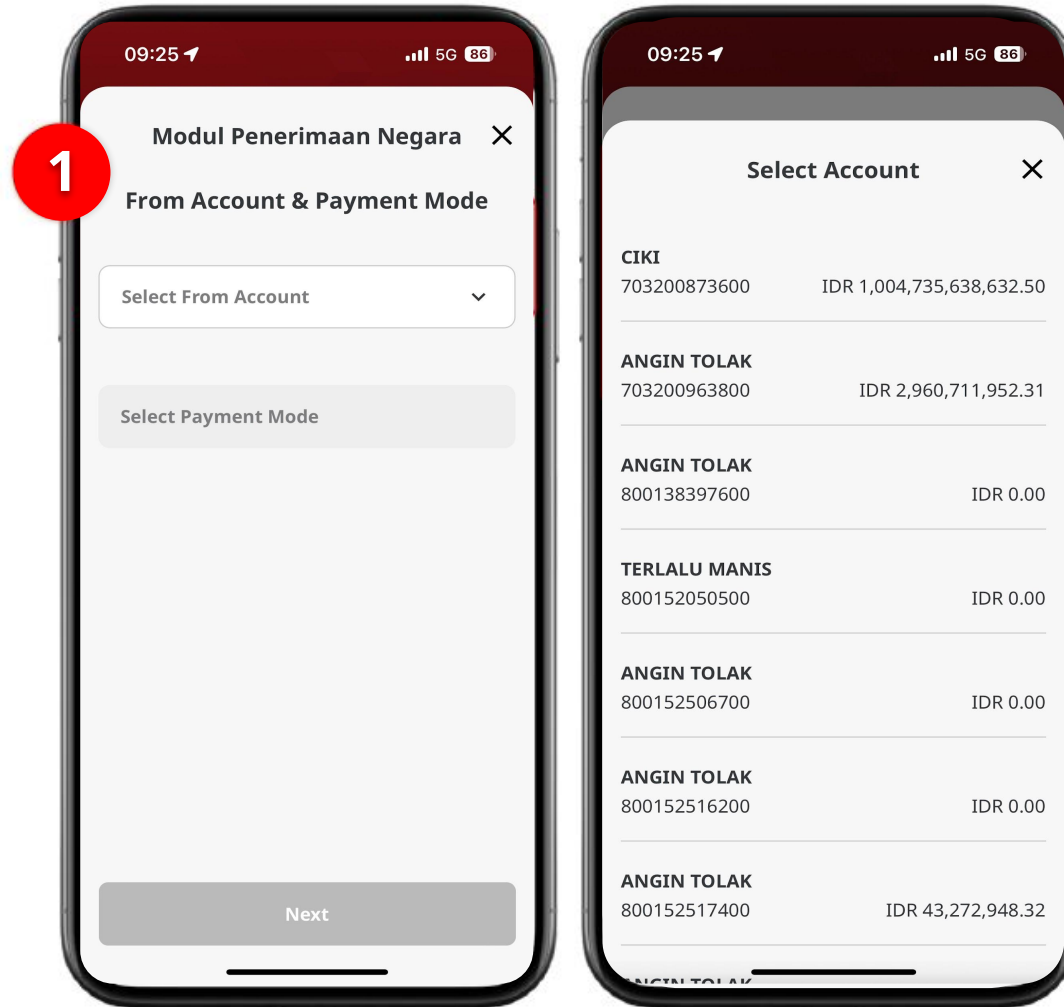
STEP

02

MAKER

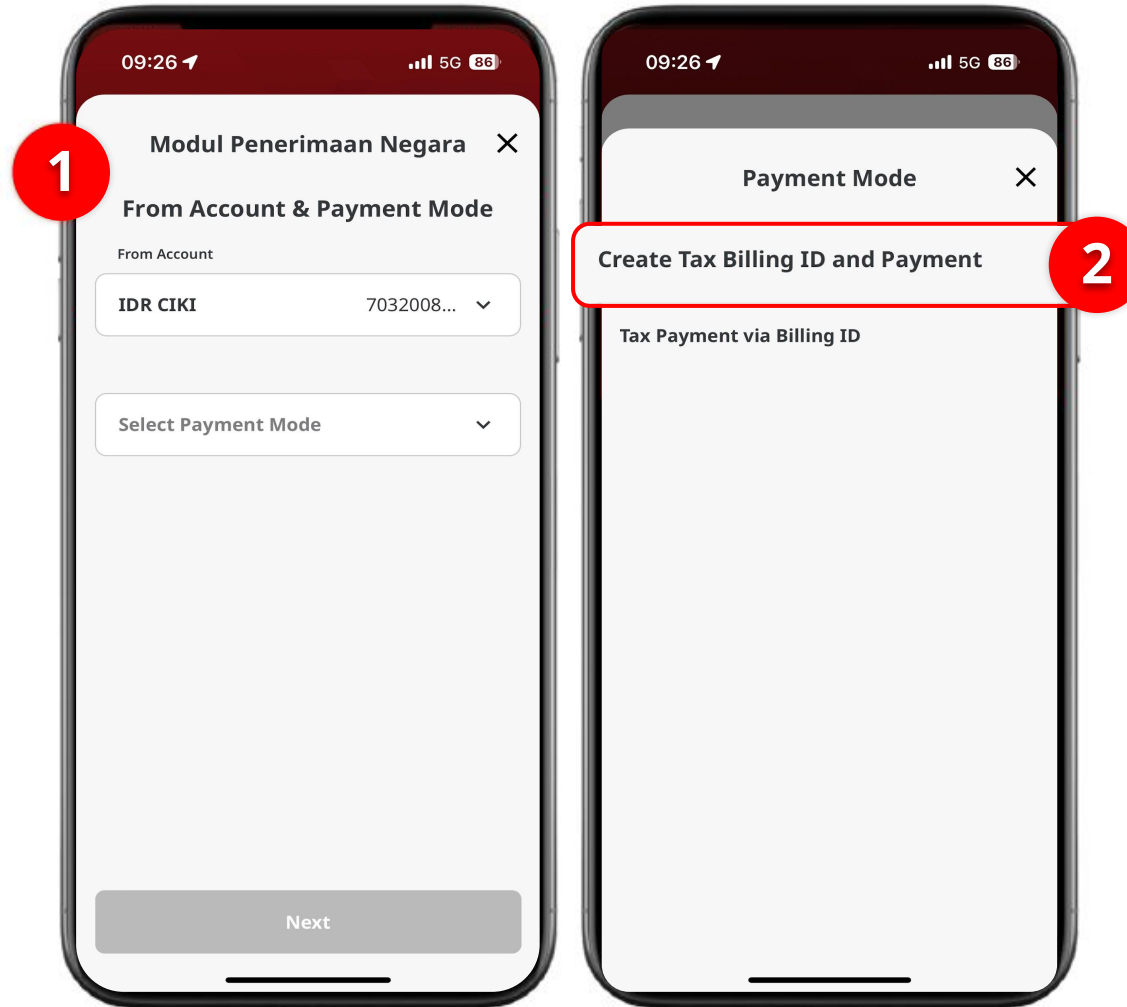


1 Click **Modul Penerimaan Negara**



1

Click **From Account**,
Choose **Source of Funds**



1 Click **Payment Mode**

2 Choose **Create Tax Billing ID and Payment**

The screenshots illustrate the process of creating a tax billing ID and payment in the OCTOBIZ app. The first screen shows the 'Modul Penerimaan Negara' with a 'New Transfer' button. The second screen shows the 'Create Tax Billing ID and Payment' screen with an 'Amount' input field. The third screen shows the 'Create Tax Billing ID and Payment' screen with 'Transaction Details' section. The fourth screen shows the 'Create Tax Billing ID and Payment' screen with a 'Next' button.

- 1 Click **New Transfer**
- 2 Input **Amount**
- 3 Complete the **Transaction Details**
- 4 Click **Next**

09:27 5G 86

← Confirmation X

Amount
IDR 5,000.00

From IDR CIKI
703200873600

Payment Mode Create Tax Billing ID and Payment

Payment Date 24 Jul 2024

NPWP 1091031210910452

Tax Payer Name Kongsu Dua

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

Tax Account Code 411211 - Domestic VAT

Deposit Type 107 - VAT for Delivery of Taxable
Goods from Free Trade Zone

Total Amount IDR 5,000.00

Save As Draft Submit

09:28 5G 86

Submitted For Approval

Transaction Summary
IDR 5,000.00
24 Jul 2024 08:27:57 WIB

Reference No. ITI240724000000199

From IDR CIKI
703200873600

Payment Mode Create Tax Billing ID and Payment

Payment Date 24 Jul 2024

NPWP 1091031210910452

Save To Tax List

Done

1 System will navigate to **Confirmation Page**, Click **Submit**

2 System, will show the **Acknowledgement Page**, Click **Done**

To approve Transaction, go to page

20 Mobile Token

26 Hard Token

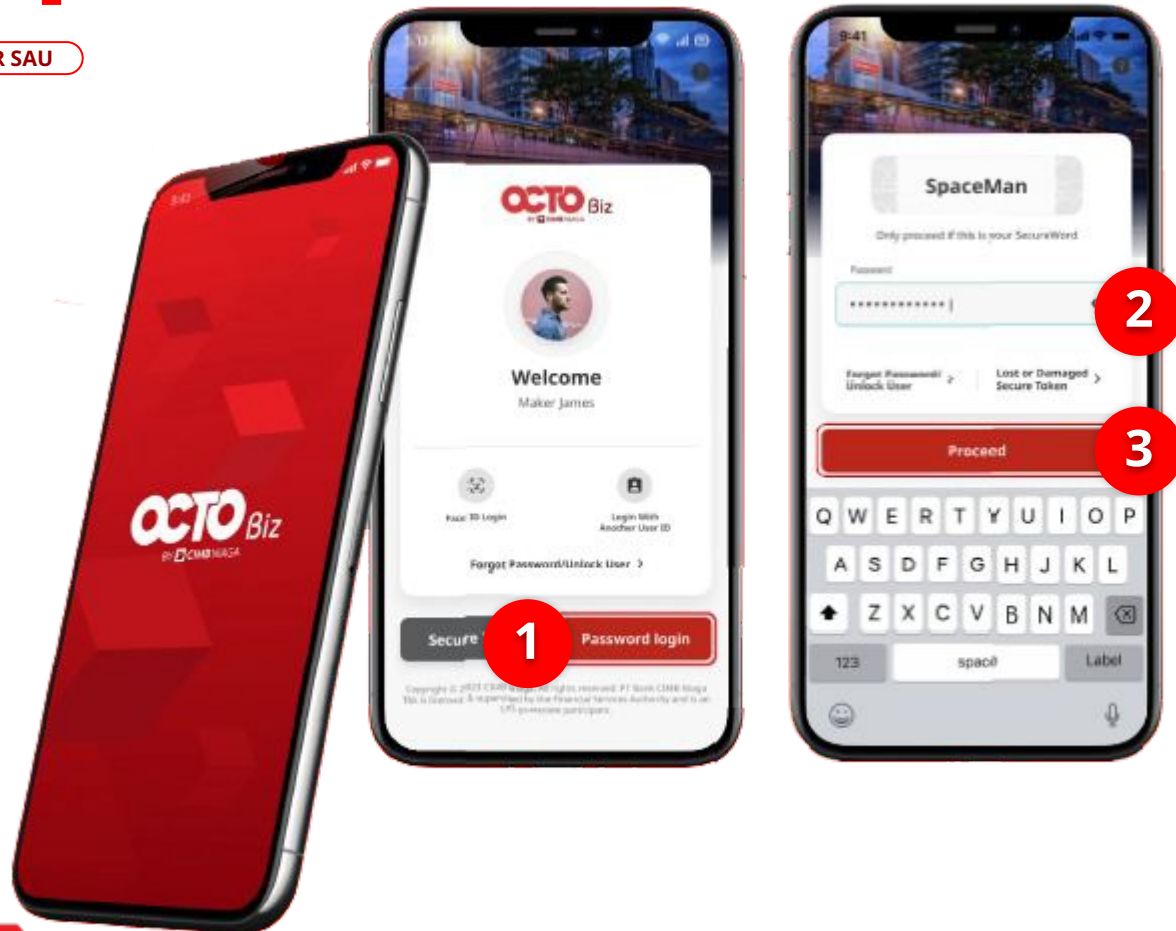


Create Tax Billing ID & Payment

Create Transaction

Maker-Approver Flow

Single-Access User



1 Click **Password Login**

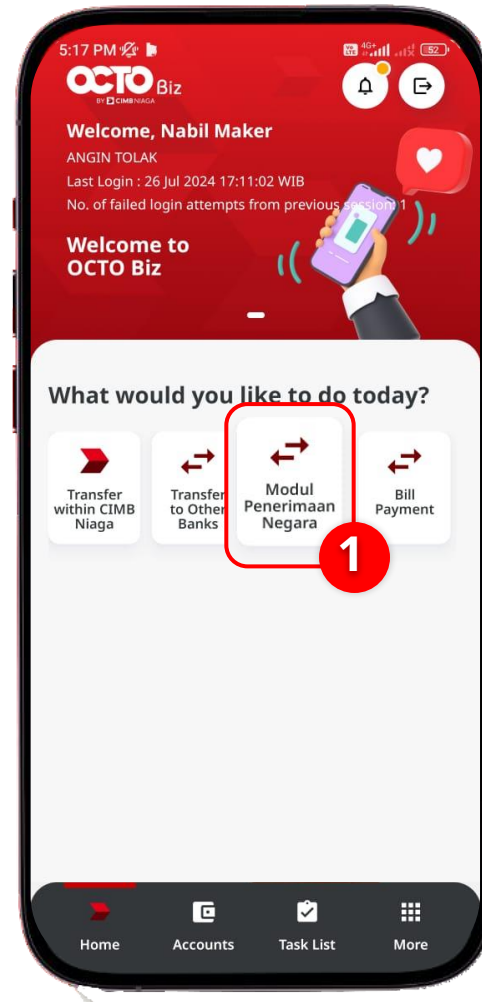
2 Fill the **Password**

3 Click **Proceed**

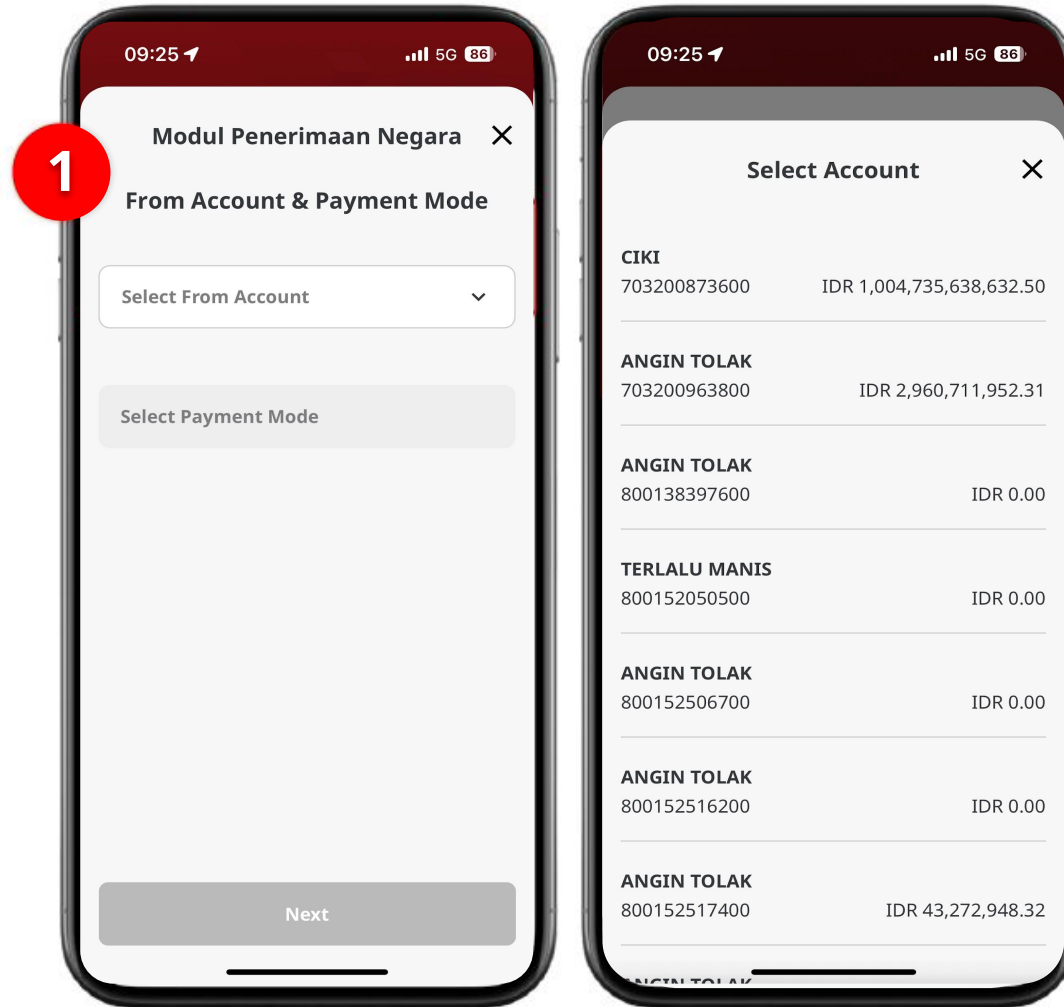
STEP

02

USER SAU

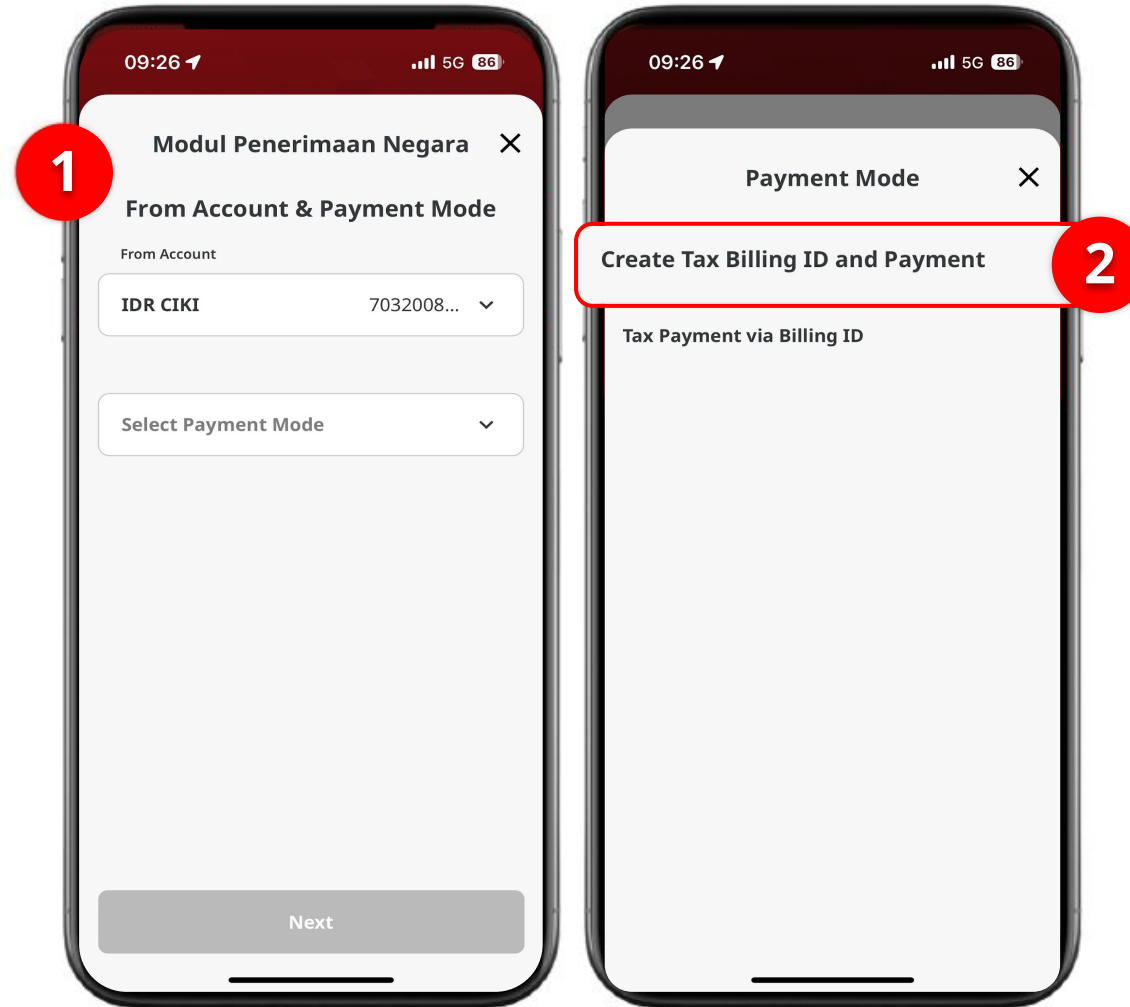


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- 1 Click **New Transfer**
- 2 Input **Amount**
- 3 Complete the **Transaction details**
- 4 Click **Next**

09:27 5G 86

← Confirmation ×

Amount
IDR 5,000.00

From IDR CIKI
703200873600

Payment Mode Create Tax Billing ID and Payment

Payment Date 24 Jul 2024

NPWP 1091031210910452

Tax Payer Name Kongsu Dua

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

Tax Account Code 411211 - Domestic VAT

Deposit Type 107 - VAT for Delivery of Taxable
Goods from Free Trade Zone

Total Amount IDR 5,000.00

Save As Draft **1** Submit

09:54 5G 83

Secure Token (Software) ×

Ⓐ

Approve Transaction

Time Remaining : 59 Second(s)

Company ID ZKCORP

User ID WSAPPROVER2

Date and Time 24 Jul 2024 08:27:57 WIB

Tax Payer Name Kongsu Dua

NPWP 1091031210910452

From Account IDR 703200873600
CIKI

Payment Date 24 Jul 2024

Payment Mode Create Tax Billing ID and Payment

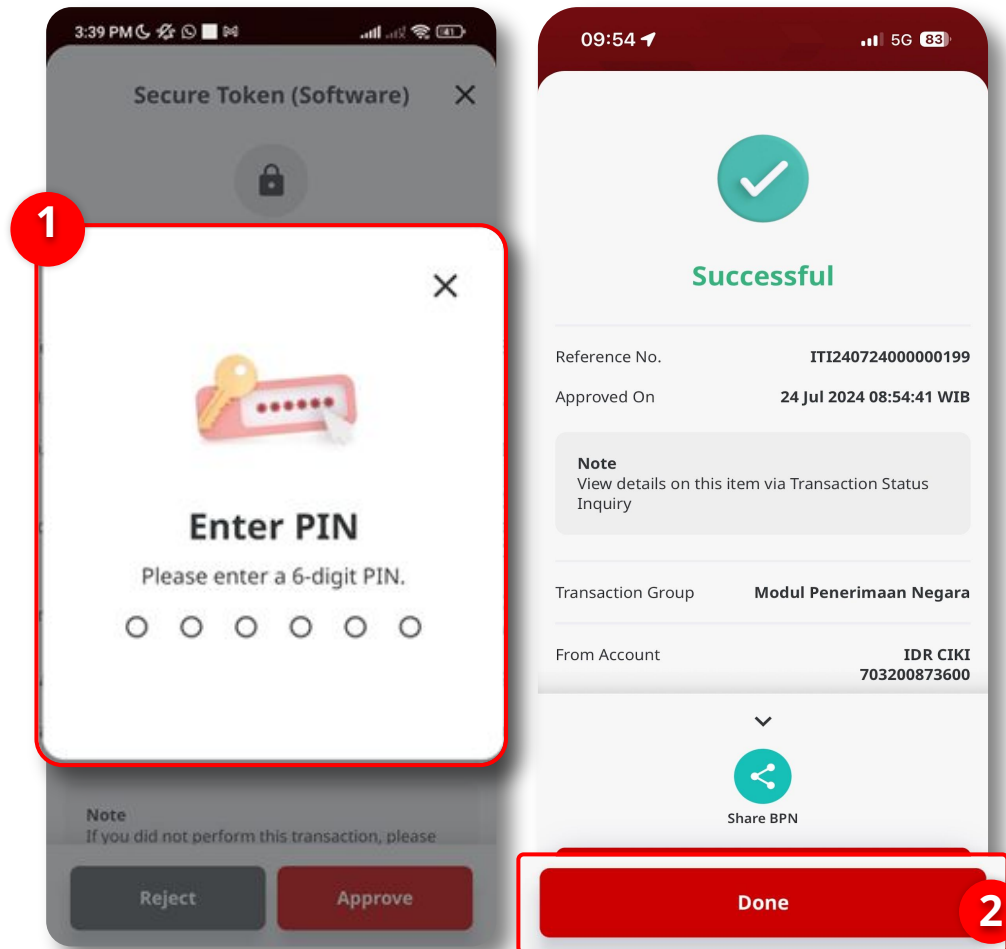
Amount IDR 5,000.00

Note

Reject **2** Approve

1 System will navigate to **Confirmation Page**, Click **Submit**

2 System will show the **Approve Transaction**, Click **Approve**



1

Input **6-Digit Pin**

2

If Transaction Success,
system will show Successful
Page. Click **Done**



**Create Tax Billing ID
& Payment**

Approve Transaction

Mobile Token

Hard Token

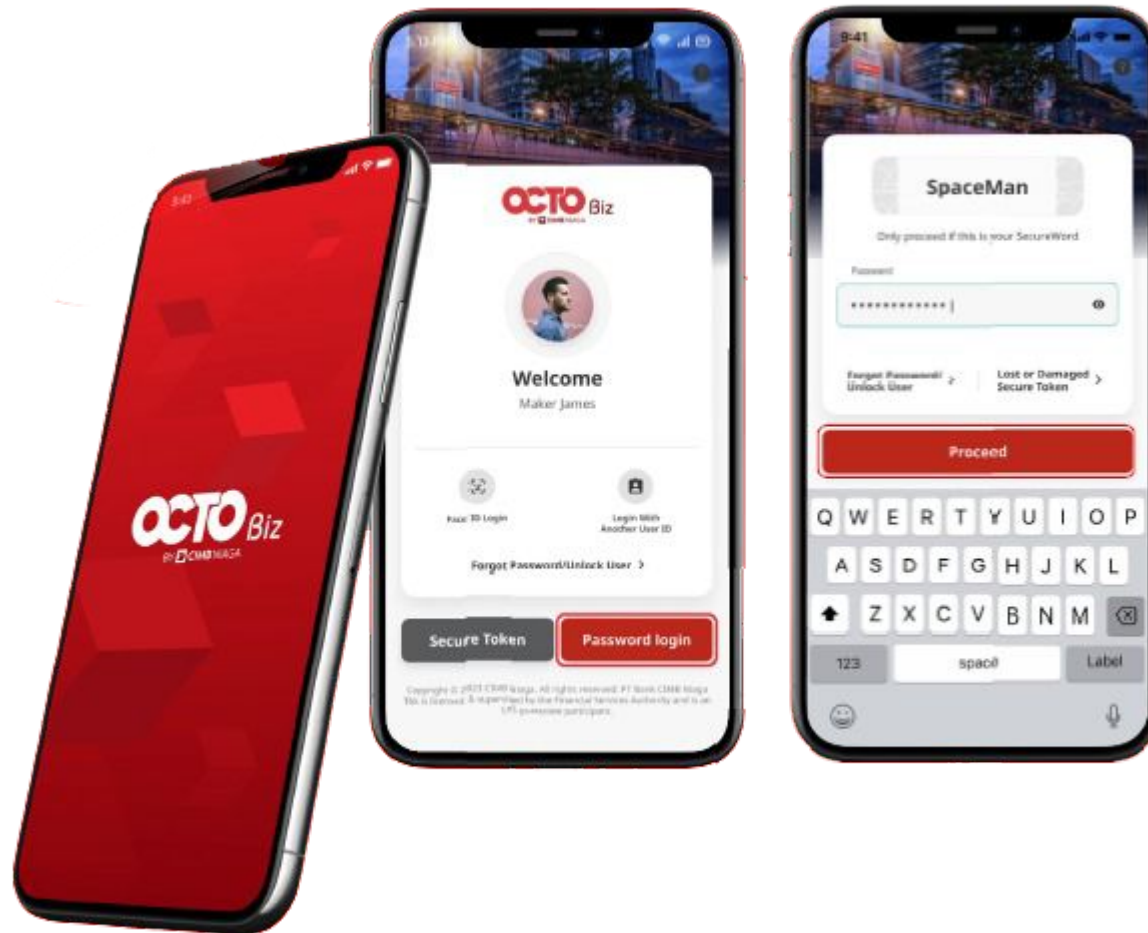


Create Tax Billing ID
& Payment

Approve Transaction

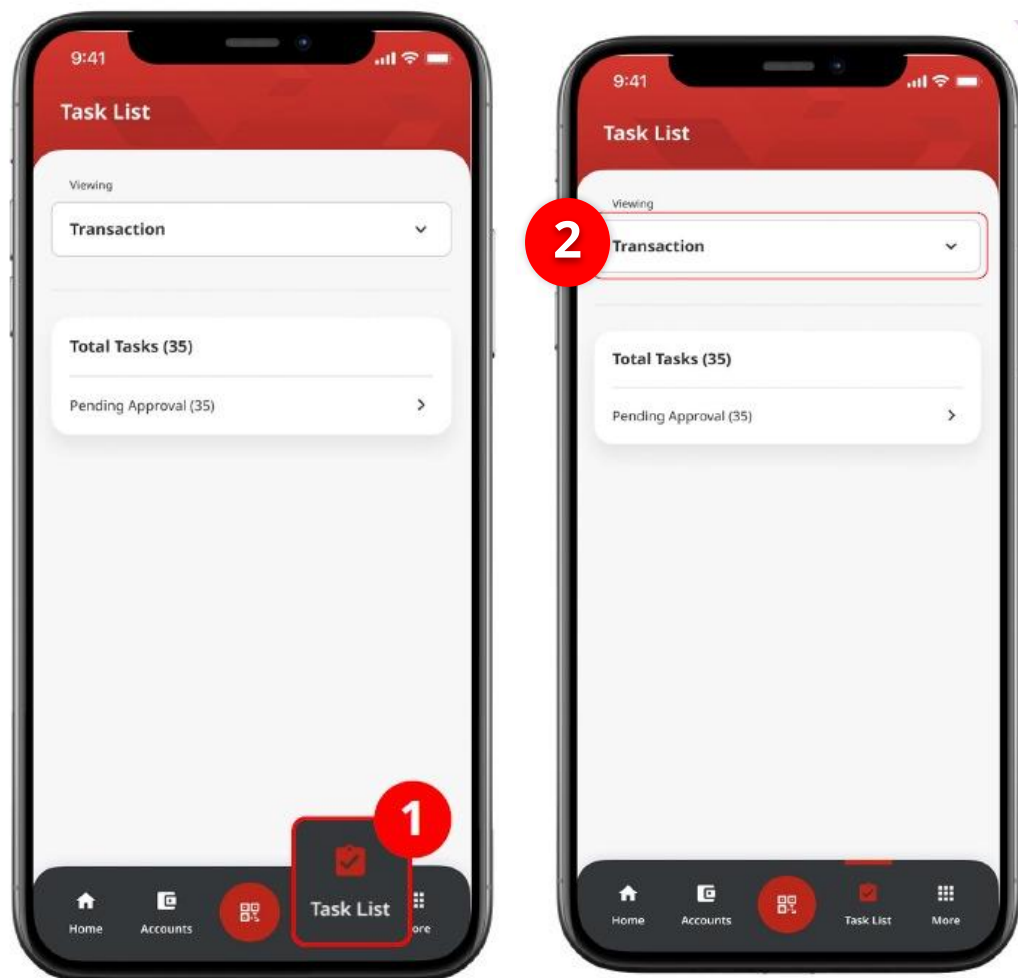
Mobile Token

Approval Process - Mobile Token is used
for users who have **Mobile Token**



Login as **Approver**

- 1 Fill the **Password**
- 2 Click **Proceed**



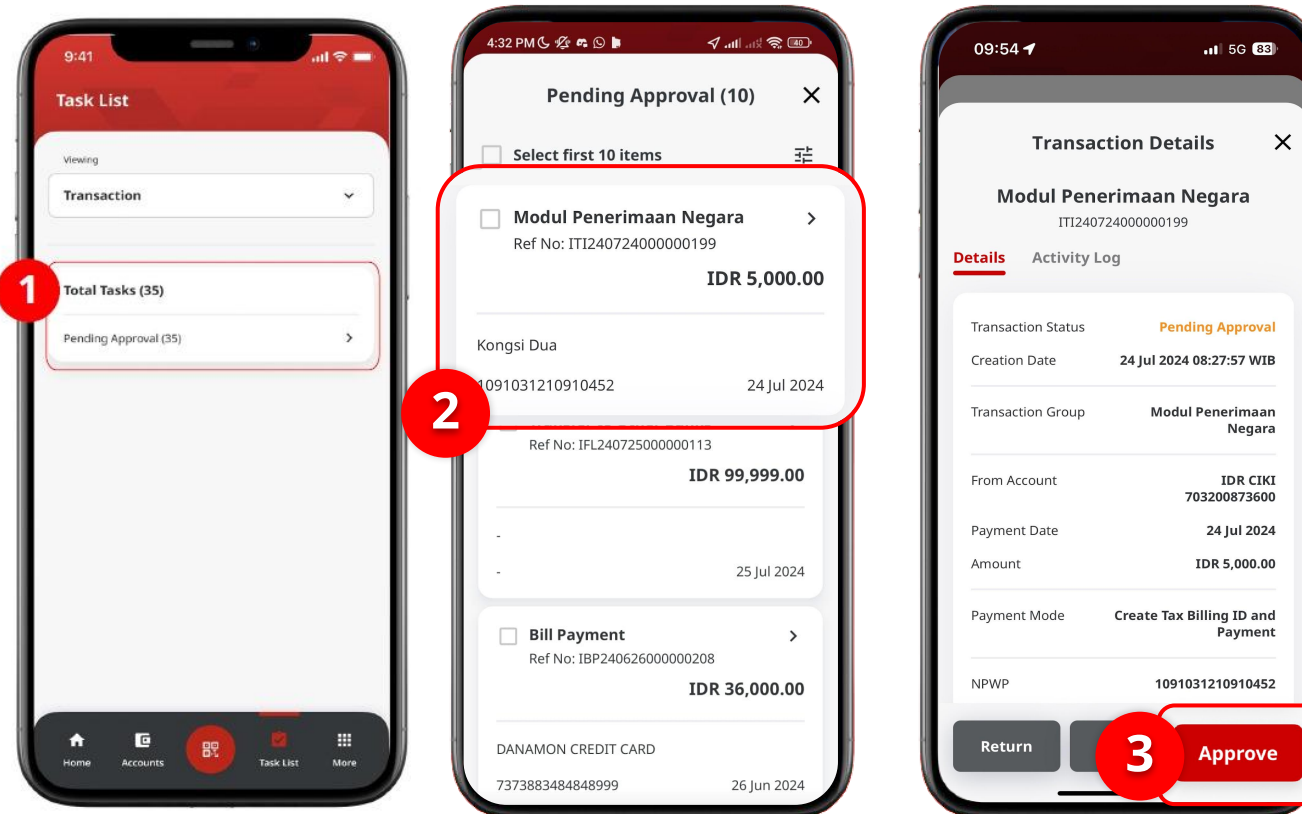
1 Navigate to footer menu, Click **Task List**

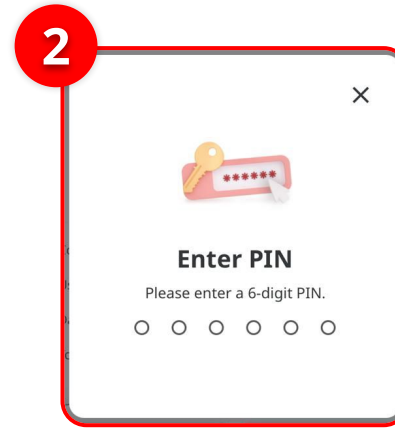
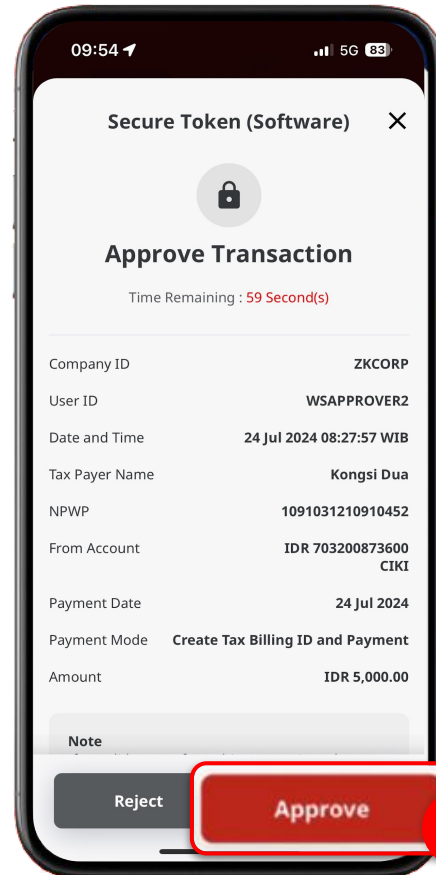
2 Choose **Transaction** as **viewing**

STEP

03

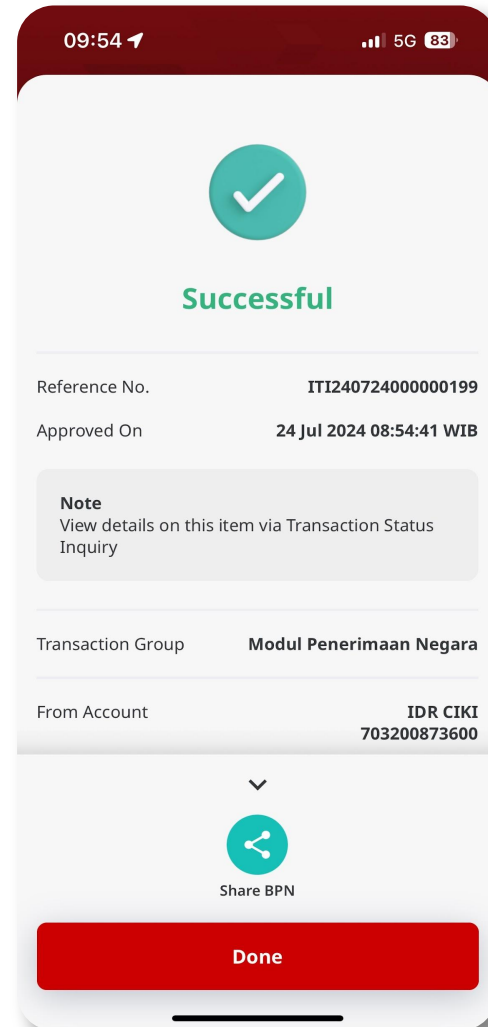
APPROVER

**1** Choose **Pending Approval****2** Choose **Transaction** that needed to Approve**3** Review Transaction, Click **Approve**



1 Click **Approve**

2 Input **6-Digit Pin**



If the transaction is Successful, the system will display the **Acknowledgement page**.

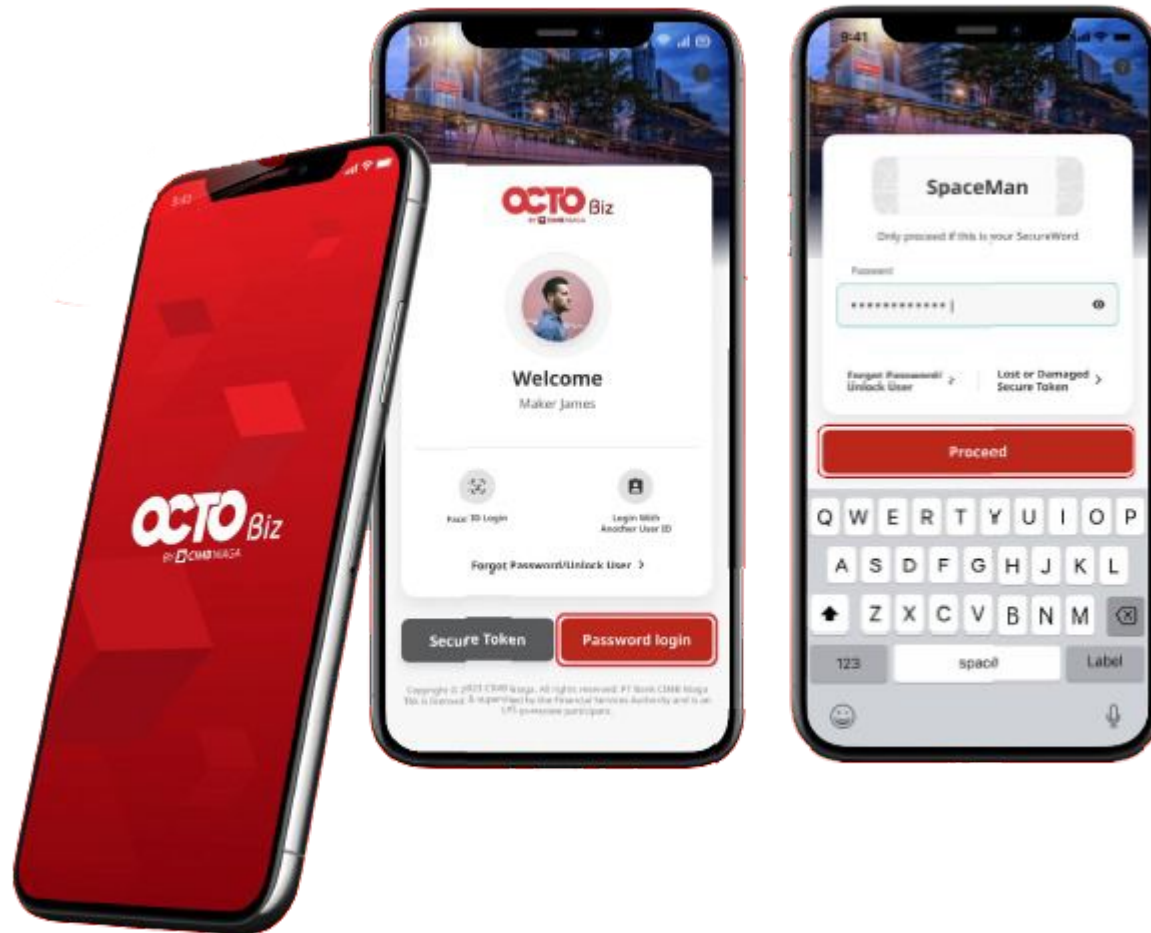


Create Tax Billing ID &
Payment

Approve Transaction

Hard Token

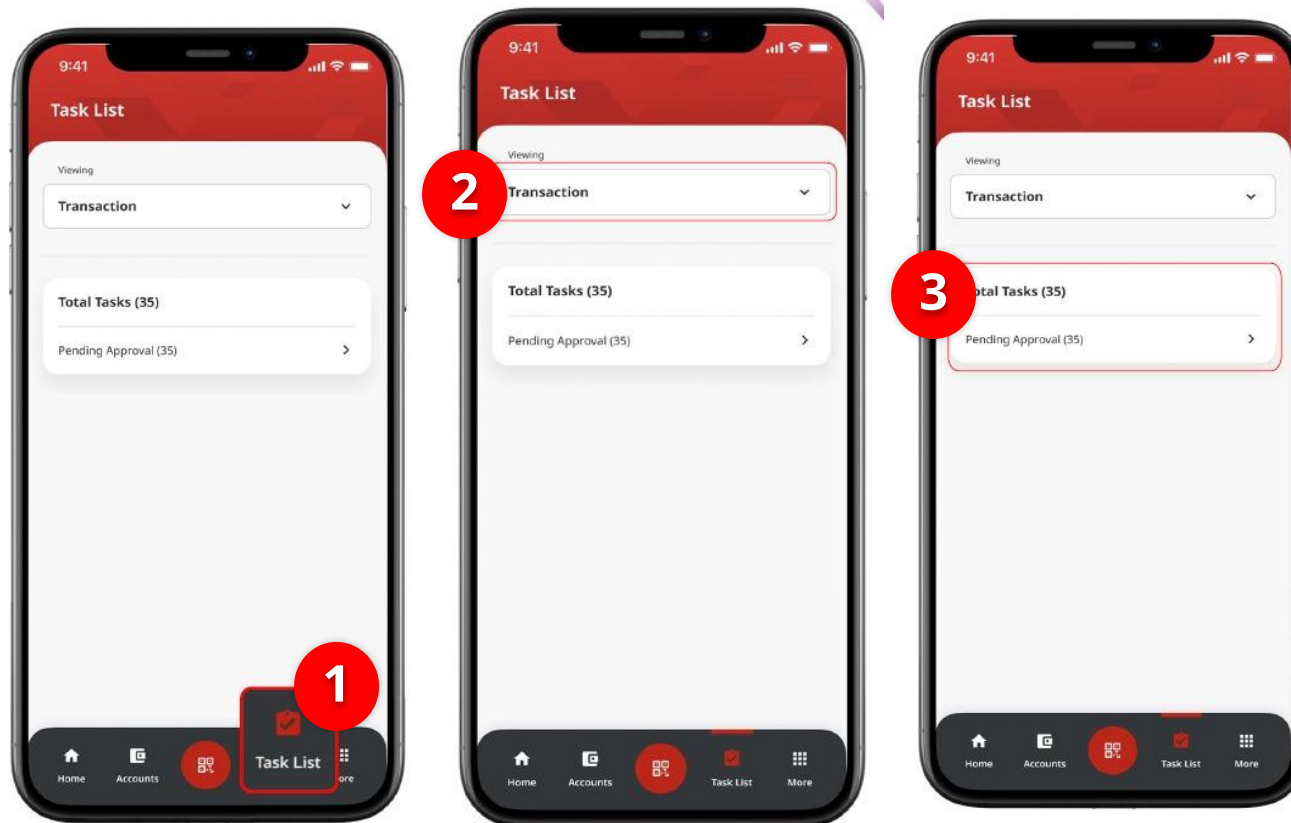
Approval Process - Hard Token is used for
users who have Hard-Token



Login as **Approver**

1 Fill the **Password**

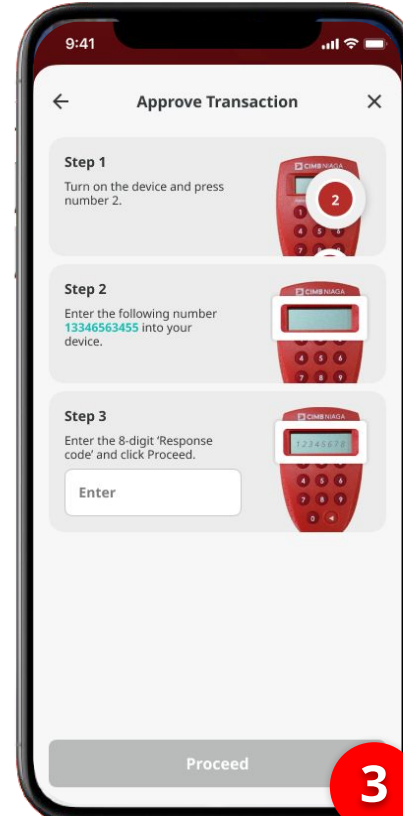
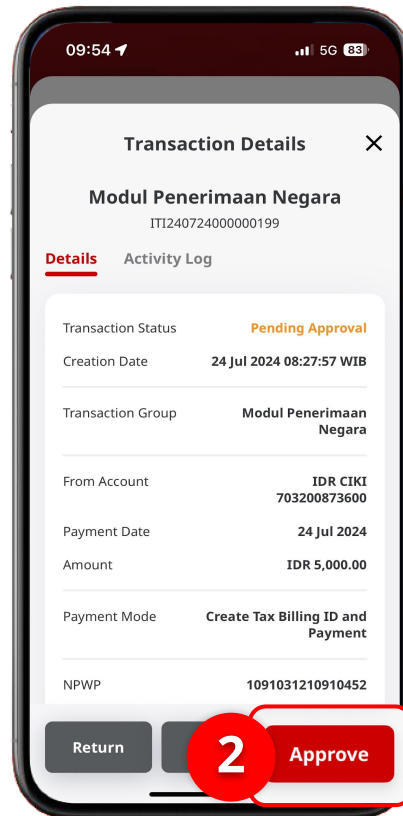
2 Click **Proceed**



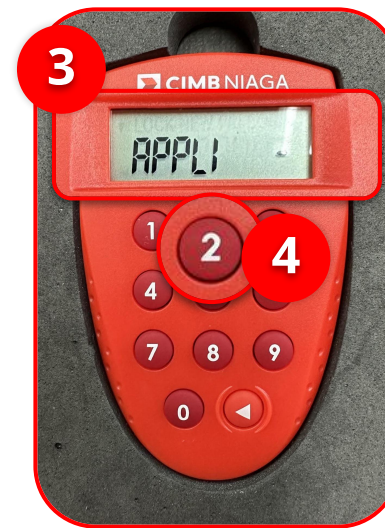
1 Navigate to footer menu, Click **Task List**

2 Choose **Transaction** as Viewing

3 Choose **Pending Approval**



- 1 Choose Transaction that needed to Approve
- 2 Review Transaction, click **Approve**
- 3 System will navigate to **Approve Transaction Page**



- 1 Turn on the Hard Token device by **Clicking Play button**
- 2 Enter the **Secure pin number**
- 3 if the pin is correct, system will show **"APPLI"** on device Screen.
- 4 Click **"2" button** to go to **Transaction Signing Feature**.

Step 2

Enter the following number
13346563455 into your
device.

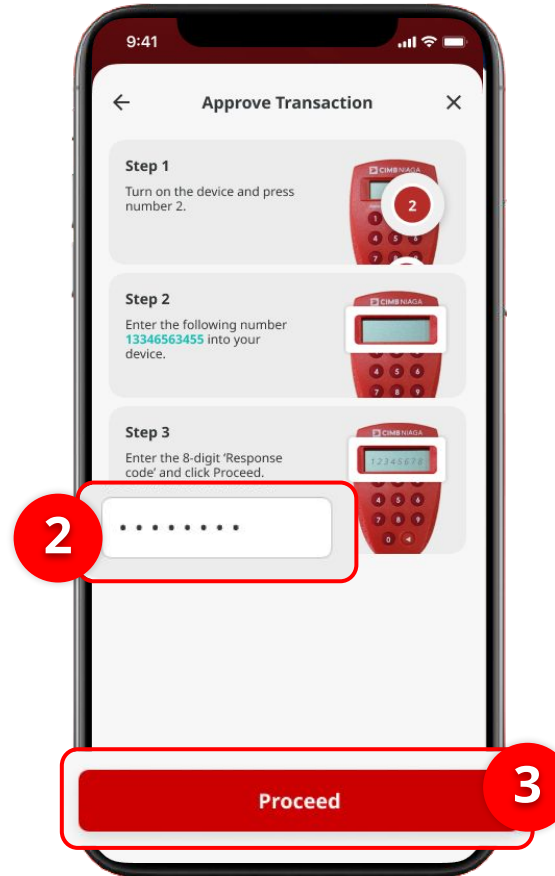


1

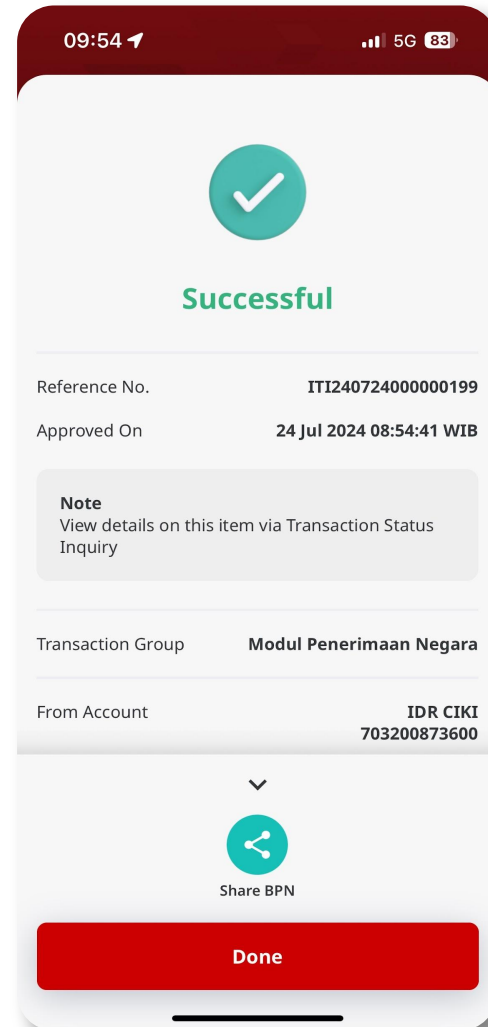
Input the code that show on
the **Pop-up Box website**

2

Click **Play Button**



- 1 Hard-Token device will show the **8-digit Code**
- 2 Input the code to **Approve Transaction Pop up**
- 3 Click **Submit button**



If the transaction is Successful, the system will display the **Acknowledgement page**.



OCTO Biz
BY  **CIMB NIAGA**

