

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 – 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 - Create New Underlying Documents is a feature that used to create new underlying documents and track the Transaction status for all transaction that used the New underlying Documents

Transaction

New Underlying Documents

Create New Underlying Documents

Check Transaction Status

Inquiry & Listing Underlying Documents

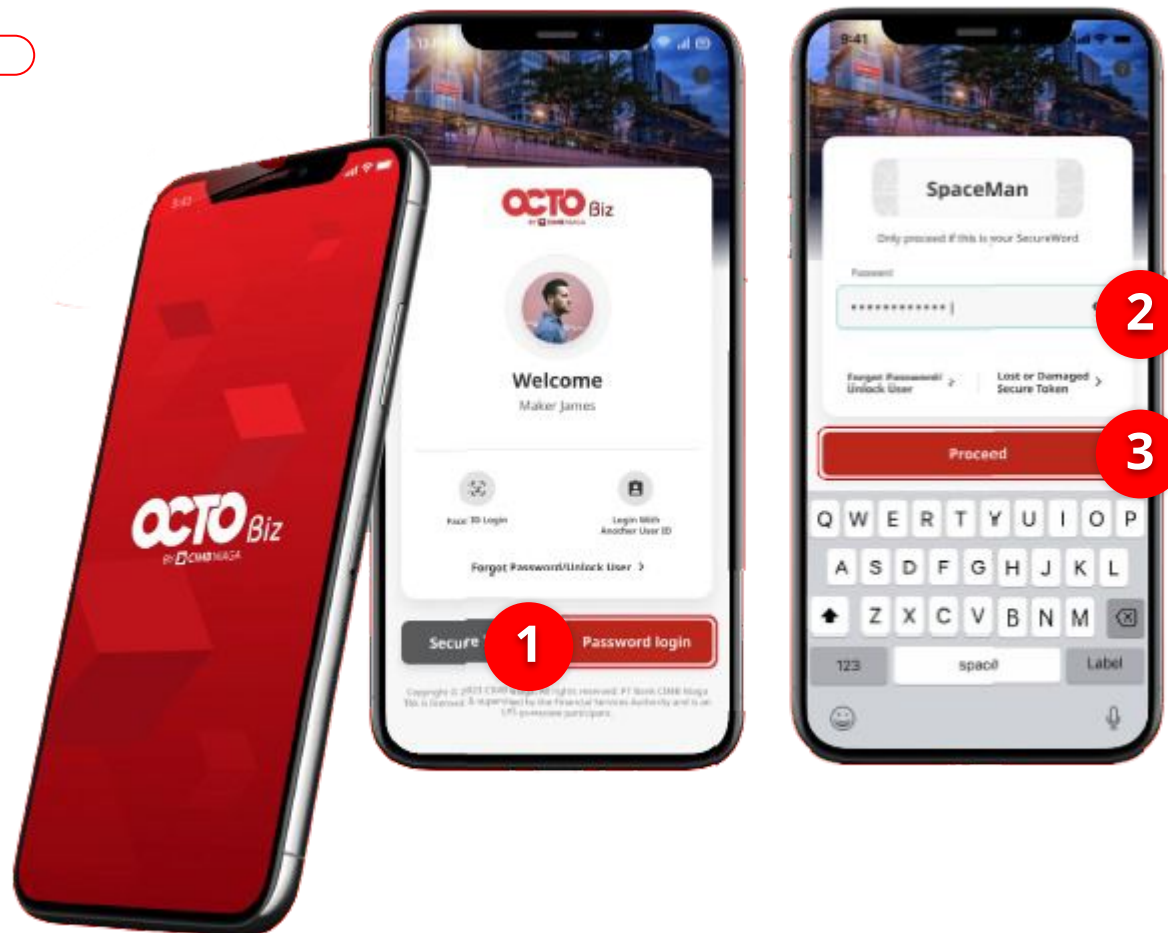
Transaction

New Underlying Documents

Create New Underlying Documents

Check Transaction Status

Inquiry & Listing Underlying Documents



1 Klik **Password Login**

Click Password Login

2 Masukan **Password**

Input Password

3 Klik **Proceed**

Click Proceed

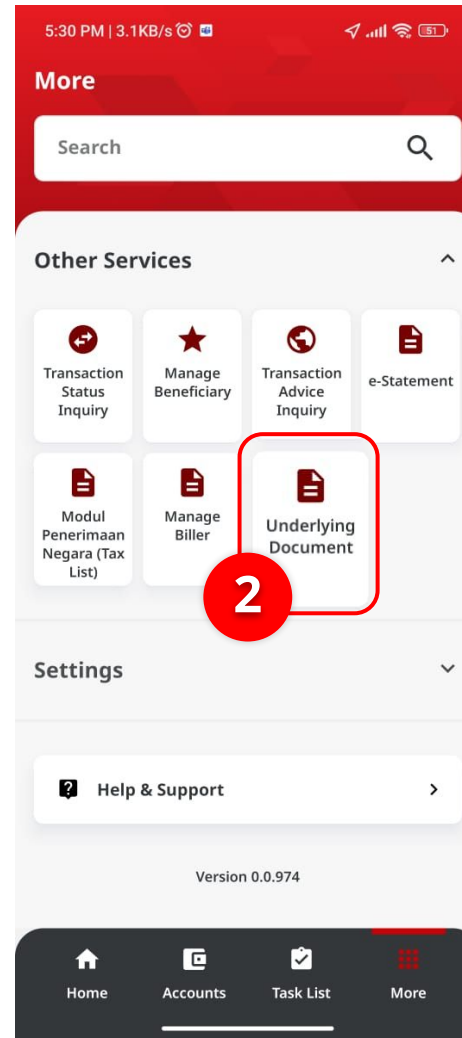
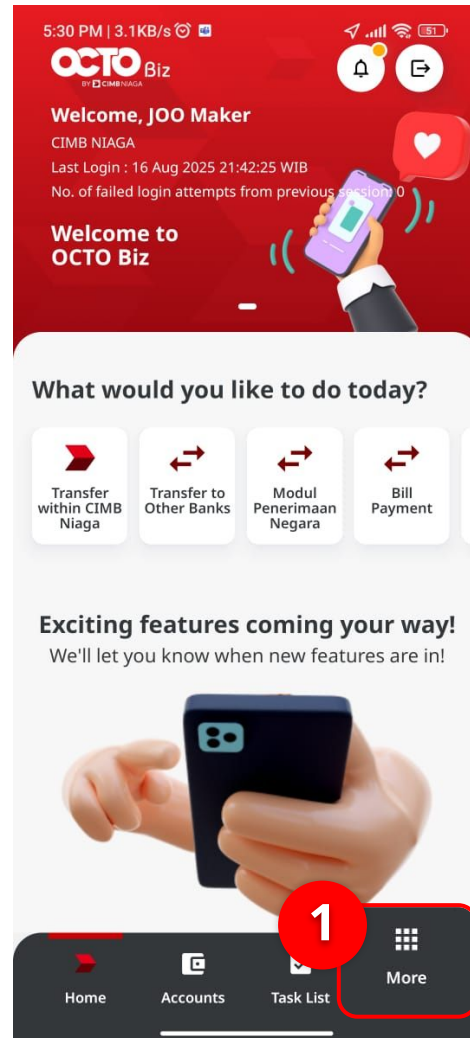
LANGKAH

02

MAKER

Create New Underlying Documents | Create New Underlying Documents

Menu: File Upload > Underlying Documents



1 Klik menu **more**

*Click **More** menu*

2 Pilih **Underlying Documents**

*Choose **Underlying Documents***

Sistem akan menampilkan halaman **Underlying Documents**

System will show the **Underlying Documents** page

- 1 Klik **Upload new Documents**
Click Upload New Documents
- 2 Lengkapi seluruh **bagian mandatory**
Complete all the Mandatory Details
- 3 Masukkan **document date** dan **document expiry date**
Input Document Date and Document Expiry Date
- 4 Pilih dan **upload** dokumen
Choose and Upload Documents
- 5 Klik **Next**
Click 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**

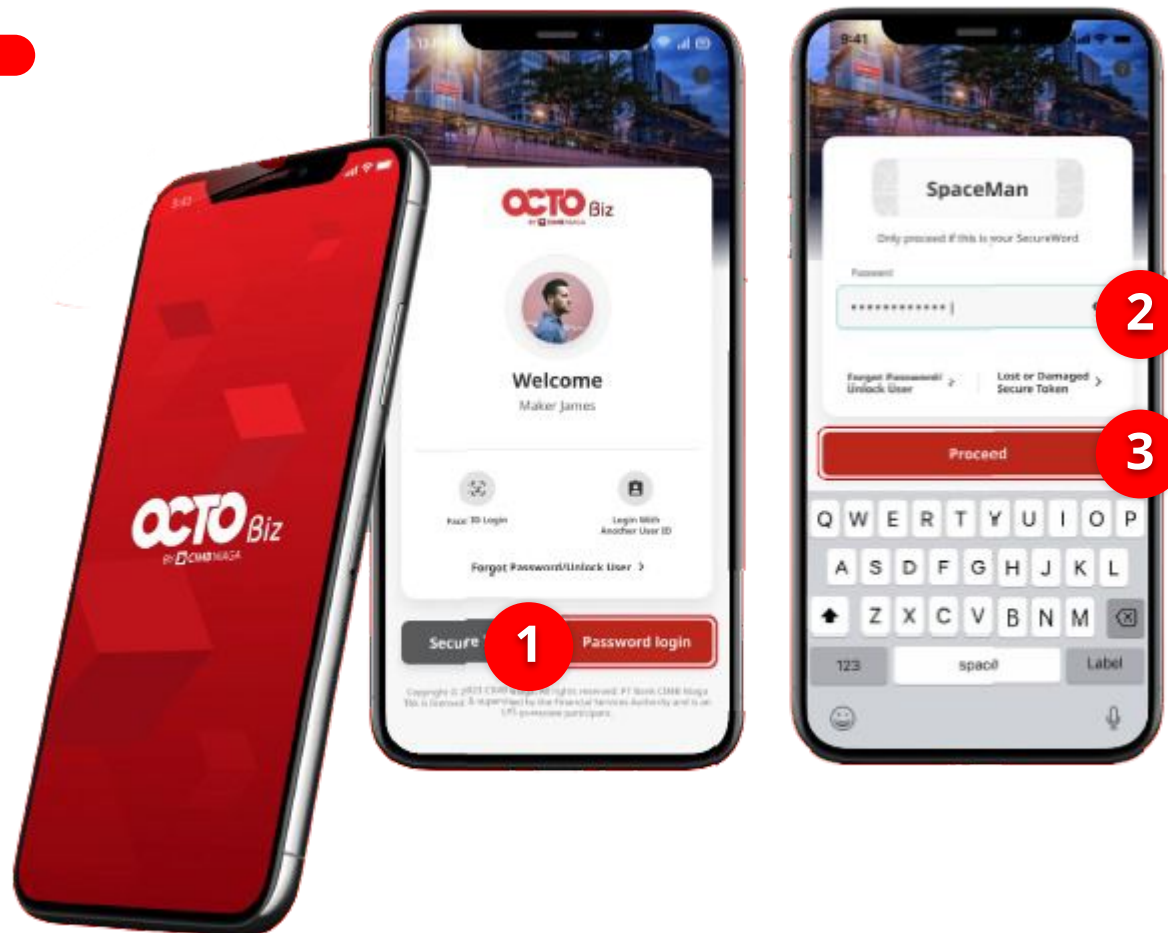
*Read E-Statement, click **Agree & Continue***

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

*System will show the **Confirmation page**. Once ok, click **Submit***

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

*Once submitted, system will show the **Acknowledgement page***



Login sebagai **Approver**

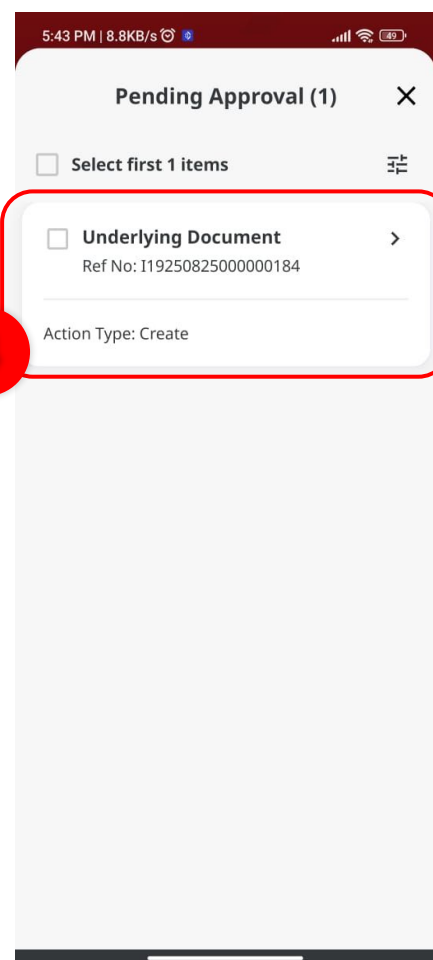
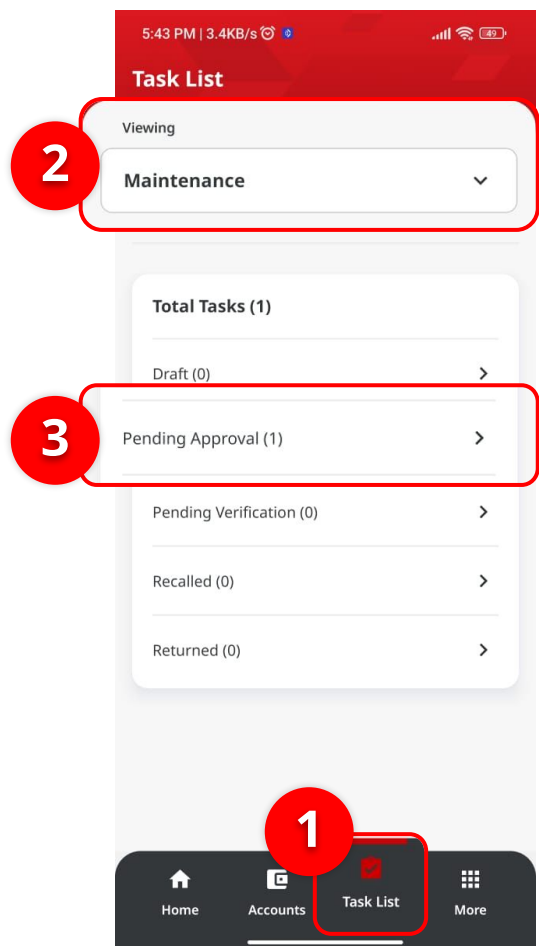
Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



1 Klik **Task list**

Click Task List

2 Pilih **Maintenance** sebagai **viewing**

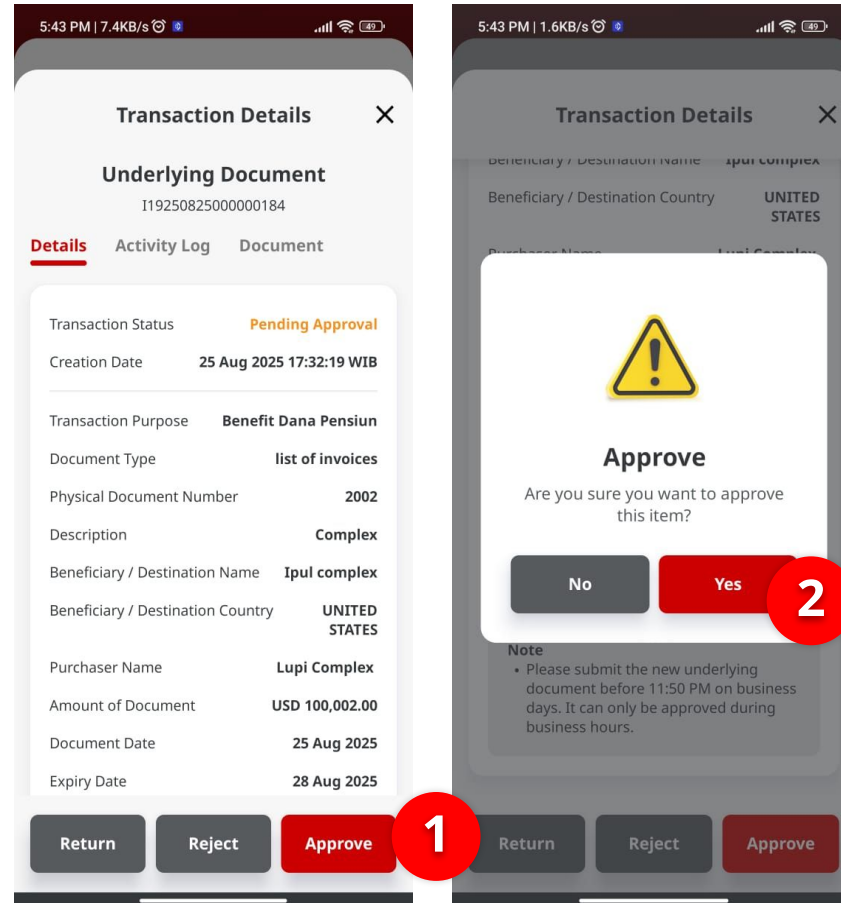
Choose Maintenance as Viewing

3 Klik **Pending Approval**

Click Pending Approval

4 Klik **transaksi** yang akan di **approve**

Choose Transaction



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

Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes

LANGKAH

08

APPROVER

Create New Underlying Documents | Create New Underlying Documents

Menu: File Upload > Underlying Documents

Secure Token (Software)

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)

Enter PIN
Please enter a 6-digit PIN.

Reject Approve

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**

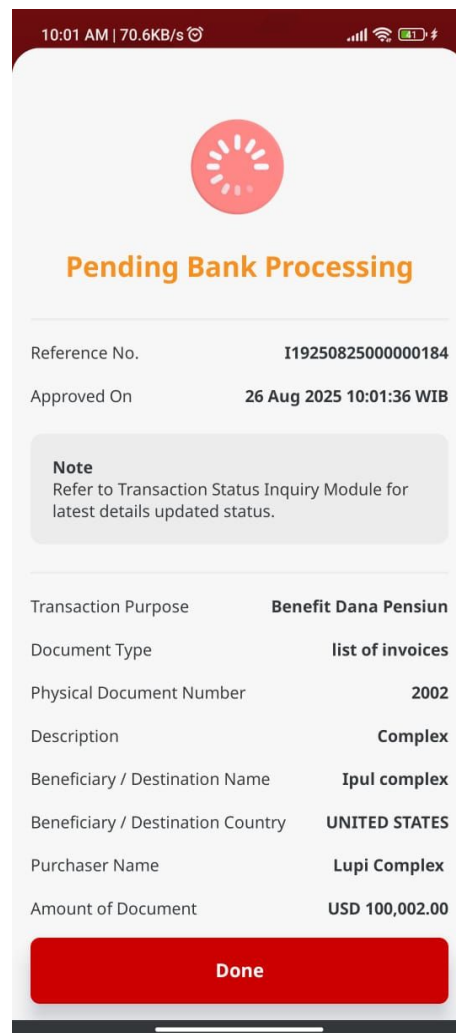
Once Ok, Click **Approve**

2 Masukkan **pin transaksi**

Input **Transaction Pin**

3 Jika berhasil, sistem akan menampilkan **halaman acknowledgement**

Once succeed, system will show the **Acknowledgement** page



Sistem akan menampilkan
Halaman Acknowledgement

*System will show the
Acknowledgement page*

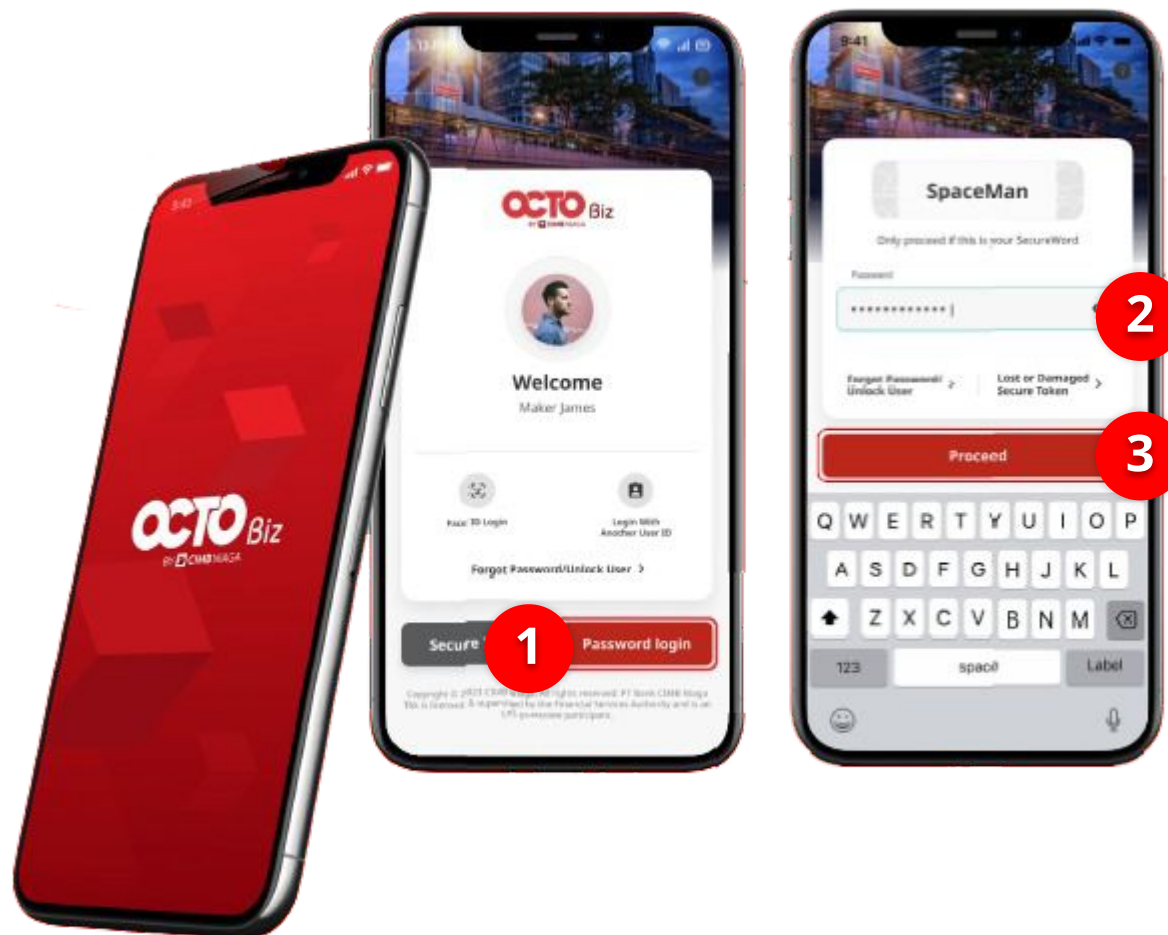
Transaction

New Underlying Documents

Create New Underlying Documents

Check Transaction Status

Inquiry & Listing Underlying Documents



1 Klik **Password Login**

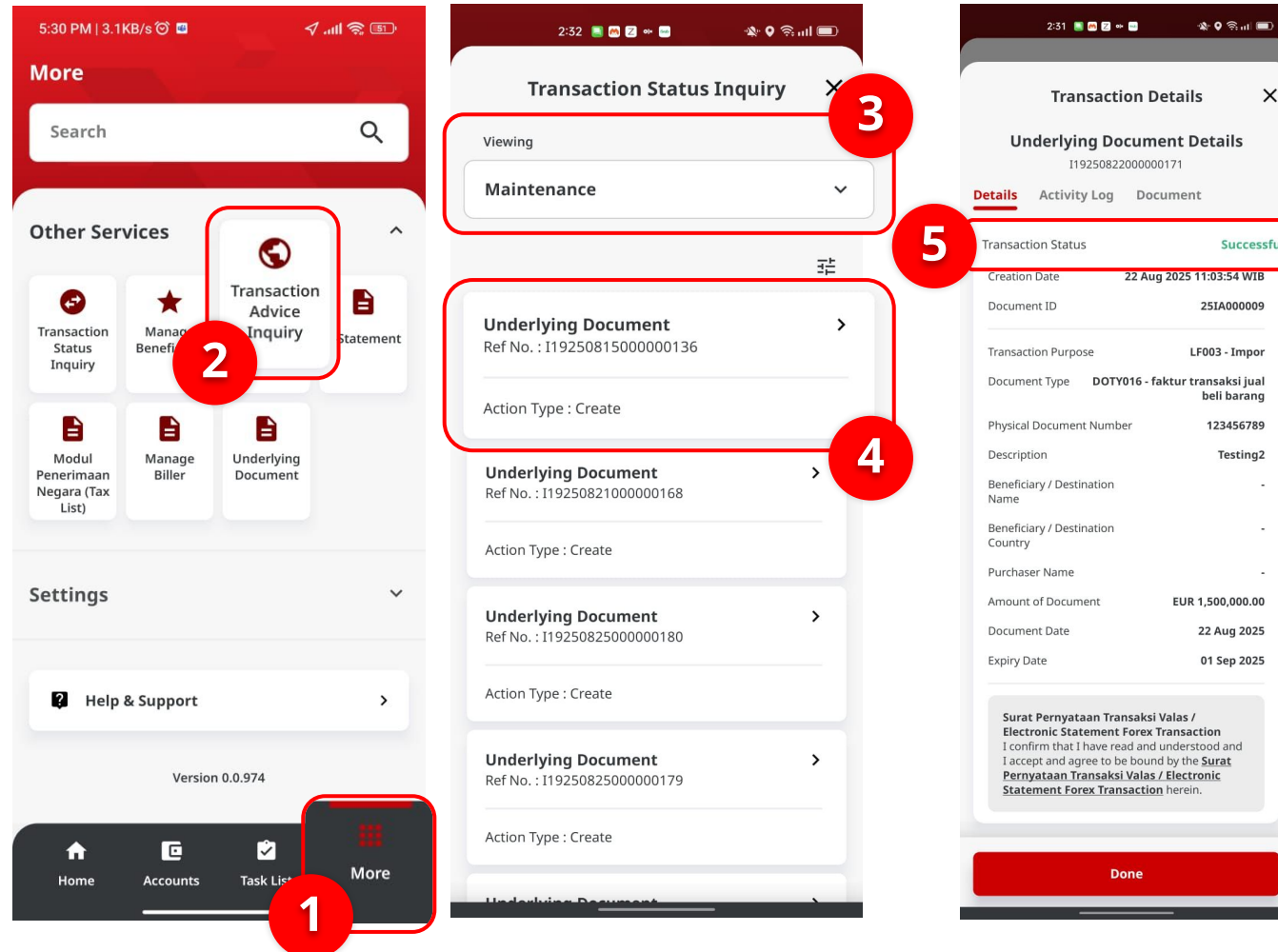
Click Password Login

2 Masukan **Password**

Input Password

3 Klik **Proceed**

Click Proceed



- 1 Klik Menu **More**
*Click **More** Menu*
- 2 Klik **Transaction Status Inquiry**
*Click **Transaction Status Inquiry***
- 3 Pilih **Maintenance** sebagai **viewing**
*Choose **Maintenance** as **Viewing***
- 4 Pilih **transaksi** yang diinginkan
*Choose **Transaction***
- 5 Sistem akan menampilkan **detail transaksi** dan **statusnya**
*System will show the **Transaction Detail** and its **Status***

Transaction

New Underlying Documents

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1 Klik **Password Login**

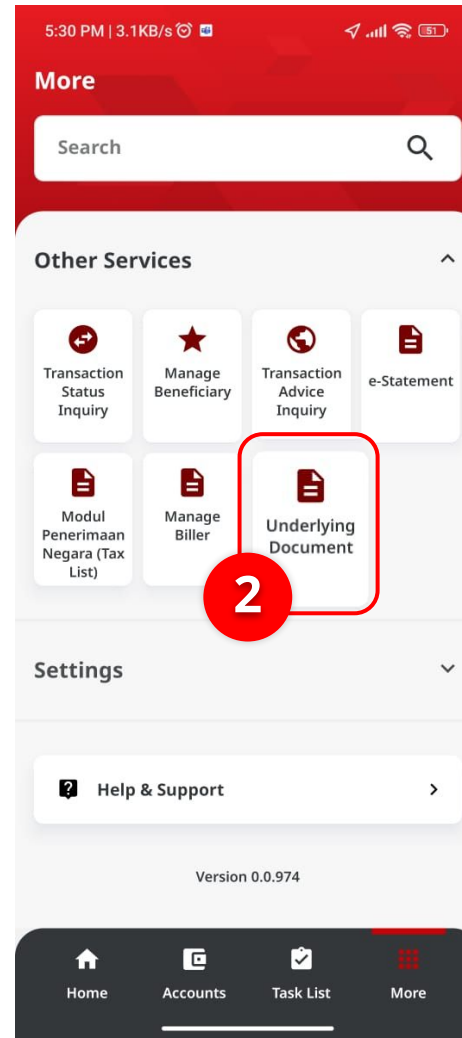
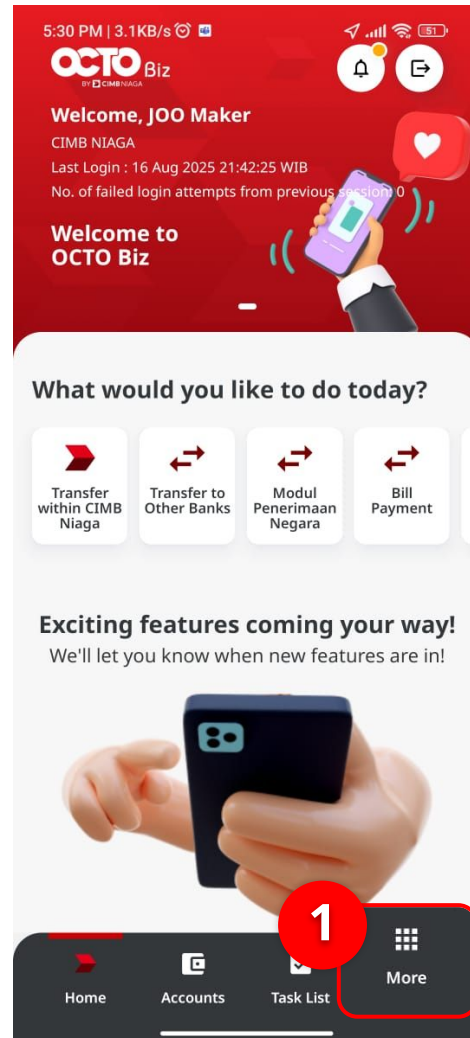
Click Password Login

2 Masukan **Password**

Input Password

3 Klik **Proceed**

Click Proceed

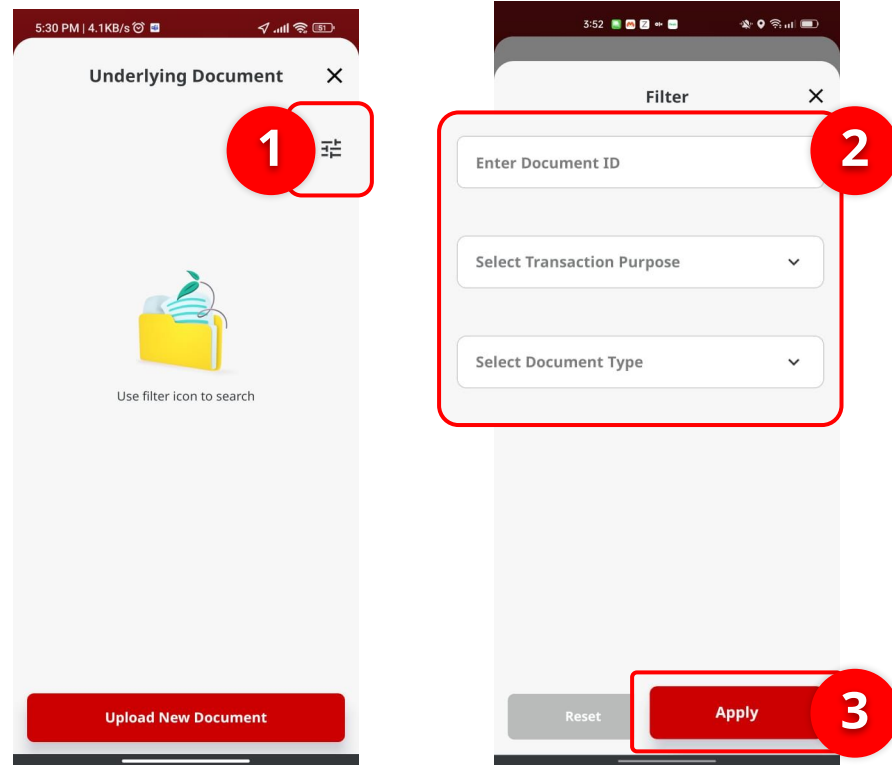


1 Klik menu **more**

*Click **More** menu*

2 Pilih **Underlying Documents**

*Choose **Underlying Documents***



Sistem akan menampilkan halaman **Underlying Documents**

System will show the **Underlying Documents** page

1 Klik **Filter**

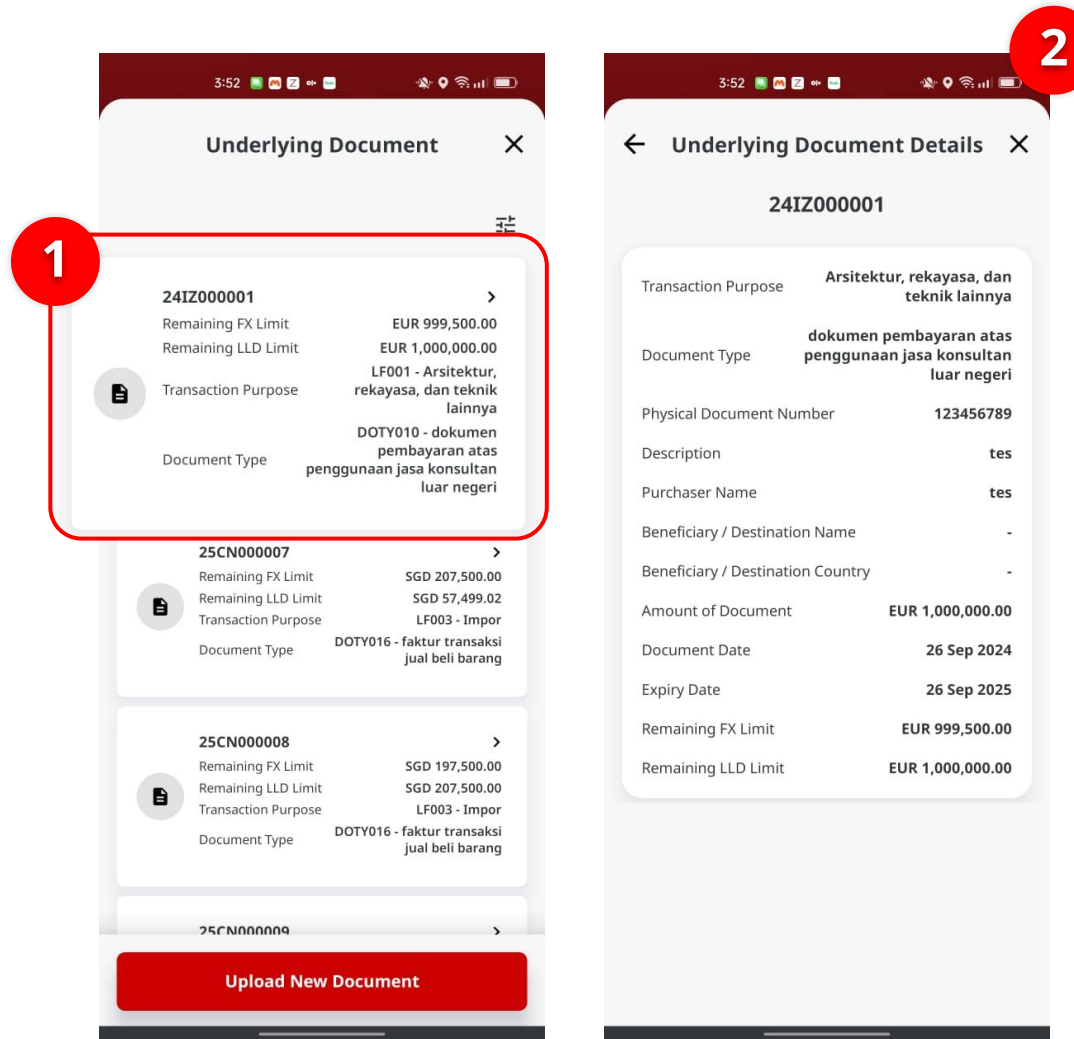
Click **Filter**

2 Lengkapi seluruh **Detail Filter**

Complete all the **Filter Details**

3 Klik **Apply**

Click **Apply**



Sistem akan menampilkan ***Listing***

System will show the Listing

1 Klik **transaksi** yang dituju

Click Transaction

2 Sistem akan menampilkan ***detail underlying documents***

System will show the Underlying Documents Detail



OCTO Biz
BY  **CIMB NIAGA**

