

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

Website

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 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

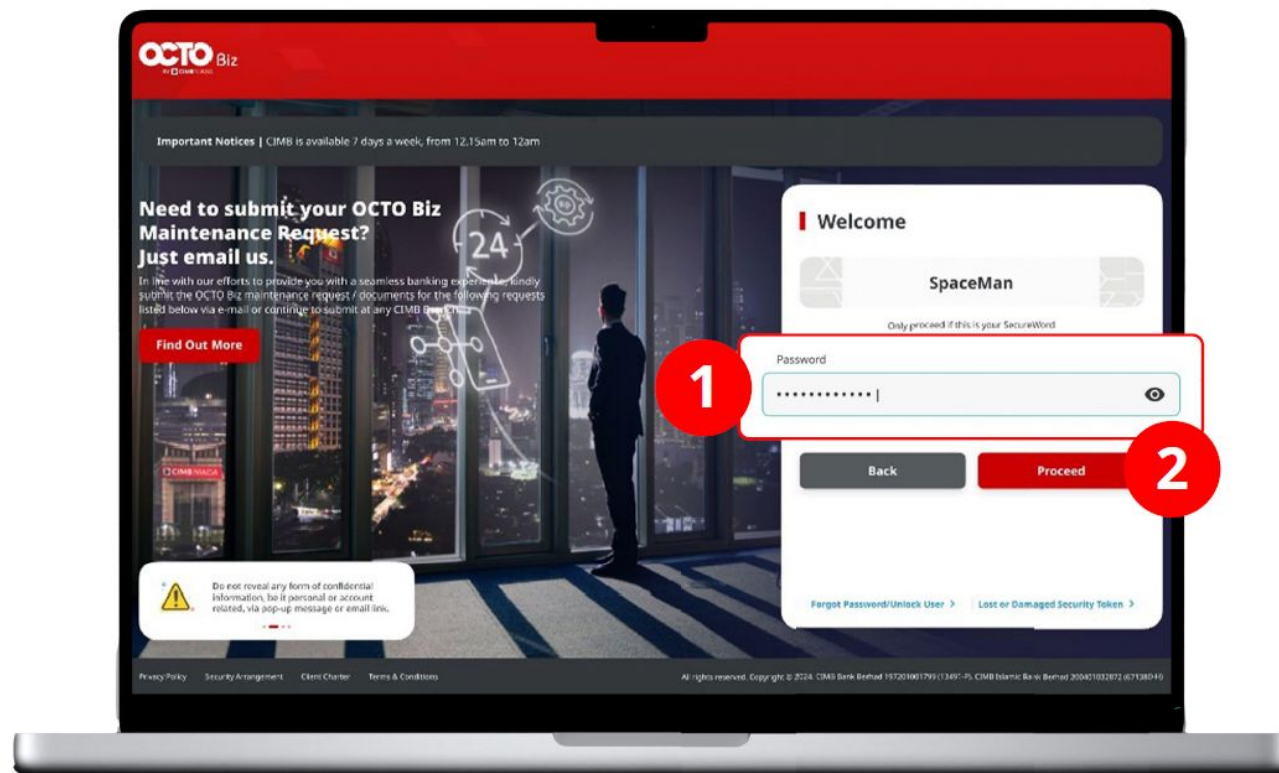
Visit OCTO Biz website:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**

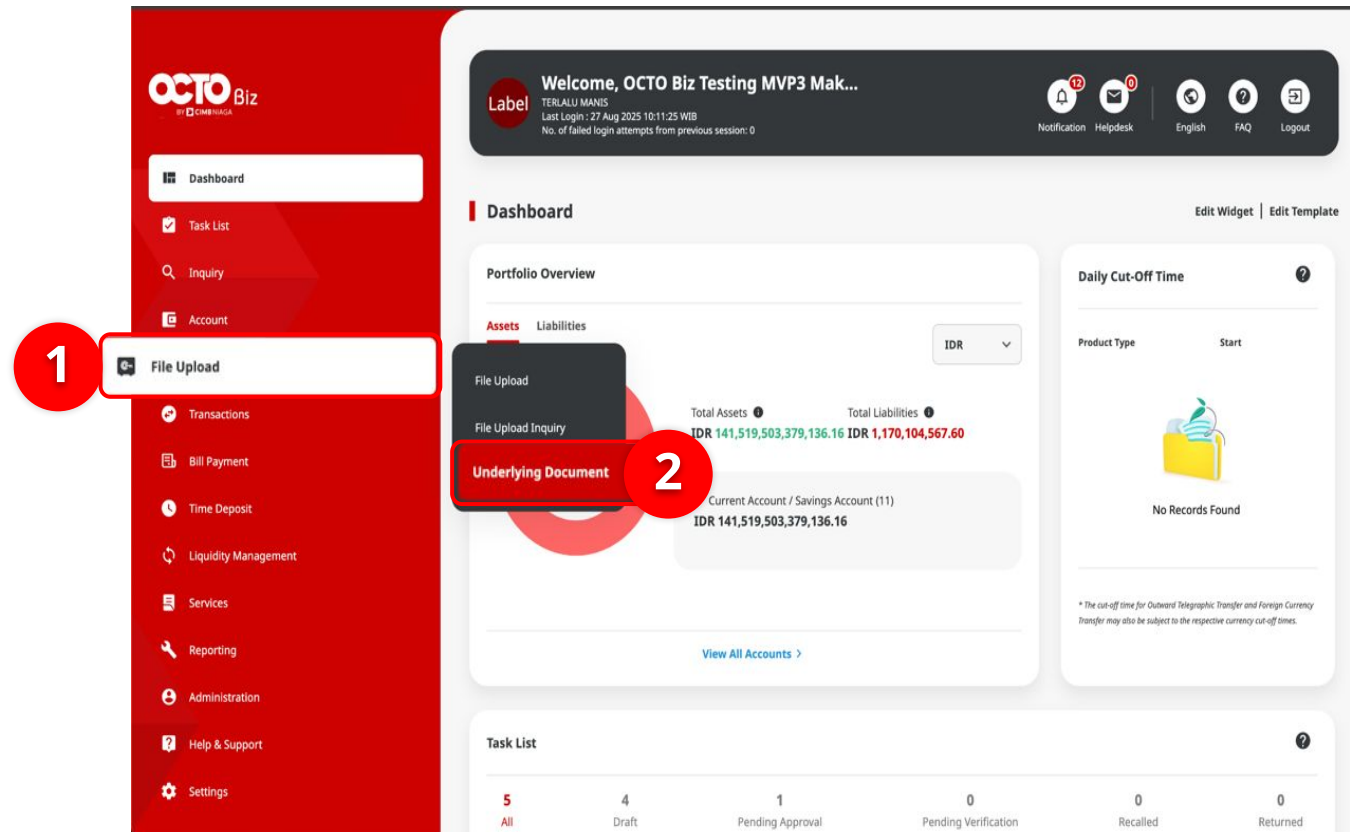


1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman **Dashboard**

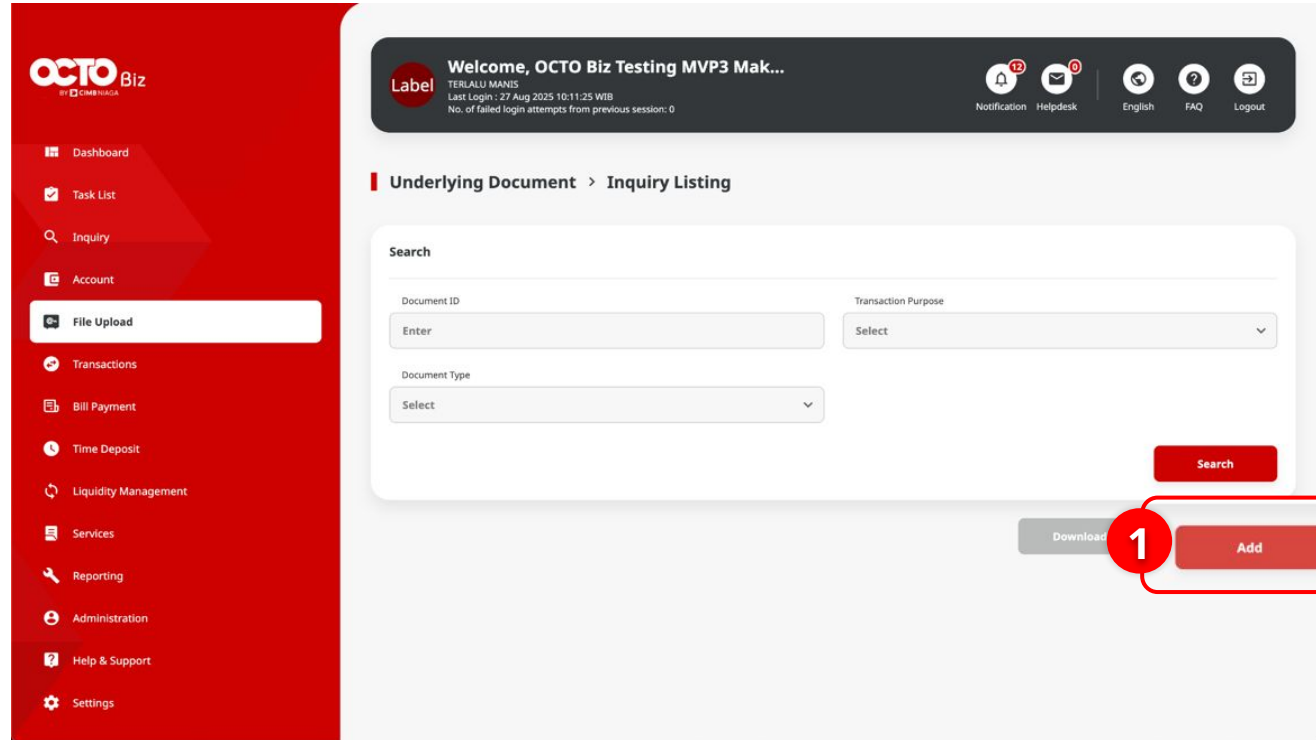
System will show the **Dashboard** page

1 Arahkan kursor ke **File Upload**

Navigate to **File Upload**

2 Klik **Underlying Documents**

Click **Underlying Documents**



Sistem akan menampilkan halaman ***Underlying Documents > Inquiry & listing***

System will show the Underlying Documents > Inquiry & Listing page

1 Klik **Add**

Click Add

LANGKAH

05

MAKER

Create New Underlying Documents | Create New Underlying Documents

Menu: File Upload > Underlying Documents

Sistem akan menampilkan halaman
Underlying Documents

System will show ***Underlying Documents*** page

1 Lengkapi seluruh bagian ***mandatory***

*Complete all **Mandatory** fields*

2 Pilih dan ***upload file underlying documents***

*Choose and Upload **New Underlying Documents** file*

3 Centang bagian ***deklarasi***

*Tick on **Declaration***

4 Jika sudah sesuai, Klik ***Proceed***

*Once ok, Click **Proceed***

OCTO Biz

Dashboard

Task List

Inquiry

Account

File Upload

Transactions

Bill Payment

Time Deposit

Liquidity Management

Services

Reporting

Administration

Help & Support

Settings

Settings

Welcome, OCTO Biz Testing MVP3 Mak...

Notification

Helpdesk

English

FAQ

Logout

Underlying Document > Review Details

Underlying Information

Transaction Purpose

LP081 - Benefit Asuransi Jiwa

Document Type

DDTV917 - faktur transaksi jual beli jasa

Physical Document Number

HANA123

Description

Testing

Beneficiary/Destination Name

Testing

Beneficiary/Destination Country

US - UNITED STATES

Purchaser Name

Testing

Transaction Currency

USD - US Dollar

Amount of Document

2,000,000.00

Document Date

28 Aug 2025

Expiry Date

31 Aug 2025

Upload Document

File Name	Uploaded Date	Size	Created By	Action
image.jpg	28 Aug 2025	27.01KB	MAKER-OCTO Biz Testing MVP3 Maker	Download

☒ Surat Pernyataan Transaksi Valas / Electronic Statement Forex Transaction *

Berkenaan dengan transaksi yang Nasabah lakukan yaitu pembelian valuta asing terhadap Rupiah melalui transaksi Spot di atas Threshold dan menunjuk Peraturan Bank Indonesia Nomor 18/19/2016 tentang Transaksi Valuta Asing Terhadap Rupiah Antara Bank dengan Pihak Domestic atau Pihak Asing beserta perubahannya ("Peraturan"), dengan ini Nasabah menyatakan bahwa:

With regard to the Client's transactions which is purchasing foreign currency against the Rupiah through Spot transaction and referring to Bank Indonesia's Regulation Number 18/19/2016 about the Transaction of Foreign Exchange against the Rupiah between the Bank and a foreign as well as its amendments ("Regulation"), hereby the Client declares that:

- Nasabah bertanggung jawab terhadap keaslian dan kebenaran dokumen Underlying transaksi, dan secara keseluruhan tidak melakukan pembelian valuta asing terhadap Rupiah melalui transaksi Spot melebihi nilai nominal Underlying transaksi dalam sistem perbankan di Indonesia.
- The Client is responsible for the authenticity and validity of the Underlying documents of transactions, and overall does not purchase foreign currency against Rupiah through Spot transaction exceeding than the amount of the Underlying transaction in the banking system of Indonesia.
- Dokumen Underlying belum pernah digunakan sebagai Underlying transaksi jual beli valuta asing kepada pihak ketiga selain PT Bank CIMB Niaga Tbk (selanjutnya disebut Bank).
- Underlying documents have never been used for Underlying transactions of buying and selling foreign exchange to a third party other than PT Bank CIMB Niaga Tbk (hereinafter referred to as "Bank").
- Nasabah akan selalu tunduk terhadap Peraturan serta ketentuan perundang-undangan yang berlaku di Indonesia.
- The Client will always be subject to Regulations and the provisions of the laws that are in effect in Indonesia.
- Seluruh informasi dalam Surat Pernyataan ini benar dan dapat dipertanggungjawabkan oleh Nasabah.
- All information in the Statement Letter are true and verifiable by the Client.
- Dalam hal di kemudian hari ditemukan hal-hal yang tidak sesuai dengan isi Surat Pernyataan ini, segala akibat hukum yang timbul akan menjadi tanggung jawab Nasabah sepenuhnya dan Nasabah dengan ini membebaskan Bank dari segala bentuk tanggung jawab atas segala tuntutan, kewajiban, biaya dan kerugian yang mungkin timbul dikemudian hari dari manapun sebagai akibat ketidaksesuaian/ketidakbenaran pernyataan ini dan/atau informasi tersebut di atas.
- In the case that in a later time it is discovered that there are things which are not in accordance with the contents of this statement, all legal consequences incurred will be the responsibility of the Client and the Client hereby releases the Bank from any kind of responsibilities against all lawsuits, obligations, costs and losses that can arise in the future from anywhere as a consequence of a mismatch / untruth of the statement and / or information mentioned above.

Note

Please submit the new underlying document before 11:50 PM on business days. It can only be approved during business hours.

Back

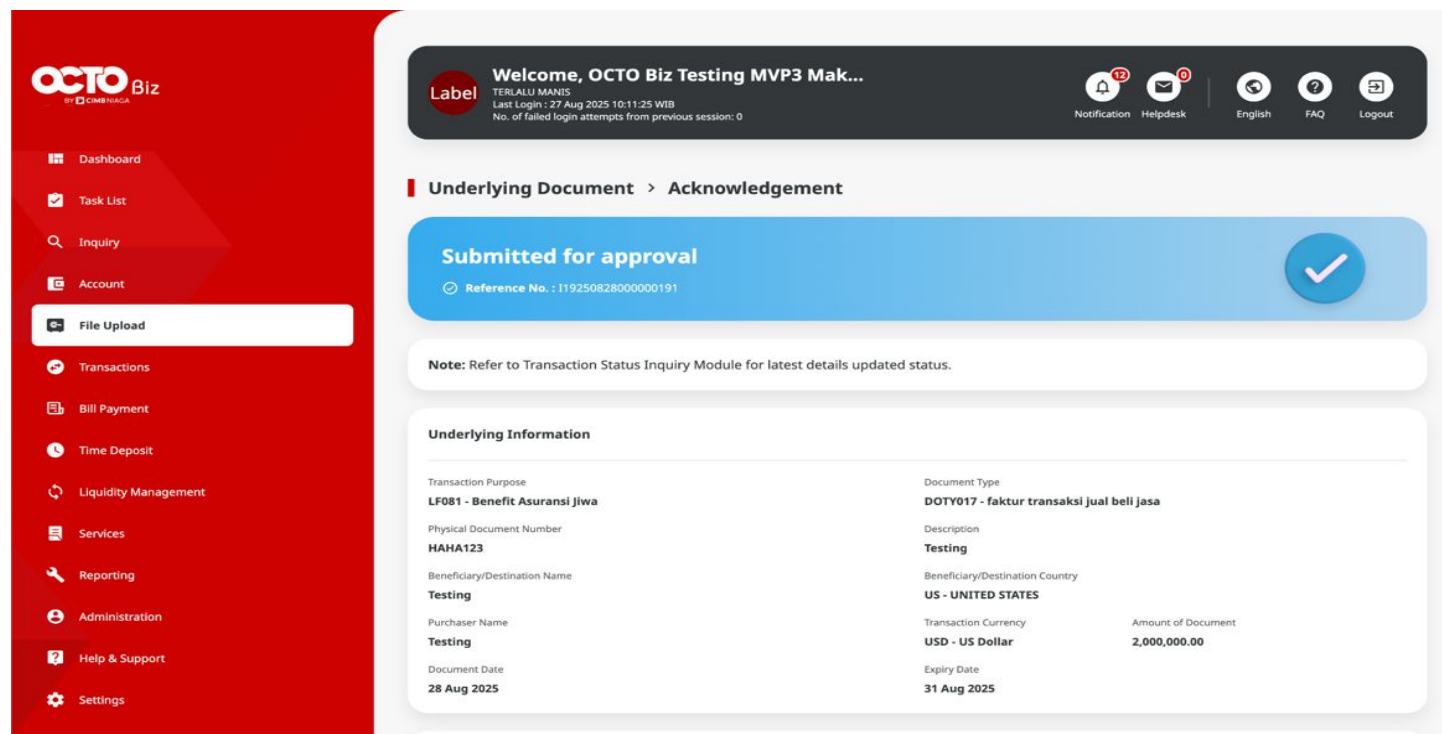
1 Submit

Sistem akan menampilkan halaman **Review Details**,

System will show the **Review Details** page

1 Jika sudah sesuai, klik **Submit**

Once ok, click **Submit**



Sistem akan **menampilkan Acknowledgement**

System will show the Acknowledgement page



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

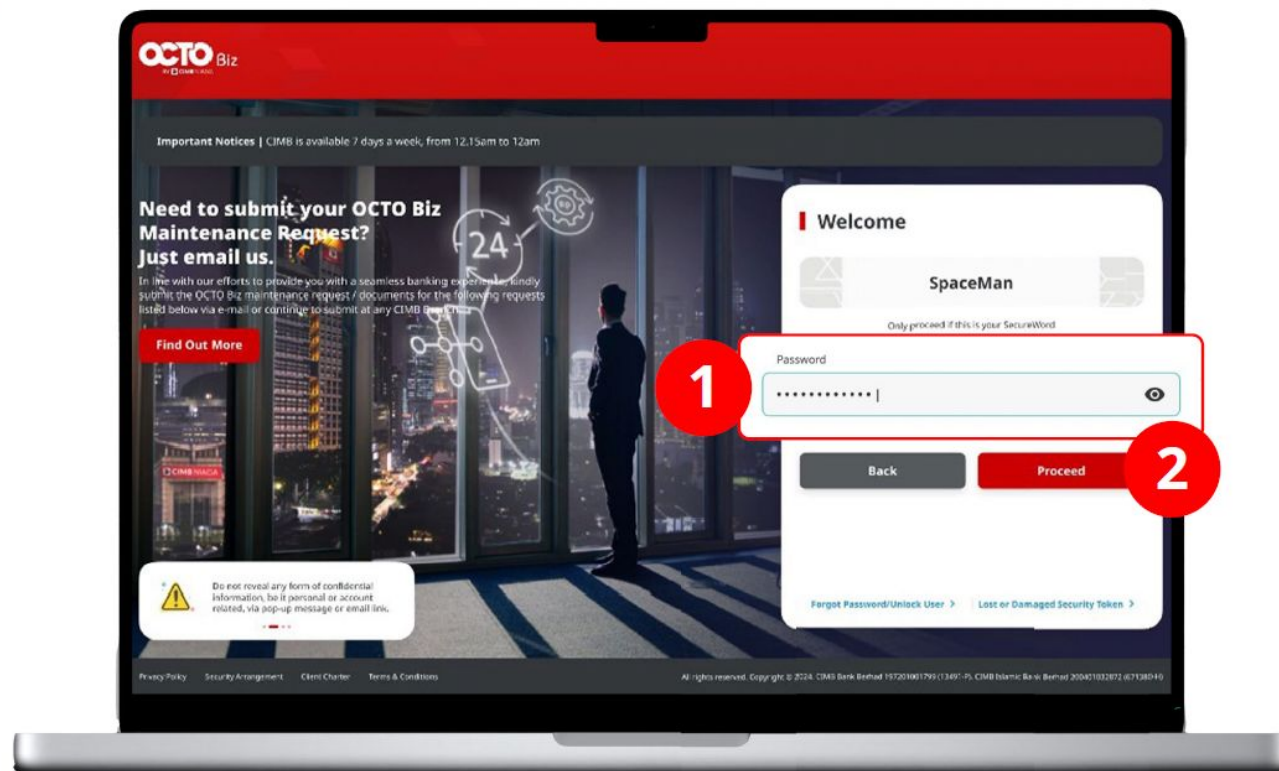
Visit OCTO Biz website:
www.octobiz.co.id

- 2 Approver Masuk dengan menggunakan **User & Company ID**

Approver Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**

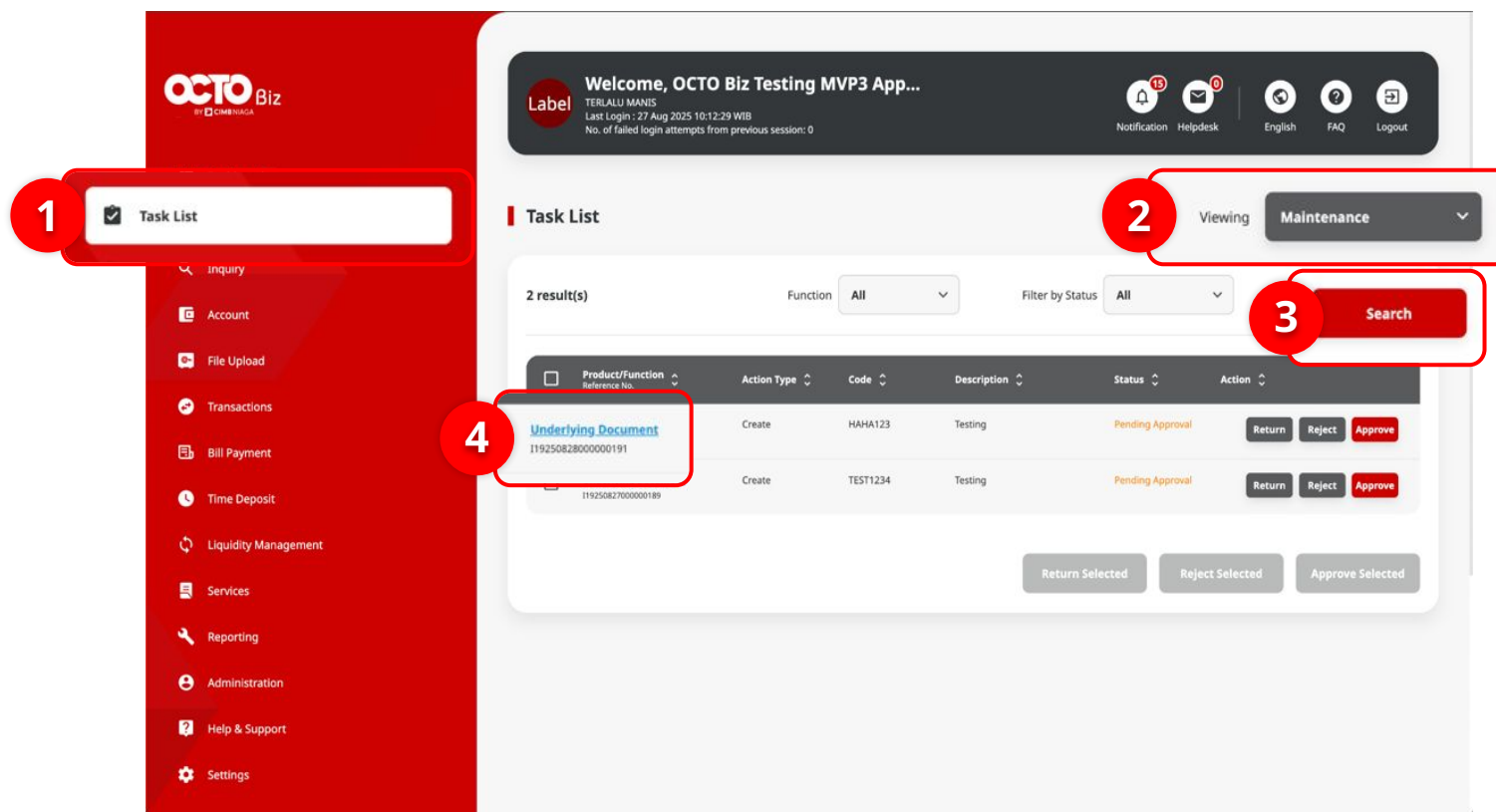


1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

- 1 Klik **Task List**
Click **Task List**
- 2 Pilih **Maintenance** sebagai **viewing**
Choose **Maintenance** as **viewing**
- 3 Klik **Search**
Click **Search**
- 4 Klik **hyperlink** Transaksi
Click **Transaction** hyperlink

LANGKAH

11

APPROVER

Welcome, OCTO Biz Testing MVP3 App...

Task List > Details

Status: Pending Approval

Creation Date: 28 Aug 2025 11:10:44 WIB | Reference No: 11925082800000191

Underlying Information

Transaction Purpose	Document Type	
LF081 - Benefit Asuransi Jiwa	DOTY017 - faktur transaksi jual beli jasa	
Physical Document Number	Description	
HAHA123	Testing	
Beneficiary/Destination Name	Beneficiary/Destination Country	
Testing	US - UNITED STATES	
Purchaser Name	Transaction Currency	Amount of Document
Testing	USD - US Dollar	2,900,000.00
Document Date	Expiry Date	
28 Aug 2025	31 Aug 2025	

Upload Document

Note

User Activities

User	Activities	Date / Time	Remark
OCTO Biz Testing MVP3 Maker	Submit	28 Aug 2025 11:10:45 WIB	-

Remarks

Back | Reject | Return | Approve

Create New Underlying Documents | Create New Underlying Documents

Menu: File Upload > Underlying Documents

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

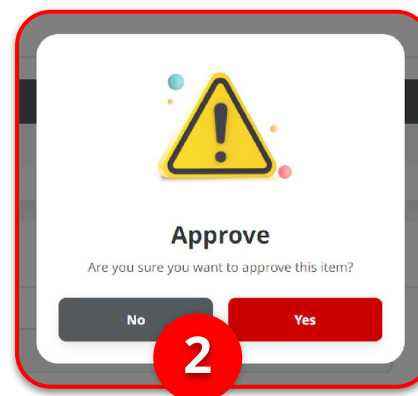
Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes



1

LANGKAH

12

APPROVER

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 1

Secure Token (Software) X

Enter PIN

Please enter a 6-digit PIN.

0 0 0 0 0 0

Reject Approve

2

Secure Token

Successful

Your approval request has been verified.

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

3 Done

Create New Underlying Documents | Create New Underlying Documents

Menu: File Upload > Underlying Documents

Sistem akan menampilkan notifikasi pada **ponsel**

*System will send the **mobile notification***

1 Jika sudah sesuai, **klik Approve**

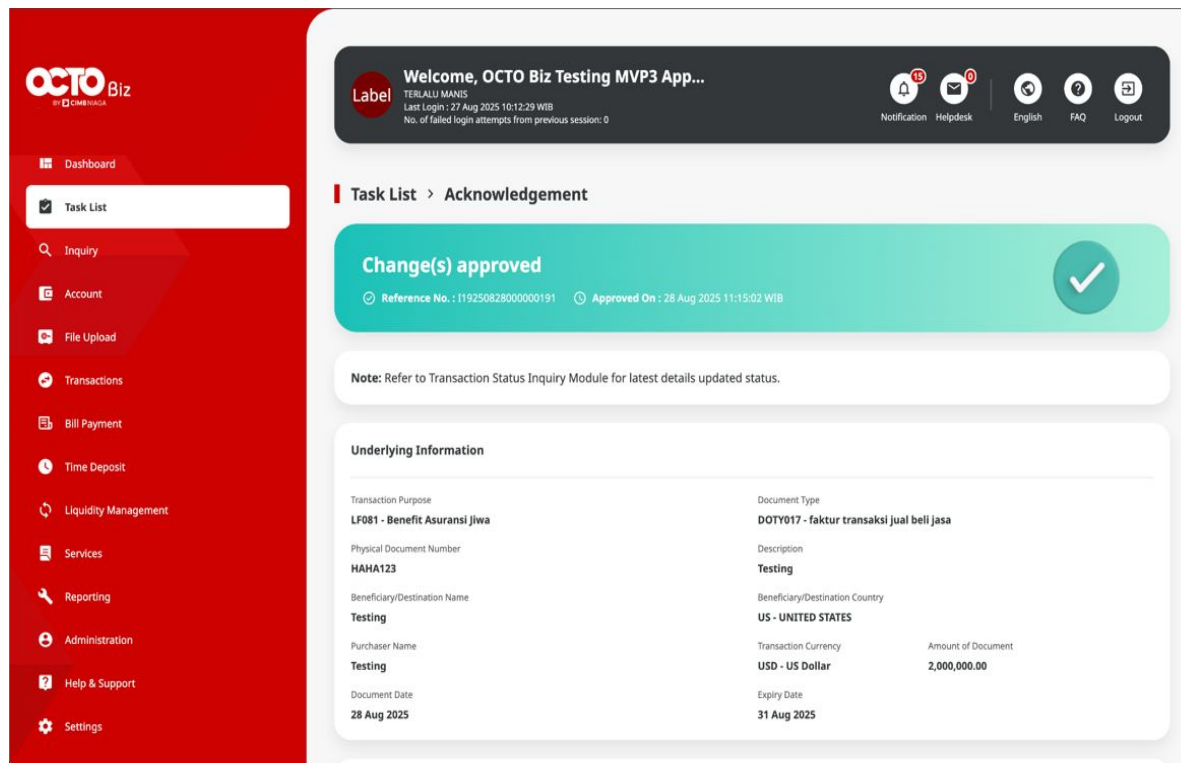
*Once ok, click **Approve***

2 Masukkan **pin transaksi**

*Input **Transaction pin***

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

*Once Succeed, system will show the **acknowledgement** page*



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

System will sent Acknowledgement page on Website

Transaction

New Underlying Documents

Create New Underlying Documents

Check Transaction Status

Inquiry & Listing Underlying Documents



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

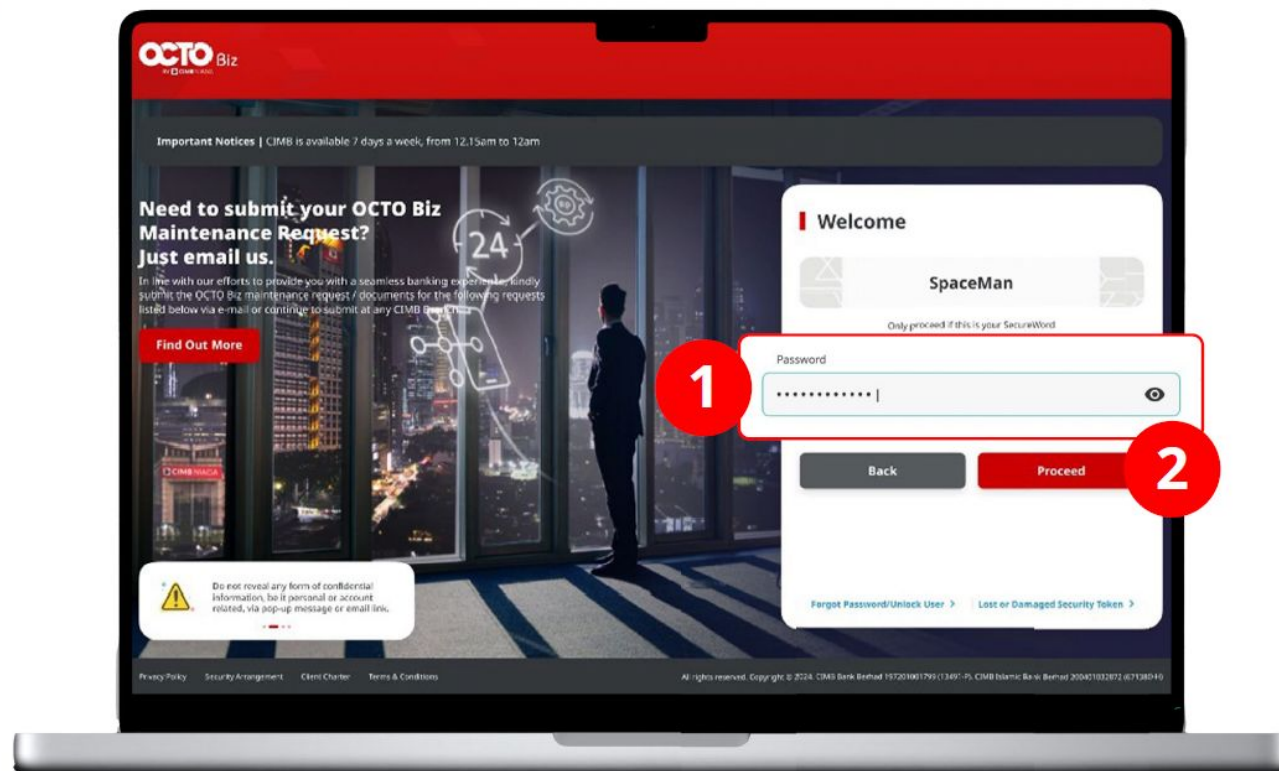
Visit OCTO Biz website:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**

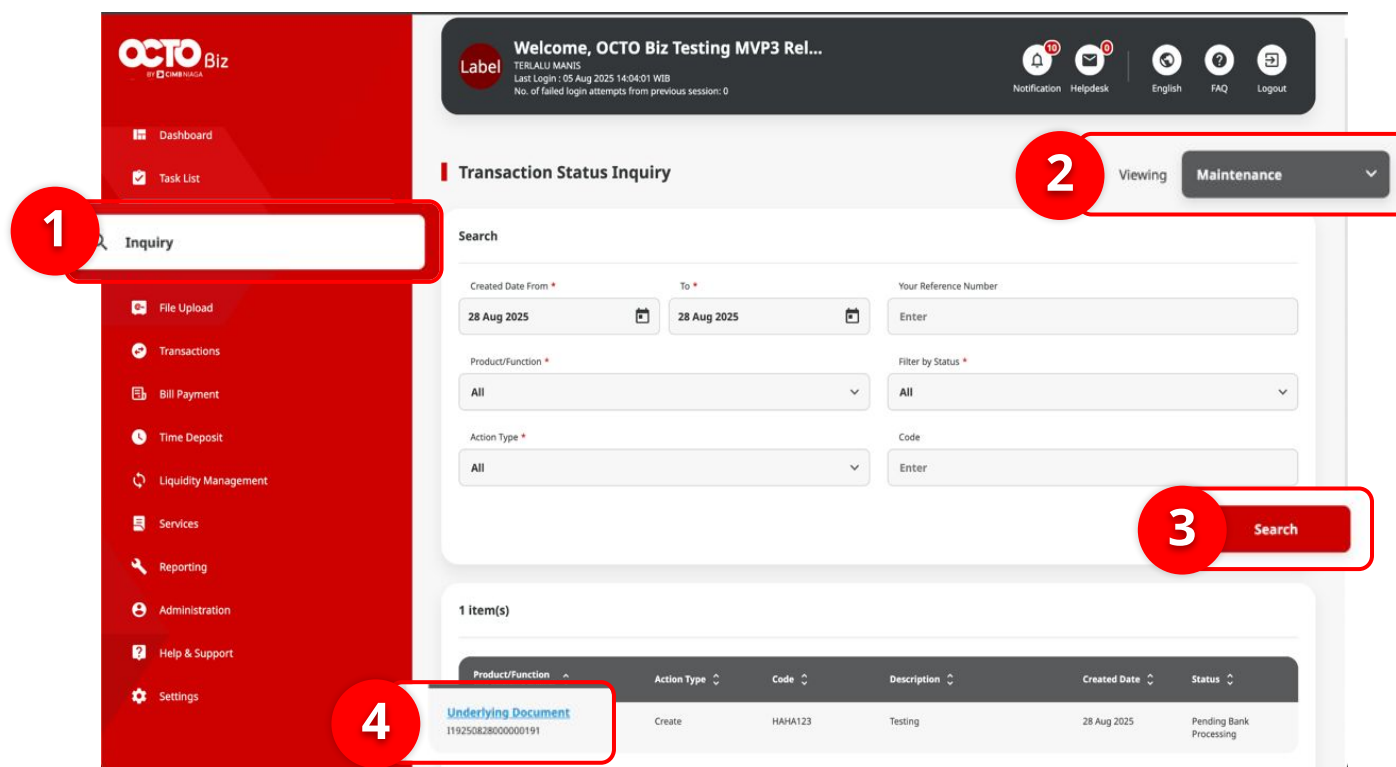


1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan **menampilkan halaman Dashboard**

System will show the **Dashboard** page

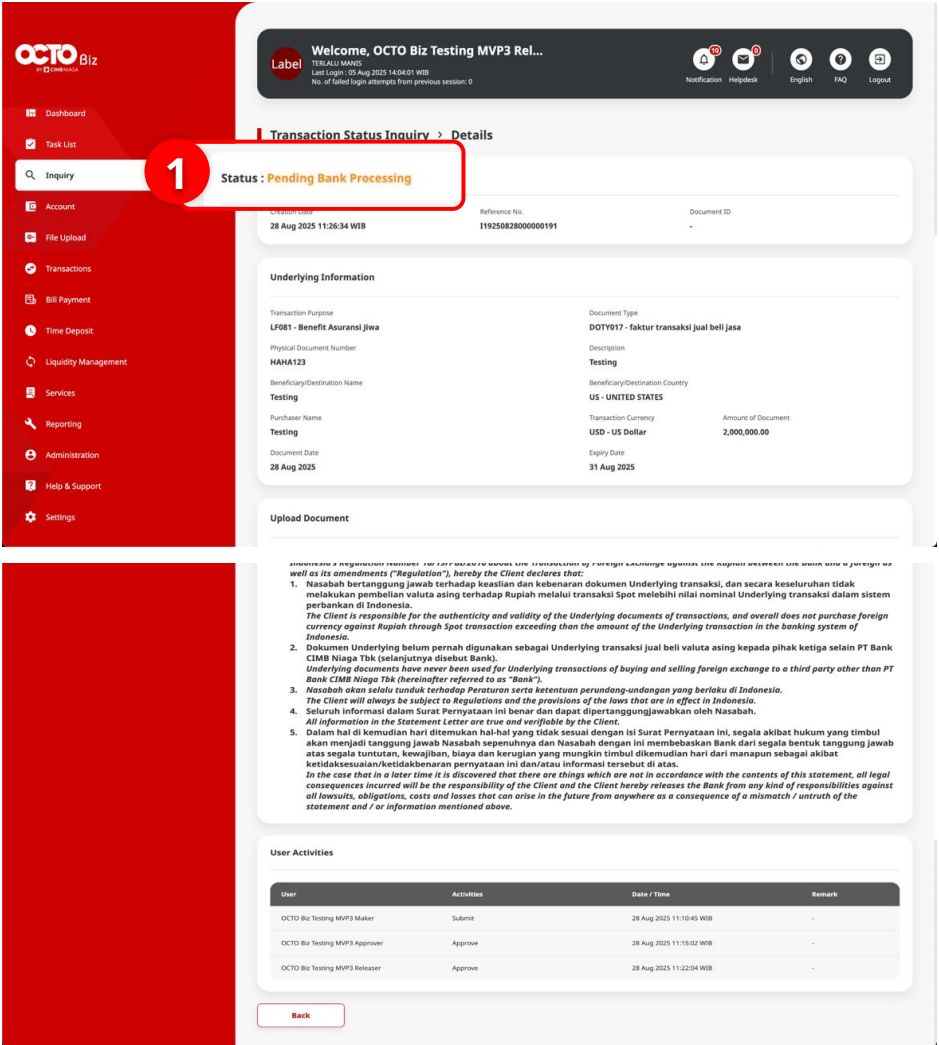
- 1 Arahkan kursor ke **Inquiry**
Navigate to Inquiry
- 2 Pilih **Maintenance** sebagai **viewing**
Choose Maintenance as Viewing
- 3 Klik **Search**
Click Search
- 4 Sistem akan menampilkan **listing**, klik **hyperlink**
System will show listing, click hyperlink

LANGKAH

04

Check Transaction Status | Create New Underlying Documents

Menu: File Upload > Underlying Documents



Sistem akan menampilkan halaman **Details**

System will show **Details** page

1 User dapat **memantau** status **approval Underlying Documents**

User can **track** the **approval progress**

Transaction

New Underlying Documents

Create New Underlying Documents

Check Transaction Status

Inquiry & Listing Underlying Documents



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

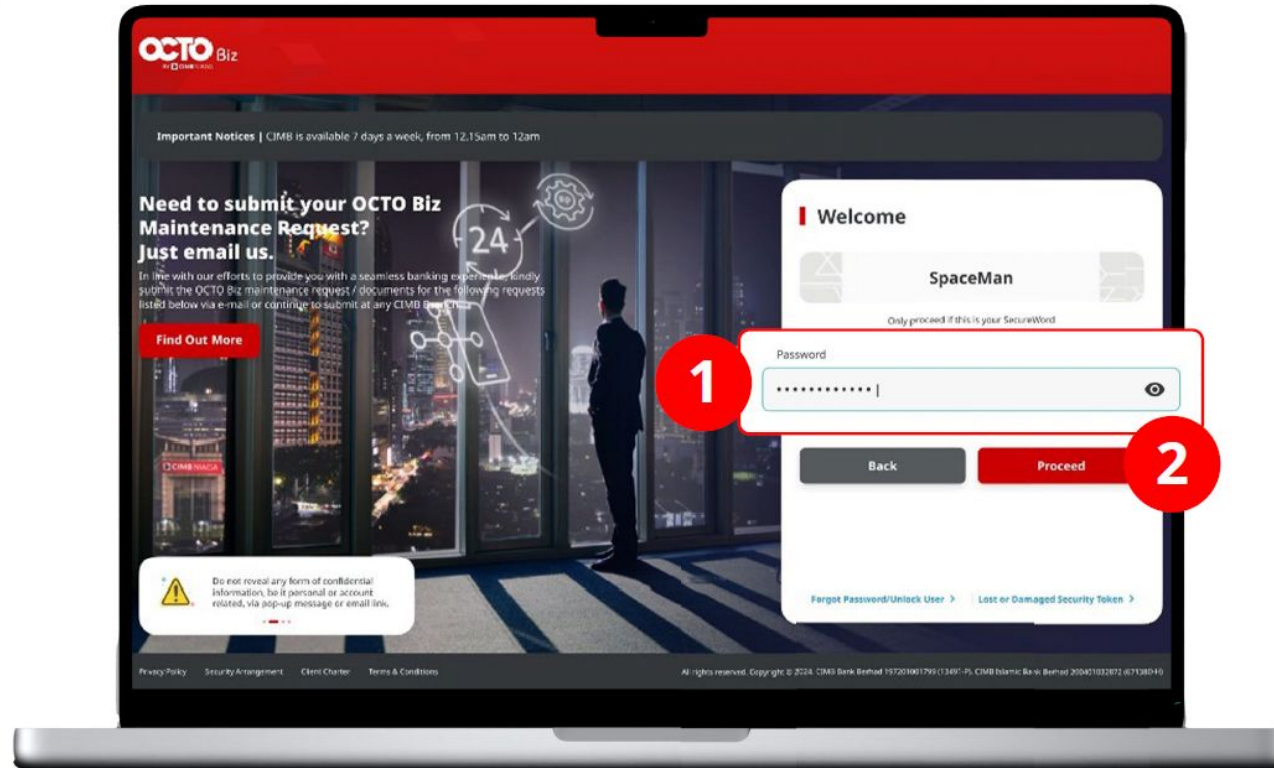
Visit OCTO Biz website:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**

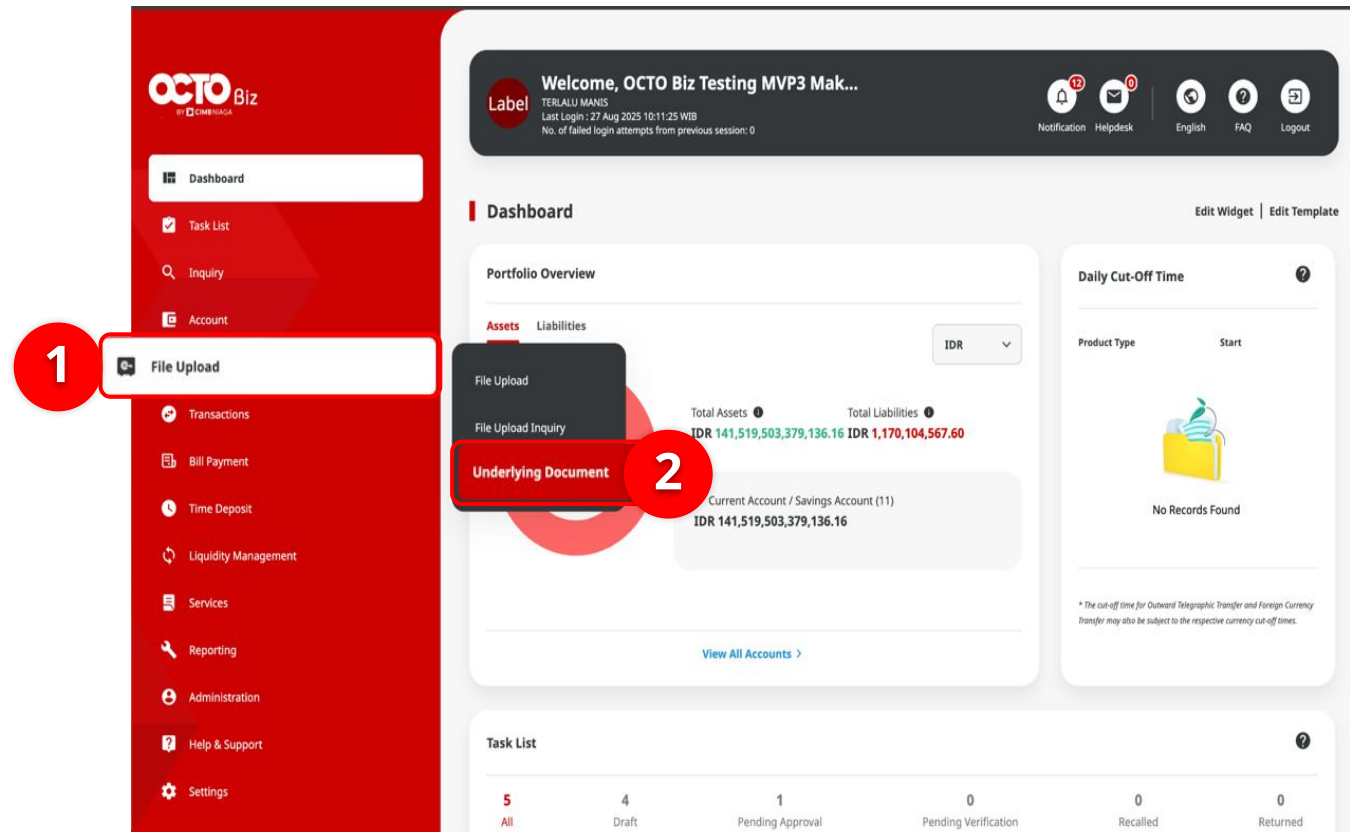


1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan Halaman **Dashboard**

System will show the **Dashboard** page

1 Arahkan kursor ke **File Upload**

Navigate to **File Upload**

2 Klik **Underlying Documents**

Click **Underlying Documents**

Sistem akan menampilkan halaman ***Underlying Documents > Inquiry & listing***

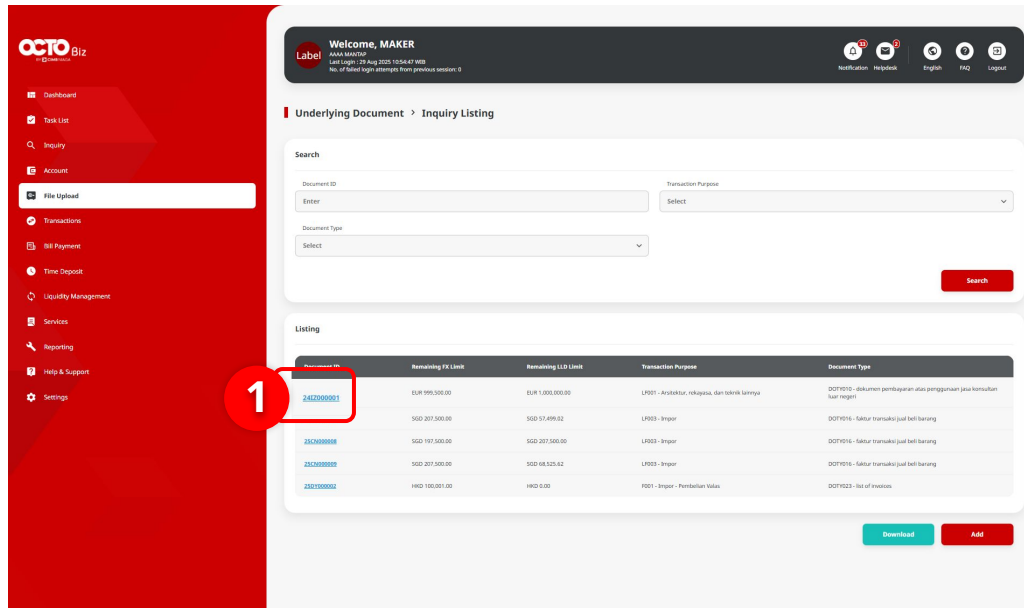
System will show the Underlying Documents > Inquiry & Listing page

1 Lengkapi ***field*** yang ingin dicari

Input Field

2 Klik ***Search***

Click Search



Sistem akan menampilkan **Listing**

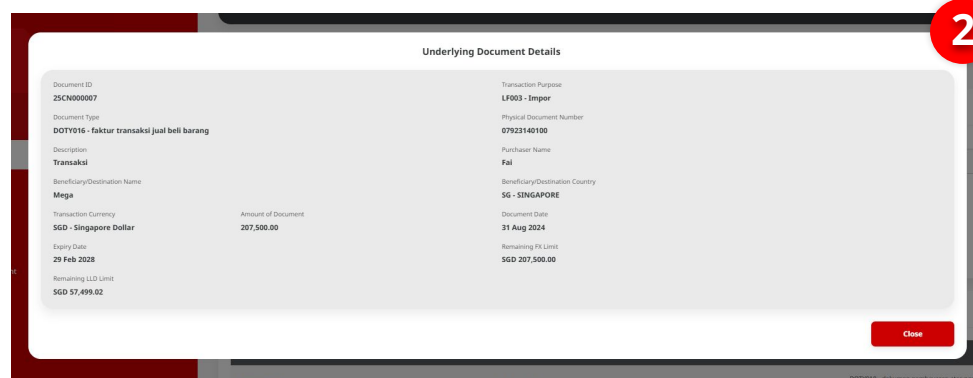
System will show the **Listing page**

1 Klik **hyperlink** yang dituju

Click **Transaction hyperlink**

2 Sistem akan menampilkan **detail underlying documents**

System will show the **Underlying Documents detail**





OCTO Biz
BY  **CIMB NIAGA**

