

The OCTO Biz logo is prominently displayed in the center-right. 'OCTO' is in a large, bold, white sans-serif font, and 'Biz' is in a smaller, white sans-serif font.

Transaction

Create Tax Billing ID & Payment

Mobile

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Create Tax Billing ID & Payment

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

Create Tax Billing ID & Payment – *This is a payment mode that allows customers to create a tax billing ID and make the tax payment at the same time.*

- Termasuk mengunduh *Receipt* melalui TSI
Include download Receipt via TSI
- Kirim dan tarik kembali email + Receipt
Send and retrieve email + Receipt
- Laporan MPN bar
MPN Bar Reporting

03

**Create
Transaction**

19

**Approve
Transaction**

Create Tax Billing ID & Payment

Create Transaction

Maker-Approver Flow

Single-Access User

Create Tax Billing ID & Payment

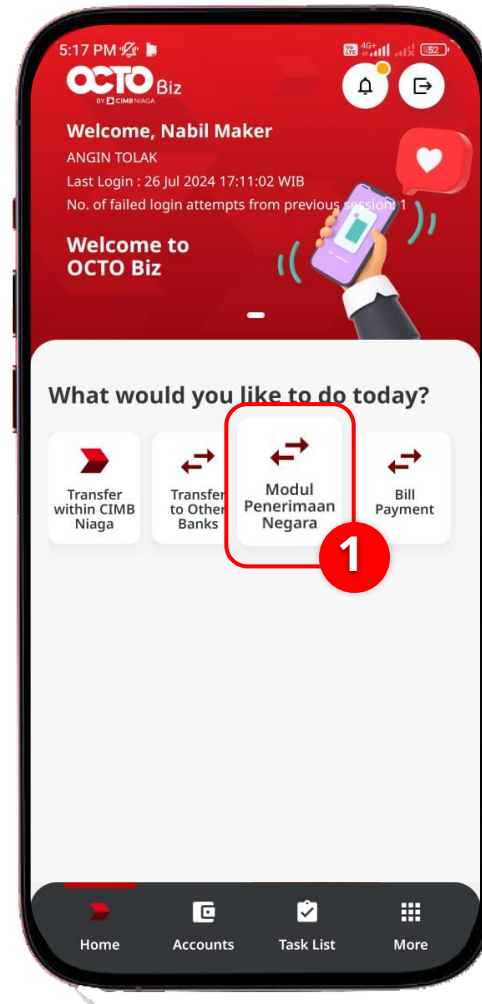
Create Transaction

Maker-Approver Flow

Single-Access User

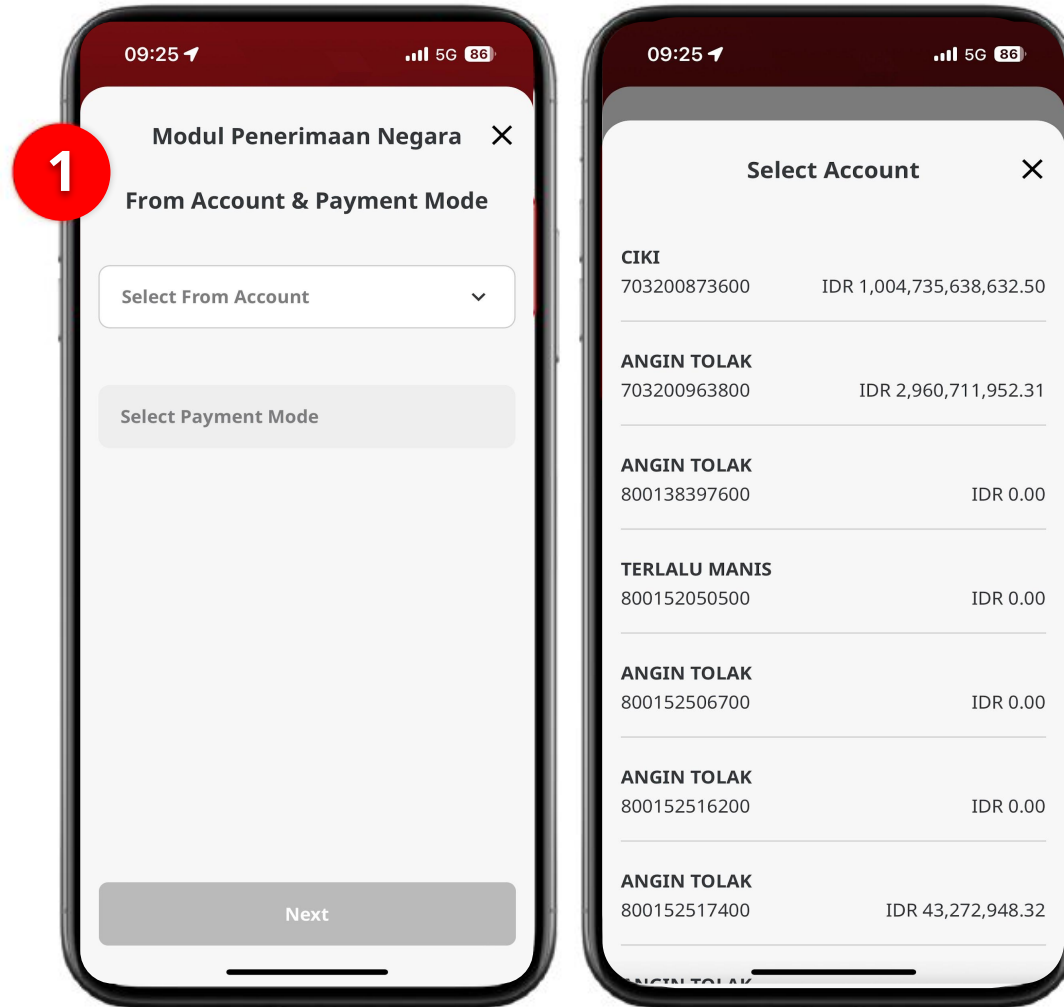


- 1** Klik **Password Login**
Click Password Login
- 2** Masukan **Password**
Input Password
- 3** Klik **Proceed**
Click Proceed



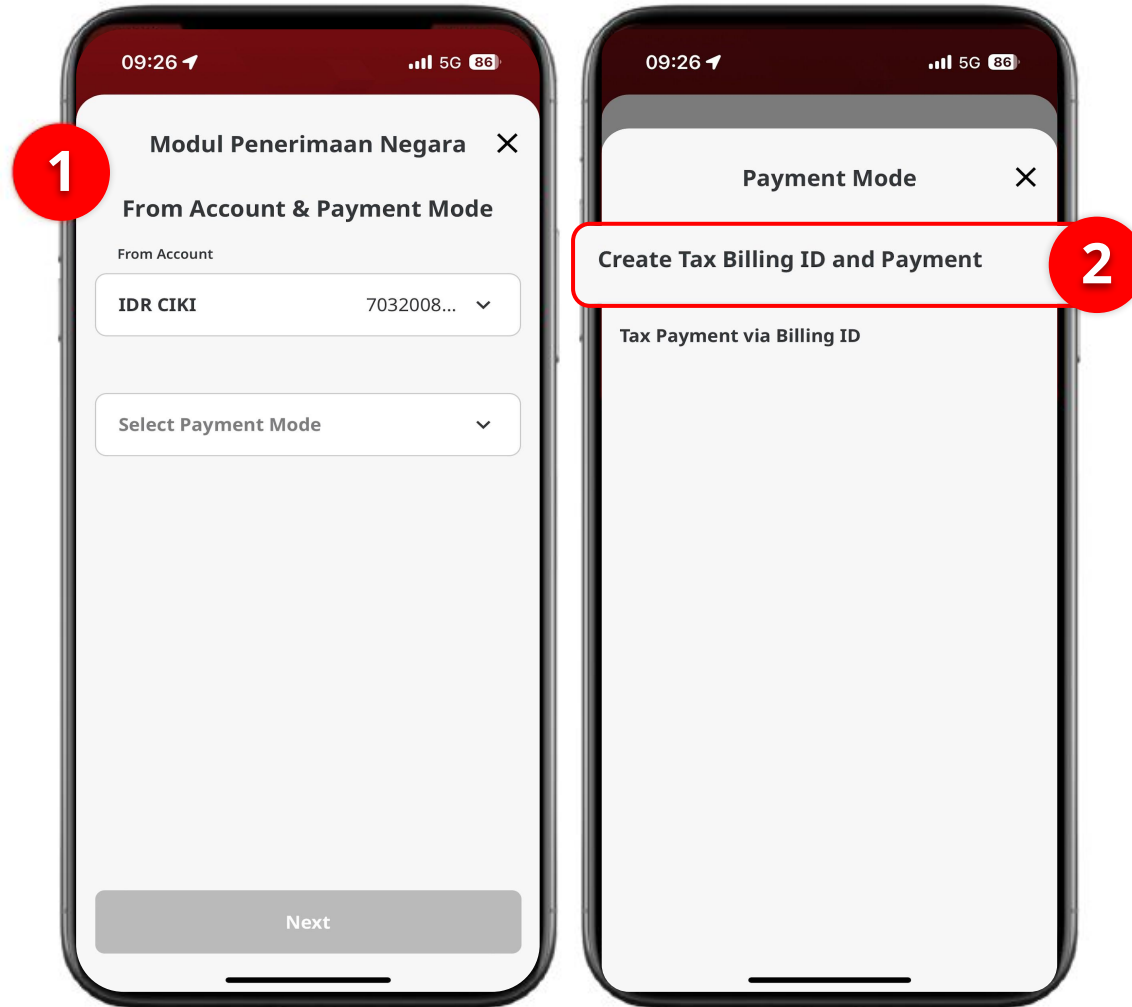
1 Klik **Modul Penerimaan Negara**

Click **Modul Penerimaan Negara**

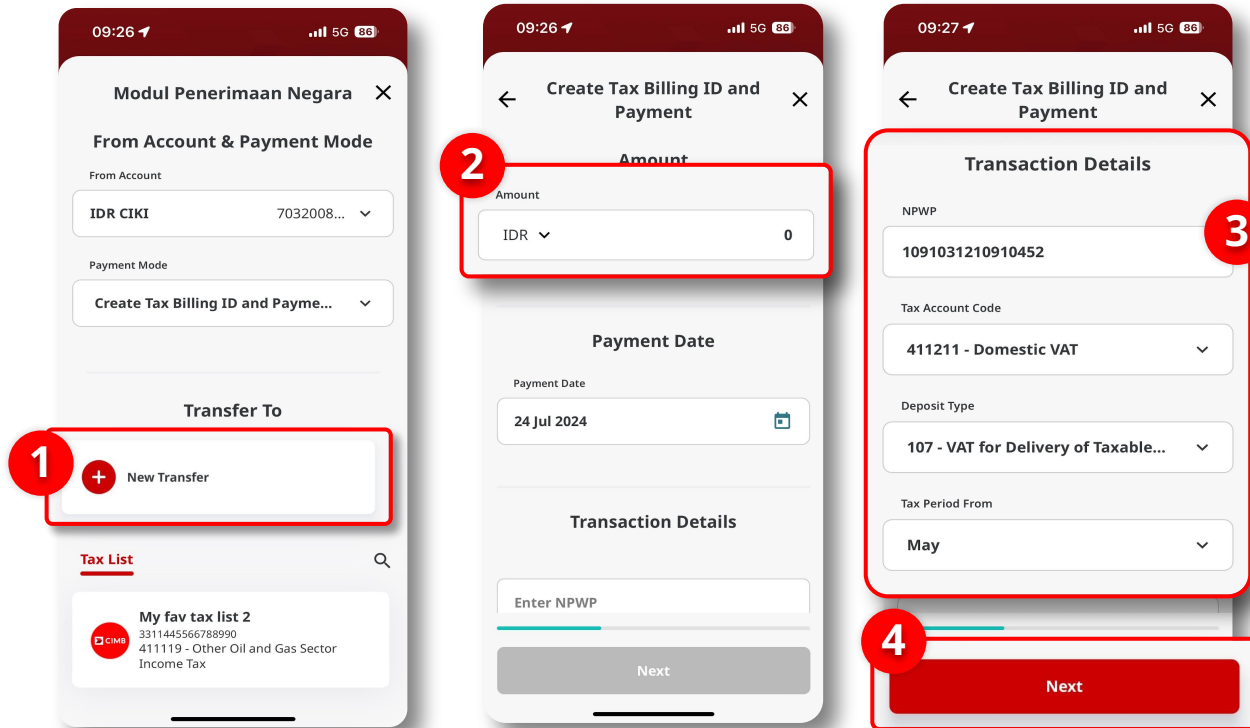


1 Pilih **From Account** dan Pilih **Sumber Dana**

*Click **From Account** and choose **Source of Funds***



- 1 Pilih **Payment Mode**
Choose **Payment Mode**
- 2 Pilih **Create Tax Billing ID & Payment**
Choose **Create Tax Billing ID & Payment**



1 Klik **New Transfer**

*Click **New Transfer***

2 Masukkan **Amount**

*Input **Amount***

3 Lengkapi **Transaction Details**

*Complete the **Transaction Details***

4 Klik **Next**

*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 Tinjau ulang Transaksi, lalu **Klik Submit**

Review Transaction, click Submit

- 2 Sistem akan menampilkan halaman **Acknowledgement**, **Klik Done**

System will show the Acknowledgement page, click Done

20 Mobile Token

26 Hard Token

Create Tax Billing ID & Payment

Create Transaction

Maker-Approver Flow

Single-Access User



1 Klik **Password Login**

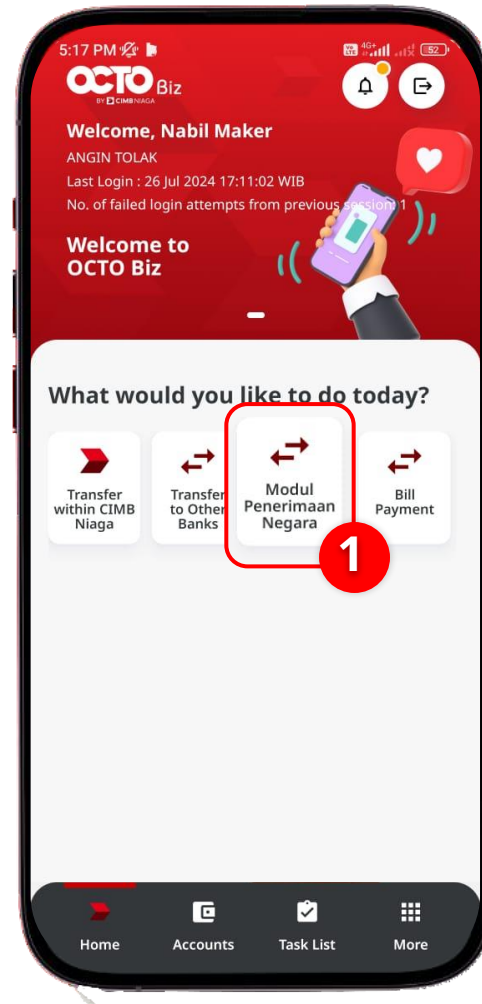
Click Password Login

2 Masukan **Password**

Input Password

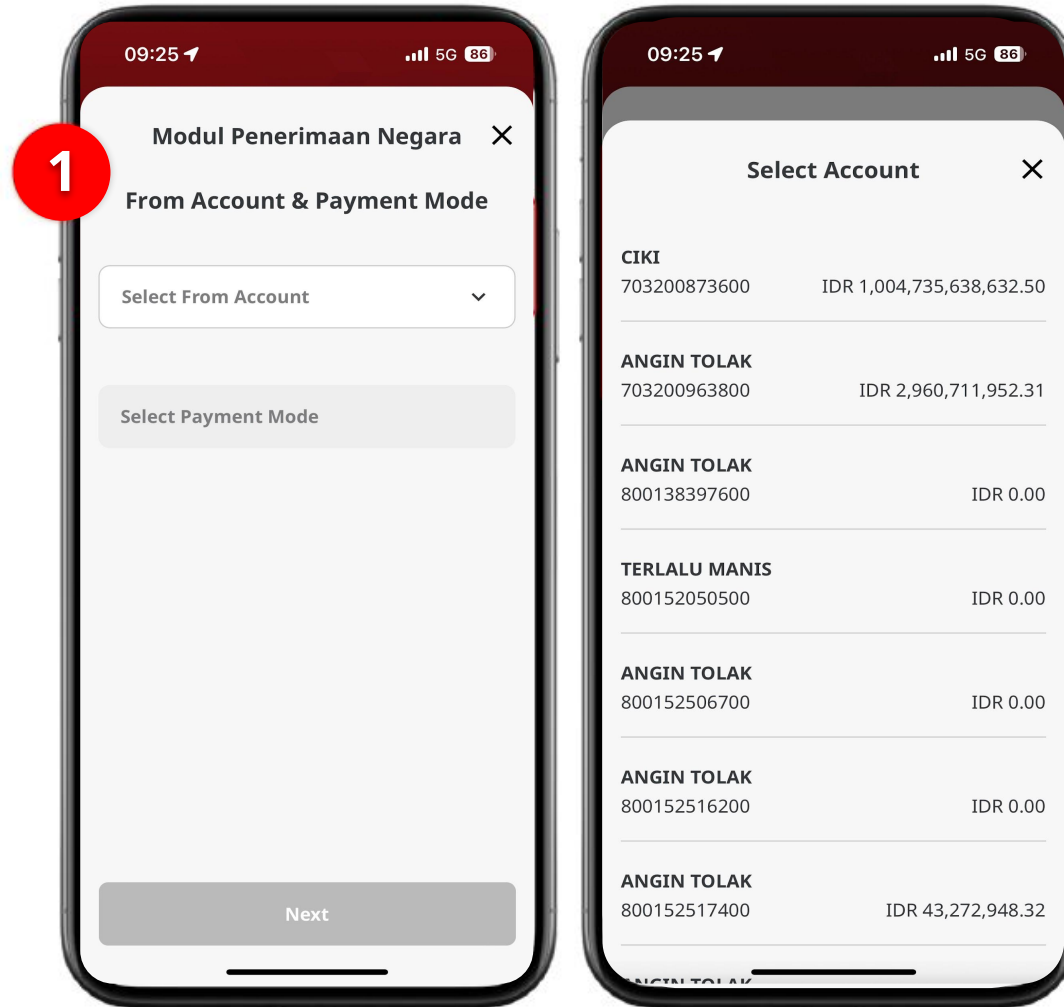
3 Klik **Proceed**

Click Proceed



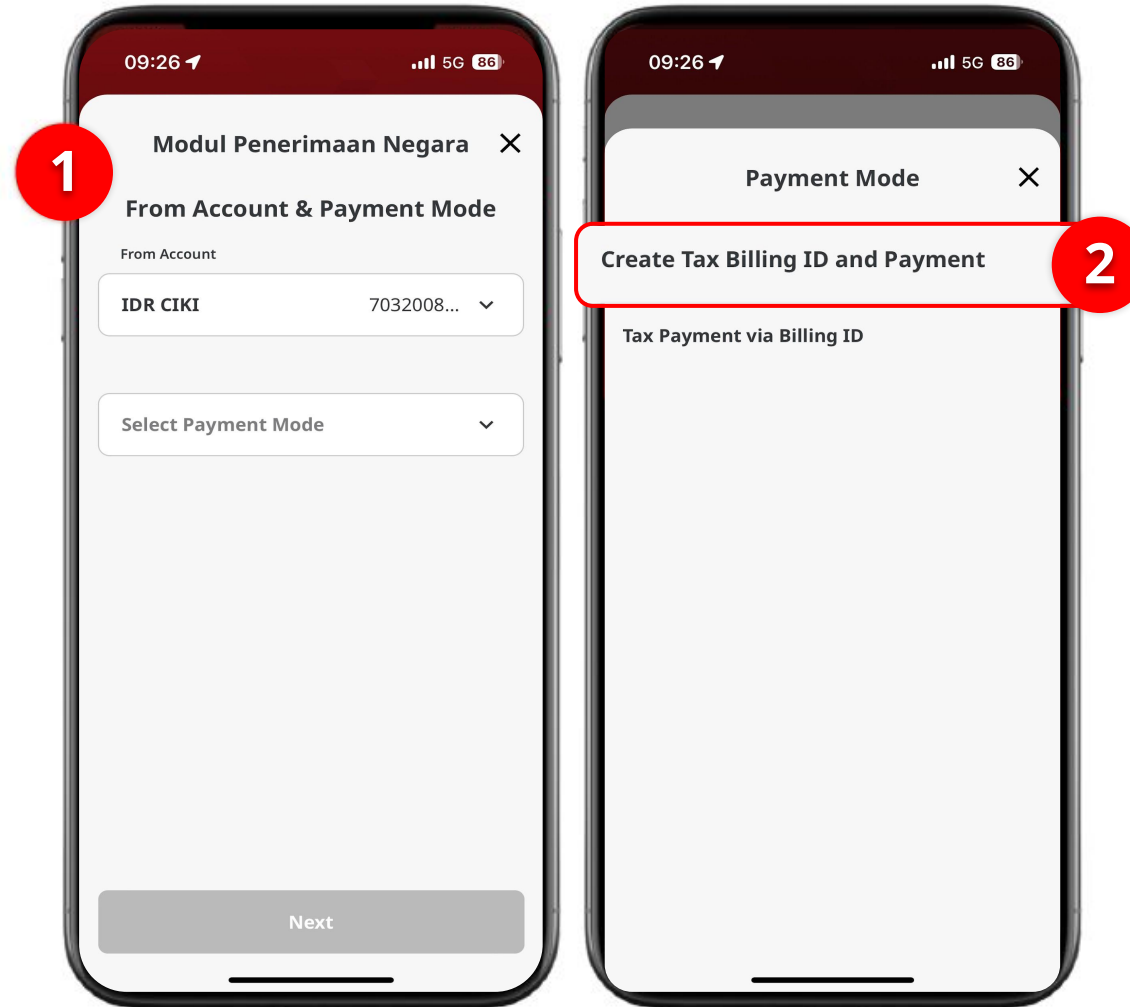
1 Klik **Modul Penerimaan Negara**

Click **Modul Penerimaan Negara**

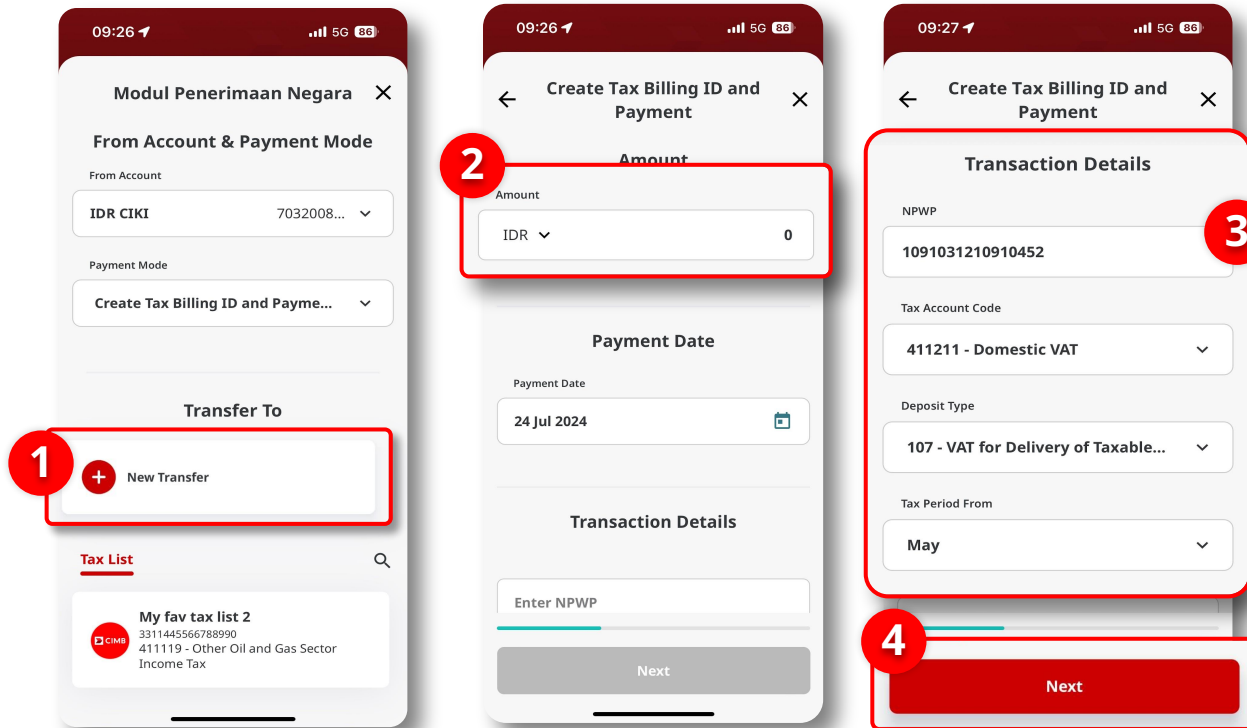


1 Pilih **From Account** dan Pilih **Sumber Dana**

*Click **From Account** and choose **Source of Funds***



- 1 Pilih **Payment Mode**
Choose **Payment Mode**
- 2 Pilih **Create Tax Billing ID & Payment**
Choose **Create Tax Billing ID & Payment**



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

09:54 5G 83

Secure Token (Software) X

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
Kongsi 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

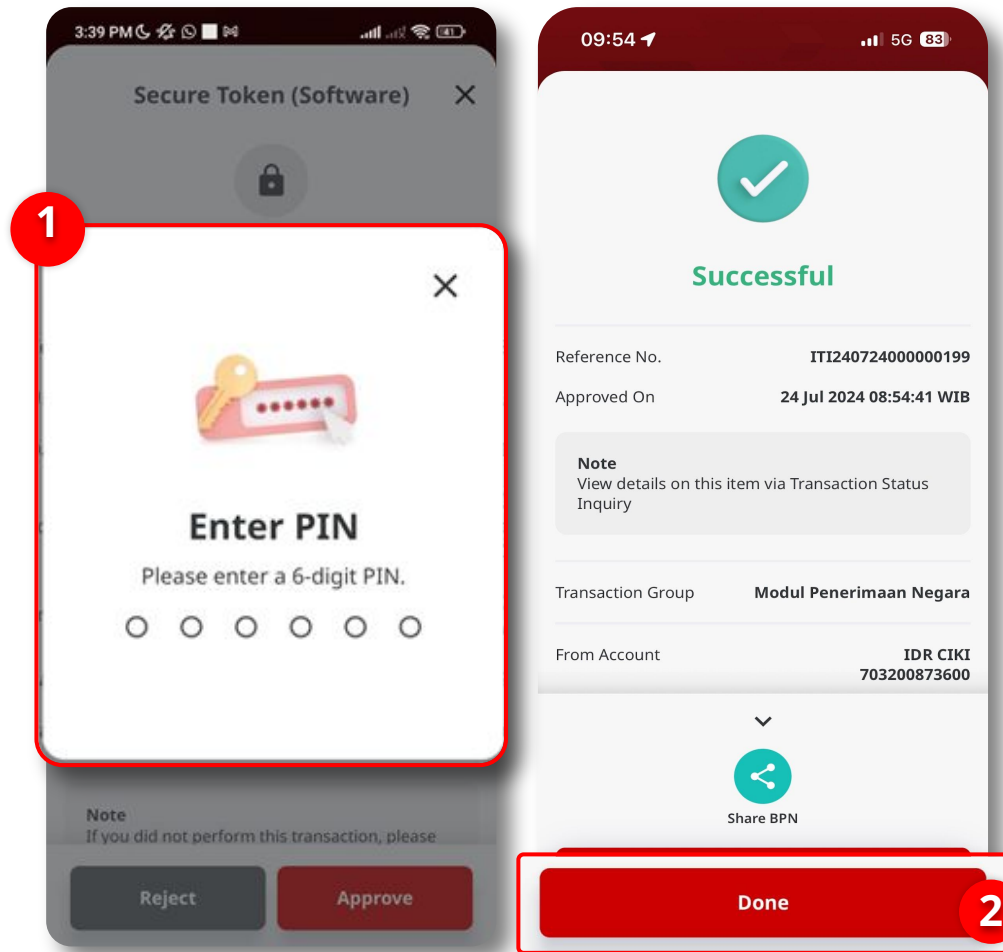
Reject Approve

- 1 Sistem akan menampilkan halaman **Confirmation**, Klik **Submit**

*System will show the **Confirmation** page, click **Submit***

- 2 Sistem akan menampilkan halaman **Approve Transaction**, Klik **Approve**

*System will show the **Approve Transaction** page, click **Approve***



1 Masukan **6-Digit Pin**

Input 6-Digit Pin

2 Jika Transaksi Sukses, Sistem akan menampilkan Halaman Successful, Klik **Done**

*Once Succeed, system will show the Successful page. Click **Done***

Create Tax Billing ID & Payment

Approve Transaction

Mobile Token

Hard Token

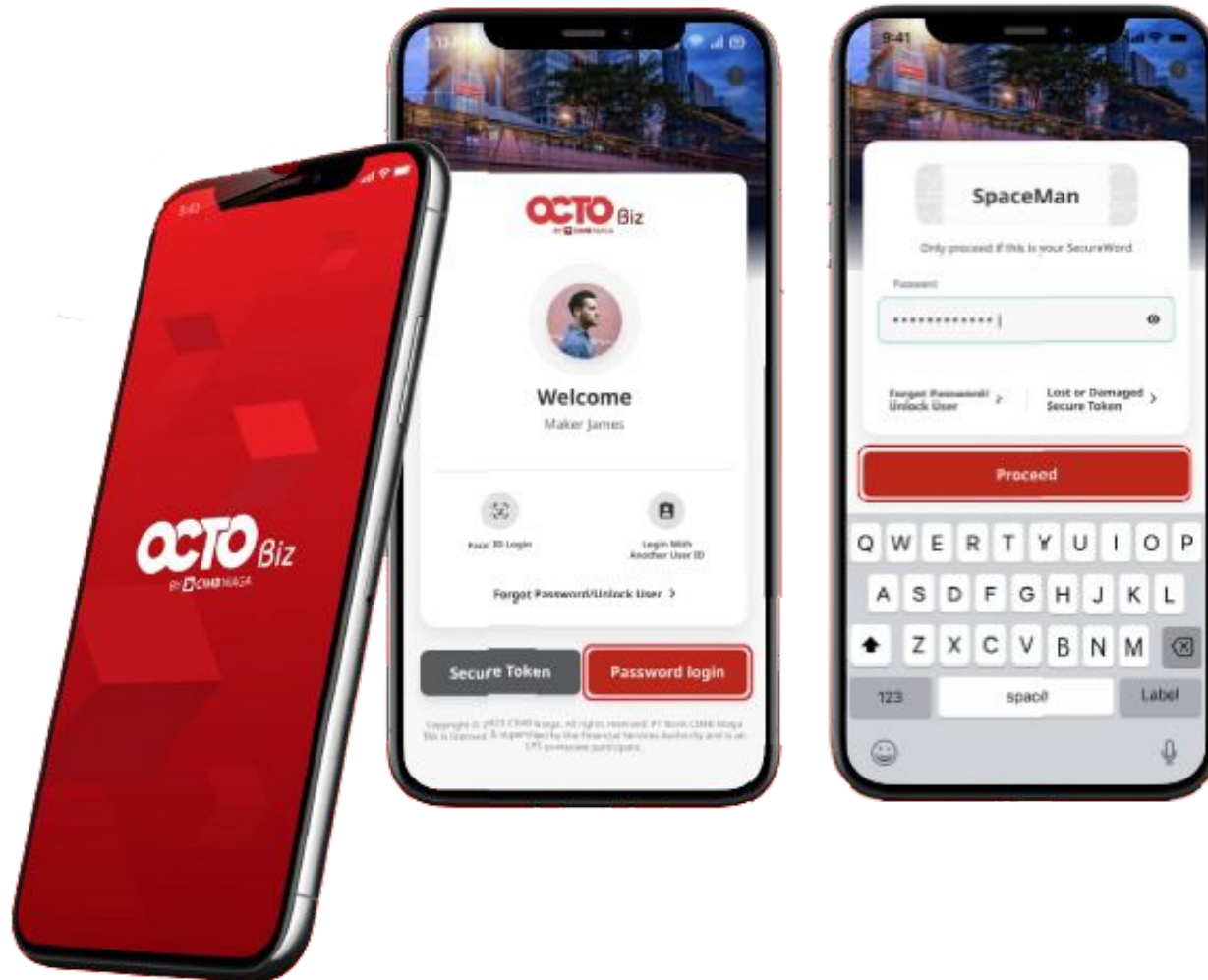
Create Tax Billing ID & Payment

Approve Transaction

Mobile Token

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

Approval Transaction process using mobile token



Login sebagai **Approver**

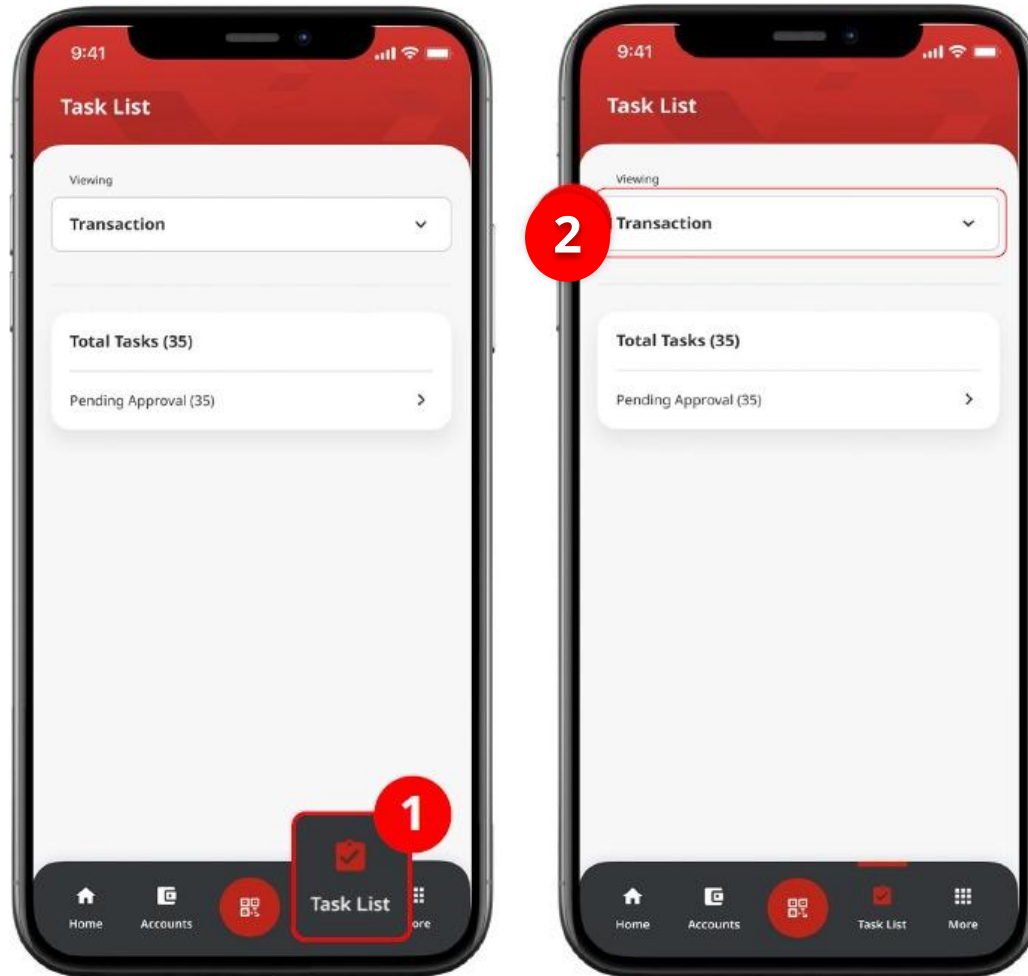
Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**

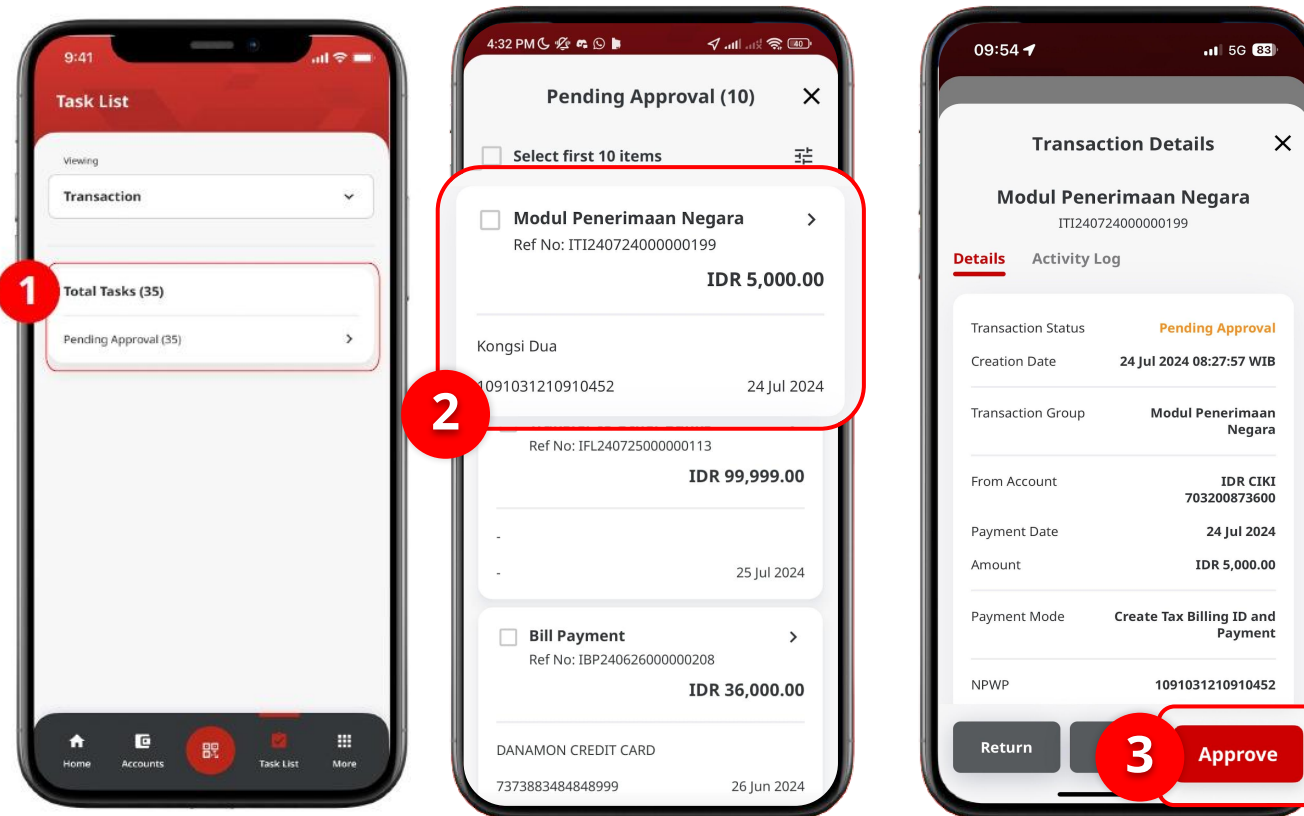


- 1 Arahkan pada menu dibawah, klik **Task List**

Navigate to bottom menu, click Task List

- 2 Pilih **Transaction** sebagai Viewing

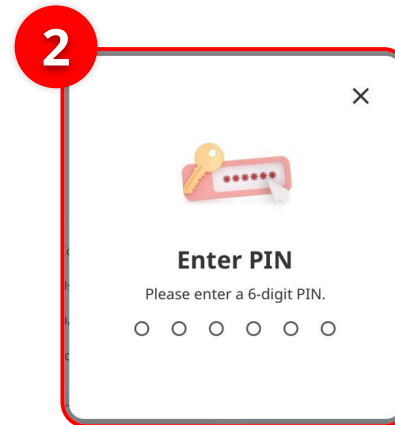
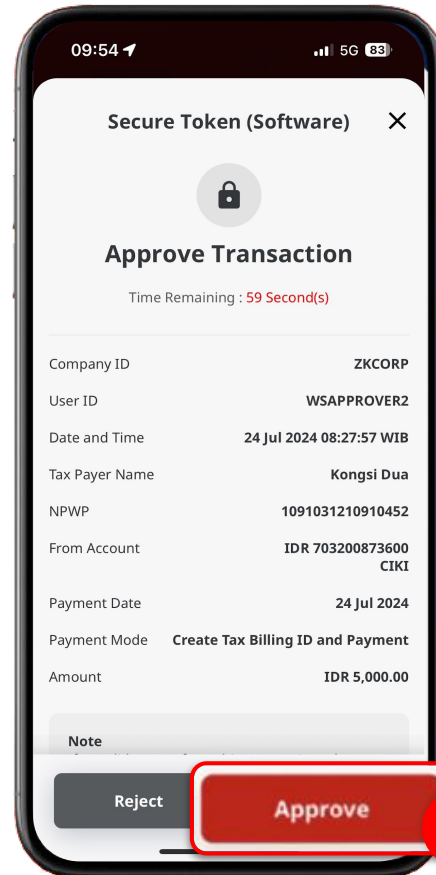
Choose Transaction as Viewing



1 Pilih **Pending Approval**
Choose Pending Approval

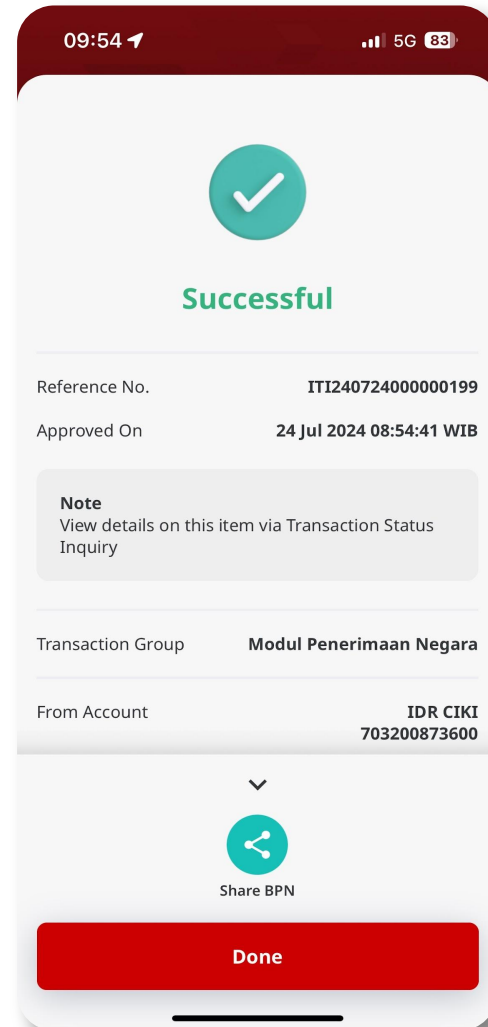
2 Pilih Transaksi yang ingin di **Approve**
Choose transaction

3 Tinjau Transaksi, Klik **Approve**
Review transaction, click approve



1 Klik **Approve**
Click Approve

2 Input **6-Digit Pin**
Input 6-Digit Pin



- 1 Jika **Transaksi berhasil**, akan masuk ke halaman **Successful**, **Klik Done**

*Once Succeed, system will show **Successful** page, click **Done***

- 2 Jika ingin **membagikan Receipt**, Klik **Share Receipt**

*If user **need to share** the Receipt, click **Share Receipt***

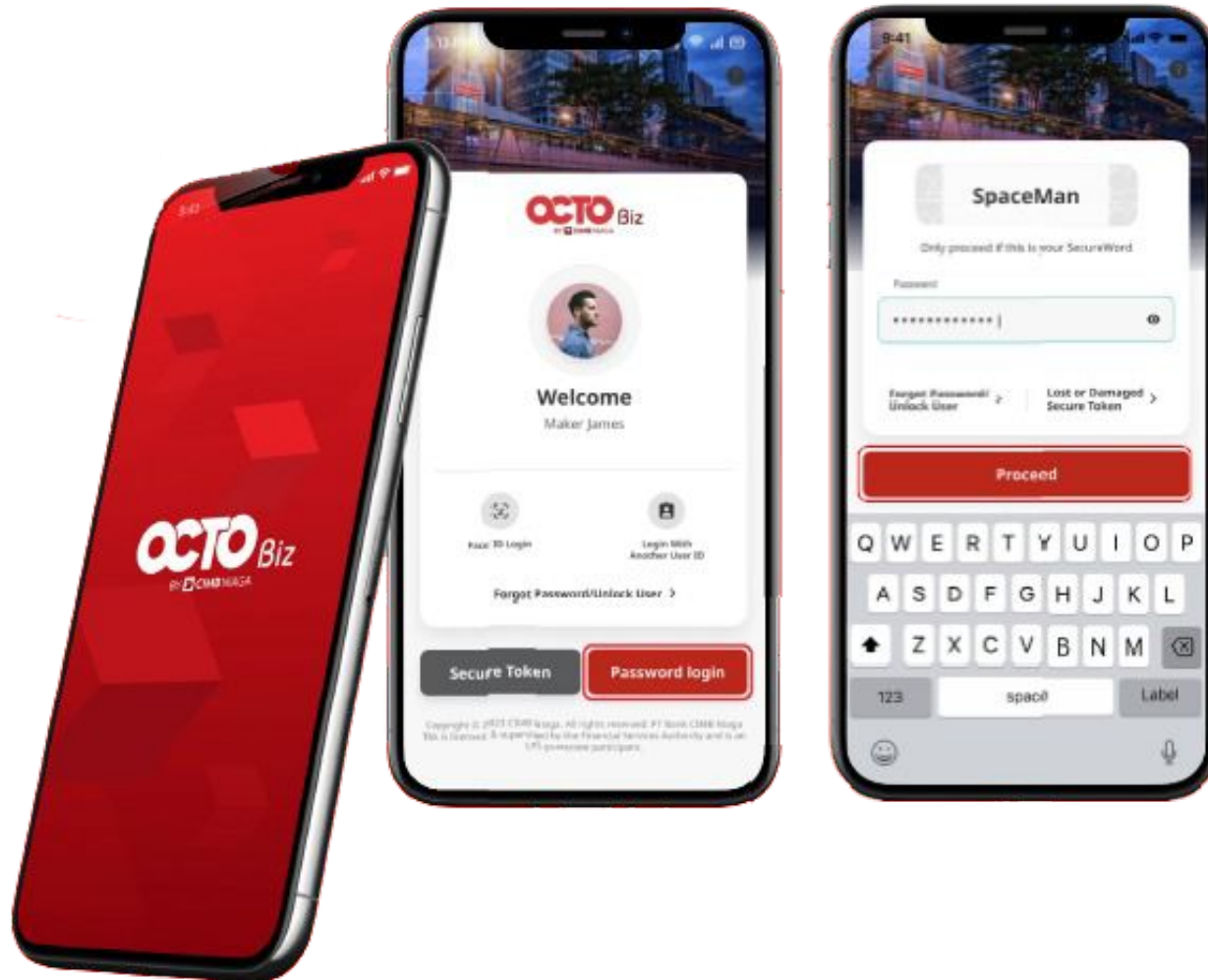
Create Tax Billing ID & Payment

Approve Transaction

Hard Token

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

Approval Transaction process using hard token



Login sebagai **Approver**

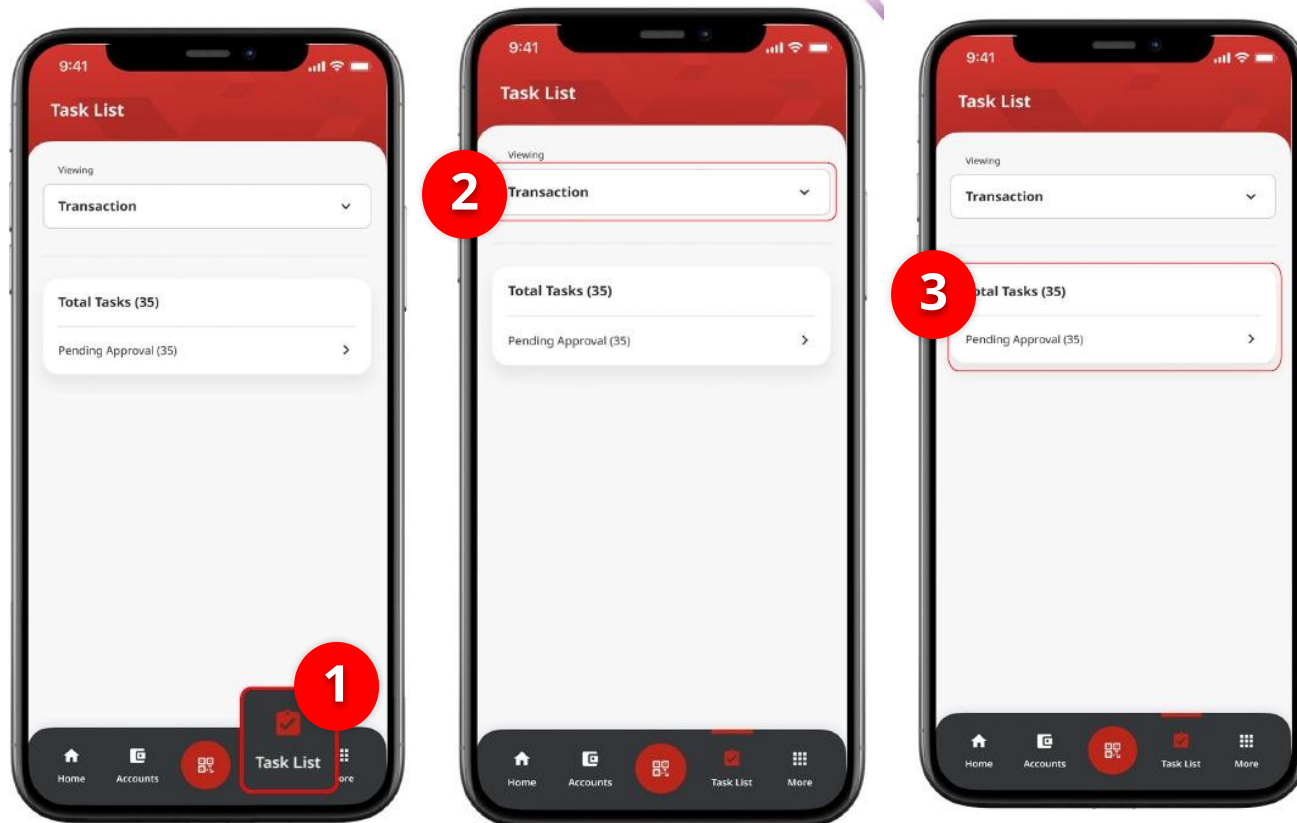
Login as **Approver**

1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



- 1 Arahkan pada menu dibawah, klik **Task List**

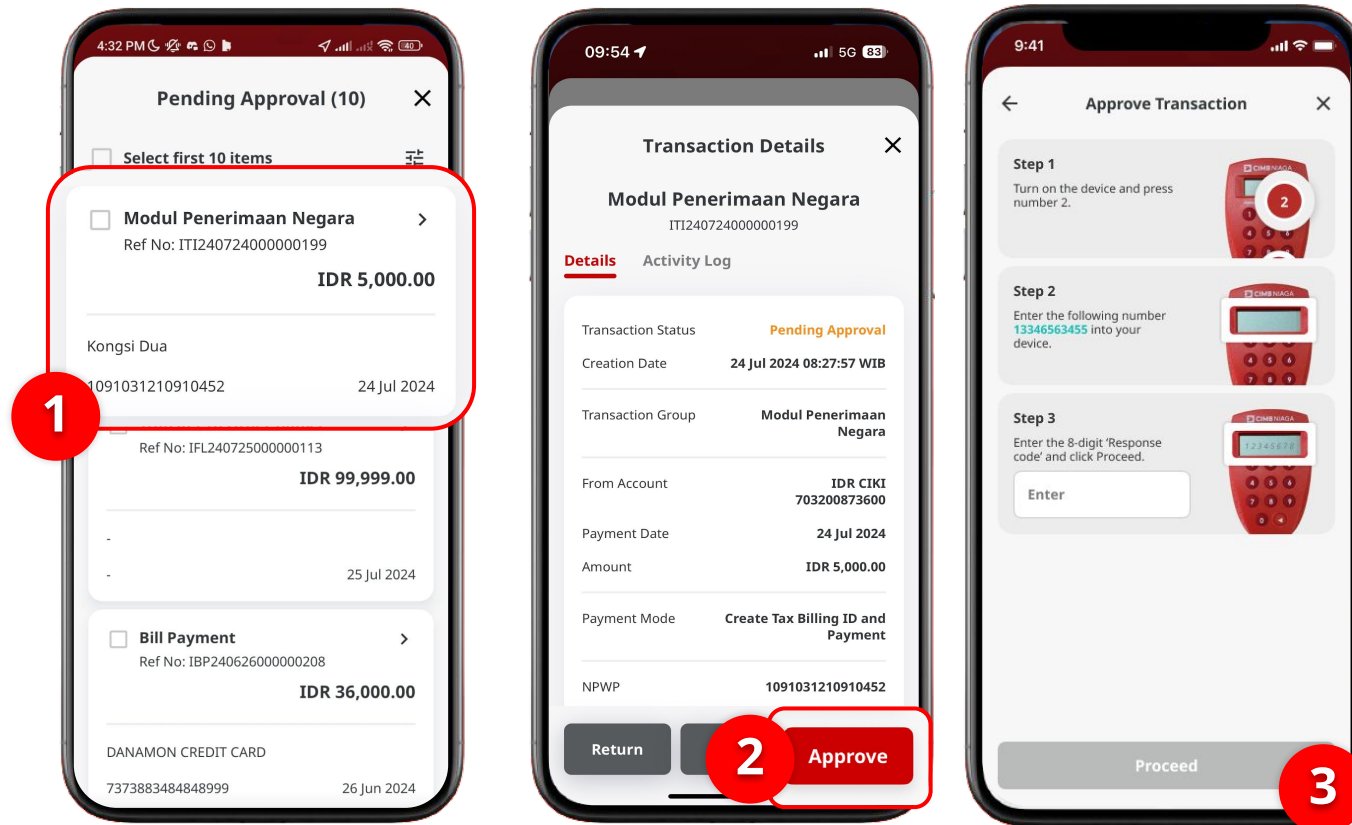
Navigate to bottom menu, click Task List

- 2 Pilih **Transaction** sebagai Viewing

Choose Transaction as Viewing

- 3 Pilih **Pending Approval**

Choose Pending Approval



1 Pilih Transaksi yang ingin di **Approve**

*Choose **Transaction***

2 Tinjau Transaksi, Klik **Approve**

*Review **Transaction**, click **approve***

3 Akan muncul **Halaman Approve Transaction**

*System will show the **approve transaction page***



- 1 Hidupkan Perangkat dengan Klik tombol **Play** pada perangkat **Hard-Token**

Turn on Hard-Token device, click Play button

- 2 Masukan **Secure Pin Number**

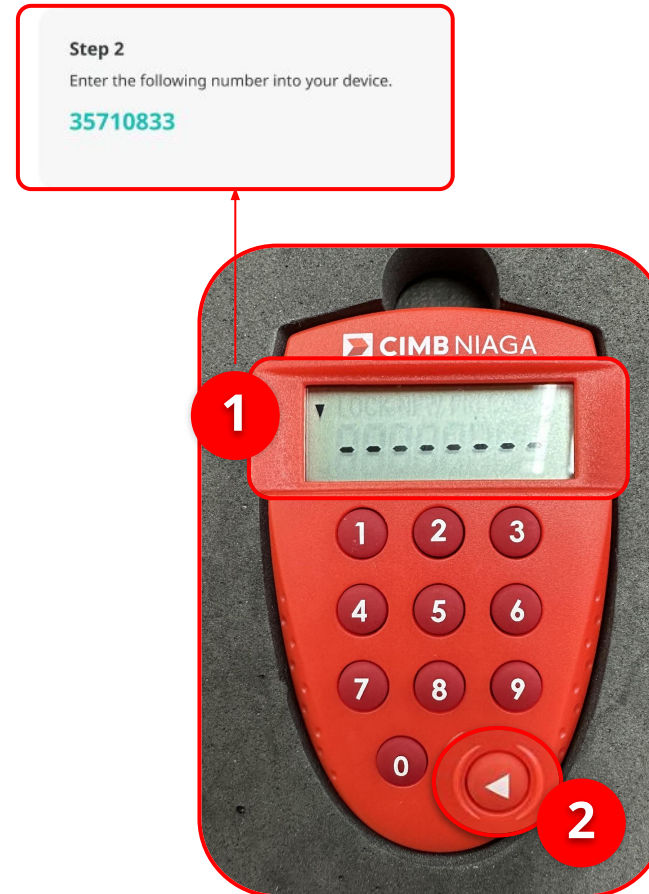
Input Secure Pin Number

- 3 Jika **Pin Benar**, sistem akan menampilkan **"APPLI"** pada layar perangkat.

System will show the "APPLI" on device's screen

- 4 Klik **Tombol 2** untuk masuk ke fitur **Transaction Signing**

Click 2 to turn on the transaction signing mode

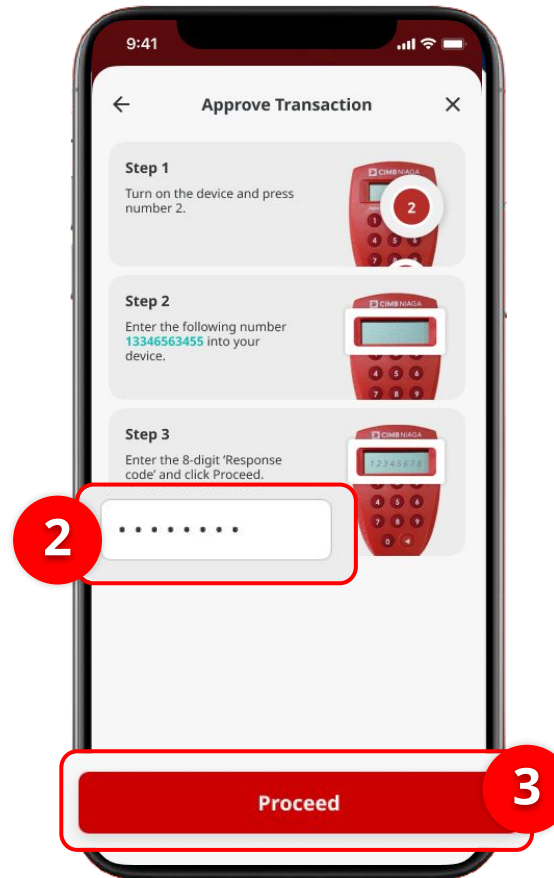


- 1 Masukan **Kode** yang muncul di **Mobile App**

*Input **code** that shown on **Mobile App***

- 2 Klik Tombol **Play**

*Click **Play***



- 1 Perangkat **Hard Token** akan menampilkan **8-Digit Kode**

Hard Token device will show the 8-Digit code

- 2 Masukkan **Kode** ke **Box Approve Transaction**

Input code to Approve transaction box

- 3 Klik **Proceed**

Click Proceed

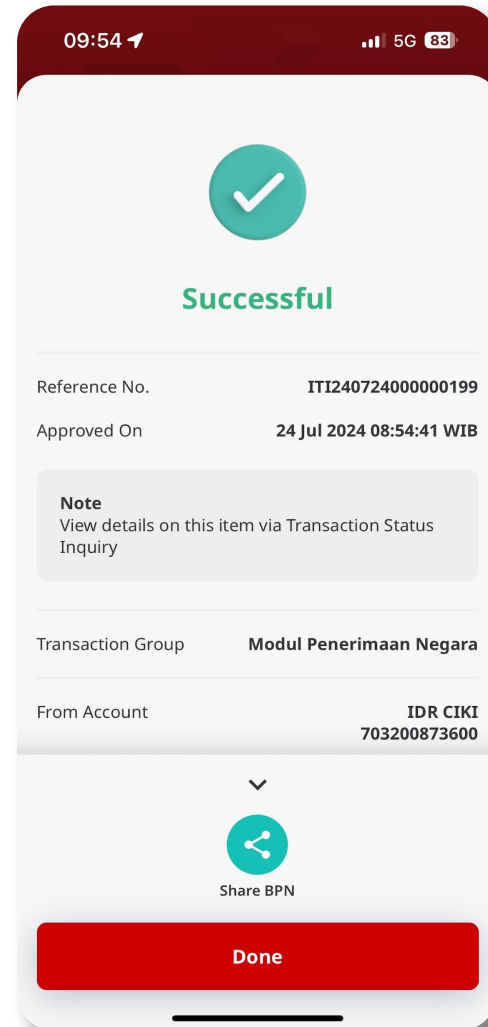
LANGKAH

07

APPROVER

Approve Transaction | Create Tax Billing ID & Payment

Menu: Task List > Approve



- 1 Jika **Transaksi berhasil**, akan masuk ke halaman **Successful**, **Klik Done**

*Once Succeed, system will show **Successful** page, click **Done***

- 2 Jika ingin **membagikan Receipt**, Klik **Share Receipt**

*If user **need to share** the Receipt, click **Share Receipt***



OCTO Biz
BY  **CIMB NIAGA**

