

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 - 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**

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**

*Transaction using **Create Tax Billing ID & Payment** using **Maker & Approver** flow*

LANGKAH

01

MAKER



Maker-Approver Flow | Create Tax Billing ID & Payment

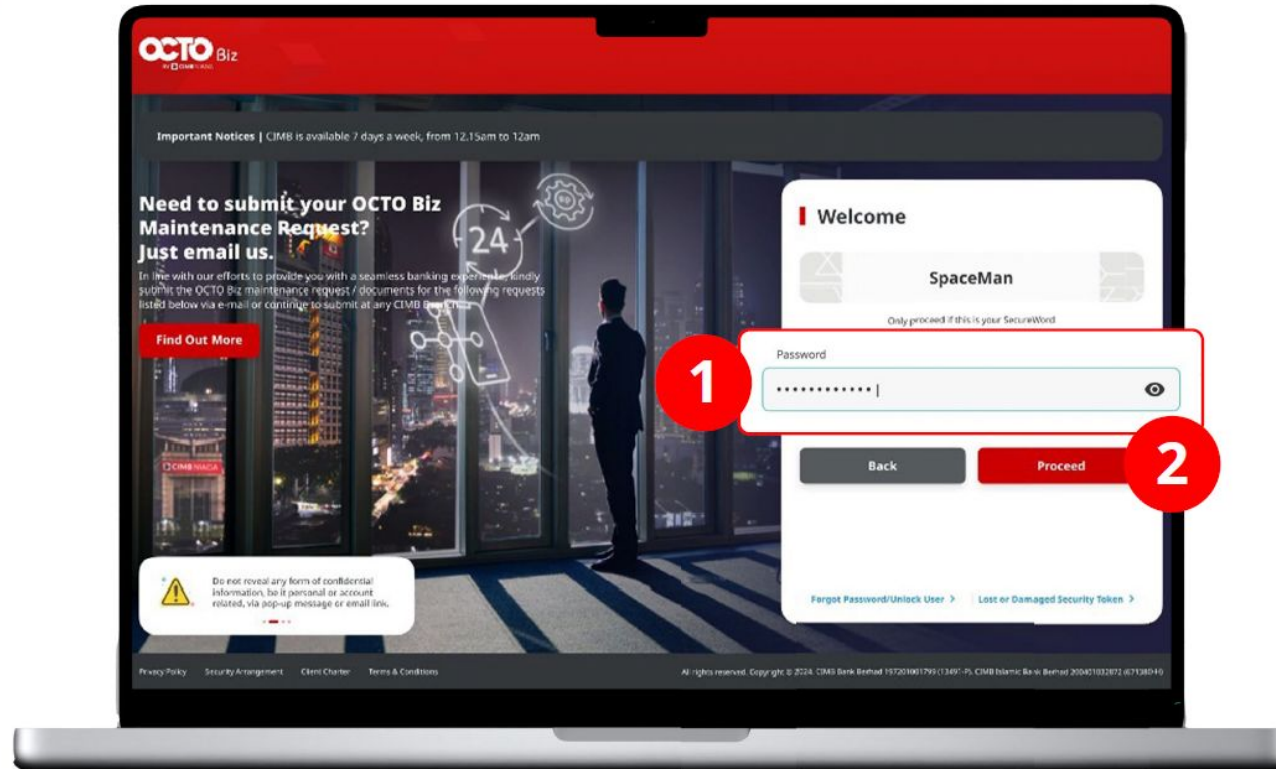
Menu: Transaction > Create Tax Billing ID & Payment

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

Maker login using User & Company ID

- 2 Klik **Next**

Click Next

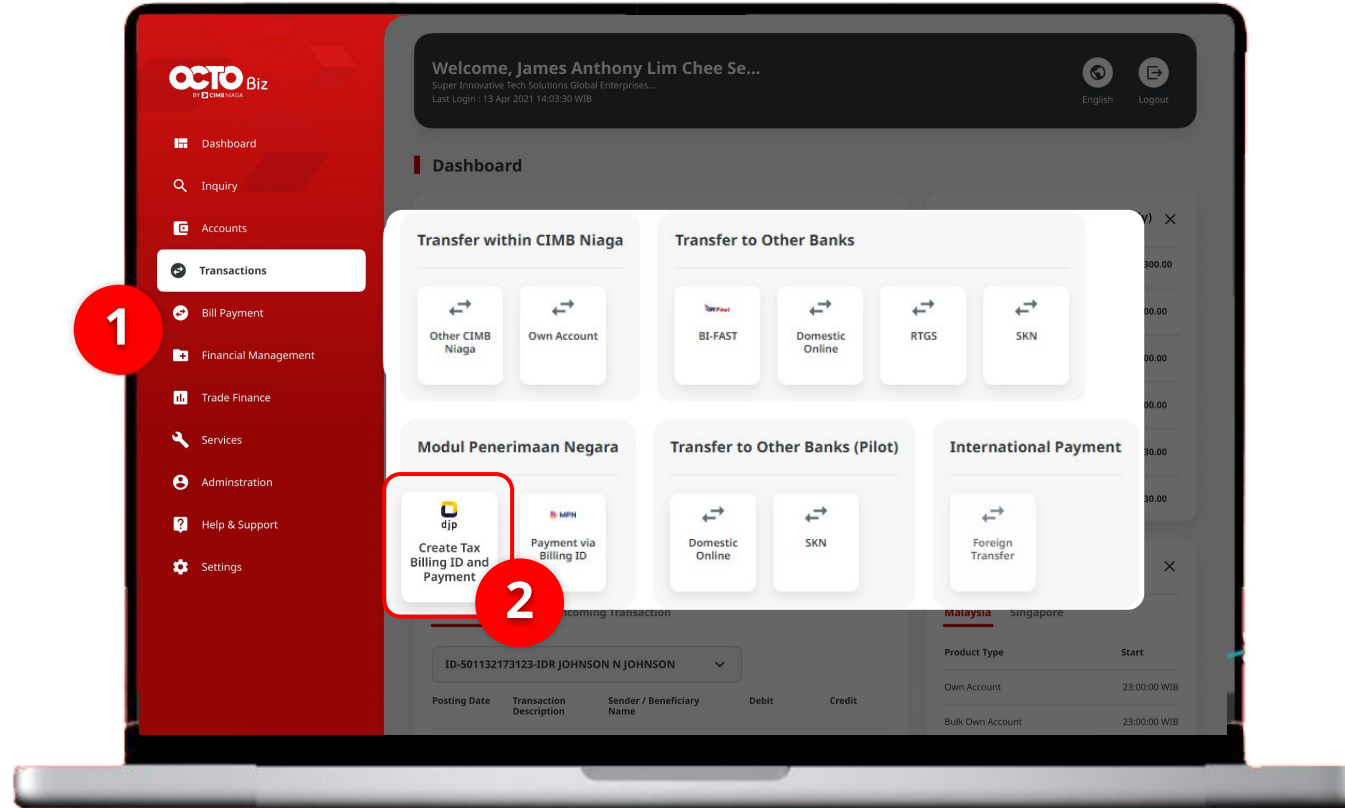


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the Dashboard page

1 Arahkan **Kursor ke Transaction**

Navigate to Transaction

2 Klik **Create Tax Billing ID Payment**

Click 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

Sistem akan menampilkan Halaman **Create Tax Billing ID & Payment**

System will show the **Create Tax Billing ID & Payment** page

1 Klik **From Account**

Click **From Account**

2 Pilih **Source Account**

Choose **Source of Funds**

3 Klik **Next**

Click **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

NPWP *

Enter

Deposit Type *

Select

Year *

Select

Tax List

- Pilih Tanggal yang Sesuai
Choose Transaction Date

Transaction Details

1

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

Tax Period From *
June

To *
June

Year *
2024

2

Other Details

Payment Description
Enter

Send BPN Email Notification
No Yes

3

Add Another Transaction Save as Draft Next

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

*Input **Transaction amount** & complete **all the Data***

- 2** Lengkapi **Other Details**

*Complete **Other Details***

- 3** Klik **Next**

*Click **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 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 b HPP Law	
Terbilang 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

Back

Submit

Tinjau Ulang Transaksi

Review Transaction

1 Klik **Submit**

Click **Submit**

Create Tax Billing ID and Payment > Acknowledgement

Submitted for approval

Reference No. : 171240722000001165Submitted 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 IDR - INDONESIA RUPIAH	Amount 100,000.00	NPWP 1091031210910432
Tax Payer Name Kongki 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
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

*System will show
Acknowledgement page*

**Langkah melakukan Approve
Transaction Kunjungi Halaman:**

To Approve transaction, visit:

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**

*Transaction using **Create Tax Billing ID & Payment** using
Single-Access User flow*

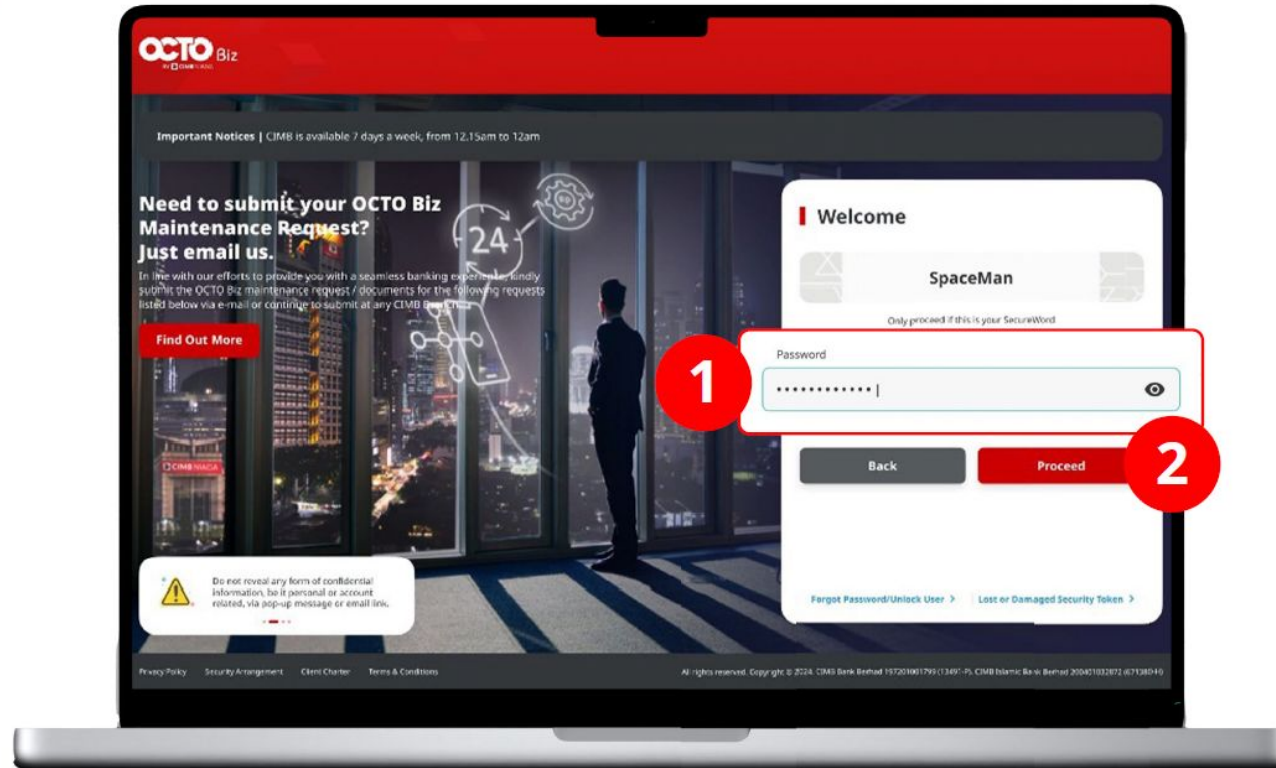


- 1 Masuk dengan menggunakan **User & Company ID**

*Login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***

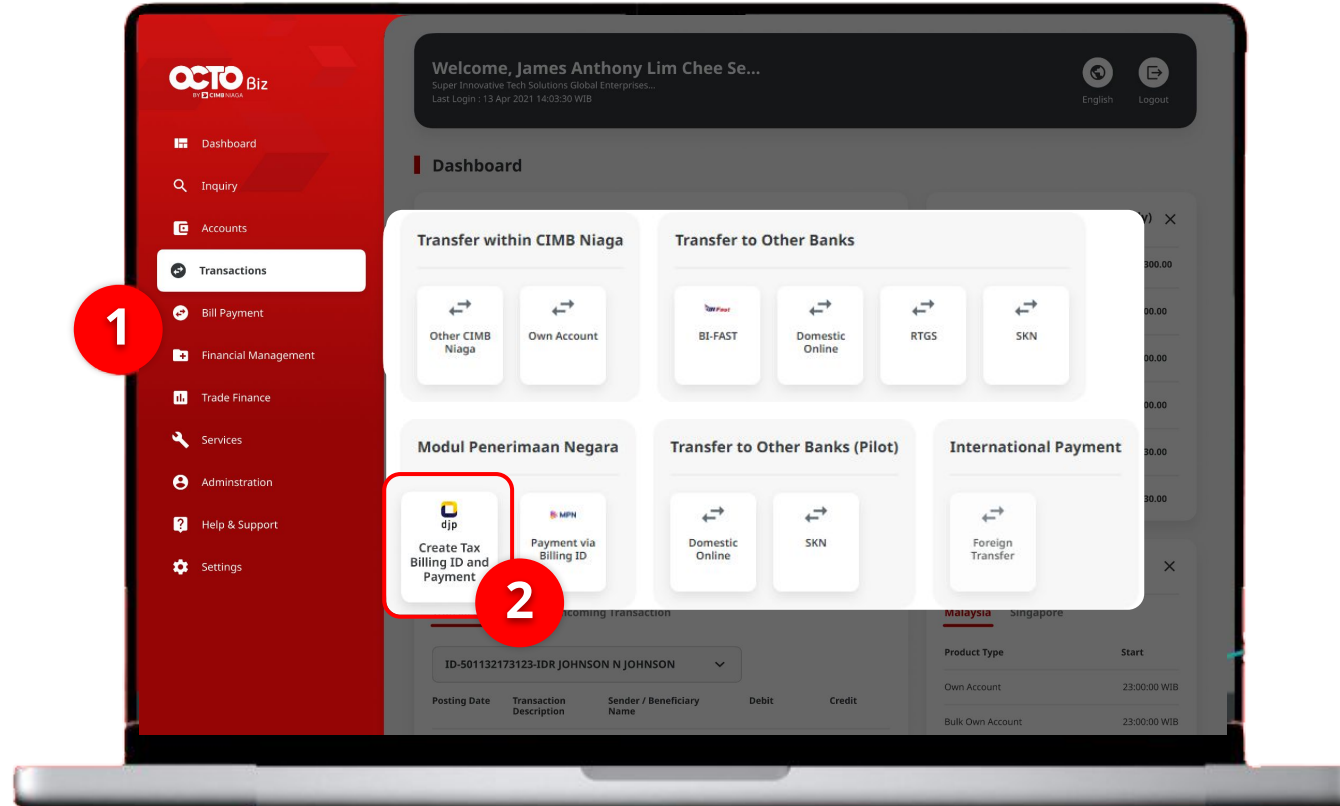


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the Dashboard page

1 Arahkan **Kursor ke Transaction**

Navigate to Transaction

2 Klik **Create Tax Billing ID Payment**

Click 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. Account Name

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

Cancel Next

Add Another Transaction Save as Draft Next

Sistem akan menampilkan Halaman **Create Tax Billing ID & Payment**

System will show the **Create Tax Billing ID & Payment** page

- 1 Klik **From Account**
Click **From Account**
- 2 Pilih **Source Account**
Choose **Source of Funds**
- 3 Klik **Next**
Click **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

NPWP *

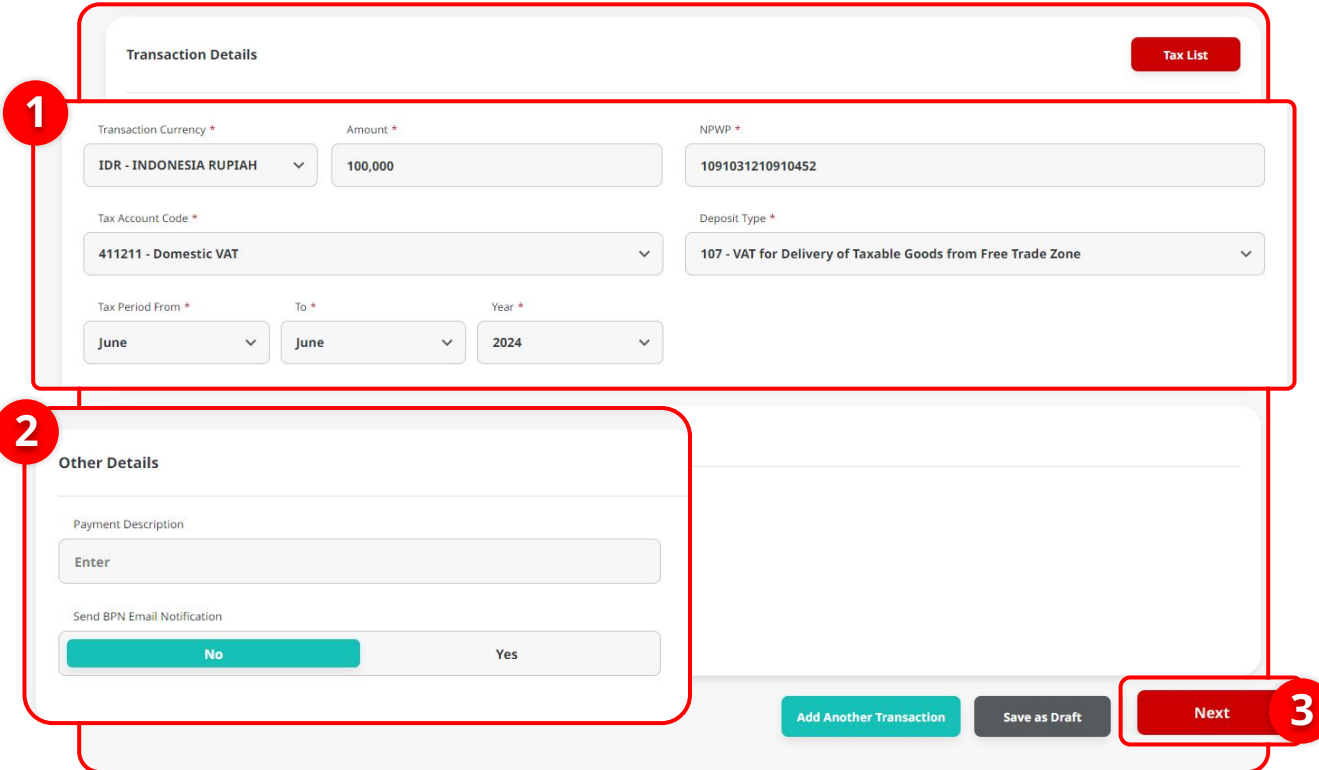
Enter

Deposit Type *

Select

Tax List

- Pilih Tanggal yang Sesuai
Choose Transaction Date



Transaction Details

Tax List

1

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

Tax Period From *
June

To *
June

Year *
2024

2

Other Details

Payment Description
Enter

Send BPN Email Notification
No Yes

3

Add Another Transaction Save as Draft Next

1 Isi **Beneficiary Details**

Complete the **Beneficiary Details**

2 Klik **Next**

Click **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

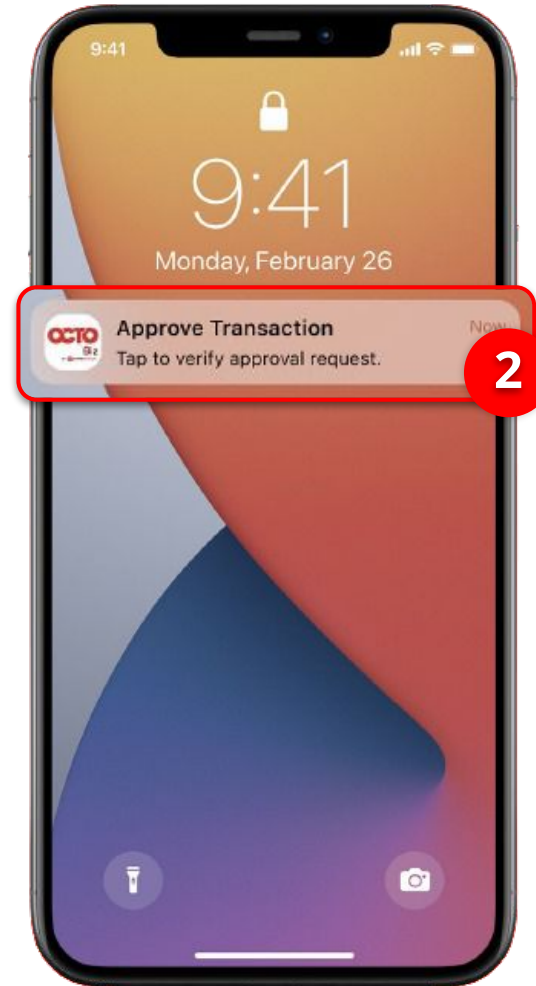
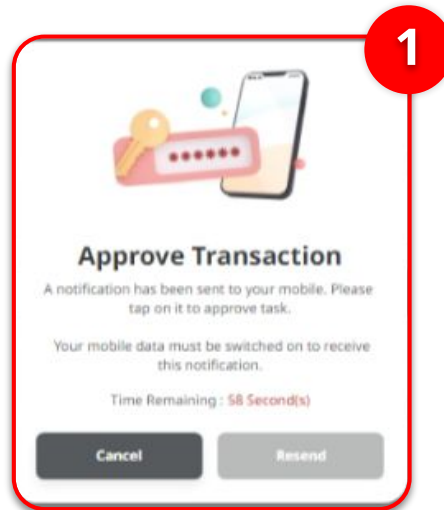
Tinjau Ulang Transaksi

Review Transaction

1 Klik **Submit**

Click **Submit**

1



- 1 Sistem akan menampilkan **Pop-Up Approver transaksi pada Website**

*System will show the **Approve Transaction** pop up*

- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

*System will **sent mobile notification**. Open Notification and click **notification bar***

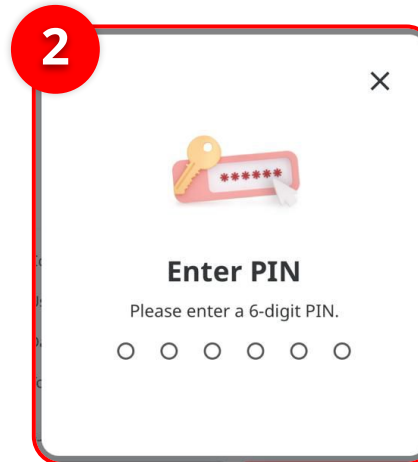
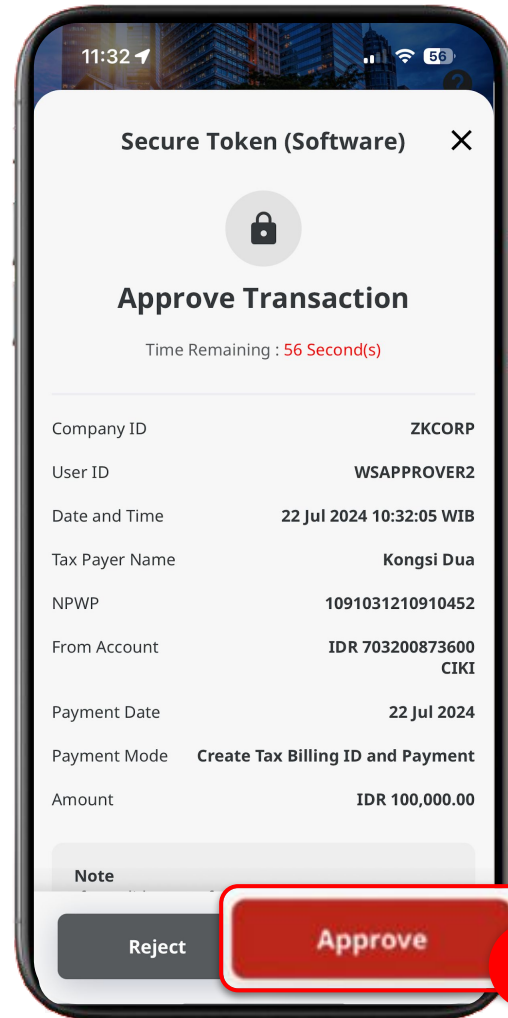
LANGKAH

09

USER SAU

Single-Access User | Create Tax Billing ID & Payment

Menu: Transaction > Create Tax Billing ID & Payment

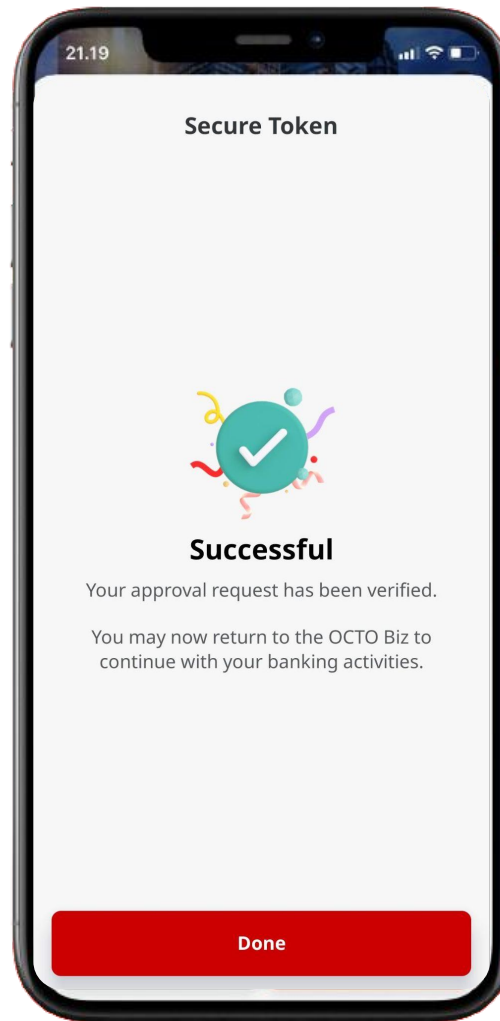


1 Klik Tombol **Approve**

Click Approve

2 Isi **6-Digit Pin**

Input 6-Digit Pin



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

*Once Succeed, system will show **acknowledgement notification** on mobile device*

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

NPN
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
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**.

On Website, system will show Acknowledgement page

Create Tax Billing ID & Payment

Approve Transaction

Mobile Token

Hard Token

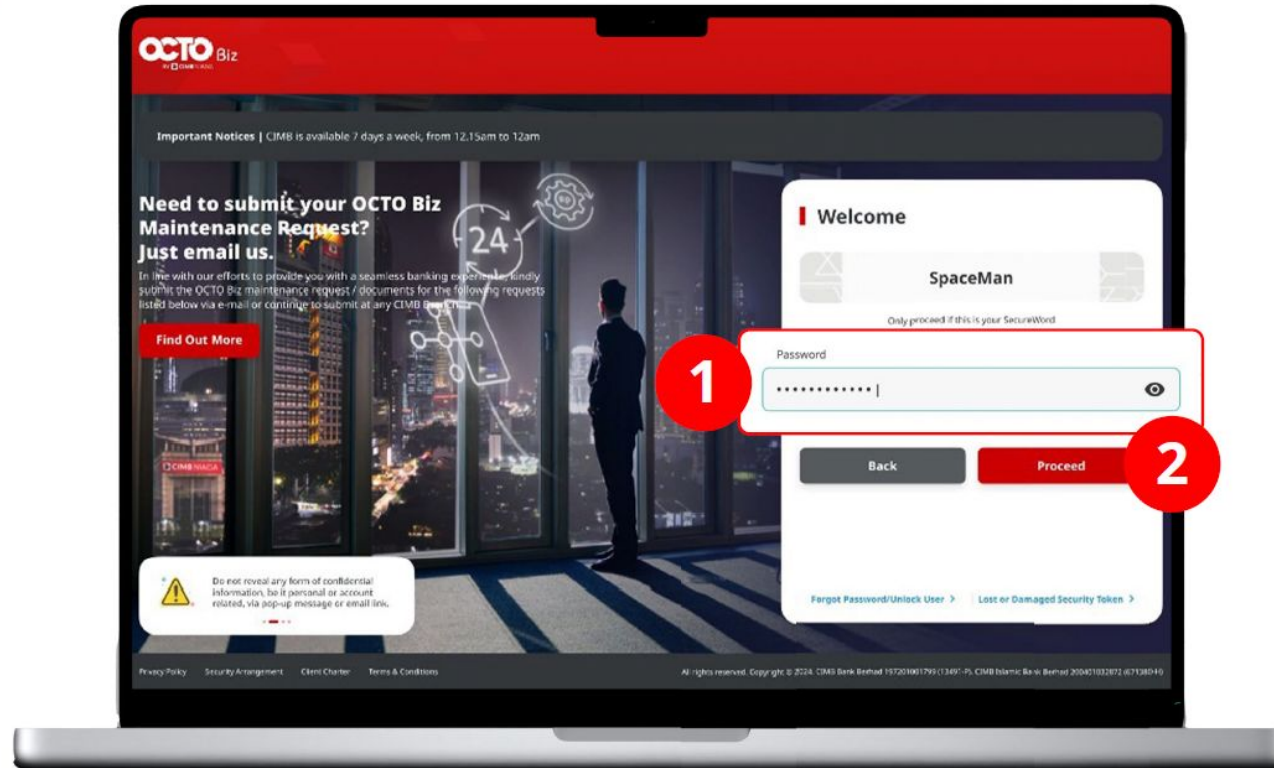
Create Tax Billing ID & Payment

Approve Transaction

Mobile Token

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

Approval Transaction process using mobile token



Login sebagai **Approver**

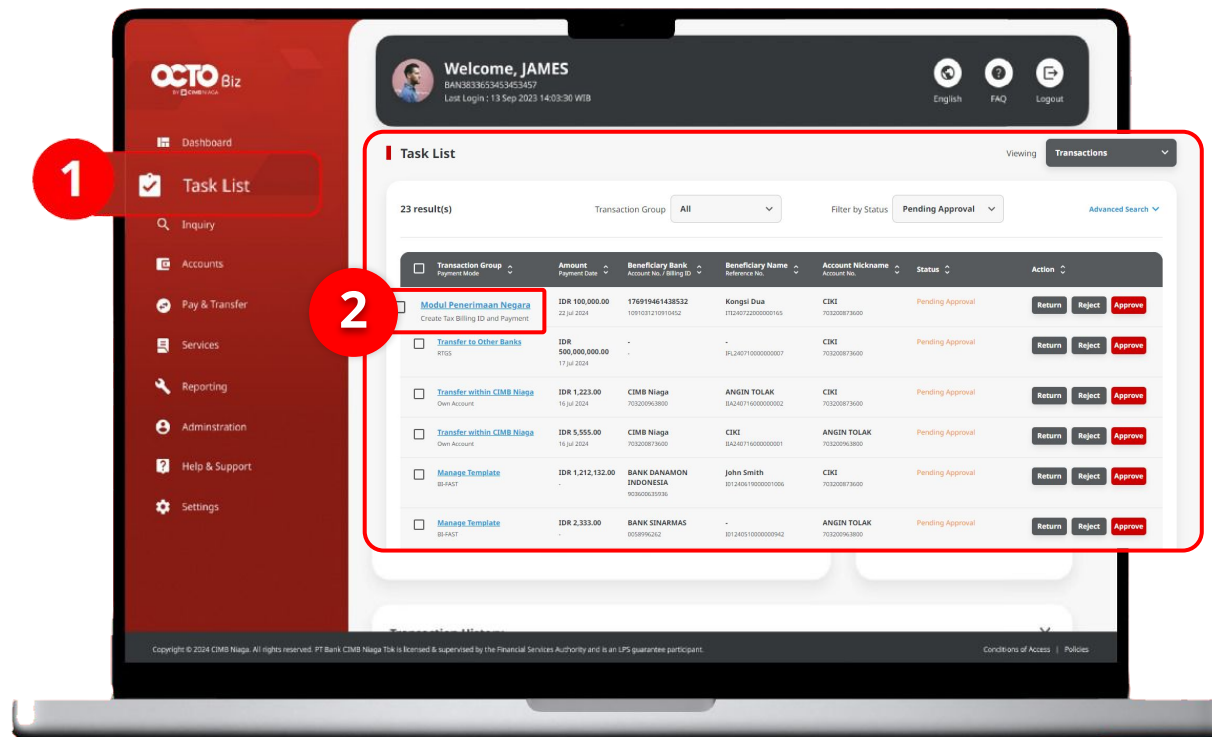
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



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

*Navigate to side menu, click **Task List***

2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

Task List > Details

Transaction Status : Pending Approval

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

Reference No:
TT1240722000000165

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**,

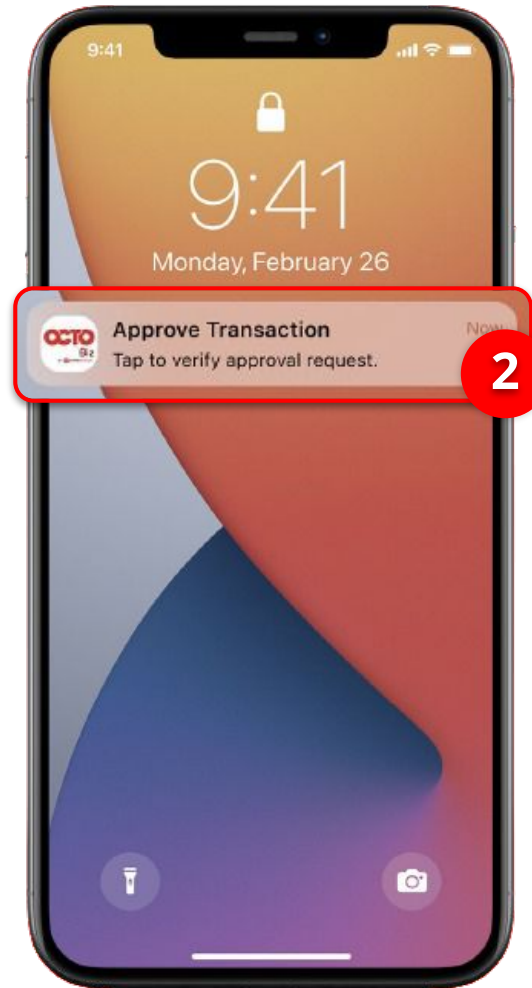
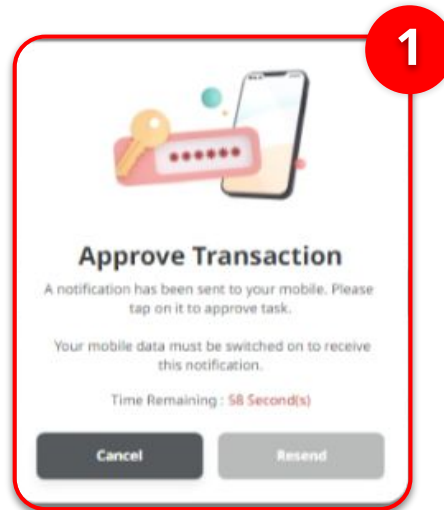
Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes

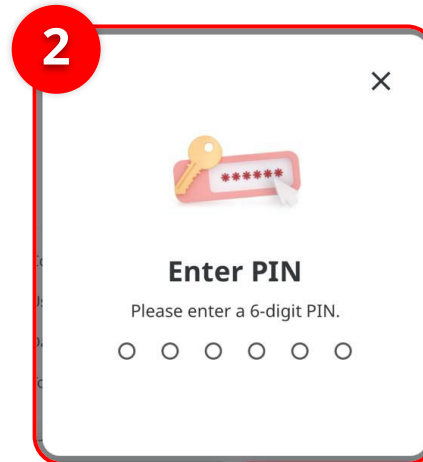
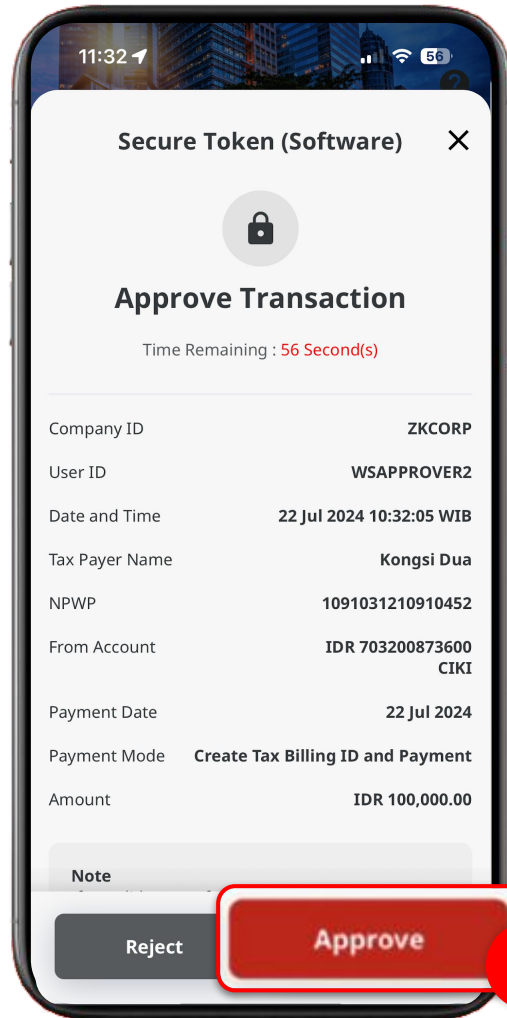


- 1 Sistem akan menampilkan **Pop-Up Approver transaksi pada Website**

*System will show the **Approve Transaction pop up** on website*

- 2 Sistem akan **mengirimkan notifikasi** di perangkat *mobile*. Buka perangkat *mobile*, **Klik Bar Notifikasi**

*System will send you notification on mobile device, Open device and **click notification bar***

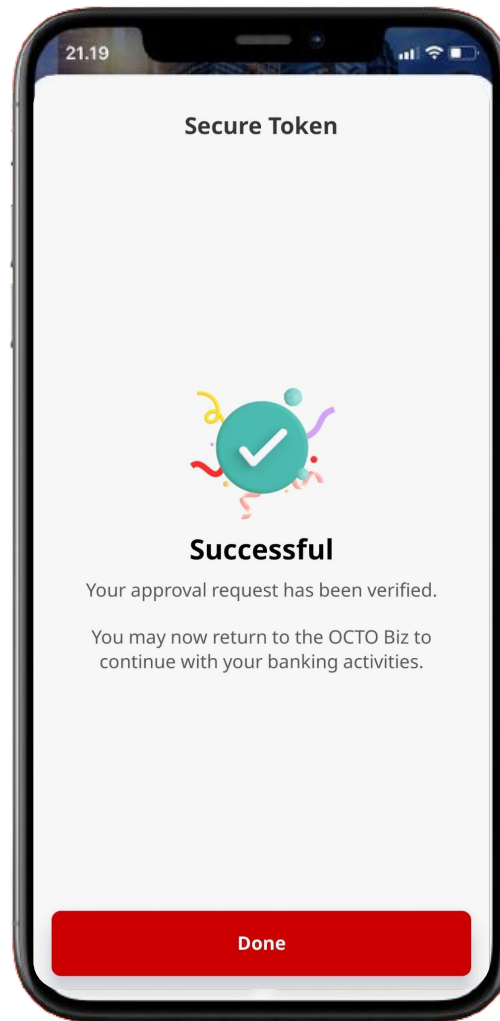


1 Klik **Tombol Approve**

*Click **Approve***

2 Isi **6-Digit Pin**

*Input **6-Digit Pin***



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

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

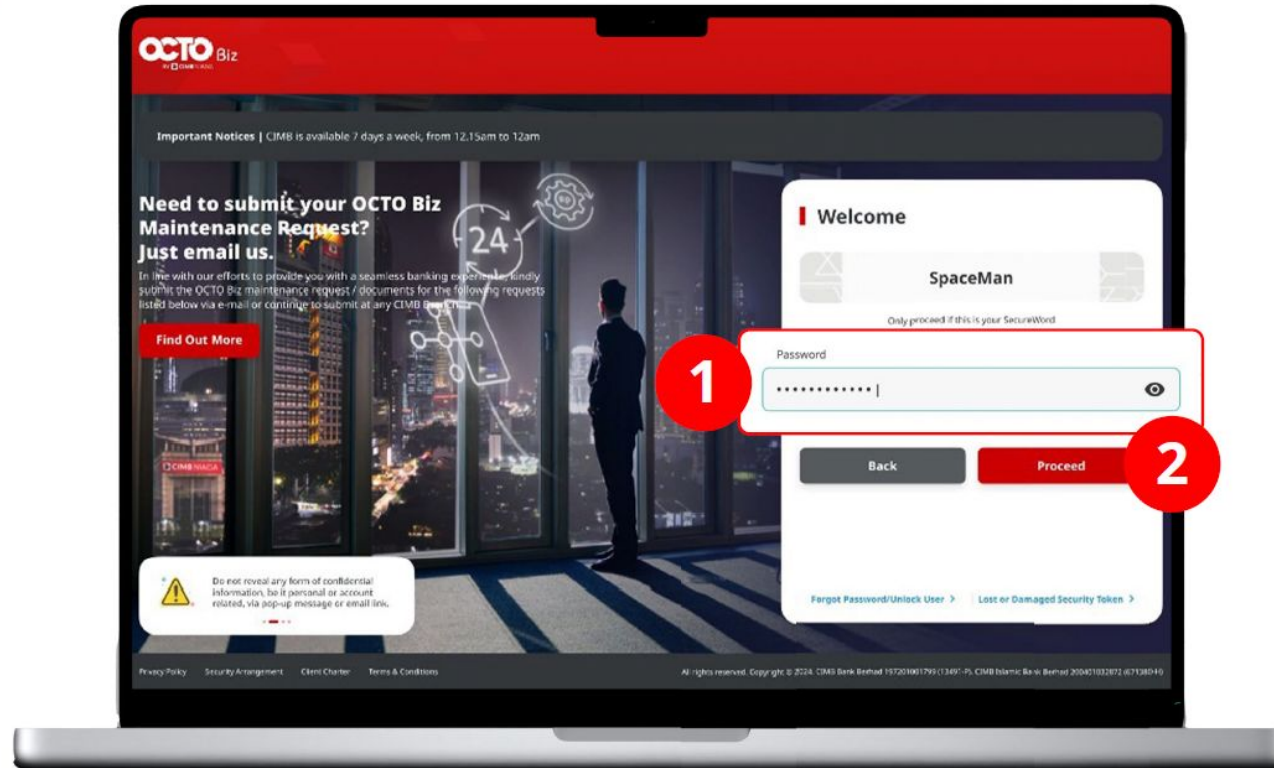
Create Tax Billing ID & Payment

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**

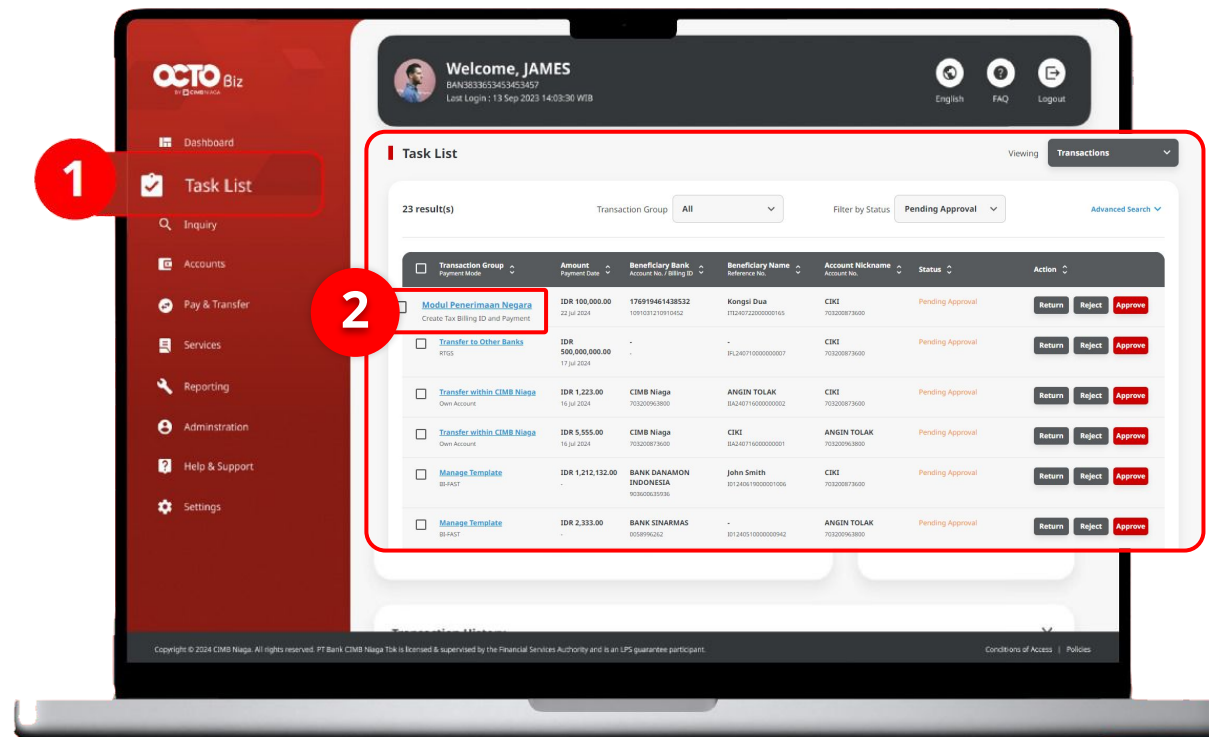
LANGKAH

01

APPROVER

Approve Transaction | Create Tax Billing ID & Payment

Menu: Task List > Approve



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

*Navigate to side menu, click **Task List***

- 2 Klik **Hyperlink** transaksi yang diinginkan

*Click **hyperlink transaction***

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 IDR - INDONESIA RUPIAH	Amount 100,000.00	NPWP 1091031210910452	Billing ID 17091946143532
Tax Payer Name Kongsi Dua	Tax Payer Address Jalan Yogyakarta Bahagia Selaku, RT001/RW002, SIDOMULYO, BAMBANG	Tax Account Code 411211 - Domestic VAT	Expired Billing Date 29 Jul 2024 08:25:06 WIB
Deposit Type 107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law		Terbilang 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
WISMAHEDI - Wan San Maker	Submit	22 Jul 2024 08:25:08 WIB	-

Remark

Remarks
Enter

Maximum 100 characters

Back

Return

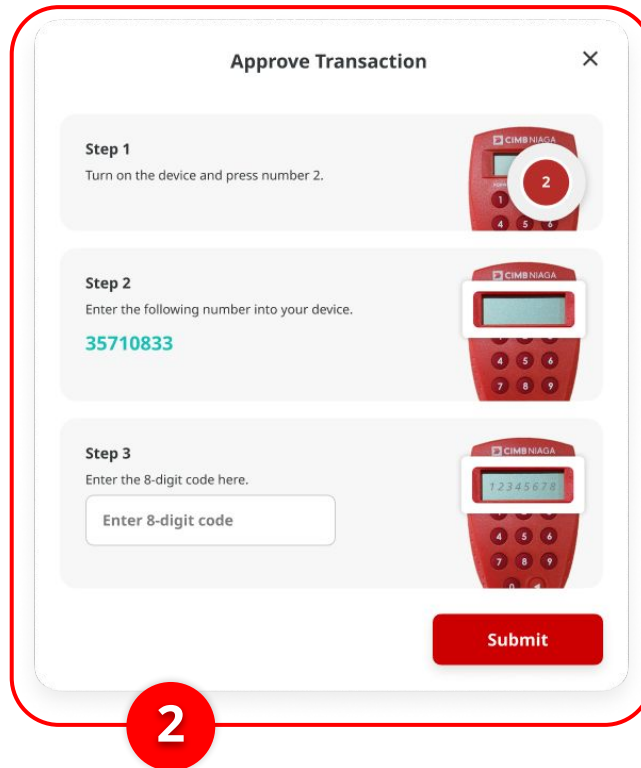
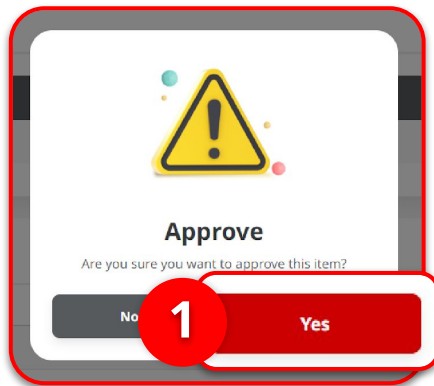
Approve

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

Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve



1 Klik **Yes**

Click Yes

2 Sistem akan memunculkan **Box Approve Transaction**

*System will show the **approve transaction pop up box***



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

Turn on Hard-Token device, click Play button

- 2 Masukan **Secure Pin Number**

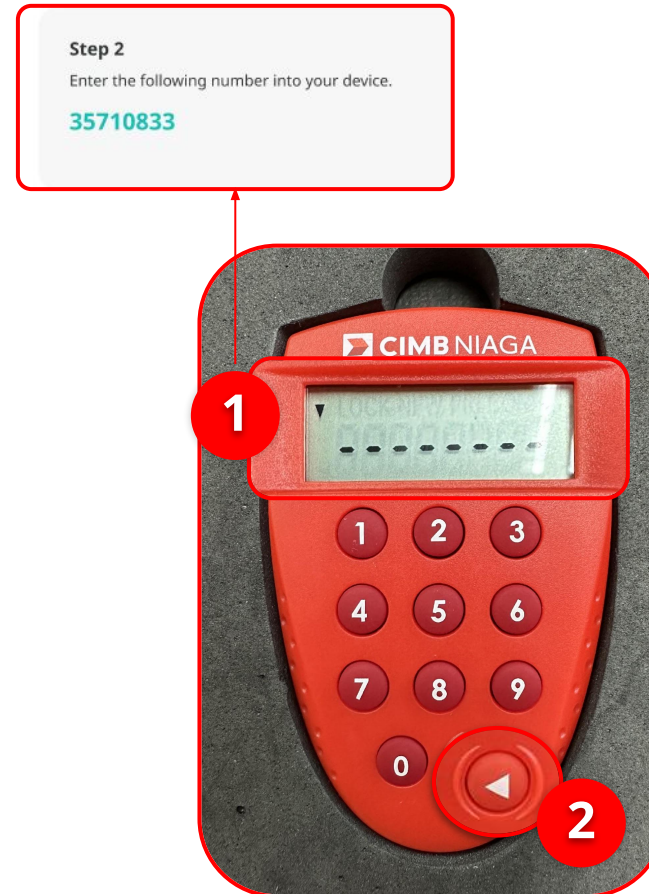
Input Secure Pin Number

- 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 **Pop-Up Box Website**
*Input **code** that shown on **Website pop up** box*
- 2** Klik **Tombol Play**
*Click **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.

Submit

- 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 **Submit**

Click Submit

Task List > Acknowledgement

Successful

Reference No. : ITT240722000000165 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-CKI

Payment Mode
Create Tax Billing ID and Payment

Payment Date
22 Jul 2024

Transaction Details

Transaction Currency IDR - INDONESIA RUPIAH	Amount 100,000.00	NPNR 1091031210910452	Tax Payer Name Kongsi Dua
Tax Payer Address Jalan Yogyakarta Bahagia Selatan, RT001/RW002, SIDOMULYO, BAMBANG	Tax Account Code 411211 - Domestic VAT	Disposit Type 107 - Additional Payment for Voluntary Disclosure Program Art. 7(4) point b HPP Law	
Tax Billing 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
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**

Once Succeed, system will show the Acknowledgement page



OCTO Biz
BY  **CIMB NIAGA**

