

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

Transaction

MPN Payment via Billing ID

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

MPN Payment via Billing ID

Transaction – MPN Payment via Billing ID Fungsi ini merupakan metode pembayaran bagi pelanggan untuk melakukan pembayaran pajak.

Transaction – MPN Payment via Billing ID is a payment method for customers to make tax payments.

05

Transaction

27

Approve
Transaction

MPN Payment via Billing ID

Transaction

Maker-Approver Flow

Single Access User

Batch transaction Submission

MPN Payment via Billing ID

Transaction

Maker-Approver Flow

LANGKAH

01

MAKER



Maker-Approver Flow | MPN Payment via Billing ID

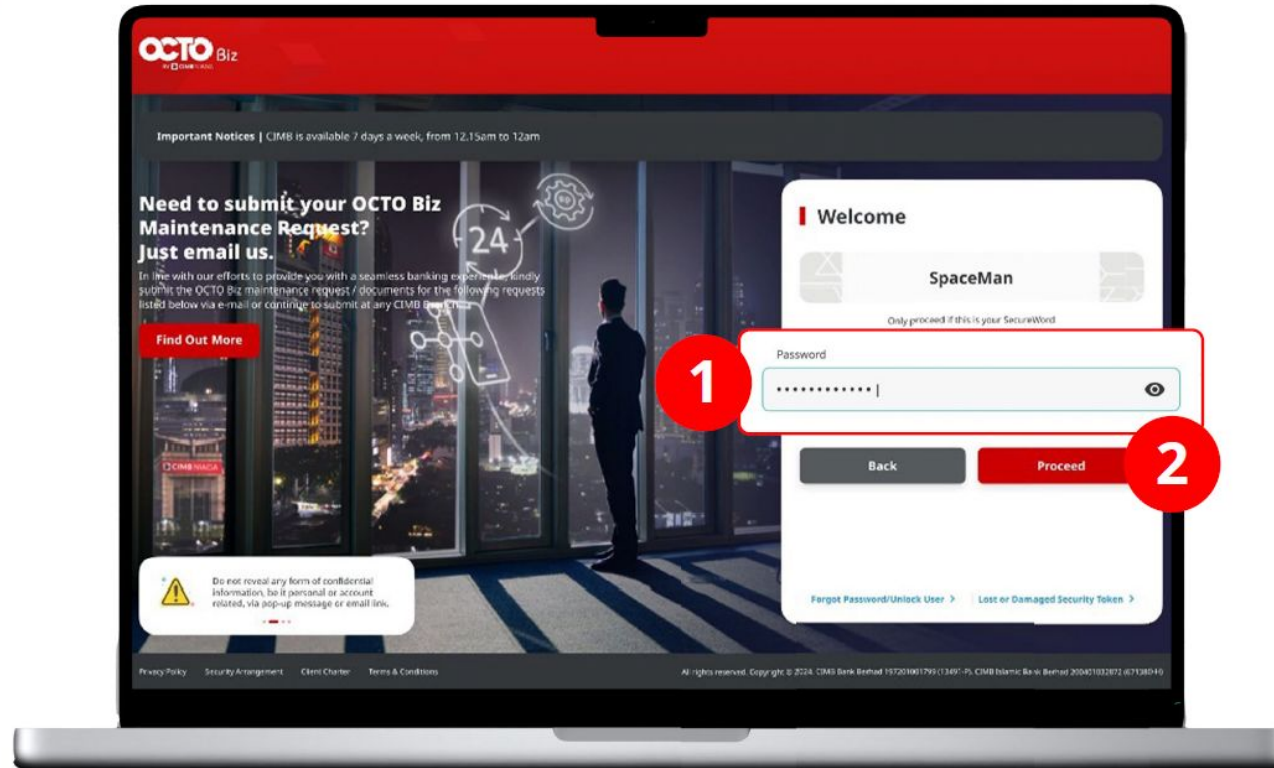
Menu: Transaction > MPN Payment via Billing ID

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

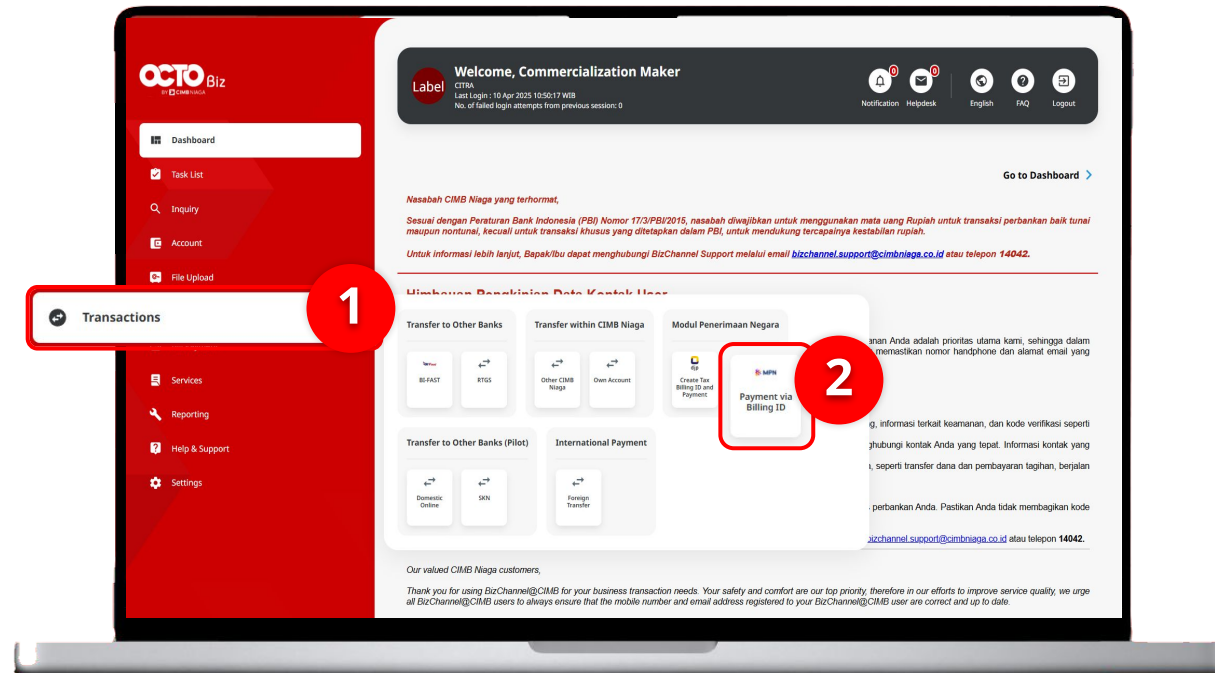
Maker login using User & Company ID

- 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 **Payment via Billing ID**

Click Payment via Billing ID

LANGKAH

04

MAKER

The screenshot shows the OCTO Biz interface for a user named Ricky Maker. The left sidebar contains navigation links: Dashboard, Task List, Inquiry, Account, Transactions (highlighted), Bill Payment, Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Payment via Billing ID' and contains several sections: 'Transaction Group' with a dropdown menu set to 'Modul Penerimaan Negara'; 'Sender Details' with a 'From Account' dropdown (step 1), a 'Payment Date' field set to '24 Feb 2025' (step 2), and a 'Transaction Details' section with a 'Billing ID' field (step 3); and 'Other Details' with a 'Send BPN Email Notification' toggle set to 'No'. At the bottom, there are buttons for 'Add Another Transaction', 'Save', and 'Next' (step 4).

Maker-Approver Flow | MPN Payment via Billing ID

Menu: Transaction > MPN Payment via Billing ID

Sistem akan menampilkan Halaman
Payment via Billing ID

System will show the ***Payment via Billing ID*** page

- 1 Klik ***From Account*** dan pilih ***Source Account***

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

- 2 Pilih ***Payment Date***

Choose ***Payment Date***

- 3 Lengkapi ***Transaction Details***

Complete the ***Transaction Details***

- 4 Klik ***Next***

Click ***Next***

LANGKAH

05

MAKER

Payment via Billing ID > Review Details

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CTKI

Payment Mode
Payment via Billing ID

Payment Date
25 Feb 2025

Transaction Details

Transaction Currency	Amount	Billing ID
IDR - INDONESIA RUPIAH	7,691.00	519100190024509
Tax Payer Name		Tax Payer ID
Billing Testing DJBC MPN G3		999999999999999
Document Type		Document No.
10		00000000
Document Date		Kode KPRBC
01 Oct 2019		521457

Other Details

Send BPM Email Notification

No

1 [Submit](#)

Payment via Billing ID > Acknowledgement

Submitted for approval

Reference No. : 117090225000000465 Submitted On : 25 Feb 2025 16:38:04 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 CTKI

Payment Mode
Payment via Billing ID

Payment Date
25 Feb 2025

Transaction Details

Transaction Currency	Amount	Billing ID
IDR - INDONESIA RUPIAH	7,691.00	519100190024509
Tax Payer Name		Tax Payer ID
Billing Testing DJBC MPN G3		999999999999999
Document Type		Document No.
10		00000000
Document Date		Kode KPRBC
01 Oct 2019		521457

Other Details

Send BPM Email Notification

No

[Print](#) [Make Another Transaction](#)

Maker-Approver Flow | MPN Payment via Billing ID

Menu: Transaction > MPN Payment via Billing ID

Sistem akan melakukan **validasi NPWP**

*System will do the **NPWP Validation***

1 Sistem akan menampilkan **halaman Preview**

*System will show the **Preview** page*

2 Jika berhasil, Sistem akan menampilkan halaman **Acknowledgement**

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

Langkah melakukan **Approve transaksi** kunjungi:

*To **Approve Transaction** , visit page:*

33

Mobile Token

42

Hard Token

MPN Payment via Billing ID

Transaction

Single Access User

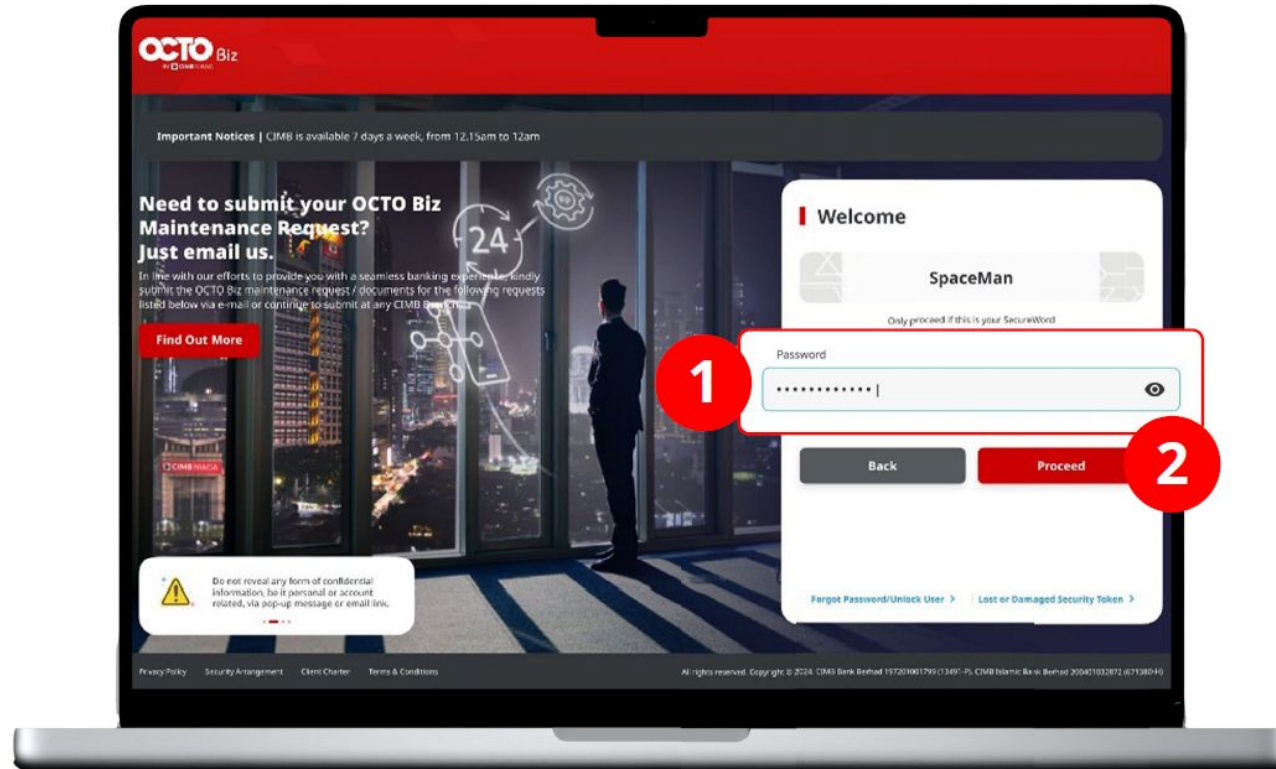


- 1 Masuk dengan menggunakan **User & Company ID**

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

- 2 Klik **Next**

*Click **Next***

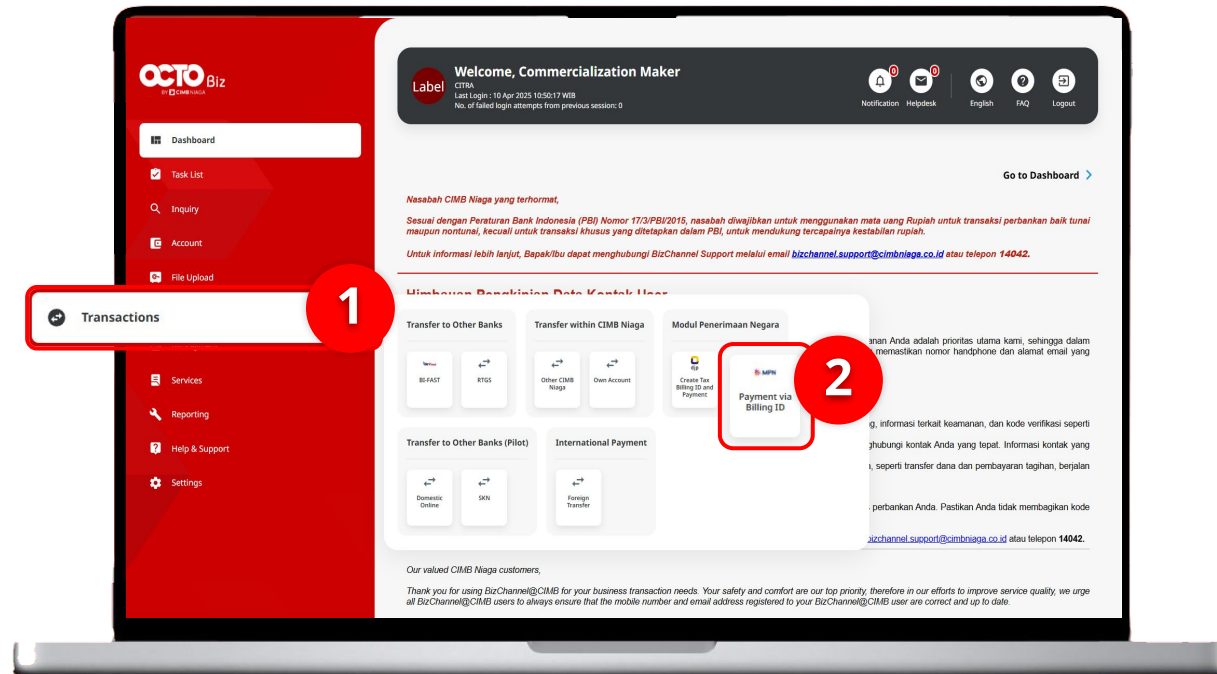


1 Isi **Password**

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 **Payment via Billing ID**

Click Payment via Billing ID

The screenshot shows the OCTO Biz interface for a user named Ricky Maker. The left sidebar contains navigation options: Dashboard, Task List, Inquiry, Account, Transactions (highlighted), Bill Payment, Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Payment via Billing ID' and contains several sections:

- Transaction Group:** A dropdown menu with 'Modul Penerimaan Negara' selected.
- Sender Details:**
 - From Account *:** A text input field with a red circle '1' next to it.
 - Payment Date *:** A date picker showing '24 Feb 2025' with a red circle '2' next to it.
- Transaction Details:**
 - Billing ID *:** A text input field with a red circle '3' next to it.
- Other Details:**
 - Send BPN Email Notification:** Radio buttons for 'No' and 'Yes'.

At the bottom right, there are three buttons: 'Add Another Transaction', 'Save', and 'Next'. The 'Next' button is highlighted with a red circle '4'.

Sistem akan menampilkan Halaman **Payment via Billing ID**

System will show the **Payment via Billing ID** page

- 1 Klik **From Account** dan pilih **Source Account**

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

- 2 Pilih **Payment Date**

Choose **Payment Date**

- 3 Lengkapi **Transaction Details**

Complete the **Transaction Details**

- 4 Klik **Next**

Click **Next**

Payment via Billing ID > Review Details

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account
703200873600-IDR CIKI

Payment Mode
Payment via Billing ID

Payment Date
25 Feb 2025

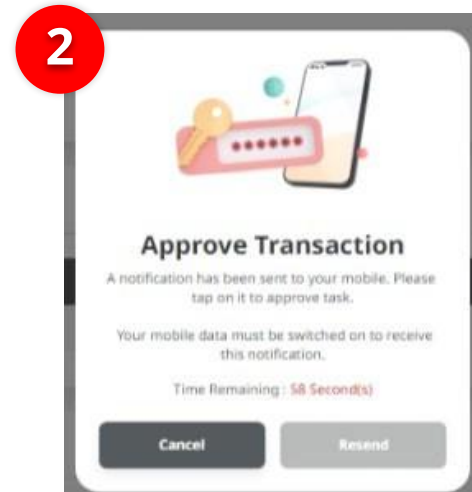
Transaction Details

Transaction Currency	Amount	Billing ID
IDR - INDONESIA RUPIAH	7,691.00	519100190024509
Tax Payer Name		Tax Payer ID
Billing Testing DJBC MPN G3		999999999999999
Document Type		Document No.
10		99999999
Document Date		Kode KPPBC
01 Oct 2019		521457

Other Details

Send BPN Email Notification
No

1 Back Submit



Sistem akan melakukan **validasi NPWP**

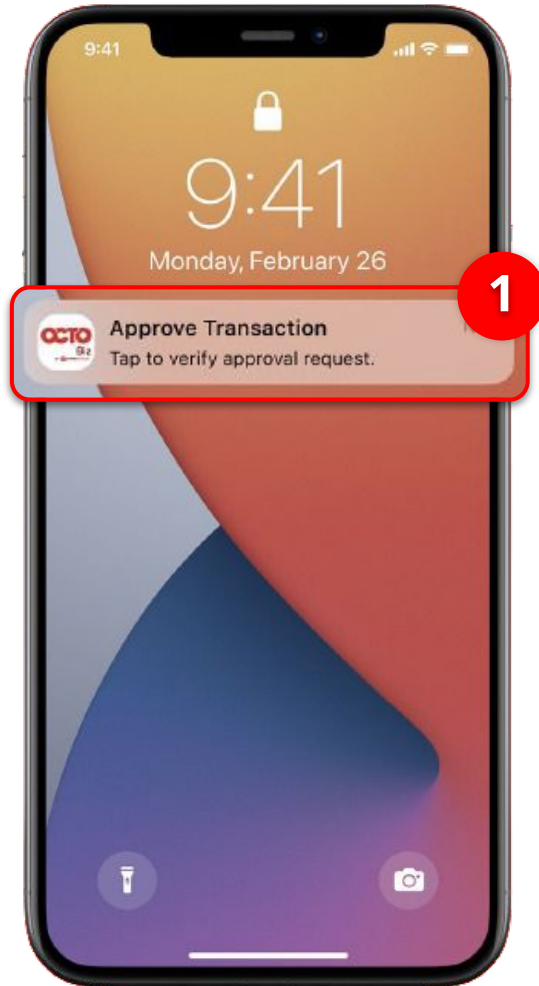
*System will do the **NPWP Validation***

- 1** Sistem akan menampilkan **halaman Preview**, klik **Submit**

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

- 2** Jika berhasil, Sistem akan menampilkan **Pop up Approve transaction**

*Once succeed, system will show the **Approve Transaction pop up***



Secure Token (Software) X

Approve Transaction

Time Remaining : 51 Second(s)

Company ID	ZKCORP
User ID	RICKYAPPROVER
Date and Time	26 Feb 2025 16:34:33 WIB
Tax Payer Name	Billing Testing DJBC MPN G3
Billing ID	519100190024509
From Account	IDR 703200873600 CIKI
Payment Date	26 Feb 2025
Payment Mode	Payment via Billing ID
Amount	IDR 7,691.00

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, 08:00AM - 7:00PM
Saturday from 08:00AM - 5:00PM
(excluding public holidays).

Reject

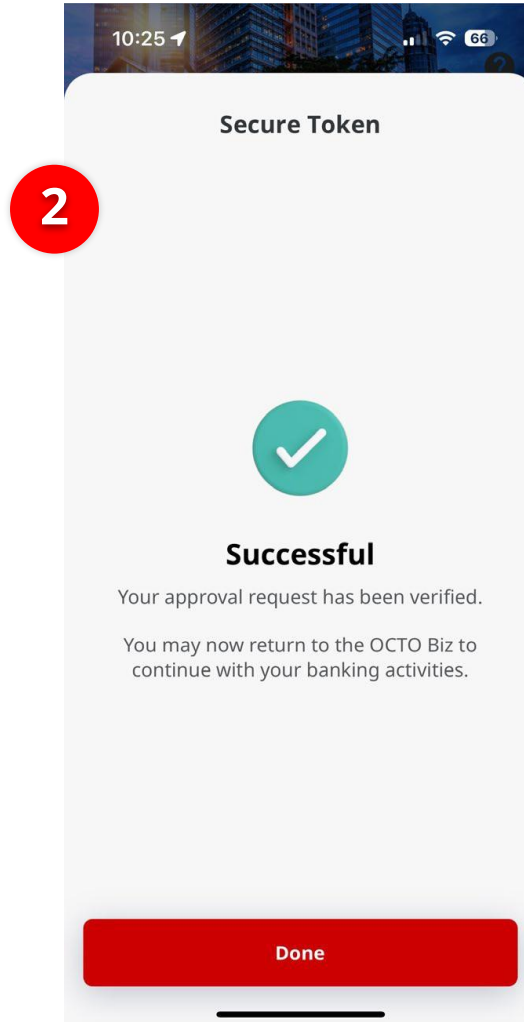
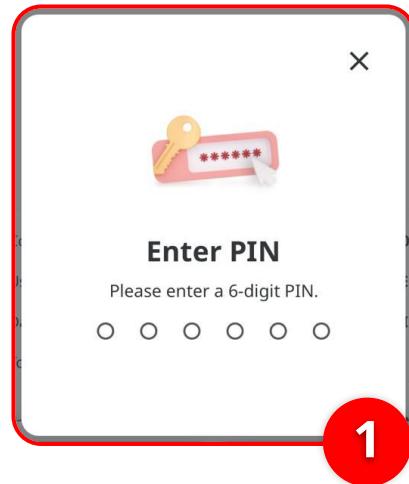
Approve

- 1 Sistem akan mengirimkan *pop up* pada ponsel, klik **Notification Pop up**

*System will show the **pop up notification** on mobile phone. Click **Notification pop up***

- 2 Review Transaksi, jika sudah klik **Approve**

*Review the Transaction. click **Approve***



1 Isi **6-Digit Pin**

Input 6-Digit Pin

2 Jika Transaksi Sukses, Sistem akan menampilkan **halaman Acknowledgement**

Once Succeed, system will show the Acknowledgement page

LANGKAH

08

Task List > Acknowledgement

Successful

Reference No. : ITP250225000000465

Approved On : 26 Feb 2025 16:35:15 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

Payment via Billing ID

Payment Date

26 Feb 2025

Transaction Details

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

7,691.00

Billing ID

519100190024509

Tax Payer Name

Billing Testing DJBC MPN G3

Tax Payer ID

9999999999999999

Document Type

10

Document No.

999999999

Document Date

01 Oct 2019

Kode KPPBC

521457

Other Details

Send BPN Email Notification

No

User Activities

User	Activities	Date / Time	Remark
RICKIAPPROVER - Ricky Approver	Edit	26 Feb 2025 16:35:10 WIB	-
RICKIAPPROVER - Ricky Approver	Approve	26 Feb 2025 16:35:10 WIB	-

Print

Done

Jika Transaksi Sukses, Sistem akan menampilkan **halaman Acknowledgement** di website

Once Succeed, system will show the Acknowledgement page on Website

MPN Payment via Billing ID

Transaction

Batch transaction Submission



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

*Maker login using **User & Company ID***

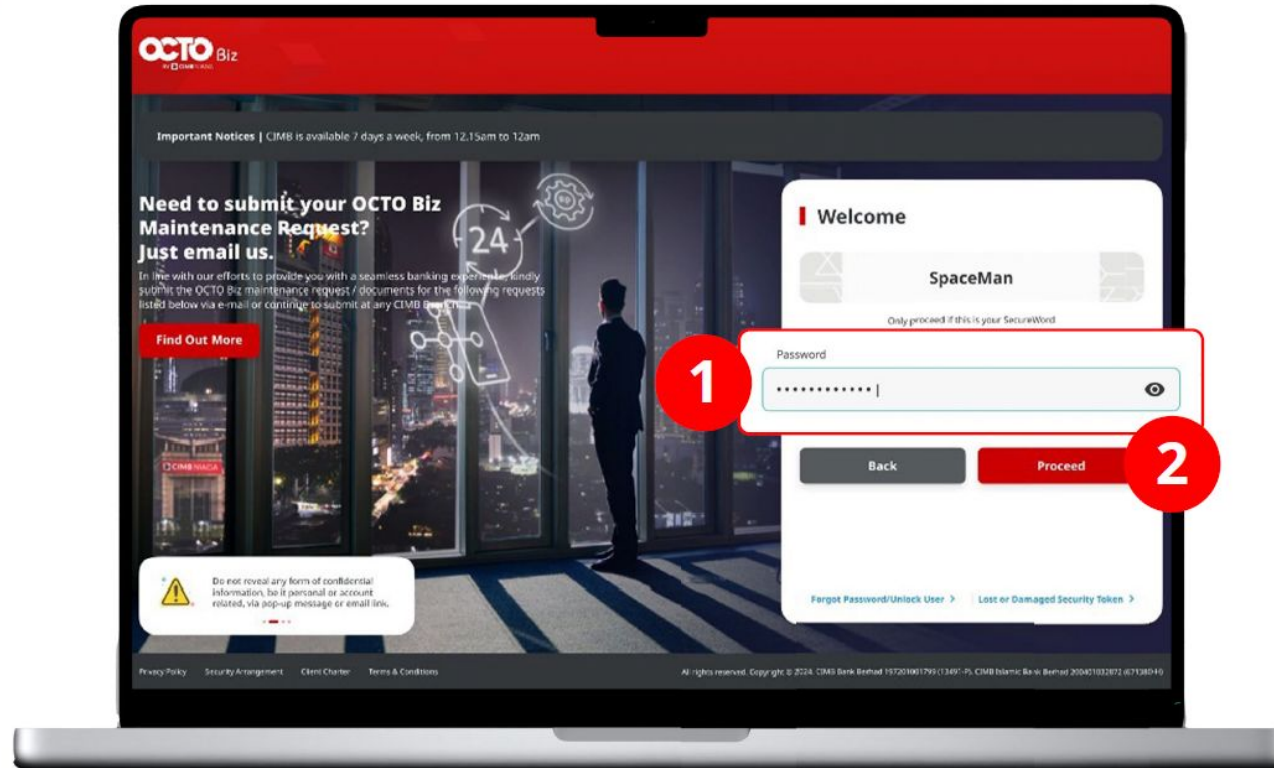
- 2 Klik **Next**

*Click **Next***

LANGKAH

02

MAKER

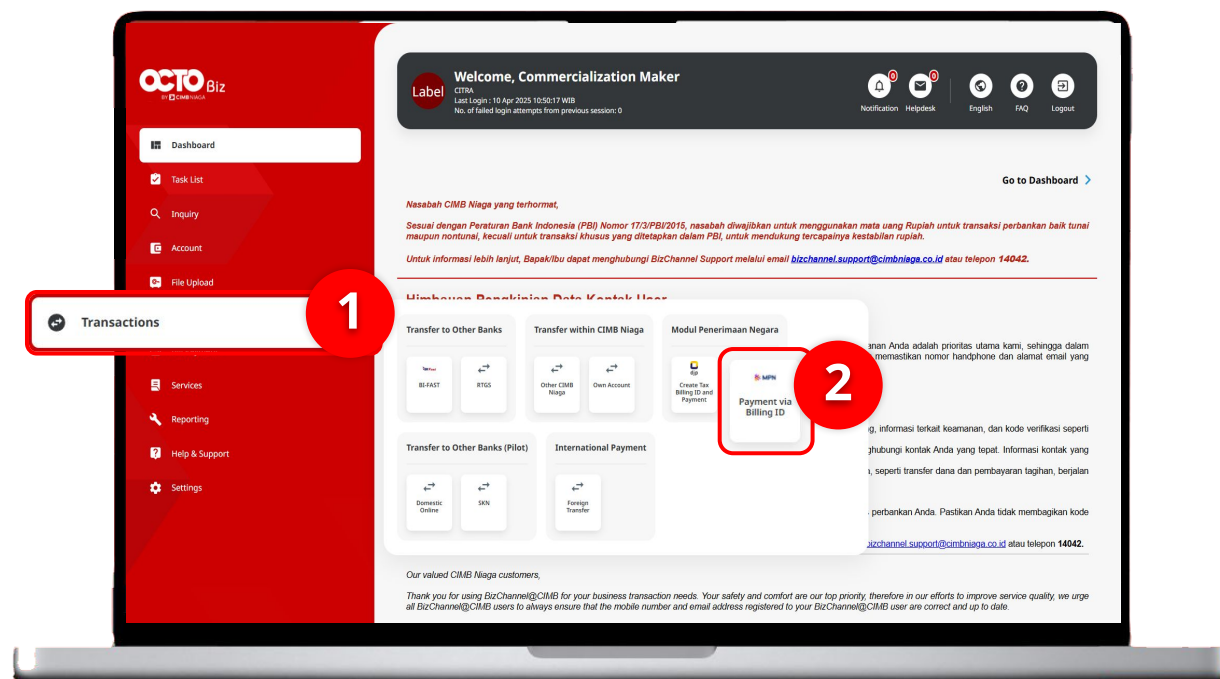


1 Isi **Password**

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 **Payment via Billing ID**

Click Payment via Billing ID

The screenshot shows the OCTO Biz interface for submitting a batch transaction. The left sidebar contains navigation options: Dashboard, Task List, Inquiry, Account, Transactions (highlighted), Bill Payment, Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Payment via Billing ID' and includes a welcome message for Ricky Maker. The form is divided into several sections: Transaction Group (with a dropdown menu set to 'Modul Penerimaan Negara'), Sender Details (with a red box and '1' around the 'From Account' dropdown), Payment Date (with a red box and '2' around the date field set to '24 Feb 2025'), Transaction Details (with a red box and '3' around the 'Billing ID' input field), and Other Details (with a 'Send BPN Email Notification' toggle set to 'No'). At the bottom, there is a red box and '4' around the 'Add Another Transaction' button, along with 'Save as Draft' and 'Next' buttons.

Sistem akan menampilkan Halaman **Payment via Billing ID**

System will show the **Payment via Billing ID** page

1 Klik **From Account** dan pilih **Source Account**

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

2 Pilih **Payment Date**

Choose **Payment Date**

3 Lengkapi **Transaction Details**

Complete the **Transaction Details**

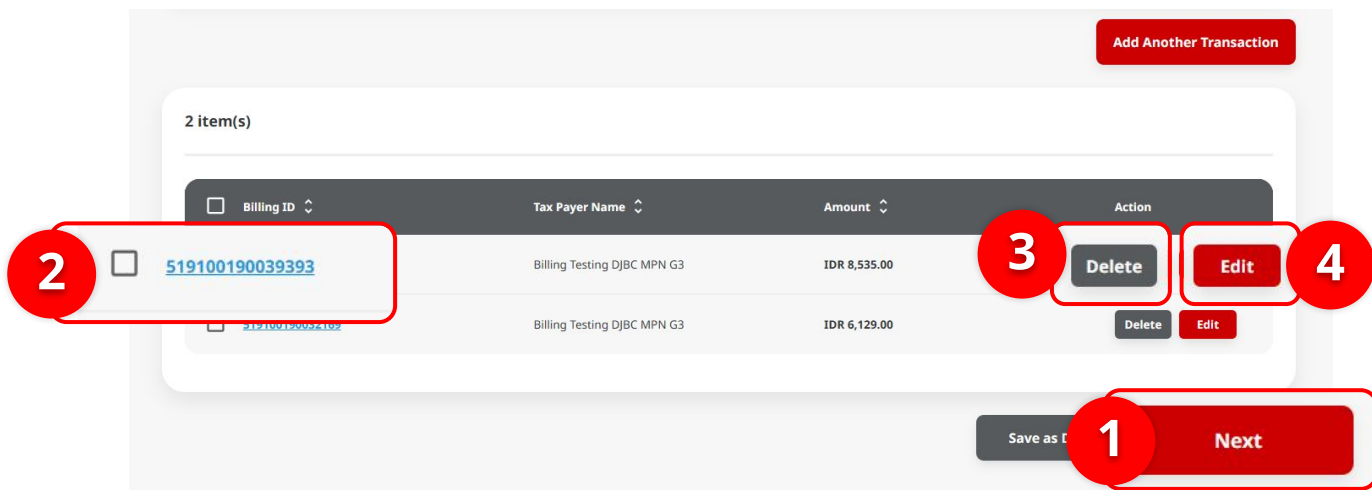
4 Klik **Add Another Transaction**

Click **Add Another Transaction**

LANGKAH

05

MAKER



Jika berhasil, Sistem akan menampilkan **List batch online**

Once succeed, system will show the **Batch online list**

1 Jika **seluruh Billing ID** telah **dimasukan**, Klik **Next**

*If all **Billing IDs** have been entered, click **Next***

CATATAN: Untuk melihat **detail transaksi**, klik **Hyperlink Transaksi** [2], untuk **menghapus**, klik **Delete** [3]. Untuk melakukan **Edit Billing ID** klik tombol **Edit** [4]

NOTE: To view transaction details, click the **Transaction Hyperlink** [2]. To delete, click **Delete** [3]. To edit the **Billing ID**, click the **Edit** [4]

Payment via Billing ID (Multiple) > Review Details

Transaction Group

Transaction Group
Modul Penerimaan Negara

Sender Details

From Account: 703200873600-IDR CICI
Payment Date: 26 Feb 2025
Payment Mode: Payment via Billing ID

2 item(s)

Billing ID	Tax Payer Name	Amount
519100190039393	Billing Testing DBIC MPN G3	IDR 6,535.00
519100190032160	Billing Testing DBIC MPN G3	IDR 6,129.00
Total Amount: IDR 14,664.00		

Back Submit

Payment via Billing ID (Multiple) > Acknowledgement

Submitted for approval
Reference No.: RPL250226000000025 Submitted On: 26 Feb 2025 17:28:03 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 CICI
Payment Date: 26 Feb 2025
Payment Mode: Payment via Billing ID

2 item(s)

Reference No.	Billing ID	Tax Payer Name	Amount	Status	Reason
TP2502260000000469	519100190039393	Billing Testing DBIC MPN G3	IDR 6,535.00	Pending Approval	-
TP2502260000000468	519100190032160	Billing Testing DBIC MPN G3	IDR 6,129.00	Pending Approval	-
Total Amount: IDR 14,664.00					

Print Make Another Transaction

Sistem akan melakukan **validasi NPWP**

*System will do the **NPWP Validation***

1 Sistem akan menampilkan **halaman Preview**

*System will show the **Preview** page*

2 Jika berhasil, Sistem akan menampilkan halaman **Acknowledgement**

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

Langkah melakukan **Approve transaksi** kunjungi:

*To **Approve Transaction** , visit page:*

33

Mobile Token

42

Hard Token

MPN Payment via Billing ID

Approve Transaction

Mobile Token

Hard Token

MPN Payment via Billing ID

Approve Transaction

Mobile Token

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

Approval Transaction process using mobile token

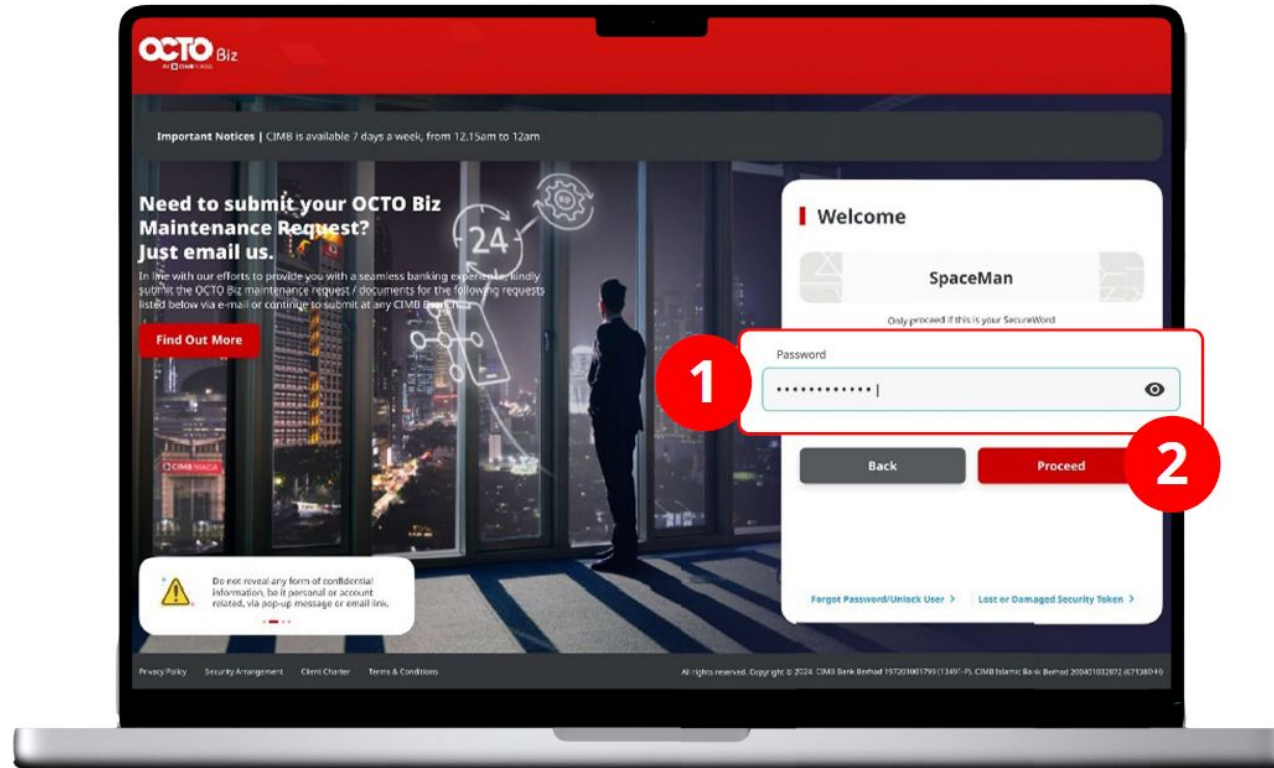
LANGKAH

01

APPROVER

Approve Transaction | MPN Payment via Billing ID

Menu: Task List > Approve



Login sebagai **Approver**

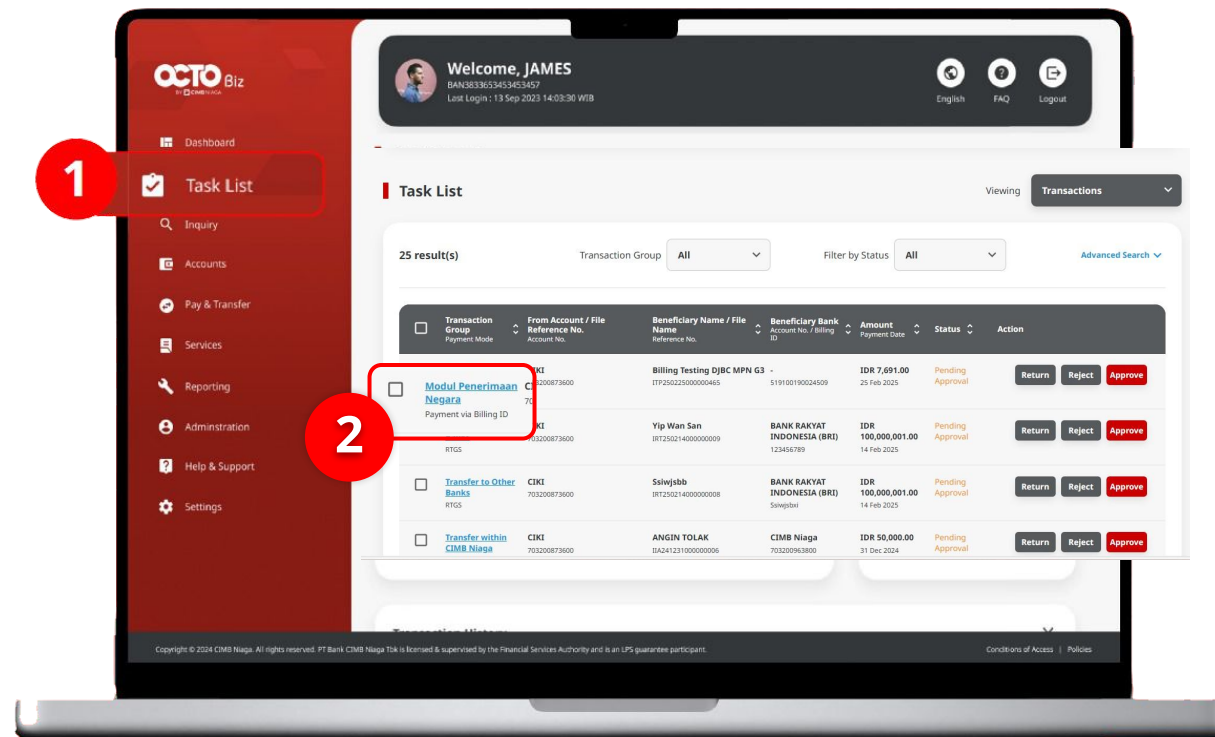
Login as **approver**

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: 26 Feb 2025 17:28:03 WIB | Reference No.: IFL250226000000025

Transaction Group

Transaction Group: Modul Penerimaan Negara

Sender Details

From Account: 703200873600-IDR CICI | Payment Mode: Payment via Billing ID | Payment Date: 26 Feb 2025

2 item(s)

Reference No.	Billing ID	Tax Payer Name	Amount	Status	Reason
ITP2502260000000469	519100190039393	Billing Testing DJBC MPN G3	IDR 8,535.00	Pending Approval	-
ITP2502260000000468	519100190032160	Billing Testing DJBC MPN G3	IDR 6,129.00	Pending Approval	-

Total Amount: IDR 14,664.00

User Activities

User	Activities	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Feb 2025 17:28:03 WIB	-

Remark

Remarks: Enter

Maximum 100 characters

Buttons: Back, Return, Reject, **Approve** (1)



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

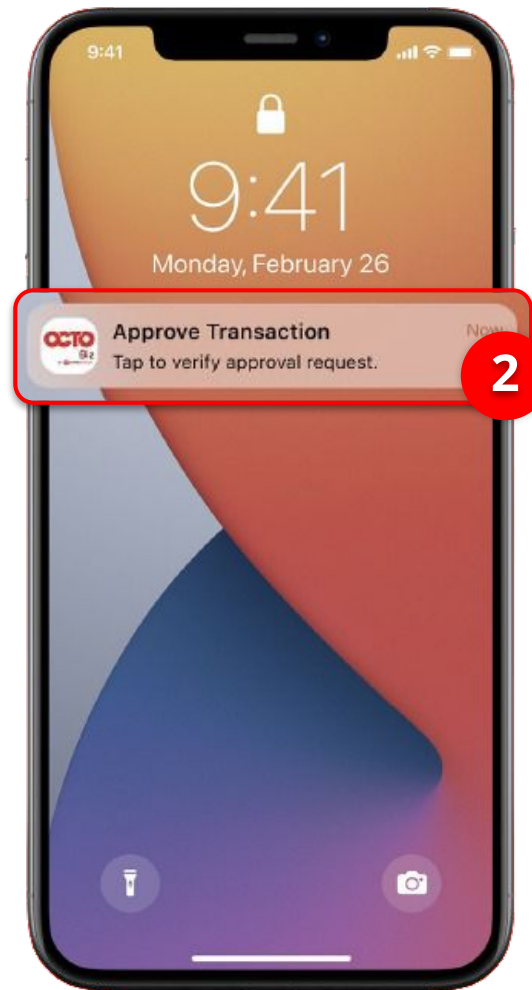
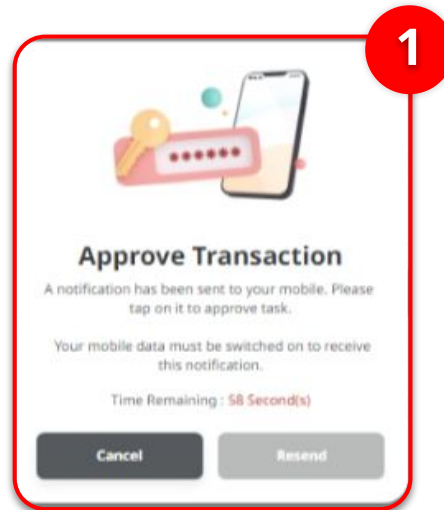
Review Transaction

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***

LANGKAH

05

APPROVER

Approve Transaction | MPN Payment via Billing ID

Menu: Task List > Approve

Secure Token (Software) X



Approve Transaction

Time Remaining : 36 Second(s)

Transaction 1

Transaction 2

Company ID	ZKCORP
User ID	RICKYAPPROVER
Date and Time	26 Feb 2025 17:30:54 WIB
Tax Payer Name	Billing Testing DJBC MPN G3
Billing ID	519100190039393
From Account	IDR 703200873600 CIKI
Payment Date	26 Feb 2025
Payment Mode	Payment via Billing ID
Amount	IDR 8,535.00

Note
If you did not perform this transaction, please call our Business Call Centre immediately for assistance.
14042 (Local)
+6221 80655111 (Overseas)

Reject

Approve

2



Enter PIN

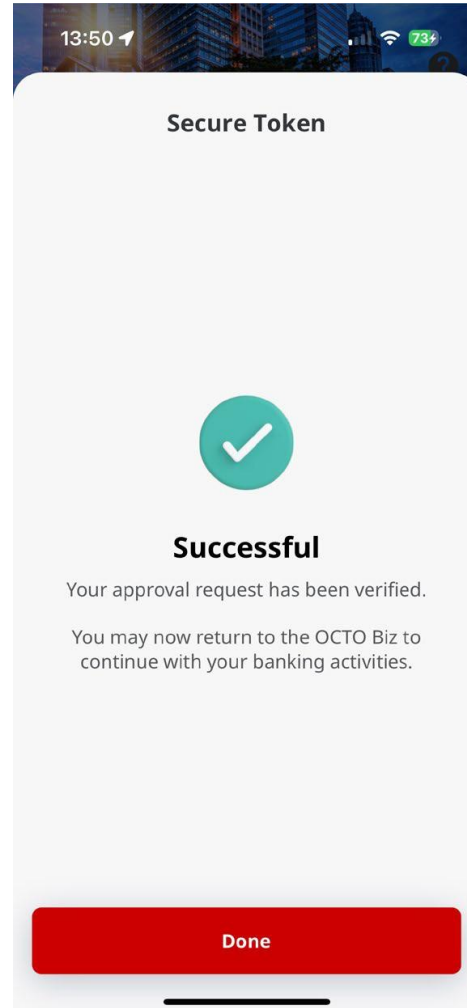
Please enter a 6-digit PIN.

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***

Task List > Acknowledgement

Successful

Reference No. : ITP2502260000000025 Approved On : 26 Feb 2025 17:34:33 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 CICI

Payment Mode
Payment via Billing ID

Payment Date
26 Feb 2025

2 item(s)

Reference No.	Billing ID	Tax Payer Name	Amount	Status	Reason
ITP25022600000000469	519100190039303	Billing Testing DJBC MPN G3	IDR 8,535.00	Successful	-
ITP25022600000000468	519100190032169	Billing Testing DJBC MPN G3	IDR 6,129.00	Successful	-
Total Amount :			IDR 14,664.00		

User Activities

User	Activities	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Feb 2025 17:28:03 WIB	-
RICKYAPPROVER - Ricky Approver	Approve	26 Feb 2025 17:34:29 WIB	-

Print

Done

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

Once succeed, system will show the acknowledgement page

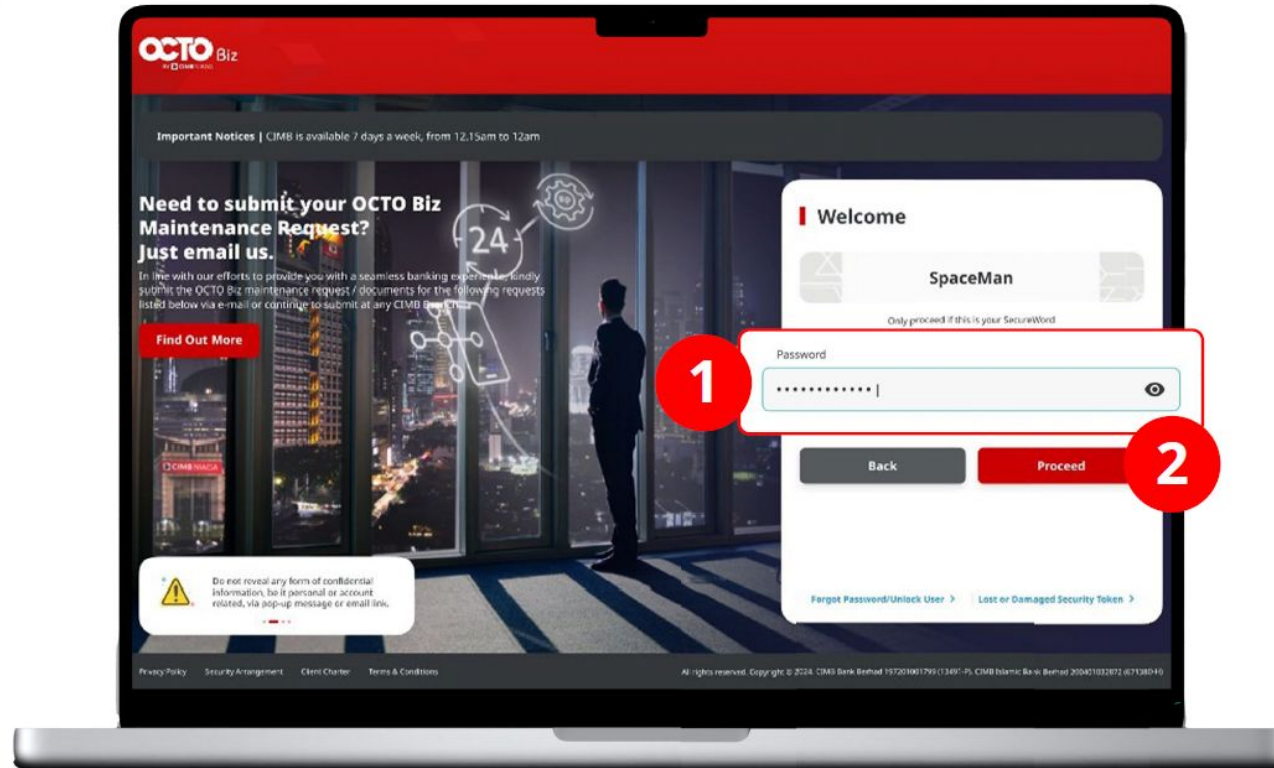
MPN Payment via Billing ID

Approve Transaction

Hard Token

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

Approval Transaction process using hard token



Login sebagai **Approver**

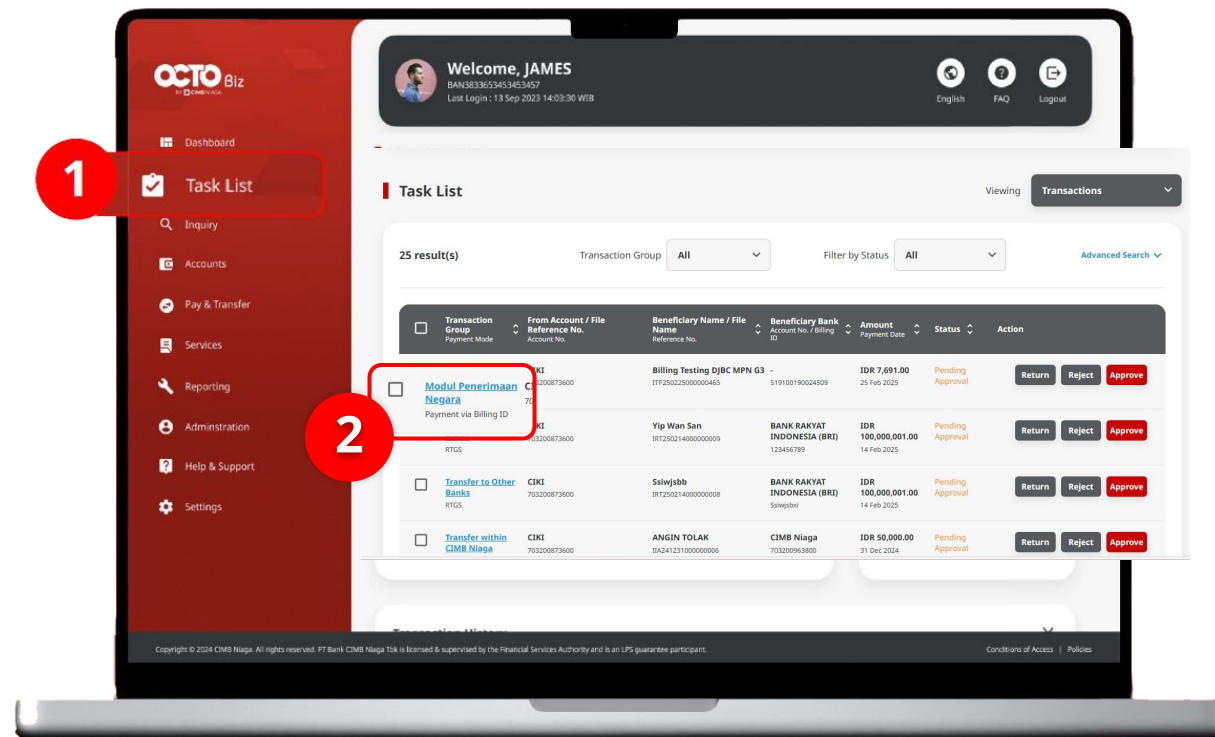
Login as **approver**

1 Isi **Password**

Input **password**

2 Klik **Proceed**

Click **Proceed**



- 1 Arahkan pada menu 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: 26 Feb 2025 17:28:03 WIB
Reference No.: IFL250226000000025

Transaction Group

Transaction Group: Modul Penerimaan Negara

Sender Details

From Account: 703200873600-IDR CICI
Payment Mode: Payment via Billing ID
Payment Date: 26 Feb 2025

2 Item(s)

Reference No.	Billing ID	Tax Payer Name	Amount	Status	Reason
ITP2502260000000469	51910019009393	Billing Testing DJBC MPN G3	IDR 8,535.00	Pending Approval	-
ITP2502260000000468	519100190032169	Billing Testing DJBC MPN G3	IDR 6,129.00	Pending Approval	-
Total Amount:			IDR 14,664.00		

User Activities

User	Activities	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Feb 2025 17:28:03 WIB	-

Remark

Remarks

Enter

Maximum 100 characters

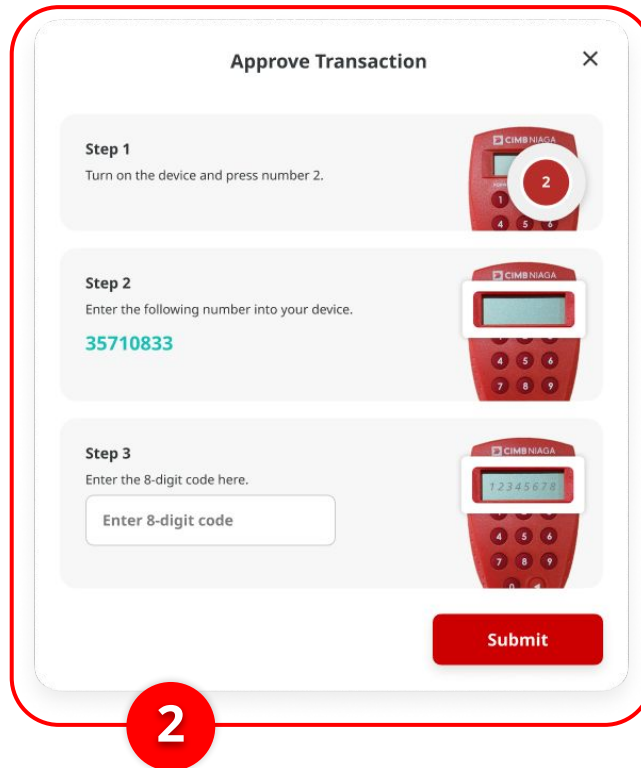
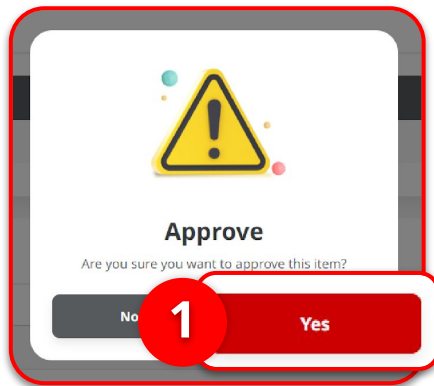
Back Return Rej Approve

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**

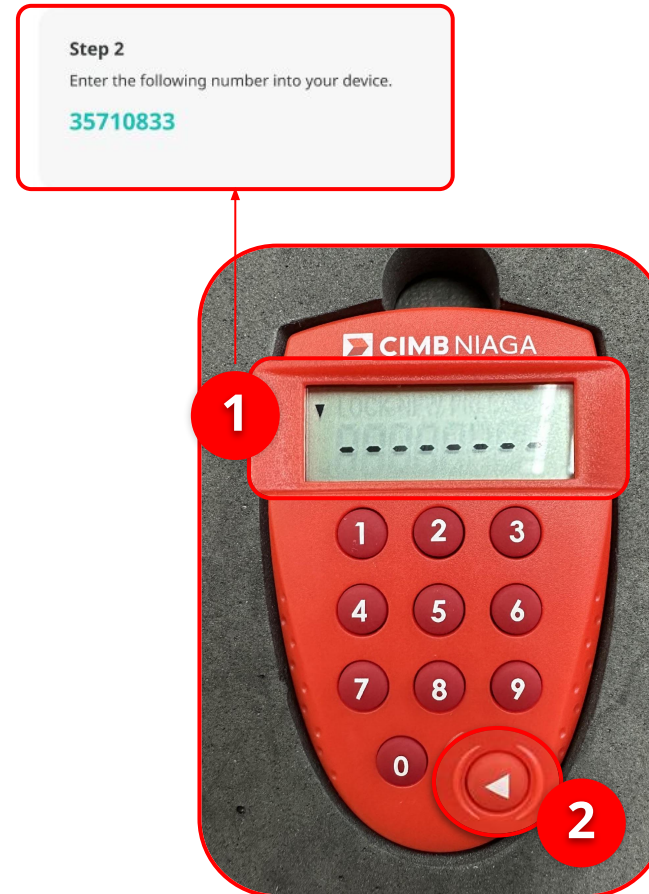
Input Secure Pin Number

- 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



Step 2

Enter the following number into your device.

35710833

- 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. : IFL250226000000025
Approved On : 26 Feb 2025 17:34:33 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 CICI

Payment Mode
Payment via Billing ID

Payment Date
26 Feb 2025

2 item(s)

Reference No.	Billing ID	Tax Payer Name	Amount	Status	Reason
ITP2502260000000469	519100190039393	Billing Testing DJBC MPN G3	IDR 8,535.00	Successful	-
ITP2502260000000468	519100190032169	Billing Testing DJBC MPN G3	IDR 6,129.00	Successful	-
Total Amount :			IDR 14,664.00		

User Activities

User	Activities	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Feb 2025 17:28:03 WIB	-
RICKYAPPROVER - Ricky Approver	Approve	26 Feb 2025 17:34:29 WIB	-

Print
Done

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

Once Succeed, system will show the Acknowledgement page



OCTO Biz
BY  **CIMB NIAGA**

