



OCTOBIZ

Transaction

Bulk Payment - (Miscellaneous)

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Bulk Payment - Miscellaneous

Transaction - Bulk Payment (Miscellaneous) adalah modul untuk melakukan Transfer *Bulk Payment (Miscellaneous)* dengan menggunakan metode **Upload File**

*Transaction - Bulk Payment (Miscellaneous) is a module for Bulk Payment (Miscellaneous) Transfer using the **File Upload method***

CATATAN PENTING/ IMPORTANT NOTE:

Bulk File Upload mengandung **DATA SENSITIF**. **Jangan Lupa** untuk **mengatur tipe user** apa saja yang dapat **mengakses data sensitif** ini

Bulk file uploads contain sensitive data. Don't forget to specify which user types can access this sensitive data.

Pengaturan User Dapat dilakukan Melalui Modul **Manage Company/ User settings can be done through the *Manage Company* module:**
User Group > Details > Action List > View Sensitive Data

cimb.id/tb/panduanumumoctobiz

05

Single-Access User

32

Maker-Approver Flow

File Format

Bulk Payment

- CIMB Niaga Account CSV Encrypted
- CIMB Niaga Account TXT Encrypted
- CIMB Niaga Account CSV Non-Encrypted
- CIMB Niaga Account TXT Non-Encrypted
- SKN CSV Encrypted
- SKN TXT Encrypted
- SKN CSV Non-Encrypted
- SKN TXT Non-Encrypted
- RTGS CSV Encrypted
- RTGS TXT Encrypted
- BI-FAST CSV Encrypted
- BI-FAST TXT Encrypted
- BI-FAST CSV Non-Encrypted
- BI-FAST TXT Non-Encrypted
- Miscellaneous CSV Encrypted
- Miscellaneous CSV Non-Encrypted
- Miscellaneous TXT Encrypted
- Miscellaneous TXT Non-Encrypted
- RTGS CSV Non-Encrypted
- RTGS TXT Non-Encrypted

File Format

Payroll

- CIMB Niaga Account CSV Encrypted
- CIMB Niaga Account TXT Encrypted
- CIMB Niaga Account CSV Non-Encrypted
- CIMB Niaga Account TXT Non-Encrypted
- SKN CSV Encrypted
- SKN TXT Encrypted
- SKN CSV Non-Encrypted
- SKN TXT Non-Encrypted
- RTGS CSV Encrypted
- RTGS TXT Encrypted
- RTGS CSV Non-Encrypted
- RTGS TXT Non-Encrypted

Bulk File Upload

Bulk Payment (Miscellaneous)

Single Access User

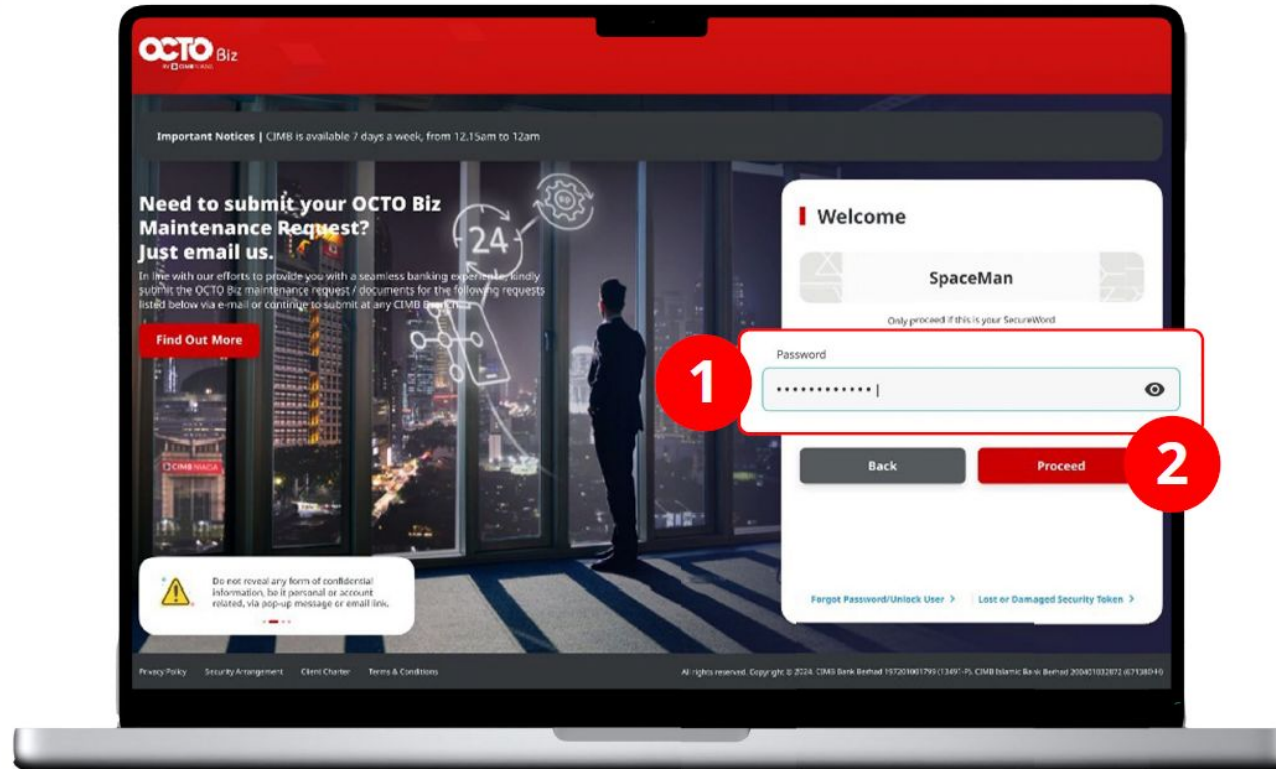


- 1 Masuk dengan menggunakan **User & Company ID**

Login using User & Company ID

- 2 Klik **Next**

Click Next

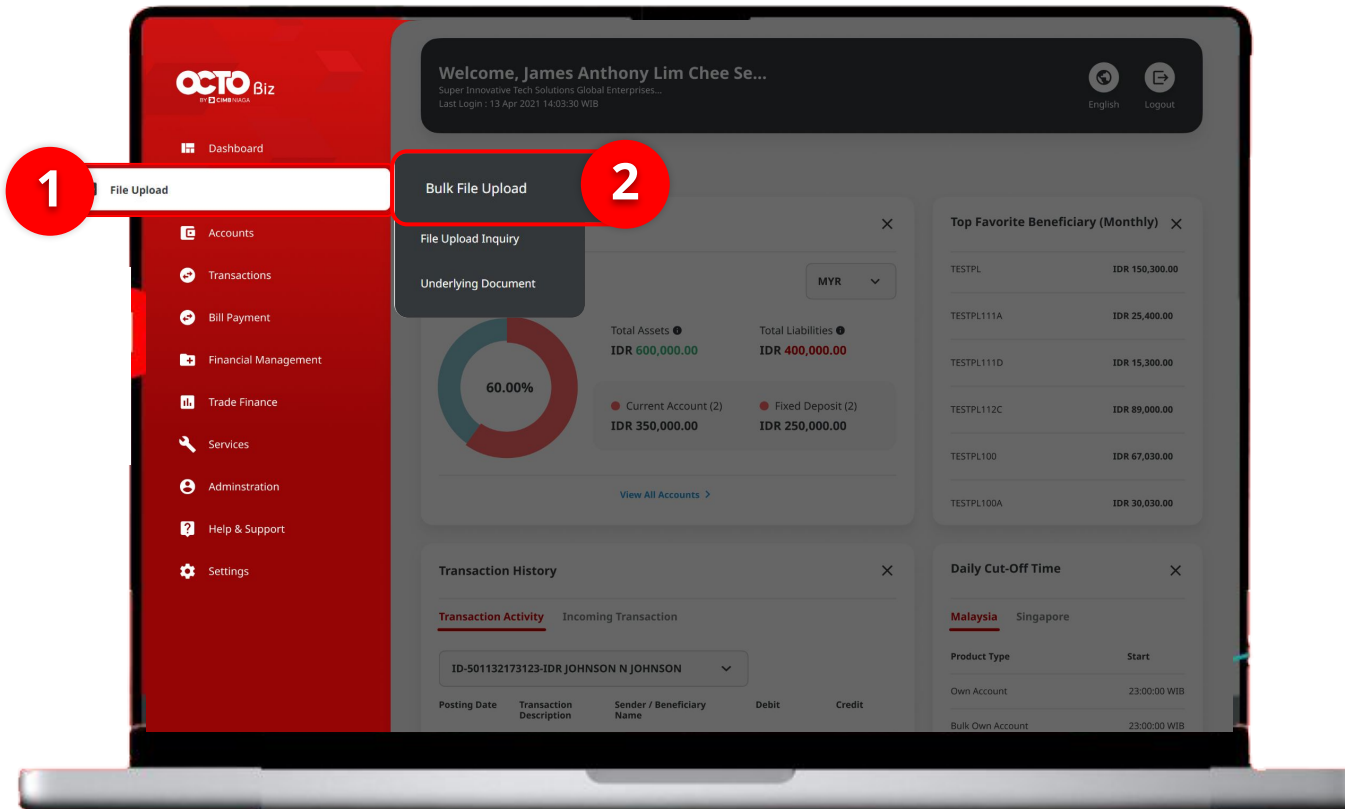


1 Isi **Password**

Input Password

2 Klik **Proceed**

Click Proceed



Sistem akan menampilkan Halaman **Dashboard**

System will show **Dashboard page**

1 Arahkan **Kursor ke File Upload**

Navigate to **File Upload**

2 Klik **Bulk File Upload**

Click **File Upload**

Bulk File Upload

File Upload ⓘ

Transaction Group / Maintenance Module *

Bulk Payment (Miscellaneous) ▾

File Format *

Miscellaneous Payment CSV Non-Encrypted ▾

Choose File 🔍 Upload

For more details on the file format and other information, download the guideline [here](#).

Search

Miscellaneous Payment CSV Encrypted

Miscellaneous Payment CSV Non-Encrypted

Proceed

Sistem akan menampilkan halaman **Bulk File Upload**

System will show **Bulk File Upload page**

- 1 Pilih **Bulk Payment (Miscellaneous)** sebagai **Transaction Group**
*Choose **Bulk Payment (Miscellaneous)** as **Transaction Group***
- 2 Sistem akan menampilkan bagian **File Format**, Klik dan pilih **Format** yang **digunakan**
*System will show the **File Format** section, **click and choose Format***

CATATAN: untuk **template file** yang akan di **upload**, silahkan klik "**Here**" pada bagian bawah **box file format [2]**

NOTES: to choose **file template**, click "**Here**" on the bottom side of **box file format [2]**

Bulk File Upload

File Upload

Transaction Group / Maintenance Module *

Bulk Payment (Miscellaneous)

File Format *

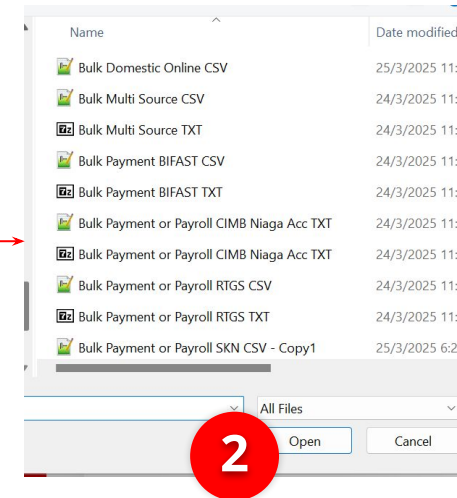
Miscellaneous Payment CSV Non-Encrypted

Attachment *

Choose File **1**

For more details on the file format and other information, download the guideline [here](#).

Maximum size of 15 MB, please upload by selected File Format



- 1** Klik tombol **Search**, dan sistem akan menampilkan **pop-up** untuk **file explorer**

*Click **search**, and system will show the **file explorer pop up***

- 2** Pilih **File** terkait, Lalu klik **Open**

*Choose **file**, and click **open***

Bulk File Upload

File Upload ⓘ

Transaction Group / Maintenance Module *

Bulk Payment (Miscellaneous) ▾

File Format *

Miscellaneous Payment CSV Non-Encrypted

Attachment *

BULK_MISC_RICKY.csv 🔍

Upload

Proceed

For more details on the file format and other information, download the guideline [here](#). Maximum size of 15 MB, please upload a file with correct extension of [per sistem](#).

- 1 Sistem akan secara otomatis memasukan **attachment** ke **box**

*System will automatically sent **attachment***

- 2 Klik tombol **Upload**

*Click **Upload***

Bulk File Upload

File Upload

Transaction Group / Maintenance Module *

Bulk Payment (Miscellaneous)

File Format *

Miscellaneous Payment CSV Non-Encrypted

Attachment *

Choose File Upload

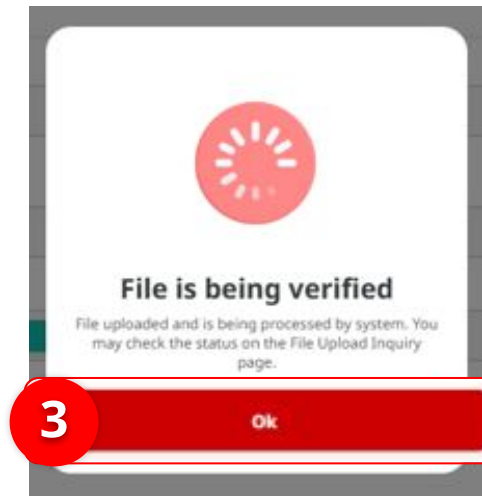
For more details on the file format and other information, download the guideline [here](#)

Maximum size of 15 MB, please upload a file with correct extension as per selected File Format

Attachment

BULK_MISC_RICKY.csv
1KB
02 Dec 2025

Proceed



- 1 Sistem akan menampilkan **file attachment**
System will show the file attachment
- 2 Klik tombol **Proceed**
Click Proceed

Sistem akan menampilkan **Pop-up Verified**

System will show File verification pop up box

- 3 Klik tombol **OK**
Click OK

File Upload Inquiry > Inquiry Listing

Search

Transaction Group / Maintenance Module *

1 Bulk Payment (Miscellaneous)

File Name

Enter

File Reference No.

Enter

Select

File Upload Status

Select

File Upload Date From *

02 Dec 2025

To *

02 Dec 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Listing

File Ref. No.	Transaction Group / Maintenance Module	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID	Source	Remarks
3 IFL250218000000171		BULK_MISC_RICKY.csv	Miscellaneous Payment CSV Non-Encrypted	02 Dec 2025 21:01:46 WIB	File is being verified	IZZUDDINSAU - SAU NO DEPT	OCTO Biz (Web)	

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry page**

- 1 Pilih **Bulk Payment (Miscellaneous)** sebagai Transaction group

Choose **Bulk Payment (Miscellaneous)** as Transaction Group

- 2 Klik tombol **Search**

Click **Search**

- 3 Klik **hyperlink** transaksi

Click **transaction hyperlink**

LANGKAH

09

Detail Inquiry

File Name BULK_MISC_RICKY.csv	File Ref. No IFL251202000000016	File Upload Date 02 Dec 2025 21:04:28 WIB
Maker Name/ID IZZUDDINSAU - SAU NO DEPT	Company ID IZZUDDINCORP	Company Name ANGIN TOLAK
Transaction Group / Maintenance Module Bulk Payment (Miscellaneous)	File Format Miscellaneous Payment CSV Non-Encrypted	File Upload Status Uploaded successfully
Source OCTO Biz (Web)		

File Listing (5)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status	Reason
ITZ2512020000000093	701221470500-IDR :YEYEN SUROHMI	Other CIMB Niaga	IDR 121,000.00	1	Draft	-
ITZ2512020000000004	701221470500-IDR :YEYEN SUROHMI	Other CIMB Niaga	IDR 2,210.00	1	Draft	-
ISK2512020000000009	701221470500-IDR :YEYEN SUROHMI	SKN	IDR 321,000.00	1	Draft	-
IFT2512020000007711	701221470500-IDR :YEYEN SUROHMI	Foreign Transfer	USD 25.00	1	-	You must accept Terms and Conditions to proceed.
ITZ2512020000000024	701221470500-IDR :YEYEN SUROHMI	RTGS	IDR 112,100,000.00	1	Draft	-
Total			USD 25.00 IDR 112,544,210.00	5		

Surat Pernyataan Transaksi Valas / Electronic Statement Forex Transaction

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 an 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 that exceeds the threshold, the client hereby declares that:

1. The payment of foreign currency against the Rupiah through Spot transaction does not exceed the monthly threshold per bulan per Nasabah sebagaimana diatur dalam ketentuan of the banking system in Indonesia.

2. Nasabah akan selalu tunduk terhadap Peraturan serta ketentuan perundang-undangan yang berlaku di Indonesia.

3. Seluruh informasi dalam Surat Pernyataan ini benar dan dapat dipertanggungjawabkan.

4. Dalam hal di kemudian hari ditemukan hal-hal yang tidak sesuai dengan isi Surat Pernyataan ini, segala akibat hukum yang timbul menjadi tanggung jawab Nasabah sepenuhnya dan Nasabah melepaskan Bank CIMB Niaga dari tanggung jawab atas segala tuntutan, kewajiban, kerugian yang mungkin timbul dikemudian hari dari manapun sebagai ketidaksihonestan/ketidakbenaran pernyataan ini.

5. 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.

Surat Pernyataan Transaksi Valas / Electronic Statement Forex Transaction

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").

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 ketidaksihonestan/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.

Close

1 File Status Upload berubah menjadi **“Uploaded Successfully”**

File Upload Status change into **“Uploaded Successfully”**

2 Workflow status **“Draft”**

Workflow status **“Draft”**

3 Klik **Deklarasi** pada bagian bawah

Click **Declaration**

4 Scroll kebawah, dan klik **Agree**

Scroll down, and click **Agree**

Detail Inquiry ×

✓ Terms and Conditions agreed. Please navigate to Task List to proceed with the transaction.
1

File Name BULK_MISC_RICKY.csv	File Ref. No IFL251202000000016	File Upload Date 02 Dec 2025 21:04:28 WIB
Maker Name/ID IZZUDDINSAU - SAU NO DEPT	Company ID IZZUDDINCORP	Company Name ANGIN TOLAK
Transaction Group / Maintenance Module Bulk Payment (Miscellaneous)	File Format Miscellaneous Payment CSV Non-Encrypted	File Upload Status Uploaded successfully
Source OCTO Biz (Web)		

File Listing (5) ^

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status	Reason
IIT251202000000003	701221470500-IDR :YEYEN SUROHMI	Other CIMB Niaga	IDR 121,000.00	1	Draft	-
IIT251202000000004	701221470500-IDR :YEYEN SUROHMI	Other CIMB Niaga	IDR 2,210.00	1	Draft	-
ISK251202000000009	701221470500-IDR :YEYEN SUROHMI	SKN	IDR 321,000.00	1	Draft	-
IFT251202000000711	701221470500-IDR :YEYEN SUROHMI	Foreign Transfer	USD 25.00	1	Draft	-
IRT251202000000024	701221470500-IDR :YEYEN SUROHMI	RTGS	IDR 112,100,000.00	1	Draft	-
Total			USD 25.00 IDR 112,544,210.00	5		

[Continue in Task List >](#)
2

1 Sistem akan menampilkan *pop up persetujuan Terms & Condition*

System will show the Terms & Condition Agreed

2 Klik **Continue to Task List**

Click Continue to Task List

Task List Viewing Transactions

5 result(s) Transaction Group All Filter by Status All Advanced Search

Transaction Group / Payment Mode	From Account / File Reference No.	Beneficiary Name / File Name Reference No.	Beneficiary Bank Account No. / Billing ID	Amount Payment Date	Source	Status	Action
International payment Foreign Transfer	:YEYEN SUROHMI 701221470500	izzuddin Remittance IFT251202000007711	JPMORGAN CHASE BANK, N.A. 778899	USD 25.00 02 Dec 2025	OCTO Biz (Web)	Draft	Delete Edit Submit
Transfer to Other Banks SKN	:YEYEN SUROHMI 701221470500	izzuddin SKN ISK251202000000009	BANK MANDIRI 445566	IDR 321,000.00 02 Dec 2025	OCTO Biz (Web)	Draft	Delete Edit Submit
Transfer to Other Banks RTGS	:YEYEN SUROHMI 701221470500	izzuddin RTGS IRT251202000000024	BANK MANDIRI 112233	IDR 112,100,000.00 02 Dec 2025	OCTO Biz (Web)	Draft	Delete Edit Submit
Transfer within CIMB Niaga	:YEYEN SUROHMI 701221470500	AA### IIT251202000000004	CIMB Niaga +6280801010254	IDR 2,210.00 02 Dec 2025	OCTO Biz (Web)	Draft	Delete Edit Submit
Transfer within CIMB Niaga	:YEYEN SUROHMI 701221470500	TERLALU MANIS IIT251202000000003	CIMB Niaga 800153439400	IDR 121,000.00 02 Dec 2025	OCTO Biz (Web)	Draft	Delete Edit Submit

Delete Selected Submit Selected



Submit

Are you sure you want to submit this item?

No Yes

1 Sistem akan menampilkan halaman *Task List*, Klik **Task Hyperlink**

*System will show the task list page, click **Task Hyperlink***

2 Klik **Submit Selected**

*Click **Submit Selected***

3 Klik **Yes**

*Click **Yes***

Task List > Submission Confirmation

You are submitting 5 task(s).

Summary of Financial Transaction

[Collapse All](#) ^

Reference No.	File Reference No.	Transaction Group	Payment Mode	Number of Transactions	Currency	Total Transaction Amount
IET251202000007711	-	International Payment	Foreign Transfer	1	USD	25.00
IIT251202000000003	-	Transfer within CIMB Niaga	Other CIMB Niaga	1	IDR	121,000.00
IIT251202000000004	-	Transfer within CIMB Niaga	Other CIMB Niaga	1	IDR	2,210.00
IRT251202000000024	-	Transfer to Other Banks	RTGS	1	IDR	112,100,000.00
ISK251202000000009	-	Transfer to Other Banks	SKN	1	IDR	321,000.00
Total By Currency				4	IDR	112,544,210.00
				1	USD	25.00

Grand Total By Currency

4	IDR	112,544,210.00
1	USD	25.00

[Back](#) **1** [Confirm](#)


Sistem akan menampilkan halaman **Task List summary**

System will show the Task List Summary page

1 Klik **Confirm**

Click Confirm

Task List > Acknowledgement

Successful 

5 item(s)

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Group / Payment Mode	From Account / File Reference No. / Account No.	Beneficiary Name / File Name / Reference No.	Beneficiary Bank / Account No. / Billing ID	Amount / Payment Date	Source	Status	Reason
International Payment / Foreign Transfer	:YEYEN SUROHMI / 701221470500	izzuddin Remittance / JFT251202000007711	JPMORGAN CHASE BANK, N.A. / 778899	USD 25.00 / 02 Dec 2025	OCTO Biz (Web)	Successful	-
Transfer within CIMB Niaga / Other CIMB Niaga	:YEYEN SUROHMI / 701221470500	TERLALU MANIS / IIT251202000000003	CIMB Niaga / 800153439400	IDR 121,000.00 / 02 Dec 2025	OCTO Biz (Web)	Unsuccessful	882.41 - Frozen
Transfer within CIMB Niaga / Other CIMB Niaga	:YEYEN SUROHMI / 701221470500	AA### / IIT251202000000004	CIMB Niaga / +6280801010254	IDR 2,210.00 / 02 Dec 2025	OCTO Biz (Web)	Successful	-
Transfer to Other Banks / RTGS	:YEYEN SUROHMI / 701221470500	izzuddin RTGS / IRT251202000000024	BANK MANDIRI / 112233	IDR 112,100,000.00 / 02 Dec 2025	OCTO Biz (Web)	Authorised	-
Transfer to Other Banks / SKN	:YEYEN SUROHMI / 701221470500	izzuddin SKN / ISK251202000000009	BANK MANDIRI / 445566	IDR 321,000.00 / 02 Dec 2025	OCTO Biz (Web)	Authorised	-

Print **1** Done

Sistem akan menampilkan halaman **Acknowledgement**

System will show the **Acknowledgement page**

1 Klik tombol **Done**

Click **Done**

File Upload Inquiry > Inquiry Listing

Search

Transaction Group / Maintenance Module *

1 Bulk Payment (Miscellaneous)

File Name

Enter

File Reference No.

Enter

File Upload Status

Select

File Upload Date From *

02 Dec 2025

To *

02 Dec 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Listing

File Ref. No.	Transaction Group / Maintenance Module	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID	Source	Remarks
3 IFL250218000000171	Bulk Payment (Miscellaneous)	BULK_MISC_RICKY.csv	Miscellaneous Payment CSV Non-Encrypted	02 Dec 2025 21:04:28 WIB	Uploaded successfully	IZZUDDINSAU - SAU NO DEPT	OCTO Biz (Web)	-
IFL251202000000015	Bulk Payment (Miscellaneous)	BULK_MISC_RICKY.csv	Miscellaneous Payment CSV Non-Encrypted	02 Dec 2025 21:01:46 WIB	Uploaded failed	IZZUDDINSAU - SAU NO DEPT	OCTO Biz (Web)	-

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

System will show the **File Upload Inquiry** page

- 1 Pilih **Bulk Payment (Miscellaneous)** sebagai **Transaction group**

Choose **Bulk Payment (Miscellaneous)** as **Transaction Group**

- 2 Klik tombol **Search**

Click **Search**

- 3 Sistem akan menampilkan **listing**, klik **Hyperlink Transaksi**

System will show **listing**, click **transaction hyperlink**

Detail Inquiry ✕

Terms and Conditions agreed. Please navigate to Task List to proceed with the transaction.

File Name BULK_MISC_RICKY.csv	File Ref. No IFL25120200000016	File Upload Date 02 Dec 2025 21:04:28 WIB
Maker Name/ID IZZUDDINSAU - SAU NO DEPT	Company ID IZZUDDINCORP	Company Name ANGIN TOLAK
Transaction Group / Maintenance Module Bulk Payment (Miscellaneous)	File Format Miscellaneous Payment CSV Non-Encrypted	File Upload Status Uploaded successfully
Source OCTO Biz (Web)		

File Listing (5)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status	Reason
IKK25120200000009	701221470504DR YEYEN SURCHAME	SNK	IDR 321,000.00		Successful	
IKT251202000000024	701221470504DR YEYEN SURCHAME	RTGS	IDR 112,100.00		Successful	
IKT251202000000004	701221470504DR YEYEN SURCHAME	Other CMB Niaga	IDR 2,210.00		Successful	
IKT2512020000007711	701221470504DR YEYEN SURCHAME	Foreign Transfer	USD 25.00	1	Successful	
IKT251202000000003	701221470504DR YEYEN SURCHAME	Other CMB Niaga	IDR 121,000.00	1	Unsuccessful	
Total			USD 25.00 IDR 112,544,210.00	5		

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:

- 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.
- 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 Indonesia.
- Seluruh informasi dalam Surat Pernyataan ini benar dan dapat dipertanggungjawabkan.
All information in the Statement Letter are true and verifiable.
- Dalam hal di kemudian hari ditemukan hal-hal yang tidak sesuai dengan Isi Surat Pernyataan ini, segala akibat hukum yang timbul menjadi tanggung jawab Nasabah sepenuhnya dan Nasabah membebaskan Bank CIMB Niaga dari 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 are the responsibility of the Client and the Client releases the Bank from 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.

Berkenaan dengan transaksi yang Nasabah lakukan yaitu pembelian valuta asing terhadap Rupiah melalui transaksi Spot di atas Threshold dan menujuk Peraturan Bank Indonesia Nomor 18/19/2016 tentang Transaksi Valuta Asing Terhadap Rupiah Antara Bank dengan Pihak Domestik 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 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.

Sistem akan menampilkan Box berisi **detail Inquiry**

System will show the **Detail Inquiry** box

1 Workflow Status berubah menjadi **"Successful"**

Workflow status will change to **"Successful"**

2 Klik tombol **"Close"**

Click **"Close"** button

Bulk File Upload

Bulk Payment (Miscellaneous)

Maker-Approver Flow

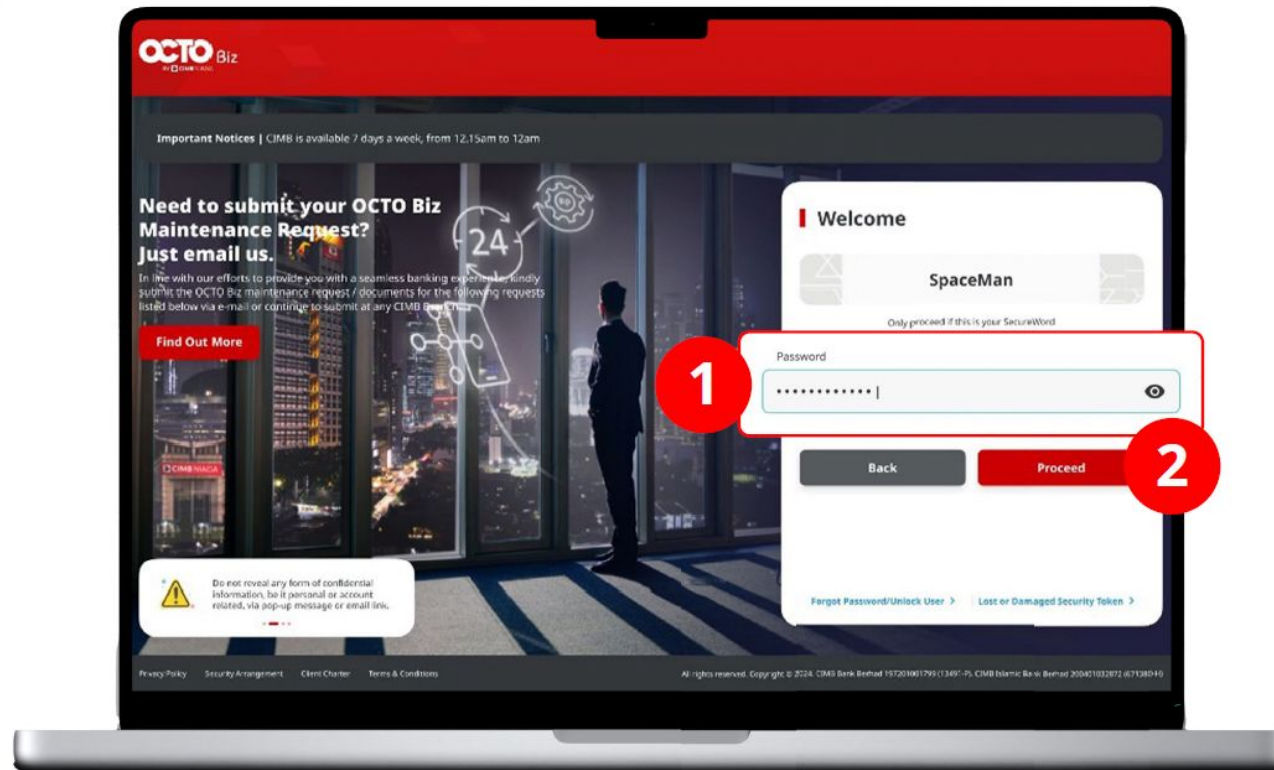


- 1 **Maker** Masuk dengan menggunakan **User & Company ID**

Maker login using User & Company ID

- 2 Klik **Next**

Click Next

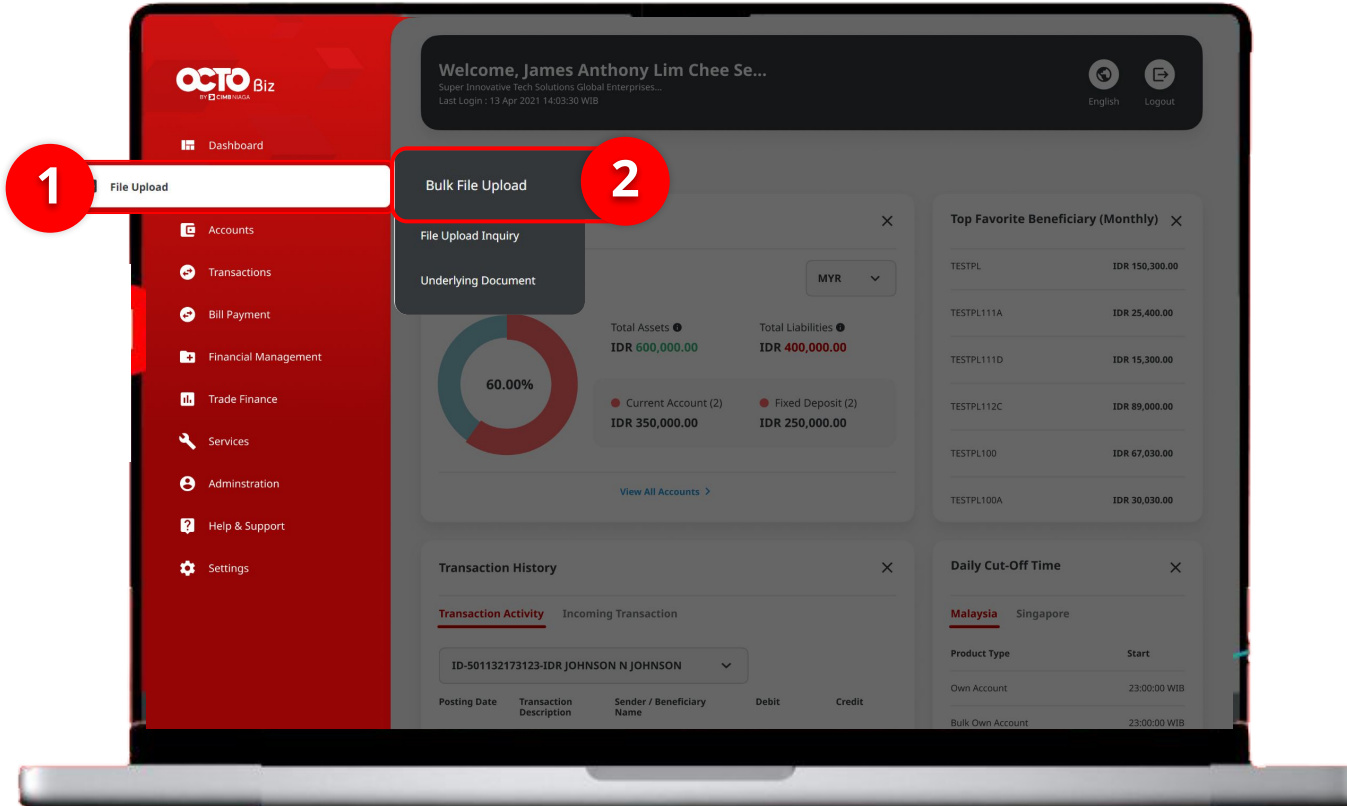


1 Isi **Password**

Input Password

2 Klik **Proceed**

Click Proceed



Sistem akan menampilkan Halaman **Dashboard**

System will show **Dashboard page**

1 Arahkan **Kursor ke File Upload**

Navigate to File Upload

2 Klik **Bulk File Upload**

Click File Upload

The screenshot shows the 'Bulk File Upload' interface. A red box labeled '1' highlights the 'Transaction Group / Maintenance Module *' dropdown menu, which is currently set to 'Bulk Payment (Miscellaneous)'. A second red box labeled '2' highlights the 'File Format *' dropdown menu, which is set to 'Miscellaneous Payment CSV Non-Encrypted'. Below this dropdown is a search bar and a list of file format options: 'Miscellaneous Payment CSV Encrypted' and 'Miscellaneous Payment CSV Non-Encrypted'. The 'Proceed' button is visible at the bottom right of the form.

Sistem akan menampilkan halaman **Bulk File Upload**

System will show **Bulk File Upload page**

- 1 Pilih **Bulk Payment (Miscellaneous)** sebagai **Transaction Group**
*Choose **Bulk Payment (Miscellaneous)** as **Transaction Group***
- 2 Sistem akan menampilkan bagian **File Format**, Klik dan pilih **Format** yang **digunakan**
*System will show the **File Format** section, **click and choose Format***

CATATAN: untuk **template file** yang akan di **upload**, silahkan klik "**Here**" pada bagian bawah **box file format [2]**

NOTES: to choose **file template**, click "**Here**" on the bottom side of **box file format [2]**

Bulk File Upload

File Upload

Transaction Group / Maintenance Module *

Bulk Payment (Miscellaneous)

File Format *

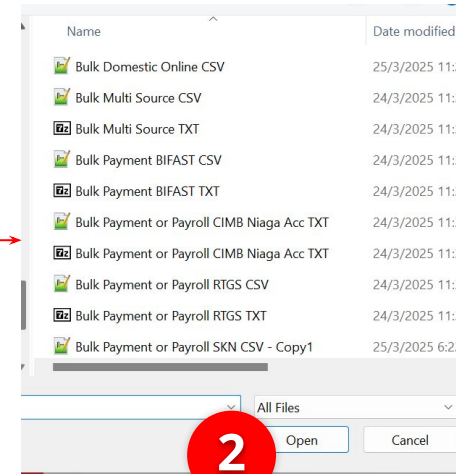
Miscellaneous Payment CSV Non-Encrypted

Attachment *

Choose File **1**

For more details on the file format and other information, download the guideline [here](#).

Maximum size of 15 MB, please upload by selected File Format



- 1 Klik tombol **Search**, dan sistem akan menampilkan **pop-up** untuk **file explorer**

*Click **search**, and system will show the **file explorer pop up***

- 2 Pilih **File** terkait, Lalu klik **Open**

*Choose **file**, and click **open***

Bulk File Upload

File Upload ⓘ

Transaction Group / Maintenance Module *

Bulk Payment (Miscellaneous) ▾

File Format *

Miscellaneous Payment CSV Non-Encrypted

Attachment *

BULK_MISC_RICKY.csv 🔍

Upload

Proceed

For more details on the file format and other information, download the guideline [here](#). Maximum size of 15 MB, please upload a file with correct extension of [per sistem](#).

- 1 Sistem akan secara otomatis memasukan **attachment** ke **box**

*System will automatically sent **attachment***

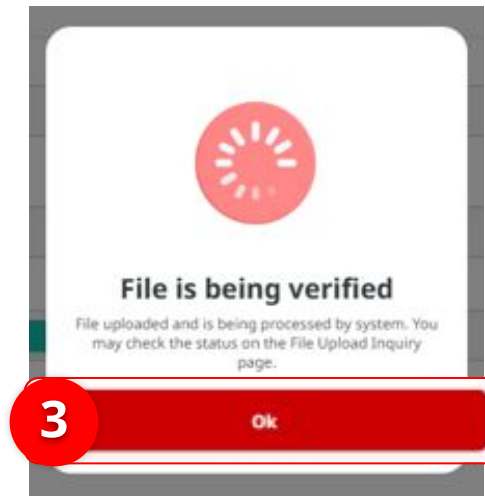
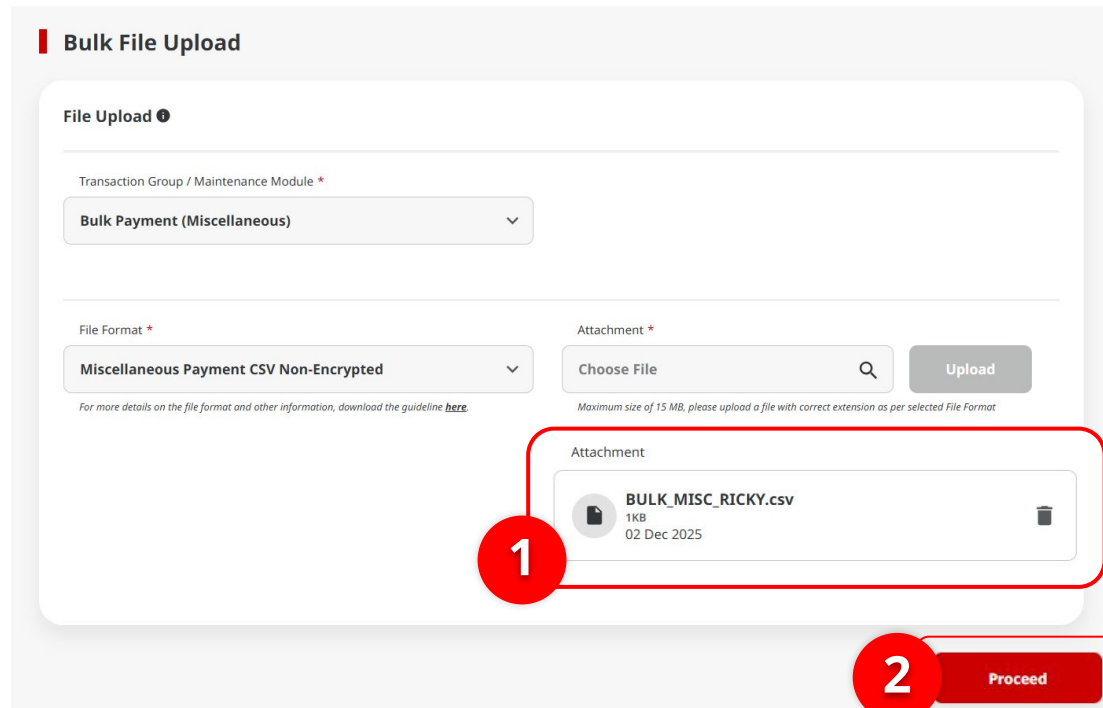
- 2 Klik tombol **Upload**

*Click **Upload***

LANGKAH

07

MAKER



- 1 Sistem akan menampilkan **file attachment**
System will show the file attachment
- 2 Klik tombol **Proceed**
Click Proceed

Sistem akan menampilkan **Pop-up Verified**
System will show File verification pop up box

- 3 Klik tombol **OK**
Click OK

File Upload Inquiry > Inquiry Listing

Search

Transaction Group / Maintenance Module *

1 Bulk Payment (Miscellaneous)

File Name

Enter

File Reference No.

Enter

Select

File Upload Status

Select

File Upload Date From *

02 Dec 2025

To *

02 Dec 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Listing

File Ref. No.	Transaction Group / Maintenance Module	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID	Source	Remarks
3 IFL250218000000171		BULK_MISC_RICKY.csv	Miscellaneous Payment CSV Non-Encrypted	02 Dec 2025 21:01:46 WIB	File is being verified	IZZUDDINSAU - SAU NO DEPT	OCTO Biz (Web)	

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry page**

- 1 Pilih **Bulk Payment (Miscellaneous)** sebagai Transaction group

Choose **Bulk Payment (Miscellaneous)** as Transaction Group

- 2 Klik tombol **Search**

Click **Search**

- 3 Klik **hyperlink** transaksi

Click **transaction hyperlink**

Detail Inquiry ✕

File Name BULK_MISC_RICKY.csv	File Ref. No IFL25120200000019	File Upload Date 02 Dec 2025 22:00:58 WIB
Maker Name/ID MAKER3 - maker3	Company ID KAHOADVANCE	Company Name MAHES
Transaction Group / Maintenance Module Bulk Payment (Miscellaneous)	File Format Miscellaneous Payment CSV Non-Encrypted	File Upload Status Uploaded successfully 1
Source OCTO Biz (Web)		

File Listing (4) ^

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status	Reason
IIT251202000000008	701221470500-IDR :YEYEN SUROHMI	Other CIMB Niaga	IDR 2,210.00	1	Pending Approval	-
IIT251202000000007	701221470500-IDR :YEYEN SUROHMI	Other CIMB Niaga	IDR 121,000.00	1	Pending Approval	-
IRT251202000000026	701221470500-IDR :YEYEN SUROHMI	RTGS	IDR 112,100,000.00	1	Pending Approval	-
ISK251202000000011	701221470500-IDR :YEYEN SUROHMI	SKN	IDR 321,000.00	1	Pending Approval	-
Total			IDR 112,544,210.00	4		

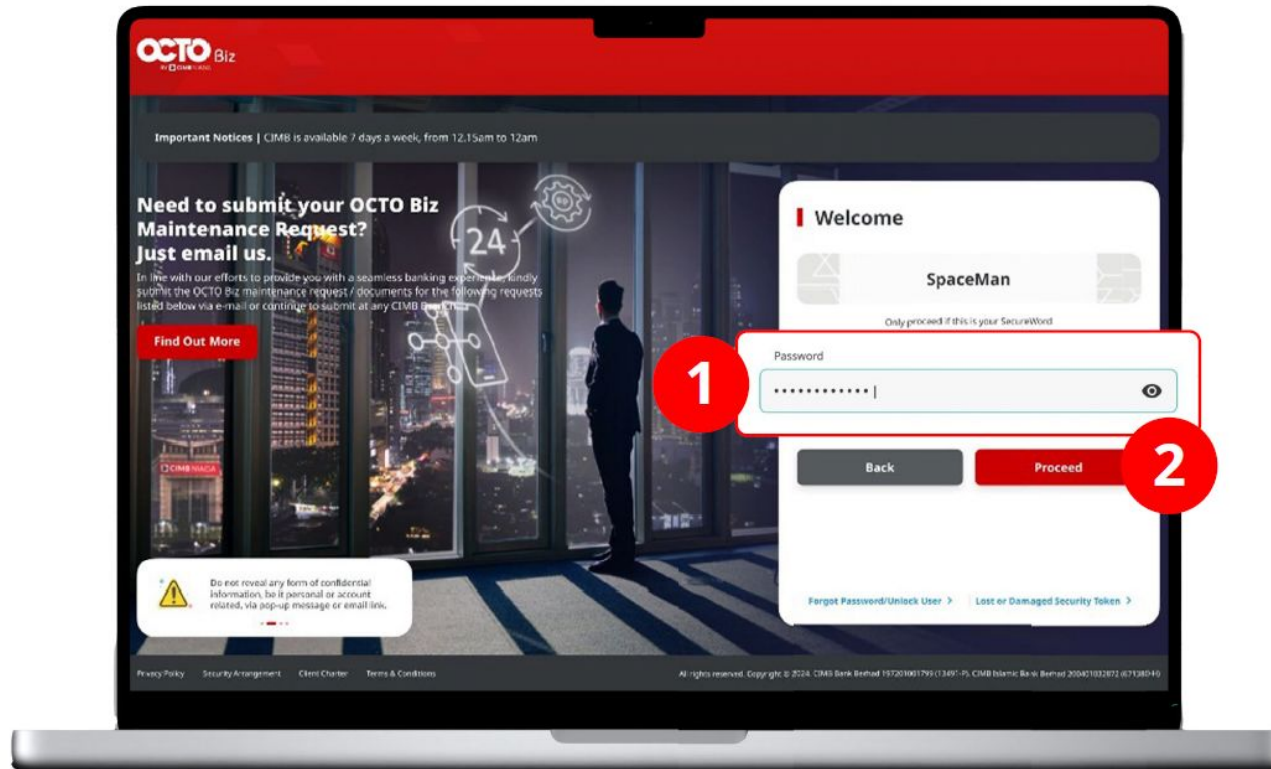
Close

1 File Status Upload berubah menjadi **“Uploaded Successfully”**

File Upload Status change into “Uploaded Successfully”

2 Workflow status berubah menjadi **“Pending Approval”**

Workflow status change to “Pending Approval”



Login sebagai **Approver**

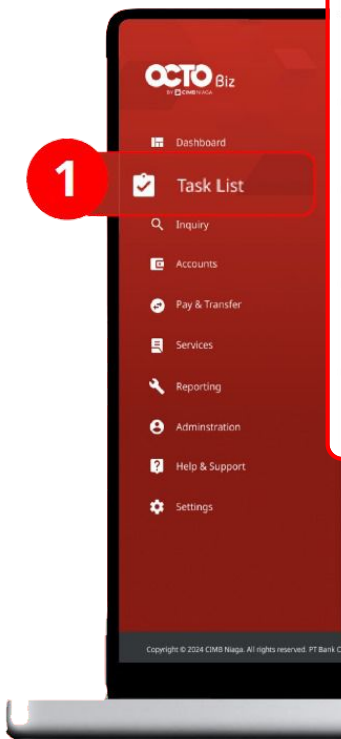
Login as Approver

- 1 Isi **Password**
Input Password
- 2 Klik **Proceed**
Click Proceed

LANGKAH

11

APPROVER



Task List

Viewing Transactions

11 result(s) Transaction Group All Filter by Status All Advanced Search

Transaction Group	From Account / File Reference No.	Beneficiary Name / File Name Reference No.	Beneficiary Bank Account No. / Billing ID	Amount Payment Date	Source	Status	Action
<input checked="" type="checkbox"/> Transfer to Other Banks	:YEYEN SUROHMI 701221470500	izzuddin SKN ISK251202000000011	BANK MANDIRI 445566	IDR 321,000.00 02 Dec 2025	OCTO Biz (Web)	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Transfer to Other Banks	:YEYEN SUROHMI 701221470500	izzuddin RTGS IRT251202000000026	BANK MANDIRI 112233	IDR 112,100,000.00 02 Dec 2025	OCTO Biz (Web)	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Transfer within CIMB Niaga	:YEYEN SUROHMI 701221470500	AA### IIT251202000000008	CIMB Niaga +6280801010254	IDR 2,210.00 02 Dec 2025	OCTO Biz (Web)	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Transfer within CIMB Niaga	:YEYEN SUROHMI 701221470500	BAE ROO NA IIT251202000000007	CIMB Niaga 700000100000	IDR 121,000.00 02 Dec 2025	OCTO Biz (Web)	Pending Approval	Return Reject Approve
<input checked="" type="checkbox"/> Manage Template	BAE ROO NA 700000100000	FIRST MEDIA I01250127000007155	Internet / Cable TV	IDR 100.00	-	Pending Approval	Return Reject Approve
<input type="checkbox"/> Manage Template	BAE ROO NA 700000100000	FIRST MEDIA I01250501000007707	Internet / Cable TV	IDR 112,342,432.00	-	Pending Approval	Return Reject Approve
<input type="checkbox"/> Manage Template	BAE ROO NA 700000100000	FIRST MEDIA I01250417000007657	Internet / Cable TV	IDR 11,000.00	-	Pending Approval	Return Reject Approve
<input type="checkbox"/> Manage Template	BAE ROO NA 700000100000	FIRST MEDIA I01250127000007171	Internet / Cable TV	IDR 555.00	-	Pending Approval	Return Reject Approve
<input type="checkbox"/> Manage Template	BAE ROO NA 700000100000	FIRST MEDIA I01250127000007157	Internet / Cable TV	IDR 300.00	-	Pending Approval	Return Reject Approve
<input type="checkbox"/> Manage Template	BAE ROO NA 700000100000	FIRST MEDIA I01250127000007156	Internet / Cable TV	IDR 200.00	-	Pending Approval	Return Reject Approve
<input type="checkbox"/> Manage Template	BAE ROO NA 700000100000	- I01250124000007147	-	USD 600.00	-	Pending Approval	Return Reject Approve

Return Selected Rejected **3** Approve Selected

Maker-Approver Flow | Bulk Payment - Miscellaneous

Menu: File Upload

- 1 Arahkan pada menu disamping, **klik Task List**
Navigate to side menu, click Task List
- 2 Pilih **Transaksi** yang ingin di **Approve**
Choose Transaction to Approve
- 3 Klik **Hyperlink** transaksi yang diinginkan
Click Transaction Hyperlink

Task List > Details

Transaction Status : Pending Approval

Creation Date: 02 Dec 2025 14:12:41 WIB | Reference No: IDB251202000000003 | File Reference No: IF12512020000000007

Transaction Group

Transaction Group: Multi Debit | File Name: CFO_MD_Upload_Ricky Test.csv | File Format: Multi Debit CSV Non-Encrypted

Single Credit Flag: No | Auto Netty: No | Source: OCTO Biz (Web)

Beneficiary Details

Beneficiary Account: 700336494700-IDR-ASEDRKXPUVCTVM | Payment Mode: Inhouse Direct Debit | Payment Date: 02 Dec 2025

3 item(s)

Reference No.	Payer Account	Payer Name	Amount	Bank Charges	Status	Reason
IMD251202000000001	700057615600	ANJAL ASAMORO HEVYAN TO	IDR 200,000.00	IDR 0.00	Pending Approval	
IMD251202000000002	700000100000	BAE RCO NA	IDR 300,000.00	IDR 0.00	Pending Approval	
IMD251202000000003	700000100000	BAE RCO NA	IDR 100,000.00	IDR 0.00	Pending Approval	

Total Amount IDR 600,000.00 | Total Charges IDR 0.00

Note
 - Please submit transaction before 12:00 AM on a business day. Transactions approved past cut-off-time will be executed during office hours.
 - Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

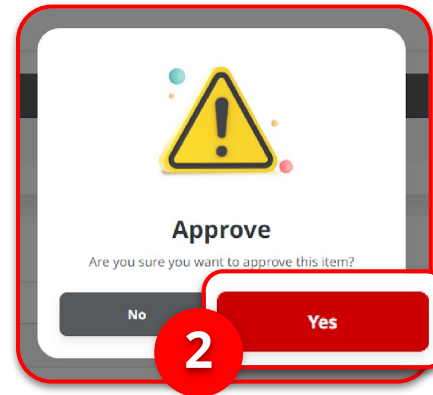
User Activities

User	Activities	Date / Time	Remark
MAKER3 - maker3	Submit	02 Dec 2025 14:12:41 WIB	-

Remark

Remarks
 Enter
Maximum 300 characters

Buttons: Back, 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

Task List > Acknowledgement

Your transaction is being processed

Reference No. : IMD251202000000003 Approved On : 02 Dec 2025 14:39:38 WIB

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

Transaction Group

Transaction Group	File Name	File Format
Multi Debit	CFO_MD_Upload_Ricky Test.csv	Multi Debit CSV Non-Encrypted
Single Credit Flag	Auto Retry	Source
No	No	OCTO Biz (Web)

Beneficiary Details

Beneficiary Account	Payment Mode	Payment Date
700336494700-IDR ASEDRXFPUVCTVM	Inhouse Direct Debit	02 Dec 2025

3 item(s)

Reference No.	Payer Account	Payer Name	Amount	Bank Charges	Status	Reason
IMD251202000000001	703957516600	ANBAR ASMORO HERWAN TO	IDR 200,001.00	IDR 0.00	Authorised	-
IMD251202000000002	7000000100000	BAE RDO NA	IDR 300,000.00	IDR 0.00	Authorised	-
IMD251202000000003	7000000100000	BAE RDO NA	IDR 100,000.00	IDR 0.00	Authorised	-
Total Amount			IDR 600,001.00	Total Charges	IDR 0.00	

Note

- Please submit transaction before 12:00 AM on a business day. Transactions approved past cut-off-time will be executed during office hours.
- Please be aware that charges displayed are indicative and are subject to change by the Bank without prior notice. The charges displayed may differ from the ones used to execute the transaction(s). Actual debited amount can be viewed in Transaction History after the Bank has executed the transaction(s).

User Activities

User	Activities	Date / Time	Remark
MAKER3 - maker3	Submit	02 Dec 2025 14:12:41 WIB	-
APPROVER3 - approver3	Approve	02 Dec 2025 14:39:38 WIB	-

Print **1** Done

Sistem akan menampilkan halaman **Acknowledgement**

System will show the **Acknowledgement** page

- 1 Klik tombol **Done**
Click **Done**

File Upload Inquiry > Inquiry Listing

Search

Transaction Group / Maintenance Module *

Multi Debit

File Name

Enter

File Reference No.

Enter

File Upload Status

Select

File Upload Date From *

02 Dec 2025

To *

02 Dec 2025

Payment Date

Select

Maker Name/ID

Enter

2 Search

Listing

File Ref. No.	Transaction Group / Maintenance Module	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID	Source
IFL250218000000171	Multi Debit	CFO_MD_Upload_Ricky Test.csv	Multi Debit CSV Non-Encrypted	02 Dec 2025 14:12:29 WIB	File is being verified	MAKER3 - maker3	OCTO Biz (Web)
IFL251202000000006	Multi Debit	CFO_MD_Upload_Ricky Test.csv	Multi Debit CSV Non-Encrypted	02 Dec 2025 14:10:21 WIB	Uploaded failed	MAKER3 - maker3	OCTO Biz (Web)

3

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

System will show **File Upload Inquiry** page

- 1 Pilih **Bulk Payment (Miscellaneous)** sebagai **Transaction group**

Choose **Bulk Payment (Miscellaneous)** as **Transaction Group**

- 2 Klik tombol **Search**

Click **Search**

- 3 Sistem akan menampilkan **listing**, klik **Hyperlink Transaksi**

System will show **Listing**, click **transaction hyperlink**

Detail Inquiry

File Name CFO_MD_Upload_Ricky Test - Copy.csv	File Ref. No IFL251202000000011	File Upload Date 02 Dec 2025 15:51:35 WIB
Maker Name/ID IZZUDDINSAU - SAU NO DEPT	Payment Date 02 Dec 2025	Company ID IZZUDDINCORP
Company Name ANGIN TOLAK	Transaction Group / Maintenance Module Multi Debit	File Format Multi Debit CSV Non-Encrypted
Single Credit Flag No	Auto Retry No	File Upload Status Uploaded successfully
Source OCTO Biz (Web)		

File Listing (1)

Reference No.	Beneficiary Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB251202000000006	703200963800-IDR ANGIN TOLAK	Inhouse Direct Debit	IDR 600,001.00	3	Successful
Total			IDR 600,001.00	3	

1 Successful

2 Close

Sistem akan menampilkan Box berisi **detail Inquiry**

System will show the **Detail Inquiry** box

- 1** Workflow Status berubah menjadi **"Successful"**

Workflow status will change to **"Successful"**

- 2** Klik tombol **"Close"**
Click **"Close"** button



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