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CHAPTER I

Registration Partner

You must follow some steps to be a partner. The step are:

1. Preregistration
2. Complete online data
3. Verification in Bank Indonesia
4. Registration Finish

Here are the following step to be a partner in BISPro (Bank Indonesia System Procurement) website:

1. **Preregistration**
   
   First, open the Bispro website after that at the main page/homepage, select vendor registration, as this following picture:

   ![Preregistration Step](image1.png)

   After clicking the vendor registration, then preregistration vendor will show up, this page will describe how to registration a vendor. As this picture below:

   ![Preregistration Step](image2.png)

   Choose your type state, if you are a local partner then choose “Indonesia”, but if you from foreign state then choose “Foreign Country”. After choosing, the preregistration menu will show up. As this following picture:
Please fill the data and ID of your company, then check “I Agree with the Term and Condition Above”. Fill the verification code and click “Next” button. As this following picture:

After next button, then the information pop up will show up, the information pop up contain the information that notice you have already done the preregistration partner.

Then the notification email will be sent to email that you fill on preregistration partner, please open that email and follow the instruction carefully to continue the registration.

2. Complete Online Data
After reading the notification email and following the instruction, please login to BISPro with user id and password that you have already filled on preregistration. As this following picture:
After successfully log in, then choose “Partner” menu then click “Change Company Data” menu or click “vendor document” on the dashboard. As this following picture:

Then the page will be changing to completion data’s menu, as this following picture:

a. Foreign Company
When filling preregistration, you choose to be a foreign partner, then the interface menu to complete company data is like the following picture:
There are some data that should be completed and uploaded, the data are: “Company Information”, “Business Registration”, “Owners”, “Management”, “Business License” dan “Certification”, While “Portfolio”, “Catalog” and “Financial Report” are optional.

- In the section of “Company Information”, after you complete company information, click “Save” button and “OK” button to save your company information. As this following picture:

![Save button image]

Then click **Document** to upload the softcopy company information, then click **Browse** for choosing files. As this following picture:

![Upload softcopy image]

- In section of “Business Registration Info”, please fill the Business Registration data, then click “Next” and click “OK” to save your Business Registration data. As this following picture:

![Next button image]

Then click **Document** to upload softcopy of the Business Registration, then click **Browse** for choosing file. As this following picture:

![Upload softcopy image]

- In section of “Owners” fill the stock holders of your company, to fill the stock holders data click **Add**, then fill the stock holder data, to save the data click “save” button. As this follow picture:

![Add button image]
And then click to upload softcopy owner’s file, after that click for choosing files. As this following picture:

- In section of “Management” click on button and then fill the data. To save data, click on “save” button. As this following picture:

Then clock to upload softcopy management files, after that click to choosing files. As this following picture:

- in section “Contact” you can fill the contact person of your company, to fill the contact person click button, then fill the contact person of your company, to save, click “Save” button. As this following picture:

- In section “business license” fill the data of your license, after that click on “Save” button to saving data. As this following picture:

Then click to upload softcopy business license file, after that click to choosing file. As following picture:
• In the section “Certification” you could fill the company certification data, to fill certification data click 🗃️ after that fill certification data. As this following picture:

Then click 🗃️ for upload softcopy certification files, after that click Browse... to choosing file. As the following picture:

• In section “Portfolio” you could fill the company portfolio data, to fill portofolio data, click 🗃️. after that fill company portofolio files, as this following picture:

Then click 🗃️ for upload softcopy portfolio files, after that click Browse... to choosing file. As the following picture:

• In section “Catalog” you could fill the company catalog data, to fill catalog data, click 🗃️. after that fill company catalog files, as this following picture:

Then click 🗃️ for upload softcopy catalog files, after that click Browse... for choosing file. As the following picture:
• In section “Financial Report” you could fill the company financial report data, to fill financial report data, click \( \text{Add} \). After that fill company financial report files, as this following picture:

Then click \( \text{Browse...} \) for upload softcopy financial report files, after that click \( \text{Browse...} \) to choosing file. As the following picture:

• In section “Document Soft Copy” you can upload soft copy from your files that you have already filled before, to upload softcopy click \( \text{Browse...} \) on the upload data in each column. as this following picture:

After clicked \( \text{Browse...} \) a pop up will show up, this pop up is used for uploading softcopy files, when show up click \( \text{Browse...} \) for choosing uploaded file then click \( \text{Upload} \). As this following picture:

After upload file then the file status will be change to \( \text{Uploaded} \). As this following picture:
in section “Data Confirmation” you could do registration confirmation, then click to confirmation that you have already done registration partner, as this following picture:

3. Verification in Bank Indonesia
   After done confirmation registration partner data, you should bring your document to Bank Indonesia (physically verification). If partner have already got a VIN (Vendor Identification Number), some menu will be showed up as the picture below:

   • In section “User Account” you could add another user, to add another user, click add button, fill user data and click “Save” button as this following picture:
• In section “Vendor Poin”, you could see point vendor and the detail about vendor point, as the following picture:

![Vendor Point Table]

• In section “History of Tender and Contract”, you could see tender and contract that vendor was attended, as the following picture:

![History of Tender and Contract Table]

• In section “Expired Document”, partner will see the almost expire document or expired document, as the following picture:

![Expired Document Table]
CHAPTER II
Tender

1. Log in Partner

Write partner user id and password in the red box up there. After log in, the dashboard will be showed up, as this following picture:

![Dashboard Image]

2. Following Tender
   a. With Invitation

In order to attending tender, vendor will be invited by the committee, the invitation will be found on the red box above and if clicked, the following picture below will show up:

![Invitation Image]
Then click the tender’s name as the following picture above. After that, the following picture below will show up:

in order to attending a tender, click as the red box in the following picture above, then the following picture below will show up:

After vendor read “Integrity Pack”, check “I agree to participate” as the red box in following picture above. Then click button. The following picture below will show up:
When partner attending tender and the button in the red box on the following picture above is showed up, then partner needs to fill rest of real capability first. With pressing the button above, the pop up will show up as the following picture below:

![Image](image1)

After filling data, click button [Submit] and the data below will be automatically filled. As the following picture:

![Image](image2)

After close the pop up above, then click [Submit] button which on the red box in the following picture:

![Image](image3)

If partner have already attended in tender, then the picture below will arise:

![Image](image4)

b. **Without invitation (direct attend)**

For a vendor who didn’t get invitation but, vendor’s data have already verified, authorized and tender’s requirement is match with vendor’s data, then vendor could attend without invitation (direct attend). For attending without invitation, vendor’s need to log in into bispro system, as the following picture:
Then click button which on the red box of the following picture above. Then click button.

After vendor read “Integrity Pack”, check “I agree to participate” as the red box in the following picture below. Then click button.

And page will show up like the following picture:

When partner attending tender and the button in the red box on the following picture above is showed up, then partner needs to fill “Rest of Real Capability” first. With pressing the button above, the pop up will be showed up as the following picture below:
After fill data, click button and the data below will be automatically filled. As the following picture:

After close the pop up above, then click button which on the red box in the following picture below:

If partner have already attended in tender, then the picture below will arise:

c. Changing User PIC
   In order to changing User PIC who responsible in tender, click on the following picture:
Click button and the following picture will show up:

After changing User PIC, click **Save** button.

d. Update Document
   
   In order to updating the document, click on the following picture:

Click **Save** button and the following picture will show up:

Click the red box in the following picture above to update document.

3. Attending Aanwijzing
   
   To attending aanwijzing, log in as a vendor as the following picture:
The tender name will be showed up, then click the red box in the picture below:

After click the tender name, which sign on the red box in the following picture above, then the page will turn into the following picture below:

Then, click button as the red box in the following picture above. And the page will show up as the following picture below:

After click the “OK” button as the red box in the following picture above then vendor can write a question.

4. Submission of Administration and Technical Bid

In order to uploading technical bid, log in as partner, then get into the dashboard partner, as this following picture:
Click the red box as the following picture above. Then the following picture below will show up:

![Tender for BISPro Manual Book](image1)

For uploading technical offer, click [button](image2). And the following picture below will show up:

![Upload Technical Bid](image3)

Then, click “Upload” button as the red box in the picture above, after that the following picture below will show up:

![Submission of Technical Bid](image4)

Click [Browse...](image5) button, then choose the file which will be uploaded, then click [Open »](image6) button.

5. **Submission of Price Bid**

In order to uploading price bid, log in as partner, then get into the dashboard’s partner as the following picture below:

![Log in as Partner](image7)

Click the red box in the following picture above. Then the following picture below will show up:
To upload the price bid, click the button as the following picture above, then the following picture below will show up:

For uploading price bid specification, Click “Upload” button, then input the price bid in the red box of the following picture above, after that click submit button.

6. Quit from Tender
In order to quit from tender in section technical bid or price bid, log in as partner, then get into partner’s dashboard as the following picture below:

Click red box on the following picture above. Then the following picture below will show up:

Then upload document for quit a tender. Click save button. Then partner will be quit from tender.
7. **Attend Technical Clarification**

In order to technical clarification, log in as partner, then get into the dashboard partner as the following picture below:

Click the red box in the picture above, then the following picture below will show up:

Click button which marked by a red box in the picture above, then the following picture below will show up:

For posting in discussion forum, click button which marked by a red box in the following picture above.

8. **Give an objection**

In order to giving an objection to committee, the tender needs to be in objection stage and the partner needs to attend tender. To give an objection, partner needs to login into BISPro System as this following picture below:
Click red box in the following picture above, then the following picture below will show up:

Click button as marked in the red box of the following picture above and the following picture below will show up:

Please upload the objection document by clicking button, then choosing files, after that click button as marked by a red box in the following picture above. If partner have already pressed the button, then the following picture below will show up:

9. Attending Price Negotiation

In order to attending price negotiation, tender must be in the negotiation stage and partner needs to log in into BISPro system as the following picture below:

Then, click the red box in the following picture above, after that the following picture below will show up:
After that click button as marked by a red box in the following picture above, then the following picture below will show up:

To change the price, click button as marked by the red box in the following picture above, to communicate with committee, write the word that you want to discuss to committee then click as marked by a red box in the following picture above. After you change the last negotiation price, you must upload the negotiation price by clicking the “You have not upload the negotiation result of bidding price” word, as this following picture below:

The following picture below will show up:

Click button then please upload the new negotiation price. If success, then the following picture will show up:
10. Attending Multiple Bid

In order to attending multiple bid, partner needs to log in into BISPro system as the following picture below:

After that click the red box in the following picture above and the following picture below will show up:

Then click button, after that the following picture will be showed up:

Check the “I agree with the term and condition above” word which marked by red box on the following picture above, then click button and the following picture below will show up:
In order to upload in upload session, partner will upload the new price negotiation/bid for committee which marked by the red box in the following picture above. Click **button then, please upload the new price bid which in pdf or jpeg format.**