		Document Requirement Vendor Registration
NO	FIELD	Description
PRE-REGISTRATION		
1	Informasi Perusahaan/Company Information	Fill the Company Name, Country Name, Tax Registration Number
2	Informasi kontak/Contact Information	Fill the PIC Identity, Telephone, Fax and Email
3	Informasi Alamat/Address	Fill the complete address including city, country, province, postal code and phone number
4	Klasifikasi komoditi barang dan/atau jasa/Goods and Service Clasification	Fiil the line of bussinesses. Goods and Service Clasification as stipulated by Bank Indonesia consists of 2 levels, namely: (i) Level 1 Scope of Work, and (ii) Level 2 Scope of Work (sub-detail). Vendor shall choose "Level 2 Scope of Work" with no maximum selection of goods and services.
5	Informasi perbankan/Banking Information	Fill the Country, Bank Name, Branch Name, Account Number, Account Name, Currency
6	Unggah dokumen/Upload Document	Domicile Certificate or any document stating the domicile of the company
UPLOAD REGISTRATION DOCUMENT (IN OVERVIEW MENU)		
1	General	Fill the Website Address, Legal entity types, company business scale, "Choose: Luar Negeri"
2	Akta Pendirian/Articles of Association	1. Upload the Deed of Establishment/Articles of Association or any by law stating the corporate authority to enter and sign an agreement. 2. Upload the Company Tax Registration Number
2	Akta Perubahan/Amendment of Articles of Association	Upload Deed of Establishment/Articles of Association or any by law stating the latest shareholder, BOD, BOC.
3	Pemegang Saham/Shareholder	Upload the identification document of shareholder (deed, identification document, passport)
4	Pengurus/Board of Management (BOD & BOC)	Upload the identification document of Board of Management (identification document, passport, tax registration number)
5	Izin Usaha/License	Upload the company business license (in color)
6	Sertifikat/ Certification (optional)	Upload the Certification awarded to the Company. ex : ISO, OHSAS, INTEGRAF, Award Certificate
7	Portofolio	Upload the Agreement of projects handled by the Company for the past 3 years (min. 3)
8	Financial Statement	Upload the latest Financial Statement (preferably audited)
9	Company Document	Upload Company profile, structure and information of employee, office equipment, company logo, office building photo
10	Building Ownership/Lease Document	Upload document stating the ownership/lease of the building
11	Bank Account	Document stating the bank account
12	Integrity Pact	Integrity Pact

Notes:


All document shall be uploaded in Color, not a copy.


The document shall be legalized by Indonesian Embassy domiciled in the Company Country.


The document shall be translated into English if the documents are in other languages.


For Verification process please bring the original documents or legalized copy documents


Contact Person Helpdesk e-Procurement :

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 Helpdesk-Rekanan-BI@bi.go.id

Verification Process : Monday - Friday 09:00 AM - 12:00 AM & 01:30 PM - 03:00 PM