

Registration Tutorial

How to Register to BINUS Supplier Portal

Supplier Registration

Join Our Network

Register today to become a valued supplier and grow your business with us.

[Supplier Registration Tutorial](#)

Be a part of
B I N U S
Journey

Create Account

Sign in

View Registration
Tutorial here

Create Account
(if you don't have account)

Sign In

FAQ

Contact Us

Privacy Policy

Information

Simple Step to Register your account :

- 1. Create Account**
- 2. Verification**
- 3. Complete Registration**

Create Account

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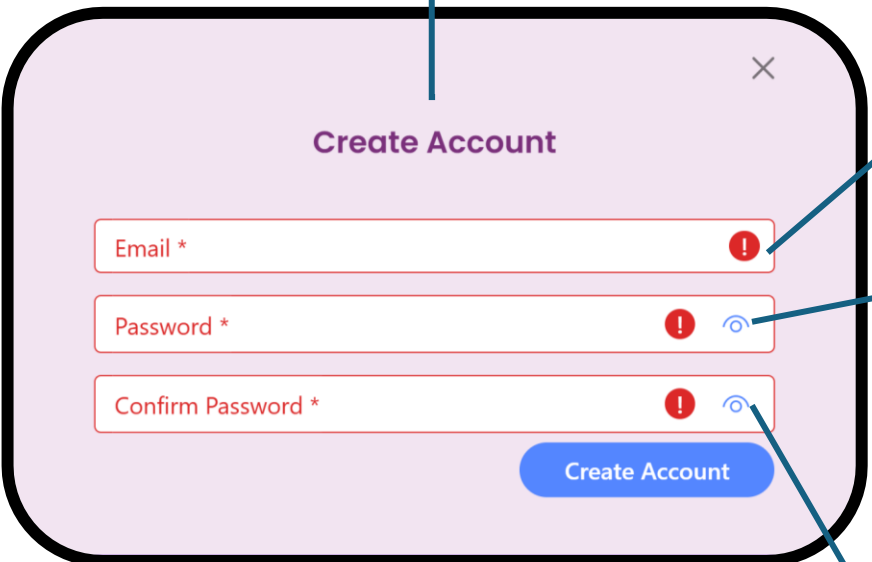
[Contact Us](#)

[Privacy Policy](#)

Click Create Account

Make sure that you used the active email

Create Account



The main 'Create Account' form is shown on the left. It has a title 'Create Account' and a close button. Below the title are three input fields: 'Email *', 'Password *', and 'Confirm Password *'. Each field has a red exclamation mark icon indicating an error. At the bottom right of the form is a blue 'Create Account' button. Arrows point from the numbered instructions to the corresponding fields and error messages.

- 1 Make sure you used an active email account, that has not been used for registration before
- 2 Email is required, please fill it with full email format
- 3 Password is required and follow some requirement
- 4

Email *

rajaalatkantor

Please enter a valid email address (e.g. user@example.com)

Password *

The Password field is required.

Password must contain:

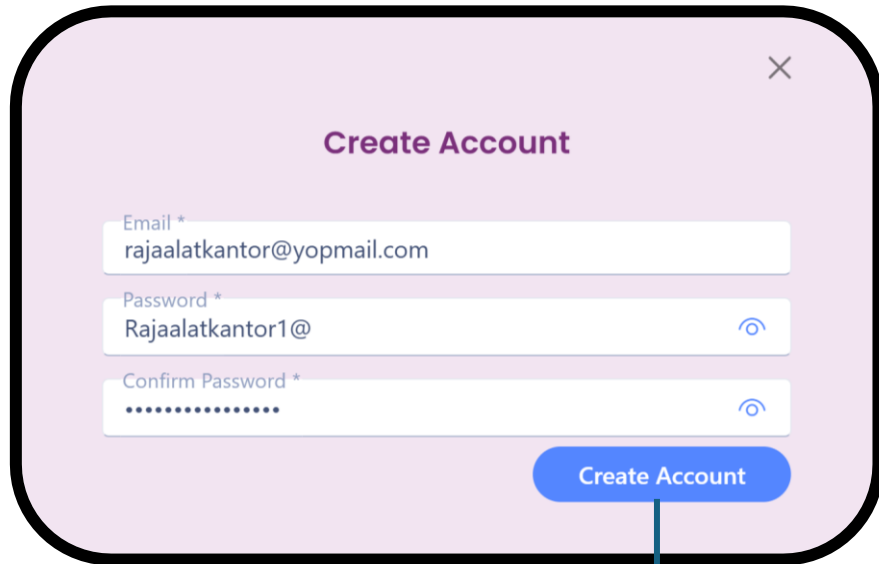
- × Minimum **8 characters**
- × At **lowercase** letter (a-z)
- × At least **uppercase** letter (A-Z)
- × At least **number** (0-9)
- × At least **special character**

Confirm Password *

Password do not match.

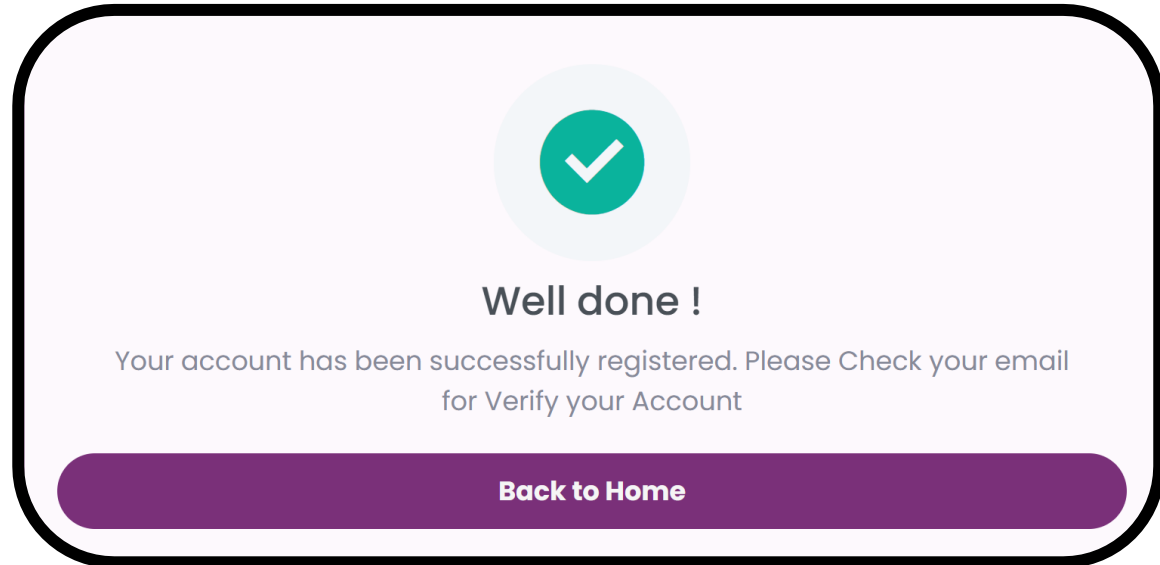
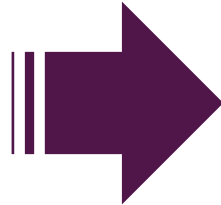
Create Account

once you successfully create account,
you will need to verify your email



A screenshot of a 'Create Account' form. It has a title 'Create Account' at the top. Below the title are three input fields: 'Email *' with the value 'rajaalat Kantor@yopmail.com', 'Password *' with the value 'Rajaalat Kantor1@', and 'Confirm Password *' with masked characters. Each input field has a small eye icon to its right. At the bottom right of the form is a blue button labeled 'Create Account'.

Click Create Account



A screenshot of a confirmation screen. At the top is a green circle with a white checkmark. Below it is the text 'Well done !'. Underneath that is a message: 'Your account has been successfully registered. Please Check your email for Verify your Account'. At the bottom is a purple button labeled 'Back to Home'.

What you need to do :

1. Access your email and you will find verification email sent from noreply@procurement.binus.edu
2. Click verify in your email within 24 hours

FAQ



What if I had an expired verification link?

Verification

Yth. Calon Supplier,

rajaalatkantor@yopmail.com

Terima kasih telah memulai proses registrasi untuk BINUS Supplier Portal. Mohon klik tautan di bawah ini untuk memverifikasi alamat email Anda:

[Verifikasi Akun](#)

Apabila Anda membutuhkan bantuan lebih lanjut, silahkan menghubungi kami melalui email berikut :

procurement.helpdesk@binus.edu

Terima kasih atas perhatiannya.

Procurement BINUS

***Mohon untuk tidak membalas karena email ini dikirimkan secara otomatis melalui sistem.**

Dear Prospective Supplier,

rajaalatkantor@yopmail.com

Thank you for starting the registration process. Please click the link below to verify your email address:

[Verify Account](#)

If you need further assistance, please contact us directly at

procurement.helpdesk@binus.edu

Thank you.

Procurement BINUS

***This email was sent from a notification-only address that cannot accept incoming emails. Please do not reply to this message.**

If you receive this email,
click on

Verifikasi Akun / Verify Account

Verification

This notice is the sign that Verification has successfully done, you can now **Sign In** to **Complete Registration**



Verification Successful!
Your email address has been successfully verified.
You can now Sign In to your account.

Supplier Registration

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B I N U S
Journey

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Sign in

FAQ

Contact Us

Privacy Policy

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Supplier Account

BINUSIAN Account

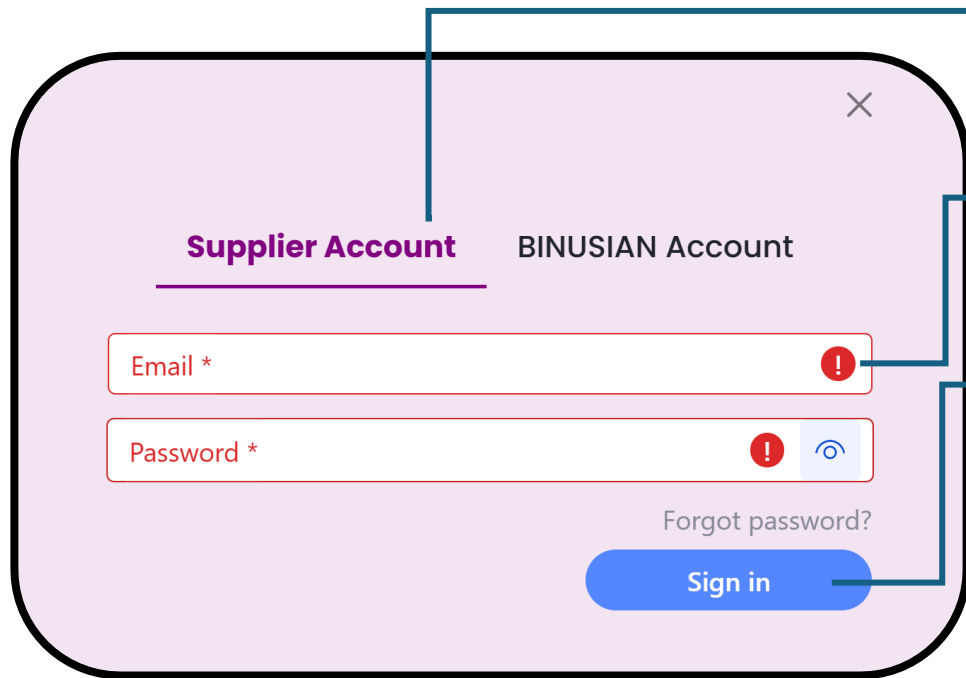
Email *

Password *

Forgot password?

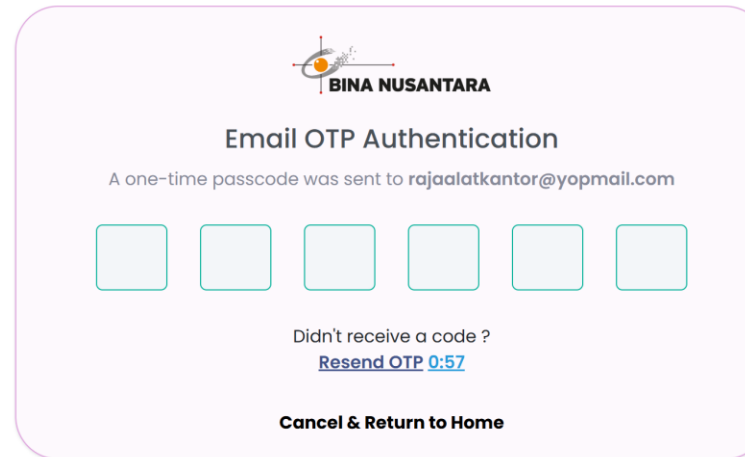
Sign in

Sign In



The sign-in form is a light purple rounded rectangle with a close button (X) in the top right corner. It features two tabs: 'Supplier Account' (selected, underlined in purple) and 'BINUSIAN Account'. Below the tabs are two input fields: 'Email *' and 'Password *'. Both fields have red exclamation mark icons indicating errors. To the right of the password field is an eye icon for toggling visibility. Below the password field is a 'Forgot password?' link. At the bottom center is a blue 'Sign in' button. Blue arrows point from the numbered instructions to specific elements: arrow 1 points to the 'Supplier Account' tab, arrow 2 points to the 'Email' field, and arrow 3 points to the 'Sign in' button.

- 1 Sign in will be separated to Supplier and BINUSIAN Account **Click Supplier Account**
- 2 After you verify your email, you can log in with that corresponding email and password
- 3 Everytime you sign in, system will sent 6 digit OTP to your email, and you need to fill it to authentication page.



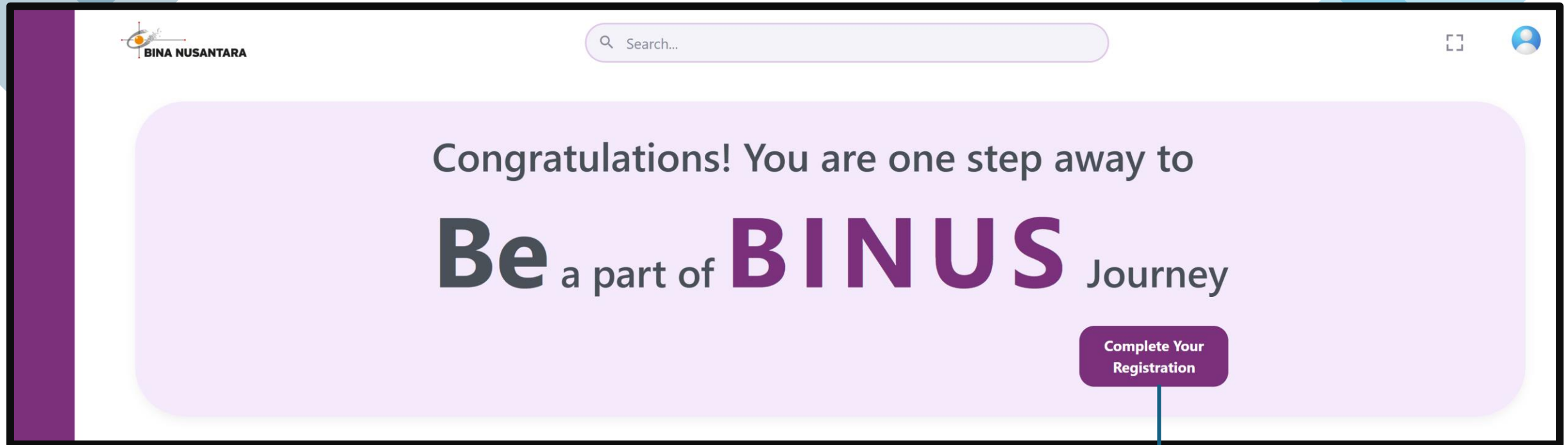
The OTP authentication form is a light purple rounded rectangle. It features the BINUS NUSANTARA logo at the top. Below the logo is the title 'Email OTP Authentication' and a message: 'A one-time passcode was sent to rajaalatkantor@yopmail.com'. In the center are six empty square boxes for entering the 6-digit OTP. Below the boxes is a link: 'Didn't receive a code ? [Resend OTP 0:57](#)'. At the bottom is a button: 'Cancel & Return to Home'.

FAQ

What if you forget your password ?

What if I had failed to input OTP ?

Complete Registration



Complete Your
Registration

Click
Complete Registration

FAQ



Is it okay to complete registration later ?

What should I prepared before register ?

Complete Registration

 Search...



Business Information

Financial Information

Questionnaire

Declaration

4 Segment that must be filled :

- Business Information
- Financial Information
- Questionnaire
- Declaration

1. Business Details

Profile

Role

Address

Phone

Email

Type *

Select Type

Country *

Select Country

Prefix*

Select Prefix

Legal Business Name *

Enter Legal Business Name

Branding Name

Enter Trade Mark Name

Supplier Category *

Select Supplier Category

Supplier Group *

Select Supplier Group

Home Page URL *

Enter Home Page URL

Number of Employee(s) *

Enter Number of Employees

Company Profile *



Drop files here or click to upload.

Complete Registration

Business Information - Details

Business Information Financial Information Questionnaire Declaration

1. Business Details

Profile Role Address Phone Email

Type *

Corporate

Country *

Indonesia

Legal Business Name *

Raja Alat Kantor

Supplier Category *

Office Supplies

Home Page URL

Enter Home Page URL

Company Profile *



VG - Blue 45.png

Public/Private Company *

Private Company

Prefix *

PT

Branding Name

King's Stationery

Supplier Group *

Stationery × Office Equipment ×

Number of Employee(s) *

16

Type *

Select a Type

Corporate

Individual

Web Based

Business Type

determine some fields
on form

Public/PrivateCompany *

Select...

Public Company

Private Company

Public or Private Company

show if Business Type is

Corporate

3

Ticker Symbol *

Enter Ticker Code

If Public Company,

fill Emiten Code if any
or with strip

Country

Choose your company
country location

Prefix

Type of company, show
based on country chosen

Complete Registration

Business Information - Details

Business Information Financial Information Questionnaire Declaration

1. Business Details

Profile Role Address Phone Email

Type *
Corporate

Country *
Indonesia

Legal Business Name *
Raja Alat Kantor

Supplier Category *
Office Supplies

Home Page URL
Enter Home Page URL

Company Profile *
VG - Blue 45.png

Public/Private Company *
Private Company

Prefix *
PT

Branding Name
King's Stationery

Supplier Group *
Stationery × Office Equipment ×

Number of Employee(s) *
16

1

2

3

Legal Business Name

Must match official legal documents (based on NIB / Business Identification Number, Deed of Establishment). You don't have to put prefix again. Example : PT Raja Alat Kantor, fill with only **"Raja Alat Kantor"**

Branding Name

Trade Name or Commercial Alias Name. Optional Field

Supplier Category

Choose one that suits your main business.

Supplier Group

Multi Supplier Group can be chosen. Supplier Group is product or services you provide. Please choose accordance with NIB and your main business specialization.

Complete Registration

Business Information - Role

Business Information

Financial Information Questionnaire Declaration

1. Business Details

Profile **Role** Address Phone Email

Business Type	Brand	Product	Certification Expiration Date	Enclose Supporting Document	Action

Business Type - Select one of Business Type

- If you are **dealer**, **distributor**, **partner/agent** or **sole distributor**, prepare certification or letter of appointment.
- **Principal** also have letter of appointment from Brand Owner.
- If you are **Individual** Entity, select **profession** and specify the profession.
- If you are not all of that list, just select **retailer**.

Role

Mandatory filled, the purpose is to identify your company main product.

1

Click + to Add

+

Business Role

Business Type *

Select a Business Type

Product *

Enter Product

Enclose Supporting Document



Drop files here or click to upload.



Close



Save changes

Select a Business Type

Dealer
Distributor
Partner/Agent
Principal
Profession
Retailer
Sole Distributor

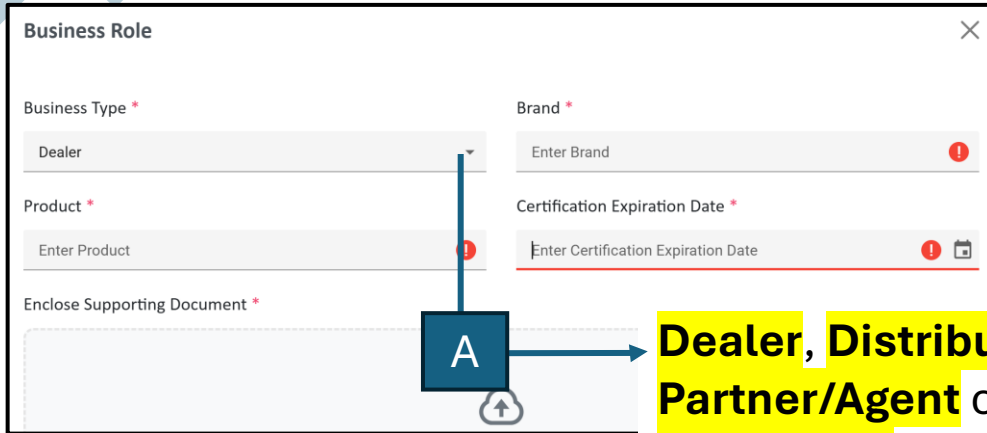
FAQ



Can I have more than 1 Business Role ?

Complete Registration

Business Information - Role



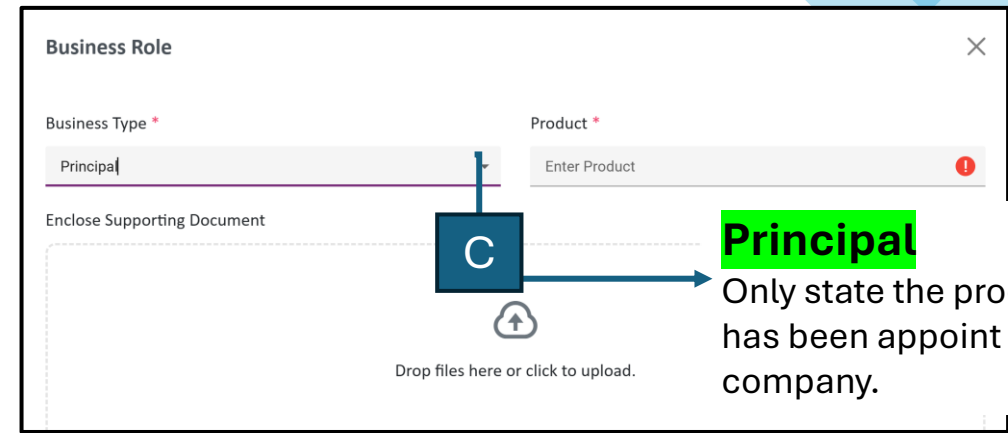
The form is titled "Business Role" and contains the following fields:

- Business Type ***: A dropdown menu with "Dealer" selected.
- Brand ***: A text input field with the placeholder "Enter Brand".
- Product ***: A text input field with the placeholder "Enter Product".
- Certification Expiration Date ***: A date input field with the placeholder "Enter Certification Expiration Date".
- Enclose Supporting Document ***: A dashed box with a cloud icon and the text "Drop files here or click to upload."

A blue box labeled "A" is positioned over the "Enclose Supporting Document" field.

Dealer, Distributor, Partner/Agent or Sole Distributor

Brand, Product, Certification Date are mandatory filled, the purpose is to identify your company main product.



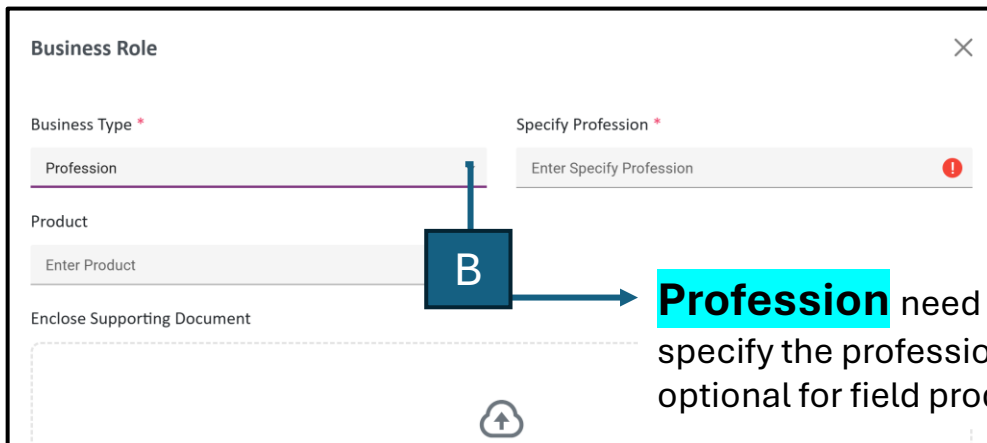
The form is titled "Business Role" and contains the following fields:

- Business Type ***: A dropdown menu with "Principal" selected.
- Product ***: A text input field with the placeholder "Enter Product".
- Enclose Supporting Document ***: A dashed box with a cloud icon and the text "Drop files here or click to upload."

A blue box labeled "C" is positioned over the "Enclose Supporting Document" field.

Principal

Only state the product that has been appoint to your company.

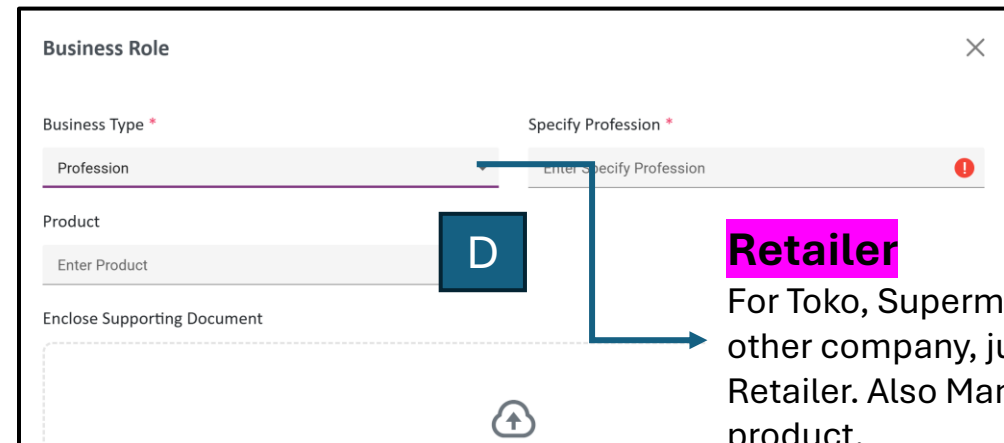


The form is titled "Business Role" and contains the following fields:

- Business Type ***: A dropdown menu with "Profession" selected.
- Specify Profession ***: A text input field with the placeholder "Enter Specify Profession".
- Product**: A text input field with the placeholder "Enter Product".
- Enclose Supporting Document ***: A dashed box with a cloud icon and the text "Drop files here or click to upload."

A blue box labeled "B" is positioned over the "Product" field.

Profession need to specify the profession and optional for field product.



The form is titled "Business Role" and contains the following fields:

- Business Type ***: A dropdown menu with "Profession" selected.
- Specify Profession ***: A text input field with the placeholder "Enter Specify Profession".
- Product**: A text input field with the placeholder "Enter Product".
- Enclose Supporting Document ***: A dashed box with a cloud icon and the text "Drop files here or click to upload."

A blue box labeled "D" is positioned over the "Product" field.

Retailer

For Toko, Supermarket, any other company, just choose Retailer. Also Mandatory to fill product.

Complete Registration

Business Information - Role

1. Business Details

Profile **Role** Address Phone Email



You can add business type as needed

Business Type	Brand	Product	Certification Expiration Date	Enclose Supporting Document	Action
Retailer		Joyko Product		Company Profile Subur - Bendera.png	...
Retailer		Kenko Product		Company Profile Subur - Bendera.png	...

Complete Registration

Business Information - Address

1. Business Details

Profile Role **Address** Phone Email

Primary Address	Use For	Country	Address Line 1	Postal Code	Ownership	Map	Enclose Supporting Document



Mandatory 1 address and you can add address as needed

Click + to Add

Business Address

Is Primary ☐

Use For *
Select...

PICK ADDRESS FROM MAPS

Country *
Select...

Administrative Area 1 *
Select...

Administrative Area 2

Postal Code *

Address Line 1 *

Address Line 2

Latitude

Longitude

Ownership *
Select...

Property Type *
Select...

Kindly attach photos of your business location (including exterior and interior views) *


Drop files here or click to upload.

Complete Registration

Business Information - Address

Business Address

Is Primary



Use For *

Production × Purchase Order ×

 PICK ADDRESS FROM MAPS

Country *

Indonesia

Administrative Area 1 *

Jakarta Raya

Administrative Area 2

Kota Jakarta Pusat

Postal Code *

10210

Address Line 1 *

Jl. Bendungan Hilir Gg. 11 No.3, RT.2/RW.3, Bend. Hilir,
Kecamatan Tanah Abang, Kota Jakarta Pusat, Daerah
Khusus Ibukota Jakarta 10210, Indonesia

Address Line 2

Latitude

-6.2124792658302015

Longitude

106.81203086071316

Ownership *

Own

Property Type *

Building

Kindly attach photos of your business location (including exterior and interior views) *

Close

Save changes

1

Production × Purchase Order × |

Select All

Billing

Branch

Factory

Headquarter

Mailing

Production

Purchase Order

Shipping

Showroom

Storage

Store

Select Usage as needed,

At minimum you need to identify usage :

1. Billing
2. Mailing
3. Purchase Order
4. Shipping

Complete Registration

Business Information - Address

Business Address

Is Primary



Use For *

Production × Purchase Order ×

 PICK ADDRESS FROM MAPS

2

Country *

Indonesia

Administrative Area 1 *

Jakarta Raya

Administrative Area 2

Kota Jakarta Pusat

Postal Code *

10210

Address Line 1 *

Jl. Bendungan Hilir Gg. 11 No.3, RT.2/RW.3, Bend. Hilir, Kecamatan Tanah Abang, Kota Jakarta Pusat, Daerah Khusus Ibukota Jakarta 10210, Indonesia

Address Line 2

Latitude

-6.2124792658302015

Longitude

106.81203086071316

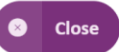
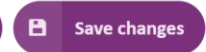
Ownership *

Own

Property Type *

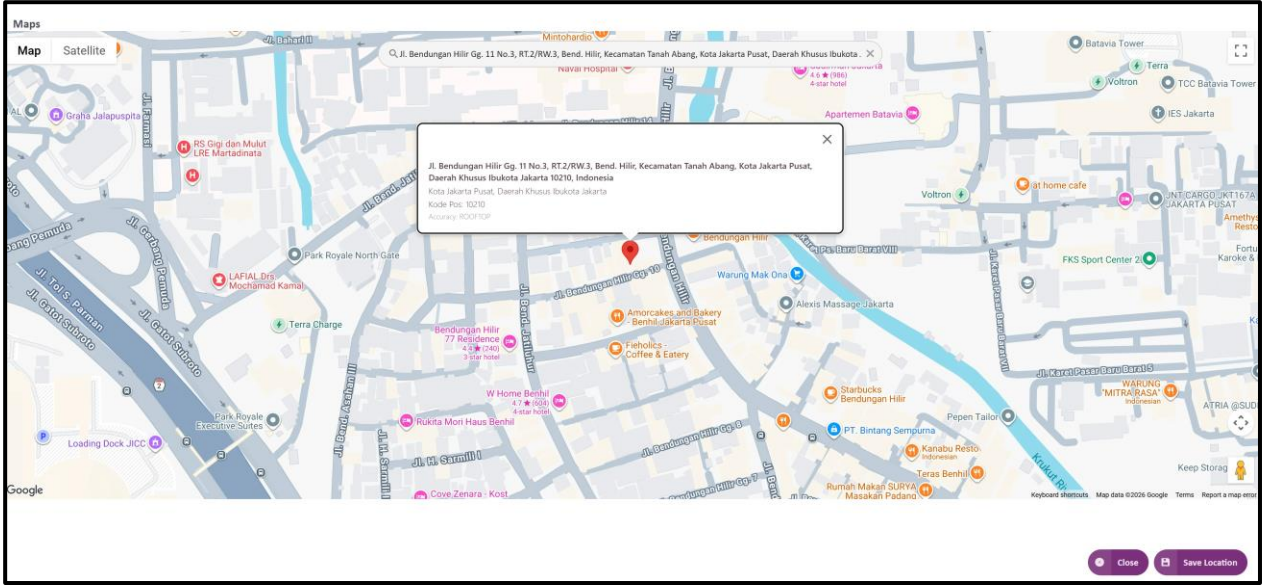
Building

Kindly attach photos of your business location (including exterior and interior views) *

 Close  Save changes

Pin Point Maps

If needed, you can pin point the address on Maps



Click Save Location and Close

Complete Registration

Business Information - Address

Country *

Indonesia

Administrative Area 2

Kota Jakarta Pusat

Address Line 1 *

Jl. Bendungan Hilir Gg. 11 No.3, RT.2/RW.3, Bend. Hilir,
Kecamatan Tanah Abang, Kota Jakarta Pusat, Daerah
Khusus Ibukota Jakarta 10210, Indonesia

Latitude

-6.2124792658302015

Administrative Area 1 *

Jakarta Raya

Postal Code *

10210

Address Line 2

Longitude

106.81203086071316

If you Pick from Maps, some fields will be automatically filled



3

Country

Select one country, country list show base on list in our system.

4

Administrative Area 1

Automatically show drop down list, if the country has the list of administrative area. Administrative Area 1 as equal as Province, Prefecture, etc.

If not show drop down list, you can type free text on this field.

5

Administrative Area 2

Free text

6

Postal Code

Postal Code of your address area

7

Address Line 1

Details of your address, you can define Street, District, Block, etc.

Complete Registration

Business Information - Address

Business Address

Ownership * Property Type *

Select an Ownership Select a Property Type

Kindly attach photos of your business location (including exterior and interior views)*

Drag & Drop files here or click to browse files

Comment

Type a Comment

Close Save changes

Click Save Changes and Close

- 8 Ownership**
Own if you are the owner of the property
Lease if you rent the property
And **Co-Working Space** if you share working space with any other company.

- 9**
- Property Type**
Select one from the list
- Property Type *
- Select a Property Type
- Apartment
 - Building
 - Factory
 - House
 - Kiosk
 - Mall
 - Ruko
 - Warehouse

- 10 Attachment**
Attach photo of business location with slightly hints of business activity.
- 11 Comment**
Put comment related on that address

Complete Registration

Business Information - Phone

Must fill at least 1 Primary Phone

Primary	Use For	Device Type	Phone Number	Phone Extension	Actions
(All)					

1 Click + to Add

2 Select Usage
Billing = Bill usage
Purchase Order = PO confirmation
Shipping = Ship contact

Business Phone

Is Primary

☒

Use For *

Select...

Device Type *

Select...

Country Phone Code *

Select...

Phone Number *

Close

Save changes

- 3 Device Type
Can be Office Phone, Mobile or Home Phone
- 4 Country Phone Code
Select from list
- 5 Fill with Phone Number
- 6 Extension
Only show if you choose Office Phone

Use For *

Select...

☐ Select All

☐ Billing

☐ Purchase Order

☐ Shipping

Click Save Changes and Close

Complete Registration

Business Information - Email

Must fill at least 1 Primary Phone

1 → Click + to Add

Primary	Use For	Email	Actions
(All)			

Business Email

Is Primary

Use For *

Select Use For

Email Address *

example@domain.com

Close

Save changes

2 **Email Address**
Must follow format user@yyy.zzz

3 **Use For**
Select from list

Select Use For

☐ Select All

☐ Billing

☐ Purchase Order

☐ Shipping

☐ Mailing

Click Save Changes and Close

Complete Registration

Business Information – Business Contact

2. Business Contact

Must fill min 1 Contact Person

Title	Prefix	First Name	Last Name	Phone	Emails	Actions
No data						

Business Contact

Title *

Select...

Prefix *

Select Prefix

First Name *

Last Name *

PHONES

EMAILS

Phone Number

Primary

No data

Close

Save changes

1

Click + to Add

2

3

Title *

Select...

Account Manager

CEO

CFO

COO

Director

Finance

General Manager

Manager

Owner

Prefix *

Select Prefix

Mr

Mrs.

Ms

Title

Select position of Contact Person

Prefix

Select from list

First Name and Last Name

Fill with Contact Person's name

Complete Registration

Business Information – Business Contact

Business Contact

Title*
Owner

Prefix*
Mr

First Name*
John

Last Name*
Doe

Phones

Emails

Click + to Add

1

Primary	Device Type	Phone Number	Phone Extension	Actions
(All)				

Business Contact

Title*
Owner

Prefix*
Mr

First Name*
John

Last Name*
Doe

Phones

Emails

2

Primary	Email	Actions
(All)		

Close

Save changes

Phone Information

Is Primary

Device Type*
Select...

Country Phone Code*
Select...

Phone Number*

Close

Save changes

Phone Information

Please also fill phone information of Contact Person.
You can add more than 1 phone number.

Email Information

Is Primary

Email Address*
example@domain.com

Close

Save changes

Email Information

Please also fill email information of Contact Person.
You can add more than 1 email.

Click Save Changes and Close

Complete Registration

Business Information – Business Legality

All Legality will be shown base on type or business - (Corporate / Individual / Web-Based)

If Corporate :

3. Business Legality

Articles of Incorporation (Akta Pendirian Perusahaan)

Business Registration Number (NIB) Tax Registration Number (NPWP) Business Domicile Certificate (Surat Domisili) SIUP TDP Special Certification

						+
Notary Name	Deed Issuance Date	Currency	Authorized Capital	Enclose Supporting Document	Actions	

This 3 legality documents is mandatory

Articles of incorporation / Akta is needed for identify your establishment of your company

Business Registration Number is also know as Employer Identification Number or Unique Entity Number. This is mandatory

Tax Registration Number is mandatory, if your tax reporting country is Indonesia then you have to fill **Business Location Identification Number or NITKU**.





Complete Registration

Business Information – Business Legality

If Individual :

3. Business Legality

Tax Registration Number (NPWP) Personal Identity Number Special Certification

If your business is a micro business like “Toko”, Business Legality will show like individual.

+

Tax Number	NITKU	Company Name	Tax Office	Attachment	Actions
🔍	🔍	🔍	🔍		

If Web-based :

3. Business Legality

Special Certification

Website, is only used for business that only operate the sales via web. Example Canva Subscriptions.

+

Certification Name	Enclose Supporting Document	Actions
🔍		

Complete Registration

Business Information – Business Legality

Articles of Registration

Article Of Incorporation

Notary Name *

Suhandi

Deed Issuance Date *

01/01/2020

Currency *

Rupiah (IDR)

Authorized Capital *

150.000.000

Enclose Supporting Document *



Akta Pendirian.png

4

Shareholder Name

Position

Actions

Bryan Handoko

Director

...

5



Close



Save changes

1

Notary Name can be filled with freetext based on the name of notary.

2

Deed Issuance Date is official issued date of articles, and must be past date.

3

Currency & Authorized Capital is initial capital base stated on Articles.

4

Supporting Document = Articles

5

Click + to Add Shareholder Name

Shareholder Name fill with name stated on Articles. You need to add minimum 1 Shareholder Name and can add multiple names.

Complete Registration

Business Information – Business Legality

Business Registration Number (NIB)

Issuance Date *

Enclose Supporting Document *



Drop files here or click to upload.

CloseSave changes

Issuance Date must be on the past / backdated.

Supporting Document = Business Registration Number / NIB letter.

Tax Registration Number (NPWP)

Tax Number *

Business Unit Tax Registration Number (NITKU)

Company Name *

Tax Office (KPP) Name *

Enclose Supporting Document *



Drop files here or click to upload.

CloseSave changes

Company Name usually same as Legal Business Name.

Tax Office (Kantor Pajak) Name filled with organization issued the tax registration number.



Tax Number for Indonesian Companies / Individual and must be contain 16 digit number.

*individual can attach Personal Identity Number (KTP)

for other country can be combination text and number.

Business Unit Tax (NITKU) also mandatory for Indonesian Companies and must be contain 22 digit number.

Complete Registration

Business Information – Business Legality

Business Domicile Certificate ✕

Enclose Supporting Document *



Drop files here or click to upload.

⌂ Close 💾 Save changes

TDP ✕

Expiration Date *

Enclose Supporting Document *



Drop files here or click to upload.

⌂ Close 💾 Save changes

SIUP ✕

Expiration Date *

Enclose Supporting Document *



Drop files here or click to upload.

⌂ Close 💾 Save changes

Business Domicile Certificate (Surat Domisili), SIUP and TDP
These all supported document needed. For SIUP and TDP, you cannot put expired letter.

Complete Registration

Business Information – Business Legality

Special Certification

Needed for individual type of Supplier with profession, example : certified safety consultant, please upload certification of that profession.

For Company, you can upload certification as a company.

Special Certification

Certification Name *

Enclose Supporting Document *



Drop files here or click to upload.



Close



Save changes

Personal Identity

Mandatory for Individual type of business.

Personal Identity Number



ID Card Number *

Name As Per ID Card *

Enclose Supporting Document *



Drop files here or click to upload.



Close



Save changes

Complete Registration

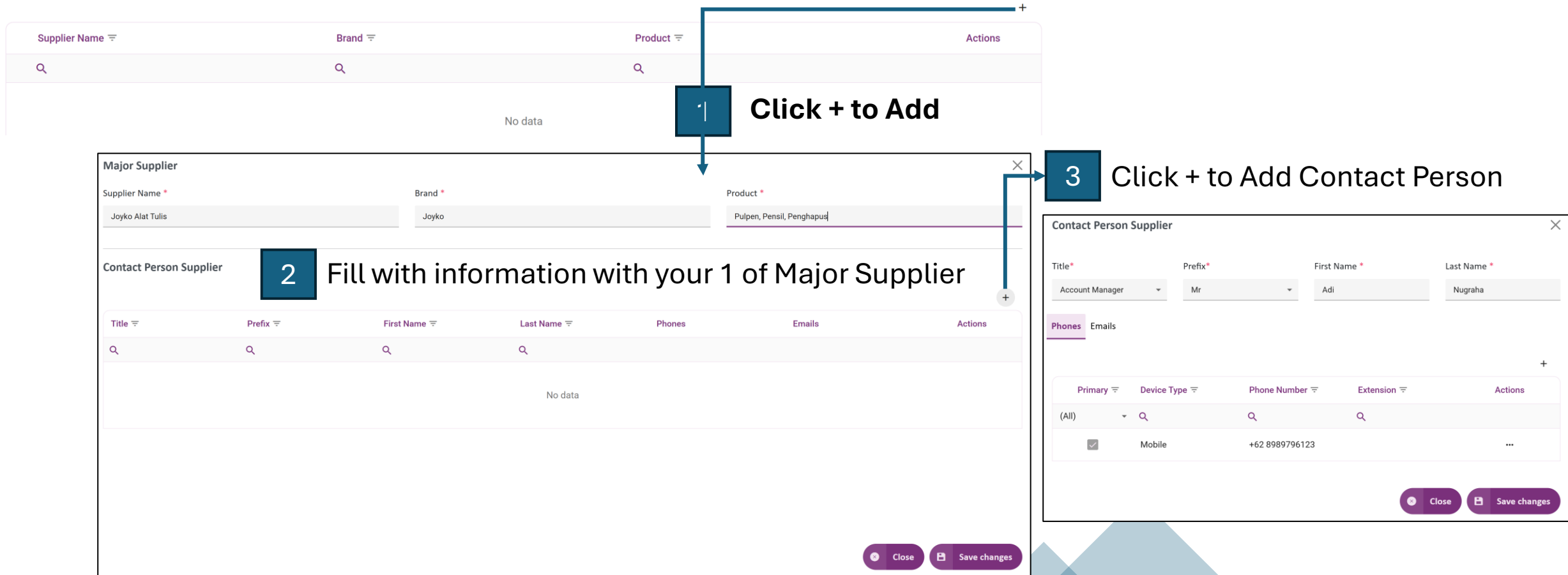
Business Information – Business Stakeholder

Major Supplier

Major Supplier is **not mandatory**, but if you click add, then you have to complete the information of **Contact Person**. This information is to make sure that Supplier has good, trusted, and proven reputation.

4. Business Stakeholder

Major Supplier Major Customer



The image shows a two-step registration process. Step 1 involves filling out the 'Major Supplier' form, which includes fields for Supplier Name, Brand, and Product. Step 2 involves filling out the 'Contact Person Supplier' form, which includes fields for Title, Prefix, First Name, Last Name, and a table for contact information (Primary, Device Type, Phone Number, Extension). Arrows and numbered boxes indicate the sequence of steps.

1 Click + to Add

2 Fill with information with your 1 of Major Supplier

3 Click + to Add Contact Person

Major Supplier

Supplier Name * Brand * Product *

Joyko Alat Tulis Joyko Pulpen, Pensil, Penghapus

Contact Person Supplier

Title * Prefix * First Name * Last Name *

Account Manager Mr Adi Nugraha

Phones Emails

Primary * Device Type * Phone Number * Extension * Actions

(All) + + +

+62 8989796123 ...

Close Save changes

If you add major supplier, the table will summarize :

Major Supplier Major Customer

Can be expand and collapse

Complete Registration

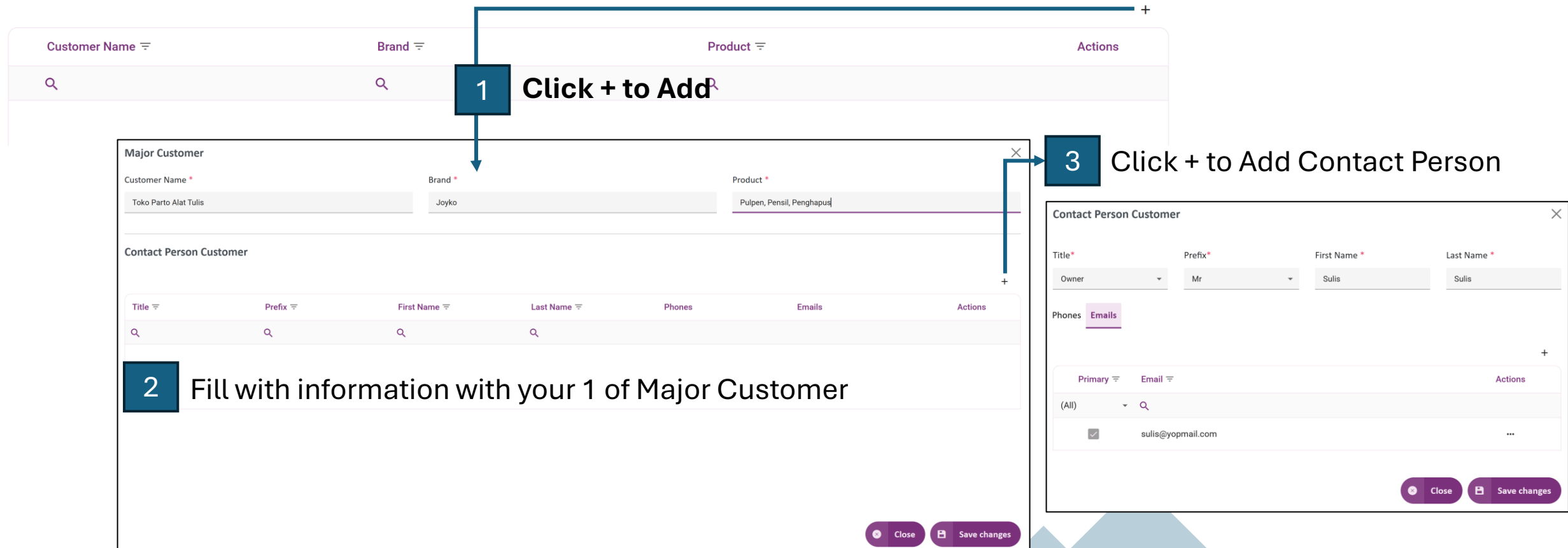
Business Information – Business Stakeholder

Major Customer

Major Customer is **not mandatory**, but if you click add, then you have to complete the information of **Contact Person**. This information is to make sure that Supplier has good, trusted, and proven reputation.

4. Business Stakeholder

Major Supplier **Major Customer**



The screenshot illustrates the registration process for a Business Stakeholder, specifically focusing on the 'Major Customer' and 'Contact Person Customer' sections. The process is guided by three numbered steps:

- 1 Click + to Add**: This step points to the '+' icon in the 'Major Customer' table header, which is used to add a new customer.
- 2 Fill with information with your 1 of Major Customer**: This step points to the 'Major Customer' form, which contains fields for 'Customer Name', 'Brand', and 'Product'. The form is pre-filled with 'Toko Parto Alat Tulis', 'Joyko', and 'Pulpen, Pensil, Penghapus' respectively.
- 3 Click + to Add Contact Person**: This step points to the '+' icon in the 'Contact Person Customer' form, which is used to add a new contact person.

The 'Major Customer' form is a modal window with the following fields:

- Customer Name *
- Brand *
- Product *

The 'Contact Person Customer' form is a modal window with the following fields:

- Title *
- Prefix *
- First Name *
- Last Name *
- Phones
- Emails

The 'Contact Person Customer' form also includes a table for 'Emails' with columns for 'Primary', 'Email', and 'Actions'. The table contains one row with the email 'sulis@yopmail.com' and a checkbox in the 'Primary' column.

If you add major customer, the table will summarize :

Major Supplier Major Customer

- Can be expand and collapse

Complete Registration

Business Information – Payment Terms

Payment Terms

Fill with default payment terms regulation on your Company

Payment Terms

Select Payment Terms

Immediate

Net 14

Net 21

Net 30

Net 60

→ Choose **payment terms** from list



Complete Registration

Financial Information - Banking

Business Information **Financial Information** Questionnaire Declaration

5. Banking

1

Click + to Add

Primary	Country	Beneficiary Account Name	Beneficiary Account Number	Beneficiary Bank	Currency	Swift Code	Bank Code	Enclose S
(All)								

Bank

Is Primary

Country Bank

Beneficiary Account Number

Code Bank

Currency Bank

Indonesia

Raja Alat Kantor

5270873652

014

Rupiah (IDR)

Beneficiary Account Name

Beneficiary Bank

Swift Code

BANK CENTRAL ASIA

CENAIIDJA

5

Currency accepted

Close

Save changes

- 2

Is Primary?
Your first entry of bank account number is automatically flag as primary. You can change it later if you add another bank account number.
- 3

Country
Select one country, country list show base on list on our system
- 4

Beneficiary Account Information
Name : Base on bank account name
Number : Base on bank account number
Bank : Bank of the account
*if you cannot found Bank provider, please choose Country **Burkina Faso** and fill Bank Name with free text

Complete Registration

Financial Information - Banking

Bank

Is Primary



Country Bank *

Indonesia

Beneficiary Account Number *

1234567890

Code Bank *

014

Currency Bank *

Rupiah (IDR)

Beneficiary Account Name *

John Doe

Beneficiary Bank *

BANK CENTRAL ASIA

Swift Code *

CENAIJJA



If Beneficiary Account Number is not exist, you will get error message.

Error Collection

Bank Validation Error

- The Beneficiary Account Number could not be verified. Please review and try again.

Close

If Beneficiary Account Name is different with Legal Business Name, you have to attach statement letter. Automatically detect.

Banking Information Confirmation

There is a discrepancy between the bank account name you registered and the company name. Therefore, we need a statement letter confirming that this bank account is indeed recognized by the company. [Download the following statement letter form](#), complete it, sign and stamp it, then attach it again.

Surat Pernyataan

Close Save changes

1

3

Upload and Save

Banking Information Confirmation

There is a discrepancy between the bank account name you registered and the company name. Therefore, we need a statement letter confirming that this bank account is indeed recognized by the company. [Download the following statement letter form](#), complete it, sign and stamp it, then attach it again.

2



Drop files here or click to upload

Download at link statement letter

1. Complete form
 2. Sign and Stamp the letter
 3. Attach again
- *sign by finance director / owner or equal

Close Save changes

—

Surat F

You can add more than 1 banking information as needed

Complete Registration

Financial Information - Financial

Financial

Financial segment is a list of questions related your company financial insight.
Please complete all of questions.

6. Financial

Stability Liquidity & Payment Tax & Legal Feasibility & Sustainability Relationships & Reputation

Financial Statement

Does your company have financial statements? *

Apakah perusahaan memiliki laporan keuangan (Laba Rugi, Neraca, Arus Kas)? *

- ☐ Yes
☐ No

Financial Performance

Currency

Select Currency

Total revenue for the last 3 years

Total pendapatan 3 tahun terakhir

Enter Total Revenue

Currency

Select Currency

Net profit/loss for the last 3 years

Laba/rugi bersih 3 tahun terakhir

Enter Net Profit Loss

Have your company ever incurred a loss?

Apakah perusahaan pernah mengalami kerugian?

- ☐ Yes
☐ No

Financial Statement

If company doesn't have financial statement report, please tick no.
On contrary, please tick yes.



Complete Registration

Financial Information - Financial

Financial Statement 1/2

Financial segment is a list of questions related your company financial insight.
Please complete all of questions.

Financial Statement

Does your company have financial statements? *

Apakah perusahaan memiliki laporan keuangan (Laba Rugi, Neraca, Arus Kas)? *

☒ Yes

☐ No

1

If you tick **Yes**, there are additional questions that need to be filled.

Financial Statements *

Laporan Keuangan *

Cash Flow

Financial Statements *

Laporan Keuangan *

Cash Flow

Balance Sheet

Cash Flow

Profit/loss

2

State one of the
statements you have

Latest recent financial statement year *

Tahun laporan keuangan terakhir *

2026

3

Fill with latest year statement

Complete Registration

Financial Information - Financial

Financial Statement 2/2

Financial segment is a list of questions related your company financial insight.
Please complete all of questions.

Are the financial statements prepared in accordance with SAK (Indonesian GAAP)? *

Apakah laporan keuangan disusun sesuai SAK? *

☒ Yes

☐ No

4

If you tick **Yes**, there are additional questions that need to be filled.

Does your company have audited financial statements? *

Apakah perusahaan memiliki laporan keuangan yang diaudit? *

☒ Yes

☐ No

5

Not all company has been audited, answer this question based on your company experience.

Public Accounting Firm (KAP) that performed the audit *

Kantor akuntan publik (KAP) yang mengaudit *

KAP ABCDE

Latest type of audit opinion *

Jenis opini audit terakhir *

Unqualified Opinion/WTP (Wajar Tanpa Pengecualian)

Please attach financial statements for the last 2 years *

Lampirkan laporan keuangan 2 tahun terakhir *

6

State of the Accounting firm that perform audit to your company

Fill with audit result

7



Laporan Audit 2024.png

8

Upload Audit Result Document



Complete Registration

Financial Information - Financial

Financial Performance

This financial insight is mandatory to be filled.

Financial Performance

Currency

Rupiah (IDR)

Total revenue for the last 3 years

Total pendapatan 3 tahun terakhir

3.000.000.000

Currency

Rupiah (IDR)

Net profit/loss for the last 3 years

Laba/rugi bersih 3 tahun terakhir

600.000.000

Have your company ever incurred a loss?

Apakah perusahaan pernah mengalami kerugian?

☐ Yes

☒ No

You can always state estimated amount if you don't exact amount or financial statement.

Complete Registration

Financial Information - Financial

Liquidity & Payment

6. Financial

Stability **Liquidity & Payment** Tax & Legal Feasibility & Sustainability Relationships & Reputation

Do/Does company have any debt? *
Apakah perusahaan memiliki hutang? *

☐ Yes
☒ No

Have your company ever experienced a default on payments? *
Apakah perusahaan pernah mengalami gagal bayar? *

☐ Yes
☒ No

Have your operating cash flow been positive in the last 1 year? *
Apakah arus kas operasional positif dalam 1 tahun terakhir? *

☒ Yes
☐ No

1

If you tick **Yes**, there are additional questions that need to be filled.

Do/Does company have any debt? *
Apakah perusahaan memiliki hutang? *

☒ Yes
☐ No

Select short-term/medium-term/long-term debt *
Pilih hutang jangka pendek/menengah/panjang *

Select Debt Type

Select Debt Type

Long-Term

Medium-Term

Short-Term

2

Debt is identified as 3 range of terms

Debt payment status (Current/Delayed/Defaulted) *
Status pembayaran hutang (Lancar/Terhambat/Macet) *

Select Payment Status

Current

Defaulted

Delayed

3

Current : On Time, tidak ada tunggakan
Delayed : Slightly Late, tidak ada tunggakan
Defaulted : Payment severely late

Complete Registration

Financial Information - Financial

Stability Liquidity & Payment **Tax & Legal** Feasibility & Sustainability Relationships & Reputation

Do/Does your company regularly file Annual Tax Returns (SPT)? *

Apakah perusahaan rutin melaporkan SPT Tahunan? *

- ☐ Yes
- ☒ No

Tax compliance status *

Status kepatuhan pajak *

Select Compliance Status

1

!

Compliance Status of Tax

Select Compliance Status

Patuh / Compliant

Tidak Patuh / Non Compliant

Are there any outstanding tax arrears? *

Apakah ada tunggakan pajak? *

- ☐ Yes
- ☒ No

Have your company ever been subject to tax sanctions? *

Apakah perusahaan pernah dikenakan sanksi pajak? *

- ☐ Yes
- ☒ No

Does your company have any active tax disputes? *

Apakah perusahaan memiliki sengketa pajak aktif? *

- ☐ Yes
- ☒ No

Complete Registration

Financial Information - Financial

Feasibility & Sustainability

6. Financial

Stability Liquidity & Payment Tax & Legal **Feasibility & Sustainability** Relationships & Reputation

Number of current active clients *

*Jumlah klien aktif saat ini **

67

Is your company capable of meeting large-scale demands? *

*Apakah perusahaan mampu memenuhi permintaan skala besar? **

☒ Yes

☐ No

Does your company have a business expansion plan? *

*Apakah perusahaan memiliki rencana ekspansi bisnis? **

☒ Yes

☐ No

Does your company have business insurance? *

*Apakah perusahaan memiliki asuransi usaha? **

☒ Yes

☐ No

Does your company have emergency cash reserves? *

*Apakah perusahaan memiliki cadangan kas darurat? **

☒ Yes

☐ No

1

Compliance Status of Tax

Select Compliance Status

Patuh / Compliant

Tidak Patuh / Non Compliant

Complete Registration

Financial Information - Financial

Relationships & Reputation

6. Financial

Stability Liquidity & Payment Tax & Legal Feasibility & Sustainability **Relationships & Reputation**

Have any contracts ever been unilaterally terminated by a customer? If Yes, please explain the details (When did it occur, the name of customer, explain the situation) *

*Apakah pernah kontrak diputus sepihak oleh customer? Jika Ya, jelaskan (kapan terjadinya, sebutkan customernya, dan jelaskan kejadiannya) **

- ☐ Yes
☒ No

Have your company ever been blacklisted by a customer? If Yes, please explain the details (When did it occur, the name of customer, explain the situation) *

*Apakah perusahaan Anda saat ini pernah masuk dalam daftar hitam (blacklist) customer? Jika Ya, jelaskan (kapan terjadinya, sebutkan customernya, dan jelaskan kejadiannya) **

- ☐ Yes
☒ No

Are there any legal disputes with customers/vendors? If Yes, please explain the details (When did it occur, the name of customer/vendor, explain the situation) *

*Apakah ada sengketa hukum dengan customer/vendor? Jika Ya, jelaskan (kapan terjadinya, sebutkan customer/vendornya, dan jelaskan kejadiannya) **

- ☐ Yes
☒ No

Have your company ever been involved in criminal practices, corruption, collusion, nepotism, or bribery? If Yes, please explain the details (When did it occur and explain the situation) *

*Apakah pernah terlibat dalam tindak praktik kriminal, korupsi, kolusi, nepotisme, atau penyuapan? Jika Ya, jelaskan (kapan terjadinya dan jelaskan kejadiannya) **

- ☐ Yes
☒ No

Have your company been involved in environmental pollution? If Yes, please explain the details (When did it occur and explain the situation) *

*Apakah terlibat dalam pencemaran lingkungan? Jika Ya, jelaskan (kapan terjadinya dan jelaskan kejadiannya) **

- ☐ Yes
☒ No

Have your company been involved in issues related to Ethnicity, Religion, or Race (SARA)? If Yes, please explain the details (When did it occur and explain the situation) *

*Apakah terlibat SARA? Jika Ya, jelaskan (kapan terjadinya dan jelaskan kejadiannya) **

- ☐ Yes
☒ No

Does your company support Sustainability Environment initiatives? If Yes, please explain *

*Apakah mendukung gerakan Sustainability Environment? Jika Ya, jelaskan **

- ☐ Yes
☒ No

Complete Registration Questionnaire

Business Information Financial Information **Questionnaire** Declaration

7. Affiliation Information

Is your company part of any group/holding? *

Apakah perusahaan Anda merupakan bagian dari grup usaha/holding? *

☒ Yes
☐ No

1

Please state if you are part of Group / Holding

Group/Holding Name *

Enter Group/Holding Name



Does your company have any affiliated companies? *

Apakah perusahaan Anda memiliki perusahaan afiliasi? *

☒ Yes
☐ No

2

If yes, (you have affiliation company such as sister company, joint company, etc.) please fill more detail

3

Click + to Add



Relation	Company Name	Business Type	Owner Name	Address
Q	Q	Q	Q	Type of relationship * Select... Family-Owned Holding Joint Venture Sister Company Strategic Partner
Relation	Company Name	Business Type	Owner Name	Address
Q	Q	Q	Q	Q
Family-Owned	Raja Printer	Office Supplies	John Doe	Jln Sabang 43 Jakarta

4

Affiliated Company ×

Type of relationship *
Select...
Company Name *

Type of Business *

Owner/Director Name *

Address *

Fill with your affiliated company

Close Save changes

Complete Registration Questionnaire

Is your company/owner/employee affiliated with BINUS? *
Apakah perusahaan/pemilik/karyawan Anda ter-afiliasi dengan BINUS? *

☒ Yes
☐ No

1

Please state if you have affiliation with BINUS

2

Click + to Add

From	To	Affiliate Name	Relation Type	Actions
Q	Q	Q	Q	

3

Select Company Relation

- Company
- Employee
- Owner

Your company side

4

Select BINUS Relation

- Employee
- Group
- Owner

BINUS Side

Affiliated BINUS

Select Company Relation Affiliation with Select BINUS Relation

Affiliate Name * Relation Type *

Select Relation type

Close Save changes

Affiliated BINUS

Owner Affiliation with Employee

Affiliate Name * Relation Type *

Smith H. Profesional

Close Save changes

Complete Registration Questionnaire

Is the owner a BINUS alumnus? *
*Apakah pemilik merupakan alumni BINUS? **

☒ Yes
☐ No

1

BINUS Alumnus, if owner of the company is alumnus

State the name *	Batch Year *
Enter Name	
Major *	Binusian ID *
Enter Major	Enter Binusian ID

2

Complete the details

How do you know BINUS? *

Select...

- ☐ Select All
- ☐ Advertisement
- ☐ BINUS Website
- ☐ Event / Competition / Exhibition
- ☐ From BINUS Person (please specify)
- ☐ News / Article
- ☐ Others (please specify)
- ☐ Recommendation
- ☐ Social Media
- ☐ Webinar / Seminar

3

Complete Registration Questionnaire

Project References

Add Project References for information

Project Name	Customer Name	Currency	Project Value	Year	PIC Name	Phone Number
🔍	🔍	🔍	🔍	🔍	🔍	🔍

Project References is optional, but this is a good information to show Supplier achievement and experience.

Click + to Add

1

Complete the details

2

Save Changes

3

Project References

Project Name *

Enter Project Name

Customer Name *

Enter Customer Name

Currency *

Select...

Project Value *

Year of Project *

Description *

Enter Description

Customer PIC Name *

Enter PIC Name

Email *

example@domain.com

Country Phone Code *

Select...

Phone Number *

Enter Phone Number

Close

Save changes

Complete Registration Questionnaire

9. Others

Is your company willing to be audited at any time? *

*Apakah perusahaan bersedia diaudit sewaktu-waktu? **

☒ Yes

☐ No

Does the company agree to the anti-fraud and business ethics policy? *

*Apakah perusahaan menyetujui kebijakan anti-fraud & etika bisnis? **

☒ Yes

☐ No

Is your company committed to not giving or promising any form of reward or compensation (kickbacks/gratuities) to BINUS in order to influence procurement decisions? *

*Apakah perusahaan Anda berkomitmen untuk tidak memberikan atau menjanjikan imbalan dalam bentuk apa pun (kickback/gratifikasi) kepada pihak BINUS untuk memengaruhi keputusan pengadaan? **

☒ Yes

☐ No

Is your company willing to maintain the confidentiality of all data or technical specifications shared by BINUS during the tender process and contract implementation? *

*Apakah perusahaan Anda bersedia menjaga kerahasiaan seluruh data atau spesifikasi teknis yang dibagikan oleh BINUS selama proses tender maupun pelaksanaan kontrak? **

☒ Yes

☐ No

Are you willing to allow the BINUS Procurement team to conduct a field visit to your office or factory to validate its existence and operational capacity? *

*Apakah Anda bersedia jika tim Procurement BINUS melakukan kunjungan lapangan ke kantor atau pabrik Anda untuk memvalidasi keberadaan dan kapasitas operasional? **

☒ Yes

☐ No

Please fill all of this question.

Complete Registration Declaration

A. Legality & Legal Compliance.	A. Legalitas & Kepatuhan Hukum
1. We declare that the company is legally established and compliant with the prevailing laws and regulations in Indonesia.	1. Kami menyatakan bahwa perusahaan berdiri secara sah dan sesuai dengan hukum yang berlaku di Indonesia.
2. We declare that all submitted legal documents are true, valid, and currently in effect.	2. Kami menyatakan seluruh dokumen legal perusahaan yang disampaikan adalah benar, sah, dan masih berlaku.
3. We declare that the company is not currently subject to any suspension, revocation of business licenses, or legal sanctions imposed by the competent authorities.	3. Kami tidak sedang dalam proses pembekuan, pencabutan izin usaha, atau sanksi hukum oleh instansi berwenang.
4. We declare that the company is not currently undergoing bankruptcy, PKPU (Suspension of Debt Payment Obligations), or liquidation proceedings.	4. Kami tidak sedang dalam proses pailit, PKPU, atau likuidasi.
5. We are willing to provide additional documents if required for verification purposes.	5. Kami bersedia memberikan dokumen tambahan apabila diperlukan untuk proses verifikasi.



Declaration is our Integrity Pact

- You have to agree to integrity pact
- Read it and check as a sign that you have read
- This declaration also have to be sign by min level director or equal

Complete Registration Declaration

32. We agree to be bound by the acts of the duly authorized signatory signing this application, as well as any replacement appointed by the company in the future, whether or not prior notice of such change is given.	32. Kami menyetujui untuk terikat oleh segala tindakan yang dilakukan oleh penandatanganan yang berwenang atas permohonan ini, termasuk setiap penggantinya yang ditunjuk oleh perusahaan di kemudian hari, dengan atau tanpa pemberitahuan terlebih dahulu atas perubahan tersebut.
33. We undertake to promptly notify BINUS of any changes in the company’s conditions or operations.	33. Kami berkomitmen untuk segera memberitahukan BINUS apabila terdapat perubahan atas kondisi atau kegiatan operasional perusahaan.
34. We confirm that we have read and understood the BINUS Supplier Policy and agree to comply with it in all respects.	34. Kami menegaskan bahwa kami telah membaca dan memahami Kebijakan Pemasok BINUS serta menyetujui untuk mematuhi seluruh ketentuannya.
35. We confirm that we have read, understood, and agreed to the applicable Privacy Policy.	35. Kami menegaskan bahwa kami telah membaca, memahami, dan menyetujui Kebijakan Privasi yang berlaku. (ada pop up untuk policy privacy)

Please attach the Integrity Pact that has been signed by the authorized official. [Download the following Integrity Pact form](#), complete it, sign and stamp it, then attach it again.

Integrity Pact *

1

Download Form, Complete and Sign

2

Upload again to this field

Drop files here or click to upload.

☐ Agree To Terms *

3

Check Agree

Signature Name *

Enter Signature Name

4

Signature Name (director or equal)

Complete Registration

Click **Submit**
to sent the registration
application to Internal BINUS

✓ That's a wrap!

Your supplier registration is officially on the way.

Sit tight! Verification updates will be sent to your registered email or track you registration status [here](#).



Save as Draft

Submit

Cancel

At any time, you can **Click Save as Draft**
You can continue your registration later by
Click **View My Registration**

At any time, you can **Cancel**
Cancelling form will make the
form need to be filled again

**Whatever the
action is**

You can track
your Registration
Status at
Homepage.

Registration Status

View My Registration

View Process History

● Draft ● Binus Review ● Completed



Track My Registration



Registration Status

View My Registration

View Process History

Submitted Binus Review Completed

Whatever the action is

You can track your Registration Status at Homepage and you can Check Process History

SUBMIT

24 August 2026

11:50 AM

IN REVIEW

24 August 2026

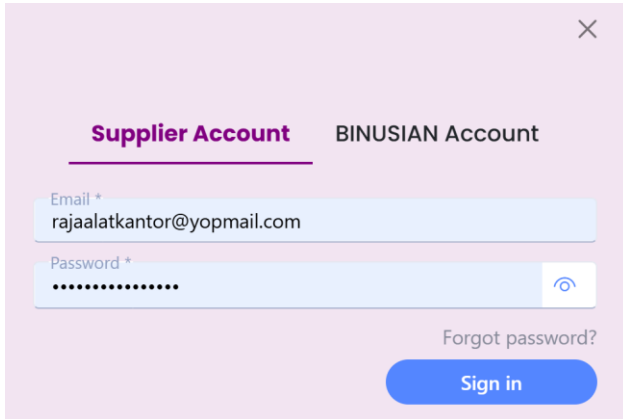
11:50 AM

FAQ



What if you forget your password ?

Click Forget password and follow instruction to reset your password.



Supplier Account BINUSIAN Account

Email *
rajaalatkantor@yopmail.com

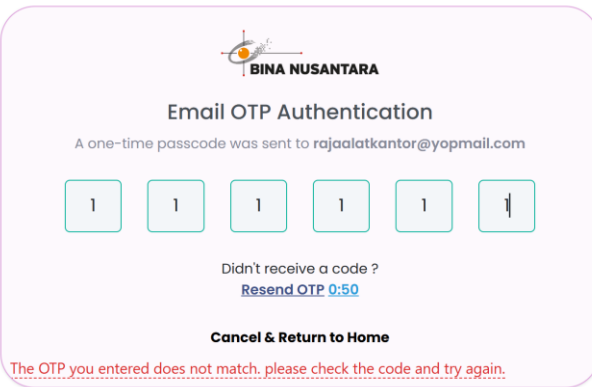
Password *
.....

Forgot password?

Sign in

What if I had failed to input OTP ?

You only have 5 chances to input OTP or you can Resend OTP.



BINA NUSANTARA

Email OTP Authentication

A one-time passcode was sent to rajaalatkantor@yopmail.com

1 1 1 1 1 1

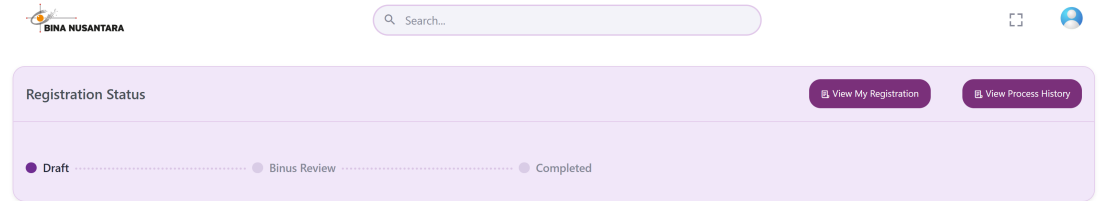
Didn't receive a code?
[Resend OTP 0:50](#)

[Cancel & Return to Home](#)

The OTP you entered does not match, please check the code and try again.

Is it okay to complete registration later ?

Yes, you can always complete the registration later. Check your homepage. At registration status, click View My Registration.



BINA NUSANTARA

Search...

Registration Status

[View My Registration](#) [View Process History](#)

Draft Binus Review Completed

What should I prepared before register ?

Please prepare legality document such as Tax Regist Number, Business Identity Number, Company Profile, Working Location Photo, Lease / Rent Letter for location, etc.

Can I have more than 1 Business Role ?

Yes, your company can have more than 1 Business Role. For example, company may act as a distributor for Product A, an exclusive distributor for Product B, and a retailer for Product C.

Thankyou