

# Supplier Guideline

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## How to Register?

**Supplier Registration**

## Join Our Network

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

Please Download Supplier Guideline [Here](#)

# Be a part of **B I N U S** Journey

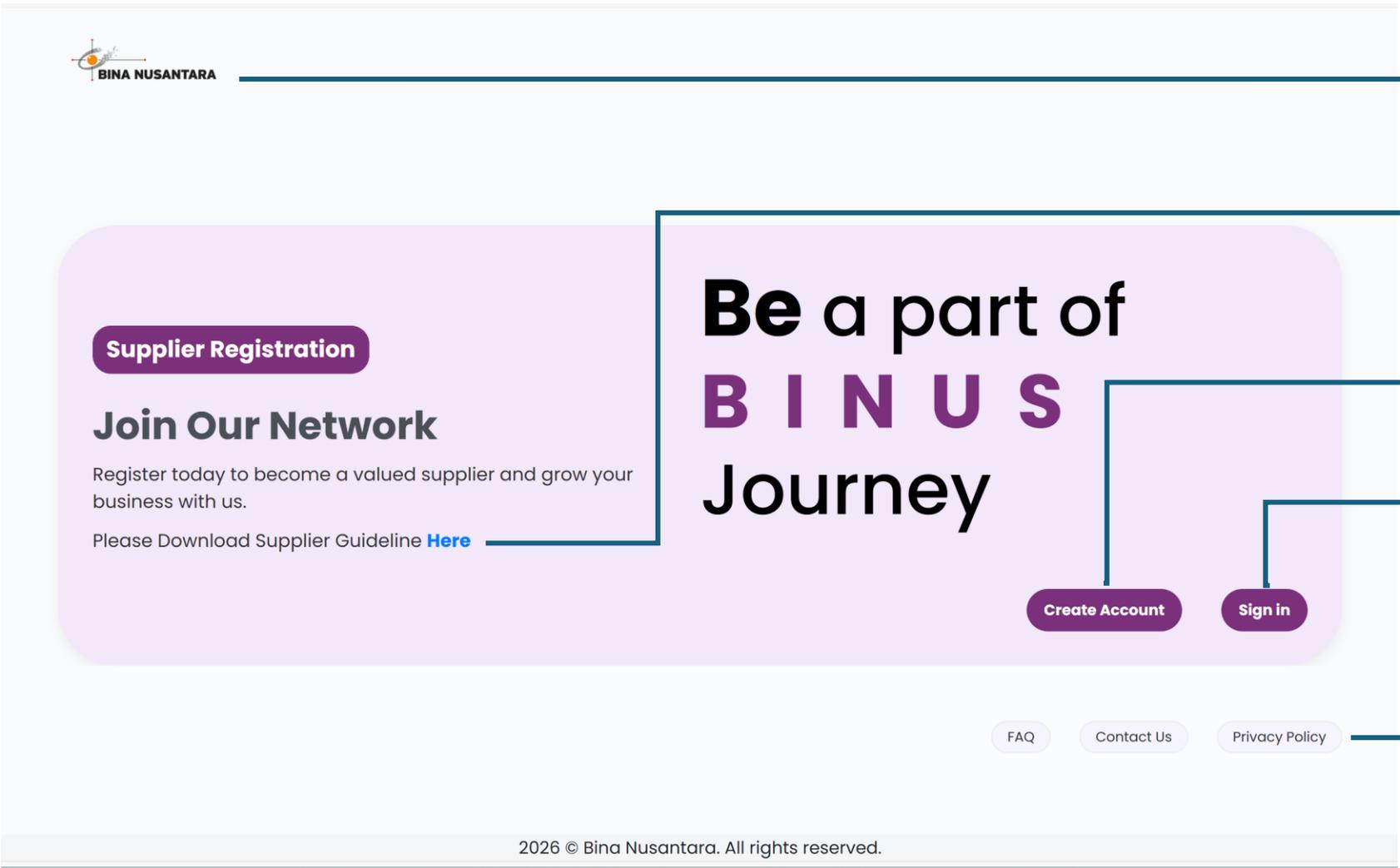
**Create Account**

**Sign in**

FAQ

Contact Us

Privacy Policy



The screenshot shows a supplier registration page. At the top left is the BINA NUSANTARA logo. The main content area has a purple background with the text "Be a part of BINUS Journey". On the left, there is a "Supplier Registration" section with the heading "Join Our Network" and a "View Guideline here" link. At the bottom right of the main area are "Create Account" and "Sign in" buttons. At the bottom of the page are "FAQ", "Contact Us", and "Privacy Policy" links. A copyright notice "2026 © Bina Nusantara. All rights reserved." is at the very bottom.

Header

View Guideline here

Create Account  
(if you don't have account)

Sign In

Footer

# **Register Step**

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

**Supplier Registration**

**Join Our Network**

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

Please Download Supplier Guideline [Here](#)

**Be a part of  
BINUS  
Journey**

**Create Account**

**Sign in**

FAQ

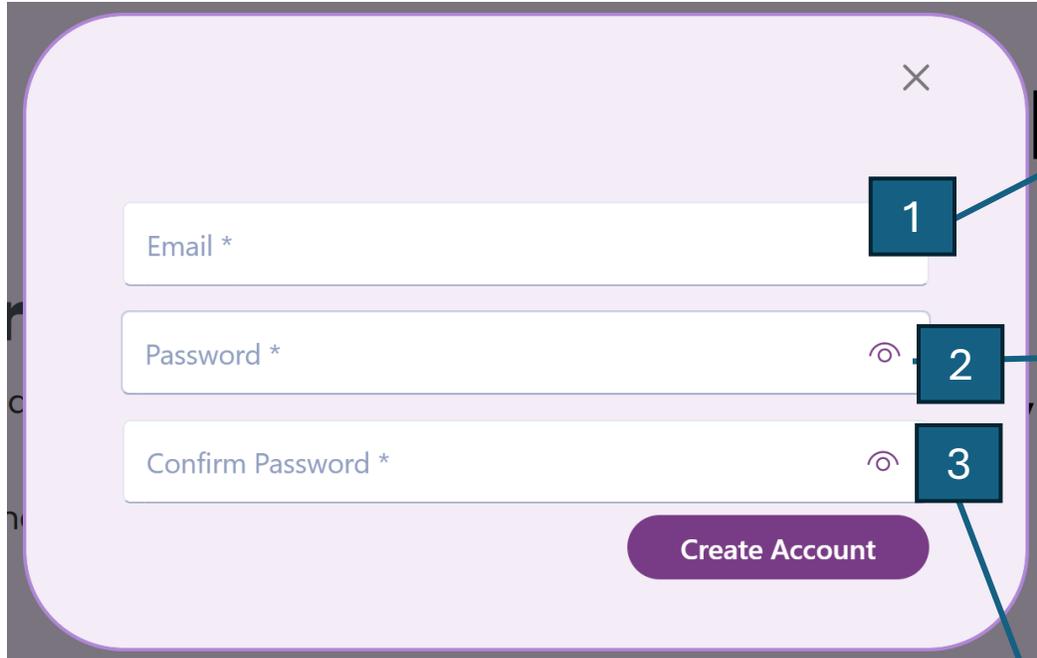
Contact Us

Privacy Policy

Click Create Account



# Create Account



The image shows a 'Create Account' form with three input fields: 'Email \*', 'Password \*', and 'Confirm Password \*'. A purple 'Create Account' button is at the bottom. Three numbered callouts (1, 2, 3) point to the form fields. Callout 1 points to the Email field, which has a red error message: 'Please enter a valid email address (e.g. user@example.com)'. Callout 2 points to the Password field, which has a red error message: 'The Password field is required.'. Callout 3 points to the Confirm Password field, which has a red error message: 'Password do not match.'.

Email \*  
supplier.start@yopmail|   
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



**Well done !**

Your account has been  
successfully registered. Please  
Check your email for  
Confirmation Account

[Back to Home](#)



Access your email and you will find  
verification email sent from  
**noreply@procurement.binus.edu**



**Well done !**

Your account has been successfully registered. Please Check your email  
for Verify your Account

[Back to Home](#)

# Verification

## BINUS Email Registration Verification

 BINUS - Supplier Portal <noreply@procurement.binus.edu>

 Wednesday, March 4, 2026 6:01:25 PM

Yth. Calon Supplier

**supplier.start@yopmail.com**

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

[Konfirmasi Akun](#)

If you receive this email,  
click on “**Konfirmasi Akun**”

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

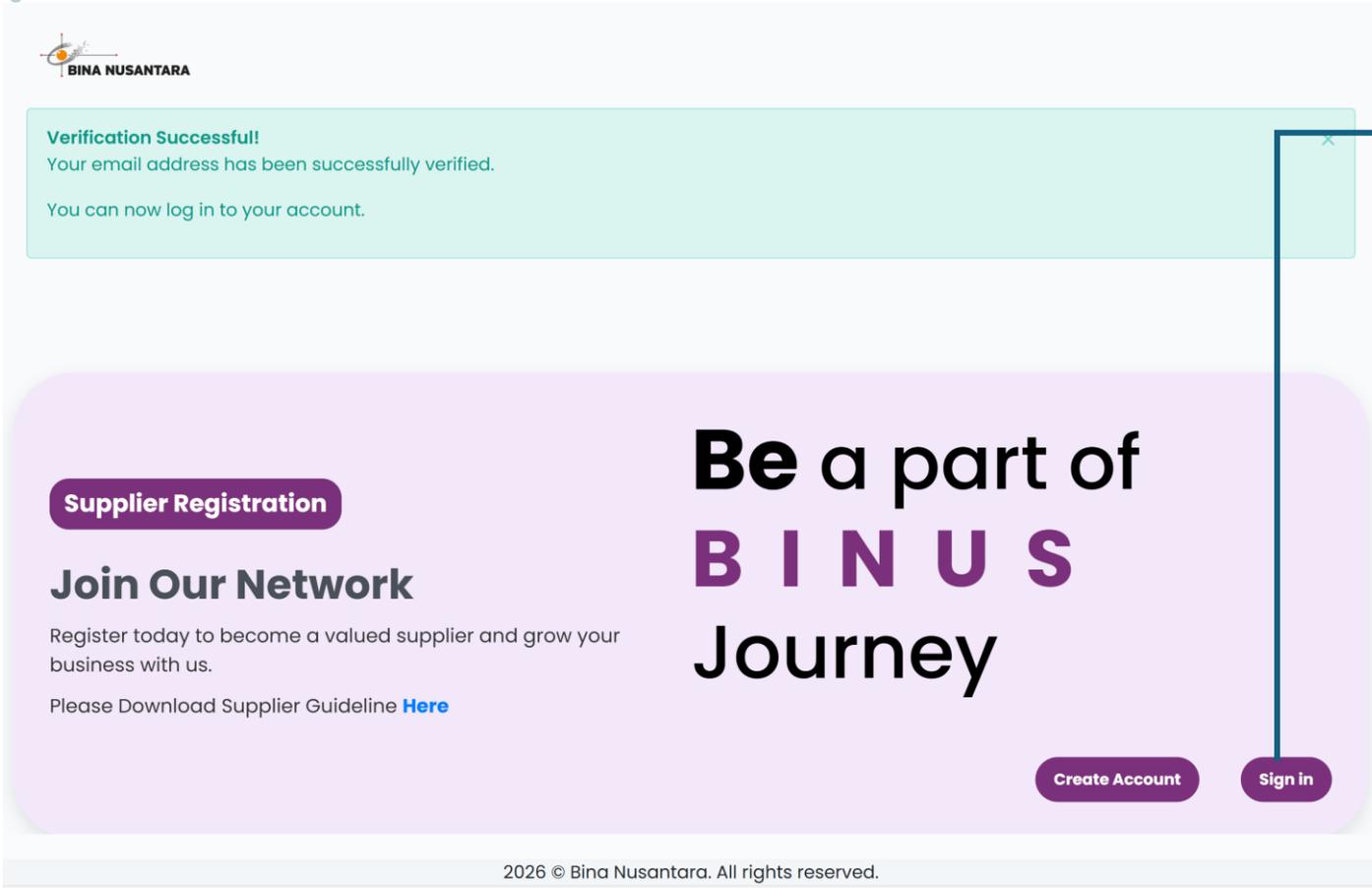
[procurement.helpdesk@binus.edu](mailto:procurement.helpdesk@binus.edu)

Terima kasih atas perhatiannya.

Procurement BINUS

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

# Verification



**BINA NUSANTARA**

**Verification Successful!**  
Your email address has been successfully verified.  
You can now log in to your account.

**Supplier Registration**

**Join Our Network**

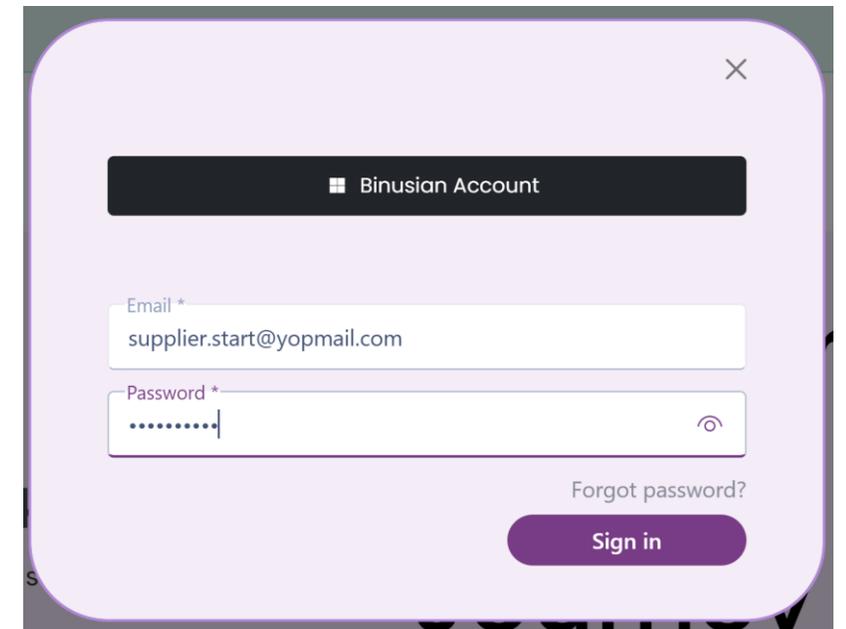
Register today to become a valued supplier and grow your business with us.  
Please Download Supplier Guideline [Here](#)

**Be a part of  
BINUS  
Journey**

[Create Account](#) [Sign in](#)

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Verification Successful,  
you can Sign In to  
**Complete Registration**



**Binusian Account**

Email \*  
supplier.start@yopmail.com

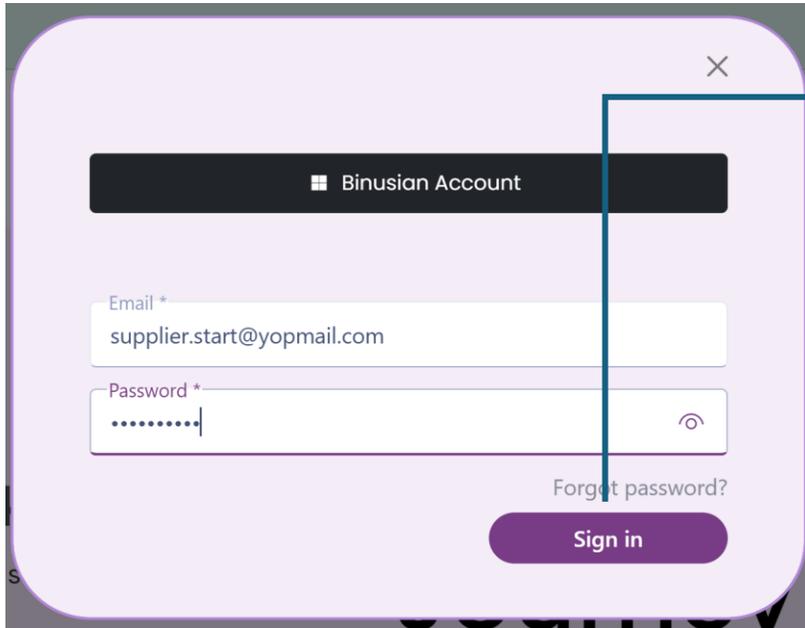
Password \*  
.....

[Forgot password?](#)

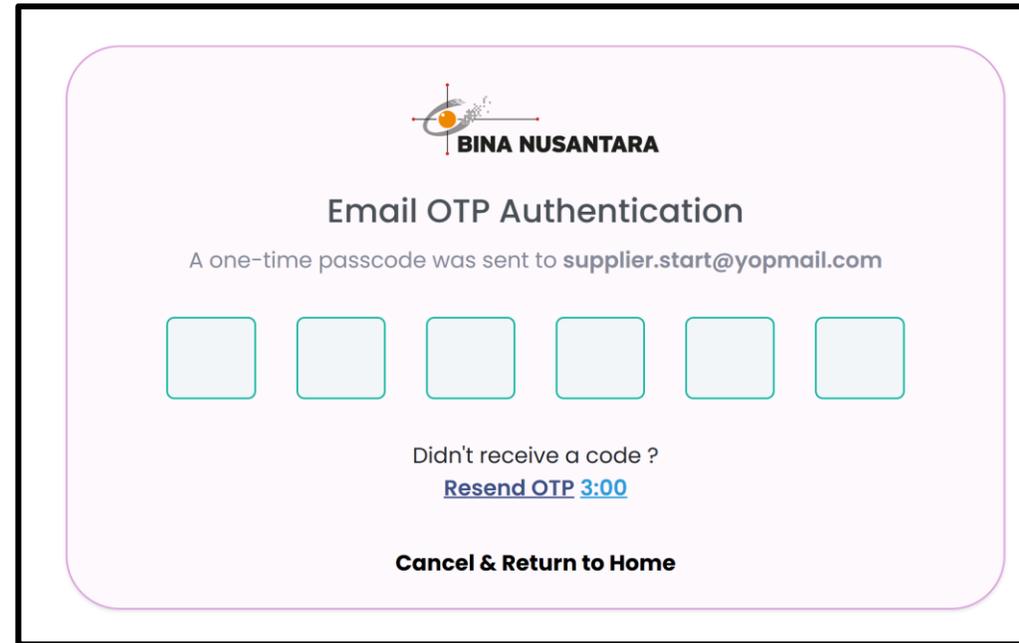
[Sign in](#)

# Sign In

Everytime you Sign In, 6 Digit OTP will be sent to your email.

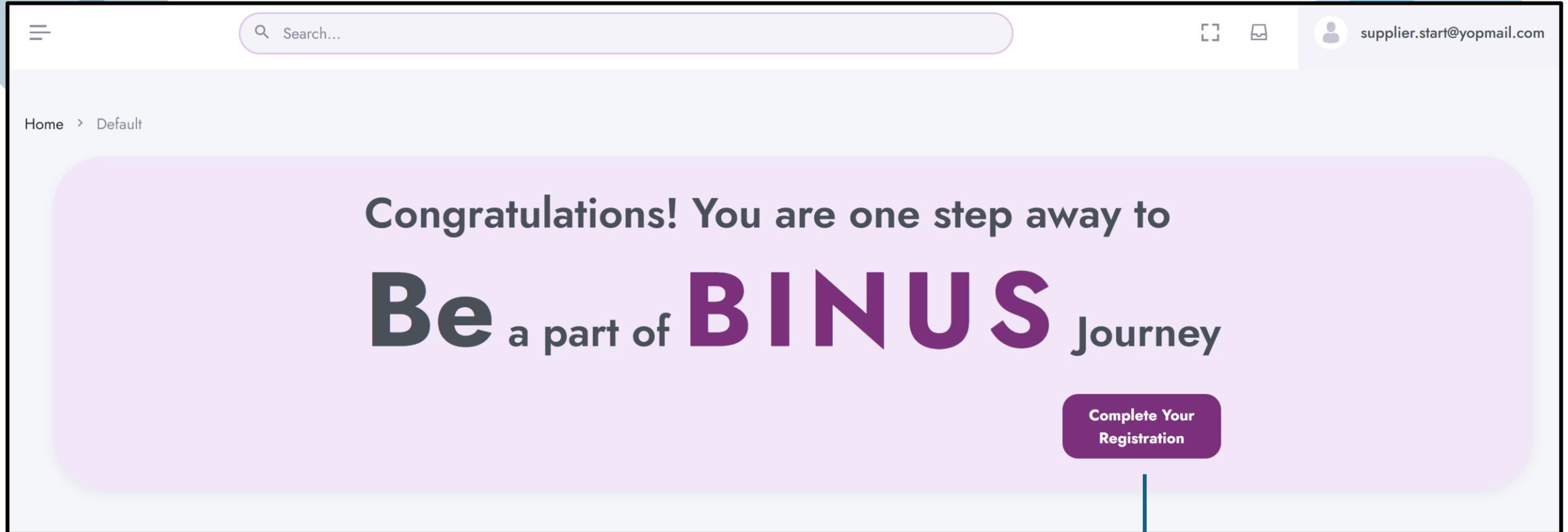


The screenshot shows a mobile application interface for signing in. At the top, there is a dark header with the text "Binusian Account" and a close button (X). Below the header, there are two input fields: "Email \*" containing "supplier.start@yopmail.com" and "Password \*" containing seven dots. To the right of the password field is an eye icon. Below the password field is a link that says "Forgot password?". At the bottom of the form is a purple button labeled "Sign in". A blue arrow points from the "Sign in" button to the right, towards the OTP authentication screen.



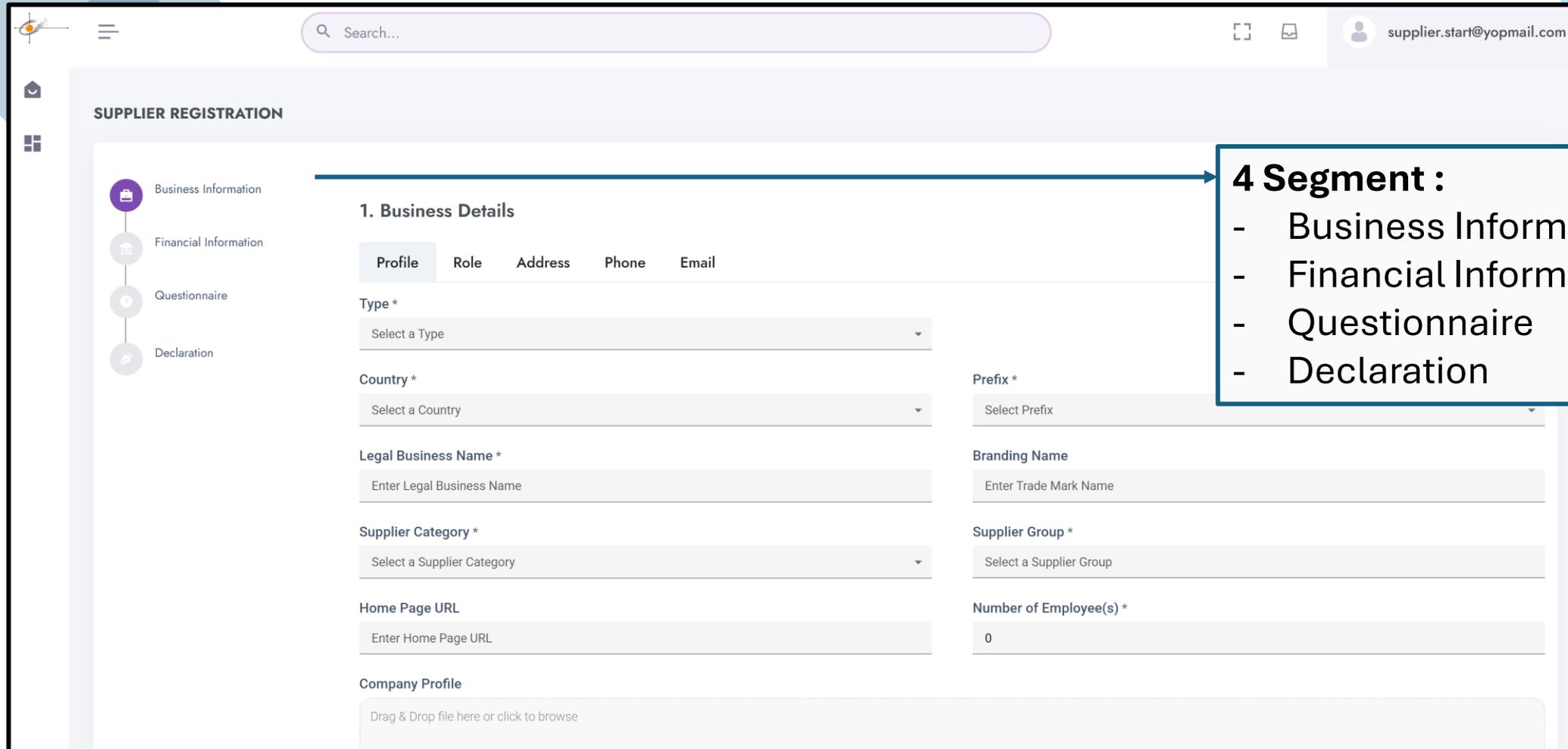
The screenshot shows the "Email OTP Authentication" screen. At the top is the Bina Nusantara logo. Below the logo is the title "Email OTP Authentication" and a message: "A one-time passcode was sent to supplier.start@yopmail.com". In the center, there are six empty square boxes for entering the 6-digit OTP. Below the boxes is a link: "Didn't receive a code ? Resend OTP 3:00". At the bottom is a button labeled "Cancel & Return to Home".

# Complete Registration



Click  
**Complete Registration**

# Complete Registration



**SUPPLIER REGISTRATION**

Search...

supplier.start@yopmail.com

**1. Business Details**

Profile Role Address Phone Email

Type \*

Select a Type

Country \*

Select a Country

Prefix \*

Select Prefix

Legal Business Name \*

Enter Legal Business Name

Branding Name

Enter Trade Mark Name

Supplier Category \*

Select a Supplier Category

Supplier Group \*

Select a Supplier Group

Home Page URL

Enter Home Page URL

Number of Employee(s) \*

0

Company Profile

Drag & Drop file here or click to browse

## 4 Segment :

- Business Information
- Financial Information
- Questionnaire
- Declaration

# Complete Registration Business Information - Profile

## 1. Business Details

Profile	Role	Address	Phone	Email
Type *				
Corporate				
Country *				
Indonesia				
Legal Business Name *				
Terbang Tinggi				
Supplier Category *				
Office Supplies				
Home Page URL				
Enter Home Page URL				
Company Profile				
Supplier Guideline.pptx				

1

Type \*

Select a Type

---

Corporate

Individual

Web Based

**Business Type**  
determine some  
fields on form

2

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.

# Complete Registration Business Information - Profile

## 1. Business Details

Profile | Role | Address | Phone | Email

Type \*  
Corporate

Country \*  
Indonesia

Legal Business Name \*  
Terbang Tinggi

Supplier Category \*  
Office Supplies

Home Page URL  
Enter Home Page URL

Company Profile  
Supplier Guideline.pptx

Public/PrivateCompany \*  
Private Company

Prefix \*  
PT

Branding Name  
Enter Trade Mark Name

Supplier Group \*  
Office Equipment Stationery Printer, Scanner & Copier  
Printer, Scanner & Copier Supplies

Number of Employee(s) \*  
55

1

2

3

4

### Country

Choose your company country location

### Prefix

Type of company, show based on country chosen

### 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. Terbang Tinggi, fill with only Terbang Tinggi

### Branding Name

Trade Name or Commercial Alias Name. Optional Field.

### Supplier Category

Choose one that suits your main business

# Complete Registration Business Information - Profile

## 1. Business Details

Profile	Role	Address	Phone	Email
Type *	Corporate	Public/PrivateCompany *	Private Company	
Country *	Indonesia	Prefix *	PT	
Legal Business Name *	Terbang Tinggi	Branding Name	Enter Trade Mark Name	
Supplier Category *	Office Supplies	Supplier Group *	Office Equipment <input checked="" type="checkbox"/> Stationery <input checked="" type="checkbox"/> Printer, Scanner & Copier <input checked="" type="checkbox"/> Printer, Scanner & Copier Supplies <input checked="" type="checkbox"/>	
Home Page URL	Enter Home Page URL	Number of Employee(s) *	55	
Company Profile	Supplier Guideline.pptx			

1

### Supplier Group

Multi Supplier Group can be chosen. Supplier Group is product or services you provide. Please choose accordance with NIB.

2

### Number of Employee

Must match official legal documents (based on NIB / Business Identification Number, Deed of Establishment)

3

### Home Page URL

Start with https:// or http:// or www. Only mandatory for Business Type “Web-Based”

4

### Company Profile

Attach company profile document

# Complete Registration Business Information - Role

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

**Click + to Add**

**1. Business Details**

Profile | **Role** | Address | Phone | Email

Business Type	Brand	Product	Enclose Supporting Document	Actions
				+ 1

**Business Role** [Close]

**Business Type \***  
Select a Business Type

**Product \***  
Enter Product

**Enclose Supporting Document\***  
Drag & Drop files here or click to browse files

2

Business Type \*

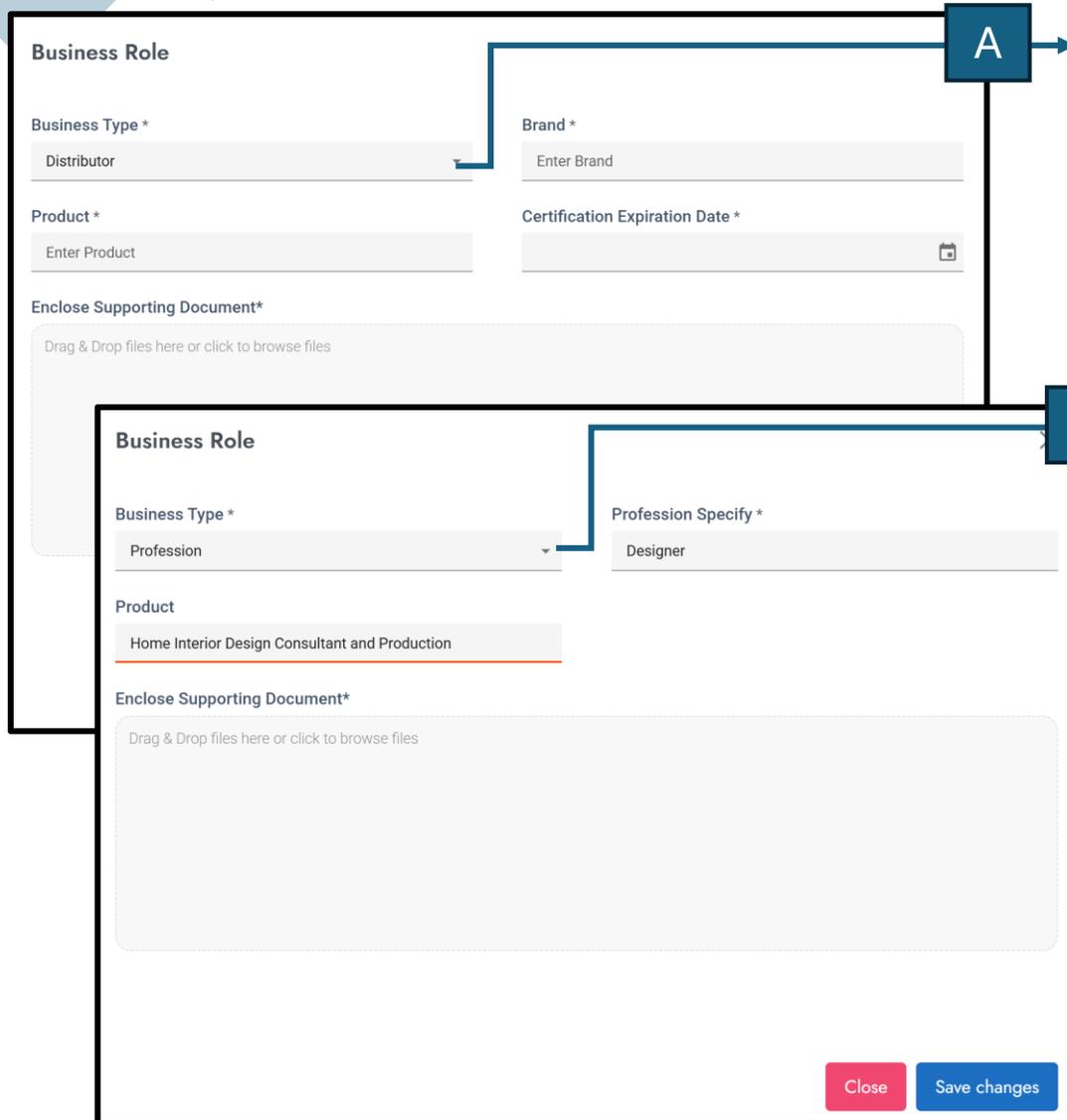
- Select a Business Type
- Dealer
- Distributor
- Partner/Agent
- Principal
- Profession
- Retailer
- Sole Distributor

Close Save changes

## 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**.

# Complete Registration Business Information - Role



**Business Role**

Business Type \*  
Distributor

Brand \*  
Enter Brand

Product \*  
Enter Product

Certification Expiration Date \*  
[Calendar icon]

Enclose Supporting Document\*  
Drag & Drop files here or click to browse files

**Business Role**

Business Type \*  
Profession

Profession Specify \*  
Designer

Product  
Home Interior Design Consultant and Production

Enclose Supporting Document\*  
Drag & Drop files here or click to browse files

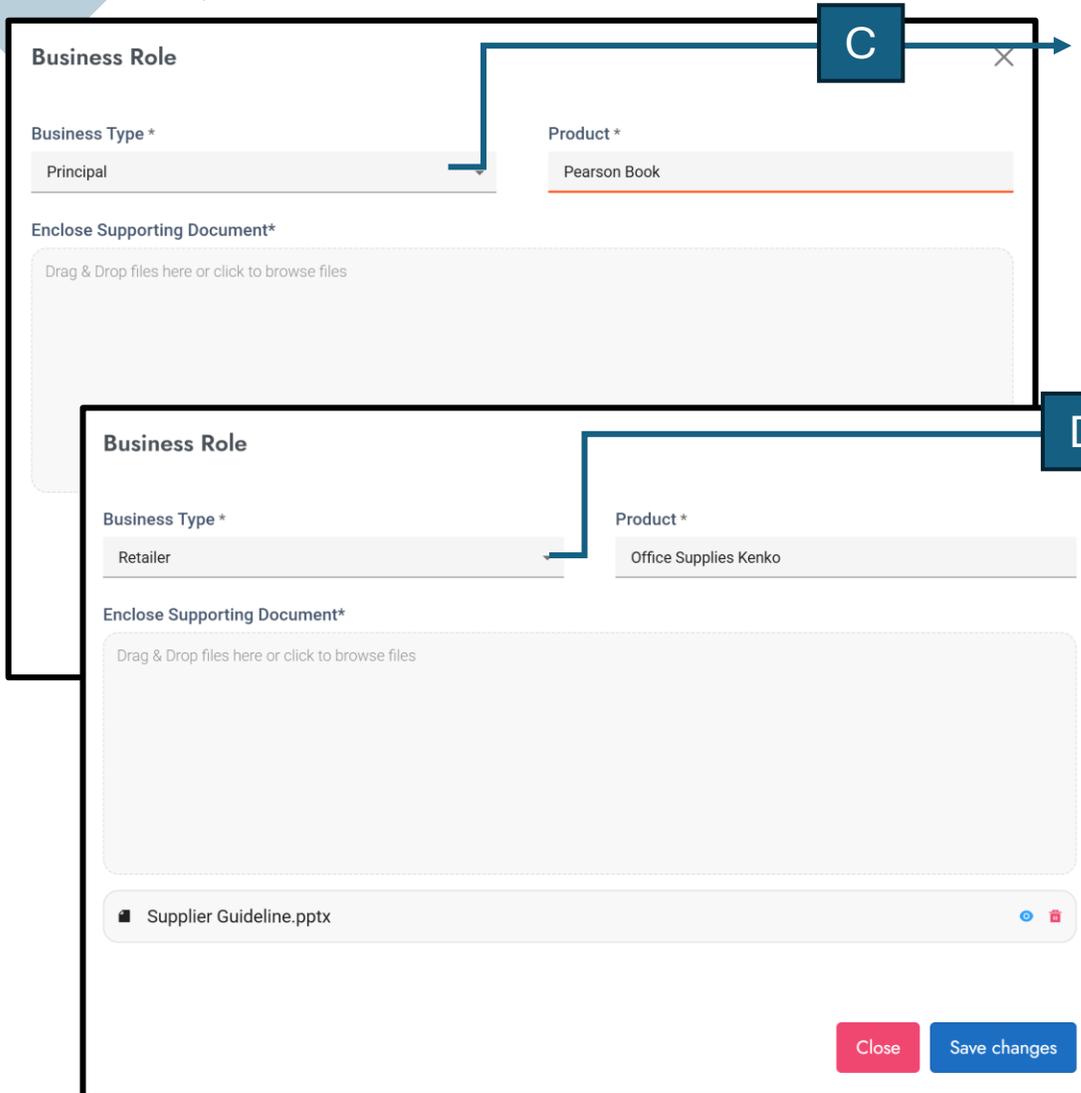
Close Save changes

**Dealer, Distributor, Partner/Agent or Sole Distributor**

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

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

# Complete Registration Business Information - Role



**Business Role**

Business Type \*  
Principal

Product \*  
Pearson Book

Enclose Supporting Document\*  
Drag & Drop files here or click to browse files

**Business Role**

Business Type \*  
Retailer

Product \*  
Office Supplies Kenko

Enclose Supporting Document\*  
Drag & Drop files here or click to browse files

Supplier Guideline.pptx

Close Save changes

## Principal

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

## 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	Enclose Supporting Document	Actions
RETAIL		Office Supplies Kenko	<a href="#">Supplier Guideline.pptx</a>	...
RETAIL		Printer Epson	<a href="#">Supplier Guideline.pptx</a>	...
RETAIL		Printer HP	<a href="#">Supplier Guideline.pptx</a>	...

# Complete Registration

## Business Information - Address

**1. Business Details**

Profile   Role   **Address**   Phone   Email

**Click + to Add** +

Primary Address	Use For	Country	Address...	Administrative Area 1	Postal C...	Enclose Supporting Document	Actions

**1** → **Business Address** [X]

Primary Address

Use For \*

Billing [X] Branch [X] Factory [X] Headquarter [X] Mailing [X] Production [X] Purchase Order [X] Shipping [X]  
Showroom [X] Storage [X] Store [X] Tax Reporting [X] Workshop [X]

**PICK ADDRESS FROM MAPS**

Country \*  
Indonesia

Administrative Area 1 \*  
Jakarta Raya

Administrative Area 2 \*  
Kabupaten Tangerang

Postal Code \*  
15334

Address Line 1 \*  
Jl. Baroni Selatan 1 No.61, Medang, Kec. Pagedangan, Kabupaten Tangerang, Banten 15334, Indonesia

Address Line 2  
Enter Address Line

Latitude  
-6.2726548

Longitude  
106.6004126

Ownership \*  
Own

Property Type \*  
Building

Kindly attach photos of your business location (including exterior and interior views)\*  
Drag & Drop files here or click to browse files

**Close** **Save changes**



Mandatory 1 address and you can add address as needed

# Complete Registration

## Business Information - Address

### Business Address

Primary Address

Use For \*

Billing Branch Factory Headquarter Mailing Production Purchase Order Shipping  
Showroom Storage Store Tax Reporting Workshop

Country \*  
Indonesia

Administrative Area 1 \*  
Jakarta Raya

Administrative Area 2 \*  
Kabupaten Tangerang

Postal Code \*  
15334

Address Line 1 \*  
Jl. Baroni Selatan 1 No.61, Medang, Kec. Pagedangan, Kabupaten Tangerang, Banten 15334, Indonesia

Address Line 2  
Enter Address Line

Latitude  
-6.2726548

Longitude  
106.6004126

Ownership \*  
Own

Property Type \*  
Building

Kindly attach photos of your business location (including exterior and interior views)\*  
Drag & Drop files here or click to browse files

### Use For \*

Billing Branch Factory Headquarter Mailing Production Purchase Order Shipping  
Showroom Storage Store Tax Reporting Workshop

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

Primary Address

Use For \*

Billing Branch Factory Headquarter Mailing Production Purchase Order Shipping  
Showroom Storage Store Tax Reporting Workshop

**PICK ADDRESS FROM MAPS**

Country \*  
Indonesia

Administrative Area 1 \*  
Jakarta Raya

Administrative Area 2 \*  
Kabupaten Tangerang

Address Line 1 \*  
Jl. Baroni  
Kabupaten Tangerang, Banten 15334, Indonesia

Address Line 2  
Enter Address Line

Latitude  
-6.2726548

Longitude  
106.6004126

Ownership \*  
Own

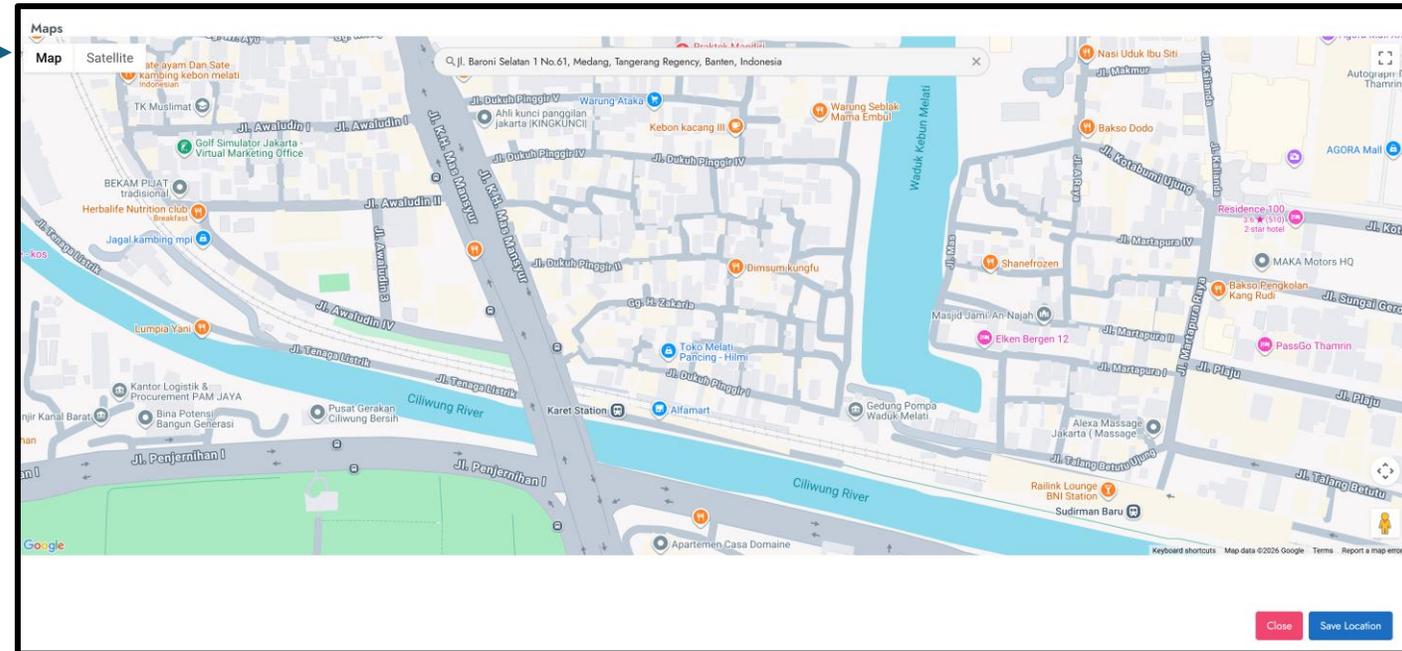
Property Type \*  
Building

Kindly attach photos of your business location (including exterior and interior views)\*  
Drag & Drop files here or click to browse files

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

<b>Country *</b> Indonesia	<b>Administrative Area 1 *</b> Banten
<b>Administrative Area 2 *</b> Kabupaten Tangerang	<b>Postal Code *</b> 15334
<b>Address Line 1 *</b> Jl. Baroni Kabupaten Tangerang, Banten 15334, Indonesia	<b>Address Line 2</b> Enter Address Line
<b>Latitude</b> -6.2726548	<b>Longitude</b> 106.6004126

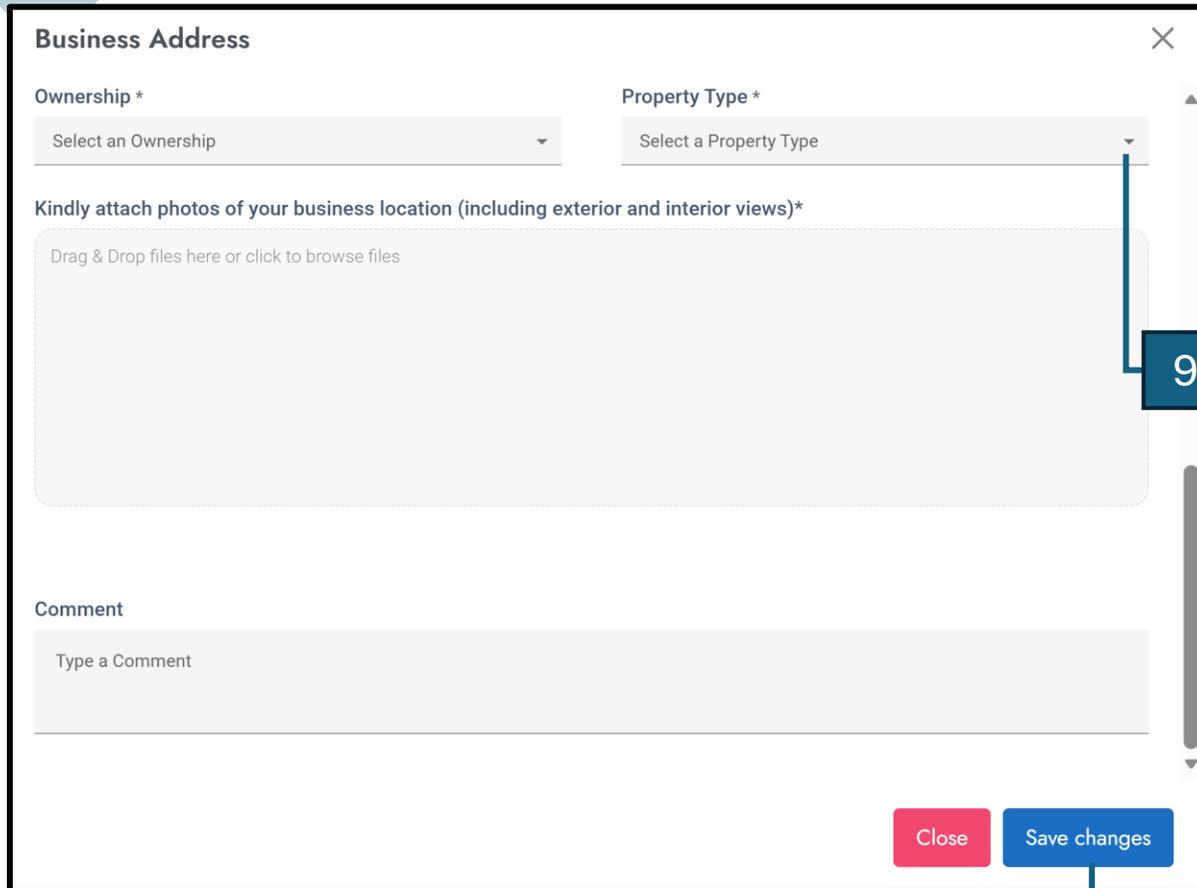
If you Pick from Maps, some fields will be automatically filled



- 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 \*  
Select an Ownership

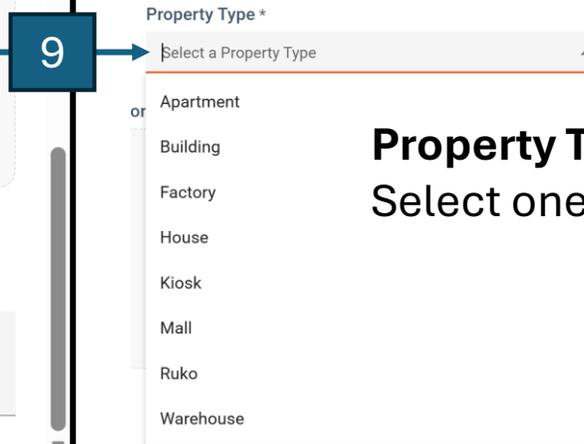
Property Type \*  
Select a Property Type

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

- 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.



Property Type \*

Select a Property Type

Apartment  
Building  
Factory  
House  
Kiosk  
Mall  
Ruko  
Warehouse

**Property Type**  
Select one from the list

- 9**
- 10 Attachment**  
Attach photo of business location with slightly hints of business activity.

- 11 Comment**  
Put comment related on that address

**Click Save Changes and Close**

# Complete Registration Business Information - Phone

## 1. Business Details

Profile Role Address **Phone** Email

Primary	Phone Number	Device Type	Use For	Actions

Must fill at least 1 Primary Phone

1

Click + to Add

### Business Phone

Primary



Use For \*

Select Usage

Device Type \*

Select a Device Type

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

Click Save Changes and Close

Use For \*

Billing × Purchase Order × Shipping × |

Select All

Billing

Purchase Order

Shipping

### Select Usage

Billing = Bill usage

Purchase Order = PO confirmation

Shipping = Ship contact

# Complete Registration

## Business Information - Email

**1. Business Details**

Profile   Role   Address   Phone   **Email**

Primary	Email Address	Use For	Actions

Must fill at least 1 Primary Phone

**1** → Click + to Add

**Business Email** ×

Primary

Email Address \*

example@domain.com

Use For \*

Select Usage

Close Save changes

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

**3** **Use For**  
Select from list

Use For \*

Billing × Purchase Order × Shipping × Mailing × |

- 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						

**1 Click + to Add**

**Title \***

Select...

- Account Manager
- CEO
- CFO
- COO
- Director
- Finance
- General Manager
- Manager
- Owner

**Title**  
Select position of Contact Person

**Business Contact**

**2**

**Title \***  
Select...

**Prefix \***  
Select Prefix

**First Name \***

**Last Name \***

**PHONES** | EMAILS

Phone Number Primary

No data

**3**

Close Save changes

**Prefix \***

Select Prefix

- Mr
- Mrs.
- Ms

**Prefix**  
Select from list

**First Name and Last Name**  
Fill with Contact Person's name

# Complete Registration

## Business Information – Business Contact

**Business Contact** [Close]

Title \* [Select...] Prefix \* [Select Prefix] First Name \* [ ] Last Name \* [ ]

**PHONES** EMAILS **Click + to Add** 1

+ [ ]

Phone Number [ ] Primary [ ]

No data

**Phone Information** [Close]

Primary

Device Type \* [Select...]

Country Phone Code \* [Select...] Phone Number \* [ ]

Save changes

**Phone Information**  
Please also fill phone information of Contact Person.

**PHONES** **EMAILS** **Click + to Add** 2

+ [ ]

Email Address [ ] Primary [ ]

No data

**Email Information** [Close]

Primary

Email Address \* [ ]

Save changes

**Email Information**  
Please also fill email information of Contact Person.

Close Save changes

**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 :

Articles of Incorporation  
(Akta Pendirian)

Business Registration  
Number (NIB)\*

Tax Identification Number  
(NPWP)

Surat Domisili

SIUP

TDP

Special  
Certification

### If Individual :

Tax Identification Number  
(NPWP)

Personal  
Identification

Special  
Certification

### If Web-Based :

Special  
Certification

**\*Business Registration Number** is also know as Employer Identification Number or Unique Entity Number.

# Complete Registration

## Business Information – Business Legality

### Articles of Registration

#### Articles of Incorporation (Akta Pendirian Perusahaan) ×

**Notary Name \***  
Suhandi

**Deed Issuance Date \*** 31/12/2025  **Authorized Capital \*** 200.000.000

**Shareholders\*** +

Shareholder Name	Position / Title	
Bryan Handoko	Director	 

**Enclose Supporting Document\***  
 Supplier Guideline.pptx  

Close Save changes

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

**Deed Issuance Date** is official issued date of articles.

**Authorized Capital** is initial capital base stated on Articles.

**Shareholder Name** fill with name stated on Articles.

**Supporting Document** = Articles

# Complete Registration

## Business Information – Business Legality

### Business Registration Number (NIB)

Business Registration Number (NIB) ✕

Issuance Date \*

Enclose Supporting Document\*

Drag & Drop file here or click to browse

**Issuance Date** must be on the past / backdated.

**Supporting Document** = Business Registration Number / NIB

### Tax Registration Number (NPWP)

Tax Registration Number (NPWP) ✕

Tax Number \* Company Name \*

Tax Office (KPP) Name \*

Enclose Supporting Document\*

Drag & Drop file here or click to browse

**Tax Number** for Indonesian Company/Individual must be 16 digit number and for other country can be combination text and number.

**Company Name** usually same as Legal Business Name.

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

# Complete Registration

## Business Information – Business Legality

### Business Domicile Certificate (Surat Domisili) ✕

Enclose Supporting Document\*

Drag & Drop file here or click to browse

**Business Domicile Certificate (Surat Domisili), SIUP and TDP**

These all supported document needed. For SIUP, you cannot put expired SIUP.

### SIUP ✕

Expiration Date \*



Enclose Supporting Document\*

Drag & Drop file here or click to browse

### TDP ✕

Expiration Date \*



Enclose Supporting Document\*

Drag & Drop file here or click to browse

# Complete Registration

## Business Information – Business Legality

### Special Certification

**Special Certification** ×

Certification Name \*

Enclose Supporting Document\*

Drag & Drop file here or click to browse

Mostly needed for individual with profession, example : certified safety consultant, please upload certification of that profession. For Company, you can upload certification as a company.

### Personal Identity

**Personal Identity** ×

ID Card (KTP) Number \*

Name as per ID Card (KTP) \*

Enclose Supporting Document\*

Drag & Drop file here or click to browse

Mandatory for Individual type of business.

# 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 Supplier Contact Person

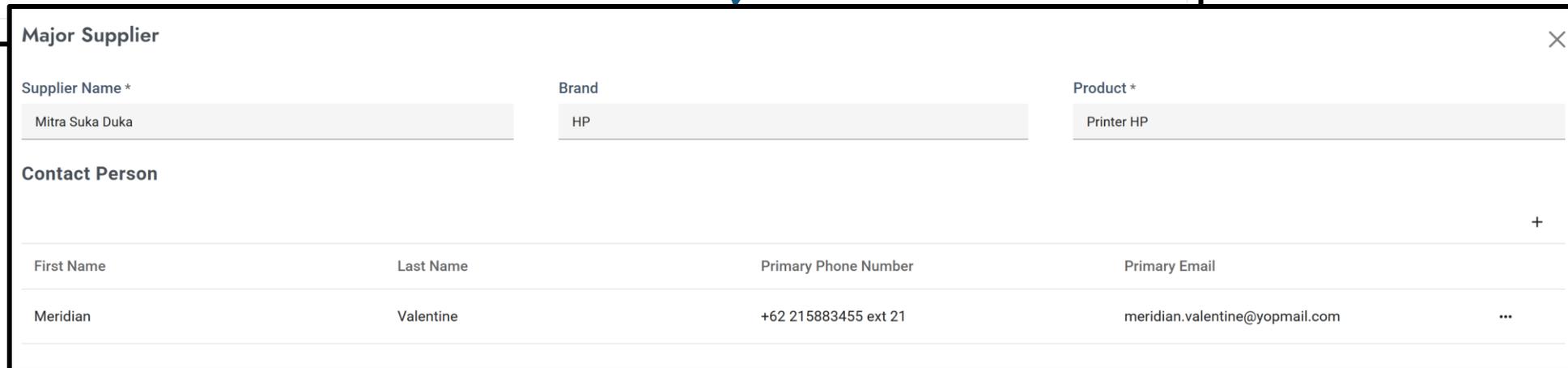


Major Supplier | Major Customer

Supplier Name	Brand	Product	Actions
No data			

**1** Click + to Add

**2** Fill with information with your 1 of Major Supplier



**Major Supplier** [Close]

Supplier Name \*  Brand  Product \*

**Contact Person** [Add]

First Name	Last Name	Primary Phone Number	Primary Email
Meridian	Valentine	+62 215883455 ext 21	meridian.valentine@yopmail.com

# Complete Registration

## Business Information – Business Stakeholder

### Major Supplier

If you add major supplier, the table will summarize :

Major Supplier

Major Customer

Supplier Name	Brand	Product	Actions		
▼ Mitra Suka Duka	HP	Printer HP	...		
<b>Contact Person - Mitra Suka Duka</b>					
Title	Prefix	First Name	Last Name	Phone	Emails
OWNER	IDN_Mr	Meridian	Valentine	+62 215883455 (Primary)	meridian.valentine@yo...

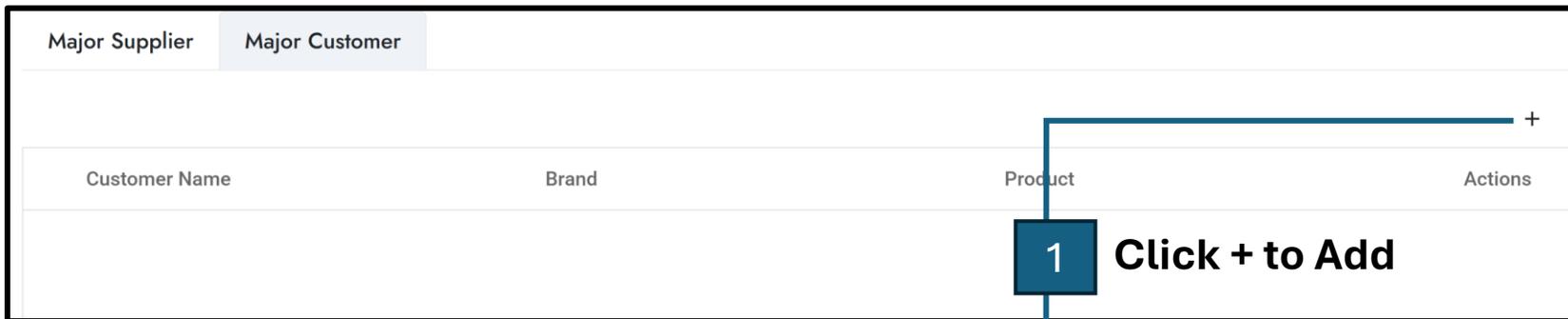
Can be expand and collapse

# Complete Registration

## Business Information – Business Stakeholder

### Major Customer

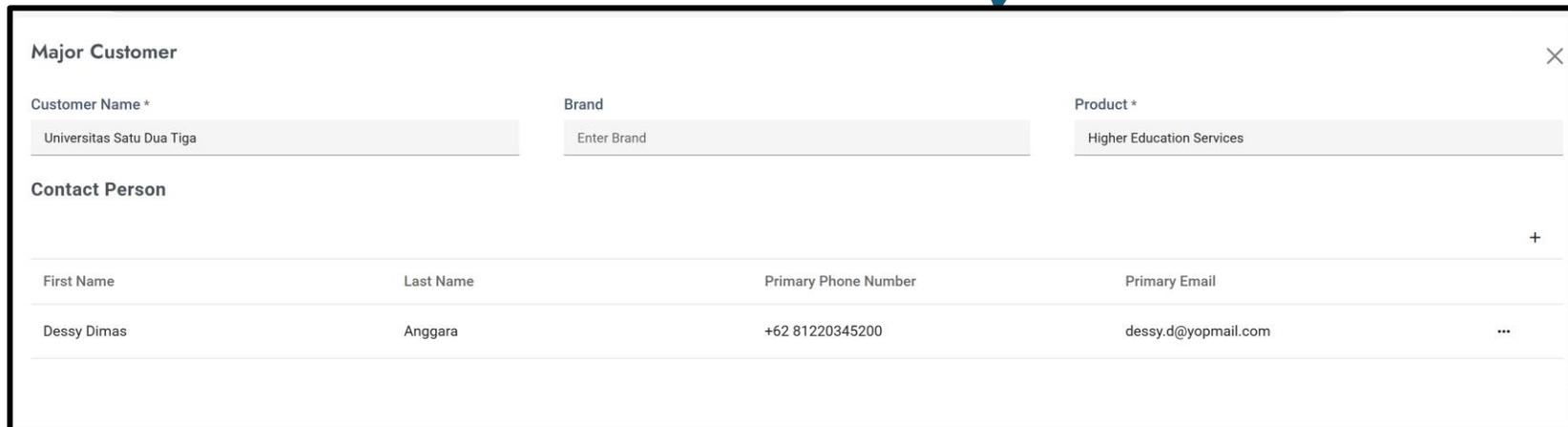
Major Customer is not mandatory, but if you click add, then you have to complete the information of Supplier Contact Person



Major Supplier | Major Customer

Customer Name	Brand	Product	Actions
			+

**1** Click + to Add



Major Customer

Customer Name \*  
Universitas Satu Dua Tiga

Brand  
Enter Brand

Product \*  
Higher Education Services

Contact Person

First Name	Last Name	Primary Phone Number	Primary Email
Dessy Dimas	Anggara	+62 81220345200	dessy.d@yopmail.com

**2** Fill with information with your 1 of Major Customer

# Complete Registration

## Business Information – Business Stakeholder

### Major Customer

If you add major customer, the table will summarize :

Major Supplier		Major Customer				
				+		
Customer Name	Brand	Product	Actions			
> Universitas ABCDE		Higher Education Services	...			
∨ Universitas Satu Dua Tiga		Higher Education Services	...			
<b>Contact Person - Universitas Satu Dua Tiga</b>						
Title	Prefix	First Name	Last Name	Phone	Emails	
MANAGER	IDN_Ms	Dessy Dimas	Anggara	+62 81220345200 (Primary)	dessy.d@yopmail.com (Primary)	

Can be expand and collapse

# Complete Registration Business Information

## Payment Terms

Net 30|

---

Immediate

Net 14

Net 21

**Net 30**

Net 60

Choose **payment terms** from list

# Complete Registration

## Financial Information – Banking

### 5. Banking

Primary Account	Country	Beneficiary Bank	Beneficiary Account Name	Beneficiary Account Number	Swift Code	Bank Code	Currency	Actions
-----------------	---------	------------------	--------------------------	----------------------------	------------	-----------	----------	---------

**1 Click + to Add**

**Banking Information**

Primary

Country \*  
Indonesia

Beneficiary Account Number \*  
5520123456

Bank Code \*  
014

Currency \*  
Rupiah (IDR)

Beneficiary Account Name \*  
Terbang Tinggi

Beneficiary Bank \*  
BANK CENTRAL ASIA

Swift Code \*  
CENAIJJA

**2 Country**  
Select one country, country list show base on list on our system

**3 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

**4 Currency accepted**

# Complete Registration

## Financial Information – Banking

**Banking Information** [Close]

Primary

Country \*  
Indonesia

Beneficiary Account Number \*  
1234567890

Bank Code \*  
014

Currency \*  
Rupiah (IDR)

Beneficiary Account Name \*  
Brian Handoko

Beneficiary Bank \*  
BANK CENTRAL ASIA

Swift Code \*  
CENAIJJA

[Close] [Save changes]

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.

Drag & Drop file here or click to browse

**Download at link statement letter**

1. Complete form
2. Sign and Stamp the letter
3. Attach again

\*sign by finance director / owner or equal

[Cancel] [Save changes]

**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 Nomor Rekening (1).docx

[Cancel] [Save changes]

**3 Upload and Save**

# Complete Registration

## Financial Information – Banking

### 5. Banking

+

Primary Account	Country	Beneficiary Bank	Beneficiary Account Name	Beneficiary Account Number	Swift Code	Bank Code	Currency	Actions
<input type="checkbox"/>	IDN	BANK_CENTRAL_AS...	Brian Handoko	1234567890	CENAIIDJA	014	IDR	...
<input checked="" type="checkbox"/>	IDN	BANK_CENTRAL_AS...	Terbang Tinggi	5520123456	CENAIIDJA	014	IDR	...

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

Information about the company's financial reports, accounting standards, and audit status.

**Financial Statement**

Does your company have financial statements?  
Apakah perusahaan memiliki laporan keuangan (Laba Rugi, Neraca, Arus Kas)?

Yes  
 No

Financial Statements  
Laporan Keuangan \*

Cash Flow

Latest recent financial statement year  
Tahun laporan keuangan terakhir \*

2025

Are the financial statements prepared in accordance with SAK (Indonesian GAAP)?  
Apakah laporan keuangan disusun sesuai SAK?

Yes  
 No

Please attach financial statements for the last 2 years  
Lampirkan laporan keuangan 2 tahun terakhir

Supplier Guideline.pptx

**Financial Performance**

Total revenue for the last 3 years  
Total pendapatan 3 tahun terakhir

Net profit/loss for the last 3 years  
Laba/rugi bersih 3 tahun terakhir

# 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

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Yes  
 No

Financial Statements  
Laporan Keuangan \*

Cash Flow

Latest recent financial statement year  
Tahun laporan keuangan terakhir \*

2025

Are the financial statements prepared in accordance with SAK (Indonesian GAAP)?  
Apakah laporan keuangan disusun sesuai SAK?

Yes  
 No

Please attach financial statements for the last 2 years  
Lampirkan laporan keuangan 2 tahun terakhir

Supplier Guideline.pptx

**Financial Performance**

Total revenue for the last 3 years  
Total pendapatan 3 tahun terakhir

Net profit/loss for the last 3 years  
Laba/rugi bersih 3 tahun terakhir

# Complete Registration Questionnaire

## Questionnaire

### Affiliations, Project Reference and Others Questions

#### 7. Affiliation Information

Is your company part of any group/holding?

- Yes  
 No

Do/Does your company have any affiliated companies?

- Yes  
 No

Is the owner a BINUS alumnus?

- Yes  
 No

State the name \*

Brian Handoko

Batch year \*

1998



Major \*

Accounting

Binusian ID \*

BN12345678

#### Some of the Questions

- Part of Group / Holding, if you have sister company, joint company, etc
- BINUS Alumnus, if owner of the company is alumnus

# Complete Registration

## Questionnaire – Project References

### Project References

Add Project References for information

#### 8. Project References

Project Name	Customer Name	Year Of Project	Project Value	Description	Actions
No data					

+

1

Click + to Add

**Project References** ×

Project Name \*  Customer Name \*

Year Of Project \*   Project Value \*

Description \*

Customer Pic Name

Phone Country Code \*  Phone Number \*

Email \*

Close Save changes

# Complete Registration Questionnaire – Others

## 9. Others

Is the company willing to be audited at any time?

- Yes  
 No

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

- 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?

- 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?

- Yes  
 No

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

- Yes  
 No

# Complete Registration Declaration

## 10. Integrity Pact

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.
B. Ownership & Affiliation	B. Kepemilikan & Afiliasi
6. We declare that we have fully and truthfully disclosed all shareholders and members of the company's management.	6. Kami menyatakan telah mengungkapkan seluruh pemegang saham dan pengurus perusahaan secara lengkap dan benar.
7. We declare that we do not conceal any affiliations with other companies that may give rise to a conflict of interest.	7. Kami menyatakan tidak menyembunyikan hubungan afiliasi dengan perusahaan lain yang dapat menimbulkan konflik kepentingan.
8. We declare that we do not have any affiliated relationships with the employees or management of the employer, unless otherwise disclosed in writing.	8. Kami menyatakan tidak memiliki hubungan afiliasi dengan karyawan atau manajemen pihak pemberi kerja, kecuali yang telah diungkapkan secara tertulis.
9. We agree to inform the employer of any changes in the ownership structure in the future.	9. Kami bersedia menginformasikan perubahan struktur kepemilikan di kemudian hari.
C. Finance & Business Stability	C. Keuangan & Stabilitas Usaha
10. We declare that the company's financial condition is sound and that the company is capable of fulfilling its contractual obligations.	10. Kami menyatakan kondisi keuangan perusahaan dalam keadaan sehat dan mampu menjalankan kewajiban kontraktual.
11. The submitted financial reports have been prepared accurately and fairly.	11. Laporan keuangan yang disampaikan telah disusun secara benar dan dapat dipertanggungjawabkan.
12. We declare that the company has sufficient financial capacity to carry out the offered work.	12. Kami menyatakan perusahaan memiliki kemampuan pendanaan yang cukup untuk melaksanakan pekerjaan yang ditawarkan.
D. Tax & Administrative Compliance	D. Pajak & Kepatuhan Administrasi
13. We declare that all tax obligations have been fulfilled in accordance with applicable regulations.	13. Kami menyatakan kewajiban perpajakan telah dipenuhi sesuai peraturan yang berlaku.
14. We declare our willingness to withhold or collect taxes in accordance with statutory provisions.	14. Kami bersedia dipotong atau memungut pajak sesuai ketentuan perundang-undangan.

E. Business Ethics & Anti-Corruption	E. Etika Bisnis & Anti Korupsi
15. We declare that we have never been involved in any acts of corruption, collusion, nepotism, or bribery and gratification.	15. Kami menyatakan tidak pernah terlibat dalam praktik korupsi, kolusi, nepotisme, atau penyuaian dan gratifikasi.
16. We declare that we have never been involved in criminal acts, SARA-related conflicts (ethnic, religious, racial, or inter-group incitement), or environmental pollution.	16. Kami menyatakan tidak pernah terlibat dalam tindak kriminal, SARA, atau pencemaran lingkungan.
17. We declare that we will not provide gifts, commissions, or any form of compensation that violates business ethics to all BINUS Group employees.	17. Kami tidak akan memberikan hadiah/gratifikasi, komisi/kickback maupun imbalan dalam bentuk apapun yang bertentangan dengan etika bisnis kepada seluruh karyawan BINUS Group.
18. We commit to operating our business in a professional and transparent manner with integrity and without any conflict of interest.	18. Kami berkomitmen menjalankan usaha secara profesional, transparan dan berintegritas serta tidak memiliki unsur benturan kepentingan.
19. We acknowledge and accept that we may be subject to sanctions if proven to have violated business ethics provisions.	19. Kami bersedia dikenakan sanksi apabila terbukti melanggar ketentuan etika bisnis.
F. Operations & Technical Capacity	F. Operasional & Kapasitas Teknis
20. We declare that we have adequate human resources, equipment, and experience to perform the required work.	20. Kami menyatakan memiliki sumber daya manusia, peralatan, dan pengalaman yang memadai.
21. We declare that we are capable of meeting the established standards of quality, timelines, and specifications.	21. Kami menyatakan sanggup memenuhi standar mutu, waktu, dan spesifikasi yang ditetapkan.
22. We are willing to undergo periodic performance evaluations.	22. Kami bersedia dilakukan evaluasi kinerja secara berkala.
23. We declare that all submitted work experience information is true and accurate.	23. Kami menyatakan informasi pengalaman kerja yang disampaikan adalah benar.
G. HSE (K3), Environment & Social (If relevant)	G. K3, Lingkungan & Sosial (jika relevan)
24. We declare compliance with HSE (Occupational Health and Safety) and workplace safety regulations.	24. Kami menyatakan mematuhi peraturan K3 dan keselamatan kerja.
25. We declare compliance with applicable environmental protection regulations.	25. Kami menyatakan mematuhi ketentuan perlindungan lingkungan hidup.
26. We declare that we do not employ child labor or engage in illegal labor practices.	26. Kami tidak menggunakan tenaga kerja anak atau praktik kerja yang melanggar hukum.
H. Confidentiality & Data	H. Kerahasiaan & Data
27. We declare that we will maintain the confidentiality of all information obtained during the course of the cooperation.	27. Kami menyatakan akan menjaga kerahasiaan seluruh informasi yang diperoleh selama kerja sama.
28. We undertake not to misuse or disclose any data or information belonging to the employer.	28. Kami tidak akan menyalahgunakan data atau informasi milik pemberi kerja.
29. We are willing to sign a Non-Disclosure Agreement (NDA) if required.	29. Kami bersedia menandatangani perjanjian kerahasiaan (NDA) apabila diperlukan.

# Complete Registration Declaration

I. Closing Statements	I. Pernyataan Penutup
30. We declare and confirm that the information and documents submitted in this application are true, correct, and accurate.	30. Kami menyatakan dan menegaskan bahwa seluruh informasi dan dokumen yang disampaikan dalam permohonan ini adalah benar, tepat, dan akurat.
31. We acknowledge that any incorrect or misleading information provided herein may result in rejection of the application and termination of the partnership.	31. Kami memahami bahwa setiap informasi yang tidak benar atau menyesatkan yang diberikan dalam dokumen ini dapat mengakibatkan penolakan permohonan serta penghentian kerja sama.
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\*

Drag & Drop file here or click to browse

## Declaration is our Integrity Pact

- You have to agree to integrity pact
- This declaration also have to be sign by min level director or equal

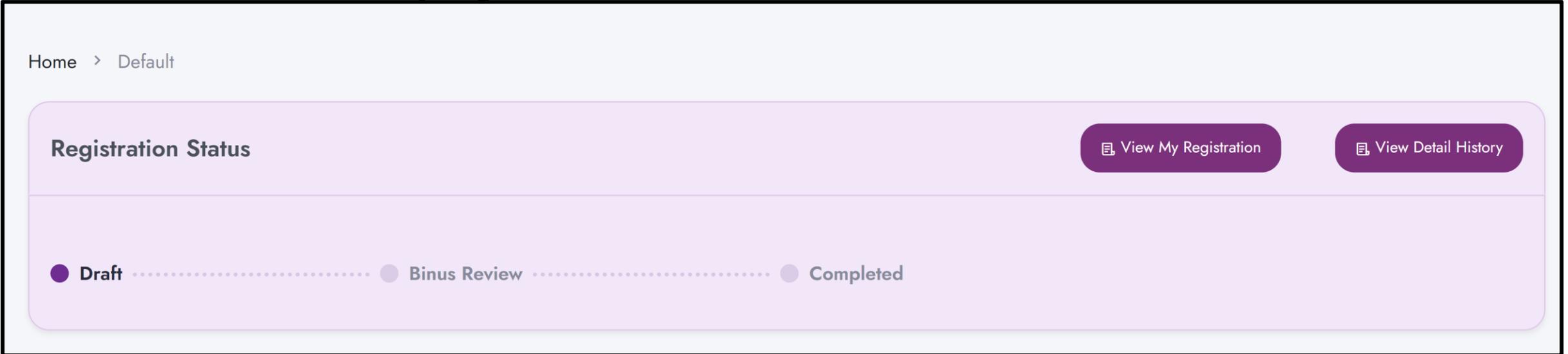
# Complete Registration

## Save as Draft



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

**Click Save as Draft**  
You can continue your registration later by  
Click **View My Registration**





**Thankyou**

