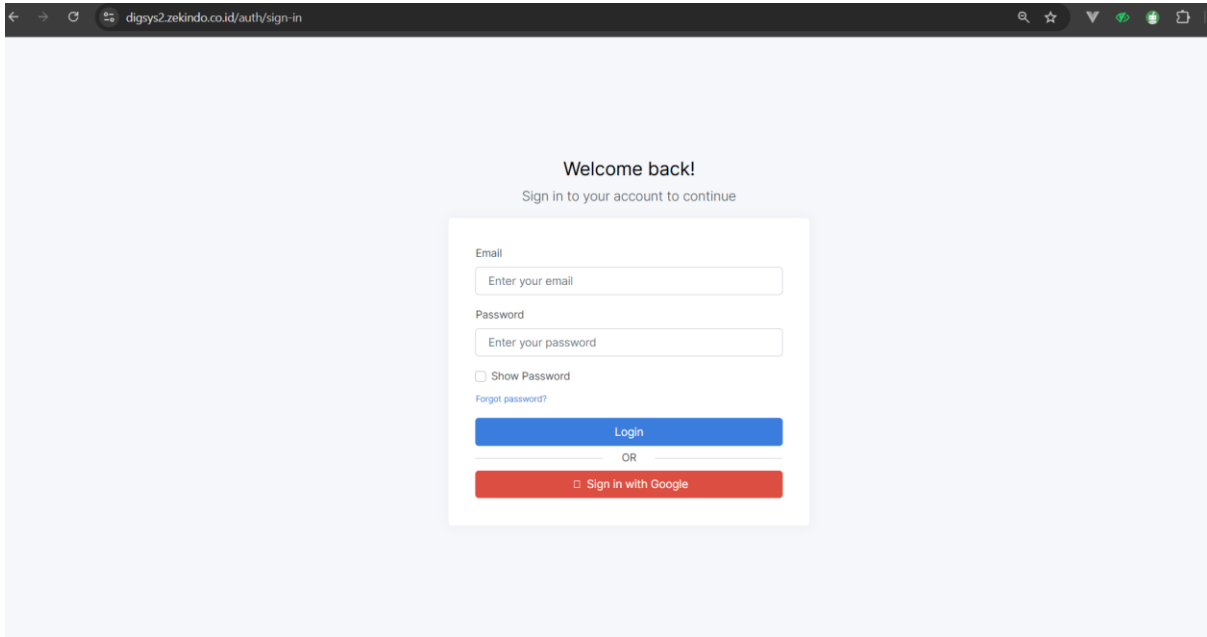


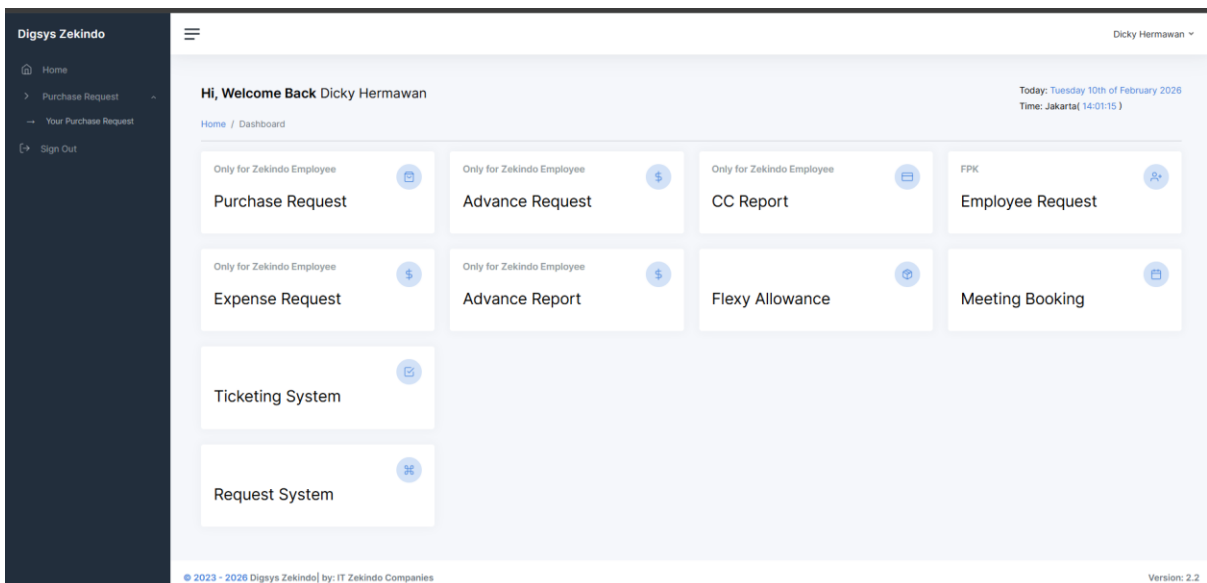
PANDUAN PENGGUNAAN DIGSYS ZEKINDO (PR NON RAW MATERIAL)

BAGIAN 1 – CARA AKSES

1. Untuk mengakses sistem baru Digsys Zekindo, karyawan dapat mengunjungi link di <https://digsys2.zekindo.co.id>, lalu masukan email dan password kalian (password masih sama dengan akun digsys existing, jika tidak bisa, silahkan gunakan password standar Zekindo1234!, atau hubungi dept IT) atau bisa menggunakan Login with google (sedang dalam tahap pengembangan).



2. Setelah berhasil *login*, pengguna akan dibawa menuju dashboard utama seperti gambar dibawah ini



BAGIAN 2 – CARA AKSES MODUL PR

1. Silahkan cek pada sidebar apakah sudah ada menu **Purchase Request**, jika belum ada silahkan hubungi IT untuk mendapatkan akses ke menu **Purchase Request**
2. Selanjutnya pilih menu **Your Purchase Request**

Purchase Request (Non Raw Material)
Home / Purchase Request / Your Purchase Request

+ New Request Delete Refresh Reload

Show 15 entries Search:

#	No	PR No	Requestor	Subject	PR Date	Req Date	Status	Budget	Req To	Approval	Action
Data not found											

Show 0 - 0 form 0 data Previous Next

3. Untuk membuat PR, klik tombol warna hijau bertuliskan **+ New Request**

Purchase Request (Non Raw Material)
Home / Purchase Request / Create Purchase Request

← Back Reload

PR Type: Select Purchase Request Type PR Number: PR Category: Select Purchase Request Category

Subject: PR

PR Date: 10/02/2026 Request Date*: 24/02/2026 Plant: Select Plant Department: Select Plant

Cost Center Owner: Select Cost Center Owner Cost Center: Select Cost Center Budget PR Budget Status: Select Budget Status PR Category Budget: Select Category Budget

Submit

Request Date Value: +14 day after selected purchase date

4. Silahkan isi formulir sesuai dengan tujuan request anda
5. Klik **Submit** untuk menyimpan dan melanjutkan langkah pengisian detail purchase request
6. Isi formulir Item Purchase Request, dan klik submit

Add Item Purchase Request

Item category: OTHER | Item Name: GENERAL ITEM(GENERAL ITEM)

Description: MOUSE LOGITECH WIRED

Project: Non Project | COA: 6106013 - IT Maintenance-(Non Project) | Mat. Used Type: Tagihan jasa layanan/maintenance terkait ...

Qty: 5 | Unit: Pcs | Unit Price: 56700

Remark: https://tk.tokopedia.com/ZSmReBCyu/

7. Item yang di input dan budget akan ditampilkan pada tabel, seperti dibawah ini

Table Purchase Request Detail

Show 15 entries | Search:

#	No	Action	Item Category	Item Name	Desc	COA	Project	Mat. Used Type	Qty	Unit	Unit Price	Total Price	Remarks
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	OTHER	GENERAL ITEM(GENERAL ITEM)	MOUSE LOGITECH WIRED	6106013 - IT Maintenance(Non Project)	Non Project	Tagihan jasa layanan/maintenance terkait div IT (ex intacs, etc)	5	Pcs	IDR 56.700	IDR 283.500	https://tk.tokopedia.com/ZSmReBCyu/

Show 1 - 1 from 1 data |

COA Summary

No	COA	Initial	Available	Total Purchase	Used in PR
1	6106013 - IT Maintenance	IDR 102.000.000	IDR 25.500.000	IDR 283.500	1

8. Anda dapat mengupload dokumen yang dibutuhkan pada PR ini dengan menekan tombol choose file dan klik upload. Ukuran maksimal file adalah 2MB dengan format PDF

Attachment

Upload your file here, format PDF only, max: 2MB

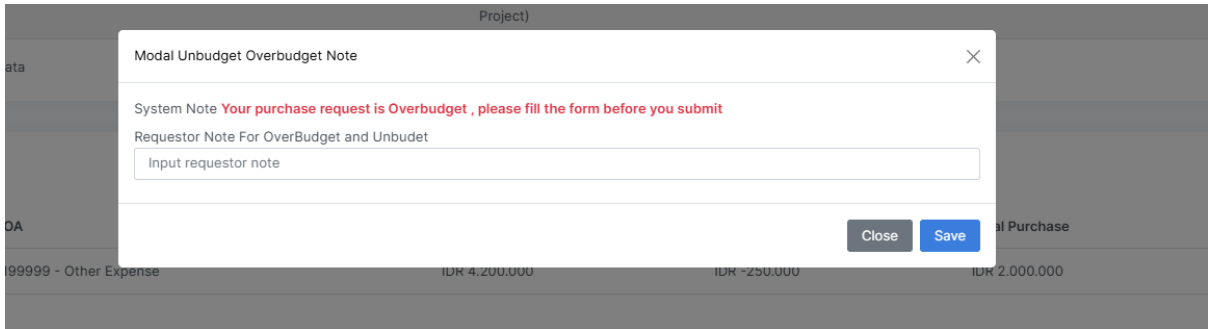
No file chosen

Show 15 entries | Search:

No	Name	Action
Data not found		

Show 0 - 0 from 0 data |

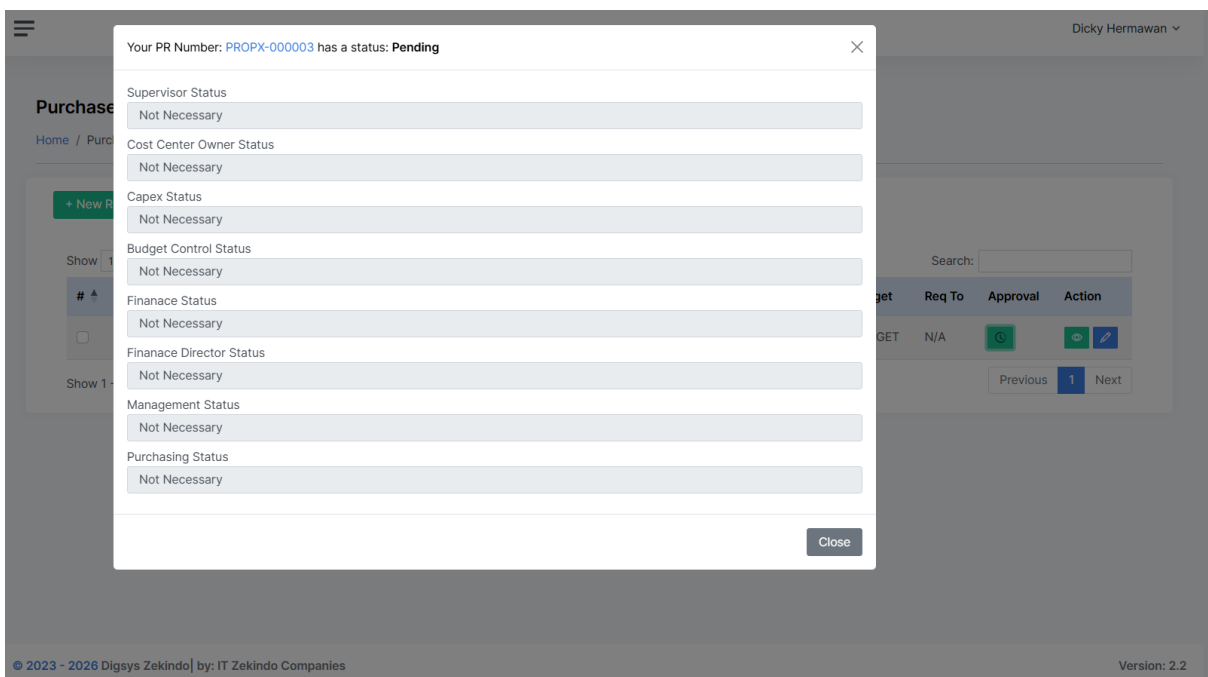
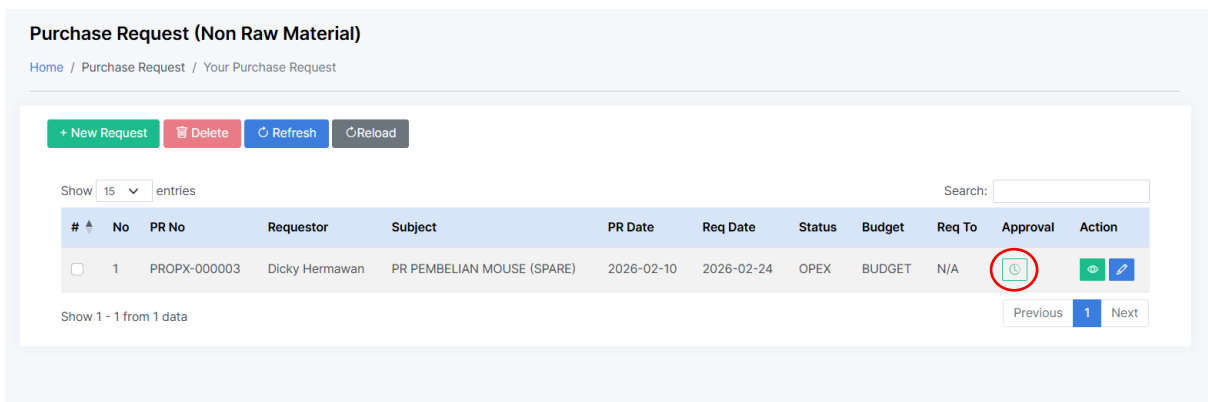
9. Setelah semua item dan dokumen sudah selesai di input, langkah selanjutnya adalah klik tombol **Commit PR**, untuk mengunci budget yang digunakan, dan mengecek apakah budget yang digunakan overbudget, jika status budget yang digunakan adalah overbudget/unbudget, maka sistem akan memunculkan pop up requestor note, dimana anda, selaku requestor wajib mengisi note tersebut, setelah itu klik save



10. Setelah commit PR. Selanjutnya klik **Send Request** untuk mengirimkan request tersebut ke atasan langsung anda
11. PR Berhasil dikirim ke atasan langsung anda

BAGIAN 3 – Melihat Status Approval

Untuk melihat status approval, silahkan klik icon pada tabel field **Approval**, maka sistem akan menampilkan status atau progres PR anda



BAGIAN 4 – Open to Draft

Apabila anda ada kesalahan dan ingin mengedit/menambahkan item request/dokumen, dan terlanjur sudah melakukan proses **Commit PR**, maka anda dapat melakukan proses **Open To Draft** dengan menekan tombol warna merah dibagian purchase request detail

The screenshot shows the 'Purchase Request Detail' page. At the top, there are navigation buttons: 'Back', 'Reload', and 'Open to Draft' (highlighted in red). Below this, the subject is 'PR PEMBELIAN MOUSE (SPARE)' and the budget is 'BUDGET | OPEX | Pending'. The form contains several fields: PR Number (PROPX-000003), Requestor (Dicky Hermawan), Cost Center Owner (M Hilmy Widyarto), Cost Center (6.14 IT), PR Date (10/02/2026), Request Date (24/02/2026), Plant (Jababeka 1), Department (Information Technology), Amount Request (IDR 283.500), Status Budget Transaction (BUDGET), and Requestor Note (N/A). An 'Approval Status' table is also visible, with columns for SPV, Cost Center Owner, Capex, BC, Finance, Fin Director, Management, and Purchasing, all showing dashes.

This screenshot shows the same 'Purchase Request Detail' page as above, but with a confirmation dialog box overlaid in the center. The dialog box has a white background and a grey border. It features an orange exclamation mark icon at the top, followed by the text 'Are you sure open this transaction?' and 'You won't be able to revert this!'. At the bottom of the dialog, there are two buttons: 'Yes, open it!' (blue) and 'Cancel' (red). The background of the page is dimmed.

Klik yes, untuk mengembalikan transaksi ke status **draft**

BAGIAN 5 – Edit Purchase Request

Apabila anda mau merubah isi purchase request (header request) silahkan klik icon pensil warna biru pada halaman dashboard your purchase request

Edit Purchase Request (Non Raw Material)

Home / Purchase Request / Edit Purchase Request

← Back ↻ Reload

PR Type: PR OPEX PR Number: PROPX-000003 PR Category: PR-Regular

Subject: PROPX-000003

PR Date: 10/02/2026 Request Date: 24/02/2026 Plant: Jababeka 1 Department: Information Technology

Cost Center Owner: M Hilmy Widyarto Cost Center: 6.14 IT PR Budget Status: BUDGET PR Category Budget: OPEX

Update

Request Date Value: +14 day after selected purchase date
Please delete purchase request items, before edit field cost center owner/cost center/pr budget status/pr category budget

Catatan: apabila anda ingin merubah data cost center owner, cost center name, PR budget status, dan category budget, pastikan anda sudah menghapus detail item yang sebelumnya di input, hal ini bertujuan untuk menyesuaikan item COA yang akan ditampilkan saat anda memilih COA (chart of account). Klik update untuk menyimpan perubahan data.

BAGIAN 6 – Direct Approve Via Email

Untuk atasan langsung, Cost Center Owner, Budget Control, Capex Control, Finance, Finance Director, Management dan Purchasing, dapat melakukan approval langsung via notifikasi yang dikirimkan melalui email, dengan menekan tombol **preview & approval**, maka sistem akan menampilkan data seperti dibawah ini

This is the preview page for supervisor to review purchase request details & making approval.

Token expired in: 00:11:56

Purchase Request Info

Subject: PR PEMBELIAN MOUSE (SPAREPART)
BUDGET | OPEX | SPV: Sutrismiyanto

PR Number: PROPX-000003 Requestor: Dicky Hermawan Cost Center Owner: M Hilmy Widyarto Cost Center: 6.14 IT

PR Date: 10/02/2026 Request Date: 24/02/2026 Plant: Jababeka 1 Department: Information Technology

Amount Request: IDR 283.500 Status Budget Transaction: BUDGET Requestor Note:

Purchase Request Item Details

No	Item Category	Item Name	Desc	COA	Project	Mat. Used Type	Qty	Unit	Price	Total Price	Remarks
1	OTHER	GENERAL ITEM-GENERAL ITEM	MOUSE LOGITECH WIRED	6106013 - IT Maintenance-Non Project	Non Project	Tagihan jasa layanan/maintenance terkait div IT (ex intacs, etc)	5	Pcs	56.700	283.500	https://tk.tokopedia.com/ZSmRe8Cyu/

Purchase Request Item Details

Item							Qty	Unit	Unit Price	Total Price	Remarks
No	Category	Item Name	Desc	COA	Project	Mat. Used Type					
1	OTHER	GENERAL ITEM- GENERAL ITEM	MOUSE LOGITECH WIRED	6106013 - IT Maintenance- Non Project	Non Project	Tagihan jasa layanan/maintenance terkait div IT (ex intacs, etc)	5	Pcs	56.700	283.500	https://tktokopedia.com/ZSmReBCyU/

Coa Summary & Attachment

No	COA	Initial Budget	Available Budget	Purchase Amount	Total Used in This PR
1	6106013 - IT Maintenance	IDR 102.000.000	IDR 25.216.500	IDR 283.500	1

Approval Action

Approve
Revise
Reject

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Proses approval dapat dilakukan dengan menekan tombol Approve / Revise / Reject dan mengisi note apabila diperlukan

Catatan: **preview ini hanya berlaku 30 menit setelah anda menerima email dari sistem, jika anda mengalami kendala dengan adanya error **401Unauthorized** pada tampilan web, maka silahkan login ke sistem untuk melakukan proses approval**

BAGIAN 7 – Approval menggunakan sistem

Untuk atasan langsung, Cost Center Owner, Budget Control, Capex Control, Finance, Finance Director, Management dan Purchasing, dapat melakukan approval menggunakan sistem

Dengan cara:

1. Login ke sistem
2. Pilih menu purchase request
3. Pilih menu pending approval

SPV Pending Request Dashboard (PR Non Raw Material)

Home / Purchase Request / SPV Pending Purchase Request

Refresh
Reload

Show 15 entries

No	PR No	Requestor	Subject	PR Date	Req Date	Status	Budget	Req To	SPV	Approval	Action
1	PROPX-000003	Dicky Hermawan	PR PEMBELIAN MOUSE (SPAREPART)	2026-02-10	2026-02-24	OPEX	BUDGET	Sutrismiyanto			

Show 1 - 1 from 1 data

Previous
1
Next

4. Klik tombol hijau (detail)

Purchase Request Detail

Home / SPV Purchase Request / Purchase Request Detail

← Back

Subject: PR PEMBELIAN MOUSE (SPAREPART)

BUDGET | OPEX | SPV Approval Status: Requested

PR Number	Requestor	Cost Center Owner	Cost Center
PROPX-000003	Dicky Hermawan	M Hilmy Widyarto	6.14 IT
PR Date	Request Date	Plant	Department
10/02/2026	24/02/2026	Jababeka 1	Information Technology
Amount Request	Status Budget Transaction	Requestor Note	
IDR 283.500	BUDGET		

Table Purchase Request Detail

Show 15 entries

Search:

No	Item Category	Item Name	Desc	COA	Project	Mat. Used Type	Qty	Unit	Unit Price	Total Price	Remarks
1	OTHER	GENERAL ITEM(GENERAL ITEM)	MOUSE LOGITECH WIRED	6106013 - IT Maintenance(Non Project)	Non Project	Tagihan jasa layanan/maintenance terkait div IT (ex intacs, etc)	5	Pcs	IDR 56.700	IDR 283.500	https://tk.tokopedia.com/ZSmReBCyu/

Show 1 - 1 from 1 data

Previous **1** Next

COA Summary & Attachment

No	COA	Initial	Available	Total Purchase	Used in PR
1	6106013 - IT Maintenance	IDR 102.000.000	IDR 25.216.500	IDR 283.500	1

Show 15 entries

Search:

No	File Name	Action
Data not found		

Show 0 - 0 from 0 data

Previous Next

Approval Action

5. Silahkan lakukan proses approval dengan menekan salah satu dari tiga tombol yang ditampilkan oleh sistem

Catatan: apabila akses ke menu approval baik sebagai atasan langsung, cost center owner, budget control, capex control, finance, finance director, management atau purchasing. Silahkan menghubungi IT untuk diberikan akses ke modul tersebut