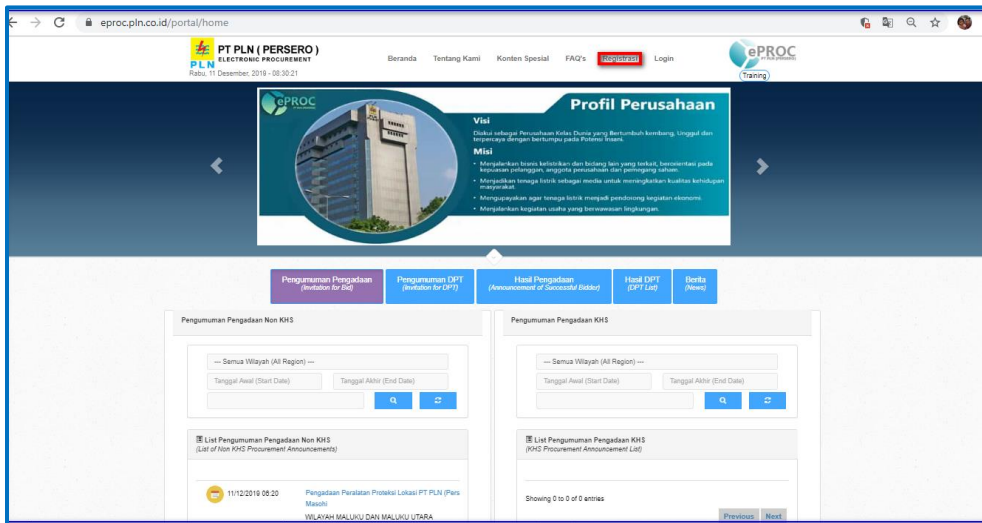
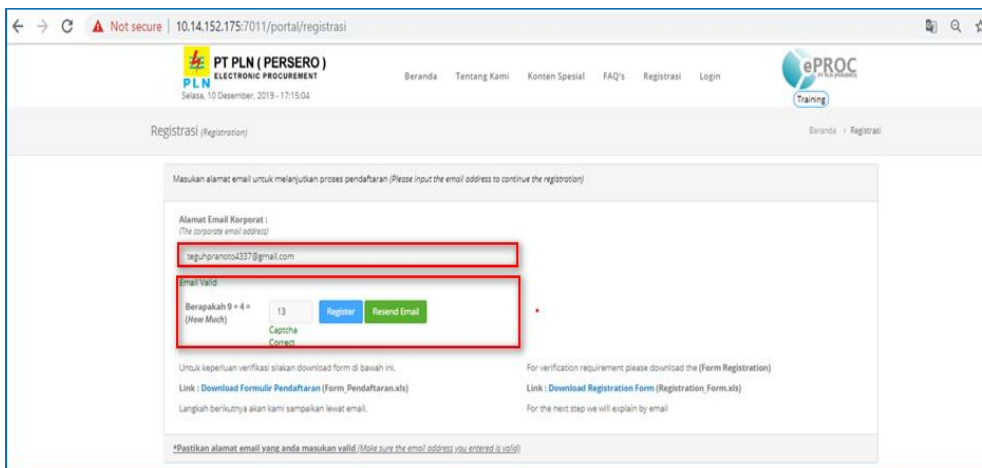


# Step to Register PLN's E-Proc Application

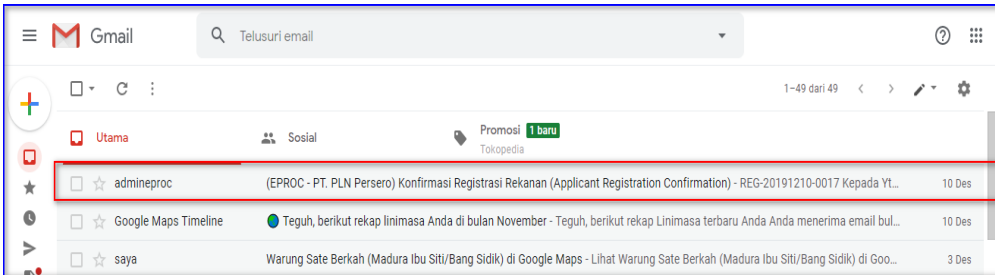
1. Applicant opens this URL <https://eproc.pln.co.id/portal/home> to browser and then selects the Registration tab.



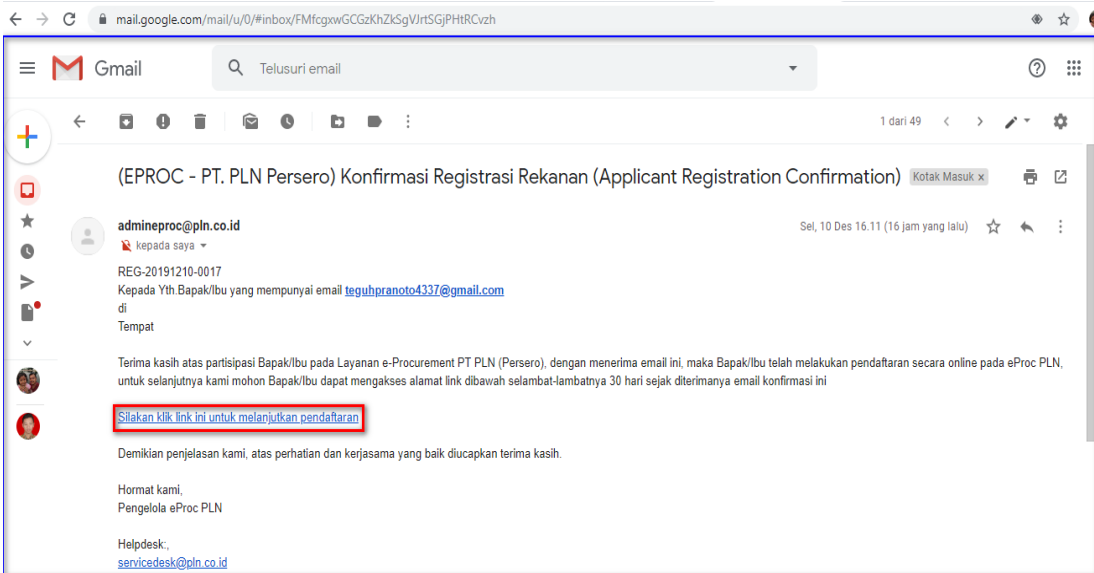
2. Applicant inputs the Corporate Email address and answers the captcha question. And then click the Register button.



3. Applicant checks the confirmation email from [adminproc@pln.co.id](mailto:adminproc@pln.co.id) and find the confirmation link on that email.



4. Applicant clicks the confirmation link to proceed to the next step of registration on PLN e-Procurement application.



5. By clicking the confirmation link, applicant will be directed to browser and continue the registration processes. Applicant must complete all the data requested on the form.

Form Registrasi eProc PLN (Registration Form E-Proc PLN)

Beranda > Form Registrasi

\* Data ini harus diisi (All of the data in this page must be filled in)  
 \*\*User ID akan digunakan untuk login ke website ini, gunakan nama yang mudah diingat. (Use a user ID that is easy to remember to make it easier to log in to the website).

**ID Registrasi**

REG-20191210-0017

**User ID \*\***

(Please input the user ID that will be used)

SUMBERMAS

**Password\***

(Please input the password that will be used. The entered password must have a format of at least 8 characters, have special characters, uppercase letters, lowercase letters and numbers)

\*\*\*\*\*

**Password Valid**

Format : [min 8 | spesial karakter | huruf besar | huruf kecil | angka] Contoh : P@ssw0rd123

**Password (Verifikasi) \***

(Please verification the password entered)

\*\*\*\*\*

Passwords Cocok (Password Same)

**Jenis Perusahaan \***

(Select the Type Of Company)

Aasing (Foreign)

**Negara \***

(Select the Country)

Philippines

**Bentuk Usaha \***

(Select the form of business that will be registered)

PERUSAHAAN UMUM

**Nama Perusahaan / Nama Penyedia \***

(Please input the company/provider name)

SUMBER MAS

Jika konsultan/perorangan diisi dengan nama konsultan\* (if the individual consultant is filled in with the name of the consultant)

**Tax File Number \***

(Please input Tax File Number)

**Bidang - Sub Bidang \***

(Please add the Field - Sub Field)

+ Add

**Daftar Bidang - Sub Bidang (List Field - Sub Field)**

NO (No)	NAMA BIDANG (Field Name)	NAMA SUB BIDANG (Sub Field Name)	AKSI (Action)

**Alamat \***

(Please input the address of company)

**Telepon \***

(Please input Telephone)

+

Contoh : +62214321098

**Fax**

(Please input Fax number)

+

Contoh : +62214321098

**Telepon Genggam**

(Please input Mobile phone)

+

Contoh : +628132577080

**Kode Pos**

(Please input the Postal code)

**Email**

teguhpranoto4337@gmail.com

**Web Site**

(Please input website of the company)

**Status Kantor**

(Please choose the form of the company whether it is a head office or a branch office)

- Kantor Pusat (Head Office)  
 Kantor Cabang (Branch Office)

**Upload Dokumen Verifikasi**

(Upload Document Verification)

Choose Files No file chosen

Browse

Save

**Kebutuhan Dokumen Asli**

- Lengkapi persyaratan berikut ini :
  - KTP/Berkas/direktur/pemilik perusahaan/pejabat yang berwenang di perusahaan
  - NPWP
  - Surat Ijin Usaha Perdagangan (SIUP)/Surat Ijin Jasa Konstruksi (SIUJK)/Ijin usaha sesuai bidang masing-masing
  - Tanda Daftar Perusahaan (TDP)
  - Akta pendirian perusahaan dan akta perubahan terakhir
  - Print Formulir Pendaftaran (Form\_Pendaftaran.xls) yang telah diisi lengkap dan masukkan ke dalam amplop tertutup disertai dengan dokumen penunjang
- Serahkan Berkas-berkas diatas ke Kantor PLN dengan membawa dokumen asli ke Kantor PLN Unit induk.
- Jika Anda sebagai konsultan Individu persyaratan c, d dan e tidak diperlukan

**PT PLN (Persero)**

**Original Document's Needed for Verification**

- Please complete these requirements :
  - Board of Directors / Director / Owner of the company / authorized officer ID Card or KTP
  - Taxpayer Identification No. or NPWP
  - Business Trade License or SIUP / Construction Business Permit Service or SIUJK / business license for the field respectively
  - Company Registration Certificate or TDP
  - Notary Company ACT / Certificate of Incorporation and the deed of the last change
  - Complete, Print Registration Form (.xls) and put into sealed envelopes accompanied by supporting documents
- Submit files above and please bring the original documents to the Office of PLN Parent Unit.
- If you as an Individual Consultant, terms of c, d and e are not required

**PT PLN (Persero)**

\* This field is required

Alamat Harus Diisi (Address to be filled)

**TENTANG E-PROC**

e-Proc PLN adalah e-Procurement di lingkungan PT PLN (Persero) untuk sarana pengadaan barang/jasa, informasi pengadaan antar Unit PLN, sesuai dengan Pedoman pengadaan barang/jasa yang berlaku di PT PLN (Persero) yang dilakukan secara online/elektronik dengan menggunakan fasilitas aplikasi e-Proc PLN.

**QUICK LINKS**

- Beranda  
 Tentang Kami  
 FAQ's  
 Registrasi

**KONTAK**

- Jl. Trunojoyo Blok. M-I No 135, Melawai, Kby. Baru, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12160  
 e-Proc servicedesk@pln.co.id  
 Customer Service 500515 Axt 4444

6. Applicant must fill the eProc Registration Form which marked with (\*). By clicking the “Add” button, list of Field and Sub Field will be pop up and the Applicant can fill the Field Name and Sub Field Name. And choose the suitable Field and Sub Field with applicant’s company by ticking the Action column.

Bidang - Sub Bidang (Field - Sub Field)

Search:

No (No)	Aksi (Action)	Nama Bidang (Field Name)	Nama Sub Bidang (Sub Field Name)
91	<input type="checkbox"/>	Jasa Pembangunan dan Pemasangan Bidang Distribusi Tenaga Listrik	Jaringan Distribusi Tenaga Listrik Tegangan Menengah
92	<input type="checkbox"/>	Jasa Pembangunan dan Pemasangan Bidang Distribusi Tenaga Listrik	Jaringan Distribusi Tenaga Listrik Tegangan Rendah
93	<input type="checkbox"/>	Jasa Pembangunan dan Pemasangan Bidang Instalasi Pemanfaatan Tenaga Listrik	Instalasi Pemanfaatan Tenaga Listrik Tegangan Tinggi
94	<input type="checkbox"/>	Bidang Instalasi Elektrikal dan Mekanikal	Jasa Pelaksana Konstruksi Instalasi Sistem Kontrol dan Instrumentasi
95	<input checked="" type="checkbox"/>	Jasa Pemeriksaan dan Pengujian di Bidang Instalasi Pemanfaatan Tenaga Listrik	Instalasi Pemanfaatan tenaga Listrik tegangan Rendah
96	<input checked="" type="checkbox"/>	Bidang Instalasi Elektrikal dan Mekanikal	Jasa Pelaksana Konstruksi Instalasi Pembangkit Tenaga Listrik Daya Maksimum 10 MW
97	<input checked="" type="checkbox"/>	Bidang Instalasi Elektrikal dan	Jasa Pelaksana Konstruksi Instalasi

\* Data ini harus diisi (All of the data in this page must be filled in)

\*\*User ID akan digunakan untuk login ke website ini, gunakan nama yang mudah diingat. (Use a user ID that is easy to remember to make it easier to log in to the website).

**ID Registrasi**

REG-20191210-0017

**User ID \***

(Please input the user ID that will be used)

SUMBERMAS

**Password\***

(Please input the password that will be used. The entered password must have a format of at least 8 characters, have special characters, uppercase letters, lowercase letters and numbers)

\*\*\*\*\*

**Password Valid**

Format : [min 8 | spesial karakter | huruf besar | huruf kecil | angka] Contoh : P@sw0rd123

**Password (Verifikasi) \***

(Please verification the password entered)

\*\*\*\*\*

Passwords Cocok (Password Same)

**Jenis Perusahaan \***

(Select the Type Of Company)

Asing (Foreign)

**Negara \***

(Select the Country)

Philippines

**Bentuk Usaha \***

(Select the form of business that will be registered)

PERUSAHAAN UMUM

**Nama Perusahaan / Nama Penyedia \***

(Please input the company/provider name)

SUMBER MAS

Jika konsultan perorangan diisi dengan nama konsultan\* (if the individual consultant is filled in with the name of the consultant)

**Tax File Number \***

(Please input Tax File Number)

3454568798900-6798

**Bidang - Sub Bidang \***

(Please add the Field - Sub Field)

+ Add

**Daftar Bidang - Sub Bidang (List Field - Sub Field)**

NO (No)	NAMA BIDANG (Field Name)	NAMA SUB BIDANG (Sub Field Name)	AKSI (Action)
1	Bidang Instalasi Elektrikal dan Mekanikal	Jasa Pelaksana Konstruksi Jaringan Distribusi Tenaga Listrik Tegangan Menengah	
2	Bidang Instalasi Elektrikal dan Mekanikal	Jasa Pelaksana Konstruksi Instalasi Jaringan Transmisi Tenaga Listrik TT/TET	
3	Jasa Pemeriksaan dan Pengujian di Bidang Instalasi Pemanfaatan Tenaga Listrik	Instalasi Pemanfaatan tenaga Listrik tegangan Rendah	

**Alamat \***

(Please input the adress of company)

JLN. RA KARTINI JAYA NO. 120 JAKARTA TIMUR

**Telepon \***

(Please input Telephone)

+0218776623

Ccontoh : +62214321098

**Fax**

(Please input Fax number)

+0218776623

Ccontoh : +62214321098

**Telepon Genggam**

(Please input Mobile phone)

+085766524413

Ccontoh : +628132577080

**Kode Pos**

(Please input the Postal code)

12567

**Email**

teguhpranoto4337@gmail.com

**Web Site**

(Please input website of the company)

www.sumbermas.com

**Status Kantor**

(Please choose the form of the company whether it is a head office or a branch office)

Kantor Pusat (Head Office)

Kantor Cabang (Branch Office)

**Upload Dokumen Verifikasi**

(Upload Document Verification)

No file chosen

11120036-06125605-tes. tes.pdf

**Kebutuhan Dokumen Asli**

- Lengkapi persyaratan berikut ini :
  - KTP direksi/direktur/pemilik perusahaan/pejabat yang berwenang di perusahaan
  - NPWP
  - Surat Ijin Usaha Perdagangan (SIUP)/Surat Ijin Jasa Konstruksi (SIUJK)/Ijin usaha sesuai bidang masing-masing
  - Tanda Daftar Perusahaan (TDP)
  - Akta pendirian perusahaan dan akta perubahan terakhir
  - Print Formulir Pendaftaran (Form\_Pendaftaran.xls) yang telah diisi lengkap dan masukkan ke dalam amplop tertutup disertai dengan dokumen penunjang
- Bersahkan berkas-berkas diatas ke Kantor PLN dengan membawa dokumen asli ke Kantor PLN Unit Induk
- Jika Anda sebagai konsultan Individu persyaratan c, d dan e tidak diperlukan

**PT PLN (Persero)**

**Original Document's Needed for Verification**

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  - Board of Directors / Director / Owner of the company / authorized officer ID Card or KTP
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  - Company Registration Certificate or TDP
  - Notary Company ACT / Certificate of Incorporation and the deed of the last change
  - Complete, Print Registration Form (.xls) and put into sealed envelopes accompanied by supporting documents
- Submit files above and please bring the original documents to the Office of PLN Parent Unit
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**PT PLN (Persero)**

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**QUICK LINKS**

- Beranda
- Tentang Kami
- FAQ's
- Registrasi

**KONTAK**

- Jl. Trunojoyo Bk. M-1 No.135, Melawai, Kby. Baru, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12160
- e-Proc: servicedesk@pln.co.id
- Customer Service: 000510 Next 4444

7. After completed the Registration Form and uploaded the Verification Documents, click the "SAVE" button. After clicked the "SAVE" button, the notification window will show up state that the registration has been successfully saved and applicant has to bring the original documents to the PLN Office to be submitted to the verifier. There is a link to see the nearest PLN Office list.

