Panduan Upload Invoice Vendor

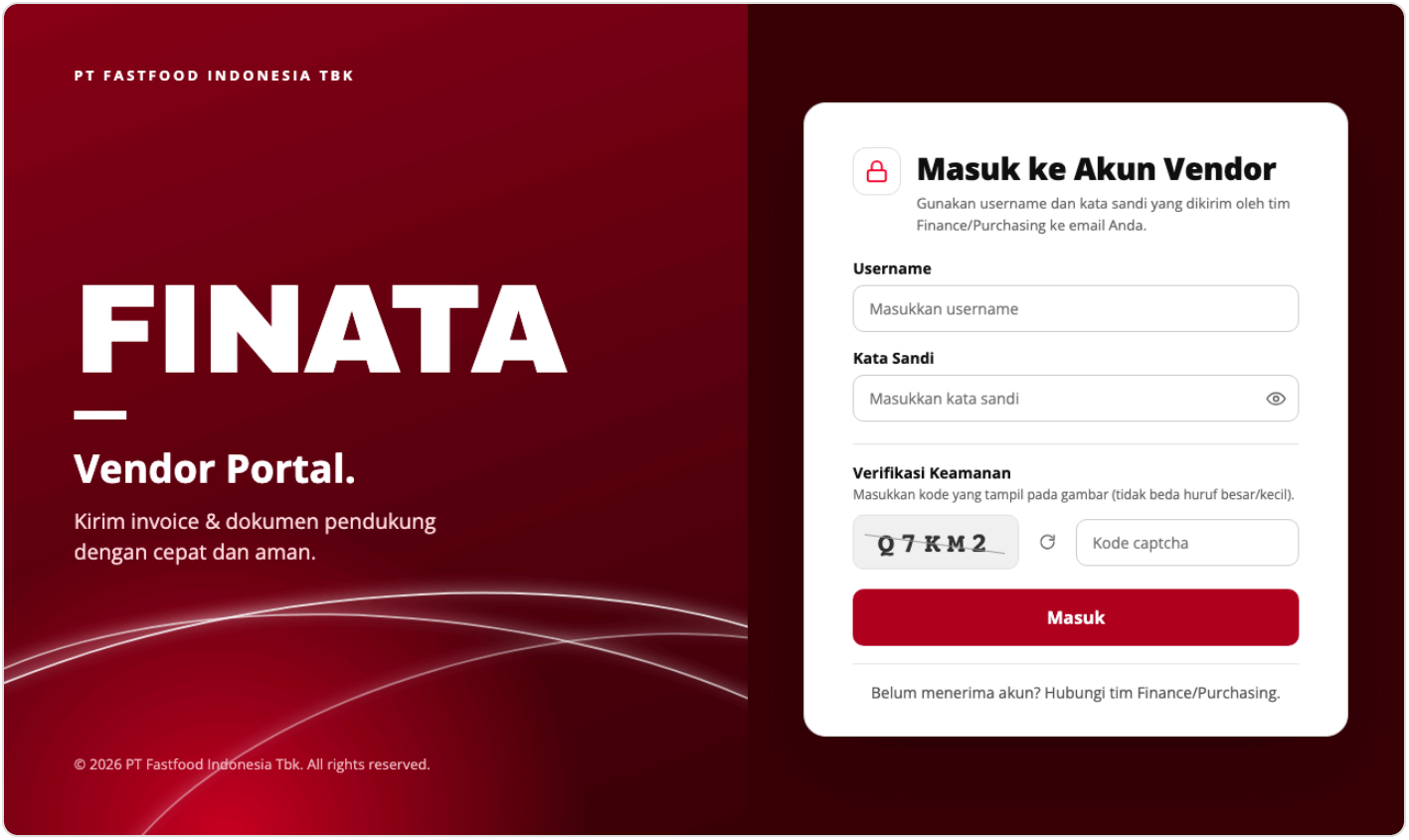
Portal Vendor PT Fast Food Indonesia Tbk (KFC, Taco Bell)

1. **Buka link dari email**

   Tim Finance/Purchasing PT Fast Food Indonesia mengirim email berisi **link portal**, **username**, dan **kata sandi** khusus untuk perusahaan Anda. Buka link itu di browser (Chrome, Edge, Safari). Link berlaku untuk vendor Anda saja; jangan dibagikan.

2. **Masuk**

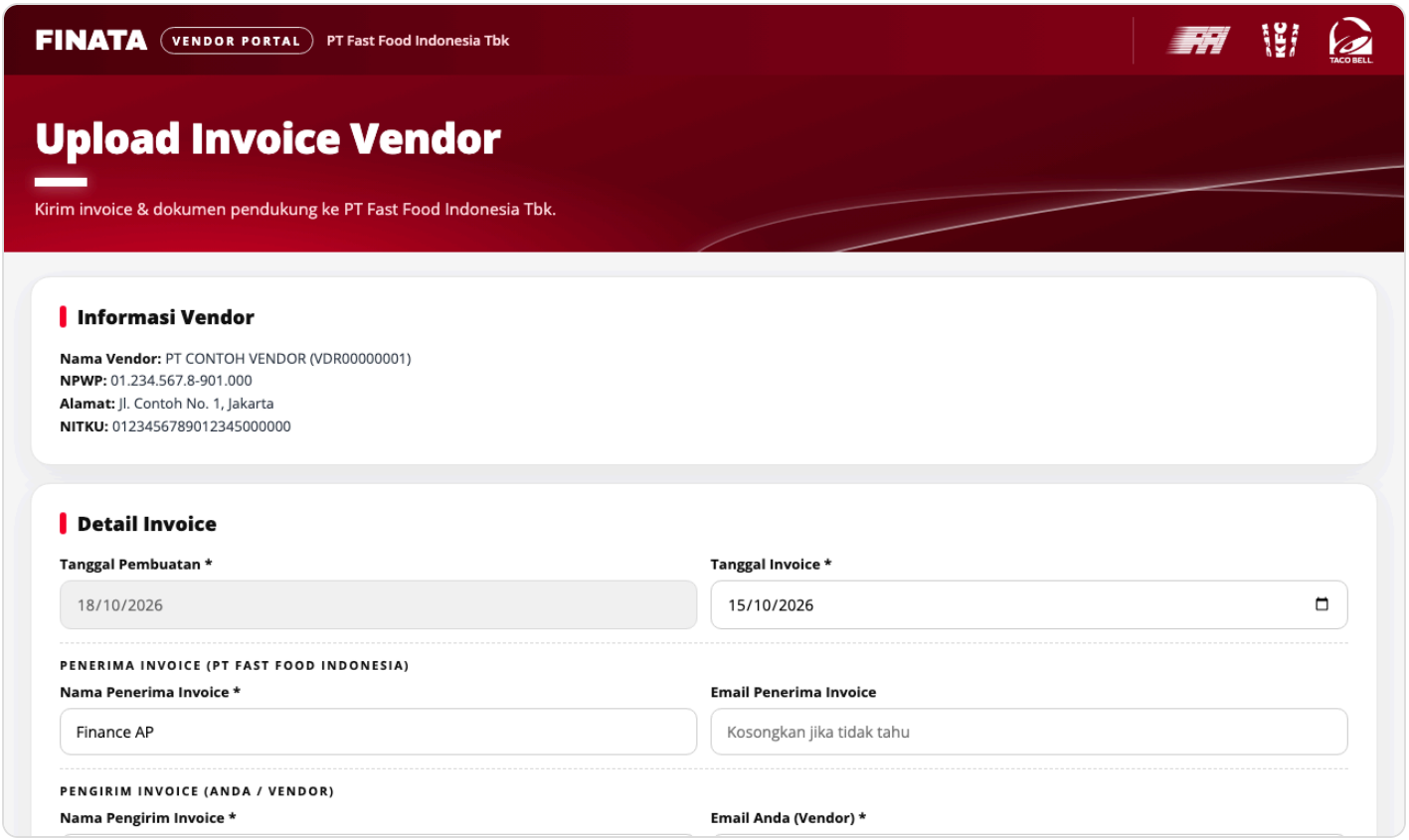
   Isi **Username** dan **Kata Sandi** dari email, ketik **kode captcha** yang tampil di gambar (huruf besar/kecil sama saja; klik ikon putar untuk kode baru), lalu klik **Masuk**.



Masuk

3. **Periksa Informasi Vendor & isi Detail Invoice**

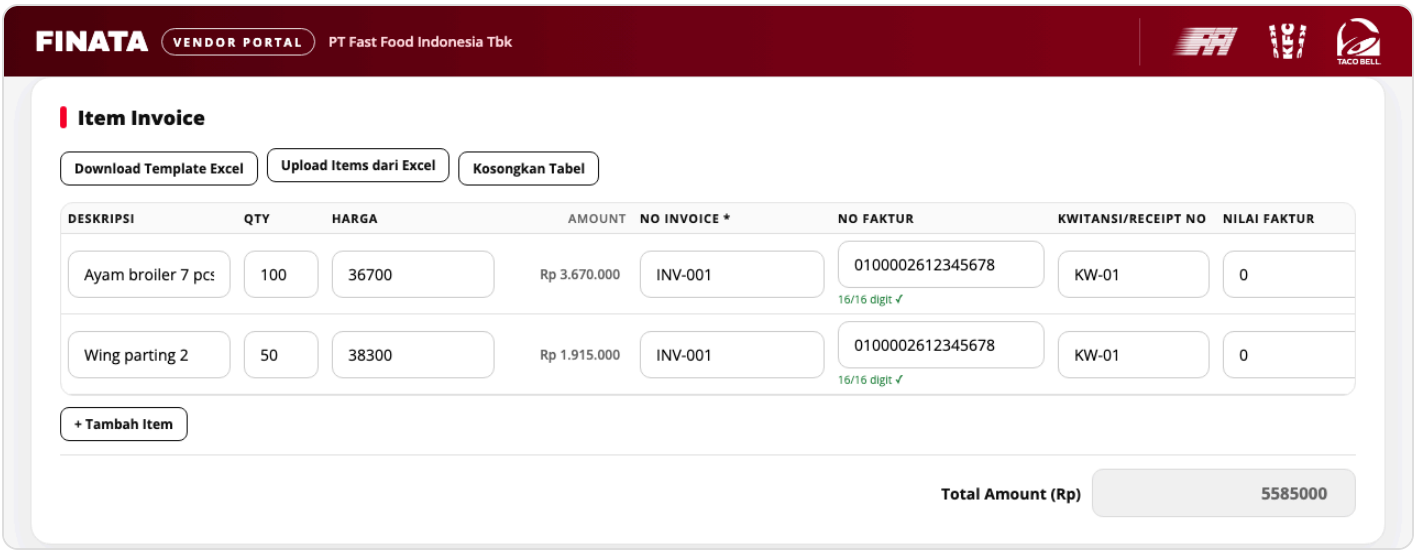
   Pastikan nama, NPWP, alamat, dan NITKU benar (hubungi tim Finance bila salah). **Tanggal Pembuatan** terisi otomatis. Isi **Tanggal Invoice**, **Nama Penerima Invoice** (staf/departemen PT Fast Food Indonesia yang dituju; emailnya boleh kosong), **Nama Pengirim Invoice**, dan **Email Anda** — email konfirmasi dikirim ke alamat ini.



Periksa Informasi Vendor & isi Detail Invoice

4. **Isi Item Invoice**

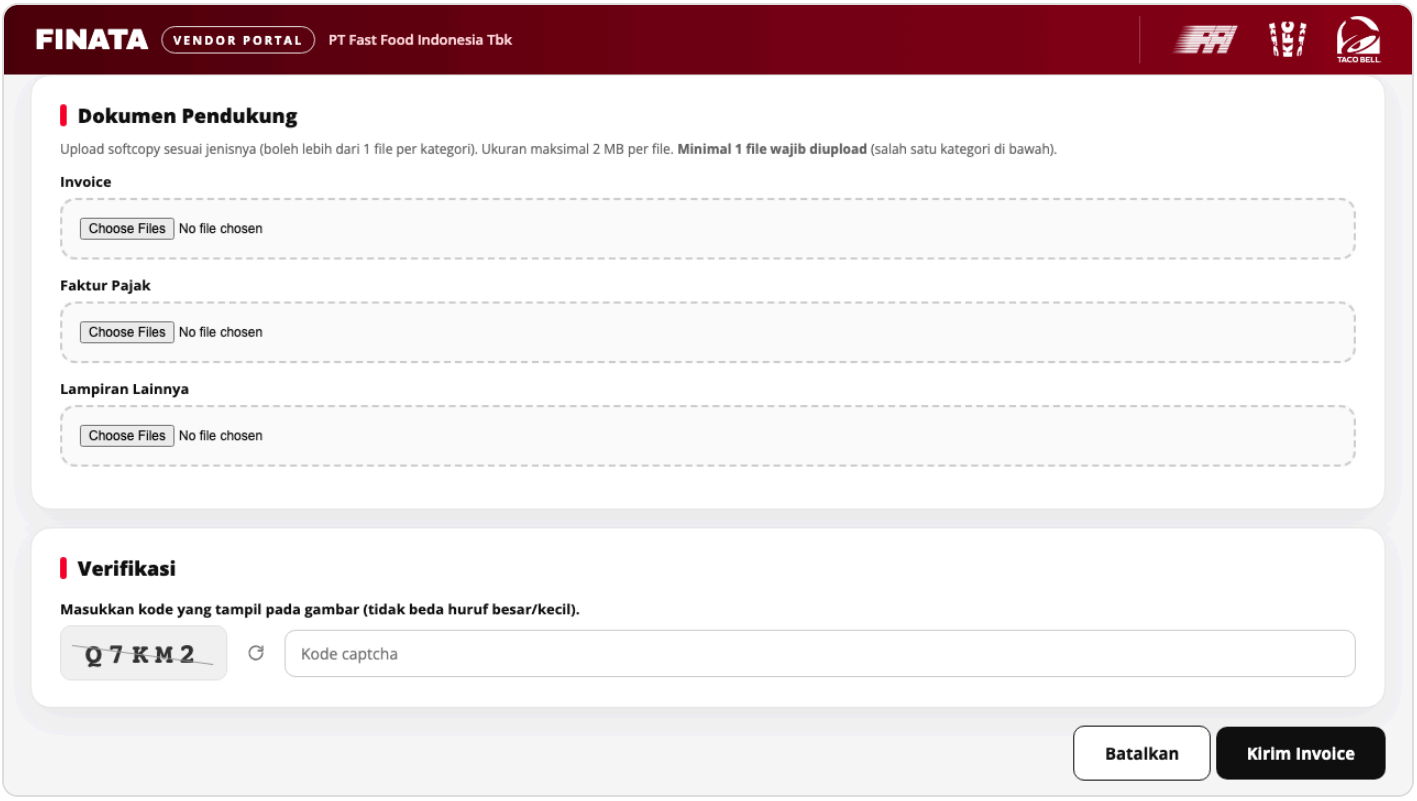
   Klik **+ Tambah Item** untuk tiap baris: Deskripsi, Qty (maks. 3 digit), Harga, **No Invoice** (wajib), No Faktur (maksimal 17 digit, penghitung digit tampil di bawah kotak), Kwitansi/Receipt No, dan Nilai Faktur. Amount dan **Total Amount** dihitung otomatis. Untuk banyak baris (mis. ratusan toko): klik **Download Template Excel**, isi, lalu **Upload Items dari Excel** (.xlsx atau .csv) — baris ditambahkan ke tabel. **Kosongkan Tabel** menghapus semua baris.



Isi Item Invoice

5. **Upload Dokumen Pendukung & kirim**

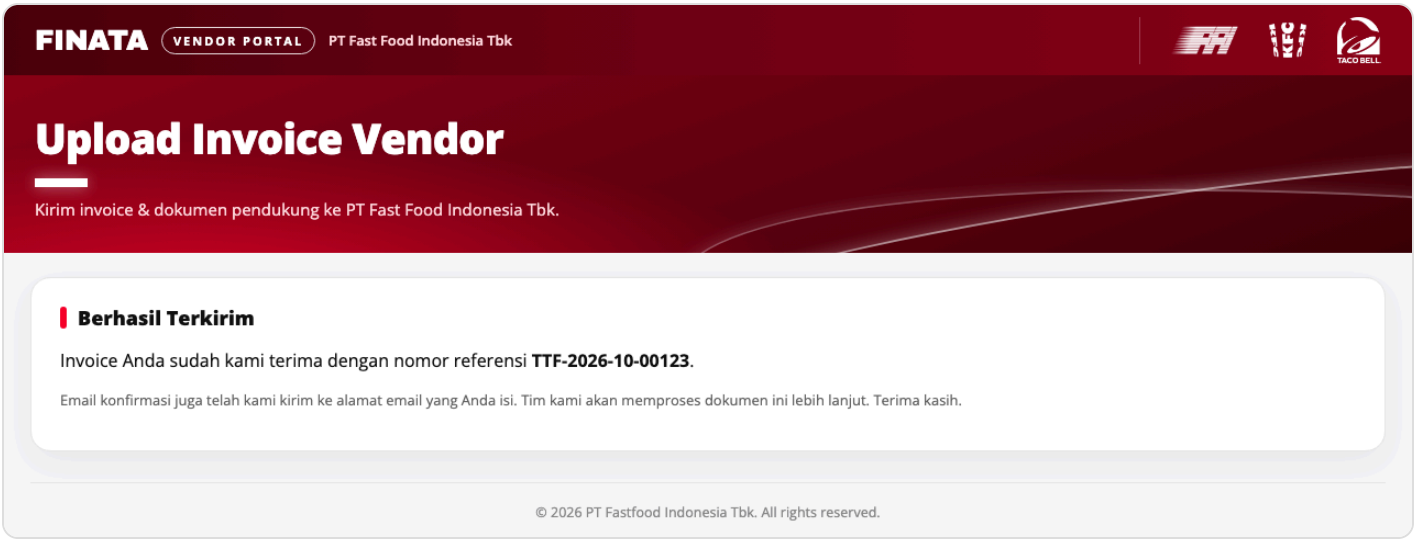
   Upload softcopy pada kategori yang sesuai: **Invoice**, **Faktur Pajak**, **Lampiran Lainnya**. Boleh lebih dari 1 file per kategori, maksimal **2 MB per file**, dan **minimal 1 file** wajib. Nama file tampil di bawah kotak; file yang sama tidak bisa dipilih dua kali dan bisa dihapus. Ketik kode captcha di bagian **Verifikasi**, lalu klik **Kirim Invoice**.



Upload Dokumen Pendukung & kirim

6. **Selesai**

   Layar **Berhasil Terkirim** menampilkan **nomor referensi** (simpan untuk pertanyaan) dan email konfirmasi dikirim ke email Anda. Tim kami memproses dokumen lebih lanjut.



Selesai

Butuh bantuan? Hubungi tim Finance/Purchasing yang mengirim link Anda. Akun belum diterima? Minta ke tim yang sama.

Vendor Invoice Upload Guide

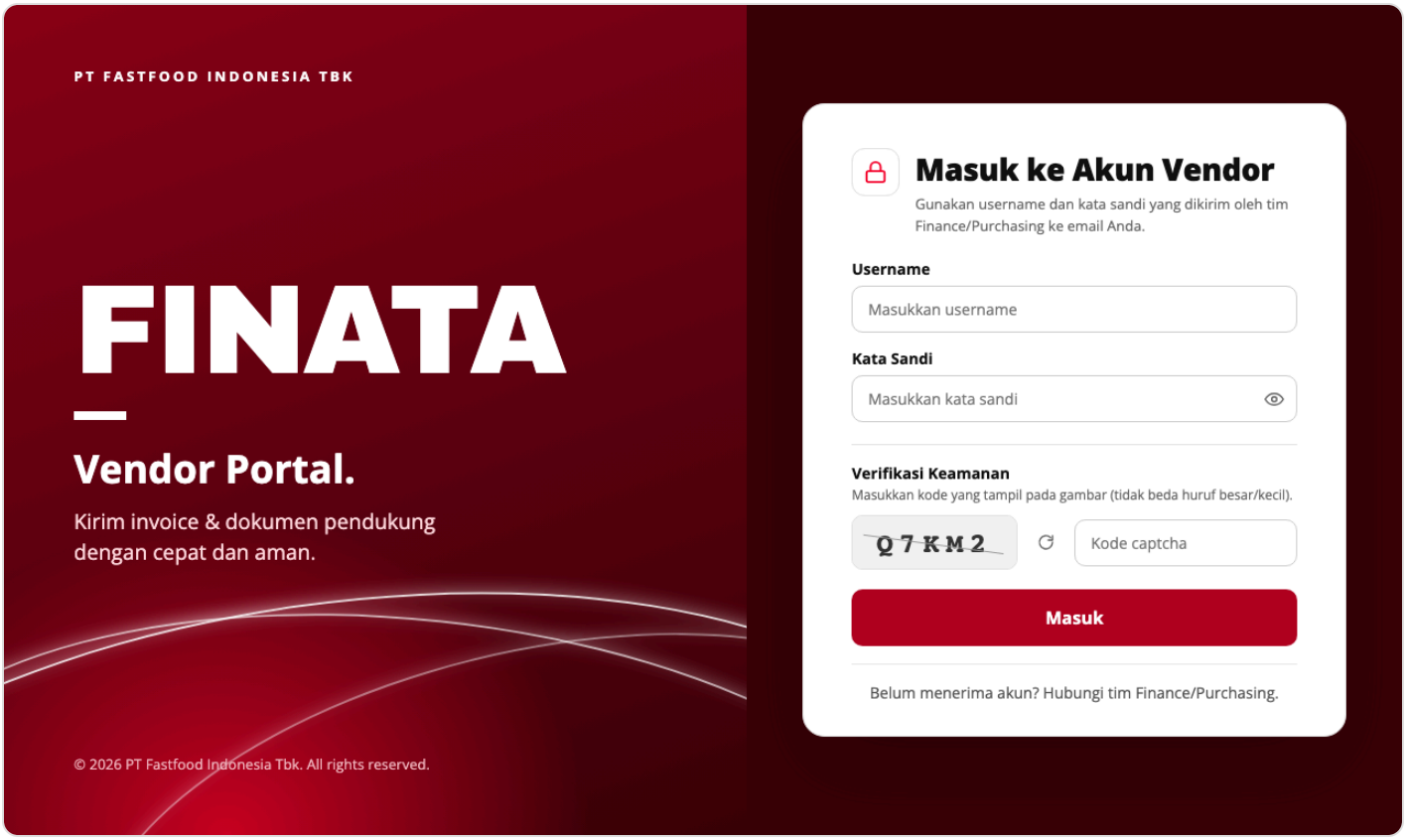
PT Fast Food Indonesia Tbk Vendor Portal (KFC, Taco Bell)

1. **Open the link from the email**

   The PT Fast Food Indonesia Finance/Purchasing team emails you a **portal link**, a **username** and a **password** for your company. Open the link in a browser (Chrome, Edge, Safari). The link is for your company only; do not share it.

2. **Sign in**

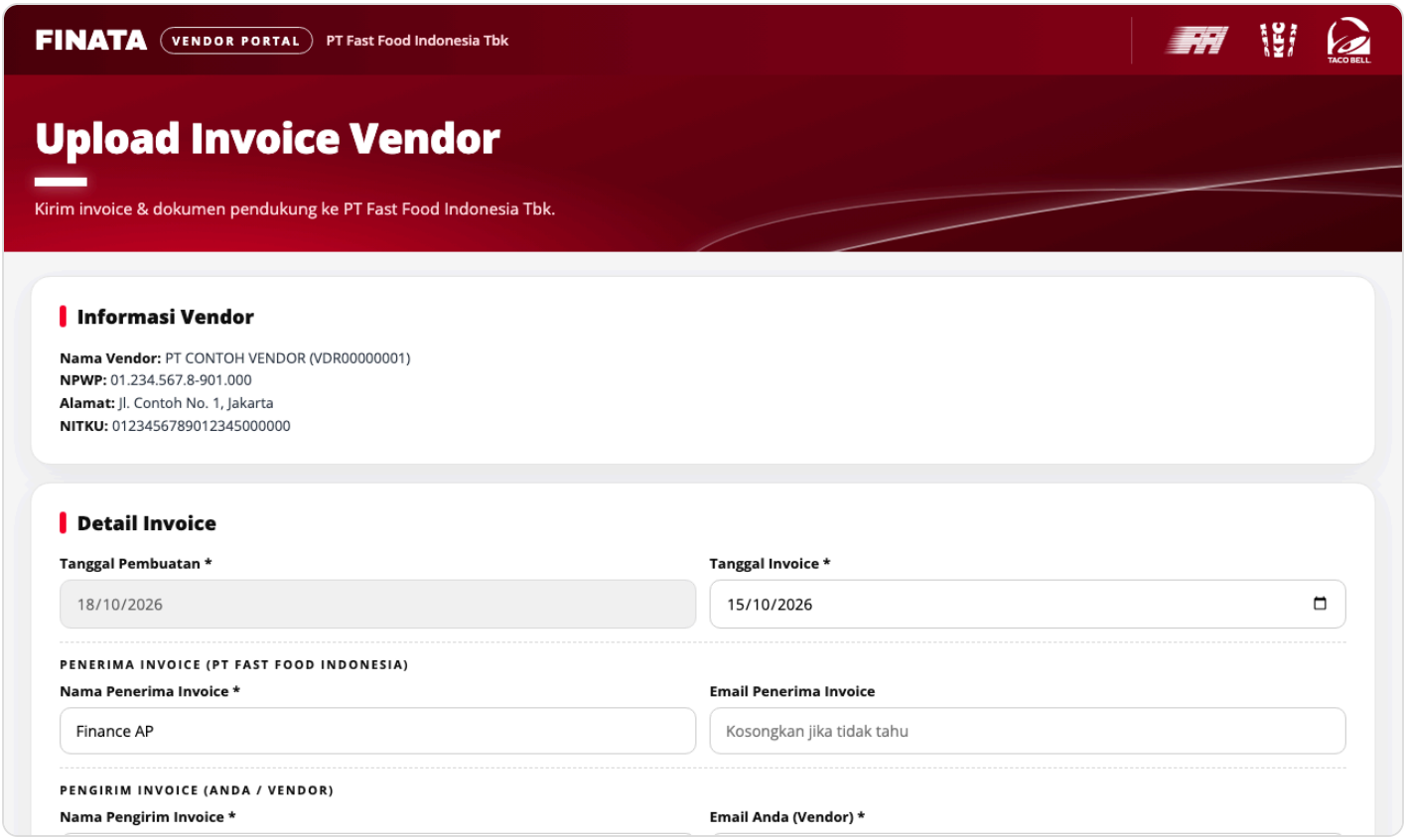
   Enter the **Username** and **Password** from the email, type the **captcha code** shown in the picture (not case-sensitive; click the refresh icon for a new code), then click **Masuk** (Sign in).



Sign in

3. **Check Vendor Information & fill in Invoice Details**

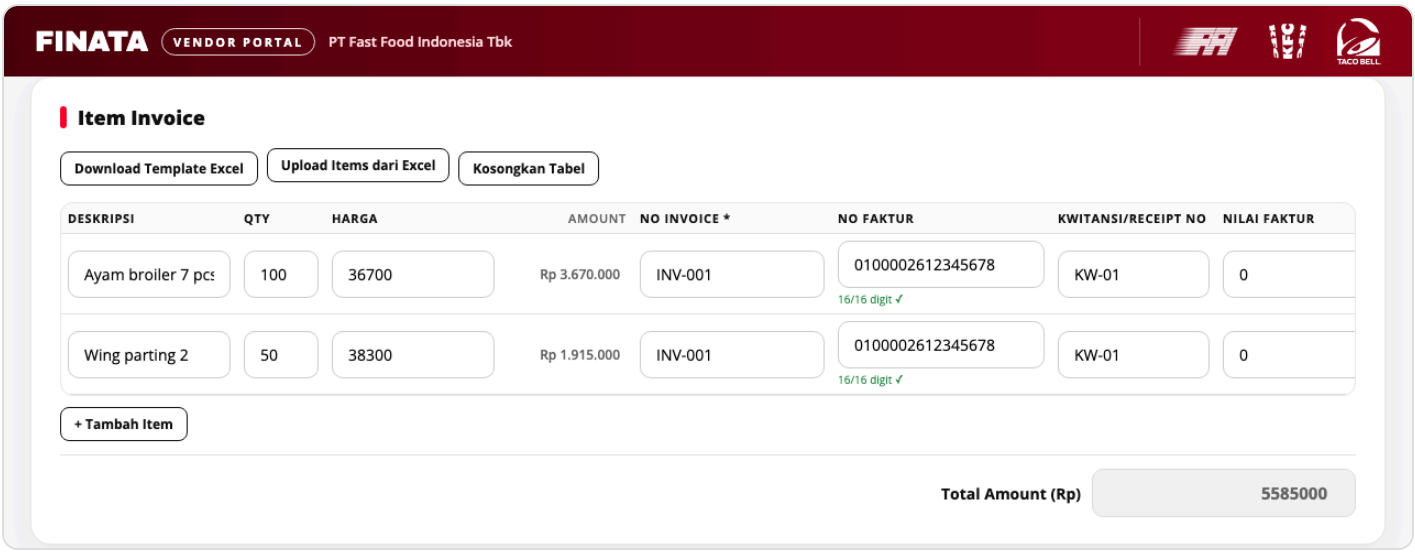
   Check that the name, NPWP, address and NITKU are correct (contact Finance if not). **Tanggal Pembuatan** (creation date) is filled in automatically. Fill in **Tanggal Invoice** (invoice date), **Nama Penerima Invoice** (the PT Fast Food Indonesia staff or department it is for; their email may be left empty), **Nama Pengirim Invoice** (your name) and **Email Anda** (your email) — the confirmation is sent there.



Check Vendor Information & fill in Invoice Details

4. **Fill in the invoice items**

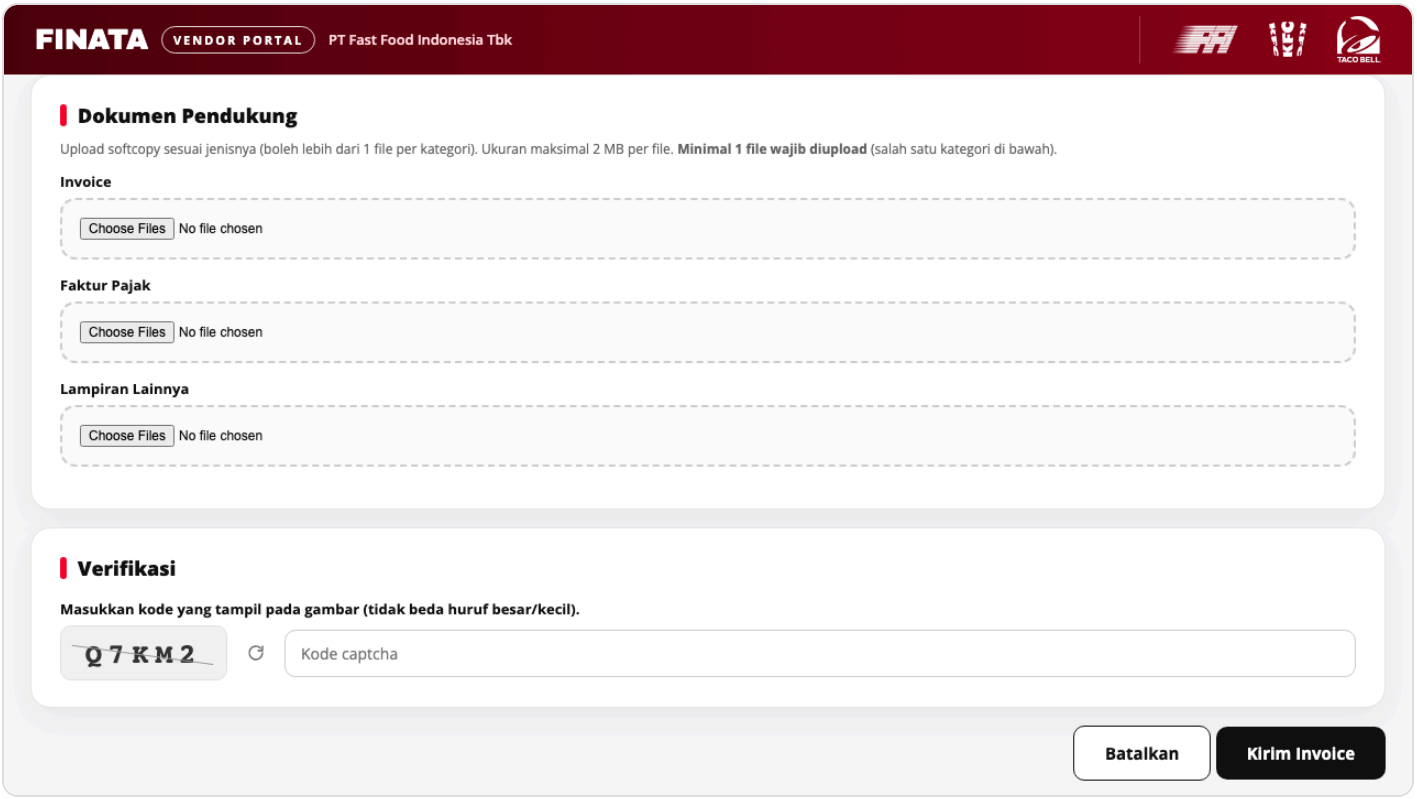
   Click **+ Tambah Item** for each line: description, qty (max. 3 digits), price, **invoice no.** (required), tax invoice no. (up to 17 digits, a digit counter shows below the box), Kwitansi/Receipt No and tax invoice amount. Amount and **Total Amount** are calculated for you. For many lines (e.g. hundreds of stores): click **Download Template Excel**, fill it in, then **Upload Items dari Excel** (.xlsx or .csv) — the lines are added to the table. **Kosongkan Tabel** clears all lines.



Fill in the invoice items

5. **Upload supporting documents & submit**

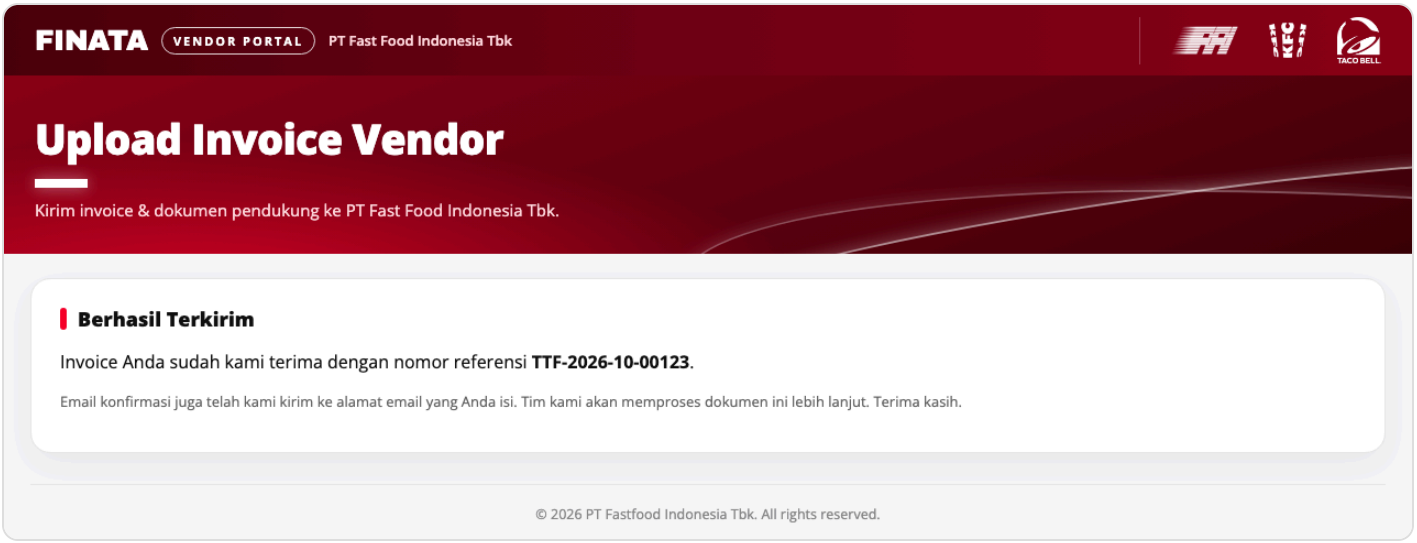
   Upload the soft copies in the right category: **Invoice**, **Faktur Pajak** (tax invoice), **Lampiran Lainnya** (other attachments). Several files per category are allowed, max. **2 MB per file**, and **at least 1 file** is required. File names are listed below each box; the same file cannot be added twice and files can be removed. Type the captcha in **Verifikasi**, then click **Kirim Invoice** (send).



Upload supporting documents & submit

6. **Done**

   The **Berhasil Terkirim** (sent) screen shows your **reference number** (keep it for questions) and a confirmation email is sent to you. Our team processes the documents.



Done

Need help? Contact the Finance/Purchasing team that sent you the link. No account yet? Ask the same team.