

**USER
GUIDE
VENDOR
REGISTRATION**

**SPSE
ICB**

Especially for Vendor who want to take a part in international tenders through the SPSE ICB application, they must be have an account registered in the SPSE ICB application. Partner/Vendor account registration is done through via link <https://spseicb.lkpp.go.id/spseicb/>

1. New Vendor Registration

1.1 Vendor Registration

At the top there is information regarding new Vendor registration, Click the "Register As Vendor" link to display the Vendor registration page.

The screenshot displays the LKPP LPSE Nasional website interface. At the top left is the LKPP logo, and at the top right is the LPSE NASIONAL logo with the tagline "LAYANAN PENGADAAN SECARA ELEKTRONIK". A navigation bar contains links for Home, About Us, Q & A, Regulation, Site Map, and Contact Us. On the left sidebar, there are buttons for "Vendor Login" and "Non Vendor Login/Government Authority", along with sections for "Blacklist", "Panel Information", and "Contract Award Information". The main content area features a "Nasional LPSE 2016" banner with a red callout box that says "Klik 'Register As Vendor'", pointing to a "Register as Vendor" link in the text. Below this is an "e-PROCUREMENT" section with a message "There is no data to display." and an "ANNOUNCEMENT" section listing various procurement notices with dates and times. A "NEWS" section is also visible on the right.

1.2 Input Email

on this new Vendor Registration page, new vendor will asked to input their user email and security code, then klik Send

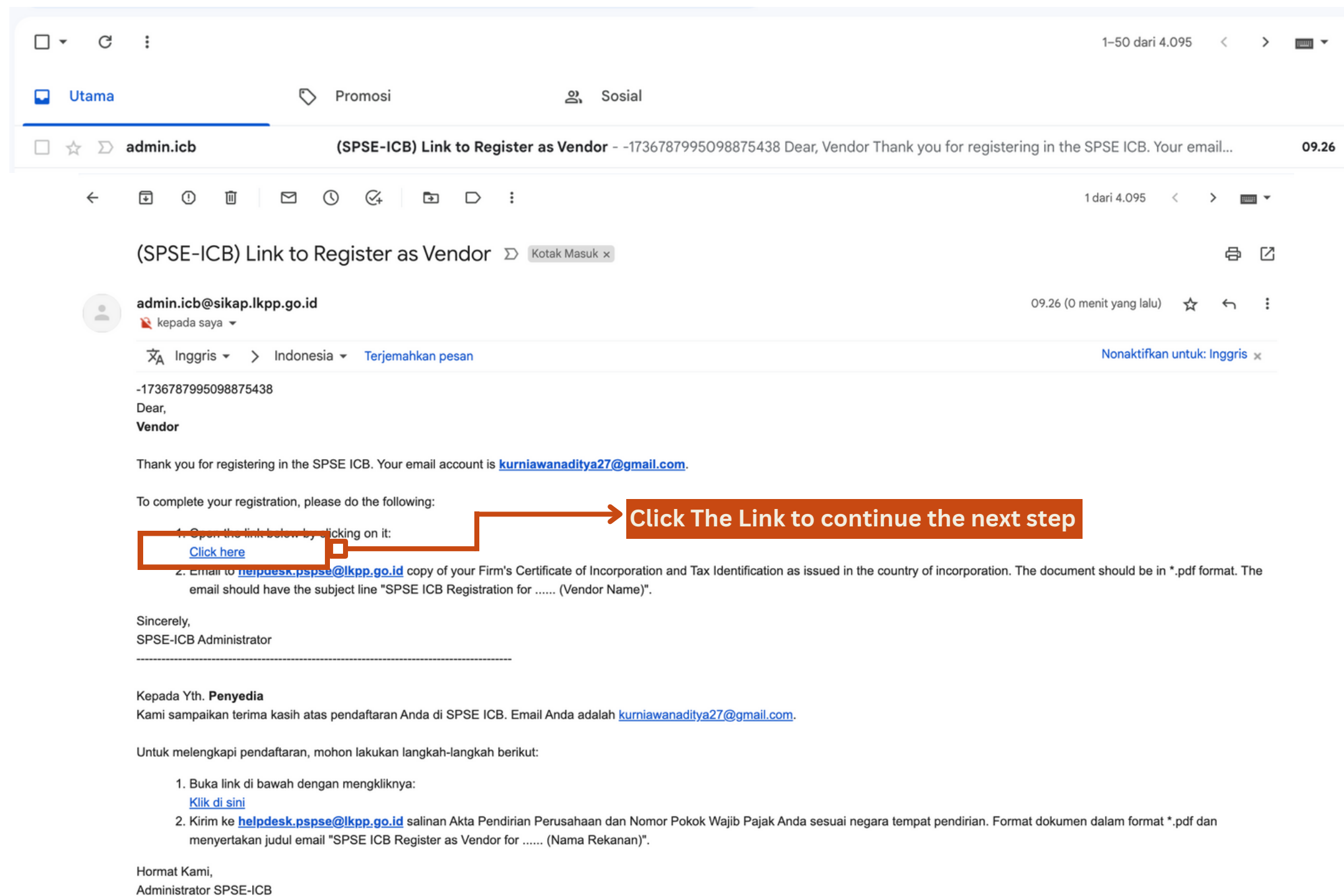
The screenshot displays the LPSE Nasional website interface. At the top, there are logos for LKPP and LPSE NASIONAL (LAYANAN PENGADAAN SECARA ELEKTRONIK). A navigation menu includes Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled "Email Confirm" and "LOGIN TO LPSE ENTER YOUR USER ID AND PASSWORD". It prompts the user to "Masukkan Email Anda" (Enter your email) and "User Email" with the input field containing "kurniawanaditya27@gmail.com". Below this is a security code image showing "yg75n" and an input field containing "yg75n". A "Send" button is visible. Three red callout boxes with arrows indicate the steps: "1. Input User Email" pointing to the email field, "2. Input Security Code" pointing to the security code input field, and "3. klik Send" pointing to the Send button. A yellow banner at the bottom of the form area reads: "We encourage you to always use the latest version of your browser. If there is a problem when displaying the page, please use other browser." The footer shows the date "September 04 2023 09:25" and the copyright notice "© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)".

and then Vendor get Notification for next step registration has been sent to the vendor email

The screenshot displays the LPSE Nasional website interface. At the top, there are logos for LKPP and LPSE NASIONAL (LAYANAN PENGADAAN SECARA ELEKTRONIK). A navigation menu includes Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled "Email Confirm" and prompts the user to "LOGIN TO LPSE" and "ENTER YOUR USER ID AND PASSWORD". Below this, it says "Masukkan Email Anda". A green notification banner with a checkmark icon states: "You have been registered. Link next step your registration has been sent to kurniawanaditya27@gmail.com". An arrow points from this notification to a separate orange box labeled "Notification". The registration form includes a "User Email" input field, a CAPTCHA image showing the code "ypr5y", a text prompt "To ensure security, enter the above code.", another input field, and a "Send" button. A yellow banner at the bottom of the form area reads: "We encourage you to always use the latest version of your browser. If there is a problem when displaying the page, please use other browser." The footer contains the date "September 04 2023 09:26" and the copyright notice "© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)".

1.3 Get The Email Response

After email Has been Sent to the Vendor Email, Vendor get an e-mail response from SPSE ICB admin to continue the next step



1-50 dari 4.095

Utama Promosi Sosial

admin.icb (SPSE-ICB) Link to Register as Vendor - -1736787995098875438 Dear, Vendor Thank you for registering in the SPSE ICB. Your email... 09.26

1 dari 4.095

(SPSE-ICB) Link to Register as Vendor Kotak Masuk x

admin.icb@sikap.lkpp.go.id kepada saya 09.26 (0 menit yang lalu) ☆ ↶ ⋮

Inggris > Indonesia Terjemahkan pesan Nonaktifkan untuk: Inggris x

-1736787995098875438
Dear,
Vendor

Thank you for registering in the SPSE ICB. Your email account is kurniawanaditya27@gmail.com.

To complete your registration, please do the following:

1. Open the link below by clicking on it:
[Click here](#)
2. Email to helpdesk.pspse@lkpp.go.id copy of your Firm's Certificate of Incorporation and Tax Identification as issued in the country of incorporation. The document should be in *.pdf format. The email should have the subject line "SPSE ICB Registration for (Vendor Name)".

Sincerely,
SPSE-ICB Administrator

Kepada Yth. **Penyedia**
Kami sampaikan terima kasih atas pendaftaran Anda di SPSE ICB. Email Anda adalah kurniawanaditya27@gmail.com.

Untuk melengkapi pendaftaran, mohon lakukan langkah-langkah berikut:

1. Buka link di bawah dengan mengkliknya:
[Klik di sini](#)
2. Kirim ke helpdesk.pspse@lkpp.go.id salinan Akta Pendirian Perusahaan dan Nomor Pokok Wajib Pajak Anda sesuai negara tempat pendirian. Format dokumen dalam format *.pdf dan menyertakan judul email "SPSE ICB Register as Vendor for (Nama Rekanan)".


Hormat Kami,
Administrator SPSE-ICB

1.4 Vendor registration Form

after click the link from email, vendor will be redirected to the registration page for fill in the vendor Identity. It is two type of vendor in SPSE - ICB, the first is National/Domestic type and the second is International/Foreign.

1.4.1 National / Domestic

For Vendor with National/Domestic type, Tax ID information is mandatory to fill in



Registration-1

Vendor Type * National/Domestic

User ID ** PTTestingNational
 Please using letter and numbers only, max 20 characters.

Password *
 Strong password
 Max 20 characters.

Password (Verification) *
 Retype password, max 20 characters.

Company Name * PT. Testing National
 Max 50 characters.

Tax ID * 00.989.898.1-190.000 Format : xx.xxx.xxx.x-xxx.xxx
 Max 20 characters.

Address * Komplek SCBD, Senayan, Jakarta Selatan, Indonesia
 Max 500 characters.

City * Jakarta
 Max 40 characters.

Country * Indonesia

Phone * 087870228198
 Max 20 characters.

Email Address * kurniawanaditya27@gmail.com

Web Site

Captcha *
 To ensure security, enter the above code.
 gn6a5

* Mandatory
 ** Use simple User ID (easy to remember). It will be used to log into SPSE ICB.

September 04 2023 09:47 © 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

1.4.2 International/Foreign

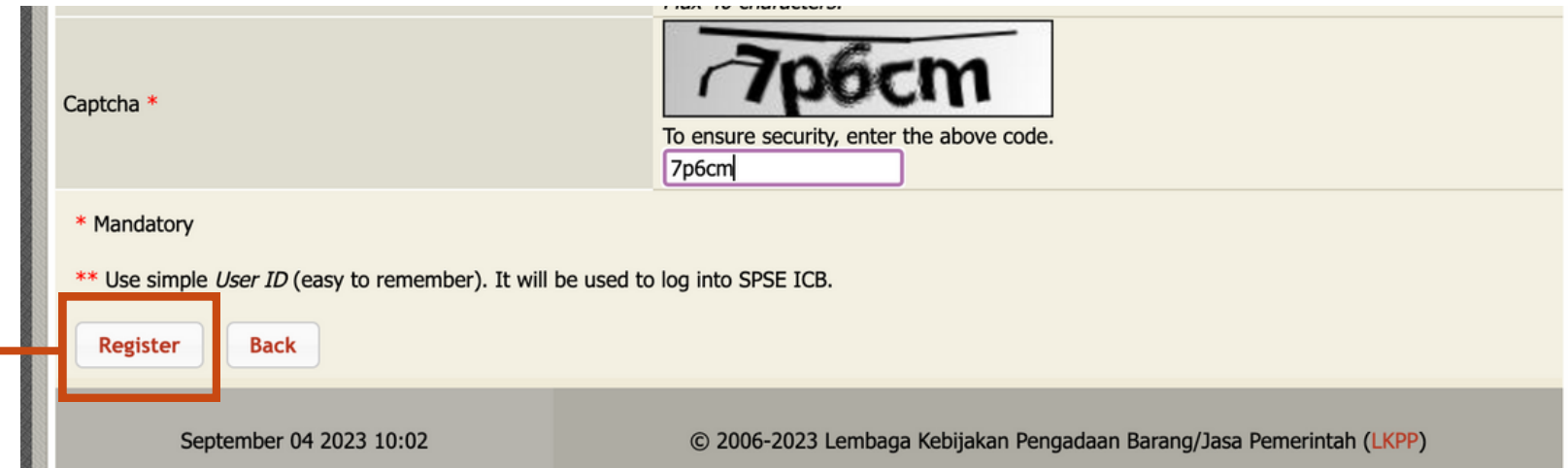
For Vendor with international/foreign type, Tax ID information is not mandatory to fill in


The screenshot shows the 'Registration-1' form on the LKPP website. The form includes the following fields and callouts:

- Select Vendor Type:** A dropdown menu is set to 'International/Foreign'.
- Input User ID:** A text box containing 'PTTestingInternation'.
- Input Password:** A text box with masked characters. A green indicator is shown below the box, with a callout stating: 'the Password must be strong, which is indicated by a green indicator'.
- Input Password (Verification):** A text box for re-entering the password.
- Input Company Name:** A text box containing 'PT. Testing International'.
- Input Tax ID (Mandatory):** A text box containing '1234567899000'.
- Input Company Address:** A text box containing '3 Abbey Road, St John's Wood, City of Westminster, Greater London, England'.
- Input City:** A text box containing 'London'.
- Select Contry:** A dropdown menu set to 'United Kingdom'.
- Input Phone Number:** A text box containing '67888277888'.
- Input Company/vendor Web Site:** A text box for the company website.
- Input Captcha:** A captcha image showing '7p6cm' and an input box containing the same text.

At the bottom of the form, there are 'Register' and 'Back' buttons, and a footer with the date 'September 04 2023 10:02' and copyright information '© 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)'.

After the All Information Fill In, Click Register Button to end the vendor Registration process



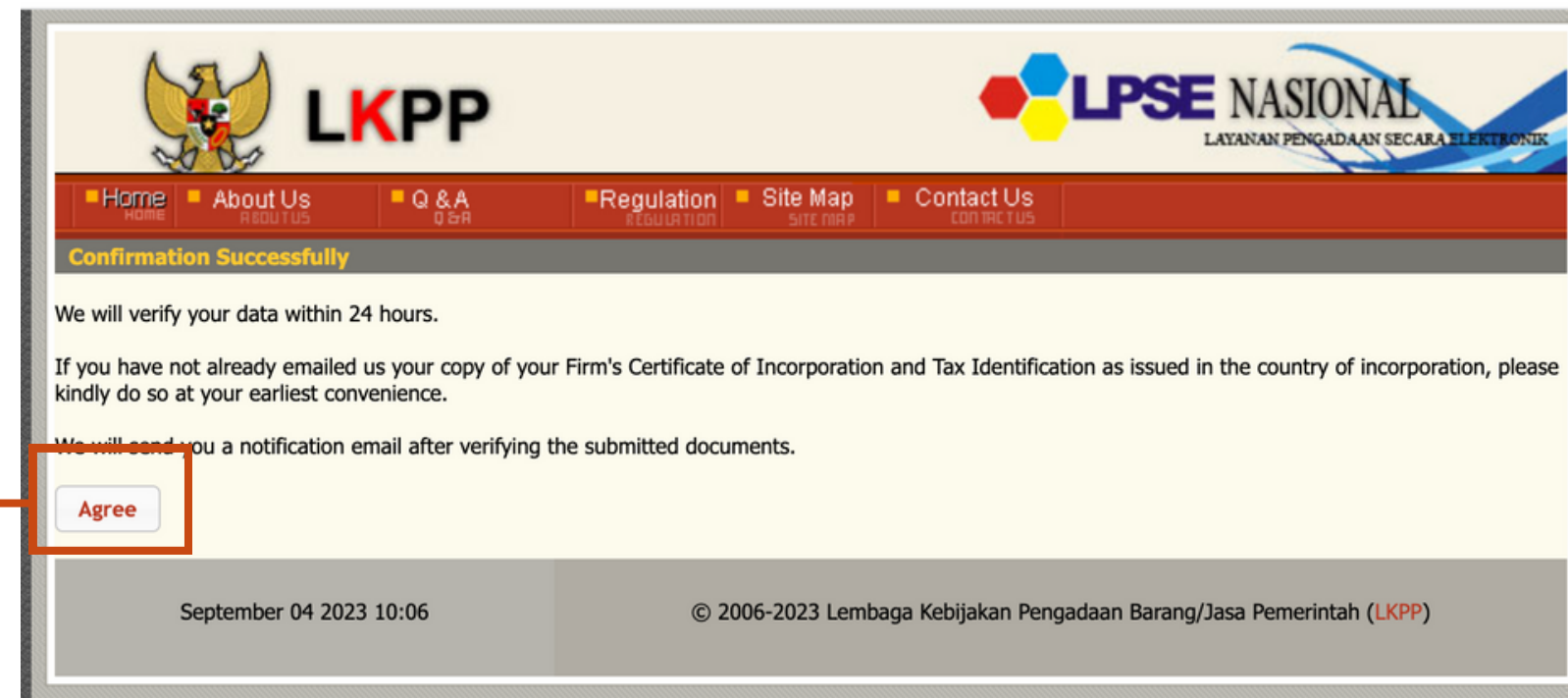
Captcha * 
To ensure security, enter the above code.



* Mandatory
** Use simple *User ID* (easy to remember). It will be used to log into SPSE ICB.

September 04 2023 10:02 © 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Click Register

And Then the Vendor will get Information so that Vendor immediately complete documents like copy Firm's Certificate of Incorporation and Tax Identification for the verification process to email Address helpdesk.pspse@lkpp.go.id



 **LKPP**  **LPSE NASIONAL**
LAYANAN PENGADAAN SECARA ELEKTRONIK

■ Home ■ About Us ■ Q & A ■ Regulation ■ Site Map ■ Contact Us
HOME ABOUT US Q & A REGULATION SITE MAP CONTACT US

Confirmation Successfully

We will verify your data within 24 hours.

If you have not already emailed us your copy of your Firm's Certificate of Incorporation and Tax Identification as issued in the country of incorporation, please kindly do so at your earliest convenience.

We will send you a notification email after verifying the submitted documents.

September 04 2023 10:06 © 2006-2023 Lembaga Kebijakan Pengadaan Barang/Jasa Pemerintah (LKPP)

Click Agree