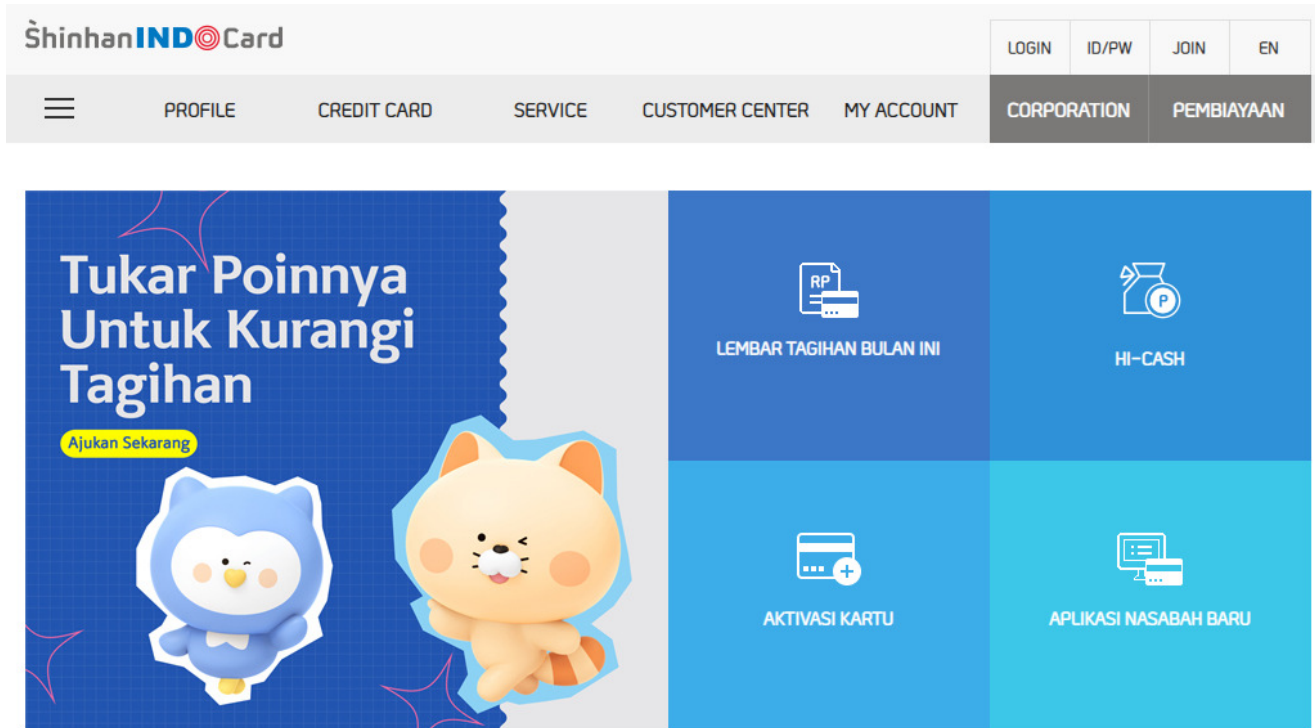
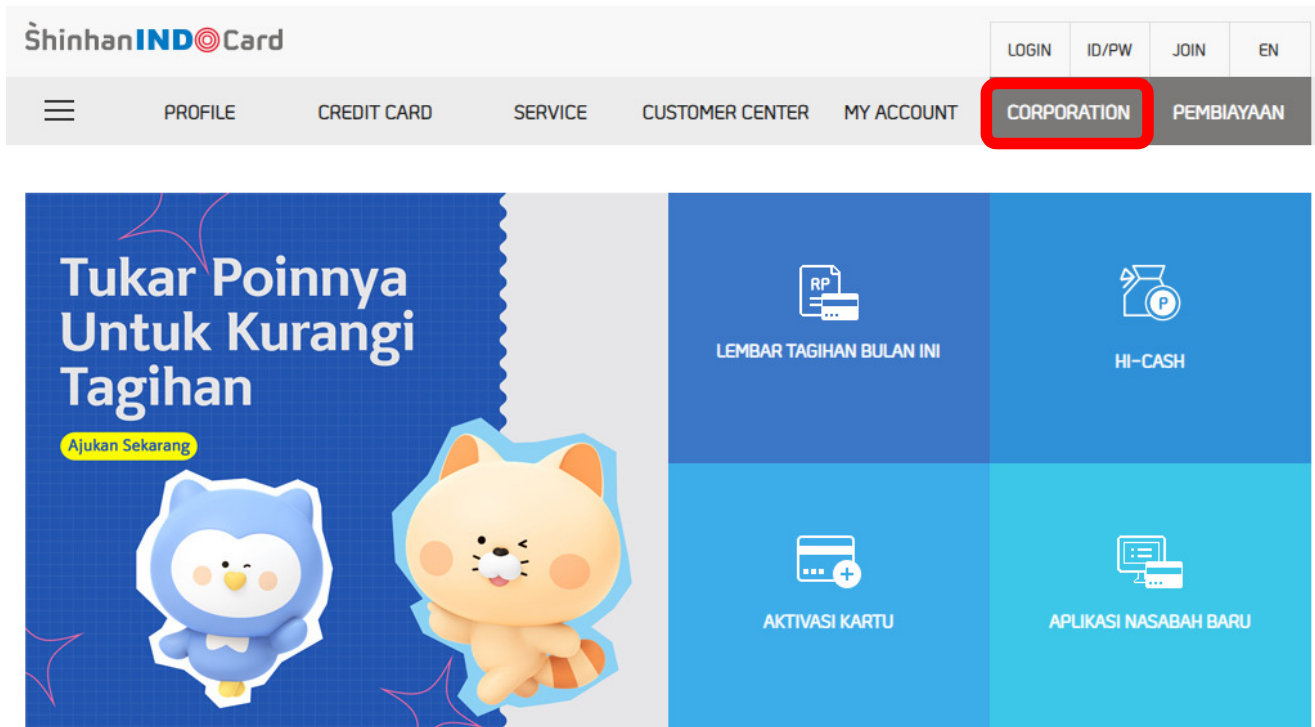


Corporate Card Website Guideline

1. To open Corporate Card Website, please type : www.ptsif.co.id

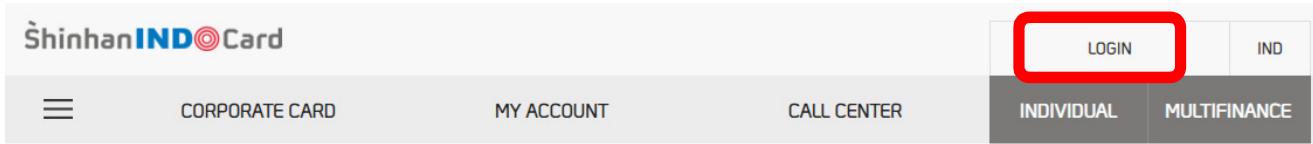


2. To login for Corporate Card Website, click "Corporation" to view the Corporate screen



3. Click "LOGIN" and enter User ID and Password

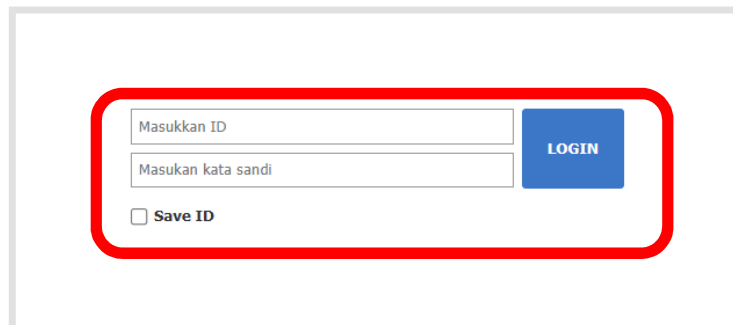
You may request to SIF Call Center 1500336 or email to Corporate Card Service: shinhanindo.corporatecardservice@ptsif.com for User ID and Password if you do not have it yet.



You may tick "Save ID" to easier and faster way to login process in the future. So for the next login, you just need input the password only.



📍 LOGIN

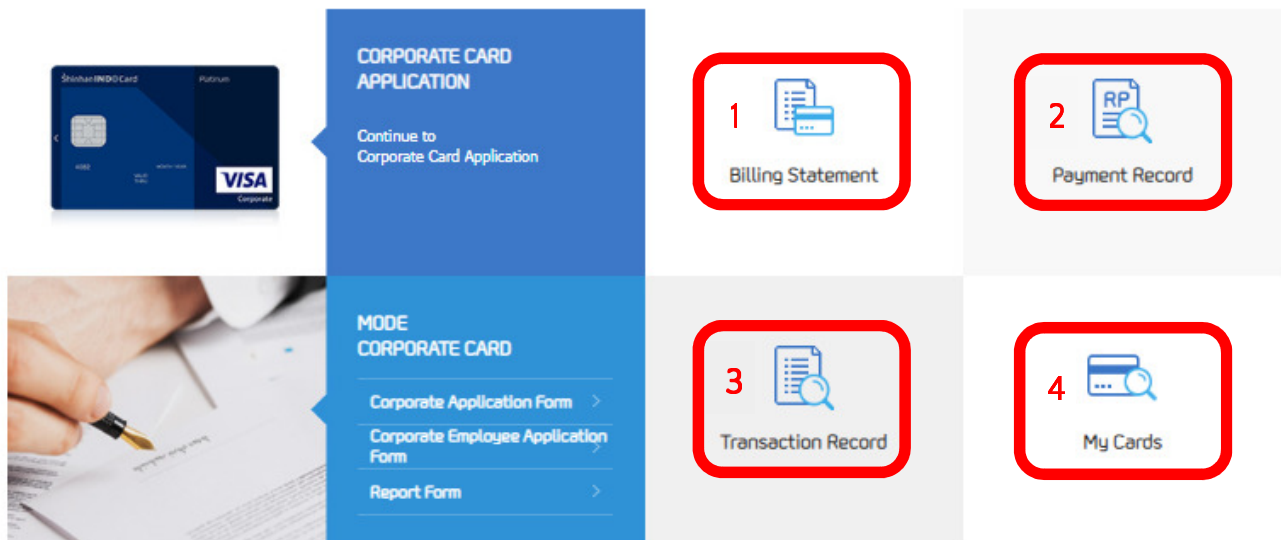
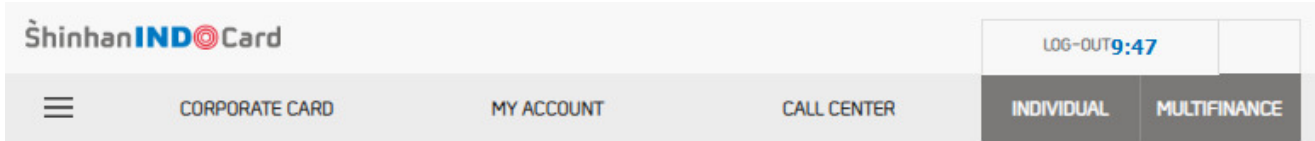


The login form contains two input fields: 'Masukkan ID' and 'Masukkan kata sandi'. To the right of these fields is a blue 'LOGIN' button. Below the input fields is a checkbox labeled 'Save ID'.

4. After login, you will see the corporate card main screen.

In this screen you may find information related Corporate Card usage.


1. Current month billing statement
2. Payment record
3. Transaction record
4. My Cards



4.1 Billing Statement Menu

- You may find the current billing statement information.
- If you need the copy of billing statement, you may download into PDF or Excel file using the button provided.

📍 Billing Statement(this month)



Customer Information

• Card Number	<input type="text"/>
• Bank - Virtual Account	<input type="text"/>
• Virtual Account Number	<input type="text"/>
• Billing Statement (Email/Post)	E-MAIL

Summary

Statement Date	28.11.2024	Payment Due Date	<input type="text"/>
Total Balance	<input type="text"/>	Minimum Payment	<input type="text"/>
Delinquent Amount	Rp 0	Credit Limit	<input type="text"/>
Available Credit	<input type="text"/>	Revolving Interest & Cash Advance Interest (yearly/monthly)	21%/1.75%
Credit Rating	Lancar		

📍 Point Information

Name	Point carried over	Accumulated Point (this month)	Total Available Point	Point due to expiration
HI-CASH	938,994 P	58,821 P	997,815 P	0 P

▶ Notice

- After Statement Date(28.11.2024) ,, cancelled transactions, prepayment, change in payment information, etc. that occurred after finalizing billing statement, will not be included to this billing statment

📍 Billing Statement Information

Billing Statement (previous month)	(+) Transaction & Cash Advance	(-) Payment	(+) Fee + Interest	(-) Credit	Total Balance
Rp 48,241,385	Rp 91,946,791	Rp 140,070,139	Rp 152,500	Rp 0	Rp 270,537

 Print

 Save (excel)

4.2 Payment Record Menu

- The payment made can be seen in this menu by selecting the payment period.
- Beside the payment received, the refund/cancel transaction amount from merchant called as advance received and cashback from point redemption request (if any) could be listed.
- You may download the payment list into PDF or Excel file using the button provided.

Payment Record

✖ You may check your payment record for the last 1 year

Billing Statement

Per month Select period

11.2024 ▼

[Search](#)

Corporation Name	<input type="text"/>	Billing Statement	01.11.2024 ~ 01.12.2024
------------------	----------------------	-------------------	-------------------------

Details

Payment Date	Date of Receipt	Channel	Amount (Rp)
01.11.2024	04.11.2024	Virtual Account Payment Mandiri	50,848,248
04.11.2024	04.11.2024	Advance Received Replacement...	270,000
04.11.2024	04.11.2024	Advance Received Replacement...	1,100,000
04.11.2024	04.11.2024	Advance Received Replacement...	1,350,200
04.11.2024	04.11.2024	Advance Received Replacement...	116,456
04.11.2024	04.11.2024	Advance Received Replacement...	37,959
04.11.2024	04.11.2024	Advance Received Replacement...	196,182
04.11.2024	04.11.2024	Advance Received Replacement...	270,748
04.11.2024	04.11.2024	Advance Received Replacement...	584,615
04.11.2024	04.11.2024	Advance Received Replacement...	37,959

[More](#) ▼

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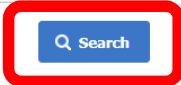
4.3 Transaction Record Menu

The menu consists of the transaction that recorded. Below are the item detail:

- Search: choose transaction record for the entire corporate card registered or the selected by card number.
- Type
 - Number: transaction posted
 - Approval Record: all transaction recorded include unposted transaction and declined transaction
- Overseas/Domestic: You may set as default for All
- Transaction Type: for corporate card, you may choose the transaction type "All"
- Billing Statement: Select the transaction period that needed
- Order: This button use for the customized the data apply
- You may download the list into PDF or Excel file using the button provided.

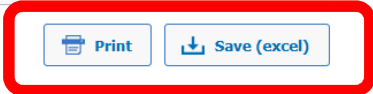
Usage Record

Search	<input checked="" type="radio"/> Entire Department <input type="radio"/> Card Number <input type="text" value="Please select"/>
Type	<input checked="" type="radio"/> Number <input type="radio"/> Approval Record
Overseas/Domestic	<input checked="" type="radio"/> All <input type="radio"/> Domestic <input type="radio"/> Overseas
Transaction Type	<input checked="" type="radio"/> All <input type="radio"/> Lumpsum <input type="radio"/> Installment
Billing Statement	<p>※ You may check overseas/domestic transaction record for the last 6 months</p> <p><input checked="" type="radio"/> Select period <input type="radio"/> Transaction Record (per month) <input type="radio"/> Transaction Record (per payment due date)</p> <p><input type="button" value="1 week"/> <input type="button" value="1 month"/> <input type="button" value="3 months"/> <input type="text" value="22.11.2024"/> <input type="text" value="29.11.2024"/></p>
Order	<input checked="" type="radio"/> From recent date <input type="radio"/> From early date



Details

Transaction Date	Posting Date	Approval Number	Card Number	Merchant	City	Country	Currency	Transaction Amount	Total Balance
19.11.2024	22.11.2024	806212	408236****...	GRAND IM...	JAKARTA...	ID	IDR	5,929,000	Rp 5,929,0...
20.11.2024	22.11.2024	806905	408236****...	APGUJEON...	BEKASI	ID	IDR	1,483,500	Rp 1,483,5...
21.11.2024	25.11.2024	807394	408236****...	MR GOPCH...	Bekasi	ID	IDR	616,800	Rp 616,800
23.11.2024	26.11.2024	808268	408236****...	GI-HO	BEKASI	ID	IDR	753,100	Rp 753,100
26.11.2024	28.11.2024	809813	408237****...	EFH*BO S...	JAKARTA	ID	IDR	2,288,500	Rp 2,288,5...
27.11.2024	29.11.2024	809960	408237****...	APGUJEON...	BEKASI	ID	IDR	717,000	Rp 717,000
27.11.2024	29.11.2024	809973	408237****...	MU GUNG ...	Bekasi (K...	ID	IDR	1,527,480	Rp 1,527,4...
Total								13,315,380	Rp



4.4 My Cards Menu

- To find the active corporate card listed completed by the card limit and limit availability.
- You may download the information into PDF or Excel file using the button provided.

My Cards

Notice

- List of my corporate cards

Basic Information

Corporation Name	Transaction Record (per payment due date)	Payment due date
CORP CARD	test	15

Credit Limit (business unit)

Total Credit Limit	Transaction Amount	Available Credit
Rp 80,000,000	Rp 7,109,249	Rp 72,890,751

My Cards

Business Unit	User Name	Card Name	Card Number	Issuance Date	Credit Limit	Transaction Amount	Remaining Limit
CORP CARD		VISA Plati...	408237**...	05.05.2021	Rp 80,000,000	Rp 36,405,496	Rp 43,594,504
CORP CARD		VISA Gold	408236**...	15.12.2020	Rp 80,000,000	Rp 47,661,563	Rp 32,338,437

1

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If you have other inquiry or question related with Corporate Card, please do not hesitate to contact our Call Center in 1500336 (24 hours/7 days) or Corporate Card Service through email to: shinhanindo.corporatecardservice@ptsif.com.