



Panduan Bank Garansi Online Bank Mandiri



Penerbitan Bank Garansi

Langkah-langkah Penerbitan BG:

Langkah 1: Akses KOPRA melalui: <https://kopra.bankmandiri.co.id/kopra/ui>

Silakan mengisi Company ID, User ID, dan Password lalu klik Login

mandiri call 14000 | www.bankmandiri.co.id

segera download **livein** by mandiri

Company ID

Username

Password

Login

Digitcert
Secure & Trusted
Click to Verify

Langkah-langkah Penerbitan BG:

Langkah 2: Pilih menu **Trade & Guarantee** pada menu Channels di KOPRA

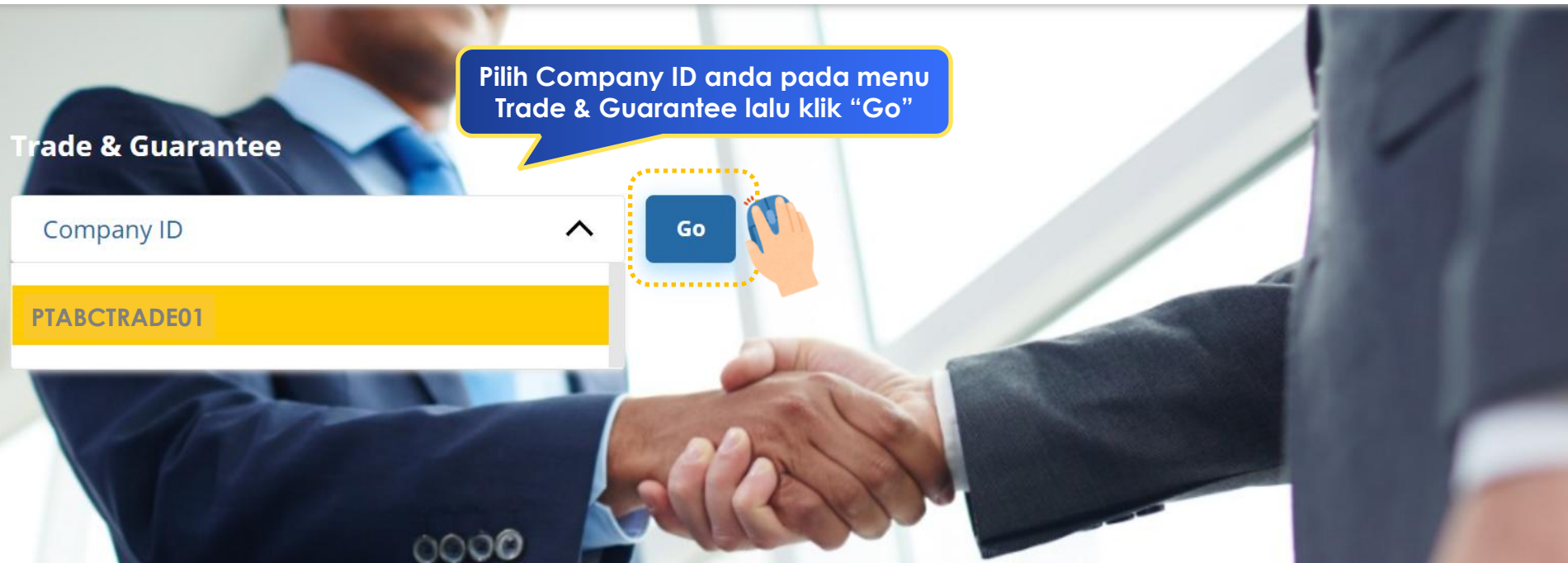
The screenshot shows the KOPRA user interface. At the top left is the KOPRA logo with 'by mandiri' underneath. A blue callout box with a yellow border contains the text 'Pilih menu Trade & Guarantee pada menu My Product di KOPRA'. The top right corner shows 'ID | EN' and a bell icon. Below the logo is a navigation bar with icons and labels for 'Dashboard', 'My Product' (which is underlined), 'My Account', 'My Community', and 'Market & Activity'. The main content area displays several product categories: 'Cash Management', 'Online Custody', 'Supply Chain Management', and 'Foreign Exchange'. The 'Trade & Guarantee' option is highlighted with a yellow dashed border and a hand cursor icon. A 'Register' button is visible next to the 'Supply Chain Management' option. At the bottom right of this section is a 'Close' button with an upward-pointing arrow.

Channels

The screenshot shows the 'Channels' section of the KOPRA interface. It features a grid of product options: 'Cash Management', 'Smart Account' (with a 'Register' button), 'Track My Remittance', 'Foreign Exchange', 'Supply Chain Management', 'Online Custody' (with a 'Register' button), and 'Partnership Solution' (with subtext 'Bank Mandiri's Subsidiaries | Partner Companies'). The 'Trade & Guarantee' option is highlighted with a yellow dashed border and a hand cursor icon. A blue callout box with a yellow border and a hand cursor icon points to the highlighted option, containing the text 'Atau pilih menu Trade & Guarantee pada menu Channels di KOPRA'.

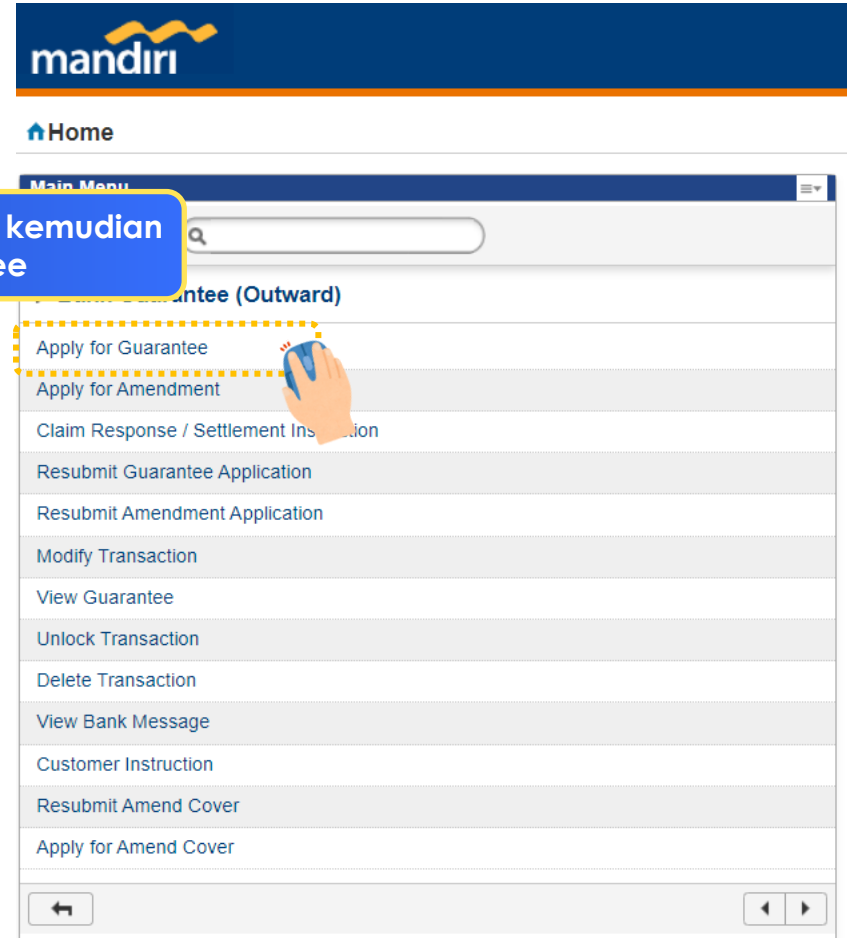
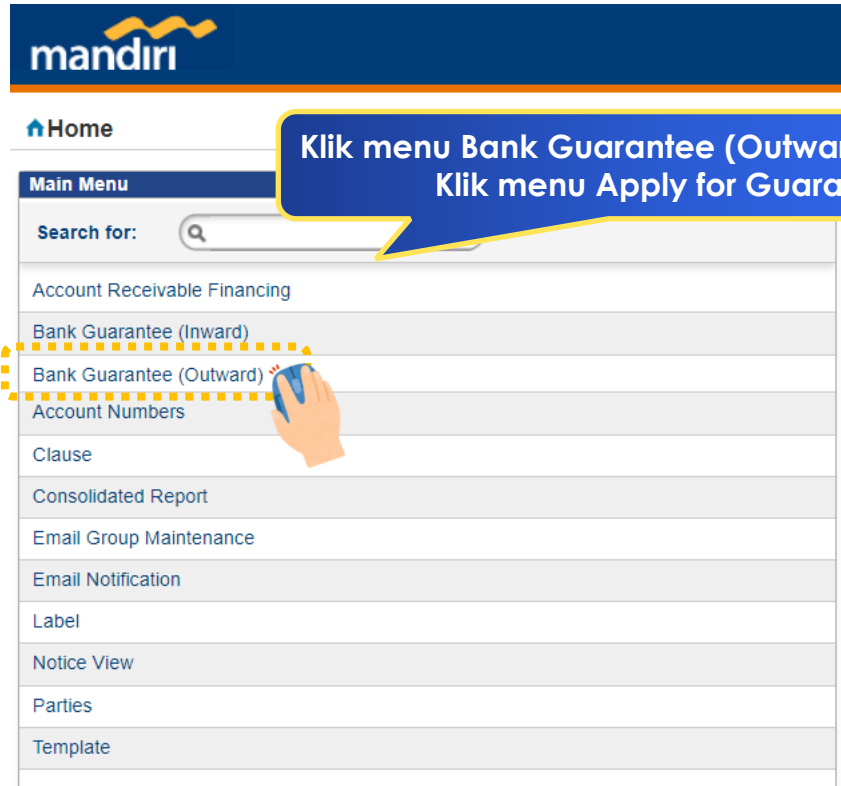
Langkah-langkah Penerbitan BG:

Langkah 3: Pilih **Company ID** Trade & Guarantee Anda



Langkah-langkah Penerbitan BG:

Langkah 4: Pilih menu **Bank Guarantee (Outward)**



Langkah-langkah Penerbitan BG:

Langkah 5: Mengisi Aplikasi Bank Garansi

Main Parties Margin Customer Instructions Guarantee Wording Terms&Condition

CE Ref Number

Transaction Date

Our Guarantee Role

Send By

Guarantee Amount

General Information

Valid From Date

Expiry Date

Days

Claim of Period

Claim of Period days

Type of Guarantee

Applicable Rules

Underlying Transaction Date

Underlying Transaction

Processing Code & Name

Applicant Account No. for provisions and charges

Upload Image(s)

Silakan mengisi isian formulir penerbitan Bank Garansi terlampir

Silakan mengupload Underlying Document Bank Garansi dan Format Khusus Bank Garansi (apabila diperlukan) pada menu ini

Langkah-langkah Penerbitan BG:

Langkah 5: Mengisi Aplikasi Bank Garansi

Main Parties Margin Customer Instructions Guarantee Wording **Terms&Condition**

Upload Image(s)

SYARAT-SYARAT UMUM PENERBITAN GARANSI

Dengan ini kami mohon dilakukan penerbitan atas Garansi/Counter Guarantee dengan ketentuan di bawah ini:
Please issue our Guarantee/Counter Guarantee with terms & condition hereunder:

1. Sebagai sumber dana pelunasan kewajiban (Cover) Garansi yang timbul, kami menyediakan Cover sebagaimana yang kami telah pilih pada sistem
As source of payment of the outstanding Guarantee, we provide Cover as what we have chosen in the system.
2. Dalam hal nama Cover yang diserahkan pada butir 1 berbeda dengan nama Pemohon:
We undertake and agree that the Bank may negotiate or purchase Draft and/or document presented by us only if all terms herewith are complied.
 - a. Dalam hal nama Cover yang diserahkan pada butir 1 berbeda dengan nama Pemohon:
We undertake and agree that the Bank may negotiate or purchase Draft and/or document presented by us only if all terms herewith are complied.
 - b. Kami menyatakan bahwa Bank dapat melakukan pengikatan Cover sesuai ketentuan.
We understand that Bank will have the Cover pledge as needed.
3. Kami mengetahui dan menyetujui bahwa penerbitan Garansi ini tunduk kepada Syarat-Syarat Umum Penerbitan Garansi seperti tercantum di Aplikasi ini.
We have taken note and agreed of the General Terms and Conditions in connection with the issuance of the Guarantee at the back of this Application.
4. Kami mengetahui dan menyetujui segala persyaratan pemanfaatan produk Garansi termasuk manfaat, risiko dan biaya-biaya yang melekat pada produk tersebut
We have taken note and agreed of the term and conditions in using Guarantee including its benefits, risks involved and Bank charges in using the product.
5. Kami mengetahui dan menyetujui bahwa penerbitan Garansi ini tunduk kepada Syarat-Syarat Umum Penerbitan Garansi seperti tercantum di Aplikasi ini.
We have taken note and agreed of the General Terms and Conditions in connection with the issuance of the Guarantee at the back of this Application.
6. Segala biaya yang timbul agar dibebankan ke rekening kami (Bila tidak kami instruksikan lain).
We hereby give the Bank authorization that cannot be withdrawn to debit our accounts with the Bank to pay all our outstanding to the Bank regarding the issuance of the Guarantee. The authorization will not end because of any reasons stated in clause 1813, 1814 and 1816 Civil Law.
7. Kami membebaskan Bank dari setiap dan segala tuntutan, gugatan, tagihan, tanggung jawab baik secara langsung maupun tidak langsung berkenaan dengan segala konsekuensi yang timbul dari pemblokiran dan atau pencairan dan atau penggunaan dana dalam rekening-rekening kami.
We shall release the Bank from any claims, suits, liabilities, directly or indirectly that may incur as consequences of the accounts' utilization.
8. Kami menyetujui bahwa setiap orang yang mengakses, melakukan pengisian dan yang melakukan transaksi pada sistem ini adalah pejabat/orang yang berwenang mewakili Kami, sehingga setiap transaksi yang diisi dan dirilis di sistem oleh pejabat/orang tersebut tidak diperlukan lagi tanda tangan basah.
Access, initiates, and releases transaction in this system is an authorized person that legally has the right to use the system and that is submitted and released in the system by the official/user is deemed authorized and wet signature is no longer required.

Pada menu Terms&Condition silakan dicentang lalu klik tombol Confirm

Dengan melakukan klik pada kotak sebelah kiri, maka dengan demikian kami mengetahui dan menyetujui atas segala ketentuan pengajuan penerbitan Garansi ini.

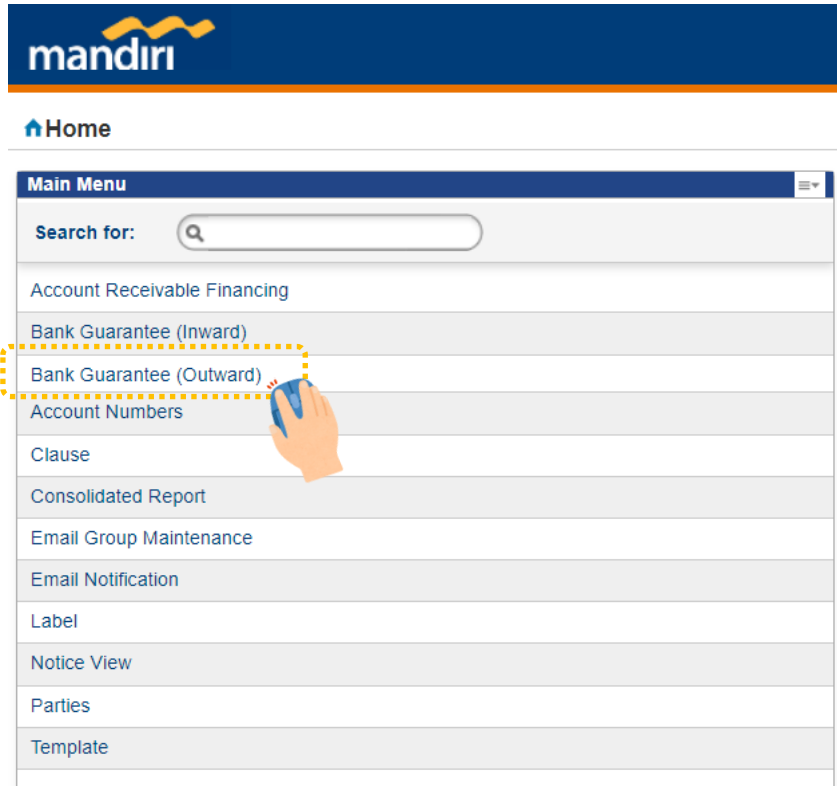
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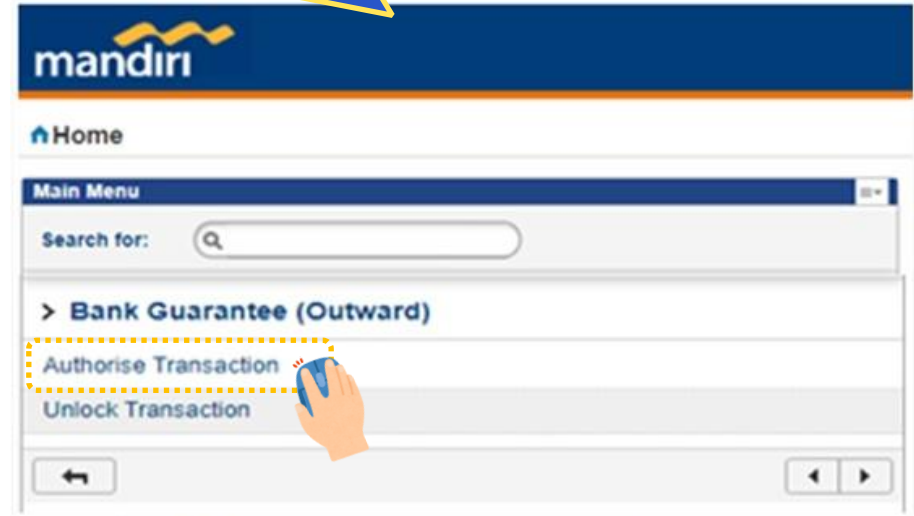


Langkah-langkah Penerbitan BG:

Langkah 6: Otorisasi Bank Garansi oleh Approver



Klik menu Bank Guarantee (Outward) kemudian Klik menu Authorise Transaction



Langkah-langkah Penerbitan BG:

Langkah 7: Memeriksa Status Tahapan Penerbitan BG

Select	Our Reference Number	Guarantee Number	Beneficiary Name	Guarantee Currency	Guarantee Amount	Company Code
<input type="checkbox"/>	OW20000004TRADEPROJE		PT PTR SC01	IDR	2,001	TRADEPROJECT
<input type="checkbox"/>	OW20000005TRADEPROJE		RETEST PTR	IDR	101	TRADEPROJECT
<input checked="" type="checkbox"/>	OW20000006TRADEPROJE	BG77420022568	PT PTR SC01	IDR	2,001	TRADEPROJECT
<input type="checkbox"/>	OW20000007TRADEPROJE		PT PTR SC02	IDR	2,002	TRADEPROJECT
<input type="checkbox"/>	OW20000008TRADEPROJE		TRADE PROJECT1	IDR	2,005	TRADEPROJECT
<input type="checkbox"/>	OW20000010TRADEPROJE	BG77420023015	TRADE PROJECT1	IDR	2,005	TRADEPROJECT
<input type="checkbox"/>	OW20000011TRADEPROJE	BG77420023017	TRADE PROJECT1	IDR	2,005	TRADEPROJECT
<input type="checkbox"/>	OW20000013TRADEPROJE		TRADE PROJECT	IDR	2,002	TRADEPROJECT
<input type="checkbox"/>	OW20000014TRADEPROJE		TRADE PROJECT	IDR	100	TRADEPROJECT
<input type="checkbox"/>	OW20000015TRADEPROJE		TRADE PROJECT1	IDR	2,002	TRADEPROJECT

1 2 3 4 5 Next 2 >

Klik menu View Guarantee lalu pilih Bank Garansi yang ingin dilihat prosesnya kemudian klik View

CANCEL

Guarantee Amount

IDR

2,001

VIEW

General Information

Valid From Date

02/09/2020

Expiry Date

04/09/2020

Days

3

Claim of Period

Calendar Days

Claim of Period days

14

Type of Guarantee

Performance Bond

Applicable Rules

KUH Perdata 1832

Underlying Transaction Date

01/09/2020

Underlying Transaction

SC01

Processing Code & Name

77402

Bank Guarantee Operation (BGO)

Applicant Account No. for provisions and charges

IDR

1020007619148

SEARCH

CANCEL

Klik menu View Historical

VIEW HISTORICAL

NEXT>>

Status

Apply for Guarantee

Issue Application Rejected

Resubmit Guarantee Application

Issue Application Comply

GTEE Issued

Akan muncul pop-up status untuk Bank Garansi tersebut





Terima Kasih

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