

How to submit an invoice

Vendor portal guide — from sign-in to payment status

Use this guide to send us an invoice, check the numbers we read from it, and follow its payment status. It takes about five minutes the first time.

Before you start

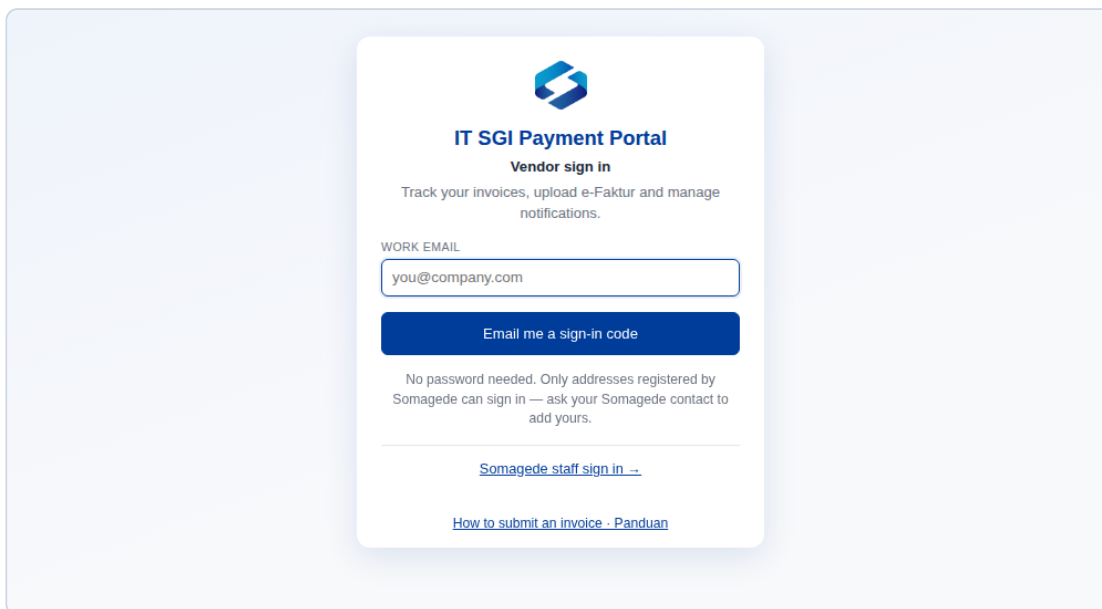
- The email address you gave us — only registered addresses can sign in. If you cannot sign in, ask your Somagede contact to add it.
- Your invoice as a PDF file, or a clear photo / screenshot of it (PNG or JPG).
- The e-Faktur (tax invoice) PDF if you already have it. If it is not ready, you can add it later.

Portal: <https://spu-it.oklabs.my.id/portal>

1 Sign in with your email

Open the vendor portal link we sent you and type your email address. We email you a 6-digit code — there is no password to remember.

- The code is valid for 10 minutes. You can ask for a new one after 1 minute.
- After 5 wrong codes you must request a new one.
- No email? Check your spam folder, then confirm with your Somagede contact that this address is registered.



The screenshot shows the 'Vendor sign in' page of the IT SGI Payment Portal. At the top is the portal logo and name. Below it, the text 'Vendor sign in' is followed by a description: 'Track your invoices, upload e-Faktur and manage notifications.' There is a 'WORK EMAIL' label above a text input field containing 'you@company.com'. Below the input field is a blue button labeled 'Email me a sign-in code'. Underneath the button, a note states: 'No password needed. Only addresses registered by Somagede can sign in — ask your Somagede contact to add yours.' At the bottom of the form, there are two links: 'Somagede staff sign in →' and 'How to submit an invoice · Panduan'.

2 Upload the invoice

Choose **Submit invoice** in the top menu.

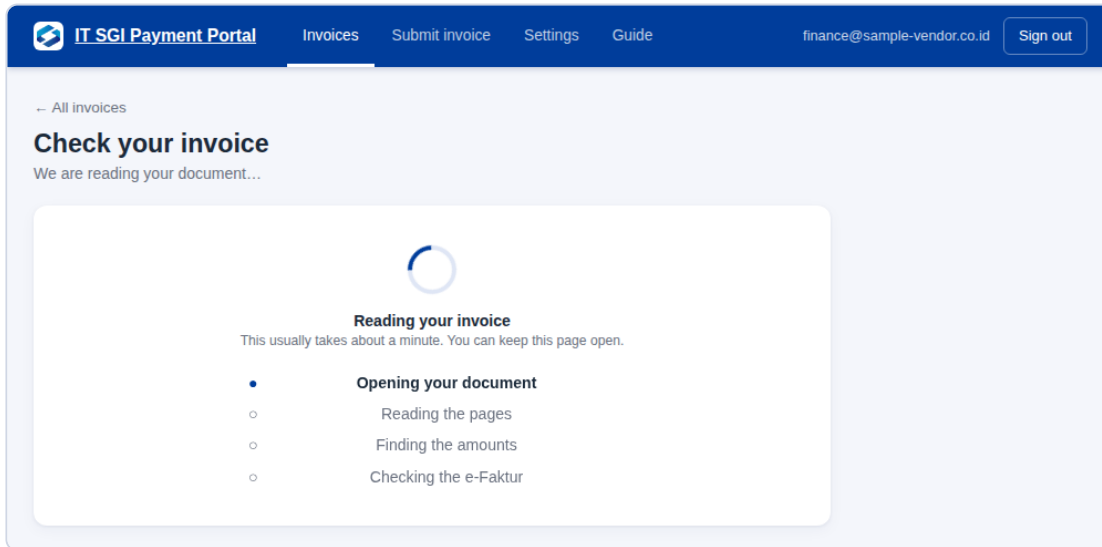
Add the **invoice PDF** (required). Add the **e-Faktur PDF** too if you have it, then press **Upload and read**.

- If your invoice PDF already contains the e-Faktur pages, upload that one file — we separate them for you.
- The invoice can be a PDF, PNG or JPG; the e-Faktur must be a PDF. Several photos of one invoice can be selected together — they become one document. Total size per upload: up to 40 MB.
- You do not need to type the invoice number: we read it from the document.

The screenshot shows the 'IT SGI Payment Portal' interface. The top navigation bar is dark blue with the portal logo, 'Invoices', 'Submit invoice', 'Settings', and 'Guide' links. On the right, it shows the email 'finance@sample-vendor.co.id' and a 'Sign out' button. Below the navigation bar, there's a breadcrumb '← All invoices' and the main heading 'Submit an invoice'. A subtext reads: 'Upload the invoice (PDF, or a photo / screenshot). We read it automatically, then show you the numbers to confirm or correct.' The main content area has two dashed boxes for file uploads. The first is labeled 'INVOICE — PDF, PNG OR JPG *' and the second 'E-FAKTUR PDF'. Both boxes contain the text 'Choose file or drag it here'. Below these boxes, a paragraph explains: 'Several photos of one invoice? Select them together — they become one document. If your invoice PDF already includes the e-Faktur pages, just upload that one file — we separate them. No e-Faktur yet? You can add it later from the invoice page.' At the bottom of this section is a blue button labeled 'Upload and read'.

3 Wait while we read it

A progress page appears while our system reads your document. It usually takes about a minute. Please keep the page open.



💡 If it says the document is not an invoice (for example a quotation or a reminder), upload the invoice PDF instead. If it says the invoice was already received, open it from your invoice list — do not upload it again.

4 Check the numbers and confirm

We show what we read: invoice number, date, amount before VAT (DPP), VAT (PPN), total, bank account and e-Faktur number.

Please check every number against your invoice. Change anything that is wrong, then press **Confirm these details**.

- Amounts are in Rupiah, digits only, no dots or commas — for example 2500000.
- **Total invoice** is the total amount due printed on your invoice.
- A field marked red means we could not read it — please type it in.
- A field marked amber means you changed what we read. Our team can see your corrections, so correct only what is truly wrong.
- The e-Faktur number has 17 digits. The bank account number is optional.
- You can still correct the details later, until we start approving the invoice.

 **IT SGI Payment Portal** Invoices Submit invoice Settings Guide finance@sample-vendor.co.id Sign out

[← All invoices](#)

Check your invoice

Please confirm the details we read.

This is what we read from your document. **Please check every number** and change anything that is wrong, then confirm.

INVOICE NUMBER	INVOICE DATE
INV-2026-0142	10/01/2026
Read from your document	Read from your document
AMOUNT BEFORE VAT — DPP (RP)	VAT — PPN (RP)
2500000	275000
Read from your document	Read from your document
TOTAL INVOICE (RP)	YOUR BANK ACCOUNT NUMBER
2775000	
Read from your document	We could not read this — please enter it
E-FAKTUR NUMBER (17 DIGITS)	
04002600123456789	
Read from your document	

Amounts are in Rupiah without separators, e.g. 2500000. Anything you change is marked, and our team sees what you corrected.

Confirm these details

Wrong file? [Delete this upload and start again](#)

5 Add the e-Faktur or other documents

Open the invoice from your list. Under **Upload a document** choose the type — e-Faktur, purchase order, delivery note / BAST, contract / quotation or other — then choose the file and press **Upload**.

PDF, PNG and JPG files are accepted for supporting documents.

The screenshot displays the 'IT SGI Payment Portal' interface. At the top, a navigation bar includes links for 'Invoices', 'Submit invoice', 'Settings', and 'Guide', along with a user email 'finance@sample-vendor.co.id' and a 'Sign out' button. The main content area shows the 'Invoice INV-2026-0142' for 'Cloud hosting — October 2026'. A progress bar indicates the invoice status: 'Received' (completed), 'Checked' (current), 'Approval', 'Approved', and 'Paid'. Below the progress bar, the 'TOTAL INVOICE' is 'Rp2,775,000' and the 'NET PAYABLE (AFTER PPH)' is 'Rp2,725,000'. A confirmation message states 'Details confirmed by you on 02 Oct 2026, 16:30' with a 'Correct them' link. The 'Documents' section lists three items: 'Invoice' (with a 'View PDF' link), 'e-Faktur' (marked as 'Missing — please upload'), and 'Purchase order' (with a 'Delete' link). To the right, a 'Wrong upload?' section provides instructions on withdrawing and re-uploading an incorrect invoice, with a 'Withdraw this invoice' button. At the bottom, the 'Upload a document' section features a 'DOCUMENT TYPE' dropdown menu currently set to 'e-Faktur'.

💡 The portal shows when your e-Faktur is due. Please upload it before that date so the tax credit is not lost.

6 Follow the status

Each invoice shows where it is: **Received → Checked → Approval → Approved → Paid**.

When it is paid you see the payment date and the payment number from our accounting system.

- We email you when we receive an invoice and when it is paid. Under **Settings** you can switch these emails on or off and add more recipients.
- If an invoice shows **On hold**, please get in touch with your Somagede contact.

7 Uploaded the wrong file?

Before approval starts you can fix it yourself:

- **Wrong invoice or e-Faktur:** open the invoice and press **Withdraw this invoice** (or **Wrong file? Delete this upload and start again** on the confirm page). Then upload the correct one.
- **Wrong supporting document:** press **Delete** next to it in the Documents list. The e-Faktur cannot be deleted — upload the correct one instead.
- Once approval has started, get in touch with your Somagede contact.

Common questions

The amounts we read do not match my invoice.

Type the correct amounts in the confirmation page. Our team sees what you corrected and will check it.

My invoice shows a PPh 23 line.

That is fine. We treat it as the tax withholding, not as an item, and use the amounts on your invoice.

Can I upload a photo of the invoice?

Yes — PNG or JPG. Lay the page flat, include the whole page and use good light so the numbers are readable. The e-Faktur must still be the PDF issued by DJP.

I closed the page before confirming.

Open the invoice from your list and press **Check what we read** to continue.

Need help?

Get in touch with your Somagede contact and give them the invoice number. Please do not send invoices by email if you can use the portal — it is faster and you can see the status.