

User Guide

For Customer





Features



1

How to Register Account



2

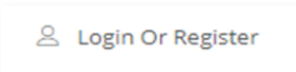

How to Request for Quotation



3

How to Buy Online

How to Register Account

- 1 Open website <https://astacipta.com/>
- 2 Open menu  on the upper right homepage
- 3 Fill the required data on register menu 
- 4 Click **Submit** button
- 5 Please wait until your account verified by admin

REGISTER

Username

First Name

Last Name

Email


Address

Company

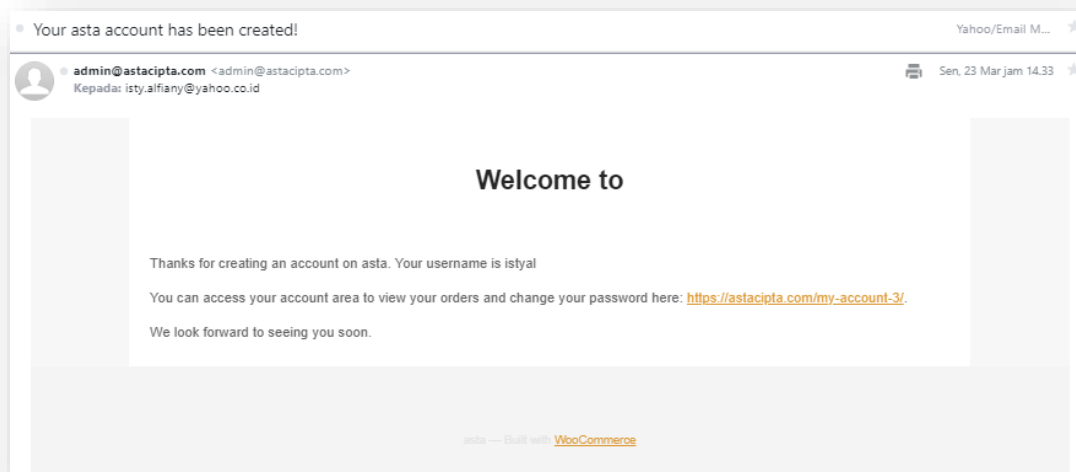
Country *

Indonesia

Password Confirm Password

Saya bukan robot 

Submit



 The email notification if you successfully register your account

How to Request for Quotation

1

Click **Request for Quotation** on the top menu.

The screenshot displays the top navigation bar of the Asta website. The navigation bar includes a shopping hotline, a search bar, and a shopping cart icon. The main navigation menu is highlighted in blue, and the 'Request For Quotation' option is enclosed in a red rectangular box. Below the navigation bar, the 'Brands' section lists 'Mechanix Wear' and 'Superior Glove', and the 'Shop' section shows 'Showing 1-32 of 239 results'.

Shopping Hotline: (+6221) 2267-2302

Guide & Support | Recent Viewed | Order Tracking | Login Or Register

asta
Connecting Retailers to Corporate

Search for products...

Rp0

All Product | Home | Buy Online | **Request For Quotation**

Brands

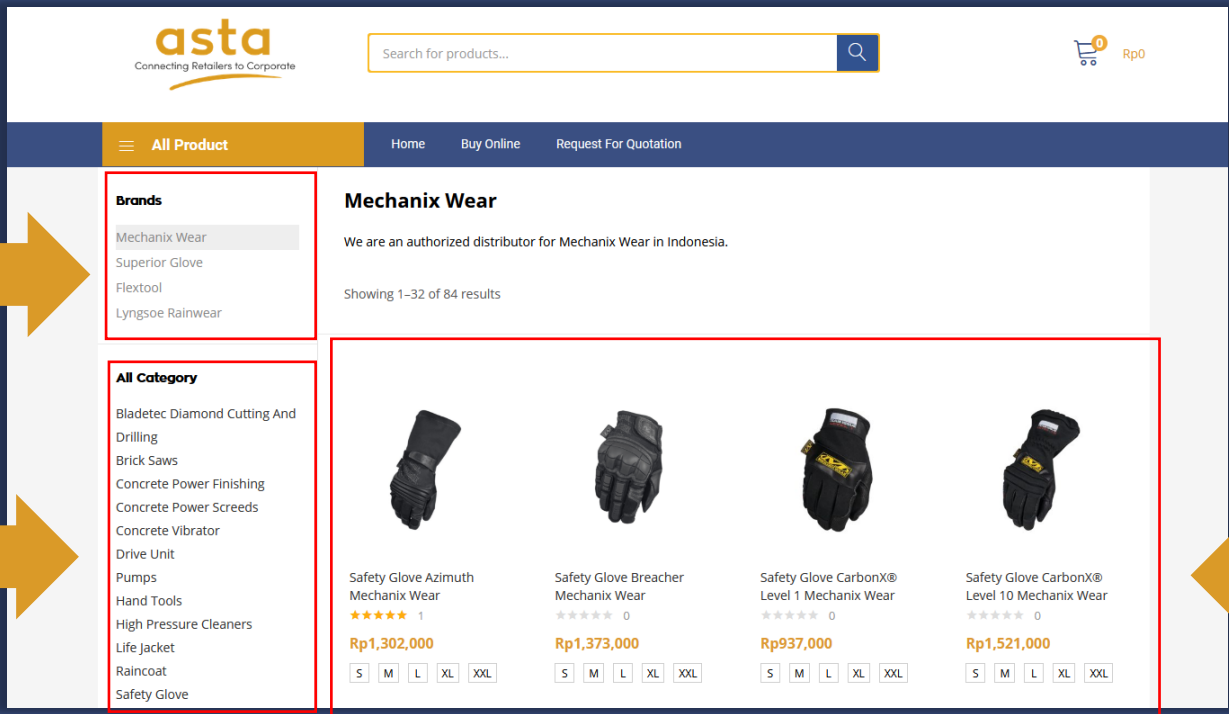
Mechanix Wear
Superior Glove

Shop

Showing 1-32 of 239 results

2

Click **Add to Quote** button then click View Enquiry Cart for continue to the next step. If you want to add another product in 1 quote, please open Request for Quotation page again and choose the product you want.



Product Brand

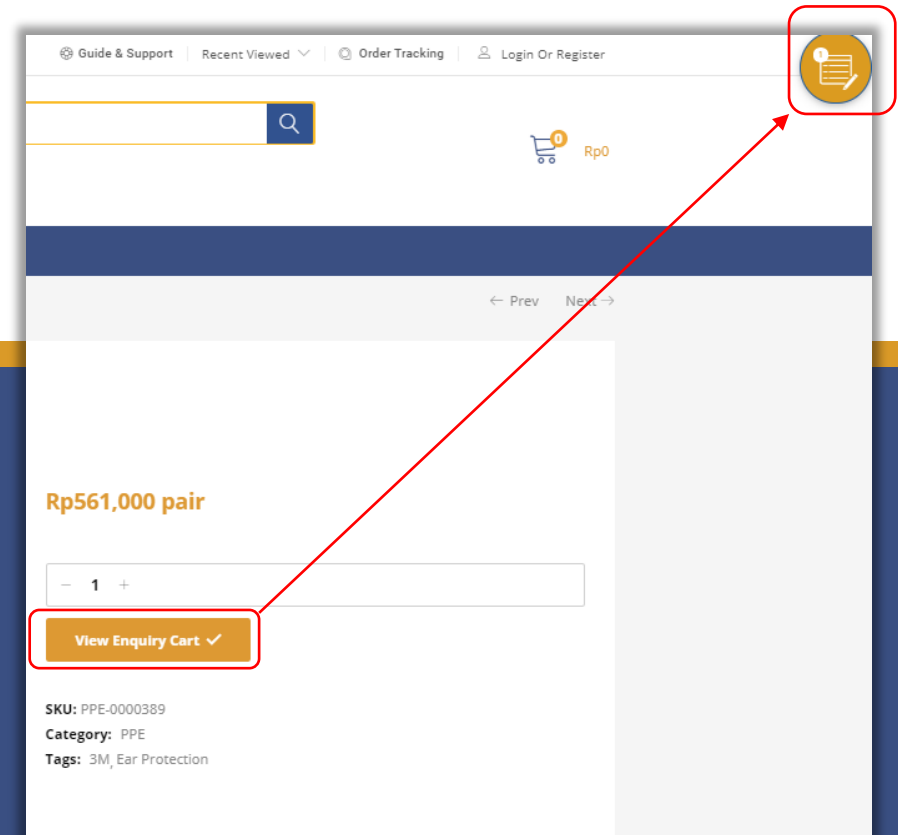
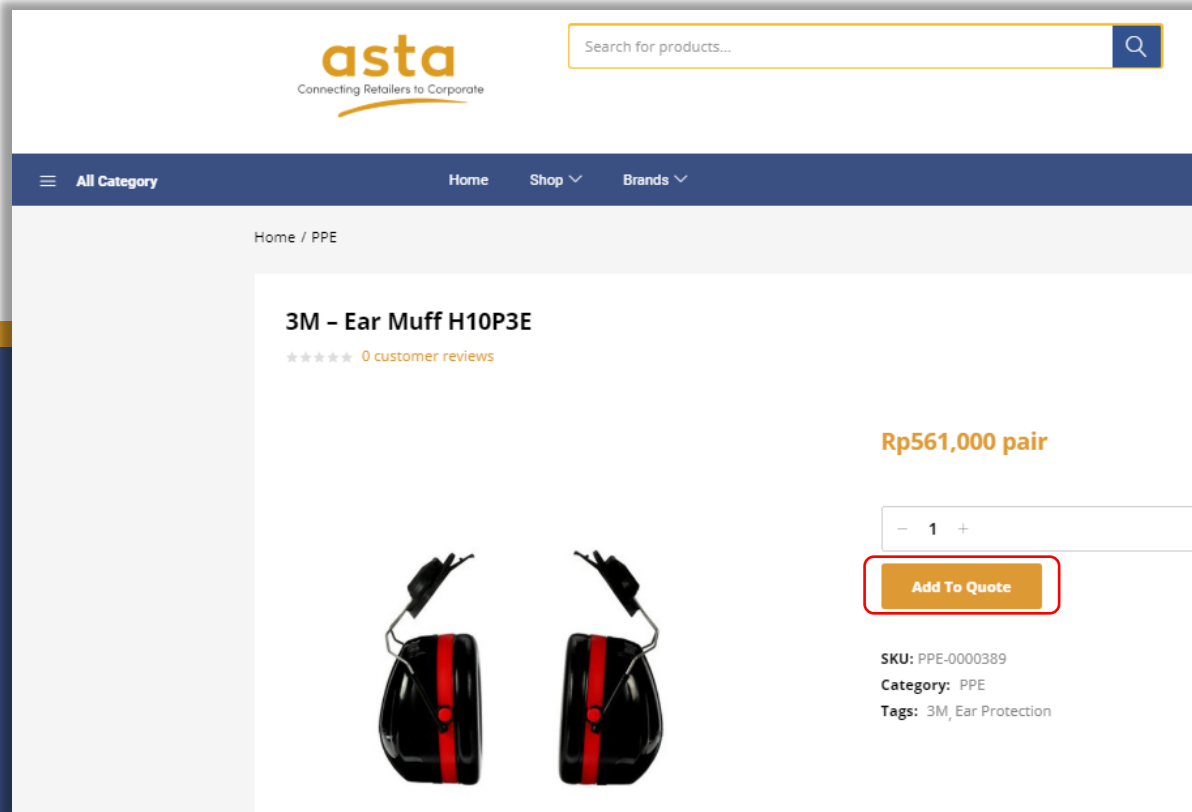
Product category

Product list on the shop page

The screenshot shows the asta website interface. At the top, there is a search bar and a shopping cart icon showing Rp0. Below the search bar is a navigation menu with 'All Product', 'Home', 'Buy Online', and 'Request For Quotation'. The main content area is divided into two columns. The left column contains a 'Brands' section with 'Mechanix Wear' selected, and an 'All Category' section listing various product types like 'Bladetec Diamond Cutting And Drilling', 'Brick Saws', etc. The right column is titled 'Mechanix Wear' and displays a list of four safety gloves with their respective prices and size options (S, M, L, XL, XXL). The products are: Safety Glove Azimuth Mechanix Wear (Rp1,302,000), Safety Glove Breacher Mechanix Wear (Rp1,373,000), Safety Glove CarbonX® Level 1 Mechanix Wear (Rp937,000), and Safety Glove CarbonX® Level 10 Mechanix Wear (Rp1,521,000).

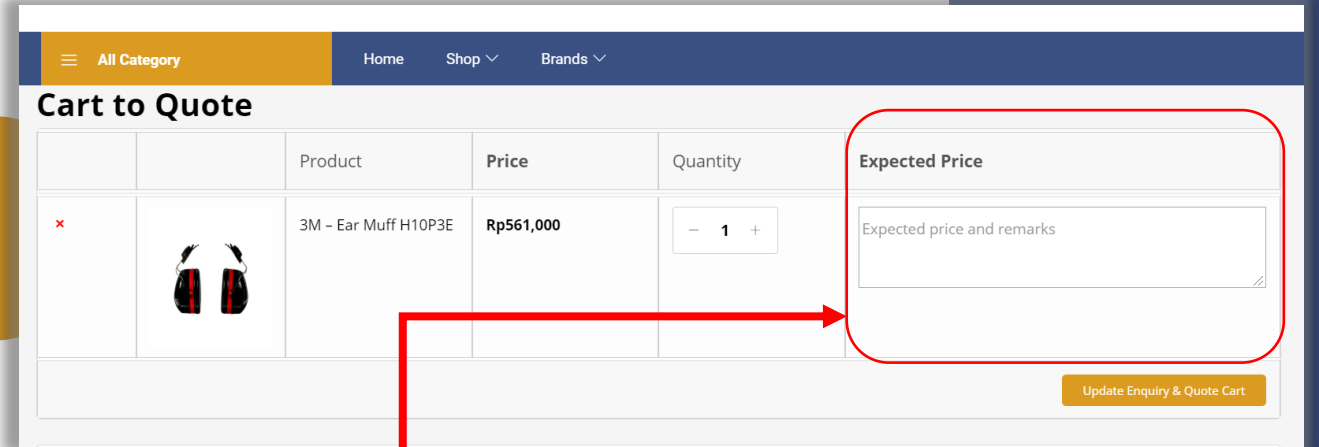
3

Click **Add to Quote** button then click View Enquiry Cart for continue to the next step. If you want to add another product in 1 quote, please open Request for Quotation page again and choose the product you want.



4

You can fill the expected price on the provided field.

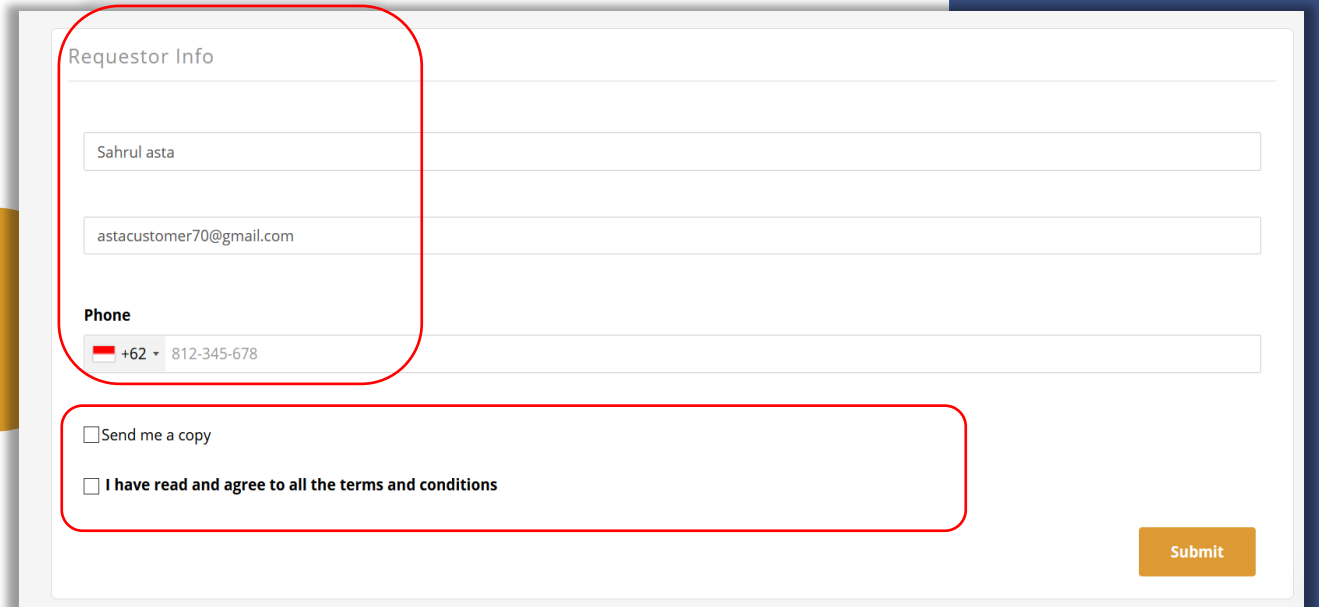


The screenshot shows a 'Cart to Quote' interface. At the top, there is a navigation bar with 'All Category', 'Home', 'Shop', and 'Brands'. Below this is a table with the following columns: Product, Price, Quantity, and Expected Price. The table contains one row for '3M - Ear Muff H10P3E' with a price of 'Rp561,000' and a quantity of '1'. To the right of the table is a text input field labeled 'Expected Price' with a placeholder 'Expected price and remarks'. A red arrow points from the text 'You can fill the expected price on the provided field.' to this input field. At the bottom right of the table, there is a button labeled 'Update Enquiry & Quote Cart'.

Product	Price	Quantity	Expected Price
3M - Ear Muff H10P3E	Rp561,000	1	Expected price and remarks

5

Complete **requestor info**, especially the one with star sign (*). Give checklist mark on **the two option** box then click **Send**.



The screenshot shows a 'Requestor Info' form. It has several input fields: 'Requestor Name' (filled with 'Sahrul asta'), 'Requestor Email' (filled with 'astacustomer70@gmail.com'), and 'Phone' (filled with '+62 812-345-678'). Below these fields are two checkboxes: 'Send me a copy' and 'I have read and agree to all the terms and conditions'. A red arrow points from the text 'Complete requestor info, especially the one with star sign (*). Give checklist mark on the two option box then click Send.' to the 'Send me a copy' checkbox. At the bottom right of the form, there is a button labeled 'Submit'.

6

You'll get email notification, please wait until your order is being processed.

7

After we processed your order, you'll get quotation email. You can click on **approve** or **reject** quote button according to your consideration.

Quote Request #91

Product	Sku	Old	New	Quantity	Amount
3M – Ear Muff H10P3E	PPE-0000389	Rp561,000	Rp561,000	1	Rp561,000
				TOTAL	Rp561,000

TAX:

Quote does not include default store tax.

SHIPPING:

Quote does not include shipping.

[Approve Quote](#)

[Reject Quote](#)



8

If you decide to Approve Quote, you'll be directed to Checkout page. Please fill the required data, especially the one with star sign (*)

9

Give checklist mark on "I have read and agree to all the terms and conditions" and **Place Order**.

The screenshot shows the checkout page for 'Sahrul'. The address form on the left is highlighted with a red rounded rectangle. It contains the following fields: Country (Indonesia), Address (jl. h. romli), City (Kota Bekasi), District (Rawalumbu), Kelurahan (optional) (Pengasinan), Province (Jawa Barat), Zip Code (optional) (17115), Phone (optional) (081280330928), and Email address (support@astacipta.com). To the right, the order summary shows a Subtotal of Rp561,000, Weight of 1 kg, and Shipping options: Free Shipping Or Local Pickup (checked), JNE REG: Rp9,000, JNE OKE: Rp8,000, and JNE YES: Rp18,000. The Total is Rp561,000. Below the summary is the 'Payment Method' section with a disclaimer and a checkbox for 'I have read and agree to all the terms and conditions *'. The 'Place Order' button is highlighted with a red rounded rectangle.

Sahrul	
Subtotal	Rp561,000
Weight	1 kg
Shipping:	<input checked="" type="checkbox"/> Free Shipping Or Local Pickup
Sahrul	<input type="checkbox"/> JNE REG: Rp9,000
	<input type="checkbox"/> JNE OKE: Rp8,000
	<input type="checkbox"/> JNE YES: Rp18,000
Total	Rp561,000

Payment Method

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

I have read and agree to all the [terms and conditions](#) *

Place Order

10



You'll directed to the waiting for approval page, please wait until admin processing your order.

Checkout

✔ Thank you. Your order has been received.

Order number: 10038149	Date: 2020-04-12	Email: isty.alfiany@gmail.com	Total: Rp561,000
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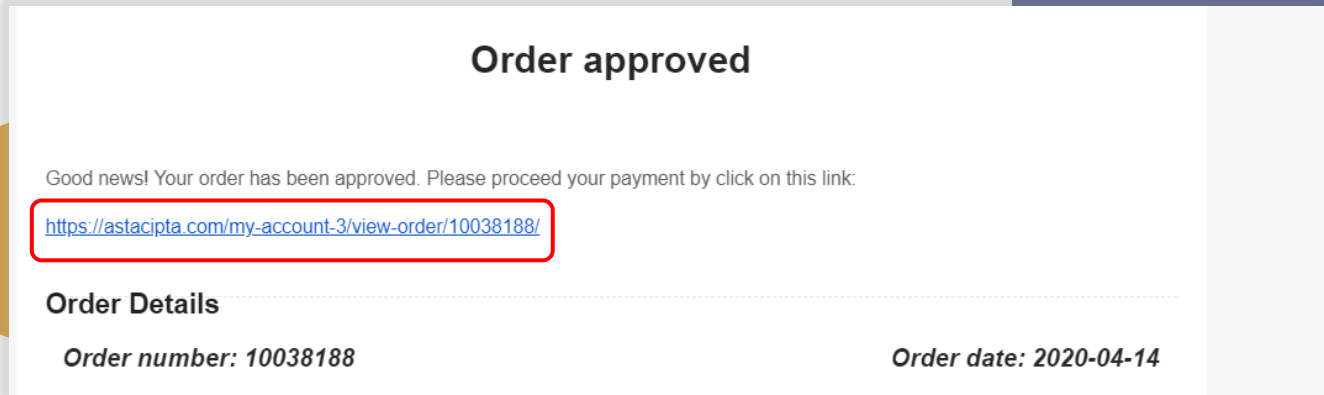
APPROVAL STATUS

2020-04-12 23:15 ● Waiting for approval...

○ The order has been approved

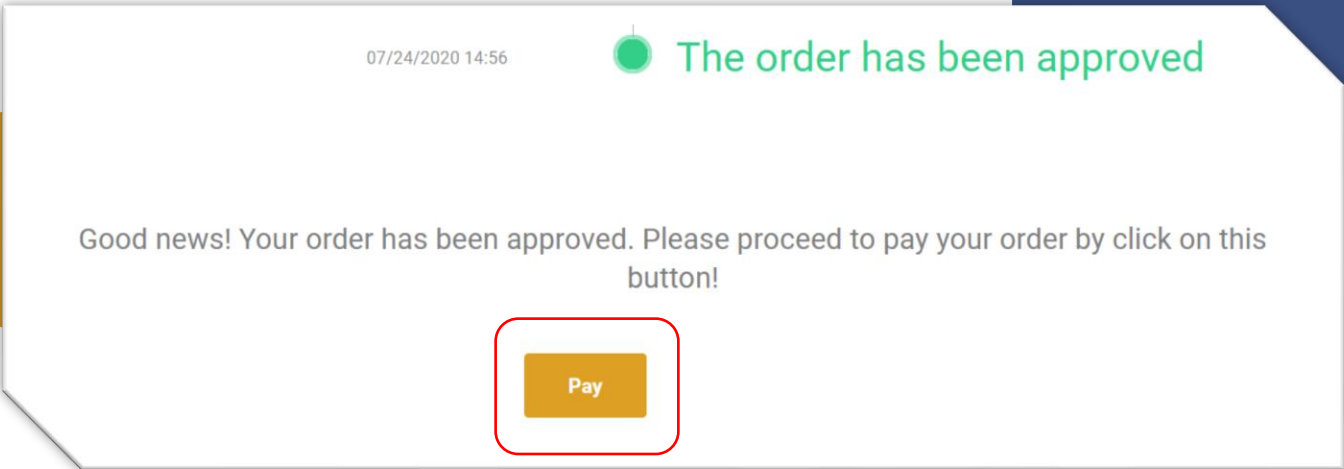
11

If your order has been approved, you'll get email notification. Then click on the given **link** and you'll directed to the order page.



12

Click on **Pay** button to confirm payment method.



13

Choose Payment Method.






14

Give mark to “I have read and agree to all the terms and conditions” and click **Pay for Order.**

15

After choosing your payment method, you can complete the payment according to the instruction provided.

The screenshot displays a payment selection screen. A red box highlights the payment method options:

- Bank Transfer - BNI 
Bayar pesanan dengan transfer bank BNI dengan virtual account melalui Xendit
- Bank Transfer - BRI 
- Bank Transfer - Mandiri 
- Bank Transfer - Permata 
- Credit Card (Xendit) 

Below the options, there is a checkbox labeled "I have read and agree to all the terms and conditions" with a red asterisk below it. To the right of this checkbox is a purple button labeled "Pay For Order". Red arrows point from the text instructions to the selected option and the "Pay For Order" button.

16 You'll get email notification after your order is being processed.

17 If your order is on delivery to your address, you'll get email notification: Your asta order has been shipped! Further information about shipping details will be sent to your email.

18 Your order is finished and we already accept your payment.

19 Please don't forget to review our product.



How did we do?

Hi Sahrul,

Thank you for shopping with us!

We would love if you could help us and other customers by reviewing products that you recently purchased in order #10038308. It only takes a minute and it would really help others. Click the button below and leave your review!

Best wishes,

asta

[Review](#)



How to Buy Online

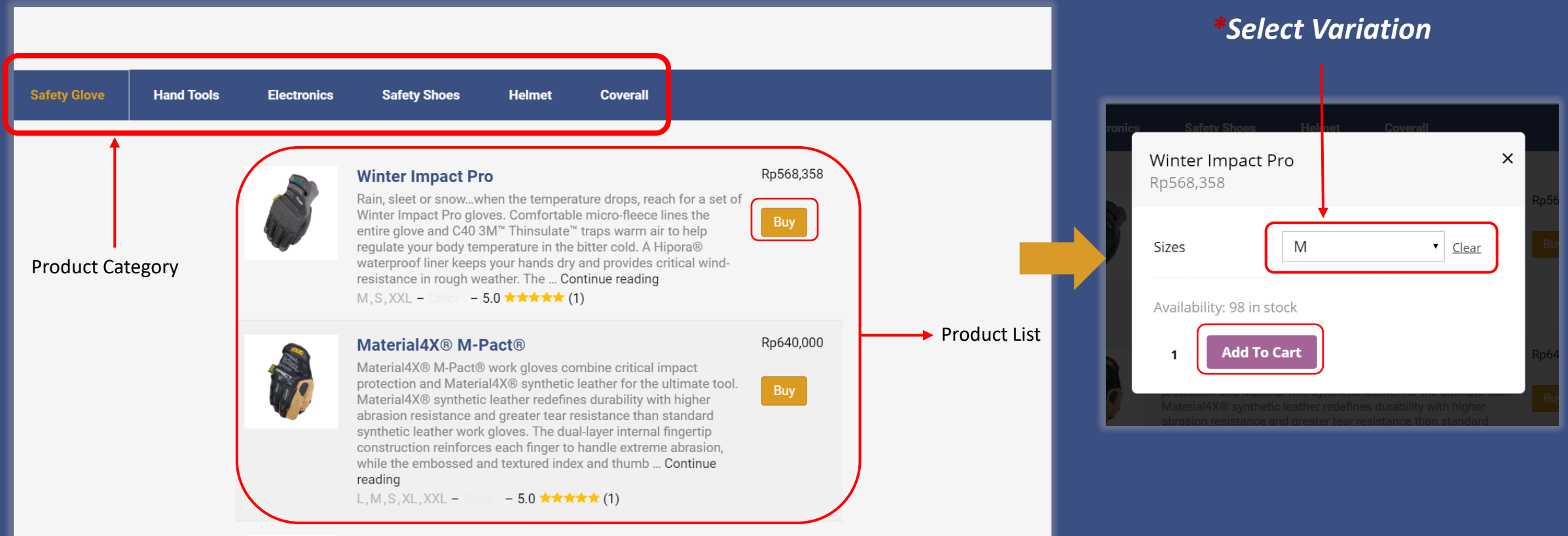
1

Open **Buy Online** on the top menu.

The screenshot displays the top navigation bar of the Asta website. On the left, the shopping hotline is listed as (+6221) 2267-2302. On the right, there are links for 'Guide & Support', 'Recent Viewed', 'Order Tracking', and a user profile for 'Hi, sahrul'. Below this is the Asta logo and a search bar with the placeholder text 'Search for products...'. To the right of the search bar is a shopping cart icon with a '1' badge and a total value of 'Rp450,000'. The main navigation menu is a dark blue bar with 'All Product' highlighted in orange. Other menu items include 'Home', 'Buy Online', and 'Request For Quotation'. Below the navigation bar, the breadcrumb 'Home / Page' is visible, followed by the page title 'Buy Online'.

2

Choose the product you want to buy. You can choose a product on the product category tab and you can simply pick it from the product list. Click **“Buy”** button, choose available variation and then click add to cart.



The screenshot illustrates the user flow for purchasing a product. It is divided into three main sections:

- Product Category:** A horizontal navigation bar at the top contains tabs for "Safety Glove", "Hand Tools", "Electronics", "Safety Shoes", "Helmet", and "Coverall". The "Safety Glove" tab is highlighted with a red box and an arrow pointing to the product list below.
- Product List:** A list of two products is shown, enclosed in a red rounded rectangle. The first product is "Winter Impact Pro" with a price of Rp568,358 and a "Buy" button. The second product is "Material4X® M-Pact®" with a price of Rp640,000 and a "Buy" button. A red arrow points from the "Buy" button of the second product to the variation selection modal.
- *Select Variation:** A modal window titled "Winter Impact Pro" is open, showing a size selection dropdown menu with "M" selected and a "Clear" button. Below the menu, it indicates "Availability: 98 in stock" and a purple "Add To Cart" button. A red arrow points from the "Buy" button in the product list to this modal.

3

If you want to add some product, please click buy to the product you want. Then click on View Cart for continue to the next step.

The screenshot displays a product listing for safety gloves. The top navigation bar includes categories: Safety Glove, Hand Tools, Electronics, Safety Shoes, Helmet, and Coverall. The main content area shows two product cards. The first card is for 'Winter Impact Pro' gloves, priced at Rp568,358. A red box highlights the 'Buy' button, which has a '1' in a white circle above it. A red line connects this button to a 'View Cart' button in a yellow cart overlay at the bottom of the page. The cart overlay shows '1 Item | Rp568,358' and 'Extra charges may apply'. The second product card is for 'Material4X® M-Pact®' gloves, priced at Rp640,000, with its 'Buy' button also visible.

4



Input **Coupon code** if you have one.

5

Click on **“Proceed To Checkout”** for continue to the checkout step

The screenshot shows a shopping cart interface with the following elements:

- Shopping Cart Header:** Shopping Cart
- Product Table:**

Product	Price	Qty	Total
 Winter Impact Pro - M Vendor:	Rp568,358	- 1 +	Rp568,358 
- Navigation:** [← Continue Shopping](#) and [↻ Update Cart](#)
- Coupon Apply:** A text input field with the placeholder "Enter coupon code here..." and an **Apply** button.
- Cart Totals:**

Subtotal	Rp568,358
Total	Rp568,358
- Proceed To Checkout:** A prominent orange button.

Red annotations highlight the coupon input field and the "Proceed To Checkout" button. An orange arrow points from the "Update Cart" button to the "Proceed To Checkout" button.

6 Please fill the required data, especially the one with star sign (*)

7 Give mark to “I have read and agree to all the terms and conditions” and click **Place Order**.

The screenshot displays the Asta checkout interface. On the left, a shipping address form is highlighted with a red rounded rectangle. The form includes fields for Country (Indonesia), Address (jl. h. romli), City (Kota Bekasi), District (Rawalumbu), Kelurahan (optional) (Pengasinan), Province (Jawa Barat), Zip Code (optional) (17115), Phone (optional) (081280330928), and Email address (support@astacipta.com). On the right, a summary table for 'Sahrul' shows a Subtotal of Rp561,000, a Weight of 1 kg, and a checked option for 'Free Shipping Or Local Pickup'. Below the table, shipping options for 'Sahrul' are listed: JNE REG (Rp9,000), JNE OKE (Rp8,000), and JNE YES (Rp18,000). The Total is Rp561,000. Under the 'Payment Method' section, there is a checkbox for 'I have read and agree to all the terms and conditions *' and a red rounded rectangle around the 'Place Order' button.

Sahrul	
Subtotal	Rp561,000
Weight	1 kg
Shipping:	<input checked="" type="checkbox"/> Free Shipping Or Local Pickup
Sahrul	<input type="checkbox"/> JNE REG: Rp9,000
	<input type="checkbox"/> JNE OKE: Rp8,000
	<input type="checkbox"/> JNE YES: Rp18,000
Total	Rp561,000

Payment Method

Your personal data will be used to process your order, support your experience throughout this website, and for other purposes described in our [privacy policy](#).

I have read and agree to all the [terms and conditions](#) *

Place Order

8

You'll directed to the waiting for approval page, please wait until admin processing your order.

Checkout

✔ Thank you. Your order has been received.

Order number: 10038149	Date: 2020-04-12	Email: isty.alfiany@gmail.com	Total: Rp561,000
---------------------------	---------------------	----------------------------------	---------------------

APPROVAL STATUS

2020-04-12 23:15 ● Waiting for approval...

● The order has been approved

9

If your order has been approved, you'll get email notification. Then click on the given **link** and you'll directed to the order page.



Order approved

Good news! Your order has been approved. Please proceed your payment by click on this link:

<https://astacipta.com/my-account-3/view-order/10038188/>

Order Details

Order number: 10038188

Order date: 2020-04-14

10

Click on **Pay** button to confirm payment method.

07/24/2020 14:56

 The order has been approved

Good news! Your order has been approved. Please proceed to pay your order by click on this button!

Pay

11

Choose payment method.





12

Give mark to “I have read and agree to all the terms and conditions” and click **Pay for Order**.

13

You'll directed to payment page.

The screenshot displays a payment selection interface. A red rounded rectangle highlights the payment method options, which include:

- Bank Transfer - BNI  BNI
Bayar pesanan dengan transfer bank BNI dengan virtual account melalui **Xendit**
- Bank Transfer - BRI  BANK BRI
- Bank Transfer - Mandiri  mandiri
- Bank Transfer - Permata  PermataBank
- Credit Card (Xendit) 

Below the payment options, another red rounded rectangle highlights a checkbox and a button:

I have read and agree to all the terms and conditions
*

Pay For Order

14

Follow the instruction and finish your payment before the payment deadline.

15

After you finish the payment, you'll get email notification: Your order is being processed.

The screenshot displays the Asta mobile application interface. At the top, a countdown timer shows 1 day, 23 hours, 58 minutes, and 38 seconds remaining. The main screen features the Asta logo, the merchant name 'PT Asta Bumi Cipta', and the payment amount 'IDR 450.000,00' for order #10040733. To the right, a list of 11 steps guides the user through the ATM BNI transaction process.

1 HARI **23** JAM **58** MENIT **38** DETIK

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PT Asta Bumi Cipta

IDR 450.000,00
Payment for Order #10040733 at Astacipta

ATM BNI

- 1 Masukkan kartu Anda
- 2 Pilih Bahasa
- 3 Masukkan PIN ATM Anda
- 4 Pilih "Menu Lainnya"
- 5 Pilih "Transfer"
- 6 Pilih jenis rekening yang akan Anda gunakan (Contoh: "Dari Rekening Tabungan")
- 7 Pilih "Virtual Account Billing"
- 8 Masukkan nomor Virtual Account yang akan dituju **8808785776915340**
- 9 Tagihan yang harus dibayarkan akan muncul pada layar konfirmasi
- 10 Konfirmasi, apabila telah sesuai, lanjutkan transaksi
- 11 Transaksi Anda telah selesai

If your order is on delivery to your address, you'll get email notification: Your asta order has been shipped! Further information about shipping details will be sent to your email.

If your order has arrived to your address, you'll get email notification: Your asta order is now delivered!

You can also check your order status on order dashboard.

Your order is finished.

Please don't forget to review our product.

The screenshot shows a user dashboard with a sidebar menu on the left and main content on the right. The sidebar menu includes: DASHBOARD, ENQUIRIES AND QUOTATIONS, **ORDERS** (highlighted with a red box and arrow), DOWNLOADS, ADDRESSES, ACCOUNT DETAILS, and LOGOUT. The main content area displays: Order # 10037962 was placed on 2020-04-07 and is currently Processing. 10037962. Metode ini hanya untuk pembelian B2B (Corporate). Jika anda personal, pilih metode. **OUR BANK ACCOUNT DETAILS** PT ASTA BUMI CIPTA - PT Bank Mandiri Persero T. Account Number: 1150007148226, Swift Code: BMRIIDJA. **APPROVAL STATUS** 2020-04-07 10:32 ● Waiting f. 2020-04-09 09:43 ● The orde