

Panduan Pengguna Proses Review di Aplikasi CRR <https://crr.apps.binus.edu>

Contact person: Erliana Ratih S. (esetyawati@binus.edu ext. 2145)

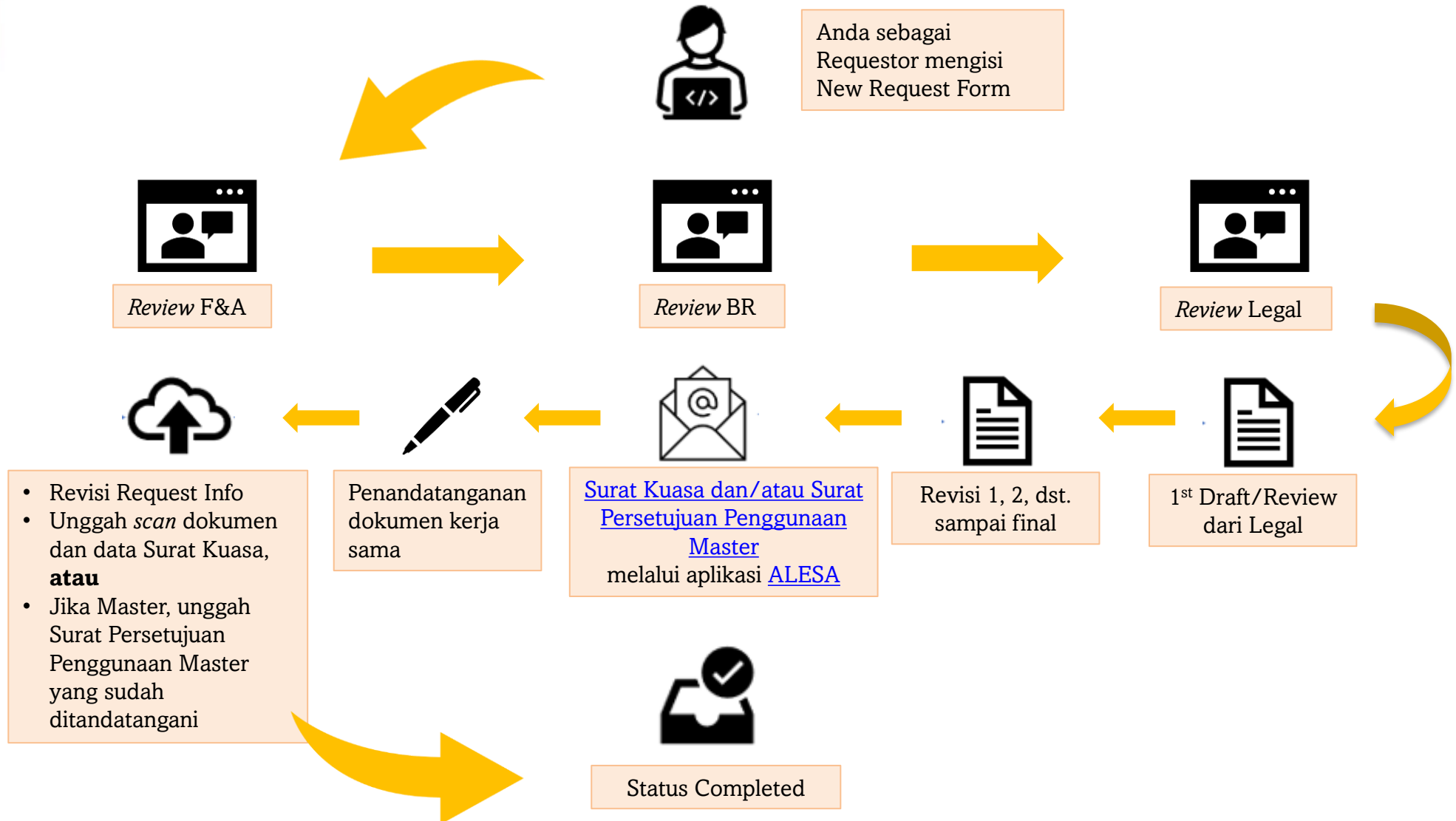
DAFTAR ISI

Klik judul topik untuk menuju slide topik tersebut

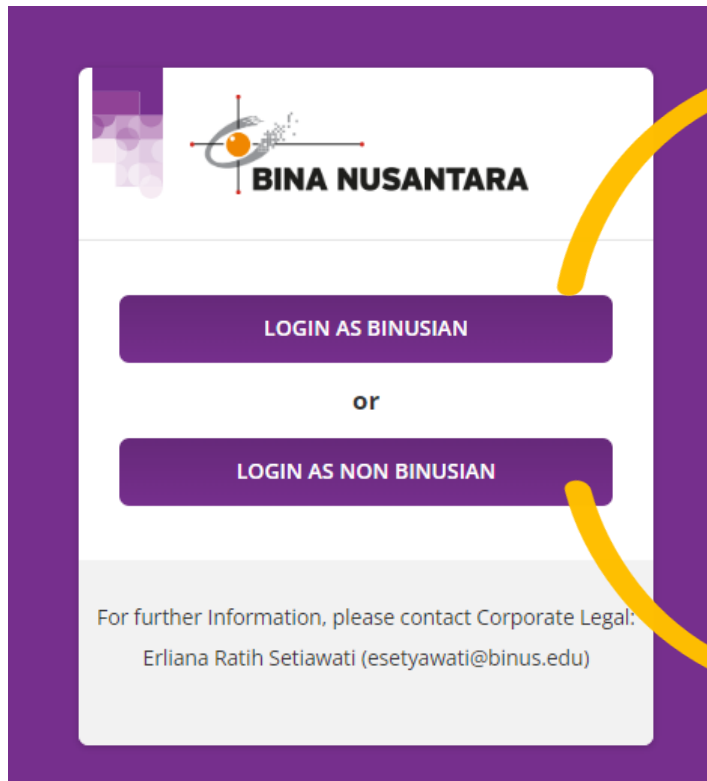
1. [Alur Proses Review Pada CRR - New](#)
2. [Log In Aplikasi CRR - New](#)
3. [Mengajukan Request](#)
4. [Menggunakan Chatbox](#)
5. [Peringat Membalas Chat - New](#)
6. [Mengunggah Dokumen](#)
7. [Legal 1st Draft & Revisinya](#)
8. [Pendaftaran Surat Kuasa dan Surat Persetujuan Penggunaan Master - New](#)
9. [Edit Request Info dan Unggah Realisasi](#)
10. [Melihat History Request](#)
11. [Laporan Penggunaan Master - New](#)
12. [Mengelompokkan e-mail Notifikasi CRR secara Otomatis dengan Rules Outlook - New](#)
13. [Ganti Requestor](#)

[English Version is available by clicking here](#)

1. Alur Proses Review Pada CRR



2. Log In Aplikasi CRR

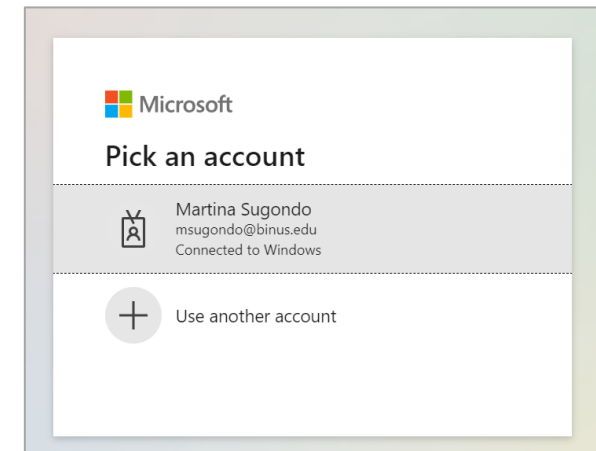


The screenshot shows the BINA NUSANTARA login interface. At the top left is the BINA NUSANTARA logo. Below it are two purple buttons: "LOGIN AS BINUSIAN" and "LOGIN AS NON BINUSIAN", separated by the word "or". At the bottom, there is a contact information section: "For further Information, please contact Corporate Legal: Erliana Ratih Setiawati (esetyawati@binus.edu)". Two yellow arrows point from the "LOGIN AS BINUSIAN" button to the "LOG IN AS BINUSIAN" section and from the "LOGIN AS NON BINUSIAN" button to the "LOG IN AS NON BINUSIAN" section.

LOG IN AS BINUSIAN

Pemilik *e-mail* @binus.edu dan @binus.ac.id

Otomatis diarahkan
ke akun Microsoft
Anda



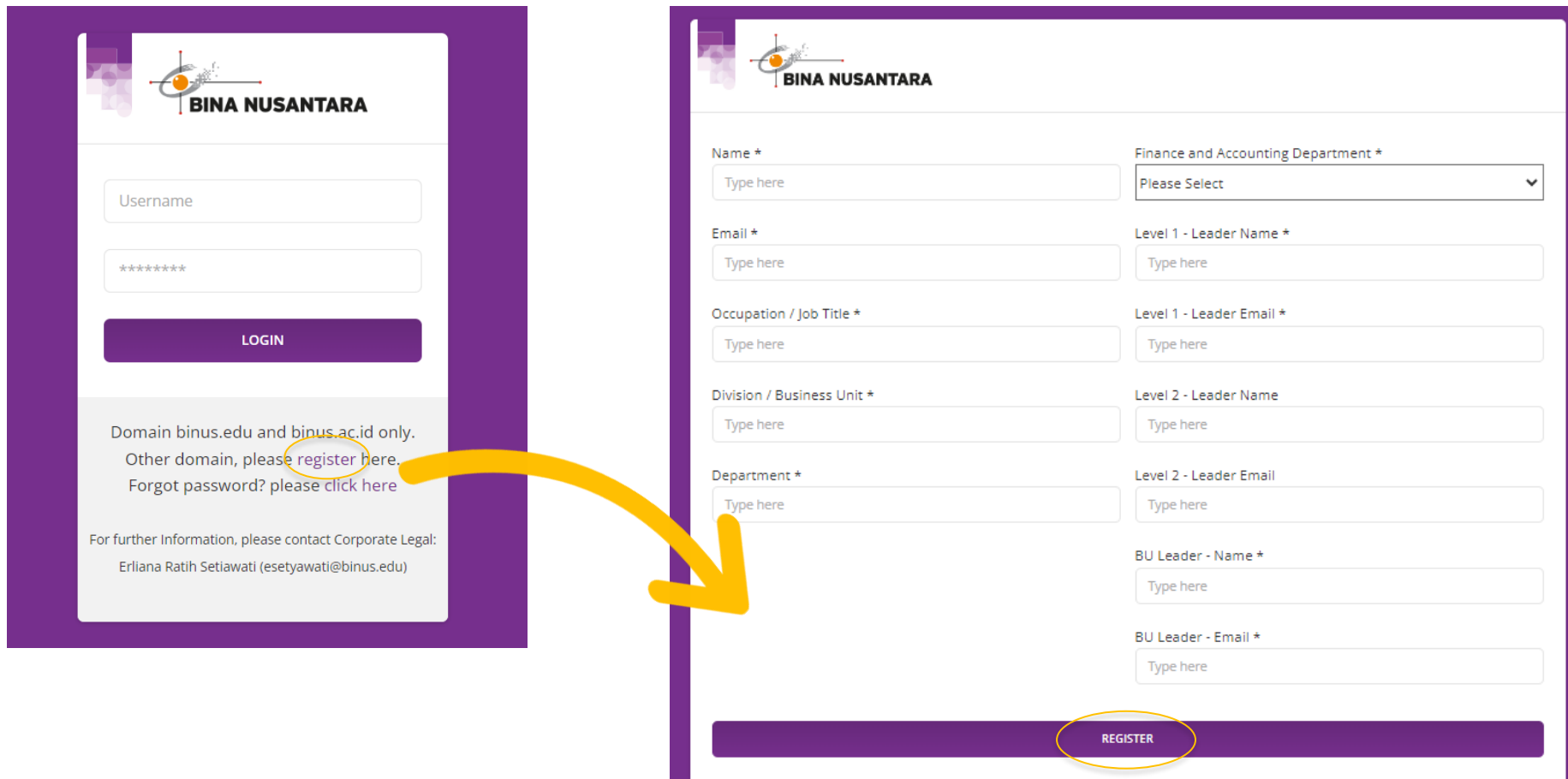
LOG IN AS NON BINUSIAN

Selain *e-mail* @binus.edu dan @binus.ac.id

Mengisi form data

Log In As Non Binusian

Isi data sesuai struktur organisasi Anda, lalu klik Register. Tunggu persetujuan. Anda akan menerima *e-mail* notifikasi begitu registrasi Anda disetujui.



BINA NUSANTARA

Username

LOGIN

Domain binus.edu and binus.ac.id only.
Other domain, please [register here](#).
Forgot password? please [click here](#)

For further Information, please contact Corporate Legal:
Erliana Ratih Setiawati (esetyawati@binus.edu)

BINA NUSANTARA

Name *
Type here

Finance and Accounting Department *
Please Select

Email *
Type here

Level 1 - Leader Name *
Type here

Occupation / Job Title *
Type here

Level 1 - Leader Email *
Type here

Division / Business Unit *
Type here

Level 2 - Leader Name
Type here

Department *
Type here

Level 2 - Leader Email
Type here

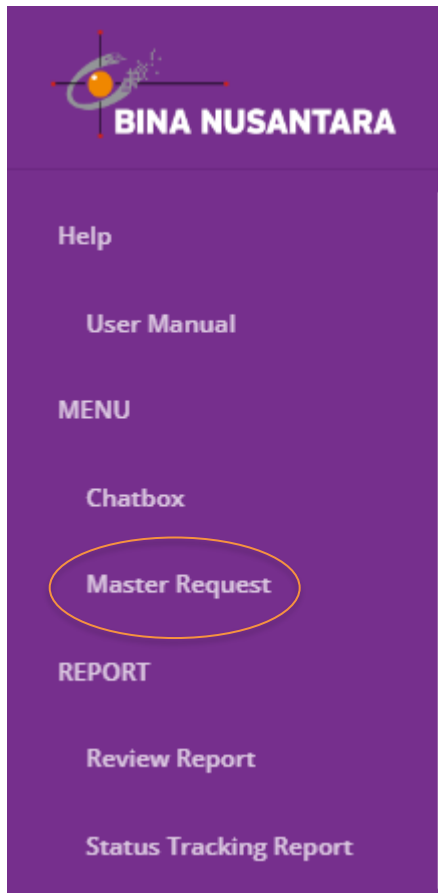
BU Leader - Name *
Type here

BU Leader - Email *
Type here

REGISTER

3. Mengajukan Request

Klik **Master Request** pada *sidebar* dan klik **Add New Request**.



BINA NUSANTARA

Help

User Manual

MENU

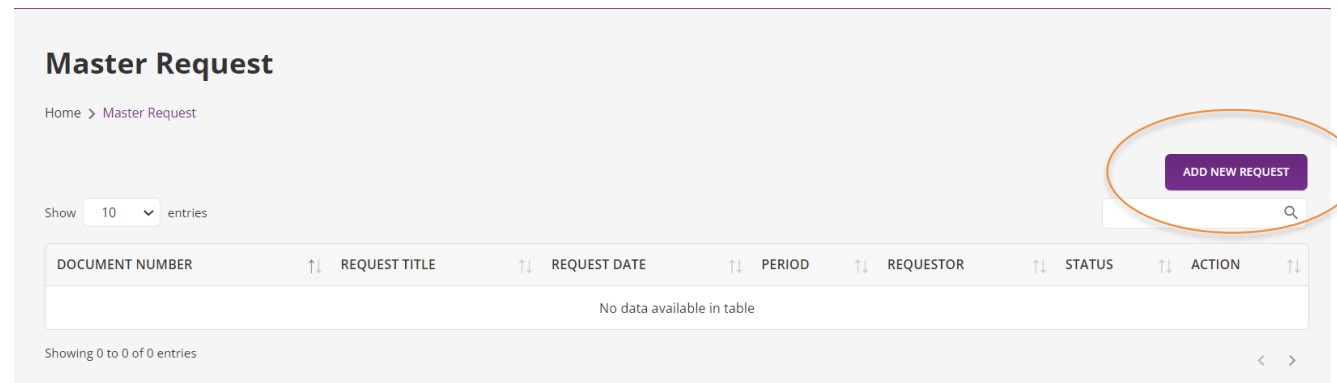
Chatbox

Master Request

REPORT

Review Report

Status Tracking Report



Master Request

Home > Master Request

Show 10 entries

ADD NEW REQUEST

DOCUMENT NUMBER	REQUEST TITLE	REQUEST DATE	PERIOD	REQUESTOR	STATUS	ACTION
No data available in table						

Showing 0 to 0 of 0 entries

Legal Drafting: untuk dibuatkan draf dokumen kerja sama.

Legal Review: sudah ada dokumen kerja sama untuk di-*review*.

New: permintaan baru, bukan lanjutan dari dokumen kerja sama yang masih efektif berlaku.

Amendment: permintaan untuk mengubah dokumen kerja sama yang sudah ada dan masih efektif berlaku.

Addendum: permintaan menambah isi dokumen kerja sama yang sudah ada dan masih efektif berlaku.

Termination of Cooperation: mengakhiri dokumen kerja sebelum jangka waktunya berakhir.

Pada *request type* selain New, akan muncul kotak **Reference Number**, isi dengan nomor urut Legal (mis: 004-I-2020) atau CRR (mis: 2021/01/0001) dari dokumen kerja sama lama.

Counterpart Location

Local: *partner* kerja sama adalah perusahaan atau perorangan di Indonesia.

Overseas: *partner* dari luar negeri.

Document Number -	Cooperation Category * Please Select
Request * <input type="radio"/> Legal Drafting <input type="radio"/> Legal Review	Sub Category * Please Select
Request Type * <input type="radio"/> New <input type="radio"/> Amendment <input type="radio"/> Addendum <input type="radio"/> Termination of Cooperation	Cooperation Type *
Cooperation Title * Type here	Period * dd/mm/yyyy dd/mm/yyyy
Request Date -	Purpose * (please input at least 100 character) Type here
Finance Division Review No	Rights * (please input at least 100 character) Type here
Counterpart Location * <input type="radio"/> Local <input type="radio"/> Overseas	Obligation * (please input at least 100 character) Type here
Currency * Please Select	
Project Value * Type here	
Description Type here	

Document Number <input type="text"/>	Cooperation Category * Corporate Social Responsibility/ Pengabdian Kepada Masyara ▼
Request * <input type="radio"/> Legal Drafting <input type="radio"/> Legal Review	Sub Category * <input type="text"/>
Request Type * <input type="radio"/> New <input type="radio"/> Amendment <input type="radio"/> Addendum <input type="radio"/> Termination of Cooperation	Cooperation Type * <input type="radio"/> One Time <input type="radio"/> Master
	Period * <input type="text"/> dd/mm/yyyy <input type="text"/> dd/mm/yyyy
Cooperation Title * <input type="text"/>	Purpose * (please input at least 100 character) <input type="text"/>
Request Date <input type="text"/>	Rights * (please input at least 100 character) <input type="text"/>
Finance Division Review <input type="text"/>	Obligation * (please input at least 100 character) <input type="text"/>
Counterpart Location * <input type="radio"/> Local <input type="radio"/> Overseas	
Currency * Please Select ▼	
Project Value * <input type="text"/>	
Description <input type="text"/>	

Currency & Project Value: harga kerja sama. Jika tidak ada, tulis 0.

Description: penjelasan terkait Project Value, seperti: harga per orang, belum/sudah termasuk pajak, harga per *batch*, dll.

Cooperation Category dan Sub Category: diisi menurut jenis kerja sama, dan akan mengarahkan proses *review* selanjutnya, apakah ke F&A, langsung ke BR, atau langsung ke Legal.

Cooperation Type

One Time: dokumen khusus untuk Partner tertentu dan bersifat 1 kali saja.

Master: dokumen berupa *template* untuk dipergunakan berkali-kali dalam jangka waktu tertentu untuk Partner berbeda-beda.

Period: tanggal kerja sama diharapkan mulai sampai dengan berakhir.

Jika *review*, harap diisi sesuai yang tertera pada draf perjanjian yang Anda miliki.

Purpose: tujuan kerja sama, atau kegiatan kolaborasi apa yang diharapkan akan terwujud melalui dokumen kerja sama ini.

Rights: hal yang akan BINUS dapatkan dari Partner.

Obligation: hal-hal yang wajib dipenuhi BINUS terhadap Partner.

Requestor

Name	Martina Sugondo	Finance and Accounting Department *	Finance & Accounting-Yayasan&Commerc Ctr
Email	msugondo@binus.edu	Level 1 - Leader Name *	Poppy Sudhanta
Phone Number *	Type here	Level 1 - Leader Email *	psudhanta@binus.edu
Occupation / Job Title	Bus & Act Lgi (Sch&Informal Edu) Officer	Level 2 - Leader Name	Harry Surya Adam
Division / Business Unit	Human Capital & Legal	Level 2 - Leader Email	harry_surya@binus.edu
Department	Business & Activity Legal	BU Leader Name *	Harry Surya Adam
		BU Leader Email *	harry_surya@binus.edu
		Other Leader Email (Please use ";" to separate between list)	Type here

Bagian **Requestor** merupakan data Anda, dan sudah secara otomatis terisi oleh sistem. Anda hanya wajib mengisi Phone Number dengan nomor *extension* Anda.

Kolom **Finance and Accounting Department** akan secara otomatis terisi dengan F&A divisi Anda. Namun, dalam hal kerja sama yang Anda *request* harus *di-review* F&A dari area yang berbeda, Anda dapat langsung menyesuaikannya.

Kolom **Other Leader Email** hanya dapat diisi dengan *e-mail* BU Leader selain BU Leader Anda, untuk kerja sama yang melibatkan divisi lain.

Mohon tidak memasukkan alamat *e-mail* selain ini (misal: *e-mail* Manager), karena akan berpengaruh pada sistem *approval* kerja sama.

INTERNAL

Institution: Nama pihak BINUS, misal: BINUS University, Yayasan Bina Nusantara, BINUS School, dsb yang menjadi penanggung jawab kerja sama.

Name: Nama penanda tangan

Occupation/Job Title: Jabatan penanda tangan

Address: Alamat institusi

Phone number: nomor extension telepon

E-mail: alamat email penanda tangan

EXTERNAL

Institution: Nama perusahaan *partner*. Jika perorangan, nama *partner*.

Name: Nama penanda tangan mewakili perusahaan.

Jika perorangan, isi dengan nama *partner* kembali.

Occupation/Job Title: Jabatan penanda tangan

Address: Alamat partner

Phone number: nomor telepon PIC pihak *partner*

E-mail: alamat e-mail penanda tangan

Attachment

Digunakan untuk mengunggah draf dokumen kerja sama dalam hal Request adalah Review, mengunggah dokumen kerja sama lama/pokok jika Request Type adalah Amendment, Addendum atau Termination of Cooperation, atau Cost Structure dan file yang dibutuhkan untuk di-review oleh Reviewer. Jika file lebih dari 1, bisa di-compress.

Internal

Institution *	Address *
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>
Name *	Phone Number *
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>
Occupation / Job Title *	Email *
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>

External

Institution *	Address *
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>
Name *	Phone Number
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>
Occupation / Job Title *	Email
<input type="text" value="Type here"/>	<input type="text" value="Type here"/>

Attachment

No file chosen

Setelah semua terisi lengkap, klik **Send to Approver** untuk proses *review* pertama (F&A → BR → Legal, sesuai Cooperation Category). Jika belum yakin dan ingin menunggu konfirmasi dari Partner atau hal lain, maka bisa klik **Save as Draft**.

SAVE AS DRAFT

Apabila Anda memilih untuk **“Save as Draft”** pada Request Anda, maka Anda akan menemukan draf Request Anda pada *sidebar menu* **“Master Request”**. Master Request berisi daftar *request* yang pernah Anda ajukan untuk di-*review* dan status *request* tersebut.

Request berstatus draf belum memiliki Document Number dan pada Status tertulis Draft.

Anda dapat memilih untuk melengkapinya (**Edit**) atau menghapusnya (**Delete**).

Apabila telah melengkapi draf, Anda dapat klik **Send to Approver** untuk melanjutkan proses *review*.

MENU

Chatbox

Master Request

Master Request

Home > Master Request

Show 10 entries

ADD NEW REQUEST

DOCUMENT NUMBER↑↓	REQUEST TITLE ↑↓	REQUEST DATE↑↓	PERIOD ↑↓	REQUESTOR ↑↓	REQUEST TURN↑↓	STATUS ↑↓	ACTION↓
	Perjanjian Contoh 2		2 Jan 2024 - 31 Dec 2024	Martina Sugondo	-	Draft	Edit Delete
2024/01/0031	Perjanjian Contoh	16 January 2024	2 Jan 2024 - 31 Dec 2024	Martina Sugondo	Reviewer	Review by BR	Edit

Showing 1 to 2 of 2 entries

< 1 >

Setelah Anda klik Send to Approver, Anda akan **menerima e-mail notifikasi** bahwa Request telah masuk ke dalam sistem CRR dan Anda juga dapat mengeceknya di **Master Request**. Request terbaru Anda kini sudah memiliki Document Number dan Status-nya mengikuti posisi *review* saat itu (Review by F&A, Review by BR, atau Review by Legal), mengikuti Cooperation Category-nya.

Withdraw Request

Ada kalanya Anda perlu menghapus atau membatalkan Request, baik berdasarkan keinginan Anda sendiri atau arahan Reviewer.

External

Institution *	Address *
PT CEKLINKAJA	Sudirman
Name *	Phone Number
asdfg	-
Occupation / Job Title *	Email
manager	-

WITHDRAW

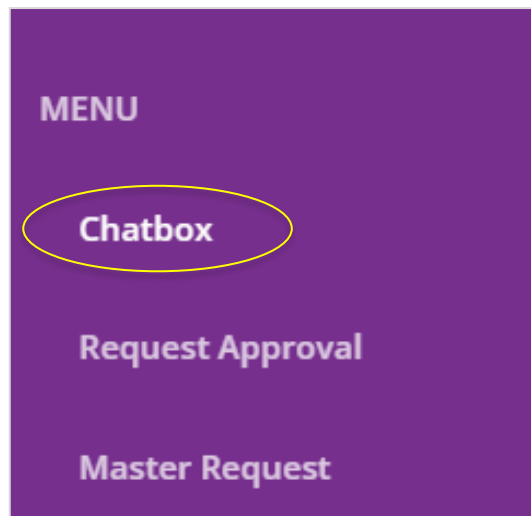
Anda dapat membuka **Master Request, Action**, lalu **Edit** atau membuka **Chatbox**, cari nomor Request yang ingin dibatalkan, dan buka **Request Info**. Di bagian bawah, terdapat tombol **Withdraw**. Klik.

PERIOD	REQUESTOR	REQUEST TURN	STATUS	ACTION
2 Jan 2024 - 31 Dec 2024	Martina Sugondo	-	Draft	Edit Delete
2 Jan 2024 - 31 Dec 2024	Martina Sugondo	Reviewer	Cancelled	Edit

Status Request Anda berubah menjadi **Cancelled**.

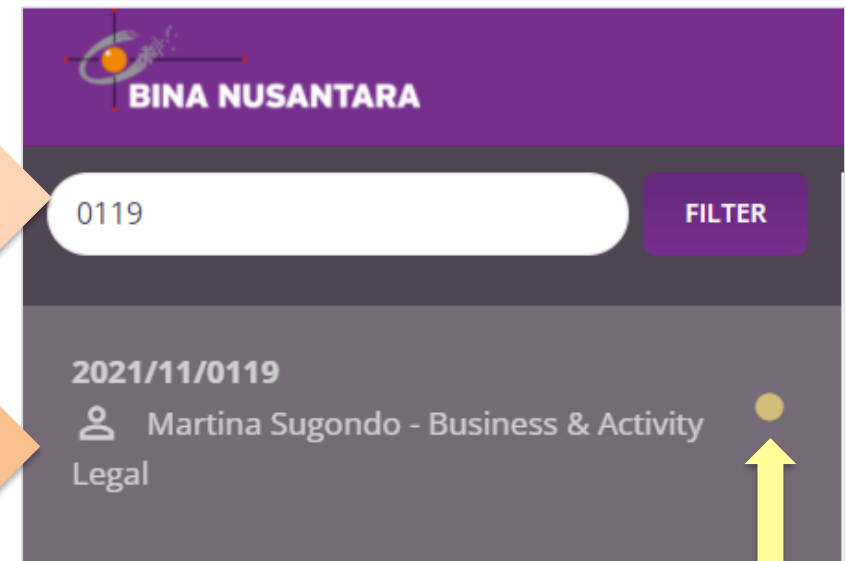
4. Menggunakan Chatbox

Komunikasi dengan Reviewer dan pengecekan perkembangan proses *review* dari *request* Anda, dapat Anda temukan pada menu *sidebar* **Chatbox**.



Masukkan nomor urut Request, *keyword cooperation title* atau External Institution pada kolom filter, klik filter

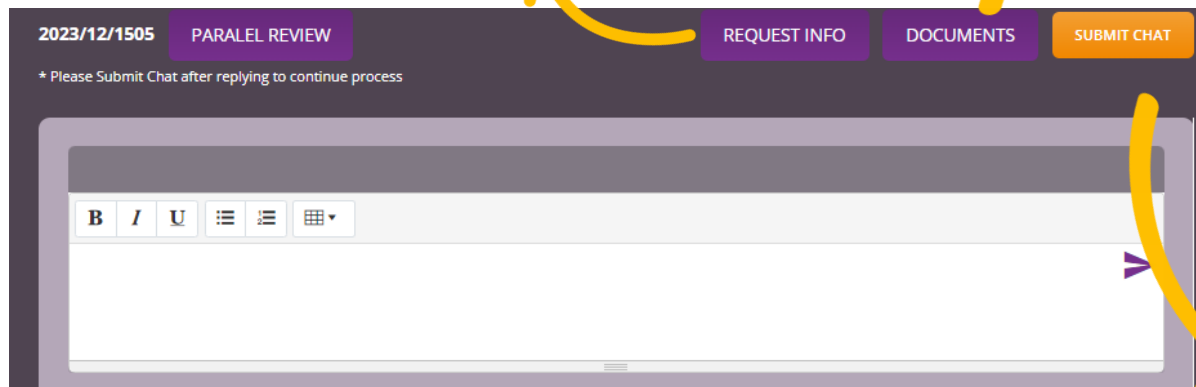
Nomor urut Request beserta nama Anda selaku Requestor, klik untuk membaca *chat/diskusi*



LINGKARAN KUNING mencerminkan giliran bicara dalam *chat*. Jika ada lingkaran kuning di sebelah nama Anda, berarti Reviewer telah memberikan respon (pertanyaan, *approval*, draf, revisi dsb) terhadap *request* Anda dan membutuhkan respon Anda. Jika tidak ada lingkaran kuning di sebelah nama Anda, berarti Reviewer belum memberikan respon terhadap *chat* Anda sebelumnya.

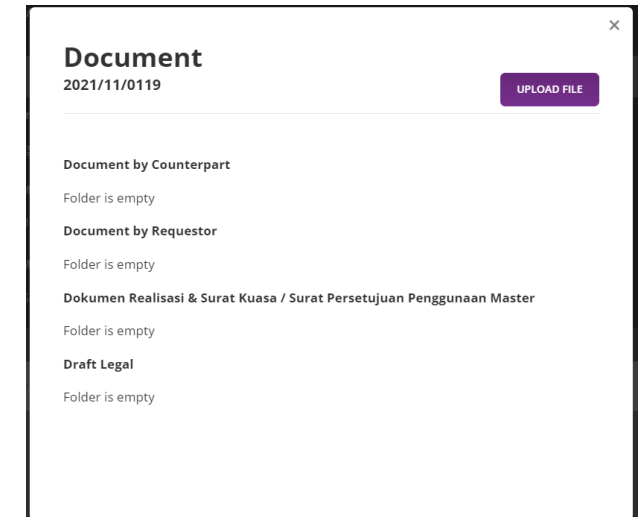
Chatbox berisi percakapan antara Reviewer dan Anda, yang hanya dapat dilakukan oleh satu pihak dalam satu waktu, ditandai dengan posisi lingkaran kuning.

Request Info berisi isi dari *request* yang Anda *submit* ke sistem CRR.



2023/12/1505 PARALEL REVIEW REQUEST INFO DOCUMENTS SUBMIT CHAT

* Please Submit Chat after replying to continue process



Document
2021/11/0119 UPLOAD FILE

Document by Counterpart
Folder is empty

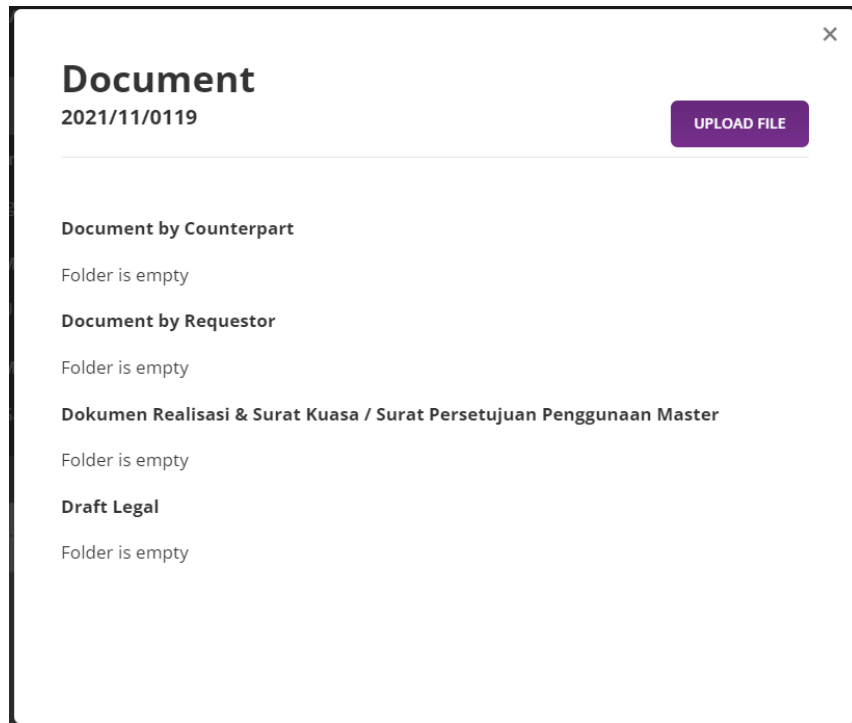
Document by Requestor
Folder is empty

Dokumen Realisasi & Surat Kuasa / Surat Persetujuan Penggunaan Master
Folder is empty

Draft Legal
Folder is empty

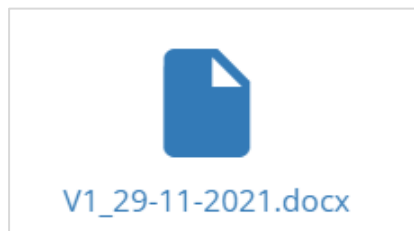
Documents berisi daftar dokumen yang pernah diunggah di CRR terkait nomor *request*, misalnya: Perjanjian awal, *Cost Structure*, draf hasil *review* Corporate Legal, revisi, dan dokumen realisasi (yang sudah ditandatangani para pihak).

Submit Chat wajib diklik setelah Anda menanggapi seluruh pertanyaan dari Reviewer, yang akan mentransfer lingkaran kuning (giliran *chat*) ke sisi Reviewer.



Document terdiri dari 4 File Group:

- **Document by Counterpart:** unggah dokumen yang Anda dapatkan dari Partner (draf perjanjian, draf revisi perjanjian dari Counterpart) di sini.
- **Document by Requestor:** unggah dokumen yang berasal dari unit Anda (misal: *cost structure*, proposal tanggapan atas draf perjanjian dari Corporate Legal) di sini.
- **Draft Legal:** draf yang disusun atau hasil *review* oleh Corporate Legal
- **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master:** unggah dokumen kerja sama yang telah ditandatangani oleh para pihak atau Surat Persetujuan Penggunaan Master yang telah ditanda tangan lengkap, beserta detail Surat Kuasa (apabila ada) di sini.



Penamaan dokumen:

V1 : Versi draf ke-berapa
29-11-2021 : tanggal diunggah

Penamaan dokumen ketika diunduh

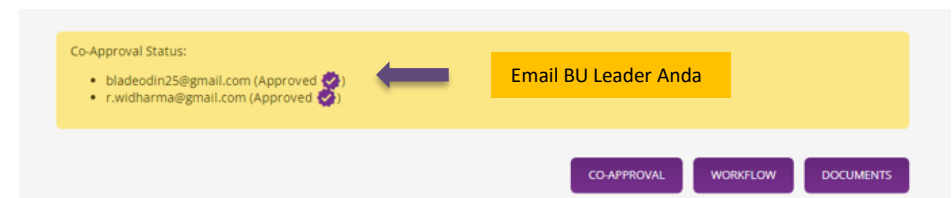
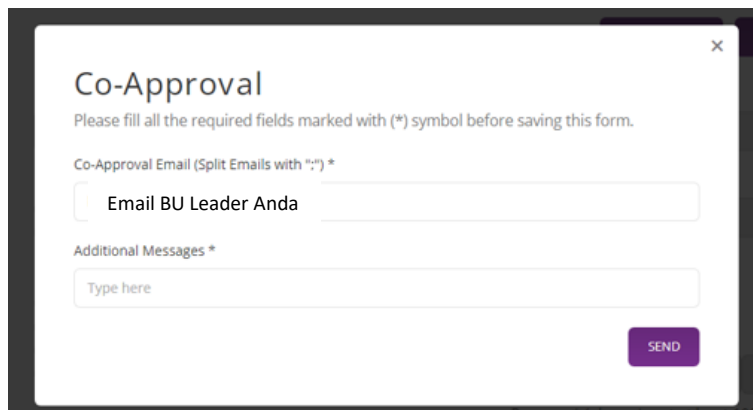
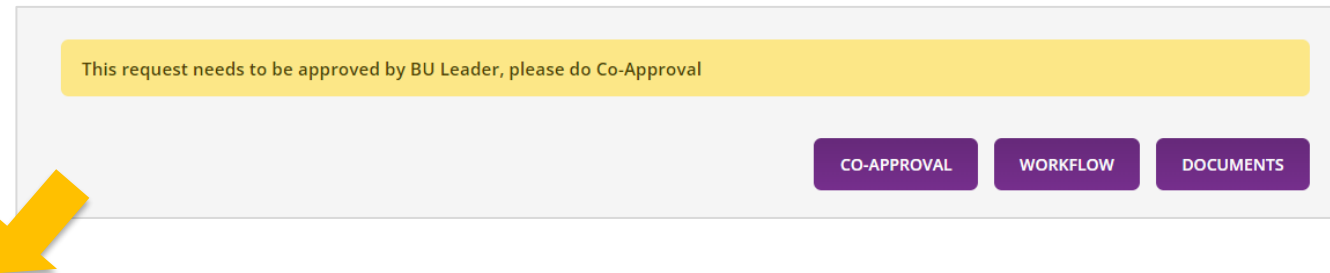
2021-11-0114_Document_by_Requestor_V2_29-11-2021

Nomor request_ file group_ versi ke-X_ tanggal unggah

Approval BU Leader

Dalam membuat dokumen kerja sama, ada kalanya membutuhkan persetujuan dari BU Leader, misalnya: kegiatan kerja sama telah berjalan lebih dahulu sebelum penandatanganan perjanjian, klausul perjanjian yang ditambah atau diubah oleh Reviewer tidak dapat diakomodir Partner, dan lain sebagainya. Pada kasus ini, tersedia menu **Co-Approval** pada *chatbox* setiap Request.

Setelah Reviewer mengaktifkan menu Co-Approval, Anda akan melihat tombolnya pada Request Anda. Klik untuk mengirim pesan kepada BU Leader Anda



BU Leader Anda akan mendapat email dari sistem CRR berisi *history chat* dan pilihan Approve atau Reject. Keputusan BU Leader Anda akan tercantum di Request Info Anda. Proses *review* dapat dilanjutkan setelah diperoleh status Approved.


5. Pengingat Membalas Chat



A. Chat Baru yang Membutuhkan Respon Anda

Dikirimkan ke *e-mail* Requestor setiap hari pukul 12.00 dan 18.00 WIB berupa tabel berisi nomor permintaan yang memiliki giliran *chat* terbuka (**lingkaran kuning**) di sisi Anda dan membutuhkan tanggapan lebih lanjut dari Anda dalam jangka waktu 7 hari ke belakang.

Nomor permohonan akan hilang dari tabel apabila Anda telah membalas *chat* dan mengoper lingkaran kuning ke sisi Reviewer (**Submit Chat**) atau permohonan mencapai status *completed* atau Anda tidak membalas *chat* terakhir lewat dari 7 hari.

Chat Baru yang Membutuhkan Respon Anda / New Chats that Require Your Response

 Notification CRR (no reply)
To **Nama**

Reply Reply All Forward  

Fri 02/12/2022 18:00


1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Yth Bapak/Ibu,
Sejak tanggal 25 November 2022 pukul 18.00 WIB sampai dengan tanggal 02 December 2022 pukul 18.00 WIB, Requestor telah mengirimkan *chat* baru untuk anda dan menunggu respon anda:


Nomor Permintaan	Nama Dokumen Kerja Sama
Doc Number	Cooperation Title pada Request Info Anda
Doc Number	Cooperation Title pada Request Info Anda
Doc Number	Cooperation Title pada Request Info Anda

B. E-mail Pengingat 28 Hari

Dikirimkan ke *e-mail* Requestor CC Reviewer apabila Anda belum membalas *chat* terakhir dalam 28 hari dan permohonan belum mencapai status *completed* atau *withdrawn*. Dikirim pada pukul 07.00 WIB.



Nomor Permintaan [redacted] Membutuhkan feedback/tanggapan atas chat Revie...

 noreply-crr@legal.binus.edu
To [redacted]
Cc [redacted]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Yth Bapak/Ibu,
Kami informasikan bahwa Anda belum memberikan tanggapan kembali atas *chat* dari Reviewer terkait dokumen kerja sama yang diajukan.

Mohon untuk dapat memberikan tanggapan pada Chatbox agar proses *review* dapat dilanjutkan.

Untuk dapat melihat permintaan lebih detail, Anda dapat memasukkan Nomor Permintaan pada filter menu Chatbox atau [klik di sini](#)

Terima kasih atas perhatiannya,
Cooperation Review Request (CRR) System

=====

C. E-mail Pengingat Pembatalan Otomatis

Dikirimkan ke *e-mail* Requestor CC Reviewer apabila Anda belum membalas *chat* terakhir dalam 28 hari setelah pengiriman E-mail Pengingat 28 Hari dan permohonan belum mencapai status *completed* atau *withdrawn* (sudah 56 hari tidak ada tanggapan atas *chat* terakhir Reviewer).

Berisi pengingat bahwa Request akan otomatis dibatalkan apabila dalam 60 hari setelah *e-mail* ini dikirimkan masih tidak ada tanggapan dari Anda terhadap *chat* terakhir Reviewer.

Hanya untuk Proses di F&A dan BR.

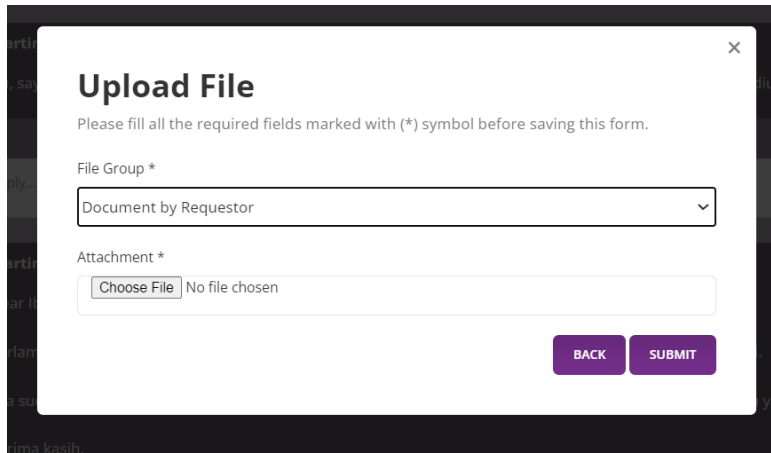
D. E-mail Pembatalan Otomatis

Dikirimkan ke *e-mail* Requestor CC Reviewer 60 hari setelah *e-mail* Pengingat Pembatalan Otomatis terkirim dan tidak ada tanggapan terhadap *chat* terakhir Reviewer.

Hanya untuk Proses di F&A dan BR.

Apabila di tengah jangka waktu pengiriman *e-mail* pengingat ini Anda membalas *chat* Reviewer dan melakukan *submit chat*, maka proses pengingat akan secara otomatis kembali ke *e-mail* pada huruf A.

6. Mengunggah Dokumen



Upload File

Please fill all the required fields marked with (*) symbol before saving this form.

File Group *
Document by Requestor

Attachment *
Choose File No file chosen

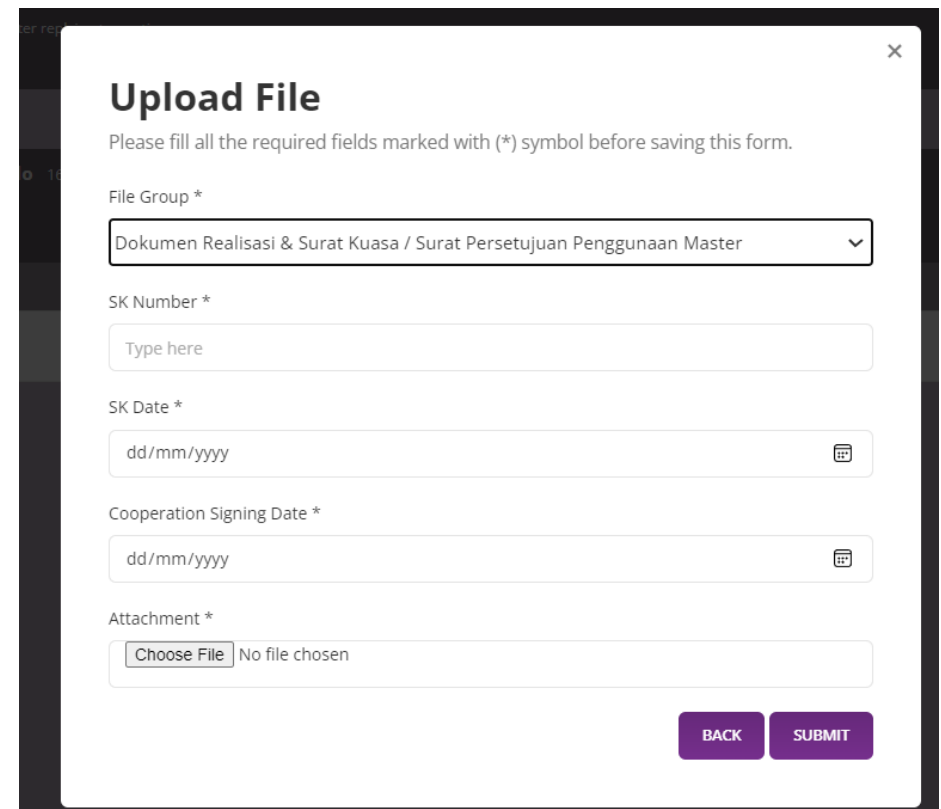
BACK SUBMIT

Untuk dokumen berupa draf perjanjian dari Partner dan draf revisi dari Partner, Requestor dapat memilih File Group **Document by Counterpart**.

Untuk dokumen berupa perjanjian awal, draf revisi dari Requestor, maupun dokumen pendukung, Requestor dapat memilih File Group **Document by Requestor**.

File Group **Dokumen Realisasi & Surat Kuasa / Surat Persetujuan Penggunaan Master** hanya digunakan untuk mengunggah dokumen kerja sama yang telah **ditandatangani** oleh Para Pihak, sebagai bukti bahwa proses *review* di CRR sudah selesai dan dokumen sudah digunakan, atau Surat Persetujuan Penggunaan Master yang telah **ditandatangani** untuk dokumen master. Dengan pengunggahan dokumen ini, maka status Request Anda berubah menjadi **“Completed”**.

File yang dapat diunggah adalah file dengan extension .doc, .docx, .xls, .xlsx, .pdf, .pdfx, .txt, .pub, .zip, .msg, dsb. dengan ukuran **maksimal 10 MB**.



Upload File

Please fill all the required fields marked with (*) symbol before saving this form.

File Group *
Dokumen Realisasi & Surat Kuasa / Surat Persetujuan Penggunaan Master

SK Number *
Type here

SK Date *
dd/mm/yyyy

Cooperation Signing Date *
dd/mm/yyyy

Attachment *
Choose File No file chosen

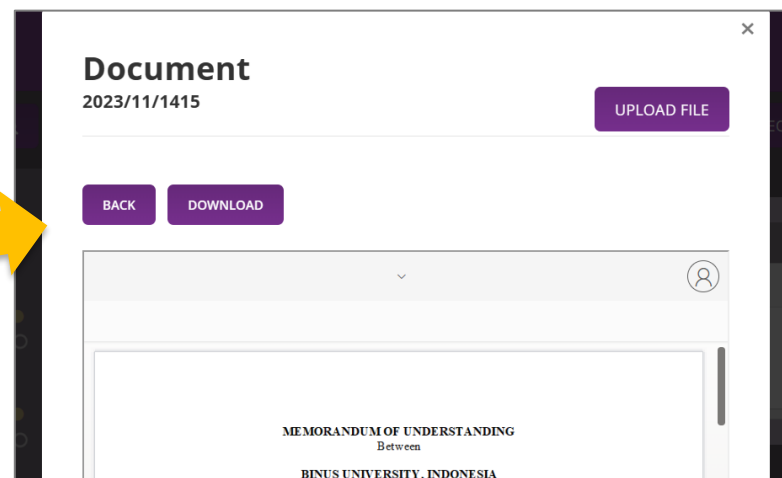
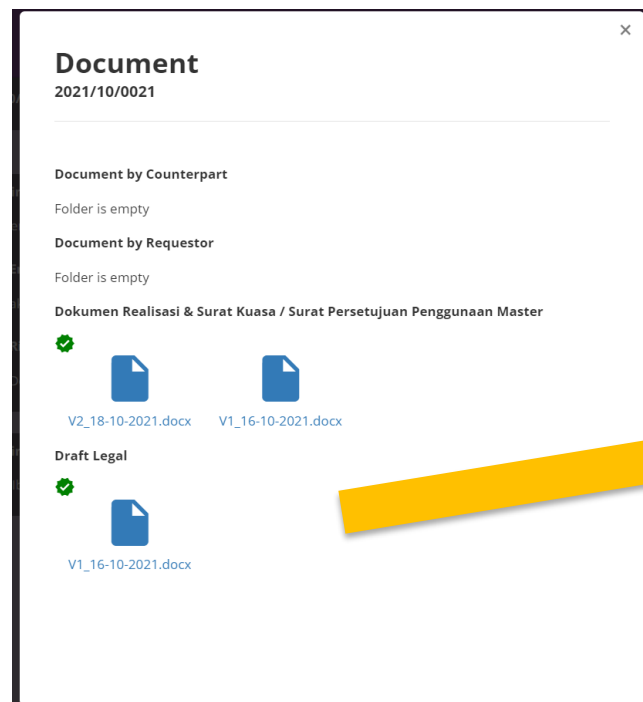
BACK SUBMIT

7. Legal 1st Draft dan Revisinya

Corporate Legal akan menerbitkan draf dokumen kerja sama (bisa berupa Perjanjian/Agreement, Nota Kesepahaman/Memorandum of Understanding, Formulir, Surat Pernyataan, dan sebagainya, dalam User Manual ini disamakan istilahnya sebagai “**dokumen kerja sama**”) **maksimal 5 hari kerja** sejak *request* mendapatkan *approval* dari Reviewer sebelumnya dan tidak ada informasi atau kekurangan dokumen yang perlu dilengkapi Requestor, sebagaimana diinformasikan oleh Corporate Legal melalui Chatbox.

Draf tersebut ada pada file group Draft Legal. Klik dokumen untuk pratinjau dan klik Download untuk mengunduh dokumen ke perangkat Anda. Klik **Back** jika Anda ingin menutup pratinjau dokumen.

Apabila Anda menerima draf revisi dari Counterpart atau Anda merevisi sendiri, Anda dapat unggah draf tersebut sesuai instruksi pada [Nomor 6](#) User Manual. Corporate Legal akan mengunggah revisi draf lebih lanjut pada Draft Legal dengan nomor versi lebih besar (V2, V3, dst.)



Setiap Corporate Legal mengunggah draf, maka Anda akan mendapatkan **email notifikasi** melalui Outlook Anda, yang berisi langkah selanjutnya yang harus Anda ikuti agar *request* Anda mendapatkan status Completed.

Cooperation Category *

Non-Disclosure Agreement

Sub Category *

-

Cooperation Type *

One Time

Master

Setelah tidak ada revisi terhadap draf, langkah selanjutnya tergantung dari Cooperation Type yang Anda masukkan ketika mengisi Request Info.

Cooperation Type

One Time: dokumen khusus untuk Partner tertentu dan bersifat 1 kali saja.

Master: dokumen berupa *template* untuk dipergunakan berkali-kali dalam jangka waktu tertentu untuk Partner berbeda-beda.

One Time

- Perjanjian
- Nota Kesepahaman
- Surat Perintah Kerja
- Surat Kesepakatan
- Formulir
- Dll.

Surat Kuasa diperlukan untuk:

Penanda tangan pihak BINUS selain oleh CEO Bina Nusantara atau Direktur Utama PT

Master

- Perjanjian
- Formulir
- Surat Kesepakatan
- Surat Pernyataan terkait Admisi
- Terms and Condition dan Privacy Policy Website

Surat Persetujuan Penggunaan Master

Ditambah Surat Kuasa sesuai jangka waktu berlakunya Master jika:

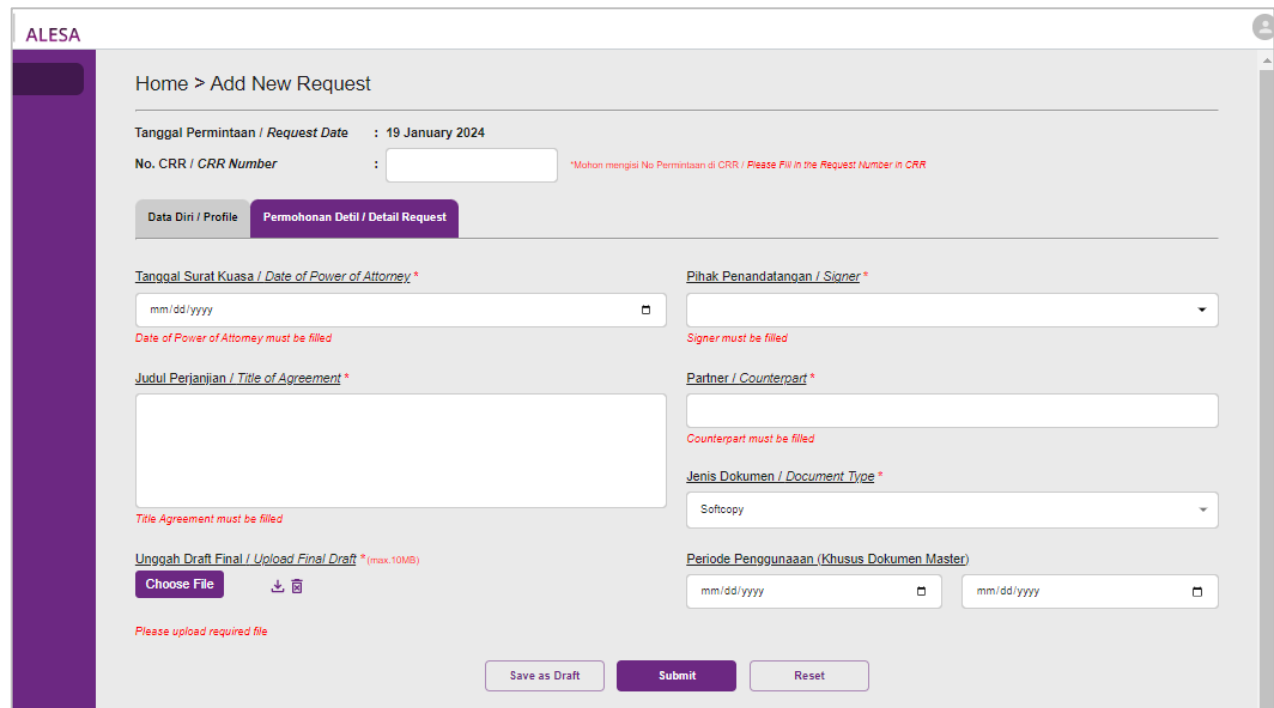
- Ada penandatanganan oleh Pihak BINUS sebagai Pihak dalam Perjanjian
- Selain oleh CEO Bina Nusantara atau Direktur Utama PT

8. Pendaftaran Surat Kuasa dan Surat Persetujuan Penggunaan Master*

Pendaftaran Surat Kuasa dan Surat Persetujuan Penggunaan Master dilakukan melalui aplikasi **ALESA** (<https://alesa.apps.binus.edu/>).

Anda dapat *log in* menggunakan akun Microsoft Anda.

Isi data yang diminta sesuai dengan dokumen kerja sama yang Anda miliki. ALESA akan menerbitkan Surat Kuasa dan/atau Surat Persetujuan Penggunaan Master sesuai kebutuhan Anda.



The screenshot shows the ALESA web application interface for adding a new request. The page title is "ALESA" and the breadcrumb is "Home > Add New Request". The form includes the following fields and sections:

- Tanggal Permintaan / Request Date**: 19 January 2024
- No. CRR / CRR Number**: [Empty field] with a red error message: "*Mohon mengisi No Permintaan di CRR / Please Fill in the Request Number in CRR".
- Navigation tabs**: "Data Diri / Profile" and "Permohonan Detil / Detail Request" (selected).
- Tanggal Surat Kuasa / Date of Power of Attorney ***: [mm/dd/yyyy] with a red error message: "Date of Power of Attorney must be filled".
- Pihak Penandatanganan / Signer ***: [Dropdown menu] with a red error message: "Signer must be filled".
- Judul Perjanjian / Title of Agreement ***: [Text area] with a red error message: "Title Agreement must be filled".
- Partner / Counterpart ***: [Text area] with a red error message: "Counterpart must be filled".
- Jenis Dokumen / Document Type ***: [Dropdown menu] with "Softcopy" selected.
- Unggah Draft Final / Upload Final Draft * (max.10MB)**: [Choose File] button and [Upload] icon. A red error message: "Please upload required file".
- Periode Penggunaan (Khusus Dokumen Master)**: [mm/dd/yyyy] [mm/dd/yyyy] with a red error message: "Please upload required file".
- Buttons**: "Save as Draft", "Submit", and "Reset".

Apabila mengalami kendala, silakan menghubungi *e-mail* atau *chat* Teams corporate.legal@binus.edu pada jam dan hari kerja.

Contoh E-mail Pendaftaran Surat Kuasa dan Surat Persetujuan Penggunaan Master

Atas permintaan yang telah Bapak/Ibu ajukan, berikut Nomor Surat Kuasa atas perjanjian tersebut. E-mail ini dapat Bapak/Ibu simpan sebagai bukti pemberian No Surat Kuasa oleh Legal. Untuk berkas perjanjian ASLI dapat disimpan di unit Bapak/Ibu dan kami akan cek kedua dokumen tersebut pada saat Legal Audit.

Print Receipt	No. Permintaan	021-ALESA-I-2024
	Pemohon	
	Unit Kerja	
	Judul Perjanjian	
	Nomor Surat Kuasa	
	Tanggal Surat Kuasa	
	Penerima Surat Kuasa	
	Substitusi	

Best Regards,

CORPORATE LEGAL

=====

Jl. KH Syahdan No. 9, Palmerah
 Jakarta 11480 - Indonesia
 E-Mail : corporate.legal@binus.edu
 Ext : 2132

=====

*Cat: Format dapat berubah sewaktu-waktu

Surat Persetujuan Penggunaan Master Perjanjian 2024 Approval Letter For Master Agreement

NO: -

SURAT PERSETUJUAN PENGGUNAAN MASTER PERJANJIAN APPROVAL LETTER FOR MASTER AGREEMENT

Yang bertanda tangan di bawah ini:
 The undersigned

Nama : Nama Requestor/ Requestor's Name
 Name
Unit : Unit Requestor/ Requestor's Unit
 Business Unit
Jabatan : Jabatan Requestor/ Requestor's Job Title
 Title

Dengan ini menyatakan:
 Hereby declare:

- Akan menggunakan Master Perjanjian berupa:
 Shall apply a Master Agreement of:

(Judul perjanjian) : Judul sesuai draft Master yang dikirimkan/ The title of the Master draft sent
 (title of agreement)
- Tidak akan mengubah dan/atau menambah dan/atau mengurangi isi dari Master Perjanjian, tanpa konsultasi dan pemberitahuan terlebih dahulu kepada Divisi Legal.
 Shall not modify and/or insert and/or eliminate content of the Master Agreement, without any prior consultation and acknowledgement to Legal Division.

Demikian pernyataan ini dibuat pada tanggal tersebut di bawah ini dan berlaku dari tanggal mulai penggunaan s.d. tanggal akhir penggunaan.

 This statement is signed on the date as mentioned hereinabove and effective from start date to end date.

Date

Pihak Yang Menyatakan,

Meneetujui dan Menyetujui,

Undersigned

Acknowledged and approved

(Requestor)
 (Jabatan/Job Title)

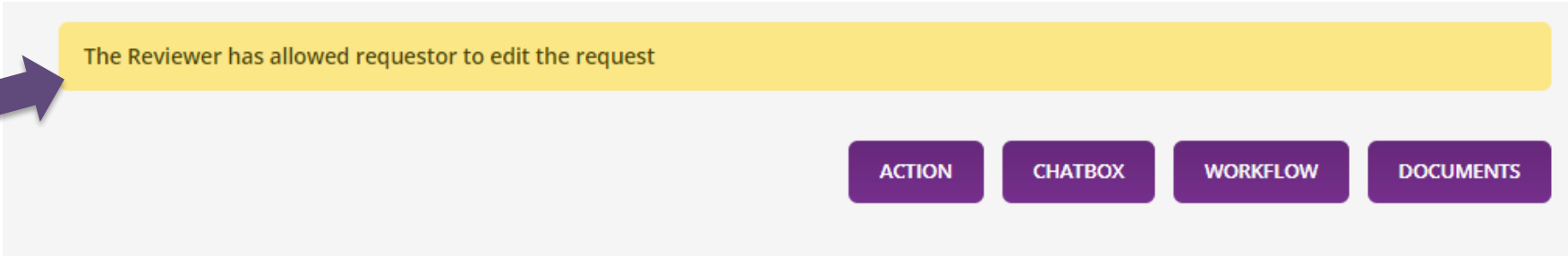
(BU Leader's Name)
 (BU Leader's Job Title)

- Wajib ~~menyampaikan~~ ~~Surat Persetujuan Penggunaan Master Perjanjian~~ yang sudah ditandatangani (PDF) ke aplikasi CRR sebagai ~~realisasi dokumen Master/ It is mandatory to upload a signed Approval Letter for Master Agreement (PDF) to the CRR application as a Master Document realization.~~
- Wajib ~~menyampaikan~~ ~~Realisasi Penggunaan Master Perjanjian~~ (Excel) setiap 3 (tiga) bulan sekali ke aplikasi CRR sebagai ~~realisasi dokumen Master/ It is mandatory to upload the Master Agreement Usage Realization (Excel) every three months to the CRR application as a Master Document realization.~~
- ~~Untuk Master Perjanjian akan digunakan pada tahun berikutnya, harus diserahkan kembali ke aplikasi CRR sebagai realisasi baru sebelum berakhirnya Master Perjanjian/ When the Master Agreement is to be used in the following year, please submit it back to the CRR application as a new application before the end of the Master Contract.~~

9. Edit Request Info dan Unggah Realisasi

Selain fungsi *review*, CRR juga memiliki fungsi dokumentasi yang memudahkan unit Anda dalam mengetahui detail kerja sama yang pernah unit Anda lakukan. Isi Request Info akan tercantum pada [Review Report](#) yang dapat anda unduh dalam bentuk file excel dan olah lebih lanjut sesuai kebutuhan Anda.

Setiap Corporate Legal mengunggah draf, Corporate Legal akan menyesuaikan isi Request Info dan juga membuka akses kepada Requestor untuk meng-*edit* Request Info. Silakan cek kesesuaian Request Info dan merevisinya (jika perlu) sebelum Anda mengunggah dokumen realisasi.



The Reviewer has allowed requestor to edit the request

A purple arrow points to the notification bar.

ACTION

CHATBOX

WORKFLOW

DOCUMENTS

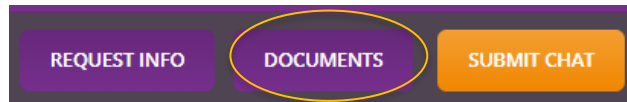
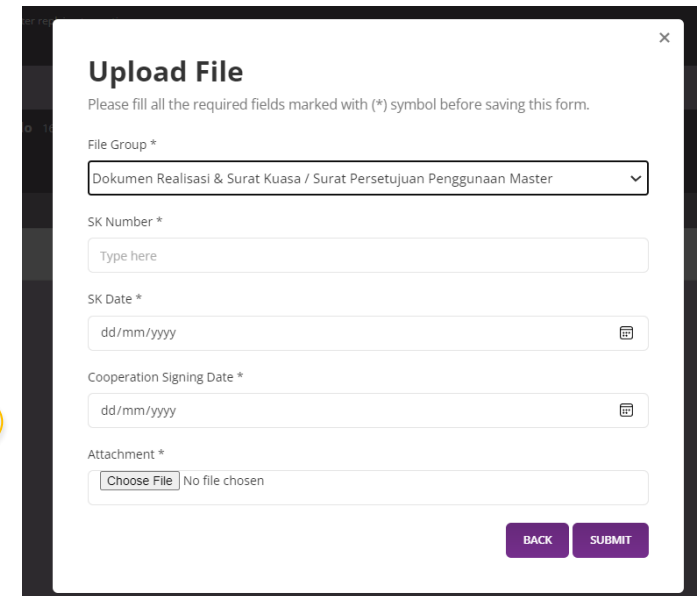
Setelah menyesuaikan isi Request Info, klik Send to Approver

WITHDRAW

SEND TO APPROVER

Mengunggah Dokumen Realisasi

Untuk mengunggah dokumen realisasi, Anda dapat membuka Chatbox sesuai nomor *request* dokumen dan klik **Document**, lalu **Upload File**.
Pilih **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master**.

One Time

- Perjanjian
- Nota Kesepahaman
- Surat Perintah Kerja
- Surat Kesepakatan
- Formulir, dll.

Unggah *scan* dokumen kerja sama yang sudah ditandatangani pada bagian Attachment.

Jika ada Surat Kuasa, masukkan SK Number dan SK Date sesuai nomor dan tanggal di email yang Anda terima dari aplikasi ALESA.
Jika tidak ada, SK Number diisi **tidak pakai SK**, SK Date menggunakan tanggal yang sama dengan Cooperation Signing Date, yaitu tanggal dokumen kerja sama.

Master

- Perjanjian
- Formulir
- Surat Kesepakatan
- Surat Pernyataan terkait Admisi
- Terms and Condition dan Privacy Policy Website

Unggah *scan* Surat Persetujuan Penggunaan Master yang telah ditandatangani lengkap

Ketentuan Surat Kuasa mengikuti dokumen One Time.
Cooperation Signing Date diisi tanggal Surat Persetujuan Penggunaan Master.
Penggunaan Master tidak perlu diunggah di CRR. Ketika Legal Audit, Corporate Legal akan mengecek sampel penggunaan Master dan jumlah penggunaannya.

Khusus Kerja Sama yang Disertai dengan Surat Komitmen

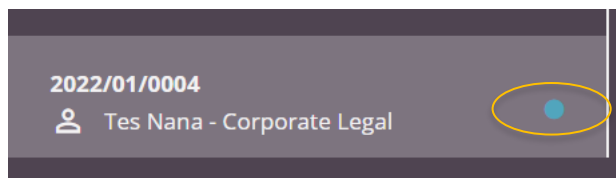
Untuk kerja sama yang berjalan disertai Surat Komitmen, mohon *scan* Surat Komitmen yang telah ditandatangani dan perjanjian/SPK/surat dasar kerja sama dalam bentuk lain yang Requestor terima dari Partner yang telah ditandatangani dalam satu *file* yang sama (Surat Komitmen di hal 1, perjanjian/SPK/surat dasar kerja sama lainnya di halaman berikutnya).

Unggah *file scan* tersebut ke File Group **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master**.

Status Completed

Setelah pengunggahan **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master**, maka status *request* Anda menjadi Completed dan warna lingkaran kuning pada Chatbox *request* tersebut berubah warna menjadi **LINGKARAN BIRU**.

DOCUMENT NUMBER	REQUEST TITLE	REQUEST DATE	PERIOD	REQUESTOR	REQUEST TURN	STATUS	ACTION
2022/01/0004	Perjanjian buat cek link notif	14 January 2022	17 Jan 2022 - 21 Jan 2022	Tes Nana	Requestor	Completed	Edit

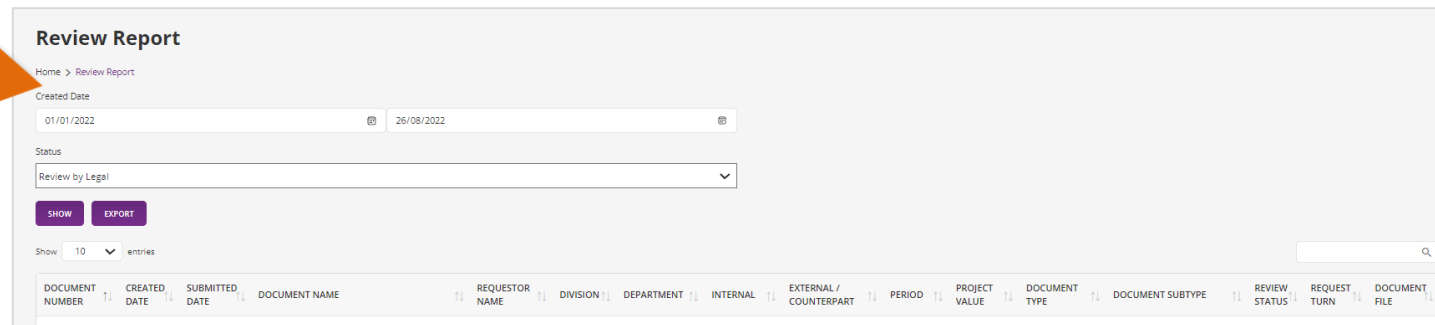
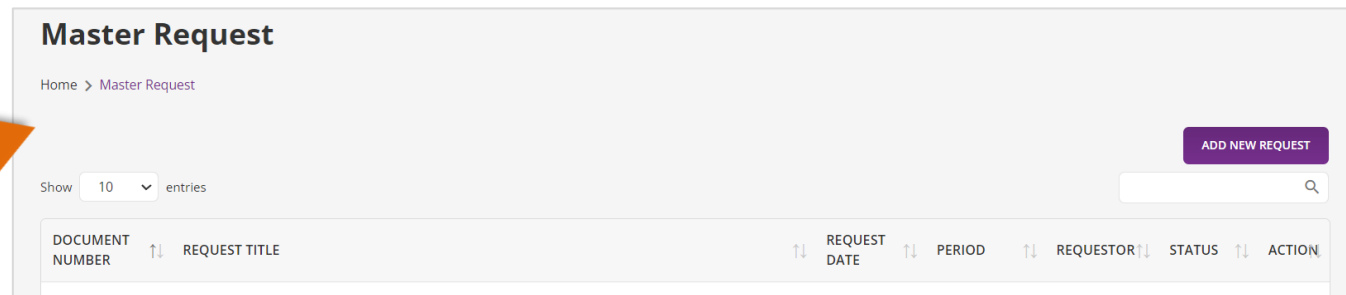
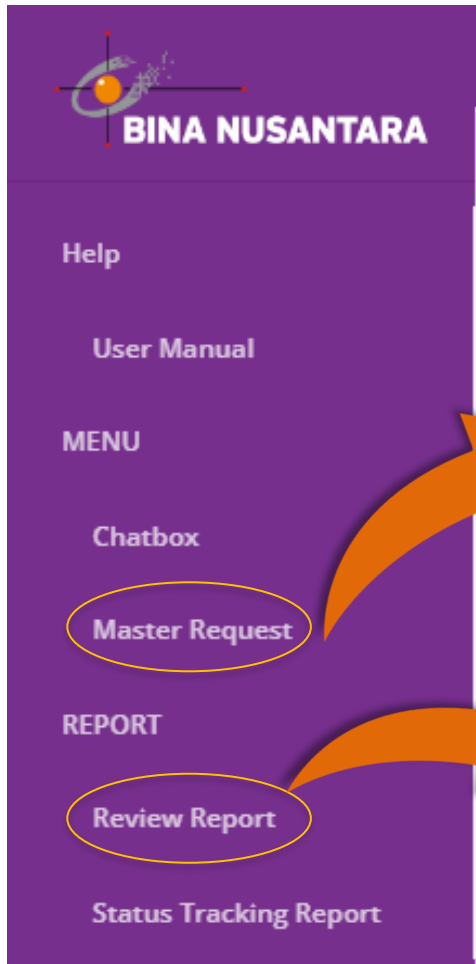


Jika setelah status Completed ternyata masih dibutuhkan perubahan atas dokumen kerja sama karena hal-hal **formil**, misalnya: perubahan penanda tangan dari pihak Partner, kesalahan unggah dokumen, dsb, maka Anda tetap dapat mengunggah dokumen revisi. Namun apabila perubahan bersifat **materil**, seperti perubahan pasal, hak dan kewajiban, harga, maka Anda wajib membuat *request* baru yaitu untuk Adendum/Amandemen.

10. Melihat History Request

Anda dapat melihat *history* Request yang pernah diajukan melalui aplikasi CRR dan status Request Anda pada menu **Master Request** dan **Review Report**.

Review Report memiliki informasi lebih rinci dan tautan langsung ke *chatbox* Request tertentu, serta dapat diunduh dalam bentuk file excel.



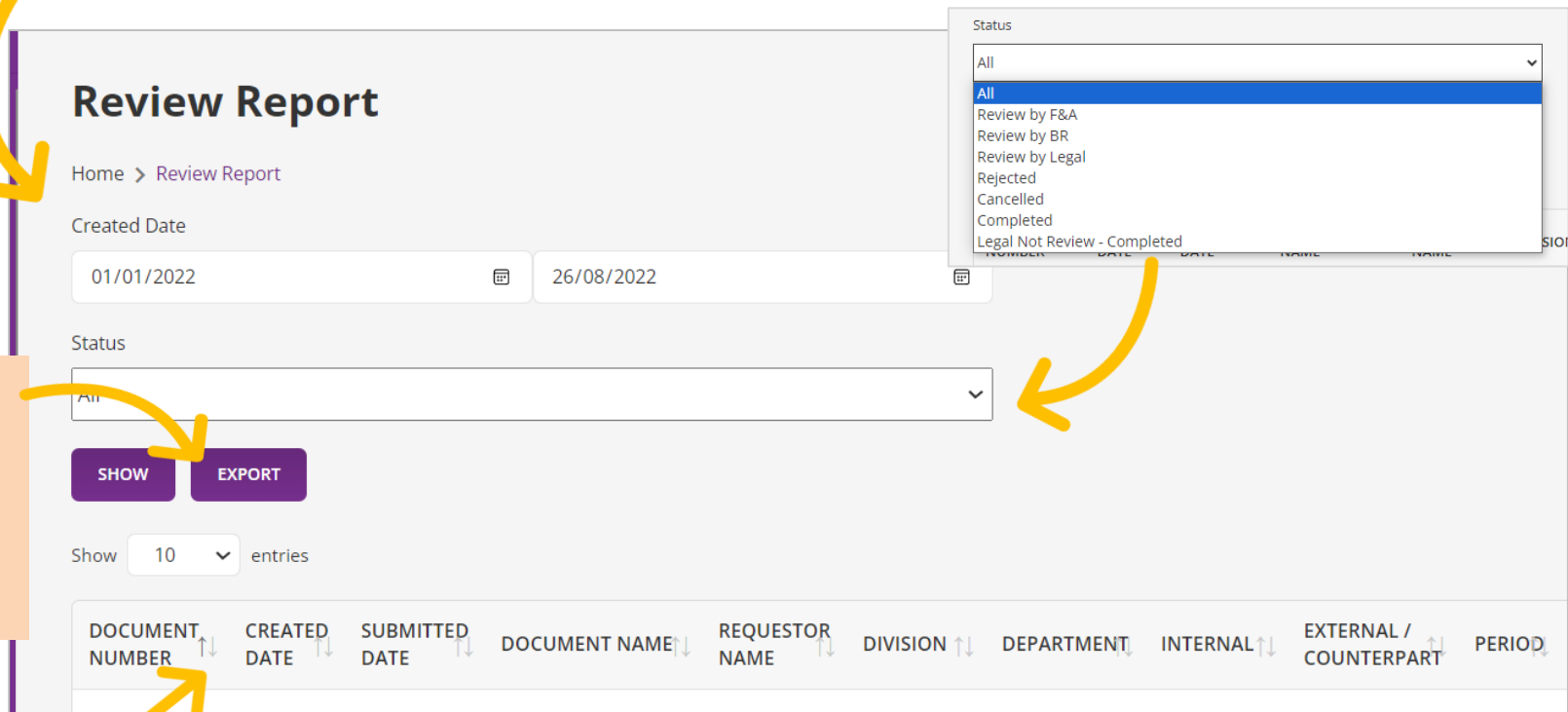
Review Report (1/2)

Created Date

Masukkan tanggal yang Anda inginkan, misalnya dari tanggal 1 Januari sampai hari ini.

Status

Dapat dipilih sesuai yang Anda butuhkan, misalnya untuk melihat Request mana saja yang berstatus Review by Legal, mana yang sudah Completed, dsb



Review Report

Home > Review Report

Created Date

01/01/2022 26/08/2022

Status

All

SHOW EXPORT

Show 10 entries

DOCUMENT NUMBER	CREATED DATE	SUBMITTED DATE	DOCUMENT NAME	REQUESTOR NAME	DIVISION	DEPARTMENT	INTERNAL	EXTERNAL / COUNTERPART	PERIOD
-----------------	--------------	----------------	---------------	----------------	----------	------------	----------	------------------------	--------

EXPORT

untuk mengubah *report* menjadi format Excel yang siap Anda olah. Klik langsung terunduh ke perangkat Anda.

Anak Panah di sebelah judul kolom untuk sortir sesuai nomor, alfabet, tanggal terbaru atau terlama

Document Name, Internal, External, Period adalah sesuai dengan yang Anda masukkan pada Request Info.

Oleh karena itu, sebelum mengunggah dokumen realisasi, pastikan isi Request Info sudah sesuai dengan yang tertera pada dokumen kerja sama.

Review Report (2/2)

Filter untuk mencari *keyword* tertentu, misalnya nama Partner.
Untuk Manager ke atas Untuk melihat Request dari Officer tertentu.

Review Status
 Menerangkan Reviewer yang sedang memproses Request: F&A, BR, atau Legal.

ERIOD	PROJECT VALUE	DOCUMENT TYPE	DOCUMENT SUBTYPE	REVIEW STATUS	REQUEST TURN	DOCUMENT FILE
Mar 022 - 1 Jul 022	87,580,000	Sponsorship/ Bazaar	-	Review by BR	Requestor	Click here

Request Turn
 Giliran chat pada Chatbox, apakah ada di Requestor atau di Reviewer.

Click here
 Mengarah ke Chatbox dan Request Info dari Request nomor tersebut.

Project Value, Document Type dan Document Subtype adalah sesuai dengan yang Anda masukkan pada Request Info.
 Oleh karena itu, sebelum mengunggah dokumen realisasi, pastikan isi Request Info sudah sesuai dengan yang tertera pada dokumen kerja sama.

11. Laporan Penggunaan Master

Setelah Anda memproses [permohonan Surat Persetujuan Penggunaan Master](#) melalui aplikasi [ALESA](#), aplikasi ALESA akan mengirimkan *template* **Surat Persetujuan Penggunaan Master dan file excel laporan penggunaan Master**. Pada umumnya, laporan penggunaan Master diisi dan dilaporkan kepada Corporate Legal setiap 3 bulan (di akhir bulan Maret, Juni, September, dan Desember), sesuai dengan instruksi pada *e-mail* yang dikirimkan, atau pada akhir periode penggunaan Master apabila Master diberikan per *project*.

Khusus Master ini tidak membutuhkan laporan penggunaan Master:

1. Dokumen Admisi BINUS University, SATU University, BINUS School, RISE
2. Kebijakan Privasi dan Syarat dan Ketentuan Website
3. Surat Pernyataan Siswa milik Operation BINUS School

Pada Legal Audit, Corporate Legal akan melakukan pengecekan sampel penggunaan master dan konfirmasi jumlah total penggunaan Master.

CATATAN:

Pastikan proses pembuatan Master Dokumen Kerja Sama dapat dilakukan dan diselesaikan sebelum dokumen tersebut dipergunakan.

Perhatikan periode penggunaan Master yang tercantum dalam Surat Persetujuan Penggunaan Master. Pastikan tanggal tersebut sudah tercantum dalam Request Info bagian Period, sehingga dapat mempermudah Anda mendata periode penggunaan Master.

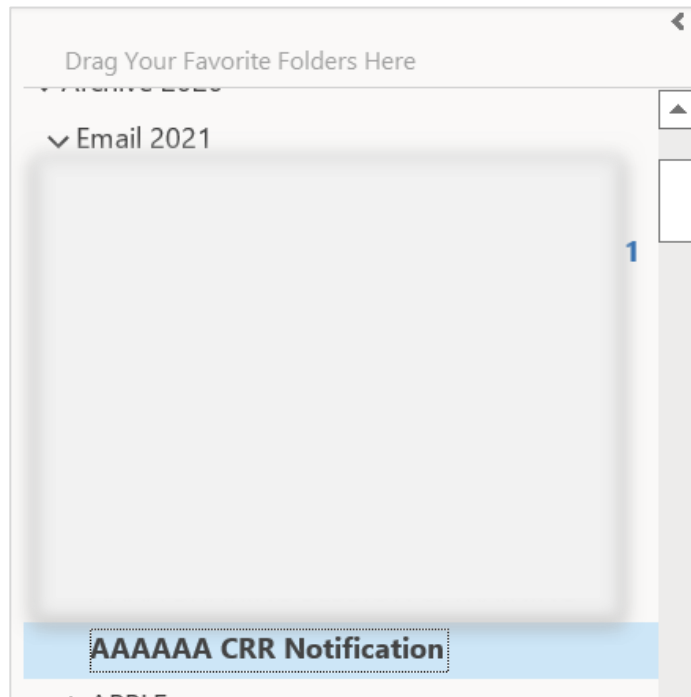
Apabila periode penggunaan Master sudah habis dan Anda masih ingin menggunakannya, harap mengajukan *request* CRR baru untuk periode penggunaan yang baru.

Penggunaan Master di luar jangka waktu yang terdaftar merupakan Temuan Legal Audit.

12. Mengelompokkan *E-mail* Notifikasi CRR secara Otomatis dengan Rules Outlook

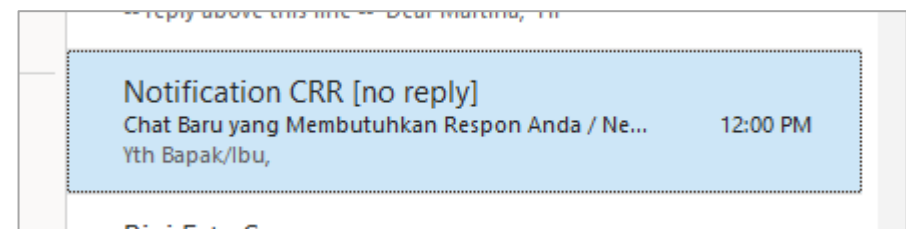
Aplikasi CRR mengirimkan *e-mail* notifikasi kepada Requestor dan atasannya terkait Request, seperti: Request masuk aplikasi CRR, perubahan Review Status, pengunggahan draf oleh Corporate Legal, pengingat untuk merespon *chat*, dan pengingat untuk realisasi kerja sama.

Apabila Anda ingin mencegah Inbox Anda dipenuhi *e-mail* notifikasi CRR, Anda dapat menggunakan fitur Rules pada Outlook Anda. *E-mail* notifikasi CRR akan secara otomatis masuk ke folder yang telah ditentukan dan Anda dapat membacanya kemudian apabila diperlukan.

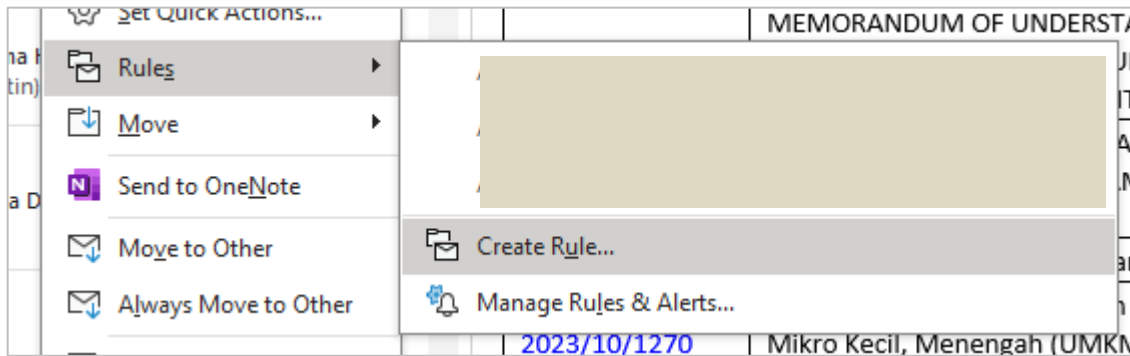


Buat folder baru, misalnya berjudul
AAAAAA CRR Notification

Lalu klik kanan salah satu *e-mail* noreply-
crr@legal.binus.edu yang Anda dapatkan.



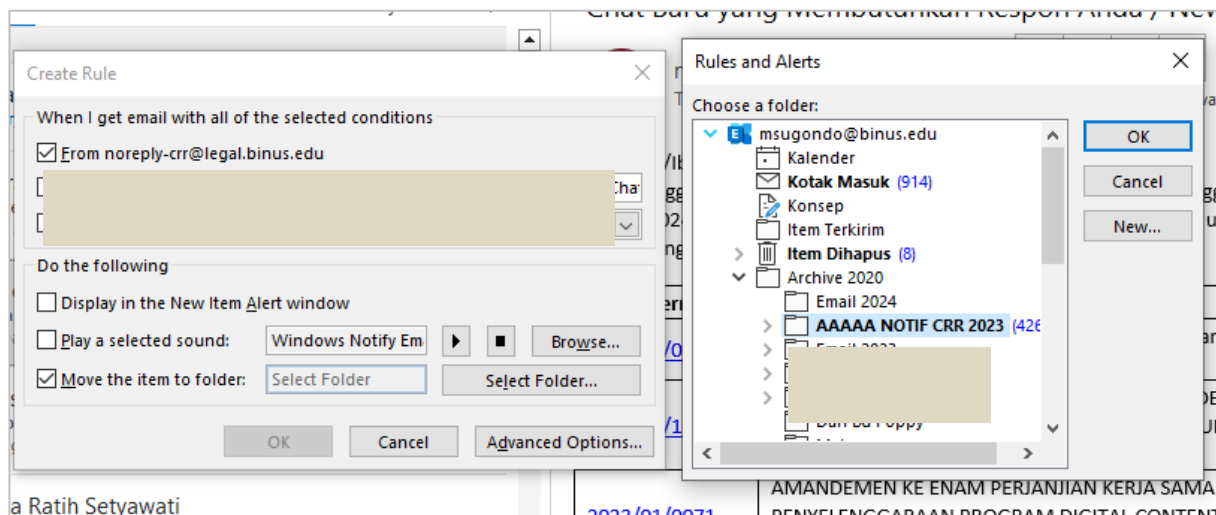
Setelah klik kanan, pilih **Rules** dan **Create Rule**.



Centang **From noreply-crr@legal.binus.edu**
dan

Move the Item to folder → pilih folder yang telah dibuat sebelumnya untuk menyimpan e-mail notifikasi CRR.

Klik OK.



E-mail notifikasi CRR akan secara otomatis masuk ke folder tersebut.

13. Ganti Requestor

Pada saat ini, seluruh isi Request CRR, baik Request Info, Dokumen, maupun Chatbox, dapat diakses oleh Requestor terkait dan Manager-nya. Apabila Requestor tidak lagi bertanggung jawab atas Request yang telah dilakukan sebelumnya, antara lain karena **Requestor resign** dari Bina Nusantara atau **pindah bagian**, Manager dapat langsung membalas *chat* dan mengakses dokumen seperti halnya Requestor. Namun demikian, apabila atas Request tersebut sudah ditentukan penanggung jawab baru, Manager dapat mengirim e-mail ke [Contact Person CRR](#) untuk memohon perubahan *requestor* dari yang lama ke yang baru. Contact Person CRR akan memproses perubahan ini.

Mohon informasikan pada e-mail:

- Nama Requestor Lama
- Email Requestor Lama
- Nama Requestor Baru
- Email Requestor Baru
- Nomor extension telepon Requestor Baru

TERIMA KASIH

Hanya untuk penggunaan internal Bina Nusantara, dilarang
menyebarkannya di luar lingkungan Bina Nusantara

V04 – 19 Januari 2024

User Manual Review Process in CRR Application

<https://crr.apps.binus.edu>

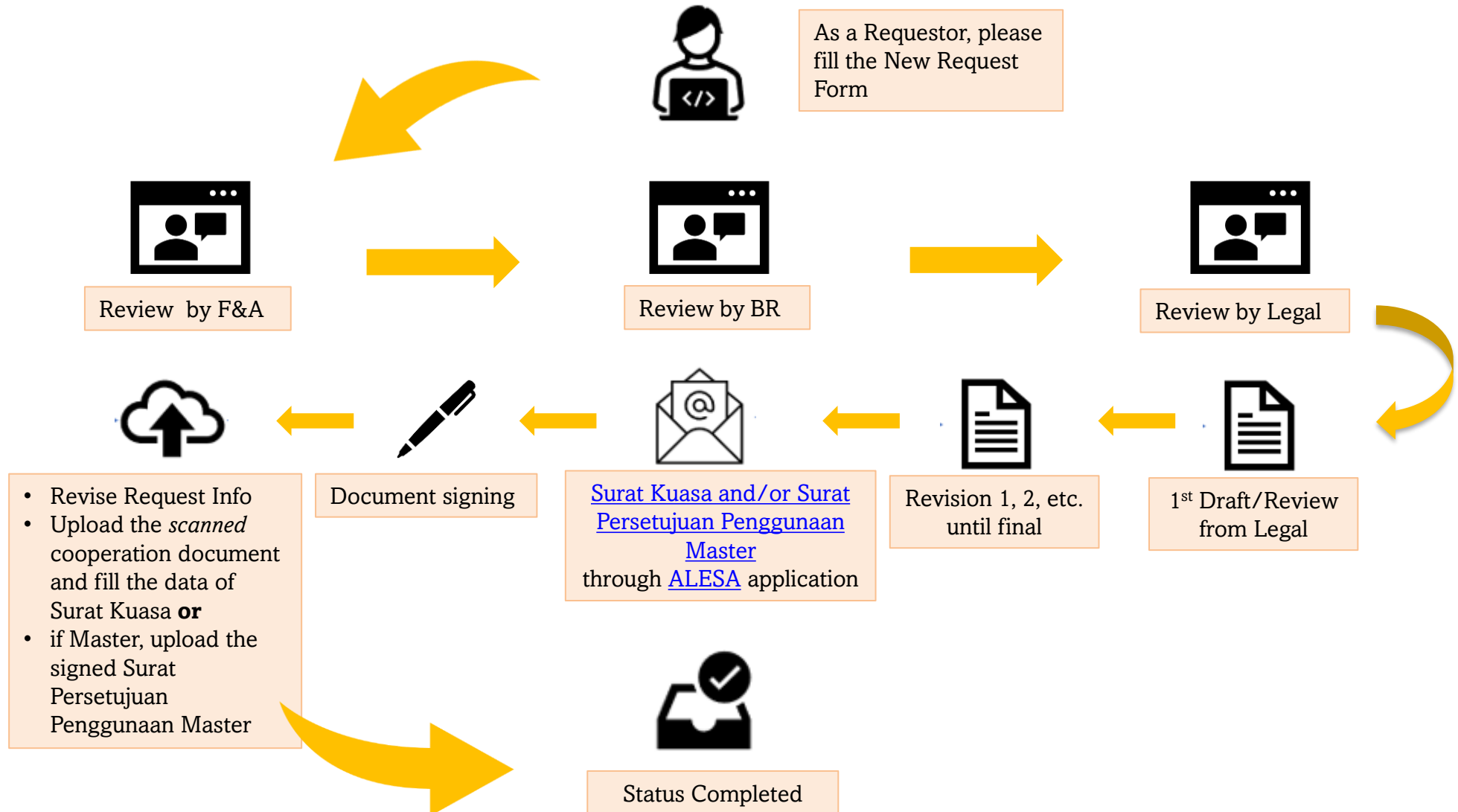
Content

Click to go to each topic

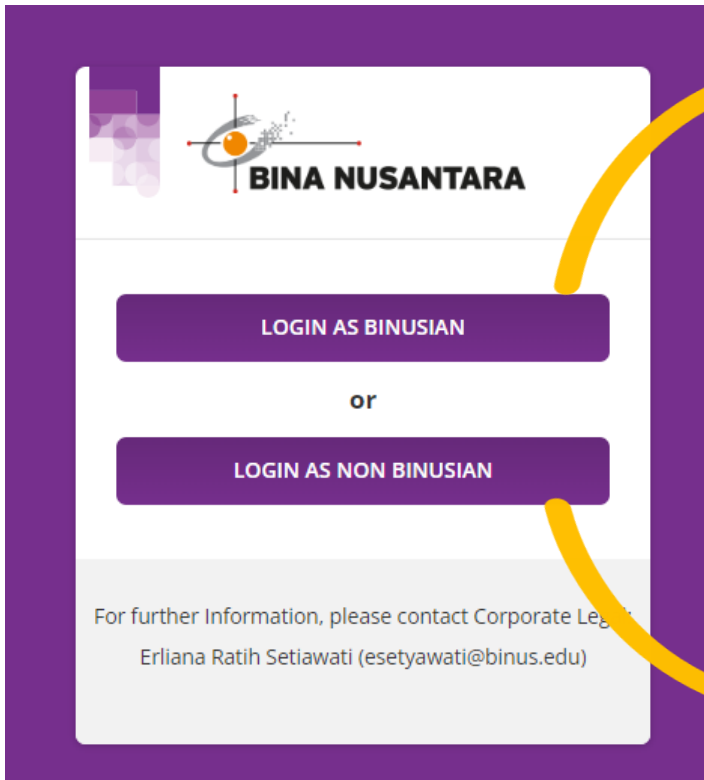
1. [Review Process Flow in CRR](#) - New
2. [Log In to CRR Application](#) - New
3. [Submit a Request](#)
4. [Using Chatbox](#)
5. [Reminder to Reply Chat](#) - New
6. [Uploading Document](#)
7. [Legal 1st Draft & Revision](#)
8. [Registration of Surat Kuasa and Surat Persetujuan Penggunaan Master](#) - New
9. [Editing Request Info and Uploading Realization](#)
10. [View the Request History](#)
11. [Master Usage Report](#)- New
12. [Grouping the CRR Notification e-mails Automatically with Outlook Rules](#) - New
13. [Change Requestor](#)

[Versi Bahasa Indonesia tersedia dengan klik di sini](#)

1. Review Process Flow in CRR



2. Log In to CRR Application

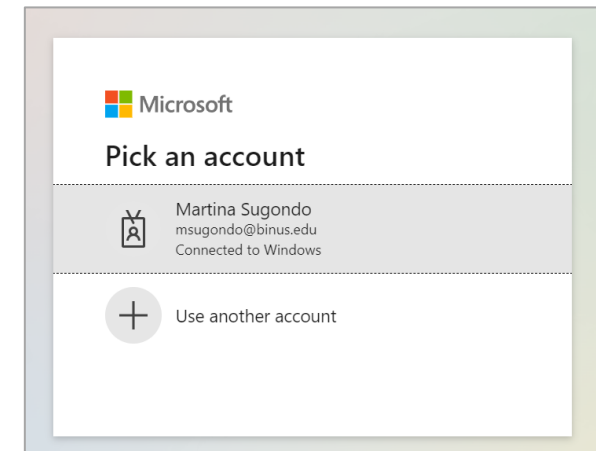


The screenshot shows the BINA NUSANTARA login interface. At the top left is the BINA NUSANTARA logo. Below it are two purple buttons: "LOGIN AS BINUSIAN" and "LOGIN AS NON BINUSIAN", separated by the word "or". At the bottom, there is a grey box with contact information: "For further Information, please contact Corporate Legal Department, Erliana Ratih Setiawati (esetyawati@binus.edu)". Two yellow arrows point from the buttons to the right: one from "LOGIN AS BINUSIAN" to the "LOG IN AS BINUSIAN" box, and one from "LOGIN AS NON BINUSIAN" to the "LOG IN AS NON BINUSIAN" box.

LOG IN AS BINUSIAN

For e-mail @binus.edu dan @binus.ac.id

Automatically
directed to your
Microsoft account



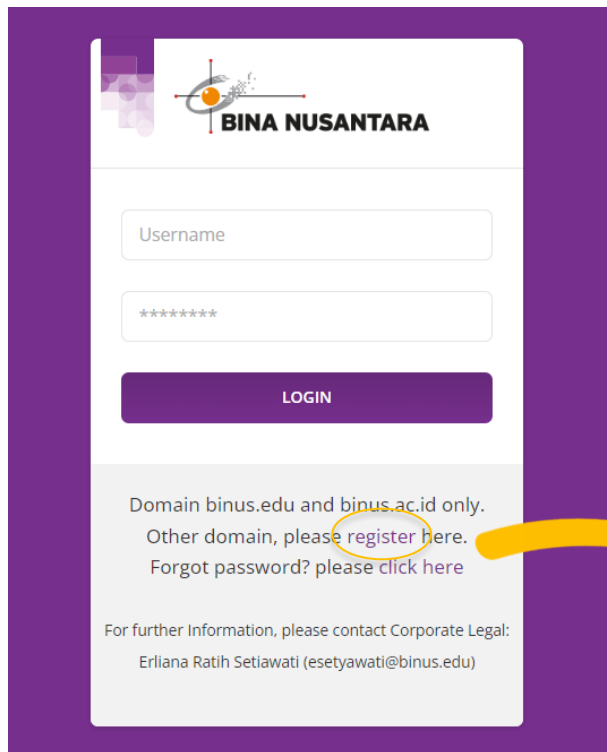
LOG IN AS NON BINUSIAN

Other than e-mail @binus.edu & @binus.ac.id

Fill the form

Log in As Non Binusian

Fill the data according to you organization structure, and click Register. Please wait for approval. You will receive notification e-mail once the registration is approved.



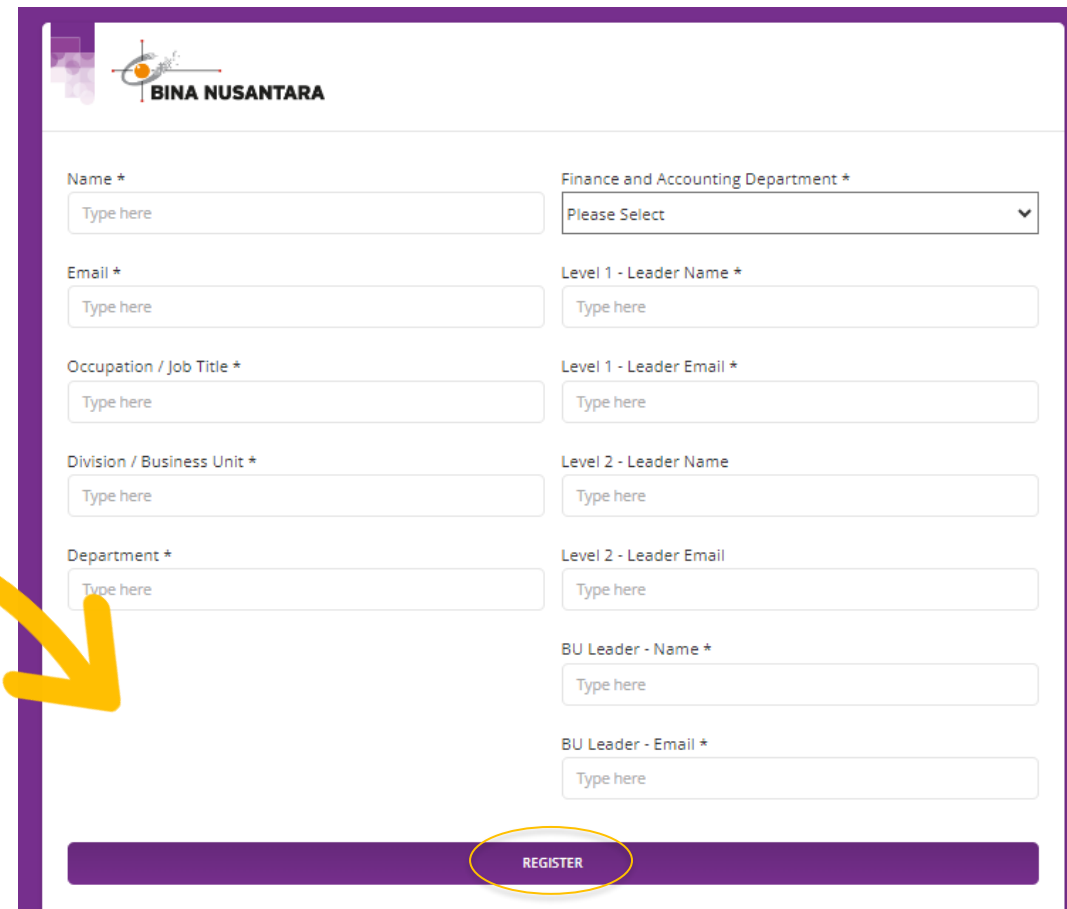
BINA NUSANTARA

Username

LOGIN

Domain binus.edu and binus.ac.id only.
Other domain, please [register here](#).
Forgot password? please [click here](#)

For further Information, please contact Corporate Legal:
Erliana Ratih Setiawati (esetyawati@binus.edu)



BINA NUSANTARA

Name *
Type here

Finance and Accounting Department *
Please Select

Email *
Type here

Level 1 - Leader Name *
Type here

Occupation / Job Title *
Type here

Level 1 - Leader Email *
Type here

Division / Business Unit *
Type here

Level 2 - Leader Name
Type here

Department *
Type here

Level 2 - Leader Email
Type here

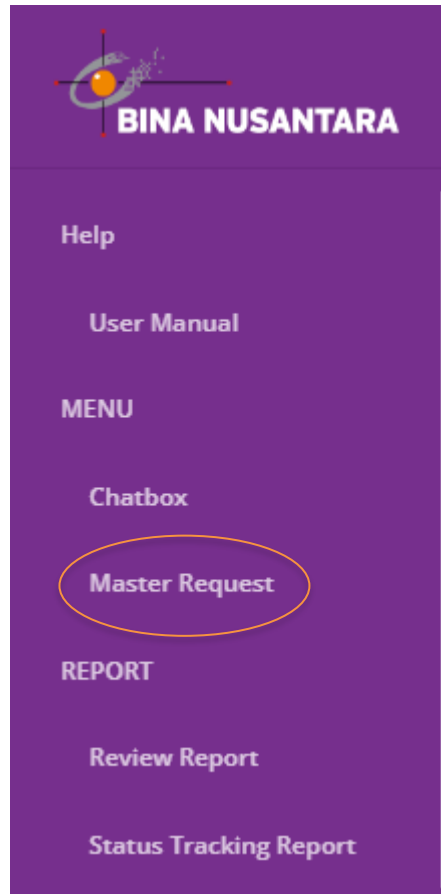
BU Leader - Name *
Type here

BU Leader - Email *
Type here

REGISTER

3. Submit Request

Click **Master Request** on the *sidebar* and **Add New Request**.



BINA NUSANTARA

Help

User Manual

MENU

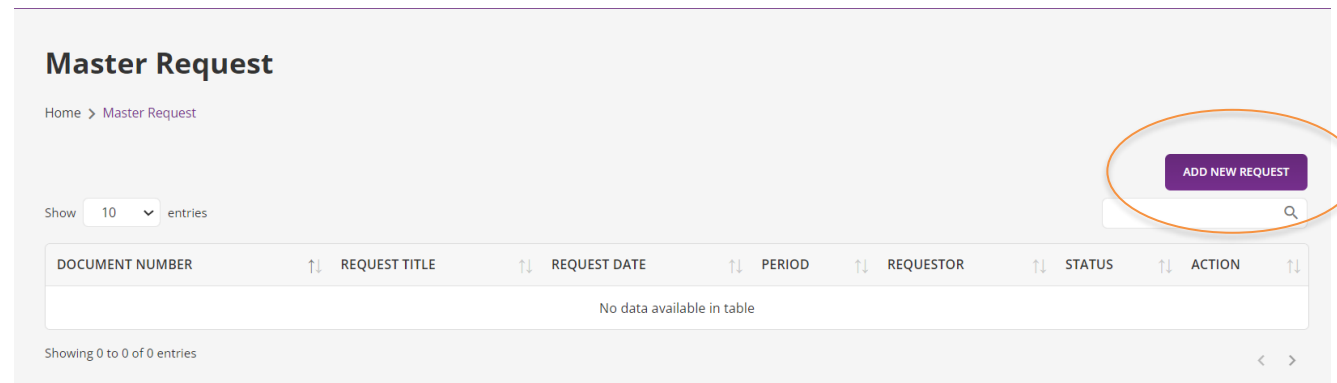
Chatbox

Master Request

REPORT

Review Report

Status Tracking Report



Master Request

Home > Master Request

Show 10 entries

ADD NEW REQUEST

DOCUMENT NUMBER	REQUEST TITLE	REQUEST DATE	PERIOD	REQUESTOR	STATUS	ACTION
No data available in table						

Showing 0 to 0 of 0 entries

Legal Drafting: to get a new cooperation document draft.

Legal Review: to get a review for any cooperation document draft you get from partner.

New: for new cooperation document, not a continuation of any still in-force document.

Amendment: for changing any clause of the in-force document.

Addendum: for adding new clause to the in-force document.

Termination of Cooperation: for terminating the in-force document before its maturity date.

Except Request Type **New**, the **Reference Number** Box will appear. Please fill with main/old agreement's Legal number (ex: 004-I-2020) or CRR number (ex: 2021/01/0001).

Counterpart Location

Local: The partner is located in Indonesia.

Overseas: The Partner is overseas.

Currency & Project Value: the value of cooperation. If no value, insert 0.

Document Number -	Cooperation Category * Please Select
Request * <input type="radio"/> Legal Drafting <input type="radio"/> Legal Review	Sub Category * Please Select
Request Type * <input type="radio"/> New <input type="radio"/> Amendment <input type="radio"/> Addendum <input type="radio"/> Termination of Cooperation	Cooperation Type * Period * dd/mm/yyyy dd/mm/yyyy
Cooperation Title * Type here	Purpose * (please input at least 100 character) Type here
Request Date -	Rights * (please input at least 100 character) Type here
Finance Division Review No	Obligation * (please input at least 100 character) Type here
Counterpart Location * <input type="radio"/> Local <input type="radio"/> Overseas	
Currency * Please Select	
Project Value * Type here	
Description Type here	

Document Number -	Cooperation Category * Corporate Social Responsibility/ Pengabdian Kepada Masyarakat ▼
Request * <input type="radio"/> Legal Drafting <input type="radio"/> Legal Review	Sub Category * -
Request Type * <input type="radio"/> New <input type="radio"/> Amendment <input type="radio"/> Addendum <input type="radio"/> Termination of Cooperation	Cooperation Type * <input type="radio"/> One Time <input type="radio"/> Master
	Period * dd/mm/yyyy <input type="text"/> dd/mm/yyyy <input type="text"/>
Cooperation Title * Type here	Purpose * (please input at least 100 character) Type here
Request Date -	
Finance Division Review No	Rights * (please input at least 100 character) Type here
Counterpart Location * <input type="radio"/> Local <input type="radio"/> Overseas	
Currency * Please Select ▼	Obligation * (please input at least 100 character) Type here
Project Value * Type here	
Description Type here	

Description: the explanation of Project Value, such as: price is per person, include/exclude tax, price is per batch, etc.

Cooperation Category and Sub Category: are filled according to the type of cooperation, and will direct the next review process, whether to F&A, directly to BR, or directly to Legal.

Cooperation Type

One Time: the document is for specific Partner and for 1 time usage.

Master: the document is a template to be used many times for many partners within a certain period of time.

Period: the date the cooperation is expected to start until it finishes. For Review, please fill it out as stated in the draft agreement that you have.

Purpose: the goals of cooperation, or what collaborative activities are expected to be realized through this cooperation document.

Rights: benefits that BINUS will get from the Partner.

Obligations: things that must be fulfilled by BINUS towards Partner.

Requestor

Name	Finance and Accounting Department *
Martina Sugondo	Finance & Accounting-Yayasan&Commerc Ctr
Email	Level 1 - Leader Name *
msugondo@binus.edu	Poppy Sudhanta
Phone Number *	Level 1 - Leader Email *
Type here	psudhanta@binus.edu
Occupation / Job Title	Level 2 - Leader Name
Bus & Act Lgl (Sch&Informal Edu) Officer	Harry Surya Adam
Division / Business Unit	Level 2 - Leader Email
Human Capital & Legal	harry_surya@binus.edu
Department	BU Leader Name *
Business & Activity Legal	Harry Surya Adam
	BU Leader Email *
	harry_surya@binus.edu
	Other Leader Email (Please use ";" to separate between list)
	Type here

The **Requestor** section is your data and is automatically filled in by the system. You only have to fill in the Phone Number with your extension number.

The **Finance and Accounting Department** column will be automatically filled with your division's assigned F&A team. However, in case your request needs to be reviewed by F&A team from other area, you can adjust it.

The **Other Leader Email** column can only be filled with the e-mail of a BU Leader other than your BU Leader, for collaborations involving other divisions. Please do not enter an e-mail address other than this (e.g.: Manager's email), because it will affect the cooperation approval system.

INTERNAL

Institution: Name of BINUS unit, e.g.: BINUS University, Yayasan Bina Nusantara, BINUS School, etc responsible for the cooperation activity.

Name: Signer's name

Occupation/Job Title: Signer's job title

Address: Institution's official address

Phone number: Only phone extension

E-mail: Signer's e-mail address

EXTERNAL

Institution: Partner's company name or individual name (if individual)

Name: Signer's name. If individual, put the same name as in Institution.

Occupation/Job Title: The signer's job title

Address: Partner's official address

Phone number: Partner's PIC phone number

E-mail: Signer's e-mail address

Attachment

is to upload a draft agreement for Review request, upload the old/main agreement if the Request Type is an Amendment, Addendum or Termination of Cooperation, or a Cost Structure and the files required to be *reviewed* by the *Reviewer*. If the file is more than 1, it can be *compressed*.

Internal

Institution * <input style="width: 95%;" type="text" value="Type here"/>	Address * <input style="width: 95%;" type="text" value="Type here"/>
Name * <input style="width: 95%;" type="text" value="Type here"/>	Phone Number * <input style="width: 95%;" type="text" value="Type here"/>
Occupation / Job Title * <input style="width: 95%;" type="text" value="Type here"/>	Email * <input style="width: 95%;" type="text" value="Type here"/>

External

Institution * <input style="width: 95%;" type="text" value="Type here"/>	Address * <input style="width: 95%;" type="text" value="Type here"/>
Name * <input style="width: 95%;" type="text" value="Type here"/>	Phone Number <input style="width: 95%;" type="text" value="Type here"/>
Occupation / Job Title * <input style="width: 95%;" type="text" value="Type here"/>	Email <input style="width: 95%;" type="text" value="Type here"/>

Attachment

SAVE AS DRAFT
SEND TO APPROVER

After everything is filled out completely, **click Send to Approver** to start the review process (F&A → BR → Legal, according to Cooperation Category). If you are not sure and want to wait for confirmation from the Partner or something else, then you can click **Save as Draft**.

SAVE AS DRAFT

If you choose to “**Save as Draft**” on your Request, then you can find your Request draft by clicking the “**Master Request**” menu on the sidebar. Master Request contains a list of requests that you have submitted for review and the status of each request. The request with draft status hasn’t have any Document Number and the Status is written as Draft. You can choose to complete it (**Edit**) or delete it (**Delete**). When you have completed the draft, please click **Send to Approver** to continue the review process.

MENU

Chatbox

Master Request

Master Request

Home > Master Request

ADD NEW REQUEST

Show 10 entries

DOCUMENT NUMBER↑↓	REQUEST TITLE ↑↓	REQUEST DATE↑↓	PERIOD ↑↓	REQUESTOR ↑↓	REQUEST TURN↑↓	STATUS ↑↓	ACTION↓
	Perjanjian Contoh 2		2 Jan 2024 - 31 Dec 2024	Martina Sugondo	-	Draft	Edit Delete
2024/01/0031	Perjanjian Contoh	16 January 2024	2 Jan 2024 - 31 Dec 2024	Martina Sugondo	Reviewer	Review by BR	Edit

Showing 1 to 2 of 2 entries

After clicking Send to Approver, you will **receive an e-mail notification** that the Request has been entered into the CRR system and you can also check it in the **Master Request**. Your latest request now has a Document Number and its Status follows the current *review* position (Review by F&A, Review by BR, or Review by Legal), according to its Cooperation Category.

Withdraw Request

There are times when you need to delete or cancel a request, whether on your own decision or the reviewer's suggestion.

External

Institution * Address *

Name * Phone Number

Occupation / Job Title * Email

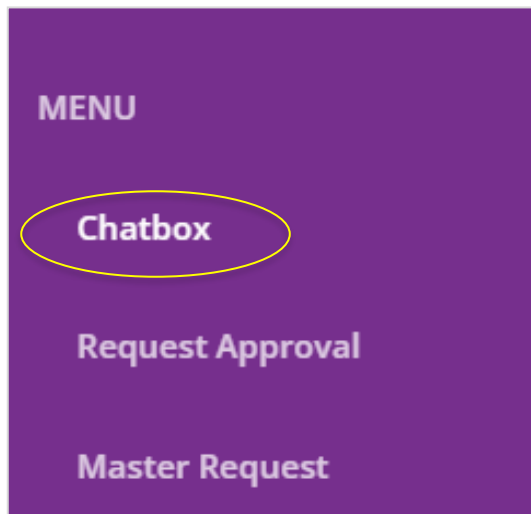
Open **Master Request**, **Action**, then **Edit** or open **Chatbox**, find the Request number you want to cancel, and open **Request Info**. At the bottom, there is a **Withdraw** button. Click.

PERIOD	REQUESTOR	REQUEST TURN	STATUS	ACTION
2 Jan 2024 - 31 Dec 2024	Martina Sugondo	-	Draft	Edit Delete
2 Jan 2024 - 31 Dec 2024	Martina Sugondo	Reviewer	Cancelled	Edit

Your Request Status will change to **Cancelled**.

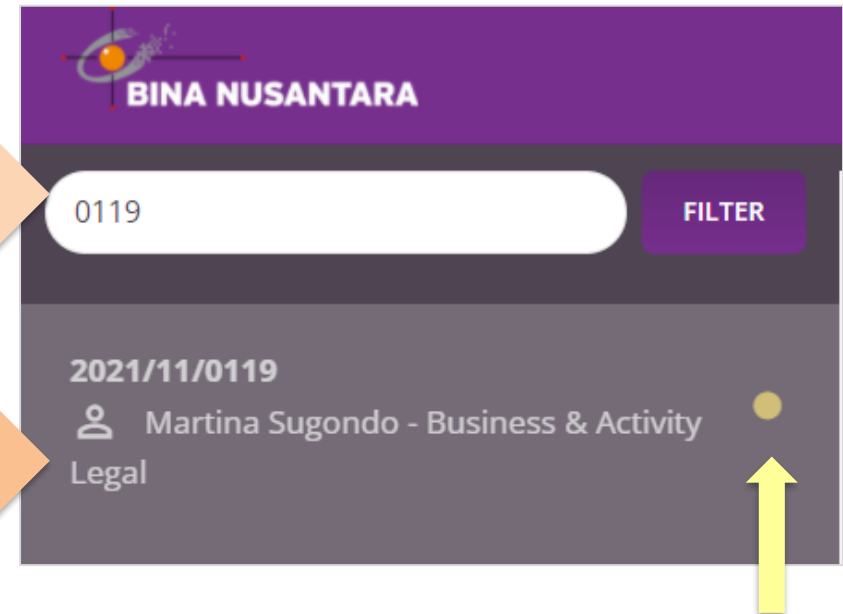
4. Using Chatbox

You can communicate with Reviewers and check the progress of your request's review process in the **Chatbox** sidebar menu.



Enter the Request number, cooperation title keyword, or External Institution in the filter field, click filter

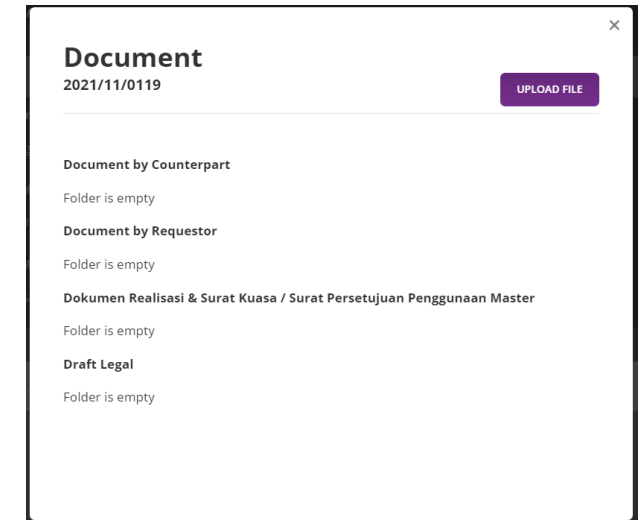
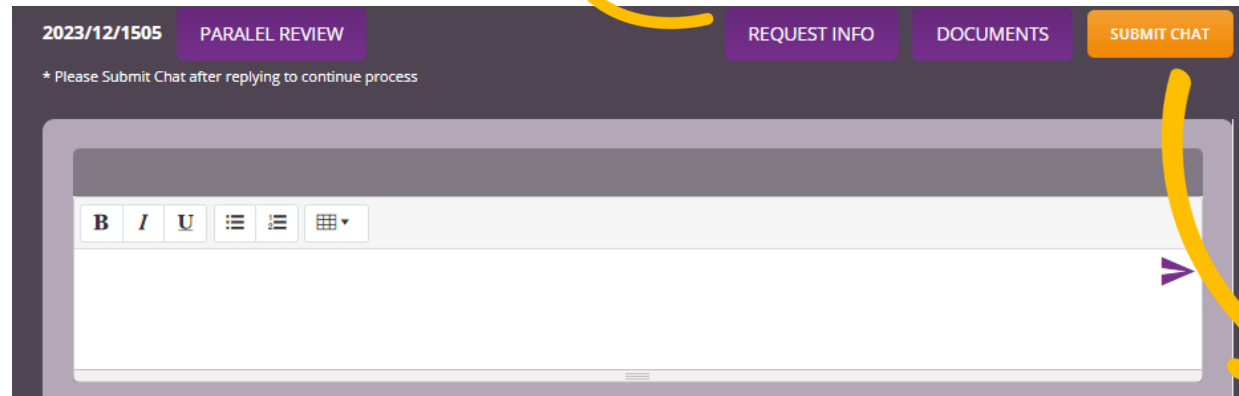
Request number along with your name as Requestor, click to read chat/discussion.



The **YELLOW CIRCLE** represents the turn to speak in the *chat*. If there is a yellow circle next to your name, it means that the Reviewer has provided a response (question, approval, draft, revision, etc.) to your request and needs your response. If there is no yellow circle next to your name, it means that the reviewer has not responded to your previous chat.

The chatbox contains conversations between the Reviewer and you, which can only be carried out by one party at a time, whose turn marked with a yellow circle position.

Request Info contains the content of the request that you submitted to the CRR system.



Documents contains a list of documents that have been uploaded to CRR regarding the *request* number, for example: Initial agreement, *Cost* Structure, draft made or reviewed by Corporate Legal, revision, and realization document (which has been signed by the parties).

Submit Chat must be clicked after you have responded to all questions from the Reviewer, which will transfer the yellow circle (chat turn) to the Reviewer's side.

Document

✕

2021/11/0119 UPLOAD FILE

Document by Counterpart
Folder is empty

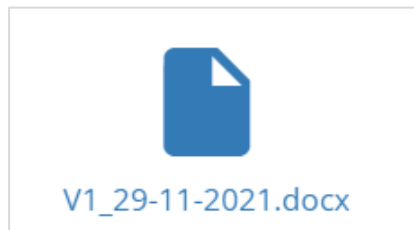
Document by Requestor
Folder is empty

Dokumen Realisasi & Surat Kuasa / Surat Persetujuan Penggunaan Master
Folder is empty

Draft Legal
Folder is empty

Document consists of 4 File Groups:

- **Document by Counterpart:** upload document that you get from the Partner (e.g.: If you request a review, upload the draft agreement you receive from the Partner) here.
- **Document by Requestor:** upload document that is made by your unit (e.g.: cost structure, response to draft agreement from Corporate Legal)
- **Draft Legal:** draft agreement prepared by or reviewed by Corporate Legal
- **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master:** upload the cooperation document that has been signed by the parties or Surat Persetujuan Penggunaan Master (Approval Letter for Master Agreement) that has been completely signed, along with details of Power of Attorney (if any) here.



Document Name:

V1 : Version number of draft
29-11-2021 : Upload date

Document name when downloaded

2021-11-0114

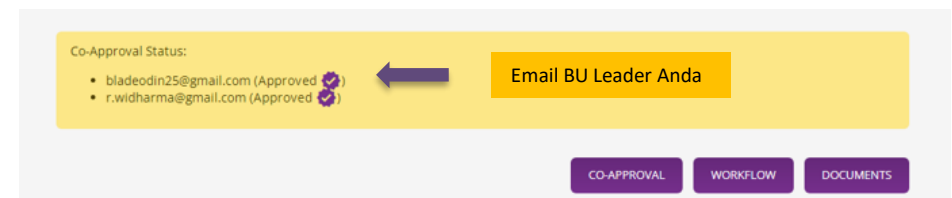
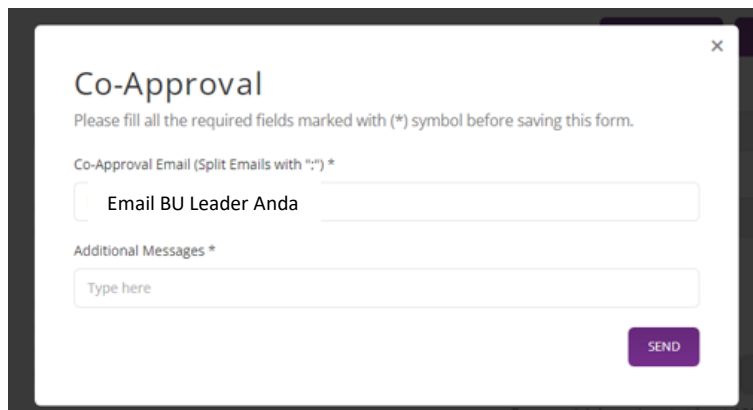
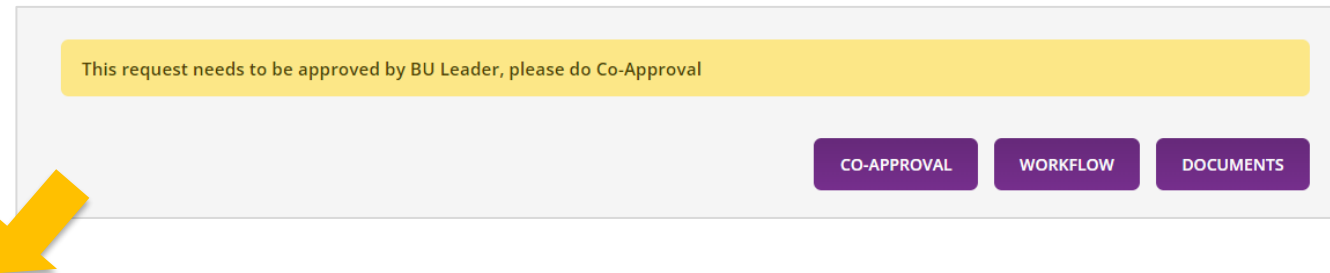
Document_by_Requestor
V2
29-11-2021

Request number_ file group_ version no._ upload date

BU Leader Approval

In making cooperation documents, sometimes it requires approval from the BU Leader, for example: cooperation activities carried out prior to the agreement signing, the agreement clause added or modified by the Reviewer cannot be accommodated by the Partner, etc. In this case, the **Co-Approval** menu is available in the **chatbox** for each Request.

After the Reviewer activated the Co-Approval menu, you will see a button on your Request. Click to send a message to your BU Leader



Your BU Leader will receive an email from the CRR system containing your chat history and a choice of Approve or Reject. Your BU Leader's decision will be listed in your Request Info. The review process can be continued after the Approved status is obtained.


5. Reminder to Reply Chat

A. New Chats that Require Your Response

Sent to Requestor's e-mail every day at 12.00 and 18.00 WIB. It has a list of request numbers open at your end (yellow circle) within the past 7 days and need your response.

The request number will disappear from the list if you have replied the chat and have transferred the yellow circle to the Reviewer's side (**Submit Chat**) or the request has obtained status completed or you have not replied the chat outside the 7 days time range stated in the e-mail.

Chat Baru yang Membutuhkan Respon Anda / New Chats that Require Your Response



Notification CRR (no reply)

To **Nama**

↩ Reply
↩ Reply All
→ Forward
📧
⋮


Fri 02/12/2022 18:00

Yth Bapak/Ibu,
Sejak tanggal 25 November 2022 pukul 18.00 WIB sampai dengan tanggal 02 December 2022 pukul 18.00 WIB, Requestor telah mengirimkan *chat* baru untuk anda dan menunggu respon anda:


Nomor Permintaan	Nama Dokumen Kerja Sama
Doc Number	Cooperation Title pada Request Info Anda
Doc Number	Cooperation Title pada Request Info Anda
Doc Number	Cooperation Title pada Request Info Anda

B. E-mail Reminder After 28 Days

Sent to the Requestor's e-mail CC Reviewer if you have not replied the chat within 28 days after the last chat by the Reviewer and your request has not obtained status completed or withdrawn. Sent every day at 07.00 WIB.



Nomor Permintaan [redacted] Membutuhkan feedback/tanggapan atas chat Revie...

 noreply-crr@legal.binus.edu
To [redacted]
Cc [redacted]

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25

Yth Bapak/Ibu,
Kami informasikan bahwa Anda belum memberikan tanggapan kembali atas *chat* dari Reviewer terkait dokumen kerja sama yang diajukan.

Mohon untuk dapat memberikan tanggapan pada Chatbox agar proses *review* dapat dilanjutkan.

Untuk dapat melihat permintaan lebih detail, Anda dapat memasukkan Nomor Permintaan pada filter menu Chatbox atau [klik di sini](#)

Terima kasih atas perhatiannya,
Cooperation Review Request (CRR) System
=====

C. E-mail Reminder for Autowithdrawal

Sent to the Requestor's e-mail CC Reviewer if you have not replied the chat within 28 days after the E-mail Reminder After 28 Days is sent and your request has not obtained status completed or withdrawn (you have not replied for 56 days after the Reviewer's last chat).

It contains a reminder that the Request will be automatically withdrawn in 60 days after the e-mail Reminder for Autowithdrawal date if you have not response to the last chat by the Reviewer.

Only during Process in F&A and BR.

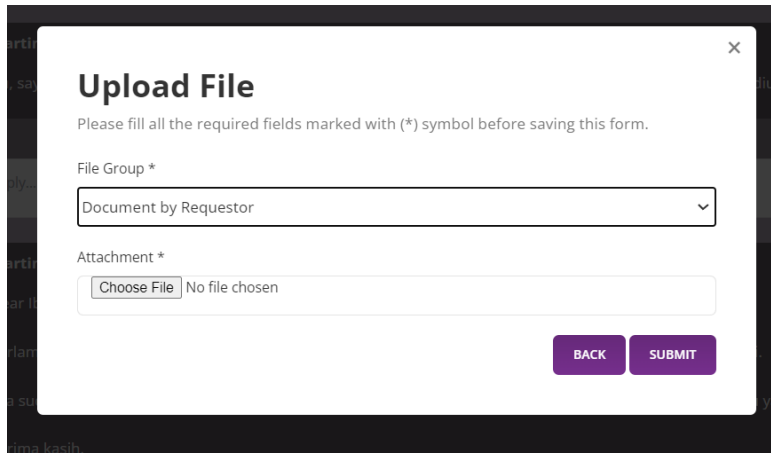
D. E-mail Autowithdrawal

Sent to the Requestor's e-mail CC Reviewer 60 days after the e-mail Reminder for Autowithdrawal is sent and still no response to the Reviewer's last chat.

Only during Process in F&A and BR.

If in the middle of the reminder process you reply Reviewer's chat and click Submit Chat, the reminder process will reset automatically to reminder A.

6. Uploading Documents



Upload File

Please fill all the required fields marked with (*) symbol before saving this form.

File Group *
Document by Requestor

Attachment *
Choose File No file chosen

BACK SUBMIT

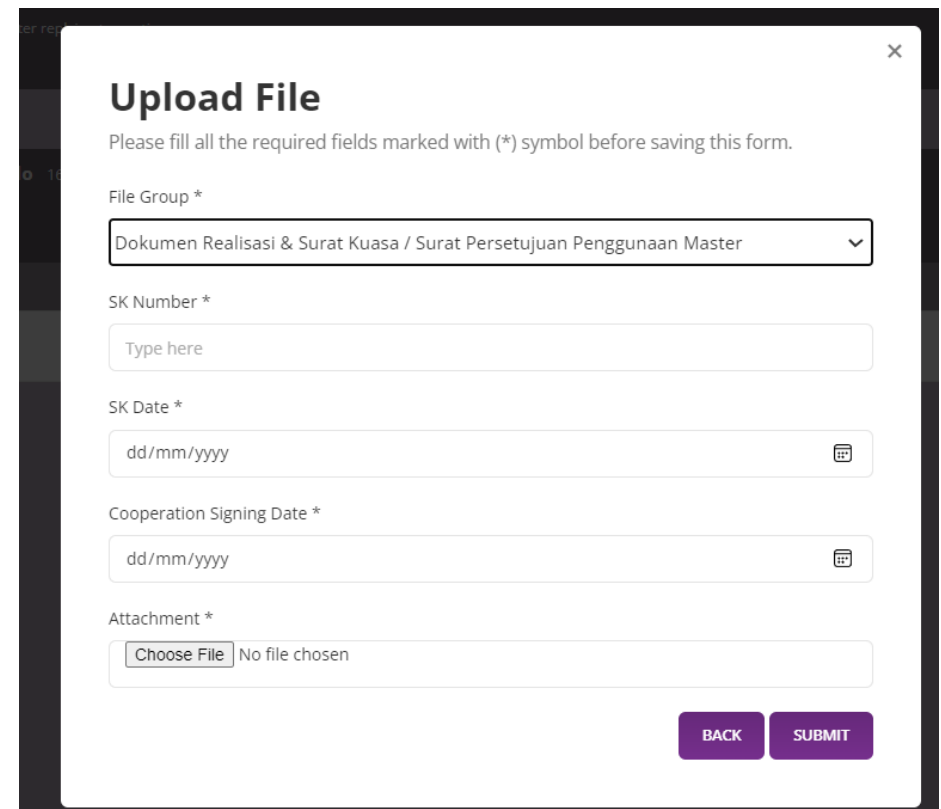
For document like agreement draft and revision draft by Counterpart, Requestor can choose File Group **Document by Counterpart**.

For document like initial/main agreement, revision draft from Requestor, or supporting documents, Requestor can choose File Group **Document by Requestor**.

File Group **Dokumen Realisasi & Surat Kuasa / Surat Persetujuan Penggunaan Master** is only used to upload a cooperation document that **has been signed** by the Parties, as evidence that the review process in CRR has been completed and the document has been used or the Surat Persetujuan Penggunaan Master **has been signed** for master document.

By uploading these documents, your Request status changes to **“Completed”**.

Files that can be uploaded are files with the extension .doc, .docx, .xls, .xlsx, .pdf, .pdfx, .txt, .pub, .zip, .msg, etc. with a maximum **size of 10 MB**.



Upload File

Please fill all the required fields marked with (*) symbol before saving this form.

File Group *
Dokumen Realisasi & Surat Kuasa / Surat Persetujuan Penggunaan Master

SK Number *
Type here

SK Date *
dd/mm/yyyy

Cooperation Signing Date *
dd/mm/yyyy

Attachment *
Choose File No file chosen

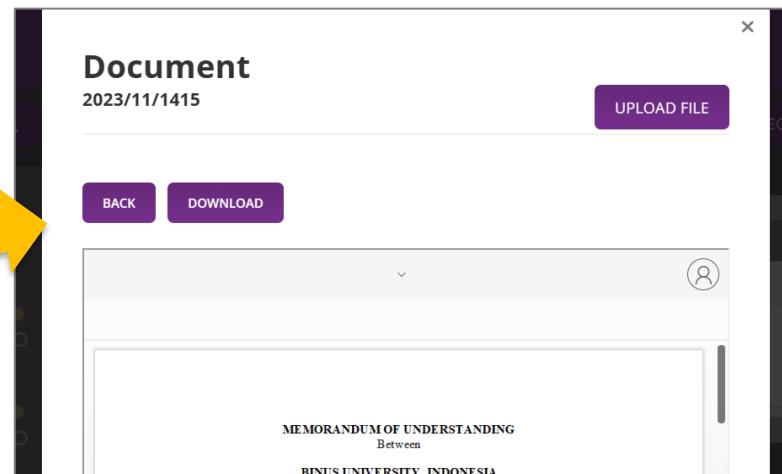
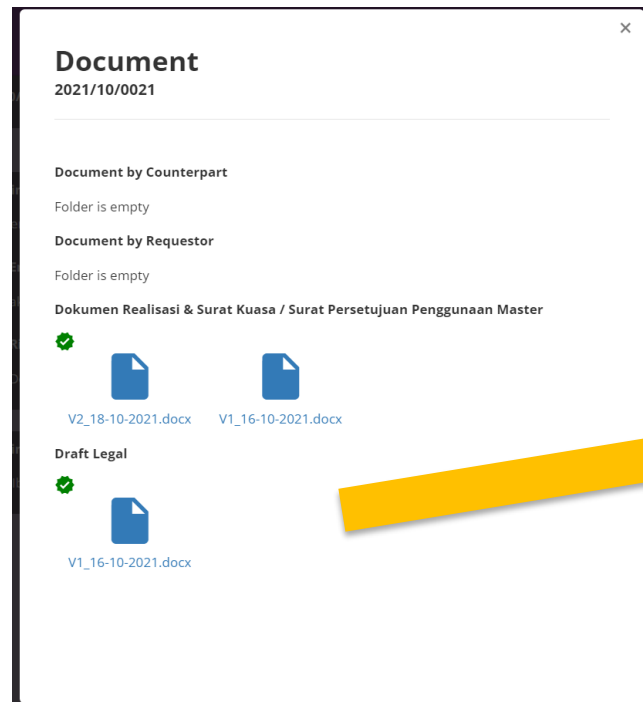
BACK SUBMIT

7. Legal 1st Draft and Revision

Corporate Legal will issue a cooperation document draft (can be an Agreement, Memorandum of Understanding, Form, Statement Letter, etc., in this User Manual referred to as "**cooperation document**") **maximum 5 working days** after the previous Reviewer approves the request and there is no further information or documents needed to be given by the Requestor, as informed by Corporate Legal via Chatbox.

The draft is uploaded on the Legal Draft group file. Click the file to preview the document and click Download to download the document to your device. Click **Back** if you want to close the document preview.

Should the Counterpart gives revision draft or you make revision on the draft, you can upload the draft following the instruction in [No. 6](#) of this User Manual. If Corporate Legal upload another revision draft, the draft can be seen on file group Draft Legal with bigger version number (V2, V3, etc.)



Every time Corporate Legal uploads a draft, you will get an **e-mail notification** through your Outlook, which contains the next steps you must follow so that your request can obtain a Completed status.

Cooperation Category *

Non-Disclosure Agreement

Sub Category *

-

Cooperation Type *

One Time

Master

If the draft has no further revision, the next step depends on the Cooperation Type you entered when filling out Request Info.

Cooperation Type

One Time: the document is for specific Partner and for 1 time usage.

Master: the document is a template to be used many times for many partners within a certain period of time.

One Time

- Agreement
- Memorandum of Understanding
- Surat Perintah Kerja
- Letter of Agreement
- Form, etc.

Power of attorney is required for :

Signer from BINUS other than CEO of Bina Nusantara or President Director of PT.

Master

- Agreement
- Form
- Letter of Agreement
- Letter of Statement regarding Admission
- Website Terms and Conditions and Privacy Policy

Surat Persetujuan Penggunaan Master (Approval Letter for Master Usage)

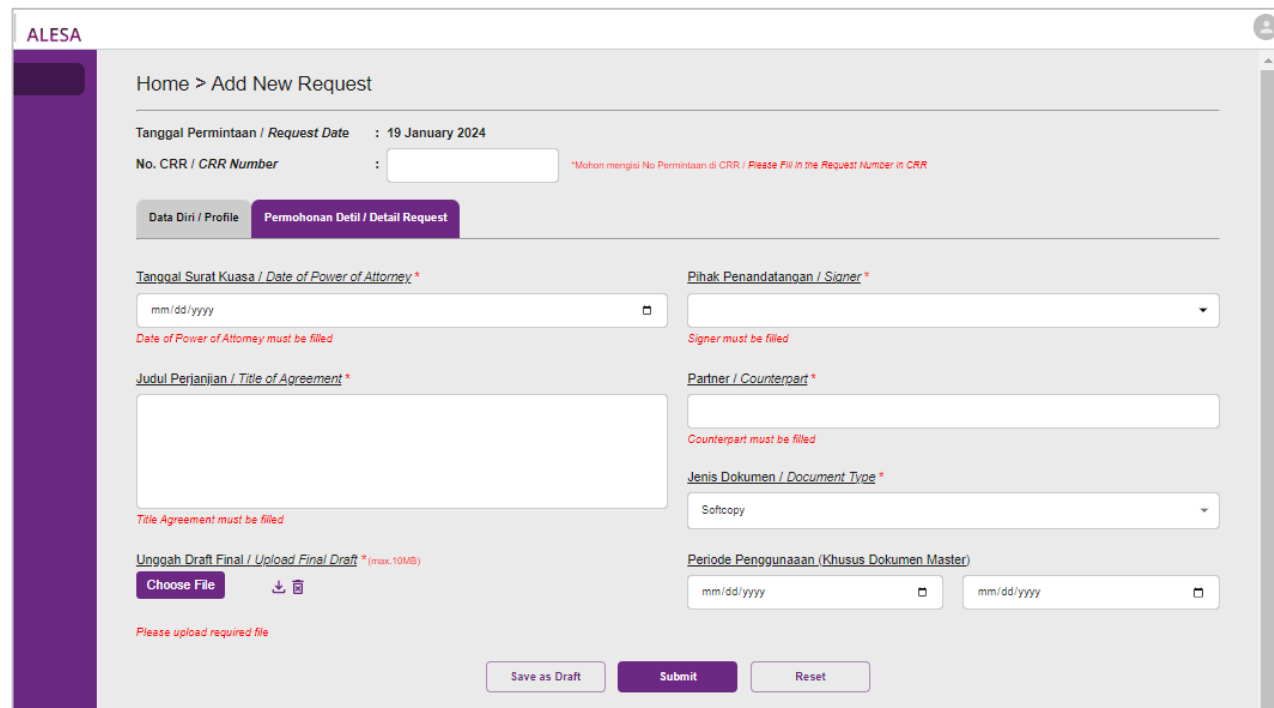
Need Power of Attorney valid inline with the validity period of the Master if:

- There is signatory by BINUS as one of the Party
- The signatory will not be made by the CEO of Bina Nusantara or President Director of PT

8. Registration of Surat Kuasa and Surat Persetujuan Penggunaan Master*

The registration of Surat Kuasa and Surat Persetujuan Penggunaan Master is made through application **ALESA** (<https://alesa.apps.binus.edu/>). You will be able to *log in* to the application using your Microsoft account.

Please fill the data according to the cooperation document. ALESA will issue the Power of Attorney and/or Surat Persetujuan Penggunaan Master according to your need.



The screenshot shows the ALESA application interface for adding a new request. The page title is 'ALESA' and the breadcrumb is 'Home > Add New Request'. The form includes the following fields and options:

- Tanggal Permintaan / Request Date**: 19 January 2024
- No. CRR / CRR Number**: (Note: *Mohon mengisi No Permintaan di CRR / Please Fill in the Request Number in CRR)
- Navigation**: 'Data Diri / Profile' (selected) and 'Permohonan Detil / Detail Request'
- Tanggal Surat Kuasa / Date of Power of Attorney ***: (Note: Date of Power of Attorney must be filled)
- Pihak Penandatanganan / Signer ***: (Note: Signer must be filled)
- Judul Perjanjian / Title of Agreement ***: (Note: Title Agreement must be filled)
- Partner / Counterpart ***: (Note: Counterpart must be filled)
- Jenis Dokumen / Document Type ***: Dropdown menu with 'Softcopy' selected
- Unggah Draft Final / Upload Final Draft * (max.10MB)**: 'Choose File' button and file upload icon (Note: Please upload required file)
- Periode Penggunaan (Khusus Dokumen Master)**: Two date pickers (mm/dd/yyyy)
- Buttons**: 'Save as Draft', 'Submit', and 'Reset'

Should you encounter any problem, please contact via e-mail or Teams chat corporate.legal@binus.edu on working days and hours.

Example of Surat Kuasa (Power of Attorney) e-mail and Surat Persetujuan Penggunaan Master (Approval Letter for Master Agreement)

Atas permintaan yang telah Bapak/Ibu ajukan, berikut Nomor Surat Kuasa atas perjanjian tersebut. E-mail ini dapat Bapak/Ibu simpan sebagai bukti pemberian No Surat Kuasa oleh Legal. Untuk berkas perjanjian ASLI dapat disimpan di unit Bapak/Ibu dan kami akan cek kedua dokumen tersebut pada saat Legal Audit.

Print Receipt	No. Permintaan	021-ALESA-I-2024
	Pemohon	<input type="text"/>
	Unit Kerja	<input type="text"/>
	Judul Perjanjian	<input type="text"/>
	Nomor Surat Kuasa	<input type="text"/>
	Tanggal Surat Kuasa	<input type="text"/>
	Penerima Surat Kuasa	<input type="text"/>
	Substitusi	<input type="text"/>

Best Regards,
 CORPORATE LEGAL
 =====
 Jl. KH Syahdan No. 9, Palmerah
 Jakarta 11480 - Indonesia
 E-Mail : corporate.legal@binus.edu
 Ext : 2132
 =====

*Note: Format may change at any time

Surat Persetujuan Penggunaan Master Perjanjian **2024**
 Approval Letter For Master Agreement

NO: -

SURAT PERSETUJUAN PENGGUNAAN MASTER PERJANJIAN
APPROVAL LETTER FOR MASTER AGREEMENT

Yang bertanda tangan di bawah ini:
The undersigned

Nama : Nama Requestor/ Requestor's Name
Name
Unit : Unit Requestor/ Requestor's Unit
Business Unit
Jabatan : Jabatan Requestor/ Requestor's Job Title
Title

Dengan ini menyatakan:
Hereby declare:

- Akan menggunakan **Master Perjanjian berupa:**
Shall apply a Master Agreement of:
(Judul perjanjian) : Judul sesuai draft Master yang dikirculkan/ The title of the Master draft sent
(title of agreement)
- Tidak akan mengubah dan/atau menambah dan/atau mengurangi isi dari Master Perjanjian, tanpa konsultasi dan pemberitahuan terlebih dahulu kepada Divisi Legal.
Shall not modify and/or insert and/or eliminate content of the Master Agreement, without any prior consultation and acknowledgement to Legal Division.

Demikian pernyataan ini dibuat pada tanggal tersebut di bawah ini dan berlaku dari tanggal mulai penggunaan s.d. tanggal akhir penggunaan.
This statement is signed on the date as mentioned hereinabove and effective from start date to end date.

Date

Pihak Yang Menyatakan
Undersigned

(Requestor)
(Jabatan/Job Title)

Meneetujui dan Menyetujui
Acknowledged and approved

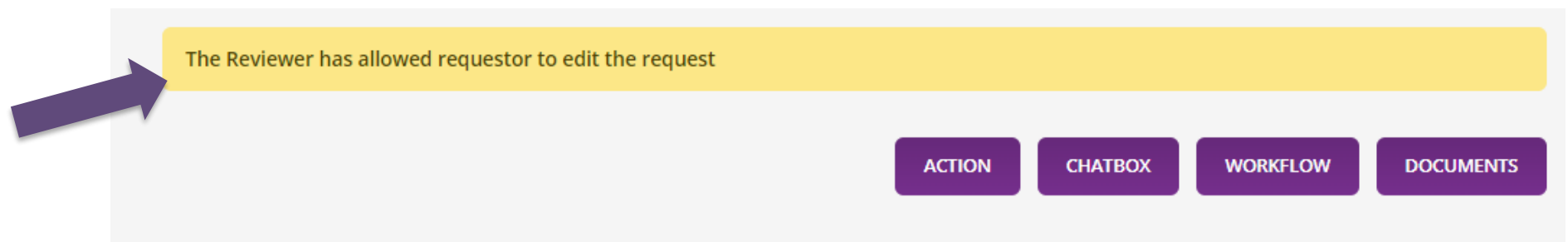
(BU Leader's Name)
(BU Leader's Job Title)

- Wajib menggunakan Surat Persetujuan Penggunaan Master ~~tersebut~~ yang sudah disediakan (PDF) ke aplikasi CRR sebagai syarat dokumen Master/ It is mandatory to upload a signed Approval Letter for Master Agreement (PDF) to the CRR application as a Master Document realization.
- Wajib menggunakan ~~Surat Persetujuan Penggunaan Master~~ tersebut (Excel) setiap 3 (tiga) bulan sekali ke aplikasi CRR sebagai syarat dokumen Master/ It is mandatory to upload the Master Agreement Usage Realization (Excel) every three months to the CRR application as a Master Document realization.
- Apabila Master Perjanjian akan digunakan pada tahun berikutnya, harus diserahkan kembali ke aplikasi CRR sebagai persyaratan baru sebelum berakhirnya Master Perjanjian /When the Master Agreement is to be used in the following year, please submit it back to the CRR application as a new application before the end of the Master Contract.

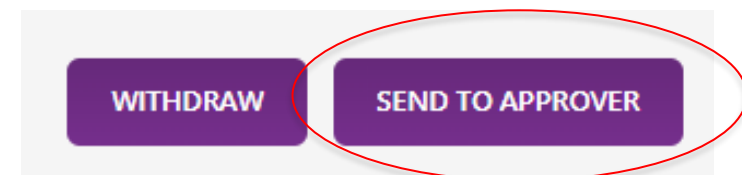
9. Editing Request Info and Uploading Realization

In addition to the review function, CRR also has a documentation function that makes it easier for your unit to find out the details of all cooperations that your unit has made. The content of Request Info is also listed in the [Review Report](#) that is available for download in the form of excel file which you can further proceed according to your needs.

Every time Corporate Legal uploads the draft, Corporate Legal will adjust the Request Info content and also open the access to the Requestor to further adjust the Request Info content. Please re-check the Request Info content and adjust it (if needed) before uploading the realization document.



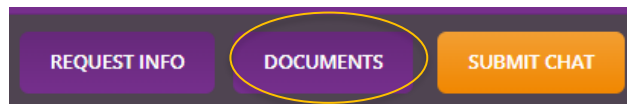
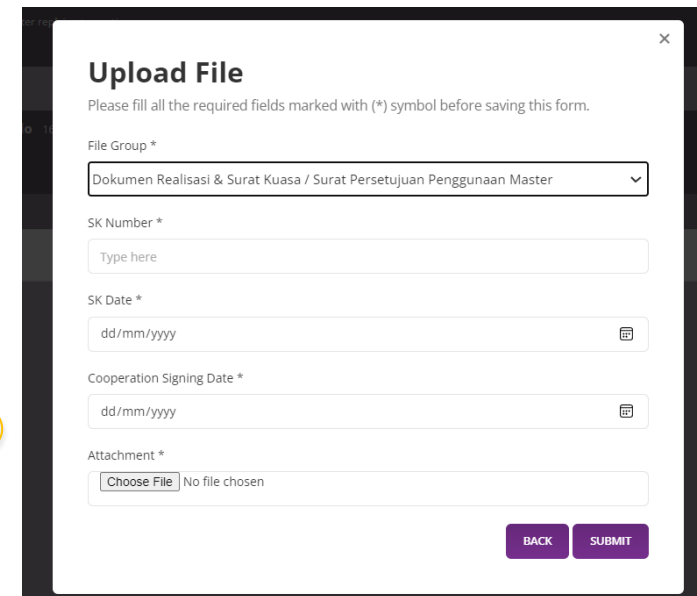
After adjusting the Request Info content, click Send to Approver



Uploading Realization Documents

To upload a realization document, you can open the document request number Chatbox and click **Document**, then **Upload File**.

Select **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master**.

Upload File

Please fill all the required fields marked with (*) symbol before saving this form.

File Group *

SK Number *

SK Date *

Cooperation Signing Date *

Attachment *

BACK **SUBMIT**

One Time

- Agreement
- Memorandum of Understanding
- Surat Perintah Kerja
- Letter of Agreement
- Form, etc.

Upload a scan of the signed cooperation document in the Attachment section.

If there is a Power of Attorney (SK), input the SK Number and SK Date according to the number and date in the email you received from ALESA application. If no Power of Attorney is needed, please write **Not Using** in SK Number column and input the same date as the Cooperation Signing Date in SK Date column, which must be the same with the date stated on the cooperation document.

Master

- Agreement
- Form
- Letter of Agreement
- Letter of Statement regarding Admission
- Website Terms and Conditions and Privacy Policy

Upload a scanned copy of the fully signed Surat Persetujuan Penggunaan Master

The terms of the Power of Attorney follow the One Time document. Cooperation Signing Date to be inputted with the start date of the use of the Master as stated in the Surat Persetujuan Penggunaan Master. Each Master usage does not need to be uploaded in CRR. During the Legal Audit, Corporate Legal will check the sample usage of the Master.

Special for Cooperation Accompanied with Commitment Letter

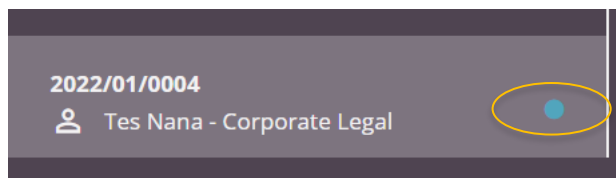
For cooperation document that is accompanied by a Commitment Letter, please scan the signed Commitment Letter together with the signed agreement/SPK/other document used for the cooperation that the Requestor has received from the Partner in the same file (Commitment Letter on page 1, agreement/SPK/other cooperation document on the next page).

Upload the scan to **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master** file group.

Status Completed

After uploading the **Dokumen Realisasi & Surat Kuasa/Surat Persetujuan Penggunaan Master**, your request status will become Completed and the yellow circle color in the request's Chatbox changes color to **BLUE**.

DOCUMENT NUMBER	REQUEST TITLE	REQUEST DATE	PERIOD	REQUESTOR	REQUEST TURN	STATUS	ACTION
2022/01/0004	Perjanjian	14 January 2022	17 Jan 2022 - 21 Jan 2022	Tes Nana	Requestor	Completed	Edit



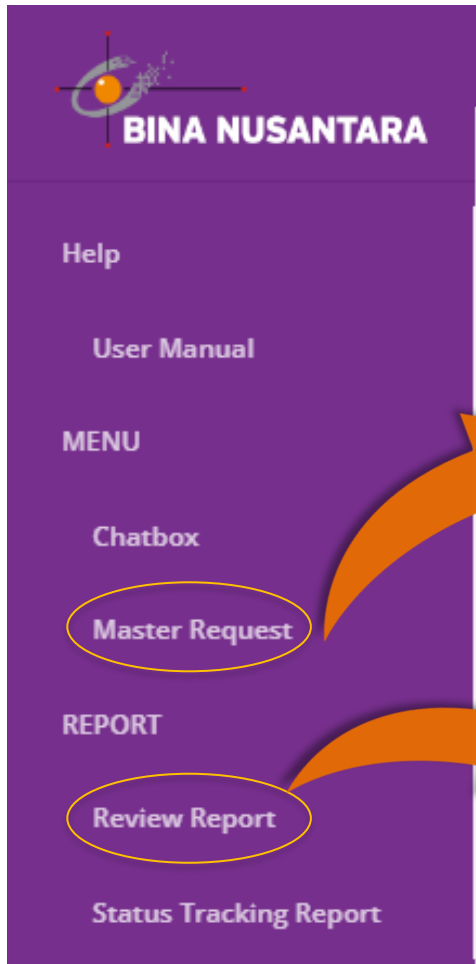
If there is any change to the document needed after the Completed status is achieved:

if the change is due to **formal** matters, for example: a change in the Partner's signatory, an error in uploading a document, etc., then you can still upload a revised document.

if the change is due to **material** matters, such as changes to clauses, rights and obligations, prices, then you are required to make a new request, namely for an Addendum/Amendment.

10. View Request History

You can view your CRR request history and the status of your requests in the **Master Request** and **Review Report** menus. The Review Report has more detailed information and direct links to specific Request Chatbox.



BINA NUSANTARA

Help

User Manual

MENU

Chatbox

Master Request

REPORT

Review Report

Status Tracking Report

Master Request

Home > Master Request

[ADD NEW REQUEST](#)

Show 10 entries

DOCUMENT NUMBER	REQUEST TITLE	REQUEST DATE	PERIOD	REQUESTOR	STATUS	ACTION
-----------------	---------------	--------------	--------	-----------	--------	--------

Review Report

Home > Review Report

Created Date: 01/01/2022 to 26/08/2022

Status: Review by Legal

[SHOW](#) [EXPORT](#)

Show 10 entries

DOCUMENT NUMBER	CREATED DATE	SUBMITTED DATE	DOCUMENT NAME	REQUESTOR NAME	DIVISION	DEPARTMENT	INTERNAL	EXTERNAL / COUNTERPART	PERIOD	PROJECT VALUE	DOCUMENT TYPE	DOCUMENT SUBTYPE	REVIEW STATUS	REQUEST TURN	DOCUMENT FILE
-----------------	--------------	----------------	---------------	----------------	----------	------------	----------	------------------------	--------	---------------	---------------	------------------	---------------	--------------	---------------

Review Report (1/2)

Created Date

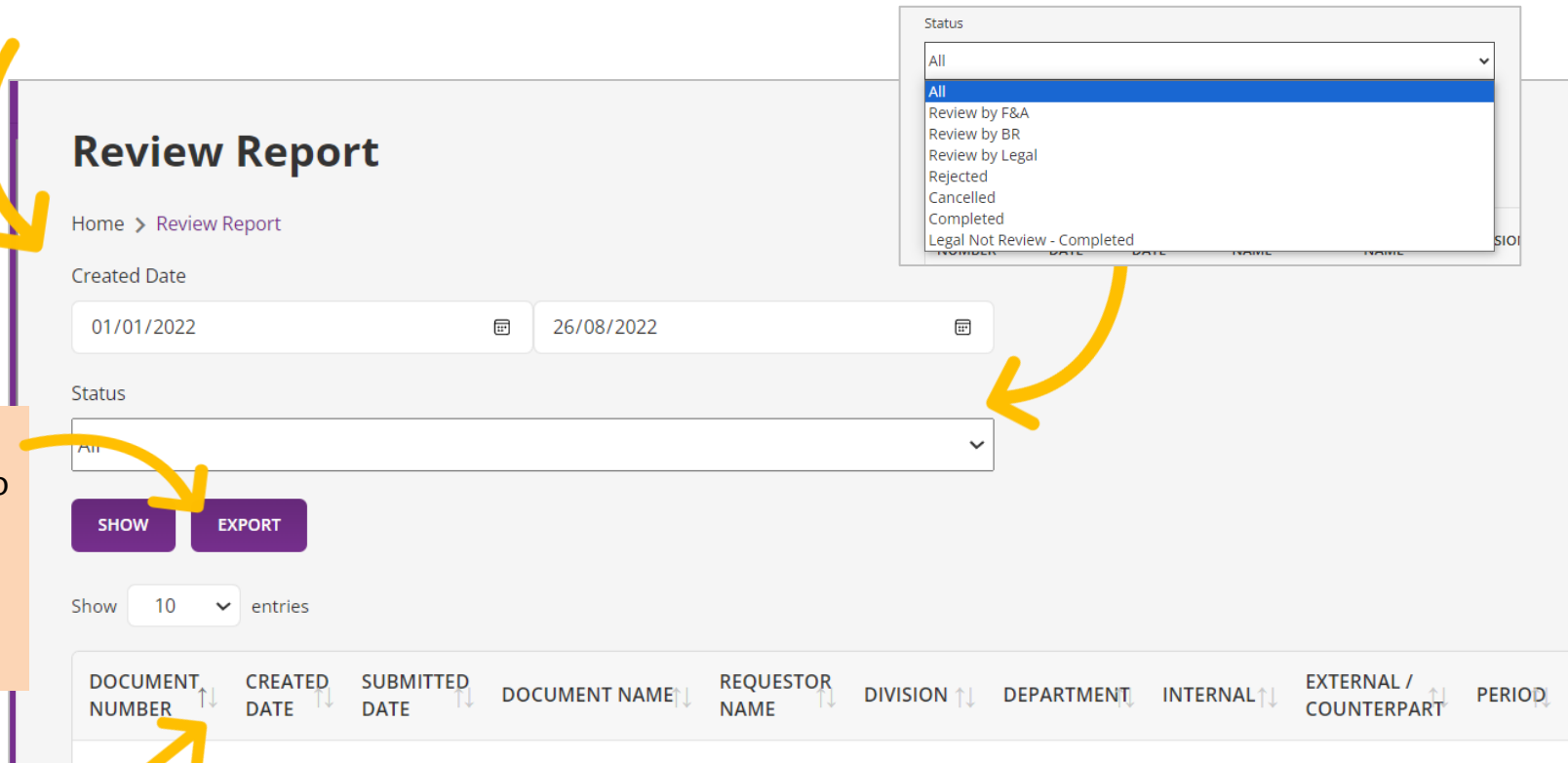
Enter the desired date, ex: 1 January to today.

Status

Can be selected according to status you want to see, for example to see which requests are currently Review by Legal, Completed, etc

EXPORT

to convert the *report* into an Excel format that is ready to use. Click to directly download it to your device.



Review Report

Home > Review Report

Created Date

01/01/2022 26/08/2022

Status

All

SHOW EXPORT

Show 10 entries

DOCUMENT NUMBER	CREATED DATE	SUBMITTED DATE	DOCUMENT NAME	REQUESTOR NAME	DIVISION	DEPARTMENT	INTERNAL	EXTERNAL / COUNTERPART	PERIOD
-----------------	--------------	----------------	---------------	----------------	----------	------------	----------	------------------------	--------

Arrows next to column headings

to sort by number, alphabet, or date from newest to oldest or oldest to newest.

Document Name, Internal, External, Period are according to what you entered in the Request Info.

Therefore, before uploading the realization document, make sure the contents of the Request Info are in accordance with what is stated in the cooperation document.

Review Report (2/2)

Filter to search for certain keywords, such as Partner's name.

For Managers and above
To view requests from your certain officers.

Review Status

Explains which Reviewer is currently processing the Request: F&A, BR, atau Legal.

Request Turn

Explains the chat turn in Chatbox: Requestor or Reviewer.

ERIOD	PROJECT VALUE	DOCUMENT TYPE	DOCUMENT SUBTYPE	REVIEW STATUS	REQUEST TURN	DOCUMENT FILE
Mar 022 - 1 Jul 022	87,580,000	Sponsorship/ Bazaar	-	Review by BR	Requestor	Click here

Project Value, Document Type dan Document Subtype are according to what you entered in the Request Info.

Therefore, before uploading the realization document, make sure the contents of the Request Info are in accordance with what is stated in the cooperation document.

Click here

Will direct you to the Chatbox and Request Info from the Request number.

11. Master Usage Report

After processing the [Surat Persetujuan Penggunaan Master](#) through the [ALESA](#) application, ALESA application will send you a **Surat Persetujuan Penggunaan Master template and a Master Usage Report excel file**. In general, the Master Usage Report is filled in and reported to Corporate Legal every 3 months (by the end of March, June, September, and December), according to the instructions in the e-mail sent, or at the end of the Master usage period if the Master is given per project.

These Masters do not require a 3 month Master usage report:

1. BINUS University, SATU University, BINUS School, RISE Admission Documents
2. Website's Privacy Policy and Terms and Conditions
3. Statement Letter for Students from Operation BINUS School

On Legal Audit, Corporate Legal will check samples of the usage of master document and confirm the final number of total usage of master document.

NOTES:

Ensure that drafting process of a Cooperation Master Document can be carried out and completed before the document is used.

Pay attention to the Master usage period stated in the Surat Persetujuan Penggunaan Master. Make sure the date is listed in the Request Info Period section, so that it will make it easier for you to check the Master usage period.

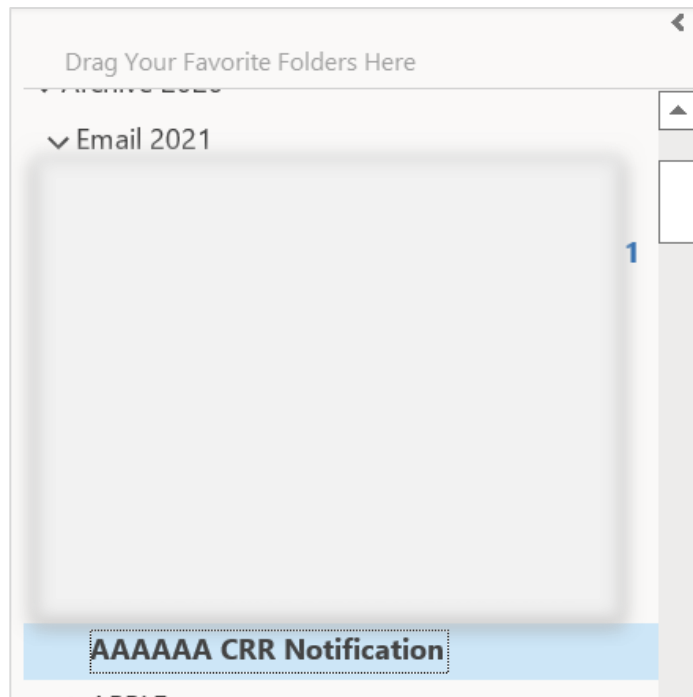
If the Master usage period has expired and you still want to use the document, please submit a new CRR request for a new usage period.

Using the Master document beyond the listed period is a Legal Audit Finding.

12. Grouping the CRR Notification e-mails Automatically with Outlook Rules

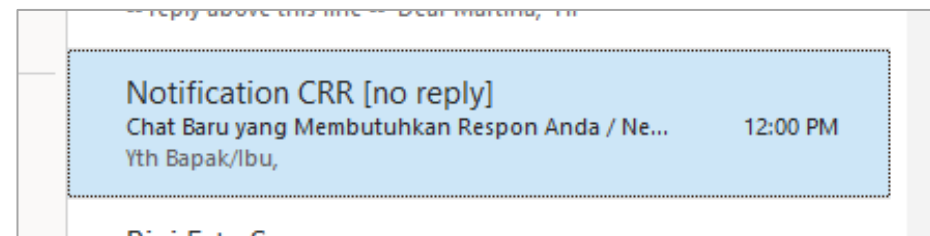
The CRR Application sends notification e-mails to the Requestor and his/her superiors regarding the Request, such as: new request submitted in CRR, change of Review Status, draft uploaded by Legal, reminder to respond chat, and reminder to realize the cooperation document.

If you want to prevent your Inbox being flooded with CRR notification e-mails, you can use the Rules feature in your Outlook. The CRR notification e-mails will automatically go to the specified folder and you can read it later if needed.

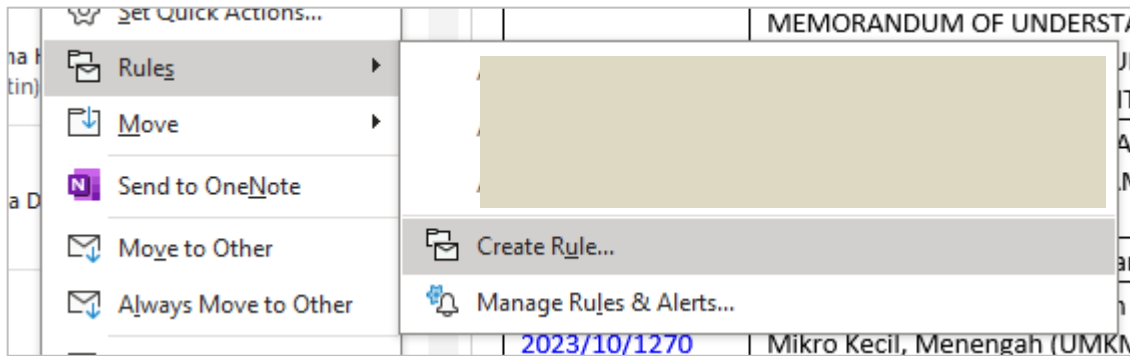


Create a new folder, for example entitled
AAAAAA CRR Notification

Then click on one of the noreply-
crr@legal.binus.edu emails that you get.



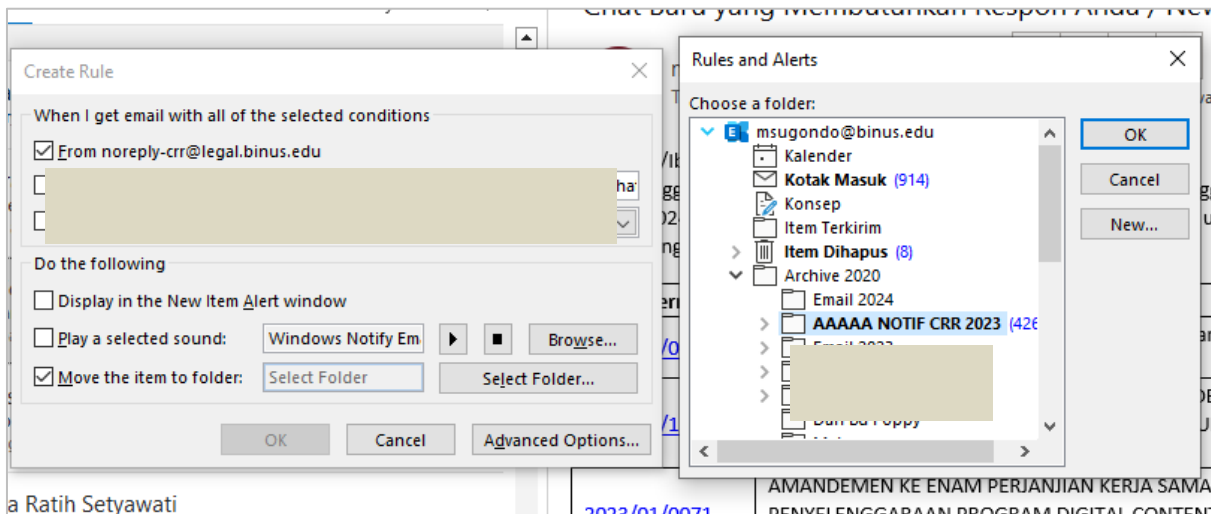
After right click, choose **Rules** and **Create Rule**.



Tick **From noreply-crr@legal.binus.edu** and

Move the Item to folder → select the folder that was previously created specifically to accommodate e-mail notifications from CRR.

Click OK.



The CRR notification e-mails will be automatically directed into the folder.

13. Change Requestor

Currently, all content of CRR Requests, i.e.: Request Info, Documents, Chatbox, can be accessed by its Requestor and Manager. If the Requestor is not responsible to that request anymore, due to **resignation** from Bina Nusantara or **being transferred** to another Bina Nusantara unit, the Manager can directly reply the chat and access all documents as a Requestor. However, once the new PIC is assigned, the Manager can send e-mail to [CRR Contact Person](#) regarding change of requestor from old requestor to new requestor. The CRR Contact Person will proceed the change request.

Please give these informations in the e-mail:

- Name of Old Requestor
- Email of Old Requestor
- Name of New Requestor
- Email of New Requestor
- Phone extension number of New Requestor



THANK YOU

Only for internal use of Bina Nusantara, prohibited from distributing
outside Bina Nusantara environment

V04 – 19 January 2024