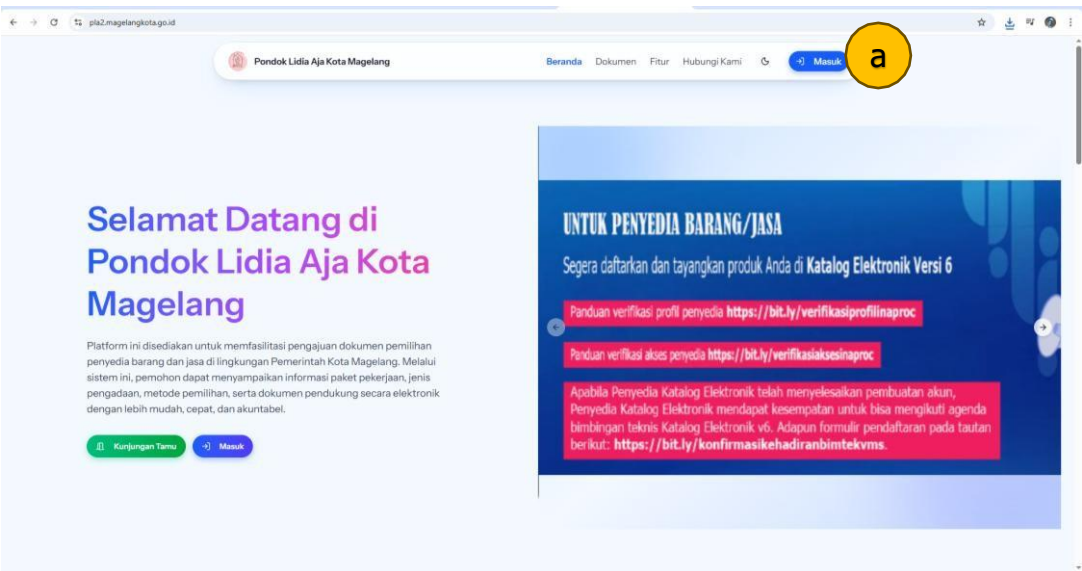
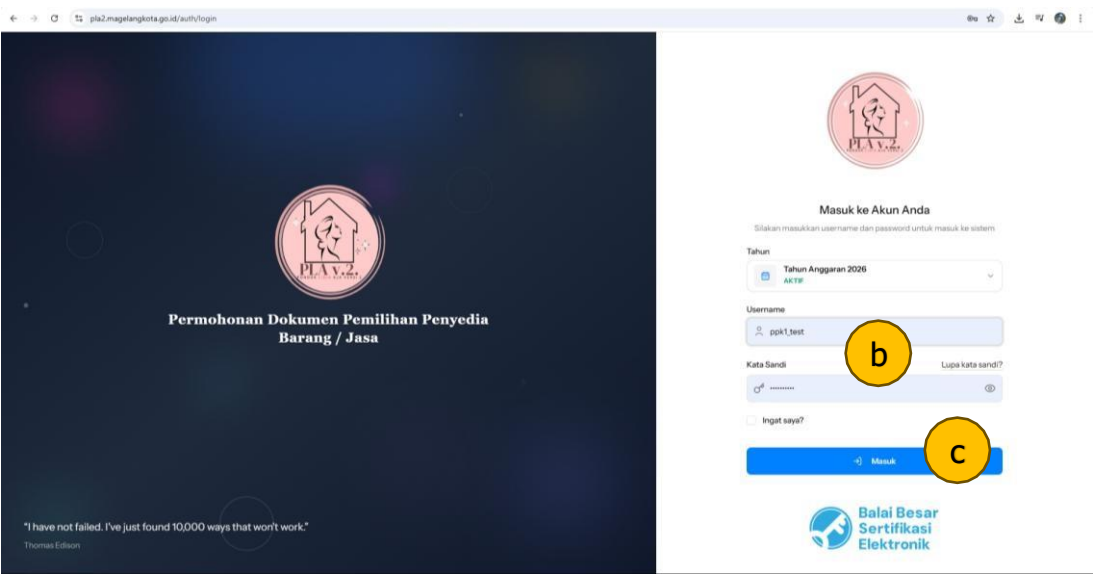


1. Memberi nomor surat tugas

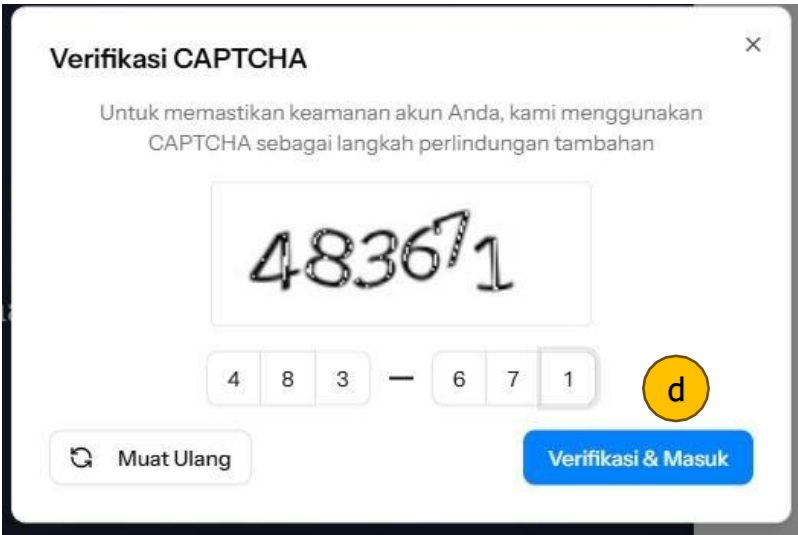
- a. Pejabat Pengadaan/Pokja membuka website pla2.magelangkota.go.id, Klik Masuk



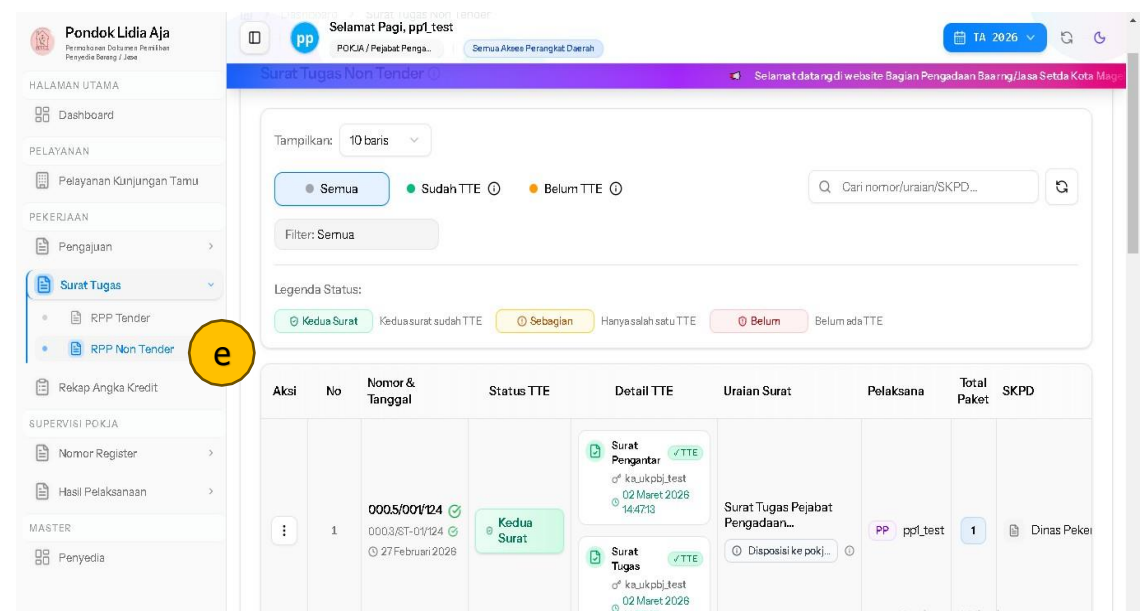
- b. Di halaman Login, Pejabat Pengadaan/Pokja memasukan Username dan Kata Sandi
- c. Klik Masuk



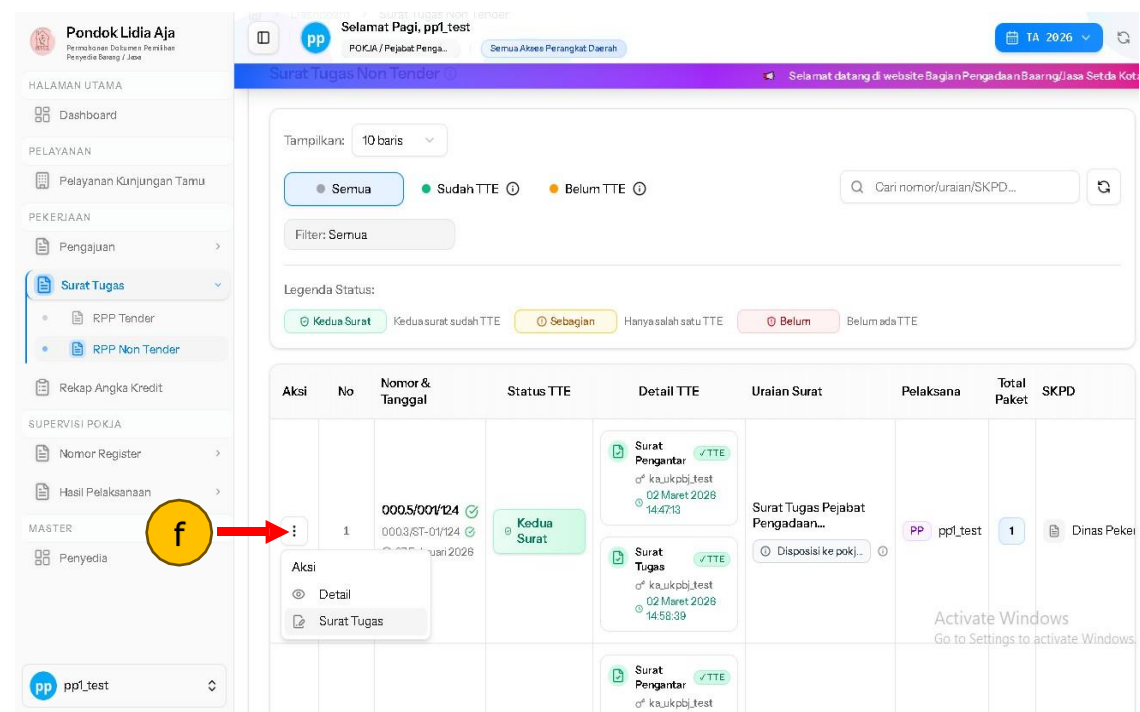
- d. Verifikasi CAPTCHA, klik Verifikasi & Masuk



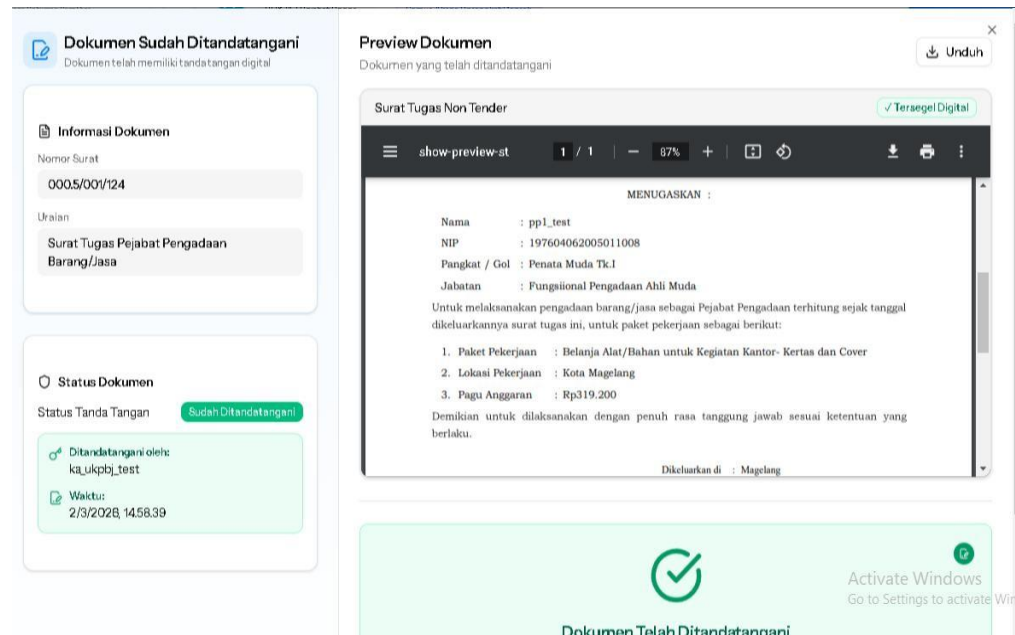
e. pada dashboard pilih Surat Tugas lalu klik RPP Non Tender/Tender



f. klik **Ikon Titik Tiga** dan klik surat tugas

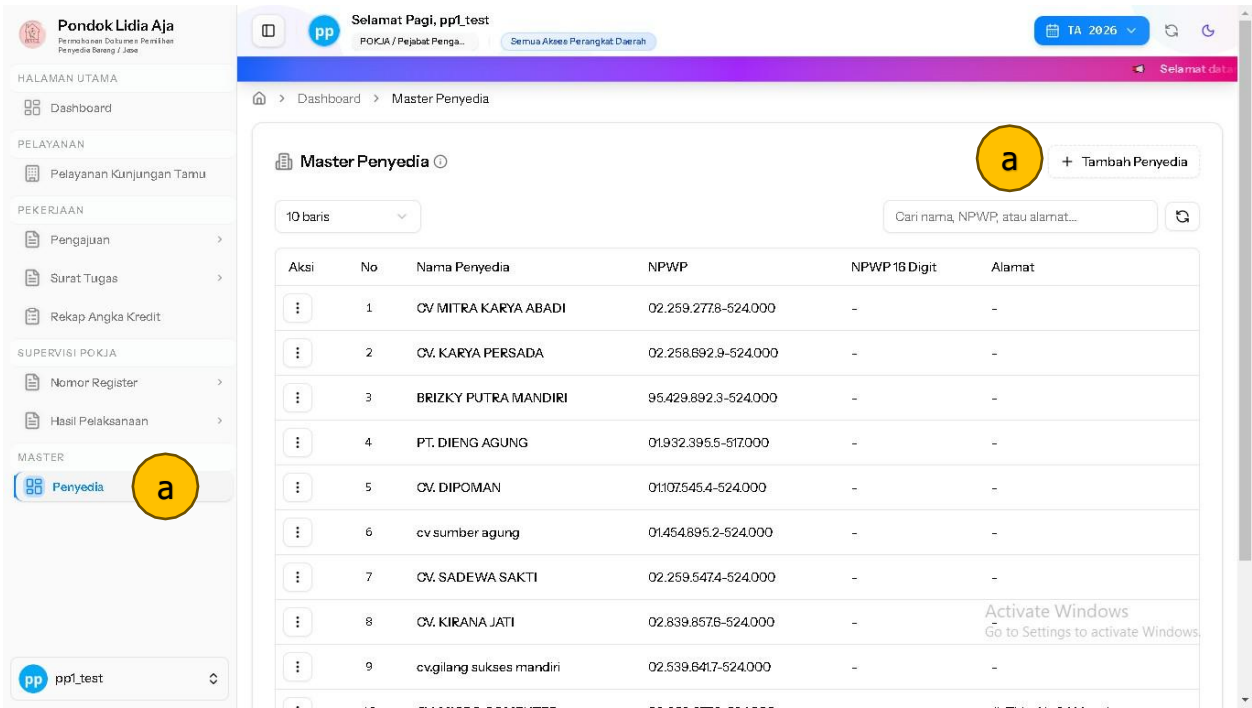


g. surat tugas dapat dilihat oleh Pejabat Pengadaan/Pokja dan dapat didownload

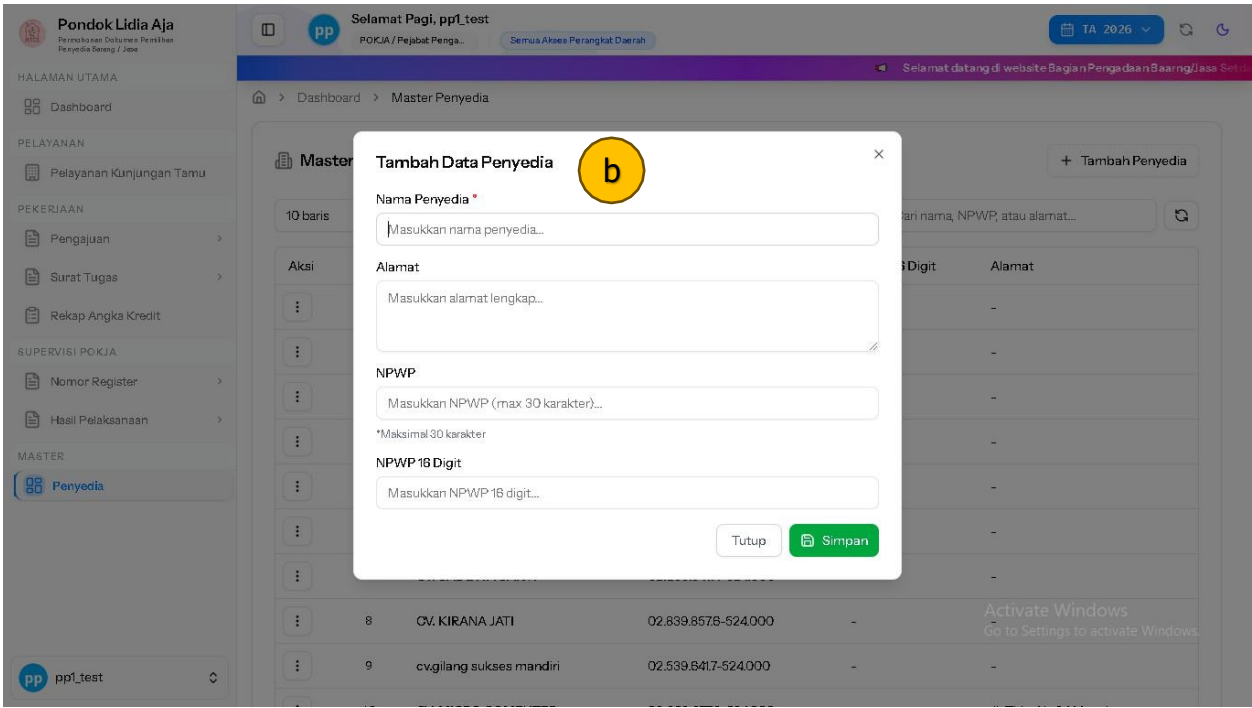


2. Mengirim hasil pelaksanaan

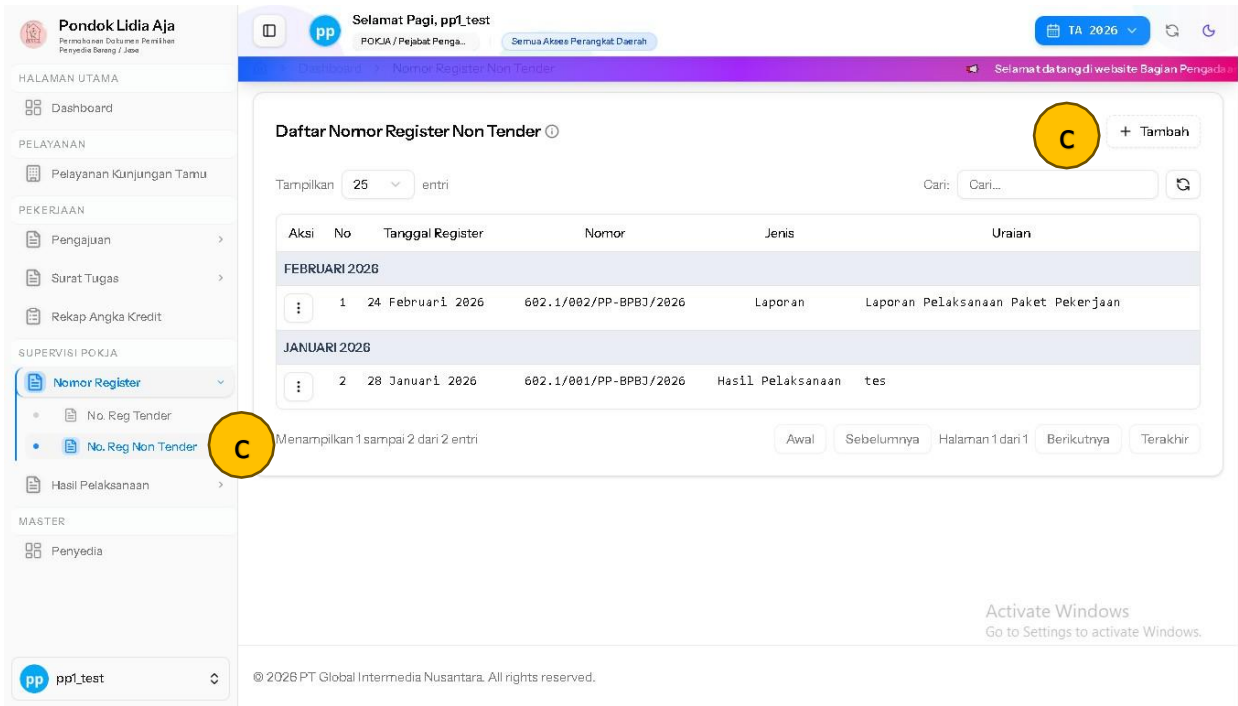
a. Klik Penyedia lalu klik tambah



b. Lalu isi data penyedia dengan Lengkap lalu Klik Simpan



c. klik No Register Non Tender/Tender lalu klik tambah dan isi data sampai lengkap



d. lalu isi data sampai lengkap dan klik simpan

