# MEKANISME UPLOAD FAKTUR via XML

CORETAX

# Pembuatan File XML

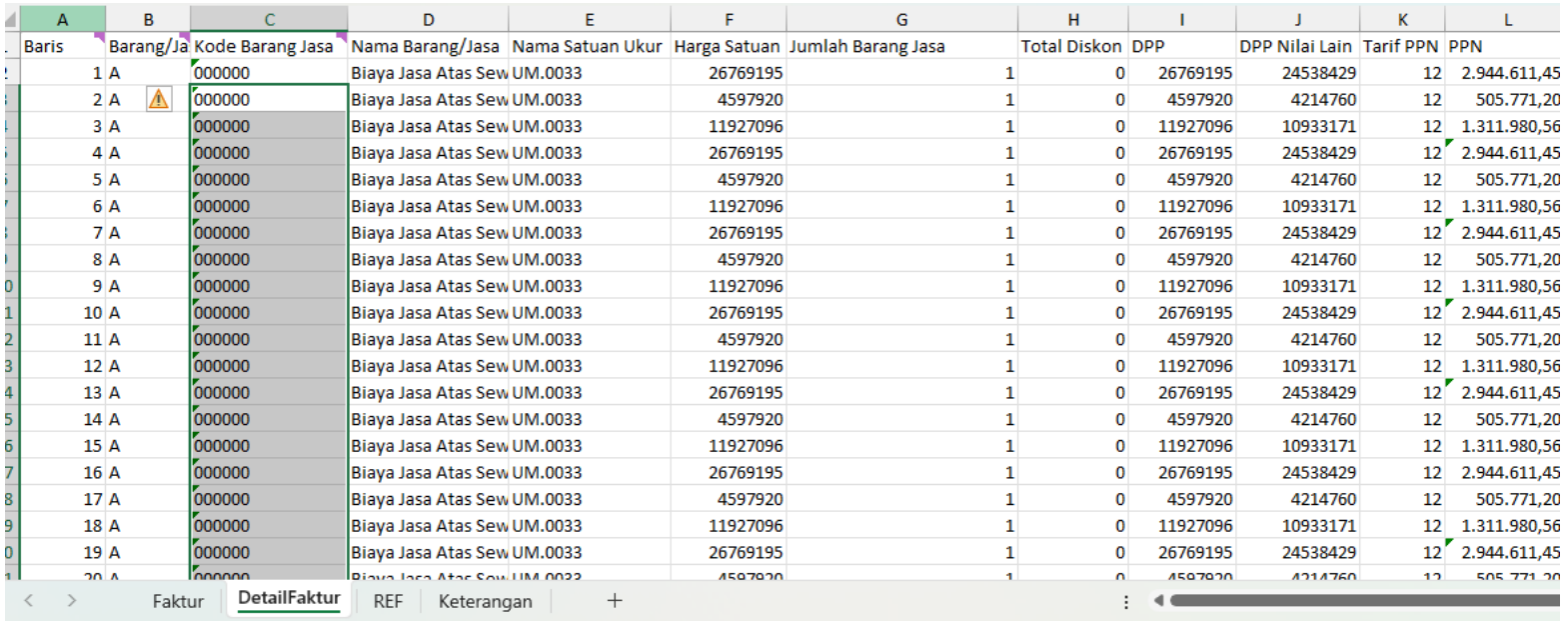
## 1. Input data di sheet Faktur

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| | NPWP Penjual | | 1091031210912281 | | | | | | |
| | | | | | | | | | |
| | Baris | Tanggal Faktur | Jenis Faktur | Kode Transaksi | Keterangan Tambah | Dokumen Pendukung | Referensi | Cap Fasilitas | ID TKU Penjual |
| | 1 | 01/01/2025 | Normal | 04 | | | TEST0001 | | 109103121091228100000 |
| | 2 | 01/01/2025 | Normal | 04 | | | TEST0002 | | 109103121091228100000 |
| | 3 | 01/01/2025 | Normal | 04 | | | TEST0003 | | 109103121091228100000 |
| | 4 | 01/01/2025 | Normal | 04 | | | TEST0004 | | 109103121091228100000 |
| | 5 | 01/01/2025 | Normal | 04 | | | TEST0005 | | 109103121091228100000 |
| | 6 | 01/01/2025 | Normal | 04 | | | TEST0006 | | 109103121091228100000 |
| | 7 | 01/01/2025 | Normal | 04 | | | TEST0007 | | 109103121091228100000 |
| | 8 | 01/01/2025 | Normal | 04 | | | TEST0008 | | 109103121091228100000 |
| | 9 | 01/01/2025 | Normal | 04 | | | TEST0009 | | 109103121091228100000 |
| | 10 | 01/01/2025 | Normal | 04 | | | TEST0010 | | 109103121091228100000 |
| | 11 | 01/01/2025 | Normal | 04 | | | TEST0011 | | 109103121091228100000 |
| | 12 | 01/01/2025 | Normal | 04 | | | TEST0012 | | 109103121091228100000 |
| | 13 | 01/01/2025 | Normal | 04 | | | TEST0013 | | 109103121091228100000 |
| | 14 | 01/01/2025 | Normal | 04 | | | TEST0014 | | 109103121091228100000 |
| | 15 | 01/01/2025 | Normal | 04 | | | TEST0015 | | 109103121091228100000 |
| | 16 | 01/01/2025 | Normal | 04 | | | TEST0016 | | 109103121091228100000 |
| | 17 | 01/01/2025 | Normal | 04 | | | TEST0017 | | 109103121091228100000 |
| | 18 | 01/01/2025 | Normal | 04 | | | TEST0018 | | 109103121091228100000 |
| | 19 | 01/01/2025 | Normal | 04 | | | TEST0019 | | 109103121091228100000 |
| | 20 | 01/01/2025 | Normal | 04 | | | TEST0020 | | 109103121091228100000 |
| | 21 | 01/01/2025 | Normal | 04 | | | TEST0021 | | 109103121091228100000 |
| | 22 | 01/01/2025 | Normal | 04 | | | TEST0022 | | 109103121091228100000 |
| | 23 | 01/01/2025 | Normal | 04 | | | TEST0023 | | 109103121091228100000 |

Faktur | DetailFaktur | REF | Keterangan

# Pembuatan File XML

## 2. Input data di sheet DetailFaktur



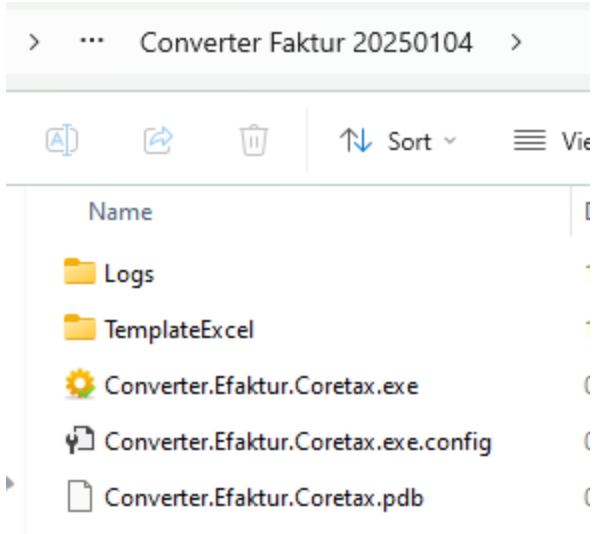
| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Baris | Barang/Ja | Kode Barang Jasa | Nama Barang/Jasa | Nama Satuan Ukur | Harga Satuan | Jumlah Barang Jasa | Total Diskon | DPP | DPP Nilai Lain | Tarif PPN | PPN |
| 2 | 1 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 26769195 | 1 | 0 | 26769195 | 24538429 | 12 | 2.944.611,45 |
| 3 | 2 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 4597920 | 1 | 0 | 4597920 | 4214760 | 12 | 505.771,20 |
| 4 | 3 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 11927096 | 1 | 0 | 11927096 | 10933171 | 12 | 1.311.980,56 |
| 5 | 4 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 26769195 | 1 | 0 | 26769195 | 24538429 | 12 | 2.944.611,45 |
| 6 | 5 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 4597920 | 1 | 0 | 4597920 | 4214760 | 12 | 505.771,20 |
| 7 | 6 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 11927096 | 1 | 0 | 11927096 | 10933171 | 12 | 1.311.980,56 |
| 8 | 7 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 26769195 | 1 | 0 | 26769195 | 24538429 | 12 | 2.944.611,45 |
| 9 | 8 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 4597920 | 1 | 0 | 4597920 | 4214760 | 12 | 505.771,20 |
| 10 | 9 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 11927096 | 1 | 0 | 11927096 | 10933171 | 12 | 1.311.980,56 |
| 11 | 10 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 26769195 | 1 | 0 | 26769195 | 24538429 | 12 | 2.944.611,45 |
| 12 | 11 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 4597920 | 1 | 0 | 4597920 | 4214760 | 12 | 505.771,20 |
| 13 | 12 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 11927096 | 1 | 0 | 11927096 | 10933171 | 12 | 1.311.980,56 |
| 14 | 13 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 26769195 | 1 | 0 | 26769195 | 24538429 | 12 | 2.944.611,45 |
| 15 | 14 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 4597920 | 1 | 0 | 4597920 | 4214760 | 12 | 505.771,20 |
| 16 | 15 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 11927096 | 1 | 0 | 11927096 | 10933171 | 12 | 1.311.980,56 |
| 17 | 16 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 26769195 | 1 | 0 | 26769195 | 24538429 | 12 | 2.944.611,45 |
| 18 | 17 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 4597920 | 1 | 0 | 4597920 | 4214760 | 12 | 505.771,20 |
| 19 | 18 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 11927096 | 1 | 0 | 11927096 | 10933171 | 12 | 1.311.980,56 |
| 20 | 19 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 26769195 | 1 | 0 | 26769195 | 24538429 | 12 | 2.944.611,45 |
| 21 | 20 | A | 000000 | Biaya Jasa Atas Sew | UM.0033 | 4597920 | 1 | 0 | 4597920 | 4214760 | 12 | 505.771,20 |

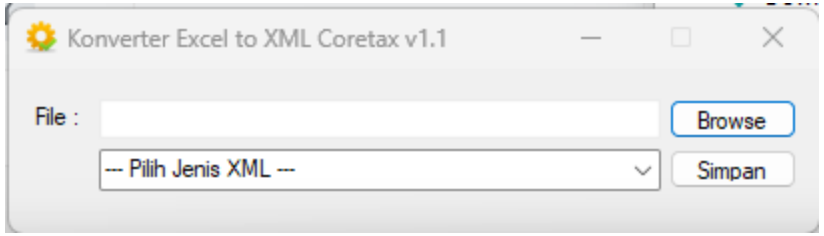
Faktur | DetailFaktur | REF | Keterangan

# Pembuatan File XML

## 3. Save Excel Template

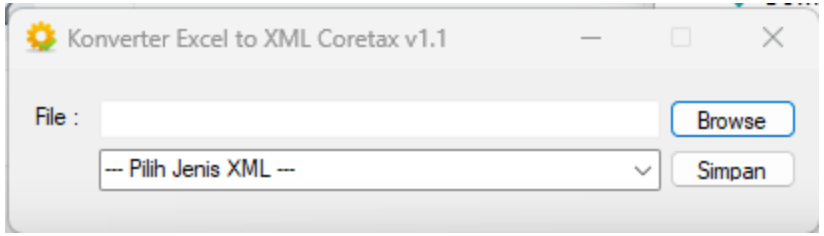
## 4. Jalankan Aplikasi Converter

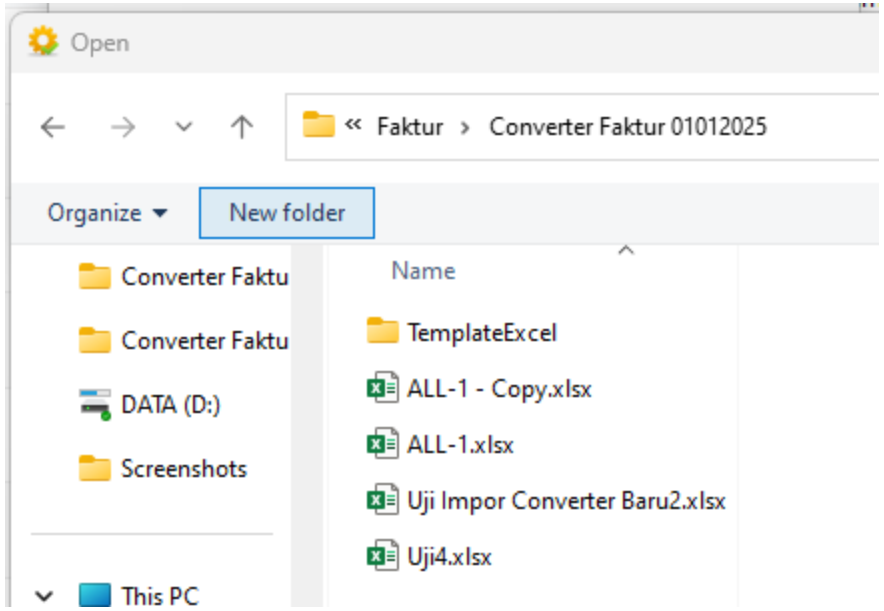


# Pembuatan File XML

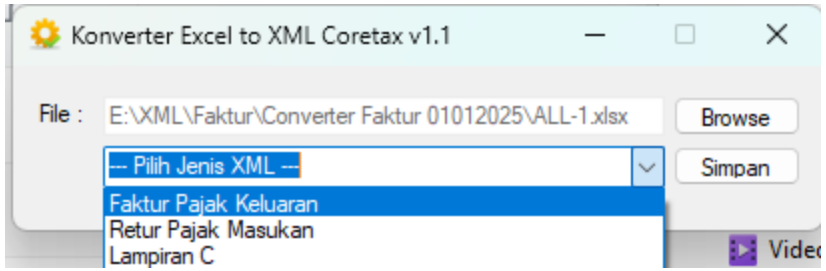
## 5. Klik Browse dan pilih File Excel



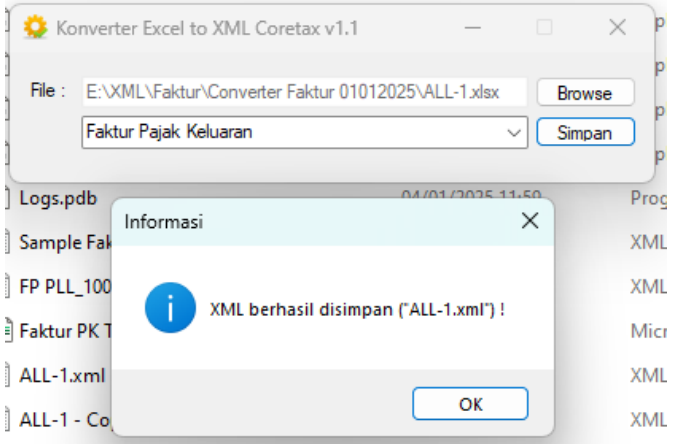



# Pembuatan File XML

## 6. Pilih Jenis XML : Faktur Pajak Keluaran

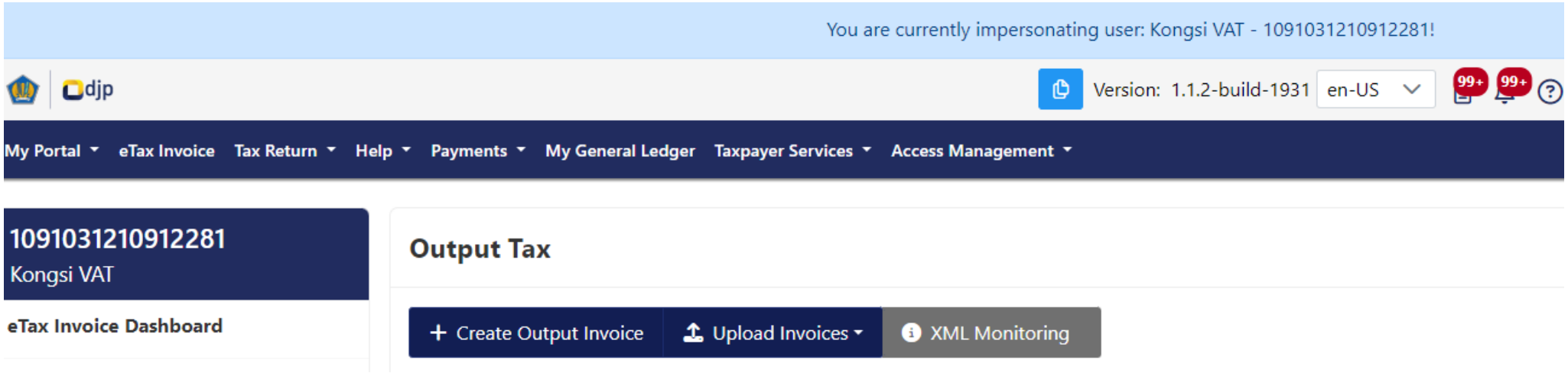



## 7. Klik SIMPAN



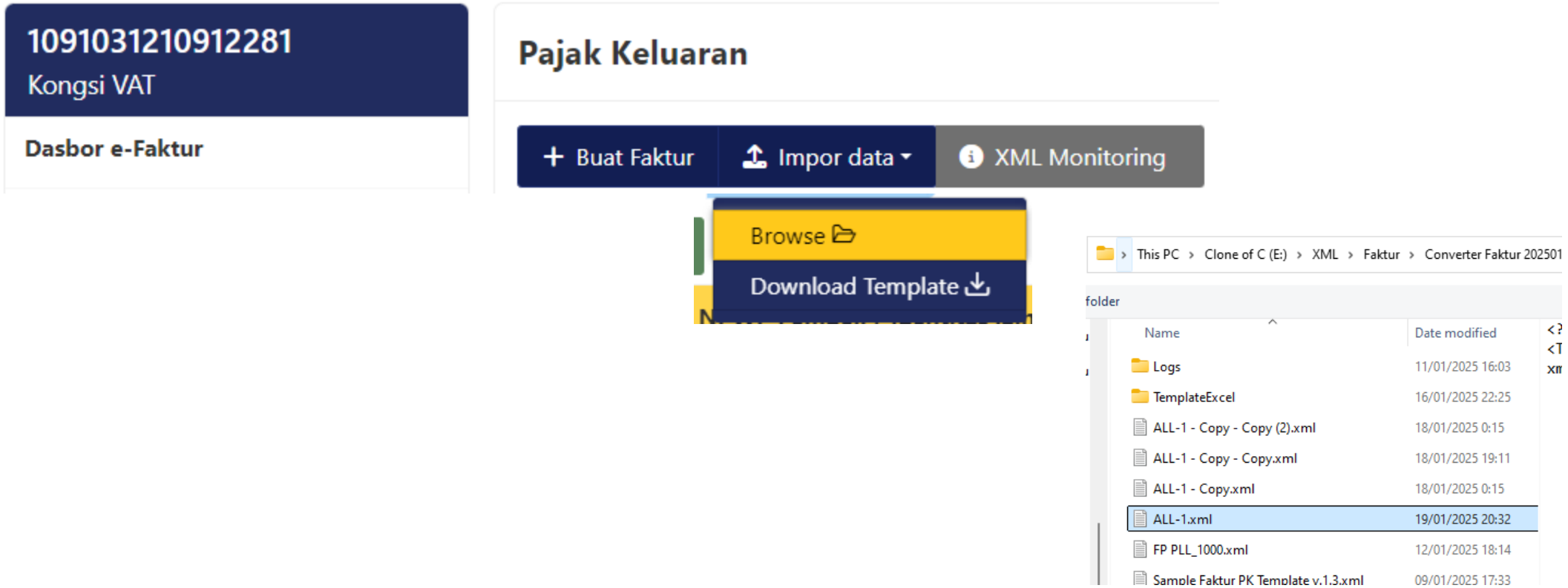
# Upload ke Coretax

## 1. Login dan Akses Menu Faktur Keluaran



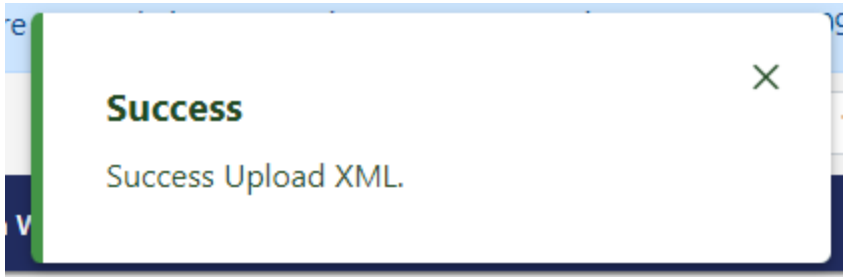
# Upload ke Coretax

## 2. Klik tombol Impor Data > Browse > Pilih > Open

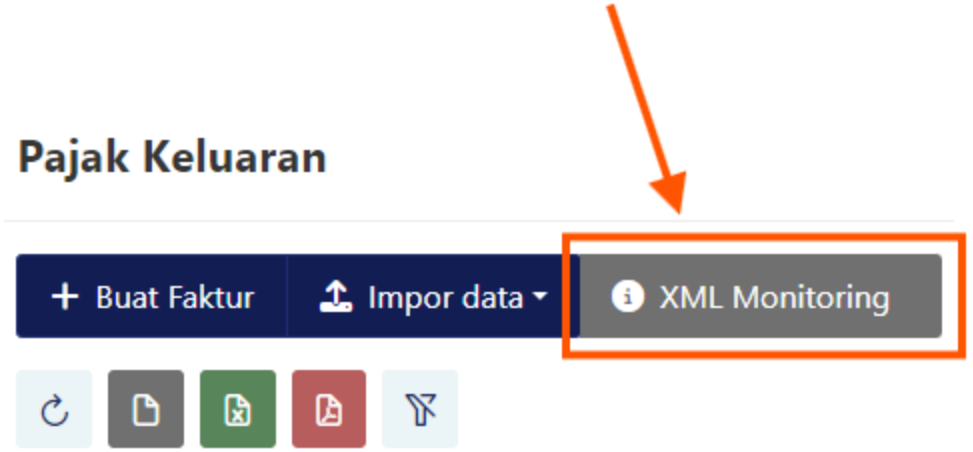


# Upload ke Coretax

## 3. Pop-up Message Berhasil

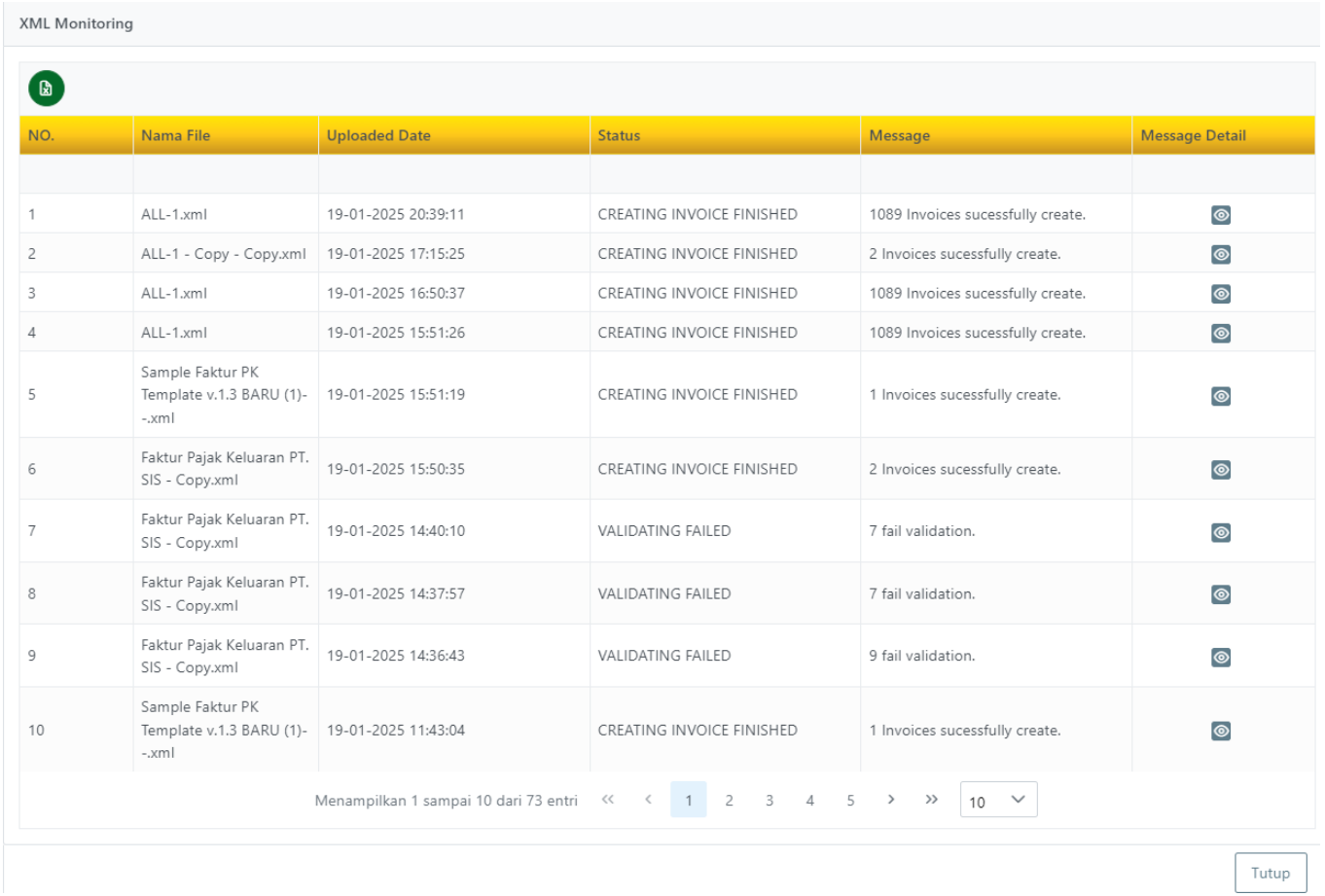



## 4. Klik tombol XML Monitoring untuk melihat Progress



# Upload ke Coretax

## 5. Cek Isi XML Monitoring


XML Monitoring

| NO. | Nama File | Uploaded Date | Status | Message | Message Detail |
|---|---|---|---|---|---|
| 1 | ALL-1.xml | 19-01-2025 20:39:11 | CREATING INVOICE FINISHED | 1089 Invoices sucessfully create. | |
| 2 | ALL-1 - Copy - Copy.xml | 19-01-2025 17:15:25 | CREATING INVOICE FINISHED | 2 Invoices sucessfully create. | |
| 3 | ALL-1.xml | 19-01-2025 16:50:37 | CREATING INVOICE FINISHED | 1089 Invoices sucessfully create. | |
| 4 | ALL-1.xml | 19-01-2025 15:51:26 | CREATING INVOICE FINISHED | 1089 Invoices sucessfully create. | |
| 5 | Sample Faktur PK Template v.1.3 BARU (1)--.xml | 19-01-2025 15:51:19 | CREATING INVOICE FINISHED | 1 Invoices sucessfully create. | |
| 6 | Faktur Pajak Keluaran PT. SIS - Copy.xml | 19-01-2025 15:50:35 | CREATING INVOICE FINISHED | 2 Invoices sucessfully create. | |
| 7 | Faktur Pajak Keluaran PT. SIS - Copy.xml | 19-01-2025 14:40:10 | VALIDATING FAILED | 7 fail validation. | |
| 8 | Faktur Pajak Keluaran PT. SIS - Copy.xml | 19-01-2025 14:37:57 | VALIDATING FAILED | 7 fail validation. | |
| 9 | Faktur Pajak Keluaran PT. SIS - Copy.xml | 19-01-2025 14:36:43 | VALIDATING FAILED | 9 fail validation. | |
| 10 | Sample Faktur PK Template v.1.3 BARU (1)--.xml | 19-01-2025 11:43:04 | CREATING INVOICE FINISHED | 1 Invoices sucessfully create. | |

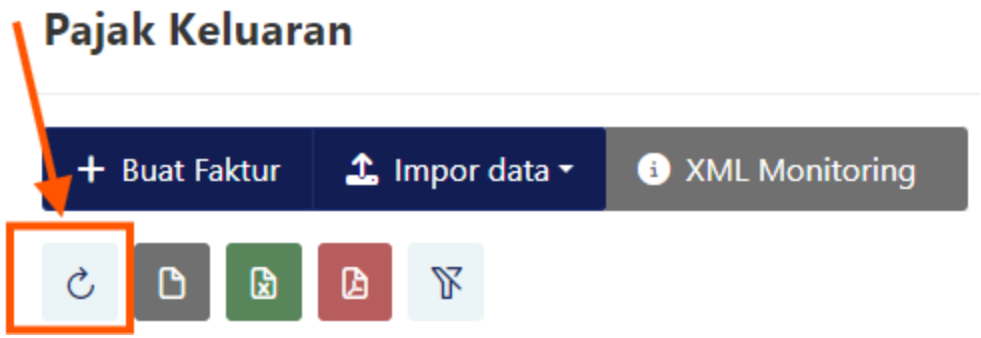
Menampilkan 1 sampai 10 dari 73 entri « ‹ 1 2 3 4 5 › » 10

Tutup

1. VALIDATING DATA : Proses Validasi Data
2. VALIDATING FAILED : Ada data yang perlu dikoreksi, klik tanda mata untuk mendapatkan detil error
3. CREATING INVOICE : Proses membentuk file Faktur dengan status CREATED (proses belum selesai sepenuhnya untuk keseluruhan record)
4. CREATING INVOICE FINISHED : Proses membentuk keseluruhan Faktur berhasil.

# Upload ke Coretax

## 6. Cek Faktur di Grid Pajak Keluaran. Klik tombol Refresh



# Submit Faktur Bulk

## 1. Pilih beberapa Faktur yang akan di-Submit

**Pajak Keluaran**

+ Buat Faktur | Impor data | XML Monitoring | Upload Faktur | Hapus Dokumen

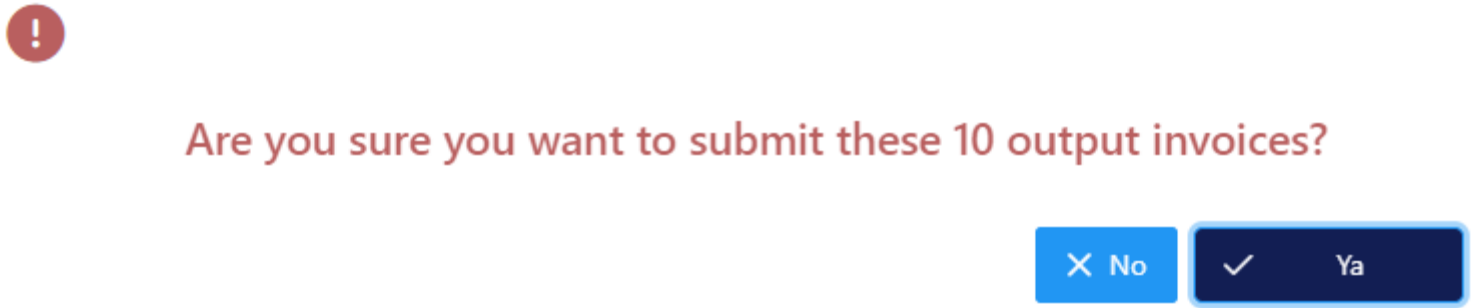
| | | NPWP Pembeli / Identitas lainnya | Nama Pembeli | Kode Transaksi | Nomor Faktur Pajak | Tanggal Faktur Pajak | Masa Pajak |
|---|---|---|---|---|---|---|---|
| ☑ | | | | Pilih Kode Transaksi | | | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |
| ☑ | ✎ 🗑 | 1091031210912281 | Kongs***** | 04 - DPP Nilai Lain | | 01-01-2025 | Januari |

# Submit Faktur Bulk

## 2. Klik tombol Upload Faktur

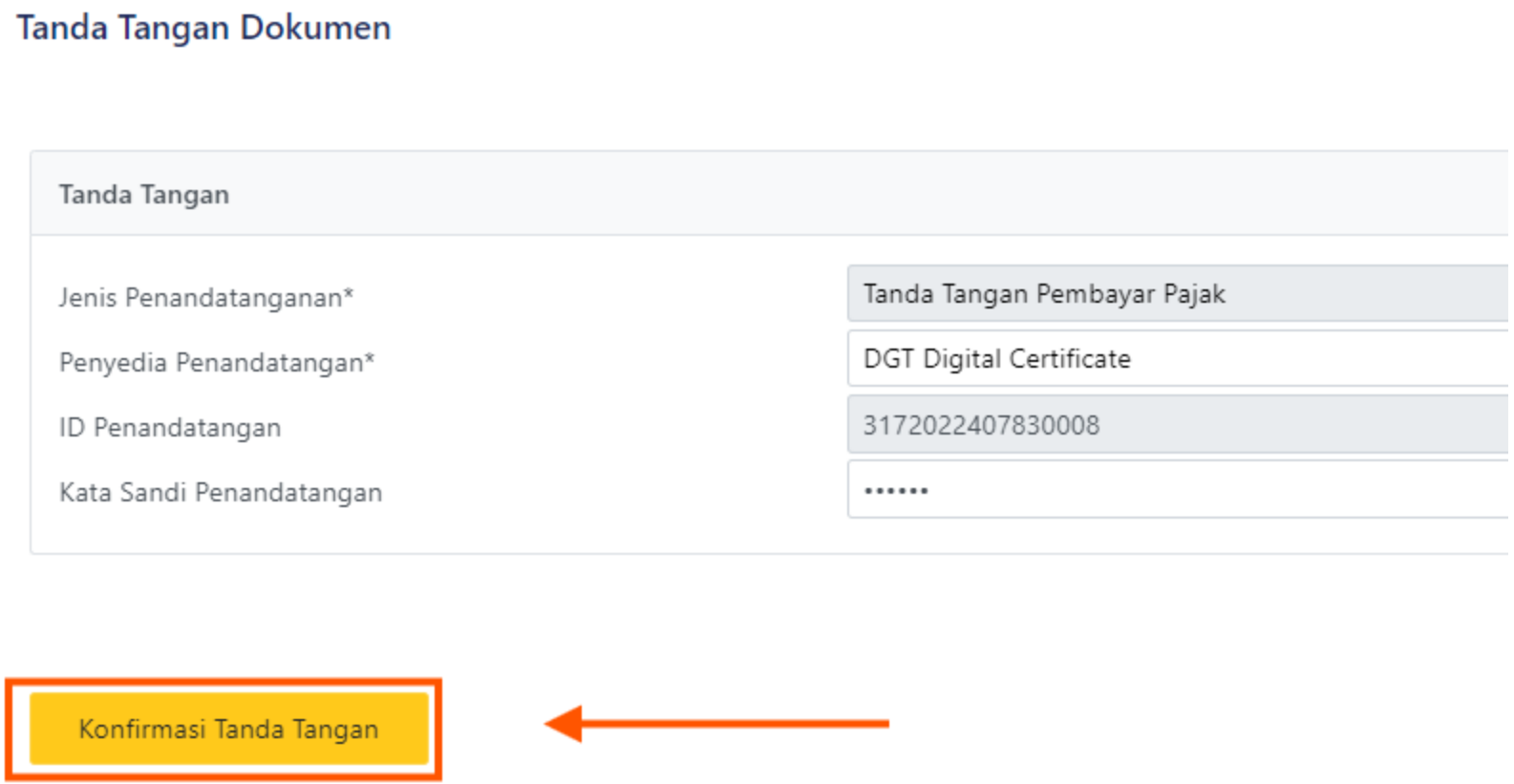



## 3. Klik Yes



# Submit Faktur Bulk

## 5. Konfirmasi Tandatangan

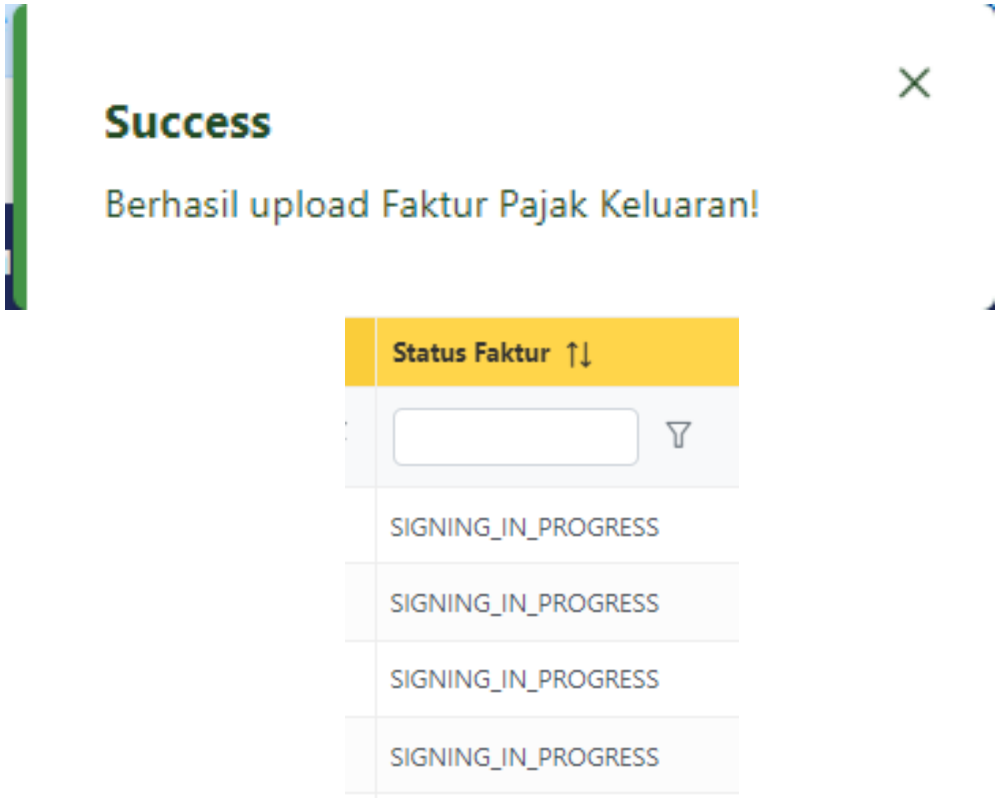


# Submit Faktur Bulk

## 5a. Jika passphrase salah

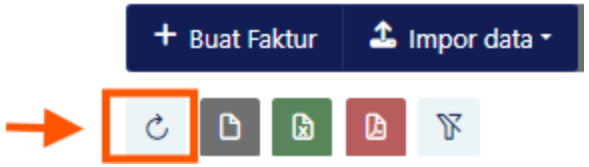


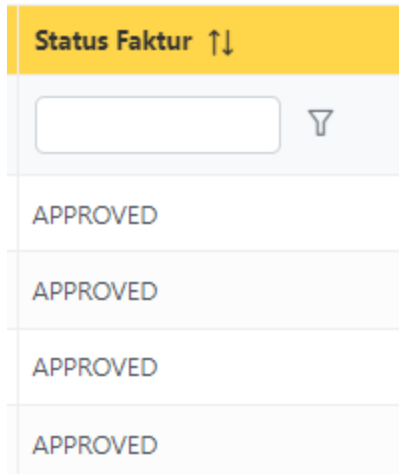

## 5b. Jika Passphrase Benar



# Submit Faktur Bulk

## 6. Cek Status Signing dengan klik Refresh




| | | NPWP Pembeli / Identitas lainnya | Nama Pembeli | Kode Transaksi | Nomor Faktur Pajak |
|---|---|---|---|---|---|
| | | | | Pilih Kode Transaksi | |
| | | 1091031210912281 | Kongsi VAT | 04 - DPP Nilai Lain | 04002500000008594 |
| | | 1091031210912281 | Kongsi VAT | 04 - DPP Nilai Lain | 04002500000008599 |
| | | 1091031210912281 | Kongsi VAT | 04 - DPP Nilai Lain | 04002500000008592 |
| | | 1091031210912281 | Kongsi VAT | 04 - DPP Nilai Lain | 04002500000008598 |

# Terima kasih

*Pajak Kita, Untuk Kita*

DitjenPajakRI www.pajak.go.id 1 500 200