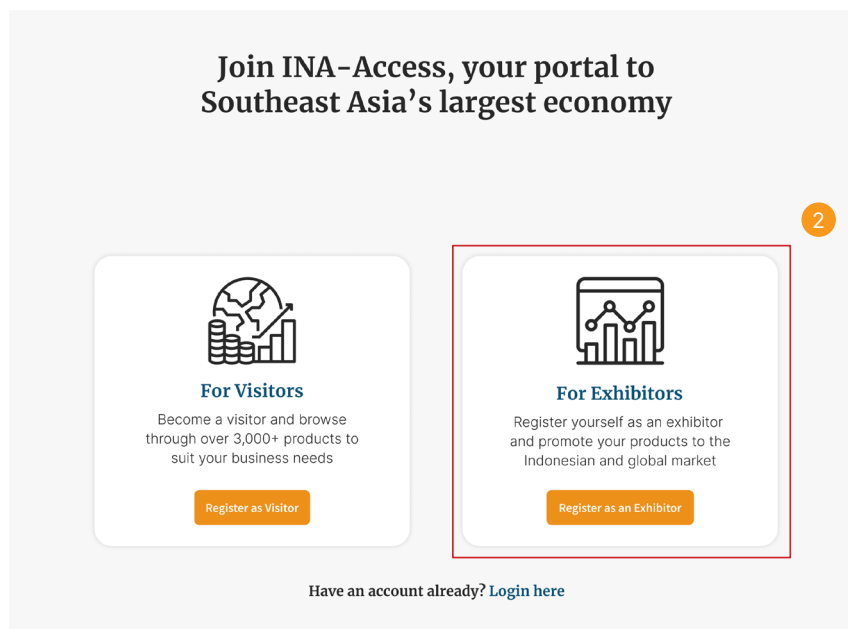
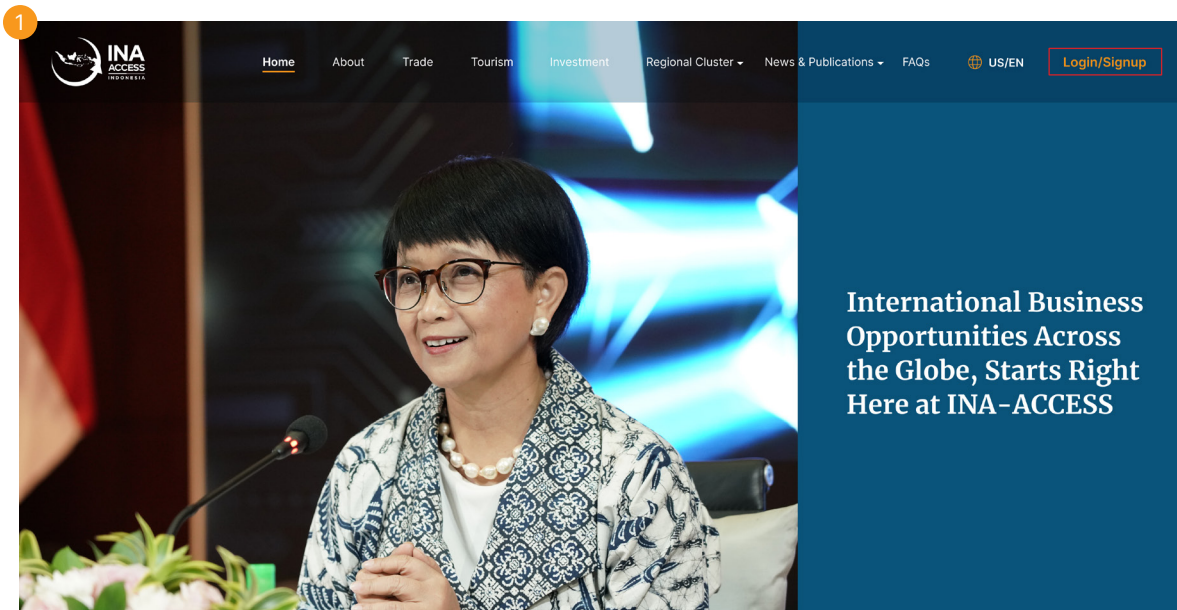




INA-ACCESS EXHIBITORS GUIDE AND DASHBOARD

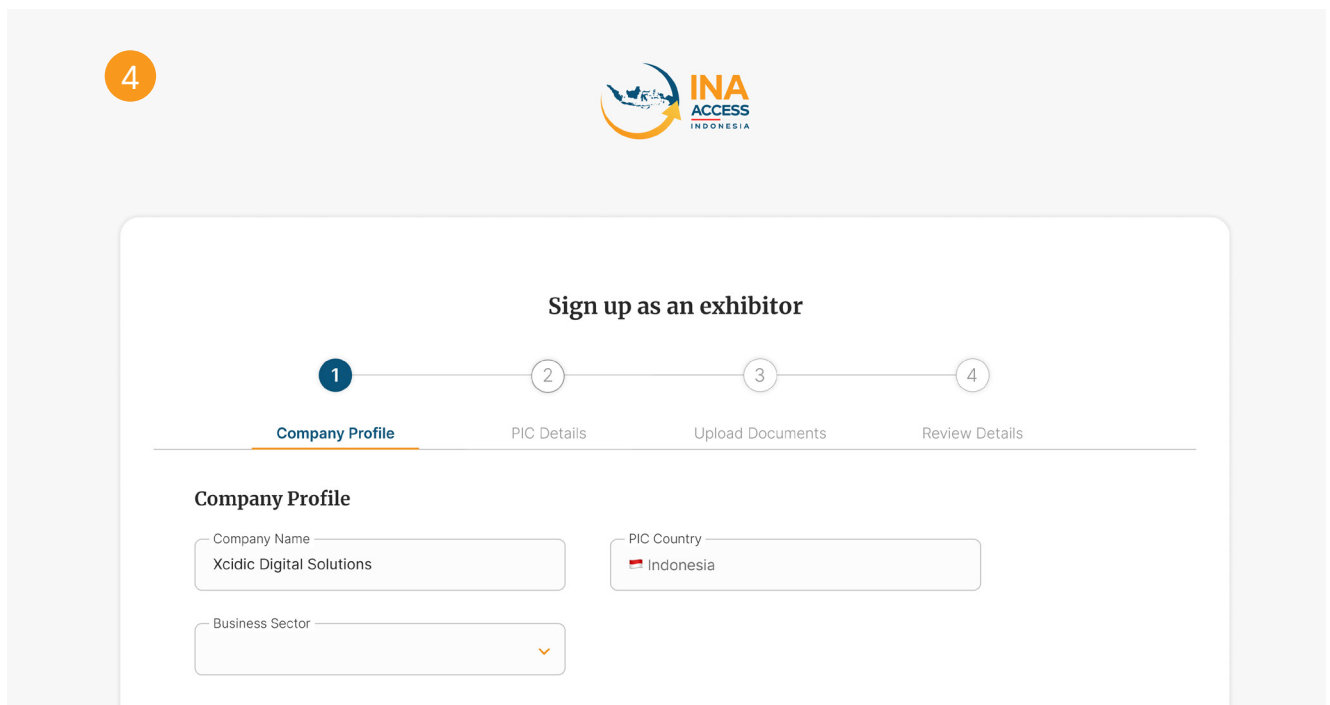
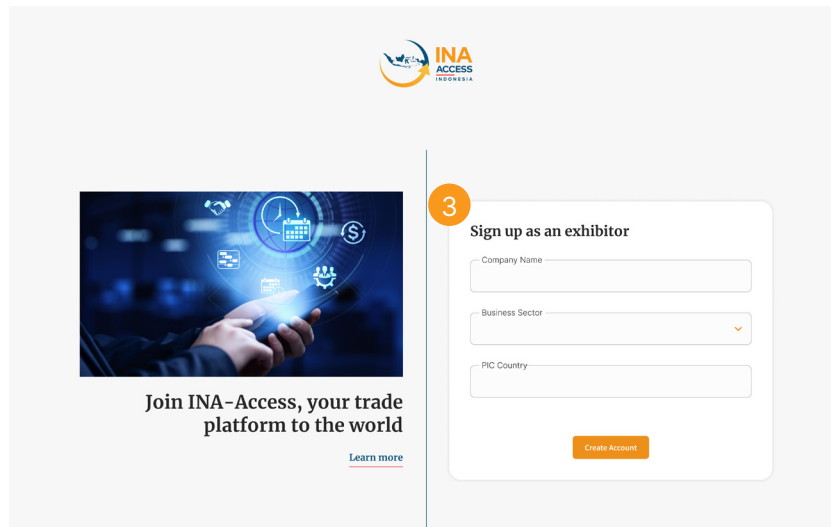
EXHIBITOR REGISTRATION

1. To register as an exhibitor, go to ina-access.com on your browser and click on the sign up button on the top right.



2. Click the button **Register as an Exhibitor**.

3. Fill your company information in the following page.



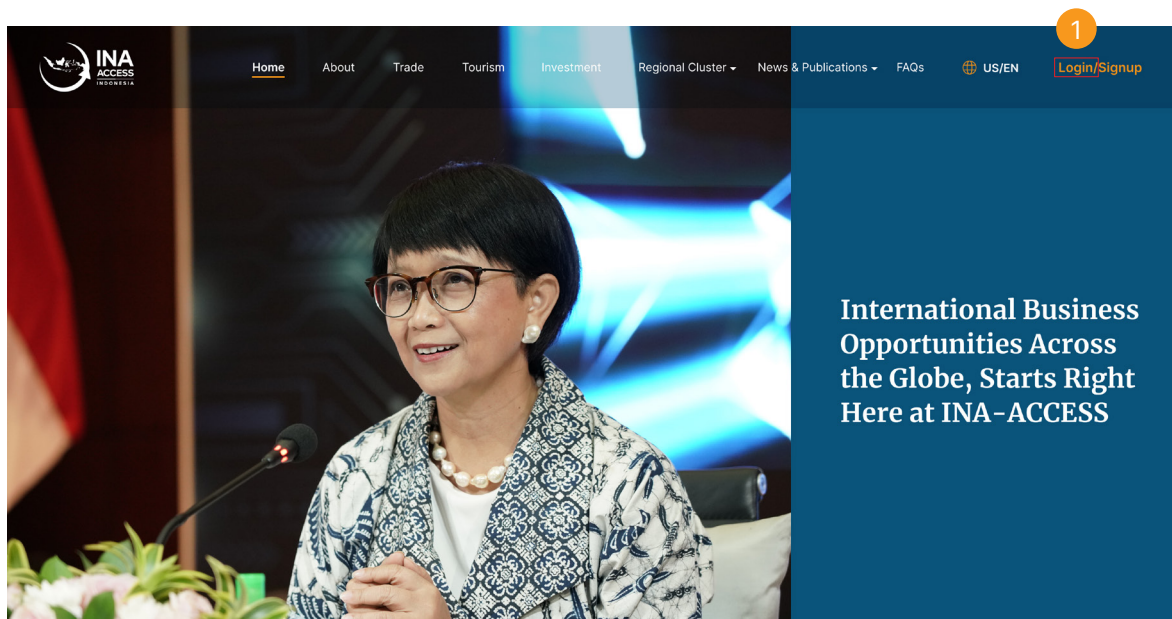
4. To register, you will need to fill in information about your company’s background, the details of the person-in-charge, and the required documents that need to be attached to verify your business.

Please ensure you fill accurate and correct information as this will help in building your online profile. Your contact details will be the primary means for visitors/buyers to contact you.

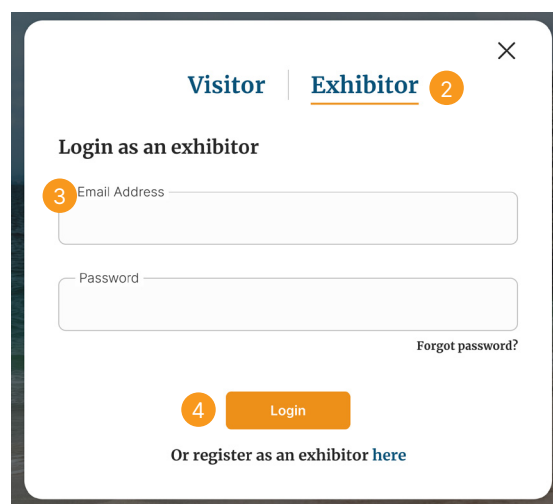
You can review the information you filled in, before agreeing to the terms and conditions and submitting your application.

EXHIBITOR LOG IN MAIN WEBSITE

1. After verifying your registration as an exhibitor. Go back to main ina-access.com. Click the login button at the top right.
2. Choose Log in as an Exhibitor.

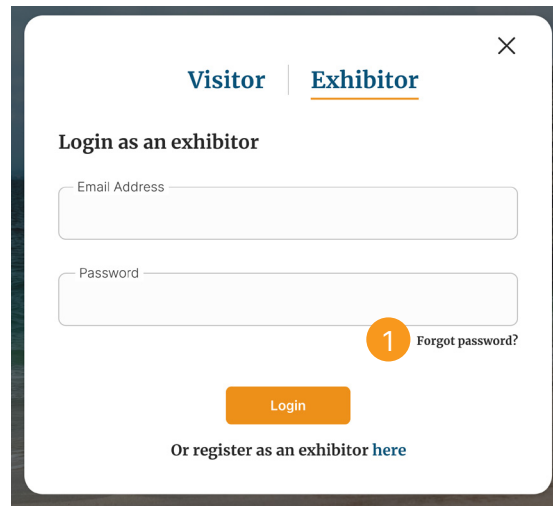


3. Fill the blank column with your Email Address and Password that has been registered.
4. Then click the Login Button.

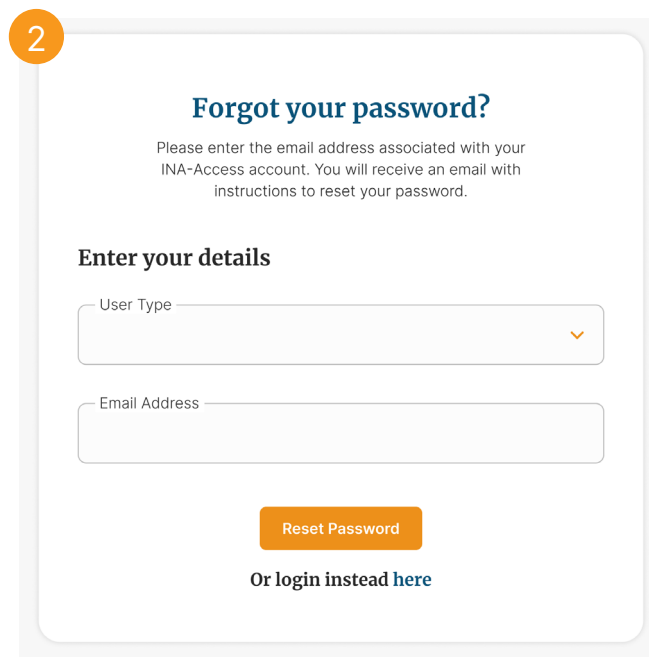


FORGOT PASSWORD MAIN WEBSITE

1. To reset your password, click on the forgot password on the login page.



2. Select your user type, and fill in your details to have a reset password sent to your email.



EXHIBITOR DASHBOARD

1. Once your email has been verified and application has been approved, you can login to ina-access dashboard at dashboard.ina-access.com to complete your online profile.

1

Login to INA-Access Dashboard

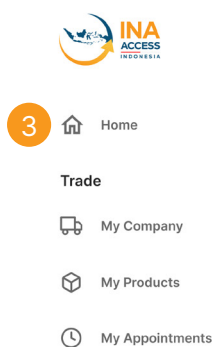
Email Address

Password


[Forgot password?](#)

2. Once you logged in, you will see the your dashboard and a brief overview of your products and appointments.

3. To complete your profile, please navigate to the menus on the left-hand side.




2



Welcome, Xcidic

Current Active Business Forum:



Overview

My Products	My Appointments
0	0

EXHIBITOR - COMPANY DETAILS

1. All the information you provided when registering can be accessed under your company details. Please ensure that all information are accurate.
2. To update your information, click on the edit exhibitor on the bottom right corner of the page.

1

View Exhibitor

Home > My Company

Company Detail Company Profile

Updated at 23 August 2021

Submitted at 23 August 2021

Status *
active

Company Details

Company Name *
Xcidiccd

PIC Country *
Indonesia

Business Sector
Manufacture

PIC Details

PIC Name *
Machdalena

PIC Phone Number
+62 342 341 2

PIC Email *
machdalena+202@xcidic.com

PIC Position *
sqd1

Documents

Applying As *
Exhibitor for Trade

NPWP *
11.123.123.0-789.009

NPWP

1632820221835_fdc0e5b2f9c7deb8a04b558daf8871a...

NIB (Nomor Induk Berusaha)

1632820232015_49ab343f6cb7f9c658f4e637e3d99e...

SIUP

1632820233270_tumblr_e73ecedcfafa56ec4738bd7...

Surat Izin Ekspor

1632820225287_wp8648818.jpeg

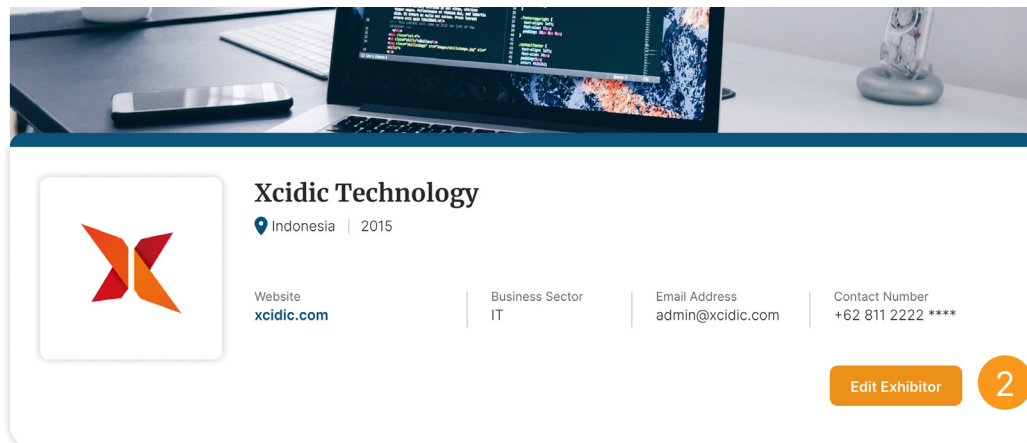
Other Documents

1632820272027_flat%2C750x%2C075%2CF-pad%2C7... 1632820283536_screenshot-dev-ina-access-ne...

2

EXHIBITOR - COMPANY PROFILE

1. To provide more appeal to potential visitors/buyers, please complete your company profile with information such as logo, banner, about, and video/PDF.

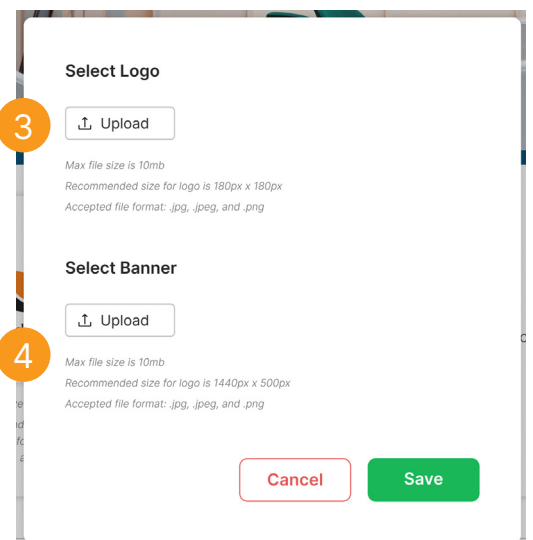
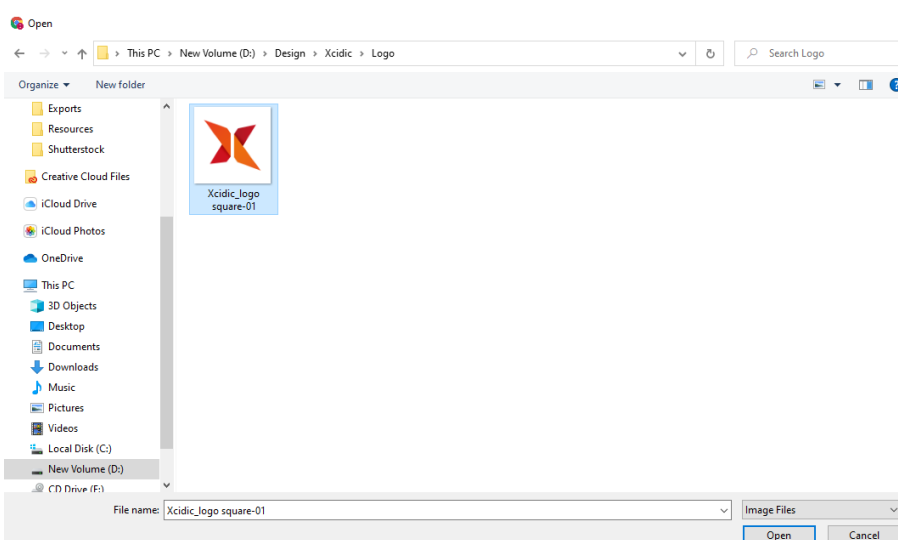


COMPANY LOGO AND BANNER

2. To upload your company logo and banner, click on the edit exhibitor button and select your files.

3. The recommend size for logo is **180px x 180px (max. 10mb)**, with accepted file format of **.jpg, .jpeg. and .png**.

4. Therecommended sizeforbanneris**1440pxx500px(max. 10mb)**, with accepted file format of **.jpg, .jpeg, and .png**.



COMPANY BACKGROUND

5. You can enter more background information about your company, year of founding, as well as your company profile video and PDF by clicking edit.

Company Overview

About Exhibitor

Year of Founding

Video

Embed Code

PDF

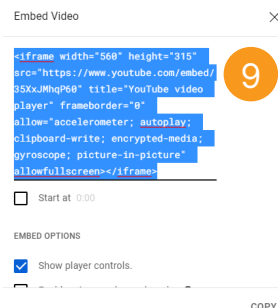
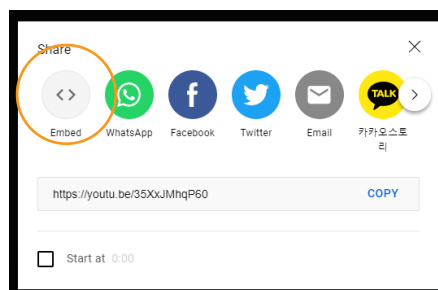
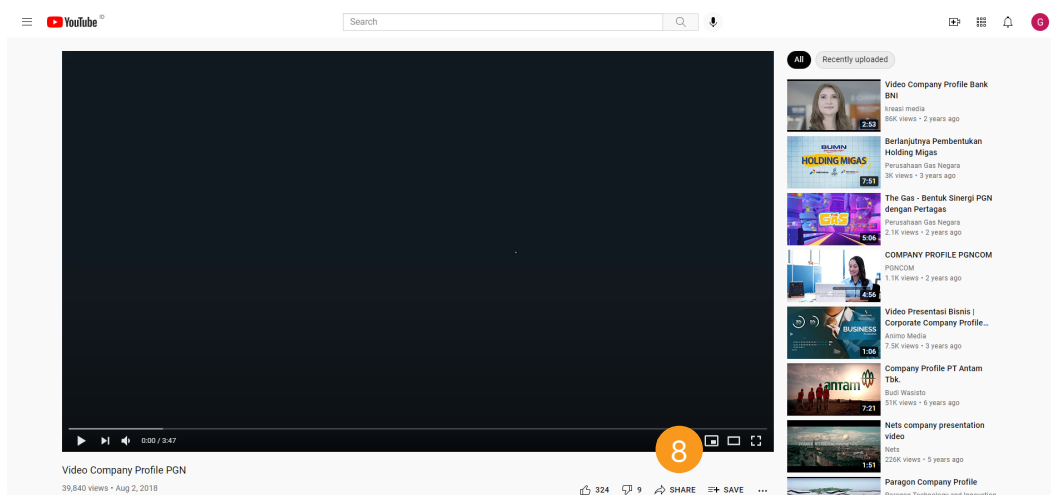
No File

Edit Exhibitor

5

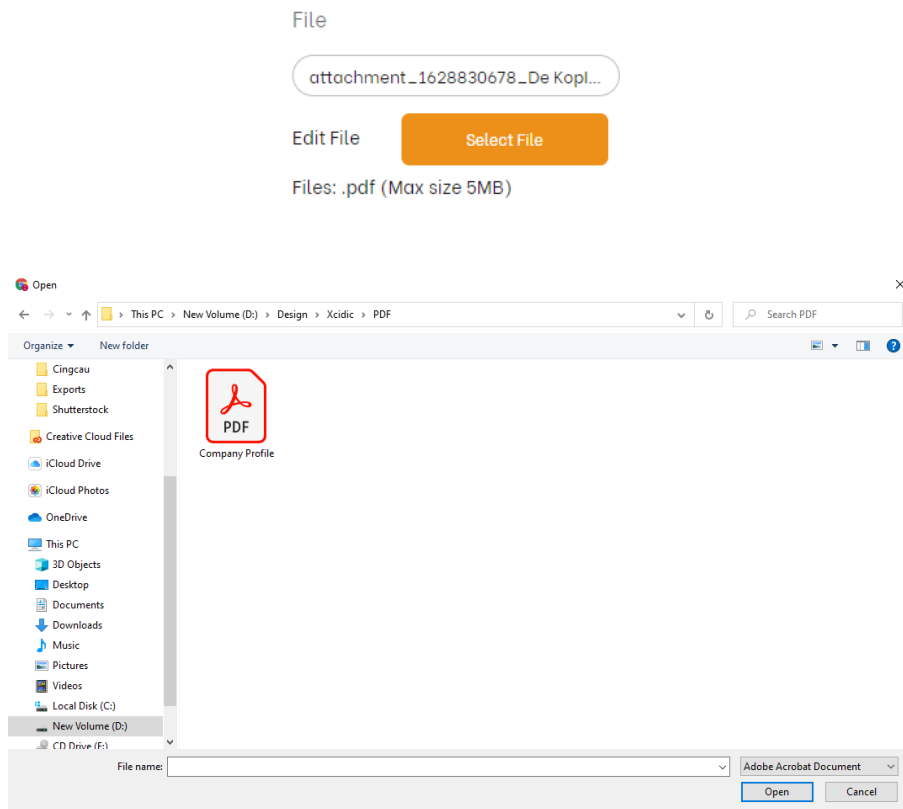
COMPANY VIDEO

6. To upload your video, you can embed a video from YouTube.
7. Once logged in, you can upload a new video or share a published video.
8. Navigate to the video that you want to embed, and click share.
9. Copy the embed code and paste it into the Video field.



COMPANY PDF

1. You can upload a PDF about your company profile, product catalogue, or brochure to your profile.
2. Click on select file to upload a **PDF**, with a **maximum size of 5mb**.



COMPANY PROFILE COMPLETED

Once you've finished filling out all of your company details, you are set to go on uploading your products.

PRODUCT SHOWCASE

1. To prepare your virtual product catalogue, go to your **Company Profile** under My Company. Start by creating a category for your products.
2. Click on **Add Category** and fill in the details.

Category

No.	Category Name	Order	Created at	Status	Action
1	Table	1	01 Jul 2021, 17:25	Active	Edit
2	Chair	2	01 Jul 2021, 17:25	Active	Edit
3	Sofa	3	01 Jul 2021, 17:25	Active	Edit
4	Cocktail Table	4	01 Jul 2021, 17:25	Active	Edit

2

[Add Category](#)

Add Category

Category Name

Order

Status

[Cancel](#) [Add](#)

3. Once created, you can assign your products to each category to best curate your catalogue.
4. Next, to add products, click on **Add Products underneath** the category table.
5. Start by filling out your product details. Don't forget to select its category as well as changing the status to published if you want to post it.
6. You can upload up to **5 images** for your products, with the accepted file formats being **.jpg, .jpeg, and .png** and **max. size of 10mb**.
7. For better visual appeals, we recommend uploading your product image isolated against a white background.

Status

Product Details

Product Name Category

Product Description

Exhibitor SKU

Dimension

Image

Max file size is 10mb
You can upload up to 5 pictures
Accepted file format is .jpg, .jpeg and .png. We recommend upload product photo against a white background.

[Cancel](#) [Add Product](#)

EDITING YOUR PRODUCTS

1. Once you added your products to the platform, you can edit or delete them.
2. To see your products in action, you can click on preview which will take you to the main website.

< View Products

Home > Exhibitor > All Exhibitors > View Product

Updated at 7 July 2021, 20:35
Submitted at 7 July 2021, 20:35

Status
Published

Product Details

Product Name
Table

Category
Table


Product Description
This sturdy table of modern design is perfect for every household.

Exhibitor
Xcidic

SKU
-

Dimension
-

Image



2 Preview

1 Delete Product

Edit Product

CHECKING MY APPOINTMENTS

1. Visitor/buyer can schedule a one-on-one appointment with your company through appointments.
2. Once visitor/buyer requests an appointment, it will appear under your appointments tab.

Appointments

Home > Appointments

Export

Appointments 🔍 Search for an appointment...

No.	Sender Company	Recipient Exhibitor	Event	Created at	Action
1	PT Dekoruma	Decorus Furniture	INA-CEE	12 Jun 2021, 13:25	View Details 2

3. You can review the appointment request, and contact the visitor/buyer directly by emailing them through your dashboard.

Recipient Details

Company Name: Company Email Address:

Appointment Details

Events

INA Business Forum*

Sender Details

Company Name*: PIC Name*:

PIC Email Address*: PIC Phone Number*:

Meeting Details

Date*: Time*:

Do you have a meeting link?:

If you have an online meeting link, please provide the details below.

Link*: Password*:

Message

Message subject*:

Message*:

Delete Appointment

3

Send Email

To*:

Subject*:

Message*:

Cancel
Apply Filter



THANK YOU AND GOOD LUCK!