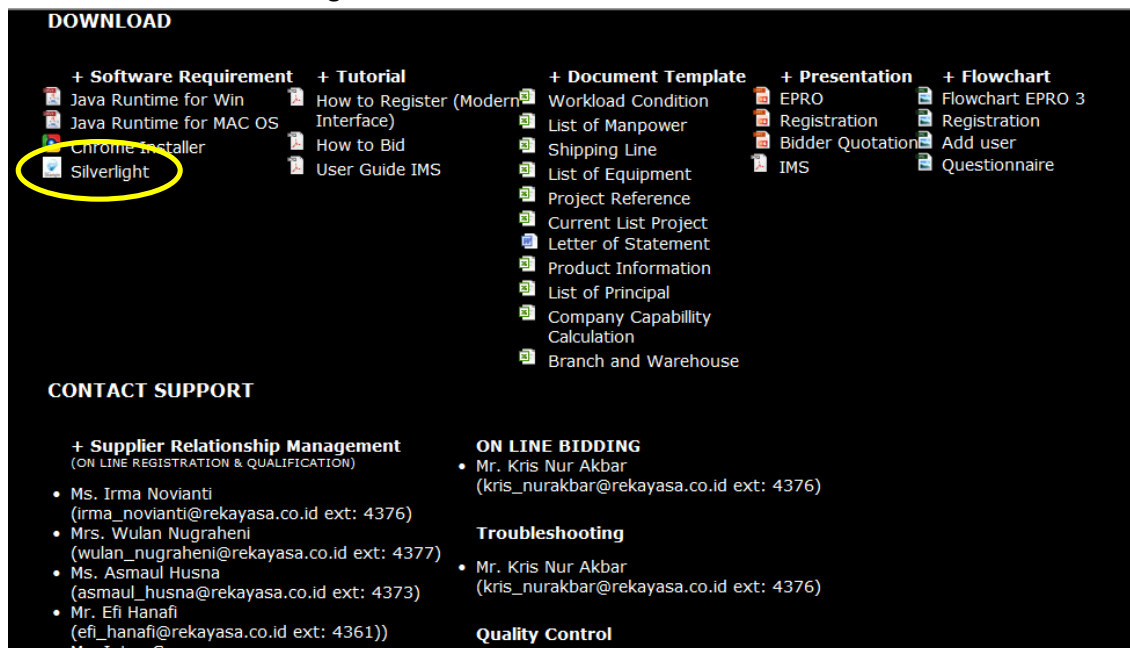


1. Go to [e-pro.rekayasa.com](http://e-pro.rekayasa.com). We recommend using Internet Explorer.
2. Click download menu on the top of page



3. Download software Silverlight



4. Install Silverlight



5. After installed, please back to [e-pro.rekayasa.com](http://e-pro.rekayasa.com), then “Click Here”



6. Click “register” button.

**LOGIN**

---

User Name\*

Password\*

Language

**First time here?**

**Need help?**  
[Forgot your password?](#)

7. This is 1<sup>st</sup> Step (Login Request), Please Fill in your company data and click next (marked by red square).

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Company Users Summary

Company Name \*

Company Type \*

Federal ID \*

Address Line \*

Address Line 2 \*

Country \* Please select country...

City \*

State/Province \*

Zip \*

Setting Up an Account

On this screen you enter your company profile information, including your company name, type, address, country, city, state, and zip code. US companies enter their federal identification number or tax identification number in the Federal ID box. Non-US companies enter their business registration number. On the next screen you will create at least one user for your company.

Click here if you want to cancel your registration.  
**CAUTION: THIS WILL DELETE YOUR ACCOUNT AND ALL DATA.**

Cancel Registration Next

Below are rough guidelines for choosing company type:

- Agent → Your company is selling products and have official letter of agency released by Indonesian industrial and trade ministry (Deperindag) for each product.
- Trader → Your company is selling products but some or all product does not have official letter of agency released by Deperindag.
- Manufacturer → Your company are creating products with little to no modification based on our specification (ex. gaskets, cables).
- Fabricator → Your company are able to make product that are purely based on our specification (ex. steel structures).
- Third party services → Your company provides various services other than construction (ex. surveys, inspection & tests, rentals).
- Forwarder → Your company is able to deliver our purchased items from their origins to our project sites.
- National Subcontractor → Your company is a construction company based in Indonesia.
- International Subcontractor → Your company is a construction company based not in Indonesia .

8. Fill in your user data. “User Name” and “Password” will be used to log in to our system, please remember them. Do not forget to save your user after you fill in the data.
- “Username” has a maximum of 10 character.
- Set “Status” (red square) to active if this user is allowed to log in or set to inactive if this user is **not** allowed to log in.
- If “Primary user” (green square) is checked, this user will be sent automated system messages. Please that there can be only one primary user per company.
- If you need to add another user, click the “add new user” button.
- Click Next.

Firefox EPRO 3

sportal.rekayasa.co.id/SmartPlantMaterialsPortal2013/client/index.aspx

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No errors found.

Company Users Summary

First Name \*

Last Name \*

Position \*

Department \*

Telephone \*

Email \*

Create User Name \*

Password \*

Confirm Password \*

Status \* Active

☒ Set as primary user

Save User Revert Changes Add New User

Users

User	Status
------	--------

Cancel Registra... Previous Next

9. At the summary page, take a quick review to your data and click submit.

Firefox EPRO 3  
sportal.rekayasa.co.id/SmartPlantMaterialsPortal2013/client/index.aspx

EPRO 3 Integrated EPC System  
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Company Users Summary

Submitting will send your information to REKIND.

Login Request

Company Name: Web test

2 User(s) registered

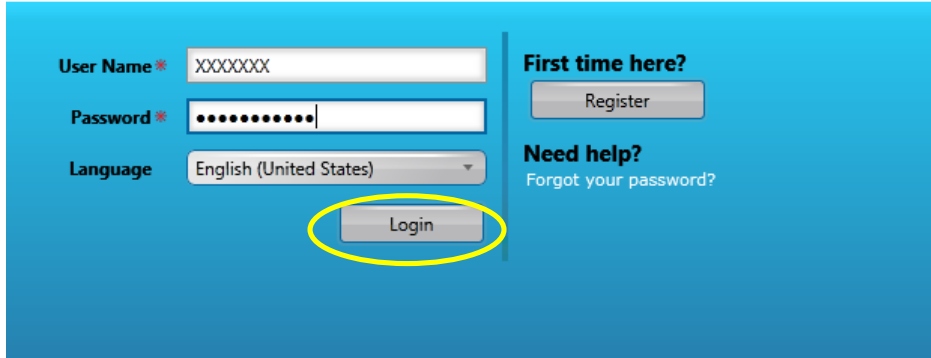
Cancel Registra... Previous Submit

10. Please send an email confirmation to SRM team, the email addresses you can see at contact support (Supplier Relationship Management) in our website [e-pro.rekayasa.com](http://e-pro.rekayasa.com), that your registration is done.
11. After your company is approved by an SRM officer, you will receive a notification e-mail and you can continue to 2<sup>nd</sup> Step (Company Profile).
12. Go to [e-pro.rekayasa.com](http://e-pro.rekayasa.com) and "Click Here"



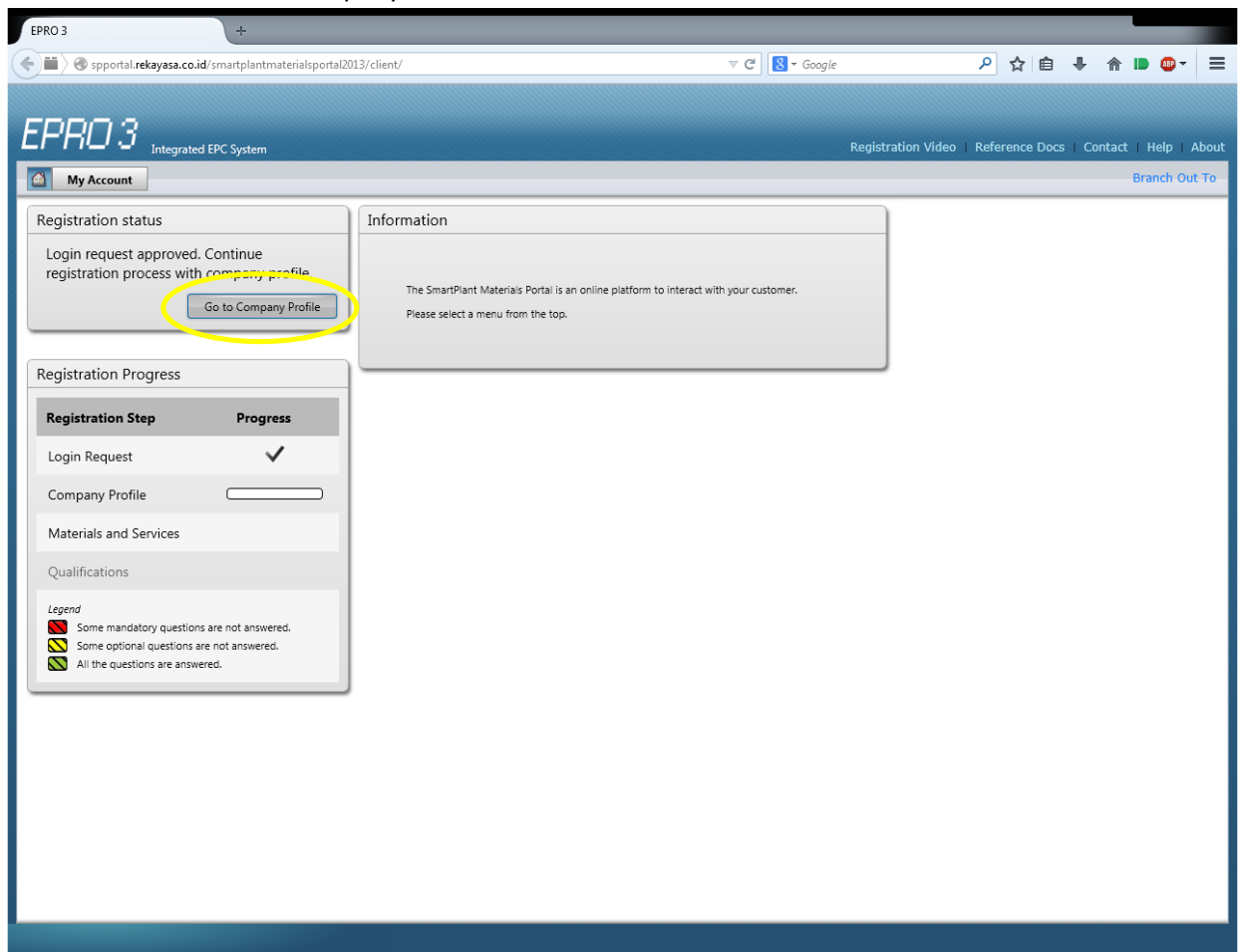
13. Please login using your registered user ID and password.

## LOGIN



The login form is set against a blue gradient background. It includes three input fields on the left: 'User Name' with 'XXXXXXX' entered, 'Password' with masked characters, and a 'Language' dropdown menu set to 'English (United States)'. To the right, there are three links: 'First time here?' with a 'Register' button, 'Need help?' with a 'Forgot your password?' link, and a 'Login' button at the bottom which is circled in yellow.

14. This is 2<sup>nd</sup> Step (Company Profile), You will see that there is a notification on the left side of the screen. Click “Go To Company Profile” button.



The screenshot shows the EPRO 3 Integrated EPC System dashboard. The top navigation bar includes links for 'Registration Video', 'Reference Docs', 'Contact', 'Help', and 'About'. The main content area is divided into several sections. On the left, under 'My Account', there is a 'Registration status' section with a message: 'Login request approved. Continue registration process with company profile.' Below this message is a button labeled 'Go to Company Profile', which is circled in yellow. To the right of this is an 'Information' section with text about the SmartPlant Materials Portal. Below the 'Registration status' section is a 'Registration Progress' section with a table showing the progress of different steps.

Registration Step	Progress
Login Request	✓
Company Profile	<div></div>
Materials and Services	
Qualifications	

**Legend**

- Some mandatory questions are not answered.
- Some optional questions are not answered.
- All the questions are answered.



15. At the question page, please see below picture for guide

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My Account

Company Users Profile Materials and Services Summary

### Company Profile - All Categories

Question categories	Question category status	Action
No Category This category contains 8 question(s).	8 question(s) not answered.	Begin
Bonding capacity per project This category contains 2 question(s).	2 question(s) not answered.	Begin
Branches (if any)		
Indonesian based This category contains 5 question(s).	5 question(s) not answered.	Begin
South East Asia based This category contains 5 question(s).	5 question(s) not answered.	Begin
Company Speciality This category contains 2 question(s).	2 question(s) not answered.	Begin
Head Office This category contains 3 question(s).	3 question(s) not answered.	Begin
Legal attachment (for Indonesian company only) This category contains 3 question(s).	3 question(s) not answered.	Begin
Marketing Manager This category contains 3 question(s).	3 question(s) not answered.	Begin
Number of employees This category contains 3 question(s).	3 question(s) not answered.	Begin
Operation office This category contains 3 question(s).	3 question(s) not answered.	Begin
President Director This category contains 3 question(s).	3 question(s) not answered.	Begin

**Your Profile Information**

Legend

- Some mandatory questions are not answered.
- Some optional questions are not answered.
- All the questions are answered.

On this tab, please answer the questions about your profile in order to further establish your company's line of business and certifications. Some questions allow an attachment for more information. Click the paperclip button to attach a document.

Click here if you want to cancel your registration.  
**CAUTION: THIS WILL DELETE YOUR ACCOUNT AND ALL DATA.**

Cancel Registration Save Previous Next

EPRO 3

spportal.rekayasa.co.id/smartplantmaterialsportal2013/client/

Google

# EPRO 3

Integrated EPC System

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My Account

Company Users Profile Materials and Services Summary

Back

**No Category**

8 question(s) not answered.

Company establishment date \*

Years in bussiness under current company name

Website (if any)

ISO certification ☐ Yes ☐ No

Ownership/share percentage

Associated labor union (if any)

We submit our company profile ☐ Yes ☐ No

Attach organizational structure diagram ☐ Yes ☐ No

Attachment button  
\* marks attachment as mandatory

Additional information

Question

Back to category list

Current category

Your Profile Information

Legend

- Some mandatory questions are not answered.
- Some optional questions are not answered.
- All the questions are answered.

On this tab, please answer the questions about your profile in order to further establish your company's line of business and certifications. Some questions allow an attachment for more information. Click the paperclip button to attach a document.

Category navigation

Save button

1 of 13

Cancel Registra... Save Previous Next



16. After you answer all question, click “save” and “next” button and continue to fill material/workgroup. Please refer to below picture.

The screenshot displays the EPRO 3 Integrated EPC System web portal. The browser address bar shows the URL: `sportal.rekayasa.co.id/smartplantmaterialsportal2013/client/`. The page header includes the EPRO 3 logo and navigation links: Registration Video, Reference Docs, Contact, Help, and About.

The main navigation bar shows the following tabs: Company, Users, Profile, **Materials and Services**, and Summary.

The page content is divided into two main sections:

- All Materials and Services**: This section contains a search bar labeled "Enter material or service name" and a list of material/service categories. The categories are: 3RD PARTY Third Party Services, ELECTRICAL Electrical, FORWARDER Forwarder, INSTRUMENT Instrument, MECHANICAL Mechanical, PIPING Piping, PROCESS Process, STRUCTURAL Structural, and SUBCONT Subcontractor. A red box highlights the category list, and an arrow points to it with the text "Material/services category, click to expand".
- My Materials and Services**: This section contains a search bar labeled "Enter material or service name" and a "Remove All" button. A red box highlights the "Remove All" button, and an arrow points to it with the text "Remove all added material".

At the bottom of the page, there are four buttons: Cancel Registra..., Save, Previous, and Next.

Red boxes and arrows highlight the following elements:

- Search material/services (points to the search bar in the "All Materials and Services" section).
- Material/services category, click to expand (points to the list of categories in the "All Materials and Services" section).
- Add / remove item (points to the right and left arrow buttons between the two main sections).
- Remove all added material (points to the "Remove All" button in the "My Materials and Services" section).

17. After filling material/workgroup click “next” button to go to summary page. Click ‘submit’ and notify SRM team that your company is ready for company profile assessment.

The screenshot shows the EPRO 3 Integrated EPC System web interface. The browser address bar displays 'spportal.rekayasa.co.id/smartplantmaterialsportal2013/client/'. The page header includes the EPRO 3 logo and navigation links: Registration Video, Reference Docs, Contact, Help, and About. A 'My Account' section contains tabs for Company, Users, Profile, Materials and Services, and Summary. The Summary tab is active, showing a progress summary: 'Submitting will send your information to REKIND.' Below this, two boxes show completion status: 'Profile' (3 of 3 mandatory questions answered, 1 of 42 optional questions answered, 2 of 2 mandatory documents attached, 0 of 9 optional documents attached) and 'Materials and Services' (1 Materials and services group entered). At the bottom right, there are three buttons: 'Cancel Registra...', 'Previous', and 'Submit'. The 'Submit' button is highlighted with a yellow circle.

18. After assessment is done, the primary contact account of your company will be notified by email and you can continue to fill in answers for qualification questions.

19. Go to [e-pro.rekayasa.com](http://e-pro.rekayasa.com) and “Click Here”

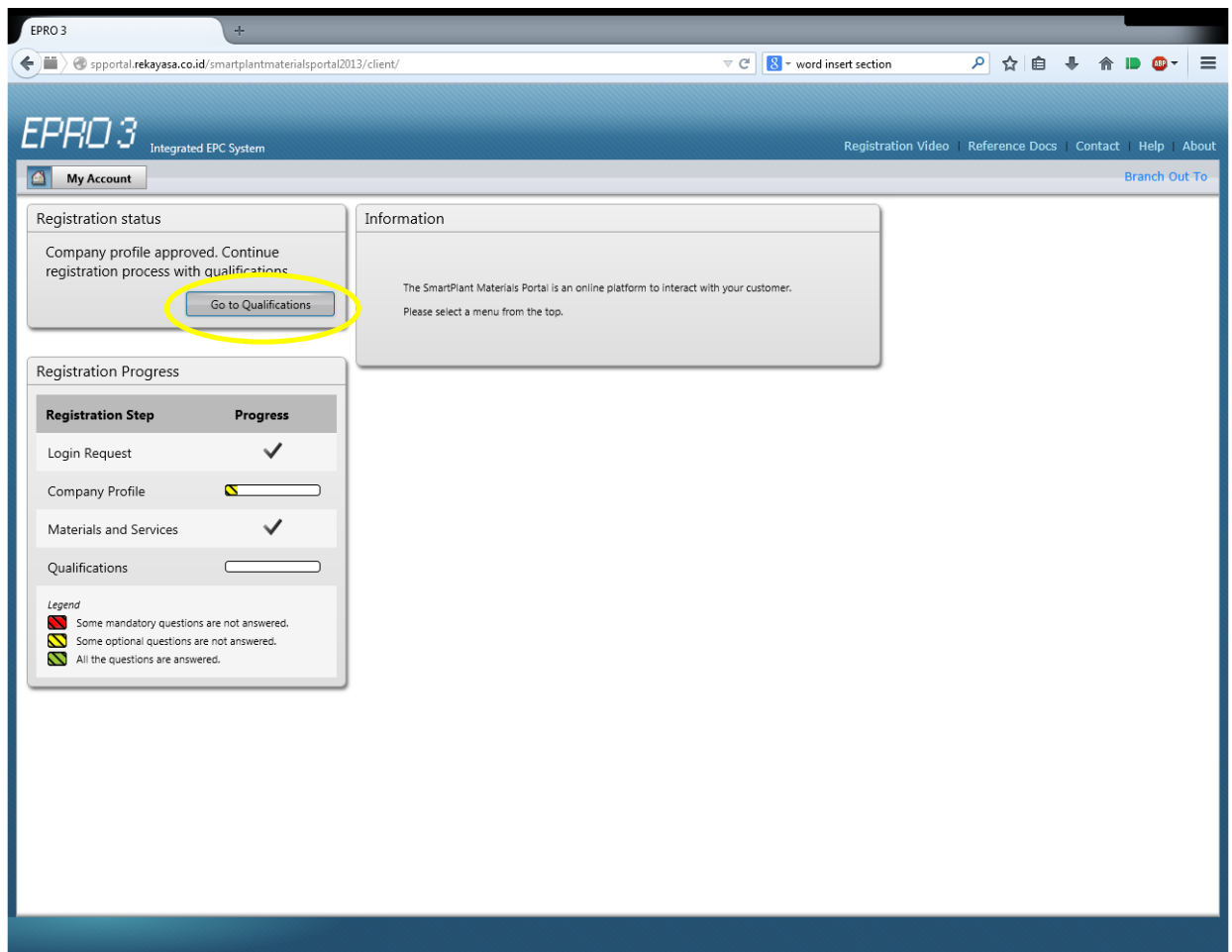


20. Please login using your registered user ID and password.

## LOGIN

User Name *	<input type="text" value="XXXXXXX"/>	<b>First time here?</b> <input type="button" value="Register"/>  <b>Need help?</b> <a href="#">Forgot your password?</a>
Password *	<input type="password" value="....."/>	
Language	<input type="text" value="English (United States)"/>	
<input type="button" value="Login"/>		

21. This is 3<sup>rd</sup> Step (Qualification), you will see that there is a notification on the left side of the screen. Click “Go To Qualifications” button.



22. You will see that there are new questions. Proceed to answering the questions.
23. After you answer all question, click “next” to go to summary page. Click ‘submit’ and notify SRM team that your company is ready for Qualification assessment.
24. After you submit your answers, send us these documents:
- Letter of statement (you can download at our portal in download section),
  - A CD/DVD containing brochures and all attachments uploaded to EPRO system
25. We will send notification e-mail containing the result of the assessment.