



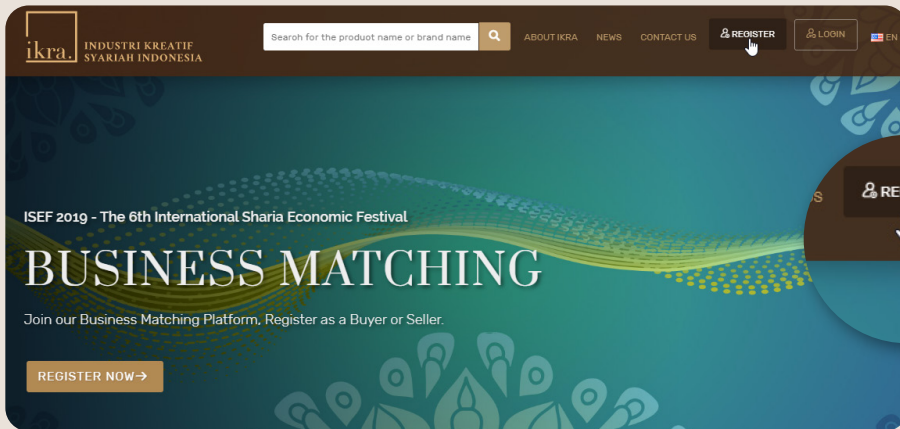
INDONESIA SYARIAH
CREATIVE INDUSTRY

MANUAL GUIDE OF

Business Matching

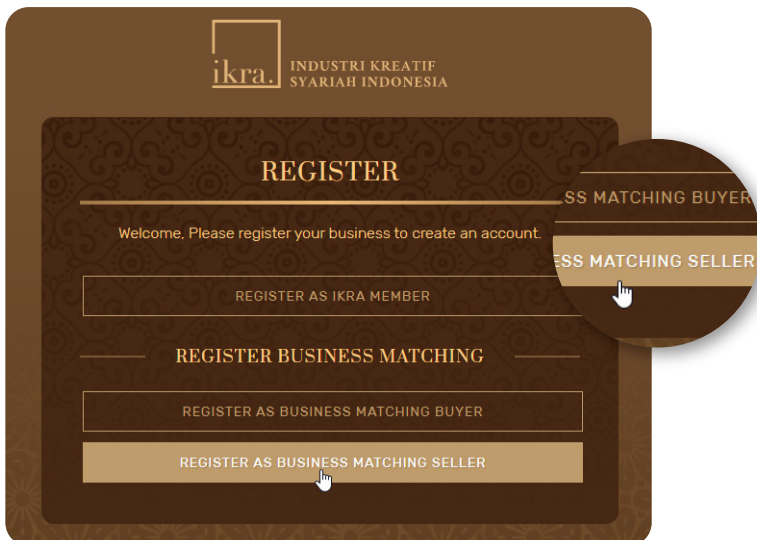
- Seller Membership -

A. Account Registration as Seller Member



- 1 Visit the website ikraindonesia.com

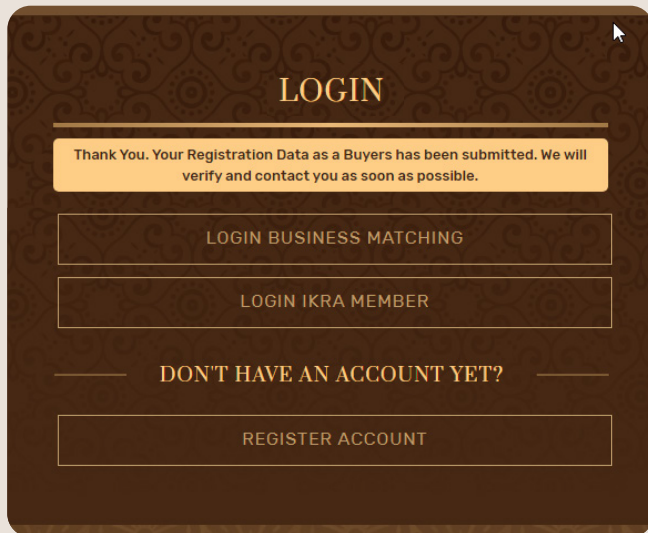
Then Click
REGISTER Menu



- 2 In the Registration page, click **Register as Business Matching Seller**

- 3 The website will lead you to perform registration by typing some data such as Company's Information and Description of Your Business. You will also need to upload the soft copy of some documents including:

- File Catalog/Marketing Tools
- Halal Certificate from LPPOM
- PIRT
- BPOM
- HACCP
- ISO
- Other certificates



LOGIN

Thank You. Your Registration Data as a Buyers has been submitted. We will verify and contact you as soon as possible.

LOGIN BUSINESS MATCHING

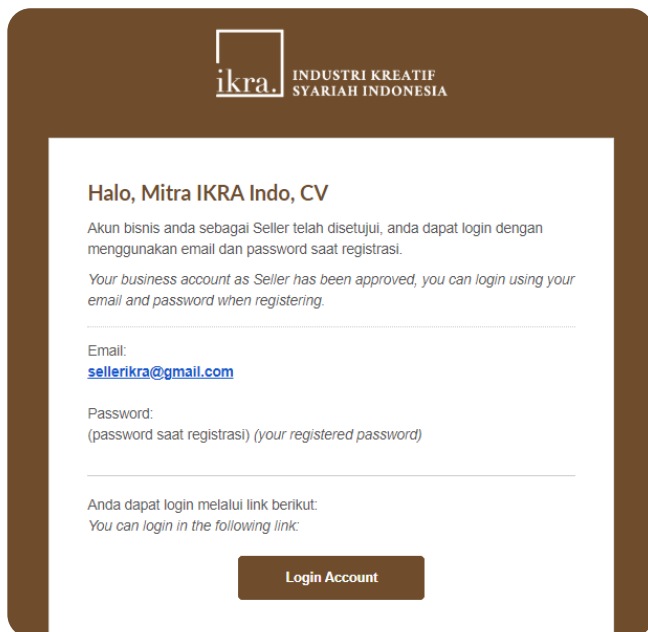
LOGIN IKRA MEMBER

DON'T HAVE AN ACCOUNT YET?

REGISTER ACCOUNT

- 5 Message will pop-up after the registration and the submission of data done successfully. Your data will be reviewed by IKRA Business Matching Admin to be validated. Admin will determine as to which account is qualified to join Business Matching.

You'll need to wait for the process of account validation. Once the admin approved your account, you will get a notification through your e-mail address (the one you gave us during registration) which informs you that your account has been activated.



ikra. INDUSTRI KREATIF SYARIAH INDONESIA

Halo, Mitra IKRA Indo, CV

Akun bisnis anda sebagai Seller telah disetujui, anda dapat login dengan menggunakan email dan password saat registrasi.

Your business account as Seller has been approved, you can login using your email and password when registering.

Email:
sellerikra@gmail.com

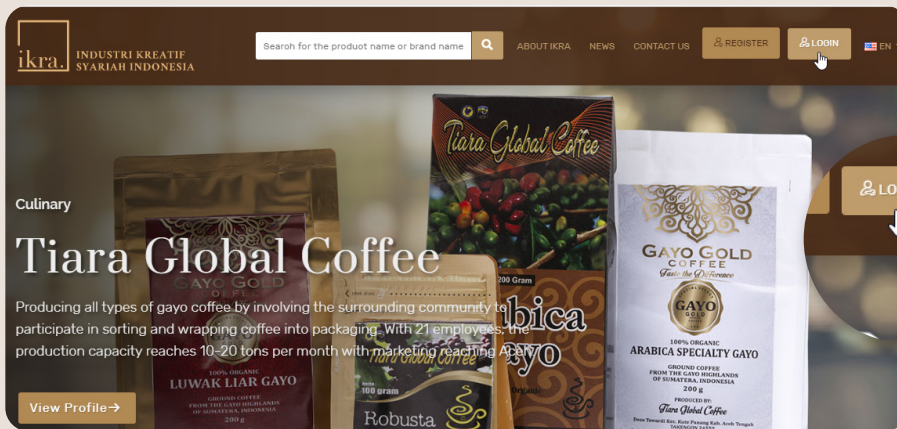
Password:
(password saat registrasi) (your registered password)

Anda dapat login melalui link berikut:
You can login in the following link:

Login Account

- 6 Wait for the Admin to validate your account.

You will need to wait for the process of account validation. Once the admin approved your account, you'll get a notification through your e-mail address (the one you gave us during registration) which informs you that your account has been activated.

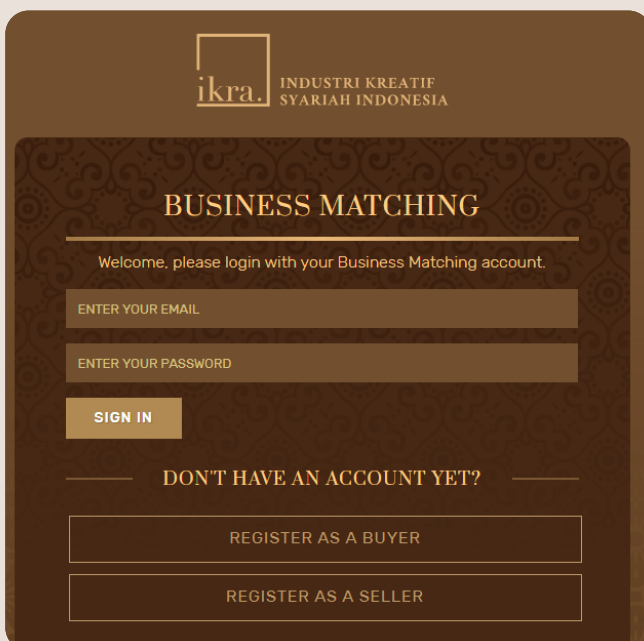


1 Visit the website
ikraindonesia.com

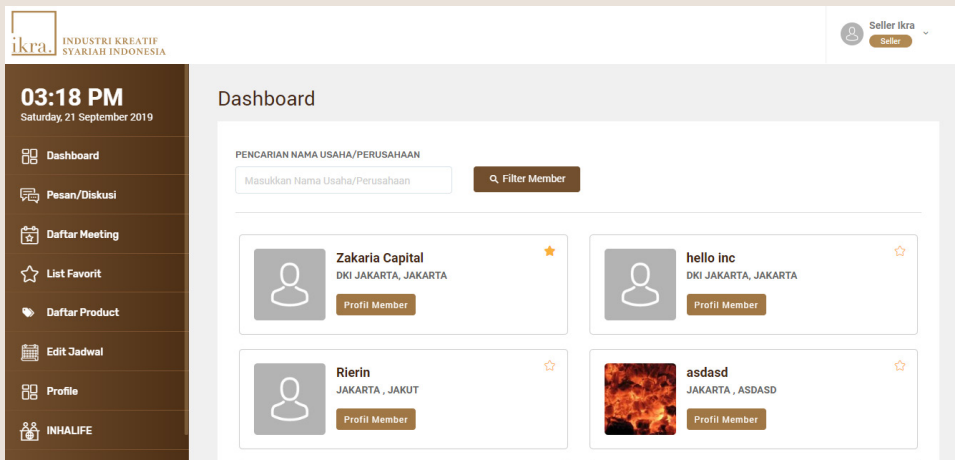
Then Click
LOGIN Menu



2 In the Login page, click the Log in
Business Matching link.

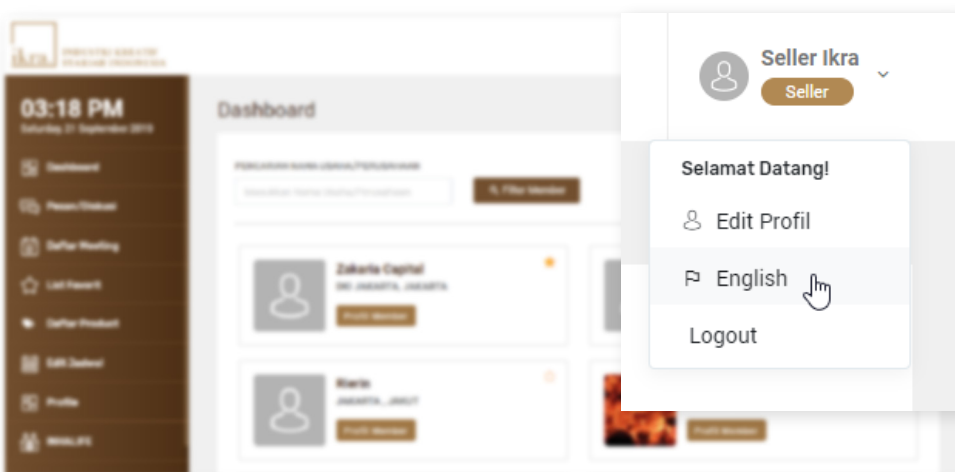


3 Then enter your Email and Password
of your Business Matching account.



1 Admin Page of Seller

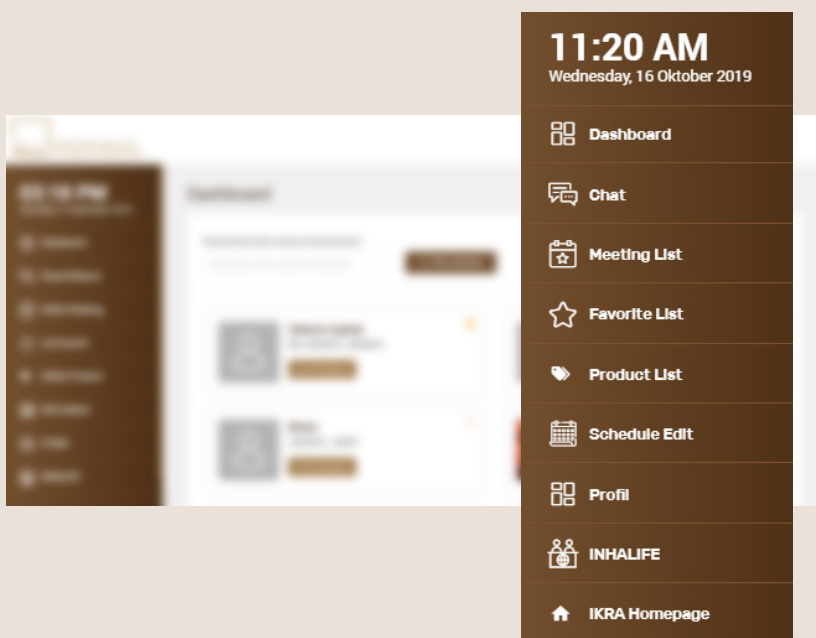
After login with your email address and password, you will be led to the 'admin page of seller'.



2 Logout Menu

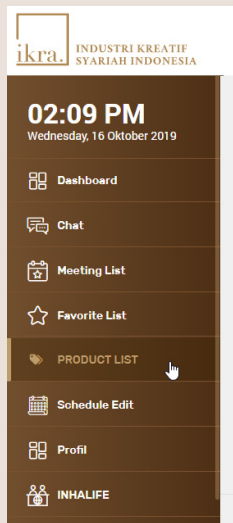
This menu is located in the upper right of the page. These options will appear when you click the 'Logout':

- Edit profile
- Change Language
- Logout



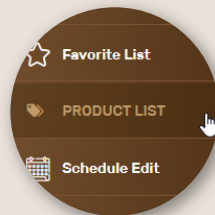
3 The menu of seller admin comprises:

- Dashboard
- Chat
- Meeting List
- Favorite List
- Product List
- Schedule Edit
- Profile
- INHALIFE
- IKRA Homepage

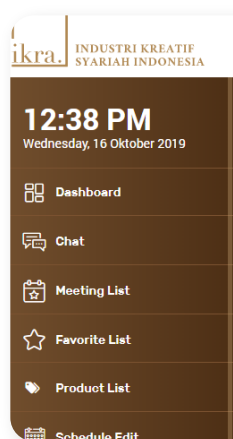


In order to attract Buyer to perform Business Matching together with your company, enter your most favorable products into your Business Matching account.

After logging in to the Seller Business Matching Account, appropriately follow these steps:



1 Click Product List



Product

List Product

No	Image	Nama Product	Harga	Actions
No Product Data yet				

2 Click 'Add New Product' located in the 'List Product' to add your very own new product.

Add Product

Image Product (min resolution 920x614 px): *

Choose File No file chosen

Product Name: *

Product Price: *

Rp.

Production Capacity: *

product/week

product/month

product/year

Product Description [Indonesia]: *

Explain the product description, product variants and product uses

Product Description [English]: *

Explain the product description, product variants and product uses

Cancel Add Product

3b Enter the name of your product

3d Enter the capacity of the product regarding your ability

3f Click **Add Product** to save the data





3a Upload the picture of your product. Choose the best one. The minimum resolution of your product picture should be 920 x 614 pixels. We recommend that you upload JPG pictures.

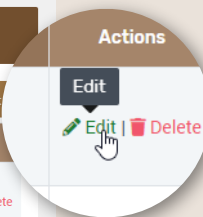
3c Enter the price of your product.

3e Describe your product. Elaborate some information about it such as the variant and the usability with Indonesian Language and English.

D. Input your Best Product





Product

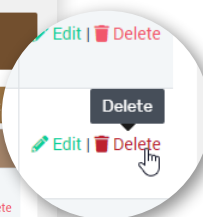
List Product				
+ Add New Product				
No	Image	Nama Product	Harga	Actions
1		Rendang Iris	Rp. 79000	<div>Edit Delete</div>
2		Sambalado Tanak	Rp. 30000	<div>Edit Delete</div>
3		Rendang Pakis	Rp. 45000	<div>Edit Delete</div>
4		Rendang Paru Sapi Kering	Rp. 65000	<div>Edit Delete</div>



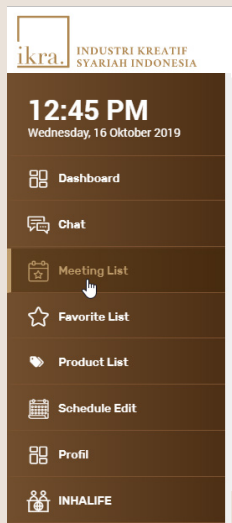
- 4 If you want to edit some previous data in the 'List Product', click **'Edit'** menu in the target product.

Product

List Product				
+ Add New Product				
No	Image	Nama Product	Harga	Actions
1		Rendang Iris	Rp. 79000	<div>Edit Delete</div>
2		Sambalado Tanak	Rp. 30000	<div>Delete</div> <div>Edit Delete</div>
3		Rendang Pakis	Rp. 45000	<div>Edit Delete</div>
4		Rendang Paru Sapi Kering	Rp. 65000	<div>Edit Delete</div>

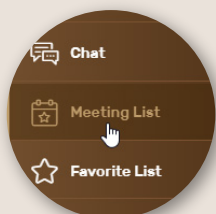


- 5 If you want to remove some previous data in the 'List Product', click the **'Delete'** menu in the target product.



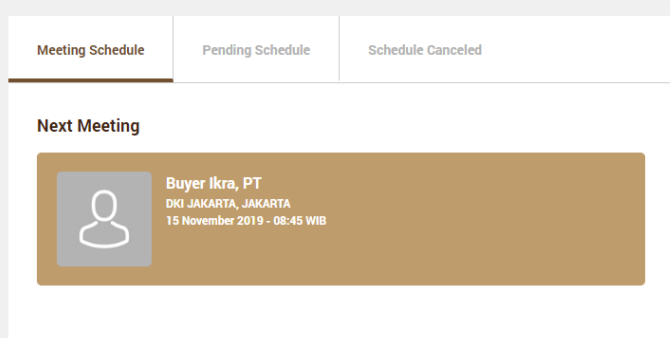
'Member Buyer' will choose a Seller to meet with by proposing Meeting Schedule. The seller could be you.

The notification regarding meeting schedule will be sent to your email address. You may confirm the schedule by performing these steps:



1 Click **Meeting List** Menu

List Meeting



2 The page of List Meeting comprises 3 parts including **Meeting List**, **Pending Schedule** and **Cancelled Meeting**.

Meeting List

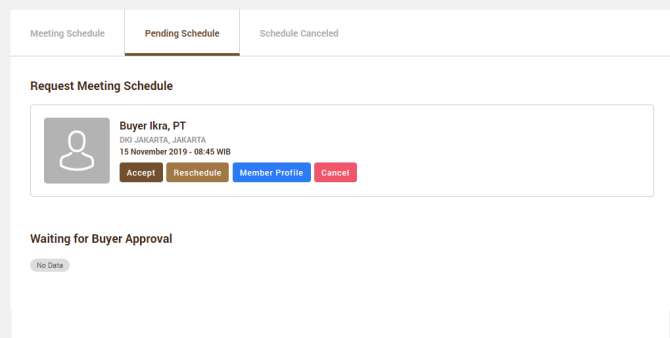
This section contains the schedules you have approved, or the schedules approved by the Buyer. You can see the next meeting schedules on this page.

Pending Schedule

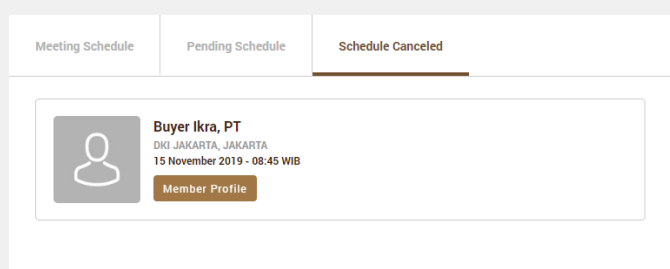
This section contains pending approval between Seller (you) and Buyer. The schedule will be proposed by the Buyer first, and you may approve it or rearrange the date and time of the meeting.

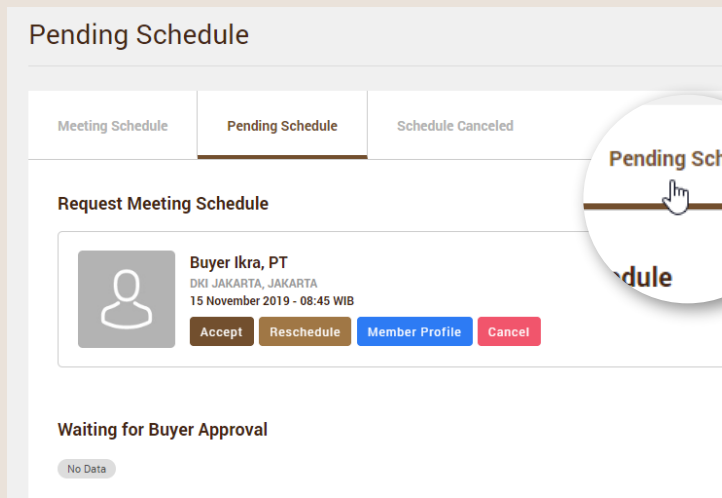
If you choose to perform reschedule, you need to propose the new schedule to be approved by your Buyer. The Buyer may confirm the new schedule.

Pending Schedule



Schedule Cancelled



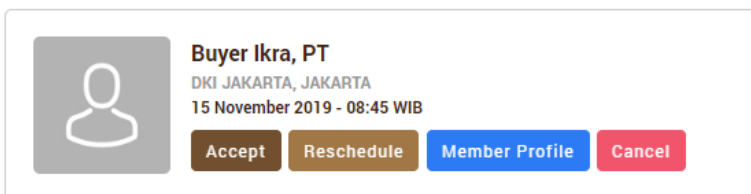


Confirmation of Meeting Proposed by Buyer

After receiving an email notification regarding meeting request from Buyer, confirm it immediately by performing these steps:

- 1 Click the '**Pending Schedule**' tab located in the Meeting List page.

Request Meeting Schedule



You can confirm the meeting schedule through the 'Request Meeting Schedule'. Confirm it right away or reschedule the meeting. You may also look at the Buyer Profile or refuse the meeting schedule by canceling it.

Confirm

When you confirm it, the Meeting Schedule will directly enter your business matching schedule. The buyer will receive an email notification regarding your approval.

Reschedule

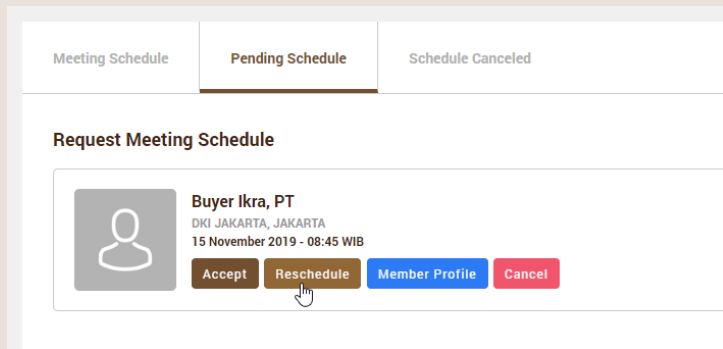
You may propose a new date or time of schedule if you feel you can attend the meeting on the date and time proposed by your Buyer. Just click the 'Reschedule' button. You'll be directed to the 'Reschedule Meeting' page.

Profile of the Member

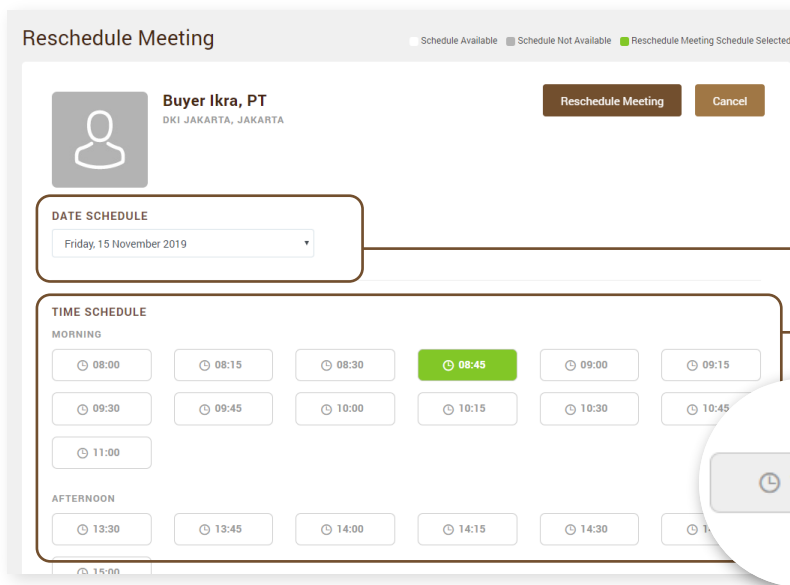
You may stalk the profile of your Buyer first. The profile comprises information of the Buyer's company such as an address, telephone number, and other information. You may also click the 'Send Message' button, which is located in the popup of the profile, in order to chat the Buyer.

Cancel

The Meeting Schedule will be canceled when you click the 'cancel' button. Member Buyer will receive the notification through their email that you have rejected /canceled the meeting.



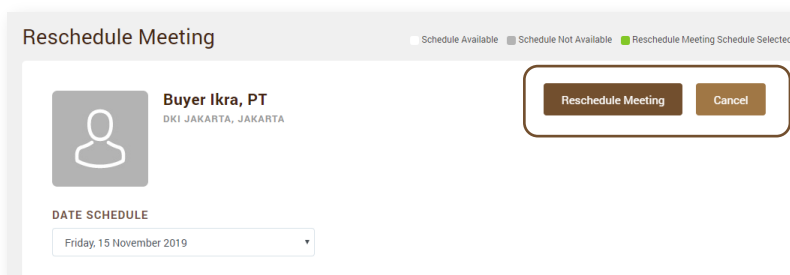
- 1 Click the **'Reschedule'** button located in the target schedule.



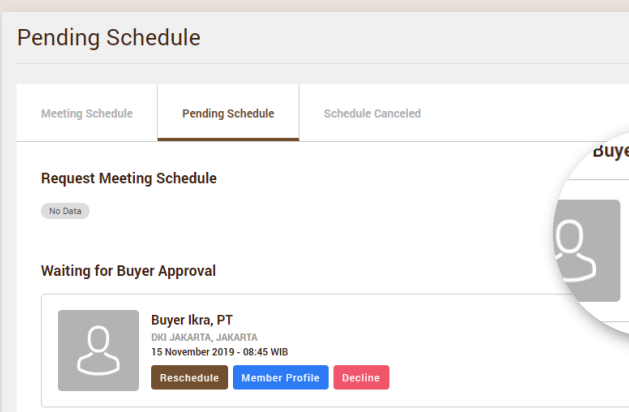
- 2 On the page of **'Reschedule Meeting'**, choose 'Date' and 'Time' Meeting that will be altered.

2a Set the **Date** of Meeting

2b Set the **Time** of the Meeting by clicking the desired time.



- 2c Click the **"Reschedule Meeting"** button to propose a new date and time of schedule.



- 3 After the Reschedule Meeting has been proposed, you will be directed to the Pending Schedule page. The status of your Rescheduled Meeting will be changed to **Awaiting Buyer Approval**.

G Buyer Profile and G .Send Message to Buyer


Pending Schedule

Meeting Schedule

Pending Schedule

Schedule Canceled

Request Meeting Schedule



Buyer Ikra, PT

DKI JAKARTA, JAKARTA

15 November 2019 - 08:45 WIB

Accept


Reschedule

Member Profile

Cancel

The link of **Buyer Profile** can be found in the Dashboard or in the menu of List Meeting with Buyer.

- 1 If you want to see the detail of Buyer Profile, click the button **Member Profile**.



Buyer Ikra, PT

DKI JAKARTA, JAKARTA

PROFIL

Nam facilisis, leo id egestas efficitur, leo quam tincidunt turpis, ut accumsan ex urna nec neque. Cras vel orci suscipit, ullamcorper lacus interdum, ornare sapien. Nullam condimentum tortor ac ex ultrices malesuada. Vestibulum sit amet augue suscipit, aliquet purus at, ullamcorper leo. Etiam et dui eros. Suspendisse ultricies lobortis tortor, quis volutpat ex vehicula id. Aenean viverra quis ligula sed pellentesque. Nullam nec imperdiet tortor. Nulla facilisi. Ut justo erat, rhoncus sit amet sagittis vitae, lacinia sit amet sapien.

Chat

CONTACT PERSON

Buyer IKRA (Director)
Phone: 812121212

ADDRESS

Menara BTPN, 47th floor CBD Mega Kuningan
Jl. Dr. Ide Anak Agung Gde Agung Kav 5.5 -
5.6, RT.5/RW.2, Kuningan
DKI Jakarta
Jakarta

YEAR OF ESTABLISHMENT

2011


ANNUAL TURNOVER

USD 1000000

- 2 The Pop-up of Buyer Profile will appear. It comprises a brief description, contact information, and the company's address.

Chat

Connected Members 1 Member



Zakaria Capital

Zakaria Capital


20 Sep 20:53 PM

Pasifik Agro Sentosa, PT

Selamat Pagi,

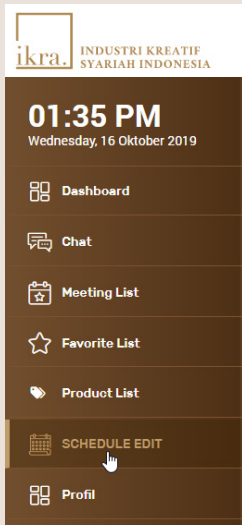
Perkenalkan kami dari Pasifik Agro Sentosa,

Send

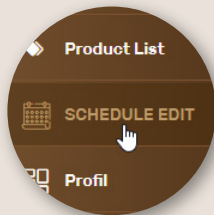


- 3 After clicking the **Send Message** button, you'll be directed to Chat page. You and your Buyer may send message to each other through this page.
 - 3a This is the Info of Buyer which is active/online. You can send message to them.
 - 3b The conversation area comprise the message between you and your Buyer.
 - 3c This is the Field to type/send message to Buyer.

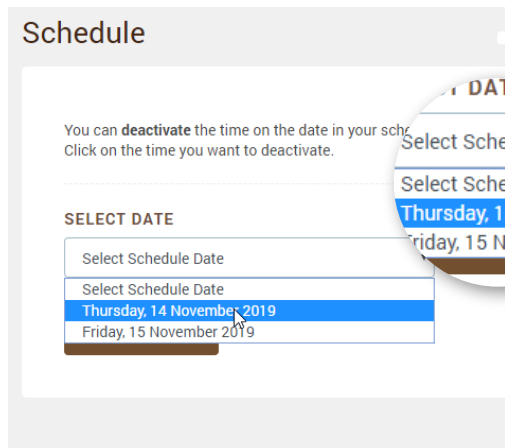
H. Editing Schedule Availability to Attend Meeting



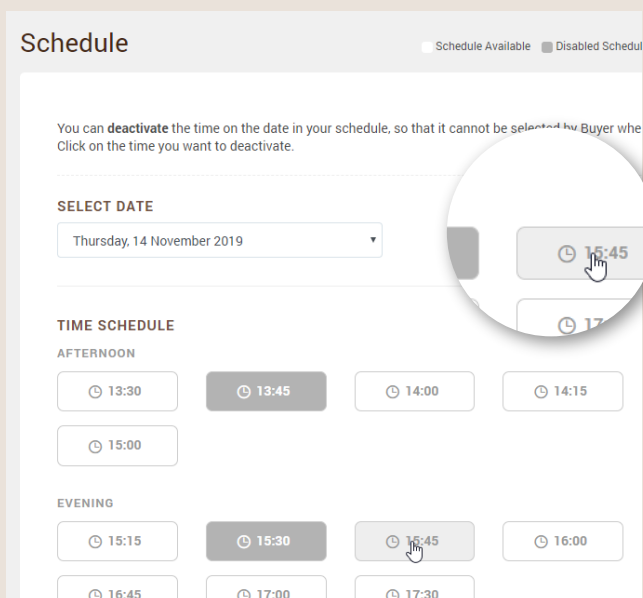
You may turn it 'non-active' the date and time at which you are not capable to perform Business Meeting. The non-active date and time will cannot be chosen by your Buyer (when they are about to sent Request Meeting).



- 1 In order to set the 'non-active' date and time, click the '**Edit Schedule**' menu.



- 2 Choose the **Date** to see as to which time is able to be chosen.



- 3 Choose any hour to be turned into 'non-active'. You can choose more than one option of the hour on the same date. Just click the desired hours.

The hours that turn **grey** indicates that you have chosen the hours.

The **orange** color indicates that you got an unconfirmed Business Matching schedule at that 'orange hour'.

The **brown** color indicates that you got a confirmed Business Matching schedule at that 'brown hour'.

H. Editing Schedule

. Availability to Attend Meeting

Schedule

☐ Schedule Available ☐ Disabled Schedule ☐ Has a Meeting Schedule ☐ Pending Approval Schedule

You can **deactivate** the time on the date in your schedule, so that it cannot be selected by Buyer when requesting a meeting at business matching. Click on the time you want to deactivate.

SELECT DATE

Thursday, 14 November 2019

TIME SCHEDULE

AFTERNOON

13:30

13:45

14:00

14:15

14:30

14:45

15:00

EVENING

15:15

15:30

15:45

16:00

16:15

16:30

16:45

17:00

17:30

Save Schedule

Save Schedule

- 4 After setting the 'non-active' date and time, click the **'Save Schedule'** button in order to secure the setting.

I. List of Favorit Buyer Member

Dashboard

NAME / COMPANY SEARCH

Input Company Name

Filter Member



Zakaria Capital
DKI JAKARTA, JAKARTA



Member Profile



hello inc
DKI JAKARTA, JAKARTA



Member Profile



Vco, ltd
JAWA BARAT



Member Profile



Inco corp
DKI JAKARTA, JAKARTA



Member Profile

You can use 'Dashboard' page to seek for particular Member Buyer. Click the "Dashboard Menu"

You can save some member Buyers as your target of future Business Matching.

- 1 Click the star to save the Buyer in your '**Favorit List**'

NAME / COMPANY SEARCH

Input Company Name

Filter Member



Zakaria Capital
DKI JAKARTA, JAKARTA



Member Profile



hello inc
DKI JAKARTA, JAKARTA



Member Profile



Rierin
JAKARTA, JAKUT



Member Profile



asdasd
JAKARTA, ASDASD



Member Profile



Buer Company
DKI JAKARTA, JAKARTA



Member Profile



Rey
JAWA BARAT, CIMAHI



Member Profile

- 2 You can remove some Buyers form the '**Favorit List**' by 'unclicking' the star.

01:45 PM

Wednesday, 16 Oktober 2019

Dashboard

Chat

Meeting List

Favorit List

Product List

Schedule Edit

Profil

List Buyer Favorit



Buer Company
DKI JAKARTA, JAKARTA



Profil Member

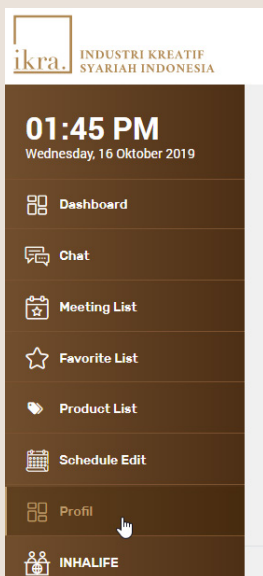


Zakaria Capital
DKI JAKARTA, JAKARTA

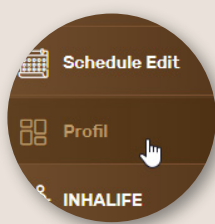


Profil Member

- 3 Click the '**Favorit List**' located in the left side of page to see your list.



You can alter your Profile or your previous information that you entered during registration.



- 1 Click the **'Profile'** menu in order to edit your Account Profile

Seller Profile




IMAGE COVER
 No file chosen




PHOTO PROFILE
 No file chosen

COMPANY NAME

COMPANY EMAIL ADDRESS

ADDRESS

STATE

CITY

COMPANY PHONE NUMBER

CONTACT PERSON NAME

TITLE OR DEPARTEMENT

DIRECT PHONE NUMBER

COMPANY WEBSITE

CHANGE PASSWORD

RETYPE PASSWORD

- 2 You'll be directed to the **'Edit Profile'** page.

On this page, you may change the profile of your company when needed.

You can alter these data:

- Company Name
- Company Email
- Address
- Company Phone Number
- Contact Person Name
- Title/Division of Contact Person
- PIC Phone Number
- Change Password