

Registration of Individual Consultant

A consultant who wish to register as an individual consultant should first register in IIGF E-Procurement site.

REGISTRATION PROCEDURE

1. Open your Internet Browser and type <http://eproc.iigf.co.id/> in the address field.



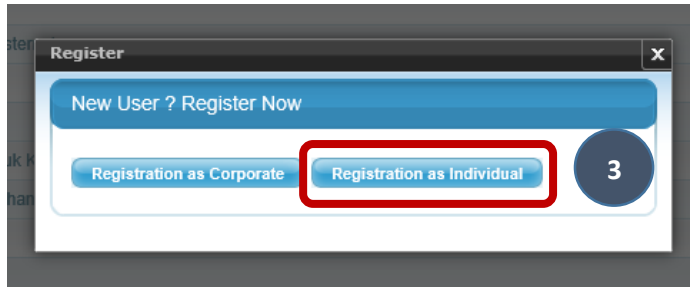
NOTES!! Please choose the language by clicking **Bahasa** to show the website in Bahasa Indonesia or **English** to show the website in English version.



2. You will be directed to the e-procurement system page, then click on **Register**.



3. Click **Choose Registration as Individual** button.



4. The Consultant **Personal Information** have to be filled-out for the basic information needed. You may choose to fill-out only the mandatory fields (signed *).
 - a. **Type** – choose **Local** if you are from Indonesia or choose **Foreign** if you are from the other country.
 - b. **Title** – is your profession or marital status.
 - c. **First name** – is your personal name.
 - d. **Last name** – is your surname.
 - e. **Middle name** (not mandatory) – is your middle name (if any).
 - f. **Gender** – is your gender.
 - g. **Date of Birth** – is your birth date. Click on the calendar icon in the field box to choose the date, month, and year.
 - h. **Place of Birth** – is the city or country you were born in.
 - i. **Citizenship** – choose your citizenship from the drop down menu.
 - j. **Curriculum Vitae** (not mandatory) – You may attach your resume or Curriculum Vitae by clicking **browse**. Please make sure that the size of your file is no more than 1 MB.
 - k. **Photo** (not mandatory) – You may attach your latest photo by clicking **browse**. Please make sure that the size of your file is no more than 1 MB.
 - l. **Add Language** – Click **Add Language** button to add the languages you know. Write the language and choose from the drop down menu your speaking, reading, and writing skill of the language mentioned, then click save. If you know more than one language, you can click the **Add Language** button again to add the other languages.

Registration

Personal Information | Educational | Consultant Information | Work Experience | Contact Details | Login Data

Type *) Local Foreign

Title *)

First Name *)

Last Name *)

Middle Name

Gender *) Male Female

Date of Birth *)

Place of Birth *)

Citizenship *)

Curriculum Vitae (* max 1MB) Browse...

Photo (* max 1MB) Browse...

4a-k

Add Language(s)

No.	Language	Action

4L

Send Cancel

Language

Language *)

Speaking *)

Reading *)

Writing *)

Save Cancel

5. To add your educational background, training, and professional qualifications, click **Educational** button.
 - a. Click **Add Educational Background** button to add your education history
 - **Degree** – is the degree you have taken.
 - **Period** – is the period you take your degree. Please use this format (yyyy – yyyy i.e. 1976-1980)
 - **Certificate** (not mandatory) – click browse to attach your certificate of completion.
 - **Status** – whether it has been completed or still on going.
 - **University / Institution** – is the university/institution where you take your degree.
 - Click **Save**.
 - To add other degree, click **Add Educational Background** again.
 - b. Click **Add Other Training** button to enter the details of all training that you have attended
 - **Training Description** – is the name of training you have attended.
 - **Year of Training** – is the year you complete your training.
 - **University / Institute** – is the institute which give you the training.
 - Click **Save**.
 - To add other training, click **Add Other Training**.

- c. If you have certified professional qualifications or membership in professional societies, you may add it by clicking **Add Professional Qualification** button.
- **Qualifications** – is the name of qualification you have obtained.
 - **Year obtained** – is the year you obtained your qualification.
 - **Certificate** (not mandatory) – click browse to attach your certificate of qualification.
 - Click **Save**.
 - To add another qualifications, click **Add Professional Qualifications**.

The image illustrates the process of adding educational and professional qualifications. It shows a registration form with several tabs: Personal Information, Educational, Consultant Information, Work Experience, Contact Details, and Login. The Educational tab is selected, and three buttons are highlighted with red boxes: 'Add Educational Background', 'Add Other Training', and 'Add Professional Qualification'. Red arrows point from these buttons to three separate pop-up windows:

- 5a: University / Institution** pop-up window. It contains fields for Degree (dropdown), Period, Certificate (with a Browse... button), Status (dropdown), and University / Institution. It has Save and Cancel buttons.
- 5b: Other Training** pop-up window. It contains fields for Training Description, Year of Training, and University / Institution. It has Save and Cancel buttons.
- 5c: Qualification** pop-up window. It contains fields for Qualification, Year Obtained, and Certificate (with a Browse... button). It has Save and Cancel buttons.

6. Next, click on **Consultant Information** button.
- a. **How many years of work and/or consulting experience do you have?** – you must have at least 5 (five) year of work experience since graduated from Bachelor Degree.
 - b. **Consulting Sector** – choose from the drop down menu of your expertise.

- c. **Are you an IIGF registered domestic partner?** – if you already registered as IIGF domestic partner.
- d. **Have you ever been an IIGF staff employee?** – if you are a former IIGF employee.
- e. **Have you ever been a consulting assignment with IIGF?** – if you have been previously engaged with IIGF for any consulting assignment.
- f. **Have you been or are you currently government employee?** – if you have been or currently working as a government employee.

The screenshot shows a web form titled 'Registration' with a blue header. Below the header are several tabs: 'Personal Information', 'Educational', 'Consultant Information' (highlighted with a red box), 'Work Experience', 'Contact Details', and 'Login Data'. A large blue circle with the number '6' is overlaid on the 'Consultant Information' tab. The form content includes:

- A text input field for 'How many years of work and/or consulting experience do you have ? *)' with a 'Year' label and a note: 'You must have at least 5 (five) years of work experiences since graduated from bachelor degree'.
- A dropdown menu for 'Consulting Sector *)'.
- Five yes/no questions, each with a radio button:
 - 'Are you an IIGF Staff member spouse? *)'
 - 'Are you an IIGF registered domestic partner? *)'
 - 'Have you ever been an IIGF staff employee? *)'
 - 'Have you ever been a consulting assignment with IIGF? *)'
 - 'Have you been or are you currently government employee ? *)'
- 'Send' and 'Cancel' buttons at the bottom.

7. The next step is to click on **Work Experience** button. It should be filled-out with work experience and/or consulting experience you have.
 - a. Click **Add Work Experience in Company**
 - **Start** – the start date of the employment.
 - **End** – the end date of the employment. If you are working for the current company, please choose today as the end date.
 - **Employer** – the name of your company.
 - **Position** – is the title of your job.
 - **Country** – is the country of your employer.
 - Click **Save**.
 - To enter data on another employment, click **Add Work Experience in Company** again.
 - b. Click **Add Consultancy Work** button to enter the consultancy work or projects you have handled.
 - **Start** – the start date of the project.
 - **End** – the end date of the project.
 - **Project name** – the name of the activity or the project
 - **Project Type** – is the type of the project you have handled (e.g. preparation, design, construction, etc)
 - **Position** – is your position in the project.
 - **Details** – is your job description in the project.
 - **Client / Company** – refers to the name of the project owner.

- **Client Type** – choose whether your client is a government, private, or state owned enterprise.
- **Sector** – refers to the type of sector of the project.
- **PPP Project** – if the project is a Private Public Partnership Project (PPP Project), choose **yes**. Otherwise, choose **No**.
- Click **Save** to move on the next step.
- To add another consultancy work, click **Add Consultancy Work** again.

The screenshot shows the 'Registration' form with the 'Work Experience' tab selected. A red box highlights the 'Add Work Experience in Company' button, with a red arrow pointing to a pop-up window labeled '7a'. Another red box highlights the 'Add Consultancy Work' button, with a red arrow pointing to a pop-up window labeled '7b'. The '7' is circled in a blue circle at the top of the main form.

7a: Experience Employment

Start *) [Month: November] [Year: 2015]
 End *) [Month: November] [Year: 2015]
 Employer *) [Text Field]
 Position *) [Text Field]
 Country *) [Dropdown Menu]
 [Save] [Cancel]

7b: Consultancy Work

Start *) [Month: November] [Year: 2015]
 End *) [Month: November] [Year: 2015]
 Project Name *) [Text Field]
 Project Type *) [Text Field]
 Position *) [Text Field]
 Details *) [Text Field]
 Client / Company *) [Text Field]
 Client Type *) Government Private State owned enterprise
 Sector *) [Text Field]
 PPP Project *) Yes No
 [Save] [Cancel]

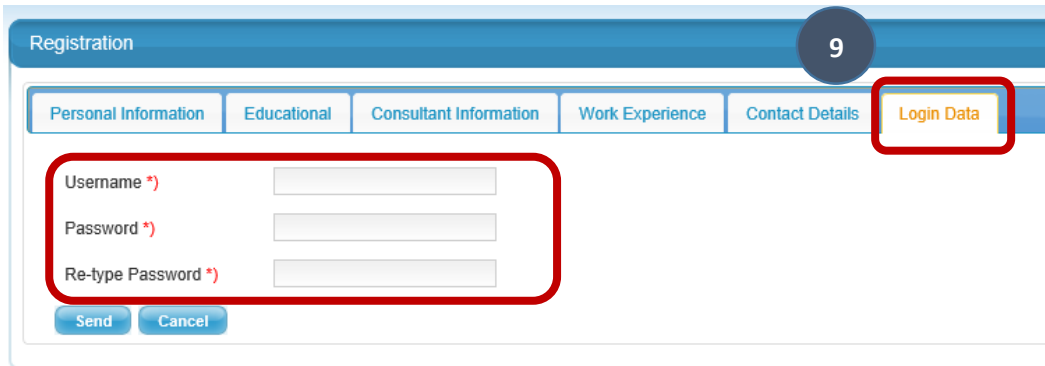
8. You have to add your contact details by clicking the **Contact Details** button. Please make sure to enter your **Country**, **Phone Number**, and **Email Address**.

The screenshot shows the 'Registration' form with the 'Contact Details' tab selected. A red box highlights the 'Country', 'Phone Number', and 'Email Address' fields. The '8' is circled in a blue circle at the top of the main form.

Contact Details

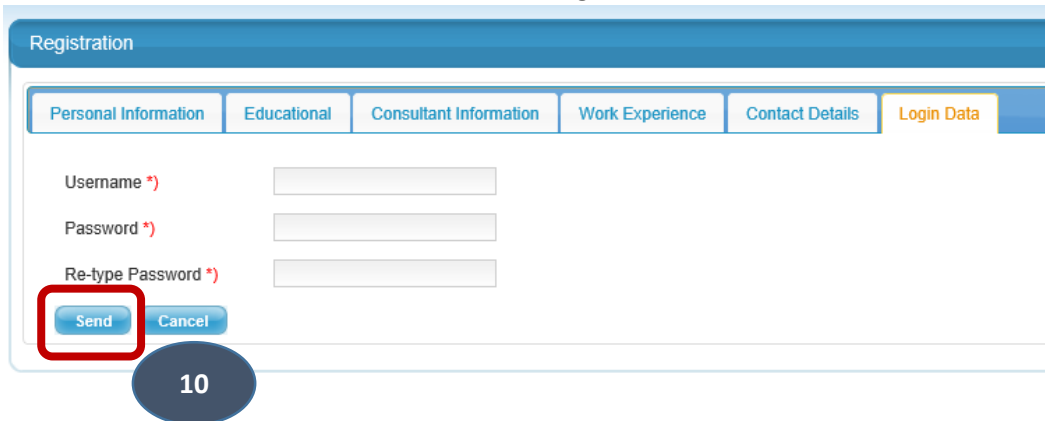
Country *) [Dropdown Menu]
 Phone Number *) [Text Field]
 Email Address *) [Text Field]
 [Send] [Cancel]

9. After completing all the information needed, click the **Login Data** button and fill the **username**, **password**, and **re-type password**. Please note that your username will be your userID for the system.



The screenshot shows a web interface for registration. At the top, there is a blue header with the word "Registration" and a circular callout containing the number "9". Below the header is a navigation bar with several tabs: "Personal Information", "Educational", "Consultant Information", "Work Experience", "Contact Details", and "Login Data". The "Login Data" tab is highlighted with a red box. Below the navigation bar, there are three input fields labeled "Username (*)", "Password (*)", and "Re-type Password (*)", each with a corresponding text box. Below these fields are two buttons: "Send" and "Cancel".

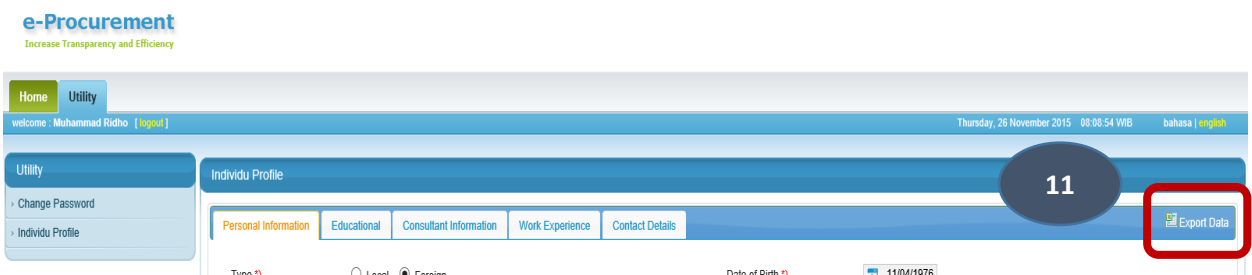
10. Click on the **Send** button to conclude the Full Registration.



This screenshot is similar to the previous one, showing the registration form. The "Login Data" tab is still selected. In this view, the "Send" button is highlighted with a red box, and a circular callout containing the number "10" is positioned below the button.

NOTES!!! Please make sure that you are entering the right information and fill-out all mandatory fields before submitting the registration.

11. If you want to download your profile, you can click **Export Data**. The file will be in Ms. Excel format.



The screenshot shows a user profile page. At the top left, there is a logo for "e-Procurement" with the tagline "Increase Transparency and Efficiency". Below the logo is a navigation bar with "Home" and "Utility" tabs. The "Utility" tab is selected. Below the navigation bar, there is a header for "Individu Profile" and a circular callout containing the number "11". Below the header is a navigation bar with several tabs: "Personal Information", "Educational", "Consultant Information", "Work Experience", and "Contact Details". The "Personal Information" tab is selected. Below the navigation bar, there are several input fields, including "Tanda (*)", "Lain", "E-mail", "Date of Birth (*)", and "11/04/1976". At the bottom right, there is a button labeled "Export Data" with a red box around it.

12. You can update your information by entering your username and password.