

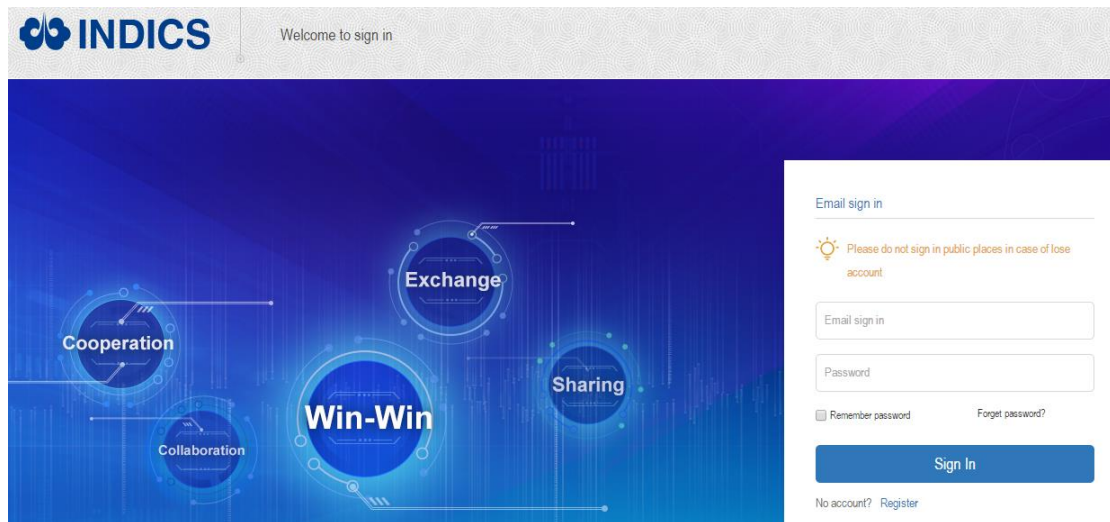
1. Register

Unified registry and single sign-in services are provided. After logging in the INDICS, you can have free access to other sections and portals without repeated login. After successful registry, you can create an enterprise account and submit related enterprise qualification materials. Business operation is not enabled until your materials are reviewed by the platform.

- 1) Click the “Login” button on the homepage of the INDICS, as shown in the figure below, new users can register on the login page.




- 2) Click the “register” button on the login page to join in INDICS.




- 3) First step of Registration: Entering your account information .Select your country, enter username, E-mail and password. Click the button “Verification Code”, fill in the verification code sent to your registered email address, and set password. After entering all information as required, click the “Continue” button, as shown in the figure below:

Create an account



Account type: Enterprise Individual

Country: 

UserName:

E-mail:

Verification code:

Password:

Confirm Password:

I agree to the Registration Agreement

- 4) Second step of Registration: Entering your business information. Regarding invitation code, if the enterprise is subordinate unit of China Aerospace Science and Industry Corporation, input invitation code your superior administrative unit provided. If you are not a subordinate unit but recommended by a group company, then input the invitation code your recommended company provided. If there is no recommend company for you, just keep it blank .Field with "*" is required, as shown in the figure below. After entering all information as required, click the "Continue" button:

Create an account

Progress bar: 1 Account information (active), 2 Business information, Confirm registration (checked)

* **Enterprise Name:** Required

* **Enterprise Type:** State-owned enterprise

* **Business Model:** Production Trade Service R&D Others

* **Main Products:** Required
[+ Add More](#)

* **Main Businesses:** Required

* **Enterprise Scale:** Below 5 people

Invitation Code:

* **Public Contact Information:** No Yes

* **Contact Person:** Required

* **Business phone:** +86 Required

* **Address:** Required

5) When you've completed the sign up page, the successfully registered page are shown as below:

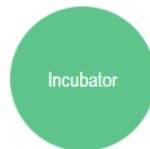
Create an account



Registered Successfully!

Enterprise information saved ,enterprise NO. 100240066

10 seconds back to homepage.



2. Invitation code

1) How to find invitation code

Enterprise management>For Enterprise>My invitation, if you need to add subordinate unit of your organization (China Aerospace Science and Industry Corporation), click “invite subsidiary enterprises” button. Otherwise stay at “Recommend Enterprises”. The number shown on the right side of “my invitation code” is your invitation code, which you could provide your recommended companies. Email notification function is also offered. When you input the emails in the section of “Emails of enterprises Recommended”, and click “send” button. Then the recommended companies will receive an email, which includes your invitation code. If you need to inform more than one company, click “+more” button on the right side, maximum 6 emails are able to be entered once. The figure below is for reference:

INDICS | Homepage | Cooperation | **Enterprise Management** | Industry Sharing Center

Customer Service | Application | My Customer Service | For Enterprise | Enterprise Information Maintenance | **My invitation** | Exchange Calculator | For Personnel | Personnel Information

Recommend Enterprises | invite subsidiary enterprises

My invitation code: 4540300R

E-mails of enterprises Recommended: [] +More

Content of the invitation email:

```

【INDICS Platform】
Hello, Welcome to join INDICS platform!
Your invitation code is 4540300R.
Please input this code in the registration page
as a recommended enterprise.
(Please do not reply this email,thanks!)
    
```

send

2) How to modify invitation code

Enterprise management>Enterprise information maintenance>Basic information of Enterprise (Required)

Click “edit” in the section of “recommended by”, as shown in the figure below.

INDICS | Homepage | Cooperation | **Enterprise Management** | Industry Sharing Center

Customer Service | Application | My Customer Service | For Enterprise | **Enterprise Information Maintenance** | My invitation | Exchange Calculator | For Personnel | Personnel Information

completeness: [Progress Bar]

Comprehensive and detailed company information helps buyers understand your capabilities faster.

Save Edit your enterprise information completely, wait for administrators to approval.

Basic Information of Enterprise (Required) | Enterprise Qualification Information

Corporate Account: 4540300

* Enterprise Name: xxxspace

Recommended By: Not Have **Edit**

* Country: China

Input the invitation code, then click “save”, as shown in the figure below.

 [Homepage](#)

Save

Edit your enterprise information completely, wait for administrators to approval.

Basic Information of Enterprise (Required)

Enterprise Qualification Information

Corporate Account: 4540300

* Enterprise Name: xxxspace

Recommended By: Please input your invitation code

[Cancel](#)

* Country: China