User Guide to ASEAN SME Service Center

English Manual
There are 4 types of users in ASEANSME.ORG web portal including
(1) Viewer
(2) SME User
(3) SME Service Providers
(4) Expert

Each group of user is entitled to different functions and features as followed;
1. Viewer:

Viewer does not have to apply to be member on ASEANSME.ORG but will be allowed to view most of the information on various pages including Home, About Us, FTAs, SME Service, Forum, e-Marketplace, and Calendar. Viewer is not allowed to edit or post any information on ASEANSME.ORG.
2. SME User:

SME User, similar to Viewer, can view most of the information on ASEANSME.ORG including Home, About Us, FTAs, SME Service, Forum, e-Marketplace, and Calendar. However, by register on ASEANSME.ORG, SME User can have privilege access to ask questions to experts in the system in Ask Expert, fill in and edit details and information regarding SME organization and its products/services for advertisement and demand-matching, as well as post products/services on sales in the e-Marketplace section. SME User can also participate, ask questions, and post answers in the Forum section, as well as participate in other activities. SME User need to registered into the system by the following procedures;
(1.) Click on Register button on the top right hand side on the screen
(2.) Fill in Username
(3.) Fill in Email
(4.) Fill in Country
(5.) Fill in desired Password
(6.) Confirm Password
(7.) Select one or more answer(s) to the question “Purpose of this visit”
(8.) Review Term of Conditions and (if agree) click on the button “You have read term of conditions and accepted all of the conditions”
(9.) Select Type of User and choose SME User
(10.) Fill in number provided automatically by the system in the Verification
(11.) Click on the button Submit Registration, the system will then send the access authorization to the registered email
Register

Name:

Email:

Gender:

Country:

Password:

Password Verification:

Purpose of Apply for Membership

1. Looking for SME information
2. Interested in SME products
3. Any other reasons

Terms and Conditions

Welcome to ASEAN SME (DSO after the "DSO")

Through the site, you have access to a variety of resources and content. These include:

- Software and software categories on a limited basis
- Web pages, data, messages, texts, images, graphics, videos and other files such asaprès and Webcasts and documents such as access agreements, white papers, research reports, and other documents related to industry trends, market models, and other reports such as industry news, events, advertisements, and business opportunities.

The site is operated by ASEAN SME (DSO) and is subject to the terms and conditions of the site. The following terms and conditions govern your access to or use of the site and the content provided on or through the site. These Terms of Use are subject to change without notice and the current version will govern your use of the site.

By accessing or using the site, you agree to be bound by the following terms and conditions:

1. You must register for an account before you can access the site.
2. You are responsible for maintaining the confidentiality of your account.
3. You may not use the site for any purpose prohibited by law or regulation.
4. You may not use the site in any manner that could impair the site's operations or the operations of others.
5. You may not use the site for any purpose that is illegal or fraudulent.
6. You may not use the site for any purpose that is threatening or abusive.
7. You may not use the site for any purpose that is harassing or intimidating.
8. You may not use the site for any purpose that is discriminatory.
9. You may not use the site for any purpose that is obscene or indecent.
10. You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

By using the site, you agree to these terms and conditions.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.

You may not use the site for any purpose that is illegal or fraudulent.

You may not use the site for any purpose that is threatening or abusive.

You may not use the site for any purpose that is discriminatory.

You may not use the site for any purpose that is obscene or indecent.

You may not use the site for any purpose that is offensive or defamatory.
(12.) Access to the ASEANSME.ORG by clicking on the first access link sent to the verified email.
3. SME Service Provider:

SME Service Provider can view most of the information similar to Viewer, however by registering in ASEANSME.ORG, SME Service Provider can create and edit organization information and SME service information in order to promote their services to SMEs in the section of SME Service. SME Service Provider is allowed to create post their organization’s activity, including date, time and venue for the event, in the Calendar section. SME Service Provider can also participate, share their experience in providing SME service, ask questions, and post answers in the Forum section, as well as refer or suggest other experts to become new members of ASEANSME.ORG in the Referral section. In order to apply for SME Service Provider in the system, the following procedures are required;
(1.) Click on Register button on the top right hand side on the screen
<table>
<thead>
<tr>
<th><strong>Register</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><strong>Password</strong></td>
</tr>
<tr>
<td><strong>Re-enter Password</strong></td>
</tr>
<tr>
<td><strong>Purpose of Apply for Membership</strong></td>
</tr>
<tr>
<td>- Looking for SME information</td>
</tr>
<tr>
<td>- Interested in SME products</td>
</tr>
<tr>
<td>- Fill SME interest questions</td>
</tr>
<tr>
<td>- Other comments</td>
</tr>
<tr>
<td><strong>Terms and Conditions</strong></td>
</tr>
<tr>
<td>- The site may remove the Terms of use and Privacy Policy at any time without notice to you. The removed Terms of use and Privacy Policy will apply in the preceding version of the Site at the Site (Share) C. The information presented herein is for informational purposes only. The ASEAN Secretariat grants permission to visitors to the Site to download and copy the information, documents and materials provided, provided that no fee or royalty is charged and provided such downloading and copying does not alter the contents of the Site. The ASEAN Secretariat is not responsible for the content of any third-party websites linked to or from the Site. The Site may display references to, or be linked to third-party websites, but the ASEAN Secretariat is not responsible for the content of any third-party websites linked to or from the Site. The ASEAN Secretariat is not responsible for the content of any third-party websites linked to or from the Site. The Site may display references to, or be linked to third-party websites, but the ASEAN Secretariat is not responsible for the content of any third-party websites linked to or from the Site. The Site may display references to, or be linked to third-party websites, but the ASEAN Secretariat is not responsible for the content of any third-party websites linked to or from the Site. The Site may display references to, or be linked to third-party websites, but the ASEAN Secretariat is not responsible for the content of any third-party websites linked to or from the Site. The Site may display references to, or be linked to third-party websites, but the ASEAN Secretariat is not responsible for the content of any third-party websites linked to or from the Site.</td>
</tr>
<tr>
<td><strong>Verification</strong></td>
</tr>
<tr>
<td>- [ ] OK</td>
</tr>
<tr>
<td>- [ ] Not OK</td>
</tr>
<tr>
<td><strong>Submit Registration</strong></td>
</tr>
</tbody>
</table>
(2.) Fill in Username
(3.) Fill in Email
(4.) Fill in Country
(5.) Fill in desired Password
(6.) Confirm Password
(7.) Select one or more answer(s) to the question “Purpose of this visit”
(8.) Review Term of Conditions and (if agree) click on the button “You have read term of conditions and accepted all of the conditions”
(9.) Select Type of User and choose Service Provider
(10.) Fill in number provided automatically by the system in the Verification
(11.) Click on the button Submit Registration, the system will then send the access authorization to the registered email
(12.) Access to the ASEANSME.ORG by clicking on the first access link sent to the verified email

Hi, khaled!

Welcome "khaled" to ASEANSME.ORG, the official website for ASEAN Small and Medium Enterprises (SMEs), Service Providers, and Experts in SME-related field.

We’re delighted to have you as one of our members, please proceed to registration confirmation by clicking at the link below to verify your email address.

http://aseansme.org/register/verify/confirmation
4. Expert:

   Expert can perform many activities online similar to SME Service Provider, such as manage news, calendar, and personal profile. However, the expert in ASEANSME.ORG will be treated individual user, thus Expert will not be able to create organization’s profile or service’s details. Expert can also participate, share their experience in providing their consultations or expert advices, as well as asking questions, and posting answers in the Forum section, as well as refer or suggest other experts to become new members of ASEANSME.ORG in the Referral section.

   In order to apply for SME Service Provider in the system, the following procedures are required;
(1.) Click on Register button on the top right hand side on the screen
(2.) Fill in Username

(3.) Fill in Email

(4.) Fill in Country

(5.) Fill in desired Password

(6.) Confirm Password

(7.) Select one or more answer(s) to the question “Purpose of this visit”

(8.) Review Term of Conditions and (if agree) click on the button “You have read term of conditions and accepted all of the conditions”

(9.) Select Type of User and choose Expert

(10.) Fill in number provided automatically by the system in the Verification

(11.) Click on the button Submit Registration, the system will then send the access authorization to the registered email
(12.) Access to the ASEANSME.ORG by clicking on the first access link sent to the verified email
(1.) Main
(2.) Latest News
(3.) Calendar

Management: Event Calendar

<table>
<thead>
<tr>
<th>#id</th>
<th>Start Date</th>
<th>End Date</th>
<th>Title</th>
<th>Country</th>
<th>Setting</th>
</tr>
</thead>
</table>

[Image of the ASEAN SME Service Center website with the Calendar section highlighted.]
(4.) Contact Person
(5.) Forum: Post answer a question

Productivity, Technology & Innovation

- Food business
- Crowd Funding has arrived in ASEAN
- I want to create an advertisement about my product in Lao PDR, can anybody help me out?
- I am an investor from Myanmar. How can I write a good business plan to get financial loans in Brunei Darussalam?
- Consumption of king prawns

Finance

- What financial institution in Indonesia offers the best loan rate for SMEs?
(5.1) Forum: Post answer a question

If I want to start a food business in Vietnam, How do I?

World Bank has the step-by-step guide in starting business in Vietnam, hope this helps http://www.doingbusiness.org/data/exploreeconomies/vietnam/starting-a-business/