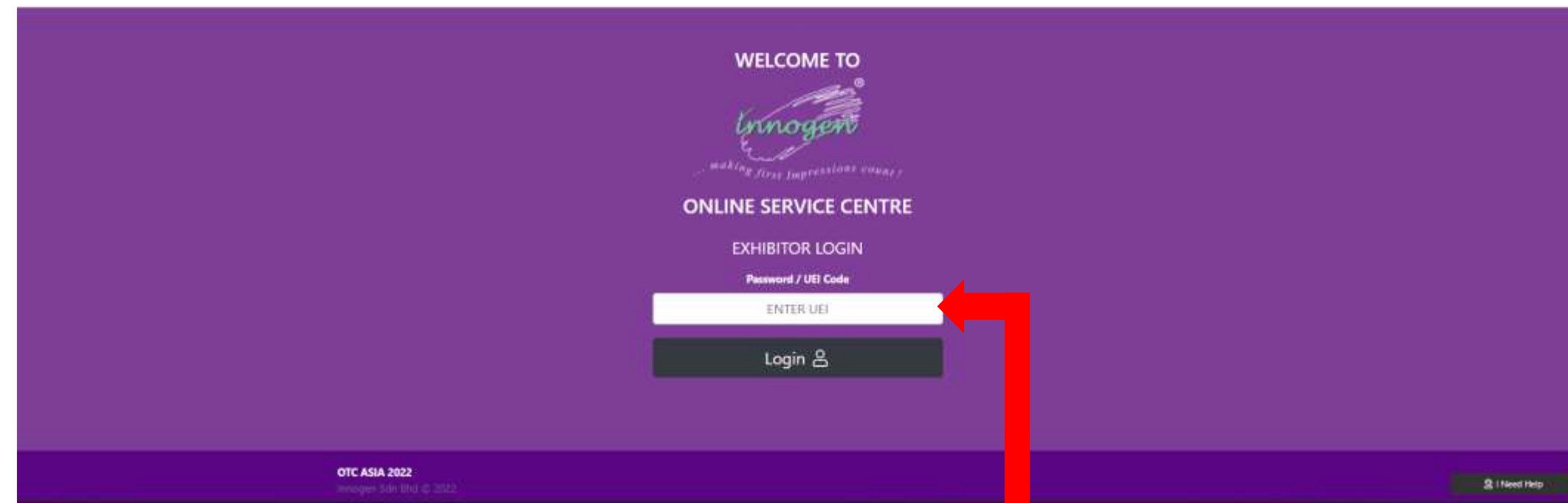


## INNOGEN OSC – SHOW HOME PAGE

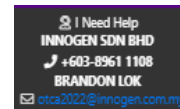


### SHOW LOGO



Insert Password / UEI Code

Click if you need to contact Innogen



## EXHIBITOR LOGGED-IN PAGE

The screenshot shows the exhibitor dashboard. At the top left, there is a navigation bar with the logo and 'ONLINE SERVICE CENTRE' and a 'Home' link. A red arrow points to the 'Exhibitor Booth information' section, which displays 'Test 02 (SS)', 'SHELL SCHEME EXHIBITOR', 'Booth: A110', and 'Booth Size: 18.00 sqm'. On the right, an 'Exhibitor Menu' dropdown is open, with a red arrow pointing to it and the text 'Click for drop down exhibitor menu'. The menu items are 'Test 02 (SS) SHELL SCHEME', 'Exhibitor Information', 'Form Submission & Order', and 'Logout'. Below the menu, the text 'SHOW LOGO' is displayed. Underneath, there is a section titled 'Shell Scheme Exhibitor Forms' containing a table of forms with their respective deadlines and submission links.

ONLINE SERVICE CENTRE Home

Exhibitor Booth information

Test 02 (SS)  
SHELL SCHEME EXHIBITOR  
Booth: A110  
Booth Size: 18.00 sqm

Exhibitor Menu

Test 02 (SS)  
SHELL SCHEME

Exhibitor Information

Form Submission & Order

Logout

SHOW LOGO

Shell Scheme Exhibitor Forms

Fascia Name Deadlines: 02 February 2022	Start Submission →
Furniture Deadlines: 02 February 2022	New Order → Preview Furniture Order #1 →
Electrical & Lighting Deadlines: 02 February 2022	New Order → Preview Electrical & Lighting Order #1 →
Audio Visual Deadlines: 02 February 2022	New Order → Preview Audio Visual Order #1 →

- List of Order Forms according to Booth Category
- Deadline of each form stated below the Form's title

Need Help

## ORDER & SELF-CHECKOUT

 Shell Scheme Exhibitor Forms

<b>Fascia Name</b> Deadline: 04 May 2020	<a href="#">Start Submission →</a>
<b>Furniture</b> Deadline: 04 May 2020	<a href="#">Order Now →</a>
<b>Electrical &amp; Lighting</b> Deadline: 04 May 2020	<a href="#">Order Now →</a>
<b>Service Location Plan</b> Deadline: 04 May 2020	<a href="#">Upload Service Location Plan →</a>


1. Click on blue button

Order Combined Total	Choose Payment Option
<b>MYR 0.00</b>	VISA / MASTER (Credit Card) ▼
<a href="#">CHECKOUT →</a>	

## ORDER & SELF-CHECKOUT

### Electrical & Lighting


- 1. For Standard Shell Scheme Package, kindly refer Fascia Name Form for the package's entitlement. Items provided in the package are not exchangeable and no money returnable.
- 2. If exhibitors require ADDITIONAL electrical items, please use this requisition form.
- 3. Exhibitors / their appointed contractors occupying BARE SPACE ONLY must order electrical and lighting requirements using this form.



**LED Tube Light**  
18w  
CODE: INN101

White Light

Price MYR **MYR 90.00**    Quantity




**LED Tube Light (Loose Set)**  
CODE: INN102

White Light

4ft (+ MYR 0.00)  
 3ft (+ MYR 0.00)  
 2ft (+ MYR 0.00)


Price MYR **MYR 91.00**    Quantity



**LED Spotlight**  
10w  
CODE: INN103

Warm Light  
 White Light

Price MYR **MYR 117.00**    Quantity



**LED Arm Spotlight**  
10w  
CODE: INN104

Warm Light  
 White Light

Price MYR **MYR 123.50**    Quantity

2. Key in quantity

## ORDER & SELF-CHECKOUT

Order Items			
ORDER ITEM	QTY	PRICE (MYR)	TOTAL (MYR)
<b>LED Tube Light</b> INN101 White Light	2	90.00	180.00
<b>Grand Total</b>			<b>MYR 180.00</b>

← 3. Check order summary

- A surcharge of 30% will be imposed on all the optional items after above mentioned deadline.  
A surcharge of 50% will be imposed on all the on-site orders. Priority will be given to advance orders.
- For on-site orders during the exhibition day, items can only be delivered/installed after the closed hours of the Exhibition/Event.
- NOTICE OF CANCELLATION must be given in writing to INNOGEN at least 7 days before build-up date. A 30% cancellation fee will be imposed. For orders cancelled less than 7 days before build-up date and on-site orders, full payment will be forfeited.
- Any complaint or claim in respect of ordered goods non-delivered must be reported to the INNOGEN Service Counter on the 1st day of exhibition, failing which such goods shall be deemed to have been delivered in good order and our company will not accept any complaint or claim thereafter.
- No refund or exchange of items for all delivered orders.

We agree that your decision to accept or reject our application is final and conclusive. ← 4. Tick the box then click on Submit Form

# USER GUIDELINE OF INNOGEN ONLINE SERVICE CENTRE

## ORDER & SELF-CHECKOUT

**Furniture On Hire**  
Reference: VZ8WN  
Due Date: 2020-06-03 23:59:00  
*\* Order is not confirm until full payment is received*

Total Order (RM)  
**88.40**

**PAY** NEW

5. Tick the box

**Electrical & Lighting**  
Deadline: 04 May 2020

[New Order →](#)

[Preview Electrical & Lighting Order #1 →](#)

ORDER ITEM	AMOUNT (MYR)	STATUS
<b>Electrical &amp; Lighting</b> Reference: ZNDNH Due Date: 2020-06-03 23:59:00 <i>* Order is not confirm until full payment is received</i>	Total Order (RM) <b>180.00</b>	<input checked="" type="checkbox"/> <b>PAY</b> <span style="color: green;">NEW</span>

5. Select payable items to combine order in one invoice  
*\*DO NOT combine Performance Bond with other order items.*

**Service Location Plan**  
Deadline: 04 May 2020

[Upload Service Location Plan →](#)

Order Combined Total  
**MYR 268.40**

Choose Payment Option  
VISA / MASTER (Credit Card) ▼

[CHECKOUT →](#)

6. Select payment option

7. Click checkout

## ORDER & SELF-CHECKOUT

Checkout Summary			
ITEM	QTY	PRICE (MYR)	TOTAL (MYR)
#SZVJ9 - Furniture On Hire Information Desk	1 x	149.50	MYR 149.50 149.50
#XMSFS - Electrical & Lighting LED Tube Light	1 x	162.50	MYR 162.50 162.50
GRAND TOTAL (MYR)			<b>312.00</b>

Selected Payment Option
You have selected the following payment option
<b>VISA / MASTER (Credit Card)</b>
* You will be redirect immediately to online payment page for payment processing



### Checkout with payment option – Credit Card

- \*Exhibitor/Contractor will be directed to immediate payment process
- \*Exhibitor/Contractor will receive Invoice and Receipt via email immediately after payment made

Checkout Summary			
ITEM	QTY	PRICE (MYR)	TOTAL (MYR)
#SZVJ9 - Furniture On Hire Information Desk	1 x	149.50	MYR 149.50 149.50
#XMSFS - Electrical & Lighting LED Tube Light	1 x	162.50	MYR 162.50 162.50
GRAND TOTAL (MYR)			<b>312.00</b>

Selected Payment Option
You have selected the following payment option
<b>Cheque, GIRO, Local Interbank Transfer, Wire Transfer</b>
* You are required to prepare your payment via Cheque, GIRO, Local Interbank Transfer, Wire Transfer & send us the payment receipt before the invoice due date



### Checkout with payment option – Cheque, GIRO, Local Interbank Transfer, Wire Transfer

- \*System will issue Proforma Invoice for Order with this option of payment
- \*Payment must be made before deadline stated in Proforma Invoice
- \*Order is not confirm until payment received
- \*Once payment made, Exhibitor/Contractor is responsible to acknowledge Innogen with proof of payment
- \*Innogen will issue Invoice & Receipt via email once payment is verified

## ORDER & SELF-CHECKOUT

**Billing Information**

\*Please provide us the billing details in order for us to issue an invoice to you.

Company Name	Email	
<input type="text"/>	<input type="text"/>	
Company Address	Telephone Number	
<input type="text"/>	<input type="text"/>	
	Fax Number	
	<input type="text"/>	
Attention To	Job Title	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Fill up billing information (it will reflect on the invoice and receipt)

**Terms & Conditions**

I hereby confirm that I have read, understood & agree to abide by the [Terms and Conditions](#).

**Confirm Order Now**

9. Tick the box and read through T&C

10. Click confirm order now to proceed  
- Via Credit Card: Directed to payment process  
- Via Cheque/bank transfer: Proforma Invoice will be issued