

## Registration Procedure in LPSE of Ministry of Public Work and People Housing For Foreign Vendor (for SPSE 3.6)

1. LPSE of Ministry of Public Work and People Housing can be accessed in url address <http://lpse.pu.go.id>. For English Version you can click **“English”** button on the top left.

The screenshot shows the Indonesian version of the LPSE website. A red-bordered box with the text "Click here" has an arrow pointing to the "English" button in the language selection menu. The website header includes the LPSE logo and the text "Kementerian Pekerjaan Umum dan Perumahan Rakyat". The main navigation bar contains links for Home, Tentang Kami, Tanya Jawab, Regulasi, Site Map, and Kontak Kami. The left sidebar lists various services like INAPROC, SIRUP, Katalog Elektronik, etc. The main content area displays a table of procurement packages under the heading "Undangan Rapat Kerja Nasional".

No	Nama Paket	Instansi	HPS	Tanggal Download
1	Paket - 23 Pengawasan Teknik Preservasi dan Pelebaran Jalan Sisingamangaraja (Medan) (MYC)	Kementerian Pekerjaan Umum dan Perumahan Rakyat	2,29 M	29 Feb - 10 Mar 2016
2	Paket - 17 Pengawasan Teknik Pembangunan Underpass Brigjend Katamso (MYC)	Kementerian Pekerjaan Umum dan Perumahan Rakyat	2,72 M	29 Feb - 10 Mar 2016
3	Fasilitator Kota Program PPSP Kabupaten Lombok Utara	Kementerian Pekerjaan Umum dan Perumahan Rakyat	60 jt	29 Feb - 2 Mar 2016
4	Fasilitator Kota Program PPSP Kabupaten Sumbawa	Kementerian Pekerjaan Umum dan Perumahan Rakyat	60 jt	29 Feb - 2 Mar 2016
5	Tenaga Konsultan Ahli Hukum	Kementerian Pekerjaan Umum dan Perumahan Rakyat	125 jt	29 Feb - 7 Mar 2016

2. This is Display View LPSE of Ministry of Public Work and People Housing English Version. For foreign vendor registration, click **“register as vendor”**.

The screenshot shows the English version of the LPSE website. The language is set to "Indonesia" in the top left. The main navigation bar includes links for Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The left sidebar lists services like INAPROC, SIRUP, Katalog Elektronik, etc. The main content area displays a table of procurement packages under the heading "Undangan Rapat Kerja Nasional LPSE 2015". A red circle highlights the text "register as vendor" in the introductory paragraph.

LPSE provides electronic government procurement system. Your company can participate in procurement by **register as vendor**. For more informations please contact us.

**Important:** All users are bound to Integrity Pact.  
For further information, please read Terms and Conditions.

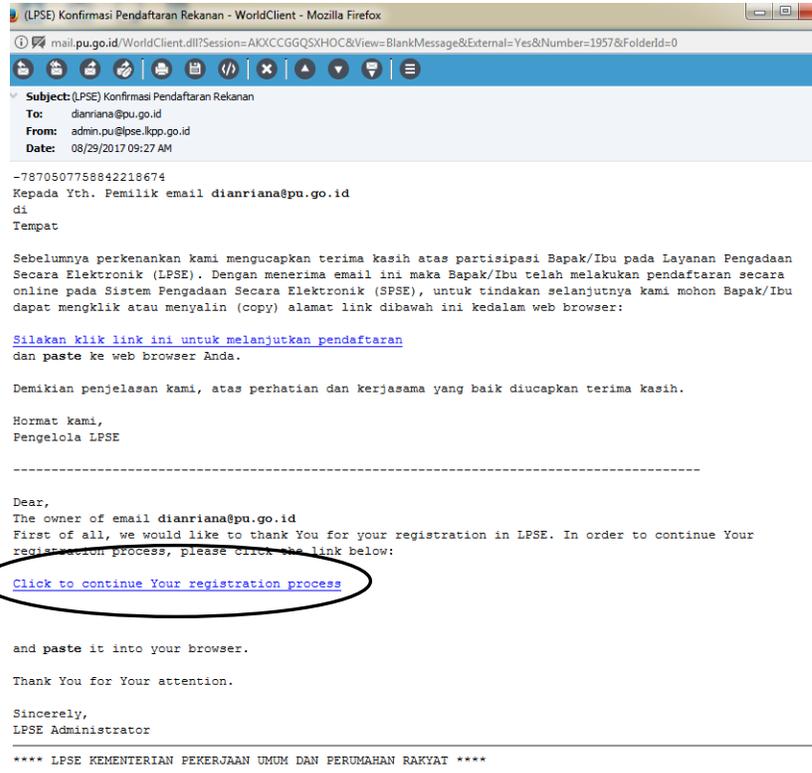
No	Tender Name	Agency	Self Estimated Price	Download Date
1	Paket - 23 Pengawasan Teknik Preservasi dan Pelebaran Jalan Sisingamangaraja (Medan) (MYC)	Kementerian Pekerjaan Umum dan Perumahan Rakyat	2,29 M	29 Feb - 10 Mar 2016
2	Paket - 17 Pengawasan Teknik Pembangunan Underpass Brigjend Katamso (MYC)	Kementerian Pekerjaan Umum dan Perumahan Rakyat	2,72 M	29 Feb - 10 Mar 2016
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4	Fasilitator Kota Program PPSP Kabupaten Sumbawa	Kementerian Pekerjaan Umum dan Perumahan Rakyat	60 jt	29 Feb - 2 Mar 2016

3. Choose “**International**”, Enter your email address and click “**register**”. You have to download “**Registrasion Form(Form\_Penyedia.xls)**” for completing registration procedure and activation access code.

The screenshot shows the LPSE registration interface. At the top, there are logos for SIPS, SPSE ICB, and LPSE (Kementerian Pekerjaan Umum dan Perumahan Rakyat). A navigation bar includes links for Home, About Us, Q & A, Regulation, Site Map, and Contact Us. The main content area is titled "Registration - 1" and contains the following text: "We need to verify your email address before registration to LPSE. Make sure your email address is correct." Below this, there is a "Vendor:" dropdown menu with "National" selected and a "National" option highlighted in a blue box. An "Email address:" input field is present but empty. The text "Please download the forms for verification purpose." is followed by a list: "1. Registration Form (Form\_Penyedia.xls)" and "2. Participation Form (Formulir\_Keikutsertaan.doc)". At the bottom, it says "We will send you email for further instructions." and provides "Register" and "Back" buttons.

This screenshot shows the same LPSE registration page as the previous one, but with the "Vendor:" dropdown menu set to "International". The "Email address:" field now contains the text "dianriana@pu.go.id". The list of forms to download remains the same. A callout bubble with a black border and white background contains the text "Download and fill this form" with an arrow pointing to the "Registration Form (Form\_Penyedia.xls)" link. The "Register" button is highlighted in yellow. The rest of the page layout and text are identical to the previous screenshot.

4. Then you will receive an email reply from admin ([admin.pu@lpse.lkpp.go.id](mailto:admin.pu@lpse.lkpp.go.id)). To continue with the registration process you must click on the registration link.



5. then you must fill out the registration form.

- User ID and Password : You have to remember the User ID and password.
- Company/ Expert Name : Name of Your Company or Name of Expert (for Individual Consultant)
- Company /Expert address : Address of your Company
- Tax ID Number : fill in with the Indonesian tax id number (NPWP) or you can fill **00.000.000.0-000.000** if you don't have Indonesian tax id number

Registration #2

User ID \*\* testpupr

Password\* \*\*\*\*\*

Verify Password (Verifikasi) \* \*\*\*\*\*

Company / Expert Name \* Sample Company

Company / Expert Address \* |

Tax ID Number \*

Phone \*

Email Address dianriana\_dw@gmail.com

Web Site

\* Mandatory

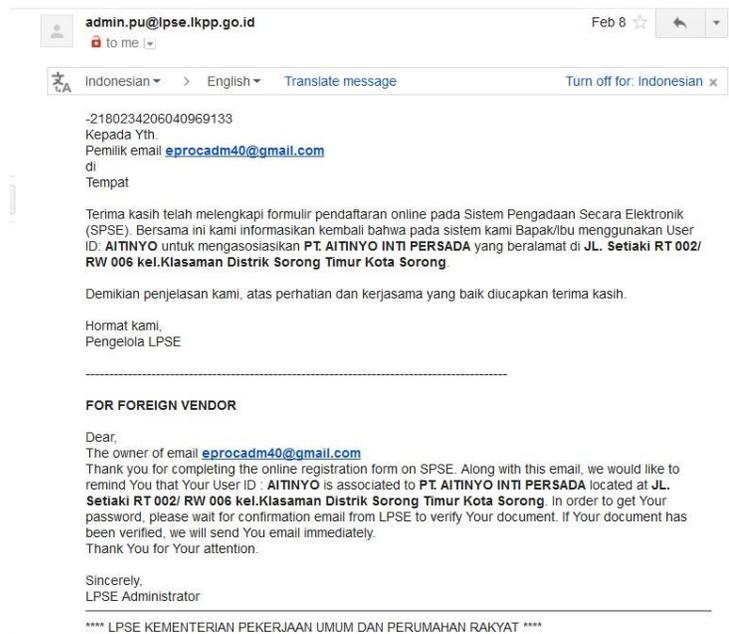
\*\*Use simple User ID (easy to remember). It will be used to log into LPSE Website.

Note : LPSE will send you an email (check your inbox and spam folder) for verification.

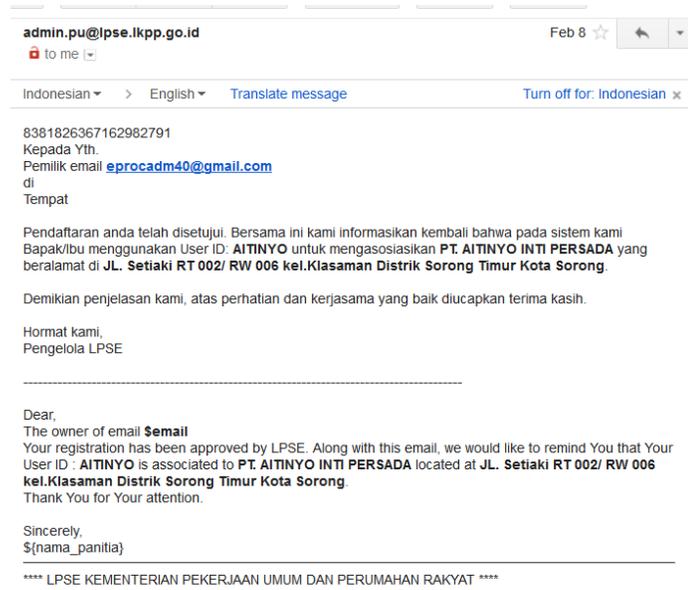
Register

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6. If your registration is successful, you will receive email notification that contains a user ID, name and address of the company but the user ID is not activated. **For UserID activation for foreign vendor please send email to [eprocadm@pu.go.id](mailto:eprocadm@pu.go.id) or [eprocadm@gmail.com](mailto:eprocadm@gmail.com) and please attach colorful scanned version of your company documents (Company Profile , BUJKA etc) or for individual expert please attach colorful scanned version of your documents (ID, diploma, education certificate, skill certificate, or association certificate etc) and Registration Form(Form\_Penyedia.xls)**



7. After the user id is active, you will receive email notification, and you can login and and can participate in the auction in **Http://lpse.pu.go.id**.



8. For further information, please contact us in Pusdatin Building on 1<sup>st</sup> Floor, Jl. Pattimura 20, Kebayoran Baru, South Jakarta. Phone Number : +62 21 7255789 Email : eprocadm@pu.go.id