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## ICPO Online Application

### User Guide for Foreign Partner

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In accordance with the E-government practices, ICP office activates the Online Application System from January 1<sup>st</sup>, 2009. This function will facilitate your submission of pre-approval projects and you can always keep track of the processes hereafter (while paper document is also accepted in this transition period).

To run with it, you can access the system by click on the [Online Application] from our English Website, the system will ask for your login information, which you have provided us to register in the system before. If you have not yet provided the login ID and password, please contact your undertaker of ICP office.

Please be advised that this On-line application system is only available for ICP project submission for Pre-approval application at this stage. Any ICP projects requests for final approval, it should be processed by regular mailing system.



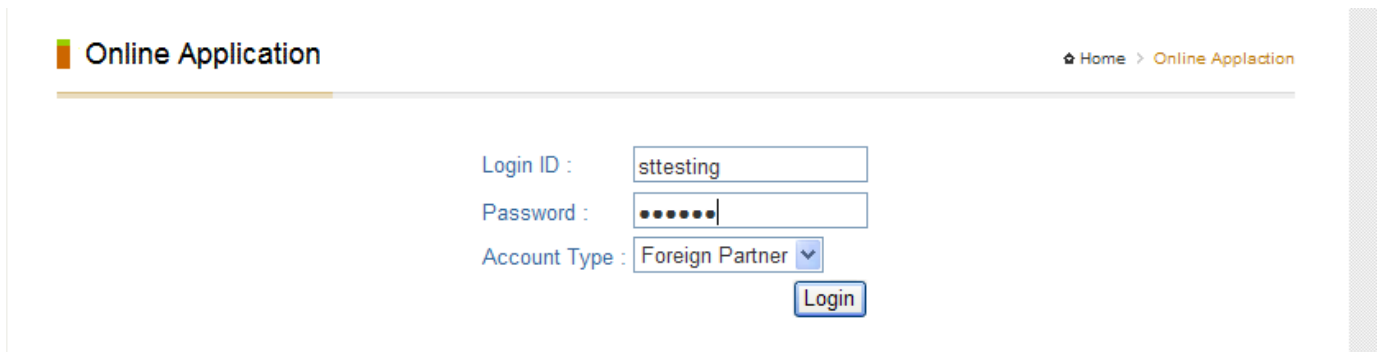
Executive Committee for Industrial Cooperation Program, MOEA  
6F, 18 Chang-An E. Rd., Sec.1, Taipei 104, Taiwan, R.O.C.  
Tel:886-2-2581-8292 Fax: 886-2-2581-8290  
Webpage: <http://www.icpo.org.tw>

## To Start the system

We will have the link of **Online Application** on the navigation pane of our English webpage, the URL is [http://proj.moeaidb.gov.tw/cica\\_icp/Eng/](http://proj.moeaidb.gov.tw/cica_icp/Eng/), or you can type [www.icpo.org.tw](http://www.icpo.org.tw) from the browser of Internet Explorer, and then click on **English** button on right top to switch to the English webpage. From the Navigation Pane, you can find the **Online Application** button as following screen.

The screenshot displays the website for the Industrial Cooperation Program. At the top left, there are logos for the Executive Committee for Industrial Cooperation Program, MOEA, and the Industrial Cooperation Program (www.icpo.org.tw). On the top right, there are navigation links for Home, Sitemap, English (highlighted with a red box), and 中文版. The main banner features the text '促進產業技術升級' (Promote Industrial Technology Upgrade) and '提升國際競爭優勢·支援國防工業發展' (Enhance international competitive advantage, support the development of defense industry). Below the banner, the 'Online Application' section is visible, with a breadcrumb trail 'Home > Online Application'. The 'Online Application' menu item in the left navigation pane is highlighted with a red box. The login form includes fields for Login ID, Password, and Account Type (set to Foreign Partner), along with a Login button.

## To Login the system



The screenshot shows a web application interface for logging in. At the top left, there is a logo and the text "Online Application". At the top right, there is a breadcrumb trail: "Home > Online Application". Below this, there is a login form with three input fields and a button. The first field is labeled "Login ID" and contains the text "sttesting". The second field is labeled "Password" and contains six dots. The third field is labeled "Account Type" and has a dropdown menu with "Foreign Partner" selected. Below the "Account Type" field is a blue button labeled "Login".

The following is a description of the above window :

### **Login ID**

–Which you had submitted to us, it is an unalterable item.

### **Password**

–Which you had submitted to us, once you login, it is a changeable item.

### **Account Type**

– The account type normally shows “Foreign Partner”, you don’t need to change the item unless it displays differently, then click on the drop-down arrow to select the item of “Foreign Partner”.

### **Login Operation Steps:**

1. Input your **Login ID** and **Password**
2. The **Account Type** displays Foreign Partner
3. Click on the **Login** button

## To Access new project

New Project Application	<a href="#">Project Status Inquiry</a>	<a href="#">My Profile</a>	<a href="#">Logout</a>
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Foreign Partner : ST

Committee Meeting will be held on 1/3/2009

This online service is for ICA Foreign Partners only.

Fields marked with blue asterisk \* shall be provided.

If there are any questions, please contact [us](#).

工業合作個案申請書 (C-1-1) ICP Session for Specific Project	
申請公司 : Foreign Supplier :	<input type="text" value="ST Aerospace International Structures Pte. Ltd."/>
計畫名稱 : Project Name : *	<input type="text" value="TESTA"/>
購案名稱 : Ref to Master Contract : *	<input type="text" value="TESTA"/>
預計額度 : Credit Proposed : *	<input type="text" value="2000000"/>

After you login to the system, it displays the above window, following is a description :

**New Project Application** – This area is for the application of new project, you need to fill in two tables, they are “ICP Session for Specific Project (C-1-1)” and “Summary Description of Specific Project (C-1-2)”, please note that the fields marked with blue asterisk \* shall be provided.

### New Project Operation Steps:

1. Fill in all fields marked with blue asterisk \* of two tables (C-1-1 & C-1-2)

工業合作個案申請書 (C-1-1) ICP Session for Specific Project	
申請公司： Foreign Supplier：	ST Aerospace International Structures Pte. Ltd.
計畫名稱： Project Name：*	TESTA
購案名稱： Ref to Master Contract：*	TESTA
預計額度： Credit Proposed：*	2000000
聯絡方式： Contact Information	
Name：*	Mr, Chai Kean Keat
Tel.：*	65-63806815
Fax：	65-62870910
E-mail：*	trudy@icpo.org.tw
工合執行方式： Transactions：*	
<input type="checkbox"/> Local Procurement 國內採購 <input type="checkbox"/> Technology Transfer 技術移轉 <input checked="" type="checkbox"/> Training 人員訓練 <input type="checkbox"/> R&D 共同研發 <input type="checkbox"/> Local Investment 國內投資 <input type="checkbox"/> International Marketing Assistance 國際市場行銷協助	
By：*	Trudy
Representative：*	Chief

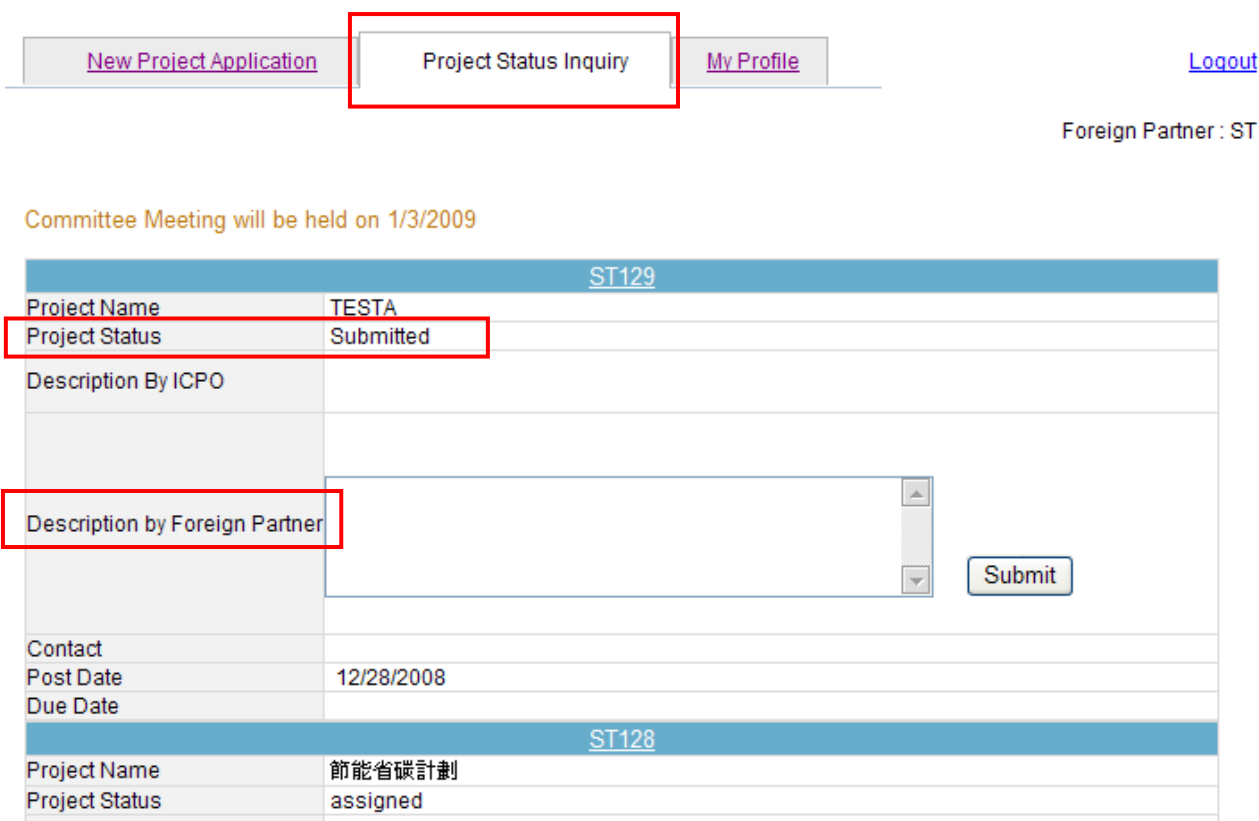
工業合作個案計畫書摘要表(C-1-2) ICP Proposal: Summary Description of Specific Project	
工合承接單位： Local Partner：	
公司名稱： Company Name : *	TESTB
聯絡人： Contact Person *	TESTB
地址： Address *	AAA
國外合作對象： Foreign Partner	
國內其他參與單位： Participants*	CCC Company
計畫主持人： Project Director*	DAVID
計畫內容： Project Description*	BBB
計畫時程： Project Duration*	01/01/2009~12/31/2009
預期效益： Advantage for Local Industry*	CCC

2. Click on the **Confirm** button while completed all fields
3. The system will auto reply following message as well as you will also get an e-mail with subject of "[ICPO] System Info. <ST129>" (the <ST129> is the project number which provided by the system automatically)

<a href="#">New Project Application</a>	<a href="#">Project Status Inquiry</a>	<a href="#">My Profile</a>	Message displays on the screen after submitting the project.
<p>We thank you very much for your submission of ICP application on 1/4/2009 .          In order to complete the ICP review process promptly, it is requested to forward your official letter together with the proposal to ICP Office via mail before 1/23/2009.          Please be reminded the next Executive Committee Meeting is scheduled on 3/24/2009, there are only 78 days left before the Executive Committee Meeting.</p>			



## To Track your project



**Project Status Inquiry** – This area displays the record of all projects which you have submitted, you can view the status and can submit your description for each project, it will be recorded and the project’s undertaker can respond to it.

**Project Status** – This field will display several current processing status of the project; It will show “Submitted” after you submit the new project. The descriptions are as follows:

- **SUBMITTED**: The project has not yet been assigned to an undertaker.
- **ASSIGNED**: The project has been assigned to an undertaker whose name will be displayed on the [Contact] field.
- **COMPLEMENT NEEDED**: Reminds you for providing supplementary documents before due date.
- **REVIEWING BY UNDERTAKER**: The project is under review of the undertaker.
- **REVIEWING BY SUB-COMMITTEE**: The project is under review of the Sub-committee.
- **REVIEWING BY EXECUTIVE COMMITTEE**: The project is under review of the Executive Committee.
- **REQUEST DECLINED**: The project is disapproved by the Executive Committee.
- **REQUEST GRANTED**: This project is pre-approved by the Executive Committee.
- **OTHER**: The project is pending for further clarification on open issues.

**Description by ICPO** – Displays the comments from the undertaker of ICPO

**Description by Foreign Partner** – Comments from foreign partner, you can type the message in this field, it will be recorded and informed to the undertaker.

**Contact** – The undertaker of the Project.

**Post Date** – The submission date of the Project.

**Due Date** – The deadline for mailing your proposal with official letter to ICPO.

### Description Operation Steps:

1. Type message in the field of **Description By Foreign Partner**
2. Click on the **Submit** button

ST133	
Project Name :	F16-Phasel Project
Status	Submitted
Description By ICPO	
Description by Foreign Partner	<input style="width: 100%; height: 40px;" type="text"/>
Contact	
Post Date	2008-12-27
Due Date	

## To Modify your profile

<a href="#">New Project Application</a>	<a href="#">Project Status Inquiry</a>	<a href="#">My Profile</a>	<a href="#">Logout</a>
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Foreign Partner : ST

Fields marked with blue asterisk \* shall be provided.

If there are any questions, please contact [us](#).

Foreign Partner Profile	
Foreign Partner ID :*	ST
Abbreviation : *	宇航
Full Name in Chinese :*	新加坡宇航公司
Full Name in English :*	ST Aerospace International Structures Pte. Ltd.
Nationality : *	新加坡
Company Address : *	540 Airport Road, Paya Lebar Singapore 539938
Business Type : *	航太
Contact Person : *	Mr, Chai Kean Keat
Department : *	Operations

**My profile** – Displays your company’s information and you can modify password here.

### Operation Steps:

1. Enter **Present** Password
2. Enter **New** Password
3. **Retype New** Password
4. Click on the **Confirm** button,
5. then you can use the new password to login the system next time.

Modify My Password	
Present Password :	<input type="text"/>
New Password :	<input type="text"/>
Retype New Password :	<input type="text"/>
<input type="button" value="Confirm"/> <input type="button" value="Reset"/>	