

OOS(Online Order System) 初回ログイン時のパスワード変更方法ご案内

*当ご案内は MEDICA を基に説明致しますが、デュッセルドルフで開催されるメッセに共通のご案内となります。

■メッセ主催者より出展者に専用ログインデータ (Stand Order No.及び Password) が以下のメールにて送信
件名: **MEDICA 2017 Ref-No. 25 registration**

【注意】上記件名・・・部分は実際は数字／COMPAMED 出展者は上記件名冒頭は COMPAMED

送信者: documents@messe-duesseldorf.de

初回ログイン時のパスワード変更方法 (必須)

- ①上記ご案内のメール本文の Link to First-Time Registration to the Online Order System へアクセス
- ②下記画面右の Initial password 欄 (A) に文字数字が表示
- ③ (A) の上の password 欄 (B) に (A) の文字数字(半角英数)を入力
- ④Login ボタンをクリック (C) 次ページの画面に切り替わり

Language  		Contact (eMail)	Imprint
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Order online: individual, flexible, simple!

Online Order System - OOS  <p>From exhibitor passes to temporary workers: We offer all services at the right time.</p> <p>You may order all services online by using our online order system</p> <p>Important Notes</p>	Stand Construction Configurator  <p>Be inspired by our versatile stand construction.</p> <p>Design your stand construction at the construction configurator, determine the cost or request a customized offer.</p> <p>Configurator</p>
Servicepartner  <p>You can recognize our service partners by the logo "official service partner of Messe Düsseldorf".</p> <p>Servicepartner</p>	OOS User Info  <p>We are happy to support your trade fair presentation. Should you encounter problems or require further help or a direct contact, you may reach us at any time or use the comprehensive OOS help feature.</p> <p>OOS User Briefing</p>

[Fair Calendar](#)

Order online
Registration: Use the online access data from participation e-mail

Stand Order-No.

Password B

Initial password A

Please use this password for the first login.

[Password forgotten?](#)

C

Guest access
Select trade fair:

Try this application without obligation.

Questions?
Our hotline* is available to answer your questions
Telephone: +49 211/4560-400
E-Mail: online-support@messe-duesseldorf.de
*(Weekdays 8:00 AM to 6:00 PM CET)

⑤ 下記画面の **Password** 欄 2 か所 (D) に貴社にて変更パスワードを決めた上で入力 (最大 16 文字)

⑥ **Phone** 欄 (E) に電話番号を入力 (注意: 入力形式は 008103...でハイフンなし)

⑦ 画面下の **I accept** (F) をチェック

⑧ 画面左の **Save Changes** (G) をクリック

Help		Feedback	
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 Messe Düsseldorf Online Order System	Exhibitor Customer ID: 791624 Order ID: 2431202 Event: MEDICA Hall/Booth: 16C52 Hironori Hattori	Messe Düsseldorf Japan Ltd. New Otani Garden Court, 7th Floor 4-1, Kioi-cho, Chiyoda-ku JP - 102-0094 Tokyo Phone: 81-3-5210-9951 Fax: 81-3-5210-9959	
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*Save changes **G**

*Exit OOS

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NOTE:

- The highlighted boxes are mandatory
- Please enter your complete phone and fax number (incl. country code) without special characters or spaces**
- Your password must have at least 6 digits. (max. 16 digits) It can include letters (upper and lower case) and / or numbers and only the following special character can be taken: + / = *
- The new password cannot be the same as the last 2 previous ones
- These login details are valid both for the OOS and for the trade show portal.
- Fraud Alert**
We are currently seeing an increasing number of fake invoices being sent out to exhibitors. These invoices aim to give the impression of being connected with your trade fair participation and use the logos and trademarks of Messe Düsseldorf and/or its partners for this purpose. Please only pay invoices that you can **clearly** attribute to an order you have placed with Messe Düsseldorf or our partners (customer number) and compare bank details with the accounts of Messe Düsseldorf (www.messe-duesseldorf.de). Our bank account details can be found in the respective conditions of participation.

User

First name:	Hironori	Phone:	
Last name:	Hattori	Fax:	
Title:	Mr.	email:	mdj@messe-dus
Company:			
Department:			
Password:	Confirm password:	
(max. 16 character)			
Order confirmation and notification	By eMail		

Status order permissions:

By "clicking" the box "I accept" (bottom), you acknowledge acceptance of [User Conditions - OOS Terms and Go-Online-Access](#)

After your acceptance please click "Save changes" (left).

F I accept.

Help Feedback Checklist Search Extended

Messe Düsseldorf Online Order System

Exhibitor
Customer ID: 791624
Order ID: 2431202
Event: MEDICA
Hall/Booth: 16C52
Hironori Hattori

Messe Düsseldorf Japan Ltd.
New Otani Garden Court, 7th Floor
4-1, Kioi-cho, Chiyoda-ku
JP - 102-0094 Tokyo
Phone: 81-3-5210-9951
Fax: 81-3-5210-9959

MEDICA®

***Welcome page**

*User data

*Order Forms **H**

*Shopping basket

*Orders

*Stand sketch (PDF)

*Hall (PDF)

*Admission (PDF)

*Contact (eMail)

*To the portal

*Exit OOS

Important Notes

Technical information, specifications and guidelines

- Technical Guidelines
- Leaflets, Environmental concepts, security
- Conditions of Participation / OOS Terms

Conditions of Participation / Servicepartner

You can recognize our service partners by the logo "official service partner of Messe Düsseldorf".

- Servicepartner

Application for your co-exhibitors or group-partic

EAT

You can invite your co-exhibitors or group-participants by using our Easy Administration Tool. Upon receipt of your invitation your co-exhibitors or group participants can easily apply online. You will need your login details to proceed.

- Easy Administration Tool

Site Plan / Best route to Messe Düsseldorf

- Hotel and travel packages

Useful instructions

- OOS User Briefing

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* 画面左側 **Order Forms(H)**より各種オーダー可能（グループ出展者はオーダーに制限があり、オーダー不可のサービスは表示されません） *2017.07.11 現在、オーダー可能なフォームしか表示されません。

* **(I)** にて以下の内容を閲覧可能（グループ出展者は制限があり、一部閲覧できないものもあります）

Stand Sketch(PDF) ⇒ 内容：ブース図面

Hall(PDF) ⇒ 内容：貴社出展ホールのホール図面及び同ホールの出展者リスト

Admission(PDF) ⇒ 内容：貴社ブース No./面積/無料出展者証枚数 が記載

*2017.07.11 現在、表示されていません。

* **(H) (I)** とともに主催者からの正式な出展認可が行われたのち、ご利用、ご覧いただけます。

ご不明な点がございましたら下記まで
株メッセ・デュッセルドルフ・ジャパン

T: 03-5210-9951

mdj@messe-dus.co.jp