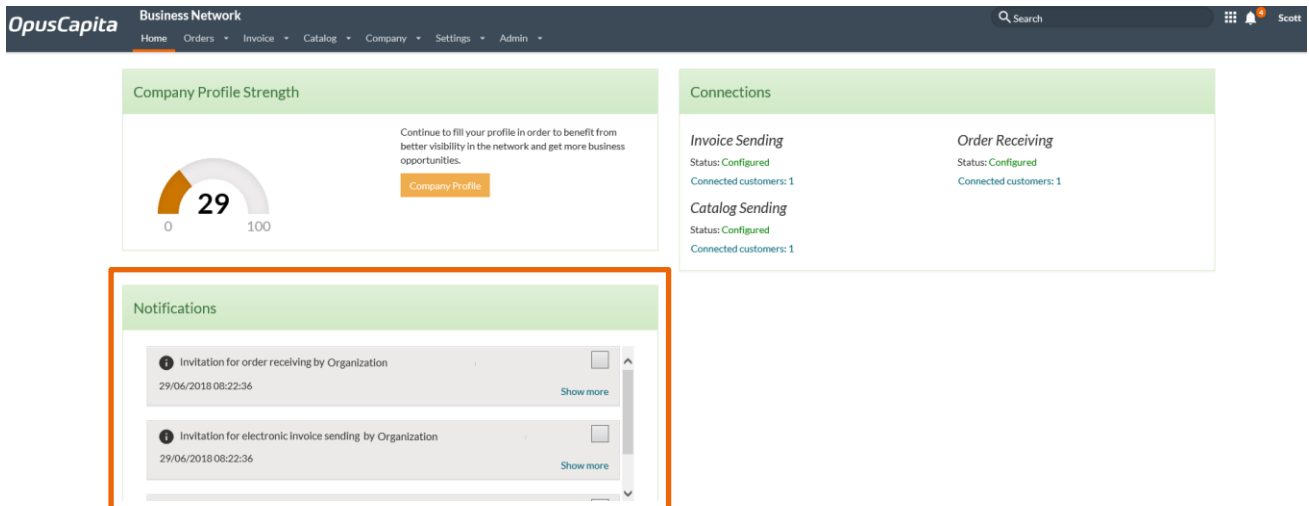


OpusCapita Business Network registration instructions

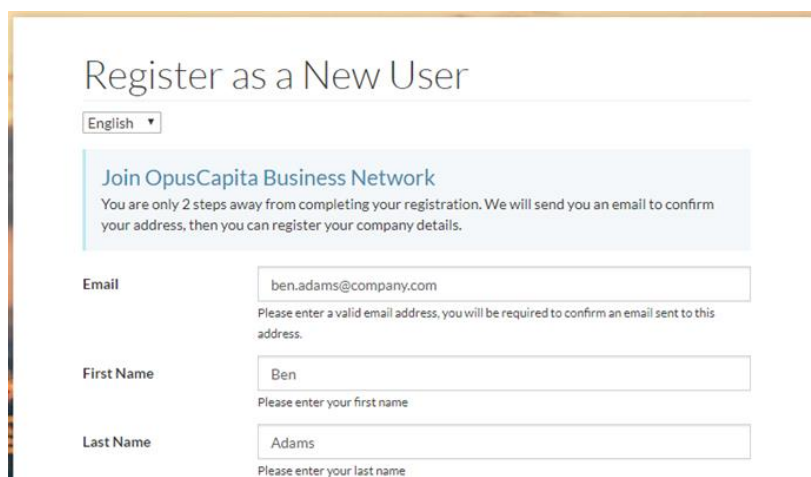
After your customer has invited you to use OpusCapita Business Network, you need to register your company and configure the order receiving and electronic invoice sending between you and your customer. You receive emails with direct links to registration and configuration. Furthermore, you can view the notifications with links on the **Home** page.



The screenshot shows the OpusCapita Business Network dashboard. The top navigation bar includes the OpusCapita logo, 'Business Network', and a search bar. Below the navigation bar, there are three main sections: 'Company Profile Strength', 'Connections', and 'Notifications'. The 'Company Profile Strength' section shows a progress gauge at 29% and a 'Company Profile' button. The 'Connections' section shows 'Invoice Sending' and 'Order Receiving' both with a status of 'Configured' and 'Connected customers: 1'. The 'Notifications' section is highlighted with an orange border and contains two notifications: 'Invitation for order receiving by Organization' and 'Invitation for electronic invoice sending by Organization', both dated 29/06/2018 08:22:36.

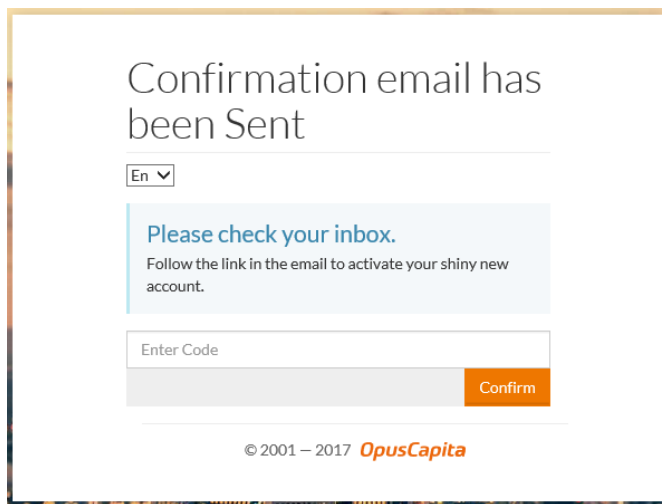
Register your company as follows:

1. Click the **Supplier Onboarding site** link in the email. The **Welcome** page opens.
If the email does not show properly, click the **View it in your browser** link to open it in a browser.
2. In the lower right corner, click **Register**. The **Register as a New User** window opens. Your email address and name are shown in the respective fields.

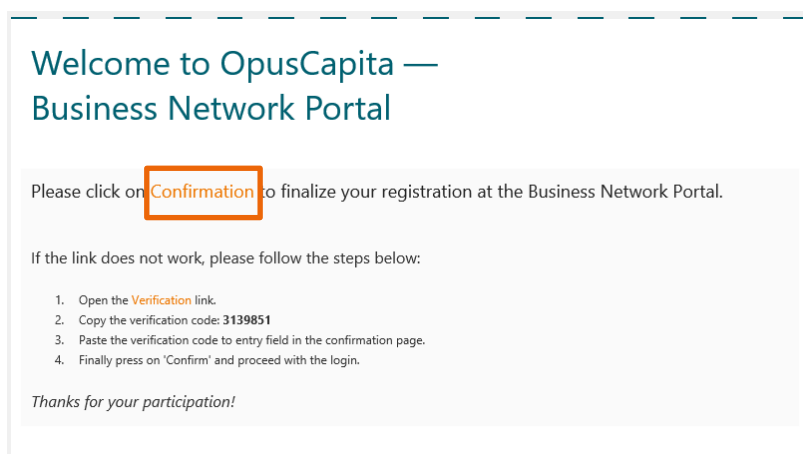


The screenshot shows the 'Register as a New User' form. The form has a title 'Register as a New User' and a language dropdown set to 'English'. Below the title is a blue box with the text 'Join OpusCapita Business Network' and 'You are only 2 steps away from completing your registration. We will send you an email to confirm your address, then you can register your company details.' The form contains three input fields: 'Email' with the value 'ben.adams@company.com', 'First Name' with the value 'Ben', and 'Last Name' with the value 'Adams'. Each field has a placeholder text: 'Please enter a valid email address, you will be required to confirm an email sent to this address.', 'Please enter your first name', and 'Please enter your last name'.

3. In the **Password** field, enter your desired password. The password must meet the following requirements:
 - At least 8 characters
 - At least one special character
 - At least one lowercase and one capital letter
 - At least one number
4. In the **Password Confirmation** field, enter the same password again.
5. Click **I'm not a robot** and complete the tasks if requested.
6. Click **Yes, I have read and understood the privacy policy for the service.**
7. Click **Register**. The confirmation page opens:



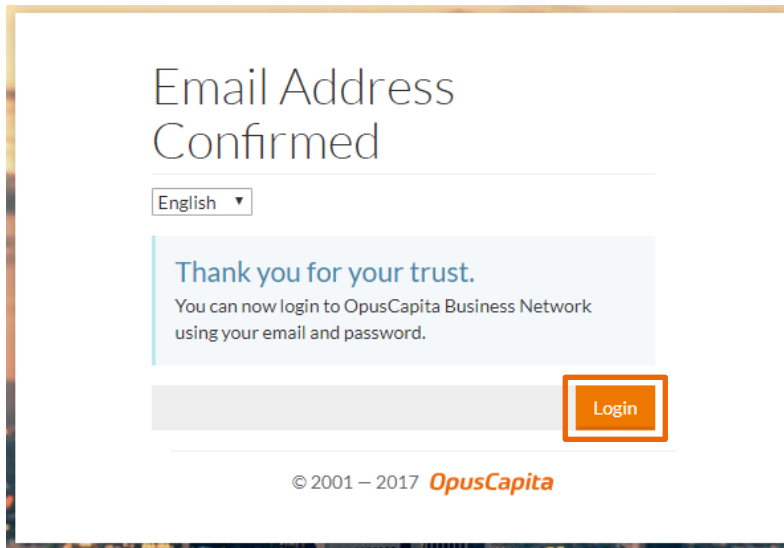
8. Open the email from OpusCapita and click **Confirmation**.



Alternatively, copy the verification code from the email and paste it to the **Enter Code** field on the **Confirmation email has been Sent** page and click **Confirm**.

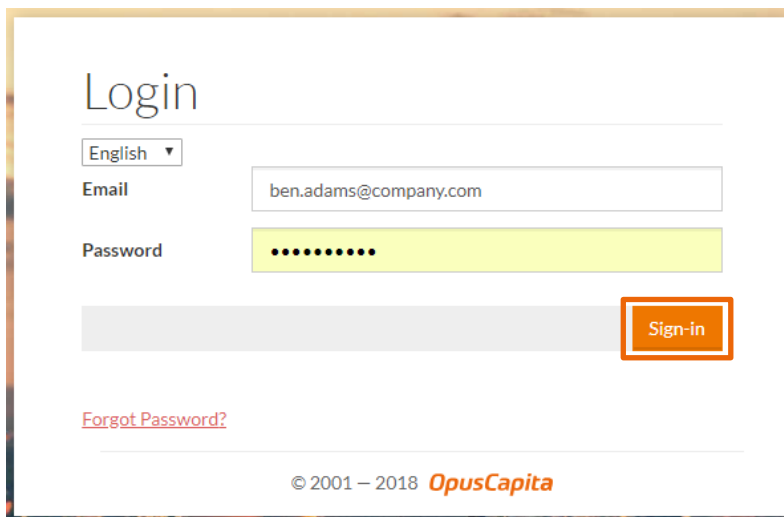
Your email address has been confirmed, and you can now log in.

9. Log in as follows:
 - a. On the **Email Address Confirmed** page, click **Login**.



The **Login** page opens.

- b. In the **Email** field, enter your email address.
- c. In the **Password** field, enter your password.
- d. Click **Sign-in**.



The **Company Registration** page opens.

10. In the fields marked with an asterisk (*), select or enter the missing company details.

- In the **Country Of Registration** field, you can start typing the country in the field to filter the options.
- If you do not have a VAT identification number, select **My Company does not have a VAT Registration Number** and enter your global location number, D-U-N-S number or IBAN in the respective field.

Company Registration

Company Name *	<input type="text" value="Company Com"/>	Please provide information that helps us to uniquely identify your company and allows us to add it to our trading partner directory.
Company Registration Number	<input type="text" value="FI09853608"/>	
City Of Registration *	<input type="text" value="New York"/>	After providing this information you are ready to login.
Country Of Registration *	<input type="text" value="United States of America"/>	** Please provide your VAT Registration Number. If you do not have one, then provide your Global Location Number, D-U-N-S number, OVT number or IBAN.
Default Currency	<input type="text"/>	
Tax Identification Number	<input type="text"/>	
VAT Identification Number **	<input type="text" value="FI09853608"/>	
<input type="checkbox"/> My Company does not have a VAT Registration Number.		
Global Location Number **	<input type="text"/>	
D-U-N-S-Nr. **	<input type="text"/>	
OVT Number **	<input type="text"/>	
IBAN **	<input type="text"/>	

11. Click **Continue**. The **Customer Connections** page opens. On this page, you see the customers who have invited you to the system. You can reject the customers or proceed to setup.

12. Configure **invoice sending** as follows:

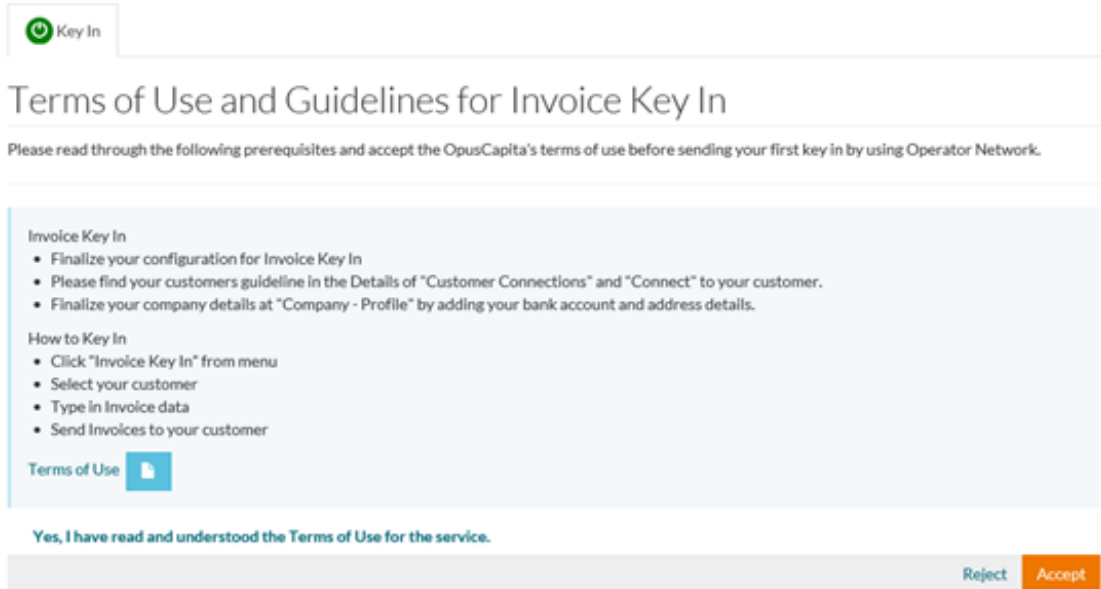
- For the desired customer with **Invoice** in the **Type** column, click **Setup**.

Customer Connections

Company Name	Company ID	Type	Status	Actions
Test Company Oy		Invoice	invited	<input type="button" value="Setup"/> <input type="button" value="Connect"/> <input type="button" value="Reject"/>
Test Company Oy		Order	invited	<input type="button" value="Setup"/> <input type="button" value="Connect"/> <input type="button" value="Reject"/>
Musterkunden AG	OC001	Invoice	connected	<input type="button" value="Setup"/> <input type="button" value="Reject"/>
Musterkunden AG	OC001	Order	connected	<input type="button" value="Setup"/> <input type="button" value="Reject"/>

The **Invoice Sending Configuration** page opens.

Invoice Sending Configuration



The screenshot shows a web interface for 'Invoice Sending Configuration'. At the top, there is a 'Key In' button with a green checkmark icon. Below it, the title 'Terms of Use and Guidelines for Invoice Key In' is displayed. A paragraph of text reads: 'Please read through the following prerequisites and accept the OpusCapita's terms of use before sending your first key in by using Operator Network.' Below this is a light blue box containing two sections: 'Invoice Key In' with three bullet points (Finalize configuration, find customer guideline, finalize company details) and 'How to Key In' with four bullet points (Click 'Invoice Key In', select customer, type in data, send invoices). At the bottom of the box is a 'Terms of Use' link with a document icon. Below the box, a statement reads: 'Yes, I have read and understood the Terms of Use for the service.' At the bottom right, there are two buttons: 'Reject' (light blue) and 'Accept' (orange).

- b. Select how you want to send your invoices to the customer:
 - **PDF by Email:** You can send invoices to your customer as email attachments.
 - **E-invoice:** E-invoices include the same contents as paper invoices. They can be sent to the customer's electronic purchase invoice handling system where they can be processed further.
 - **Key In:** You can manually add invoices and send them as e-invoices or PDFs. This needs to be configured before you can flip your purchase orders into invoices.
- c. Accept the terms and conditions as follows:
 - i. Read the terms and conditions of the service you selected.
 - ii. Select **Yes, I have read and understood the Terms of Use for the service.**
 - iii. If you selected **PDF by Email**, enter an email address in the **Rejection Email** field. This email will be used in case there are problems with the invoices.
 - iv. Click **Accept**.
 - v. Click **Back**. You return to the **Customer Connections** page.
- d. In the **Status** column, click the link and read the customer guidelines. Close the window by clicking **Close**.
- e. Click **Connect**. The status changes from **Invited** to **Connected**.

13. Configure **order receiving** as follows:

- a. For the desired customer with **Order** in the **Type** column, click **Setup**.

Customer Connections

Company Name	Company ID	Type	Status	Actions
Test Company Oy		Invoice	invited	Setup Connect Reject
Test Company Oy		Order	invited	Setup Connect Reject
Musterkunden AG	OC001	Invoice	connected	Setup Reject
Musterkunden AG	OC001	Order	connected	Setup Reject

The **Order receiving configuration** page opens.

Order receiving configuration

Customer Connections

Document type:

From:

To:

Delivery channel:

- b. Click **Save**.
- c. Click the **Customer Connections** link. You return to the **Customer Connections** page.
- d. Click **Connect**. The status changes from **Invited** to **Connected**.

14. To enable ordering via eProcurement, upload catalogs for customers as follows:

- a. Select **Catalog / Upload**. The **Catalog Upload** page opens.
- b. Select the desired customer from the drop-down menu. The **Catalog Information** page opens. For more information, click your username in the upper right corner and select **Help**.

15. Go to **Company / Profile**, and finalize your company details by adding a default address and a bank account.

OpusCapita Business Network

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[Orders](#)
[Invoice](#)
[Catalog](#)
[Company](#)
[Settings](#)

Company
[Organization Chart](#)
[Address](#)
[Contact](#)
[Bank account](#)
[Visibility Preferences](#)
[Access Approval](#)

Company Information

Parent Company:

16. Continue to fill your profile to benefit from better visibility in the network and to get new business opportunities.

You are now ready to use OpusCapita Business Network. For more information, refer to the OpusCapita Business Network User Guide.