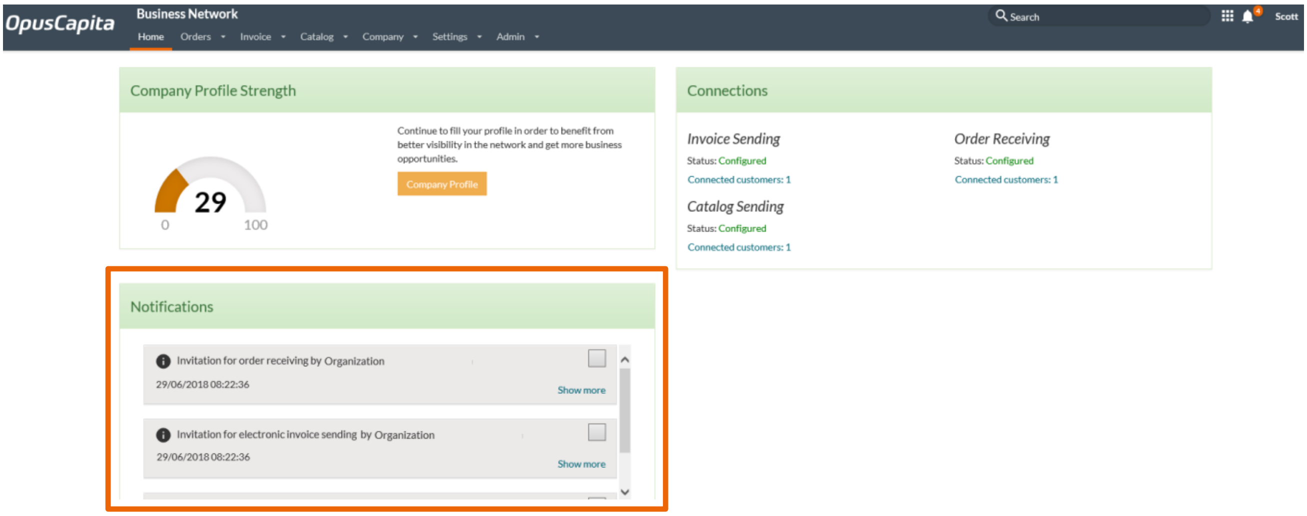
OpusCapita

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.

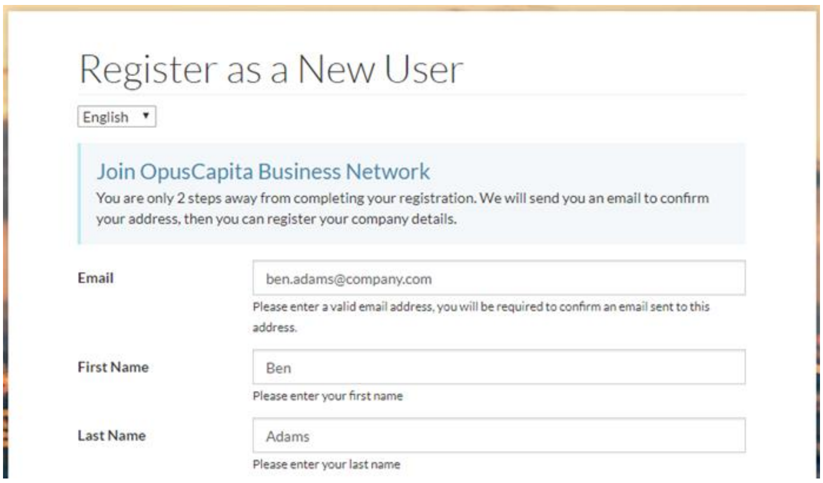


Register your company as follows:

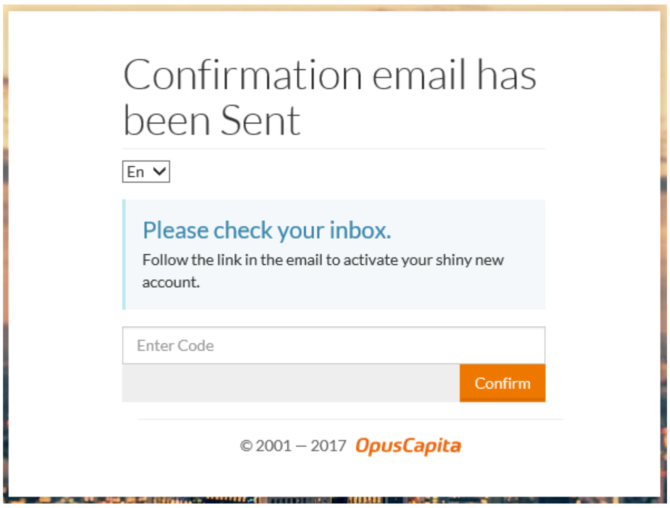
1. Click the ***Supplier Onboarding site*** link in the email. The ***Welcome*** page opens.

   If the email does not show properly, click the ***View it in your browser*** link to open it in a browser.

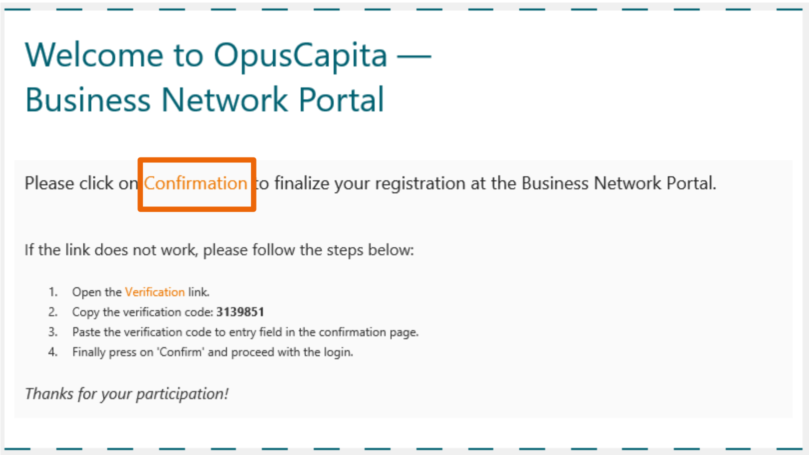
2. In the lower right corner, click ***Register***. The ***Register as a New User*** window opens. Your email address and name are shown in the respective fields.



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:



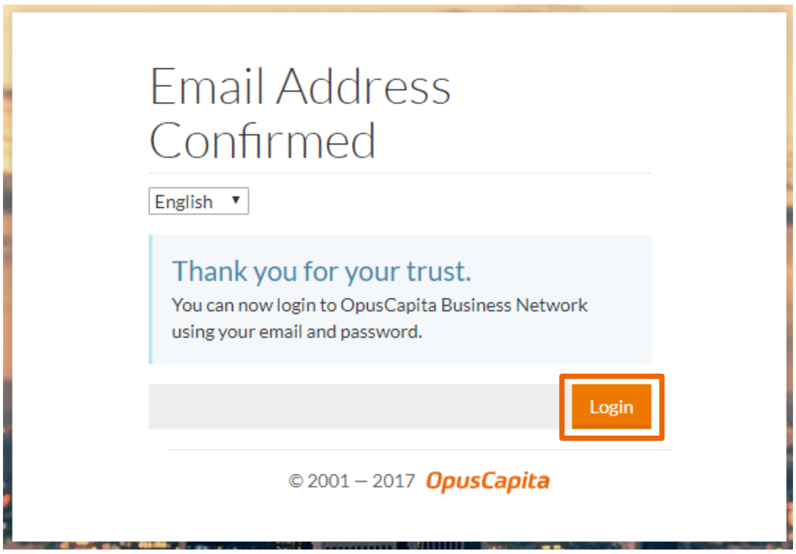
8. Open the email from OpusCapita and click ***Confirmation***.



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***.

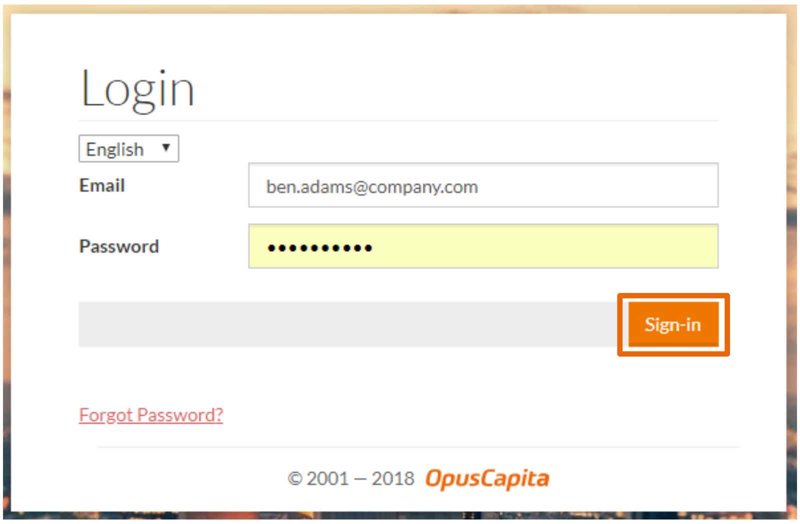
Your email address has been confirmed, and you can now log in.

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



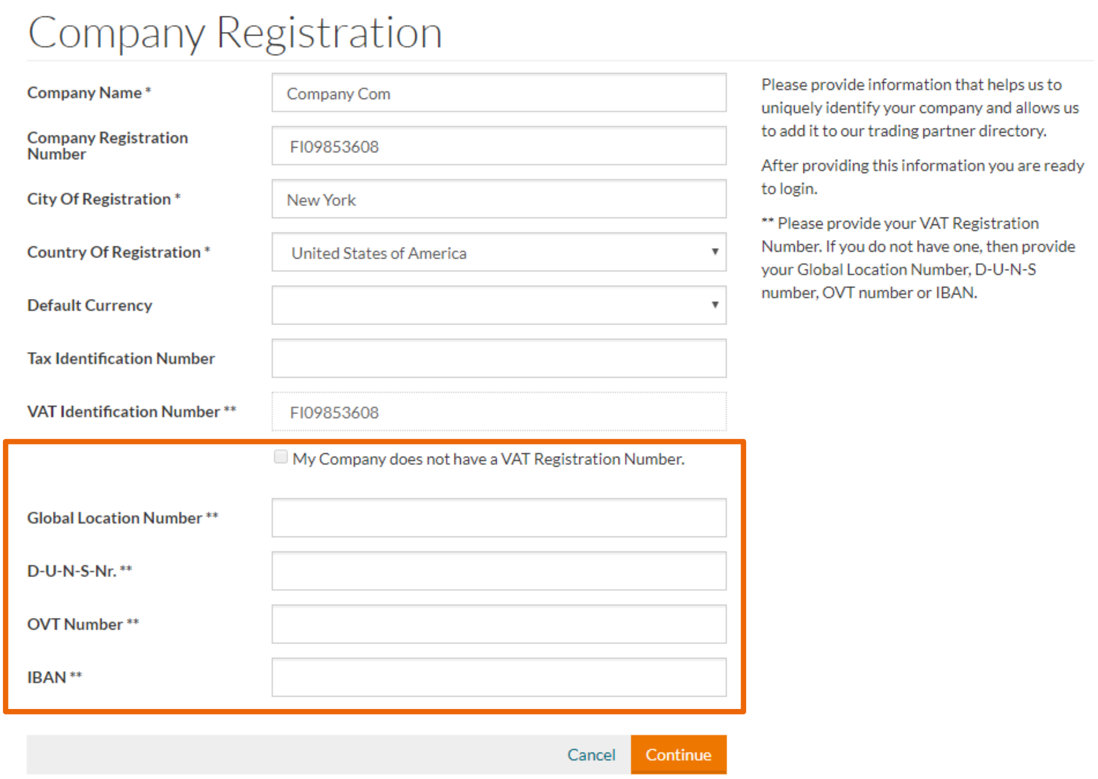
The ***Login*** page opens.

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

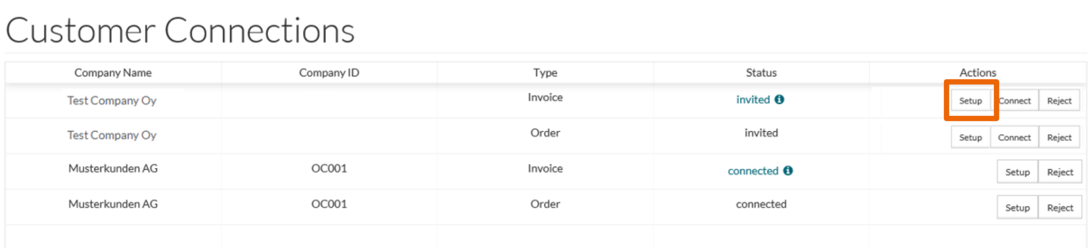


The ***Company Registration*** page opens.

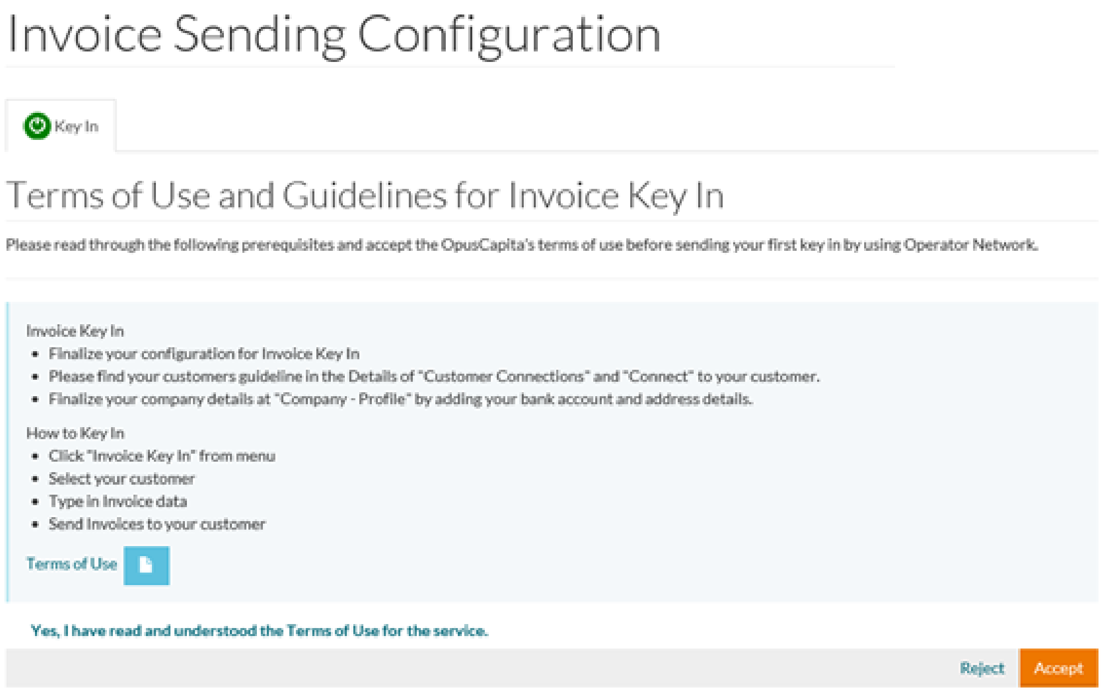
10. In the fields marked with an asterisk (*), select or enter the missing company details.
    - In the ***Country Of Registration*** field, you can start typing the country in the field to filter the options.
    - If you do not have a VAT identification number, select ***My Company does not have a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



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



The ***Invoice Sending Configuration*** page opens.



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***.

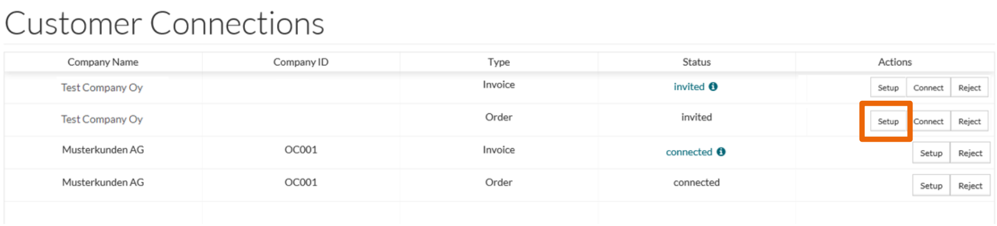
   v. Click ***Back***. You return to the ***Customer Connections*** page.

d. In the ***Status*** column, click the link and read the customer guidelines. Close the window by clicking ***Close***.

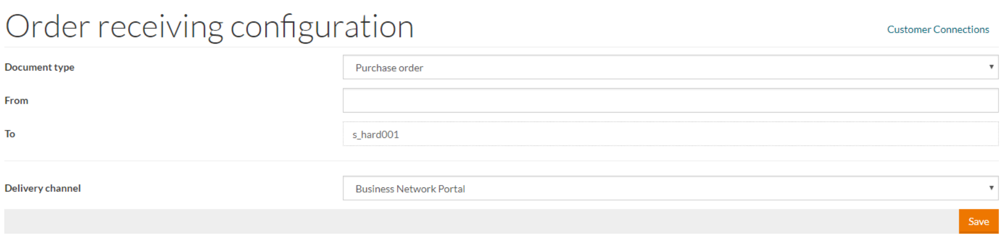
e. Click ***Connect***. The status changes from ***Invited*** to ***Connected***.

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

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



   The ***Order receiving configuration*** page opens.



   b. Click ***Save***.

   c. Click the ***Customer Connections*** link. You return to the ***Customer Connections*** page.

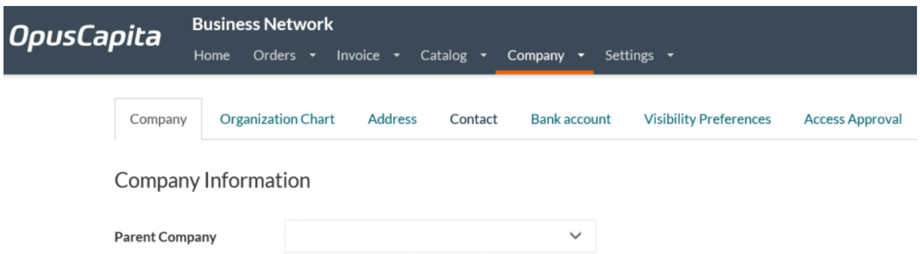
   d. Click ***Connect***. The status changes from ***Invited*** to ***Connected***.

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.



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.