



Adding company information

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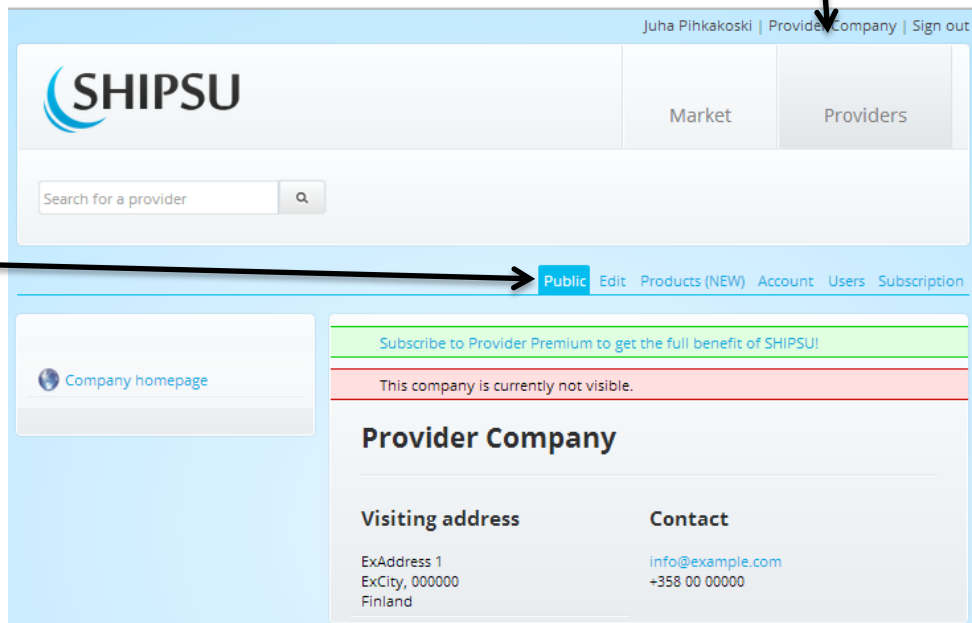
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You are able to enter your company profile by clicking your company's name.

You will see the overview that other users can see in your company profile.

From the **tab bar**, you are able to add/edit/remove things in your company profile



The screenshot shows the SHIPSU user interface. At the top right, the user is logged in as 'Juha Pihkakoski | Provider Company | Sign out'. The main header features the SHIPSU logo, a 'Market' button, and a 'Providers' button. Below the header is a search bar labeled 'Search for a provider'. A navigation bar contains tabs for 'Public', 'Edit', 'Products (NEW)', 'Account', 'Users', and 'Subscription'. The 'Public' tab is selected. The main content area shows a 'Company homepage' button on the left and a 'Provider Company' profile on the right. The profile includes a green banner for 'Subscribe to Provider Premium to get the full benefit of SHIPSU!', a red banner stating 'This company is currently not visible.', and a table with 'Visiting address' and 'Contact' information.

Visiting address	Contact
ExAddress 1 ExCity, 000000 Finland	info@example.com +358 00 00000

Public-tab

shows you the overview of your profile which is also shown to other users.

Edit-tab allows you to modify the visible information of your company.

Products-tab shows you the list of products and services you are providing. From here you are also able to add new products.

Account-tab shows your account status.

Users-tab allows you to manage your company account users with their rights and to invite new co-workers.

In the **Subscription**-tab you are able to manage, upgrade and downgrade your company's subscription and see the invoices sent by SHIPSU.



Basic information [Edit-tab]

To add basic information about your company, go to your **Edit-tab**.

From there you can change your company's addresses and basic contact information by clicking "**Edit**" in the section you want to change.

To add more information click "**Edit company info**".

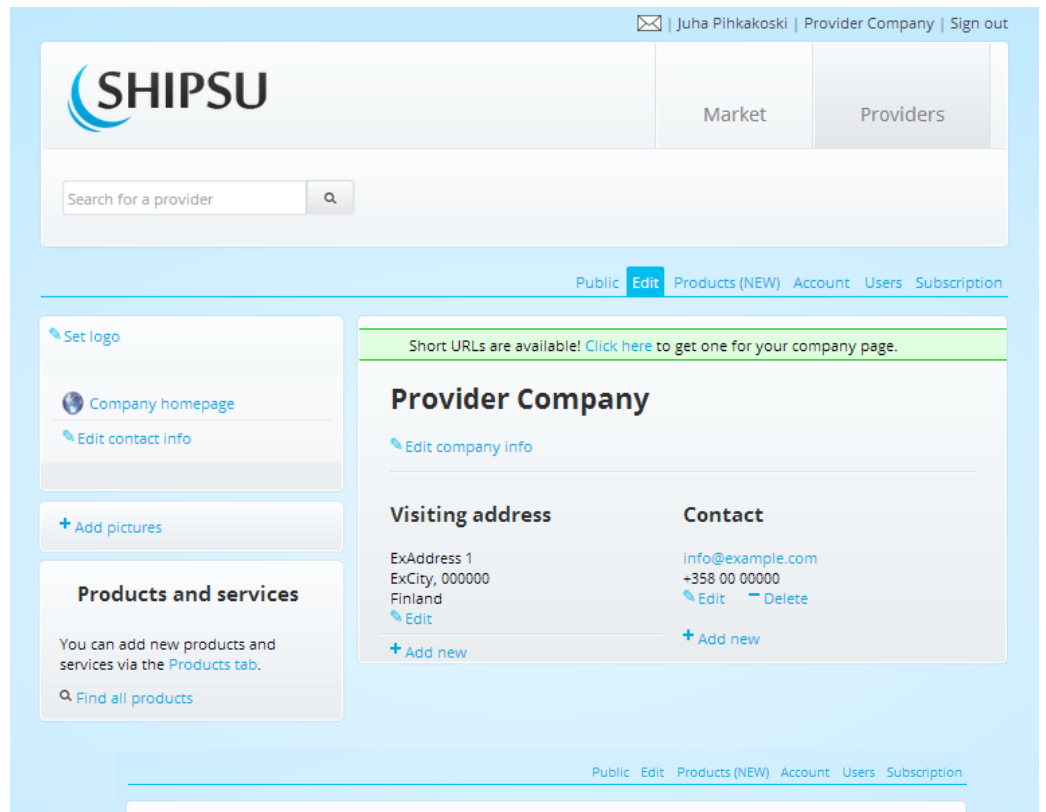
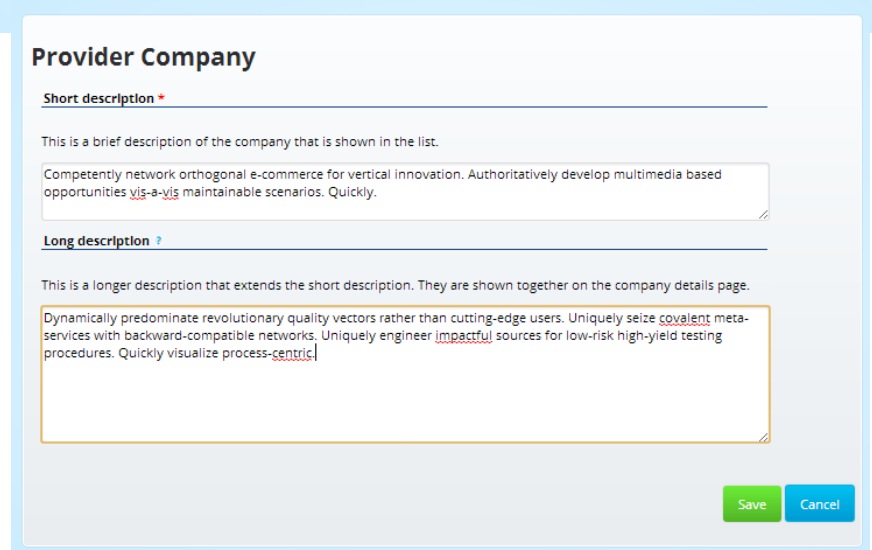
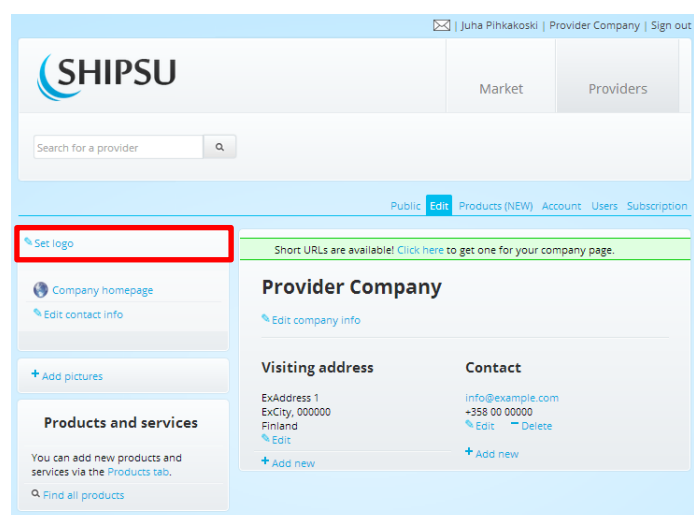
Short description is the text that comes under your company's name and it's the first thing that is seen.

Long description will come visible when someone opens your company's page.

Notice that long description continues from the short one so you shouldn't write the same things in it.

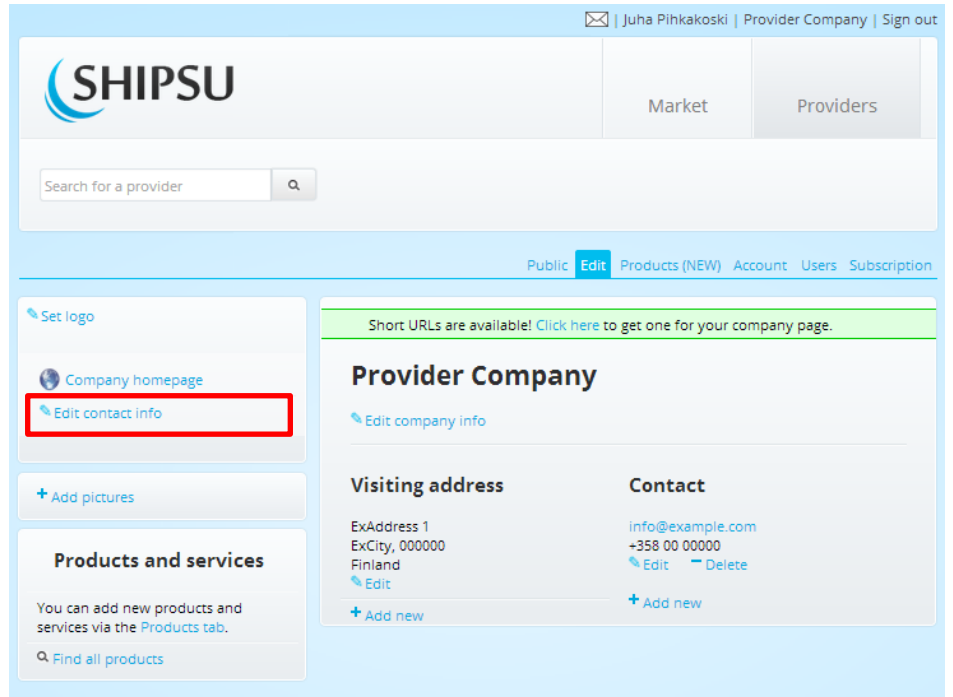
When ready click "**Save**".

From the **Logo**-section you can upload your company logo which will be shown when your company is being viewed.

Contact information [Edit-tab]

To add your online contact information click **"Edit contact info"**

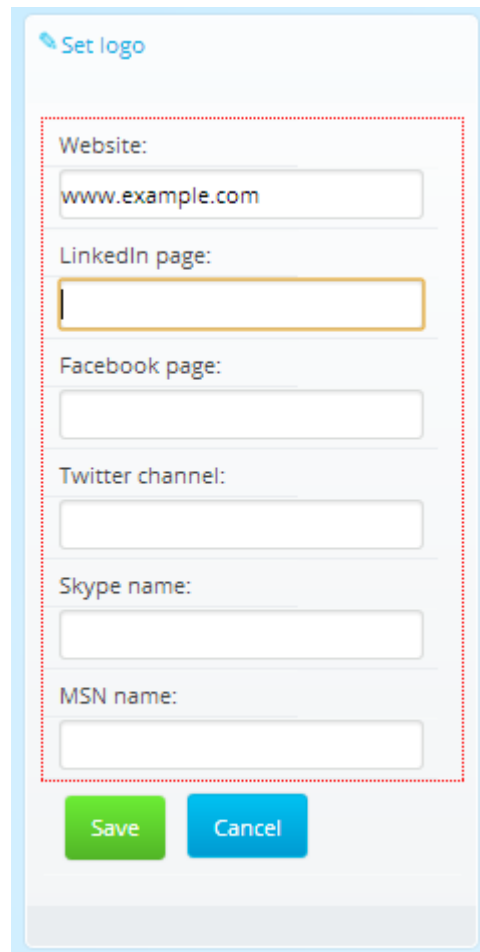


The screenshot shows the SHIPSU Provider Company edit interface. At the top, there is a navigation bar with the SHIPSU logo, 'Market', and 'Providers' tabs. Below this is a search bar for providers. A secondary navigation bar includes 'Public', 'Edit', 'Products (NEW)', 'Account', 'Users', and 'Subscription'. The main content area is divided into two columns. The left column contains options: 'Set logo', 'Company homepage', 'Edit contact info' (highlighted with a red box), 'Add pictures', and 'Products and services'. The right column displays the 'Provider Company' details, including 'Edit company info', 'Visiting address' (with fields for ExAddress 1, ExCity, 000000, and Finland), and 'Contact' information (with fields for info@example.com and +358 00 00000). There are also 'Edit' and 'Delete' links for the contact info, and an 'Add new' button.

From here you can add your social media and other online contacting details.

After filling in your information click **"Save"**

Now you are even easier to reach!



The screenshot shows a 'Set logo' form for adding social media contact details. The form is enclosed in a light blue border and contains several input fields: 'Website:' (with 'www.example.com' entered), 'LinkedIn page:', 'Facebook page:', 'Twitter channel:', 'Skype name:', and 'MSN name:'. Each field is followed by a text input box. At the bottom of the form, there are two buttons: a green 'Save' button and a blue 'Cancel' button. A red dotted line highlights the entire form area.



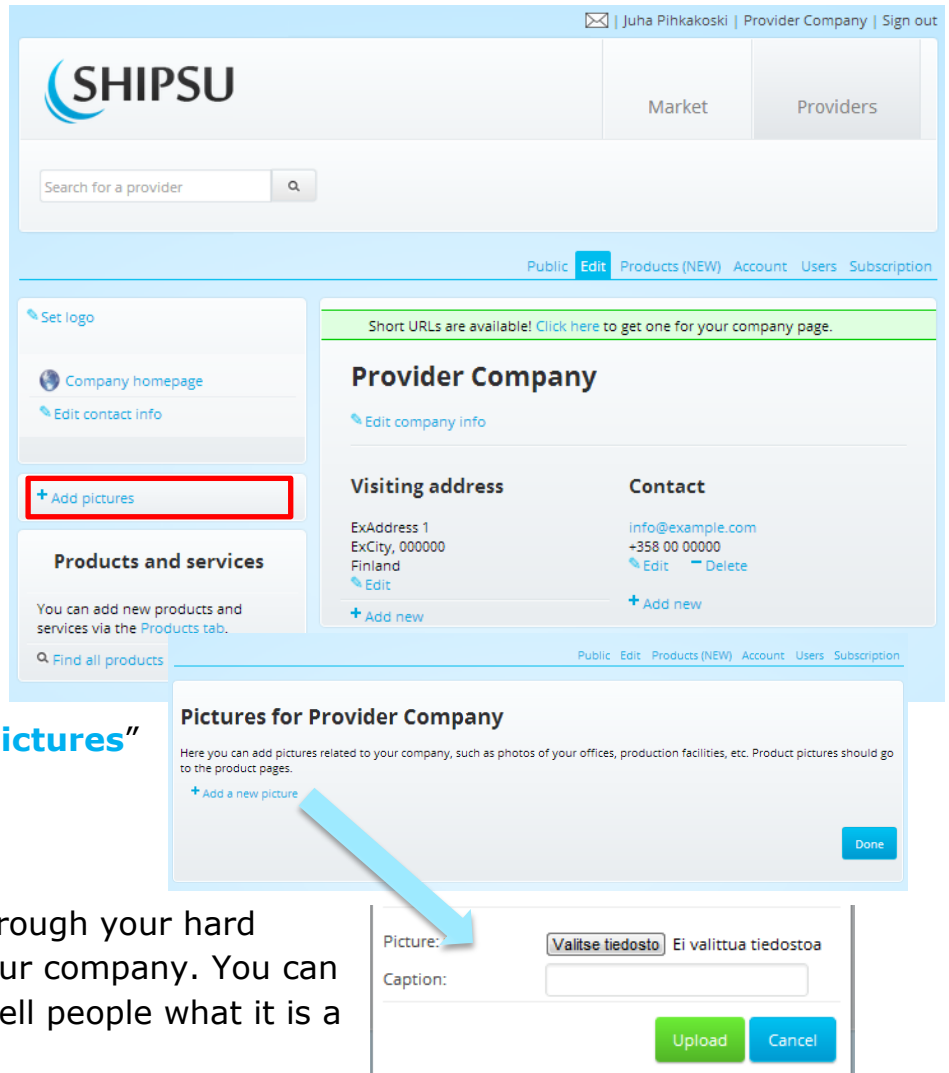
Adding pictures [Edit-tab]

To add pictures about your company (offices, buildings, personnel etc.) click **" +Add pictures"**.

From the opening view you can delete, modify or add new pictures. Click **" +Add pictures"** to do so.

Now you can browse through your hard drive for a picture of your company. You can also add a **Caption** to tell people what it is a picture of.

To accept click **"Upload"**.

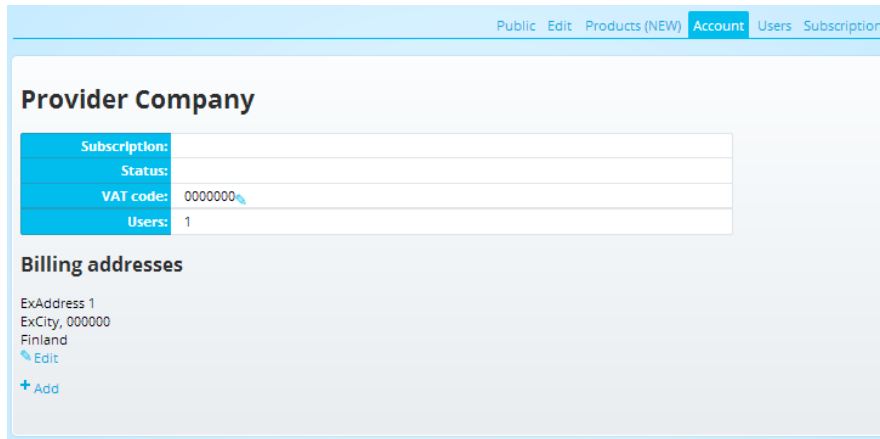


The screenshot shows the SHIPSU provider company edit interface. At the top, there is a navigation bar with the SHIPSU logo, a search bar for providers, and tabs for Market and Providers. Below this is a secondary navigation bar with links for Public, Edit, Products (NEW), Account, Users, and Subscription. The main content area is divided into two columns. The left column contains a sidebar with options: Set logo, Company homepage, Edit contact info, + Add pictures (highlighted with a red box), and Products and services. The right column displays the company profile for 'Provider Company', including contact information, visiting address, and contact details. Below the main content, a modal window titled 'Pictures for Provider Company' is open, showing instructions and a '+ Add a new picture' button. A blue arrow points from this button to the upload form below. The upload form has fields for 'Picture:' (with a 'Valitse tiedosto' button and 'Ei valittua tiedostoa' text) and 'Caption:', along with 'Upload' and 'Cancel' buttons.



Managing billing information [Account-tab]

In the Account-tab you can see your subscription, status, VAT-code and the amount of users. Please make sure, that all of the following information is correct in addition with the proper Billing address to avoid any misunderstandings in the billing process.



The screenshot shows a web interface with a navigation bar at the top containing the following items: Public, Edit, Products (NEW), Account (highlighted), Users, and Subscription. Below the navigation bar, the main content area is titled "Provider Company". Under this title, there is a table with four rows, each with a blue header and a white input field:

Subscription:	
Status:	
VAT code:	0000000
Users:	1

Below the table, there is a section titled "Billing addresses". Under this section, the following information is displayed:

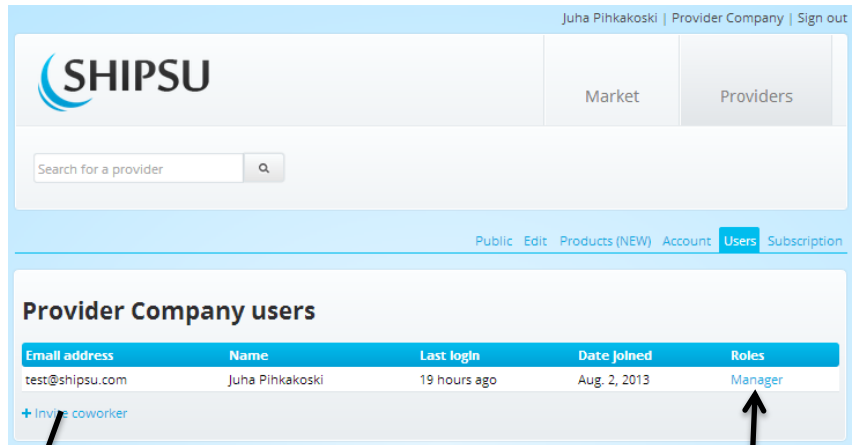
- ExAddress 1
- ExCity, 000000
- Finland
- [Edit](#)
- [+ Add](#)



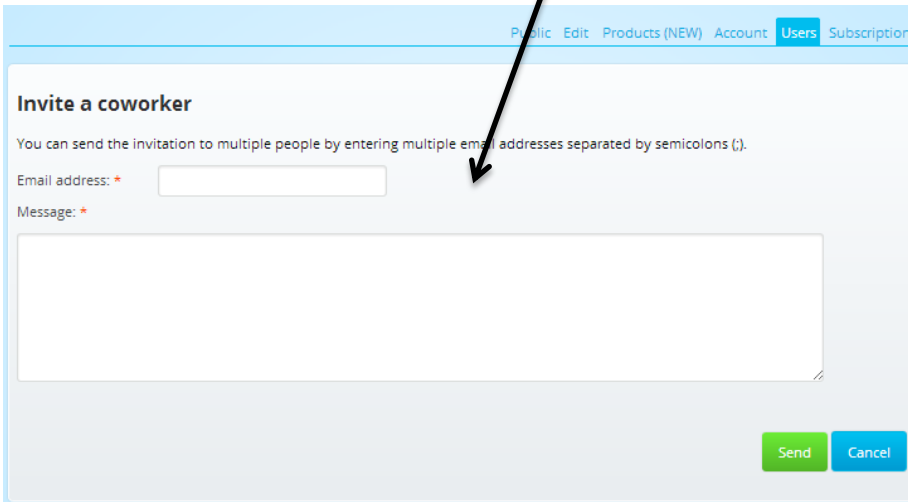
Managing users [Users-tab]

Find out the basic statistics about people in your company using SHIPSU and their privileges.

To invite new coworkers to your company profile click **+Invite coworker** and in the opening window fill in coworker's e-mail address. You are also able to invite multiple coworkers with one form.



Email address	Name	Last login	Date joined	Roles
test@shipsu.com	Juha Pihkakoski	19 hours ago	Aug. 2, 2013	Manager



Invite a coworker

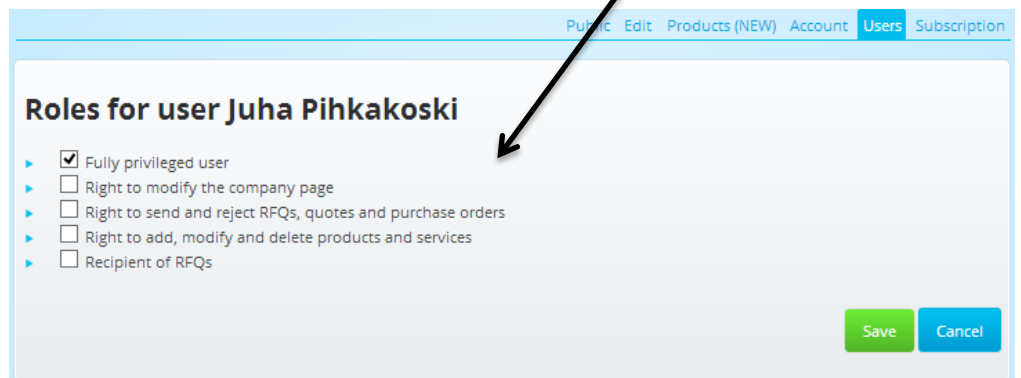
You can send the invitation to multiple people by entering multiple email addresses separated by semicolons (;).

Email address: *

Message: *

Send Cancel

You can manage the roles of different users by clicking their role name (in this case "Manager") and change their privileges to manage your company's profile.



Roles for user Juha Pihkakoski

- Fully privileged user
- Right to modify the company page
- Right to send and reject RFQs, quotes and purchase orders
- Right to add, modify and delete products and services
- Recipient of RFQs

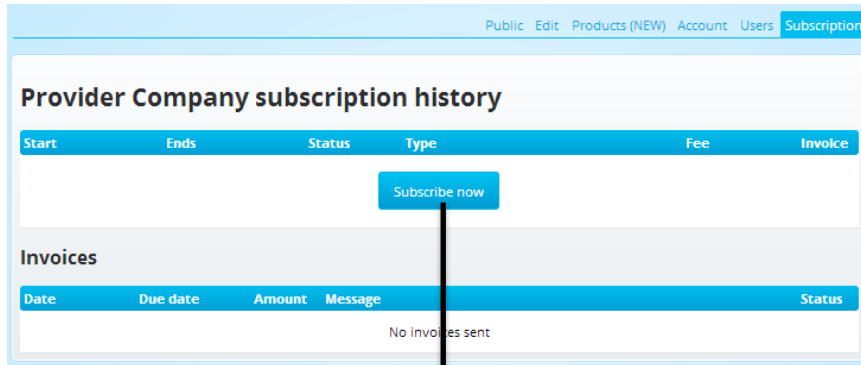
Save Cancel



Managing subscription [Subscription-tab]

To view your ongoing subscription or to upgrade click in the **Subscription-tab**.

Lite-users are able to Subscribe to [Provider Premium](#) by clicking "**Subscribe now**".



Public Edit Products (NEW) Account Users **Subscription**

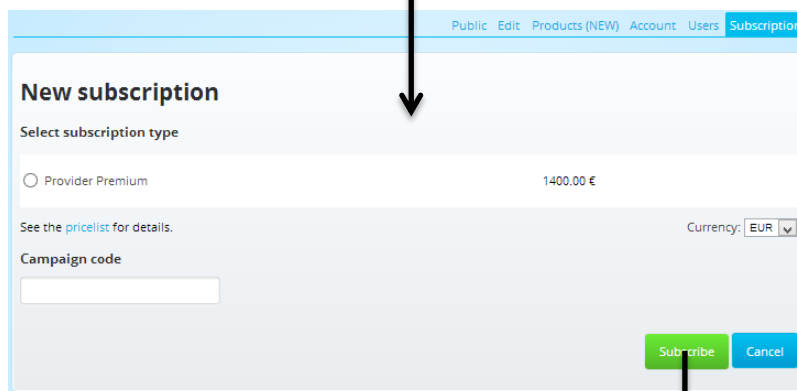
Provider Company subscription history

Start	Ends	Status	Type	Fee	Invoice
-------	------	--------	------	-----	---------

[Subscribe now](#)

Invoices

Date	Due date	Amount	Message	Status
No invoices sent				



Public Edit Products (NEW) Account Users **Subscription**

New subscription

Select subscription type

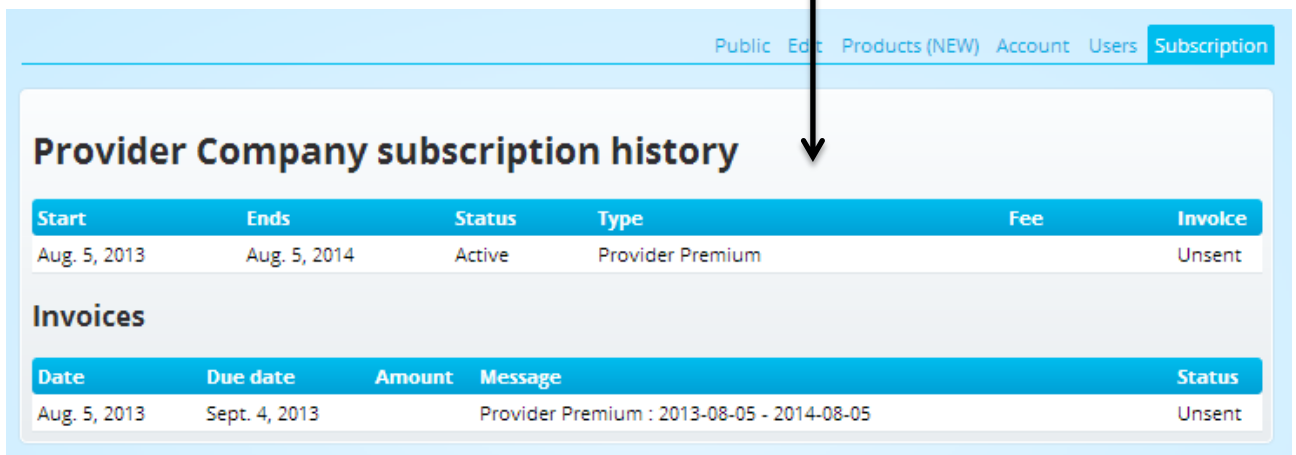
Provider Premium 1400.00 €

See the [pricelist](#) for details. Currency: EUR

Campaign code

[Subscribe](#) [Cancel](#)

Premium-users are able to view their subscription status and manage it as well as see the invoices sent to them.



Public Edit Products (NEW) Account Users **Subscription**

Provider Company subscription history

Start	Ends	Status	Type	Fee	Invoice
Aug. 5, 2013	Aug. 5, 2014	Active	Provider Premium		Unsent

Invoices

Date	Due date	Amount	Message	Status
Aug. 5, 2013	Sept. 4, 2013		Provider Premium : 2013-08-05 - 2014-08-05	Unsent

