



Messaging as a Buyer

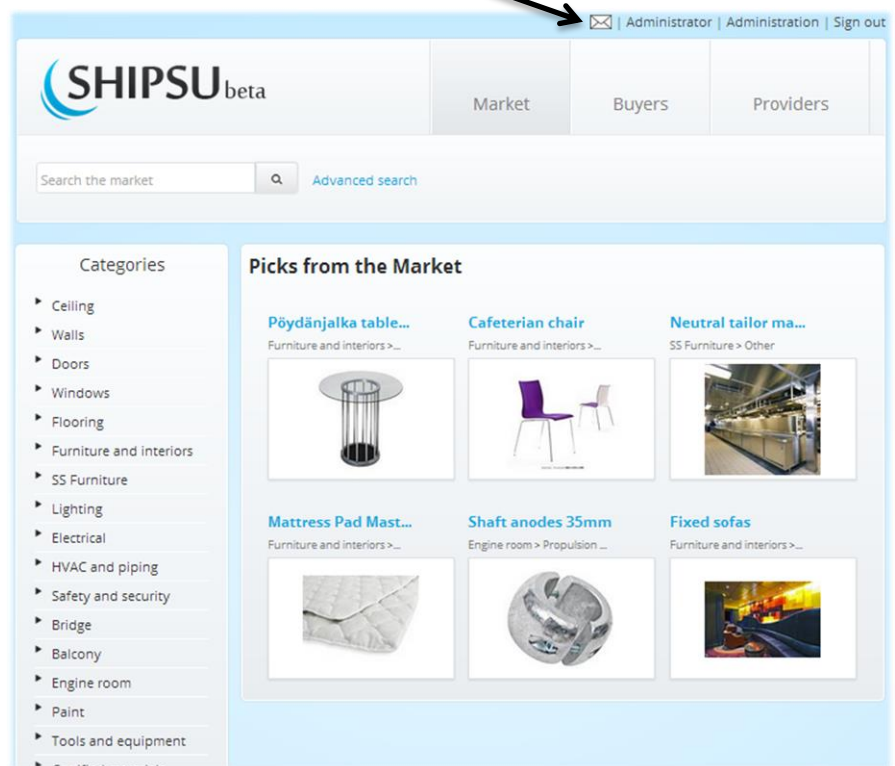
Table of contents

TABLE OF CONTENTS	1
MESSAGING.....	2
MESSAGING CONSOLE	3
NEW MESSAGE	4
RECEIVING A MESSAGE.....	5
RECEIVED MESSAGE.....	6



Messaging

Messaging feature in SHIPSU is meant for buyers and providers to communicate with each other. Whether it's negotiating a trade or getting more information about a product or service. All of the communications can be found by clicking the envelope icon in the top of the page.



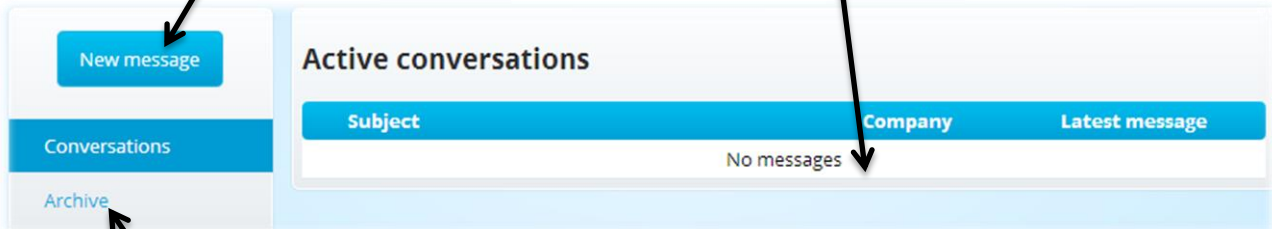
The screenshot shows the SHIPSU website interface. At the top right, there is a navigation bar with an envelope icon, followed by links for "Administrator", "Administration", and "Sign out". Below this is the SHIPSU logo and the text "beta". The main navigation bar includes "Market", "Buyers", and "Providers". A search bar is located below the navigation bar, with the text "Search the market" and a search icon, followed by a link for "Advanced search". On the left side, there is a "Categories" menu with a list of items: Ceiling, Walls, Doors, Windows, Flooring, Furniture and interiors, SS Furniture, Lighting, Electrical, HVAC and piping, Safety and security, Bridge, Balcony, Engine room, Paint, Tools and equipment, and Certified materials. The main content area is titled "Picks from the Market" and features six product listings, each with a title, a category, and an image: "Pöydänjalka table..." (Furniture and interiors >...), "Cafeterian chair" (Furniture and interiors >...), "Neutral tailor ma..." (SS Furniture > Other), "Mattress Pad Mast..." (Furniture and interiors >...), "Shaft anodes 35mm" (Engine room > Propulsion ...), and "Fixed sofas" (Furniture and interiors >...).



Messaging console

To begin a new conversation with a provider click **new message**.

Active conversations can be seen in this field.

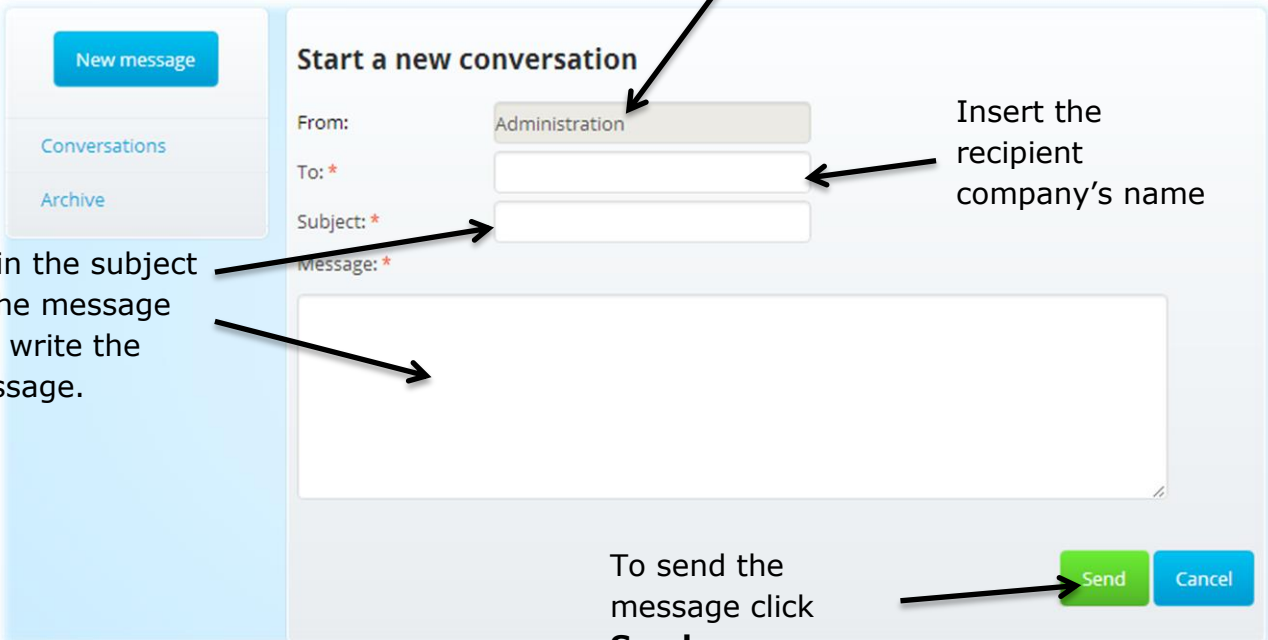


Archived messages can be found by clicking here.



New message

The recipient will see your company name, when receiving the message



Fill in the subject of the message and write the message.

Insert the recipient company's name

To send the message click **Send**

The message will be delivered to the designated providers SHIPSU Messaging inbox with the information you have given.

Notice that only buyer-users are able to begin a conversation in SHIPSU Messaging. This means, that you have to be the one to activate the conversation.

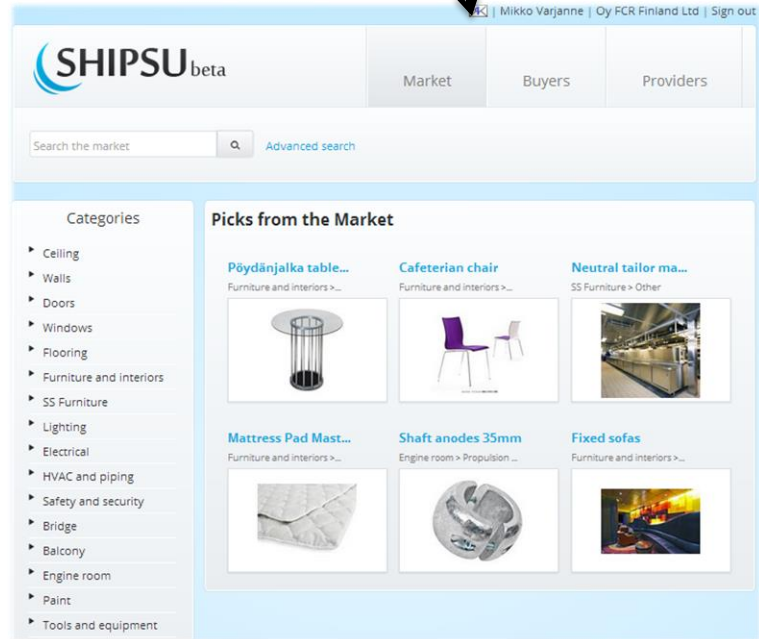
Active conversations

Subject	Company	Latest message
 Tutorial message	→ Oy FCR Finland Ltd	10/15/2012 3 p.m.





After sending the message your active conversations page will look like this.

Receiving a message

When you receive a new message you can see that the envelope icon has changed. To see the new message, go to the Messaging console.



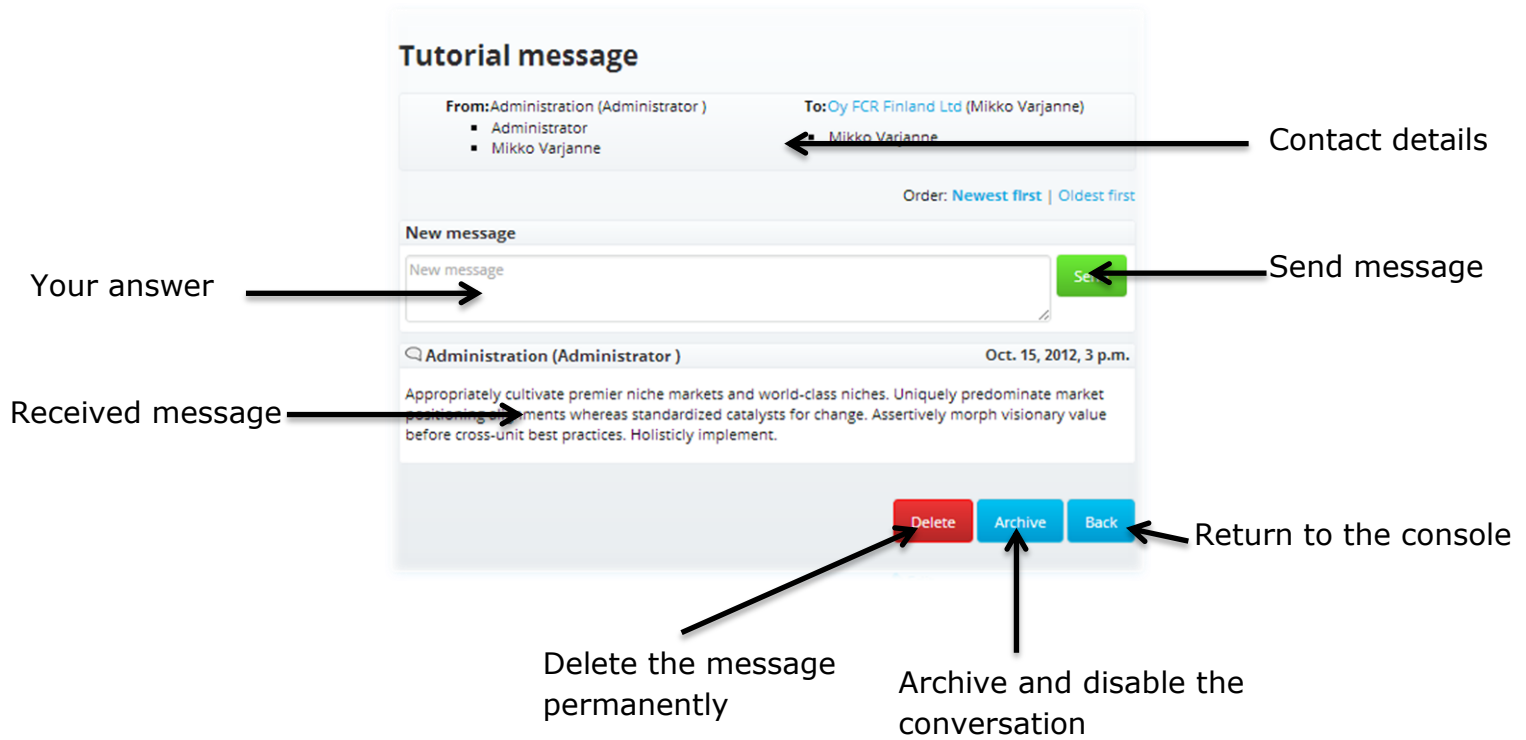
Active conversations

Subject	Company	Latest message
 Tutorial message	 Administration	10/15/2012 3 p.m.
 TEST	 SHIPSU	08/24/2012 6:30 p.m.

Click to open



Received message



Tutorial message

From: Administration (Administrator)
▪ Administrator
▪ Mikko Varjanne

To: Oy FCR Finland Ltd (Mikko Varjanne)
← Mikko Varjanne

Order: [Newest first](#) | [Oldest first](#)

New message

New message

Administration (Administrator) Oct. 15, 2012, 3 p.m.

Appropriately cultivate premier niche markets and world-class niches. Uniquely predominate market positioning elements whereas standardized catalysts for change. Assertively morph visionary value before cross-unit best practices. Holistically implement.

Your answer →

Received message →

Contact details ←

Send message ←

Delete the message permanently →

Archive and disable the conversation →

Return to the console ←

