



How to Register

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User information

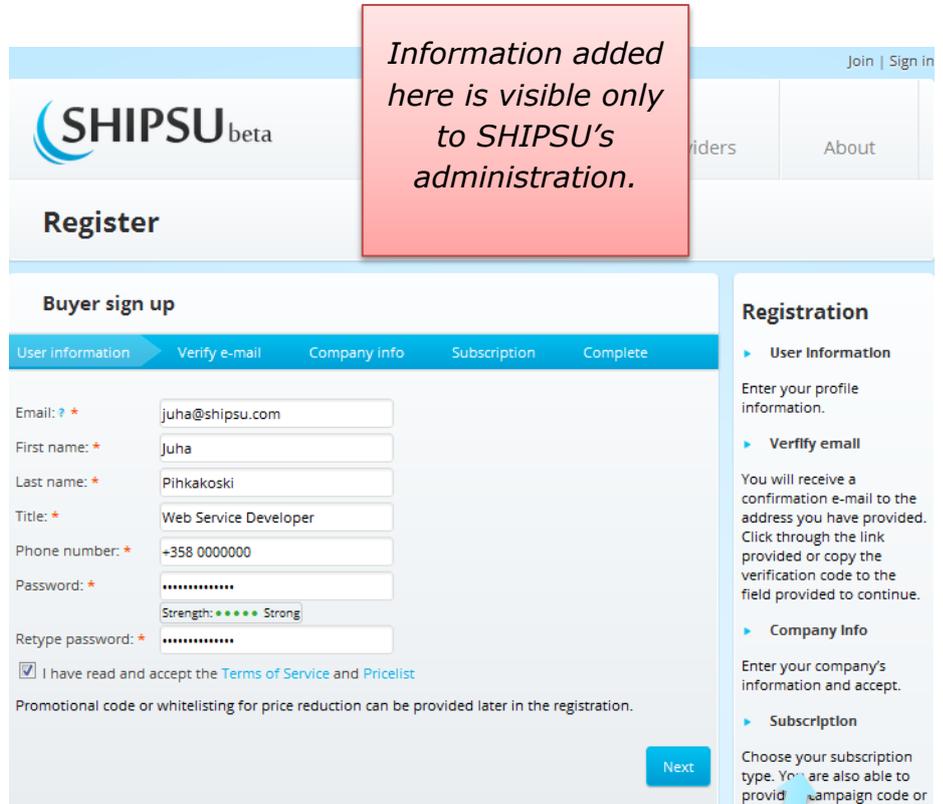
First part of the registration is filling in your personal User information.

Notice that you are required to give your personal work e-mail i.e. the one you are given by your organization.

After filling in your information to the required field (marked as *) you need to accept the **Terms of Service** and **Pricelist**. You are able to read these by clicking their name.

Notice that campaign code can be provided later in the process.

After you have filled in everything click .



The screenshot shows the SHIPSU beta registration page. At the top, there is a navigation bar with 'SHIPSU beta' logo, 'Join | Sign in', and 'Providers | About'. Below this is a 'Register' header. The main content area is titled 'Buyer sign up' and contains a progress bar with steps: 'User information', 'Verify e-mail', 'Company info', 'Subscription', and 'Complete'. The 'User information' step is active. The form fields include: Email (juha@shipsu.com), First name (Juha), Last name (Pihkakoski), Title (Web Service Developer), Phone number (+358 0000000), Password (with strength indicator 'Strong'), and Retype password. A checkbox is checked for 'I have read and accept the Terms of Service and Pricelist'. A 'Next' button is at the bottom right. A red box highlights the top right area with the text: 'Information added here is visible only to SHIPSU's administration.' On the right side, there is a 'Registration' sidebar with sections: 'User Information', 'Verify email', 'Company Info', and 'Subscription'.

TIP!

You can see the Registration process also from the right side bar during the entire process.



Verify e-mail

Now you need to verify that you are the owner of the e-mail you provided.

Go to your e-mail and see the mail from SHIPSU. There you will find a verification code that need to be entered to the **Verification code** – field.

After this click  .

If you did not receive the mail try sending the message again by clicking

“Resend ticket”.

If you still haven’t received the mail, check your inbox spam folder.

If you still can’t find it, please contact info@shipsu.com



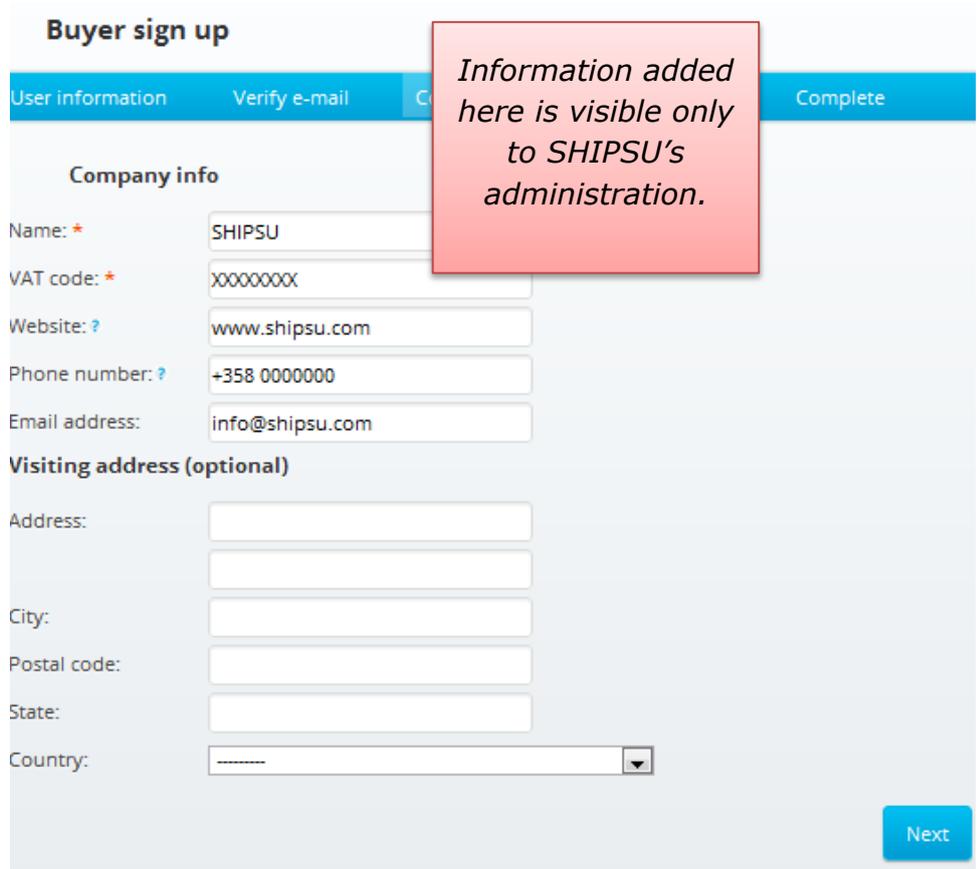
Company info

After verification of your e-mail, you will need to enter your company's information.

Fields marked with * are mandatory.

The ?-marks next to the text box give you additional information about, what is required in a certain field.

After filling in all of the asked details on your company click [Next](#).



Buyer sign up

User information Verify e-mail **Company info** Complete

Company info

Name: * SHIPSU

VAT code: * XXXXXXXX

Website: ? www.shipsu.com

Phone number: ? +358 0000000

Email address: info@shipsu.com

Visiting address (optional)

Address:

City:

Postal code:

State:

Country:

[Next](#)

Information added here is visible only to SHIPSU's administration.



Subscription

Now you just need to choose your subscription. Make sure you click the circular button next to the option you choose.

If you have a campaign code for price reduction, please provide it in the "Campaign code:"-field.

Notice that you need to write the code exactly as you have received it.

Write the capital letters in capital etc.

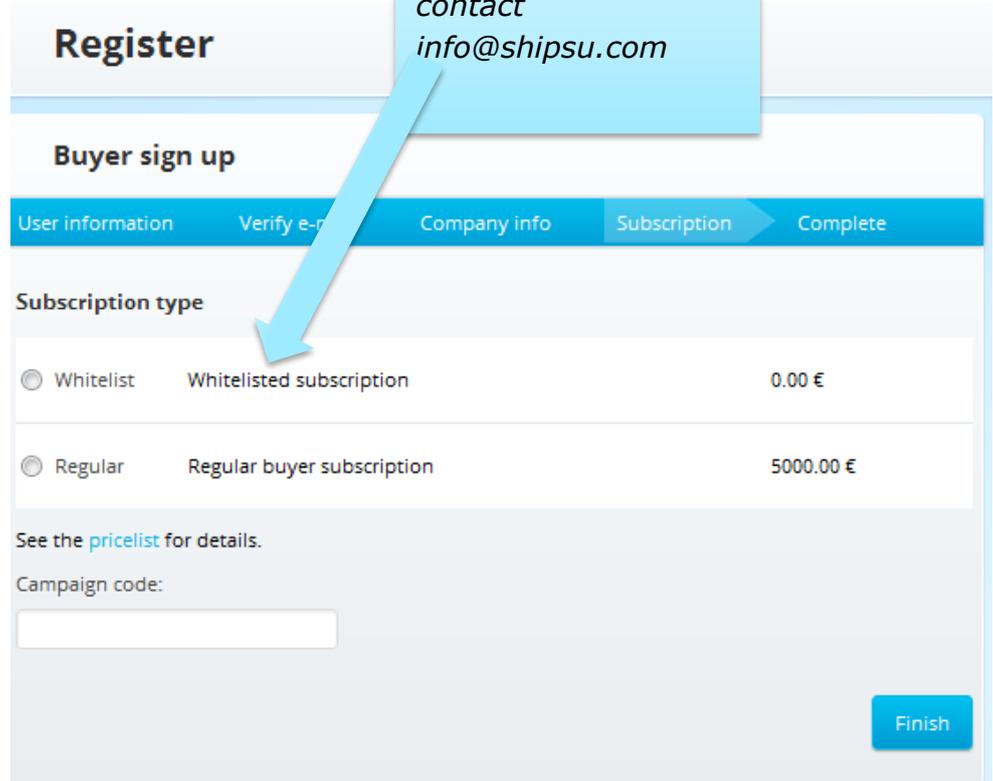
Example: CODE2012 is different than code2012

You will be able to see the price your subscription has later in your company's profile.

Continue by clicking  .

TIP!

To request for whitelisting please contact info@shipsu.com



Register

Buyer sign up

User information Verify e-mail Company info **Subscription** Complete

Subscription type

<input type="radio"/>	Whitelist	Whitelisted subscription	0.00 €
<input type="radio"/>	Regular	Regular buyer subscription	5000.00 €

See the [pricelist](#) for details.

Campaign code:

Finish

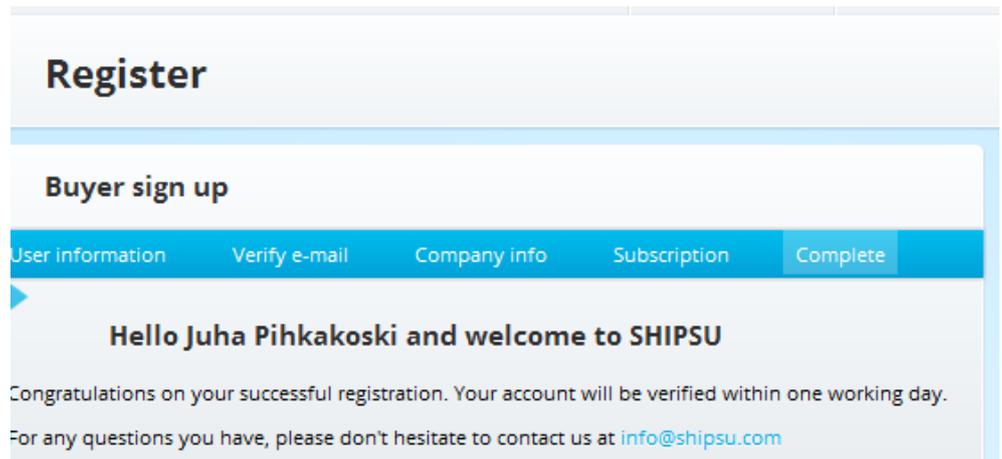


Complete

Congratulations! You are now registered to SHIPSU.

You will be able to see providers' products from the Market after verification by our administration. This takes one working day.

You are already able to browse the interface.



The screenshot shows a registration completion page. At the top, the word "Register" is displayed in a large, bold font. Below it, the heading "Buyer sign up" is shown. A progress bar contains five steps: "User information", "Verify e-mail", "Company info", "Subscription", and "Complete", with the "Complete" step highlighted in blue. The main content area features a personalized greeting: "Hello Juha Pihkakoski and welcome to SHIPSU". Below the greeting, a message states: "Congratulations on your successful registration. Your account will be verified within one working day." At the bottom, there is a note: "For any questions you have, please don't hesitate to contact us at info@shipsu.com".

Note: Your information and account can only be viewed by the administration of SHIPSU. This applies even after the verification.

