



Messaging as a Provider

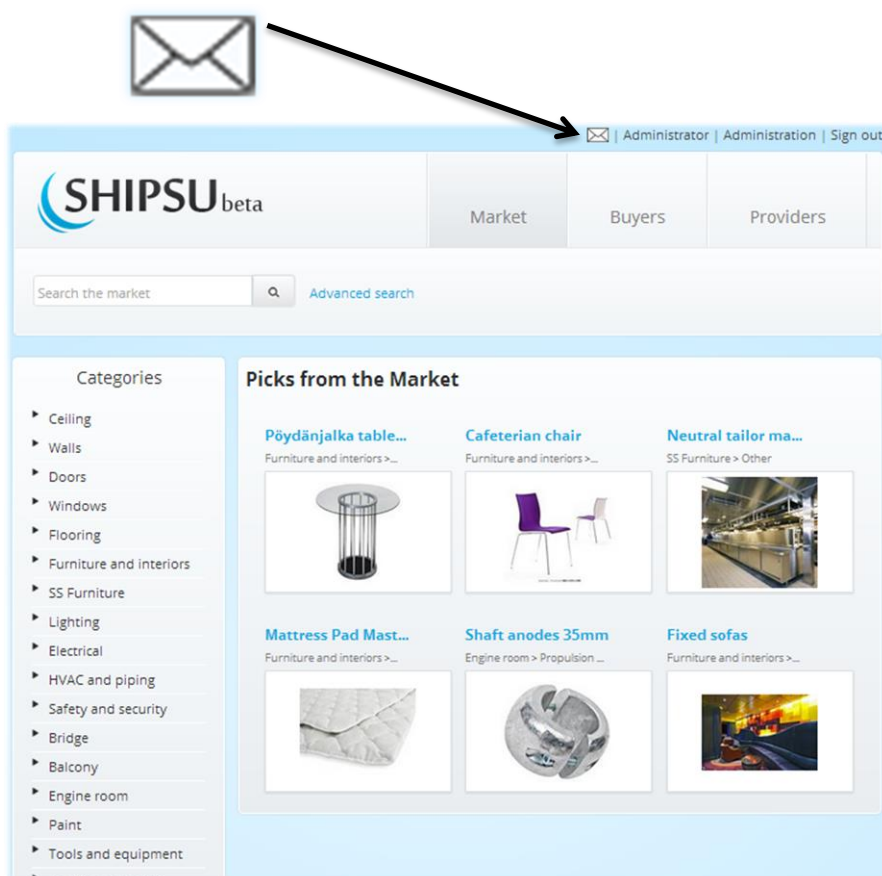
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Messaging

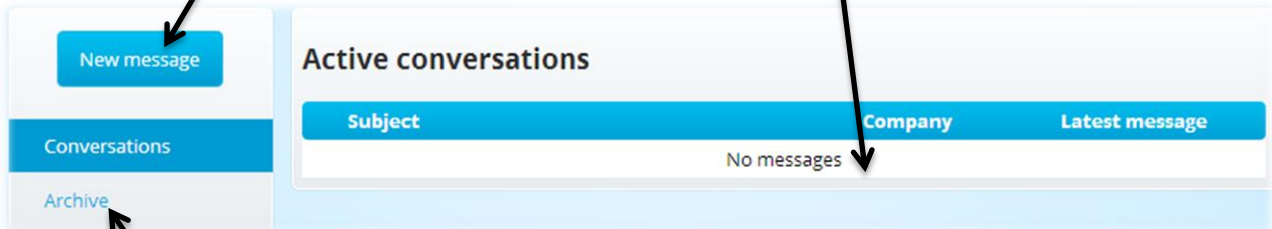
Sending a message to another provider for co-operation can be done simply through the SHIPSU Messaging system. Buyers are also able to contact providers through it, but **providers are unable to initiate a conversation with a buyer**. Whether it's negotiating a trade or getting more information about a product or service. All of the communications can be found by clicking the envelope icon in the top of the page.



Messaging console

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

Active conversations can be seen in this field.

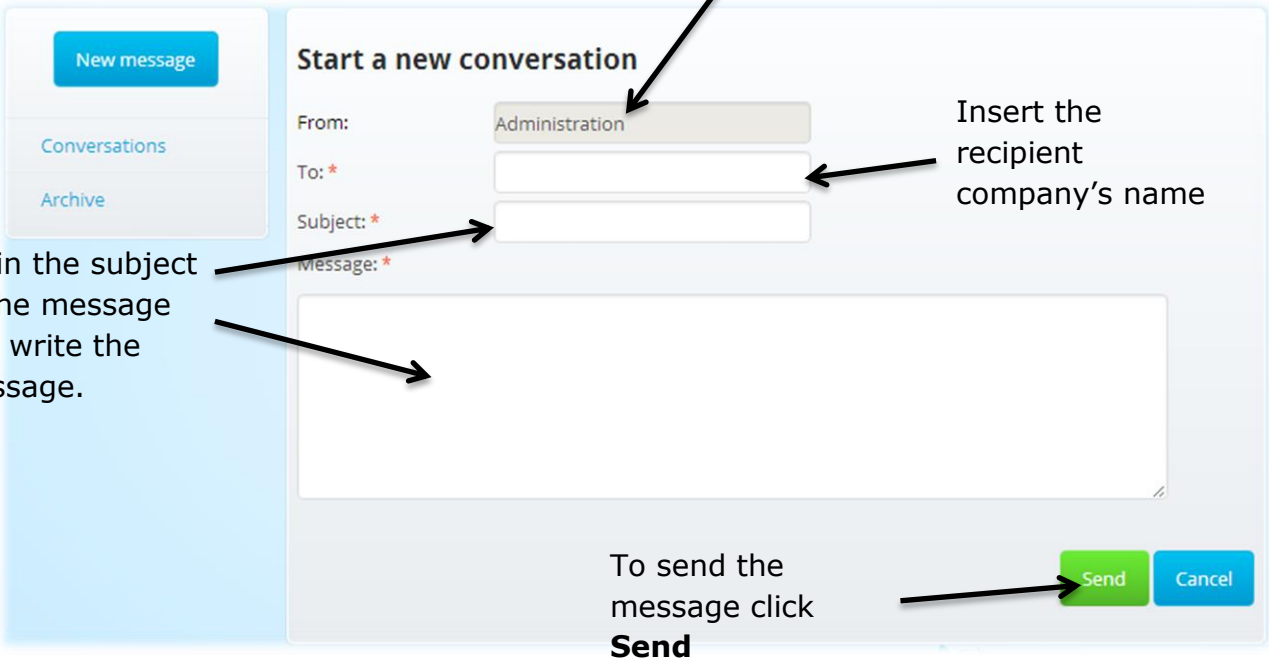


Archived messages can be found by clicking here.



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.

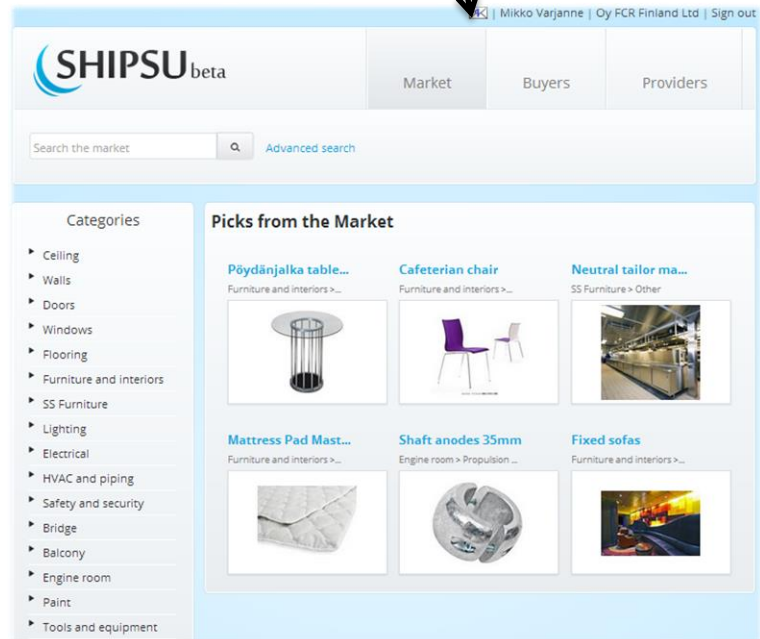
Active conversations

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.

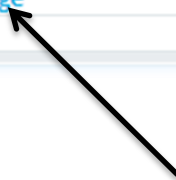
Receiving a message

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

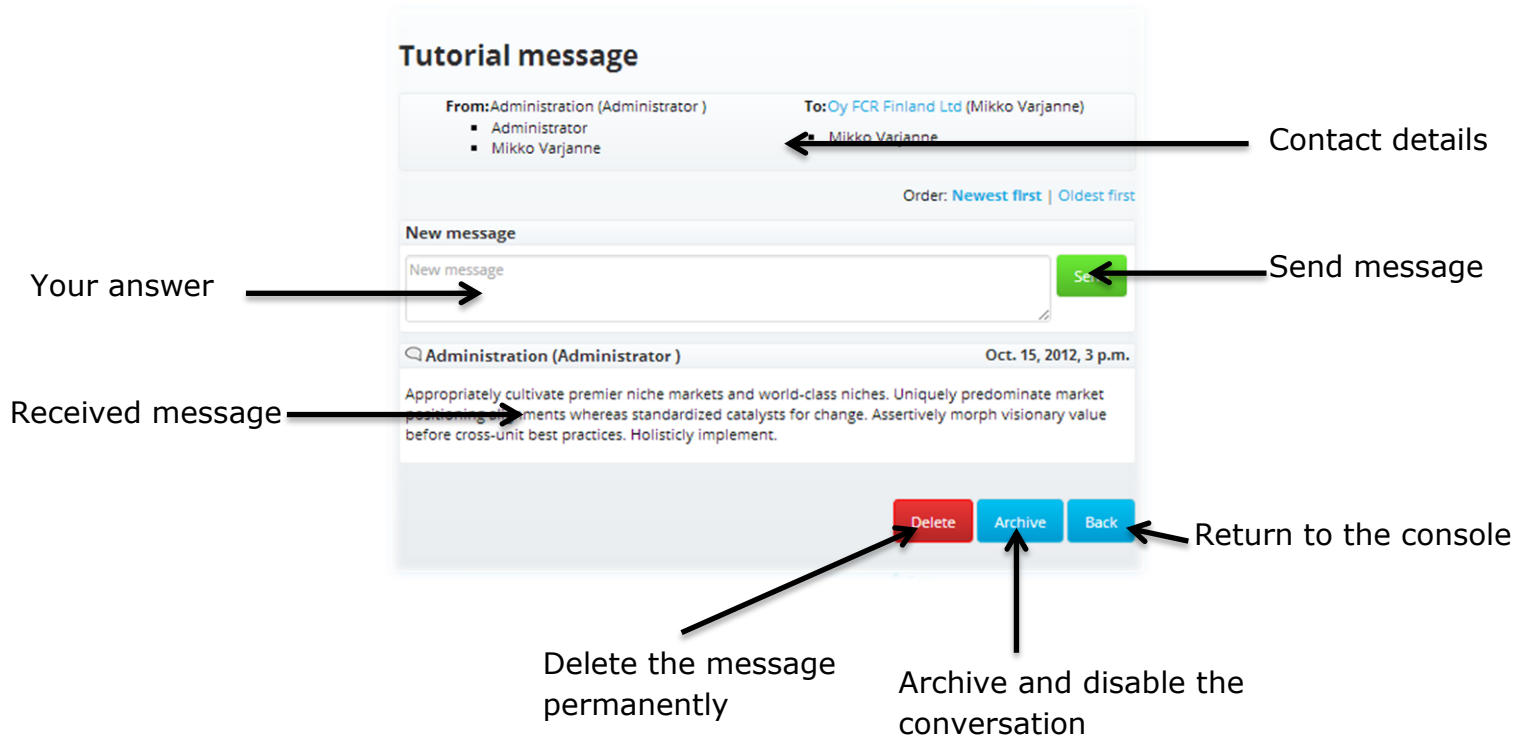
Subject	Company	Latest message
 Tutorial message	 Administration	10/15/2012 3 p.m.
 TEST	 SHIPSU	08/24/2012 6:30 p.m.



Click to open



Received message



The screenshot shows a web interface for a 'Tutorial message'. At the top, it displays 'From: Administration (Administrator)' with sub-items 'Administrator' and 'Mikko Varjanne', and 'To: Oy FCR Finland Ltd (Mikko Varjanne)' with sub-item 'Mikko Varjanne'. Below this is a 'New message' section with a text input field and a green 'Send' button. A received message from 'Administration (Administrator)' dated 'Oct. 15, 2012, 3 p.m.' is shown with the text: '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.' At the bottom, there are three buttons: 'Delete' (red), 'Archive' (blue), and 'Back' (blue).

Annotations with arrows pointing to the interface:

- Contact details**: Points to the 'To: Oy FCR Finland Ltd (Mikko Varjanne)' header.
- Send message**: Points to the green 'Send' button.
- Your answer**: Points to the 'New message' text input field.
- Received message**: Points to the body text of the received message.
- Delete the message permanently**: Points to the red 'Delete' button.
- Archive and disable the conversation**: Points to the blue 'Archive' button.
- Return to the console**: Points to the blue 'Back' button.

