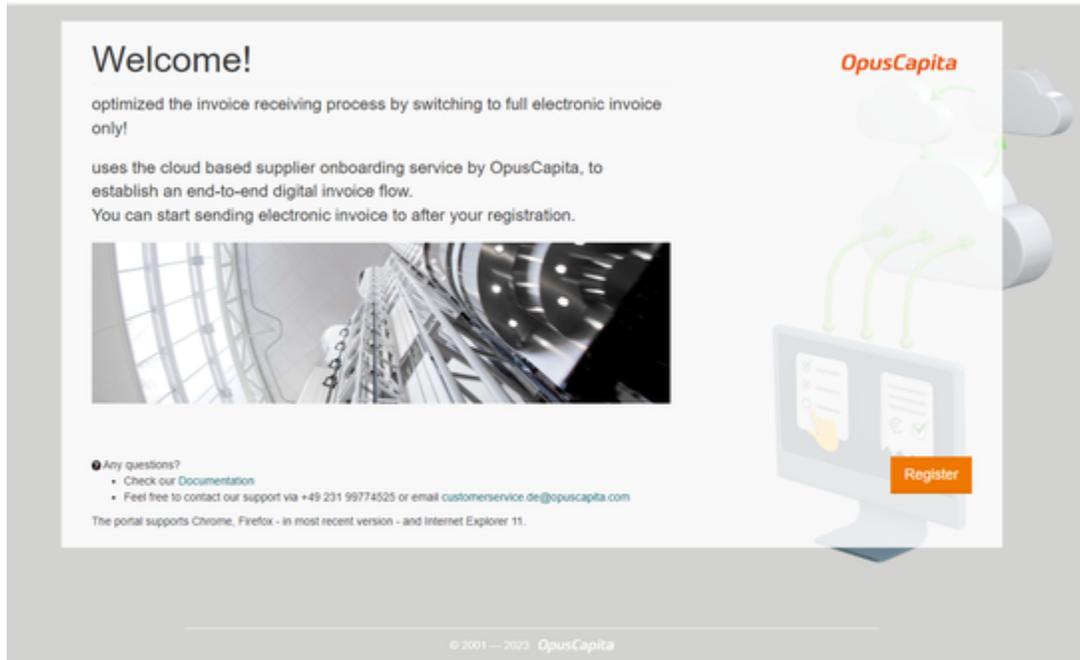


# Registration for free users and suppliers

## 1. Start from an email invitation or customer landing page

You can register to the Business Network Portal via an email invitation or a customer specific **landing page**. Click the Register button on the landing page.



## 2. Register a user

The **Register a user** window opens. Register a user as follows:

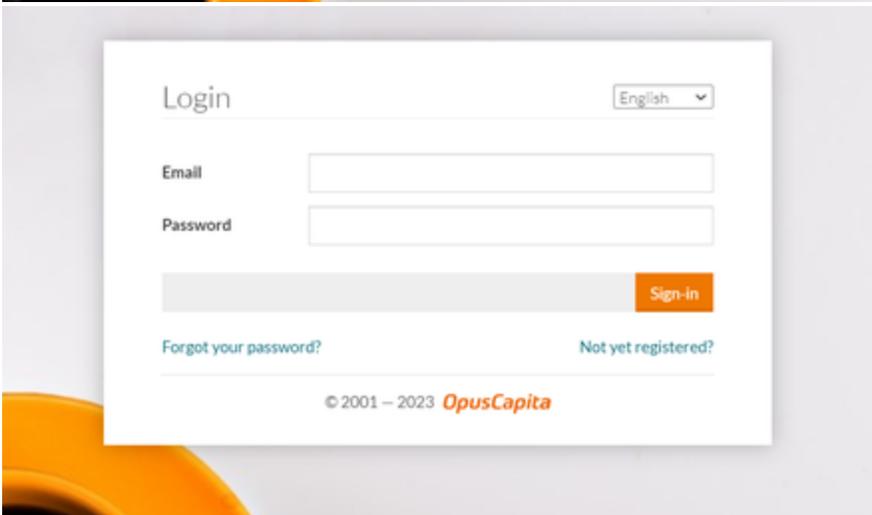
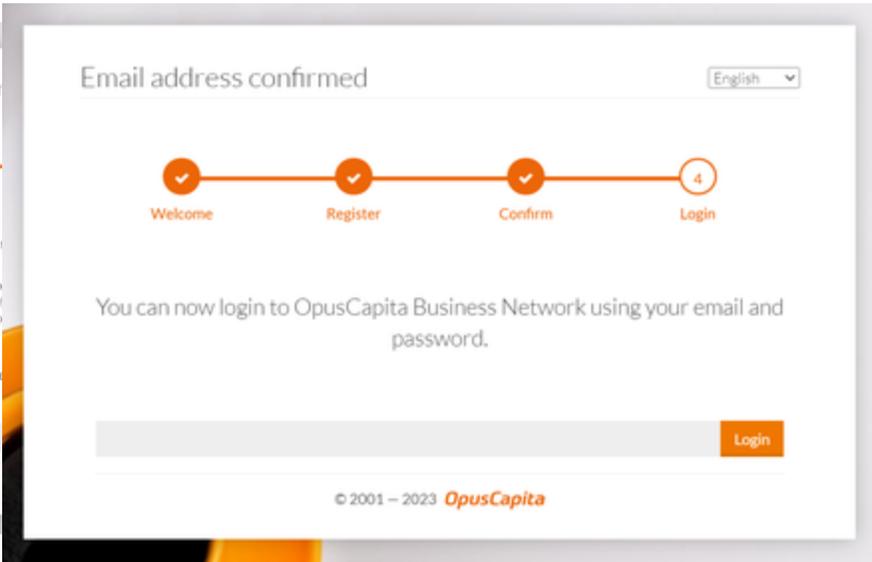
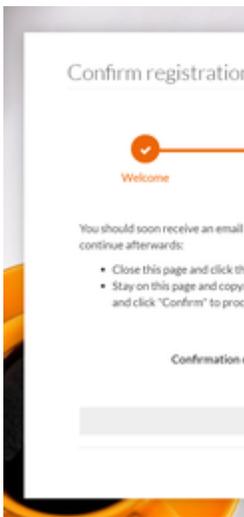
1. Fill in your **email address**, this will be also your user ID in the application.
2. Add **first** and **last name**.
3. Create a **Password**. The password must meet the following requirements:
  - a. At least 8 characters
  - b. At least one special character
  - c. At least one lowercase and one capital letter
  - d. At least one number
4. Read the [Privacy policy](#) and [Terms of Use](#). Once you register to the application you will automatically accept the policies.
5. Click **Register**.

### 3. Confirm your email address

You will receive a confirmation email to your email address from sender [noreply@opuscapita.com](mailto:noreply@opuscapita.com). Click the **Confirm email address** button in the email. You can also copy the **confirmation code** and insert it to the **Confirm registration page**.

### 4. Login

After you have confirmed your email address, you will get to following screen and click the **Login** button. You can also login directly at <https://businessnetwork.opuscapita.com/>



#### 4. Create your company

When you login for the first time, you are required to create your company. You are not able to proceed until the company is registered.

## Company Registration

Company Name *	<input type="text" value="Test vendor 100"/>	Company Identifiers	
City Of Registration *	<input type="text" value="Helsinki"/> <small>The city where the company you are registering has its headquarters.</small>	Y-tunnus **	<input type="text"/> <input type="button" value="Delete"/>
Country Of Registration *	<input type="text" value="Finland"/> <input type="button" value="x"/> ▾ <small>The country in which the company you are registering has its headquarters.</small>	OVT Code	<input type="text"/> <input type="button" value="Delete"/>
Default Currency	<input type="text" value="Euro"/> <input type="button" value="x"/> ▾	ALV-tunnus **	<input type="text"/> <input type="button" value="Delete"/>
			<input type="button" value="Add more identifiers"/>
			<small>** Please provide at least one of legal identifiers e.g. VAT, Organization number</small>
			<input type="button" value="Cancel"/> <input type="button" value="Continue"/>

Add your **Company name** and **City** and **Country of registration**. Based on your country selection, the country specific company identifiers are added. You need to provide at least one **Company identifier**.

You can remove unnecessary the identifiers from the form by clicking **Delete** button or alternatively you can find more identifier options from the **Add more identifiers** button.

Once you have filled in all of the mandatory the Company registration from fields, press **Continue**.

**i** Please remember to add VAT or TAX identifier to the company details if you will be sending invoices from the Business Network Portal. You can also add it later on into your company profile.

**⚠** If your company is already registered in the Business Network, you can't continue the supplier onboarding process until OpusCapita has added your user account to the existing company. Please inform us at [https://customerportal.opuscapita.com/plugins/servlet/non\\_login](https://customerportal.opuscapita.com/plugins/servlet/non_login).

### 5. Connect to your customer

You will be directed to **Customer connections** page. Alternatively you can access it from **Company Connections**.

In this page you can find the customers who has requested you to join the Business Network Portal.

## Customer Connections

Customer	<input type="text"/>	Type	Select...	Status	Select...
<a href="#">Reset</a> <a href="#">Search</a>					
Company Name	Company ID	Type	Status	Actions	
Acme Manufacturing plant 1	AcmeManufacturi...	Invoice	invited <span>!</span>	<a href="#">Setup</a> <a href="#">Reject</a>	
Acme Manufacturing plant 1	AcmeManufacturi...	Order	invited	<a href="#">Connect</a> <a href="#">Reject</a>	
Acme Manufacturing plant 1	AcmeManufacturi...	Catalog	connected	<a href="#">Reject</a>	
Acme GmbH, Germany	acme_de	Invoice	invited <span>!</span>	<a href="#">Setup</a> <a href="#">Reject</a>	
Acme GmbH, Germany	acme_de	Order	invited	<a href="#">Connect</a> <a href="#">Reject</a>	
Acme GmbH, Germany	acme_de	Catalog	connected	<a href="#">Reject</a>	
<a href="#">Previous Page</a>		Page <input type="text" value="1"/> of <input type="text" value="1"/>	<input type="text" value="10 Rows"/> <a href="#">v</a>	<a href="#">Next Page</a>	

Customers can request you to send catalogs and invoices or receive order messages.

- Catalog sending is automatically connected and you can start immediately.
- For orders you need to click the **Connect** button and you are ready to receive orders from your customers.
- For invoices sending, please see the instructions below:

1. When connecting with invoicing, you need to first accept the terms and conditions. Click **Setup** and tick the box accepting terms and conditions of the service:

I accept above terms and conditions of the service.

2. You can read the terms by clicking the **Terms of Use** link.

### Invoice Sending Configuration

[Back](#)

[Key In](#)

#### Terms of Use and Guidelines for Invoice Key In

Please read through the following prerequisites and accept the OpusCapita's terms of use before sending your first key in by using Operator Network.

**Invoice Key In**

- Finalize your configuration for Invoice Key In
- Please find your customers guideline in the Details of "Customer Connections" and "Connect" to your customer.
- Finalize your company details at "Company - Profile" by adding your bank account and address details.

**How to Key In**

- Click "Invoice Key In" from menu
- Select your customer
- Type in Invoice data
- Send Invoices to your customer

**Terms of Use** [!](#)

I accept above terms and conditions of the service.

[Reject](#) [Accept](#)

3. Click the **Accept** button and go back to **Company Connections** and click **Connect**:

Type	Status	Actions
Invoice	invited ⓘ	<input type="button" value="Setup"/> <input type="button" value="Connect"/> <input type="button" value="Reject"/>

4. After this is completed, you are ready to send your first invoice!

## 6. Finalize your company profile

Go to **Company Profile** and fill in additional information to make your profile as complete as possible.

- Select **Address**, **Contacts** and **Bank account** tabs and **Add** button to fill the required details. Press the **Save** button the changes.

7. Create our first invoice or m