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.
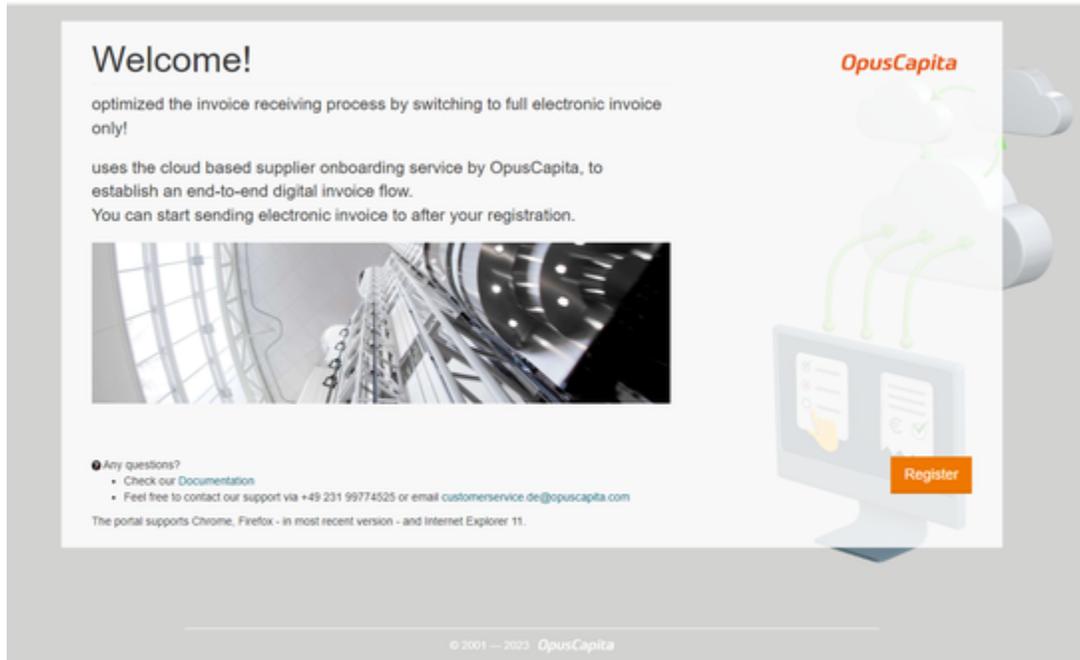
2. Register a user

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. 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/
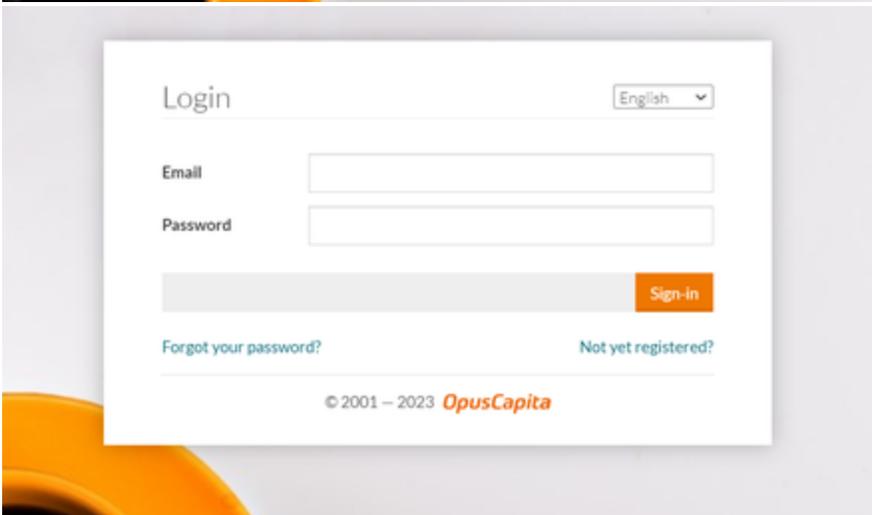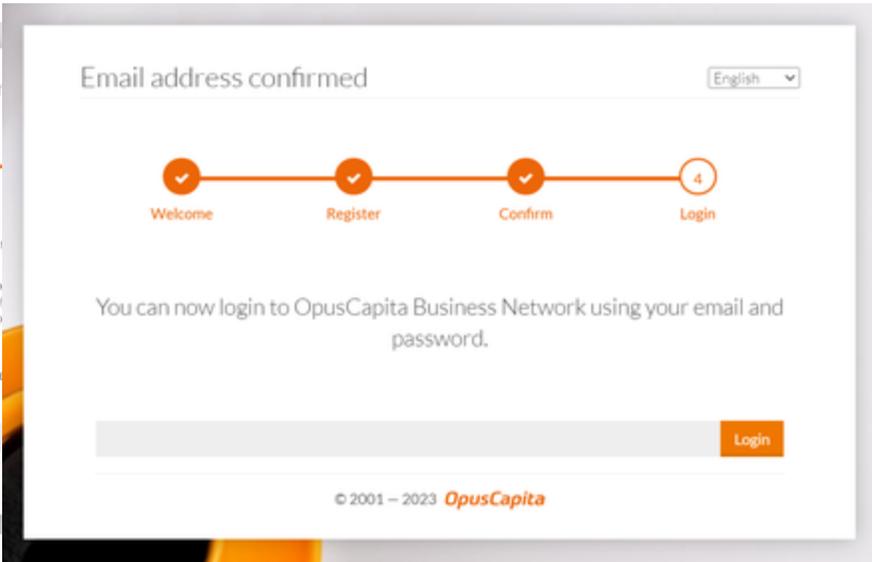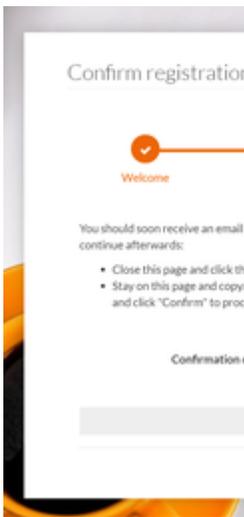
4. Create your company

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.

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 **A dd 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.

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.

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:

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

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

Type	Status	Actions
Invoice	invited ⓘ	Setup	Connect	Reject

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

6. Finalize you 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