



USER MANUAL

Business connectivity made naturally

Versionhistory

Version	Creation Date	Modified sections	Modified by	Approved
0.1	01-12-2016	Initial document	BPdelivery B.V.	15-01-2017
0.11	14-02-2017	MatchSymbols	BPdelivery B.V.	14-02-2017
0.12	24-02-2017	Added Country manager, change in Match Symbols	BPdelivery B.V.	24-02-2017
0.13	06-09-2017	General language check	BPdelivery B.V.	08-09-2017

Delivery

BPConnect is delivered as follows

- Hosted at a European provider on European soil;
- SaaS solution;
- Participating countries from one organization;
- Business verticals;
- Identified community interests;
- Country validation representatives.

The application itself will not contain any other data than the above specified from its initial delivery. Data will be entered by the business users themselves who are part of the organization or association or take part in a specific event where business connectivity is desired.

Privacy statement

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Preface

This is the manual for the service **BPConnect**. This manual describes how the application works, what is to be expected from the user and what the user can expect from the service to connect businesses to each other.

Target group

This manual is intended to be used by members of a specific community, association or company that wants to connect to businesses within the same network to identify business opportunities. Terms of service and intends are written within our terms and agreements which can be downloaded from the website where the tool is active.

Names of persons and organizations within this manual are solely to the purpose of demonstrating the operation of **BPConnect**. Any similarity to any organization or person is coincidental.

Simplified process

Below we have the simplified process how members can take part in the business connectivity tool. Any one can subscribe but cannot join in member matches until his subscription is validated. After validation and approval, the subscriber is able to identify matches with other businesses and request connection.

Member Subscription -> Validation -> Member matches -> Connection

Definitions

Service or application

The service **BPConnect**.

Country representative

The designated person in a country that validates user requests to join and activates the login. This country representative typically knows its connected members within the organization or association

User

The designated and registered user from the company in the application that is using **BPConnect**.

Requester

The person requesting a business connection with another registered user from within the application

Sector

The sector the business is in, or is interested in when connecting to other businesses. You are only able to select a limited amount of sectors. The sectors displayed are the sectors that are commonly known

Interests

The type of interest that a business user can express, related to business. You are only able to select a limited amount of interests

Symbol

The service uses visual symbols and colors to identify a current status or state to the user

Login

New and existing users log in to the screen they are presented with when surfing with any browser or on mobile phone to the web address **BPConnect** is reachable on;

[home](#)

CREATE NEW ACCOUNT

 Your name

 Username

 Your E-mail address

 Password

☐ I agree to the [terms and conditions](#)

CREATE ACCOUNT

ACCOUNT LOGIN

 Username

 Password

Forgot your password?

LOGIN

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A new user can apply for a formalized login to create an account. An existing user uses the "Account login" part to log in with the known credentials. If you forgot your password, just press <Forgot your password> and follow the instruction on the screen to obtain a new password. New passwords will be generated randomly. After successful login you will be able to change the password to anything with at least 6 characters.

Changing the language can be done in the upper right part of the screen where you click on <Languages> to get an overview from languages you are able to select from.

New User

When you are a new user you provide in the start screen the basic information, including a password. When you click on <Create account> new screens will appear where you are asked to provide your company and personal information. Each field shows what needs to be provided.

Your company data	Data with the company details and general activities, including a small description, the company logo and a website link
Your contact data	Your personal data/information as company representative NOTE: Do not use personal/private information but only information you can be reached at within the company
Your sectors	Select 1 or 2 sectors (maximum) where your organization is active in
Interested in	Select 1 or 2 sectors (maximum) where your organization is interested in, they do not have to be the same as the sectors the company is active in
Your interests	Why should you want contact with another organization. You can only choose 1 option here
Your account	Your personal subscription information. You can also change your password here or unsubscribe from the service
Logout	Logout from BPConnect

Per page you will be redirected to the following page if the information you have entered is completed. This will be indicated with a green check mark. Please note that almost all fields are mandatory, with exception of fax number and company logo. If information is considered incomplete by the system, you will not be able to proceed to the next screen. If information is invalid, you will be notified with an on screen message. During the registration process, the <Send Information> button will be red. If all information is entered on the last screen, the button will be green.

When you have entered all the required information you must press on the button <Send information> which is green then. Your application will then be send to the country representative who will review the information and approve or reject your application.

If you forget to press <Send information> your information will NOT be saved nor sent and you will have to go through the registration and acceptance process again.

When the given information is approved, you will receive an email from **BPConnect** in the mailbox you have provided. From that moment on you can use the account login screen to enter the application and start finding business partners.

As long as you have received no information from **BPConnect**, your request is still pending and awaiting approval from the country representative. If some of the information you have entered is incorrect or incomplete, the country representative will contact you to inform you on what vital information is missing to be approved.

NOTE: You have to be identified as a member of or affiliate to the organization to be approved by the country representative.

Using BPConnect

When your login is active, you can sign on using the Account login section on the home screen. Depending on the choices you have made during the registration process, you can change your company and personal information using the tabs on the left side on the screen.

The most important tab is on top of the left-side menu that says <Matches>. Depending on selections you have made, you find business matches here from companies that are looking for the same elements you are looking for.

You might see something like this:

Matches	Administrative and financial services (4)
Your company data	Consultancy (3)
Your contact data	
Your sectors	
Interested in	
Your interests	
Your account	
Logout	

By clicking on the appropriate sector that shows a number between brackets, the section will expand, showing the names of organizations with the same kind of interest you are looking for. Specific information is not shown, only the general information from that company.

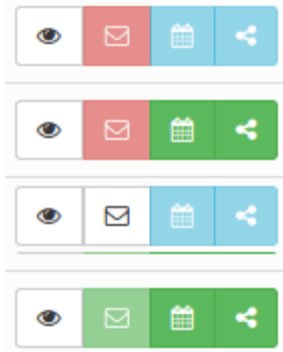
Changing from interest sector

If you decide, later in time, to change the sectors that you are interested in, existing connections will remain active. You will see the other sectors where you have connections and the company information from these connections will remain until you decide to disconnect with organizations.

Unsubscribe from BPConnect

You are able to unsubscribe from **BPConnect**. When you do not wish to be listed in the system any longer, you may decide to remove your account and company data from the system. Select [Your Account], the screen you are presented with has several options to enter your personal login data and email address, it also provides the possibility to remove you and all related data from the system in total.

Symbols in the matches



The system provides Lookup information, represented by the eye symbol. A mail or invite button, represented by the envelope symbol, a calendar invite button, represented by a calendar symbol and a connection information, represented by the connection symbol. The connection symbol may also be used to disconnect from an existing connection. This can only be the case, if the connection symbol is green.

Colour meanings

Blue connection symbol only: No requests have been made, basic information

Green connection symbol: You are connected to this company, detailed information

Red envelope symbol: Invite is pending or connection request is not accepted

White envelope color: Nothing happened yet, you may send an invite

The eye symbol will always remain white. What is behind that, will depend on the connection symbol color. If the connection symbol is green, you will see all company information and all information from the primary contact(s) within that organization.

Connect requests to companies

If you are not connected yet to a company, the connection symbol is blue, clicking on the eye symbol next to the company name, provides basic information about that company, including website link if provided and a brief description of the company itself, if provided.

If you are interested in a company to investigate business opportunities or other interests why the both of you are matched, you are able to send a connection request by pressing the envelope button. Your request is sent right away to the person connected to the company you selected.

As soon as your request is being sent, you will notice a connection symbol next to the envelope. From now on, you cannot send any new requests to that organization. You just have to wait on the answer from the other party what they are going to do with your connection request. You will receive the answer from the other party in your email box if they want to connect or not. If the other party does not accept your request, you will not be able to send a new request. The envelope will then remain red colored, as well as the connection symbol.

If the other party accepts your connection request, the connection symbol will turn green, as well as the envelope.

When you press the eye button when the connection symbol is green all data from that company, including the personal information of the contactperson, will be revealed to you personally. Now you are ready to contact the other person directly, get an appointment and identify business opportunities with eachother. You can send emails

directly from the system. When you click on the Email address, your standard mail application will be opened. **BPCconnect** will use your standard email application so you have all the information in one place.

Schedule an appointment with your business contact

When you have an active connection with a company, you are able to create an appointment with that person. BPCconnect initiates the calendar invites. Whatever happens next, is up to the receiver of the invite that will be sent by Email. To create an appointment, you press the green calendar button and the following screen will appear:

Make appointment

 Appointment date

Starttime

08:00

Endtime

08:30



Location name

Location address

Location place

Subject

Description

INVITE

Just fill the required fields and your invite will be sent to the person that is listed in the envelope filed (marked gray in this example).

Terminate the connection

You can also decide to disconnect from an existing connection. Whenever the connection symbol is green, it indicates that you are connected to that particular company. If you click on the green connection symbol with the left mouse button you will get the following screen:

Matches
Your company data
Your contact data
Your sectors
Interested in
Your interests
Your account
Logout

Disconnect the match

By clicking on the button "Disconnect the match, will disconnect the match"

Disconnect the match

Abort

By clicking on the RED [Disconnect the match] button, the connection will be terminated. If you click on the green button, the proces to disconnect will be aborted.

Email Exchanges - read carefully

Please be aware that Emails, sent by **BPConnect**, may end up in your spam mail box. This is due to mailproviders that may have some problems with the mail content and will highly depend on the mailprovider and their policies. Always check your spam inbox for mails from **BPConnect**.

When a party requests to connect with you, you will receive an email in your personal email box. Also check your spambox for these emails. Within that email, you have the opportunity to accept or reject the invitation. Your answer will be sent to the requester without revealing your personal mailaddress. An invitation to connect will look as follows;

Account:

Company: xxxxxxxxxxxxxxxx

Address : xxxxxxxxxxxxxxxx

Zipcode : xxxxxx

City : xxxx

Country : xxxxxxxxxxxx

Company is interested in:

Consultancy

Company seeks contact for :

Business opportunities

Accept invitation:

YES	NO
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Country representatives

Country representatives are persons that have the ability to approve or disapprove applications from companies that want to join in **BPConnect**. The country representative has one screen where he/she is able to process requests and manage the country members. When the country manager logs in, he/she will see the screen printed below.

New requests (2)
Overview (4)
Your account
Logout

If the country representative now presses [New Requests] a screen will appear with organizations requesting to join **BPConnect**. In this screen the country representative has the following options;

New requests (2)

Overview (4)

Your account

Logout

Requests

1 Yahoo Yankeestreet 45 America

2 somewhere Inc. Somestreet 55 Somewhere



Company information

somewhere inc.
Somestreet 55
Somewhere
www.somewhere.com
Somewhere is a company that facilitates

Member of

France
Monaco

Activate

Delete

Onhold

General company phone number

+55773892992

General company fax number

General company E-mail address

info@somewhere.com

Your first name

John Someone

Your position

Sales

Your Direct phonenumber at the company

+558383882020

Your cell phonenumber

+558292200211

LinkedIn

www.linkedin.com/in/josomeone

E-mail contact

j.someone@somewhere.com

Sections

Administrative and financial services
Information and Communication services

You are interested in (max 2):

Administrative and financial services
Information and Communication services

Interested in

Strategic collaboration

CAUTION

If the button [Delete] is pressed, the country representative will get one more screen to check if he/she is certain that this company will not get access to **BPConnect**. If the confirmation button is pressed in the follow up screen, the request and all information within the request, will be deleted from the system. You typically use the [Delete] button if the requester is NOT known to you and the requester is not eligible to gain access to your community.

The green button [Activate] will instantly activate the company on the screen. The country representative can press this button if all the information is validated by

him/her. If this is not the case, the country representative presses the blue button [OnHold]. When the blue [OnHold] button is pressed, the following screen on the next page appears:

Ask company for extra information

Company

somewhere Inc.

Address

Somestreet 55

City

Somewhere

Contactperson

John Someone

E-mail

j.someone@somewhere.com

Extra information

Send

The country representative types in the information in the field [Extra information] that needs to be updated or amended by the requester to complete the request. If the button [Send] is pressed, an email will be sent to the requester, providing the requester with the opportunity to update their information considering the remarks made by the country representative. When complete, the requester will have another shot at being accepted.

Overview

The overview line in the topmenu shows the organizations that are registered within **BPConnect**. It is possible to delete these organizations from the system. I.e. When they are no longer connected to the association or a member of the association. If you select overview you will see a list with all registered organizations within your country in **BPConnect**. By pressing on the button [Deactivate] a new screen will follow with the question if you are sure to deactivate the organization or to abort the process.

If you click on the red button [Deactive] the organization will be deactivated in the system, including its connections to other companies. If you press the button [Abort] the organization will remain in the system and you will return to your main screen.