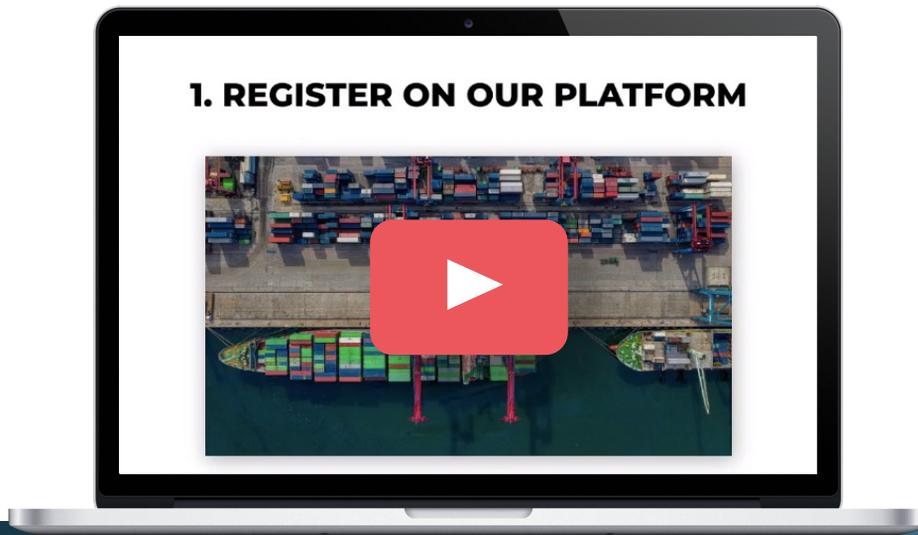


# INSTRUCTIONS

How to quote with the **logistics**  
**procurement** platform SHIPSTA



SHIPSTA allows you to quickly respond to **rate requests** in the scope of tenders



SHIPSTA connects shippers and carriers digitally and is designed and built by experts for logistics procurement



You have been invited to register and quote for a tender on the SHIPSTA platform



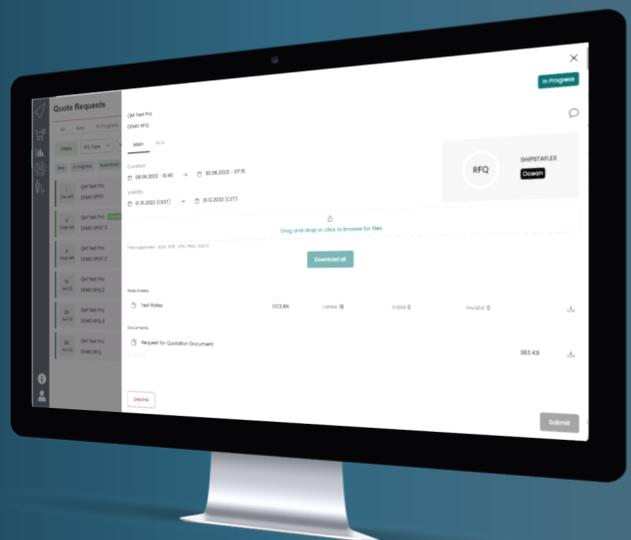
Follow the instructions to easily learn how to quote with SHIPSTA OR have a look at our onboarding video

[WATCH VIDEO](#)

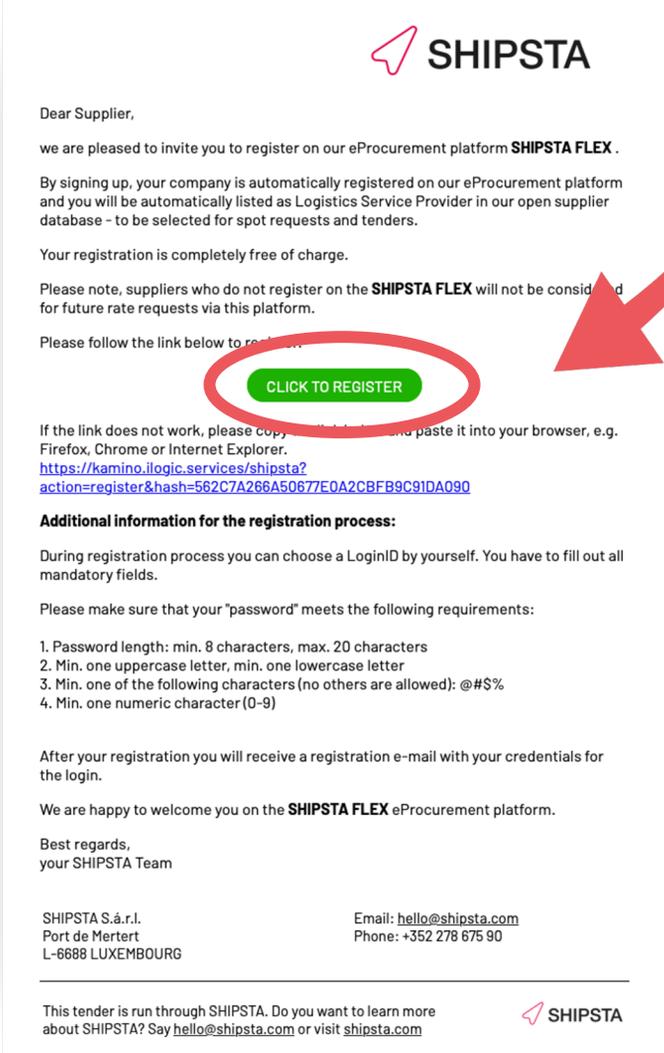
## Contents:

|  |                |
|--|----------------|
| <a href="#">Get Registered and Login</a>           | <b>Page 4</b>  |
| <a href="#">Forgot your Password?</a>              | <b>Page 9</b>  |
| <a href="#">Platform Overview and relevant RfQ</a> | <b>Page 11</b> |
| <a href="#">Submit your Quote or Decline</a>       | <b>Page 21</b> |
| <a href="#">Update/Revoke your Quote</a>           | <b>Page 31</b> |
| <a href="#">After the Quote: Feedback Scenario</a> | <b>Page 33</b> |
| <a href="#">Add Company Information</a>            | <b>Page 35</b> |

# 1. Get Registered and Login



## 1. Get registered





Dear Supplier,

we are pleased to invite you to register on our eProcurement platform **SHIPSTA FLEX**.

By signing up, your company is automatically registered on our eProcurement platform and you will be automatically listed as Logistics Service Provider in our open supplier database - to be selected for spot requests and tenders.

Your registration is completely free of charge.

Please note, suppliers who do not register on the **SHIPSTA FLEX** will not be considered for future rate requests via this platform.

Please follow the link below to register:

[CLICK TO REGISTER](#)

If the link does not work, please copy the link below and paste it into your browser, e.g. Firefox, Chrome or Internet Explorer.  
<https://kamino.ilogic.services/shipsta?action=register&hash=562C7A266A50677E0A2CBFB9C91DA090>

**Additional information for the registration process:**

During registration process you can choose a LoginID by yourself. You have to fill out all mandatory fields.

Please make sure that your "password" meets the following requirements:

1. Password length: min. 8 characters, max. 20 characters
2. Min. one uppercase letter, min. one lowercase letter
3. Min. one of the following characters (no others are allowed): @\$%&
4. Min. one numeric character (0-9)

After your registration you will receive a registration e-mail with your credentials for the login.

We are happy to welcome you on the **SHIPSTA FLEX** eProcurement platform.

Best regards,  
your SHIPSTA Team

SHIPSTA S.à.r.l.  
Port de Mertert  
L-6688 LUXEMBOURG

Email: [hello@shipsta.com](mailto:hello@shipsta.com)  
Phone: +352 278 675 90

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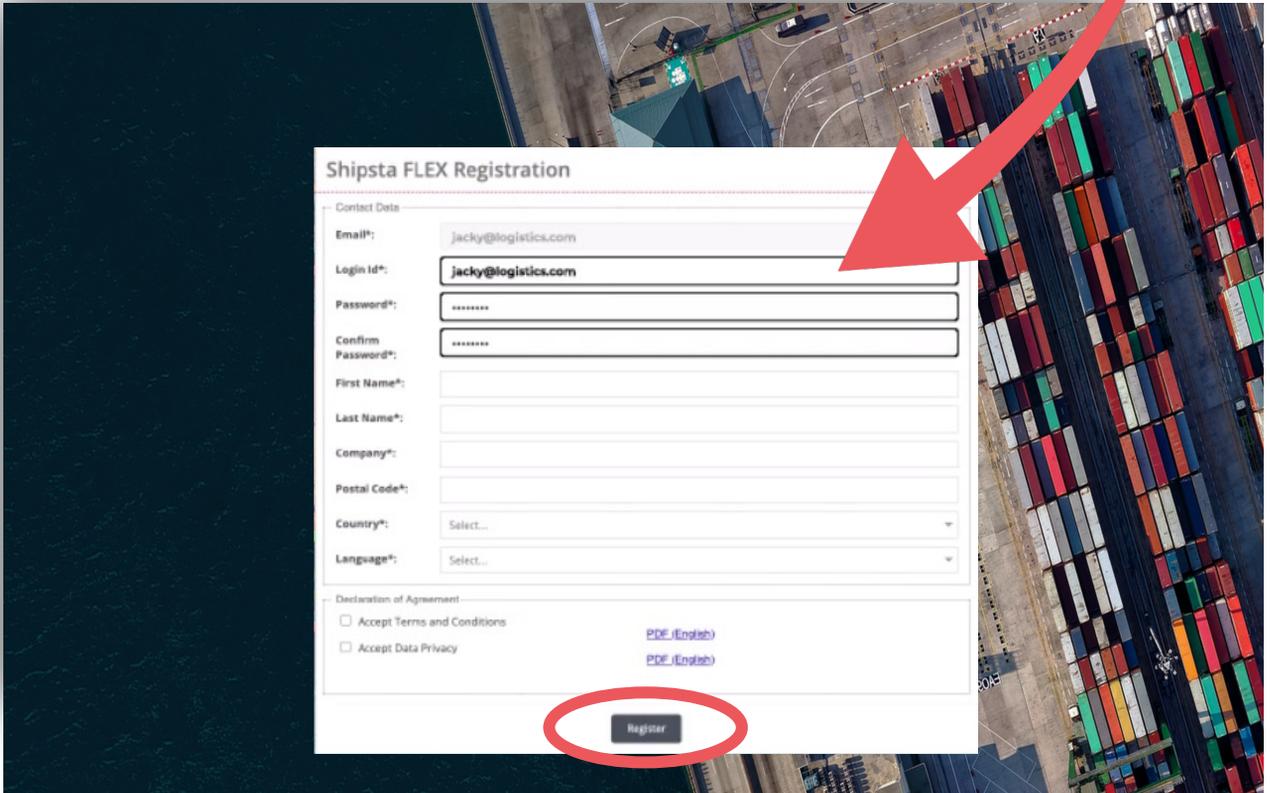
This tender is run through SHIPSTA. Do you want to learn more about SHIPSTA? Say [hello@shipsta.com](mailto:hello@shipsta.com) or visit [shipsta.com](http://shipsta.com)



Prior to the RfQ, you received the invitation e-mail, which contains the **link for registration**.

**Click on the link** in your email to automatically get transmitted to the registration mask.

## 1. Get registered



The screenshot shows the 'Shipsta FLEX Registration' form. The 'Contact Data' section includes fields for Email (jacky@logistics.com), Login ID (jacky@logistics.com), Password (masked with asterisks), Confirm Password (masked with asterisks), First Name, Last Name, Company, Postal Code, Country (dropdown), and Language (dropdown). Below this is the 'Declaration of Agreement' section with checkboxes for 'Accept Terms and Conditions' and 'Accept Data Privacy', each with a 'PDF (English)' link. At the bottom, the 'Register' button is circled in red. A large red arrow points from the top right towards the Login ID field.

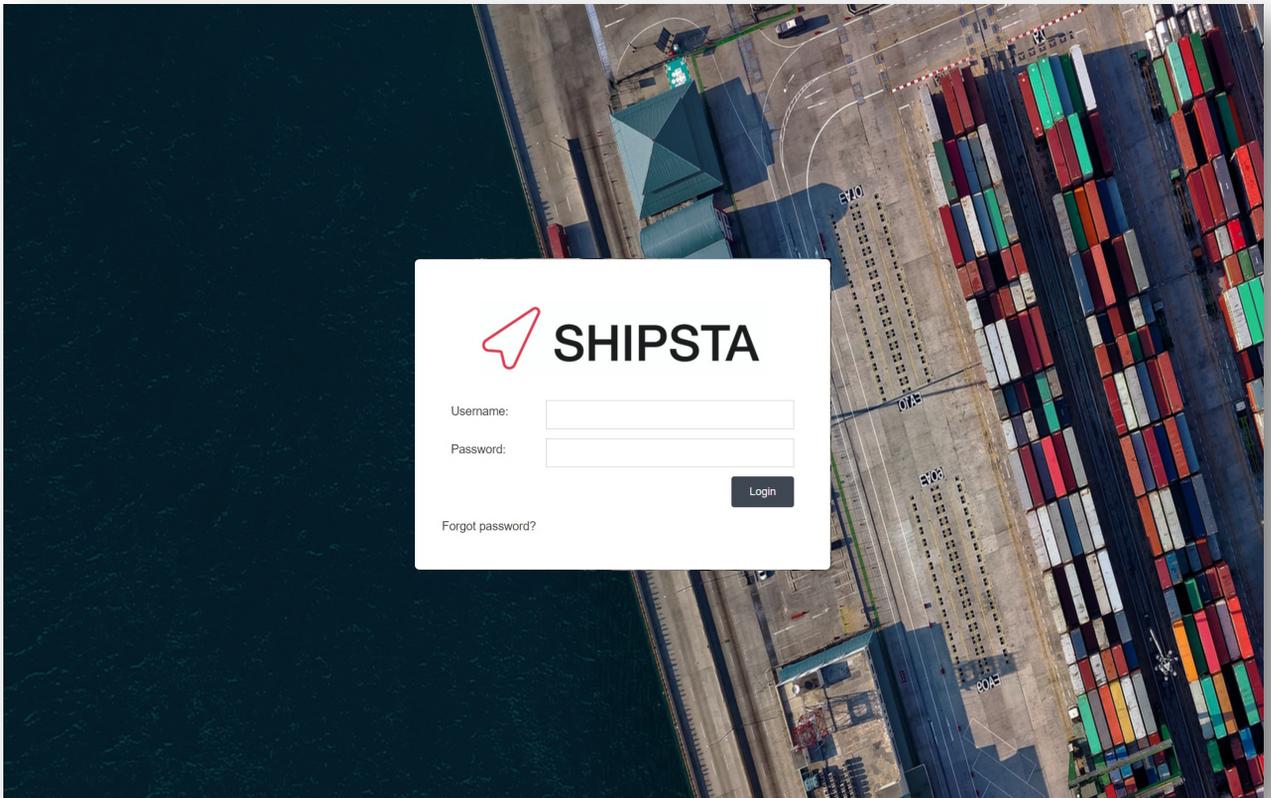
In order to receive your personal credentials for this RfQ, you must fill in your contact data. Choose a **Login ID** as well as a **password** by yourself.

After having accepted the terms and conditions as well as the data privacy, please click on the **“Register”** button.



**Note:** We recommend to use your email address as Login ID.

## 1. How to log in

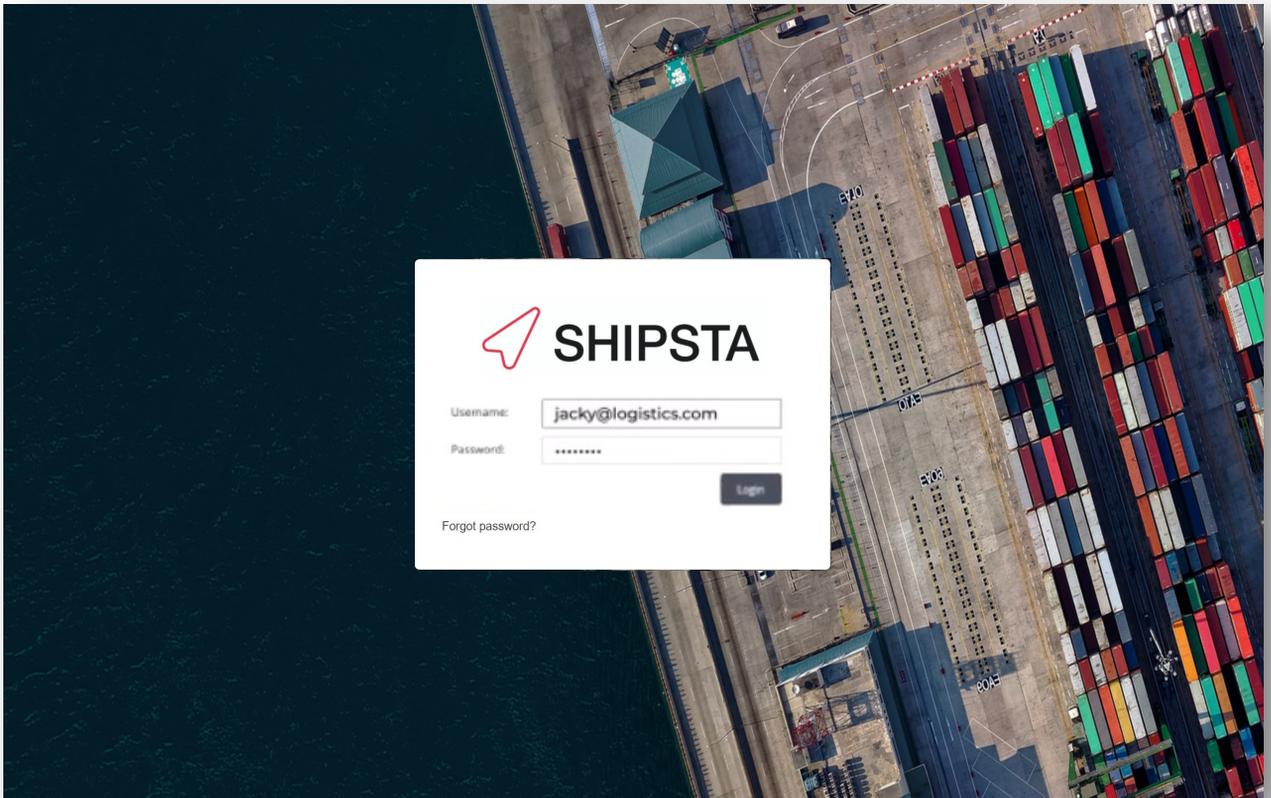


In order to get to your upcoming RfQ which you are invited to, please follow the URL below.

Click here to login:

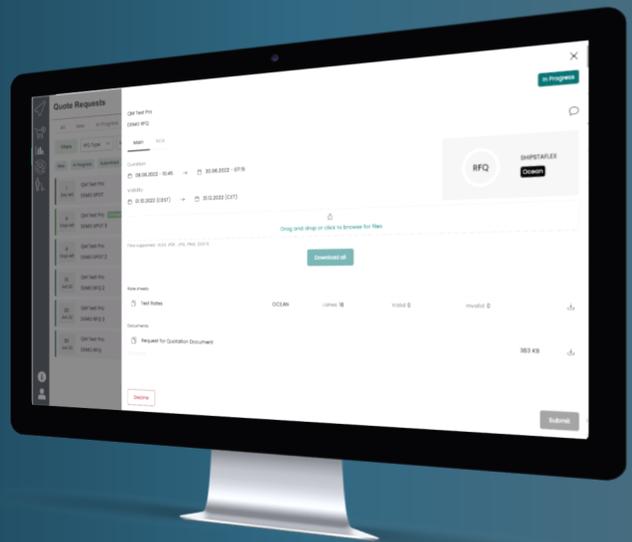


## 1. How to log in

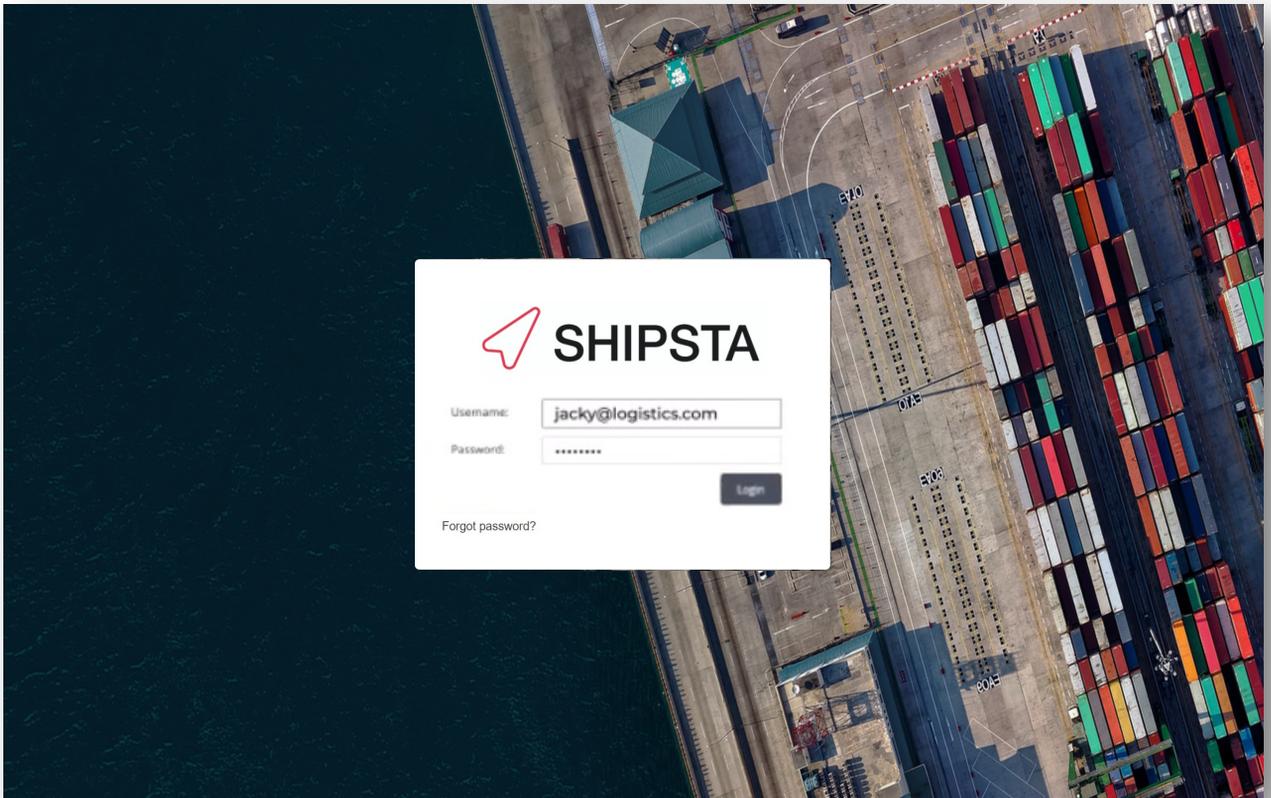


Now insert your personal **login credentials**, which you received by e-mail after having successfully registered for the RfQ.

# 2. Forgot your Password?



## 1. Forgot your Password?



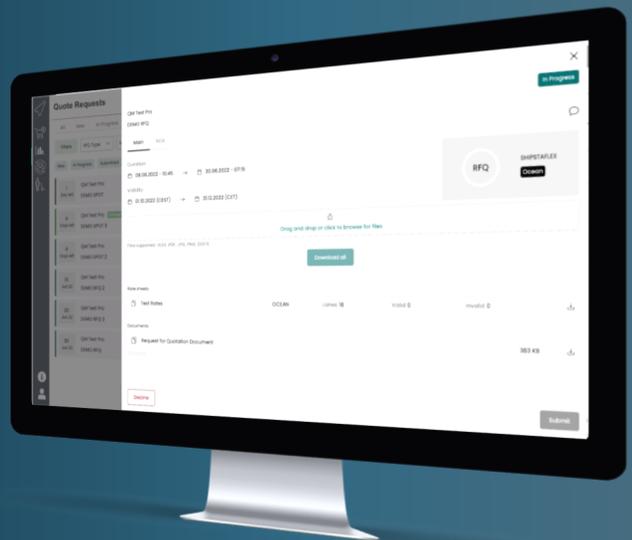
In case you forgot your password, simply use the „Forgot password?“ functionality. Enter your Login ID and you will automatically receive a new password via Email.



You don't know your Login ID?

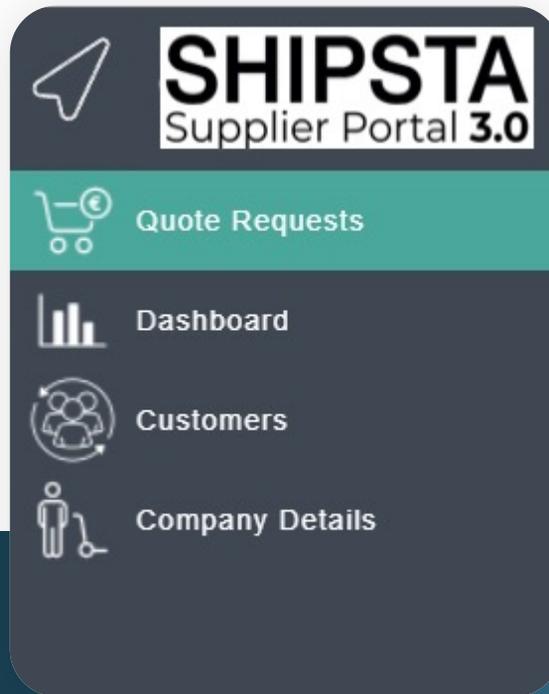
No problem, just send a message to [support@shipsta.com](mailto:support@shipsta.com)

# 3. Platform Overview and your relevant RfQ



### 3. Platform overview

After your successful login, open the menu lefthand, which shows the different options:



**Quote Requests:** Here you find all RfQs you have been invited to.



**Dashboard:** Here you could see your statistics on the different tenders you have participated in.



**Customers:** From this tab you can accept invitations to link with new customers.



**Company Details:** Fill in your address & contact details, your e-mail signature etc. which are related to your SHIPSTA platform account.

### 3. Your relevant RfQ

| Quote Requests |   |                           |          |             |
|----------------|---|---------------------------|----------|-------------|
| All            | New   | In Progress               | Deadline | Q Search    |
| Filters        |   |                           |          |             |
| 13<br>Jun 22   | QM Test Pro<br>RFQ Seafreight South America Q1 2023                       | RFQ OCEAN<br>SHIPSTAFLEX  |          | New         |
| 13<br>Jun 22   | QM Test Pro <b>Unread</b><br>RFQ Seafreight Asia Pacific Q1 2023          | RFQ OCEAN<br>SHIPSTAFLEX  |          | New         |
| 13<br>Jun 22   | QM Test Pro<br>RFQ Seafreight Asia Pacific Q4 2022                        | RFQ OCEAN<br>SHIPSTAFLEX  |          | In Progress |
| 31<br>May 22   | QM Test Pro<br>OCEAN FCL SpotV2   DEHAM - SGSIN (2022-05-24 - 2022-05-31) | SPOT OCEAN<br>SHIPSTAFLEX |          | Declined    |

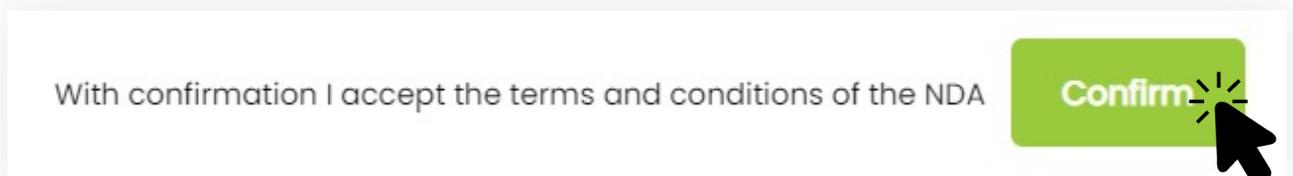
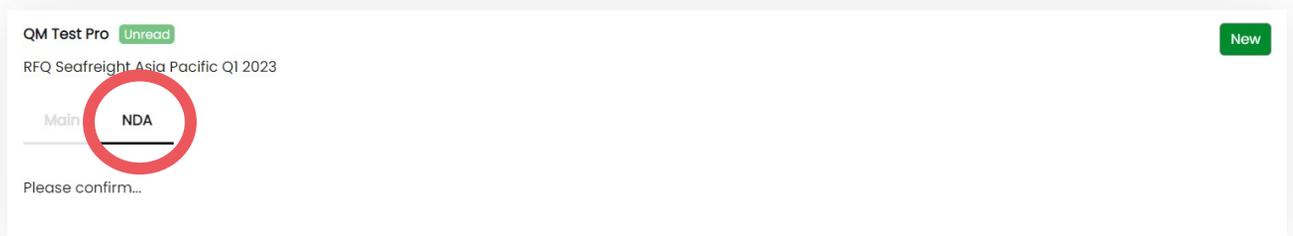
In order to quote go to „**Quote Requests**“.

New RfQs are highlighted with flag „**New**“ and are stating „**Unread**“ next to the customer name if you have not opened it yet.

Click on your relevant RfQ/Spot to open the details overview.

### 3. Your relevant RfQ

## NDA



Your customer may require an **NDA**, for which your confirmation is required. When clicking on a new spot with a required NDA this window will open first. You have to **“Confirm”** the NDA before you can access any further details of the RfQ.

## 3. Your relevant RfQ

### Details

QM Test Pro New

DEMO RFQ 3

**Main**

Duration  
08.06.2022 - 10:45 → 20.06.2022 - 07:15

Validity  
01.10.2022 (CEST) → 31.12.2022 (CET)

RFQ SHIPSTAFLEX  
Ocean

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

Download all

Rate sheets

|            |       |          |         |           |          |
|------------|-------|----------|---------|-----------|----------|
| Test Rates | OCEAN | Lanes 18 | Valid 0 | Invalid 0 | Download |
|------------|-------|----------|---------|-----------|----------|

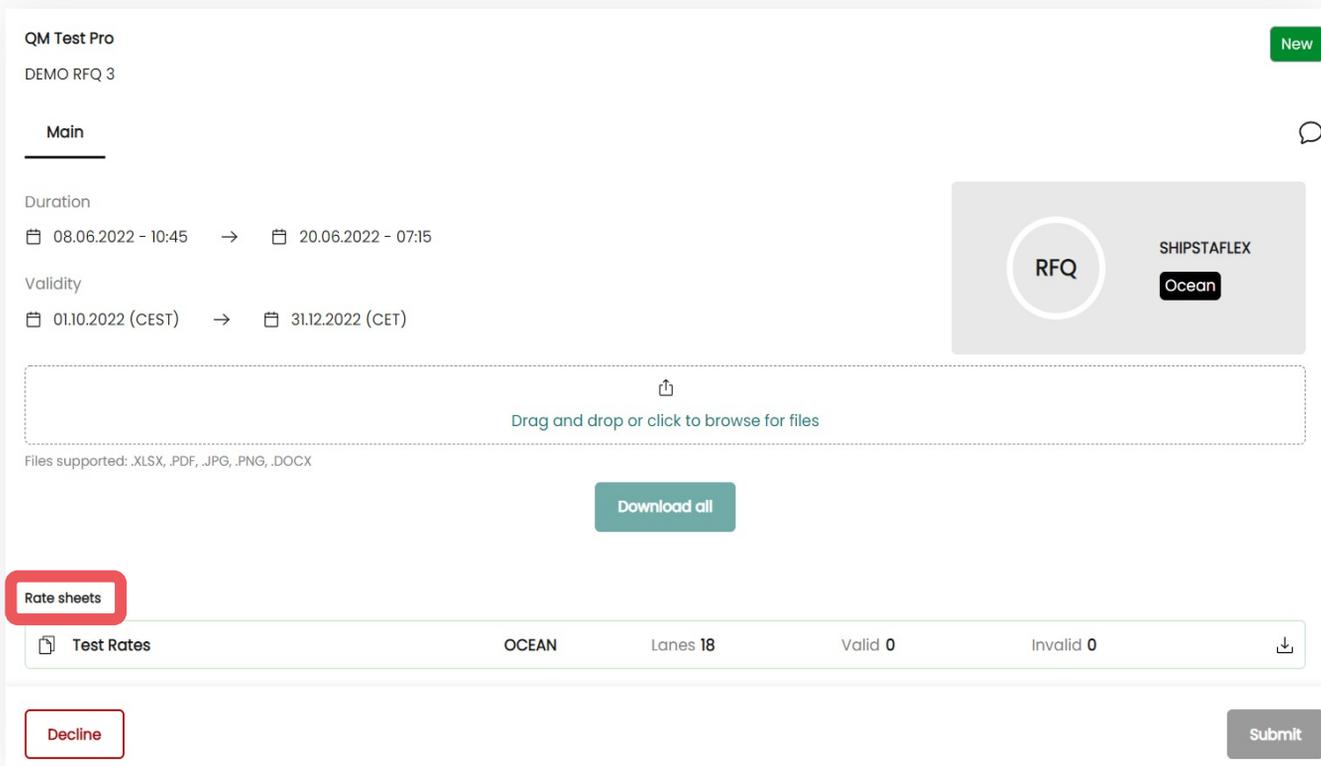
Decline Submit

After having accepted the NDA, you will be transmitted to all relevant information about **your relevant RfQ**.

Here, you get an **overview** about the **RfQ name**, it's nature, the current **RfQ status** as well as your own quote status.

## 3. Your relevant RfQ

### Rates



The screenshot shows the 'RfQ Rates' interface for a 'Qm Test Pro' DEMO RfQ 3. The interface includes a 'Main' tab, a 'Duration' section with dates 08.06.2022 - 10:45 to 20.06.2022 - 07:15, and a 'Validity' section with dates 01.10.2022 (CEST) to 31.12.2022 (CET). A 'New' button is in the top right. A central area contains a 'RFQ' circle, 'SHIPSTAFLEX' text, and an 'Ocean' button. Below this is a dashed box for file uploads with the text 'Drag and drop or click to browse for files' and a list of supported file types: .XLSX, .PDF, .JPG, .PNG, .DOCX. A 'Download all' button is below the upload area. At the bottom, a 'Rate sheets' tab is highlighted with a red box, showing a table with columns for 'Test Rates', 'OCEAN', 'Lanes 18', 'Valid 0', and 'Invalid 0'. A 'Decline' button is on the left and a 'Submit' button is on the right.

QM Test Pro New

DEMO RfQ 3

Main

Duration  
08.06.2022 - 10:45 → 20.06.2022 - 07:15

Validity  
01.10.2022 (CEST) → 31.12.2022 (CET)

RFQ SHIPSTAFLEX  
Ocean

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

Download all

**Rate sheets**

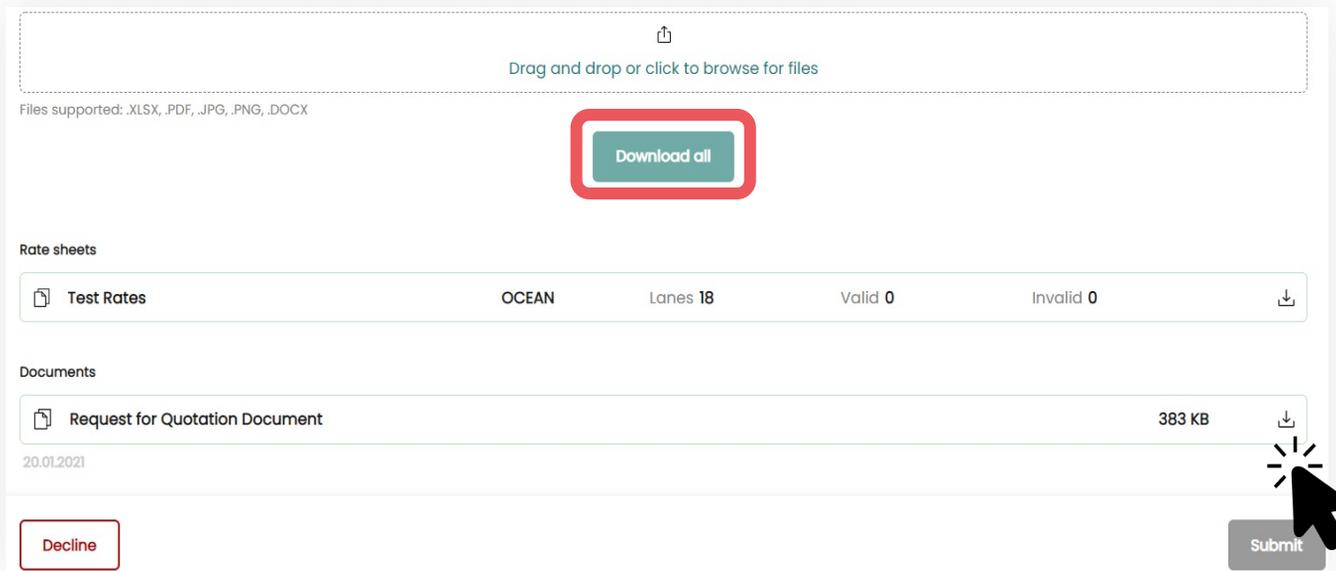
|            |       |          |         |           |   |
|------------|-------|----------|---------|-----------|---|
| Test Rates | OCEAN | Lanes 18 | Valid 0 | Invalid 0 | ↓ |
|------------|-------|----------|---------|-----------|---|

Decline Submit

You will find the „**rate sheets**“ in the lower section of the details overview.

You will find further details on the rate submission in **chapter 4 – Submit your quote**

### 3. Your relevant RfQ Documents



Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

**Download all**

Rate sheets

|   |       |          |         |           |   |
|---|-------|----------|---------|-----------|---|
|  Test Rates | OCEAN | Lanes 18 | Valid 0 | Invalid 0 |  |
|---|-------|----------|---------|-----------|---|

Documents

|   |        |   |
|---|--------|---|
|  Request for Quotation Document | 383 KB |  |
|---|--------|---|

20.01.2021

**Decline** **Submit**

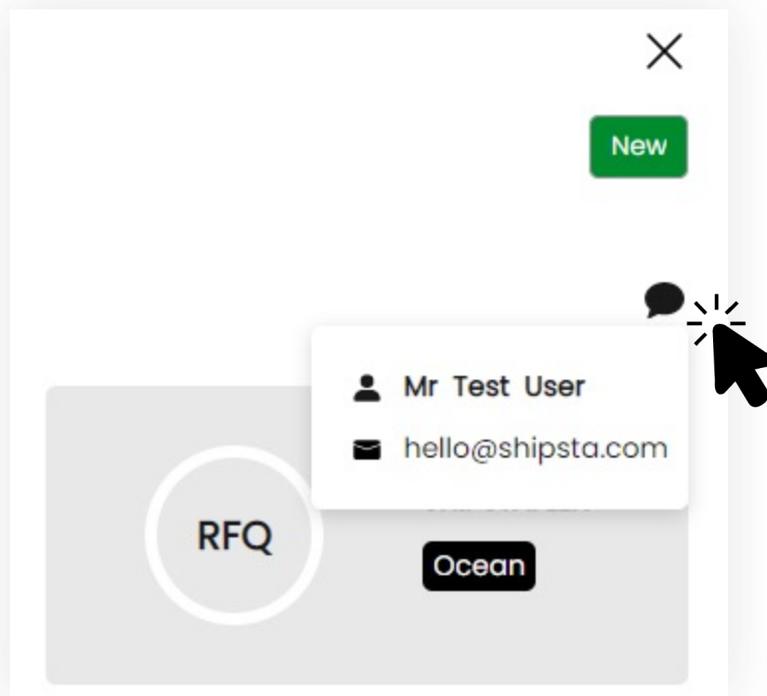
In the **“Documents”** section you will find the RfQ documents, which were **uploaded by the shipper** and which are relevant for your quotation.

To **download** a document, you can click „Download All“ or the download button on the right hand side.

To **upload** a document you can either drag and drop or click on the box to browse in your files.

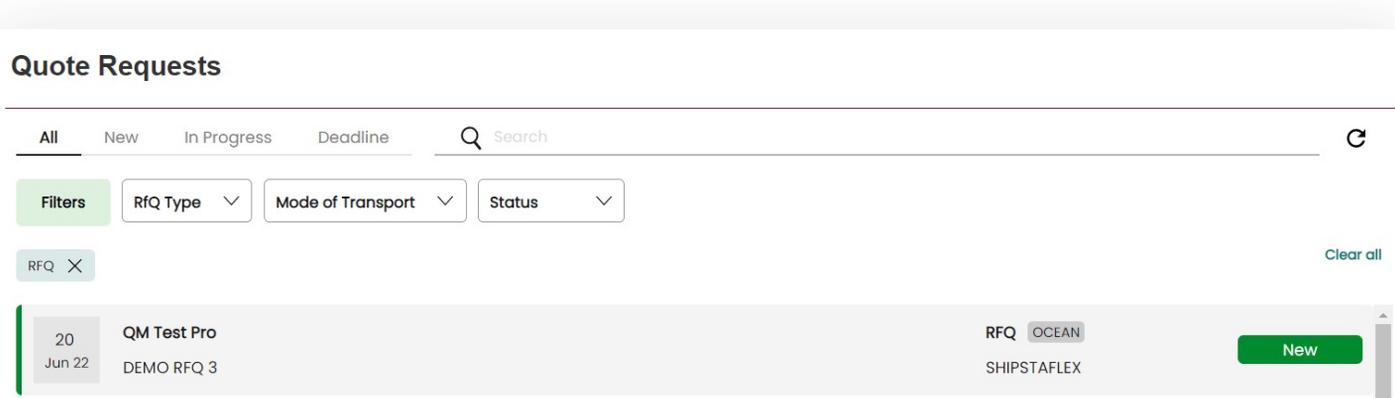
### 3. Your relevant RfQ

## Contact Person



**Contact Persons** can be found by clicking on the conversations icon.

## 3. Your relevant RfQ Filters



The screenshot shows the 'Quote Requests' interface. At the top, there are tabs for 'All', 'New', 'In Progress', and 'Deadline'. A search bar is located to the right of these tabs. Below the tabs, there is a 'Filters' section with three dropdown menus: 'RfQ Type', 'Mode of Transport', and 'Status'. A 'Clear all' button is located to the right of the filters. Below the filters, there is a table of quote requests. The table has columns for date, request name, RFQ type, and status.

| Date      | Request Name              | RFQ Type | Status |
|-----------|---------------------------|----------|--------|
| 20 Jun 22 | QM Test Pro<br>DEMO RFQ 3 | OCEAN    | New    |

In your **Quote Requests** overview different filters are available which you can use to filter by:

- 🔗 **RfQ type**
- 🔗 **Mode of Transport**
- 🔗 **Status**

## 3. Your relevant RfQ Filters

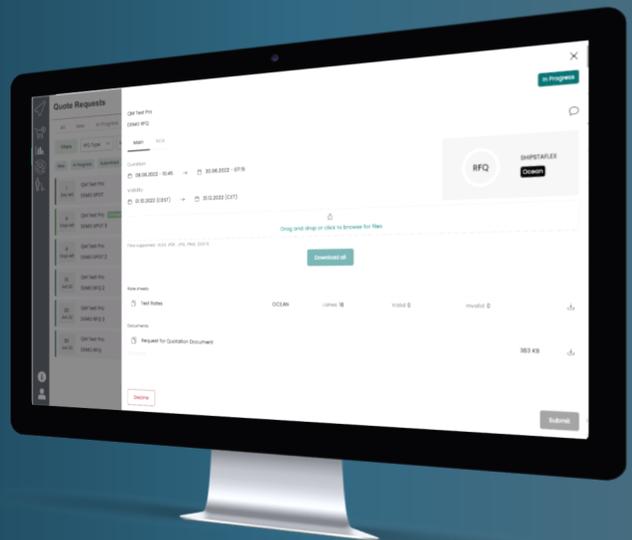
### Quote Requests

| All          | New   | In Progress       | Deadline | Search      |             |
|--------------|---|-------------------|----------|-------------|-------------|
| Filters      |   |                   |          |             |             |
| RfQ Type     |   | Mode of Transport |          |             |             |
| New          | In Progress   | Submitted         | Rejected |             |             |
| 13<br>Jun 22 | QM Test Pro<br>RFQ Seafreight South America Q1 2023 | RFQ               | OCEAN    | SHIPSTAFLEX | New         |
| 13<br>Jun 22 | QM Test Pro<br>RFQ Seafreight Asia Pacific Q1 2023  | RFQ               | OCEAN    | SHIPSTAFLEX | New         |
| 13<br>Jun 22 | QM Test Pro<br>RFQ Seafreight Asia Pacific Q4 2022  | RFQ               | OCEAN    | SHIPSTAFLEX | In Progress |
| 13<br>Jun 22 | QM Test Pro<br>RFQ Seafreight South America Q4 2022 | RFQ               | OCEAN    | SHIPSTAFLEX | In Progress |
| 30<br>Jun 22 | QM Test Pro<br>AIR Spot 05-2022                     | SPOT              | AIR      | SHIPSTAFLEX | In Progress |

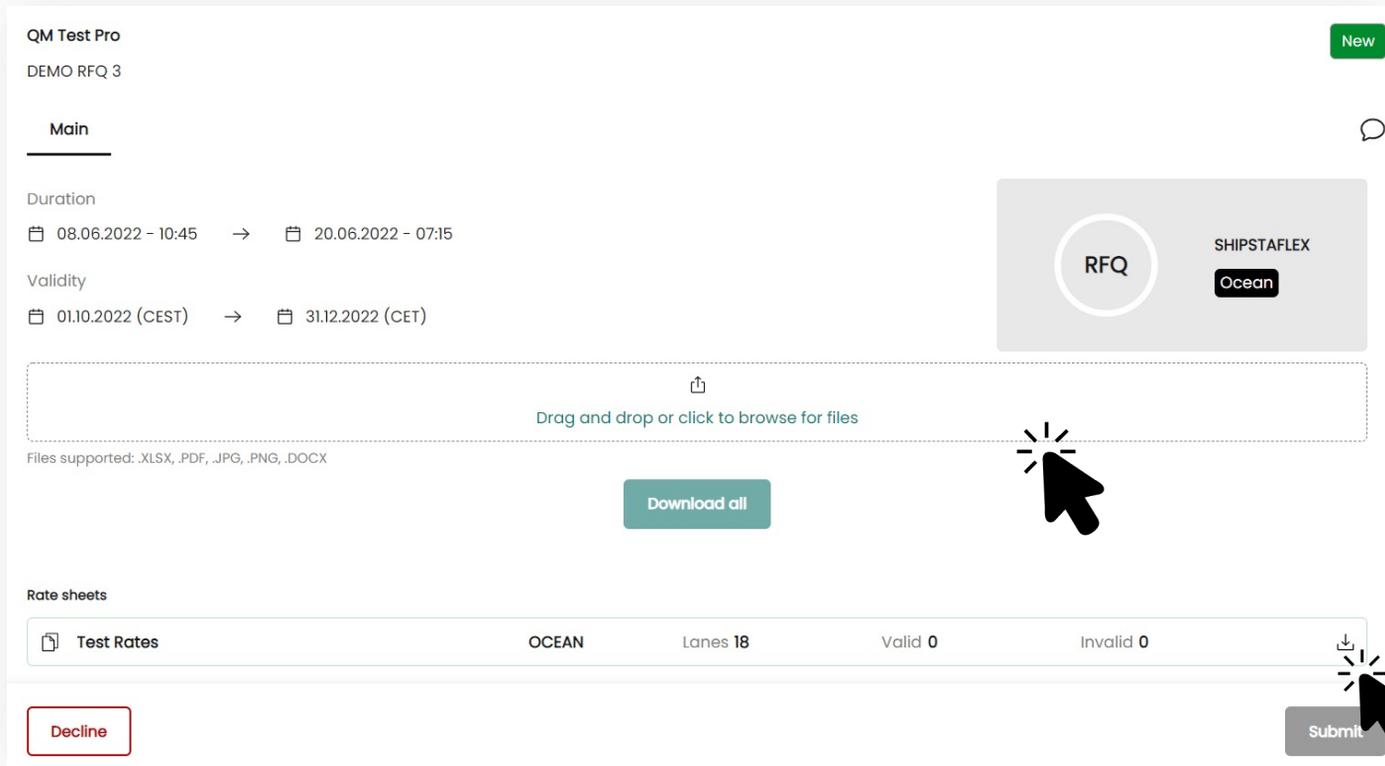
There are also tabs which predefined filters available:

- 🔗 **New** – Showing All new RfQ's or Spots
- 🔗 **In Progress** – Showing All RfQ's or Spots in status „In Progress“
- 🔗 **Deadline** – Filtering all RfQ's or Spots by deadlines

# 4. Submit your Quote



## 4. Submit your Quote



QM Test Pro New

DEMO RFQ 3

**Main**

Duration  
08.06.2022 - 10:45 → 20.06.2022 - 07:15

Validity  
01.10.2022 (CEST) → 31.12.2022 (CET)

RFQ SHIPSTAFLEX Ocean

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

Download all

Rate sheets

|  |       |          |         |           |   |
|--|-------|----------|---------|-----------|---|
|  Test Rates | OCEAN | Lanes 18 | Valid 0 | Invalid 0 |  |
|--|-------|----------|---------|-----------|---|

Decline Submit

Now you can start with the submission of **your quote**.

To quote, go to the **„Rate sheets“** section and click the download button next to the rate sheet.

The download of the rate sheet will start immediately.

## 4. Submit your Quote

Before inserting **your rates** into the prior exported rate sheet, there are a couple of points, you should **be aware of** and according to which you should proceed:

- ✦ **Do not modify the sheet's structure**
- ✦ **Entry has to be made in the yellow cells (mandatory)**
- ✦ **No entry in the grey shaded cells**
- ✦ **Entry could be made in the white cells (optional)**

|    | A      | B             | C       | D          | E             | F              | G          | H           | I                  | J                   | K               | L                 | M                              |
|----|--------|---------------|---------|------------|---------------|----------------|------------|-------------|--------------------|---------------------|-----------------|-------------------|--------------------------------|
| 1  | ID     | Shipping Line | Lane ID | Trade Lane | Origin Region | Origin Country | Origin ZIF | Origin City | Destination Region | Destination Country | Destination ZIF | Destination City  | Port of loading POL (UNLOCODE) |
| 2  | 611426 |               | 21      | DE_CO      | Europe        | DE             | 28665      | Bremen      | South America      | CO                  | XXXXX           | Cartagena         |                                |
| 3  | 611427 |               | 22      | DE_CL      | Europe        | DE             | 28665      | Bremen      | South America      | CL                  | XXXXX           | Valparaiso        |                                |
| 4  | 611428 |               | 27      | DE-GF      | Europe        | DE             | 28665      | Bremen      | South America      | GF                  | XXXXX           | Degrad des Cannes |                                |
| 5  | 611429 |               | 29      | DE-EC      | Europe        | DE             | 28665      | Bremen      | South America      | EC                  | XXXXX           | Guayaquil         |                                |
| 6  | 611430 |               | 32      | DE-GY      | Europe        | DE             | 28665      | Bremen      | South America      | GY                  | XXXXX           | Georgetown        |                                |
| 7  | 611431 |               | 54      | DE-PY      | Europe        | DE             | 28665      | Bremen      | South America      | PY                  | XXXXX           | Asuncion          |                                |
| 8  | 611432 |               | 57      | DE-PE      | Europe        | DE             | 28665      | Bremen      | South America      | PE                  | XXXXX           | Callao            |                                |
| 9  | 611433 |               | 61      | DE-SR      | Europe        | DE             | 28665      | Bremen      | South America      | SR                  | XXXXX           | Paramaribo        |                                |
| 10 | 611434 |               | 62      | DE-VE      | Europe        | DE             | 28665      | Bremen      | South America      | VE                  | XXXXX           | La Guaira         |                                |
| 11 | 611435 |               | 68      | DE-VE      | Europe        | DE             | 28665      | Bremen      | South America      | VE                  | XXXXX           | Puerto Cabello    |                                |
| 12 | 611436 |               | 90      | DE-AR      | Europe        | DE             | 28665      | Bremen      | South America      | AR                  | XXXXX           | Buenos Aires      |                                |
| 13 | 611437 |               | 91      | DE-AR      | Europe        | DE             | 28665      | Bremen      | South America      | AR                  | XXXXX           | Buenos Aires      |                                |
| 14 | 611438 |               | 106     | DE-BO      | Europe        | DE             | 28665      | Bremen      | South America      | BO                  | XXXXX           | La Paz            |                                |
| 15 | 611439 |               | 107     | DE-BO      | Europe        | DE             | 28665      | Bremen      | South America      | BO                  | XXXXX           | La Paz            |                                |
| 16 | 611440 |               | 122     | DE-CL      | Europe        | DE             | 28665      | Bremen      | South America      | CL                  | XXXXX           | San Antonio       |                                |

**NOTE:** Customer-specific validation rules may apply! Even white cells (optional) could be mandatory under certain circumstances! Please pay attention to the tender instructions given.





## 4. Submit your Quote

📁

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

[Download all](#)

Rate sheets

|   |       |          |         |           |   |
|---|-------|----------|---------|-----------|---|
|  Ocean FCL - South America | OCEAN | Lanes 60 | Valid 0 | Invalid 0 | ⊗ |
|---|-------|----------|---------|-----------|---|

Validation running (100%)

**Import** your finished rate sheet by either drag and drop or clicking and browsing your files.

The rate sheet will upload automatically.

Once the upload is done a **validity check** is being processed in order to make sure that all format guidelines are met that have been defined by the shipper.



**NOTE:** Upload as well as validation progress are shown below the rate sheet

## 4. Submit your Quote

📁

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

[Download all](#)

Rate sheets

|   |       |          |         |           |   |
|---|-------|----------|---------|-----------|---|
|  Ocean FCL - South America | OCEAN | Lanes 60 | Valid 0 | Invalid 0 |  |
|---|-------|----------|---------|-----------|---|

Validation running (100%)

**Import** your finished rate sheet by either drag and drop or clicking and browsing your files.

The rate sheet will upload automatically.

Once the upload is done a **validity check** is being processed in order to make sure that all format guidelines are met that have been defined by the shipper.



**NOTE:** Upload as well as validation progress are shown below the rate sheet

## 4. Submit your Quote

📁

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

[Download all](#)

Rate sheets

|   |       |          |          |           |   |
|---|-------|----------|----------|-----------|---|
|  Ocean FCL – South America | OCEAN | Lanes 60 | Valid 59 | Invalid 1 |   |
|---|-------|----------|----------|-----------|---|

Modified: 02.06.2022

Something went wrong! [Click here to fix your rate sheet](#)

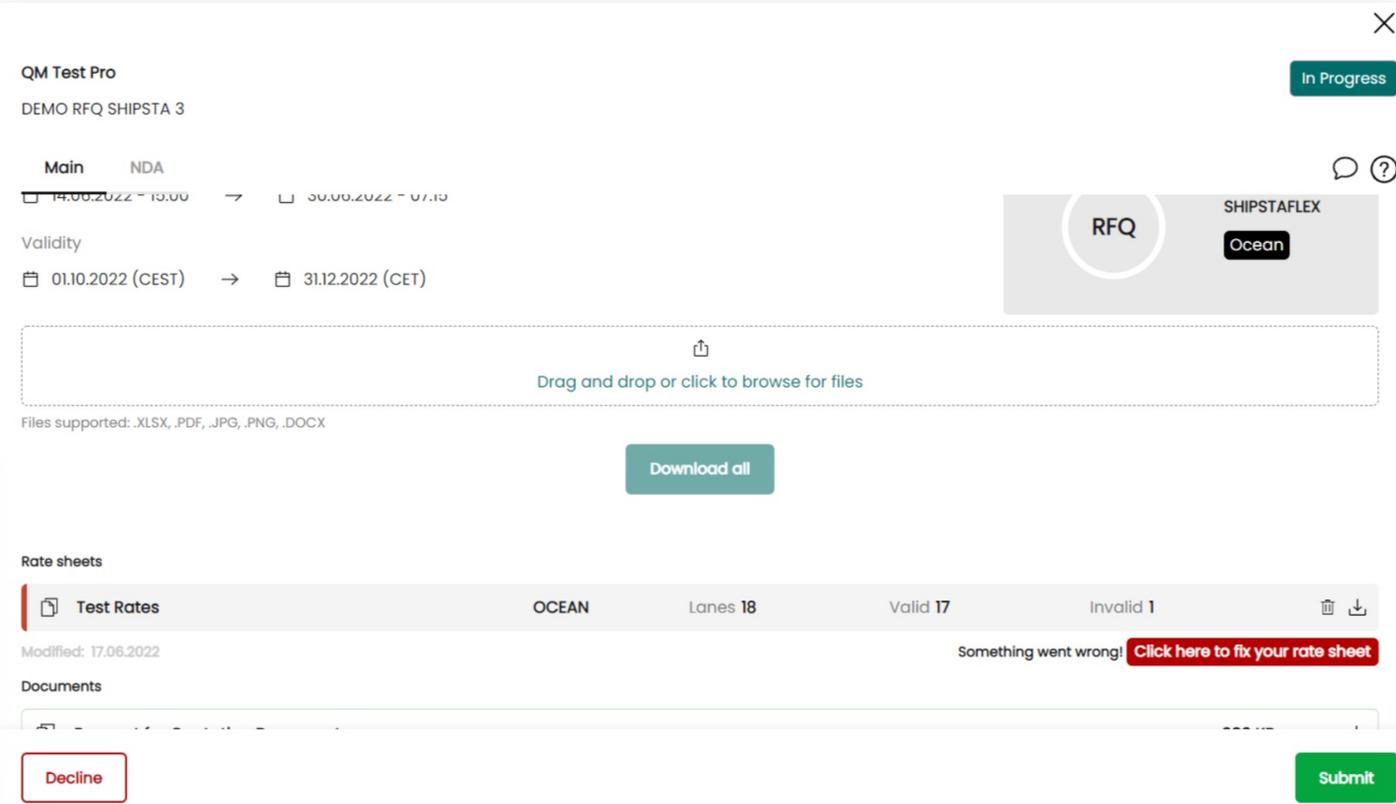


In case there is any incorrect data in the rate sheet an error message will be displayed.

By clicking on **“Click here to fix your rate sheet”** the rate sheet will be downloaded containing a detailed error message. Cells with missing or incorrect data are highlighted in **red**.

Once fixed rate sheet can be uploaded again and will automatically correct overwrite the previous rates.

## 4. Submit your Quote



QM Test Pro

DEMO RFQ SHIPSTA 3

In Progress

Main NDA

14.09.2022 - 19.09.2022 → 30.09.2022 - 07.10.2022

Validity

01.10.2022 (CEST) → 31.12.2022 (CET)

RFQ SHIPSTAFLEX Ocean

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

Download all

Rate sheets

| Test Rates           | OCEAN | Lanes 18 | Valid 17 | Invalid 1 |   |
|----------------------|-------|----------|----------|-----------|---|
| Modified: 17.06.2022 |       |          |          |           | Something went wrong! <a href="#">Click here to fix your rate sheet</a> |

Documents

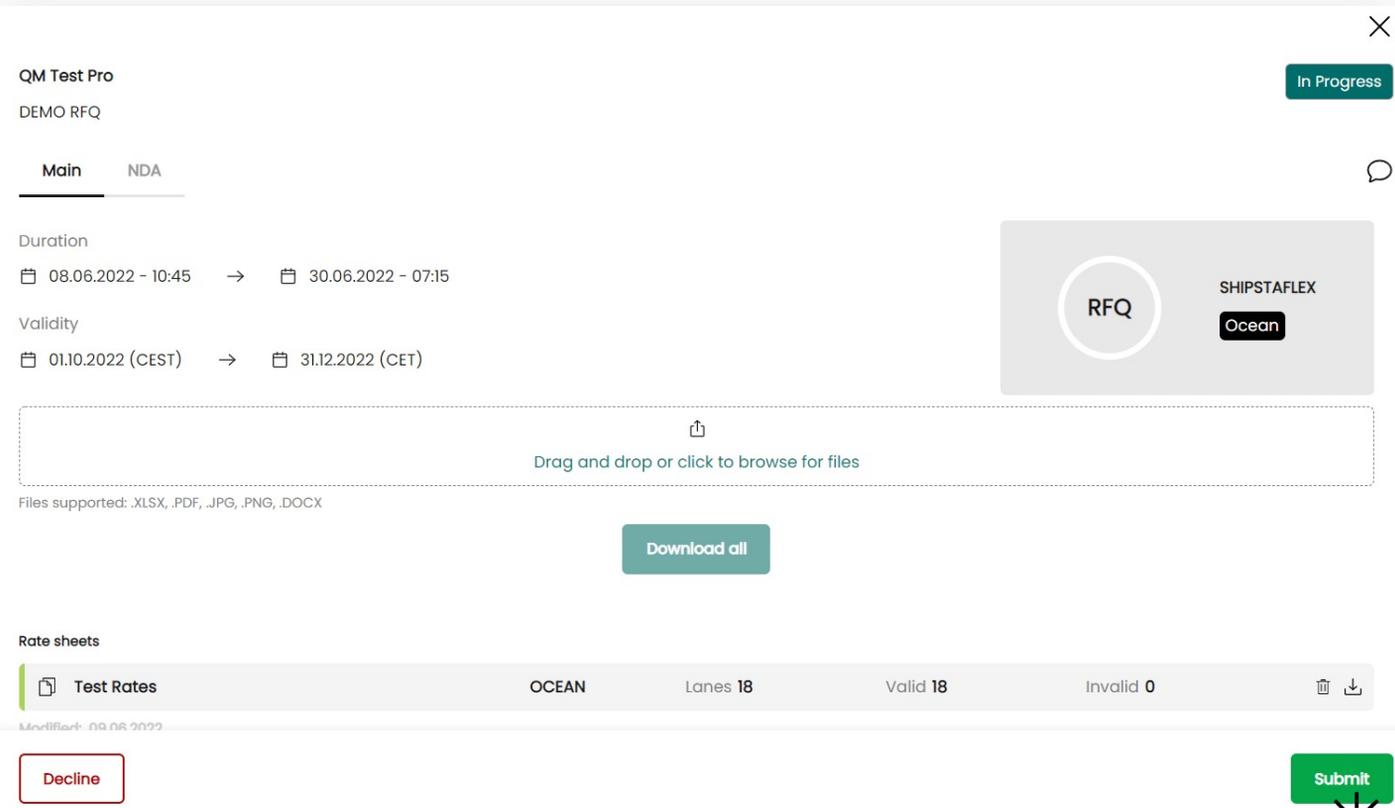
Decline Submit

### Important:

If you have not quoted for all lanes the system will mark the non quoted lines with error messages. Also it will show the error message **“Click here to fix your rate sheet”**.

In case the number of valid lanes is matching with the number of lanes you want to quote for you can **ignore** the **error message** and **submit your quote** by pressing **“Submit”**.

## 4. Submit your Quote



QM Test Pro In Progress

DEMO RFQ

Main NDA

Duration  
08.06.2022 - 10:45 → 30.06.2022 - 07:15

Validity  
01.10.2022 (CEST) → 31.12.2022 (CET)

RFQ SHIPSTAFLEX  
Ocean

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

Download all

Rate sheets

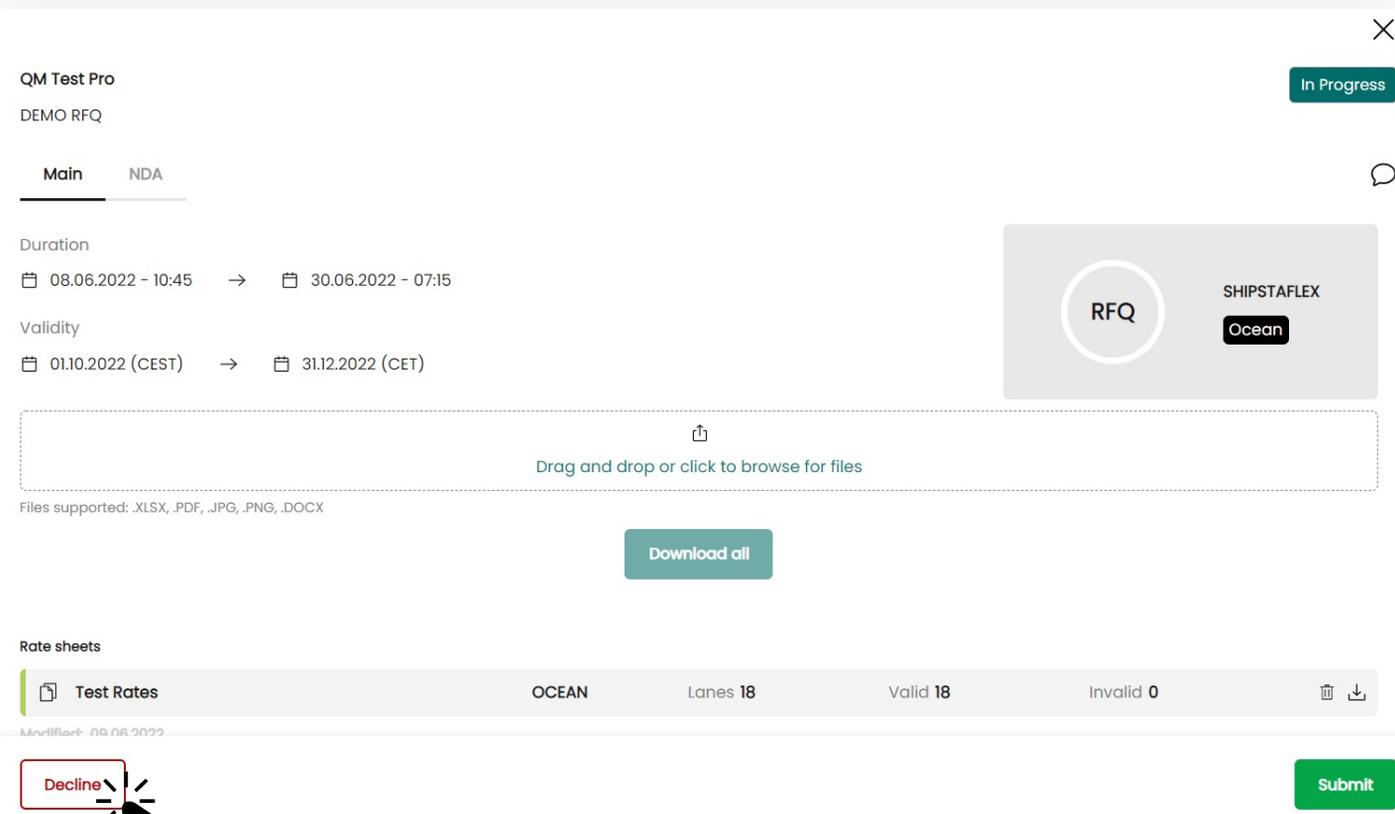
|            |       |          |          |           |   |
|------------|-------|----------|----------|-----------|---|
| Test Rates | OCEAN | Lanes 18 | Valid 18 | Invalid 0 |   |
|------------|-------|----------|----------|-----------|---|

Modified: 09.08.2022

Decline Submit

After the upload has been finished, all your quotes are saved to the system. In case you have only partially **uploaded your rates**, you can simply continue later uploading the rest. As soon as all rates are uploaded please make sure to click the **SUBMIT** button. Only then the rates are **published and made available** for the shipper.

## 4. Decline Attendance



The screenshot displays the SHIPSTA interface for a tender. At the top left, it shows 'QM Test Pro' and 'DEMO RFQ'. A status indicator 'In Progress' is in the top right. Below the title, there are tabs for 'Main' and 'NDA'. The 'Duration' section shows a date range from 08.06.2022 - 10:45 to 30.06.2022 - 07:15. The 'Validity' section shows a date range from 01.10.2022 (CEST) to 31.12.2022 (CET). A central area contains a 'Download all' button and a file upload prompt: 'Drag and drop or click to browse for files'. Below this is a table of 'Rate sheets' with one entry: 'Test Rates' for 'OCEAN' lanes, with 18 valid and 0 invalid rates. At the bottom left, a 'Decline' button is highlighted with a red box and a mouse cursor. A 'Submit' button is located at the bottom right.

QM Test Pro

DEMO RFQ

Main NDA

Duration

08.06.2022 - 10:45 → 30.06.2022 - 07:15

Validity

01.10.2022 (CEST) → 31.12.2022 (CET)

RFQ

SHIPSTAFLEX

Ocean

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

Download all

Rate sheets

|            |       |          |          |           |
|------------|-------|----------|----------|-----------|
| Test Rates | OCEAN | Lanes 18 | Valid 18 | Invalid 0 |
|------------|-------|----------|----------|-----------|

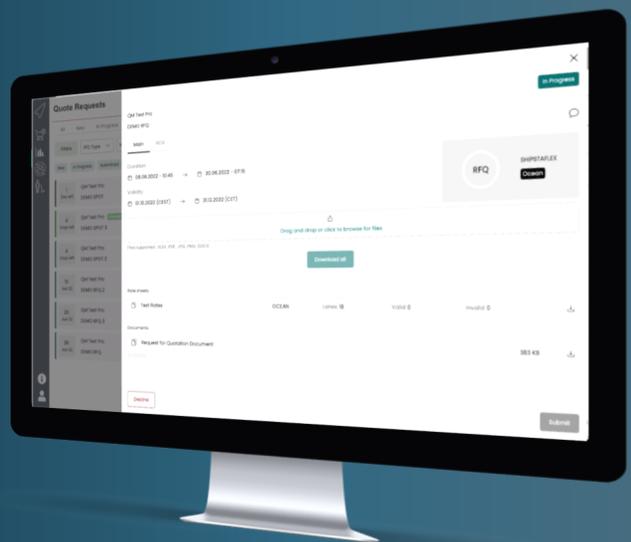
Modified: 08.06.2022

Decline

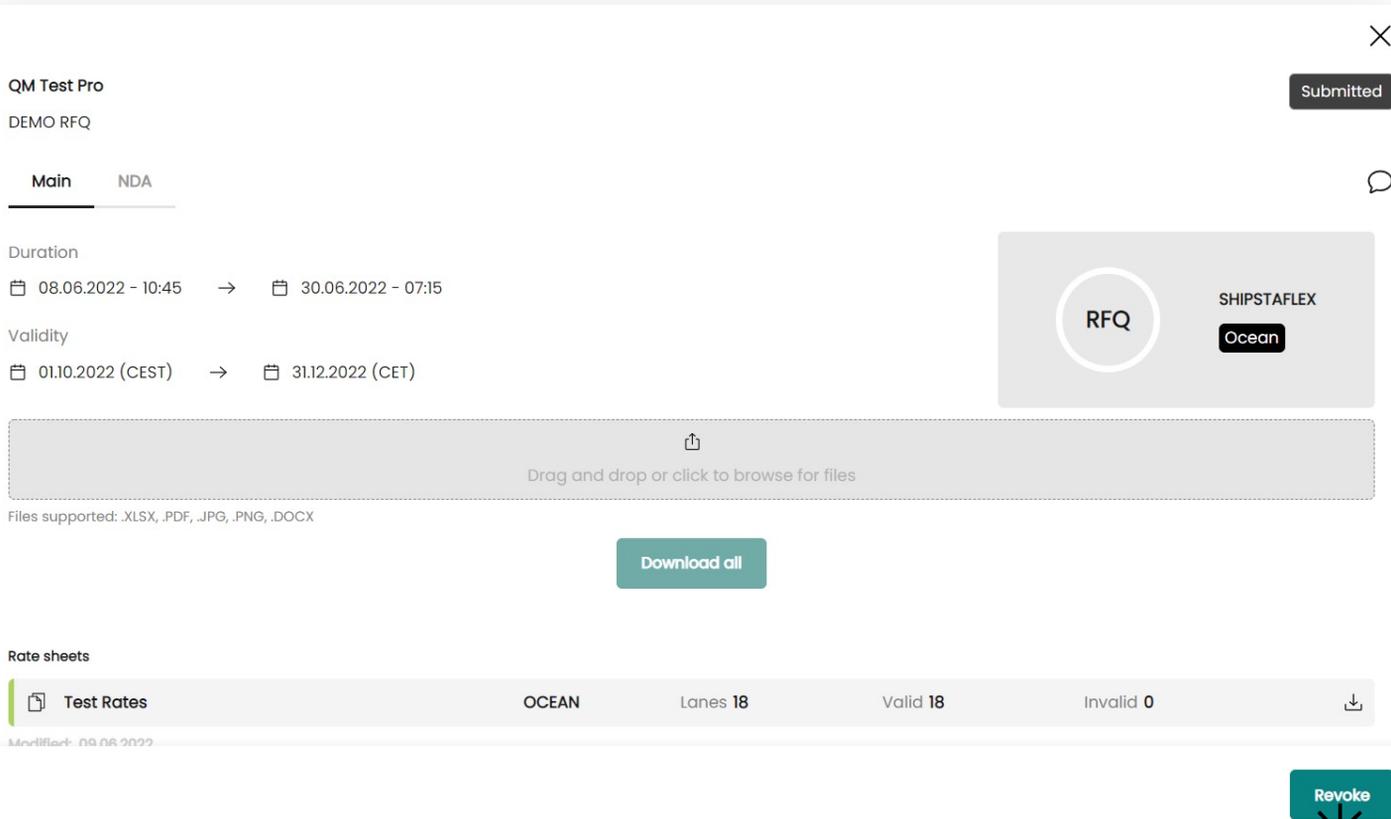
Submit

In case you do not want to participate to the tender, kindly click the „**Decline**“ button which will inform the shipper and update the system.

# 5. Update/Revoke your Quote



## 5. Update/Revoke your Quote



The screenshot displays the SHIPSTA interface for a quote titled "QM Test Pro". The quote is in a "Submitted" state. The main tab is selected, and the quote details include a duration from 08.06.2022 - 10:45 to 30.06.2022 - 07:15, and a validity period from 01.10.2022 (CEST) to 31.12.2022 (CET). A file upload area is present with a "Download all" button. Below the upload area, a table of rate sheets is shown, with one sheet named "Test Rates" for "OCEAN" lanes, valid for 18 lanes and invalid for 0. The "Revoke" button is highlighted with a mouse cursor.

QM Test Pro

DEMO RFQ

Main NDA

Duration

08.06.2022 - 10:45 → 30.06.2022 - 07:15

Validity

01.10.2022 (CEST) → 31.12.2022 (CET)

Submitted

RFQ

SHIPSTAFLEX

Ocean

Drag and drop or click to browse for files

Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX

Download all

Rate sheets

| Test Rates           | OCEAN | Lanes 18 | Valid 18 | Invalid 0 | ↓ |
|----------------------|-------|----------|----------|-----------|---|
| Modified: 09.06.2022 |       |          |          |           |   |

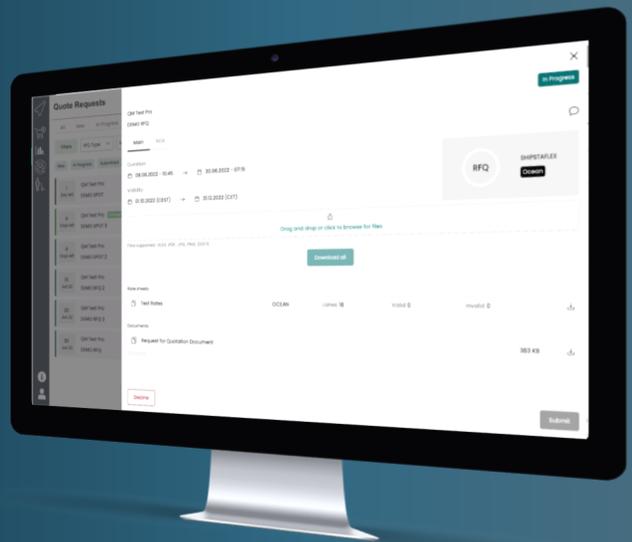
Revoke

Any **updates** PRIOR to submission do not require to get revoked. Simply import your updates, and they will overwrite the previous import.

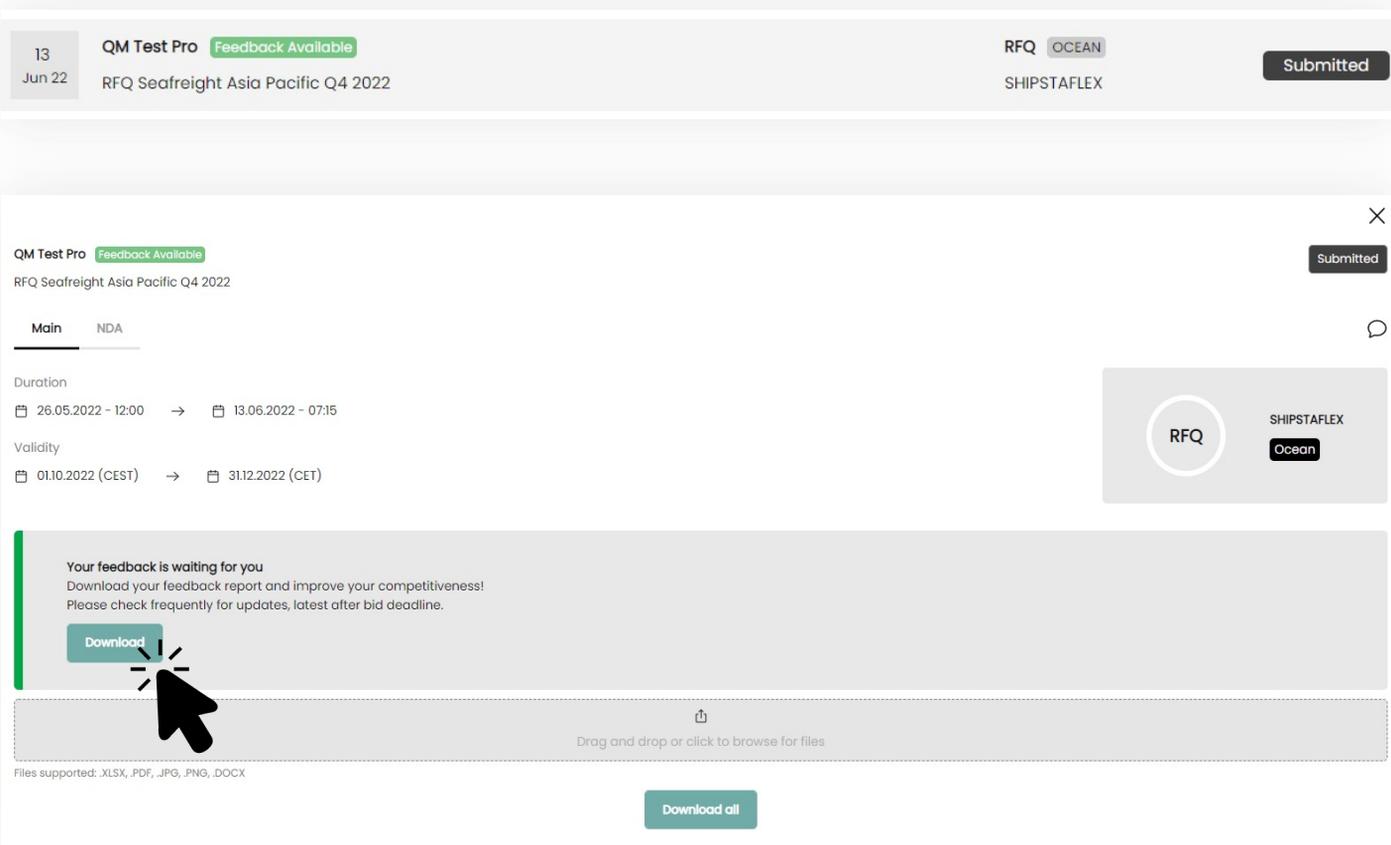
Last modified date will be displayed below the rate sheet.

In case you need to change an already uploaded quote, please use the **Revoke** button. Once done you will be able to upload new rates.

# 6. After the Quote: Feedback Scenario



## 6. After the Quote: Feedback Scenario



The screenshot displays the SHIPSTA interface for a submitted RFQ. At the top, a header bar shows the RFQ ID '13', date 'Jun 22', title 'QM Test Pro', a 'Feedback Available' status, and details 'RFQ Seafreight Asia Pacific Q4 2022'. The RFQ type is 'OCEAN' and the carrier is 'SHIPSTAFLEX'. A 'Submitted' button is visible in the top right.

The main content area shows the RFQ details: 'QM Test Pro' with 'Feedback Available' status, 'RFQ Seafreight Asia Pacific Q4 2022', and tabs for 'Main' and 'NDA'. The 'Duration' is '26.05.2022 - 12:00' to '13.06.2022 - 07:15', and the 'Validity' is '01.10.2022 (CEST)' to '31.12.2022 (CET)'. A 'Submitted' button is also present in the top right of this section.

A notification banner states: 'Your feedback is waiting for you. Download your feedback report and improve your competitiveness! Please check frequently for updates, latest after bid deadline.' A 'Download' button is highlighted with a mouse cursor.

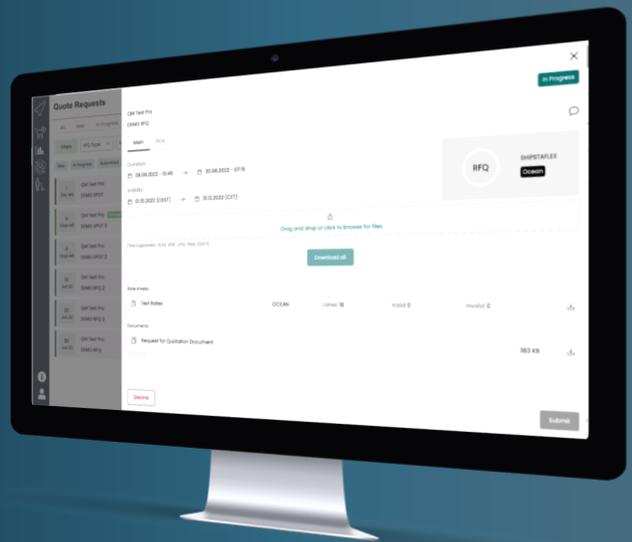
Below the notification is a file upload area with a dashed border, containing a 'Download all' button. The supported file formats are listed as: 'Files supported: .XLSX, .PDF, .JPG, .PNG, .DOCX'.

Once your quote is submitted the shipper may come back with a **feedback** to your quote.

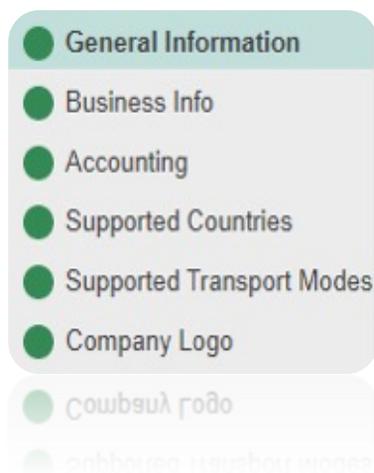
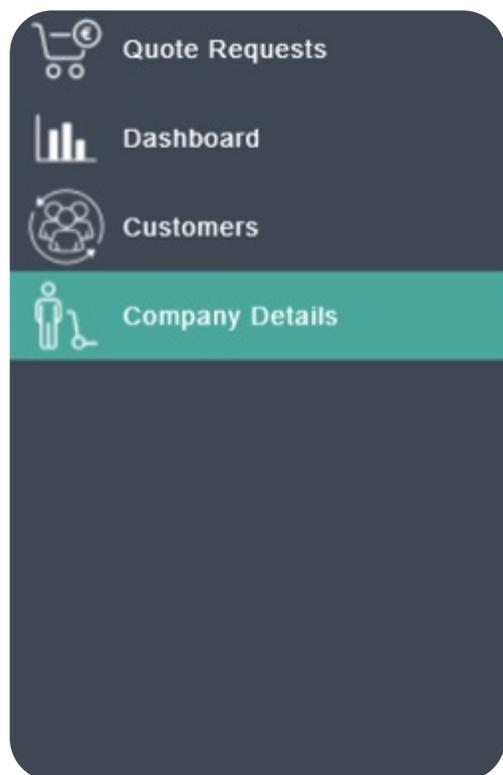
If a feedback is available for one of your RfQ's this will be visible in your RfQ overview.

To access the feedback click on the RfQ to open the details view and you will be able to **download the feedback** by clicking on "Download".

# 7. Add your Company Information



## 7. Add your Company Information



Last step: Go to **“Company details”** to enter your **company information** and **relevant details** related to your company.

Thank you!

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