

# INSTRUCTIONS

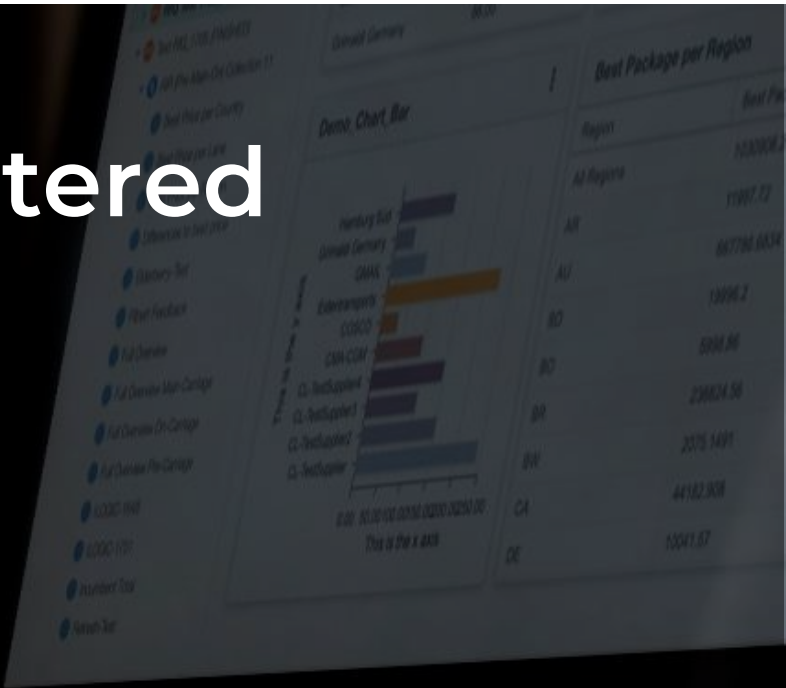
How to quote with the  
logistics procurement  
platform SHIPSTA



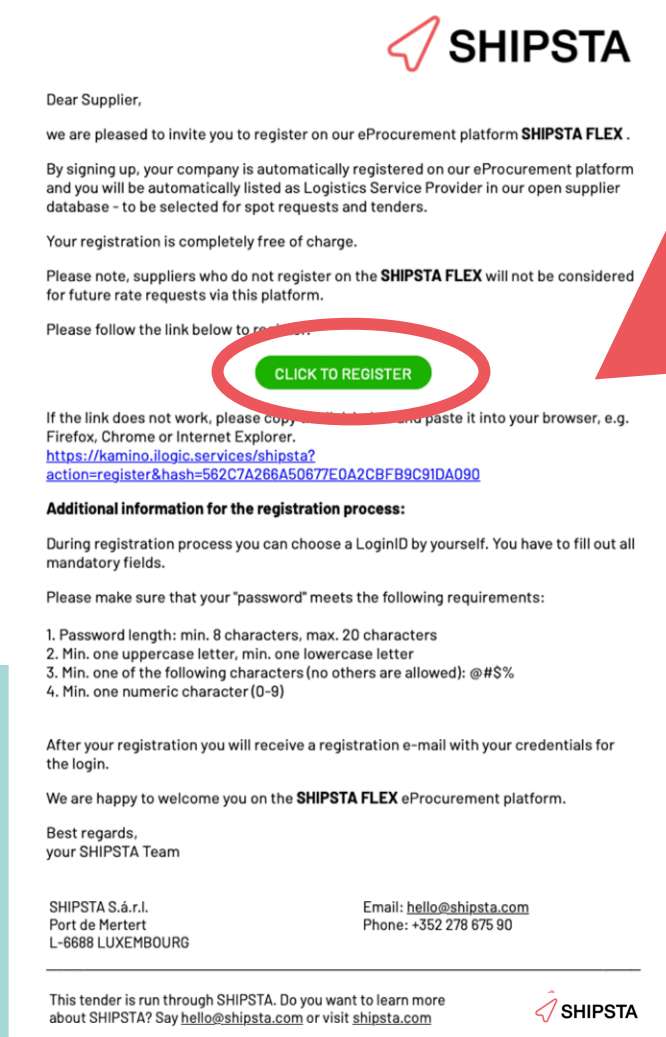
# Instructions

- 1 Get Registered and Login
- 2 Forgot your Password?
- 3 Platform Overview and relevant RfQ
- 4 Submit your Quote or Decline
- 5 Update/Revoke your Quote
- 6 After the Quote: Feedback Scenario
- 7 Add Company Information

# 1. Get Registered and Login



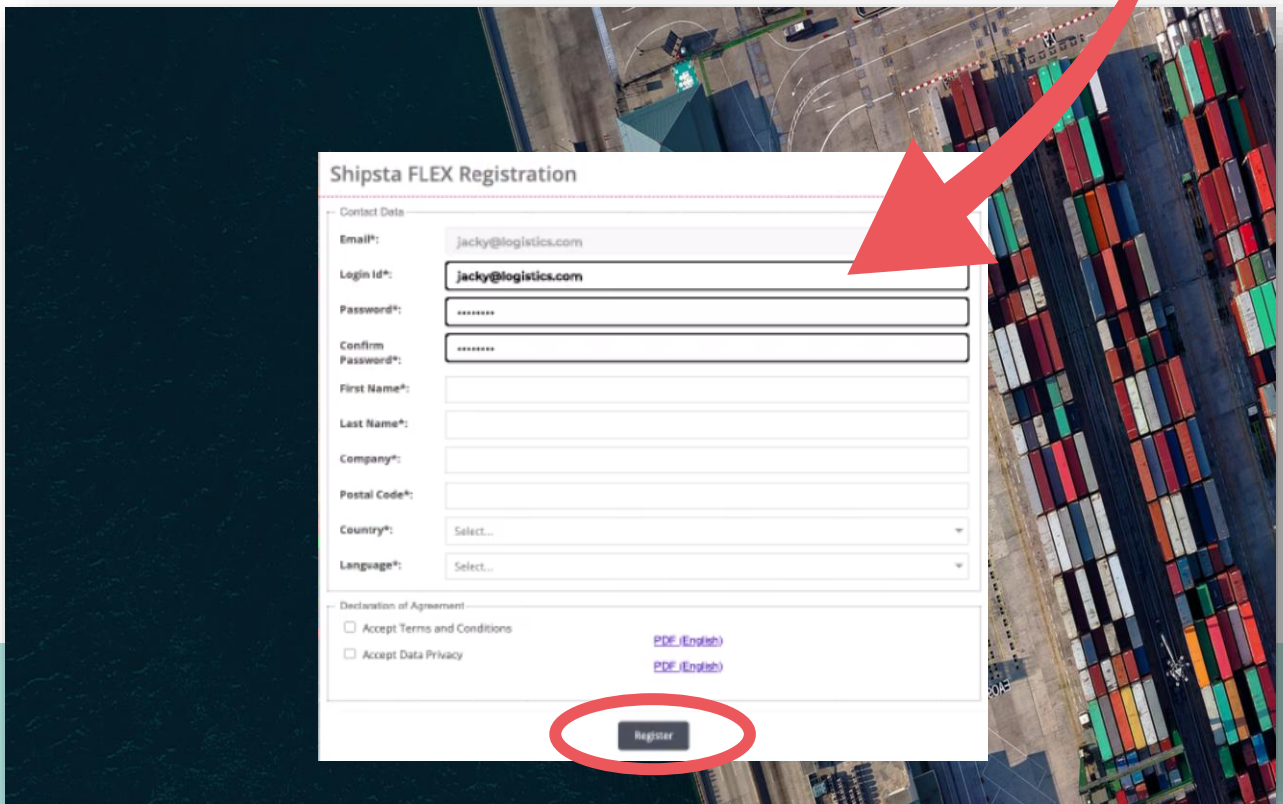
# 1. Get registered



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



Shipsta FLEX Registration

Contact Data

Email\*: jacky@logistics.com

Login ID\*: jacky@logistics.com

Password\*: .....

Confirm Password\*: .....

First Name\*: .....

Last Name\*: .....

Company\*: .....

Postal Code\*: .....

Country\*: Select...

Language\*: Select...

Declaration of Agreement

☐ Accept Terms and Conditions

☐ Accept Data Privacy

[PDF \(English\)](#)

[PDF \(English\)](#)

**Register**

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.

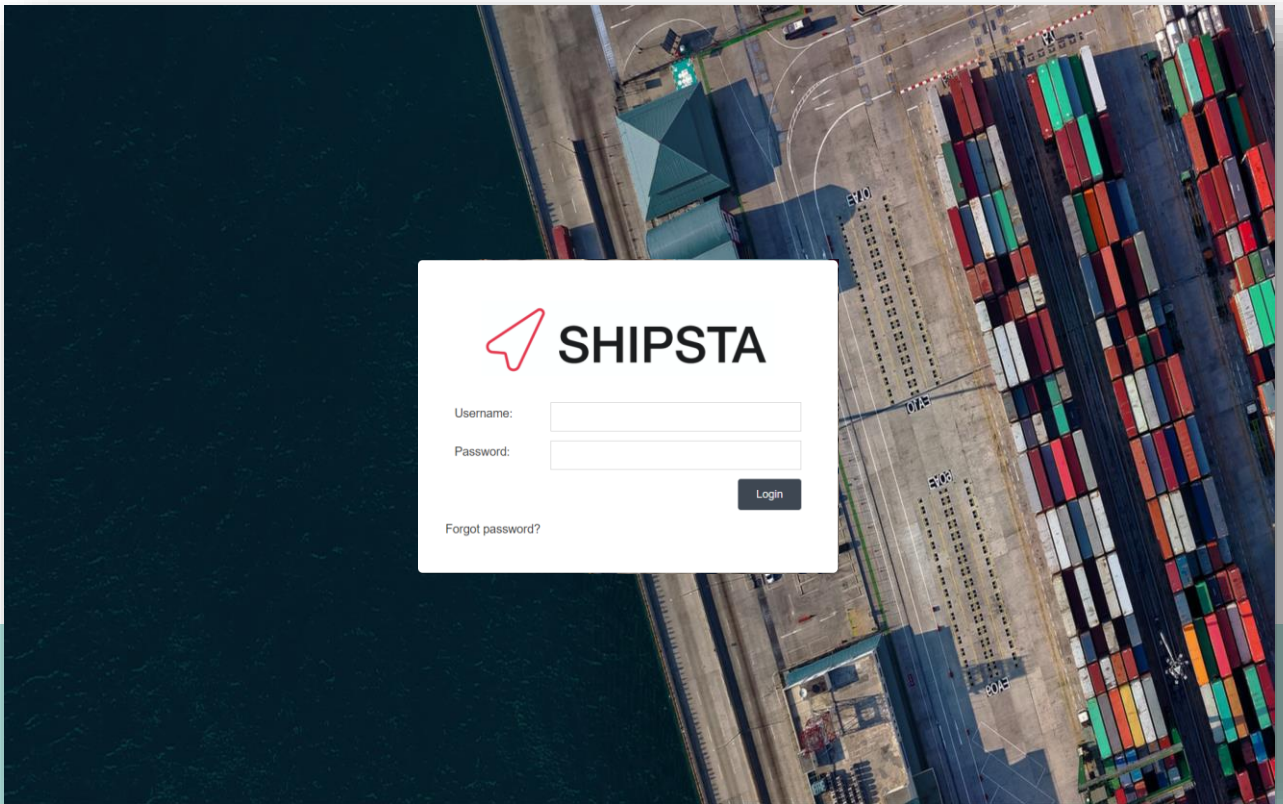
After having accepted the terms and conditions as well as the data privacy, please click on the **“Register”** button.



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



# 1. How to login



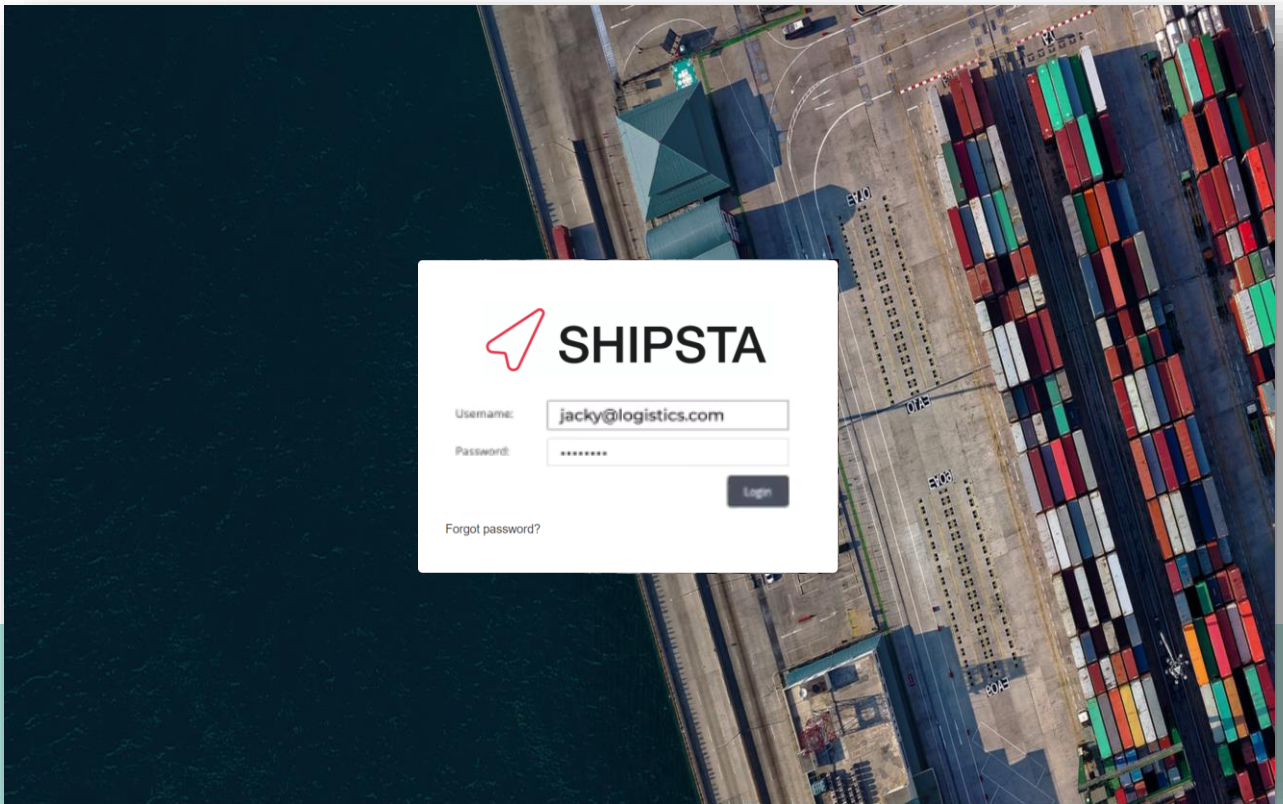
In order to get to your upcoming RfQ which you are invited to, please follow the URL below.

**Click here to login:**

**GO TO LOGIN**

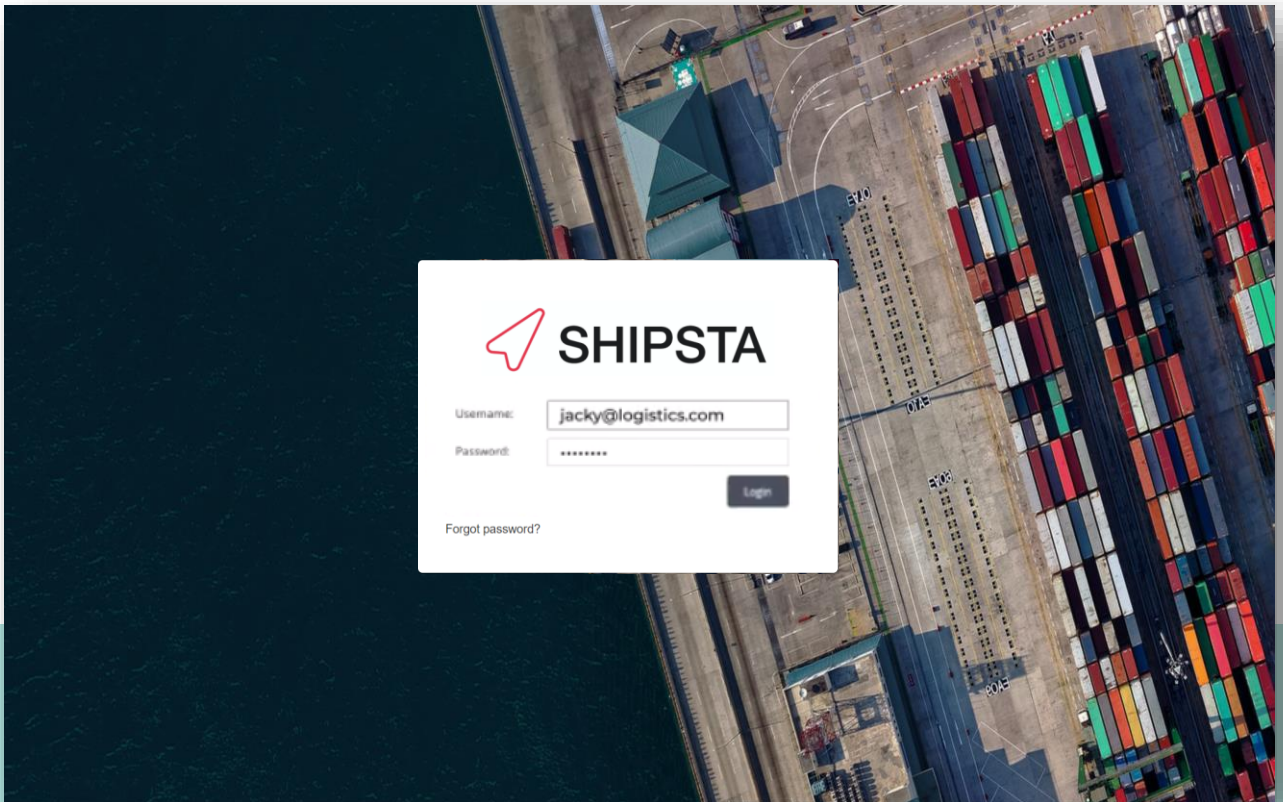


# 1. How to login



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

## 2. 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.

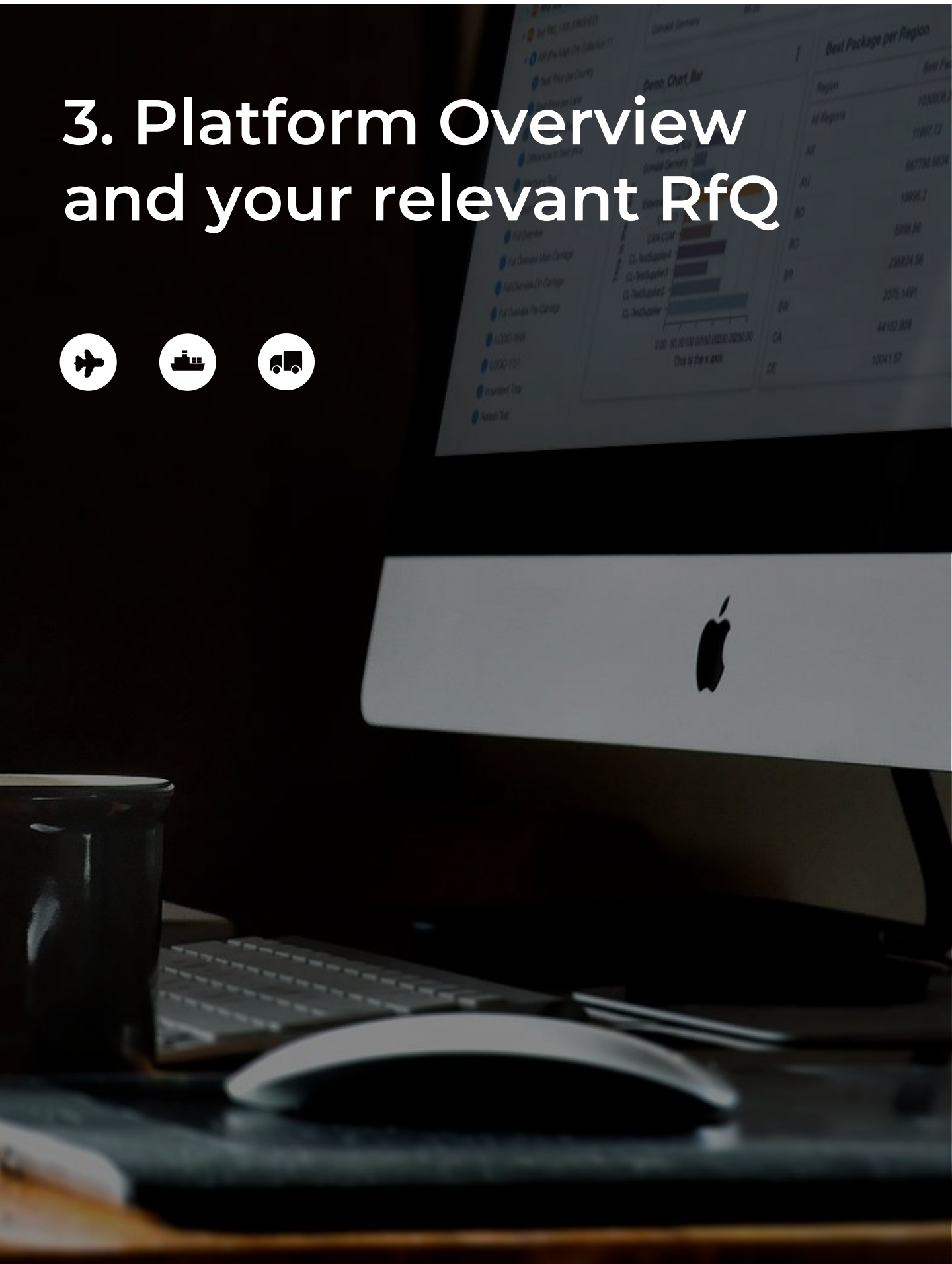


You don't know your Login ID?

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

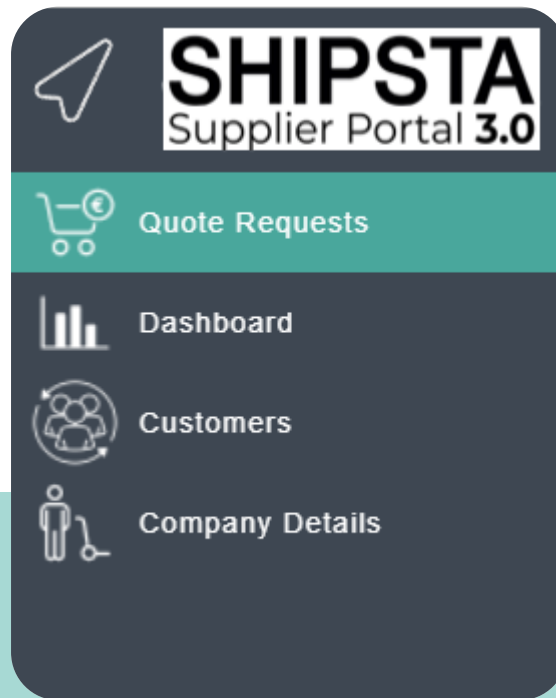


# 3. Platform Overview and your relevant RfQ



### 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 Jun 22	QM Test Pro		RFQ OCEAN	SHIPSTAFLEX	New
RFQ Seafreight South America Q1 2023					
13 Jun 22	QM Test Pro	Unread	RFQ OCEAN	SHIPSTAFLEX	New
RFQ Seafreight Asia Pacific Q1 2023					
13 Jun 22	QM Test Pro		RFQ OCEAN	SHIPSTAFLEX	In Progress
RFQ Seafreight Asia Pacific Q4 2022					
31 May 22	QM Test Pro		SPOT OCEAN	SHIPSTAFLEX	Declined
OCEAN FCL SpotV2   DEHAM - SGSIN (2022-05-24 - 2022-05-31)					

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

QM Test Pro

Unread

New

RFQ Seafreight Asia Pacific Q1 2023

Main

NDA

Please confirm...

With confirmation I accept the terms and conditions of the NDA

Confirm

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

DEMO RFQ 3

New

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

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

QM Test Pro

DEMO RFQ 3

New

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

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	
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Documents

Request for Quotation Document	383 KB	
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20.01.2021

Decline

Submit

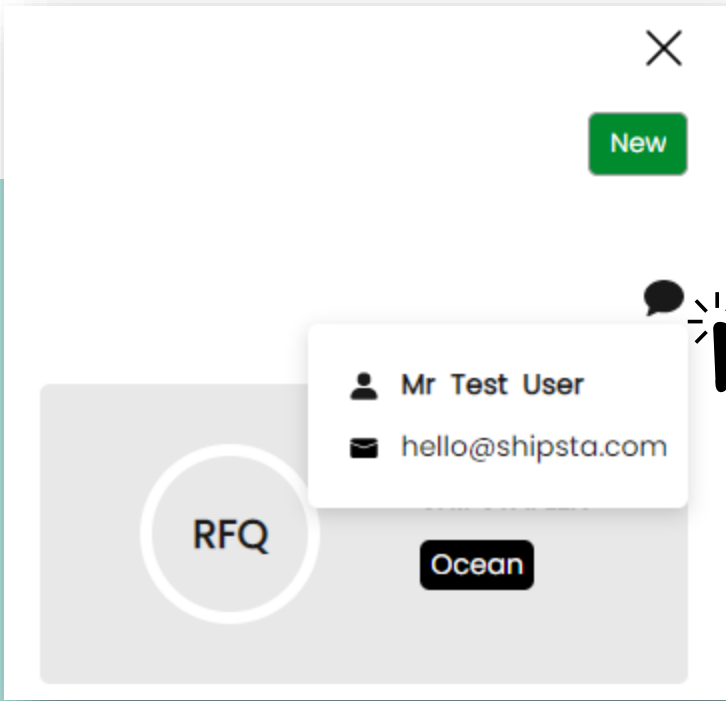
In the **“Documents”** section you will find the RfQ documents, which were **uploaded by the shipper** and which are relevant for your quotation.

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

Quote Requests

AllNewIn ProgressDeadline

Q Search

↻

Filters

RfQ Type ▾

Mode of Transport ▾

Status ▾

RFQ ✕

Clear all

20 Jun 22	QM Test Pro DEMO RFQ 3	RFQ OCEAN SHIPSTAFLEX	New
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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

AllNewIn ProgressDeadline

Search

Filters

RfQ Type

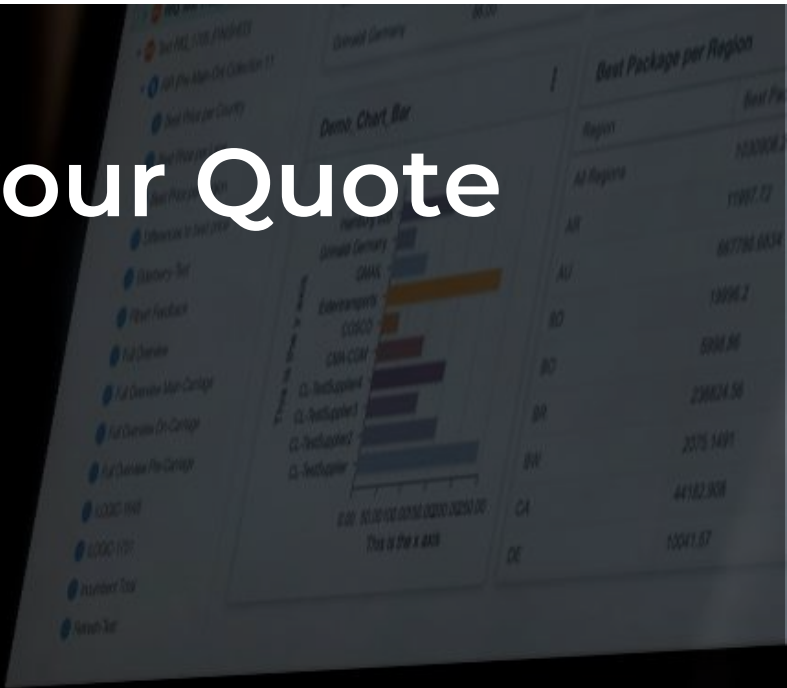
Mode of Transport

NewIn ProgressSubmittedRejected

13 Jun 22	QM Test Pro RFQ Seafreight South America Q1 2023	RFQ OCEAN SHIPSTAFLEX	New
13 Jun 22	QM Test Pro RFQ Seafreight Asia Pacific Q1 2023	RFQ OCEAN SHIPSTAFLEX	New
13 Jun 22	QM Test Pro RFQ Seafreight Asia Pacific Q4 2022	RFQ OCEAN SHIPSTAFLEX	In Progress
13 Jun 22	QM Test Pro RFQ Seafreight South America Q4 2022	RFQ OCEAN SHIPSTAFLEX	In Progress
30 Jun 22	QM Test Pro 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

DEMO RFQ 3

New

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

<div>Test Rates</div>	OCEAN	Lanes 18	Valid 0	Invalid 0	<div>Download</div>
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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
-  No entry in the grey shaded cells
-  Entry has to be made in the yellow cells (mandatory)
-  Entry could be made in the white cells (optional)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	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)	F
1	611426		21	DE_CO	Europe	DE	28665	Bremen	South America	CO	XXXXX	Cartagena		
2	611427		22	DE_CL	Europe	DE	28665	Bremen	South America	CL	XXXXX	Valparaiso		
3	611428		27	DE-GF	Europe	DE	28665	Bremen	South America	GF	XXXXX	Degrad des Cannes		
4	611429		29	DE-EC	Europe	DE	28665	Bremen	South America	EC	XXXXX	Guayaquil		
5	611430		32	DE-GY	Europe	DE	28665	Bremen	South America	GY	XXXXX	Georgetown		
6	611431		54	DE-PY	Europe	DE	28665	Bremen	South America	PY	XXXXX	Asuncion		
7	611432		57	DE-PE	Europe	DE	28665	Bremen	South America	PE	XXXXX	Callao		
8	611433		61	DE-SR	Europe	DE	28665	Bremen	South America	SR	XXXXX	Paramaribo		
9	611434		62	DE-VE	Europe	DE	28665	Bremen	South America	VE	XXXXX	La Guaira		
10	611435		68	DE-VE	Europe	DE	28665	Bremen	South America	VE	XXXXX	Puerto Cabello		
11	611436		90	DE-AR	Europe	DE	28665	Bremen	South America	AR	XXXXX	Buenos Aires		
12	611437		91	DE-AR	Europe	DE	28665	Bremen	South America	AR	XXXXX	Buenos Aires		
13	611438		106	DE-BO	Europe	DE	28665	Bremen	South America	BO	XXXXX	La Paz		
14	611439		107	DE-BO	Europe	DE	28665	Bremen	South America	BO	XXXXX	La Paz		
15	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

<div><div></div><div>Ocean FCL – South America</div></div>	OCEAN	Lanes 60	Valid 0	Invalid 0	<div></div>
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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	 
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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

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	<div></div>
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Modified: 09.06.2022

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

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

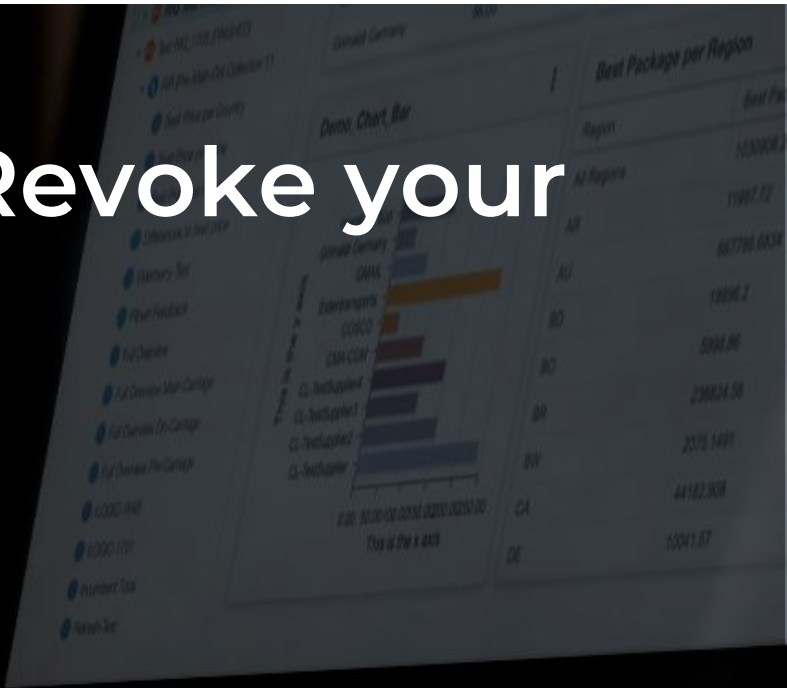
Invalid 0

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

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	Download
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Modified: 09.06.2022

Submitted

Revoke

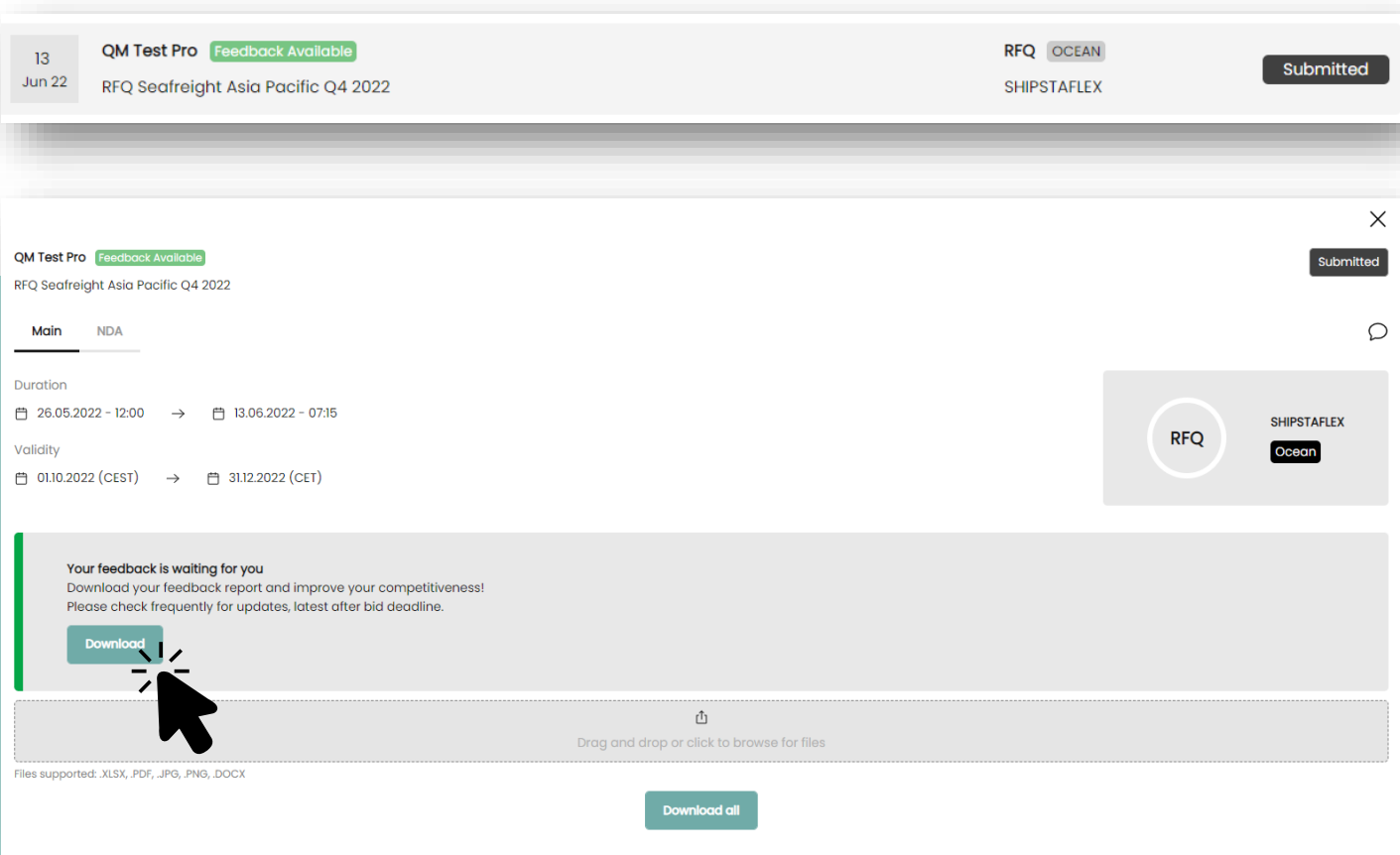
Any **updates** PRIOR to submission do not require to get revoked. Simply import your updates, and they will overwrite the previous import.  
Last modified date will be displayed below the rate sheet.

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

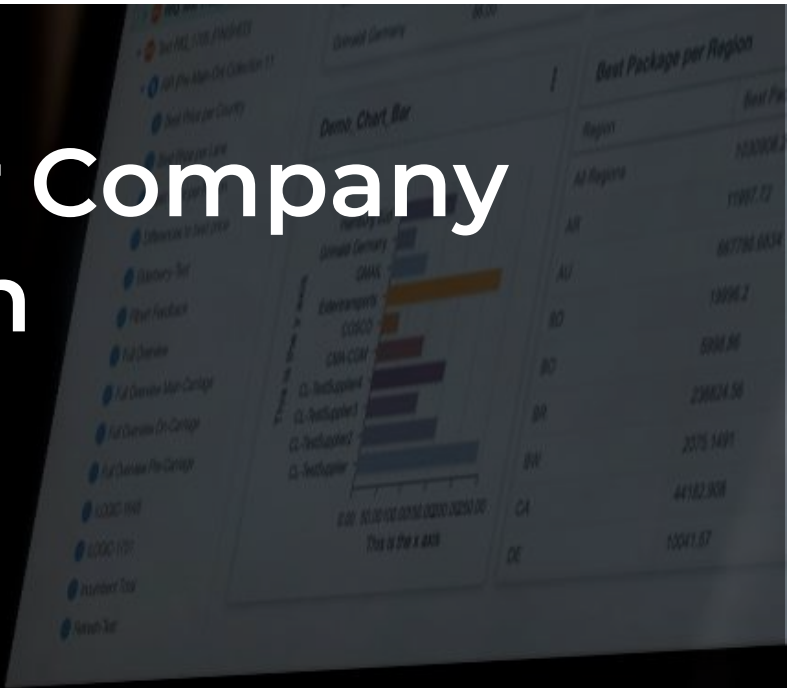


# 6. After the Quote: Feedback Scenario



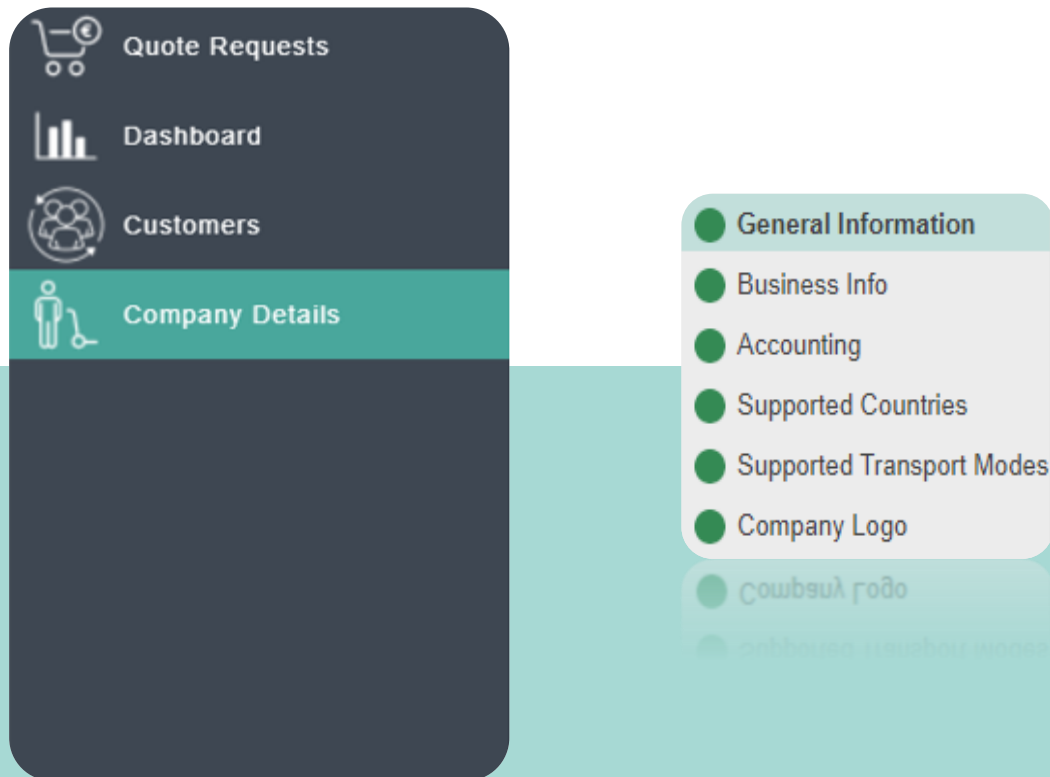
Once your quote is submitted the shipper may come back with a **feedback** to your quote. If a feedback is available for one of your RfQ's this will be visible in your RfQ overview. To access the feedback click on the RfQ to open the details view and you will be able to **download the feedback** by clicking 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

## Turbo-charge your productivity with SHIPSTA



Any questions?  
[support@shipsta.com](mailto:support@shipsta.com)