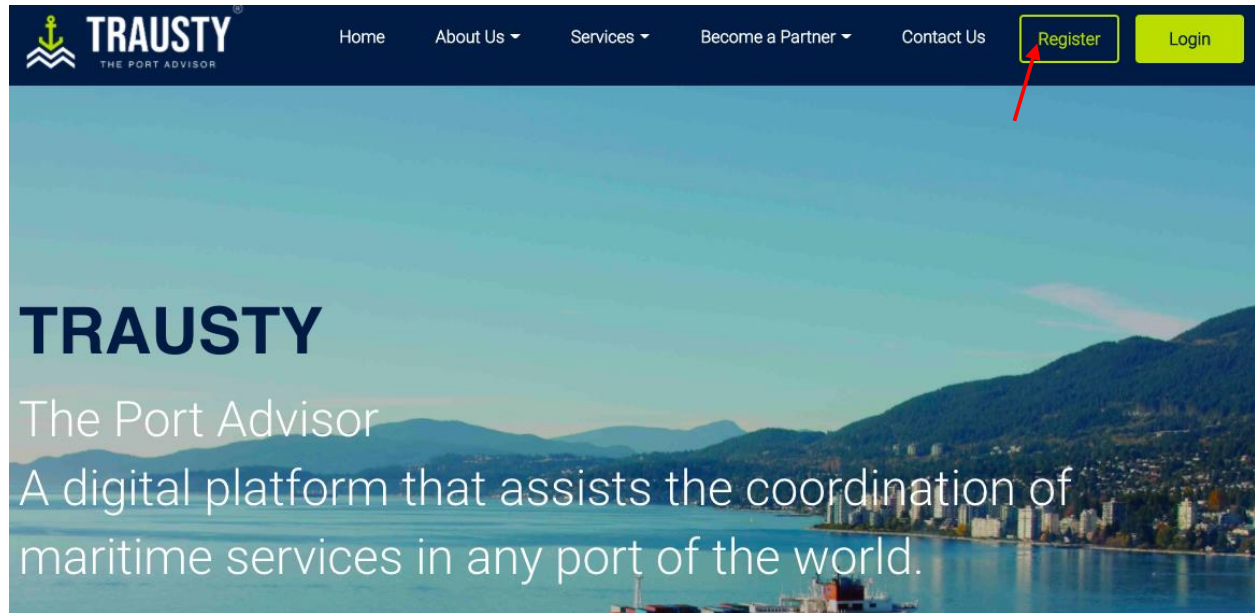


Trausty® The Port Advisor Guide for Vendors

Step 1 HOME

Go to <https://www.trausty.com/> and click Register.

If you're already registered, skip to Step 4.



Paso 2 REGISTRATION

Fill email box with your company email and fill password box with a password that includes:

- one uppercase letter,
- one number,
- one special character.

** Check box indicating you accept Trausty's terms and conditions. **

Register

* Mandatory fields

Email*

Password*

Confirm Password*

Paso 3 FILL IN YOUR COMPANY DETAILS

REGISTER

Or

With your social network

GOOGLE

FACEBOOK

Already a member? [Click here](#)

☐ By checking the box, the user agrees with all the [terms and comercial conditions](#) of Trausty "The Port Advisor"

After clicking "Register," you will be directed to a form to confirm your company details.

As a service provider, you will select that you will "OFFER" (offer) services in Trausty.

After filling in the general information of your company, you must indicate what type of services you offer, and finally fill in your personal user information.

Then you must click on "Register Account."

Complete your company account register

Your FREE account is just a form away ! Just fill in this form and we'll send you a confirmation email in a few minutes.

* Mandatory fields

Tell us if your company wants to "Request" or "Offer" services, or both



I want to **REQUEST** services on Trausty



I want to **OFFER** services on Trausty

Choose your account type



I am an Individual buyer or vendor

☐ Individual account



I am a Company wishing to buy or sell ports and maritime services

☒ Company

Company information

Company Name*

Address*

Country*

User information

First Name*

Last Name*

Last name is required

Mobile phone*

Work phone*

Email*

User Type

REGISTER ACCOUNT

We value your privacy, Trausty "The port advisor" will not share any of your personal details.

By registering you accept our terms and conditions.

Paso 4 VERIFY EMAIL ADDRESS

After filling the register form, you will receive an email to verify your email address.

Please verify your email address by clicking on the "Verify email address" button and **wait a couple minutes for a Trausty representative to activate your account.**

Paso 5 LOG IN

When your account has been activated, log in at <https://www.trausty.com/>.

Paso 6 TRAUSTY DASHBOARD

Trausty's dashboard allows you to monitor your ongoing services and access your services' details.

You can accept/reject incoming requests in the following three ways:

- 1) Click on the [notifications icon](#) and select the incoming request.
- 2) Click on the [details icon](#) in a new service and accept it.
- 3) Accept/Reject the request via [email](#).

Step 7 SERVICE DETAILS

Once you click on service details (eye icon), you can access the following tabs:

- 1) **GENERAL**
 - Request's Summary, Client Information, and Service Date/Time
 - In "Service Information" (right) – you can see the time, date, and location where your service will be completed by the vendor
- 2) **EVENTS**
 - Warnings, Actions Required, or Messages as well as a log of all events during service
- 3) **MONITORING**
 - Timeline of the Request's Status
- 4) **DOCUMENTS**
 - Upload all your documents
- 5) **PAYMENTS**
- 6)

OOCL AUSTRALIA - 28 December 2020 - PACCT - Pending

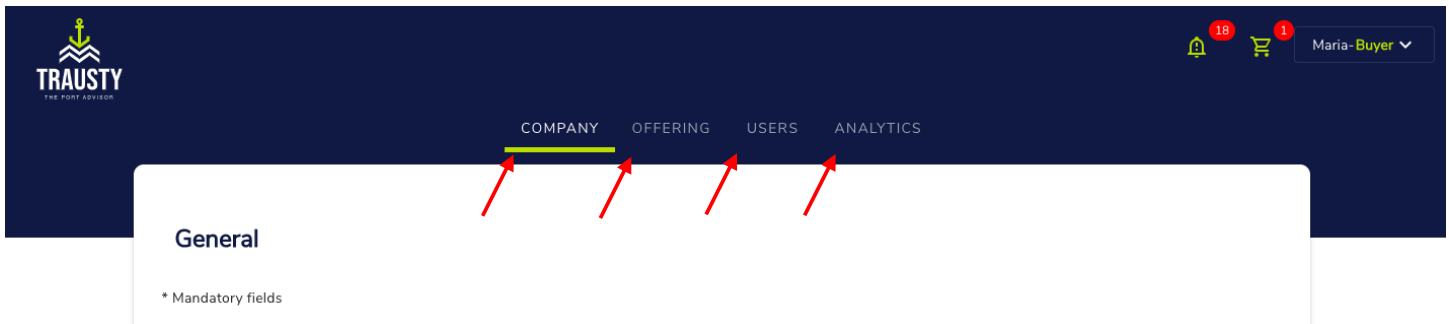
Service: Sanitization

The screenshot displays the Trausty dashboard interface. At the top, the service title 'OOCL AUSTRALIA - 28 December 2020 - PACCT - Pending' is shown on the left, and 'Service: Sanitization' is on the right. Below this is a horizontal tab bar with five tabs: 'GENERAL', 'EVENTS', 'MONITORING', 'DOCUMENTS', and 'PAYMENTS'. Red arrows point to each of these tabs. The 'GENERAL' tab is currently selected, revealing two main sections: 'Request Summary' and 'Client Information'. The 'Request Summary' section includes 'Vessel IMO: 9332200' and 'Vessel Flag: Hong Kong'. The 'Client Information' section shows 'Request Status: Confirmed' and 'Client: 1234'.

Complete payment from invoice's total

STEP 8 ACCOUNT SETTINGS

Access your account settings by clicking on the far right tab **"Your Name – Vendor"**



Gain access to the following features:

- 1) **COMPANY** - general buyer profile
- 2) **OFFERING**
 - Your contracts with vendors
- 3) **USERS**
 - All registered users in your profile – Administrator, Coordinator, and Operators
 - You can add more users by clicking on “Invite User” and adding their email
- 4) **ANALYTICS**
 - Gain access to your company's analytics and your rating

Step 8 REQUEST A SERVICE

Access the **Request a Service** tab by clicking on the far right tab “**Your Name – Vendor**” and selecting **Service Dashboard**.

Click on **Request Service** and complete the following steps for Confirmation:

- 1) Fill in your vessel's **IMO** number, **Port** of Arrival, and **ETA**
- 2) Select a **Service** **You will be able to Add Another Service at the last step**
- 3) Select a **Service Provider** from one of our reputable vendors
- 4) Click on next on the left lower side of the screen
- 5) Review your Details, add any additional information, contract number, and total price
- 6) **Finish Request**, or Add Another Service

We hope you enjoy Trausty's services with our reputable vendors and reach the best service providers in every port!

Happy servicing!

Trausty ® The Port Advisor Team