

members  
services  
workshops  
about  
research  
connecting  
links  
sitemap  
contact  
faq  
press  
private



Fill in your information to the template below. If you plan on maintaining your information in the **RIPE database**<sup>1</sup> or **PeeringDB**<sup>2</sup>, you can just cut and paste your object identifiers from there. You can mix information sources as well as person objects and role objects.

**GDPR Notice:** These contacts are required by the membership agreement for the successful provision of services.

If you are updating contacts, you don't need to fill in everything. Just make sure you enter enough information so that we can identify the correct changes. Our system uses the Business Code to identify customers.

\# - BEGINNING of TEMPLATE - \#

```
member-name:  
website:  
business-code:  
member-as:  
as-macro:  
descr:  
looking-glass:  
peering-policy:  
route-server:
```

\# - ADMINISTRATIVE CONTACTS - \#

Administrative contacts have the right to modify other contact details. All forms of contact information are required here. These email addresses are automatically added to admin mailing list.

Include the address of the principal office and the

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<sup>1</sup><https://www.ripe.net/db/whois/whois.html>

<sup>2</sup><https://peeringdb.com/>

## Member Information Template

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name and title for the person who signs the membership agreement here.

\# - ACCOUNTING CONTACTS - \#

TREX sends bills to these contacts. The billing addresses have to include a postal address, but they can also include an email address for PDFs or an eLasku address. These contacts are also added to a mailing list where TREX sends announcements regarding billing related issues.

Reseller Customers need to identify their Reseller here.

If you have any special billing instructions, such as PO number or reference requirements, please indicate them.

\# - PEERING CONTACTS - \#

Added to peering and admin mailing lists.  
If you do not use any peering services, say so.

\# - NOC CONTACTS - \#

Network operations phone number(s) and email address(es).  
Email addresses are automatically added to tech mailing list for maintenance notifications.

\# - TECHNICAL CONTACTS - \#

Other technical contacts, such as provisioning or design.  
Email addresses are automatically added to tech mailing list and get invites to the workshops.

\# - ABUSE CONTACTS - \#

Email address and phone number for ISP abuse handling department.  
These contacts are no longer added to any mailing lists.

\# - SALES CONTACTS - \#

## Member Information Template

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TREX will forward requests for generic data connections and Internet services to sales contacts of its members. Email addresses of sales contacts are also added to the marketplace mailing list.

\# - PURCHASING CONTACTS - \#

Purchasing contacts are added to the marketplace mailing list. Members can trade their wholesale services and used hardware on the marketplace mailing list.

\# - END of TEMPLATE - \#