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**Notification of Overdue Account**

# Login into CofaNet:

## Login

Enter your username and password to login

\* Required fields

Username/ Operator code\*

Password\*

Password ✖

8	0	1	4
	9	3	2
	7	5	6

> Forgotten password

Confirm

» Home

## My Applications

### CofaNet Essentials



- ☰ News
- Documentation
- 🔗 Connection



# 1. After logging in to Cofanet you can see a new tab OVERDUE.

The screenshot displays the Cofanet Essentials user interface. At the top left is the 'coface FOR TRADE' logo. To its right is the 'CofaNet Essentials' header. A search bar contains the text 'Enter a company name' and an 'OK' button. Further right is an 'Advanced search' button with a right-pointing arrow. Below the header is a dark blue navigation bar with three main sections: 'CUSTOMISED EXPORT' (with a refresh icon), 'RISK PORTFOLIO' (with a shield icon), and 'INDEMNITY FOLLOW UP' (with a clock icon). The left sidebar is dark blue and contains several menu items: a user profile icon with 'CG280583' and 'LAST CONNECTION 13/05/2020 08:39'; a notification bell icon with a red '80' badge; 'RISKS' (with a shield icon); 'OVERDUE' (with a clock icon, highlighted in green, and a mouse cursor pointing to it); 'POLICY' (with a document icon); 'TOOLS' (with a gear icon); and 'LOGOUT' (with a right-pointing arrow icon). A large blue arrow points from the 'OVERDUE' menu item towards the main content area. The main content area has a light gray background and features three filter buttons: 'Risk Portfolio', 'Imminent end date view', and 'Deferred effective date view'. Below these is the 'Risk Portfolio' section header. Underneath is a 'SEARCH CRITERIA' section with a 'COMPANY' sub-section. This section includes a 'Company' text input field, an 'EasyNumber' text input field, a 'Favorite companies' button, a 'Country' dropdown menu, and a 'Legal identifier' text input field containing the text 'SIREN'.

2. You can choose a company from the customer portfolio or find it through a standard search engine. If the company is not already registered, tell your underwriter so he can add it on the list.

The screenshot displays the CofaNet Essentials web application interface. At the top left is the 'coface FOR TRADE' logo. To its right is the 'CofaNet Essentials' header and a search bar with the placeholder text 'Enter a company name' and an 'OK' button. Further right is an 'Advanced search' link. Below the header is a navigation bar with three main sections: 'CUSTOMISED EXPORT', 'RISK PORTFOLIO' (which is the active section), and 'INDEMNITY FOLLOW UP'. Under 'RISK PORTFOLIO', there are three view options: 'Risk Portfolio', 'Imminent end date view', and 'Deferred effective date view'. The main content area is titled 'Risk Portfolio' and contains a 'SEARCH CRITERIA' section. This section has a 'COMPANY' sub-section with a 'Company' text input field, an 'EasyNumber' text input field, a 'Favorite companies' checkbox, and a 'Country' dropdown menu currently set to 'Slovenia'. To the right of these fields are 'Legal identifier' and 'MS NATIONAL ID' text input fields. A pink arrow points to the 'Company' input field. Below the search criteria is a filter bar with a dropdown arrow and the text 'Filter by company name, country, city, customer reference, EasyNumber'. On the left side, there is a dark blue sidebar with a user profile section (ID: CG280583, last connection: 13/05/2020 08:39), a notification bell with '80' alerts, and a menu with options: 'RISKS' (highlighted with a hand cursor), 'OVERDUE', 'POLICY', 'TOOLS', and 'LOGOUT'.

### 3. You need to select Notification of Overdue Account

The screenshot displays the COFACE FOR TRADE user interface. The top navigation bar includes 'CUSTOMISED EXPORT', 'RISK PORTFOLIO', and 'INDEMNITY FOLLOW UP'. The left sidebar contains navigation options: 'RISKS', 'OVERDUE', 'POLICY', 'TOOLS', and 'LOGOUT'. The main content area is divided into sections: 'COMPANY DETAILS', 'RISK MANAGEMENT ITEMS', and 'OVERDUE MANAGEMENT ITEMS'. Under 'RISK MANAGEMENT ITEMS', a 'Credit Limit' card is visible, showing an effective date of 01/01/2018, an end date, a status of 'Agreed', an amount of 5,000 EUR, and a rating notation of 'NR'. Below this card are 'Modify' and 'Delete' buttons. The 'OVERDUE MANAGEMENT ITEMS' section contains a 'NEW ACTION' area with a radio button for 'Overdue'. A list item, 'Notification of Overdue Account on covered debt', is highlighted with a green border and a mouse cursor, and a large blue arrow points to it from the bottom right.

**COFACE FOR TRADE**

CUSTOMISED EXPORT | RISK PORTFOLIO | INDEMNITY FOLLOW UP

CG280583  
LAST CONNECTION  
13/05/2020 08:39

80

RISKS | OVERDUE | POLICY | TOOLS | LOGOUT

COMPANY DETAILS

**RISK MANAGEMENT ITEMS**

**Credit Limit**  
Effective date : 01/01/2018  
End date :  
Status : **Agreed**  
Amount : 5,000 EUR  
@rating notation : NR

Modify | Delete

**OVERDUE MANAGEMENT ITEMS**

**NEW ACTION**

Overdue

+ Notification of Overdue Account on covered debt

4. The page for reporting delays opens. Check that the contact informations are correct and fill in the missing ones. Without it, the system will not let you forward. Only complete data must be entered (if you put just **x** or **y** it is recognized as error).

**coface** FOR TRADE

CUSTOMISED EXPORT RISK PORTFOLIO INDEMNITY FOLLOW UP PORTFOLIO ANALYSIS

CG280583  
LAST CONNECTION  
13/05/2020 08:39

80

RISKS OVERDUE POLICY TOOLS LOGOUT

COMPANY DETAILS Display

### Submit a Notification of Overdue Account on covered debt

**COMPANY DEBTOR & INVOICES ADDRESS**

Company name : [Redacted]  
Address : [Redacted]  
Postcode : 2382  
Town : [Redacted]  
Country : [Redacted]  
Telephone : [Redacted]  
MS NATIONAL ID : [Redacted] [Modify](#)

**DEBTOR CONTACT**

**Contact data missing**

Title : \*  
First name : \*  
Last name : \*  
Email : \*  
Phone : \* [Modify](#)

**INSURED & INVOICE ISSUER**

Company name : [Redacted]  
Address : [Redacted]  
Postcode : 1000  
Town : [Redacted]  
Country : [Redacted]  
Telephone : [Redacted]  
MS NATIONAL ID : [Redacted] [Modify](#)

**POLICYHOLDER CONTACT PERSON**

**Contact data missing**

Title : \*  
First name : \* Anja  
Last name : \* Lavrič  
Email : \* anja.lavric@coface.com  
Phone : \* [Modify](#)

## 5. The reason must be selected.

### NOA REFERENCE

Creation date : 19/06/2020

### REASON FOR NON-PAYMENT \*

Select a reason
Financial difficulties
Insolvency
Non-transfer of funds/political risk
Commercial or technical litigation (dispute)
Other, e.g. adverse information, returned cheques, etc

Description



6. You can enter the invoices via template, which you download to your computer (page 10), enter the required data and import it. You can also enter it below (page 9) ; makes sense when entering a small number of invoices.

## Invoices

### • Import invoices

Drop your file(s) or click to upload  
(csv or txt)

xls format

Download the invoice template to import

Template last update date 21/02/2020

### • Enter your invoices

All fields are mandatory

Type	Invoice Number	Invoice Date	Initial invoice due date	Net Amount	Taxes	Currency
1 - Initial	<input type="text"/>	<input type="text" value="dd/MM/yyyy"/>	<input type="text" value="__/__/__"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="EUR"/>
Total amount of orders :				0.00	0.00	EUR

Add



## 7. Select the description and enter the account number, date, currency, net amount and VAT. If VAT has not been charged, write 0 (zero) here.

- Enter your invoices

All fields are mandatory

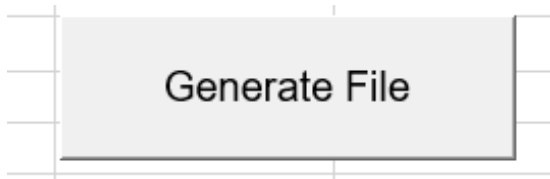
Type	Invoice Number	Invoice Date	Initial invoice due date	Net Amount	Taxes	Currency
1 - Initial	Invoice	123	dd/MM/yyyy	__/__/__		EUR
Total amount				0.00	0.00	EUR

- Penalty for late payments
- Charge for overdraft
- Invoice**
- Outstanding balance on invoice

Add ?

**8. The layout of the template. Enter the required data. After entering, click on **Generate File**; creates a file for us, which we save to our computer and then we import it back into CofaNet.**

Type	Invoice Number	Date	Due date	Currency	Amount	Tax Amount
Charge for overdraft						
Invoice						
Outstanding balance on invoice						
Penalty for late payments						



## 10. PAYMENTS: If you receive partial or full payment of the overdue invoice, enter it below. The procedure is the same as for entering a due invoice; via the add button or via download template.

### Payments

- Import payments

Drop your file(s) or click to upload  
(csv or txt)

Download the payment template to import

Template last update date 02/03/2020

- Enter your payments

All fields are mandatory

Type	Invoices	Date	Amount	Currency
1 - Initial	Settlement	Invoice references	dd/MM/yyyy	EUR
Total amount of orders :				0.00 EUR

Add

Credits **must** be entered in the payment section; make sure that no signs (-) are entered, as the system cannot read them.

## Payments

### • Import payments

Drop your file(s) or click to upload  
(csv or txt)

Download the payment template to import

Template last update date 02/03/2020

### • Enter your payments

All fields are mandatory

Type	Invoices	Date	Amount	Currency	
1 - Initial	Settlement	123	01/06/2020	200	EUR
Total amount of orders :				200.00	EUR

Add ?

## Remaining amount

Type	Amount	Taxes	Total
Invoices	500.00 EUR	50.00 EUR	550.00 EUR
Payments	200.00 EUR	-	200.00 EUR
Remaining amount :			350.00 EUR

## Notification of Overdue Account on covered debt




Your request is Pending

Please keep your Notification of Overdues Account on covered debt updated in case of new invoices, payments or credit notes.

 Document(s) to upload

# 12. Uploading documents:



CofaNet Essentials

OK→ Advanced search

CG280583  
LAST CONNECTION  
13/05/2020 08:39

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RISKS

OVERDUE

POLICY

TOOLS

LOGOUT

CUSTOMISED EXPORT

RISK PORTFOLIO

INDEMNITY FOLLOW UP

PORTFOLIO ANALYSIS

Adverse information declaration

CRA A3 DRA NaN/10 Customer reference 1405733

COMPANY DETAILS Display ▼

RISK MANAGEMENT ITEMS History

Credit Limit  
Effective date : 01/01/2018  
End date :  
Status : Agreed  
Amount : 5,000 EUR  
@rating notation : NR  
Modify Delete Display ▼

OVERDUE MANAGEMENT ITEMS History

Notification of Overdue Account on covered debt  
Creation date : 19/06/2020  
Claim reference :  
Status : Pending  
NOA reference :  
Modify Document(s) to upload Display ▼

Please keep your Notification of Overdues Account on covered debt updated in case of new invoices, payments or credit notes.

# 13. Select the date and import document into the field with the right description (Invoices, Other,..)

The screenshot displays the 'Documents' section of the COFACE FOR TRADE web application. The interface includes a top navigation bar with 'CUSTOMISED EXPORT', 'RISK PORTFOLIO', 'INDEMNITY FOLLOW UP', and 'PORTFOLIO ANALYSIS'. A left sidebar contains a user profile for 'CG280583' and navigation options: 'RISKS', 'OVERDUE', 'POLICY', 'TOOLS', and 'LOGOUT'. The main content area is titled 'Documents' and 'Document(s) to upload'. It features an 'Upload date' field set to '19/06/2020'. Below this are four upload categories: 'Statement of account', 'Invoices', 'Purchase orders, sales contract', and 'Other'. Each category has a dashed box for file upload with the instruction: 'Drop your file(s) or click to upload (jpeg, jpg, gif, png, pdf, xls, xlsx, doc or docx)'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

# 14. In the notifications tab you can see that a notification has been created.

**COFACE FOR TRADE**

CUSTOMISED EXPORT | RISK PORTFOLIO | INDEMNITY FOLLOW UP | PORTFOLIO ANALYSIS

**SEARCH CRITERIA**

**COMPANY**

Company  EasyNumber

Favorite companies

Country

Expand the criterias Search

**81 notifications not read**

Filter by company name, country, customer reference, EasyNumber

Export

Contract	Company name ▲	Identifier ▲	Type	Message	Reception date
990537801	Country : Slovenia		Overdue	A NOA has been created on the 19 Jun 2020, in case of intervention request, please upload your document	19/06/2020