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STARTUP GUIDE

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This user guide aims to help you achieving your first steps in CofaNet Policy Master as easily as possible.

CofaNet Policy Master requires to know the customer/debtor references registered in your accounting system, to match your real outstanding - calculated from your invoice files - with either the amount granted by us in CofaNet Essentials, or with the Discretionary Zone amount allowed according to your contract's details.

The customer reference is also used to exclude specific customers from CofaNet Policy Master (because for example they are out of the scope of your contract).

Enabling Policy Master to calculate your real outstanding accurately, requires you to be able to extract from your accounting system your invoicing data, as well as outstanding data calculated through the reconciliation of payments you have received (and/or credit note(s) you have issued) with the related invoices issued to your customer.

1. Identification of all your clients

Registering your clients in CofaNet Essentials with the customer reference of your accounting system is mandatory in order to match in CofaNet Policy Master your outstanding with Coface guarantees.

For each client, your bookkeeping reference has to be added in the "Customer reference" field of CofaNet Essentials. Just click in CofaNet Essentials on Potfolio and afterwards on "Update your userfields".

- ***Customers with a credit limit, @rating limit or an Express Credit Limit***
 - If your portfolio is composed by a limited number of customers, you have the possibility to do this step directly in CofaNet Essentials, via the "update your user fields" screen. The customer references must be handled before the set-up of CofaNet Policy Master, and added to new customers in their request for cover.

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CofaNet Essentials

User CG142244 Log Out

Contract 457977 - GIC CREDIT INSURANCE

CIE FCAISE ASSURANCES COMMERCE EXTER

Homepage | Search | Portfolio | Messages | Contract | Tools | Help | Policy Master

Portfolio » User Fields Management

Update your User Fields

• Filter

Country	Company name	Identifier	User field	Outstanding amount	DRA	Product	Value	Status	Date
Select a country:	All countries								

• Company Listing

10 companies displayed, out of the 10 companies filtered.

Company name	Customer reference (Text)	Outstanding amount (Numerical)
TEST INFORMATIQUE DOSDUN CDSEPTEMBRE97	REF5	000 EUR
WXYZT E S T I N F O R M A T I Q U E	REF1	000 EUR
ALPINA PRODUCTOS ALIMENTICIOS S.A.		000 EUR
TEST ALPHANUM BRB TESTAKTE	REF7	000 EUR
ACHETEUR TEST COFACE ALGERIE SERVICES	REFMEPMOA	000 EUR
Mikkelin SJ-Kapital Oy	REF8	000 EUR
TEST INFORMATIQUE DELEG SRL	REF2	000 EUR
TEST MEP ATLAS DSI	MULTIDIVISE	000 EUR
TEST INFORMATIQUE CLAUDE	REF3	000 EUR
Test Gesellschaft m.b.H.	REF6	000 EUR

Update

- In case of a large number of customers, we can run a bulk import for you. To do so, you should export your portfolio from CofaNet Essentials, and send it to your account manager, after having added your internal references (customer references from your accounting system).

- **Customers in Discretionary Zone**

To integrate these customers into your Policy Master Dashboard, they must necessarily be recognized in the CofaNet Policy Master tool by filling out a dedicated file that will be provided by your account manager. Otherwise, an invoice related to these customers won't be recognized by the system, and will be rejected during the upload files step : they won't benefit from the outstanding and Notification of Overdue Account assessments, nor from the Turnover Declaration preparation.

- **Customers out of the scope of the contract**

To manage properly these customers in CofaNet Policy Master, it is recommended to fill-out a dedicated file that will be provided by your account manager. Otherwise, during each import files step these references will be rejected as "unknown" by CofaNet Policy Master. It will impede the management of the "real" rejection, generated for functional reasons.

Focus on customer references management:

You may have for some customers a legal entity linked to several customer references in your bookkeeping system.

CofaNet Policy Master manages main and sub references for each of these buyers/customers.

The "customer reference" field set-up in CofaNet Essentials, and the same field in CofaNet Policy Master for customers "in discretionary zone" or out of the scope of the contract, are considered as the main references.

Each legal entity will have only one main reference but you will be able to add sub references related to it.

During the set-up of your contract, your account manager will propose you to manage the full list of main and sub references to initiate the contract, and then you will be able to add further sub references on your own.

2. Files expected

The CofaNet Policy Master expects the frequent and regular upload of two types of files:

- **The new invoices file:** it represents your commercial activity. This file should contain all invoices issued since your last import, as well as the issued credit notes, reconciled with the proper invoice (linked with the corresponding invoice in your system).

The expected data for this file are the following:

Customer reference	Invoice reference	Credit Note reference (1)	Invoice date	Invoice issued date	Amount tax excluded	Amount tax included	Currency
301	AYR2015090		10/04/2015	09/07/2015	8,905.-	8,905.-	EUR
301	AYR2015090	1000017	10/04/2015	09/07/2015	-137.-	-137.-	EUR

(1) The credit note reference from your bookkeeping system has to be inserted in this column. This information allows the system to calculate the real outstanding.

The 1st "new invoices" file uploaded should contain all invoices and credit notes:

- o issued and still due since the inception date of the credit insurance contract,
- o issued during the 1st turnover declaration period which will be taken into account in CofaNet Policy Master (already paid or not)

The following uploads should content all new invoices and credit notes issued since the last upload

- **The “due invoices” file:** it represents your real outstanding. This file should contain all invoices still due by your buyers/customers. The missing invoices will be considered by CofaNet Policy Master as paid. If due invoices are uploaded without their prior upload in the “new invoices” file, the related lines will be rejected during the load of the due invoices file.

The expected data for this file are the following:

Customer reference	Invoice reference	Invoice date	Amount tax excluded*	Amount tax included	Currency*
301	AYR2015090	10/04/2015	8,768 .-(2)	8,768.-	EUR

* Not mandatory

(2) 8,768.-=8,905.- invoiced -137.- credited

The 1st due invoices file uploaded and the followings should contain all the due invoices in your bookkeeping system.

3. Contract set up

For the first import, Coface undertakes to integrate your files into your CofaNet Policy Master account :

- “Main and sub references” file
- “Customers in discretionary zone” file
- “Customers out of the scope of the contract” file
- “New invoices” file
- “Due invoices” file

For this, you should send back these files, in strict accordance with the defined expected content, and in the standard csv format you will use for the next uploads.

If we find any irregularities (duplicated client reference, issue date after the due date, amount without taxes greater than the amount with taxes, etc. ...), your account manager will send the files back to you by e-mail, with her/his recommendations.

4. Implementation of CofaNet Policy Master tool

Once everything is ready, your account manager will send an email telling you that CofaNet Policy Master is ready for use.

Upon receipt of this message, when connecting to CofaNet Essentials as usual, you will be redirected to the following screen, enabling you to select between CofaNet Essentials and CofaNet Policy Master.

APPLICATIONS

Please select an application

APPLICATION NAME	APPLICATION DESCRIPTION
CofaNet Policy Master	Cofanet Policy Master
CofaNet Essentials	Coface Customer Platform

Then, by selecting CofaNet Policy Master, you will be redirected to the tool’s Homepage.

NEWS

Coface pursue its strategy of innovation, expanding its CofaNet online offer with Policy Master and Cash Master 21/01/2015

With these two complementary offers, Coface facilitates credit management teams' risk management and access to financing. Complementary to and fully interfaced with CofaNet, Coface's online policy management platform, Policy Master and Cash Master have been designed to simplify clients' daily management of their credit insurance cover, and make this more reliable. The services offered online help clients to secure and optimise management of their policies by reducing operational risk. Clients gain credibility, in particular with their financier and so can obtain better financing conditions.

MESSAGES

COFANET POLICY MASTER USER GUIDE 22/01/2015

These are some features you can find in the CofaNet Policy Master User guide:

- Uploading your invoice
- Creating an NOA

NOTIFICATIONS

- **LAST UPLOAD**
 - Date of your last upload of invoices: 15/07/2015
 - Date of your last portfolio update: 21/07/2015
- **OVERDUE ACCOUNT**
 - You have 30 invoices overdue
- **NOA DEADLINE**
 - Number of invoices whose RFI deadline will be reached between today and within 9 days : 7
- **TURNOVER DECLARATION**
 - Next turnover declaration period to submit : 01/01/2015 - 31/01/2015

Now you are ready to upload invoices and due invoices files by following the procedure defined in the User Guide.

The more often you upload the files the more up to date your assessment will be.

The frequency of your upload should take into account your invoicing frequency, and the frequency of your reconciliation of payments and credit notes with invoices. We recommend you a weekly upload of invoices or at least a monthly frequency.

For any further questions about this offer, you can contact your Account Manager or our Customer Relations Service (phone: 01/51554-600 or via e-mail: sales-austria@coface.com).



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FOR ADDITIONAL INFORMATION PLEASE CONTACT YOUR SALES MANAGER:

01/515 54-600 - SALES-AUSTRIA@COFACE.COM

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For errors and misprints no liability is assumed.

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