



## Starter Guide

**SAFER TRADE IN YOUR POCKET**

**coface**



## Summary

1. *Getting started*
2. *Tips*
3. *How to search your Buyer*
4. *Search result*
5. *How to make a request*
6. *How to modify your existing product*
7. *Portfolio overview*

## / Technical specifications required

CofaMove is available after downloading from your reference store:

- ✓ App Store (IOS from V8)
- ✓ Google Play Store (Android from V4.3)



CofaMove is also accessible on:

[m.cofanet.coface.com](http://m.cofanet.coface.com)

- ✓ IE browser( from 10) or other browsers

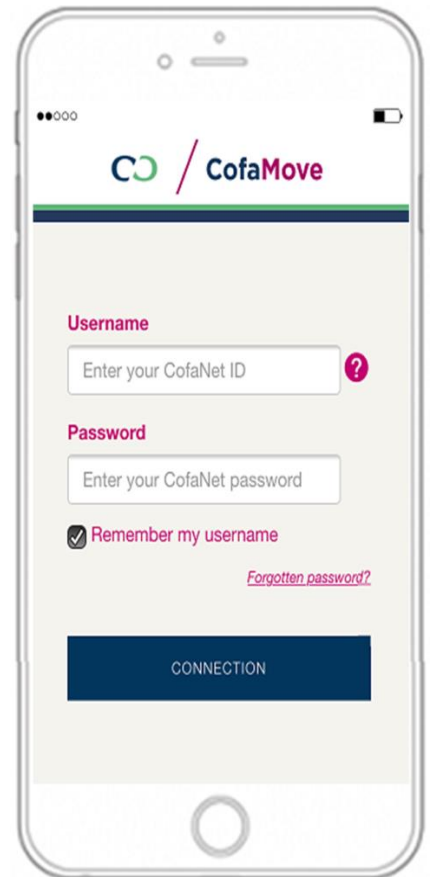
## / Login in

*User ID & Password*

Identical to your CofaNet ID.

*Connection*

Click “Connection” button to be directed to your personal contract per default as set in CofaNet.



## / Tutorial

A tutorial will be displayed at first connection and then accessible via the menu. This tutorial will give you a quick overview of all the main functionalities of CofaMove.



Switch from your contract to another here

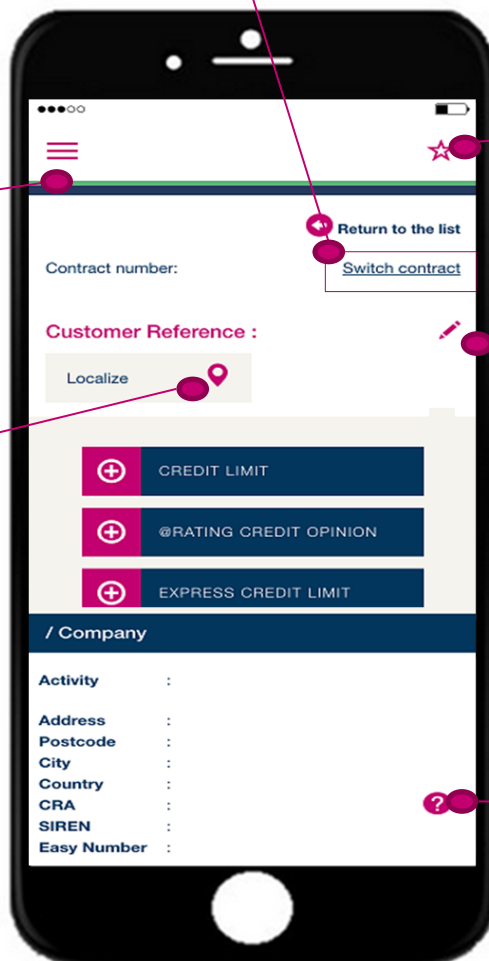
Click here to access your menu

Add/Remove a company to/from your Favorites

Localize the company on Google Maps

Personalize your customer reference

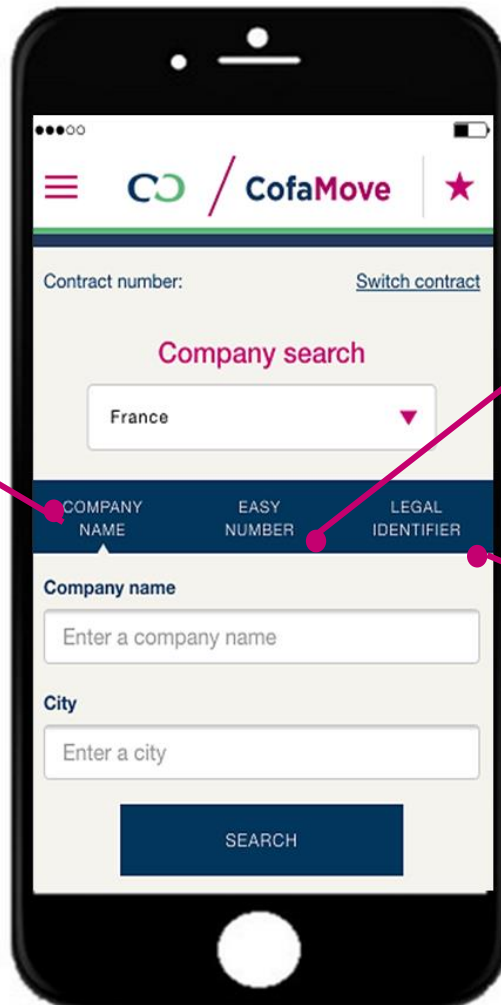
Click here to get more explanation on CRA: Country Risk Assessment



According to the terms of your contract, and your profile, you have access to various products and features, allowing you to manage your trade receivables in a most time-efficient way.

## / Company Search

Three searching criteria:



**1. Company Name**

**2. EasyNumber:**  
it is the Coface ID number

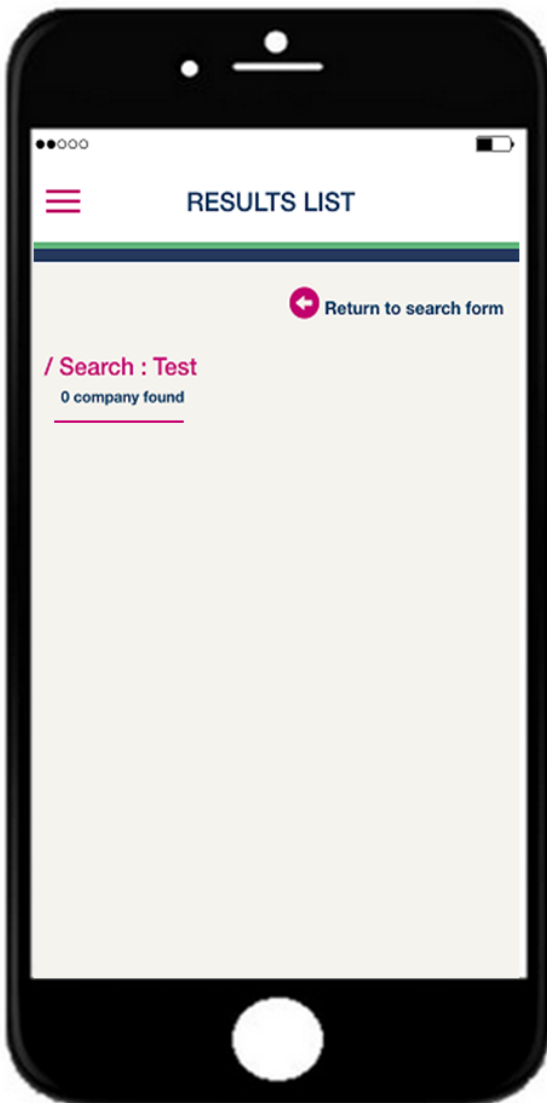
**3. Legal Identifier**  
Eg: VAT Number



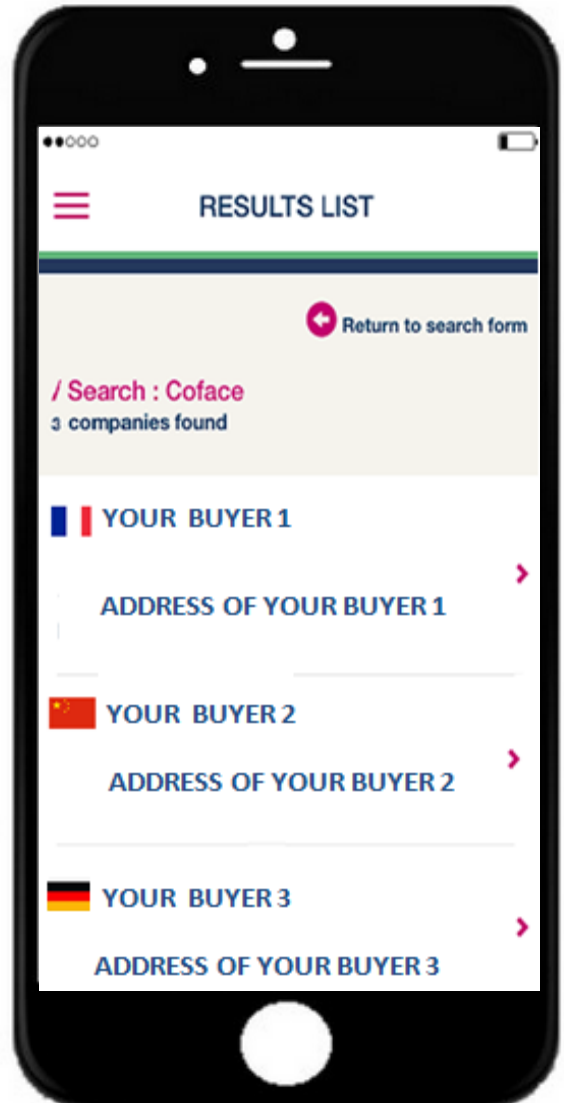
It is usually the most efficient way to identify a company.




No result , go to CofaNet to create the company

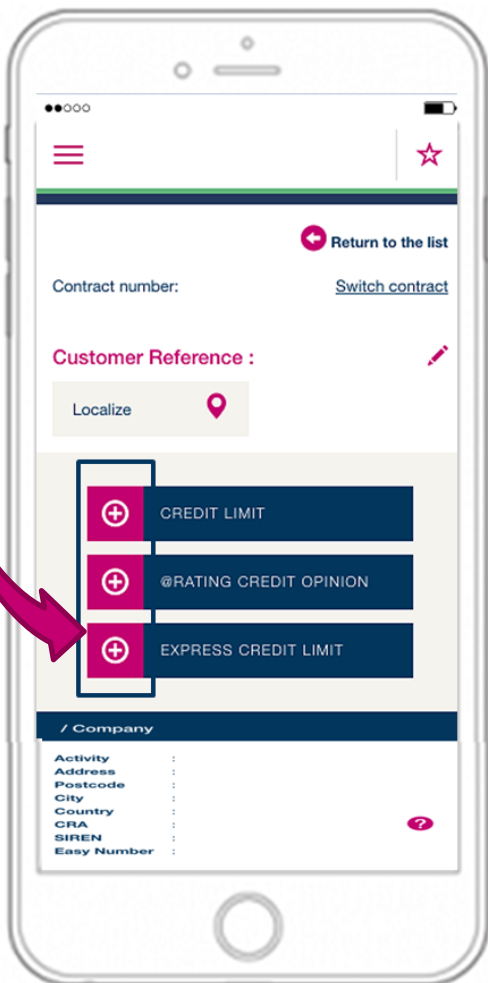


A result list is displayed, select your buyer



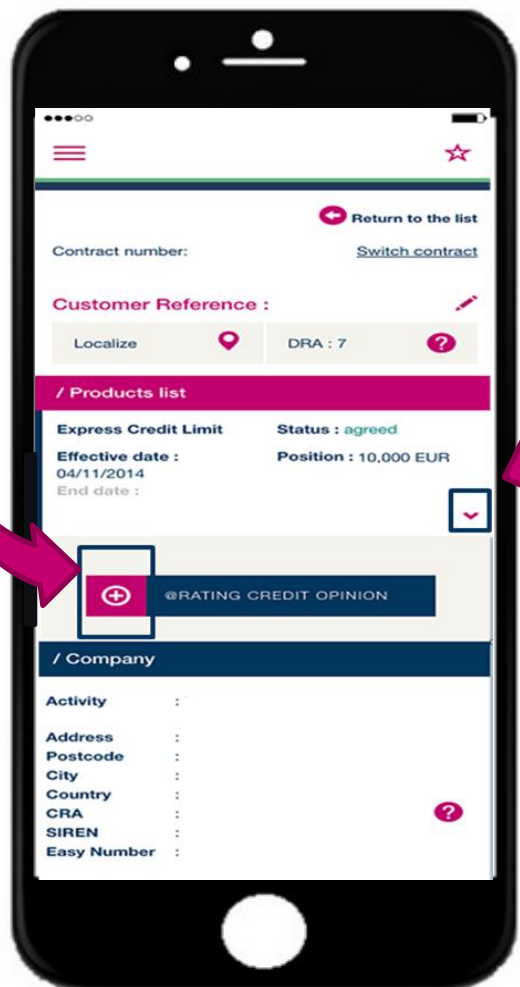
## No existing product on this buyer:

- Order your product by clicking on the appropriate button 



## Existing product on this buyer:

- Know more about your order by clicking 
- Order another product by clicking 





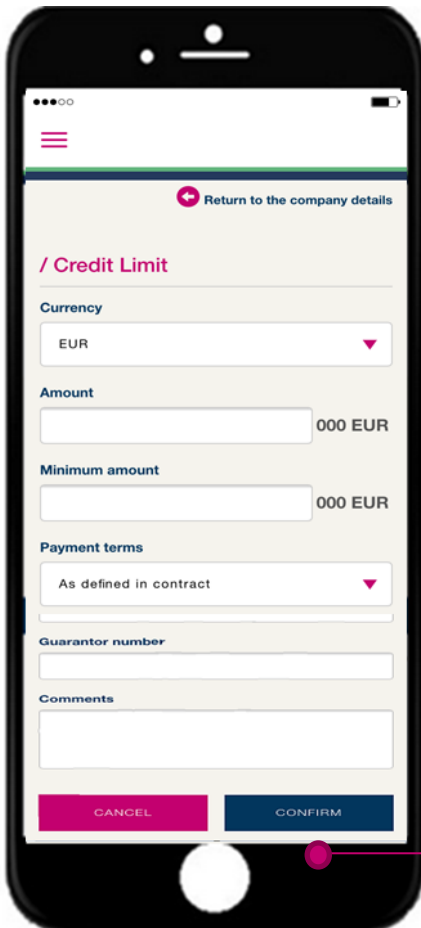
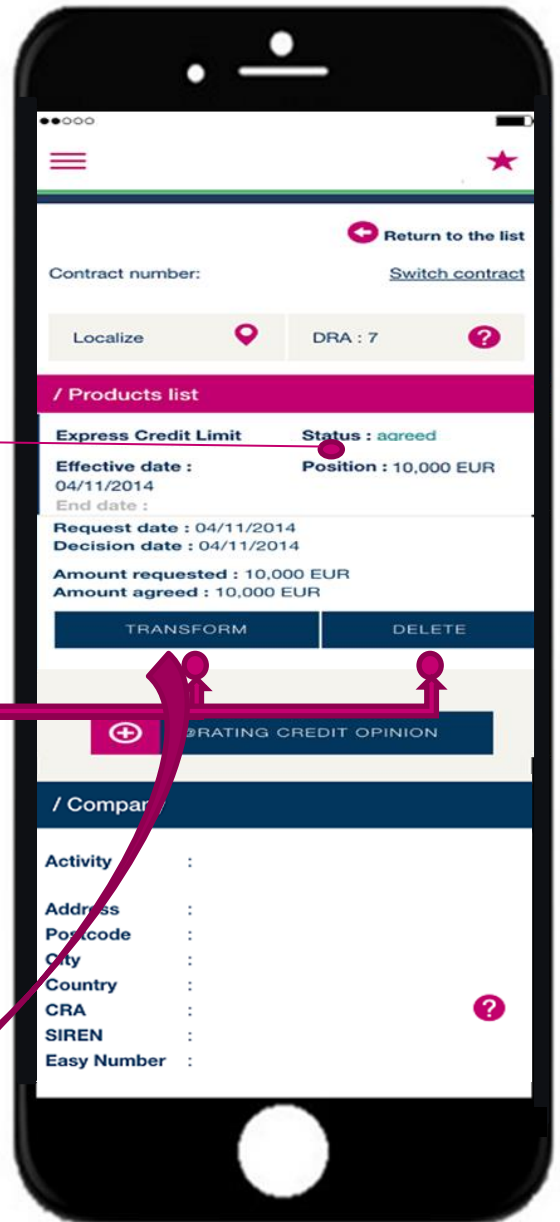
A product can be

- Increased
- Reduced
- Deleted

at any time !

You can visualize the decision status

Click here to apply for the modification of the existing decision

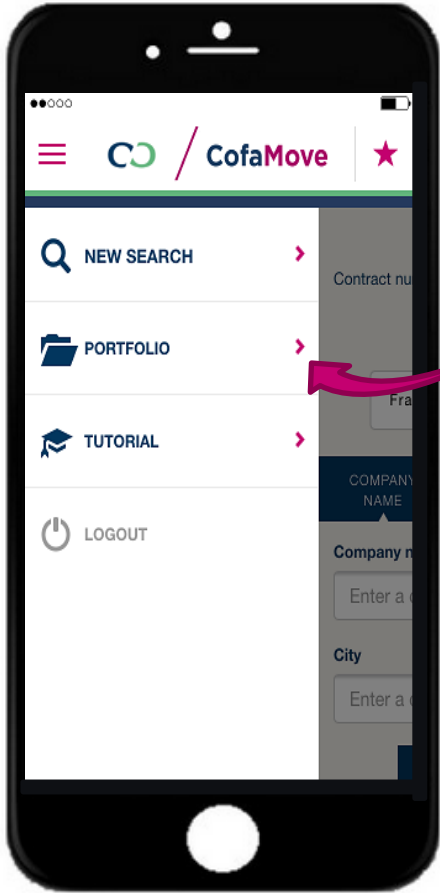



Fill in the information about your transformation request.

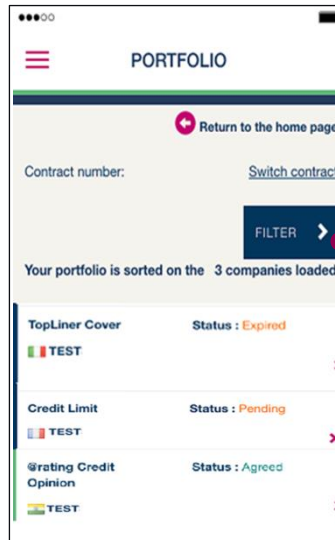
- Amount required
- Minimum amount per delivery
- Payment terms ( to choose from the list)
- Guarantor number: The EasyNumber of the potential guarantor
- Comment (if any)

Confirm your order here!





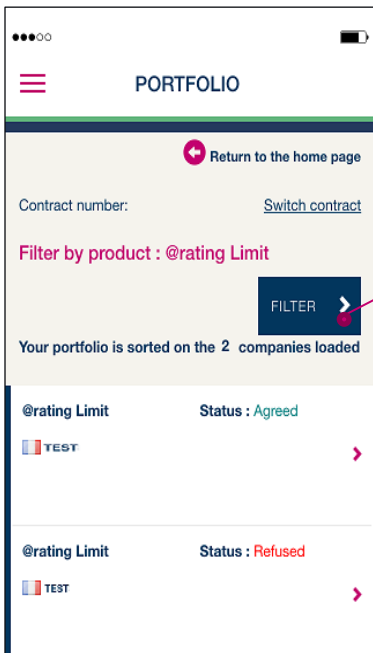
Click here to access your portfolio



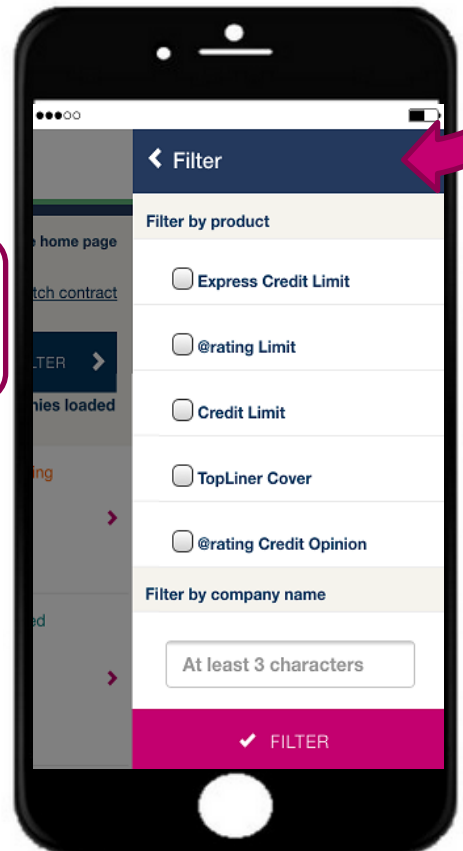
Check your whole portfolio

Check more details

You can use "filter" to fine tune the result



Result list after filtering per product or company's name



- Filter by product
- Express Credit Limit
  - @rating Limit
  - Credit Limit
  - TopLiner Cover
  - @rating Credit Opinion
- Filter by company name
- At least 3 characters
- FILTER



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