



**CofaMove**

**STARTER GUIDE**  
BUILDING BUSINESS  
ON THE GO

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## GETTING STARTED

### / Technical specifications required

CofaMove is available after downloading from your reference store:

✓ App Store (iOS from V7.1)



### / Login

#### User ID & Password

Identical to your CofaNet ID

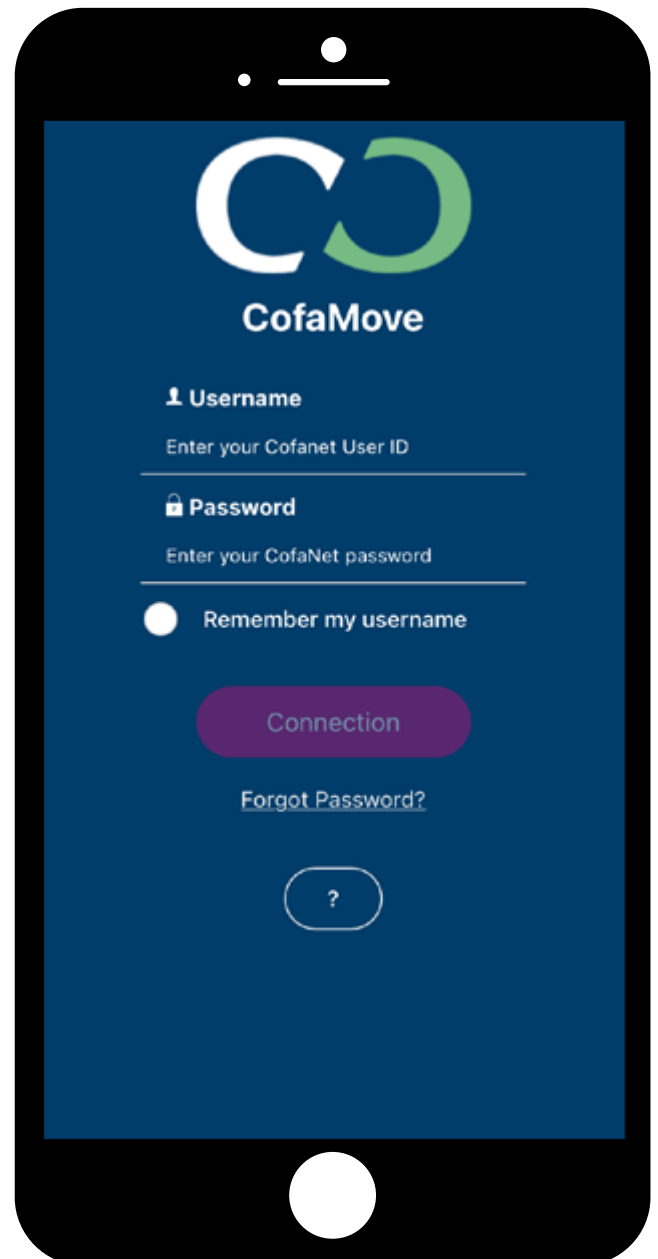
#### Connection

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

### / Logout

#### Deconnection

For security reasons, CofaMove will logout automatically every 15 mins



TIPS

Click here to access your menu

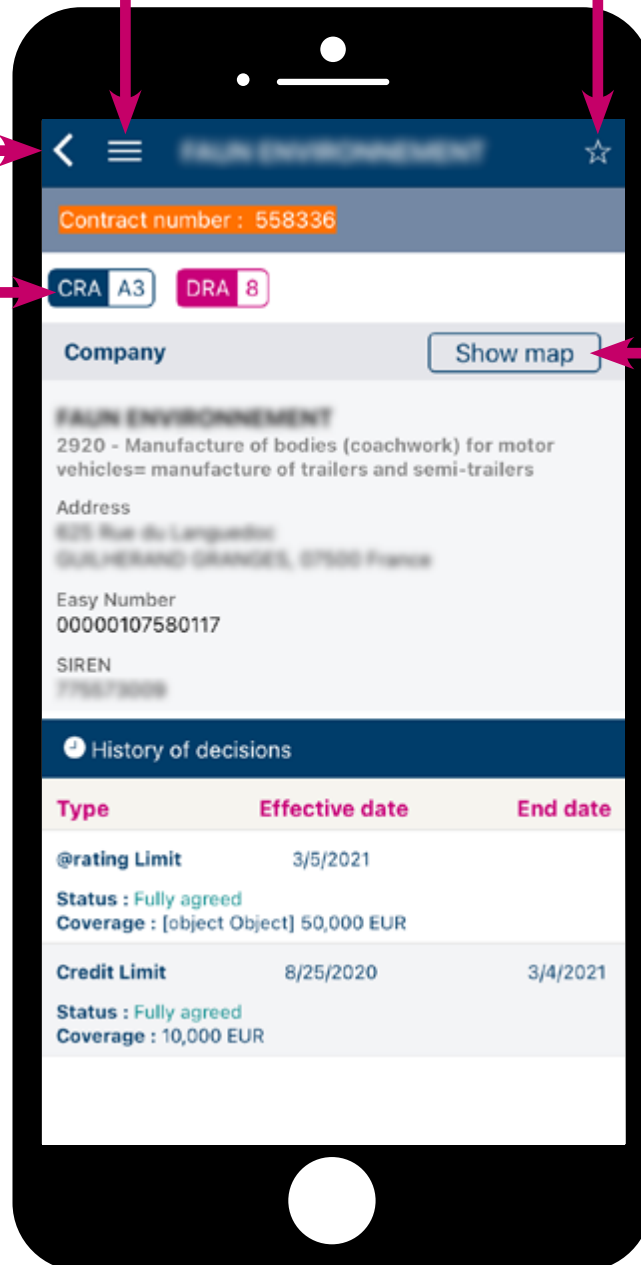
Return to the list

Click here to get the history of the CRA or the DRA rating

Add/Remove a company to/from your Favorites



Localize the company on Google Maps



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

# HOW TO SEARCH YOUR BUYER

## / Company search

You can search your buyer by using various criteria:

**1. Company Name**

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

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



**A legal identifier is generally the safest way to identify a company. Check carefully that the company selected is indeed your buyer.**

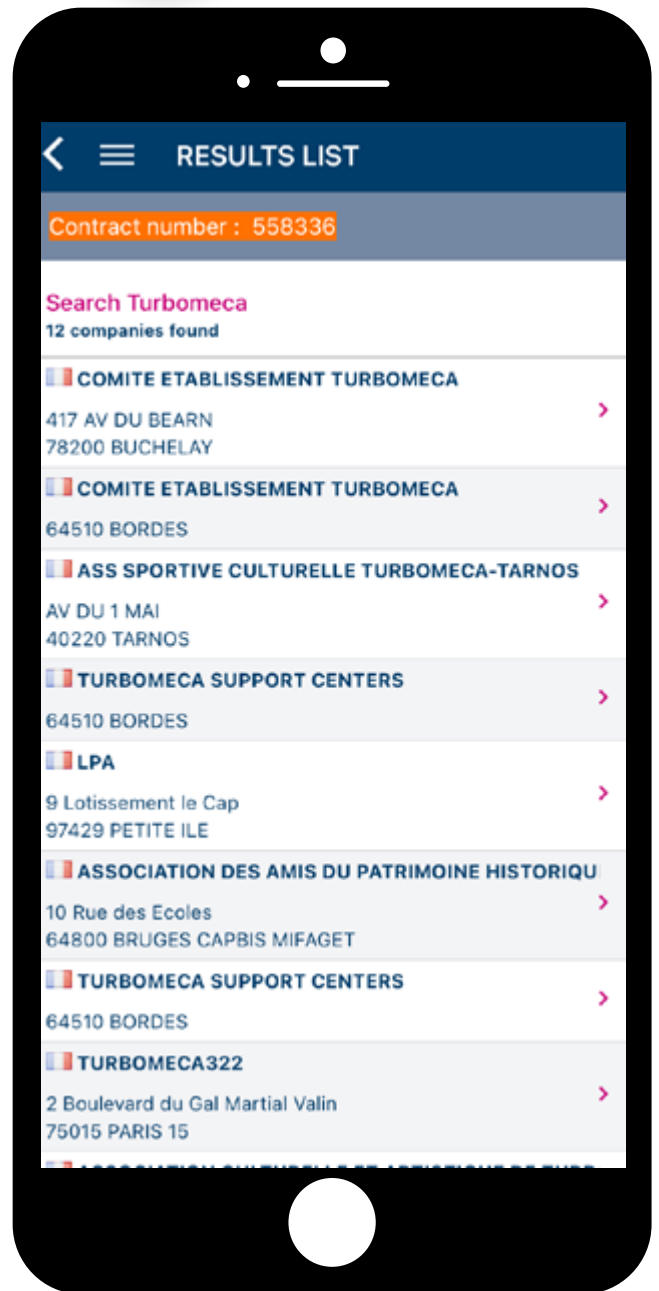
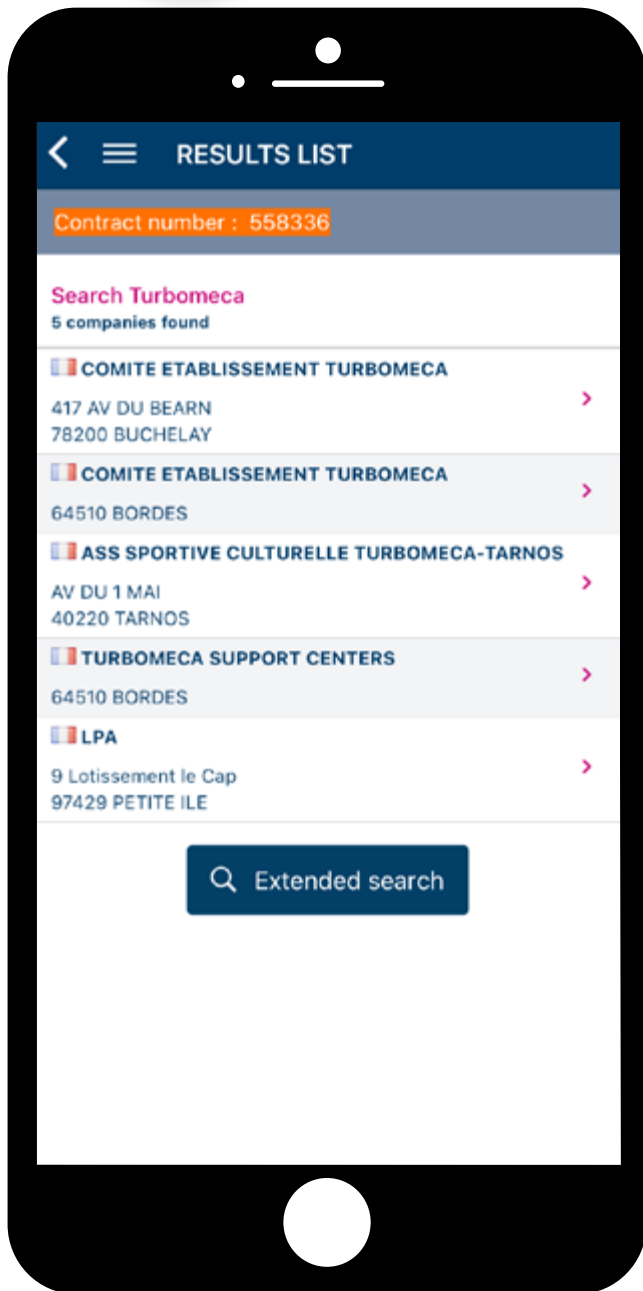
# SEARCH RESULT



**No result:**  
extend your search



**A result list is displayed:**  
select your buyer



You can create a new company if you still have not found the appropriate company after the "extended search".

# HOW TO MAKE A REQUEST

## / No existing product on this buyer:

**Order your product** by clicking on the appropriate button

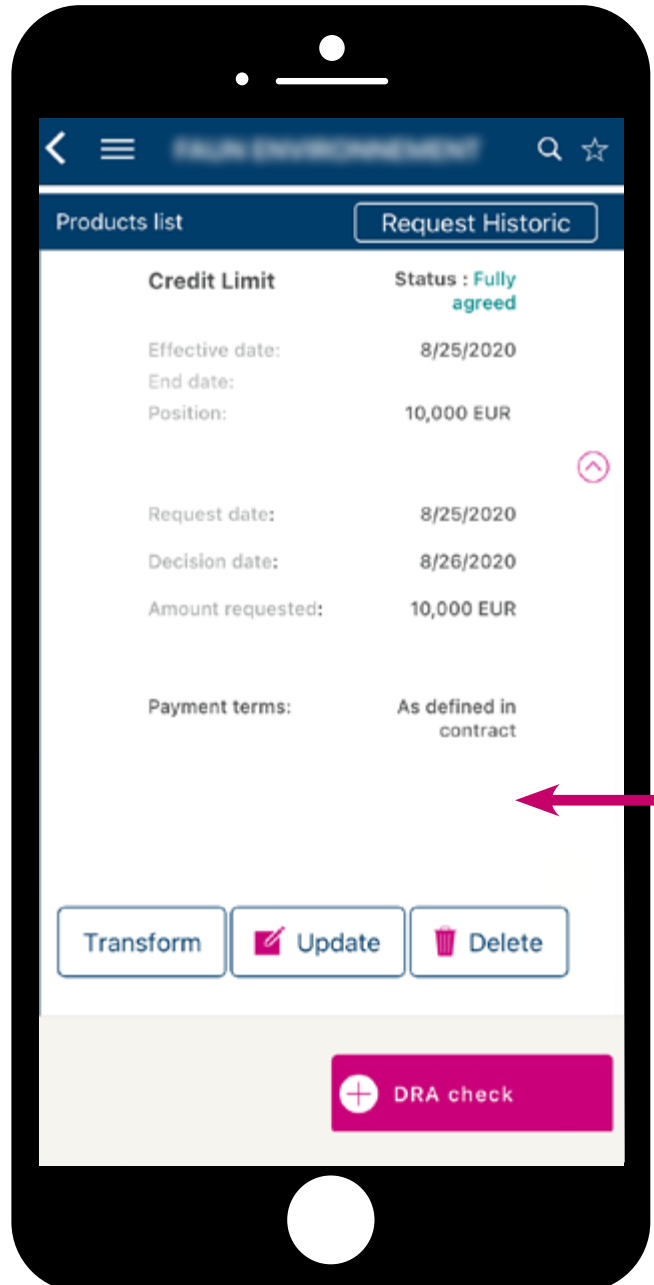
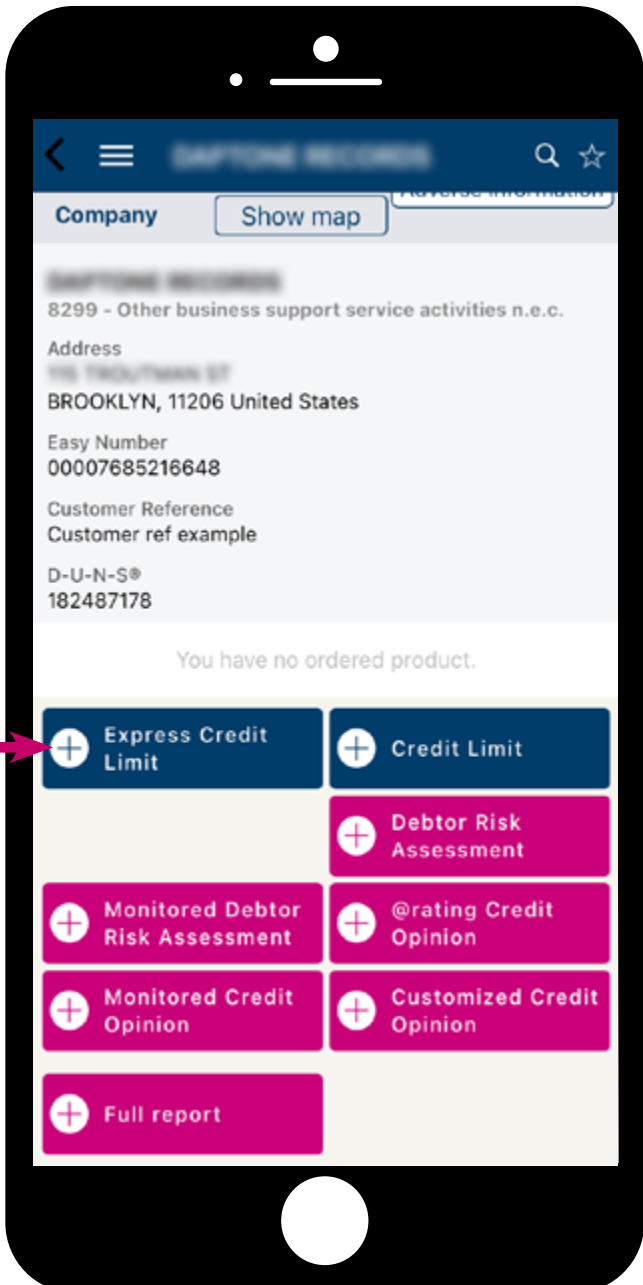


## / Existing product on this buyer:

• **Know more** about your order by clicking



• **Order another product** by clicking



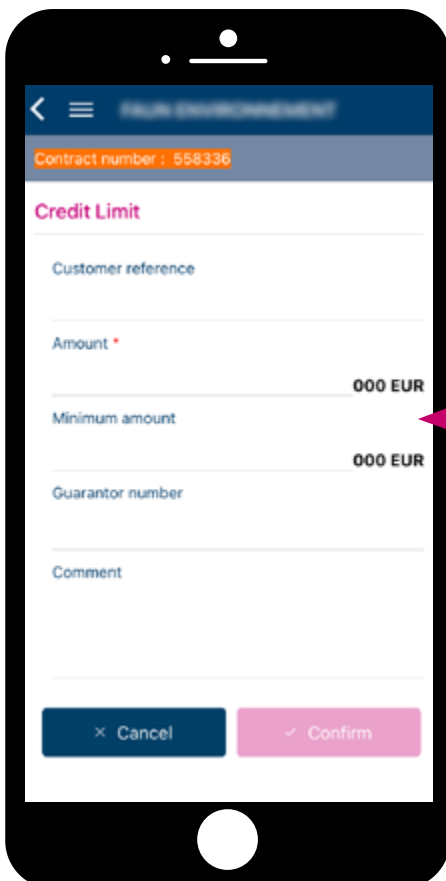
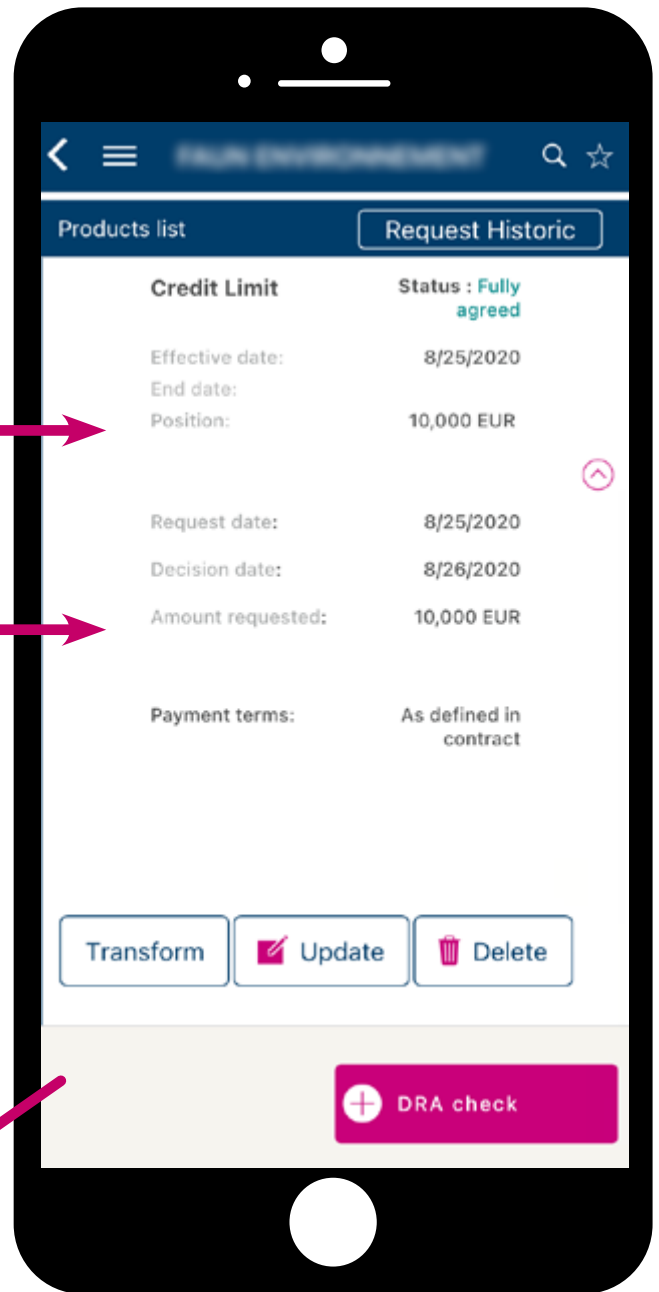
# HOW TO MODIFY YOUR EXISTING PRODUCT

## / A product can be

- Transformed
- Updated (increase request for ex)
- Deleted at any time

You can visualize the decision status

**Click here** to apply for the modification of the existing decision

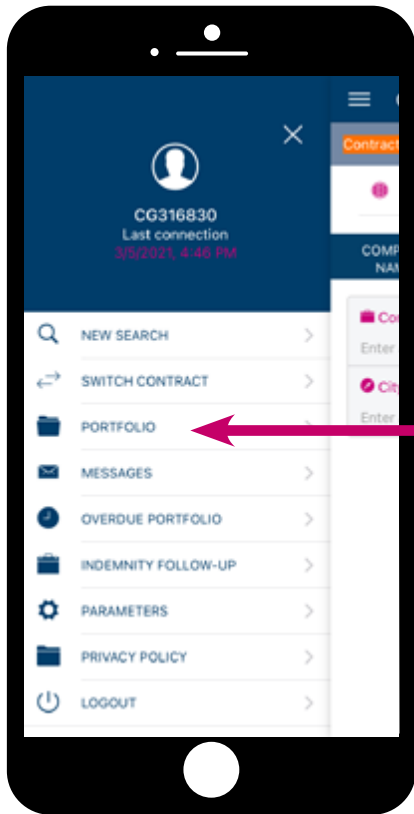


### Fill in the information about your transformation request

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

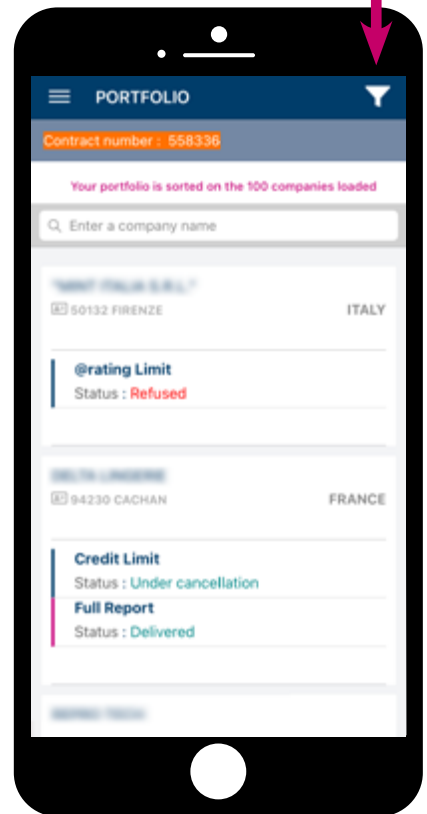


# PORTFOLIO OVERVIEW

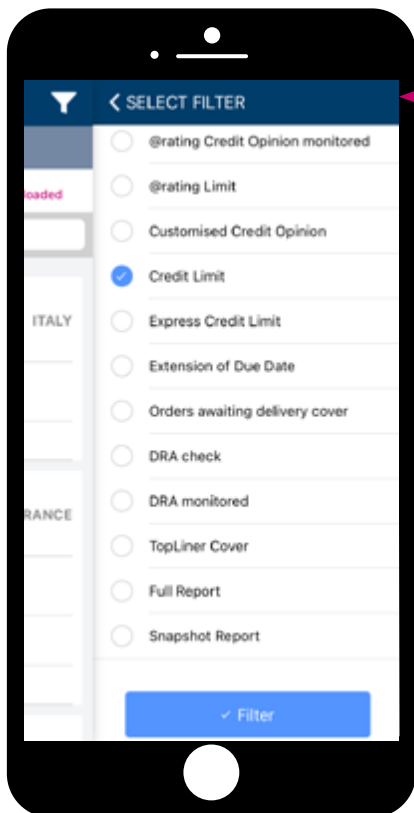


Click here to access your risk portfolio

Use this icon to filter your portfolio

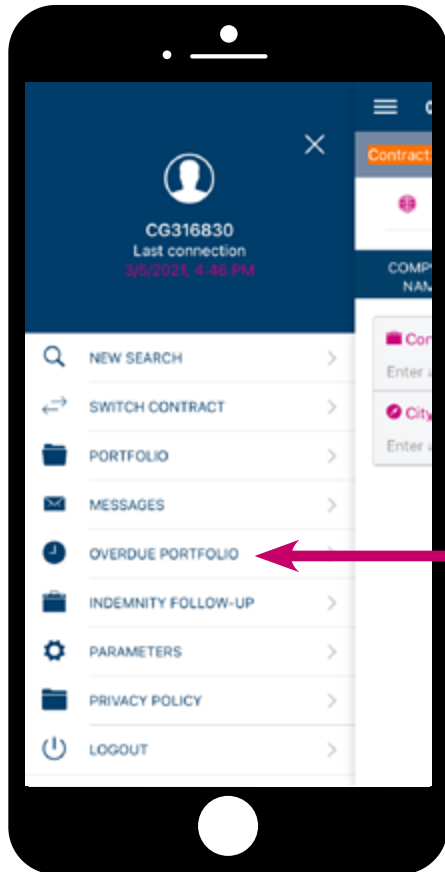


The search box lets you identify a company in the first 100 entries listed



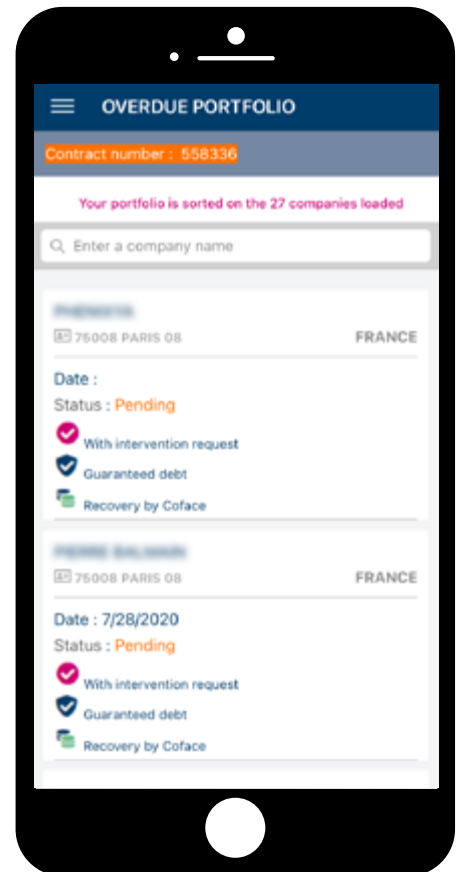
The "filter" view lets you fine tune the result - displayed

# OVERDUE PORTFOLIO

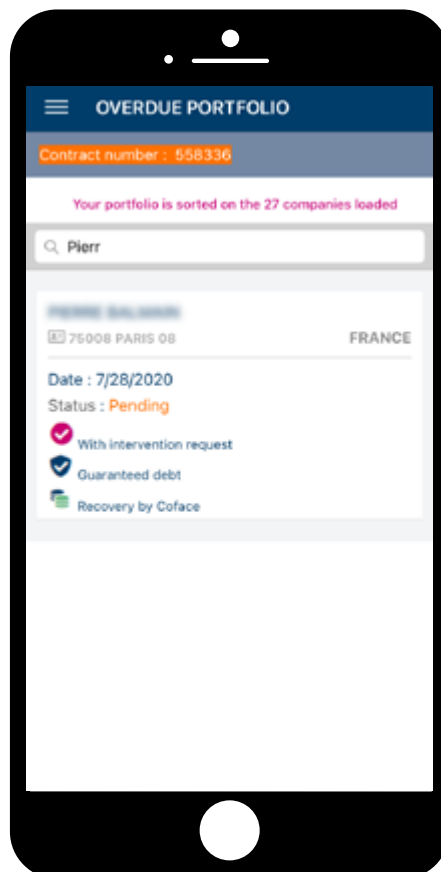


**Click here**  
to access  
your overdue  
portfolio

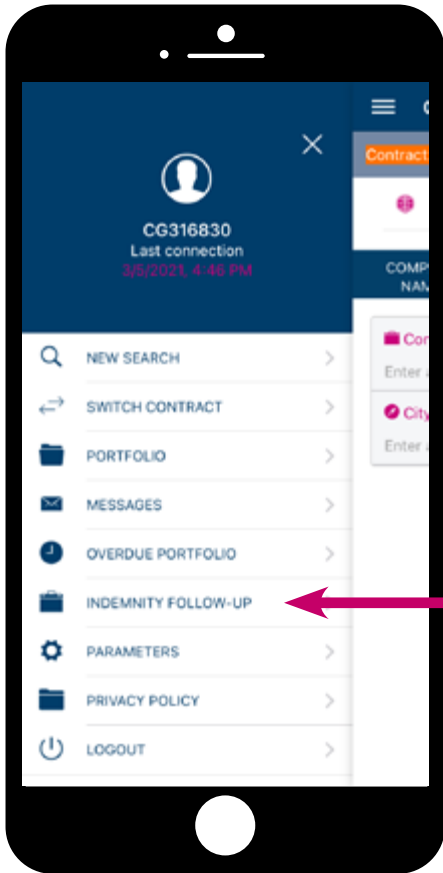
**The search box**  
lets you identify  
a company  
in the first 100  
entries listed



Clicking on any  
buyer included in  
the overdue portfolio  
will direct you to  
the buyer's company  
page, from which you  
can order any  
available product

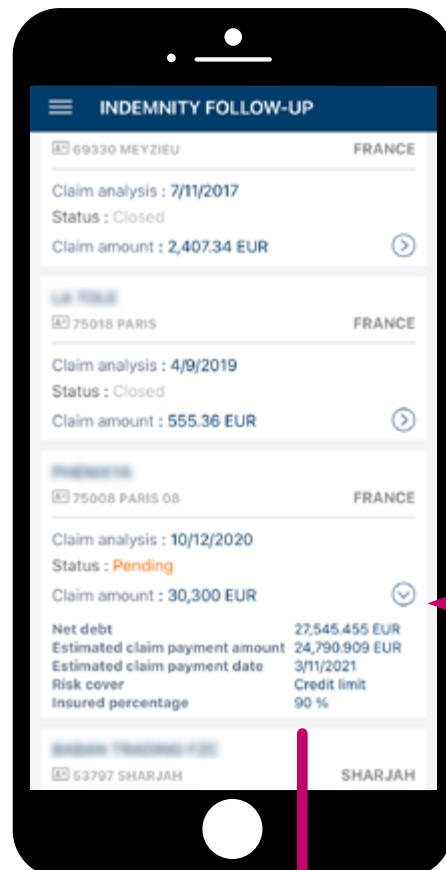


# INDEMNITY FOLLOW-UP



**Click here**  
in the navigation  
menu to follow  
your indemnities

**Know more**  
about each of your  
claims by clicking on:



Claim analysis : 10/12/2020  
Status : Pending  
Claim amount : 30,300 EUR

Net debt	27,545.455 EUR
Estimated claim payment amount	24,790.909 EUR
Estimated claim payment date	3/11/2021
Risk cover	Credit limit
Insured percentage	90 %

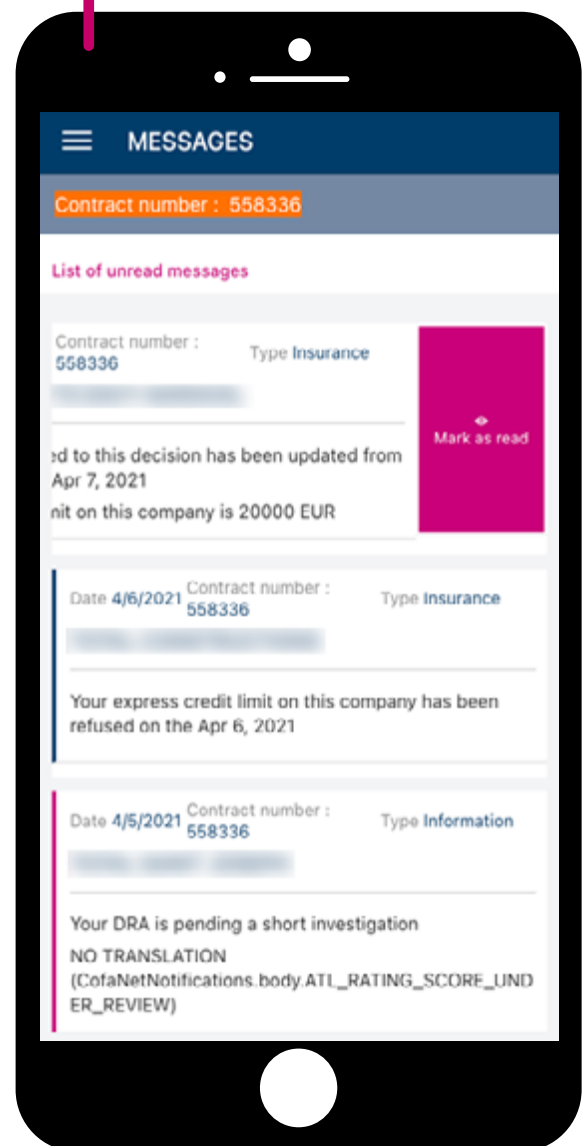
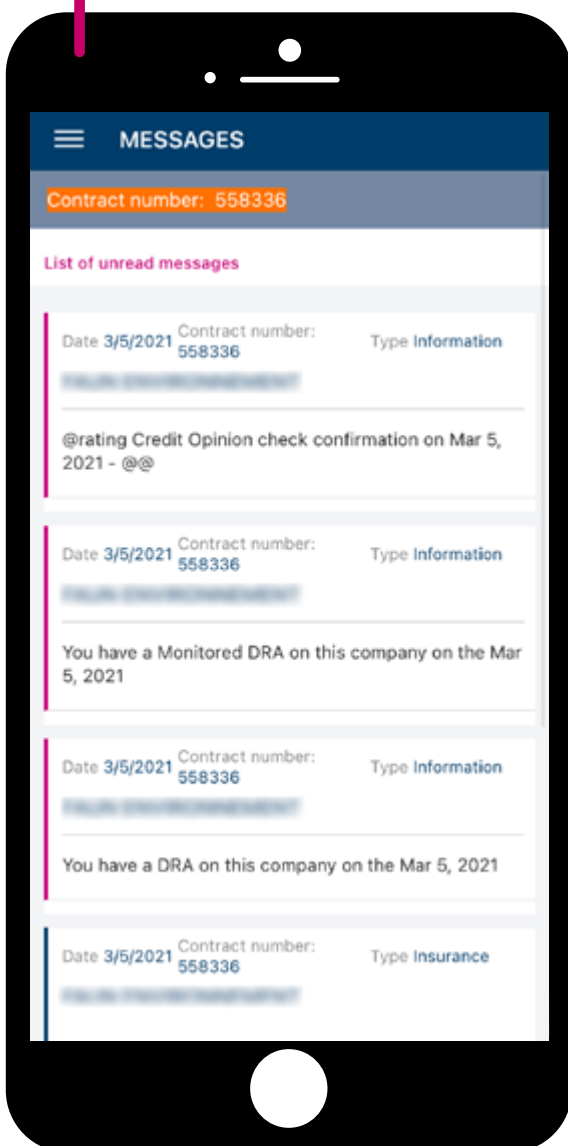
**Detailed claim  
information**

# MESSAGES

## / All messages are accessible via menu

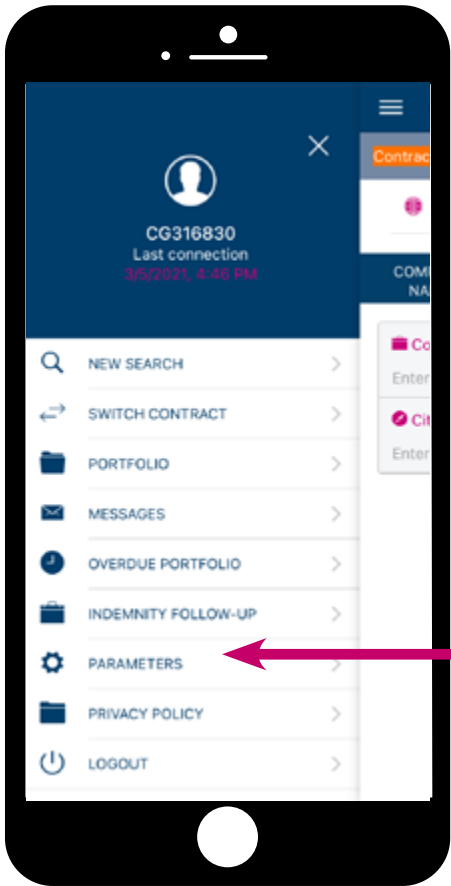
Discover the latest unread messages whatever the contract

Slide one message to mark it as read or cancel the action



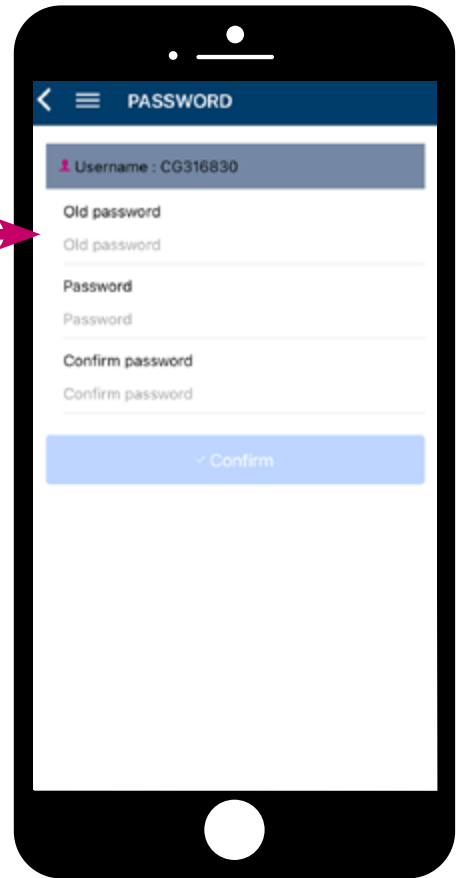
In case of multiple contracts, messages which do not belong to the selected contract are flagged with a " ". You can switch contract by clicking on the concerned message.

# PARAMETERS

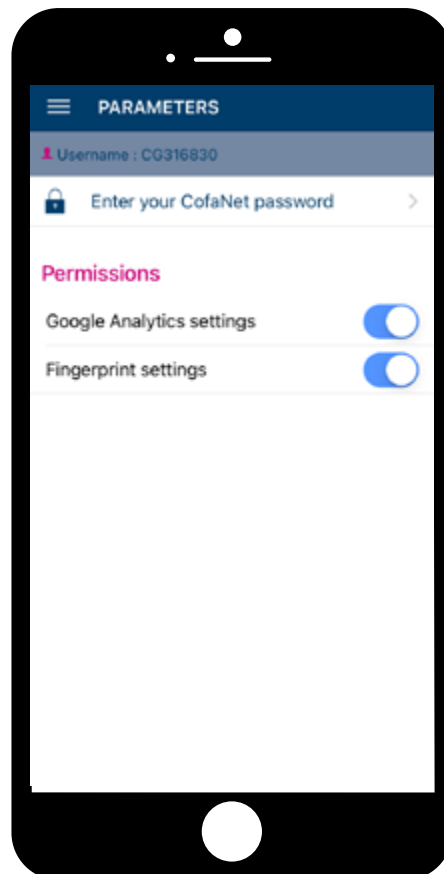


Access your account settings in the "Parameters" section

You can modify your password



**Permissions**  
You can define your preference concerning the use of fingerprint login and the activation of the app navigation analytics functionality



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**coface**  
FOR TRADE