

The logo for CofaNet Essentials features a stylized magenta slash mark to the left of the text. 'CofaNet' is in a dark blue sans-serif font, and 'Essentials' is in a bold magenta sans-serif font.

**CofaNet
Essentials**

USER GUIDE

SPECIFIC MODULE:

SALES DECLARATION

1. About Sales Declarations

Declaring your sales is one of your most important obligations as a Trade Credit Insurance policyholder. You are required to declare all sales for each sales declaration period as defined by your policy. CofaNet provides a **Sales Declaration** interface that allows you to enter your sales declarations and submit them directly to Coface.

2. Receiving Sales Declaration Reminders

CofaNet provides multiple sales declaration reminders to keep you up to date on pending, due and past due sales declarations on your policy. CofaNet sends these reminders directly to your CofaNet **Notification Center** page.

The sales declaration reminders will always be marked in the **Notification Center** with a red exclamation mark and a Management notification type.

CofaNet will generate reminders and notices based on the schedule below and your policy's defined sales declaration periods.

In this document, a monthly sales declaration period (01/01/2018 to 01/31/2018) will be used to help illustrate CofaNet's sales declaration timeline.

First Message: Portfolio Update Email from CofaNet 1/17/2018

Message:

A new sales declaration is now open on contract 9211xxxx001. The Sales Declaration may be submitted 15 days from this messages sent date. To enter your sales for this contract period, please go to Policy >> Sales Declaration and click the Sales Declaration reference number.

Purpose of message:

This message informs the client that a sales declaration period will be closing in 15 days. At this point, CofaNet allows the client to enter sales and save the sales declaration. **The submit function is not available until the period end date (1/31/2018).**

Second Message: Portfolio Update Email from CofaNet 1/24/2018

Message:

The submission of sales for sales declaration 9211xxxx001_2018-01-01_2018-01-31_001 on policy 9211xxxx001 will be due on 01/31/2018. Please complete and submit the sales declaration at your earliest convenience. You can access sales declaration 9211xxxx001_2018-01-01_2018-01-31_001 by navigating to Policy >> Sales Declaration in your CofaNet menu bar. If you have submitted sales declaration 9211xxxx001_2018-01-01_2018-01-31_001 and do not need to make any amendments, no further action is required.

Purpose of message:

This message informs the client that the sales declaration for the period is due in 7 days. Please keep in mind that CofaNet will allow initial sales declaration submissions after the due date (1/31/2018).

Third Message: Portfolio Update Email from CofaNet 2/05/2018

Message:

The period for completing sales declaration 9211xxxx001_2018-01-01_2018-01-31_001 on policy 9211xxxx001 has expired on Jan 31, 2018. If you have not submitted your sales declaration for this period, please do so by going to Policy >> Sales Declaration in the CofaNet menu bar. If you have already submitted sales declaration 9211xxxx001_2018-01-01_2018-01-31_001, please be sure to complete any amendments to 9211xxxx001_2018-01-01_2018-01-31_001 as soon as possible. If you have submitted sales declaration 9211xxxx001_2018-01-01_2018-01-31_001 and do not need to make any amendments, no further action is required.

Purpose of the Message

CofaNet provides a 15 day window after the sales declaration submission date to allow clients to make corrections/amendments to their submitted sales declaration. In this case, the client has until 2/14/2018 to submit any changes. If the client has submitted their sales declaration, and they do not have any corrections, they do not need to take any action.

3. The List of Declarations

If you have received one of the sales declaration reminders mentioned in section 2, you have the ability to view and open the sales declaration in CofaNet using the Sales Declaration page. To access your list of sales declarations, select **Policy** in the Cofanet tool bar and click **Sales Declaration** notification.

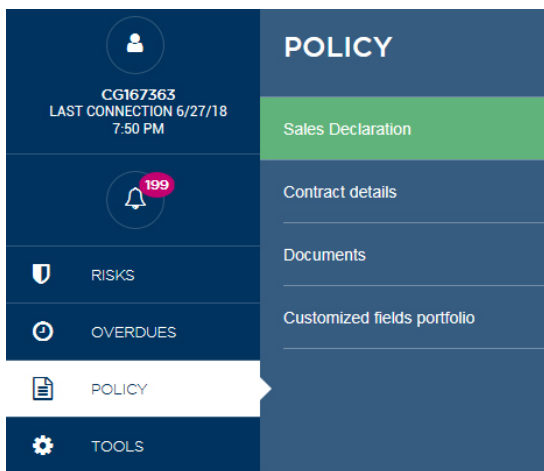


Illustration 1: Sales Declaration menu

The **Sales Declaration** list displays all Sales Declarations associated with your policy. This includes 'Initial' due sales declarations and 'Initial' submitted and saved sales declarations. The list also displays all amendments to previously submitted or saved sales declarations labelled as 'Additional'.

The **Sales Declaration** List is comprised of eleven columns that help identify the pertinent information of each sales declaration. The columns are:

- **Reference** - The declaration reference is automatically generated by CofaNet. The reference number is comprised of your policy number (921100000001), the declaration period start and end date (yyyy_mm_dd_yyyy_mm_dd) and a revision number (001).

An example of an initial sales declaration submission reference number with the declaration period ending 01/31/2018 is:

921100000001_2018-01-01_2018-01-31_001

A submitted sales declaration can be amended by creating an “Additional” sales declaration for the same period. The “Additional” declaration will automatically be assigned the next chronological version number available associated to that declaration period when you **Save** or **Submit**.

Note: You may save a single revision of a sales declaration multiple times before submitting your data.

Example of an amendment to the example referenced above is:
921100000001_2018-01-01_2018-01-31_002

- **Start date** – The start date of the sales declaration
- **End date** – The end date of the sales declaration
- **Version** – Either Initial or Additional
- **Declaration Type** – Per country by default
- **Base Type** – Either New, Saved, Submitted or Deleted
- **Update Date** – The date the sales declaration was either saved or submitted
- **Submitter** – The individual who submitted the sales declaration data, typically your policy subscriber/Cofanet user
- **Actions** – Allows you to create an Additional declaration or delete a completed declaration that has been saved but not yet submitted
- **Document** - NA

Note: If a saved declaration is deleted, it disappears from the **Sales Declaration portfolio**, and the next additional declaration for the same period will have the same reference as the one that was deleted. You cannot delete submitted sales declarations.

Sales Declaration

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Reference	Start date ▼	End date ▲	Version	Declaration type	Base type	Status	Update date	Submitter	Actions	Document
921101330001_2017-12-01_2017-12-31_001	12/1/17	12/31/17	Initial	Per country	Sales	Sent	5/9/18	Unk Jennifer Garvey		
921101330001_2017-12-01_2017-12-31_002	12/1/17	12/31/17	Additional	Per country	Sales	New	5/15/18	Unk Jennifer Garvey	Delete	
921101330001_2017-11-01_2017-11-30_001	11/1/17	11/30/17	Initial	Per country	Sales	Sent	12/15/17	M. Stephen Desrosiers		
921101330001_2017-10-01_2017-10-31_001	10/1/17	10/31/17	Initial	Per country	Sales	Saved	11/13/17	Unk Jennifer Garvey	Delete	
921101330001_2017-09-01_2017-09-30_001	9/1/17	9/30/17	Initial	Per country	Sales	Sent	5/9/18	Mme COFACE TEST POLICY		
921101330001_2017-08-01_2017-08-31_001	8/1/17	8/31/17	Initial	Per country	Sales	Sent	9/22/17	M. Stephen Desrosiers		
921101330001_2017-07-01_2017-07-31_001	7/1/17	7/31/17	Initial	Per country	Sales	New	7/1/17			
921101330001_2017-06-01_2017-06-30_001	6/1/17	6/30/17	Initial	Per country	Sales	New	6/1/17			

Illustration 2: Sales Declaration portfolio

4. Entering Sales Declarations

To begin a sales declaration submission, simply click the Sales Declaration reference number from the **Sales Declaration portfolio** that you would like to work on.

You will now be on the Create Declaration page and focused on the **Policy and Submitter Details** form. The **Policy and Submitter Detail** form allows you to enter information regarding the person who is submitting the selected sales declaration. The form defaults to the current policy details and CofaNet contact information associated to the current logged-in user ID. The contact information may be modified if needed.

CURRENT		SUBMITTER	
Reference	921101330001_2017-07-01_2017-07-31_001	Title *	Mr.
Contract	921101330001	First name *	Stephen
Company	Coface North America Insurance C	Last name *	Desrosiers
Creation date	7/1/17	Email *	stephen.desrosiers@coface.com
Start date		Phone :	
End date		✎ Modify	
Version	Initial		
Declaration type	Per country		
Base type	Sales		
Accounting period	-		
Charging Period	-		

Illustration 3: Policy and Submitter Details

Below the Policy and Submitter details, you will find the **Covered Countries** form. This form allows you to submit the declaration period's sales by individual country. The **Covered Countries** list displays all countries that are covered in your policy listed in alphabetical order.










Country	Currency	Amount	Discretionary amount	Total amount
 CANADA	USD	<input type="text" value="35000"/>	<input type="text" value="0"/>	35,000.00
 FRANCE	USD	<input type="text" value="256123"/>	<input type="text" value="0"/>	256,123.00
 GERMANY	USD	<input type="text" value="280"/>	<input type="text" value="0"/>	280.00
 JAPAN	USD	<input type="text" value="75621"/>	<input type="text" value="0"/>	75,621.00
 NORWAY	USD	<input type="text" value="100000.50"/>	<input type="text" value="0"/>	100,000.50
 SPAIN	USD	<input type="text" value="67900.20"/>	<input type="text" value="0"/>	67,900.20
 UNITED STATES	USD	<input type="text" value="500690.99"/>	<input type="text" value="0"/>	500,690.99
 AUSTRALIA	USD	<input type="text"/>	<input type="text" value="0"/>	0.00
 BAHRAIN	USD	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00


Illustration 4: Covered Countries with entered Sales Amounts.

CofaNet displays each available country in a row with the following columns:

- Country
- Currency
- Amount
- Discretionary Amount (if activated)
- Total Amount

Note: As a default, the **With discretionary amount** selection is **No**. Discretionary sales are insurable sales generated from buyers that are not named on the policy but are covered within the discretionary zone on their policy. These would be buyers that either fall under an L-Rider, B3, B4, B7, or B26 module.

Discretionary amount Yes No

 If you click on 'No', the discretionary amount will be set to '0' and all amounts entered will be erased

Covered countries

Filter by country 1-1 < >

Add to your sales favorites


Country	Currency	Amount	Discretionary amount	Total amount
 CANADA	USD	35000	0	35,000.00

Illustration 4.1: Discretionary Amount

To enter a sales amount for a country, locate the country's row in the country list and enter the **Amount**. The amount entered should be in the default currency as displayed in each country row. The default currency is the primary currency that is defined in your policy. If you need to exchange foreign currencies to USD or CAD, please use the links below:

USD - <http://www.xe.com/>

CAD - <http://www.bankofcanada.ca/rates/exchange/daily-converter/>

Note: When entering in sales amounts, do not use the comma (,) as this will create an error.

CofaNet provides the ability to bookmark or favorite a list of countries that you currently have listed in your buyer portfolio. This eliminates searching through multiple pages of countries and allows for quicker entry of the sales per covered country.

To select a country as a favorite, locate the country in the **Covered Countries** list and click the bookmark icon located in the first left hand column.

 **Selected**

 **Not Selected**

Favorite countries are saved and are available for all sales declarations for the given policy, whether its status is saved, submitted, sent or partially sent.

When a country has been selected as a favorite, it will appear at the top of the list in alphabetical order. The other countries will be listed below in alphabetical order.

The favorites list will only be sorted after having saved the sales declaration.

Please note that you have the ability to save the sales declaration and return to add further sales information at a later date.

CofaNet also provides you the ability to submit sales declarations on countries that are not currently covered by your policy. To enter sales on a non-covered country, select the country from the **Additional Countries** drop down list and click **Add**.

Additional countries

Select a country

Add to your sales favorites



Country	Currency	Amount	Discretionary amount	Total amount
 Aruba	USD	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 
Total amount	USD	0.00	0.00	0.00

Illustration 5: Additional Countries

The country will now appear below with the ability to submit a sales declaration. Enter the sales amount.

Repeat the above process to add further uncovered countries to your sales declaration.

5. Submitting Your Sales Declarations

If you are finished entering your sales declarations for each country that you have buyers and the totals for covered countries, additional countries and the grand total are correct, you can proceed to submit your sales declarations.

The submission of Sales Declarations requires two criteria to exist:

- The expiration of the affected policy period
- The acceptance of the **Declaration Signature**

CofaNet does not provide the submit function for sales declarations until the period expires. Once the expiration date matches the current date, the sales declaration may be submitted. Before the submission can be selected, you must accept the Declaration Signature by clicking the **Accept the accuracy of the declaration** checkbox.

Note: Saving your declarations does not mean you submitted them, you will still have to submit them to have them declared.

Declaration Signature

In applying the terms and conditions of your contract, you hereby certify that this Sales Declaration is exact, true and complete and that the amounts declared represent the entire sales within the scope of the contract during the last reporting period. We also remind you that, as per the "Right of discovery" article of your contract, we are entitled to make any check, including verifying whether you have made your declarations in a complete, exact and truthful manner.

Upon successful submission of the sales declaration, you will receive an email confirmation that summarizes the submission sent / received by Coface.

4. Additional Sales Declarations

CofaNet provides you the opportunity to amend submitted sales declarations. The amendments may be sales declared on a new country, an increase or decrease of previously submitted sales amounts or the deletion of a declared amount. The additional sales declaration feature requires two criteria in order to be available:

- The sales declaration has been previously submitted.
- The current date is 15 days or less past the initial sales declaration submission date.

Reference	Start date ▼	End date ▲	Version	Declaration type	Base type	Status	Update date	Submitter	Actions	Document
921112984001_2018-06-01_2018-06-30_001	6/1/18	6/30/18	Initial	Per country	Sales	Sent	7/5/18	M. Stephen Desrosiers	+ Create additional	

Illustration 6: Create Additional Sales

Locate the most current submitted (either initial or additional) sales declaration that you would like to amend. Click the **+ Create additional** button located on the right column of the Sales Declaration List.

Note: The sales declaration may have an unlimited number of additions.

The Sales Declaration list will now contain a new row for the sales declaration amendment. The amendment is displayed similar to the below image. The amendment is identified with the 002 revision number.

Reference	Start date ▼	End date ▲	Version	Declaration type	Base type	Status	Update date	Submitter	Actions	Document
921112984001_2018-06-01_2018-06-30_001	6/1/18	6/30/18	Initial	Per country	Sales	Sent	7/5/18	M. Stephen Desrosiers		
921112984001_2018-06-01_2018-06-30_002	6/1/18	6/30/18	Additional	Per country	Sales	New	7/5/18	M. Stephen Desrosiers	Delete	

Illustration 7: Amended sales declaration

Click the **002** sales declaration reference to open the previously submitted sales. All of the previously entered data will be available.

Once completed with the sales amendments, you will have the ability to either **Save** or **Submit**.