



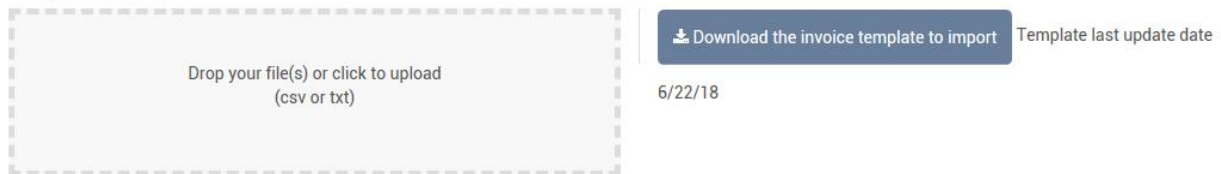
Notification of Overdue Account (NOA) in Cofanet – Attaching Documents

While going through the steps for filing a Notification of Overdue Account (Claim) in Cofanet, you will encounter a document upload tool in three areas: Invoice entry screen, Payment entry screen, and List of NOAs submitted.

Importing your Invoice and Payment data – CSV files **only!**

In this section you may either upload a CSV file of your invoices, or you may enter them individually. The CSV upload is recommended for large volume of invoices. This import area only accepts CSV files.

- **Import invoices**



Attaching supporting documents – PDF and image files

1. Go to **Overdues >> Overdue Portfolio**.
2. Locate the client and NOA for which would like to add documentation and select by clicking.
3. To add supporting documents to the selected NOA, click the **Document(s) to upload** button.
4. After clicking the **document(s) to upload** button, you will have the option to upload (in jpeg, jpg, gif, png, pdf, xls, xlsx, doc or docx):
 - Statement of account
 - Invoices
 - Purchase orders, sales contract
 - Other
5. Next, in the comments section, add any comments or information you wish to send to the Claims Department.
6. Click **“Drop your file(s) or click to upload”** to browse your computer for the files that you wish to upload.
7. Click **“Upload”**.
8. To submit the document, please click **Confirm**.

Uploaded documents may be accessed on the Documents page for each company with an NOA. The document management portfolio will display each uploaded document as a single row. To view a document, click on the document name.