REQUESTING AN EXTENSION OF DUE DATE (EDD)

Contents

1.   About Extension of Due Date

An Extension of Due Date ("EDD") is a request to schedule a payment plan for a number of past due invoices. That payment plan is composed of payment lines, each corresponding to expected payments at an agreed due date.
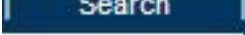
An EDD can be created on a validated company in your portfolio, an unknown buyer or on a company with temporary status.

An EDD Request can have the following status:

- **CREATED**: The EDD request has been created and is displayed in Cofanet as a pending request.
- **FULFILLED**: The EDD request has been processed. This EDD appears in Cofanet with a status "agreed" in the case of an "**ACCEPTED**" decision or "refused" in the case of a "**REFUSED**" decision.
- **ANNULED**: The EDD request has been cancelled.
- **REPLACED**: The EDD request has been replaced by another EDD request. This is only a technical status that is not displayed in the portfolio.

2.   Creating an Extension of Due Date

You have two ways of searching for the customer on which you want to create an EDD:

1. Select Search [Search] in the Cofanet tool bar and enter the details in the Company Search fields. Please make sure to select the correct country of your customer.

2. You are also able to choose a customer from your portfolio of buyers/debtors, which can be found by selecting Portfolio and clicking Company List. [Portfolio / Company List]
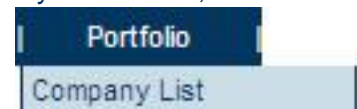
Illustration 1: Company Search

Once you have entered the details and clicked Search, Cofanet will return a match or a list of similar companies depending on the level of detail entered.

Select the correct company from the list produced.[1]

If your customer cannot be found in the database, you have the ability to create a new company in Cofanet. Please refer to page 13.

Illustration 2: Company Search Results

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[1] It is your responsibility to ensure that you select the correct customer in Cofanet. Coface cannot accept any liability if you select the wrong customer.

Once you have selected the company, you will be presented a number of options on the left-hand side of the screen. The options available may depend upon the type of products you have within your Coface policy.

Tip: Highlighted elements in the Cofanet interface are indicated with the green arrow in this guide.

To submit a new EDD on the current company, click on the "Extension of Due Date" link.

Illustration 3: Selection of Extension of Due Date from the Company Details page

Confirm or modify the Contact Person information that will be handling the EDD submission and follow up within your company. Cofanet will default to the contact information associated to your Cofanet user id.

Illustration 4: Contact Person information

Click "**Next**."

You will now be prompted to select a Non-payment Reason. There are five options to choose from:

- Financial difficulties
- Inability to pay
- Non transfer
- Other (+ comment field)
- Receivable in dispute

Illustration 5: Non-payment reason list of values

Click "**Next**".

At this point, Cofanet will prompt you to enter each past due invoice that shall be submitted for the requested payment schedule or EDD.

Illustration 6: Entering invoices

Note: The "Maximum credit length" field is a "Read-only" field and it contains the credit length defined in your policy.

Note: The "Currency" field by default will have the currency defined in your policy selected.

Complete the fields below in order to submit an invoice.

- Reference: Your internal invoice reference number
- Invoice date: Date when the invoice was issued (*required*)
- Initial due date: Date when the payment should have been received (*required*)

- Overdue Invoice Amount: The amount on the invoice, not including any partial payments or credits (*required*)
- Invoice Payment Status: Choices are "Unpaid", "Partial" or "Credit"

Note: If "Unpaid" is selected, the Amount field will default to zero (0) and cannot be edited. Further, the Payment date field will default to the Initial due date value and the Remaining field will default to the invoice amount that is past due as entered in the Overdue Invoice Amount field.

- Amount: The payment amount, if "Partial" or "Credit" are selected in the Invoice Payment Status field.
- Payment date: The date the payment amount was received
- Remaining: The remaining amount of the invoice minus the received payment (this field is automatically calculated and cannot be modified
- Comment: Enter any comments in the Comments window and click "Confirm"

After completing the invoice line, you may add additional invoices to the EDD by clicking the "+ Add" button. Each invoice that will a part of the proposed payment schedule must be entered. Each line in the Invoices interface represents one invoice, do not combine invoices.

Cofanet will automatically calculate the totals for the Overdue Invoice amount as well as the Remaining amount for the invoices and payment information submitted.

Click "**Next**" if you have added all of the required invoices.

You may now submit the payment plan for the total amount due calculated from your submitted invoices. The Proposed Payment Plan allows you to schedule payment and payment amount. The schedule the a payment, you must enter the following two fields:

- Due date: Proposed date of payment

- Amount: Proposed amount of payment

Illustration 7: Proposed Payment Plan

Cofanet automatically calculated the Remaining Amount of the unpaid invoices to help you complete a full payment schedule. The Proposed Payment Plan will not allow you to click "**Next**" until the Remaining Amount field reached zero (0).

To additional payment dates and amounts, click the "+ Add" button.

Once your payment schedule is complete and the remaining amount equals zero (0), click "**Next**".

Illustration 8: Client Reference and Submit

This step allows you to modify the customer reference of the debtor before submitting the EDD request.

When an EDD has been created (it will show as having the status of "CREATED"), it is sent to an underwriter for review. Upon review, the EDD can be "ACCEPTED" or "REFUSED". Until a decision is made and if the EDD has not been "ANULLED" (cancelled), the request is displayed in Cofanet with a pending status.

3.   EDD Modification

The modification of an EDD is similar to the EDD creation, although with fewer steps.

Only pending, agreed or refused EDDs may be modified. To begin, select the EDD you want to update from your portfolio view or from the company details view.

The EDD modification form is displayed with all pre-filled data.

There are two cases to take into account:

1. If the EDD is pending the form is displayed with all the data required for the submission of the request.
2. If the EDD is in an agreed or refused status, the form is displayed with all the data required for the submission of the request, except the "Proposed payment plan."

You have the possibility to edit all "Invoices" data in the same page; all previous editable fields remain accessible until you click on the "Submit" button.

4.   Portfolio

The portfolio will display EDD with the following status:

-   Pending: The "pending" status refers to all EDDs with no decision. The "Position" field contains the overdue amount of the EDD. The "Date" field contains the request date of the EDD.
-   Agreed: The "Agreed" status refers to all EDDs with an accepted decision. The "Position" field contains the overdue amount of the EDD. The "Date" field contains the decision date of the EDD.
-   Refused: The Refused" status refers to all EDDs a refused decision. The "Date" field contains the decision date of the EDD.The "Position" field contains the overdue amount of the EDD.

5.   Company detail page

Only pending, agreed or refused EDDs are displayed in the company detail page

The link "View the request" in the action section, opens a new page containing the detail of the EDD request.

If the payment plan you proposed is different from the one set by the underwriter both payment plans are displayed.

If the payment plan you proposed has been validated the underwriter, this payment plan is displayed in the company detail screen.