How to...
Create a new debtor account – non recourse

CloseNet®

1. Click on the Debtors icon located on the left hand side of the screen.

2. From here, click onto the Debtor Maintenance tab.

Please ensure that your application is made on the exact business you are dealing with.

It is your responsibility to ensure the correct contracted party is identified.

Using a company registration number in your search may restrict the search results to registered offices only. For initial search attempts we strongly recommend that only the PostCode and part of the business Name are used. This is likely to be more effective in locating a specific address.

Our database is very comprehensive. If you are unable to find the business you are looking for, please use the additional search facilities provided on the page.

3. Type in part of the customer Name and PostCode only, then click on the Search button.

Debtors

Close Brothers

Selected Client
Debtor 1 - 0001234/001 GBP
Agreement Type: Non Recourse Factoring

| Debtor Listing | Top 20 Debtors | Bad Debt Limit Request | Debtor Maintenance |

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Our database is very comprehensive. If you are unable to find the business you are looking for, please use the following additional search facilities. Click here for UK Companies House or here for Republic of Ireland Companies House

Change   Delete   Review Rejection

| Name | Status |

0 items in total

Debtor Search

Country *	United Kingdom
Name *	Debtor 1
Address Line 1	
City	
State	
PostCode *	DA1 1DA
Dial Code/Number (Work)	
UK Company Registration Number	

Search   Clear

Date Updated 06/10/20 13:23

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4. If the correct company is listed, click to highlight, then click on the Select button.

If the company required is not listed, select the Enter Manually button and input all required details (including those marked with a *) and proceed as below.

External Debtors			✕
Name	**Address**		**Currency**
DEBTOR 1	An Industrial Estate, A Road, A Town, DA1 1DA		
DEBTOR 2	An Industrial Estate, A Road, A Town, DA2 1DA		
DEBTOR 3	An Industrial Estate, A Road, A Town, DA3 1DA		
DEBTOR 4	An Industrial Estate, A Road, A Town, DA4 1DA		
DEBTOR 5	An Industrial Estate, A Road, A Town, DA5 1DA		
DEBTOR 6	An Industrial Estate, A Road, A Town, DA6 1DA		
DEBTOR 7	An Industrial Estate, A Road, A Town, DA7 1DA		
DEBTOR 8	An Industrial Estate, A Road, A Town, DA8 1DA		
DEBTOR 9	An Industrial Estate, A Road, A Town, DA9 1DA		
DEBTOR 10	An Industrial Estate, A Road, A Town, DA10 1DA		
DEBTOR 11	An Industrial Estate, A Road, A Town, DA11 1DA		

25 items in total

[Select] [Enter Manually] [Cancel]

5. The form has now been pre-populated with the customers details. Complete any fields with a * (Contact First Name, Contact Last Name and Bad Debt Limit). Then click on Submit Proposal.

Please note: If your customer has a trading style please ensure you input the formal limited company name in to the Name field, then add the trading style in Address Line 1.

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Selected Client
‹ Debtor 1 - 0001234/001 GBP
Agreement Type: Non Recourse Factoring

Agreements | Debtors | Ledger | Data Exchange | Reporting | Administration

Debtor Listing | Top 20 Debtors | Bad Debt Limit Request | **Debtor Maintenance**

Address Line 2		
Address Line 3		
City *	A Town	
State		
Post Code *	DA1 1DA	
Legal Form	Private Limited Company	
Dial Code/Number (Work)	44	01234567890
Email Address		
Contact First Name *	John	
Contact Last Name *	Smith	
Number (Contact)		
Contact Email		
UK Company Registration Number	0151101	
Other Business Identification Number		
Debtor Currency *	Sterling	GBP
Debtor's Reference for Client		
Bad Debt Limit *	10,000	GBP

0 items in total

[Submit Proposal] [Cancel]

6. A pop-up will advise that your request was successful.

In this case the limit has been referred to the credit team for a decision.

Request successful

Successfully created the Debtor Account Thank you for your application which has been referred for a decision

Limit Decision	Reason For Rejection
Referred for a decision	