

## Create a new debtor account – recourse

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



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

The screenshot shows the Close Brothers web application interface. On the left is a dark blue navigation sidebar with icons for Home, Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The main content area is titled 'Close Brothers' and shows 'Selected Client: Debtor 1 Ltd - 0001234/001 GBP' and 'Agreement Type: Recourse Factoring'. There are three tabs: 'Debtor Listing', 'Top 20 Debtors', and 'Debtor Maintenance', with the latter being selected and circled in red. Below the tabs, a red warning message states: 'It is your responsibility to ensure the correct contracted party is identified.' Below this is a search form with fields for Country (United Kingdom), Name (Deb), Address Line 1, City, State, PostCode (DA1 1DA), Dial Code/Number (Work), and UK Company Registration Number. A 'Search' button and a 'Clear' button are at the bottom of the form. To the right of the search form is a table with columns: Name, Status, Address Line 1, and Limit Decision. The table currently shows '0 items in total'.

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.

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		

5. The form has now been pre-populated with the customers details. Complete any fields with a \* ([Contact First Name](#), [Contact Last Name](#)).

Click on [Submit Proposal](#).

Once set up your default funding limit will be applied. If you require a higher funding limit please request one (See our guide [How to request a funding limit](#)).

**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](#).

- [Home](#)
- [Agreements](#)
- [Debtors](#)
- [Ledger](#)
- [Data Exchange](#)
- [Reporting](#)
- [Administration](#)

Close Brothers

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

Debtor Listing | Top 20 Debtors | **Debtor Maintenance**

Debtor Details

Country\*

Name\*

Address Line 1\*

Address Line 2

Address Line 3

City

State

Post Code\*

Legal Form

Dial Code/Number (Work)

Email Address

Contact First Name\*

Contact Last Name\*

Number (Contact)

Contact Email

UK Company Registration Number

Other Business Identification Number

Debtor Currency\*  GBP

Proposed Debtor Maintenance

Name	Status	Address Line 1	Limit Decision	Reason
0 items in total				

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

In this case we were unable to verify the debtor's trading style or address, so additional information has been requested before a funding limit can be set.

The screenshot displays a software interface with a light blue header. A white pop-up box with a blue border contains the following text:

**Request successful**  
Successfully created the Debtor Account We are currently unable to verify your debtor's trading style or address. Please provide a recent purchase order or letterhead so we can consider your request

Below the pop-up, there are three buttons: 'ge' (partially visible), 'Delete' (pink), and 'Review Rejection' (blue). Underneath these buttons is a table with the following columns: 'Status', 'Address Line 1', 'Limit Decision', and 'Reason For Reje'.

Status	Address Line 1	Limit Decision	Reason For Reje
Crea...		Processed	
Crea...		Referred fo...	