CloseNet®

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.

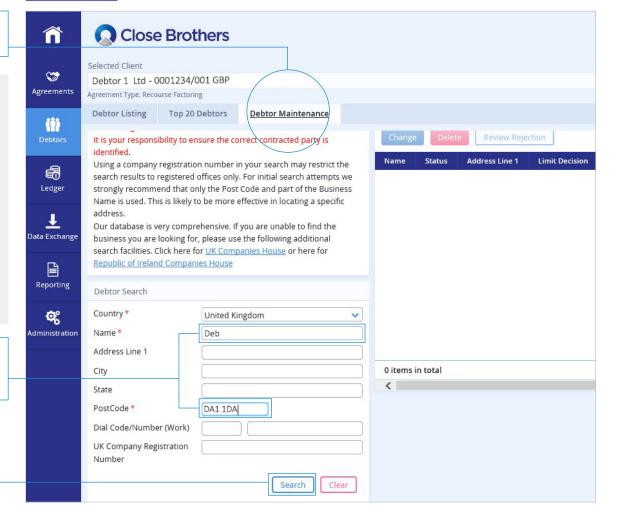
Please ensure that your application is made on the exact business you are dealing with.

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.

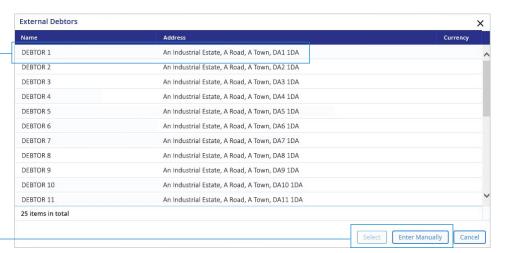
3. Type in part of the customer Name and PostCode only, then click on the Search button.





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.

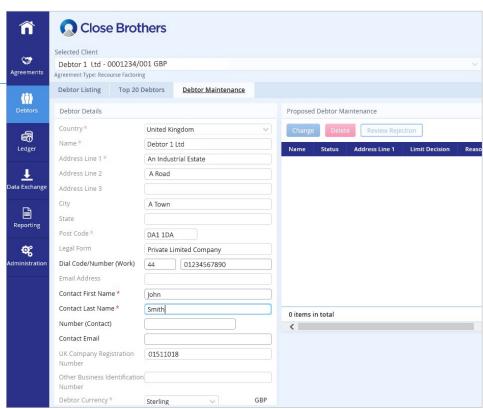


5. The form has now been pre-populated with the customers details. Complete any fields with a * (Contact First Name, Contact Last Name).

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.



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.

