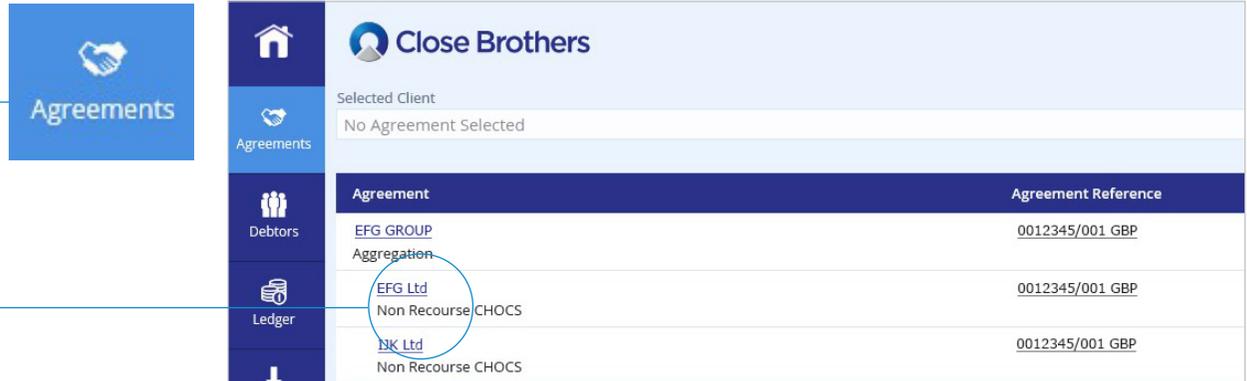


How to... Request a payment

1. Sign into your account.

If you have one account, once you have signed in you will be taken to your availability page.

From any other page, click on the [Agreements](#) icon.

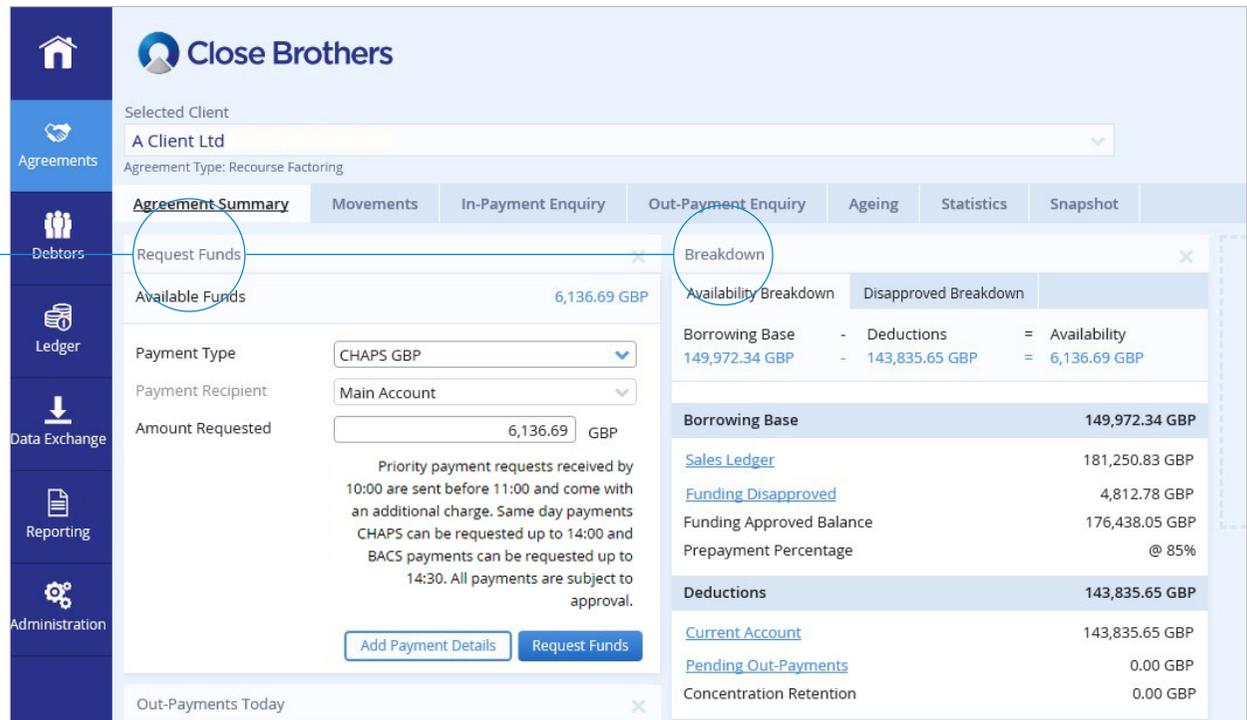


The screenshot shows the Close Brothers web application. On the left is a dark blue navigation menu with icons for Home, Agreements, Debtors, Ledger, and Data Exchange. The main content area has a header with the Close Brothers logo and 'Selected Client' dropdown set to 'No Agreement Selected'. Below this is a table of agreements:

Agreement	Agreement Reference
EFG GROUP Aggregation	0012345/001 GBP
EFG Ltd Non Recourse CHOCS	0012345/001 GBP
JK Ltd Non Recourse CHOCS	0012345/001 GBP

2. If you have a group of accounts, select the account from the list that you wish to draw the payment from by clicking on the name.

3. You will then be taken to the Agreement Summary page, your availability will show in the [Request Funds](#) widget, and the breakdown of your availability will be displayed in the [Breakdown](#) widget.



The screenshot shows the 'Agreement Summary' page for 'A Client Ltd' with 'Recourse Factoring' as the agreement type. The 'Request Funds' widget is highlighted, showing 'Available Funds' of 6,136.69 GBP. The 'Breakdown' widget is also highlighted, showing a table of availability breakdown:

Availability Breakdown			Disapproved Breakdown		
Borrowing Base	-	Deductions	=	Availability	
149,972.34 GBP	-	143,835.65 GBP	=	6,136.69 GBP	

Below this, a summary table shows:

Borrowing Base	149,972.34 GBP
Sales Ledger	181,250.83 GBP
Funding Disapproved	4,812.78 GBP
Funding Approved Balance	176,438.05 GBP
Prepayment Percentage	@ 85%
Deductions	143,835.65 GBP
Current Account	143,835.65 GBP
Pending Out-Payments	0.00 GBP
Concentration Retention	0.00 GBP

4. The **Request Funds** box is automatically populated with your full availability. To draw a different amount, simply overtype the figures.

Request Funds ✕

Available Funds 6,136.69 GBP

Payment Type CHAPS GBP ▼

Payment Recipient Main Account ▼

Amount Requested GBP

5. Then select your payment type i.e. **CHAPS**, **BACS** or **Priority Payment**. Please note: A Priority Payment will come with an additional charge.

Available Funds 6,136.69 GBP

Payment Type CHAPS GBP ▼

Payment Recipient BACS GBP
Priority Payment GBP

Amount Requested CHAPS GBP

Priority payment requests received by 10:00 are sent before 11:00 and come with an additional charge. Same day payments CHAPS can be requested up to 14:00 and BACS payments can be requested up to 14:30. All payments are subject to approval.

Add Payment Details **Request Funds**

6. Click on the **Request Funds** button.

7. Once the 'Are you sure' button is clicked the payment will be sent and a confirmation will pop up. This can also be viewed from the notification screen. Click on the [alarm bell icon](#) at the top right hand side of the screen.

Notifications this session →

 **Funds requested successfully** 13:22 ✕

The request for funds was successful.
 Transaction Amount: 1,000.00 GBP
 Transaction Number Reference: 123-1
 Current Status: Out-Payment Auto Approved

CloseNet®

user1234
 Logout



The requested payment can also be viewed from the [Out-Payment Enquiry](#) tab.

Click on the payment itself to view full payment details.

Close Brothers

Selected Client: A Client Ltd
 Agreement Type: Recourse Factoring

Agreement Summary | Movements | In-Payment Enquiry | **Out-Payment Enquiry** | Ageing | Statistics | Snapshot

Status: [dropdown] Value Range: From [input] To [input] GBP Date Range: From 11/12/19 To 11/12/19

Number	Payment Type	Entry Date	Payment Amount	Status	Fee Amount
123 -1	CHAPS GBP	11/12/19	1,000.00 GBP	Out-Payment Auto Approved	27.00 GB

Payment Details ✕

Payment Type CHAPS GBP

Recipient A Client Ltd

Payment Including Fee Amount 1,027.00 GBP

Fee Amount 27.00 GBP

Payment Amount 1,000.00 GBP

Number 123 - 1

External Reference

Instructions

Status Out-Payment Auto Approved

The payment can also be viewed from the [Out-Payments Today](#) widget.

If you click on the [Item](#) you will be taken to the [Out-Payment Enquiry](#) page.

The screenshot displays the Close Brothers web application interface. On the left is a dark blue navigation sidebar with icons and labels for Home, Agreements, Debtors, Ledger, Data Exchange, Reporting, and Administration. The main content area is light blue and shows the 'Selected Client' as 'A Client Ltd' with an 'Agreement Type' of 'Recourse Factoring'. Below this are tabs for 'Agreement Summary', 'Movements', 'In-Payment Enquiry', and 'Out-Payments Today'. A 'Request Funds' modal is open, showing 'Available Funds' of 5,109.69 GBP. The modal includes dropdown menus for 'Payment Type' (CHAPS GBP) and 'Payment Recipient' (Main Account), and a text input for 'Amount Requested' (5,109.69 GBP). A text box provides details on payment processing times and approval requirements. At the bottom of the modal are 'Add Payment Details' and 'Request Funds' buttons. Below the modal, the 'Out-Payments Today' widget shows one item: 'Out-Payment Auto Approved' with a value of 1,000.00 GBP. A blue circle highlights the '1 item' link in the widget, and a line connects it to the text box on the left.