

**coface**  
FOR SAFER TRADE



**CofaMove**

**STARTER GUIDE**  
SAFER TRADE IN YOUR POCKET

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# GETTING STARTED

## / Technical specifications required

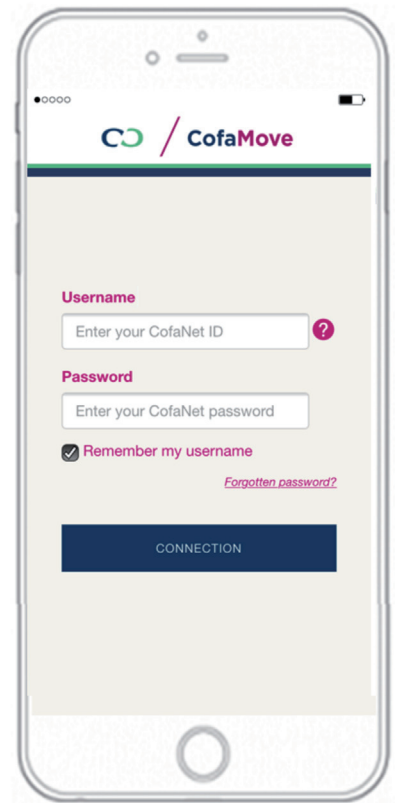
CofaMove is available after downloading from your reference store:

✓ App Store (iOS from V7.1) 

✓ Google Play Store (Android from V4.0) 

CofaMove is also accessible on:  
[m.cofanet.coface.com](http://m.cofanet.coface.com)

✓ IE browser( from 10) or other browsers



## / Login

*User ID & Password*

Identical to your CofaNet ID.

*Connection*

Click “Connection” button to be directed to your personal contract per default as set in CofaNet.

## / Logout

*Deconnection*

For security reasons, CofaMove will logout automatically every 15 mins.



## / Tutorial

A tutorial will be displayed at first connection and then accessible via the menu. This tutorial will give you a quick overview of all the main functionalities of CofaMove.



# TIPS

Click here to access your menu

Localize the company on Google Maps

Localize

CREDIT LIMIT

@RATING CREDIT OPINION

EXPRESS CREDIT LIMIT

Return to the list

Personalize your customer reference

Click here to get more explanation on CRA: Country Risk Assessment

Activity : -  
Address : 1 place Costes et Bellonte  
Postcode : 92270  
City : Bois-Colombes  
Country : France  
CRA : A3  
Easy Number : 00008242011439

MY COMPANY 1  
MY COMPANY 2  
MY COMPANY 3

07/2015 17:04

MY COMPANY 1



According to the terms of your contract, and to your profile, you have access to various products and features, allowing you to manage your trade receivables in a most time-efficient way.



# HOW TO SEARCH YOUR BUYER

## / Company Search

You can search your buyer by using various criteria:

1. Company Name

2. EasyNumber: it is the Coface ID number

3. Legal Identifier Eg: VAT Number

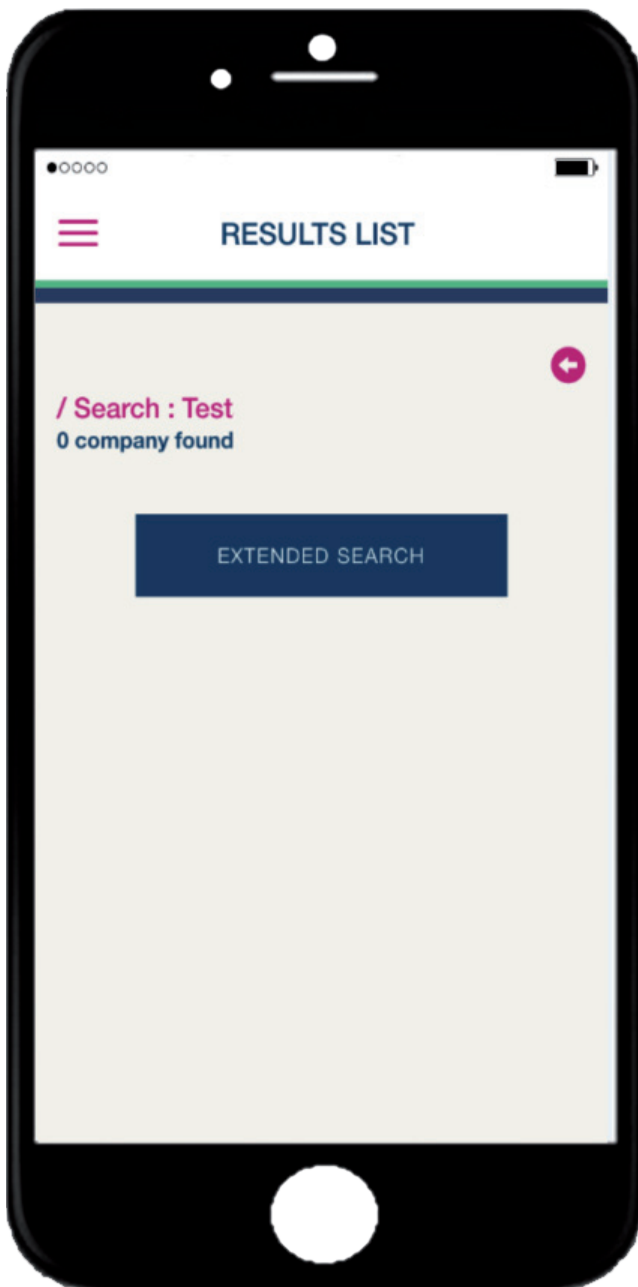


A legal identifier is generally the safest way to identify a company. Check carefully that the company selected is indeed your buyer.

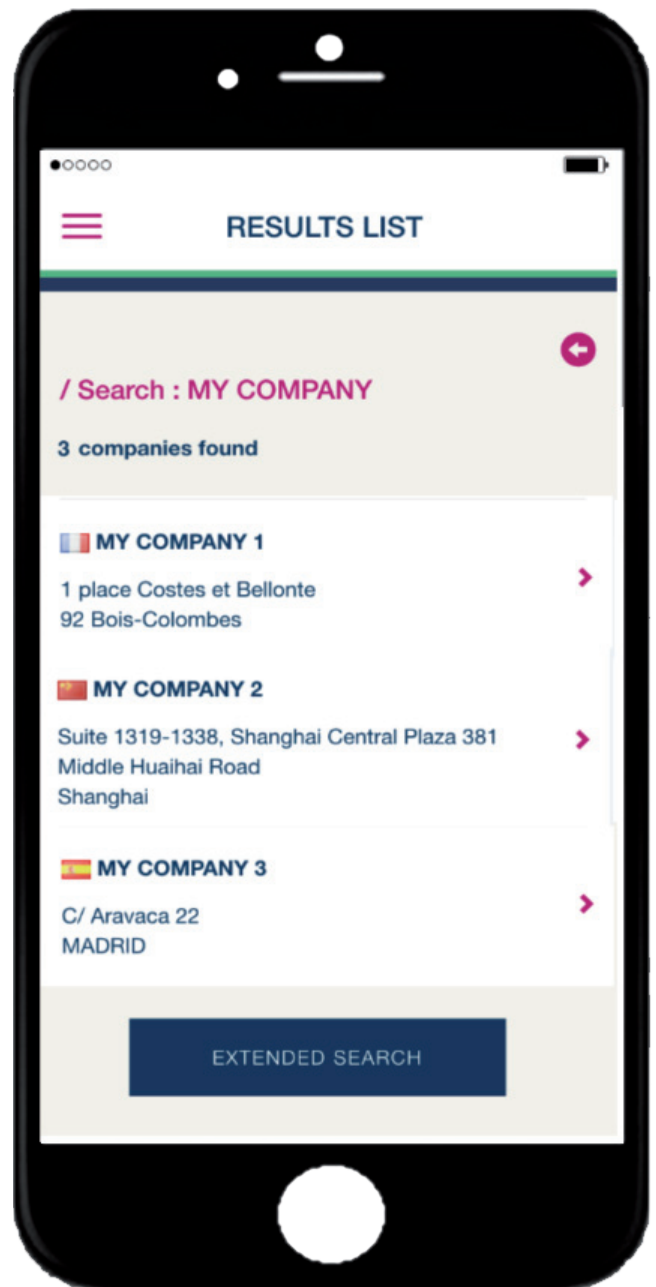
## SEARCH RESULT



No result, extend your search




A result list is displayed, select your buyer

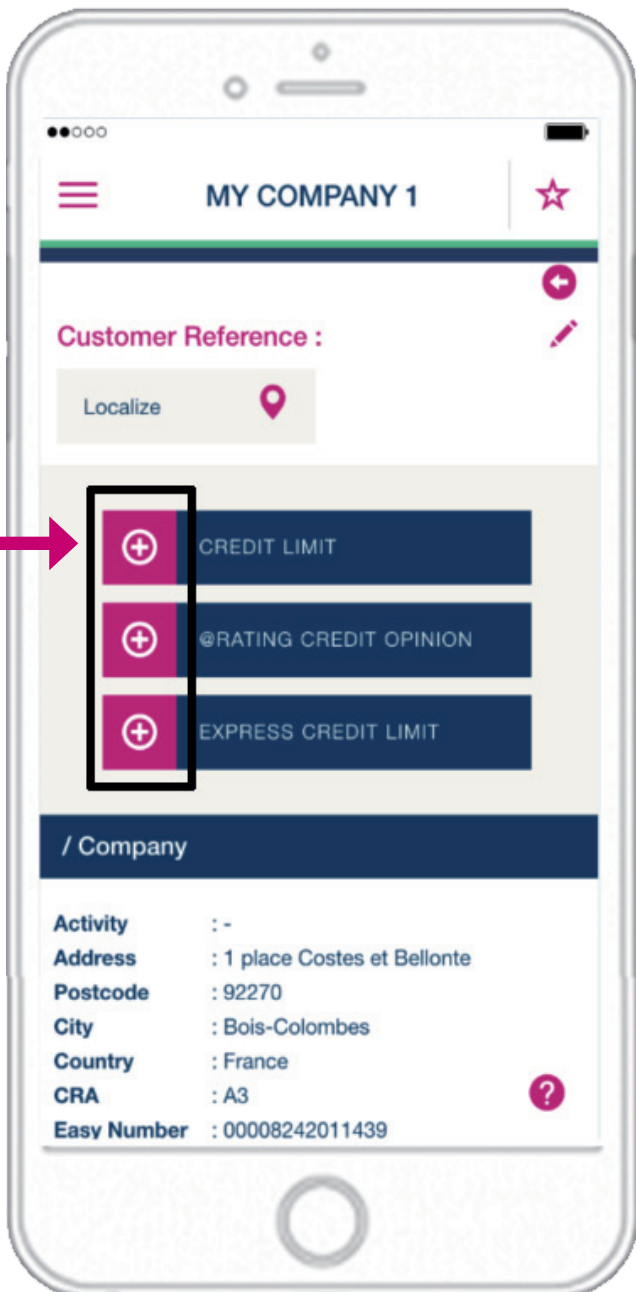


You can create a new company if you still have not found the appropriate company after the “extended search”.



# HOW TO MAKE A REQUEST

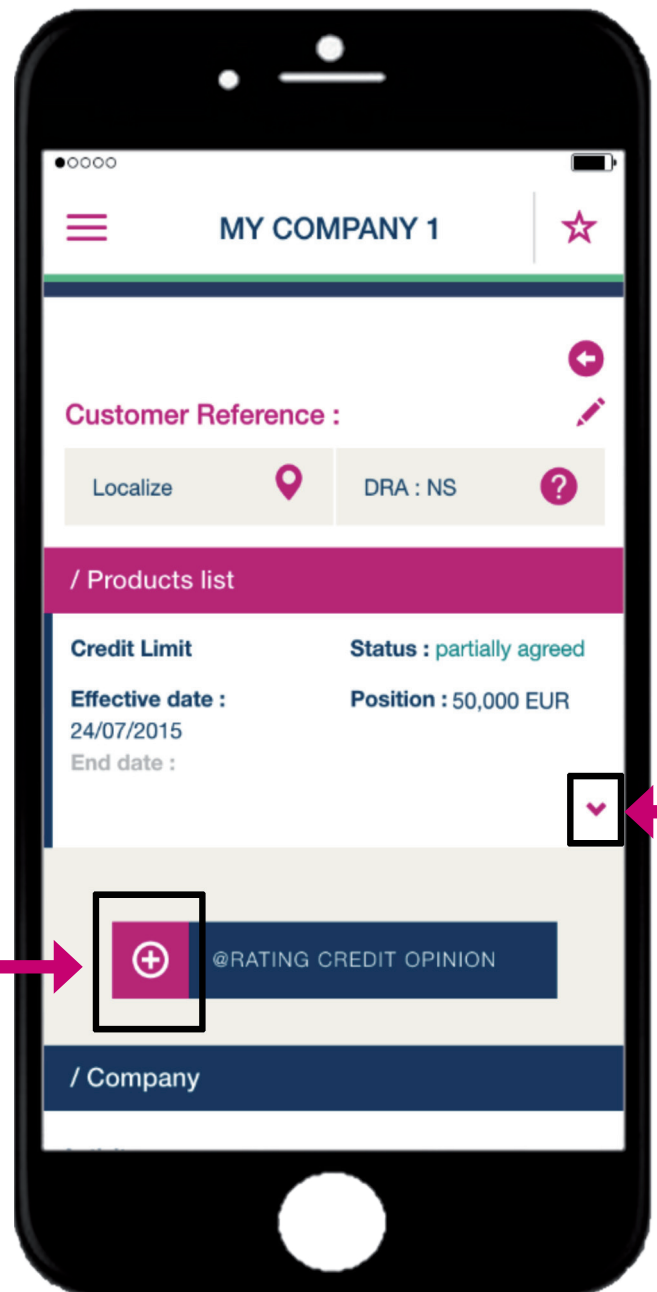
## No existing product on this buyer:

- Order your product by clicking on the appropriate button 



## Existing product on this buyer:

- Know more about your order by clicking 
- Order another product by clicking 



## HOW TO MODIFY YOUR EXISTING PRODUCT

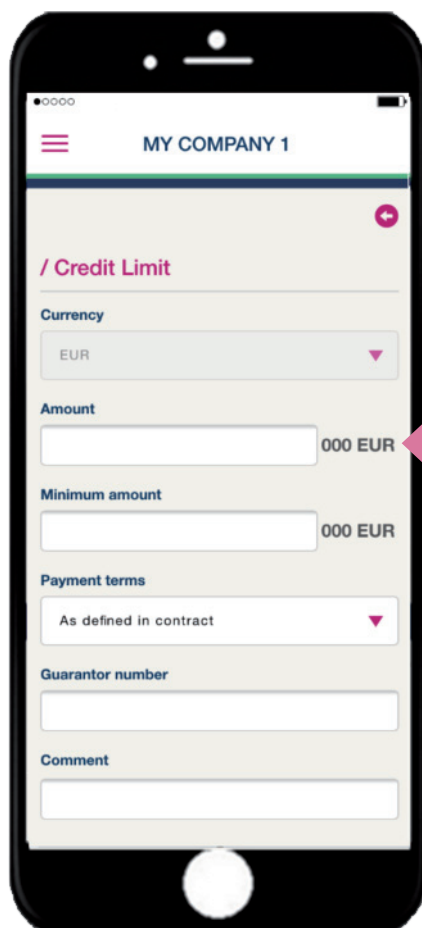
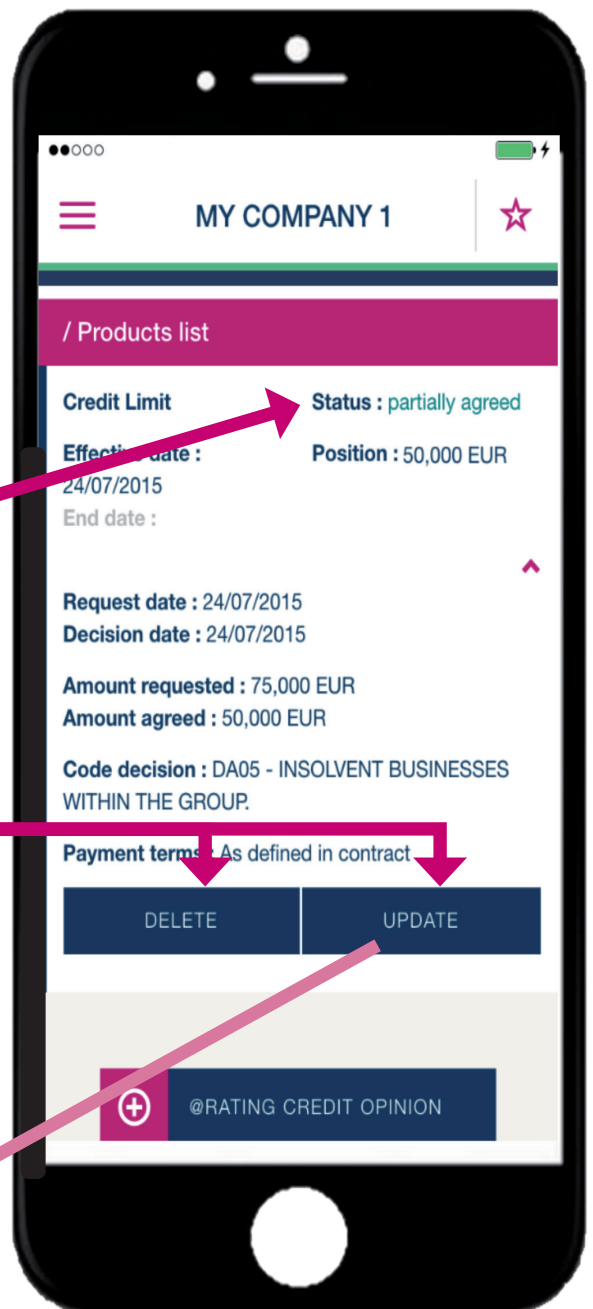
### / A product can be

- Increased
- Reduced
- Deleted

at any time

You can visualize the decision status

Click here to apply for the modification of the existing decision

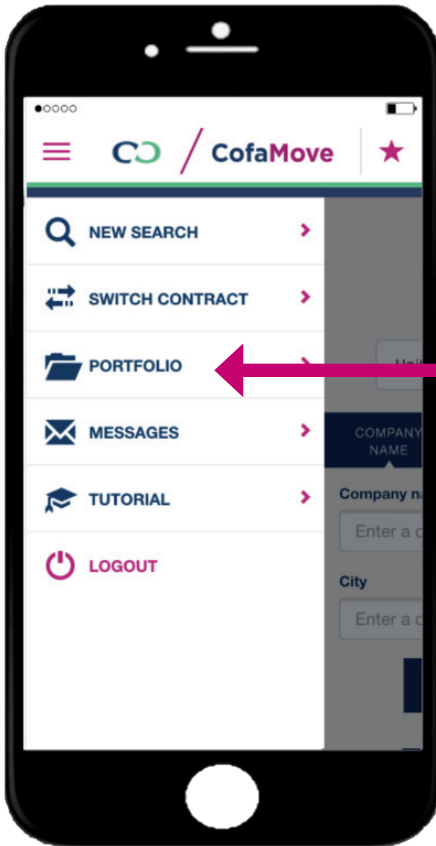


**Fill in the information about your transformation request.**

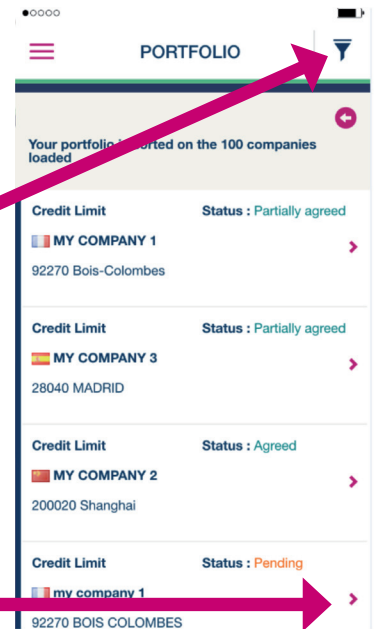
- Amount required
- Minimum amount per delivery
- Payment terms ( to choose from the list)
- Guarantor number: The EasyNumber of the potential guarantor
- Comment (if any)



# PORTFOLIO OVERVIEW

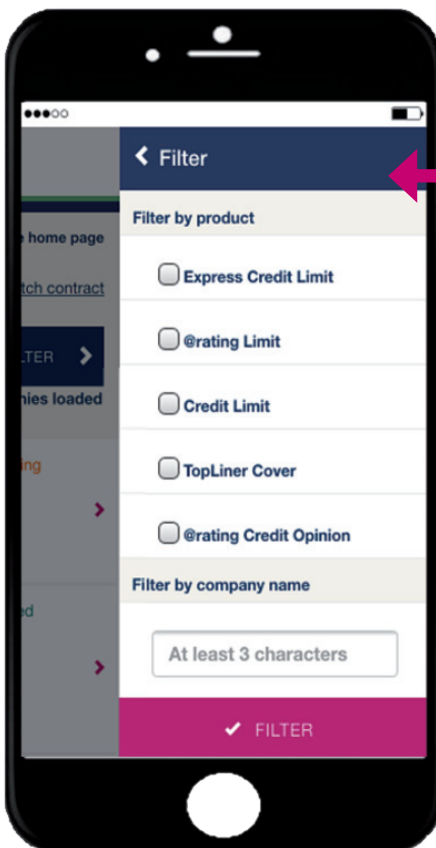


Click here to access your portfolio



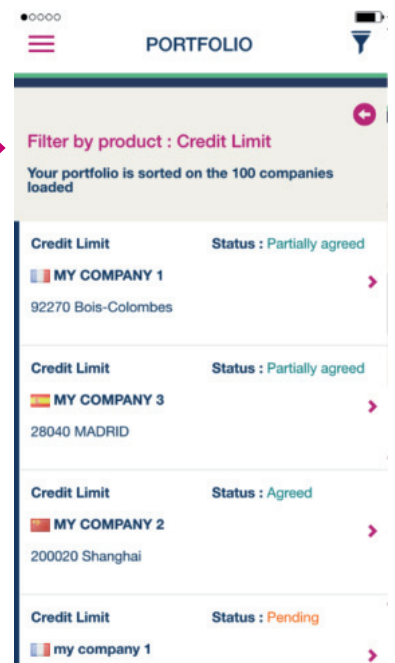
Click here to filter your portfolio

Check more details



You can use "filter" to fine tune the result

Result list after filtering per product, eg: Credit Limit

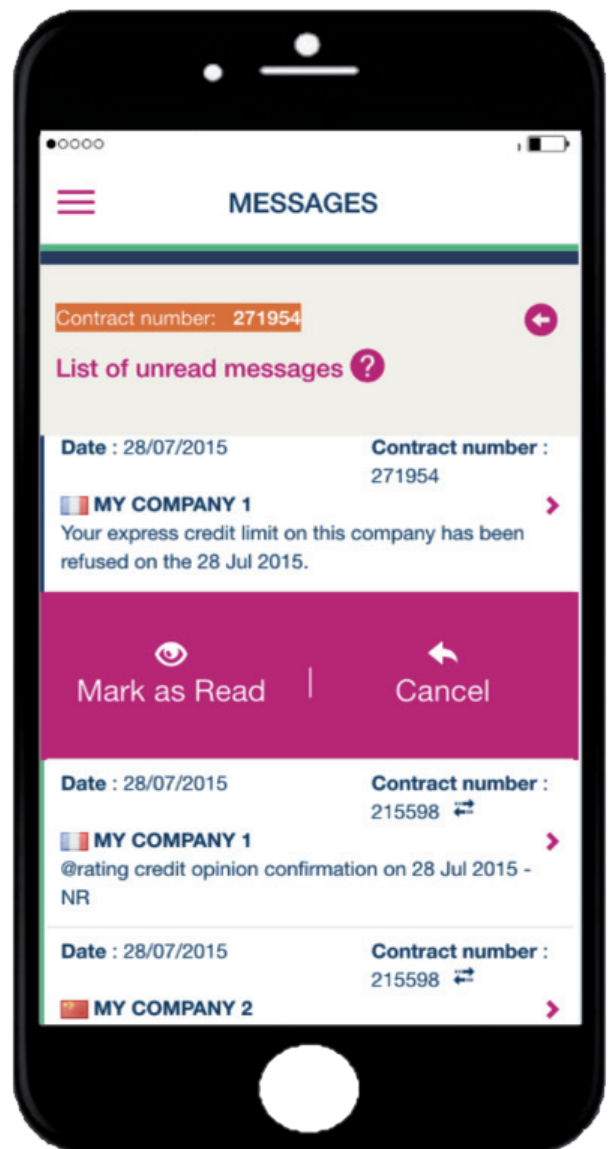
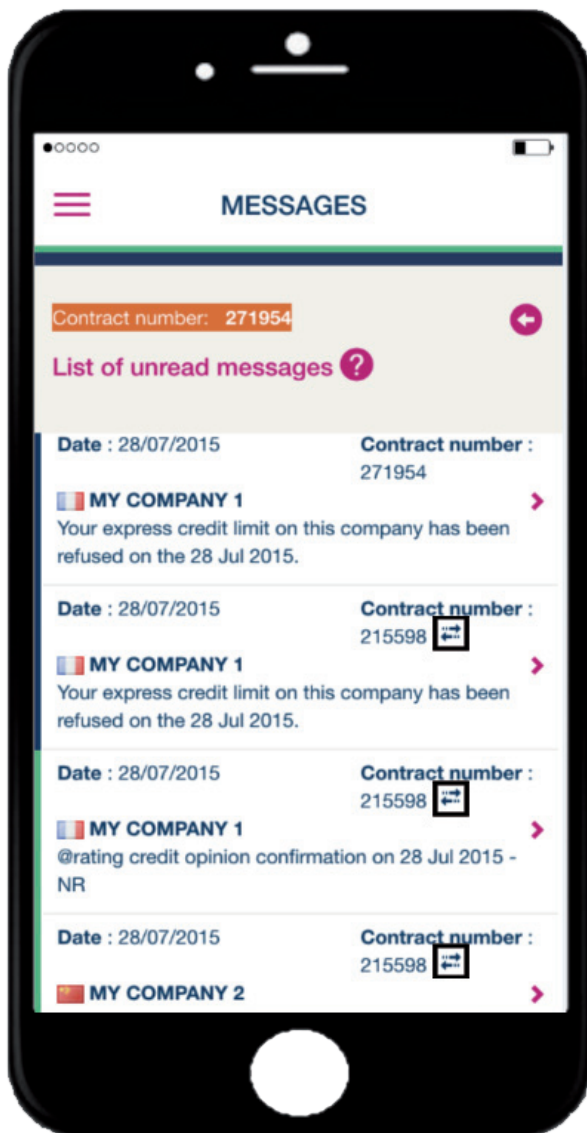


## MESSAGES

### / All messages are accessible via menu.

Discover the latest unread messages whatever the contract.

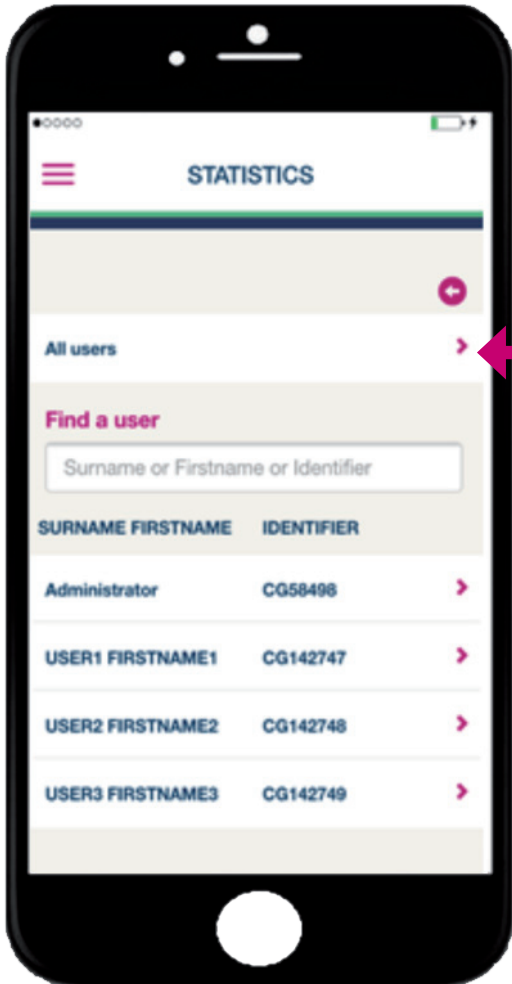
Slide one message to mark it as read or cancel the action.



In case of multiple contracts, messages which do not belong to the selected contract are flagged with a "↔" icon. You can switch contract by clicking on the concerned message.

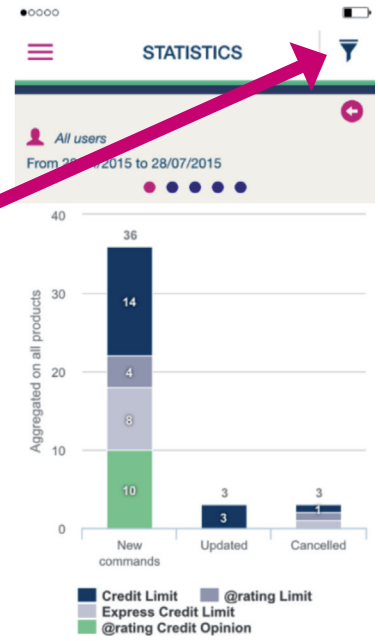
# STATISTICS

You can find detailed statistics of one user or all users.

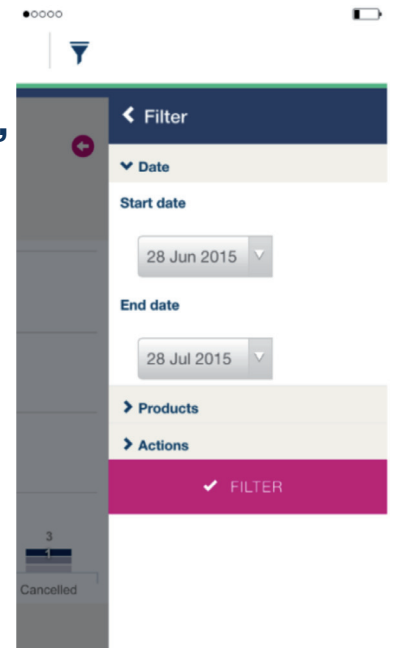


Click here to get a general view of command.


Click here to filter your portfolio



You can filter your statistics results by date, by products or by actions.



This functionality is accessible via menu and is available only for the contract administrator.



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