



# Allianz Trade

## Online

The complete guide

Allianz Trade

Online

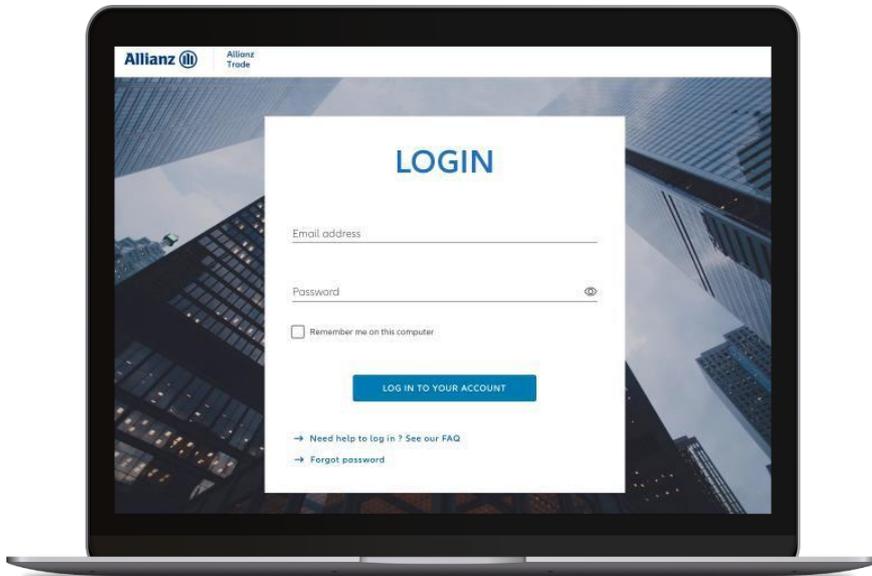
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*Click on a page number or title to jump straight to the section in question.*

# Step 1: Logging in

Logging in to Allianz Trade Online for the first time



Enter the Allianz Trade Online website address: <https://online.allianz-trade.com>



- Use your individual login (your email address) and password.
- Once you are logged in to Allianz Trade Online, we recommend you to add the Home page to your favourites and to tick the "Remember me" checkbox.



Before you first log in, an email is sent to you with your Allianz Trade Online password.

## Dashboard

Your dashboard offers a swifter access to your main features as well as an easy drill down to detailed data.

ND Cover notifications are displayed exclusively on the dashboard. ND appears as a red bubble. They notify me to all events concerning my ND Cover requests, since my last connection to Allianz Trade Online. Notifications are displayed for one day and are updated every day.

By clicking on "View changes", I access to the list of concerned ND Covers.

I see the latest news on my contract on a single screen with quick access to the main features of Allianz Trade Online.

CUSTOMER NAME	GRADE	END	COUNTRY	DECISION DATE	REQUESTED AMOUNT	GLOBAL STATUS	GLOBAL AMOUNT
Customer 1	9	2023-01-01	FR	27 oct. 2022	€12,000	No Cover	€0
Customer 2	8	2023-01-01	FR	27 oct. 2022	€12,000	No Cover	€0
Customer 3	7	2023-01-01	IT	26 oct. 2022	€187,000	Partial Cover	€10,000
Customer 4	7	2023-01-01	IL	26 oct. 2022	€377,000	No Cover	€0

# Step 2: Getting started

## Chose your display language

Define your display language by selecting the appropriate one in the selector at the bottom of the page.

We highly recommend to deactivate your browser automatic translation tool in order to have the best experience in Allianz Trade Online.



## An introduction with the Allianz Trade Online assistant

Click the 'Help' button at any point to display the Allianz Trade Online help.

The help takes the form of a guide to the application's functions over a number of steps.

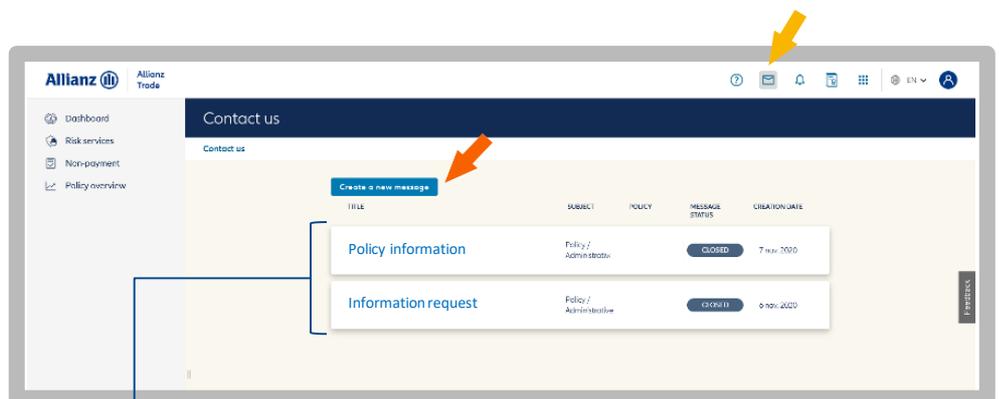


## Contact us

Click on 'mail' icon for support from Allianz Trade on how to use Allianz Trade Online.

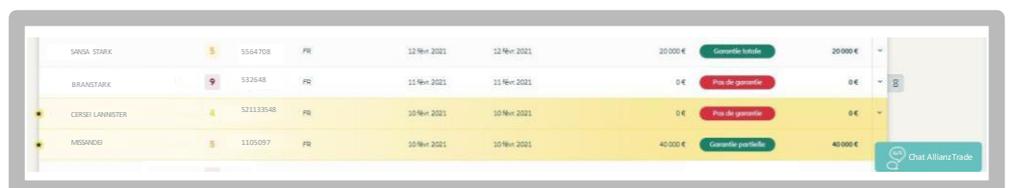
You can send a new message by clicking on the 'Create a new message' button.

You can also view your message history and see the status of your various requests.



## Allianz Trade Online chat

Whenever you have a simple question about how Allianz Trade Online works, or want more information, you can talk directly to our advisors using the online chat feature in the lower right-hand corner of all Allianz Trade Online screens.



# Allianz Trade Online home page

## Other menu features

Access to your account information and to the disconnection button.

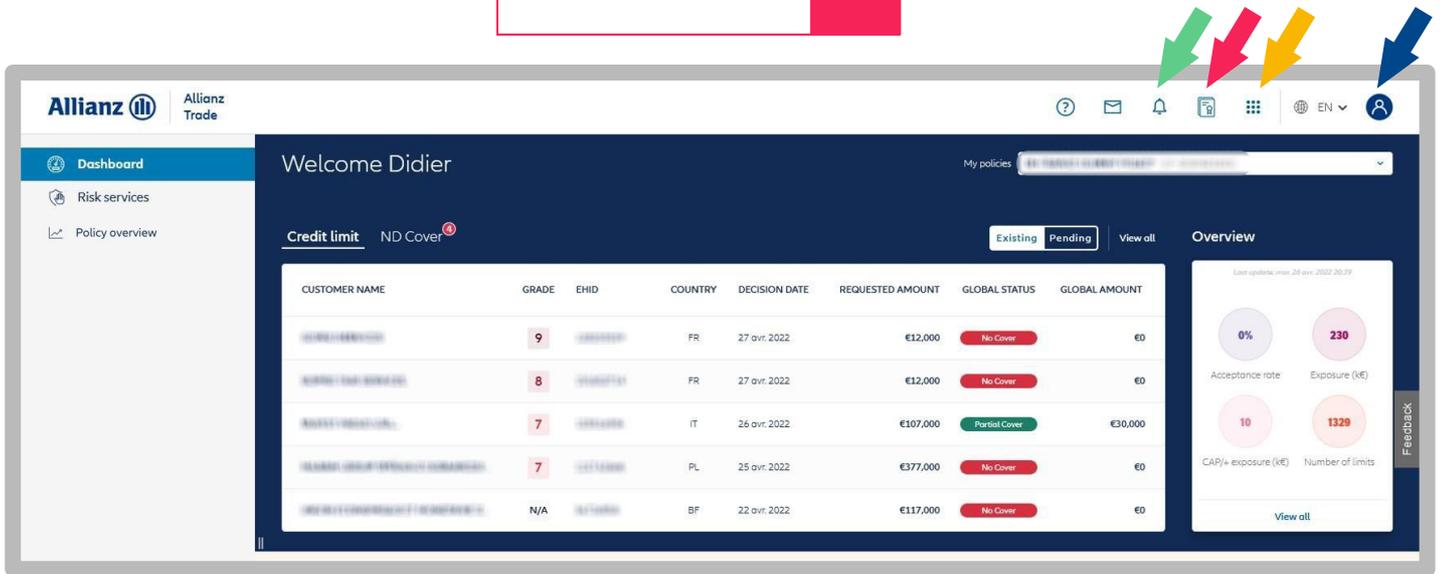
Define your preferred contract that will be displayed first for all requests you may have.

Click on the bell icon to see all the notifications sent on Allianz Trade Online.

Click on "My library" to access all the documentation relating to Allianz Trade Online and your policy/policies.

**Access to EOLIS/eDoc**

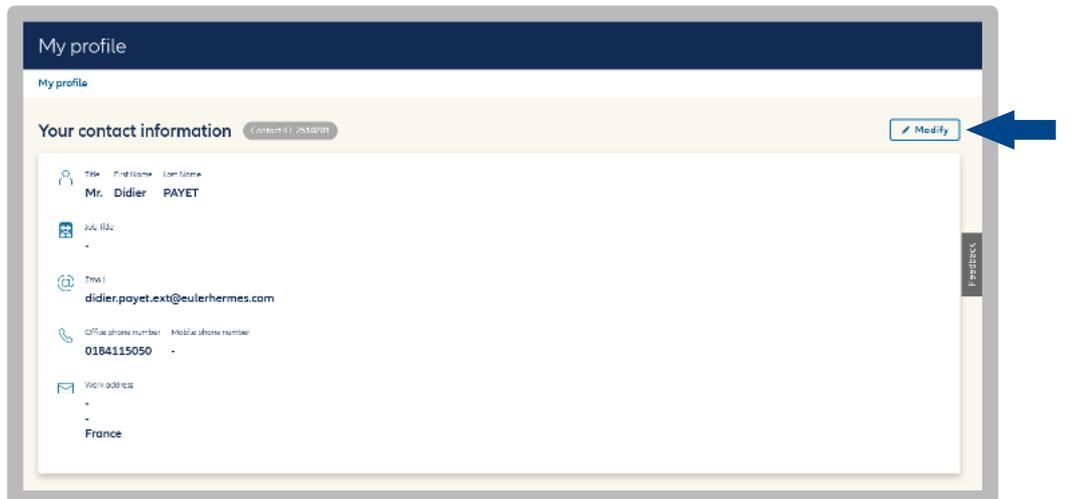
Click on "EOLIS" or eDoc to access the service.



## Update your contact details

I can update my account information by clicking on "My profile" and "Modify".

If you need to update my professional email, please send us a message through the "contact us" button.



# Step 3: Request management

## Managing current credit limits

Choose your policy

The screenshot shows the Allianz Trade Risk services interface. The main view is a table of credit limits with columns for Customer Name, Grade, EHID, Country, Customer Reference, and Decision Date. A modal window titled 'SELECTION' is open, showing a search bar and a list of policies. The 'SELECTION' modal has a search bar with the text 'Type to find your policy'. Below the search bar, there is a 'SELECTION' section with a radio button and the text 'ENTREPRISE MALET 1/32'. Below that, there is a 'PORTFOLIO' section with a dropdown arrow and a list of policies: 'PAINCHAT 7', 'PAINCHAT 1', 'PAINCHAT', 'CHATEAU BLANC 2', 'HOLDER 1', 'BOULANGERIES PAUL 1', 'PAUL SERVICES 1', and 'SARL PINNETUDE 1'. At the bottom of the modal, there is a 'DISPLAY INACTIVE POLICIES (Last 36 months)' section with a toggle switch. The modal also has 'Clear' and 'Apply' buttons.

From the "MANAGE" menu, select the policies (within a portfolio) for which you want to see your requests.

To select just one policy, unselect the others.

By default, all the cover is displayed in the list of credit limits, except for limits you have cancelled, refusals (when cover is declined) and terminations affecting expired credit limits.

Allianz Trade Online breaks down the policy hierarchy on 3 levels, represented by the following icons :

**Folder icon (1)** : all the lead policies and policies attached to them,

**Paper icon (2)** : the set of policy extensions attached to the lead policy,

**Jigsaw piece icon (3)** : the policy alone.

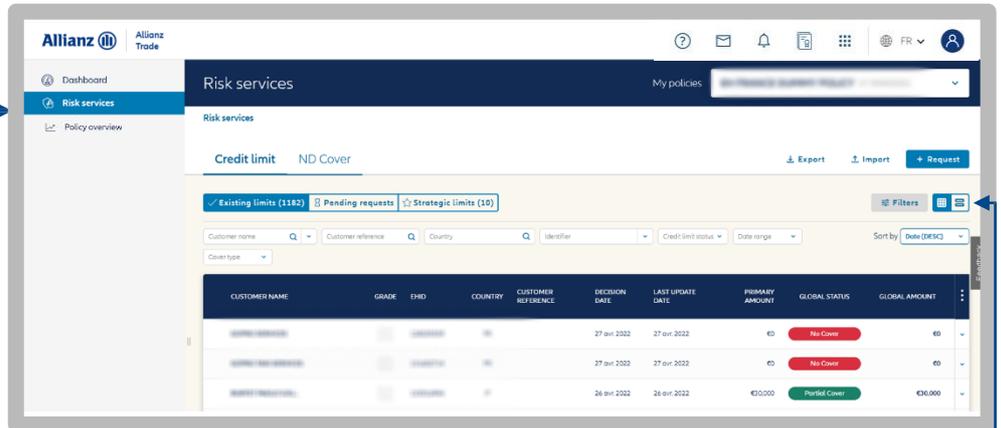
This is a close-up screenshot of the 'SELECTION' modal. It shows a search bar with the text 'Type to find your policy'. Below the search bar, there is a 'SELECTION' section with a radio button and the text 'ENTREPRISE MALET 1/32'. Below that, there is a 'PORTFOLIO' section with a dropdown arrow and a list of policies: 'PAINCHAT 7', 'PAINCHAT 1', 'PAINCHAT', 'CHATEAU BLANC 2', 'HOLDER 1', 'BOULANGERIES PAUL 1', 'PAUL SERVICES 1', and 'SARL PINNETUDE 1'. At the bottom of the modal, there is a 'DISPLAY INACTIVE POLICIES (Last 36 months)' section with a toggle switch. The modal also has 'Clear' and 'Apply' buttons.

# Viewing your credit limit requests

You can see your current cover and requests being processed (awaiting a response from our underwriters).

Your requests are grouped into 2 categories:

- requests for cover on 'named buyer' available in the 'Credit Limit' tab,
- ND Cover requests available in the 'ND Cover' tab.



By hovering over the Allianz Trade "EHID" identification number of your customers, this logo appears. It allows you to copy this number in one click.

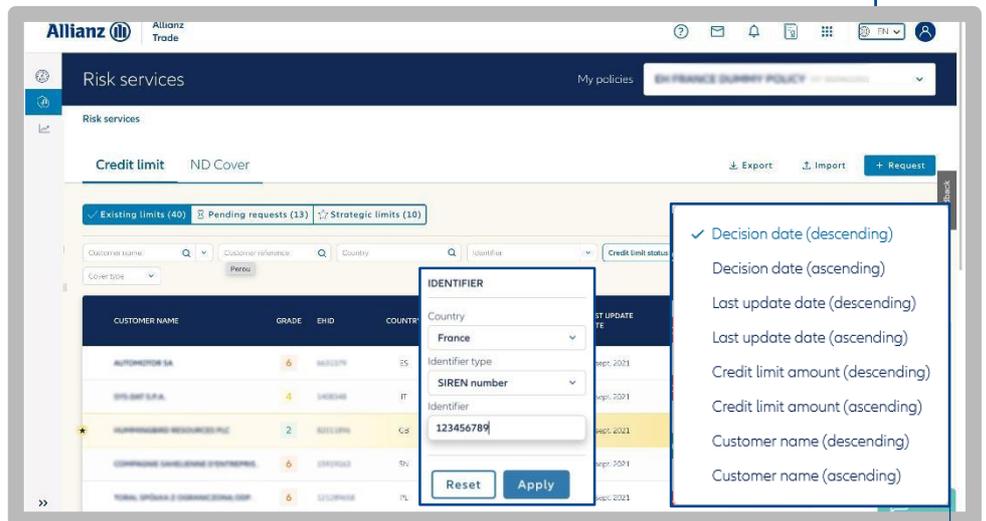


You can see your current cover and requests being processed displayed as either a table or a list.

# Sorting and filtering current credit limits

There are a number of search filters to help you find your credit limit requests more quickly:

- Registered name or Allianz Trade ID ;
- Buyer reference number ;
- Country ;
- National identifier ;
- Decision type :
  - Full cover
  - Partial cover
  - No cover
- Period: used to find cover where there has been a change over a given period ;
- Cover type : Allianz Trade CAP or CAP+ supplementary cover.

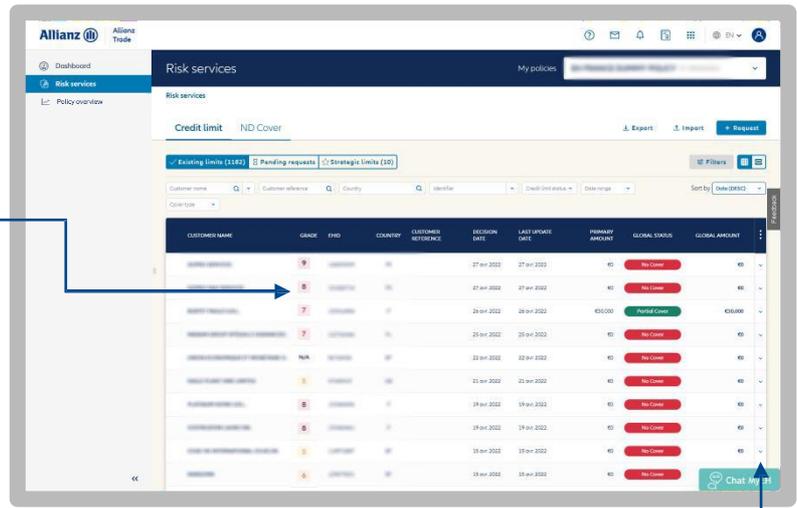


I sort my credit limits by decision date, last update date, amount and customer name

## Displaying the credit limit overview

You can see your buyers' Allianz Trade grades, for an instant assessment of their solvency position.

Click on the arrows on the right for quick access to an initial level of information about your credit limits. Clicking on the row for a given buyer takes you to that buyer's page.

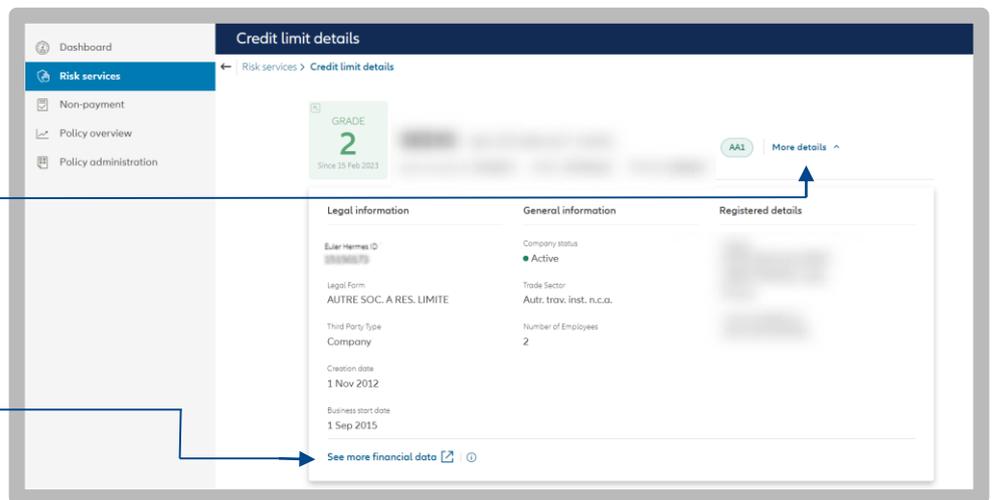


## Displaying buyer data

You can display the main information about your buyer by clicking on "More details", including:

- the business registration (e.g. Siren) number
- the company's status

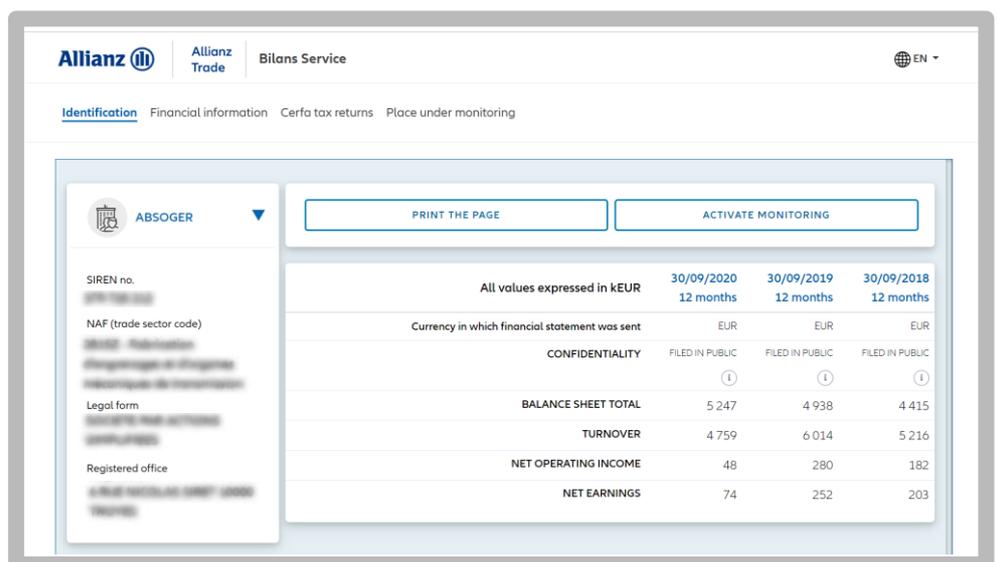
When a company's financial statements are public, the 'See more financial data' link is shown. Click this link to display the company's financial statements. This service is available for businesses based in France.



The following information is to be found on the site:

- Business identification
- Financial information
- Tax returns
- Monitoring

The site is available in French and English.



## Viewing credit limit details

Displaying a credit limit details:

- the amount;
- request, response and amendment dates.

When cover is declined (refusal), the reason will be given.

I see the name of the person who made the credit limit request. (Useful when you have multiple users on the same contract).

The "Request history" section provides you with information about the history of your credit limit requests, as a table or graph.

You will find all updates about your cover (increase/decrease) as well as our decision updates (Withdrawal expiration date, Refusal end date, etc.).

REQUESTS		DECISIONS			TOTAL AMOUNT	
DATE	AMOUNT	DATE	DECISION	PRIMARY AMOUNT	TEMPORARY AMOUNT	
-	-	17/09/2021	Agreed	-	-	-
08/09/2021	€100,000	13/09/2021	Agreed	€100,000	-	€100,000

## Displaying Allianz Trade buyer grade history

You can display the Allianz Trade buyer grade\* history while amending a credit limit request.

\*Previously EH grade



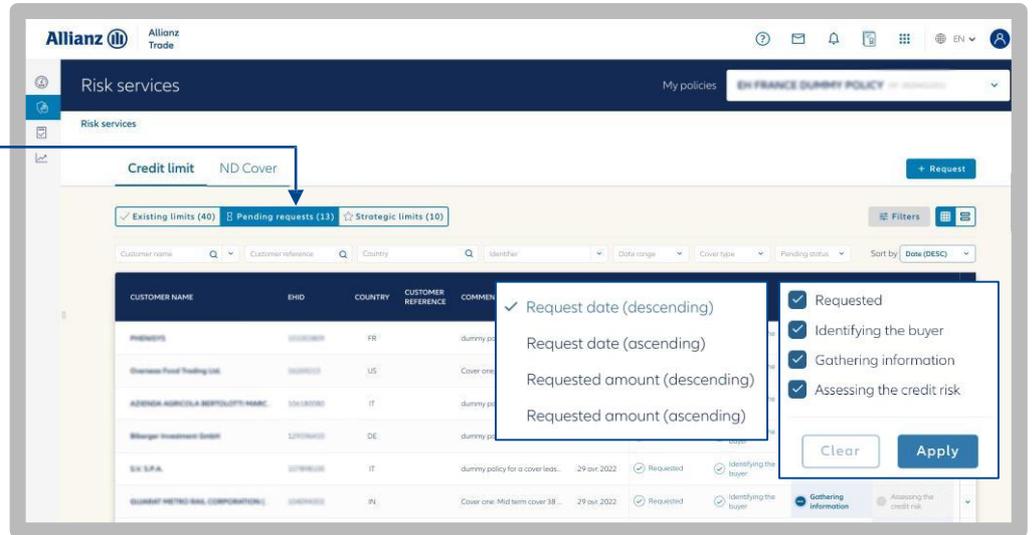
## Sorting and filtering requests

Click in "Pending" to see the list of all current requests that Allianz Trade is processing. The current status of the request is shown (4 stages).

A filter can be used to display requests based on the stage they have reached.

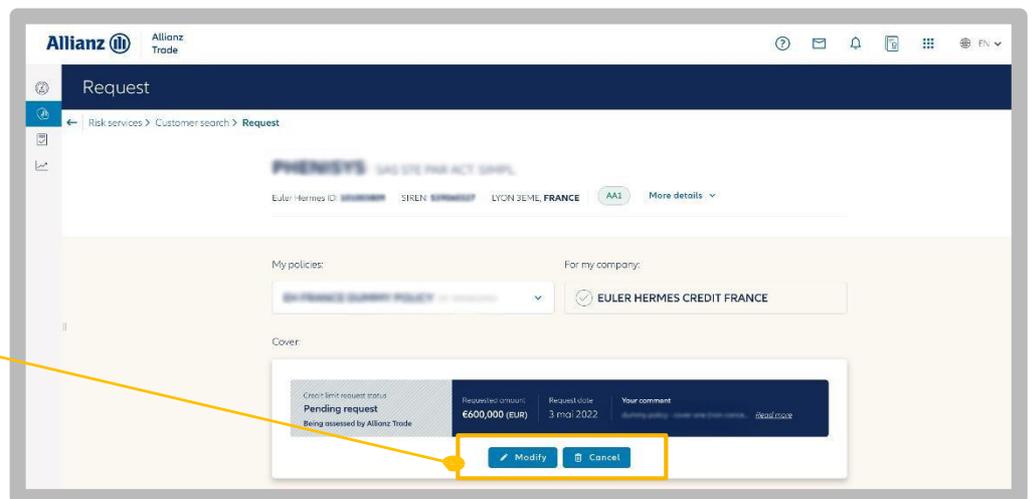
Credit limit requests can be sorted by :

- Credit limit amount,
- Request date,
- Last update date.



## Modifying a credit limit request

Selecting a request in progress offers options to delete or amend it.



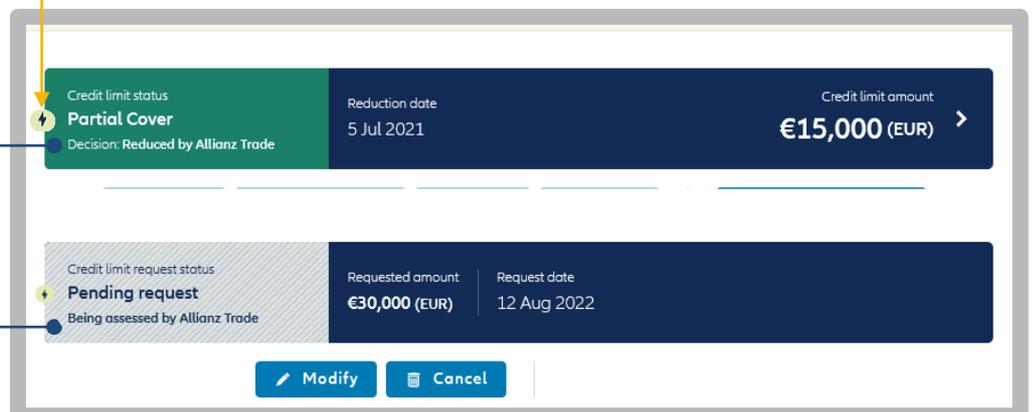
## The broker appeal

Your broker can intervene after a restrictive decision to your credit limit request (decline to cover, or only part agreement i.e. less than the amount requested).

Your broker then submits an appeal to Allianz Trade risk underwriters. All requests where your broker has appealed are marked with a lightning symbol. ⚡

When your broker makes an appeal, the current limit applies while the appeal is processed by our underwriters.

An appeal is processed like a new request for cover, and can be found in your list of "Pending requests" while our underwriters prepare their response (5 days maximum).

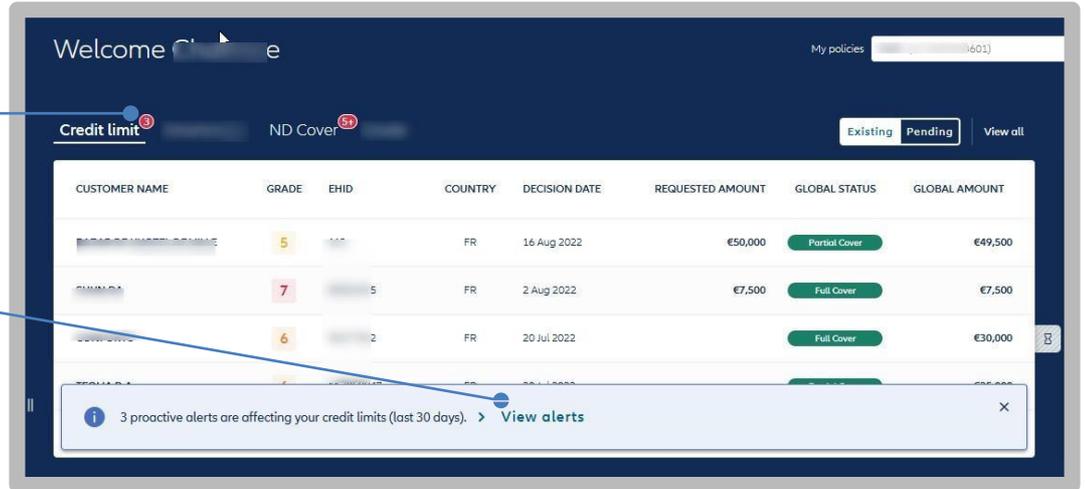


# Proactive alerts

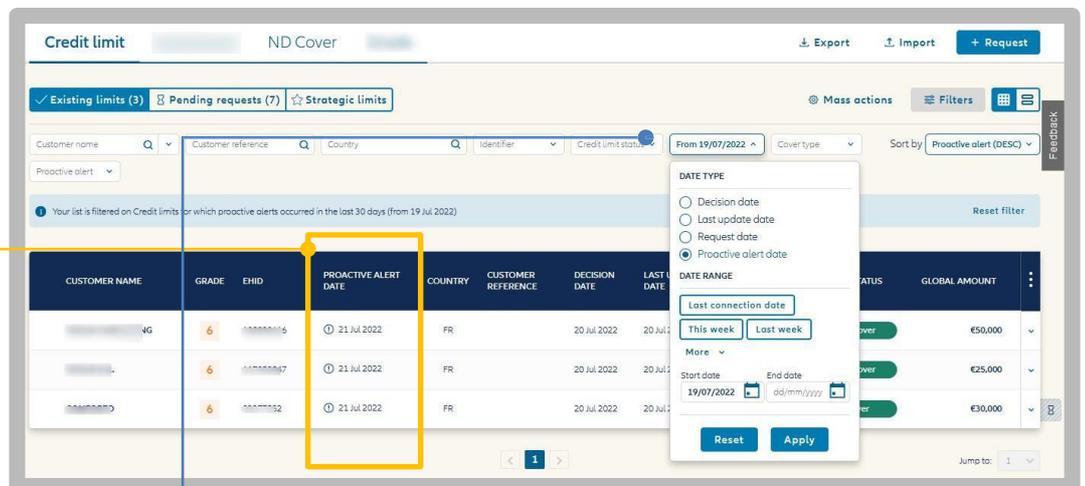
This service informs you about the possibility of obtaining a higher credit limit than your current insured outstanding balance, for one or more buyers.

When our assessment of the credit risk attached to a buyer on which you have made a credit limit request improves, Allianz Trade Online notifies you of a possible cover increase (or recommencement if current limit is nil) on your homepage and on your list of credit limits. In such cases, you can submit a new credit limit request for a higher amount.

You are notified on your welcome page, in the credit limit section, with a red bubble including the number of customers involved. By clicking on the blue banner below you access to the related customers.

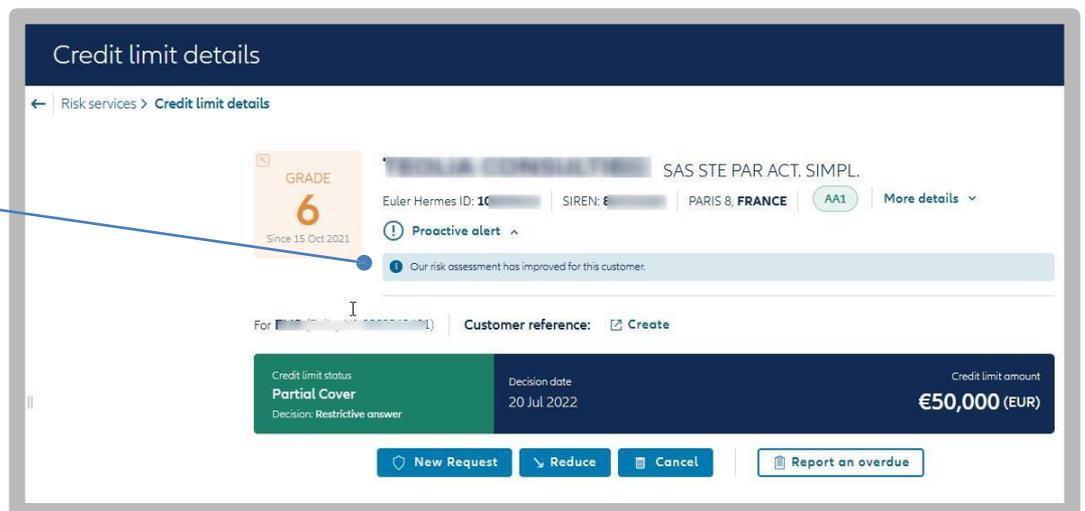


Proactive alerts are also displayed in the list of your credit limit requests (see the proactive alert date column). This column brings you the date we had improved our assessment on your customer.



Find all available proactive alerts by filtering the list.

The information is also displayed in the credit limit detail page.



Good to know:

Only partial and withdrawn covers are concerned by the proactive alert service.

# Strategic cover

## Defining cover as strategic

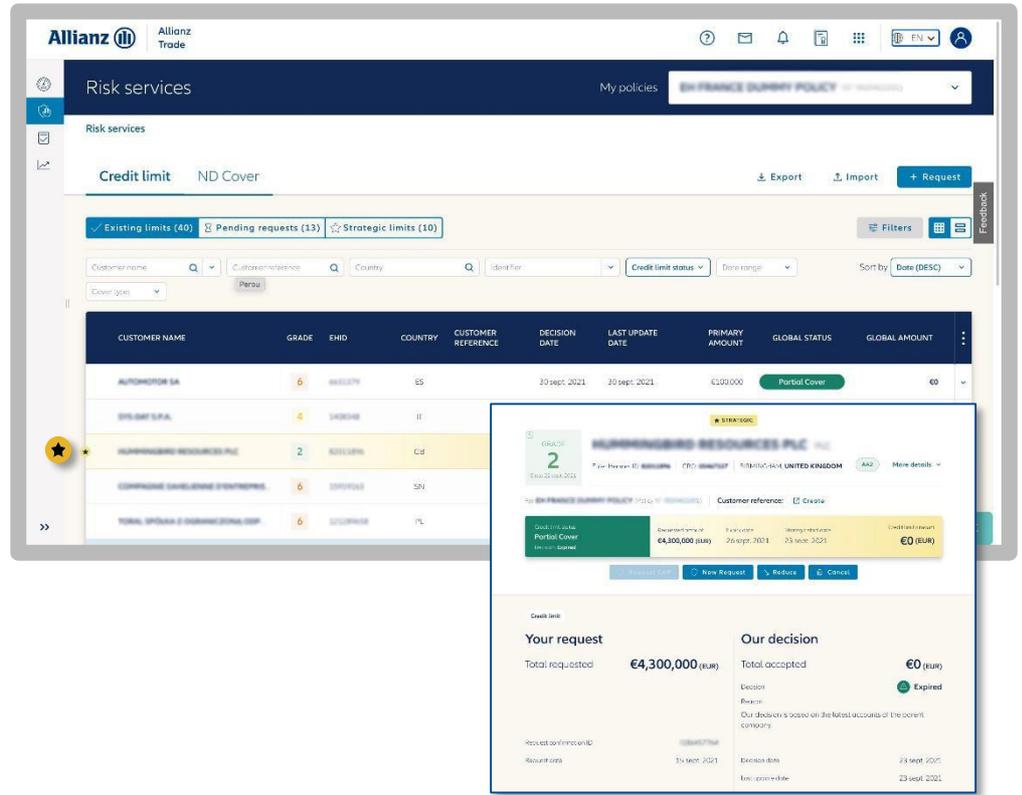


This new 'Strategic cover' service is free of charge and entails no commitment. You can use it to monitor the credit limits you deem to be the most important.

Our underwriting teams will run manual procedures in the event we decide to partly or totally withdraw cover, to take the importance of the cover into consideration.

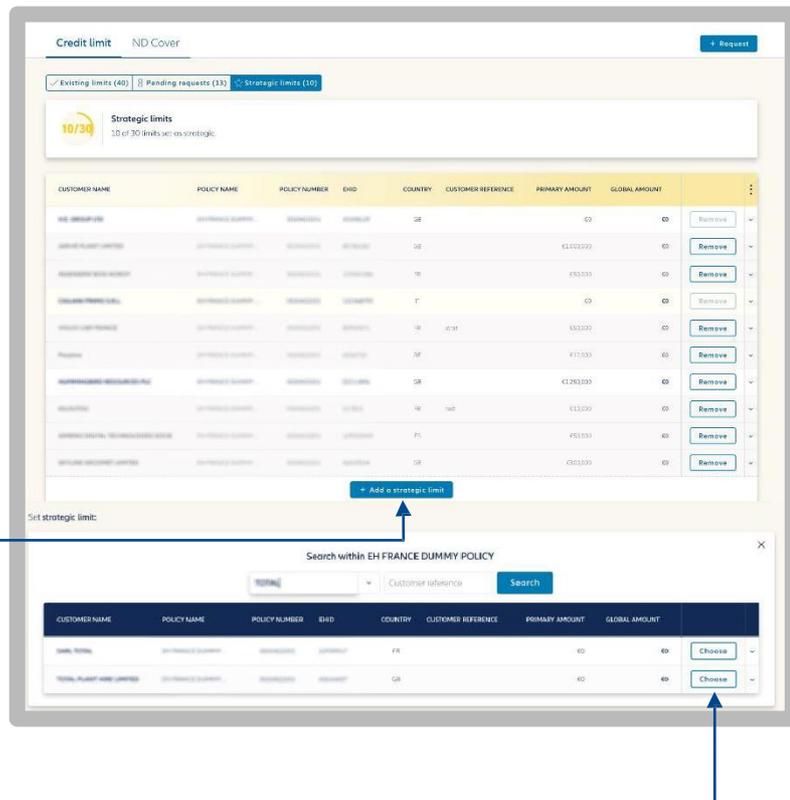
★ Your strategic credit limits are made more obvious with a yellow background and a star is shown beside the buyer's registered name.

All your strategic limits are listed in their own special tab.



### How it works

1. To designate a credit limit as strategic, you need to go to the "Strategic cover" area available in your "Credit limit" tab.
2. The counter indicates the number of strategic limits you have designated, out of the total number of strategic credit limits to which you are entitled.
3. When you click on "Add a strategic credit limit", you can quickly find the desired limit by entering the registered name or the Allianz Trade ID.
4. Clicking on "Select" means the limit is now deemed strategic and it will be added to the other strategic limits for a minimum of 6 months.



### Please note

You cannot change your choice of strategic credit limits within the first 6 months, unless the selected credit limit is dormant.

Once this period has expired, you can alter your strategic cover by clicking the 'Remove' button.

The number of strategic credit limits to which you are entitled is calculated on the basis of your policy profile.

# Managing your unnamed buyers through ND Cover service

## Displaying your ND Cover (current requests and responses)

ND Cover requests differ from credit limit requests. The ND Cover service provides information that can be used to instantly check whether your domestic (i.e. based in metropolitan France or the DROM) buyers or potential buyers are covered up to the ND Cover limit stipulated in your policy. If the amount of your request is greater than the ND Cover limit in your policy, then you need to submit a credit limit request.



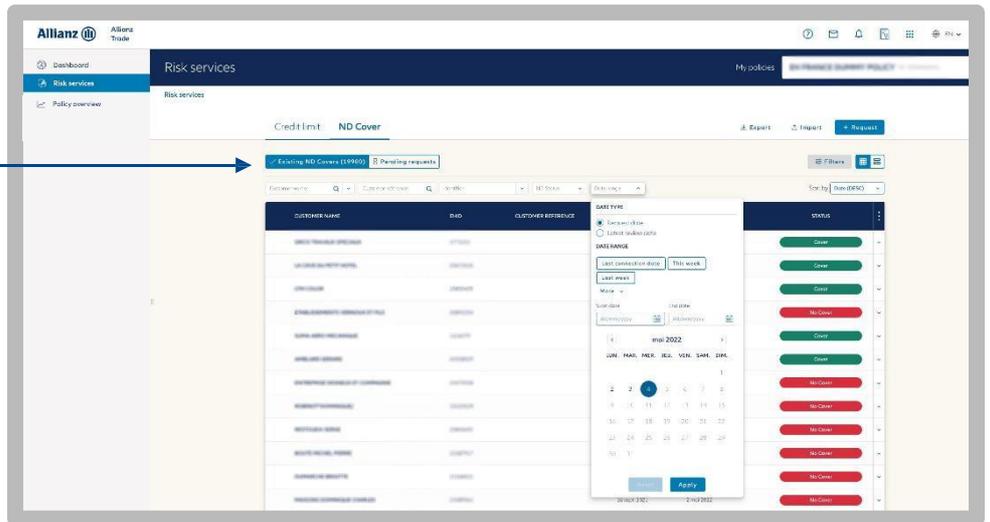
ND Cover (unnamed buyers) is the new information service available on Allianz Trade Online.

One click is all it takes to find out whether your buyer is covered, and you can monitor your cover situation for 12 months:

- instant responses to your requests ;
- real-time monitoring of your buyers for 12 months ;
- any negative impact on cover resulting from a change in our position is delayed for 30 days.

There are a number of search filters to help you find your covered buyers more quickly:

- Customer name or Allianz Trade ID ;
- Customer reference number ;
- ND Cover status ;
  - Cover
  - No cover
- Date range :
  - Find all your ND Cover requests in a chosen period. All the requests you made last month for instance.
  - Find all the updates (from red to green, or from green to red) by clicking on "Latest review date". Allianz Trade Online will display all the changes in the selected period.



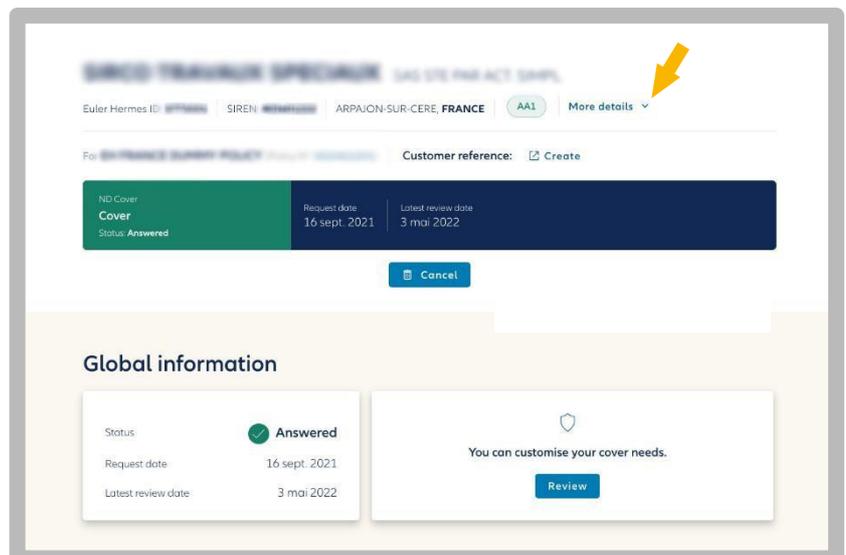
## Viewing your request details

Click on "More details" to display fuller information about your buyer.

Request details panel :

- its status,
- key dates.

You can customise the amount of the outstanding balance covered to obtain an amount higher than the unnamed buyer amount in the policy.

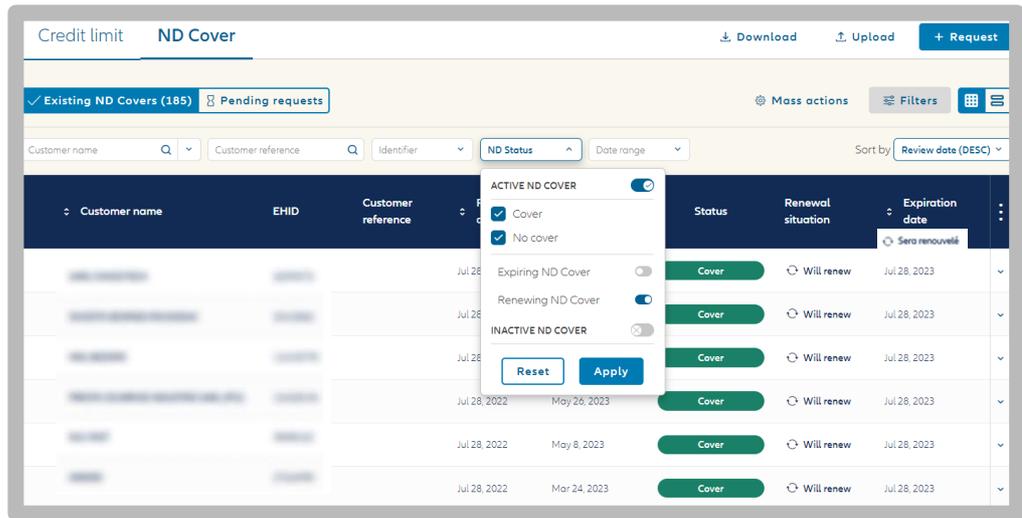


## Displaying ND Cover due to be renewed

You are informed one month before automatic renewal of your ND Cover request, by means of the 'Renewal' column:

- If the column is empty, your ND Cover is not yet within the renewal period
  - If the column states 'Will not be renewed', you have decided not to renew this ND Cover request at the renewal date (see 'Renewal date' column)
  - If the column states 'Will be renewed', you have decided to renew this ND Cover for 12 months from the renewal date.
- NB: your cover continues to be monitored until the renewal date irrespective of the option chosen.

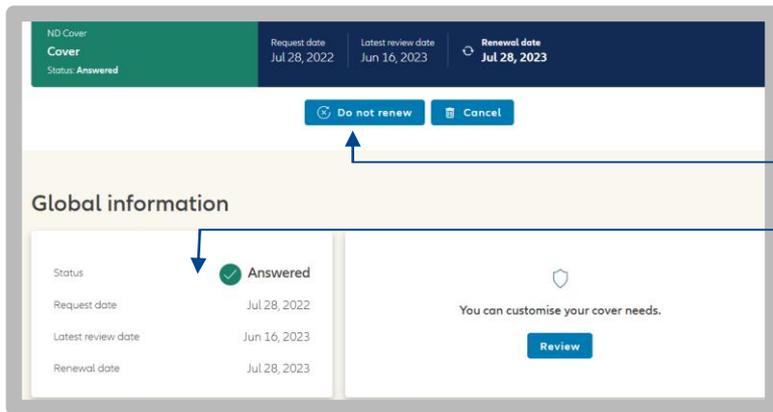
A filtering option enables ND Cover that you have chosen either to be renewed or to not be renewed to be displayed.



Users are reminded that all ND Cover requests are automatically renewed after 12 months, unless:

- You have submitted a named buyer credit limit request on the buyer in question;
- The buyer being monitored under ND Cover has ceased to trade;
- You have deleted your ND Cover request, in which case monitoring stops immediately;
- You have opted not to renew your ND Cover using Allianz Trade Online.

## Managing ND Cover renewal before the renewal date



- You can decide whether to renew your ND Cover monitoring or not.
- The 'Renew' and 'Do not renew' buttons are used to choose to renew this discretionary limit cover at the expiry date.
- The due date for ND Cover renewal is shown on the upper panel and in the 'Information about your request' section.
- Tip: To renew, or not renew, more than one ND Cover request at once, see 'Selecting multiple buyers' on page 18 of the guide.

There are 5 columns concerning ND Cover renewal specifically when you export your requests to an Excel file:

1. Renewal period open:

Yes: your ND Cover request has entered its renewal period  
 No: your ND Cover request is not yet within its renewal period

3. Will be renewed:

Yes: your request will be renewed automatically at its renewal date  
 No: your request won't be renewed at its renewal date  
 If the column is empty, your ND Cover request is not yet within the renewal period.

5. Deletion date: Displays the date on which you deleted your ND Cover monitoring.

If the column is empty, you haven't deleted your ND Cover monitoring.

2. Renewal date:

Displays the date on which the ND Cover request will be renewed automatically for 12 months.

If the column is empty, your ND Cover request is not yet within the renewal period.

4. Expiry date:

Displays the date ND Cover monitoring ends when you have decided not to renew it. Your ND Cover will be deleted on this date.

If the column is empty, you have renewed your ND Cover request.

## ND Cover notifications

You are notified on the Dashboard every time there is a new request or a review on your ND Cover since your last connection.

By clicking on the red bubble in your Dashboard, you will find all new ND Cover events.

The banner at the bottom of the list displays the number of changes and provides a quick access to the dedicated list.

The screenshot shows a dashboard with a 'Credit limit' and 'ND Cover' section. A red bubble with the number '4' is next to the 'ND Cover' label. Below it is a table with columns: CUSTOMER NAME, GRADE, EHID, COUNTRY, DECISION DATE, REQUESTED AMOUNT, GLOBAL STATUS, and GLOBAL AMOUNT. A banner at the bottom indicates '4 ND covers statuses changes since your previous connection date (26 avr. 2022)'. A blue arrow points from the text on the left to the red bubble, and another blue arrow points from the banner to the text below.

CUSTOMER NAME	GRADE	EHID	COUNTRY	DECISION DATE	REQUESTED AMOUNT	GLOBAL STATUS	GLOBAL AMOUNT
XXXXXXXXXX	9	XXXXXXXXXX	FR	3 mai 2022		No Cover	€0
XXXXXXXXXX	6	XXXXXXXXXX	FR	3 mai 2022	€7,000,000	No Cover	€0
XXXXXXXXXX	7	XXXXXXXXXX	AE	29 avr. 2022	€182,000	No Cover	€0
XXXXXXXXXX	5	XXXXXXXXXX	FR	29 avr. 2022	€9,000,000	No Cover	€0
XXXXXXXXXX					€12,000	No Cover	€0



A filter on the list is automatically applied to view them instantly :

- New ND Cover requests made since your last connection,
- ND Covers reviews since your last connection (status changes from red to green and vice versa).

How to identify new ND Cover requests?

If the dates in the "Request date" and "Latest review date" columns are the same, then it is a new request.

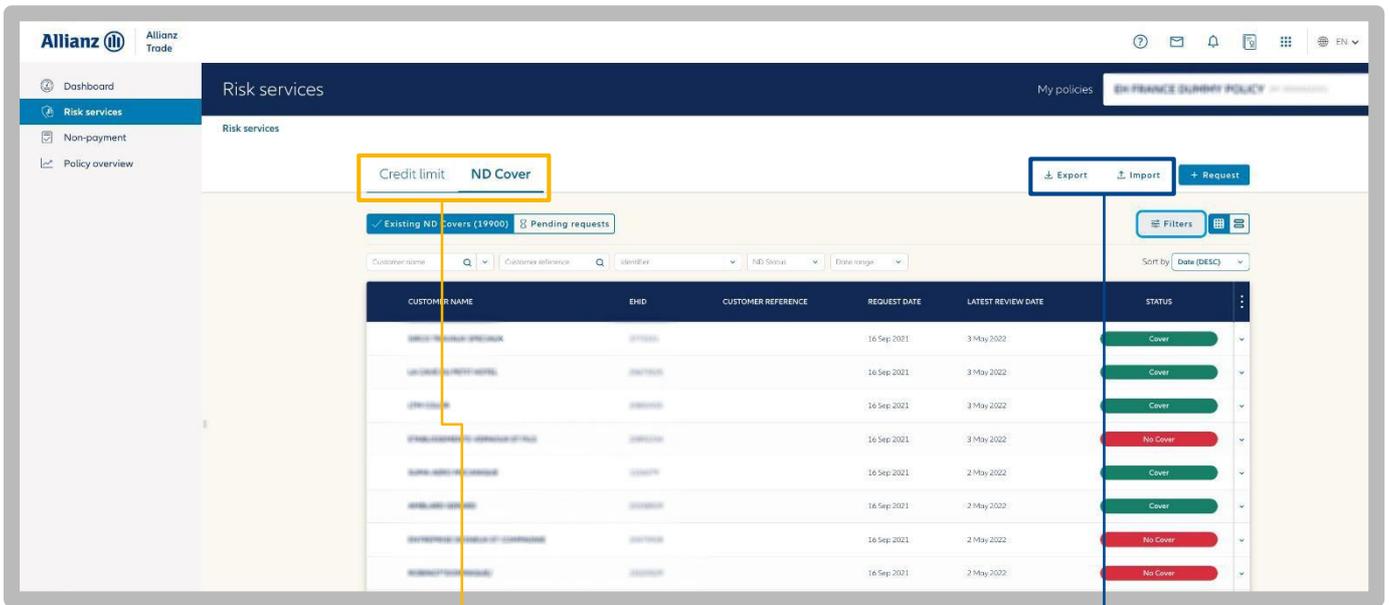
To turn back and find the all of your ND Cover requests, click on "Reset" in the "Date range" filter.

The screenshot shows the 'Allianz Trade' dashboard with 'Risk services' selected. The 'ND Cover' section is active, showing a table of requests. A 'Date range' filter is set to 'Existing ND Covers (1999 - 0)'. The table has columns: CUSTOMER NAME, DATE, CUSTOMER REFERENCE, REQUEST DATE, LATEST REVIEW DATE, and STATUS. Yellow arrows point to the 'REQUEST DATE' and 'LATEST REVIEW DATE' columns, highlighting that they are the same for new requests.

CUSTOMER NAME	DATE	CUSTOMER REFERENCE	REQUEST DATE	LATEST REVIEW DATE	STATUS
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	Cover
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	Cover
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	Cover
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	No Cover
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	Cover
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	Cover
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	No Cover
XXXXXXXXXX	20220503	XXXXXXXXXX	20220503	20220503	No Cover

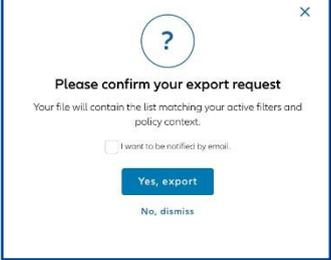
# Exporting data

Works on approved limits and ND Cover



Select the tab for which you wish to export data: "Credit limit" or "ND Cover".

You can download the data into an Excel file by clicking on the "Export" button. The data exported is based on any filters you have applied. You can ask to be notified by email once your file is ready.

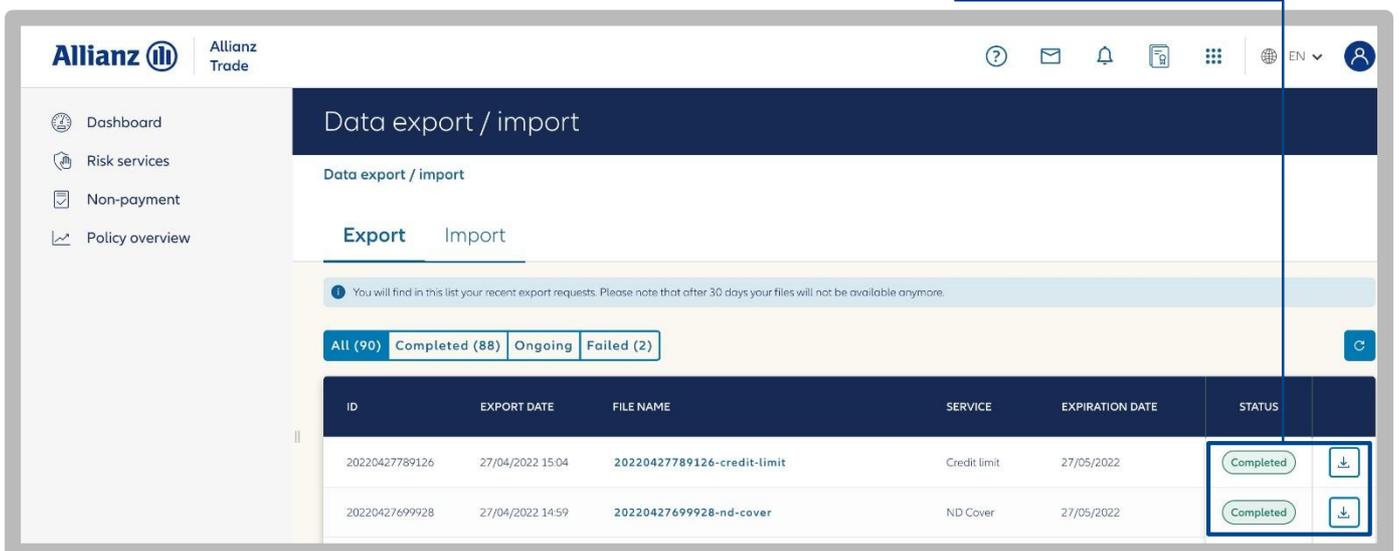


The "Export list" shows your export requests currently being processed together with the history of last 30 days.

The status column shows whether your file is ready for download. The file is exported to Excel when the "Download" icon is clicked.

Good to know :

- If you do not want your Internet browser to download the file in the "downloads" folder, go to your browser settings and customize your choice.
- The maximum requests that can be downloaded is 100 000 / export request.



# Selecting multiple buyers

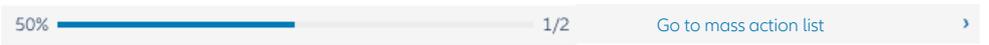
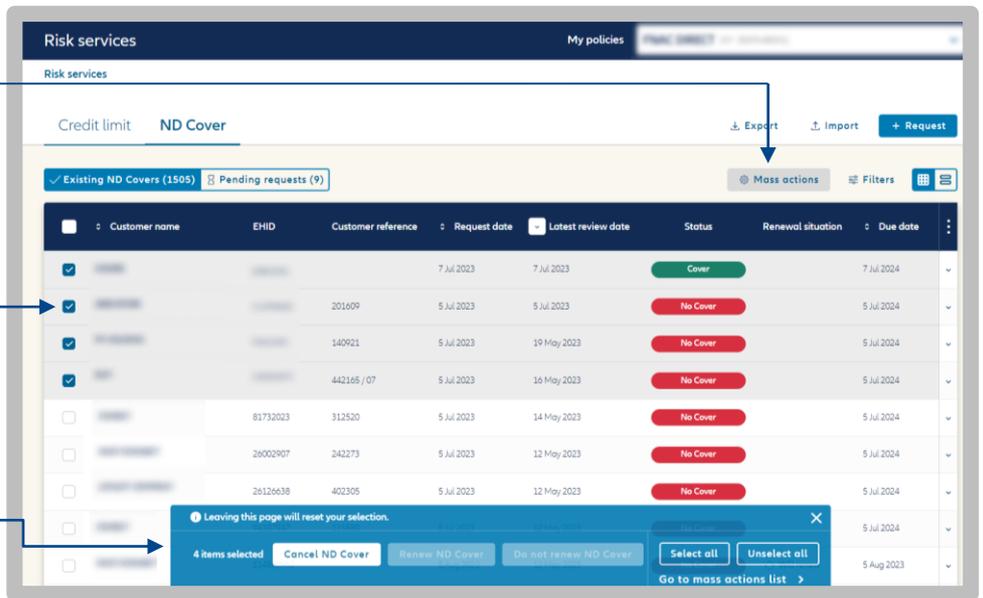
The 'Select multiple buyers' feature allows you to delete a number of named buyer credit limit or ND Cover requests at once. It can also be used in the same way to renew, or not renew, ND Cover requests.

From your list of requests (either for credit limits or ND Cover), click on the 'Mass action' button to enable the check-box selection module.

Tick the rows/requests that you want to delete or renew.

Then click on 'Delete requests', 'Renew ND Cover' or 'Do not renew ND Cover', as the case may be.

Tip: use the request list filters to find the requests you want.



**Tips:**

- Only 'partial' and 'full' approved limits and ND Cover requests with 'covered' status can be deleted.

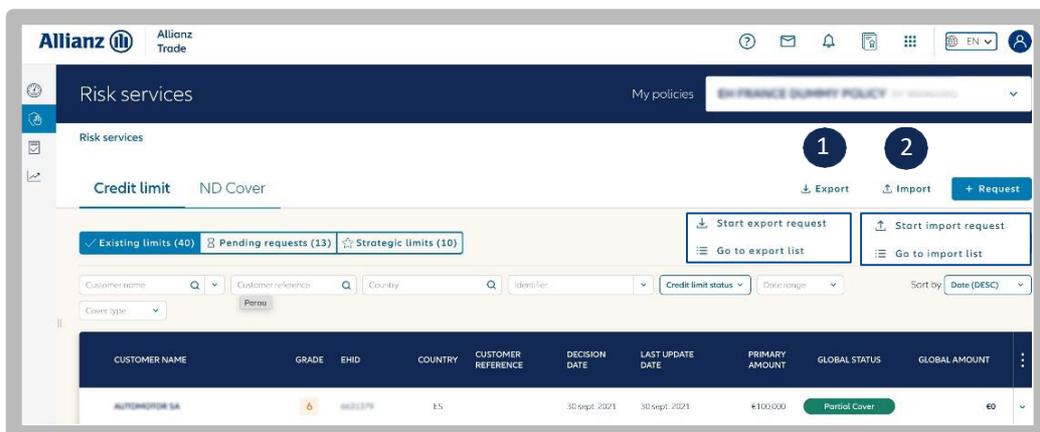
- The 'Renew ND Cover' and 'Do not renew ND Cover' buttons appear when the ND Cover rows selected are within their renewal period (i.e. 1 month before the monitoring expiry date).

Once the action is confirmed, a progress bar is displayed at the top of the screen to show how your request is progressing.

## Importing data:

### Deleting, reducing, renewing and updating a number of requests

You can use our file uploading service to delete, reduce or renew requests, or update your buyer references, in bulk. The method is the same in all cases, and you need to have exported the identification numbers (CoverID) first.



1/ Export the list of requests (ND Cover or credit limits) to Excel by clicking the 'Export' button, then select only those rows in your Excel list on which you wish to perform the action in question. You will need it in step 5.

2/ Import the list of requests to be deleted/reduced/renewed, or buyer references to be updated, by clicking the 'Import' button, then 'Import data'.

3/ Choose the service and type of action you wish to perform on the buyers:

- Delete your ND Cover or approved limits;
- Reduce limits (approved limits on named buyers only);
- Renew, or not renew, your ND Cover requests **during the renewal period**;
- Update your buyer references

4/ Save the file made available on your own computer network. This is the only file you will be able to use to perform the desired actions.

5/ Open this file, and enter data in at least those columns displaying an asterisk '\*'

The CoverID column must contain the identification numbers for your requests. The CoverID can be found in the 'Cover ID' column in the file you will have exported into Excel beforehand (in step 1). For ND Cover renewals, enter 'YES' in the 'Will be renewed' column to renew the cover, or 'NO' not to renew the discretionary limit cover. None of the other fields is mandatory.

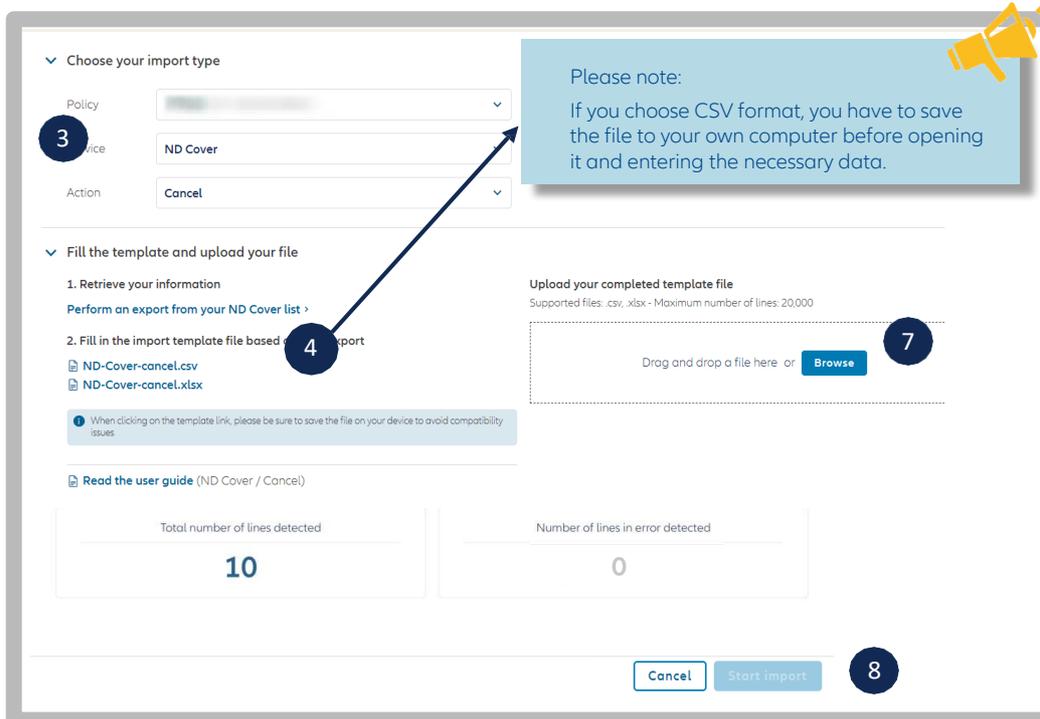
6/ Save the file using the same format as the initial file, then close it.

7/ Drag and drop the file into the special area headed 'Upload the completed file'.

Allianz Trade Online checks the file, and informs you of the number of rows it has found, and any errors or irregularities there might be.

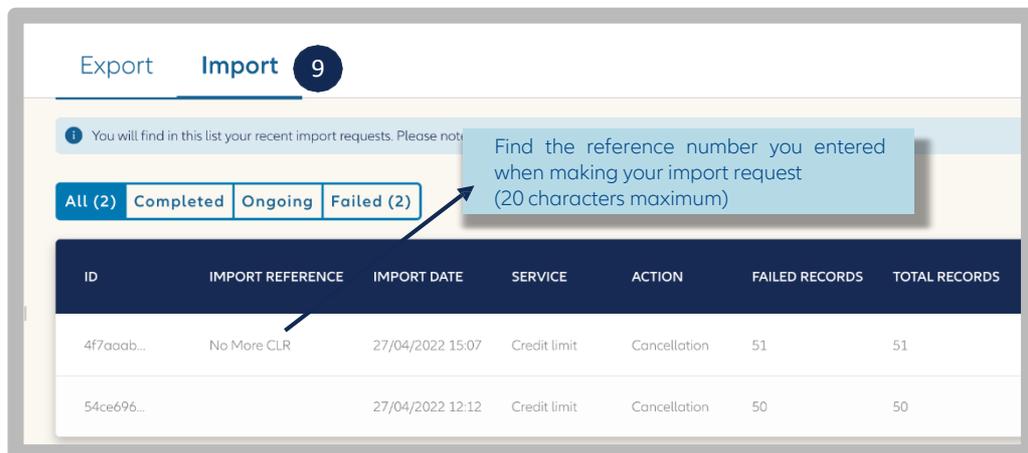
8/ Click on 'Import' and enter a reference number if need be. The request will be processed immediately and a response delivered within a few seconds. You can request an email notification when processing is complete.

9/ You can track your requests at any time by clicking 'Import' then 'See list of my imports'.



#### Tips:

If you don't want your browser to download the file into the Downloads folder, go to the browser's Settings to choose another destination folder.



## Uploading a file of new requests

Although the procedure is much the same as for modifying existing requests (see previous page on deleting & reducing requests and updating buyer references), you have to use the company's national business identification number to create new requests.



1/ Import the list of requests to be added by clicking the 'Import' button, then 'Import data'.

2/ Select the service (ND Cover or Credit limits) then the type of action to perform, which in this case is 'New requests'.

3/ Save the file made available on your own computer network. This is the only file you will be able to use to perform the desired actions.

4/ Open this file, and enter data in at least those columns where the heading starts with an asterisk '\*'. There is more information on the next page 'Explanation of import fields'.

5/ Save the file using the same format as the initial file, then close it.

6/ Drag and drop the file into the special area headed 'Upload the completed file'. Allianz Trade Online checks the file, and informs you of the number of rows it has found, and any errors or irregularities there might be.

7/ Click on 'Import' and enter a reference number for your import operation if you so wish. Your request will be processed immediately and a response delivered within a few seconds. You can request an email notification when processing is complete.

8/ You can track your requests at any time (14 days maximum per request) by clicking 'Import' then 'Go to import list'.

 A screenshot of the 'Choose your import type' and 'Fill the template and upload your file' sections. The 'Choose your import type' section has dropdown menus for 'Policy' (EH FRANCE DUMMY POLICY), 'Service' (Credit Limit), and 'Action' (New request). The 'Fill the template and upload your file' section has a 'Download the template file' section with links for 'Credit-limit-request.csv' and 'Credit-limit-request.xlsx'. A 'Read the user guide' link is also present. The 'Upload your completed template file' section has a 'Browse' button and a 'Drag and drop a file here' area. Below this, there are two boxes: 'Total number of lines detected' (10) and 'Number of lines in error detected' (0). At the bottom, there are 'Cancel' and 'Ignore and start import' buttons. Blue circles with numbers 2, 3, 6, and 7 are placed over the 'Service' dropdown, the template download links, the 'Browse' button, and the error detection box respectively.

### Please note:

You can make more than one request on all policies linked to your prime policy (lead policy and its extensions).

How to load a compliant Excel file to upload your requests in bulk:

- Policy numbers (primary policy number, extension number): The Excel cell must contain 10 digits. To ensure that your policy numbers are always 10 digits long, we recommend that you change the cell format in Excel by choosing the "custom" cell format and entering ten 0s. Excel will then automatically pad all policy numbers to reach 10 digits (e.g. 0001234567).
- Credit limit type: Use this field to indicate the type of cover you intend to modify: enter PRIMARY to indicate you wish to modify your primary cover; enter CAP or CAPPPLUS to modify your Allianz Trade CAP\* or Allianz Trade CAP+\* supplementary cover.

\* Formerly CAP and CAP+ EH

# Import fields Glossary

Dedicated to new requests, cancellation, reductions, and updates of the customer reference.

In the spreadsheet, the mandatory information are marked with a \* at the beginning of the column names. These columns represent the minimum information required.

Column name in the file	Description of the field	Data to be entered	New request		Deletion		Reduction	Update buyer's reference number	
			Credit limit	ND Cover	Credit limit	ND Cover	Credit limit	Credit limit	ND Cover
*Cover ID	A number identifying your request (a technical number only available when you export requests to Excel)	For example: 1234567890ED1A12BF T1PAVOZZK1TYQZ			*X	*X	*X	*X	*X
*Primary policy number	Number of your lead/primary policy	Number includes any leading zeroes before the actual policy number. There must be 10 digits in total. For example: 0001234567	*X	*X	X	X	X	X	X
Primary policy extension number	Number of your policy "extension". This policy is attached to your lead policy.	Number includes any leading zeroes before the actual policy number. There must be 10 digits in total. For example: 0001234567	X		X	X	X	X	X
*Credit limit type	Designates the type of cover to which your action relates	You must enter a value of Primary or CAP or CAPPLUS.	*X		*X		*X	*X	
EH ID	The buyer identification number used by Allianz Trade systems	Number includes any leading zeroes before the actual buyer number.	X	X	X	X	X	X	X
*Identifier Type	The type of national business identification number used for your buyer	For example: SIREN	*X	*X	X	X	X	X	X

Note that you can use the 'EH ID' field instead of 'Identifier type' + 'Identifier' + 'Country' to identify your buyers.

## Explanation of import fields

Column name in the file	Description of the field	Data to be entered	New request		Deletion		Reduction	Update buyer's reference number	
			Credit limit	ND Cover	Credit limit	ND Cover	Credit limit	Credit limit	ND Cover
Company name	The name of the buyer business	For example: Sample Company Ltd	X						
*Country	Country where your buyer is located (ISO 3166-1 alpha-2 code) <a href="https://en.wikipedia.org/wiki/ISO_3166-1_alpha-2">https://en.wikipedia.org/wiki/ISO_3166-1_alpha-2</a>	For example, for a buyer in France, the code is 'FR'	*X	*X	X	X	X	X	X
Customer reference	Your own internal reference number for your buyer	For example: AB0-12	X	X			X		
*New customer reference	Your new internal reference number to give to your buyer	For example: CD0-12						*X	*X
*Requested amount	The amount of the credit limit you would like for this buyer	For example: 14000	*X						
*New requested amount	New amount of the credit limit you would like for this buyer	For example: 12000					*X		
*Requested currency	The currency used for this credit limit request (ISO 4217 format: <a href="https://en.wikipedia.org/wiki/ISO_4217">https://en.wikipedia.org/wiki/ISO_4217</a> )	For example, for a request in euros: EUR	*X						
Requested expiry date	Date on which cover is to expire	Date, YYYY-MM-DD	X						
Requested temporary increase amount	Temporary amount requested	For example: 5000	X						
Requested temporary increase (uplift) end date	Uplift requested with an end date (expiry date)	Date, YYYY-MM-DD	X						
Requested payment terms (days)	Payment terms granted to this buyer, in days	For example: 30	X						

Note that you can use the 'EH ID' field instead of 'Identifier type' + 'Identifier' + 'Country' to identify your buyers.

# Step 4: Making a new request

## Credit limit requests

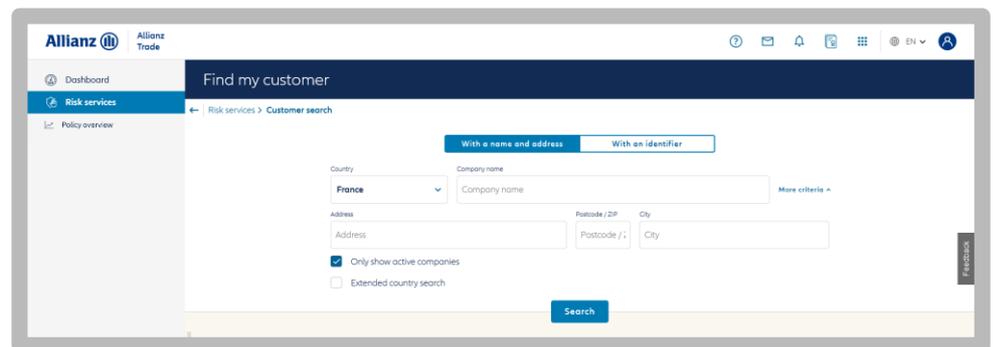
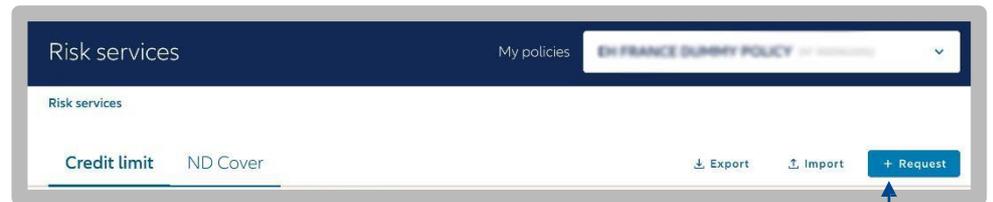
## Identifying the buyer

Under the 'REQUEST' menu you can find your buyer using :

- its registered name ;
- its national business registration number.

If you have an Export component in your policy, you can choose the country where the buyer you are seeking is based.

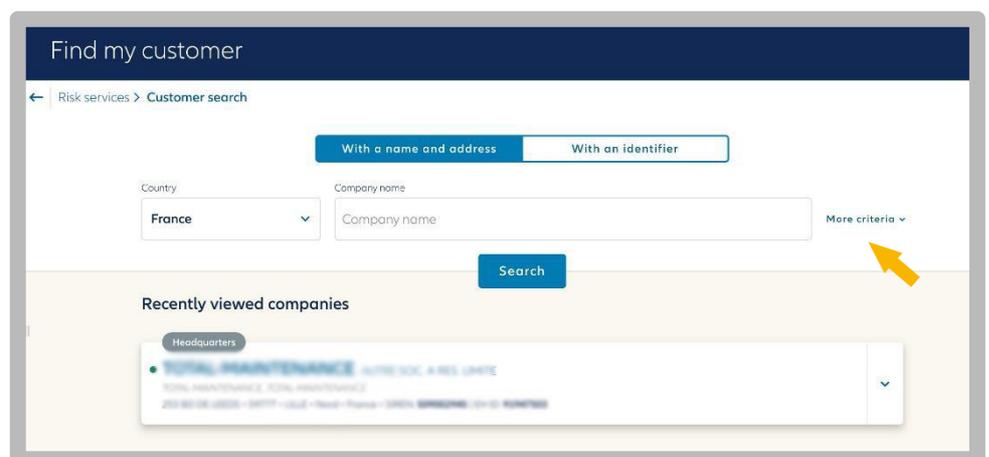
The search function is the same for a credit limit request and ND Cover request. Once the buyer has been selected, then you make the choice between "Credit limit request" and "ND Cover".



Search criterias :

- you can enter your buyer's address and opt to extend the search geographically if the buyer is not found;
- you can fine-tune the hits to list only active businesses.

You can display those companies you have recently viewed.



## Identifying the buyer



## + MORE HITS

The search engine now includes trading names as well as the official registered names.

You can display all the secondary establishments connected to the business displayed. It is not possible to submit limit requests on such establishments - the main office will automatically be suggested when the request is made.

## + EASIER TO USE

The search module and the hits are displayed on the same page simultaneously, making it easier to read.

Select your buyer from the list of suggestions.

Click on the up-arrow found top right to see more details.

Click on "CHOOSE" to move on to the next step.

If you cannot find your buyer, you can :

- try a different search,
- create the business yourself, by clicking on "Add customer".
- Make a credit limit or ND Cover request

**Can't find the customer you are looking for?**

1. You can refine your search
2. You can add your customer manually\* **Add customer**

\*Manual creation works only for cover and grade information. For claim/ collection submission please contact support or create a message in "Contact" section providing maximum available information to identify your debtor.

## Setting the request amount

Choose the policy against which you want the credit limit request to be made.

Enter the desired amount.

You can add a buyer reference (25 characters maximum).

A number of additional criteria can be used to fine-tune the request (see next screen).

## Fine-tuning your request (optional)

Select a date on which you wish cover to end.

Request an uplift (temporary extra amount on the limit for a given period).

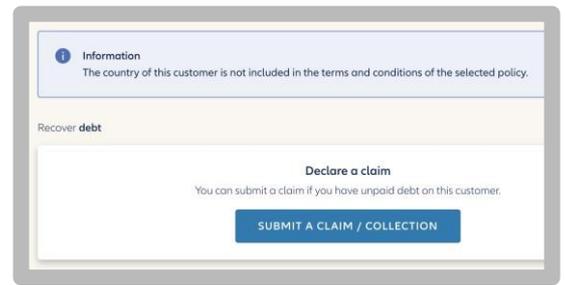
Enter any other information of use to the underwriters in making their decision (expect a slightly longer response time in this case).

## Setting the request amount

To make a credit limit request on a buyer located in a country that is not included within your insurance policy, you need to follow the usual procedure, indicating the amount of cover you wish to obtain, and then confirm.

An endorsement will be added to the policy automatically. You will then be able to make a request on the desired buyer.

A history of your requests to add countries is stored in the 'Contact us' section.

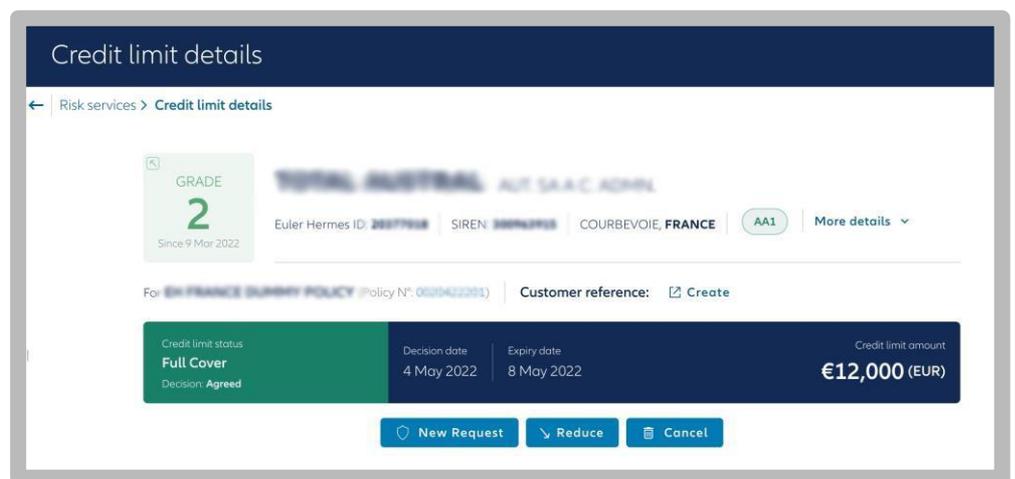


## Viewing the response (1/3)

After a credit limit request, you can see Allianz Trade's response as a limit amount, together with the Allianz Trade buyer grade (at the top of the screen) which will be kept updated throughout the cover period.

Allianz Trade's response is automatically added to the list of current cover under the "Manage" menu.

If Allianz Trade's response is "request in progress", then it will appear under "Pending requests".

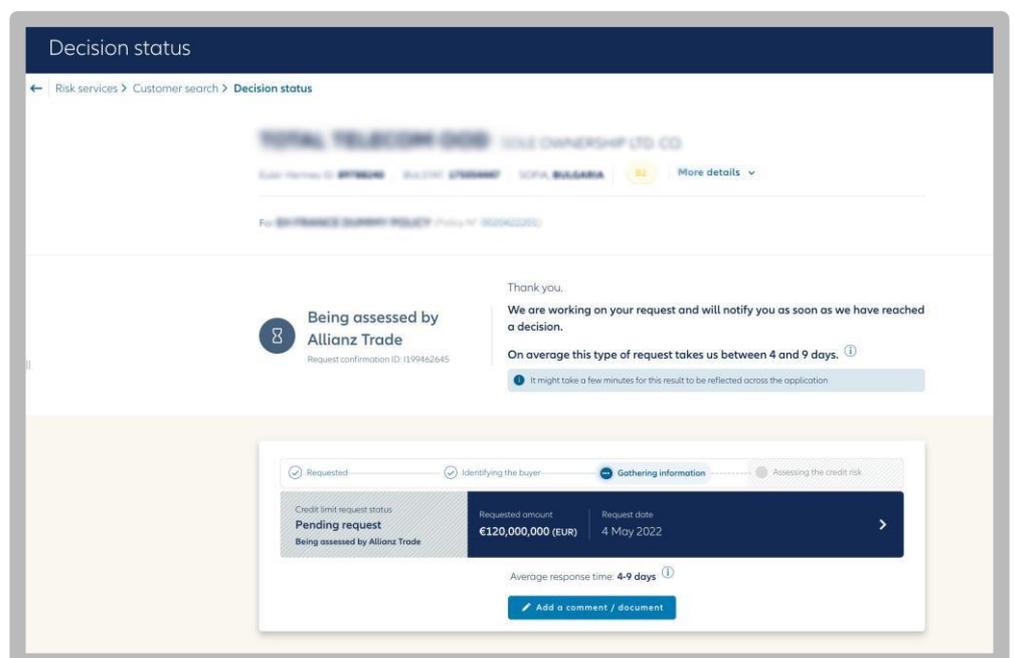


## Viewing the response (2/3)

If your request requires a more in-depth investigation, you can add further comments to the request.

The credit limit request details are displayed.

An indication of the average response time for requests of this type is given.



# Allianz Trade CAP and CAP+ supplementary cover requests



## Viewing the response (3/3)

Allianz Trade's response only partly covers the request:

If the amount granted does not fully cover your needs, and you would like a higher credit limit, you can request Allianz Trade CAP\* supplementary cover.

You can then obtain double the amount of your primary cover.

In this example your credit limit could climb from €30,000 to €90,000 if our underwriters respond favourably to your request.

That is, the amount of your primary cover plus twice the amount of that primary cover.

\* Allianz Trade CAP and CAP+ supplementary cover incurs a charge. All the information you need about Allianz Trade CAP/CAP+ supplementary cover can be found in the library by clicking the button at the top of the page.

GRADE 6 Since 1 Sep 2021

Euler Hermes ID: [REDACTED] CIF ADDRESS: [REDACTED] CREDIT SPIN: A1 More details

For: [REDACTED] Customer reference: Create

Credit limit status <b>Partial Cover</b> Decision: Expired	Requested amount <b>€600,000 (EUR)</b>	Expiry date 4 Oct 2021	Credit limit amount <b>€0 (EUR)</b>
--	---	---------------------------	--

Request CAP New Request Reduce Cancel

Since 1 April 2022, new requests for CAP/CAP+ cover have been temporarily suspended for some export countries in risk zone A, and for all of risk zones B, C and D. To make a request for state-backed CAP/CAP+ supplementary cover, you must first ask for this cover to be activated.

To obtain supplementary cover, please choose your state-backed CAP/CAP+ agreement (CAP ETAT or CAP P ETAT) by clicking 'New request' on the credit limit details page, then select the CAP agreement you want. The cost is based on the amount of supplementary cover that Allianz Trade grants.

You can ask for more cover in the following cases :

- You do not have a primary cover because of a refusal or a withdrawal,
- You French customer is in a continuation plan or a safeguarding plan.

Credit limit details

Risk services > Credit limit details

GRADE 8 Since 22 Oct 2021

Euler Hermes ID: [REDACTED] SAS STE PAR ACT. SIMPL. AA1 More details

For: [REDACTED] Customer reference: Create

Credit limit status <b>No Cover</b> Decision: Risk Refusal	Requested amount <b>€12,000 (EUR)</b>	Decision date 27 Apr 2022	Expiry date 31 Jul 2022	Credit limit amount <b>€0 (EUR)</b>
--	--	------------------------------	----------------------------	--

Request CAP New Request

Find all your Allianz Trade CAP & CAP+ requests :

- Filter by cover type
- Distinguish the lines that mention « Allianz Trade CAP » near the customer name

Risk services

My policies [REDACTED]

Risk services

Credit limit ND Cover Export Import Request

Existing limits (21) Pending requests (14) Strategic limits (10) Filters

CUSTOMER NAME	GRADE	EHD	COUNTRY	CUSTOMER REFERENCE	DECISION DATE	LAST UPDATE DATE	PRIMARY AMOUNT	AMOUNT
[REDACTED]	9	[REDACTED]	FR	mfo v4.30	3 May 2022	3 May 2022	€0	€0
[REDACTED]	4	[REDACTED]	FR	Test Edoc	29 Jan 2022	29 Jan 2022	€0	€0
[REDACTED]	-	[REDACTED]	FR	test Msp	11 Mar 2021	11 Mar 2021	€0	€0
[REDACTED]	-	[REDACTED]	IT		26 Nov 2020	26 Nov 2020	€0	€10,000
[REDACTED]	6	[REDACTED]	FR	1740	20 Nov 2017	20 Nov 2017	€0	€0

Filter menu: CAP, CAP+ (checked), Clear, Apply

\*Allianz Trade CAP & CAP+ are paid services. Please find all information regarding Allianz Trade CAP & CAP+ by going to your « Library » at the top right of Allianz Trade Online pages.

# ND Cover requests

## Submitting a request

Under the 'Request' menu you can make a ND Cover request by selecting:

- your buyer,
- the policy in question.

You should also check that the status is "active" under the "More details" section, then confirm.

The screenshot shows a web interface for submitting a request. At the top, there are dropdown menus for 'My policies' (selected: EN-FRANCE SUMRY POLICY) and 'For my company:' (selected: EULER HERMES CREDIT FRANCE). Below this is a 'Set cover:' section. The first part is 'Request a credit limit' with an 'Amount' field (placeholder: max. 15 digits) and a 'Currency' dropdown (selected: € (EUR)). There is a 'CONFIRM' button and a note: 'By clicking 'Confirm' you accept the terms & conditions of your policy contract. Request fees might apply.' The second part is 'Request ND Cover' with the text 'You can request a cover based on the grade of your customer.' and a 'REQUEST ND COVER' button. A blue arrow points to this button. A note below says: 'By clicking 'Request ND Cover' you accept the terms & conditions of your policy contract. Request fees might apply.'

## Viewing the response

You will receive an instant response.

**Green** means you are covered under your contractual unnamed buyer amount.

**Red** means you are **not** covered by the unnamed buyer amount stated in the policy.

The screenshot shows the 'ND Cover details' page. At the top, it says 'Risk services > ND Cover details'. Below that, there's a header for 'Euler Hermes ID' and 'AA1' with a 'More details' link. The main content area shows 'For EN-FRANCE SUMRY POLICY' and 'Customer reference: Create'. A summary card displays: 'ND Cover Cover', 'Status: Answered', 'Request date: 16 Sep 2021', and 'Latest review date: 4 May 2022'. There is a 'Cancel' button. Below this is a 'Global information' section with a 'Status' of 'Answered' (with a green checkmark), 'Request date: 16 Sep 2021', and 'Latest review date: 4 May 2022'. To the right, there's a box that says 'You can customise your cover needs.' with a 'Review' button.

## Linking your current approved limits...

## ... and your discretionary limit ND Cover

The ND Cover list can be used to monitor your ND Cover requests and display those for which you have made a credit limit request as a named buyer, using the coloured shield on the right-hand side of the screen.

This information can also be seen in the ND Cover tracking\_

CUSTOMER NAME	EHID	CUSTOMER REFERENCE	REQUEST DATE	LATEST REVIEW DATE	STATUS
SEKURUM	070000		16 Sep 2021	4 May 2022	No Cover
TECHNOMAT 60 DE FRANCE	000700		16 Sep 2021	4 May 2022	Cover
SAE A-HOUP	000000		16 Sep 2021	4 May 2022	Cover
SA DANIEL	000000		16 Sep 2021	4 May 2022	Cover

## ... in the details of my request

When the shield is red, this means your named buyer cover is nil (if Allianz Trade has declined to cover - a refusal - or withdrawn it, for example). To see our response, you need to click on "See details" :

From 1 May 2021, proactive decisions cancelling named buyer limits no longer automatically result in the cancellation of ND Cover for domestic (i.e. based in metropolitan France or the DROM) buyers.

If your buyer has ND Cover, you keep the benefit of that ND Cover limit, provided the other policy conditions are met (including that the buyer is not in default and you do actually have ND Cover limit).

ND Cover details

Risk services > ND Cover details

**EUROPE SERVICES** SAS STE PAR ACT. SIMPL.

Euler Hermes ID: **00000000** | **00000000** | **PARIS DE FRANCE** | **AA1** | More details

For: **EUROPE SERVICES** | Policy ID: **00000000** | Customer reference: **Create**

ND Cover	Request date	Latest review date
<b>No Cover</b>	27 Apr 2022	27 Apr 2022
Status: Answered		

Current credit limit of €0 (EUR) - See details

Cancel

# Step 5: Analysing cover activity

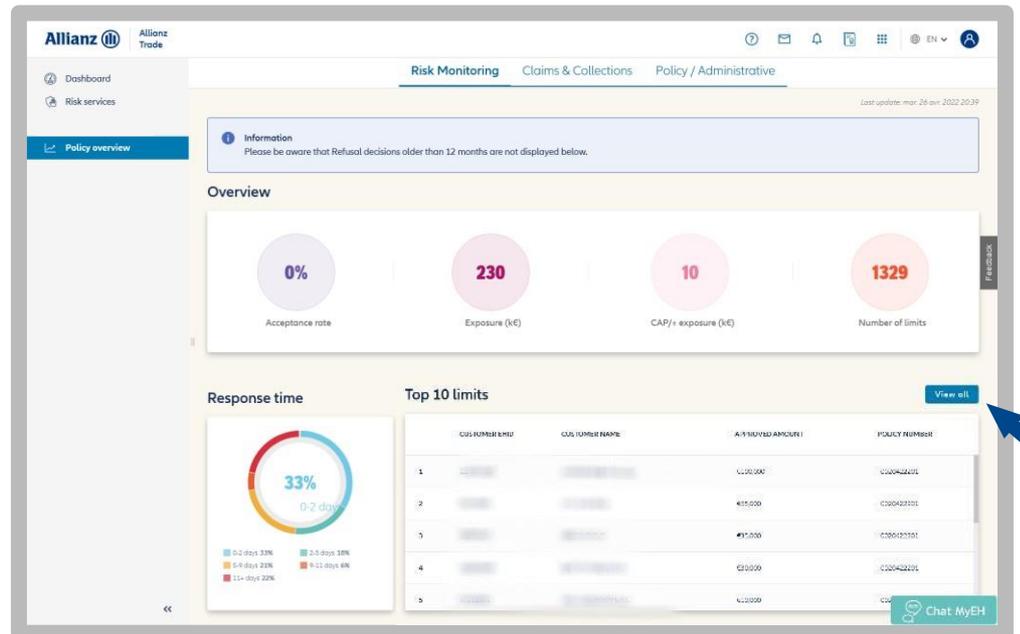
## Risk Monitoring

## Overview

Under the 'Monitor' menu, you can see the key performance indicators for the selected policy.

For example :

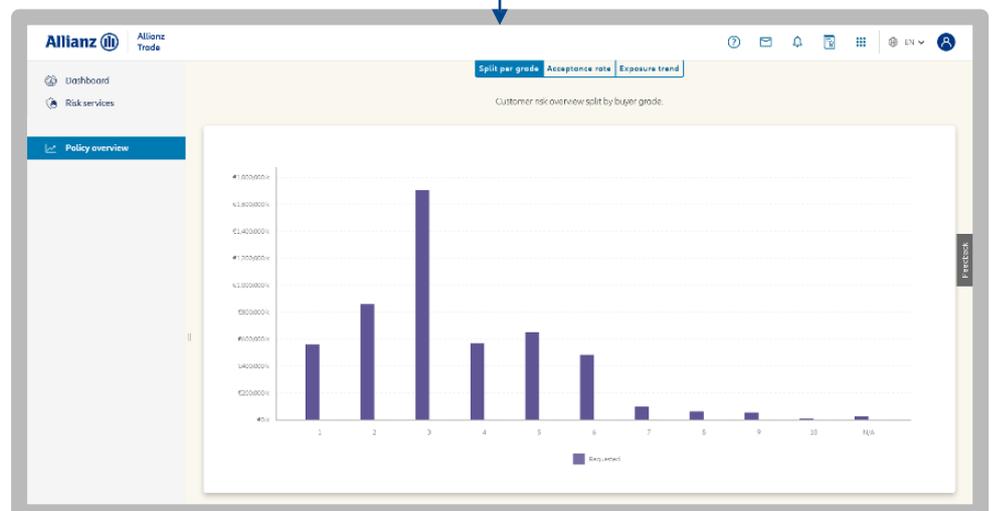
- the total amount of credit limits on named buyers ;
- average response time for your credit limit requests ;
- the ten largest credit limits at the time the page is displayed ;
- click on "View all" to see your cover history, together with the Allianz Trade grade and any temporary uplifts.



## Portfolio breakdown by Allianz Trade buyer grade

By clicking on these tabs, you can see trends in your acceptance rate and credit limit amounts:

- The acceptance rate is the ratio between the cover amounts requests and the cover amounts actually granted over the last 12 months.
- Change in exposure measures the aggregate cover granted since policy inception (including new requests, partial and total withdrawals).

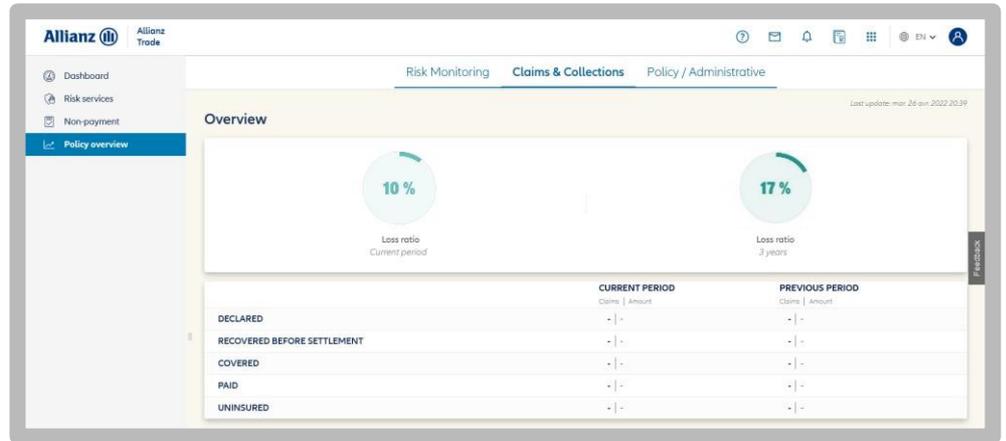


# Claims and collections

Displaying Claims and Collections file data

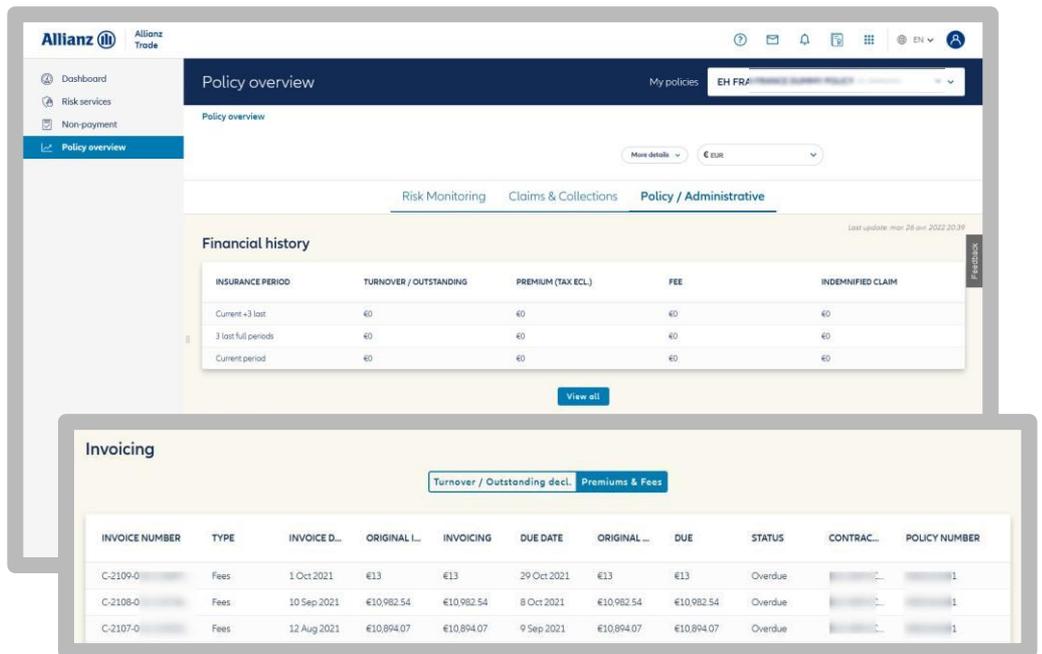
“Current period” means the policy period.

“Previous period” means the last completed policy period.



# Policy information

Gives access to key figures for your policy, such as the financial history, including the premium and fees amount, The export functionality is available after clicking on the “view all” button.

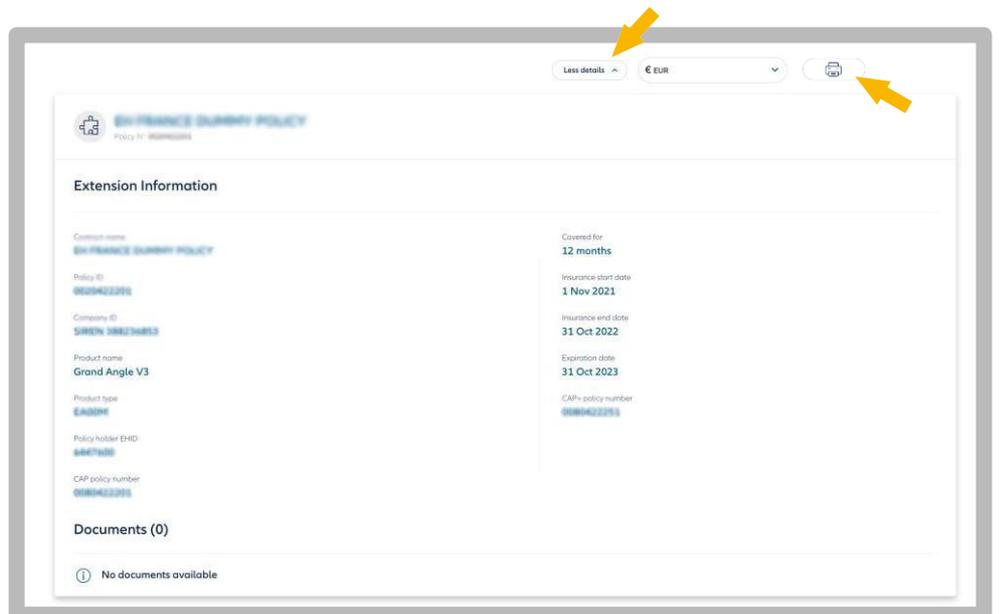


# Policy data

Click on “More details” to display fuller information about your policy.

Click on the ‘Printer’ icon to print:

- policy data,
- tables and graphs about your cover, collection data, claims figures and your policy documents.



# Appendices

- 33 List of national business identifiers by country (Europe, USA & Canada)
- 41 List of countries by risk zone

## Appendix: List of national business identifiers by country (Europe, USA & Canada)

**Identifying your buyers is a crucial part of online management of your credit insurance policy. Our search engine means you can easily find buyers in any country.**

You do need to follow a few rules, however:

1- Select your buyer's country; once the country has been selected, Allianz Trade automatically offers the list of business identifiers that are possible under the 'Identifier' menu option.

2- Having your buyer's national business registration number is the most foolproof way of identifying them, without any risk of error.

This is actually not always possible with just the registered name and address, given the possible existence of homonyms, different establishments, and trading names.

Make sure you always enter the number in the correct format.

3- If you have no identification number for your buyer, enter all the information you are reasonably sure that you do hold:

- a. Its full registered name followed by the legal form;
- b. The address and post code of the registered office;
- c. For some countries, you must enter a state/county/administrative subdivision.



Please note: an EU VAT number is not always reliable or easy to use. It can only be used in limited number of countries.

In some countries, the VAT number is not made public, in others it is not unique (two companies can have the same number).

### TIP

If you have an identifier but you don't know what type it is, you can enter this reference number of the company you are looking for directly by selecting the empty line in the search engine's 'Identifier' drop-down menu (see the example below).

The table below shows the different registration numbers used in the main countries.

Country	Country code	National business registration number	Format AN= ALPHANUMERIC N=NUMERIC	Comments
<b>Europe</b>				
<b>Albania</b>	AL	NIPT	10 (AN)	EU VAT number
<b>Germany</b>	DE	Trade reg. + Post code (also called COC)	HR + 1 letter (A or B) then 12 digits maximum	The Trade and Companies Register in Germany (HR) has two parts. Part A is for partnerships, sole traders and registered non-profit organisations (Vereine) with no share capital. Part B contains all companies incorporated with share capital. The second series of 2-7 digits corresponds to the number allocated to the company in its local register. The last series of 5 digits is the post code for the town where the company's local register is maintained. Many sole traders (Einzelfirmen) are not registered. The EU VAT number or USt-Nr. (DE + 9 digits) is not a unique business registration number.
<b>Austria</b>	AT	FN	7 (AN)	Company registration number (Firmenbuch Nummer). When searching for a buyer name, click on 'Extended search' if no companies match your initial search.
<b>Belgium</b>	BE	TVABE	10	EU VAT number (TVA or BTW). If your 'TVABE' number has fewer than 10 digits, add sufficient zeroes before the number to reach the required length.
<b>Belarus</b>	BY	OKPOBY	13 (N)	Company registration number and OKPO (statistical number: 13 digits) - OR INN (10 digits)
<b>Bosnia Herzegovina</b>	BA	RNBA	1-13 (N)	Company registration number
<b>Bulgaria</b>	BG	BULSTAT	9 (N)	Company registration number
<b>Cyprus</b>	CY	RNCY	5-6 (AN)	The registration number comprises digits and letters. Please use the last 4, 5 or 6 digits only.
<b>Croatia</b>	HR	OIB	11 (N)	Company registration number- Osobni identifikacijski broj

Country	Country code	National business registration number	Format AN= ALPHANUMERIC N=NUMERIC	Comments
<b>Europe</b>				
<b>Denmark</b>	DK	TVADK	8 (N)	EU VAT number (CVR)
<b>Spain</b>	ES	CIF	8-9 (AN)	A number of possibilities exist for Spain. There is usually one letter followed by 8 digits, but for sole traders and foreign branch offices, different rules apply.
<b>Estonia</b>	EE	RCEE	8 (N)	Company registration number
<b>Faroe Islands</b>	FO	RNFO	6	Company registration number
<b>Finland</b>	FI	TVAFI	8	EU VAT number. The company registration number is the RCFI, format 6-8 chars (N).
<b>France</b>	FR	SIREN	9	France's SIREN number can be derived from the EU VAT number:
				- If the VAT number comprises 11 digits, the SIREN number is the last 9 digits.
				- If the VAT number comprises 14 digits, the SIREN number is the first 9 digits.
				If the SIREN number has fewer than 9 digits, add sufficient zeroes before the number to reach the required number of digits. The best way to search is to use the name and the first 3 digits of the post code.
<b>Gibraltar</b>	GI	CNGI	8	Company registration number
<b>Greece</b>	GR	VATGR	9 (N)	EU VAT number: Greek VAT numbers can be preceded by the letters 'EL', but enter the digits only.
<b>Hungary</b>	HU	RNHU, VATHU	10, 11	The Registration No. is for companies only (RF, KFT, BT, KKT and Szovetkezet legal forms); International tax number (8 digits)
<b>Iceland</b>	IS	RNIS	10 (N)	
<b>Ireland</b>	IE	CNIE	7- 8 (AN)	Company registration number. This is not the same as the EU VAT number and is allocated only to buyers with the legal form of Ltd or Plc. Sole traders and partnerships do not have any national identification number. If your number has fewer than 7 digits, add sufficient zeroes before the number to make 7 digits.
<b>Latvia</b>	LV	VATLV	9 / 11 (N)	EU VAT number. The RCLV registration number comprises 9 characters (N).
<b>Lithuania</b>	LT	RCLT	9 (N)	Company registration number
<b>Luxembourg</b>	LU	IBLC	8	EU VAT number: if your number has fewer than 8 digits, add sufficient zeroes before the number to make 8 digits.

Country	Country code	National business registration number	Format AN= ALPHANUMERIC N=NUMERIC	Comments
<b>Europe</b>				
<b>Italy</b>	IT	COFIS	11 (N) or a combination of 16 digits and letters.	This is the tax reference number (Codice Fiscale).It generally matches the VAT number (Partita IVA), but this is not always the case.  Buyers of a legal form that includes share capital have a COFIS of 11 digits, whereas sole traders have a combination of 16 digits and letters. The letters refer to the business owner's name, to a varying extent.
		TVAIT	11 (N)	Partita IVA For companies and partnerships: SPA, SRL, SNC - 11 (N) not preceded by 'IT'
		CCIAA	2 (AN) + N	Company registration number
<b>Macedonia</b>	MK	RNMK	7(N)	<b>Unique company number: (7)</b> The tax ref number (13N), registration no. and VAT no. are not searchable fields, but it is helpful to know them because they are unique.
<b>Malta</b>	MT	CNMT	8 (AN)	Company registration number
<b>Moldova</b>	MD	IDNOMD	max 13 (N)	Company registration number, unique
<b>Monaco</b>	MC	SIREN	9 digits	See France
		RCI	8 (AN)	The RCI takes the format "NNANNNNN". The letter is S for a company, and P for an unincorporated sole trader.
<b>Montenegro</b>	ME	RNME	7 - 8 (N)	Company registration number – <b>Company no. (7) for PLC; (8) for sole traders; unique</b>
<b>Norway</b>	NO	RNNO	9 (N)	Company registration number.It can be deduced from the EU VAT number by removing the letters. If your number has fewer than 8 digits, add sufficient zeroes before the number to make 8 digits.
<b>Netherlands</b>	NL	KVK	8 (N)	Company registration number; if your number has fewer than 8 digits, add sufficient zeroes before the number to make 8 digits.
<b>Poland</b>	PL	TVAPL	10	EU VAT number (NIP).If your number has fewer than 10 digits, add sufficient zeroes before the number to make 10 digits.
<b>Portugal</b>	PT	RNPT	9 (N)	EU VAT number (NIPC) - SA & LTDA – VAT or Reg no. / NIPC (9 numeric chars generally beginning with 5)

Country	Country code	National business registration number	Format AN= ALPHANUMERIC N=NUMERIC	Comments
<b>Europe</b>				
<b>Czech Republic</b>	CZ	ICO	8 (N)	Company registration number, (add zeroes if it is shorter).
<b>Romania</b>	RO	TVARO	1 à 8 (AN)	VAT identification number
		RCRO	13	Registration no. (13 chars in JNN/NNNN/NNNN format with the last 4 digits being the year of registration)
<b>Russia</b>	RU	OGRN	13 - 15 (N)	Company registration number. Companies have 13 digits, sole traders have 15 digits
	RU	OKPO	8 (N)	OKPO (statistical number; 8 digits for private and public limited companies).
<b>San Marino</b>	SM	COESM	SM + 5	Company registration number
<b>Serbia</b>	RS	RNRS	7 - 8 (N)	Company registration number
<b>Slovenia</b>	SI	RNSI	7 – 8 (N)	Slovene registration number (Company registration number)
<b>Slovakia</b>	SK	ICO	Up to 6 chars	Company registration number
<b>Sweden</b>	SE	RNSE	10 (N)	The Company registration number is the first 10 digits of the 12-digit Swedish EU VAT number.
<b>Switzerland</b>	CH	COCHE	15	Company registration number (CHE-XXX.XXX.XXX)
<b>Turkey</b>	TR	TAXTR	max 12	Tax identification number
<b>Ukraine</b>	UA	OKPOUA	8	Company registration number
<b>United Kingdom</b>	GB	CRO	8	Company registration number. This is not the same as the EU VAT number and is allocated only to buyers with the legal form of Ltd or Plc. Sole traders and partnerships do not have any national identification number. Limited companies in Northern Ireland have a CRO number in the format NIxxxxxx. Limited companies in Scotland have a CRO number in the format SCxxxxxx.
<b>The Americas</b>				
<b>Argentina</b>	AR	CUIT	11	Clave Unica ID Tributaria
<b>Brazil</b>	BR	CNPJ	14 (N)	EU VAT number CNPJ (14 digits, e.g. XX.XXX.XXX/XXXX-XX)
<b>Canada</b>	CA	DUN	9 digits	See USA. When searching by buyer name, it is vital to select the right province of Canada from the drop-down list (AB, BC, MB, NB, NL, NT, NS, NU, ON, PE, QC, SK, YT). Click on 'Extended search' if no companies match your initial search.

Country	Country code	National business registration number	Format AN= ALPHANUMERIC N=NUMERIC	Comments
<b>The Americas</b>				
<b>Chile</b>	CL	RUTCL	8-9 (AN)	Registro Unico Tributario
<b>Colombia</b>	CO	NITCO	10	Número de Identificación Tributaria
<b>Costa Rica</b>	CR	CEDULA	12	Company registration number
<b>Ecuador</b>	EC	RUCEC	13	Tax identification number
<b>French Guiana</b>	GF	SIREN	9	See France
<b>Greenland</b>	GL	GERNO	8	Grønlands Erhvervsregister
<b>Guadeloupe</b>	GP	SIREN	9	See France
<b>US Virgin Islands</b>	VI	DUN	9	See USA, but when searching by buyer name, it is vital to select the VI country code from the drop-down list.
<b>Mauritius</b>	MU	SIREN	9	See France
<b>Mexico</b>	MX	RFC	12 (AN)	Company registration number, format xxx-123456-xxx.X can be either letters or digits.
<b>Panama</b>	PA	RUCPA	15	Tax identification number
<b>Paraguay</b>	PY	RUC	9 (AN)	Tax identification number
<b>Peru</b>	PE	RUCPE	11	Tax identification number
<b>Puerto Rico</b>	PR	DUN	9	See USA, but when searching by buyer name, it is vital to select the PR country code from the drop-down list.
<b>Saint-Pierre-et-Miquelon</b>	PM	SIREN	9	See France
<b>El Salvador</b>	SV	NITSV	14 digits	Tax identification number
<b>Uruguay</b>	UY	RUTUY	12	Tax identification number
<b>USA</b>	US	DUNS number	9 digits	Although it is not an official identification number, the Dun & Bradstreet number is widely known and used. When searching by buyer name, it is vital to select the right state from the drop-down list. Click on 'Extended search' if no companies match your initial search.
<b>Venezuela</b>	VE	RIF	10 (AN)	Tax identification number (1 letter and 9 digits)
<b>Africa</b>				
<b>South Africa</b>	ZA	RNZA	9-13 (N)	The "/" often seen in these numbers must be removed.
<b>Algeria</b>	DZ	RNDZ	10	Company registration number
<b>Egypt</b>	EG	RNEG	max 5 (N)	
<b>Madagascar</b>	MG	RNMG	10	
<b>Morocco</b>	MA	RNMA	6 (N) + Town/City	For example 123456CASABLANCA, max 35 chars
<b>Mayotte</b>	YT	SIREN	9	See France
<b>Réunion</b>	RE	SIREN	9	See France
<b>Tunisia</b>	TN	RNTN	10 (AN)	Company registration number (1 letter and 9 digits). The last 4 digits are the year of company formation.

Country	Country code	National business registration number	Format AN= ALPHANUMERIC N=NUMERIC	Comments
<b>Asia</b>				
<b>Saudi Arabia</b>	SA	CRNOSA	8 or 9	Company registration number
<b>Brunei Darussalam</b>	BN	ROC	max 5 digits + 5 letters (AN)	Company registration number
<b>China</b>	CN	RNCN	max 15	Company registration number
<b>South Korea/Republic of Korea</b>	KR	RNKR	10 (N)	Company registration number
<b>United Arab Emirates</b>	AE	CRNOAE	max 6	Company registration number
<b>Hong Kong</b>	HK	RNHK	max 8 (AN)	Company registration number
<b>India</b>	IN	RNIN	5 (N)	A company registration number only exists for the LTDG and LLC Pvt Ltd legal forms. Sole traders and partnerships do not have any registration number.
<b>Indonesia</b>	ID	ROC	max 20 (AN)	Company registration number
<b>Israel</b>	IL	RNIL	9 (N)	Company registration number
<b>Japan</b>	JP	TEIKOK	9 (N)	Associate number (Teikoku Databank)
		TSR	9 (N)	TSR (Tokyo Shoko Research)
		CRJP	12 (N)	Company registration number
<b>Kuwait</b>	KW	CRNOKW	max 5 (N)	Company registration number
<b>Macao</b>	MO	RNMO	7 (AN)	Company registration number: 2 letters + 5 digits
<b>Malaysia</b>	MY	ROC	7 (AN)	Company registration number: 6 digits + 1 letter
<b>Oman</b>	OM	CRNOOM	7	Company registration number
<b>Philippines</b>	PH	ROC	10 (AN)	Company registration number
<b>Qatar</b>	QA	CRNOQA	max 4	Company registration number
<b>Kingdom of Bahrain</b>	BH	CRNOBH	max 6	Company registration number
<b>Singapore</b>	SG	ROC	10 (AN)	Company registration number (format: 9 digits + 1 letter)
<b>Taiwan</b>	TW	RNTW	8 (N)	Company registration number
<b>Thailand</b>	TH	ROC	13 (N)	Company registration number
<b>Vietnam</b>	VN	ROC	11 (AN)	

Country	Country code	National business registration number	Format AN= ALPHANUMERIC N=NUMERIC	Comments
<b>Pacific region</b>				
<b>Australia</b>	AU	ACN	9	The company registration number (ABN for Australian Business Number) comprises 11 digits (the last 9 digits of the ABN are the ACN or Australian Company Number).  Format: xxxxxxxxx. The number must be stated on all correspondence and invoices issued by the company.
<b>Northern Mariana Islands</b>	MP	DUN	9	See USA, but when searching by buyer name, it is vital to select the MP country code from the drop-down list.
<b>Marshall Islands</b>	MH	DUN	9	See USA, but when searching by buyer name, it is vital to select the MH country code from the drop-down list.
<b>US Minor Outlying Islands</b>	UM	DUN	9	EOLIS buyer identification sheet - 12/2014 See USA, but when searching by buyer name, it is vital to select the UM country code from the drop-down list.
<b>New Caledonia</b>	NC	RIDET	7	The RIDET number (Répertoire d'Identification des Entreprises et des Etablissements - directory of businesses and establishments) is the number allocated to each unit registered on the directory. <b>It is a sequential number of six or seven digits (7 since 2010).</b>
<b>New Zealand</b>	NZ	RNNZ	max 7	Company registration number
<b>French Polynesia</b>	PF	PFNUM	6	This identification number is a sequential number with no particular meaning, comprising 6 digits or 1 letter + 5 digits (the latter since 2011). This number is also called T.A.H.I.T.I. (for Traitement Automatique Hiérarchisé des Institutions de Tahiti et des Iles).

## Appendix: List of countries by risk zone

Take a look at the list of countries covered by Allianz Trade, divided into 4 risk zones as determined by France's BPI (public investment bank), last updated 1 January 2023. The information in this table can be amended by BPI.

<b>Zone A</b>	CHILE - SOUTH KOREA - ISRAEL - LIECHTENSTEIN - MONACO - SINGAPORE
<b>Zone B</b>	ABU DHABI - AJMAN - BAHAMAS - BOTSWANA - CHINA (People's Republic of) - COLUMBIA - COSTA RICA - DOMINICAN REPUBLIC - DUBAI - FUJAIRAH - GUATEMALA - HONG-KONG - INDIA - INDONESIA - KUWAIT - MACAO - MALAYSIA - MAURITIUS - MEXICO - MOROCCO - PANAMA - PERU - PHILIPPINES - QATAR - RAS-AL-KHAIMAH/SHARJAH/UMM-AL-QUWAIN - SAUDI ARABIA - SERBIA - SOUTH AFRICA - TAIWAN - THAILAND - TRINIDAD & TOBAGO - UNITED ARAB EMIRATES - URUGUAY - VIETNAM
<b>Zone C</b>	ALBANIA - ALGERIA - ANGOLA - ARMENIA - ARUBA - BAHRAIN - BANGLADESH - BENIN - BHUTAN - BOLIVIA - BOSNIA HERZEGOVINA - BRAZIL - CAMBODIA - CAMEROON - CAPE VERDE - EAST TIMOR - ECUADOR - EGYPT - FIJI - GABON - GEORGIA - GUYANA - HONDURAS - IVORY COAST - JAMAICA - JORDAN - KAZAKHSTAN - KOSOVO - LESOTHO - MACEDONIA - NAMIBIA - NEPAL - NIGERIA - OMAN - PAPUA NEW GUINEA - PARAGUAY - RWANDA - SENEGAL - SWAZILAND - TANZANIA - TOGO - TURKEY - UGANDA - UZBEKISTAN
<b>Zone D</b>	ARGENTINA - BELARUS (country open under certain conditions) - BURKINA FASO - BURUNDI - CENTRAL AFRICAN REPUBLIC - CHAD - CONGO - CUBA - DEMOCRATIC REPUBLIC OF THE CONGO - DJIBOUTI - EL SALVADOR - EQUATORIAL GUINEA - ETHIOPIA - GAMBIA - GHANA - GUINEA - GUINEA BISSAU - HAITI - IRAQ - IRAN - KENYA - KYRGYZSTAN - LAOS - LEBANON - LIBERIA - LIBYA - MADAGASCAR - MALAWI - MALDIVES - MALI - MAURITANIA - MOLDOVA - MONGOLIA - MONTENEGRO - MOZAMBIQUE - NIGER - PAKISTAN - PALESTINIAN TERRITORIES - RUSSIA (country open under conditions) - SIERRA LEONE - SUDAN - SURINAM - TADJIKISTAN - TUNISIA - TURKMENISTAN - UKRAINE - VANUATU - ZAMBIA

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Tel: + 33 (0)1 84 11 50 50

Euler Hermes SA - Belgian insurance company registered under code 418  
Reg'd office: avenue des Arts 56, 1000 Brussels, Belgium - Company no. 0403.248.596 on the Brussels Register of  
Legal Persons (RPM)

### Risk services provider

Euler Hermes Crédit France - SAS [simplified joint stock company] with registered capital  
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regulated by the French Monetary & Financial Code  
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### Collection services

Euler Hermes Recouvrement France - SAS [simplified joint stock company] with registered  
capital of €800,000 - Nanterre Trade & Company Register no. B 388 237 026  
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