



CofaNet
Essentials

USER GUIDE

SPECIFIC MODULE: BULK ORDER

1. Introduction

CofanNet Essentials allows you to manage products in mass via a file import. This procedure is called “Bulk Orders ” and can be divided in 4 steps:

- 1) Generate the file to import in CSV format (text based)
- 2) Access the functionality by clicking on the option “Bulk Orders” available from the “Risks” menu in CofaNet
- 3) Drag and drop or select the file to import in “Select file(s)” zone
- 4) Finally, click on the « Import your orders » so that your file can be taken into account

Please carefully follow the instructions given below if you wish for your import to be processed successfully. Please do not hesitate to contact your local representative if you have any questions.

2. Description

I. Products & Actions managed by the Bulk Orders

a. Products

The products that can be managed by the Bulk Orders are the following:

- Credit Limits
- Customized Credit Opinions
- @rating Credit Opinions without monitoring
- @rating Credit Opinions with monitoring
- @rating Limits
- DRA without monitoring
- DRA with monitoring

Each product has specific actions. For example, it is possible to stop the monitoring for a @rating credit opinion or to cancel a credit limit.

It is also possible to update the customer references or the outstanding amounts of an existing client. This option is described later in the documentation.

b. Actions

There are 4 actions possible: order, cancel, update and stop. Each action can apply to several products depending on the actions allowed. The table below summarises the products and actions available:

Products	Order	Cancel	Update	Stop	Comment
Credit Limit	✓	✓	✓		The update is done on the amount
Customised Credit Opinion	✓	✓	✓		The update is done on the amount
@rating Credit Opinion without monitoring	✓	✓			
@rating Credit Opinion with monitoring	✓	✓		✓	This product must be stopped before being cancelled
@rating Limit	✓	✓			
DRA without monitoring	✓	✓			
DRA with monitoring	✓	✓		✓	This product must be stopped before being cancelled

II. How does it work?

a. The file format

The bulk products order is done via a file containing the list of companies on which a product will be ordered. This file must contain one line per product order/update.

Each line must contain exactly 10 data fields and each data field must be separated with a semi-colon « ; ». Each line is composed of:

- 10 data fields, each separated with a « ; ».
- So in total, there are : 9 semi-colons

The 10 data fields are disposed on each line in the same order and in the following way:

1. Country code : ISO code base on 3 letters (see the complete list in the appendices);
2. Easy Number if it is available;
3. Type of legal identifier if the Easy Number is not known. For example « DnB » for United States and Canada ;
4. Value of legal identifier if the Easy Number is not known ;
5. Client reference ;
6. Product to order ;
7. Action on product : order, cancel, update or stop ;
8. Amount : for credit limits and customized credit opinions
9. Outstanding amount
10. Operation number

Please note:

- The 5th data field can contain the client reference which will be taken into account in CofaNet when the product is ordered.
- The 8th data field contains an amount when the credit limit or customised credit opinion is ordered or modified.
- The 10th data field contains an operation number when the credit limit is ordered, modified or deleted with an operation number different from 0 (used in case of complex decisions to indicate which action should be made in first, second, third etc).

b. Data completion

Each product and each action corresponds to a code:

- | | |
|---|-----|
| ▪ Credit Limit : | CRL |
| ▪ Express Credit Limit: | ECL |
| ▪ Customised Credit Opinion: | CCO |
| ▪ @rating Credit Opinions without monitoring: | RCO |
| ▪ @rating Credit Opinions with monitoring : | ROM |
| ▪ @rating Limit : | RLI |
| ▪ DRA without monitoring : | RSC |
| ▪ DRA with monitoring : | RSM |

The possible actions on products are as follow:

- | | |
|------------|---|
| ▪ Order : | C |
| ▪ Cancel : | D |
| ▪ Update : | U |
| ▪ Stop : | S |

The product codes and action codes for each product are listed in the table below:

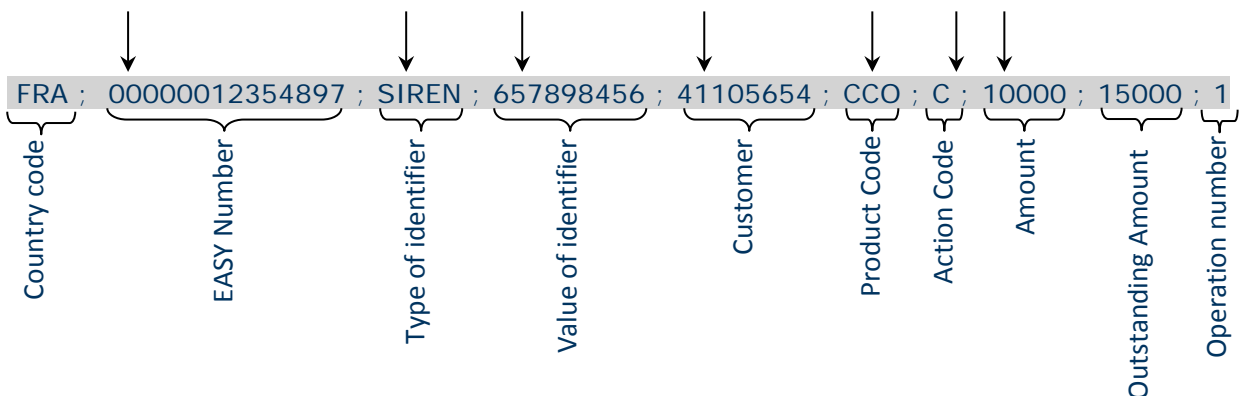
Contract Type	Product name	Product Code	Actions available	Amount required
Insurance	@rating Limit	RLI	C/D	
	Credit Limit	CRL	C/D/U	✓
Information	@rating Credit Opinion without monitoring	RCO	C/D	
	@rating Credit Opinion with monitoring	ROM	C/S/D	
	Customised Credit Opinion	CCO	C/D/U	✓
Information	DRA without monitoring	RSC	C/D	
	DRA with monitoring	RSM	C/S/D	

The list of data available and their status (mandatory or optional) are listed in the table below:

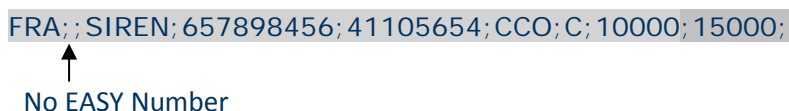
Field	Mandatory	Optional	Comment
Country code	✓		
Easy number		✓	If the EASY Number isn't given, the legal ID is
Legal Identifier type	✓		Not required if EASY Number is present
Legal Identifier value	✓		Not required if EASY Number is present
Client reference		✓	
Product code	✓		
Action	✓		
Amount		✓	Mandatory for credit limits and customised credit
Outstanding Amount		✓	"blank" if no outstanding amount
Operation number		✓	Only for Credit Limit, 0 if the field is not filled.

➤ *Example*

For example, if the EASY Number is given, then it is not necessary to give the type of the legal identifier and its value. **However, the semi-colons are kept** and the data is empty. In all cases, we must **always have 9 semi-colons**:



In the above example, some information is redundant. Indeed, it is not necessary to have both the EASY Number and the legal identifier. The example below therefore is correct:



Because the EASY Number is not given, the data between the first and the second « ; » is empty.

The following example use the EASY Number as the company identifier, therefore the data for the type of legal identifier and the data for its value are left empty:

```
FRA;00000012354897;;;41105654;CCO;C;10000;15000;
```

In all cases, we always have 9 « ; ». This last example is similar to the previous one except that the client reference is not given:

```
FRA;00000012354897;;;;CCO;C;10000;15000;
```

The following example does not update the outstanding amount:

```
FRA;00000012354897;;;;CCO;C;10000;;
```

The following example updates the outstanding amount to the amount "0":

```
FRA;00000012354897;;;;CCO;C;10000;0;
```

We can see with the two last examples that to keep empty the field "outstanding amount" or fill it with a "0" makes the difference. In the first case, the outstanding amount is not taken into account (unchanged); in the second case the outstanding amount will be equal to 0 for the buyer.

c. Coface reference (CRS Number) as a legal identifier

The Coface reference can be used as a legal identifier: in this case, the legal identifier type to put is « CRSny » (please make sure that the letter case is respected, “CRS” must be in uppercase and “cny” in lowercase). The example below uses the Coface reference to order a Customised Credit Opinion of 5000 Euros with an update of the customer reference and without outstanding amount:

FRA;;CRScny;100156874;B41105654;CCO;C;5000;;

III. Examples

<i>Insurance Products</i>	
Cancellation of a credit limit with legal ID on Germany	DEU;;HRN_DEU;HRB 97512;;CRL;D;;;
<i>Information Products</i>	
Customized Credit Opinion order for 10.000 Euros using a legal identifier without customer references but with an outstanding amount	FRA;;SIREN;957854658;;CCO;C;10000;15000;
Customized Credit Opinion order for 10.000 Euros using a legal identifier with customer references but without an outstanding amount	FRA;;SIREN;957854658;16587DO5;CCO;C;10000;;
Stop of an @rating Credit Opinion with monitoring using a legal identifier on France	FRA;;SIREN;958478954;;ROM;S;;;
Stop of an @rating Credit Opinion with monitoring using an Easy Number	FRA;00000056487951;;;;;ROM;S;;;
Cancellation of an @rating credit Opinion with a monitoring previously stopped using a legal identifier	FRA;;SIREN;958478954;;ROM;D;;;

IV. Visualization of the Bulk Orders result

Once the file is processed, the result is shown in a table below entitled “Imported files”. The last 3 columns provide some details about the import status:

Imported files								Import your orders
Filename	Import date	Schedule date	Status	Analysis of lines				Download
				Pending	Correct	Error	Total	
Template.csv	26/04/2017	27/04/2017	Produced	0	0	2	2	

- The status of the import can be successful, partially successful or failed
- The total number of lines contained in the file
- The number of lines that contained errors

Once the Bulk Orders process is over, by clicking on the filename and more specifically on “ processed”, , you can access the details of each line taken into account during the import.

Bulk import details								?
Pending								
Filter by country, customer reference, EasyNumber							Export	1-0 < >
#	Country	Identifier	Product	Action	Amount	Status	Detail status	
EMPTY LIST								
Correct								
Filter by country, customer reference, EasyNumber							Export	1-0 < >
#	Company name	Identifier	Product	Action	Amount	Status	Detail status	
EMPTY LIST								
Error								
Filter by country, customer reference, EasyNumber							Export	1-1 < >
#	Company name	Identifier	Product	Action	Amount	Status	Detail status	
1	GOOGLE FRANCE Country : France	EasyNumber : 00000108384340 Customer reference : googleREF Total outstanding amount : 987654321	Credit Limit	Add or Order	100,000 EUR	Rejected	Product not allowed for this operation number	
2	SOLITEC Country : France	EasyNumber : 00000116680742 Customer reference : #SOLITEC Total outstanding amount : 987654321	Credit Limit	Add or Order	100,000 EUR	Rejected	Product not allowed for this operation number	

The column “Reject cause” explains why the line could not be processed. The number displayed in the first column corresponds to the line in the imported file. It is possible to sort the lines in the ascending order or descending order by clicking on the column header of your choice. If you click on the “Reject cause” header, you are able to view all the lines in error first.

Country	Code	Legal identifier code	Legal identifier label
Abu-Dhabi	AR1	RCS_AR1	REGISTRE DU COMMERCE
Ajman	AR2	RCS_AR2	REGISTRE DU COMMERCE
Albania	ALB	VAT_ALB	TVA
Algeria	DZA	RCS_DZA DOU_DZA	REGISTRE DU COMMERCE IDENTIFIANT FISCAL
Argentina	ARG	CUIT_ARG TAX_ARG	C.U.I.T. INGRESOS BRUTOS N°
Armenia	ARM	RGN_ARM VAT_ARM OKPO_ARM	NUMERO DE REGISTRE INN (TVA) OKPO
Aruba	ABW	CRIB_ABW	CRIB
Australia	AUS	ACN_AUS ABN_AUS	ACN ABN
Austria	AUT	HRN_AUT VAT_AUT	HANDELREGISTER NUM. MEHRWERTSTEUER NUM.
Azerbaijan	AZE	RGN_AZE VAT_AZE	NUMERO DE REGISTRE INN (TVA)
Bahrain	BHR	RCS_BHR	REGISTRE DU COMMERCE
Bangladesh	BGD	RGN_BGD	Registration number
Belarus	BLR	VAT_BLR RGN_BLR OKPO_BLR	UNN/NUM. OF TAXPAYER EGR NUM DE REGISTRE OKPO/REGISTERED NUMB
Belgium	BEL	VAT_BEL	IDENT.FISCAL TVA/BTW
Benin	BEN	RCS_BEN	REGISTRE DU COMMERCE
Bhutan	BTN	RGN_BTN	Registration number
Bolivia	BOL	NIT_BOL RUC_BOL	N.I.T R.U.C.
Bosnia and Herzegovina	BIH	MR_BIH RGN_BIH	MR MATIONI REGISTRARS RB REGISTRASKI BROJ
Botswana	BWA	RGN_BWA	REGISTRATION CERTIFICATE
Brazil	BRA	CNPJ_BRA NIRE_BRA	C.N.P.J. N.I.R.E.

Country	Code	Legal identifier code	Legal identifier label
Brunei	BRN	INC_BRN JUJESP_BRA	Incorporation number J.U.C.E.S.P.
Bulgaria	BGR	VAT_BGR FD_BGR NI_BGR	TVA FD FIRMENO DELO NATIONAL ID
Burkina Faso	BFA	RCS_BFA TAX_BFA	Registre Du Commerce Numéro fiscal
Cambodia	KHM	INC_KHM	Incorporation number
Cameroon	CMR	RCS_CMR	REGISTRE DU COMMERCE
Canada	CAN	DUN_CAN	D-U-N-S NUMBER
Chile	CHL	RUT_CHL	R.U.T.
China	CHN	RGN_CHN VAT_CHN STK_CHN	REGISTRATION NUMBER VAT NUMBER STOCK CODE
Colombia	COL	NIT_COL MRN_COL	N.I.T. M.R.N.
Costa Rica	CRI	VAT_CRI	CEDULA JURIDICA
Croatia	HRV	RGN_HRV MBPB_HRV VAT_HRV	MBSTS (REG NUMBER) MB / PB BZS (TVA)
Cyprus	CYP	RGN_CYP VAT_CYP	REGISTERED NUMBER VAT NUMBER
Czech Republic	CZE	VAT_CZE RGN_CZE IC_CZE	DIC N. DE TVA CR CISLO REGISTRACE IDENTIFIKACNI CISLO
Denmark	DNK	CVR_DNK VAT_DNK	CVR - NUMBER VAT NUMBER
Djibouti	DJI	RCS_DJI	REGISTRE DU COMMERCE
Dominican Republic	DOM	RNC_DOM	R.N.C.
Dubai	AR3	RCS_AR3	REGISTRE DU COMMERCE
Ecuador	ECU	RUC_ECU	R.U.C.
Egypt	EGY	RCS_EGY	REGISTRE DU COMMERCE

Country	Code	Legal identifier code	Legal identifier label
El Salvador	SLV	NIT_SLV	N.I.T.
Estonia	EST	RGN_EST	REGISTRATION NUMBER
Finland	FIN	RGN_FIN VAT_FIN	REGISTRATION NUMBER VAT - NUMBER
France	FRA	SIREN RCS_FRA VAT_FRA	NUMERO SIREN REGISTRE DU COMMERCE TVA
Fujeirah	AR4	RCS_AR4	REGISTRE DU COMMERCE
Gabon	GAB	RCS_GAB STT_GAB	Registre Du Commerce Statistique
Georgia	GEO	VAT_GEO OKPO_GEO	INN TVA OKPO
Germany	DEU	HRN_DEU VAT_DEU Akcnny	HANDELREGISTER NUM. MEHRWERTSTEUER NUM. REFERENCE AK
Ghana	GHA	RCS_GHA	Registre Du Commerce
Greece	GRC	VAT_GRC	TVA/AFM
Guatemala	GTM	NIT_GTM	N.I.T.
Honduras	HND	RTN_HND	R.T.N.
Hong Kong	HKG	CRGN_HKG BRGN_HKG	COMPANY REG NUMBER BUSINESS REG NUMBER
Hungary	HUN	BEJ_HUN VAT_HUN	BEJEGYZESI SZAM A ADOSZAM (TVA)
Iceland	ISL	RGN_ISL	REGISTRATION NUMBER
India	IND	RGN_IND	REGISTRATION NUMBER
Indonesia	IDN	RCS_IDN TAX_IDN LGL_IDN	TDP CY REGISTRATION NPWP TAX REGISTRATIO LEGALIZATION NUMBER
Ireland	IRL	RGN_IRL VAT_IRL	REGISTRATION NUMBER VAT REGISTRATION NO
Israel	ISR	RGN_ISR	REGISTRATION NUMBER

Country	Code	Legal identifier code	Legal identifier label
Italy	ITA	TAX_ITA VAT_ITA CCIAA_ITA	CODICE FISCALE TVA/N'IVA C.C.I.A.A.
Ivory Coast	CIV	RCS_CIV TAX_CIV	REGISTRE DU COMMERCE COMPTE CONTRIBUTABLE
Jamaica	JAM	TRN_JAM	T.R.N.
Japan	JPN	TEIK_NUM	TEIKOKU NUMBER
Jordan	JOR	RCS_JOR	Registre Du Commerce
Kazakhstan	KAZ	VAT_KAZ RGN_KAZ OKPO_KAZ	RNN (TVA) RC (REG. NUMBER) OKPO
Kenya	KEN	RCS_KEN	Registre Du Commerce
Kuwait	KWT	RCS_KWT	REGISTRE DU COMMERCE
Kyrgyzstan	KGZ	VAT_KGZ RGN_KGZ OKPO_KGZ	INN (TVA) RC (REG NUMBER) OKPO
Lao	LAO	INC_LAO	Incorporation number
Latvia	LVA	RCS_LVA	REGISTRE DU COMMERCE
Lebanon	LBN	RCS_LBN	REGISTRE DU COMMERCE
Lesotho	LSO	RGN_LSO	REGISTRATION CERTIFICATE
Liechtenstein	LIE	RCS_LIE VAT_LIE	N REGISTRE COMMERCE IDENTIFIANT TVA
Lithuania	LTU	RGN_LTU	REGISTRATION NUMBER
Luxembourg	LUX	RCS_LUX VAT_LUX	REGISTRE DU COMMERCE NUMERO DE TVA
Macao	MAC	RGN_MAC INC_MAC	Registration no Incorporation number
Macedonia	MKD	VAT_MKD RGN_MKD MATN_MKD	FISCAL (TVA) REGISTER NUMBER MATICHEN NO
Madagascar	MDG	RCS_MDG STT_MDG	REGISTRE DU COMMERCE Numéro statistique

Country	Code	Legal identifier code	Legal identifier label
Malaysia	MYS	ROC_MYS	ROC NUMBER
Mali	MLI	RCS_MLI	REGISTRE DU COMMERCE
Malta	MLT	RGN_MLT VAT_MLT	COMPANY REG. NO. VAT NUMBER
Mauritania	MRT	RCS_MRT	REGISTRE DU COMMERCE
Mauritius	MUS	RCS_MUS	REGISTRE DU COMMERCE
Mexico	MEX	RFC_MEX	R.F.C.
Moldova	MDA	VAT_MDA RGN_MDA	FISCAL (TVA) RC (REG. NUMBER)
Monaco	MCO	RCS_MCO SSEE_MCO	REGISTRE DU COMMERCE S.S.E.E.
Mongolia	MNG	INC_MNG	Incorporation number
Montenegro	MNE	RGN_MNE VAT_MNE NI_MNE	MBSTS (REG. NUMBER) MB/PB/BZS (TVA) NATIONAL ID
Morocco	MAR	RCS_MAR TVA_MAR RGN_MAR	REGISTRE COMMERCE CODE TVA NO PATENTE
Myanmar	MMR	RGN_MMR INC_MMR	Registration Number Incorporation number
Namibia	NAM	RGN_NAM	REGISTRATION NUMBER
Nepal	NPL	RGN_NPL	Registration number
Netherlands	NLD	HRN_NLD VAT_NLD	KVK HANDELSREGISTER VAT - NUMBER
New Caledonia	NCL	SIREN_NCL RCS_NCL	SIREN REGISTRE DU COMMERCE
New Zealand	NZL	RGN_NZL	REGISTRATION NUMBER
Nicaragua	NIC	RUC_NIC	R.U.C.
Niger	NER	RCS_NER	REGISTRE DU COMMERCE
Norway	NOR	RGN_NOR	REGISTRATION NUMBER
Oman	OMN	RCS_OMN	REGISTRE DU COMMERCE

Country	Code	Legal identifier code	Legal identifier label
Pakistan	PAK	RGN_PAK SER_PAK	Registration number Serial number
Palestine	PSE	RGN_PSE	REGISTRATION NUMBER
Panama	PAN	RUC_PAN	R.U.C.
Paraguay	PRY	RUC_PRY	R.U.C.
Peru	PER	RUC_PER	R.U.C.
Philippines	PHL	SECNV_PHL	REGISTRE S.E.C NV
Poland	POL	VAT_POL RHB_POL	NIP NUM PLATNIKA VAT RHB/KRS
Portugal	PRT	TAX_PRT	N. CONTRIBUINTE
Poss. Portugal	PR1	TAX_PRT	N. CONTRIBUINTE
Poss. Spain	ES1	NIF_ESP	NO N.I.F
Possession of Denmark	DN1	RGN_DN1	REGISTRATION NUMBER
Possession of G.B. in America	GB2	DUN_GB2	D-U-N-S NUMBER
Possession of New Zealand	NZ1	RGN_NZ1	REGISTRATION NUMBER
Possession of USA in America	US1	DUN_US1	D-U-N-S NUMBER
Qatar	QAT	RCS_QAT	REGISTRE DU COMMERCE
Ras-Al-Khaimah	AR5	RCS_AR5	REGISTRE DU COMMERCE
Romania	ROU	RGN_ROU VAT_ROU	NI (REG. NUMBER) CF (TVA)
Russian Federation	RUS	VAT_RUS RRK_RUS OKPO_RUS	INN (TVA) RRK (REG. NUMBER) OKPO
San Marino	SMR	TAX_SMR	CODICE FISCALE
Saudi Arabia	SAU	RCS_SAU	REGISTRE DU COMMERCE
Senegal	SEN	RCS_SEN TAX_SEN	REGISTRE DU COMMERCE COMPTE CONTRIBUTUABLE
Serbia	SCG	RGN_SCG VAT_SCG	MBSTS (REG. NUMBER) MB/PB/BZS (TVA)
Sharja	AR6	RCS_AR6	REGISTRE DU COMMERCE

Country	Code	Legal identifier code	Legal identifier label
Singapore	SGP	ROC_SGP	ROC NUMBER
Slovakia	SVK	IR_SVK IO_SVK VAT_SVK	IR ISLO REGISTRACIE IO VAT
Slovenia	SVN	VAT_SVN RCS_SVN MSNI_SVN	DS N. DE TVA RS REG. DU COMMERCE MS NATIONAL ID
South Africa	ZAF	RGN_ZAF	REGISTRATION NUMBER
South Korea	KOR	RCS_KOR CRP_KOR EXP_KOR	BUSINESS REG. NO. CORPORATE REG. NO. EX/IMPORT REG. NO.
Spain	ESP	NIF_ESP	NO N.I.F
Sri Lanka	LKA	RGN_LKA	Registration number
Swaziland	SWZ	RGN_SWZ	REG : CERTIFICATE
Sweden	SWE	RGN_SWE VAT_SWE	REGISTRATION NUMBER VAT - NUMBER
Switzerland	CHE	RCS_CHE VAT_CHE	N REGISTRE COMMERCE IDENTIFIANT TVA
Syrian	SYR	RCS_SYR	REGISTRE DU COMMERCE
Taiwan	TWN	RCS_TWN STK_TWN	REGISTRE DU COMMERCE Stock Code
Tajikistan	TJK	VAT_TJK RGN_TJK OKPO_TJK	INN (TVA) RC (REG. NUMBER) OKPO
Tchad	TCD	RCS_TCD	REGISTRE DU COMMERCE
Thailand	THA	RGN_THA	Registration number
Togo	TGO	RCS_TGO	REGISTRE DU COMMERCE
Trinidad and Tobago	TTO	BIR_TTO	B.I.R.
Tunisia	TUN	RCS_TUN DOU_TUN	REGISTRE DU COMMERCE CODE EN DOUANE
Turkey	TUR	RGN_TUR VAT_TUR	REGISTERED NUMBER TVAVAT

Country	Code	Legal identifier code	Legal identifier label
Turkmenistan	TKM	VAT_TKM RGN_TKM OKPO_TKM	INN (TVA) RC (REG. NUMBER) OKPO
Ukraine	UKR	RGN_UKR VAT_UKR	EDRPOU (REG NUMBER) UNN (TVA)
Umm-Al-Quwain	AR7	RCS_AR7	REGISTRE DU COMMERCE
United Arab Emirates	ARE	RCS_ARE	REGISTRE DU COMMERCE
United Kingdom	GBR	RGN_GBR VAT_GBR	REGISTRATION NUMBER VAT REGISTRATION NO
United States	USA	DUN_USA	D-U-N-S NUMBER
Uruguay	URY	RUT_URY	R.U.T.
Uzbekistan	UZB	VAT_UZB RGN_UZB OKPO_UZB	INN (TVA) RC (REG. NUMBER) OKPO
Vatican	VAT	TAX_VAT	CODICE FISCALE
Venezuela	VEN	RIF_VEN NIT_VEN	R.I.F. N.I.T.
Viet Nam	VNM	RGN_VNM RCS_VNM	Registration number BUSINESS REG. NO.
Yemen	YEM	RCS_YEM	REGISTRE DU COMMERCE
Zimbabwe	ZWE	RGN_ZWE	REGISTRATION CERTIFICATE

APPENDIX

Reject causes

Data too large
invoice identifier too long (maximum 35 chars)
Action is not allowed
Amount must be >0
Amount must be >= 1000
Bad number of fields
Company does not exist
The company is not unique
Contract does not exist
invalid currency
Client reference too long (maximum 35 chars)
ECL amount no found
Technical error - Please refer to the logs
Invalid action
Invalid amount
Invalid country code
Line is badly formed
Line contains non-ASCII codes
The company appears more than once in the imported file.
Line too long
Mandatory field missing
You have reached the maximum number of companies that could be added to the portfolio.
Only one assurance credit by company allowed
Product is not allowed
Product not allowed on this company
Product not allowed for this operation number
The Level three is not allowed for mass import
invalid contract number
Product order submit failed
too many lines in the file
Unsupported product
contract number too long (maximum 35 chars)