DECLARING SALES IN COFANET QUICK GUIDE

Cofanet now provides a Sales Declaration interface that allows you to enter your sales declarations and submit them directly to Coface. This Quick Guide will provide a general overview. For full step-by-step directions, please see the Sales Declaration User Guide located in the Client Toolkit of coface-usa.com or coface.ca.

You'll receive a message in Cofanet when a declaration is due

Cofanet provides multiple sales declaration reminders to keep you up to date on pending, due and past due sales declarations on your policy. Cofanet sends these reminders directly to your Cofanet List of Messages page and email updates.

Finding your list of sales declarations

To access your list of sales declarations, select Policy >> Sales Declaration in the Cofanet menu .

The Sales Declaration list displays all Sales Declarations associated with your policy. This includes 'Initial' due sales declarations and 'Initial' submitted and saved sales declarations. The list also displays all amendments to previously submitted or saved sales declarations, which are labelled as 'Additional'.

Entering a new sales declaration

To begin a sales declaration submission, simply click the Sales Declaration reference number from the Sales Declaration List that you would like to work on.
On the Create Sales Declaration page, enter the contact details of the person completing the declaration.

Next, submit the period's sales by individual country. The Covered Countries list displays all countries that are covered in your policy listed in alphabetical order.

Please Note:
- Cofanet provides the ability to bookmark or favorite a list of countries that you currently have listed in your buyer portfolio. This eliminates searching through multiple pages of countries and allows for quicker entry of the sales per covered country.
- When entering in sales amounts, do not use the comma (,) as this will create an error.

/ Submitting your sales declaration

When you are finished entering your sales declarations for each country and the totals for covered countries, additional countries and the grand total are correct, you can proceed to submit your sales declaration. Make sure the sales period you are declaring is past (or it will not be accepted), and click the Accept the accuracy of the declaration checkbox.

/ Amending a submitted sales declaration

Cofanet provides you the opportunity to amend submitted sales declarations within 15 days of the due date. Go to your Sales Declaration list to locate the most current submitted (either initial or

additional) sales declaration that you would like to amend. Click the Create Additional button to the right of previously submitted data. This will re-open the sales declaration and will allow you to add, subtract amounts or add, remove countries with reported sales.

Once completed with the sales amendments, you will have the ability to either Save or Submit.

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