

ALLIANZ TRADE ONLINE:

Customer Platform Quick Start Guide



The Allianz Trade Online Information Service is our brand new customer platform that was developed to help you easily manage and administer your credit insurance policy with Allianz Trade. Due to the amount of functionality included in the system, we have developed this quick start guide to help you become more familiar with the customer platform.

If there is an aspect of the customer platform that is not addressed in this quick start guide, please contact your servicing team by phone or by email using the contact information listed in the [Key Contacts](#) section with any questions, including login or other technical issues.

[Access the Customer Platform](#)

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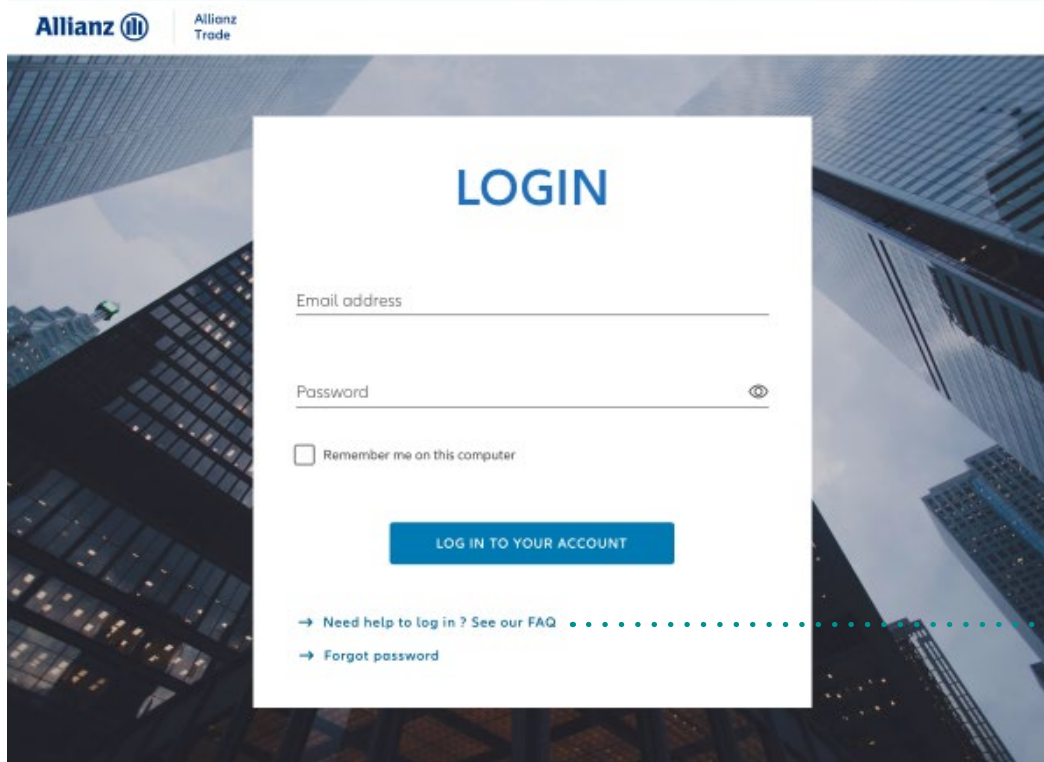
Step 8: Policy Administration

ALLIANZ TRADE ONLINE:

1 Logging In

Logging in to the platform for the first time

Did you know that Euler Hermes is now Allianz Trade: the new world leader of trade credit insurance. We predict today, You lead tomorrow.



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



Enter the website address <https://online.allianz-trade.com>. Chrome & Firefox offer the best experience.

Use your individual login (your email address) and password. The "Remember me..." checkbox will save your credentials for the future.



Once you are fully logged in to the platform for the first time, it's a good idea to add Allianz Trade online to your favorites.



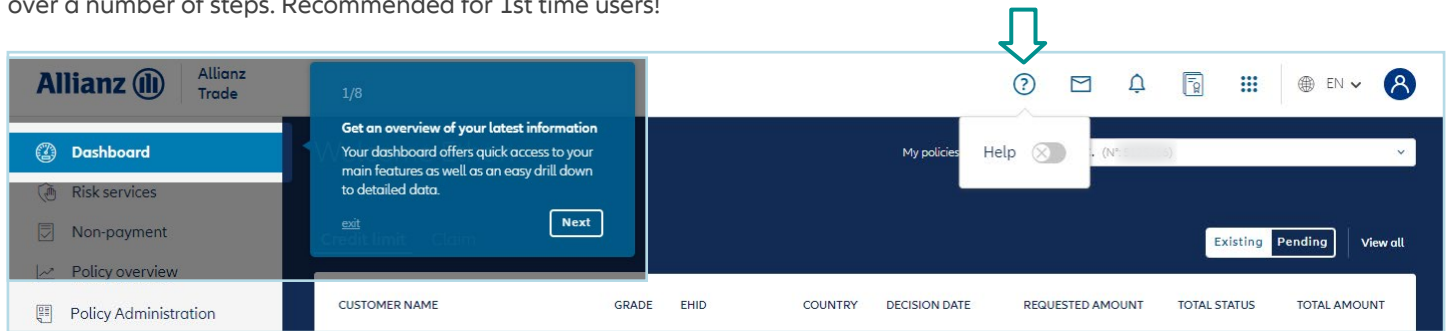
ALLIANZ TRADE ONLINE:

2 Getting Started

An introduction with the virtual assistant

Click the "Help" toggle at any point to display the help tour.

The help takes the form of a guide to the application's functions over a number of steps. Recommended for 1st time users!

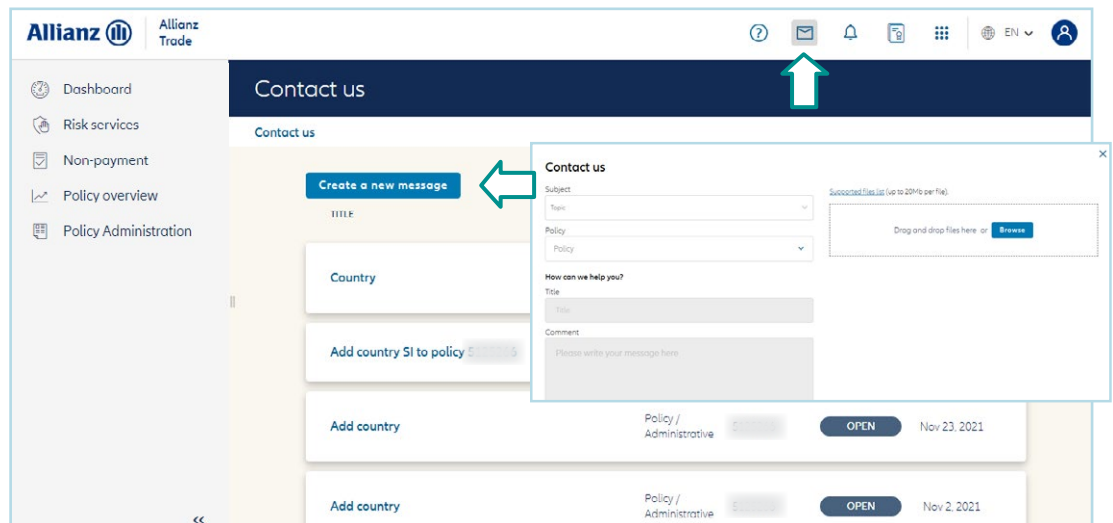


Contact us

Click on the envelope icon to contact your support team for assistance.

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

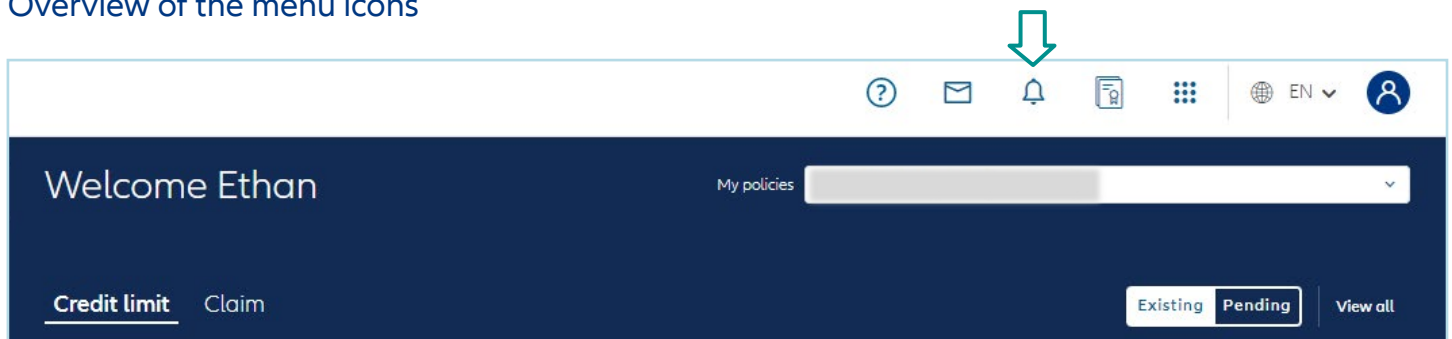
You can also view your message history and see the status of your various requests.



ALLIANZ TRADE ONLINE:

2 Getting Started

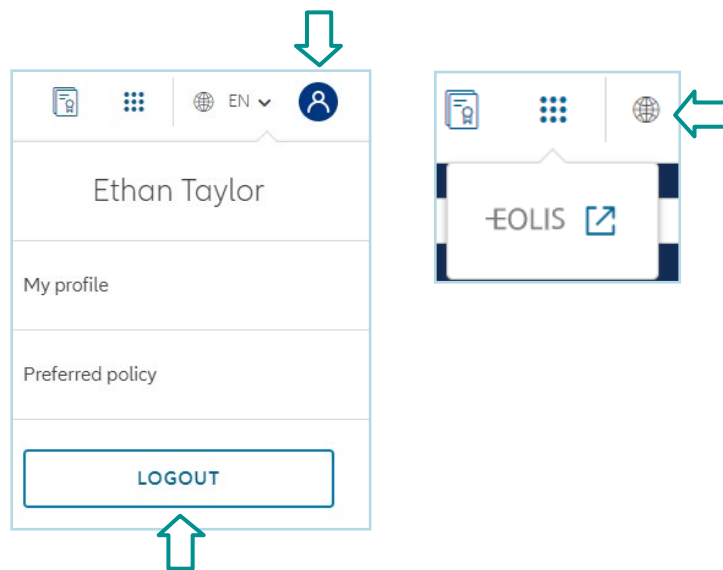
Overview of the menu icons



Click on your own name to view your account information, and also to log off.

Click on the globe icon to access the Allianz Trade Online website for temporary access to certain features.

Click on the bell icon to see all the notifications sent on the platform.



ALLIANZ TRADE ONLINE:

3 Risk Services

Managing current credit limits

Note: Risk Services section was formerly called the Manage section in prior versions of the platform

The screenshot shows the Allianz Trade Risk Services interface. The left sidebar contains navigation options: Dashboard, Risk services (selected), Non-payment, Policy overview, and Policy Administration. The main content area is titled 'Risk services' and 'Credit limit'. It features two tabs: 'Existing limits (17)' (selected) and 'Pending requests'. Below the tabs are search filters for Customer name, Customer reference, Country, and Identifier. A table displays credit limit data with columns: CUSTOMER NAME, GRADE, EHID, COUNTRY, CUSTOMER REFERENCE, DECISION DATE, LAST UPDATE DATE, PRIMARY AMOUNT, and TOTAL STATUS. A callout box points to the EHID column with the text 'Hover over the EHID for an option to click to copy'. Another callout points to the 'Filters' button.

CUSTOMER NAME	GRADE	EHID	COUNTRY	CUSTOMER REFERENCE	DECISION DATE	LAST UPDATE DATE	PRIMARY AMOUNT	TOTAL STATUS
T...	N/A	3...	US		Mar 2, 2022	Mar 2, 2022	\$0	No Cover
d...	8	1...	US	580	Jan 13, 2022	Jan 13, 2022	\$0	No Cover
P...	7	1...	US	1171	Jul 7, 2021	Jul 7, 2021	\$25,000	Partial Cover
S...	5	3...	US	1183	Jun 8, 2021	Jun 8, 2021	\$400,000	Full Cover

Viewing your credit limit requests

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

If you have multiple types of cover, they will be displayed in different tabs.

- requests for cover on “named buyer” available in the “Credit Limit” tab

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;
- Decision type: Full cover, Partial cover, or No cover
- Period: used to find cover where there has been a change over a given period;
- Cover type: CAP or CAP+ supplemental cover (if features on policy).

Cover can be sorted by date or amount.

ALLIANZ TRADE ONLINE:

3 Risk Services

Managing current credit limits

Credit limit Download Upload + Request

Existing limits (24) Pending requests

Start download request
Go to download list

CUSTOMER NAME	GRADE	EHID	COUNTRY	CUSTOMER REFERENCE	DECISION DATE	LAST UPDATE DATE	PRIMARY AMOUNT	TOTAL STATUS	TOTAL AMOUNT
[Redacted]	6	[Redacted]	US	[Redacted]	Jan 6, 2022	Jan 6, 2022	\$150,000	Full Cover	\$150,000
[Redacted]	7	[Redacted]	US	[Redacted]	Jul 10, 2020	Jul 10, 2020	\$11,000	Partial Coverage	\$11,000

To access your coverage list in an Excel file, click on "download" then "start download request." In many cases the report will automatically generate. If you have a large volume of limits, you can opt to be notified by email when the report download has completed. Once you click "Yes, download" you will be prompted to navigate to your download list where you can access in .xlsx or .csv format. You also have access to previously requested reports.

Please confirm your download request

Your file will contain the list matching your active filters and policy context

I want to be notified by email

Yes, download

No, dismiss

Download confirmed

Your download request has been taken into account. It might take a few moments to be completed.

Ok, close

[Go to Download list](#)

Data download / upload

Data download / upload

Download Upload

In this list you will find your recent download requests. Please note that after 30 days your files will no longer be available.

All (15) Completed (14) Ongoing Failed (1)

ID	DOWNLOAD DATE	FILE NAME	SERVICE	EXPIRATION DATE	STATUS
[Redacted]	03/22/2022 3:10 PM	[Redacted]-credit-limit	Credit limit	04/21/2022	.xlsx format .csv format

ALLIANZ TRADE ONLINE:

3 Risk Services

Managing current credit limits

CUSTOMER NAME	GRADE	EHID	COUNTRY	CUSTOMER REFERENCE	DECISION DATE	LAST UPDATE DATE	PRIMARY AMOUNT	TOTAL STATUS	TOTAL AMOUNT
T...	1	1073400	US		Feb 28, 2022	Feb 28, 2022	\$50,000	Full Cover	\$50,000
A...	6	1073403	US		Jan 26, 2022	Jan 26, 2022	\$30,000	Full Cover	\$30,000
F...	6	1073403	US		Jan 6, 2022	Jan 6, 2022	\$150,000	Full Cover	\$150,000
D...	7	1073400	US		Jul 10, 2020	Jul 10, 2020	\$11,000	Partial Coverage	\$11,000
C...	5	1073404	CA		Jul 10, 2020	Jul 10, 2020	\$82,500	Partial Coverage	\$82,500

CUSTOMER NAME	GRADE	EHID	COUNTRY	CUSTOMER REFERENCE	DECISION DATE	LAST UPDATE DATE	PRIMARY AMOUNT	TOTAL STATUS	TOTAL AMOUNT
T...	1	1073400	US		Feb 28, 2022	Feb 28, 2022	\$50,000	Full Cover	\$50,000

1000 NICOLET MALL
DUN: 00123456789

Decision: Agreed
Primary amount: \$50,000

Displaying the credit limit overview

You can see your buyers' Allianz Trade grades, for an instant assessment of their financial strength

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 information", including:

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

ALLIANZ TRADE ONLINE:

3 Risk Services

Managing current credit limits

Viewing credit limit details

Displaying credit limit details:

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

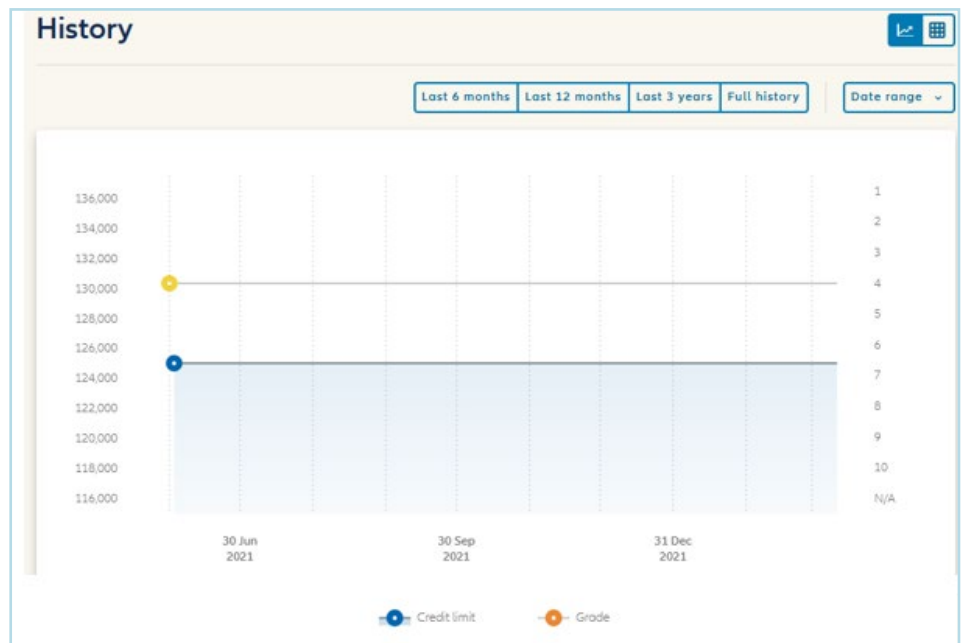
When cover is declined (refusal), the reason will be given.

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

Your request		Our decision	
Total requested	\$50,000 (USD)	Total accepted	\$50,000 (USD)
Request confirmation ID	I195524794	Decision	✔ Agreed
Request date	Feb 28, 2022	Decision date	Feb 28, 2022
		Last update date	Feb 28, 2022
Requested amount	\$50,000 (USD)	Decision amount	\$50,000 (USD)
		Permitted Limits Notification	↓

Displaying buyer grade history

You can view the buyer grade history in the buyer details section.



ALLIANZ TRADE ONLINE:

3 Risk Services

Managing pending requests

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 can be sorted by:

- decision date;
- update date;
- the amount.

CUSTOMER NAME	EHID	COUNTRY	CUSTOMER REFERENCE	COMMENT	REQUEST DATE	STATUS	REQUESTED AMOUNT
Enri's company		US			Feb 11, 2022	Requested	\$40,000
JL...		US			Jan 26, 2022	Requested	\$50,000
A...		US			Jan 25, 2022	Requested	\$1,200,000

Displaying detailed information

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

Request

Risk services > Customer search > Request

Euler Hermes ID: [redacted] DUN: [redacted] SYRACUSE, UNITED STATES | M1 | More details

My policies: [redacted] For my company: [redacted]

Cover:

Credit limit request status: **Pending request**
Being accessed by Allianz Trade

Requested amount: **\$125,000 (USD)** | Request date: **Mar 22, 2022**

[Modify](#) [Cancel](#) [Report an overdue](#) [Submit a claim / collection](#)

ALLIANZ TRADE ONLINE:

3 Risk Services

Making a new credit limit request

Identifying your buyer using the new search engine.

New search criteria have been added:

- you can enter your buyer's address and opt to extend the search geographically if the buyer is not found;
- you can search using a company identifier such as a DUNS number;
- you can fine-tune the results to list only active businesses.

You can display those companies you have recently viewed.

Find my customer

Risk services > Customer search

With a name and address | With an identifier

Country: United States | Company name: Company name | More criteria ^

Search

Recently viewed companies

You don't have any recently viewed companies

Identifying your buyer using the new search engine.

MORE RESULTS

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

You can display all the secondary establishments connected to the business. 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 results are displayed on the same page simultaneously, making it easier to read.

Find my customer

Risk services > Customer search

With a name and address | With an identifier

Country: United States | Company name: Company name | More criteria ^

Address: Address | Postcode / ZIP: Postcode / ZI | City: City | State / Province: State / Province

Only show active companies

Extended country search

Search

ALLIANZ TRADE ONLINE:

3 Risk Services

Making a new credit limit request

Setting the request amount

Choose the policy on 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 expire.

Request a temporary increase 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 these cases).

ALLIANZ TRADE ONLINE:

3 Risk Services

Making a new credit limit request

Viewing the response.

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 left 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 “Risk Services” menu.

If Allianz Trade’s response is “request in progress”, then it will appear under “Pending requests”.

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

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

Credit limit details

Risk services > Credit limit details

GRADE 4
Since Jun 1, 2021

MOTIVATION WEIGHT CONTROL CENTRES LIMITED LTD

Euler Hermes ID: [REDACTED] CNIE: [REDACTED] SANDYFORD, IRELAND AA1 More details

For [REDACTED] Customer reference: 0174

Credit limit status: **Full Cover**
Decision: Agreed

Decision date: Jun 3, 2021

Credit limit amount: **\$125,000 (USD)**

[New Request](#) [Reduce](#) [Cancel](#) [Report an overdue](#) [Submit a claim / collection](#)

Euler Hermes ID: [REDACTED] DUN: [REDACTED] DEVILS LAKE, UNITED STATES AA1 More details

For [REDACTED] (Policy N° [REDACTED])

Thank you.
We are working on your request and will notify you as soon as we have reached a decision.
On average this type of request takes us between 2 and 3 days. ¹
¹ It might take a few minutes for this result to be reflected across the application

Being assessed by Allianz Trade
Request confirmation ID: [REDACTED]

Requested — Identifying the buyer — **Gathering information** — Assessing the credit risk

Credit limit request status: **Pending request**
Being assessed by Allianz Trade

Requested amount: **\$50,000 (USD)** Request date: **Mar 2, 2022**

Average response time: 2-3 days ¹

[Add a comment / document](#)

ALLIANZ TRADE ONLINE:

3 Risk Services

Making a new credit limit request

Customers with CAP/CAP+ have the option to request cover on the buyer directly from the screen showing their underlying limit

Customers can request CAP on a buyer that was only partially approved:

GRADE 6
Since Oct 4, 2021

SERIES USA, LLC

Euler Hermes ID: [redacted] | DUN: [redacted] | MIAMI, UNITED STATES | AA1 | More details ▾

For [redacted] (Policy N° [redacted]) | Customer reference: [Create](#)

Credit limit status Partial Coverage Decision: Reduced by Allianz Trade	Reduction date Jul 10, 2020	Credit limit amount \$27,500 (USD)
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[Request CAP limit](#) | [New Request](#) | [Reduce](#) | [Cancel](#) | [Submit a claim / collection](#)

Customers can request CAP + on a buyer that was declined:

GRADE 8
Since Nov 11, 2021

DOTFIT, LLC

Euler Hermes ID: [redacted] | DUN: [redacted] | WESTLAKE VILLAGE, UNITED STATES | AA1 | More details ▾

For [redacted] (Policy N° [redacted]) | Customer reference: [580](#)

Credit limit status No Cover Decision: Risk Refusal	Requested amount \$50,000 (USD)	Decision date Jan 13, 2022	Expiration date Jul 13, 2022	Credit limit amount \$0 (USD)
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[Request CAP+ limit](#) | [New Request](#) | [Report an overdue](#) | [Submit a claim / collection](#)

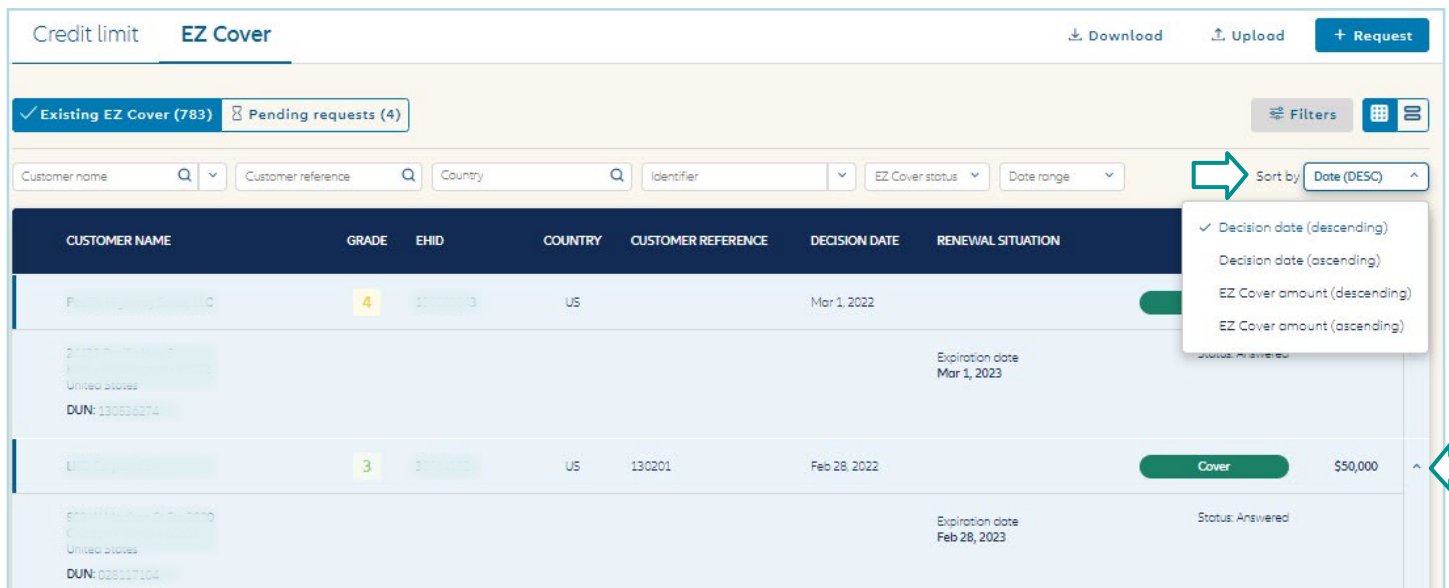
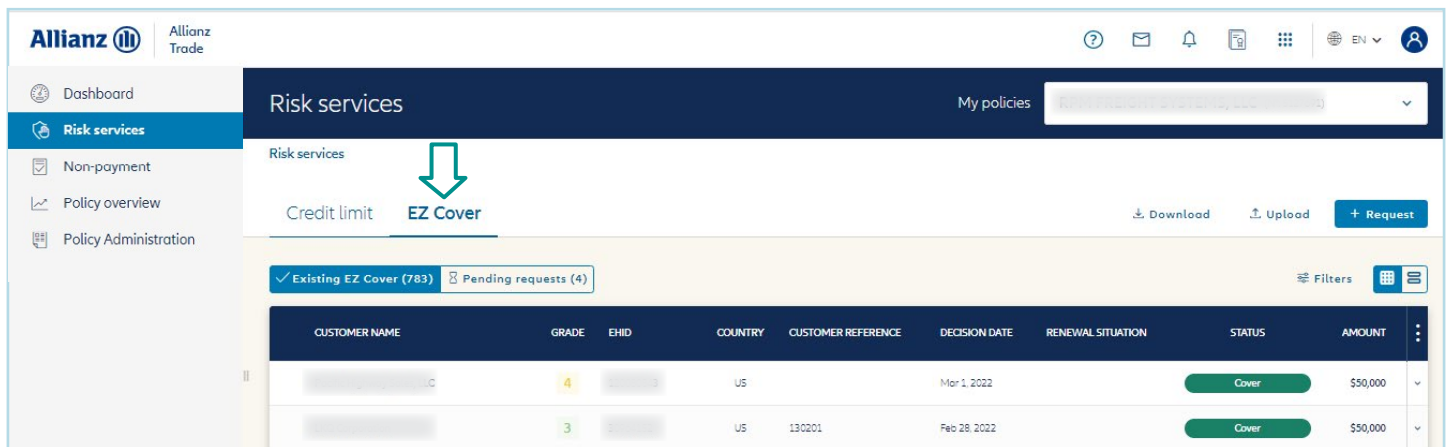
ALLIANZ TRADE ONLINE:

4 EZ Cover

In Risk Services section you will see different tabs along the top. The option you are currently viewing will appear in bold and underlined.

When under the EZ Cover tab all EZ Cover Buyers are listed newest to oldest. Along the top bar you will see "Filters". Click "Sort by" to change the view by decision date or EZ Cover amount. You can also click the arrow on the right side to view more details for each policy.

Please note that the request date will reflect the migration date (applicable for migrated users' first year of platform usage only)



ALLIANZ TRADE ONLINE:

4 EZ Cover

To refresh the grade or Cancel the EZ Cover Limit

you will need to click on the buyer name to open that current limit. Once in the buyer’s details you will see 2 options, New Request or Cancel. Click on the necessary item to proceed.

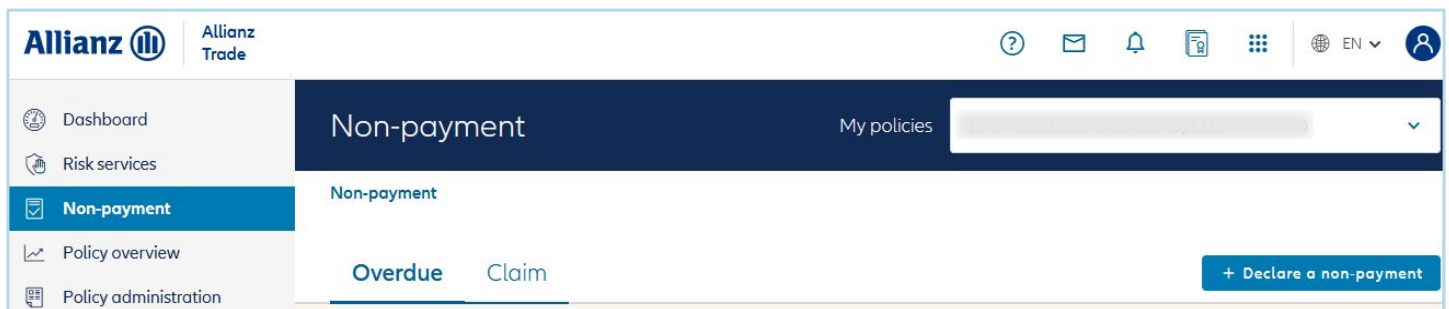
You will see the following screen where you can update the reference number if needed or just click “Yes, Confirm” to proceed.

You will receive the following box were you will click “Yes, cancel” or “No, maintain”.

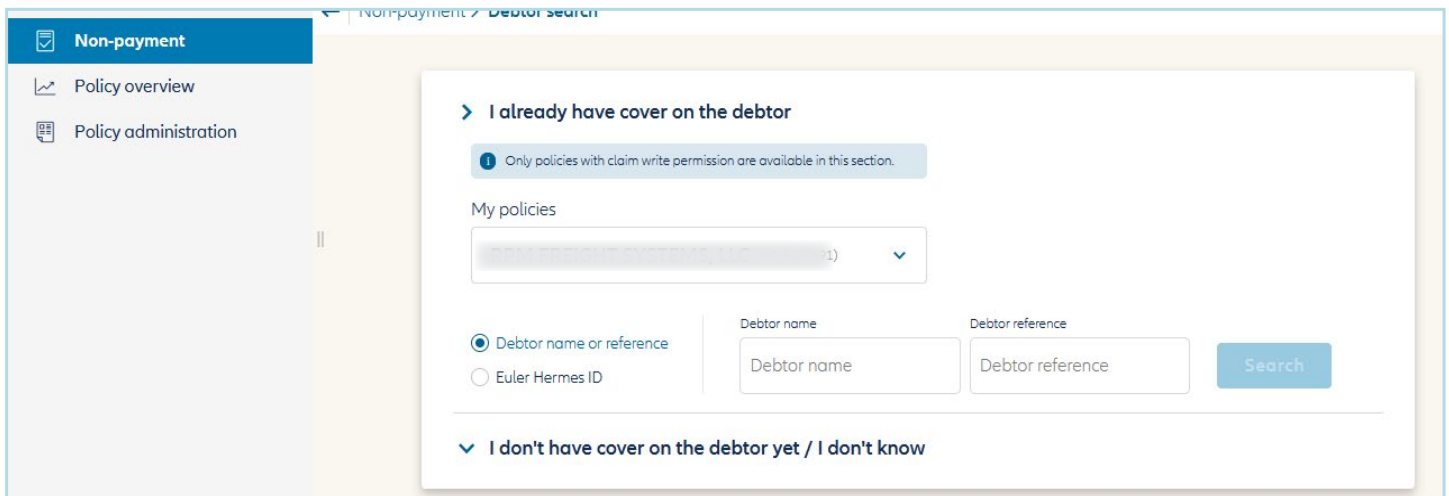
ALLIANZ TRADE ONLINE:

5 Overdue Reporting

Overdue reporting is located under the Non-payment feature:



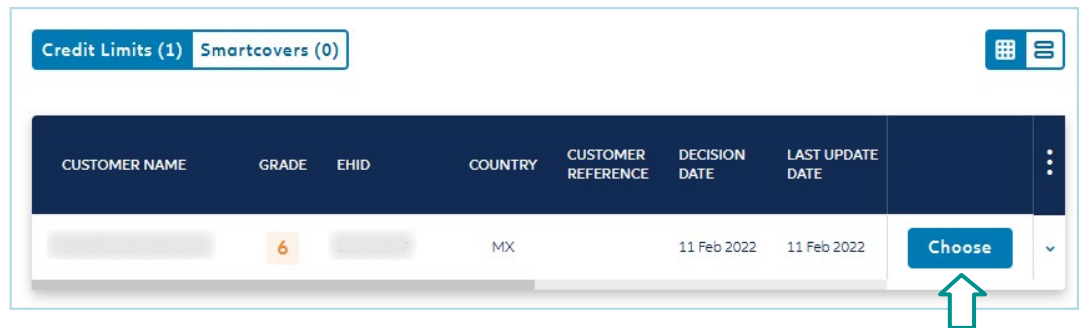
Choose the Overdue tab and select Declare a non-payment:



ALLIANZ TRADE ONLINE:

5 Overdue Reporting

Select your search preference and populate the fields selected once buyer populates click on "choose"



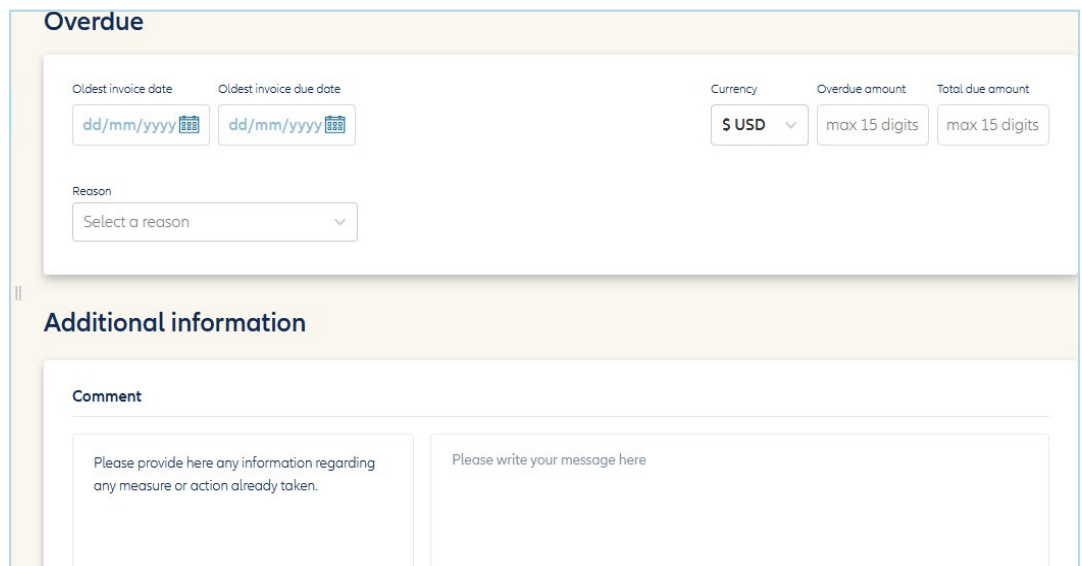
The screenshot shows a table with columns: CUSTOMER NAME, GRADE, EHID, COUNTRY, CUSTOMER REFERENCE, DECISION DATE, LAST UPDATE DATE, and a dropdown menu. A row is visible with a grade of '6' and country 'MX'. A blue 'Choose' button is located at the end of the row, with a green arrow pointing to it from below.

Select "Report an Overdue"



The screenshot shows a box titled "Report an overdue" with explanatory text: "You should report an overdue in case of an adverse event (e.g. bounced cheque, failed direct debit, post-dated cheque, etc.) or when a debtor invoice is unpaid within maximum extension period." Below the text is a blue button labeled "REPORT AN OVERDUE" with a green arrow pointing to it from the left.

Populate all required fields below (highlight Oldest invoice date and oldest invoice due date, currency information, reason and any additional comments needed and click submit

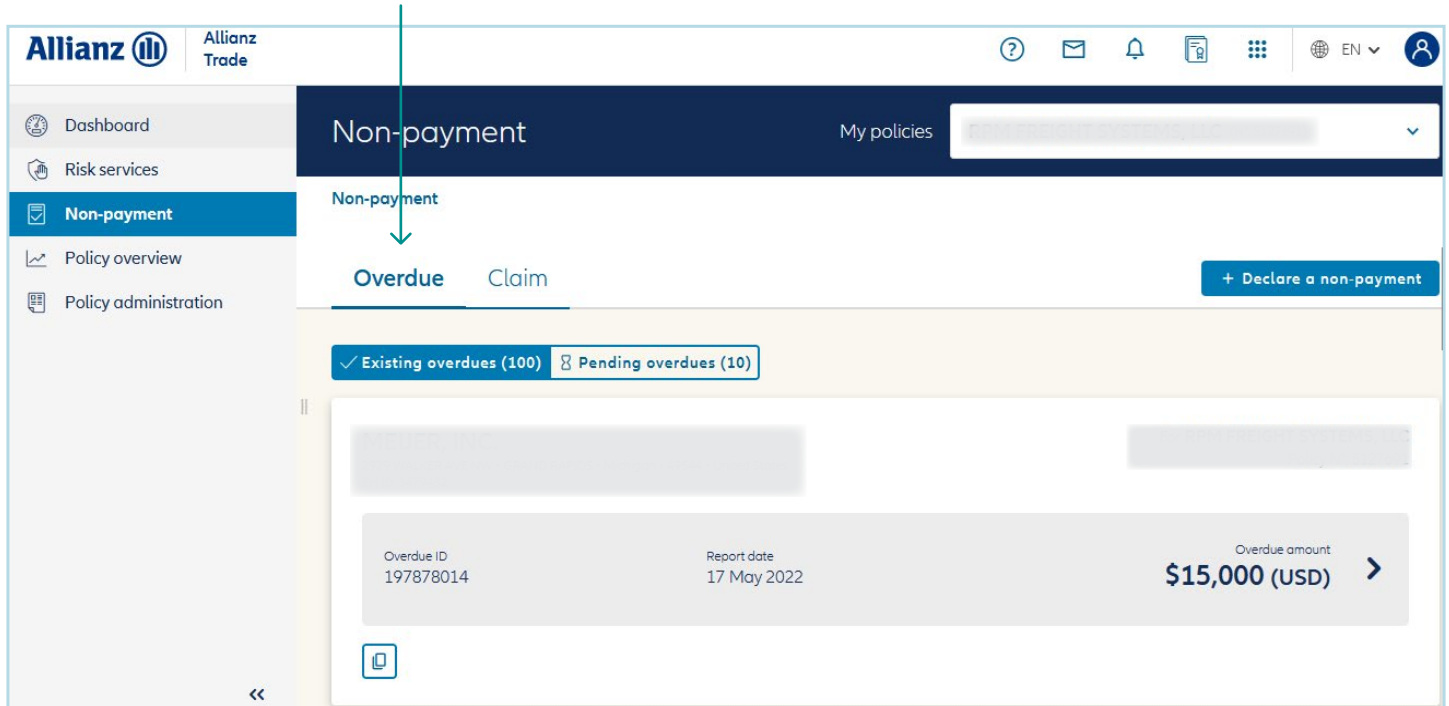


The screenshot shows the "Overdue" reporting form. It includes fields for "Oldest invoice date" and "Oldest invoice due date" (both with date pickers), "Currency" (set to \$ USD), "Overdue amount" (max 15 digits), and "Total due amount" (max 15 digits). There is a "Reason" dropdown menu. Below this is the "Additional information" section, which contains a "Comment" field with two text areas: "Please provide here any information regarding any measure or action already taken." and "Please write your message here".

ALLIANZ TRADE ONLINE:

5 Overdue Reporting

All Overdue reporting submitted will be available within the portal under the Overdue tab:



ALLIANZ TRADE ONLINE:

6 Filing a Claim

Steps to Submit a Claim/Collection

1. Select "Non-payment" on left menu

The screenshot displays the Allianz Trade online interface. On the left, a navigation menu includes 'Dashboard', 'Risk services', 'Non-payment' (highlighted), 'Policy overview', and 'Policy Administration'. The main content area is titled 'Non-payment' and features a 'My policies' dropdown menu. Below the header, there are tabs for 'Overdue' and 'Claim', and a '+ Declare a non-payment' button. A summary card for a claim is visible, showing a claim status of 'Pending loss settlement', a claim number of 'C00000418', a submission date of 'Dec. 20, 2021', and a total gross amount of '\$97,622.15 (USD)'. An arrow points to the '+ Declare a non-payment' button.

Click to start a new claim filing.

ALLIANZ TRADE ONLINE:

6 Filing a Claim

Steps to Submit a Claim/Collection

2. Search by debtor name or Allianz Trade ID and then click "choose". Search for debtors if you are unsure whether there is coverage or if you have Discretionary Limit coverage.

The screenshot shows the 'Find my debtor' interface. At the top, there is a dark blue header with the text 'Find my debtor'. Below the header, there is a breadcrumb trail: 'Non-payment > Debtor search'. The main content area is a light yellow background. It features a white card with the following elements:

- A chevron icon followed by the text 'I already have cover on the debtor'.
- An information icon and a message: 'Only policies with claim write permission are available in this section.'
- A section titled 'My policies' with a dropdown menu showing a blurred policy name and '(N°: 5111111111)'.
- Two radio buttons: 'Debtor name or reference' (selected) and 'Euler Hermes ID'.
- Two input fields: 'Debtor name' and 'Debtor reference'.
- A blue 'Search' button.
- A chevron icon followed by the text 'I don't have cover on the debtor yet / I don't know'.

The screenshot shows a search interface for debtors without cover. It features a white card with the following elements:

- A chevron icon followed by the text 'I already have cover on the debtor'.
- A chevron icon followed by the text 'I don't have cover on the debtor yet / I don't know'.
- Two tabs: 'With a name and address' (selected) and 'With an identifier'.
- A 'Country' dropdown menu showing 'United States'.
- A 'Company name' input field with the placeholder text 'Company name'.
- A 'More criteria' dropdown menu.
- A blue 'Search' button.

ALLIANZ TRADE ONLINE:

6 Filing a Claim

Steps to Submit a Claim/Collection

3. Follow the remaining steps to input all claim details.

1 Debtor info > 2 Debt amount > 3 Documents > 4 Contact info > 5 Review & Submit

Cover option

Credit limit status Full Cover Decision: Agreed	Decision date Apr 27, 2021	Credit limit amount \$150,000 (USD)
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Claim

Claim reason

Protracted Default

Additional information

Disputed claim Indicate that there is a dispute on this claim. If selected please indicate disputed amount per invoice, provide details in comment section and attach respective documents.

Guarantees Select if there is any security that can be enforced against the debtor e.g. retention of title, bank guarantee, etc. If selected please provide details in comment section and attach respective documents.

Preferential payment

Claim reference (optional)

Type your reference

ALLIANZ TRADE ONLINE:

6 Filing a Claim

Steps to Submit a Claim/Collection

4. Invoice entry

Individual entry
Grouped invoices
CSV import

1 Invoice [Change debt type](#)

Invoice date	Due date	Payment Terms	Currency	Net amount	Tax amount
<input type="text" value="mm/dd/yyyy"/>	<input checked="" type="radio"/> <input type="text" value="mm/dd/yyyy"/>	<input type="radio"/> <input type="text" value=""/> days	<input type="text" value="\$ USD"/>	<input type="text" value="max 15 digits"/>	<input type="text" value="max 15 digits"/>

Supply date ^①	Invoice reference		Gross amount
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="optional"/>		\$0 (USD)

+ Add a credit note
+ Add a partial payment

Add an invoice

Total net amount	Total tax amount	Total gross amount
\$0 (USD)	\$0 (USD)	\$0 (USD)

ALLIANZ TRADE ONLINE:

6 Filing a Claim

Steps to Submit a Claim/Collection

5. Certain documents are required

The screenshot displays the Allianz Trade online claim filing interface. The top navigation bar includes the Allianz Trade logo, a search icon, a mail icon, a notification bell, a document icon, a grid icon, a language dropdown set to 'EN', and a user profile icon. The left sidebar contains navigation options: Dashboard, Risk services, Non-payment (highlighted), Policy overview, and Policy Administration. The main content area shows the claim details for 'INC.' with fields for Euler Hermes ID, DUN, and location (DENVER, UNITED STATES). A progress bar at the bottom of the main area indicates the current step: Documents. Below the progress bar, there are two main sections: 'To submit your claim, these documents are mandatory:' which lists 'Invoices' and 'Statement of account', and a 'Supported files list' section with a 'Browse' button. A note states: 'Please note that we may require additional documents that are not in the list after initial assessment.' At the bottom, there are 'Delete draft', 'Previous', and 'Next' buttons.

ALLIANZ TRADE ONLINE:

6 Filing a Claim

Steps to Submit a Claim/Collection

6. Verify everything is correct, then review & submit your claim.

The screenshot shows the 'Debt amount' step of the 'Filing a Claim' process. The breadcrumb navigation at the top includes: ✓ Debtor info, 2 Debt amount, 3 Documents, 4 Contact info, and 5 Review & Submit. The main content area has three tabs: 'Individual entry' (selected), 'Grouped invoices', and 'CSV upload'. A '1 Invoice' section is active, with a 'Change debt type' link. The form contains the following fields:

Invoice date	Due date	Currency	Net amount	Tax amount
03/08/2022	03/08/2022	\$ USD	20000	150

Below these fields are 'Supply date' (03/10/2022) and 'Invoice reference' (dfdfd). The 'Gross amount' is displayed as \$20,150 (USD). At the bottom, there are two links: '+ Add a credit note' and '+ Add a partial payment'.

ALLIANZ TRADE ONLINE:

6 Filing a Claim

Steps to Submit a Claim/Collection

7. View claim submission information summary.

Once a claim has been submitted you can check the status by clicking on the debtor to see which stage is highlighted.

The screenshot displays the Allianz Trade online portal interface. On the left is a navigation menu with options: Dashboard, Risk services, Non-payment (selected), Policy overview, and policy administration. The top header features the Allianz Trade logo, user profile, and utility icons. The main content area is titled 'Non-payment' and includes a search bar for 'My policies'. A message states: 'Multi-policy selection is currently not available for Claim services. Your selection may be limited to an extension with Claim service.' Below this, there are tabs for 'Overdue' and 'Claim' (selected), and a '+ Declare a non-payment' button. A summary bar shows 'Submitted (8)' and 'Drafts (0)'. Two claim entries are listed:

Claim status	Claim number	Submission date	Total gross amount
Documentation awaiting validation	CLUS003608	Feb 16, 2022	\$10,000 (USD)
Documentation awaiting validation	CLUS003604	Feb 14, 2022	\$10,000 (USD)

ALLIANZ TRADE ONLINE:

7 Monitoring Invoices

Policy overview and management

Policy Overview

View all invoices in the "policy overview" section of the customer platform.

Click to pay invoices electronically

The screenshot shows the Allianz Trade online interface. On the left is a navigation menu with 'Policy overview' selected. The main area is titled 'Invoicing' and contains a table of invoices. A 'View all' button is located above the table. To the right of the table is a 'Go to ebill' button with a document icon and another 'View all' button. A red arrow points from the text 'Click to pay invoices electronically' to the 'Go to ebill' button. Another red arrow points from the text 'Click document icon to view a copy of the invoice.' to the document icon in the rightmost column of the table.

INVOICE NUMBER	TYPE	INVOICE DATE	INVOICE AMOUNT	CONTRACT NAME	POLICY NUMBER
USL0056555	Fees	Mar 10, 2022	\$40		
USL0055434	Fees	Mar 1, 2022	\$40		
USL0052158	Fees	Feb 3, 2022	\$40		
USL0052214	Fees	Feb 3, 2022	\$55		
USL0045187	Fees	Dec 1, 2021	\$40		
USL0041037	Fees	Nov 3, 2021	\$40		
USL0038592	Fees	Oct 2, 2021	\$80		
USL0031884	Fees	Aug 3, 2021	\$40		

Click document icon to view a copy of the invoice.

ALLIANZ TRADE ONLINE:

8 Policy Administration

Quickly and easily manage your Sales Declaration in the “Policy Administration” tab.

Check the status of your turnover declaration quickly and easily within the platform.

The screenshot shows the Allianz Trade web interface. On the left is a navigation menu with 'Policy Administration' highlighted and an upward-pointing arrow. The main content area is titled 'Policy administration' and contains a dropdown menu for 'My policies'. Below this is a 'Turnover declaration' section with a table. The table has columns for Policy Name, Policy Number, Frequency, Declaration Period, Submission Date, and Status. The Status column for the first row contains a 'Done' button, which is highlighted by a red arrow pointing to it.

POLICY NAME	POLICY NUMBER	FREQUENCY	DECLARATION PERIOD	SUBMISSION DATE	STATUS
FREDECLARATION UNLIMITED	6120442	Annually	08/01/2020 - 07/31/2021		Done

Once your sales declaration is submitted, you will see the status update to “done”.