EOLIS User Manual – Customers

Welcome to Euler Hermes Online Service EOLIS.

With EOLIS you benefit from an online decision making tool that allows you to manage your credit insurance policies and customer risk pro-actively in real time.

Save time with EOLIS interactive services:

- Manage your outstanding customer receivables
- Manage your credit limits
- Receive an automatic evaluation of your needs for cover and credit limits
- Notify Euler Hermes of an overdue
- Declare the realized Turnover

This user manual will guide you through the many features EOLIS offers.

With kind regards,

Your Euler Hermes Multinational Business EOLIS Online Support team (<u>suporteolis.ro@eulerhermes.com</u>)

Visit our secured EOLIS website: https://eolis.eulerhermes.com/ro

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Introduction

1.1 About EOLIS

EOLIS is the Euler Hermes Online Information Service for clients and brokers. Accessible on the Internet, EOLIS enables clients to manage their policy, and monitor their buyers' financial situation in real time.

Through EOLIS, you can:

- Make credit limit requests and receive on-line answers
- Notify overdues, and collection order,
- Stay in contact with our support team.

This manual gives you an overview of the possibilities EOLIS is offering. Access to some services may depend on the program you have taken out.

1.2 Requirements

EOLIS is designed for Internet Explorer / Netscape Navigator, versions 5.5 and above.

1.3 EOLIS and pop-up blockers

Most people do not know that they have one or more pop-up blockers on their computer, because these programs are often anonymously included with other programs and even Windows updates that they download. While pop-up blockers are very useful to prevent annoying (advertisement) screens to open up while surfing the Internet, most pop-up blockers also interfere with wanted pop-ups.

For that reason, they need to be turned off while you are using EOLIS.

EOLIS does not work when a pop-up blocker is activated.

See next page for instructions how to disable pop-up blockers for the most common ones



Go to <Tools> in the Explorer toolbar and select <Pop-up Blocker>. Select <Turn Off Pop-up Blocker>.



The Google Toolbar is an add-on for Internet Explorer. If you have it, click on the <Blocking Pop-up> button and it will change to <Pop ups Okay>.

YAHOO! Yahoo

Click on the Yahoo toolbar's pop-up blocker icon option arrow.

Delete the mark in front of <Enable Pop-up blocker> or select <Always allow Pop-Ups from> and select the EOLIS webpage from the list <Sources of recently Blocked Pop-ups> and click on <Allow>.



Click the <Content> button in Firefox toolbar and uncheck <Block pop-up windows> or click <Exceptions> and enter the address of the EOLIS website https://eolis.eulerhermes.com/wp and click <Allow>.



AOL9 has a pop-up blocker that must be disabled before EOLIS will work properly (even though you are using Internet Explorer). Sign into your AOL account and go to a webpage. Click once on <Blocking Pop-ups> at bottom-right corner of screen and choose <Set Pop-up Control Preferences>. Uncheck box labeled <Suppress pop-ups from Web sites I visit using AOL® software>. Click <Save> to save your change. Minimize AOL's browser and use Internet Explorer to access EOLIS.

McAfee McAfee

The McAfee Internet Security Suite has a pop-up blocker and it is part of <Privacy Services>. It needs to be off while you are using EOLIS.

Norton from symantec Norton

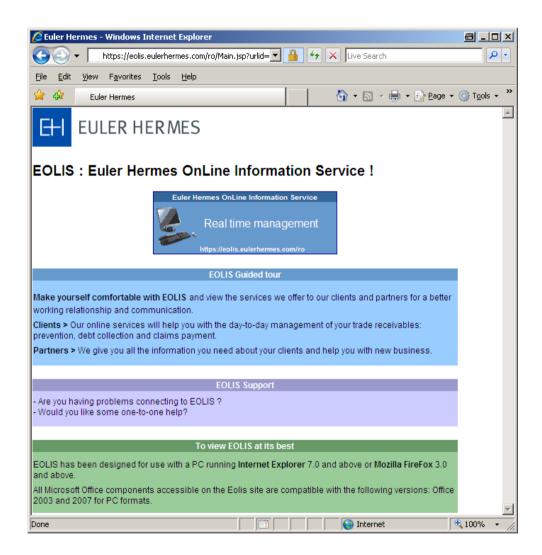
Open your Norton program by double clicking the icon in your system tray at the bottom right of your screen. Turn off the pop-up blocker by clicking on <Ad Blocking>, then the yellow <Turn Off box>.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

Accessing EOLIS

You can access EOLIS from any computer with an Internet connection and a standard browser by visiting: https://eolis.eulerhermes.com/ro

Note that this is a secure website; hence, access is https, not http.
The Euler Hermes website opens with a support page. This page will remain at the background for the duration of your EOLIS session.



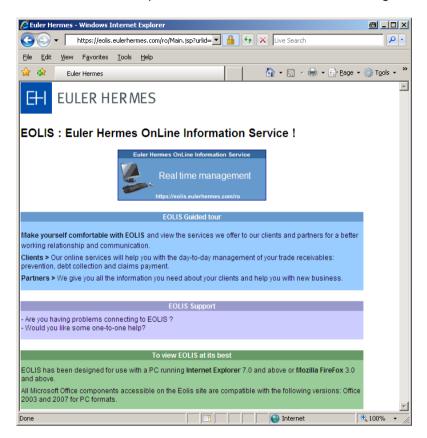
Do you require personal assistance, or are you having problems connecting to EOLIS?

Please contact the Euler Hermes Online Support team at:

suporteolis.ro@eulerhermes.com

To start working with EOLIS, wait a few seconds or click the central blue box <Personal Login>.

A new window will open that contains a welcome message and an Identification box.





You will receive a personal User ID and a Password to access the system.

Please note that your User ID and Password are strictly confidentional. Do not disclose your UserID and Password to anyone. Enter your User ID and Password.

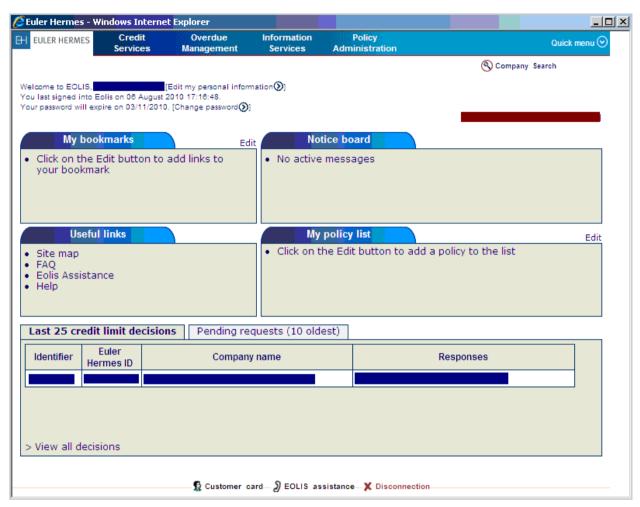
On the first login attempt, you will be prompted to change your password. The password must have 8 digits alphanumeric with minimum one number and one capital letter and one lower case letter. The user ID is 8 digits numeric. New users need to confirm acceptance of the legal notice.

You can change your password by clicking on <Change password> and follow instructions. Use a random combination of letters in your password, and avoid using single names or words that can be found in a dictionary.

EOLIS is available in multiple languages. Choose the language in which you want to enter EOLIS. Click <Validate> to access EOLIS.

To make EOLIS your start page, or add it to your Favourites, select one of the options beneath <Validate>.

3 Main MENU



3.1 My bookmarks

In this box, you can add direct links to pages you visit frequently by clicking <Edit>. When you have added a link to my bookmarks, you can go directly to the page by clicking the link.

3.2 Notice board

In this box, you can view the latest news and announcements of Euler Hermes.

3.3 Useful links

This box contains direct links to pages that provides additional information and assistance.

3.4 My policy list

By clicking <Edit> in this box, you can add a policy to your list.

Click number to view a policy. When you have added a policy to my policy list, you can quickly switch between these policies by simply clicking the policy.

3.5 Last credit limit decisions / Pending requests

In the bottom section you can see an overview of the last 25 credit limit decisions, or an overview of the pending credit limit requests (10 oldest). Click <View all decisions> or <View all pending requests> to see a complete overview.

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Navigating in EOLIS

There are several ways to navigate in EOLIS:

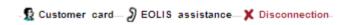
4.1. The menu in the <Navigation Bar> (at the top of the page):



4.2. The Quick Menu



4.3. The bar located at the bottom of the window:



4.4. The action buttons on each window:

The <action buttons> (see example below) are context sensitive.



5 Credit Services

Credit Limits

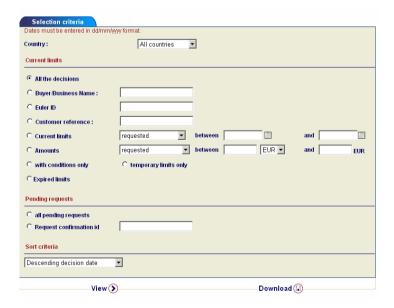


In the submenu <Credit Limits> you can choose the following options:

- Request a limit
- View Limit
- Cancel request / credit limit
- · List of current limit decisions

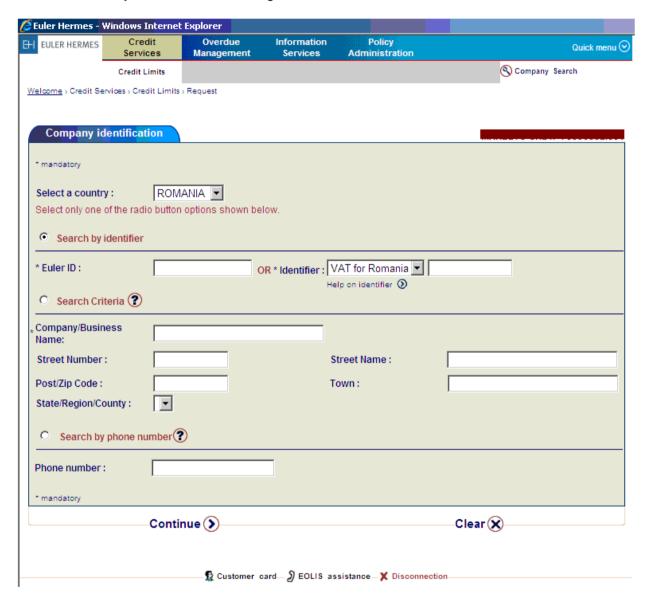
5.1 Selection Criteria

You are able to select different criterias to have an overview about your customers. You can list your customers on your display or download a list of customers.



5.2 Company Identification

First, you need to select a buyer. Via the <Company Identification> window, you have direct access to the buyer information in our global database.

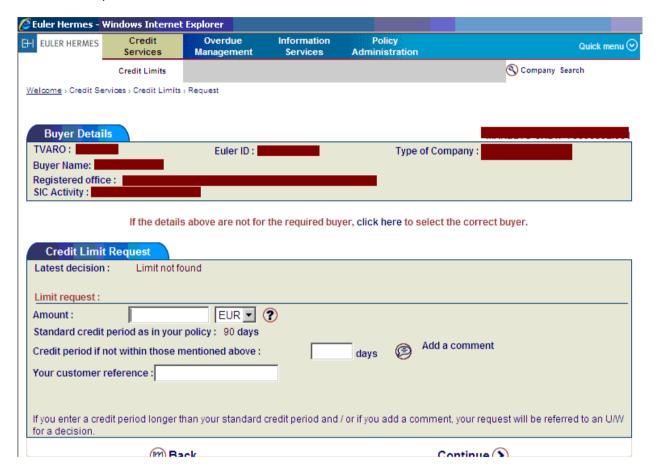


You can search for a buyer by identifier (Euler ID or national identifier), by search criteria (companyname / address) or by phone number. The easiest way to find a company is by entering the Euler ID or national identifier. If searching by search criteria, at least specify the company name, the postal code (or department) and the city to reduce the response time.

Please refer to your policy guide for a complete list of national identifiers (i.e. the national identifier for France is the SIREN number, that for The Netherlands is the KvK number, etc.). The Euler ID is the Euler Hermes internal identification for the buyer.

Company information can be asked for in every window by clicking <Company Search> in the upper right corner, or by clicking <Customer Card> in the bottom menu bar.

5.3 Limit Request



The first tab shows basic details for the customer identified.

The second tab involves the credit limit request. If there is already a limit for the buyer, the latest decision is shown here.

Amount:

In order to process your request, please enter an amount. The amount should be numeric and SHOULD NOT INCLUDE DECIMALS, SPACES or CURRENCY SYMBOLS. This is the maximum outstanding amount that you can have on the company concerned during the year. If you need a higher limit, the new total amount needs to be filled in here.

For example, you have a limit of € 50,000 but you need a limit of € 75,000. You then fill in 75000 at <Amount>.

Payment Condition

Only if the payment condition is different from the standard period in the policy, you will have to fill in the payment condition you want to apply.

For example, the maximum payment condition for the country in which your debtor is located, is 60 days. However, you want a payment condition for 90 days. You will then fill in "90" days.

Reference

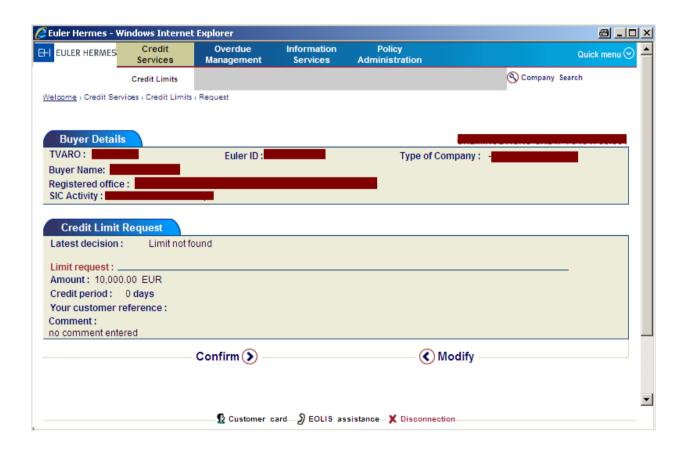
Fill in the reference number of your customer. For example, the reference number could be the debtor number.

Add a comment

If you have extra information about your customer or about the limit request, you can click on <Add a comment>.

Once you insert a different credit period or a comment, your request will be referred to a Risk Underwriter for manual decision; therefore, no automatic decision will be possible.

When the limit request is completed, click < Continue > and you will be asked to confirm your request. Check if you have filled in the correct amount for a limit request on the right debtor.



The response to your limit request will be instantaneous unless further investigation is required. In all cases, the notification of the limit decision will be sent to you by mail or fax.

The most common decisions are:

- Agreement
- Restrictive answer
- Already agreed
- Maintain
- Refusal
- Unable to cover

Examples of other decisions about your limit request:

- your limit request is under consideration with one of our underwriters;
- the buyer is unknown and you are being asked to provide additional information in order to identify the buyer.

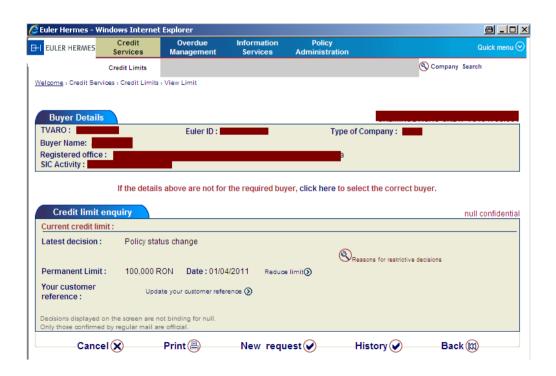
5.4 View Credit Limit

Find the company through <Company Search> and check if this is the company, you are looking for. The limit can be cancelled or printed. You can find a historical overview of the requests, limits and cancellations of the company concerned by clicking on <History>.

5.5 Cancel Request / Credit Limit

You can cancel a limit by selecting <Cancel> in the menu. Subsequently, you will search for the right company and click on <cancel both credit limit and pending request> or <cancel pending request>.

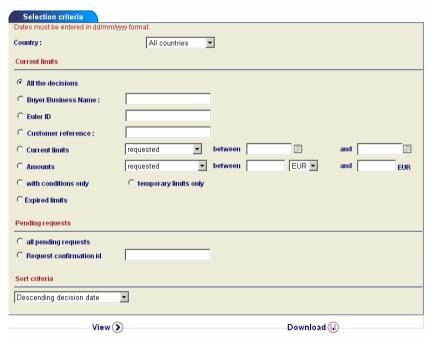
When you cancel a credit limit, coverage is terminated. When you cancel the pending request, the request is terminated.

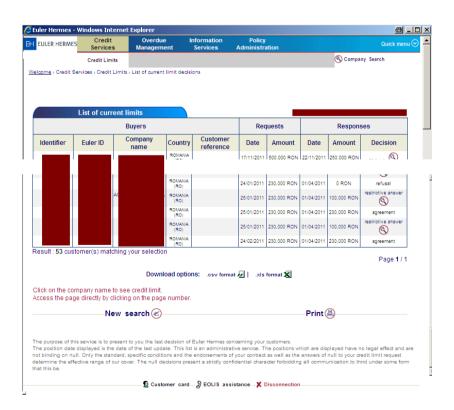


5.6 List of current credit limits

This service shows you the latest credit limit position for customers on which you have requested credit limits from us. First, indicate in the <Selection criteria> window what you want your selection to look like.

You can request a list with all current credit limits. It is possible to select on country, limit amounts, pending credit limit requests, et cetera. At <Sort criteria> you can choose how you want the selection to be shown.



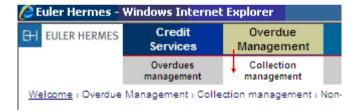


In the st of current credit limits>, click on the company name to see the credit limit.

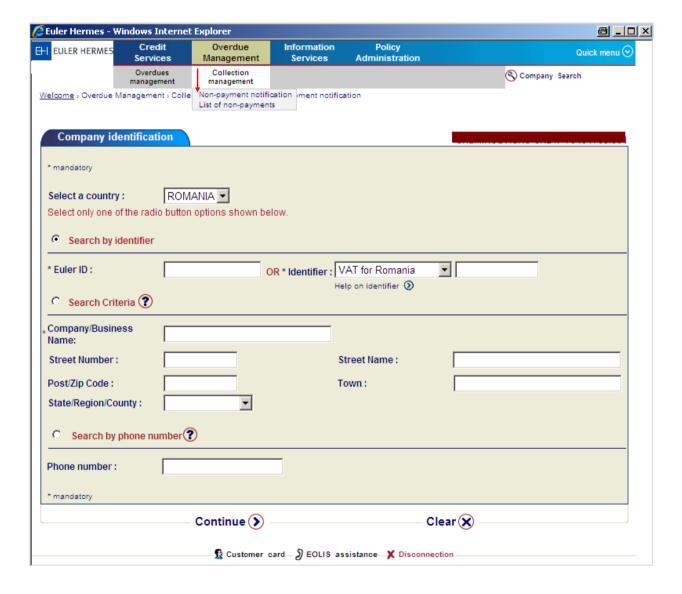
Overdue Management

At <Overdue Management> you can manage possible overdues this way:

- Non-payment notification or Collection order creation 6.1
- View them 6.2



6.1 Non-payment notification (Collection Order)



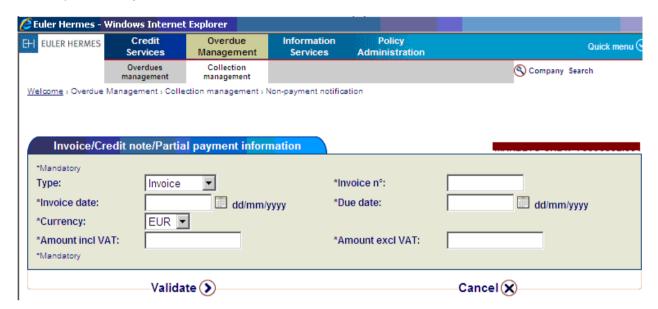


If the details above are not for the required buyer, click here to select the correct buyer.

| Non-payment notification | | | | |
|---|--------------------|-------------------|-----------|--|
| Non-payment Collection ▼ | | | | |
| type Collected by: Euler Hermes | | | | |
| Collected by. | | | | |
| Insured contact information: | | | | |
| Insured contact name | | Insured E-Mail: | | |
| Insured tel n°: | | Insured reference | | |
| Buyer contact information: | | | | |
| Buyer contact name | | Buyer E-Mail: | | |
| Buyer tel nº: | | Buyer Fax n°: | | |
| Buyer mobile n°: | | Language: | English 🔻 | |
| Non payment notification details: | | | | |
| Is the invoicing or the delivery address different from the above address? | Yes: O No: O | | | |
| Buyer's bank | | | | |
| Is Buyer insolvent? | Yes: C No: € | | | |
| Buyer's liability already declared to receiver/administrator/liquidator? | No (Attach copies) |) | | |
| Is the debt disputed? | Yes: C No: € | | | |
| Unpaid cheque/Bill of Exchange? | Yes: O No: O | | | |
| Type of guarantee: | No guarantee ▼ | | | |
| Additional comments: | | | Y | |
| Invoices/credit notes/partial payments | | | | |
| No invoice details entered | | | | |
| Add Invoice/Credit note/Partial payment | | | | |
| Upload invoices | | | | |
| (©) Template | | | | |
| If you have a number of invoices/credit notes/partial payments to enter, you may prefer to create a file for uploading, using the macro provided, by clicking on the 'Template' link. Once this file is created, please click on the link "Upload invoices" to attach the list of invoices. | | | | |
| Attachments | | | | |
| To attach a document, select a document type then click on the "Browse" button to select a file and click on the "Attach" button. | | | | |
| Document type : unknown ▼ | | | | |
| File path : | | Browse A | ttach 🕥 | |
| No documents currently attached | | | | |
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| | Valida | ata (S) | | |

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With this feature, you must enter (pressing Add Invoice/Credit note/Partial payment) all issued but unpaid invoices (number, issue date, maturity date, value including decimals), in relation with the respective buyer.



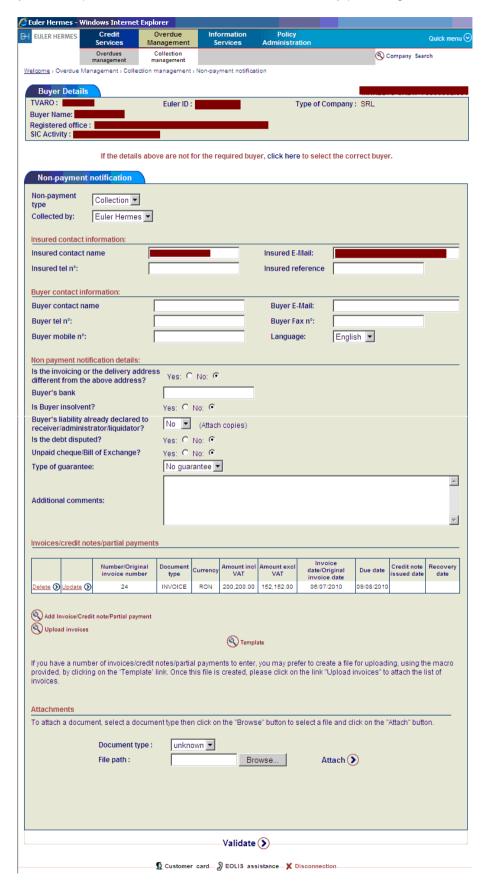
After you filled all fields, press <validate> in order to be registered the respective invoice.



You have the option to confirm or modify the entered information and then press <confirm>.

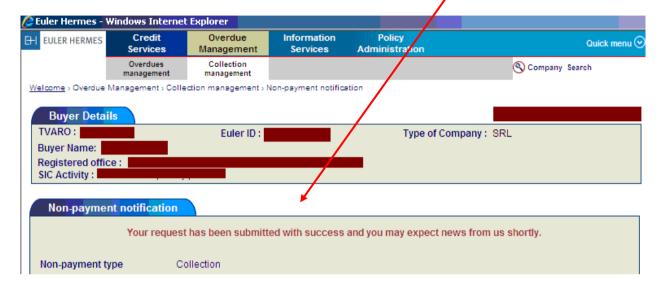
You can repeat this operation in order to enter all invoices, one by one.

After completing these operations, to load this non-payment notification or collection order you must press <Validate> button then confirm by pressing <Confirm>, and then "ok"

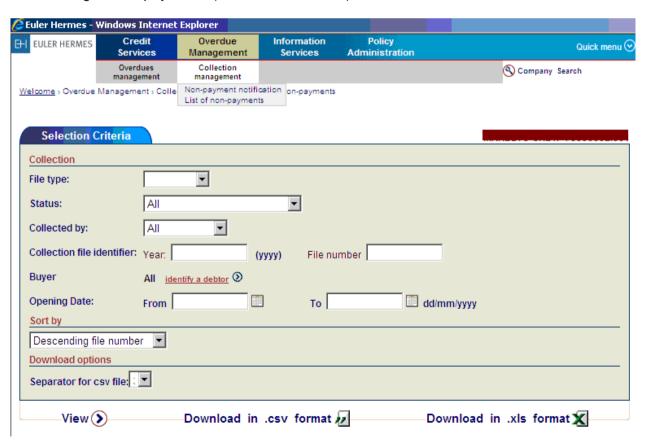


After confirmation (confirm) will appear a window through which EOLIS informs you that your Non-payment notification (or Collection order) was successfully registered in the system.

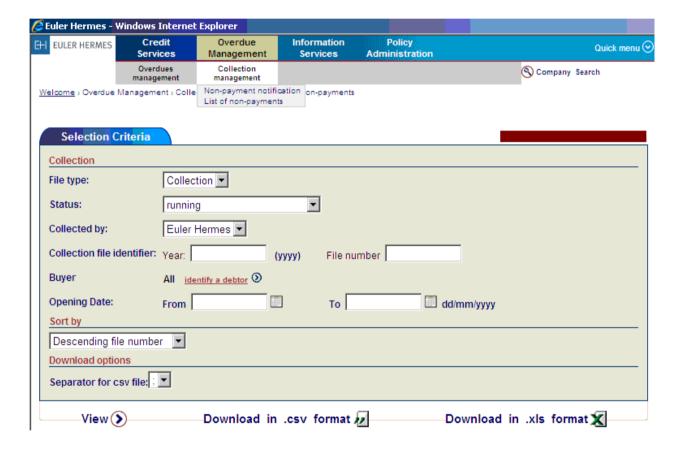
As a next step you must send an e-mail to roclaimsandcollectionsupport@eulerhermes.com with an attachment of invoices mentioned in EOLIS.



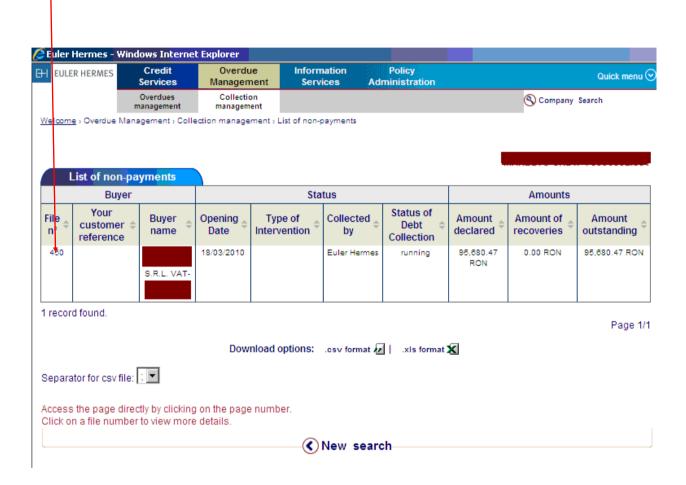
6.2 Viewing of Non-payments (or Collection orders)

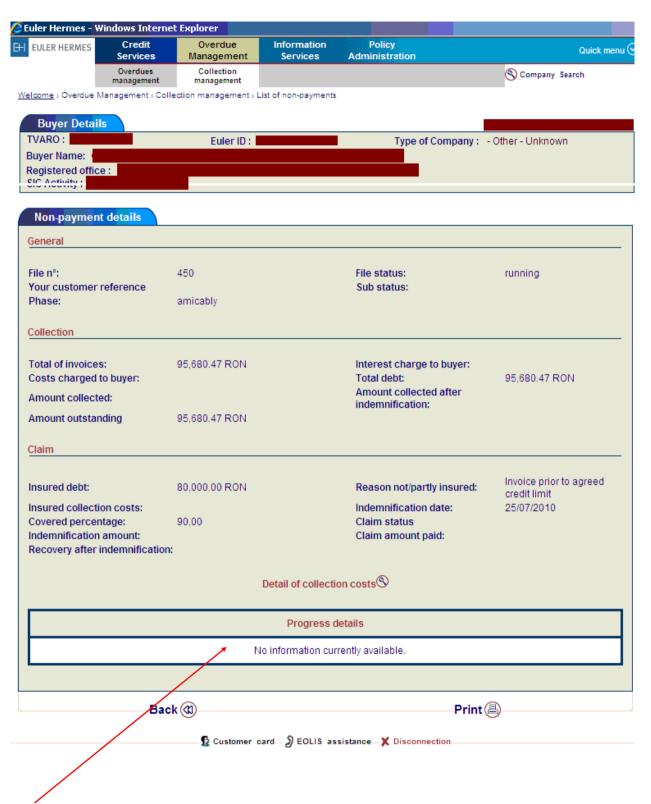


Once you have chosen to <List of Non-Payments> you can click the button <view> to view a list of Collection Orders placed up to now, OR search a specific collection order by filling in the fields as in the following picture:



To be able to access the details reffering to the actions made for collection (in case the collection procedure begins) of this debt, you must press the number of the collection <file no.>



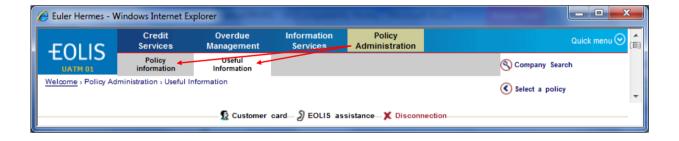


Here you can find information regarding the actions made for collecting the debt by EH. Therefore you can follow the evolution of the collection process pressing cprogres details>.

Policy Administration

This section <Policy Administration> allows you to choose the following submenus:

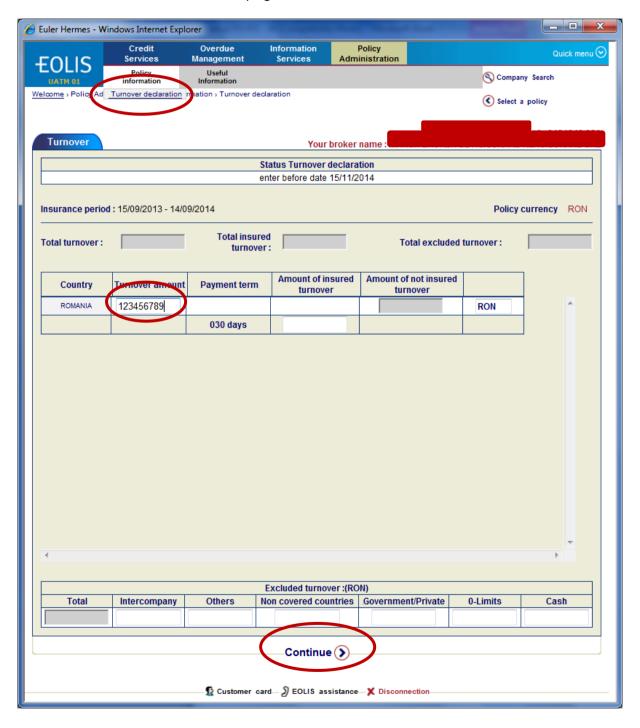
- 7.1 <Policy Information> for Turnover Declaration,
- 7.2 <Useful information> for useful documents.



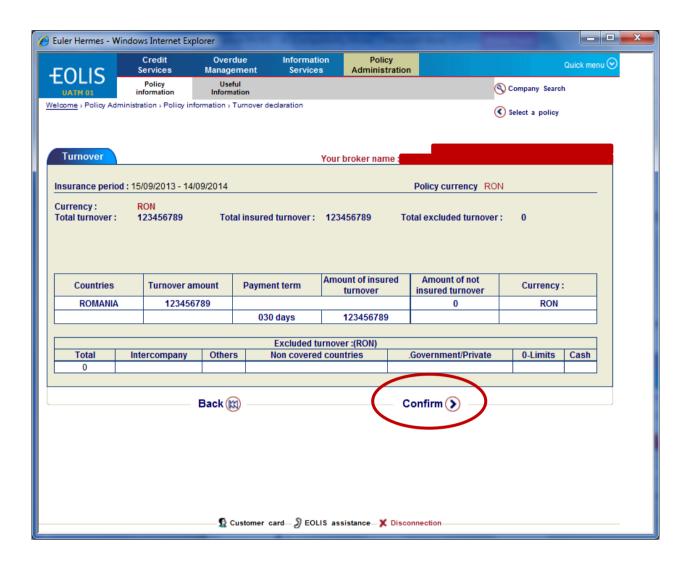
7.1 Turnover Declaration

This section <Policy Information> allows you to report to us the realized Turnover of the policy year ended, pressing the button <Turnover Declaration>.

Here you must enter the Turnover realized with the covered buyers (for which you had a Credit Limit on the entire policy year or a temporary one) then you must press the button <Continue> from the bottom of the page.

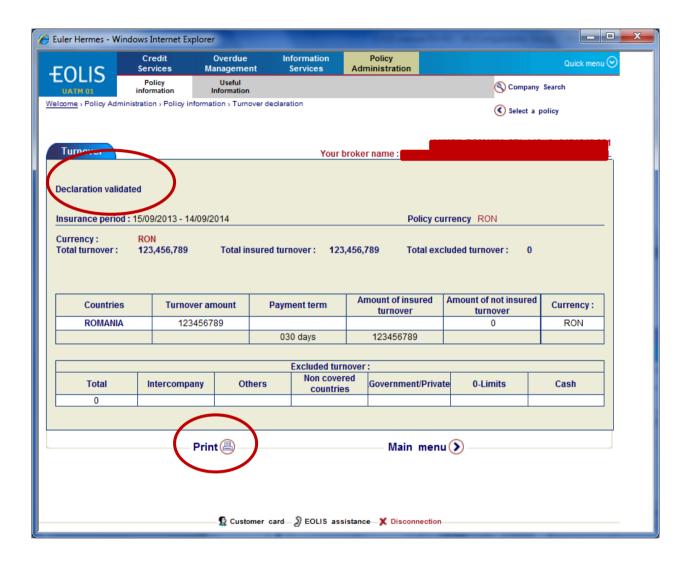


Then the system will display the entered information asking you to confirm or to go back for a change.



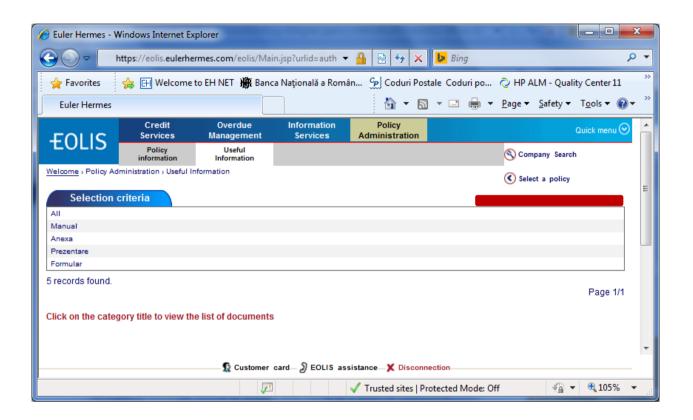
 \bowtie

After confirmation the system will display the declatation as validated, and possibility to print. At this stage the statement is already sent in our systems.



• 7.2 Useful documents from the section "Useful Information".

This section <Policy Information> allows you to view and download various documents posted by Euler Hermes: EOLIS Manual, forms, Annexes etc.



Contact us:

https://eolis.eulerhermes.com/ro suporteolis.ro@eulerhermes.com 004 021 302 03 00