



EXIM Online (EOL) Guide for Exporters and Brokers: Applying for Express Insurance

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Introduction

Tips on Completing an Application

1. If this is the first time the brokerage firm will be assisting the exporter with an application, the exporter can either (1) first associate the broker with the exporter's account using the "Maintain Broker" link on the exporter's EXIM Online (EOL) landing page, and then initiate the application and assign the broker to that application; or (2) simply initiate the application and assign the broker to that application. By assigning a broker to a specific application, the broker is automatically associated with the exporter's EOL account. Thereafter, the broker will be able to initiate applications on behalf of the exporter.
2. Read the instructions at the beginning of and throughout the application.
3. New applications and all other transactions in EOL (e.g. shipment reports, SBCL applications) are assigned a unique tracking number to identify them. These should be used in all communications with EXIM loan officers.
4. Some basic functions (e.g. report shipments and overdues, amend the policy) related to an in-force policy can be accessed either from the landing page, or from within the record for that policy using the "Quick Links".

EXIM Online
EXPORT-IMPORT BANK OF THE UNITED STATES
Build Version: EXO4.E.0.1.1
Deployed Jan 19, 2017

Logged in as: testbroker | My Profile | Change Password | Logout
Last logged on at 11:13 AM EDT on Apr 28, 2017

UAT Environment - EXO-6.7.0

Home Customer Service

Test Company

Business Address:
106 Garcia Ln
Rockville, MD 20850-4741

Company Contact:
Lauren Kirsch
exo_deadletter@exim.gov

Policy Contact:
Lauren Kirsch
(202) 565-3129
lauren.kirsch@exim.gov

Company: Test Company
Policy Type: ENB
Policy #: 650482
Assigned RM: Jean Fitzgibbon (exo_deadletter@exim.gov)
Broker: Test Broker
Assignee:

Policy Parameters

Policy Period: 02/01/2017 - 02/01/2018
Policy Payment Limit: \$1,250,000.00
Insured % of Coverage: 95%
Deductible: \$0.00
Credit DCL: \$0.00
Ledger DCL: \$0.00
Premium Rate: Per Rate Schedule

Quick Links

- View Policy Documents
- SBCL Application
- IBCL Application
- Cancel/Withdraw SBCL/IBCL
- Report/View Shipments
- Report/View Overdues
- Amend Policy
- Assign Policy
- Policy History
- View Claims
- Country Limitation Schedule
- Due Diligence

Back

5. The sections of an application can be completed in any order. A "v" will appear in the "Done" column when the section is complete. The links at the top of each page of the application will allow you to flip back to the general instructions or view a summary of your application at any time.

Home Customer Service

Tracking #: 661065

Express Insurance Application
Application Instructions | Application Summary
CMB No. 2048-0021, EG 1042, Expires 06/30/2018

App. Section	Done
Company Info	✓
General Questions	
Products	
Affiliates	
Export Credit Experience	
Financial Highlights	
Buyer Credit Request(s)	
Attachments & Comments	
Submit	

To complete this application you will need you:

- 1) Most recent fiscal year financial statements.
- 2) Total export credit sales and write-offs for the last three years.
- 3) Accounts receivable aging, dated within 30 days of the application date.
- 4) Complete name(s) and address(es) of buyer(s) for which credit indications are requested with this application.

*** Important *** - The Buyer and End User must be foreign entities in countries for which EXIM is able to provide support, see EXIM's [Country Limitation Schedule](#).

A **Preview** of the application process is available in this [video](#). Please use the **Right Navigation Area** to easily move to specific sections of this application. Just point and click on the section you wish to access. When each section is marked with a "v" you may **Submit** the application for processing.

At any time during the application process, you may click on the "Save and Exit" button to save the information you have entered and exit the On-line Transaction Processing System. Log back in any time to enter more information and/or submit the completed application.

This system will also allow you to **Upload** copies of credit information you wish to include in your application as well as **Print** a copy of the application for your records by clicking on the "Application Summary" link at the top of the page.

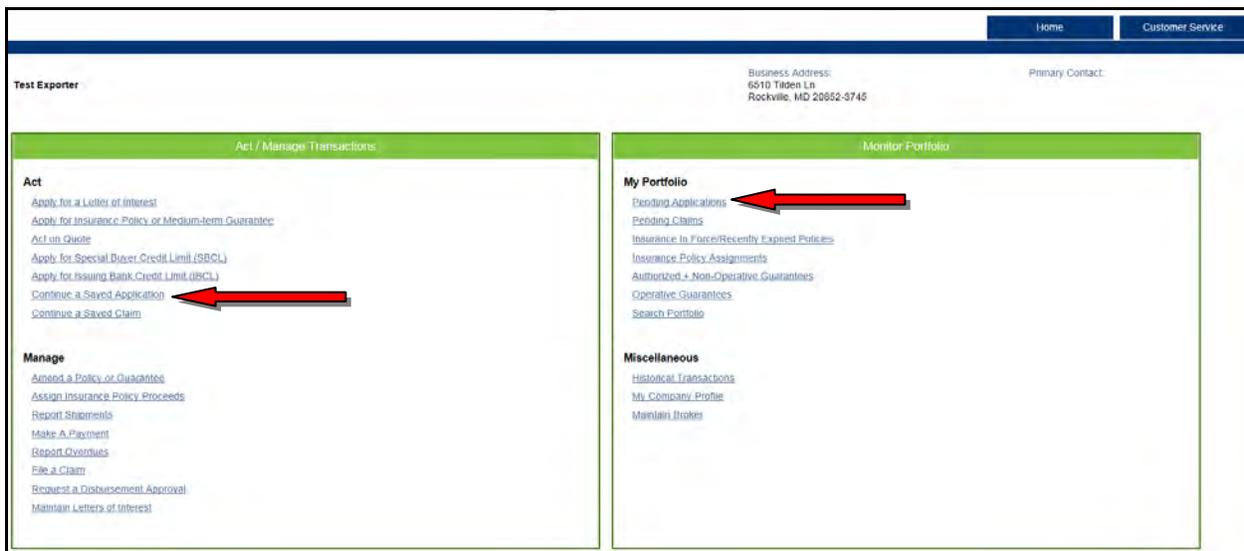
Decisions: Upon submission, a tracking number will be provided allowing you to track the application's progress.

For **Help**, contact your insurance broker -or- call 1-800-565-3946 (press#2 at the greeting) to be connected to your nearest EXIM Bank Regional Office.

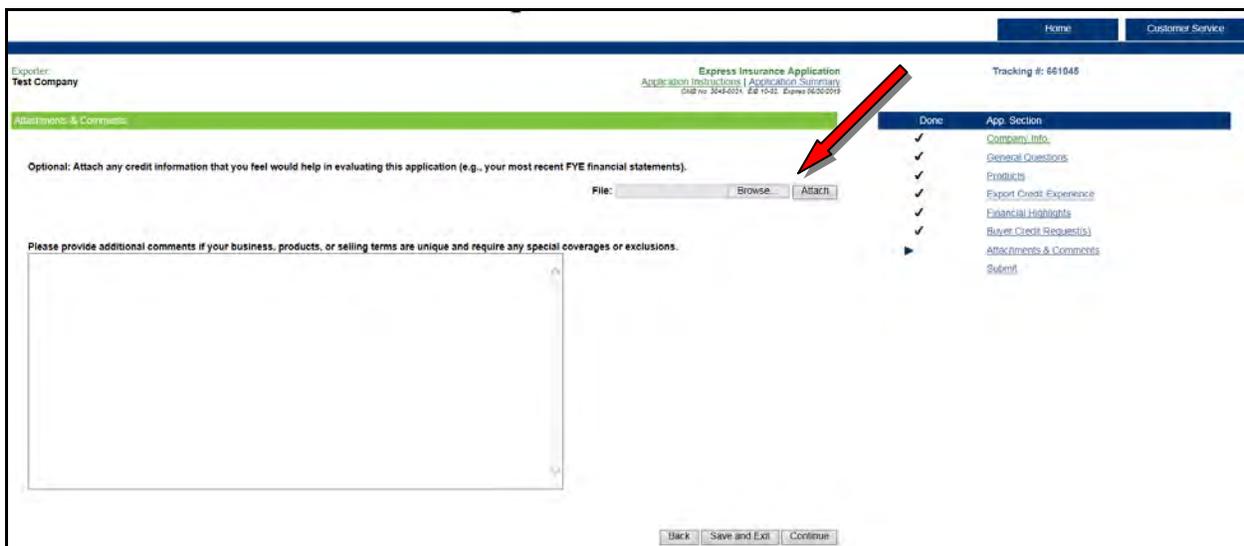
If this application has not been submitted within 90 days of its initiation it will be removed from the system.

Back Continue

6. You do not have to enter commas when entering numbers; EOL will automatically add them. You can include decimals or round up to the nearest dollar.
7. All items with an asterisk "*" must be completed.
8. Don't use your browser's back button. It will kick you out of EOL. Always use the  button.
9. Always click "Continue" or "Save and Exit" to save your input. Information you entered will not be saved unless you click one of those buttons. You can re-open and finish an application that was started earlier by clicking on "Continue a Saved Application" on the landing page. All submitted applications that are under review by EXIM Bank can be found by clicking on "Pending Applications". An application that has been started but not completed within 90 days will automatically be cancelled by EOL, and will no longer appear under the "Continue a Saved Application" link.



10. At the end of the application, the exporter may attach supporting documentation (e.g. credit reports, financial statements).



11. Before submitting the application, the exporter must sign and attach an application certification. Policy documents will not be issued without the certification on file. Once the application is submitted, any requests to amend it must be sent directly to the underwriter. You cannot amend an application in EOL after it has been submitted.

Starting and Completing a New Application for Express Insurance

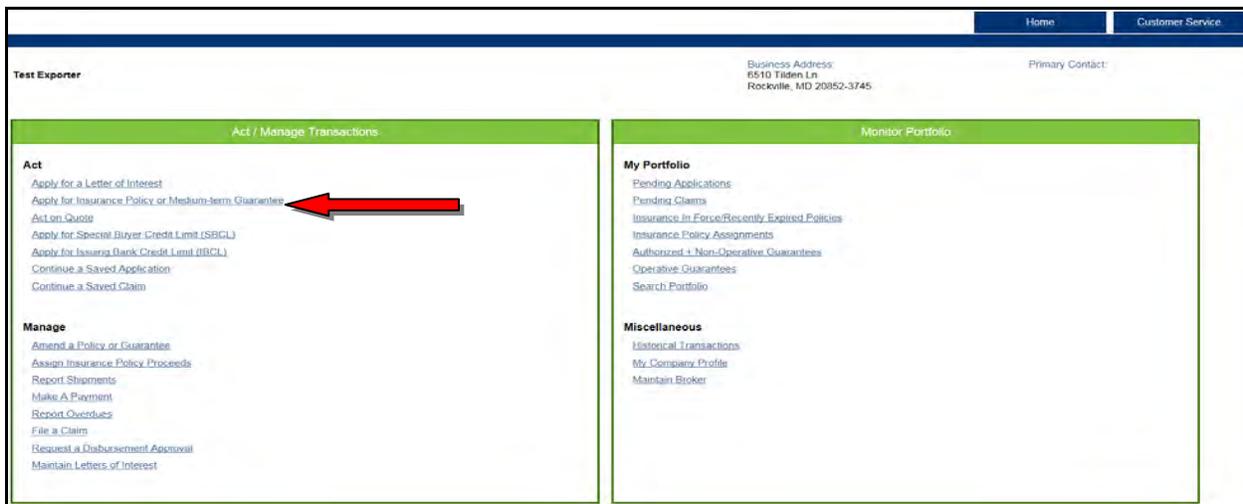
Landing Page and Instructions

1. After logging on to EOL, you will be taken to the landing page.

2. Before you begin the application, have the following information available:

- Exporter’s DUNS number
- Exporter’s most recent fiscal year financial statements or financial highlights
- Total export credit sales and write-offs for the last three years
- Accounts receivable aging, dated within 30 days of the application date
- Complete names and addresses of buyers for which the exporter will request credit limits in the application

Click on “Apply for Insurance Policy or Medium-term Guarantee”. If the exporter is completing the application using its account, the exporter will then be asked to select the policy type. If the broker is completing the application using the broker’s EOL account, a list of the broker’s customers will appear and the broker should select the name of the applicable customer before proceeding.



3. Select “Short-Term Multi-Buyer Insurance” from the drop-down screen.



4. Select "Start Express Application". This will take you to the application instructions.

Exporter: Test Company OMB No. 3048-0031, EIS 10-02, Expires 06/30/2019

Multi-Buyer Application Selection

If you need assistance with this application, please contact EXIM Bank (1-800-565-3946) or your insurance broker.

EXPRESS INSURANCE POLICY	OTHER MULTI-BUYER INSURANCE POLICIES
<p>Fact Sheet</p> <ul style="list-style-type: none"> • if you have ten (10) or fewer foreign buyers, and • prefer EXIM Bank to approve all required buyer credit limits and assist you to obtain buyer credit information, and • you are a "small business" by SBA standards, and • with your affiliates, you averaged \$7,500,000 or less in annual export credit sales over the last three (3) years <p>(\$7,500,000 annual average excludes sales to Canada and those on letter of credit or sight payment terms)</p>	<p>Fact Sheet</p> <ul style="list-style-type: none"> • if you have any number of foreign buyers, and • prefer to self-approve some or most buyer credit limits, and • you are a small, medium or large business

Start Express Application Start Other Multi-Buyer Application

Exporter: Test Exporter Express Insurance Application Tracking #: 663590

[Application Instructions](#) | [Application Summary](#)
OMB No. 3048-0031, EIS 10-02, Expires 06/30/2019

Introduction

To complete this application you will need your:

- 1) Most recent fiscal year financial statements.
- 2) Total export credit sales and write-offs for the last three years.
- 3) Accounts receivable aging, dated within 30 days of the application date.
- 4) Complete name(s) and address(es) of buyer(s) for which credit indications are requested with this application.

*** Important *** - The Buyer and End User must be foreign entities in countries for which EXIM is able to provide support, see EXIM's [Country Limitation Schedule](#).

A Preview of the application process is available in this [video](#). Please use the **Right Navigation Area** to easily move to specific sections of this application. Just point and click on the section you wish to access. When each section is marked with a "*" you may **Submit** the application for processing.

At any time during the application process, you may click on the "Save and Exit" button to save the information you have entered and exit the On-line Transaction Processing System. Log back in any time to enter more information and/or submit the completed application.

This system will also allow you to **Upload** copies of credit information you wish to include in your application as well as **Print** a copy of the application for your records by clicking on the "Application Summary" link at the top of the page.

Decisions: Upon submission, a tracking number will be provided allowing you to track the application's progress.

For **Help**, contact your insurance broker -or- call 1-800-565-3946 (press#2 at the greeting) to be connected to your nearest EXIM Bank Regional Office.

If this application has not been submitted within 90 days of its initiation it will be removed from the system.

Back Continue

Done	App. Section
	Company Info.
	General Questions
	Products
	Affiliates
	Export Credit Experience
	Financial Highlights
	Buyer Credit Request(s)
	Attachments & Comments
	Submit

5. Before proceeding, click on the link to the Country Limitations Schedule to identify any limitations or qualifications on EXIM's ability to support exports to the buyers' countries. Then continue the application by either clicking "Continue", or clicking on the quick link on the right hand side for the next section that you want to complete.

Exporter: Test Exporter Express Insurance Application Tracking #: 663590

[Application Instructions](#) | [Application Summary](#)
OMB No. 3048-0031, EIS 10-02, Expires 06/30/2019

Introduction

To complete this application you will need your:

- 1) Most recent fiscal year financial statements.
- 2) Total export credit sales and write-offs for the last three years.
- 3) Accounts receivable aging, dated within 30 days of the application date.
- 4) Complete name(s) and address(es) of buyer(s) for which credit indications are requested with this application.

*** Important *** - The Buyer and End User must be foreign entities in countries for which EXIM is able to provide support, see EXIM's [Country Limitation Schedule](#).

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Decisions: Upon submission, a tracking number will be provided allowing you to track the application's progress.

For **Help**, contact your insurance broker -or- call 1-800-565-3946 (press#2 at the greeting) to be connected to your nearest EXIM Bank Regional Office.

If this application has not been submitted within 90 days of its initiation it will be removed from the system.

Back Continue

Done	App. Section
	Company Info.
	General Questions
	Products
	Affiliates
	Export Credit Experience
	Financial Highlights
	Buyer Credit Request(s)
	Attachments & Comments
	Submit

Exporter Information

6. Enter the exporter's data. If the exporter is completing the application, they can select the broker being used for this application from the drop-down menu. This will grant the broker access to this application. If the broker is completing the application, its name will automatically be selected. The broker can help complete the application, but EOL will allow only one person to work on the application at a time.

You may consult the SBA website for the definitions of "affiliation" and "primary industry"

Sales volume and employee count refer to the exporter's ultimate parent, inclusive of the exporter

Do not select either of these unless you want the organization to have access to your application. You may want to use this option if you assign your policy proceeds to a financial institution

General Questions

7. Answer these general questions related to eligibility issues. Click "Continue".

You may be entitled to a premium discount if you have a an SBA or EXIM Working Capital Guarantee

If you answer "Yes", a new section "Affiliates" will appear and you will be asked to provide more details later on after clicking "Continue"

Add Products

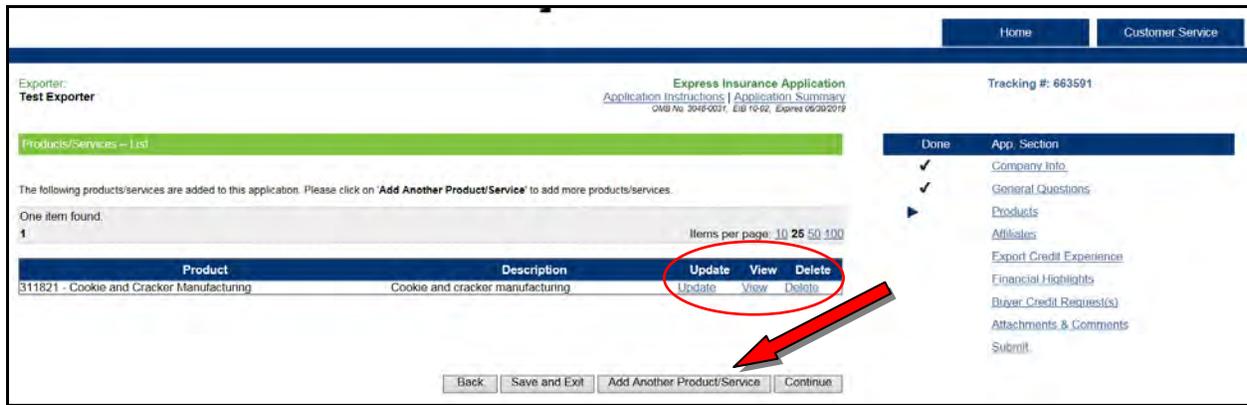
8. Select “Add New Product” to enter the product classification information.

The screenshot shows the 'Express Insurance Application' interface. At the top, there are navigation links for 'Home' and 'Customer Service'. The main header includes 'Exporter: Test Exporter', 'Express Insurance Application', and 'Tracking #: 663591'. Below this, there are links for 'Application Instructions' and 'Application Summary'. The main content area is titled 'Products/Services -- List' and contains a message: 'Please click on "Add New Product" to add products/services you will export under a policy. At least one product/service must be added to submit the application.' At the bottom of this section, there are four buttons: 'Back', 'Save and Exit', 'Add New Product', and 'Continue'. A red arrow points to the 'Add New Product' button. On the right side, there is a sidebar with a 'Done' column and an 'App. Section' column, listing various sections like 'Company Info', 'General Questions', 'Products', etc.

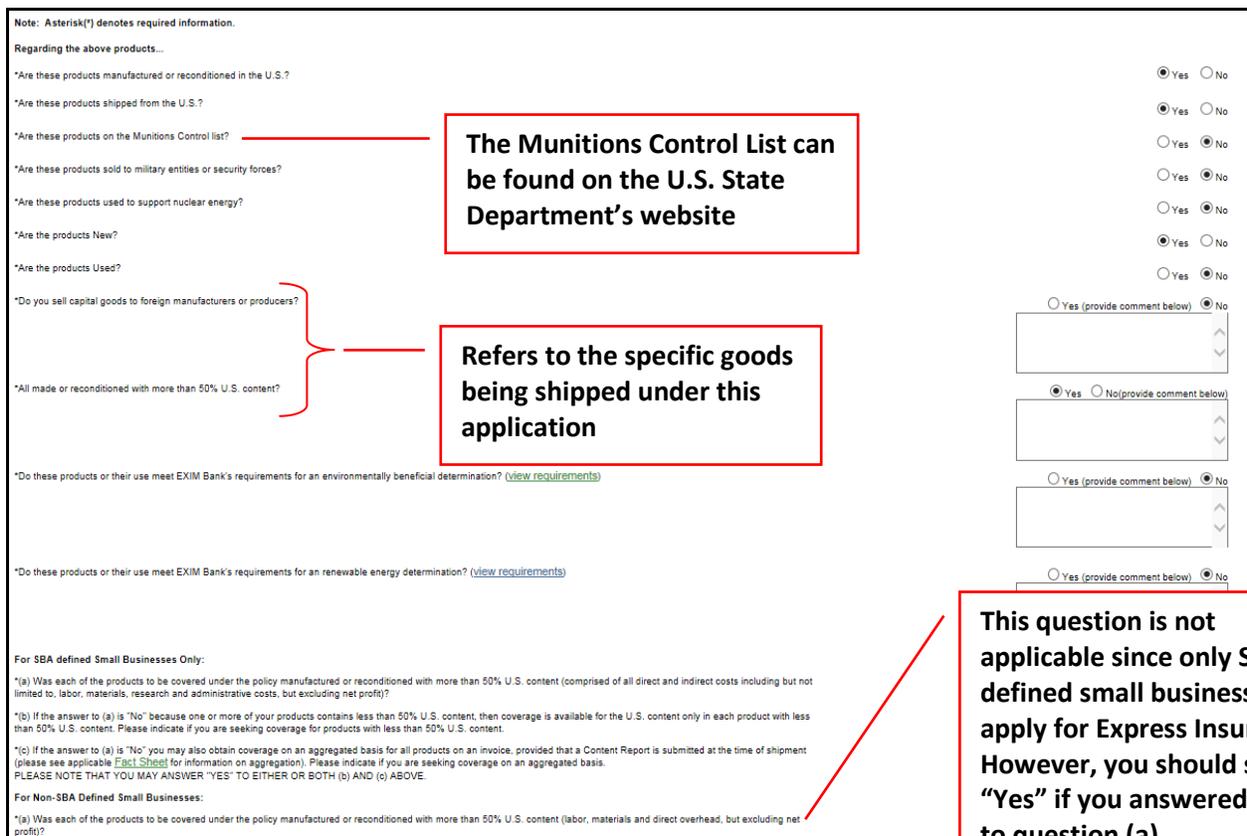
9. Enter the product information. If you know the NAICS code for the product, skip items 1-5, enter the NAICS code where indicated, and enter the product description in the box. If you don't know the NAICS code, complete items 1-5 and enter the product description in the box. For item 2, first click on the link “show sub-sectors” to load the sub-sectors into the drop-down menu, then choose the sub-sector from the list in the drop-down menu. For item 4, first click on the link “show product/service” to load the product/service into the drop-down menu, then choose the product/service from the list in the drop-down menu. Click “Add Product” when you are finished.

The screenshot shows the 'Products/Services -- Select' form. It includes a warning: '*** Important *** There must not be trade measures or sanctions against them under Section 201 of the Trade Act of 1974. See a list of products and countries with Anti-Dumping or Countervailing Duty Sanctions.' Below this, there are six steps to follow: 1. Select Sector Code (31-Manufacturing - Consumer Goods), 2. Click link to view Sub-Sectors (show sub-sectors), 3. Select Sub-Sector Code (311-Food Manufacturing), 4. Click link to view Product/Services (show product/service), 5. Select a Product/Service (311821-Cookie and Cracker Manufacturing), and 6. Click on the "Add Product" button. There are also fields for 'Enter Product NAICS Code' (311821) and 'Please enter a description for the Product/Service' (Cookie and cracker manufacturing). A red box highlights the NAICS code field with the text: 'If you know the NAICS code, enter it here and skip items 1-5. If you don't know the NAICS code, use the preceding questions to identify it.' Another red box highlights the product description field with the text: 'This is how the product description will appear in the policy documentation.' At the bottom, there are buttons for 'Back', 'Save and Exit', and 'Add Product', with a red arrow pointing to the 'Add Product' button.

10. When you are finished, the product/service type you entered will appear. Click “Add Another Product/Service” to add more products, if applicable. You can also update, view or delete any entry. Click “Continue”.



11. Answer the questions about the products/services that are being exported. Some of the questions will pre-populate with a “Yes” or “No” answer. Be sure to enter the correct answer. Click “Continue”.



12. In the previous screen, **if** you indicated that the products are sold to the military or used to support nuclear energy, the following new screen would appear. You would provide your comments in the box and press “Continue”.

Insuring the Exporter’s Affiliates (if applicable)

13. If you had indicated in Step 7 (page 7) that you want to insure the sales of the exporter’s affiliates, the following new screen would appear. Answer the questions and press “Continue”. If you did not indicate in Step 7 that you want to insure the sales of the exporter’s affiliates, skip to #18 below.

14. Click “Add Affiliate” to identify the affiliate.

15. Begin typing the name of the affiliate. If the affiliate is already in the database it will appear at the bottom of the screen. Select that affiliate and click “Continue”. If the affiliate is not in the database, click “Add New Affiliate”. In this case the company is not in the database so we select “Add New Affiliate”.

Exporter: **Test Exporter - 477 Testing** Express Insurance Application
Application Instructions | Application Summary
OMB No. 3048-0031, EFB 10-02, Expires 06/30/2019 Tracking #: 664069

Add Affiliate - Search

Please use the form below to first check if the participant is already known to EXIM.

To search for a participant, select the *Country* and enter keywords related to the name or tradestyle in the *Legal Name or Tradestyle* field. The optional *City* field can also be used to narrow down the results.

If a match is found on the intended entity, select the item from the search results and click the “Continue” button to assign role(s) to the chosen entity. Otherwise, enter at least 4 characters for *Legal Name or Tradestyle* and use “Add New Affiliate” to create a new participant to associate to the application.

+ Country:

Legal Name or Trade Style:

City:

3 matches

Select	Name	Trade Style	Street Address	City	ZIP/Postal Code
<input type="radio"/>	Incredible Technologies Inc		1600 Hicks Rd	Rolling Meadows	60008-1231
<input type="radio"/>	Adm Edible Bean Specialties		4666 E Farles Pkwy	Decatur	62526-5630
<input type="radio"/>	Edible Oil Marketing Lic		600 N 93rd St Ste 104	Omaha	68114-2616

16. Enter the information about the affiliate and click “Add Affiliate”.

Add Affiliate:

Note: Asterisk(*) denotes required information.
NAICS stands for North American Industry Classification System and is a six digit code that allows Ex-Im to easily understand your primary line of business. If you do not know your company's NAICS code, please use this [tool](#) to identify the appropriate code.

For US companies, State and Zip Code are required as well as for US Exporters/Suppliers, a D&B DUNS number is required.
For corporate ownership, provide the name of the ultimate parent company, if there is a corporate owner.
For number of employees and sales volume, aggregate for the company and all its affiliates, including corporate owners and subsidiaries.
A company's Primary Industry NAICS codes is the NAICS that accounts for the largest share of sales for the most recently completed fiscal year. The full definition of "primary industry" is set forth at 13 C.F.R. § 121.107

*Company Type:

*Country:

*Legal Name:

Trade Style/Acronym:

*Street Address:

*City:

State/Province:

Zip/Postal Code:

DUNS Number:

Phone:

Fax:

Website:

Primary Industry NAICS Code:

Primary Contact: Prefix: Mr Mrs Ms

First Name:

Last Name:

Title:

*Email:

*Phone:

*Fax:

**If primary contact is provided, one of the three(email, phone, fax) is required.

*Woman Owned: Yes No Decline to Answer

*Minority Owned: Yes No Decline to Answer

*Veteran Owned: Yes No Decline to Answer

*Is there Corporate Ownership?: Yes No

Name of the ultimate parent company:

*Sales Volume:

*# of Employees:

Notes:

17. The affiliate will appear on the next screen. You can add more affiliates by clicking on “Add Affiliate”. You can also view, edit or remove the affiliate. Click “Continue”.

Exporter: **Test Exporter - 477 Testing** Express Insurance Application
Application Instructions | Application Summary
OMB No. 3048-0031, EFB 10-02, Expires 06/30/2019 Tracking #: 664069

Manage Affiliates (Need Help?)

Please use the “Add Affiliate” button. Multiple affiliates can be added.

Company	City	State	Country	Actions
Incredible Edible, Inc.	Atlanta	GA	UNITED STATES	View Edit Remove

Exporter's Export Credit Experience

18. Answer these questions about the exporter's export credit experience. Click "Continue".

Export Credit Experience

Note: Asterisk(*) denotes required information.

The following responses should include amounts attributable to affiliates if you are requesting coverage for sales of your affiliates.

*Requested Policy Payment Limit: (Total export receivables outstanding at any one time **NOT** total sales for the year.) \$ 500,000

*What year did your company begin exporting? 2015 (YYYY)

*What year did your company begin exporting on credit terms (excluding CIA and CLIC)?

- Cash in Advance
- Confirmed
- Irrevocable Letter of Credit

*Total Export Credit Sales for the last three years:

*Total Export Credit Losses for the last three years:

*Number of export credit accounts (buyers) written-off over the last three years:

*How many foreign buyers do you currently sell to on credit terms? 8

*Amount of Credit Sales Outstanding: \$500,000 as of: 08/01/2017 (mm/dd/yyyy) (date should be within 30 days of the current date)

*Total amount of export receivables past due by more than 60 days: \$ 5,000

Buttons: Back, Save And Exit, Continue

19. If the exporter indicated in the previous screen that it had receivables that are past due more than 60 days, the next screen will appear. Click on "Add Overdue" to provide more details about the buyer(s) and the overdue amounts.

Overdue Receivables

We see that there are receivables over 60 days past due. Please click the 'Add Overdue' button to search for a buyer and enter details about the overdue

Buttons: Back, Save and Exit, Add Overdue, Continue

20. Follow the instructions to search for the buyer in EXIM's database, or add a new buyer not in EXIM's database. In the instructions, disregard the reference to assigning roles to the entity. In the example below, the buyer is in EXIM's database. Select the buyer and click "Continue". If the buyer does not appear in EXIM's database, you would click "Add New Buyer", and you will be taken to a new screen to enter details about the buyer.

Add Buyer - Search

Please use the form below to first check if the participant is already known to EXIM

To search for a participant, select the Country and enter keywords related to the name or tradestyle in the Legal Name or Tradestyle field. The optional City field can also be used to narrow down the results.

If a match is found on the intended entity, select the item from the search results and click the "Continue" button to assign role(s) to the chosen entity. Otherwise, enter at least 4 characters for Legal Name or Tradestyle and use "Add New Buyer" to create a new participant to associate to the application.

+ Country: SPAIN

Legal Name or Trade Style: Exporter's Cookie

City:

Buttons: Back, Add New Buyer, Continue

1 match:

Select	Name	Trade Style	Street Address	City	ZIP/Postal Code
<input checked="" type="radio"/>	Exporter's Cookie Company S.a.		Calle Hermosa	Valencia	

Disregard the reference to assigning roles to the entity

21. Enter the details about the overdues. Click "Continue".

Overdue Receivables

Note: Asterisk(*) denotes required information

Please provide the information about overdue export receivables (the ones greater than 60 days past due) on a buyer by buyer basis.

*Buyer: Exporter's Cookie Company S.a.

*Country: SPAIN

*Amount More than 60 days Past Due: \$ 5000

*Amount of Credit Sales Outstanding: \$ 5000 as of 06/30/2016

*Breakdown of Past Due Amounts: (enter 0 for categories with no amounts past due)

1-60 days past due date:	\$ 5000
61-90 days past due date:	\$ 0
91-180 days past due date:	\$ 0
181+ days past due date:	\$ 0

*Explanation (if Explanation = "Other", please provide comment):

- Select One:
 - Cash Flow/Commercial Problems
 - Foreign Exchange Problems
 - Insolvency
 - Dispute
 - Slow Pay Typical
 - Natural Disaster
 - Buyer Re-organizing
 - Rescheduling
 - Other

Continue

22. A summary of the overdues will appear. You can view, update or delete the entry. Click "Continue".

Overdue receivables have been reported for the following buyers.

Buyer	Country	Overdue Amount
Exporter's Cookie Company S.a	SPAIN	\$5,000

View Update Delete

Back Save and Exit Add Another Overdue Continue

Exporter's Financial Highlights

23. Enter the exporter's financial highlights. Click "Continue".

Financial Highlights

Please enter the following financial highlights for your most recent fiscal year.

Note: Asterisk(*) denotes required information. Negative figures should be indicated with a minus sign (-).

*Does data include parent consolidated or combined with any other entity? Yes No

*Statement Dates From / To (mm/dd/yyyy): 01/01/2016 / 12/31/2016

*Do the Statement Dates above apply to both the Balance Sheet and Income Statement? Yes No

*Statements Type:

- Company Prepared
- CPA Compiled
- CPA Reviewed with Notes
- CPA Audited
- Tax Return

*NET Sales: \$5,000,000.00

*Operating Profit: \$2,500,000.00

*NET Profit or (Loss): \$2,000,000.00

*Total Assets: \$10,000,000.00

*Equity: \$5,000,000.00

Back Save and Exit Continue

Add Buyers

24. Begin to enter buyers for which you are requesting credit limits. Note that on the initial application for Express Insurance, the maximum number of buyer limits you can request is five (5). After the policy has been issued, more buyers can be added. Start by clicking on “Add Buyer”.

Exporter: **Test Exporter**

Express Insurance Application
Application Instructions | Application Summary
OMB No. 3048-0031, EIB 10-02, Expires 06/30/2019

Tracking #: 663591

Buyer Credit Request(s)

You can optionally request credit indication on named buyers in this application. Please click 'Add Buyer' to enter the relevant information for the buyer(s). A maximum of five buyers can be added. If you have no buyer credit request(s) at this time, please click 'Continue.'

Buttons: Back, Save and Exit, **Add Buyer**, Continue

Done	App. Section
✓	Company Info
✓	General Questions
✓	Products
✓	Export Credit Experience
✓	Financial Highlights
▶	Buyer Credit Request(s)
	Attachments & Comments
	Submit

25. As you did when entering overdue information, search for the buyer in EXIM’s database. If the name you type does not appear, a message “No matches found” will appear. Click “Add New Buyer”, enter the buyer details, and click “Add Buyer”.

Test Exporter - 477 Testing

Application Instructions | Application Summary
OMB No. 3048-0031, EIB 10-02, Expires 06/30/2019

Add Buyer - Search

Please use the form below to first check if the participant is already known to EXIM.

To search for a participant, select the Country and enter keywords related to the name or tradestyle in the Legal Name or Tradestyle field. The optional City field can also be used to narrow down the results.

If a match is found on the intended entity, select the item from the search results and click the “Continue” button to assign role(s) to the chosen entity. Otherwise, enter at least 4 characters for Legal Name or Tradestyle and use “Add New Buyer” to create a new participant to associate to the application.

+ Country: MEXICO

Legal Name or Trade Style: Galletas Gala, S.A. de C.V.

City:

Buttons: Back, Add New Buyer, Continue

No matches found

Done	App. Section
✓	Company Info
✓	General Questions
✓	Products
✓	Export Credit Experience
✓	Financial Highlights
▶	Buyer Credit Request(s)
	Attachments & Comments
	Submit

Test Exporter - 477 Testing

Application Instructions | Application Summary
OMB No. 3048-0031, EIB 10-02, Expires 06/30/2019

Add Buyer

Note: Asterisk(*) denotes required information.

*Company Type: Company

*Country: MEXICO

*Legal Name: Galletas Gala, S.A. de C.

Tradestyle/Acronym:

*Street Address: Cinco de Enero

*City: Mexico City

State/Province: México

Zip/Postal Code:

DUNS Number:

Phone:

Fax:

Website:

Primary Industry NAICS Code: 311821 - Cookie and Cracker Manufactu

Notes:

Primary Contact: Prefix: Mr. Mrs. Ms.

First Name: Gloria Mendez

Last Name:

Title:

**Email: gloria@noexiste.com

**Phone: +52 0000000000

**Fax:

**If primary contact is provided, one of the three(email, phone, fax) is required.

Buttons: Back, **Add Buyer**

Done	App. Section
✓	Company Info
✓	General Questions
✓	Products
✓	Export Credit Experience
✓	Financial Highlights
▶	Buyer Credit Request(s)
	Attachments & Comments
	Submit

26. Enter the details about the credit limits you are requesting for that buyer. If the exporter has no prior sales to the buyer, answer that question "No" (bottom of the first screen below), and skip to the last question (second screen below) about security and answer "No". If the exporter has prior sales to the buyer, answer all the questions.

Please provide the following information on the named buyer.

*Buyer: Galletas Gala, S.a. De C.v.

*Country: MEXICO

*Requested Credit Limit: \$25000

*Requested Terms: Open Account

*Requested Maximum Tenor: 1-30

Do you have any ownership interest in or familial ties with the buyer?
 Yes No
 (If Yes, comment below)
 Comment:

Will the products be shipped directly to the buyer in the buyer's country?
 Yes No
 (If No, comment below)
 Comment:

Is the buyer purchasing your product(s) for resale to another country/countries?
 Yes No
 (If Yes, comment below)
 Comment:

Any prior sales to the buyer?
 Yes No

[Products](#)
[Export Credit Experience](#)
[Financial Highlights](#)
[Buyer Credit Request\(s\)](#)
[Attachments & Comments](#)
[Submit](#)

Year of your first sale to the buyer: (YYYY)

Any prior sales to the buyer on credit terms? Exclude any Cash-In-Advance or Letter of Credit Sales Yes No

Year of your first sale to the buyer on credit terms? Exclude any Cash-In-Advance or Letter of Credit Sales (YYYY)

Total sales made to the buyer on credit terms over the last three years? Enter "0" if the buyer is new to you \$

Payment Terms extended to Buyer over the last 12 months:

Transaction Type: --Select Transaction Type--

Maximum Tenor: --Select Term--

What is the highest amount outstanding over the last twelve months for which you have been paid? \$

Describe the buyer's history over the last twelve months:
 Prompt
 1-30 days slow
 31-60 days slow
 61-90 days slow
 90+ days slow
 No Experience

What is the amount now owed to you by the buyer? Enter "0" if none. \$

What is the total amount now more than 60 days past due? Enter "0" if none. \$

What is the reason for the buyer being past due to you?

Do you hold security on the amount past due?
 Yes No

Continue

27. When finished entering the details of the request for a credit limit, click “Continue” and a summary of the request will appear. You can view, update or delete the entry.

Test Exporter - 477 Testing

Application Instructions | Application Summary
OMB No. 3048-0051, EIB 10-02, Expires 06/30/2019

Buyer Credit Request(s)

Done App. Section

- ✓ Company Info
- ✓ General Questions
- ✓ Products
- ✓ Export Credit Experience
- ✓ Financial Highlights
- ▶ Buyer Credit Request(s)
- Attachments & Comments
- Submit

Credit indication has been requested for the following named buyers.

Buyer	Country	Credit Amount	
Galletas Gala, S.a. De C.v.	MEXICO	\$25,000.00	View Update Delete

Back Save and Exit Add Another Buyer Continue

28. In this example, we are going to add a second buyer that is in EXIM’s database and to which the exporter has shipped before. Start typing the name of the buyer and it will appear.

Exporter: Test Exporter

Express Insurance Application
Application Instructions | Application Summary
OMB No. 3048-0051, EIB 10-02, Expires 06/30/2019

Tracking #: 663591

Add Buyer - Search

Please use the form below to first check if the participant is already known to EXIM.

To search for a participant, select the Country and enter keywords related to the name or tradestyle in the Legal Name or Tradestyle field. The optional City field can also be used to narrow down the results.

If a match is found on the intended entity, select the item from the search results and click the 'Continue' button to assign role(s) to the chosen entity. Otherwise, enter at least 4 characters for Legal Name or Tradestyle and use 'Add New Buyer' to create a new participant to associate to the application.

+ Country: COLOMBIA

Legal Name or Trade Style: Dulces

City:

Back Add New Buyer Continue

1 match

Select	Name	Trade Style	Street Address	City	ZIP/Postal Code
<input checked="" type="radio"/>	Fab De Dulces Colombiana Ltd		Carr 1 24-58	Cal	

Done App. Section

- ✓ Company Info
- ✓ General Questions
- ✓ Products
- ✓ Export Credit Experience
- ✓ Financial Highlights
- ▶ Buyer Credit Request(s)
- Attachments & Comments
- Submit

29. Enter the details about the credit limit you are requesting and click “Continue”. Follow the same instructions as in #26 above.

Please provide the following information on the named buyer.

*Buyer: Fab De Dulces Colombiana Ltd

*Country: COLOMBIA

*Requested Credit Limit: \$50000

*Requested Terms: Sight Draft Documents Against Payment

*Requested Maximum Tenor: 31-60

Do you have any ownership interest in or familial ties with the buyer?
 Yes No
 (If Yes, comment below)
 Comment:

Will the products be shipped directly to the buyer in the buyer's country?
 Yes No
 (If No, comment below)
 Comment:

Is the buyer purchasing your product(s) for resale to another country/countries?
 Yes No
 (If Yes, comment below)
 Comment:

Any prior sales to the buyer?
 Yes No

Done App. Section

- ✓ Products
- ✓ Export Credit Experience
- ✓ Financial Highlights
- ▶ Buyer Credit Request(s)
- Attachments & Comments
- Submit

Year of your first sale to the buyer: (YYYY)

Any prior sales to the buyer on credit terms? Exclude any Cash-In-Advance or Letter of Credit Sales Yes No

Year of your first sale to the buyer on credit terms? Exclude any Cash-In-Advance or Letter of Credit Sales (YYYY)

Total sales made to the buyer on credit terms over the last three years? Enter "0" if the buyer is new to you

Payment Terms extended to Buyer over the last 12 months:

Transaction Type:

Maximum Tenor:

What is the highest amount outstanding over the last twelve months for which you have been paid?

Describe the buyer's history over the last twelve months:

Prompt
 1-30 days slow
 31-60 days slow
 61-90 days slow
 90+ days slow
 No Experience

What is the amount now owed to you by the buyer? Enter "0" if none.

What is the total amount now more than 60 days past due? Enter "0" if none.

What is the reason for the buyer being past due to you?

Do you hold security on the amount past due? Yes No

30. A summary of the requests will appear. You can view, update or delete the entries. Repeat the above process to add more buyers. When you are finished, click "Continue".

Test Exporter - 477 Testing [Application Instructions](#) | [Application Summary](#)
OMB No. 3048-0031, EFB 10-02, Expires 06/30/2019

Buyer Credit Request(s)

Credit indication has been requested for the following named buyers.

Buyer	Country	Credit Amount	View	Update	Delete
Fab De Dulces Colombiana Ltd	COLOMBIA	\$50,000.00	View	Update	Delete
Galletas Gala, S.a. De C.v.	MEXICO	\$25,000.00	View	Update	Delete

Done	App. Section
✓	Company Info.
✓	General Questions
✓	Products
✓	Export Credit Experience
✓	Financial Highlights
▶✓	Buyer Credit Request(s)
	Attachments & Comments
	Submit

Attach Documents and Comments

31. Attach any additional documentation (e.g. financial statements, product brochures) that you want to include in the application, and enter any supplemental information in the comments box that you think will provide additional insight into the application (e.g. background on your relationship with the buyer). Click "Continue".

Exporter: Test Exporter

Express Insurance Application
Application Instructions | Application Summary
OMB No. 3048-0031, EIB 10-02, Expires 06/30/2019

Tracking #: 663591

Attachments & Comments

Optional: Attach any credit information that you feel would help in evaluating this application (e.g., your most recent FYE financial statements).

File: Browse

Please provide additional comments if your business, products, or selling terms are unique and require any special coverages or exclusions.

Use this space to provide additional background that will help the loan officer evaluate the application. For example, a brief description of the exporter's relationship with the buyer(s) and how those relationships were developed.

Back Save and Exit Continue

Certify and Submit

32. The exporter must complete the exporter's certification by clicking on the "application certification" link, printing and signing the certification, and attaching it to the application in the "Attachments & Comments" quick link. You may also view and print a summary of the application by clicking on "Application Summary". Then click "Submit". The exporter and broker will automatically receive an email notification with a separate tracking number for the application and for each of the buyer credit requests.

Exporter: Test Exporter

Express Insurance Application
Application Instructions | Application Summary
OMB No. 3048-0031, EIB 10-02, Expires 06/30/2019

Tracking #: 663591

Submit Application

To submit the application, please review, print and sign the [application certification](#) page. You can either attach the signed certification to this application in PDF form, via fax to 202-565-3675, or by mail or delivery service to the address below

Export-Import Bank of the United States
ATTN: Credit Applications & Processing
811 Vermont Avenue, NW
Washington, DC 20571
EXIM Fax: 202-565-3675 or 202-565-3628

Once you have completed review of the certification, please click "Submit" to complete the application process.

Save and Exit Submit

33. A tracking sheet will appear that you can print for your records. Then click on the "Home" button to make sure the application has been recorded successfully.

Exporter: Test Exporter

Express Insurance Application
Application Instructions | Application Summary
OMB No. 3048-0031, EIB 10-02, Expires 06/30/2019

Tracking #: 663591

Submit - Tracking Sheet Need Help?

This is your tracking sheet. Print this page and include a copy with any documentation that you send to EXIM Bank regarding this application.

Tracking #: 663591
Application Submittal Date: 06/01/2017

Applicant legal name: Test Exporter
Applicant address: 6510 Tilden Ln
Applicant city/state/zipcode: Rockville MD 20852-3745
Applicant country: UNITED STATES

Applicant contact name: John Smith
Applicant contact title: President

Export-Import Bank of the United States
ATTN: Credit Applications & Processing
811 Vermont Avenue, NW
Washington, DC 20571
EXIM Phone: 202-565-3800
EXIM Fax: 202-565-3675 & 202-565-3628
EXIM Email: exim_applications@exim.gov

Print

Tracking Your Application After it is Submitted

Use the functionalities on your landing page to track your application after it has been submitted.

34. Click on “Pending Applications”.

The screenshot shows the user interface for a 'Test Exporter'. At the top right, there are links for 'Home' and 'Customer Service'. Below this, the user's business address (6510 Tilden Ln, Rockville, MD 20852-3745) and primary contact information are displayed. The main content area is divided into two panels: 'Act / Manage Transactions' and 'Monitor Portfolio'. The 'Monitor Portfolio' panel contains a 'My Portfolio' section with a red arrow pointing to the 'Pending Applications' link. Other links in this section include 'Pending Claims', 'Insurance In Force/Recently Expired Policies', 'Insurance Policy Assignments', 'Authorized + Non-Operative Guarantees', 'Operative Guarantees', and 'Search Portfolio'. Below this is a 'Miscellaneous' section with links for 'Historical Transactions', 'My Company Profile', and 'Maintain Broker'.

35. Your application will appear, identified by its tracking number. If there is more than one application pending, your new application may not appear at the top of the list, so scan the rest of the list. You can also sort the list by any of the column headings (e.g. by buyer, date submitted) by clicking on the arrows at the top of the columns. Click on the tracking number of your application to view the application details.

The screenshot shows the 'Pending Applications' section of the user interface. It displays a table with 15 items found, showing 1 item. The table has columns for '#', 'Type', 'Applicant', 'State', 'Buyer', 'Country', 'Payment Limit', 'Status', and 'Date Sub'. A red arrow points to the tracking number '663019' in the first row. Another red arrow points to the 'Date Sub' column header. A third red arrow points to the 'Download as: CSV, Excel, XML, PDF' link. The table data is as follows:

#	Type	Applicant	State	Buyer	Country	Payment Limit	Status	Date Sub
663091	MB-NEW	Test Exporter - 477 Testing	Maryland			500,000.00	Pending, Exporter Underwriting	06/01/2017
663019	SBCL-NEW	Test Exporter - 477 Testing	Maryland	Galletas Maravillosas S.a. De C.v.	MEXICO	25,000.00	Pending, Exporter Underwriting	06/01/2017
663620	SBCL-NEW	Test Exporter - 477 Testing	Maryland	Fab De Dulces Colombiana Ltd	COLOMBIA	50,000.00	Pending, Exporter Underwriting	06/01/2017
663790	ESS-NEW	Test Exporter - 477 Testing	Maryland	Galletas Magnificos S.a. De C.v.	MEXICO		Pending, Exporter Underwriting	06/09/2017

36. Click on “Expand Application Status History” to track the progress of your application.

Home Customer Service

Test Exporter - 477 Testing Business Address: 6510 Tilden Ln, Rockville, MD 20852-3745 Primary Contact:

Application Details:

Tracking #: 663591 Application Type: MULTI-BUYER NEW
 Applicant: Test Exporter - 477 Testing
 Application Start Date: 05/25/2017 16:16:43 Application Submitted Date: 06/01/2017 12:53:39
 Assigned RM: Jean Fitzgibbon
 Transaction #: 663591 Transaction Type: ENB
 Transaction Status: Pending, Exporter Underwriting Date Status Set: 08/02/2017 23:20:50

[Application Summary](#)
[Expand Application Status History](#) 

[Back](#)

Home

Test Exporter - 477 Testing Business Address: 6510 Tilden Ln, Rockville, MD 20852-3745 Primary Contact:

Application Details:

Tracking #: 663591 Application Type: MULTI-BUYER NEW
 Applicant: Test Exporter - 477 Testing
 Application Start Date: 05/25/2017 16:16:43 Application Submitted Date: 08/01/2017 12:53:39
 Assigned RM: Jean Fitzgibbon
 Transaction #: 663591 Transaction Type: ENB
 Transaction Status: Pending, Exporter Underwriting Date Status Set: 06/02/2017 23:20:50

[Application Summary](#)
[Collapse Application Status History](#) 

Date	Created By	Status
06/02/2017 23:20:50	fitzgibb	(Application) Pending-RelationshipManagerUnderwriting
08/01/2017 13:03:05	bapadmins	(Policy) Initiated
06/01/2017 13:03:05	bapadmins	(Application) Pending-BeingRouted
08/01/2017 13:03:03	bapadmins	(Quote) Quote Initiated
06/01/2017 12:58:13	bapadmins	(Application) Pending-AutomatedUnderwriting
08/01/2017 12:56:03	bapadmins	(Application) Pending-DNBInfo
06/01/2017 12:53:39	ed_exporter	(Application) Submitted
05/25/2017 16:16:43	ed_exporter	(Application) InProcess-Saved

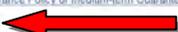
[Back](#)

37. After your application has been approved, you will receive an automated email notification from EOL inviting you to view your quote. You can view and respond to the quote by clicking on “Act on Quote” from your landing page.

Test Exporter Business Address: 6510 Tilden Ln, Rockville, MD 20852-3745 Primary Contact:

Act / Manage Transactions

Act

- [Apply for a Letter of Interest](#)
- [Apply for Insurance Policy or Medium-term Guarantee](#)
- [Act on Quote](#) 
- [Apply for Special Business Credit Limit \(SBLIM\)](#)
- [Apply for Issuing Bank Credit Limit \(IBCL\)](#)
- [Continue a Saved Application](#)
- [Continue a Saved Claim](#)

Manage

- [Amend a Policy or Guarantee](#)
- [Assign Insurance Policy Proceeds](#)
- [Report Shipments](#)
- [Make A Payment](#)
- [Report Overdues](#)
- [File a Claim](#)
- [Request a Disbursement Approval](#)
- [Maintain Letters of Interest](#)

Monitor Portfolio

My Portfolio

- [Pending Applications](#)
- [Pending Claims](#)
- [Insurance In Force/Recently Expired Policies](#)
- [Insurance Policy Assignments](#)
- [Authorized + Non-Operative Guarantees](#)
- [Operative Guarantees](#)
- [Search Portfolio](#)

Miscellaneous

- [Historical Transactions](#)
- [My Company Profile](#)
- [Maintain Broker](#)