Atradius

Managing risk, enabling trade

Atradius Atrium

Quick Guide

Simple, relevant, transparent

Atradius Atrium is your credit management hub. Through a single portal you can manage your daily policy activities, and analyse your portfolio of customers.

Please find below a list of frequently asked questions:

Where can I apply for a credit limit? 3

Buyer search > **SELECT POLICY** > Cover summary > **APPLY**
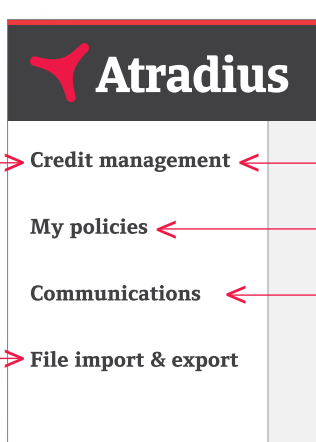
Where can I view or amend a credit limit? 3

Buyer search > **SELECT POLICY** > **VIEW OR AMEND**

Where can I export a list of all my credit limits? 4

Overview > **EXPORT ALL LIMITS**

Where can I import a list of credit limit applications? 4

◉ Create, cancel or amend cover

Atradius

- Credit management
- My policies
- Communications
- File import & export

Where can I submit a non-payment? 5

Buyer search > **SELECT POLICY** > Non-payments summary > **SUBMIT NON-PAYMENT**

Where can I view or amend a non-payment case? 5

Buyer search > **SELECT POLICY** > Non-payments summary > **VIEW DETAILS**

Where can I find all my non-payment cases? 6

Overview > **VIEW ALL CASES**

Where can I view my policy documents? 6

VIEW MY POLICY or **LIST INVOICES** or **VIEW DOCUMENTS**

Where can I submit my business declarations? 7

DECLARATIONS

Where can I find updates and actions I need to take? 7

Buyer cover (for example)

Where can I apply for a credit limit?

Credit management > **Buyer search** > **SELECT POLICY** > **Cover summary** > **APPLY**

Credit management

My policies

Communications

File import & export

Buyer search

Search by Atradius ID

Policy

Customer name
ASCOTT BUILDING

Policy ID

Status
LIVE

SELECT POLICY

Cover summary

Amount
N/A

150,000

○ Credit check

NEXT

Cover type
Credit limit

Amount

150,000

Cover start date
17/05/2018

Terms of p

Additional information

Add files or notes

APPLY

Where can I view or amend a credit limit?

Credit management > **Buyer search** > **SELECT POLICY** > **VIEW OR AMEND**

Credit management

My policies

Communications

File import & export

Buyer search

Search by Atradius ID

Policy

Customer name
ASCOTT BUILDING

Policy ID
541170

Status
LIVE

SELECT POLICY

Status
Approved ⚠

VIEW DETAILS

There is no open case for the buyer on this pol

Don't forget to submit your non-payment case, if this buyer has
invoices with

Due date between   20/06/2018 and 2

Debt amount exceeds   2,500 EUR

Where can I export a list of all my credit limits?

Credit management > **Overview** > EXPORT ALL LIMITS

Credit management	**Overview**
My policies	
Communications	
File import & export	

Overview

Credit limits		Non-payments	
To apply for cover, search for a buyer		To record debt, search for a buyer	
Total active	Pending decisions	Total open	
2603	**16**	**5**	
Total active amount	Available cover	Debt filed	Collections
162,492,770	ℹ	4,329,092	2,105,360
VIEW ALL LIMITS EXPORT ALL LIMITS ANALYSE TRENDS		VIEW ALL CASES ANALYSE TRE	

Where can I import a list of credit limit applications?

File import & export > ◉ Create, cancel or amend cover

Credit management	Import │ Exported files
My policies	
Communications	●————○————○————○
File import & export	Select action type Select file template Import file Submit file
	◉ Create, cancel or amend cover NEXT

Where can I submit a non-payment?

Credit management > Buyer search > SELECT POLICY > Non-payments summary > SUBMIT NON-PAYMENT

Credit management

My policies

Communications

File import & export

Buyer search

Search by Atradius ID

Policy

Customer name
ASCOTT BUILDING

Status
LIVE

SELECT POLICY

Non-payments summary

There is no open case for the buyer on this policy

Don't forget to submit your non-payment case, if this buyer has any unpaid invoices with

Due date between	20/06/2018 and 21/07/2018
Debt amount exceeds	2,500 EUR

SUBMIT NON-PAYMENT

Where can I view or amend a non-payment case?

Credit management > Buyer search > SELECT POLICY > Non-payments summary > VIEW DETAILS

Credit management

My policies

Communications

File import & export

Buyer search

Search by Atradius ID

Policy

Customer name
ASCOTT BUILDING

Status
LIVE

SELECT POLICY

Non-payments summary

Debt filed	Collections	Claims paid	Net position
29,404	12,198	18,877	8,446

VIEW DETAILS

Where can I find all my non-payment cases?

Credit management > **Overview** > **VIEW ALL CASES**

Credit management
My policies
Communications
File import & export

Overview

Credit limits

To apply for cover, search for a buyer

Total active
2603

Pending decisions
16

Total active amount
162,492,770

Available cover
ⓘ

VIEW ALL LIMITS   EXPORT ALL LIMITS   ANALYSE TRENDS

Non-payments

To record debt, search for a buyer

Total open
5

Debt filed
4,329,092

Collections
2,105,360

VIEW ALL CASES   ANALYSE TREI

Where can I view my policy documents?

My policies > **VIEW MY POLICY** or **LIST INVOICES** or **VIEW DOCUMENTS**

Credit management
My policies
Communications
File import & export

My policies

My policies

Policies name or ID

ADVANCED FILTERS

Please select a status

Customer
ASCOTT BUILDING LTD

Policy
541170

Country
Andorra

Status
LIVE

VIEW MY POLICY   DECLARATIONS   LIST INVOICES   VIEW DOCUMENTS

Where can I submit my business declarations?

My policies > **DECLARATIONS**

Credit management

My policies

Communications

File import & export

My policies

My policies

Policies name or ID

ADVANCED FILTERS

Please select a status

Customer
ASCOTT BUILDING LTD

Country
Andorra

Policy
541170

Status
LIVE

VIEW MY POLICY   DECLARATIONS   LIST INVOICES   VIEW DOCUMENTS

Where can I find updates and actions I need to take?

Communications > **Buyer cover** (for example)

Credit management

My policies

Communications

File import & export

Communications

Buyer cover	Policy	Declarations	Claims	Other
2 New	0 New	3 New	0 New	0 New

Filter 🛈   Created date   Communication type   Sort by   Order by
                            All   All   Date   Descending

🚩 **Created date:** 12/10/2018   **Withdrawal of cover**
   Buyer: ASCOTT BUILDING LTD   Credit limit has been withdrawn
   Buyer country: Spain   **Cover ID:** 54117001
   Policy: GLOBEX 7383975   **Cover amount:** 10,000 EUR
                                             Customer reference: 57842154

   BUYER TRANSACTIONS

ⓘ **Created date:** 12/10/2018   **Withdrawal of cover**
   Buyer: ASCOTT CARPENTRY LTD   Credit limit cancelled
   Buyer country: Netherlands   **Cover ID:** 6324227
   Policy: GLOBEX 7383975   **Cover amount:** 0 EUR
                                             Customer reference: 5321809

   BUYER TRANSACTIONS

⚠ **Created date:** 12/10/2018   **Withdrawal of cover**
   Buyer: SPT ELECTRONIQUE S.A.   Credit limit due to expire within 30 days. This alert will be deleted if a new
   Buyer country: Luxembourg   application is made
   Policy: GLOBEX 7383975   **Cover ID:** 86706824

System requirements

Atradius Atrium works optimally with the following system requirements.

- Devices: PC, Mac and Tablets.
- Minimum Screen Resolution: 1024 x 768.
- Optimal Screen Resolution: 1440 x 900 and above.
- Optimal Browser Versions: Firefox Version 31 and above.
  Chrome version 42 and above
  Internet Explorer 11 and above
  Safari 7 and Safari 8.x.
- Cookies and JavaScript must be enabled.
- Operating system and browser language settings must be the same.

Please note that layout inconsistencies could appear in earlier browsers versions. However, the application will still be functional.

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