

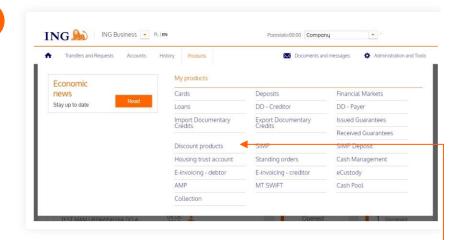


How to apply for purchase of receivables?

3

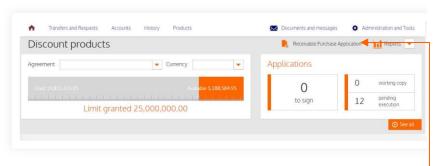


1

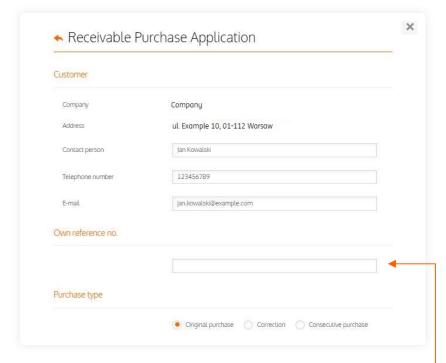


Choose **Products**, and then **Discount products** from the main menu.

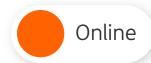
2



Click Receivable Purchase Application.



- → **Fill the application** as instructed on the screen. We will automatically fill in the company's address and contact details with information from the system.
- → You can choose Own reference no. in the form of e.g. contract number, order number, date, any means of which you can easily identify it in the future. This field will only be visible to you.



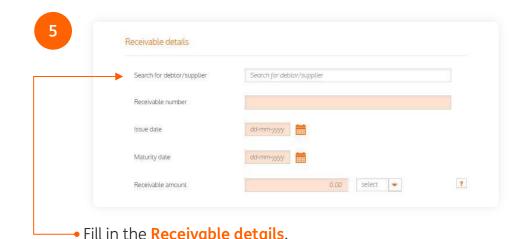


Decide on the type of purchase, you can choose:

- → Original purchase, i.e. purchase disposition for a specific invoice (or invoices),
- → Correction correction of a previously submitted receivable purchase disposition. Usually it is related to issuing a correcting invoice to the original invoice,
- → Consecutive purchase if the original purchase concerned only part of the invoice, thanks to this option it is possible to order the purchase of the remaining part of the receivable.



 Select from the list the agreement the one which under the bank has provided a purchase of receivables program.



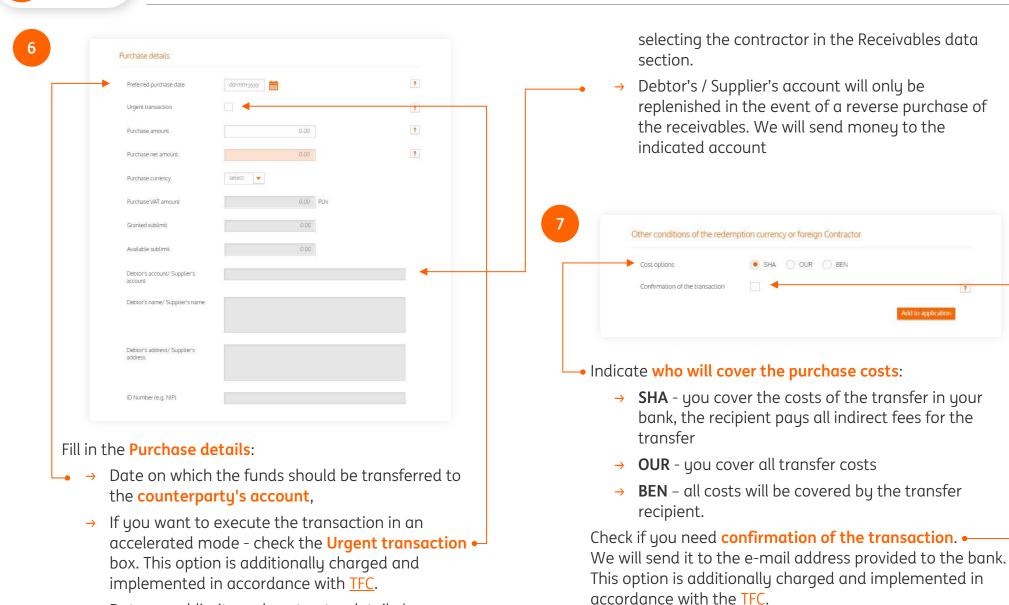
! IMPORTANT!

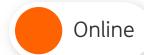
You can skip this step and import invoice data directly from the file, which you can attach in the **Import the receivables from the file** section (go to step 8). Consider this option when you want to apply for a purchase of multiple invoices within one disposition.

Data on sublimits and contractor details (grey fields) will be completed automatically after



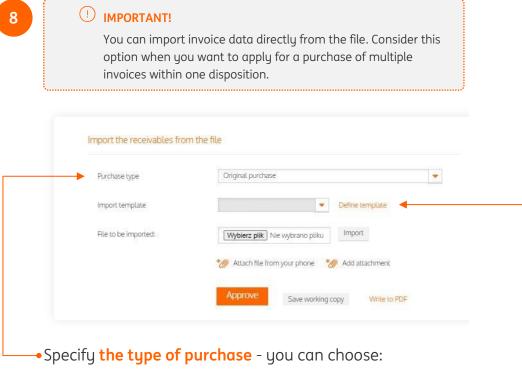






How to apply for purchase of receivables?





- → **Original purchase**, i.e. purchase disposition for a specific invoice (or invoices),
- → Original purchase Split payment

You can use the template prepared by you (or define it) and use it to import from your financial and accounting system a file containing many receivables to be purchased.

IMPORTANT!

- → The file uploaded to the system must be compatible with the previously prepared template.
- → Make sure to check the appropriate box if you want the funds to be withdrawn using the Split Payment Mechanism

Purchase type	Original purchase
Import template	▼ Define template
File to be imported:	Wybierz plik Nie wybrano pliku Import
	* Attach file from your phone * Add attachment

If all the entered data is correct, click **Approve**.

How to apply for purchase of receivables?







Sign and send the application.

- U IMPORTANT!
- → The application may be sent after being signed by appropriate persons in accordance with the approval schemes applicable in the company.





To send the application to the bank, it is necessary to authorize this activity by entering an **SMS code**. Enter the SMS code and click **Sign and send**.



That's all! You have applied for purchase of receivables!



If you have more questions call ING Business Centre:

32 357 00 24 or 801 242 242

Our advisers are available on business days from **Monday** to **Friday** from **8:00 to 18:00**.

Do you have questions? We have answers!

More: www.ingbusiness.pl/pomoc



This instruction can be found on: <u>ingbusiness.pl/</u> <u>wykup_wierzytelności</u>