

Atradius Atrium

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 used actions.

Atradius Buyer search User Name

- Credit management**
- > Policies
- > Credit limits
- > Non-payments

Communications

File import & export

- Apply for a credit limit** | [page 2](#)
Buyer search > Search > Select policy > Credit limits: Apply
- View or amend a credit limit** | [page 3](#)
Buyer search > Search > Select policy > Credit limits: View or Amend
- Submit a non-payment** | [page 6](#)
Buyer search > Search > Select policy > Non-payments: Submit a case
- View a non-payment case** | [page 7](#)
Buyer search > Search > Select policy > Non-payments: View details
- Export a list of all my credit limits** | [page 4](#)
Credit management > Credit limits: Export all limits
- Export a list of all my non-payment cases** | [page 8](#)
Credit management > Non-payments: Export all cases
- View a copy of my policy documents** | [page 10](#)
Policies: View policy > Policy detail: Policy requests
- Submit my business declarations** | [page 11](#)
Policies: View policy > Policy detail: Declarations
- View my invoices** | [page 12](#)
Policies: View policy > Policy detail: Invoices
- Find updates on changes and actions** | [page 13](#)
Communications: Buyer cover (for example)
- Import a list of credit limit applications** | [page 5](#)
File import & export > Import: Create, cancel or amend credit limits
- Import non-payment cases** | [page 9](#)
File import & export > Import: Create or amend non-payment cases

Apply for a credit limit

Buyer search > Search > Select policy > Credit limits: Apply

Search my buyers

If you've dealt with a buyer before then you can perform a quick search by entering their Atradius Buyer Number, Customer reference or Buyer Name.

My buyers | **New buyers**

Buyer search
7389753 Atradius ID Customer reference Buyer name Search


GLOBEX

This page provides summary information relating to the buyer that has been selected. Where possible, the page shows your default policy, but this can be changed to show the context of the buyer in relation to other policies via the select policy link. You can apply for cover and submit a case from the cover summary and non payment summary.

Buyer details | Buyer rating | Financial information | Buyer documents

Atradius ID 7383975	Company registration 330774221	VAT number 70091127	Show more
------------------------	-----------------------------------	------------------------	---------------------------

Policy details

Policy ID 541170	Customer name ASCOTT BUILDING	Status Live	
Currency EUR	Insurance year 01/07/2020 - 30/06/2021	Available cover 5,006,000 (EUR)	Select policy

Credit limits

You have not applied for cover. Apply

Non-payments

There is no open case for the buyer on this policy.

If you are using your policy's standard credit terms, don't forget to submit your non-payment case, if this buyer has any unpaid invoices. Submit a case

View or amend a credit limit

Buyer search > Search > Select policy > Credit limits: View or Amend

Search my buyers

If you've dealt with a buyer before then you can perform a quick search by entering their Atradius Buyer Number, Customer reference or Buyer Name.

My buyers | **New buyers**

Buyer search

Atradius ID Customer reference Buyer name Search


GLOBEX

This page provides summary information relating to the buyer that has been selected. Where possible, the page shows your default policy, but this can be changed to show the context of the buyer in relation to other policies via the select policy link. You can apply for cover and submit a case from the cover summary and non payment summary.


Buyer details | Buyer rating | Financial information | Buyer documents

Atradius ID 7383975	Company registration 330774221	VAT number 70091127	Show more
------------------------	-----------------------------------	------------------------	---------------------------

Policy details

Policy ID 541170	Customer name ASCOTT BUILDING	Status Live	
Currency EUR	Insurance year 01/07/2020 - 30/06/2021	Available cover 5,006,000 (EUR)	Select policy

Credit limits

Amount 150,000 (EUR) 	Cover type Credit limit
Status Approved	> View > Amend

Non-payments

There is no open case for the buyer on this policy.

If you are using your policy's standard credit terms, don't forget to submit your non-payment case, if this buyer has any unpaid invoices.

Submit a case

Export a list of all my credit limits

Credit management > Credit limits: Export all limits

The screenshot shows the Atradius web application interface. At the top left is the Atradius logo. The top right contains a search bar labeled 'Buyer search' and a user profile icon labeled 'User Name'. On the left side, there is a navigation menu with the following items: 'Credit management' (highlighted), 'Policies', 'Credit limits', 'Non-payments', 'Communications' (with a red notification icon), and 'File import & export'. The main content area is titled 'Credit management' and includes a sub-header: 'Here you can see an overview of your credit limits and non-payments in the context of all your policies, you can narrow this down to a single policy or policy group if available.' Below this is a 'Selected policies' section with a dropdown menu showing 'Policy ID' and 'All policies', and a red 'Change selection' button. A 'Currency' dropdown is set to 'Euro (EUR)'. The interface is divided into two main panels: 'Credit limits' and 'Non-payments'. The 'Credit limits' panel displays: 'Total active: 2603', 'Total active amount: 162,492,770 (EUR)', 'Pending decisions: 16', and 'Available policy cover: To view available cover, select a single policy.' The 'Non-payments' panel displays: 'Total open: 5', 'Debt filed: 4,329,092 (EUR)', 'Partially saved cases: 21', 'Collections: 2,105,360 (EUR)', and 'Net position: 1,906,320 (EUR)'. At the bottom of each panel are action buttons: '> View all limits', '> Export all limits' (highlighted with a blue box), and 'Analyse trends'. The 'Non-payments' panel also has '> View all cases', '> Export all cases', and 'Analyse trends' buttons.

Import a list of credit limit applications

File import & export > Import: Create, cancel or amend credit limits

Atradius Buyer search User Name

Credit management

- > Policies
- > Credit limits
- > Non-payments

Communications

File import & export

- Insights
- API Store
- Collect@Net

Supplier information

- Customer Service Charter
- Legal & Security

Copyright © 2020 Atradius
All rights reserved

File import & export

Here you can import credit limit applications and non-payment cases with their transactions by importing a file. You can also view previous files that have been imported and monitor the uploading progress.

Import | **Export**

Progress: 1. Action type (selected) | 2. File template | 3. Import file | 4. Complete

Select action type

- Create, cancel or amend credit limits
- Create or amend non-payment cases

Next

Imported files Filter: Credit limits Refresh:

File name	Import date	Processing status	Remaining rows	Successful rows	Failure rows
Credit-limit-applications-10082020.xlsx	14/08/2020 12:05	Complete	0	100	0
Credit-limit-updates-11052020.xlsx	14/08/2020 12:02	Complete	0	13	0
Credit-limits-policy-541170.xlsx	14/08/2020 12:01	Complete	0	21	0
Credit-limit-policy-548714.xlsx	14/08/2020 11:59	Complete	0	55	3

Submit a non-payment

Buyer search > Search > Select policy > Non-payments: Submit a case

Search my buyers

If you've dealt with a buyer before then you can perform a quick search by entering their Atradius Buyer Number, Customer reference or Buyer Name.

My buyers | **New buyers**

Buyer search
 Atradius ID Customer reference Buyer name Search


GLOBEX

This page provides summary information relating to the buyer that has been selected. Where possible, the page shows your default policy, but this can be changed to show the context of the buyer in relation to other policies via the select policy link. You can apply for cover and submit a case from the cover summary and non payment summary.


Buyer details | Buyer rating | Financial information | Buyer documents

Atradius ID 7383975	Company registration 330774221	VAT number 70091127	Show more
------------------------	-----------------------------------	------------------------	---------------------------

Policy details

Policy ID 541170	Customer name ASCOTT BUILDING	Status Live		Select policy
Currency EUR	Insurance year 01/07/2020 - 30/06/2021	Available cover 5,006,000 (EUR)		

Credit limits

Amount 150,000 (EUR) 	Cover type Credit limit
Status Approved	View Amend

Non-payments

There is no open case for the buyer on this policy.

If you are using your policy's standard credit terms, don't forget to submit your non-payment case, if this buyer has any unpaid invoices with:

Due date between
30/05/2020 and 29/06/2020

Submit a case

View a non-payment case

Buyer search > Search > Select policy > Non-payments: View details

Search my buyers

If you've dealt with a buyer before then you can perform a quick search by entering their Atradius Buyer Number, Customer reference or Buyer Name.

My buyers | **New buyers**

Buyer search

Atradius ID Customer reference Buyer name Search


GLOBEX

This page provides summary information relating to the buyer that has been selected. Where possible, the page shows your default policy, but this can be changed to show the context of the buyer in relation to other policies via the select policy link. You can apply for cover and submit a case from the cover summary and non payment summary.


Buyer details | Buyer rating | Financial information | Buyer documents

Atradius ID 7383975	Company registration 330774221	VAT number 70091127	Show more
------------------------	-----------------------------------	------------------------	---------------------------

Policy details

Policy ID 541170	Customer name ASCOTT BUILDING	Status Live	
Currency EUR	Insurance year 01/07/2020 - 30/06/2021	Available cover 5,006,000 (EUR)	Select policy

Credit limits

Amount 150,000 (EUR) 	Cover type Credit limit
Status Approved	View Amend

Non-payments

Collections 0	Claims paid 60,000
Net position 17,888 (EUR)	Debt filed 77,888 (EUR)
View details	

Export a list of all my non-payment cases

Credit management > Non-payments: Export all cases

The screenshot shows the Atradius Credit management dashboard. The left sidebar contains navigation options: Credit management (selected), Policies, Credit limits, Non-payments, Communications, and File import & export. The main content area is titled 'Credit management' and includes a 'Selected policies' dropdown set to 'All policies' with a 'Change selection' button. A 'Currency' dropdown is set to 'Euro (EUR)'. Two summary cards are displayed: 'Credit limits' and 'Non-payments'. The 'Non-payments' card features a blue box around the 'Export all cases' button. Below the cards are navigation links for 'View all limits', 'Export all limits', 'Analyse trends', 'View all cases', 'Export all cases', and 'Analyse trends'.

Credit limits		Non-payments	
Total active	2603	Total open	5
Pending decisions	16	Partially saved cases	21
Total active amount	162,492,770 (EUR)	Debt filed	4,329,092 (EUR)
Available policy cover	To view available cover, select a single policy.	Collections	2,105,360 (EUR)
		Net position	1,906,320 (EUR)

Import non-payment cases

File import & export > Import: Create or amend non-payment cases

The screenshot shows the Atradius web interface for file import and export. The left sidebar contains navigation links for Credit management, Communications, File import & export (highlighted), Insights, API Store, and Collect@Net. The main content area is titled 'File import & export' and includes a progress bar with four steps: Action type, File template, Import file, and Complete. The 'Action type' step is active, showing two radio button options: 'Create, cancel or amend credit limits' and 'Create or amend non-payment cases' (selected). A 'Next' button is visible below the options. Below the progress bar is a table of 'Imported files' with columns for File name, Import date, Processing status, Remaining rows, Successful rows, and Failure rows. The table contains four rows of data, all with a 'Complete' status. A filter dropdown is set to 'Credit limits' and a refresh button is present.

File import & export

Here you can import credit limit applications and non-payment cases with their transactions by importing a file. You can also view previous files that have been imported and monitor the uploading progress.

Import | Export

Progress bar: 1. Action type (Active), 2. File template, 3. Import file, 4. Complete

Select action type

- Create, cancel or amend credit limits
- Create or amend non-payment cases

Next

Imported files | Filter: Credit limits | Refresh: [Refresh icon]

File name	Import date	Processing status	Remaining rows	Successful rows	Failure rows
Credit-limit-applications-10082020.xlsx	14/08/2020 12:05	Complete	0	100	0
Credit-limit-updates-11052020.xlsx	14/08/2020 12:02	Complete	0	13	0
Credit-limits-policy-541170.xlsx	14/08/2020 12:01	Complete	0	21	0
Credit-limit-policy-548714.xlsx	14/08/2020 11:59	Complete	0	55	3

View a copy of my policy documents

Policies: View policy > Policy detail: Policy requests

Submit my business declarations

Policies: View policy > Policy detail: Declarations

Atradius Buyer search User Name

Credit management

- > **Policies**
- > Credit limits
- > Non-payments

Communications !

File import & export

- Insights
- API Store
- Collect@Net

Policies

This page shows your current credit management context and provides you with the ability to change this context by either selecting a policy or policy group from your policy list or by selecting all the policies in your portfolio. Filters are provided to help you find the policy or policy group you require.

Selected policies

Policy ID: All policies Change selection

Showing 3 of 3 policies

Policy ID, policy group or customer name:

Live policies only Single policies Grouped policies Sort by: Name (A-Z)

Policy ID	Customer name	Renewal date	Status	
541170	ASCOTT BUILDING	01/07/2020	Live	> Select policy > View policy

Supplier information

Policy detail

The 'Policy details' page allows you to view details of your selected policy and manage policy administration tasks such as declaring turnover, viewing invoices and requesting policy documentation.

ASCOTT BUILDING LTD Select insurance period: 01/01/2020 - 31/12/2020

Policy ID 541170	Declaration type Turnover policy	Policy type Atradius Modula policy	Broker MY BROKER	Status Live
Customer ID 4262735	Currency EUR	Language English	Renewal date 01/01/2021	

Policy requests Declarations Invoices

Select declaration period:
01/07/2019 - 30/06/2020

Submit new declaration

Invoice number	Invoice date	Premium	Total declared amount
--	--	--	--

To enter information in a row, select the icon or double click the field.

To confirm changes made in the row, select the icon. To discard changes made, select the .

Nil declaration ! Please enter amounts to the nearest whole unit of the appropriate currency

Country	Cover type	Payment terms	Declared amount	Premium rate %

View my invoices

Policies: View policy > Policy detail: Invoices

Atradius Buyer search User Name

Credit management

- > **Policies**
- > Credit limits
- > Non-payments

Communications !

File import & export

- Insights
- API Store
- Collect@Net

Policies

This page shows your current credit management context and provides you with the ability to change this context by either selecting a policy or policy group from your policy list or by selecting all the policies in your portfolio. Filters are provided to help you find the policy or policy group you require.

Selected policies

Policy ID
All policies Change selection

Showing 3 of 3 policies

Policy ID, policy group or customer name:

Live policies only Single policies Grouped policies Sort by

Policy ID	Customer name	Renewal date	Status	
541170	ASCOTT BUILDING	01/07/2020	Live	> Select policy > View policy

Supplier information

Policy detail

The 'Policy details' page allows you to view details of your selected policy and manage policy administration tasks such as declaring turnover, viewing invoices and requesting policy documentation.

ASCOTT BUILDING LTD Select insurance period

Policy ID 541170	Declaration type Turnover policy	Policy type Atradius Modula policy	Broker MY BROKER	Status Live
Customer ID 4262735	Currency EUR	Language English	Renewal date 01/01/2021	

Policy requests | **Declarations** | **Invoices**

Invoice ID Advanced filters 6 Apply Filters

Paid status **Sort by** **Order by**

Invoice ID	Date issued	Type	Outstanding	Amount
369852147	03/02/2020	Normal premium	2,126.02 (EUR)	2,126.02 (EUR)
	Due date 20/02/2020	Declaration period ---		
369852141	06/02/2020	Normal premium	0.00	2,431.35

Find updates on changes and actions

Communications > Buyer cover, Policies, Declarations, Claims and other updates

The screenshot shows the Atradius web application interface. The top navigation bar includes the Atradius logo, a search bar for buyers, and a user profile icon. The left sidebar contains navigation options: Credit management (Policies, Credit limits, Non-payments), Communications (highlighted with a red circle and a notification icon), File import & export, Insights, API Store, and Collect@Net. The main content area is titled 'Communications' and provides an overview of selected communications. It includes filter and sorting options: Filter (text input), Created date (dropdown: All), Communication type (dropdown: All), Sort by (dropdown: Date), and Order by (dropdown: Descending). Below these are tabs for communication categories: Buyer cover (63), Policies, Declarations (4), Claims (5), and Other (29). The 'Buyer cover' tab is active, showing a list of 'Buyer rating changes'. Two entries are visible, both dated 06/08/2020. The first entry is for policy GLOBEX - 738975, showing 3 significant improvements, 1 significant deterioration, and 0 movements to 100. The second entry is for policy ASCOTT LTD - 588432, showing 3 significant improvements, 1 significant deterioration, and 0 movements to 100. At the bottom, there is a pagination control showing 'Page 1 of 1 (1 of 1 items)' and a 'Show 5 results per page' dropdown.

Connect with Atradius
on Social Media

