

# Guide 3 - Buyer search

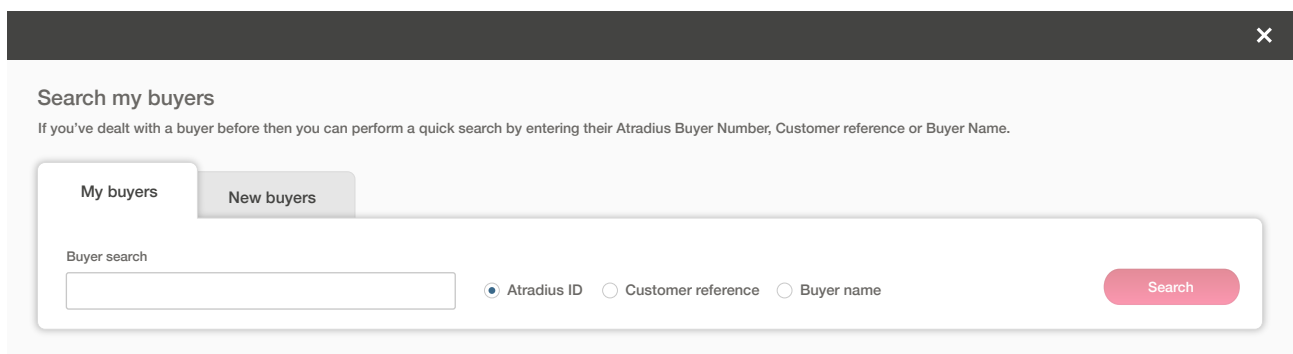
## Overview

Atradius Atrium revolves around buyers, which are your customers or potential future trading partners. As you will have cover in place against multiple buyers, Buyer search makes it easy to find these throughout Atradius Atrium.

The Buyer search can be found next to your username in the black header bar. On each screen in Atradius Atrium, you can search for a buyer with a limited amount of information and get the right result, allowing you to apply for a credit limit or submit a non-payment. This will make performing credit management activities easy to complete, with the Buyer search being the quickest way to access more details for your buyer.



When the Buyer search is selected, a new screen will appear. You will see that there are two categories by which you can search for a buyer; My buyers, which is active by default, and New buyers.

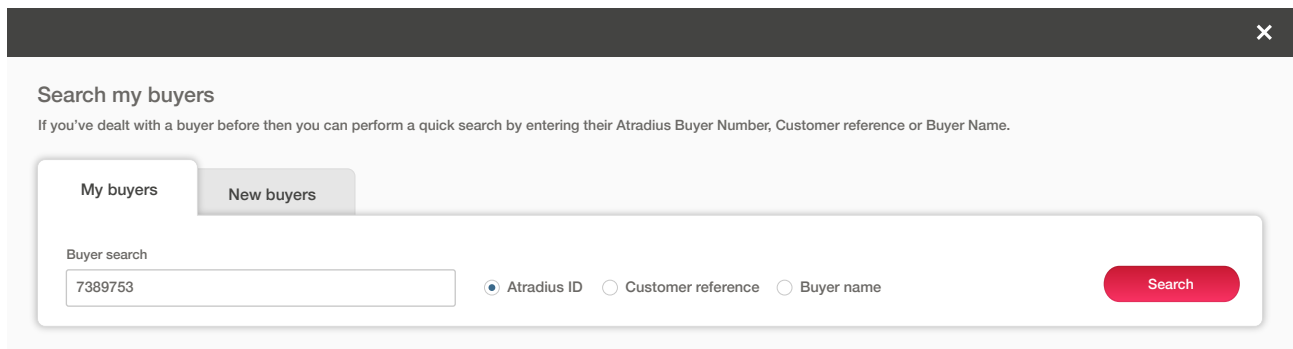


## My buyers

There are three ways to search for a buyer that is already included in your policy.

### Atradius ID and Customer reference

The most accurate way of finding your buyer is to either enter the Atradius ID or the Customer reference (which is your own reference as shown in the list of credit limit decisions under the selected policy).



Once you have selected the search button, the details for the requested buyer will be presented automatically if a match is found from your policy. Here you will be able to access an overview of the company information, as well as any cover or non-payments that may exist against the selected policy.



Read Guide 5 - View buyer details to learn more about viewing a buyer

[Back to search results](#)

### GLOBEX S.A.R.L.

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

Atradius ID  
7383975

Company registration  
330774221

VAT number  
70091127

[Show more](#)

#### Policy details

Policy ID  
541170

Customer name  
ASCOTT BUILDING

Status  
Live

9%

Currency  
EUR

Insurance year  
01/07/2020 - 30/06/2021

Available cover  
5,006,000 (EUR)

[Select policy](#)

#### Credit limits

Amount  
25,000 (EUR)

Cover type  
Credit limit

Status  
Approved

[View](#)  
[Amend](#)

[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 with:

Due date between  
28/09/2020 and 28/10/2020

[Submit a case](#)

Selecting the option to go back to the previous page will give you the opportunity to search for another buyer.

### 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](#)

Search returned 1 results for: '7883975'

Sort by [Relevance \(High - Low\)](#)

Atradius ID  
7383975

Company registration  
330774221

VAT number  
70091127

Buyer name  
GLOBEX S.A.R.L.

Trade sector  
Joinery installation

Address  
MERIT 362, ANDORRA LA VELLA,  
Andorra, AD5000

## Buyer name

Atradius Atrium has a smart search function. This means that when searching by Buyer name, the system will automatically show you a list of all results matching the keywords, even if the name is only entered partly correctly. If there is only one buyer that matches with what was entered, the details for this buyer will be presented automatically.

To select a buyer, you can either click on the Atradius ID or the Buyer name for each buyer shown in the results overview.

Search returned 2 results for: 'Globex' Sort by Relevance (High - Low) ▾

Atradius ID 7383975	Company registration 330774221	VAT number 70091127
Buyer name GLOBEX S.A.R.L.	Trade sector Joinery installation	Address MERIT 362, ANDORRA LA VELLA, Andorra, AD5000

Atradius ID 9985030	Company registration 426080855	VAT number 40843311
Buyer name GLOBEX S.A.	Trade sector Mfg of aircraft and spacecraft	Address WATERSIDE 34, LES ESCALDES, Andorra, AD700

Page 1 of 1 (1 of 1 items) ◀ < 1 > ▶ Show 5 ▾ results per page



Before filling in the buyer search field with the name of your customer, you will need to check the Buyer name option. However, should you forget to do this, a tool tip will appear to inform you that the format is incorrect.

Search my buyers

My buyers New buyers

Buyer search

Globex| Enter numbers between 0 and 9  
Enter 8 characters or less

Atradius ID  Customer reference  Buyer name Search

❗ Format is incorrect.  
Please enter only numeric values

## New buyers

If the specific buyer does not appear as a customer on one of your policies, this will bring back no results. From here, you can search Atradius' database for new buyer opportunities by clicking on 'search for a new buyer' or by going to the New buyers tab.

My buyers    New buyers

Buyer search

7389753     Atradius ID     Customer reference     Buyer name    Search

No results showing for: '78839733'

Can't find what you're looking for?  
If you haven't dealt with a buyer before then you may need to [search for a new buyer](#)

In the New buyers tab you can search for a buyer which does not already appear in your existing portfolio. This allows you to search the entire Atradius database for the buyer that you are looking for, with a number of filters to narrow down your search.

## Country

You will first need to limit your search to a single buyer country from a list of options. If you have set a default country from the account defaults page in the black header bar, this will automatically appear as your selected choice.



Read Guide 12 - Account settings to learn more about setting your account defaults

My buyers    New buyers

Country

Please select a country

American Samoa  
Andorra  
Anguilla  
Antartica  
Anitgua & Barbuda

After you have selected the buyer country, there are two ways you can enter additional search details: Search by identifier or Search by buyer details.

The screenshot shows a web interface with two tabs: 'My buyers' and 'New buyers'. The 'New buyers' tab is active. Below the tabs, there is a 'Country' dropdown menu set to 'Andorra'. The interface is divided into two main search sections:

- Search by identifier:** This section includes a dropdown for 'Identifier type' set to 'Atradius ID', an empty text input for 'Identifier value', and a pink 'Search' button.
- Search by buyer details:** This section includes four text input fields for 'Buyer name', 'Address', 'City', and 'Postcode', and a pink 'Search' button.

### Search by identifier

If you have the buyer's Atradius ID or its unique number (such as its Dun and Bradstreet, registration or VAT number), searching by identifier will quickly take you to the overview for that specific buyer. With the exception of the Atradius ID, the identifier types which you can choose from will depend on the selected country.

This screenshot is similar to the one above, but the 'Identifier type' dropdown menu in the 'Search by identifier' section is expanded. It shows the following options:

- Atradius ID (selected)
- Company Registration Number
- VAT Number
- Atradius ID

The rest of the interface, including the 'Country' dropdown (Andorra) and the 'Search by buyer details' section, remains the same.

Once you have selected the Search button at the bottom of the section, the details for the requested buyer will be presented automatically if a match is found from the Atradius database.

### Search by buyer details

If you do not have a unique identifier to hand, then you can alternatively search using generic information that you may have for your buyer, such as the organisation name or the registered address.

My buyers    New buyers

Country  
Andorra

Search by identifier

Identifier type  
Atradius ID

Identifier value

Search

Search by buyer details

Buyer name

Address

City

Postcode

Search

Once you have entered as much information as you can for the buyer, select the Search button at the bottom of the section. If there are any matches found for the buyer within the selected country, these will be displayed in the search results.

Search returned 4 results for: 'Andorra', 'Globex' Sort by Relevance (High - Low) ▾

<b>Atradius ID</b> 7433991	<b>Company registration</b> 43442903	<b>VAT number</b> --		
<b>Buyer name</b> GLOBEX BINE SC S L		<b>Trade sector</b> --	<b>Address</b> 6966 LAFAYETTE SPRING, AD200, ENCAMP LES BONS, Andorra	
<b>Atradius ID</b> 77355922	<b>Company registration</b> 83296713	<b>VAT number</b> --		
<b>Buyer name</b> INTERNATIONAL GLOBEX CONSOR SC L		<b>Trade sector</b> --	<b>Address</b> 90, CAMI DE L'ESTANCY DE IA NOU, AD700, ESCALES-ENGORDANY, Andorra	
<b>Atradius ID</b> 32658772	<b>Company registration</b> 1143944	<b>VAT number</b> --		
<b>Buyer name</b> GLOBEX AIXAS S L		<b>Trade sector</b> Wholesale other non-agri machinery	<b>Address</b> 73, CG-6, AD6000, SANT JULIA DE LORIA, BIXESSARRI, Andorra	
<b>Atradius ID</b>	<b>Company registration</b>	<b>VAT number</b>		

If after searching for a new buyer you cannot find the one that you are looking for, you will find that there is a link at the bottom of the screen to create a new buyer. After you have provided all information and created a new buyer, you can apply for cover.



Read Guide 4 - Create a new buyer to learn more about creating a new buyer

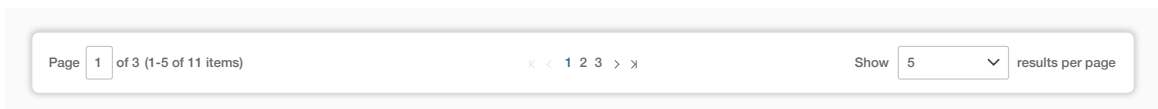
**Can't find what you're looking for?**

If you can't find the buyer and you don't think it's available on our system then you can [click here to create a new buyer](#)



**Pagination**

When viewing a list of results, Atrium will present a set of pagination options at the bottom of the page. This allows you to easily navigate between multiple pages of results, as well as influence how many items are shown on each page.



- Where there are multiple pages of results, the pagination section will show you the current page that you are on, how many pages there are in total, and the range of results shown for the current page (e.g. 1-5 out of 11 items).
- Within the centre of the pagination section, you can navigate between each page of the results, with the ability to go forward or backward a single page, or to quickly jump between the very first or very last page of the results.
- Finally, you will be able to set how many results are shown for each page. This will allow you to set this to 5, 10 or 20 items per page. You can also set how many results are shown for every listings page in Atradius Atrium under your account defaults.



Read Guide 12 - Account settings to learn more about changing your account defaults