

Guide 4 - Create new buyer

Overview

When searching for new buyers in Atradius Atrium using the Buyer search, you may find that the buyer that you are looking for has not been found for your selection criteria. If you cannot find the relevant buyer from your search results, you can select 'click here to create a new buyer' which appears at the bottom of the screen.

No results showing for: '78839377'

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](#)



Read Guide 3 - Buyer search to learn more about looking for new buyers

New buyer details

Once you select the link to create a new buyer, a new screen will appear with a form for you to complete. Here you will need to provide details for the buyer you are creating, such as legal information, company address and contact details which will help Atradius to identify the organisation that you are trading with.



Note that a number of the fields show an asterisk (*) where information must be entered in order for a buyer to be created. You can also select Cancel at the bottom of the screen if you wish to return to your search results.

Create a new buyer

If you haven't found the buyer you were searching for, you can create your buyer, by using the form below to provide details of your buyer. If you do not wish to create a new buyer, please select 'Cancel' to return to buyer search.

New buyer details * Mandatory field

Country *
 Incorrect country? [Search again](#)

Legal type *

Name *

Address *

City *

Region

Postcode

Telephone

Email

Website

VAT number

Company registration

When completing the form, you will find that some fields have been automatically filled. This is most notably seen for the Country, as this will be saved from your previous Buyer search. If you wish to change the country shown, you will have the option to do this by clicking the 'Search again' link, which allows you to perform a new search with a new country selected.

Country *
 Incorrect country? [Search again](#)

If you performed the search using an identifier type, this will also appear automatically within the relevant field of the form. You can change this by entering a new identifier in this field. A tooltip will also advise you of the correct format for the identifier.

Enter 25 or fewer characters.

Example:
9 = Numeric Value, X = Alpha Numeric Value,
C = Any Character. If anything else is stated,
this is a fixed value or see comments.
GB999999999

Once you have entered all of the relevant information that you have for the buyer, you can click on the Create button. You will see that Atrium will start processing your information, as you will see a loading animation appear within the button.

Create Cancel

When this has completed, you will be presented with the Buyer details page for your newly created buyer. From here, you will be able to select your policy or policy group and enter your credit limit application amount.

New buyer created
This buyer has been successfully created and assigned the ID 98874331

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
Atradius ID	Company registration	VAT number	Show more
98874331	--	13624376	

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

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

Matching details found

Once you have selected the Create button, the system may notify you that a buyer which includes matching details entered in the New buyer details form has been found. Where there are matching details these will be highlighted so you can compare the information and select one of the following options:

Amend details If you believe that the buyer that has been matched by Atradius Atrium is not the buyer you are trading with, you will need to make sure that the unique identifier entered is correct. You can select the Amend details button to review and update this information.

Use this buyer If the matching buyer found is the one you were looking for, you can simply select the Use this buyer button, which will direct you to the Buyer details page for this buyer.

We've found a matching buyer

We've found a buyer with **matching details** in our database. If this is the buyer you were looking for then please click 'Use this buyer' to view the buyer details. If this isn't the buyer you were looking for please click 'Amend details' and update the information you gave for the buyer, and try again.

New buyer details		Matching buyer details	
Atradius ID ---	Buyer name GLOBEX	Atradius ID 7383975	Buyer name GLOBEX S.A.R.L.
VAT number 700091127	Company registration ---	VAT number 700091127	Company registration 330774221
Address ANDORRA LA VELLA, Andorra, AD566	Legal type Private limited liability company LTD	Address MERIT 362, ANDORRA LA VELLA, Andorra, AD5000	Legal type Private limited liability company LTD
Trade sector ---	Foundation date ---	Trade sector Joinery installation	Foundation date 23/10/1056
No. of employees ---	Trading status ---	No. of employees 337	Trading status Trading
Telephone ---	Website ---	Telephone 0987 654321	Website www.globex.ad
Email ---		Email support@globex.ad	
Amend details		Use this buyer	