



EXIM Online (EOL) Guide for Exporters and Brokers:

Applying for Special Buyer Credit Limit (SBCL)

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Introduction

Tips on Completing an SBCL Application

1. Some basic functions related to an in-force policy can be accessed either from the landing page, or from within the record for that policy using the “Quick Links”.

EXIM Online
EXPORT-IMPORT BANK OF THE UNITED STATES
Build Version: EXO-6.5.0 v1
Deployed Jan 18, 2017

Logged in as: **testbroker** | [My Profile](#) | [Change Password](#) | [Logout](#)
Last logged on at 11:13 AM EDT on Apr 28, 2017

UAT Environment - EXO-6.7.0

[Home](#) [Customer Service](#)

Test Company

Business Address:
106 Garcia Ln
Rockville, MD 20850-4741

Company Contact:
Lauren Kirsch
exo_deadletter@exim.gov

Policy Contact:
Lauren Kirsch
(202) 565-3129
lauren.kirsch@exim.gov

Company: Test Company
Policy Type: ENB
Policy #: 650482
Assigned RM: Jean Fitzgibbon (exo_deadletter@exim.gov)
Broker: Test Broker
Assignee:
Policy Parameters
Policy Period: 02/01/2017 - 02/01/2018
Policy Payment Limit: \$1,250,000.00
Insured % of Coverage: 95%
Deductible: \$0.00
Credit DCL: \$0.00
Ledger DCL: \$0.00
Premium Rate: Per Rate Schedule

Quick Links
[View Policy Documents](#)
[SBCL Application](#)
[IBCL Application](#)
[Cancel/Withdraw SBCL/IBCL](#)
[Report/View Shipments](#)
[Report/View Overdues](#)
[Amend Policy](#)
[Assign Policy](#)
[Policy History](#)
[View Claims](#)
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[Due Diligence](#)

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2. Read the instructions at the beginning of the application for the credit information you will need to complete the application.
3. New applications and all other transactions in EOL (e.g. shipment reports, SBCL applications) are assigned a unique tracking number to identify them. These should be used in all communications with the underwriter.
4. The sections of an application can be completed in any order. A “✓” will appear in the “Done” column when the section is complete.

SBCL Insurance Application
OMB No. 3045-0015, Expires 11/30/2016

Tracking #: 661070

Instructions [Need help?](#)

Upon submission, a tracking number will be provided allowing you to track the application's progress.

Click on this [Country Limitation Schedule](#), to see if EXIM Bank is open for coverage in the country of your buyer, the guarantor (if any), or the buyer's end user. Credit information required is based on the requested amount.

(A) **Up to \$100,000:** Your credit history with the buyer for the last three years, or a current trade reference whose credit limit and payment terms are at least half of those you request, or a current credit agency report.

(B) **\$100,001 - \$300,000:** Current credit agency report **and** either your credit history with the buyer or a trade reference as qualified above.

(C) **\$300,001 - \$1,000,000:** "B" above, plus attach or fax the buyer's audited or signed unaudited financial statements with notes for the last two fiscal years.

(D) **More than \$1,000,000:** "B" above, plus attach or fax buyer's audited financial statements with notes and auditor's opinion for the last three fiscal years.

Point/Click in the Navigation Area to the left to access any application section. Submit the application when all required sections are completed (marked by ✓).

Click on **"Save and Exit"** to save entered information and exit the online system. Log back in any time to enter more information and/or submit the completed application.

To Print a copy of the application for your records click on the Summary link and choose the print option within the browser.

TO START: Click on **"Continue"** below.

For **Help** contact your export credit insurance broker or EXIM Bank at 202-565-3681 (8:00 AM - 5:00 PM eastern standard time)

If this application has not been submitted within 90 days of its initiation it will be removed from the system.

[Back](#) [Continue](#)

Done	Application Sections
✓	Instructions
	Buyer
	General Questions
	Products
	Limit/Terms
	Buyer Experience
	Guarantor
	Credit Report
	Financial Statements
	Trade Reference
	Comments
	Attachments
	Summary
	Submit Application

5. You do not have to enter commas when entering numbers; EOL will automatically add them.
6. All items with an asterisk “*” must be completed
7. Don't use your browser's back button. It will kick you out of EOL. Always use the [Back](#) button.

8. If your answer to a question also asks you to add comments, you must add the comments or you will not be able to finish that screen
9. Always click “Continue” or “Save and Exit” to save your input. Information you entered will not be saved unless you click one of those buttons. You can re-open and finish an application that was started earlier by clicking on “Continue a Saved Application” on the landing page. All submitted applications that are under review by EXIM Bank can be found by clicking on “Pending Applications”. An application that has been started but not completed within 90 days will automatically be cancelled by EOL, and will no longer appear under the “Continue a Saved Application” link.
10. Delete any applications you may have started and saved but are no longer needed. EOL may block you from submitting a new application if existing draft applications are in your account. Any time you click on “Apply for Special Buyer Credit Limit”, EOL will start a new application.
11. At the end of the application you must attach supporting documentation if they are required for the limit requested (e.g. credit reports, trade references, financial statements).
12. Before pressing the “Submit” button on an SBCL application, the exporter must open and read the “Certification and Notice Provisions” link. Once the application is submitted, any requests to amend it must be sent directly to the underwriter. You cannot amend an in-process application in EOL nor view attachments after it has been submitted. You can request changes to an in-force SBCL by requesting a policy amendment. See the section “Amend an SBCL” on p. 13.

Apply for a New SBCL

Landing Page and Instructions

1. From the landing page click on “Apply for Special Buyer Credit Limit (SBCL)”. Use the “Continue a Saved Application” link if you want to complete an SBCL application that was started and saved earlier. You do not have to submit a new SBCL application to renew an expiring SBCL. The EXIM underwriter will automatically review the SBCLs as part of the annual policy renewal process. However, EXIM may ask you for additional information prior to renewing the SBCL (e.g. your ledger experience with the buyer).

Test Broker	Business Address: 106 Garcia Ln Rockville, MD 20850-4741	Primary Contact: Lauren Kirsch (202) 565-3129
Act / Manage Transactions		Monitor Portfolio
<p>Act</p> <ul style="list-style-type: none"> Apply for a Letter of Interest Apply for Insurance Policy Act on Quote Apply for Special Buyer Credit Limit (SBCL) Apply for Issuing Bank Credit Limit (IBCL) Continue a Saved Application Continue a Saved Claim <p>Manage</p> <ul style="list-style-type: none"> Amend a Policy Assign Insurance Policy Proceeds Report Shipments Make A Payment Report Overdues File a Claim Maintain Letters of Interest 	<p>My Portfolio</p> <ul style="list-style-type: none"> Pending Applications Pending Claims Insurance In Force/Recently Expired Policies Insurance Policy Assignments Search Portfolio <p>Miscellaneous</p> <ul style="list-style-type: none"> Historical Transactions My Company Profile Broker Commissions 	

- You can apply for an SBCL for an in-force policy, or in conjunction with a policy application that has already been submitted and is pending with EXIM, by clicking on the applicable tracking number.

Test Broker

Business Address:
106 Garcia Ln
Rockville, MD 20850-4741

Primary Contact:
Lauren Kirsch
(202) 565-3129

Home Customer Service

Pending Applications

One item found.

Items per page: 10 25 50 100

Tracking #	Type	Applicant	State	Payment Limit	Status	Date Sub
660962	MULTI-BUYER NEW	Test Company	Maryland	2,000,000.00	Pending, Exporter Underwriting	04/27/2017

In Force Policies

One item found.

Items per page: 10 25 50 100

Type	Tracking #	Insured	State	Credit Limit	Status	Expiry Date
ENB	660482	Test Company	MD	1,250,000.00	Issued	02/01/2018

- Click on the link to the Country Limitations Schedule to identify any limitations or qualifications on EXIM's ability to support exports to your buyer's country. Then continue the application by either clicking "Continue", or clicking on the quick link on the right hand side for the next section you want to complete. Note the tracking number that has been established for this application.

Home Customer Service

Exporter:
Test Company

SBCL Insurance Application
OMB No. 3048-0015, Expires 11/30/2016

Tracking #: 661070

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(C) \$300,001 - \$1,000,000: "B" above, plus attach or fax the buyer's audited or signed unaudited financial statements with notes for the last two fiscal years.

(D) More than \$1,000,000: "B" above, plus attach or fax buyer's audited financial statements with notes and auditor's opinion for the last three fiscal years.

Point/Click in the Navigation Area to the left to access any application section. Submit the application when all required sections are completed (marked by ✓).

Click on "Save and Exit" to save entered information and exit the online system. Log back in any time to enter more information and/or submit the completed application.

To Print a copy of the application for your records click on the Summary link and choose the print option within the browser.

TO START: Click on "Continue" below.

For Help contact your export credit insurance broker or EXIM Bank at 202-565-3681 (8:00 AM - 5:00 PM eastern standard time)

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Back Continue

Add a Buyer

- Click on "Add Buyer"

Home Customer Service

Exporter:
Test Company

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Tracking #: 661071

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Add Buyer

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5. Select the buyer's country and start typing the buyer's legal company name to search for an existing buyer in EXIM's database. If the buyer already exists it will appear at the bottom of the screen. Select that buyer and click "Continue" (skip to #7 below). If the buyer does not appear, click on "Add New Buyer".

Exporter: **Test Company** SBCL Insurance Application CMB No. 3048-0015, Expires 11/30/2016 Tracking #: 661071

Add Buyer - Search [Need help?](#)

Please use the form below to first check if the participant is already known to EXIM.

To search for a participant, select the **Country** and enter keywords related to the name or tradestyle in the **Legal Name or Tradestyle** field. The optional **City** field can also be used to narrow down the results.

If a match is found on the intended entity, select the item from the search results and click the "Continue" button to assign role(s) to the chosen entity. Otherwise, enter at least 4 characters for **Legal Name or Tradestyle** and use "Add New Buyer" to create a new participant to associate to the application.

+ Country: Legal Name or Trade Style: City:

1 match

Select	Name	Trade Style	Street Address	City	ZIP/Postal Code
<input checked="" type="radio"/>	CNH Europe - Belgium		Léon Claeysstraat 3 A	Zedelgem	8210

Disregard the underlined section

Done Application Sections

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6. For a new buyer fill in the required buyer information and click on "Add Buyer"

Exporter: **Test Company** SBCL Insurance Application CMB No. 3048-0015, Expires 11/30/2016 Tracking #: 661071

Add Buyer

Note: Asterisk(*) denotes required information.

*Company Type: *Country: *Legal Name: Tradestyle/Acronym: *Street Address: *City: State/Province: Zip/Postal Code: DUNS Number: Phone: Fax: Website: Primary Industry NAICS Code:

Notes:

Primary Contact: Prefix: ☐ Mr. ☐ Mrs. ☐ Ms. First Name: Last Name: Title: **Email: **Phone: **Fax:

**If primary contact is provided, one of the three(email, phone, fax) is required.

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7. Answer the questions and click "Continue"

General Questions [Need help?](#)

Note: Asterisk(*) denotes required information.

Please answer the following:

*Reason for Application on this Buyer:

Please describe, if "Other"

*Do you have any ownership interest in or familial ties with the buyer?

☐ Yes ☒ No (If Yes, comment below)

Comment:

Note: If there is direct or indirect ownership, coverage is typically limited to political only.

*Will the products be shipped directly to the buyer in the buyer's country?

☒ Yes ☐ No (If No, comment below)

Comment:

*Is the buyer purchasing your product(s) for resale to another country(ies)?

☐ Yes ☒ No (If Yes, comment below)

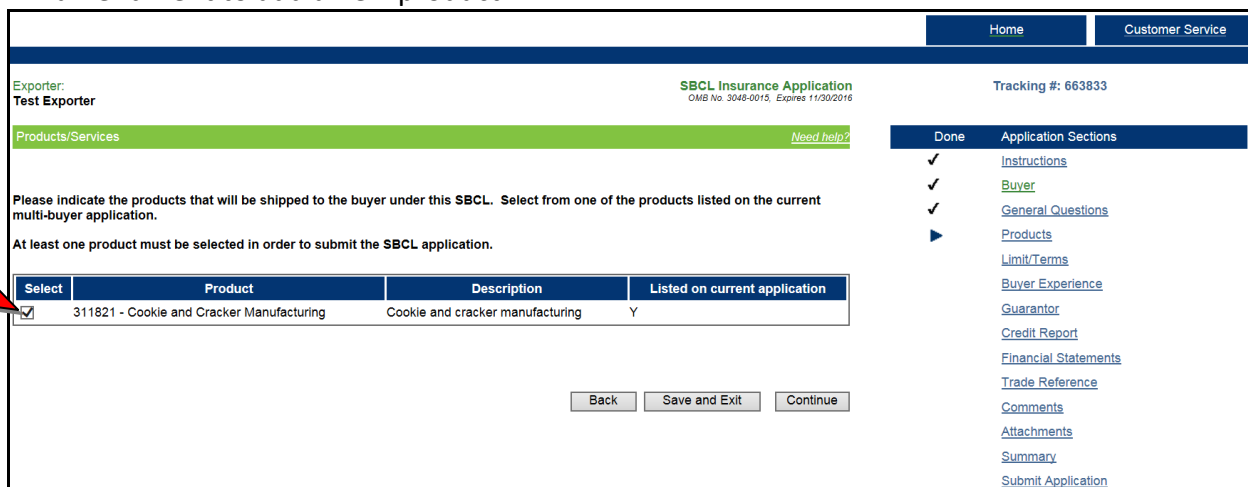
Comment:

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Add Products

8. Select from the list of products that are approved to be shipped under the policy, and click “Continue”. If the product to be shipped is not listed, you must first apply for a policy amendment to add a new product.



Exporter: Test Exporter SBCL Insurance Application OMB No. 3048-0015, Expires 11/30/2016 Tracking #: 663833

Products/Services [Need help?](#)

Please indicate the products that will be shipped to the buyer under this SBCL. Select from one of the products listed on the current multi-buyer application.

At least one product must be selected in order to submit the SBCL application.

Select	Product	Description	Listed on current application
<input checked="" type="checkbox"/>	311821 - Cookie and Cracker Manufacturing	Cookie and cracker manufacturing	Y

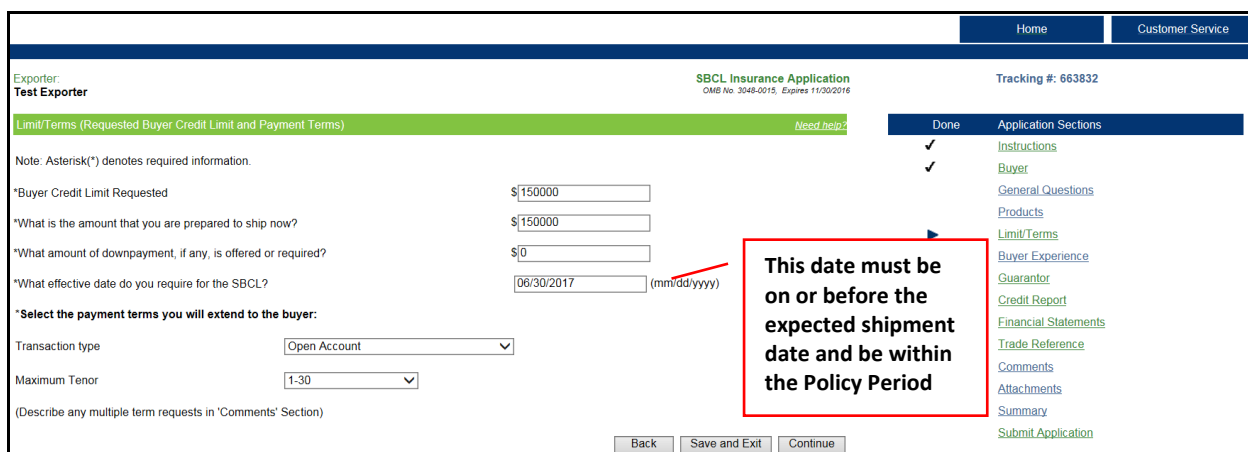
Back Save and Exit Continue

Done Application Sections

- ✓ Instructions
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- ✓ General Questions
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Shipment and Payment Details

9. Enter the shipment and payment details requested and click “Continue”.



Exporter: Test Exporter SBCL Insurance Application OMB No. 3048-0015, Expires 11/30/2016 Tracking #: 663832

Limit/Terms (Requested Buyer Credit Limit and Payment Terms) [Need help?](#)

Note: Asterisk(*) denotes required information.

*Buyer Credit Limit Requested \$150000

*What is the amount that you are prepared to ship now? \$150000

*What amount of downpayment, if any, is offered or required? \$0

*What effective date do you require for the SBCL? 06/30/2017 (mm/dd/yyyy)

*Select the payment terms you will extend to the buyer:

Transaction type Open Account

Maximum Tenor 1-30

(Describe any multiple term requests in 'Comments' Section)

Back Save and Exit Continue

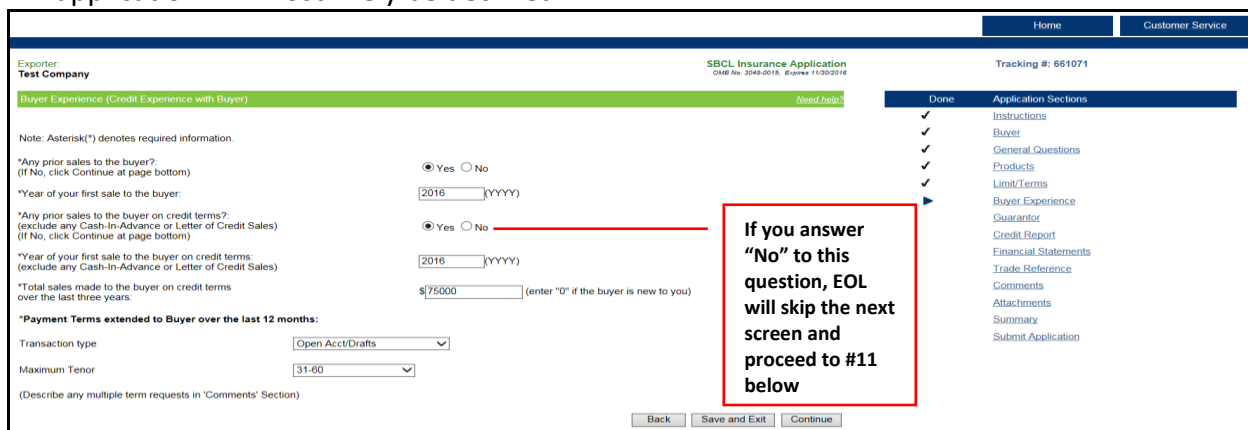
Done Application Sections

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This date must be on or before the expected shipment date and be within the Policy Period

Insured's Experience with Buyer

10. In the next two screens, enter the information about the exporter's experience with the buyer, and click “Continue”. Note: if there is any amount past due more than 60 days, the application will most likely be declined.



Exporter: Test Company SBCL Insurance Application OMB No. 3048-0015, Expires 11/30/2016 Tracking #: 661071

Buyer Experience (Credit Experience with Buyer) [Need help?](#)

Note: Asterisk(*) denotes required information.

*Any prior sales to the buyer? (If No, click Continue at page bottom) Yes No

*Year of your first sale to the buyer: 2016

*Any prior sales to the buyer on credit terms? (exclude any Cash-In-Advance or Letter of Credit Sales) (If No, click Continue at page bottom) Yes No

*Year of your first sale to the buyer on credit terms: 2016

*Total sales made to the buyer on credit terms over the last three years: \$75000 (enter "0" if the buyer is new to you)

*Payment Terms extended to Buyer over the last 12 months:

Transaction type Open Acct/Drafts

Maximum Tenor 31-60

(Describe any multiple term requests in 'Comments' Section)

Back Save and Exit Continue

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If you answer "No" to this question, EOL will skip the next screen and proceed to #11 below

Buyer Experience (Credit Experience with Buyer) - Follow-Up Questions

Note: Asterisk(*) denotes required information.

*Highest Amount Outstanding over the last twelve months for which you have been paid: \$ Typically reflects amounts outstanding on open account terms

*Describe the buyer's history over the last twelve months:

☒ Prompt

☐ 1-30 days slow

☐ 31-60 days slow

☐ 61-90 days slow

☐ 90+ days slow

☐ No Experience

*Amount now owed to you by the buyer: \$ (enter "0" if none)

*Total amount now more than 60 days past due: \$ (enter "0" if none) If you report zero amount more than 60 days past due, skip to the last question

*Reason for the buyer being past due to you:
 If Other, describe in comment box below.

*Do you hold Security on amount past due?

☒ Yes ☐ No
 (If Yes, please select description)

Back Save and Exit Continue

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Guarantors

11. You can identify any party that is providing a guarantee of repayment on behalf of the buyer by clicking “Add Guarantor”, and, if you wish, attaching a copy of the guarantee in the “Attachments” section of the application (not required). The process for finding the guarantor is similar to the process for finding the buyer in #5 above. If there is no guarantor, click “Continue”.

Home Customer Service

Exporter: Test Company

SBCL Insurance Application
CMB No. 3048-0015, Expires 12/31/2015

Tracking #: 661071

Guarantor

There are no guarantors associated with this SBCL application. Click "Add Guarantor" to associate new Guarantors or click "Continue" to submit the application without associating a guarantor.

Back Add Guarantor Continue

Done Application Sections

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Buyer Financials, Credit Agency Reports, and Trade References

12. The next three screens allow you to add information to meet the requirements of EXIM's Short-Term Credit Standards for the buyer, which vary depending on the size of the credit limit and/or terms requested. You can refer back to the instructions page for the specific information requirements. If the exporter seeks a credit limit that exceeds \$100,000, or the primary source of repayment is a financial institution, a credit report on the buyer (or financial institution, if applicable) is required. Click on “Add New”. Otherwise click “Continue”.

Exporter: Test Company

SBCL Insurance Application
OMB No. 3548-0015, Expires 11/30/2016

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Credit Reports [Need help?](#)

Currently, there are no Credit Reports available as part of this transaction. Please click on 'Add New' button to add a Credit Report.

Back Add New Continue

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13. If applicable, complete the information requested about the credit report and the buyer, and attach the credit report in the “Attachments” section of the application. Click “Continue”.

Credit Report [Need help?](#)

This screen needs to be completed if the Requested Credit Limit is > \$100,000 or the PSOR is a financial institution.

Participant Name: Biscoitos Rio

Name of Credit Agency:

Other Credit Agency, please specify:

Date Report Created: (mm/dd/yyyy)

Year Buyer established: (yyyy)

Buyer Type:

Description of business (NAICS Code):

This code reflects the activity of the buyer or the end use of the export. For example, the code for a farm (111219) that is purchasing tractors should reflect farming, not farm machinery manufacturing.

Business Legal Form:

Bank Borrowing relationship: ☐ Yes ☐ No

Companies affiliated with buyer:

Are the Buyer or its owners subject to any protested bills, suits, judgments or liens exceeding \$100,000? ☐ Yes ☐ No

Is the buyer insolvent, in bankruptcy or formerly in bankruptcy? ☐ Yes ☐ No

Any supplier references contained in the report showing credit experience over the last 12 months? ☐ Yes ☐ No

Back Continue

Primary Source of Repayment. This is typically the buyer, but can be a different party (e.g. the buyer's parent company and/or a guarantor) when that party's balance sheet is a key determinant of the quality of the credit

You will not be able to complete this screen if the report is more than six months old

14. If the requested credit limit exceeds \$300,000, the buyer's most recent two years fiscal year-end financial statements are required. Click “Add New”. Otherwise click on “Continue”.

Exporter: Test Company

SBCL Insurance Application
OMB No. 3548-0015, Expires 11/30/2016

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Financial Statements - Current Financial Statements [Need help?](#)

Currently, there are no financial Highlights available for this participant. Please click on 'Add New' button to add a financial highlight.

Note: The 'Financial Statements' application section is only required if the Requested Credit Limit is > \$300,000.

Back Add New Continue

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15. Complete the next two screens with information from the buyer's financial statements, and click "Continue".

Exporter: **Test Company** SBCL Insurance Application OMB No. 3048-0015, Expires 11/30/2016 Tracking #: 661071

Financial Statements - Highlights [Need help?](#)

Note: Asterisk(*) denotes required information.

Participant Name: **Bonjour Sari**

*Statement Period: ☒ Fiscal Year ☐ Interim

*Does data include parent consolidated or combined with any other entity? ☐ Yes ☒ No

*Statement Dates: From: 01/01/2016 (mm/dd/yyyy) To: 12/31/2016 (mm/dd/yyyy)

Do the Statement Dates above apply to both the Balance Sheet and Income Statement? ☒ Yes ☐ No

Statement Type: ☐ Company Prepared ☐ CPA Compiled ☐ CPA Reviewed with Notes ☒ CPA Audited ☐ Tax Return

If Audited, enter the Auditor's company name:

If Audited, did auditor provide a qualifying opinion? ☐ Yes ☒ No

Back Save and Exit Continue

Done Application Sections

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Exporter: **Test Exporter** SBCL Insurance Application OMB No. 3048-0015, Expires 11/30/2016 Tracking #: 663833

Financial Statements - Income [Need help?](#)

Please provide all the following balance sheet and income statement information.

Enter all values in U.S. dollars:

Income Statement

Total Sales:	\$15,000,000.00	Short-term Bank Debt:	\$150,000.00
Cost of Goods Sold:	\$10,000,000.00	Current Portion of Long-term Debt:	\$75,000.00
Operating Profit/(Loss):	\$5,000,000.00	Accounts Payable(Trade):	\$100,000.00
Net Profit/(Loss):	\$1,500,000.00	Total Current Liabilities:	\$325,000.00
		Shareholder Loans:	\$0.00
		Total Long-term Liabilities:	\$1,000,000.00
		Retained Earnings:	\$50,000.00
		Owner's Equity:	\$1,500,000.00

Balance Sheet Assets

Cash & Marketable Securities:	\$100,000.00
Accts. Receivables(Trade):	\$250,000.00
Inventory:	\$750,000.00
Total Assets:	\$1,100,000.00
Net Fixed Assets:	\$500,000.00

Liabilities and Equity

If the buyer's financials are in a foreign currency, you have to translate them into US\$. In the Comments section, explain the method you used to translate the amounts.

Back Save and Exit Continue

Done Application Sections

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You can view and revise the financials using the "Back" button. The following screen will appear. Click the applicable link to "View" or "Update" the financials. Otherwise, click "Continue"

Exporter: **Test Exporter** SBCL Insurance Application OMB No. 3048-0015, Expires 11/30/2016 Tracking #: 663833

Financial Statements - Current Financial Statements [Need help?](#)

One item found: 1 Items per page: 10 25 50 100

Financial Highlight Period	Type	All Req. Info Provided?	View	Update
01/01/2016 - 12/31/2016	Fiscal Year	Y	View	Update

Back Add New Continue

Done Application Sections

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16. If the credit limit requested requires a trade reference, click “Add Another”. Otherwise click “Continue”. If you are not sure if a trade reference is required, consult EXIM’s Short term Credit Standards or your broker.

Exporter: Test Company

SBCL Insurance Application
OMB No. 3048-0015, Expires 11/30/2016

Tracking #: 661071

Trade Reference

There are no Trade References for this participant.

Buttons: Back, Save and Exit, Add Another, Continue

Application Sections:

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- Limit/Terms
- Buyer Experience
- Guarantor
- Credit Report
- Financial Statements
- Trade Reference
- Comments
- Attachments
- Summary
- Submit Application

17. Complete this information regarding the trade reference, and click “Continue”. Click “Continue” again on the following screen. Then attach a copy of the trade reference in the “Attachments” section.

Enter Trade Reference

*Buyer/Borrower/PSOR: Biscuit Francais

*Date of Supplier's Reference: 03/31/2017 (mm/dd/yyyy)

Supplier Name: Your Crackers, Inc.

*Supplier Country: UNITED STATES

Contact Name: Ms. Rose Petals

Contact Title: President

Contact Phone: (123) 456-7890

Year of supplier's first sale to buyer on credit terms: 2014

Typical Transaction Type: Sight Draft Documents

Typical Payment Terms: 1-30

Highest amount outstanding over the last 12 months: \$25000

Total sales over the last 12 months: \$50000

Describe the buyer's payment history over the last 12 months: 1-30 days slow

Total amount now more than 60 days past due: \$0

Does the supplier require any form of security? (If "Yes," please explain)

Name of recipient of reference: Mr. John Johnson

Company of recipient of reference: Test Company

Buttons: Back, Save and Exit, Continue

Application Sections:

- Instructions
- Buyer
- General Questions
- Products
- Limit/Terms
- Buyer Experience
- Guarantor
- Credit Report
- Financial Statements
- Trade Reference
- Comments
- Attachments
- Summary
- Submit Application

Exporter: Test Exporter

SBCL Insurance Application
OMB No. 3048-0015, Expires 11/30/2016

Tracking #: 663833

Trade Reference

Buyer/Borrower/PSOR	Date of Reference	Supplier Name	Supplier Country	View	Update
Biscuit Francais	03/31/2017	Your Crackers, Inc.	UNITED STATES	View	Update

Buttons: Back, Save and Exit, Add Another, Continue

Application Sections:

- Instructions
- Buyer
- General Questions
- Products
- Limit/Terms
- Buyer Experience
- Guarantor
- Credit Report
- Financial Statements
- Trade Reference
- Comments
- Attachments
- Summary
- Submit Application

Additional Information

18. Enter any additional comments about the buyer and the exporter's relationship with the buyer (e.g. how the relationship started, if the exporter or buyer has visited the other, future plans with the buyer, if you have orders pending, special payment terms) that will give the underwriter the fullest picture of the relationship. Click "Continue".

The screenshot shows the 'Comments' section of the SBCL Insurance Application. The header includes 'Exporter: Test Company', 'SBCL Insurance Application' with 'OMB No. 3048-0015, Expires 11/30/2016', and 'Tracking #: 661071'. A green bar highlights the 'Comments' tab. Below it, a text area is labeled 'Please provide any additional comments and/or specify any special requirements for the SBCL application.' To the right, a list of 'Application Sections' is shown with checkboxes: Instructions, Buyer, General Questions, Products, Limit/Terms, Buyer Experience, Guarantor, Credit Report, Financial Statements, Trade Reference, Comments (selected), Attachments, Summary, and Submit Application. At the bottom are 'Back', 'Save and Exit', and 'Continue' buttons.

Attach Documents and View Summary

19. Attach any documents previously required in the application (credit report, trade reference, financial statements). You can attach any other documents that you think would aid the underwriter. Click "Continue".

The screenshot shows the 'Attachments' section of the SBCL Insurance Application. The header is identical to the previous screenshot. A red box highlights a list of instructions: '1. Use the "Browse" button to search your computer for a file, and click "insert"', '2. Click "Attach"', and '3. Make sure the correct file appears as an attachment'. A red arrow points to the 'Attach' button next to the 'File:' input field. The 'Application Sections' list on the right is the same, with 'Attachments' now selected. The 'Back', 'Save and Exit', and 'Continue' buttons are at the bottom.

20. Review the complete summary of all the information provided. Make sure all attachments are listed. You can revise any section by clicking on the quick links on the right hand side. You can print the summary using the "Print" button at the bottom of the screen. You can also view and print the summary after the SBCL is submitted by clicking on the "Pending Applications" link on your home landing page. Click "Continue".

Home		Customer Service	
Exporter: Test Company		SBCL Insurance Application <small>OMB No. 3048-0015, Expires 11/30/2016</small>	
Submit SBCL - Summary Page Need help?		Tracking #: 661071	
Applicant Information: Legal Name: Test Company Trade/Style/Acronym: Address: 106 Garcia Ln City, State, Zip/Postal Code: Rockville, Maryland 20850-4741 Country: UNITED STATES Phone: Fax: Website: DUNS: 829640535 Primary NAICS: 424480		Application Sections Instructions Buyer General Questions Products Limit/Terms Buyer Experience Guarantor Credit Report Financial Statements Trade Reference Comments Attachments Summary Submit Application	
SBCL Application Type: SBCCL-NEW			
Buyer Information: Name: Bonjour Sari Country: FRANCE			
General Questions: Reason for Application on this Buyer? Ownership Interest or Familial ties? Comment: Products shipped directly to buyer in buyer's country? Comment: Products for resale? Comment:		Amount requested exceeds DCL No No Yes No	

Certify and Submit

21. Before you submit the application, read the Certification and Notice Provisions by clicking on the link. Submit the application by clicking "Submit".

Home		Customer Service	
Exporter: Test Company		SBCL Insurance Application <small>OMB No. 3048-0015, Expires 11/30/2016</small>	
Submit Application Need help?		Tracking #: 661071	
<p>By submitting this application, I acknowledge that I have read, and hereby make the necessary certifications set forth in, the certifications and notice provisions in the link below. The applicant further acknowledges that these certifications are subject to the penalties for fraud against the United States Government (18 U.S.C. et seq.).</p> <p>CERTIFICATION AND NOTICE PROVISIONS</p> <p>Paperwork Reduction Act: <small>We estimate it will take you about 1 hour per response, that includes the time it will take to read the instructions, gather the necessary facts and fill out the form. However, you are not required to provide information requested unless a valid OMB control number is displayed on the form. If you have comments or suggestions regarding the above estimate or ways to simplify this form, forward correspondence to EXIM Bank and the Office of Management and Budget, Paperwork Reduction Project, OMB No. 3048-0015, Washington, D.C. 20503.</small></p> <p>Back Save and Exit Submit</p>		Application Sections Instructions Buyer General Questions Products Limit/Terms Buyer Experience Guarantor Credit Report Financial Statements Trade Reference Comments Attachments Summary Submit Application	

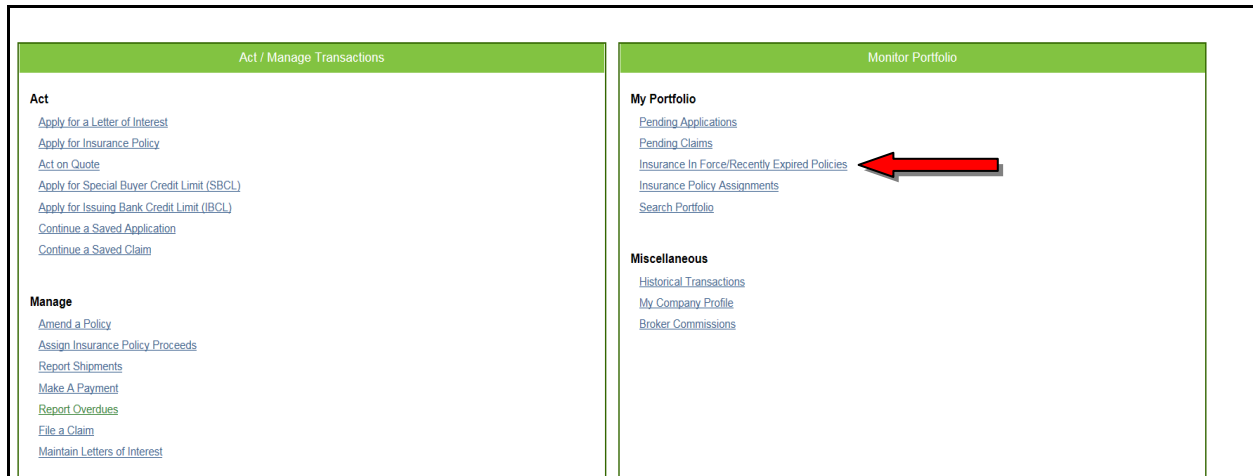
22. A tracking screen will appear with a tracking number indicating the application was successfully submitted. You can print this screen by clicking on "Print" at the bottom of the screen. The exporter and broker will also receive email confirmations.

Home		Customer Service	
Exporter: Test Exporter		SBCL Insurance Application <small>OMB No. 3048-0015, Expires 11/30/2016</small>	
Submit - Tracking Sheet		Tracking #: 663833	
<p>This is your tracking sheet. Print this page and include a copy with any documentation that you send to EXIM Bank regarding this application.</p> <p>Tracking #: 663833 Application Submittal Date: 06/19/2017</p> <p>Applicant legal name: Test Exporter Applicant address: 5510 Tilden Ln Applicant city/state/zipcode: Rockville MD 20852-3745 Applicant country: UNITED STATES</p> <p>Applicant contact name: Applicant contact title:</p> <p>Export-Import Bank of the United States ATTN: Credit Applications & Processing 811 Vermont Avenue, NW Washington, DC 20571 EXIM Phone: 202-565-3800 EXIM Fax: 202-565-3675 & 202-565-3628 EXIM Email: exim_applications@exim.gov</p> <p>Print</p>			

Amend an Existing SBCL

Requesting Changes to an SBCL

1. To request a change to an in-force SBCL (e.g. the credit limit, payment terms, effective date), you must submit a request to amend the SBCL. From the home landing page, click “Insurance In Force/Recently Expired Policies”.



2. In the section “In Force SBCLs”, click on “Amend” in the Actions column for the SBCL you want to change.

Endorsements

One item found.

1

Items per page: 10 25 50 100

Description	Endorsement #
DCL - Discretionary Credit Limit	1

In Force SBCLs & IBCLs

One item found.

1

Items per page: 10 25 50 100

Tracking #	Buyer	Buyer Country	Payment Limit	SBCL Period	Endorsement #	Actions
664649	Lechera Guadalajara, S.A. De C.V.	MEXICO	10,000.00	10/15/2017 - 09/01/2018	2	Amend Add Shipment

Pending Applications

3 items found, displaying all items.

1

Items per page: 10 25 50 100

Tracking #	Type	Buyer	Buyer Country	Payment Limit	Status	Endorsement #	Submitted Date
664645	SBCL NEW	Planta De Leche, S.A.	DOMINICAN REPUBLIC	10,000.00	Pending, Exporter Underwriting		09/25/2017
664644	SBCL NEW	Fabrica Mexicana De Latas Sa De Cv	MEXICO	50,000.00	Pending, Exporter Underwriting		09/25/2017
664643	SBCL NEW	Cooperativa De Prod Leche Dos Pinos	COSTA RICA	25,000.00	Pending, Exporter Underwriting		09/25/2017

Saved/Not Submitted Application

5 items found, displaying all items.

1

Items per page: 10 25 50 100

3. On right hand side are links to the various parameters of the SBCL that you can request to change. Note the new tracking number that has been created. Click on “Current SBCL” to review the existing SBCL parameters.

Exporter: **Test Exporter - 477 Testing** Amend SBCL

Instructions

Insured: Test Exporter - 477 Testing

Please use the **Right Navigation Area** to select your SBCL endorsement amendment request.

At any time during the application process, you may click on the **"Save and Exit"** button to save the information you have entered and exit the On-line Transaction Processing System. Log back in any time to enter more information and/or submit the completed application.

This system will also allow you to **Send** a fax or **Upload** copies of credit information you wish to include in your application as well as **Print** a copy of the application for your records.

Decisions: This system will issue you a status notification upon submission of your application.

TO START: Click on **"Continue"** below

For Help contact your insurance broker -or- EXIM Bank at 202-565-3681 (8:00 AM - 5:00 PM eastern standard time).

If this application has not been submitted within 90 days of its initiation it will be removed from the system.

Back Continue

Tracking #: 665089

Done Application Sections

Instructions

Current SBCL

Credit Limit

Payment Terms

Effective Date

Buyer Information

Guarantors

Product(s)

Other

Attachments

Comments

Summary

Submit Amendment

✓ Indicates Changed Section

Exporter: **Test Exporter - 477 Testing** Amend SBCL

Current SBCL

Current parameters associated with this SBCL on Policy # 664259.

Use the navigation bar on the right to select the items you would like to amend.

Insured Name: Test Exporter - 477 Testing Insured #:

Insured Address: 6510 Tilden Ln

Insured City: Rockville

Insured Zip: 20852-3745

Insured State: MD

Credit Limit: 10,000.00

Effective Date: 10/15/2017 Expiration Date: 09/01/2018

Transaction Type & Terms:

Buyer Name: Lechera Guadalajara, S.A. De C.V.

Buyer Address: Rio Alamo 2381 Col. El Rosario

Buyer City: Guadalajara

Buyer Zip: 44890

Buyer Country: MEXICO

Product: Cheese Manufacturing

Special Condition: Series #

Back Continue

Tracking #: 665089

Done Application Sections

Instructions

Current SBCL

Credit Limit

Payment Terms

Effective Date

Buyer Information

Guarantors

Product(s)

Other

Attachments

Comments

Summary

Submit Amendment

✓ Indicates Changed Section

4. Then click on the links on the right hand side for each parameter you want to change, and follow the instructions to provide the new parameters you are requesting. Use the "Update" or "Continue" buttons on each screen to enter and save the updated information. A "✓" will appear in the Done column for each item you input a change request. Use the rest of the links to provide additional information that will be useful, and to include any attachments. Click on "Summary" to see a comparison of the current and proposed new SBCL parameters. Click "Print" if you want to print the summary page.

Exporter: **Test Exporter - 477 Testing** Amend SBCL

Current SBCL

Current parameters associated with this SBCL on Policy # 664259.

Use the navigation bar on the right to select the items you would like to amend.

Insured Name: Test Exporter - 477 Testing Insured #:

Insured Address: 6510 Tilden Ln

Insured City: Rockville

Insured Zip: 20852-3745

Insured State: MD

Credit Limit: 10,000.00

Effective Date: 10/15/2017 Expiration Date: 09/01/2018

Transaction Type & Terms:

Buyer Name: Lechera Guadalajara, S.A. De C.V.

Buyer Address: Rio Alamo 2381 Col. El Rosario

Buyer City: Guadalajara

Buyer Zip: 44890

Buyer Country: MEXICO

Product: Cheese Manufacturing

Special Condition: Series #

Back Continue

Tracking #: 665089

Done Application Sections

Instructions

Current SBCL

Credit Limit

Payment Terms

Effective Date

Buyer Information

Guarantors

Product(s)

Other

Attachments

Comments

Summary

Submit Amendment

✓ Indicates Changed Section

5. Click "Submit Amendment", and confirm by clicking "Submit" on the following screen. You will then get a confirmation page, which you can print by clicking "Print". The amendment application can now be found under the "Pending Applications" link on your home landing page.

Amend SBCL - Summary Page			Done	Application Sections
Tracking #	665089			Instructions
Insured Name	Test Exporter - 477 Testing			Current SBCL
Credit Limit	10000	12000	✓	Credit Limit
Credit Limit - Buyer Experience			✓	Payment Terms
Highest Amount Outstanding over the last twelve months for which you have been paid	10000			Effective Date
Buyer's payment history over the last twelve months	Prompt			Buyer Information
Amount now owed to you by the buyer	2500			Guarantors
Total amount now more than 60 days past due	0			Product(s)
Reason for the buyer being past due			✓	Other
Hold Security on amounts outstanding?	N	N		Attachments
Transaction Type	Open Acct/Drafts	Open Acct/Drafts		Comments
Payment Terms	1-30	31-60		Summary
Effective Date	2017-10-15	2017-11-01		Submit Amendment
Expiration Date	2018-09-01	2018-09-01		✓ Indicates Changed Section
Buyer Info				
Buyer Name	Lechera Guadalajara, S.A. De C.V.		Lechera Guadalajara, S.A. De C.V.	
Tradestyle/Acronym	D/B/A Lechera		D/B/A Lechera	
NAICS Code				
Business Legal Form				
Own Or Rent				
Buyer Address				
Street Address	Rio Alamo 2381 Col. El Rosario		Rio Alamo 2381 Col. El Rosario	
City, State, Zip	Guadalajara, Jalisco 44890		Guadalajara, MEX-JAL 44890	
Country	MEXICO		MEXICO	
Phone Number				
Fax Number				
Website				
Products				
NAICS Code	311513	311513		
NAICS Description	Cheese Manufacturing	Cheese Manufacturing		
Product Description	Cheese	Cheese		
Other				
This request is based on the more recent favorable payment experience we have had with this buyer.				
Withdraw				
Cancel				
Comments:				
Since the original SBCL was issued, we have visited the buyer's operations and met with their finance and accounting department. We are now more comfortable extending credit terms.				
Attached Documents:				
<input type="button" value="Back"/> <input type="button" value="Print"/> <input type="button" value="Continue"/>				

Exporter: Test Exporter - 477 Testing		Amend SBCL	Tracking #: 665089
Submit Amendment			Done
To Submit the amendment requests, click the 'Submit' button below.			Application Sections
To save the amendment requests and submit later, click the 'Save and Exit' button below.			Instructions
<input type="button" value="Back"/> <input type="button" value="Save and Exit"/> <input type="button" value="Submit"/>		✓	Current SBCL
		✓	Credit Limit
		✓	Payment Terms
			Effective Date
			Buyer Information
			Guarantors
			Product(s)
		✓	Other
			Attachments
			Comments
			Summary
			Submit Amendment
		✓	Indicates Changed Section

Exporter: Test Exporter - 477 Testing	Amend SBCL	Tracking #: 665089
Submit – Tracking Sheet		
<p>This is your tracking sheet. Print this page and include a copy with any documentation that you send to EXIM Bank regarding this application.</p>		
Tracking #: 665089 Application Submittal Date: 11/02/2017		
Applicant legal name: Test Exporter - 477 Testing Applicant address: 6510 Tilden Ln Applicant city/state/zipcode :Rockville MD 20852-3745 Applicant country: UNITED STATES		
Applicant contact name: Applicant contact title:		
Export-Import Bank of the United States ATTN: Credit Applications & Processing 811 Vermont Avenue, NW Washington, DC 20571 EXIM Phone: 202-565-3800 EXIM Fax: 202-565-3675 & 202-565-3628 EXIM Email: exim_applications@exim.gov		
<div>Print</div>		