

Harare Receivables Exchange Potential Transaction Form

Name of Applicant/Company					
Applicant's Contact Details:		Name: Cell: Tel: Email:			
Trade/Business of Applicant		Manufacturer/Merchant/Distributor/Retailer/Transporter/ Services/ Construction/ Other: _____			
Applicant's website					
Debtor Information					
Debtor Name	Goods/Service Provided	Payment Terms	Ledger Value	Invoicing Expectations for this financial year	Estimated Bad debt loss with this debtor for current financial year
1.					
2.					
3.					
4.					
TOTAL					
Sales history with Debtors listed above:		FINANCIAL YEAR ENDING	INVOICES RAISED WITH DEBTOR \$	INVOICES DUE OVER 90 DAYS \$	LARGEST UNRECOVERED INVOICE \$
		2019			
		2018			
		TOTAL			
Amount of funding required:					
When is funding required?					
How long have you been trading with your major debtors?					
Are these Debtors up to date with payments?		Yes / No If No, give details:			
When does risk in goods/service pass to Debtors?					
What problems have you encountered with your Debtors?					
Who is responsible for credit control in your organization?		Name: Position:			
What credit limits are established on your Debtors					
How many days after due date do you normally:			No. of days	Authorised Personnel to take action	
		...stop further supplies			
		...take collection action			
		...take legal action			

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Transaction Flow explaining process from receiving order to delivery of order to Debtors and finally payment from Debtors.

N.B. It is important to include key procedures and key personnel involved in checking order, confirming delivery of order and invoicing and eventually payment.