

Automated Credit References

A CUSTOMER GUIDE TO USING THE AUTOMATED CREDIT REFERENCE SYSTEM



This guide is for use by companies that are not members of NACM. If your company has been directed to use the NACM Automated Credit Reference system you will need an access code from the company that referred you. Each referring company has their own unique code and NACM cannot provide you with that code.

1. Open your web browser and navigate to www.nacmsouthatlantic.com
2. Look for the Automated Credit Reference item in the SERVICES menu or the Automated Credit Reference icon displayed on the home page.
3. Select button for **GET CREDIT REFERENCE**
4. Enter your company email address and access code provided by referring member. The access code is case sensitive.
5. Once in the system you select the referring company name.
6. Search by phone number or company name.
7. Print the report for your confidential use within the credit department.

Information in the Credit Reference

- Report Date
- Date Account Opened
- System Calculated ADP
- System Calculated DBT
- Recent High Credit
- Account Balance
- Aging Bucket Balances (Current, 30, 60, 90, 120 day balances)
- Quarterly average balance summary

Q & A's

Q. Can existing NACM members use this free service?

A. No, NACM members should be making use of the the complete NACM National Trade Credit Report obtained by logging in to their member account.

Q. Can I re-use the access code provided by a referring member?

A. Yes, once a company provides you with instructions to use the Automated Credit Reference service you can return and reuse the access code to obtain additional references. There are conditions and limitations, and we will cover those later in the document.

Q. Is there a limit to the amount of references I can check?

A. Yes, the settings are set by the referring member company of NACM and very often the references are limited to a single trade inquiry per day. If the use is deemed excessive by NACM or by our member company, we reserve the right to discontinue access without notice.

Q. Is there more information available?

A. Yes, we provide our members with a complete report, the NACM National Trade Credit Report that contains trade lines, public records, and additional information.

Please contact NACM South Atlantic for additional information or visit our website at www.nacmsouthatlantic.com

Q. Who can I share this information with?

A. There are strict guidelines with NACM and within the credit community. The rules printed on the credit reference are:

You may not distribute, transmit, or otherwise circulate this Electronic Information to anyone outside of your credit department.

This Credit Reference is produced based upon information provided to NACM South Atlantic by the Company listed above. The data has been collected in good faith and is presented as reported to NACM South Atlantic. NACM South Atlantic does not control the information contained herein and shall not be liable to any party for the collection and communication of this information. The data contained in this report is for information purposes only, no judgement or recommendation concerning credit decisions is given or implied by this document. The recipient must determine its own credit decisions, NACM South Atlantic assumes no responsibility for any such decisions.