



CREDITREPORT B U L G A R I A

INSTRUCTION GUIDE

This document will guide you through
the functions of our database
www.creditreport-bulgaria.com

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1. How to order a credit report?

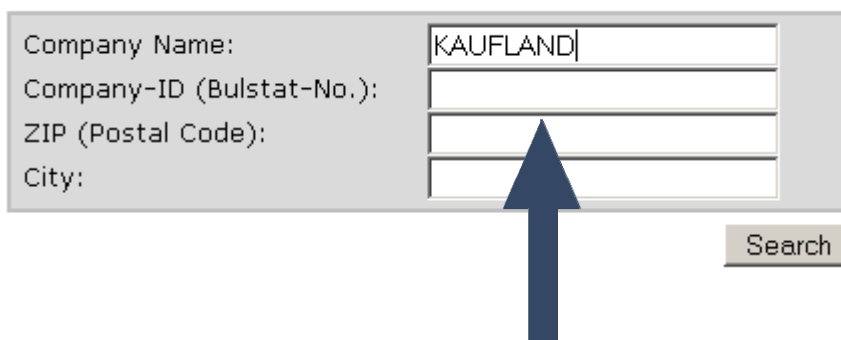
You have two possibilities to order a credit report from us:

- 1.1. Order a credit report via company search
- 1.2. Order a credit report via direct order
(in case you can not find the company of your interest in our database or you want to send us your special request directly)

1.1. Order a credit report via company search

Step 1 Check the online availability of the company of your interest

Company search-view



The screenshot shows a search form with the following fields and a button:

- Company Name:
- Company-ID (Bulstat-No.):
- ZIP (Postal Code):
- City:
- Search

A blue arrow points upwards from the bottom of the form towards the Company Name field.

Please type in the data which is known by you. As more general you will search in the database (e.g. just typing the “main” part of the company name like in the sample “KAUFLAND” instead of “KAUFLAND BULGARIA EOOD & CO KD) as more results you will receive. You then have the chance to select the right company within next step.

*****OUR TIP*****

In case you receive too much hits for your request please limit results by searching with more details (e.g. company name + city).

Step 2

Selection of the company of your interest

a) Company is in the database and already online available

Search result–view:

Search result: 1 hit

[New company search](#)

KAUFLAND BULGARIA FOOD & CO KD

ul. Bacho Kiro No. 5
1000 Sofia
131129282

[Details](#)

Please choose within the list of search results the company of your interest and click on the “Details”-Link to receive further information or to add this company into your shopping basket.

b) Company is NOT in the database

Search result–view:

Search result: 0 hits

[New company search](#)

In case you may not find the company of your interest in our database please place your request directly to us to receive credit report from our analysts per E-Mail: [Direct order](#)

If no dataset can be found according your search criteria you should try a “New company search” with maybe less search criteria or shorten company name to receive a more comprehensive list of results.

Or you simply can send us a “Direct order” via the special form on our page. Further instruction steps you find in chapter 1.2. on page 10 - to skip directly to this point please [click here](#).

Step 3

Adding of found companies into the shopping basket

Company detail-view:

[Back to past search results](#) [New company search](#)

Company-ID (Bulstat-No.): 131129282
Company Name: KAUFLAND B
Address: ul. Bacho Ki
1000 Sofia
Country: Bulgaria
Legal Form: Limited Part
Business operation: 52.12

Within the “Company detail-view” you have the possibility to choose the delivery speed for receiving latest company news as report update per e-mail (normal, express or superflash – later on you can modify your selection within your shopping basket again). As default delivery speed “normal” is set, the cheapest variant.

Here you have the option to insert your individual reference-no. of your order.

Your Reference-ID for this order:


- Normal (5 working days)
- Express (3 working days)
- Superflash (1 working days)

[Back to past search results](#) [New company search](#)

To order this company report now please press the button “Add to shopping basket”. On next page the successful saving of your order in your shopping basket will be confirmed.

Shopping basket confirmation-view:

Thank you, your order is added to the shopping basket!

Do you want to finish your order? Please click here:  [Shopping basket](#)
(You always can view your shopping basket also with click on “Shopping basket” in the menu bar)

Or are you interested in further companies?
[New company search](#) or place your order direct: [Direct order](#)

If you want to add more companies to your shopping basket please click on the link “New company search” (see chapter 1.1. / step 1 on page 2; [click here](#)) or place a “Direct order” (see chapter 1.2. on page 10; [click here](#).)

To finalize your order now please visit your shopping basket by clicking the link “Shopping basket” in the text or within the website navigation.

Step 4 Finalize your order

If you have added all companies of your interest into your shopping basket please open your basket (click on the link “Shopping basket” within the website navigation). You receive a summary of all added orders:

Here you have the possibility to modify your order like changing the delivery speed and your reference-no. or removing one order again. Please press the button “modify this item” afterwards to refresh your data. In case you change the delivery speed the price per report will change automatically. Please note: In case you have agreed with us about special price conditions your individual prices will be shown as soon as you are logged in.

Shopping basket-view:

Company-ID (Bulstat-No.): 131129282 KAUFLAND BULGARIA FOOD & CO KD	50.00 EUR
<input checked="" type="radio"/> Normal (5 working days) <input type="radio"/> Express (3 working days) <input type="radio"/> Superflash (1 working day)	
Your Reference-ID: <input type="text"/>	
<input type="checkbox"/> remove from shopping basket	
<input type="button" value="modify this item"/>	
	50.00 EUR
	9.50 EUR
	59.50 EUR

To search and add more companies to your order please press the link „New company search“. Your current order will be still saved in your shopping basket. You may place a further “direct order”, too.

In case your company is registered outside from Germany please insert your International VAT-No. to avoid accounting of VAT:

Do you want to order further company information?

[New company search](#) or place your order direct: [Direct order](#)

If you wish to finalise your order, click on

If your company is not registered in Germany you have the possibility to type in your International VAT-Number to avoid accounting of VAT. Please press the “refresh”-button afterwards, the final price should be accounted without VAT.

To finalize your order now please press the button “Go to check out”

Step 5

Adding your contact data / Client access

Contact data-view:

Your contact data

You have already an online account? Please login! →

You have not an account yet?

Please enter your contact details and we arrange your individual account:

Company name *

Your company name

Contact person *

Your name

Street, No. *

Your Street

ZIP *

30539

City *

Your city

Country *

Your country

Tel. *

0511 9568 4565

Fax

E-Mail *

yourname@yourcompany

Web

www.yourcompany.com

Comment (your message)

Hello...

Sign in

In case you are already a client of us
and have access to our database please login now
within the sidebar on the right side of the website.

In case you are a new client

please fill in your address data within the form. If you have some questions please write them into the comment field. Please press the button "Sign in" afterwards. Your please for database access will be sent to us automatically and we will take care about your apply for admission.

In both cases

you can watch the summary of your order inclusive your invoicing address on the next window.

Step 6

Confirm your order

On this page (Order confirmation-view) you finally can finish your order by pressing the same named button below your order list.

a) Order confirmation-view for clients:

Please finalize order

Order of
23.09.2010

Invoicing Address

Company name

Street, No.

ZIP

City

Country

Order from

Payment details

Order list

Company-ID (Bulstat-No.): 131129282	50.00 EUR
-------------------------------------	-----------

KAUFLAND BULGARIA FOOD & CO KD	
--------------------------------	--

Delivery speed: Normal (5 working days)	
---	--

Your Reference-ID for this order:	
-----------------------------------	--

Sum:	50.00 EUR
------	-----------

VAT:	9.50 EUR
------	----------

Final sum:	59.50 EUR
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[Back to shopping basket](#)

[Edit user data](#)

[Finish order!](#)



In case you are already a client of us you are able to switch back to the shopping basket to modify orders or edit your address data within your "login-menue" (see chapter 2.2. on page 14; [click here](#)).

b) Order confirmation-view for a new client:

Order confirmation

Order of
02.09.2010

Invoicing Address

Company name

Street, No.

ZIP

City

Country

Order from

Payment details

Order list

Company-ID (Bulstat-No.): 131129282	50.00 EUR
KAUFLAND BULGARIA EOOD & CO KD	
Delivery speed: Normal (5 working days)	
Summe:	50.00 EUR
VAT:	9.50 EUR
Final sum:	59.50 EUR

[Finish order!](#)



In case you are a new client

and not logged in you will not be able to modify your address or shopping basket data anymore. If you do not want to order please do not press the button "Finish order!". We will get in contact with you concerning your login data anyway.

Step 7 View and download your order

Client-view:

Thank you for your order!

Your access to company information about:

- Bulstat: 131129282 Your Reference-ID for this order: Company name: KAUFLAND BULGARIA EOOD & CO KD City: Sofia Normal (5 working days)
[Show report within your browser](#)



In dependence if you are a client or not you either can download your ordered company credit reports directly online or you will receive your login data per e-mail within 1 working day.

New client-view:

Thank you for your order!

You ordered:

- Bulstat: 131129282 Company name: KAUFLAND BULGARIA EOOD & CO KD City: Sofia Normal (5 working days)

We will arrange your online account within 1 working day and your orders will be delivered within ordered delivery speed (online and per e-mail).

In case of any questions please [contact us!](#)

In any way we will send you within ordered delivery speed freshly updated credit reports about the companies of your interest per e-mail. Within the order history of your login-menue you are able to view and download ordered reports (freshly updated within delivery terms). More information about the functions of your login-menue you will find in chapter 2.1. on page 12; [click here](#).

1.2. Order a credit report via “Direct order”

If you can not find a match while searching in our database or want to contact us directly with your concrete order please place a “Direct order”. Please skip to the online form for direct orders by pressing the link “Direct order” within our website navigation.

Direct order form-view:

Please enter as much details as you know about the company you request:

Company name:

Street:

ZIP (Postal code):

City:

Country:

Company-ID (Bulstat-No.):

Consumer question

Delivery speed ([Prices](#)):

- Normal (5 working days)
- Express (3 working days)
- Superflash (1 working days)

Order



Here you can type in all details you know about the company of your interest. In case you have a special question please add it to your order. Please choose the delivery speed for receiving latest company news as report update per e-mail (normal, express or superflash – later on you can modify your selection within your shopping basket again). As default delivery speed “normal” is set, the cheapest variant.


By pressing the button “Order” your request will be saved in your shopping basket.

To finalize your order you have to visit your shopping basket. Please continue with chapter 1.1./ “Step 4: Finalize your order” on page 5; [click here](#).

2. Functions of your login

Here you may find some information about the functions of our database after you are logged in.

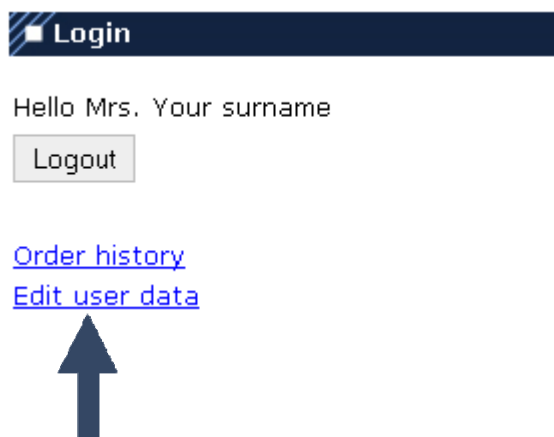
Login-view:



The screenshot shows a dark blue header with a white square icon and the text "Login". Below the header, there are two input fields: "User name:" with the placeholder text "Login-Name" and "Password:" with a masked password of ten dots. A "Login" button is positioned below the password field. Two blue links are located below the button: "Forgotten your password?" and "Advantages of online account". A large blue arrow points upwards from the bottom of the page towards the password field.

To get access to our database please type in your user name and password.

Personal login menu-view:



The screenshot shows a dark blue header with a white square icon and the text "Login". Below the header, the text "Hello Mrs. Your surname" is displayed. A "Logout" button is positioned below the text. Two blue links are located below the button: "Order history" and "Edit user data". A large blue arrow points upwards from the bottom of the page towards the "Edit user data" link.

Now you are able to view ordered credit reports within your "Order history" or to edit your user data.

2.1. How to view reports within order history

Please click on the “Order history”-link in your login menu. Within your order history you have the possibility to view all credit reports which you have ordered within the past 2 months.

Order history-view:

Here you have the possibility to retrieve data about all companies you requested within the past 2 months free of charge.

[Your orders of 01.10.2010](#)

[Your orders of 30.09.2010](#)

[Your orders of 02.09.2010](#)

Search for Comp.-ID (Bulstat-No.) or your Reference-No. within your order history:

Please either choose the date which contains the order you want to view or search for a special order per Company-ID or your Reference-No. about our search function.

The order of your interest then will be listed:

a) Order history details – search according Company-ID or Reference-No.:

Your order(s) with Comp.-ID or Ref-ID "**131129282**":

Time: 02.09.2010 - 11:10 - per Mrs. Your name Your surname: [KAUFLAND BULGARIA FOOD & CO KD, Sofia, Comp.-ID \(Bulstat-No.\): 131129282](#)

[New Search](#)

b) Order history details – search according order date:

Your order(s) of 02.09.2010 11:10

[KAUFLAND BULGARIA FOOD & CO KD, Sofia, Comp.-ID \(Bulstat-No.\): 131129282](#)

[Back to order history](#)

Now you can select and view the company report of your interest at each place of the world 😊.

To make it really safe you have to verify your login data again while viewing first report of your order history.

Open online report-view:

User name:

Password:

Then the requested report opens. To save this report on your computer press “ctrl + s” on your keypad or “save as” in your browser menu.

Report-view:

Report of imoe> - Information Agency Central and Eastern Europe Ltd., www.imoe.com

CREDIT REPORT Bulgaria

REFERENCE: 131129282

COMPANY DETAILS

Local name: KAUFLAND BULGARIA EOOD & CO KD

International name: KAUFLAND BULGARIA EOOD & CO KD

Registered address:

ul. Bacho Kiro No. 5
1000 Sofia

2.2. How to edit your user data

In case your contact data changed please click on the link “Edit user data” within your login sidebar at the right side.

Edit your user data

Here you may update your contact data if they have changed.

Title	<input type="text" value="Mrs. ▼"/>
First Name*	<input type="text" value="Your name"/>
Last Name*	<input type="text" value="Your surname"/>
Company	<input type="text" value="Your company"/>
Street and No.*	<input type="text" value="Your Street"/>
ZIP*	<input type="text" value="30539"/>
City*	<input type="text" value="Your City"/>
Country*	<input type="text" value="Your country"/>
Telephon*	<input type="text" value="0511 9568 4565"/>
Fax	<input type="text"/>
Mobile	<input type="text"/>
E-Mail*	<input type="text" value="yourname@yourcompany.com"/>
Web	<input type="text" value="www.yourcompany.com"/>
International VAT-No.:	<input type="text"/>

We treat your data strictly confidential and will not forward it to anyone external.



To save your new data please press the button “Update”.

Thank you very much for your interest!

In case of any problems or questions
Please contact us via mail → info@imoe.com