



Factoring Transaction Procedure

Thank you for choosing Prime Business Credit (PBC) as your factoring service provider. Please take a moment to read the following service procedures before you start.

Credit Approval

- When you obtain a purchase order from your customer, please login to our website @<http://www.pbcusa.com> to send us your credit requests. Go to *CREDIT* and select *VIEW/REQUEST* from the dropdown menu. Please fill in the templates accordingly. You must enter all customers as *NEW* the first time.
- To check the status of your credit request, go to *VIEW/REQUEST*. You may use the filter on the template to search for orders based on the request date, customer name, or order status.
- If an order has been approved, an approval number will be assigned. Please be advised that approvals expire after 21 days from the order completion/cancel date. We must receive your assignments before the approval expires or the approval is no longer valid.

Invoice Assignment

- You ship the goods within the delivery date and make out an invoice. Please make sure the invoice has the following information on it:

1. Correct bill to Name
2. Address & Phone Number
3. Correct Terms
4. Invoice Number
5. Invoice or Ship Date
6. Invoice amount
7. Approval number

Also put a Payment Instruction stamp / sticker on the original invoice. Then you send the original invoice to the customer directly.

- Please send us the documents listed below. For your convenience, you have the option of sending us the documents via mail or bringing them to the PBC office. You can also send us the documents via fax (213) 488-1577, but you **MUST** still send us the documents via mail or bring them to PBC.
 1. Completed Assignment form with signature from a authorized person (one for a batch of invoices)
 2. Copy of completed invoice(s) with Payment Instruction Label
 3. Shipping documents (i.e., copy of truck B/L with driver signature, UPS or Fed Ex slip with tracking number, signed packing list by customer)
 4. If the order is over \$1,000, please attach a copy of P.O.
- We will verify shipping with either the shipping company or the customer directly for the borrowing clients.



- The Factor Commission Fee will be charged to your account upon purchase of your invoices. Also, if you have not paid the one time account setup fee, we will charge it to your account at the time of your first assignment purchase.
- A Notification Letter will be mailed to your customers to notify them that you have retained the services of Prime Business Credit, Inc. (PBC) and all payments hereafter should be remitted to PBC. If you receive any payments directly from the customers for invoices you've assigned to PBC, please forward them to us right away.

Advances & Reserve Disbursements

- Pre-agreed advances will be made after shipping verification is completed. You will receive a check or a wire-transfer depending on your preference. The cut off time for a wire transfer request is 10:30 a.m. and the cut off time for check request is 3:00 p.m. **Please keep in mind the cut off time and follow them.** Checks can be picked up from our office, mailed to you, or we can deliver it to you or to the bank via messenger. (Please keep in mind that a messenger fee of \$10 - \$20 will be charged for any delivery service and a wire fee of \$20 will be charged per wire.)
- For Non-Borrowing clients, after we collect the invoice proceeds, we deduct our fees, advances and interest amount, if any, from the collected proceeds. The remaining amount will be disbursed to you via mail every week.

Collection

- For collection purposes, we send out Debtor Statements to the account debtors every month as well as Past Due Notices.
- We call the account debtors periodically for prompt collection.
- If there are any disputes between you and the account debtor, a Notice of Dispute will be faxed to you. You are given 2 weeks to respond to the notice.

Reporting

- Copies of checks and check stubs will be available for viewing on our website.
- The following monthly reports will be available for viewing on our website.
 - a) Client Statement
 - b) Purchase Report
 - c) Collection Report
 - d) Invoice Aging Detail Report
 - e) Reserve Transaction Report
 - f) Fee / Interest Statement

Should you have questions or need assistance, please call our office or your assigned account executive.