



**Decide with Confidence**

# Användarmanual Utlandsportalen DBAI




- Första gången du loggar in
- Inställningar för din utlandstjänst, Utlandsportalen DBAI
- Hur du söker efter företag
- Hur du beställer en rapport
- Om företaget du söker inte finns i Utlandsportalen DBAI
  - Hur du beställer en investigation
  - Hur du ser de investigations du beställt
  - Hur du tar fram rapporten då den är klar

Det är viktigt att man kommer ihåg att informationen i våra upplysningar kan variera beroende på lagstiftning och andra förutsättningar i de olika länderna.

# Första inloggning



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 **Risk and Supply Management Solutions** Online Assistance

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### First Time Registration

Upon completing the form below, you will gain access to D&B Access for the Internet subject to the terms and conditions of your contract\*.

Please complete the form below to register immediately for this service.

#### Personal Details

Company Name *	<input type="text"/>
Contact Name *	<input type="text"/>
Country *	Sweden
Phone No	<input type="text"/>
Fax No	<input type="text"/>

If you would like the same reference to be pre-populated for all future product orders, please enter this reference in the box. The contents of this field can be changed at any time.  
\*If you leave this box empty, you will be asked for a new reference every time you order a product

Default Reference

Please tick this box if you DO NOT want to receive your monitoring notices and investigated reports by email.

In all cases, monitoring notices will be stored under My Notices and Investigated Reports under My Reports in DBAI

Email \*

Please tick this box if you want to receive emails in text format only. (By default e-mails will be delivered in HTML format).

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Första gången du klickar in dig i D&Bs utlandstjänst kommer du till denna sida. Här kan du fylla i dina egna uppgifter, de fält med en asterisk är obligatoriska.

När allt är ifyllt klickar du på "Submit".

# Första inloggning forts.



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**First Time Registration**  
You may amend the details contained in your user profile. Please note these details are used throughout the service.  
Please check your details and submit this form. Contact your D&B Office for further details.

**Personal Details**

Business Name	Dun & Bradstreet
Contact Name	Sofie Andersson
Phone No	
Fax no	
Default Reference	
Email status	sofie.andersson@soliditet.se

Yes, I will receive my monitoring and investigation notices via Email and I will receive them as an HTML attachment  
Please be aware that your default monitoring settings have not been activated. If you would like to be offered monitoring services and free report access for 12 months with every report that you order, go to your "User Preferences" page under the "My Profile" tab and select the Monitoring and Free View and Review Option. You will still be able to cancel this service for any given business at the time of purchase of the report.

**Complete Registration**

If you have registered with DBAI associated services (Eg. Global Access), update your DBAI user profile after registration.

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Du kommer till följande bild efter att du tryckt på "Submit".  
På den här sidan klickar du bara "Complete Registration".

# Inställningar för din utlandstjänst DBAI



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**Account Information**

**User Preferences**

Please tick this box if you DO NOT want to receive your monitoring notices and investigated reports by email. \* In all cases, monitoring notices will be stored under My Notices and Investigated Reports under My Reports in DBAL.

Please tick this box if you want to receive emails in text format only. (By default e-mails will be delivered in HTML format).

**Set up My Product Ordering Preferences**

If you would like the same reference to be pre-populated for all future product orders, please enter this reference in the box below. If you leave this box empty, you will be asked for a new reference every time you order a product.

Please tick this box to propose Monitoring and unlimited report access for 12 months for every report order. You will have the option to remove this service for any given report at the time of the purchase.

Please select the type of Monitoring that you would like to receive on your reports. The type of Monitoring selected can be changed for each business at any time on the "My Account Information" section in "Business Details".

M1: Time Critical Data	<input checked="" type="checkbox"/>
M2: Legal & General Data	<input checked="" type="checkbox"/>
M3: D&B Rating & Payment Score	<input checked="" type="checkbox"/>
M4: Latest Filed Accounts	<input checked="" type="checkbox"/>

Please choose the type of report that you would like to be offered by default on all the businesses you enquire upon. \* Please note that you will be able to select a different type of report at the time of purchase.

Comprehensive	<input type="radio"/>
D&B Report	<input checked="" type="radio"/>
Compact	<input type="radio"/>

Please tick this box if you would like to receive free e-Alerts for 6 months on those reports that you are not currently monitoring.

**Set up Other Preferences**

Please tick this box if you would like to extend My Reports to display 7 days of report orders and to keep under My Data an archive of key data from all reports purchased over the past 13 months (you can access, query and export these as CSV).

\* For more information on My Data and My Reports, please click on the Help button below.

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För att se dina inställningar för DBAI, ställ markören på "My Profile" och välj "User Preferences". Denna sida visas.

## Personalise My Communication Settings

1. Denna ruta klickar du i om du inte vill ha bevakningssignaler/ investigation rapporter via email, om du vill att de endast visas i tjänsten.
2. Denna ruta klickar du i om du inte vill att emails skickas till dig i HTML-format (endast text-format).

# Inställningar för din utlandstjänst DBAI



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**Personalise My Product Ordering**

1. Fyll i denna om du vill ha en specifik referens som ska visas på alla dina beställningar.
2. Denna ruta ska vara iklickad om du vill ha bevakning och "View & Review" på varje förfrågan (gäller Europa 1, se prislista).
3. Här väljer du vilken information du vill få signaler om på de objekt du bevakar. Vi rekommenderar dig att ha alla 4 boxarna ikryssade.
4. Här väljer du vilken rapport du vill ha som default vid beställning av "V&R".
5. Erbjuds inte för tillfället.
6. Ska alltid vara ifyllt.

# Hur du söker i utlandsportalen DBAI



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The screenshot shows the DBAI Risk Management Solutions portal. The search filters on the left include a 'Country' dropdown menu set to 'Sweden', a 'Submit' button, and a 'Clear' button. The main content area displays a 'Welcome' message for tommy.arneving@dnbnordic.com, a 'My e-Portfolio Overview' section with monitoring notices, and a 'Today's Risk Exposure Graph' showing risk indicators across 53 cases. The graph is a bar chart with a legend for risk levels: Minimal Risk (green), Low Risk (dark green), Greater than Average Risk (yellow), High Risk (red), Undetermined Risk (grey), and Out Of Business (black).

Risk Indicator	Percentage
1 Minimal Risk	35%
2 Low Risk	20%
3 Greater than Average Risk	15%
4 High Risk	25%
Undetermined Risk	5%
Out Of Business	0%

Vi rekommenderar att man börjar sin sökning med att välja land och sedan fylla i företagets namn. Klicka sedan på "Submit" för att påbörja sökningen.

Search Result - 25 match(es) found. <<Prev 1 2 Next>>

Your search results will improve if you enter additional search criteria like town in addition to the company name.

Please select the business you would like more information on.

Business Name	TradeStyle	Street	Town	Site
<a href="#">SKA LTD</a>		550 VALLEY RD	NOTTINGHAM	Single
<a href="#">SKA (UK) LTD</a>		23 PRIESTFIELDS	LEIGH	Single
<a href="#">S.K.A. LIMITED</a>				
<a href="#">SKA LTD</a>				
<a href="#">KREPPPEL STEPHEN</a>	S K &			
<a href="#">SKA GROUP LTD</a>				
<a href="#">S.K.A. TEXTILES LTD</a>				
<a href="#">SKA IP LTD</a>				
<a href="#">THE SKA BAR LTD</a>				
<a href="#">SKA FILMS LTD</a>				

Unable to match

Based on the search criteria you have entered we are unable to identify the business.

**User Tips** To increase the likelihood of finding the business we recommend you provide any additional details you might have, preferably unique identifiers such as the D-U-N-S Number or Company Registration Number. Alternatively use the link to the Advanced Search on the left frame to access a different range of search criteria.

In the event that we still cannot identify the business you have the option to order a free investigation on it.

To request an investigation

[Order Investigation](#) [Help ?](#)

Nu visas någon av dessa bilder. Bilden till höger visas om det inte finns något företag i databasen som matchar din sökning. Den andra bilden är en träfflista på de företag som finns i vår databas som lever upp till något av de kriterier som du fyllt i vid din sökning. Om företaget du söker finns i listan klickar du på företagsnamnet.

Om företaget du söker **inte** finns i vår databas kan du göra en investigation. För att beställa, klicka på "Order Investigation".

# Översikt valt företag



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**D&B DEUTSCHLAND GMBH**  
Dun & Bradstreet Deutschland GmbH  
Havelstr. 9  
DARMSTADT  
Germany  
64295  
D-U-I-S® Number: 340690770  
Registration Number: 64283B9380

**More Information**  
7321 Consumer cred rplng agencies, cred clrg houses  
[Parent Details Available](#) - D-U-I-S® Number: 333692544  
Latest Accounts Available: 31/12/2006

**NOTE:** The monitoring option is selected and **WILL BE CHARGED** by default according to the pricelist, unless you un-tick the box under e-Portfolio on this site. If you choose to proceed with Monitoring you will receive a **HIGH VALUE** package including monitoring notices on this business and benefit from unlimited free-of-charge View & Review access to a fresh copy of the report for 12 months.

What do you want to know about this company?

**Reports**

- D&B European Comprehensive Report (EUR)
- D&B European Report (EUR)
- D&B European Compact Report (EUR)
- Global Family Tree

**e-Portfolio**

- Add Monitoring & Unlimited access to the report for 12 months.
- Monitoring without Report

**Country Risk**

**News - Germany**  
Payments risk is on the rise amid a slowdown in economic activity.

- D&B Country RiskLine Report (English only)  HTML  PDF
- D&B Country Report (PDF) (English only)

This order will be delivered in:  Your order reference is:

If the business shown above is not the business you were searching for, then please select 'Help' for advice on how to improve your search results. If this still fails to find the business then you have the option to request an investigation.

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Om du valt ett företag i listan visas denna sida. För mer information om de produkter som erbjuds, se nästa sida.

- **Risk Reports**

**Europa 1** (*Storbritannien, Irland, Tyskland, Belgien, Holland, Luxemburg, Frankrike, Italien, Spanien, Portugal, Österrike, Schweiz, Liechtenstein, Andorra, San Marino, Monaco*)

- D&B European Compact Report, rating upplysning
- D&B European Report, basrapport med viss ekonomisk information
- D&B European Comprehensive Report, total rapport med bokslut om inlämnat
- Global Family Tree

**Europa 2** (*Grekland*)

- D&B Business Information Report, den information som finns tillgänglig om företaget

**Europa 3** (*Övriga Europa inkl. Ryssland och Turkiet*)

- D&B Business Information Report, den information som finns tillgänglig om företaget

**Nordamerika**

- D&B Business Information Report, sedvanlig ekonomisk information med kreditrating
- D&B Comprehensive Report, utökad finansiell information och bl.a. Financial Stress Score

**Övriga världen** (*Asien, Oceanien, Latinamerika, Afrika*)

- D&B Business Information Report, den information som finns tillgänglig om företaget

- **e-Portfolio (Erbjuds på Europa 1) Bevakning**

- Bevakning med obegränsad tillgång till aktuell rapport i 12 månader
- Bevakning utan obegränsad rapport tillgång

- **Compliance** (*Rapporter för identifiering och verifiering enligt regler mot penningtvätt*)

- Know your customer report (KYC)

- **Country Risk** (*Landrapporter*)

- D&B Country Riskline Report. Viktig information gällande betalningsvillkor, rekommenderade betalningsformer samt aktuella betalningstider i de länder du gör affärer.
- D&B Country Report. Djupgående analys av ett lands ekonomiska, politiska och sociala förhållanden. Värdering av risken att göra affärer i det aktuella landet.

# Beställa "Investigation"



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**Risk Management Solutions**

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My Profile | My Notices | My Portfolio

### Investigation Request

Please provide as much information as possible to help us give you a quicker and more detailed response.  
This investigation will be free of charge (you only pay for the Business Information Report) unless you select the speed of delivery as urgent which will be fulfilled more quickly but carries an additional charge.

#### Investigation Information

Business Information		User Information	
Country	Samoa (American)	Name	Tommy Arneving
Business Name *	Örhrling	Telephone Number	46 47027840
Street		E-Mail	tommy.arneving@dnbnordic.com
Town *		Based on your current user preferences in 'My Profile' you will receive reports via e-mail in HTML/TXT format and will be delivered to the e-mail address specified in your profile.	
Postal Code			
Telephone Number			
Registration Number			

Please provide the reason for this investigation, or provide additional information such as principal names, address or line of business. This will ensure that the investigation you have placed correctly answers your requirements. Please be aware that the request has to be written in local language of the requested company or in English. \*

#### Delivery & Product Options

Reference for this investigation \*

Language

Speed of delivery  Routine  Urgent

Report to be delivered  Business Information Report  Routine Report

**Submit**

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Om du valt att beställa en investigation visas denna bild. De fält med en asterisk är default, beställningen går inte igenom om de inte är ifyllda. Klicka på "Submit" för att beställa.

Väljer ni "urgent" prioriteras beställningen, se pris i prislistan för Utlandsinformation.

# Bekräftelse "Investigation"



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### Investigation Confirmation

**CONFIRMATION**

Your investigation request has been successfully registered and will be processed according to the speed of delivery you requested.

Investigated reports are sent to you by e-mail and delivered to "My Reports" under "My Portfolio" unless specified otherwise. To change this go to "User Preferences" under "My Profile".

If you have any questions on D&B's investigation service please click here [Help ?](#)

**INVESTIGATION REFERENCE**

Your investigation request has been registered with the following user reference: **Tommy Ar**

If you need to contact us about this investigation, please quote reference **200800075009400483**

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När du klickat på "Submit" får du upp denna bild i ett nytt fönster. Detta är ett kvitto på din beställning. Skriv gärna ut kvittot och anteckna datumet då du gjorde din beställning och behåll det tills rapporten levererats till dig.

Du kan se status för din beställning under "My Investigations" under fliken "My reports", se nästa sida.

# Hitta "Investigations" du beställt



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**Risk Management Solutions**

compliant rapport för dig som behöver följa reglerna för | Close

e-Portfolio Overview | Contact us: 0851901320 | Online Assistance

**My Profile** | **My Notices** | **My Portfolio**

Welcome [tommy.arneving@dabnordic.com](#) (Click here to ...)

**My e-Portfolio Overview**

Today my e-Portfolio consists of

Businesses [10](#)

Including Free View & Review access to

Cases [77](#)

**Monitoring Notices**

<a href="#">Red Notices</a>	20 time critical monitoring notices
<a href="#">Today</a>	3 new monitoring notices
<a href="#">This Week</a>	7 monitoring notices
<a href="#">This Month</a>	43 monitoring notices

**Manage your Monitoring Registration**

cases registered for monitoring [76](#)

**Personalise your e-Portfolio**

You can [pre-define](#) how & when you order products & services

**Learn how to best use e-Portfolio and View & Review**

[Click here](#) for free training presentations and other news.

For specific product questions, please click [help](#)

[Help ?](#)

**Risk Indicator Graph**

are across all 77 View & Review cases)

Risk Indicator	Percentage
1 Minimal Risk	~35%
2 Low Risk	~25%
3 Greater than Average Risk	~20%
4 High Risk	~15%
- Undetermined Risk	~5%
Out Of Business	~2%

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Genom att ställa markören på "My reports" kan du välja "My Investigation" .

# Alla beställda "Investigations", senaste 90 dgr



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The screenshot shows the 'Risk Management Solutions' web interface. On the left is a search sidebar with fields for Country (Sweden), Business Name, Town, and Post Code. The main area displays 'My Investigations - 1 item(s)' with a table of investigation data. A red arrow points from a text box to the 'Investigation Identifier' '43123133571' in the table.

Investigation Identifier	Business Name	D-U-N-S®	Reference	Date Ordered	Investigation Status
<a href="#">43123133571</a>	SIMPAC LTD	536331036	TOMMY AR	19/08/2009	Complete 20/08/2009

Här ser du alla beställda investigations som gjorts av dig de senaste 90 dagarna, listan är sorterad så att de obesvarade visas överst.

Om du klickar på en investigation som du beställt visas mer ingående information om beställningen.

# Detaljerad information om beställd "Investigation"



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The screenshot shows the 'Investigation Details' page in the D&B Risk Management Solutions web application. The page is divided into several sections: 'Investigation Identifier', 'Reference for this Investigation', 'Date Ordered', 'Investigation Status', 'Priority', 'Business Details', 'Investigation Details', and 'Fulfilled Details'. A red arrow points from the 'Submit' button in the search sidebar to the 'Investigation Identifier' field.

Investigation Identifier: 43123133571	
Reference for this Investigation	TOMMY AR
Date Ordered	19/08/2009
Investigation Status	Complete
Priority	Urgent
Business Details	
D-U-N-S® Number	536331036
Registration Number	SC178973
Business Name	SIMPAC LTD
Street	SPIERSBRIDGE BUSINESS PK
Town	GLASGOW
Postal Code	G46 8NL
Country	United Kingdom
Telephone Number	0141-571-0220
Investigation Details	
Product Ordered	D&B European Comprehensive Report
Delivery Language	English
Reason for Investigation	THIS COMPANY HAS 2 IN ALL ROWS IN THE BALANCE SHEET AND A DECREASE IN MAXIMUM CREDIT EXPLAIN THIS DECREASE, WHAT HAS HAPPENED?
Response Supplied	Call
Fulfilled Details	
D-U-N-S® Number	536331036
Investigation Completed Date	20/08/2009

Investigated reports are delivered to "My Reports" and stored for 30 days. They are also e-mailed to the e-mail address which is currently tommy.arneving@dnbnordic.com

Här kan du se mer ingående information om den investigation du beställt.

Skulle du inte få rapporten efter utsatt tid, skicka då ett mail till oss med följande uppgifter till:  
[kundservice@dnbnordic.com](mailto:kundservice@dnbnordic.com)

- Efterfrågat företagsnamn
- Adress
- Land
- Datum för beställning
- Ticket nummer
- Kundkod/ Kundnr

Vi skickar då en "Tracer" till ansvarigt D&B kontor.

- Leveranstider: (Genomsnittstid)

- Europa 3-5 arbetsdagar
- Östeuropa 7-9 arbetsdagar
- Övriga världen upp till 10 arbetsdagar

- Leverans av investigation rapport:

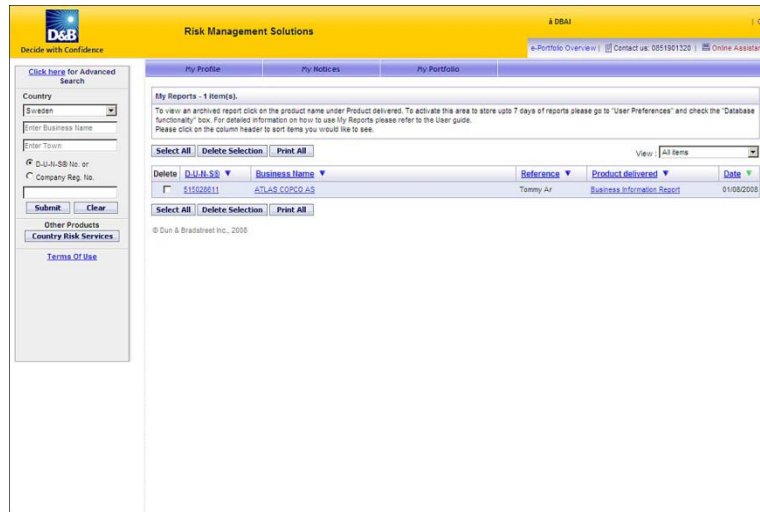
När du gör en investigation levereras rapporten till My Portfolio, My reports. Från vissa länder skickas rapporten även till den e-postadress som du angivit under "User Profile". Har du inte fått rapporten till din e-postadress så kontrollera alltid om den levererats till "My reports".

- Logga in på Utlandsportalen DBAI och välj "Företag övriga världen"
- Klicka på "My Portfolio", "My reports"
- Om rapporten är levererad visas den här
- Välj rapport du vill hämta under rubriken "Product Delivered"

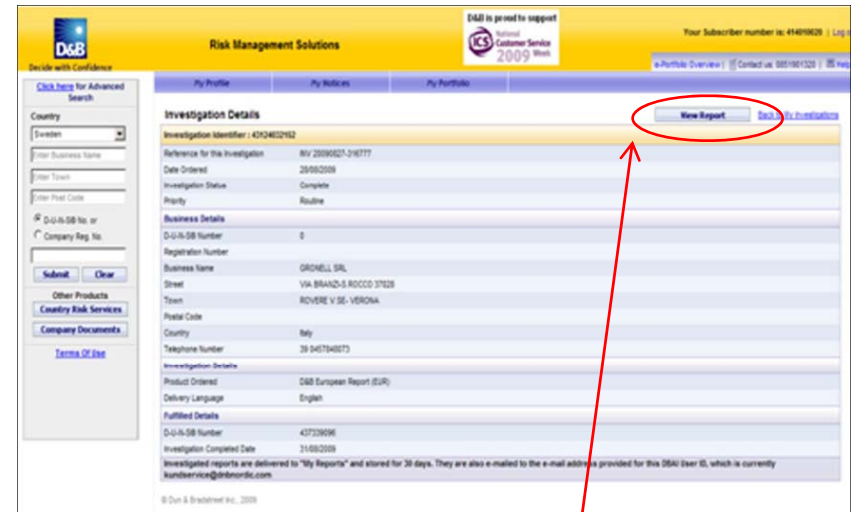
# Leverans av investigation



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Här är en bild på "My reports". Här kan du se hur det ser ut när en levererad Investigation finns att hitta i "My reports".



Du kan även ladda hem den färdiga rapporten under "My Investigations".