



Add a new Buyer

Once you have run your search, a list of Buyers will appear in the **SEARCH RESULTS** section of the same screen.

Buyer search results

Where the entity is a Head Office, a **House**  icon will appear to the far right of the company name.

To add a Buyer:

1. Enter your own reference in the **Buyer ref** field. (Optional)
2. If the Buyer is a prospect, **check** the **Prospect**  checkbox
3. Click the **Save** button The Buyer Identity tab will appear.
4. Click the **Services** button
5. Click the **Credit Limit** button
6. Please refer to the **Changing a Buyer's Credit Limit** guide for more information on how to request a Credit Limit for this Buyer

NOTE: SELECT THE RIGHT ENTITY

Temporary Buyers

If the Buyer you have searched for does not appear in the search results, then you can manually create a temporary Buyer. Once you create a Temporary Buyer request an AIG Underwriter will attempt to identify the entity and make it a permanent Buyer in TradEnable.

If the underwriter is able to identify the Buyer, then the request will be validated follow the usual workflow. If the company cannot be found, the request will be cancelled.

If you were unable to find your Buyer in the list, please click [here](#) for a manual ID request

Hyperlink to add a temporary Buyer

To create a temporary Buyer:

1. Remain on the search results page
2. Click the **here** hyperlink below the search filters to the left of the screen. The **MANUAL IDENTIFICATION** form will appear in the same screen
3. Enter all available information about the Buyer
4. Ensure that you have selected the correct **Country**
5. Include any comments relating to the Buyer (e.g. 'New Company')
6. Attach any relevant files to evidence the request
7. Click the **Submit** button
8. Click the **Services** button
9. Click the **Credit Limit** button
10. Please refer to the **Changing a Buyer's Credit Limit** guide for more information on how to request a Credit Limit for this Buyer

