



# CREDIT APPLICATION PROCESSING

**NACM CONNECT WILL DO  
THE WORK FOR YOU**



3005 Tollview Drive, Rolling Meadows, IL 60008  
Phone | 847.483.6400 • Email | [info@nacmconnect.org](mailto:info@nacmconnect.org)  
[nacmconnect.org](http://nacmconnect.org)

THIS SERVICE IS AVAILABLE WITH YOUR MEMBERSHIP  
AND **THE FIRST THREE ARE FREE!**

## LET US CONTACT THE REFERENCES FOR YOU

THE TRADE INFORMATION WILL BE MERGED ONTO THE NACM NATIONAL TRADE CREDIT REPORT AND YOU WILL RECEIVE THE REPORT, WHICH MAY INCLUDE ADDITIONAL PAYMENT HISTORY CONTRIBUTED FROM NACM MEMBERS NATIONWIDE.

### PRICING

RUSH PROCESSING



**\$25**

REGULAR PROCESSING  
(4-5 BUSINESS DAYS)

**\$20**

For additional information, please contact Brittany Siriann

847.483.6459

[brittany.siriann@nacmconnect.org](mailto:brittany.siriann@nacmconnect.org)

## HOW THE CREDIT APPLICATION PROCESSING SERVICE WORKS

NACM CONNECT'S CREDIT APPLICATION PROCESSING DEPARTMENT CAN ASSIST YOU AND YOUR TEAM TO HELP STREAMLINE THE PROCESS, REDUCE THE COST OF INTERNAL PROCESSING AND PROVIDE YOU WITH A MORE THOROUGH AND COMPREHENSIVE PICTURE OF THE APPLICANT.



**EMAIL** [businesscredit@nacmconnect.org](mailto:businesscredit@nacmconnect.org) OR



**SUBMIT** [nacmconnect.org/services/credit-application-processing](https://nacmconnect.org/services/credit-application-processing)

We will contact up to four Trade References and one Financial Institution. Legible applications submitted with accurate contact information will ensure a quick turnaround, saving you time to focus on other important department operations!

## PROCESS

**Disclosure:** May we disclose to the reference that we are processing the application for your company? This often helps in procuring responses.

**Preliminary Report:** A report is sent BEFORE the final report to update any progress made with references. You have the option of receiving a preliminary on day 1, day 5, or both.

**Final Report:** You will receive the last report regardless of how many references have responded. You have the option of receiving a final report on day 5 OR Day 10.

**Bank Reference:** A reference on the financial institution for applicant. Often charges a fee and takes longer to receive. You have the option of contacting NO banks, contacting banks that DO NOT charge a fee, or contacting all banks regardless and being invoiced for the bank fee.

### 1. MEMBERS WILL JOIN AND FILL OUT A QUESTIONNAIRE OUTLINING THEIR EXPECTATIONS FOR CAP.

### 2. MEMBERS CAN THEN REQUEST AN APPLICATION TO BE PROCESSED AT [businesscredit@nacmconnect.org](mailto:businesscredit@nacmconnect.org)

**A.** Include Member number and Applicants name in Email or Subject line

**B.** The more information for references, the better. We suggest Name, Address, Phone number, and Email address for faster processing.

### 3. CAP TEAM WILL PROCESS THE APPLICATION ACCORDING TO MEMBERS PREFERENCES

**A.** References will be contacted several times throughout the processing time established in the questionnaire.

### 4. FINAL REPORT WILL BE SENT TO MEMBER

**A.** The final report will contain all information received during the process time as well as any previous information contained in the NACM Connect Database.

**B.** References will be listed by member number which will be identified in the final preliminary email.

### 5. INVOICING

CAP activity is invoiced at the end of each month for all finished AND open applications.

**NOTE:** Please note that if an application is opened at the end of the month but not finished, you will still be invoiced for it. You will receive your final report at the beginning of the next month.

## CAP OPTIONS

1. Preliminary Day 5  
Final Day 10

2. Preliminary Day 1  
Preliminary Day 5  
Final Day 10

3. Preliminary Day 1  
Final Day 5

## DISCLAIMERS

A final report will be sent out unless otherwise notified regardless of how many references respond. Our team does the best they can but not every reference is easy to contact or cooperate.

**THANK YOU FOR SUPPORTING  
NACM CONNECT BY USING  
OUR CREDIT APPLICATION  
PROCESSING SERVICE.  
WE ARE WORKING ON  
STREAMLINING THE PROCESS  
TO BRING EVEN BETTER  
SERVICE TO OUR CLIENTS,  
AND AS SUCH WOULD LIKE TO  
HEAR FROM YOU REGARDING  
HOW WE COMMUNICATE OUR  
FINDINGS WITH YOU.**

## MOST USED COMMENT TABLE

COD	Cash on Delivery
CSH	Cash Customer
EXC	Excellent Account
GAC	Good Account
NOA	No Account
PMT	Prompt
RPS	Reference Pays Subject
WNC	Will Not Cooperate
NRE	No Recent Experience

## QUESTIONNAIRE

We make several attempts to contact the references on your applications both by email and phone if we have that contact information. However, as you probably know, not all contacts reply to references, and if they do it is often a task that is put off. Below is a set of questions the answers to which will be notated in your file to help meet your needs with credit application processing.

### 1. DISCLOSURE: ARE WE ABLE TO DISCLOSE TO THE REFERENCE THAT WE ARE PROCESSING THE APPLICATION FOR YOUR COMPANY? THIS OFTEN HELPS WITH PROCURING RESPONSES.

1. Yes, you may disclose.
2. No, you may not disclose.

### 2. HOW WOULD YOU LIKE TO RECEIVE REFERENCE RESPONSES? (SELECT ALL THAT APPLY)

1. Preliminary report sent at the start of the process.
2. Final report on 4th/5th day, no matter how much data has been gathered.
3. Preliminary report on the 4th/5th day but continue to contact references for several more days.
4. Final report on the 10th day, no matter how much data has been gathered.

### 3. WOULD YOU LIKE US TO CONTACT BANK REFERENCES THAT CHARGE A FEE? THERE WILL BE AN ADDITIONAL FEE AS WELL AS AN EXPECTATION OF EXTENDED PROCESSING TIME AND A CONSENT FORM FROM THE CUSTOMER IS REQUIRED.

1. Yes, please contact banks and charge the fee to our account.
2. No, do not contact banks that charge a fee but continue contacting banks that do not charge a fee.
3. No, do not contact banks.

### 4. RUSH PROCESSING: HOW WOULD YOU LIKE US TO NOTE RUSH PROCESSING ON YOUR ACCOUNT.

1. Rush processing: Please make ALL requests rush processing. This is an additional charge. *(All data sent that can be obtained in 24 hours)*
2. Rush processing: I will notify you of each application that I would like processed as a RUSH. There is an additional charge for all rush applications.

### 5. ADDITIONAL COMMENTS: ANY ADDITIONAL REQUESTS, COMMENTS, OR SUGGESTIONS TO BE TAKEN INTO CONSIDERATION BY THE NACM CONNECT CREDIT APPLICATION PROCESSING TEAM.

