



Step 1

Sending a Final Demand Letter to a Debtor



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Username/Email Address

Main@quanta5.co.za

Password

.....



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Step 2

Sending a Final Demand Letter to a Debtor



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https://portal.quanta5.co.za/Pending?accountId=82243

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CLIENT ACCOUNT: PawPrint Partners Pty Ltd

HELP

JOHANNES GERHARDUS

LOGOUT

OVERVIEW

CREDIT APPLICATIONS

CREDIT REPORTS

LIMIT SIGN-OFF

COLLECTIONS

MONITORING

Welcome back, Johannes

Here is an overview of what's been happening at PawPrint Partners Pty Ltd

New Collection

View Collections

View Final Demands

View AODs

Click on “New Collection” to begin

Vetting4

Collections4

AUTHORISATIONS3

CREDIT REPORTS1

APPLICATIONS19

ALL PENDING CREDIT REPORTS1

LIMIT SIGN-OFFS

DATE CREATED	DEBTOR	ACCOUNT	REGISTRATION NUMBER	ACCOUNT NUMBER	LIMIT REQUESTED	CURRENT LIMIT APPROVED	CREATED BY	ACTION
21 May 2024	Debtor 1	PawPrint Partners Pty Ltd	XXXXXXX	LA147841	R 500,000.00		Anel Botes	👁
27 May 2024	Debtor 2	PawPrint Partners Pty Ltd	XXXXXXX		R 100,000.00		Anel Botes	👁



Step 3

Sending a Final Demand Letter to a Debtor

← ↻ <https://portal.quanta5.co.za/Collections/Edit?accountId=82243> 🔍 🔊 ☆ 📄 📌 📁 📧 📧

CLIENT ACCOUNT: PawPrint Partners Pty Ltd ▾ | **HELP** | JOHANNES GERHARDUS **LOGOUT**

quanta5

OVERVIEW ▾ CREDIT APPLICATIONS ▾ CREDIT REPORTS ▾ LIMIT SIGN-OFF ▾ **COLLECTIONS ▾** MONITORING ▾

Collections Options

Final Demand
Send a Final Demand to a debtor
Price: R 0.00
START

Acknowledgement of Debt
Send an Acknowledgement of Debt to a Debtor
Price: R 0.00
START

Collections
A contingent fee applies.
Price: Variable Rate
START **VIEW FEES**

Click "Start" on Final Demand





Step 4

Sending a Final Demand Letter to a Debtor

← ↻ 🔒 <https://portal.quanta5.co.za/Collections/FinalDemands/Edit?ProductId=311&debtorId=-1> 🔍 🔊 ☆ 📄 📌 🗑️ 🔄 📶

Debtor Details

Please enter the details for the Debtor's debtor

Account Type *
Private Company (Pty) Ltd

Company Name *
QUANTA5 PTY LTD

Trading As
Quanta 5

Registration Number *
201636140307

Vat Number
0000000000

Physical Address 1 *
Building 13, Constantia Office Park

Physical Address 2
Weltevreden Park

Physical Suburb
+

☒ Postal Address same as Physical?

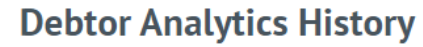
Account Number
Quanta001

SAVE

Click on the dropdown to select the debtors company type and proceed search their company on the live CIPC database

Complete their company details and click save

Step 5



Debtor analytical history
will display on this table

Debtor Collection History

Debtor collections history will display here

Debtor Contacts

Add the details of the debtor contact that the Final Demand should be sent to.

Add details of the contact person that must receive the final demand letter and click save



Step 6

Sending a Final Demand Letter to a Debtor

Work

Quanta5

https://portal.quanta5.co.za/Collections/FinalDemands/Edit?ProductId=311&debtorId=-1

Directors/Owners/Trustees (Optional)

They will receive a copy of the Final Demand

— Add Director Details

First Name *

John

Surname *

Smith

Identity Number / Passport Number *

8002200905083

Telephone *

0115508900

Email *

John@quanta5.co.za

SAVE

Add director details to receive a copy of the final demand. Click save to proceed



Sureties (Optional)

Add the details of everyone that signed surety for this account. They will also receive a copy of the Final Demand.

— Add Surety Details

First Name *

John

Surname *

Smith

Identity Number / Passport Number *

8002250561088

Telephone *

0115508900

Email *

John@quanta5.co.za

SAVE

Add surety details if applicable and click save

Step 8

Sending a Final Demand Letter to a Debtor



Final Demand

Enter the outstanding amount for the Final Demand.

Final Demand Amount *

250,000

Final Demand Reason

Goods sold and delivered

Capture the overdue amount and select the reason for the final demand

SAVE

→ Click on “Save”

Preview

Preview document that will be sent to debtor



→ Click here to preview the final demand letter to ensure correctness

SEND FINAL DEMAND

→ Click here to send the final demand to the debtor