

GO PARTNER TRAINING TOOL

KEY USER TRAINING

CONTENTS

- 01 // INTRODUCING THE GO PARTNER PORTAL
- 02 // GO PARTNER MIGRATION, LOGIN & CALCULATION TO REQUEST
- 03 // GO PARTNER MANAGE CALCULATIONS
- 04 // GO PARTNER GENERATE CONTRACT
- 05 // HELP & ONGOING SUPPORT



INTRODUCING THE GO PARTNER PORTAL

GO PARTNER – PARTNER PORTAL

THE BENEFITS

Goals

- ❖ Less clicks - Simple, logical and easy
- ❖ User friendly
- ❖ Modern sales support tool
- ❖ Improve response time– quick and focused
- ❖ Clear and structured



Logical

Simple



Less
clicks

Uncom-
plicated

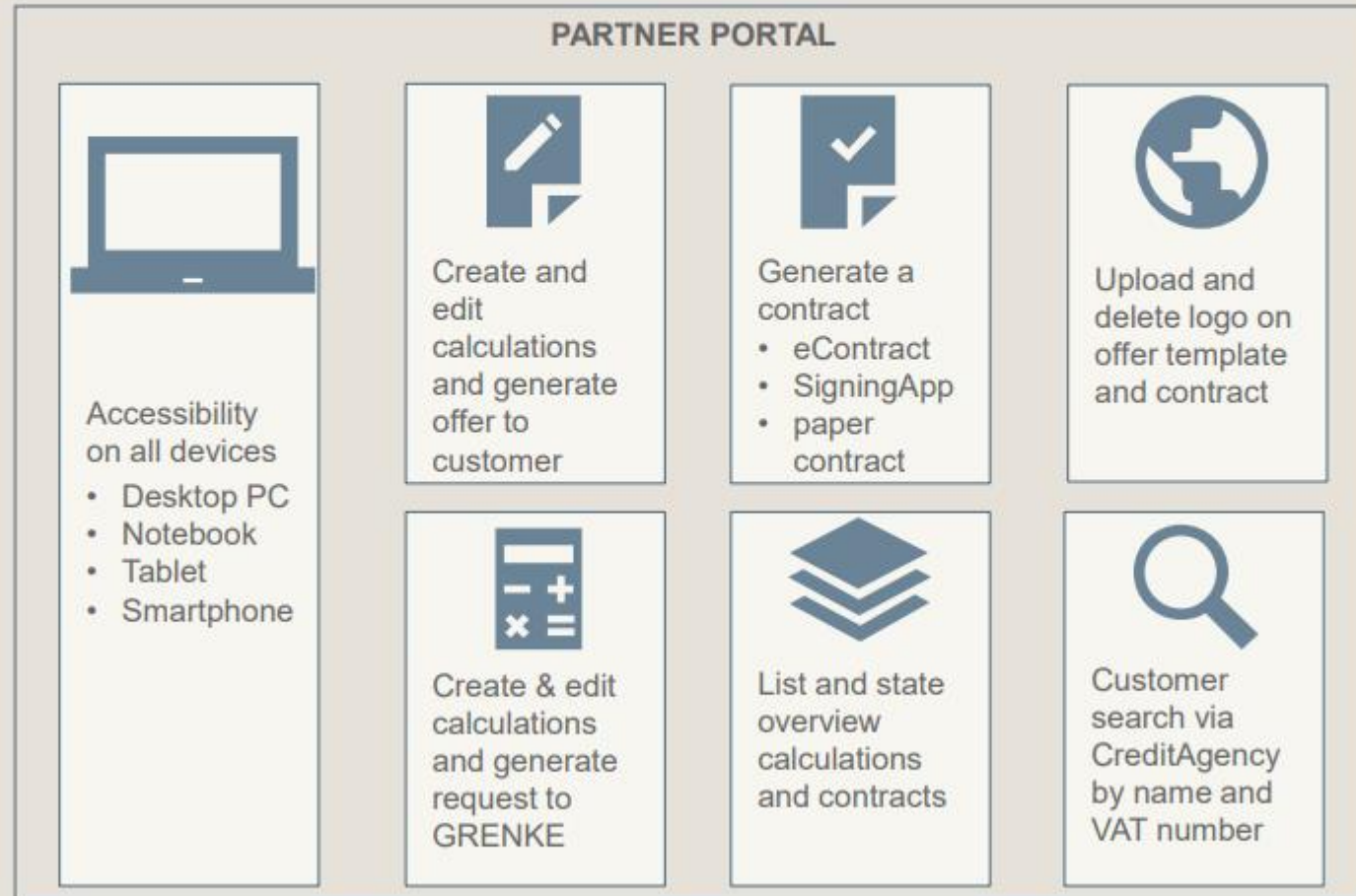


Clear

Easy

FUNCTIONALITIES OF GO PARTNER

WHAT CAN IT DO?



02 //

GO

PARTNERMIGRATION,
LOGIN &
CALCULATION TO
REQUEST



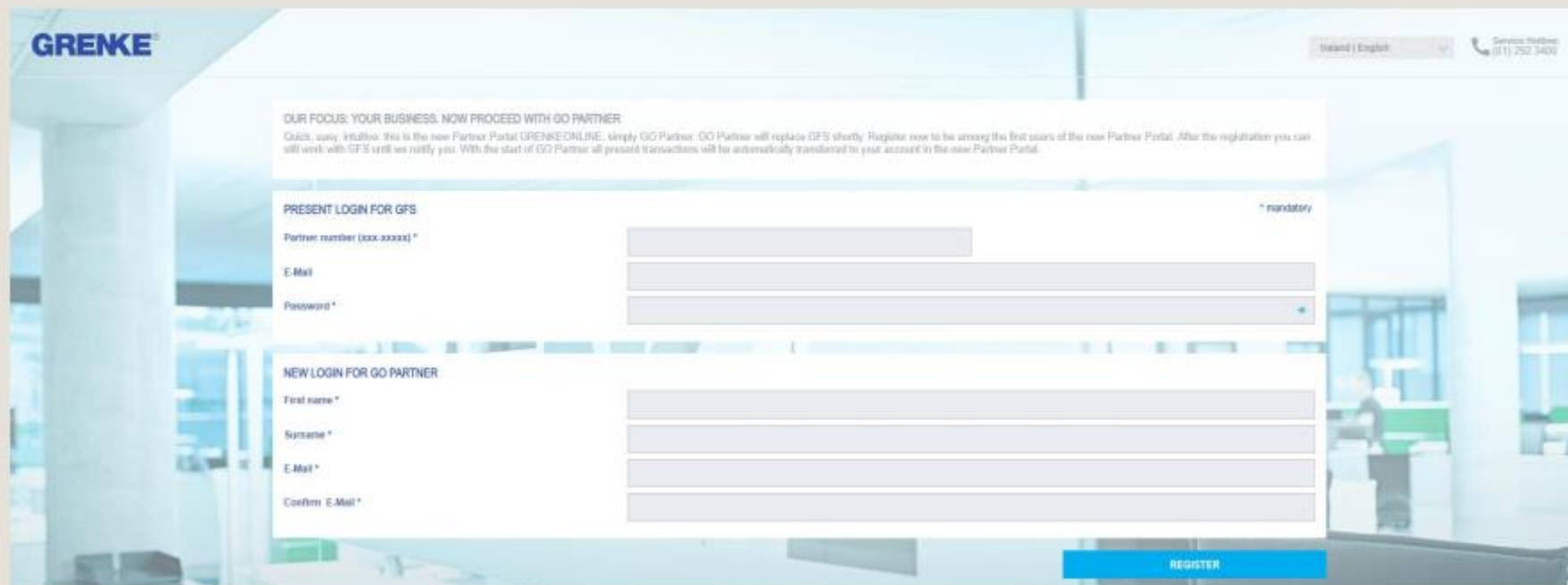
02 // GO PARTNER- MIGRATION, LOGIN & CALCULATION TO REQUEST

0.21 MIGRATION

HOW DO I MIGRATE?

YOUR GRENKE CONTACT WILL COMPLETE THE BELOW TO START YOUR MIGRATION.

THIS WILL GENERATE AN EMAIL TO YOU TO SET UP YOUR ACCESS.



The screenshot shows the GRENKE migration portal. At the top left is the GRENKE logo. At the top right, there are links for 'Inland | English' and a 'Service Hotline: (011) 252 3400'. The main heading is 'OUR FOCUS: YOUR BUSINESS. NOW PROCEED WITH GO PARTNER'. Below this is a paragraph explaining the migration process. The form is divided into two sections: 'PRESENT LOGIN FOR GFS' and 'NEW LOGIN FOR GO PARTNER'. The 'PRESENT LOGIN FOR GFS' section has fields for 'Partner number (xxx.0000x) *', 'E-Mail', and 'Password *'. The 'NEW LOGIN FOR GO PARTNER' section has fields for 'First name *', 'Surname *', 'E-Mail *', and 'Confirm E-Mail *'. A blue 'REGISTER' button is at the bottom right of the form.

GRENKE

Inland | English | Service Hotline: (011) 252 3400

OUR FOCUS: YOUR BUSINESS. NOW PROCEED WITH GO PARTNER

Quick, easy, intuitive: this is the new Partner Portal GRENKEONLINE. Simply GO Partner. GO Partner will replace GFS shortly. Register now to be among the first users of the new Partner Portal. After the registration you can still work with GFS until we notify you. With the start of GO Partner all present transactions will be automatically transferred to your account in the new Partner Portal.

PRESENT LOGIN FOR GFS * mandatory

Partner number (xxx.0000x) *

E-Mail

Password *

NEW LOGIN FOR GO PARTNER

First name *

Surname *

E-Mail *

Confirm E-Mail *

REGISTER

GRENKE



OBRIGADO, O REGISTO EM GO PARTNER FOI BEM
SUCEDIDO!

[HTTPS://UATPARTNER.GRENKEONLINE.COM/PORTAL/#/MIGRATION/XX-XX](https://uatpartner.grenkeonline.com/portal/#/migration/xx-xx) (TEST AREA)

IMPORTANT TO KNOW

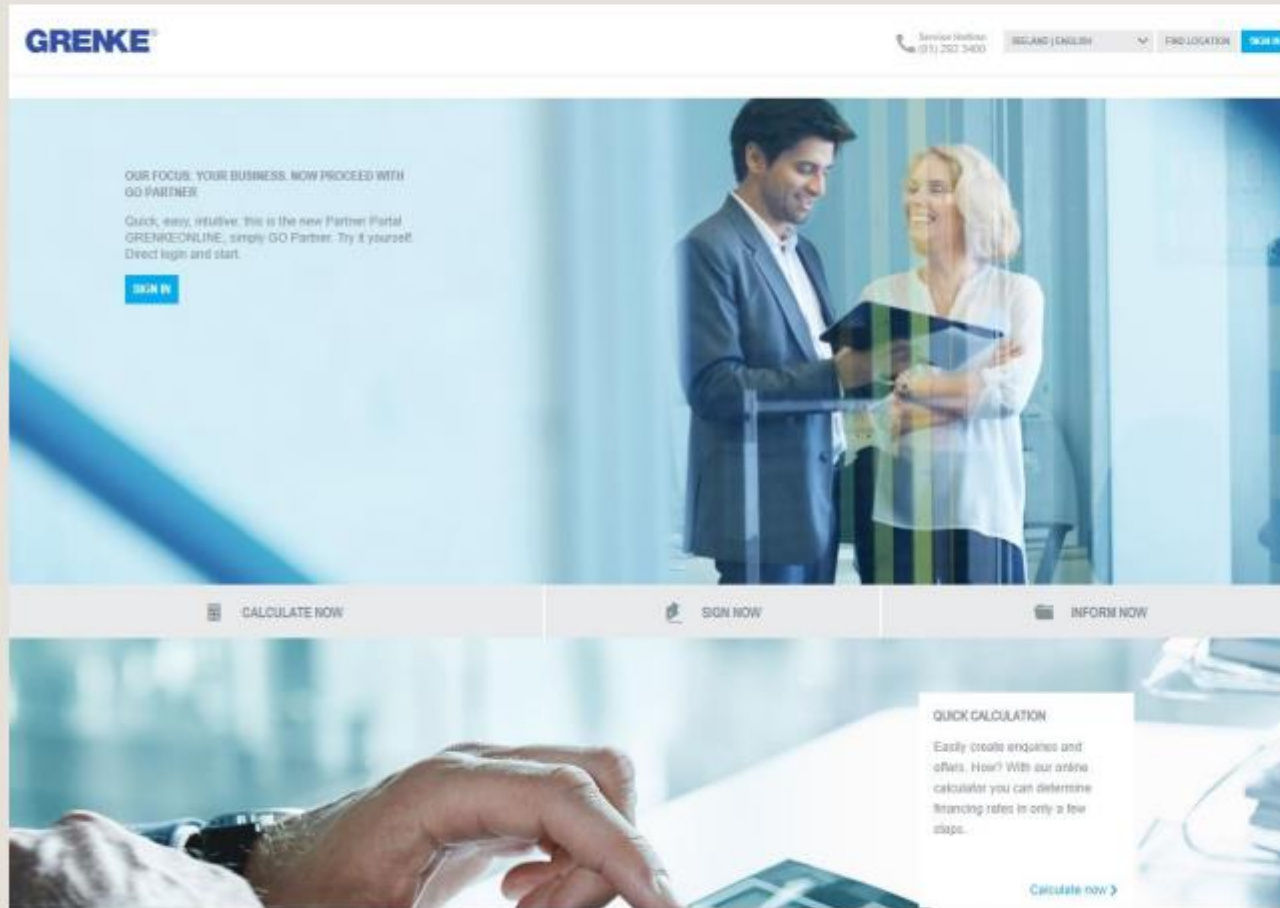
- ❖ The migration can only be done one time by each user
- ❖ Your GRENKE contact will migrate your account and generate an E-Mail to you. Use this link to set up your password.
- ❖ **The generated link is only valid for 2 hours.** Please make sure you receive the email at an appropriate time.
- ❖ Your E-Mail Address can be used for multiple Accounts for the portal in general.
- ❖ GFS will **not be deactivated** automatically. You can use GFS and GO in parallel.

02.2

LOGIN PROCESS

LOGIN PROCESS

THE LANDING PAGE



- ❖ Open <https://partner.grenkeonline.com>
- ❖ GFS will be redirected to GO Partner automatically
- ❖ If GO Partner-Account already exists:
- ❖ Click button "Sign in"

LOGIN PROCESS

SIGN IN



 Service Hotline:
(01) 292 3400

IRELAND | ENGLISH

FIND LOCATION

SIGN IN

OUR FOCUS: YOUR BUSINESS. NOW PROCEED WITH GO PARTNER.

Quick, easy, intuitive: this is the new Partner Portal GRENKEONLINE, simply GO Partner. Try it yourself. Direct login and start.

SIGN IN



 CALCULATE NOW

 SIGN NOW

 INFORM NOW

LOGIN PROCESS

SIGN IN



Enter your e-mail and password.

SIGN IN

[Forgot your password?](#)

❖ Enter new user data:

- E-Mail
- Password

Note:

No account? Contact the service hotline

For reset the password select link "Forgot your password?"

YOU ARE IN!

DASHBOARD

The screenshot shows the GRENKE dashboard interface. On the left is a vertical sidebar with a 'HALLO Ben Kuhl' header, a 'MEINE STARTSEITE' button with a home icon, and three menu items: 'KALKULATIONEN' (with a calculator icon), 'MEINE VERTRÄGE' (with a document icon), and 'MEIN GRENKE' (with a person icon). At the bottom of the sidebar are dropdown menus for 'NL Baden-Baden - Ulfert Götze', 'GRENKELEASING', and 'Deutsch', followed by an 'ABMELDEN' button. The main content area features the GRENKE logo, a 'Service-Hotline: (01) 292 3400' contact number, and a large banner titled 'WILLKOMMEN BEI GO PARTNER' with a background image of a hand using a stylus on a tablet. The banner text reads: 'MACHEN SIE SICH MIT UNSEREM NEUEN HÄNDLERPORTAL VERTRAUT – GEBEN SIE EINE NEUE KALKULATION EIN ODER SCHAUEN SIE SICH IHRE BESTEHENDEN KALKULATIONEN EIN.' To the right of the banner is a vertical menu with three items: 'NEUE KALKULATION' (with a calculator icon), 'MEINE KALKULATIONEN' (with a list icon), and 'MEINE VERTRÄGE' (with a document icon). Numbered callouts 1 through 6 point to these elements: 1 points to 'NEUE KALKULATION', 2 points to 'MEINE KALKULATIONEN', 3 points to 'MEINE VERTRÄGE', 4 points to 'MEIN GRENKE', 5 points to the 'NL Baden-Baden - Ulfert Götze' dropdown, and 6 points to the 'Deutsch' dropdown.

Links to ...

- 1 New Calculation
 - Create a new calculation
- 2 My Calculations
 - View own calculations
- 3 My Contracts
 - View my contracts
- 4 My GRENKE
 - Upload Logo
- 5 Switch Branch
- 6 Change language

02.3

CALCULATION TO REQUEST

BASIC CALCULATION

HELLO
Test User

MY DASHBOARD

MY CALCULATIONS

MY CONTRACTS

MY GRENKE

Service Hotline:
21 893 41 40

CALCULATION

1 BASIC CALCULATION

Calculation is based on
☐ Purchase price (net) ☒ Instalment

2 Purchase price (net)

10 000,00 €

CALCULATE

3 Period

☒ 36 months

☐ 48 months

Instalment

319,00 €

247,00 €

SHOW ALL PERIODS ▾

INSTALMENT

319,00 €

Net value per month for the duration of 36 months

Save Print Documents

SUBMIT TO GRENKE >

OFFER TO CUSTOMER >

- 1 You can select if the calculation is based on the NAW (standard) or the installment (reverse)
- 2 Enter purchase price or instalment
- 3 Select period

Good to know
By clicking on „Show all periods“
the list will be expanded and show
all periods available in the condition
list of the partner

BASIC CALCULATION

CONTRACT & CONDITIONS

CONTRACT

Contract type *	Residual value
Hire Agreement ▼	10% 650.00 €
Commission *	Condition list *
0 % ▼	Standard ▼

- ❖ Select the contract type to use for the calculation



The dropdown is only available if there are multiple condition lists for several products

- ❖ Select commission rate for calculation

- ❖ Select condition list for the calculation

BASIC CALCULATION

OPTIONS

OPTIONS

Payment method *

Direct debit

▼

Payment frequency *

☐ Monthly

☒ Quarterly

MORE ▼



OPTIONS

Payment method *

Direct debit

▼

Payment frequency *

☐ Monthly

☒ Quarterly

Administrative charge

☒ Yes

☐ No

Advance payment

0,00 €

LESS ^

- ❖ Select payment method for calculation
- ❖ Select payment frequency for calculation
- ❖ More options (if activated in Admin Portal) available by clicking on „More“
 - possibility to decide if administration fee is charged to customer or not
 - possibility to enter an advance payment if desired by the customer (will reduce the instalment)

BASIC CALCULATION

ENTER AND MANAGE OBJECT DATA

OBJECT

Enter the object details here

Number * Object NAV * Object type *

- 1 + 1,00 € Copying machine ▼

Manufacturer * Object details ⓘ

Enter manufacturer ▼ Object details

OK

OBJECT				
1	Copying machine	1 000,00 €		⋮
1	Enveloping machine	2 000,00 €		
1	IT printer	500,00 €		
NEW ➕				

- ❖ Enter objects for the calculation
 - mandatory fields are: number, NAV, object type, manufacturer
 - important: data entry is only saved after clicking on „OK“
 - total value of objects entered must be equal to purchase price of calculation
- ❖ Manage objects for the calculation

Saved objects can be ...

 - edited: opens the object entry in edit mode
 - copied: copies the object entry and opens a new object entry in edit mode
 - delete: deletes the object entry

BASIC CALCULATION

SEARCH BY TAX NUMBER OR NAME OR EDIT/CREATE DATA RECORD

1

CUSTOMER

Company name

Search for CRNo.

2

1 Search customer by tax number or name through a connection to credit agency and GRENKE database

2 If a customer cannot be found through customer search, the customer can also be entered manually through the „New“ button

3 If a customer was found through customer search, the customer data can also be edited/added through „Edit“ button

EDIT NEW CUSTOMER

GENERAL INFO

Company name *

NIF

Type of business *

Date of establishment

ADDRESS

Type

Street address, No. *

Address line 2

Postcode *

Town *

NEW +

CUSTOMER

XYZ LIMITED

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Back to search

EDIT

3

SEND AN OFFER TO A CUSTOMER

GRENKE Service Hotline: 21 893 41 40

OFFER OVERVIEW

Please check all information before proceeding. Not all calculation data shown in the offer summary will be printed into the offer template. This offer will not be sent to GRENKE. If you require a credit check by GRENKE, please send us a request.

Total instalment (per month)	319,00 €
Period	36 months
NAV	10 000,00 €
Contract type	Finance lease
Commission	0 %
Payment method	Direct debit
Payment frequency	Quarterly
Document fee	75,00 €

Buttons: OFFER TO CUSTOMER, SUBMIT REQUEST FOR APPROVAL, New, List, Back

Additional offer info

200 characters left

OBJECT

1x Enveloping machine (Frama)	Net price per item: 2 000,00 €
1x Copying machine (Abrasonic)	Net price per item: 1 000,00 €
1x IT printer (3Dlabs)	Net price per item: 500,00 €

- ❖ Additional Info can be entered that will be printed on the offer. Maximal length is 200 characters.
- ❖ Click on *Offer to Customer* to generate an offer as PDF file
- ❖ After clicking on *Offer to Customer*, up to 4 different lease terms can be selected to be displayed in offers

DIFFERENT PERIODS AVAILABLE

It is possible to offer up to four periods. Please select the periods you want to show in the offer.

Period	Total instalment
☒ 36 months	€72.58
☐ 48 months	€55.20
☒ 60 months	€46.80

Buttons: CANCEL, GENERATE

SUBMIT THE REQUEST TO GRENKE

GRENKE®

Service Hotline:
21 893 41 40

REQUEST SUMMARY

Please check all data before proceeding to send to GRENKE.

Total Instalment (per month)	319,00 €
Period	36 months
NAV	10 000,00 €
Contract type	Finance lease
Commission	0 %
Payment method	Direct debit
Payment frequency	Quarterly
Document fee	75,00 €

SUBMIT REQUEST
FOR APPROVAL >

Back

Additional request info

200 characters left

OBJECT

2x IT printer (3Diabs)	Net price per item: 500,00 €
1x Enveloping machine (Frama)	Net price per item: 8 000,00 €
1x Copying machine (Abrasonic)	Net price per item: 1 000,00 €

- ❖ Through „Submit request for approval“ button the calculation can be sent to GRENKE
- ❖ Additional Info can be entered that will be sent to the GRENKE Branch service inbox. Maximal length is 200 characters.
- ❖ Calculation will be sent to GRENKE
 - info via mail to branch
 - calculation data entered in BuS
 - calculation state is set to „Request to GRENKE“ in GO
- ❖ Request number visible in GO as soon as calculation is synchronized to BuS (can take up to 2 minutes)

UPLOAD NECESSARY DOCUMENTS

INSTALMENT

€72.58

Net value per month for the duration of 36 months.

Save

Print

Documents

PROCEED TO SUMMARY PAGE >

OFFER TO CUSTOMER >

GRENKE®

Service Hotline:
21 893 41 40

DOCUMENTS

ATTACHMENTS

Drag files here or use the upload icons. Upload rules: jpg, pdf, doc(x), xls(x), max. 2 MB per file

REQUEST TO GRENKE >

Back

ID	
Company register extract	↑
Balance sheet	↑
Reseller offer	↑
This document is not relevant currently, but may be required later.	
Delivery order	↑
Delivery confirmation	↑

- ❖ Access page through „Documents“ button in Edit calculation or Calculation overview
- ❖ Upload necessary documents for the request approval or contract settlement
- ❖ Documents can be uploaded before, during, or after sending the request to GRENKE until contract settlement

03 //

GO PARTNER- MANAGE CALCULATIONS



OVERVIEW “MY CALCULATIONS”

The screenshot shows a web application interface for 'MY CALCULATIONS'. On the left is a sidebar with navigation links: 'MY DASHBOARD', 'MY CALCULATIONS' (highlighted), 'MY CONTRACTS', and 'MY GRENKE'. The main content area has a header with 'HELLO Test User' and a 'Service Hotline: 21 893 41 40'. Below the header, there's a section titled 'MY CALCULATIONS' with two sub-sections: 'New calculation' and 'My calculations'. The 'My calculations' section contains a table of calculations. The table has columns for 'STATE', 'NAV', and 'EDITED'. The first row shows 'In work' with a value of 10.000,00 €. The second row shows 'Request to GRENKE' with a value of 98.765,00 €. The third row shows 'Ready to sign' with a value of 6.666,00 €. The fourth row shows 'Ready to sign' with a value of 3.333,00 €. To the right of the table are buttons for 'Print', 'New', and 'Excel'. Above the table, there are search and filter options: 'request number' and 'State' (with a dropdown menu).

HELLO
Test User

Service Hotline:
21 893 41 40

MY CALCULATIONS

New calculation
Whether you want to calculate rates for your customers or have an enquiry - with the online calculator it is easy.

My calculations
View current calculation here. This is an overview of your offers and requests.

request number

State
Choose state

11-20 of 38

Show 10 | 30 | 100

STATE	NAV	EDITED
In work	10.000,00 €	05-02-2019
Request to GRENKE	98.765,00 €	05-02-2019
Ready to sign	6.666,00 €	05-02-2019
Ready to sign	3.333,00 €	05-02-2019

Print

New

Excel

- ❖ Overview over existent **calculations, offers** and **requests**
- ❖ Calculation state is displayed
- ❖ Possibility to manage calculations, change offer/request details

MY CALCULATIONS

State

Choose state

☒ ☒ Quote

☒ ☒ Approval

☒ ☒ Conclusion

☐ ☒ Closed

Headings

State

Choose state

☒ ☒ Quote

☒ In work

☒ Offer to customer

☒ Request to GRENKE

☒ Contract printed before statement

☒ ☒ Approval

☒ Missing quote info

☒ Ready to sign

☒ Changed after statement

☒ Bank guarantee

☒ ☒ Conclusion

☒ Contract printed

☒ Awaiting customer signature

☒ Awaiting partner signature

☒ Await Delivery Confirmation

☒ Application received

☒ Missing application info

☐ ☒ Closed

☐ Cancelled

☐ Declined

States

LIST VIEWS

MY CONTRACTS

MY CONTRACTS

Search for customer name
Enter customer name

State
Choose state

16 contracts found 1-10 of 16 Show 10 30 100

CUSTOMER	STATE	START DATE
customer name (customerId)	Expiring soon	01/04/2014
customer name (customerId)	Running contract	01/07/2015
customer name	Expiring soon	01/04/2014
customer name (customerId)	Expiring soon	01/09/2014
customer name	Running contract	01/07/2016
customer name (customerId)	Running contract	01/07/2016
customer name (customerId)	Expired	01/01/2014

Print
New
Excel

State

Choose state

☒ Active

☒ Application settled

☒ Running contract

☒ Paid

☒ Expiring soon

☒ prolongedContract

☒ Cancelled

☒ Closed

☒ Rescinded

☒ Expired

State

Choose state

☒ Active

☒ Closed

States

Headings

- ❖ Overview over active and closed contracts
- ❖ Filtering can be done via headings or states

CRITICAL UPDATE: CHANGE AFTER STATEMENT

MY CALCULATIONS

Search for customer name or request number

Search

State

Choose state

15 calculations found

11-15 of 15

Show 10 | 30 | 100

CUSTOMER	STATE	NAV	EDITED
[Customer Name]	In work	€2,000.00	26/02/2018
[Customer Name]	Ready to sign	€2,000.00	26/02/2018
[Customer Name]	Awaiting customer signature	€2,000	
[Customer Name]	In work	€5,000	
[Customer Name]	Awaiting customer signature	€5,000.00	27/11/2017

Generate contract

Show calculation

Print

New

Excel

- ❖ Request has been sent to GRENKE and has been approved
- ❖ State is 'Ready to sign'
- ❖ Request details are changed via 'Show calculation'
- ❖ NAV or any other critical detail is changed and saved

CALCULATION

Last saved: 08:33
by Sarah Burkard
094-67035

BASIC CALCULATION

Calculation is based on

☐ Purchase price (net) ☐ Instalment

Purchase price (net)

10,000.00 €

CALCULATE

Period

48 months

60 months

Instalment

81,99 €

70,33 €

SHOW ALL PERIODS

INSTALMENT

81,99 €

Update

Save

Print

Documents

OFFER TO CUSTOMER

GENERATE CONTRACT

CRITICAL UPDATE: CHANGED AFTER STATEMENT

❖ Confirmation required to update request

If you save this calculation the request you've sent to GRENKE before for this business transaction will be updated. Do you want to proceed?

YES **NO**

Save

242,00 €

Test calculation

242,00 €

200,00 €

OFFER TO CUSTOMER

GENERATE CONTRACT

❖ Information mail sent to branch

GO Partner – Modification (069-31488)

 **GRENKE**, noreply
Heute, 08:50
Salesapp-Test-01

GRENKE®

Dear GRENKE branch,

the user DAVIDE MATZ() of partner GRENKE Ltd (069-2) has triggered an update.

Please find the data below:
ID: 069-31488
Customer: TEST INVESTMENTS LIMITED
Address: 1 STOKES PLACE ST STEPHEN'S GREEN -, DUBLIN
NAV: €10,000.00
Term: 30
Rate: €293.00

Please open BuS and proceed with the update!

Kind regards
Your GO Partner

CRITICAL UPDATE: CHANGED AFTER STATEMENT

❖ Request state changes to „Changed after statement “

MY CALCULATIONS

Search for customer name or request number		State	
Search		Choose state	
197 calculations found		Show 10 30 100	
CUSTOMER	STATE	NAV	EDITED
TEST INVESTMENTS LIMITED	Changed after statement	€10,000.00	08/02/2019
RALERNO HOTELS LIMITED	In work	€30,000.00	05/02/2019
GRENKE LIMITED	Request to GRENKE	€9,000.00	30/01/2019

04 //

GENERATE CONTRACT (PAPER / ESIGNATURE)



SIGNING OPTIONS

MY CALCULATIONS

Search for customer name or request number

State

Search

Choose state

34 calculations found

1-10 of 34

Show 10 | 30 | 100

CUSTOMER	STATE	NAV	EDITED
SJANKARA	Ready to sign	€ 9.618,57	07-05-2019
STICHTING "DE STAM"	Ready to sign	€ 21.426,57	07-05-2019
STRAK INTERIEURMAKERS B.V.	Ready to sign	€ 10.810,81	07-05-2019
HOTEL AAN DE LINGE	Ready to sign	€ 35.593,22	07-05-2019
A.N. APELDOORN B.V.	Ready to sign	€ 6.481,48	07-05-2019
van de Wief Haaren	Ready to sign	€ 3.003,00	07-05-2019
V.O.F. PLEIN 31	Ready to sign	€ 9.259,26	07-05-2019
ZAAK HELAL	Ready to sign	€ 8.024,69	07-05-2019
Ambrosia B.V.	Ready to sign	€ 8.648,65	07-05-2019
M.J. Hoolmans thodn	Ready to sign	€ 1.888,38	07-05-2019

1-10 of 34

Paper Contract

CONTRACT DETAILS

ESIGNATURE	PAPER CONTRACT
CONTRACT INFO	
Total instalment (per month)	€ 290,00
Period	36 months
NAV	€ 9.618,57
Contract type	Finance lease
Payment method	Direct debit
Payment frequency	Quarterly
Document fee	€ 82,50

GENERATE PAPER CONTRACT

Back

eSignature via DocuSign

CONTRACT DETAILS

Please indicate missing info and ensure that all data is correct. If further changes occur the eSignature process will be cancelled and you will need to request it again.

ESIGNATURE	PAPER CONTRACT
Sign via DocuSign	
Sign via Signing App	
SIGNATURE CUSTOMER	

START E-SIGNATURE

Back

GENERAL OVERVIEW

GENERATE CONTRACT OPTION

MY CALCULATIONS

Search for customer name or request number

Enter customer name or request number

Q

State

Choose state

▼

39 calculations found

< 1-10 of 39 >

Show 10 | 30 | 100

CUSTOMER	STATE	NAV	EDITED
Banco Santander	● Ready to sign	5.000,00 €	26/02/2018
AIRSALMA XV S.L.	● Ready to sign	8.423,11 €	23/
REAL SOCIEDAD DE FUTBOL SAD	● Ready to sign	5.000,00 €	22/

Print

New

Excel

Generate contract

Show calculation

- ❖ Calculation must be in state "Ready to sign"
 - Generate contract page can be accessed by clicking on customer name or through options menu

04.1 // PAPER CONTRACT

PAPER CONTRACT

CONTRACT DETAILS



E SIGNATURE



PAPER CONTRACT

Total Instalment (per month)	25,48 €
Period	60 months
Installment	25,48 €
NAV	1.000,00 €
Maintenance cost	0,00 €
Contract type	Finance lease
Commission	2 %
Payment method	Invoice
Payment frequency	Monthly

GENERATE PAPER
CONTRACT >



Back

OBJECT

1x Other communication devices (Acterna) 21

Net price per item: 1.000,00 €

- ❖ Creation of contract in pdf can easily be done by selecting "Paper contract"
- ❖ Check contract data and generate document by clicking on "Generate Paper Contract"
- ❖ Once the contract document is created, the calculation state will change to "Contract printed"

04.2 //

eSIGNATURE – DOCUSIGN

SIGN VIA DOCUSIGN

The screenshot shows a web interface for signing documents. On the left is a sidebar with navigation links: MY DASHBOARD, MY CALCULATIONS, MY CONTRACTS, and MY GRENKE. The main area has two tabs at the top: E-SIGNATURE (selected) and PAPER CONTRACT. Below the tabs is a slider control for 'Sign via DocuSign' (selected) and 'Sign via Signing App'. To the right of the slider is a 'START E-SIGNATURE' button. Below the slider are three main sections: 'SIGNATURE CUSTOMER', 'SIGNATURE PARTNER', and 'DELIVERY PROOF'. Each section contains input fields for 'First name', 'Surname', and 'E-mail'. The 'DELIVERY PROOF' section has radio buttons for 'GRENKE delivery confirmation' (selected) and 'My own delivery note'. A 'Back' button is located below the 'START E-SIGNATURE' button. Numbered circles 1 through 6 are overlaid on the interface to indicate the steps: 1 points to the E-SIGNATURE tab, 2 points to the 'Sign via DocuSign' slider, 3 points to the 'SIGNATURE CUSTOMER' section, 4 points to the 'SIGNATURE PARTNER' section, 5 points to the 'DELIVERY PROOF' section, and 6 points to the 'START E-SIGNATURE' button.

1 E-SIGNATURE PAPER CONTRACT

2 Sign via DocuSign Sign via Signing App

6 START E-SIGNATURE

Back

3 SIGNATURE CUSTOMER

Signing authority

First name * Surname * E-mail *

Enter first name Enter surname Enter e-mail address

4 SIGNATURE PARTNER

Signing authority

First name * Surname * E-mail *

trhh trhhrl btriebel@grenke.de

5 DELIVERY PROOF

Type of proof *

☒ GRENKE delivery confirmation ☐ My own delivery note

ENKELEASING

- 1 Select the tab "eSignature"
- 2 Set the slider to "Sign via DocuSign"
- 3 Enter the contact details of the lessee
- 4 Enter the contact details of the partner
- 5 Select whether the delivery confirmation from GRENKE or the partner is to be used
- 6 Select "Start eSignature"

04.3 //

CHANGE TO eSIGNATURE- DOCUSIGN

CHANGE TO ESIGNATURE

MY CALCULATIONS

Search for customer name or request number



State

Choose state



58 calculations found



1-10 of 58



Show **10** | 30 | 100

CUSTOMER	STATE	NAV	EDITED
BENFICA	Request to GRENKE	2 000,00 €	10/12/2018
SPORTING CLUBE DE BRAGA	Contract printed	3 000,00 €	20/11/2018
AZEVEDO, JOSE DA SILVA	Request to GRENKE	2 000,00 €	
APPLE - PEAR II, LDA	Contract printed before statement	10 000,00 €	
BENFICA - ASSOCIAÇÃO DE DESENVOLVIMENTO E CO	Application received	1 500,00 €	12/11/2018



Change to
eSignature



Show
calculation

- :: If the calculation is in state "Contract printed", the partner has the possibility to change to eSignature
- :: In the options menu, the change can be triggered by selecting "Change to eSignature"

ESIGNATURE

 ESIGNATURE

SIGNATURE CUSTOMER ⓘ

Signing authority

First name

Surname

E-mail

Back

START
ESIGNATURE >

NEW ⓘ

DELIVERY PROOF

Type of proof *

☐ GRENKE delivery confirmation ⓘ

☒ My own delivery note

Total Instalment (per month) €24.00

Period 39 months

Instalment €24.00

- ❖ The change can be completed by entering the necessary data and starting the process through “START ESIGNATURE”

04.4

CHANGE TO PAPER CONTRACT

CHANGE TO PAPER CONTRACT

MY CALCULATIONS

Search for customer name or request number



State

Choose state



39 calculations found



1-10 of 39



Show 10 | 30 | 100

CUSTOMER	STATE	NAV	EDITED
SPORTING CLUBE DE BRAGA	Contract printed	3 000,00 €	20/11/2018
BENFICA - ASSOCIAÇÃO DE DESENVOLVIMENTO E CO	Application received	1 500,00 €	12/11/2018
GRENKE RENTING, S.A.	Awaiting customer signature	3 000,00 €	18/07/2018
GRENKE RENTING, S.A.	Changed after statement	11 000,00 €	
GRENKE RENTING, S.A.	Changed after statement	2 000,00 €	
GRENKE RENTING, S.A.	Await Delivery Confirmation	5 678,00 €	10/07/2018



Change to
paper
contract



Show
calculation

- ❖ If the calculation is in state “Awaiting customer signature” and the option “Change to paper contract” is activated in Admin Portal, then the partner has the possibility to change from a eSign process to a paper contract
- ❖ In the options menu, the change can be triggered by selecting “Change to paper contract”

CHANGE TO PAPER CONTRACT

CONTRACT DETAILS

 PAPER CONTRACT

Total Instalment (per month)	99,00 €
Period	36 months
NAV	3 000,00 €
Contract type	Finance lease
Commission	0 %
Payment method	Invoice
Payment frequency	Quarterly
Document fee	75,00 €

OBJECT

1x Copying machine (Canon) Net price per item: 3 000,00 €

CUSTOMER

GRENKE RENTING, S.A. AP

Main address

AVENIDA DOM JOÃO II, 45 4ª, PARQUE DAS NAÇÕES -
1990-084 LISBOA

GENERATE PAPER
CONTRACT



Back

- ❖ The change can be completed by generating the contract document via "GENERATE PAPER CONTRACT"
- ❖ Through creating the paper contract, the eSign process will be automatically cancelled and the calculation state changes to "Contract printed"

05 //

HELP & ONGOING SUPPORT



ANY ISSUES WITH GO PARTNER

WE ARE HERE TO HELP

- Inform your GRENKE Contact of the issue you are experiencing in GO Partner.
- This will be rectified by a GRENKE Key User as soon as possible.
- OR contact service-ireland@grenke.ie with your GO Partner Issue.



THANK YOU FOR
YOUR ATTENTION

GRENKE

FAST // FORWARD // FINANCE