

Amending an Application

Once you have a final bill amount you need to amend the applicants Accepted/Verified application if it is lower/higher that the amount applied for.

Log into your main dashboard ('Credit Applications')

Dashboard / Credit Applications

Credit Applications

Last 7 Days Last 30 Days Last 12 Months 22/10/18 22/10/19 Reset Export Report

Status Uncheck All

ACCEPT	<input checked="" type="checkbox"/>	AMENDED	<input checked="" type="checkbox"/>	VERIFIED	<input checked="" type="checkbox"/>	CANCEL	<input checked="" type="checkbox"/>	COMPLETE	<input checked="" type="checkbox"/>	DECLINE	<input checked="" type="checkbox"/>
FULFILLED	<input checked="" type="checkbox"/>	INFO NEEDED	<input checked="" type="checkbox"/>	PREDECLINE	<input checked="" type="checkbox"/>	REFER	<input checked="" type="checkbox"/>	RESUBMITTED	<input checked="" type="checkbox"/>	ACTION-CUSTOMER	<input checked="" type="checkbox"/>
ACTION-LENDER	<input checked="" type="checkbox"/>	PRE-APPROVE	<input checked="" type="checkbox"/>	INSPECT	<input checked="" type="checkbox"/>						

Filters

Status View Current

Add Filter

Displaying 1-7 of 7 apps between 22/10/18 and 22/10/19 Apps per page: 10 | 25 | 50

App ID	Channel	Installation	Customer	Price	Status	Date
2379577	ONLINE	Carefree (online)	James Diamond	£500.00	ACCEPT	22/10/19 12:55:20
2379006	ONLINE	Carefree (online)	Mike Aldred	£800.00	ACCEPT	09/09/19 13:20:19
2378890	IN-STORE	Carefree (instore)	Onoiniooin Canvas	£1,500.00	ACCEPT	09/09/19 12:50:46
2378887	IN-STORE	Carefree (instore)	Vanda Brown	£1,000.00	FULFILLED	04/09/19 17:06:18

image001 (4).png Online email.html Show all

Amending an Application

Go to the applicant name and click on the 'Paperchain' icon

The screenshot displays the Braemar Finance application management interface. The top navigation bar includes the 'Carefree' logo, a search bar, and a user profile icon. The left sidebar contains a menu with sections: Reporting (Credit Applications, Scheduled Reports), Create an Application (Application Links, Finance Calculator), Account Management (User Management, Installations, Rate Cards, Settings), and Developers (Integration). The main content area shows the details for 'Credit Application 2379577', which is marked as 'ONLINE' and 'ACCEPT'. The 'Order Summary' section lists application details: Customer (Mr James Diamond), Finance (10 months Interest Free), Advance (£450.00), Deposit (£50.00), and Out-payment (£417.37). The 'Order Goods' table shows a single item 'test' with a price of £500.00 and a quantity of 1, totaling £500.00. The 'Order Actions' section includes links for 'Resume Application', 'Amend Order', and 'Cancel'. The 'Status History' section shows a timeline of actions: 'ACCEPT' and 'SUBMITTED' on 22/10/19 at 12:55:20. The bottom section provides contact information for the customer, Mr James Diamond, including his mobile number and email address, as well as his address in Stevenston.

Carefree Search...

BRAEMAR FINANCE

Dashboard / Credit Applications / Credit Application 2379577

Credit Application 2379577 **ONLINE** **ACCEPT**

Order Summary

Customer	Mr James Diamond	Retailer Ref	5daee916934a8
Finance	10 months Interest Free	Installation	Carefree (online)
Advance	£450.00	Lender	Braemar Finance
Deposit	£50.00		
Out-payment	£417.37		

Order Actions

- Resume Application
- Amend Order
- Cancel

Order Goods

Goods	Price	Quantity	Total
test	£500.00	1	£500.00
Total			£500.00

Status History

- ACCEPT** 22/10/19 12:55:20
- SUBMITTED** 22/10/19 12:55:20

Customer **Finance** **Deposit** **Decision Log** **Charges**

Name Mr James Diamond **Address 1** 24A
Mobile 01294256253 Stevenston Industrial Estate
Email debbie@carefreecredit.co.uk Stevenston
KA20 3LR

image001 (4).png ^ Online email.html ^ Show all x

Amending an Application

Go to 'Order Actions' at top right hand corner of screen and click 'Amend Order'

Amend - Credit Application 2379577

Goods	Price	Quantity	Total
test	£500.00	1	£500.00
Total			£500.00

Goods: Quantity:

Deposit:

Order Actions

- Resume Application
- Amend Order**
- Cancel

Status History

Status	Date
ACCEPT	22/10/19 12:55:20
SUBMITTED	22/10/19 12:55:20

Customer **Finance** **Deposit** **Decision Log** **Charges**

Name Mr James Diamond **Address 1** 24A
Mobile 01294256253 Stevenston Industrial Estate
Email debbie@carefreecredit.co.uk Stevenston
KA20 3LR

Amending an Application

Enter the new goods / New Price and quantity and click 'Add'

The screenshot displays the Braemar Finance application interface. A modal window titled "Amend - Credit Application 2379577" is open, showing a table of goods and a deposit field. The table lists two items: "test" and "Test and bloods", both with a price of £500.00 and a quantity of 1, totaling £950.00. Below the table, there is a "Deposit" field with the value "95.00". The modal also includes buttons for "Add", "Cancel", and "Amend". The background interface shows the main application with a sidebar, a top navigation bar, and a status history section.

Amend - Credit Application 2379577

Goods	Price	Quantity	Total
test	£500.00	1	£500.00
Test and bloods	£450.00	1	£450.00
Total			£950.00

Deposit: 95.00

Buttons: Add, Cancel, Amend

Customer Information:

Customer	Finance	Deposit	Decision Log	Charges
Name	Mr James Diamond			
Mobile	01294256253			
Email	debbie@carefreecredit.co.uk			

Address 1: 24A, Stevenston Industrial Estate, Stevenston, KA20 3LR

Status History:

Status	Timestamp
ACCEPT	22/10/19 12:55:20
SUBMITTED	22/10/19 12:55:20

Delete the original amount by clicking the X

Amending an Application

The screenshot displays the Braemar Finance application interface. A modal window titled "Amend - Credit Application 2379577" is open, allowing for the amendment of a credit application. The modal contains a table for "Goods" with columns for "Goods", "Price", "Quantity", and "Total". The table lists "test blood" with a price of £450.00 and a quantity of 1, totaling £450.00. Below the table, there are input fields for "Goods", "Price", and "Quantity", along with an "Add" button. A "Deposit" field is also present, showing "0.00". At the bottom of the modal, there are "Cancel" and "Amend" buttons. The background interface shows the "Credit Application" page for application 2379577, with sections for "Order Summary", "Customer Finance", "Order Goods", and "Status History". The "Status History" section shows a timeline of events, including "ACCEPT" and "SUBMITTED" on 22/10/19 at 12:55:20. The sidebar on the left contains navigation links for "Reporting", "Create an Application", "Account Management", and "Developers".

Goods	Price	Quantity	Total
test blood	£450.00	1	£450.00
Total			£450.00

Deposit: 0.00

Buttons: Add, Cancel, Amend

Deposit: If the applicant paid a deposit on the original amount (Verified) then please re-enter this amount (if you are increasing the finance amount this will mean a higher deposit is needed). i.e. our example shows original at £500 - £5 deposit. We will enter £5 as the deposit.

If the applicant has not paid their deposit (Accept) then please click the icon and select 1% (or enter a higher amount if the applicant wants to pay a larger deposit).

Amending an Application

Click 'Amend' and then 'Confirm'. The screen will confirm the application has been amended and your dashboard will now show as:

The screenshot displays the Braemar Finance dashboard for Credit Application 2379577, which is marked as 'ONLINE' and 'AMENDED'. The interface includes a sidebar with navigation options like Reporting, Credit Applications, and Account Management. The main content area is divided into several sections:

- Order Summary:** A table listing application details.

	Customer	Finance	Advance	Deposit	Out-payment	Retailer Ref	Installation	Lender
	Mr James Diamond	10 months Interest Free	£400.00	£50.00	£371.00	5daee916934a8	Carefree (online)	Braemer Finance
- Order Goods:** A table listing the goods ordered.

Goods	Price	Quantity	Total
test blood	£450.00	1	£450.00
Total			£450.00
- Order Actions:** A list of actions available for the application, including Resume Application, Revert Amendment, and Cancel, each with an information icon.
- Status History:** A log of status changes, showing 'AMENDED' on 22/10/19 15:12:39, 'ACCEPT' on 22/10/19 12:55:20, and 'SUBMITTED' on 22/10/19 12:55:20.
- Customer Details:** A section with tabs for Customer, Finance, Deposit, Decision Log, and Charges. The Customer tab is active, showing details for Mr James Diamond, including his mobile number, email, and address.

The bottom of the screen shows a taskbar with open files like 'image001 (4).png' and 'Online email.html', and a 'Show all' button.

The applicant will be sent an email asking them to confirm the amendment

Amending an Application

What the client receives



Dear James

Your recent finance application with Braemar Finance has been amended by the retailer.

Please [click here](#) to confirm this amendment.

If you have any questions, please contact the retailer for more information.

Yours sincerely,

Aileen Boyle

Managing Director

Amending an Application

What the client receives

The applicant needs to check the amended amount and tick the box to confirm.

Your Amended Order

Please make sure the details below are correct for your new order.

Purchase Price £450.00

Deposit £50.00

New Description test blood

Credit £400.00

Amended Order Finance Details

Purchase Price	£450.00
Deposit	£50.00
Amount of Credit	£400.00
Monthly Payments	£40.00
Total Repayable	£450.00
Duration of Agreement	10 Months
Rate of Interest (fixed)	0%
APR Representative	0%

☐

I understand that I am borrowing £400.00 at 0% APR and that my monthly repayment will be £40.00 for 10 months.

Amending an Application

What the client receives

The applicant once again needs to check all documents and tick to confirm they understand the terms. They also have the option to print the documents.

Amount of the loan:	£450.00
Deposit:	£50.00
Total amount payable:	£500.00
Duration of the agreement:	10 months (from the date of the agreement).
Repayment details:	You shall repay the total amount payable by an initial payment of £45.00 payable one month after the date of this agreement followed by 9 monthly payments of £45.00 starting two months after the date of this agreement. See condition 1 and 3 overleaf for more details.
APR:	0%
	In calculating the APR it has been assumed that the agreement remains in force, you and we fulfil our respective obligations

By ticking the box and sending your application you are confirming that:

- You can afford the monthly instalments for the duration of the credit agreement.
- You have told us if you are aware of any circumstances which could affect your ability to pay in the future.
- You have received a Pre-contract Explanation of the suitability and key features of the credit agreement and have been given an opportunity to ask questions .
- The details you have given on the application form are correct and you agree to be legally bound by the terms and conditions of the credit agreement.
- You have read our [Privacy Policy](#).
- You authorise the lender, when considering your application, to make credit reference, identity (including searching the Electoral Register), fraud and other enquiries and to share information about you and how you manage your accounts with credit reference agencies. Further details are set out in the credit agreement.

☒ This is a Credit Agreement regulated by the Consumer Credit Act 1974.
Sign it only if you agree to be legally bound by its terms.
Date of signature:
22/10/2019

Online email.html

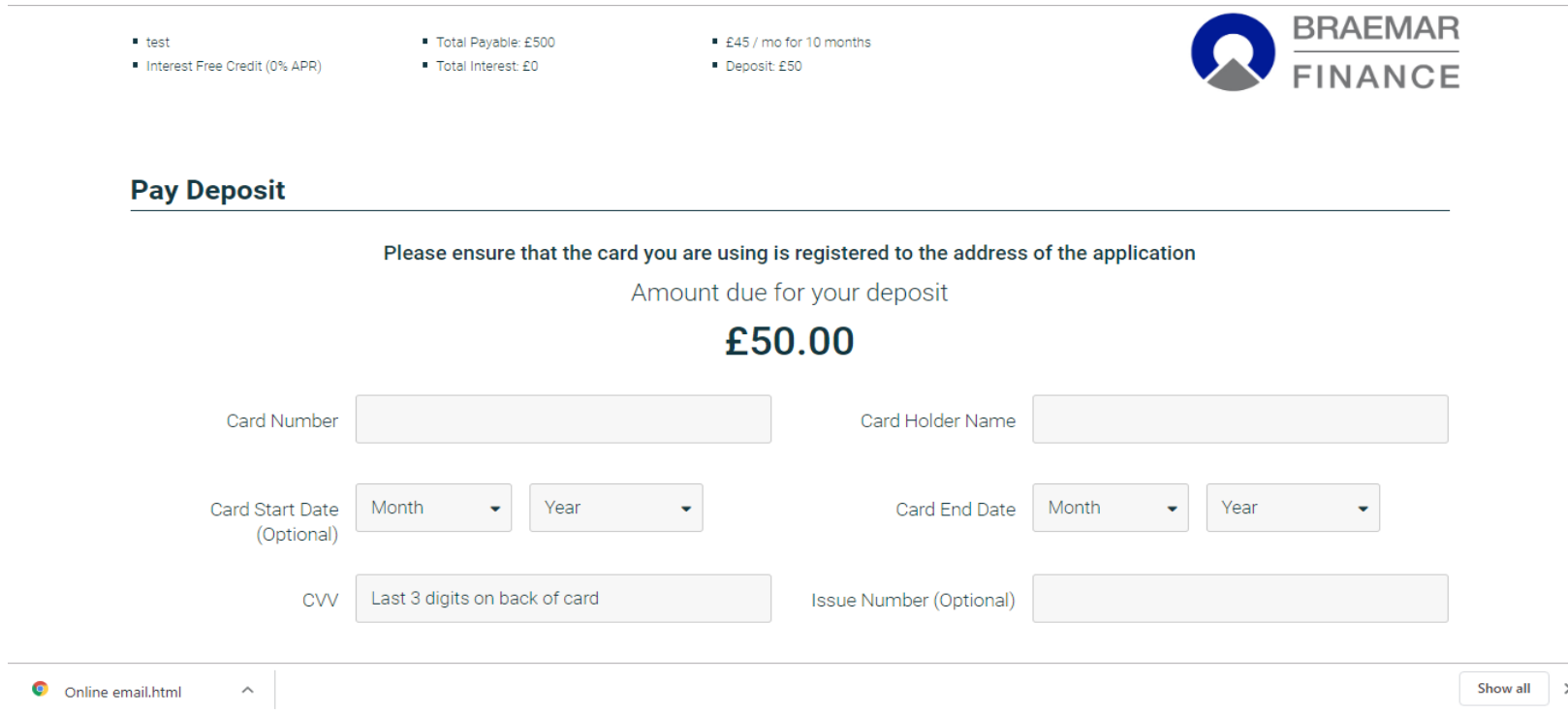
Show all

They will then submit the documents to the lender

Amending an Application

What the client receives

The applicant then needs to pay their deposit (If not already paid. Or pay any difference if the amount is higher than the original deposit paid):



The screenshot shows a web browser window displaying the Braemar Finance 'Pay Deposit' form. The browser's address bar shows 'Online email.html'. The form header includes the Braemar Finance logo and a list of application details: 'test', 'Interest Free Credit (0% APR)', 'Total Payable: £500', 'Total Interest: £0', '£45 / mo for 10 months', and 'Deposit: £50'. The main heading is 'Pay Deposit'. Below this, a message states: 'Please ensure that the card you are using is registered to the address of the application'. The amount due for the deposit is displayed as '£50.00'. The form contains several input fields: 'Card Number', 'Card Holder Name', 'Card Start Date (Optional)' (with 'Month' and 'Year' dropdowns), 'Card End Date' (with 'Month' and 'Year' dropdowns), 'CVV' (with a placeholder 'Last 3 digits on back of card'), and 'Issue Number (Optional)'. A 'Show all' button with a close icon is located at the bottom right of the form area.

test
Interest Free Credit (0% APR)

Total Payable: £500
Total Interest: £0

£45 / mo for 10 months
Deposit: £50

**BRAEMAR
FINANCE**

Pay Deposit

Please ensure that the card you are using is registered to the address of the application

Amount due for your deposit

£50.00

Card Number

Card Holder Name

Card Start Date (Optional)

Card End Date

CVV

Issue Number (Optional)

Online email.html ^

Show all ×

Once paid by the applicant, your dashboard will show as 'Verified'. You now need to 'Fulfil' the application to trigger payment.