

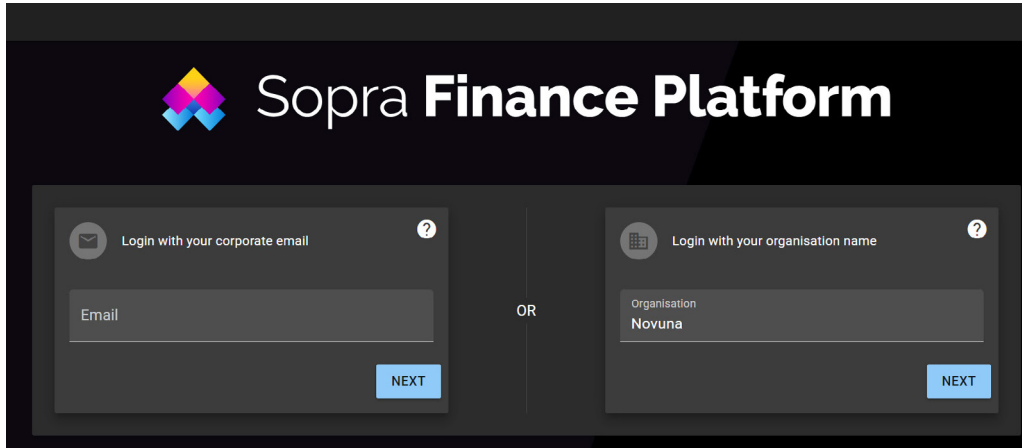
Sopra Finance Platform

Creating a Deal

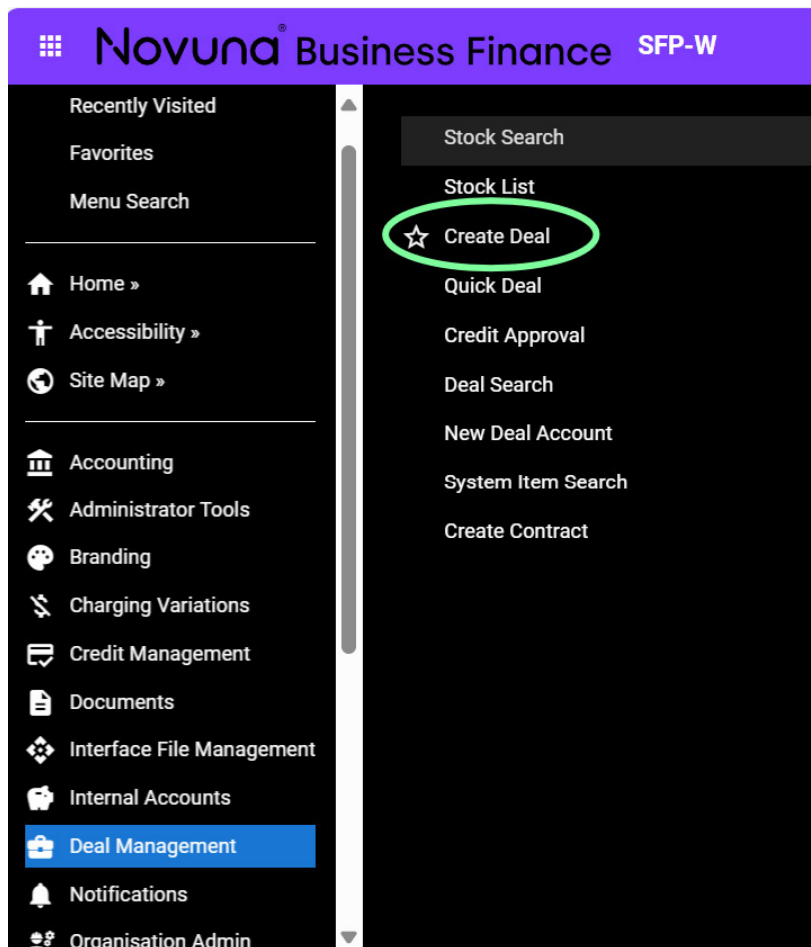
User Guide

Creating or loading a deal onto Sopra Finance System – Wholesale

Please log into the new system (Sopra Finance System –Wholesale / SFP-W) by entering your **email address** and the organisation name **Novuna** followed by your security credentials.



Select **Deal Management** and **Create Deal**.



Select the plan number by putting a **tick** in the relevant box and clicking on **SELECT** at the bottom right.

Parent Reference	Reference	Description	Item Description	Facility	Start Date	End Date	Revision	Active	Status
<input checked="" type="checkbox"/>	WHOLESALE 001	Dealer-Sourced Agricultural new Plant and Machinery	Agricultural Machinery	NEW	22/12/14	31/12/40	639	Yes	Active
<input type="checkbox"/>	WHOLESALE 101	Dealer Sourced Agricultural New demo assets	Agricultural Machinery	DEMO	22/12/14	31/12/40	640	Yes	Active
<input type="checkbox"/>	WHOLESALE 201	Dealer Sourced Agricultural Used P&M	Agricultural Machinery	USED	22/12/14	31/12/40	638	Yes	Active
<input type="checkbox"/>	WHOLESALE 202	Dealer Sourced Agricultural Used (THF)	Agricultural Machinery	USED	22/12/14	31/12/40	643	Yes	Active
<input type="checkbox"/>	WHOLESALE 301	Dealer Sourced Agricultural Used Demo P&M	Agricultural Machinery	USED_DEMO	22/12/14	31/12/40	642	Yes	Active
<input type="checkbox"/>	WHOLESALE 302	Dealer Sourced Agricultural Used Demo (THF)	Agricultural Machinery	USED_DEMO	22/12/14	31/12/40	642	Yes	Active
<input type="checkbox"/>	WHOLESALE 401	Dealer Sourced Agricultural New Hire	Agricultural Machinery	NEW_HIRE	22/12/14	31/12/40	640	Yes	Active
<input type="checkbox"/>	WHOLESALE 801	Used Hire P&M - 75%	Agricultural Machinery	USED_HIRE	22/12/14	31/12/40	387	Yes	Active
<input type="checkbox"/>	WHOLESALE 802	Used Hire Tractors - 75%	Agricultural Machinery	USED_HIRF	22/12/14	31/12/40	388	Yes	Active

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[BACK](#) [SELECT](#)

Input the **invoice number** and **invoice date**, then click on **APPLY**.

Deal Details

Invoice Number* * Mandatory Field

Invoice Date* * Mandatory Field

Status: 1 Alert(s)

Plan: 001 / Dealer-Sourced Agricultural new Plant and Machinery

Financial Item: Standard Finance Terms

Dealer: [REDACTED]

Credit Line: [REDACTED]

[APPLY](#)

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Go down to **Item Details** and click on the dealer sourced **Item Description**.

Item Description	Status	Vatable	Nett	VAT	Original Funded
Dealer Sourced Agricultural asset 100%	1 Alert(s)	Yes	0.00	0.00	0.00

[Select Item](#)

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Which will then take you into another page where you will need to load on the asset details.

Input all mandatory fields **Brand**, **Model**, **Derivative** and click on **APPLY**.

A screenshot of a web form with five input fields stacked vertically. The first field is labeled 'Brand' and contains the text 'Manitou'. The second field is labeled 'Model' and contains 'MLT737-130 FORKLIFT'. The third field is labeled 'Derivative' and is empty. The fourth field is labeled 'Product Code' and is empty. The fifth field is labeled 'Cap Code' and is empty. A purple 'APPLY' button is located at the bottom left of the form.

Input the **Serial Number**, **VRM**, **Stock Number**, **Hours**, **Model Year** and **Location** and click **APPLY**.

A screenshot of a web form with six input fields stacked vertically. The first field is labeled 'Serial Number+' and contains 'MAN00000H01119087', with a small asterisk and the text '* Mandatory Field' below it. The second field is labeled 'VRM' and is empty. The third field is labeled 'Stock Number' and contains '51042090'. The fourth field is labeled 'Hours' and contains '1'. The fifth field is labeled 'Model Year' and contains '2023'. The sixth field is labeled 'Location' and contains 'FORFAR, XXXXX, XXX...' with a dropdown arrow. A purple 'APPLY' button is located at the bottom left of the form.

No Tag need to be selected, leave as **None Selected**.

A screenshot of a web form with a single dropdown menu. The dropdown is labeled 'Non Reserved Tags' and has 'None Selected' selected. The dropdown is circled in green. A blue 'APPLY' button is located at the bottom left of the form.

Scroll down to enter the **Nett Cost** and **Total Tax** which will then auto calculate the total and click on **APPLY**.

Item Cost	12,000.00
Nett Cost	10,000.00
Total Tax	2,000.00
Deposit Value	0.00
Original Funded Value	12,000.00
Original Utilised Value	12,000.00

APPLY

Now scroll all the way to the bottom and click on **ACCEPT**.

Audit History

SHOW AUDIT HISTORY

ACCEPT

Click **CONFIRM DEAL**.

Notes

EXPORT NOTES

CONFIRM DEAL CANCEL

Click **ACCEPT FOR FUNDING**.

Notes

EXPORT NOTES

CANCEL CONFIRM **ACCEPT FOR FUNDING**

