Welcome to VietnamCredit's Official Website!

Website User Manual

September, 2019
Website User Manual

1. Introduction to the New Website
2. How to Explore Data and Get Report
3. How to Register and Activate Account
4. How to Log in and Reset Password
5. How to Subscribe to receive Weekly Newsletter
6. How to Apply Job
7. How to Contact Us
VietnamCredit has grown to be the leader in business information services in Vietnam. We are the largest, oldest, and best in the business. We pursue the values of accuracy and objectivity to enable our customers to make faster and more accurate, informed business decisions. We are committed to maintaining our leadership role through integrity and constant improvement.
Website User Manual

1. Introduction to the New Website
2. How to Explore Data and Get Report
3. How to Register and Activate Account
4. How to Log in and Reset Password
5. How to Subscribe to receive Weekly Newsletter
6. How to Apply Job
7. How to Contact Us
2.1. Searching Business

Method 1:

1. Go to https://vietnamcredit.com.vn
2. Type the Company Name into the search box
3. Click Search/Enter from Keyboard
2.1. Searching Business

Method 2:

2. Type the **Company Name/Address/Taxcode/Phone** into the search box
3. Click **Search/Enter** from Keyboard

Wait a second, the search result will be appear in front of your eyes . . .
2.1. Searching Business - Result List, Company Detail
2.2. Select **Report Type** and Add to cart

### Structure of a Company Report

VietnamCredit's company reports can not only give you the chance to get the full picture of your counterparties but also help you:

<table>
<thead>
<tr>
<th>Reports</th>
<th>Comprehensive Credit Report</th>
<th>International Credit Report</th>
<th>Company Profile Report</th>
<th>Financial Statement Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Profile</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Locations</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Management and Directors</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Financial Data</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Shareholders</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Negative payment records and Banking information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Litigation records/negative news</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Business operation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Site visit images</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Affiliated company and share ownership</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Industry information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

(*) The structure of International Credit Report varies depending on the geographical location of the subject.

**Note:** Before choosing the most suitable report type, you should read more about the Structure of a Company Report at: [https://vietnamcredit.com.vn/product/company-report](https://vietnamcredit.com.vn/product/company-report)
2.2.1. Select Report Type and Add to cart

Available Reports

- **Message**
  - This type of report has been added to your cart
  - **Check Out**

Note: If there is an available report about the company you need, you can add to your cart and make payment to download it immediately.

Unavailable Reports

- **Message**
  - This type of report is not available to download.
  - Please click **Request Update** button to order

Note: In case of report on your needed company is unavailable to download, you need to click **Request Update** button to make request.

### Company Information

**Company's Name:** VIETNAM CREDITRATING JOINT STOCK COMPANY

**Abbreviation Name:** VIETNAMCREDIT JSC

**Address:**
- 15th Floor, Licogi 13 Tower, No. 164, Khuat Duy Tien Street, Nhan Chinh Ward, Thanh Xuan District, Ha Noi City, Vietnam
- **Show more**

**Registered Name:** CONG TY CO PHAN VIET NAM CREDITRATING

**Tax Code:** 0106170315

**Phone / Fax:**
- (84-24) 6262 0002 / (84-24) 6262 0083

**Fiscal Years:** 2018, 2017, 2016

VietnamCredit is trade name of Vietnam Credit Information & Rating Company. It starts this business line since 1996. In 2004, it separated from former legal form and official established new company with trade name of C & R Vietnam, then it renamed to VietnamCredit in 2009.

Since 2013, Vietnam Credit Information & Rating Company Limited was restructured to be joint stock company under the trade name “Vietnam Credit Group”. Vietnam Credit Group includes 03 companies: Vietnam Credit Rating Joint Stock Company, Xuan Le Trading and Vietnam Business Information Limited (VBI CO., LTD).
2.2.2. Report Update and Manage Request

Note: The report is unavailable at that time you try to buy online. Therefore, you need to Request Update and wait at least 3 working days to be sent the Updated Report by Email.

If you do not have an account on our website, please input your email correctly, we need to confirm your request later!

1. Click button "Request Update"

2. Complete Request Form

   - First Name
   - Last Name
   - Email
   - Phone

   Provide any further information you think may be important:
   - It is better if you describe more detail about your demand (The information you want to know, the time that you need to get report,...)
2.2.2. Report Update and Manage Request

Note: The report is able to be unavailable at that time you try to buy online. Therefore, you need to Request Update and wait at least 3 working days to be sent the Updated Report by Email.

1. Click "Dashboard" from Navigation Pane

2. Click Manage Request

<table>
<thead>
<tr>
<th>Code</th>
<th>Created date</th>
<th>Request type</th>
<th>Name of subject</th>
<th>Inquiry</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>362</td>
<td>04/09/2019 13:40:49</td>
<td>Sales &amp; Marketing Solution</td>
<td></td>
<td>Do you have the email list of top 20 companies operating in electronics in Hanoi?</td>
<td>Pending</td>
</tr>
<tr>
<td>361</td>
<td>04/09/2019 13:39:39</td>
<td>Debt Collection Services</td>
<td></td>
<td>I have a commercial debts about 100,000 USD to recover. Please send me more detail about your service.</td>
<td>Pending</td>
</tr>
<tr>
<td>359</td>
<td>04/09/2019 13:36:59</td>
<td>Industry Reports</td>
<td>Marine aquaculture</td>
<td>I want to know the top 10 companies in this industry.</td>
<td>Pending</td>
</tr>
<tr>
<td>358</td>
<td>04/09/2019 13:35:31</td>
<td>Company Reports</td>
<td>CITY INTERNATIONAL HOSPITAL COMPANY LIMITED</td>
<td>I need to get the most updated report about this company</td>
<td>Pending</td>
</tr>
</tbody>
</table>
2.3. Check Out and Make Payment

1. Click Cart Icon from Navigation Pane

2. Click GO TO CART to review your cart before making payment

(You can remove any reports that you do not need anymore by clicking Delete button. Please remember to select the report you want to remove before clicking Delete Button!)

Or Click Check Out to jump into Check Out Step immediately
2.3. Check Out and Make Payment

Complete **Personal Details** form in the left side

- **Note:**
  - If you want to **Buy as a Guest** (It means that you don't need to register account), make sure that your email inputting in the **Email Address** field is your valid email. Because, after making payment, the report will be sent to that email.
  - If your email was used to register account before, you need to login firstly to continue.
  - If you logged in your account before, the Email Address field is autofilled by your email.

If you buy as a guest (only use email to buy), your information will not be saved to VNC’s system in anyway.
2.3. Check Out and Make Payment

Review your ORDER (Number of Reports, Price, Tax,...)
Enter PROMOTION CODE (If any)

Personal Details

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>VietnamCredit JSC</td>
<td><a href="mailto:sales@vietnamcredit.com.vn">sales@vietnamcredit.com.vn</a></td>
</tr>
</tbody>
</table>

Phone Number

<table>
<thead>
<tr>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>+84 98 186 1066</td>
</tr>
</tbody>
</table>

Address

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th Fl, LICOGI 13 Tower, 164 Khuất Duy Tùng Str.,</td>
</tr>
</tbody>
</table>

City/Province

<table>
<thead>
<tr>
<th>City/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanoi</td>
</tr>
</tbody>
</table>

Country

<table>
<thead>
<tr>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vietnam</td>
</tr>
</tbody>
</table>

Order Summary

<table>
<thead>
<tr>
<th>The total cost consist of the tax (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping (2 Items)</td>
</tr>
<tr>
<td>149.00 USD</td>
</tr>
<tr>
<td>Discount</td>
</tr>
<tr>
<td>37.25 USD</td>
</tr>
<tr>
<td>Tax</td>
</tr>
<tr>
<td>11.18 USD</td>
</tr>
</tbody>
</table>

Total

| 122.93 USD |

The promotion code can be invalid in some following reasons:

❖ Your code has been expired.
❖ Your purchase doesn't meet the minimum spending required.
❖ Your code has been used.
❖ Others reasons

When your code is reported invalid, please check the reasons list above. In case of not recognizing the reason, don't hesitate to ask our customer service at: sales@vietnamcredit.com.vn for helps.
2.3. Check Out and Make Payment

Choose **PAYMENT METHOD**

Payment method

- **Payment by OnePay**
  Vietcombank, VietinBank, TechcomBank, EximBank, VPBank, MB Bank, Saecombank, Maritime Bank, and 15 other

- **Payment by Paypal**
  Master Card, VISA, American Express, Discover Network

- Agree with payment term and condition

Dont forget to read and agree with term and conditions and Click **Payment** to move to Payment Gateway
2.3. Check Out and Make Payment

Choose PAYMENT METHOD

From here you need to follow the instruction of Payment Gateway.
2.3. Check Out and Make Payment

6.1 PAYMENT RESPONSIVE: SUCCESSFUL

After successfully paid, you will see this notification and direction if you have been an user in website.

From here (Dashboard > Manage Order) you can review your order and download directly report.

Click Download icon to download report to your computer!
2.3. Check Out and Make Payment

6.1 PAYMENT RESPONSIVE: SUCCESSFUL

After successfully paying, you will see this notification and direction if you bought as a guest in website. You will receive an Email with Subject: Order Checked Out Notification. Everything you need to do is click to open link download report.
2.3. Check Out and Make Payment

6.2 PAYMENT RESPONSIVE: UNSUCCESSFUL

If there are something wrongs happening when making payment like: In correct card information, Not enough credit balance (daily or monthly) or Your card has not been activated for online payment, You need to ask Issuer Bank for helps and click try payment to retry.

You will also received an Payment Remind Email from us which allows you jump directly into Payment step and try payment.

When you are in Payment step, please follow the instruction in step 5: Choose PAYMENT METHOD
Website User Manual

1. Introduction to the **New Website**
2. How to **Explore Data** and **Get Report**
3. How to **Register** and **Activate Account**
4. How to **Log in** and **Reset Password**
5. How to **Subscribe** to receive **Weekly Newsletter**
6. How to **Apply Job**
7. How to **Contact Us**
3. Register and Activate Account


   - **Register Form**
     - First name *
     - Last name
     - Address
     - Telephone number
     - Email *
     - Password *

   * you need to provide your information to required fields

   - Don't forget to check GG Capcha box before clicking Register button

   After submitting Register form, you will see the notification below. Following instruction, you need to find Account Activation on your email.

   - If your input email is notified as existed, please switch to sign in option.
   - In case you forget your password, you can choose Forgot Password to receive new password in email

   Thank you Hannah
   Please log in your email account in 24 hours and follow instructions to bind your account

   Back Home
THANK YOU FOR BEING A VIETNAMCREDIT'S USER !!!
Website User Manual

1. Introduction to the New Website
2. How to Explore Data and Get Report
3. How to Register and Activate Account
4. How to Log in and Reset Password
5. How to Subscribe to receive Weekly Newsletter
6. How to Apply Job
7. How to Contact Us
4. LogIn and Forgot Password


Input your valid Email and Password into Login form

Member Login

Email address
Email

Password
Password

Forgot password?

Again, Don't Forget to check GG Capcha to prove You are not a robot

Login

Dear Hannah,

We have sent you this email in response to your request to reset your password on VietnamCredit. Your new account information:

Email: hoangnd.sac-flu@gmail.com
Password:

Best Regards,

VietnamCredit Administrator.

Address: 15th FL, LICO113 Tower, 164 Dien Bien Phu St., Thanh Xuan Dist., Hanoi, Vietnam
Tel: +84-2462003082
Fax: +84-2462670083
Email: sales@vietnamcredit.com.vn
Website: http://vietnamcredit.com.vn
Website User Manual

1. Introduction to the New Website
2. How to Explore Data and Get Report
3. How to Register and Activate Account
4. How to Log in and Reset Password
5. How to Subscribe to receive Weekly Newsletter
6. How to Apply Job
7. How to Contact Us
5. Subscribe to receive Weekly Newsletter and Promotion Code

CafeCredit is Multi-dimensional Perspectives on Business Information in Vietnam. By submitting your email on Let us be your information advisor part in every footer page, you have the chance to receive our weekly report on Vietnam Economy, Investment Policies, Credit Information, ... Each article in weekly report is most up-to-date news which is written/compiled by VietnamCredit’s experts. You can completely be unsubscribed in any newsletters in anytime you no longer want to receive them.

You will also receive information about our promotion campaigns, which is a special gift that VietnamCredit want to give our beloved customers who always support us during the past over 20 years.

Let us be your information advisor

Enter your email address Subscribe
Website User Manual

1. Introduction to the New Website
2. How to Explore Data and Get Report
3. How to Register and Activate Account
4. How to Log in and Reset Password
5. How to Subscribe to receive Weekly Newsletter
6. How to Apply Job
7. How to Contact Us
6. How to Apply Job


Method 1: Click Careers at Footer page

Method 2: Click Button Join our team at About page
6. How to Apply Job

【Careers】Financial – Business Rating Analyst

2. Click to your prefer position to see detail JD
6. How to Apply Job

Careers » Financial – Business Rating Analyst

Apply Job

Apply Job

Name*

Email*

Phone Number*

Address*

Attached CV, Cover Letter

What skills, work projects or achievements make you a strong candidate?
Website User Manual

1. Introduction to the New Website
2. How to Explore Data and Get Report
3. How to Register and Activate Account
4. How to Log in and Reset Password
5. How to Subscribe to receive Weekly Newsletter
6. How to Apply Job
7. How to Contact Us
7. How to **Contact Us**

**Visit Our Office**

We are the mission to support you with 90 employees, 60 financial analysts and a team of legal advisors. Please contact us to set an appointment to find out why our service can ease your problems, and to be well consulted for free!

Contact Us: +84 98 186 1066

Email: sales@vietnamcredit.com.vn

Skype: vietnamcredit
Thank you for your experience in VietnamCredit's website !!!

**Head Office:**
15th Floor, LICOGI 13 Tower
No. 164 Khuat Duy Tien Str, Thanh Xuan Dist, Ha Noi City
Tel: (+84) 24 6262 0082 | Fax: (+84) 24 6262 0083

**HCMC Office:**
8th Floor, Master Building
No. 41 – 43 Tran Cao Van Str, District 3, HCM
Phone: (+84) 28 3521 0453 | Fax: (+84) 28 3521 0460
Website: [www.vietnamcredit.com.vn](http://www.vietnamcredit.com.vn)