

Air Conditioning



Mitsubishi Electric Customer Credit Account Application User Guide

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You do not need DocuSign license to be able to complete the form.

Applying for an account

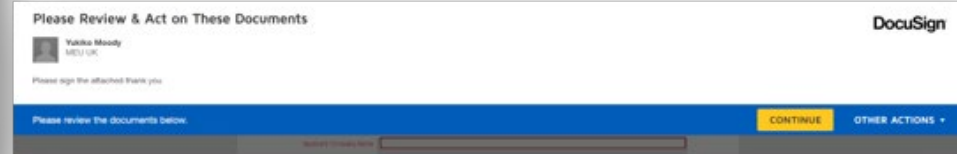
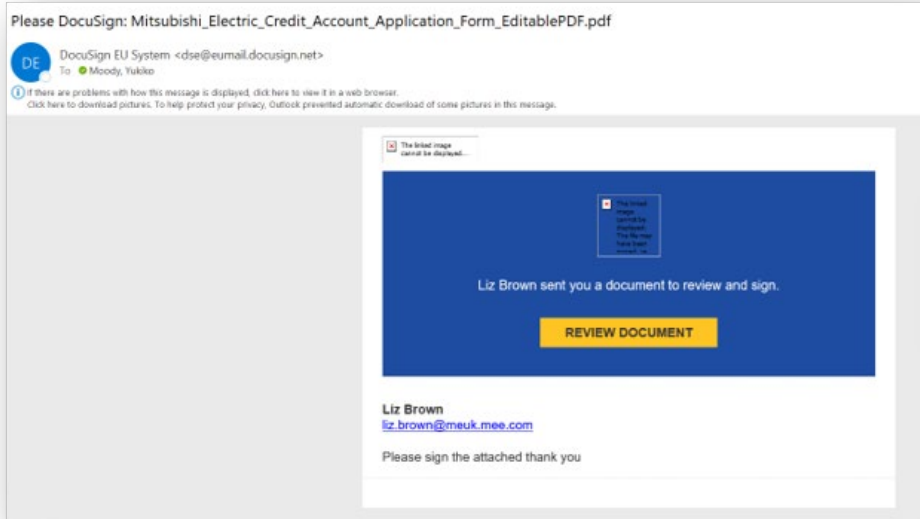
To apply for a credit account please contact your Mitsubishi Account Manager directly.

They will require 2 contact names & email addresses to raise the request with our Credit Control Team.

To get an account request approved we will require a signature from 2 different people with legal authority to sign on behalf of your company.

If you are a Sole Trader and are unable to provide a 2nd contact/signature, please provide your own signature twice on the form.

4 How to fill out the form



3. Click CONTINUE

1. You will receive a DocuSign link to an online application form via email.
2. In the body of the email click REVIEW DOCUMENT.

5 How to fill out the form

MITSUBISHI ELECTRIC
Changes for the Better

ACCOUNT APPLICATION FORM - MITSUBISHI ELECTRIC IRELAND

Applicant Company Name

Trading Name (if different)

Invoice Address

Telephone No. (incl. STD) Postcode

Required - Please enter V.A.T. Reg. No. or N/A if not applicable. No. (incl. STD)

VAT Reg. No. Company Reg. No.

Account Email Address Sales Email Address

eDocs* Contact Name

eDocs* Email Address

Company Type Plc Ltd Sole Trader Partnership LLP

Names of all Directors, Partners or Proprietors

4. An online application form will open. As the 1st signee you will be required to input all necessary information relating to your company.

You can see tooltips by hovering over each information field on page 1.

NOTE: This form must be signed by a Director or Authorised Officer if a Limited Company or all partners in a partnership or proprietor if a sole trader.

I/we certify that the information given is to the best of my knowledge, accurate and correct and acknowledge that any trading with Mitsubishi Electric Europe B.V. will be in accordance with Mitsubishi Electric Europe B.V. Terms and Conditions of Sale as set out in this application form and that I/we have read the same.

Signature of Applicant Signature of Applicant

Name Name

Position Position

Date Date

5. Once you have completed all relevant company information, go to PAGE 2, hover of the signature of applicant section, a small orange box will pop up saying SIGN, click this to set your e-signature.

6 How to fill out the form

6. Once you have completed the form, provided an e-signature & clicked submit, your 2nd contact will be notified by email.



7. Contact 2 will then receive a DocuSign email containing a link to add their e-signature & submit.



8. Once the 2nd signature is submitted, your part of the online process is complete.

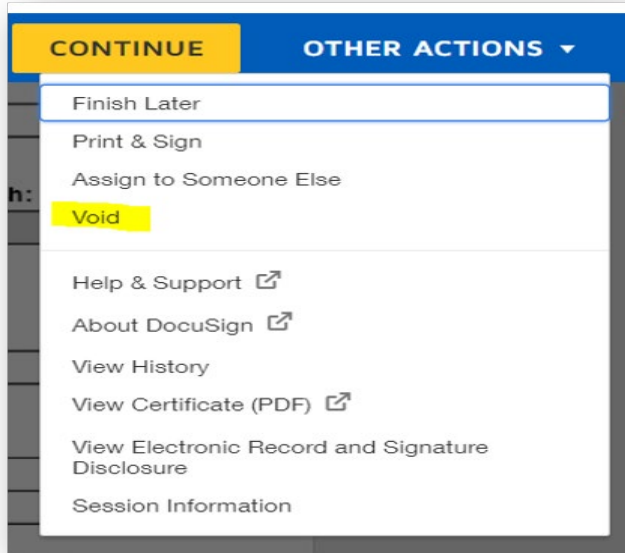
Your details will be reviewed by our Credit Control Team.

The Credit Control Team may be in touch with you if further information is required in order to complete your application.

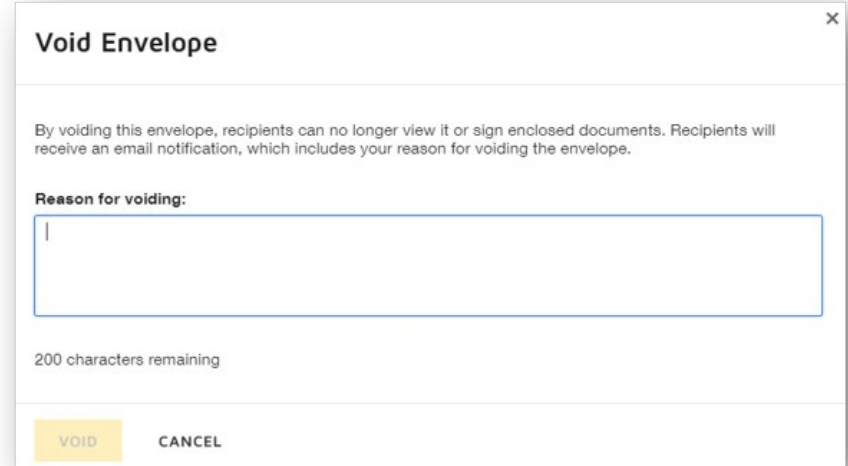


9. Your Account Manager will notify you whether your credit account has been approved/rejected.

How to reject the form



10. If you receive a credit account application email but did not request a credit account or have changed your mind about applying for credit you cancel the application application by following the email link, clicking OTHER ACTIONS and selecting VOID

A screenshot of a 'Void Envelope' dialog box. The title bar says 'Void Envelope' with a close button (X) on the right. Below the title bar, there is a paragraph of text: 'By voiding this envelope, recipients can no longer view it or sign enclosed documents. Recipients will receive an email notification, which includes your reason for voiding the envelope.' Below this text is a label 'Reason for voiding:' followed by a large empty text input field. Underneath the input field, it says '200 characters remaining'. At the bottom of the dialog, there are two buttons: a yellow 'VOID' button and a white 'CANCEL' button.

11. Provide further details in the REASON FOR VOIDING section and click VOID

Any issues?

If you have any issues with your online application form or the credit account application process, please contact your Account Manager directly.