

An Investec company

**Mann** Island  
Transforming vehicle lending

## MIDOS – User Guide





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# MIDOS – Setting Up

## Signing in for the first time

Your Mann Island Account Manager will register your email address with Mann Island Head Office.

- Once approved, an email will be sent to your registered email address containing a unique link that you can use to create a MIDOS account.
- Open the link in your chosen web browser and you will be able to complete your set up.
- To start accessing MIDOS, click “*Log In*”

## Redeeming your invitation

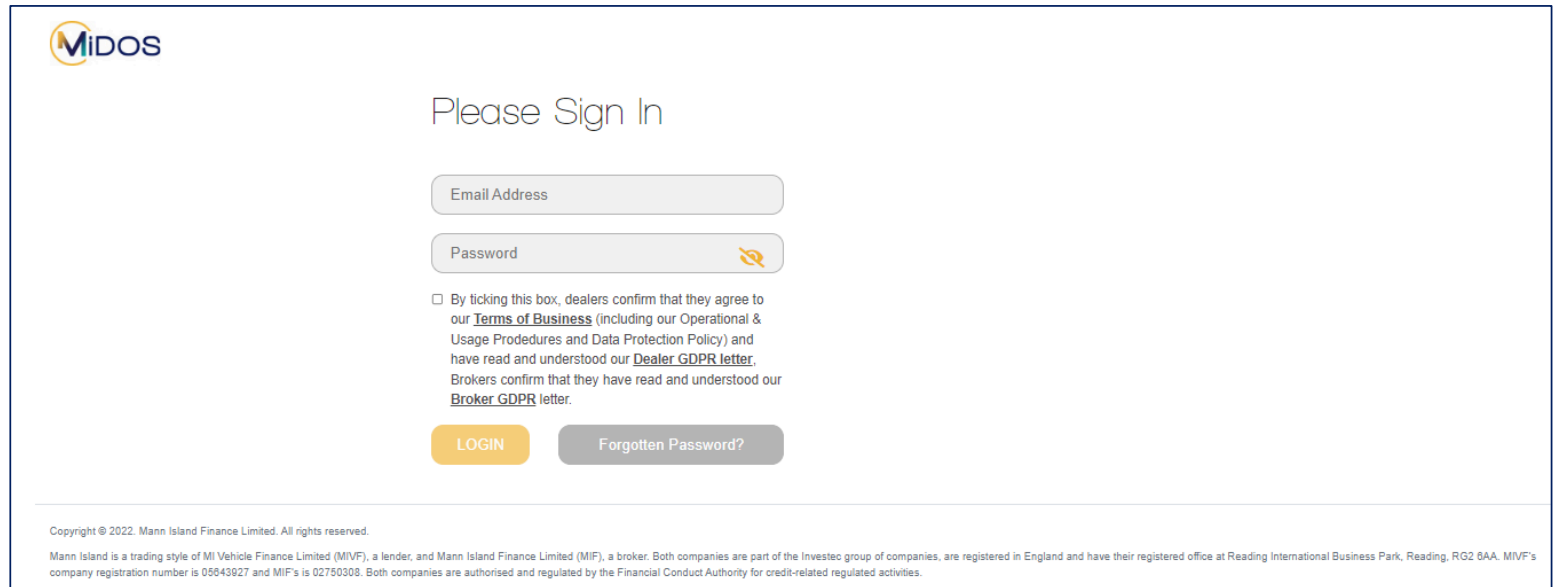
- Open the unique link that has been sent to you in your invitation email.
- Enter your email address that you will use to log in to MIDOS
- Enter a password.
- Click Register.
- Remember, do not share your username and password with anyone else
- You are now able to use MIDOS



# Logging In



- Enter your email address and password
- Click to confirm that you agree to our Terms of Business and have read and understood our GDPR letter
- Click **“Log In”**

A screenshot of the MIDOS login page. The page has a white background with a blue border. At the top left is the MIDOS logo. In the center, the text "Please Sign In" is displayed. Below this are two input fields: "Email Address" and "Password". The "Password" field has an eye icon to its right. Below the input fields is a checkbox with the following text: "By ticking this box, dealers confirm that they agree to our [Terms of Business](#) (including our Operational & Usage Procedures and Data Protection Policy) and have read and understood our [Dealer GDPR letter](#). Brokers confirm that they have read and understood our [Broker GDPR letter](#)." Below the checkbox are two buttons: a yellow "LOGIN" button and a grey "Forgotten Password?" button. At the bottom of the page, there is a small copyright notice and a disclaimer.

Copyright © 2022. Mann Island Finance Limited. All rights reserved.

Mann Island is a trading style of MI Vehicle Finance Limited (MIVF), a lender, and Mann Island Finance Limited (MIF), a broker. Both companies are part of the Investec group of companies, are registered in England and have their registered office at Reading International Business Park, Reading, RG2 8AA. MIVF's company registration number is 05643927 and MIF's is 02750308. Both companies are authorised and regulated by the Financial Conduct Authority for credit-related regulated activities.

***\*\*If you have forgotten your password, simply click on the “Forgotten Password” button and follow the instructions on screen\*\****



# Logging In – MIDOS Two-Factor Authentication (2FA)

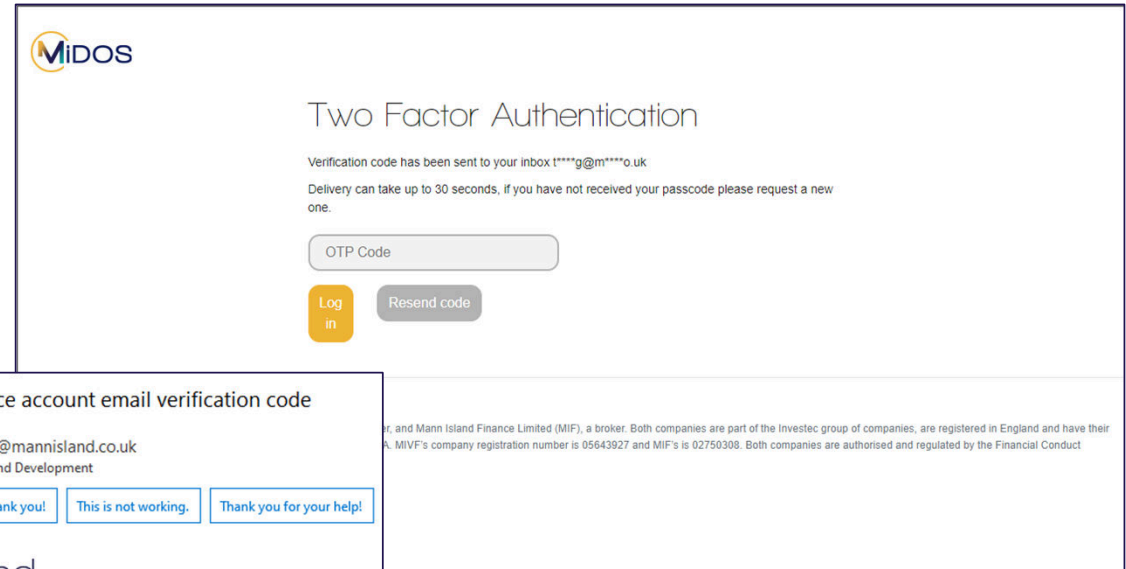


To improve our online security and move in line with the industry standard, we will be introducing a Two-Factor Authentication for MIDOS.

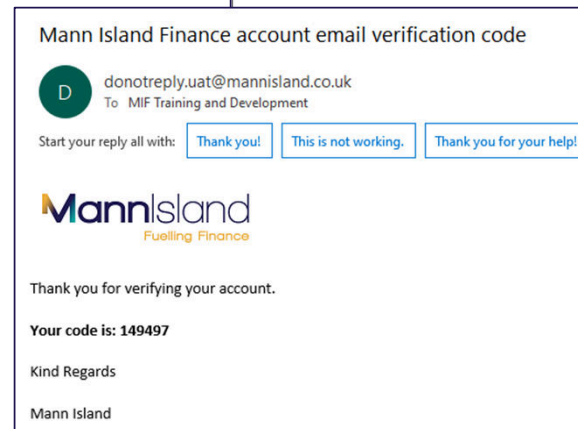
You will be presented with an additional screen upon logging into MIDOS, this screen will require you to select your preference for authentication.

The options that will be presented will be:

- The email address you use to sign in to MIDOS
- Your mobile phone number.



The image shows a screenshot of the MIDOS Two Factor Authentication interface. At the top left is the MIDOS logo. The main heading is "Two Factor Authentication". Below this, a message states: "Verification code has been sent to your inbox t\*\*\*\*g@m\*\*\*\*o.uk". A note follows: "Delivery can take up to 30 seconds, if you have not received your passcode please request a new one." There is a text input field labeled "OTP Code". Below the input field are two buttons: a yellow "Log in" button and a grey "Resend code" button. At the bottom of the screen, there is a small disclaimer: "Mann Island Finance Limited (MIF), a broker. Both companies are part of the Investec group of companies, are registered in England and have their company registration number is 05643927 and MIF's is 02750308. Both companies are authorised and regulated by the Financial Conduct Authority."



The image shows a screenshot of an email verification code screen from Mann Island Finance. The header is "Mann Island Finance account email verification code". Below this is a green circular icon with a white 'D' and the email address "donotreply.uat@mannisland.co.uk". The text "To: MIF Training and Development" is below the email. There are three buttons: "Thank you!", "This is not working.", and "Thank you for your help!". Below these buttons is the Mann Island logo with the tagline "Fuelling Finance". The text "Thank you for verifying your account." is displayed. Below this, it says "Your code is: 149497". At the bottom, it says "Kind Regards" and "Mann Island".



# The Dealer Home Page – Part 1



Once logged in and on the home page you will be presented with a list of your submitted proposals giving you an overview of their progress.

You will also see a series of options on the menu which is permanently displayed on the left of the screen.

Create Retail Proposal

Create Non Standard Proposal

Request MIVF Settlement Figure

Drafts/Quotes

Tasks

Submitted

History

13102200012848 - Gerard R

13062200012369 - Warren Veat

04102200012783 - Caravan Test

Q17326 - Automation Proposal

Q17327 - R

Q17308 - R

Help

Latest News

Proposals

Advanced Search

All Proposals

Show 10 entries

Created Date	Proposal Reference	Registration Number	Applicant	Status	Last Updated	Portal Owner	
13/10/2022	13102200012859	FL68TWC	Automation Proposal	Referred To Client Services	24 minutes	Sammy Clarke	
13/10/2022	13102200012858	FL68TWC	Automation Proposal	Referred To Underwriting	31 minutes	Sammy Clarke	
13/10/2022	13102200012857	FL68TWC	Automation Proposal	Referred To Underwriting	36 minutes	Sammy Clarke	
13/10/2022	13102200012856	FL68TWC	Automation Proposal	Referred To Client Services	3 hours	Sammy Clarke	
13/10/2022	13102200012855	FL68TWC	Automation Proposal	Referred To Client Services	3 hours	Sammy Clarke	
13/10/2022	13102200012854	FL68TWC	Automation Proposal	Referred To Client Services	3 hours	Sammy Clarke	
13/10/2022	13102200012853	FL68TWC	Automation Proposal	Referred To Underwriting	3 hours	Sammy Clarke	
13/10/2022	13102200012852	FL68TWC	Automation Proposal	Referred To Underwriting	3 hours	Sammy Clarke	
13/10/2022	13102200012851	FL68TWC	Automation Proposal	Referred To Underwriting	4 hours	Sammy Clarke	
13/10/2022	13102200012850	FL68TWC	Automation Proposal	Referred To Underwriting	4 hours	Sammy Clarke	

Showing 1 to 10 of 374 entries

1 2 3 4 5 ... 38 Next

Notifications

My Account

Logout





## The Dealer Home Page – Part 2

### Create Retail Proposal

- Allowing you to create a quote for finance and submit it as a proposal

### Create Non-Standard Proposal

- Allowing you to submit a non-standard request for finance to Mann Island Head Office

### Request MIVF Settlement Figure

- Allowing you to request a MIVF settlement figure by filling in the required boxes in the pop-up box and clicking "Send." This will send a direct email straight to Mann Island Head Office

Request MIVF Settlement Figure

Customer Name \*

Vehicle Reg \*

Agreement Number

Close Send

### Drafts/Quotes

- View a list of quotes that you have created but not submitted as a proposal

### Tasks

- This will contain requests for further information, which may include further proofs to be provided

### Submitted

- View a list of all proposals submitted to Mann Island





## The Dealer Home Page – Part 3

### Help

- This will contain helpful information regarding training manuals, guides and support material

### Latest News

- Here you will find any important news regarding Mann Island Finance i.e. Opening hours over festive periods, new updates within the MIDOS portal

### Notifications

- Here you will be notified of any key changes to your proposals, including if a proposal status has changed, if documents are available or tasks have been created.

### My Account

- You can change your password and toggle commission to be on/off in returned quote results.

### Logout

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# My Account



**Default Quotes Values** – Choose default vehicle condition & vehicle type to be at the start of a new proposal.

**Commission** – Hide/show commission on quotes

**Personal Details** – Update your mobile number

**Email Alerts** – Toggle the type of email alerts you would like to receive:

- Status changes
- New tasks
- When invoice is required
- When a customer has submitted their proposal

**Password** – Changing your password

The screenshot shows the 'My Account' settings page for the user training@mannisland.co.uk. The page has a top navigation bar with 'Notifications', 'My Account', and 'Logout' links. A 'Back' button is located at the top left of the settings area. The 'Default Quote Values' section contains dropdown menus for 'Vehicle Condition' (set to 'Used') and 'Vehicle Type' (set to 'Car'). The 'Email Alerts' section has four toggle switches: 'Receive email alerts for statuses?' (checked), 'Receive email alerts for new tasks?' (checked), 'Receive email alerts when invoice is required?' (checked), and 'Receive email alerts for Customer submissions?' (unchecked). The 'Commission' section has a toggle switch for 'Show Commission?' (checked). The 'Personal Details' section has a 'Mobile Phone' input field and an 'Update Personal Details' button. The 'Change Password' section has three input fields: 'Password', 'New Password', and 'Confirm Password', each with an eye icon for toggling visibility. A 'Change Password' button is at the bottom. A password requirements box on the right states: 'Passwords must be different to the last 10 passwords used', 'Passwords must be at least 8 characters', 'Passwords must not contain your username', and 'Passwords must contain at least 3 of the following: Upper case, Lower case, Numeric, Special Character'.





## Create a Proposal – Part 1

Having clicked **Create a Proposal** on the Home page you will come to a screen that allows you to enter all the vehicle information required to produce a quote for finance.

Happily, the information required is largely self-explanatory. The mandatory fields that must be completed are indicated by a red \* next to the name of the field.

You will be prompted back to the top of the page if any of the mandatory fields have yet to be completed.

*"Please note that certain fields are defaulted, for example **"Import"** and **"VAT Qualify"** therefore you must change these values if required."*

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# Create a Proposal – Part 2



After you have entered all of the information required, including:

**Vehicle details**

**Finance details**

**Deposit information**

**Add-ons or Grants/Discounts**

**Term**

**Annual mileage**

Click on '***Generate/Update Quotes***'

**MIDOS** Notifications My Account Logout

**Create Quote**

Proposal Type

Type\*

Customer Information

Customer Firstname

Customer Surname\*

Vehicle Information

Condition\*

Type\*

Reg Number

Current Mileage\*

Usage\*

Manufacturer\*

Model\*

Derivative\*

Chassis Number

Reg Date

Import ☐ Yes ☒ No

VAT Quality ☒ Yes ☐ No

Finance Quotation

	Net	VAT	Gross
Vehicle Price*	£ 0.00	£ 0.00	£ 0.00



# Generate Quotes



Depending upon the information provided, MIDOS helpfully displays the financing options available (subject to underwriting)

These can include HP, PCP and Lease Purchase.

Quote(s) will be returned within seconds of your request. Each line displays the product, payments, term and APR.

Available Products (3)								
Video	Products	Fees	Balance Payable	Term	First Payment	Regular Payment	Final Payment	APR
	HP	> £1.00	£9643.24	48	£200.88	£200.88	£201.88	9.90%
	Lease Purchase	> £1.00	£10015.99	48	£163.92	£163.92	£2311.75	9.90%
	PCP	> £1.00	£10052.48	48	£160.34	£160.34	£2516.50	9.90%



# Errors on Quoting page



If a quoting product does not pull through when you generate a quote, an error message will appear at the bottom of the page explaining the reason as to why.

For example:

## **The Loan to Value (LTV) is outside of parameters**

Available Products (1)								
Video	Products	Fees	Balance Payable	Term	First Repayment	Monthly Repayments	Final Repayment	APR
	HP - 2021	> £1.00	£51192.04	48	£1066.48	£1066.48	£1067.48	7.90%
Unavailable Products (3)								
Product Name			Reason					
PCP - 2021			This product's maximum LTV is 130 percent, your request was 141.94 percent.					
Lease Purchase - 2021			This product's maximum LTV is 130 percent, your request was 141.94 percent.					

## **The age of the vehicle is outside our parameters for this product.**

Available Products (1)								
Video	Products	Fees	Balance Payable	Term	First Repayment	Monthly Repayments	Final Repayment	APR
	HP - 2021	> £1.00	£9660.04	48	£201.23	£201.23	£202.23	10.00%
Unavailable Products (3)								
Product Name			Reason					
PCP - 2021			This product's maximum age of the vehicle at the end of the term is 108 months, your request was 118 months.					
PCP Aspire			This product's maximum age of the vehicle at the end of the term is 97 months, your request was 118 months.					
Lease Purchase - 2021			Can not provide a quote due to us being unable to retrieve a CAP valuation					



# View Quotes

You can also expand the line to present further details, print and/or apply for the product

You can select multiple quotes to show the customer to help them compare and identify the most appropriate product for them based upon their needs and circumstances



PCP

>

Hire Purchase vs Personal Contract Purchase Comparison				
Hire Purchase		Personal Contract Purchase		
Monthly Repayments £500.45		Monthly Repayments £385.41		
£28,344.52 Total Amount Payable		£26,227.77 Total Amount Payable (If you decide to buy the car at the end of the period)		
Feature	Hire Purchase	Personal Contract Purchase	Difference	
Vehicle cash price	£20,000.00	£20,000.00	NONE	
Customer deposit	£0.00	£0.00	NONE	
Amount borrowed	£20,000.00	£20,000.00	NONE	
Term	48 Months	48 Months	NONE	
Monthly repayments	£500.45	£385.41	£125.08 more on Hire Purchase	
Final payment	£500.45	£3,593.90 (optional)	£3,492.51 more on Personal Contract Purchase	
Option To Purchase fee	£1.00 (included in final payment)	£1.00 (included in final payment)	NONE	
Customer APR	19.95%	11.00%	£80% more on Hire Purchase	
Excess mileage charge applicable	£0.20* per mile. Please note that this is only payable if you voluntarily terminate the agreement having paid half the total amount payable, return the vehicle to us and the vehicle has done more than 10,000miles per annum since you bought it. If you keep the car there is no excess mileage charge at all. *This is an indicative cost. Excess mileage charges may vary.	£0.00* per mile. Please note that this charge is only payable if you return the vehicle to us and only applies to every mile in excess of your stated annual mileage. *This is an indicative cost. Excess mileage charges may vary.	See description	
Total interest charges payable	£3,344.52	£6,227.77	£2,115.75 more on Hire Purchase	
Total amount payable	£28,344.52	£26,227.77	£2,116.75 more on Hire Purchase	
When does ownership pass to the customer	When Customer pays the total amount payable plus £1.00 option to purchase fee.	When Customer pays the total amount payable plus £1.00 option to purchase fee.	NONE	
Customer Options at the end of normal monthly rental period	Customer can own the car by paying the total amount payable plus £1.00 option to purchase fee. Customer can part-exchange the vehicle against a new one.	Customer can own the car by paying the total amount payable plus £1.00 option to purchase fee. Customer can part-exchange the vehicle against a new one.	NONE	
		You can decide not to pay the optional final payment and return the car to us. You would be liable to pay any excess mileage charge (see above) and additional cost to cover any damage beyond normal wear and tear (please see the BSRPA for wear and tear guide on our website).	This is not offered under Hire Purchase.	

Term\*  
48  
Months

Road Fund Licence  
£

Annual Mileage\*  
10000  
Miles

Cash Deposit  
£

Part Exchange  
£

Settlement  
£ 0.00  
Request MIVF settlement figure

Total Funded Cash Price  
£ 20000.00

Total Advance Payment  
£ 0.00

Amount of Credit  
£ 20000.00

Total Customer Deposit  
£ 0.00

Generate / Update Quotes >

Available Products (4)

Please select one or more quotes from the results displayed below

Products	Fees	Balance Payable	Term	First Repayment	Monthly Repayments	Final Repayment	APR
<input type="checkbox"/> PCP - 2022	> £1.00	£26227.77	48	£385.41	£385.41	£9053.50	11.00%
<input checked="" type="checkbox"/> PCP Extra	> £1.00	£26796.51	48	£344.33	£344.33	£9588.00	10.00%
<input checked="" type="checkbox"/> HP - 2022	> £1.00	£28344.52	48	£500.49	£500.49	£591.49	19.00%
<input type="checkbox"/> Lease Purchase - 2022	> £1.00	£26227.77	48	£385.41	£385.41	£9053.50	11.00%

Send to customer >

Compare Products

If you would like to compare the different products available to you, please select them from the list below.

HP - 2022

PCP - 2022

Compare Products



# How to build a Finance Lease quote



Finance Lease product will only be available on light commercial vehicles for business customers for business usage.

In order to get a Finance Lease quote on MIDOS:

1. Proposal Type must be **Business**
2. Vehicle Type must be **Commercial**
3. Usage must be **Business**

Once all of the above have been selected, in the Financial Quotation Section, an extra drop-down box will appear allowing you to select whether the quote(s) you would like returned will be in regards to a:

- **Vehicle Hire** (Finance Lease)
- **Vehicle Purchase** (HP or LP)

The screenshot shows the MIDOS Finance Lease quote form. The 'Proposal Type' section has 'Type' set to 'Business', 'Dealership' to 'Mann Island Test', and 'Supply Dealership' to 'Mann Island Test'. The 'Customer Information' section has 'Business Name' set to 'Finance Lease'. The 'Vehicle Information' section has 'Condition' set to 'New', 'Type' set to 'Commercial', 'Reg Number' set to '0', 'Usage' set to 'Business', 'Manufacturer' set to 'FORD', 'Model' set to 'TRANSIT 350 L2 DIES', 'Derivative' set to '2.0 TDCi 105ps H3 Van (20', 'Chassis Number' set to '28/06/2023', 'Import' set to 'No', and 'VAT Qualify' set to 'Yes'. The 'Finance Quotation' section has a table with columns 'Net', 'VAT', and 'Gross'. The table has two rows: 'Vehicle Price' and 'Vehicle OTR Price'. The 'Vehicle Price' row has values of £ 0.00 for Net, VAT, and Gross. The 'Vehicle OTR Price' row has values of £ 0.00 for Net, VAT, and Gross. Below the table are buttons for '+ Grants/Discounts' and '+ Add-Ons'. The '+ Add-Ons' section has a dropdown menu for 'Vehicle Hire / Vehicle Purchase' with 'Select' as the current selection. To the right of the dropdown are input fields for 'First Registered Fee', 'Road Fund Licence', 'Cash Deposit', 'Part Exchange', and 'Settlement', each with a £ symbol and a text input field. Below these fields is a label 'Request MIVF settlement figure'.

	Net	VAT	Gross
Vehicle Price *	£ 0.00	£ 0.00	£ 0.00
Vehicle OTR Price	£ 0.00	£ 0.00	£ 0.00

+ Grants/Discounts

+ Add-Ons

Term \*  Months

Annual Mileage \*  Miles

Vehicle Hire / Vehicle Purchase \*  Select

First Registered Fee  £

Road Fund Licence  £

Cash Deposit  £

Part Exchange  £

Settlement  £

Request MIVF settlement figure



# How to build a Finance Lease quote



You will notice once you have selected Vehicle Hire, the cash deposit will now read **Initial Hire Payment Cash**

Click “**Generate/Update Quote**” button and the system will return a quote/quotes, depending on the information provided falling within our product parameters.

+ Add-Ons

Term\*  
48  
Months

Annual Mileage\*  
8000  
Miles

Vehicle Hire / Vehicle Purchase\*  
Hire  
▼

First Registered Fee  
£  
[ ]

Road Fund Licence  
£  
[ ]

Initial Hire Payment Cash  
£  
[ ]

Part Exchange  
£  
[ ]

Settlement  
£  
[ ]  
Request MIVF settlement figure

Generate / Update Quotes ➤

Available Products (2)

Please select one or more quotes from the results displayed below

Products	Fees	Balance Payable (ex VAT)	Term	First Payment (ex VAT)	Monthly Payments (ex VAT)	Final Payment (ex VAT)
<input type="checkbox"/> Finance Lease - No Balloon >	£0.00	£41271.24	48	£2500.00	£824.92	£824.92
<input type="checkbox"/> Finance Lease - With Balloon >	£0.00	£44073.75	48	£2500.00	£898.75	£9431.25

To view the breakdown of the figures click on the ➤.

Unfortunately the “**Send to Customer**” button will not be available for our Finance Lease product. The customer will need to be proposed on-site.



# Finance Lease – Commission Invoice



A commission Invoice will need to be provided for Payout stage.

This commission invoice will need to be addressed to Mann Island Finance Limited and this must be a VAT invoice showing the Net, Gross and VAT breakdown.

If you are signed up to use our Self-Invoicing Template, a Commission Invoice will automatically be generated for you within the open task.

If you are uploading your own invoice, a commission invoice will need to be attached for payout.

Once the Commission Invoice has been uploaded, there will be a tick box within the open task in which you can mark as complete.

Task Details

Mann Island Finance

Registration Number FV23NHE

Proposal Number 22062300013999

Proposal Status Accepted Documents Available

Subject Awaiting Signed Documents

Description ID check and E-sign sent to customer. Please upload your invoice. Please upload underlying invoice. Please upload commission invoice.

MIF Acceptance [Download](#)

Progress:

- ID Check ☒
- Document Pack or E-Sign ☐
- Invoice ☐

Attachments

Drop files here or click to upload.  
*(If possible please upload each document as a separate file as this will help speed up the payout process)*

Have the following been provided?

☐ Invoices ☐ Commission Invoice

[Submit Changes](#)



## Sending quotes direct to the customer



Once you have selected a quote(s), you will see a ***Send to Customer*** button appear.

Available Products (4)

Please select one or more quotes from the results displayed below

Products	Fees	Balance Payable	Term	First Repayment	Monthly Repayments	Final Repayment	APR
<input type="checkbox"/> PCP - 2022	> £1.00	£26227.77	48	£365.41	£365.41	£9053.50	11.00%
<input checked="" type="checkbox"/> PCP Extra	> £1.00	£25769.51	48	£344.33	£344.33	£9586.00	10.00%
<input type="checkbox"/> HP - 2022	> £1.00	£28344.52	48	£590.49	£590.49	£591.49	19.90%
<input type="checkbox"/> Lease Purchase - 2022	> £1.00	£26227.77	48	£365.41	£365.41	£9053.50	11.00%

Send to customer

Proceed with selected quote

Once all the financial figures have been agreed this will allow you to send available products to the customer via email and gives them the ability to complete an online proposal.

Please follow ***MIDOS – Customer Application*** in the Help section for a step-by-step guide.

If they would like to go ahead with the proposal at the Dealership, you can click ***Proceed with Selected Quote*** which will progress you to the Application stage

***\*\*Please note this button will only appear when one quote is selected\*\****

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# Completing an Application



- After choosing to apply for a quote a further screen will be presented for you to capture the customer's personal information, such as their address, employment history and bank details.
- The questions asked are self-explanatory and include some clearly marked mandatory fields.
- Once this information has been completed the proposal process moves to an important page; a summary of all the information to check prior to submitting the application.

**MIDOS** Notifications My Account Logout

[Back](#)

## Apply for Proposal

**Primary Applicant**

Contact Type\*  Gender\*

Title\*  Date of Birth\*

First Name\*  Marital Status\*

Middle Name(s)  No of Dependents\*

Last Name\*  Driving Licence Type\*

Day Phone\*

Evening Phone

Mobile Phone\*

Email Address\*

**Applicant's Current Address**

Postcode Lookup

Postcode\*

Address Details

Building Name

Building/House Number

Sub-Building Name

Line 1\*

Line 2

Residency\*

Years at\*

Months at\*

**History**

- Q13655 - John Doe
- Q12942 - test test
- 24072000018377 - James Bond
- 24072000018383 - Rodney Trotter
- 29072000018442 - John Doe
- 20082000019693 - James Carlin


[Help](#) [Save](#)






## Completing an application – Quote Summary

Now that all the financial figures and customer's personal details have been entered, you will be brought to a **Quote Summary page** which will enable you to look through all the information one last time before submitting the proposal.


Here you can review and edit the information previously entered. Just click on the  to open the drop-down box.


You can also upload **Supporting Documents** for our Credit team i.e., Bank statements, Proof of Address, Income and Expenditure forms.

### Quote Summary





Primary Applicant 

Title	<input type="text" value="Mr"/>	Gender	<input type="text" value="Male"/>	Email Address	<input type="text" value="Warren.veat@mannisland."/>
First Name	<input type="text" value="warren"/>	Marital Status	<input type="text" value="Single"/>	Mobile Phone	<input type="text" value="07734567899"/>
Middle Name(s)	<input type="text"/>	No of Dependants	<input type="text" value="0"/>	Day Phone	<input type="text" value="07734567899"/>
Last Name	<input type="text" value="veat"/>	Driving Licence Type	<input type="text" value="Full UK Driving Licence"/>	Evening Phone	<input type="text"/>
Date of Birth	<input type="text" value="28/10/1990"/>				

Applicant's Current Address Information 

Applicant's Current Employment Information 

Edit Applicant Information

Bank Details	
Vehicle Information	
Financial Information	
Supporting Documents	





## Completing an Application – Important Information

- This stage also contains important information that the customer must be made aware of. Please tick the box once completed.
- The proposal can then be submitted to Mann Island Finance to be underwritten.

**Submission**

☐ **Distance Selling** means that this proposal was marketed exclusively by distance means and there will be no face to face contact with the customer at any point in the transaction including signing documents.

☐ **Home Sign Up Required?** If the Applicant(s) associated to this proposal require Home sign up please ensure their email address has been added. To add the email address please select edit within the applicant details section.

☐ **Data Protection:** Under the General Data Protection Regulation and, in accordance with our terms of business/agreements with dealer and brokers, you must now ensure that the customer is given a Data Protection Notice (DPN). Dealers must provide our [Dealer DPN](#) and brokers must provide our [Broker DPN](#). By choosing this option and clicking 'Submit Proposal' below, you are confirming that the appropriate notice has been provided to the customer and that you will keep a record of this.

Submit Proposal

*\*\*If any mandatory fields have not been completed, once you hit “**Submit Proposal**” you will be prompted to the top of the page with an error message which will flag the required field missing.\*\**


---

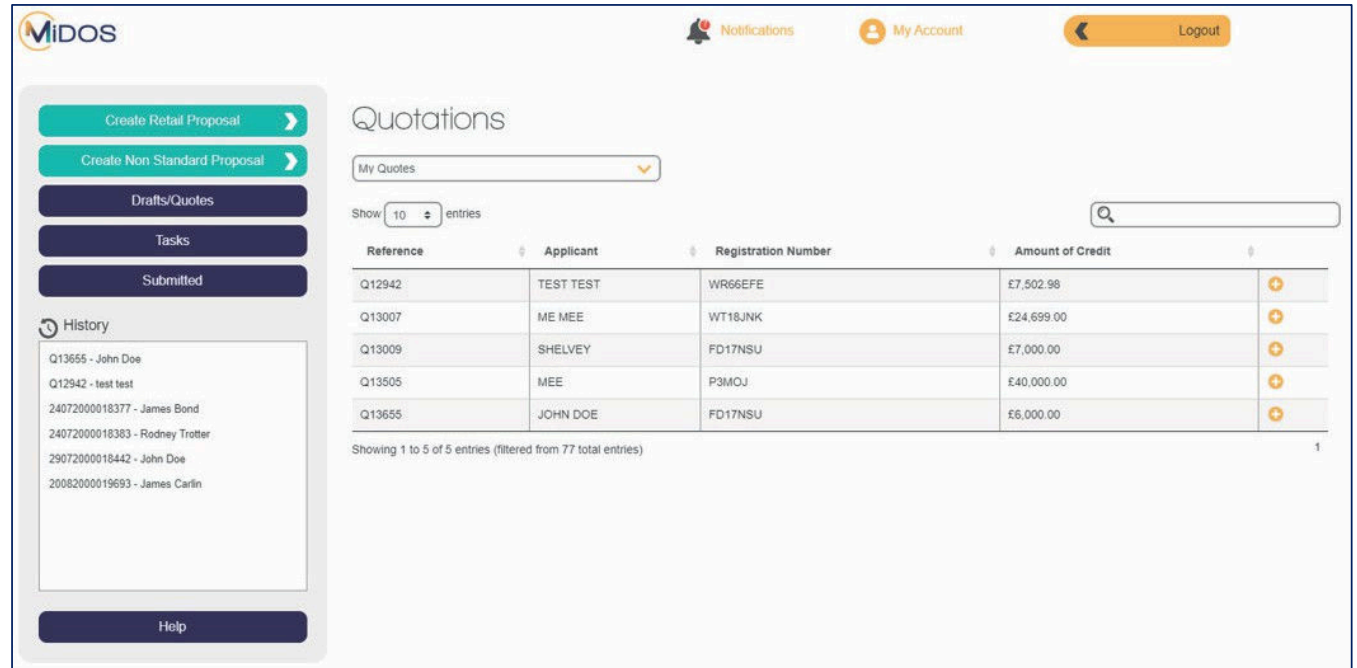









## Drafts/Quotes

The Drafts/Quotes page lists all the quotes that have been requested for your customers that have not yet been submitted to Mann Island as a completed proposal.

Selecting the  button will open the previous quote details and allow you to change the vehicle details and the figures, then generate a new quote



The screenshot shows the MIDOS Quotations page. On the left is a sidebar with navigation buttons: 'Create Retail Proposal', 'Create Non Standard Proposal', 'Drafts/Quotes' (selected), 'Tasks', and 'Submitted'. Below these is a 'History' section with a list of quote references and applicant names. The main area is titled 'Quotations' and features a dropdown menu for 'My Quotes', a 'Show 10 entries' selector, and a search bar. A table displays the following data:

Reference	Applicant	Registration Number	Amount of Credit	
Q12942	TEST TEST	WR66EFE	£7,502.98	
Q13007	ME MEE	WT18JNK	£24,699.00	
Q13009	SHELVEY	FD17NSU	£7,000.00	
Q13505	MEE	P3MOJ	£40,000.00	
Q13655	JOHN DOE	FD17NSU	£6,000.00	

Below the table, it states 'Showing 1 to 5 of 5 entries (filtered from 77 total entries)'. The page number '1' is visible in the bottom right corner.





# Funder Tries

When viewing a proposal, you will see a list of attempts that have been made to place your application with a Funder, and the decision returned

You will also be notified via notifications when an attempt to place the business with a funder has been started.

### Proposal

**Veat**  
FL68TWC  
19102200012904  
Introducer - Mann Island Test  
Supplier - Mann Island Test  
Accepted With Conditions Documents Available  
HP

#### Documents

Document Name	Download
Invoice	<a href="#">Download</a>
MIF Acceptance With Conditions	<a href="#">Download</a>
MIF Acceptance	<a href="#">Download</a>

[Add Document](#)

#### Open Tasks

There are currently no open tasks for this proposal

#### Funders

Funder Type	Decision
Prime (Own-book)	Accepted With Conditions

[Notifications](#)

[My Account](#)

### Notifications

10072000006617 - Mr Draft Test - New Task  
[Learn more](#) [Dismiss](#)

23062000007742 - Mr Dodi Sending to Funder 1 - PrimeBrokered  
[Learn more](#) [Dismiss](#)

23062000007744 - Mr Lyons - New Task  
[Learn more](#) [Dismiss](#)

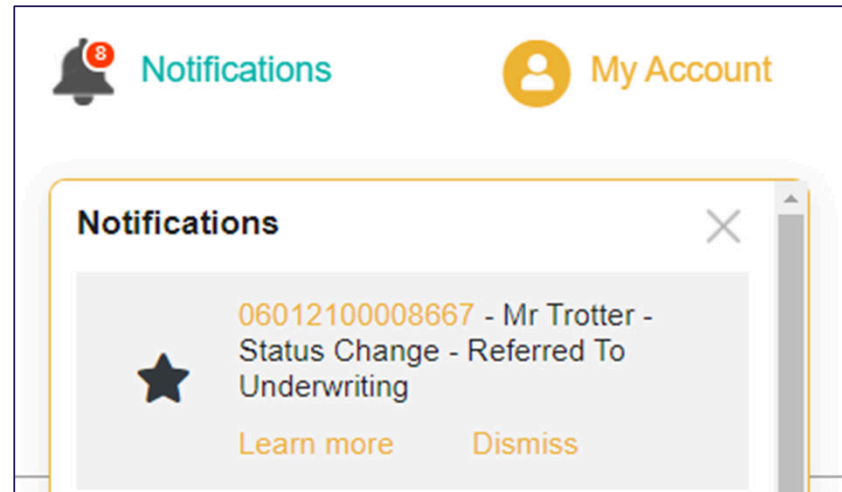
06072000006595 - Mr Employment Type - Status Change - Accepted Awaiting Documentation  
[Learn more](#) [Dismiss](#)

01072000006579 - Mr Test Sending to Funder 1 - PrimeOwnBook  
[Learn more](#) [Dismiss](#)





## MIDOS Notifications



### We will keep you informed:

Where a proposal is up to



*e.g. with underwriting*

When Documents are available



*'E-Signature or Wet sign'*

Of Proposal Status changes



*'Payout in Progress'*

If we need something



*We will send you a 'Task'*





## Submitted

This page, which is also the dealer home page, contains all of your current proposal activities; instantly you can see the status of all your proposals.

This page will allow you to:

Search for a proposal by name, proposal number or vehicle registration

Filter the list to show proposals from specific dates or statuses

View key information including status, proposal number and customer name

Proposals						
Advanced Search <span>▼</span>						
My Proposals <span>▼</span>						
Show <span>10</span> entries <span>🔍</span>						
Created Date	Proposal Reference	Registration Number	Applicant	Status	Last Updated	Portal Owner
03/07/2020	03072000017416			Awaiting Processing	10 days	John Doe <span>+</span>
02/07/2020	02072000017355	FL68TWC	Test Test	Referred To Underwriting	11 days	John Doe <span>+</span>
02/07/2020	02072000017352	FD17NSU	Test Settlement	Referred To Underwriting	12 days	John Doe <span>+</span>
23/06/2020	23062000016928		Elon Musk	Referred To Underwriting	20 days	John Doe <span>+</span>
22/06/2020	22062000016894	IVECO	Slim Shady	Referred To Underwriting	21 days	John Doe <span>+</span>
22/06/2020	22062000016892	IVECO	Elon Musk	Referred To Underwriting	21 days	John Doe <span>+</span>
22/06/2020	22062000016890	IVECO	Dfgdfg Dsdfsf Mcainey	Referred To Underwriting	21 days	John Doe <span>+</span>
22/06/2020	22062000016889	DY16 UAC	Peter Piper	Referred To Underwriting	21 days	John Doe <span>+</span>
22/06/2020	22062000016871		Boris Johnson	Referred To Underwriting	21 days	John Doe <span>+</span>
22/06/2020	22062000016868	FD17NSU	Lem Newcomb	Referred To Underwriting	21 days	John Doe <span>+</span>
Showing 1 to 10 of 18 entries <span>1 2 Next</span>						

For further information about each proposal, you can click on the + button to open the proposal





## Tasks

The Tasks page lists all the tasks that require a response from you to finalise a finance case.

Tasks can be opened from the list by clicking on the 

Once a task has been opened you will see the details of the information required in the description.

You can then provide a response or upload a file to support the proposal.

Marking the task as complete will submit it back to Mann Island.

***\*\*Closing it will not send it back to Mann Island and will leave it in your list to return to at a later date\*\****

[Back](#)

Tasks

All Tasks

Show 10 entries

Proposal Number	Applicant	Subject	Status	Registration Number	
01072000017337	Ellen-Marie L. Shearon	Underwriting Missing Information	Underwriting Additional Information Required	KE17NGV	
02072000017366	Eric J. Watts	Awaiting Signed Documents	Accepted Documents Available	DX67UAS	
12062000016744	Gobbins Welsh	Vehicle Information Missing	Accepted Vehicle Information Required		
02072000017367	Jennifer A. Blewitt	Underwriting Missing Information	Underwriting Additional Information Required	VO18WPY	
12062000016745	Matt Zeb	Underwriting Missing Information	Underwriting Additional Information Required	PE66 YEW	
01072000017332	Richard Forrester	Awaiting Signed Documents	Accepted Documents Available	FL68TWC	
26062000017163	Test Submittestnew	Pre-Payout Missing Documents	Pre Payout Additional Documents Required	FL68TWC	
03072000017463	Test Validation	Underwriting Missing Information	Underwriting Additional Information Required	MW65KAU	

Showing 1 to 8 of 8 entries

1





## Tasks – “Accepted with Conditions – Restricted Terms”

This will require you to liaise with the customer on the conditions that have been set by our Credit team, by downloading the acceptance.

If the customer is happy to proceed, you can confirm in the response box and the documents will then become available

Warren Veat	
Registration Number	FL68TWC
Proposal Number	14042200011680
Proposal Status	Accepted With Conditions
Subject	Accepted on Restricted Terms. Confirmation required to proceed
Description	Unable to accept proposal on proposed terms. Please either mark the proposal as not taken up, or confirm that the customer is happy to proceed on restricted terms, and documents will be issued.
MIF Acceptance	<a href="#">Download</a>
Response	<input type="text"/>

[Not Taken Up](#) [Proceed](#)



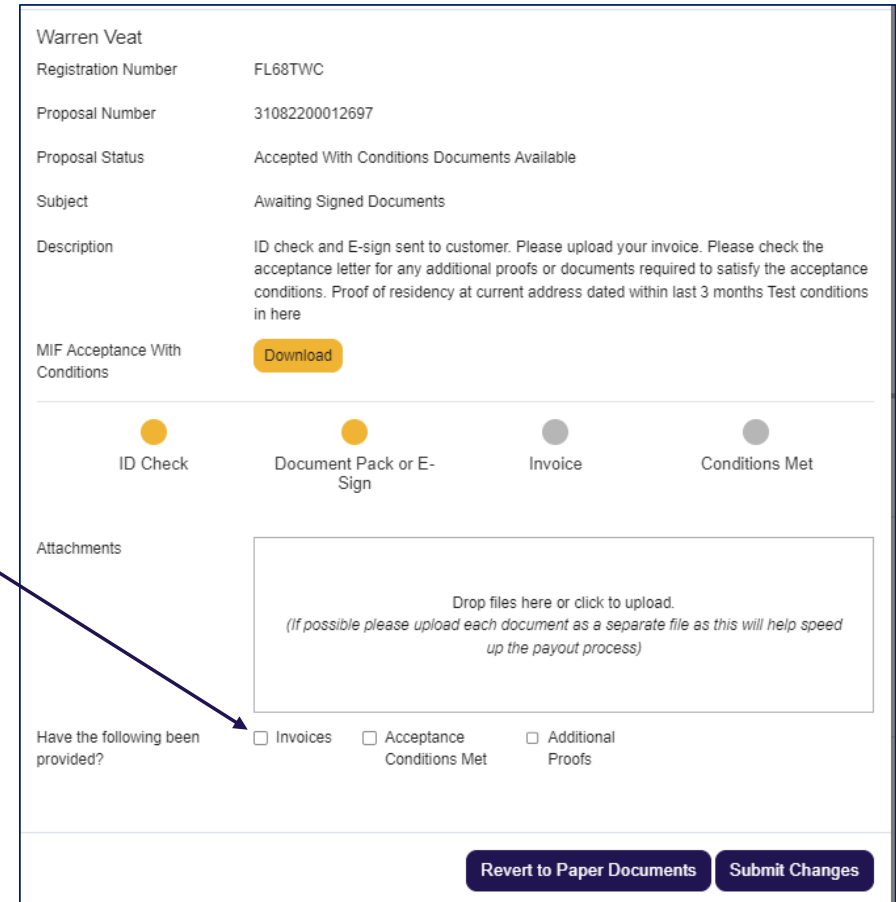
## Open task for "Accepted with Conditions – Documents available"



Once the ID check and E-sign has been completed the orange circle will convert to a green tick on the progress bar. You can then upload your invoice and upload any additional proofs if requested (See Acceptance).

Once the conditions have been met, you can tick all 3 boxes and hit **Submit Changes**. This will complete the task and push the agreement into the next stage.

If the ID check or documents have still yet to be signed, you will be unable to complete the task. All 4 circles on the progress bar will need to be green before the task can be completed



Warren Veat	
Registration Number	FL68TWC
Proposal Number	31082200012697
Proposal Status	Accepted With Conditions Documents Available
Subject	Awaiting Signed Documents
Description	ID check and E-sign sent to customer. Please upload your invoice. Please check the acceptance letter for any additional proofs or documents required to satisfy the acceptance conditions. Proof of residency at current address dated within last 3 months Test conditions in here
MIF Acceptance With Conditions	<a href="#">Download</a>

ID Check

Document Pack or E-Sign

Invoice

Conditions Met

Attachments

Drop files here or click to upload.  
(If possible please upload each document as a separate file as this will help speed up the payout process)

Have the following been provided?

☐ Invoices

☐ Acceptance Conditions Met

☐ Additional Proofs

[Revert to Paper Documents](#)

[Submit Changes](#)





## Secure Uploads

On MIDOS you can now upload supporting documents/proofs when there is no task available. This can be done via the proposal screen by hitting the **Add Document** button.

A pop-up screen will appear where you can upload a file and add a note.

Please ensure the **Submit** button has been pressed to send the attachment.

Please note this will only be available when there is no Open task on the deal

The image shows a screenshot of the MIDOS web application interface. The main screen is titled 'Proposal' and displays information for a proposal by James Carlin, including a unique identifier (EO18EYJ) and a status (Referred To Underwriting PCPa). It features a sidebar with navigation options: 'Create Retail Proposal', 'Drafts/Quotes', 'Tasks', 'Submitted', and 'History'. The 'Documents' section shows 'No documents to show' and an 'Add Document' button. The 'Open Tasks' section indicates 'There are currently no open tasks for this proposal'. The 'Funders' section is also visible. A pop-up window titled 'Proposal Document Upload' is overlaid on the bottom right. It contains a 'Document(s)' section with a 'Drop files here or click to upload.' area, a 'Notes\*' section with a text area, and a 'Submit' button at the bottom. Arrows from the text blocks point to the 'Add Document' button and the 'Submit' button in the pop-up.





## Generating the Self-Invoice

Task Details

Hp Cca Cancellable

Registration Number

KM69UTK

Proposal Number

10052100009254

Proposal Status

Accepted Documents Available

Subject

Awaiting Signed Documents

Description

ID check and E-sign sent to customer. Please upload your invoice.

MIF Acceptance

Download

✓

ID Check

Document Pack or E-Sign

Invoice

Generate Invoice

Revert to Paper Documents

Can be done at any time  
*(Before or after customer has  
signed/e-signed)*

New ***“Generate Invoice”*** button

Only available via the *“Awaiting  
Signed Documents”* task



# Invoice Template

Opens a new browser window – *Only the yellow fields can be edited*



**MannIsland**  
Fuelling Finance

Invoice Generation

## Invoice

**Vendor Details:**  
Mann Island Test  
Clarence House  
5 St. Pauls Square  
Test Line 2  
LIVERPOOL  
Merseyside  
L3 9SJ

**Tax Point/Invoice Date:**

**Invoice Reference:**

**Vat Reg. No:** 106842915

**Invoice To:**  
Mann Island Finance  
Limited  
5, St. Pauls Square  
Liverpool  
L3 9SJ

**Deliver To:**  
Mr Test Mike  
1 Montrose Drive  
Southport  
PR9 7JA

**Vehicle Details**

**Description:** BMW, 1 SERIES DIESEL HATCHBACK (2015 - 2019), 116d SE Business 5dr [Nav/Servotronic] (2017 - 2019)

**Reg Number:** FL68TWC

**Reg Date:** 01/10/2018

**Mileage:**

**Chassis Number:** WBA1V72050V921108

**Margin Scheme**

Used Car Margin Scheme

**Goods Description**

Vehicle	Price excl VAT	Rate of VAT	VAT	Total Price
Vehicle Cash Price	£13000.00	0%	£0.00	£13000.00
Road Fund Licence	£0.00	0%	£0.00	£0.00
First Registered Fee	£0.00	0%	£0.00	£0.00

**Statement/Summary**

	Total Price
Total Sales OTR Price	£13000.00
Customer Deposit	£2000.00
Part Exchange	£1000.00
Settlement	£500.00
Balance Due from Funder	£10500.00
Contra Settlement Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**VAT Analysis**

Code	Rate	Goods Value	VAT Amount
T1	20%	£0.00	£0.00
T2	0%	£13000.00	£0.00

**Our bank details for payment**

Account Name: Mannisland Test    Sort Code: 204673    Account No: 60360074

By clicking Submit and Print, I confirm I have verified the details entered on the invoice to be true and accurate. ☐

[Revert to Paper Invoice](#) [Exit](#) [Submit & Print](#)

## Editable:

- Invoice Date
- Invoice Reference
- Mileage (*within tolerance*)
- Deposit Breakdown
- Contra Request

## Non-Editable

- Invoice Lines
- VAT
- Vehicle Details
- Vendor/Customers details



# Invoice Template

## Restrictions



Invoice Generation

Mannisland

Fuelling Finance

Invoice

Vendor Details:

Mann Island Test  
Clarance House  
5 St. Pauls Square  
Test Line 2  
LIVERPOOL  
Merseyside  
L3 9SJ

Tax Point/Invoice Date

20/05/2021

This invoice will not be paid out until this date.

Invoice Reference

123456

Vat Reg. No

106842915

Invoice To:

Mann Island Finance  
Limited  
5, St. Pauls Square  
Liverpool  
L3 9SJ

Deliver To:

Mr Add Ons Test  
160 Hutton Hill Road  
Liverpool  
L21 9LQ

Vehicle Details

Description: BMW, 1 SERIES DIESEL HATCHBACK  
(2015 - 2019), 116d Sport 5dr (2015 - 2015)

Reg Number  
MW65KAU

Reg Date  
22/10/2015

Mileage: 6000  
Please check Mileage entered. Mileage is over 100 miles different to the quoted mileage.

Chassis Number  
WBA1V72010V655067

Margin Scheme

Used Car Margin Scheme

Goods Description

Vehicle

	Price excl VAT	Rate of VAT	VAT	Total Price
Vehicle Cash Price	£9000.00	0%	£0.00	£9000.00
Road Fund Licence	£0.00	0%	£0.00	£0.00
First Registered Fee	£0.00	0%	£0.00	£0.00

Additional Products

	Price excl VAT	Rate of VAT	VAT	Total Price
Delivery	£83.33	20%	£16.67	£100.00
Fuel	£83.33	20%	£16.67	£100.00

Statement/Summary

Figures are different to the original quote, please re-quote.

	Total Price
Total Sales OTR Price	£9200.00
Customer Deposit	£1000.00
Part Exchange	£0.00
Settlement	£0.00
Balance Due from Funder	£8700.00

VAT Analysis

Code	Rate	Goods Value	VAT Amount
T1	20%	£200.00	£33.33
T2	0%	£9000.00	£0.00

Our bank details for payment

Account Name: Mannisland Test    Sort Code: 204673    Account No: 60360074

By clicking Submit and Print, I confirm I have verified the details entered on the invoice to be true and accurate. ☐

Revert to Paper Invoice

Exit

Submit & Print

An error message will appear for the following and PREVENT submission:

- Mileage amended and is outside tolerance allowed
- Deposit breakdown is amended which results in the figures being changed

An error message will appear for the following but will NOT PREVENT submission:

- Invoice Date is a future date





## Discounts/Grants

These can be added or removed on the online invoice template.

***Please note that this will not change the already accepted cash price or amount of credit it is just to confirm the figures include a Discount/Grant.***

See below for a before and after.

Goods Description				
<b>Vehicle</b>				
	Price incl VAT	Rate of VAT	VAT	Total Price
Vehicle Cash Price	£40000.00	0%	£0.00	£40000.00
Road Fund Licence	£0.00	0%	£0.00	£0.00
First Registered Fee	£0.00	0%	£0.00	£0.00
Does the vehicle price quoted include any discounts you now wish to specify on the invoice?				
<a href="#">Add/Remove Discount</a>				
<b>Statement/Summary</b>				
		Total Price		
Total Sales OTR Price				£40000.00
Customer Deposit	£ 0.00			
Part Exchange	£ 4000.00			
Settlement	£ 4000.00			
Balance Due from Funder				£40000.00
Contra Settlement Required?				<input type="radio"/> Yes <input checked="" type="radio"/> No



Goods Description				
<b>Vehicle</b>				
	Price incl VAT	Rate of VAT	VAT	Total Price
Vehicle Cash Price	£42000.00	0%	£0.00	£42000.00
Road Fund Licence	£0.00	0%	£0.00	£0.00
First Registered Fee	£0.00	0%	£0.00	£0.00
Used Vehicle Discount	-£2000.00	0%	-£0.00	-£2000.00
Does the vehicle price quoted include any discounts you now wish to specify on the invoice?				
<a href="#">Add/Remove Discount</a>				
<b>Statement/Summary</b>				
		Total Price		
Total Sales OTR Price				£40000.00
Customer Deposit	£ 0.00			
Part Exchange	£ 4000.00			
Settlement	£ 4000.00			
Balance Due from Funder				£40000.00
Contra Settlement Required?				<input type="radio"/> Yes <input checked="" type="radio"/> No





## Discounts/Grants – Add/Remove

To **add** a Discount/Grant, click the **Add/Remove Discount** button and choose from the dropdown box the Discount/Grant type. Enter the amount and click the + button to add.

Discounts

Discount Type	Discount Value	
Dealer Discount	£ 2000	+

Close

To **remove** a Discount/Grant click the **Add/Remove Discount** button and click the – button to remove.

Discounts

Discount Type	Discount Value	
Dealer Discount	£ 2000.00	-
Select	£	+

Close





## Submitting the Invoice

Statement/Summary

	Total Price
Total Sales OTR Price	£9200.00
Customer Deposit	£500.00
Part Exchange	£0.00
Settlement	£0.00
Balance Due from Funder	£8700.00

VAT Analysis

Code	Rate	Goods Value	VAT Amount
T1	20%	£200.00	£33.33
T2	0%	£9000.00	£0.00

Our bank details for payment

Account Name:

Mannisland Test

Sort Code:

204673

Account No:

60360074

By clicking Submit and Print, I confirm I have verified the details entered on the invoice to be true and accurate. ☒

Revert to Paper Invoice

Exit

Submit & Print

Salesperson has to update the tick box before they can **Submit & Print**





## Copy of the Invoice template

**Invoice**

**Vendor Details:**  
Mann Island Test  
Clarence House  
5 St Pauls Square  
Test Line 2  
LIVERPOOL  
Merseyside  
L3 9SJ

**Tax Point/Invoice Date:** 19/05/2021  
**Invoice Reference:** 123456  
**Vat Reg. No:** 106842915

**Invoice To:**  
Mann Island Finance Limited  
5 St Pauls Square  
Liverpool  
L3 9SJ

**Deliver To:**  
Mr Add Ons Test  
100 Hulton Hill Road  
Liverpool  
L21 9LG

**Vehicle Details**

Description: BMW 1 SERIES DIESEL HATCHBACK (2015 - 2019), 116d Sport 5dr (2015 - 2019)	Reg Number	MW65KAU
Mileage: 50000	Reg Date	22/10/2015
	Chassis Number	WBA1V72010V655067

**Margin Scheme**  
Used Car Margin Scheme

**Goods Description**

Vehicle	Price excl VAT	Rate of VAT	VAT	Total Price
Vehicle Cash Price	£9000.00	0%	£0.00	£9000.00
Road Fund Licence	£0.00	0%	£0.00	£0.00
First Registered Fee	£0.00	0%	£0.00	£0.00

**Additional Products**

	Price excl VAT	Rate of VAT	VAT	Total Price
Delivery	£83.33	20%	£16.67	£100.00
Fuel	£83.33	20%	£16.67	£100.00

**Statement/Summary**

	Total Price
Total Sales OTR Price	£9200.00
Customer Deposit	£500.00
Part Exchange	£0.00
Settlement	£0.00
Balance Due from Funder	£8700.00

**VAT Analysis**

Code	Rate	Goods Value	VAT Amount
T1	20%	£200.00	£33.33
T2	0%	£8000.00	£0.00

**Our bank details for payment**

Account Name: Mannisland Test	Sort Code: 204673	Account No: 60360074
-------------------------------	-------------------	----------------------

[Back](#)

**Proposal**

Add Ons Test  
MW65KAU  
19052100009298  
Accepted Documents Available  
HP

ID Check Document Pack or E-Sign Invoice

**Documents**

Document Name Download

Invoice [Download](#)

MIF Acceptance [Download](#)

**Open Tasks**

Task Description

Awaiting Signed Documents [Open](#)

**Funders**

Funder Type Decision

Prime (Own-book) Accepted

Primary Applicant >

Bank Details >

Vehicle Information >

Financial Information >

[Mark as Not Taken Up](#) [Update Applicant Information](#) [Modify Vehicle/Financial Information](#) [Edit Invoice](#)

Once Submitted the system will print a PDF version of the invoice

The Proposal screen will also show a copy of the invoice under the **Documents** section for you to download at a later date





## Update on Progress Bar

[Back](#)

### Proposal

Add Ons Test  
MW65KAU  
18052100009298  
Accepted Documents Available  
HP

ID Check

Document Pack or E-Sign

Invoice

#### Documents

Document Name	Download
Invoice	<a href="#">Download</a>
MIF Acceptance	<a href="#">Download</a>

#### Open Tasks

Task Description  
Awaiting Signed Documents [Open](#)

#### Funders

Funder Type	Decision
Prime (Own-book)	Accepted

Primary Applicant

Bank Details

Vehicle Information

Financial Information

[Mark as Not Taken Up](#)[Update Applicant Information](#)[Modify Vehicle/Financial Information](#)[Edit Invoice](#)

Task Details

Add Ons Test

Registration Number	MW65KAU
Proposal Number	18052100009298
Proposal Status	Accepted Documents Available
Subject	Awaiting Signed Documents
Description	ID check and E-sign sent to customer. Please upload your invoice.
MIF Acceptance	<a href="#">Download</a>

ID Check

Document Pack or E-Sign

Invoice

Attachments

Drop files here or click to upload.  
(If possible please upload each document as a separate file as this will help speed up the payout process)

[Edit Invoice](#)[Revert to Paper Documents](#)[Submit Changes](#)

The Progress Bar on the Task and Proposal updates

Salesperson can still upload to the task (i.e., settlement letters and appropriations)

Please ensure anything that needs to be uploaded is done before Invoice is generated and the documents have been signed





## Editing an Invoice after submission

[Back](#)

### Proposal

Add Ons Test  
MW65KAU  
18052100009298  
Accepted Documents Available  
HP

ID Check Document Pack or E-Sign Invoice

Documents

Document Name	Download
Invoice	<a href="#">Download</a>
MIF Acceptance	<a href="#">Download</a>

Open Tasks

Task Description  
Awaiting Signed Documents [Open](#)

Funders

Funder Type	Decision
Prime (Own-book)	Accepted

Primary Applicant >

Bank Details >

Vehicle Information >

Financial Information >

[Mark as Not Taken Up](#)

[Update Applicant Information](#)

[Modify Vehicle/Financial Information](#)

[Edit Invoice](#)

Task Details

Add Ons Test

Registration Number MW65KAU

Proposal Number 18052100009298

Proposal Status Accepted Documents Available

Subject Awaiting Signed Documents

Description ID check and E-sign sent to customer. Please upload your invoice.

MIF Acceptance [Download](#)

ID Check Document Pack or E-Sign Invoice

Attachments

Drop files here or click to upload.  
(If possible please upload each document as a separate file as this will help speed up the payout process)

[Edit Invoice](#) [Revert to Paper Documents](#) [Submit Changes](#)

The invoice can be edited after submission by pressing the **Edit Invoice** button

This button will appear at the bottom of the proposal screen as well as the ***Awaiting Signed Documents*** task.

Edit Invoice





## Editing after submission

Invoice Generation **MannIsland**  
Fuelling Finance

### Invoice

**Vendor Details:**  
Mann Island Test  
Clarance House  
5 St. Pauls Square  
Test Line 2  
LIVERPOOL  
Merseyside  
L3 9SJ

**Tax Point/Invoice Date:**   
**Invoice Reference:**   
**Vat Reg. No:** 106842915

**Invoice To:**  
Mann Island Finance  
Limited  
5, St. Pauls Square  
Liverpool  
L3 9SJ

**Deliver To:**  
Mr Test Mike  
1 Montrose Drive  
Southport  
PR9 7JA

**Vehicle Details**

<b>Description:</b> BMW, 1 SERIES DIESEL HATCHBACK (2015 - 2019), 116d SE Business 5dr [Nav/Servotronic] (2017 - 2019)	<b>Reg Number</b> FL68TWC <b>Reg Date</b> 01/10/2018 <b>Chassis Number</b> WBA1V72050V921108
<b>Mileage:</b> <input type="text" value="13000"/>	

**Margin Scheme**  
Used Car Margin Scheme

**Goods Description**

Vehicle	Price excl VAT	Rate of VAT	VAT	Total Price
Vehicle Cash Price	£13000.00	0%	£0.00	£13000.00
Road Fund Licence	£0.00	0%	£0.00	£0.00
First Registered Fee	£0.00	0%	£0.00	£0.00

**Statement/Summary**

	Total Price
Total Sales OTR Price	£13000.00
Customer Deposit	£2000.00
Part Exchange	£1000.00
Settlement	£500.00
Balance Due from Funder	£10500.00
Contra Settlement Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**VAT Analysis**

Code	Rate	Goods Value	VAT Amount
T1	20%	£0.00	£0.00
T2	0%	£13000.00	£0.00

**Our bank details for payment**

Account Name: Mannisland Test	Sort Code: 204673	Account No: 60360074
-------------------------------	-------------------	----------------------

By clicking Submit and Print, I confirm I have verified the details entered on the invoice to be true and accurate. ☐

[Revert to Paper Invoice](#) [Exit](#) [Submit & Print](#)

### Editable:

- Invoice Date
- Invoice Reference
- Mileage (*within tolerance*)
- Deposit Breakdown
- Contra Request

### Non-Editable

- Invoice Lines
- VAT
- Vehicle Details
- Vendor/Customers details





## Contra Settlement Requests

If a contra settlement is required, this can be requested by updating the ***Contra Settlement Required?*** to **Yes**

This will only show if there is a settlement amount in the deposit breakdown

A new balance payable will appear showing the reduced amount that we will pay out.

Statement/Summary

	Total Price
Total Sales OTR Price	£9200.00
Customer Deposit	£ 500.00
Part Exchange	£ 5000.00
Settlement	£ 5000.00
Balance Due from Funder	£8700.00
Contra Settlement Required?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Payable from Funder after Contra Settlement	£3700.00

VAT Analysis

Code	Rate	Goods Value	VAT Amount
T1	20%	£200.00	£33.33
T2	0%	£9000.00	£0.00

Our bank details for payment

Account Name: Mannisland Test	Sort Code: 204673	Account No: 60360074
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By clicking Submit and Print, I confirm I have verified the details entered on the invoice to be true and accurate. ☐

Revert to Paper Invoice

Exit

Submit & Print





## Contra Settlement Requests – Shortfalls

Statement/Summary

	Total Price
Total Sales OTR Price	£9200.00
Customer Deposit	£ 500.00
Part Exchange	£ 10000.00
Settlement	£ 10000.00
Balance Due from Funder	£8700.00
Contra Settlement Required?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Shortfall	£1300.00
Payable from Funder after Contra Settlement	£-1300.00

VAT Analysis

Code	Rate	Goods Value	VAT Amount
T1	20%	£200.00	£33.33
T2	0%	£9000.00	£0.00

Our bank details for payment

Account Name: Mannisland Test      Sort Code: 204673      Account No: 60360074

By clicking Submit and Print, I confirm I have verified the details entered on the invoice to be true and accurate. ☐

Revert to Paper Invoice

Exit

Submit & Print

Any required shortfalls will show here





## Revert to Paper Invoice

Statement/Summary	
	<b>Total Price</b>
Total Sales OTR Price	£13000.00
Customer Deposit	£2000.00
Part Exchange	£1000.00
Settlement	£500.00
Balance Due from Funder	£10500.00
Contra Settlement Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No

VAT Analysis			
Code	Rate	Goods Value	VAT Amount
T1	20%	£0.00	£0.00
T2	0%	£13000.00	£0.00

Our bank details for payment		
Account Name: Mannisland Test	Sort Code: 204673	Account No: 60360074

By clicking Submit and Print, I confirm I have verified the details entered on the invoice to be true and accurate. ☐

Revert to Paper InvoiceExitSubmit & Print

If you wish to progress with your own invoice, you can press the ***“Revert to Paper Invoice”*** button

This button appears at the bottom of the invoice template so you will have to press the ***“Generate Invoice”*** button first. If you do not do this, then you will not be able to complete the *Awaiting Signed Documents* Task

The invoice should **NOT** be emailed to Mann Island Head Office as this adds to the turnaround time of the Payout.

Please note this will not affect the availability of the E-Sign

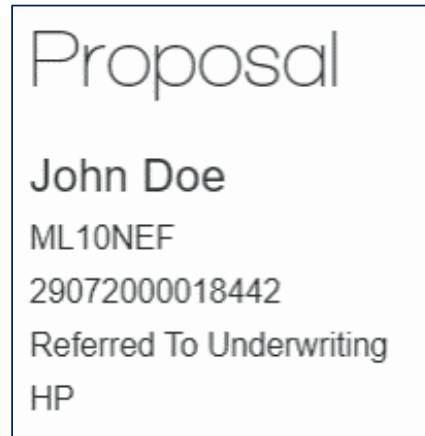




## Viewing a submitted proposal

At the top of the Proposal page there is a summary of the key information relating to the proposal:

- The name of the Primary Applicant
- Vehicle registration
- Proposal number
- Status
- Product



### **Print proposal**

When viewing a proposal that has already been submitted, a **Print** button will be displayed on the permanent menu just below **Help**. You can choose this option to produce a PDF document containing the current details on the proposal. This can then be printed for your file.







## Viewing Documents

When documents are available to be signed you will receive a notification.

The documents can be viewed directly from the proposal and there will also be a task in your list of tasks with a subject of “Awaiting Signed Documents”

Proposal Number	04102200012787
Proposal Status	Accepted Documents Available
Subject	Awaiting Signed Documents
Description	ID check and E-sign sent to customer. Please upload your invoice.
MIF Acceptance	<a href="#">Download</a>
<div><div><div></div><div>ID Check</div></div><div><div></div><div>Document Pack or E-Sign</div></div><div><div></div><div>Invoice</div></div></div>	

When viewing a proposal any associated documents will be shown.

Documents	
Document Name	Download
Customer Pack	<a href="#">Download</a>
MIF Acceptance	<a href="#">Download</a>

***\*\*The customer pack will only become available if the deal has been reverted to wet sign\*\****

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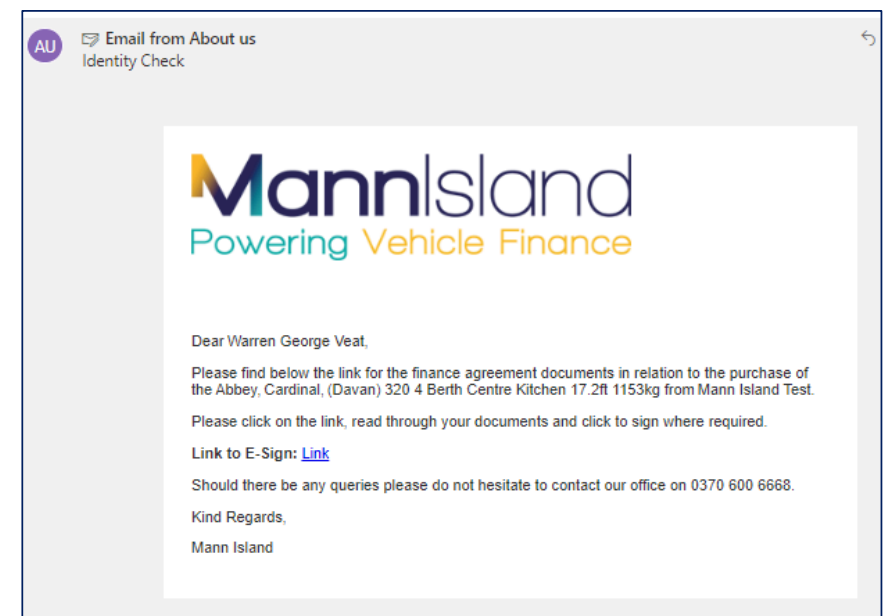
## E-Sign

Once a deal has been accepted on MIVF and the documents have become available, an e-sign link will be sent directly to the customer's email address that we have on file.

***\*\*Wrong email addresses will only cause delays on the link/pin being sent and E-Sign being completed\*\****

The customer will then need to open the email and click into the e-sign hyperlink. A series of steps will then be required from the customer to enable our system to carry out ID&V checks before issuing a 4-digit pin.

***\*\*Please see **E-Sign – User Edition** PDF in the Help section on your main page for guidance in the customer e-sign process\*\****








## E-Sign


Once the customer has completed the ID Check and the documents have been electronically signed you will notice they have now been marked with a green tick.


All that will be needed now is the invoice/any required proofs to be uploaded to the task.

Click “**Submit Changes**” and the proposal will then fall into our Payout queue

Proposal Status	Accepted Documents Available
Subject	Awaiting Signed Documents
Description	ID check and E-sign sent to customer. Please upload your invoice.

  
ID Check

  
Document Pack or E-Sign

  
Invoice

Attachments

Drop files here or click to upload.  
*(if possible please upload each document as a separate file as this will help speed up the payout process)*

Generate Invoice

Submit Changes





## Uploading signed Documents (Wet Sign only)

When you are required to provide signed documents you will be assigned a task to complete.

This will appear as a notification at the top of the screen and will be present in your list of Tasks which can find from the permanent menu.

Any tasks associated with a proposal will also be displayed when you view the proposal.

The subject of the task will be *Awaiting Signed Documents*.

When you open the task, you will see a PDF document attached containing the documents to be printed and signed by the customer.

Tasks

My Tasks

Show 10 entries

Client Name	Registration Number	Proposal Number	Proposal Version Status	Task Status	Subject
Kieran settlement test		15052000007475	Underwriting Additional Information Required	Open	Underwriting Missing Information
Kieran test	MW65KAU	13052000007460	Underwriting Additional Information Required	Open	Underwriting Missing Information
Michael Henstock	FD14NSU	11052000007418	Underwriting Additional Information Required	Open	Underwriting Missing Information
Test Tasks	FL68TWC	04062000007571	Accepted Documents Available	Open	Awaiting Signed Documents

Showing 21 to 24 of 24 entries

Previous 1 2 3





## Uploading signed Documents (Wet Sign only)

Once signed the documents need to be scanned and uploaded to the task.

You can either drag your files into the drop box or click in the drop box which will pull up another pop up window allowing you to select your file.

When you have finished adding documents you must click on “**Submit Changes**” to submit the task back to Mann Island Finance where our team will be able to proceed with the Payout process.

If the customer documents are instead e-signed, the task will remain open for you to upload and submit your invoice.

Open Tasks	
Task Description	
Awaiting Signed Documents	Open

Proposal Status	Accepted With Conditions Documents Available
Subject	Awaiting Signed Documents
Description	Please upload any proofs, signed documents and your invoice. Please check the acceptance letter for any additional proofs or documents required to satisfy the acceptance conditions. A Directors Guarantee form is an acceptance condition of this proposal. The guarantee requires a witness and therefore no e-sign is available.
Customer Pack	<a href="#">Download</a>
<div><div>● ID Check</div><div>● Document Pack or E-Sign</div><div>● Invoice</div><div>● Conditions Met</div></div>	
Attachments	<div>Drop files here or click to upload. <i>(If possible please upload each document as a separate file as this will help speed up the payout process)</i></div>
Have the following been provided?	<input type="checkbox"/> Doc Pack or E-sign <input type="checkbox"/> Proofs <input type="checkbox"/> Acceptance Conditions Met
<div><a href="#">Generate Invoice</a>    <a href="#">Submit Changes</a></div>	





## Modifying a proposal

We know that some customers may want to amend some of the details of their application either before or after it has been submitted to Mann Island, for example, if they opt to add an extra service such as GAP insurance or extended warranty

This can be accommodated easily. When viewing a submitted proposal, select **'Modify Vehicle/Financial Information'** at the bottom right-hand corner of the screen which will return you to the Quote stage

If changes are required prior to submission, choose to go 'Back' to the quote stage.

[Back](#)

### Apply for Proposal

Primary Applicant

Contact Type*	Primary Applicant	Gender*	Select	Day Phone*	
Title*	Select	Date of Birth*		Evening Phone	
First Name*		Marital Status*	Select	Mobile Phone*	
Middle Name(s)		No of Dependents*		Email Address	
Last Name*	ModifyQuoteTest	Driving License Type*	Select		

Current Address

Postcode Lookup	Address Details	Residency*
Postcode*	Building Name	Select

Maurine Wuckert  
MC17NYO  
11062000016715  
Accepted  
PL

Documents

Document Name	Download
MIF Acceptance	<a href="#">Download</a>

Open Tasks

There are currently no open tasks for this proposal

Funders

Funder Type	Decision
Near Prime Brokered	Accepted

Primary Applicant	>
Bank Details	>
Vehicle Information	>
Financial Information	>

[Mark as Not Taken Up](#) [Update Applicant Information](#) [Modify Vehicle/Financial Information](#)





## Logging Out

At the end of all MIDOS sessions it is important for data security and privacy that you log out.

To do this simply click on the ***Logout*** button at the top right-hand corner of the page

The screenshot displays the MIDOS web application interface. In the top right corner, there is a navigation bar containing a bell icon for 'Notifications', a user icon for 'My Account', and a yellow button with a left arrow and the text 'Logout'. On the left side, a sidebar menu lists several options: 'Create Retail Proposal', 'Create Non Standard Proposal', 'Request MIVF Settlement Figure', 'Drafts/Quotes', and 'Tasks'. The main content area is titled 'Tasks' and features a dropdown menu currently set to 'My Tasks'. Below this, there is a 'Show 10 entries' control and a search bar. A table is partially visible with columns for 'Proposal Number', 'Applicant', 'Subject', 'Status', 'Registration Number', and 'Created On'. The first row of the table shows the status 'Accepted With Conditions'.



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Powering Vehicle Finance