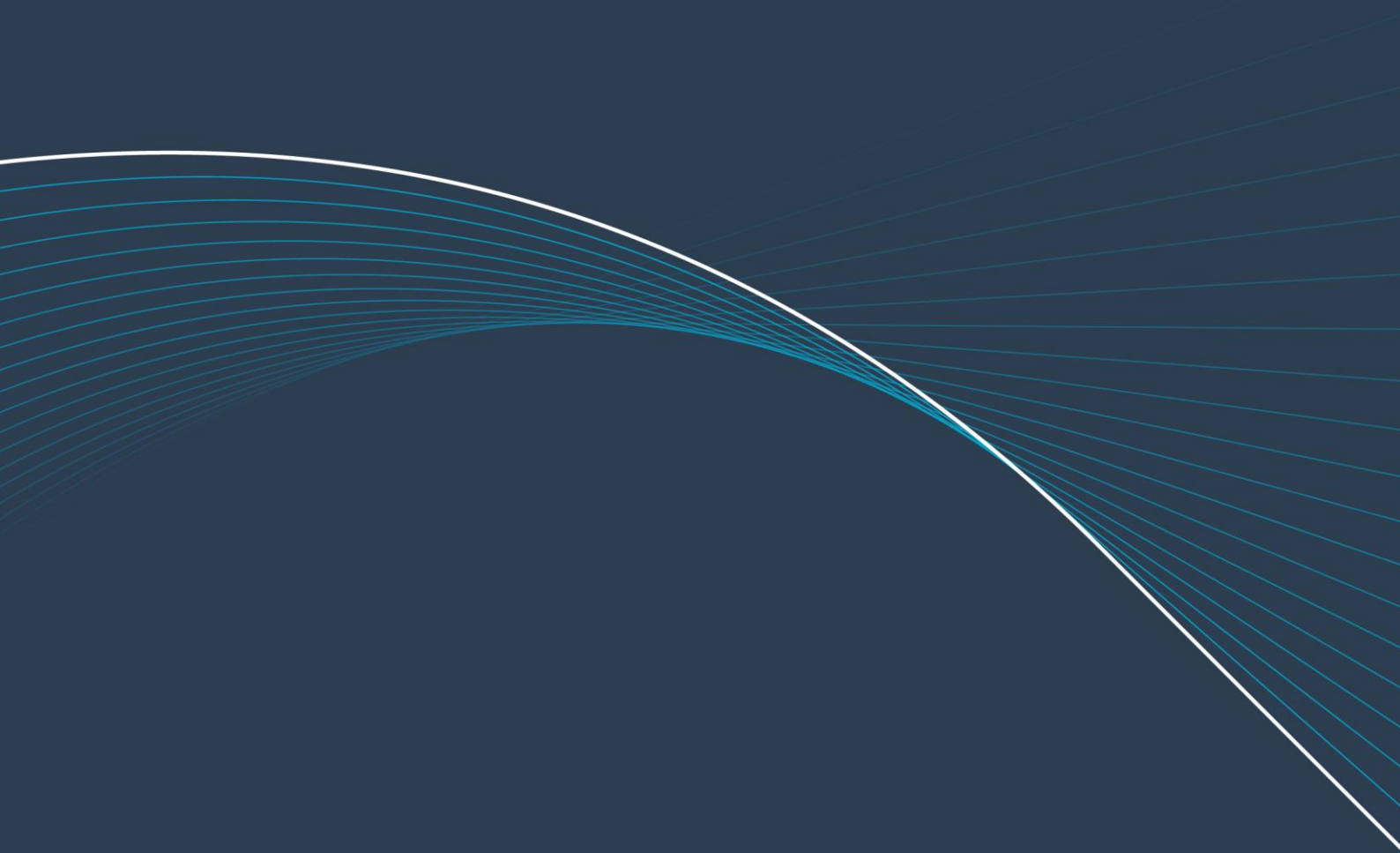




# Data Cleaning

Customer User Guide v1.1



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## Glossary

**Job:** A job is a specific file that has been uploaded for data matching and enrichment. All current and historic Jobs will be stored in the Jobs page accessed from the left hand navigation.

**Safe Number:** Creditsafe's unique company identification number that is appended to each matched record. The Creditsafe Safe Number is commonly utilised for identifying duplicates and linking data across siloed databases

**International Jobs:** A single job that contains company data from more than one country. Once matched, it may be possible to enrich these jobs with both country-specific and global datasets.

**Matching:** The process of matching your company records to the correct company records in the Creditsafe International Database. Creditsafe utilises hundreds of possible matching patterns with varying degrees of match certainty to suit a range of business cases.

**Enriching:** The process of appending up-to-date and accurate company information to a matched record. Records can be enriched with all or just specific chosen datasets.

## Country Coverage

Data Cleaning allows you to match your records to companies across 23 countries and enrich company data across 20 of those countries.

The following countries can be matched and enriched with country-specific data as well as global data:

- Belgium
- Germany
- France
- Greece
- Ireland (Limited companies only)
- Italy
- Japan
- Netherlands
- Norway
- Portugal
- Sweden
- United Kingdom (including Jersey and Isle of Man)
- United States

The following countries can be matched and enriched with the global data set on “International” jobs only:

- Canada
- Denmark
- Finland
- Luxembourg
- Mexico
- Spain

Additionally, the following three countries will support Safe Number matching but not enriching:

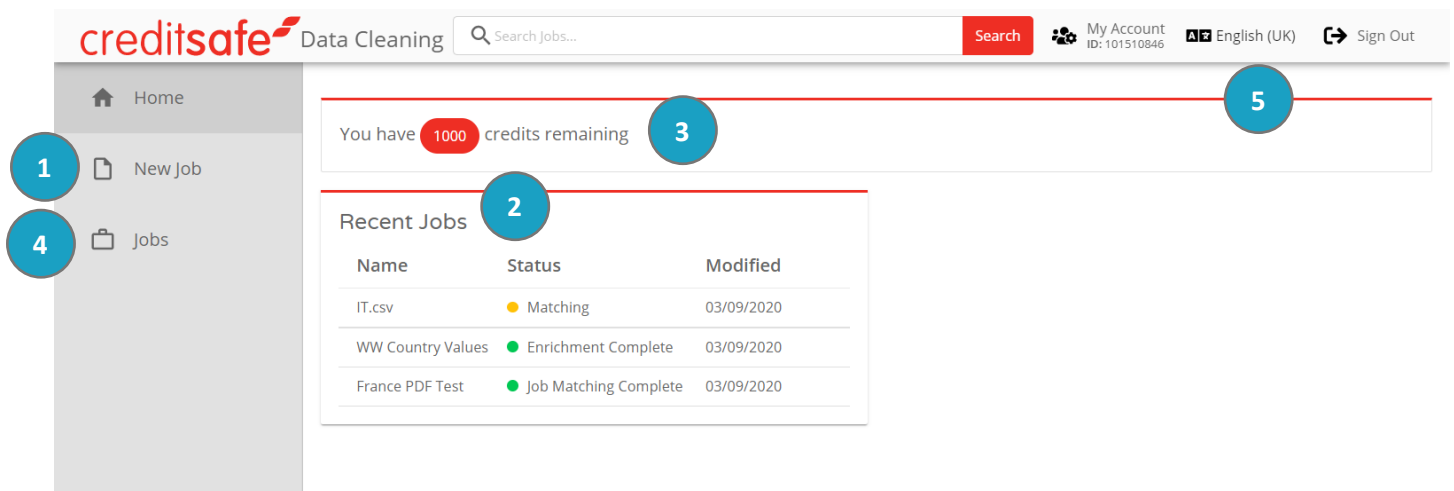
- Austria
- Switzerland
- Liechtenstein

## How to access Data Cleaning

You can access the product via the Data Cleaning URL: [datacleaning.creditsafe.com](https://datacleaning.creditsafe.com). The product will use your Creditsafe website credentials. We recommend using the product in Google Chrome for the best results.

## Product Dashboard

When you first navigate to Data Cleaning you will be taken to the Product Dashboard or “Home” page.



The screenshot shows the Creditsafe Data Cleaning dashboard. It features a top navigation bar with the Creditsafe logo, a search bar, and user account information. A left sidebar contains navigation links. The main content area displays a credits remaining status and a table of recent jobs.

Name	Status	Modified
IT.csv	Matching	03/09/2020
WW Country Values	Enrichment Complete	03/09/2020
France PDF Test	Job Matching Complete	03/09/2020

1. New Job – Click here to create a new Data Cleaning job and upload a file for cleaning.
2. Recent Jobs – This widget shows your most recently modified Data Cleaning jobs with the following information:
  - a. Name
  - b. Status
  - c. Modified Date – the date that the status for the job last changed.
3. This widget shows you how many credits you have remaining for enriching your records with company information.
4. Jobs – Allows you to search, filter and view all your previous Data Cleaning jobs.
5. Allows you to change your selected language from the list of languages available for your account.

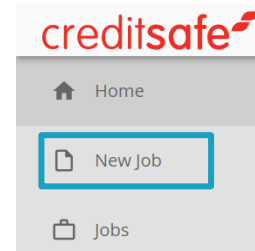
Note: If you are new to Data Cleaning or have not previously run a job, no recent jobs will be displayed.

## Starting a New Job

To start a new data cleaning job, click 'New Job' from the Data Cleaning left hand navigation.

After clicking 'New Job' you will be taken to the New Job screen where you can:

- Edit the contact details that will be assigned to the job.
- Upload the file that you wish to be cleaned.



### Contact Details

By default, the 'Contact Details' section will be pre-populated with your contact details but the Contact Person, Contact Telephone and Contact Email can all be overridden. We will send an email when your job has finished matching and is ready for enrichment.

### Job Details

**Upload a file** – To upload a file, you can either drag-and-drop a file in to the file upload box from your file browser, or you can click in the box to browse for a file on your computer. The website supports files up to a maximum size of 35.29MB, and the file must be in one of the following file types: .csv, .xls or .xlsx. There is no limitation on file name.

**Job Name** - By default, the Job Name will be adopted from the name of the file uploaded, but this can be overridden in the "Job Name" field, making it easier to identify your job on the "Jobs" screen.

**File contains header row** – You can click this box to mark your file as containing a header row. If you mark your file as containing a header row, the product will attempt to auto-map the columns. Please note, this can also be done on the following screen.

creditsafe

Data Cleaning

My Account

ID: 101520526

English

Sign Out

Home

New Job

Jobs

Contact Details

Company Name

Creditsafe Customer ID

Creditsafe User ID

Contact Person

Contact Telephone

Contact Email

Job Details

Upload a file

Job Name

## Mapping Your Job

Once you have uploaded your file to be cleaned, you will be taken to the “Mappings” screen. From here, you will be able to map the columns from your input file to the list of available matching fields from Creditsafe.

creditsafe

Data Cleaning

My Account

ID: 101510846

English (UK)

Sign Out

Home

New Job

Jobs

🇺🇸 Data Cleaning User Guide

Download Health Check PDF

Status

File Name

Date Uploaded

File Uploaded

US\_Duplicate\_Testing.csv

2020-09-03T22:29:14.39

Select a Template...

Load Template

Save As Template

File Mappings

☒ File contains header row
 

Country\*

United States

Cancel

Clear Mappings

Submit

Account Number (CSN)	Customer Name	Bespoke Score	Previous Bespoke Score	Country Code (D&B)	Payment Experience	Billing Company Address*	Billing Company Country*	Billing Company State*
20008494	Malwarebytes Incorporated	8.5	8.85	US	0	3979 Freedom Cir 12th Floor	USA	CA
20008833	Seneca Gaming Corp	6.4	5.98	US	1	310 4th St	USA	NY
20009034	ConvergeOne Incorporated	5.03	4.88	US	16	3344 Highway 149	USA	MN
2000908	The TJX Companies Incorporated	4.1	5.5	US	0	400 Value Way	USA	MA
20009272	Epic Sciences Inc	4.68	4.48	US	0	9381 Judicial Dr Ste 200	USA	CA

1. The File Mappings panel will display the first 25 rows contained within the input file to help you accurately map your fields.
2. Each column has:
  - a. A column name, either adopted from your file header row (if the checkbox was selected) or a generic "COLUMN A", "COLUMN B" etc. if you did not select the "File contains header row" box.
  - b. A mapping drop-down that contains the available matching fields that the Data Matching service can match against (e.g. "Company Name" or "Post Code").
3. The country drop-down will display "International" by default but you can choose the country for your Data Cleaning job here. It is important to note that if you choose to run an International job, one column **must** be mapped to "Country". The "Country" column supports the following formats:
  - a. 2-letter or 3-letter ISO country codes (e.g. "US", "ES", "GB", "USA", "ESP", "GBR")
  - b. Full country names in English (e.g. "United States of America", "Spain", "Canada")
  - c. Country names in local language (e.g. "España")
  - d. Country shortened names / alternate names (e.g. "America", "United States", "United Kingdom", "UK")
4. "Templates" allow you to save / load the current mappings for future re-use. This is particularly useful if you wish to match and enrich a file in the same format regularly.
5. To proceed you can either:
  - a. "Save Changes" which will save your mappings in their current state without submitting the job.
  - b. "Submit" which will submit your job for matching with the mappings in their current state.

## Enriching Your Job

You will receive an email to the email address assigned to the job when your job has finished matching and is ready for enrichment. To enrich your file, log back into Data Cleaning and either find your job in the Recent Jobs widget on the Home Dashboard or search for it on the "Jobs" screen via the left-hand navigation.

When your job has finished matching you will be presented with information about the population of companies within your file. This data is intended to give you an overview of the profile of companies within your portfolio. You will find this information presented within the widgets as shown below. The data is presented in either pie-charts or bar-graphs and it is possible to toggle between whole numbers and percentages.

You will notice that the available data with which you can enrich your file is organised into categories, including Company Information, Contact Information, Score and Limit, and so on. Within these categories you will be able to select which data points you wish to enrich your original input file with.

If your file is a file containing data on companies from more than one country, you will see an enrichment tab for each country that is present in your matched file. Please note that the data points available for each country vary due to differences in local data availability.

The screenshot shows the 'creditsafe Data Cleaning' interface. At the top, there's a search bar and user account information. The main section is titled 'Acceptance Testing 11/1' and shows the job status as 'Enrichment Complete (84.2%)'. Below this, there's a list of data points for enrichment, categorized into 'Legal Form' and 'Contact Information'. The 'Legal Form' section is expanded, showing a list of legal forms with their respective counts. The 'Contact Information' section is collapsed. Three callouts are present: 1 points to the 'Add All' button, 2 points to an 'Add' button, and 3 points to the 'Add All' button in the 'Legal Form' section.

The data points available for enrichment are grouped into Data Groups such as “Contact Information”. These groups can be expanded and collapsed by clicking the up/down arrows in the top-right of the group (1).

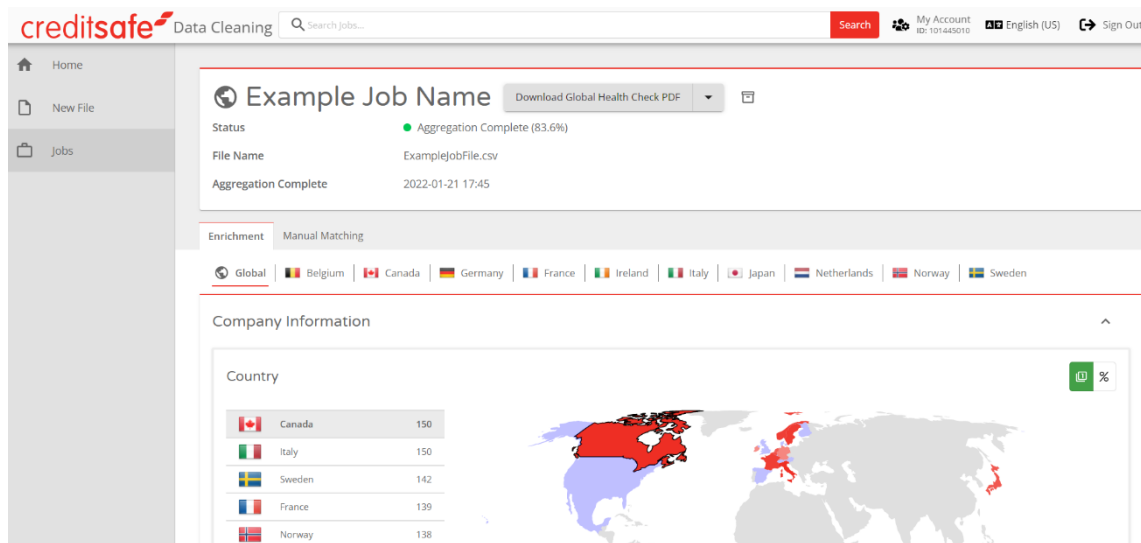
You can add a single data point to be enriched to your file by clicking the “Add” button to the right of the data point (2), or alternatively you can add all data points in a single group to your file by clicking the “Add All” button (3).

Once you have selected all the data points that you wish to enrich your original input file with, click the “Confirm Selection” button in the top-right. If you do not select any data points before clicking “Confirm Selection”, your enriched file will be appended with only the Safe Number for the matched companies, as well as the Code, Banding (A-D) and Description for the matching algorithm on which each row matched.

You will receive an email once your file has been successfully enriched. At this point you will be able to log back into Data Cleaning and download your enriched file from the “Jobs” screen.

Enriched files are available in .csv format, and for jobs under 300,000 rows, they are also available in .xlsx format.





**Example Job Name** Download Global Health Check PDF

Status: ● Aggregation Complete (83.6%)

File Name: ExampleJobFile.csv

Aggregation Complete: 2022-01-21 17:45

Enrichment Manual Matching

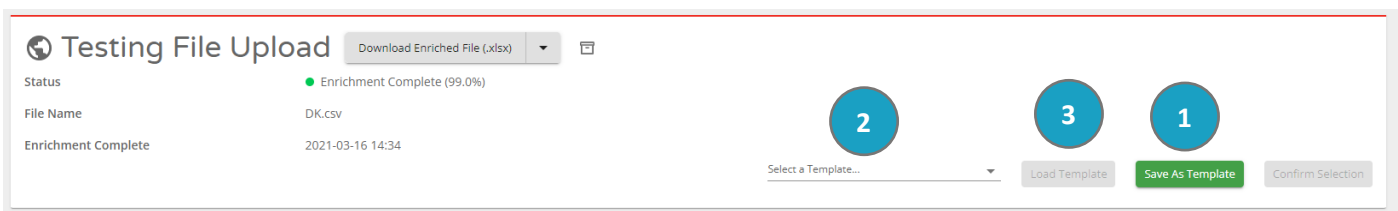
Global ■ Belgium ■ Canada ■ Germany ■ France ■ Ireland ■ Italy ■ Japan ■ Netherlands ■ Norway ■ Sweden

Company Information

Country	Count
<span style="color: red;">■</span> Canada	150
<span style="color: red;">■</span> Italy	150
<span style="color: red;">■</span> Sweden	142
<span style="color: red;">■</span> France	139
<span style="color: red;">■</span> Norway	138

As with the mapping of fields in the loading process, you have the opportunity to manage profiles to make appending data easier. Once you have selected the

fields you want to append, you can Save As Template (1) then in future jobs you can select the template you previously created (2) and select Load Template (3)



**Testing File Upload** Download Enriched File (.xlsx)

Status: ● Enrichment Complete (99.0%)

File Name: DK.csv

Enrichment Complete: 2021-03-16 14:34

2 3 1

Select a Template... Load Template Save As Template Confirm Selection

**Note: Please be aware – if after enriching a file you choose one or more fields to enrich and resubmit the file, you will be charged another credit regardless of the number of additional fields.**

## Manual Matching

The Data Cleaning product allows you to:

- Manually match any records that could not be automatically matched
- Manually match any records that were incorrectly matched to the wrong company
- Unmatch records that were incorrectly matched to the wrong company

To do this, navigate to the 'Manual Matching' tab from the Job screen. Under this tab, you will see two sub-tabs, one for the records in your input file that have automatically matched and one for the records that failed to match.

On the 'Matched Records' sub-tab, you will see a list of all records from your input file that were automatically matched. There are three action buttons for each record:

- Unmatch Record – This allows you to remove the current company match for the record (1)
- Manually Match Record – This allows you to rematch the record by searching for the company manually (2)
- View Full Company Report – This allows you to open the full company report for the company that this record is currently matched to (3)

creditsafe

Data Cleaning

Search Jobs...

Search

My Account  
ID: 101445010

English (US)

Sign Out

Home

New File

Jobs

Acceptance Testing 11/1

Download Enriched File (.xlsx)

Status

Enrichment Complete (84.2%)

File Name

WW Update.csv

Enrichment Complete

2022-01-21 10:56

Select a Template...

Load Template

Save As Template

Confirm Selection

Enrichment

Manual Matching

Matched Records

Unmatched Records

Matched Records

	Safe Number ↓	Company Name ↑	Address Line 1	Town ↓	Region ↓	Postal Code ↓	Company Number ↓	
	IT01700722	"CANTINE SETTESOLI-SOCIETA' CO...	STS 115, SN	MENFI	-	92013	-	<div>1</div> <div>2</div> <div>3</div>
	SE04377674	:byBladh AB	Bronsåldersvägen 5	ÅSTORP	-	26532	-	
	NL03231854	2-Prom-Tao B.V.	82 A. Cleyhenslaan	KEERBERGEN	-	3140	-	
	NL03228247	3 G Consultants B.V.	7 Omurtag Town Timok Str	OMURTAG TARGOVIS...	-	7900	-	
	NO28901770	4SUPPORT AS	Stasjonsvegen 17	BØ I TELEMARK	-	3810	-	
	NO00060863	5 X H MOTE NATIONAL AS	C.M. Havigs gate 21	MOSJØEN	-	8651	-	
	SE04377870	76:ans Bivård AB	Gävlevägen 42	SKUTSKÅR	-	81441	-	
	DE00002092	A & H Bau GmbH	Bornstraße 88	Dortmund	-	44145	-	
	NL03241985	A.L. Smits Beheer B.V.	57 Almhausstrasse	EBENSEE	-	4802	-	
	IT01700838	A.MESSINA E F LLO SNC	VIA ATENEA, 234	AGRIGENTO	-	92100	-	

1

2

3

4

5

...

127

>

>|

Rows per page: 10

1-10 of 1263

On the 'Unmatched Records' sub-tab, you will see a list of all records from your input file that the automatic matching process was unable to match. For each record you will be able to search and manually match the record to a company of your choosing by clicking on the Search icon at the end of the row.

creditsafe Data Cleaning Search Jobs...

Home New File Jobs

## Acceptance Testing 11/1

Status: ● Enrichment Complete (84.2%)

File Name: WW Update.csv

Enrichment Complete: 2022-01-21 10:56

Select a Template... Load Template Save As Template Confirm Selection

Enrichment Manual Matching

Matched Records Unmatched Records

### Unmatched Records

Company Name ↑	Address Line 1	Town ↓	Region ↓	Postal Code ↓	Company Number ↓
12.18. Fleesensee Feriendorf G...	Tannenweg 1	Göhren-Lebbin	-	17213	-
A. Wallbaum, Adolf Wallbaum - ...	Am Sauren Krug 16	Blomberg	-	32825	-
Aaa.Advanced Advertising Agenc...	Heidelberg 10	Hamburg	-	22301	-
ABERDEEN PILESTREDET 28 AS	c/o Aberdeen Asset Manage...	OSLO	-	0230	-
Abow	5 bus 6 Kloosterstraat	TONGEREN	-	3700	-
Ado	CHUO 3-CHOME 4-8	CHIBA CHUO-KU	-	2600013	-
Agrargenossenschaft Lindena eG	Dorfstr. 83	Schönborn	-	03253	-
Aki	YOSHIIHASHI 1060	YACHIYO	-	2760047	-
ALESUND MOA SYD BUTIKK NR 276...	Langlandsvegen 35	ALESUND	-	0250	-
Alfred Panknin - Alfred Pankni...	An der Mühle 7	Dobbertin	-	19399	-

Rows per page: 10 1-10 of 237

If you choose to manually match a record on either the 'Matched Records' or 'Unmatched Records' sub-tabs, you will be presented with a pop-up that allows you to search the Creditsafe universe for the company tha you wish to manually match the record to:

creditsafe Data Cleaning Search test

Home New File Jobs

## Company Search

Netherlands Abow

KvK Number RSIN Number Telephone Number House or PO Box Number Street City

Post Code Office Type Company Status

Post Code... all all

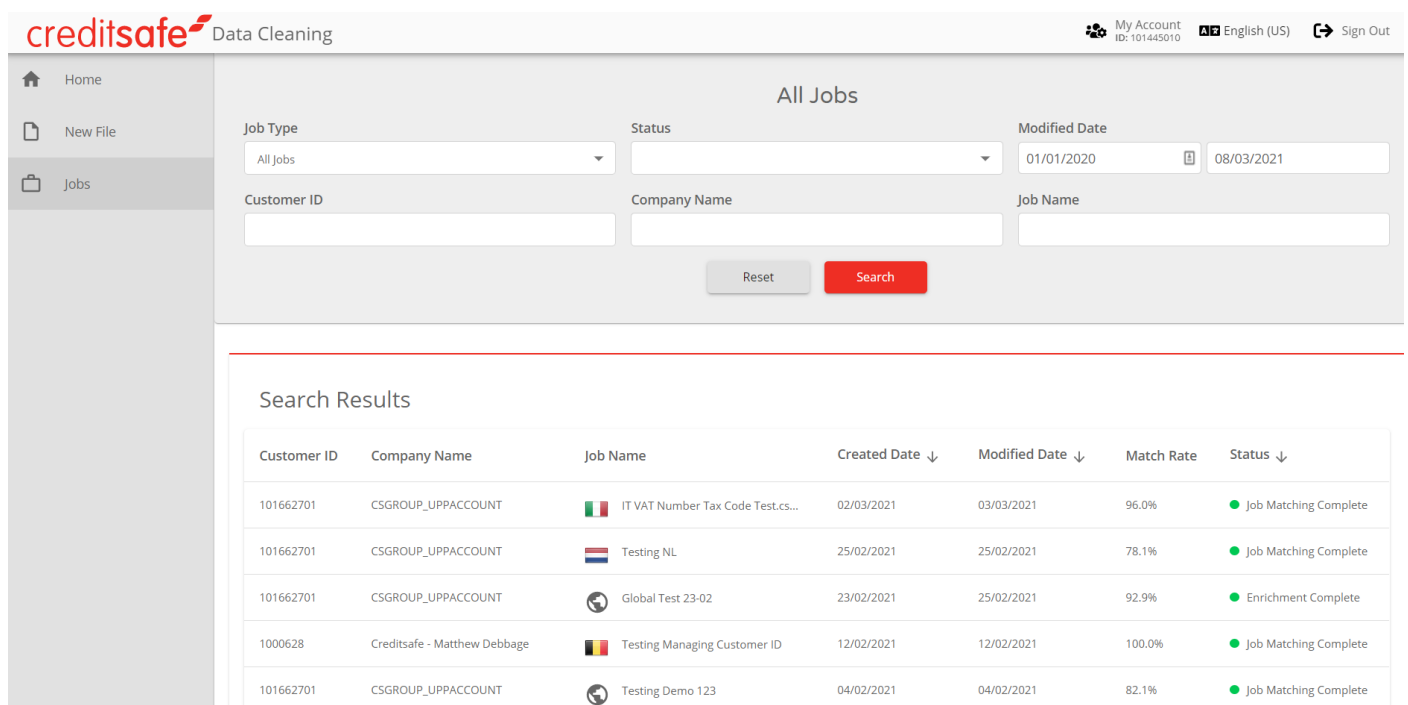
Reset Search

### Search Results

Company Name	Company Number	Safe Number	Address	Company Status
Abow	060784290000	NL00258095	Markeloseweg, 1 15, 7471JB, GOOR	<span style="color: red;">●</span> Non-active
Abow B.V.	302404440000	NL01774200	Van Herwijnenplantsoen, 235, 3431VH, NIEUWEGEIN	<span style="color: green;">●</span> Active
AbOw Koeriers	632998440000	NL03975027	Verdrongennoord, 111, 1811BD, ALKMAAR	<span style="color: red;">●</span> Non-active
ABO Woonservice B.V.	301291180000	NL01688239	Lange Hagelstraat, 30 -32, 3531BK, UTRECHT	<span style="color: red;">●</span> Non-active
A.B.O. Waddinxveen B.V.	290311620000	NL01645979	Sterrenlaan, 116, 2743LV, WADDINXVEEN	<span style="color: green;">●</span> Active

## Search Jobs

To search for a job, you can either use the search field in the Header Bar or navigate to the All Jobs screen by clicking on “Jobs” from the product menu bar.



**creditsafe** Data Cleaning My Account ID: 101445010 English (US) Sign Out






**All Jobs**

Job Type: All Jobs Status: Modified Date: 01/01/2020 to 08/03/2021

Customer ID: Company Name: Job Name:

Reset Search

**Search Results**

Customer ID	Company Name	Job Name	Created Date ↓	Modified Date ↓	Match Rate	Status ↓
101662701	CSGROUP_UPPACCOUNT	 IT VAT Number Tax Code Test.cs...	02/03/2021	03/03/2021	96.0%	● Job Matching Complete
101662701	CSGROUP_UPPACCOUNT	 Testing NL	25/02/2021	25/02/2021	78.1%	● Job Matching Complete
101662701	CSGROUP_UPPACCOUNT	 Global Test 23-02	23/02/2021	25/02/2021	92.9%	● Enrichment Complete
1000628	Creditsafe - Matthew Debbage	 Testing Managing Customer ID	12/02/2021	12/02/2021	100.0%	● Job Matching Complete
101662701	CSGROUP_UPPACCOUNT	 Testing Demo 123	04/02/2021	04/02/2021	82.1%	● Job Matching Complete

From the All Jobs screen you will be able to search and filter your available jobs by:

- **Job Type** – The default “All Jobs” will display all jobs associated with any users under your customer account. If you select “My Jobs” in the drop down, only the jobs associated with your user account will be displayed.
- **Status** – This is a multi-select drop-down that allows you to filter the jobs displayed by one or many statuses.
- **Modified Date** – This allows you to filter the jobs displayed by the date that their status last changed within a chosen timeframe.
- **Customer ID** – This allows you to search for a job associated to a specific customer ID.
- **Company Name** – This allows you to search for a job associated to a specific company name.
- **Job Name** – This allows you to search for a job with the given name.

By default, this page will display up to 25 of the most recent jobs that match the given criteria. You can change the number of results per page using the options in the bottom right of the screen.