1 On the **Asset Details** screen, you can load assets onto the proposal.

To begin, select an **Asset Type**. This selection will define the form presented to you for completion.

Asset type *

Select ▾

Generally speaking, you will be asked for the **Asset Type**, **Asset Classification**, **Manufacturer** and **Model** (which are dropdown selections for car assets), **Quantity**, **Asset Cost**, **VAT Exemption**, **Asset Condition**, **Year of Manufacture** and **Serial No**.

2 For *all wheeled assets*, there is also **Registration No**. and the Serial No. field becomes **VIN**.

Registration no.

VIN

For *Finance Lease* products, you are able to provide a **Residual Value**.

Residual value (excl. VAT)

£

When the **Quantity** specified is greater than one, the Asset Cost field becomes **Asset Unit Cost**.

Asset unit cost (excl. VAT) *

£

Other Quick Start Guides available:
- Amending a Proposal
- Arranging Customer Repayments
- Customers and Guarantors
- My Proposals and Agreements
- Save and Resume
- Submitting a Proposal

The complete Mercury User Guide can also be found in the Help and Support section of Mercury.

3 The radio button selection near the foot of the page allows you to indicate if a supplier is known or not.

Supplier known? *

○ Yes   ○ No

Indicating "**No**" allows you to continue on the proposal journey.

Indicating "**Yes**" requires you to first select who the supplier is. There are five options which appear – **Search for Supplier**, **Customer**, **Introducer**, **Novuna**, and **Franchised Dealer**.

Supplier known? *

● Yes   ○ No

The supplier is *

● Search for Supplier   ○ Customer
○ Introducer   ○ Novuna   ○ Franchised Dealer

4 Searching for supplier prompts you to search for third parties in the system to use as the supplier. Those in **bold** have previously been used as a supplier and those which aren't in bold need to first be linked as suppliers.

The other options do not require a search and will mark the supplier as the chosen checkbox (either Customer, Introducer, Novuna or Franchised Dealer) within the **Asset List**.

CUSTOMER ⋮	INTRODUCER ⋮
NOVUNA ⋮	FRANCHISED ⋮

5 Setting the **Quantity** to anything greater than one will add a new asset line with duplicated information to the **Asset List** for that asset. Alternatively, clicking **New Asset** on the **Asset List** screen will allow you to add another unique asset to the proposal.

The vertical ellipsis on the **Asset List** shows the option to **Edit** or **Remove** when clicked, allowing for asset details to be amended or the asset removed entirely from the proposal.

Note: There is not an asset screen when selecting loan products.

Tomorrow. Together