Export Collections

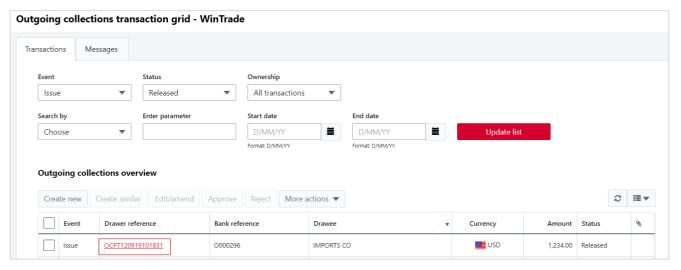**Quick Reference Guide**

WinTrade
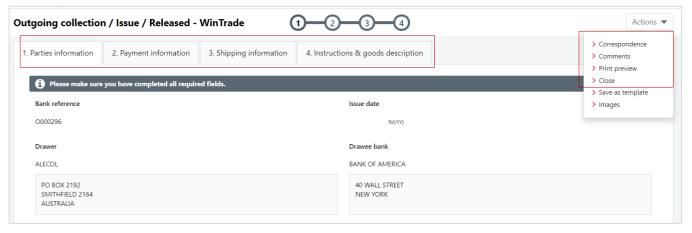
View an Export Collection

> ⚠ ▪ You can view Issue, Amendment and Acceptance events for Export Collections in WinTrade® after they have been released by the bank.

View an Issue

1. On the left menu panel, click **Collections** > **Outgoing** > **Issue** to display the transactions grid.

2. Click the **Drawer reference** to open the transaction.

Outgoing collections transaction grid - WinTrade

| Transactions | Messages |

Event
Issue ▼

Status
Released ▼

Ownership
All transactions ▼

Search by
Choose ▼

Enter parameter

Start date
D/MM/YY
Format: D/MM/YY

End date
D/MM/YY
Format: D/MM/YY

Update list

Outgoing collections overview

| Create new | Create similar | Edit/amend | Approve | Reject | More actions ▼ |

	Event	Drawer reference	Bank reference	Drawee	▼	Currency	Amount	Status	🔗
☐	Issue	OCPT120919101831	O000296	IMPORTS CO		🇺🇸 USD	1,234.00	Released	

3. Review the information tabs.

Outgoing collection / Issue / Released - WinTrade   ①——②——③——④   Actions ▼

| 1. Parties information | 2. Payment information | 3. Shipping information | 4. Instructions & goods description |

> Correspondence
> Comments
> Print preview
> Close
> Save as template
> Images

ⓘ **Please make sure you have completed all required fields.**

Bank reference
O000296

Issue date
1M/YY

Drawer
ALECOL

Drawee bank
BANK OF AMERICA

PO BOX 2192
SMITHFIELD 2164
AUSTRALIA

40 WALL STREET
NEW YORK

▪ To view comments, open **Actions** and click **Comments**.

▪ To view correspondence, open **Actions** and click **Correspondence**.

▪ To close the transaction, open **Actions** and click **Close**.

View an Amendment

1. On the left menu panel, click **Collections** > **Outgoing > Amendments** to display the transactions tab.

2. Click the **Drawer reference** to open the transaction.
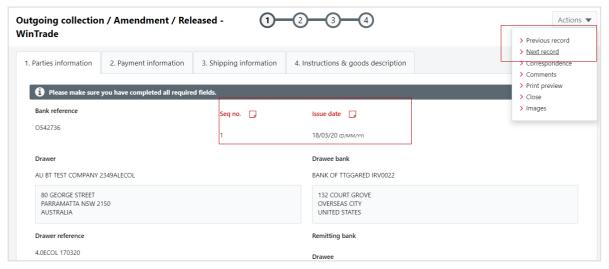
3. Review the information tabs.

▪ Amendments are shown in red.

▪ To compare the Amendment to the original Export Collection, open **Actions** then click **Next record** and **Previous record** to move between the transactions.

▪ To close the transaction, open **Actions** and click **Close**.

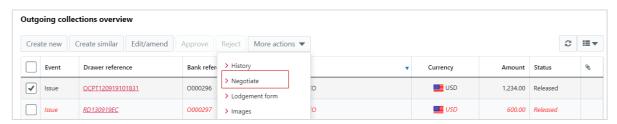# Export Collections

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View an Acceptance

1. On the left menu panel, click **Collections > Outgoing > Acceptance** to view the transactions grid.

2. Click the **Drawer reference** to open the transaction.

3. Review the information tabs.

   - From the **Actions** menu, you can view **comments** related to Acceptance.

   - To close the transaction, open **Actions** and click **Close.**
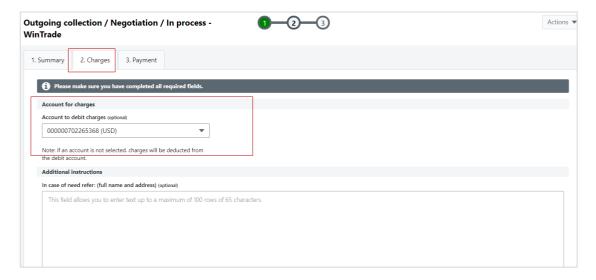
Request negotiation

- You can request negotiation of an unpaid Export Collection in WinTrade.
- Negotiations should be within a pre-approved Bank facility.
- If the Export Collection was negotiated when the collection was presented to the Bank, it will display as an **Issue Negotiated** type.
- You cannot negotiate if a payment or negotiation already exists for the transaction.

1. On the left menu panel, click **Collections > Outgoing > Issue** to display the transactions grid.

2. Select the transaction, then open **More Actions**, then click **Negotiate**.

3. Select **2.Charges** tab. Select the account to debit charges. If no account is selected, the Bank will debit the charges from the credit account.

   - If required, enter any comments in **Additional Instructions**.

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4. Select **3.Payment** tab.

- Click **New** in **List of accounts**.

- Select **Account**.

- If the Export Collection is in foreign currency and the account is in local currency, the **Amount** field is left blank.

- If no foreign exchange is required, save the transaction. If foreign exchange is required, click **New** in the **List of foreign exchange instructions** table and enter your request.

- Open **Actions**, click **Save**. The negotiation is now ready for approval.

Provide disbursement instructions

- The bank will advise you when payment for the Export Collection has been received.

- You need to advise us which account(s) you want the funds paid into.

- If we hold Standard Settlement Instructions, payment will be made upon receipt of funds.

- You need to advise us of the disbursement for an Export Collection when the transaction type is Payment and the Status is In process.

- Note: settlement instructions can be requested for both Sight and Term Export Collections payment. The same instructions apply for both.

1. Select the transaction in the transaction grid. The transaction will have a **Payment** type and an **In process** status.

2. Click **Edit**.

3. Select the **2. Charges** tab. Select the account to debit charges. If no account is selected, the Bank will debit the charges from the credit account. If required, type any additional instructions in the **Additional Instructions** field.

4. Select the **3. Payment** tab.

- Click **New** in List of accounts.

- Select **Account**.

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- The currency of the chosen account will display in the **Currency** field. This is the currency of the account, not the transaction currency of the Export Collection.

- If the Export Collection is in foreign currency and the account is in local currency, the **Amount** field is left blank.

- If no foreign exchange is required, save the transaction. If foreign exchange is required, click **New** in the **List of foreign exchange instructions** table and enter your request.

- Open **Actions**, click **Save**. The disbursement instruction is now ready for approval.

- Refer to the **Export Collections User Guide** for detailed process steps and examples.
- For Export Collections reports, refer to the **Welcome to WinTrade® User Guide**.