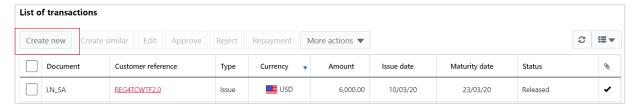
Quick Reference Guide

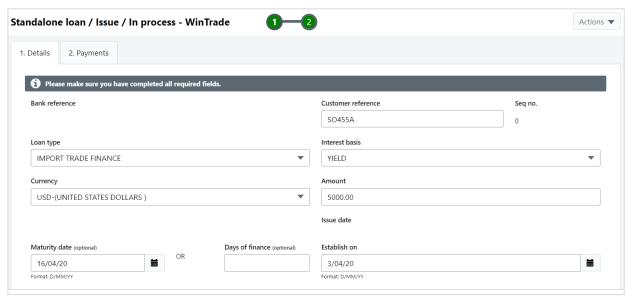


Apply for Trade Finance

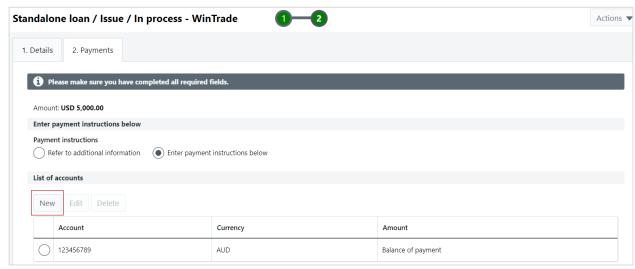
- 1. In the left menu panel, select **Trade Finance > Issue** to display the transactions grid.
- 2. Click Create new.



- 3. Complete 1. Details tab.
 - Enter Customer reference, select Loan type and Currency.
 - Enter Amount.
 - Enter Maturity date or Days of finance.
 - Select Establish on date.



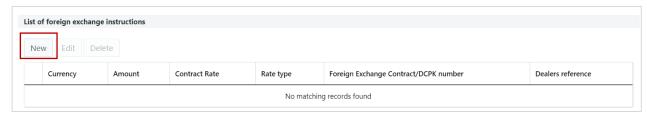
- 4. Complete 2. Payments tab.
 - Click New in the List of accounts table and select the account you want the finance paid to.
 - Enter the amount to be paid to this account.



Quick Reference Guide



- For currency conversion, click New in the List of foreign exchange instructions table.
- Complete the Edit foreign exchange instruction panel.



5. Open Actions, click Save. The request now needs to be approved and sent to the Bank.



Edit transactions

- Select the application you need to edit on the transaction grid. Applications with an In process or Incomplete status can be changed.
- 2. Click Edit.

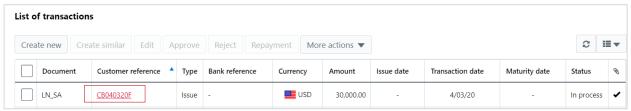


- 3. Review the 1. Details and 2. Payments tabs and make required edits.
- 4. Open **Actions**, click **Save**. The request now needs to be approved and sent to the Bank.



Approve Trade Finance

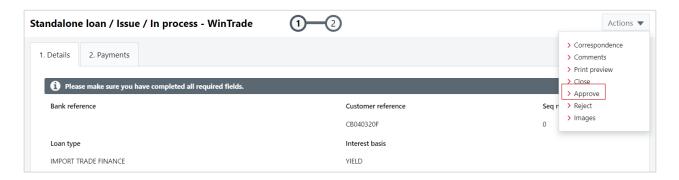
1. Click the Customer reference of the application to be approved. The transaction will have an In process status.



Quick Reference Guide



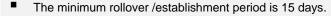
- 2. Review the 1. Details and 2. Payments tab.
 - If details are correct, open Actions, click Approve and enter your password in the pop-up Approve transaction screen. A confirmation message will display.
 - If you need to change anything, close transaction, reselect and click Edit.
 - If the details need to be revised by a team member, click Reject to return it for review.



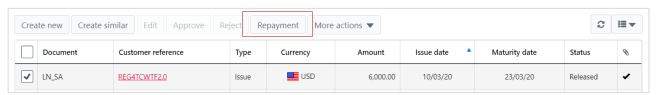
Pay, pre-pay or rollover trade finance



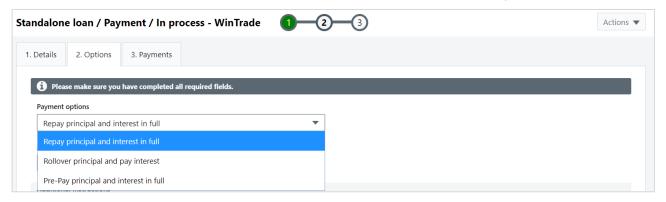
- Repay principal and interest in full three days before your loan matures, we will request settlement instructions.
- Rollover principal and pay interest the maximum period for a rollover is 180 days including the original period. E.g. if the original finance period was 120 days, the maximum rollover period is 60 days.



- The reason for the rollover should be noted in Additional Instructions field.
- Pre-pay principal and interest in full you can select a date up to 10 days in advance for the Bank to process your repayment of principal and interest in full.
- Select the transaction and click Repayment.



2. Complete 2. Options tab. Choose your payment option and the account for interest and charges.



- 3. Complete 3. Payments tab. Refer to the Trade Finance User Guide for detailed steps for each payment option.
- 4. Open Actions, select Save.





Approve a Trade Finance payment, rollover or pre-payment

1. Click the **Customer reference** of the payment to be approved. The transaction will have a **Payment** type and **In process** status.



- 2. Review the request on the 1. Details and 2. Payment tabs.
- 3. Open Actions, select Approve.
 - The status will change to **Approved**, then **Sent to bank**.
 - When we receive the approved request, the status will change to Received.
 - When we process the request, the status will change to Released.



Further information

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