WinTrade

User Guide

Trade Finance TT

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Introduction

About this Guide

WinTrade Trade Finance is an online, secure application that enables you to electronically apply for Trade Finance.

This User Guide explains how to request trade finance for a telegraphic transfer.

Features

WinTrade makes managing Trade Finance quicker and easier because it allows you to send your Telegraphic Transfer and Trade Finance request together.

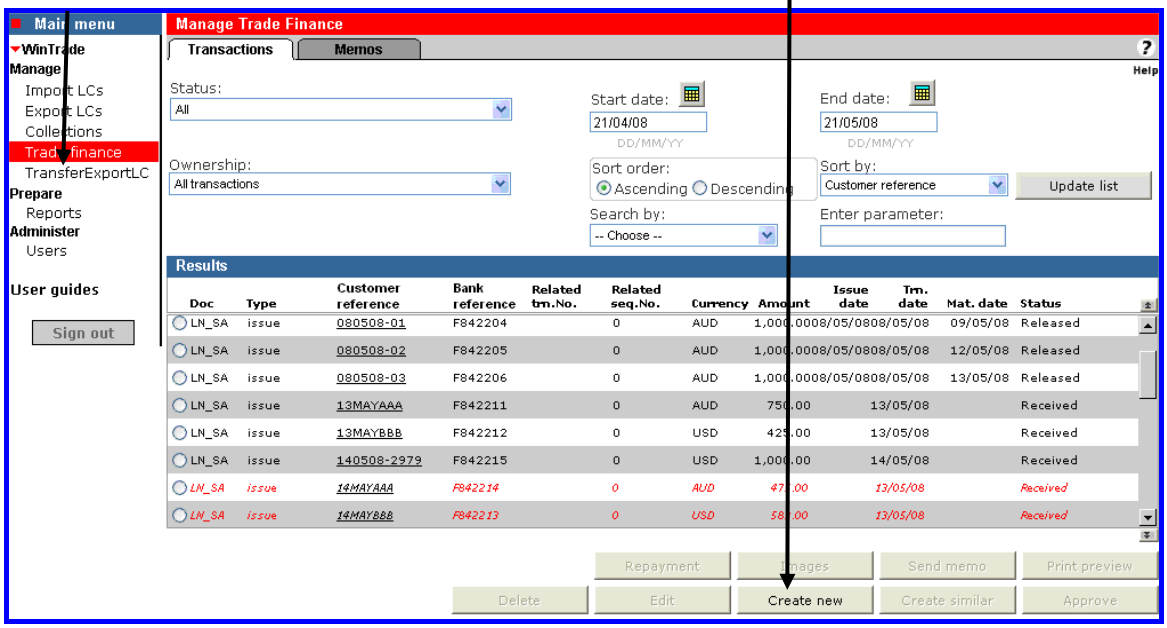
Further Information

Further information on Trade Finance is available in the WinTrade Quick Reference Guide and the WinTrade e-learning module.

If you require assistance with Trade Finance, please contact your International Enquiry Officer.

Applying for Trade Finance TT

Follow the steps below to apply for Trade Finance TT

Step	Action
1.	Access the **Manage Trade Finance** screen with the **Transactions** tab selected by clicking on the **Trade finance** link at the top left of the screen. Click on the **Create new** button.  **Result:** The **Stand alone – Issue – In process – Part 1 of 2 – Loan details** screen will be displayed.

2.

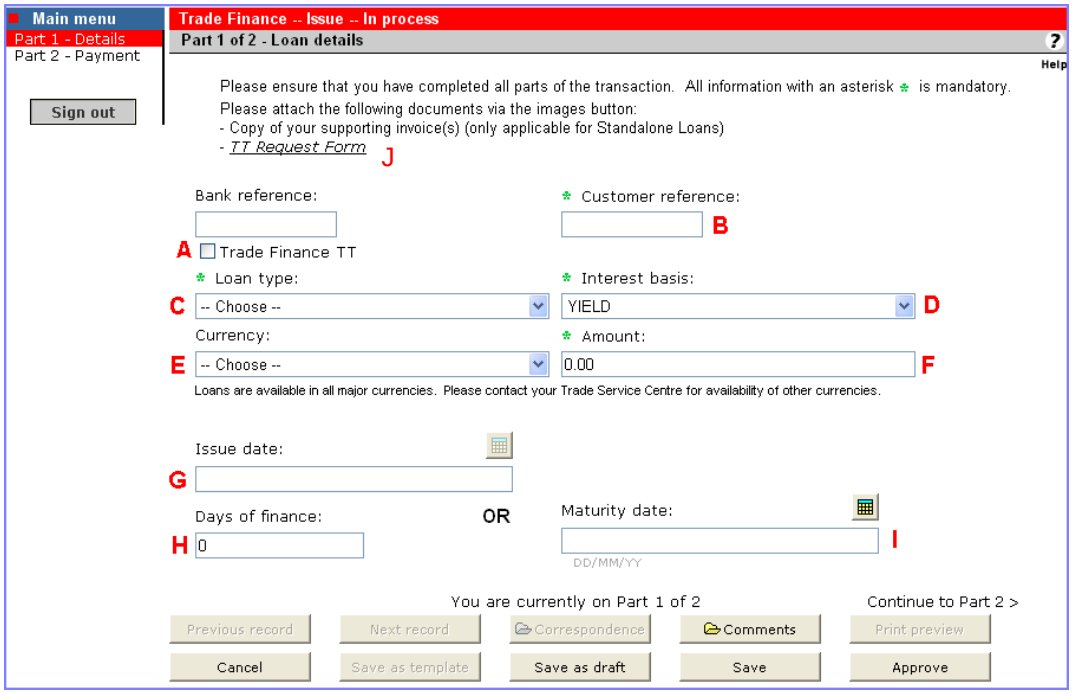
- Select the **Trade Finance TT** box (A)
- Type a reference number for the customer in the **Customer reference** field (B).
- Select either **Import** or **Export** from the **Loan type** drop down menu (C).

  Note: This will be based on the pre-approved Bank facility you want to draw on for the Trade Finance.
- Select the type of interest from the **Interest basis** drop down menu (D).

  Note: Interest basis can be Yield (i.e. interest charged at maturity) or Discount (i.e. interest charged up-front).
- Select the currency from the **Currency** drop down menu (E).
- Type the amount of the Trade Finance you are applying for in the **Amount** field (F).
- The **Issue date** field (G) is disabled. This field will be populated by us with the date the Trade Finance is released.
- Type the number of days you require the Trade Finance for in the **Days of finance** field (H)
  OR
  Enter the date you want the Trade Finance to mature in the **Maturity date** field (I).

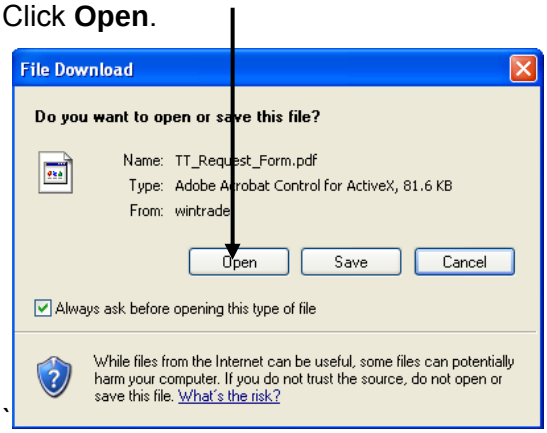
  Note: If the due date falls on a weekend or public holiday it will be brought back to the previous working day.
- Click ***TT Request Form*** link to open an electronic form for completion (J).

  Note: See Page 26 for a handy hint about the TT Request form.



Result: A **File Download** dialogue box will be displayed.

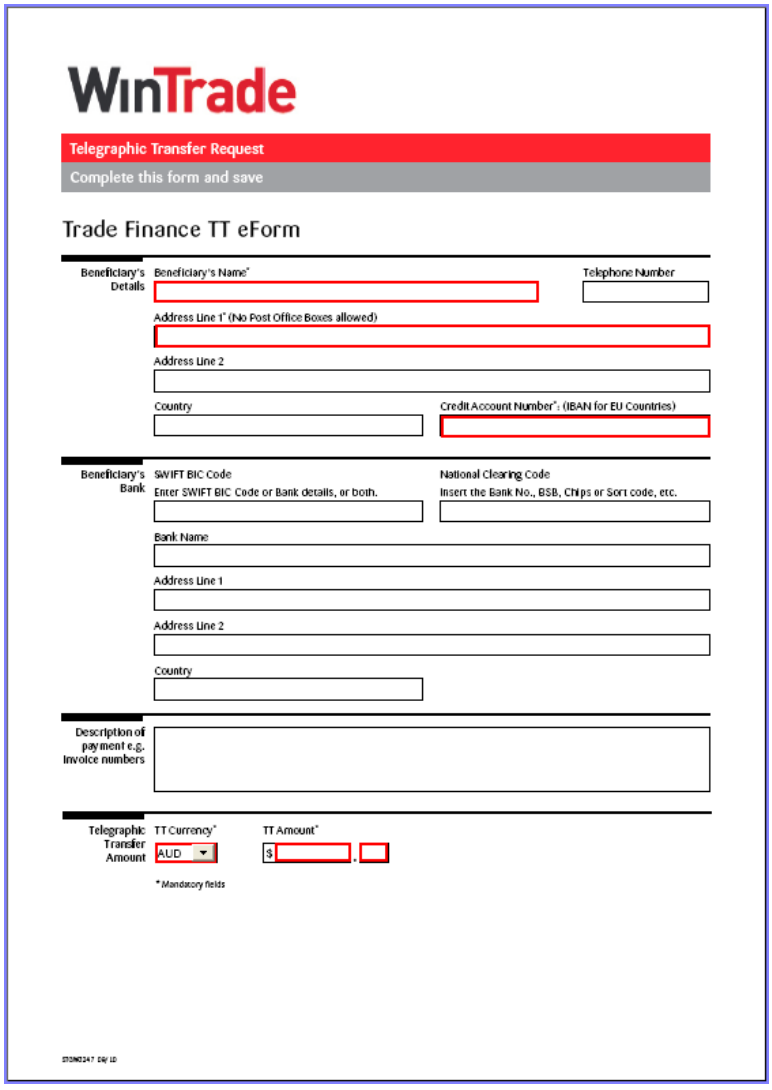
3. Click **Open**.



Result: A blank **Trade Financed TT eForm** opens for completion in Adobe Reader.

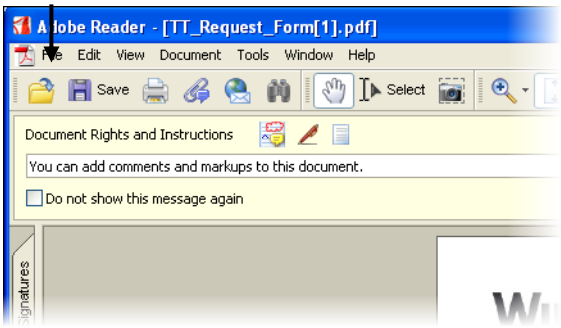
4. Enter information into fields on the PDF.

Note: Some fields are mandatory. Select the **Highlight required fields** box on the **Document Message Bar** in Adobe Reader to show the required fields. The required fields are outlined red.



5. Click **File ▸ Save As…** on the Adobe Reader toolbar to locate the correct place on your hard drive to save the file. Give the PDF a file name to identify it.

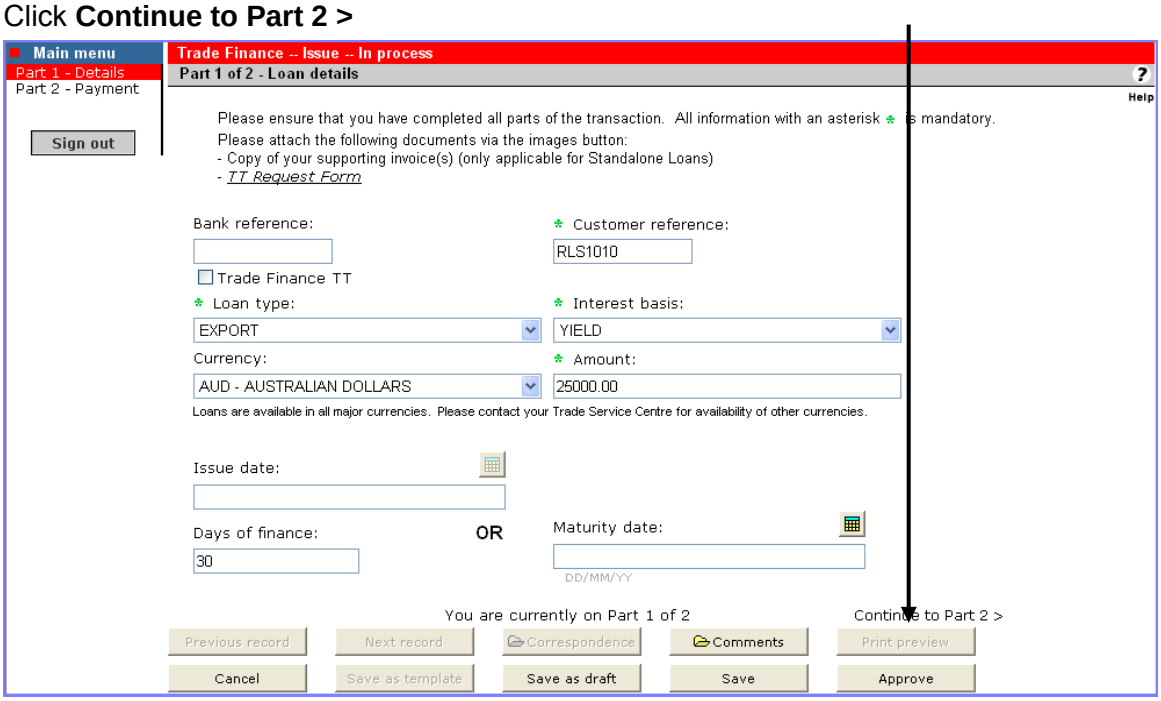
   Note: Even though you have created a PDF of the request, it still has to be attached to the transaction. The following steps explain this.



Note: If you use **Save**, the PDF is saved to a default location where you may not find it again later. For this reason, it is better to use **Save As…** so that you can file the PDF where you want it for easy locating.

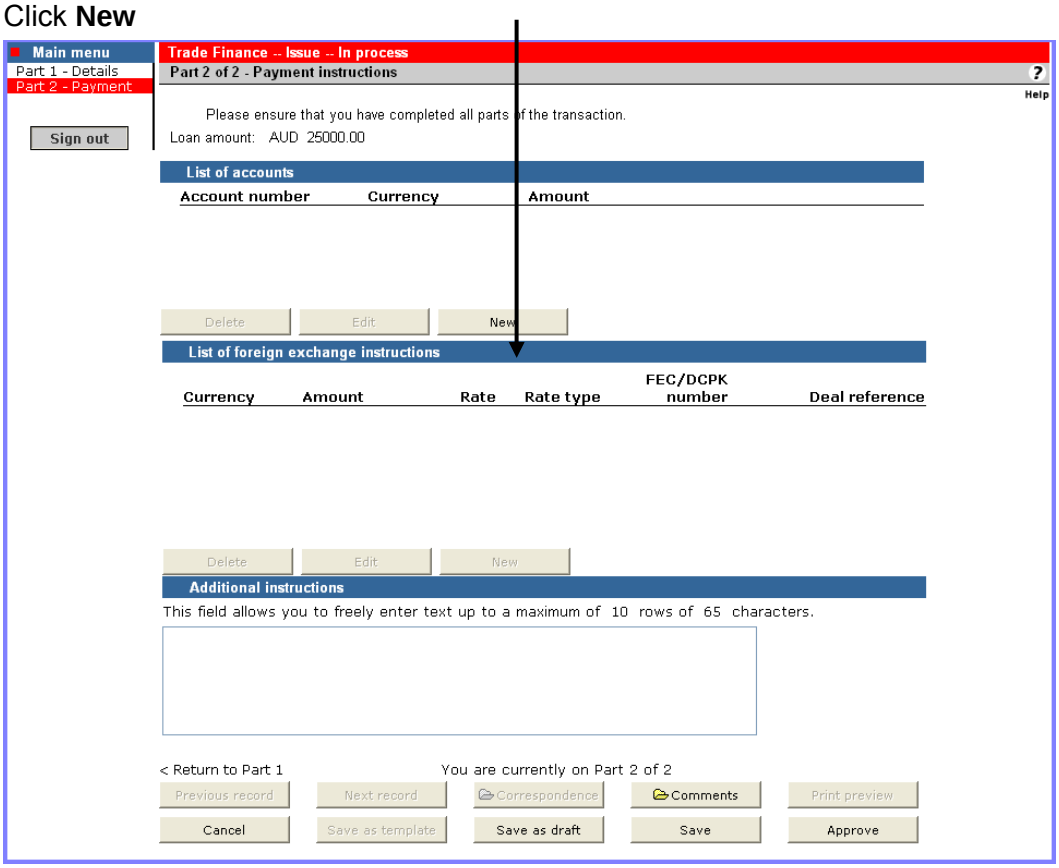
Result: The **Trade Finance – Issue – In process** screen will be displayed.

6. Click **Continue to Part 2 >**



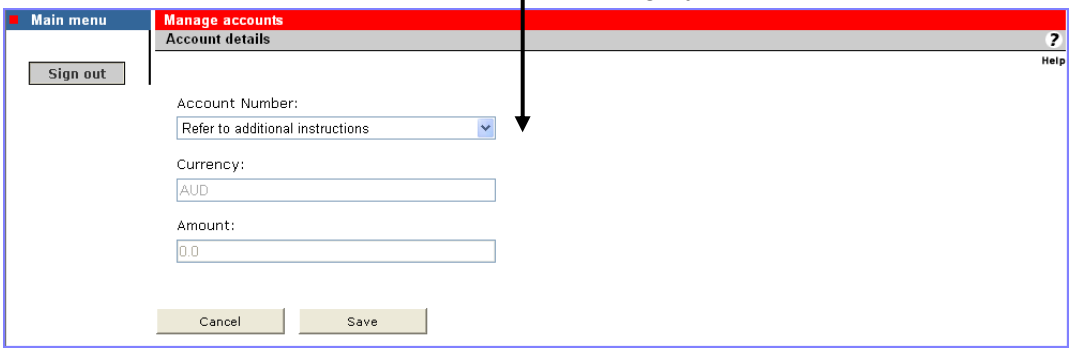
Result: The **Part 2 of 2 – Payment instructions** screen will displayed.

7. Click **New**

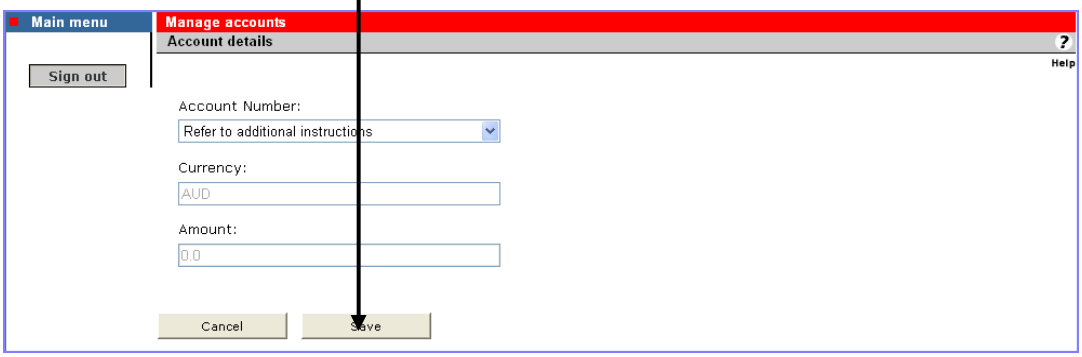


Result: The **Manage accounts** screen will be displayed.

8. Select **Refer to additional instructions** from the drop down list.
Note: The **Currency** and **Amount** fields are now greyed out.

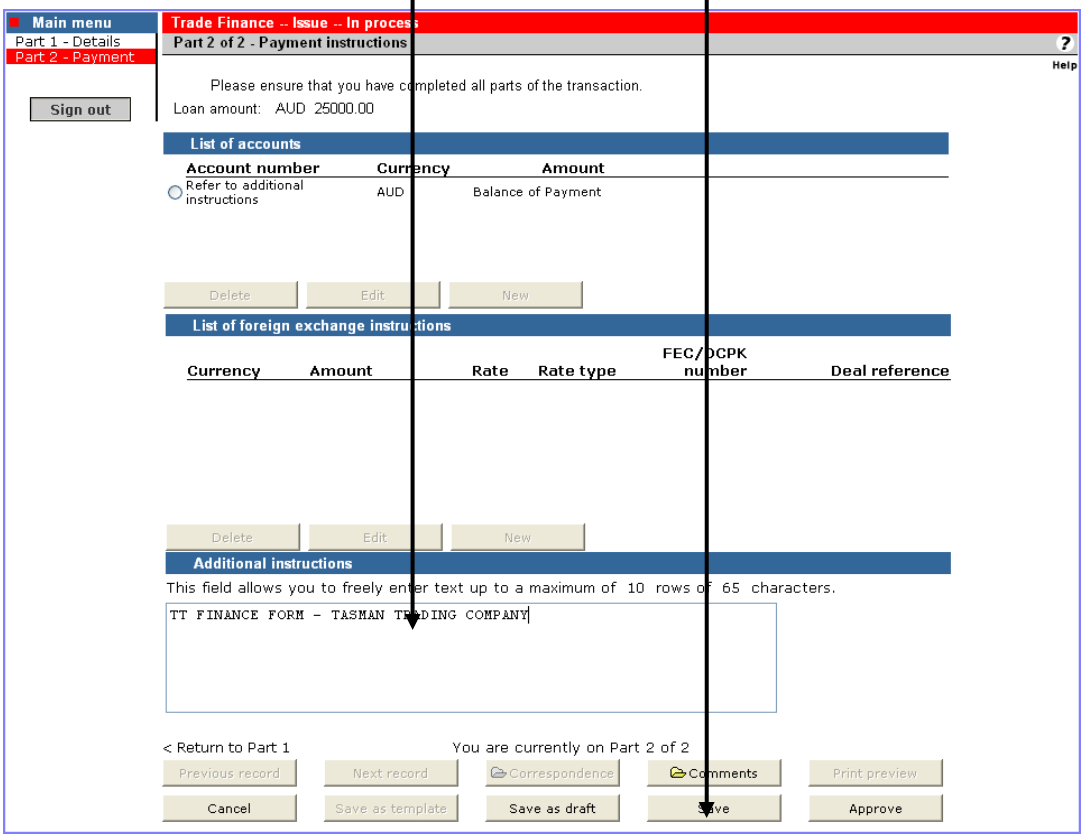


9. Click the **Save** button.



Result: The **Trade finance – Issue – In process** screen will be displayed.

10. Enter identifying information for your reference into the **Additional instructions** panel. Click the **Save** button.

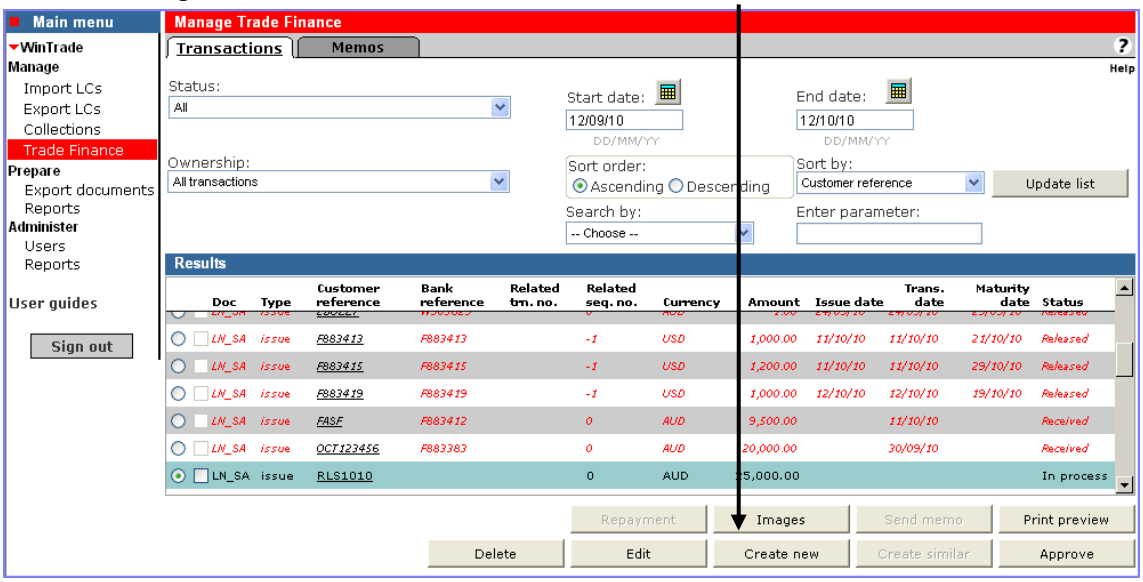


Result: A **Microsoft Internet Explorer** dialogue save box is displayed.

11. Click **OK**.

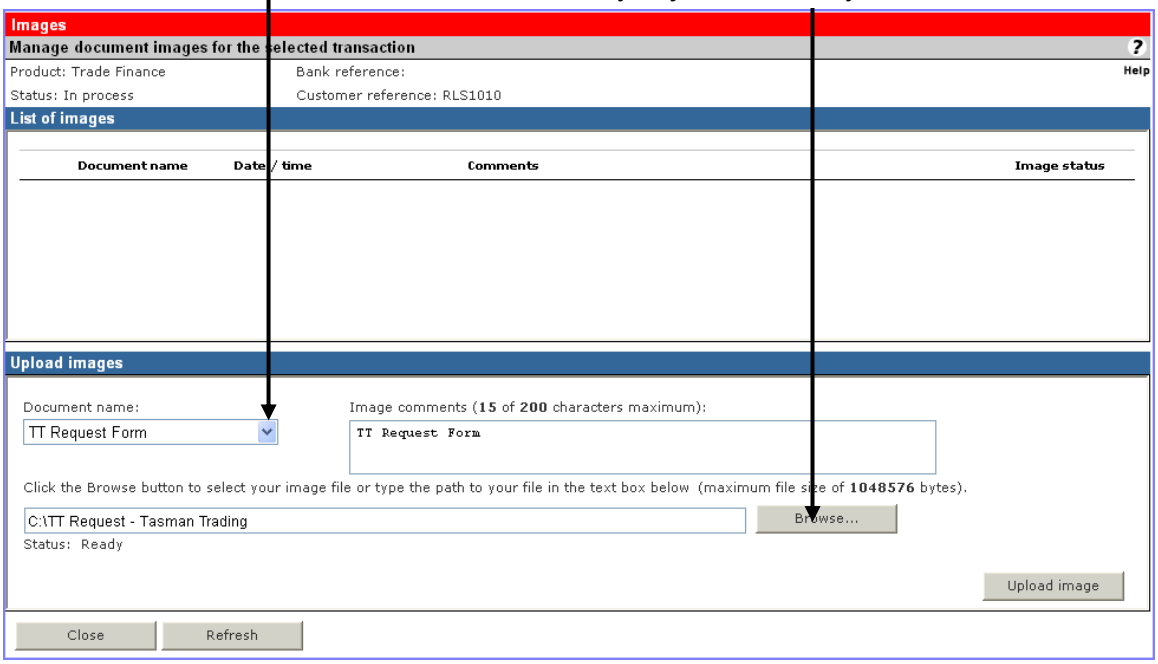
Result: The **Manage Trade Finance** screen is displayed with the transaction highlighted.

12. Click the **Images** button to attach the PDF to the transaction.



Result: The **Images** screen is displayed.

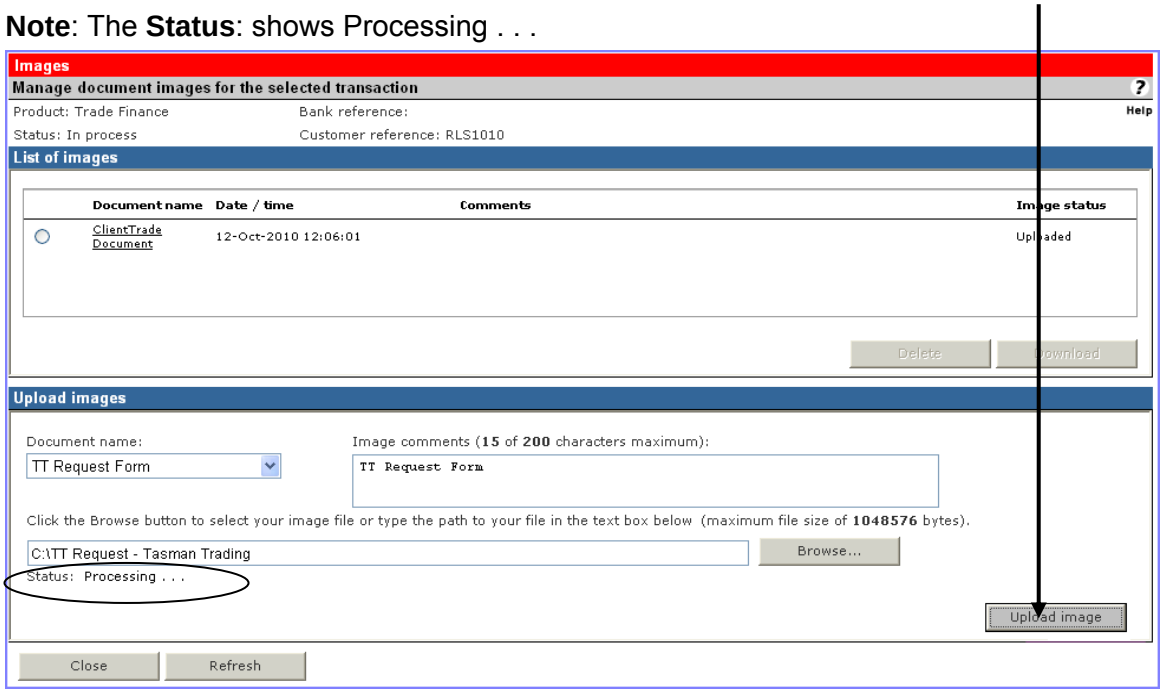
13. Select **TT Request Form** from the drop down field in Document name: field.
Click the **Browse…** button and locate the PDF you just saved to your hard drive.



Result: The **Images** screen will refresh.

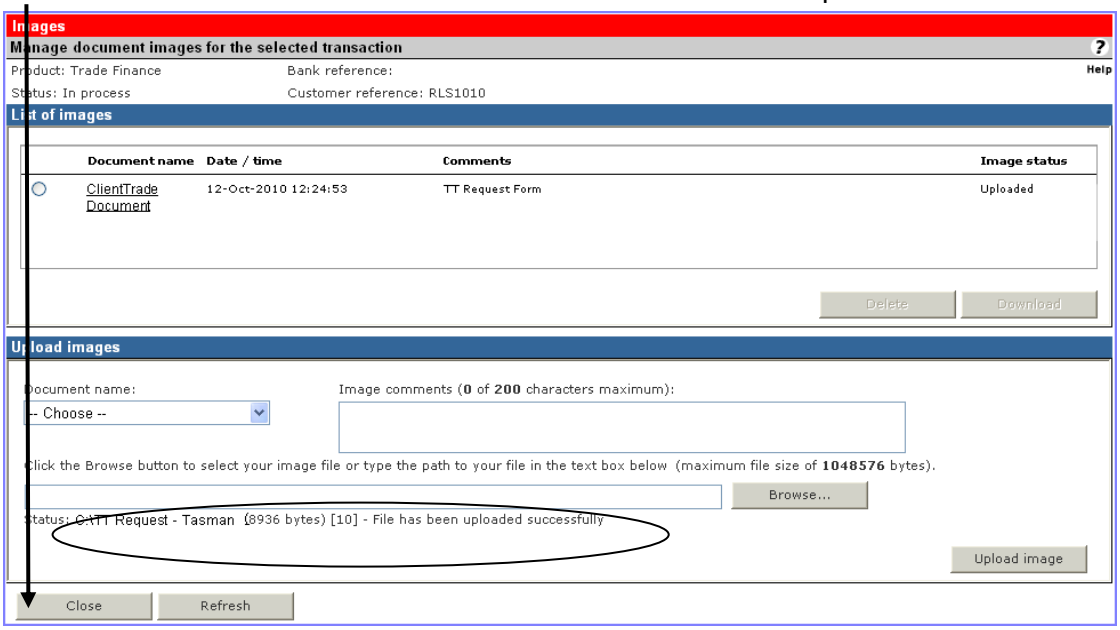
14. Click the **Upload image** button to attach the PDF.

Note: The **Status**: shows Processing . . .



Result: The **Images** screen will refresh.

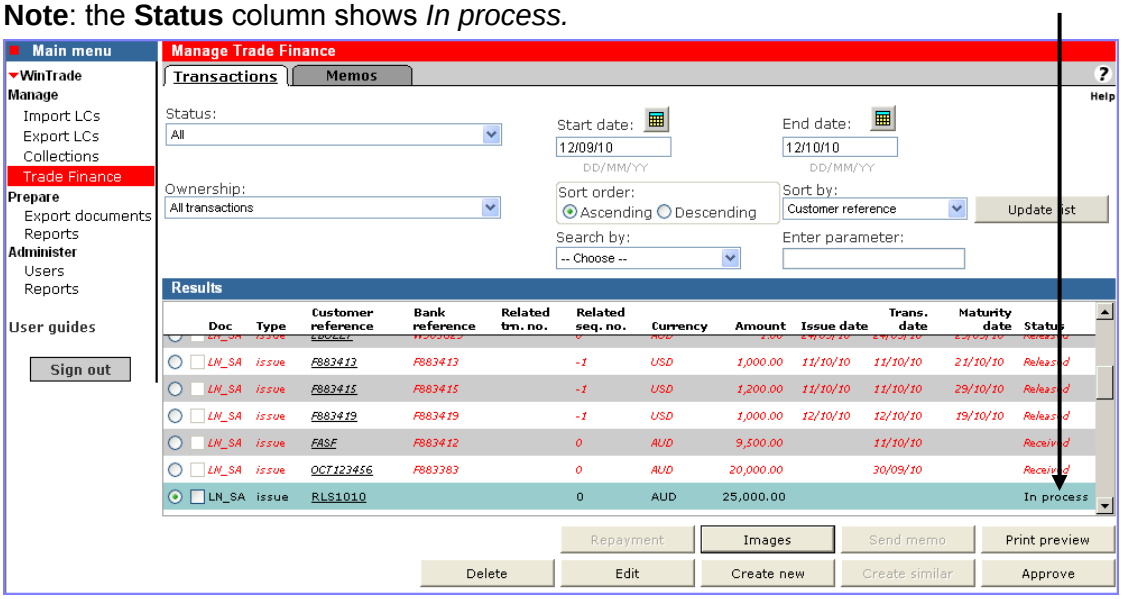
15. Click the **Close** button when the **Status:** shows a successful upload.



Result: The **Manage Trade Finance** screen will be displayed.

16. Click the **Approve** button.

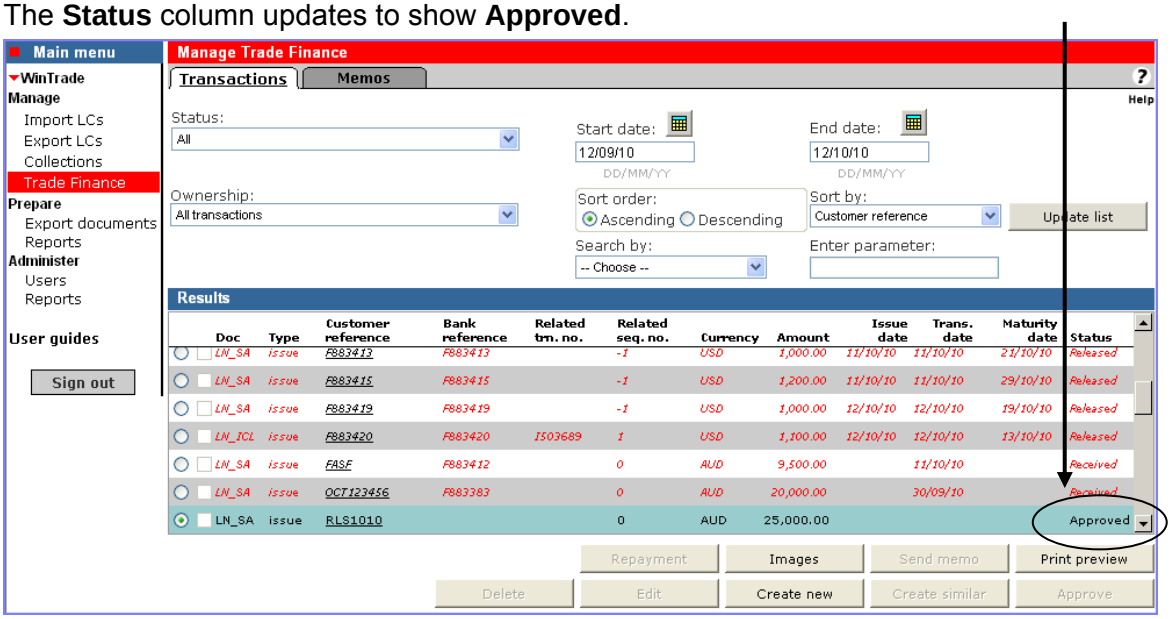
Note: the **Status** column shows *In process.*



Result: A dialogue box shows the transaction is fully approved.

17. Click the **OK** button.

18. The **Status** column updates to show **Approved**.



Handy Hint

When you save a PDF of a TT Finance eForm to your hard drive, you can re-use it as a template to save time when requesting finance for other transactions. You can do it by:

- Open a previously created PDF of a TT Finance eForm from your hard drive.
- Modify the information on the PDF to show the new TT information. Then save the PDF under a new identifying file name. (Use **File ▸ Save As…**)
- At Step 2, do not click the TT Request Form link to open the PDF.
  Go to Step 6 instead.
- At Step 13, locate the PDF you filed under the new identifying file name.
- At Step 14, upload the image of the PDF to your transaction in WinTrade.

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