

# WinTrade

*User Guide*

Trade Finance TT

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## Introduction

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**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.

The screenshot shows the 'Manage Trade Finance' screen with the 'Transactions' tab active. The left-hand menu has 'Trade finance' highlighted in red. The main area contains search filters and a table of transaction results. At the bottom, a row of buttons includes 'Create new', which is also highlighted with a red box. A vertical arrow points from the 'Create new' button in the screenshot to the 'Create new' button in the step description above.

Doc	Type	Customer reference	Bank reference	Related tm.No.	Related seq.No.	Currency	Amount	Issue date	Trm. date	Mat. date	Status
LN_SA	issue	080508-01	F842204		0	AUD	1,000.00	08/05/08	08/05/08	09/05/08	Released
LN_SA	issue	080508-02	F842205		0	AUD	1,000.00	08/05/08	08/05/08	12/05/08	Released
LN_SA	issue	080508-03	F842206		0	AUD	1,000.00	08/05/08	08/05/08	13/05/08	Released
LN_SA	issue	13MAYAAA	F842211		0	AUD	750.00		13/05/08		Received
LN_SA	issue	13MAYBBB	F842212		0	USD	425.00		13/05/08		Received
LN_SA	issue	140508-2979	F842215		0	USD	1,000.00		14/05/08		Received
LN_SA	issue	14MAYAAA	F842214		0	AUD	47.00		13/05/08		Received
LN_SA	issue	14MAYBBB	F842213		0	USD	58.00		13/05/08		Received

**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**

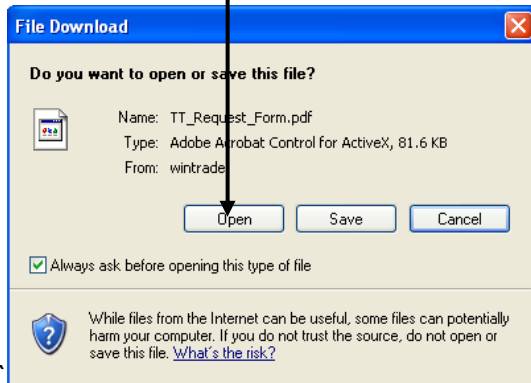
 Enter the date you want the Trade Finance to mature in the **Maturity date** field (I).
 

**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**.



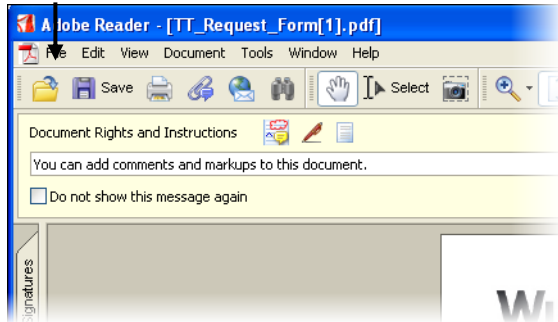
**Result:** A blank Trade Financed TT eForm opens for completion in Adobe Reader.

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 be displayed.



7. Click **New**

Trade Finance -- Issue -- In process  
Part 2 of 2 - Payment instructions

Please ensure that you have completed all parts of the transaction.  
Loan amount: AUD 25000.00

Account number	Currency	Amount
Delete Edit New		

Currency	Amount	Rate	Rate type	FEC/DCPK number	Deal reference
Delete Edit New					

Additional instructions  
This field allows you to freely enter text up to a maximum of 10 rows of 65 characters.

< Return to Part 1      You are currently on Part 2 of 2

Previous record    Next record    Correspondence    Comments    Print preview

Cancel    Save as template    Save as draft    Save    Approve

**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.

Manage accounts  
Account details

Account Number:  
Refer to additional instructions

Currency:  
AUD

Amount:  
0.0

Cancel    Save

9. Click the **Save** button.

Manage accounts  
Account details

Account Number:  
Refer to additional instructions

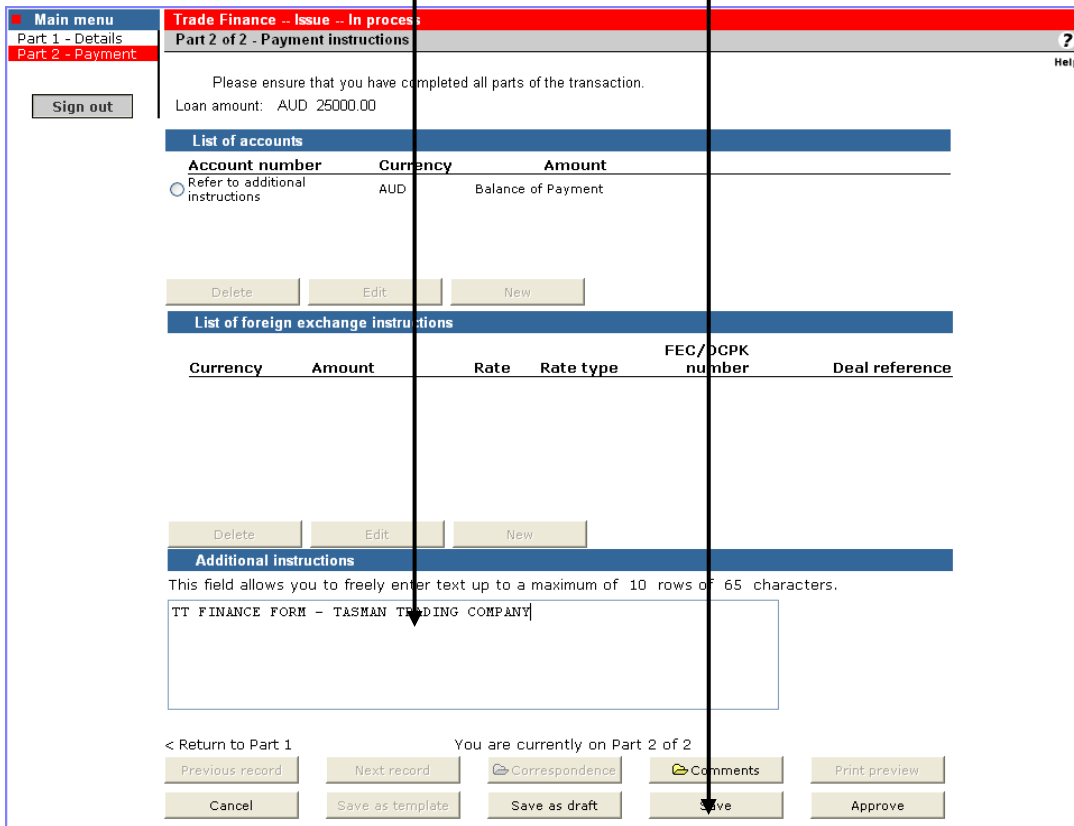
Currency:  
AUD

Amount:  
0.0

Cancel    Save

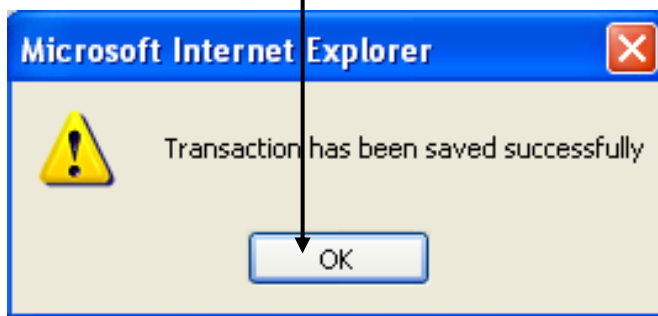
**Result:** The **Trade finance – Issue – In process** screen will be displayed.

- 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.

- 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.

The screenshot shows the 'Manage Trade Finance' window with the 'Transactions' tab selected. A table of transactions is visible, with the last row highlighted. Below the table, the 'Images' button is highlighted with a black arrow pointing downwards.

Doc	Type	Customer reference	Bank reference	Related trn. no.	Related seq. no.	Currency	Amount	Issue date	Trans. date	Maturity date	Status
LN_SA	issue	F883413	F883413	-1	0	USD	1,000.00	11/10/10	11/10/10	21/10/10	Released
LN_SA	issue	F883415	F883415	-1	0	USD	1,200.00	11/10/10	11/10/10	29/10/10	Released
LN_SA	issue	F883419	F883419	-1	0	USD	1,000.00	12/10/10	12/10/10	19/10/10	Released
LN_SA	issue	FASF	F883412	0	0	AUD	9,500.00	11/10/10			Received
LN_SA	issue	OCT123456	F883383	0	0	AUD	20,000.00	30/09/10			Received
LN_SA	issue	RLS1010		0	0	AUD	25,000.00				In process

**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.

The screenshot shows the 'Images' window with the 'Upload images' section. The 'Document name' dropdown menu is set to 'TT Request Form'. The 'Image comments' field contains 'TT Request Form'. The 'Browse...' button is highlighted with a black arrow.

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

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

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

**Images**  
Manage document images for the selected transaction

Product: Trade Finance Bank reference:  
Status: In process Customer reference: RLS1010

**List of images**

Document name	Date / time	Comments	Image status
<a href="#">ClientTrade Document</a>	12-Oct-2010 12:06:01		Uploaded

Upload images

Document name:  Image comments (15 of 200 characters maximum):

Click the Browse button to select your image file or type the path to your file in the text box below (maximum file size of 1048576 bytes).

**Status: Processing . . .**

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

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

**Images**  
Manage document images for the selected transaction

Product: Trade Finance Bank reference:  
Status: In process Customer reference: RLS1010

**List of images**

Document name	Date / time	Comments	Image status
<a href="#">ClientTrade Document</a>	12-Oct-2010 12:24:53	TT Request Form	Uploaded

Upload images

Document name:  Image comments (0 of 200 characters maximum):

Click the Browse button to select your image file or type the path to your file in the text box below (maximum file size of 1048576 bytes).

**Status: C:\TT Request - Tasman (8936 bytes) [10] - File has been uploaded successfully**

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

16. Click the **Approve** button.

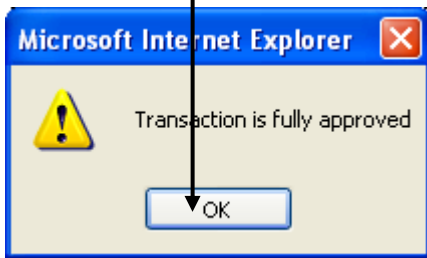
**Note:** the **Status** column shows *In process*.

The screenshot shows the 'Manage Trade Finance' window with the 'Transactions' tab selected. The 'Results' table contains the following data:

Doc	Type	Customer reference	Bank reference	Related tm. no.	Related seq. no.	Currency	Amount	Issue date	Trans. date	Maturity date	Status
LN_SA	issue	F883413	F883413	-1		USD	1,000.00	11/10/10	11/10/10	21/10/10	Released
LN_SA	issue	F883415	F883415	-1		USD	1,200.00	11/10/10	11/10/10	29/10/10	Released
LN_SA	issue	F883419	F883419	-1		USD	1,000.00	12/10/10	12/10/10	19/10/10	Released
LN_SA	issue	F883412	F883412	0		AUD	9,500.00		11/10/10		Received
LN_SA	issue	OCT123456	F883383	0		AUD	20,000.00		30/09/10		Received
LN_SA	issue	RLS1010		0		AUD	25,000.00				In process

**Result:** A dialog box shows the transaction is fully approved.

17. Click the **OK** button.



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

The screenshot shows the 'Manage Trade Finance' window with the 'Transactions' tab selected. The 'Results' table contains the following data:

Doc	Type	Customer reference	Bank reference	Related tm. no.	Related seq. no.	Currency	Amount	Issue date	Trans. date	Maturity date	Status
LN_SA	issue	F883413	F883413	-1		USD	1,000.00	11/10/10	11/10/10	21/10/10	Released
LN_SA	issue	F883415	F883415	-1		USD	1,200.00	11/10/10	11/10/10	29/10/10	Released
LN_SA	issue	F883419	F883419	-1		USD	1,000.00	12/10/10	12/10/10	19/10/10	Released
LN_ICL	issue	F883420	F883420	1503689	1	USD	1,100.00	12/10/10	12/10/10	13/10/10	Released
LN_SA	issue	F883412	F883412	0		AUD	9,500.00		11/10/10		Received
LN_SA	issue	OCT123456	F883383	0		AUD	20,000.00		30/09/10		Received
LN_SA	issue	RLS1010		0		AUD	25,000.00				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.