



ANZ TRANSACTIVE TRADE
PAYABLES FINANCE
SUPPLIER USER GUIDE

OCTOBER 2014

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PAYABLES FINANCE – SUPPLIER USER GUIDE

INTRODUCTION

This document is prepared as a reference guide to help answer some commonly asked Payables Finance questions and give a step by step guide on how suppliers can use ANZ Transactive Trade to request early payment on their buyer's approved payables invoices.

LEARNING ABOUT ANZ TRANSACTIVE TRADE

ANZ Transactive Trade is a web based channel through which suppliers can view the invoices the buyer has approved for payment and sent to ANZ.

The supplier has the ability to:

- > Accept invoices offered by the bank for early payment.
- > Decline the offer or elect to do nothing, and get paid at invoice due/payment date (as per your normal trading terms).

AN EXAMPLE:

- 01 July 2013 An approved invoice for \$200,000 is uploaded by your buyer with payment due in 90 days.
- 01 July 2013 Supplier elects to receive payment today, 60 days early; the rate of 6.5% per annum applies. This equates to a discount of the invoice of \$2,136.99.
- 30 July 2013 Bank processes the request and the supplier is paid \$197,863.01. Bank sends a notification to the supplier.

SUPPORT INFORMATION

The ANZ Transactive Trade Resource Central page contains information to assist suppliers to join a buyer's payables finance program. This resource tool is available from the suppliers' logon page.

In addition, the Trade Relationship or Implementation Manager allocated to the buyer's payables finance program can arrange application support and training.

PAYABLES FINANCE – SUPPLIER USER GUIDE

PAYABLES FINANCE PROCESS FLOW

1. Supplier sends goods and issues invoices as per the buyer/supplier agreement.
2. The buyer uploads and submits approved payables invoice data to ANZ for processing. The invoices are made available to the supplier to view online.
3. Supplier logs into ANZ Transactive Trade and can select and accept offers of invoices from ANZ for early payment. Invoices are presented to the supplier as a Trading Partner, where invoices sharing a common buyer, currency and due/payment date are grouped together. Alternatively, the supplier can view their invoices at a granular level.
4. If the supplier accepts and authorises the offer (request early payment), ANZ will credit the supplier's nominated account. In addition, the supplier can assign a future value date to an acceptance so ANZ will provide early payment on a nominated future date.
5. If the supplier does not elect early payment, either by declining the offer or opting to do nothing, and the invoices were included within the buyers upload file (as per point 2), payment will be made to the supplier on the due/payment date of the invoice.

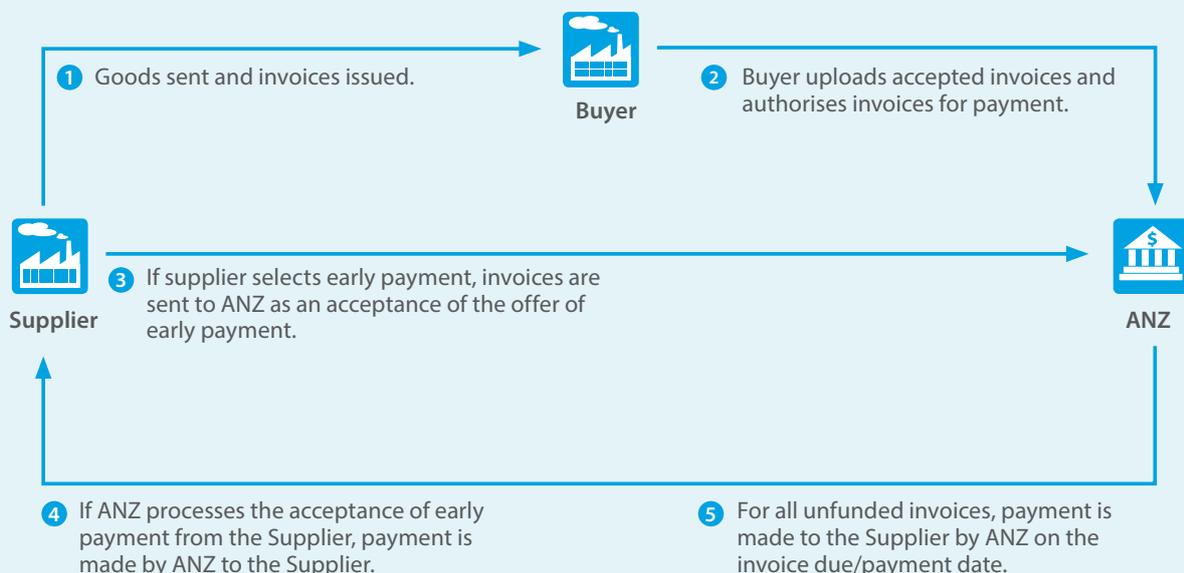


Figure 1 – Payables Finance Workflow

PAYABLES FINANCE – SUPPLIER USER GUIDE

ANZ TRANSACTIVE TRADE LOGIN

Steps to log in to ANZ Transactive Trade.

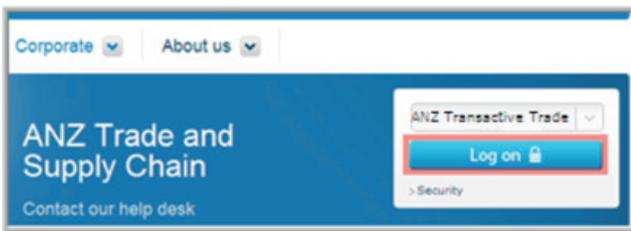
STEP 1:

Navigate to the ANZ Corporate web site: <http://www.anz.com/corporate>



STEP 2:

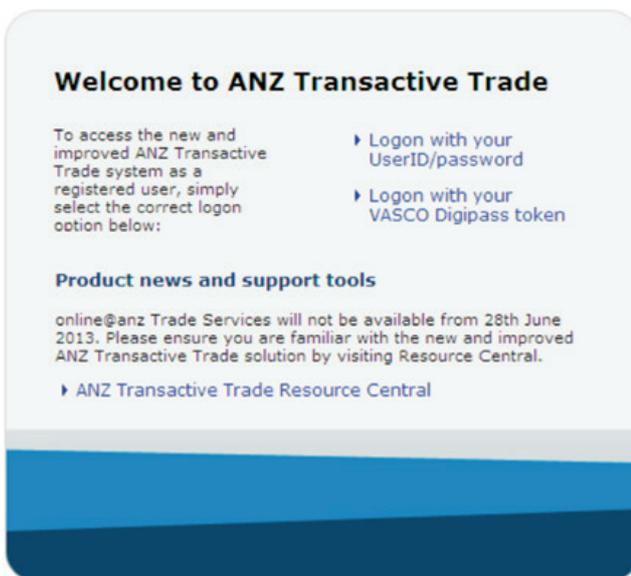
Select *ANZ Transactive Trade* channel and *Log on*.



STEP 3:

Log in by entering your VASCO Digipass token device.

Note: Suppliers can access a Resource Central tool for additional information and support.



Forgotten Password?

Please contact the ANZ Help Desk on 133 199 (options 2, 4, 3 for password resets)

International +613 9601 1200

New Zealand 0800 800 760

PAYABLES FINANCE – SUPPLIER USER GUIDE

HOME PAGE

The Home page is your first entry point after log in. The key features from the home page include:

CORE FEATURES	DESCRIPTION
Invoices Offered	Suppliers can elect to receive Early Payment or Future Payment.
Mail Messages	Receive and Send messages to the Bank.
Notifications	Suppliers are notified when the bank has processed their request for early payment and have processed the payment to the suppliers account.
Reports	Run reports on Buyer Approved Invoices

ANZ Transactive
Supplier XYZ Pty Ltd

Home | (2) | (2) | ? Help | **Logout**
John Citizen

Transactions | Reports | Reference Data | My Links

HOME

Mail Messages Show 5 10 20 of 2

Show: Me (and Unassigned)

Date & Time	Subject	Assigned To	Party	Vendor ID
28 Dec 2012 09:30 ...	Free Format: Response to Query			
28 Dec 2012 09:30 ...	Correspondence: SF3683073 - 1 Seller Finance			

Invoices Offered Show 5 10 20 of 3

Currency: Amount: From To Invoice Due/Payment Date: From dd/MM/yyyy To dd/MM/yyyy

No. of Invoices	CCY	Invoice Amount	Due/Payment Date	Net Amount Offered	Invoice Group	PDFs	Status
6	AUD	2,023,500.00	30 Oct 2013	1,765,136.19		N	Buyer Approved Invoice
6	AUD	2,659,500.00	01 Nov 2013	2,317,711.26		N	Buyer Approved Invoice
8	AUD	1,214,000.00	30 Sep 2013	1,074,191.11		N	Buyer Approved Invoice

Notifications Show 5 10 20 of 2

Show: Supplier XYZ Pty Ltd Status: All

Date & Time	Instrument ID	Instrument Type	Transaction	CCY	Amount	Status
28 Dec 2012 09:30 PM	SF3683073	Loan Request	ISSUE	AUD	100,000.00	Processed by Bank
28 Dec 2012 09:30 PM	SF3673073	Loan Request	ISSUE	AUD	100,000.00	Processed by Bank

Figure 2 – Home page

PAYABLES FINANCE – SUPPLIER USER GUIDE

PROCESSING INVOICE OFFERS

Invoices that meet eligibility rules and are approved for finance are offered to suppliers for early payment. Suppliers can either request early payment or opt to do nothing and get paid as per their normal trading terms.

There will be a number of optional action buttons available to the user on the **Invoices Offered** page.

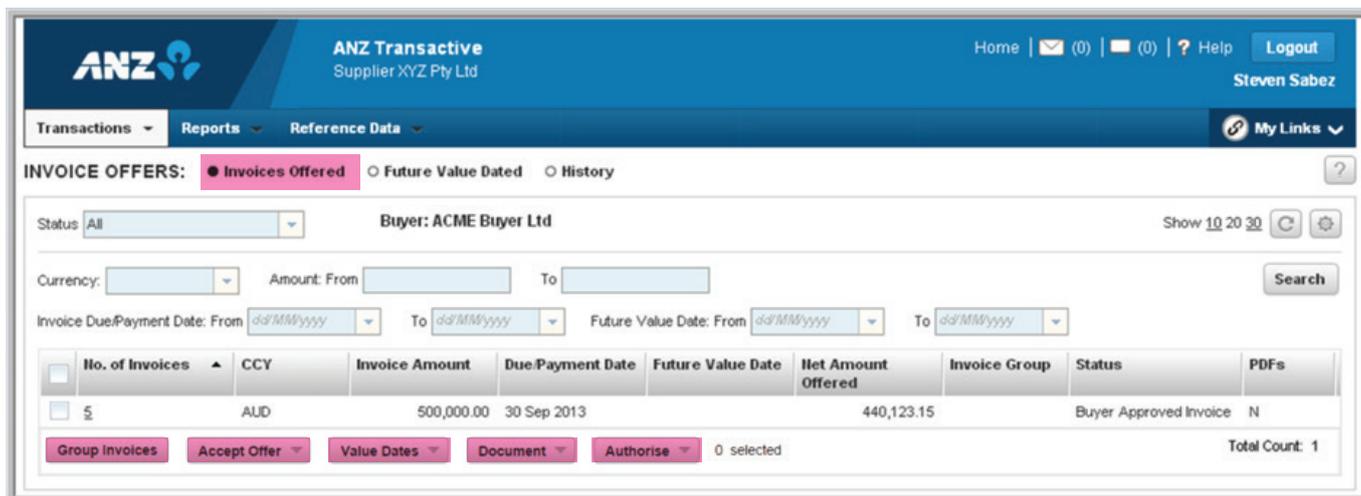


Figure 3 – Invoices Offered Page

These action buttons allow you to make the relevant adjustments to the invoice offer, if required, prior to submitting it to the bank for processing. Once a checkbox is selected the buttons will become active and display the following drop down options.

OPTIONAL ACTIONS

Group Invoices		<ul style="list-style-type: none"> > Group Invoices: The user can form their own group of invoices if required. Any subsequent actions can be applied to the new group.
Value Dates	Assign Future Value Date Remove Future Value Date	<ul style="list-style-type: none"> > Assign Future Value Date: Request for early payment at a future value date > Remove Future Value Date: Clears the Future Value Date previously assigned
Document	Attach Document Delete Document	<ul style="list-style-type: none"> > Attach Document: Attached a PDF document to this invoice record > Delete Document: Deletes the attached PDF document from the invoice record
Accept Offer	Accept Offer Decline Offer Reset To Offer	<ul style="list-style-type: none"> > Accept Offer: Accept the invoice or group of invoices offered. The status changes to "Offer Accepted" > Decline Offer: Decline the early payment offer. The invoice offer is removed from the list. > Reset to Offer: Resets the status of the invoice offer to "Buyer Approved Invoice"
Authorise	Authorise Offer	<ul style="list-style-type: none"> > Authorise Offer: Allows a user with permission to authorise the invoice or invoice group and send it to the bank for processing.

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GROUPING INVOICES

The **Group Invoices** button allows the user to group invoices together based on the currency and net dollar value amount you indicate. This allows you to easily request early payment up to a net amount without having to manually select invoices individually. The system will attempt to logically group invoices and label them under the group name you designate.

Figure 4 – Group Invoices

The system will display the proposed invoices that make up the group for you to accept.

GROUPED INVOICES Target Amount: 1,000.00 Actual Amount: 39.00

Invoice ID	CCY	Invoice Amount	Due Date	Payment Date	Issue Date	Offer Date	Future Value Date	Net Amount Offered	Status
UNIAUD0013	AUD	12.00	30 Sep ...					12.00	Buyer Ap
UNIAUD0014	AUD	13.00	30 Sep ...					13.00	Buyer Ap
UNIAUD0015	AUD	14.00	30 Sep ...					14.00	Buyer Ap

Accept Invoice Grouping Cancel Invoice Grouping 0 selected Total Count: 3

Figure 5 – Accept Invoice Grouping

Once accepted, the invoice group will be displayed as a separate record on the “Invoices Offered” page for you to action. The group name you assigned will be displayed in the “Invoice Group” column. Any previous groups impacted by the new group will be automatically adjusted.

Transactions Reports Reference Data My Links

INVOICE OFFERS: ● Invoices Offered ○ Future Value Dated ○ History

Status: All Buyer: Sasscorp Enterprises Pty Ltd Show 10 20 30

Currency: Amount: From To Search

Invoice Due/Payment Date: From dd/MM/yyyy To dd/MM/yyyy Future Value Date: From dd/MM/yyyy To dd/MM/yyyy

No. of Invoices	CCY	Invoice Amount	Due/Payment Date	Future Value Date	Net Amount Offered	Invoice Group	Status	PDFs
3	AUD	39.00			39.00	Group Name	Buyer Approved Invoice	N

Group Invoices Accept Offer Value Dates Document Authorise 0 selected Total Count: 1

Figure 6 – Newly Grouped Invoices

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To remove an invoice offer from a group a user can click on the group name in the “Invoice Group” column and then select the invoices to remove from the group.

The screenshot shows the 'GROUPED INVOICES' section for 'Buyer: Sasscorp Enterprises Pty Ltd'. It features a table with columns: Invoice ID, CCY, Invoice Amount, Due Date, Payment Date, Issue Date, Offer Date, Future Value Date, Net Amount Offered, and Status. Three invoices are listed, with the first one selected. A 'Remove Invoices' button is highlighted in pink, and a 'Total Count: 3' is shown at the bottom right.

Invoice ID	CCY	Invoice Amount	Due Date	Payment Date	Issue Date	Offer Date	Future Value Date	Net Amount Offered	Status
<input checked="" type="checkbox"/> UNIAUD0013	AUD	12.00	30 Sep ...		10 Aug 2012	29 Sep 2012		12.00	Buy
<input type="checkbox"/> UNIAUD0014	AUD	13.00	30 Sep ...		10 Aug 2012	29 Sep 2012		13.00	Buy
<input type="checkbox"/> UNIAUD0015	AUD	14.00	30 Sep ...		10 Aug 2012	29 Sep 2012		14.00	Buy

Figure 7 – Remove Invoice from a Group

ASSIGNING FUTURE VALUE DATES

The **Value Dates** button allows you to assign a **Future Value Date** to an invoice record.

A future value date can be used when you do not want to request early payment today, but at another designated date in the future (but prior to the invoice due/payment date). By doing this you can align your cash flow to your working capital requirements.

The dialog box titled 'Assign Future Value Date' contains a date input field with a dropdown arrow, currently showing 'dd/MM/yyyy'. Below the input are two buttons: 'Assign Future Value Date' and 'Cancel'. A note on the right states: 'Note: Invoice Eligibility Status and Net Amount Offered may change between authorisation date and Future Value Date.'

Figure 8 – Assign Future Value Date

To clear an assigned future value date, simply press the **Remove Future Value Date** button.

Once authorised, an invoice offer that has been assigned a future value date will appear in the **Future Value Dated** page.

The screenshot shows the 'INVOICE OFFERS' page with the 'Future Value Dated' tab selected. It includes search filters for Currency, Amount, Invoice Due/Payment Date, and Future Value Date. A table below shows one invoice offer with a status of 'FVD Authorised'.

No. of Invoices	CCY	Invoice Amount	Due/Payment Date	Future Value Date	Net Amount Offered	Status	PDFs
1	USD	14.00	17 Sep 2014	16 Sep 2014	0.80	FVD Authorised	N

Figure 9 – Future Value Dated Page

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ATTACHING DOCUMENTS

The **Document** button allows you to attach a PDF document to a particular invoice offer or group of invoice offers. Simply press the Attach Document button and follow the prompts.

1. Type the name you want the PDF document to be labelled as
2. Select 'choose file' to browse and select a pdf file from your computer
3. Press upload

The document will be uploaded and linked to the invoice record. You will see the name of your PDF displayed in the 'View PDF' column. Click on the name to view the document.



The screenshot shows a table with the following columns: Invoice ID, CCY, Invoice Amount, Due Date, Payment Date, Issue Date, Offer Date, Future Value Date, Net Amount Offered, Status, and View PDF. There are three rows of data. The 'View PDF' column for the second row contains a pink button labeled 'PDF DOCO'. Below the table are several action buttons: 'Accept Offer', 'Value Dates', 'Document', and 'Authorise', along with a '0 selected' indicator and a 'Total Count: 3' label.

Invoice ID	CCY	Invoice Amount	Due Date	Payment Date	Issue Date	Offer Date	Future Value Date	Net Amount Offered	Status	View PDF
UNIAUD0013	AUD	12.00	30 Sep 2012		10 Aug 2012	29 Sep 2012		12.00	Buyer Approved I...	
UNIAUD0014	AUD	13.00	30 Sep 2012		10 Aug 2012	29 Sep 2012		13.00	Buyer Approved I...	PDF DOCO
UNIAUD0015	AUD	14.00	30 Sep 2012		10 Aug 2012	29 Sep 2012		14.00	Buyer Approved I...	

Figure 10 – View attached PDF Document

ACCEPTING AN INVOICE OFFER

The **Accept Offer** button allows you to accept an invoice for early payment. Once an invoice has been accepted the status will update to "Offer Accepted". The invoice is now ready to be authorised. The **Accept Offer** action should be the penultimate action taken and should occur after any other adjustment has been made (e.g. assigning a future value date).

To reset the status of the invoice after it has been accepted you can press the **Reset to Offer** button. This will reset the invoice status and allow you to make adjustments to the invoice. **Decline Offer** will remove the invoice from the list and will no longer be available for early payment. The invoice will be paid on the due/payment date.

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AUTHORISING AN INVOICE OFFER

By authorising an invoice you are submitting a request to the Bank for early payment of that invoice. You will only be able to authorise invoices that have an appropriate status. Below is a list of the available invoice statuses and a description:

INVOICE STATUSES

STATUS	DESCRIPTION
Buyer Approved Invoice	The invoice has been approved for payment by the buyer and is available for you to accept early payment.
FVD Assigned	A future value date has been assigned to a Buyer Approved Invoice.
Offer Accepted	The invoice offer has been accepted for early payment. It is now available to be authorised to complete the process.
Authorised	The invoice offer has been authorised by all required authoriser(s). It is waiting for ANZ to process the transaction.
Authorised Failed	Your organisation's authorisation criteria have not been met at time of authorisation. e.g. User attempting to authorise a payment over their threshold.
Partially Authorised	The invoice has been partially authorised and is available for subsequent authorisation by another user. This appears when your organisation requires more than one user to authorise each invoice.

AUTHORISING INVOICES

To authorise an invoice or group of invoices complete the following steps:

STEP	ACTION
1	Go to Transactions tab and select Invoices Offered option. Perform any optional actions as described above to any of the invoice offers. (e.g. assign a future value date)
2	Checkbox the invoices that you would like to receive early payment. Click on the "No. of Invoices" link to view and action the individual invoices.
3	Select the Accept Offer option. The invoice status will update to "Offer Accepted".
4	Select the Authorise button. If prompted, you will need to enter your security device code to complete the Authorisation.
5	Once successfully authorised, the request for early payment will be sent to the bank. After the bank has processed the request you will receive a notification. Note: If an invoice offer has been assigned a future value date, the invoice will move into the "Future Value Dated" page where it will remain until the nominated date. After which, if the authorisation criteria are still valid, it will be sent to the bank for processing.

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Invoice ID	CCY	Invoice Amount	Due Date	Payment Date	Issue Date	Offer Date	Future Value Date	Net Amount Offered	Status	View PDF
SSXYZ00006	AUD	100,000.00	30 Aug 2013	30 Sep 2013	01 Jul 2013	29 Sep 2013		88,024.63	Buyer Approved Invoice	
SSXYZ00007	AUD	100,000.00	30 Aug 2013	30 Sep 2013	01 Jul 2013	29 Sep 2013		88,024.63	Buyer Approved Invoice	
SSXYZ00008	AUD	100,000.00	30 Aug 2013	30 Sep 2013	01 Jul 2013	29 Sep 2013		88,024.63	Buyer Approved Invoice	
SSXYZ00009	AUD	100,000.00	30 Aug 2013	30 Sep 2013	01 Jul 2013	29 Sep 2013		88,024.63	Buyer Approved Invoice	
SSXYZ00010	AUD	100,000.00	30 Aug 2013	30 Sep 2013	01 Jul 2013	29 Sep 2013		88,024.63	Buyer Approved Invoice	

Figure 11 – Accepting and Authorising Invoices (offers)

INVOICE HISTORY

Invoices authorised by the buyer that DO NOT meet eligibility rules for financing are still able to be viewed by the supplier. Users have the ability to inquire on all invoices authorised by the buyer including eligible, ineligible and invoices that have been paid by the bank on due/payment date.

The Invoice Offers **History** Page allows the user to view and enquire on the status of all invoices presented.

Invoices that were not eligible for financing or have been paid will show a status of “Ineligible” and “Invoice Paid” respectively. Users are supported with the inclusion of multiple search filters and an “Inactive” option which allows them to search for invoices that have been paid.

PAYABLES FINANCE – SUPPLIER USER GUIDE

Transactions Reports Reference Data My Links

INVOICE OFFERS: Invoices Offered Future Value Dated **History**

Status: All Show Inactive Show 10 20 30

Invoice ID: Currency: Amount: From To Search

Invoice Due Date: From To Related Instrument ID:

Invoice ID	CCY	Invoice Amount	Due Date	Payment Date	Future Value Date	Related Instrument Id	Status	View PDF
UNIO134	USD	13.00	28 Sep 2012				Ineligible	
UNIO141	USD	10.00	28 Sep 2012	30 Sep 2012			Ineligible	
UNIO142	USD	11.00	28 Sep 2012	01 Oct 2012			Ineligible	
UNIO136	USD	15.00	28 Sep 2012				Ineligible	
UNIO137	USD	16.00	28 Sep 2012				Ineligible	
UNIO013	USD	12.00	28 Aug 2012				Invoice Paid	
UNIO075	USD	14.00	10 Sep 2012				Invoice Paid	
UNIO012	USD	11.00	28 Aug 2012				Invoice Paid	
UNIO024	USD	13.00	28 Aug 2012				Invoice Paid	
UNIO014	USD	13.00	28 Aug 2012				Invoice Paid	

Total Count: 165

Figure 12 – Invoice Offers History page

MAIL MESSAGES

In the Mail Messages section, you can view and manage any mail messages sent to and received from ANZ. Your mail messages can also be linked to your email address, so you can be notified immediately of any new messages received from ANZ. Mail Messages can be accessed from your homepage dashboard or at any time by pressing the Envelope Icon in the top of your screen.

The bank will respond to your enquiry during the business hours of the location of your buyer.

ANZ Transactive Supplier XYZ Pty Ltd Home (2) (2) ? Help Logout John Citizen

Transactions Reports Reference Data My Links

HOME

Mail Messages Show 5 10 20 of 2

Show: Me (and Unassigned)

Date & Time	Subject	Assigned To	Party	Vendor ID
28 Dec 2012 09:30 PM	Free Format: Response to Query			
28 Dec 2012 09:30 PM	Correspondence: SF3683073 - 1 Seller Finance			

Figure 13 – Mail Messages

PAYABLES FINANCE – SUPPLIER USER GUIDE

A Mail Message is a secure message from ANZ which typically requires a response. You can reply to existing bank messages or simply create a new message.

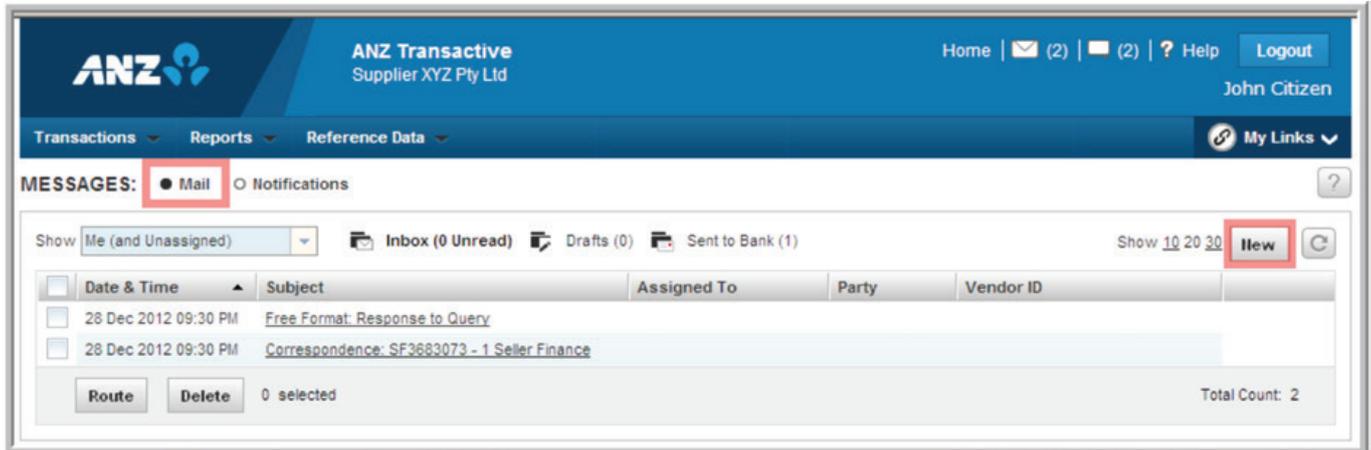


Figure 14 – Creating New Mail Message

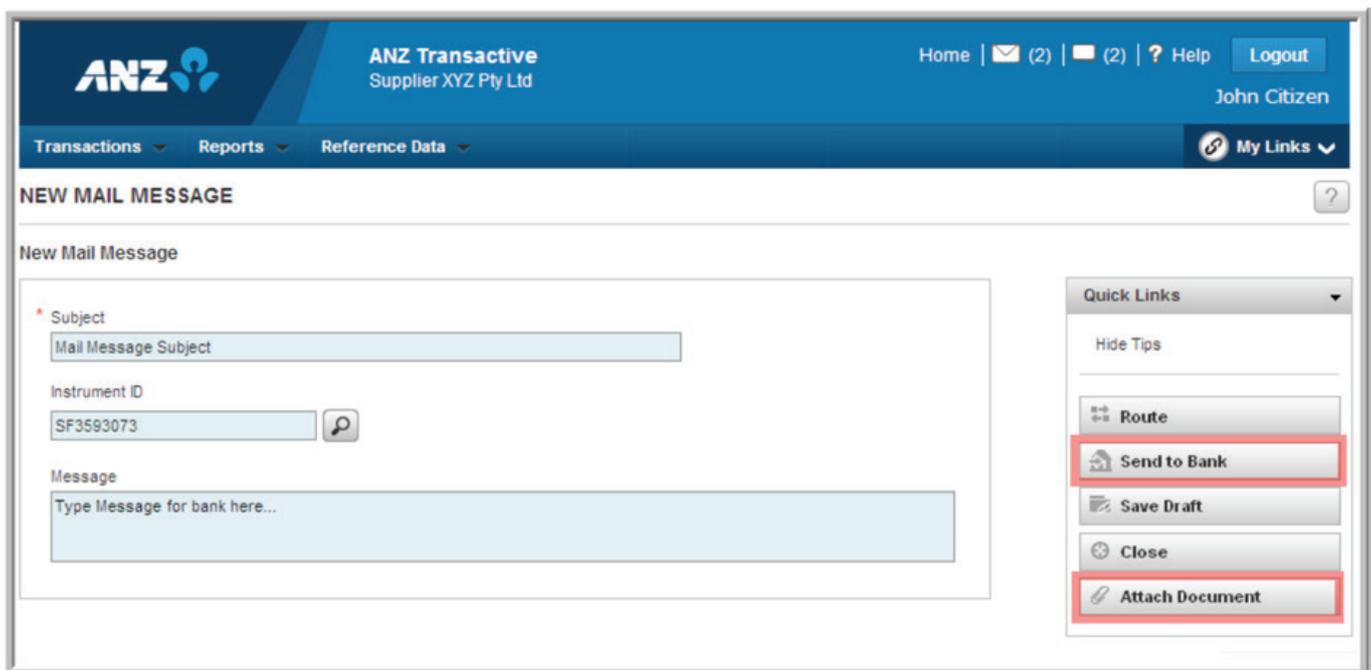


Figure 15 – Sending a Mail Message

Messages can be created from the Mail Messages menu or from within the Instrument itself.

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NOTIFICATIONS

The Notifications screen shows your most recent early payment transactions that have been processed by ANZ. Details can be viewed directly from this Homepage Dashboard or at any time by clicking the “Callout” icon at the top of your screen.

ANZ Transactive
Supplier XYZ Pty Ltd

Home | (2) | (2) ? Help Logout
John Citizen

Transactions Reports Reference Data My Links

MESSAGES: Mail Notifications

Status All Show 10 20 30

Date & Time	Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Vendor ID
28 Dec 2012 09:30 PM	SF3683073	Loan Request	Issue	AUD	100,000.00	Processed by Bank	
28 Dec 2012 09:30 PM	SF3673073	Loan Request	Issue	AUD	100,000.00	Processed by Bank	

Delete Delete All 0 selected Total Count: 2

Figure 16 – Notifications

You can also select the Instrument ID or an individual transaction to view a quick summary, or download electronic copies of any bank advices attached to your early payment transaction.

ANZ Transactive
Supplier XYZ Pty Ltd

Home | (2) | (2) ? Help Logout
John Citizen

Transactions Reports Reference Data My Links

INSTRUMENTS: LOAN REQUEST: CURRENT TERMS SUMMARY

Loan Request - SF3683073 - (Active) Create Message Close

Instrument Amount: AUD 100,000.00
Available Amount: AUD 100,000.00
Equivalent Amount: AUD 100,000.00
Reference Number

Loan Start Date: 28 Dec 2012
Maturity Date: 10 Oct 2013
Loan Terms: At fixed maturity date 10 October 2013
Borrower: ACME Buyer Ltd
Buyer Payables Profile: Australia

Transactions

Transaction Status Date	Transaction	CCY	Amount	Status	Reference
28 Dec 2012	Issue	AUD	100,000.00	Processed by Bank	

Mail

Date & Time	Subject	Assigned To	Status
28 Dec 2012 09:30 PM	Query on Payment		Sent to Bank
28 Dec 2012 09:30 PM	Free Format: Response to Query		Received From Bank
28 Dec 2012 09:30 PM	Correspondence: SF3683073 - 2 Seller Finance		Received Deleted

Figure 17 – Instrument Summary

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Suppliers will receive a notification each time the bank has processed their request for early payment. The settlement advice can be viewed by selecting the issue transaction hyperlink and PDF settlement advice.



Figure 18 – View Trade PDF Settlement Advice

REPORTS

ANZ Transactive Trade contains a set of standard reports to assist you in completing your day-to-day tasks.

STANDARD REPORTS

Depending on your level of access, you will be able to view a different suite of standard reports.

To access standard reports, simply select the Standard Reports section from the Reports menu, select the report you want and follow the prompts to specify the report criteria. After generating the report, the data is ready for you to print, download or save.



Figure 19 – Standard Reports

GENERAL SYSTEM NAVIGATION INFORMATION

To navigate through ANZ Transactive Trade simply use the page controls available within the system. It is recommended you do not use the controls on your browser's toolbar (such as Back, Forward and Refresh) to navigate through the system.

See the Navigating the System section of the ANZ Transactive Trade help.

MINIMUM SPECIFICATIONS

Refer to the Minimum System Requirements Document published on the ANZ Transactive Trade Resource Central page.

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ONLINE HELP

The Online Help tool should be your primary source of information about using ANZ Transactive Trade.

As shown below, there are two ways to access ANZ Transactive Trade help.

1. The Help button at the top of the page provides a complete online help index for the majority of ANZ Transactive Trade functions.
2. The  button in the Home menu provides a help function for the specific page you are accessing.

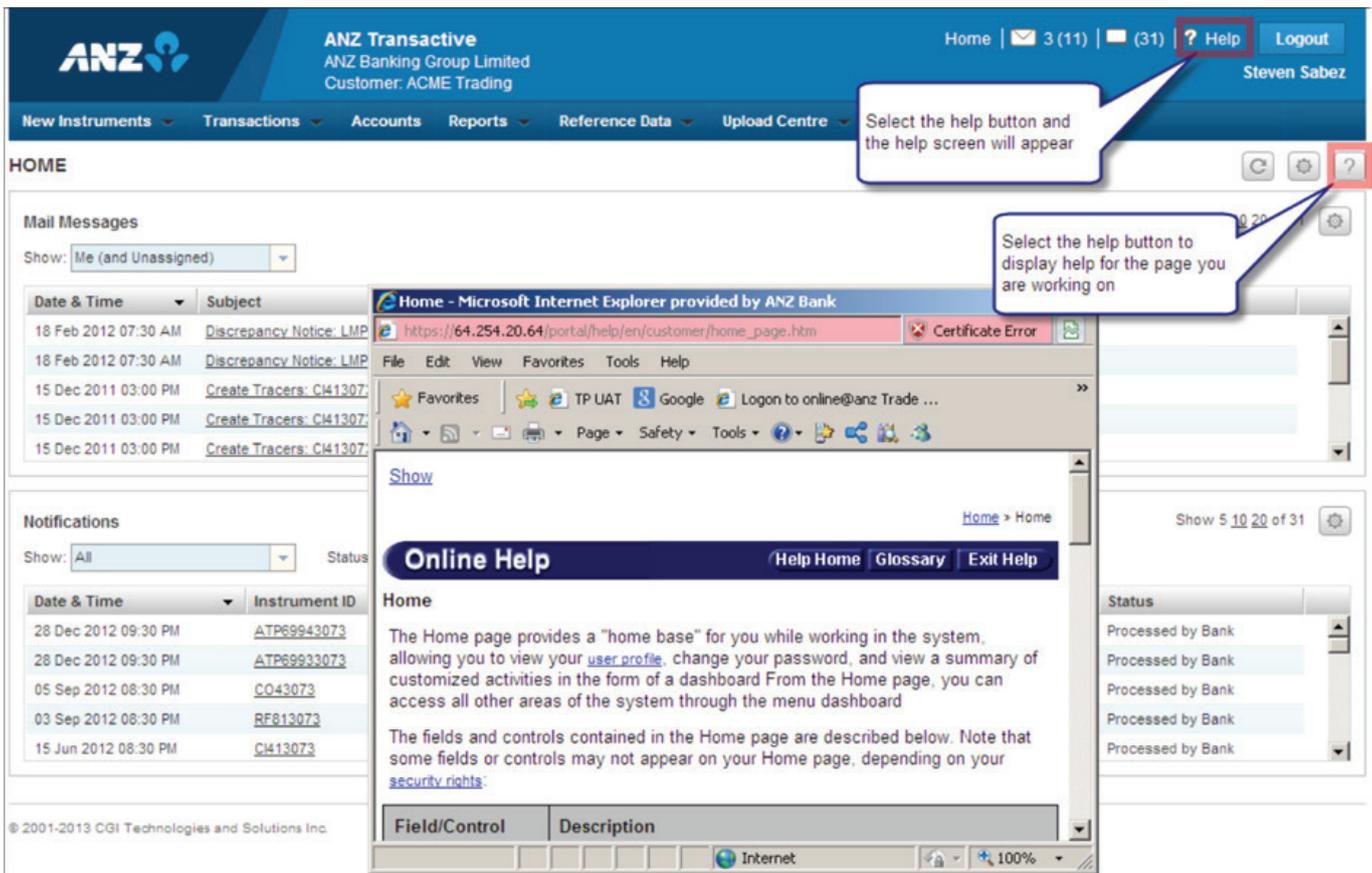


Figure 20 – Online Help

