ANZ TRANSACTIVE ENHANCEMENTS

JUNE 2016

CONTENTS

WHAT'S NEW IN THIS RELEASE OF ANZ TRANSACTIVE? 3

NEW BILLING INSTRUMENT FUNCTIONALITY 4

WHAT WILL CHANGE? 4
WHY IS IT CHANGING? 4
WHAT DOES THIS MEAN FOR ME? 4
WHAT WILL IT LOOK LIKE? 4

SETTLEMENT INSTRUCTION AND ROLLOVER TRANSACTIONS 6

WHAT WILL CHANGE? 6
WHY IS IT CHANGING? 6
WHAT DOES THIS MEAN FOR ME? 6
WHAT WILL IT LOOK LIKE? 6
Settlement Instruction Request notification 6
New Settlement Instruction transaction 8
New Rollover transaction 9
Import LC Discrepancy Response 11

SELF-SERVICE NOTIFICATION RULES 12

WHAT WILL CHANGE? 12
WHY IS IT CHANGING? 12
WHAT DOES THIS MEAN FOR ME? 12
WHAT WILL IT LOOK LIKE? 12
Customising Email and Notification Rules for specific Instrument types and transactions 14

REPORT SEARCH FUNCTIONALITY 16

WHAT WILL CHANGE? 16
WHY IS IT CHANGING? 16
WHAT DOES THIS MEAN FOR ME? 16
WHAT WILL IT LOOK LIKE? 16

WHAT'S NEW IN THIS RELEASE OF ANZ TRANSACTIVE?

The following enhancements have been implemented as part of the latest ANZ Transactive system upgrade.

- New Billing Instrument capability
- New Settlement Instruction and Rollover Transaction types
- Self Service Portal and Email Notifications
- Report Search capability

Note: these changes will only be visible to you if they have been enabled in your Corporate Customer Profile and/or Security Profile as part of your ANZ Transactive setup.

NEW BILLING INSTRUMENT FUNCTIONALITY

WHAT WILL CHANGE?

A new section called **Billing** will be available in the Transactions menu allowing you to view a history of your ad hoc and recurring billing instruments. New notification types will also be introduced to alert you that a new billing event has taken place.

WHY IS IT CHANGING?

Previously all fees and charges visible to you via ANZ Transactive had to be related to an underlying transaction. This new enhancement will allow you to view billing items which are not specifically related to a particular transaction. This could include ad hoc and recurring fees and charges such as monthly channel access fees or line fees.

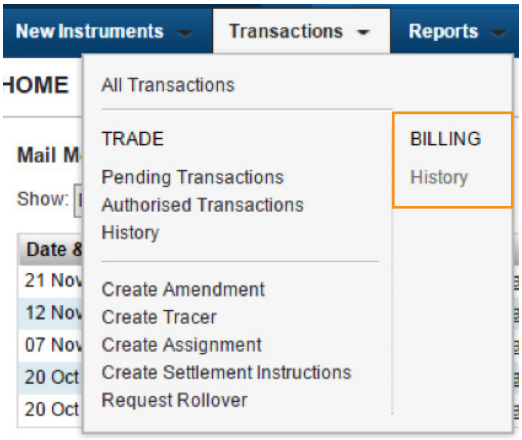
WHAT DOES THIS MEAN FOR ME?

You will now have online visibility of ad hoc and recurring billing items. In the past you may have been notified of a billing event by other means such as email or via an invoice in the mail. You will be notified in the notification section of a new item and if configured for email notifications, you will also receive an automated email notification.

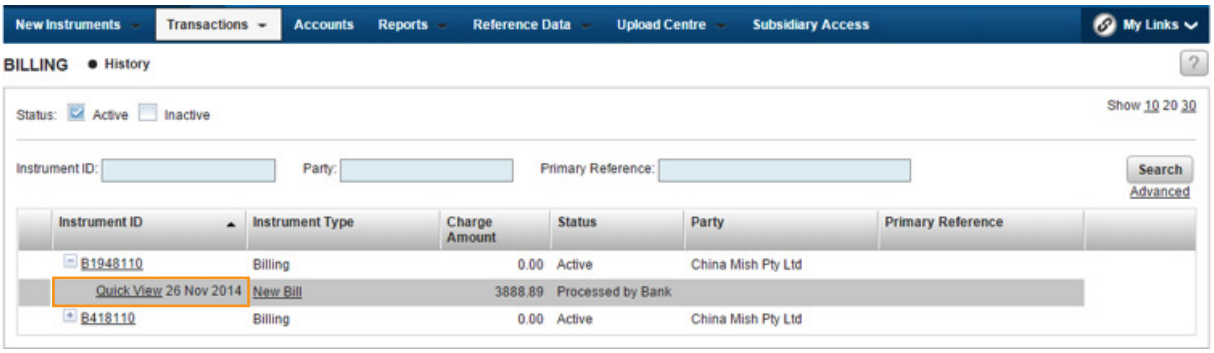
Note: Historic billing items collected prior to this enhancement will not be visible in this feature.

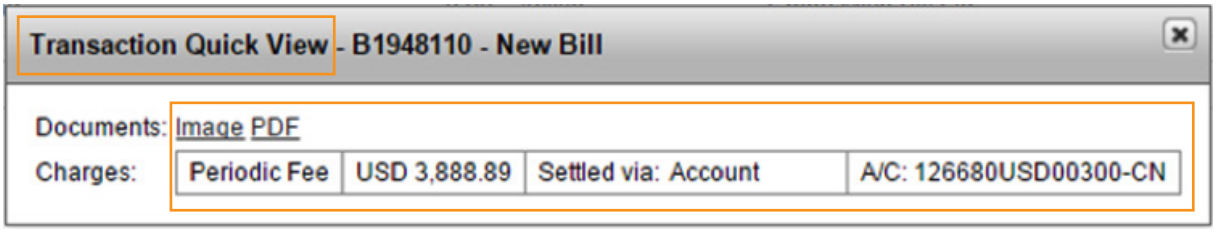
WHAT WILL IT LOOK LIKE?

A **Billing** section will be available in the Transactions menu. Click on **History** to search for and view details of a billing instrument that has been processed.

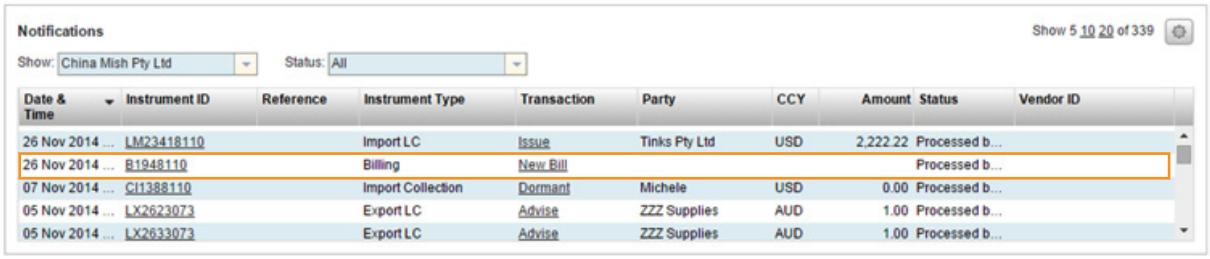


You can drill down into the Billing Instrument detail by clicking on the **Instrument ID**, or you can view a quick summary of the fees and any PDF images by clicking "**Quick View**"





The Notifications functionality in ANZ Transactive will inform you of any new billing activities that fall in this category. To view details of your Billing Instrument simply click on the **Instrument ID** or **Transaction** from the Notifications section of your homepage dashboard.



SETTLEMENT INSTRUCTION AND ROLLOVER TRANSACTIONS

WHAT WILL CHANGE?

Two new transaction types will become available in the Transactions menu called **Settlement Instructions** and **Rollover**. Additionally, a **Settlement Instructions** section will be added to the existing Import LC Discrepancy Response transaction. There will also be a new type of notification called "**Settlement Instruction Request**" **(SIR)**, requesting you to provide instructions for some maturing trade instruments.

WHY IS IT CHANGING?

The two new transaction types will allow you to provide authenticated settlement and rollover instructions to the bank securely via ANZ Transactive. Previously, settlement and rollover instructions may have been advised via a number of alternate forms including emails and mail messages which are not authenticated. Settlement instruction and Rollover transactions can now be sent to the bank for the following instruments types using your existing instrument authorisation framework:

- Import Collections
- Import Bankers Acceptances
- Import Deferred Payments
- Trade Loans

Import LC Discrepancy Response transactions will now allow you to include your settlement instructions in the same transaction.

WHAT DOES THIS MEAN FOR ME?

You will now be required to provide your settlement instructions using the **Settlement Instructions** or **Rollover** transaction. This can be initiated directly from the **Transactions** menu or by replying to a **Settlement Instruction Request (SIR)** notification.

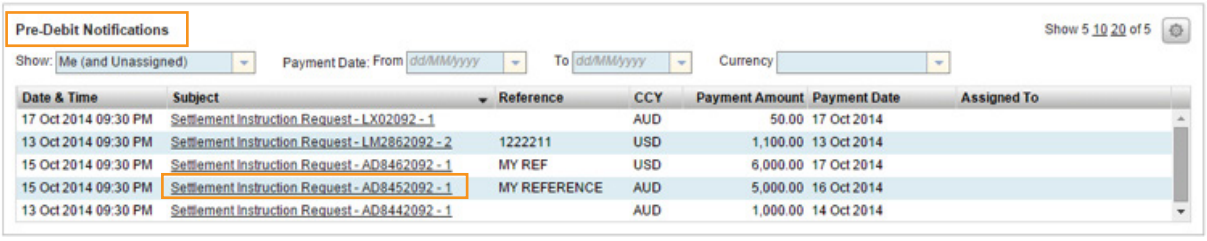
WHAT WILL IT LOOK LIKE?

Settlement Instruction Request notification

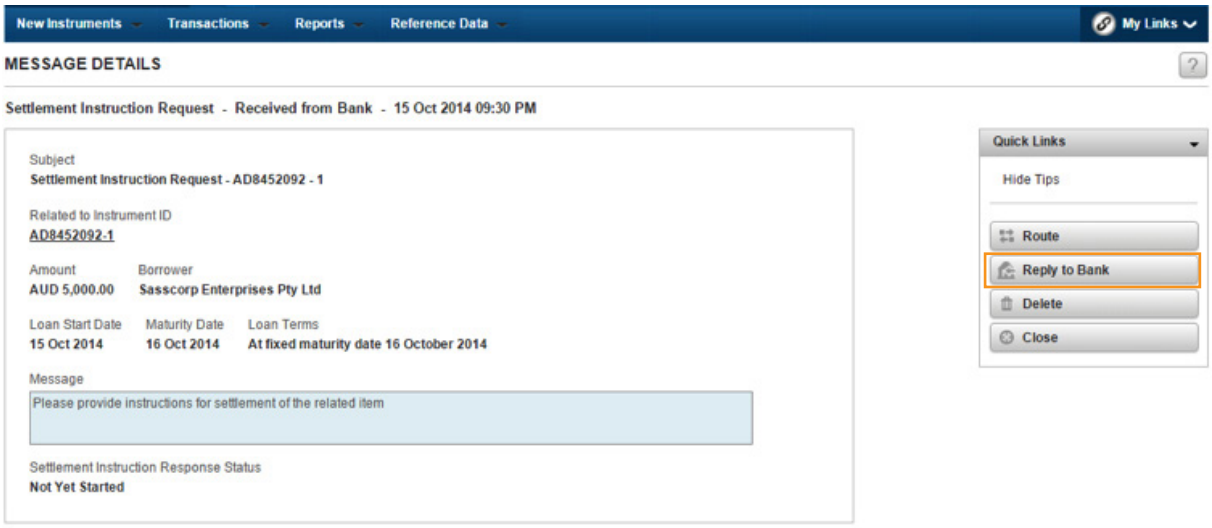
Upon the maturity of the following instrument types, an automated **Settlement Instruction Request (SIR)** will be sent to ANZ Transactive.

- Import Bankers Acceptances
- Import Deferred Payments
- Trade Loans
- Clean Document Examination – Sight Import LCs

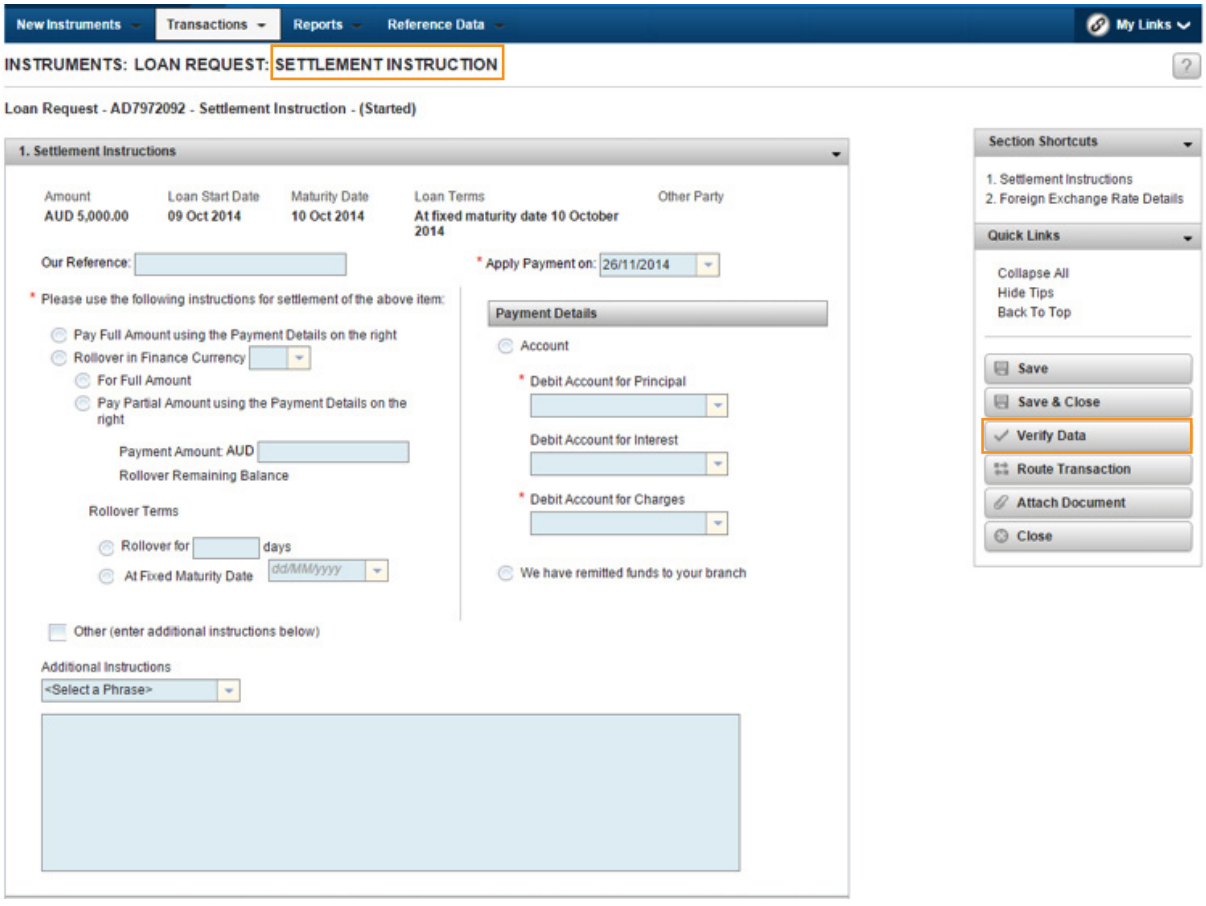
It will be sent to the **Pre-Debit Notifications** section of your homepage. To respond to a Settlement Instruction Request you can create a "**Settlement Instruction Response**" transaction and send it to ANZ.



To do this, open the Settlement Instruction request message and press **Reply to Bank**.



Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.

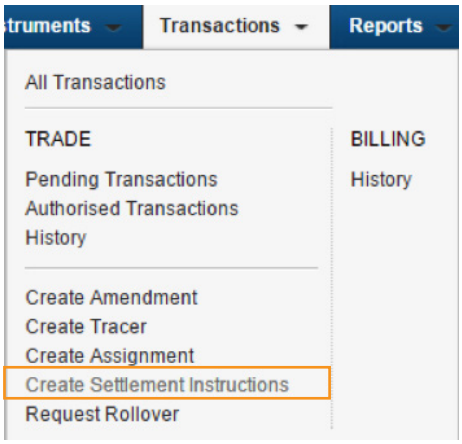


New Settlement Instruction transaction

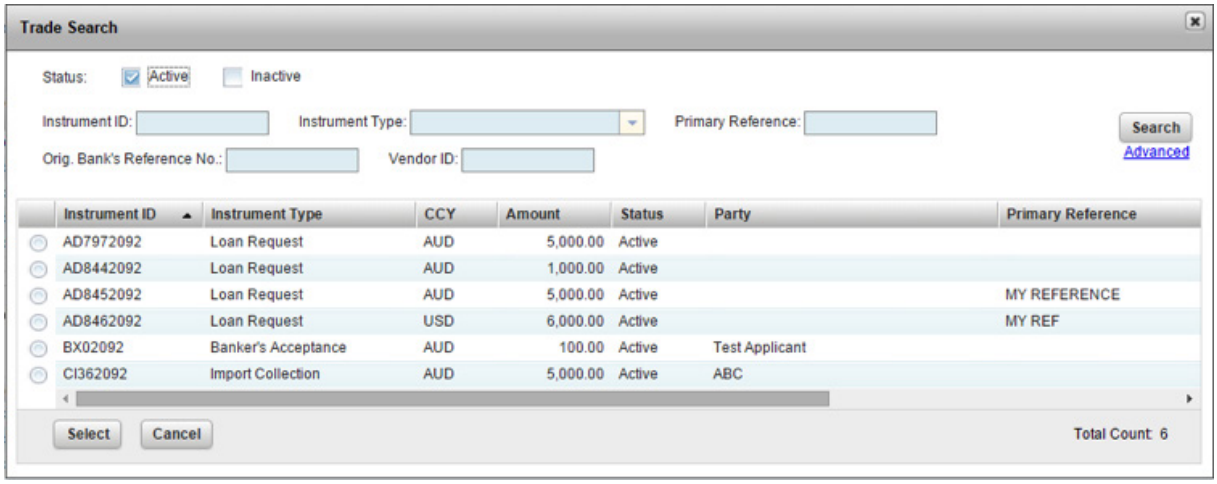
A new Settlement Instruction transaction can be initiated at any time and applies to the following active instruments types:

- Import Collections
- Import Bankers Acceptances
- Import Deferred Payments
- Trade Loans

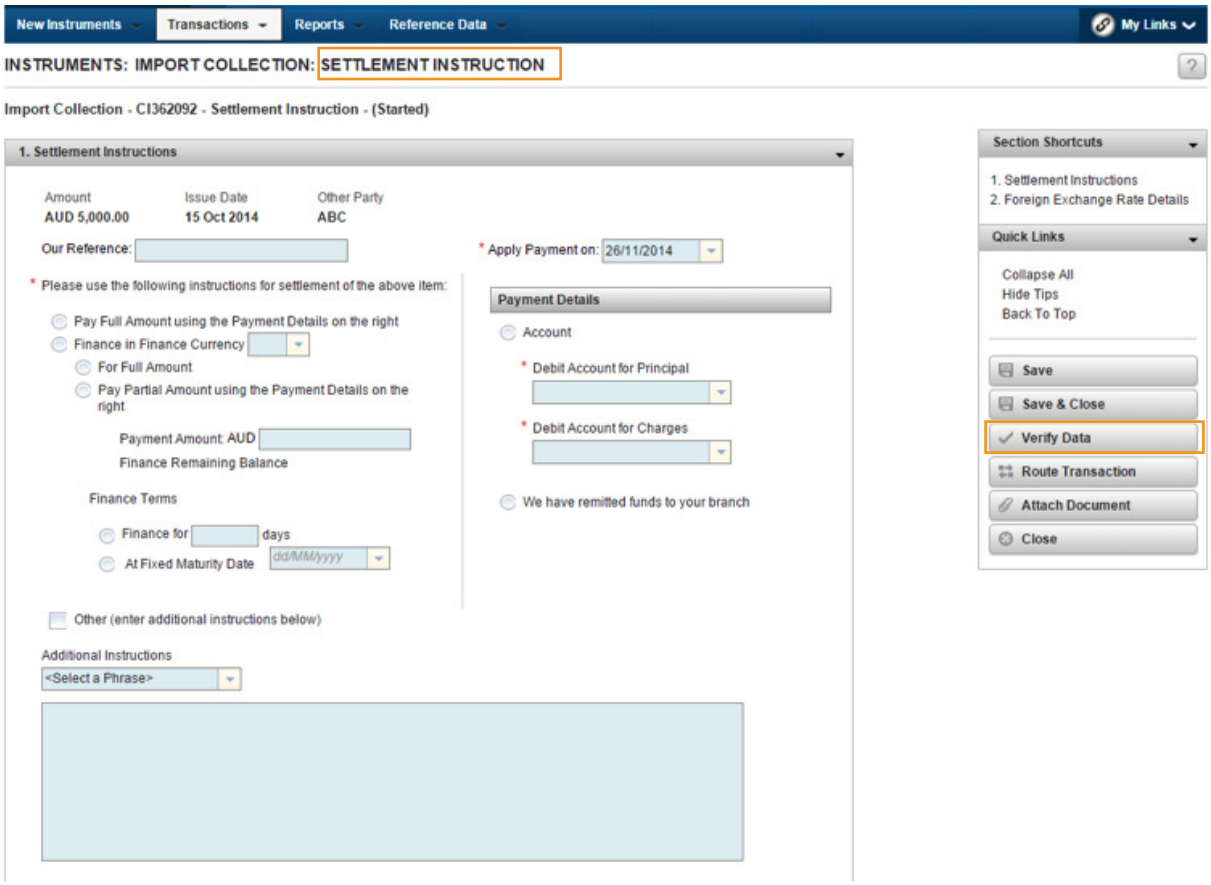
Select the **Create Settlement Instructions** option from the Transactions tab



Select the active Instrument Type you wish to settle/pay from the available list. A Settlement Instruction transaction will be created.



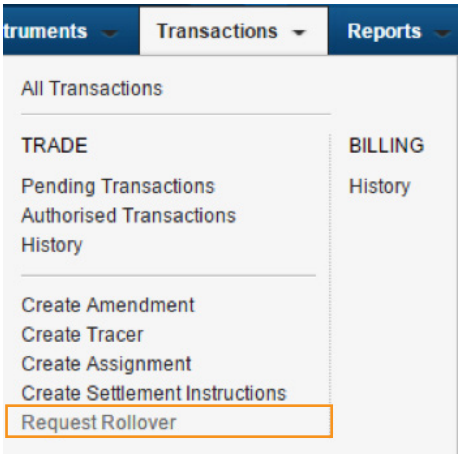
Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.



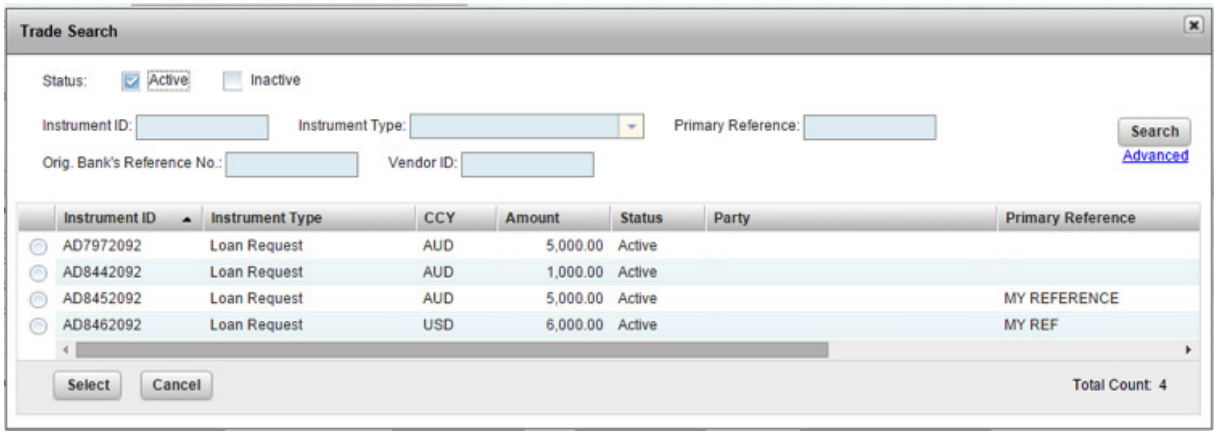
New Rollover transaction

A Rollover transaction enables you to request an extension to the original expiry date of your outstanding Trade Loan. Accrued interest and charges will still be payable upon the original expiry date, however you can request the principal (or part principal) to be rolled over to mature on a future date. If accepted by the Bank, a new Trade Loan Instrument will be issued for the rolled over principal and linked to the original Trade Loan Instrument.

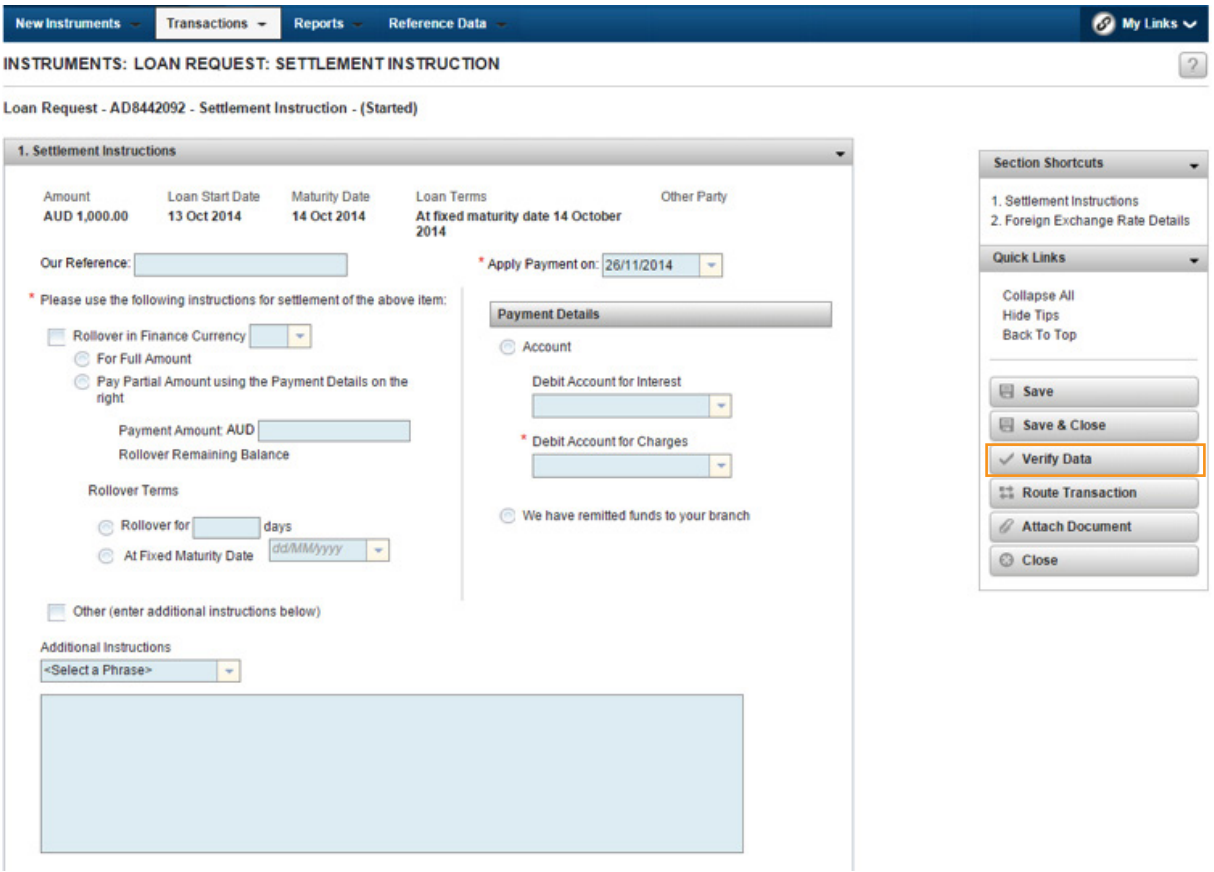
Select the **Request Rollover** option from the Transactions tab.



Select the active Trade Loan you wish to rollover from the available list. A Settlement Instruction transaction will be created.

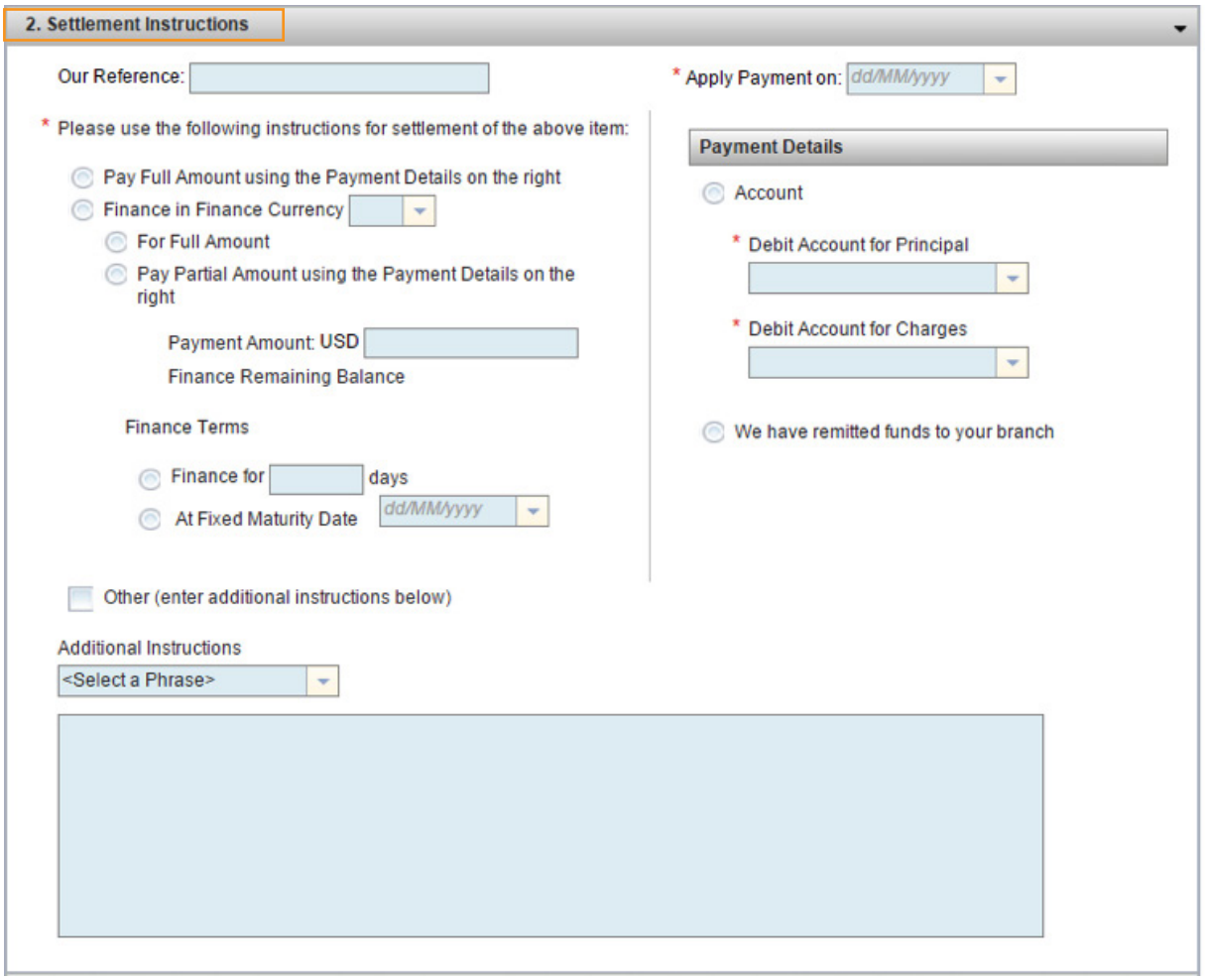


Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.



Import LC Discrepancy Response

The Import LC Discrepancy Response transaction will have an additional section called "**Settlement Instructions**". This will allow you to provide the required information at the same time as submitting your discrepancy response instructions.



Complete the required fields and press **Verify Data** then **Authorise** the transaction as per your existing authorisation framework.

SELF-SERVICE NOTIFICATION RULES

WHAT WILL CHANGE?

A new dataset called **Notification Rules** will be added into the Reference data menu. These rules will define the criteria for automated Portal and email notifications for your organisation.

WHY IS IT CHANGING?

Portal Notification and email rules were previously managed by the Bank and clients could not easily maintain the rules and email recipients. In response to client feedback, this capability has been transferred into the reference data menu to allow self-service of automated notifications. Additional functionality has also been added enabling customisation of recipients based on the type of instrument and transaction.

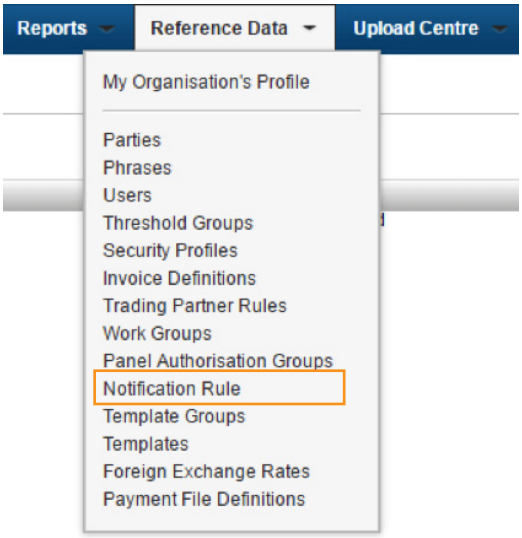
WHAT DOES THIS MEAN FOR ME?

Default Notification Rules will continue to be set up by the bank during the registration process for new customers, however ongoing maintenance of Notification Rules will no longer be maintained by the bank. Email Notification Rules for existing customers will be copied across to the reference data menu at the time of this enhancement. Company administrators, or users with access to edit the Notification Rules reference data, will be able to maintain the rules and recipients of email notifications going forward. Default Notification Rule templates will be prepared by the bank and available for use.

Additionally you will need to ensure that your companies User Profiles contain accurate and up to date email addresses, as the new notification rules will use the email addresses recorded on the user's profile.

WHAT WILL IT LOOK LIKE?

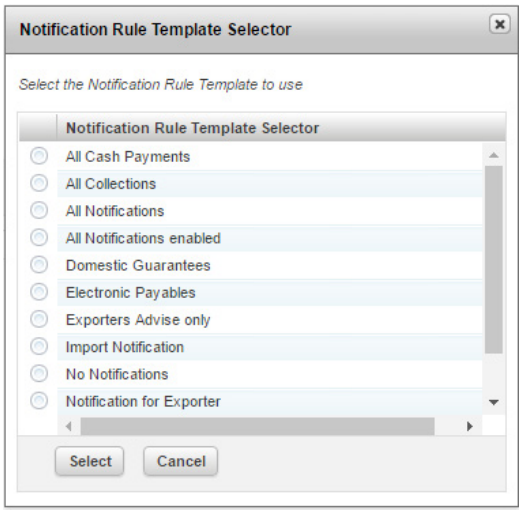
A Notification Rule option will be available in the Reference Data Menu.



There can only ever be one Notification Rule for each organisation. Each rule can then be customised as required.

If no rule exists, you can create a new rule based on the Bank Default Templates available by pressing the **New** button.

Note: the **New** button will not appear if a notification rule already exists.



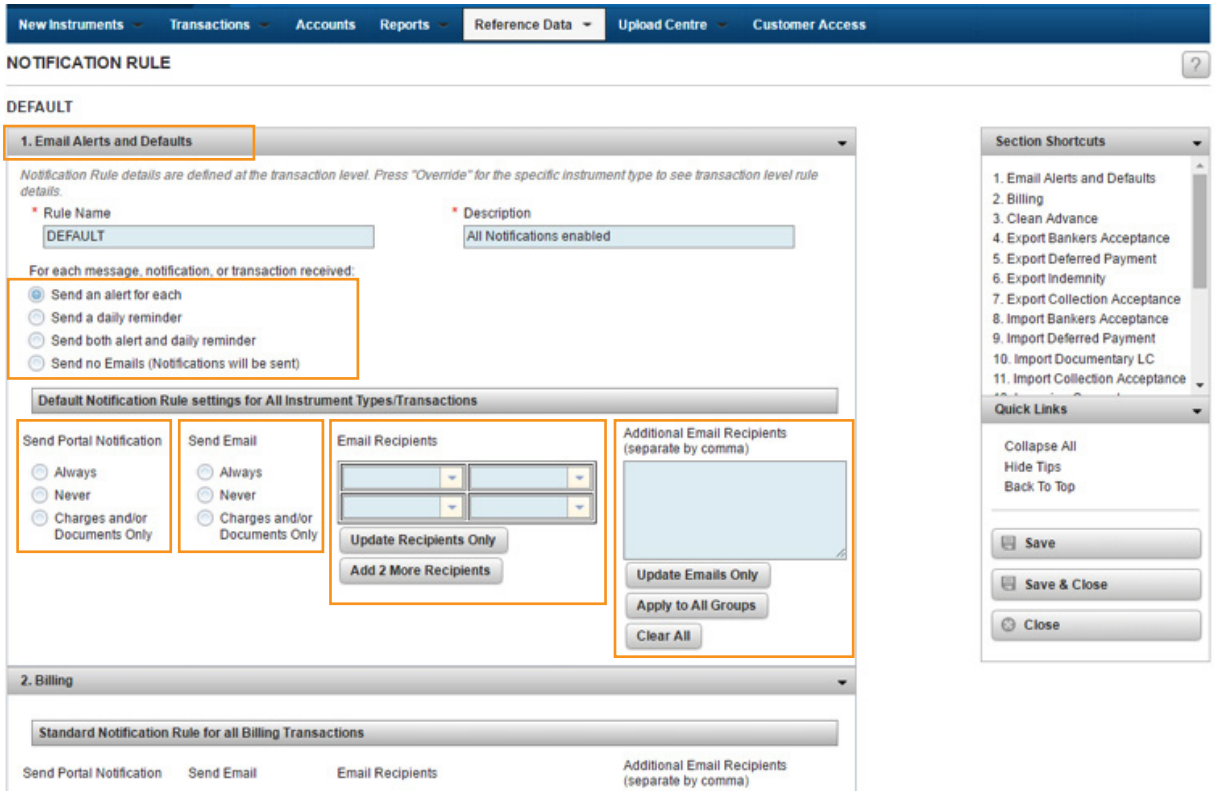
Clicking on the Notification Rule will Display the Rule details, which can be edited/maintained as required.

Section 1: Email Alerts and Defaults define the rules for the frequency of automated emails for each Message, Notification, or transaction received in the portal. One radio button option must be selected.

Section 1: Default Notification Rule settings for All Instrument Types/Transactions can be used to apply default rules for all types of Instruments/transactions notifications. Usage of this section is optional, however it is useful if you want to apply the same rules across all instrument types.

There are 4 key areas in this section:

1. **Send Portal Notification** – select one of the following options;
   a. **Always** – always send a notification to the Portal
   b. **Never** – Never send a notification to the portal
   c. **Charges and/or Documents** – Only send if charges have been collected or documents are attached
2. **Send Email** - select one of the following options;
   a. **Always** – always send an email notification
   b. **Never** – Never send an email notification
   c. **Charges and/or Documents** – Only send if charges have been collected or documents are attached
3. **Email Recipients** - Select from the drop-down lists the email recipients to receive email notifications. The values available in the drop-down list will correspond to the User ID's that contains an email address. Up to 24 User ID's can be added
4. **Additional email recipients** - In the event a recipient does not have a User Profile, then an option to add additional email addresses are available. Multiple email addresses may be added in the free-format text field, separated by a comma and up to a maximum of 300 characters.



To cascade this setting (in Section 1: Default Notification Rules) to all instruments available for this customer, select the **Apply to All Groups** button. This will apply the default rules to all the Instrument Types displayed in the subsequent sections below.

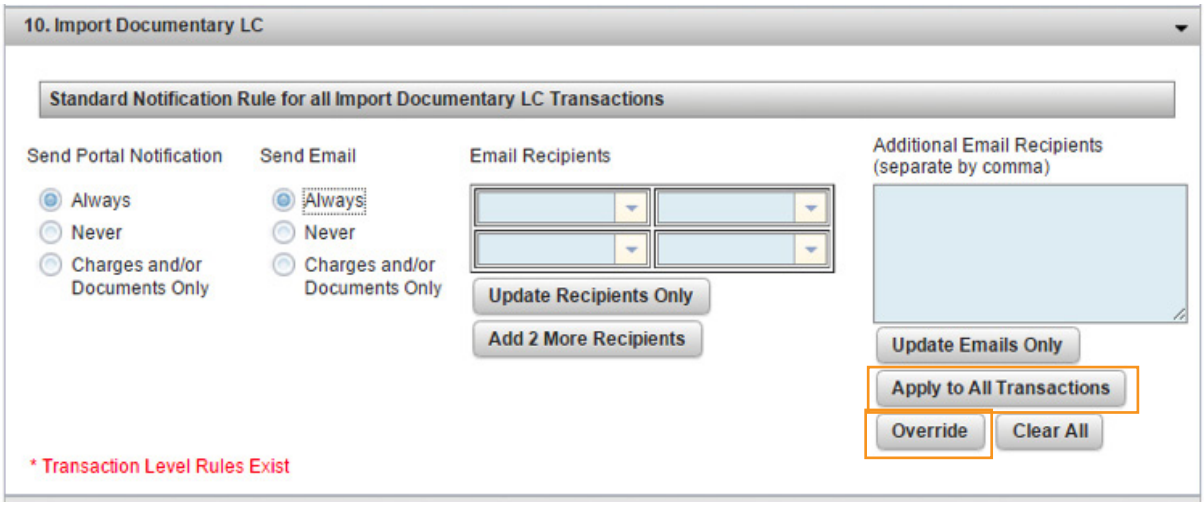
Note:

- Pressing this button will override all existing instrument and transaction level rules and Email recipients.
- If you only want to add the Email Recipients to all instruments, but not change the rules, then select the **Update Recipients Only** button. This will add the additional User IDs to the existing list of recipients.
- If you only want to add the additional emails to all instruments, but not change the rules, then select the **Update Emails Only** button. This will add the additional email addresses to the existing list of recipients.

Customising Email and Notification Rules for specific Instrument types and transactions

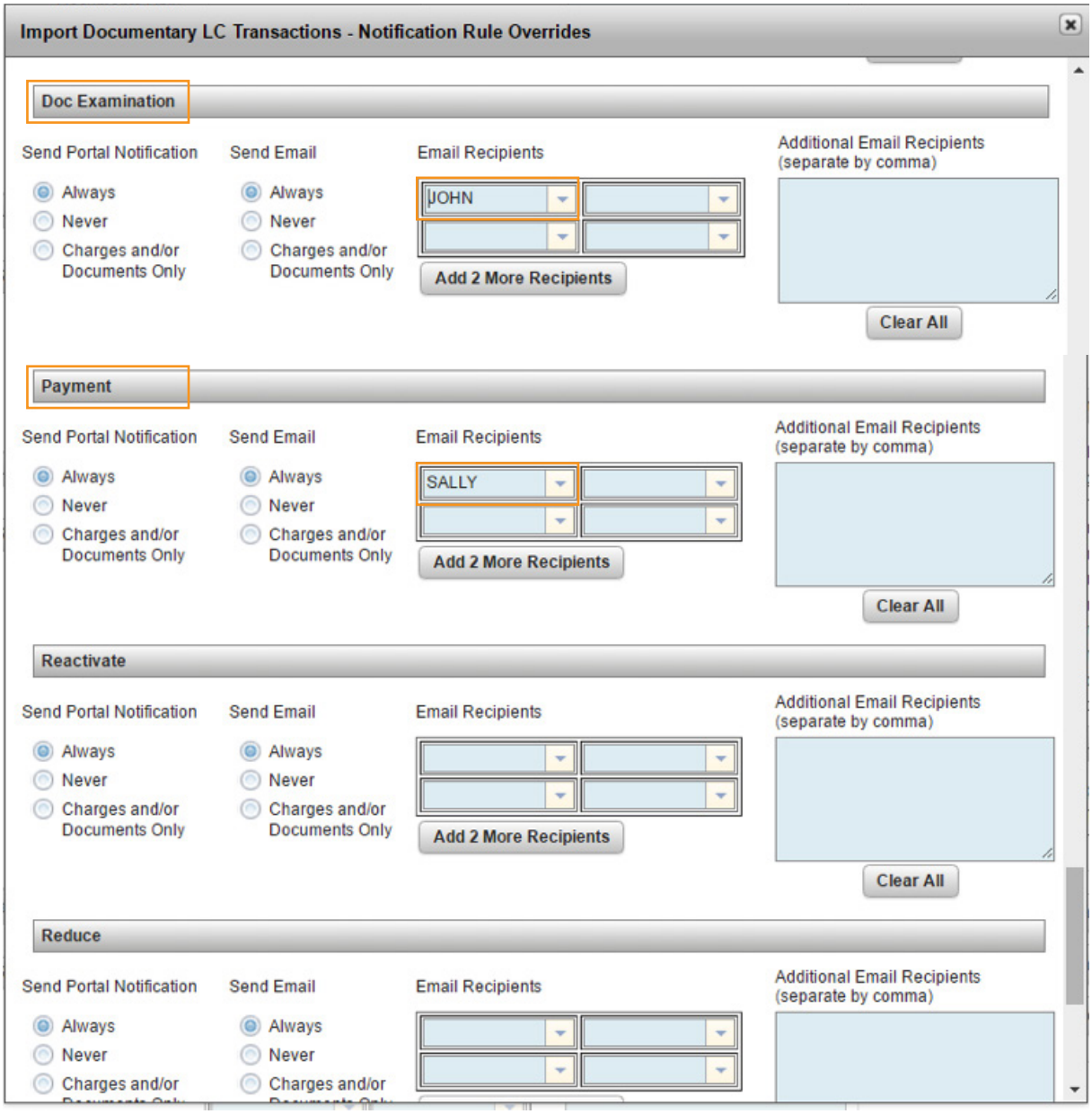
Notification rules can be customised based on specific instrument type/transaction combinations. These can be specified from **Section 2** onwards in the Notification Rule. There are up to 35 additional sections, each of which correspond to a different Instrument Type (Note: you will only see the Instrument types applicable to your organisation's profile). If the **Apply to All Groups** button was used, the default setting would have been copied across to each of these sections. They can then be individually modified to edit the recipients and for each Instrument type/transaction combination.

Applying the settings at each instrument level will apply the rules for every transaction type for that instrument. This is done by pressing the **Apply to all Transactions** button at the instrument level settings.



You can further customise the rules for each transaction type under a particular instrument. For example you may want "John" to receive notifications for Import LC Doc Exam transactions but "Sally" to receive notifications for Import LC Payment transactions. These can be maintained by pressing the **Override** Button. Then simply locate the transaction type you want to maintain and edit the rules as required then press save & close.

Note: you will see the note **"Transaction Level Rules Exist"** in red on each instrument section where transaction level rules exist and can be customised.



REPORT SEARCH FUNCTIONALITY

WHAT WILL CHANGE?

A new **Report Name** search field will be available in both the Standard Reports and Custom Reports pages

WHY IS IT CHANGING?

The Report Name search field has been added to allow you to easily search for a report by name.

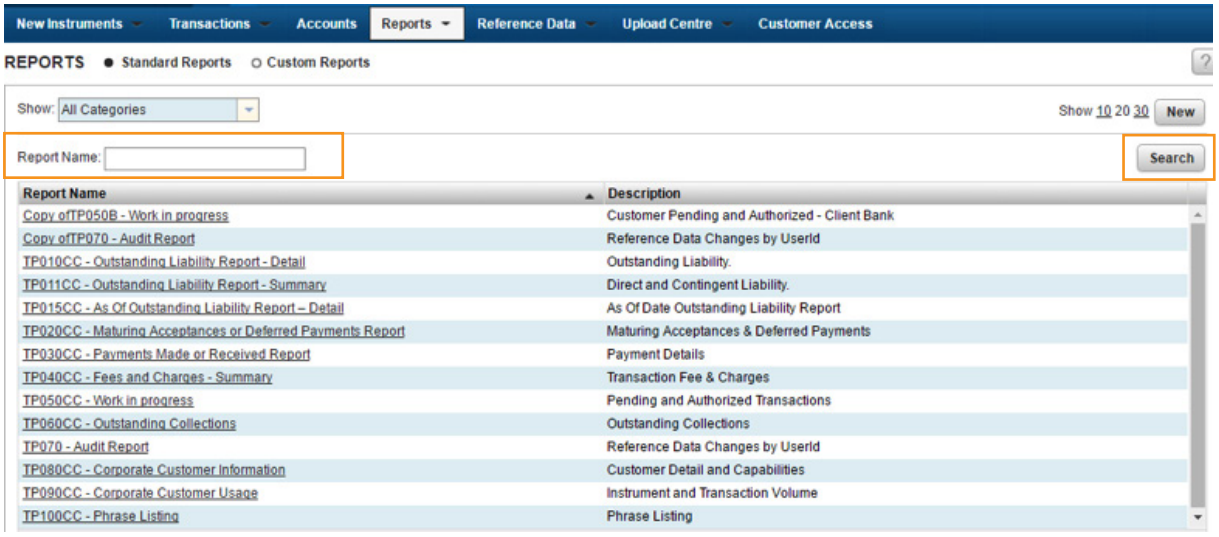
WHAT DOES THIS MEAN FOR ME?

You will no longer need to scroll down the report list to locate a report. The Report Search field will allow you to easily search for the report name in addition to the standard list view.

WHAT WILL IT LOOK LIKE?

A Report Name search field will appear at the top of the report table you are viewing.

Simply enter part of the report name in the field and press **Search**. The results will be displayed in the table.



Australia and New Zealand Banking Group Limited (ANZ) ABN 11 005 357 522. Item No. 93719A 05.2016 W536368

anz.com