



# ANZ TRANSACTIVE TRADE USER GUIDE

DECEMBER 2015

# DISCLAIMER

© Copyright Australia and New Zealand Banking Group Limited (ANZ) 100 Queen Street, Melbourne 3000, ABN 11 005 357 522. ANZ's colour blue is a trade mark of ANZ.

The purpose of this document is to provide you with information on ANZ's financial products to assist you in making an assessment in purchasing these financial products. This document is not to be used for any other purpose.

The information contained in this document does not constitute financial advice and does not purport to contain all the relevant information that you may require in order to make a decision to purchase ANZ's financial products. You should conduct and rely upon your own investigations and analysis of whether to purchase the financial products. ANZ recommends that any decision to purchase our financial products should be based on the appropriate Terms and Conditions. Please contact your Relationship Manager for a copy of the Terms and Conditions.

Neither the issue of this document nor any part of its contents constitutes an offer to sell or solicitation of an offer to buy ANZ's financial products.

In no circumstances will ANZ or its related bodies corporate and their respective directors, employees, advisers, agents and contractors (together known as "ANZ"), be responsible for any costs or expenses incurred by you in connection with your investigations in a possible purchase of the financial products. Except to the extent permitted at law, ANZ accept no liability (including negligence), for loss or damage arising in connection with the information contained in this document.

## **NOTICE OF CONFIDENTIALITY**

The information disclosed in this document is provided to you strictly on a commercial-in-confidence basis. Except where required at law or with ANZ's written consent, you may not disclose the information contained in this document to any person other than for the purpose of assisting you in assessing the possibility of purchasing ANZ's financial products and only if you have made such person aware of your obligations under this document before you disclose information to them.

# TABLE OF CONTENTS

<b>NOTICE OF CONFIDENTIALITY</b>	<b>2</b>
<b>INTRODUCTION TO ANZ TRANSACTIVE TRADE</b>	<b>6</b>
<b>ABOUT THIS GUIDE</b>	<b>6</b>
<b>LEARNING ABOUT ANZ TRANSACTIVE TRADE</b>	<b>6</b>
Online Help	6
General system navigation	7
<b>MINIMUM SPECIFICATIONS</b>	<b>7</b>
<b>ANZ TRANSACTIVE TRADE SECURITY INFORMATION</b>	<b>8</b>
Physical security	8
Data encryption	8
Firewalls	8
Authentication	8
Security Profiles	8
Threshold Groups	8
Template Groups	8
Segregation of Duties	9
Subsidiary access	9
<b>PROTECTING YOUR BANKING</b>	<b>9</b>
<b>KEY CONCEPTS AND TERMS</b>	<b>9</b>
Messages	9
Transactions/Instruments	10
Organisation subsidiaries	10
<b>GENERAL SYSTEM TASKS</b>	<b>11</b>
<b>UNDERSTANDING YOUR HOMEPAGE</b>	<b>11</b>
<b>NAVIGATING THE SYSTEM</b>	<b>11</b>
<b>PERSONALISING YOUR HOMEPAGE</b>	<b>12</b>
Personalise Dashboard/Homepage	12
Personalise selected sections on your Homepage	13
<b>SETTING UP AND MANAGING 'MY LINKS'</b>	<b>13</b>
Updating Favourite Tasks	13
Updating Favourite Reports	14
<b>SESSION TIMEOUTS AND SAVING YOUR WORK</b>	<b>15</b>
<b>LOGGING OUT</b>	<b>16</b>

# TABLE OF CONTENTS

<b>VIEWING YOUR USER PREFERENCES</b>	<b>16</b>
What are user preferences?	16
How to view your user preferences	17
Changing your user preferences	17
<b>CHANGING YOUR PASSWORD</b>	<b>17</b>
How often will my password expire?	17
Passwords must	18
Passwords must not	18
Important details about passwords	18
How to change your password	18
Forgotten your password?	18
Token users	18
<b>TRADE INSTRUMENTS</b>	<b>19</b>
<b>WHAT IS A TRADE INSTRUMENT?</b>	<b>19</b>
<b>TYPES OF TRADE INSTRUMENTS</b>	<b>19</b>
<b>TRADE INSTRUMENT WORKFLOW</b>	<b>19</b>
<b>TRADE INSTRUMENT STATUSES</b>	<b>20</b>
<b>MANAGING TRADE TRANSACTIONS</b>	<b>21</b>
<b>VIEWING TRADE INSTRUMENTS</b>	<b>21</b>
<b>CREATING TRADE INSTRUMENTS</b>	<b>23</b>
Option 1: Starting from a blank form	23
Option 2: Starting from an existing template	23
Option 3: Starting from an existing instrument	24
<b>IMPORT LETTERS OF CREDIT</b>	<b>25</b>
Issue	25
Amendment	33
Discrepancies	36
Clean Document Examinations – Sight Import LCs	39
<b>TRADE LOANS</b>	<b>41</b>
New Trade Loan request	41
Trade Loan Rollover Requests	54

# TABLE OF CONTENTS

<b>EXPORT LETTERS OF CREDIT</b>	<b>56</b>
Advise	56
Amendment	59
Discrepancies	62
Assignment of Proceeds	64
Transfer	67
<b>GUARANTEE</b>	<b>69</b>
New Outward Guarantee	69
Amendment	75
<b>STANDBY LETTERS OF CREDIT</b>	<b>77</b>
Outgoing Standby LC	77
<b>DOCUMENTARY COLLECTIONS</b>	<b>82</b>
New Collections	82
<b>SETTLEMENT INSTRUCTION REQUESTS</b>	<b>83</b>
Responding to a Settlement Instruction Request	83
Creating a New Settlement Instruction Transaction	85
<b>AMENDING TRANSACTIONS PRIOR TO AUTHORISATION</b>	<b>87</b>
<b>AUTHORISING INSTRUMENTS</b>	<b>88</b>
<b>ROUTING TRANSACTIONS</b>	<b>90</b>
<b>MESSAGES</b>	<b>91</b>
<b>MAIL MESSAGES</b>	<b>91</b>
<b>NOTIFICATIONS</b>	<b>93</b>
<b>PRE-DEBIT NOTIFICATIONS</b>	<b>95</b>
<b>REPORTS</b>	<b>96</b>
<b>STANDARD REPORTS</b>	<b>96</b>
<b>ATTACHING DOCUMENTS</b>	<b>97</b>
<b>VIEWING DOCUMENTS</b>	<b>98</b>
<b>BILLING INSTRUMENTS</b>	<b>99</b>

# INTRODUCTION TO ANZ TRANSACTIVE TRADE

## ABOUT THIS GUIDE

This document covers essential processes and procedures for ANZ Transactive Trade users. It is recommended that users read this guide in conjunction with the ANZ Transactive Trade Terms and Conditions.

## LEARNING ABOUT ANZ TRANSACTIVE TRADE

The following range of resources is available to assist you in your use of the ANZ Transactive Trade system.

### ONLINE HELP

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

As new operating features or functions, particularly those relating to security, integrity and authentication are introduced, instructions covering changes and the usage of such features will be provided.

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

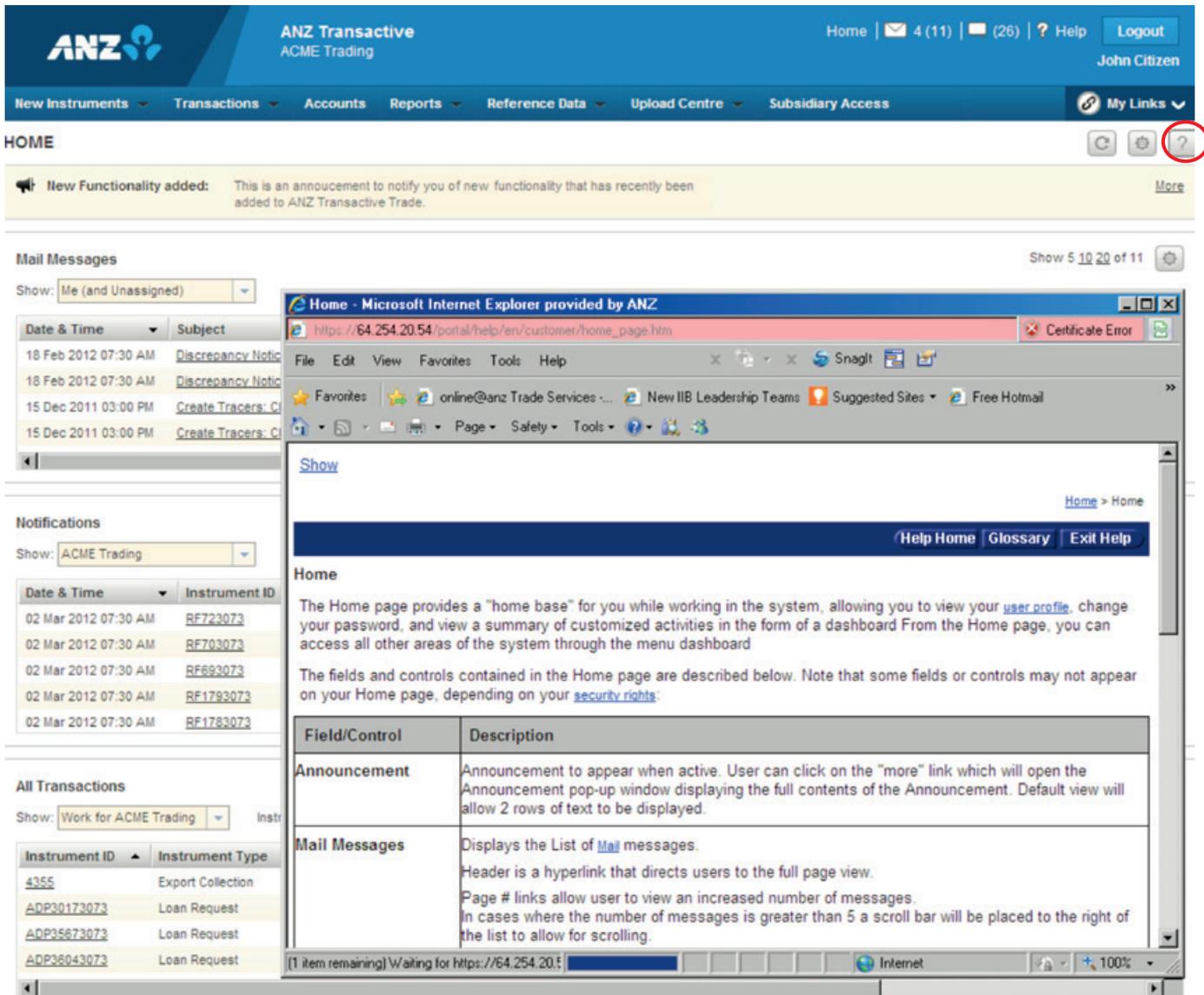
The screenshot displays the ANZ Transactive Trade user interface. At the top, the navigation bar includes the ANZ logo, the text "ANZ Transactive ACME Trading", and user information: "Home | 4 (11) | (26) ? Help Logout John Citizen". The "Help" button is circled in red. Below the navigation bar, there are tabs for "New Instruments", "Transactions", "Accounts", "Reports", "Reference Data", "Upload Centre", and "Subsidiary Access", along with a "My Links" dropdown. The main content area is titled "HOME" and features a "New Functionality added" notification. Below this, there are sections for "Mail Messages" and "Notifications". The "All Transactions" section shows a table of transactions:

Instrument ID	Instrument Type
4355	Export Collection
ADP30173073	Loan Request
ADP35673073	Loan Request
ADP36043073	Loan Request

An inset window shows the "Trade Services -- Corporate Customer Help" page in Microsoft Internet Explorer. The page title is "Help Home" and it includes navigation buttons for "About This Help", "Introduction", "Messages", "Instruments", "Reports", and "Reference Data". A "Glossary" and "Exit Help" button are also present. The page content includes a "Welcome!" message and instructions on how to navigate the help system.

# INTRODUCTION TO ANZ TRANSACTIVE TRADE

2. The  button provides a help function for the specific page you are accessing.



The screenshot displays the ANZ Transactive ACME Trading system interface. The top navigation bar includes the ANZ logo, 'ANZ Transactive ACME Trading', and user information 'John Citizen'. A secondary navigation bar lists various system functions like 'New Instruments', 'Transactions', 'Accounts', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. A 'HOME' section is visible with a 'New Functionality added' announcement. A 'Mail Messages' section shows a list of messages. A 'Notifications' section shows a list of notifications. An 'All Transactions' section shows a list of transactions. A help window is open, displaying the 'Home' page content and a table of field/control descriptions.

Field/Control	Description
Announcement	Announcement to appear when active. User can click on the "more" link which will open the Announcement pop-up window displaying the full contents of the Announcement. Default view will allow 2 rows of text to be displayed.
Mail Messages	Displays the List of <a href="#">Mail</a> messages. Header is a hyperlink that directs users to the full page view. Page # links allow user to view an increased number of messages. In cases where the number of messages is greater than 5 a scroll bar will be placed to the right of the list to allow for scrolling.

## GENERAL SYSTEM NAVIGATION

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.

General system navigation information is also provided within the ANZ Transactive Trade help. See the Navigating the System section of the ANZ Transactive Trade help.

## MINIMUM SPECIFICATIONS

Refer to the ANZ Transactive Trade Minimum System Requirements guide on Resource Central

# INTRODUCTION TO ANZ TRANSACTIVE TRADE

## ANZ TRANSACTIVE TRADE SECURITY INFORMATION

The following security is in place to protect your organisation when using ANZ Transactive Trade.

### PHYSICAL SECURITY

All buildings that contain ANZ Transactive Trade web servers and/or database servers use industry-standard physical security to prevent access by unauthorised people.

### DATA ENCRYPTION

All data communication to and from ANZ Transactive Trade uses 128-bit Secure Sockets Layer encryption and HTTPS (Hypertext Transfer Protocol – Secure) as communication protocol.

### FIREWALLS

Firewalls protect all data used in ANZ Transactive Trade. Firewalls assist to ensure that data is only provided in response to valid requests from the application. It is advisable for your organisation to also have a firewall to protect its own computers and networks.

It is recommended that antivirus and anti-spyware software are installed on computers, particularly when linked to a broadband connection, digital subscriber line or cable modem. It is recommended to update anti-virus and firewall products with security patches or new versions on a regular basis.

### AUTHENTICATION

ANZ Transactive Trade will verify the identity of each user accessing ANZ Transactive Trade by the following authentication methods:

- > User ID/password
- > A Token

To authenticate a user the following action is taken

- > Determine the type of user, and verify the user's identity
- > Confirm the user is permitted to access ANZ Transactive Trade Services

Once authenticated, the user's functionality is controlled by the assigned security profile, which is discussed in the Security Profile section.

### SECURITY PROFILES

An Administrator can assign a security profile for all users on ANZ Transactive Trade that do not require a security device.

A security profile determines:

- > Which modules of ANZ Transactive Trade users can access.
- > The functions users can use within each module of ANZ Transactive Trade.

### THRESHOLD GROUPS

If your use of ANZ Transactive Trade involves authorising transactions, then your organisation's Administrator may have assigned you a threshold group.

Your threshold group determines the value of transactions that you can authorise. For each type of transaction, there are limits for the:

- > Threshold amount, which is the largest single transaction you can authorise
- > Daily maximum value of the transactions you can authorise

### TEMPLATE GROUPS

If your use of ANZ Transactive Trade involves initiating/creating transactions then your Administrator may have assigned you one or more Template Groups. The Template Group assigned to you will determine which type of Instruments you can create.

# INTRODUCTION TO ANZ TRANSACTIVE TRADE

## SEGREGATION OF DUTIES

ANZ Transactive Trade allows your organisation to enforce segregation of duties between employees, which provides an additional form of security. For example:

- > Transactions may need to be authorised by someone other than the last person who entered data for those transactions.
- > Transactions for some types of instruments may require multiple authorisations (i.e. via Token authentication).

## SUBSIDIARY ACCESS

Subsidiary access is the ability for a User to login and be authenticated by ANZ Transactive Trade only once for the corporate organisation to which they are assigned, but also, in the same login session, to be able to access information and/or perform actions on behalf of their organisations subsidiaries. A group of security rights can be assigned to a User profile when the User performs activities in behalf of a subsidiary corporate organisation using the subsidiary access feature.

## PROTECTING YOUR BANKING

- > Users should check the authenticity of the financial institution's website prior to accessing available products and services.
- > Users should verify when accessing products and services offered by the financial institution that the browser session is secure. This can be verified by ensuring the webpage begins with "https://" rather than "http://", and the security lock is displayed on the bottom right of the browser. Users should not commence transactions prior to verifying.
- > Always log out of ANZ Transactive Trade by using the log out button in the top right hand corner of the browser.
- > Do not install software or run programs of unknown origin.
- > Delete junk or chain emails.
- > Do not open email attachments from unknown senders.
- > Do not disclose personal, financial or credit card information to suspect websites or unknown recipients.
- > Do not use a computer or a device which cannot be trusted.
- > Do not use public or internet café computers to access banking products and services.
- > Do not share resources from your computer, (i.e. hard drives and printers) whilst operating on the internet.
- > Do not disclose your password or security device passphrase to anyone else.
- > If your Token is lost or stolen you must notify the ANZ Transactive Trade Support Centre immediately to have the Token suspended or revoked.

## KEY CONCEPTS AND TERMS

This section outlines the key concepts and terms to assist you in using ANZ Transactive Trade.

### MESSAGES

In ANZ Transactive Trade, a message is an electronic communication between ANZ and a client in relation to a transaction. ANZ Transactive Trade enables you to:

- > Send Mail Messages to ANZ.
  - > Route Mail Messages to other users in your organisation.
  - > Receive Notifications from ANZ for transactions relating to instruments you've initiated using ANZ Transactive Trade.
- For more information, see the Mail Messages section.

# INTRODUCTION TO ANZ TRANSACTIVE TRADE

## TRANSACTIONS/INSTRUMENTS

A transaction is the term used for a group of related cash or trade activities. Any Instrument can have one or multiple Transactions associated to it. In ANZ Transactive Trade, transactions are grouped as follows:

- > A new transaction is created when the following actions are performed: Creating a New Instrument, Amending an Existing Instrument, responding to a Discrepancy Notice, etc
- > As part of these actions, a new Transaction type is created for the Instrument. Eg "Issue" or "Amend" etc.

You can create a new "Issue" transaction in the following ways:

- > Using a 'blank' template
- > Based on a pre-configured template or another instrument

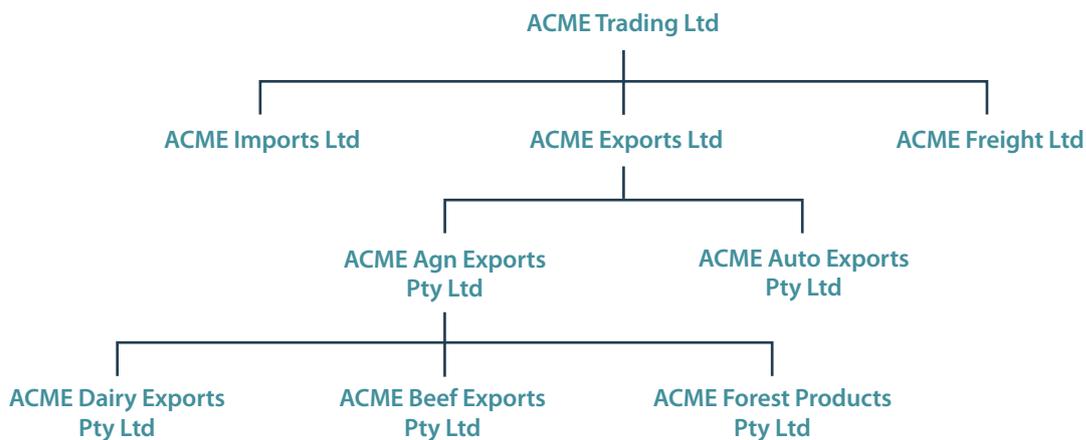
## ORGANISATION SUBSIDIARIES

When an organisation is added to ANZ Transactive Trade, future subsidiary organisations can be assigned to the assigned organisation.

Using ANZ Transactive Trade subsidiary access you can route messages and transactions to:

- > A particular user in any of your subsidiary organisations within your organisation hierarchy

To register for a subsidiary organisations please contact your local Trade Manager.

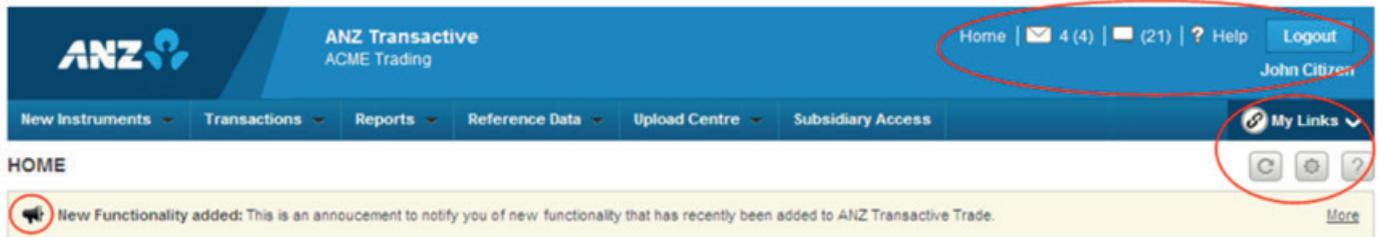


# GENERAL SYSTEM TASKS

This section outlines general system tasks for ANZ Transactive Trade. The following tips will assist you in your use of ANZ Transactive Trade.

## UNDERSTANDING YOUR HOMEPAGE

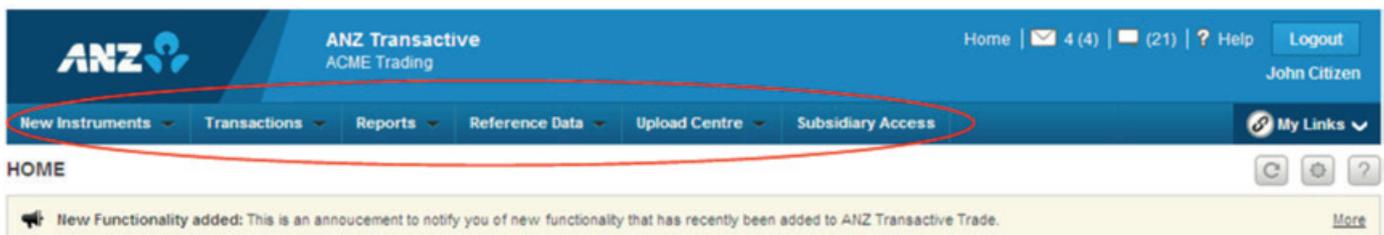
When you first log in to ANZ Transactive Trade, you will enter the Homepage which has a number of features including a common header. Additional detail on each of the features is provided in the relevant section. You will notice shortcuts to key functions such as Mail Messages, Help, Notifications, My Links etc.



BUTTON	DESCRIPTION
	Press to return to the Homepage at any time
	Shows the number of messages and navigates to the Messages page
	Shows the number of notifications and navigates to the Notifications page
	Select for overall system help
	Press to log out of the system
	Shows the user name and navigates to the User preferences page
	Puts your favourites at your fingertips
	Refresh Button: Select to receive the most up to date information
	Preferences Button: Select to set up you Homepage preferences
	Help Button: Select for Homepage help
	Announcements Button: Displays key announcements

## NAVIGATING THE SYSTEM

Depending on the task you are required to complete, you can navigate to it easily via the various tabs on the Homepage.



# GENERAL SYSTEM TASKS

TAB	DESCRIPTION
<b>New Instruments</b> ▾	Used to initiate new transactions/instruments
<b>Transactions</b> ▾	Used to access transaction status (e.g. pending, authorised), historical transaction information or initiate additional work on existing instruments (e.g. create amendments, create tracers)
<b>Reports</b> ▾	Used to access the suite of reports (standard or custom)
<b>Reference Data</b> ▾	Contains useful information on parameter configuration (e.g. parties, threshold groups, templates)
<b>Upload Centre</b> ▾	Used to manage Supply Chain data upload. E.g. Invoice or purchase order file upload.
<b>Subsidiary Access</b>	Used to access subsidiary information (where applicable)

Note that user access to the various tabs is determined by your assigned profile.

## PERSONALISING YOUR HOMEPAGE

Your Homepage can be personalised and configured in many in different ways to simplify the way you work.

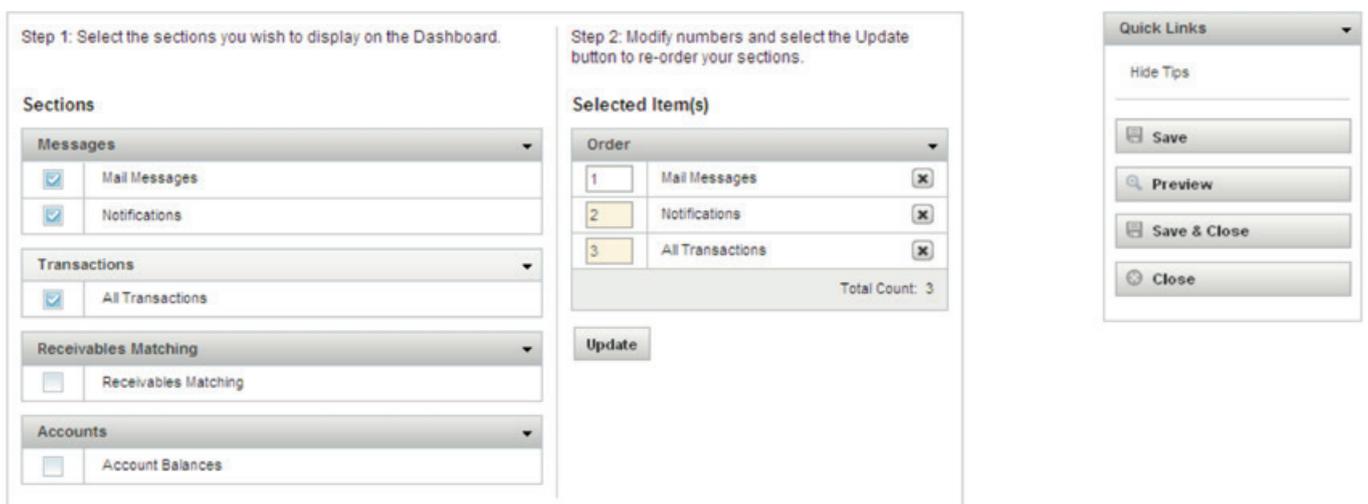
### PERSONALISE DASHBOARD/HOMEPAGE

STEP	ACTION
1	To customise your Homepage, press the  button in the Home section which will open the setup page.
2	Select the Sections you wish to display in the Dashboard menu.
3	Select the order in which you wish the sections to appear.
4	Press the Update button.
5	Press the 'Save & Close' button and you will be returned to the Homepage.



### DASHBOARD PREFERENCES

#### Dashboard Customisation



**Step 1: Select the sections you wish to display on the Dashboard.**

**Sections**

- Messages
  - Mail Messages
  - Notifications
- Transactions
  - All Transactions
- Receivables Matching
  - Receivables Matching
- Accounts
  - Account Balances

**Step 2: Modify numbers and select the Update button to re-order your sections.**

**Selected Item(s)**

Order	Item	Action
1	Mail Messages	<input type="checkbox"/>
2	Notifications	<input type="checkbox"/>
3	All Transactions	<input type="checkbox"/>

Total Count: 3

**Update**

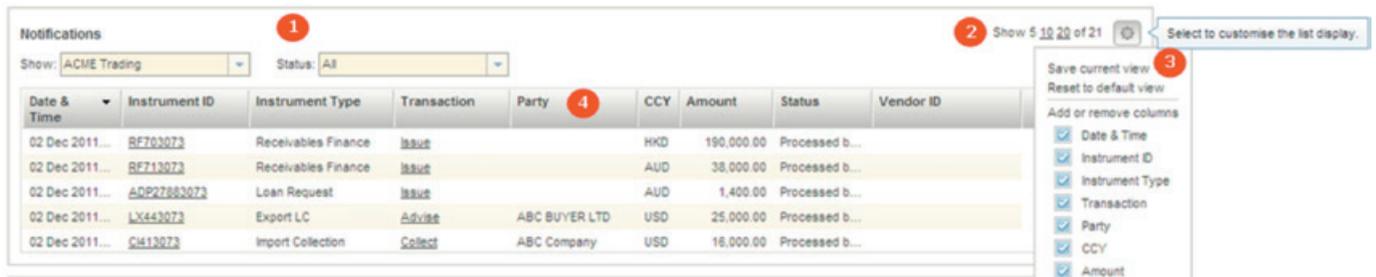
**Quick Links**

- Hide Tips
- Save
- Preview
- Save & Close
- Close

# GENERAL SYSTEM TASKS

## PERSONALISE SELECTED SECTIONS ON YOUR HOMEPAGE

Each section on your Homepage has further customisation available:



Notifications

Show: ACME Trading Status: All

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Dec 2011...	RF703073	Receivables Finance	Issue		HKD	190,000.00	Processed b...	
02 Dec 2011...	RF713073	Receivables Finance	Issue		AUD	38,000.00	Processed b...	
02 Dec 2011...	ADP27883073	Loan Request	Issue		AUD	1,400.00	Processed b...	
02 Dec 2011...	LX443073	Export LC	Advice	ABC BUYER LTD	USD	25,000.00	Processed b...	
02 Dec 2011...	CM13073	Import Collection	Collect	ABC Company	USD	18,000.00	Processed b...	

Show 5 10 20 of 21

Select to customise the list display.

Save current view  
Reset to default view  
Add or remove columns

- Date & Time
- Instrument ID
- Instrument Type
- Transaction
- Party
- CCY
- Amount

- 1 Default on the spot filtering for the relevant section.
- 2 Define how many lines you want to be shown at a time.
- 3 Select the columns you want to see displayed.
- 4 Filter by a particular criteria and flexible list view – can lift and shift columns to create your customised view.

## SETTING UP AND MANAGING 'MY LINKS'

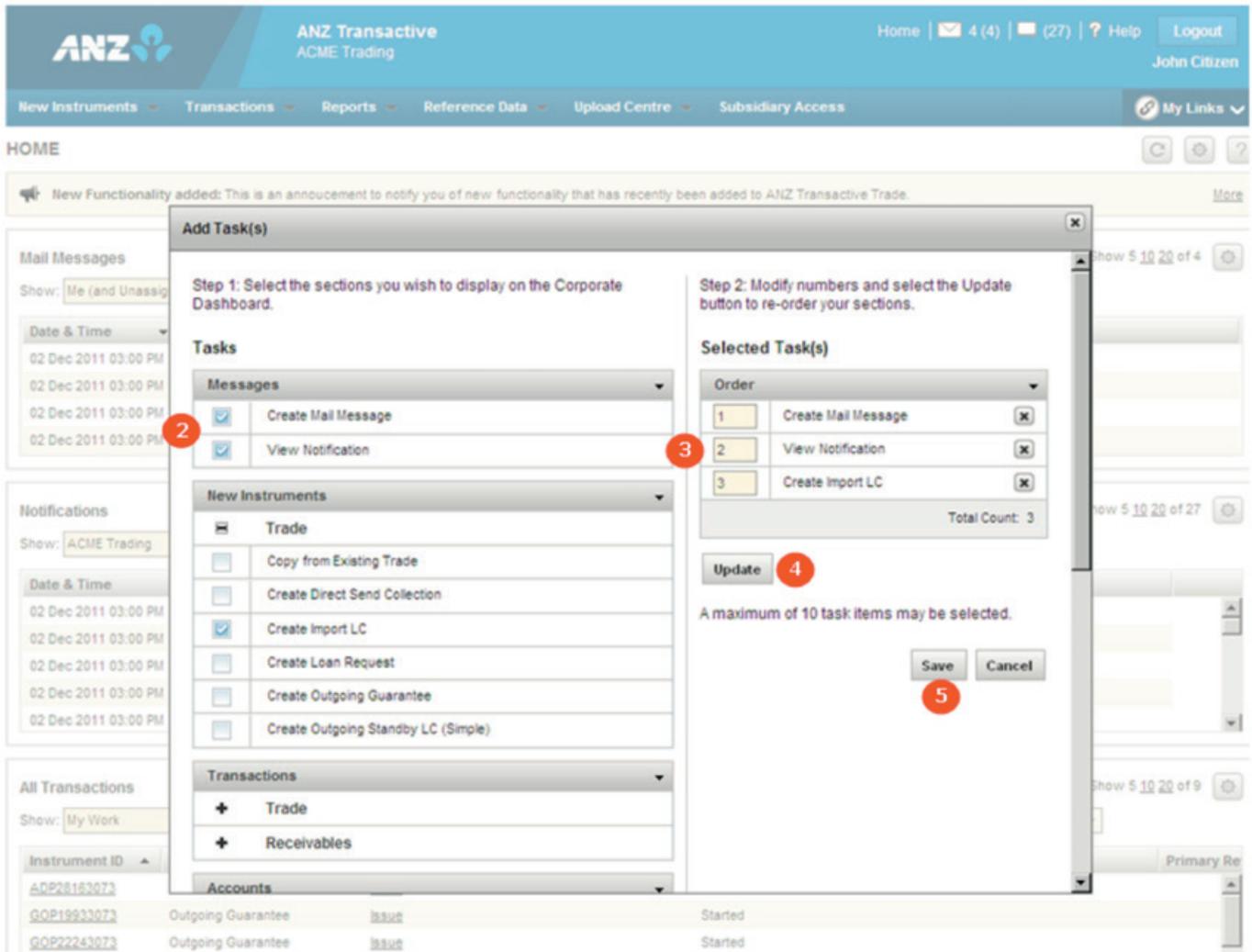
The 'My Links' function provides you with the ability to display your own custom menu, allowing you to structure it so that the tasks you perform most frequently are always at your fingertips.

To access the 'My Links' menu, click on the  button.

## UPDATING FAVOURITE TASKS

STEP	ACTION
1	To update your 'Favourite Tasks', press the  button which will open the setup page.
2	Select the items you wish to display in the Dashboard menu (You may select up to 10 items).
3	Place the selected tasks in order of preference.
4	Press the 'Update' button.
5	Press the 'Save' button and you will be returned to the main menu. Your changes will be saved and visible the next time you access 'My Links'.

# GENERAL SYSTEM TASKS



## UPDATING FAVOURITE REPORTS

STEP	ACTION
1	To update your 'Favourite Tasks', press the  button which will open the setup page.
2	Select the reports you wish to display in the Dashboard menu.
3	Place the selected reports in order of preference.
4	Press the 'Update' button.
5	Press the 'Save' button and you will be returned to the main menu. Your changes will be saved and visible the next time you access 'My Links'.

# GENERAL SYSTEM TASKS

**ANZ Transactive**  
ACME Trading

Home | 4 (4) | (27) | ? Help | Logout  
John Citizen

New Instruments - Transactions - Reports - Reference Data - Upload Centre - Subsidiary Access | My Links

HOME

New Functionality added: This is an announcement to notify you of new functionality that has recently been added to ANZ Transactive Trade. [More](#)

'Favourite Task' su

Mail Messages  
Show: Me (and Unassign)

Notifications  
Show: ACME Trading

All Transactions  
Show: My Work | Instrument Group: All | Instrument Type: All | Status: Started

**Add Report(s)**

Step 1: Select the sections you wish to display on the Corporate Dashboard.

Step 2: Modify numbers and select the Update button to re-order your sections.

**Available Reports**

2 Standard Reports

<input checked="" type="checkbox"/>	ANZ010CC - Outstanding Liability
<input type="checkbox"/>	ANZ011CC - Outstanding Liability
<input type="checkbox"/>	ANZ020CC - Maturing Acceptances
<input type="checkbox"/>	ANZ030CC - Payments Made or Received
<input checked="" type="checkbox"/>	ANZ040CC - Fees and Charges
<input type="checkbox"/>	ANZ060CC - Outstanding Collections
<input checked="" type="checkbox"/>	Import Letter Of Credit
<input checked="" type="checkbox"/>	Incoming Guarantees and Standby Letters of Credit
<input type="checkbox"/>	Instrument Authorisation Details
<input type="checkbox"/>	Outgoing Guarantees and Standby Letters of Credit
<input type="checkbox"/>	Rav2

Custom Reports

**Selected Report(s)**

3 Order

1	SUMLIABILITY	X
2	DETAILIABILITY	X
3	WORKNPROGRSS	X
4	ANZ010CC - Outstanding Liability	X
6	ANZ040CC - Fees and Charges	X
7	Import Letter Of Credit	X
8	Incoming Guarantees and Standby Letters of Credit	X

Total Count: 7

4 Update

A maximum of 10 Reports may be selected.

5 Save Cancel

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Re
ADP28163073	Loan Request	Issue			Started		
QQP19923073	Outgoing Guarantee	Issue			Started		
QQP22243073	Outgoing Guarantee	Issue			Started		
LMP14183073	Import LC	Amend			Started	ABC Exports	
LMP19653073	Import LC	Issue	USD	1,000,000.00	Started	ABCD Exports	

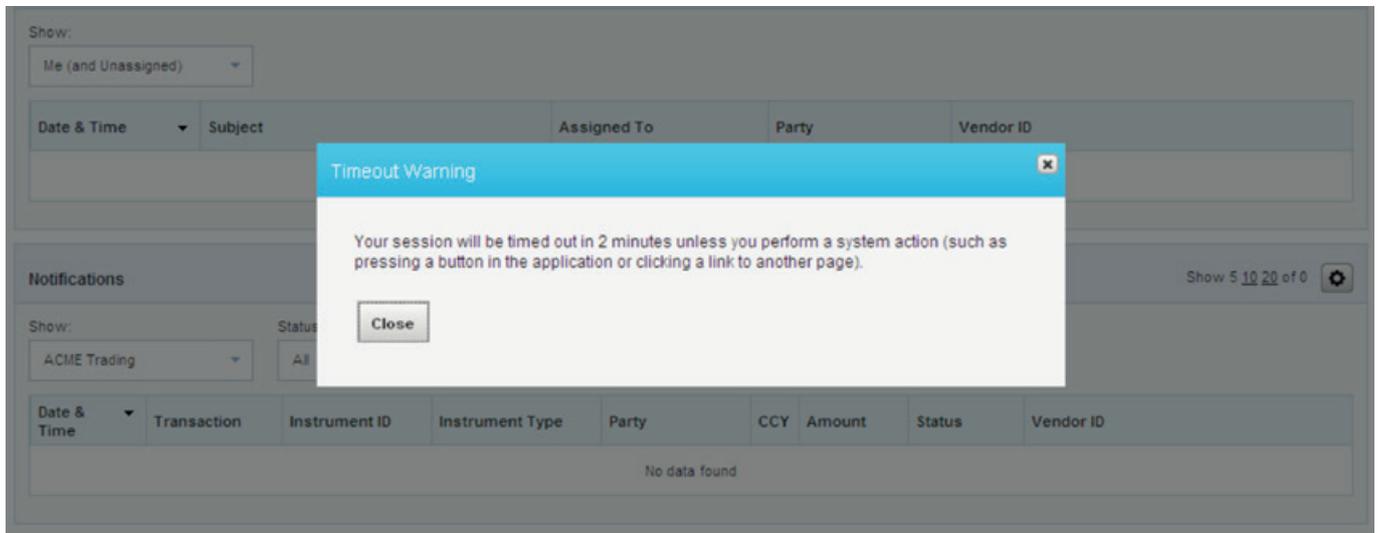
## SESSION TIMEOUTS AND SAVING YOUR WORK

When using ANZ Transactive Trade, your session will time out after 15 minutes of inactivity. A pop-up window will appear two minutes prior to session timeout, advising you that you have two minutes left before the session is timed out. When your session times out:

- > The system will save any work you have done on the transaction and reference data pages, provided the entry meets the validation criteria.
- > The time out page will display any errors encountered in attempting to validate and save the information.

# GENERAL SYSTEM TASKS

It is recommended that the user should save work periodically while working in ANZ Transactive Trade



## LOGGING OUT

When you've finished using ANZ Transactive Trade, it is important to log out properly rather than simply closing the application window.

Please ensure you click the 'Log Out' button to exit the session in a secure manner.

Log off the online session and turn off the computer when not in use.



## VIEWING YOUR USER PREFERENCES

### WHAT ARE USER PREFERENCES?

Your ANZ Transactive Trade user preferences contain details stored about you in ANZ Transactive Trade. In particular, it contains:

- > Personal details, such as your name.
- > Details of the security profile and threshold group your organisation's Administrator has assigned to you.

# GENERAL SYSTEM TASKS

## HOW TO VIEW YOUR USER PREFERENCES

To view your user preferences, complete the following steps:

STEP	ACTION
1	Click on your name - this can be found in the top section of any screen.
2	Your user preferences page appears.
3	When you finish viewing your user profile, click the 'Close' button and you will be taken back to your Homepage.

The screenshot displays the ANZ Transactive ACME Trading user interface. At the top, the navigation bar includes the ANZ logo, the text 'ANZ Transactive ACME Trading', and links for Home, 4 (4) messages, (28) notifications, Help, and Logout. A red circle with the number '1' highlights the user's name 'John Citizen' in the top right corner. Below the navigation bar, the 'USER PREFERENCES' section is titled 'John Citizen'. The preferences are organized into three main sections: 1. Password and Formatting, 2. General, and 3. Security. The 'Password and Formatting' section includes fields for Current Password, New Password, and Retype New Password, along with a Date Format dropdown set to 'dd/MM/yyyy' and a Save button. The 'General' section displays user details such as User ID (JOHNC), First Name (John), Last Name (Citizen), and Region Setting (English (Australia)). The 'Security' section shows authentication requirements, with 'User must enter a Login ID and Password for authentication' selected. A 'Section Shortcuts' sidebar on the right lists various settings, and a 'Quick Links' section at the bottom includes 'Hide Tips' and 'Back To Top'. A red circle with the number '3' highlights the 'Close' button at the bottom of the preferences panel.

## CHANGING YOUR USER PREFERENCES

Except for your password, you cannot change your own user preferences. This action is performed by your organisation Administrator or bank Administrator.

## CHANGING YOUR PASSWORD

This section explains how to change the password you use when accessing ANZ Transactive Trade using a user ID/password.

## HOW OFTEN WILL MY PASSWORD EXPIRE?

ANZ Transactive Trade passwords expire every 90 days therefore you will be required to change your password at least once every 90 days. Expired passwords will inhibit access to the system and require a new password to be created via prompts at login.

# GENERAL SYSTEM TASKS

Passwords used for accessing ANZ Transactive Trade must follow these rules:

## PASSWORDS MUST

- > Contain at least 10 characters but no more than 30 characters
- > Contain both upper- and lower-case letters
- > Contain at least one number (0...9)

## PASSWORDS MUST NOT

- > Contain three consecutive characters that are the same
- > Start or end with a space character
- > Be the same as your User ID, First Name, Last Name, and personal phone number, birthday date, other personal information or Login ID, regardless of case
- > Be the same as any of your last 13 passwords
- > Consist of repeating characters (i.e. aaaaaaaa)
- > Consist of sequential numbers or letters

## IMPORTANT DETAILS ABOUT PASSWORDS

- > Passwords are case-sensitive (for example, xyz0123abc is different to Xyz0123abc)
- > Passwords for password only Users expire every 90 days
- > After three failed login attempts, the User will be logged out and their password will be required to be reset by the company administrator.
- > After ten failed login attempts, the User will be locked out and their password will be required to be reset by the bank. This count is cumulative and is not reset after you successfully log in. However, the count is reset when a password is changed.
- > ANZ Transactive Trade passwords should not be used for different websites, applications or services, particularly when they relate to different entities.
- > Users should not select the browser option for storing or retaining user names and passwords.

## HOW TO CHANGE YOUR PASSWORD

- > Follow these steps to change your password:

STEP	ACTION
1	Click on your name - this can be found in the top section of any screen.
2	The User preferences page is displayed.
3	In the Current Password box, type your existing password.
4	In the New Password box, type your new password.
5	In the Retype New Password box, retype your new password again.
6	Click on the 'Save' button.

## FORGOTTEN YOUR PASSWORD?

If you have forgotten your password, contact your organisation's ANZ Transactive Trade Administrator and request your password to be reset. Only user ID/password users can be changed by an organisation assigned Administrator.

## TOKEN USERS

If you use a token and have forgotten your password or your access is suspended, please contact the ANZ Transactive Trade Customer Service Centre for support.

# TRADE INSTRUMENTS

## WHAT IS A TRADE INSTRUMENT?

A trade instrument refers to a trade instruction requested within ANZ Transactive Trade, such as Import LC's, Trade Loans, Guarantees, etc

Each trade instrument has three primary activities in which it can be processed:

- > Issue: The initial transaction that advises ANZ of a new instrument.
- > Amend: A transaction that advises ANZ of changes to an instrument.
- > Tracer: A request to ANZ to trace an Export collection transaction.

A trade instrument can be a one-off transaction or can be related to other instruments. For example, a term Letter of Credit would have related instruments representing future payments.

## TYPES OF TRADE INSTRUMENTS

ANZ Transactive Trade supports the following types of trade instruments:

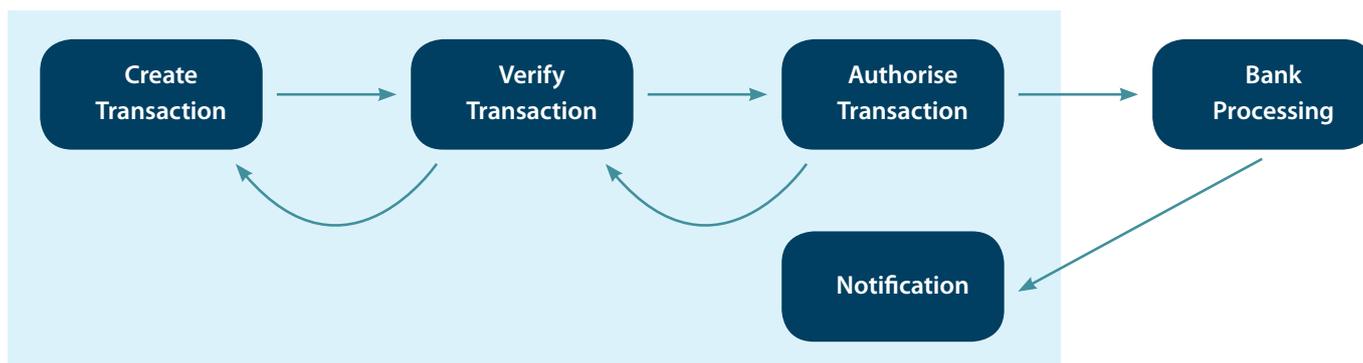
- > Import Letter of Credit
- > Export Letter of Credit
- > Outward Standby Letter of Credit
- > Outward Guarantee
- > Trade Loan

The types of instruments that you can work with in ANZ Transactive Trade are determined by:

- > The instruments that your organisation has selected at the time of registering for ANZ Transactive Trade; and
- > The permissions you have been granted in your security profile.

## TRADE INSTRUMENT WORKFLOW

All ANZ Transactive Trade transactions go through the following workflow process:



# TRADE INSTRUMENTS

The above steps are described in detail in the following sections.

## TRADE INSTRUMENT STATUSES

As a transaction progresses through the workflow shown above, its status changes to reflect where the transaction is in the workflow.

The table below describes each possible transaction status.

<b>STATUS</b>	<b>DESCRIPTION</b>
Started	The transaction has been created, but not verified.
Ready to Authorise	The transaction's data has been verified and the transaction is ready for Authorisation.
Authorise Failed	The Transaction Authorisation failed the required parameters. When a user presses the 'Edit Data' button to fix an authorisation problem for the transaction, the status of the transaction returns to 'Started'.
Partially Authorised	Your organisation requires two users to authorise each transaction, but only one user has authorised the transaction.
Authorised	The transaction has been authorised by all required authoriser(s). It is waiting for ANZ to process the transaction.
Processed by Bank	ANZ has processed the transaction. The instrument status changes from 'Pending' to 'Active'.
Cancelled by bank	ANZ has cancelled the transaction after receiving it.
Deleted	A user in your organisation deleted the transaction before it was forwarded to ANZ for processing.
Rejected by bank	ANZ has rejected the transaction after receiving it.

# MANAGING TRADE TRANSACTIONS

## VIEWING TRADE INSTRUMENTS

To view a summary of a transaction, there are 2 options:

1. If a transaction is visible on the Homepage, click on the instrument ID hyperlink for the relevant transaction.
2. If a transaction does not appear in the Homepage menu, select the 'All Transactions' link to be taken to the detailed transaction menu where you will be able to search for the relevant transaction.

The screenshot displays the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, user information (John Citizen), and navigation links (Home, 4 (4), (29), Help, Logout). Below the navigation bar, there are tabs for New Instruments, Transactions, Reports, Reference Data, Upload Centre, and Subsidiary Access. The main content area is titled 'HOME' and contains several sections:

- New Functionality added:** This is an announcement to notify you of new functionality that has recently been added to ANZ Transactive Trade.
- Mail Messages:** A section showing a list of mail messages with columns for Date & Time, Subject, Party, Assigned To, and Vendor ID. The messages are related to Discrepancy Notices for Import and Export Documentary LCs.
- Notifications:** A section showing a list of notifications with columns for Date & Time, Instrument ID, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID. The notifications are related to Receivables Finance and Receivables Management.
- All Transactions:** A section showing a list of transactions with columns for Instrument ID, Instrument Type, Transaction, CCY, Amount, Status, Party, and Primary Re. The transactions are related to Loan Request and Outgoing Guarantee. The 'All Transactions' link is circled in red with a '2' next to it. The 'Transaction' column for the last row is circled in red with a '1' next to it.

To view detailed information of a transaction, click on the Transaction Type in the transaction column. You can also download saved transaction data from here or generate pdf copies of documents. Note that this is only available for the relevant product types. To view the data as it was entered by your company, press the "View Terms as Entered" button.

# MANAGING TRADE TRANSACTIONS

**ANZ Transactive**  
ACME Trading

Home |  4 (4) |  (29) | ? Help | [Logout](#)

John Citizen

[New Instruments](#) | [Transactions](#) | [Reports](#) | [Reference Data](#) | [Upload Centre](#) | [Subsidiary Access](#) | [My Links](#)

Import LC - LMP14183073 - Issue - (Processed by Bank)

**1. Transaction Summary**

Trans. Status Date	Currency	Amount
28 Nov 2011	USD	5,000,000.00

**2. Documents**

Click on any of the links below to view documents generated for this transaction.

[Acknowledgement \(Click for PDF\)](#)

**3. Commissions & Charges**

Charge Type	CCY	Amount	Settlement Method	Account No.
Issue via Internet Service	AUD	80.00	Account	123456789

**4. Terms Summary**

Instrument Amount <b>USD 5,000,000.00</b>	Available Amount <b>USD 5,000,000.00</b>	Equivalent Amount <b>AUD 4,952,456.42</b>	About % <b>+0% -0%</b>
Issue Date <b>28 Nov 2011</b>	Expiry Date <b>04 Feb 2013</b>	Latest Shipment Date <b>12 Jan 2012</b>	
Payment Terms <b>Sight</b>			
Reference Number			
Applicant Details	Beneficiary		
Acme Trading 111 Tower Place Melbourne Australia	ABC Exports 100 China Boulevard Shanghai China		

**Section Shortcuts**

- 1. Transaction Summary
- 2. Documents
- 3. Commissions & Charges
- 4. Terms Summary

**Quick Links**

Hide Tips

- [Download Saved Data](#)
- [Copy Instrument](#)
- [View Terms As Entered](#)
- [Close](#)

# MANAGING TRADE TRANSACTIONS

## CREATING TRADE INSTRUMENTS

New trade instruments can be created/initiated in 3 ways from the New Instruments menu.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, 'ANZ Transactive ACME Trading', and user information (John Citizen). The main menu has 'New Instruments' highlighted, with a sub-menu open showing options: 'Choose Template' (2), 'TRADE', 'Copy From Existing' (3), and a group of options (1) including 'Export Collection', 'Import LC', 'Loan Request', 'Outgoing Guarantee', and 'Outgoing Standby LC (Simple)'. Below the menu is a table of transactions with columns for Date & Time, Instrument ID, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID. A 'Notifications' section is also visible at the bottom.

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Dec 2011 03:00 PM	<a href="#">RPM843073</a>	Receivables Manage...	<a href="#">Apply Receivabl...</a>	ABC Exports	AUD	5,040,000.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">RF773073</a>	Receivables Finance	<a href="#">issue</a>	ABC BUYER LTD	USD	150,000.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">RF763073</a>	Receivables Finance	<a href="#">issue</a>	ABC BUYER LTD	AUD	200,000.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">RF753073</a>	Receivables Finance	<a href="#">issue</a>	ABC BUYER LTD	AUD	140,000.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">RF743073</a>	Receivables Finance	<a href="#">issue</a>	ABC Exports	HKD	380,000.00	Processed b...	

### OPTION 1: STARTING FROM A BLANK FORM

Starting from a blank form allows you to create a new instrument (Import LC, Loan Request, Outgoing Guarantee and Outgoing Standby LC) without any pre-populated fields.

### OPTION 2: STARTING FROM AN EXISTING TEMPLATE

Copying from an existing template allows you to copy data from a pre configured template. A Template Search page exists, enabling you to easily select the template from which to copy data.

# MANAGING TRADE TRANSACTIONS

**Template Search**

Template Name:

**Search**

Template Name	Instrument Type	Party Name	Express	Fixed	Added By
0-TEST	Payment	CGI Testing Template	No	No	Bank
1111111111	Transfer Between Accounts		No	No	Bank
CGI TESTING	Payment		No	No	Bank
Domestic LC	Import LC		No	No	Bank
Export Collect Trade Loan	Loan Request		No	No	Bank
Export DLC Trade Loan	Loan Request		No	No	Bank
Exportlink Loan Request	Loan Request		No	No	Bank
ged	Outgoing Standby LC		No	No	Bank
Import Trade Finance Loan	Loan Request		No	No	Bank

**Select** **Cancel** Total Count: 22

## OPTION 3: STARTING FROM AN EXISTING INSTRUMENT

Copy from an existing instrument allows you to copy data from an existing instrument to the first transaction for the new instrument. Selecting this option and pressing 'Next Step' displays the instrument search page, where you select the instrument from which you want to copy data.

**Trade Search**

Status:  Active  Inactive

Instrument ID:  Instrument Type:  Primary Reference:

Orig. Bank's Reference No.:  Vendor ID:

**Search** [Advanced](#)

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference
ADP19913073	Loan Request	AUD	1,000,000.00	Pending		123456789
ADP20073073	Loan Request	AUD	3,015,465.00	Pending	import co	123456789
ADP27883073	Loan Request	AUD	1,400.00	Active		REFERENCE ABC
ADP28103073	Loan Request	AUD	2,600.00	Active	Supply CO LTD	XZ1234
ADP28163073	Loan Request			Pending		
ADP30173073	Loan Request			Pending		
GOP19923073	Outgoing Guarantee	AUD	3,000,021.00	Active	Export Co	123456
GOP19933073	Outgoing Guarantee			Pending		
GOP19943073	Outgoing Guarantee	AUD	5,000,000.00	Pending	Export Co	123456

**Select** **Cancel** Total Count: 18

# MANAGING TRADE TRANSACTIONS

## IMPORT LETTERS OF CREDIT

### ISSUE

There are six main sections to be completed when creating an Import Letter of Credit:

You can navigate to each section easily either by using the section shortcuts links or expanding and collapsing the section headers.

The screenshot displays the ANZ Transactive ACME Trading interface for creating an Import Letter of Credit. The top navigation bar includes the ANZ logo, the text "ANZ Transactive ACME Trading", and user information: "Home | 4 (4) | (29) | ? Help | Logout | John Citizen". Below the navigation bar, there are tabs for "New Instruments", "Transactions", "Reports", "Reference Data", "Upload Centre", and "Subsidiary Access", with "My Links" on the right. The main heading is "NEW INSTRUMENTS: IMPORT LC". Below this, the title "Import LC - LMP30133073 - Issue - (Started)" is shown. The main content area is divided into two columns. The left column contains six section headers, each with a right-pointing arrow: "1. Terms", "2. Documents Required", "3. Transport Document(s) and Shipment", "4. Other Conditions", "5. Instructions to Bank", and "6. Internal Instructions". The right column contains a "Section Shortcuts" panel with a list of the same six sections, and a "Quick Links" panel with options: "Expand All", "Hide Tips", "Back To Top", and buttons for "Save", "Save & Close", "Verify Data", "Route Transaction", "Attach Document", "Download Saved Data", "Copy Instrument", and "Close".

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
1	<p>The <b>Terms</b> section contains the following general information:</p> <ul style="list-style-type: none"> <li>&gt; Beneficiary details</li> <li>&gt; Applicants</li> <li>&gt; Advising bank</li> <li>&gt; Payment terms</li> <li>&gt; Bank charges</li> </ul>

1. Terms ▼

Beneficiary 🔍

\* Beneficiary Name

\* Address Line 1

Address Line 2

\* City

Province/State  Postal Code

\* Country

Phone Number

Detailed Information

\* Currency   \* Amount

Amount Tolerance  
+  % -  %

\* Expiry Date   Expiry Place (If "Other" is selected, enter [Other Conditions](#))  
  Country of Beneficiary

Applicant 🔍

\* ACME Trading  
111 Tower Place  
Melbourne, Vic 3000 Australia

Applicant's Reference Number

Advising Bank 🔍 ✕

Payment Terms

Sight

days after

Other ( [Other Conditions](#) )

\* For  % of the invoice value

Bank Charges

All for Applicant's account

All bank charges other than the Issuing Bank's charges are for the account of the beneficiary.

Other ( [Other Conditions](#) )

# MANAGING TRADE TRANSACTIONS

**STEP**

**ACTION**

- 2** The **Documents Required** section contains information about documents that are required for this transaction:
- > Commercial Invoice
  - > Packing List
  - > Certificate of Origin
  - > Insurance Policy/Certificate
  - > Additional document information

2. Documents Required				
Document Type	Originals	Copies	Description	
<input type="checkbox"/> Commercial Invoice	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;Select a Phrase&gt;"/> to be included in the text box below <input type="text"/>	
<input type="checkbox"/> Packing List	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;Select a Phrase&gt;"/> <input type="text"/>	
<input type="checkbox"/> Certificate of Origin	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;Select a Phrase&gt;"/> <input type="text"/>	
<input type="checkbox"/> Insurance Policy / Certificate	<input type="text"/>	<input type="text"/>	Endorsed in blank for the invoice value plus <input type="text" value="10"/> % covering <input type="text" value="Other"/> <input type="text" value="&lt;Select a Phrase&gt;"/> <input type="text" value="Marine and War Risks/All Risks"/>	
<input type="checkbox"/> <input type="text" value="Document Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;Select a Phrase&gt;"/> <input type="text"/>	
<input type="checkbox"/> <input type="text" value="Document Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;Select a Phrase&gt;"/> <input type="text"/>	
<input type="checkbox"/> <input type="text" value="Document Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;Select a Phrase&gt;"/> <input type="text"/>	
<input type="checkbox"/> <input type="text" value="Document Name"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="&lt;Select a Phrase&gt;"/> <input type="text"/>	
<input type="checkbox"/> Additional Document Information	<input type="text" value="&lt;Select a Phrase&gt;"/> Specify the number of Originals and Copies for each document <input type="text"/>			

# MANAGING TRADE TRANSACTIONS

## STEP

## ACTION

- 3 The **Transport Document and Shipment** section contains the following information:
- > LC Shipment Terms
  - > Transport Documents
  - > Consignment details
  - > Marked Freight
  - > Notification and other consignee parties
  - > Shipment Details
  - > Description of goods

3. Transport Document(s) and Shipment

LC Shipment Terms

Partial shipment allowed  
Documents to be presented within  days of shipment, but within the validity of the credit.

Transport Document

Transport Document/Shipment Description

	Document Type	Originals	Copies	Description
<input checked="" type="checkbox"/>	<input type="text"/>	Full Set	<input type="text"/>	<Select a Phrase>
<input type="checkbox"/>	Additional Transport Documents	<Select a Phrase> Specify the number of Originals and Copies for each document		

Consignment

Consigned to the order of

Consigned to

Marked Freight

Prepaid

Collect

Notify Party

Other Consignee Party

Shipment Details

Latest Shipment Date   Transhipment allowed

Shipping Term (Incoterm)  Shipping Term Location

From:  To:

Place of Taking Charge / Dispatch From... / Receipt  Place of Final Destination / Delivery / For Transport To

Port of Loading / Airport of Departure  Port of Discharge / Airport of Destination

Goods Description

<Select a Phrase> When adding or removing POs in an instrument, validate the Amount, Expiry Date, and Latest Shipment Date fields.

# MANAGING TRADE TRANSACTIONS

**STEP**

**ACTION**

**4** The **Other Conditions** section contains information about confirmation details that the advising bank is required to complete.

**4. Other Conditions**

<p><b>Additional Terms</b></p> <p><input type="checkbox"/> Transferable</p> <p><input type="checkbox"/> Revolve <i>(Enter Conditions below)</i></p> <p>Additional Conditions</p> <p>&lt;Select a Phrase&gt;</p>	<p><b>* Confirmation</b></p> <p><input type="radio"/> Advising Bank is <b>not required</b> to add confirmation</p> <p><input type="radio"/> Advising Bank is requested to <b>add</b> confirmation</p> <p><input type="radio"/> Advising Bank <b>may add</b> confirmation subject to Beneficiary's approval</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

# MANAGING TRADE TRANSACTIONS

STEP

ACTION

5

The **Instructions to Bank** section contains specific information to your bank for the Import LC issue transaction, e.g. settlement instructions, commission's charges, account numbers and Forward Exchange Contract information.

### 5. Instructions to Bank

\* Issue instrument in  
English

Additional Instructions  
<Select a Phrase>

DEFAULT INSTRUCTIONS

#### Settlement Instructions

Debit: Our Account Number  
[Text Field]

Branch Code  
[Text Field]

Debit: Foreign Currency Account Number  
[Text Field]

Currency of Account  
[Dropdown]

#### Commissions & Charges

Debit: Our Account Number  
[Text Field]

Debit: Foreign Currency Account Number  
[Text Field]

Currency of Account  
[Dropdown]

#### Forward Exchanged Contract (FEC)

Covered by FEC Number [Text Field]      Rate [Text Field]

Amount [Text Field]      Maturity Date [dd/mm/yyyy] [Dropdown]

Additional Instructions  
<Select a Phrase>

#### Financing Instructions

Finance drawing for a period of [Text Field] days  
in [Base Currency] [Dropdown] at our cost.

[Large Empty Text Area]

# MANAGING TRADE TRANSACTIONS

STEP ACTION

6 The **Internal Instructions** section contains details for your organisation. This will not be sent to ANZ.

**6. Internal Instructions**

*Instructions entered here are for Internal purposes only, and will not be sent to the bank.*

STEP ACTION

7 When you have completed entering all the details the transaction needs to be verified and authorised in order for the bank to start processing

**ANZ Transactive**  
ACME Trading

Home | 4 (4) | (29) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

**INSTRUMENTS: IMPORT LC**

Import LC - LMP19683073 - Issue - (Started)

**1. Terms**

**Beneficiary**

\* Beneficiary Name: ABCD Exports

\* Address Line 1: 100 Random Ave

Address Line 2:

\* City: Melbourne

Province/State: Postal Code: 3000

\* Country: Australia

Phone Number:

**Detailed Information**

\* Currency: USD \* Amount: 1,000,000.00

Amount Tolerance:

**Applicant**

\* ACME Trading  
111 Tower Place  
Melbourne, Vic Australia

Applicant's Reference Number:

**Advising Bank**

**Payment Terms**

Sight

days after

Other ( [Other Conditions](#) )

\* For 100 % of the invoice value

\* **Bank Charges**

**Section Shortcuts**

1. Terms
2. Documents Required
3. Transport Document(s) and Shipment
4. Other Conditions
5. Instructions to Bank
6. Internal Instructions

**Quick Links**

Collapse All  
Hide Tips  
Back To Top

Save  
Save & Close  
**Verify Data**  
Route Transaction  
Attach Document  
Download Saved Data  
Copy Instrument  
Close

# MANAGING TRADE TRANSACTIONS

Once successfully verified, your transaction is ready to be authorised. (Refer to the Authorising Instruments Section). You will be able to download and save a pdf version of the application form. This may be useful for emailing to suppliers.

The screenshot shows the ANZ Transactive ACME Trading interface. The main content area displays the 'Import LC - LMP25223073 - Issue - (Ready to Authorise)' screen. The 'LMP25223073 successfully updated' message is visible. The 't. Terms' section is expanded, showing fields for Beneficiary (ABC Company), Applicant (ACME Trading), Advising Bank, and Payment Terms (Sight). The 'Quick Links' sidebar on the right contains buttons for 'Route Transaction', 'Download Saved Data', 'Copy Instrument', 'Edit', 'Authorize', 'L.C. Application Form' (highlighted with a red circle and arrow), and 'Close'. The 'L.C. Application Form' button points to a sample Letter of Credit document on the right side of the page.

**Letter of Credit Number:**  
LMP25223073  
Our Reference:  
Application Date: 17 February 2012

ANZ Banking Group Ltd (VIC)  
International Trade Services  
65/30 Collins Street  
Melbourne  
Australia, 3000  
Tel: 61 03 9273 2688  
Fax: 61 03 9273 2133  
Swift: ANZBAU33XXX

We ("Applicant") request you, ANZ Banking Group Ltd (VIC) ("Bank") to issue an Irrevocable Commercial Letter of Credit ("Credit") with the following terms and conditions for delivery to the beneficiary named below ("Beneficiary") by: SWIFT

<b>Applicant:</b> ACME Trading 111 Tower Place Melbourne, Vic Australia	<b>Beneficiary:</b> ABC Company 123 Main road Sydney Australia
-------------------------------------------------------------------------------------	----------------------------------------------------------------------------

**Amount:**  
AUD 100,000.00  
[AUD - Australian Dollars one hundred thousand and 00/100]

**Expiration Date:** 29 March 2013  
**Expiration Place:** At Our Counters

**Documents to be presented within 30 Days of shipment, but within the validity of the credit.**

<b>Payment Terms:</b> At Sight For 100% of the invoice value Deaths drawn on Ourselves	<b>Bank Charges:</b> All bank charges outside the country of issuance are for the Beneficiary's account
-------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------

**Documents Required:**  
1 Original and 1 Copy Commercial Invoice

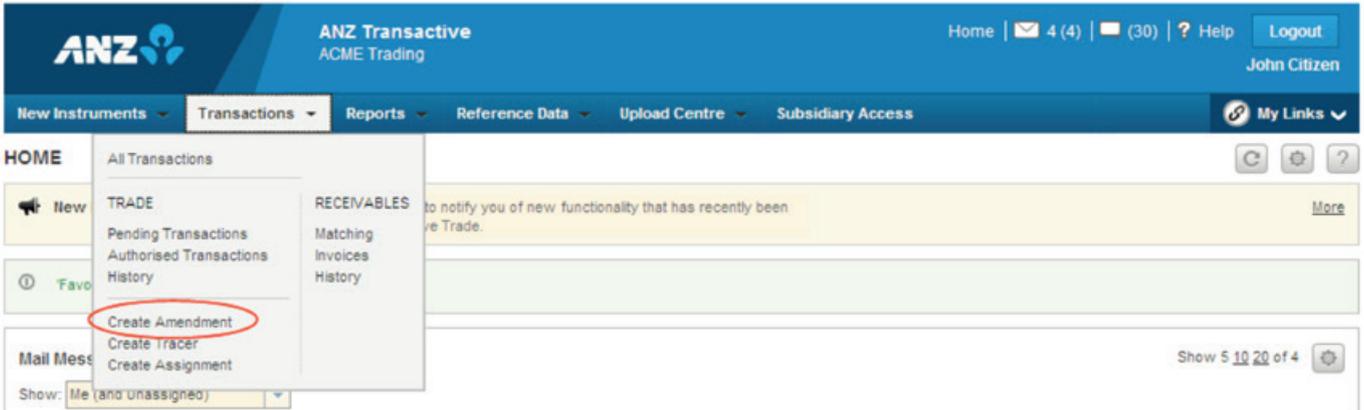
**Transport Document: 1 of 1**  
Transport Document Type: Marine/Ocean / Port to Port B/L  
Originals: F/S

# MANAGING TRADE TRANSACTIONS

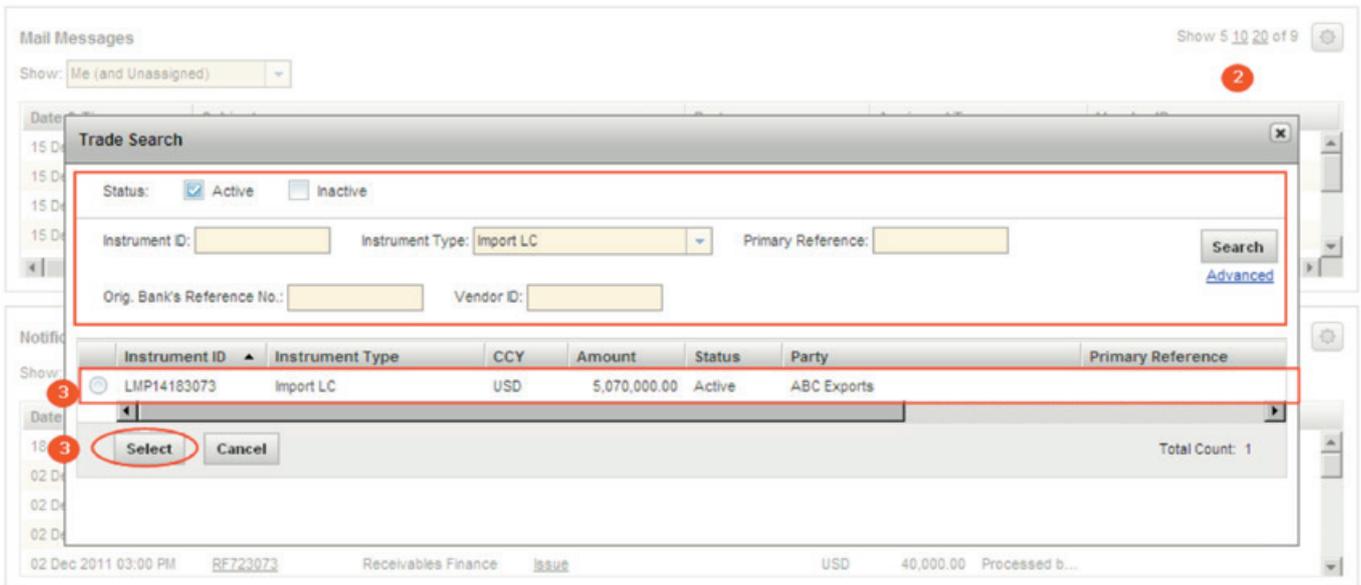
## AMENDMENT

An Import Letter of Credit can be amended online by doing the following

STEP	ACTION
1	From the Transaction menu, select 'Create Amendment'.



STEP	ACTION
2	Search for the instrument using the available search criteria. Filter by Import LC on the 'Instrument Type' field.
3	Select the instrument you wish to amend and press the 'Select' button.



# MANAGING TRADE TRANSACTIONS

STEP	ACTION
4	Make the relevant amendments to terms, shipment details etc.
5	Attach any relevant PDF documents and then Verify the data, The transaction is now ready for authorisation. (Refer Authorising Instruments Section)

The screenshot displays the ANZ Transactive ACME Trading interface for an 'Import LC - LMP14183073 - Amend' transaction. The interface includes a top navigation bar with 'ANZ Transactive ACME Trading' and user information 'John Citizen'. Below the navigation bar, there are tabs for 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The main content area is titled 'INSTRUMENTS: IMPORT LC: AMEND' and shows the transaction details for 'Import LC - LMP14183073 - Amend - (Started)'. A warning message states 'Other pending transactions exist for this instrument'. The form is divided into four sections: 1. Terms, 2. Shipment, 3. Other Conditions, and 4. Instructions to Bank. A red box highlights the 'Terms' and 'Shipment' sections, with a red circle containing the number '4' next to the 'Terms' section header. The 'Terms' section includes fields for Reference Number, LC Amount (USD 5,870,000.00), Applicant's Name (Acme Trading), Current Expiry Date (04 Feb 2013), New Expiry Date, New LC Amount (USD 5,870,000.00), and New Amount Tolerance. The 'Shipment' section includes fields for New Latest Shipment Date, New Shipping Term Location, New Shipping Term (Incoterms), From, To, New Place of Taking Charge / Dispatch From, New Port of Discharge / Airport of Destination, New Place of Final Destination / Delivery / For Transport To, and New Port of Loading / Airport of Departure. The 'Other Conditions' and 'Instructions to Bank' sections each have a dropdown menu to 'Select a Phrase'. On the right side, a 'Section Shortcuts' menu is visible, with a red circle containing the number '5' next to the 'Verify Data' button. Other buttons in the menu include 'Save & Close', 'Revoke Transaction', 'Attach Document', and 'Close'.

# MANAGING TRADE TRANSACTIONS

Alternatively, you can also create an amendment by finding the relevant instrument and selecting the 'Amend' button from the Instrument Summary page.

The screenshot displays the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, user information (John Citizen), and various utility links like Home, Logout, and Help. Below this is a secondary navigation bar with options like New Instruments, Transactions, Reports, Reference Data, Upload Centre, and Subsidiary Access. The main content area is titled 'INSTRUMENTS: IMPORT LC: CURRENT TERMS SUMMARY' and shows details for 'Import LC - LMP14183073 - (Active)'. A red circle highlights the 'Amend' button in the top right corner of the instrument summary section. Below the summary are sections for 'Transactions' and 'Mail'.

Transaction Status Date	Transaction	CCY	Amount	Status	Reference
09 Dec 2011	<a href="#">Amend</a>	USD	6,070,000.00	Authorised	
09 Dec 2011	<a href="#">Amend</a>	USD		Started	
02 Dec 2011	<a href="#">Amend</a>	USD	10,000,000.00	Authorised	
02 Dec 2011	<a href="#">Amend - 1</a>	USD	70,000.00	Processed by Bank	
28 Nov 2011	<a href="#">Amend</a>	USD		Started	

Date & Time	Subject	Assigned To	Status
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LMP14183073 - 2 Import Documentary LC</a>		Received From Bank
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LMP14183073 - 1 Import Documentary LC</a>		Received From Bank

# MANAGING TRADE TRANSACTIONS

## DISCREPANCIES

A discrepancy notice is a message from ANZ informing you that discrepant documents have been presented under an Import LC. You will receive a Mail Message with detailed information of the discrepancies and you can also view scanned images of the discrepant documents.

To respond to a discrepancy you can create a discrepancy response transaction and send it to ANZ.

### STEP

### ACTION

- 1 Find the relevant discrepancy notice from either the Homepage or the Mail Messages page. Once you select the relevant notice, you can view detailed information.
- 2 Press the 'Reply to Bank' button to create a discrepancy response transaction.

The screenshot displays the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, user name 'John Citizen', and various utility links like 'Home', 'Logout', and 'Help'. Below this is a menu bar with options like 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The main content area is titled 'MESSAGES: Mail Notifications' and shows a list of messages. The first message in the list is highlighted with a red box and a red circle containing the number '1'. This message is a 'Discrepancy Notice: LMP14183073 - 3 Import Doc'. An arrow points from this message to a detailed view of the message. The detailed view shows the subject, related instrument ID, presentation amount, and other party. It also includes a 'Message' field with a placeholder text 'Please refer to the related document(s)'. At the bottom of the detailed view, there is a 'Discrepancy Response Status' section with a 'Not Yet Started' status. On the right side of the detailed view, there is a 'Quick Links' panel with buttons for 'Route', 'Reply to Bank', 'Delete', and 'Close'. The 'Reply to Bank' button is circled in red.

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
3	Provide instructions for the discrepancy response transaction and document handling in section 1 "Discrepancy Response"
4	Provide your payment details in section 2 "Settlement Instructions". Options include: <ul style="list-style-type: none"><li>&gt; Pay the full amount by debiting your account or remitting funds to the bank for principal and charges</li><li>&gt; Finance the full amount</li><li>&gt; Pay a partial amount and finance the remaining balance</li><li>&gt; Provide any other payment instructions not covered by the above</li></ul>
5	Provide any FX rate details (if applicable) in section 3 "Foreign Exchange Rate Details"
6	Once all the required information has been entered, press the 'Verify Data' button. The discrepancy response transaction is now ready to be authorised. (Refer to Authorising Instruments section)

**DISCREPANCY RESPONSE**

Import LC - LM2862092 - Discrepancy Response - (Started)

**1. Discrepancy Response**

Presentation Amount	Presentation Number	Presentation Date	Other Party
USD 1,000.00	1	09 Oct 2014	Bene here

\* Please see the following instructions with regards to discrepancy notice under the above drawing:

- Documents are accepted notwithstanding discrepancies
- Documents are rejected
- Other (enter additional instructions below)

Additional Instructions  
<Select a Phrase>

**Section Shortcuts**

- 1. Discrepancy Response
- 2. Settlement Instructions
- 3. Foreign Exchange Rate Details

**Quick Links**

Hide Tips

- Save
- Save & Close
- Verify Data**
- Route Transaction
- Attach Document
- Close

# MANAGING TRADE TRANSACTIONS

### 2. Settlement Instructions

Our Reference:

\* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Finance in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: USD

Finance Remaining Balance

Finance Terms

Finance for  days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

\* Apply Payment on:

#### Payment Details

Account

\* Debit Account for Principal

\* Debit Account for Charges

We have remitted funds to your branch

### 3. Foreign Exchange Rate Details

Please apply the following FX details against the above settlement instructions

Use Daily Exchange Rate

Use FX Contract

FX Contract Number	Currency	Rate
<input type="text"/>	<input type="text"/> <input type="button" value="v"/>	<input type="text"/>

Other FX Instructions

<Select a Phrase>

# MANAGING TRADE TRANSACTIONS

## CLEAN DOCUMENT EXAMINATIONS – SIGHT IMPORT LCS

Where documents have been examined and determined to be 'clean' (free from discrepancies), a "Settlement Instruction Request" message (SIR) will be sent to the Pre-Debit Notifications section of your Homepage. An automated email will also be sent to you notifying you of the SIR if you have registered for automated email notifications. The purpose of a SIR message is to seek your payment instructions for the related transaction.

To respond to a Settlement Instruction Request you can create a "Settlement Instruction Response" transaction and send it to ANZ.

STEP	ACTION
1	In the Pre-Debit Notifications section of the Home page, click on the Settlement Instruction Request hyperlink in the subject column to view the details.
2	Review the details and press the "Reply to Bank" button to create a "Settlement Instruction Response" transaction.

Pre-Debit Notifications Show 5 10 20 of 5

Show: Me (and Unassigned) Payment Date: From dd/MM/yyyy To dd/MM/yyyy Currency

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
17 Oct 2014 09:30 PM	Settlement Instruction Request - LX02092 - 1		AUD	50.00	17 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - LM2862092 - 2	1222211	USD	1,100.00	13 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8462092 - 1	MY REF	USD	6,000.00	17 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8452092 - 1	MY REFERENCE	AUD	5,000.00	16 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - AD8442092 - 1		AUD	1,000.00	14 Oct 2014	

New Instruments - Transactions - Reports - Reference Data - My Links

### MESSAGE DETAILS ?

Settlement Instruction Request - Received from Bank - 13 Oct 2014 09:30 PM

Subject  
**Settlement Instruction Request - LM2862092 - 2**

Related to Instrument ID  
**LM2862092.2**

Presentation Amount	Other Party
<b>USD 1,100.00</b>	<b>Bene here</b>

Presentation Number	Presentation Date
<b>2</b>	<b>13 Oct 2014</b>

Message

Please provide instructions for settlement of the related item

Settlement Instruction Response Status  
**Not Yet Started**

Quick Links

Hide Tips

[Route](#)

[Reply to Bank](#)

[Delete](#)

[Close](#)

STEP	ACTION
3	Provide your payment details in section 1 "Settlement Instructions". Options include: <ul style="list-style-type: none"> <li>&gt; Pay the full amount by debiting your account or remitting funds to the bank for principal and charges</li> <li>&gt; Finance the full amount</li> <li>&gt; Pay a partial amount and finance the remaining balance</li> <li>&gt; Provide any other payment instructions not covered by the above</li> </ul>
4	Provide any FX rate details (if applicable) in section 2 "Foreign Exchange Rate Details"
5	Once all the required information has been entered, press the 'Verify Data' button. The settlement instruction response transaction is now ready to be authorised. (Refer to Authorising Instruments section)

# TRADE INSTRUMENTS

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ My Links ▾

## INSTRUMENTS: SETTLEMENT INSTRUCTION RESPONSE ?

Import LC - LM2862092 - Settlement Instruction Response - (Started)

### 1. Settlement Instructions

Presentation Amount	Presentation Number	Presentation Date	Other Party
USD 1,100.00	2	13 Oct 2014	Bene here

Our Reference:

\* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Finance in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: AUD

Finance Remaining Balance

Finance Terms

Finance for  days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

\* Apply Payment on: 17/11/2014 ▾

#### Payment Details

Account

\* Debit Account for Principal

\* Debit Account for Charges

We have remitted funds to your branch

#### Section Shortcuts

- 1. Settlement Instructions
- 2. Foreign Exchange Rate Details

#### Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save

Save & Close

**Verify Data**

Route Transaction

Attach Document

Close

# MANAGING TRADE TRANSACTIONS

## TRADE LOANS

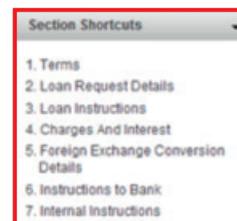
### NEW TRADE LOAN REQUEST

The Loan Request page allows you to enter information for a loan request transaction. There are 7 sections to be completed when creating a Loan Request.

You can navigate to each section easily either by using the section shortcuts links or expanding and collapsing the section headers.

#### NEW INSTRUMENTS: LOAN REQUEST

Loan Request - ADP1545113073 - Issue - (Started)

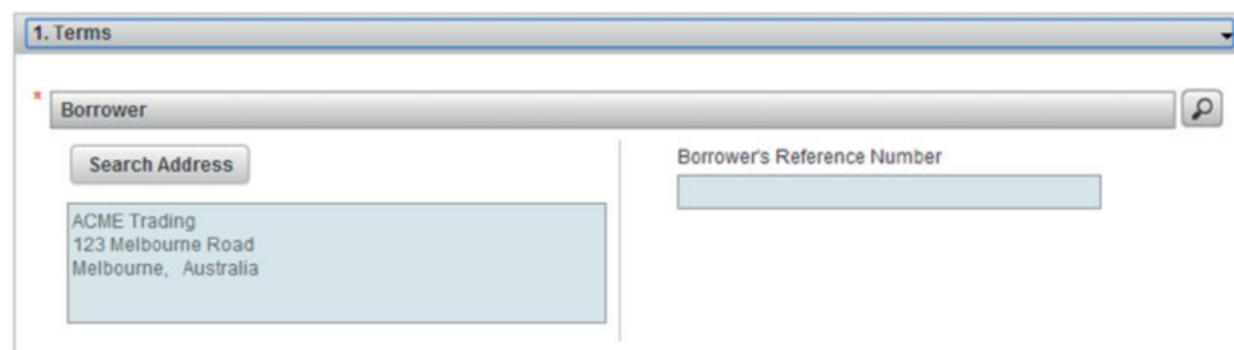


STEP	ACTION
------	--------

1	The <b>Terms</b> section contains information about the borrower and the borrower's reference number. The borrower's name and address information pre-populates.
---	------------------------------------------------------------------------------------------------------------------------------------------------------------------

#### NEW INSTRUMENTS: LOAN REQUEST

Loan Request - ADP1545113073 - Issue - (Started)



STEP	ACTION
------	--------

2	The <b>Loan Request Details</b> section contains the following detailed information about the loan: <ul style="list-style-type: none"><li>&gt; Loan start date</li><li>&gt; Currency of the loan</li><li>&gt; Amount<ul style="list-style-type: none"><li>– (for loans with multiple beneficiaries, the net amount of the loan proceeds will automatically calculate and populate this field)</li></ul></li><li>&gt; Interest to be Paid option</li><li>&gt; Loan Type and Terms of the loan</li><li>&gt; Shipment and goods details</li></ul>
---	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

NB: It is important that you select the correct **Loan Type** for the purpose of your Trade Loan request. There are 4 available options to choose from.

# MANAGING TRADE TRANSACTIONS

**Trade Loan – Receivables:** Select this option if the loan is related to the sale of goods and the loan proceeds are required to be credited into your ANZ bank account.

**Trade Loan – Payables:** Select this option if the loan is related to the purchase of goods and the loan proceeds are required to be paid to one or multiple beneficiaries.

**Export Loan:** Select this option if the loan request is related to the sale of goods.

**Import Loan:** Select this option if the loan request is related to the purchase of goods.

The option you select will preload the information required in "Section 3 Loan Instructions".

### 2. Loan Request Details

#### Loan Details

\* Loan Start Date  
07-05-2014

\* Currency      Amount (if known)

#### Interest to be Paid

In Advance  
 In Arrears

#### Loan Type

Trade Loan  
     Receivables    Payables

Export Loan  
 Import Loan

#### Loan Terms

At fixed maturity date    dd-MM-yyyy  
                                    days from the Loan Start Date

### Shipment and Goods Details

<b>From:</b>	<b>To:</b>
Place of Taking Charge/Dispatch From.../Receipt	Port of Discharge/Airport of Destination
Port of Loading/Airport of Departure	Place of Final Destination/Delivery/For Transport To
Vessel Name/Carrier	Bill of Lading/Air Waybill
<Select a Phrase>	

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
3	The <b>Loan Instructions</b> section allows you to tell the bank how to disburse the Loan Request proceeds. The following sections will be explained based on each of the Loan Types available.
3.1	<p><b>Export Loan Instructions</b></p> <p>It is <b>IMPORTANT</b> to ensure the relevant radio button in the <b>Type of Transaction Being Financed</b> section is selected.</p> <ul style="list-style-type: none"> <li>&gt; Goods Under Export LC – financing an Export LC</li> <li>&gt; Goods Under Export Collection - financing an Export Collection</li> <li>&gt; Standalone Pre-Shipment Financing –special Supply Chain Finance arrangements ONLY</li> <li>&gt; Other - Export Financing NOT Under Export LC or Export Collection.</li> </ul>
3.1 (continued)	<p>In the <b>Apply Loan Proceeds to</b> section, you are able to instruct the bank on how to disburse the loan proceeds. Select one of the available radio button options and complete the required fields.</p> <ul style="list-style-type: none"> <li>&gt; Account – select your designated bank account from the drop down list</li> <li>&gt; Beneficiary – enter the Beneficiary and Beneficiary Bank details</li> <li>&gt; Other – provide other instructions for the disbursement of proceeds</li> </ul>
3.1 (continued)	<p>In the <b>Invoice Details</b> section, you can add any invoice data that you may have previously uploaded (refer to the separate <i>“Trade Loan - Invoice Data Upload User Guide”</i>) or you can manually enter invoice details for your reference in the free format text box. The system will only allow you to add invoices that have the same currency, buyer and due/payment date as that entered in the transaction.</p>

**3. Loan Instructions**

**3.1. Export Loan Instructions**

**Loan Proceeds**

\* Currency: [Dropdown] Amount: [Text Box]

\* **Type of Transaction Being Financed**

Goods Under Export LC      Related Instrument ID: [Text Box] [Search Icon]

Goods Under Export Collection      Related Instrument ID: [Text Box] [Search Icon]

Standalone Pre-Shipment Financing (not under Export LC / Collection)

[Text Box]

Other

[Text Box]

# MANAGING TRADE TRANSACTIONS

**\* Apply Loan Proceeds to**

Account

Beneficiary *(Shown below)*

Other *(Other Details)*

**Beneficiary Details**

Beneficiary Name

Address

Address Line 2

City

Province/State  Postal Code

Country

**\* Beneficiary's Account Number**

**Beneficiary Bank**

Beneficiary Bank Name

Address

Address Line 2

City

Province/State  Postal Code

Country

# MANAGING TRADE TRANSACTIONS

**\* Invoice Details**

**Add Invoice(s)**

Enter details of invoices being financed

**\* Loan Maturity**

Offset Against Export LC/Collection Instrument

Other

# MANAGING TRADE TRANSACTIONS

## STEP

## ACTION

### 3.2

### Import Loan Instructions

It is **IMPORTANT** you ensure the relevant radio button in the **Apply Loan Proceeds to** section is selected.

- > Related Instrument ID - Apply the loan proceeds to payment of a related Import LC or Collection,
- > Account – Select your designated credit account from the drop down list,
- > Beneficiary - Pay the loan proceeds to your Supplier/Beneficiary account. Enter the Beneficiary and Beneficiary Bank details,
- > Other – Provide other instructions for the disbursement of proceeds

**3. Loan Instructions**

**3.2. Import Loan Instructions**

**Loan Proceeds**

\* Currency  Amount

**Apply Loan Proceeds to**

Related Instrument ID (For single related instrument)

Account

Beneficiary (Shown below)

Other (Other Details)

**Beneficiary Bank**

Beneficiary Bank Name

Address

Address Line 2

City

Province/State  Postal Code

Country

**Beneficiary Details**

Beneficiary Name

Address

Address Line 2

City

Province/State  Postal Code

Country

\* Beneficiary's Account Number

**Loan Maturity**

Debit the Borrower's account

Other

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
3.3	<p data-bbox="331 436 1364 481"><b>Trade Loan Instructions – Receivables</b></p> <p data-bbox="331 436 1364 481">In the <b>Apply Loan Proceeds to</b> section, you can only select to credit the Loan Proceeds into your ANZ bank account.</p> <ul data-bbox="331 504 1436 694" style="list-style-type: none"><li data-bbox="331 504 1133 526">&gt; Charges – select the radio button to determine the disbursement of charges</li><li data-bbox="331 548 1436 660">&gt; In the <b>Invoice Details</b> section, you can add any invoice data that you may have previously uploaded (refer to the separate <i>Trade Loan - Invoice Data Upload User Guide</i>) or you can manually enter invoice details for your reference in the free format text box. The system will only allow you to add invoices that are in the same currency</li><li data-bbox="331 672 1109 694">&gt; The amount of loan will be calculated based on the invoices (if) uploaded</li></ul>

# MANAGING TRADE TRANSACTIONS

3. Loan Instructions

Trade Loan Instructions

**Loan Proceeds**

\* Currency  Amount

\* **Apply Loan Proceeds to**

Account

\* **Charges**

Ours  
 Beneficiary  
 Shared

\* **Invoice Details**

Enter details of invoices being financed

\* **Loan Maturity**

Debit the Borrower's account

Other

NB: There will be a dynamic inclusion of the 'Calculate Discount/Interest' button when "Trade Loan" Loan Type has been selected. To view the estimated discount/interest, ensure you have completed the Loan Amount and Loan Terms fields and press the "Calculate Discount/Interest" button.

# MANAGING TRADE TRANSACTIONS

**Loan Type**

Trade Loan

Receivables  Payables

Export Loan

Import Loan

**Loan Terms**

At fixed maturity date

days from the Loan Start Date

**Calculate Discount Interest**

Estimated Interest

STEP	ACTION
------	--------

3.4	Trade Loan Instructions – Payables
-----	------------------------------------

It is **IMPORTANT** you ensure the relevant radio button in the **Apply Loan Proceeds to** section is selected.

- > Account – Select your designated bank account from the drop down list
- > Beneficiary – enter the Beneficiary details and Beneficiary Bank details
- > Multiple Beneficiaries - Apply funds to multiple Beneficiaries

In the **Invoice Details** section, you can add any invoice data that you may have previously uploaded (refer to the separate *“Trade Loan - Invoice Data Upload User Guide”*) or you can manually enter invoice details for your reference in the free format text box. The system will only allow you to add invoices that are in the same currency.

**3. Loan Instructions**

**Trade Loan Instructions**

**Loan Proceeds**

\* Currency  Amount

\* **Apply Loan Proceeds to**

Account

Beneficiary

Multiple Beneficiaries

\* Payment Method

\* **Charges**

Ours

Beneficiary

Shared

\* **Beneficiary Bank**

Bank/Branch Code

Beneficiary Bank Name

Address

# MANAGING TRADE TRANSACTIONS

**Invoice Details**

Add Invoice(s)

Enter details of invoices being financed

**Loan Maturity**

Debit the Borrower's account

Other

## STEP

## ACTION

### 3.4 (continued)

#### Multiple Beneficiaries

Multiple beneficiary payment details can be added manually or by adding uploaded payables invoice data (refer to separate user guide *"Trade Loan – Invoice Data Upload User Guide"*).

To manually add multiple beneficiary payment details, enter the individual payment amount, payment method, beneficiary details and Beneficiary Bank details for your first beneficiary and press the "Save Beneficiary" button.

A beneficiary table will appear at the top of Section 3 and the details will be saved within.

To add the next beneficiary repeats the above process.

Note: If the Beneficiary Bank "Bank/Branch" code is unknown, the Beneficiary Bank Name, Address and Country will be required.

# MANAGING TRADE TRANSACTIONS

3. Loan Instructions

Trade Loan Instructions

[Add Beneficiary](#)

Beneficiary Name :  [Search](#)

Beneficiary Bank Name :  Amount :

Account Number	Beneficiary Name	Currency	Amount	Payment Method	Beneficiary B
<input type="radio"/> 123456798	Another Beneficiary Name	AUD	15.00	RTGS	
<input checked="" type="radio"/> 987654321	Beneficiary Name	AUD	10.00	RTGS	

Total Count: 2

**Loan Proceeds**

\* Currency    Amount  
AUD    10.00

\* Apply Loan Proceeds to

Account

Beneficiary

Multiple Beneficiaries

\* Payment Method  
RTGS

**Beneficiary Details** [Search](#) [X](#)

\* Beneficiary's Account Number

\* Beneficiary Name

Address

\* Country  
Australia

Reference

\* Charges

Ours  
 Beneficiary  
 Shared

\* Beneficiary Bank [Search](#)

Bank/Branch Code

Beneficiary Bank Name

Address

Country  
Australia

**Regulatory Reporting Details**

Central Bank Reporting

[Save Beneficiary](#) [Cancel](#)

# MANAGING TRADE TRANSACTIONS

**STEP ACTION**

**4** **Charges And Interest** are mandatory fields which must be completed.  
 Select accounts from the drop-down lists you would like the charges and interest to be debited from. Charges can also be deducted from either the Loan Proceeds or from Account Receivables if this arrangement has been enabled.

**STEP ACTION**

**5** **FX Conversion Details** if applicable requires you to enter any forward contract information for the initial loan amount or at loan maturity.  
 Note: this section is not applicable for "Trade Loan – Payables" or "Trade Loan – Receivables" as the loan amount must be in the same currency as the loan proceeds.

**STEP ACTION**

**6** **Instructions to Bank**, is an area where you can advise ANZ of any special information. If there is a re-occurring message in the information sent to the bank, a phrase template is available to assist.

# MANAGING TRADE TRANSACTIONS

6. Instructions to Bank

\* Issue instrument in  
English

Additional Instructions  
<Select a Phrase>

A large empty text area for additional instructions.

STEP	ACTION
7	The <b>Internal Instructions</b> section contains details for your organisation. These details are not sent to the bank once approved.

7. Internal Instructions

*Instructions entered here are for internal purposes only, and will not be sent to the bank.*

A large empty text area for internal instructions.

STEP	ACTION
8	When you have completed entering all the details, you must also attach any supporting PDF documents that may be required using the 'Attach Document' button. Browse your directory and upload the relevant PDF documents. The transaction then needs to be verified by pressing "Verify Data". Once successfully verified, the transaction is ready to be Authorised. (Refer to Authorising Instruments section.)

# MANAGING TRADE TRANSACTIONS

**ANZ Transactive**  
Trade Loans - Invoice Uploads

Home | (0) | (0) | ? Help | Logout

Trade Loans 1

New Instruments | **Transactions** | Accounts | Reports | Reference Data | Upload Centre | My Links

**INSTRUMENTS: LOAN REQUEST**

Loan Request - ADP57693073 - Issue - (Started)

**1. Terms**

**Borrower**

Trade Loans - Invoice Uploads  
Level 21  
100 Queen Street  
Melbourne, VIC 3000 Australia

Borrower's Reference Number

**2. Loan Request Details**

**Loan Details**

Loan Start Date: 07/05/2014

Currency: [Dropdown] Amount (if known): [Text Box]

**Loan Type**

Trade Loan  
 Receivables  Payables  
 Export Loan  
 Import Loan

**Interest to be Paid**

In Advance  
 In Arrears

**Loan Terms**

At fixed maturity date [dd/MM/yyyy]  
 [Text Box] days from the Loan Start Date

**Section Shortcuts**

1. Terms  
2. Loan Request Details  
3. Loan Instructions  
4. Charges And Interest  
5. Foreign Exchange Conversion Details  
6. Instructions to Bank  
7. Internal Instructions

**Quick Links**

Collapse All  
Hide Tips  
Back To Top

Save  
Save & Close  
**Verify Data**  
Route Transaction  
**Attach Document**  
Copy Instrument  
Close

## TRADE LOAN ROLLOVER REQUESTS

A Trade Loan Rollover Request 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.

STEP	ACTION
1	Select the <b>Request Rollover</b> option from the Transactions tab
2	Select the active Trade Loan you wish to rollover from the available list. A Settlement Instruction transaction will be created.

truments | **Transactions** | Reports

All Transactions

**TRADE**

Pending Transactions  
Authorised Transactions  
History

**BILLING**

History

Create Amendment  
Create Tracer  
Create Assignment  
Create Settlement Instructions  
**Request Rollover**

# MANAGING TRADE TRANSACTIONS

**Trade Search**

Status:  Active  Inactive

Instrument ID:  Instrument Type:  Primary Reference:

Orig. Bank's Reference No.:  Vendor ID:

[Advanced](#)

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference
<input type="radio"/> AD7972092	Loan Request	AUD	5,000.00	Active		
<input type="radio"/> AD8442092	Loan Request	AUD	1,000.00	Active		
<input type="radio"/> AD8452092	Loan Request	AUD	5,000.00	Active		MY REFERENCE
<input type="radio"/> AD8462092	Loan Request	USD	6,000.00	Active		MY REF

Total Count: 4

## STEP ACTION

- 3 Enter the Rollover details in section 1 "Settlement Instructions". Options include:
  - > Rollover the full principal amount.
  - > Pay a partial amount and rollover the remaining balance
  - > Provide any additional rollover instructions not covered by the above

---

- 4 Provide any FX rate details (if applicable) in section 2 "Foreign Exchange Rate Details"

---

- 5 Once all the required information has been entered, press the 'Verify Data' button. The settlement instruction transaction is now ready to be authorised. (Refer to Authorising Instruments section)

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ My Links ▾

**INSTRUMENTS: LOAN REQUEST: SETTLEMENT INSTRUCTION** ?

Loan Request - AD8442092 - Settlement Instruction - (Started)

**1. Settlement Instructions**

Amount: AUD 1,000.00    Loan Start Date: 13 Oct 2014    Maturity Date: 14 Oct 2014    Loan Terms: At fixed maturity date 14 October 2014    Other Party:

Our Reference:

\* Apply Payment on: 26/11/2014

\* Please use the following instructions for settlement of the above item:

Rollover in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: AUD

Rollover Remaining Balance

Rollover Terms

Rollover for  days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

**Payment Details**

Account

Debit Account for Interest:

\* Debit Account for Charges:

We have remitted funds to your branch

**Section Shortcuts**

1. Settlement Instructions

2. Foreign Exchange Rate Details

**Quick Links**

Collapse All

Hide Tips

Back To Top

55

# MANAGING TRADE TRANSACTIONS

## EXPORT LETTERS OF CREDIT

Upon receipt of any new Export LC Instruments, ANZ Transactive Trade will send you a Notification advising you that it has been received.

## ADVISE

To view or download details of an advised LC complete the following steps:

### STEP

### ACTION

- 1 From the Homepage, select the Notifications list. Alternatively, you may select the transaction directly from this list.

The screenshot displays the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, user information (John Citizen), and notification counts (4 (4) and 29). Below the navigation bar, there are tabs for 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The main content area is titled 'HOME' and contains a 'New Functionality added' announcement. Below this, there are two sections: 'Mail Messages' and 'Notifications'. The 'Mail Messages' section shows a list of messages with columns for Date & Time, Subject, Party, Assigned To, and Vendor ID. The 'Notifications' section is highlighted with a red circle and contains a dropdown menu with the text 'Select to open the Notifications list.' Below this, there is a table with columns for Date & Time, Instrument ID, Instrument Type, Transaction, Party, CCY, Amount, Status, and Vendor ID. The 'Transaction' column in the first row of the table is circled in red and contains the word 'Advise'.

Date & Time	Subject	Party	Assigned To	Vendor ID
02 Dec 2011 03:00 PM	Discrepancy Notice: LMP14183073 - 1 Import Documentary LC	ABC Exports		
02 Dec 2011 03:00 PM	Discrepancy Notice: LX443073 - 2 Export Documentary LC	ABC BUYER LTD		
02 Dec 2011 03:00 PM	Discrepancy Notice: LX443073 - 1 Export Documentary LC	ABC BUYER LTD		
02 Dec 2011 03:00 PM	Discrepancy Notice: LMP14183073 - 2 Import Documentary LC	ABC Exports		

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Dec 2011 03:00 PM	LX443073	Export LC	Advise	ABC BUYER LTD	USD	25,000.00	Processed b...	
02 Dec 2011 03:00 PM	CI413073	Import Collection	Collect	ABC Company	USD	18,000.00	Processed b...	
02 Dec 2011 03:00 PM	CO43073	Export Collection	Issue	ABC Company	AUD	15,200.00	Processed b...	
02 Dec 2011 03:00 PM	GOP19923073	Outgoing Guarantee	Amend	Export Co	AUD	-2,000,000.00	Processed b...	
02 Dec 2011 03:00 PM	LX443073	Export LC	Amend	ABC BUYER LTD	USD	5,000.00	Processed b...	

# MANAGING TRADE TRANSACTIONS

STEP

ACTION

2 From the Notifications page, locate and select the transaction.

The screenshot displays the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, user information (John Citizen), and various menu options like Home, Mail (4), Notifications (29), Help, and Logout. Below the navigation bar, there are tabs for New Instruments, Transactions, Reports, Reference Data, Upload Centre, and Subsidiary Access. The main content area is titled 'MESSAGES: Mail Notifications' and shows a list of transactions. The table has columns for Date & Time, Instrument ID, Instrument Type, Transaction, Party, CCY, Amount, and Status. The transaction LX443073 is highlighted, and its 'Advise' action is circled in red. At the bottom, there are buttons for 'Delete' and 'Delete All', and a 'Total Count: 29' indicator.

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status
02 Dec 2011 03:00 PM	CO43073	Export Collection	Issue	ABC Company	AUD	15,200.00	Processed by:
02 Dec 2011 03:00 PM	ADP28103073	Loan Request	Issue	Supply CO LTD	AUD	2,600.00	Processed by:
02 Dec 2011 03:00 PM	GI23073	Incoming Guarantee	Advise	ABC BUYER LTD	AUD	75,000.00	Processed by:
02 Dec 2011 03:00 PM	SI23073	Incoming Standby LC	Advise	ABC BUYER LTD	USD	22,000.00	Processed by:
02 Dec 2011 03:00 PM	RP1643073	Receivables Management	Apply Receivable...		AUD	5,040,000.00	Processed by:
02 Dec 2011 03:00 PM	RP1643073	Receivables Management	New (Receivables)		AUD	0.00	Processed by:
02 Dec 2011 03:00 PM	RP1653073	Receivables Management	New (Receivables)		NZD	0.00	Processed by:
02 Dec 2011 03:00 PM	RP1663073	Receivables Management	New (Receivables)		USD	0.00	Processed by:
02 Dec 2011 03:00 PM	RP1673073	Receivables Management	New (Receivables)		HKD	0.00	Processed by:
02 Dec 2011 03:00 PM	RF683073	Receivables Finance	Issue		USD	332,500.00	Processed by:
02 Dec 2011 03:00 PM	RF693073	Receivables Finance	Issue		USD	38,000.00	Processed by:
02 Dec 2011 03:00 PM	RF703073	Receivables Finance	Issue		HKD	190,000.00	Processed by:
02 Dec 2011 03:00 PM	RF713073	Receivables Finance	Issue		AUD	38,000.00	Processed by:
02 Dec 2011 03:00 PM	ADP27883073	Loan Request	Issue		AUD	1,400.00	Processed by:
02 Dec 2011 03:00 PM	LX443073	Export LC	Advise	ABC BUYER LTD	USD	25,000.00	Processed by:
02 Dec 2011 03:00 PM	LX443073	Export LC	Amend	ABC BUYER LTD	USD	5,000.00	Processed by:
02 Dec 2011 03:00 PM	GOP19923073	Outgoing Guarantee	Amend	Export Co	AUD	-2,000,000.00	Processed by:
02 Dec 2011 03:00 PM	GOP19923073	Outgoing Guarantee	Issue	Export Co	AUD	5,000,021.00	Processed by:
02 Dec 2011 03:00 PM	SOP19953073	Outgoing Standby LC	Issue	Export Co	AUD	12,568,880.00	Processed by:

# MANAGING TRADE TRANSACTIONS

## STEP

## ACTION

3

Export LC advise transaction details will appear for the selected instrument. From here you can also view, download and print documents generated for the transaction.

**ANZ Transactive**  
ACME Trading

Home | 4 (4) | (29) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

### Export LC - LX443073 - Advise - (Processed by Bank)

**1. Transaction Summary**

Trans. Status	Date	Currency	Amount
02 Dec 2011		USD	25,000.00

**2. Documents**

Click on any of the links below to view documents generated for this transaction.

[Cover Letter to Ben or Nab \(Click for PDF\)](#)

**3. Commissions & Charges**

Charge Type	CCY	Amount	Settlement Method	Account No.
-------------	-----	--------	-------------------	-------------

**4. Terms Summary**

Instrument Amount	Available Amount	Equivalent Amount	About %
USD 25,000.00	USD 25,000.00	AUD 24,762.28	+0% -0%
Issue Date	Expiry Date	Latest Shipment Date	Confirmed
02 Dec 2011	01 Feb 2014		No
Payment Terms			
Sight			
Reference Number			
Applicant Details	Beneficiary		
ABC BUYER LTD 200 Queen's Road Central Hong Kong	Acme Trading 111 Tower Place Melbourne Australia		

**Section Shortcuts**

- 1. Transaction Summary
- 2. Documents
- 3. Commissions & Charges
- 4. Terms Summary

**Quick Links**

Hide Tips

Copy Instrument

Close

# MANAGING TRADE TRANSACTIONS

## AMENDMENT

Upon receipt of amended Export LC Instruments, ANZ Transactive Trade will send you a Notification advising you that it has been received.

To view or download details of an amended LC complete the following steps:

### STEP

### ACTION

- 1 From the Homepage, select the notifications list. Alternatively, you may select the transaction directly from this list.

The screenshot displays the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, the text 'ANZ Transactive ACME Trading', and user information including 'Home', '4 (4)', '(29)', 'Help', and 'Logout' for 'John Citizen'. Below this is a secondary navigation bar with menu items: 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access', along with a 'My Links' icon.

The main content area is titled 'HOME' and features a 'New Functionality added' notification. Below this is a 'Mail Messages' section with a table of messages. The 'Notifications' section is highlighted with a red circle and contains a 'Select to open the Notifications list.' button. Below the button is a table of transactions with columns: 'Date & Time', 'Instrument ID', 'Instrument Type', 'Transaction', 'Party', 'CCY', 'Amount', 'Status', and 'Vendor ID'. The 'Amend' transaction for instrument LX443073 is circled in red.

Date & Time	Subject	Party	Assigned To	Vendor ID
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LMP14183073 - 1 Import Documentary LC</a>	ABC Exports		
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LX443073 - 2 Export Documentary LC</a>	ABC BUYER LTD		
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LX443073 - 1 Export Documentary LC</a>	ABC BUYER LTD		
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LMP14183073 - 2 Import Documentary LC</a>	ABC Exports		

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Dec 2011 03:00 PM	<a href="#">LX443073</a>	Export LC	<a href="#">Advise</a>	ABC BUYER LTD	USD	25,000.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">CI413073</a>	Import Collection	<a href="#">Collect</a>	ABC Company	USD	16,000.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">CO43073</a>	Export Collection	<a href="#">Issue</a>	ABC Company	AUD	15,200.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">GOP19923073</a>	Outgoing Guarantee	<a href="#">Amend</a>	Export Co	AUD	-2,000,000.00	Processed b...	
02 Dec 2011 03:00 PM	<a href="#">LX443073</a>	Export LC	<a href="#">Amend</a>	ABC BUYER LTD	USD	5,000.00	Processed b...	

# MANAGING TRADE TRANSACTIONS

STEP

ACTION

2

From the Notifications page, locate and select the transaction.

The screenshot shows the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, user information (John Citizen), and various utility links (Home, Mail, Help, Logout). Below this is a secondary navigation bar with menu items like 'New Instruments', 'Transactions', 'Reports', etc. The main content area is titled 'MESSAGES:' and has 'Mail' and 'Notifications' tabs. The 'Notifications' tab is active, showing a table of transactions. The table has columns for Date & Time, Instrument ID, Instrument Type, Transaction, Party, CCY, Amount, and Status. One transaction with Instrument ID 'LX443073' and Transaction type 'Amend' is circled in red. At the bottom of the table, there are 'Delete' and 'Delete All' buttons, and a 'Total Count: 24' indicator.

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status
02 Dec 2011 03:00 PM	<a href="#">RF733073</a>	Receivables Finance	<a href="#">Issue</a>		USD	190,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">RF773073</a>	Receivables Finance	<a href="#">Issue</a>		USD	150,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">RF763073</a>	Receivables Finance	<a href="#">Liquidate Usance</a>		AUD	40,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">CI413073</a>	Import Collection	<a href="#">Collect</a>	ABC Company	USD	16,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">CO43073</a>	Export Collection	<a href="#">Issue</a>	ABC Company	AUD	15,200.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">ADP28103073</a>	Loan Request	<a href="#">Issue</a>	Supply CO LTD	AUD	2,600.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">GQ3073</a>	Incoming Guarantee	<a href="#">Advise</a>	ABC BUYER LTD	AUD	75,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">SQ3073</a>	Incoming Standby LC	<a href="#">Advise</a>	ABC BUYER LTD	USD	22,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">RPM643073</a>	Receivables Management	<a href="#">Apply Receivable...</a>		AUD	5,040,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">RPM673073</a>	Receivables Management	<a href="#">New (Receivables)</a>		HKD	0.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">RF683073</a>	Receivables Finance	<a href="#">Issue</a>		USD	332,500.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">ADP27883073</a>	Loan Request	<a href="#">Issue</a>		AUD	1,400.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">LX443073</a>	Export LC	<a href="#">Advise</a>	ABC BUYER LTD	USD	25,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">LX443073</a>	Export LC	<a href="#">Amend</a>	ABC BUYER LTD	USD	5,000.00	Processed by
02 Dec 2011 03:00 PM	<a href="#">GQP19923073</a>	Outgoing Guarantee	<a href="#">Amend</a>	Export Co	AUD	-2,000,000.00	Processed by
18 Feb 2012 07:30 AM	<a href="#">RPM663073</a>	Receivables Management	<a href="#">Apply Receivable...</a>		USD	350,000.00	Processed by
02 Mar 2012 07:30 AM	<a href="#">RF703073</a>	Receivables Finance	<a href="#">Liquidate Usance</a>		HKD	190,000.00	Processed by
02 Mar 2012 07:30 AM	<a href="#">RF693073</a>	Receivables Finance	<a href="#">Liquidate Usance</a>		USD	38,000.00	Processed by
02 Mar 2012 07:30 AM	<a href="#">RF723073</a>	Receivables Finance	<a href="#">Liquidate Usance</a>		USD	40,000.00	Processed by

# MANAGING TRADE TRANSACTIONS

## STEP

## ACTION

- 3 Export LC amend transaction details will appear for the selected instrument. From here you can also view, download and print documents generated for the transaction.

**ANZ Transactive**  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

### Export LC - LX443073 - Amend - (Processed by Bank)

**1. Transaction Summary**

Trans. Status Date	Currency	Amount
02 Dec 2011	USD	5,000.00

**2. Documents**

Click on any of the links below to view documents generated for this transaction.

[Amendment Cover Letter \(Click for PDF\)](#)

**3. Commissions & Charges**

Charge Type	CCY	Amount	Settlement Method	Account No.
-------------	-----	--------	-------------------	-------------

**4. Terms Summary**

Instrument Amount	Available Amount	Equivalent Amount	About %
USD 30,000.00	USD 30,000.00	AUD 29,714.74	+0% -0%
Issue Date	Expiry Date	Latest Shipment Date	Confirmed
02 Dec 2011	01 Feb 2014		No
Payment Terms	Sight		
Reference Number			
Applicant Details	Beneficiary		
ABC BUYER LTD 200 Queen's Road Central Hong Kong	Acme Trading 111 Tower Place Melbourne Australia		

**Section Shortcuts**

- 1. Transaction Summary
- 2. Documents
- 3. Commissions & Charges
- 4. Terms Summary

**Quick Links**

Show Tips

Close

# MANAGING TRADE TRANSACTIONS

## DISCREPANCIES

A discrepancy notice is a message from ANZ informing you that discrepant Documents have been presented under an Export LC. You will receive a Mail Message with detailed information of the discrepancies and you can also view scanned images of the discrepant documents.

To respond to a discrepancy you can create a discrepancy response transaction and send it to ANZ.

STEP	ACTION
1	Find the relevant discrepancy notice from either the Homepage or the Mail Messages page. Once you select the relevant notice, you can view detailed information.
2	Press the 'Reply to Bank' button to create a discrepancy response.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes 'Home', '4 (11)', '(24)', 'Help', and 'Logout'. The user is identified as 'John Citizen'. The main menu includes 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The 'MESSAGES' section is active, showing a list of messages. The message 'Discrepancy Notice: LX443073 - 1 Export Docum...' is highlighted with a red circle. The table below shows the details of the messages.

Date & Time	Subject	Assigned To	Party	Vendor ID
02 Dec 2011 03:00 PM	Discrepancy Notice: LMP14183073 - 1 Import Doc...		ABC Exports	
02 Dec 2011 03:00 PM	Discrepancy Notice: LMP14183073 - 2 Import Doc...		ABC Exports	
02 Dec 2011 03:00 PM	Discrepancy Notice: LX443073 - 1 Export Docum...		ABC BUYER LTD	
02 Dec 2011 03:00 PM	Discrepancy Notice: LX443073 - 2 Export Docum...		ABC BUYER LTD	
09 Dec 2011 03:00 PM	Create Tracers: CI413073 - 1 Inward Doc Collection		ABC Company	
15 Dec 2011 03:00 PM	Create Tracers: CI413073 - 2 Inward Doc Col...		ABC Company	
15 Dec 2011 03:00 PM	Create Tracers: CI413073 - 5 Inward Doc Col...		ABC Company	
15 Dec 2011 03:00 PM	Create Tracers: CI413073 - 3 Inward Doc Collection		ABC Company	
15 Dec 2011 03:00 PM	Create Tracers: CI413073 - 4 Inward Doc Col...		ABC Company	
18 Feb 2012 07:30 AM	Discrepancy Notice: LMP14183073 - 3 Import Doc...		ABC Exports	
18 Feb 2012 07:30 AM	Discrepancy Notice: LMP14183073 - 4 Import...		ABC Exports	

The screenshot shows the 'MESSAGE DETAILS' for a discrepancy notice. The subject is 'Discrepancy Notice: LX443073 - 1 Export Documentary LC'. The message was received from the bank on 02 Dec 2011 03:00 PM. The details include the instrument ID, presentation amount, other party, presentation number, and presentation date. The message content is 'Please refer to the related document(s)'. The discrepancy details are listed below.

**Subject:** Discrepancy Notice: LX443073 - 1 Export Documentary LC

**Received from Bank - 02 Dec 2011 03:00 PM**

**Related to Instrument ID:** LX443073-1

**Presentation Amount:** USD 1,000.00

**Other Party:** ABC BUYER LTD

**Presentation Number:** 1

**Presentation Date:** 02 Dec 2011

**Related Documents:** Discrepancy Advice [image](#) | [PDF](#)

**Message:** Please refer to the related document(s).

**Discrepancy(ies):**

- 1 - Bill of lading not presented.
- 2 - Invoice states incorrect goods description.

**PO/Invoice Discrepancy(ies):**

**Discrepancy Response Status:** Not Yet Started

**Quick Links:**

- Show Tips
- Route
- Reply to Bank**
- Delete
- Close

# MANAGING TRADE TRANSACTIONS

## STEP

## ACTION

- 3 Provide instructions for the document handling and press the 'Verify Data' button. The discrepancy response is now ready to be authorised.

The screenshot displays the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, user information (John Citizen), and navigation links (Home, 4 (11), (24), Help, Logout). Below the navigation bar, there are tabs for New Instruments, Transactions, Reports, Reference Data, Upload Centre, and Subsidiary Access. The main content area is titled "DISCREPANCY RESPONSE" and shows details for "Export LC - LX443073 - Discrepancy Response - (Started)".

A warning message states: "Other pending transactions exist for this instrument." Below this, a table provides transaction details:

Presentation Amount	Presentation Number	Presentation Date	Other Party
USD 1,000.00	1	02 Dec 2011	ABC BUYER LTD

A note indicates: "Please see the following instructions with regards to discrepancy notice under the above drawing:"

- Send documents for approval
- Seek approval via SWIFT and hold documents
- Seek approval via SWIFT and send documents
- Other (enter additional instructions below)

Under "Additional Instructions", there is a dropdown menu labeled "Select a Phrase" and a large text input area.

On the right side, a "Quick Links" sidebar contains the following buttons: Show Tips, Save, Save & Close, **Verify Data** (highlighted with a red circle), Route Transaction, Attach Document, and Close.

# MANAGING TRADE TRANSACTIONS

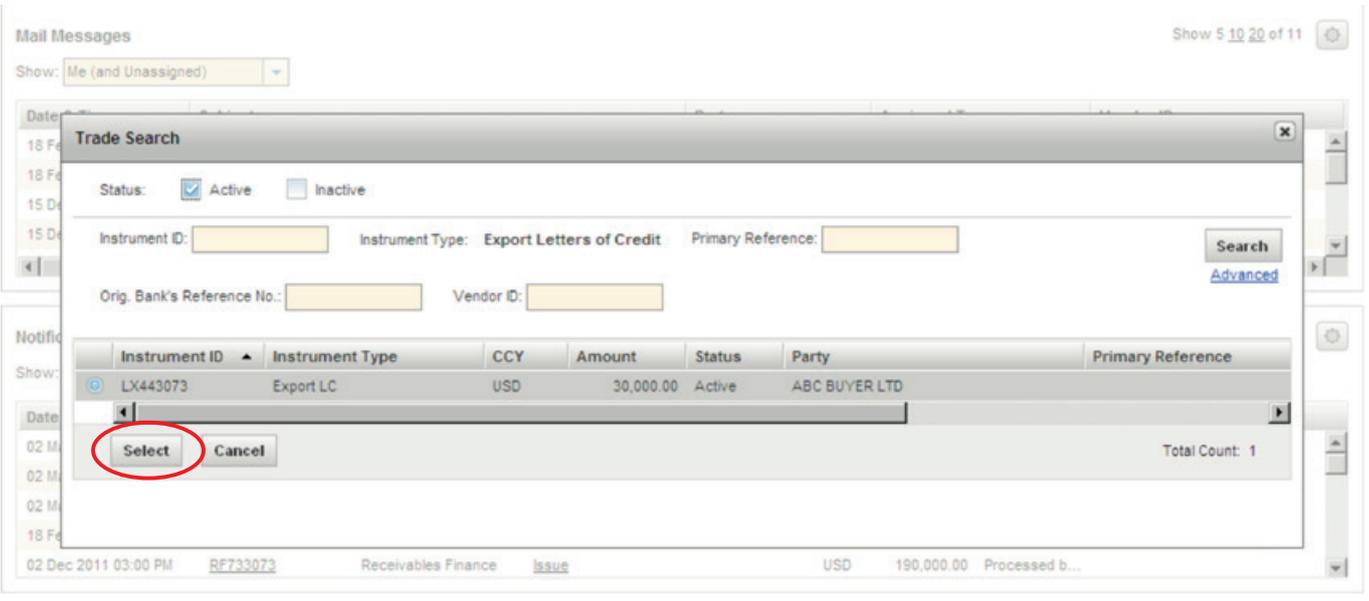
## ASSIGNMENT OF PROCEEDS

Assigning the proceeds of an Export LC can be performed by doing the following.

STEP	ACTION
1	From the Transactions menu, select the 'Create Assignment' option



STEP	ACTION
2	Using the available search criteria, locate and select the Export LC you want to assign.



# MANAGING TRADE TRANSACTIONS

STEP	ACTION
3	On the Assignment of Proceeds page input all required details, attach any required document and press the 'Verify Data' button. Once successfully verified, the transaction is ready for authorisation. (Refer to Authorising Instruments section)

**EXPORT LC - ASSIGNMENT OF PROCEEDS**

Export LC - LX443073 - Assignment of Proceeds - (Started)

⚠ Other pending transactions exist for this instrument.

### 1. Terms

Assignee	Assignee's Bank
* Assignee Name <input type="text"/>	* Assignee's Bank Name <input type="text"/>
* Address Line 1 <input type="text"/>	* Address Line 1 <input type="text"/>
Address Line 2 <input type="text"/>	Address Line 2 <input type="text"/>
* City <input type="text"/>	* City <input type="text"/>
Province/State <input type="text"/>	Province/State <input type="text"/>
Postal Code <input type="text"/>	Postal Code <input type="text"/>
* Country <input type="text"/>	* Country <input type="text"/>
Phone Number <input type="text"/>	Assignee's Account Number <input type="text"/>
Contact Name <input type="text"/>	

#### Assignment Amount Details

Original LC Amount	* Assignment Amount
USD 30,000.00	USD <input type="text"/>

\* **Partial Payments**

The full amount of all drawings until the assignment amount has been fully discharged.

% of any drawing

*The combined total of all payments cannot exceed the amount of this assignment*

### 2. Other Conditions

### 3. Instructions to Bank

**Section Shortcuts**

- 1. Terms
- 2. Other Conditions
- 3. Instructions to Bank

**Quick Links**

- Collapse All
- Show Tips
- Back To Top

**Save**

**Save & Close**

**✓ Verify Data**

**Route Transaction**

**Attach Document**

**Close**

# MANAGING TRADE TRANSACTIONS

Alternatively, you can create an Assignment of Proceeds from within an Export LC Instrument by selecting the 'Assign' button.



**ANZ Transactive**  
 ACME Trading

[Home](#) | [4 \(11\)](#) | [\(24\)](#) | [? Help](#) | [Logout](#)  
 John Citizen

New Instruments
Transactions
Reports
Reference Data
Upload Centre
Subsidiary Access
My Links

**INSTRUMENTS: EXPORT LC: CURRENT TERMS SUMMARY** ?

Export LC - LX443073 - (Active) 
[Create Message](#)
[Assign](#)
[Close](#)

Instrument Amount <b>USD 25,000.00</b>	Available Amount <b>USD 30,000.00</b>	Equivalent Amount <b>AUD 29,714.74</b>	Other Party <b>ABC BUYER LTD</b>
Reference Number	Opening Bank's Reference Number <b>12345</b>	About % <b>+0% -0%</b>	Issue Date <b>02 Dec 2011</b>
Expiry Date <b>01 Feb 2014</b>	Latest Shipment Date	Confirmed <b>No</b>	Applicant Details ABC BUYER LTD 200 Queen's Road Central Hong Kong
Beneficiary Acme Trading 111 Tower Place Melbourne Australia			

**Transactions**

Transaction Status Date	Transaction	CCY	Amount	Status	Reference
01 Mar 2012	<a href="#">Assignment of Proceeds</a>	USD		Started	
01 Mar 2012	<a href="#">Discrepancy Response</a>	USD	1,000.00	Started	
18 Jan 2012	<a href="#">Issue Transfer</a>	USD	1,000.00	Ready to Authorise	<a href="#">LXP32823073</a>
18 Jan 2012	<a href="#">Issue Transfer</a>			Started	<a href="#">LXP33453073</a>
18 Jan 2012	<a href="#">Issue Transfer</a>			Started	<a href="#">LXP33443073</a>

**Mail**

Date & Time	Subject	Assigned To	Status
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LX443073 - 2 Export Documentary LC</a>		Received From Bank
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LX443073 - 1 Export Documentary LC</a>		Received From Bank

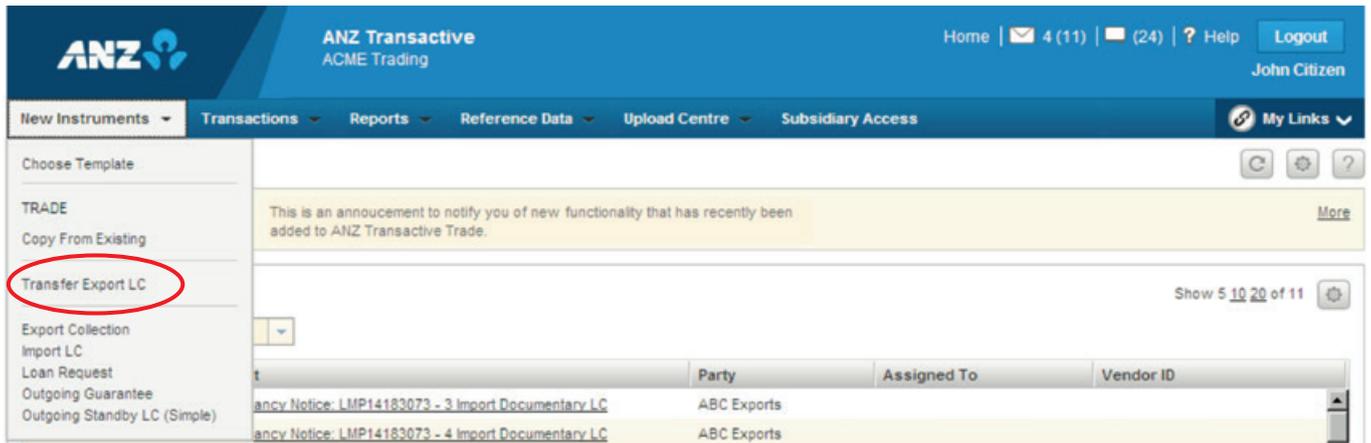
# MANAGING TRADE TRANSACTIONS

## TRANSFER

Transferring an Export LC allows you to create a transfer transaction for an existing Export LC instrument.

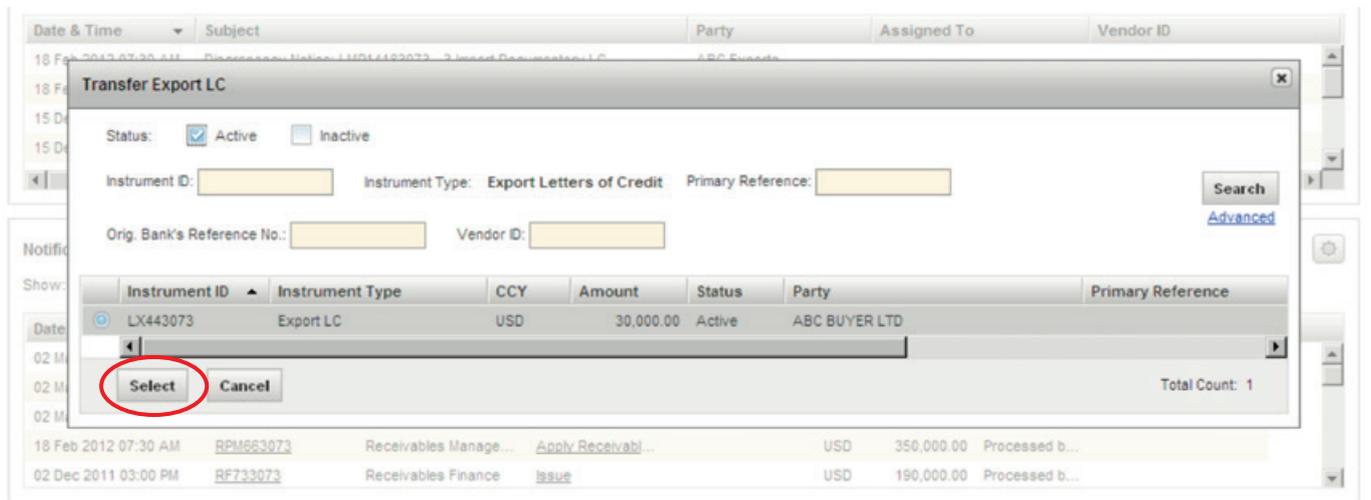
### STEP ACTION

1 On the New Instruments menu select 'Transfer Export LC'.



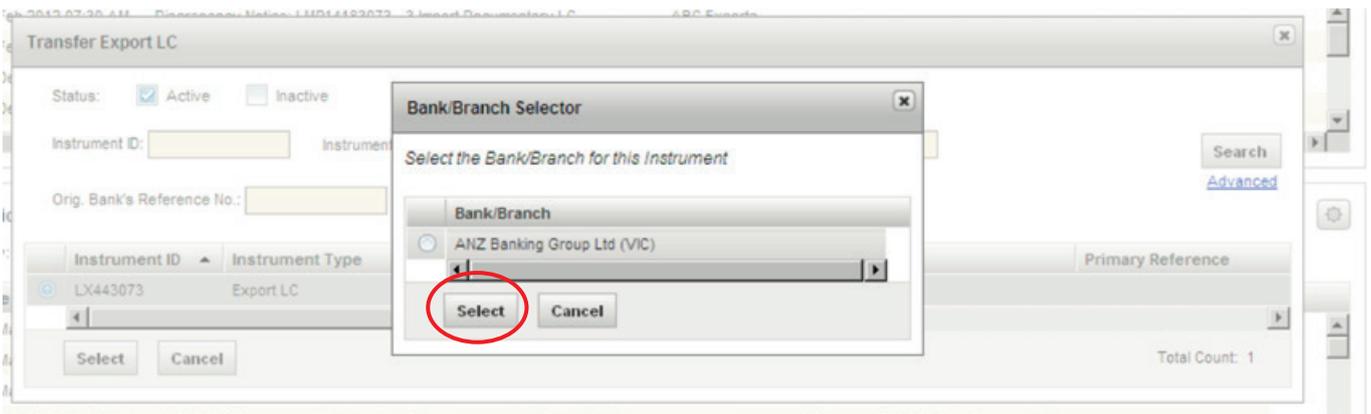
### STEP ACTION

2 Using the available search criteria, locate and select the Export LC you want to transfer.



### STEP ACTION

3 Select the relevant Bank/Branch from the available options.



# MANAGING TRADE TRANSACTIONS

## STEP

## ACTION

4

Complete the Terms, Other Conditions, and Instructions to Bank fields and press the 'Verify Data' button. Once successfully verified, the transfer is ready for authorisation. (Refer to Authorising Instruments section).

### EXPORT LC - TRANSFER

Export LC - LXP41763073 - Issue Transfer - (Started)

**1. Terms**

Related Instrument ID  
LX443073

**Transferee**

\* Transferee Name

\* Address (Line 1)

Address (Line 2)

\* City

Province/State      Postal Code  
     

\* Country

Phone Number

Contact Name

**Transferee's Bank**

\* Reference Number

\* Currency

\* Amount of Transfer

Amount Tolerance  
+  % -  %

Expiry Date

Latest Shipment Date

**2. Other Conditions**

**3. Instructions to Bank**

**Section Shortcuts**

- 1. Terms
- 2. Other Conditions
- 3. Instructions to Bank

**Quick Links**

- Collapse All
- Show Tips
- Back To Top

**Save**

**Save & Close**

**Verify Data**

**Route Transaction**

**Attach Document**

**Close**

# MANAGING TRADE TRANSACTIONS

## GUARANTEE

### NEW OUTWARD GUARANTEE

The Outgoing Guarantee page allows you to enter information for an Outgoing Guarantee transaction. There are 4 sections to be completed when creating an Outgoing Guarantee.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, user name 'John Citizen', and links for Home, 4 (11) messages, (24) notifications, Help, and Logout. Below the navigation bar, there are tabs for 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The main content area is titled 'INSTRUMENTS: OUTGOING GUARANTEE' and shows a specific transaction: 'Outgoing Guarantee - GOP22243073 - Issue - (Started)'. Two red boxes highlight key elements: one on the left lists four sections: '1. Terms', '2. Additional Information', '3. Instructions to Bank', and '4. Internal Instructions'; the other on the right is a 'Section Shortcuts' dropdown menu containing the same four sections.

STEP	ACTION
1	<p>The Terms section contains information about the terms of the guarantee issue:</p> <ul style="list-style-type: none"><li>&gt; Beneficiary details</li><li>&gt; Applicants details</li><li>&gt; Type and amount</li><li>&gt; Issuing Instructions</li><li>&gt; Validity</li><li>&gt; Delivery instructions</li><li>&gt; Agent details</li><li>&gt; Details of Tender/Order/Contract</li></ul>

# MANAGING TRADE TRANSACTIONS

Outgoing Guarantee - GOP22243073 - Issue - (Started)

1. Terms

**Beneficiary**

\* Beneficiary Name

\* Address Line 1

Address Line 2

\* City

Province/State  Postal Code

\* Country

Phone Number

**Applicant**

ACME Trading  
111 Tower Place  
Melbourne, Vic Australia

Applicant's Reference Number

**Detailed Information**

Type of Guarantee

\* Currency  \* Amount

Expiry Place (If "Other" is selected, enter details in [Instructions to Bank](#))

Country of Beneficiary

**Issuing Instructions**

\* The instrument is to be issued by:

Applicant's Bank  
Overseas Bank  
*(Enter Validity Date at Overseas Bank if known)*

Validity Date at Overseas Bank

Overseas Bank Name

\* Address Line 1

Address Line 2

\* City

Province/State  Postal Code

Country

Phone Number

**Validity**

Valid From:

Date of Issue

Other Date

Valid To:

End Date

Other (Enter details in [Instructions to Bank](#))

**Delivery Instructions**

Deliver To:

Applicant  
Beneficiary  
Agent (Enter details in [Agent Details below](#))  
Other (Enter details in [Instructions to Bank](#))

Deliver By:

SWIFT  
Registered Mail  
Mail  
Courier

**Agent Details** ✕

Agent name

Contact Name

Address Line 1

Address Line 2

City

Province/State  Postal Code

Country

Phone Number

Accept instructions from this party

Advise issuance

**Details of Tender / Order / Contract**

<Select a Phrase>

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
2	The <b>Additional Information</b> section requests additional information about the guarantee. For example, the format, specific content or any other pertinent information that is warranted. This information can be manually typed into the "Customer Text" box, or a pre-determined phrase can be selected in the "Bank Standard Wording" box.

**2. Additional Information**

\* Enter either Customer Text or Bank Standard Wording in the text areas below. Text is required in one of the text areas below.

**Customer Text**

<Select a Phrase> [dropdown]

[Large text area]

**Bank Standard Wording**

<Select a Phrase> [dropdown] [X]

[Large text area]

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
3	<p>The Instructions to Bank is where you can advise ANZ of any special information regarding the Outgoing Guarantee and/or settlement details. If there is a re-occurring message which you use to the information sent to ANZ, you can you a phrase template.</p> <ul style="list-style-type: none"><li>&gt; Additional Instructions</li><li>&gt; Settlement Instructions</li><li>&gt; Commissions and Charges</li></ul>

### 3. Instructions to Bank

\* Issue instrument in

Additional Instructions

#### Settlement Instructions

Debit: Our Account Number

Branch Code

Debit: Foreign Currency Account Number

Currency of Account

Additional Instructions

#### Commissions and Charges

Debit: Our Account Number

Debit: Foreign Currency Account Number

Currency of Account

# MANAGING TRADE TRANSACTIONS

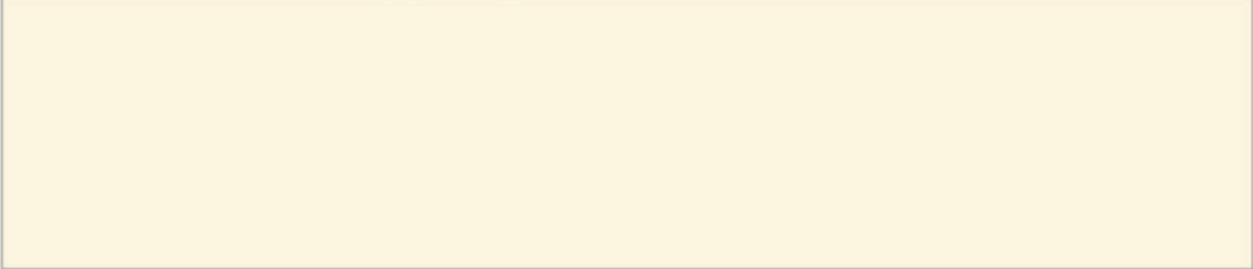
## STEP

## ACTION

- 
- 4** The **Internal Instructions** section contains details for your organisation. This information is not sent to ANZ once the transaction is authorised.
- 

**4. Internal Instructions** ▼

*Instructions entered here are for Internal purposes only, and will not be sent to the bank.*



# MANAGING TRADE TRANSACTIONS

## STEP

## ACTION

- 5 When you have completed entering all the details you can attach any required PDF documents to the transaction by pressing "Attach Documents". The transaction then needs to be verified by pressing "Verify Data". Once successfully verified, the transaction is ready to be authorised. (Refer to Authorising Instruments section).

The screenshot displays the ANZ Transactive ACME Trading interface for managing trade transactions. The top navigation bar includes the ANZ logo, user information (John Citizen), and navigation links (Home, 4 (11), (24), Help, Logout). The main menu shows options like New Instruments, Transactions, Reports, Reference Data, Upload Centre, and Subsidiary Access. The current page is titled "INSTRUMENTS: OUTGOING GUARANTEE".

The main content area shows the "Outgoing Guarantee - GOP22243073 - Issue - (Started)" form. The form is divided into several sections:

- 1. Terms**: Includes fields for Beneficiary Name (ABC), Address Line 1 (101 Tower), Address Line 2, City (Melbourne), Province/State, Postal Code, Country (Australia), Phone Number, and Applicant (ACME Trading, 111 Tower Place, Melbourne, Vic Australia). Applicant's Reference Number is also present.
- Validity**: Includes fields for Valid From (Date of Issue selected) and Valid To (End Date selected).
- Delivery Instructions**: Includes fields for Deliver To (Applicant selected) and Deliver By (SWIFT selected).
- Agent Details**: A section for agent information.

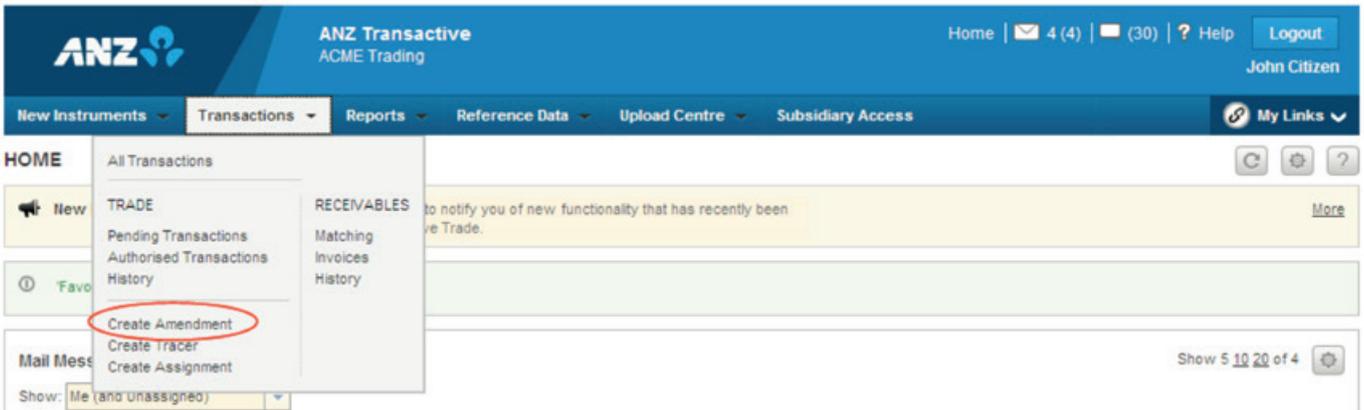
On the right side, there is a "Section Shortcuts" sidebar with a list of sections (1. Terms, 2. Additional information, 3. Instructions to Bank, 4. Internal instructions) and a "Quick Links" sidebar with buttons for Save, Save & Close, Verify Data (highlighted with a red circle), Route Transaction, Attach Document (highlighted with a red circle), Download Saved Data, Copy Instrument, and Close.

# MANAGING TRADE TRANSACTIONS

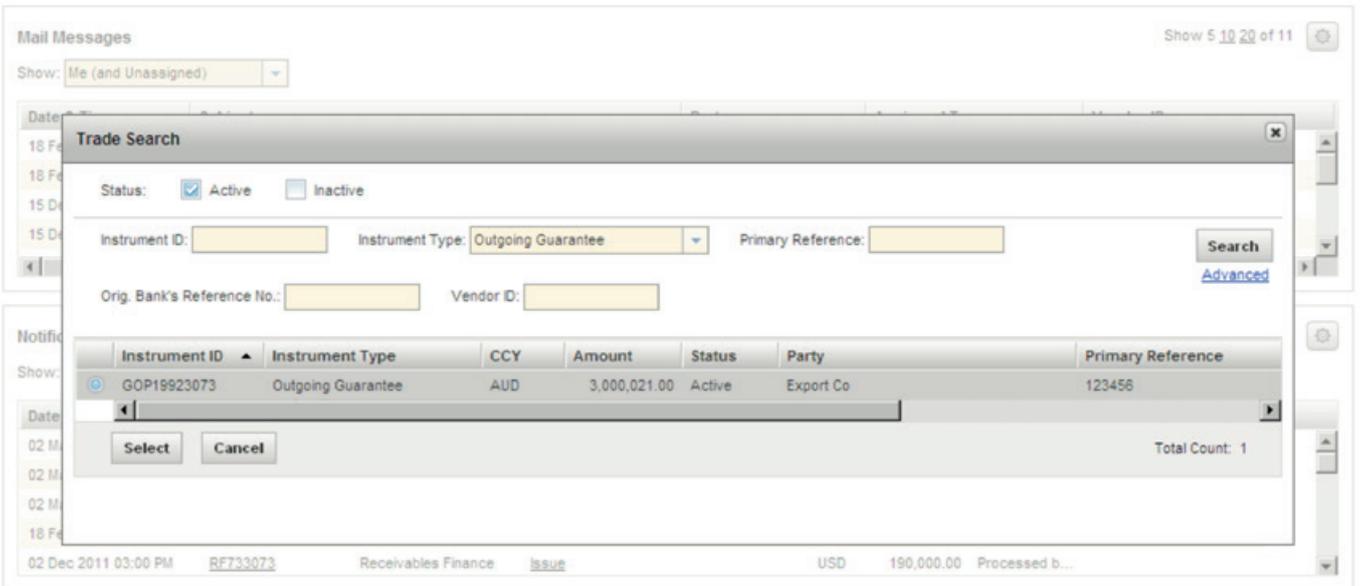
## AMENDMENT

A Guarantee may be amended online by performing the following.

STEP	ACTION
1	From the Transaction menu, select 'Create Amendment'.



STEP	ACTION
2	Search for the instrument using the available search criteria. Filter by 'Outgoing Guarantee' on the 'Instrument Type' filter.
3	Select the instrument you wish to amend and press the 'Select' button.



STEP	ACTION
4	Make the relevant amendments to terms, shipment details etc.
5	Attach all relevant documents and press Verify the data. The transaction is now ready for authorisation. (Refer Instrument Authorisation section). NOTE: ANZ may request the original Guarantee be returned prior to issuing any amendments

# MANAGING TRADE TRANSACTIONS

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, the text "ANZ Transactive ACME Trading", and user information: "Home | 4 (11) | (24) | ? Help | Logout | John Citizen". Below this is a secondary navigation bar with tabs: "New Instruments", "Transactions", "Reports", "Reference Data", "Upload Centre", "Subsidiary Access", and "My Links".

The main content area is titled "INSTRUMENTS: OUTGOING GUARANTEE: AMEND" and shows details for "Outgoing Guarantee - GOP19923073 - Amend - (Started)". A yellow warning box states: "Other pending transactions exist for this instrument." The "1. Terms" section displays the following information:

Reference Number	Amount
Applicant's Name Acme Trading	AUD 3,000,021.00
	Current Available Amount
	AUD 3,000,021.00
	<input checked="" type="radio"/> Increase Amount
	<input type="radio"/> Decrease Amount
	AUD <input type="text"/>
	New Amount
	AUD 3,000,021.00

The "New Validity" section is divided into "Valid From:" and "Valid To:".

**Valid From:**

- Current Validity From Date
- Date of Issue
- Other Date

**Valid To:**

- Current Validity To Date **22 Mar 2013**
- New Validity Date
- Other (Enter details in [Instructions to Bank](#))

On the right side, a "Section Shortcuts" panel lists: "1. Terms", "2. Additional information", "3. Instructions to Bank". Below it, a "Quick Links" panel contains: "Collapse All", "Show Tips", "Back To Top", "Save", "Save & Close", "Verify Data" (circled in red), "Route Transaction", "Attach Document", and "Close".

Note that an amendment may also be initiated from within an Instrument.

# MANAGING TRADE TRANSACTIONS

## STANDBY LETTERS OF CREDIT

### OUTGOING STANDBY LC

The Outgoing Standby LC page allows you to enter information for Outgoing Standby LC transactions. There are 4 sections to be completed when creating a Standby LC.

You can navigate to each section easily either by using the shortcuts links or expanding and collapsing the section headers.

ANZ Transactive  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ Upload Centre ▾ Subsidiary Access ▾ My Links ▾

**NEW INSTRUMENTS: OUTGOING STANDBY LC-SIMPLE**

Outgoing Standby LC-Simple - SOP43523073 - Issue - (Started)

- 1. Terms
- 2. Documents Required
- 3. Other Conditions
- 4. Instructions to Bank
- 5. Internal Instructions

Section Shortcuts

- 1. Terms
- 2. Documents Required
- 3. Other Conditions
- 4. Instructions to Bank
- 5. Internal Instructions

Quick Links

- Expand All
- Show Tips
- Back To Top

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Download Saved Data

Copy Instrument

Close

#### STEP

#### ACTION

- | STEP | ACTION                                                                                                                                                                                                                                                                                                                                                                                         |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | <p>The Terms section contains information about the terms of the Standby LC issue:</p> <ul style="list-style-type: none"><li>&gt; Beneficiary details</li><li>&gt; Applicants details</li><li>&gt; Correspondent bank details</li><li>&gt; Type and amount</li><li>&gt; Issuing Instructions</li><li>&gt; Payment terms</li><li>&gt; Bank Charges</li><li>&gt; Delivery Instructions</li></ul> |

# MANAGING TRADE TRANSACTIONS

### 1. Terms

#### Beneficiary

\* Beneficiary Name

\* Address Line 1

Address Line 2

\* City

Province/State  Postal Code

\* Country

Phone Number

#### Applicant

ACME Trading  
111 Tower Place  
Melbourne, Vic 3000 Australia

Applicant's Reference Number

#### Correspondent Bank

#### Issuing Instructions

\* The instrument is to be issued by:

Applicant's Bank  
 Overseas Bank  
*(Enter Validity Date at Overseas Bank if known)*

Validity Date at Overseas Bank

#### Payment Terms

Sight  
 Other (Other Conditions)

#### Bank Charges

All for Applicant's accounts  
 All bank charges outside the country of issuance are for Beneficiary's account  
 Other (Other Conditions)

#### Delivery Instructions

Deliver To:

Applicant  
 Beneficiary  
 Agent (Other Details)  
 Other (Other Details)

Deliver By:

Telex / Swift  
 Registered Mail  
 Mail  
 Courier

#### Detailed Information

Type of LC

*(if necessary, enter description in Other Conditions.)*

\* Currency  \* Amount

Amount Tolerance  
+  % -  %

Expiry Date  Expiry Place *(If "Other" is selected, enter Other Conditions)*

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
2	The <b>Documents Required</b> section is where you specify the types of documents required for the transaction.

**2. Documents Required**

\* Document(s):  
<Select a Phrase> Specify the number of originals and copies that are required for each document

[Empty text area]

STEP	ACTION
3	The <b>Other Conditions</b> section is where you specify additional conditions. <ul style="list-style-type: none"><li>&gt; Confirmation details</li><li>&gt; Additional conditions</li></ul>

**3. Other Conditions**

**Confirmation**

Correspondent Bank **is not required** to add confirmation

Correspondent Bank **is to add** its confirmation

Correspondent Bank **may add** its confirmation subject to Beneficiary's approval

Auto Extend (enter details in Additional Conditions below)

Additional Conditions  
<Select a Phrase>

[Empty text area]

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
4	The <b>Instructions to Bank</b> section contains specific information to your bank for the Standby LC issue transaction. <ul style="list-style-type: none"><li>&gt; Settlement Instructions</li><li>&gt; Commissions and Charges</li></ul>

### 4. Instructions to Bank

\* Issue instrument in

Additional Instructions

#### Settlement Instructions

Debit: Our Account Number

Branch Code

Debit: Foreign Currency Account Number

Currency of Account

Additional Instructions

#### Commissions and Charges

Debit: Our Account Number

Debit: Foreign Currency Account Number

Currency of Account

# MANAGING TRADE TRANSACTIONS

## STEP ACTION

- 5 The **Internal Instructions** section contains details for your organisation. This information is not sent to ANZ once the transaction is authorised.

**5. Internal Instructions**

*Instructions entered here are for Internal purposes only, and will not be sent to the bank.*

## STEP ACTION

- 6 When you have completed entering all the details you can attach any required PDF documents to the transaction by pressing "Attach Documents". The transaction then needs to be verified by pressing "Verify Data". Once successfully verified, the transaction is ready to be authorised. (Refer to Authorising Instruments section).

**ANZ Transactive**  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

### NEW INSTRUMENTS: OUTGOING STANDBY LC-SIMPLE

Outgoing Standby LC-Simple - SOP43523073 - Issue - (Started)

#### 1. Terms

**Beneficiary**  
Beneficiary Name  
Address Line 1  
Address Line 2  
City  
Province/State  
Postal Code  
Country  
Phone Number  
Applicant  
ACME Trading  
111 Tower Place  
Melbourne, Vic 3000 Australia  
Applicant's Reference Number

**Issuing Instructions**  
The instrument is to be issued by:  
 Applicant's Bank  
 Overseas Bank  
(Enter Validity Date at Overseas Bank if known)  
Validity Date at Overseas Bank  
dd/MM/yyyy  
**Payment Terms**  
 Sight  
 Other (Other Conditions)  
**Bank Charges**  
 All for Applicant's accounts  
 All bank charges outside the country of issuance are for Beneficiary's account  
 Other (Other Conditions)  
**Delivery Instructions**  
Deliver To:  
 Applicant  
 Beneficiary  
 Agent (Other Details)  
 Other (Other Details)

**Section Shortcuts**

1. Terms
2. Documents Required
3. Other Conditions
4. Instructions to Bank
5. Internal Instructions

**Quick Links**

- Collapse All
- Show Tips
- Back To Top
- Save
- Save & Close
- Verify Data**
- Route Transaction
- Attach Document
- Download Saved Data
- Copy Instrument
- Close

# MANAGING TRADE TRANSACTIONS

## DOCUMENTARY COLLECTIONS

### NEW COLLECTIONS

ANZ Transactive Trade can accommodate both Inward and Outward Documentary Collections. Once a documentary collection has been processed by ANZ, you will receive a notification advising you that this has been completed.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes 'Home', '4 (11)', '(24)', 'Help', and 'Logout'. The user is identified as 'John Citizen'. The main content area is divided into 'HOME' and 'New Functionality added' sections. Below these are 'Mail Messages' and 'Notifications' sections, both with filters and pagination controls.

**Mail Messages**

Date & Time	Subject	Party	Assigned To	Vendor ID
18 Feb 2012 07:30 AM	<a href="#">Discrepancy Notice: LMP14183073 - 3 Import Documentary LC</a>	ABC Exports		
18 Feb 2012 07:30 AM	<a href="#">Discrepancy Notice: LMP14183073 - 4 Import Documentary LC</a>	ABC Exports		
15 Dec 2011 03:00 PM	<a href="#">Create Tracers: CI413073 - 2 Inward Doc Collection</a>	ABC Company		
15 Dec 2011 03:00 PM	<a href="#">Create Tracers: CI413073 - 5 Inward Doc Collection</a>	ABC Company		

**Notifications**

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Dec 2011 03:00 PM	<a href="#">CI413073</a>	Import Collection	<a href="#">Collect</a>	ABC Company	USD	16,000.00	Processed by Bank	
02 Dec 2011 03:00 PM	<a href="#">CO43073</a>	Export Collection	<a href="#">Issue</a>	ABC Company	AUD	15,200.00	Processed by Bank	
02 Dec 2011 03:00 PM	<a href="#">GOP19923073</a>	Outgoing Guarantee	<a href="#">Amend</a>	Export Co	AUD	-2,000,000.00	Processed by Bank	
02 Dec 2011 03:00 PM	<a href="#">LX443073</a>	Export LC	<a href="#">Amend</a>	ABC BUYER LTD	USD	5,000.00	Processed by Bank	

To view details of a Documentary Collection, simply select the relevant Instrument ID or Transaction. You can view and download copies of any bank advices and documents that may have been generated by simply clicking on the PDF icon.

The screenshot shows the ANZ Transactive ACME Trading interface displaying details for an 'Import Collection - CI413073 - Collect - (Processed by Bank)'. The interface is divided into three main sections: '1. Transaction Summary', '2. Documents', and '3. Commissions & Charges'. A 'Section Shortcuts' sidebar is visible on the right.

**1. Transaction Summary**

Trans. Status	Date	Currency	Amount
	02 Dec 2011	USD	16,000.00

**2. Documents**

Click on any of the links below to view documents generated for this transaction.

[Collection Schedule \(Click for PDF\)](#)

**3. Commissions & Charges**

Charge Type	CCY	Amount	Settlement Method	Account No.
-------------	-----	--------	-------------------	-------------

**Section Shortcuts**

1. Transaction Summary
2. Documents
3. Commissions & Charges

**Quick Links**

Show Tips

Close

# MANAGING TRADE TRANSACTIONS

## SETTLEMENT INSTRUCTION REQUESTS

### RESPONDING TO A SETTLEMENT INSTRUCTION REQUEST

Upon the maturity of some instrument types, an automated Settlement Instruction Request (SIR) will be sent to ANZ Transactive Trade. It will be sent to the Pre-Debit Notifications section of your homepage. An automated email will also be sent to you notifying you of the SIR if you have registered for automated email notifications. The purpose of a SIR message is to seek your payment instructions for the related instrument.

SIR messages will be sent upon maturity of the following instrument types:

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

To respond to a Settlement Instruction Request you can create a "Settlement Instruction Response" transaction and send it to ANZ.

STEP	ACTION
1	In the Pre-Debit Notifications section of the Home page, click on the Settlement Instruction Request hyperlink in the subject column to view the details.
2	Review the details and press the "Reply to Bank" button to create a "Settlement Instruction Response" transaction.

Pre-Debit Notifications

Show: Me (and Unassigned) Payment Date: From dd/MM/yyyy To dd/MM/yyyy Currency

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
17 Oct 2014 09:30 PM	Settlement Instruction Request - LX02092 - 1		AUD	50.00	17 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8462092 - 1	MY REF	USD	6,000.00	17 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8452092 - 1	MY REFERE...	AUD	5,000.00	16 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - LM2862092 - 2	1222211	USD	1,100.00	13 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - AD8442092 - 1		AUD	1,000.00	14 Oct 2014	

New Instruments - Transactions - Reports - Reference Data - My Links

### MESSAGE DETAILS

Settlement Instruction Request - Received from Bank - 15 Oct 2014 09:30 PM

Subject  
Settlement Instruction Request - AD8452092 - 1

Related to Instrument ID  
[AD8452092-1](#)

Amount Borrower  
AUD 5,000.00 Sasscorp Enterprises Pty Ltd

Loan Start Date Maturity Date Loan Terms  
15 Oct 2014 16 Oct 2014 At fixed maturity date 16 October 2014

Message  
Please provide instructions for settlement of the related item

Settlement Instruction Response Status  
Not Yet Started

Quick Links

Hide Tips

Route

Reply to Bank

Delete

Close

# MANAGING TRADE TRANSACTIONS

STEP	ACTION
3	Provide your payment details in section 1 "Settlement Instructions". Options include: <ul style="list-style-type: none"> <li>&gt; Pay the full amount by debiting your account or remitting funds to the bank for principal, interest and charges</li> <li>&gt; Finance/rollover the full amount</li> <li>&gt; Pay a partial amount and finance the remaining balance</li> <li>&gt; Provide any other payment instructions not covered by the above</li> </ul>
4	Provide any FX rate details (if applicable) in section 2 "Foreign Exchange Rate Details"
5	Once all the required information has been entered, press the 'Verify Data' button. The settlement instruction response transaction is now ready to be authorised. (Refer to Authorising Instruments section)

New Instruments Transactions Reports Reference Data My Links

---

**INSTRUMENTS: LOAN REQUEST: SETTLEMENT INSTRUCTION** ?

Loan Request - AD7972092 - Settlement Instruction - (Started)

**1. Settlement Instructions**

Amount AUD 5,000.00	Loan Start Date 09 Oct 2014	Maturity Date 10 Oct 2014	Loan Terms At fixed maturity date 10 October 2014	Other Party
------------------------	--------------------------------	------------------------------	------------------------------------------------------	-------------

Our Reference:

\* Apply Payment on:

\* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right

Rollover in Finance Currency

For Full Amount

Pay Partial Amount using the Payment Details on the right

Payment Amount: AUD

Rollover Remaining Balance

Rollover Terms

Rollover for  days

At Fixed Maturity Date

Other (enter additional instructions below)

Additional instructions

**Payment Details**

Account

\* Debit Account for Principal

Debit Account for Interest

\* Debit Account for Charges

We have remitted funds to your branch

**2. Foreign Exchange Rate Details**

Please apply the following FX details against the above settlement instructions

Use Daily Exchange Rate

Use FX Contract

FX Contract Number <input type="text"/>	Currency <input type="text"/>	Rate <input type="text"/>
--------------------------------------------	----------------------------------	------------------------------

Other FX Instructions

**Section Shortcuts**

1. Settlement Instructions  
2. Foreign Exchange Rate Details

**Quick Links**

Collapse All  
Hide Tips  
Back To Top

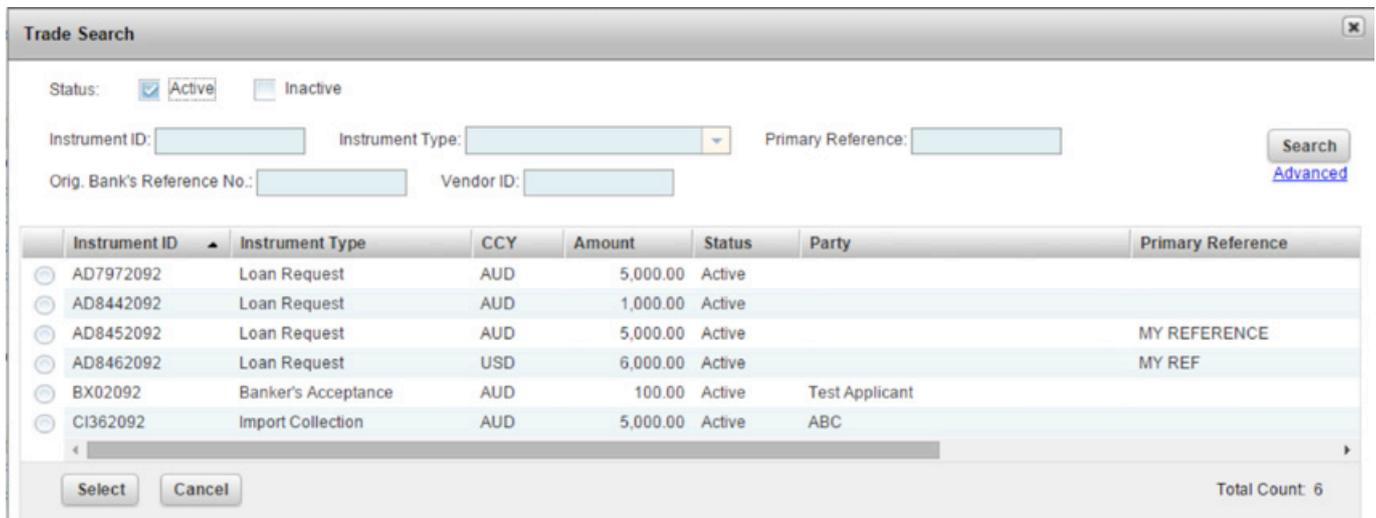
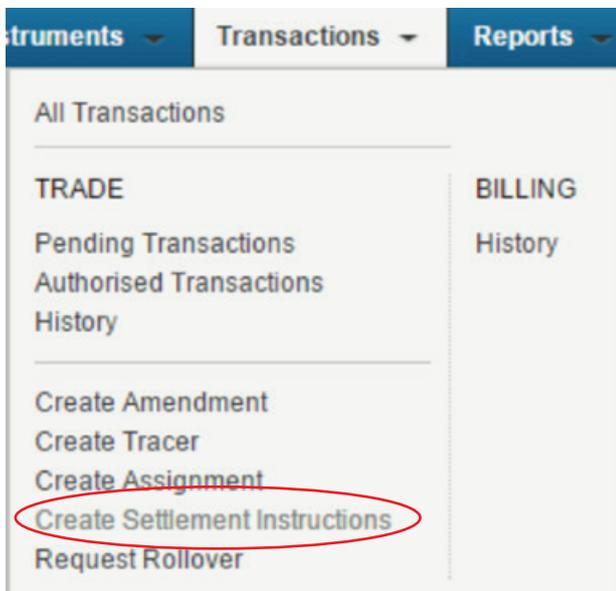
# MANAGING TRADE TRANSACTIONS

## CREATING A NEW SETTLEMENT INSTRUCTION TRANSACTION

A Settlement Instruction Transaction can be initiated to provide payment details for some instrument types. It can be initiated at any time and applies to the following active instruments types:

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

STEP	ACTION
1	Select the <b>Create Settlement Instructions</b> option from the Transactions tab
2	Select the active Instrument Type you wish to pay from the available list. A Settlement Instruction transaction will be created.



# MANAGING TRADE TRANSACTIONS

STEP	ACTION
3	Enter the payment details in section 1 "Settlement Instructions". Options include: <ul style="list-style-type: none"> <li>&gt; Pay the full amount by debiting your account or remitting funds to the bank</li> <li>&gt; Finance/rollover the full amount</li> <li>&gt; Pay a partial amount and finance the remaining balance</li> <li>&gt; Provide any other payment instructions not covered by the above</li> </ul>
4	Provide any FX rate details (if applicable) in section 2 "Foreign Exchange Rate Details"
5	Once all the required information has been entered, press the 'Verify Data' button. The settlement instruction transaction is now ready to be authorised. (Refer to Authorising Instruments section)

New Instruments Transactions Reports Reference Data My Links

**INSTRUMENTS: IMPORT COLLECTION: SETTLEMENT INSTRUCTION** ?

Import Collection - C1362092 - Settlement Instruction - (Started)

**1. Settlement Instructions**

Amount	Issue Date	Other Party
AUD 5,000.00	15 Oct 2014	ABC

Our Reference:

\* Apply Payment on:

\* Please use the following instructions for settlement of the above item:

Pay Full Amount using the Payment Details on the right  
 Finance in Finance Currency   
 For Full Amount  
 Pay Partial Amount using the Payment Details on the right

Payment Amount: AUD   
Finance Remaining Balance

Finance Terms

Finance for  days  
 At Fixed Maturity Date

Other (enter additional instructions below)

Additional Instructions

**Payment Details**

Account

\* Debit Account for Principal

\* Debit Account for Charges

We have remitted funds to your branch

**Section Shortcuts**

1. Settlement Instructions  
2. Foreign Exchange Rate Details

**Quick Links**

Collapse All  
Hide Tips  
Back To Top

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Close

**2. Foreign Exchange Rate Details**

Please apply the following FX details against the above settlement instructions

Use Daily Exchange Rate  
 Use FX Contract

FX Contract Number	Currency	Rate
<input type="text"/>	<input type="text"/>	<input type="text"/>

Other FX Instructions

# AMENDING TRANSACTIONS PRIOR TO AUTHORISATION

Once a transaction has been successfully verified, the content of the screen is locked down and is ready to be authorised by a user with "Authorise" permissions. If you need to make changes to the application after you have verified the data, but before it is authorised, you can press the "Edit" button to unlock the transaction.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes 'Home', '4 (11)', '(24)', 'Help', 'Logout', and 'John Citizen'. The main menu has 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The current page is 'INSTRUMENTS: IMPORT LC' with a sub-header 'Import LC - LMP25223073 - Issue - (Ready to Authorise)'. The main content area is divided into '1. Terms' and 'Detailed Information'. The '1. Terms' section includes fields for 'Beneficiary' (ABC Company, 123 Main road, Sydney, Australia) and 'Applicant' (ACME Trading, 111 Tower Place, Melbourne, Vic Australia). The 'Payment Terms' section shows 'Sight' selected. The 'Quick Links' sidebar on the right includes 'Route Transaction', 'Download Saved Data', 'Copy Instrument', 'Edit' (highlighted with a red circle), 'Authorise', 'LC Application Form', and 'Close'.

Once any relevant edits are made, you will need to Press the "Verify Data" Button again, and the transaction will then be Ready to Authorise again.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar is the same as the previous screenshot. The main menu is the same. The current page is 'INSTRUMENTS: IMPORT LC' with a sub-header 'Import LC - LMP25223073 - Issue - (Started)'. A green notification bar at the top says 'LMP25223073\* successfully updated.'. The main content area is divided into '1. Terms' and 'Detailed Information'. The '1. Terms' section includes fields for 'Beneficiary' (ABC Company, 123 Main road, Sydney, Australia) and 'Applicant' (ACME Trading, 111 Tower Place, Melbourne, Vic Australia). The 'Payment Terms' section shows 'Sight' selected. The 'Quick Links' sidebar on the right includes 'Save', 'Save & Close', 'Verify Data' (highlighted with a red circle), 'Route Transaction', 'Attach Document', 'Download Saved Data', 'Copy Instrument', and 'Close'.

# AUTHORISING INSTRUMENTS

Users with the appropriate access levels will be required to authorise transactions once they have been verified. These transactions will have a status of 'Ready to Authorise'

- | STEP | ACTION                                                |
|------|-------------------------------------------------------|
| 1    | On the Transactions menu select Pending Transactions. |



- | STEP | ACTION                                                                                                              |
|------|---------------------------------------------------------------------------------------------------------------------|
| 2    | Filter the pending transactions by Status in order to display all the transactions that are ready to be authorised. |
| 3    | Select the transactions that you want to authorise and press the Authorise button.                                  |

A screenshot of the ANZ Transactive ACME Trading interface. The top navigation bar includes 'Home', '4 (11)', '(24)', 'Help', and 'Logout'. The user is identified as 'John Citizen'. The main menu shows 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The 'Transactions' menu is active, showing 'Pending Transactions', 'Authorised Transactions', and 'History'. The 'Status' filter is set to 'Ready to Authorise'. A table of transactions is displayed with columns for Instrument ID, Instrument Type, Transaction, CCY, Amount, Status, Party, and Primary Ref. Three transactions are selected, and the 'Authorise' button is circled in red. The 'Total Count' is 9.

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Ref
TP32883073	International Payment	Issue	USD	100.00	Ready to Authorise	Supply CO LTD	123456
LMP14183073	Import LC	Discrepancy Resp...	USD	10,050.00	Ready to Authorise	ABC Exports	
LMP23213073	Import LC	Issue	AUD	100,000.00	Ready to Authorise	ABC Company	
LMP25223073	Import LC	Issue	AUD	100,000.00	Ready to Authorise	ABC Company	
LMP34403073	Import LC	Issue	USD	1,000,000.00	Ready to Authorise	ABCD Exports	
LX443073	Export LC	Discrepancy Resp...	USD	3,500.00	Ready to Authorise	ABC BUYER LTD	
LX443073	Export LC	Assignment of Pro...	USD	30,000.00	Ready to Authorise	ABC BUYER LTD	
LXP32823073	Export LC	Issue Transfer	USD	1,000.00	Ready to Authorise	ABC Company	123456
SOP31443073	Outgoing Standby LC	Issue	AUD	150,000.00	Ready to Authorise	Supply CO LTD	

You will receive a message noting the transactions that have been successfully authorised. Any processing issues (e.g. invalid combinations of data inputs) will also be listed here.

# AUTHORISING INSTRUMENTS

The screenshot shows the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, the text "ANZ Transactive ACME Trading", and user information including "Home", "4 (11)", "(24)", "Help", and "Logout" for "John Citizen". Below this is a menu bar with options: "New Instruments", "Transactions", "Reports", "Reference Data", "Upload Centre", and "Subsidiary Access". A "My Links" icon is also present.

The main content area is titled "INSTRUMENTS:" and has three tabs: "Pending Transactions" (selected), "Authorised Transactions", and "History". A message box is displayed, containing the following text:

- ⚠ Shipment Details - Invalid combination of 'Incoterm' and 'Transport Doc Marked Freight' selected.
- ① 'FTP32883073' - 'Issue' has been successfully 'authorised'.
- ① 'LMP14183073' - 'Discrepancy Response' has been successfully 'authorised'.
- ① 'LMP23213073' - 'Issue' has been successfully 'authorised'.

Below the message box, there is a filter section with "Show: Work for ACME Trading" and "Status: Ready to Authorise". A "Copy Selected" button and "Show 10 20 30" options are also visible. The main table lists the following instruments:

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Ref
LMP25223073	Import LC	Issue	AUD	100,000.00	Ready to Authorise	ABC Company	
LMP34403073	Import LC	Issue	USD	1,000,000.00	Ready to Authorise	ABCD Exports	
LX443073	Export LC	Discrepancy Resp...	USD	3,500.00	Ready to Authorise	ABC BUYER LTD	
LX443073	Export LC	Assignment of Pro...	USD	30,000.00	Ready to Authorise	ABC BUYER LTD	
LXP32823073	Export LC	Issue Transfer	USD	1,000.00	Ready to Authorise	ABC Company	123456
SOP31443073	Outgoing Standby LC	Issue	AUD	150,000.00	Ready to Authorise	Supply CO LTD	

At the bottom of the table, there are buttons for "Authorise", "Route", and "Delete", with "0 selected" and "Total Count: 6" displayed.

Alternatively, any transaction may also be authorised from within the transaction details screen by selecting Authorise Transaction from the floating menu.

The screenshot shows a floating menu titled "Section Shortcuts" and "Quick Links". The menu contains the following items:

- Route Transaction
- Download Saved Data
- Copy Instrument
- Edit
- Authorise** (highlighted with a red circle)
- LC Application Form
- Close

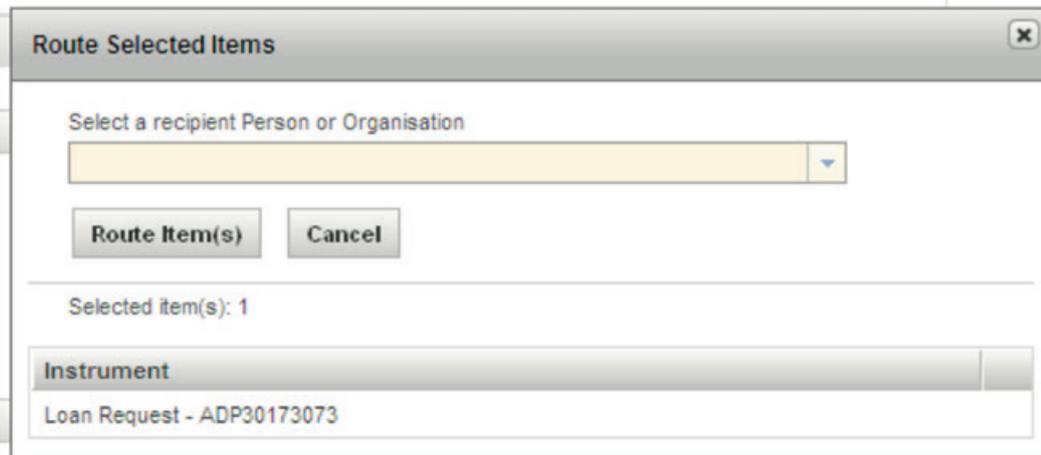
# ROUTING TRANSACTIONS

Using ANZ Transactive Trade subsidiary access you can route messages and transactions to a particular user in any of your subsidiary organisations within your organisation hierarchy:

STEP	ACTION
1	From within any transaction, select the 'Route Transaction' button.



STEP	ACTION
2	In the dropdown box, select the recipient person or organisation you want to route the transaction to and then press the 'Route Items' button. You will receive a message advising you that the transaction has been successfully routed.



# MESSAGES

## 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.

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.

ANZ Transactive  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

HOME

New Functionality added: This is an announcement to notify you of new functionality that has recently been added to ANZ Transactive Trade. [More](#)

Mail Messages Show 5 10 20 of 11

Show: Me (and Unassigned)

Date & Time	Subject	Party	Assigned To	Vendor ID
18 Feb 2012 07:30 AM	<a href="#">Discrepancy Notice: LMP14183073 - 3 Import Documentary LC</a>	ABC Exports		
18 Feb 2012 07:30 AM	<a href="#">Discrepancy Notice: LMP14183073 - 4 Import Documentary LC</a>	ABC Exports		
15 Dec 2011 03:00 PM	<a href="#">Create Tracers: CI413073 - 2 Inward Doc Collection</a>	ABC Company		
15 Dec 2011 03:00 PM	<a href="#">Create Tracers: CI413073 - 5 Inward Doc Collection</a>	ABC Company		

Setting up a new mail message is easy. Simply select the 'New' button, fill in the required information and link it to the relevant instrument. You can also attach pdf documents to the message. Once completed simply click on 'send to bank'.

ANZ Transactive  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

MESSAGES: ● Mail ○ Notifications

Show: Me (and Unassigned) | Inbox (4 Unread) | Drafts (2) | Sent to Bank (2) Show 10 20 30 **New**

Date & Time	Subject	Assigned To	Party	Vendor ID
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LMP14183073 - 1 Import D...</a>		ABC Exports	
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LMP14183073 - 2 Import D...</a>		ABC Exports	
02 Dec 2011 03:00 PM	<a href="#">Discrepancy Notice: LX443073 - 1 Export Docu...</a>		ABC BUYER LTD	

# MESSAGES

The screenshot shows the ANZ Transactive ACME Trading interface. At the top, the ANZ logo is on the left, and the user's name 'John Citizen' and a 'Logout' button are on the right. A navigation bar contains links for 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. Below this, a 'NEW MAIL MESSAGE' header is visible. The main form area is titled 'New Mail Message' and contains three sections: 'Subject' with a text input field containing 'Mail Message Subject', 'Instrument ID' with a text input field containing 'ADP123456' and a search icon, and 'Message' with a large text area containing 'Message Text'. To the right of the form is a 'Quick Links' sidebar with a dropdown arrow. The sidebar contains a 'Show Tips' button and five action buttons: 'Route', 'Send to Bank', 'Save Draft', 'Close', and 'Attach Document'. The 'Send to Bank' and 'Attach Document' buttons are circled in red.

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

# MESSAGES

## NOTIFICATIONS

The Notifications screen shows your most recent trade transactions that have been processed by ANZ. Details can be viewed directly from this Homepage Dashboard or at any time by clicking the "Speech Bubble" icon at the top of your screen.

The screenshot shows the ANZ Transactive ACME Trading interface. At the top, there is a navigation bar with the ANZ logo, the text "ANZ Transactive ACME Trading", and user information "Home | 4 (11) | (24) | ? Help | Logout | John Citizen". Below this is a secondary navigation bar with links for "New Instruments", "Transactions", "Reports", "Reference Data", "Upload Centre", and "Subsidiary Access", along with a "My Links" dropdown.

The main content area is titled "HOME" and contains a "New Functionality added" announcement. Below this is the "Mail Messages" section, which shows a list of messages with columns for "Date & Time", "Subject", "Party", "Assigned To", and "Vendor ID".

The "Notifications" section is highlighted with a red border and shows a table of trade transactions. The table has columns for "Date & Time", "Instrument ID", "Instrument Type", "Transaction", "Party", "CCY", "Amount", "Status", and "Vendor ID".

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
02 Dec 2011 03:00 PM	RPM643073	Receivables Manag...	Apply Receivabl...		AUD	5,040,000.00	Processed by Bank	
02 Dec 2011 03:00 PM	RF773073	Receivables Finance	Issue		USD	150,000.00	Processed by Bank	
02 Dec 2011 03:00 PM	RF723073	Receivables Finance	Issue		USD	40,000.00	Processed by Bank	
02 Dec 2011 03:00 PM	RF733073	Receivables Finance	Issue		USD	190,000.00	Processed by Bank	
02 Dec 2011 03:00 PM	ADP27883073	Loan Request	Issue		AUD	1,400.00	Processed by Bank	

# MESSAGES

You can also select the Instrument ID or an individual transaction to view a quick summary, including any commissions & charges, or download electronic copies of any documents attached to your transaction.

ANZ Transactive  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

MESSAGES:  Mail  Notifications

Status: All Show 10 20 30

Date & Time	Instrument ID	Instrument Type	Transaction	Party	CCY	Amount	Status
02 Dec 2011 03:00 PM	RF763073	Receivables Finance	Liquidate Usance		AUD	40,000.00	Processed by Bank
02 Dec 2011 03:00 PM	ADP28103073	Loan Request	Issue	Supply CO LTD	AUD	2,800.00	Processed by Bank
02 Dec 2011 03:00 PM	ADP27883073	Loan Request	Issue		AUD	1,400.00	Processed by Bank
02 Dec 2011 03:00 PM	GI23073	Incoming Guarantee	Advise	ABC BUYER LTD	AUD	75,000.00	Processed by Bank
02 Mar 2012 07:30 AM	RF703073	Receivables Finance	Liquidate Usance		HKD	190,000.00	Processed by Bank
02 Dec 2011 03:00 PM	RPM673073	Receivables Management	New (Receivables)		HKD	0.00	Processed by Bank

ANZ Transactive  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

Loan Request - ADP27883073 - Issue (Processed by Bank)

1. Transaction Summary

Trans. Status Date	Currency	Amount	Rate
02 Dec 2011	AUD	1,400.00	6.56

2. Documents

Click on any of the links below to view documents generated for this transaction.

[Settlement Advice \(Click for PDF\)](#)

3. Commissions & Charges

Charge Type	CCY	Amount	Settlement Method	Account No.
Finance Fee	AUD	100.00	Account	123456789

4. Terms Summary

Instrument Amount AUD 1,400.00	Available Amount AUD 1,400.00	Equivalent Amount AUD 1,400.00
Loan Start Date 24 Jan 2013	Maturity Date 13 Feb 2013	
Loan Terms At fixed maturity date 13 February 2013		

Section Shortcuts

- Transaction Summary
- Documents
- Commissions & Charges
- Terms Summary

Quick Links

Show Tips

Copy Instrument

View Terms As Entered

Close

# MESSAGES

## PRE-DEBIT NOTIFICATIONS

For some instrument types, ANZ Transactive Trade will notify you when settlement/payment instructions are required. This will generally occur two days prior to the payment/settlement date. The Pre-Debit Notification section of the homepage dashboard will notify you of items requiring settlement.

This will apply to the following instruments types;

- > Import Bankers Acceptances
- > Import Deferred Payments
- > Trade Loans
- > Payables Finance

Date & Time	Subject	Reference	CCY	Payment Amount	Payment Date	Assigned To
17 Oct 2014 09:30 PM	Settlement Instruction Request - LX02092 - 1		AUD	50.00	17 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8462092 - 1	MY REF	USD	6,000.00	17 Oct 2014	
15 Oct 2014 09:30 PM	Settlement Instruction Request - AD8452092 - 1	MY REFERE ..	AUD	5,000.00	16 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - LM2862092 - 2	1222211	USD	1,100.00	13 Oct 2014	
13 Oct 2014 09:30 PM	Settlement Instruction Request - AD8442092 - 1		AUD	1,000.00	14 Oct 2014	

Click on the subject to view the details of the Pre-Debit Notification. You can initiate your response to the bank by pressing the reply to Bank button.

New Instruments ▾ Transactions ▾ Reports ▾ Reference Data ▾ My Links ▾

### MESSAGE DETAILS ?

Settlement Instruction Request - Received from Bank - 13 Oct 2014 09:30 PM

Subject		
Settlement Instruction Request - AD8442092 - 1		
Related to Instrument ID		
<a href="#">AD8442092-1</a>		
Amount	Borrower	
AUD 1,000.00	Sasscorp Enterprises Pty Ltd	
Loan Start Date	Maturity Date	Loan Terms
13 Oct 2014	14 Oct 2014	At fixed maturity date 14 October 2014
Message		
Please provide instructions for settlement of the related item		
Settlement Instruction Response Status		
Not Yet Started		

Quick Links ▾

Hide Tips

Route

**Reply to Bank**

Delete

Close

# REPORTS

ANZ Transactive Trade contains a comprehensive 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. For Trade users, the following standard reports are available:

REPORT NAME	DESCRIPTION
ANZ010CC - Outstanding Liability	A detailed summary of any Instruments with an Outstanding Liability
ANZ011CC - Outstanding Liability	A summary of any Instruments with an Outstanding Liability
ANZ020CC - Maturing Acceptances	Instruments that have been accepted for payment but not yet matured
ANZ030CC - Payments Made or Received	Payment transactions related to Instruments
ANZ040CC - Fees and Charges	Transactional Fees and Charges within a particular date range
ANZ060CC - Outstanding Collections	A Summary of Outstanding Collections that have not been accepted from Payment
Import Letters Of Credit	Detail of Import LC issued
Incoming Guarantees and Standby Letters of Credit	Details of Incoming Guarantees or Standby Lcs
Instrument Authorisation Details	Details for the last entry user and authorisation user
Outgoing Guarantees and Standby Letters of Credit	Details of Outgoing Guarantees or Standby Lcs
Trade – Export Collections	Details of Export Collections processed
Trade – Import Collections	Details of Import Collections processed

Note that Admin users will an additionally have access to a suite of Admin 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.



# ATTACHING DOCUMENTS

Attaching documents to transactions can be done from within any transaction (where relevant) by selecting the 'Attach Documents' option from the floating menu. **Note:** documents must be in PDF format.

The screenshot shows the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, 'ANZ Transactive ACME Trading', and user information 'John Citizen'. The main menu includes 'New Instruments', 'Transactions', 'Reports', 'Reference Data', 'Upload Centre', and 'Subsidiary Access'. The current page is titled 'NEW INSTRUMENTS: EXPORT COLLECTION'. Below this, the form 'Export Collection - 4355 - Issue - (Started)' is displayed. The form is divided into two main sections: '1. Terms' and 'Drawer'. The 'Drawer' section contains fields for 'Drawer Name', 'Drawer's Reference Number', 'Currency', 'Amount', and 'Covering shipment of'. The 'Quick Links' sidebar on the right contains several options, with 'Attach Document' circled in red. Other options include 'Save', 'Save & Close', 'Verify Data', 'Route Transaction', 'Copy Instrument', and 'Close'.

You then need to select and name the document being uploaded and press the 'Upload' button to complete the process. You will receive a notification confirming that the document has been uploaded successfully.

The 'DOCUMENT ATTACHMENT DETAILS' dialog box is shown. It features a text input field for 'Type name of document here'. Below this is a 'Document File to Upload' section with a text input field and a 'Browse...' button. At the bottom, there are two buttons: 'Upload' and 'Cancel'.

# VIEWING DOCUMENTS

To view documents associated with a particular transaction, simply select the relevant transaction and documents will be displayed in the transaction details screen. From here you can either select to view in pdf format or download/save as required.

The screenshot displays the ANZ Transactive ACME Trading interface. The top navigation bar includes the ANZ logo, user information (John Citizen), and navigation links (Home, 4 (11), (24), Help, Logout). Below the navigation bar, there are tabs for New Instruments, Transactions, Reports, Reference Data, Upload Centre, and Subsidiary Access. The main content area shows transaction details for 'Import LC - LMP14183073 - Issue - (Processed by Bank)'. The '1. Transaction Summary' section shows a table with columns for Trans. Status Date, Currency, and Amount, with values 28 Nov 2011, USD, and 5,000,000.00. The '2. Documents' section contains a link for 'Acknowledgement' with a 'Click for PDF' button, both of which are circled in red. The '3. Commissions & Charges' section shows a table with columns for Charge Type, CCY, Amount, Settlement Method, and Account No., with a row for 'Issue via Internet Service' showing an amount of 80.00 AUD. The '4. Terms Summary' section is partially visible. On the right side, there is a 'Section Shortcuts' panel with a list of sections (1. Transaction Summary, 2. Documents, 3. Commissions & Charges, 4. Terms Summary) and a 'Quick Links' panel with buttons for 'Download Saved Data', 'Copy Instrument', 'View Terms As Entered', and 'Close', all of which are circled in red.

ANZ Transactive  
ACME Trading

Home | 4 (11) | (24) | ? Help | Logout  
John Citizen

New Instruments | Transactions | Reports | Reference Data | Upload Centre | Subsidiary Access | My Links

Import LC - LMP14183073 - Issue - (Processed by Bank)

1. Transaction Summary

Trans. Status Date	Currency	Amount
28 Nov 2011	USD	5,000,000.00

2. Documents

Click on any of the links below to view documents generated for this transaction.

[Acknowledgement](#) [Click for PDF](#)

3. Commissions & Charges

Charge Type	CCY	Amount	Settlement Method	Account No.
Issue via Internet Service	AUD	80.00	Account	123456789

4. Terms Summary

Section Shortcuts

1. Transaction Summary
2. Documents
3. Commissions & Charges
4. Terms Summary

Quick Links

Show Tips

[Download Saved Data](#)

[Copy Instrument](#)

[View Terms As Entered](#)

[Close](#)

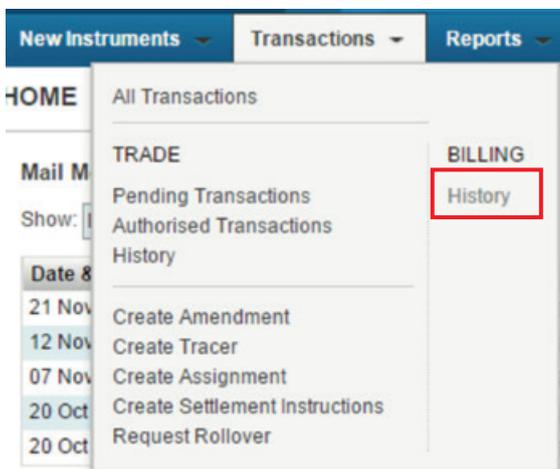
# BILLING INSTRUMENTS

A Billing Instrument is where most ad-hoc or periodic fees not related to an individual trade transaction can be viewed. The Notifications functionality in ANZ Transactive Trade will inform you of any new billing activities that fall in this category.

To view details of your Billing Instrument (if applicable) simply click on the Instrument ID or Transaction from the Notifications section of your homepage dashboard.

Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status	Vendor ID
26 Nov 2014	LM23418110		Import LC	Issue	Tinks Pty Ltd	USD	2,222.22	Processed b...	
26 Nov 2014	B1948110		Billing	New Bill				Processed b...	
07 Nov 2014	CI1388110		Import Collection	Dormant	Michele	USD	0.00	Processed b...	
05 Nov 2014	LX2623073		Export LC	Advise	ZZZ Supplies	AUD	1.00	Processed b...	
05 Nov 2014	LX2633073		Export LC	Advise	ZZZ Supplies	AUD	1.00	Processed b...	

Alternatively select Billing History from the Transactions menu in the toolbar.



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

Instrument ID	Instrument Type	Charge Amount	Status	Party	Primary Reference
B1948110	Billing	0.00	Active	China Mish Pty Ltd	
Quick View 26 Nov 2014	New Bill	3888.89	Processed by Bank		
B418110	Billing	0.00	Active	China Mish Pty Ltd	

**Transaction Quick View - B1948110 - New Bill**

Documents: [Image PDF](#)

Charges: **Periodic Fee** - USD 3,888.89 - Settled via: Nostro Account - A/C: 126680USD00300-CN

