



ANZ TRANSACTIVE TRADE PAYABLES FINANCE BUYER USER GUIDE

OCTOBER 2014

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PAYABLES FINANCE – BUYER USER GUIDE

INTRODUCTION TO PAYABLES FINANCE

ABOUT THIS GUIDE

This document covers essential processes and procedures for ANZ Transactive Trade users to complete a Payables Finance transaction electronically. It is recommended that administrators and users read this guide in conjunction with the ANZ Transactive Trade User Guide, Administrator Guide, File Format Guide and the Terms governing the use of ANZ Transactive Trade.

LEARNING ABOUT PAYABLES FINANCE

Through the use of ANZ’s Payables Finance your suppliers can access early payment for approved invoices, which in turn enables you to negotiate benefits with suppliers such as extended terms, discounts, lower unit price and helps lower supplier performance risk.

The facility effectively operates by the bank stepping in to pay your suppliers on day one, while you make payment to ANZ at maturity of the invoice in line with normal payment terms.

ANZ Payables Finance is supported by a fully integrated internet based platform allowing you to easily lodge your payables data electronically, and allowing your suppliers to easily request early payment on your approved payables invoices.

SUPPORT INFORMATION

Your Trade Sales Manager will be able to arrange application support and training on your behalf.

PAYABLES FINANCE - INVOICE MANAGEMENT WORKFLOW

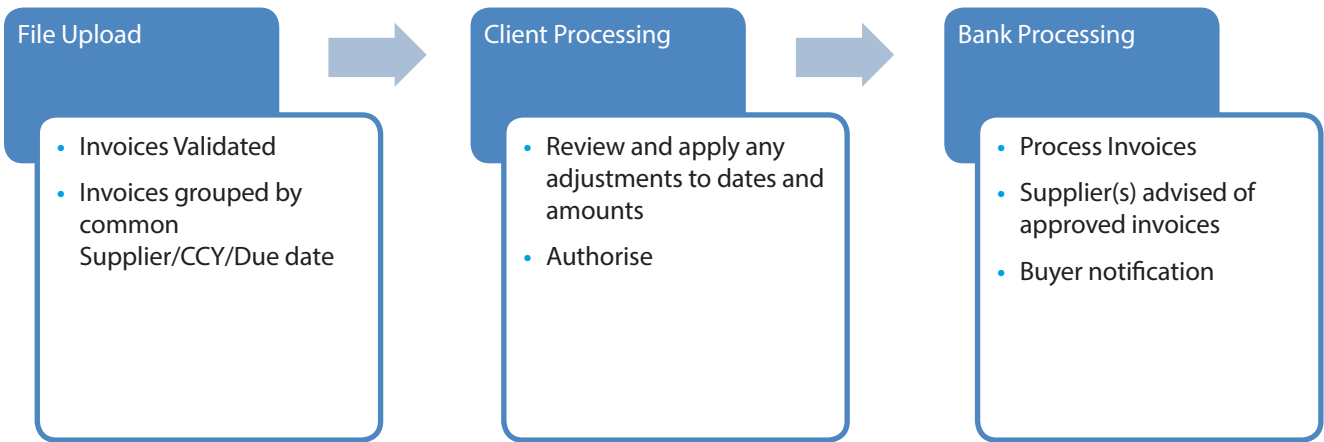


Figure 1 – User uploads and submits invoice data to ANZ for processing

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UPLOADING INVOICE DATA

Invoice data can be uploaded directly into ANZ Transactive Trade via the Upload Centre tab available from the main menu (Figure 2). The file uploaded will contain either new approved payables invoice data or replacement payables invoice data that can be subsequently sent to the bank for processing.

Note: Replacement invoice data can only be uploaded if no actions have been applied on the original invoice data.

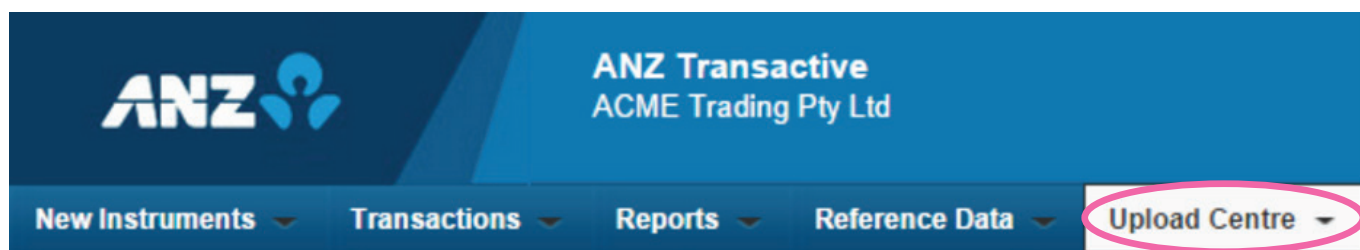



Figure 2 – Upload Centre tab

UPLOADING AN INVOICE DATA FILE

Follow these instructions to upload your Payables invoice data file via the web upload feature.

STEP	ACTION
1	Click on Upload Centre and select the Upload Invoice File option (Figure.3)
2	Click the Browse or Choose File button and search for the file that you wish to upload (Figure.4)
3	Select the data file to upload and press open
4	Select the pre-determined Invoice File Definition to apply to the file from the File Definition list (Figure.4)
5	Select Payables Invoices (Figure. 4)
6	Click the Upload File button to upload the file (Figure.4) The file details will appear at the top of the file list and the validation process will be initiated Note: If the file uploaded is not compatible with the invoice file definition selected, the user will be shown an error message and the file will not be uploaded
7	Click the 'Refresh Icon'  to check the progress of the file validation status (Figure.5). Depending on the size of invoice data file this process can take several minutes (approx. 30 seconds per 100 invoices). Note: Do not refresh the page by pressing F5 or using the browser navigation function. Utilise the Refresh Icon as displayed.
8	Once successfully uploaded, the invoice file will display a validation status of 'Validation Successful' (Figure. 5) Note: Whilst the file could upload successfully, the content of the file could contain errors, e.g. duplicate invoices presented, etc. Select the View Log link to view the log details or view any errors encountered with the content during the file upload
9	The Payables invoice data should now have uploaded and will be displayed in the Invoices section of the Upload Centre menu.

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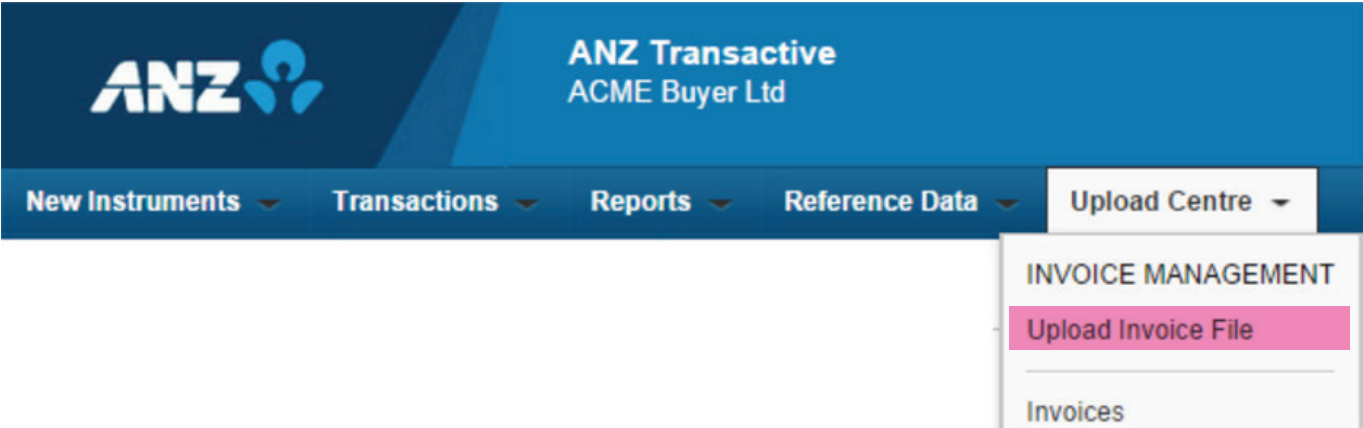


Figure 3 – Upload Invoice File

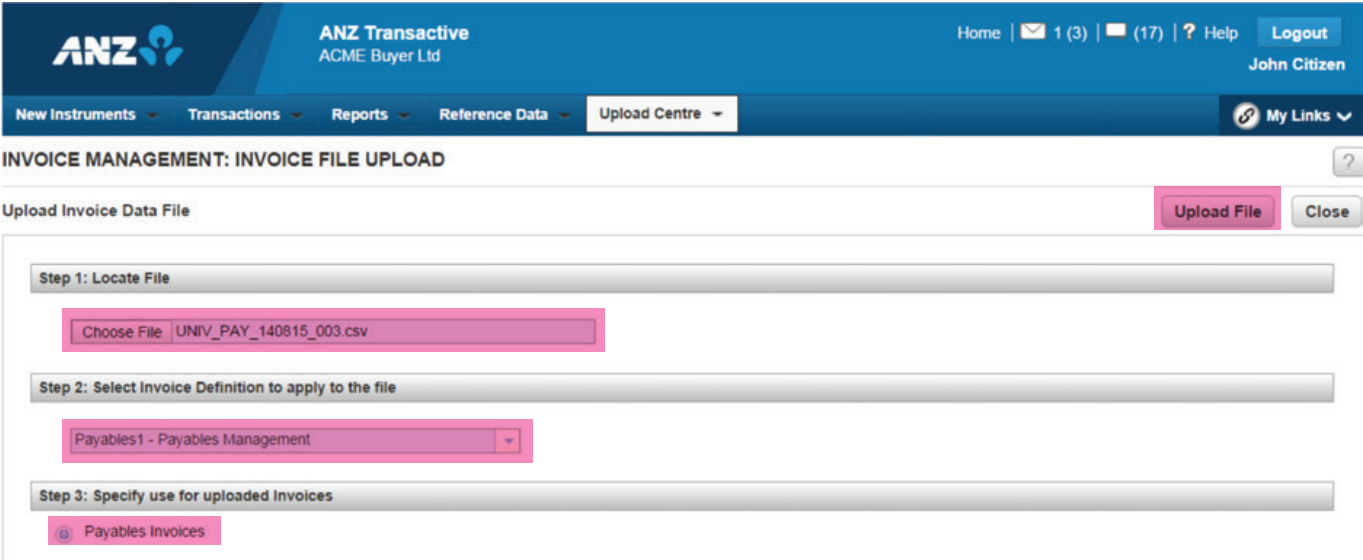


Figure 4 – Choose File, Select File Definition, Use and Upload File

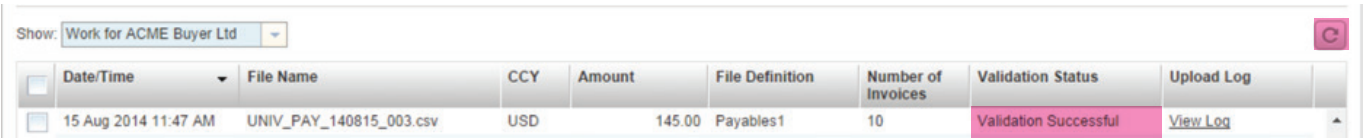


Figure 5 – Refresh Icon and File Validation Status

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VALIDATION STATUS AND LOG

During the file upload process, ANZ Transactive Trade will perform a number of validations. More specifically it will:

1. validate the file format as consistent with the Invoice Definition used, and
2. validate the contents of the file against business rules to determine invoice eligibility for financing/payment.

The below table describes each validation status the invoice file can be assigned.

After you have successfully uploaded your invoice data and the file status changes to 'Validation Successful' you can continue to the **Invoices** page in the **Upload Centre** tab.

Please refer to below table for further instructions on other validation statuses.

VALIDATION STATUS	OCCURRENCE	SOLUTIONS
File Validation Pending	File is being uploaded to the ANZ Transactive Trade server	No action is required. The system is validating the invoices contained within the file The validation may take a few minutes To check if the file has been validated, Click the Refresh Icon
Validated with errors	The uploaded file has one or more invoices that have an error	Click the View Errors hyperlink and view the errors Close the screen when completed viewing.
Validation Successful	File has been uploaded to the ANZ Transactive Trade server	No action is required. The file has been successfully uploaded and validated.
Validation Failed	All the invoices in the uploaded file have failed validation. Alternatively there has been an error with one or more invoices and the Trading Partner rule indicates that the whole file cannot be processed	Click the View Errors hyperlink and view the errors Note: Only the first error encountered will be displayed Close the screen when completed viewing
UPLOAD LOG	OCCURRENCE	SOLUTIONS
View Log	File has been uploaded to the ANZ Transactive Trade server with no errors	Click the View Log hyperlink to view the log detail Close the screen when completed viewing
View Errors	File has been uploaded to the ANZ Transactive Trade server with one or more errors	Click the View Errors hyperlink to view the error log details The user should then determine if they need to correct the invoice(s) and upload the invoice(s) again

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REMOVE FAILED ITEMS

Follow these instructions to Remove Failed Uploaded Invoice Files.

Note: This button will only be available if the user has the permission to “Delete”.

The user will only be able to removed failed items where all of the invoices in the file failed and the validation status of the file is “Validation Failed”

STEP

ACTION

- 1 Click on **Upload Centre** and select **Upload Invoice File** option
- 2 Click the **check box** for the file to be removed
- 3 Click the **Remove Failed Uploaded Files** button

Show:

Work for ACME Buyer Ltd

<input type="checkbox"/>	Date/Time	File Name	CCY	Amount	File Definition	Number of Invoices	Validation Status	Upload Log
<input checked="" type="checkbox"/>	08 Aug 2014 04:19 PM	UNIV_AUD_PAY_...			Payables1	0	Validation Failed	View Errors
<input type="checkbox"/>	14 Aug 2014 12:30 PM	UNIV_PAY_1408...			Payables1	0	Validation Failed	View Errors
<input type="checkbox"/>	06 Aug 2014 02:45 PM	UNIV_PAY_1408...			Payables1	0	Validation Failed	View Errors
<input type="checkbox"/>	07 Aug 2014 03:05 PM	UNIV_AUD_PAY_...			Payables1	0	Validation Failed	View Errors
<input type="checkbox"/>	15 Aug 2014 11:25 AM	UNIV_AUD_PAY_...			Payables1	0	Validation Failed	View Errors
<input type="checkbox"/>	15 Aug 2014 11:41 AM	UNIV_PAY_1408...			Payables1	0	Validation Failed	View Errors

Remove Failed Uploaded Files

1 selected

Total Count: 34

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PROCESSING PAYABLES INVOICES

After successfully uploading your payables invoices, eligible invoice details will be displayed in the **Invoices** page in the **Upload Centre** tab. The invoice details can be displayed individually in a list view, or they can be displayed in a grouped view based on common supplier, currency and due/payment date (where payment date takes precedence over due date). Note the display will be configured as part of your facility requirements during registration.

The screenshot shows the 'Payables Invoices' list view. The top navigation bar includes 'New Instruments', 'Transactions', 'Reports', 'Reference Data', and 'Upload Centre'. The 'Upload Centre' tab is active. Below the navigation bar, the 'INVOICE MANAGEMENT' section is visible, with a sub-tab for 'Payables Invoices'. The main content area displays a table of invoices. The table has columns for 'Invoice ID', 'Trading Partner', 'CCY', 'Invoice Amount', 'Due Date', 'Payment Date', 'Adjusted Payment Amount', 'Send to Supplier Date', 'Linked to Instrument', 'Status', and 'View PDF'. The table shows 10 invoices, all from 'UNIVERSAL SUPPLIES CO...'. The 'Status' for all invoices is 'Authorised'. The 'View PDF' column contains a link icon. Below the table, there are filters for 'Dates', 'Amounts', 'Instruments', 'Document', and 'More'. The 'Total Count' is 22.

Invoice ID	Trading Partner	CCY	Invoice Amount	Due Date	Payment Date	Adjusted Payment Amount	Send to Supplier Date	Linked to Instrument	Status	View PDF
INV00210	UNIVERSAL SUPPLIES CO...	USD	10.00	11 Jun 2012				Payables Man...	Authorised	
UNIAUD0058	UNIVERSAL SUPPLIES CO...	AUD	17.00	30 Oct 2012				Payables Man...	Authorised	
UNIAUD0050	UNIVERSAL SUPPLIES CO...	AUD	19.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	
UNIAUD0041	UNIVERSAL SUPPLIES CO...	AUD	10.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	
UNIAUD0043	UNIVERSAL SUPPLIES CO...	AUD	12.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	
UNIAUD0042	UNIVERSAL SUPPLIES CO...	AUD	11.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	
UNIAUD0048	UNIVERSAL SUPPLIES CO...	AUD	17.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	
UNIAUD0049	UNIVERSAL SUPPLIES CO...	AUD	18.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	
UNIAUD0046	UNIVERSAL SUPPLIES CO...	AUD	15.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	
UNIAUD0047	UNIVERSAL SUPPLIES CO...	AUD	16.00	30 Oct 2012			01 Oct 2012	Payables Man...	Authorised	

Figure 7 – List view

The screenshot shows the 'Payables Invoices' grouped view. The top navigation bar is the same as in Figure 7. The 'INVOICE MANAGEMENT' section is visible, with a sub-tab for 'Payables Invoices'. The main content area displays a table of invoices grouped by 'Trading Partner'. The table has columns for 'Trading Partner', 'Invoice Count', 'CCY', 'Invoice Amount', 'Due Date', 'Payment Date', 'Adjusted Payment Amount', 'Send to Supplier Date', 'Status', and 'PDFs'. The table shows 3 groups of invoices, all from 'UNIVERSAL SUPPLIES CO LTD'. The 'Status' for all groups is 'Authorised'. The 'PDFs' column contains a link icon. Below the table, there are filters for 'Actions', 'Document', and 'More'. The 'Total Count' is 3.

Trading Partner	Invoice Count	CCY	Invoice Amount	Due Date	Payment Date	Adjusted Payment Amount	Send to Supplier Date	Status	PDFs
UNIVERSAL SUPPLIES CO LTD	2	USD	20.00	11 Jun 2012				Authorised	No
UNIVERSAL SUPPLIES CO LTD	10	AUD	145.00	30 Oct 2012				Authorised	No
UNIVERSAL SUPPLIES CO LTD	10	AUD	145.00	30 Oct 2012			01 Oct 2012	Authorised	No

Figure 8 – Grouped view

This guide will now explore the options available to a user when invoices are displayed in a List view.

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There will be a number of optional action buttons available to the user on the Payables Invoices list view screen. These action buttons allow you to make relevant adjustments to the invoice records if required prior to submitting it to the bank for processing.

The screenshot shows the 'Payables Invoices' screen. At the top, there's a navigation bar with 'New Instruments', 'Transactions', 'Reports', 'Reference Data', and 'Upload Centre'. Below this is a breadcrumb 'INVOICE MANAGEMENT: Payables Invoices'. A 'Show:' dropdown is set to 'All'. The table has columns: Invoice ID, Trading Partner, CCY, Invoice Amount, Due Date, Payment Date, Adjusted Payment Amount, Send to Supplier Date, Linked to Instrument, and Loan Type. There are 10 rows of invoice data. At the bottom, there are tabs for 'Dates', 'Amounts', 'Instruments', 'Document', and 'More'. The 'More' tab shows '0 selected'. An 'Authorise' button and 'Total Count: 22' are also visible.

Invoice ID	Trading Partner	CCY	Invoice Amount	Due Date	Payment Date	Adjusted Payment Amount	Send to Supplier Date	Linked to Instrument	Loan Type
UNIAUD0049	UNIVERSAL SUPPLIES CO...	AUD	18.00	30 Oct 2012			01 Oct 2012	Payables Ma...	
UNIAUD0043	UNIVERSAL SUPPLIES CO...	AUD	12.00	30 Oct 2012			01 Oct 2012	Payables Ma...	
UNIAUD0046	UNIVERSAL SUPPLIES CO...	AUD	15.00	30 Oct 2012			01 Oct 2012	Payables Ma...	
INV00211	UNIVERSAL SUPPLIES CO...	USD	10.00	11 Jun 2012				Payables Ma...	
UNIAUD0050	UNIVERSAL SUPPLIES CO...	AUD	19.00	30 Oct 2012			01 Oct 2012	Payables Ma...	
UNIAUD0057	UNIVERSAL SUPPLIES CO...	AUD	16.00	30 Oct 2012				Payables Ma...	
UNIAUD0052	UNIVERSAL SUPPLIES CO...	AUD	11.00	30 Oct 2012				Payables Ma...	
UNIAUD0055	UNIVERSAL SUPPLIES CO...	AUD	14.00	30 Oct 2012				Payables Ma...	
UNIAUD0047	UNIVERSAL SUPPLIES CO...	AUD	16.00	30 Oct 2012			01 Oct 2012	Payables Ma...	
UNIAUD0051	UNIVERSAL SUPPLIES CO...	AUD	10.00	30 Oct 2012				Payables Ma...	

Figure 9 – Payables Invoices Screen

Once a checkbox is selected the buttons will become active and display the following drop down options.

OPTIONAL ACTIONS

<div>Dates ▾</div> <div> <div>Apply Payment Date</div> <div>Clear Payment Date</div> <div>Modify Supplier Date</div> <div>Reset Supplier Date</div> </div>	<ul style="list-style-type: none"> > Apply Payment Date: Add a payment date to the invoice. This is the date the invoice will be paid > Clear Payment date: Clears the payment date > Modify Supplier Date: Schedule a date when this invoice will be made available to the Supplier for early payment > Reset Supplier Date: Clears the Supplier Date
<div>Amounts ▾</div> <div> <div>Apply Adjusted Payment Amount</div> <div>Reset Adjusted Payment Amount</div> </div>	<ul style="list-style-type: none"> > Apply Adjusted Payment Amount: Edit the amount that will be paid/made available to the supplier for financing > Reset Adjusted Payment Amount: Clears the Adjusted Payment Amount
<div>Document ▾</div> <div> <div>Attach Document</div> <div>Delete Document</div> </div>	<ul style="list-style-type: none"> > Attach Document: Attached a pdf document to this invoice record > Delete Document: Deletes the attached pdf document
<div>More ▾</div> <div> <div>Reset To Authorise</div> <div>Delete Invoices</div> </div>	<ul style="list-style-type: none"> > Reset to Authorise: Resets a partially authorised invoice to a status of 'Available for Authorisation' allowing a user to modify an invoice and then restart the authorise process > Delete Invoices: Deletes the invoice record from the list and the database
<div>Print</div>	<ul style="list-style-type: none"> > Print: Allows the user to print a pdf of the displayed invoice details

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MANDATORY ACTIONS

Authorise ▼	Authorise Invoice(s)	> Authorise Invoice(s): Allows a user with permission to authorise invoices to the bank/supplier
	Offline Authorise Invoice(s)	> Offline Authorise Invoice(s): Allows a user with permission to perform offline authorisation for invoices

ADJUSTING DATES

The **Dates** button allows you to apply a **Payment Date** or a **Supplier Date** to an invoice record.

A **Payment Date** is a date that can be added to an invoice record informing the bank of the date the invoice should be paid to the supplier. For example, if an invoice has a due date of 30th of September 2012 but as part of your payment cycle you pay your suppliers on the 1st of October 2012, the bank will action the payment on the 1st of October 2012. If your supplier chooses to accept early payment for this invoice, any interest applied will be calculated up to the payment date.

A **Supplier Date** is a date that can be added to an invoice record informing the bank of the date the invoice should be offered to the supplier for early payment. For example, if you upload invoice data on the 1st of September 2012, and you select a supplier date of 15th of September 2012 and then authorise it, the invoice will not be offered to the supplier until the 15th of September 2012.

Apply Payment Date ✕

Payment Date

18/09/2014| ▼

Apply Payment Date **Cancel**

To clear an assigned payment date or a supplier date, simply press the **Clear Payment Date** or **Reset Supplier Date** buttons respectively.

Modify Supplier Date ✕

Supplier Date

13/09/2014| ▼

Modify Supplier Date **Cancel**

ADJUSTING AMOUNTS

The **Amounts** button allows you to apply an adjusted payment amount against a selected invoice.

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The **Apply Adjusted Payment Amount** button allows you to alter the amount of the invoice that will be paid to the supplier on the invoice due/payment date. This could be because a credit note or rebate is being applied to the invoice, altering the amount that you want to pay the supplier. For example if an invoice amount is \$100 and you apply an adjusted payment amount of \$90, the bank will pay your supplier \$90 on the invoice due/payment date. If your supplier chooses to accept early payment for this invoice, any interest applied will be based on the adjusted payment amount.

Apply Adjusted Payment Amount

Adjusted Payment Amount

90.00

Apply Adjusted Payment Amount

Cancel

To clear an adjusted payment amount assigned to an invoice, press the **Reset Adjusted Payment Amount** button.

ATTACHING DOCUMENTS

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

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

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

Show: All

Show 10 20 30

Print

Refresh

Settings

<input type="checkbox"/>	Invoice ID	Trading Partner	CCY	Invoice Amount	Due Date	Payment Date	Adjusted Payment Amount	Send to Supplier Date	Linked to Instrument	Status	View PDF
<input type="checkbox"/>	INV00210	UNIVERSAL SUPPLIES CO...	USD	10.00	11 Jun 2012				Payables Man...	Authorised	
<input type="checkbox"/>	INV00211	UNIVERSAL SUPPLIES CO...	USD	10.00	11 Jun 2012				Payables Man...	Authorised	
<input type="checkbox"/>	UNI0131	UNIVERSAL SUPPLIES CO...	USD	10.00	28 Sep 2012				Payables Man...	Authorised	
<input checked="" type="checkbox"/>	UNI0132	UNIVERSAL SUPPLIES CO...	USD	11.00	28 Sep 2012				Payables Man...	Available for Au...	PDF DOCQ
<input type="checkbox"/>	UNI0133	UNIVERSAL SUPPLIES CO...	USD	12.00	28 Sep 2012				Payables Man...	Available for Au...	
<input type="checkbox"/>	UNI0134	UNIVERSAL SUPPLIES CO...	USD	13.00	28 Sep 2012				Payables Man...	Available for Au...	
<input type="checkbox"/>	UNI0135	UNIVERSAL SUPPLIES CO...	USD	14.00	28 Sep 2012				Payables Man...	Available for Au...	
<input type="checkbox"/>	UNI0136	UNIVERSAL SUPPLIES CO...	USD	15.00	28 Sep 2012				Payables Man...	Available for Au...	
<input type="checkbox"/>	UNI0137	UNIVERSAL SUPPLIES CO...	USD	16.00	28 Sep 2012				Payables Man...	Available for Au...	
<input type="checkbox"/>	UNI0138	UNIVERSAL SUPPLIES CO...	USD	17.00	28 Sep 2012				Payables Man...	Available for Au...	

Dates

Amounts

Instruments

Document

More

1 selected

Authorise

Total Count: 32

MORE ACTIONS

The **More** button will present 2 options available to you. The **Reset To Authorise** button allows you to reset the Authorisation Status of an invoice. This could be used if an invoice has been partially authorised by one person, or by a panel of authorisers. It resets the authorisation status back to "Available for Authorisation", allowing you to make edits to the invoice record (e.g. apply payment date) and then re-commence the authorisation sequence.

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The **Delete Invoices** button allows you to delete one or more invoices from the list that have not yet been authorised. These invoice records will be deleted from the ANZ Transactive Trade database.

The **Print** button on the top right hand side of the table allows you to generate and print a list of the invoice data as displayed in the table. The format can be saved as a pdf or printed at your local printer. An example of the print output is below.

Invoices List

Invoice ID	Trading Partner	CCY	Invoice Amount	Due Date	Payment Date	Adjusted Payment Amount	Send to Supplier Date	Linked to Instrument	Loan Type	Status	UploadInvoices.StatusCodePanel Status	View PDF
INV00210	UNIVERSAL SUPPLIES C O LTD	USD	10.00	11 Jun 2012				Payables Management		Authorised	AUTHORIZED	
INV00211	UNIVERSAL SUPPLIES C O LTD	USD	10.00	11 Jun 2012				Payables Management		Authorised	AUTHORIZED	
UN0131	UNIVERSAL SUPPLIES C O LTD	USD	10.00	28 Sep 2012				Payables Management		Authorised	AUTHORIZED	
UN0132	UNIVERSAL SUPPLIES C O LTD	USD	11.00	28 Sep 2012				Payables Management		Authorised	AUTHORIZED	PDF DOCO
UN0133	UNIVERSAL SUPPLIES C O LTD	USD	12.00	28 Sep 2012				Payables Management		Available for Authorisation	AVAILABLE_FOR_AUTHORIZATION	
UN0134	UNIVERSAL SUPPLIES C O LTD	USD	13.00	28 Sep 2012				Payables Management		Available for Authorisation	AVAILABLE_FOR_AUTHORIZATION	
UN0135	UNIVERSAL SUPPLIES C O LTD	USD	14.00	28 Sep 2012				Payables Management		Available for Authorisation	AVAILABLE_FOR_AUTHORIZATION	

AUTHORISING PAYABLES INVOICES

The invoice data records that have been successfully uploaded will be displayed in the Invoices section of the Upload Centre tab. The Status column will display the status of the individual records. This will let you know what action needs to be performed on each record and which invoices are available for Authorisation.

INVOICE STATUSES

You will only be able to authorise invoices that have an appropriate status. Below is a list of the available invoice statuses and a description:

STATUS	DESCRIPTION
Available for Authorisation	The invoice record is available for authorisation
Authorised	Invoice has been authorised and sent to bank for processing
Authorisation Failed	Your organisation's authorisation criteria have not been met at time of authorisation. e.g. User attempting to authorise an invoice over their threshold limit
Partially Authorised	The invoice has been partially authorised and is available for subsequent authorisation by another user. This appears when your organisation requires more than one user to authorise each invoice.
Deleted	The invoice record has been deleted by a user

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AUTHORISING INVOICES

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

STEP	ACTION
1	Select the checkbox of the invoice(s) you want to authorise. Ensure the status is "Available For Authorisation"
2	If required, perform any of the actions as described in the Processing Payables Invoices section earlier in this document. For example, applying a payment date or adjusting the payment amount
3	Press the Authorise Invoice(s) or the Offline Authorise Invoice(s) button as applicable Note: You will be prompted to enter in your unique code generated by your security device to complete the authorisation process (Figure 10)
4	If the authorisation criteria have been met, the Invoice Status will update to "Authorised" and will be submitted to the bank for processing Note: If the invoice requires 2 or more authorisers, the status will update to "Partially Authorised". A subsequent user with appropriate permissions will be able to perform the second authorisation. Once all authorisations have been performed, the Invoice Status will update to "Authorised"

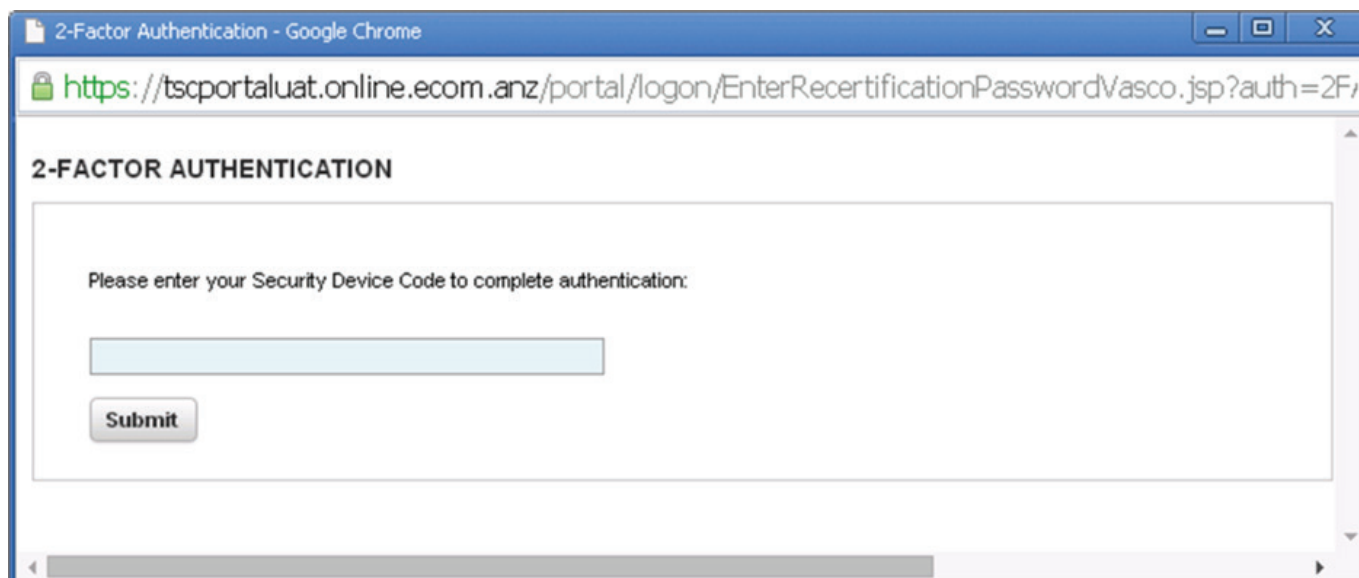
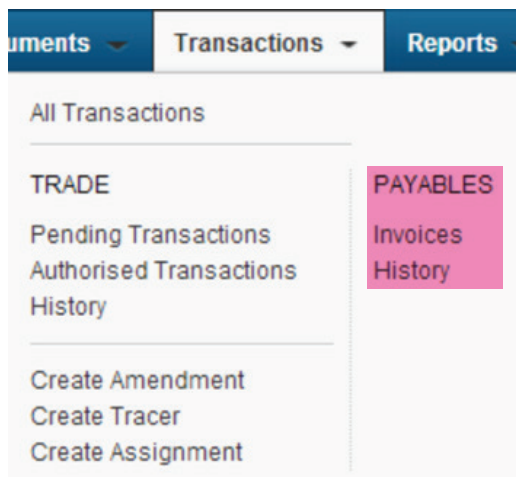


Figure 10 – Security Device Authentication Code Prompt

TRANSACTIONS TAB

The Transactions tab will display a new Payables section with new Invoices and History options available



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INVOICES OPTION

The invoices option provides you with a list of all the invoices that are still open and/or potentially require attention by you. If you have permission, you may also see some action buttons at the bottom of the list. A number of search fields will be available for performing search functions.

The screenshot shows the 'PAYABLES: Invoices' page. At the top, there's a navigation bar with 'New Instruments', 'Transactions', 'Reports', 'Reference Data', and 'Upload Centre'. Below this, the 'PAYABLES:' section has 'Invoices' selected. The main area is titled 'Invoices' and includes search filters: 'Invoice ID', 'Seller ID', 'Currency', 'Amount Type', 'From', 'To', 'Date Type', and 'From'/'To' date ranges. A 'Search' button is on the right. Below the filters is a table with columns: Invoice ID, Trading Partner, Issue Date, Due Date, Payment Date, CCY, Invoice Amount, Adjusted Payment Amount, Send to Supplier Date, and Status. The table lists 10 invoices (UNI0081 to UNI0090) from 'Universal Supplies Co LTD' with due dates of 30 Sep 2012. At the bottom, there are buttons for 'Dates', 'Amounts', '1 selected', 'Authorise', and 'Total Count: 196'.

Figure 11 – Payables Invoices page in the Transactions menu

HISTORY OPTION

The History option provides you with the ability to search the history of any payables finance activity. There are 2 options available. By clicking on the 'Instrument' radio button you can search and view the payables management instrument and any underlying payment transactions for that instrument.

The screenshot shows the 'PAYABLES: History' page. The 'History' option is selected. The main area is titled 'History' and includes search filters: 'Instrument ID', 'Currency', and 'Show: Active/Inactive'. Below the filters is a table with columns: Instrument ID, Type, CCY, Amount, Status, and Reference. The table lists two instruments: 'PYM2082092' (Payables Management, AUD, 0.00, Active) and 'PYM2202092' (Payables Management, USD, 0.00, Active). Below the first instrument, there are four 'Quick View' links for payments: '24 Aug 2012' (New), '30 Aug 2012' (Payment, 60.00), '28 Sep 2012' (Payment, 33.00), and '28 Sep 2012' (Payment, 52.00). At the bottom, there is a 'Total Count: 2'.

Figure 12 – Payables History - Instrument page in the Transactions menu

PAYABLES FINANCE – BUYER USER GUIDE

By clicking on the 'Payments' radio button, you will be able to search more specifically for any payment transactions across all instruments. This is aided by a date range, currency and amount range search filters.

PAYABLES: ☐ Invoices ☒ History

Show: ☒ Active ☐ Inactive ☐ Instrument ☒ Payments

Payment Date: From To Currency:

Amount From To

Search

Instrument ID	Transaction	Quick View	CCY	Amount	Status
PYM2082092	Payment - 2	Quick View 28 Sep 2012	AUD	52.00	Processed by Bank
PYM2082092	Payment - 3	Quick View 28 Sep 2012	AUD	33.00	Processed by Bank
PYM2082092	Payment - 1	Quick View 30 Aug 2012	AUD	60.00	Processed by Bank
PYM2202092	Payment - 8	Quick View 28 Sep 2012	USD	290.00	Processed by Bank
PYM2202092	Payment - 7	Quick View 24 Sep 2012	USD	435.00	Processed by Bank
PYM2202092	Payment - 6	Quick View 30 Aug 2012	USD	145.00	Processed by Bank
PYM2202092	Payment - 5	Quick View 29 Aug 2012	USD	86.00	Processed by Bank
PYM2202092	Payment - 2	Quick View 28 Aug 2012	USD	10.00	Processed by Bank
PYM2202092	Payment - 3	Quick View 28 Aug 2012	USD	170.00	Processed by Bank

Total Count: 14

Figure 13 – Payables History - Payments Search page in the Transactions menu

Clicking on the individual payment transactions will present the details of the payment transaction and any associated bank generated payment advices.

Payables Management - PYM2202092 - Payment - (Processed by Bank)

1. Transaction Summary

Trans. Status Date	Currency	Amount	Your Reference Number
24 Sep 2012	USD	435.00	

2. Documents

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

- [Settlement Advice \(Click for PDF\)](#)
- [Customer Transfer - SWIFT 103 \(Click for PDF\)](#)

3. Commissions & Charges

Charge Type	CCY	Amount

Section Shortcuts

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

Quick Links

- [Collapse All](#)
- [Hide Tips](#)
- [Back To Top](#)

Close

ANZ
ANZ 11 000 307 100
Trade and Supply Chain
242 Pitt Street
Sydney, NSW 2000
Tel: 61 2 8937 8028
Fax: 1300 355 568
SWIFT: ANZBAU33XXX

Sasacorp Enterprises Pty Ltd
123 Main Street
Sydney, Australia

September 24, 2012

Re: Our Ref No.: PYM2202092
Amount of Settlement: USD 435.00

We debit account number 987654321 for USD 435.00 value September 25, 2012, as follows:

Description	Currency	Amount
Principal United States Dollars	USD	-435.00
Payables Principal	USD	-435.00
Total Principal United States Dollars	USD	-435.00
Final Total United States Dollars	USD	-435.00

As per your instructions, this covers the following invoices:

Invoice Number	Currency	Invoice Amount	Due Date/Payment Date
UN0000	USD	19.00	10Sep12
UN0041	USD	10.00	01Sep12
UN0057	USD	16.00	01Sep12
UN0075	USD	14.00	10Sep12
UN0090	USD	19.00	01Sep12
UN0076	USD	15.00	10Sep12
UN0045	USD	14.00	01Sep12
UN0052	USD	11.00	01Sep12
UN0078	USD	17.00	10Sep12
UN0046	USD	15.00	01Sep12
UN0047	USD	16.00	01Sep12
UN0051	USD	10.00	01Sep12
UN0059	USD	18.00	01Sep12
UN0079	USD	18.00	10Sep12
UN0077	USD	16.00	10Sep12

PYM2202092 Australia and New Zealand Banking Group Limited Page 1 of 2

Figure 14 – Payables History - Transaction Summary page in the Transactions menu

PAYABLES FINANCE – BUYER USER GUIDE

PRE-DEBIT/FUNDING NOTIFICATIONS

Upon the invoice due/payment date your ANZ bank account will need to be debited to settle payment of the invoice(s). Prior to this taking place, you will receive a 'Pre-Debit/Funding Notifications' message. Its purpose is to notify you that ANZ will be debiting your nominated account on the due/payment date and give you the opportunity to ensure sufficient funds are available. The 'Pre-Debit/Funding Notifications' widget will be available to you on the home page dashboard and can be configured to trigger a notification at a predefined number of days prior to the due/payment date.

Pre-Debit/Funding Notifications						Show 5 10 20 of 3
Show: Me (and Unassigned)	Payment Date: From dd/MM/yyyy	To dd/MM/yyyy	Currency 			
Date & Time	Subject	CCY	Payment Amount	Payment Date	Assigned To	
28 Sep 2012 08:30 PM	Payables Funding Notification - PYM2202092 - 1	USD	178.00	10 Oct 2012		
28 Sep 2012 08:30 PM	Payables Funding Notification - PYM2202092 - 2	USD	27.00	30 Oct 2012		
28 Sep 2012 08:30 PM	Payables Funding Notification - PYM2082092 - 1	AUD	375.00	30 Oct 2012		

Figure 15 – Pre-Debit/Funding Notification widget

Clicking on the subject will open the Pre-Debit Funding Notification message and display any bank generated Funding Notice PDF documents.

ANZ
ANZ 11 000 911 521
Trade and Supply Chain
242 Pitt Street
Sydney NSW 2000
Tel: 61 2 8937 8828
Fax: 1300 398 566
SWIFT: ANZBAU33XXX

Sanicorp Enterprises Pty Ltd
123 Main Street
Sydney Australia

October 05, 2012

Re: Our Ref No.: PYM2202092

This Notice serves to advise you that we will debit your account on **October 10, 2012**.

The following invoices are being paid

Invoice Number	Currency	Invoice Amount	Due Date/Payment Date
UNRAJL0001	USD	10.00	10Oct12
UNRAJL0002	USD	11.00	10Oct12
UNRAJL0003	USD	12.00	10Oct12
ZZZ0011	USD	10.00	10Oct12
ZZZ0012	USD	11.00	10Oct12
ZZZ0013	USD	12.00	10Oct12
ZZZ0014	USD	13.00	10Oct12
ZZZ0015	USD	14.00	10Oct12
ZZZ0016	USD	15.00	10Oct12
ZZZ0017	USD	16.00	10Oct12
ZZZ0018	USD	17.00	10Oct12
ZZZ0019	USD	18.00	10Oct12
ZZZ0020	USD	19.00	10Oct12

ANZ does not have to do anything under this instrument if ANZ considers that it would breach any anti-money laundering, counter terrorism financing or economic or trade sanction laws or regulations. Unless otherwise instructed herein, all correspondence and enquiries regarding this transaction should be directed to our Customer Service Centre at the above address, telephone: 61 2 8937 8828. Please indicate our reference number in all your correspondence or telephone enquiries.

This document is computer-generated, and requires no signature.

PYM2202092 Australia and New Zealand Banking Group Limited Page 1 of 1

Subject
Payables Funding Notification - PYM2202092 - 1

Related to Instrument ID
[PYM2202092-1](#)

Payment Amount Payment Date
USD 178.00 10 Oct 2012

Related Documents
[Funding Notice Image | PDF](#)
[Funding Notice Image | PDF](#)

Message
Please refer to the related document(s).

Quick Links

Hide Tips

[Route](#)

[Reply to Bank](#)

[Delete](#)

[Close](#)

Figure 16 – Pre-Debit/Funding Notification – Message Details

PAYABLES FINANCE – BUYER USER GUIDE

Users also have the option to provide payment instructions directly to the bank by clicking on the **Reply to Bank** button from within the Message Details page. A message with your payment instructions can be entered in the 'Message' box and then press the **Send to Bank** button.

New InstrumentsTransactionsReportsReference DataUpload CentreMy Links

RESPONSE TO MAIL MESSAGE

Response to Mail Message - 15 Sep 2014 03:20 PM

Subject

Payables Funding Notification - PYM2202092 - 1

Instrument ID

PYM2202092

Message

Please debit my AUD Bank account for this payment on the due date.

Quick Links

Hide Tips

Route

Send to Bank

Save Draft

Close

Attach Document

Figure 17 – Pre-Debit/Funding Notification – Reply to Bank

The Pre-Debit/Funding Notifications widget can be configured to appear in your preferred order on the Home Page by clicking on the customise dashboard icon.

Emails will also be generated to advise you of new notifications if this has been enabled for your organisation.

New InstrumentsTransactionsReportsReference DataUpload CentreMy Links

DASHBOARD PREFERENCES

Dashboard Customisation

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

Sections

Messages

☒ Mail Messages

☒ Pre-Debit/Funding Notifications

☒ Notifications

Transactions

☐ All Transactions

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

Selected Item(s)

Order

1Mail Messages

2Notifications

4Pre-Debit/Funding Notifications

Total Count: 3

Update

Quick Links

Hide Tips

Save

Preview

Save & Close

Close

Figure 18 – Dashboard Preferences

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REFERENCE DATA SETUP

Reference data is information that is either:

- > Required by the system (e.g.) Security Profiles, Users, Threshold Groups etc
- > Used to create Transactions (e.g.) Templates, Parties, Phrases

When registering for ANZ Transactive Trade, your organisation will specify a number of default system settings that will govern the organisation's requirements. These settings provide the base set of reference data for the organisation.

Prior to sending approved payables invoices to ANZ, it is necessary to liaise with your Trade Sales Manager or Implementation Manager to setup the following:

STEP	RECEIVABLE FINANCE REFERENCE DATA
------	-----------------------------------

1	Invoice Definitions
---	---------------------

2	Trading Partners Rules
---	------------------------

INVOICE DEFINITIONS

Invoice definitions can be viewed by your company's users with appropriate permission, but can only be maintained by the bank. Please contact your Trade Sales Manager or your Implementation Manager to change any settings. The maintenance will be completed by the Bank as part of your implementation.

The Invoice Definitions dictate the format of the payables invoice file you are uploading. It is flexible and can be configured to:

1. Accept customer defined fields (e.g. business information specific to each invoice that can be subsequently reported on)
2. Accept dates in multiple formats
3. Accept data as a required or optional field within the defined file
4. Include or not-include Column Headers on top of invoice data
5. Multiple Invoice Definitions can be created for each supplier
6. Accept data in Comma, Pipe Delimited, Semicolon, tab delimited character format

Below fields are mandatory in the Invoice File to be uploaded.

FIELD NAME	CHARACTER SIZE	EXAMPLE
Invoice ID	35	INV_0001
Issue Date	10	01/07/2012
Due Date	10	14/09/2012
Supplier ID or;	30	SELLER_1
Supplier Name	35	Seller 1 Ltd
Currency	3	USD
Amount	15,3	55000.00

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The following fields are optional within the Invoice Definition.

Your Implementation Manager will work with you to determine if any of the below fields are required as part of your specific deal structure arranged with the bank.

If below fields are selected, the field must be present in the invoice file. The fields can be setup to allow for optional data or mandatory data.

GENERAL DATA FIELDS

FIELD NAME	CHARACTER SIZE	EXAMPLE
Invoice Type	3	INT – Initial Invoice RPL – Replace Invoice
Goods description	70	Description of goods ABC
Incoterm	3	FOB
Country of Loading	35	China
Country of Discharge	35	Australia
Vessel	35	AIS Ship
Carrier	35	Maersk Line
Actual Shipment Date	10	14/07/2012
Payment Date	10	30/09/2012
Send to Supplier Date	10	30/09/2012
Purchase Order ID	35	PO_0001
Seller User Defined Field	140	VIC_A01
Buyer User Defined Field	140	BUYER_A
Buyer User Defined Fields	140	A buyer define field (up to 10)
Seller User Defined Fields	140	A seller defined field (up to 10)

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PAYMENT INSTRUCTION DATA FIELDS

FIELD NAME	CHARACTER SIZE	EXAMPLE
Payment Method	4	CBFT, RTGS
Bank Sort Code	8	013001
Beneficiary Account Number	34	435325USD00001
Beneficiary Address 1	35	3 Linjiang Ave
Beneficiary Address 2	35	Tianhe, Guangzhou
Beneficiary Address 3	35	Guangdong
Beneficiary Country	2	China
Beneficiary Bank Name	120	ANZ Bank
Beneficiary Bank/Branch Code	35	ANZBAU3MXXX
Beneficiary Bank/Branch Address 1	35	Ground Floor, Mirae Asset Tower
Beneficiary Bank/Branch Address 2	35	166 Lujiazui Ring Road, Pudong
Beneficiary Bank City	31	Shanghai 200120
Beneficiary Bank Province	8	
Beneficiary Bank/Branch Country	2	CN
Beneficiary Email Address	255	supplier@comany.com
Charges	3	BEN, OUR, SHA
Central Banking Reporting 1	35	
Central Banking Reporting 2	35	
Central Banking Reporting 3	35	
Buyers Debit Account number	30	622123987
Buyers Debit Account Currency	3	AUD

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TRADING PARTNER RULES

Trading Partner Rules are rules that the system uses to identify and manage invoices for your various suppliers. A Trading Partner rule is required for every approved supplier that is part of your Payables Finance facility. Some data here is maintained by the bank and some can be maintained by your delegated company administrator.

Trading Partner Rules data that your administrator can maintain include the following:

- > Supplier Name
- > Supplier Address
- > Supplier Trading Partner ID
- > Up to 15 aliases against Supplier ID or Supplier Name. Any invoices uploaded under a pre-defined alias name or ID will be associated to this Supplier.

Your Trade Sales or Implementation manager will help setup of the Trading Partner information as part of the initial setup activity.

Bank users only will control the following payables eligibility rules for each Trading Partner:

1. Payables Invoice Payment Instructions: Default currency payment instructions for each supplier

Only company users with the appropriate setting will be able to update the Trading partner rules.

ADDING A NEW TRADING PARTNER OR CURRENCY

If you would like to add a new supplier (Trading Partner) or currency, please advise your Trade Sales Manager. The bank will need to setup the Trading Partner and approve the supplier within your existing Payables Finance Facility. Additionally the bank will need to complete some setup activities to enable another currency.

Creating a Trading Partner Rule

STEP	ACTION
1	Logon to ANZ Transactive Trade
2	Click the REFERENCE DATA Navigation button
3	From the Show list, select the Trading Partner rule
4	Click the New button
5	Complete the information required, including all Mandatory fields
6	Advise ANZ that you have completed a new Trading Partner rule. Note: ANZ will need to setup information relating to this Trading Partner prior to you uploading any invoices for the Trading Partner

GENERAL SYSTEM NAVIGATING INFORMATION

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

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 Minimum Systems Requirement document published on the ANZ Transactive Trade Resource Central page.

PAYABLES FINANCE – BUYER USER GUIDE

ONLINE HELP

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

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

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

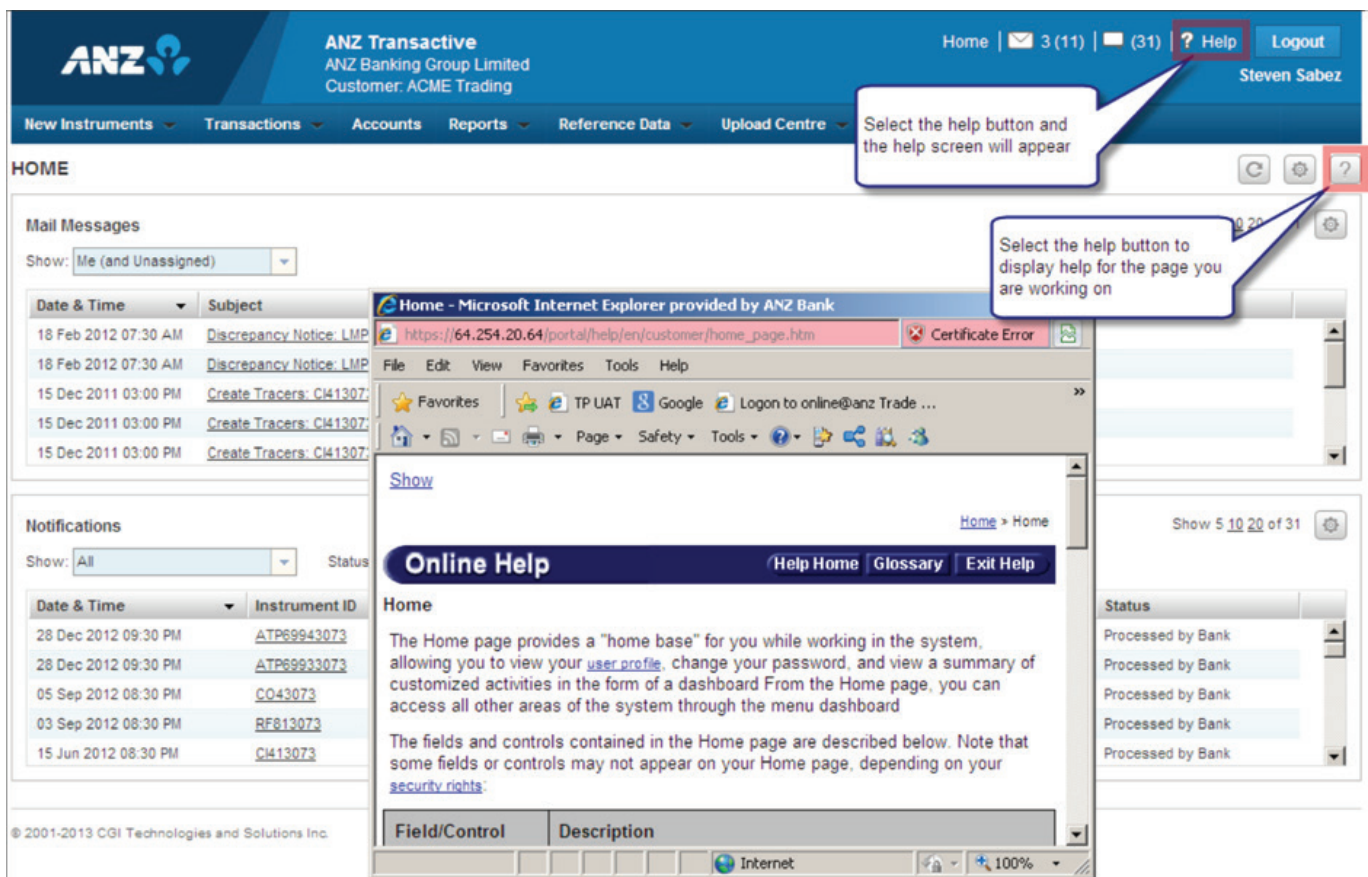


Figure 20 – Online Help

