ANZ TRANSACTIVE TRADE
PAYABLES FINANCE
SUPPLIER USER GUIDE

OCTOBER 2014

DISCLAIMER

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INTRODUCTION

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

LEARNING ABOUT ANZ TRANSACTIVE TRADE

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

The supplier has the ability to:

> Accept invoices offered by the bank for early payment.

> Decline the offer or elect to do nothing, and get paid at invoice due/payment date (as per your normal trading terms).

AN EXAMPLE:

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

SUPPORT INFORMATION

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

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

PAYABLES FINANCE PROCESS FLOW

1. Supplier sends goods and issues invoices as per the buyer/supplier agreement.

2. The buyer uploads and submits approved payables invoice data to ANZ for processing. The invoices are made available to the supplier to view online.

3. Supplier logs into ANZ Transactive Trade and can select and accept offers of invoices from ANZ for early payment. Invoices are presented to the supplier as a Trading Partner, where invoices sharing a common buyer, currency and due/payment date are grouped together. Alternatively, the supplier can view their invoices at a granular level.

4. If the supplier accepts and authorises the offer (request early payment), ANZ will credit the supplier's nominated account. In addition, the supplier can assign a future value date to an acceptance so ANZ will provide early payment on a nominated future date.

5. If the supplier does not elect early payment, either by declining the offer or opting to do nothing, and the invoices were included within the buyers upload file (as per point 2), payment will be made to the supplier on the due/payment date of the invoice.
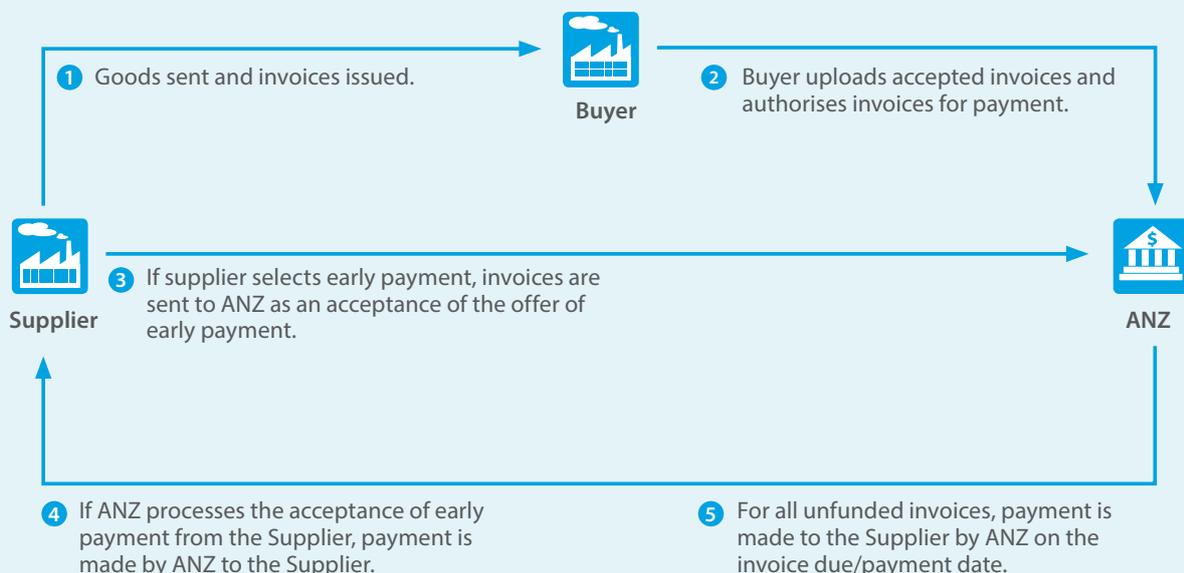

1 Goods sent and invoices issued.

Buyer

2 Buyer uploads accepted invoices and authorises invoices for payment.

Supplier

3 If supplier selects early payment, invoices are sent to ANZ as an acceptance of the offer of early payment.

ANZ

4 If ANZ processes the acceptance of early payment from the Supplier, payment is made by ANZ to the Supplier.

5 For all unfunded invoices, payment is made to the Supplier by ANZ on the invoice due/payment date.

Figure 1 – Payables Finance Workflow

ANZ TRANSACTIVE TRADE LOGIN

Steps to log in to ANZ Transactive Trade.

STEP 1:

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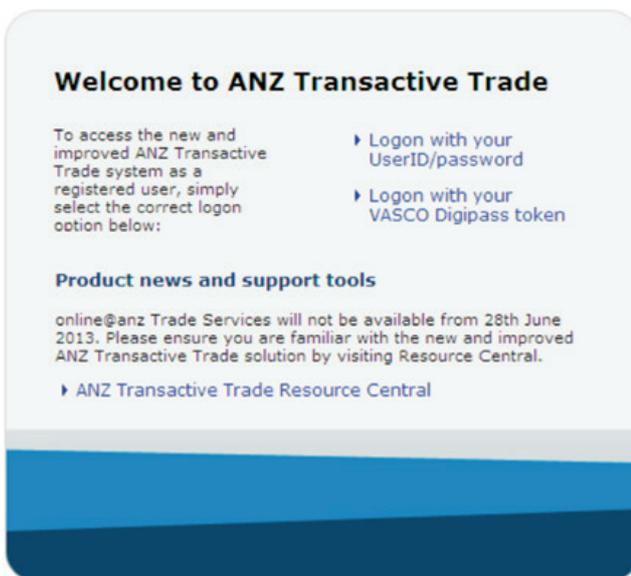

STEP 2:

Select *ANZ Transactive Trade* channel and *Log on*.
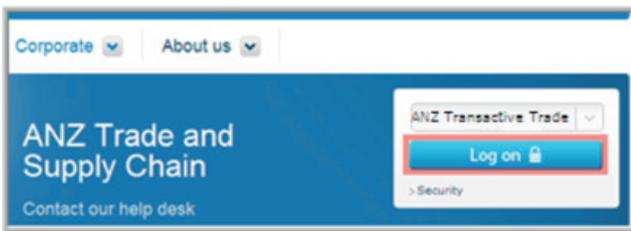
STEP 3:

Log in by entering your **VASCO Digipass token device**.

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

Forgotten Password?

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

International +613 9601 1200

New Zealand 0800 800 760

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HOME PAGE

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

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

Figure 2 – Home page

PROCESSING INVOICE OFFERS

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

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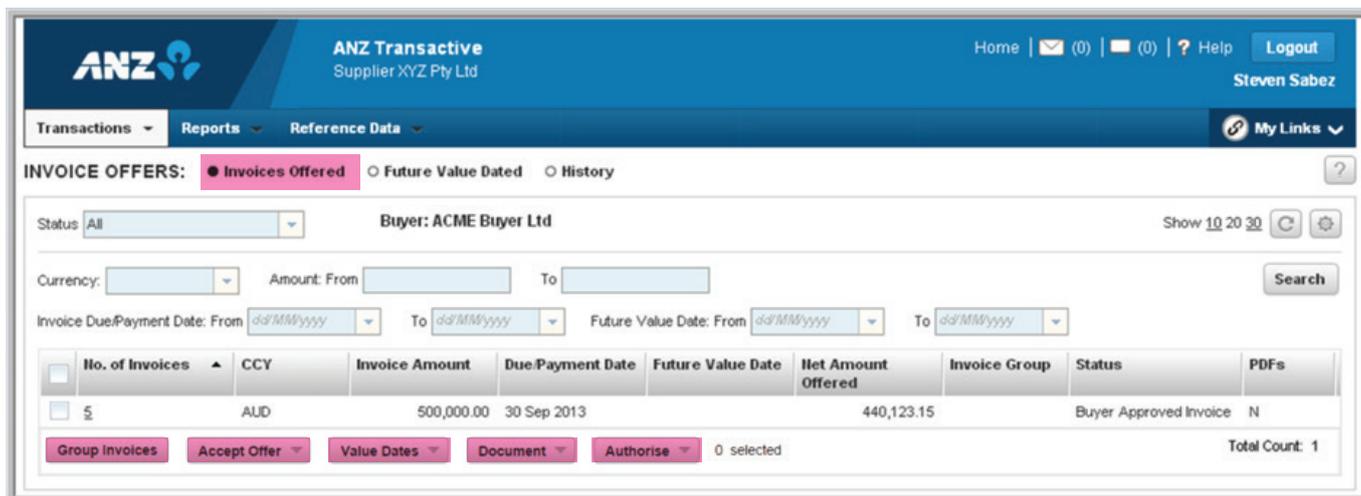

Figure 3 – Invoices Offered Page

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

OPTIONAL ACTIONS

Group Invoices	> Group Invoices: The user can form their own group of invoices if required. Any subsequent actions can be applied to the new group.
Value Dates — Assign Future Value Date / Remove Future Value Date	> Assign Future Value Date: Request for early payment at a future value date > Remove Future Value Date: Clears the Future Value Date previously assigned
Document — Attach Document / Delete Document	> Attach Document: Attached a PDF document to this invoice record > Delete Document: Deletes the attached PDF document from the invoice record
Accept Offer — Accept Offer / Decline Offer / Reset To Offer	> Accept Offer: Accept the invoice or group of invoices offered. The status changes to "Offer Accepted" > Decline Offer: Decline the early payment offer. The invoice offer is removed from the list. > Reset to Offer: Resets the status of the invoice offer to "Buyer Approved Invoice"
Authorise — Authorise Offer	> Authorise Offer: Allows a user with permission to authorise the invoice or invoice group and send it to the bank for processing.

GROUPING INVOICES

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

Figure 4 – Group Invoices

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

Figure 5 – Accept Invoice Grouping

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

Figure 6 – Newly Grouped Invoices

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

Figure 7 – Remove Invoice from a Group

ASSIGNING FUTURE VALUE DATES

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

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

Figure 8 – Assign Future Value Date

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

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

Figure 9 – Future Value Dated Page

ATTACHING DOCUMENTS

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

1. Type the name you want the PDF document to be labelled as

2. Select `choose file' to browse and select a pdf file from your computer

3. Press upload

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

Figure 10 – View attached PDF Document

ACCEPTING AN INVOICE OFFER

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

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

AUTHORISING AN INVOICE OFFER

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

INVOICE STATUSES

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

AUTHORISING INVOICES

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

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

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Figure 11 – Accepting and Authorising Invoices (offers)

INVOICE HISTORY

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

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

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

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Figure 12 – Invoice Offers History page

MAIL MESSAGES

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

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

Figure 13 – Mail Messages

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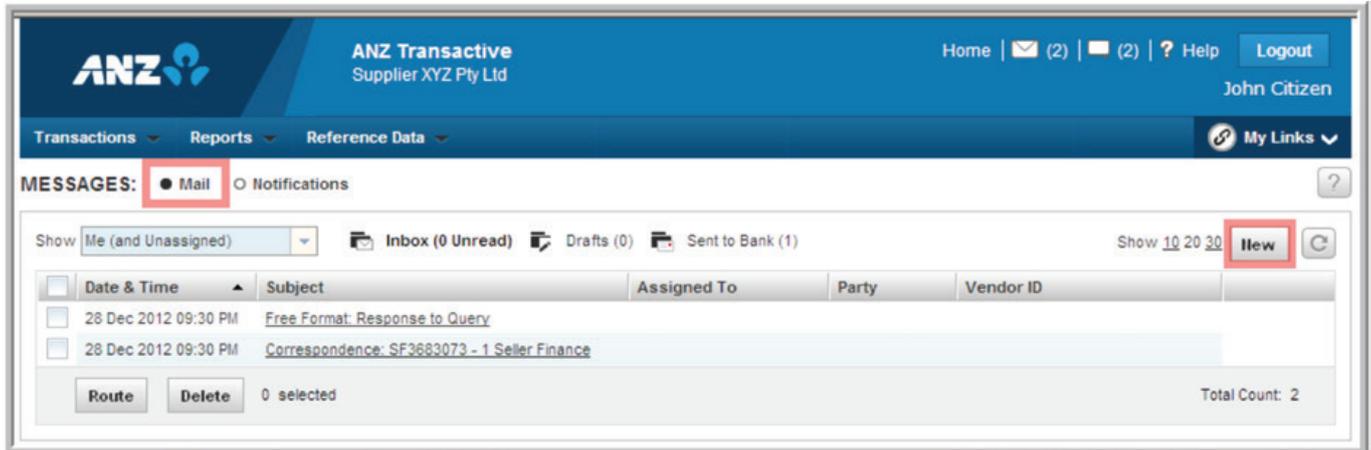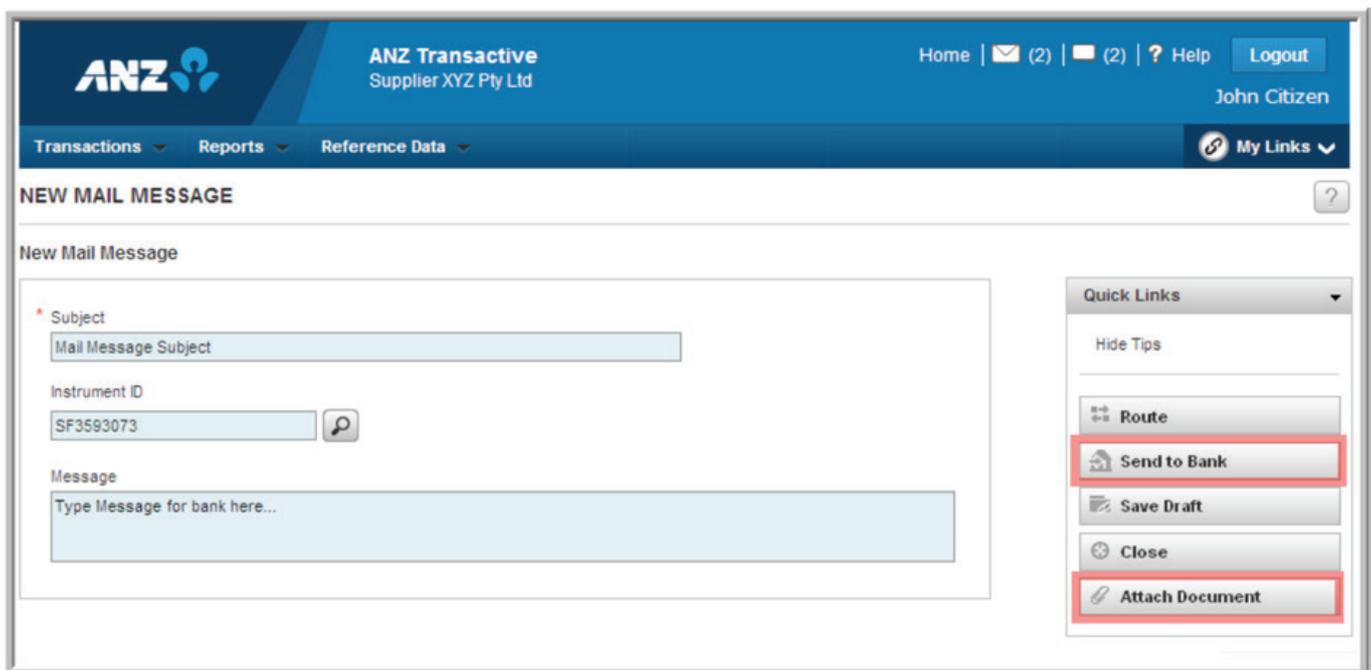

Figure 14 – Creating New Mail Message

Figure 15 – Sending a Mail Message

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

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NOTIFICATIONS

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

Figure 16 – Notifications

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

Figure 17 – Instrument Summary

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

Figure 18 – View Trade PDF Settlement Advice

REPORTS

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

STANDARD REPORTS

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

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

Figure 19 – Standard Reports

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GENERAL SYSTEM NAVIGATION INFORMATION

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

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

MINIMUM SPECIFICATIONS

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

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.
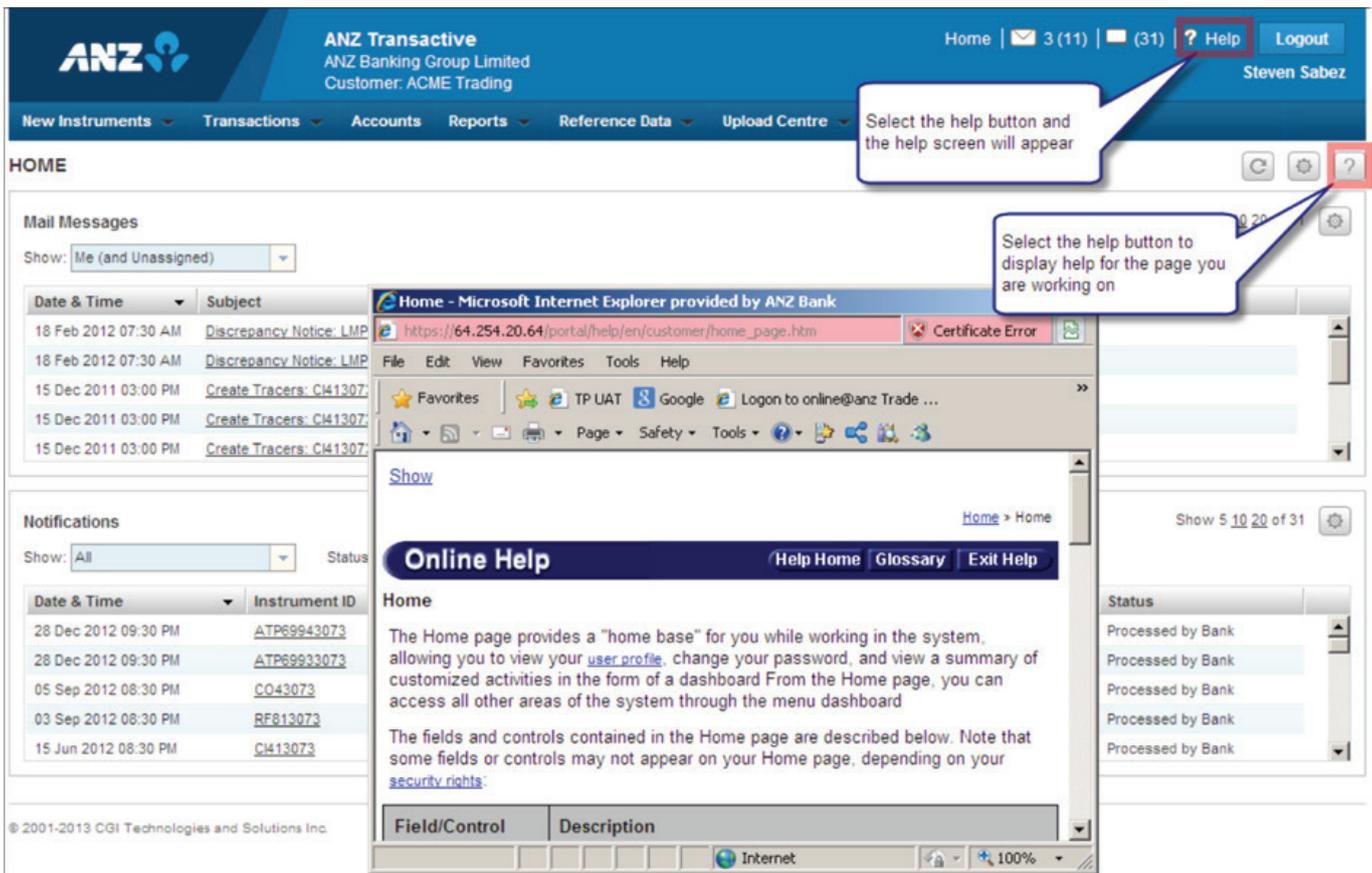

Figure 20 – Online Help

ANZ