

# ANZ TRANSACTIVE TRADE PROCESSING TRADE INSTRUMENTS

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TRADE LOANS

October 2020

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# USER GUIDE

As an ANZ Transactive Trade\* company user, you will have the ability to create, edit and authorise transactions within this online application, based on your user credentials. You may also have the ability to create and maintain reference data; view and download reports; customise company specific reports; and create, view and respond to mail messages.

As a company administrator, authoriser or a user with full access, your user profile will require added security. This will be in the form of a VASCO security token as issued by ANZ, or ANZ Digital Key (ADK) which is an app that you can install on your mobile device.

The following guide will assist you in using the system application to meet your company requirements.

## ABOUT THIS GUIDE

\* ANZ Transactive Trade refers to ANZ Transactive Trade, ANZ Transactive APEA and ANZ Online

This document covers the processing of Trade Loans for ANZ Transactive Trade users.

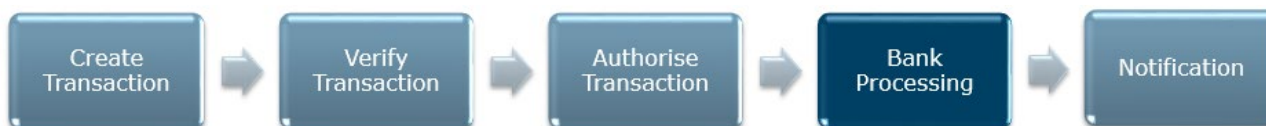
It is recommended that users read this document in conjunction with the following guides available on the Trade Resource Central page:

- Trade Terms and Conditions
- User Guide
- File Format Guides
- Administrator Guide
- Processing Trade Transactions
  - Documentary Collections
  - Export Letters of Credit
  - Guarantees
  - Import Letters of Credit
  - Payables and Receivables Guide
  - Settlement Instruction Requests
  - Standby Letters of Credit
  - *Trade Loans (this document)*

## GETTING STARTED

### Trade Instrument Workflow

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



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

### Trade Instrument Statuses

As a transaction progresses through the workflow shown above, the status changes to reflect its' progress through the workflow.

Status	Description
<b>Started</b>	The transaction has been created, but not verified
<b>Ready to Authorise</b>	The transaction's data has been verified and the transaction is ready for authorisation
<b>Authorised</b>	The transaction has been authorised by all required authoriser(s). It is waiting for ANZ to process the transaction.
<b>Authorised Failed</b>	The Transaction Authorisation failed the required parameters. This could be the result of the same user attempting to authorise the transaction more than once, when the signing mandate requires multiple authorisers. <b>NOTE:</b> When a user presses the 'Edit Data' button to fix an authorisation problem for the transaction, the status of the transaction returns to 'Started'.
<b>Partially Authorised</b>	Your organisation requires multiple users to authorise each transaction, but not all required users have authorised the transaction yet.
<b>Processed by Bank</b>	ANZ has processed the transaction. The instrument status changes from 'Pending' to 'Active'.
<b>Cancelled by Bank</b>	ANZ has cancelled the transaction either, on behalf of the customer's request; no longer required prior to processing; technical issue, etc.,
<b>Returned by Bank</b>	ANZ has returned the transaction either, on behalf of the customer's request; no longer required prior to processing; requesting further information or documentation; technical issue, etc.,
<b>Deleted</b>	A user in your organisation has deleted the transaction before it was forwarded to ANZ for processing.

## Transaction and Action Buttons

Buttons will be presented to the user and will be dependent on the type of transaction and stage of the process flow. Some buttons will be specific to a user's security profile settings.

Buttons	Description
<b>Add More Documents</b>	Add additional documentation
<b>Add More Lines</b>	Add additional lines to a section to include more information
<b>Add New</b>	Add a new Beneficiary or Invoice manually into a Trade Loan
<b>Add Shipment</b>	Add additional details for multiple shipments
<b>Amendment Application</b>	Complete amendment in a .pdf format
<b>Attach Document</b>	Attach supporting documentation
<b>Authorise</b>	Approve the transaction and send to ANZ for processing
<b>Authorise and Delete</b>	Authorise a discrepancy notice and delete the message from the Mail list view
<b>Close</b>	Close out of the transaction
<b>Copy Instrument</b>	Create an instrument by copying from an existing created transaction
<b>Delete</b>	Delete the started transaction
<b>Download Saved Data</b>	Download the transaction in a .csv format
<b>Edit</b>	Transactions in a Ready to Authorise status can be edited, to correct data, add/delete documentation, etc.,
<b>Guarantee Application Form</b>	Transaction can be downloaded in a .pdf format
<b>LC Application Form</b>	Complete transaction in a .pdf format
<b>Print Settlement Instructions Details</b>	Instructions can be downloaded in a .pdf format
<b>Remove</b>	Remove a Beneficiary or Invoice in a Trade Loan
<b>Reply to Bank</b>	Respond to the bank with further instructions on how to manage the transaction or attaching supporting documentation
<b>Route Transaction</b>	Route transactions to another user in the organisation or subsidiary company
<b>Save</b>	Periodically save entered data in transactions and reference data fields
<b>Save &amp; Close</b>	Save and close out of the transaction screen
<b>Save Payment Instructions</b>	Save the beneficiary details manually added within a Trade Loan
<b>Send for Repair</b>	A user reviewing the transaction before authorising, can send the transaction back to the initiator to correct the data input
<b>Standby Application Form</b>	Transaction can be downloaded in a .pdf format
<b>Upload Details</b>	Upload an Invoice file into a Trade Loan
<b>Upload File</b>	Upload the file selected
<b>Upload Instructions</b>	Upload a Beneficiary file into a Trade Loan
<b>Verify Data</b>	Verify the data input in the transaction details fields. The system will return any errors or warnings for missing or inconsistent information. For successfully input data, the transaction will progress to the Ready to Authorise stage
<b>View Terms as Entered</b>	View the input data as entered upon creating and authorising the transaction

## Payment Methods

The following payment methods are available and subject to in-country requirements.

Payment Method	Description
<b>ACH</b>	Automated Clearing House - Low value domestic payments
<b>BCHK</b>	Bank Cheque
<b>BKT</b>	Book Transfer - Transfer between ANZ accounts in the same country
<b>CBFT</b>	Cross Border Funds Transfer - International payments
<b>CCHK</b>	Customer Cheque
<b>RTGS</b>	Real Time Gross Settlement - Domestic local payments

**NOTE:** Payment method codes also apply to the country specific terminology for these payment types.

## Payment File Definitions

To upload a beneficiary payment file for a Trade Loan, contact your ANZ representative to create your specific Payment File Definition. The Payment File Definition will define the specific details of your file:

- Payment Method
- Date Format
- File Type (e.g., comma, pipe, semicolon or tab delimited or in a fixed file format)
- Include/Not include column headers
- Column Order in which the file will be presented

The file must contain at a minimum the following mandatory fields:

- Payment Method\*
- Debit Account Number\*
- Beneficiary Name
- Beneficiary Account Number
- Beneficiary Bank/Branch Code
- Payment Currency\*
- Payment Amount

**\*NOTE:** The payment method, debit account number and payment currency must be consistent throughout the entire file.

Please refer to the **Trade Loans File Format Guide** for more information.

## Invoice Definitions

To upload an invoice file for a Trade Loan, contact your ANZ representative to create your specific Invoice Definition. The Invoice Definition will define the specific details of your file:

- Date Format
- File Type (e.g., comma, pipe, semicolon or tab delimited or in a fixed file format)
- Invoice File Type – Trade Loan
- Include/Not include column headers
- Column Order in which the file will be presented

The file must contain at a minimum the following mandatory fields:

- Invoice ID
- Issue Date
- Due Date
- Currency
- Amount
- Buyer/Seller ID or Name

Please refer to the **Trade Loans File Format Guide** for more information.

# PROCESSING TRADE INSTRUMENTS

## TRADE LOANS

### New Trade Loans request

The new Trade Loans allows you to enter the information for a loan request, including the ability to add multiple beneficiary payment instructions and invoice details via a file upload.

### Create a Trade Loan

New trade loan can be created in one of 3 ways:

- Instrument Option
  - Creating a new instrument from a blank form allows you to enter all new details into the instrument type selected, i.e., Trade Loan, without any pre-populated fields
- Choose Template
  - Creating a new instrument from an existing template allows you to use data from a pre-configured form, whereby minimal data will be required for input. A Template Search will enable you to easily select the template from which to create your new instrument
- Copy from Existing
  - Copy from an existing instrument allows you to copy data from a previous transaction. An instrument search page will enable you to select the instrument from which you want to copy data from

Steps	Action
1.	Select the New Instruments option from the main menu
2.	Select the desired option from the drop-down list Instrument Option <ul style="list-style-type: none"><li>• Select the product type to create a blank form to complete</li></ul>
3.	Template Search <ul style="list-style-type: none"><li>• Select the template to create your new instrument</li></ul> Trade Search <ul style="list-style-type: none"><li>• Select the trade instrument to copy from, to create your new instrument</li></ul>

The screenshot shows the ANZ Transactive ACME Trading Company interface. The top navigation bar includes the ANZ logo, company name, and user information (John Citizen, Last Sign-In: 02 June 2020 at 10:26:48 AEST). The main navigation menu has options: New Instruments, Transactions, Reports, Reference Data, Upload Centre, and Subsidiary Access. The 'New Instruments' dropdown menu is open, showing options: Choose Template, TRADE, Copy From Existing, Import LC, Outgoing Guarantee, Outgoing Standby LC (Simple), and Trade Loan. The main content area displays filters for Instrument Group (All), Instrument Type (All), and Status (Started), along with a 'Customise Dashboard' button and a 'Show 5 10 20 of 1' pagination control.

There are 8 main sections of the Trade Loan that can be completed:



## Input Fields

Enter each section of the Trade Loan, ensuring all fields that are deemed mandatory by an asterisk, are completed.


**NOTE:** It is a requirement to have at least one row of payment instructions data before the remaining sections of the Trade Loan can become available.

Steps	Action
	<b>Borrower Details</b>
1.	<ul style="list-style-type: none"><li>• Borrower Name and Address (default)</li><li>• Borrower Reference Number</li></ul>
	<b>Enter Payment Instructions</b>
	To upload payment details, please refer to the <a href="#">Upload Payment Instructions</a> section.
	To manually add the payment details, please refer to the <a href="#">Add New Payment Instructions</a> section.
2.	<ul style="list-style-type: none"><li>• Payment Instructions</li><li>• Beneficiary</li><li>• Beneficiary Bank</li><li>• Check Delivery Details</li><li>• Invoice Details</li><li>• Regulatory Reporting Details</li><li>• Payment Processing Details</li></ul>
	<b>Loan Request Instructions</b>
	<ul style="list-style-type: none"><li>• Loan Start and Maturity Date</li><li>• Loan Currency and Amount</li><li>• Pay-Away Amount = total of the beneficiary payment instructions (preloaded)</li><li>• Remaining Amount = difference between Loan amount and pay-away amount</li><li>• Debit Account for Remaining Amount = account to debit for the difference (if any)</li></ul>
3.	<ul style="list-style-type: none"><li>• Interest Instructions<ul style="list-style-type: none"><li>○ In Arrears</li><li>○ Upfront</li></ul></li><li>• Charges Instructions</li><li>• Loan Type<ul style="list-style-type: none"><li>○ Pre-Shipment Loan Request – includes estimated shipment date(s)</li><li>○ Post-Shipment Loan Request</li></ul></li><li>• Required Supporting Documents – a list of required documentation will be displayed and will be dependent on the Loan Type selected</li></ul>
	<b>Invoice and Shipping Details</b>
	To upload invoice details, please refer to the <a href="#">Upload Payment Instructions</a> section.
4.	<ul style="list-style-type: none"><li>• Invoice Details</li><li>• Shipment Details</li><li>• Buyer User Defined Fields</li><li>• Seller User Defined Fields</li></ul>
	<b>FX Details</b>
	This section will appear if the currency of the loan is different to the currency of the pay-away instructions. You can manually enter the Foreign Exchange details as arranged with the bank.
5.	<ul style="list-style-type: none"><li>• Contract Reference</li><li>• Contract Amount</li><li>• Exchange Rate</li><li>• Utilised Amount</li><li>• Use Daily Exchange Rate</li></ul>




**NOTE:** a maximum of 99 FX Contract Details can be added to a single Trade Loan Request

6. **Loan Maturity Instructions**
  - Debit account for Principal, Interest and Charges
7. **Instructions to Bank**
  - Advise ANZ of any special information
8. **Internal Instructions**
  - Details specific to this transaction will not be sent to ANZ
9. **Attach Documents**
  - Attach supporting documents (if required)
10. Select the Verify Data button from the right panel menu option
11. The transaction will progress to Ready to Authorise status
12. Authorise the transaction, to be sent to ANZ for processing

Example of a Trade Loan with input data




ANZ Transactive  
ACME Trading Company

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John Citizen

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

 My Links ▾

Instruments: Trade Loan Request ?

Trade Loan - TLP33844253073 - Issue - (Started)

indicates required field

Borrower

ACME Trading Company  
143 The Esplanade  
Philip Island  
Melbourne VIC 3922 Australia

Borrower's Reference Number




Include Invoice Details

\* Enter Payment Instructions




Upload Instructions

Add New

Remove

Beneficiary Name


<input type="checkbox"/>	#	Valid	Reference	Beneficiary	Account	Currency	Amount
<input type="checkbox"/>	1		001	ACME Cars	033033143782	AUD	125.75
<input type="checkbox"/>	2		002	ACME Car Parts	063003143782	AUD	175.46
<input type="checkbox"/>	3		003	ACME Car Accessories	083013143782	AUD	185.47
Total Amount						AUD	486.68


Save


Save & Close

✓ Verify Data

↔ Route Transaction

 Attach Document

 Copy Instrument

 Close

### Loan Request Instructions

Pay-Away Amount: AUD 486.68

\* Loan Start Date \* Loan Maturity Date \* Currency  
 18/06/2020 31/07/2020 AUD

Loan Amount (if known) AUD 400.00

☒ Debit Account for Remaining Amount

Remaining Amount: AUD 86.68

3073143719821 (AUD)

### \* Interest to be Paid

- ☒ In Arrears  
☐ Upfront

### \* Charges

3073143719821 (AUD)

### \* Loan Type

- ☐ Pre-Shipment Loan Request  
☒ Post-Shipment Loan Request

### Required Supporting Documentation

For Post-Shipment Loan Requests the following documents are required and should be attached to this Trade Loan request:

- Commercial Invoice \*
- Contract of Sale or Transport Document

### Enter Invoice and Shipping Details

Upload Details

Add New

Remove



Invoice Id

<input type="checkbox"/>	#	Valid	Invoice Id	Issue Date	Due Date	CCY	Amount	Goods Description
<input type="checkbox"/>	1		001	18 Jun 2020	14 Jul 2020	AUD	125.75	Car Badge
<input type="checkbox"/>	2		002	18 Jun 2020	16 Aug 2020	AUD	175.46	Car Fuel Gage
<input type="checkbox"/>	3		003	18 Jun 2020	01 Sep 2020	AUD	185.47	Car Mats



### \* Loan Maturity Instructions

- ☒ Instructions to be provided at maturity  
☐ Debit Accounts

Debit Account for Principal Debit Account for Interest Debit Account for Charges

- ☐ We will remit funds to your branch

Instructions to Bank

<Select a Phrase>

Internal Instructions

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

## Upload Payment Instructions

Upload Instructions button, allows you to upload a Beneficiary Payment File. Please ensure that your [Payment File Definition](#) has been previously set-up in ANZ Transactive Trade under the Reference Data main menu.

Steps	Action
1.	Select the Upload Instructions button
2.	Search and select your payment file Select the Payment File Definition to apply the file to
3.	<b>NOTE:</b> The definition type may need to be selected at the Reference Data level under My Organisation's Profile > Preferred Payment File Upload Definitions
4.	Select the Upload File button
5.	Beneficiary payment instructions will now appear in the <a href="#">list view</a>

**NOTE:** Multiple uploads of payment instructions will not be allowed in a Trade Loan to append the results of the previous file upload. Any subsequent payment instructions uploaded, will override the previous file.

**NOTE:** You can edit a beneficiary payment instruction once it has been uploaded and prior to it being authorised and sent to the bank.

ANZ

ANZ Transactive  
ACME Trading Company

Home

(0)

(2)

Help

LOGOUT

John Citizen

New Instruments

Transactions

Reports

Reference Data

Upload Centre

Subsidiary Access

My Links

Upload Payment Instructions

Upload File

Close

Step 1: Locate File

Choose File

RTGS - Trade Loans.csv


Step 2: Select Payment File Definition to apply to the file

RTGS - Trade Loans - RTGS

## Add New Payment Instructions

Manually add the beneficiary payment instructions

Steps	Action
1.	Select the <a href="#">Add New</a> button
2.	<p>Select the <a href="#">Payment Method</a></p> <ul style="list-style-type: none"> <li>once selected, this will be the default method for all subsequent beneficiary payment instructions within the Trade Loan</li> <li>the below sections of the screen will dynamically change, based on your selection</li> </ul> <p>Enter the <a href="#">Currency</a></p>
3.	<ul style="list-style-type: none"> <li>once selected, this will be the default currency for all subsequent beneficiary payment instructions within the Trade Loan</li> </ul>
4.	<p>Enter the <a href="#">amount, customer reference, charges and details of payment</a></p> <p>Enter the <a href="#">Beneficiary Name, Address and Account</a> details</p>
5.	<ul style="list-style-type: none"> <li>Pre-saved beneficiary parties stored in the Parties reference data tab can be selected from the drop-down list</li> <li>You can also save your company's account details in the Parties reference data tab to be selected from the list where proceeds will be credited to your company account</li> </ul>
6.	<p>Enter the <a href="#">Beneficiary Bank Details</a></p> <p>Enter the <a href="#">Check Delivery Details</a> (if required)</p>
7.	<ul style="list-style-type: none"> <li>Select Delivery Method</li> <li>Payable Location</li> <li>Print Location</li> <li>Mailing Address</li> </ul>
8.	<p>Select the <a href="#">Add Beneficiary</a> button to add the beneficiary details, including the account and beneficiary bank to the Parties, under the Reference Data tab. The beneficiary can then be selected from the Beneficiary Name drop-down list for future transactions</p> <p>Enter <a href="#">Invoice Details</a> (if required)</p>
9.	<ul style="list-style-type: none"> <li>Free format text of up to 80,000 alpha/numeric characters pertaining to the beneficiary invoice details</li> </ul>
10.	<p>Enter <a href="#">Regulatory Reporting Details</a> (if required)</p> <ul style="list-style-type: none"> <li>Central Bank Reporting</li> <li>Reporting Codes</li> </ul> <p>The <a href="#">Payment Processing Details</a> will appear when the transaction has been processed at the bank</p>
11.	<ul style="list-style-type: none"> <li>Beneficiary Sequence ID</li> <li>Payment Status</li> <li>Payment System Reference</li> <li>Error Text</li> </ul>



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ACME Trading Company

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LOGOUT

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

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## Add Payment Instructions

Payment Instructions

\* Payment Method  
RTGS

\* Currency  
AUD

\* Amount

Customer Reference

\* Charges

☐ Ours  
☐ Beneficiary  
☒ Shared

Details of Payment for Remittance Advice

Save Payment Instruction

Cancel

Beneficiary

\* Beneficiary Name

\* Account Number

\* Address

Country or Region

Beneficiary Bank

\* Bank/Branch Code

Beneficiary Bank Name and Address

\* Bank Sort Code/BSB

Add Beneficiary

Email Recipients  
(separate by comma)  
  
  
Instruction Number

Check Delivery Details


Select Delivery Method

Payable Location

Print Location

Mailing Address

14



<b>Invoice Details for Remittance Advice</b>		
<b>Regulatory Reporting Details</b>		
<b>Central Bank Reporting</b>	<b>Reporting Code 1</b>	
	<b>Reporting Code 2</b>	
<b>Payment Processing Details</b>		
<b>Beneficiary Sequence Id</b>	<b>Error Text</b>	
<b>Payment Status</b>		
<b>Payment System Reference</b>		




## Listview Details – Payment Instructions

Upon entering the beneficiary payment instructions either manually or via a file upload, the list of beneficiaries will be displayed in the listview.




The search feature allows you to search by a beneficiary account number, bank code, bank name, beneficiary name, customer reference, and invoice detail line or payment amount.

You can see the full payment details of each individual beneficiary by selecting the Beneficiary name.

The listview provides a validation status for each individual beneficiary payment instruction.

-  Indicates that the beneficiary payment instruction has been successfully entered or uploaded
-  Indicates that the beneficiary payment instruction has potential issues
-  Indicates that the beneficiary payment instruction had errors when uploaded and needs repair

**\* Enter Payment Instructions**

<input type="checkbox"/>	#	Valid	Reference	Beneficiary	Account	Currency	Amount
<input type="checkbox"/>	1			ACME Cars	033033143782	AUD	125.75
<input type="checkbox"/>	2			ACME Car Parts	063003143782	AUD	175.46
<input type="checkbox"/>	3			ACME Car Accessories	083013143782	AUD	185.47
Total Amount						AUD	486.68

Upon selecting the icon against the beneficiary name, you can view the log or review the error message.

Payment Instruction Log

Close

Trade Loan Request - TLP33844253073

User	Validation Status	Processing Completion Date
CITIZENJ	Validation Successful	18 Jun 2020 11:04 AM

Payment Instruction Log

Close

Trade Loan Request - TLP33869743073

User	Validation Status	Processing Completion Date
CITIZENJ	Validated with Errors	16 Jun 2020 04:12 PM

Error Messages

- A Bank Sort Code/BSB value is required if the payment method = RTGS and the Country or Region = AU-Australia. Please enter one.

## Upload Invoice Details

Upload Details button, allows you to upload an Invoice File. Please ensure that your [Invoice Definition](#) has been previously set-up in ANZ Transaction Trade under the Reference Data main menu.


Steps	Action
1.	Select the Upload Details button
2.	Search and select the invoice file
3.	Select the Invoice Definition to apply the file to
4.	Select the Upload File button
5.	Invoice details will now appear in the <a href="#">listview</a>

**NOTE:** Invoice and Shipping Details section will only appear for Information only customers. It is mandatory to have at least one Invoice entered for Information only clients. Please refer to your Trade Representative for further information.

**NOTE:** Multiple uploads of invoice files will not be allowed in a Trade Loan to append the results of the previous file upload. Any subsequent invoice files uploaded, will override the previous file.

**NOTE:** You can edit an invoice detail once it has been uploaded.





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

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Upload File

Close

Step 1: Locate File

Choose File

Invoice - Trade Loans AUD.csv

Step 2: Select Invoice Definition to apply to the file

Trade Loan - Invoice AUD - Trade Loan

## Add New Invoice Details

Manually add the invoice details

Steps	Action
1.	Select the <a href="#">Add New</a> button
2.	Enter in the <a href="#">Invoice Details</a> section <ul style="list-style-type: none"> <li>Invoice ID</li> <li>Currency – preloads as per beneficiary payment instructions</li> <li>Amount</li> <li>Buyer or Seller Name</li> <li>Invoice Issue Date</li> <li>Invoice Due Date</li> </ul>
3.	Enter the <a href="#">Shipment Details</a> section <ul style="list-style-type: none"> <li>Goods Description</li> <li>Country of Loading</li> <li>Country of Discharge</li> <li>Vessel</li> <li>Carrier</li> <li>Purchase Order ID</li> <li>Actual Shipment Date</li> <li>Shipping Term (Incoterm)</li> </ul>
4.	Enter the <a href="#">Buyer/Seller Defined Fields</a> , if any <p><b>NOTE:</b> These fields can be used to provide additional data headings, e.g., Port of Loading, with the User Defined Field containing the portal name.</p>
5.	Select <a href="#">Save</a>
6.	To add additional invoice details manually, repeat the above steps



## Add Invoice and Shipping Details

### Invoice Details

\* Invoice Id

\* Currency \* Amount

AUD

\* Issue Date

dd/MM/yyyy ▾

\* Invoice Due Date

18/06/2020 ▾

\* Buyer Name

Save

Close

### Shipment Details

Goods Description

<Select a Phrase> ▾

Country Of Loading

Country Of Discharge

Vessel

Carrier

Purchase Order ID

Actual Shipment Date

dd/MM/yyyy ▾

Shipping Term (Incoterm)

### Buyer User Defined Fields

Buyer User Defined Label1

Buyer User Defined Field1

Buyer User Defined Label2

Buyer User Defined Field2

Add 4 More

Seller User Defined Fields

Seller User Defined Label1

Seller User Defined Field1

Seller User Defined Label2

Seller User Defined Field2

Add 4 More

## Listview Details – Invoice Details

Upon entering the invoice details either manually or via a file upload, the list of invoices will be displayed in the list view.

The search feature allows you to search by an Invoice ID.

You can review and edit the full invoice details by selecting the Invoice ID.

The list view provides a validation status for each individual invoice.



Indicates that the invoices have been successfully entered or uploaded



Indicates that the invoices may have potential issues



Indicates that the invoices have errors when being uploaded and needs repair

Enter Invoice and Shipping Details

Upload Details

Add New

Remove

<input type="checkbox"/>	#	Valid	Invoice Id	Issue Date	Due Date	CCY	Amount	Goods Description
<input type="checkbox"/>	1		001	18 Jun 2020	14 Jul 2020	AUD	125.75	Car Badge
<input type="checkbox"/>	2		002	18 Jun 2020	16 Aug 2020	AUD	175.46	Car Fuel Gage
<input type="checkbox"/>	3		003	18 Jun 2020	17 Jun 2020	AUD	185.47	Car Mats

Upon selecting the icon against the invoice ID, you can view the Upload log or review the error message.

Invoice Upload Log

Close

Trade Loan Request - TLP33844253073

User	Validation Status	Processing Completion Date
CITIZENJ	Validation Successful	18 Jun 2020 11:34 AM

Invoice Upload Log - Errors

Close

Trade Loan Request - TLP33844253073

User	Validation Status	Processing Completion Date
CITIZENJ	Validated with Errors	18 Jun 2020 11:34 AM

**Error Messages**

- Issue Date must precede the Due Date.

## Trade Loan Rollover Request

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.

You can create a Rollover in one of two ways.

### Create Rollover Request

Steps	Action
1.	Select Transactions from the main menu
2.	Select Request Rollover option from the drop-down list
3.	Search and select the Instrument ID from the Trade Search window
4.	Enter the Rollover details in Section 1: Settlement Instructions. Options include <ul style="list-style-type: none"> <li>• Rollover the full principal amount</li> <li>• Pay a partial amount and finance the remaining balance</li> <li>• Provide any additional rollover instructions not covered by the above</li> </ul> Provide FX details (if any) in Section 2: Foreign Exchange Rate Details
5.	<ul style="list-style-type: none"> <li>• Use Daily Exchange Rate</li> <li>• Use FX Contract</li> <li>• Other FX Instructions</li> </ul>

6. Select the Verify Data button from the right panel options menu
7. The transaction will progress to Ready to Authorise status
8. Authorise the transaction, to be sent to ANZ for processing

ANZ Transactive  
ACME Trading Company

Home | (0) | (2) | ? Help | LOGOUT

John Citizen  
Last Sign-In: 18 June 2020 at 11:17:28 AEST

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

My Links ▾

All Transactions

TRADE  
Pending Transactions  
Authorised Transactions  
History  
  
Create Amendment  
Create Tracer  
Create Assignment  
Create Settlement Instructions  
**Request Rollover**

RECEIVABLES  
Matching  
Invoices  
History

PAYABLES  
Invoices  
History  
Credit Notes

BILLING  
History

Customise Dashboard ?

Document Type: All ▾ Status: Started ▾

Show 5 10 20 of 3 ⚙

Amount Status Party Primary Refer

### 1. Settlement Instructions

Amount	Loan Start Date	Maturity Date	Loan Terms	Other Party
AUD 400.00		31 Jul 2020		Multiple Beneficiaries

Our Reference:

\* Apply Payment on: 18/06/2020 ▾

\* 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

Finance Remaining Balance

Finance Terms

☒ Finance for  days

☒ At Fixed Maturity Date dd/MM/yyyy ▾

☐ Other (enter additional instructions below)

Additional Instructions  
<Select a Phrase> ▾

Payment Details

☒ Account

\* Debit Account for Principal  
 ▾

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

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

<Select a Phrase> ▾

## Request Rollover from within the Summary Screen

Steps	Action
1.	Search and select the Instrument ID from the list view
2.	Select the Request Rollover button from the Summary screen
3.	Enter the Rollover details in Section 1: Settlement Instructions. Options include <ul style="list-style-type: none"> <li>Rollover the full principal amount</li> <li>Pay a partial amount and finance the remaining balance</li> <li>Provide any additional rollover instructions not covered by the above</li> </ul>
4.	Provide FX details (if any) in Section 2: Foreign Exchange Rate Details <ul style="list-style-type: none"> <li>Use Daily Exchange Rate</li> <li>Use FX Contract</li> <li>Other FX Instructions</li> </ul>
5.	Select the Verify Data button from the right panel options menu
6.	The transaction will progress to Ready to Authorise status
7.	Authorise the transaction, to be sent to ANZ for processing

The screenshot shows the ANZ Transactive ACME Trading Company interface. The top navigation bar includes the ANZ logo, user name 'John Citizen', and links for Home, Messages (0), Alerts (2), Help, and Logout. 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 displays 'Instruments: Trade Loan: Current Terms Summary' with a help icon. Below this, a summary line reads 'Trade Loan - TLP33844253073 - (Pending)'. At the bottom, there are four buttons: 'Create Settlement Instruction', 'Request Rollover' (highlighted with a red box), 'Create Message', and 'Close'.

## Trade Loan Tracers

### Pre-Shipment Tracer

In the event that the Loan Type is defined as a Pre-Shipment loan, you will receive a mail message 'x' number of days after each estimated shipment date. This tracer will request for the supporting information that pertains to the pre-shipment loan.

Steps	Action
	<b>View Pre-Shipment Tracer</b>
1.	From the Mail Message section, select the Create Tracers: <Instrument Number> Trade Loan Finance message
2.	Select the Pre-Shipment Document Tracer message to determine what supporting information is required to be presented for the loan. <b>NOTE:</b> The message will include the estimated shipment date, instrument number and the value of the Trade Loan, including a list of information to be presented
3.	Select the Reply to Bank button
4.	Select the Attach Documents button
5.	Upload the Trade Loan supporting documents to be presented to the bank
6.	Enter any additional information into the Messages section
7.	Select Send to Bank

**NOTE:** If the tracer has not been actioned, follow-up tracers will be sent in request to present the supporting information.

### Additional Documents Tracer

In the event that supporting documents were not presented at the time of the Trade Loan submission, you may be required to submit documents at a later stage. You will receive a mail message, Additional Documents Tracer to present supporting documents.

Steps	Action
	<b>View Additional Documentation Tracer</b>
1.	From the Mail Message section, select the Trade Loan Addl Documentation: <Instrument Number> Trade Loan Finance message.
2.	Select the TL Addl Doc Request message to determine what supporting documentation is required to be presented for the loan.
3.	Select the Reply to Bank button
4.	Select the Attach Documents button
5.	Upload the Trade Loan supporting documents to be presented to the bank
6.	Select Send to Bank

**NOTE:** If documents have not been received, follow-up tracers will be sent in request to present the supporting documents.

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