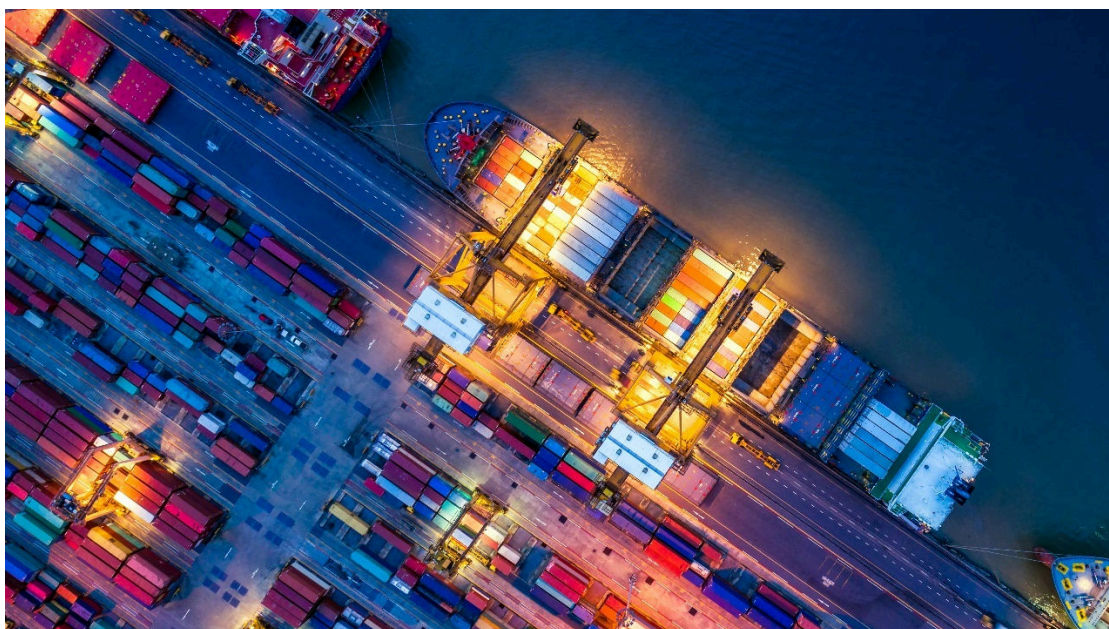


# WinTrade



## Export Collections User Guide

New Zealand

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Issue date: 19/10/22 Version 2.4

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## Export Collections Workflow

This user guide explains the key steps for managing Export Collections in WinTrade®.



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### Need help with Export Collections?

Contact Trade Service.

## View an Export Collection



- You can view Issue, Amendment and Acceptance events for Export Collections in WinTrade after they have been released by the bank.

### View an Issue

- On the left menu panel, click **Collections**, then **Outgoing**, then **Issue** with the **Transactions** tab selected.
- Click the **Drawer reference** to open the transaction.

Outgoing Collections transaction grid - WinTrade

Transactions Messages

Event: Issue Status: All Ownership: All transactions

Search by: Choose Enter parameter: Start date: 27/01/2021 End date: 27/02/2021 Update list

List of transactions

Create new Create similar Edit/amend Approve Reject More actions

<input type="checkbox"/>	Event/Payment type	Drawer reference	Bank reference	Currency	Amount	Transaction date	Status	
<input type="checkbox"/>	Issue	AJECOLFEBRD5GB1	O184576	AUD	21,500.00	22/02/2021	Released	
<input type="checkbox"/>	Issue	CUSTREF134918221	O184575	USD	30,000.00	18/02/2021	Released	

- Review the information tabs.

Outgoing collection / Issue / Released - WinTrade

1. Parties information 2. Payment information 3. Shipping information 4. Instructions & goods description

Please make sure you have completed all required fields.

Bank reference: O000296 Issue date: (M/YY)

Drawer: ALECOL Drawee bank: BANK OF AMERICA

PO BOX 2192 SMITHFIELD 2164 AUSTRALIA 40 WALL STREET NEW YORK

Actions: Correspondence, Comments, Print preview, Close, Save as template, Images

- To view comments, open **Actions** and click **Comments**.

Comments

Comments (optional)

\*\*\*

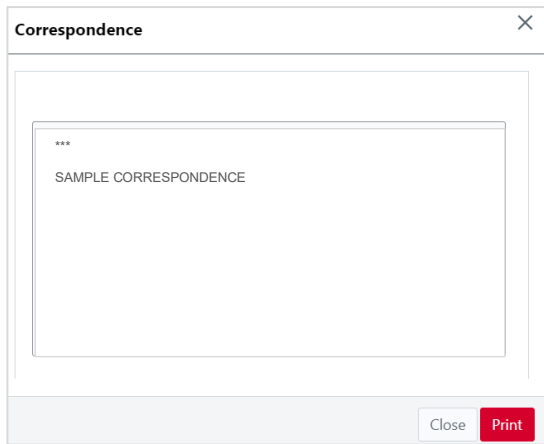
MSG FROM YOUR BANK ISSUE O000296

RELEASED 25/03/20 10:47

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

Close Print

- To view correspondence, open **Actions** and click **Correspondence**.



- To close the transaction, open **Actions** and click **Close**.

### View an Amendment

1. On the left side menu, click **Collections**, then **Outgoing**, then **Amendments** with the **Transactions** tab selected.
2. Click the **Drawer reference** to open the transaction.

Outgoing Collections transaction grid - WinTrade

Transactions Messages

Event: Amendment Status: All Ownership: All transactions

Search by: Choose Enter parameter: Start date: 27/01/2021 End date: 27/02/2021 Update list

List of transactions

Create new Create similar Edit/amend Approve Reject More actions

<input type="checkbox"/>	Event/Payment type	Drawer reference	Bank reference	Currency	Amount	Transaction date	Status	
<input type="checkbox"/>	Amendment (1)	AUECOLEFBRDSGB1	O184576	AUD	20,000.00	24/02/2021	Released	
<input type="checkbox"/>	Amendment (1)	CUSTREF134918221	O184575	USD	26,000.00	18/02/2021	Released	

3. Review the information tabs.
  - Amendments are shown in red.
  - To compare the Amendment to the original Export Collection, open **Actions** then click **Next record** and **Previous record** to move between the transactions.
  - To close the transaction, open **Actions** and click **Close**.

**Outgoing collection / Amendment / Released - WinTrade**

1 — 2 — 3 — 4

1. Parties information | 2. Payment information | 3. Shipping information | 4. Instructions & goods description

**Please make sure you have completed all required fields.**

Bank reference	Seq no.	Issue date
O542736	1	18/03/20 (D/MM/YY)

Drawer	Drawee bank
AU BT TEST COMPANY 2349ALECOL	BANK OF TTGGARED IRV0022
80 GEORGE STREET PARRAMATTA NSW 2150 AUSTRALIA	132 COURT GROVE OVERSEAS CITY UNITED STATES

Drawer reference	Remitting bank
4.0ECOL 170320	Drawee

Actions

- > Previous record
- > **Next record**
- > Correspondence
- > Comments
- > Print preview
- > Close
- > Images

### View an Acceptance

1. On the left side menu, click **Collections**, then **Outgoing**, then **Acceptance** with the **Transactions** tab selected.
2. Click the **Drawer reference** to open the transaction.

**Outgoing Collections transaction grid - WinTrade**

Transactions | Messages

Event: Acceptance | Status: All | Ownership: All transactions

Search by: Choose | Enter parameter: | Start date: 03/08/2020 | End date: 27/02/2021 | Update list

**List of transactions**

Create new | Create similar | Edit/amend | Approve | Reject | More actions

<input type="checkbox"/>	Event/Payment type	Drawer reference	Bank reference	Currency	Amount	Transaction date	Status	
<input type="checkbox"/>	Acceptance (2)	<b>CL021020-ECOL7.0</b>	O184509	AUD	72,000.00	07/10/2020	Released	
<input type="checkbox"/>	Acceptance (2)	CL260820-01	O184489	USD	10,000.00	27/08/2020	Released	

3. Review the information tabs.

**Outgoing collection / Acceptance / Released - WinTrade**

1 — 2 — 3 — 4

1. Parties information | 2. Payment information | 3. Shipping information | 4. Instructions & goods description

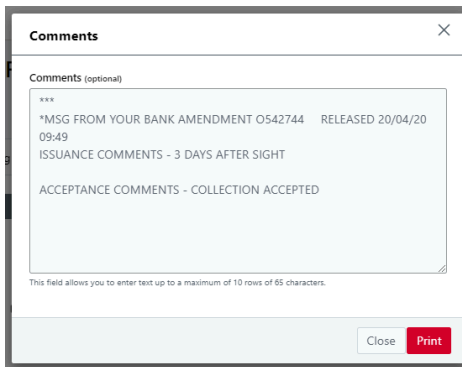
**Please make sure you have completed all required fields.**

Bank reference	Seq no.	Issue date
O542744	1	20/04/20 (D/MM/YY)

Drawer	Drawee bank
AU BT TEST COMPANY 2349ALECOL	BANK OF SGGABROWN IRV0001
80 GEORGE STREET PARRAMATTA NSW 2150 AUSTRALIA	132 SHELL STREET OVERSEAS CITY UNITED STATES

Drawer reference (optional)	Remitting bank (optional)
393RD170420	Drawees bank
Drawer	Drawee
AU BT TEST COMPANY 2349ALECOL	
80 GEORGE STREET PARRAMATTA NSW 2150 AUSTRALIA	

- From the **Actions** menu, you can view comments related to **Acceptance**.



- To close the transaction, open **Actions** and click **Close**.

## Initiate an Export Collection in WinTrade



- This feature enables you to initiate an export collection in WinTrade and generate a lodgement form to include with your documentation submitted to the bank.

- On the left menu panel, click **Collections**, then **Outgoing**, then **Issue** with the **Transactions** tab selected.
- Click **Create New** on the **Outgoing collections overview** tab.

List of transactions							
Event/Payment type	Drawer reference	Bank reference	Currency	Amount	Transaction date	Status	
<input type="checkbox"/> Issue	EMAILTESTSGB	O184589	AUD	5,000.00	25/02/2021	Released	

- On the **1. Parties information** tab, enter your **Drawer reference**, the **Drawee bank** and the **Drawee**.

Outgoing collection / Issue / In process - WinTrade

1. Parties information | 2. Payment information | 3. Shipping information | 4. Instructions

Please make sure you have completed all required fields.

Bank reference

Issue date: 29/09/2020 (DD/MM/YYYY)

Drawer: SAMPLE PTY LTD  
1 YORK STREET  
PRAHRAN VIC 3181  
AUSTRALIA

Drawer reference: SOA9988

Drawee bank: TRADE BANK  
22 YORK STREET  
SYDNEY NSW 2000

Drawee: MILANI GROUP  
21 OCEAN ROAD  
SYDNEY NSW 2000

Drawee reference (optional)

- On the **2. Payment information** tab:
  - select the **Currency** and the **Amount**.
  - choose **Sight** or **Term** and select if **Avalisation** is required. In the example below, the user is submitting a term collection with avalisation.
  - select the **Acceptance period**.
  - enter the **Tenor days**.
  - if applicable, enter the **Interest from date** and **Interest rate percentage**. This is the interest rate agreed between supplier and buyer.
  - if applicable, select the **Credit account** for funds.



Outgoing collection / Issue / In process - WinTrade

1 2 3 4

1. Parties information 2. Payment information 3. Shipping information 4. Instructions

Please make sure you have completed all required fields.

Currency: AUD-(AUD) Amount: 1000.00

Sight  Term  Request avalisation

Acceptance period: ABL-(AFTER BILL OF LADING DATE)

Maturity date (optional): DD/MM/YYYY Format: DD/MM/YYYY Tenor days: 7

Interest from date (optional): 30/09/2020 Format: DD/MM/YYYY Interest rate percentage (optional): 2.5

Interest to date (optional): DD/MM/YYYY Format: DD/MM/YYYY

Credit account

Credit account (optional): D0000419004983 (AUD)

5. On the **3. Shipping information** tab:

- select the **Shipment from**, **Shipment to**, and **Shipment date**. Please use the “+” button to add new Shipment from and Shipment to details. Refer to Welcome to WinTrade guide for details on how to use this button.
- select the **Country of discharge**.
- input description of merchandise into **Short merchandise description** (optional).
- select the documents you are submitting to the bank and enter the number of originals and copies. If you have a document not mentioned in this section, then please use the button “Other documents” to provide more details.
- select how charges will be applied in the **Details of charges** section.
- If you wish to negotiate, provide details in the button “Enter Negotiation Instruction”.

Outgoing collection / Issue / In process - WinTrade

1 2 3 4

1. Parties information 2. Payment information 3. Shipping information 4. Instructions

Please make sure you have completed all required fields.

Shipment from (optional): SYDNEY (SYDNEY PORT) Shipment date (optional): 30/09/2020 Format: DD/MM/YYYY

Shipment to (optional): SINGAPORE (SINGAPORE PORT)

Country of discharge: SG (SINGAPORE) Short merchandise description (optional): Textiles

	Document name	No of originals	No of copies
<input type="checkbox"/>	DRAFT	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	STATEMENT	<input type="text" value="1"/>	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	COMMERCIAL INVOICE	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CUSTOMER CONSULAR INVOICE	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	CERTIFICATE OF ORIGIN	<input type="text" value="1"/>	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	WEIGHT/PACKING NOTE/LIST	<input type="text" value="2"/>	<input type="text" value="2"/>
<input type="checkbox"/>	HEALTH CERTIFICATE	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CONDITIONAL CERTIFICATE	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	INSURANCE POLICY/CERTIFICATE	<input type="text" value="1"/>	<input type="text" value="2"/>
<input checked="" type="checkbox"/>	BILL OF LADING	<input type="text" value="2"/>	<input type="text" value="2"/>

**Details of charges**

Bank charges

Your Banks Charges for Account  Drawer  Drawee

Overseas Banks Charges for Account  Drawer  Drawee

Charges/Interest may not be waived

6. On the **4. Instructions** tab there are optional fields where you can enter your instructions. Standard phrases have been set that you can use. If required:
- enter the **Protest instructions**.
  - enter the **Collection instructions**.
  - nominate a contact person by using **In case of need refer:**
  - enter delivery details in **Delivery under Forward Exchange Contract**.

Outgoing collection / Issue / In process - WinTrade 1 2 3 4 4 Actions ▼

1. Parties information 2. Payment information 3. Shipping information 4. Instructions

**1** Please make sure you have completed all required fields.

**Protest instructions**

Phrases (optional)

PROTEST FOR NON PAYMENT/NON ACCEPTANCE [ ]

Protest instructions (optional)

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

**Collection instructions**

Phrases (optional)

BOND AND INSURE THE GOODS [.]  
PAYMENT/ACCEPTANCE DEFERRED UNTIL ARRIVAL OF CARRYING VESSEL [.]

Collection instructions (optional)

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

**In case of need refer: (full name and address)**

Phrases (optional)

IN CASE OF NEED REFER TO: [.]  
WHO MAY NOT AMEND ANY OF THESE INSTRUCTIONS [.]  
WHOSE INSTRUCTIONS MAYBE ACCEPTED UNCONDITIONALLY [.]

In case of need refer: (full name and address) (optional)

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

**Delivery under Forward Exchange Contract**

Phrases (optional)

AMOUNT/S [.]  
NUMBER/S [.]

Delivery under Forward Exchange Contract (optional)

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

7. Open **Actions**, click **Save** or proceed to approve the transaction by clicking **Save and approve**.

**Outgoing collection / Issue / In process - WinTrade**

1 2 3 4

1. Parties information 2. Payment information 3. Shipping information 4. Instructions

Please make sure you have completed all required fields.

**Protest instructions**

Phrases (optional)

PROTEST FOR NON PAYMENT/NON ACCEPTANCE [.]

Protest instructions (optional)

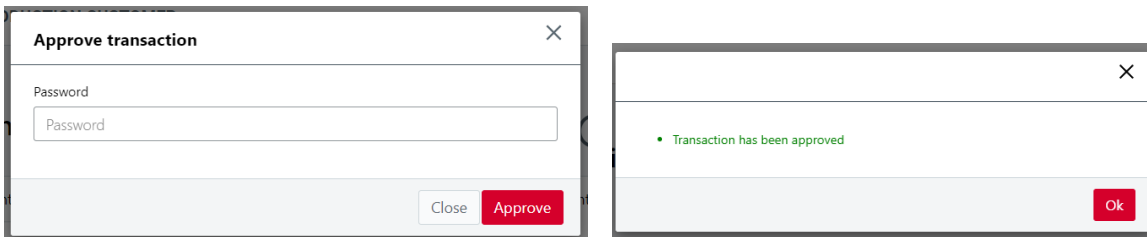
This field allows you to enter text up to a maximum of 10 rows of 65 characters.

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

Actions

- > Comments
- > Close
- > Save as draft
- > Save
- > Save and approve

Enter your password in the **Approve transaction** window, then click **Approve**.



8. Return to the **Outgoing collections overview** grid. Select the transaction once it has a Received status, open **More actions**, and click **Lodgement form**.

Event/Payment type		Bank reference	Amount	Transaction date	Status
<input checked="" type="checkbox"/>	Issue	O184555	5,000.00	04/12/2020	Received
<input type="checkbox"/>	Issue	O184552	12,000.00	24/11/2020	Received
<input type="checkbox"/>	Issue	O184537	1,000.00	28/10/2020	Received

Event/Payment type	Bank reference	Amount	Transaction date	Status
<input checked="" type="checkbox"/>	Issue	O184555	5,000.00	04/12/2020
<input type="checkbox"/>	Issue	O184552	12,000.00	24/11/2020
<input type="checkbox"/>	Issue	O184537	1,000.00	28/10/2020

- Your lodgement instruction form will be displayed in a new window.
- Print out the form and submit it with your export collections documents to the bank for processing. You can also download the form as a PDF.

## Amend an Export Collection in WinTrade



- This feature enables you to amend an export collection that has been submitted in WinTrade.

- On the left menu panel, click **Collections**, then **Outgoing**, then **Issue** with the **Transactions** tab selected.
- Select the export collection to amend and click **Edit/amend**.

List of transactions

Create new Create similar **Edit/amend** Approve Reject More actions ▼

<input type="checkbox"/>	Event/Payment type	Bank reference	Currency	Amount	Transaction date	Status	
<input checked="" type="checkbox"/>	Issue	O184589	AUD	5,000.00	25/02/2021	Released	

- Review the information on **1. Parties information**, **2. Payment information**, **3. Shipping information** and **4. Instructions** tabs and make the required amendments to the collection.

Outgoing collection / Amendment / In process - ① ② ③ ④ WinTrade

1. Parties information 2. Payment information 3. Shipping information 4. Instructions

Please make sure you have completed all required fields.

Bank reference	Seq no.	Issue date
OS42846	1	02/10/2020 (DD/MM/YYYY)

Drawer

1 YORK STREET  
PRAHRAN VIC 3181  
AUSTRALIA

Drawer reference

ECOL 3.0 02102

Drawee bank

TRADE BANK

22 YORK STREET  
SYDNEY NSW 2000

Drawee

MILANI GROUP

21 OCEAN ROAD  
SYDNEY NSW 2000

Drawee reference (optional)

- When you have completed all revisions, check that the workflow indicator is all green. Open **Actions** and select **Save** or **Save and approve**. The transaction can also be approved from the Transaction grid through the **More Actions** button.

Outgoing collection / Amendment / In process - ① ② ③ ④ WinTrade

1. Parties information 2. Payment information 3. Shipping information 4. Instructions

Please make sure you have completed all required fields.

Protest instructions

Phrases (optional)

PROTEST FOR NON PAYMENT/NON ACCEPTANCE []

Protest instructions (optional)

PROTEST FOR NON PAYMENT/NON ACCEPTANCE  
ADDITIONAL TEXT  
AMENDMENT ORIGINAL INSTRUCTION

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

Actions

- > Comments
- > Close
- > Save as draft
- > Save
- > Images
- > Save and approve

- The amended collection will be displayed in the **List of transactions** with a **Sent to bank** status.
- When processed by the Bank, the status will change to **Received** and then **Released**.

**List of transactions**

Create new Create similar Edit/amend Approve Reject More actions

<input type="checkbox"/>	Event	Drawer reference	Bank reference	Currency	Amount	Transaction date	Status	
<input type="checkbox"/>	Amendment (2)	CL021020-ECOL7.0	O184509	AUD	72,000.00	07/10/2020	Sent to bank	
<input type="checkbox"/>	Issue	CL021020-ECOL7.0B	O184513	AUD	40,000.00	02/10/2020	Received	

- If documents are to be provided return to the **Outgoing collections overview** grid. Select the transaction once it has a Received status, open **More actions**, and click **Lodgement form**.

**List of transactions**

Create new Create similar Edit/amend Approve Reject More actions

<input type="checkbox"/>	Event/Payment type	Bank reference		Amount	Transaction date	Status	
<input checked="" type="checkbox"/>	Issue	O184555		5,000.00	04/12/2020	Received	
<input type="checkbox"/>	Issue	O184552		12,000.00	24/11/2020	Received	

More actions dropdown menu:

- > History
- > Negotiate
- > **Lodgement form**
- > Images

- Your lodgement instruction form will be displayed in a new window.
- Print out the form and submit it with your export collections documents to the bank for processing. You can also download the form as a PDF.
- If there are no additional documents to be submitted to the bank, there is no further action needed.

## Request negotiation



- You can request negotiation of an unpaid Export Collection in WinTrade.
- Negotiations should be within a pre-approved Bank facility.
- If the Export Collection was negotiated when the collection was presented to the Bank, it will display as an **Issue Negotiated** type. You cannot negotiate if a payment or negotiation already exists for the transaction.

1. On the left menu panel, click **Collections**, then **Outgoing**, then **Issue** with the **Transactions** tab selected.
2. Select the transaction, then open **More Actions**, then click **Negotiate**.

List of transactions

Event/Payment type	Bank reference	Amount	Transaction date	Status
<input checked="" type="checkbox"/> Issue	O184589	5,000.00	25/02/2021	Released
<input type="checkbox"/> Issue	O184576	21,500.00	22/02/2021	Released

More actions dropdown menu:

- > History
- > **Negotiate**
- > Lodgement form
- > Images

3. Select **2.Charges** tab. Select the account to debit charges. If no account is selected, the Bank will debit the charges from the credit account. If required, enter any comments in **Additional Instructions**.

Outgoing collection / Negotiation / In process - WinTrade

1. Summary 2. **Charges** 3. Payment

**Please make sure you have completed all required fields.**

**Account for charges**

Account to debit charges (optional)

000000702265368 (USD)

Note: if an account is not selected, charges will be deducted from the debit account.

**Additional instructions**

In case of need refer: (full name and address) (optional)

This field allows you to enter text up to a maximum of 100 rows of 65 characters.

4. Select **3.Payment** tab.
  - Click **New** in **List of accounts**.
  - Select **Account**.
  - The currency of the chosen account will display in the Currency field. This is the currency of the account, not the transaction currency of the Export Collection.
  - If the Export Collection is in foreign currency and the account is in local currency, the **Amount** field is left blank.

- If no foreign exchange is required, save the transaction.
- If foreign exchange is required, follow the steps below.
- Open **Actions**, click **Save**. The negotiation is now ready for approval.

Outgoing collection / Negotiation / In process - WinTrade 1 — 2 — 3 Actions ▼

1. Summary 2. Charges 3. Payment

**Please make sure you have completed all required fields.**

Amount: USD 1,234.00

Enter payment instructions below

Payment instructions

Refer to additional information  Enter payment instructions below

List of accounts

Account	Currency	Amount
<input type="radio"/> 000000702265368	USD	1,234.00

### Foreign Exchange Instructions

- If you require currency conversion, click **New** in the List of foreign exchange instructions table.
- Use the **Additional Information** field to enter additional instructions.

List of foreign exchange instructions

Currency	Amount	Rate	Rate type	Foreign Exchange Contract number	Deal reference
No matching records found					

- The Edit foreign exchange instruction pop-up box will open.
- To complete:
- Click the **FEC** checkbox.
  - Enter the amount.
  - Enter the foreign exchange contract number in the **Foreign Exchange Contract number** field.
  - Enter the deal number in the **Deal reference** field. If you don't enter a rate, we will provide one.



**Edit foreign exchange instruction**
✕

---

Currency

Amount

FEC?

Foreign Exchange Contract number

Deal reference (optional)

If no reference entered, rate will be provide by Westpac

- Click **Save**. Your FX instructions will be displayed.

**List of foreign exchange instructions**

	Currency	Amount	Rate	Rate type	Foreign Exchange Contract number	Deal reference
<input type="radio"/>	USD-(UNITED STATES DOLLARS )	100.00	-	-	123456	

- To save the transaction, open **Actions**, click **Save**.
- The negotiation request is now ready for approval.

## Approve negotiation request



There are two ways to approve a negotiation:

- **With review (highly recommended)** – review and ensure the details of the negotiation are correct before approving and sending to the bank.
- **Without review** – select the check-box in front of transaction. Then select **Approve** and enter your password in the **Approve transaction** window, then click **Approve**.

1. Select the negotiation to approve by clicking the **Drawer reference** to open the transaction to review. The transaction will have a **Negotiation** type and an **In process** status.

The screenshot shows the 'Transactions' tab with filters for Event (Negotiation), Status (In process), and Ownership (All transactions). Search criteria include Start date (04/05/2020) and End date (27/02/2021). Below the filters is a table of transactions:

Event/Payment type	Drawer reference	Bank reference	Currency	Amount	Transaction date
<input type="checkbox"/> Negotiation	<b>FCOL9RDFEBSGB</b>	O184577	USD	25,500.00	23/02/2021
<input type="checkbox"/> Negotiation	SGBECOL90RD231120002	O184549	USD	12,500.00	25/11/2020
<input type="checkbox"/> Negotiation	FCOL9.0CLO1	O184514	AUD	30,000.00	12/10/2020

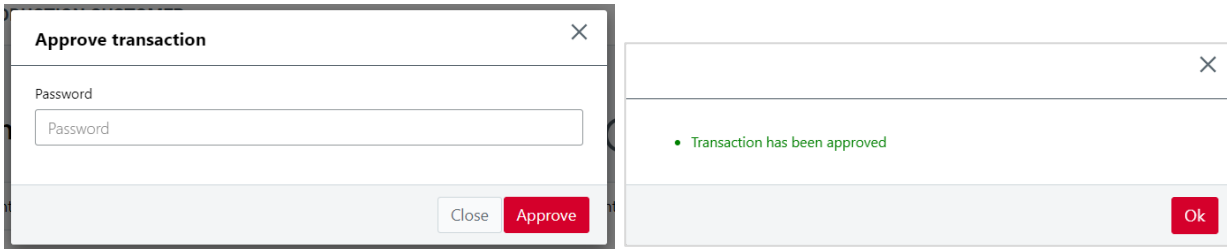
2. Review the information on **1. Summary**, **2. Charges** and **3. Payment** tabs.

- If all information is correct, open **Actions**, and click **Approve** and enter your password in the **Approve transaction** window.
- If revisions are required, close the transaction and re-open it in edit mode.
- If the transaction needs to be returned to a team member for revision, click **Reject** and enter the reasons.

The screenshot shows the 'Outgoing collection / Negotiation / In process - WinTrade' window. The '1. Summary' tab is selected. The interface displays transaction details:

Bank reference	Seq no.	Issue date
O000296	1	WYY
Drawer reference		
OCPT120919101831		
Loan type	Interest basis	
EXPORT	YIELD	
Currency	Amount	
USD-(USD)	1,234.00	

The 'Actions' menu is open, and the 'Approve' option is highlighted with a red box.



- The transaction status will change to **Approved**.

**Outgoing collections overview**

<input type="checkbox"/>	Event	Drawer reference	Bank reference	Drawee	Currency	Amount	Transaction date	Status	
<input type="checkbox"/>	Negotiation	<a href="#">OCPT120919101831</a>	O000296	IMPORTS CO	USD	1,234.00	29/03/20	Approved	

## Provide disbursement instructions



### Overview

- We will advise you when payment for the Export Collection has been received.
- You need to advise us which account(s) you want the funds paid into.
- If we hold Standard Settlement Instructions, payment will be made upon receipt of funds.
- You need to advise us of the disbursement for an Export Collection when the transaction type is **Payment** and the Status is **In process**.
- **Note:** settlement instructions can be requested for both Sight and Term Export Collections payment. The same instructions apply for both.

1. Select the transaction in the transaction grid. The transaction will have a **Payment** type and an **In process** status.
2. Click **Edit**.

The screenshot shows the 'Transactions' tab with filters for Event (Payment), Status (In process), and Ownership (All transactions). Search criteria include Start date (04/05/2020) and End date (27/02/2021). Below the filters is a table of transactions:

Event/Payment type	Drawer reference	Bank reference	Currency	Amount	Transaction date	Status
Sight payment (1)	ECOL 4.0.081020	O184517	USD	0.00	30/12/2020	In process

3. Select the **2. Charges** tab. Select the account to debit charges. If no account is selected, the Bank will debit the charges from the credit account. If required, type any additional instructions in the **Additional Instructions** field.

The screenshot shows the 'Outgoing collection / Sight payment / In process - WinTrade' form. The '2. Charges' tab is selected. A message states: 'Please make sure you have completed all required fields.' The 'Account to debit charges (optional)' dropdown is set to '032000123456 (AUD)'. A note below states: 'Note: if an account is not selected, charges will be deducted from the debit account.' The 'Additional instructions' field is empty.

4. Select the **3. Payment** tab.

- Click **New** in List of accounts.
- Select **Account**.
- The currency of the chosen account will display in the Currency field. This is the currency of the account, not the transaction currency of the Export Collection.
- If the Export Collection is in foreign currency and the account is in local currency, the Amount field is left blank.
- If no foreign exchange is required, save the transaction.
- If foreign exchange is required, follow the steps below.
- Open **Actions**, click **Save**. The disbursement instruction is now ready for approval.

Outgoing collection / Sight payment / In process - WinTrade

1. Summary 2. Charges 3. Payment

Please make sure you have completed all required fields.

Amount: USD 1,000.00

Enter payment instructions below

Payment instructions (optional)

Refer to additional information  Enter payment instructions below

List of accounts

New Edit Delete

Account	Currency	Amount
<input type="radio"/> 000000702265368	USD	1,000.00

Showing 1 to 1 of 1 rows

**Foreign Exchange Instructions**

- If you require currency conversion, click **New** in the List of foreign exchange instructions table.
- Use the **Additional Information** field to enter additional instructions.

List of foreign exchange instructions

New Edit Delete

Currency	Amount	Rate	Rate type	Foreign Exchange Contract number	Deal reference
No matching records found					

- The Edit foreign exchange instruction pop-up box will open.  
To complete:
  - Click the **FEC** checkbox.
  - Enter the amount.
  - Enter the foreign exchange contract number in the **Foreign Exchange Contract number** field.
  - Enter the deal number in the **Deal reference** field. If you don't enter a rate, we will provide one.

**Edit foreign exchange instruction**
✕

---

Currency

Amount

FEC?

Foreign Exchange Contract number

Deal reference (optional)

If no reference entered, rate will be provide by Westpac

- Click **Save**. Your FX instructions will be displayed.

**List of foreign exchange instructions**

	Currency	Amount	Rate	Rate type	Foreign Exchange Contract number	Deal reference
<input type="radio"/>	USD-(UNITED STATES DOLLARS )	100.00	-	-	123456	

- To save the transaction, open **Actions**, click **Save**.
- The transaction is now ready for approval.

## Approve disbursement instructions



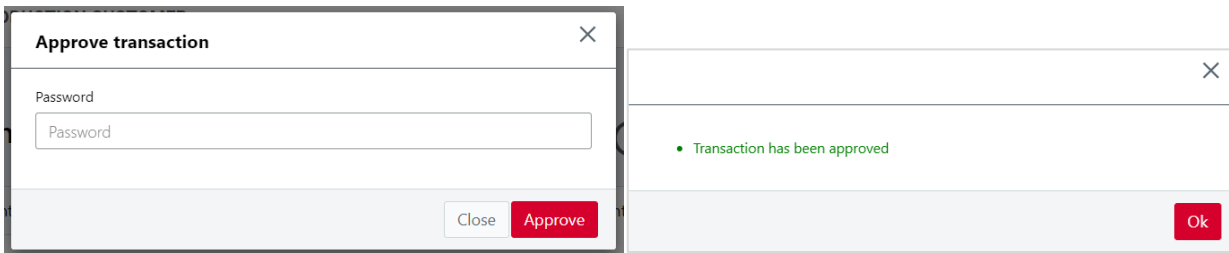
There are two ways to approve disbursement instructions:

- **With review (highly recommended)** – review and ensure the details of the disbursement are correct before approving and sending to the bank.
- **Without review** – select the check-box in front of transaction. Then select **Approve** and enter your password in the **Approve transaction** window, then click **Approve**.

1. Select the disbursement to approve by clicking the **Drawer reference** to open the transaction to review. The transaction will have a **Payment** type and an **In process** status.

2. Review the **1. Summary**, **2. Charges** and **3. Payment** tabs.

- If all information is correct, open **Actions**, and click **Approve** and enter your password in the Approve transaction window.
- If revisions are required, close the transaction and re-open it in edit mode. If the transaction needs to be returned to a team member for revision, click **Reject** and enter the reasons.



- The transaction status will change to **Approved**.

**Outgoing collections overview**

<input type="checkbox"/>	Event	Drawer reference	Bank reference	Drawee	Currency	Amount	Status	<input type="button" value="Link"/>
<input type="checkbox"/>	Sight payment (1)	021019AU001TR	O000302	BT IMPORT TEST CUSTOMER	USD	1,000.00	Approved	

## Further information

Please refer to **Welcome to WinTrade** user guide on how to use the quick access views and generate Export Collection reports.