

WinTrade



Export Letters of Credit User Guide New Zealand

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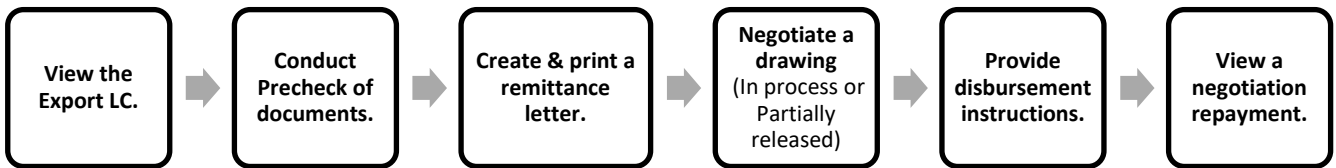
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Export Letter of Credit Workflow

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



Quick find

View an Export LC	4
View an Amendment	5
Approve/reject an Amendment	5
Request pre-check of documents	9
Attach document images to a transaction	10
Approve pre-check document attachments	12
Create and print remittance letter	15
Request negotiation for a drawing in process	17
Approve negotiation for a drawing in process	20
Request negotiation for a drawing partially released	21
Approve a negotiation for a drawing partially released	24
Provide disbursement instructions	25
Approve disbursement instructions	28
View a negotiation repayment	29
Transfer an Export LC	36
Assign an Export LC	39

Need help with Export Letters of Credit?

Contact Trade Service.

View an Export Letter of Credit

1. On the left menu panel, click **Letters of Credit**, then **Export LC**, then **Advising** with the **Transactions** tab selected.
2. In the transaction grid, Released Export LCs will either have an **Advised** or **Confirmed** status, providing more visibility on which LCs are confirmed.
3. Click the **Advising bank reference** to open the Export LC Issue.

List of transactions								
Transfer LC Amendment accept/reject Approve Reject Edit History More actions								
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Currency	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902808	Negotiation (1)	USD	15,000.00	ELC25022021.01	25/02/2021	Released	
<input type="checkbox"/>	X902808	Issue	USD	22,000.00	ELC25022021.01	25/02/2021	Advised	
<input type="checkbox"/>	X902808	Negotiation payment (1)	USD	15,000.00	ELC25022021.01	25/02/2021	Released	

4. Review the information on the Export LC's five information tabs.

Export LC / Issue / Advised - WinTrade					Actions
1	2	3	4	5	
1. Parties information	2. Payment information	3. Shipping information	4. Goods description	5. Documents & additional conditions	
Advising bank reference	Seq no.	Orig. issue date	Letter of credit number		
	0	4/02/20 (D/MM/YY)	11223344		

Open **Actions**, click **Correspondence** – this will show the advice of the issuing bank's letter of credit.

Export LC / Issue / Advised - WinTrade					Actions
1	2	3	4	5	
1. Parties information	2. Payment information	3. Shipping information	4. Goods description	5. Documents & additional conditions	
Advising bank reference	Seq no.	Orig. issue date	Letter of credit number		
X000366	0	1/04/20 (D/MM/YY)	RD689662010420		

- > Correspondence
- > Comments
- > Print preview
- > Close
- > Images

After review, open **Actions** and click **Close**.

View an Amendment

1. On the left menu panel, click **Letters of Credit**, then **Export LC**, then **Amendment** with the **Transactions** tab selected.
2. Click the **Advising bank reference** to open the Export LC Amendment.

List of transactions								
Transfer LC Amendment accept/reject Approve Reject Edit History More actions								
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Currency	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902780	Amendment (1) T	USD	0.00	080221ANKI002	15/02/2021	Advised	
<input type="checkbox"/>	X902786	Amendment (1)	USD	1,100.00	ELCSGB090221	12/02/2021	Confirmed	
<input type="checkbox"/>	X902786	Amendment (2)	USD	990.00	ELCSGB090221	17/02/2021	Confirmed	

3. Review the information on the Export LC's five information tabs or open **Actions**, and click **Correspondence** – this will show the amendment received for the letter of credit.

Export LC / Amendment / Advised - WinTrade

1 2 3 4 5

1. Parties information | 2. Payment information | 3. Shipping information | 4. Goods description | 5. Documents & additional conditions

Advising bank reference: X000368

Seq no.: 1

Orig. issue date: 15/04/20 (D/MM/YY)

Letter of credit number: ELC

Actions

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

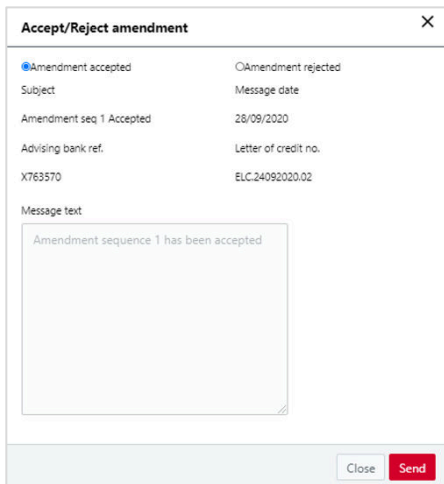
- After review, open **Actions** and click **Close**.

Accept/reject an amendment

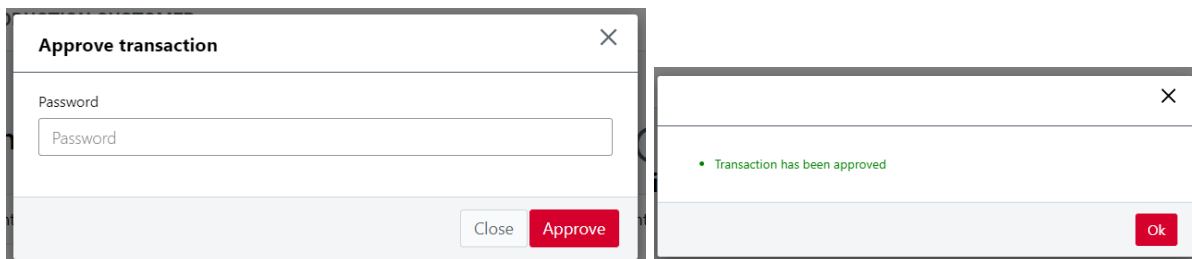
1. On the left menu panel, click **Letters of Credit**, then **Export LC**, then **Amendment** with the **Transactions** tab selected.
2. Select the amendment to approve then click the **Amendment accept/reject** button. Note: The amendment accept/reject button will only be activated for those amendments that need beneficiary consent, where the status is 'Partially released'. Where beneficiary consent is not required, the status will either be "Advised" or Confirmed" and the accept/reject button will be disabled.

List of transactions									
Transfer LC Amendment accept/reject Approve Reject Edit History More actions									
<input type="checkbox"/>	Advising bank reference	Event	Currency	Amount	Letter of credit number	Exp/Mat date	Applicant	Transaction date	Status
<input checked="" type="checkbox"/>	X763320	Amendment (1)	USD	110,000.00	ELC24092020.02	20/12/2020	AU COMPANY LTD	28/09/2020	Partially released

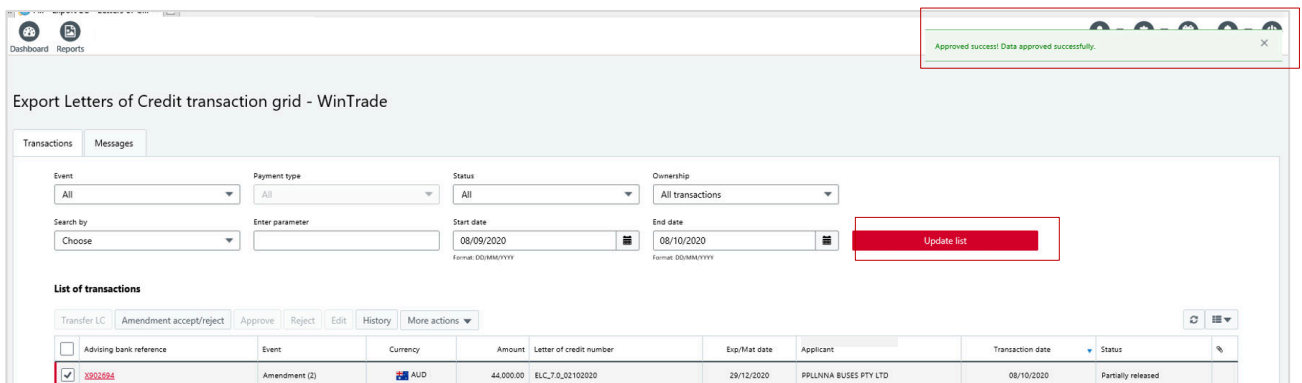
3. On the **Amendment accept/reject** window, select either **Amendment accepted** or **Amendment rejected**, then click **Send**.



4. Enter your WinTrade password on the **Approve transaction** pop up screen, then click **Approve**.



- A confirmation message will be displayed on the transaction grid. No further action is required.
- The Amendment accept/reject button will not be active once 'Update list' is clicked.



- **Note:** you can view the history of accepted/rejected amendments by clicking **Messages** and viewing the **List of messages** grid.

Export Letters of Credit transaction grid - WinTrade

Transactions **Message: 273**

Status: All Transactions: -- Choose --

Search By: Choose Enter parameter: Start date: DD/MM/YYYY End date: DD/MM/YYYY **Update list**

List of messages

Approve Print preview Delete

	Advising bank ref.	Letter of credit no.	Subject	Message date	Message status
<input type="radio"/>	X763570	ELC24092020.02	Amendment seq 1 Accepted	28/09/20	Sent
<input type="radio"/>	X763571	ELC240920.01	Amendment seq 1 Accepted	25/09/20	Sent
<input type="radio"/>	X763565	CL230920-01	Amendment seq 1 Accepted	23/09/20	Sent
<input type="radio"/>	X763565	CL230920-01	Amendment seq 3 Accepted	23/09/20	Sent
<input type="radio"/>	X894378	SD38M873172	FROM BANK 08/02/08 09:48	8/02/08	Received
<input type="radio"/>	X894378	SD38M873172	FROM BANK 08/02/08 09:52	8/02/08	Received
<input type="radio"/>	X894378	SD38M873172	FROM BANK 08/02/08 10:24	8/02/08	Received

View an Export LC Drawing

1. On the left side menu panel, click **Letters of Credit**, then **Export LC**, then **Payment** with the **Transactions** tab selected.
2. Select **Export LC Drawing** with status In Process.
3. Click **Edit** to be actioned.

List of transactions

Transfer LC Amendment accept/reject Approve Reject Edit History More actions							
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Currency	Amount	Letter of credit number	Transaction date	Status
<input checked="" type="checkbox"/>	X902684	Precheck (1)+D	USD	6,500.00	ELC1.0_08092020	25/02/2021	In process
<input type="checkbox"/>	X902695	Precheck (1)+D	USD	6,500.00	ELC_SGB_12102020	15/10/2020	In process

4. View **1. Summary** tab, click **Discrepancies** button to review if there are any recorded. Click **Close** after review. This can be a very useful feature. Customers can look at the discrepancies in WinTrade even before the bank notifies them by email. Please wait for email confirmation from Trade Service before actioning the discrepancies shown in WinTrade.

1. Summary

2. Charges

3. Payment

Advising bank reference
X000368

Applicant
ABC PTY LTD
101 BROADWAY ROAD
NEW YORK USA

Currency
USD-(USD)

Sequence number
2

Letter of credit number
ELC

Issuing bank
JPMORGAN CHASE BANK N.A.
4 NEW YORK PLAZA, FLOOR 15
NEW YORK, NY 10004
U.S.A.

Amount
150.00

Maturity date
27/04/20 (D/MM/YY)

Discrepancies

Discrepancies ✕

L/C EXPIRED

LATE SHIPMENT

LATE PRESENTATION

Close
Continue

5. Select **2. Charges** tab.

To advise whether the Export LC documents will be Forwarded or Negotiated.

- Choose Forward documents.
- Provide **Account to debit for charges** details and add any **Additional instructions** (to send documents with discrepancies on Approval basis OR as is OR as presented.)

6. Select **3. Payment** tab.

- Enter the payment instructions.

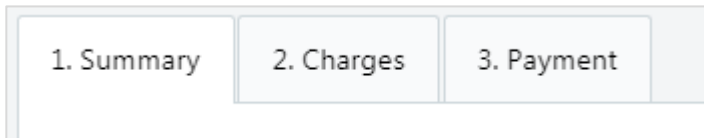
Account	Currency	Amount
<input type="radio"/> F202591USD01	UNITED STATES DOLLARS	

7. Open **Actions**, click **Save**.

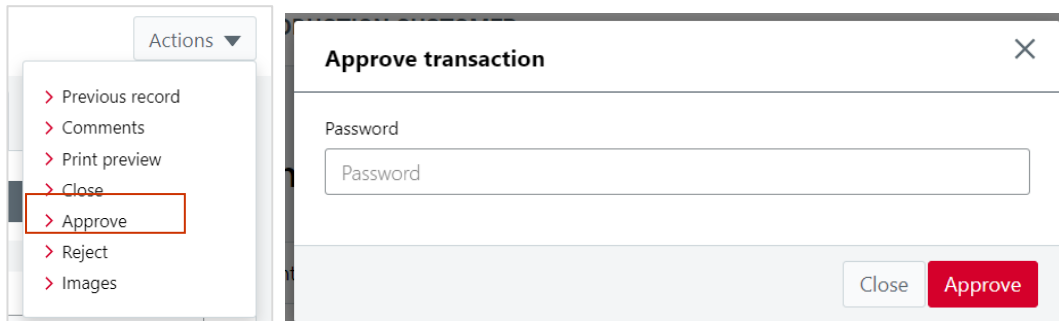
- The transaction is now ready for approval.

Approve an Export LC Drawing

1. Select Export LC Drawing with status In Process from the transaction grid.
2. Review **1. Summary**, **2. Charges** and **3. Payment** tab



3. To approve and submit to the bank, open **Actions**, click **Save** and enter your password in the pop-up **Approve transaction** screen.



Request a pre-check of documents

WinTrade enables you to pre-check documents for an Export LC to ensure compliance before submitting the original documents to the Bank.

Key process steps

Step	Task	Responsibility
1	Attach images of the drawing documents to the Export LC transaction in WinTrade.	Customer
2	Approve the document image attachments and send to Bank.	Customer
3	Conduct pre-check and update WinTrade with any discrepancies.	Bank
4	<p>Review Bank's response and the Discrepancies section in the Export LC to determine required action.</p> <p>✘ If discrepancies to action, arrange for amended document and proceed to Step 5.</p> <p>✓ If no discrepancies, proceed to Step 5.</p>	Customer
5	Send original documents with covering remittance letter obtained from WinTrade or Lodgement Schedule to Bank.	Customer

The detailed processes for the **customer steps** are explained on the following pages.

Attach document images to the transaction

1. On the left menu panel, click **Letters of Credit**, then **Export LC**, then **Advising** with the **Transactions** tab selected.
2. Select the transaction for pre-check.
3. Open **More Actions**, click **Create pre-check**.

List of transactions

Transfer LC	Amendment accept/reject	Approve	Reject	Edit	History	More actions
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Currency			
<input checked="" type="checkbox"/>	X902691	Issue				
<input type="checkbox"/>	X902681	Drawing (1)				
<input type="checkbox"/>	X902692	Issue				
<input type="checkbox"/>	X902682	Amendment (1)				
<input type="checkbox"/>	X902692	Negotiation (1)+D				

Letter of credit number	Transaction date	Status
_080720_EST	08/07/2020	Advised
_080720_EST	08/07/2020	Released
_10082020.01	10/08/2020	Advised
_10082020.01	14/08/2020	Confirmed
_10082020.01	14/08/2020	Released

4. Complete the **Pre-check information** tab.
 - Enter **Transport document number**.
 - Enter **Vessel name**.
 - Enter **Amount**.
 - Enter **Voyage number**.
 - Open **Actions**, click **Save**.

Export LC / Precheck / In process - WinTrade

1. Precheck information

Advising bank reference	Seq no.
X763459	4
Currency	Amount
USD-(UNITED STATES DOLLARS)	45100
Transport document number	Voyage number
XS-207-SV466	022
Vessel name	Discrepancies
Arcadia	

Actions

- > Close
- > Save as draft
- > Save

- A confirmation message will be displayed and transaction event type will change to **Pre-check** on the transaction grid.

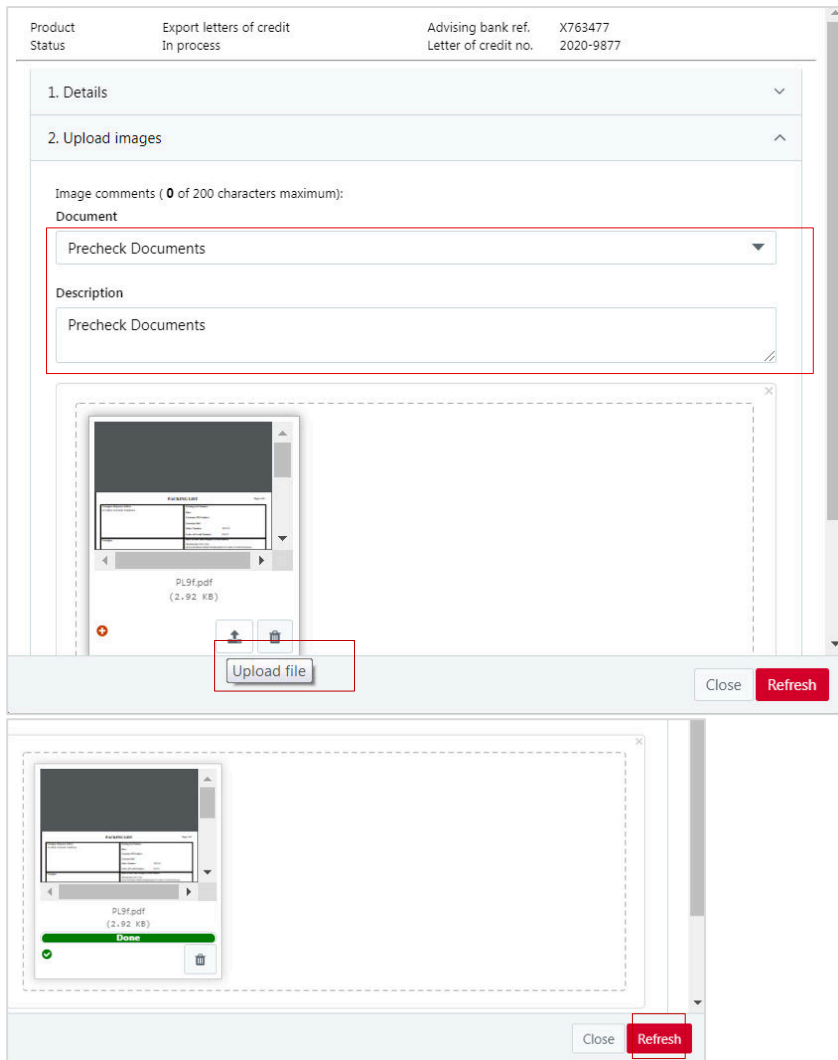
Saved successfully. Precheck saved successfully

5. Select the transaction, open **More Actions**, then click **Images**.

List of transactions												
Transfer LC		Amendment accept/reject		Approve	Reject	Edit	History	More actions				
<input type="checkbox"/>	Advising bank ref.	Event	Currency	Amount	Letter of credit no.	<ul style="list-style-type: none"> > Negotiate > Remittance Images > Print preview 		Date	Applicant	Transaction date	Status	
<input type="checkbox"/>	X765888	Precheck (3)	USD	10,000.00	112				TEST APPLICANT	6/02/20	Sent to bank	✓
<input checked="" type="checkbox"/>	X763459	Precheck (1)	USD	45,100.00	112				TEST APPLICANT	23/03/20	In process	

6. On the **Images** window, click **2. Upload images**.

- Choose the type of document you are attaching to the transaction.
- You can add documents individually by name or group in a single pre-check documents file.
- Select the document on your computer and click the upload icon.
- Click **Close** when document(s) have been uploaded.
- You now need to approve the attachments so they are sent to the Bank for review.



Note: How to replace an image

After the transaction has been approved in WinTrade and sent to the bank for processing, images cannot be updated or deleted. If you need to upload an additional image or amend an uploaded image after a transaction has been approved, please contact your Trade Service Representative for assistance.

Approve pre-check document attachments

1. On the left menu panel, click **Letters of Credit**, then **Export LC**, then **Payment** with the **Transactions** tab selected.
2. Select the **Pre-check** by clicking the **Applicant bank ref** to open the transaction to review. (**Status: In process**)

List of transactions

Transfer LC Amendment accept/reject Approve Reject Edit History More actions							
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902809	Drawing (2)	1,000.00	ELC/SOUMYA260201	01/03/2021	In process	

3. Review the Pre-check screen, then open **Actions**, click **Images**.

Export LC / Precheck / In process - WinTrade Actions

1. Precheck information

Advising bank reference	Seq no.
X763477	1
Currency	Amount
USD-(UNITED STATES DOLLARS)	10,202.50
Transport document number	Voyage number
QF16543	flight QF 123
Vessel name	
not on doc	

Discrepancies

4. Select the **Pre-check Documents** in the **Images** window and click **Download** to review the documents. Then click **Close**.

Images ✕

Product: Export letters of credit
 Status: In process
 Advising ban: Letter of credit no. 11223344

1. Details

Download Delete ↻ ☰

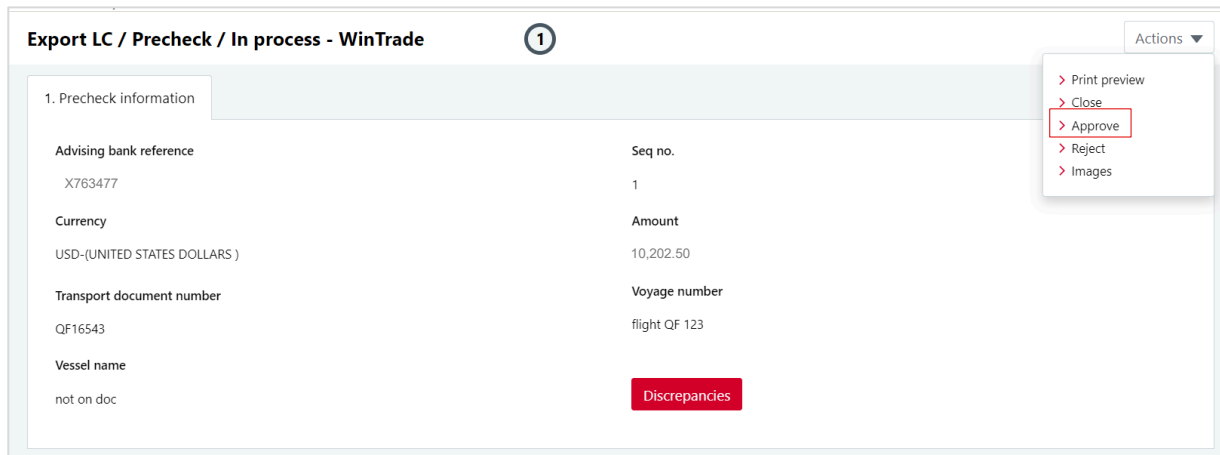
Document	Date/time	User	Description	Image status
<input checked="" type="radio"/> Precheck Documents	-	PT042207	Precheck Documents	Uploaded

Showing 1 to 1 of 1 rows

2. Upload images

Close Refresh

5. Open **Actions**, then click **Approve**.
 - The transaction status will change to **Received**.
 - The Bank will review the document images and advise any issues in the **Discrepancies** section.

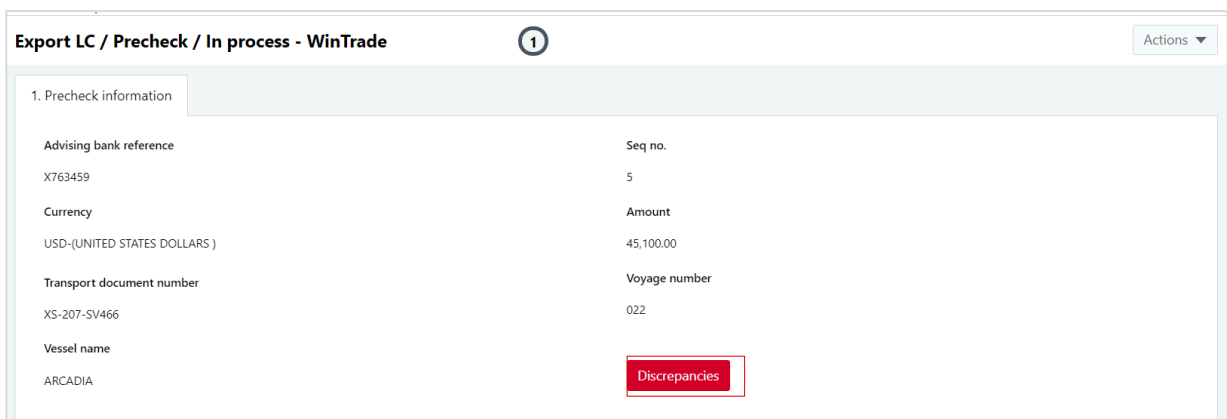


Bank review responses

Response	Action required
No discrepancies	<ul style="list-style-type: none"> Transaction status: In process. Event type will change to Pre-check (1). Proceed to send original documents and remittance letter/lodgement schedule to the Bank.
Discrepancies	<ul style="list-style-type: none"> Transaction status: In process. Event type will change to Pre-check (1) + D. Proceed to review the Discrepancies section. Proceed to send original documents and remittance letter/lodgement schedule to the Bank.

How to manage discrepancies

1. Select and open the LC from the transaction grid.
2. Click **Discrepancies**.



3. Review the discrepancies, then click **Close**.

Discrepancies [X]

B/L CARRIER NOT NAMED
B/L DESCRIPTION OF GOODS DIFFER TO INVOICE.

[Close] [Print]

4. Proceed to submit original documents either with Remittance letter/Lodgment schedule to Bank.

Images [X]

Product	Export letters of credit	Advising bank ref.	X763492
Status	Advised	Letter of credit no.	TRACY 26022020

1. Details [v]

2. Upload images [^]

Image comments (27 of 200 characters maximum):

Document

Amended/Replaced Document [v]

Description

Replacement Bill of Lading

[Close] [Refresh]

Create and print remittance letter



- A remittance letter should accompany the original documents submitted to the Bank.
- You can create and print remittance letters in WinTrade.

1. To create the remittance letter, select the required Export LC on the transaction grid. Open **More Actions**, click **Remittance**.

List of transactions

Transfer LC | Amendment accept/reject | Approve | Reject | Edit | History | More actions

<input type="checkbox"/>	Advising bank reference	Event/Payment type	Currency	Letter of credit number	Transaction date	Status	
<input checked="" type="checkbox"/>	X902681	Drawing (1)		.C_080720_EST	08/07/2020	Released	
<input type="checkbox"/>	X902682	Negotiation (1)+D		.C_10082020.01	14/08/2020	Released	<input checked="" type="checkbox"/>

More actions dropdown: Negotiate, Remittance, Images, Print preview

2. Complete the four **Generate remittance letter** tabs, then open **Actions**, and click **Save**.

Generate remittance letter - WinTrade

1. Remittance information | 2. List of documents | 3. Instructions to the bank | 4. Additional instructions

Advising bank reference: X763441

Currency: USD

Contact name (optional): Alex Watson

Date: 24/03/20

Drawee / buyer (optional):

Name of ship/carrying vessel/airline and flight number (optional): Arcadia Line

Our reference (optional):

Amount: 500

Contact phone (optional):

Tenor (optional):

Commodity (optional):

Destination (optional):

Actions dropdown: Close, Save

3. To print the remittance letter, select the Export LC on the transaction grid. Open **More Actions**, and click **Print preview**.

List of transactions

Transfer LC | Amendment accept/reject | Approve | Reject | Edit | History | More actions

<input type="checkbox"/>	Advising bank ref.	Event	Currency	Amount	Letter of credit number	Transaction date
<input checked="" type="checkbox"/>	X763441	Drawing (2)	AUD	500.00		
<input type="checkbox"/>	X763449		USD	1,000.00		
<input type="checkbox"/>	X763449		USD	80.00		
<input type="checkbox"/>	X763459		USD	45,100.00		
<input type="checkbox"/>	X763459		USD	45,100.00		

More actions dropdown: Remittance, Images, Print preview, Delete, Assign proceeds, Create precheck, View original, Download XML, Export to excel

4. Select **Print** or **Download PDF**. We recommend selecting **Print**, then **Print to PDF**. The remittance letter is now ready to send to the bank with your original documents.

✕

Export LC Drawing 2
Status: In process

<p>Advising bank reference: X763441</p> <p>Letter of credit number: 381 280120</p> <p>Applicant: APPLICANT'S NAME</p> <p>Payment amount: 500.0 USD</p>	<p>Beneficiary: BENEFICIARY NAME STREET ADDRESS SYDNEY NSW 2000</p> <p>Issuing bank: SAMPLE BANK STREET ADDRESS SINGAPORE</p>
--	---

Close Print Download PDF

Request negotiation for a drawing in process



- When the remittance letter and Export LC documents are presented to the Bank to be checked, a Drawing will be created and sent to WinTrade.
- This Drawing will have an **In Process** status.
- You can review the Drawing in WinTrade and advise further instructions to the Bank.
- The following process explains how to request a negotiation for an Export LC drawing with an In Process status.

1. Select the Export LC to negotiate. The LC must have a **Drawing** type and an **In process** status. Click **Edit**.

List of transactions

Transfer LC Amendment accept/reject Approve Reject Edit History More actions ▼

<input type="checkbox"/>	Advising bank reference	Event/Payment type	Currency	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902684	Precheck (1)+D	USD	6,500.00	ELC1.0_08092020	25/02/2021	In process	✓
<input type="checkbox"/>	X902695	Precheck (1)+D	USD	6,500.00	ELC_SGB_12102020	15/10/2020	In process	✓
<input checked="" type="checkbox"/>	X902695	Drawing (3)+D	USD	2,000.00	ELC_SGB_12102020	16/10/2020	In process	

2. Select the **2. Charges** tab.

- Select **Negotiate documents/settlement instructions**.
- If a negotiation is not required, select **Forward Documents**, then save the transaction.
- If required, select the account from which the charges are to be debited. If no account is selected, the Bank will debit the charges from the credit account.

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

Please make sure you have completed all required fields.

Disposal of documents

Forward documents Negotiate documents/settlement instructions

Account to debit for charges (optional)

-- Choose --

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

Additional instructions

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

- Click **New** in **List of accounts**.

1. Summary 2. Charges 3. Payment

Please make sure you have completed all required fields.

Amount: **USD 5,555.55**

Enter payment instructions below

Payment instructions (optional)

Refer to additional information Enter payment instructions below

List of accounts

Account	Currency	Amount
No matching records found		

List of foreign exchange instructions

Currency	Amount	Contract Rate	Rate type	Foreign Exchange Contract/DCPK number	Dealers reference
----------	--------	---------------	-----------	---------------------------------------	-------------------

- **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 LC.
- If the Export LC is in foreign currency and the account is in local currency, the **Amount** field is left blank, as shown in this example, it will default to Balance of Payment.
- If no foreign exchange is required, click **Save**.
- Open **Actions**, click **Save**. The transaction is now ready for approval.

New account

Account

123456789-(AUD)

Currency

AUD

Amount (optional)

- When the Bank has processed the transaction, it will appear on the home page with a **Negotiation** type and **Released** status.

Foreign Exchange Instructions

- If you require currency conversion, click **New** in the **List of foreign exchange instructions** table.

	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.

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.

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

- Open **Actions**, click **Save**.
 The negotiation request is now ready for approval.

Approve a Negotiation for a drawing in process



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 LC negotiation to approve by clicking the **Applicant bank ref** to open the transaction to review. The transaction will have a **Drawing** type and an **In process** status.

List of transactions								
Transfer LC Amendment accept/reject Approve Reject Edit History More actions								
<input type="checkbox"/>	Advising bank ref.	Event/Payment type	Currency	Amount	Applicant	Transaction date	Status	
<input type="checkbox"/>	X763449	Drawing (5)	USD	1,000.00	BT SYSTEM APPLICANT	10/03/20	In process	

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.

Export LC / Drawing / In process - WinTrade

1 — 2 — 3

1. Summary
2. Charges
3. Payment

Actions

- > Comments
- > Print preview
- > Close
- > **Approve**
- > Reject
- > Images

Advising bank reference
X763449

Applicant
BT SYSTEM APPLICANT

Currency
USD-(UNITED STATES DOLLARS)

Sequence number
5

Letter of credit number
CLAIRE030220

Issuing bank
BANK OF TTGGAGREY IRV0109

132 COURT CRESCENT
OVERSEAS CITY
OVERSEAS

Amount
1,000.00

Maturity date

Discrepancies

Approve transaction ✕

Password

Close Approve

✕

• Transaction has been approved

Ok

Request negotiation of a drawing partially released



- When the documents have been presented to the Bank and then sent to the overseas bank, the Drawing transaction will appear with a **Partially Released** status in WinTrade.
- This transaction can be selected and a request for negotiation sent to the Bank.
- The following process explains how to request a negotiation for an Export LC drawing with a Partially Released status.

1. Select the required Export LC to negotiate. The LC must have a **Drawing** type and a **Partially Released** status. Open **More Actions**, click **Negotiate**.

List of transactions

Transfer LC	Amendment accept/reject	Approve	Reject	Edit	History	More actions		Transaction date	Status	
<input type="checkbox"/>	Advising bank ref.	Event/Payment type	Currency			<ul style="list-style-type: none"> > Negotiate > Remittance > Images > Print preview 				
<input checked="" type="checkbox"/>	X763517	Drawing (1)+D	USD				CUSTOMER	19/03/20	Partially released	✓
<input type="checkbox"/>	X763492	Drawing (1)+D	AUD				OD LIMITED	2/03/20	Partially released	✓

2. Select the **2. Charges** tab.

- If required, select the account from which the charges are to be debited. If no account is selected, the Bank will debit the charges from the credit account.

Export LC / Drawing / Partially released - WinTrade

1 — 2 — 3

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

Please make sure you have completed all required fields.

Disposal of documents

Negotiate documents/settlement instructions

Account to debit for charges (optional)

-- Choose --

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

Additional instructions

3. 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 LC.
- If the Export LC is in foreign currency and the account is in local currency, the **Amount** field is left blank, as shown in this example, it will default to Balance of Payment.
- If no foreign exchange is required, click **Save**.
- Open **Actions**, click **Save**. The transaction is now ready for approval.

Foreign Exchange Instructions

- If you require currency conversion, click **New** in the **List of foreign exchange instructions** table.

- The **Edit foreign exchange instruction** pop-up box will open.

<p>To complete:</p> <ul style="list-style-type: none"> • 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. 	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Edit foreign exchange instruction ✕ </div> <div style="margin-top: 5px;"> <p>Currency</p> <input type="text" value="USD-(UNITED STATES DOLLARS)"/> </div> <div style="margin-top: 5px;"> <p>Amount</p> <input type="text" value="100.00"/> </div> <div style="margin-top: 5px;"> <p><input checked="" type="checkbox"/> FEC?</p> </div> <div style="margin-top: 5px;"> <p>Foreign Exchange Contract number</p> <input type="text" value="1234567890"/> </div> <div style="margin-top: 5px;"> <p>Deal reference (optional)</p> <input type="text" value="123445"/> </div> <div style="margin-top: 5px; font-size: small;"> <p>If no reference entered, rate will be provide by Westpac</p> </div> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> Cancel Save </div> </div>
---	--

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

List of foreign exchange instructions						
<div style="display: flex; gap: 10px;"> New Edit Delete </div>						
	Currency	Amount	Rate	Rate type	Foreign Exchange Contract number	Deal reference
<input type="radio"/>	USD-(UNITED STATES DOLLARS)	100.00	-	-	123456	

- Open **Actions**, click **Save**.
- The request is now ready for approval.

Approve a negotiation of a drawing partially released



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 LC negotiation to approve by clicking the **Applicant bank ref** to open the transaction to review. The transaction will have a **Drawing** type and a **Partially released** status.

List of transactions							
<input type="button" value="Transfer LC"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Edit"/> <input type="button" value="History"/> <input type="button" value="More actions"/>						<input type="button" value="Refresh"/> <input type="button" value="List"/>	
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Currency	Amount	Applicant	Status	
<input type="checkbox"/>	X76352Z	Drawing (1)	GBP	10,000.00	BT TEST IMPORT CUSTOMER	Partially released	<input checked="" type="checkbox"/>
<input type="checkbox"/>	X76352Z	Amendment (1)	GBP	15,000.00	BT TEST IMPORT CUSTOMER	Advised	

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.

Export LC / Drawing / In process - WinTrade ① — ② — ③

1. Summary
2. Charges
3. Payment

Advising bank reference
X763517

Applicant
BT TEST IMPORT CUSTOMER

Currency
USD-(UNITED STATES DOLLARS)

Sequence number
1

Letter of credit number
TD44-PRECHECK-01

Issuing bank
BANK OF XXDDLIME CHT0002
123 IRUUI WAY
OVERSEAS CITY
HONG KONG

Amount
1,500.00

Maturity date
31/03/20 (D/M/Y)

Discrepancies

Actions


- > Comments
- > Print preview
- > Close
- > Approve
- > Reject
- > Images

Approve transaction ✕

Password

• Transaction has been approved

Provide disbursement instructions




Overview

Disbursement advised

- If you have advised disbursement to us for an Export LC, when the Bank receives the payment, we will follow your instructions and advise you by showing the transaction with a **Drawing type** with a **Released** status.
- No further action is required. You can view the transaction in WinTrade to see how the payment was disbursed.

Disbursement not yet advised

- If you have not yet advised us of the disbursement for an Export LC, when the Bank receives the payment, we will show the transaction type as **Drawing** and the status as **In process**.
- You can use WinTrade to advise the Bank which account you want payment paid made to.
- There will be a number in brackets behind the Drawing type. This indicates the number of drawings that have been made on that transaction.




<input type="checkbox"/>	X763487	Drawing (2)	 AUD	1,000.00
--------------------------	-------------------------	-------------	---	----------

- There are two steps to providing disbursement for an Export LC. The disbursement is entered into WinTrade, and then it is checked and approved before it is sent to the Bank.
- When the Bank receives the payment, the Bank will follow your instructions and advise you by showing the transaction with a **Drawing** type with a **Released** status.
- The following procedure details how to advise the Bank on the disbursement for an Export LC.

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

List of transactions

Transfer LC
Amendment accept/reject
Approve
Reject
Edit
History
More actions ▼

	Advising bank reference	Event/Payment type	Currency	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902684	Precheck (1)+D	 USD	6,500.00	ELC1.0_08092020	25/02/2021	In process	✓
<input type="checkbox"/>	X902787	Precheck (3)	 USD	11,000.00	SGB100221-AMD01	19/02/2021	In process	
<input checked="" type="checkbox"/>	X902695	Drawing (3)+D	 USD	2,000.00	ELC_SGB_12102020	16/10/2020	In process	

3. Select the **2. Charges** tab and click **New** in **List of accounts**.

- 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 LC.
- If the Export LC is in foreign currency and the account is in local currency, the **Amount** field is left blank, as shown in this example, it will default to **Balance of Payment**.
- If no foreign exchange is required, click **Save**.
- Open **Actions**, click **Save**. The transaction is now ready for approval.

Foreign Exchange Instructions

- If you require currency conversion, click **New** in the **List of foreign exchange instructions** table.
- Use **Additional Instructions** field to add additional Foreign Exchange instruction details.

- The **Edit foreign exchange instruction** pop-up box will open.

<p>To complete:</p> <ul style="list-style-type: none"> • 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. 	<div style="border: 1px solid black; padding: 5px;"> <div style="text-align: right; border-bottom: 1px solid black; margin-bottom: 5px;"> ✕ Edit foreign exchange instruction </div> <p>Currency <input type="text" value="USD-(UNITED STATES DOLLARS)"/></p> <p>Amount <input type="text" value="100.00"/></p> <p><input checked="" type="checkbox"/> FEC?</p> <p>Foreign Exchange Contract number <input type="text" value="1234567890"/></p> <p>Deal reference (optional) <input type="text" value="123445"/></p> <p style="font-size: small;">If no reference entered, rate will be provide by Westpac</p> <div style="text-align: right; border-top: 1px solid black; margin-top: 5px;"> <input type="button" value="Cancel"/> <input style="background-color: red; color: white;" type="button" value="Save"/> </div> </div>
---	---

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

List of foreign exchange instructions						
<div style="display: flex; gap: 10px;"> <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </div>						
	Currency	Amount	Rate	Rate type	Foreign Exchange Contract number	Deal reference
<input type="radio"/>	USD-(UNITED STATES DOLLARS)	100.00	-	-	123456	

- Open **Actions**, click **Save**.
- The request 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 LC disbursement to approve by clicking the **Applicant bank ref** to open the transaction to review. The transaction will have a **Drawing** type and an **In process** status.

List of transactions							
Transfer LC Amendment accept/reject Approve Reject Edit History More actions							
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902695	Drawing (3)+D	2,000.00	ELC_SGB_12102020	16/10/2020	In process	

2. Review the **1. Summary** and **2. Charges** 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.

Export LC / Drawing / In process - WinTrade 1 — 2

1. Summary | 2. Charges

Advising bank reference: X763520

Applicant: [Redacted]

Currency: AUD-(AUD)

Sequence number: 1

Letter of credit number: AUELC3.0200320CL

Issuing bank: BANK OF SGGAWHITE IRV0003

132 SHELL GROVE OVERSEAS CITY SINGAPORE

Amount: 8,800.00

Maturity date: 30/03/20 (D/MM/YY)

Discrepancies

Actions

- > Comments
- > Print preview
- > Close
- > Approve
- > Reject
- > Images

Approve transaction ✕

Password

Close Approve

✕

Transaction has been approved

Ok

View a negotiation repayment



- When payment for an Export Letter of Credit Negotiated Drawing is received, the negotiation will be repaid and you will be debited interest and charges.
- This will be shown on Export LC screen with the Transactions tab selected with a **Negotiation** Payment type and a **Released** status.
- You can view the negotiation repayment in WinTrade.

1. Select Export LC with the Transactions tab displayed. Set Payment type to **Negotiation** and Status to **Released**.

Transactions | Messages

Event: Payment | Payment type: Negotiation | Status: All | Ownership: All transactions

Search by: Choose | Enter parameter: | Start date: 08/06/2020 | End date: 21/10/2020 | Update list

List of transactions

Transfer LC | Amendment accept/reject | Approve | Reject | Edit | History | More actions

<input type="checkbox"/>	Advising bank reference	Event/Payment type	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902695	Negotiation (2)+D	15,750.00	ELC_SGB_12102020	16/10/2020	Released	
<input type="checkbox"/>	X902682	Negotiation (1)+D	15,000.00	ELC_10082020.01	14/08/2020	Released	✓

2. Select the required LC disbursement to approve by clicking the **Applicant bank ref** to open the transaction to review.

List of transactions

Transfer LC | Amendment accept/reject | Approve | Reject | Edit | History | More actions

<input type="checkbox"/>	Advising bank ref.	Event	Currency	Amount	Applicant	Status	
<input type="checkbox"/>	X894575	Negotiation (1)	AUD	2,000.00	RICHARD EVANS PTY LTD	Released	✓

3. View the **Export LC / Negotiation / Released Summary** screen. Click **Correspondence**.

Export LC / Negotiation / Released - WinTrade

1. Summary | 2. Charges | 3. Payment

Advising bank reference: X894575 | Letter of credit number: 2708ELCTEST1

Applicant: RICHARD EVANS PTY LTD | Issuing bank: JPMORGAN CHASE BANK N.A.

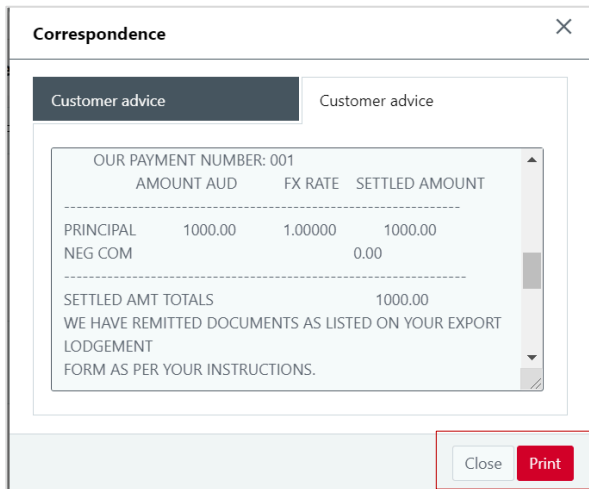
Currency: AUD-(AUD) | Amount: 2,000.00

Sequence number: 1 | Maturity date: 5/09/08 (D/MM/YY)

Discrepancies

Actions: Correspondence, Comments, Print preview, Close, Images

4. View the customer advice in the **Correspondence** window.



- To print the advice, click **Print**.
- To close the window, click **Cancel**.

Transfer an Export LC



- This feature enables the Beneficiary to request the bank authorised in the credit to transfer the credit (in whole or part) to a second beneficiary.
- The LC can be transferred if allowed in the LC terms and conditions and if the LC was specified as a transferable LC when created.

1. On the left side menu panel, click **Letters of Credit**, then **Export LC**, then **All** with the **Transactions** tab selected.
2. Select the **Export LC** to transfer and click **Transfer LC**. The LC must have an **Issue** type and an **Advised** or **Released** status. You will see the letter T against the LC in the Event Column. These are the LCs where transfer option is allowed.

List of transactions							
<input type="button" value="Transfer LC"/> <input type="button" value="Amendment accept/reject"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Edit"/> <input type="button" value="History"/> <input type="button" value="More actions"/>							
<input type="checkbox"/>	Advising bank reference	Event/Payment type	Amount	Letter of credit number	Transaction date	Status	
<input type="checkbox"/>	X902695	Issue	27,500.00	ELC_SGB_12102020	12/10/2020	Advised	
<input checked="" type="checkbox"/>	X902691	Issue T	99,000.00	ELC230920.02	24/09/2020	Advised	

3. On the **1.Transfer information** tab, select **Type of transfer** – either Full transfer or Partial transfer. (In the first example below a full transfer is being requested)
4. Select the **Transferee (2nd beneficiary)** and the **Beneficiary bank**. The other fields on this tab are pre-populated.

Transfer export LC / Issue / In process - WinTrade

1 — 2 — 3 — 4 Actions

1. Transfer information 2. Conditions and goods 3. Payment information 4. Shipping information

Please make sure you have completed all required fields.

Advising bank reference X902683	Sequence number 0	Transfer LC number
Type of transfer <input checked="" type="radio"/> Full transfer <input type="radio"/> Partial transfer	Request date	Issuing bank ref. number CL020920-02
Transferor (1st beneficiary of parent LC) SAMPLE PTY LTD 1 YORK STREET PRAHRAN VIC 3181 AUSTRALIA	Transferee (2nd beneficiary) MILANI GROUP 22 ALBERT STREET SYDNEY NSW 2000	Beneficiary bank TRADE BANK 44 MARKET STREET SYDNEY NSW 2000
Advising bank		

5. Under **TRANSFER TERMS AND CONDITIONS**, select radio button for **(Full transfer)** if corresponding option was selected for Type of Transfer.

Parent LC balance
USD 21,000.00

Presentation period day (optional)
21

Transfer amount
USD 21000.00

Expiry date
31/12/2020
Format: DD/MM/YYYY

Latest ship date (optional)
10/11/2020
Format: DD/MM/YYYY

TRANSFER TERMS AND CONDITIONS
It is understood and agreed that the transfer of this credit will be subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision) ICC Brochure no. 600 with particular reference to Article 38. Please advise the transferee by SWIFT at our expense and without engagement on your part. We agree that any charges incurred as a result of this transfer are for our account:

(Full transfer) Please transfer the above credit on exactly the same terms and conditions to Transferee as a credit opened in their favour for account of the party mentioned in the credit. We hereby renounce all rights thereunder and you may remit any drawing(s) received from the transferee direct to the Issuing Bank without further reference to us. Amendments to the credit may be advised to the transferee without reference to us.

(Partial transfer) Our name is to be substituted for the applicant for the credit mentioned above. On receipt by you of any drawings under the transferred credit, or at some prior date, we shall deliver to you our draft and commercial invoices drawn in accordance with the original credit in order that these documents may be substituted for the transferee's draft and invoices the latter of which are to be delivered to us together with your payment for the difference between the two invoices, less any charges due to you, but we acknowledge that unless you have confirmed the credit, you do not undertake any engagement in respect to payment of drawings or any other obligations contained in the credit. In addition to our draft and invoices we also undertake to deliver to you any other documents which may be needed to substitute for any of the transferee's documents, which do not comply as regards value, etc., with the requirement of the original credit. Should we fail, upon your request, to hand to you immediately the new draft, invoices and any other documents required as mentioned above, you are authorised to forward the invoices and other documents accompanying the draft of the transferee to the issuing bank without responsibility on your part for payment of any difference between the amount of the transferee's draft and the amount authorised to be paid under the original credit. Amendments to the credit may be advised to the transferee after reference to us and receipt of our instructions

For Partial Transfer:

- On the 1. Transfer information tab, select Type of transfer – Partial transfer.
- Select the Transferee (2nd beneficiary) and the Beneficiary bank.
- Enter the Presentation period day, if required.
- Enter the **Transfer amount** you want to transfer to the beneficiary.
- Select the Expiry date and Latest ship date.
- **Under TRANSFER TERMS AND CONDITIONS, select (Partial transfer).**

Parent LC balance
USD 21,000.00

Presentation period day (optional)
21

Transfer amount
USD 10000

Expiry date
31/12/2020
Format: DD/MM/YYYY

Latest ship date (optional)
10/11/2020
Format: DD/MM/YYYY

TRANSFER TERMS AND CONDITIONS
It is understood and agreed that the transfer of this credit will be subject to the Uniform Customs and Practice for Documentary Credits (2007 Revision) ICC Brochure no. 600 with particular reference to Article 38. Please advise the transferee by SWIFT at our expense and without engagement on your part. We agree that any charges incurred as a result of this transfer are for our account:

(Full transfer) Please transfer the above credit on exactly the same terms and conditions to Transferee as a credit opened in their favour for account of the party mentioned in the credit. We hereby renounce all rights thereunder and you may remit any drawing(s) received from the transferee direct to the Issuing Bank without further reference to us. Amendments to the credit may be advised to the transferee without reference to us.

(Partial transfer) Our name is to be substituted for the applicant for the credit mentioned above. On receipt by you of any drawings under the transferred credit, or at some prior date, we shall deliver to you our draft and commercial invoices drawn in accordance with the original credit in order that these documents may be substituted for the transferee's draft and invoices the latter of which are to be delivered to us together with your payment for the difference between the two invoices, less any charges due to you, but we acknowledge that unless you have confirmed the credit, you do not undertake any engagement in respect to payment of drawings or any other obligations contained in the credit. In addition to our draft and invoices we also undertake to deliver to you any other documents which may be needed to substitute for any of the transferee's documents, which do not comply as regards value, etc., with the requirement of the original credit. Should we fail, upon your request, to hand to you immediately the new draft, invoices and any other documents required as mentioned above, you are authorised to forward the invoices and other documents accompanying the draft of the transferee to the issuing bank without responsibility on your part for payment of any difference between the amount of the transferee's draft and the amount authorised to be paid under the original credit. Amendments to the credit may be advised to the transferee after reference to us and receipt of our instructions

6. On the 2. **Conditions and goods** tab, the fields are pre-populated with the LC information and cannot be edited.

Transfer export LC / Issue / In process - WinTrade

1. Transfer information 2. **Conditions and goods** 3. Payment information 4. Shipping information

Please make sure you have completed all required fields.

Shipment period (optional)
This field allows you to enter text up to a maximum of 6 rows of 65 characters.

Additional conditions (optional)
SPECIAL CONDITION

Description of goods (optional)

MERCHANDISE

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

- On the **3. Payment information** tab, the fields are pre-populated with the LC information and cannot be edited.

Transfer export LC / Issue / In process - WinTrade

1 2 **3** 4

1. Transfer information | 2. Conditions and goods | **3. Payment information** | 4. Shipping information

Tolerance PLUS/MINUS

Tolerance % Tolerance amount

+ 5 - 5 0.00

Additional amount

Payment terms

Term Tenor period
DAS-(DAYS AFTER SIGHT)

Available by Tenor date Tenor days

NEGOTIATION 15

Mixed/deferred payment **Additional tenor details**

- On the **4. Shipping information** tab, the fields are pre-populated with the LC information and cannot be edited.

Transfer export LC / Issue / In process - WinTrade

1 2 3 **4**

1. Transfer information | 2. Conditions and goods | 3. Payment information | **4. Shipping information**

Latest shipment date First date of shipment

10/11/2020 (DD/MM/YYYY) 10/10/2020 (DD/MM/YYYY)

Partial Shipments

Allowed

Transshipment

Conditional

Combined shipment allowed

Shipping incoterm

CIF(COST INSURANCE FREIGHT) **Shipment period**

Shipping details

Dispatch/shipment/taking in charge from Dispatch/shipment/taking in charge to

Dispatch from Final destination

- Open **Actions**, click **Save** or proceed to approve the transfer by clicking **Save and approve**.

Transfer export LC / Issue / In process - WinTrade

1 2 3 4

1. Transfer information | 2. Conditions and goods | 3. Payment information | 4. Shipping information

Latest shipment date: 10/11/2020 (DD/MM/YYYY)

First date of shipment: 10/10/2020 (DD/MM/YYYY)

Partial Shipments: Allowed

Transshipment: Conditional

Combined shipment allowed

Shipping incoterm: CIF(COST INSURANCE FREIGHT)

Shipment period

Actions

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

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

Approve transaction [X]

Password

Close **Approve**

[X]

• Transaction has been approved

Ok

- Your request will be shown on the transaction grid with an **Approved** status.
- When released by the bank it will show a Transfer LC reference number and a **Released** status.

List of transactions

Edit/amend | Approve | Reject | More actions

<input type="checkbox"/>	Parent LC reference	Event/Payment type	Currency	Transfer amount	Transfer LC number	Expiry date	Transferee (2nd beneficiary)	Request date	Status
<input type="checkbox"/>	X902779	Issue	USD	10,000.00	X902785	31/03/2021	MILANI GROUP	09/02/2021	Released

Assign the benefits of an Export LC



- This feature enables the beneficiary to assign a nominated value of proceeds from an Export LC to a second beneficiary.

1. On the left side menu panel, click **Letters of Credit**, then **Export LC**, then **All** with the **Transactions** tab selected.
2. Select the **Export LC** to assign, then open **More actions** and click **Assign proceeds**.

List of transactions

Transfer LC	Amendment accept/reject	Approve	Reject	Edit	History	More actions
<input type="checkbox"/>	Advising bank reference	Event/Payment type				
<input checked="" type="checkbox"/>	X902695	Issue				
<input type="checkbox"/>	X902691	Issue T				
<input type="checkbox"/>	X902690	Issue T				
<input type="checkbox"/>	X902685	Issue T				

number	Transaction date	Status
20	12/10/2020	Advised
	24/09/2020	Advised
	24/09/2020	Advised
	21/09/2020	Advised

3. On the **1. Assignment of proceeds information** tab, select the **Type of assignment – Partial assignment**.

- Select the **Assignee** and the **Beneficiary Bank**. You can add a new Assignee or Beneficiary bank using the “+” button in those fields.
- Enter the **Assignment amount**.

Assignment of proceeds / Issue / In process - WinTrade

1. Assignment of proceeds information | 2. Conditions and goods | 3. Payment information | 4. Shipping information

Please make sure you have completed all required fields.

Advising bank reference X902691	Sequence number 0	Assignment LC number
Type of assignment <input type="radio"/> Full assignment <input checked="" type="radio"/> Partial assignment	Request date	Issuing bank ref. number ELC230920.02
Assignor SAMPLE PTY LTD 1 YORK STREET PRAHRAN VIC 3181 AUSTRALIA	Assignee MILANI GROUP 22 ALBERT STREET SYDNEY NSW 2000	Beneficiary bank TRADE BANK 44 MARKET STREET SYDNEY NSW 2000
Advising bank	Assignment amount USD 35000	Expiry date 31/12/2020
Parent LC balance USD 99,000.00	Latest ship date 23/11/2020 (DD/MM/YYYY)	
Presentation period day 14		

4. On the **2. Conditions and goods** tab, the fields are pre-populated with the LC information and cannot be edited.

Assignment of proceeds / Issue / In process - WinTrade **1** — **2** — **3** — **4** Actions ▼

1. Assignment of proceeds information **2. Conditions and goods** 3. Payment information 4. Shipping information

Please make sure you have completed all required fields.

Shipment period

This field allows you to enter text up to a maximum of 6 rows of 65 characters.

This field allows you to enter text up to a maximum of 6 rows of 65 characters.

Additional conditions (optional)

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

Description of goods

+++ LINES APPENDED FOR AMENDMENT 001 +++
GOODS.

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

5. On the **3. Payment information** tab, the fields are pre-populated with the LC information and cannot be edited.

Assignment of proceeds / Issue / In process - WinTrade **1** — **2** — **3** — **4** Actions ▼

1. Assignment of proceeds information 2. Conditions and goods **3. Payment information** 4. Shipping information

Tolerance

NONE

Tolerance %	Tolerance amount
+ 0 - 0	0.00

Additional amount

Payment terms

Sight Tenor period

Available by Tenor date Tenor days

NEGOTIATION 0

Mixed/deferred payment Additional tenor details

Expiry terms

Expiry date	Document presentation period (days)
31/10/2020 (DD/MM/YYYY)	0
Place of expiry	Presentation period text
AU (AUSTRALIA)	21DAYS

6. On the **4. Shipping information** tab, the fields are pre-populated with the LC information and cannot be edited.

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

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

- Your request will be shown on the transaction grid with an **Approved** status.
- Please fill the assignment indemnity form for both Full and Partial assignment for details on assignee account number and reference to clauses related to Assignment of proceeds, sign it and attach it with the transaction using the Upload document feature. Please contact your trade service representative to obtain the form.

- When released by the bank it will show an Assignment LC reference number and a **Received** status.

List of transactions

Edit/amend Approve Reject More actions ▾

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<input type="checkbox"/>	Advising bank reference	Event	Currency	Assignment amount	Assignment LC no.	Expiry date	Assignee	Request date	Status	
<input type="checkbox"/>	X902684000000001	Issue	🇺🇸 USD	35,000.00	X909123	31/10/2020	MILANI GROUP	27/09/2020	Received	
<input type="checkbox"/>	X902685000000082	Issue	🇺🇸 USD	1,000.00	X902687	31/12/2020	TRANSFEREE A2	21/09/2020	Received	

Further information

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