

# WinTrade



## **Import Collections User Guide** **New Zealand**

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## Quick find

This guide explains how to use WinTrade® to view and pay Import Collections.

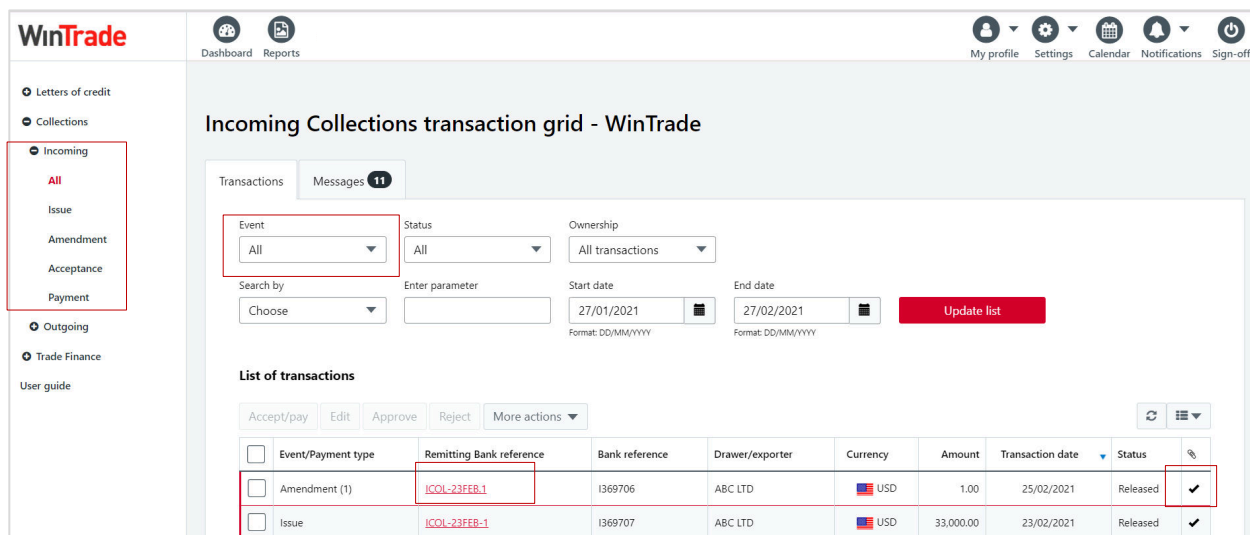
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### Need help with Import Collections?

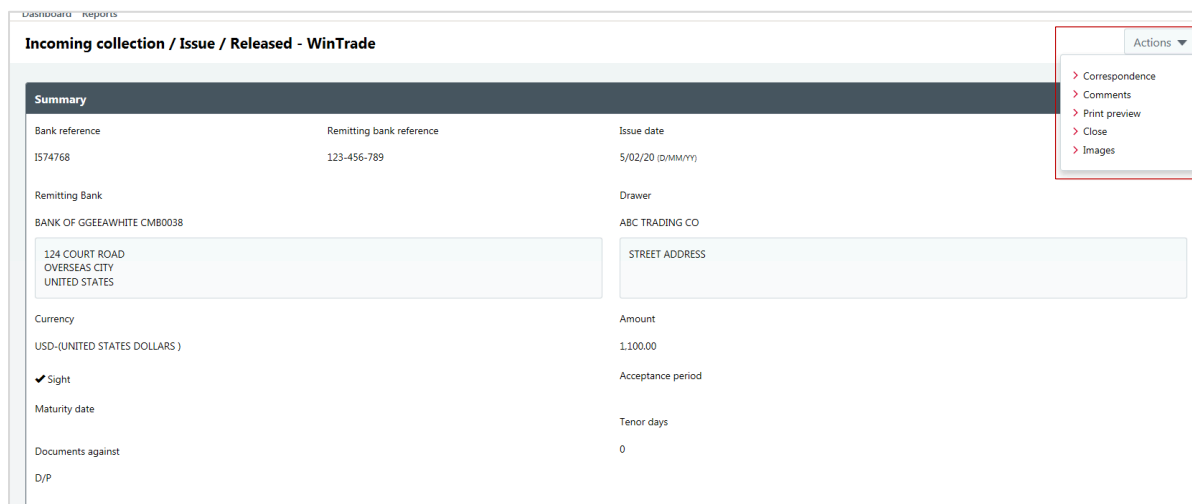
Contact Trade Service.

## View an Import Collection

1. Select **Collections**, then **Incoming**, then **All** to display the Incoming Collections transaction grid, with the Transactions tab displayed.
2. Click **Remitting bank reference** link (underlined) in the **List of transactions** to view the Import Collections information.
  - If the transaction has attached document images, a tick will be displayed on the far right of the transaction row.



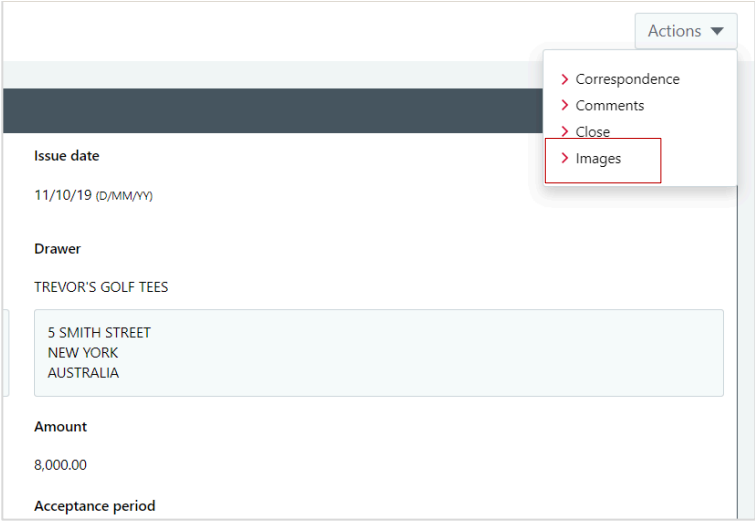
3. Review the correspondence, comments and images for the transaction.
  - To view correspondence (including Import Collection Schedule and Collection Authority), open **Actions** and click **Correspondence**.
  - To view comments (including our release note sent to the overseas bank), open **Actions**, then click **Comments**.
  - To view images (documents received from the overseas bank), open **Actions**, then click **Images**. To download, follow the process on the next page.



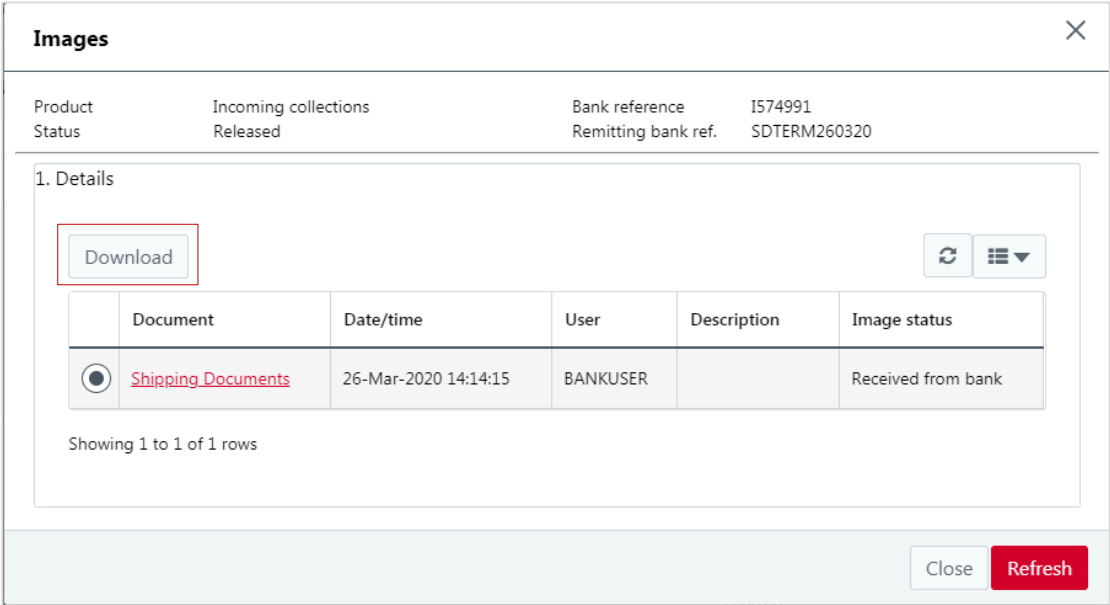
4. When you have finished the review, open **Actions**, then click **Close**.

# View/download attached images

1. Open **Actions**, select **Images**. The documents will display in a web browser window.



2. To download, select the document and click **Download**.



## About Import Collection payments

There are two types of **Import Collections – Sight and Term.**

- 'Sight' means that drafts are drawn for immediate payment.
- 'Term' means that drafts are drawn on a term payment basis, e.g. 30 days after sight, 90 days from bill of lading.

### **Sight Import Collections**



- To pay a Sight Import Collection, enter the payment details in WinTrade, then approve and send to the Bank.

### **Term Import Collections**

- Use WinTrade to advise if the Import Collection is accepted or dishonoured.
- Payment instructions can be provided **three days** before the maturity date.
- Enter the payment details in WinTrade, then approve and send to the Bank.

# Sight Import Collection – Pay or Dishonour

1. Open the **Incoming Collections transaction grid**, with the **Transactions** tab displayed.
2. Select the check box for the Sight Import Collection to be paid. (The transaction must have an Issue type and a Released status.)
3. Click **Accept/pay**.

**Incoming Collections transaction grid - WinTrade**

Transactions Messages **11**

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**

Accept/pay | Edit | Approve | Reject | More actions

<input type="checkbox"/>	Event/Payment type	Remitting Bank reference	Bank reference	Drawer/exporter	Currency	Amount	Transaction date	Status	
<input checked="" type="checkbox"/>	Issue	ICOL-23FEB-1	I369706	ABC LTD	USD	1.00	23/02/2021	Released	✓
<input type="checkbox"/>	Issue	ICOL-23FEB-1	I369707	ABC LTD	USD	33,000.00	23/02/2021	Released	✓

4. Check the information on the **1. Summary**, **2. Acceptance** and **3. Payment** tabs.

**Incoming collection / Sight payment / In process - WinTrade**

1 — 2 — 3

1. Summary | 2. Acceptance | 3. Payment

<b>Bank reference</b> I062652	<b>Issue date</b> 11/10/19 (D/MM/YY)
<b>Presenting bank</b> JPMORGAN CHASE BANK N.A. 4 NEW YORK PLAZA, FLOOR 15 NEW YORK, NY 10004 U.S.A.	<b>Drawer (optional)</b> TREVOR'S GOLF TEES 5 SMITH STREET NEW YORK AUSTRALIA
<b>Currency</b> AUD-(AUSTRALIAN DOLLAR)	<b>Payment amount</b> 10,000.00
<b>Outstanding currency</b> AUD-(AUSTRALIAN DOLLAR)	<b>Outstanding balance</b> 10,000.00

Action	Steps
<b>To pay the collection</b>	<ul style="list-style-type: none"> <li>▪ Select <b>2. Acceptance</b> tab.</li> <li>▪ Select <b>Accept relative bill of exchange</b>.</li> <li>▪ Select <b>Disposal of documents</b> option.</li> <li>▪ Enter disposal of documents instructions in <b>Additional Instructions</b>.</li> <li>▪ Select the account for charges. (If no account is selected, the bank will deduct the charges from your debit account.)</li> <li>▪ Enter any other instructions in the <b>Additional Instructions</b> field.</li> </ul>

Action	Steps
To dishonour the collection	<ul style="list-style-type: none"><li>▪ Select <b>Dishonour documents</b>.</li><li>▪ Enter the reasons for refusal and document the disposal instructions in the <b>Additional Instructions</b> field.</li></ul>

5. To continue, click the **3. Payment** tab.

Incoming collection / Sight payment / In process - WinTrade

1. Summary 2. Acceptance 3. Payment

Please make sure you have completed all required fields.

Amount: AUD 10,000.00

Enter payment instructions below

Payment instructions

Refer to additional information  Enter payment instructions below

List of accounts

New Edit Delete

Account	Currency	Amount
<input type="radio"/> 032000123456	AUSTRALIAN DOLLAR	10,000.00

- Click **New** in the **List of accounts** table.
- Select the payment account number in the **Account** field.
- **Note:** If you wish to pay an Import Collection in foreign currency from an NZD denominated account, then this will default to 'Balance of Payment' and you are required to provide Foreign Exchange instructions.
- Click **Save**.
- Open **Actions**, click **Save** to save all the Payment or Dishonour details.

Incoming collection / Sight payment / In process - WinTrade

1. Summary 2. Acceptance 3. Payment

Please make sure you have completed all required fields.

Amount: AUD 10,000.00

Enter payment instructions below

Payment instructions

Refer to additional information  Enter payment instructions below

Actions

- > Comments
- > Close
- > Save as draft
- > Save

- The process for approving the transaction is shown in the next section.



## How to request foreign exchange

- Click **New** in the **List of foreign exchange instructions** table to open the **Edit foreign exchange instruction** panel.

List of foreign exchange instructions						
<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
Currency	Amount	Contract Rate	Rate type	Foreign Exchange Contract/DCPK number	Dealers reference	
No matching records found						

- Select **FEC**, then enter your foreign exchange contract number.
- Enter the Deal Reference number.
- If you want Westpac to apply the current exchange rate, enter only amount and leave the rest blank. This will instruct us to 'please book rate'.
- Click **Save**.

**Edit foreign exchange instruction** ✕

---

Currency

Amount

FEC?

Foreign Exchange Contract number

Deal reference (optional)

If no reference entered, rate will be provide by Westpac

**Note:** Any Bank amendments will be shown in the advice contained under the **Correspondence** button.

### How to request Trade Finance

- Do not select the 'List of Accounts', instead click **New** in the **Advances request** table to open the **Edit advances request** panel.

Advances request						
<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis	
No matching records found						

- Select the required currency.
- Enter the finance amount.
- Enter the days of finance, or use the **Maturity date** calendar to select the end date.
- Click **Save**. The request is then shown in the **Advances request** table.

**Edit advances request** ✕

Sequence number

Currency

Amount

Days of finance (optional)

Maturity date (optional)

Interest basis

Advances request						
<input type="button" value="New"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>				
Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis	
<input type="radio"/>	1	AUD	5,000.00	10	-	Yield

# Sight Import Collection - Approve a Payment / Dishonour a Collection



- When approving a payment or dishonouring a collection, no changes can be made to the screens. Return to Edit mode to make any revisions.
- If the documents are dishonoured, your instructions must still be approved so they are submitted to the Bank.

1. Open the **Incoming Collections transaction grid**, with the **Transactions** tab displayed.
2. Select the Import Collection to be approved. Click **Remitting bank reference** to open it for review before approval.

Incoming Collections transaction grid - WinTrade

Transactions Messages 11

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

Event/Payment type	Remitting Bank reference	Bank reference	Drawer/exporter	Currency	Amount	Transaction date	Status
Issue	ICOL-23FEB.1	I369706	ABC LTD	USD	1.00	23/02/2021	Released

3. Review the **1. Summary**, **2. Acceptance** and **3. Payment** tabs for accuracy.

Incoming collection / Sight payment / Received - WinTrade

1. Summary 2. Acceptance 3. Payment

Bank reference: I062625, Issue date: 2/02/20 (DD/MM/YY)

Presenting bank: BANK OF TOKYO-MITSUBISHI UFJ LTD, Drawer (optional): TR - FIELD TESTING

4. Open **Actions**, click **Save and approve**. Enter your password then click **Approve**.

Actions

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

Approve transaction

Password: [ ]

Close Approve

Transaction has been approved

Ok

# Term Import Collection - Accept or Dishonour

- 1. Open the **Incoming** Collections transaction grid screen with the **Transactions** tab selected.
- 2. Select the Term Import Collection you are providing advice for (the transaction must have an **Issue** type and a **Released** status).
- 3. Click **Accept/pay**.

List of transactions

Accept/pay Edit Approve Reject More actions

<input type="checkbox"/>	Event/Payment type	Remitting Bank reference	Bank reference	Drawer/exporter	Currency	Transaction date	Status	
<input type="checkbox"/>	Issue	ICOL-16FEB21-1	I369703	ABC LTD	USD	16/02/2021	Released	✓
<input type="checkbox"/>	Issue	ICOL-16FEB21-2	I369704	ABC LTD	USD	16/02/2021	Released	✓
<input type="checkbox"/>	Issue	ICOL-23FEB.1	I369706	ABC LTD	USD	23/02/2021	Released	✓
<input checked="" type="checkbox"/>	Issue	ICOL-23FEB-1	I369707	ABC LTD	USD	23/02/2021	Released	✓

- 4. Review **1. Summary** and **2. Acceptance** tabs.

**Note:** Payment tab will not appear at this stage. This will be activated closer to the maturity date.

Incoming collection / Term payment / In process - WinTrade

1. Summary 2. Acceptance

Bank reference  
I062653

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

- 5. On **2. Acceptance** tab, select accept or dishonour.
- 6. Select **Account for charges** otherwise charges will be deducted from the principal account.

Incoming collection / Term payment / In process - WinTrade

1. Summary 2. Acceptance

To the bank (optional)  
 Accept relative bill of exchange under the import collections authority held by the bank  Dishonour documents (enter reason for dishonour in additional instructions below)

Disposal of documents (optional)  
 Send to us in terms of standing instructions  Enter details below

Account for charges (optional)  
-- Choose --

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

Additional instructions (optional)  
This field allows you to enter text up to a maximum of 100 rows of 65 characters.

Action	Steps
<b>To accept the collection</b>	<ul style="list-style-type: none"><li>▪ Select <b>Accept relative bill of exchange</b>.</li><li>▪ Select <b>Disposal of documents</b> option.</li><li>▪ Enter disposal of documents instructions in the <b>Additional Instructions</b> field.</li></ul>
<b>To dishonour the collection</b>	<ul style="list-style-type: none"><li>▪ Select <b>Dishonour documents</b>.</li><li>▪ Enter the reasons for refusal in the <b>Additional Instructions</b> field.</li></ul>

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

# Term Import Collection - Approve an Acceptance or a Dishonour



- When approving an acceptance/dishonour, no changes can be made to the screens. Return to Edit mode to make any revisions.
- If the documents were dishonoured, your instructions must still be approved so they are submitted to the Bank.

1. Open the **Incoming Collections** transaction grid, with the Transactions tab displayed.
2. Select the Import Collection to be approved. Click **Remitting bank reference** to open it for review before approval.

List of transactions								
Accept/pay Edit Approve Reject More actions								
<input type="checkbox"/>	Event/Payment type	Remitting Bank reference	Bank reference	Drawer/exporter	Currency	Transaction date	Status	
<input type="checkbox"/>	Issue	ICOL-23FEB-2	I369708	ABC LTD	USD	23/02/2021	Released	✓

3. Review the 1. **Summary** and 2. **Acceptance** tabs before approving the transaction.

1. Summary 2. Acceptance

**Bank reference**  
I062653

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

**Currency**  
USD-(USD)

4. Open **Actions**, click **Save and approve**. Enter your password and click **Approve**.

Actions

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

**Approve transaction**

Password

Password

Close Approve

Transaction has been approved

Ok

## Term Import Collection - Payment



- Three days before maturity, we will send you a Pre-Maturity Advice and request payment.
- The transaction will have a **Payment** type and an **In process** status.
- A payment for an **accepted** Term Import Collection cannot be dishonoured in WinTrade. To dishonour payment, contact Trade Service.

1. Open the Incoming Collections screen with the Transactions tab selected.
2. Select the Term Import Collection you are paying. The transaction type will be Payment and the status In process.
3. Click **Edit**.

**List of transactions**

Accept/pay **Edit** Approve Reject More actions ▾

<input type="checkbox"/>	Event/Payment type	Remitting Bank reference	Bank reference	Currency	Transaction date ▾	Status	
<input checked="" type="checkbox"/>	Acceptance-payment (1)	ICOL-23FEB-2	I369708	USD	01/03/2021	In process	
<input type="checkbox"/>	Sight payment (1)	ICOL-16FEB21-1	I369703	USD	17/02/2021	Released	

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

**Incoming collection / Acceptance-payment / In process - WinTrade** 1 — 2 — 3 Actions ▾

1. Summary 2. Acceptance **3. Payment**

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

Amount: USD 25,000.00

**Enter payment instructions below**

Payment instructions

Refer to additional information  Enter payment instructions below

**List of accounts**

**New** Edit Delete

Account	Currency	Amount
No matching records found		

- Click **New** in the **List of accounts** table.
- Select the payment account number in the **Account** field.
- **Note:** If you wish to pay an Import Collection in foreign currency from an NZD denominated account, then this will default to 'Balance of Payment' and you are required to provide Foreign Exchange instructions.
- Click **Save**.
- Open **Actions**, click **Save** to save all the Payment details.
- The process for approving the transaction is shown in the next section.

### How to request foreign exchange

- Click **New** in the **List of foreign exchange instructions** table to open the **Edit foreign exchange instruction** panel.

Currency	Amount	Contract Rate	Rate type	Foreign Exchange Contract/DCPK number	Dealers reference
No matching records found					

- Select **FEC**, then enter your foreign exchange contract number.
- Enter the Deal Reference number.
- If you want Westpac to apply the current exchange rate, enter only amount and leave the rest blank. This will instruct us to 'please book rate'.
- Click **Save**.

**Edit foreign exchange instruction**

Currency: USD-(UNITED STATES DOLLARS)

Amount: 100.00

FEC?

Foreign Exchange Contract number: 1234567890

Deal reference (optional): 1234455

If no reference entered, rate will be provide by Westpac

Cancel Save

**Note:** Any Bank amendments will be shown in the advice contained under the **Correspondence** button.

### How to request Trade Finance

- Do not select the 'List of Accounts', instead click **New** in the **Advances request** table to open the **Edit advances request** panel.

Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
No matching records found					

- Select the required currency.



- Enter the finance amount.
- Enter the days of finance, or use the **Maturity date** calendar to select the end date.
- Click **Save**. The request is then shown in the **Advances request** table.

**Edit advances request** ✕

Sequence number

Currency

Amount

Days of finance (optional)

Maturity date (optional)

Interest basis

Advances request						
<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>						
	Sequence number	Currency	Amount	Days of finance	Maturity date	Interest basis
<input type="radio"/>	1	AUD	5,000.00	10	-	Yield

# Term Import Collection - Approve a Payment



When approving a payment, no changes can be made to the screens. Return to Edit mode to make any revisions.

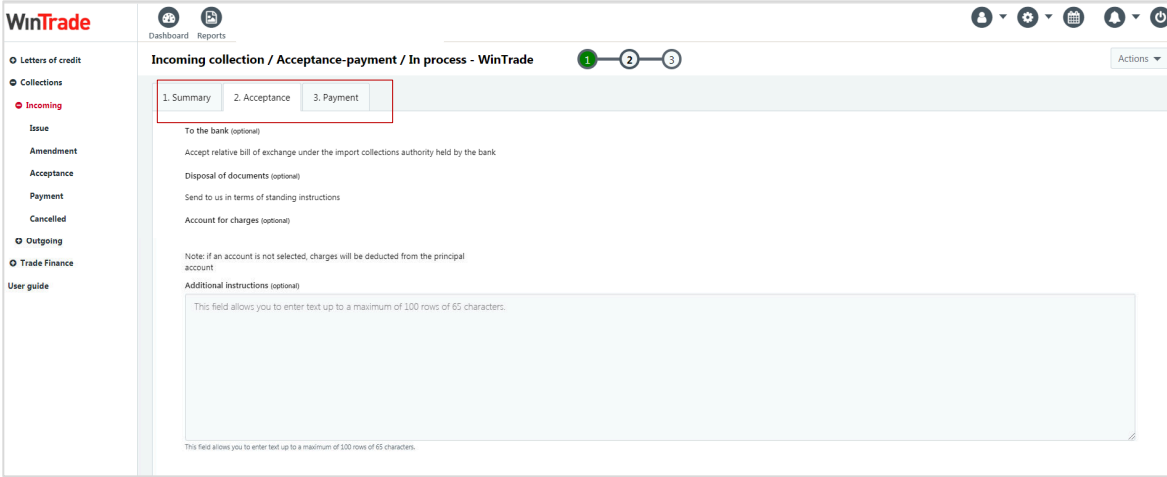
1. Open the Incoming Collections transaction grid, with the Transactions tab displayed.
2. Select the Term Import Collection to be approved. Click **Remitting bank reference** to open it for review before approval.

List of transactions

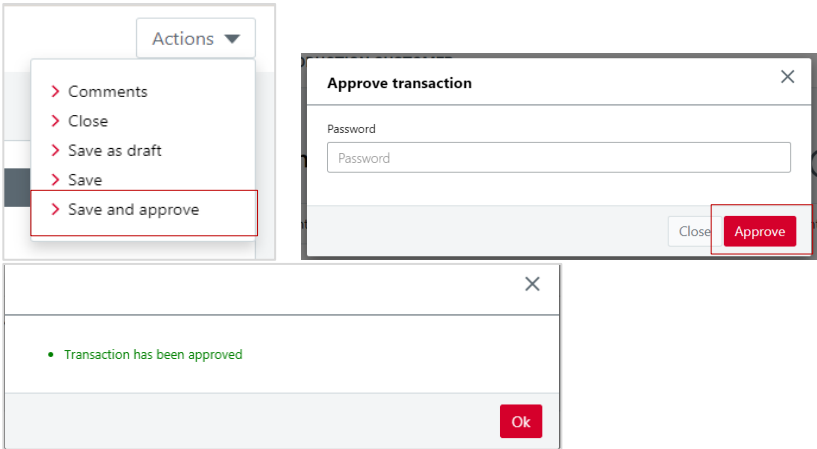
Accept/pay Edit Approve Reject More actions

<input type="checkbox"/>	Event/Payment type	Remitting Bank reference	Bank reference	Currency	Transaction date	Status	
<input type="checkbox"/>	Sight payment (1)	ICOL-16FEB21-1	1369703	USD	17/02/2021	Released	
<input checked="" type="checkbox"/>	Acceptance-payment (1)	ICOL-16FEB21-2	1369704	USD	17/02/2021	In process	

3. Review the **1. Summary**, **2. Acceptance** and **3. Payment** tabs for accuracy.



5. Open **Actions**, click **Save and approve**. Enter your password and click **Approve**.



## Further information

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