

Import Collections

Quick Reference Guide

View an Import Collection

1. In the left menu panel, select **Collections > Incoming > All** to display the transaction grid.
2. Click **Remitting bank reference** to view the transaction.

List of transactions

Accept/pay Edit Approve Reject More actions ▾

<input type="checkbox"/>	Event	Remitting bank reference	Bank reference	Drawer/exporter	Currency	Amount	Transaction date	Status	
<input type="checkbox"/>	Issue	ICOLS111019	I062652	TREVOR'S GOLF TEES	AUD	10,000.00	11/10/19	Released	

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 the bank's 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**.

Incoming collection / Issue / Released - WinTrade

Summary

Bank reference	Remitting bank reference	Issue date
I574972	REG-ICOL-5.0 CHR	13/03/20 (D/MM/YY)
Presenting bank	Drawer	
BANK OF : 132 SHELL STREET OVERSEAS CITY UNITED STATES	ABC LIMITED USA	
Currency	Amount	
USD-(UNITED STATES DOLLARS)	1,000.00	

Actions ▾

- > Correspondence
- > Comments
- > Close
- > Images

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

Sight Import Collection – Pay or Dishonour

1. Open the Incoming Collections transaction grid, with the Transactions tab displayed.
2. Select the transaction and click **Accept/pay**.

Accept/pay Edit Approve Reject More actions ▾

<input type="checkbox"/>	Event	Remitting bank reference	Bank reference	Drawer/exporter	Currency	Amount	Transaction date	Status	
<input checked="" type="checkbox"/>	Issue	REG-ICOL-5.0 CHR	I574972	ABC LIMITED	USD	1,000.00	13/03/20	Released	<input checked="" type="checkbox"/>

3. 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

Bank reference	Issue date
I574972	13/03/20 (D/MM/YY)

Quick Reference Guide

Action	Steps
To pay the collection	<ul style="list-style-type: none"> Select 2. Acceptance tab, then select Accept relative bill of exchange. Select Disposal of documents option, then enter disposal of documents instructions in Additional Instructions. Select Account for charges. Enter any other instructions in the Additional Instructions field.
To dishonour the collection	<ul style="list-style-type: none"> Select Dishonour documents, then enter the reasons for refusal and document the disposal instructions in the Additional Instructions field.

4. Complete **3. Payment** tab.

- Click **New** in the **List of accounts** table. Select the payment account number in the Account field.
- Click **Save**.

Account	Currency	Amount
123456789	AUD	Balance of payment

- For currency conversion, click **New** in the **List of foreign exchange instructions** table. Complete the **Edit foreign exchange instruction** panel.

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

- For trade finance, click **New** in the **Advances request** table. Complete the **Edit advances request** panel.

Advances request

New Edit Delete

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

5. Open **Actions**, click **Save**. The request now needs to be approved and sent to the Bank.

Incoming collection / Sight payment / In process - WinTrade

1. Summary 2. Acceptance 3. Payment

Please make sure you have completed all required fields.

Actions

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

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.

- Open the Incoming Collections transaction grid, with the Transactions tab displayed.
- Click **Remitting bank reference** to open the transaction for review before approval.

Event	Remitting bank reference	Bank reference	Drawer/exporter	Currency	Amount	Transaction date	Status
Issue	AUJCOL4.3.REG	I574989	ABC LIMITED	USD	25,000.00	19/03/20	Released

- Review the **1. Summary**, **2. Acceptance** and **3. Payment** tabs for accuracy.
- Open **Actions**, click **Approve**.

Actions

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

Approve transaction

Password

Close Approve

Term Import Collection – Accept or Dishonour

1. Open the Incoming Collections transaction grid, with the Transactions tab displayed.
2. Select the transaction you are providing advice for and click **Accept/pay**.

List of transactions						
<input type="button" value="Accept/pay"/> <input type="button" value="Edit"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="More actions"/>						
<input type="checkbox"/>	Event	Remitting bank reference	Bank reference	Drawer/exporter	Currency	Amount
<input checked="" type="checkbox"/>	Issue	ICOLT111019	I062653	JOE'S CHOCOLATES INC	USD	3,000.00

3. Review **1. Summary** and **2. Acceptance** tabs.

Incoming collection / Term payment / In process - WinTrade 1 — 2 Actions

1. Summary 2. Acceptance

Bank reference: I574991 Issue date: 26/03/20 (D/MM/YY)

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

Incoming collection / Term payment / In process - WinTrade 1 — 2 Actions

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

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

6. 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 and submitted to the Bank.

- Open the Incoming Collections transaction grid, with the Transactions tab displayed.
- Click **Remitting bank reference** to open the transaction for review before approval.

List of transactions

Accept/pay Edit Approve Reject More actions ▼

<input type="checkbox"/>	Event	Remitting bank reference	Bank reference	Drawer/exporter	Currency	Amount
<input type="checkbox"/>	Issue	ICOLT111019	I062653	JOE'S CHOCOLATES INC	USD	3,000.00

- Review the **1. Summary** and **2. Acceptance** tabs before approving the transaction.
- Open **Actions**, click **Approve**.

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.

- Open the Incoming Collections screen with the Transactions tab selected.
- Select the Term Import Collection you are paying and click **Edit**.

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

<input checked="" type="checkbox"/>	Event	Remitting bank reference	Bank reference	Drawer/exporter	Currency	Amount	Transaction date	Status
<input checked="" type="checkbox"/>	Acceptance-payment (1)	REGICOL4.0	I574958	ABC LIMITED	USD	25,000.00	11/03/20	In process

- Select the **3. Payment** tab.
 - Click **New** in the **List of accounts** table. Select the payment account number in the Account field, then enter the amount to be paid from this account. Then click **Save**.

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

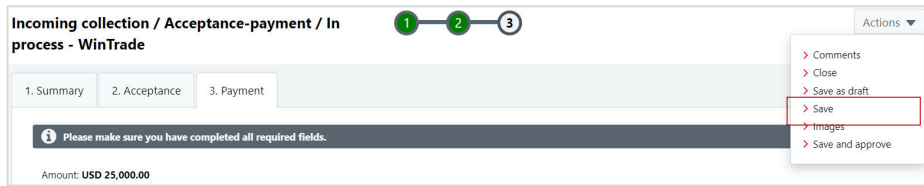
List of accounts

New Edit Delete

Account	Currency	Amount
<input type="radio"/> 123456789	AUD	Balance of payment

- For currency conversion, follow the process on page 2.
- For trade finance, follow the process on page 3.

- Open **Actions**, click **Save** to save all the Payment details.



Term Import Collection - Approve a Payment



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

- Open the Incoming Collections transaction grid, with the Transactions tab displayed.
- For the Term Import Collection to be approved, click **Remitting bank reference** for review before approval.

Accept/pay Edit Approve Reject More actions									
<input type="checkbox"/>	Event	Remitting bank reference	Bank reference	Drawer/exporter	Currency	Amount	Transaction date	Status	
<input type="checkbox"/>	Acceptance-payment (1)	REGICOL 4.0	1574958	ABC LIMITED	USD	25,000.00	5/04/20	In process	

- Review the **1. Summary**, **2. Acceptance** and **3. Payment** tabs before approving the transaction.
- Open **Actions**, click **Approve**.



Further information

- Refer to the **Import Collections User Guide** for detailed process steps and examples.
- For Import Collections reports, refer to the **Welcome to WinTrade® User Guide**.