

# 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 :	ABC LIMITED	
132 SHELL STREET OVERSEAS CITY UNITED STATES	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

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

#### 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	AUJICOL4.3 REG	1574989	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

1 2 3 4 5 6 7 8 9 0

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

Clear

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="checkbox"/> <b>Accept/pay</b> <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	<a href="#">ICOLT111019</a>	I062653	JOE'S CHOCOLATES INC	USD	3,000.00

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

**Incoming collection / Term payment / In process - WinTrade** Actions

1. Summary  2. Acceptance

Bank reference	Issue date
I574991	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** 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
<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>

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	<b>ICOLT111019</b>	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)	<b>REG ICOL 4.0</b>	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

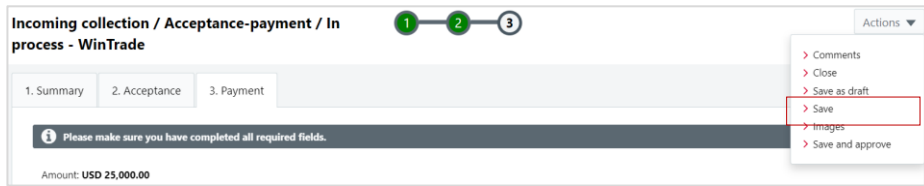
List of accounts

**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**.