

WinTrade



Trade Finance User Guide

New Zealand

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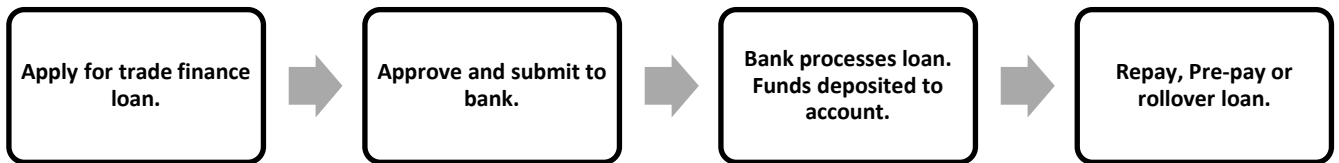
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About this guide

Trade Finance

This guide explains how to apply for stand alone trade finance, edit an application, make payments, pre-payments and rollovers, and run reports.



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Need help with Trade Finance?

Contact Trade Service.

Apply for Trade Finance

1. Select **Trade Finance** to expand to show **All/Issue/Payment**. Click on any of these to view the **Trade Finance grid**. Click **Create new**.

Trade Finance transaction grid - WinTrade

Transactions Messages **21**

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

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

List of transactions

Create new | Create similar | Edit | Approve | Reject | Repayment | More actions

Document	Customer reference	Event/Payment type	Seq no.	Currency	Amount	Maturity date	Status
<input type="checkbox"/>	LN_SA	AN-SGB-TESTMAIL	0	AUD	10,000.00	26/02/2021	Released
<input type="checkbox"/>	LN_JCL	E047575	2	AUD	1.41	19/02/2021	Released

2. Complete the **1. Details** tab.

- The **Bank reference** field will be updated by the Bank.
- Enter your **Customer reference number** (something unique that relates to this transaction to help you locate it (e.g. Invoice no. / Purchase Order no.).
- Choose **Loan type** – either Import or Export. Select the **Currency**
- Enter **Amount** you are applying for.
- **Issue date** field will be populated with the date when the finance is processed and released by the bank.
- Enter **Maturity date** or **Days of finance** to tell us when to expect repayment.
- Enter **Establish on** date to tell us when you want the finance to start. It cannot be a weekend or public holiday.

Standalone loan / Issue / In process - WinTrade

1. Details | 2. Payments

Please make sure you have completed all required fields.

Bank reference | Customer reference: SOZ11 | Seq no.: 0

Loan type: IMPORT TRADE FINANCE | Interest basis: YIELD

Currency: USD-(UNITED STATES DOLLARS) | Amount: 2500

Maturity date (optional): 24/04/20 | OR | Days of finance (optional): | Establish on: 6/04/20

3. Complete **2. Payments** tab.

- Click **New** in the **List of accounts** table.
- Select the account number you want the finance paid to. The currency defaults to the currency of the account selected.
- If the Trade Finance application is in a Foreign Currency and you wish this to be converted and paid into an NZD denominated account, then this will default to 'Balance of Payment'.

List of accounts		
<input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>		
Account	Currency	Amount
<input type="radio"/> 030104094305400	NEW ZEALAND DOLLAR	Balance of payment

- Click **New** in the **List of foreign exchange instructions** table. [You can enter a maximum of six separate foreign exchange instruction details].

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					

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

To complete:

- Click the **FEC** checkbox, if **Forward Exchange Contract** is being utilised.
- Enter the amount.
- Enter the contract number in the **Foreign Exchange Contract number** field.
- Enter the deal number in the **Deal reference** field.
- 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'.

Edit foreign exchange instruction ✕

Currency

Amount

FEC?

Foreign Exchange Contract number (optional)

Deal reference (optional)

If no reference entered, rate will be provide by Westpac

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

List of foreign exchange instructions

New Edit Delete

Currency	Amount	Rate	Rate type	Foreign Exchange Contract/DCPK number	Dealers reference
<input type="radio"/> USD-(UNITED STATES DOLLARS)	300.00	-	-	-	PLEASE BOOK RATE

- Open **Actions**, click **Save**.

Standalone loan / Issue / In process - WinTrade

1. Details 2. Payments

Please make sure you have completed all required fields.

Actions

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

- The application will display on the grid with an **In process** status.

List of transactions

Create new Create similar Edit Approve Reject Repayment More actions

Document	Customer reference	Type	Bank reference	Related reference	Seq no.	Currency	Amount	Issue date	Maturity date	Status
<input checked="" type="checkbox"/> LN_SA	INV/004	Issue	-	-	0	USD	1,000.00	-	29/04/20	In process

The request now needs to be approved and sent to the Bank.

Refer to **Approve Trade Finance** on page 12.

Upload or Attach an Image

1. Select the transaction where you want to attach an image from the **List of transactions**.
2. Open **More actions**, select **Images**.

Trade Finance grid - WinTrade

Transactions Messages

Event: Issue Payment type: All Status: All

Search by: Choose Enter parameter: Start date: 1/02/18
Format: D/MM/YY

List of transactions

Create new Create similar Edit Approve Reject Repayment More actions

<input type="checkbox"/>	Document	Customer reference	Type	Bank reference	req no.
<input checked="" type="checkbox"/>	LN_SA	TEST310320	Issue	-	
<input type="checkbox"/>	LN_SA	BP1002	Issue	-	
<input type="checkbox"/>	LN_SA	12	Issue	W000105	
<input type="checkbox"/>	LN_SA	1234BBC	Issue	F000519	

More actions menu:

- > History
- > Images
- > Print preview
- > View original
- > Delete
- > Export to excel

3. Click the **Upload images** drop down.

Images [Close]

Product: Trade Finance Status: Incomplete Bank reference: Customer reference: TEST310320

1. Details

Download Delete [Refresh] [Menu]

Document	Date/time	User	Description	Image status
No matching records found				

2. Upload images [Dropdown]

[Close] Refresh

4. Select a document to upload: **Browse > Upload > Close** or **Drag and Drop > Upload > Close**.

Images
✕

Product	Trade Finance	Bank reference	
Status	Incomplete	Customer reference	TEST310320

1. Details
▼

2. Upload images
▲

Image comments (0 of 200 characters maximum):

Document

Commercial Invoice
▼

Description

Commercial Invoice

AU21CALP3038_Shipping Docu...

(85.76 KB)

+
⬇
🗑

AU21CALP3038_Shipping Documents _2019-04-25 22_57_49_.tif

⬇ Upload
📁 Browse ...

Select image file (maximum file size of 20480000 bytes)

Close
Refresh

Note: you can use this feature to upload a physically signed Outward Telegraphic Transfer form to your transaction.

Images ✕

2. Upload images ^


Image comments (**36** of 200 characters maximum):

Document

TT form

Description

Outward Telegraphic Transfer PO 9908



PO9908 Outward TT Form.pdf
(100.89 KB)

+

📄
🗑️

Close
Refresh

After clicking **Close**, you will return to the main grid showing a tick indicating there is now an attachment to your transaction.

List of transactions											
Create new Create similar Edit Approve Reject Repayment More actions ▼										↻ ☰	
<input type="checkbox"/>	Document	Customer reference	Type	Related reference	Seq no.	Currency	Amount	Transaction date ▼	Maturity date	Status	<input type="checkbox"/>
<input type="checkbox"/>	LN_SA	PO9908	Issue	-	0	USD	1,000.00	22/05/20	-	Approved	<input checked="" type="checkbox"/>

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.

Edit transactions



Applications with an **In process** or **Incomplete** status can be changed.

1. Select the **Trade Finance** grid with the **Transactions** tab displayed.
2. Click the check-box for the application you need to edit.
3. Click **Edit**.

List of transactions										
<input type="button" value="Create new"/> <input type="button" value="Create similar"/> <input type="button" value="Edit"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Repayment"/> <input type="button" value="More actions"/>										
<input type="checkbox"/>	Document	Customer reference	Type	Bank reference	Currency	Amount	Issue date	Transaction date	Maturity date	Status
<input checked="" type="checkbox"/>	LN_SA	CB040320F	Issue	-	USD	30,000.00	-	4/03/20	-	In process

4. Review the **1. Details** tab and make any necessary changes.

Standalone loan / Issue / In process - WinTrade 1 — 2 Actions

1. Details 2. Payments

Please make sure you have completed all required fields.

Bank reference	Customer reference	Seq no.
	CB040320F	0
Loan type	Interest basis	
IMPORT TRADE FINANCE	YIELD	
Currency	Amount	
USD-(UNITED STATES DOLLARS)	30000.00	
Maturity date (optional)	Days of finance (optional)	Establish on
D/MM/YY	15	4/03/20
<small>Format: D/MM/YY</small>		<small>Format: D/MM/YY</small>

5. Review the **2. Payments** tab and make any necessary changes.

Standalone loan / Issue / In process - WinTrade 1 — 2 Actions

1. Details 2. Payments

Please make sure you have completed all required fields.

Amount: **USD 30,000.00**

Enter payment instructions below

Payment instructions

Refer to additional information Enter payment instructions below

List of accounts

Account	Currency	Amount
<input type="radio"/> 032149123456	AUD	Balance of payment

6. When complete, open **Actions**, select **Save** or **Save and Approve**.

Standalone loan / Issue / In process - WinTrade 1 — 2 Actions ▾

1. Details 2. Payments

i Please make sure you have completed all required fields.

Amount: **USD 30,000.00**

Enter payment instructions below

Payment instructions

Refer to additional information Enter payment instructions below

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

Approve transaction ×

Password

×

• Transaction has been approved

Approve Trade Finance



There are two ways to approve an application:

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

1. Select the **Trade Finance** grid with the **Transactions** tab displayed.
2. Click the **Reference** link of the application to be approved. The transaction will have an **In process** status.

List of transactions										
Create new Create similar Edit Approve Reject Repayment More actions										
<input type="checkbox"/>	Document	Customer reference	Type	Bank reference	Currency	Amount	Issue date	Transaction date	Maturity date	Status
<input type="checkbox"/>	LN_SA	CB040320F	Issue	-	USD	30,000.00	-	4/03/20	-	In process

3. Review the **1. Details** tab and **2. Payments** tab.
4. If details are correct, open **Actions**, click **Approve** and enter your password in the pop-up **Approve transaction** screen.
 - If you need to change anything, close transaction, reselect and click **Edit**.
 - If the details need to be revised by a team member, click **Reject**, to return it for review.

Standalone loan / Issue / In process - WinTrade

1 — 2

1. Details 2. Payments

Please make sure you have completed all required fields.

Bank reference	Customer reference	Seq n
	CB040320F	0
Loan type	Interest basis	
IMPORT TRADE FINANCE	YIELD	

Actions

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

Approve transaction

Password

Password

Close Approve

Transaction has been approved

Ok

Pay, pre-pay or rollover Trade Finance

Your options are:

- **Repay principal and interest in full**

- You can provide settlement instructions at any time during the loan. Additionally, three days prior to the maturity you may receive an email (if you have set up email notifications) as a reminder of the maturity date.

- **Rollover principal and pay interest**

- You can select the rollover option at any time during the loan. The rollover period should be covered under the approved maximum tenor period. For example, if your approved maximum tenor period is 180 days and the original finance period is 120 days, you can request rollover up to 60 days.
- The minimum rollover/establishment period is 15 days. Include the reason for the rollover in the **Additional instructions** field.

- **Pre-pay principal and interest in full**

- You can select any date prior to the original maturity date for the bank to process your Pre-payment of principal and interest in full.

Easy tracking of your records

- A payment or rollover record is shown on the Trade Finance grid, with a number in brackets to show similar transactions made on that loan. If the number is greater than 1, view the history by using the Previous and Next buttons on the relevant screens.

Customer reference	Type
8.0250220CL	Payment(2)

- From the Trade Finance grid with the Transactions tab displayed, select the check-box for the loan that you want to repay, pre-pay or rollover. The transaction will have a **Released** status.
- Click **Repayment**.

<input type="checkbox"/>	Document	Customer reference	Type	Currency	Amount	Issue date	Maturity date	Status	
<input checked="" type="checkbox"/>	LN_SA	REG4TCWTF2.0	Issue	USD	6,000.00	10/03/20	23/03/20	Released	<input checked="" type="checkbox"/>

- Choose your **payment option**.

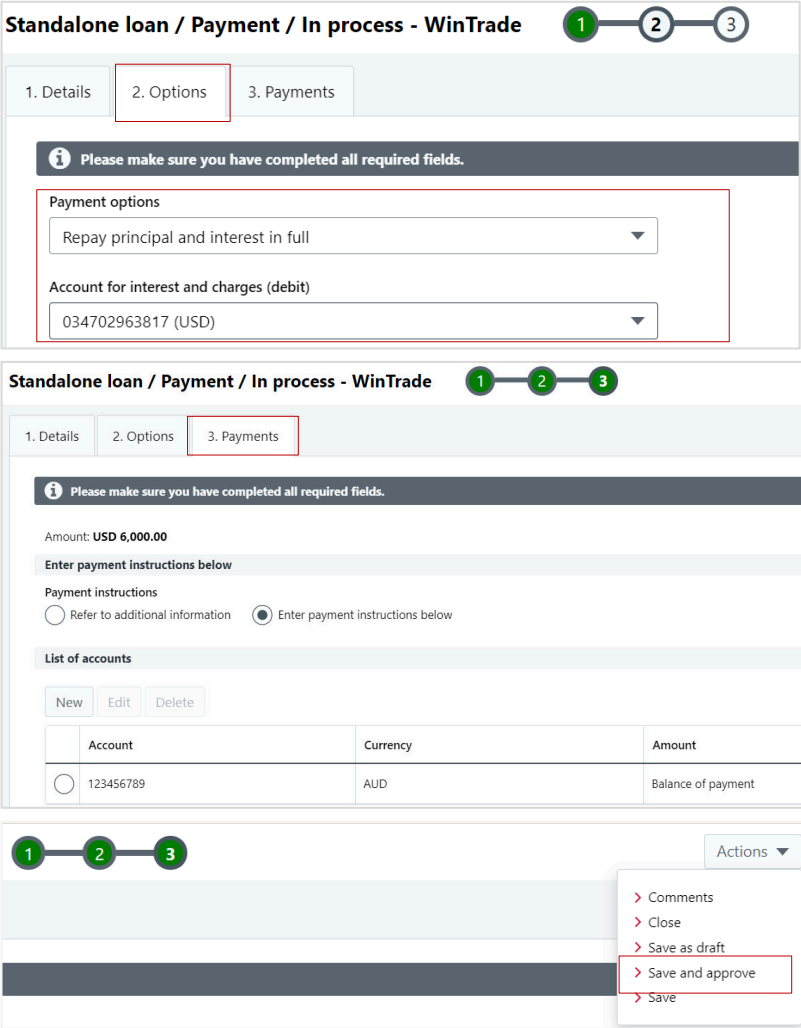
Standalone loan / Payment / In process - WinTrade Actions ▼

1. Details 2. Options 3. Payments

Please make sure you have completed all required fields.

Payment options

- Repay principal and interest in full
- Repay principal and interest in full
- Rollover principal and pay interest
- Pre-Pay principal and interest in full

Payment option	Steps
<p>Repay principal and interest in full (If the loan will be repaid on Original Maturity date)</p>	<ul style="list-style-type: none"> ▪ Select Repay principal and interest in full. ▪ Select the account you are paying the interest & charges from. ▪ Enter any other additional instructions. ▪ Click the Payments tab. Enter payment instructions and FX instructions (if required). ▪ Open Actions, select Save or Save and approve.  <p>The screenshot shows the 'Standalone loan / Payment / In process - WinTrade' interface. In the 'Options' step, the 'Payment options' dropdown is set to 'Repay principal and interest in full' and the 'Account for interest and charges (debit)' is '034702963817 (USD)'. In the 'Payments' step, the amount is 'USD 6,000.00' and the 'List of accounts' table shows '123456789' selected. The 'Actions' menu is open, showing 'Save and approve' highlighted.</p>
<p>Rollover principal and pay interest</p>	<ul style="list-style-type: none"> ▪ Select Rollover principal and pay interest. ▪ Enter the rollover instructions to advise rollover days or new maturity date. ▪ Select the account you are paying the interest & charges from. ▪ Enter any other additional instructions. Please indicate reason for the rollover. ▪ Open Actions, select Save or Save and Approve.

Pre-Pay principal and interest in full
 (If the loan will be Prepaid prior to Original maturity date)

- Select **Pre-Pay principal and interest in full**.
- Select the account you are paying the interest and charges from.
- Enter the **Pre-pay on date**.
- Enter any other additional instructions.
- Click the **Payments** tab. Enter payment instructions and FX instructions (if required).
- Open **Actions**, select **Save** or **Save and Approve**.

Approve a Trade Finance payment

1. After payment has been saved, from the Trade Finance grid screen with the Transactions displayed, click the **Customer reference** for the loan that you are approving for repayment. The transaction will have a **Payment** type and an **In process** status.
2. Review the payment request on the **1. Details**, **2. Options** and **3. Payment** tabs.
3. Open **Actions**, select **Save and approve**, enter your password and click **Approve**.
 - The status will change to **Approved**, then **Sent to bank**.
 - When we receive the approved request, the status will change to **Received**.
 - When we process and release the request, the status will change to **Released**.

List of transactions					
<input type="button" value="Create new"/> <input type="button" value="Create similar"/> <input type="button" value="Edit"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Repayment"/> <input type="button" value="More actions ▼"/>					
<input type="checkbox"/>	Customer reference	Type	Bank reference	Currency	Amount
<input type="checkbox"/>	PREPAY311019	Payment	F000433	AUD	2,000.00
<input checked="" type="checkbox"/>	TF111019	Payment(1)	F000410	USD	6,000.00

Approve a Trade Finance rollover

1. After payment has been saved, from the Trade Finance grid screen with the Transactions displayed, click the **Customer reference** for the loan that you're approving for rollover. The transaction will have a **Rollover** type and an **In process** status.
2. Review the rollover request on the **1. Details**, **2. Options** and **3. Payment** tabs.
3. Open **Actions**, select **Save and approve**, enter your password and click **Approve**.
 - The status will change to **Approved**, then **Sent to bank**.
 - When we receive the approved request, the status will change to **Received**.
 - When we process and release the rollover request, the status will change to **Released**.

List of transactions					
<input type="button" value="Create new"/> <input type="button" value="Create similar"/> <input type="button" value="Edit"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Repayment"/> <input type="button" value="More actions ▼"/>					
<input type="checkbox"/>	Customer reference	Type	Bank reference	Currency	Amount
<input type="checkbox"/>	LNPT160919152214	Rollover(1)	F000301	AUD	10.00
<input type="checkbox"/>	PREPAY311019	Payment	F000433	AUD	2,000.00

Approve a pre-payment

1. Follow the same steps as for a payment.
2. After payment has been save, from the Trade Finance grid screen with the Transactions displayed, click the **Customer reference** for the loan that you're approving for repayment. The transaction will have a **Payment** type and an **In process** status.
3. Review the pre-payment request on the **1. Details**, **2. Options** and **3. Payment** tabs.
4. Open **Actions**, select **Save and approve**, enter your password and click **Approve**.
 - The status will change to **Approved**, then **Sent to bank**.
 - When we receive the approved request, the status will change to **Received**.
 - When we process and release the request, the status will change to **Released**.

View interest amount paid and pre-payment date

For released payments, you can view the interest amount paid and the pre-payment date by opening the transactions and selecting the **1. Details** tab.

1. Details	2. Options	3. Payments
Please make sure you have completed all required fields.		
Bank reference	Customer reference	
F047483	RD310280820002	
Currency	Principal ⓘ	
USD-(UNITED STATES DOLLARS)	15,000.00	
Seq no. ⓘ	Interest at maturity	
1	14.24	
Maturity date	Interest Paid (optional) ⓘ	
04/09/2020 (DD/MM/YYYY)	4.92	
Paid date (optional)	Total amount	
28/08/2020 (DD/MM/YYYY)	15,000.00	

Note: You can also use the Total Interest Paid report for details on pre-paid loans. Refer to **Welcome to Wintrade** user guide for further details on this report”

Further information

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