

Apply for Trade Finance

1. In the left menu panel, select **Trade Finance > Issue** to display the transactions grid.
2. Click **Create new**.

List of transactions

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

3. Complete **1. Details** tab.

- Enter **Customer reference**, select **Loan type** and **Currency**.
- Enter **Amount**.
- Enter **Maturity date** or **Days of finance**.
- Select **Establish on date**.

Standalone loan / Issue / In process - WinTrade Actions

1. Details | 2. Payments

Please make sure you have completed all required fields.

Bank reference: _____ Customer reference: Seq no.:

Loan type: Interest basis:

Currency: Amount:

Maturity date (optional): OR Days of finance (optional): Establish on:

Format: D/MM/YY

4. Complete **2. Payments** tab.

- Click **New** in the **List of accounts** table and select the account you want the finance paid to.
- Enter the amount to be paid to this account.

Standalone loan / Issue / In process - WinTrade Actions

1. Details | 2. Payments

Please make sure you have completed all required fields.

Amount: **USD 5,000.00**

Enter payment instructions below

Payment instructions
 Refer to additional information Enter payment instructions below

List of accounts

<input type="checkbox"/>	Account	Currency	Amount
<input type="checkbox"/>	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.

List of foreign exchange instructions

New Edit Delete

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

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

Standalone loan / Issue / In process - WinTrade

1. Details 2. Payments

Please make sure you have completed all required fields.

Amount: USD 5,000.00

Enter payment instructions below

Payment instructions

Refer to additional information Enter payment instructions below

Actions

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

Edit transactions

- Select the application you need to edit on the transaction grid. Applications with an **In process** or **Incomplete** status can be changed.
- Click **Edit**.

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

Document	Customer reference	Type	Currency	Amount	Issue date	Maturity date	Status
<input checked="" type="checkbox"/>	LN_SA	CB110320A	Issue	AUD	500.00	-	In process

- Review the **1. Details** and **2. Payments** tabs and make required edits.
- Open **Actions**, click **Save**. The request now needs to be approved and sent to the Bank.

Standalone loan / Issue / In process - WinTrade

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

Actions

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

Approve Trade Finance

- Click the **Customer reference** 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

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

- Review the **1. Details** and **2. Payments** tab.
 - If details are correct, open **Actions**, click **Approve** and enter your password in the pop-up **Approve transaction** screen. A confirmation message will display.
 - 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.

Pay, pre-pay or rollover trade finance

Options

- **Repay principal and interest in full** - three days before your loan matures, we will request settlement instructions.
- **Rollover principal and pay interest** - the maximum period for a rollover is 180 days including the original period. E.g. if the original finance period was 120 days, the maximum rollover period is 60 days.
- The minimum rollover /establishment period is 15 days.
- The reason for the rollover should be noted in Additional Instructions field.
- **Pre-pay principal and interest in full** - you can select a date up to 10 days in advance for the Bank to process your repayment of principal and interest in full.

- Select the transaction and click **Repayment**.

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"/>

- Complete **2. Options** tab. Choose your payment option and the account for interest and charges.

- Complete **3. Payments** tab. Refer to the **Trade Finance User Guide** for detailed steps for each payment option.
- Open **Actions**, select **Save**.

Approve a Trade Finance payment, rollover or pre-payment

1. Click the **Customer reference** of the payment to be approved. The transaction will have a **Payment** type and **In process** status.

<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	Currency	Amount	Status	
<input type="checkbox"/>	LN_SA	AUTF112222	Payment(1)	USD	1,000.00	In process	

2. Review the request on the **1. Details** and **2. Payment** tabs.
3. Open **Actions**, select **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 the request, the status will change to **Released**.



Further information

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