



New Instrument – Direct Send **Collection**



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

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Introduction

Log into the Trade Finance Portal.

To initiate a new Direct Send Collection, from the home screen select 'New Instruments' then 'Direct Send Collection':



A unique transaction reference number will be applied:



Terms

1. Terms

Drawee

Drawee Name *

Address Line 1 *

Address Line 2

City *

Province/State

Postal Code

Country or Region *

Phone Number

Drawer *

Drawer's Reference Number

Detailed Information

Currency *

Amount *

Covering shipment Text Phrase

<Select a Phrase>

Covering shipment Text

Payment Terms *

Sight

Cash Against Documents

days after

At Fixed Maturity

dd/MM/yyyy

Other (Multiple Tenor)

Multiple Tenor Details

(Specify up to a maximum of 6 Tenors and their corresponding amounts)

		Tenor	Amount	Draft Number
☐	1.			
☐	2.			

Delete

Add Tenor

Collecting Bank *

<

>

4

Payment Terms:

If you need to select a specific Tenor then select the third option and insert the number of days required followed by the desired condition i.e. from Invoice date.

If the Tenor is to be split, then select other and insert the conditions required.

Collecting Bank:

To select a Collecting Bank please either select from the address book or add one to the address book using the search button.

Documents Presented and Shipment Details

2. Documents Presented and Shipment Details

	Document Type	Number of Originals	Number of Copies
☐	Bill(s) of Exchange/Drafts		
☐	Commercial Invoice		
☐	Bill of Lading (Example: 2/3)		
☐	Non-Negotiable Bill of Lading		
☐	Air Waybill		
☐	Insurance Policy/Certificate		
☐	Certificate of Origin		
☐	Packing List		
☐	Other	<Select a Phrase>	

Shipment Details

From:

Port/Place of Loading

Vessel Name:

Carrier

To:

Port/Place of Discharge

Consigned To:

Country of Origin

Please include all details of the shipment and the required documents for the presentation.

Collection Instructions

3. Collection Instructions

Collection Instruction Options

☐ Release documents on payment

☐ Advise payment by telecommunication

☐ Advise non-payment by telecommunication

☐ Note for non-payment

☐ Protest for non-payment

☐ Release documents on acceptance

☐ Advise acceptance by telecommunication

☐ Advise non-acceptance by telecommunication

☐ Note for non-acceptance

☐ Protest for non-acceptance

Additional Instructions Text Phrase

<Select a Phrase>

Additional Instructions Text

Select the relevant options.

Care – Please note we do not Protest for Collections

If Pour Aval/Avalization of Bills of Exchange is required please mention this in the additional instructions field.

Charges *

☐ All bank charges, including overseas bank charges, are for the account of the Drawee, including our charges of:

Charges Text Phrase

<Select a Phrase>

Charges Text

☐ Overseas/other bank charges for account of the Drawee

☐ All charges for account of the Drawer

☐ Do not waive charges if refused

☐ Do not waive interest if refused

☐ In Case of Need, contact: 

Party Name

Address Line 1

Address Line 2

City, Province/State Postal Code Country

☐ Accept instructions from this party

☐ Use instructions from this party for guidance only

Additional Case of Need Instructions Text Phrase



Additional Case of Need Instructions Text

If you need a third party to act on your behalf please include these details here.

☐ Collect interest at:

Collect interest Text Phrase



Collect interest Text

Instructions to Bank

4. Instructions to Bank

Additional Instructions Text Phrase

<Select a Phrase>

These instructions will not appear on the form, and will only be sent to your bank.

Additional Instructions Text

Settlement Instructions

Credit: Our Account Number

Branch Code

Credit: Foreign Currency Account Number

Currency of Account

Forward Exchange Contract (FEC)

Covered by FEC Number

Rate

Amount

Maturity Date

dd/MM/yyyy

Include any details of a forward contract in this section.

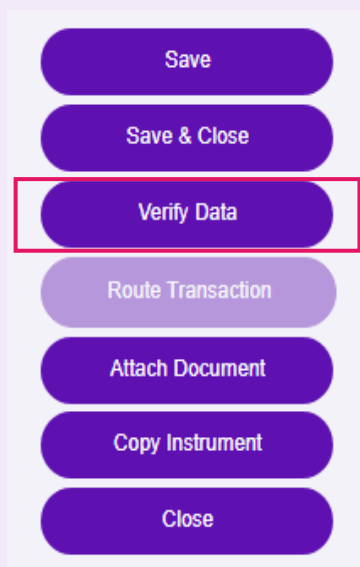
Additional Instructions Text Phrase

<Select a Phrase>

Additional Instructions Text

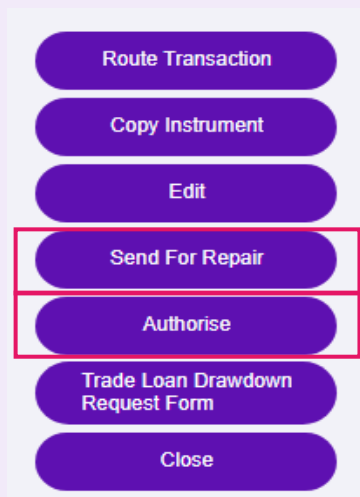
Authorisation

Part 1: If you are the sole authoriser within the organisation, please follow the below steps:



Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

If all fields have been completed, the transaction will move into 'Ready to Authorise'.



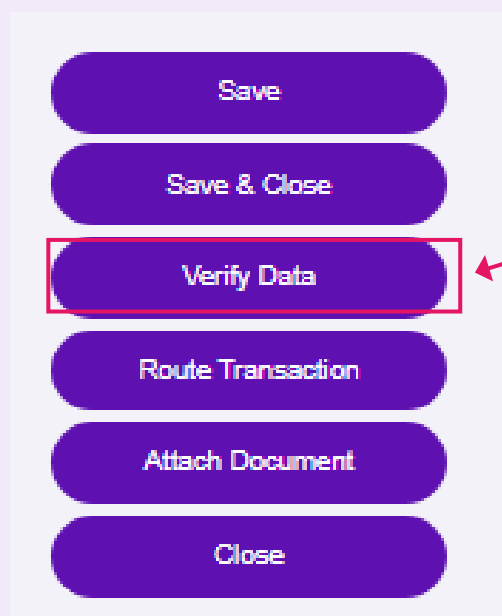
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

Select 'Authorise' and the transaction will be sent to the Bank for processing.

Please contact us immediately if changes need to be made after Authorisation.

Part 2: If a second approval is required within the organisation, please follow the below steps:

To send the request to an Authoriser:

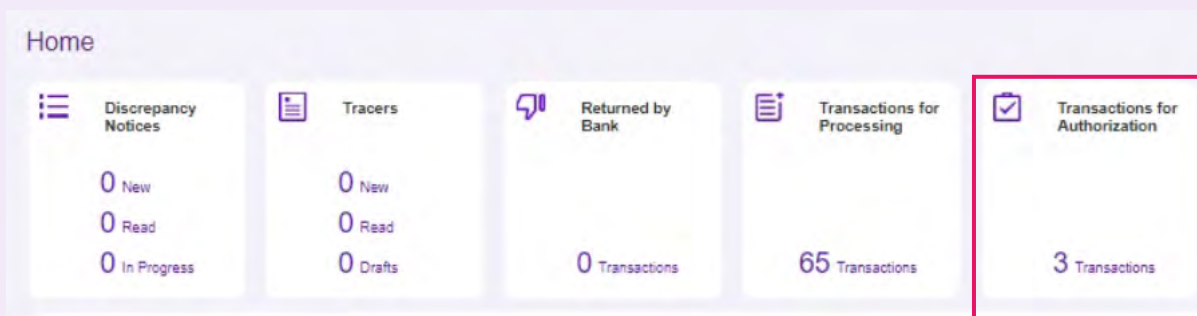


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

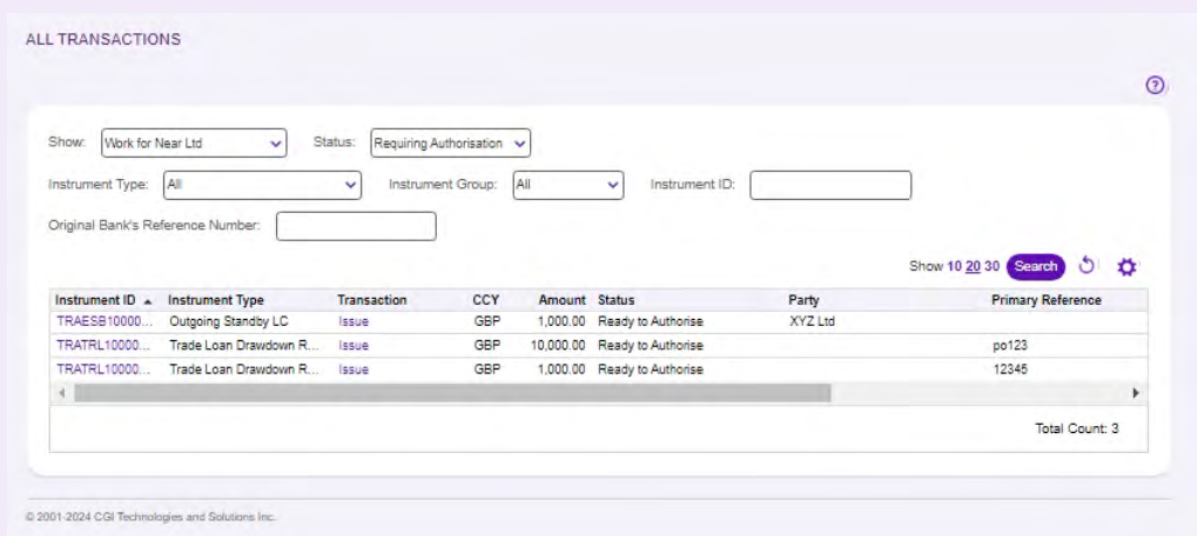
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

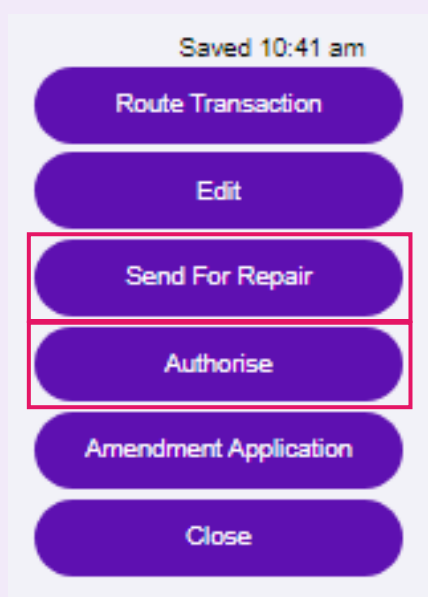
The Authoriser will need to go into the portal and select the below queue:



This will then take you to the below screen, where you will need to select the correct transaction:



To open the transaction for approval, click on “Issue” next to the reference number.



1. If the request needs to be sent back to the maker for an update select this.
2. If you are happy with the request then select authorise and it will be sent to the bank for processing.