



New **Acceptance** for Import Collection



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

Contents

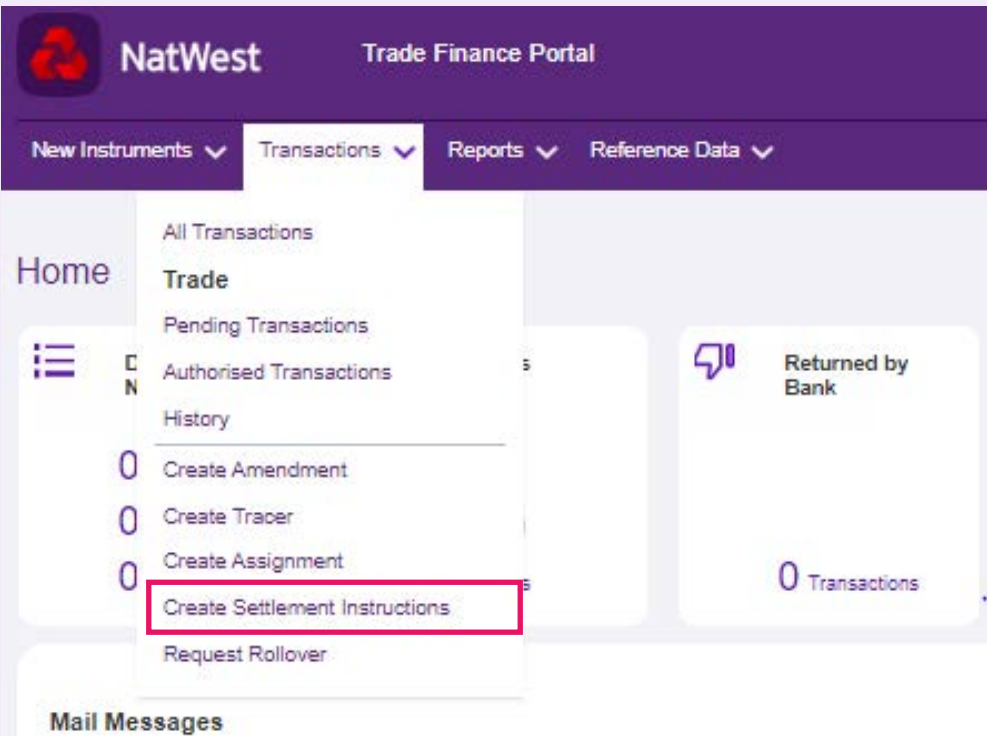
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Introduction:

Log into the Trade Finance Portal.

To initiate an Acceptance for an Import Collection Transaction, from the home screen select 'Transactions' then 'Create Settlement Instructions':



Filter the Instrument Type to Import Collection and select the transaction to be accepted:

Trade Search

Status: ☒ Active ☐ Inactive

Instrument ID:

Instrument Type:

Import Collection

Primary Reference:

Original Bank's Reference Number:

Vendor ID:

Search

Advanced

Radio Button selection is required in order to proceed to next step.

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference	Original Bank
☐ TRAI100042...	Import Collection	GBP	32,650.00	Active	XYZ Company Limited		

Select

Cancel

Total Count: 1

The unique reference number will be applied:

Instruments:

IMPORT COLLECTION: SETTLEMENT INSTRUCTION

Import Collection - TRAI10004235NT - Settlement Instruction - (Started)

* indicates required field

Accept or Reject:

1. Accept or Reject Import Collection Terms

Pay Sight Collection

Reject

Rejection Reason

In this section you have an option to either Accept or Reject the terms of the Collection. For a Term/Usance Collection the option will show to accept the Bill of Exchange for payment at Maturity.

Settlement Instructions:

2. Settlement Instructions

Presentation Amount	Presentation	Presentation	Other Party
GBP 32,650.00	Number	Date	XYZ Company Limited

Our Reference:

Please use the following instructions for settlement of the above item: *

Pay Full Amount using the Payment Details below

Payment Details

Debit Account for Principal *

Debit Account for Charges *

<

○

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Please select the account number in the drop down if full payment is to be made from your account.

However, if a Trade Loan is required please select the below and mention if a Loan is required for the full amount or a percentage of the Bill Amount:

☒ Pay From a Trade Loan Drawdown Request

☐ For Full Amount

☒ For % of Drawing Amount and balance amount using the payment details below

Payment Details

Debit Account For Balance *

Debit Account for Charges *

If any other instructions are required please state in the field below:

☐ Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

Foreign Exchange:

If details for a forward exchange are required i.e., foreign currency payments where we are debiting a different account to the currency of the transaction, please specify the instructions below:

3. Foreign Exchange Rate Details

Please apply the following FX details against the above settlement instructions

Use Daily Exchange Rate

Use FX Contract

FX Contract Number

Currency

Rate

Other FX Instructions

Select Pre-populated phrase for Document Type of Transport Document

<Select a Phrase>

<

>

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Early Repayment for Accepted Term/Usance Import Collections:

Following the acceptance of the transaction, if you go into the transaction history select the Instrument Type “Collection Acceptance”:

MESSAGES:

Mail

Notifications

Status

All

Read/Unread

All

Show

10

20

30

⚙

☐	Date & Time	Instrument ID	Reference	Instrument Type	Transaction	Party	CCY	Amount	Status
☐	04 Oct 2023 11:00 pm	TRAI10004235NT		Import Collection	Collect	XYZ Company Limited	GBP	32,850.00	Processed by Ba
☐	04 Oct 2023 11:00 pm	TRAI10004260NT		Import Collection	Collect	XYZ Company Limited	GBP	27,500.00	Processed by Ba
☐	04 Oct 2023 11:00 pm	TRAI10004260NT		Import Collection	Acceptance	XYZ Company Limited	GBP	27,500.00	Processed by Ba
☐	04 Oct 2023 11:00 pm	TRATAC10004251NT		Collection Acceptance	Create Usance	XYZ Company Limited	GBP	27,500.00	Processed by Ba
☐	04 Oct 2023 11:00 pm	TRADIR10000781NP	1234567	Direct Send Collection	Issue	ABC Ltd	GBP	10,000.00	Processed by Ba
☐	29 Sep 2023 11:00 pm	TRATRL10000831NP	1234512345	Trade Loan Drawdown R...	Issue		GBP	1,000.00	Processed by Ba

Delete

Delete All

0 selected

Total Count: 6

Then select “Create Settlement Instruction”:

Instruments: Collection Acceptance: Current Terms Summary

Collection Acceptance - TRATAC10004251NT - (Active)

Create Settlement Instruction

Create Message

Close

Instrument Amount

GBP 27,500.00

Available Amount

GBP 27,500.00

Equivalent Amount

GBP 27,500.00

Other Party

XYZ Company Limited

Reference Number

Remitting Bank's Reference Number

Related Instrument

TRAIC10004250NT

Issue Date

04 Oct 2023

Expiry Date

18 Jun 2024

Transactions

Show 10 20 30

Transaction Status	Date	Transaction	CCY	Amount	Status	Download Terms	Reference	Time Instrument
☒	04 Oct 2023	Create Usance	GBP	27,500.00	Processed by B...			

The below reference will be given:

Instruments:

COLLECTION ACCEPTANCE: SETTLEMENT INSTRUCTION

Collection Acceptance - TRATAC10004251NT - Settlement Instruction - (Started)

* indicates required field

Repayment Details:

Select “Pay Full Amount” or “Pay From a Trade Loan Drawdown Request”

1. Settlement Instructions

Amount

GBP 27,500.00

Issue Date

04 Oct 2023

Maturity Date

18 Jun 2024

Other Party

XYZ Company Limited

Our Reference:

Please use the following instructions for settlement of the above item: *

Pay Full Amount using the Payment Details below

Payment Details

Debit Account for Principal *

Debit Account for Charges *

Pay From a Trade Loan Drawdown Request

For Full Amount

For % of Drawing Amount and balance amount using the payment details below

Payment Details

Debit Account For Balance *

Debit Account for Charges *

Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

<

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Foreign Exchange Details:

Like with the acceptance stage of the Transaction, if we are to use a Forward Contract or our Spot Rate, then please complete the below section:

2. Foreign Exchange Rate Details

Please apply the following FX details against the above settlement instructions

☐

Use Daily Exchange Rate

☐

Use FX Contract

FX Contract Number

Currency

Rate

▼

☐

Other FX Instructions

Select Pre-populated phrase for Document Type of Transport Document

<Select a Phrase>

<

○

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Copy of Documents:

From the notification screen, select “Collect” as per the below screenshot:

Instruments: Import Collection: Current Terms Summary

Import Collection - TRAICL10004360NT - (Active)

Create Settlement InstructionCreate MessageClose

Instrument Amount
GBP 22,365.00

Available Amount
GBP 22,365.00

Equivalent Amount
GBP 22,365.00

Other Party
XYZ Company Limited

Reference Number

Remitting Bank's Reference Number

Issue Date
06 Oct 2023

Expiry Date

Transactions

Show 10 20 30

Transaction Status Date	Transaction	CCY	Amount	Status	Download Terms	Reference	Time Instrument
06 Oct 2023	Settlement Instruction	GBP	22,365.00	Started			
06 Oct 2023	Collect	GBP	22,365.00	Processed by B...			

Once in the transaction, you will be able to download the documents and view:

Import Collection - TRAICL10004360NT - Collect - (Processed by Bank)

1. Transaction Summary

Trans. Status Date

Currency

Amount

06 Oct 2023

GBP

22,365.00

2. Documents

Click on any of the links below to view documents generated for this transaction.

Collection Schedule

Click on any of the links below to view documents added by the bank for this transaction.

1. TEST Document

2. TradeLoancust1a

3. Commissions & Charges

Section Shortcuts

1. Transaction Summary

2. Documents

3. Commissions & Charges

Quick Links

Collapse All

Hide Tips

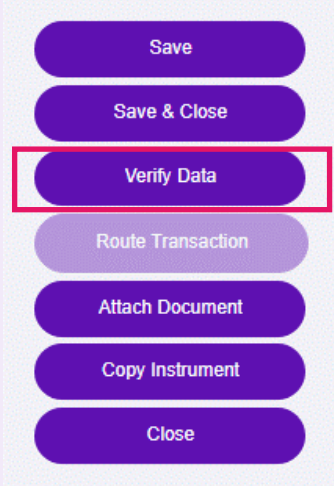
Back To Top

Copy Instrument

Close

Authorisation:

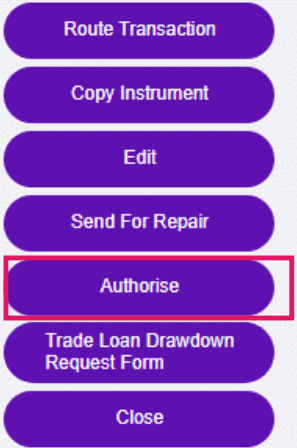
Part 1 – If you are the sole authoriser within the organisation, please follow the below steps:



A vertical list of buttons: Save, Save & Close, Verify Data (highlighted with a red box), Route Transaction, Attach Document, Copy Instrument, and Close.

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'.



A vertical list of buttons: Route Transaction, Copy Instrument, Edit, Send For Repair, Authorise (highlighted with a red box), Trade Loan Drawdown Request Form, and Close.

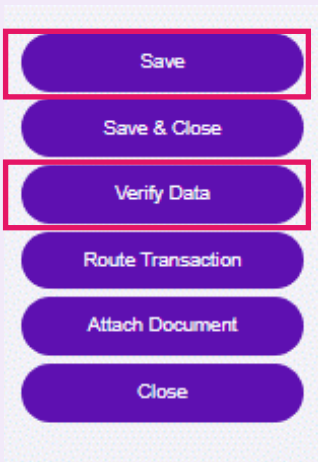
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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 a Checker:



A vertical list of buttons: Save (highlighted with a red box), Save & Close, Verify Data (highlighted with a red box), Route Transaction, Attach Document, and Close.

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'.

Checker:

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

Home

Discrepancy Notices

0 New

0 Read

0 In Progress

Tracers

0 New

0 Read

0 Drafts

Returned by Bank

0 Transactions

Transactions for Processing

65 Transactions

Transactions for Authorization

3 Transactions

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

ALL TRANSACTIONS

Show:

Work for Near Ltd

 Status:

Requiring Authorisation

Instrument Type:

All

 Instrument Group:

All

 Instrument ID:

Original Bank's Reference Number:

Show 10 20 30 Search

Instrument ID	Instrument Type	Transaction	CCY	Amount	Status	Party	Primary Reference
TRAESB10000...	Outgoing Standby LC	Issue	GBP	1,000.00	Ready to Authorise	XYZ Ltd	
TRATRL10000...	Trade Loan Drawdown R...	Issue	GBP	10,000.00	Ready to Authorise		po123
TRATRL10000...	Trade Loan Drawdown R...	Issue	GBP	1,000.00	Ready to Authorise		12345

Total Count: 3

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

Saved 10:41 am

Route Transaction

Edit

Send For Repair

Authorise

Amendment Application

Close

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.