



Discrepancy Notice – Accepting Import Letters of Credit Documents



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

The bank will check documents upon receipt and if they are discrepant you will receive an email notification advising of this. You will then need to log into the portal and open the advice.

To open the advice from the dashboard select “Discrepancy Notices”:



NatWest

Trade Finance Portal

Home |  1(1) |  (8) |  Help | Logout

Charlotte Lee
Last Sign-In: 04 October 2023 at 11:00:00 BST

New Instruments ▾

Transactions ▾

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Home



Discrepancy Notices

1 New

0 Read

0 In Progress



Tracers

0 New

0 Read

0 Drafts



Returned by Bank

0 Transactions



Transactions for Processing

90 Transactions



Transactions for Authorization

2 Transactions

You will then need to select the transaction that has been advised:

MESSAGES:

Mail

Notifications

Show:

Me (and Unassigned)

Read/Unread:

Unread Messages

Message Type:

Discrepancy/ATP Notices

Inbox (1 Unread)

Received (1)

Replied (0)

Drafts (0)

Sent to Bank (0)

Show 10 20 30

New

☐	Date & Time	Subject	Reference	Status	Assigned To	Party	Vendor ID
☐	04 Oct 2023 11:00...	Discrepancy Notice: TRAILC10004308NT - 1 I...	DISC020724	Received		XYZ Company Limited	

Route

Delete

0 selected

Total Count: 1

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Discrepancies will be listed below in the “Discrepancy Advice” field. There will also be a letter available to download and view, documents are also viewable and downloadable:

Subject

Discrepancy Notice: TRAILC10004361NT - 1 Import Documentary LC

Related to Instrument ID

TRAILC10004361NT - 1

Presentation Amount

Other Party

GBP 10,000.00

XYZ Company Limited

Presentation Number

Presentation Date

1

06 Oct 2023

Related Documents

Discrepancy Advice

TradeLoancust1a

TEST Document

Quick Links

Hide Tips

Route

Reply to Bank

Delete

Close

If you are happy to accept, you will need to click on “Reply to Bank” and the following screen will then appear:

Import LC - TRAILC10004308NT - Discrepancy Response - (Started)

Presentation Amount	Presentation Number	Presentation Date	Other Party
GBP 12,500.00	1	04 Oct 2023	XYZ Company Limited

Please see the following instructions with regards to discrepancy notice under the above drawing: *

☐ Documents are accepted notwithstanding discrepancies

☐ Documents are rejected

☐ Other (enter additional instructions below)

Additional Instructions

<Select a Phrase>

You can select ‘Documents are accepted notwithstanding discrepancies’ to accept or alternatively, if you want to reject the documents please select ‘Documents are rejected’.

If you need to attach any additional instructions then you can select ‘Attach Document’ from the below:

Save

Save & Close

Verify Data

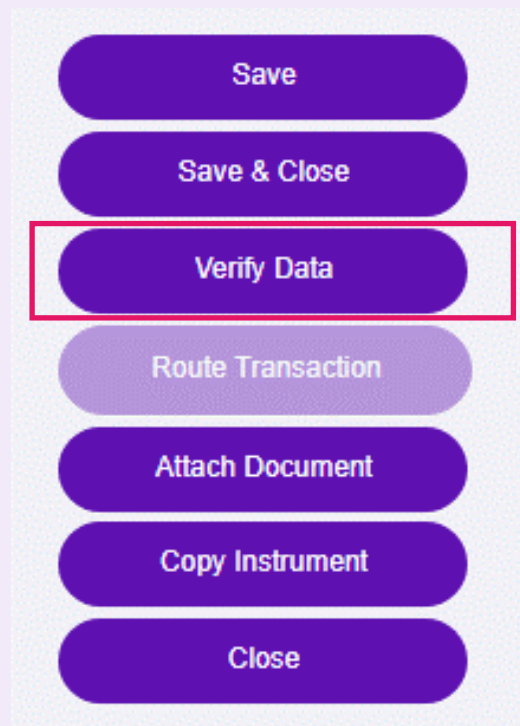
Route Transaction

Attach Document

Close

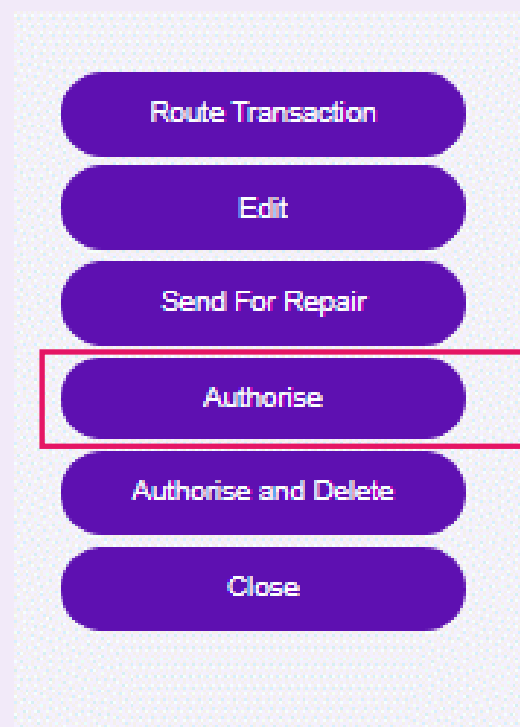
Authorisation:

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:

Save

Save & Close

Verify Data

Route Transaction

Attach Document

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'.

Authoriser:

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

Refresh

Settings

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.

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.

Route Transaction

Edit

Send For Repair

Authorise

Authorise and Delete

Close