



New Request for **Export LC** Assignment



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

Contents

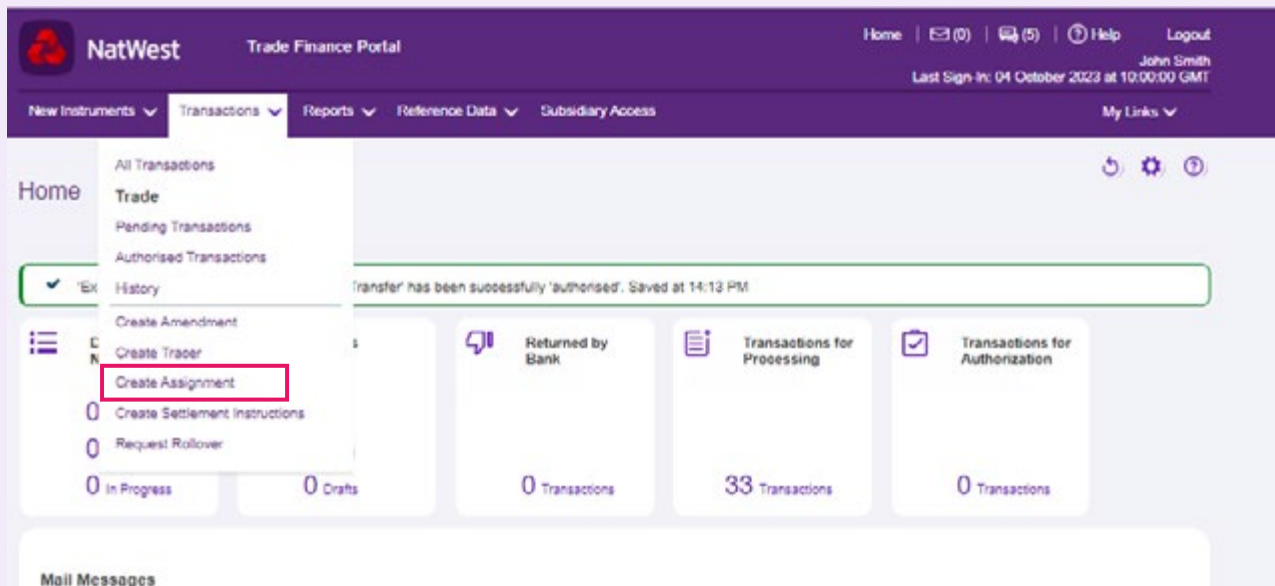
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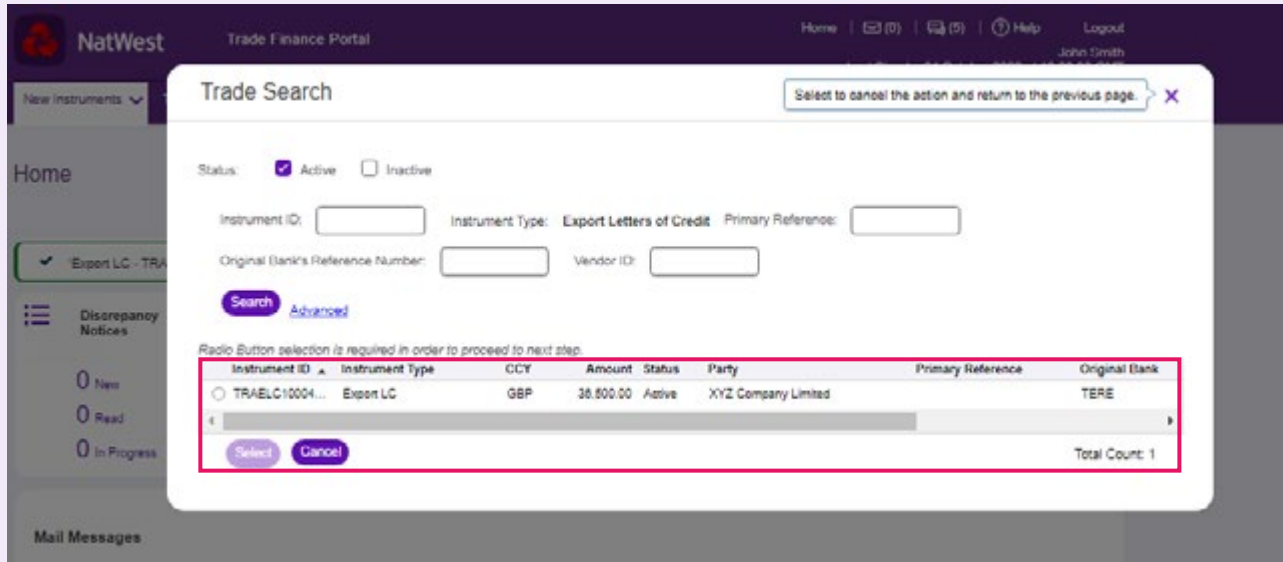
Introduction

Log into the Trade Finance Portal.

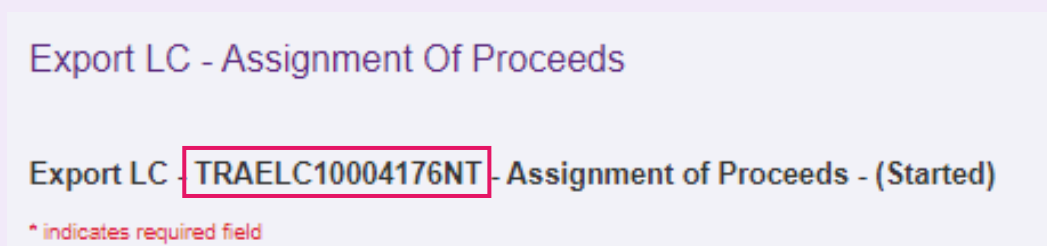
To initiate an assignment for an Export Letter of Credit, from the home screen select 'Transactions' then 'Create Assignment':



When the box below appears select the transaction for which you wish to create the assignment:



A unique transaction reference number will be applied:



Terms

Please complete the fields below, include the full address of the Assignee and Assignee's Bank:

1. Terms

Assignee

Assignee Name *

Address Line 1 *

Address Line 2

City *

Province/State

Postal Code

Country or Region *

Phone Number

Contact Name

Assignee's Bank

Assignee's Bank Name *

Address Line 1 *

Address Line 2

City *

Province/State

Postal Code

Country or Region *

Assignee's Account Number

Include the amount below to be assigned to the party:

Assignment Amount Details

Original LC Amount

Assignment Amount *

GBP36,500.00

GBP

Please select how you wish the assignee to be paid. Please note, normally on the first drawing we will make full payment to the assignee unless there is an agreement between parties and evidence of such is provided:

Partial Payments

☐ The full amount of all drawings until the assignment amount has been fully discharged.

☐ % of any drawing

The combined total of all payments cannot exceed the amount of this assignment

Other Conditions

If there is anything additional that needs to be included please detail in the below field:

2. Other Conditions

Other Conditions Text Phrase *

<Select a Phrase> ▼

Other Conditions Text

Instructions to Bank

If we need to take any specific action, please mention below:

3. Instructions to Bank

Instructions for Bank Text Phrase *

<Select a Phrase> ▼

Instructions for Bank Text

Charges

Please detail below the account we are to debit for the charges and commission:

Commissions & Charges

Branch Code

Debit: Our Account Number

Debit: Foreign Currency Account Number

Currency of Account

▼

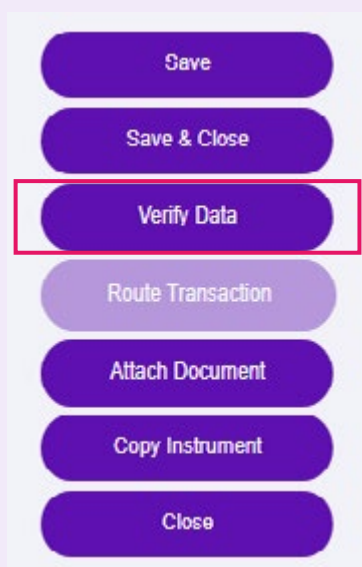
Additional Instructions Text Phrase

<Select a Phrase> ▼

Additional Instructions Text

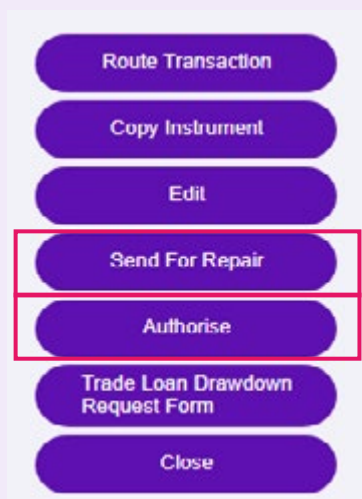
Authorisation

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:

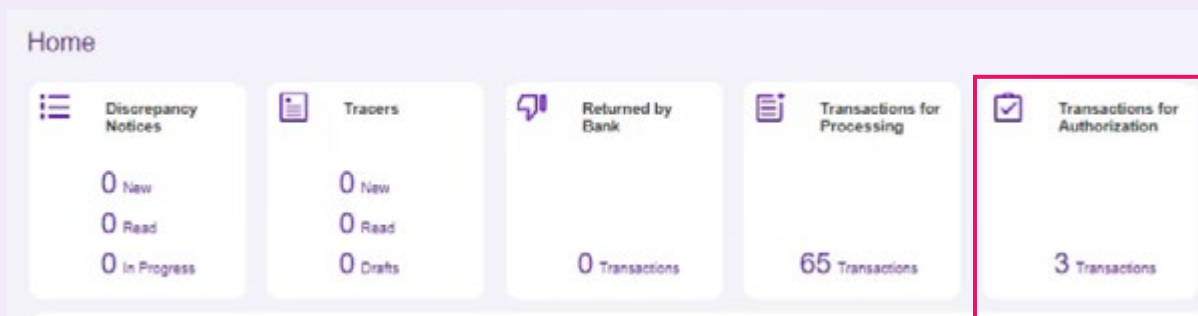


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

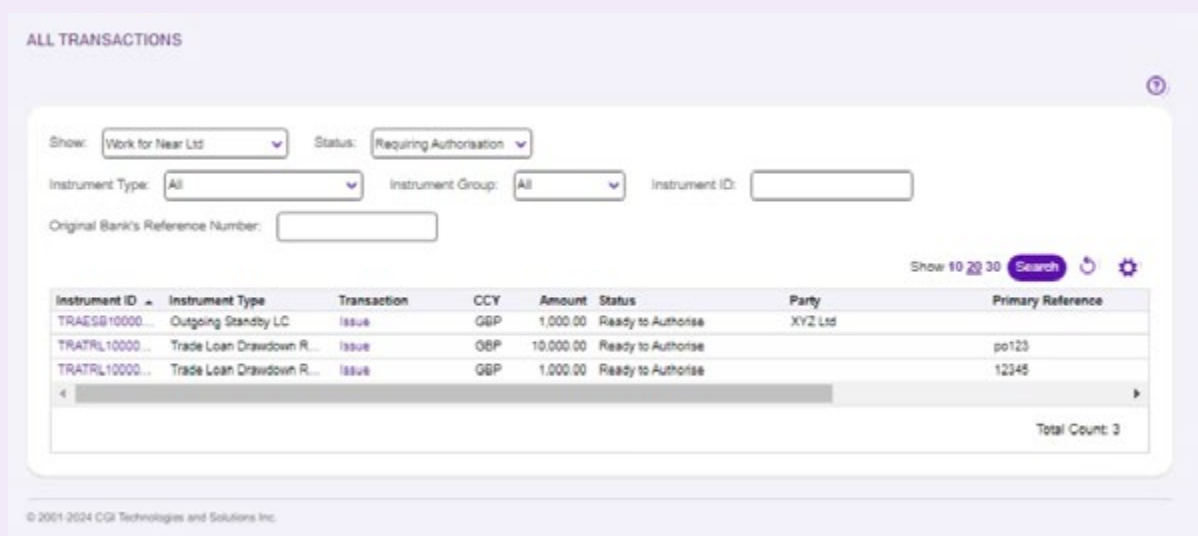
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

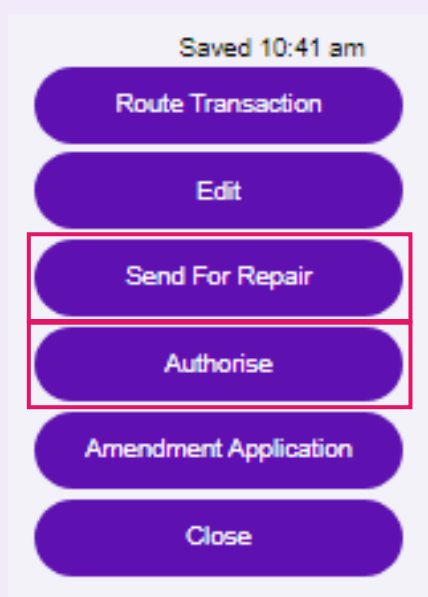
The Authoriser will need to go into the portal and select the below queue:



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.