



New Instrument – Import Letter of Credit **(Import LC)**



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

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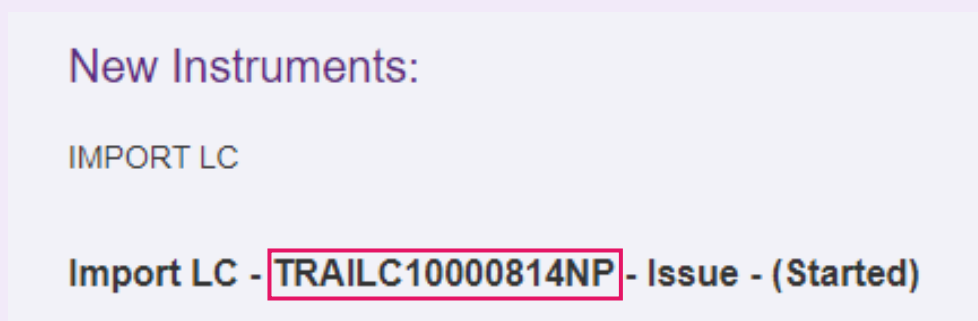
Introduction

Log into the Trade Finance Portal.

To initiate a new Import LC instruction, from the home screen select 'New Instruments' then 'Import LC':



A unique transaction reference number will be applied:



Beneficiary

1. Terms

Beneficiary

Beneficiary Name *

Address Line 1 *

Address Line 2

City *

Province/State

Postal Code

Country or Region *

Phone Number

Either insert your Beneficiary Name or select the search option to select one from your address book.

Applicant:

Applicant

Applicant's Reference Number

If the Import LC is to be issued in the name of another company, select the search option to insert from your address book.

Advising Bank

Advising Bank  

Bank Charges *

☐ All for Applicant's account

☒ All bank charges other than the Issuing Bank's charges are for the account of the beneficiary.

☐ Other ([Other Conditions](#))

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

Please note, use of any Advising Bank is subject to our approval and also agreement of the Advising Bank.

Detailed Information:

Detailed Information

Currency *

Amount *

Amount Tolerance
+ % - %

Expiry Date *

Expiry Place

(If "Other" is selected, enter [Other Conditions](#))

Expiry place will depend on the method of issuance (e.g., if there is a confirming bank, it will expire at their counters).

Payment Terms

Payment Terms *

Available By For % of the invoice value

☐ Percentage

☐ Amount

Percent	Tenor Type	Tenor Details	Maturity Date
		days after	
		days after	

Add 2 More Lines

If the LC is to have stage payments then complete the table, you can select either by percentage or by value.

Include a % of the invoice value if the LC Value is for a percentage of the contract value.

Documents Required

2. Documents Required

	Document Type	Originals	Copies	Description
☐	Commercial Invoice			<Select a Phrase> to be included in the text box below
☐	Packing List			<Select a Phrase>
☐	Certificate of Origin			<Select a Phrase>
☐	Insurance Policy / Certificate			Endorsed in blank for the invoice value plus % covering <Select a Phrase>
☐	Document Name			<Select a Phrase>

Please select the appropriate documents from the list above or add your own documents.

Transport Document(s) and Shipments

3. Transport Document(s) and Shipment

LC Shipment Terms

Partial Shipment

☐ Partial Shipments Allowed

☒ Partial Shipments Not Allowed

☐ Partial Shipments Conditional (Other Conditions)

Document Presentation Details

Documents to be presented within

21

days of shipment, but within the validity of the credit.

Enter presentation details if not after shipment (e.g. after invoice):

Add Shipment

Please insert shipment and document presentation details here.

Please insert Transport document details here.

Transport Document

Transport Document/Shipment Description

Enter description for transport document

	Document Type	Originals	Copies	Description
☐	<Select Document>			<Select a Phrase>
☐	Additional Transport Documents	<Select a Phrase> Specify the number of Originals and Copies for each document		

Consignment

☐ Consigned to the order of

☐ Consigned to

Notify Party

Name

Address Line 1

Address Line 2

Address Line 3

Marked Freight

☐ Prepaid

☐ Collect

Other Consignee Party

Name

Address Line 1

Address Line 2

Address Line 3

Marked Freight – Select in accordance with the incoterm (see ‘Shipping Term (Incoterm)’).

Notify Party – complete this where another party is to be notified about shipment of goods.

<

○

7

Shipment Details

Earliest Shipment Date

dd/MM/yyyy

Latest Shipment Date

dd/MM/yyyy

Shipping Term (Incoterm)

Shipping Term Location

From:

Place of Taking Charge / Dispatch From.../ Receipt

Port of Loading / Airport of Departure

To:

Place of Final Destination / Delivery / For Transport To

Port of Discharge / Airport of Destination

Transshipment

☐ Transshipment Allowed

☒ Transshipment Not Allowed

☐ Transshipment Conditional ([Other Conditions](#))

Please insert Shipment
Details here.

Please insert details
of the goods being
shipped here.

Goods Description

Goods Description Text Phrase

<Select a Phrase>

When adding or removing POs in an instrument, validate the Amount, Expiry Date, and Latest Shipment Date fields.

Goods Description Text

Other Conditions

4. Other Conditions

Additional Terms
☐ Transferable

☐ Revolve (Enter Conditions below)

☒ ICC Applicable Rules

Version
UCP Latest Version

Details

Additional Conditions Text Phrase
<Select a Phrase>

Additional Conditions Text

Confirmation
☐ Advising Bank is not required to add confirmation

☐ Advising Bank is requested to add confirmation

☐ Advising Bank may add confirmation subject to Beneficiary's approval

Transferable – select this option if your Supplier has a third party that is to be covered under the LC.

Revolve – select this option if the validity of the LC is renewable on determinable factors (e.g. Expiry or Value)

Confirmation – select the appropriate option if you would like the Advising Bank to also act as Confirming Bank.

Instructions to Bank

5. Instructions to Bank

Issue instrument in *
English

Additional Instructions Text Phrase
<Select a Phrase>

Additional Instructions Text

Settlement Instructions
Debit: Our Account Number

Branch Code

Debit: Foreign Currency Account Number

Currency of Account

Commissions & Charges
Debit: Our Account Number

Debit: Foreign Currency Account Number

Currency of Account

Issue instrument in – you must select 'English'.

Settlement instructions – account details for debiting payment for drawings.

Commissions and Charges – account details for debiting commissions and charges.

Forward Exchanged Contract (FEC)

Covered by FEC Number

Rate

Amount

Maturity Date

Additional Instructions Text Phrase

Additional Instructions Text

Financing Instructions

- ☐ Finance in accordance with our Trade Loan Facility Agreement

Forward Exchanged Contract (FEC) – if you have a Forward Contract that you wish us to use, please note the details here.

Financing Instructions – should you wish to have a Trade Loan for this transaction, please tick this box.

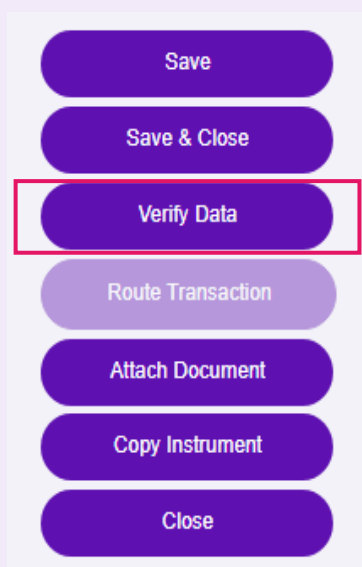
Internal Instructions

6. Internal Instructions

Instructions entered here are for Internal purposes only, and will not be sent to the bank.

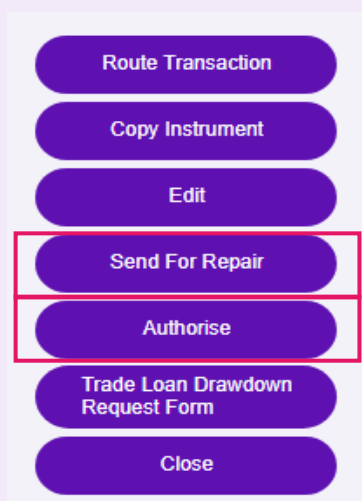
Authorisation

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'.



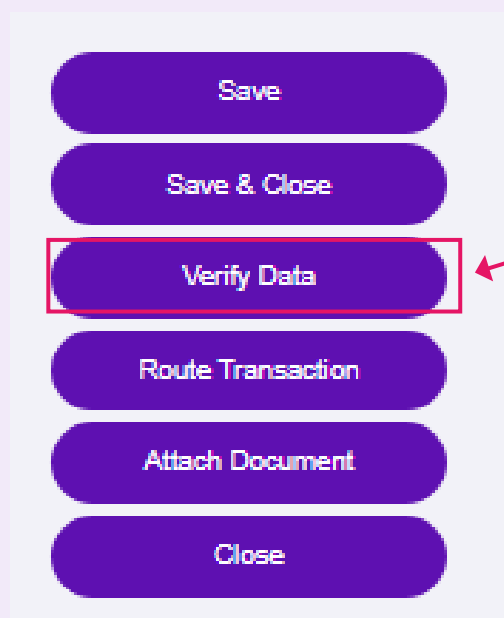
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

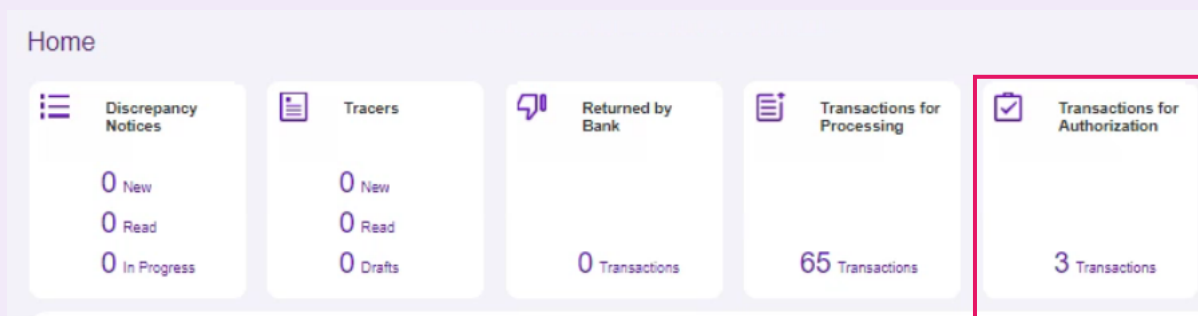


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

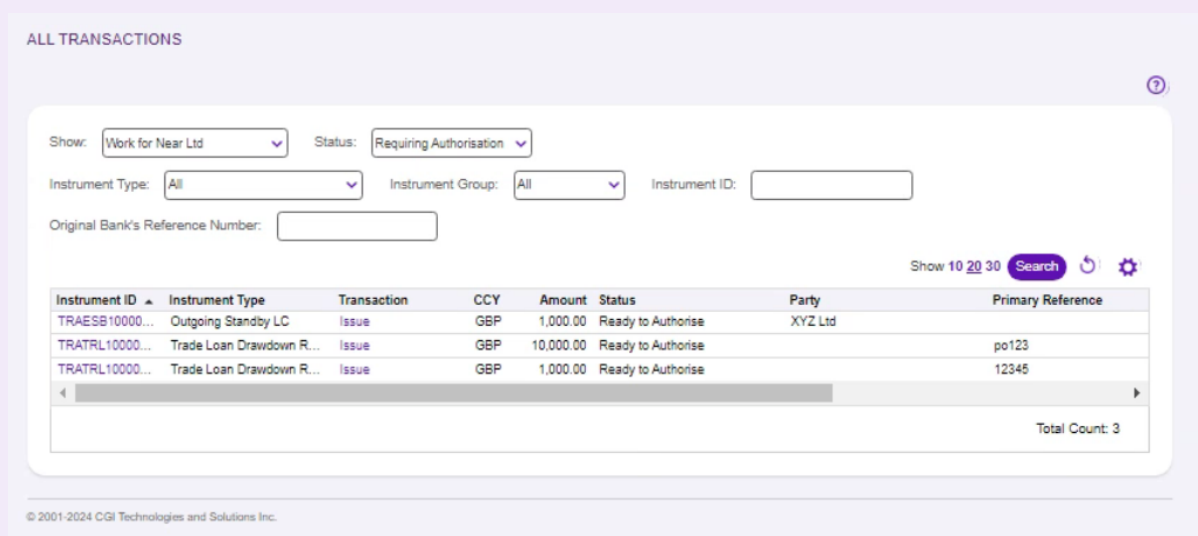
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

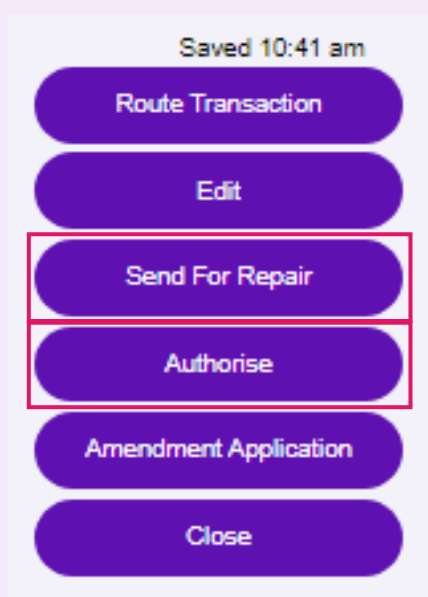
The Authoriser will need to go into the portal and select the below queue:



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.