New Instrument – Shipping Guarantee

Tomorrow Begins Today

Royal Bank of Scotland

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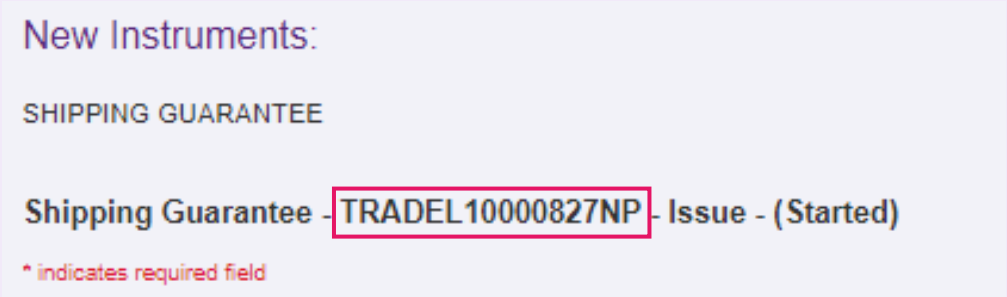
Introduction

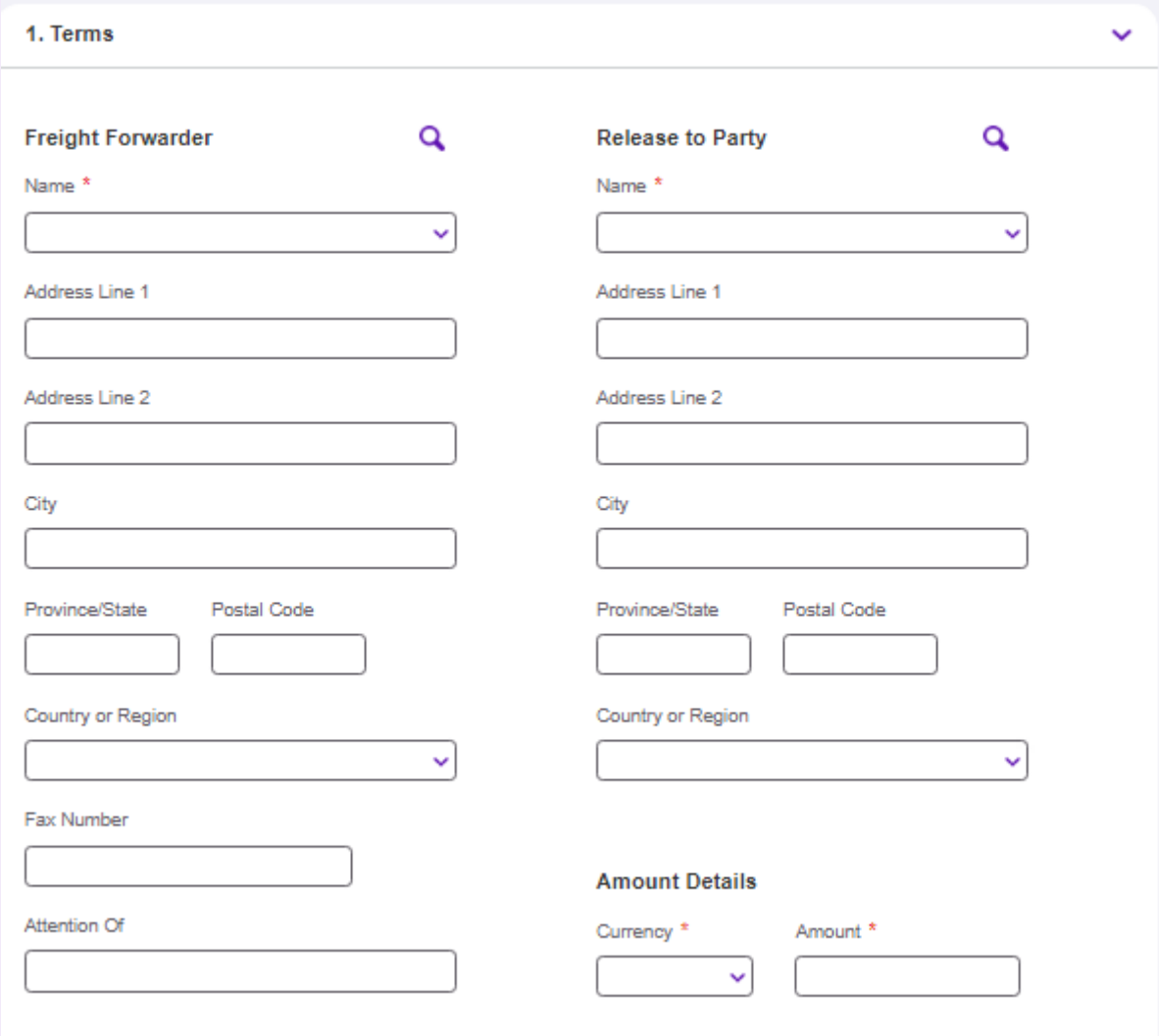
Log into the Trade Finance Portal.

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

A unique transaction reference number will be applied:



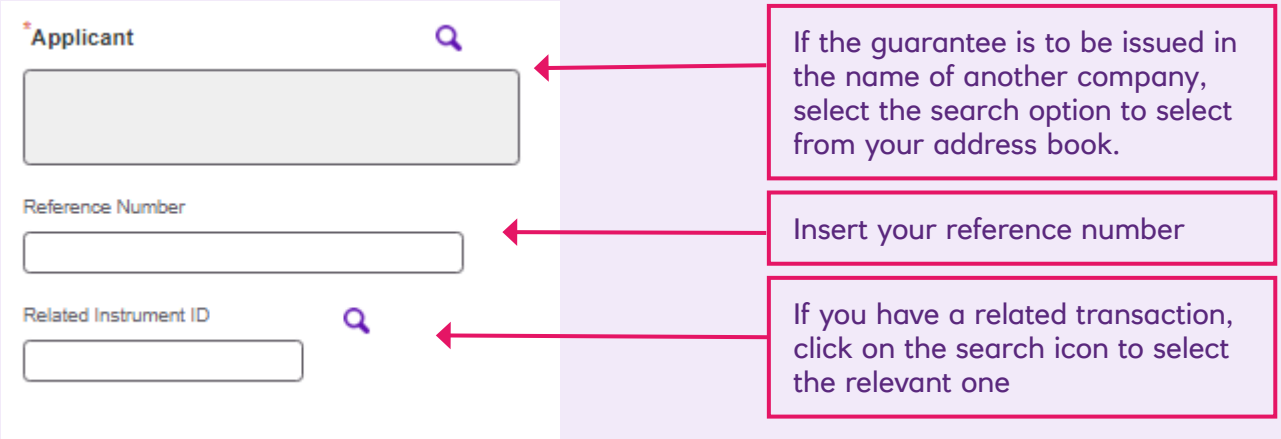
Terms



Freight Forwarder – Click on the search icon to select a party or to add a new party click on 'new' within the search option.

Release to Party – This is the party you wish the goods to be released to. Click on the search icon to select a party or to add a new party click on 'new' within the search option.

Amount Details – This should usually be 200% of the value of the goods, but this is subject to the shipping line and should be checked.



Shipment Details

2. Shipment Details

Vessel Name/Voyage Number

Bill of Lading Number

Container Number

From: Port/Place of Loading

To: Port/Place of Discharge

Goods Description

Goods Description Text Phrase

<Select a Phrase>

Goods Description Text

Instructions to Bank

3. Instructions to Bank

Issue instrument in *

English

Commissions and Charges

Debit: Our Account Number

Debit: Foreign Currency Account Number

Currency of Account

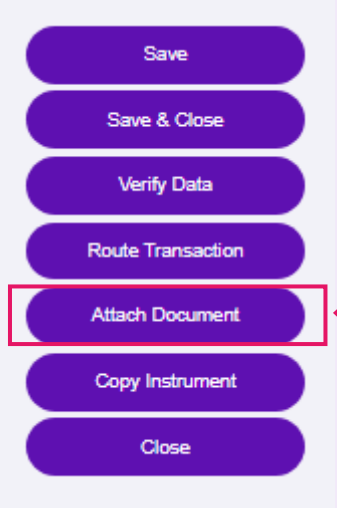
Additional Instructions Text Phrase

<Select a Phrase>

Additional Instructions Text

** Please note we will only issue the transaction in English **

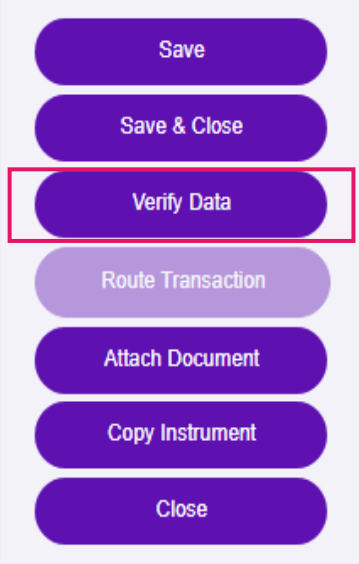
Wording



Please attach the relevant wording provided by the shipping line.

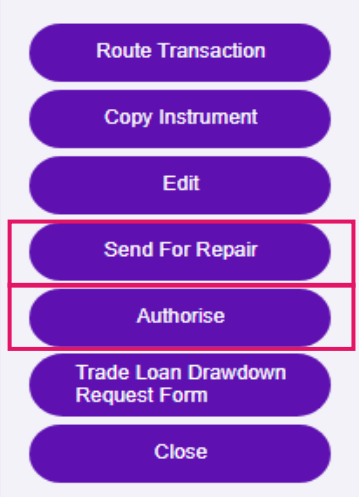
Authorisation

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'.



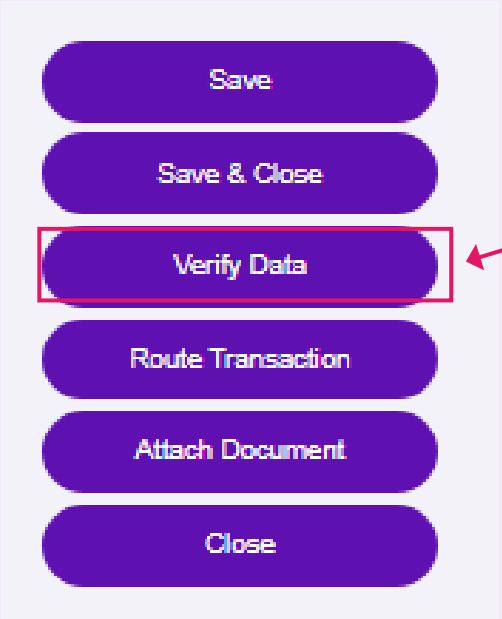
If changes need to be made prior to authorisation, you have the ability to 'Send For Repair', this will allow you to select the transaction from the home screen and edit.

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:

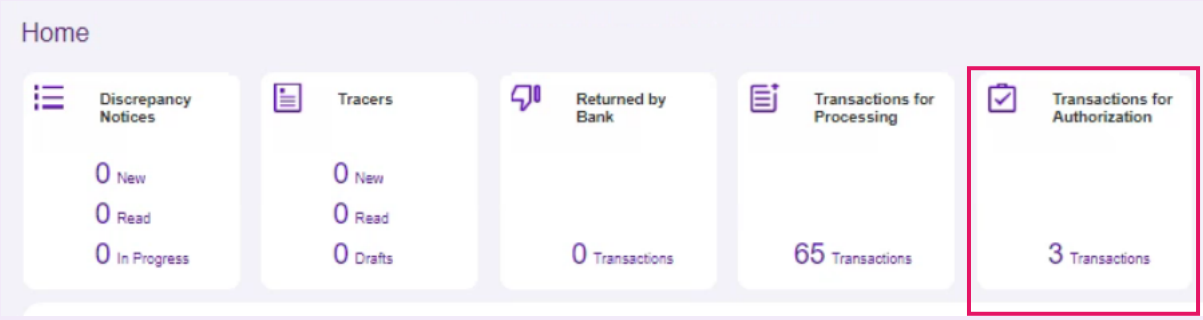


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

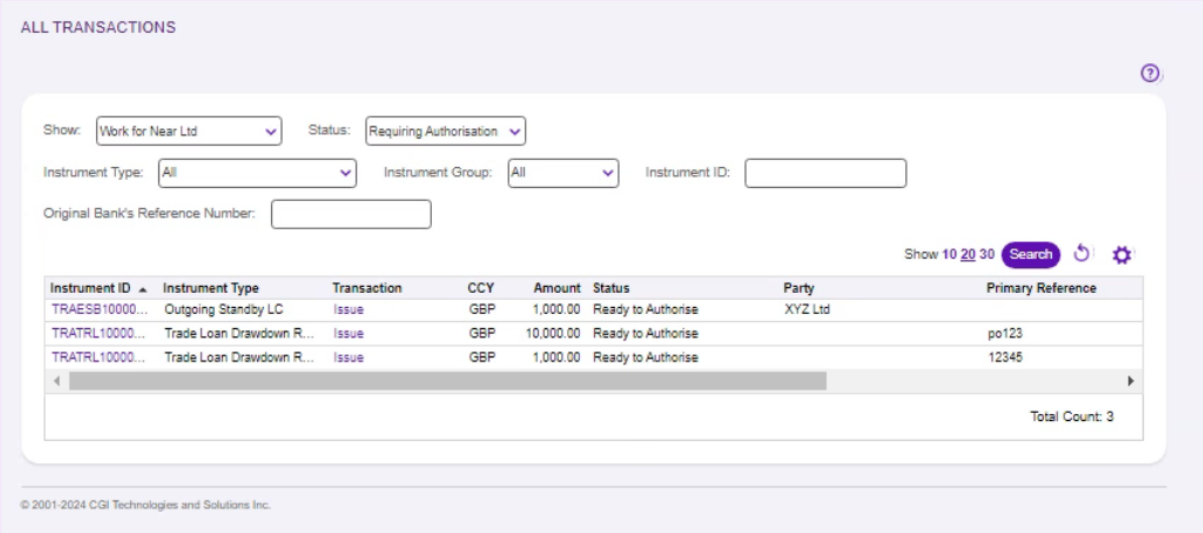
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

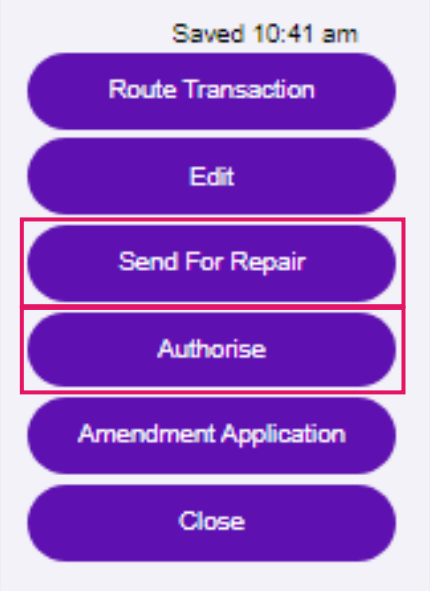
The Authoriser will need to go into the portal and select the below queue:



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.