



New Request – **Chaser/Tracer**



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

Contents

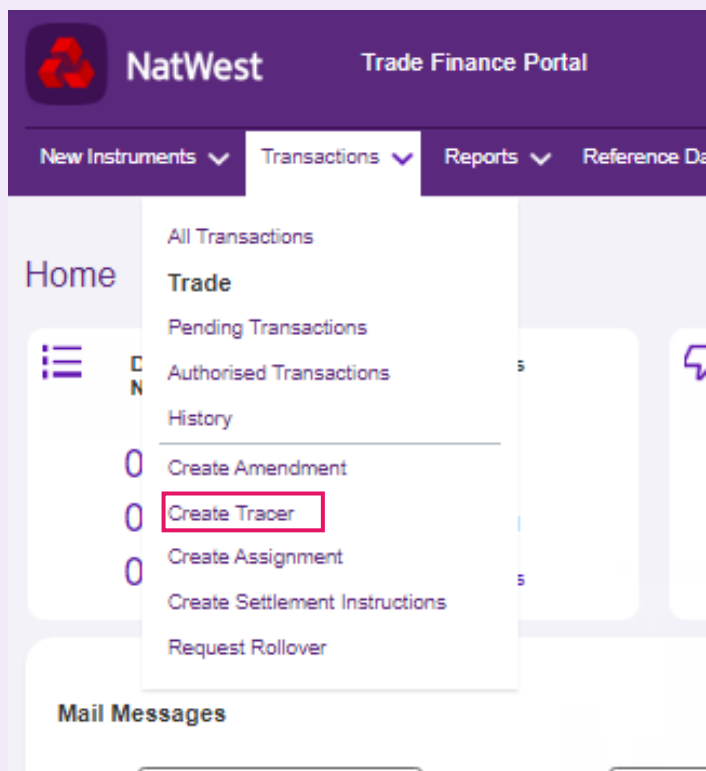
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Introduction

Log into the Trade Finance Portal.

To initiate a new Tracer for a transaction, from the home screen select 'Transactions' then 'Create Tracer':



Select the "Instrument Type", then select the instrument from the list:

The screenshot shows the 'Trade Search' modal window. At the top, there's a title bar with 'Trade Search' and a close button. Below this, there's a 'Status' section with 'Active' (checked) and 'Inactive' (unchecked) radio buttons. There are input fields for 'Instrument ID', 'Instrument Type' (highlighted with a red box), and 'Primary Reference'. Below these are fields for 'Original Bank's Reference Number' and 'Vendor ID'. A 'Search' button and a link to 'Advanced' search are present. Below the search fields, a message states: 'Radio Button selection is required in order to proceed to next step.' Below this message is a table with the following data:

Instrument ID	Instrument Type	CCY	Amount	Status	Party	Primary Reference	Original Bank
TRADIR100007...	Direct Send Collection	GBP	10,000.00	Active	ABC Ltd	1234567	

The first row of the table is highlighted with a red box. At the bottom of the modal, there are 'Select' and 'Cancel' buttons, and a 'Total Count: 1' indicator.

Terms

1. Terms 

Reference Number	Collection Amount
1234567	GBP 10,000.00

Additional Tracer Details

Complete the field with what tracer is required, this wording will be sent to the correspondent bank.

Instructions to Bank

2. Instructions to Bank 

These instructions will not appear on the form, and will only be sent to your bank. ☐

Copy of Tracer sent to you for information only.

☐ Please send a Tracer on our behalf and confirm.

Enter any special instructions for your bank

<Select a Phrase> 

Indicates that the tracer copy is being sent for information purposes only, with no action required from the bank.

Authorisation

To send the request to a Checker:

Save

Save & Close

Verify Data

Route Transaction

Attach Document

Close

1. Select Save in the first instance so that the changes you wish to be made can be seen.

2. Select Verify Data to move into the Authorise queue.

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

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.