



New Instrument – Transfer **Export LC**



TOMORROW BEGINS TODAY



Royal Bank
of Scotland

Contents

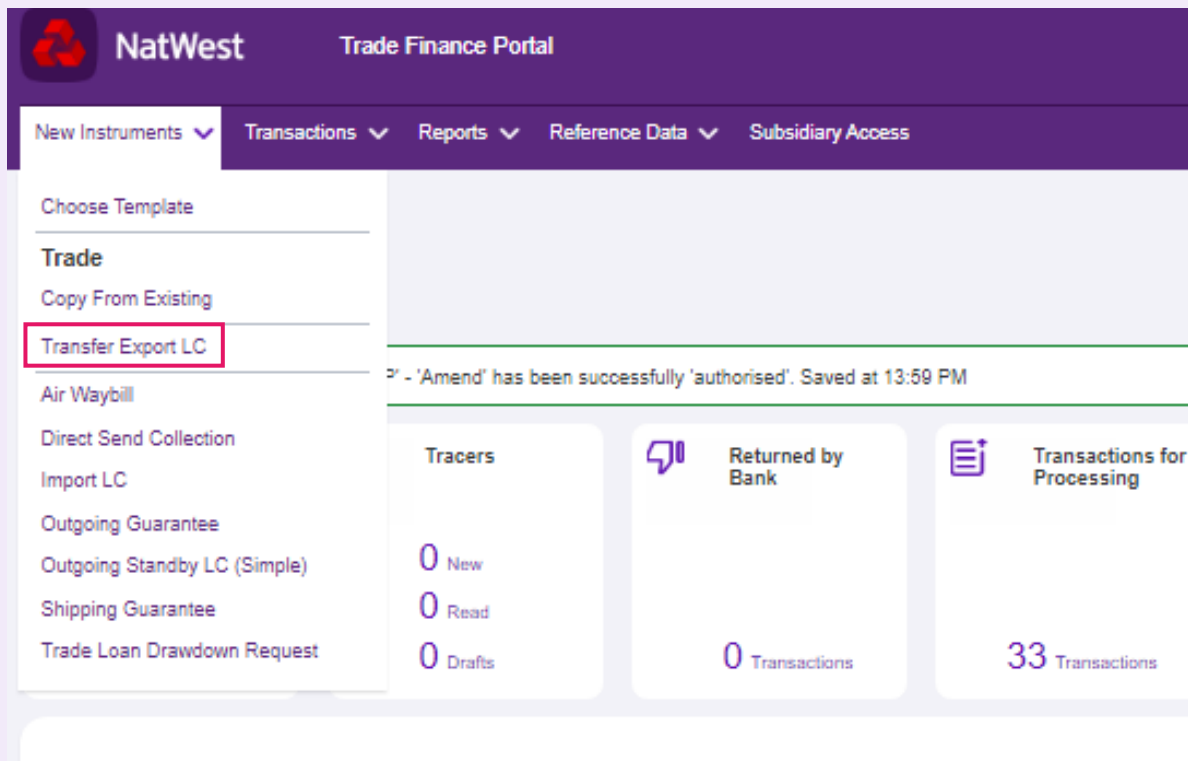
<u>Introduction.....</u>	<u>3</u>
<u>Terms</u>	<u>4</u>
<u>Other Conditions.....</u>	<u>5</u>
<u>Instructions to Bank.....</u>	<u>5</u>
<u>Authorisation</u>	<u>6</u>



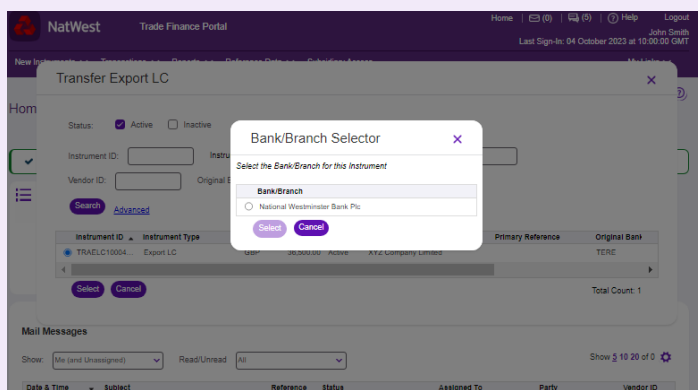
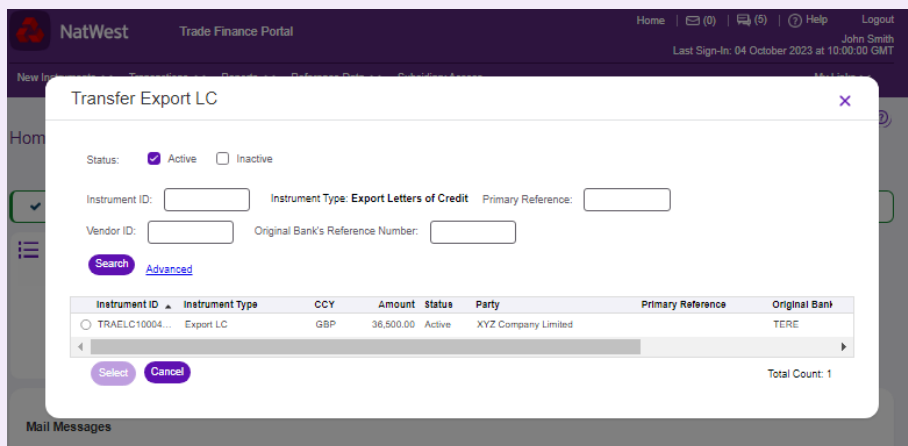
Introduction

Log into the Trade Finance Portal.

To request a new Transfer Export LC, from the home screen select 'New Instruments' then 'Transfer Export LC':



Select the transaction you wish to transfer:



When prompted, select the appropriate brand – this should be the same as the current transaction.

The transaction reference is produced below:

Export LC - Transfer

Export LC -

TRATRN10000920NP

 - Issue Transfer - (Started)

* indicates required field

Terms

Complete the below fields:

1. Terms

Related Instrument ID
TRAELC10004176NT

Transferee

Transferee Name *

Address (Line 1) *

Address (Line 2)

City *

Province/StatePostal Code

Country or Region *

Phone Number

Contact Name

Transferee's Bank

Transferee's Reference Number

Currency *

Amount of Transfer *

Amount Tolerance
+ % - %

Expiry Date *

Latest Shipment Date

To insert the transferee's bank, select the search icon and select from the list. If the bank is not available then click on "New":

Address Book Search

Party Name

New

Party Name	Address Line 1	City	Country or Region	SWIFT Address	Vendor ID
Dummy Bank Aom For Bv	Test Acronym	London	United Kingdom	NWBKGB20TFP	
Test Bank 2	Fort Branch	Mumbai	India	SBININBB789	
Test Bank 3	1 test Street	Texas	United States of America	AABAFI22	
Test Bank 4 India	Kosmo One Tower A,	Chennai	India	RBOSGB20TFP	

Other Conditions

Include the necessary changes to the goods, i.e. Unit Price or quantity etc.:

2. Other Conditions

Enter any changes to the Goods Description here

Goods Description Text Phrase
<Select a Phrase>

Goods Description Text

Enter any Other Conditions here

Other Conditions Text Phrase
<Select a Phrase>

Other Conditions Text

Instructions to Bank

Insert the account details that the bank should use to take charges for the transfer of the Export LC:

3. Instructions to Bank

Enter any Special Instructions for your bank here

Special Instructions for Bank Text Phrase
<Select a Phrase>

Special Instructions for Bank Text

Transfer Commissions & Charges

Branch Code

Debit - Our Account Number

Debit - Foreign Currency Account Number

Currency of Account
<Select a Currency>

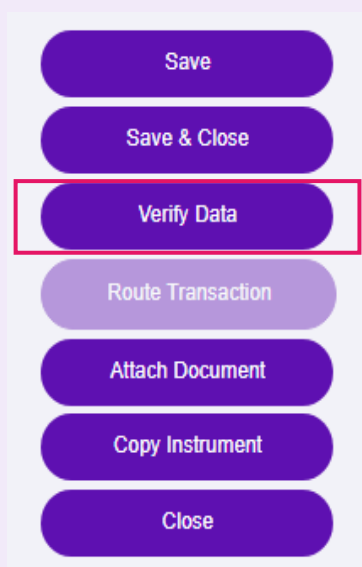
Enter any additional text for Transfer Commissions & Charges here

Additional text Phrase for Transfer Commissions & Charges
<Select a Phrase>

Additional text for Transfer Commissions & Charges

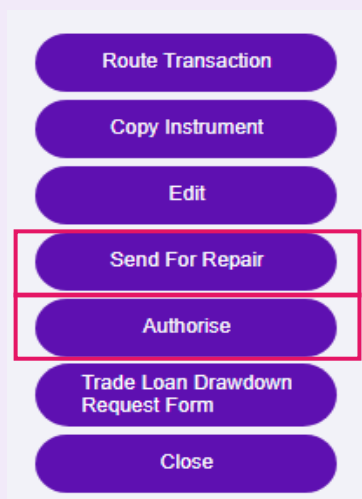
Authorisation

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:

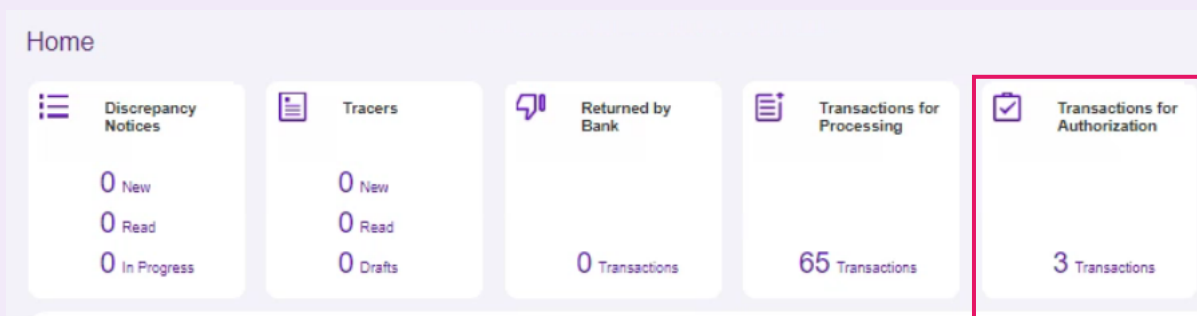


Select Verify Data in the first instance and ensure all relevant fields have been completed. (You will be prompted with a list of outstanding fields that need completing).

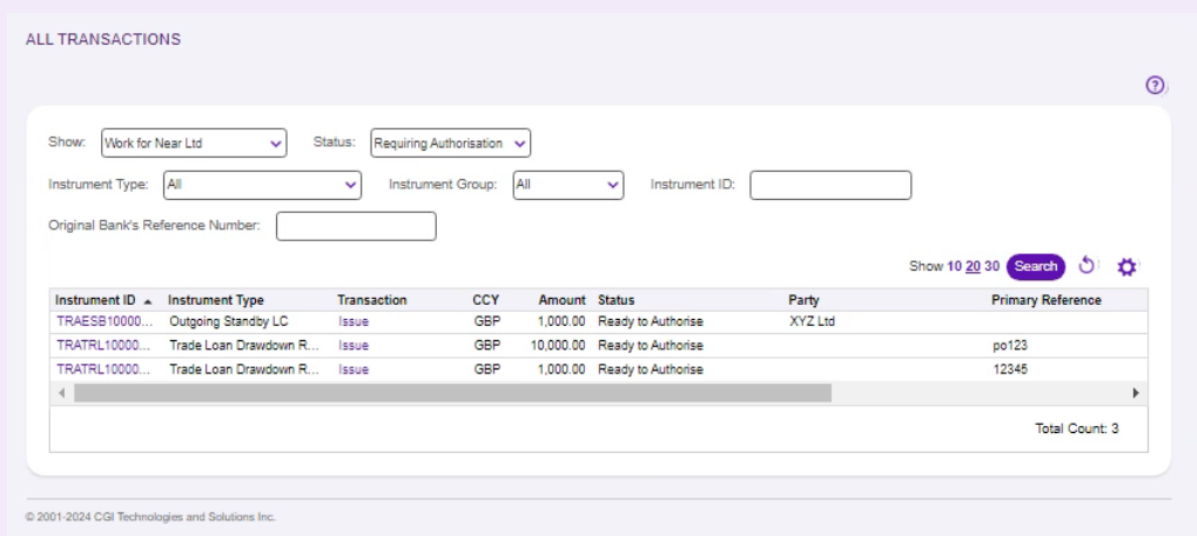
If all fields have been completed, the transaction will move into 'Ready to Authorise'.

Authoriser:

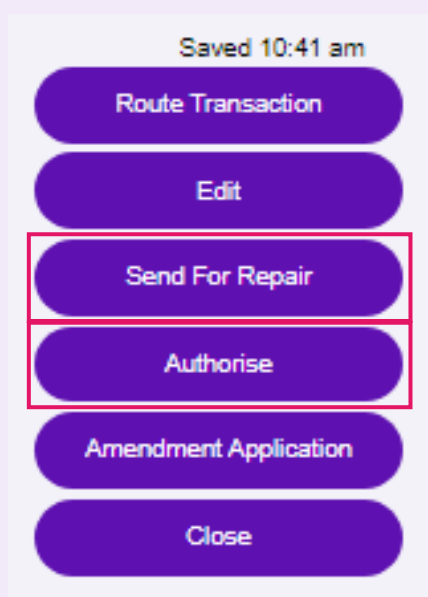
The Authoriser will need to go into the portal and select the below queue:



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.