

Bank of Cyprus



User Guide

Trade Services

June 2017

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1 Trade Services - Introduction

'Trade Services' is an Internet-based Trade Finance banking system which provides corporate and commercial import and export customers an easy-to-use tool to manage all aspects of trade finance transactions, mainly the interactive cooperation with the customer's bank.

This guide contains an overview of the major 'Trade Services' features, including:

- Letter of Credits
- Documentary Collections
- Guarantees
- Inquires and Reports

1.1 Main Trade Services Features

'Trade Services' provides the trade customers of the Bank the following basic features:

Transaction initialization – Creation of various steps within a Trade Finance deal life cycle. Examples are the application for a new Guarantee or Amendment of an existing Guarantee. Applications can be composed using user-customized templates, including the attachment of supporting documents. Completed and authorized transactions are transmitted to the Bank.

Incoming Correspondence – As part of the deal processing, the Bank produces various documents which are transmitted to 'Trade Services'. The user can view and/or print all incoming correspondence.

Workflow control – New Transactions waiting for authorization before the transmission to the Bank as well as transactions waiting for the customer's approval or rejection e.g. Import L/C discrepant documents and Import Collections, are stored in a pending work queue.

Online inquiries – Enables a wide range of online inquiries to help customer users manage trade finance portfolios.

User notification – Upon receipt of incoming correspondence, 'Trade Services' sends an e-mail to the 'Trade Services' user.

Deal Messages – Enables free text information transmission regarding a deal to the Bank.

Authorization Matrix –The customer can define how many signatures are required from which group of officers for any transaction to release it to the Bank.

Access to 'Trade Services' – the access is via 1bank with the use of the 1bank subscriber no. and password (single submit on).

1.2 Interaction between Trade Services and Bank

A new transaction is initiated from 'Trade Services'. It is then transmitted to the Bank, where the transaction is processed, for example a new Import Letter of Credit. Upon completion of the transaction, the Bank returns the respective correspondence and deal summary to 'Trade Services'.

The following sections illustrate the basic system workflow for the Trade Finance deal types, such as Letters of Credit, Guarantees and Collections.

1.2.1 New Import Letter of Credit

The diagram below describes the process of establishing a new Import Letter of Credit.

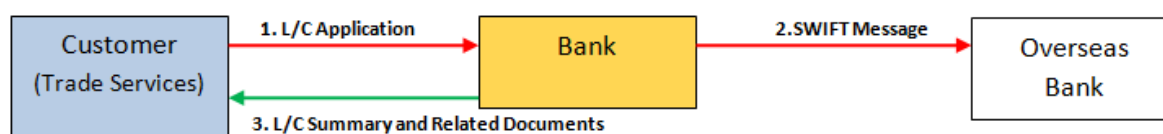


Figure 1 – New Import Letter of Credit Workflow

1. The customer creates in 'Trade Services' a request for a new Letter of Credit. Once the L/C transaction is approved by the customer via the release list, it is transmitted to the Bank.
2. Upon arrival at the Bank, the transaction is processed and released.
3. The customer receives a summary of the L/C deal and the related correspondence, for example a copy of the MT700 as sent to the Overseas Bank.

1.2.2 Approval/Rejection of L/C Documents

The diagram below describes the workflow for the approval or rejection of presented documents under an Import L/C.



Figure 2 – Approval/Rejection of L/C Documents Workflow

1. Once the Bank receives documents from the Negotiating Bank, the customer must meet the settlement terms laid down in the L/C.

The settlement terms are either by at Sight or by Acceptance (Tenor). Payment refers to the pre-paid settlement transactions by the customer, referred to as at Sight. Acceptance (Tenor) refers to settlement transactions by the customer at a future date.

2. When the Bank requires the customer's approval, the Bank transmits the transaction summary and settlement terms to the customer.

3. When the settlement is at Sight, the customer confirms the L/C payment instructions with the Bank. In the case the settlement is by Acceptance (Tenor), the customer confirms the L/C acceptance advice with the Bank. In addition, the customer is able to reject discrepant documents.

4. The Bank sends the customer's approved or rejected settlement instructions back to the negotiating Bank.

1.2.3 Import Documentary Collection

Import Documentary Collection is the handling by the Importer's Bank of incoming Documentary Collection.

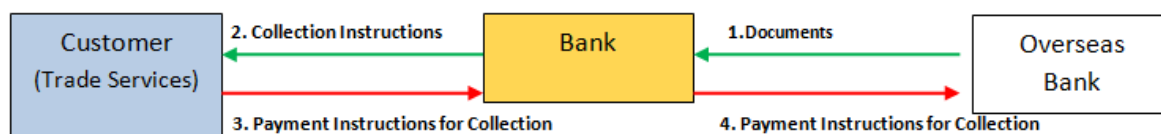


Figure 3 – Import Documentary Collection Workflow

1. On receipt of Documentary Collection documents, together with the Collection instructions, the Bank creates an Import Collection in the Bank's Back Office system. The data/output text is downloaded to 'Trade Services'.

2. The customer is able to accept or refuse the documents:

- When the documents are accepted and the collection terms are Documents against Payment (D/P), Payment instructions are transmitted to the Bank.
- In the case of Documents against Acceptance (D/A), the Acceptance instructions are transmitted to the Bank.

3. The Bank sends the customer's confirmed or rejected settlement instructions back to the overseas Bank.

1.2.4 Export Documentary Collection

Export Documentary collection is the processing of documents by the Exporter and the dispatch of documents to the Remitting Bank. The Remitting (or Exporter's) Bank then sends the documents to the Importer's Bank (Collecting Bank) for collection.

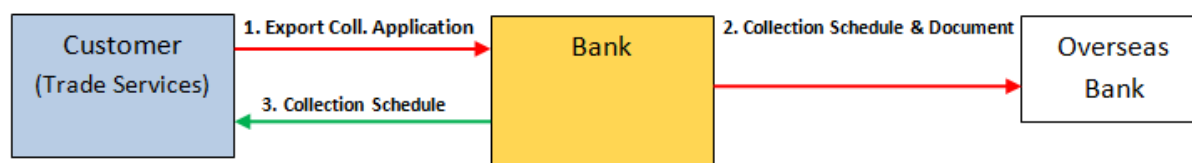


Figure 4 – Export Documentary Collection Workflow

1. The customer creates a collection application (Cover Letter) and dispatches it to the Bank along with the documents.
2. The Bank completes the transaction, generating the collection schedule.
3. The Bank sends the Collection schedule and documents to the overseas Bank.
4. A summary of the Collection Deal is sent to the customer, along with any other relevant texts.

1.2.5 Guarantee

A Guarantee comprises all outgoing guarantees issued by the Customer (importer).

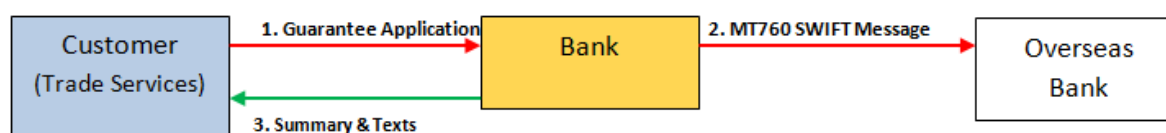


Figure 5 – Guarantee Workflow

1. The customer establishes a Guarantee and sends the Guarantee application to the Bank.
2. The Bank generates the Guarantee text and sends the guarantee in accordance with the instructions in the application.
3. The Bank sends a summary of the Guarantee to the customer.

1.2.6 Export Letter of Credit

In the case of Export Letter of Credit, the transaction is processed by the Bank (not handled directly in 'Trade Services'), 'Trade Services' supplies the customer with Deal Summaries and Incoming Texts from the Bank's Back Office system.

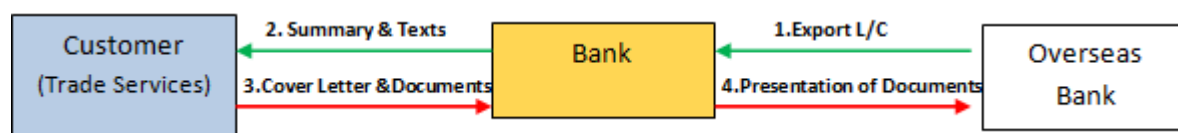


Figure 6 – Export Letter of Credit Workflow

1. The Bank receives an Export Letter of Credit in favour of the customer and advises it to the customer.

2. Upon shipment of the goods, the customer prepares the L/C Cover Letter and dispatches it to the Bank along with the shipping documents.
3. The Bank checks the documents and informs the customer of any discrepancies in which case the customer either corrects the documents or gives instructions to the Bank to dispatch the documents to the overseas bank as presented.
4. The Bank presents the documents to the overseas bank.
5. The overseas bank checks the documents and sends the importer's confirmed or rejected settlement instructions back to the Bank.
6. The Bank informs the customer accordingly.

1.2.7 Incoming Guarantee

In the case of Incoming Guarantee, the transaction is processed by the Bank (not handled directly in 'Trade Services'), 'Trade Services' supplies the customer with Deal Summaries and Incoming Texts from the Bank's Back Office system.

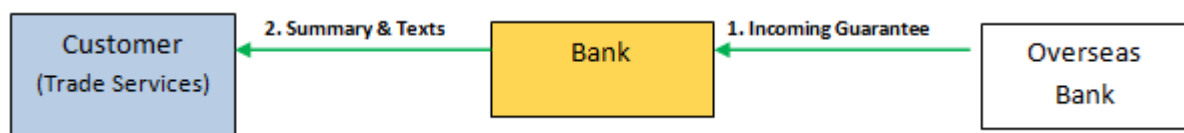


Figure 7 – Incoming Guarantee Workflow

1.2.8 Shipping Guarantee

A Shipping Guarantee is a document provided by the Importer's Bank to the Importer, stating that the Imported goods can be released by the Importer pending the arrival of the Original Shipping Documents at the Importer's bank. This is used in cases that goods actually arrive at the country of destination before the shipping documents.

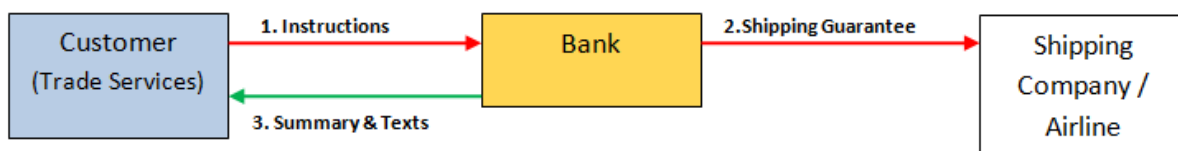


Figure 8 – Shipping Guarantee Workflow

1. The customer establishes a new Shipping Guarantee and sends it to the Bank.
2. The bank receives and checks the Guarantee application, and adds any relevant details.
3. The customer receives a copy of the summaries and texts.



1.3 Transaction Overview

The following 'Trade Services' transactions must be performed in the listed order:

Transaction Initialization — each transaction initialization is made up of a number of data sections, all of which must be completed in order to finalize the transaction. For example, there are four sections involved in a Guarantee initialization: General Details, Participants, Attachments and Additional Text.

Transaction Authorization — once all transaction details are completed, the transaction must be approved by the required number of authorization signatures before it is ready for transmission.

Transaction Transmission — when transaction details are completed, the transaction is automatically transmitted to the Bank.

Status — all transactions have a status determining the current stage of the specific transaction, starting with the creation until final release at the Bank.

1.4 Trade Services Page Structure

The 'Trade Services' page has the following main components:

- Header
- Navigation Menu
- Inbox
- Footer

The screenshot displays the 'Trade Services' interface. At the top is a header bar with the 'Trade Services' title, the Bank of Cyprus logo, and a small flag icon. Below this is a navigation menu with tabs: IMPORT, EXPORT, GUARANTEE, INQUIRY, REPORTS, and CUSTOMIZE. The main content area shows user information (User Name: Andri Havadjia, Customer: ALLNETT CUST TEST TEST ALLNET) and a date (21/04/2017). There are buttons for 'Inbox', 'Help', and 'Logoff'. A section titled 'INCOMING CORRESPONDENCE' is active, showing a table of transactions. The table has columns: Text, Transaction name, Draw no., Deal number, Reference number, Amount, Counterparty, Date, Print, Delete, and Deal Note. The table lists several transactions, including 'EXPORT LC AMD', 'DR/CR ADVICE', 'PAYMENT NOTICE', 'PROMISSORY NOTE', 'IMPORT COLL ADV', and 'EXPORT COLL ADV'. Below the table is a 'Bulk Operations' button and a pagination control showing '< 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 >>>'. At the bottom, there is a footer bar with links for 'View Commissions & Charges' and 'Copyright © Bank of Cyprus Group'.

Text	Transaction name	Draw no.	Deal number	Reference number	Amount	Counterparty	Date	Print	Delete	Deal Note
EXPORT LC AMD	Export LC Amendment	1	00193110022712	NETT158 NETT159	EUR 400.000,00	BASF SE	08/03/2017 17:37:10			
EXPORT LC AMD	Export LC Amendment	3	00193110022730	NETT158-159	EUR 405.000,00	KAUL GMBH	08/03/2017 16:59:00			
DR/CR ADVICE	Import Coll Acceptance	1	00193030203811	TEST PRODUCTION	EUR 4.747,50	FASHY GMBH	08/03/2017 11:41:30			
PAYMENT NOTICE	Import Coll Received	0	00193030203811	TEST PRODUCTION	EUR 4.747,50	FASHY GMBH	08/03/2017 11:23:59			
PROMISSORY NOTE	Import Coll Received	0	00193030203811	TEST PRODUCTION	EUR 4.747,50	FASHY GMBH	08/03/2017 11:23:58			
IMPORT COLL ADV	Import Coll Received	0	00193030203811	TEST PRODUCTION	EUR 4.747,50	FASHY GMBH	08/03/2017 11:23:58			
EXPORT COLL ADV	Export Collection Issue	0	00193130035591	DIRECT 070317	EUR 50.000,00	GERMAN LEATHER COMPANY	07/03/2017 10:15:12			

Figure 9 – Page Structure

1.4.1 Header

The header displayed under the Bank's logo, includes an upper and lower line.

The upper line contains the following user details:

- **User Name** – ID of the person entering 'Trade Services'
- **Customer** – Name of the Bank customer with whom the user is currently working. The user (**User ID**) handles trade finance transactions for the customers defined in the user's group.
 - Change customer by clicking **Customer** in the Header and selecting a different customer from a list of customers for which the current user is authorized.
 - When the user has authorization for one customer only, the link is disabled.
- **Date** – The displayed date reflects the current date

The lower line contains the following:

- **Inbox**
- **Help** – Help page related to the current work page on the browser.
- **Logoff**

1.4.2 Navigation Menu

The 'Trade Services' Horizontal Navigation menu displays 'Trade Services' functions across the top of the 'Trade Services' window. Only those functions authorized for the user are displayed.

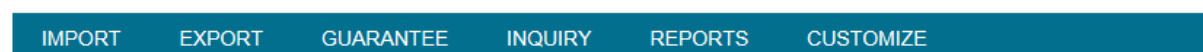


Figure 10 – Horizontal Navigation Menu

1.4.3 Import

The following sections describe all transactions which can be initialized by the user for Import Deals. The user is able to perform the following actions:

- Apply for a new Letter of Credit (L/C)
- Apply for a new Letter of Credit based on an existing Template
- Amend an existing Letter of Credit
- Apply for a new Shipping Guarantee. A Shipping Guarantee can be opened:
 - Under an L/C (using the search function)
 - As a standalone Shipping Guarantee not linked to an L/C
- Send a Deal Message to Bank (available for existing deals in 'Trade Services')

- Open a deal using the Copy From functionality.

1.4.4 Export

The Export menu enables the Export features for:

- Request for the Transfer of an existing Export Letter of Credit
- Amend existing Transfer Letter of Credit
- L/C Cover Letter (Presentation of Documents under an Export Letter of Credit)
- Request from the Bank to Add its Confirmation to an existing Export Letter of Credit
- Export Collection
- Export Collection based on an existing Template
- Amend existing Export Collection
- Send a Deal Message to the Bank (available for existing deals in 'Trade Services')
- Open a deal using the Copy From functionality

1.4.5 Guarantee

The Guarantee menu enables the 'Trade Services' user to:

- Apply for new Guarantee
- Apply for a new Guarantee based on an existing Template
- Amend existing Guarantee
- Send Guarantee Claim under an Incoming Guarantee
- Send a Deal Message to the Bank (available for existing deals in 'Trade Services')
- Open a deal using the Copy From functionality

1.4.6 Inquiry Menu

The Inquiry menu enables the user to:

- Searching for transactions based on user-defined criteria.
- Criteria-based viewing of transaction status and history.

1.4.7 Reports Menu

The Reports menu enables:

- Generating pre-formatted reports.

1.4.8 Customize Menu

The Customize menu enables customization of various definitions which are relevant for the usage of 'Trade Services'.

1.4.9 Inbox

The 'Trade Finance' Inbox is the large central area of the page, and includes the following sections:

- Incoming Correspondence
- Approval/Rejection
- Signatures Required
- Transaction/Event in Process
- Reminder



Figure 11 – Inbox

1.5 Templates

Templates are predefined transactions which include default values. Upon creating a new transaction based on a template, the user receives the default value from the template in the new transaction.

To use a Template:

1. From the 'Trade Services' main menu, select the desired template to find a template for that transaction type.

A template window is displayed.



Figure 12 – Template Search Window

Template Name	Type the exact template name
Case Insensitive	Select this checkbox to run a case insensitive search. The insensitive search treats upper and lower case letters as equal while comparing.

2. Click Search



A list of the existing templates for this transaction type is displayed. After selecting the required template, the transaction data entry page is displayed with default values from the template.

1.6 Work Pages

All Work Pages used for creating transactions follow the same conventions, which are detailed as follows:



The screenshot displays the 'GUARANTEE ISSUANCE' work page. It features a top navigation bar with tabs: 'General Details', 'Participants', 'Attachments', and 'Text'. The 'General Details' tab is active, showing fields for Reference No., Amount, Currency, Generate Reference No. (checkbox), Deal No., Guarantee Type, Expiry date, Send Guarantee By, and Applicable Rules. Below this, the 'Participants' tab is active, showing fields for BENEFICIARY and ADVISING BANK, each with Search, Name, Street, City, and Country fields. The 'Attachments' tab is active, showing a table for Document Type with buttons for Add, Update, Delete, Replace, and Preview. The 'Texts' tab is active, showing fields for Project Scope/Goods Desc, Max Line:99, Comments to BOC, Max Line:99, Payment Item, and Account Currency and No. At the bottom, there are buttons for Save, Save & Exit, Submit, New Template, Update Template, Deal Note, and Cancel.

Figure 13 – Work Page

- **Section:** Many transaction pages are divided into sections. The title bars separating the tabs have navigation arrows on their right side. When clicking the arrow, 'Trade Services' jumps to the next, previous, first and last section on the page. 'Trade Services' jumps from tab to tab by clicking the corresponding navigation icon on the title bar.
- **Tabs:** Many transaction pages are divided into tabs. 'Trade Services' jumps from tab to tab by clicking the corresponding tab on the title bar.

- **Transaction Detail Zoom Links:** Underlined data displayed as a table entry enables navigation to the transaction details in Display mode.
- **Mandatory Data Entry Fields:** A bold field title or heading indicates that the data entry fields are mandatory for a transaction.

1.7 Inquiry Results Sorting

- 'Trade Services' displays many inquiry results in tables. When the sorting arrows next to the table column  heading are clicked  , 'Trade Services' sorts the results in the column.
- **Inquiry/Deal Reports Results Scrolling:** Inquiry/Deal Report results display one page at a time and include a fixed number of records on a page. At the bottom of each results page there are scrolling links represented by either a page number or arrows.

1 2 3 4 5 6 >

Figure 14 – Scrolling Links

Scrolling Link Action	Function
Click the page number	Jump to a specific page
Click < to the left of the page numbers	View the previous page
Click > to the right of the page numbers	View the next page
Click >> to the right of > There are up to 19 pages in a group of pages. The >> submit is only available if more groups of pages exist	View the next group of pages
Click << to the left of < The << submit is only available if the next group of pages is displayed e.g. page 21.	View the previous group of pages

1.8 Action buttons – Action buttons are located at the bottom of a transaction page.



Figure 15 – Action Buttons

The following action buttons are common to most of the transactions:

- Save (see Save, Save & Exit)
- Save & Exit (see Save, Save & Exit)
- Submit
- New Template/Update Template (see Template)
- Export

- Deal Note (see Deal Note)
- Cancel

1.8.1 Save, Save & Exit

At the bottom of each page the user has the option to:

- Click Save to save the data and remain on the screen (Quick Save).
- Or
- Click Save & Exit to save the data, exit the screen, and place the item in the Transactions in Process queue. (This works like the former Save button.)

When clicking Save & Exit, the page will also be validated. The system will point to the mandatory page and highlight the field.








Note: Mandatory fields are required only for submitting the transaction, not when saving.
















1.8.2 Deal Note

‘Trade Services’ allows the user to add notes to when creating or amending a transaction.

When clicking the Deal Note button, the Deal Note window pops up and the transaction data is saved to the database. If the transaction does not contain a Reference Number, an error message is displayed prompting the user to fill in the required field.

1.9 Icons

<u>Icon</u>	<u>Action</u>	<u>Function</u>
	Down Directional Arrow	Scroll down to the next section on a page
	Up Directional Arrow	Scroll up to the previous section on a page
	Directional Arrow	Scroll up or down between sections within the current page
	Directional Arrows	Scroll to the previous and next sections or to the top and bottom of the page
	Add/Remove Arrows	Add and Remove document types
	Copy From	Initiate a new transaction based on the existing transaction/deal details
	Not to Pay	Suspend the settlement process

	Pay	Display the relevant Availability entry page for approval of payment
	Print	Print the current 'Trade Services' form from the default printer
	Reject	Reject the signatures already present in the transaction, enabling editing of the transaction
	Submit List	Display a list of required and executed signatures
	Submit	Approve the current transaction
	Edit	Edit the appropriate data
	Delete (Trash)	Delete and remove all transactions that have not received signature approval from 'Trade Services'
	Deal Note	Add or update a note to the transaction
	Draft/Export	Generate a draft of the outgoing SWIFT message in the notepad text format
	Zoom In	Zoom in to a specific record
	Zoom Out	Zoom out of the specific record
	Open Clause Library	Select clauses
	Calendar	Display the popup calendar
	Dismiss	Dismiss the selected item from the Reminder section of the Inbox
	Select Output Layout	Customize result table columns of the Open Deals inquiry

2 Trade Services - Customize

This topic covers the way in which to modify or customize 'Trade Services' according to specified categories, including:

- Preferences
- Languages
- Banks
- Parties
- Clauses
- Template
- Audit Trail

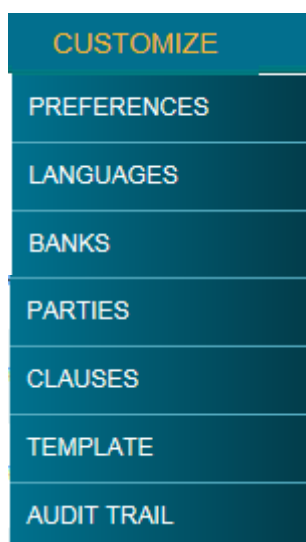


Figure 16 – Customize List - User view

Note: The availability of options to a specific user is dependent on the user authorization level.

2.1 Preferences

The user can configure the way in which the Inbox sections are displayed. The Inbox Settings give the user control over opening and closing the four Inbox sections by default.

2.1.1 To Set User Preferences

1. From the Customize menu, click Preferences.

The User Preferences window is displayed in update mode.



User Detail:
 User Id: 50520214
 User Name: SUPERVISOR ALL GRPA

Default Customer: Y. JUVTGEPO EUIFIBG PW. ABI.
 Default Language: English

Inbox Settings
 Inbox Layout: ☐ Items ☒ Tables
 Inbox Default Tab: Incoming Correspondence

Disable ☐

Save & Exit Set-Notif Cancel

Figure 17 – User Preferences window: update mode

The following are options available in the preferences window:

User ID	1Bank subscriber number
User Name	Full name of the user
Default Customer	This is the customer on whose behalf the user will work when entering 'Trade Services'. In order to work on behalf of another customer for whom the user is authorized, the user must click the Customer link at the top of each page. This field allows the user to switch to another customer.

The following are the available Inbox settings:

Inbox Layout	Items	Inbox items display as top down format, item by item.
	Tables	Inbox items display in table format, i.e. each Inbox item is displayed in one single line, increasing the number of items visible on the screen
Inbox Default Tab	Select the inbox tab to open when clicking the Inbox tab. The following options are available: <ul style="list-style-type: none"> • Incoming Correspondence • Approval/Rejection • Signature Required • Transaction/Event in Process • Reminders 	

2.1.2 Customize User Notification

Upon arrival of incoming correspondence and deal information from the Bank, 'Trade Services' can notify the user by e-mail.

In the User Preferences Window, Figure 17, click Set-Notif to Customize User Notification.

'Trade Services' displays a page comprising two parts:

- Predefined legal information
- Notification preferences

Predefined legal information appears in the window in protected mode. The user has to accept the conditions by marking the Accept checkbox. After accepting the legal conditions, the lower Transaction Notification fields are activated. This allows the user to select specific 'Trade Services' transaction events and choose who to e-mail notification for specific transaction types

CUSTOMIZE

User Detail:
 User Id: 50520214
 User Name: SUPERVISOR ALL GRPA

Legal Information
 I agree to be notified about new messages received in my mailbox. I'm aware that such notification is sent by e-mail in unencrypted form using a public network. The Bank can be identified as the sender of the notification and third parties will be able to conclude, without further clarification, that a banking relationship exists.

Accept ☒
 E-mail Alert
 E-mail Language English
 Activate ☒
 Signature required Email

Transaction Name	Notification	Transaction Name	Notification
Export Coll Acceptance	Email <input type="text"/>	Import LC Amendment	Email <input type="text"/>
Export Coll Amendment	Email <input type="text"/>	Import LC Closure	Email <input type="text"/>
Export Coll Payment Sight	Email <input type="text"/>	Import LC Issuance	Email <input type="text"/>

Figure 18 – e-mail Alert Notification information

The available fields are as follows:

e-mail Alert	The e-mail address where a notification message is to be sent
Transaction Name	The name of the transaction or event against which notifications are to be sent

2. Click Save to save the selected notification parameters.

'Trade Services' allows the user to delete the notification address. An error message appears when both the Accept and Activate checkboxes are checked.

2.1.3 Deleting the Address

1. Select the Access checkbox.
2. In the e-mail Alert field, delete the field value.
3. Clear the Activate checkbox.

2.2 Languages

The only language currently available to the user is English

2.3 Banks

The Banks Profile page lists information pertaining to every bank that has a dealing relationship with the customer.

Note: 'Trade Services' supports a preload of the banks found in existing Deals in the Bank related to the customer. These banks comprise the basic list of banks included in 'Trade Services'.

When a transaction is opened containing a new bank, the full name and address is entered. After receiving the deal history from the Bank, the bank is added automatically to the bank profile list together with the bank's ID.

2.3.1 To View the Banks Profile Window:

1. From the Customize window, click Banks. The Banks profile window is displayed.


CUSTOMIZE BANKS									
Bank ID	Branch	Name	Street	City	Country	Rid	Extension	Inactive	
20000320	000	GULF BANK ALGERIA	BP 26 BIS, HAOUCHE ROUTE DE CHERAGA	DELLY IBRAHIM, 16320	DZ				
CB880B	000	ALPHA BANK A.E.	HEAD OFFICE,	11 SOPHOCLEOUS STREET					
CB880J	000	COMMERZBANK AG	NEUE MAINZER STR.32-36,P.O.BOX 100	D-60261 FRANKFURT/MAIN 1,	DE				
CB880R	000	YBVTJ QUCU Y.P.	XUGL YWJFIB	95 SBGLRZS SBYTGE	GR				
CB880S	000	HSBC FRANCE	103 AVENUE DES CHAMPS-ELYSEES	75008 PARIS	FR				

Figure 19 – Banks Profile Window

The Banks Profile window includes information on:

Bank ID	The Bank code.
Branch	The branch of the bank.
Name	The bank branch name. There may be several branches defined for a bank. To define bank details for a new Deal, select a Branch code from the dropdown list. The full bank name and address are displayed.
Street	The bank branch street name.
City	The bank branch city name.
Country	The country where the bank branch is located
Inactive	Indicates that the merged banks are inactive. For any banks flagged as "Inactive", the Delete button is not available. When searching for these inactive banks in any future deal, they do not appear and it is not possible to select them.

Note: Only the Bank is able to modify the bank, although a bank can be deleted from the customer's bank list by highlighting a bank record and clicking the Delete icon.

2.4 Parties

The Parties profile window lists the parties, or Deal participants, that have a dealing relationship with the customer and allow maintenance of customer parties.

2.4.1 To Access the Parties

1. From the Customize menu, click Parties.

The Parties window is displayed.

CUSTOMIZE PARTIES									
Party ID	Branch	Name	Street	City	Country	Rid	Extension		
20000244	000	AGC GLASS EUROPE SA-NV	CHAUSSÉE DE LA HULPE NO. 166,	B-1170 BRUXELLES,	BE				
20005335	000	MARBO ITALIA SPA	VIA TORQUATO TASSO,25/27	20010 POGLIANO MILANESE(MI)					
20030887	000	TITANIA-FABRIK GMBH	KRUPPSTR 41-47	PO BOX 1508, D-42482	DE				
20105453	000	IRISH BISCUITS LIMITED	BELGARD ROAD TALLAGHT	DUBLIN 24	IE				
20108894	000	LIFFEY MEATS LTD	BALLYJAMESDUFF	CAVAN					
A.R.C. LASER GMB	000	A.R.C. LASER GMBH	BESSEMERSTR.14	90411 NUERNBERG	DE				
CANDIT	00193	CANDIT GLASS INCORP.LTD	555 HEATHROW STR.,	MANCHESTER	GB				
HILL-ROM INC	0	HILL-ROM INC.	1069 STATE ROUT 46 EAST	BATESVILLE, IN 47006,	US				
IMMIG		CHIEF IMMIGRATION OFFICER	MINISTRY OF INTERIOR	NICOSIA	CY				

12 >

Add Get Party Cancel

| View Commissions & Charges |
Copyright © Bank of Cyprus Group

Figure 20 – Parties Profile List

The Parties window includes information on:

Party ID	The Party Code
Branch	The branch of the party
Name	The party branch name. There may be several branches defined for a party. To define party details for a new Documentary Credit, select a Branch Code from the dropdown list. The full party name and address are displayed.
Street	The party branch street name
City	The party branch city name
Country	The country where the party branch is located

Note: 'Trade Services' supports a preload of all the parties found in existing Deals in the Bank related to the customer. These parties comprise the basic list of parties included in 'Trade Services'. When a transaction is opened containing a new bank, the full name and address is entered.

- Click Add to add a party. The Party Details maintenance window is displayed.

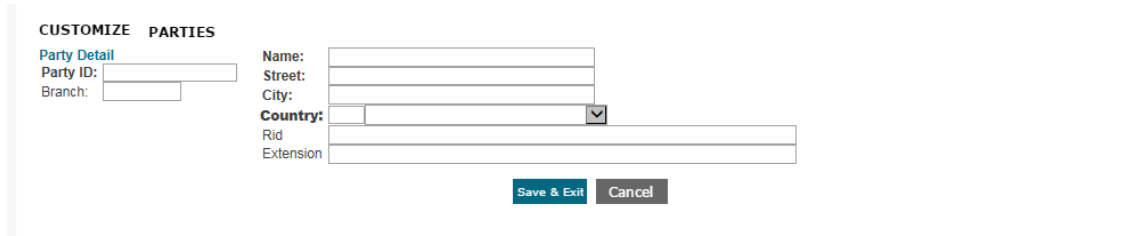


Figure 21 – Parties Details Maintenance Window

Party ID	The party code as it is displayed in the participants list
Branch	The branch code. 'Trade Services' allows several branches of the same party
Name	Full party name
Street	Party address
City	Party location
Country	Party location

- Click Save to add the party.

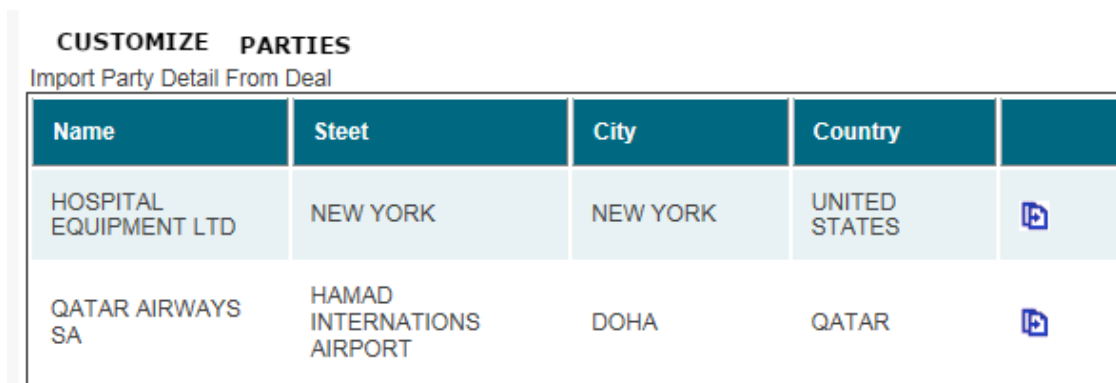
Or

Click Cancel to return to the previous page without adding the participant. If the party is added, it appears in the Party Profile list.

Or

- Click the Get Deal Party button to add parties which have been downloaded by the Bank without an ID to the parties list.

The Import Party Detail from Deal window is displayed.







CUSTOMIZE PARTIES				
Import Party Detail From Deal				
Name	Steet	City	Country	
HOSPITAL EQUIPMENT LTD	NEW YORK	NEW YORK	UNITED STATES	
QATAR AIRWAYS SA	HAMAD INTERNATIONALS AIRPORT	DOHA	QATAR	

Figure 22 – Import Party Details from Deal Page

- Click the Import Party Detail from Deal  icon to update the Party Details.

The Party details Maintenance page is displayed (see Figure 21) After assubmitting a Party ID and Branch and clicking Save, the party is added to the parties list and will appear in the party search list within a transaction.


6. To edit a party, in the Party Profile list, click Edit  to modify the details of a party. The Party details Maintenance page is displayed (see Figure 21).

Note: The Edit icon is available only for parties which have been created by the user or parties which have been downloaded by the Bank without an ID. Such parties may be updated after adding them to the parties list via the Get Deal Party function, (see Figure 20).

7. Click Save to save the modifications.

Or

Click Cancel to return to the previous page without saving the changes.

8. To delete a party, click Delete .

9. Once finished with party editing or deleting, click Cancel to return to the previous page without saving the changes.


2.5 Clauses

The user is able to create clauses or a text library that can be used to facilitate the data entry in the Text windows on the transaction.

The user creates the text of clauses and defines to which of the text windows and transactions each clause is relevant.

Alternatively the user is able to use existing clause descriptions, which are already defined, instead of the free text window and clause library. These defined clause descriptions are linked to the various Text Windows by checkboxes (see Clause checkboxes in Figure 24).

The clauses created by the user are added to those defined as standard clauses by the Bank.

In the Texts section of the transaction, the Open Clause Library  indicates that there are clauses relevant to the window. When clicking this icon, a list of defined clauses relevant for the window is displayed. After selecting the required clauses, the content of the clauses is copied to the window.

2.5.1 To Display the Clauses Search Window:

















1. From the Customize menu, click Clauses.

The Clauses Search window is displayed.

CUSTOMIZE CLAUSES

Clause ID:

Search

Clause ID	Clauses Description		
ACKNL	ACKNOWLEDGEMENT		
AVAL	AVALIZED/GUARANTEED		
CHARG	EXPORT CHARGES		
GUAR	GUARANTEES		
PAYME	PAYMENT FULL AMOUNT		
PROTE	PROTEST		
SWIFT	SWIFT MESS/DOCUMENTS		
audit	audit trail		

Add



Cancel

Figure 23 – Customize Clauses Window

The user is able to perform the following actions:

- Create a new clause by clicking Add.
- Search for a specific Clause by entering the Identification Code of the relevant Clause in the Clause ID field and clicking Search.
- Display a list of all existing clauses by leaving the Clause ID field empty and clicking Search.

The following icons enable the user to:

- Edit an existing clause by clicking  .
- Delete an existing clause by clicking  .

2.5.2 To Add a Clause

1. In the Customize Clauses window, click Add.

The Clause Details window is displayed

CUSTOMIZE
CLAUSES

Clause Details

Clause Id:

Clause Description:

Clause Text:

Clause Availability

Deal Message to Bank
LC Docs
Accept/Reject

☐ Comments to BOC

Import LC
Amendment

☐ Additional Conditions
☐ Amend Documents
☐ Comments to BOC

☐ Amend Goods Description

Import LC
Payment-Sight

☐ Comments to BOC

Import LC
Issuance

☐ Additional conditions
☐ Comments to BOC
☐ Goods description
☐ Additional documents

Outgoing LG
Amendment

☐ Guarantee AMD Free Text
☐ Comments to BOC

Outgoing LG
Issuance

☐ Project Scope/Goods Desc
☐ Comments to BOC

Outgoing LG
Payment

☐ Customer instructions

Import Coll
Acceptance

☐ Comments to BOC

Import Coll
Payment
Sight

☐ Comments to BOC

Import Coll
Payment
Time

☐ Comments to BOC

LC Docs
Presented-
Time

☐ Comments to BOC
☐ Additional documents

Export LC
Amendment

☐ Comments to BOC

Export LC
Issuance

☐ Comments to BOC

Export LC
Miscellaneous

☐ Comments to BOC

LC Docs
Presented-
Sight

☐ Comments to BOC
☐ Additional Documents

Export LC
Transfer of
Amendment

☐ Shipping Period

Export LC
Transfer

☐ Shipping Period
☐ Customer instructions

Incoming LG
MSC

☐ Comments to BOC

Incoming LG
Payment

☐ Claim Reasons
☐ Comments to BOC

Export Coll
Amendment

☐ Additional documents
☐ Comments to BOC

Export
Collection
Issue

☐ Special Instructions
☐ Goods Description
☐ Comments to BOC

Additional documents

☐ Additional documents

Shipping
Guarantee
Issuance

☐ Comments to BOC

Save & Exit

Cancel

Figure 24 – Clause Details Window

2. Enter the values in the following mandatory fields:

- Clause ID
- Clause Description
- Clause Text

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If the text of the clause is more than 20 lines, click the Zoom Text icon to view or edit all the data.

3. In the Clause Availability section, select the relevant checkboxes.

This indicates in which window and in which transaction the clause is available.

4. Click Save & Exit.


2.6 Template

This topic covers searching, viewing, editing and deleting transaction templates.

2.6.1 Creating a New Template

Templates are predefined transactions which include default values. They can be used to easily create new transactions without having to enter the details multiple times.

Note: Templates can be created from many of the menu screens. For a complete list of screens from which templates can be created, see Templates.

1. From the bottom of the transaction screen, click the New Template  button. The Save template popup window appears.

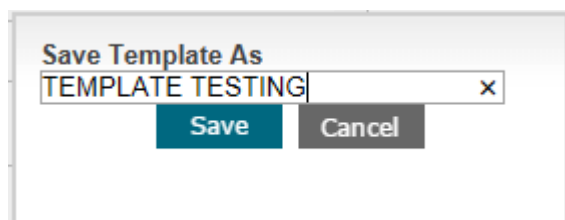


Figure 25 – Save Template As: Create Mode

2. Type the name of the newly created template and click Save.

Note: Depending on the transaction type and the details that have been entered, the 'Save Template As' textbox may be filled in with a default value.

A window will appear asking for verification of the template name.

3. Click OK.


The Template has been created.

Note: If at least one template has been created for this transaction type, a new line containing the name of the transaction, and the word "template" appears in the submenu under the original transaction name.

It is possible to create multiple templates. Additional templates can be created in the same way from the transaction screen.

2.6.2 Updating a Template

The 'Trade Services' user may update any previously created template.

1. From the bottom of the transaction screen, click the Update Template  button. The Save template popup window appears.

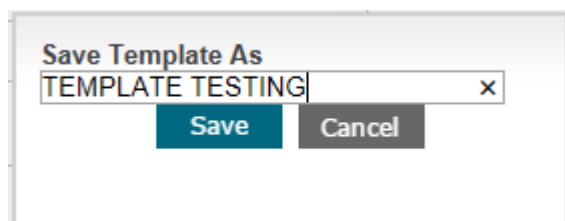


Figure 26 – Save Template As: Update Mode

The template is updated with the new data and the user is redirected back to the data entry screen.

Note: The functionality to update a template is available in Issuance steps only.

2.6.3 Accessing the Templates

1. From the Customize menu, click Template.

The Template search window is displayed.



Figure 27 – Templates

The templates are grouped by transaction type. The Navigation menu options indicate which transactions contain templates by showing a template icon next to the menu option.

2. From the Deal Type dropdown list, choose the required transaction type and click the Search button. The search results list is displayed.



CUSTOMIZE	TEMPLATE
Import LC Issuance	
• Template Name:	PHARMACEUTICAL  
Beneficiary:	ABC CO LTD
Payment Type:	TIME
Outgoing LG Issuance	
• Template Name:	MINISTRY OF HEALTH  
Beneficiary:	MINISTRY OF HEALTH

Figure 28 – Templates Search Results List

- If no criterion is selected in the Deal Type field, by clicking Search, 'Trade Services' displays all transactions.

3. To edit a template, click Edit 

4. To delete a template, click Delete 

5. To view a template, click the link to that template, indicated by a blue font and underlined.

2.7 Audit Trail

Any authorized user can make inquiries of audited information using a flexible search facility. The Audit Trail facility is available on the Deal level for any authorized user.

To Search for the Audited Information:

- From the Customize menu, click Audit Trail.
The Audit Trail Criteria window is displayed.



CUSTOMIZE	AUDIT TRAIL
Activity	<input type="text"/>
Customer	<input type="text"/>
User	<input type="text"/>
Deal Number:	<input type="text"/>
Date From	DD MM YYYY 
To	DD MM YYYY 
Customer Reference Number:	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Excel X"/> <input type="button" value="Cancel"/>	

Figure 29 – Audit Trail

The following criteria are available for searching:

Activity	Selection of activities included in Audit Trail log. The dropdown list includes the following options: <ul style="list-style-type: none"> Clause Maintenance Customer Profile Deal Message
----------	---

	<ul style="list-style-type: none"> • Four-Eye Control • Incoming Correspondence • Party • Signature Level The “Activity” also includes the Changed Amount. • Template Maintenance • Transaction The “Activity” also includes the Customer Reference Number. • User Authorization For activities from the "Four Eye" type, the "activities details" column provides a link to the detailed page of the old and new values. • Incoming Text – to view "printing of incoming correspondence".
Customer	Selection of ‘Trade Services’ customers. The dropdown list includes only customers who belong to the customer’s group.
User	Selection of ‘Trade Services’ users. The dropdown list includes only users who belong to the customer’s group.
Deal Number	<p>If the user requires an Audit Trail based on the Deal Number, this field will be filled. A maximum of 14 characters may be entered.</p> <p>Note: A wildcard search is available for this field.</p>
Date From – To	The required time period based on the activity time stamp.
Customer Reference Number	<p>If the user requires an Audit Trail based on the Customer Reference Number, this field will be filled. A maximum of 25 characters may be entered.</p> <p>Note: A wildcard search is available for this field.</p>
Search	Click for a list of activities to be included in the Audit Trail list.
Excel	The Audit Trail List will be exported to an Excel sheet.
Cancel	Click Cancel to return to the previous screen

To display a list of the audited information, leave all criteria fields empty and click **Search**.

2. Choose the appropriate criteria and click **Search**.

The audited information is presented in the Audit Trail List.

CUSTOMIZE AUDIT TRAIL

Activity: Transaction Date From: 01/03/2017 To: 01/03/2017

Customer: Customer Reference Number: Deal Number:

User: Search Excel Cancel

Customer Name	User Name	Time Stamp	Activity Type	Activity Details	Deal No	Reference No
Y. JUVTGEPO EUFIBG PW. ABI.	MICHAEL	01/03/2017 15:16:04	Save and Sign of Transaction	Transaction Name: Outgoing LG Issuance; Transaction Number: 0; POA Number: 0; Counter Party Name: [ΓΙΩΤΑ ΚΥΡΟΥ ΙΩΑΝΝΟΥ]; Mode: [N]		Θ/Λ50
Y. JUVTGEPO EUFIBG PW. ABI.	MICHAEL	01/03/2017 15:19:21	Sign of Transaction	Transaction Name: Outgoing LG Issuance; Transaction Number: 0; POA Number: 0; Counter Party Name: [ΓΙΩΤΑ ΚΥΡΟΥ ΙΩΑΝΝΟΥ]; Mode: [U]		Θ/Λ50
Y. JUVTGEPO EUFIBG PW. ABI.	MICHAEL	01/03/2017 15:28:08	Save and Sign of Transaction	Transaction Name: Outgoing LG Issuance; Transaction Number: 0; POA Number: 0; Counter Party Name: [ΑΝΔΡΕΑΣ ΓΕΩΡΓΙΟΥ]; Mode: [N]		Θ/Π25
Y. JUVTGEPO EUFIBG PW. ABI.	MICHAEL	01/03/2017 15:19:25	Save and Sign of Transaction	Transaction Name: Outgoing LG Issuance; Transaction Number: 0; POA Number: 0;		Θ/Λ50
Y. JUVTGEPO EUFIBG PW. ABI.	MICHAEL	01/03/2017 15:16:08	Save and Sign of Transaction	Transaction Name: Outgoing LG Issuance; Transaction Number: 0; POA Number: 0;		Θ/Λ50
Y. JUVTGEPO EUFIBG PW. ABI.	MICHAEL	01/03/2017 15:28:12	Save and Sign of Transaction	Transaction Name: Outgoing LG Issuance; Transaction Number: 0; POA Number: 0;		Θ/Π25

Figure 30 – Audit Trail Result List

Note: To display a list of the audited information, leave all criteria fields empty and click **Search**

2.8 A Functionality of the Enter Key

When the 'Trade Services' user hits ENTER, depending on the screen the following occurs:

2.8.1 ENTER for Saving

In any transaction screen, hitting ENTER controls the Save button; the entered data will be saved and the user will remain in the active screen.



Figure 31– ENTER as Save Function

2.8.2 ENTER for Searching

In screens with the Search button, hitting ENTER will control the Search button and the current search will be processed.



Figure 32 – ENTER as Search Function

2.8.3 ENTER for Preview

In the Inquiry report, hitting ENTER will control the Preview button.

A rectangular button with a dark blue background and the word "Preview" in white text.

Figure 33 – ENTER as Preview Function

Note: In 'Trade Services' screens that do not have Save, Search or Send buttons, the ENTER key does not have any specific function.

3 Trade Services – Functions

This is a description of various common functions available across 'Trade Services'.

3.1 Common Functions

This section contains 'Trade Services' functions shared in different deal transactions.

3.1.1 User Notification

'Trade Services' provides user notifications upon arrival of information in 'Trade Services' for individually defined events. The notification is received by e-mail.

'Trade Services' allows the customer to control the stages of deal development. Each time a new deal step is transmitted from the Bank to 'Trade Services', the user is notified. For receiving the notification, the user should define general parameters in which these services are available. The message is generated automatically according to the previously defined text. For configuration details please refer to Section 2.1.2 - [Customize](#) User Notification.

3.1.2 Participants

The Participants tab is common to all transactions and is intended for entering Deal participant data. The user is able to define the Beneficiary/Drawee and Collecting Bank/Advising Bank. The participants are displayed according to the Counterparty type of the Deal.

To Fill In the Participants Tab:

1. In the title bar, click the Participants tab.

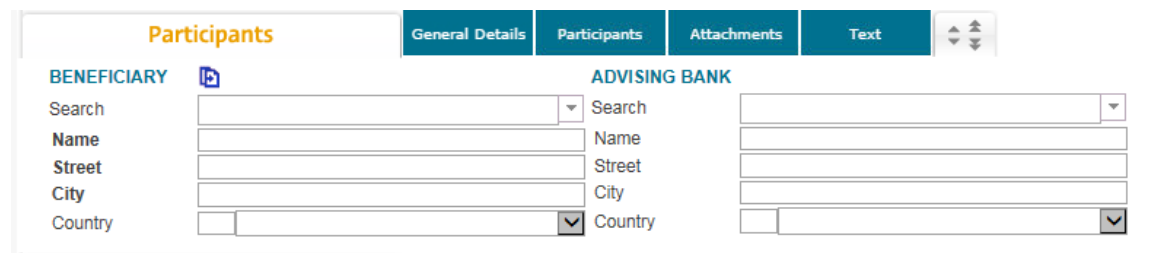




Figure 34 – Export (Documentary) Collection Page: Participants tab

The Participants tab enables the customer to specify the Beneficiary/Drawee and Advising Bank/Collecting Bank as well as other parties which might be relevant for a specific transaction. The customer can select a party from a list or by filling in the name and location details.

The following are the available Participants tab fields:

Create Party form Deal icon 	On clicking the Deal icon  the Parties screen pops up. Note: Create Party is not available for banks, since 'Trade Services' users cannot update the list for this party type – they are received from the
--	---



	Bank.
Name	The Beneficiary/ Drawee or Advising Bank/ Collecting Bank name. There may be several branches defined for a Drawee. Note: The user can identify a specific party or bank by entering any number of characters in the Search by Name field. 'Trade Services' can locate the party or bank by any string entered, whether this represents the first letters of the name or any string of characters within the name.
Street	The street name where the Beneficiary/ Drawee or Advising Bank/ Collecting Bank is located
City	The city where the Beneficiary/ Drawee or Advising Bank/ Collecting Bank is located.
Country	The country where the Beneficiary/ Drawee or Advising Bank/ Collecting Bank is located.

3.1.2.1 Party Screen

- On clicking the Create Party from Deal icon , the Party screen pops up.

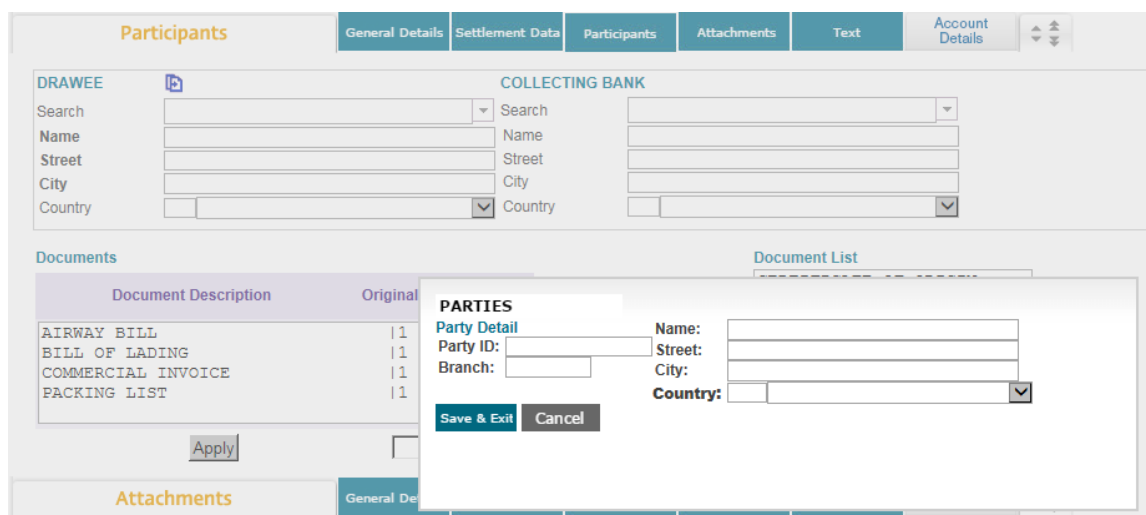


Figure 35 – Parties popup

Party ID	The Party ID submitted to the new Party
Branch	The optional Branch submitted to the Party.
Name	Party name
City	Party city
Country	Party country

- Fill in missing information and click Save.

The party is added to the Party register, the Party screen is closed and the user returns to the Transaction screen.



3.1.3 Account Details/Payment Details

In the Account Details/Payment Details tab, the user enters data to instruct the Bank how to credit payments and debit charges for various transactions, such as documents, bank commissions and charges. The user selects the items from the dropdown lists.

Figure 36 – Account Details

Up to three bank charges can be defined.

- If data exists in the Payment Item field, a corresponding Account Number must be selected.
- When there is a blank Payment Item field, any additional Payment Item and corresponding Account Number can be selected.

3.1.4 Attachments

'Trade Services' provides the user with the facility of attaching files to any application for internal use at the user site and for upload to the Bank. Documents pertaining to transactions can be attached and viewed using the Attachments tab within the transaction page.

To Add or Modify Attachments to the Transaction:

1. In the title bar, click the Attachments tab.

Figure 37 – Defining Payment Details: Attachments Tab

2. Select the document type from the Document Type dropdown list.
3. Click Add. The Attachment window is displayed.

Figure 38 – Attachment: Browse to File Location

4. Click Browse and browse to where the file is located using the Windows dialog box.

When the user clicks Open in the Choose file window, 'Trade Services' checks that the file path and name exists, and that the file format is one of the formats defined as supported formats.

5. Click Attach to attach the file to the Deal. A confirmation message is displayed.

Attachment

Document Name: ORDER CONFIRMATION

Document Location: X:\allNETT\ATTACHMENT TESTING ALLNETT.pdf

Save & Exit

Cancel

Figure 39 – Attachment: Documents Location Confirmation

6. Click Save & Exit to save and complete the attachment process.

Or

Click Cancel to cancel the transaction.

After a successful attachment, the file is saved in the database connected to its document type, and the previous screen is displayed.

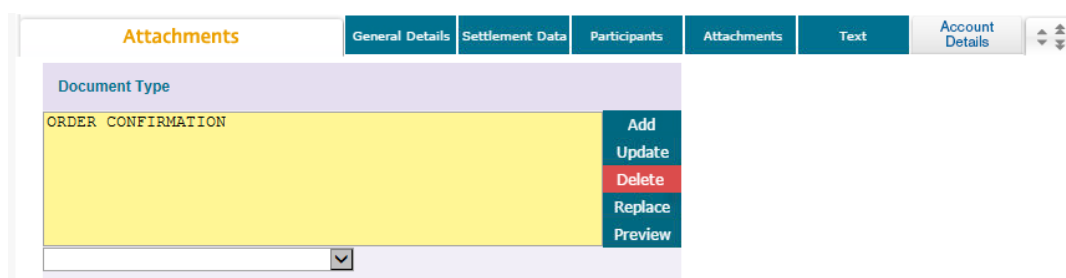


Figure 40 – Attachment: Order Confirmation Added

When clicking a specific row in the attachment table, the respective file name appears in a field at the bottom of the window.

7. Repeat Steps 2 through 5 to add additional documents.

8. To delete an attachment, select the attachment record, and click Delete.

Click OK in the confirm delete message. The document name is deleted from the list and the attachment is deleted from the database.

9. To update an attached file to the Deal, select the required file and click Update.

10. To preview an attached file, select the required document and click Preview. The File Download window is displayed:



Figure 41 – File Download Window

11. Click Open to display the attachment.

Note: When the attached document opens in an application that allows editing and performing changes of the original file, those changes are not saved in 'Trade Services'

Note: In order to upload any specific attachment to the Bank, highlight the attachment, click on the "Upload" checkbox and press the Update icon. Any attachments not flagged for upload will not be received by the Bank and will serve only the local users.

The customer can print the attached document using the Preview functionality.

3.1.5 Text

The Text tab is included in different types of transactions from initiation up to Deal Messages. The tab comprises a few text fields. The values from these fields are transferred to the Bank as part of the deal and also can be mapped to the relevant field of the deal that will be generated in the Bank.

Filling in the Text Tab

1. In the title bar, click Text.

The Text tab is displayed.

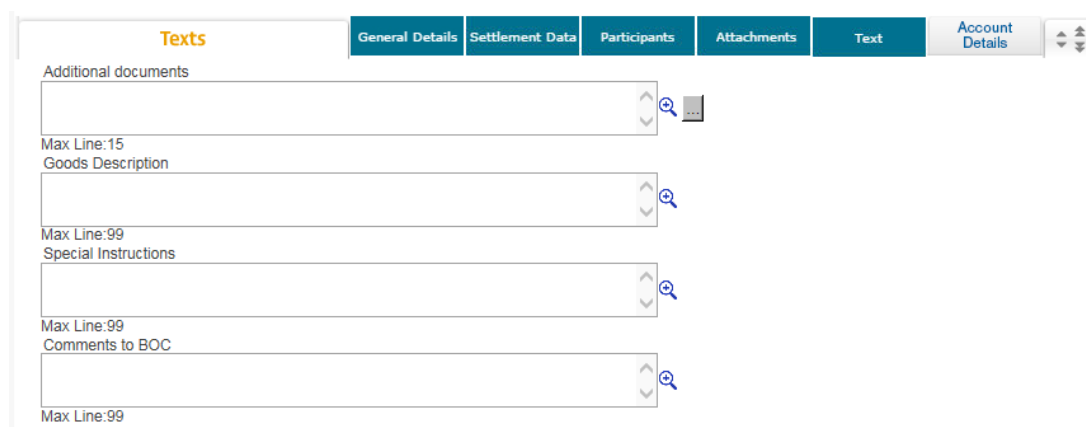




Figure 42 – Free Format Window

2. Use the Text tab to enter free text for specific categories and view and specify account details.

- Enter information in the following categories and in other custom-defined categories:


Additional Documents	Used to enter additional required documents that do not appear in the document selection list under the Terms section
Goods Description	Used to enter a description of the goods that displays in the invoice
Special Instructions	Used to enter special instructions regarding the specific transaction
Comments to BOC	Used to enter additional comments to BOC

- Use the following icons to manage the Text's free text field:

Zoom Text 	Enlarges the text box area enabling the user to edit or enter new data in the enlarged text box.
Open Clause Library 	Displays a list of defined clauses relevant for the window. The user copies the clause contents to the window by selecting the required clause.

3.1.5.1 Clause Library Window

The clause library functionality allows the user to choose the predefined options. The Open Clause Library icon is located on the Text tab and is shared among different deals.

Open Clause Library	Displays a list of defined clauses relevant for the window. The user  copies the clause contents to the window by selecting the required clause.
---------------------	---

To Display a Clause for a Specific Text Field:

1. Click the Open Clause Library icon next to the relevant text window. The Clause Library popup window is displayed.















CUSTOMIZE CLAUSES			
Clause ID:	<input type="text"/>	Search	
Clause ID	Clauses Description		
ACKNL	ACKNOWLEDGEMENT		
AVAL	AVALIZED/GUARANTEED		
CHARG	EXPORT CHARGES		
GUAR	GUARANTEES		
PAYME	PAYMENT FULL AMOUNT		
PROTE	PROTEST		
SWIFT	SWIFT MESS/DOCUMENTS		

Figure 43 – Clause Library

2. Select the relevant clauses by checking the appropriate checkbox and clicking Select.

Or

Include all the clauses listed in the Clause Library by checking the Clause ID checkbox at the top of the column and clicking Select.

To view the detailed description of the Clause, return to the Text tab.

To remove a clause from the Text Tab, delete the text of the clause from the relevant window.



3.1.5.2 Incoming Correspondence in Amendment

The customer users have quick access to all incoming correspondence received from the Bank during the generation of an amendment transaction. When creating an amendment for any type of product, the screen includes all correspondence which has been received from the Bank; the user is able to immediately view any of the presented texts.

Incoming Correspondence					
Transaction Name	Drawing No.	Text ID	Document Name	Arrival Date/Time	Send To
Export Collection Issue	0	13AD2	EXPORT COLL ADV	19/04/2017	CUSTOMER
Export Coll Amendment	1	AD017	TEXT TO CUSTOM.	19/04/2017	CUSTOMER

Figure 44 – Text Tab: Incoming Correspondence section

The section contains the Incoming Correspondence received from the Bank and belongs to the selected deal.

3.1.6 Signatures

Transaction signatures are essential for the process of completing every 'Trade Services' transaction and sending it to the Bank. This process is relevant for initializing a new deal, amendment, payment etc and can include one or more 'Trade Services' users.

Save	Save & Exit	Submit	New Template	Update Template	Deal Note	Export	Cancel
------	-------------	--------	--------------	-----------------	-----------	--------	--------

Figure 45 – Transaction signatures buttons

The following buttons located at the end of each transaction page:

Save	Save the transaction and remain on the page.
Save & Exit	Save the transaction and exit the page. The transaction will move to the Transaction / Event in Process Tab.
Submit	Submit the transaction
New Template	Allows the user to generate the template for further transaction initiation based on a previously entered date. The transaction will not be sent to the Bank.
Update template	Allows the user to update the data of an existing template. The transaction will not be sent to the Bank.
Deal Note	To add a Note to the transaction
Draft/Export	To generate a draft of the Import D/C Issuance or Amendment in SWIFT Format
Cancel	Return to the previous page.

Click the appropriate button to end the transaction.

In 'Trade Services' all transactions require signature prior to transmission to the Bank for processing. Two types of users are involved in the signature process:

- Regular user: Can only view and submit authorized transactions.
- Super User: Can release any transaction by submitting it overriding all other signature authorization processes.

Within each signature level, the number of required signatures is defined. After the last signature, the transaction is routed for processing to the Bank. The Signature Required section of the 'Trade Services' Inbox, displays transactions still requiring signature according to the authorized level of each user.

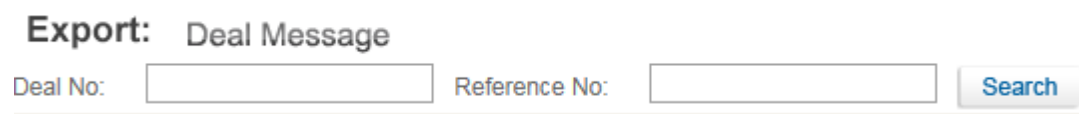
3.2 Deal Messages

'Trade Services' provides a Deal Message program for 'Trade Services' transactions. Any message relating to a transaction must be made from the Deal Messages Section. The customer's Deal Messages are stored in the Bank as part of the deal history.

To Create a New Deal Message:

1. From the Navigation menu, click Deal Message.

The Deal Message window is displayed.



The screenshot shows a web interface for 'Export: Deal Message'. It features two input fields: 'Deal No:' and 'Reference No:'. To the right of these fields is a button labeled 'Search'. The interface is clean with a light blue header and a white background for the form fields.

Figure 46 – Deal Message: Select Deal

Note: The new deal message can be initiated only for open deals that do not contain any messages unread by the Bank.

2. Select a specific transaction by keying in the Deal Number and/or Reference Number of the deal that requires a Deal Message and click Search.

Or


Leave the Deal No. and Reference No. fields empty, click Search and select a specific transaction from the list of existing Deals displayed in the Deal Message window.

**EXPORT DEAL MESSAGE**

- Export Doc. Collection 
 Deal Number: 00193130035868
 Amount / CCY: EUR 18.000,00
 Counter party: CANDIT GLASS INCORP.LTD
 Our Reference: NETT-125/144
 Open Date/Time: 19/04/2017
- Export Doc. Collection 
 Deal Number: 00193130035813
 Amount / CCY: USD 16.000,00
 Counter party: EL MASRIA CO.FOR PAPER IMP. SUPPLIE
 Our Reference: TESTNETT14530/03
 Open Date/Time: 30/03/2017

Figure 47 – Deal Message: Result List

- If required, click the required Deal title to view Deal details.

3. Click the Open icon  next to the Deal for which the user wish to send a Deal Message to the Bank. The chosen Deal Message is displayed.

EXPORT DEAL MESSAGE

Deal No: 00193130035868
 Open Date: 28/04/2017
☒ Regular E-mail ☐ Urgent E-mail

Reference No: NETT-125/144
 Deal Type: Export Doc. Collection
 Email No: 1

Topic: 

Title

Document Type

Add
Update
Delete
Replace
Preview

Save & Exit Submit Cancel

Figure 48 – New Deal Message Window

4. Select from one of the following radio buttons:

Regular E- mail

This deal message has no special priority.

Urgent E- mail	This deal message will be handled by the Bank with high priority.
----------------	---

5. Enter relevant data in the following fields:

Topic	A dropdown list which includes the topic of the deal message. It is used for the navigation of the deal message by the Bank
Title	The title given to the message
Text	The free text message area

6. Attach all relevant documents in the Attachments area.

The column headers are as follows:

Document Type	A dropdown list of available document types.
Owner	The user who attaches the document.
Upload	When this box is checked the attached documents will be uploaded to the Bank along with the transaction. If not checked the attached documents are intended for internal use only, e.g. for display by the submitting person.

7. Click Save to save the data and stay on the same screen.

Or

Click Save & Exit to send the message to the Transactions in Process section.

Or

Click Submit to send the message to be validated before it is sent on.

Or

Click Cancel to erase the message.

3.3 Copy From

'Trade Services' allows the user to initiate a new transaction based on an existing one even if it has not yet been released. The user can select either a transaction that was initiated in 'Trade Services' or Bank's authorized transaction relevant for the Product, e.g. Export (Documentary) Collection by selecting the Copy From option.

Note: Rejected transactions are also displayed in the Copy From screen. It is therefore possible to use the Copy From functionality on these rejected transactions as well.

To Copy an Existing Transaction:

1.From the Navigation menu, click Copy from. The Copy from search window is displayed.

Export: Copy From

Deal No.:
Name:

Customer Reference:

Figure 49 – Copy From: Search Window


2. To view all existing transactions leave all the fields empty and click Search.

Or

Search for a transaction by Deal Number, Transaction Name and/or Customer Reference and click Search. The selected transaction is displayed.

EXPORT COPY FROM

Deal No.: Customer Reference:

Name: 

Search



Transaction Name ▼	Reference No. ▼	Deal No. ▼	Tm No. ▼	Amount ▼	Currency ▼	Establish By ▼	Transaction Status ▼	Status date ▼	Counter Party ▼	Copy
Export Collection Issue	INV.778899	00193130035948	0	12.000,00	EURO	Bank	Waiting Process- Tran Rec from BANK	23/05/2017	ABC LTD	

Figure 50 – Copy From: Search for Transaction

3. Click the Copy From  icon to display the relevant 'Trade Services' application page containing the data from the transaction it is based upon, excluding the Deal and Reference Number.

The data in the Establish By field indicates who created the transaction, the customer (the transaction was initiated by the customer) or Bank (the transaction was initiated by the Bank).

From this point on, the transaction is completed like a regular transaction.

3.4 Wild card Search

The wild card search option is available for all alphabetical searches in the 'Trade Services' system and can be applied in the following Trade Service search fields:

- Party name
- Reference number
- Invoice Number
- Deal Number
- Template name
- Counterparty Reference Number
- Free Text

The wild card search can be conducted by typing the following strings in the relevant field:

- *XXX
This search retrieves any party, which name ends with typed characters.
- XXX*
This search retrieves any party, which name starts with typed characters.
- XXX*YYY
This search retrieves any party, which name starts with typed characters and the name contains the characters after the *



- ***text***
Search for any text entered in the Free Text Fields

4 Trade Services – Inbox

The Inbox is the root screen of 'Trade Services'. All current transactions can be updated or viewed from this screen under the various folders. In addition all current Incoming correspondence can be viewed from this screen.

For more details refer to:

- Inbox Navigation
- Inbox Settings Configuration
- Incoming Correspondence
- Approval/Rejection
- Signature Required
- Transaction/Event in Process
- Reminders

4.1 Inbox Navigation

The Inbox page enables the user to easily display the content of the Inbox sections according to the selected business unit like Import, Export and Guarantees.

The Inbox is divided into the Navigation menu, located on the upper part of the page and the Work page, located below.

From the Navigation menu, the user performs all the main functions of 'Trade Services' including Open New Deals, Go to Inquiry, Customize 'Trade Services' and Build New Templates. The Work page displays the following tabs:

- Incoming Correspondence
- Approval/Rejection
- Signature Required
- Transaction/Event in Process
- Reminders

By clicking the tabs, the user toggles between the various Inbox sections. When a tab is selected, its colour changes to blue.

4.2 Inbox Settings Configuration

From the Customize: Preferences link of the Navigation menu, the user is able to configure which Inbox section opens by default when entering the Inbox.



User Detail:
 User Id: 50520216
 User Name: MICHAEL
 Super User ☒

Inbox Settings
 Inbox Layout: ☐ Items ☒ Tables
 Inbox Default Tab: Incoming Correspondence

Default Customer: Y. JUVTGEPO EUFIBG PW. ABI.
Default Language: English
 Supervisor ☒

Group Inquiries ☐
 Disable ☐

Save & Exit Set-Notif Cancel

Figure 51 – Inbox Settings

The Items and Tables radio buttons allow the user to define the layout of the items appearing in any section of the Inbox, either displayed as single items or within a table.

Note: the “Tables” option has been defined as the default for ‘Trade Services’.

INCOMING CORRESPONDENCE	APPROVAL/REJECTION	SIGNATURE REQUIRED	TRANSACTION/EVENT IN PROCESS	REMINDERS
DR/CR ADVICE Deal Number: 00193020399861 Our reference: 00193020399861NA CCY / Amount : EUR 870,00 BENEFICIARY : Draw no. 0 Date / Time: 01/06/2017 13:42:35 TextId: DRCRG				
GUARANTEE TEXT Deal Number: 00193020399861 Our reference: 00193020399861NA CCY / Amount : EUR 870,00 BENEFICIARY : Draw no. 0 Date / Time: 01/06/2017 13:42:35 TextId: IBIMG				

Figure 52 – Items in Inbox Displayed as Single Items



















INCOMING CORRESPONDENCE		APPROVAL/REJECTION		SIGNATURE REQUIRED		TRANSACTION/EVENT IN PROCESS		REMINDERS		
Text 	Transaction name 	Draw no. 	Deal number 	Reference number 	Amount	Counterparty	Date 	Print 	Delete 	Deal Note 
DR/CR ADVICE	Import Coll Payment Sight	1	00193030204106	PRESENTATION	EUR 4.800,00	ABC TRADE SA	15/05/2017 14:07:40			
PAYMENT NOTICE	Import Coll Received	0	00193030204124	TESTING	EUR 9.000,00	ACDC TRADING LTD	10/05/2017 16:35:54			
INCOMING LG AMD	Incoming LG Amendment Advising	1	00193120022025	12312	EUR 5.000,00	COMPANY ABC	10/05/2017 16:35:54			

Figure 53 – Items in Inbox Displayed in Tables

The User also defines the e-mail Notification alert registration options from the Inbox Settings page by clicking Set-Notification **Set-Notif**.

4.3 Incoming Correspondence

The Incoming Correspondence section contains all the documents and attachments sent from the Bank to the ‘Trade Services’ user.



Next to each document there are three icons that enable printing, deleting the document from the arrival list and adding/modifying deal note. This typically happens when the documents are no longer required in the Incoming Correspondence section.

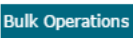
See Figures 52 and 53.

Note: Even though an incoming document has been removed from the Incoming Correspondence section, it will still be available under the Deal History of the respective Deal.

4.3.1 Incoming Correspondence Bulk Operations

Bulk Operations has print and delete operations for a number of selected Incoming Correspondence items at one time.

To Print or Delete a Number of Selections in Bulk Operations:

1. From the Incoming Correspondence tab, click Bulk Operations .

The Bulk Operations window is displayed

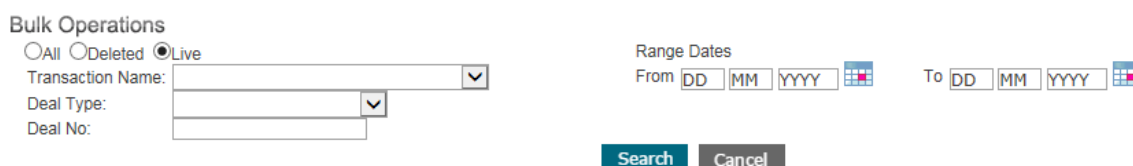


Figure 54 – Incoming Correspondence Bulk Operations Window

2. Select the relevant radio button according to the following criteria:

All	Both deleted and current correspondence items
Deleted	Only correspondence deleted from the Incoming Correspondence list
Live	Only correspondence that currently exists in the Incoming Correspondence list

3. Select the required item by inserting data in one or more of the following fields or by selecting data from the dropdown lists:

- Transaction Name
- Deal Type
- Deal No.
- Range Dates: A specific date range

4. Click Search. The list of Incoming Correspondence items matching the criteria is displayed.



Bulk Operations
☐ All ☐ Deleted ☒ Live
 Transaction Name:
 Deal Type:
 Deal No:

Range Dates
 From
 To

	Transaction Name	Deal No.	Reference No.	Text	Amount	Date	
<input type="checkbox"/>	Outgoing LG Issuance	00193020398611	ΘΠ25	GUARANTEE TEXT	EUR 100,00	01/03/2017	
<input type="checkbox"/>	Outgoing LG Issuance	00193020398611	ΘΠ25	DR/CR ADVICE	EUR 100,00	01/03/2017	

Figure 55 – Incoming Correspondence Bulk Operations: Search Criteria List

5. Select the entries to be printed or deleted.

6. Click Delete or Print to perform the selected function on the checked entries.

4.4 Approval/Rejection

‘Trade Services’ allows the customer to approve or reject the following transactions though the ‘Trade Services’:

- Import Letter of Credit Discrepant Documents
- Import Collection Acceptance/Payment of Documents
- Export Letter of Credit Amendment
- Incoming Guarantee Amendment

All payment, acceptance and amendment related information requiring either authorization or rejection will be displayed. Next to each transaction there are four icons used for the following purposes:

- Pay/Accept/Approve: Establishing payment/acceptance/approval transaction
- Reject: Rejecting a transaction
- Print: Printing a transaction
- Deal Note: Adding/Modifying Deal Note

INCOMING CORRESPONDENCE		APPROVAL/REJECTION		SIGNATURE REQUIRED		TRANSACTION/EVENT IN PROCESS		REMINDERS			
Transaction name	Reference No.	Deal Number	Amount	Principal	Remitting Bank	Draw	Date	Pay/ Accept/ Approve	Reject	Print	Deal Note
Import Coll Received	AB2345	00193030204151	EUR 5,000,00	COMPANY LTD	UNICREDIT SPA	0	16/06/2017				
LC Docs Pay/Reject	AB127J	00193010100773	EUR 1,500,00	STALO LTD		3	11/06/2017				

Figure 56 – Approval/Rejection tab

Transaction Name	The nature of the transaction
Reference No.	Retrieves data from the following sources: <ul style="list-style-type: none"> • For deals initiated by ‘Trade Services’ – the customer reference

	<p>number supplied when the deal was created.</p> <ul style="list-style-type: none"> For deals initiated by The Bank – either the Foreign Bank Reference Number, or the Customer Reference number which was added by the customer if it exists (whichever is entered by the customer).
Deal Number	The Bank's Deal Number
Amount	The amount of the transaction
Principal	The counterparty. For Import Collections it is the Drawer. For Guarantees and L/Cs it is the Applicant or Beneficiary, depending on the transaction type,
Remitting Bank	The Bank sending the documents (applicable for Collections only)
Draw	The Number of the transaction
Date	Date of receipt of the transaction in 'Trade Services'
Pay/Accept/Approve	Approve payment/acceptance/amendment
Reject	Reject payment/acceptance/amendment
Print	Print the transaction
Deal Note	Add/Modify Deal Note

The Pay/Accept/Approve window enables the user to perform the following:

- Provide payment instructions including the modification of account details
- Approve the documents
- Reject the documents, stating reasons
- Accept an amendment
- Reject an amendment
- Attach relevant documents


4.4.1 Import (Documentary) Collections

When the Bank receives documents for Collection on Sight or Time basis, the deal is displayed in the Approval/rejection section in the inbox. This enables the user to authorize the Bank, via 'Trade Services', to (a) to make payment for the documents or (b) to accept the documents for payment at maturity. Note that in the case of b, the Bank will only process the acceptance once the signed Draft or Bill of Exchange or Promissory Note has been physically received by the Bank.

Sight Collection transactions are received from the Bank requiring payment instructions. Payment instructions include account details, with the ability to modify the payment amount and payment date.

4.4.1.1 Payment Instructions for Import (Documentary) Collection

To provide Payment Instructions for Collection Deals:

1. Click the Approval/Rejection tab heading.
2. Select the required Time deal and click Pay/Accept/Approve icon 

The Payment Instructions window is displayed if this is a Sight Collection.



IMPORT Payment Instructions for Collection

General Details | General Details | Attachments | Text

Reference No.: TESTING
 Customer Reference No.:
 Amount: 9,000.00
 Currency: EUR

Deal Number: 00193030204124
 Maturity Date: 17 05 2017
Payment date:
 Reject Charges ☐
 Reject Bank of Cyprus Charges ☐

Attachments | General Details | Attachments | Text

Document Type

Add
 Update
 Delete
 Replace
 Preview

Texts | General Details | Attachments | Text

Comments to BOC

Max Line: 99

Payment Item

Account Currency and No.

Save Save & Exit Submit Deal Note Cancel

Figure 57 – Payment instructions for collection

Reference no.	The reference number of the Remitting Bank provided by the Bank
Deal Number	The Bank deal number
Amount	The amount of the Collection is defaulted. Change it to a lower amount if the intention is to make a partial payment, if this is allowed according to the terms of the Collection
Currency	The currency of the Collection
Payment Date	The date the collection is payable. The current date is defaulted.
Reject Charges	Check this box to reject the charges of the Remitting Bank. Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, the Bank will deduct the foreign charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.
Reject Bank of Cyprus Charges	Check this box to reject the Bank charges. Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, The Bank will deduct their charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.


3. Use the Attachments facility to attach any documents you wish to attach either for internal use or for upload to the Bank

4. Provide any special instructions in the Text window provided (Comments to BOC)

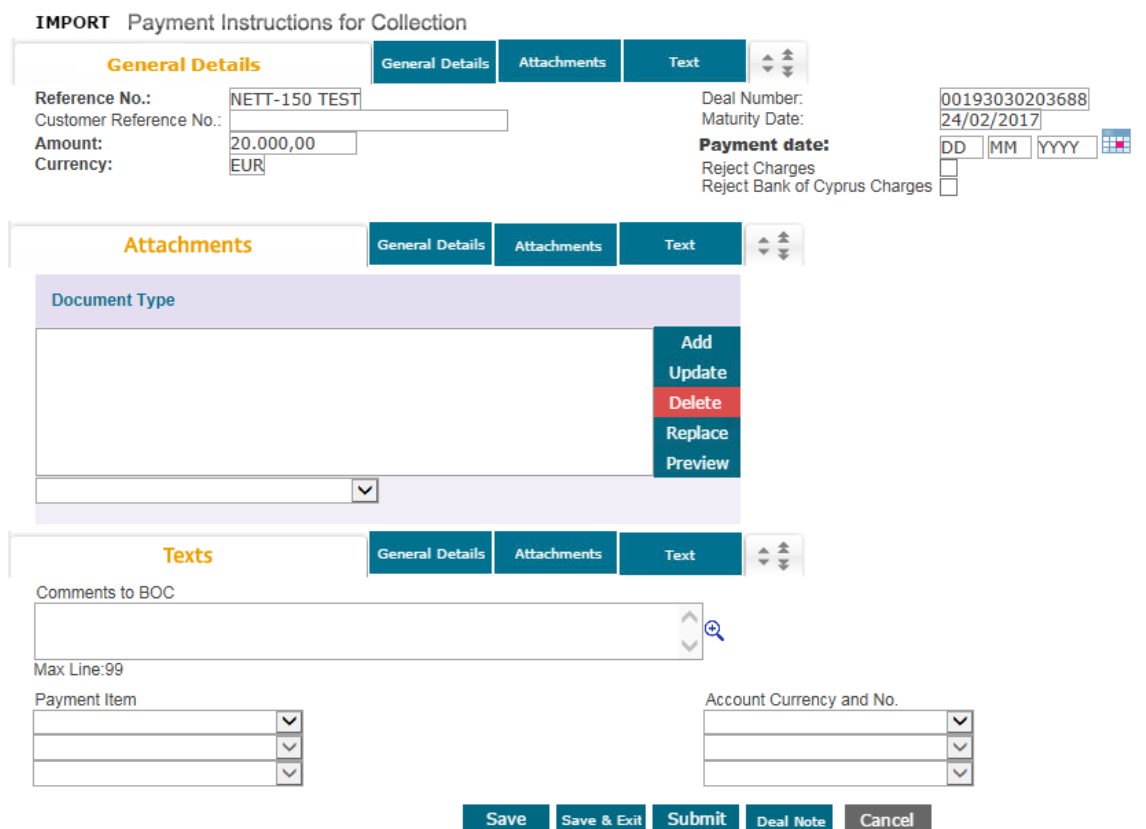
5. Instruct the Bank on how to make the payment for various Collection items in the Account Details Area. For Details, see [Payment Details](#).
6. Click Sign to accept the collection.
Or
Save & Exit to save and sign it later
Or
Cancel to be routed to the previous screen without making any changes.

4.4.1.2 Accepting Collection Approval/Rejection Instruction on a Time Basis

To Accept Payment on a Time Basis:

1. Click the Approval/Rejection tab heading.
2. Select the required Time deal and click Pay/Accept/Approve icon .

The Acceptance for Collection window is displayed.



IMPORT Payment Instructions for Collection

General Details | General Details | Attachments | Text

Reference No.: NETT-150 TEST
 Customer Reference No.:
 Amount: 20.000,00
 Currency: EUR

Deal Number: 00193030203688
 Maturity Date: 24/02/2017
 Payment date: DD MM YYYY
 Reject Charges ☐
 Reject Bank of Cyprus Charges ☐

Attachments | General Details | Attachments | Text

Document Type

Add
Update
Delete
Replace
Preview

Texts | General Details | Attachments | Text

Comments to BOC

Max Line:99

Payment Item

Account Currency and No.

Save | Save & Exit | Submit | Deal Note | Cancel

Figure 58 – Payment Instructions for Collection

Reference No.	The reference number of the Remitting Bank provided by the Bank
Deal Number	The Bank deal number
Currency	The currency of the Collection
Amount	Collection amount. It cannot be amended here.
Deal No.	The Bank's Deal number

Exporter	Counterparty name
Maturity Date	Due date of the collection is displayed if it exists
Reject Charges	<p>Check this box to reject the charges of the Remitting Bank.</p> <p>Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, the Bank will deduct the foreign charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.</p>
Reject Bank of Cyprus Charges	<p>Check this box to reject the Bank charges. Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, The Bank will deduct their charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.</p>

3. Use the Attachments facility to attach any documents you wish to attach either for internal use or for upload to the Bank.

4. Provide any special instructions in the Text window provided.

5. Instruct the Bank on how to make the payment for various Collection items in the Account Details Area. For details, see [Payment Details](#).

6. Click Sign to accept the collection.

Or

Save & Exit to save and sign it later.

Or

Cancel to be routed to the previous screen without making any changes.

4.4.1.3 Rejecting an Import Collection (Sight/Time)

In case you are not prepared to Pay for or Accept the documents, the “Reject” icon should be pressed. On this screen you will be required to enter in the Customer Instructions window your reasons for refusing to take up the documents.


4.4.2 Import L/Cs

When the Bank receives discrepant documents for Import L/Cs, the transaction is displayed in the Approval/Rejection section in the inbox. This enables the user to authorize the Bank, via ‘Trade Services’, to (a) make payment for the documents (in case of Sight L/C), or (b) accept the documents for payment at maturity (in case of Time L/C).



4.4.2.1 Accepting Documents under L/C Acceptance

To Accept discrepant documents on a Time Basis:

1. Click the Approval/Rejection tab heading.
2. Select the required Time deal and click Pay/Accept/Approve icon .

The Documents Acceptance under L/C Acceptance window is displayed.

IMPORT Documents Acceptance under LC Acceptance

General Details

Reference No.: 00193010100880NA
 Amount: 35.000,00
 Currency: EUR
 Payment Item:
 Deal Number: 00193010100880
 Drawing no.: 1
 Maturity Date: 30/07/2017
 Account Currency and No.:

Attachments

Document Type

Add
Update
Delete
Replace
Preview

Texts

COMMENTS

Max Line:99

Save Save & Exit Submit Deal Note Cancel

Figure 59 – Documents Acceptance under L/C Acceptance

The following list describes the fields in the Documents Acceptance window:

Reference No.	It is the Reference No., which the customer user has entered during the transaction creation.
Deal Number	The Bank deal number
Amount	The amount of the documents presented to the Bank
Currency	The currency of the documents
Draw No.	The Drawing Number indicates the number of a specific business activity i.e. the Document Presentation.
Maturity Date	The date the Documents are payable.

3. Use the Attachments facility to attach any documents you wish to attach either for internal use of for upload to the Bank.

4. Provide any special instructions in the Text window provided (Comments to BOC)

5. Click Sign to accept the Documents.

Or

Save & Exit to save and sign it later.


Or

Cancel to be routed to the previous screen without making any changes.

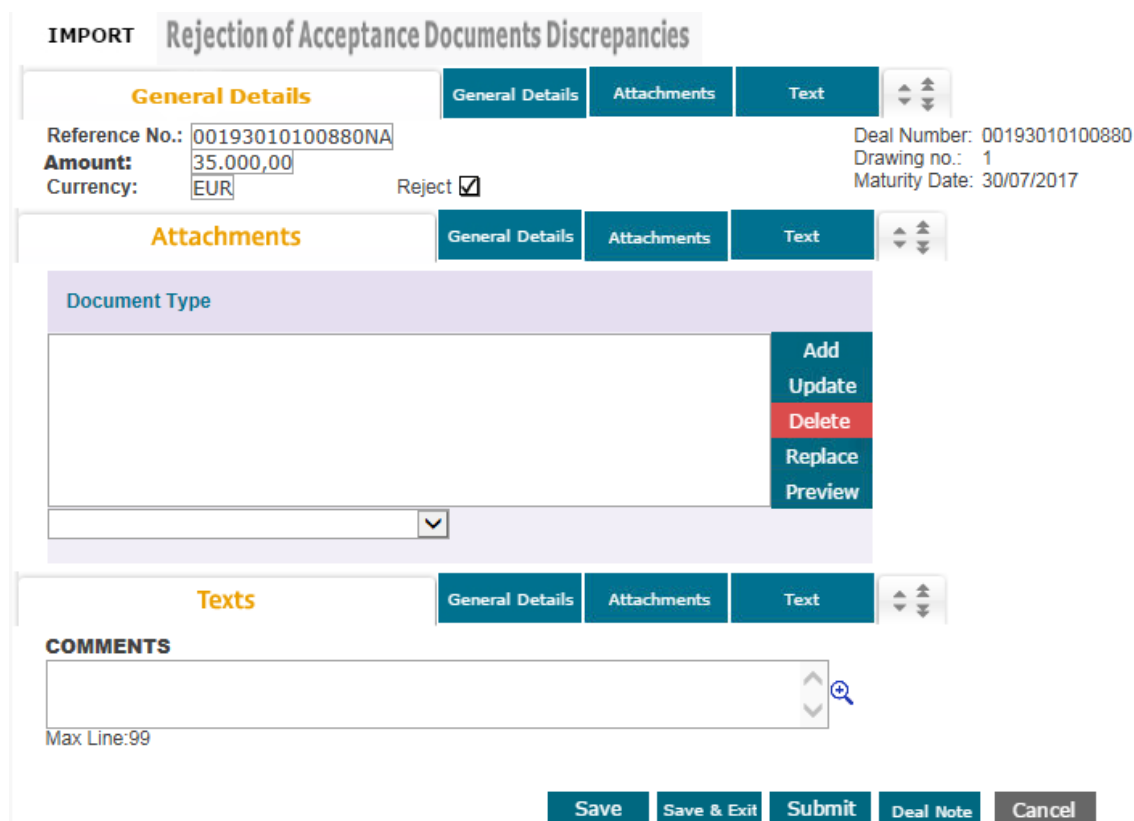
4.4.2.2 Rejecting Documents under L/C Acceptance

To Reject discrepant documents on a Time Basis:

1. Click the Approval/Rejection tab heading.

2. Select the required Time deal and click Reject icon .

The Rejection of Acceptance Documents Discrepancies window is displayed.



IMPORT **Rejection of Acceptance Documents Discrepancies**

General Details | General Details | Attachments | Text

Reference No.: 00193010100880NA | Deal Number: 00193010100880
 Amount: 35.000,00 | Drawing no.: 1
 Currency: EUR | Maturity Date: 30/07/2017
 Reject ☒

Attachments | General Details | Attachments | Text

Document Type

Add
Update
Delete
Replace
Preview

Texts | General Details | Attachments | Text

COMMENTS

Max Line:99

Save | Save & Exit | Submit | Deal Note | Cancel

Figure 60 – Rejection of Acceptance Documents Discrepancies

The following list describes the fields in the Documents Acceptance window:

Reference No.	It is the Reference No., which the customer user has entered during the transaction creation.
Deal Number	The Bank deal number
Amount	The amount of the documents presented to the Bank
Currency	The currency of the documents
Draw No.	The Drawing Number indicates the number of a specific business activity i.e. the Document Presentation.
Maturity Date	The date the Documents are payable.

3. Use the Attachments facility to attach any documents you wish to attach either for internal use of for upload to the Bank.

4. Provide any special instructions in the Text window provided (Comments to BOC)

5. Click Sign to reject the Documents.

Or

Save & Exit to save and sign it later.


Or

Cancel to be routed to the previous screen without making any changes.

4.4.2.3 Accepting Documents under L/C Payment (Sight)

To Accept discrepant documents on a Sight Basis:

1. Click the Approval/Rejection tab heading.

2. Select the required Time deal and click Pay/Accept/Approve icon .

The Documents Acceptance under L/C Payment window is displayed.

Figure 61 – Documents Acceptance under L/C Payment

The following list describes the fields in the Documents Acceptance window:

Reference No.	It is the Reference No., which the customer user has entered during the transaction creation.
Deal Number	The Bank deal number
Amount	The amount of the documents presented to the Bank
Currency	The currency of the documents
Draw No.	The Drawing Number indicates the number of a specific business activity i.e. the Document Presentation.

3. Use the Attachments facility to attach any documents you wish to attach either for internal use of for upload to the Bank.

4. Provide any special instructions in the Text window provided (Comments to BOC)

5. Click Sign to accept and pay the Documents.

Or

Save & Exit to save and sign it later.


Or

Cancel to be routed to the previous screen without making any changes.

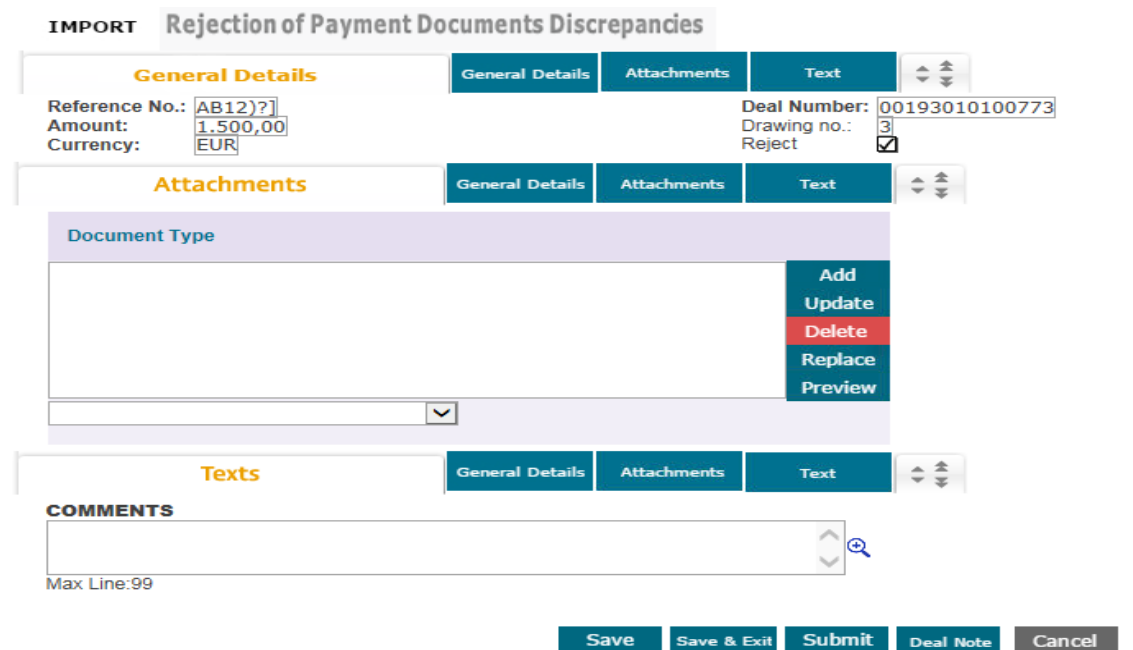
4.4.2.4 Rejecting Documents under L/C Payment (Sight)

To Reject discrepant documents on a Time Basis:

1. Click the Approval/Rejection tab heading.

2. Select the required Time deal and click Reject icon .

The Rejection of Payment Documents Discrepancies window is displayed.



IMPORT Rejection of Payment Documents Discrepancies

General Details

Reference No.: AB123
Amount: 1,500,00
Currency: EUR
Deal Number: 00193010100773
Drawing no.: 3
Reject: ☒

Attachments

Document Type

Add
Update
Delete
Replace
Preview

Texts

COMMENTS

Max Line:99

Save Save & Exit Submit Deal Note Cancel

Figure 62 – Rejection of Payment Documents Discrepancies

The following list describes the fields in the Documents Acceptance window:

Reference No.	It is the Reference No., which the customer user has entered during the transaction creation.
Deal Number	The Bank deal number
Amount	The amount of the documents presented to the Bank
Currency	The currency of the documents
Draw No.	The Drawing Number indicates the number of a specific business activity i.e. the Document Presentation.

3. Use the Attachments facility to attach any documents you wish to attach either for internal use of for upload to the Bank.

4. Provide any special instructions in the Text window provided (Comments to BOC)

5. Click Sign to accept the Documents.

Or

Save & Exit to save and sign it later.

Or

Cancel to be routed to the previous screen without making any changes.

4.4.3 Accepting/Rejecting Amendment

'Trade Services' allows the customer to accept or reject amendments through the system.

Note: Relevant to L/C, Guarantee and Outgoing Stand By Letter of Credits amendments.

To Approve an Amendment:

1. Click the Approval/Rejection tab.
2. Select the required amendment Deal to be approved and click Pay. The Amendment Approval window is displayed. Export L/Cs and Incoming Guarantees

4.4.3.1 Approval/Rejection of Amendment

'Trade Services' allows the customer to approve or reject amendments through 'Trade Services'. This applies to amendments under Export L/C's and Incoming Guarantees which were processed by the Bank as requiring the Beneficiary's consent.

To Approve an Amendment:

1. Click the Approval/rejection tab.
2. Select the required amendment Deal to be approved and click Pay. The Amendment Approval window is displayed.

EXPORT Amendment Approval

General Details	Attachments	Text
Reference No: NETT-158 2 TFR Deal No: 00193110022865 Amendment No : 2		
Attachments	General Details	Text
Document Type <div> <div></div> <div> Add Update Delete Replace Preview </div> </div>		
<div> <div></div> <div> Max Line:99 </div> </div>		
Texts	General Details	Text
Comments to BOC <div> <div></div> <div> Max Line:99 </div> </div>		

Save Save & Exit Submit Deal Note Cancel

Figure 63 – Export LC Amendment Approval

EXPORT Amendment Rejection

General Details	Attachments	Text
Reference No: NETT-158 2 TFR Deal No: 00193110022865 Amendment No : 2		
Attachments	General Details	Text
Document Type <div> <div></div> <div> Add Update Delete Replace Preview </div> </div>		
<div> <div></div> <div> Max Line:99 </div> </div>		
Texts	General Details	Text
Comments to BOC <div> <div></div> <div> Max Line:99 </div> </div>		

Save Save & Exit Submit Deal Note Cancel

Reject : ☒

Figure 64 – Export LC Amendment Rejection

GUARANTEE Amendment Approval

General Details	Attachments	Text
Reference No: <input type="text" value="kkkk"/> Deal No: <input type="text" value="00193120021981"/> Amendment No : <input type="text" value="1"/>		
Attachments	General Details	Text
Document Type <div> <input type="text"/> <div> Add Update Delete Replace Preview </div> </div>		
<input type="text"/>		
Texts	General Details	Text
Comments to BOC <div> <input type="text"/> <div> Max Line:99 </div> </div>		
<div> Save Save & Exit Submit Deal Note Cancel </div>		

Figure 65 – Guarantee Amendment Approval

General Details	Attachments	Text
Reference No: <input type="text" value="kkkk"/> Deal No: <input type="text" value="00193120021981"/> Amendment No : <input type="text" value="1"/>		
Attachments	General Details	Text
Document Type <div> <input type="text"/> <div> Add Update Delete Replace Preview </div> </div>		
<input type="text"/>		
Texts	General Details	Text
Comments to BOC <div> <input type="text"/> <div> Max Line:99 </div> </div>		
<div> Save Save & Exit Submit Deal Note Cancel </div>		

Reject : ☒

Figure 66 – Guarantee Amendment Rejection

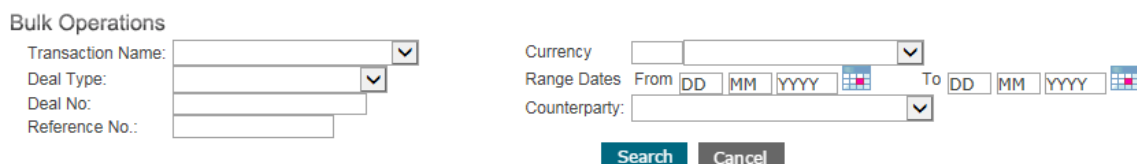
4.4.3.2 Approval/Rejection Bulk Operations

The Bulk option is designed to enable the bulk signature of several collection items in a single operation.

1. From the Approval/Rejection section header, click Bulk Operations

Bulk Operations

The Bulk Approval/Rejection window is displayed.



The screenshot shows the 'Bulk Operations' window. It contains several input fields: 'Transaction Name' (with a dropdown arrow), 'Deal Type' (with a dropdown arrow), 'Deal No.' (text input), and 'Reference No.' (text input). To the right, there are fields for 'Currency' (dropdown), 'Range Dates' (From DD MM YYYY To DD MM YYYY), and 'Counterparty' (dropdown). At the bottom right, there are 'Search' and 'Cancel' buttons.

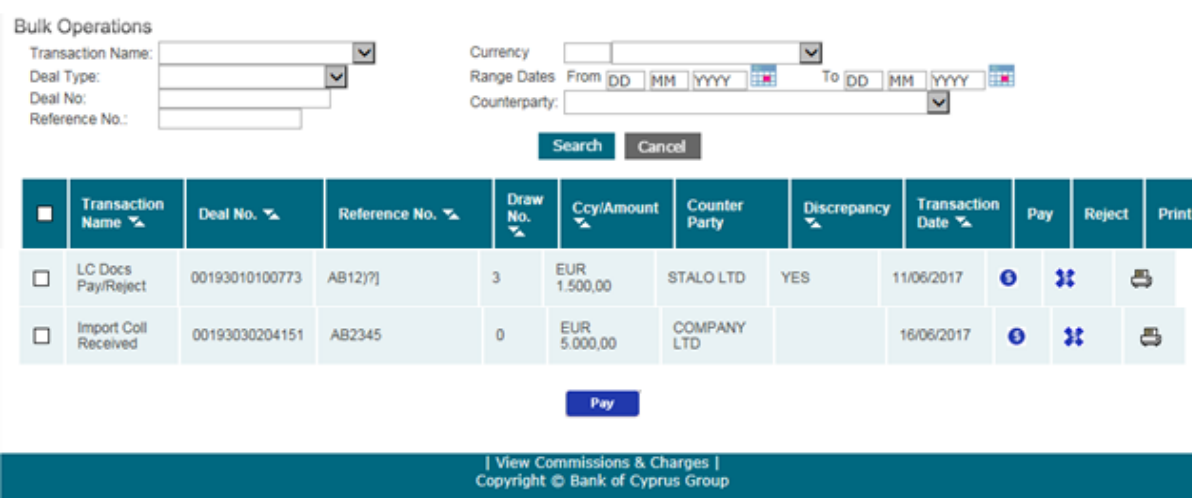
Figure 67 – Bulk Approval/Rejection window

2. Select the required item by inserting data in one or more of the following fields, or by selecting data from the dropdown lists:

- Transaction Name
- Deal Type
- Deal No.
- Reference No
- Currency
- Range Dates
- Counterparty

3. Click Search. The list of Approval/rejection items matching the criteria is displayed.

Note: To display a list of all the transactions waiting for processing, do not enter a value in any of the fields, and select the All radio button. Then click Search, as shown in Figure 67.



The screenshot shows the 'Bulk Operations' window with search results displayed below the input fields. The results are shown in a table with columns: Transaction Name, Deal No., Reference No., Draw No., Ccy/Amount, Counter Party, Discrepancy, Transaction Date, Pay, Reject, and Print. Two transactions are listed: 'LC Docs Pay/Reject' and 'Import Coll Received'. Below the table, there is a 'Pay' button. At the bottom of the window, there is a footer with the text: 'View Commissions & Charges | Copyright © Bank of Cyprus Group'.

	Transaction Name	Deal No.	Reference No.	Draw No.	Ccy/Amount	Counter Party	Discrepancy	Transaction Date	Pay	Reject	Print
<input type="checkbox"/>	LC Docs Pay/Reject	00193010100773	AB1277]	3	EUR 1,500,00	STALO LTD	YES	11/06/2017			
<input type="checkbox"/>	Import Coll Received	00193030204151	AB2345	0	EUR 5,000,00	COMPANY LTD		16/06/2017			

Figure 68 – Item Waiting for Payment List

4. Select the required transactions by checking the checkbox before the transactions.



Or

Select all the transactions by checking the checkbox at the top of the first column.

5. Click Pay. The new Bulk Signature page is displayed showing the details of all the selected transactions.

Bulk Operations									
Transaction Name	Deal No.	Reference No.	Draw No.	Ccy/Amount	Counter Party	Discrepancy	Transaction Date	Payment Date	
LC Docs Pay/Reject	00193010100773	AB12[?]	3	EUR 1,500,00	STALO LTD	YES	11/06/2017	26/05/2017	
Import Coll Received	00193030204151	AB2345	0	EUR 5,000,00	COMPANY LTD		16/06/2017	16	06
								2017	
<div>Submit Cancel</div>									

Figure 69 – Bulk Approval/Rejection Confirmation

Note: This screen operates in bulk status. The Customer Instructions and Account Details relate to all the Approval/Rejection transactions selected.

Note: When selecting bulk payment for Import Collections, the current date is defaulted as the Payment Date for each of them. If this is acceptable the items can be bulk signed. In case the Payment Date needs to be changed for any of the items, they can be updated in the above screen.

6. Click as appropriate:

Sign	Sign all the transactions according to the signature level
Cancel	Return to the previous page

4.5 Signature Required

This section lists all the transactions that require a release signature prior to their transmission back to the Bank. It displays only the transactions for which the user is authorized according to this user's signature level. For different transaction types the relevant icons are displayed

INCOMING CORRESPONDENCE		APPROVAL/REJECTION		SIGNATURE REQUIRED		TRANSACTION/EVENT IN PROCESS		REMINDERS	
Transaction name	Amount	Counterparty	Deal Number	Reference number	Draw	Date	List	Sign	Reject
Import LC Issuance	EUR 11,000,00	NICOLETTA CIRCUS		070417101537BJCX	0	07/04/2017 10:16:20			

Figure 70 – Signature Required Box

Transaction Name	Type of transaction
Amount	Amount and Currency
Counterparty	Party the transaction is open to
Deal Number	The Bank's Deal Number
Reference number	Reference number set by the customer to the transaction
Draw	Transaction number
Date	The date and time of transaction initialization
List (check if this is the case otherwise open	When clicked, a popup screen shows the ID of the user who made the data entry, any previous signers and the number and type of signatures



an incident)	required to approve the transaction.
Sign	If the user is authorized to sign the current transaction, this icon will appear
Reject	Click this icon in order to reject the transaction
Edit	If you edit the transaction any previous signatures will be erased
Print	Use this to print the a copy of the application
Deal Note	Click this icon in order to add a note to the transaction

Note: Clicking Edit or Reject deletes all previous signatures and generates a warning message confirming it.

Signature Required Bulk Operations

A group of transactions, within the specific authorization level, can all be signed at one time.
To Sign a Group of Signatures:

1. In the Inbox, click the Signatures Required section header.
2. Click the **Bulk Operations** button located at the bottom of the page. The Bulk Signature Criteria window is displayed.

The screenshot shows the 'Bulk Operations' window. On the left, under the 'Bulk Operations' header, there are four input fields: 'Transaction Name:' with a dropdown arrow, 'Deal Type:' with a dropdown arrow, 'Deal No:' with a text input field, and 'Reference No.:' with a text input field. On the right, there are three input fields: 'Currency:' with a dropdown arrow, 'Signed by:' with a dropdown arrow, and 'Range Dates' which includes 'From' and 'To' date pickers (DD MM YYYY). At the bottom right, there are two buttons: 'Search' and 'Cancel'.

Figure 71 – Bulk Signature Criteria Window

3. Select the required items by entering data in one or more of the following fields, or by selecting data from the dropdown lists:

- Transaction Name
- Deal Type
- Deal No.
- Reference No
- Currency
- Signed by
- Range Dates

4. Click Search. The list of Signature items matching the criteria are displayed, as shown in Figure 72.



Bulk Operations

Transaction Name:

Deal Type:

Deal No.:

Reference No.:

Currency:

Signed by:

Range Dates From DD MM YYYY To DD MM YYYY

<input type="checkbox"/>	Transaction Name	Deal No.	Reference No.	Counter Party	Ccy/Amount	Transaction Date	Signed By
<input type="checkbox"/>	Outgoing LG Issuance		110117093151XEW	SKEVI CHRISTOFI	EUR 4,00	11/01/2017	USER 2
<input type="checkbox"/>	Import LC Issuance		070417101537BJCX	NICOLETTA CIRCUS	EUR 11.000,00	07/04/2017	USER 1
<input type="checkbox"/>	Import LC Issuance		070417101636ELCM	NICOLETTA CIRCUS	EUR 202.000,00	07/04/2017	USER 1
					0.0		

Figure 72 – Items Waiting for Signature List

- If no value is entered into any of the fields, a list of all the transactions waiting for signatures is displayed.

The Sum Total is a total of all the checked transactions on the list with the same currency. If more than one currency is checked, no Sum Total is displayed.

5. Select the required transactions by selecting the checkbox before the transactions.

Or

Select all the transactions by selecting the checkbox at the top of the first column.

6. Click Sign. A screen will be presented showing the selected items and the Sign button should be pressed to sign them:

Transaction Name	Deal No.	Reference No.	Counter Party	Ccy/Amount	Status Date
Import LC Issuance		070417101636ELCM	NICOLETTA CIRCUS	EUR 202.000,00	07/04/2017
Import LC Issuance		070417101537BJCX	NICOLETTA CIRCUS	EUR 11.000,00	07/04/2017

Transport Document No:
Claim Ref No:

Figure 73 - Signature required, Bulk Operation Sign Page

4.6 Transaction/Event in Process

The Transaction/Event in Process Form allows the user to view all the incomplete transactions that are open and require either a signature or the entry of additional data.






























INCOMING CORRESPONDENCE		APPROVAL/REJECTION	SIGNATURE REQUIRED	TRANSACTION/EVENT IN PROCESS			REMINDERS				
Transaction name 	Amount	Counterparty 	Deal Number 	Reference number	Draw	Date 	Edit 	Delete 	Print 	Deal Note 	Draft/Export 
Outgoing LG Issuance	EUR 44,00	444		110117094717LTUM	0	11/01/2017 09:48:15					
Import LC Issuance				BANK	0	07/02/2017 14:04:29					
Import LC Amendment	USD 485.000,00	AMERICAN CO.	00193010100648	080217103536GSJD	0	09/02/2017 17:16:35					
Export LC Transfer	GBP 50.000,00	GERMAN IMPORTER	00193110022678	LC NO. DEUT/1	0	23/02/2017 10:10:25					

Figure 74 - Transaction/Event in Process Box

The following icons are available in the Transaction/Event in Process section:

- Edit
- Delete
- Print
- Deal Note
- Draft/Export (only relevant for Import L/C and Outgoing Guarantee)

Note: If the transaction is open from the Transaction/Event in Process section, the Template button is not displayed. Only Save, Sign and Cancel are available.

4.7 Reminders

The customer receives a list of reminders of upcoming events in the Inbox, sorted by date (from closest to farthest).

- Reminders can be created about the following events:
 - Import/Export L/C Expiry
 - Import/Export L/C Acceptance Maturity
 - Import/Export L/C documents not accepted
 - Import/Export Collection documents not accepted
 - Import/Export Collection Acceptance Maturity
 - Incoming Guarantee Expiry:
 - Limited – The 'Before/After' logic refers to the given expiry date
 - Unlimited – No reminder is generated.

Figure 75 shows a list of reminders in the Inbox Reminders tab.













INCOMING CORRESPONDENCE		APPROVAL/REJECTION	SIGNATURE REQUIRED	TRANSACTION/EVENT IN PROCESS	REMINDERS	
Event ▼	Reference Number ▼	Deal Number ▼	Action Date ▼	Print	Dismiss	
Import L/C Expiry	00193010100719NA	00193010100719	16/05/2017			
Import Collection Documents Not Paid/Accepted	TESTING	00193030204124	10/05/2017			
Export L/C Expiry	00193-01-0100620	00193110022696	06/05/2017			
Import L/C Acceptance Maturity	080317130719UJQU	00193010100871	02/05/2017			
Export L/C Acceptance Maturity	00193-01-0100871	00193110022847	02/05/2017			

Figure 75 – Inbox Reminders

Event	Event type Opens the Deal History page
Reference Number	Retrieves data from the following sources: <ul style="list-style-type: none"> For deals initiated by 'Trade Services' – the customer reference number supplied when the deal was created. For deals initiated by the Bank – either the Foreign Bank Reference Number, or the Customer Reference number which was added by the customer if it exists (whichever is entered by the customer).
Deal Number	Deal number Note: A wildcard search is available for this field.
Action Date	Date of the event Events are sorted based on this field. The closest dates are on the top.
Print	The customer can print the reminder.
Dismiss	The customer can delete the reminder

5 Trade Services – Import

The Import menu enables the 'Trade Services' user to:

- Apply for a new Letter of Credit
- Apply for a new Letter of Credit based on an existing Template
- Amend existing Letter of Credit
- Apply for a new Shipping Guarantee
- Send a Deal Message to the Bank (available for existing deals in 'Trade Services')
- Open a deal using the Copy From functionality

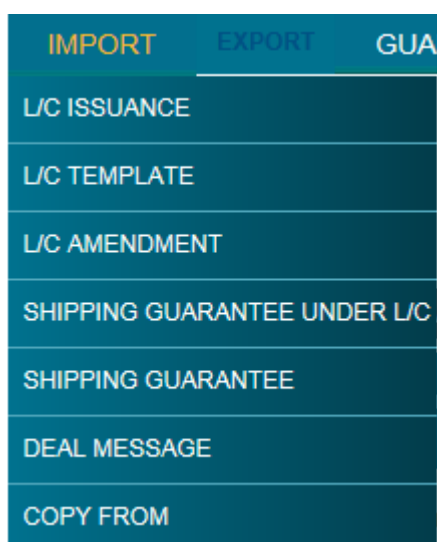


Figure 76 – Import Menu Options

5.1 Letter of Credit Issuance

The first link on the Import Menu allows the user to create an application for a new Import Letter of Credit.

The following tabs must be completed in order to establish a new L/C:

- General Details
- Settlement Data
- Participants
- Documents & Terms
- Attachments
- Texts
- Account Details

General Details	Settlement Data	Participants	Documents & Terms	Attachments	Text	Account Details
-----------------	-----------------	--------------	-------------------	-------------	------	-----------------

Figure 77 – Import Navigation Toolbar

Upon completing these tabs, the user submits the transaction to the Bank.

5.1.1 Establishing a New Letter of Credit

1. From the Import menu, click L/C Issuance or L/C Template.

Note: When selecting a template from the Letter of Credit Template menu, part of the details are already predetermined and filled in.

The Import Letter of Credit application page is displayed. New applications can be updated until they have been sent to the Bank.

IMPORT Letter of Credit

General Details	General Details	Settlement Data	Participants	Documents & Terms	Attachments	Text	Account Details
------------------------	-----------------	-----------------	--------------	-------------------	-------------	------	-----------------

Reference Number Generate Reference No. ☐

Amount: Deal Number:

Currency: **Send L/C By:** SWIFT

Amount Terms: EXACTLY **L/C Type:** NORMAL LC

Varied Amount Sum: Goods Origin:

Varied Amount Pct:

Country:

Expiry Date: DD MM YYYY

Settlement Data	General Details	Settlement Data	Participants	Documents & Terms	Attachments	Text	Account Details
------------------------	-----------------	-----------------	--------------	-------------------	-------------	------	-----------------

Payment: ☒ SIGHT ☐ TIME ☐ INSTALLMENT

Due Date: DD MM YYYY

Draft After:

Tenor Days:

Days for Presentation:

Transportation

INCOTERMS: Place: CYPRUS

Shipment

Earliest: DD MM YYYY Latest: DD MM YYYY

Place of Receipt:

Port of Loading:

Port of Discharge:

Place of Delivery:

Participants

General Details	General Details	Settlement Data	Participants	Documents & Terms	Attachments	Text	Account Details
------------------------	-----------------	-----------------	--------------	-------------------	-------------	------	-----------------

BENEFICIARY

Search

Name

Street

City

Country

ADVISING BANK

Search

Name

Street

City

Country

Documents & Terms	General Details	Settlement Data	Participants	Documents & Terms	Attachments	Text	Account Details
------------------------------	-----------------	-----------------	--------------	-------------------	-------------	------	-----------------

No. of Original Transport Documents: FULL SET BILLS OF LADING

Transshipment:

Confirmation: DO NOT CONFIRM

Documents

Document Description	Originals	Copies
BILL OF LADING	3	10
COMMERCIAL INVOICE	4	10
PACKING LIST	3	10
SHIP OWNERS CERTIFICATE	1	10

Apply

Partial Shipment:

Correspondent Charges: ALL CHARGES OUTSIDE CY

Document List

AIRWAY BILL

CERTIFICATE OF ORIGIN

GSP CERT. OF ORIG. FORM A

HEALTH CERTIFICATE

INSURANCE CERT. TRANSP.

MULTIMODAL TRANSP. B/L

PHOTOCOPY FORM T2L

Attachments	General Details	Settlement Data	Participants	Documents & Terms	Attachments	Text	Account Details
--------------------	-----------------	-----------------	--------------	-------------------	-------------	------	-----------------

Document Type

Add

Update

Delete

Replace

Preview



Figure 78 – New Letter of Credit page

The General Details tab is the first tab displayed on the screen.

Figure 79 – Import Letter of Credit Application Page: General Details Tab

2. Enter data in the relevant fields.

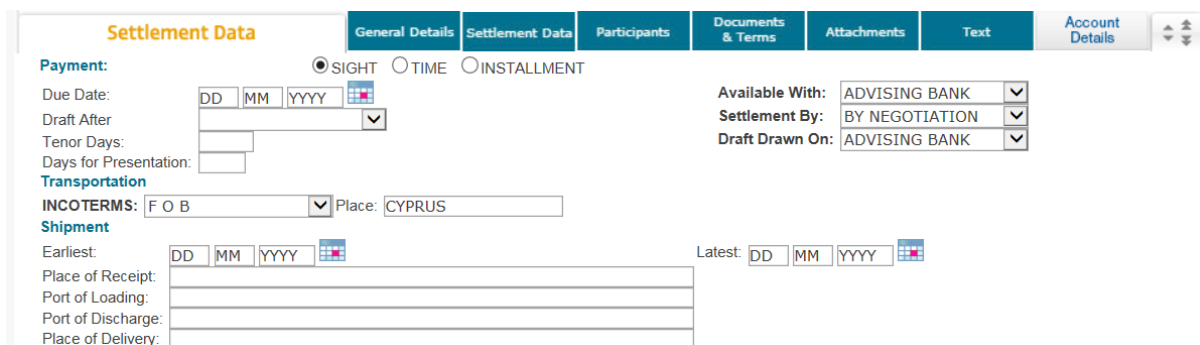
Note: Some of these fields are mandatory. They are indicated in bold in the screen.

The following are the **General Details** section fields:

Reference No.	Specifies a unique deal identification number decided by the 'Trade Services' user. For example, the contract reference number. Note: A wild card search is available for this field.
Generate reference No.	When checked, the customer reference number is generated automatically according to a pre-defined format
Amount	Specifies the L/C amount.
Currency	Specifies the currency in which the L/C amount is expressed.
Deal Number	Specifies the Deal Number created by the Bank. In 'Trade Services', the Deal Number is generated immediately upon receipt by the Bank of the new transaction. Note: A wild card search is available for this field.


Send L/C By	Specifies by which mode of transmission the L/C is to be sent to the advising bank. The default value is: <ul style="list-style-type: none"> by SWIFT
Varied Amount Sum	The amount by which the documents may vary from the L/C amount, when the terms are varied.
Goods Origin	Specifies the country from which the goods described in the L/C originate.
Amount Terms	Specifies whether the terms of payment must be exact or can vary. Valid payment terms include: <ul style="list-style-type: none"> Exact – the amount of the L/C has no tolerance About or Approximately – Documents presented may vary from the L/C amount by a deviation of plus or minus 10% (UCP 600, Article 30a). Vary Amount/Percentage – Payment terms may vary according to the upper and lower percentages specified in the Varied Amount % fields, or the varied amount sum stated in the Varied Amount Sum field. Not Exceeding – The value of the documents may not exceed the L/C amount. (Refer also to UCP600, Article 30b and c).
Varied Amount Sum	The amount by which the documents may vary from the L/C amount, when the terms are varied
Varied Amount %	The percentage variation: the documents may vary from the L/C amount, when the terms are varied. For example, +12% or -7%.
Country	The counter country (Beneficiary's country)
Expiry Date	The date the L/C expires. Click the calendar icon to display the popup calendar and select the required date. The date is displayed in the text field and can be modified at any time.


3. Click the Settlement Data tab to enter data in the relevant fields.



Settlement Data

Payment: ☒ SIGHT ☐ TIME ☐ INSTALLMENT

Due Date: DD MM YYYY 

Draft After: 

Tenor Days:

Days for Presentation:

Available With:


Settlement By:

Draft Drawn On:

Transportation

INCOTERMS: Place:

Shipment

Earliest: DD MM YYYY 

Latest: DD MM YYYY 

Place of Receipt:

Port of Loading:

Port of Discharge:

Place of Delivery:

Figure 80 – Import Documentary Credit Application Form: Settlement Data tab

The following are the Settlement Data tab work areas:

- Payment Details
- Transportation Details
- Shipment Details
- Instalment Details

4. Select one of the payment option radio buttons:

Sight	The value of the L/C is payable immediately on presentation of the required documents. Due Date, Draft After and Tenor Days fields are not required.
Time (or Deferred Payment L/C)	The value of the L/C is payable on a specified date (Due Date), or after a period of time (Tenor) and some condition has been fulfilled (Draft After). Enter the Due Date or enter the number of Tenor, followed by selecting the Draft After option from the dropdown list.
Installment (Mixed Payment)	The value of the L/C is payable according to mixed payment options and instalment schedule established by the user.

5. Enter relevant data in the following fields:

Due Date	A specific date the L/C is due for payment. Only relevant for Time.
Draft	Relevant for Time and Installment. Choices consist of: <ul style="list-style-type: none"> • Bill of Lading Date • Date of Invoice • Flight Date • Sight
Tenor Days	The period of time after a certain event that payment is due. Relevant for Usance. Specifies the number of days used in conjunction with one of the above options Latest Shipment Date plus The Days for Presentation cannot exceed the Expiry Date.
Days for Presentation	Specifies the number of days the documents can be presented for payment following the date of the transportation documents. The default time is 21 days, in accordance with I.C.C. regulations. The Days for Presentation and Latest Shipment Date cannot exceed the Expiry Date.
Available With	Specifies the drawee of drafts under the L/C, if required. Valid parties include: <ul style="list-style-type: none"> • Advising Bank – The Beneficiary's bank • Any Bank – for Negotiation cases • Issuing Bank – The Applicant's bank <p>Note: There is a strict link between the selected Settlement by and the Draft Drawn On fields. For example, no value is allowed in the Draft Drawn on field for By Payment or By Def Payment</p>

	options in the dropdown list. Refer to The Bank for further details.
Settlement By	<p>Specifies how the payment is made for the deal, and varies according to the payment method. This is important to the beneficiary since it determines how the L/C is paid. The following are the available options:</p> <ul style="list-style-type: none"> • By Acceptance – Same payment logic as for the Deferred Payment option. In addition to the documents, the beneficiary presents a draft to the Bank which, after acceptance by the Bank, can be discounted by the beneficiary. • By Def Payment – Payment/s will be deferred to a later date according to specific terms, for example, 60 days after the Bill of Lading. • By Mixed Payment – Combination of Sight and Time options. • By Negotiation – Means that the purchase of draft and/or documents under a complying presentation, by advancing or agreeing to advance funds to the beneficiary on or before the Banking day on which reimbursement is due • Payments will be remitted upon the receipt of Shipping Documents complying with L/C terms <p>Note: As the precise definitions of these terms are complicated, no attempt is made here to define them. Refer to UCP 600, Articles 7 & 8</p>
Draft Drawn On	<p>Specifies the drawee of the draft, in case a draft is required. Valid parties are:</p> <ul style="list-style-type: none"> • Advising Bank • Issuing Bank <p>No Draft</p>

6. Enter the relevant transportation options in the following fields:

Incoterms	<p>Specifies an international code defining where responsibility for the goods starts and ends and which party is responsible for the various charges. Depending on the Incoterm selected, specific insurance documents should be included.</p> <p>Note: If the required documents are not included when clicking Save or Submit, a warning message is displayed indicating that an insurance document should be selected from the documents list.</p>
-----------	---

7. Enter the relevant shipment options in the following fields, specifying the location from where the goods are sent and their destination:

Latest	<p>Specifies the latest date the goods must be shipped</p> <p>Note: Latest Shipment Date plus The Days for Presentation cannot exceed the Expiry Date.</p>
Earliest	Specifies the earliest date the goods can be shipped

Place of Receipt	Specifies location from which the goods are taken in charge, dispatched from or receipt for transportation
Port of Loading	Specifies the port of loading or airport of departure
Port of Discharge	Specifies the port of discharge or airport of destination
Place of Delivery	Specifies the place of final destination or delivery

8. When the payment method is Installment, it is mandatory to fill out the Installment instructions in the Settlement Data tab. It is required that the customer should state what part of the LC is paid by Sight and by Time, either by percentage or by amount.

The installment fields include a dropdown box for the installment type option for the user to select distribution by percentage or by amount. The field appears only when the Installments option is selected.

The following three values are available in the Installment Type dropdown box:

- Amount
- Percentage

If the user selects Installment and inputs some values, and then changes the Payment type to Sight or Time, the values from the Installment section will be deleted and the section will be protected.

- Enter the relevant Installments details in the (Payment By) Installments portion of the Settlement Data section:

Amount	The amount of the payment due in the specific installment.
Percentage	The percentage of the payment due in the specific installment.
Tenor	The period of time after a certain event that payment is due.
Due Date	The date the payment is due.
Check Installments Sum	When checked, the system issues an error if the sum of all installments (a) is not equal to the value of the L/ or (b) the percentage does not equal 100%.

Note: Only one of the fields Tenor Days and Due Date can be selected.

- Add, update and delete the instalment entries using the following action buttons:

Add	To add a new row to the instalment payment table, enter the details i.e. Amount and Tenor or Due Date in the input fields at the bottom of the table and click Add. The new row is added at the end of the table.
Update	To update a row in the table, select the relevant line. The details of the row are copied to the input fields at the bottom of the table. Change the input fields as required. Click Update; the row is updated in the table.
Delete	To delete a required instalment payment, select the payment entry record and click Delete.

9. Click the Participants tab to enter Deal participant data (Beneficiary and Advising Bank) in the relevant fields.

For more information, refer to [Participants](#).

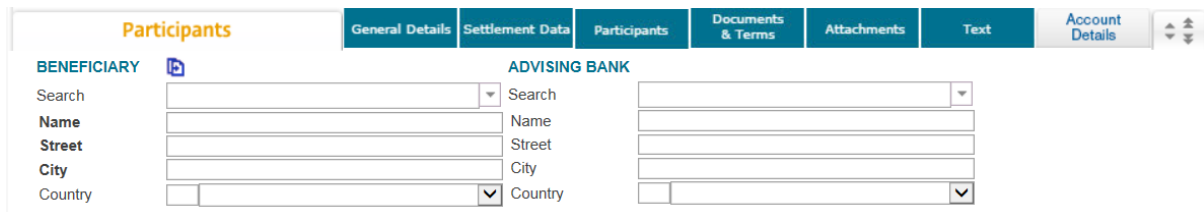
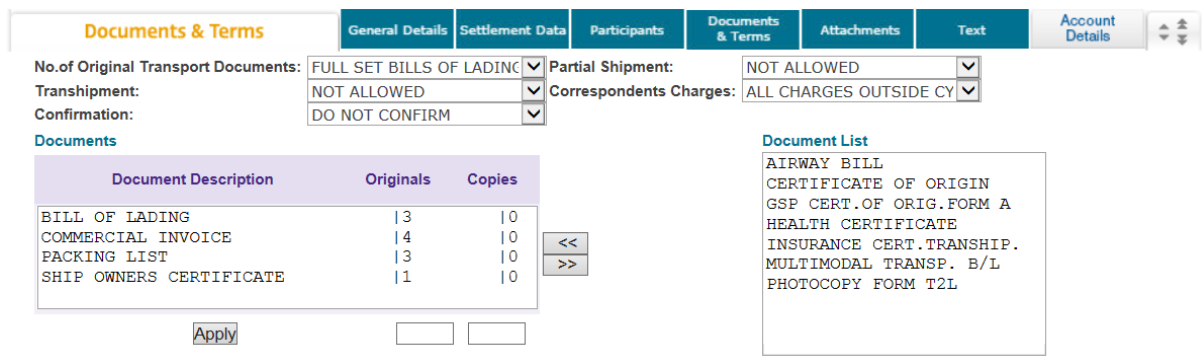


Figure 81 – Import Documentary Credit Application Page: Participants

10. Click the Documents & Terms tab to enter relevant data in the available fields. The Documents & Terms tab is divided into two parts:



Document Description	Originals	Copies
BILL OF LADING	3	0
COMMERCIAL INVOICE	4	0
PACKING LIST	3	0
SHIP OWNERS CERTIFICATE	1	0

Figure 82 - Import Documentary Credit Application Page: Documents & Terms

- The upper part contains the Deal's terms
- The lower part contains the Deal's documents




Figure 83 – Import Documentary Credit Application Page: Documents & Terms tab

11. Enter relevant data in the following Term fields:

- No. of Original Transport Documents
- Confirmation
- Partial Shipments
- Transshipments
- Correspondent Banks' Charges



Note: Each term has specific responses in the dropdown list next to the term. Select the appropriate response for each term.

Document Description	Originals	Copies
BILL OF LADING	3	0
COMMERCIAL INVOICE	4	0
PACKING LIST	3	0
SHIP OWNERS CERTIFICATE	1	0

Document List:

- AIRWAY BILL
- CERTIFICATE OF ORIGIN
- GSP CERT.OF ORIG.FORM A
- HEALTH CERTIFICATE
- INSURANCE CERT.TRANSHIP.
- MULTIMODAL TRANSP. B/L
- PHOTOCOPY FORM T2L

Apply

Figure 84 – Import Documentary Credit Application Page: Documents & Terms tab

12. Select the requested documents required from the Documents List in the right-hand side of the Documents screen.

Note: Select a continuous series of documents by holding down the Shift key and clicking the first and last documents in the series with the left mouse button. Select a non-continuous series of documents by holding down the Ctrl key and selecting the documents required with the left mouse button.

13. Import the selected documents into the Requested Documents window by clicking Import



The Requested Documents list has the following columns:

Document Description	A list of documents required to be presented by the Beneficiary
No. of Originals	The number of original documents that must be presented with the application for a L/C
No. of Copies	The number of duplicates of documents that must be presented with the application for a L/C.

- Select the required document by highlighting it and entering the number of originals and/or copies required.
- Click Apply to confirm selection and quantities.

14. Click the Attachments tab to attach files to a L/C application to the Bank and upload them to The Bank.

Attachments

Document Type

Add
Update
Delete
Replace
Preview

Figure 85 – Import Documentary Credit Application Page: Attachments

For more information, refer to [Attachments](#).

15. Click the Texts tab to enter additional customized information and requirements to the Letter of Credit.

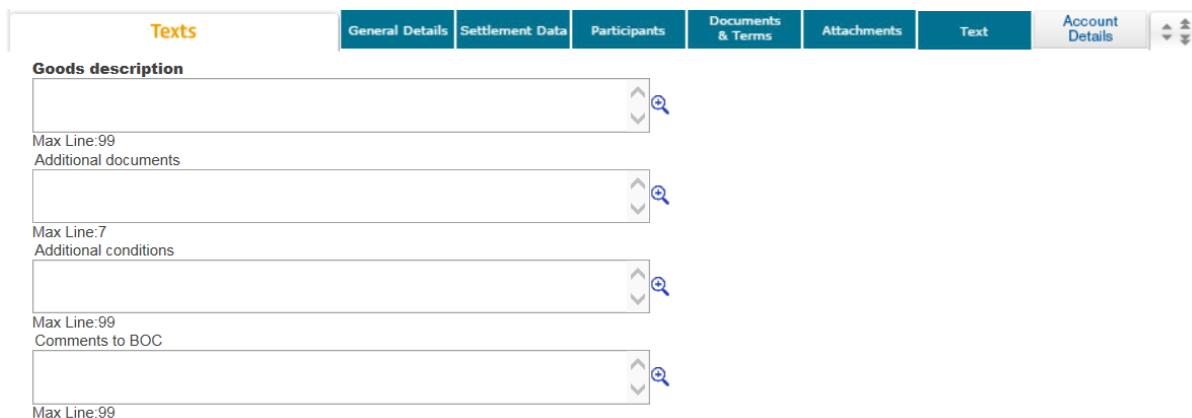


Figure 86 – Import Documentary Credit Application Page: Texts

The text fields are:

- Enter information in the following categories and in other custom-defined categories:

Goods Description	Used to enter a description of the goods that displays in the beneficiary's invoice. This field is mandatory.
Additional Documents	Used to enter additional required documents that do not appear in the document selection list under the Documents & Terms section
Additional Conditions	Used to enter any additional conditions which should appear in the L/C
Comments to BOC	Used to enter additional comments which should be acted on by The Bank

- Use the following icons to manage the Text's free text field:

Enlarges the text box area enabling the user to edit or enter new data in the enlarged text box.

- Use the Text tab to enter free text for specific categories and view and specify **Account Details**.

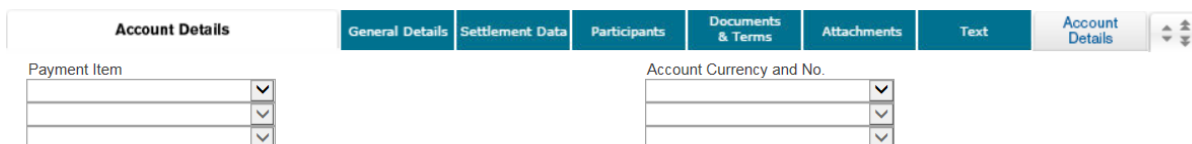


Figure 87 – Import Documentary Credit Application Page: Account Details

In the Account Details tab, the user enters data to instruct the Bank how to make payment for the L/C items, such as documents, bank commissions and charges. The user selects the items from the dropdown lists. For more information, refer to [Account Details](#).

5.2 Letter of Credit Template

Templates are predefined transactions which include default values. They can be used to easily create new transactions, besides amendments, without having to enter the details multiple times.

For more details, refer to [Templates](#).

5.3 Letter of Credit Amendment

The following are the Letter of Credit Amendment tabs:

- General Details
- Settlement Data
- Participants
- Attachments
- Texts
- Account Details



Figure 88 – Letter of Credit Amendment Navigation Toolbar

Upon completing these tabs, the user submits the transaction to the Bank.

To Amend a Letter of Credit:

1. From the Import menu on the Main menu, click Letter of Credit Amendment. The Letter of Credit Amendment window is displayed.

IMPORT AMEND LETTER OF CREDIT

Deal No: Reference No:

Figure 89 – Amend Documentary Credit: Select Deal

2. Select a specific transaction by either:

- Entering the Deal No. and/or Reference No. of the L/C that needs to be amended and clicking Search

Or

- By leaving the Deal No. and Reference No. fields empty, clicking Search and selecting a specific transaction from the list of existing L/Cs that display in the Amend L/C Credit page.



IMPORT AMEND LETTER OF CREDIT

- Import Letter of Credit

Deal Number: 00193010100817
 Amount / CCY: EUR 50.000,00
 Beneficiary: GERMAN LEATHER COMPANY
 Last Amend No: 1
 Our Reference: NETT-153
 Open Date/Time: 02/03/2017 15:20:02



- Import Letter of Credit


Deal Number: 00193010100693
 Amount / CCY: EUR 200.000,00
 Beneficiary: GERMAN LEATHER COMPANY
 Last Amend No: 0
 Our Reference: NETT-106 TESTING
 Open Date/Time: 13/02/2017 14:29:50



Figure 90 – Amend Documentary Credit Window

Deal Details can be viewed by clicking the Import L/C title.

Note: No changes can be made to the Deal from the view mode.

3. Retrieve the relevant Letter of Credit in order to amend it by clicking Copy From  next to the Deals.

The selected Deal is displayed.

General Details		General Details	Settlement Data	Participants	Attachments	Text	Account Details
Reference Number	NETT-153	Deal Number:		00193010100817			
Amount:	50.000,00	Send L/C By:		SWIFT			
Amount Increased by:		L/C Type:		NORMAL LC			
Amount Decreased by:		Goods Origin:		GERMANY			
Currency:	EUR EURO						
Amount Terms:	NOT EXCEEDING						
Varied Amount Sum:							
Varied Amount Pct:	+ -						
Country:	DE GERMANY						
Expiry Date:	31 05 2017						

Figure 91 – Amend Import Documentary Credit: General Details Tab

Note: An alternative mechanism is to launch the Amendment from the Deal History page. At the foot of the page, select “Import L/C Amendment” and press “New”, to be routed directly into the screen shown in Figure 168.

Deal Message to Bank	New
Import LC Amendment	
Shipping Guarantee Issuance	

Note: When viewing or editing a previously saved transaction, the amended fields are highlighted after the user saves the changes.



The General Details tab is the first tab that is displayed on the screen.

4. Enter data in the relevant fields.

Note: Many fields in the L/C Amendment Step have identical usage to the L/C Issuance step. For any fields not specifically included below please refer to Section 5.1.1. Also note that many fields are protected in the Amendment Step. This is controlled by the format of the SWIFT Amendment message.

The following are the **General Details** tab fields:

Reference Number	A unique deal number specified at issuance (Establish New L/C). The reference number and deal number are specified at issuance and, therefore, cannot be modified at this stage. Note: A wild card search is available for this field.
Amount	The value of the goods. This field is protected. Note: Changes in the amount are only performed using the Increase/Decrease fields
Increased Amount	The amount the value of the goods has increased by (not the new L/C Amount).
Decreased Amount	The amount the value of the goods has decreased by (not the new L/C Amount).
Currency	Specifies the currency in which the L/C amount is expressed. Cannot be modified in the Amendment step if there has already been any settlement under the L/C.
Deal Number	A unique deal number specified by the Bank. This field cannot be modified.
Send L/C By	This field is protected and cannot be amended.
Receive Doc By	This field is protected and cannot be amended
L/C Type	Specifies the type of L/C. This field is protected and cannot be amended

5. Switch to the **Settlement Data** tab and enter data in the relevant fields to modify settlement instruction parameters.

Or

Select data from the dropdown lists.

Settlement Data | General Details | Settlement Data | Participants | Attachments | Text | Account Details

Payment: ☒ SIGHT ☐ TIME ☐ INSTALLMENT

Due Date: DD MM YYYY

Draft After: BILL OF LADING DAT

Tenor Days:

Days for Presentation: 21

Transportation

INCOTERMS: F O B Place:

Shipment

Earliest: DD MM YYYY Latest: 01 05 2017

Place of Receipt: KOELN

Port of Loading: HAMBURG

Port of Discharge: LARNACA

Place of Delivery: NICOSIA

Available With: ADVISING BANK

Settlement By: BY NEGOTIATION

Draft Drawn On: ADVISING BANK

Figure 92 – Amend Existing L/C: Settlement Data tab



6. Modify any of the data which is required to be changed: if there is data which is better expressed in textual terms, use the text windows to describe the changes.

7. Switch to the **Participants** tab to enter Deal participant data in the relevant fields. The Beneficiary and Advising Bank cannot be directly updated here.

Figure 93 – Amend Existing L/C: Participants tab

8. Switch to the Attachments tab to attach files to an amended L/C application to the Bank and upload them to the Bank. For more information, refer to [Attachments](#).

Figure 94 – Amend Existing L/C: Attachments tab

9. Switch to the Texts tab to enter additional customized information and requirements to the Amend Letter of Credit.

Figure 95 – Amend Existing L/C: Texts tab

10. Enter additional Deal information by clicking the appropriate option in the toolbar, or by clicking the directional button to view a preceding window.

11. To approve the transaction, when the user is finished entering all L/C data into the application form, click Submit.

12. If the user does not want to approve the transaction now, once the user has amended the appropriate information, click Save & Exit to update the Deal in the 'Trade Services' database.

Or

Click Cancel to return to the previous page without saving any action on the current page.

Note: The user accesses any of the tabs from anywhere in the application page by clicking the desired tab on any heading of the title bars that precede each tab.

5.4 Shipping Guarantee

A Shipping Guarantee is a promise from the bank to the shipping company to indemnify the shipping company in case of a claim against it.

Goods often arrive in the importer's country before the documents allowing the importer to take control of the goods. However, a shipping company only releases goods upon presentation of the relevant documents. If the goods are released before receipt of these documents, the shipping company could face legal action from any interested party. Shipping Guarantees allow a shipping company, airline or carrier to release goods to an importer before the title documents have actually been received. Shipping Guarantees have no expiry date.

A Shipping Guarantee can be opened:

- From an Import L/C – refer to [Shipping Guarantee under Import L/C](#).
- As a Stand-Alone Shipping Guarantee.

5.4.1 Shipping Guarantee Under L/C

In this option, the customer can apply for a Shipping Guarantee linked to an L/C. When a customer creates a Shipping Guarantee under an existing Import L/C, details of the L/C are automatically available.

The Shipping Guarantee linked to an L/C can be opened from:

- An existing Import L/C using the Search function – refer to [Creating a Shipping Guarantee from an L/C Search](#).
- The Deal History – refer to [Launching Transactions from the Deal History Page](#).

The Shipping Guarantee details are available from the deal history

The following are the tabs that must be completed in order to establish a new Shipping Guarantee:

- General

- Participants
- Attachments
- Texts.

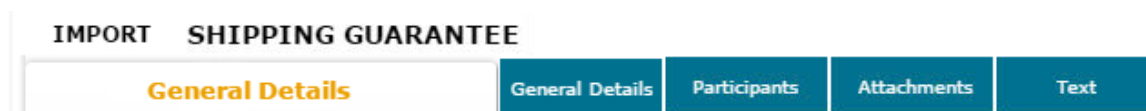


Figure 96 – Shipping Guarantee Navigation Toolbar

Upon completing these tabs, the user signs the transaction to release it.

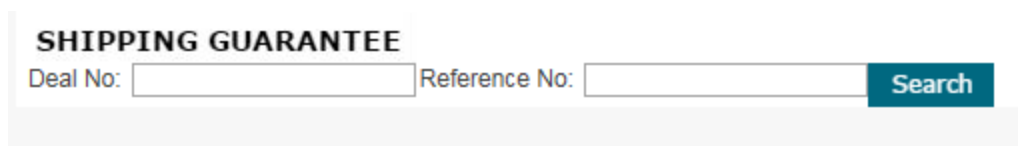
5.4.1.1 Creating a Shipping Guarantee from an L/C Search

By creating a Shipping Guarantee from an L/C search, the user is able to view all Import L/Cs that have an open balance, and create an SG linked to a specific L/C.

To establish a Shipping Guarantee Linked to an Existing L/C

1. From the Import section of the Main menu, click **Shipping Guarantee under L/C**.

The Shipping Guarantee Search page opens.



The image shows the Shipping Guarantee Search form. It has a header 'SHIPPING GUARANTEE'. Below the header, there are two input fields: 'Deal No:' and 'Reference No:'. To the right of these fields is a 'Search' button.

Figure 97 – Shipping Guarantee Search

2. After entering the Deal Number, Reference Number, or just clicking **Search**, the user is presented with the Shipping Guarantees List showing details of Import L/Cs that have an open balance.



The image shows the Shipping Guarantees List. It has a header 'SHIPPING GUARANTEE'. Below the header, there are two rows of data. Each row starts with a blue dot. The data is presented in a table-like format with labels on the left and values on the right. There are also document icons to the right of each row.

SHIPPING GUARANTEE	
Deal Number:	00193010100791
Amount / CCY:	EUR 4.000,00
Beneficiary:	NICOLETTA CIRCUS
Last Amend No:	1
Our Reference:	020317143445NLDO
Open Date/Time:	20/03/2017 10:34:34
Deal Number:	00193010100728
Amount / CCY:	GBP 355.000,00
Beneficiary:	STALO LTD
Last Amend No:	3
Our Reference:	160217192209WDHI
Open Date/Time:	01/03/2017 13:37:57

Figure 98 – Shipping Guarantees List



3. Select the required L/C from the list, and click to create an SG linked to the existing Import L/C.


4. The Shipping Guarantee application is displayed. New applications can be initiated from this page. New applications can be updated until they have been sent to the Bank.

IMPORT SHIPPING GUARANTEE

General Details | General Details | Participants | Attachments | Text

Transport Document No.: Generate Reference No.: ☐ Deal No:
 Amount: Shipment By:
 Currency: EURO
 LC Number: 00193010100791

Participants | General Details | Participants | Attachments | Text

Shipping Company 
 Search by Name:
 Name:
 Street:
 City:
 Country:

Attachments | General Details | Participants | Attachments | Text

Document Type

Add
Update
Delete
Replace
Preview

Texts | General Details | Participants | Attachments | Text

Comments to BOC

Max Line: 99

Payment Item

Account Currency and No.

Save Save & Exit Submit New Template Update Template Deal Note Cancel

Figure 99 – Shipping Guarantee under L/C

The **General Details** tab is the first tab that is displayed on the screen.

General Details | General Details | Participants | Attachments | Text

Transport Document No.: Generate Reference No.: ☐ Deal No:
 Amount: Shipment By:
 Currency: EURO
 LC Number: 00193010100791

Figure 100 – Shipping Guarantee General Details tab

5. Enter data in the relevant fields.

Note: Some of these fields are mandatory. They are indicated in bold in the screen.

The following are the General Details tab fields:



Transport Document No.	The shipping document number.
Generate Ref No.	When checked, this checkbox indicates that the transport document number is automatically generated. When not checked, the user must enter the transport document number manually.
Amount	Amount of the Shipping Guarantee request.
Currency	The currency in which the request is expressed.
L/C Number	The number of the L/C deal in case it should be used to provide the shipment under the specific L/C.
Deal Number	<p>The Deal Number created by the Bank.</p> <p>After release of the deal in the Bank's Back Office the relevant deal information is downloaded to 'Trade Services'. When browsing the original application form the deal no assigned by the Bank will now be displayed in this field.</p>
Shipment By	<p>Shipment By'. The response can be:</p> <ul style="list-style-type: none"> • Sea • Air

Note: An option exists to open a Shipping Guarantee linked to an L/C from the Import L/C Deal History. Transactions can also be launched from the 'Trade Services' Deal History pages (refer to Launching Transactions from the Deal History Page). (It is a general development applicable to other products as well.)

6. Switch to the Participants tab and enter the Shipping Company data in the relevant fields.

Figure 101 – Shipping Guarantee Request Application Page: Participants tab

Note: The user can identify a specific party or bank by entering any number of characters in the Search by Code field and then moving to another field. For example, when the user enters the letter 'B', the details of the first party/bank starting with B are displayed.

The following are the available Participants tab fields:

Name	<p>The name and address of the shipping company.</p> <p>Note: You can identify a specific party or bank by entering any number of characters in the Search by Code field and then moving to another field. For example, enter B and the details of the first party/bank that starts with B are displayed.</p>
Street	The street name where the shipping company is located.
City	The city where the shipping company is located.
Country	The country where the shipping company is located.

7. Switch to the Attachments tab to attach files to the Shipping Guarantee application to the Bank and upload them to the Back Office. For details, refer to [Attachments](#).

8. Use the Texts tab to enter free text for specific categories and view and specify account details. For more information, refer to [Texts](#).

- To display the clauses for a specific text field, refer to [Clause Library Window](#).

9. To send the transaction, when you are finished entering all L/C data into the application form, click Sign.

The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.

- To release the transaction, click Sign and enter your password to sign.

10. If you do not want to send the transaction now, once you have amended the appropriate information, click Save & Exit to update the Deal in the 'Trade Services' database.

Or

Click Cancel to return to the previous page without saving any action on the current page.

Note: When you want to save the updated application and apply the details to another application, click Template.

5.4.2 Shipping Guarantee

From the Import Menu click Shipping Guarantee. Follow steps 4 to 10 of [Creating a Shipping Guarantee from an L/C Search](#)

5.5 Deal Message

Please refer to [Deal Message](#).

5.6 Copy From

Please refer to [Copy From](#).

6 Trade Services - Export

The Export menu enables the 'Trade Services' user to:

- Request for transfer of an existing Export L/C
- Amending an existing Transfer L/C
- L/C Cover Letter (Presentation of Documents under an Export L/C)
- Request for Adding Confirmation to existing Export L/C
- Request for Issuance of a Regular Export Collection
- Amending Regular Documentary Collection
- Create a Deal Message
- Open a deal using the Copy from Functionality

EXPORT	GUARANTEE
TRANSFER L/C	
AMEND TRANSFER L/C	
L/C COVER LETTER	
ADD CONFIRMATION TO L/C	
EXPORT COLLECTION	
EXPORT COLLECTION TEMPLATE	
AMEND EXPORT COLLECTION	
DEAL MESSAGE	
COPY FROM	

Figure 102 – Export Menu Options

6.1 Transfer L/C

Letters of Credit are initialized by the Importer and upon arrival at the Advising Bank the customer is informed accordingly in 'Trade Services'. In case an L/C has been defined as Transferable a transaction for a New Transfer Letter of Credit (TFR) in favour of a second beneficiary can be initialized in 'Trade Services'.

The following are the tabs that must be completed in order to establish a new Transfer L/C.

- General Details
- Settlement Data
- Participants
- Attachments
- Texts
- Account Details



Figure 103 – Transfer Letter of Credit Navigation Toolbar

Upon completing these tabs, the user submits the transaction to release it.

6.1.1 Establishing a New Transfer Letter of Credit

1. From the Export Main menu, click **Transfer L/C**. The Transfer L/C search form is displayed.

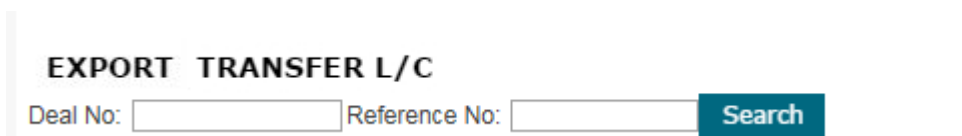
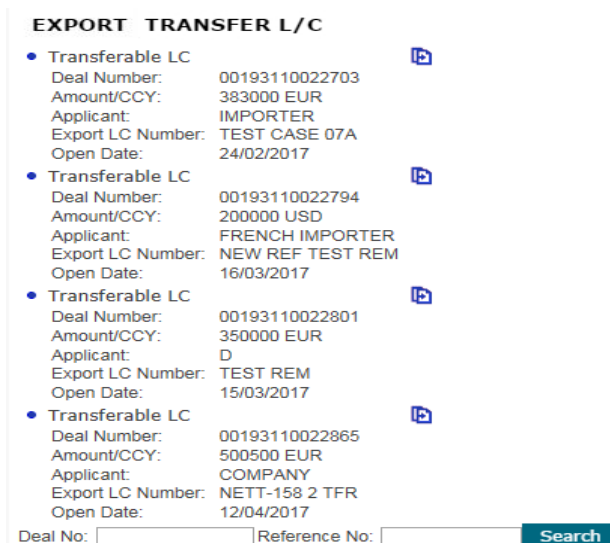


Figure 104 – Transfer L/C: Select Deal

2. Enter the relevant Deal or Reference number or click **Search** to display a list of transferable L/C deals in the system. The Transfer L/C Deal list is displayed.



Deal Number	Amount/CCY	Applicant	Export LC Number	Open Date
00193110022703	383000 EUR	IMPORTER	TEST CASE 07A	24/02/2017
00193110022794	200000 USD	FRENCH IMPORTER	NEW REF TEST REM	16/03/2017
00193110022801	350000 EUR	D	TEST REM	15/03/2017
00193110022865	500500 EUR	COMPANY	NETT-158 2 TFR	12/04/2017

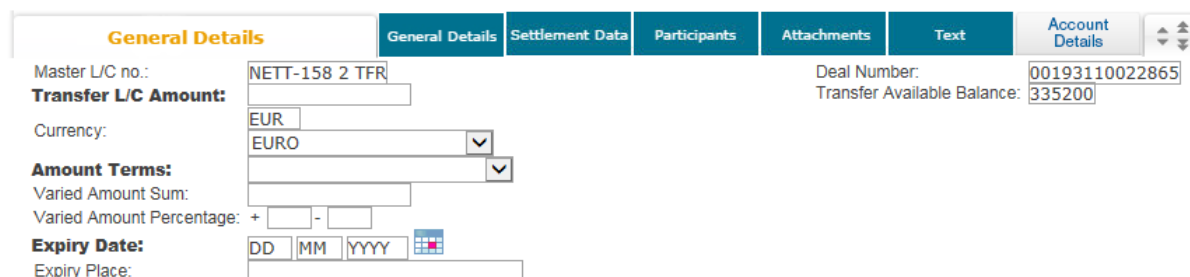
Figure 105 – Transfer L/C: Deal list



- View the Deal details by clicking the Transfer LC title.

Note: No changes can be made to the Deal from the view mode.

3. Select the relevant Letter of Credit by clicking **Open**  The Transferable Letter of Credit is displayed



The screenshot shows the 'General Details' tab of the Transfer Letter of Credit Application Form. The form includes the following fields and values:

- Master L/C no.:** NETT-158 2 TFR
- Transfer L/C Amount:** [Empty field]
- Currency:** EUR (selected from a dropdown menu showing EURO)
- Amount Terms:** [Empty field]
- Varied Amount Sum:** [Empty field]
- Varied Amount Percentage:** + [Empty field] - [Empty field]
- Expiry Date:** DD MM YYYY (with a calendar icon)
- Expiry Place:** [Empty field]
- Deal Number:** 00193110022865
- Transfer Available Balance:** 335200

Figure 106 – Transfer Letter of Credit Application Form: General Details Tab

The General Details tab is the first tab that is displayed on the screen.

4. Enter data in the relevant fields.

Note: Some of these fields are mandatory. They are indicated in bold on the screen.

The following are the General Details tab fields:

Master L/C Number	<p>The reference number of the original transferable Letter of Credit.</p> <p>Note: The value in the field is defaulted from the Export Letter of Credit deal.</p>
Deal Number	<p>The Bank Deal number.</p> <p>Note: The value in the field is defaulted from the Export Letter of Credit deal.</p>
Transfer L/C Amount	<p>The amount of the L/C to be transferred. This amount must be equal or less than the available balance for transfer under the L/C (Transfer Available Balance).</p> <p>Note: The value in the field is defaulted from the Export Letter of Credit deal.</p>
Transfer Available Balance	<p>The balance of the L/C available for transfer.</p> <p>Note: The value in the field is defaulted from the Export Letter of Credit deal.</p>
Currency	<p>The currency of the Letter of Credit.</p> <p>Note: The value in the field is defaulted from the Export Letter of Credit deal.</p>



Amount Terms	The relevant amount terms applicable to the TFR. If vary amount/percent is selected, enter one of the following fields: <ul style="list-style-type: none"> Varied Amount Sum Varied Amount %
Varied Amount Sum	The amount by which the documents may vary from the L/C amount, when the terms are varied.
Varied Amount Percentage	The percentage variation \pm by which the documents may vary from the L/C amount, when the terms are varied. For example, +12% or -7%.
Expiry Date	The date the Transfer L/C expires.
Expiry Place	The place the Transfer L/C expires.

5. Scroll down to the Settlement Data tab and enter data in the relevant fields.

Figure 107 – Transfer Letter of Credit Application Page: Settlement Data Tab

The following are the Settlement Data tab fields:

Shipment - Latest	The latest permitted date for shipping
Shipping Period	Specifies the period of time during which the goods are to be loaded on board/dispatched/taken in charge

Note: Either Latest or Shipping Period can be filled in. When the user tries to enter both fields, an error message is displayed.

6. Scroll down to the Participants tab and enter Deal participant data in the relevant fields. For more information, refer to [Participants](#).

Figure 108 – Transfer Letter of Credit Application Page: Participants tab

Note: The initial 'Trade Services' installation includes a list of all the parties and banks which were included in previous transactions with the Bank.

7. Scroll down to the Attachments tab to attach files to the Transfer L/C application to the Bank and upload them to the Back Office. For details, refer to [Attachments](#).

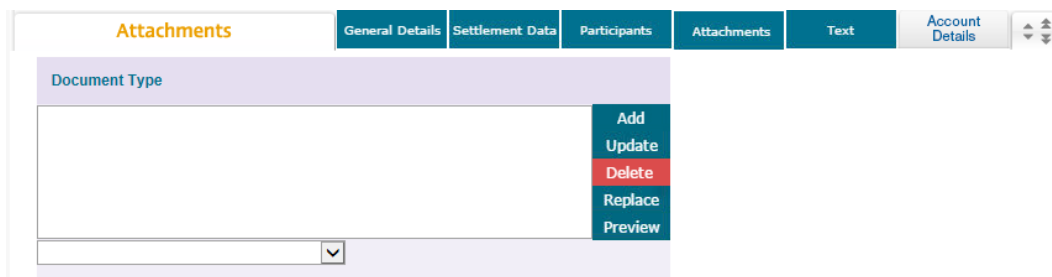


Figure 109 – Transfer Letter of Credit Application Page: Attachments

8. Scroll down to the Texts tab to enter additional customized information and requirements to the Transfer Letter of Credit. For more information, refer to [Texts](#).

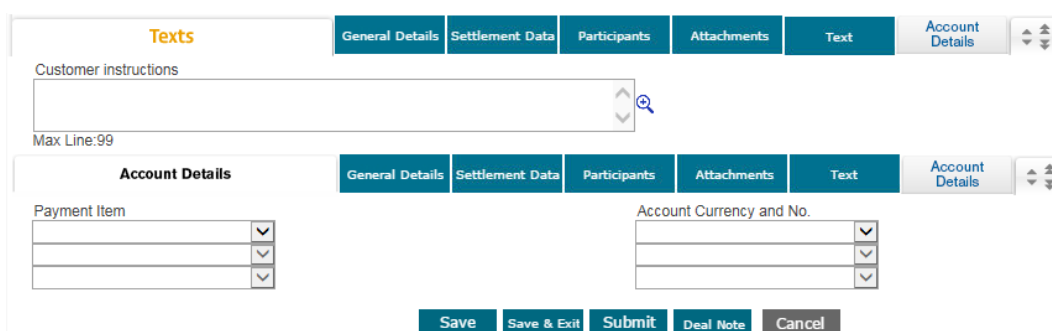


Figure 110 – Transfer Letter of Credit Application Page: Texts

9. To send the transaction, when you are finished entering all L/C data into the application form, click Submit

The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.

To release the Transfer Letter of Credit, click Submit.

10. If you do not want to send the transaction now, once you have amended the appropriate information, click Save & Exit to update the Deal in the 'Trade Services' database, Or

Click Cancel to return to the previous page without saving any action on the current page.

6.2 Amend Transfer L/C

The Transfer Amendment step (TAM) is used to make any amendments required to a Transferred Letter of Credit.

For further details refer to:

- [Amend Transfer Letter of Credit Tabs](#)

6.2.1 Amend Transfer Letter of Credit Tabs

The following tabs must be completed in order to amend an L/C:

- General Details
- Settlement Data
- Attachments
- Texts.



Figure 111 – Navigation Toolbar with the Amend Transfer L/C Tabs listed

Upon completing these tabs, the user submits the transaction.

Note: The user accesses any of the tabs from anywhere in the application page by clicking the desired tab on any heading of the title bars that precede each tab.

Some of these fields are mandatory. They are indicated in bold on the screen.

To Amend a Transfer Letter of Credit:

1. From the Export menu on the Navigation menu, click Amend Transfer Letter of Credit. The Amend Transfer Letter of Credit window is displayed.

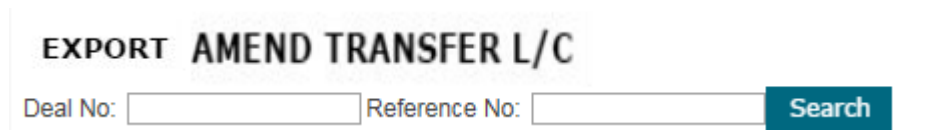


Figure 112 – Amend Transfer L/C: Select Deal

2. Select a specific transaction by either:




- Entering the Deal No. and/or Reference No. of the Transfer L/C that needs to be amended and clicking Search.

Or

- Leaving the Deal No. and Reference No. fields empty, clicking Search and selecting a specific transaction from the list of existing Transfer L/Cs that are displayed in the Amend Transfer Letter of Credit window.



EXPORT AMEND TRANSFER L/C


- Transferable LC 
 - Deal Number: 00193110022687
 - Amount/CCY: 100000 EUR
 - 2nd Beneficiary:
 - Export LC Number: 00193-01-0100498
 - Transfer L/C no.: 1
 - Open Date: 15/03/2017
- Transferable LC 
 - Deal Number: 00193110022703
 - Amount/CCY: 103000 EUR
 - 2nd Beneficiary:
 - Export LC Number: TEST CASE 07A
 - Transfer L/C no.: 1
 - Open Date: 24/02/2017
- Transferable LC 
 - Deal Number: 00193110022865
 - Amount/CCY: 100300 EUR
 - 2nd Beneficiary: STALO LTD
 - Export LC Number: NETT-158 2 TFR
 - Transfer L/C no.: 1
 - Open Date: 12/04/2017

Deal No: Reference No: **Search**

Figure 113 – Amend Transfer L/C List

View the Deal details by clicking the Transfer L/C title.

Note: No changes can be made to the Deal from the view mode.

3. Retrieve the relevant Transfer Letter of Credit in order to amend it by clicking Open  next to the Deal.

EXPORT AMEND TRANSFER L/C


General Details	General Details	Settlement Data	Attachments	Text	Account Details
Master L/C no.: NETT-158 2 TFR Transfer L/C no.: 1 Transfer L/C Amount: 100.300,00 Amount Increased by: <input type="text"/> Amount Decreased by: <input type="text"/> Currency: EUR <input type="text"/> Amount Terms: EXACTLY <input type="text"/> Varied Amount Sum: <input type="text"/> Varied Amount Percentage: + <input type="text"/> - <input type="text"/> Expiry Date: 15 / 07 / 2017  Expiry Place: NICOSIA <input type="text"/>	Deal Number: 00193110022865 Transfer Available Balance: 335200				

Figure 114 – Amend Transfer L/C: General Details Tab

The General Details tab is the first tab that is displayed on the screen.

4. Enter data in the relevant fields.

The following are the General Details tab fields:



Master L/C Number	The reference number of the original transferable Letter of Credit
Deal Number	The Back Office Deal number
Transfer Available Balance	The balance of the L/C available for transfer. This value is calculated and defaulted by the Back Office.
Amount Increased By/Decreased By	The amount by which the Transfer L/C is increased or decreased
Currency	The currency of the Letter of Credit
Amount terms	The relevant amount terms applicable to the Transfer L/C. If vary amount/percent is selected, enter one of the following fields: <ul style="list-style-type: none"> Varied Amount Sum Varied Amount Percentage
Expiry Date	The date on which the Transfer L/C expires.

5. Scroll down to the Settlement Data tab and enter data in the relevant fields to modify settlement instruction parameters, Or

Select from a dropdown list.

Figure 115 – Amend Transfer L/C: Settlement Data Tab

6. Enter relevant data in the following fields:

The following are the Settlement Data tab fields:

Shipment - Latest	The latest permitted date for shipping
Shipping Period	Specifies the period of time during which the goods are to be loaded on board/dispatched/taken in charge

Note: Either Latest or Shipping Period can be filled in. When the user tries to enter both fields, an error message is displayed.

7. Scroll down to the Attachments tab to attach files to an amended Transfer L/C application to the Bank and upload them to the Back Office. For details, refer to [Attachments](#).



Figure 116 – Amend Transfer L/C: Attachments Tab

8. Scroll down to the Text tab to enter additional customized information and requirements to the Amend Transfer Letter of Credit.

For more information, refer to [Texts](#).

Figure 117 – Amend Transfer L/C: Texts Tab

9. To send the transaction, when you are finished entering all L/C data into the application form, click Submit.

The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.

- To release the amended Transfer Letter of Credit click Submit

10. If you do not want to save the transaction now, once you have amended the appropriate information, click Save & Exit to update the Deal in the in the 'Trade Services' database, Or

Click Cancel to return to the previous page without saving any action on the current page.

6.3 L/C Cover Letter

A cover letter is a letter produced in 'Trade Services' and used by the customer for dispatching the original documents to the Bank.

As no transaction is sent to IMEX, the customer should send the cover letter together with hardcopies to the Bank for processing in IMEX.

To Generate an L/C Cover Letter:

1. From the Export menu, click L/C Cover Letter

The L/C Cover Letter search page opens.

EXPORT L/C COVER LETTER

Deal No: Reference No: L/C No: **Search**

Figure 118 – L/C Cover Letter search page

2. Fill in of the following fields or just click Search

Deal No	The Bank's deal number
Reference No	The customer's deal reference number Note: A wildcard search is available for this field.
L/C No	The Issuing Bank's reference number

The search results list appears.

EXPORT L/C COVER LETTER

- Export Letter of Credit**

Our Reference:
Applicant Reference:
Deal No: 00193110022669
Issuing Bank Reference: 00193-01-0100639
Balance: EUR 600.000,00
Applicant: GERMAN IMPORTER
- Export Letter of Credit**

Our Reference:
Applicant Reference:
Deal No: 00193110022810
Issuing Bank Reference: nett-148
Balance: EUR 100.000,00
Applicant: d
- Export Letter of Credit**

Our Reference:
Applicant Reference:
Deal No: 00193110022829
Issuing Bank Reference: TEST 159/158
Balance: EUR 230.000,00
Applicant: HOTEL AAA

Deal No: Reference No: L/C No: **Search**

Figure 119 –L/C Cover Letter search results page


Note: If no search criteria have been entered, upon clicking the Search button, 'Trade Services' will retrieve all deals which are not booked off, irrespective of the expiry date (past or future) and a balance of zero.

The following information is presented:

Our Reference	The customer's deal reference, if entered
Applicant Reference	The applicant's reference, if entered



Deal No.	Bank's deal no.
Issuing Bank Reference	The issuing bank's reference no. as downloaded from IMEX
Balance	Deal currency and balance
Applicant	The applicant of the Export L/C (counterparty)

3. Click **Open**  next to the selected L/C to be routed to the Cover Letter screen.

EXPORT L/C COVER LETTER

L/C No: 00193110022829 Date: 25 05 2017

Our Invoice/Reference No: EUR

Document amount:

Invoices

Invoice No	Amount
<input type="text"/>	<input type="text"/>

Add Update Delete

Documents

Document Description	Originals	Copies
<input type="text"/>	<input type="text"/>	<input type="text"/>

<< >>

Apply

Document List

- AIRWAY BILL
- BILL OF LADING
- CERTIFICATE OF ORIGIN
- COMMERCIAL INVOICE
- GSP CERT.OF ORIG.FORM A
- HEALTH CERTIFICATE
- INSURANCE CERT.TRANSHIP.
- MULTIMODAL TRANSP. B/L
- PACKING LIST
- PHOTOCOPY FORM T2L

Additional Documents:

Max Line:20

Instructions regarding proceeds:

☒ Settlement at maturity or on receipt of funds

☐ Discount / Prompt settlement

☐ Please contact us regarding discounting / prompt settlement

Account details:

☒ Please credit Bank of Cyprus account:

Debit Account for Bank charges:

Remarks to Bank of Cyprus:

Max Line:99

Contact Person / Phone No / Email address

Max Line:2

Print Cancel

Figure 120 – Cover Letter page



L/C No.	Bank's deal no.
Our invoice/Reference No.	The customer's reference no. for this specific set of documents.

	Size: 16 alphanumeric
Document Amount	The amount of the presentation
Currency	It's the deal currency as retrieved from the Export L/C data.
Date	Current or future date may be entered. The current date is defaulted upon receipt of the screen.
Invoices	At least one Invoice Number and Amount is mandatory. The fields works as per 'Trade Services' standards (same as Export Collection)
Documents	The dropdown list includes a number of documents. The list is identical like for Import L/C or Export Documentary Collections
Additional Documents	If no document has been selected in the Document area, this free text field becomes mandatory.
Instructions regarding proceeds (radio button; only one option can be selected)	<ul style="list-style-type: none"> Settlement at maturity or on receipt of funds (default selection) Discount/Prompt settlement Please contact us regarding discounting/prompt settlement
Account Details (radio button)	Please credit the Bank account. Dropdown list. The dropdown list includes the account details which are available in 'Trade Services' like used in the transactions.
Debit Account for Bank charges	Debit Account for Bank charges
Remarks to Bank of Cyprus	Used to enter additional comments
Contact Person / Phone No. / E-mail Address	The contact details of the customer

Action Buttons

Print	When clicked, 'Trade Services' produces the Cover Letter which then will be printed by the customer. If needed, the user can fix any value and generate a new cover letter.
Cancel	Clicking this button returns the user to the Inbox.

4. Once all the relevant fields are filled in, click the Print button to produce the Cover Letter.

NICOSIA TRADE FINANCE CENTRE
 39, ARCH. MAKARIOS III AVENUE
 1065 NICOSIA
 CYPRUS

02/06/2017

Our Ref. No. 111111111
 Presenting L/C documents under L/C No 00193-01-0100871 your Ref.No. 00193110022847

We enclose documents under above L/C.
 Please forward them as per L/C terms.

Amount :EUR 10000.00

Enclosed documents:
 BILL OF LADING
 COMMERCIAL INVOICE
 PACKING LIST
 BENEFICIARY'S CERTIFICATE

Presenting Invoices for the amount of EUR 10000.00
 Invoice No: 1
 Invoice No: 2

Amount: EUR 3.000,00
 Amount: EUR 7.000,00

Instructions regarding proceeds
 Settlement at maturity or on receipt of funds

Remarks:
 PLEASE SEND THE DOCUMENTS 'AS PRESENTED'

Queries/questions:
 ANDREAS, TEL. NO. XXX

Yours sincerely,
 Y. JUVTGERO EUIFIBG PW. ABI

Cancel

3 originals + 0 copies
 4 originals + 0 copies
 3 originals + 0 copies

Figure 121 – Cover Letter example



6.4 Add Confirmation to an Export L/C

This option allows the user to add a confirmation to an Unconfirmed Export L/C.

6.4.1 To Add a Confirmation to an Unconfirmed Export L/C:

1. From the Export menu, click Add Confirmation to L/C

The Add Confirmation to L/C search page opens.

EXPORT ADD CONFIRMATION TO L/C

Deal No: Reference No: **Search**

Figure 122 – Add Confirmation to L/C search page

2. Enter the Deal or Reference No., or just click Search

The search results list is presented.

EXPORT ADD CONFIRMATION TO L/C

• Export Letter of Credit		
Deal Number:	00193110022856	
Amount/CCY:	EUR 100.000,00	
Applicant:	D	
Our Reference:	TEST NETT-158	
Open Date:	11/04/2017 10:44:05	
• Export Letter of Credit		
Deal Number:	00193110022865	
Amount/CCY:	EUR 500.500,00	
Applicant:	COMPANY	
Our Reference:	NETT-158 2 TFR	
Open Date:	12/04/2017 14:26:22	
• Export Letter of Credit		
Deal Number:	00193110022918	
Amount/CCY:	EUR 20.000,00	
Applicant:	D	
Our Reference:	TEST CONNECTION	
Open Date:	02/05/2017 13:43:20	

< 1 2

Deal No: Reference No: **Search**

Figure 123 – Add Confirmation to L/C search results page

‘Trade Services’ presents a list of Export L/Cs that are not already confirmed (fully or partially).

3. Click to create an Add Confirmation transaction in ‘Trade Services’, as shown in the below Figure 124.

The Add Confirmation page opens.



EXPORT ADD CONFIRMATION TO L/C

General Details

Text

Deal Number: 00193110022865

Reference No.: NETT-158 2 TFR
Amount: 500.500,00
Currency: EURO
 Varied Amount Sum: 0,00
Amount Terms:
 Varied Amount %: + 0,00 - 0,00
Unconfirmed Amount: 500.500,00
Expiry Date: 31/07/2017
Country: GERMANY
Add Confirmation for Amount of: 500.500,00

Texts

General Details

Text

Comments to BOC

Max Line:99

Save Save & Exit Submit Deal Note Cancel

Figure 124 – Add Confirmation page

Reference No. (The Bank ref. no.)	Downloaded from the Bank system
Deal Number	Downloaded from the Bank system
Amount	Downloaded from the Bank system
Currency	Downloaded from the Bank system
Varied Amount sum	Downloaded from the Bank system
Varied Amount %	Downloaded from the Bank system
Unconfirmed Amount	Unconfirmed amount balance.
Expiry Date	Downloaded from the Bank system
Country	Downloaded from the Bank system
Add confirmation for amount of:	Amount for which the customer requires a confirmation.

Note: The Add Confirmation to Export L/C transaction can also be carried out from the Deal History page.

6.5 Export Collection

The following sections describe the Regular Documentary Export Collections.

In a Regular Export Collection, the customer sends the application for the collection via 'Trade Services' and in parallel sends all the physical documents to the Bank, which sends the remitting schedule and documents to the Collecting Bank.

6.5.1 Establishing a new Export Collection

1. From the Export Menu, click Export Collection or Export Collection Template.

Note: When clicking the Template icon, part of the details are already predetermined and filled in.

The Export Collection Issuance window is displayed. New applications can be updated until they have been sent to the Bank.

EXPORT REGULAR DOCUMENTARY COLLECTION

General Details | General Details | Settlement Data | Participants | Attachments | Text | Account Details

Reference No.: Generate Reference No.: ☐ Deal Number:

Amount: Collection Type:

Currency: Send Document Via:

Invoices: Courier Slip No.:

Invoice No	Amount
<input type="text"/>	<input type="text"/>

Add
Update
Delete

Settlement Data | General Details | Settlement Data | Participants | Attachments | Text | Account Details

Payment: ☒ SIGHT ☐ TIME ☐ INSTALLMENT

Draft After: Start Date: DD MM YYYY Due Date: DD MM YYYY

Tenor:

Participants | General Details | Settlement Data | Participants | Attachments | Text | Account Details

DRAWEE | **COLLECTING BANK**

Search: Search:

Name: Name:

Street: Street:

City: City:

Country: Country:

Documents

Document Description	Originals	Copies
AIRWAY BILL	1	1
BILL OF LADING	1	1
COMMERCIAL INVOICE	1	1
PACKING LIST	1	1

Document List

CERTIFICATE OF ORIGIN
GSP CERT. OF ORIG. FORM A
HEALTH CERTIFICATE
INSURANCE CERT. TRANSHIP.
MULTIMODAL TRANSP. B/L
PHOTOCOPY FORM T2L
SHIP OWNERS CERTIFICATE

Apply

Attachments | General Details | Settlement Data | Participants | Attachments | Text | Account Details

Document Type

Add
Update
Delete
Replace
Preview

Texts | General Details | Settlement Data | Participants | Attachments | Text | Account Details

Additional documents

Max Line:15
Goods Description

Max Line:99
Special Instructions

Max Line:99
Comments to BOC

Max Line:99

Account Details | General Details | Settlement Data | Participants | Attachments | Text | Account Details

Payment Item:

Account Currency and No.:

Save | Save & Exit | Submit | New Template | Deal Note | Draft | Cancel

View Commissions & Charges | Copyright © Bank of Cyprus Group

Figure 125 – Work Page

The **General Details** tab is the first tab that is displayed on the screen

1. Enter the data in the relevant fields.



Note: Some of these fields are mandatory. They are indicated in bold in the screen.

Figure 126 – General Details Tab

Reference No.	The number of invoice given by the 'Trade Services' user on the invoice that will be sent by this Export Collection	
General Reference No.	When checked, a reference number is generated automatically according to a pre-defined format.	
Deal Number	Bank's Deal Number	
Amount	Specifies the value of the documents to be collected	
Currency	Specifies the currency in which the amount is defined	
Collection Type	The field describes the terms for releasing the documents. There are several types of collection. Note: The Collection Types available are dynamically adjusted according to whether the user selects, 'Sight' 'Time' or 'Installment' in the Settlement Data Section. It is therefore highly recommended to first of all define that value.	
	Documents Against Payment (Sight)	The documents are released only if the drawee pays the full amount on presentation or The documents are released Free of Payment
	Documents Against Acceptance	The documents may be released if the drawee submits a draft of Bill of Exchange, or a Promissory Note or Written Undertaking, in which the drawee promises to pay at a future date.
	Payment By Installments	The documents are released when the drawee agrees to pay by installments.
Send Documents Via	Describes how the documents will be sent to the drawee, e.g. courier or By Hand.	
Courier Slip No.	The slip number of the courier, when sent by courier service.	

- In the invoice section of the tab, insert again the number and amount of invoice. The invoice column headers are:

Invoice No.	The invoice number. Note: The first entered invoice number, when there are more than one invoices, is used as the deal reference.
Amount	The invoice amount or the sum of invoices.

- Add, update and delete invoices using the following action buttons:



Add	To add a new row to the invoice table, enter the details i.e. invoice Number and Amount in the input fields at the bottom of the table and click the Add button. The new row will be added at the end of the table.
Update	To update a row in the invoice table select the relevant line. The details of the row will be copied to the input fields at the bottom of the table. Change the input fields as required. Click the Update Button, the row will be updated in the invoice table.
Delete	To delete an invoice, select the invoice entry and click the Delete button.

'Trade Services' verifies that the total amount of all the invoices is equal to the amount of the collection.

Note: At least one invoice, which is included in the collection, must be entered.

'Trade Services' validates that all the information has been entered correctly and the mandatory fields have been specified before displaying the next screen.

4. Switch to the Settlement Data tab and enter data in the relevant fields

Figure 127 – Settlement Data Tab

5. Select one of the payment options radio buttons:

Sight	The value of the documents is to be paid immediately on presentation or Free of Payment.
Time	The value of documents is to be paid on a specified date (Due date), or after a period of time (Tenor) and some condition has been fulfilled (Draft After)
Installment	The value of the documents is to be paid according to an installment schedule

6. Enter the relevant data in the following fields:

Due Date	A specific date the documents are due for payment. Relevant for Time Collections. It is calculated automatically as: Field: Tenor Days + Field: Start Date	
Draft After	Payment is due after a specified event when the tenor days have lapsed. Relevant for Time and Installments Choices consist of:	
	Bill of Lading Date	When the payment is due after the date written on the Transport Document
	Date of Invoice	When the payment is due after the date written

		on the Commercial Invoice
	Flight Date	When the payment is due after the date written on the Transport Document when the goods are sent by air.
	Sight	When payment is due after the goods arrive. The responsible party must see the goods and select all documents first.
Tenor	The period of time after a certain event that payment is due. Relevant for Time.	
Start Date	Is used for calculating the transaction's due date.	

7. When the payment method is by Installments, fill out the Installment instruction in the Settlement Data Tab.

Enter the relevant Installments details in the Payment By Installments portion of the Settlement Data Section:

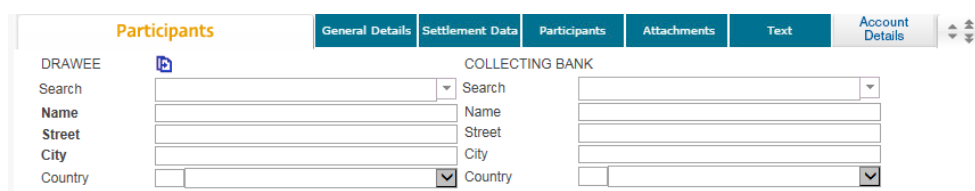
Amount	The amount of the payment due in the specific installment
Tenor	The period of time after a certain event that payment is due
Due Date	The date the payment is due
Check Installments	When checked, 'Trade Services' issues an error if the sum of all installments is not equal to the value of the Collection Sum.

- Add, update and delete the installment entries using the following action buttons:

Add	To add a new row to the installment payment table, enter the details i.e. Amount and Tenor or Due Date in the input fields at the bottom of the table and click Add. The new row is added at the end of the table
Update	To update a row in the table, double-click the relevant line. The details of the row are copied to the input fields at the bottom of the table. Change the input fields as required. Click update; the row is updated in the table.
Delete	To delete a required installment payment, select the payment entry record and click Delete.

- Addition of other installment instructions can be obtained through the General Instruction section in the Texts section.

8. Switch to the Participants tab and enter drawee and Collecting Bank data in the relevant fields.

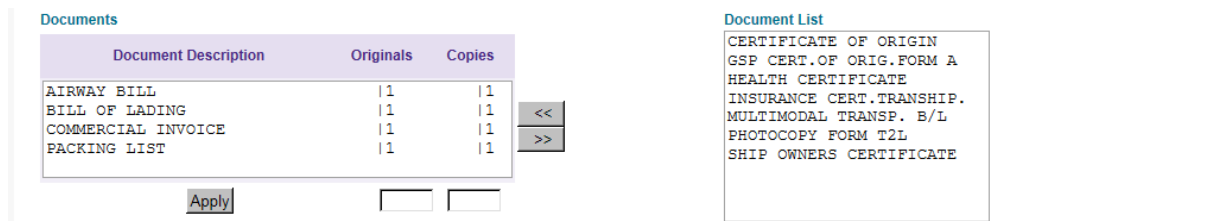


The screenshot shows the 'Participants' tab selected in a navigation bar. Below the bar, there are two main sections: 'DRAWEE' and 'COLLECTING BANK'. Each section contains a search field, a name field, a street field, a city field, and a country field with a dropdown arrow. The 'DRAWEE' section has a small icon to the left of the search field.

Figure 128 – Participants Tab

9. Select the requested documents required from the Documents list in the right hand side of the Documents section.

Note: Select a continuous series of documents by holding down the Shift key and clicking the first and last documents in the series with the left mouse button. Select a non-continuous series of documents by holding down the Ctrl key and selecting the documents required with the left mouse button.



Document Description	Originals	Copies
AIRWAY BILL	1	1
BILL OF LADING	1	1
COMMERCIAL INVOICE	1	1
PACKING LIST	1	1

Document List

CERTIFICATE OF ORIGIN
GSP CERT. OF ORIG. FORM A
HEALTH CERTIFICATE
INSURANCE CERT. TRANSHIP.
MULTIMODAL TRANSP. B/L
PHOTOCOPY FORM T2L
SHIP OWNERS CERTIFICATE

Apply

Figure 129 – Documents Tab

- Import the selected documents into the Requested Documents window by clicking Import



The Requested Documents list has the following columns:

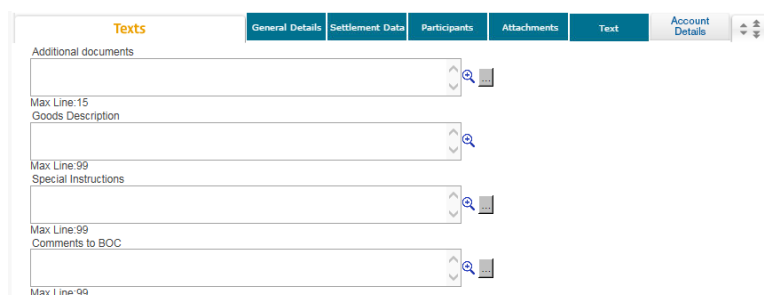
Documents Description	A list of documents required to be presented by the beneficiary
No of Originals	The number of original documents that will be presented with the application for a Collection
No of copies	The number of duplicates of documents that will be presented with the application for a Collection

- Select the required document by highlighting it and entering the number of originals and/or copies required.
- Click Apply to confirm selection and quantities.

10. Switch to the Attachments tab to attach files to a Collection application to the Bank and upload them to the Bank.

For details, refer to [Attachments](#)

11. Switch to the Texts tab to enter additional customized information and requirements to the Documentary Collection Deal.



Texts

General Details Settlement Data Participants Attachments Text Account Details

Additional documents

Max Line:15

Goods Description

Max Line:99

Special Instructions

Max Line:99

Comments to BOC


Max Line:99

Figure 130 - Texts Tab

- Enter information in the following categories and in other custom-defined categories:

Additional Documents	Used to enter additional required documents that do not appear in the document selection list under the Documents & Terms section
Goods Description	Used to enter a description of the goods that displays in the beneficiary's invoice. This field is mandatory.
Special Instructions	Used to enter any Instructions which should appear in the Export Collection
Comments to BOC	Used to enter additional comments which should be acted on by the Bank

- Use the following icons to manage the Text's free text field:

Zoom Text 	Enlarges the text box area enabling the user to edit or enter new data in the enlarged text box.
---	--

12. Switch to the Account Details tab and enter the account connected to this transaction.

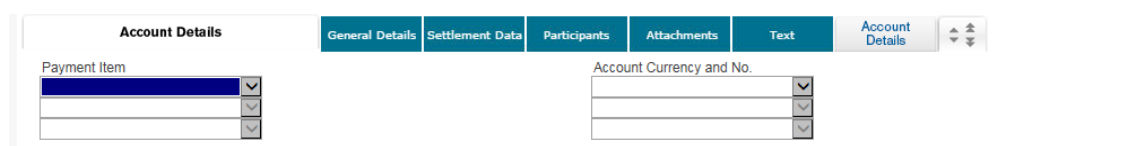


Figure 131 – Account Details Tab

In the Account Details tab, the user enters data to instruct the Bank how to make payment for the Export Collections items. The user selects the items from the dropdown lists.

13. To preview the Collection Letter during the transaction process, click the Draft Button at the bottom of the page.

'Trade Services' created as additional screen the Collection Letter in PDF format but without the Collection Number that is given by the Bank when the transaction is received.

14. To send the transaction, when the user has finished entering all the Documentary Collection details in to the application form, click Submit.



'Trade Services' runs internal checks to make sure the information is entered correctly. If any errors exist, an error message is generated; the user is notified about each error and prompted to correct it.

- To release the transaction, click Submit



Transaction Details:
 Transaction Type: Export Collection Issue
 CCY / Amount: EUR 5.000,00
 DRAWEE: LAKIS LTD
 Collection Type : DOCS AGAINST PAY (SIGHT)
 Payment: SIGHT
 Date: 16/06/2017 09:28:37
 Reference No.: INV.123456789

Confirm

Cancel

Figure 132 – Signature window

The above will be generated and by pressing Confirm, the transaction will be sent to the Bank.

15. If the user does not want to approve the transaction now, click Save & Exit to update the Deal in the 'Trade Services' Database. This transaction can be found in the Transaction/Events in process tab and can be submitted to the Bank at any later stage you want.

Note: When the user wants to save the information and apply the same details to another application, click Template before clicking Save & Exit button.

16. Cover Letter Generation.

A cover letter can be generated, printed and attached to the set of documents to be sent to the Bank for Export Collections. This cover letter can be printed going through the path: Inquiry → Transaction Status → insert the date of submitting the deal from 'Trade Services'. After the Transaction status is changed to 'Transaction Received by Bank', generate the Cover Letter. The user should check that the Banks Deal no. is generated along with the name and address of the Bank's Trade Finance Centre.

6.5.1.1 Collection Letter Generation

To generate the Collection Letter during the transaction process, click the Draft Button at the bottom of the page.

'Trade Services' created as additional screen the Collection Letter in PDF format but without the Collection Number that is given by the Bank when the transaction is received.

6.5.1.2 Cover Letter Generation

A cover letter can be generated, printed and attached to the set of documents to be sent to the Bank for Regular Export Collections.

The Cover Letter should be generated from the Transaction Inquiries Tab, when the respective deal has Transaction Status: Transaction Received by BANK.

Transaction Name ▼	Foreign Bank Ref. ▼	Cust Ref. ▼	Deal No. ▼	Transaction No. ▼	Currency ▼	Amount ▼	Amount in EUR	Exchange Rate	Counter Party	Transaction Status ▼	Status Date ▼
Export Collection Issue		INV.774411	00193130035975	0	EURO	11.000,00	11.000,00	1,0000000	ABCD LTD	Transaction Received by BANK	23/05/2017 12:36:58

Figure 133 - Transaction Status Inquiry

When the transaction status changes to the above, this means that a deal number has been allocated to the respective export collection and all relevant information are listed on the cover letter.

6.6 Export Collection Template

Templates are predefined transactions which include default values. They can be used to easily create new transactions, besides amendments, without having to enter the details multiple times.

For more details, refer to [Templates](#).

6.7 Amend Export Collection

‘Trade Services’ allows the user to request an amendment of a Regular Export Collection. Handling depends on whether the customer sends additional documents:

- With documents: The logic is the same as for an Issuance Step.
- Without documents: No collection letter is created and the Bank sends a SWIFT message with amendments.
- The following tabs must be completed in order to amend a Regular documentary collection:
 - General Details
 - Settlement Data
 - Participants
 - Documents
 - Attachments (optional)
 - Texts



Figure 134 – Navigation Toolbar with the Amend Documentary Collection Tabs listed

Upon completing these tabs, the user submits the transaction to release it.

1. From the Navigation menu: Export, select Amend Regular Doc Collection. The Amend Regular Doc Collection window is displayed.

EXPORT AMEND REGULAR DOC COLLECTION

Deal No: Reference No:

Figure 135 – Amend Regular Documentary Collection: Select Deal

2. Select a specific transaction by either:

- Entering the Deal No. and/or Reference No. of the collection that needs to be amended and clicking Search.

Or

- By leaving the Deal No. and Reference No. fields empty, clicking Search and selecting a specific transaction from the list of existing Regular Documentary Collections that are displayed in the Amend Regular Documentary Collection window.

EXPORT AMEND REGULAR DOC COLLECTION

- Export Doc. Collection

Deal Number: 00193130035948
 Balance / CCY: EUR 12.000,00
 Drawee: ABC LTD
 Our Reference: INV.778899

Deal No: Reference No: **Search**

Figure136 – Amend Regular Documentary Collection List

Regular Export Collection Data


Deal No.	Bank's deal no.
Balance	Deal currency and balance.
Drawee	The Drawee of the Collection (counterparty)
Our Reference	The customer's deal reference.

Search Fields

Deal No	Bank's deal number
Reference No	The customer's deal reference number.

View the Deal details by clicking the Documentary Collection title.

Note: No changes can be made to the Deal from the view mode.

3. Retrieve the relevant Collection in order to amend it by clicking Open  next to the Deal.

The Amend Regular Documentary Collection transaction page appears.

Note: In the following description any field which has an identical function to the Issuance Step is omitted

EXPORT Amend Regular Doc Collection

General Details | General Details | Settlement Data | Participants | Attachments | Text | Account Details

Reference No.: INV.778899
Amount: 12.000,00
Currency: EUR EURO
 Increased Amount By:
 Decreased Amount By:

Invoices

Invoice No	Amount
INV.778899	12.000,00

Add **Update** **Delete**

Deal Number: 00193130035948
Collection Type: DOCS AGAINST ACCEPTANC
Send Document Via: COURIER 1 LOT
 Courier Slip No:

Figure137 – Amend Regular Documentary Collection: General Details Tab

The General Details tab is the first tab that is displayed on the screen.

4. Enter data in the relevant fields.

The following are the General Details tab fields:

Reference No.	The customer's reference number
Amount	The deal amount – it cannot be amended in this field
Currency	The deal currency
Deal Number	Bank's Deal number
Collection Type	From Issuance – protected
Send Document Via	Default from Issuance, can be amended
Increase Amount by	Indicates an increased amount. Note: A value must not be entered into both Increased Amount and Decreased Amount fields. These fields are mutually exclusive.
Decrease Amount by	Indicates a decreased amount. Note: A value must not be entered into both Increased Amount and Decreased Amount fields. These fields are mutually exclusive
Invoice No and amount	The invoices are defaulted from Issuance. The defaulted invoices can be amended and additional invoices may be added. The first defaulted invoice number, however, represents the Customer's Reference Number for the Deal, if this is changed, then the Customer's Reference Number will be changed.

5. Scroll down to the Settlement Data tab and enter data in the relevant fields to modify settlement instruction parameters.

Or

Select from a dropdown list.

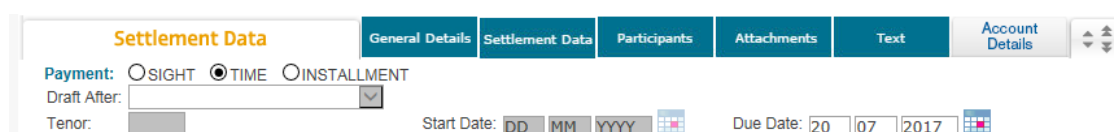


Figure 138 – Amend Regular Documentary Collection: Settlement Data Tab

6. Enter relevant data in the following fields:

The following are the Settlement Data tab fields:

Payment	Default from Issuance, can be amended.
Due Date	Default from Issuance, can be amended.
Draft After	Default from Issuance, can be amended.
Tenor	Default from Issuance, can be amended.
Start Date	Protected if the Payment Via is Sight, otherwise available
Installments	Default from Issuance if exists, can be amended. This option will only appear if the Installment payment option is selected.

7. Scroll down to the Participants tab and enter Deal participant data in the relevant fields.

Note: The initial 'Trade Services' installation includes a list of all the parties and banks which were included in previous transactions with the Bank.

8. Scroll down to the Documents tab and select the appropriate response for each term applicable to an amended Regular Documentary Collection.

9. If required, Scroll down to the Attachments tab to attach files to an amended Regular Documentary Collection application to the Bank and upload them to the Bank.

10. Scroll down to the Text tab to enter additional customized information and requirements to the Amend Regular Documentary Collection.

Note: The Text Window "DOCUMENTS ATTACHED" acts as an indicator to the Bank as to whether to process the transaction immediately or to wait for the documents. The following logic applies:

- If documents are listed in the above window, the Bank will wait for the receipt of the documents before processing the amendment.
- If no documents are listed in the above window, the Bank will issue the amendment to the Collecting Bank via SWIFT.

11. To approve the transaction, when the user has finished entering all Collection data into the application form, click Submit.

'Trade Services' runs internal checks to make sure the information is entered correctly. If any errors exist, the user is notified about each error and prompted to correct it.

12. If the user does not want to approve the transaction now, once the user has amended the appropriate information, click Save & Exit to update the Deal in the 'Trade Services' database.

Or

Click Cancel to return to the previous page without saving any action on the current page.

6.8 Deal Message

Please refer to [Deal Message](#).

6.9 Copy From

Please refer to [Copy From](#).

7 Trade Services - Guarantee

The Guarantee menu enables the 'Trade Services' user to:

- Apply for new Guarantee
- Apply for a new Guarantee based on an existing Template
- Amend existing Guarantee
- Send Guarantee Claim under an Incoming Guarantee
- Send a Deal Message to the Bank (available for existing deals in 'Trade Services')
- Open a deal using the Copy From functionality

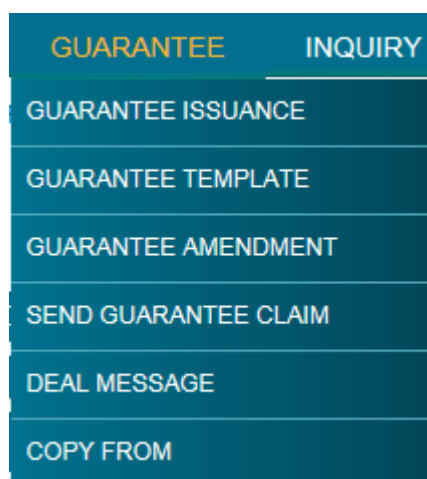


Figure 139 – Guarantees menu

7.1 Guarantee Issuance

The first link on the Guarantee Menu allows the user to create an application for a new Guarantee.

The following tabs must be completed in order to establish a new Guarantee:

- General Details
- Participants
- Attachments
- Texts



Figure 140 – Guarantee Navigation Toolbar

Upon completing these tabs, the user submits the transaction to release it.

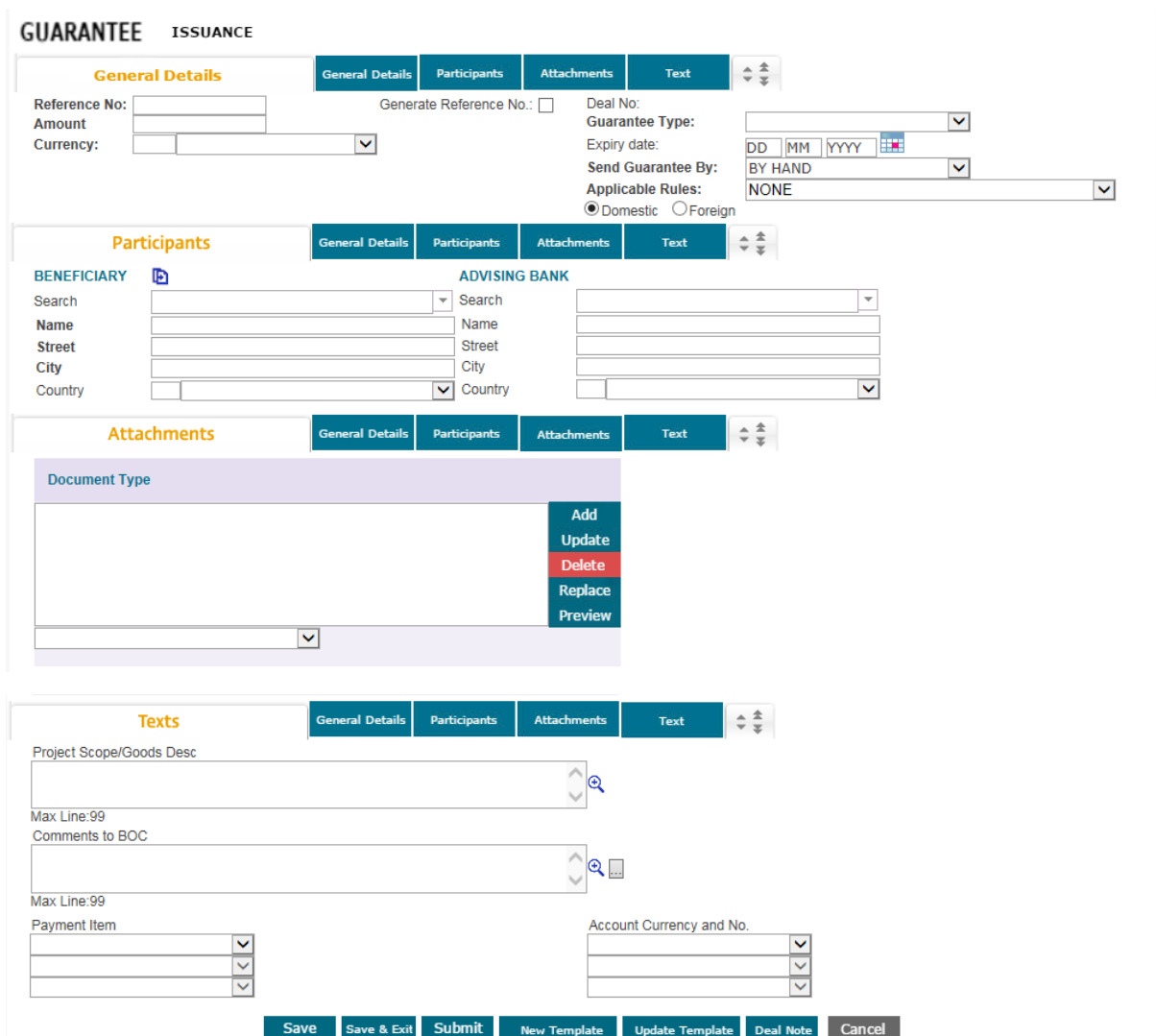
Note: The user accesses any of the tabs from anywhere in the application page by clicking the desired tab on any heading of the title bars that precede each tab.

7.1.1 Establishing a New Guarantee

- From the Guarantees menu, click Guarantee Issuance or Guarantee Template.

Note: When clicking the Template icon, part of the details are already predetermined and filled in.

The Guarantee application is displayed. New applications can be initiated from this page. New applications can be updated until they have been sent to the Bank.



GUARANTEE ISSUANCE

General Details

Reference No.: Generate Reference No.: ☐ Deal No.:

Amount: Guarantee Type:

Currency: Expiry date: DD MM YYYY

Send Guarantee By: BY HAND

Applicable Rules: NONE

☒ Domestic ☐ Foreign

Participants

BENEFICIARY

Search: Name: Street: City: Country:

ADVISING BANK

Search: Name: Street: City: Country:

Attachments

Document Type

Texts

Project Scope/Goods Desc:

Max Line:99

Comments to BOC:

Max Line:99

Payment Item:

Account Currency and No.:

Figure 141 – New Guarantee Page



The **General Details** tab is the first tab that is displayed on the screen.

Figure 142 – New Guarantee Page: General Details Tab

Enter data in the relevant fields.

Note: Some of these fields are mandatory. They are indicated in bold in the screen.

The following are the General Details tab fields:

Reference No.:	Specifies a unique identification number, decided by the 'Trade Services' user. For example the contract number. Note: A wildcard search is available for this field
Generate Reference No.:	When checked, the customer reference number is generated automatically according to a pre-defined format.
Amount:	The amount of the Guarantee
Currency:	The currency of the Guarantee
Deal Number:	Deal Number created by the Bank. In 'Trade Services', the Deal Number is generated immediately upon receipt by the Bank of the new transaction.
Guarantee Type:	The predefined type of Guarantee, such as: Performance, Tender, Payment Guarantee etc
Expiry Date:	The date that Guarantee expires
Send Guarantee By:	The method by which a Guarantee it is send i.e. By Hand of By Swift
Applicable Rules:	Rule in which the guarantee is subject to.
Domestic/International:	Indicates the guarantee type. Possible values: Domestic International

2. Switch to the Participants tab and enter the Deal participant data in the relevant fields.

For more information, refer to [Participants](#).

3. Switch to the Attachments tab to attach files to a regular Guarantee application to the Bank and upload them to the Back Office. For details, refer to [Attachments](#).

4. Switch to the Texts tab to enter additional customized information and requirements to the Guarantee.



Texts

General Details | Participants | Attachments | Text

Project Scope/Goods Desc

Max Line:99

Comments to BOC

Max Line:99

Figure 143 – New Guarantee Page: Texts Tab

Project Scope/Goods Desc: Used to enter the Project Scope as well as the Goods Description

Comments to BOC: Used to enter additional comments

5. Enter additional Deal information by clicking the appropriate option in the toolbar, or by clicking the directional button to view a preceding window.

6. To send the transaction, when you are finished entering all Guarantee details into the application form, click Submit.

The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.

To release the transaction, click Submit.

7. If you do not want to send the transaction at the current moment, once you have amended the appropriate information, click Save & Exit to update the Deal in the 'Trade Services' database, Or Click Cancel to return to the previous page without saving any action on the current page.

Note: When you want to save the updated application and apply the details to another application, click Template.

7.2 Guarantee Template

Templates are predefined transactions which include default values. They can be used to easily create new transactions, besides amendments, without having to enter the details multiple times.

For more details, refer to [Template](#).

7.3 Guarantee Amendment

Guarantees issued by the Bank are listed in the Amend Guarantee window.

The following tabs must be completed in order to amend a Guarantee:

- General Details
- Attachments
- Texts



Figure 144 – Amend Guarantee Navigation Toolbar

Upon completing these tabs, the user submits the transaction to release it.

To Amend a Guarantee:

1. From the Guarantees menu, click **Amend Guarantee**.

The Amend Guarantee search window is displayed.

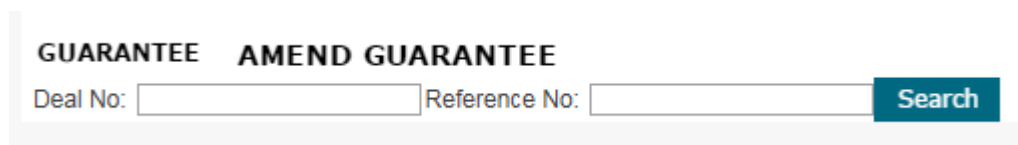


Figure 145 – Amend Guarantee: Select Deal

2. Select a specific transaction by either:


- Entering the Deal No. and/or Reference No. of the Guarantee that needs to be amended and clicking Search.

Or

- By leaving the Deal No. and Reference No. fields empty, clicking Search and selecting a specific transaction from the list of existing Guarantees that are displayed in the Amend Guarantee window.

To view the Deal details, click Deal title.

Note: No changes can be made to the Deal from the view mode.

3. Retrieve the relevant Guarantee in order to amend it by clicking Open  next to the Deal.

The selected Deal is displayed with its application page completed.

Note: When editing a previously saved transaction, the amended fields are highlighted after the user saves the changes.



GUARANTEE AMEND GUARANTEE

General Details | General Details | Attachments | Text

Reference No: TEST CASE 01
 Amount: 5,500,00
 Amount Increased by:
 Amount Decreased by:
 Currency: EUR EURO

Deal No: 00193020398194
 Guarantee Type: Performance Guarantee
 Expiry date: 04 06 2018
 Send Guarantee By: BY HAND
 Applicable Rules: NONE
☐ Domestic ☒ Foreign

Attachments | General Details | Attachments | Text

Document Type

Add
Update
Delete
Replace
Preview

Texts | General Details | Attachments | Text

Guarantee AMD Free Text

Max Line:99
 Comments to BOC

Max Line:99

Payment Item

Account Currency and No.

Figure 146 – Amend Guarantee Page

The **General Details** tab is the first tab that is displayed on the screen.

4. Enter data in the relevant fields.

5. The following are the General Details tab fields:

Reference Number	A unique deal identification number, decided by the 'Trade Services' user. For example, a contract number, a delivery order, and so on
Amount	The Guarantee amount from the Issuance or previous Amendment
Increased Amount	The amount the value of the guarantee has increased by
Decreased Amount	The amount the value of the guarantee has decrease by
Currency	The currency of the Guarantee amount from the Issuance or previously released Amendment Step. It can be changed in the Amendment Step
Deal Number	Specifies the Deal Number created by the Bank. In 'Trade Services', the Deal Number is generated immediately upon receipt by the Bank of the new transaction.This field is read only field
Guarantee Type	The Guarantee type, predefined by the Bank. This field is read only
Expiry Date	The date the Guarantee expires

6. Switch to the Attachments tab to attach files to an amended Guarantee application to the Bank and upload them to the Back Office. For details, refer to [Attachments](#).

7. Switch to the Texts tab to enter additional customized information and requirements to the Amend Guarantee.

To display the clauses for a specific text field, refer to [Clauses](#).

8. Enter additional Deal information by clicking the appropriate option in the toolbar, or by clicking the directional button to view a preceding window.

9. To send the transaction, when you are finished entering all the Amend Guarantee details into the application form, click **Submit**.

The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.

To release the transaction, click **Submit**

10. If you do not want to send the transaction now, once you have amended the appropriate information, click **Save & Exit** to update the Deal in the 'Trade Services' database, Or

Click **Cancel** to return to the previous page without saving any action on the current page.

7.4 Guarantee Claim

'Trade Services' allows the customers to send a claim including attachment of relevant documentation under an existing incoming guarantee via 'Trade Services' to the Bank.

The following tabs must be completed in order to complete a post guarantee claim:

- General Details
- Attachments
- Texts



Figure 147 – Claim Guarantee Navigation Toolbar

Upon completing these tabs, the user submits the transaction to release it.

To Send a Guarantee Claim:

1. From the Guarantees menu, click **Guarantee Claim**.

The Claim Guarantee search window is displayed.

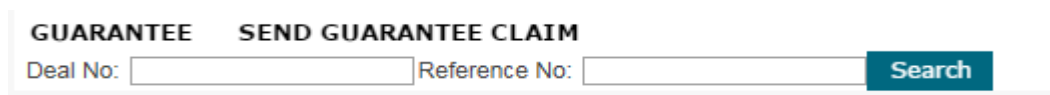


Figure 148 – Claim Guarantee: Select Deal



2. Select a specific transaction by either:

Entering the Deal No. and/or Reference No. of the Guarantee that needs to be claimed and clicking Search, Or


By leaving the Deal No. and Reference No. fields empty, clicking Search and selecting a specific transaction from the list of existing Guarantees that are displayed in the Claim Guarantee window.

Note: If no search criteria have been entered, upon clicking the Search button, 'Trade Services' retrieves all deals which are not booked off and which have a positive balance, irrespective of the expiry date (past or future).

A deal for which a claim is currently under process, is not included in the criteria result list (similar to the Amend Guarantee search facility).

To view the Deal details, click Deal title.

Note: No changes can be made to the Deal from the view mode.

3. Retrieve the relevant Guarantee in order to claim it by clicking Open  next to the Deal.

The selected Deal is displayed with its application page completed.

GUARANTEE
Claim Guarantee

Claim Details

Reference No:

Claim Reference No:

Claim Amount:

Deal No:

Currency:

Deal Balance:

Expiry Date:

Attachments

Document Type

Add

Update

Delete

Replace

Preview

Claim Details Attachments Text

Texts

Comments to BOC

Max Line:99

Claim Details Attachments Text

Incoming Correspondence

Transaction Name	Drawing No.	Text ID	Document Name	Arrival Date/Time	Send To
Incoming LG Advising	0	12ISS	ADVICE OF LG	16/11/2016	CUSTOMER
Incoming LG Advising	0	DRCRG	DR/CR ADVICE	16/11/2016	CUSTOMER



Payment Item	Account Currency and No.
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Figure 149 – Claim Guarantee window

The **General Details** tab is the first tab that is displayed on the screen.

4. Enter data in the relevant fields.

The following are the General Details tab fields:

Reference Number	The customer's reference number, if assubmitted
Deal Number	The bank's deal number.
Claim Reference Number	<p>The customer's reference number for this specific claim.</p> <p>Note: In case of multiple claims, 'Trade Services' validates the uniqueness of the Claim Reference No. under the same deal. In case of duplication, 'Trade Services' prompts the error message "Duplicate Claim Reference No" to the user.</p>
Currency	Deal Currency
Claim Amount	<p>The amount of this claim.</p> <p>'Trade Services' ensures that the entered amount is not greater than the deal balance. If yes, 'Trade Services' prompts the error message "Claim amount is greater than the deal balance" to the user.</p>
Deal Balance	Deal Balance
Expiry Date	<p>The guarantee expiry date.</p> <p>Note: In case of an unlimited guarantee, the word "Unlimited" is displayed.</p>

5. Switch to the Attachments tab to attach files to a regular Guarantee application to the Bank and upload them to the Back Office. For details, refer to [Attachments](#).

6. Switch to the Texts tab to enter additional customized information and requirements to the Guarantee.

For more information, refer to [Texts](#).

- To display the clauses for a specific text field, refer to [Clauses](#).

7. Enter additional Deal information by clicking the appropriate option

8. To send the transaction, when you are finished entering all Claim details into the application form, click Submit.

The system runs internal checks to make sure the information is entered correctly. If any errors exist, you are notified about each error and prompted to correct it.

Transaction Details:
 Transaction Type: REGISTER THE CLAIM
 Deal Number: 00193120021963
 CCY / Amount: EUR 1.500,00
 Drawee: TESTING
 Expiry Date: 22/03/2021
 Date: 27/04/2017 10:03:43
 Reference No.: NETT-148
 Claim Ref No: 1

Confirm

Cancel

Figure 150 – Signature window

Transaction Type	Incoming Guarantee Claim
Deal No.	Bank's deal no.
CCY/Amount	Deal Currency and claim amount
Applicant	Counterparty
Expiry Date	Date of guarantee expiry
Date	Date and time of the step creation
Customer Deal Ref.	The reference no. assubmitted by the customer to the deal
Customer Claim Ref.	The reference no. assubmitted by the customer to this specific claim

9. To release the transaction, click Submit.

If you do not want to send the transaction at the current moment, once you have amended the appropriate information, click Save & Exit to update the Deal in the 'Trade Services' database, Or

Click Cancel to return to the previous page without saving any action on the current page.

7.5 Deal Message

Please refer to [Deal Message](#).

7.6 Copy From

Please refer to [Copy From](#).

8 Trade Services - Inquiries

This topic includes details about making Deal inquiries according to user-defined criteria. The following is the list of Inquiry types:

- Transaction Status Inquiry
- Open Deals Inquiry
- Deal History
- Deal Select
- Payments

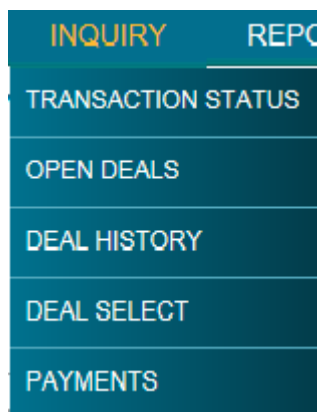


Figure 151 – Inquiry Navigation menu

8.1 Transaction Status Inquiry

The Transaction Status Inquiry enables the user to view a list of customer-initiated transactions, tracking:

- Current status of the transaction
- Signature details required for a transaction
- A list of the signatures submitted on a transaction

To Establish a Transaction Status Inquiry:

1. From the Inquiry menu, click Transaction Status.

The Transaction Status Inquiry select form is displayed.



INQUIRY TRANSACTION STATUS

Transaction

Status:

Name:

Customer Reference No:

Status

Date From: DD MM YYYY Save Criteria ☐

Date To: DD MM YYYY

Figure 152 – Transaction Status Inquiry Window

Status inquiries are requested according to the following parameters:

- **Transaction:** This section of the inquiry describes factors relating to the transaction itself.
- **Status:** As each change affects a transaction's status, this section reports when the transaction changes to the current status. The following are the Transaction fields:

Status	Limits the search to a specific transaction stage. Transactions can be identified by the actions performed on them or in light of what stage they were submitted, such as: Transaction Received by Bank, Transaction in Progress, Pending for Client's Authorization
Name	Transaction deal type and step. Examples are Outgoing LG Amendment, Import LC Issuance, Import Collection Acceptance etc.
Customer Reference No.	Allows searching for a specific transaction according to the customer's Reference No. It is the Reference No., which the customer user has entered during the transaction creation

The following are the Status fields:

Date From/To	Restricts the search to a range of when the transaction changed to the current status.
Save Criteria	Select this checkbox for 'Trade Services' to save the inquiry criteria as the default for the next inquiry. All subsequent requests for the inquiry, use the saved criteria as the default. Note: To remove the saved criteria status, empty all fields except for Save Criteria, and click Search.

2. Click one of the following action buttons:

Search	Displays a list of transactions that conform to the retrieval criteria in the Inquiry Results Table.
Excel	Exports the list of inquiry results to Excel, which is automatically invoked from the user's browser. The user can then manipulate the downloaded data, including saving it.
Cancel	Returns the user to the previous page without saving any action on the current page.

3. Click Search to display a list of transactions that conform to the retrieved criteria display in the Inquiry Results Table.



The Transaction Status report is displayed.

INQUIRY TRANSACTION STATUS

Transaction
Status:
Name:
Customer Reference No:

Status
Date From: DD MM YYYY Save Criteria ☐
Date To: DD MM YYYY

Transaction Name	Foreign Bank Ref.	Cust Ref.	Deal No.	Transaction No.	Currency	Amount	Amount in EUR	Exchange Rate	Counter Party	Transaction Status	Status Date	Signs	Print
Deal Message to Bank		00193020399656NA	00193020399656	1		0,00	0,00	0,0000000	ddddd	Message Received by BANK	15/05/2017 13:55:59		
Outgoing LG Issuance		110517102209XJGX	00193020399718	0	EURO	1,000,00	1,000,00	1,0000000	STALO LTD	Transaction Processed by Bank	11/05/2017 10:34:42		

Figure 153 – Transaction Status Search Result

The top of the report lists the search criteria that defined the report parameters. The bottom of the report shows the search results.

- Sort the inquiry result columns in ascending/descending order by using the arrows located in the column headings.
- In the Transaction Name column, click a transaction record to view that transaction.
- In the Transaction Status column, if the transaction status is “Rejected”, the user is able to click the status and a popup window appears showing the rejection reason, as displayed below.

Click OK to close the popup window.

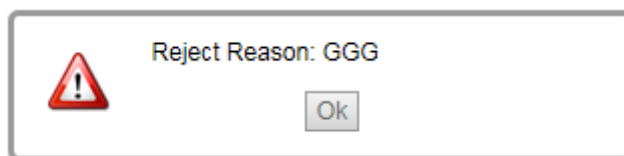


Figure 154 – Rejection reason pop-up window.

- Click Signatures to view the Signature Details table and the list of those who have submitted the transaction. The Signature Requirement popup window is displayed.

Signatures				
Signatures List			Required Signatures	
User Name	Level	Date	Level	Number
SKEVI	D	07/04/2017 10:16:20	A	1

D - Data Entry



Figure 155 – Signature Requirement popup window

The following information is provided in the Signature Requirements Table:

Signature List	Provides details about the signatures affected on the transaction including the following	
	User Name	The user who submitted the form
	Level	The authorization level of the user who submitted Note: The signature level of a Data Entry User is 'D'
	Data/Time	When the signature was entered
Required Signature	Information about the signature requirements for this transaction, including:	
	Level	The level of the officer submitting the form
	Number	The number of users from level indicated whose signature is required on the transaction.

8.1.1 Local Equivalent

All the reports available in the 'Trade Services' online reporting menu (or created in the report generator) show the local equivalent i.e. for each amount in foreign currency the local equivalent is also displayed.

Exchange rates are downloaded from the Bank to 'Trade Services': selling/ buying/ mid rate/ nominal rate. For the daily calculation the local equivalent is calculated using mid rate- online reports, but the end of month uses the nominal rate to calculate.

The two relevant fields in the reports are:

Amount in Local Currency	Field displaying amount in local currency.
Exchange Rate	Exchange rate used for local equivalent calculation.

These fields can be selected or deselected for display using the Layout Customization page.

8.2 Open Deals Inquiry

The Open Deals Inquiry option enables the user to view and edit any Deal containing a balance, such as: deal balance, payment balance or acceptance balance.

Viewing the Open Deals Window:

1. From the Inquiry menu, click Open Deals. The Open Deals page is displayed

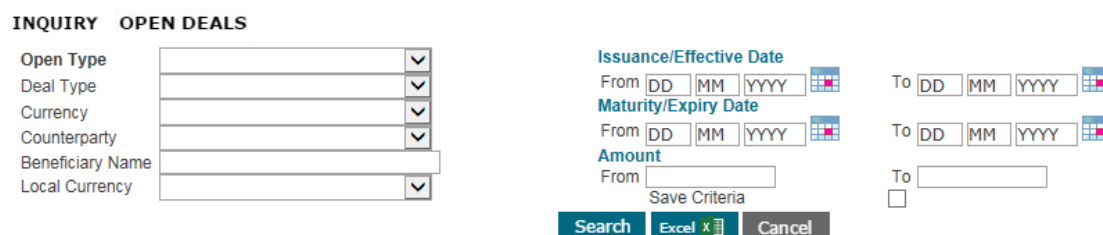


Figure 156 – Open Deals Inquiry Window

Open Deal inquiries are made according to the following parameters:

Open Types	<p>The open types of transactions in the system that have not been completed.</p> <p>The types are: Acceptances on LC + Collections, Collections Sight & Collections Not Accepted Yet, Guarantees, LC & Acceptances on L/C + Collections, Letters of Credit, Payments at Sight, Shipping Guarantees.</p> <p>The option of selecting All Outstanding Deals also exists.</p> <p>If records for the same deal exist in several types, the “All Outstanding Deals” option will present all the records, according the criteria, entered by the user.</p> <p>For some of the transaction types such as Collections, an expiry date does not exist. In this case, when the user selects the option called “All Outstanding Deals”, and at the same time enters criteria for the expiry date, only transactions with an expiry date will be displayed (therefore Collections will be excluded from this type of report).</p>
Deal Type	<p>The type of Deal and the step. The types are: Export Documentary Collections, Export Letters of Credit, Import Documentary Collections, Import Letters of Credit, Incoming Guarantees, Outgoing Guarantees, Shipping Guarantees</p>
Currency	The Deal amount currency.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Counterparty Name	The counterparty can be searched by name in addition to being searched from the counterparty list.
Local Currency	If left cleared, the information in the Customer Local Currency field is used for the local currency equivalent calculations, as defined by the Customize Customer screen:
Issuance/Effective Date Range	From/To — The dates during which the transaction has been created
Maturity/Expiry Date Range	From/To – The dates during which a Deal expires or the maturity of the acceptances
Amount Range	The lowest and highest amount for Deals.
Save Criteria	<p>Select this checkbox for ‘Trade Services’ to save the inquiry criteria as the default for the next inquiry.</p> <p>All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field, and click Search.</p>

2. Click one of the following action buttons:

Search	Displays a list of transactions that conform to the retrieval criteria in the Inquiry Results Table.
Excel	<p>Exports the list of inquiry results to Excel, which is automatically invoked from the user’s browser.</p> <p>The user can then manipulate the downloaded data, including saving</p>

	it.
Cancel	Returns the user to the previous page without saving any action on the current page.

To export the list of inquiry results to an Excel file that the user view from your browser, click Excel.

Note: The user can manipulate and save the downloaded data from Excel.

3. Click Search to begin the search. The Open Deals Results report is displayed. The column headers of the Open Deals Results report are explained in Step 6.



Deal Type	Deal No.	Customer Reference No.	Counterparty	Currency	Amount	Exchange Rate	Balance	Balance in local currency EUR	Foreign Bank Ref.	Zoom In
Import Letter of Credit	00193010100648	080217103536GSJD	AMERICAN CO.	US DOLLARS	500.000,00	1,3333233	498.000,00	373.502,79		
Import Letter of Credit	00193010100700	150217173908NDMG	STALO LTD	EURO	400.000,00	1,0000000	322.000,00	322.000,00		

Figure 157 – Open Deals Search Result Report

The top of the report lists the search criteria that defined the report parameters. The bottom of the report shows the search results.

4. Sort the inquiry result columns in ascending/descending order by using the arrows located in the column headings.

5. In the Transaction Name column, click a transaction record (Deal Number) to view that transaction.

6. To view a list of open deals that conform to required retrieve criteria, specify the relevant parameters and click Search.

The column headers are as follows:

Deal Type	The type of Deal and the step, including: Import Documentary Collections, Import L/Cs.
Deal No.	The Bank's deal number.
Customer Reference No.	It is the Reference No., which the customer user has entered during the transaction creation.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer
Currency	The currency of the Deal.
Amount	The amount of the Deal.
Exchange Rate	Exchange rate used for local equivalent calculation.
Balance	The remaining amount of the Deal to be paid
Balance in Local Currency (EUR)	The Deal balance converted to local currency
Foreign Bank Ref.	The Ref. No. of a foreign bank


Zoom in

Zoom in to a specific record.

8.2.1 Customizing Output Layout

When running an Open Deals Inquiry, it is possible to customize the output so as to view only selected columns rather than all the columns according to the default parameters.

To Customize the Output:

1. In the Open Deals Inquiry window, click the Select Output Layout  icon. The Personalize Page Layout window is displayed.

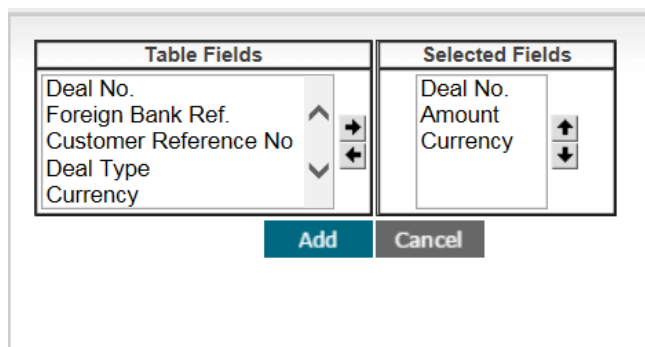


Figure 158 – Personalize Page Layout Window

2. From the list of table fields, select the fields the user wants to display in your customized sort.

Click the right arrow to move your selection to the selected columns displayed in the right hand pane of the window and use the Up and Down arrows to define the order of the displayed columns.

3. Click Add to save your choice and return to the main Open Deals Inquiry window.

Or

Click Cancel to return to the Open Deals Inquiry without making any changes

The results of the next Open Deals Inquiry the user run display according to your customized layout.

Deal No. ▼	Amount ▼	Currency ▼
00193010100648	500.000,00	US DOLLARS
00193010100700	400.000,00	EURO
00193010100719	400.000,00	STERLING POUNDS

Figure 159 – Customized Open Deals Inquiry

Note: If no selection is made for field view customization, the default 'TRADE SERVICES' field

choices are displayed.

8.3 Deal History

The Deal History Inquiry enables the user to view a Deal in detail. Here the user can see all steps of the deal as processed by the Bank and whether the relevant step was initiated in 'Trade Services'.

Transactions can also be launched from the Deal History screen.

8.3.1 Viewing a Deal History

Selected deal details can be displayed with a history of transactions performed on that deal. The deal history options enable the user to view details entered by the customer and the Bank.

To View a Deal History:

1. From the Inquiry menu, click Deal History. The Deal History Request Form is displayed.



Figure 160 – Deal History Inquiry Window

Deal Type	<p>The type of Deal</p> <p>The types are: Export Documentary Collections, Export Letters of Credit, Import Documentary Collections, Import Letters of Credit, Incoming Guarantees, Outgoing Guarantees, Shipping Guarantees.</p>
Deal Number	The Bank's deal number.
Customer Ref No.	Allows searching for a specific transaction according to the customer's Reference No. It is the Reference No., which the customer user has entered during the transaction creation.
Save Criteria	<p>Saves the inquiry criteria as the default display for future inquiries. All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>To remove a saved criteria status for the next inquiry, clear all fields except the Save Criteria field and click Search.</p> <p>The user can use one set of criteria per inquiry.</p>

2. Enter the Deal Number or Customer Ref no.

3. Click Search to view the Deal.

The Inquiry: Deal History page opens. Refer to Figure 161 below for an example of search results.

The selected deal details are displayed with a history of transactions performed on that deal. The deal history options enable the user to view details entered by the customer and the Bank.

8.3.2 Deal History Search Results

INQUIRY

DEAL HISTORY

General Details

General Details

Settlement Data

Participants

Text

Deal No.

00193010100648

Amount:

500,000,00

Currency:

US DOLLARS

Expiry Date:

20/08/2017

Counterparty:

AMERICAN CO.
NEW YORK
NY
UNITED STATES

Deal Type:

Import Letter of Credit

Reference Number:

080217103536GSJD

Balance (with tolerance):

498,000,00

Payment:

TIME

Tenor days:

180 Days

Draft After:


DATE OF INVOICE


Link To S/G:

00193020398265

Transaction Name	Draw No.	Amount	Currency	Amount in EUR	Exchange Rate	Status Date	Expiry Date	View	Transport Doc No	Transport Doc Date	Transport Doc Name	Place Of Receipt	Place Of Delivery	Approval Status
Import LC Issuance Original	0	500,000,00	US DOLLARS	375,002,80	1,3333233	08/02/2017	20/08/2017					MANHATTAN	NICOSIA	
Import LC Acceptance	1	50,000,00	US DOLLARS	37,500,28	1,3333233	10/02/2017						MANHATTAN	NICOSIA	
Import LC Acceptance	2	1,000,00	US DOLLARS	750,01	1,3333233	10/02/2017						MANHATTAN	NICOSIA	
Import LC Acceptance	3	1,000,00	US DOLLARS	750,01	1,3333233	10/02/2017						MANHATTAN	NICOSIA	

Figure 161 – Deal History Search Results: General Details Tab

- To record a note – click the **Deal Note**  icon, located in the General Details tab. The Deal Note window pops up.

Note: If the note is already existing, the Deal Note icon is marked with a tick submit . The user may click the existing note and update it if needed.

Deal Note
Reference Number: 080217103536GSJD

Max Line:10

Save
Cancel
Delete

Figure 162 – Deal Note window



This popup contains the deal/transaction identification data (Reference Number) and the Text Area to the deal note text managing.

The following buttons are available in the Deal Note window:

- Save – saves the Deal Note text in the database table.
- Cancel – cancels creation/update of the Deal Note.
- Delete – deletes the Deal Note entry from the database table.

Note: To delete the note, press the Delete button or delete the note text and press the Save button.

- To **display the original customer application** – click the Original link in the Transaction Name column.

Transaction Name	Draw No.	Amount	Currency	Amount in EUR	Exchange Rate	Status Date	Expiry Date	View	Transport Doc No	Transport Doc Date	Transport Doc Name	Place Of Receipt	Place Of Delivery	Approval Status
Import LC Issuance Original	0	500,000,00	US DOLLARS	375,002,80	1,3333233	08/02/2017	20/08/2017					MANHATTAN	NICOSIA	
Import LC Acceptance	1	50,000,00	US DOLLARS	37,500,28	1,3333233	10/02/2017						MANHATTAN	NICOSIA	
Import LC Acceptance	2	1,000,00	US DOLLARS	750,01	1,3333233	10/02/2017						MANHATTAN	NICOSIA	
Import LC Acceptance	3	1,000,00	US DOLLARS	750,01	1,3333233	10/02/2017						MANHATTAN	NICOSIA	

Figure 163 – Original Customer Application Link in the Deal History Page

- To **display the bank's final Deal step** – click the transaction type link in the Transaction Name column.

Transaction Name	Draw No.	Amount	Currency	Amount in EUR	Exchange Rate	Status Date	Expiry Date	View	Transport Doc No	Transport Doc Date	Transport Doc Name	Place Of Receipt	Place Of Delivery	Approval Status
Import LC Issuance Original	0	500,000,00	US DOLLARS	375,002,80	1,3333233	08/02/2017	20/08/2017					MANHATTAN	NICOSIA	
Import LC Acceptance	1	50,000,00	US DOLLARS	37,500,28	1,3333233	10/02/2017						MANHATTAN	NICOSIA	
Import LC Acceptance	2	1,000,00	US DOLLARS	750,01	1,3333233	10/02/2017						MANHATTAN	NICOSIA	
Import LC Acceptance	3	1,000,00	US DOLLARS	750,01	1,3333233	10/02/2017						MANHATTAN	NICOSIA	

Figure 164 – The Bank's Final Deal Step Link in the Deal History Page

The following information is displayed with the Deal details, depending on the nature of the deal:

- Original Transaction Details (initiated by the customer)
- Deal Participants
- Availability
- Deal Texts
- Deal Open Payment Details

- Deal Open Acceptance Details
- Deal Open Finances
- Deal Open Margins

Note: The information that is available in the search results depends on the nature of the particular transaction.

- To view the original details – refer to the General Details tab table of the selected Deal (see Figure 161).

Transaction Name	<p>The transaction Deal type and step.</p> <p>Click the Original link to view the transaction as the user entered it and sent it to the Bank.</p> <p>Click the other link in the cell to view the response to this transaction as received from the Bank</p>
Draw No.	The Drawing Number indicates the number of a specific business activity like amendments or document presentation.
Amount	The Deal amount
Currency	Deal Currency
Amount in EUR	The Deal amount converted to local currency i.e. EUR
Exchange Rate	Exchange rate used for local equivalent calculation.
Status Date	The date and time the transaction changed to the current status.
Expiry Date	The expiration date of a deal if defined.
View	Click on the magnifier glass icon, to show the transaction Deal type and step.
Transport Doc No	The reference number taken from the transportation document
Transport Doc Date	The date taken from the transportation document
Transport Doc Name	The name of the transportation document
Place of Receipt	Location the shipment was made from
Place of delivery	The delivery destination
Approval Status	<p>The status of an amendment which required the approval of the beneficiary. Possible values are:</p> <ul style="list-style-type: none"> • Approved • Rejected <p>Valid only for L/Cs and Guarantees.</p>

- To view the settlement data – click the Settlement Data tab
- Or
- Scroll down to the Settlement Data tab.



Settlement Data													
General Details		Settlement Data		Participants		Text							
Open Acceptance													
Drw No.	Issue date	Amount	Currency	Amount in EUR	Acceptance balance	Acceptance Balance in EUR	Exchange Rate	Maturity Date	Transport Doc No	Transport Name	Transport Doc Date	Commercial Invoice No.	Commercial Invoice Date
2		1.000,00	US DOLLARS	750,01	1.000,00	750,01	1,3333233	18/02/2017					
1		50.000,00	US DOLLARS	37.500,28	50.000,00	37.500,28	1,3333233	15/02/2017					
3		1.000,00	US DOLLARS	750,01	1.000,00	750,01	1,3333233	18/02/2017					

Figure 165 – Deal History screen, Settlement Data tab

Draw No.	The Drawing Number indicates the number of a specific Document presentation i.e. Acceptance of Payment step.
Issue date	Date of the Transaction
Amount	The Deal amount
Currency	Deal Currency
Amount in EUR	The Deal amount converted to local currency i.e. EUR
Acceptance Balance	The available amount for presentation/s
Acceptance Balance in EUR	The available amount for presentation/s in EUR
Exchange Rate	Exchange rate used for local equivalent calculation.
Maturity Date	The Maturity date of the draft
Transport Doc No	The reference number taken from the transportation document
Transport Name	The name of the transportation document
Transport Doc Date	The date taken from the transportation document
Commercial Invoice No.	The commercial invoice number
Commercial Invoice Date	The commercial invoice date

- To view the deal participants – click the Participants tab.
- Or

Scroll down to the Participants tab.


Participants		General Details	Settlement Data	Participants	Text	 	
Party Code	Party Name	Street	City	Country			
ADVISING BANK	DEUTSCHE BANK AG	TAUNUSANLAGE-ZENTRUM ESCHBORN	ALFRED HERRHAUSEN- ALLEE 16-24	P.O.BOX 52 23,D-65760 ESCHBORN,GERM			
BENEFICIARY	STALO LTD	CHORIO	LAKATAMIA	CYPRUS			
CUSTOMER	Y. JUVTGEPO EUIFIBG PW. ABI.	J.G. QWN 69892	5937 GKLFPZJC JWLF YWJFIB	IKOCMZM			

Figure 166 – Import L/C Deal History: Participants Tab



Party Code	The role of the party
Party Name	The party's name
Street, City, Country	The party's address

- To view all related texts for a Deal – click the Text tab or scroll down the Request Form until the Texts tab is displayed

Texts					
General Details Settlement Data Participants Text					
Transaction Name	Drw. No	Text Id	Document Name	Arrival Date/Time	Send To
Import LC Acceptance	1	COV02	EXECUTION OF LC	28/02/2017	CUSTOMER
Import LC Acceptance	2	COV02	EXECUTION OF LC	28/02/2017	CUSTOMER
Import LC Acceptance	3	COV02	EXECUTION OF LC	28/02/2017	CUSTOMER
Import LC Issuance	0	MT700	LC (MT700)	28/02/2017	ADVISING BANK

Figure 167 – Import L/C Deal History: Texts Tab

These texts are created by the Bank application, incoming SWIFT messages or attachments like scanned commercial documents.

- To view a document – click its Transaction Name link to the document entry

8.3.3 Launching Transactions from the Deal History Page

Transactions can be launched from the dropdown menu at the bottom of the Deal History page.

	New
Deal Message to Bank	
Import LC Amendment	
Shipping Guarantee Issuance	

Figure 168 – Deal History Screen: Launching a Transaction

The following transactions can be launched from the Deal History page:

All products:

- Deal Message

Additional transactions can be launched for the following deal types:

Import L/C:

- Amendment

- Shipping Guarantee Issuance

Incoming Guarantee

- Register the Claim

8.4 Deal Select

The Deal Selection inquiry allows the user to display all the deals according to selected parameters and combinations of parameters. For instance, if the user wants to display all the Import Collection deals processed by the system, selects “Import Collection” from the deal type dropdown list. If the user needs all deals entered with currency USD, selects currency from the Currency dropdown list and clicks the search button.

To View the Deal Selection Window:

1. From the Inquiry menu, select Deal Select. The Deal Select page is displayed.

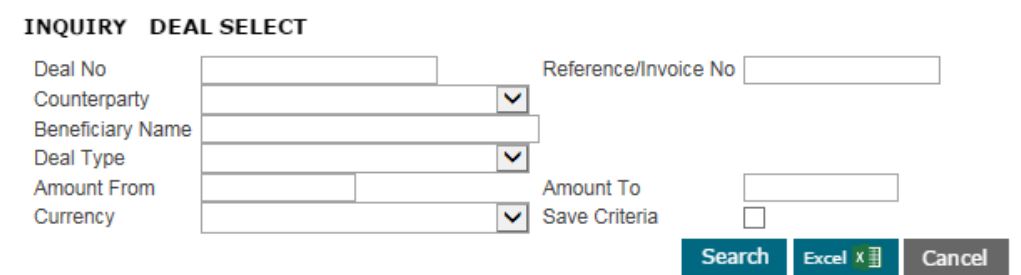


Figure 169 – Deal Select Inquiry Window

Deal selection inquiries are made according to the following criteria:

Deal No.	The Bank's deal number. Note: A wildcard search is available for this field
Reference/Invoice No.	Retrieves data from the following sources: <ul style="list-style-type: none"> • For deals initiated by 'Trade Services' – the customer reference number supplied when the deal was created. • For deals initiated by the Bank – either the Foreign Bank Reference Number, or the Customer Reference number which was added by the customer if it exists (whichever is entered by the customer).
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer. Note: A wildcard search is available for this field
Counterparty Name	The name prefix of the counterparty.
Deal Type	The type of Deal and the step, including: Import Documentary Collections, Import L/Cs.



Amount From/To	The lowest and highest amount.
Currency	The Deal amount currency.
Save Criteria	<p>Select this checkbox for 'Trade Services' to save the inquiry criteria as the default for the next inquiry. All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field and click Search.</p>

2. To save the inquiry criteria as the default display in the User Profile, select the Save Criteria checkbox. All subsequent requests for the inquiry use the saved criteria as the default.

- To remove a saved criteria status for the next default Transaction Status, clear all fields except the Save Criteria field and click Search.
- The user is able to use one set of criteria per inquiry.

4. To view a list of deals, specify the relevant parameters and click Search.

5. To view all the deals sent to or received from the Bank, click Search without entering any of the fields.

The Deal Select search window lists the deals according to the selected criteria.

Deal Type	Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No.	Amount	Currency	Amount in EUR	Exchange Rate	Original Amount	Original Amount in EUR	Balance	Balance in EUR	Counterparty	Issue Date
Import Letter of Credit		00193010100880NA		00193010100880	88.000,00	EURO	88.000,00	1,00000000	100.000,00	100.000,00	88.000,00	88.000,00	'SYMBOL' SHOES, THE BELIDIS SONS,	16/03/2017
Import Letter of Credit		TEST NETT-148		00193010100844	84.000,00	EURO	84.000,00	1,00000000	100.000,00	100.000,00	0,00	0,00	D	07/03/2017
Import Letter of Credit		160217192209WDHI		00193010100728	355.000,00	STERLING POUNDS	1.062.471,55	0,3341266	400.000,00	1.197.151,04	175.500,00	525.250,02	STALO LTD	16/02/2017

Figure 170 – Deal Select Inquiry List

6. Sort the inquiry result columns in ascending/descending order by using the arrows located in the column headings.

7. To view the details of a Deal, click the required deal in the Deal Type column.

The results of the search can be sorted by any of the table headers by double-clicking on the table header.

8. To export the list of inquiry results to an Excel file that the user view from your browser, click Excel.

Note: The user can manipulate and save the downloaded data from 'Trade Services' in Excel.

8.5 Payments

The Payments Inquiry feature enables the Bank to supply to their 'Trade Services' customers, information regarding outstanding future or executed payments in Letters of Credit and Collections. This information supports the cash management of the Bank's customers.

The Payments Inquiry feature enables the Bank to supply to their 'Trade Services' customers, information regarding outstanding future or executed payments in Import Letters of Credit and Collections. This information supports the cash management of the customers.

To make a Payments Inquiry:

1. From the Inquiry menu, click Payments.

The Inquiry Payment search window is displayed.

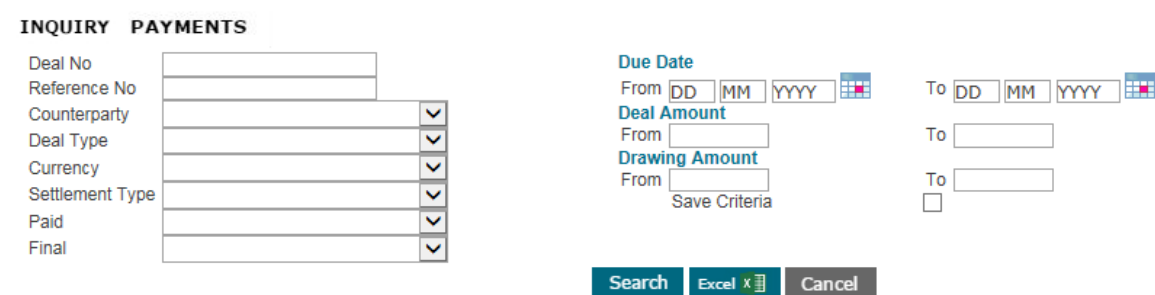


Figure 171 – Inquiry Payment search window

Deal No.	The Bank's deal number.
Due Date Range	A specific date or date range on which the documents are due for payment.
Reference No.	A unique deal identification number decided by the 'Trade Services' user, such as a contract number, invoice no. or delivery order.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Deal Type	The type of Deal including: Import Documentary Credit, Import Documentary Collection.
Deal Amount From/To	Current Deal Amount (original deal amount plus amendments)
Currency	The Deal amount currency as determined by the Bank.
Drawing Amount From/To	Step amount and in case of Mixed payments the amount of each installment. Note: It does not contain any external commission, e.g. the agent's commission.
Settlement Type	Possible Values: <ul style="list-style-type: none"> • Sight • Time • Mixed • N/A – is used in case of a Documentary

	Collection with a Collection Type FOP (Free of Payment).
Paid	Possible Values: <ul style="list-style-type: none"> • 'Yes' • 'No'
Final	Possible Values: For Import L/Cs: <ul style="list-style-type: none"> • 'Yes' • 'No' For Collections: <ul style="list-style-type: none"> • 'Yes'
Save Criteria	Select this checkbox for 'Trade Services' to save the inquiry criteria as the default for the next inquiry. All subsequent requests for the inquiry use the saved criteria as the default. Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field, and click Search.

Note: The due date definition, (e.g. 90 days after transportation document) is not added as the inquiry is based on Settlement Steps which include the final due dates. In case it is needed, the user can investigate the corresponding information in the Deal History inquiry.

2. To view a list of payments, specify the relevant parameters and click Search.

3. To view all the payments sent to or received from the Bank, click Search without entering any of the fields.

The Payments Inquiry search results window lists the payments according to the selected criteria.

Deal Type	Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No.	Drawing No.	Settlement Type	Final	Installment No.	Currency	Drawing Amount	Drawing Amount in EUR	Deal Amount	Deal Amount in EUR	Exchange Rate	Maturity / Payment Date	Paid	CO
Import Letter of Credit		080217103536GSJD	N/A	00193010100648	2	TIME	Y	1	USD	1,000.00	750.01	500,000.00	375,002.80	1,3333233	18/02/2017	N	AME CO.
Import Letter of Credit		080217103536GSJD	N/A	00193010100648	1	TIME	Y	1	USD	50,000.00	37,500.28	500,000.00	375,002.80	1,3333233	15/02/2017	N	AME CO.
Import Letter of Credit		080217103536GSJD	N/A	00193010100648	3	TIME	Y	1	USD	1,000.00	750.01	500,000.00	375,002.80	1,3333233	18/02/2017	N	AME CO.
Import Letter of Credit		TEST NETT-148	N/A	00193010100844	1	INSTALLMENT	N	1	EUR	50,000.00	50,000.00	84,000.00	84,000.00	1,0000000	26/03/2017	N	D
Import Letter of Credit		TEST NETT-148	N/A	00193010100844	1	INSTALLMENT	N	2	EUR	34,000.00	34,000.00	84,000.00	84,000.00	1,0000000	27/03/2017	N	D
Import Letter of Credit		1111111111111111	N/A	00193010100639	2	SIGHT	Y	N/A	EUR	500.00	500.00	485,000.00	485,000.00	1,0000000	13/03/2017	Y	HOL LTD

Figure 172 – Inquiry Payment search results window (ask david for full screen)

Each row of the result list presents Payment, Acceptance or Installment. When any change is received from the Bank, 'Trade Services' updates the corresponding row in the result list and does not create a new one. The following columns are affected and reflect the change:

- Final
- Due Date
- Paid

For example, when the customer account is debited, the value in the Paid column for this item will be updated to 'Y'.

9 Trade Services - Reports

'Trade Services' provides the following ranges of reports that can be produced:

- Deal Report – displays the individual amounts and details of transactions according to selected criteria.
- Deal Report Summarized – displays the total amounts per customer according to selected criteria.



Figure 173 – Report menu

The 'Trade Services' user can choose to display reports in the following formats:

- HTML
- Excel
- PDF

9.1 Deal Report

To Launch a Deal Report:

1. From the Reports menu, click Deal Report.

The Deal Report selection window is displayed, enabling the user to select a report according to specific criteria.



Figure 174 – Deal Report Criteria

The following criteria are available:

Report Name	Choices of report are displayed, including All Deals, Outstanding Deals or Closed Deals. One must be selected.
Deal Type	The Deal type selected for inclusion in the report.



Currency	The currency for which deals are required.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Date Range	Required range of Issuance Dates.
Local Currency	The currency to which the amounts are converted. This is mostly used if deals in different currencies are retrieved.
Order By Data Item	Selectable High/Low or Low/High options for: Balance, Currency, Customer Reference No, Deal Reference No, Expiry / Maturity Date , Issuance Date, Original Amount.
Do Sub Totals	The user can define whether the report should provide sub totals. Note: Only relevant if Currency, Counterparty or Sight/Tenor is selected in the Order By Data Item field.
Report Format	The report can be produced either in HTML, EXCEL or PDF format. The default value is HTML.

2. Select a Report Name from the dropdown list and click Preview.

The report is displayed. The following are examples of report outputs:

28/04/2017

Deals Report : Outstanding Deals
Customer Name: Y. JUVTGEPO EUFIBG PW. ABL
Local Currency: EURO
From 2017-03-01 00:00:00.0 To: 2017-03-10 00:00:00.0

Foreign Bank Ref.	Cust Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount without Tolerance	Bank of Cyprus Conf. Amount	Amount without Tolerance in EUR	Balance with Tolerance	Balance with Tolerance in EUR	Exchange Rate
	080317130719UQU	00193010100871	NICOLETTA CIRCUS	08/03/2017	31/10/2017	EUR	4,444.00		4,444.00	2,454.00	2,454.00	1,00000000
	TEST NETT-148	00193010100844	D	07/03/2017	30/06/2017	EUR	84,000.00		84,000.00	0.00	0.00	1,00000000
00193-01-0100871		00193110022847	GERMAN IMPORTER	08/03/2017	30/06/2017	EUR	138,000.00	0.00	138,000.00	134,667.00	134,667.00	1,00000000
	020317143445NLDO	00193010100791	NICOLETTA CIRCUS	02/03/2017	31/10/2017	EUR	4,444.00		4,444.00	4,666.20	4,666.20	1,00000000
	TEST NETT-90	00193110022721	D	03/03/2017	31/08/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1,00000000
	080317135414FPGF	00193020398880	FREIGHT SOLUTIONS	08/03/2017		EUR	1,500.00		1,500.00	1,500.00	1,500.00	1,00000000
	NETT-5 TESTING	00193110022767	A	08/03/2017	31/08/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1,00000000
	01125	00193020398611	ANAPAZ TEOPIOTY	01/03/2017	31/12/2017	EUR	100.00		100.00	100.00	100.00	1,00000000
	NETT-148 & 155	00193110022749	FRANCE LTD	06/03/2017	30/06/2017	EUR	70,000.00	0.00	70,000.00	70,000.00	70,000.00	1,00000000
	NETT-148	00193010100853	D	07/03/2017	30/06/2017	EUR	100,000.00		100,000.00	100,000.00	100,000.00	1,00000000
Total Number Of Items 10							<input type="button" value="Cancel"/>					

Figure 175 – Example of a Deal Report in Output: Preview (HTML Format)

28/04/2017

Deals Report : Outstanding Deals
Customer Name: Y. JUVTGEPO EUFIBG PW. ABL
Local Currency: EURO
From 2017-03-01 00:00:00.0 To: 2017-03-10 00:00:00.0

Foreign Bank Ref.	Cust Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount without Tolerance	Bank of Cyprus Conf. Amount	Amount without Tolerance in EUR	Balance with Tolerance	Balance with Tolerance in EUR	Exchange Rate
	080317130719UQU	00193010100871	NICOLETTA CIRCUS	08/03/2017	31/10/2017	EUR	4,444.00		4,444.00	2,454.00	2,454.00	1,00
	TEST NETT-148	00193010100844	D	07/03/2017	30/06/2017	EUR	84,000.00		84,000.00	0.00	0.00	1,00
00193-01-0100871		00193110022847	GERMAN IMPORTER	08/03/2017	30/06/2017	EUR	138,000.00	0.00	138,000.00	134,667.00	134,667.00	1,00
	020317143445NLDO	00193010100791	NICOLETTA CIRCUS	02/03/2017	31/10/2017	EUR	4,444.00		4,444.00	4,666.20	4,666.20	1,00
	TEST NETT-90	00193110022721	D	03/03/2017	31/08/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1,00
	080317135414FPGF	00193020398880	FREIGHT SOLUTIONS	08/03/2017		EUR	1,500.00		1,500.00	1,500.00	1,500.00	1,00
	NETT-5 TESTING	00193110022767	A	08/03/2017	31/08/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1,00
	01125	00193020398611	ANAPAZ TEOPIOTY	01/03/2017	31/12/2017	EUR	100.00		100.00	100.00	100.00	1,00
	NETT-148 & 155	00193110022749	FRANCE LTD	06/03/2017	30/06/2017	EUR	70,000.00	0.00	70,000.00	70,000.00	70,000.00	1,00
	NETT-148	00193010100853	D	07/03/2017	30/06/2017	EUR	100,000.00		100,000.00	100,000.00	100,000.00	1,00
Total Number Of Items 10												

Figure 176 – Example of a Deal Report Output: Excel

28/04/2017

Deals Report : Outstanding Deals

Customer Name: Y. JUVTGEPO EUFIBG PW. ABL

Local Currency: EURO

Foreign Bank Ref.	Cust Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount without Tolerance	Bank of Cyprus Conf. Amount	Amount without Tolerance	Balance with Tolerance	Balance with Tolerance in EUR	Exchange Rate
080317130719UJQU		00193010100871	NICOLETTA CIRCUS	08/03/2017	31/10/2017	EUR	4,444.00		4,444.00	2,454.00	2,454.00	1.00000000
TEST NETT-148		00193010100844	D	07/03/2017	30/06/2017	EUR	84,000.00		84,000.00	0.00	0.00	1.00000000
00193-01-0100871		00193110022847	GERMAN IMPORTER	08/03/2017	30/06/2017	EUR	138,000.00	0.00	138,000.00	134,667.00	134,667.00	1.00000000
020317143445NLD		00193010100791	NICOLETTA CIRCUS	02/03/2017	31/10/2017	EUR	4,444.00		4,444.00	4,666.20	4,666.20	1.00000000
TEST NETT-90		00193110022721	D	03/03/2017	31/06/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.00000000
080317135414FPF		00193020398889	FREIGHT SOLUTIONS	08/03/2017		EUR	1,500.00		1,500.00	1,500.00	1,500.00	1.00000000
NETT-5 TESTING		00193110022707	A	08/03/2017	31/06/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.00000000
NETT-148 & 155		00193020398911	ANALFEAT TEDIPOY	01/03/2017	31/12/2017	EUR	100.00		100.00	100.00	100.00	1.00000000
NETT-148 & 155		00193110022749	FRANCE LTD	06/03/2017	30/06/2017	EUR	70,000.00	0.00	70,000.00	70,000.00	70,000.00	1.00000000
NETT-148		00193010100853	D	07/03/2017	30/06/2017	EUR	100,000.00		100,000.00	100,000.00	100,000.00	1.00000000

Total Number Of Items 10

Document:deal_report.xml

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Figure 177 – Example of a Deal Report Output: PDF

28/04/2017												
Deals Report : Outstanding Deals												
Customer Name: Y. JUVTGEPO EUFIBG PW. ABL												
Order By: Ccy - Ascending												
Local Currency: EURO												
From 2017-03-01 00:00:00.0 To: 2017-03-10 00:00:00.0												
Foreign Bank Ref.	Cust Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount without Tolerance	Bank of Cyprus Conf. Amount	Amount without Tolerance	Balance with Tolerance	Balance with Tolerance in EUR	Exchange Rate
NETT-5 TESTING	01025	00193020398961	ANALFEAT TEDIPOY	01/03/2017	31/12/2017	EUR	100.00		100.00	100.00	100.00	1.00
NETT-148 & 155		00193110022776	A	08/03/2017	31/06/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.00
		00193110022774	FRANCE LTD	06/03/2017	30/06/2017	EUR	70,000.00	0.00	70,000.00	70,000.00	70,000.00	1.00
	080317130719UJQU	00193010100887	NICOLETTA CIRCUS	08/03/2017	31/10/2017	EUR	4,444.00		4,444.00	2,454.00	2,454.00	1.00
	NETT-148	00193010100885	D	07/03/2017	30/06/2017	EUR	100,000.00		100,000.00	100,000.00	100,000.00	1.00
	TEST NETT-148	00193010100884	D	07/03/2017	30/06/2017	EUR	84,000.00		84,000.00	0.00	0.00	1.00
00193-01-0100871		0019311002284	GERMAN IMPORTER	08/03/2017	30/06/2017	EUR	138,000.00	0.00	138,000.00	134,667.00	134,667.00	1.00
	020317143445NLD	0019301010079	NICOLETTA CIRCUS	02/03/2017	31/10/2017	EUR	4,444.00		4,444.00	4,666.20	4,666.20	1.00
TEST NETT-90		00193110022721	D	03/03/2017	31/06/2017	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.00
	080317135414FPF	0019302039888	FREIGHT SOLUTIONS	08/03/2017		EUR	1,500.00		1,500.00	1,500.00	1,500.00	1.00
Total Rows For Ccy: EUR: 10							502,488.00	502,488.00	413,387.20	413,387.20		
Total Number Of Items 10												

Figure 178 – Example of a Deal Report Output: Sorted by Currency including sub-totals

9.2 Deal Report Summarized

This option provides the same input select criteria as the Deal Report option. However for this option the results are summarized at a total amounts per customer level.

To Launch a Deal Report Summarized:

1. From the Reports menu, click Deal Report Summarized.

The Deal Report Summarized selection window is displayed.

REPORTS DEAL REPORT SUMMARIZED

Report Name

Deal Type

Currency

Counterparty

Date Range

Issued From DD MM YYYY To DD MM YYYY

Local Currency

Order By

Data Item

Report Format ☒ HTML ☐ EXCEL ☐ PDF

Figure 179 – Deal Report Criteria

The following criteria are available:

Report Name	Choices of report are displayed, including All Deals, Outstanding Deals or Closed Deals. One must be selected.
Deal Type	The Deal types selected for inclusion in the report.
Currency	The Deal Report displays Deals for any currency allowed by the Bank.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Date Range	The Deal Report displays Deals in the specified range of issuance dates.
Local Currency	The Deal Report results currency. Note: If the Local Currency field is left empty, the local currency equivalent calculations use the information contained in the Customer Local Currency field, if defined, from the Customize Customer window.
Order By Data Item	Selectable High/Low or Low/High options for: currencies, Counter Parties and Expiry Dates.
Do Sub Totals	The user can define whether the report should provide sub totals. Note: Only relevant if Currency, Counterparty or Sight/Tenor is selected in the Order By field.
Report Format	The report can be produced either in HTML, EXCEL or PDF format. The default value is HTML.

2. Select a Report Name from the dropdown list and click Preview.
The report is displayed.

28/04/2017

Deals Report : - Summarized All Deals
Customer Name: Y. JUVTGEPO EUFIBG PW. ABI.
Local Currency: EURO

Customer Name	Count	Amount without Tolerance	Amount without Tolerance inEUR	Balance with Tolerance	Balance with Tolerance inEUR	Exchange Rate
Y. JUVTGEPO EUFIBG PW. ABI. 41			8.837.899,56		6.992.200,22	

Figure 180 – Example of a Deal Report Summary Output (HTML Format)