



Quick Guide to
Trade Finance Online

Sydbank

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Introduction

Trade Finance Online can be used to handle all your business's letters of credit and collections.

In order to use the system your business must have Sydbank Online Banking Basis and you must be created as a user in Online Banking and be authorised to use Trade Finance Online. You can use Trade Finance Online from any computer – also from abroad.

All data regarding letters of credit and collections is stored in the system and can always be found under Panorama. It will not be deleted until you actively choose to delete data via the delete function.

This Quick Guide describes the functions you will typically need when using the system.

Issuance of Import Letter of Credit

- A letter of credit provides your business with the security that it will not have to pay for a consignment unless the documents are in strict compliance with the credit terms. It does not provide security for the actual quality/quantity/nature of the consignment.
- If you require added security for quality/quantity, you – or a third party appointed by you – must inspect the consignment before dispatch and demand a certificate of inspection as a document under the letter of credit.
- Include only relevant information in the letter of credit, eg a reference to the order confirmation and a brief description of the goods. Very detailed descriptions of goods are no guarantee of the condition of the goods.
- All requirements of a letter of credit must appear from one or several of the documents required. Therefore be specific in your description of which documents you require.
- Letters of credit stipulate a deadline for dispatch as this date appears from the freight document. The deadline for receipt cannot be used in letters of credit as it will not appear from the freight document.

- If you need to manage for example raw materials inventories closely, you can indicate the earliest dispatch date in addition to the latest dispatch date in the letter of credit.
- In the event of damage to goods in transit, the buyer must use the goods insurance. Therefore you should always demand a copy of the insurance policy as one of the documents under the letter of credit when trading CIF or in connection with other delivery terms where the seller takes out insurance.

Export Letter of Credit and Import Collection

New export letters of credit and import collection documents are shown in Trade Finance Online under Incoming, which can be found on the Dashboard or in Notification Icons.

Issuance of Export Collection

There are two types of Export Collection:

- Direct: In a Direct Collection, the customer creates the collection schedule and sends the collection schedule and documents directly to the collecting bank.
- Regular: In a Regular Collection, the business creates the collection schedule and sends the collection schedule and documents to Sydbank, which forwards the collection schedule and documents to the collecting bank.

Email Notifications

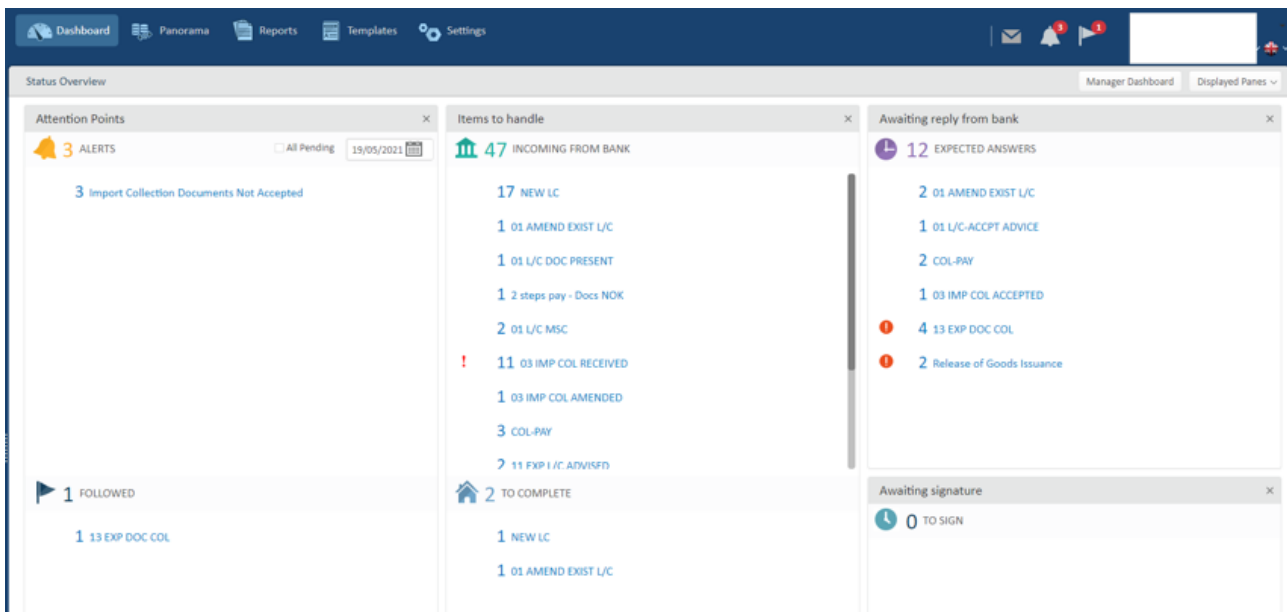
You can sign up to receive automatic email notifications when there are new documents in your inbox.

Questions

You are welcome to contact Trade Finance on the numbers below:

Import: +45 74 37 32 40

Export: +45 74 37 32 30



You start Trade Finance Online via Sydbank Online Banking. The Dashboard is the first view you see after signing in and presents an aggregation of the most important information you need when opening Trade Finance Online. The Dashboard contains the following details:

Attention Points

The Attention Points pane shows alerts related to you and consists of:

- Alerts: showing the total number of alerts.
- Followed: showing flagged items that you want to follow up. The flag can be added to all transactions located in Panorama.

Items to Handle

The Items to Handle pane displays links to all new documents sent from Sydbank. When a transaction requires action from you, an exclamation mark is shown before the message.

- To complete: transactions which are under process and need to be completed.

Awaiting Reply from Bank

The Awaiting Reply from Bank pane allows you to view all the incomplete transactions that are open and require action from Sydbank.

Awaiting Signature

Awaiting Signature lists all new transactions requiring a release signature prior to their transmission to Sydbank.

The Trade Finance Online header is displayed in the upper left-hand corner of the Trade Finance

Online page and contains the following user details:

Main navigation modules

The Main Navigation Menu is common to all users and comprises the following options:

- The Dashboard option is the first thing you see and allows easy exploration and visualisation of urgent data requiring your attention.
- The Panorama option presents all of the transactions in the system divided into the following groups: Dashboard and Inquiry.
- The Reports menu enables generating preformatted reports.
- The Templates option includes a list of templates created by any user of the customer.
- The Settings option enables customisation of various definitions that are relevant for the usage of Trade Finance Online.

Notification Icons

By clicking on one of the Notification Icons a quick view opens of:

- Incoming: displaying new incoming messages from Sydbank
- Reminders: displaying the number of new alerts
- Followed: displaying items you have selected to follow specifically.

Function

Change customer

Click on the customer name in the Trade Finance Online Header.
A dropdown menu appears. Select a customer from the list.

Supervisor – assign or withdraw authorisation

Click Settings in the Main Navigation Menu.
Select Sign Levels. The Signature Levels window is displayed.
In the amount tab you will be able to change the Up to Amount for your employees and specify the number of persons required to authorise the transaction.
Click Settings in the Main Navigation Menu.
Select Users and click Customer Per User. The Customer Per User window is displayed.
Click on Edit and choose the Authorisation tab.

Deal History

From the Panorama screen, select Inquiry.
Then select Query.
Select Deal History.

Create new Deal Message

From the Panorama Dashboard pane, select the transaction you would like to add a deal message to.
From the toolbar, click on the Additional Steps dropdown menu.
Select Deal Message. The Deal Message window is displayed.
Select Regular Email or Urgent Email.
Enter relevant data and attach relevant documents in the attachment area.
Click Save to send the message to the Transactions in Process section or click Sign to send the message to be validated before it is forwarded.

Create new Template

From the bottom of the transaction screen, click the template button. The Save template pop-up window appears.
Type the name of the new template and click Save.
A window will appear asking for verification of the template name. Click OK.

Update a Template

Click on Templates in the Trade Finance Online Header.
From the Templates List, select the required template.
In the toolbar, click Update. The template opens in Update mode.
Make the required changes.
Click Quick Save to save the data and stay on the same screen or click Save to save the template and be routed to the Templates List.

Function

Create copy from an old case

Click on Panorama in the Trade Finance Online Header.

Find the template you wish to copy by either searching for the template or choosing the template from the list.

The template is highlighted and the Panorama toolbar is enabled.

Click Copy From. The Template window is displayed.

Print Letter/Preview Letter

From the Panorama screen or Dashboard, find the transaction you wish to print by either searching for the template or choosing the template from the list.

Click on the Attachment tab. The Attachment screen is displayed at the bottom of the screen. To view the document, select Expand in the lower right-hand side of the screen.

To print, click on the Printer Sign in the lower right-hand side of the screen.

Delete Template

Click on Templates in the Trade Finance Online Header.

From the templates list, select the required template.

In the toolbar, click Delete.

Click OK in the confirm delete message. The template is deleted from the list.

Establishing a new Letter of Credit

From the Issuance pane on the left-hand side of the Operational Dashboard, click Import.

Select Letter of Credit. The Import Letter of Credit page is displayed.

Enter all relevant data.

Amend a Letter of Credit

From the Panorama screen, select Inquiry. A dropdown menu appears. Or enter the L/C number in the search tab.

Select Open Deals and select the transaction you want to amend. The selected transaction is highlighted and the Panorama toolbar becomes available.

From the toolbar, click on the Additional Steps dropdown menu.

Select Amendment. The selected deal is displayed.

Enter all relevant data.

Release of Goods for Import Collection

From the Issuance pane on the left-hand side of the Operational Dashboard, click Import.

Select Release of Goods. The Release of Goods page is displayed.

Enter all relevant data.

NB: Under Attachment, please attach the invoice and transport document.

Function

Pay/Accept or Reject Documents

From the Panorama screen, find the transaction you wish to accept/reject and select the checkbox next to it. Or find the document in the Items to Handle pane on the Dashboard. The transaction is highlighted and the Panorama toolbar is enabled.

From the Panorama toolbar, click Additional Steps and select Pay/Accept or Reject.

Release of Goods for Import Letter of Credit

From the Panorama screen, select Inquiry. A dropdown menu appears. Or enter the L/C number in the search tab.

Select Open Deals and select the transaction you want to release. The selected transaction is highlighted and the Panorama toolbar becomes available.

From the toolbar, click on the Additional Steps dropdown menu.

Select Deal History. The selected deal is displayed.

In the dropdown menu at the bottom of the screen, choose Release of Goods and click New.

Enter all relevant data.

NB: Under Attachment, please attach the invoice and transport document.

Direct Doc Collection and Regular Doc Collection

From the Issuance pane on the left-hand side of the Operational Dashboard, click Export, Export Collection, Regular Export Collection or Direct Export Collection. A new Export Collection window is displayed.

Enter all relevant data.
