# COMSUITE Trade Manager User Guide

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# Chapter 1 Preface

## Conventions

Symbol	Description
[]	Indicates text displayed on the pages of the system, such as page titles and button names. Example: The [Home] page is displayed. Click the [Search] button.
LZF	Indicates other sections of this manual or Online Help for reference. Click the link as needed to move to the page on the manual.
ġ,	Indicates notes or tips about operations.
Í	Describes procedures of supplemental operations, such as other procedures or related operations.

## Terminology

Term	Definition
Instruments	Applications, Transactions
Security Profile	A group of security rights that can be assigned to a user

## **1-1** Top page of the System



<del>لْ</del>

Hover help texts are added to most of the fields, so when you come across unknown field names, simply point the field so that hover help will appear. If no hover help appears, then please go to Online help by pressing [?] button on top right of the page.

<u></u>

The system allows navigation only through the buttons and links within the pages. Therefore, do not use the controls on your browser's tool bar (such as Back, Forward, and Refresh/Reload) to navigate the system.

## Chapter 2 Login/Logout

## 2-1 Login to the Trade Manager

Login to the Trade Manager through COMSUITE Portal.

### <u>Steps</u>

 Log in to the COMSUITE Portal. For the steps, see "Customer Support" of COMSUITE Portal.

URL: https://ebusiness.bk.mufg.jp/login/

- COMSUITE ntact I MUFG Date: 13.Oct.2015 12:00(JS1 Global Cash Balance GCMS Plus Vendor Finance 22 Accounts Total : JPY 801.5M TSU FOREX Trade Manager 650.0 м 470.0 M 593.3 м Cash Forecasting 7 Accounts North America CMS Thailand CMS Singapore јру 0.0 ляч **—** 78.7 к 28.2 Top Page O Accounts Central & St 뇌 Mail 뇌 Log 01
- Click on the [Trade Manager] button in Service Menu on the Top page of the COMSUITE Portal.



Register [https://trade.bk.mufg.jp/] as trusted site.

Refer to COMSUITE Portal Customer Support on how to register. ( <u>http://www.bk.mufg.jp/ebusiness/e/ebiz/cs.ht</u> <u>ml</u>)

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3. Trade Manager Home page appears

Now you have logged in to the Trade Manager.

## 2-2 Dashboard

You will see the overview of the total count and the status of messages and transactions on tiles. When you click the number on the tile, you will be navigated to pre-filtered transactions page. There are five tiles listed below by default.

	5			Home   2(5)	(12)      P Help Logout     36550099 SPRCUSTUSER01     Sentember 2023 at 04:21:44 SGT
NEW INSTRUMENTS V	TRANSACTIONS V REPORTS	V REFERENCE DATA V	UPLOAD CENTER V	Lust signific	MY LINKS
HOME Discrepancy Notices 0 New	Tracers 0 New	<b>PI</b> Return Bank	ned by	Transactions for Processing	C C ? Transactions for Authorization
0 Read 0 In Progress	0 Read 0 Drafts	0 Trar	nsactions	<b>93</b> Transactions	<b>13</b> Transactions

- 1. Discrepancy Notices\* This tile for Discrepancy Notice always shows zero as a count. \*Please hide this tile as following steps.
- Tracers\*
   This tile for Tracer always shows zero as a count. \*Please hide this tile as following steps.
- Returned by Bank This tile counts on transactions returned by Bank.
- Transactions for Processing This tile counts on transactions that have initiated, pending submission.
- 5. Transactions for Authorization This counts on transactions pending authentication.

From Dashboard tiles, you can navigate as follows.

#### <u>Steps</u>

#### 1. [HOME] page



(1) When you hover the cursor on the number of the tiles, help text will appear.

#### 2. [ALL TRANSACTIONS] page

	10				Home	15(38)	Q(144)	8 Help	O(CP) SDY
EW INSTRUME	NTS V TRANSACTIONS	REPORTS V	EFERENCE DATA V	PLOAD CEN	TRE ~			Ø	MY LINKS
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0531Y	Loan Request	lasus		USD	2,345,678,	Ready to Check			
<u>99127</u>	Loan Request	latut		USD	2,345,678,	Ready to Check			
09577Y	Loan Request	1334t		USD	2,345,678,	Started			
SIDELY.	Loan Request	22222		USD	1,234,500	Heady to Check			
111241	Loan Request	10050		050	2,345,676,	Ready to Check			
112331	Loan Request	15554		USD	1,234,500	Ready to Check			
112,241	Loan Request	12252		USD	1,234,500	Ready to Check			
1120/1	Loan Request	13352		KWD	15,500.925	Ready to Check			
112001	Loan Request	12222		KIND	15,580,159	Ready to Check			
LIAVEL	Loan Request	uper .		CUID	10,000.120	Ready to Crieck			
16137	Loan Request	1880-2		USD	15 000 00	Started			
HARRY	Loss Request	teres a		000	10,000.00	Classed			
1100641	Loan Request	lanua		USD	125 000 00	Started			
1874	Loan Request	Issue		330	120,000.00	Started			
1888	Loss Request	Innue				Started			
1898V	Loan Request	Issue				Started			
2181Y	Loan Request	Issue		USP	123,456.00	Started			
manihh		sould be		000					

(1) When you click the number of the tile, [All TRANSACTIONS] page will be displayed. The transactions are pre-filtered according to the tile which you clicked, with the total count in grid matching the count in the tile.

The two tiles, Discrepancy Notice and Tracers always show zero as a count. Please hide them in the following steps.

#### <u>Steps</u>

#### 1. [HOME] page





MUFG Home 2(2) 9 Help Log NEW INSTRUMENTS V TRANSACTIONS V REPORTS V REFERENCE DATA V UPLOAD CENTER V CUSTOMER ACCESS DASHBOARD PREFERENCES ? and Customization Quick Links Grids tep 1: Select the sections you wish to Step 2: Modify numbers an to re-order your sections Display no sections on Dashboar Selected Item(s) Save & Clos Close All Tra × tiles you wish to display on the Das Step 2: M 2 Update Transe

(1) Click [Select to customize the dashboard] button.

- (1) Un-tick 'Discrepancy Notice' and 'Tracers'.
- (2) You can change the order of the tiles to be shown in dashboard.
- (3) Click [Save] button.



The Dashboard will be displayed on the home page by default.

In case you want to hide all of the tiles, check 'Display no tiles on Dashboard' and click [Save] button.

## 2-3 Logout from the Trade Manager

To prevent other people accessing the Trade Manager using your credential, you must log out after using the system.

## <u>Steps</u>



1. Click on the [Logout] button on the top right area of the Trade Manager page.

Now you have logged out from the Trade Manager.

■ In case you close the window of [Trade Manager] without clicking [Logout] and attempt to log in again within 15 minutes, you will see a warning message saying [You are already logged in.], but you are able to press [continue] and log in again.

Л

## Chapter 3 Submit Applications



## 3-1 Create Instruments(Applications)

<u>Required Security Profile Setting: Create/Modify</u> \*Security Profile Setting is maintained by Admin user.

In this section, you will create the application and verify the entered information. Steps for each application of Issuing, such as Import LC, Standby LC, Outgoing Guarantee and Loan Request (ARPS), are basically the same.

Please refer to the Real <u>Amendment</u> when you make an amendment transaction.

### <u>Steps</u>

#### 1. [HOME] page



#### 2. [NEW INSTRUMENTS: IMPORT LC] page



- (1) Click [NEW INSTRUMENTS] from Megamenu.
- (2) Select required instrument from the list such as [Import LC].



From [NEW INSTRUMENTS], there are 3 ways to start creating new instruments such as

- •NEW
- Copy from existing
- Choose template

Please refer to the Online Help for more information. Here > Using the System > Instruments Procedures > Instruments Overview

- Enter necessary information (Fields marked \* is mandatory)
- (2) Press [Verify Data] after relevant fields have been properly completed.



#### 3. [NEW INSTRUMENTS: IMPORT LC] page



When the verification is successful, ["Instrument No." successfully updated] will be displayed, and the status of the instrument becomes [Ready to Authorize].



When an error message appears, please enter the required information following the error message and press [Verify Data] again.

Refer to the sample image of the error message as below:

Beneficiary City' is required.

#### Session Time Out

Your session will be timed out when there is no operation for 15 minutes after your login.

## 3-2 Authorize Instruments

Required Security Profile Setting: Authorize \*Security Profile Setting is maintained by Admin user.

In this section, you will authorize the applications with [Ready to Authorize] status.

### <u>Steps</u>

#### 1. [HOME] page



#### 2. [Pending Transactions] page



- (1) Click [TRANSACTIONS] from Mega-menu
- (2) Select [Pending Transactions] from the list.

The list of the instruments with the pending status will be displayed.

Select [Ready to Authorize] from the [Status] pull-down.

#### 3. [Pending Transactions] page



The list of the instruments with [Ready to Authorize] status will be displayed.

Click transaction (E.g.: [Issue]) of the Instrument that you would like to authorize.



You can authorize one or more instruments by ticking the checkbox next to each instrument row item in the list view and then pressing the [Authorize] button. All the instruments will be selected by ticking the check box on top.

#### 4. [INSTRUMENTS: IMPORT LC] page



- (1) Check the instrument information provided.
- (2) Click [Authorize].



#### 5. [SIGN TRANSACTION] page



Find [Unique Security Code].

#### 6. [OTP TOKEN]



- (1) Press "3" (SIGN) button to start the process.
- (2) Enter the [Unique Security Code].(3) Press "OK" on the bottom right of the Token.
- (4) "Response code" is shown.

#### 7. [SIGN TRANSACTION] page

GN TRANSACT	ON	
User ID:		
36550010 SPRCUS	TSH04	
Transaction Deta	ils	
Instrument Type	Instrument ID Gurrency Amount Count	
Import LC	M100077S USD 100.00 1	
Step 1: Switch on t	he Token. Press the number 3, "SIGN" on your device and enter the following 6 digit	
Jnique Security Co	de into your device.	
Unique Security Co	de:	
246982		
Step 2: Press the C	K Key to continue, enter the 6 digit number into the Signature Code field below and	
lick Submit to app	rove your transaction.	
	,	
Signature Code		
Submit	Incel	
_		
Signatu	ire Code	
Subr	uit Cancel	
Subn	iit Cancel	

- (1) Enter the "Response code" displayed on the Token to [Signature Code] on the screen.
- (2) Press [Submit].

#### 8. [INSTRUMENTS: IMPORT LC: CURRENT TERMS SUMMARY] page



The [status] of the instrument will be changed to [Authorized].

Now the application is sent to the bank

## 3-3 Check Results

#### <u>Required Security Profile Setting: Notifications</u> \*Security Profile Setting is maintained by Admin user.

In this section, you will check the result of the application submissions. [Notifications] are sent to you when the bank finish operations and update the status of the instruments.

#### <u>Steps</u>

#### 1. [HOME] page



#### 2. [Instruments: Import LC] page



In the [Home] page, there is [Notifications] area. The [Status] of the instruments are [Processed by Bank] and [Bank Instrument ID] appears when the application submissions are successfully completed.

In case, instruments are [Returned by bank], Click [Issue/Amend] of the returned instrument.



[Return Reason] of the instrument is displayed.

Following the [Return Reason], please make a modification on the application and re-submit it to the bank.

## Chapter 4 Inquire Applications

## 4-1 Inquire Applications

Required Security Profile Setting: Inquiry \*Security Profile Setting is maintained by Admin user.

In this section, you will make inquiries of applications and create amendments from the menu.

## <u>Steps</u>

#### 1. [HOME] page (To inquire)

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				HISLOTY		1
All Transactions			ų –			
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Instrument ID 🔄 In	strument Type	Transaction	CCY	Amount Status	Party	Primary Refe
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E40065582	oan Request	5509		Started		
E40080182 L	san Request	Issue		Started		
F4IDEASS2 D	aan roeguest	10.004		DOM:NO		
-						
6 2001 2013 CGI Techno	logies and Solutions Ins.					

#### 2. [HOME] page (To create amendments)

	TRANSACTIO	ONS - REPORT	is ~	REFERENCE DATA $\sim$			Ø MY UNKS
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Show 5 12 22 of 0 🧿	Pending Transac	tions	_				
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All Transactions  All Transactions  Brow 5 12 22 of 191  Store [With for SingeX]C  Instrument10  Instrument2  E4002192 Loar  E400219 E4002	P01) - Instrum unicet Type Request Request Request Request Request	ert Group   Al Transaction Insur ISSUR ISSUR ISSUR ISSUR ISSUR ISSUR ISSUR ISSUR	CCN	Instrument Type Al Amount Status Status Statud Statud Statud Statud		- Status Status	d v Ptimary Reft 1

- (1) Click [TRANSACTIONS] from Mega-menu.
- (2) Select required ["Inquiry menu"] from the list.



- (1) Click [TRANSACTIONS] from Mega-menu.
- (2) Select [Create Amendment] from the list.



Please refer to the Online Help for more Amendment information. Proceeding Home > Using the System > Instruments Procedures > Instruments Overview



For cancelation of the instruments, please request to the bank by using [Other Conditions] of [Amend] page.

## Chapter 5 Appendix

## 5-1 Corporate Customer Settings and User Settings

Corporate Customer setting and User setting will be done by bank upon submitting the application forms below.

- [COMSUITE Trade Manager Application for Service Setup]
- [Multiple Customer Information]

## 5-2 Security Profile Settings

Customer admin users are able to maintain the security profile setting of the customer users.

- Step 1 Click [REFERENCE DATA] from Mega-menu, then select [Security Profiles] from the list.
- Step 2 Change the setting of the security profile (refer to the screen shot below).

\*Customer admin users/customer non-admin users must not maintain the [Users] and [Reports] settings, thus it is prohibited for the customer from enabling [Users] and [Reports] in the security profile setting page. The bank do not support the service when the customer changes the settings.

MUFG									Home   🗠 1 (1	
NEW INSTRUMENTS ~	TRANS	ACTIONS	~	REPORT	s ~	REFEREN	CE DATA 👻	UPLC	AD CENTER $\sim$	
									••*	<ul> <li>Please refer to the Online Help for mo information about the acquirity profile</li> </ul>
w Security Profile										Home > Using the System > Reference
. General									•	Data Procedures > Security Profiles >
* Security Profile Name		1								Editing Security Profiles
. Messages									• • •	••• Messages
No Access										Customers can change the setting
Users can work	with messa	ges for su	ıbsidiarie	es/branches						of message function highlighted in
		Dala	40	Create /	Send to	David	A	ttach	Delete Document	the green boxes (solid line). *Those
		Dele		Reply	Bank	Rout	Docu	iment(s)	(s)	functions with no highlights are not
Aail Messages			1							available.
Discrepency/ATR Approval	Noticee		1							For "Inquiry only potting" plagas up tick "No Assess"
Notifications	NULLES		1							For inquiry only setting, please un-tick No Access.
										Instrumente
. Instruments									• • •	Oustances and shares the setting
No Access										customers can change the setting
Users can work	with instrur	nents for	subsidiar	ies/branche	s					of instruments (Application)
	Create / Modify	Delete	Route	Checker	Send For Repair	Authorize	Authorize Offline	Process Purchase Orders	Upload Process File Invoices	highlighted in the green boxes (solid line). *Those functions with no
<ul> <li>Select All</li> <li>Select All</li> </ul>	lect None			•••	• • •	•••				highlights are not available.
Instruments								•		For "Inquiry only setting" please un-tick "No Access"
Air Waybill								•	•	i of inquiry only setting, please un-tick NO Access.
Approval to Pay									•••	
Direct Send Collection									· · · •	
Export Collection										•••• <u>*Route</u>
Evenent Letter of Could									1 1	

		 			-	
Direct Send Collection						
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Export Letter of Credit						
Import Letter of Credit						
International Payment						
Loan Request						
Outgoing Guarantee						
Outgoing Standby Letter of Credit						
Payments						
Request to Advise						
Shipping Guarantee						
Transfer Between Accounts						
Transactions						
Discrepancy/Approval to Pay Response Transactions						

Allow Users to Attach Document(s)

#### 4. Receivables/Payables Management

#### No Access

Users can work with instruments for subsidiaries/branches

	Match	Route	Authorize	Authorize Offline	Approve Discount & Authorize	Approve Discount & Authorize Offline	Add Buyer to Payment		
Select All Select None									
Receivables Management Match Notice and Response									
	Dis	pute/Und	lispute	Clo	se	Finance			
Select All     Select None									
Receivables Management Invoices									

			Authori	ze 4	Authorize Offline	A Paj C	pply yment Date	Clear Paymen Date	nt Ac Pa A	Apply djusted ayment mount	Reset Adjusted Payment Amount	Modify Send to Supplier Date	Reset Send to Supplier Date
Select All Sel	lect None												
Payables Management Invo	pices												
			Appro Financi	ve ng	Autho	rize	Aut	horize ffline	Ren Fr Gre	nove om oup	Delete	Assign Instrument Type	Assign Loan Type
Select All Select All	lect None												
Uploaded Invoices-Receival Management	bles		Create L Reque	oan st	App Paym Dat	ly ent e	C Pay E	lear /ment )ate	Dec Inv	line bice			
		Autho	orize		Authorize Offline		De	lete	As Insti T	ssign rument ype	Create Loan Request	Assign Loan Type	Create Approval to Pay
Select All Select All	lect None												
Uploaded Invoices-Payables Management	s												
	Ap	oply Pa Da	ayment te	Cle	ear Payme Date	ent	Ap Adju Payr Am	ply isted ment ount	R Adj Pay An	eset usted /ment nount	Modify Send to Supplier Date	Reset Send to Supplier Date	Decline Invoice
	1	Author	rize	Auth Offi	orize line	De	elete	Close	, N	lanually Apply	Manually Unapply	Approve Credit Note	Decline Credit Note
Select All Sel	lect None												
Payables Credit Notes													
	Invoice Offere	es d	Histo	ry	Accel Offe	pt r	Autho	rize De er O	cline ffer	Assign Future Value Date	Remove Future Value Date	Remove Invoice	Reset To Offered
Select All Sel	lect None												
Supplier Portal													

	ts for subsidiaries/bran	ches					
	Create / Modify	Delete	Route	Authorize	Authorize	Upload File	
Select All Select None							
Direct Debit Instructions							
. Invoice/Credit Note Processing	· · · · · · · · · · · · · · · · · · ·						
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during transaction entry		۲				$\odot$	
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## 5-3 Route function

## **Precondition**

#### 1. [Security Profile Settings] page

	Create / Modify	Delete	Route	Checker	Send For Repair	Authorize
🕥 Select All 🔹 Se	ect None					
Instruments						
Outgoing Guarantee						

Anyone who "Create" or "Check" or "Authorize" can "Route" the transaction to the "Authorizer". Which means when a customer authorization process is:

 $Create(UserA) \rightarrow Check(UserB) \rightarrow Authorize(UserC) \rightarrow Authorize(UserD)$ then UserB and UserC can route the transaction.

Also, when there is no "Checker",

 $Create(UserA) \rightarrow Check(UserB) \rightarrow$ 

#### Authorize(UserC) $\rightarrow$ Authorize(UserD)

then UserA and UserC can route the transaction.

#### 2. [All Transactions] section of the [Home] page



As an authorizer select "My Work", those transactions which are routed to the authorizer are listed.

As the authorizer select "Work for (Corporate customer name)", then all the transactions including the ones which are routed to the other users are listed.

This means that "Route" function cannot control who to authorize the transactions, but it can just notify the designated authorizer to do the authorization of a particular transaction.

## How to operate

## <u>Steps</u>



#### 1. [NEW INSTRUMENTS: IMPORT LC] page

#### 2. [INSTRUMENTS: IMPORT LC] page



#### 3. [INSTRUMENTS: IMPORT LC] page



Select the user who needs to authorize the particular transaction.

#### 4. [INSTRUMENTS: IMPORT LC] page



Click [Route Item(s)]

#### 5. Home page of the authorizer



- (1) Designated authorizer login to the Trade Manager.
- (2) Select "My work" in [Show] pull-down.
- (3) Select "Ready to Authorize" in [Status] pull-down.

#### 6. Home page of the authorizer



Routed "Ready to Authorize" transaction can be found.

## 5-4 Notification Settings

Users with appropriate security profile can maintain [Notification Rule] to send out e-mail notifications.

## <u>Steps</u>

#### 1. [HOME] page



On the homepage, go under [Reference Data] and click on [Notification Rule].

#### 2. [NOTIFICATION RULE] page



Click on [New]

#### 3. [NOTIFICATION RULE] page



Setup the [Notification Rule] and Click [Save & Close].



## Sample setting (standard)

otification Rule					
indicates required field					
1. Email Alerts and Defa	ults		•	Section Shortcuts	
Notification Rule details ar details. * Rule Name Notification Rule For each message, notif Send an alert for each Send a daily reminde Send both slert and of Send no Emails (Noti Default Notification R Send Portal Notification Always Always Always Charges and/or Documents Only	e defined at the transaction institution, or transaction rece h r daily reminder fications will be sent) ule settings for All Instru Send Email O Never O Charges and/or Documents Only	n level. Press "Override" for the specific ins	Additional Email Recipients (separate by comma) Update Emails Only (Apply to All Groups) Clear All	1. Email Alerts and Defaults 2. Import Documentary LC 3. Loan Request 4. Outgoing Guarantee 6. Outgoing Standby LC 6. Mail Messages Quick Links Collapse All Hide Tips Back To Top Collapse All Hide Save 6 Na Save Colose Close Close	
2. Import Documentary L Standard Notification	.C Rule for all Import Docu	mentary LC Transactions	-		
Send Portal Notification <ul> <li>Always</li> <li>Never</li> <li>Charges and/or Documents Only</li> </ul>	Send Email Always Never Charges and/or Documents Only	Email Recipients	Additional Email Recipients (separate by comma)		

## 5-5 Working with Purchase Orders

The purchase order processing functionality allows you to incorporate data from your organization's system into applications of Import Letters of Credit. When you upload a purchase order data file, you can control the details of the upload by selecting a PO definition and associated LC creation rules (PO creation rules).

Please refer to the Online Help for more details.

Home > Using the System > Instruments Procedures > Working with Purchase Orders > Working with Purchase Orders

## 5-6 Create Parties in Address Book

Users with appropriate security profile can create parties in Address Book.

### <u>Steps</u>

#### 1. [HOME] page



On the homepage, go under [Reference Data] and click on [Address Book].

#### 2. [ADDRESS BOOK] page



For creating new party, click [New].

#### 3. [New Address Book Entry] page



#### Key in the details, then click [Save & Close].

## 5-7 Create Templates

Users with appropriate security profile can create templates.

### <u>Steps</u>

#### 1. [HOME] page



On the homepage, go under [Reference Data] and click on [Templates].

#### 2. [TEMPLATES] page

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WINSTRUMENTS ~ TRAN	SACTIONS V REPORTS V		UPLOAD CENTER ~	Ø MY LINKS
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r Waybill	Air Waybill	<b>BV AIRFREI</b>		
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utoping Guarantee	Outgoing Guarante	M BV JP EXPO	_	
ulgoing Standby LC	Outgoing Standby	LC BV SG EXP		
hipping Guarantee	Shipping Guarante	BV STEAMS	V <u>10</u> 20 <u>30</u>	New
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×	Loan Request		C	ana b
	Import LC	PT. PRIMAY	Se	arch

#### 3. [New Template Selector]

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	Select instrument type × v
Continue	Air Waybill Import LC
Import LC	CONT Loan Request
Loan Request	Outgoing Guarantee Outgoing Standby LC
Import LC	PT. P Shipping Guarantee

#### 4. [TEMPLATE] page

NEW INSTRUMENTS $ \smallsetminus $	TRANSACTIONS $\lor$	REPORTS ~	REFERENCE DATA -	UPLOAD CENTER $ \smallsetminus $	Ø MY LIN
EMPLATE					
mplate : Import LC - Tora	ay International (1)				
Secure Inc.					Section Shortcuts
1. Terms				•	1. Terms     2. Documents Required     3. Transport Document(s) and
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Beneficiary Name Secure Inc.			BV SG IMPORTER 9 Raffles City		6. Internal Instructions
Address Line 1 Slope entrance			P.O. Box 1111 Singapore, 4346 Singapore		Collapse All
Address Line 2 5-5-2			Applicant's Reference Number		Hide Tips Back To Top
City		A	dvising Bank	0 x	Save
Province/State F Hokaido	Postal Code 354-5462		HSBC, Ked Division, Trade Serv	vice .	Fa Save & Close
Country			6/F, HSBC Building Mong Kok, 673 Nathan Rd.,Mong Kok, KOWLOON, Hong Kong		Close
Phone Number					
		E	Sank Charges		
				H Save	
				Save & Clo	se
				Delete	
				Close	

For creating a new template, click [New].

- (1) Give a name to the new template.
- (2) Select [Use Blank Instrument Template].
- (3) Select the type of instrument.
- (4) Click [Continue].

Key in the template details, and then click [Save & Close].



#### 5-8 Reports

Below reports are available.

#### **BHO101 - Outgoing Guarantee Transaction Details Report** •

The report includes transactions with a transaction status of 'Processed by Bank'.

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ull User List - Full Us	er List			Full User List			
P050CC - Work in pr	ogress			Pending and Auth	norized Transactions		
2070 - Audit Report	Customor	formation		Reference Data C	Changes by UserId		
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	Transaction		Transaction	Benefi	iciary	Applicant	Applicant's Reference		Original	Valid to After	
Reference 3110HSU00100	Date	Instrument ID	Туре	Name UAT JP	Country	Name UAT-BV LDN	Number	Valid From	Valid to	Amendment	
03 3110HSU00100	01/05/2017	U100721L	Issue	EXPORTER UAT JP	JP	corp UAT-B∨ LDN		01/05/2017	Other		
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3110HSU00100 02	01/05/2017	U100718L	Issue	UAT JP EXPORTER	JP	UAT-B∨ LDN corp		01/05/2017	Other		
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### **BHO102 - Outgoing Standby LC Transaction Details Report** The report includes transactions with a transaction status of 'Processed by Bank'.

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HO103 - Import LC T	Fransaction	n Details Report		Import LC Transa	ction Details Report		
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BHO103 - Import LC Transaction Details Report The report includes transactions with a transaction status of 'Processed by Bank'.

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## • Full User List

Full list of the customer user

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30006550SRPBR00	SRPBR006	30006550	ACTIVE	30006550SRPBR00	5/18/16	PERUSER				
30006550SRPBR01	Hookup	Bank User 01	ACTIVE		4/27/16	PERUSER				
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36550099SPRCUS	DummyUser2	Mitsubishi	ACTIVE	36550099SPRCUS	5/18/16	SSO	2FA			
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**TP050CC - Work in progress** Status of each transaction before the operation of bank is completed

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#### Import LC

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19 May 2017	M100883Y	217360		UAT JP EXPORTER	Issue	USD	40,000.00	Returned by Bank	
19 May 2017	M100884Y	216225		UAT JP EXPORTER	Issue	USD	40,000.00	Returned by Bank	
19 May 2017	M100885Y	216236		UAT JP EXPORTER	Issue	USD	70,000.00	Returned by Bank	
19 May 2017	M100886Y	216297		UAT JP EXPORTER	Issue	AUD	60,000.00	Returned by Bank	
19 May 2017	M100887Y	216311		UAT JP EXPORTER	Issue	AUD	70,000.00	Returned by Bank	
19 May 2017	M100888Y	216355		UAT JP EXPORTER	Issue	AUD	88,000.00	Started	-
19 May 2017	M100889Y	216376		UAT JP EXPORTER	Issue	SGD	99,900.00	Returned by Bank	
19 May 2017	M100890Y	216413		UAT JP EXPORTER	Issue	SGD	10,101.00	Returned by Bank	
19 May 2017	M100892Y	216435		UAT JP EXPORTER	Issue	SGD	20,420.00	Returned by Bank	
19 May 2017	M100906Y	217075		UAT JP EXPORTER	Issue	USD	300,000.00	Returned by Bank	
19 May 2017	M100910Y	218298		UAT JP EXPORTER	Issue	USD	10,000.00	Authorised	
19 May 2017	M100911Y	218312		UAT JP EXPORTER	Issue	USD	20,000.00	Authorised	
19 May 2017	M100912Y	218326		UAT JP EXPORTER	Issue	USD	30,000.00	Authorised	
19 May 2017	M100913Y	218340		UAT JP EXPORTER	Issue	USD	40,000.00	Authorised	1
19 May 2017	M100918Y	218637		UAT JP EXPORTER	Issue	USD	50,000.00	Authorised	1
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**TP070 - Audit Report** Log history of creating/updating/deleting the reference data

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#### **TP080CC - Corporate Customer Information** List of registered Corporate Customer information •

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**TP090CC - Corporate Customer Usage** Statistical information about volumes of transactions submitted via the Trade Manager

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## 5-9 Subsidiary Access



Required Setting: Subsidiary Access Security Profile set up

\*Security Profile Setting is maintained by Admin user. \*Security Profile name is "'User name' + '-Subsidiary"

Users of the parent corporates are able to perform actions on behalf of subsidiaries upon submitting the application form to the bank.

To do subsidiary access, the user shall click [SUBSIDIARY ACCESS] from Mega-menu and select the subsidiary corporate.

#### <u>Steps</u>

1. [HOME] page

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(1) Click [SUBSIDIARY ACCESS] from Megamenu.

#### 2. [SUBSIDIARY ACCESS] page

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- (1) Select the subsidiary corporate.
- (2) Click [Access the Selected Subsidiary].

3. [Subsidiary corporate] Home page



Subsidiary corporate home page appears.