

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.
	Indicates other sections of this manual or Online Help for reference. Click the link as needed to move to the page on the manual.
	Indicates notes or tips about operations.
	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

The Top page is displayed after login.
You can start operations from the Menu.

[Home]Link

Displays the Home page of the system.

[Mail Messages]Link

Displays the Messages area of the system.

[Notifications]Link

Displays Notifications page.

[Help]Link

Displays the Help Home page, which provides access to system-wide online help.

[Logout]Link

Logs you out of the Trade Manager system.

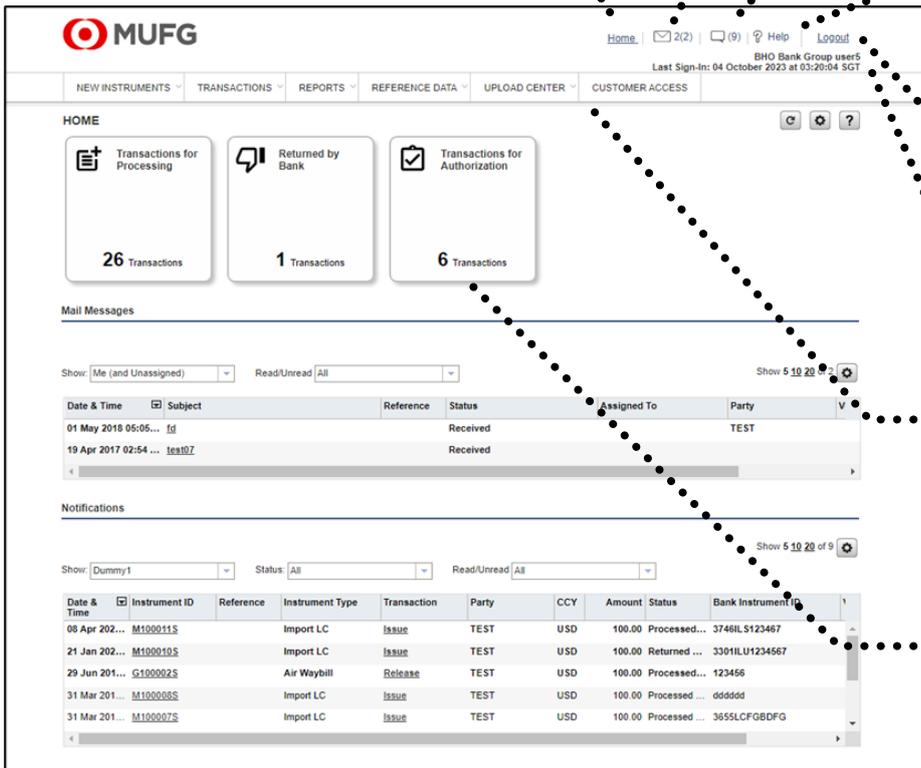
Name of the user [First name + Last name].

Mega-menu

Appears on every page in the system, allowing you to enter, modify, or process data controlled by the system.

Dashboard

Each tile displays the total count of the transactions in respective status.



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.



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.

Steps

1. Log in to the COMSUITE Portal.
For the steps, see “Customer Support” of COMSUITE Portal.

URL:

<https://ebusiness.bk.mufg.jp/login/>



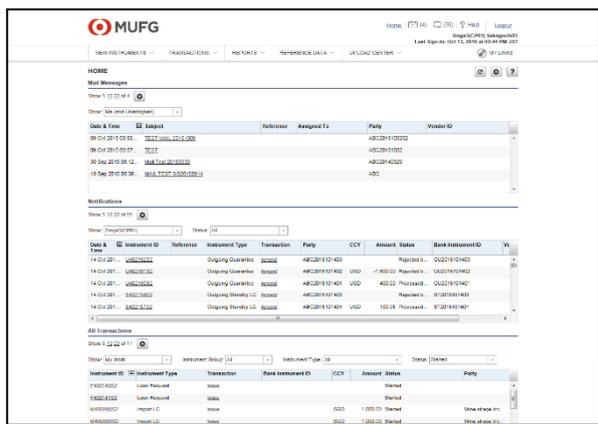
2. Click on the [Trade Manager] button in Service Menu on the Top page of the COMSUITE Portal.



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

Refer to COMSUITE Portal Customer Support on how to register. (👉)

<http://www.bk.mufg.jp/ebusiness/e/ebiz/cs.html>)



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.

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

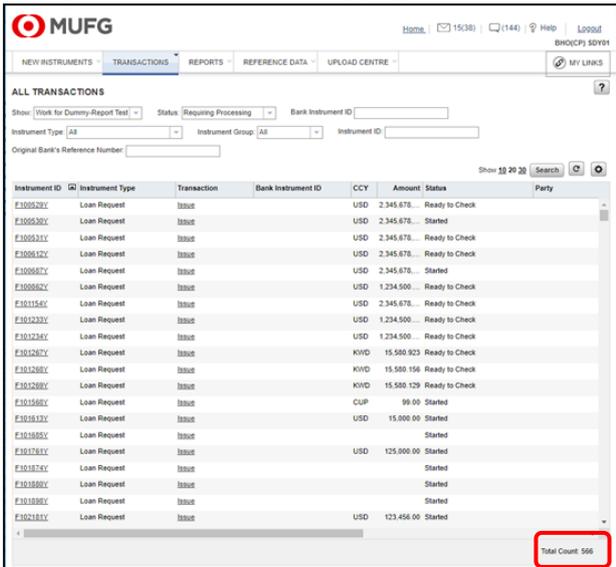
From Dashboard tiles, you can navigate as follows.

Steps

1. [HOME] page

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

2. [ALL TRANSACTIONS] page

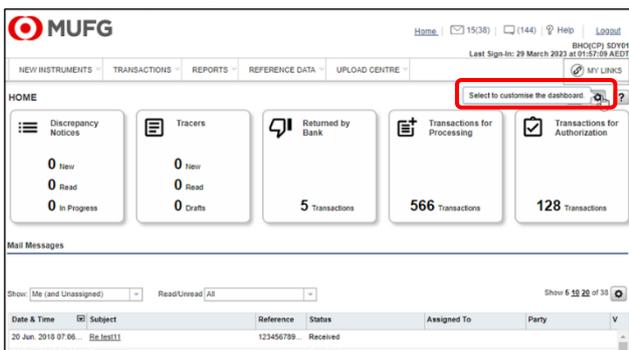


- (1) When you click the number of the tile, [All TRANSACTIONS] page will be displayed. The transactions are pre-filtered according to the tile which you clicked, with the total count in grid matching the count in the tile.

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

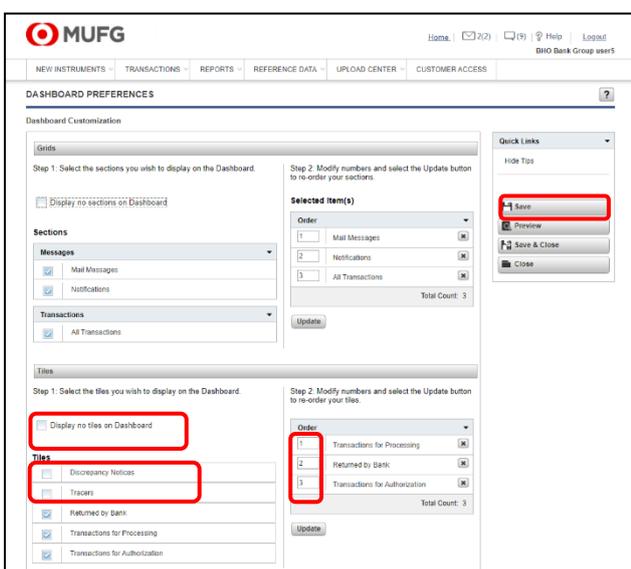
Steps

1. [HOME] page



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

2. [DASHBOARD PREFERENCES] page



- (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.

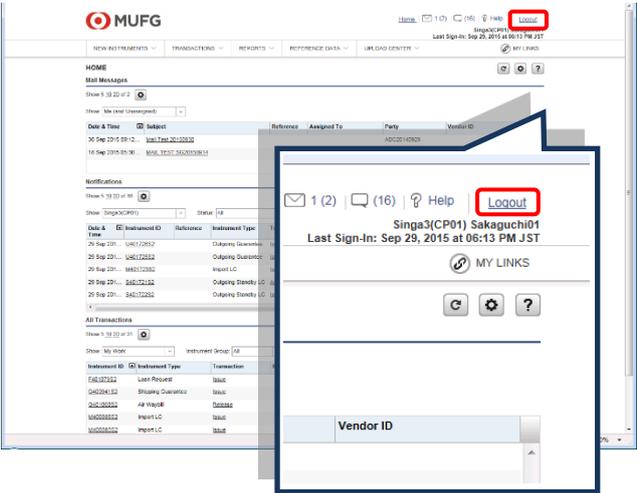


The Dashboard will be displayed on the home page by default. In case you want to hide all of the tiles, check 'Display no tiles on Dashboard' and click [Save] button.

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.

Steps



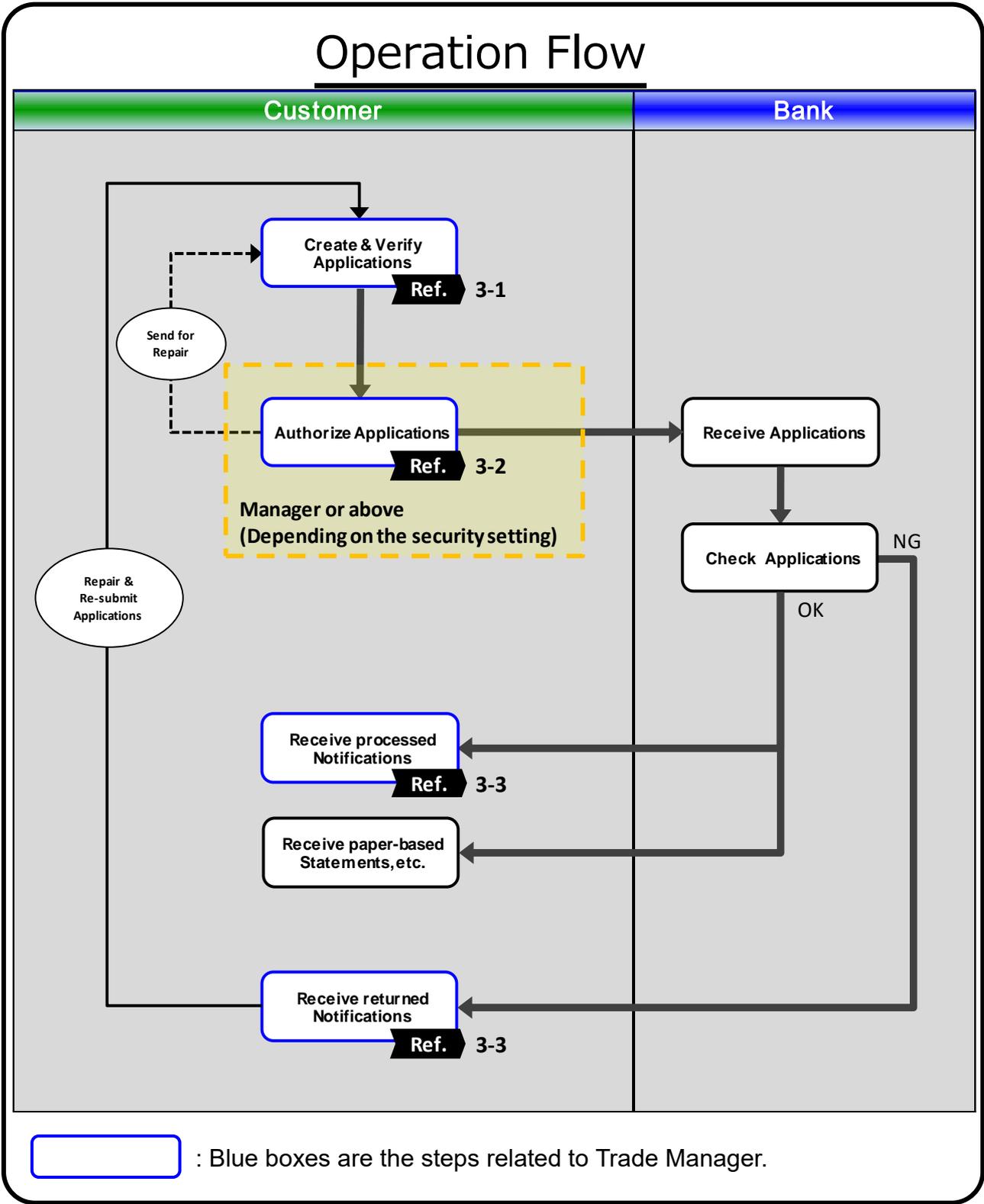
- 1. Click on the [Logout] button on the top right area of the Trade Manager page.

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.

Chapter 3 Submit Applications



3-1 Create Instruments(Applications)

Required Security Profile Setting : Create/Modify

*Security Profile Setting is maintained by Admin user.

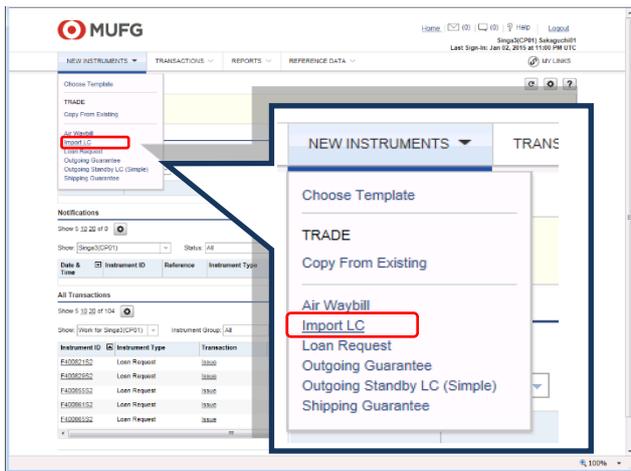
In this section, you will create the application and verify the entered information.

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 [Amendment](#) when you make an amendment transaction.

Steps

1. [HOME] page



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

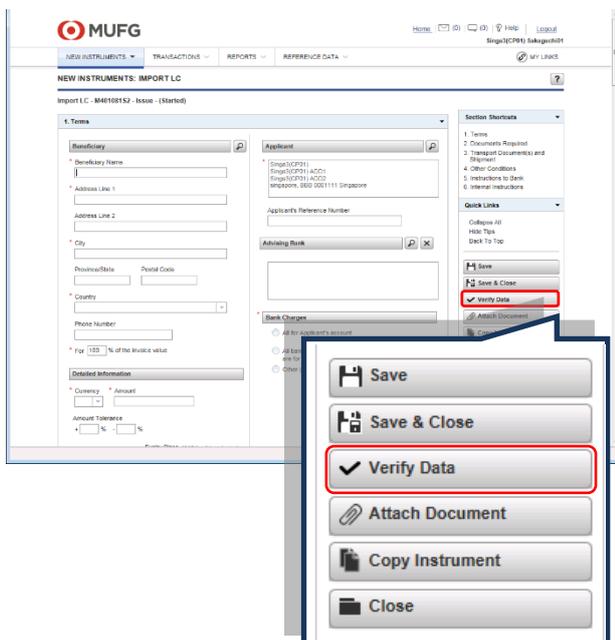


From [NEW INSTRUMENTS], there are 3 ways to start creating new instruments such as

- NEW
- Copy from existing
- Choose template

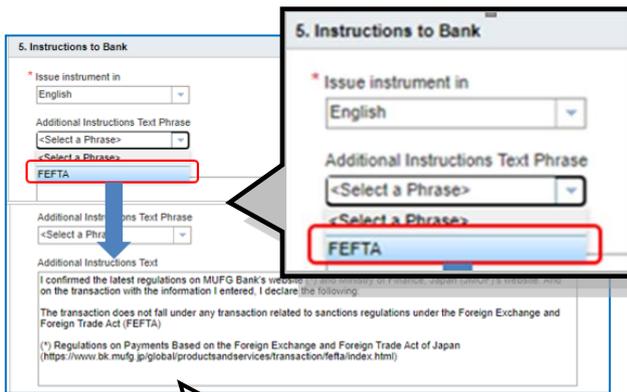
Please refer to the Online Help for more information. [Home > Using the System > Instruments Procedures > Instruments Overview](#)

2. [NEW INSTRUMENTS: IMPORT LC] page



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

Instructions to bank



Before you press [Verify Data], you must select “FEFTA” in “Additional Instructions Text Phrase” of [5. Instructions to Bank]. After that, compliance declaration phrase will be automatically set in “Additional Instructions Text”.

Please access the below link and confirm the latest regulations before making declaration.
<https://www.bk.mufg.jp/global/productsandservices/transaction/fefta/index.htm>

If you do not select “FEFTA”, Bank will reject your transaction due to lack of the compliance declaration.

This applies only to Import LC issuance and amendment, not to the other applications such as Outgoing Guarantee and Standby LC.

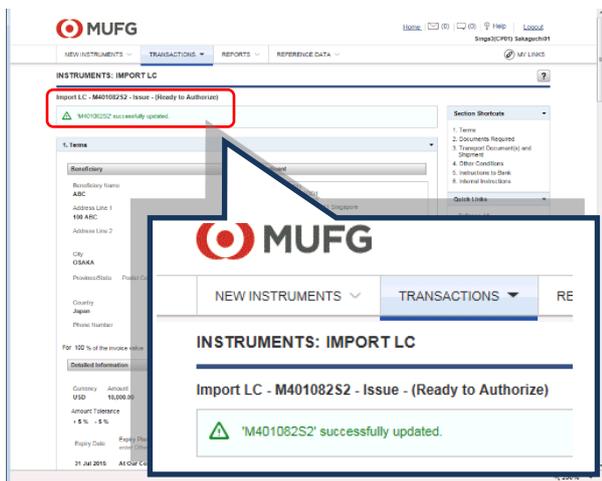
Additional Instructions Text

I confirmed the latest regulations on MUFG Bank's website (*) and Ministry of Finance, Japan (JMOF)'s website. And on the transaction with the information I entered, I declare the following:

The transaction does not fall under any transaction related to sanctions regulations under the Foreign Exchange and Foreign Trade Act (FEFTA)

(*) Regulations on Payments Based on the Foreign Exchange and Foreign Trade Act of Japan
 (https://www.bk.mufg.jp/global/productsandservices/transaction/fefta/index.html)

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

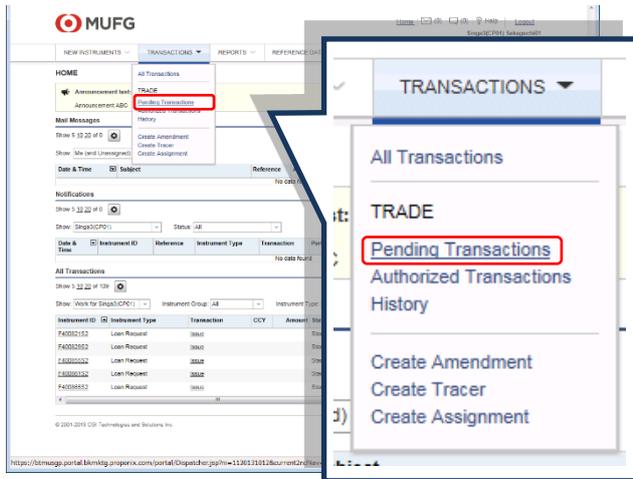
Required Security Profile Setting: Authorize

*Security Profile Setting is maintained by Admin user.

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

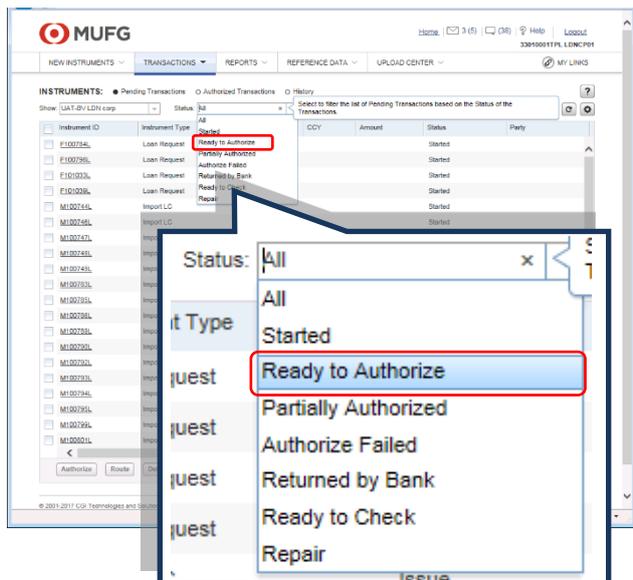
Steps

1. [HOME] page



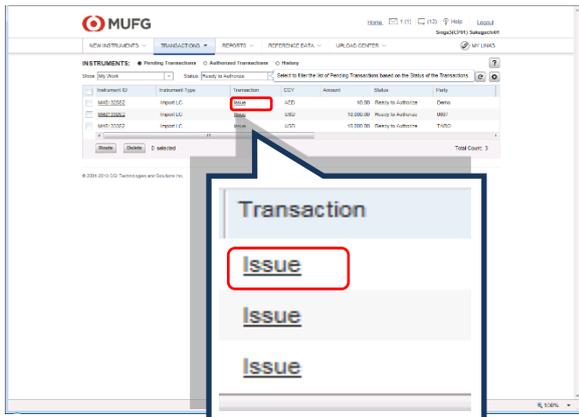
- (1) Click [TRANSACTIONS] from Mega-menu
- (2) Select [Pending Transactions] from the list.

2. [Pending Transactions] page



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

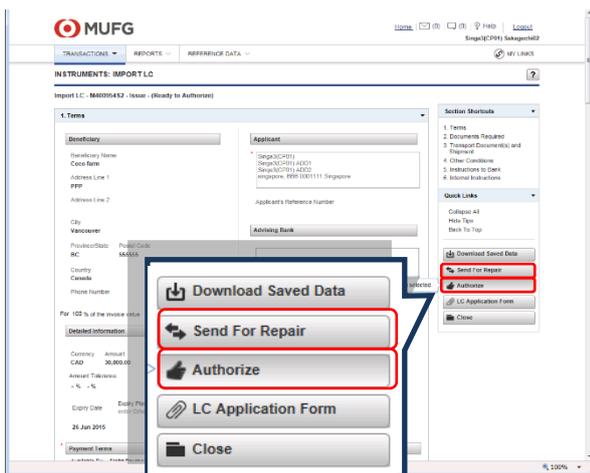


The list of the instruments with [Ready to Authorize] status will be displayed. Click transaction (E.g.: [Issue]) of the Instrument that you would like to authorize.



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

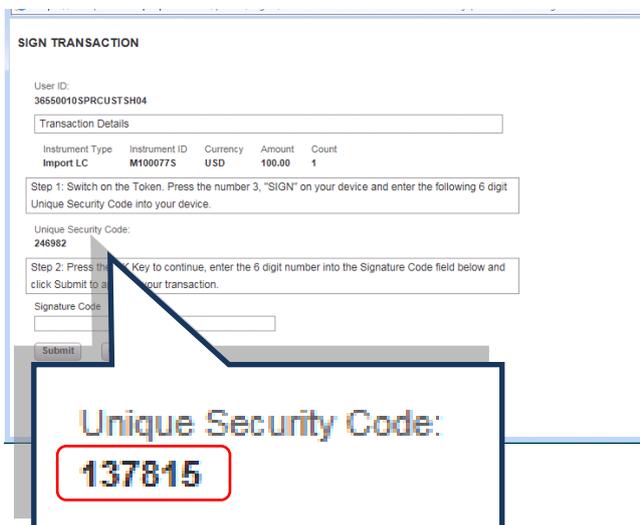


- (1) Check the instrument information provided.
- (2) Click [Authorize].



Click [Send for Repair] when you would like to send back the instrument for correction/revision.

5. [SIGN TRANSACTION] page



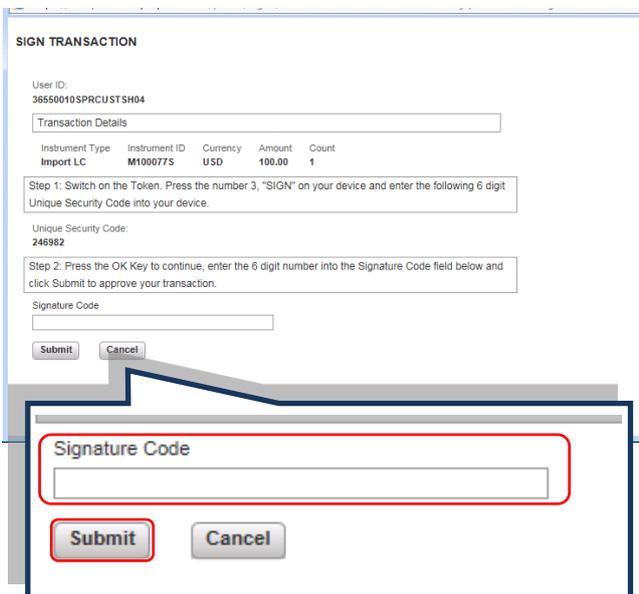
Find [Unique Security Code].

6. [OTP TOKEN]



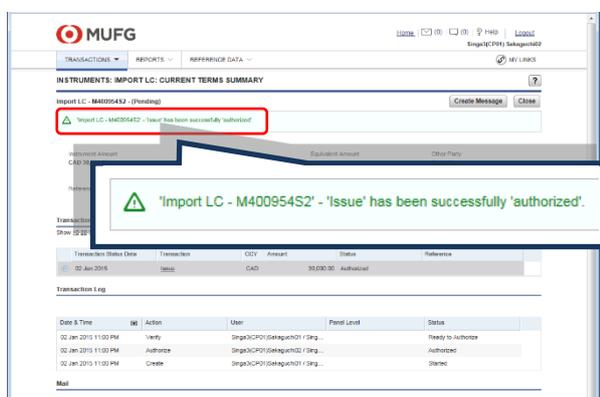
- (1) Press "3" (SIGN) button to start the process.
- (2) Enter the [Unique Security Code].
- (3) Press "OK" on the bottom right of the Token.
- (4) "Response code" is shown.

7. [SIGN TRANSACTION] page



- (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

Required Security Profile Setting: Notifications

*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.

Steps

1. [HOME] page

The screenshot shows the MUFG HOME page with a list of transactions and a table of instrument statuses. A callout box highlights the 'Transaction' column in the notification list, with 'Issue' and 'Amend' links. Another callout box highlights the 'Status' and 'Bank Instrument ID' columns in the table below.

Status	Bank Instrument ID
Returned by Bank	3301245241
Processed by Bank	OVS201705105
Processed by Bank	3301-3406
Processed by Bank	3301-340563
Processed by Bank	3301ELC0665819

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.



For Import LC, Standby LC and Outgoing Guarantee, you will be able to find some attached files as you go to

- 1) Click "Transaction" of the notification of home page.
- 2) Click "View Terms As Entered".
- 3) There are attached files on the top left of the screen.

2. [Instruments: Import LC] page

The screenshot shows the MUFG Instruments: Outgoing Guarantee: Amend page. A callout box highlights the 'Return Reason' field, which displays 'insufficient documents'.

[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

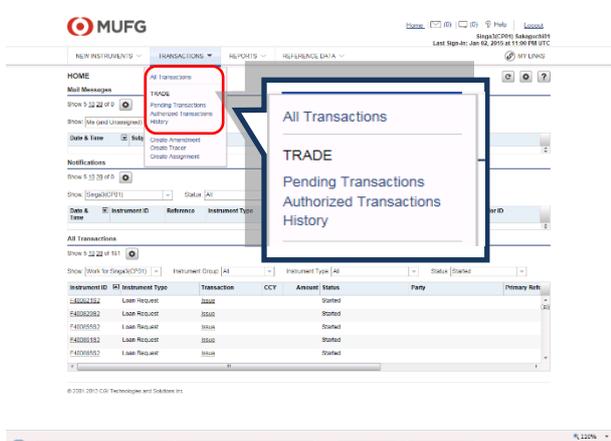
4-1 Inquire Applications

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.

Steps

1. [HOME] page (To inquire)



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

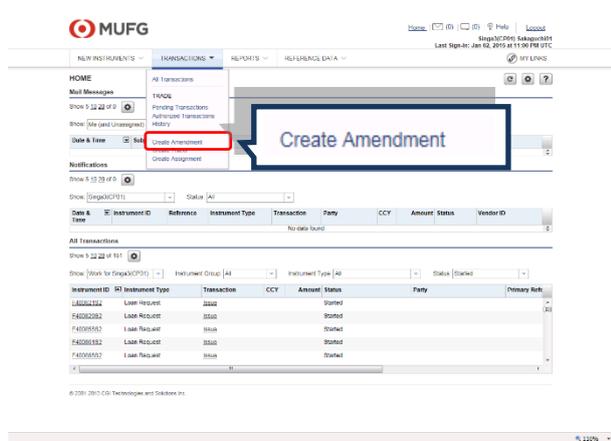


"Inquiry menu"

- All Transactions
- Pending Transactions
- Authorized Transactions
- History

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

2. [HOME] page (To create amendments)



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



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



For cancellation 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.

The screenshot shows the MUFG Security Profile Settings page. The 'New Security Profile' form is divided into three sections:

- 1. General:** Contains a 'Security Profile Name' field.
- 2. Messages:** Features a 'No Access' checkbox (highlighted in green) and a table of message-related functions. The 'Delete' and 'Route' columns in this table are also highlighted in green.
- 3. Instruments:** Features a 'No Access' checkbox (highlighted in green) and a table of instrument-related functions. The 'Delete' and 'Route' columns in this table are also highlighted in green.

••••• Please refer to the Online Help for more information about the security profile. Home > Using the System > Reference Data Procedures > Security Profiles > Editing Security Profiles

••••• Messages

Customers can change the setting of message function highlighted in the green boxes (solid line). *Those functions with no highlights are not available.

For "Inquiry only setting", please un-tick "No Access".

••••• Instruments

Customers can change the setting of instruments (Application) highlighted in the green boxes (solid line). *Those functions with no highlights are not available.

For "Inquiry only setting", please un-tick "No Access".

••••• *Route

Please refer to P21-24 for the details.

5. Direct Debits

No Access

Users can work with instruments for subsidiaries/branches

	Create / Modify	Delete	Route	Authorize	Authorize Offline	Upload File
<input type="radio"/> Select All <input type="radio"/> Select None						
Direct Debit Instructions	<input type="checkbox"/>					

6. Invoice/Credit Note Processing

No Access

	Upload	View Uploaded	Remove Failed
<input type="radio"/> Select All <input type="radio"/> Select None			
Invoice/Credit Note Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Reports

No Access

	No Access	View Only	View & Maintain
Custom Reports	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard Reports	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

8. Reference Data

No Access

	No Access	View Only	View & Maintain
My Organization's Profile	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
View TPS Limits	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Foreign Exchange Rates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instrument Templates	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Create Fixed Payment Template	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Notification Rule	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Address Book	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Create new Address Book entries during transaction entry	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Panel Authorization Groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Payment File Definitions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phrases	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Security Profiles	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Template Groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Threshold Groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Users	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work Groups	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Purchase Order-Related Reference Data			
LC Creation Rules	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Creation Rules	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
PO Definitions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invoice Management-Related Reference Data			
Trading Partner Rules	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invoice Definitions(only Bank Admin users can view and maintain)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ATP Creation Rules	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Loan Request Creation Rules	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ERP GL Codes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discount Codes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Conversion Center

No Access

	Create / Modify	Delete	Route	Convert
<input type="radio"/> Select All <input type="radio"/> Select None				
Instruments				
Outgoing Guarantee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

••• **Reports**
 Customers are prohibited from changing the setting of [Reports] highlighted in the red box (dotted line).

••• **Reference data**
 Customers can change the setting of [Reference data] highlighted in the green boxes (solid line). *Those functions with no highlights are not available.

••• **Users**
 Customers are prohibited from changing the setting of [Users] highlighted in the red box (dotted line).

5-3 Route function

Precondition

1. [Security Profile Settings] page

	Create / Modify	Delete	Route	Checker	Send For Repair	Authorize
<input type="radio"/> Select All <input type="radio"/> Select None						
Instruments						
Outgoing Guarantee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Create(UserA) → Check(UserB) → Authorize(UserC) → Authorize(UserD)

then UserB and UserC can route the transaction.

Also, when there is no “Checker”,

Create(UserA) → ~~Check(UserB)~~ → Authorize(UserC) → Authorize(UserD)

then UserA and UserC can route the transaction.

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

All Transactions	
Show 5	10 20 of 29
Show:	My Work x Ins
Instru	My Work
	Work for Singa3(CP01) pe
F402140S2	Loan Request
F402141S2	Loan Request
M400885S2	Import LC

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

Steps

1. [NEW INSTRUMENTS: IMPORT LC] page

1. Terms

Beneficiary

Beneficiary Name

Address Line 1

Address Line 2

City

Province/State Postal Code

Country

Phone Number

Applicant

Singapore (CPN) A/C01
Singapore (CPN) A/C02
Singapore (SIS 000111) Singapore

Applicant's Reference Number

Advising Bank

Bank Charges

All Bank Charges other than the Import LC Application Fee are for the account of the Applicant.

Section Shortcuts

1. Terms
2. Documents Required
3. Transport Document(s) and Shipment
4. Other Conditions
5. Instructions to Bank
6. Internal Instructions

Quick Links

Collapse All
Hide Tips
Back To Top

Save
Save & Close
Verify Data
Attach Document
Copy Instrument
Close

Download Saved Data
Send For Repair
Send For Authorization
LC Application Form
Close

Route Transaction
Download Saved Data
Authorize
LC Application Form
Close

Create and verify (or check as a checker or authorize as an authorizer) a transaction

2. [INSTRUMENTS: IMPORT LC] page

1. Terms

Beneficiary

Beneficiary Name
UAT JP EXPORTER 2
Address Line 1
CHYODA-KU MARUNOUCHI 01
Address Line 2
999
City
TOKYO
Province/State Postal Code
0000 222-8999
Country
Japan
Phone Number

Applicant

UAT-DO EXPORTER & USER
RAFFLES CITY P O BOX 111
999
SINGAPORE, ABC 1112222 Singapore

Applicant's Reference Number

Advising Bank

BANK OF TOKYO-MITSUBISHI LF J
1-1, KAWASANASHI
OSAKA 542-8588

Bank Charges

Section Shortcuts

1. Terms
2. Documents Required
3. Transport Document(s) and Shipment
4. Other Conditions
5. Instructions to Bank
6. Internal Instructions

Quick Links

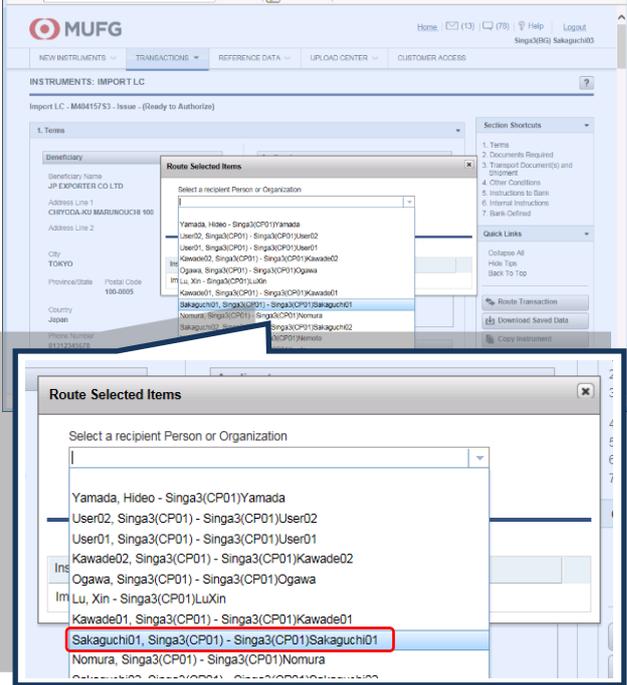
Collapse All
Hide Tips
Back To Top

Saved 12:07 pm

Route Transaction
Download Saved Data
Copy Instrument
Edit
LC Application Form
Close

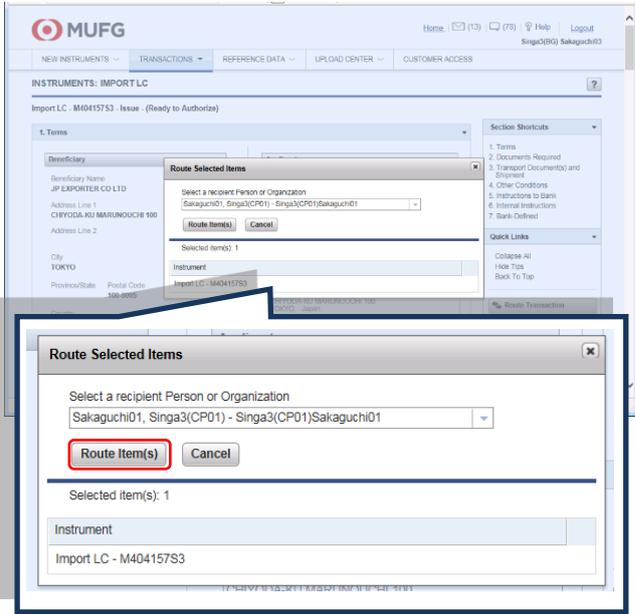
Click [Route Transaction]

3. [INSTRUMENTS: IMPORT LC] page



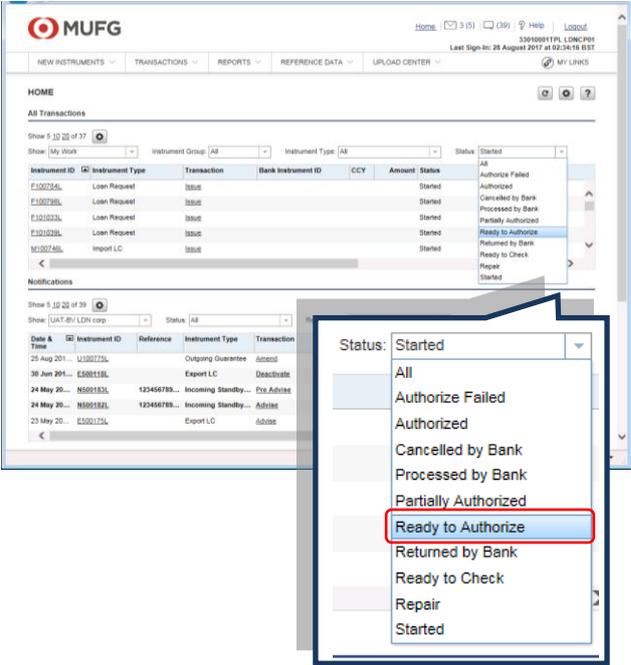
Select the user who needs to authorize the particular transaction.

4. [INSTRUMENTS: IMPORT LC] page



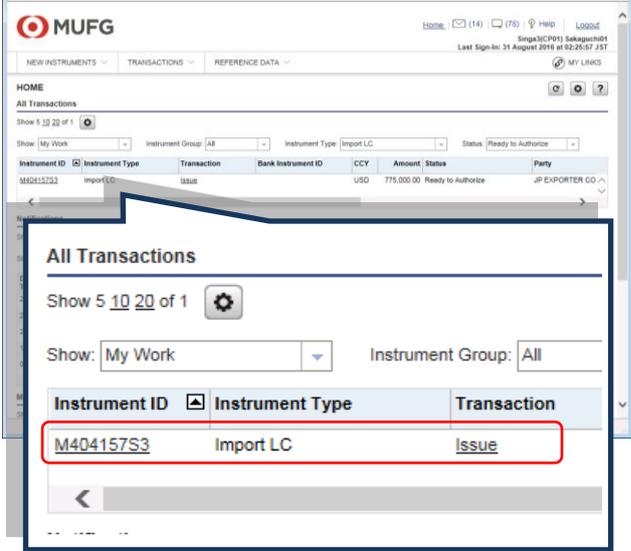
Click [Route Item(s)]

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



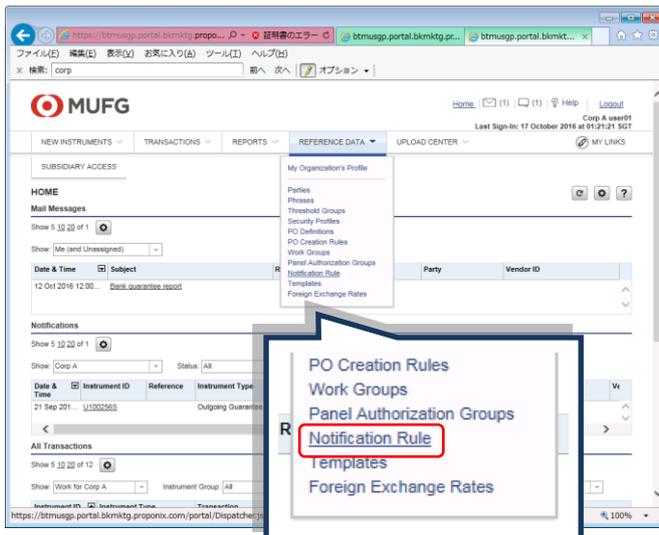
Routed "Ready to Authorize" transaction can be found.

5-4 Notification Settings

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

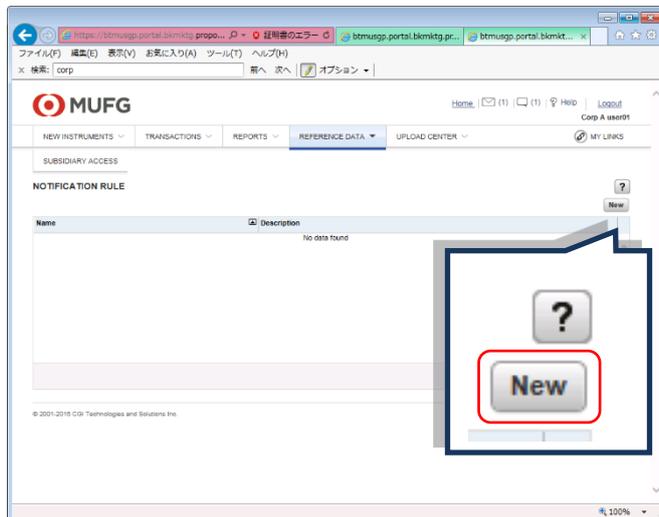
Steps

1. [HOME] page



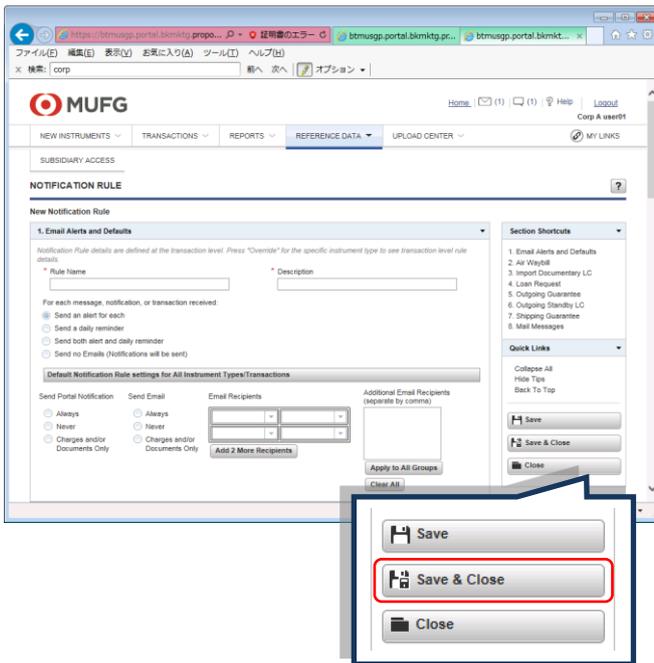
On the homepage, go under [Reference Data] and click on [Notification Rule].

2. [NOTIFICATION RULE] page



Click on [New]

3. [NOTIFICATION RULE] page



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

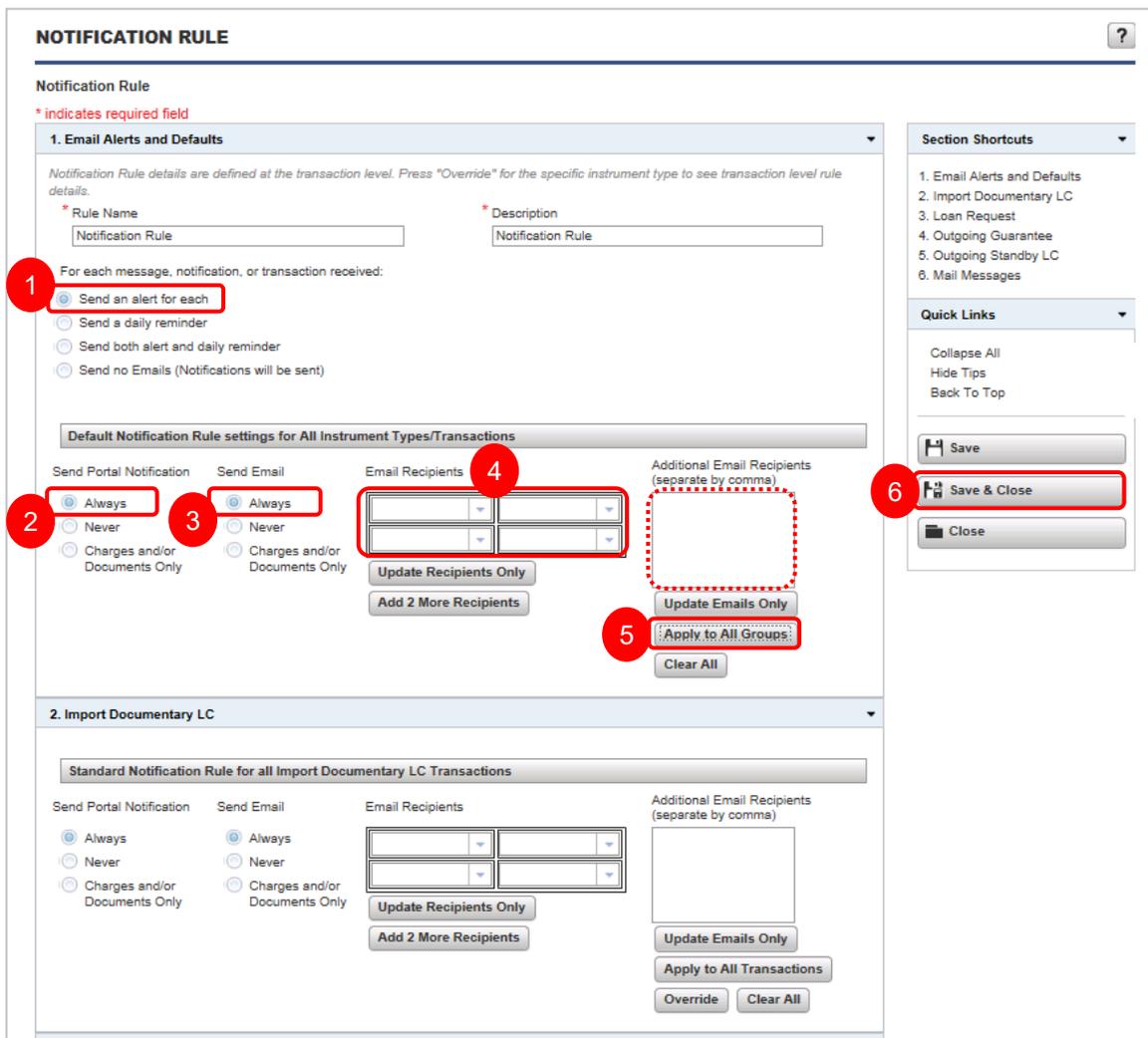


Please refer to the online help by clicking the top right ? for the details.



The option "Send a daily reminder", "Send both alert and daily reminder" and "Charges and/or Documents only" are currently unavailable.

Sample setting (standard)



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.

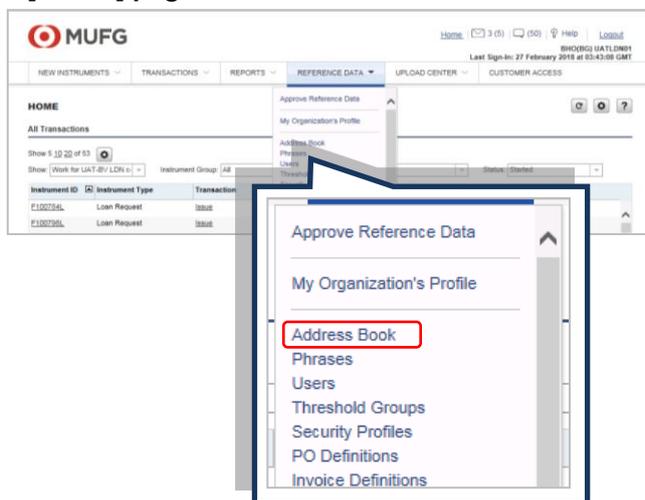
Home > Using the System > Instruments Procedures > Working with Purchase Orders > Working with Purchase Orders

5-6 Create Parties in Address Book

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

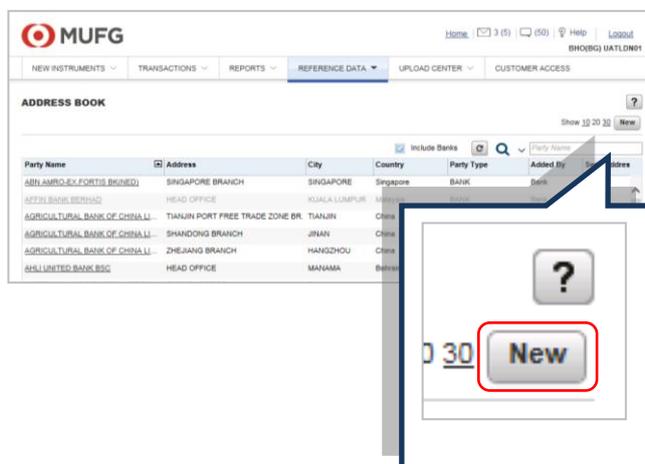
Steps

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

The screenshot shows the 'New Address Book Entry' form in the MUFG system. The form is organized into two main sections: '1. General' and '2. Bank Defined'. The '1. General' section includes fields for Party Name, Party Type (with a dropdown menu), Vendor ID, City, Province/State, Postal Code, Address Line 1, Address Line 2, and Country. The '2. Bank Defined' section contains the TPS Customer ID field. On the right side, there are 'Section Shortcuts' and 'Quick Links' (Collapse All, Hide Tips, Back To Top). At the bottom right, there are three buttons: 'Save', 'Save & Close', and 'Close'. A callout box with a red border highlights the 'Save & Close' button.

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

5-7 Create Templates

Users with appropriate security profile can create templates.

Steps

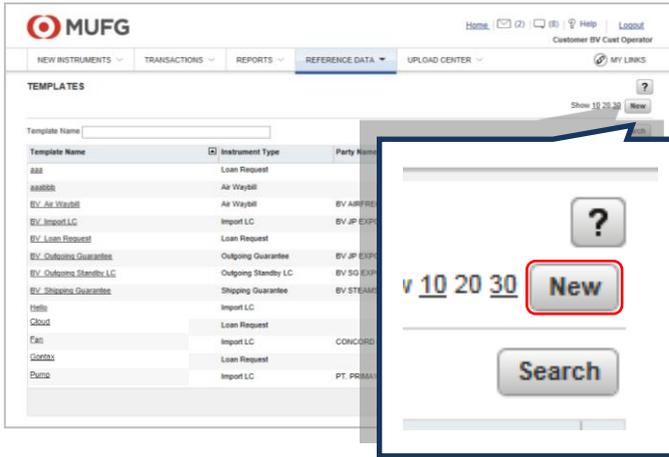
1. [HOME] page

The screenshot shows the MUFG HOME page. The 'REFERENCE DATA' menu is open, displaying a list of options: Parties, Phrases, PO Definitions, PO Creation Rules, and Templates. The 'Templates' option is highlighted with a red box. The page also shows a table of transactions and a list of mail messages.

Instrument ID	Instrument Type	Transaction	Bank Instrument ID	CCY	Amount	Status	Party
F5233883	Loan Request	Issue				Started	
F5233883	Loan Request	Issue				Started	
M5233633	Import LC	Amend					
M5233633	Import LC	Amend					
M5233633	Import LC	Issue					

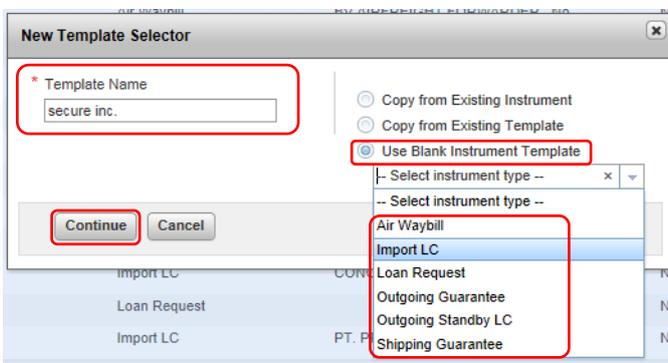
On the homepage, go under [Reference Data] and click on [Templates].

2. [TEMPLATES] page



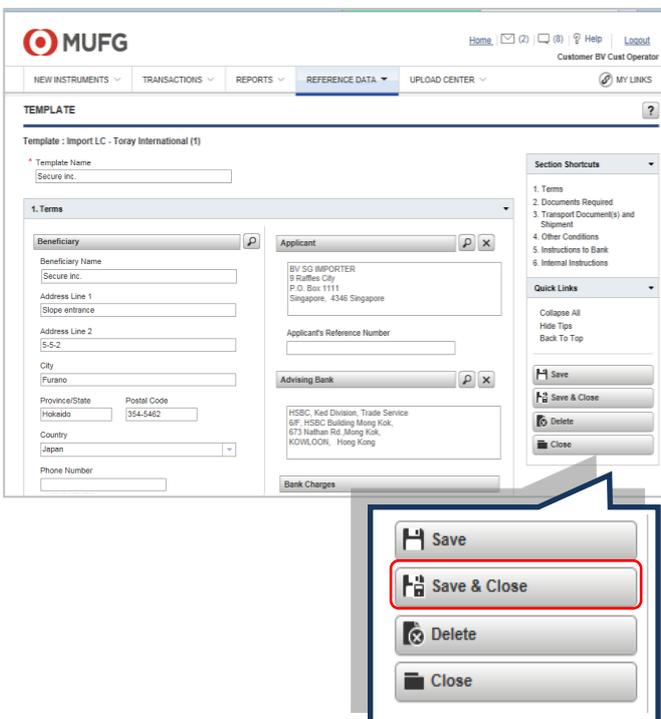
For creating a new template, click [New].

3. [New Template Selector]



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

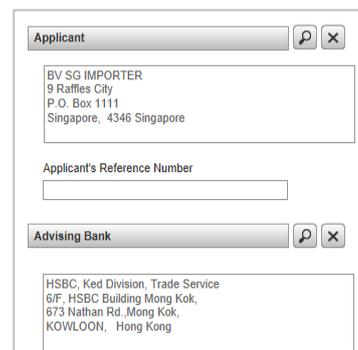
4. [TEMPLATE] page



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



[Applicant] and [Advising Bank] field cannot be keyed in. These are [Parties] which need to be registered in the Trade Manager in advance. Then they can be found when the search button  is clicked. [Advising Bank] registration will be done by bank upon submitting the application form [COMSUITE Trade Manager Application for Service Setup]



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'.

The screenshot shows the MUFG web interface. At the top, there is a navigation bar with 'NEW INSTRUMENTS', 'TRANSACTIONS', 'REPORTS', 'REFERENCE DATA', 'UPLOAD CENTER', and 'CUSTOMER ACCESS'. Below this, there are tabs for 'Standard Reports' and 'Custom Reports'. A search bar is present with a 'Search' button. A table lists various reports, with 'BHO101 - Outgoing Guarantee Transaction Details Report' highlighted in blue and its name circled in red. Other reports include BHO102, BHO103, Full User List, TP050CC, TP070, TP080CC, and TP090CC. The total count of reports is 8.

Report Name	Description
BHO101 - Outgoing Guarantee Transaction Details Report	Outgoing Guarantee Transaction Details Report
BHO102 - Outgoing Standby LC Transaction Details Report	Outgoing Standby LC Transaction Details Report
BHO103 - Import LC Transaction Details Report	Import LC Transaction Details Report
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by UserID
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

Total Count: 8

The screenshot shows the 'BHO101 - Outgoing Guarantee Transaction Details Report' form. It includes a 'Report Criteria' section with several dropdown menus and text input fields. The 'Show Report' button at the bottom is highlighted with a red box.

Report Criteria

To view this report, please specify the report criteria below.

Reference: Please select a prompt value
3301245241
3110HSU0010003
3110HSU0010002

Beneficiary Name: Please select a prompt value
GTY Corporate India
UAT JP EXPORTER

Beneficiary Country: Please select a prompt value
IN
JP

Applicant Name: Please select a prompt value
UAT-BV LDN corp

Type of Guarantee: Please select a prompt value
Performance
Retention

Valid From(Start): dd/MM/yyyy

Valid From(End): dd/MM/yyyy

Valid To(Start): dd/MM/yyyy

Valid To(End): dd/MM/yyyy

Show Report


Home | (2) | (37) | Help | Logout

BHO(BG) UATLDN01

NEW INSTRUMENTS ▾
TRANSACTIONS ▾
REPORTS ▾
REFERENCE DATA ▾
UPLOAD CENTER ▾
CUSTOMER ACCESS

Reports
● Standard Reports
○ Custom Reports
?

BHO101 - Outgoing Guarantee Transaction Details Report
Expand Save As Close

Report Criteria

csv
pdf
print

Outgoing Guarantee Transaction Details F

EUR

Reference	Transaction Date	Instrument ID	Transaction Type	Beneficiary		Applicant Name	Applicant's Reference Number	Valid From	Original Valid to	Valid to After Amendment
				Name	Country					
3110HSU0010003	01/05/2017	U100721L	Issue	UAT JP EXPORTER	JP	UAT-BV LDN corp		01/05/2017	Other	
3110HSU0010003	01/05/2017	U100721L	Amend-1	UAT JP EXPORTER	JP	UAT-BV LDN corp		01/05/2017	Other	

GBP

Reference	Transaction Date	Instrument ID	Transaction Type	Beneficiary		Applicant Name	Applicant's Reference Number	Valid From	Original Valid to	Valid to After Amendment
				Name	Country					
3110HSU0010002	01/05/2017	U100718L	Issue	UAT JP EXPORTER	JP	UAT-BV LDN corp		01/05/2017	Other	
3110HSU0010002	01/05/2017	U100718L	Amend-1	UAT JP EXPORTER	JP	UAT-BV LDN corp		01/05/2017	Other	

100%

● **BHO102 - Outgoing Standby LC Transaction Details Report**

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

The screenshot shows the MUFG Reports interface. At the top, there is a navigation bar with 'NEW INSTRUMENTS', 'TRANSACTIONS', 'REPORTS', 'REFERENCE DATA', 'UPLOAD CENTER', and 'CUSTOMER ACCESS'. Below this, there are tabs for 'Standard Reports' and 'Custom Reports'. A search bar is present with a 'Search' button. The main content area displays a table of reports:

Report Name	Description
BHO101 - Outgoing Guarantee Transaction Details Report	Outgoing Guarantee Transaction Details Report
BHO102 - Outgoing Standby LC Transaction Details Report	Outgoing Standby LC Transaction Details Report
BHO103 - Import LC Transaction Details Report	Import LC Transaction Details Report
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by Userid
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

Total Count: 8

The screenshot shows the configuration page for the 'BHO102 - Outgoing Standby LC Transaction Details Report'. It includes an 'Expand' and 'Close' button at the top right. Below is a 'Report Criteria' section with the following fields:

- Reference: A dropdown menu with options: 3301SCU0001004, 3301SCU0001003, 3301SCU0001002.
- Beneficiary Name: A dropdown menu with the option: UAT UK EXPORTER.
- Beneficiary Country: A dropdown menu with the option: GB.
- Applicant Name: A dropdown menu with the option: UAT-BV LDN corp.
- Type of LC: A dropdown menu with options: Maintenance, Performance, Tender/Bid.
- Expiry Date (From): A date picker field.
- Expiry Date (To): A date picker field.
- Maturity Date (From): A date picker field.
- Maturity Date (To): A date picker field.

A 'Show Report' button is located at the bottom left of the configuration area and is highlighted with a red box.


Home | (2) | (37) | Help | Logout

BHO(BG) UATLDN01

NEW INSTRUMENTS ▾
TRANSACTIONS ▾
REPORTS ▾
REFERENCE DATA ▾
UPLOAD CENTER ▾
CUSTOMER ACCESS

Reports
● Standard Reports
○ Custom Reports
?

BHO102 - Outgoing Standby LC Transaction Details Report Expand Save As Close

Report Criteria ▶

csv PDF Print

Outgoing Standby LC Transaction Details

EUR

Reference	Transaction Date	Instrument ID	Transaction Type	Beneficiary		Applicant Name	Applicant's Reference Number	Payment Terms			Type of LC
				Name	Country			%	Amount	Maturity Date	
3301SCU0001003	28/04/2017	S100710L	issue	UAT UK EXPORTER	GB	UAT-BV LDN corp		40%			Maintenance
3301SCU0001003	28/04/2017	S100710L	issue	UAT UK EXPORTER	GB	UAT-BV LDN corp		60%			Maintenance

GBP

Reference	Transaction Date	Instrument ID	Transaction Type	Beneficiary		Applicant Name	Applicant's Reference Number	Payment Terms			Type of LC
				Name	Country			%	Amount	Maturity Date	
3301SCU0001002	28/04/2017	S100709L	issue	UAT UK EXPORTER	GB	UAT-BV LDN corp		100%			Performance
3301SCU0001002	01/05/2017	S100709L	Amend-1	UAT UK EXPORTER	GB	UAT-BV LDN corp					

100%

● **BHO103 - Import LC Transaction Details Report**

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

The screenshot shows the MUFG web interface. At the top, there is a navigation bar with 'Home', '(2)', '(37)', 'Help', and 'Logout'. Below this is a menu with 'NEW INSTRUMENTS', 'TRANSACTIONS', 'REPORTS', 'REFERENCE DATA', 'UPLOAD CENTER', and 'CUSTOMER ACCESS'. The 'REPORTS' section is active, showing 'Standard Reports' and 'Custom Reports'. A search bar is present with 'All Categories' selected. Below the search bar is a table of reports:

Report Name	Description
BHO101 - Outgoing Guarantee Transaction Details Report	Outgoing Guarantee Transaction Details Report
BHO102 - Outgoing Standby LC Transaction Details Report	Outgoing Standby LC Transaction Details Report
BHO103 - Import LC Transaction Details Report	Import LC Transaction Details Report
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by Userid
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

The total count for the reports is 8. The footer contains the copyright notice: © 2001-2017 CGI Technologies and Solutions Inc.

The screenshot shows the configuration page for the 'BHO103 - Import LC Transaction Details Report'. The page title is 'BHO103 - Import LC Transaction Details Report' with 'Expand' and 'Close' buttons. Below the title is a 'Report Criteria' section with the instruction: 'To view this report, please specify the report criteria below.'

The criteria fields are:

- Reference: A dropdown menu with options: 'Please select a prompt value', '62511MS75412545', '33011LS0100001', and '31101LS0100003'.
- Beneficiary Name: A dropdown menu with options: 'Please select a prompt value', 'Export Corporate HK', and 'UAT JP EXPORTER'.
- Beneficiary Country: A dropdown menu with options: 'Please select a prompt value', 'HK', and 'JP'.
- Applicant Name: A dropdown menu with options: 'Please select a prompt value' and 'UAT-BV LDN corp'.
- Expiry Date (From): A date selector with format 'dd/MM/yyyy'.
- Expiry Date (To): A date selector with format 'dd/MM/yyyy'.
- Maturity Date (From): A date selector with format 'dd/MM/yyyy'.
- Maturity Date (To): A date selector with format 'dd/MM/yyyy'.

A 'Show Report' button is located at the bottom of the criteria section and is highlighted with a red box. The footer contains the copyright notice: © 2001-2017 CGI Technologies and Solutions Inc.



[Home](#) | [\(2\)](#) | [\(37\)](#) | [Help](#) | [Logout](#)

NEW INSTRUMENTS ▾
TRANSACTIONS ▾
REPORTS ▾
REFERENCE DATA ▾
UPLOAD CENTER ▾
CUSTOMER ACCESS

Reports ● Standard Reports ○ Custom Reports ?

BHO103 - Import LC Transaction Details Report Expand Save As Close

Report Criteria ▶

CSV PDF Print

Import LC Transaction Details Report

EUR

Reference	Transacti on Date	Instrument ID	Transacti on Type	Beneficiary		Applicant Name	Applicant's Reference Number	CCY	Transaction Amount		Expiry Date	Expiry Date after Amendme nt	%
				Name	Ctry.					After Amendment			
3110ILS010 0003	01/05/2017	M100717L	Issue	UAT JP EXPORTER	JP	UAT-BV LDN corp		EUR	300,000.00		31/07/2017		10

GBP

Reference	Transacti on Date	Instrument ID	Transacti on Type	Beneficiary		Applicant Name	Applicant's Reference Number	CCY	Transaction Amount		Expiry Date	Expiry Date after Amendme nt	%
				Name	Ctry.					After Amendment			
3110ILS010 0002	01/05/2017	M100718L	Issue	UAT JP EXPORTER	JP	UAT-BV LDN corp		GBP	200,000.00		30/08/2017		10
3110ILS010 0002	01/05/2017	M100718L	Amend-1	UAT JP EXPORTER	JP	UAT-BV LDN corp		GBP	15,000.00	215,000.00	30/08/2017	30/08/2017	

100%

- **Full User List**

Full list of the customer user

The screenshot shows the MUFG portal interface. The 'REPORTS' menu is active, and the 'Full User List - Full User List' report is highlighted with a red box. The report list includes:

Report Name	Description
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by Userid
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

Total Count: 5

The screenshot shows the 'Full User List - Full User List' report expanded into a table. The table has the following columns: User ID, User First Name, User Last Name, Activation Status, Login ID, Last Login Date, Login Authentication, and Authentication Type. The data is as follows:

User ID	User First Name	User Last Name	Activation Status	Login ID	Last Login Date	Login Authentication	Authentication Type
30006550SPREB00	SysD OTP	Bank User 1	ACTIVE		4/22/16	PERUSER	
30006550SRPBR00	SRPBR005	30006550	ACTIVE	30006550SRPBR00	5/18/16	PERUSER	
30006550SRPBR00	SRPBR006	30006550	ACTIVE	30006550SRPBR00	5/18/16	PERUSER	
30006550SRPBR01	Hookup	Bank User 01	ACTIVE		4/27/16	PERUSER	
36550099SPRCUS	DummyUser1	Mitsubishi	ACTIVE	36550099SPRCUS	6/6/16	SSO	2FA
36550099SPRCUS	DummyUser2	Mitsubishi	ACTIVE	36550099SPRCUS	5/18/16	SSO	2FA
HO-SysD(BG)01	HO-SysD(BG)	User01	INACTIVE	HO-SysD(BG)01	3/22/16	PERUSER	
HO-SysD(BG)02	HO-SysD(BG)	User02	ACTIVE	HO-SysD(BG)02	4/21/16	PERUSER	
HO-TBD(BG)01	HO-TBD	(BG)01	ACTIVE	HO-TBD(BG)01	4/22/16	PERUSER	
HO-TBD(BG)02	HO-TBD	(BG)02	ACTIVE	HO-TBD(BG)02	4/19/16	PERUSER	

- **TP050CC - Work in progress**

Status of each transaction before the operation of bank is completed

The screenshot shows the MUFG portal interface. The user is logged in as 'DummyUser1 Mitsubishi'. The 'REPORTS' menu is selected, and the 'Standard Reports' tab is active. A search bar is present with the text 'Report Name:'. Below the search bar is a table of reports:

Report Name	Description
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by UserId
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

Total Count: 5

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Import LC

The screenshot shows the MUFG portal interface for the 'TP050CC - Work in progress' report. The user is logged in as 'BHO(BG) UATSDY03'. The 'REPORTS' menu is selected, and the 'Standard Reports' tab is active. The report criteria are displayed:

Report Criteria

To view this report, please specify the report criteria below.

Corporate Customer Name?

Instrument Type?

Show Report

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TP050CC - Work in progress

Report Criteria

TP050CC - Work in Progress

BV SDY Corp
Import LC

Transaction Status Date	Instrument ID	Transaction ID	Ref No.	Party	Transaction Type	Transaction Currency	Transaction Amount	Transaction Status
19 May 2017	M100882Y	217278		UAT JP EXPORTER	Issue	USD	300,000.00	Authorised
19 May 2017	M100883Y	217350		UAT JP EXPORTER	Issue	USD	40,000.00	Returned by Bank
19 May 2017	M100884Y	218228		UAT JP EXPORTER	Issue	USD	40,000.00	Returned by Bank
19 May 2017	M100885Y	218238		UAT JP EXPORTER	Issue	USD	70,000.00	Returned by Bank
19 May 2017	M100886Y	218297		UAT JP EXPORTER	Issue	AUD	80,000.00	Returned by Bank
19 May 2017	M100887Y	218311		UAT JP EXPORTER	Issue	AUD	70,000.00	Returned by Bank
19 May 2017	M100888Y	218355		UAT JP EXPORTER	Issue	AUD	88,000.00	Started
19 May 2017	M100889Y	218378		UAT JP EXPORTER	Issue	SGD	99,900.00	Returned by Bank
19 May 2017	M100890Y	218413		UAT JP EXPORTER	Issue	SGD	10,101.00	Returned by Bank
19 May 2017	M100892Y	218435		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	218328		UAT JP EXPORTER	Issue	USD	30,000.00	Authorised
19 May 2017	M100913Y	218340		UAT JP EXPORTER	Issue	USD	40,000.00	Authorised
19 May 2017	M100918Y	218637		UAT JP EXPORTER	Issue	USD	50,000.00	Authorised
19 May 2017	M100919Y	218649		UAT JP EXPORTER	Issue	USD	60,000.00	Authorised
19 May 2017	M100920Y	218661		UAT JP EXPORTER	Issue	USD	70,000.00	Authorised
19 May 2017	M100921Y	218673		UAT JP EXPORTER	Issue	USD	80,000.00	Authorised

- **TP070 - Audit Report**

Log history of creating/updating/deleting the reference data

The screenshot shows the MUFG portal interface. The top navigation bar includes 'NEW INSTRUMENTS', 'TRANSACTIONS', 'REPORTS', 'REFERENCE DATA', and 'UPLOAD CENTER'. The 'REPORTS' menu is active, displaying a list of reports. The report 'TP070 - Audit Report' is highlighted with a red rectangular box. Other reports in the list include 'Full User List - Full User List', 'TP050CC - Work in progress', 'TP080CC - Corporate Customer Information', and 'TP090CC - Corporate Customer Usage'. The total count of reports is 5.

Report Name	Description
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by Userid
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

Total Count: 5

The screenshot shows the 'TP070 - Audit Report' page. The report title is displayed at the top, along with 'Expand', 'Save As', and 'Close' buttons. Below the title, there is a pagination control showing 'Page: 1 of 6' and navigation arrows. The main content area displays the report title 'TP070 - Audit Report' and the section 'CorporateOrganization'. A table with 5 columns is shown, containing one row of audit data.

Date Time	Changed Item	Change Type	User	User Organisation
19 Apr 2016 01:06	Dummy2	Created	HO-TBD(BG)01	BG_BTUMU_Singapore

https://bho.portal.uat.proponix.com/portal/reports/StandardReportsPage.jsp?goToPage=2&pageCall=Y&sToken=we002 証明書のエラー

MUFG Home | (0) | (31) | Help | Logout DummyUser1 Mitsubishi

NEW INSTRUMENTS ▾ TRANSACTIONS ▾ **REPORTS ▾** REFERENCE DATA ▾ UPLOAD CENTER ▾ MY LINKS

REPORTS ● Standard Reports ○ Custom Reports ?

TP070 - Audit Report Expand Save As Close

Page: 2 of 6 [Home] [Back] [Next] [End]

csv [PDF] [Print]

TP070 - Audit Report

LCCreationRule

Date Time	Changed Item	Change Type	User	User Organisation
25 Apr 2018 05:13	UAT_PO_Rule01	Created	38550099SPRCUSTY MD02	Dummy1
18 May 2018 01:57	20180518	Created	38550099SPRCUSTY MD01	Dummy1

100%

https://bho.portal.uat.proponix.com/portal/reports/StandardReportsPage.jsp?goToPage=3&pageCall=Y&sToken=we002 証明書のエラー

MUFG Home | (0) | (31) | Help | Logout DummyUser1 Mitsubishi

NEW INSTRUMENTS ▾ TRANSACTIONS ▾ **REPORTS ▾** REFERENCE DATA ▾ UPLOAD CENTER ▾ MY LINKS

REPORTS ● Standard Reports ○ Custom Reports ?

TP070 - Audit Report Expand Save As Close

Page: 3 of 6 [Home] [Back] [Next] [End]

csv [PDF] [Print]

TP070 - Audit Report

POUploadDefinition

Date Time	Changed Item	Change Type	User	User Organisation
25 Apr 2018 04:59	UAT_PO_Definition01	Created	38550099SPRCUSTY MD02	Dummy1
18 May 2018 01:05	20180518	Created	38550099SPRCUSTY MD01	Dummy1

100%

- **TP080CC - Corporate Customer Information**

List of registered Corporate Customer information

The screenshot shows the MUFG portal interface. The top navigation bar includes 'NEW INSTRUMENTS', 'TRANSACTIONS', 'REPORTS', 'REFERENCE DATA', and 'UPLOAD CENTER'. The 'REPORTS' menu is expanded, showing a list of reports. The report 'TP080CC - Corporate Customer Information' is highlighted with a red box. The table below shows the details of the reports:

Report Name	Description
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by UserId
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

Total Count: 5

The screenshot shows the MUFG portal interface with the 'TP080CC - Corporate Customer Information' report selected. The report criteria form is displayed, showing a dropdown menu for 'Report Criteria' and a text input field for 'Corporate Customer Name?'. The input field contains the text 'Please select a prompt value' and 'Dummy1'. A red box highlights the 'Show Report' button.

Report Criteria

To view this report, please specify the report criteria below.

* Corporate Customer Name? Please select a prompt value
Dummy1

Show Report

TP080CC - Corporate Customer Information

Report Criteria

CSV PDF X

TP080CC - Corporate Customer Information

BG_BTMU_Singapore

Corporate Customer Name	Customer ID	Import LC	Export LC	Standby LC	Guarantees	Shipping Guarantees	Export Collections	Air Waybills	Open Account Payment	Loan Requests	Approve To Pay	Request To Advise	Payment	Transfer Between Accounts
Dummy1	OVS_CIF	Y	N	Y	Y	Y	N	Y	N	Y	N	N	N	N
Count:		1												

- **TP090CC - Corporate Customer Usage**

Statistical information about volumes of transactions submitted via the Trade Manager

MUFG

Home | (0) | (31) | ? Help | Logout

DummyUser1 Mitsubishi

NEW INSTRUMENTS ▾ TRANSACTIONS ▾ **REPORTS ▾** REFERENCE DATA ▾ UPLOAD CENTER ▾ MY LINKS

REPORTS ● Standard Reports ○ Custom Reports

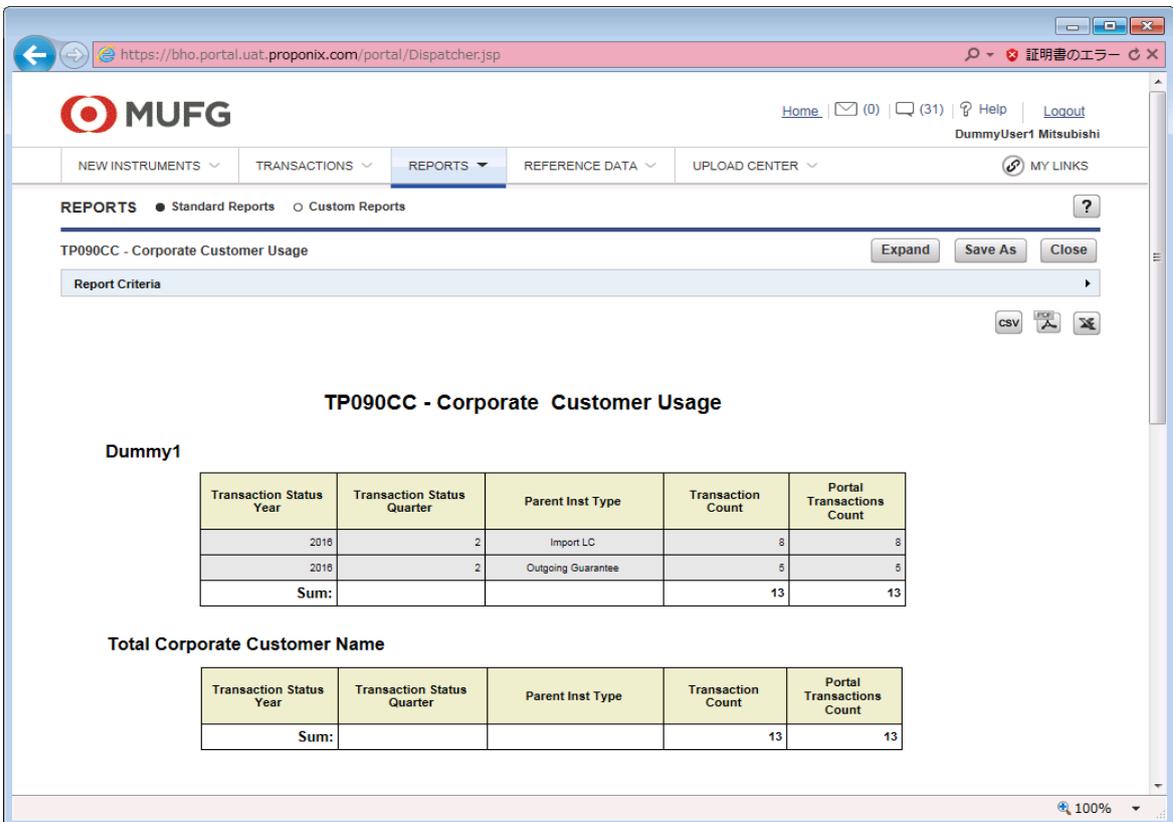
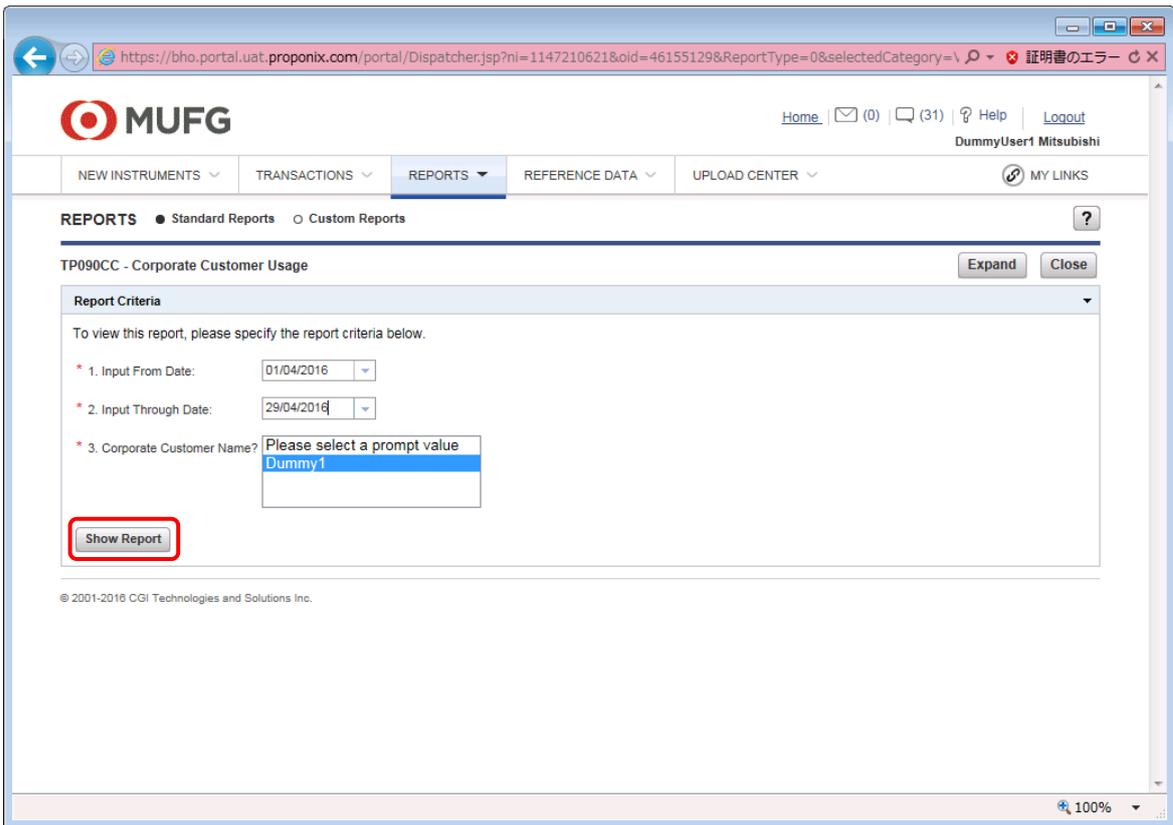
Show: All Categories Show 10 20 30

Report Name: Search

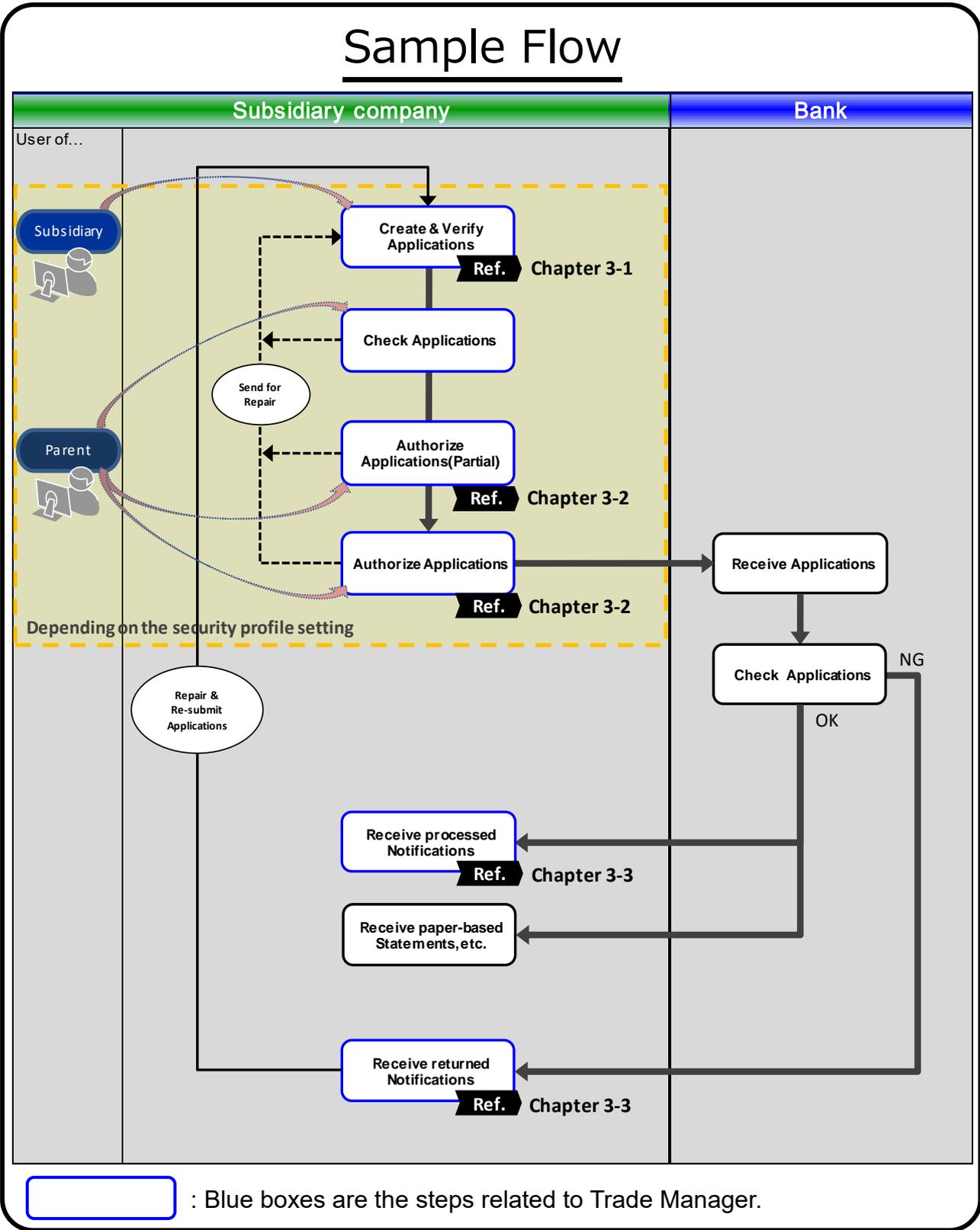
Report Name	Description
Full User List - Full User List	Full User List
TP050CC - Work in progress	Pending and Authorized Transactions
TP070 - Audit Report	Reference Data Changes by UserId
TP080CC - Corporate Customer Information	Customer Detail and Capabilities
TP090CC - Corporate Customer Usage	Instrument and Transaction Volume

Total Count: 5

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5-9 Subsidiary Access

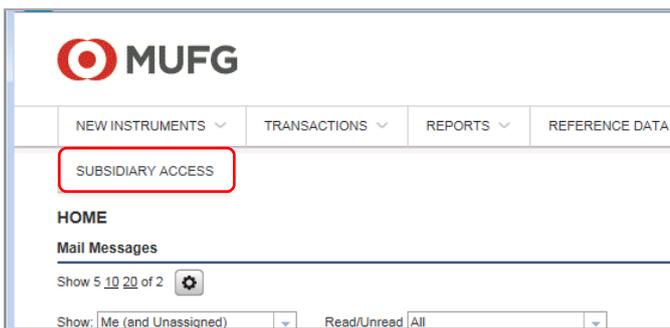


Required Setting: Subsidiary Access Security Profile set up

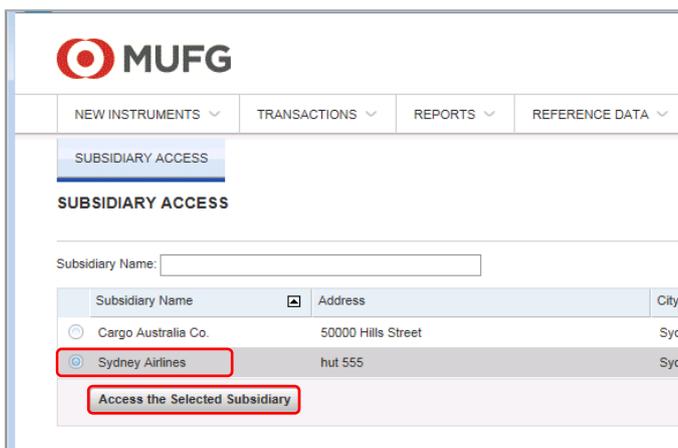
- *Security Profile Setting is maintained by Admin user.
- *Security Profile name is "User name" + "-Subsidiary"

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

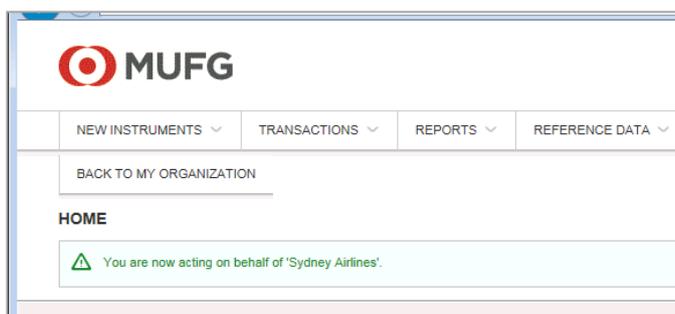
To do subsidiary access, the user shall click [SUBSIDIARY ACCESS] from Mega-menu and select the subsidiary corporate.

Steps**1. [HOME] page**

- (1) Click [SUBSIDIARY ACCESS] from Mega-menu.

2. [SUBSIDIARY ACCESS] page

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

3. [Subsidiary corporate] Home page

Subsidiary corporate home page appears.