

User Guide

Trade Finance Global

For importers

October 2015



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1 Trade Finance Global (TFG) - Introduction

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

This guide contains an overview of the major TFG features, including:

- Documentary Credits
- Documentary Collections
- Inquiries and reports

1.1 Main TFG Features

TFG provides Nordea's Trade Finance customers with the following basic features:

- Incoming Correspondence – As part of the deal processing, Nordea produces various documents which are transmitted to TFG. The user can display and print all incoming correspondence.
- Transaction initialization – Creation of various steps within a Trade Finance deal life cycle. Examples are the application for a new Import D/C or Amendment of an existing D/C. Applications can be composed using user-customized templates, including the attachment of deal supporting documents. Completed and authorized transactions are transmitted to the customer's bank.
- Workflow control – New Transactions waiting for authorization before the transmission to Nordea and Trade Finance documents (Import D/C negotiations or Import Collections) waiting for the customer's approval or rejection are stored in a pending work queue.
- Online inquiries – Enables a wide range of online inquiries to help the customer manage trade finance portfolios.
- User notification – Upon receipt of incoming correspondence, TFG sends an e-mail notification to the TFG user.
- Deal Messages – Enables free text information transmission regarding a deal to Nordea.
- Authorization Matrix – Enables the customer to define how many signatures are required from which group of officers for any transaction to release it to Nordea. For each transaction, the customer can define any number of amount tiers.

1.2 Interaction between TFG and Nordea

A new transaction is initiated from TFG. It is then transmitted to Nordea, where the transaction is processed, for example a new Import D/C. Upon completion of the transaction, Nordea returns the respective correspondence and deal summary to TFG.

The following sections illustrate the basic system workflow for the Trade Finance deal types, such as D/C, guarantees and remittances.

1.2.1 New Import Documentary Credit

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

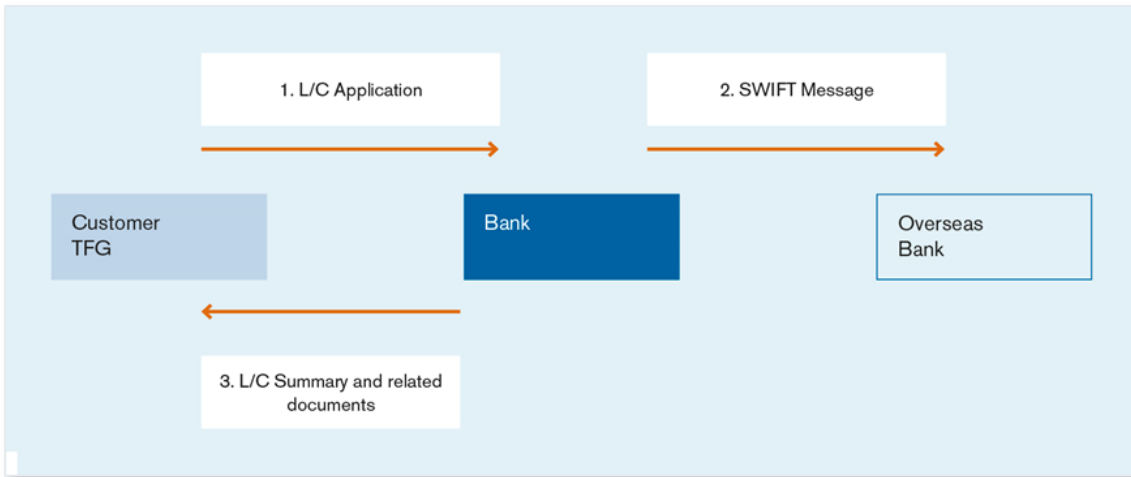


Figure 1 – D/C Workflow: Establishing a New Documentary Credit

1. The customer creates in TFG a request for a new Documentary Credit. Once the D/C transaction is approved via the release list, it is transmitted to Nordea.
2. Upon arrival at Nordea, the transaction is processed and released.
3. The customer receives a summary of the D/C deal and the related correspondence, for example a copy of the MT700 and debit advice for charges.

1.2.2 Import (Documentary) Collection

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

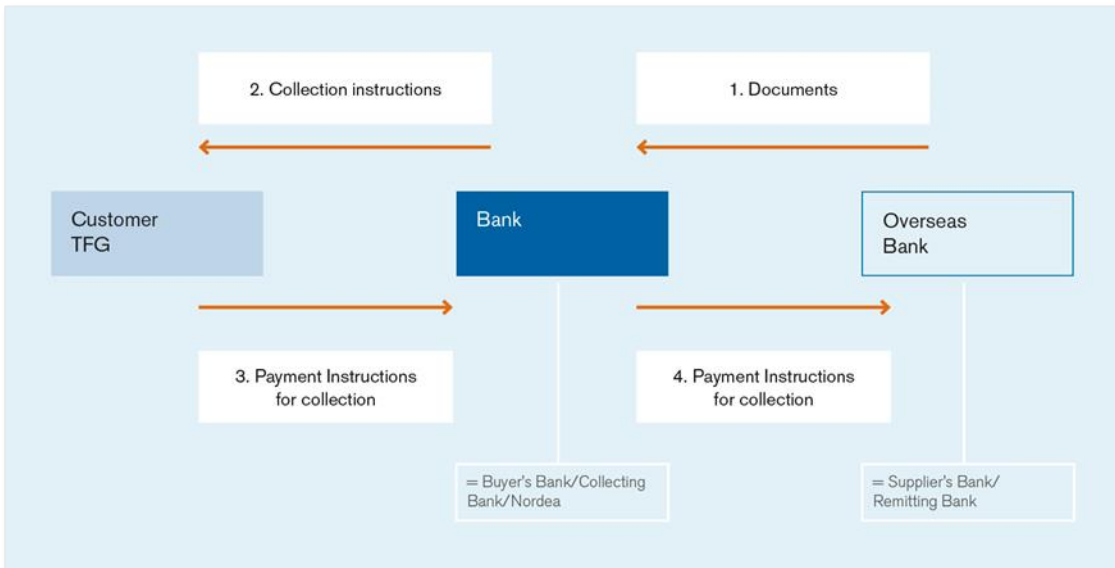


Figure 2 – Import Document Collection Workflow

1. The customer dispatches a purchase order directly to the supplier. The supplier dispatches all relevant documentation to its bank.

The Supplier’s (Remitting) bank forwards the documentation to Nordea (Collecting bank), in accordance with the purchase order requirements.

2. On receipt of the documents, together with the Collection instructions, Nordea creates an Import Collection deal. The data/output text is downloaded to TFG.

3. The customer is able accept or refuse the documents:

- When the documents are accepted and the collection terms are Documents against Payment (D/P), Payment instructions are transmitted to Nordea.
- In the case of Documents against Acceptance (D/A,), the transaction also appears waiting for the customer's acceptance, and on approval the transaction is transmitted to Nordea. However, the Acceptance will only be processed by Nordea once the accepted Draft / Bill of Exchange has been received by Nordea. The transaction subsequently is displayed in the TFG Inbox prior to the maturity date, requesting settlement instructions from the customer.

Note: When a refusal (D/P or D/A) occurs, it is registered in TFG and transmitted to Nordea.

4. Nordea sends the customer's confirmed or rejected settlement instructions back to the remitting bank.

1.3 Transaction Overview

The following TFG transactions must be performed in the listed order:

1. Transaction Initialization — each transaction initialization is made up of a number of data sections, all of which must be completed in order to finalize the transaction. For example, there are six sections involved in an Import D/C initialization: general details, settlement and transportation details, participants, documents & terms, attachments and additional text.
2. Transaction Authorization — once all transaction details are completed, the transaction must be approved by the required number of authorization signatures before it is ready for transmission. The customer determines the number and type of signatures required based on the value of the transaction.
3. Transaction Transmission — when transaction details are completed, the transaction is automatically transmitted to Nordea.
4. Status — all transactions have a status determining the current stage of the specific transaction, starting with the creation until final release at Nordea.

1.3.1 Launching Transactions

Transactions can be launched in more than one way:

- From the individual menus (Import, Export, etc.) on the Navigation Menu
- From the Deal History page

1.4 TFG Page Structure

The TFG page has the following main components:

- Header
- Header Lower Line
- Navigation Menu
- Inbox
- Footer

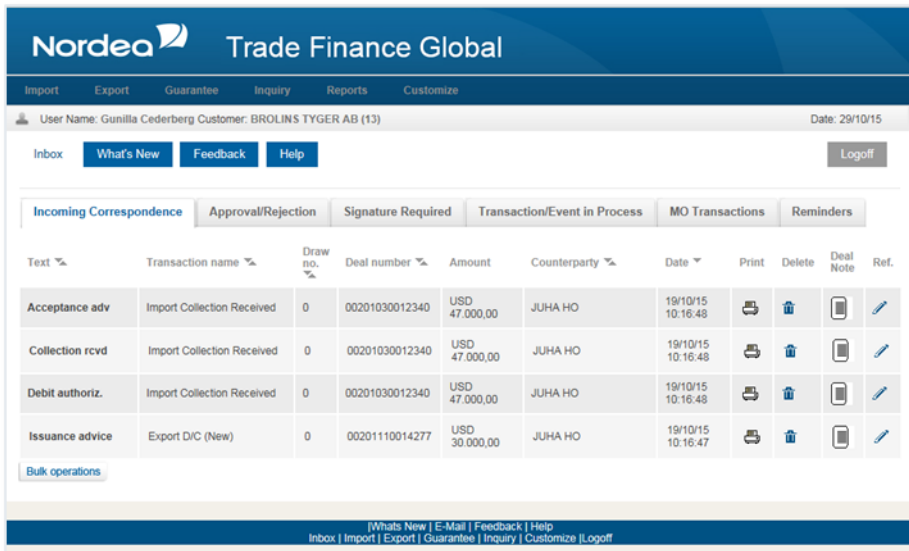


Figure 3 – Page Structure

1.4.1 Header

The header displayed under Nordea's logo, includes an upper and lower line. The upper line contains the following user details:

- User Name – ID of the person entering TFG.
- Customer – Name of Nordea customer with whom the user is currently working. The user handles trade finance transactions for the customers defined in the user's group.
 - Change customers by clicking Customer in the Header and selecting a different customer from a list of customers for which the current user is authorized.
 - When the user has authorization for one customer only, the link is disabled.
- Date – The displayed date reflects the date from Nordea's web server computer and not the date from the TFG user's computer.

1.4.2 Header Lower Line and Footer

The lower line of the header and the footer at the bottom of every page includes the following shortcuts:

- Inbox
- Home
- What's New – upon clicking this link, the user is routed to a page supplied by Nordea.
- Feedback - Specifies the page (form) to which TFG links when the Feedback option is selected.
- Help – Link to the user guides.

Link to Trade Finance Homepage | What's New | E-Mail | Feedback | Help
 Inbox | Import | Export | Guarantee | Inquiry | Customize |

Figure 4 – Footer

1.4.3 Navigation Menu

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

The navigation choices differ for each user depending on the user's level of authorization.

Supervisor level users have additional options unavailable to regular users.

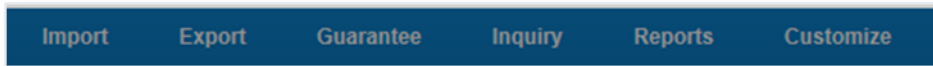


Figure 5 – TFG Horizontal Navigation Menu

1.4.4 Import Menu

The Import menu enables the Import features for:

- Opening a new L/C
- Amending an existing L/C
- Writing a Deal Message to the Bank; available for existing deals in Nordea

1.4.5 Inquiry Menu

The Inquiry menu enables:

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

1.4.6 Reports Menu

The Reports menu enables:

- Generating pre-formatted reports.
- Accessing the Nordea Reports Centre

1.4.7 Customize Menu

The Customize menu enables customization of various definitions which are relevant for the usage of TFG. The options vary according to the authorization of the user:

- Regular User:
 - Define the Inbox settings
 - Change the operating language of TFG
 - Display and manage banks and parties used within the transactions
 - Create new and update existing Clauses and Templates.
- Supervisor: has user level authorization and in addition can do the following:
 - Define the number of required signatures for each transaction
 - Manage the authorization level of users
 - Approve/Reject, Create event for Four-Eye Control
 - Define the Remind Period Prior to Payment and the local currency for each customer.

1.4.8 Inbox

The TFG Inbox is the large central area of the page, and includes the following sections:

- Incoming Correspondence
- Payment/Acceptance
- Signature Required
- Transactions in Process
- MO (Middle Office) Transactions
- Reminders

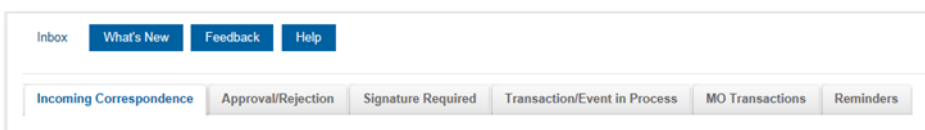


Figure 6 – TFG Inbox

1.5 Templates

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

To Use a Template:

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

A template search window is displayed.

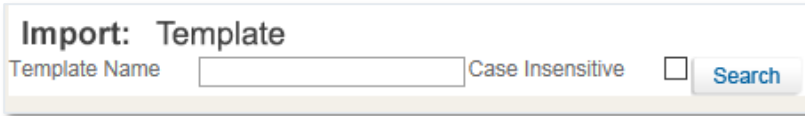


Figure 7 – Template Search window

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

2. Click Search.

A list of the existing templates for this transaction type is displayed.

After selecting the required template, the transaction data entry page is displayed with default values from the template.

1.6 Work Pages

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

Import: Documentary Credit

General Details | General details | Settlement Data | Participants | Documents & Terms | Attachments | Text | Account Details

Deal Number: 00101010404018

Reference Number: Generate Reference No:

Amount:

Currency:

Varied Quantity Pct:

Amount Terms:

Varied Amount Sum:

Varied Amount Pct:

Country:

Expiry Date: DD MM YY

Send D/C By: SWIFT

Receive Docs By: COURIER

Master D/C:

D/C Type: Normal Import D/C

Goods Origin:

Settlement Data | General details | Settlement Data | Participants | Documents & Terms | Attachments | Text | Account Details

Payment: Sight Usance Mixed Payment

Due Date: DD MM YY

Draft:

Tenor Days:

Days for Presentation:

Transportation: Place:

INCOTERMS:

Shipment

Earliest: DD MM YY Latest: DD MM YY

Place of Receipt:

Port of Loading:

Port of Discharge:

Place of Delivery:

Available With: ANY BANK

Settlement By: BY NEGOTIATION

Draft Drawn On: ISSUING BANK

Participants | General details | Settlement Data | Participants | Documents & Terms | Attachments | Text | Account Details

Beneficiary

Search:

Name:

Street:

City:

Country:

Additional parties

Party type:

Search:

Name:

Street:

City:

Country:

Advising Bank

Search:

Name:

Street:

City:

Country:

Additional parties

Party type:

Search:

Name:

Street:

City:

Country:

Documents & Terms | General details | Settlement Data | Participants | Documents & Terms | Attachments | Text | Account Details

Transport doc. marked:

Transshipment:

Incoterm:

Insurance: ICC Clause A:

Irrevocable: yes

No. of orig tran doc rqrd: three

Partial shipment:

Transferable:

Nordea's charges on:

Foreign charges on:

Confirmation: Without

Documents

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

Document List

- A. TR.
- ATA Carnet
- Acceptance
- Air Transp. Document
- Appended Declar. to B/L
- Appended Declar. to I/P
- Bank Guarantee
- Bank Guarantee copy
- Bill of Exchange
- Bill of Lading

Attachments | General details | Settlement Data | Participants | Documents & Terms | Attachments | Text | Account Details

Document Type	Owner	Upload
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Replace"/> <input type="button" value="Preview"/>

Text | General details | Settlement Data | Participants | Documents & Terms | Attachments | Text | Account Details

Additional documents:

Max Line 99

Goods description:

Max Line 99

Additional Conditions:

Max Line 35

Comments to Nordea:

Max Line 99

Account Details | General details | Settlement Data | Participants | Documents & Terms | Attachments | Text | Account Details

Payment Item:

Account Currency and No.:

Save Save&Exit Sign New Template Update Template Deal Note Export Cancel

Figure 8 – Work Page

- Sections: Many transaction pages are divided into sections. The title bars separating the tabs have navigation arrows on their right side. When clicking the arrow, TFG jumps to the next, previous, first and last section on the page. TFG jumps from tab to tab by clicking the corresponding navigation icon on the title bar.
- Tabs: Many transaction pages are divided into tabs. TFG jumps from tab to tab by clicking the corresponding tab on the title bar.
- Transaction Detail Zoom Links: Underlined data displayed as a table entry enables navigation to the transaction details in Display mode.
- Mandatory Data Entry Fields: A bold field title or heading indicates that the data entry fields are mandatory for a transaction.

1.7 Inquiry Results Sorting

- TFG displays many inquiry results in tables. When the sorting arrows next to the table column heading are clicked, TFG sorts the results in the column.
- Inquiry/Deal Reports Results Scrolling: Inquiry/Deal Report results display one page at a time and include a fixed number of records on a page. At the bottom of each results page there are scrolling links represented by either a page number or arrows (see Figure 9).

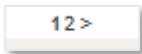


Figure 9 – Scrolling Links

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

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



Figure 10 – Import D/C action buttons

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

- Save (this is to save the data while remaining on the page)
- Save & Exit (this is to save the data but exit the page – the transaction will move to the Transactions in Process tab)
- Sign
- New Template/Update Template
- Export (this is to create a draft in SWIFT format – it is available for Import D/C and Guarantee Issuance and Amendment)
- Deal Note (See below in Section 1.9)
- Cancel

1.8.1 Save, Save&Exit

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


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

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

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















1.9 Deal Note










TFG allows the user to add notes to when creating or amending a transaction.

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

1.10 Icons

The user can activate various actions during the Transaction process by clicking the icons. The following list explains the function of each action icon.

Icon	Action	Function
	Down Directional Arrow	Scroll down to the next section on a page
	Up Directional Arrow	Scroll up to the previous section on a page
	Directional Arrow	Scroll up or down between sections within the current page
	Directional Arrows	Scroll to the previous and next sections or to the top and bottom of the page
	Add/Remove Arrows	Add and Remove document types
	Copy From	Initiate a new transaction based on the existing transaction/deal details
	Reject	Reject a set of documents presented under an Import Collection
	Pay/Approve	Display the relevant Availability entry page for approval of payment or acceptance (relevant for Import Collections)
	Print	Print the current TFG form from the default printer
	Reject	Reject the signatures already present in the transaction, enabling editing of the transaction
	Sign List	Display a list of required and executed signatures
	Sign	Approve the current transaction
	Edit	Edit the appropriate data
	Delete (Trash)	Delete and remove all transactions that have not received signature approval from TFG

	Extend	The Extend or Pay demand is relevant to Outgoing Guarantee transactions (electronic acceptance from the customer). Note: A message is received from the Advising Bank requesting to extend the guarantee. The message states that in case the applicant refuses to extend, this message should be regarded as a claim.
	Deal Note	Add or update a note to the transaction
	Draft/Export	Generate a draft of the outgoing SWIFT message in the notepad text format (only relevant for Import D/C and Outgoing Guarantee Issuance and Amendment)
	Zoom In	Zoom in to a specific record
	Zoom Out	Zoom out of the specific record
	Open Clause Library	Select clauses
	Calendar	Display the popup calendar
	Dismiss	Dismiss the selected item from the Reminder section of the Inbox
	Select Output Layout	Customize result table columns of the Open Deals inquiry

2 Trade Finance Global (TFG) - Customize

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

- Preferences
- Banks
- Parties
- Clauses
- Template



Figure 11 – Customize List: User view

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

2.1 Preferences

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

2.1.1 To Set User Preferences:

1. From the Customize menu, click Preferences.

The User Preferences window is displayed in update mode.

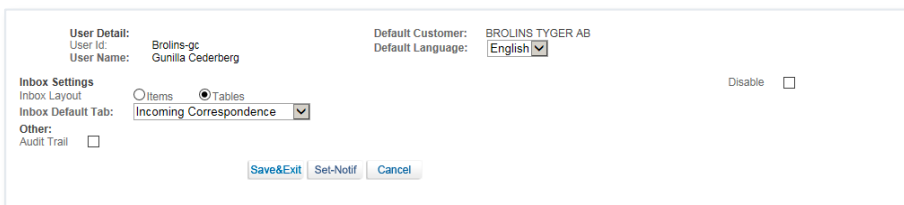


Figure 12 – User Preferences window: update mode

The following are options available in the preferences window:

User ID	A unique description assigned to each user
User Name	Full name of the user
Default Customer	This is the customer on whose behalf the user will work when entering TFG. In order to work on behalf of another customer for whom the user is authorized, the user must click the Customer link at the top of each page. The Choose Customer field allows the user to switch to another customer.
Super User	If this option is flagged, then the signature of this user alone is sufficient to transmit any transaction to Nordea.
Supervisor	Indicates that this user has supervisor functions as explained in Section 1.4.7

Group Inquiries	<p>Selecting this checkbox allows the user to run an inquiry on all the customers that have been assigned to this user. This is relevant for the following:</p> <ul style="list-style-type: none"> • Deal Select • Transaction Status • Open Deals • Deal Report
-----------------	--

The following are the available Inbox settings:

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

Three checkboxes defining Reports Centre settings may also be available underneath the Inbox settings.



The following are the available Reports Centre settings (Please refer to the Reports Centre Guide for additional information):

Define Reports	If the parallel switch in the Group Profile to which the user belongs is checked, the “New”, “Save” and “Delete” icons, along with the “Definition” and “Criteria” tabs, will be active for the user. Please note that as per current policy, this option will not be made available for Nordea customers.
Generate Reports	If the parallel switch in the Group Profile to which the user belongs is checked, the “Run” icon will be active for the user.
Distribute Reports	If the parallel switch in the Group Profile to which the user belongs is checked, the “Schedule/Properties” and “Deliveries” tabs will be active for the user.

The following is the available Other setting:

Audit Trail Possible values	<ul style="list-style-type: none"> • Selected: the user has access to Audit Trail. • Cleared: the user does not have access to Audit Trail <p>Note: This option does not appear for Supervisors, as they already by default have Audit Trail access.</p>
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2.2 Customize User Notification

Upon arrival of incoming correspondence and deal information from Nordea, TFG can notify the user by e-mail.

In the User Preferences Window (Figure 12), click Set-Notif to Customize User Notification. TFG displays a page comprising two parts:

- Predefined legal information
- Notification preferences

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

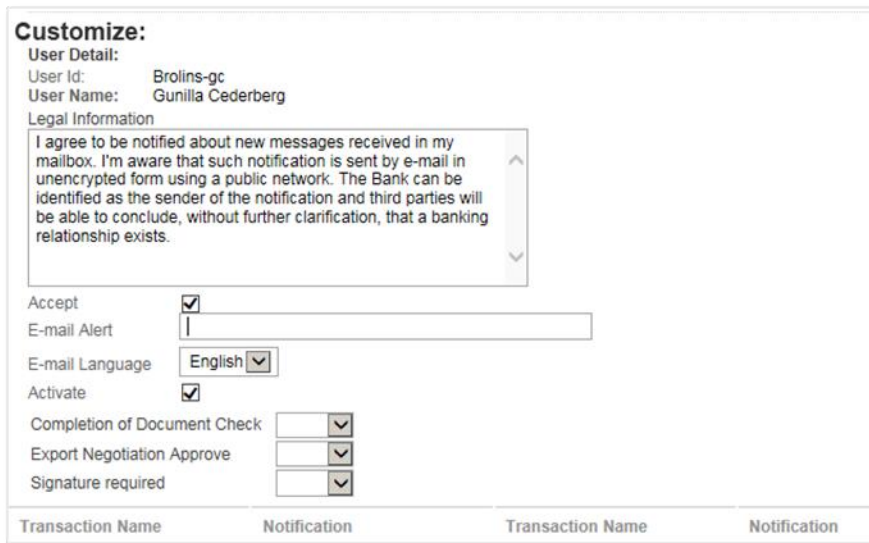


Figure 13 – e-mail Alert Notification information

The available fields are as follows:

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

2. Click Save to save the selected notification parameters.

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

2.2.1 Deleting the Address

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

2.3 Banks

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

Note: TFG supports a preload of the banks found in existing Deals in Nordea related to the customer. These banks comprise the basic list of banks included in TFG.

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

2.3.1 To View the Banks Profile Window:

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



Customize: Banks										
Bank ID	Branch	Name	Street	City	Country	Rid	Extension	Inactive		
8193USNY	00000001	CHASE MANHATTAN INTERNATIONAL LTD	P.O.BOX 440	GB-LONDON EC2P 2HD	GB					
AAALSARI	00000001	SAUDI HOLLANDI BANK (BOC)	P.O.BOX 1467	RIYADH 11431/SAUDI ARABIA	SA					

Figure 14 – Banks Profile Window

The Banks Profile window includes information on:

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

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

2.4 Parties

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

2.4.1 To Access the Parties:

1. From the Customize menu, click Parties.

The Parties window is displayed.

Customize: Parties

Party ID	Branch	Name	Street	City	Country	Rid	Extension		
0001138159	00000001	MATO-ILMASTOINTI OY	VÄSTERMALMSTORG 3 B 11 3	0100 FORSSA					
0058693215	00000001	FOREIGN COMPANY PLC	BAYWAY 7	KOWLOON	HK				
02169095	00000001	GIRKA LINE AB	VAVVETURITIE 7	FIN-00530 HELSINKI					
AGENT007	00000001	AGENT 007 LTD PLC	CENTRAL STREET	00310 HELSINKI	DE				
AGENTTIB	00000001	SECRET AGENT	NIHTISILLANKUJA 3	ESPOO, FINLAND					
AGENTTID	00000001	Another Agent	Calle Norte	Medellin, Columbia	US				
AGENTTIX	00000001	AGENT IN FINLAND	JOKU KATU 4	00100 HESA					
EIKAIWAIN	00000001	EIKAIWAIN LTD	JOWAIN STREET	HUI HAI					

Figure 15 – Parties Profile List

The Parties window includes information on:

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

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

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

Customize: Parties

Party Detail

Party ID:

Branch:

Name:

Street:

City:

Country:

Rid:

Extension:

Figure 16 – Parties Details Maintenance Window

Party ID	The party code as it is displayed in the participants list
Branch	The branch code. TFG allows several branches of the same party
Name	Full party name
Street	Party address
City	Party location
Country	Party location
Rid	Bolero Identification Key
Extension	Bolero Extension

3. Click Save to add the party

Or

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

Or

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

The Import Party Detail From Deal window is displayed.





Customize: Parties				
Import Party Detail From Deal				
Name	Street	City	Country	
GIN AND TONIC	BEIJING			
Yolo Ltd	TGF Friday's	1-800-Momma	YOLO	

Figure 17 – Import Party Detail From Deal Page

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

The Party details Maintenance page is displayed (see Figure 16). After assigning a Party ID and Branch and clicking Save, the party is added to the parties list and will appear in the party search list within a transaction.


6. To edit a party, in the Party Profile list, click Edit  to modify the details of a party. The Party details Maintenance page is displayed (see Figure 16).

Note: The Edit icon is available only for parties which have been created by the user or parties which have been downloaded by Nordea without an ID. Such parties may be updated after adding them to the parties list via the Get Deal Party function, see Figure 15.

7. Click Save to save the modifications.

Or

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

8. To delete a party, click Delete .

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


2.5 Clauses

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

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

Alternatively the user is able to use existing clause descriptions, which are already defined, instead of the free text window and clause library. These defined clause descriptions are linked to the various Text Windows by checkboxes (see Clause checkboxes in Figure 19).

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

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

2.5.1 To Display the Clauses Search Window:

1. From the Customize menu, click Clauses.

The Clauses Search window is displayed.

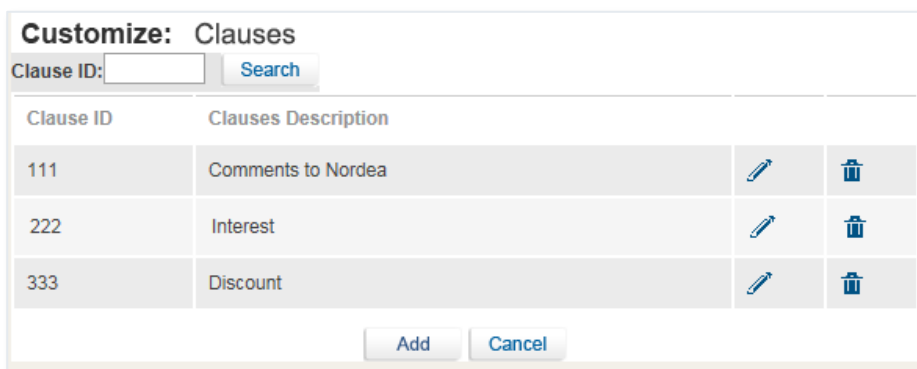




Figure 18 – Customize Clauses Window

The user is able to perform the following actions:

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

The following icons enable the user to:

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

2.5.2 To Add a Clause:

1. In the Customize Clauses window, click Add.

The Clause Details window is displayed.

Customize: Clauses

Clause Details

Clause Id:

Clause Description:

Clause Text:

Clause Availability

<p>Import Coll. Acceptance</p> <p>Customer instructions <input type="checkbox"/></p> <p>Import D/C Amendment</p> <p>Amend addit. conditions <input type="checkbox"/></p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Amend goods description <input type="checkbox"/></p> <p>Amend additional documents <input type="checkbox"/></p> <p>Amend additional documents <input type="checkbox"/></p> <p>Guarantee Amend / Extend</p> <p>Guarantee Text Part 1 <input type="checkbox"/></p> <p>Guarantee Text Part 2 <input type="checkbox"/></p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Customer Instructions <input type="checkbox"/></p> <p>Export D/C Amendment</p> <p>Comments to Nordea <input type="checkbox"/></p>	<p>Incoming Guarantee Amendment</p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Export Coll. Amendment</p> <p>Additional Conditions <input type="checkbox"/></p> <p>Customer Comment <input type="checkbox"/></p> <p>Documents Attached <input type="checkbox"/></p> <p>Import D/C Issuance</p> <p>Import D/C Issuance</p> <p>Additional Conditions <input type="checkbox"/></p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Goods description <input type="checkbox"/></p> <p>Additional documents <input type="checkbox"/></p> <p>Guarantee Issuance</p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Contract / Goods Desc. <input type="checkbox"/></p> <p>Guarantee Text Part 2 <input type="checkbox"/></p> <p>Guarantee Text Part 1 <input type="checkbox"/></p> <p>Text Library standard <input type="checkbox"/></p>	<p>Export D/C (New)</p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Export Coll. Issuance</p> <p>Interest <input type="checkbox"/></p> <p>Agent's commission <input type="checkbox"/></p> <p>Discount <input type="checkbox"/></p> <p>Additional documents <input type="checkbox"/></p> <p>Additional documents <input type="checkbox"/></p> <p>Additional Instructions <input type="checkbox"/></p> <p>Goods Description <input type="checkbox"/></p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Incoming Guarantee Extend / Pay</p> <p>Special Instructions <input type="checkbox"/></p> <p>Guarantee Payment</p> <p>Customer instructions <input type="checkbox"/></p> <p>Import Coll. Pay Sight</p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Incoming Guarantee Claim</p> <p>Claim Reasons <input type="checkbox"/></p> <p>Customer instructions <input type="checkbox"/></p> <p>Comments to Nordea <input type="checkbox"/></p>	<p>Import Coll. Pay Maturity</p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Pre Guarantee</p> <p>Comments to Nordea <input type="checkbox"/></p> <p>Customer instructions <input type="checkbox"/></p> <p>Guarantee Text <input type="checkbox"/></p>
---	---	--	--

Figure 19 – Clause Details Window

2. Enter the values in the following mandatory fields:

- Clause ID
- Clause Description
- Clause Text

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

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

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

4. Click Save & Exit.


2.6 Template

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

2.6.1 Creating a New Template

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

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

1. From the bottom of the transaction screen, click the New Template  button.

The Save template popup window appears.

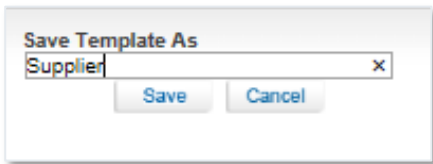


Figure 20 – Save Template As: Create Mode

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

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

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

3. Click OK.


The Template has been created.

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

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

2.6.2 Updating a Template

The TFG user may update any previously created template.

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

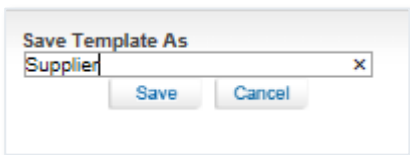


Figure 21 – Save Template As: Update Mode

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

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

2.6.3 Accessing and updating the Templates

1. From the Customize menu, click Template.

The Template search window is displayed.


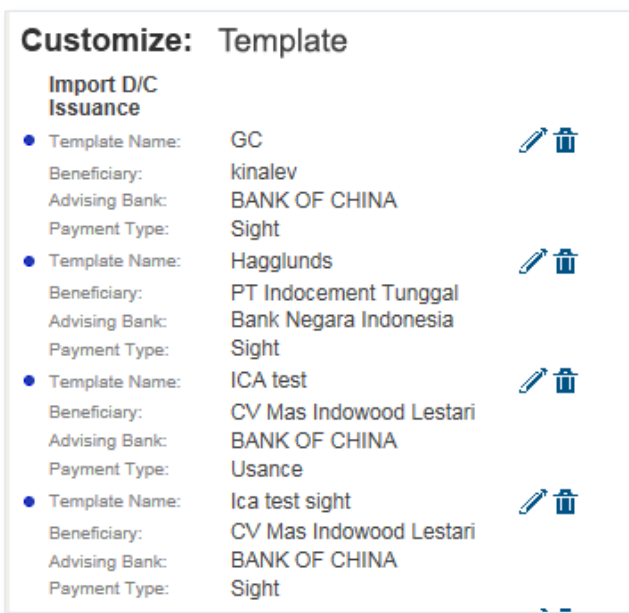


Figure 22 – Templates

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

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











Import D/C Issuance		
• Template Name:	GC	 
Beneficiary:	kinalev	
Advising Bank:	BANK OF CHINA	
Payment Type:	Sight	
• Template Name:	Hagglunds	 
Beneficiary:	PT Indocement Tunggal	
Advising Bank:	Bank Negara Indonesia	
Payment Type:	Sight	
• Template Name:	ICA test	 
Beneficiary:	CV Mas Indowood Lestari	
Advising Bank:	BANK OF CHINA	
Payment Type:	Usance	
• Template Name:	Ica test sight	 
Beneficiary:	CV Mas Indowood Lestari	
Advising Bank:	BANK OF CHINA	
Payment Type:	Sight	

Figure 23 – Templates Search Results List

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

3. To edit a template, click Edit .

The selected template details screen is displayed.

4. To delete a template, click Delete .

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

2.7 A Functionality of the Enter Key

When the TFG user hits ENTER, depending on the screen the following occurs:

2.7.1 ENTER for Saving

1. In any transaction screen, hitting ENTER controls the Save button; the entered data will be saved and the user will remain in the active screen. See the Import D/C Issuance screen below as an example.



Figure 24 – ENTER as Save Function

2.7.2 ENTER for Searching

In screens with the Search button, hitting ENTER will control the Search button and the current search will be processed. See the Open Deals Inquiry screen below as an example.



Figure 25 – ENTER as Search Function

2.7.3 ENTER for Sending a Request

In the Inquiry request, hitting ENTER will control the Request button.



Figure 26 – ENTER as Request Function

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

3 Trade Finance Global (TFG) - Functions

This is a description of various common functions available across TFG.

3.1 Common Functions

This section contains TFG functions shared in different deal transactions.

3.1.1 User Notification

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

TFG allows the customer to control the stages of deal development. Each time a new deal step is transmitted from Nordea to TFG, the user is notified. For receiving the notification, the user should define general parameters in which these services are available. The message is generated automatically according to the previously defined text. For configuration details please refer to Section 2.2.

3.1.2 Participants

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

To Fill In the Participants Tab:

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

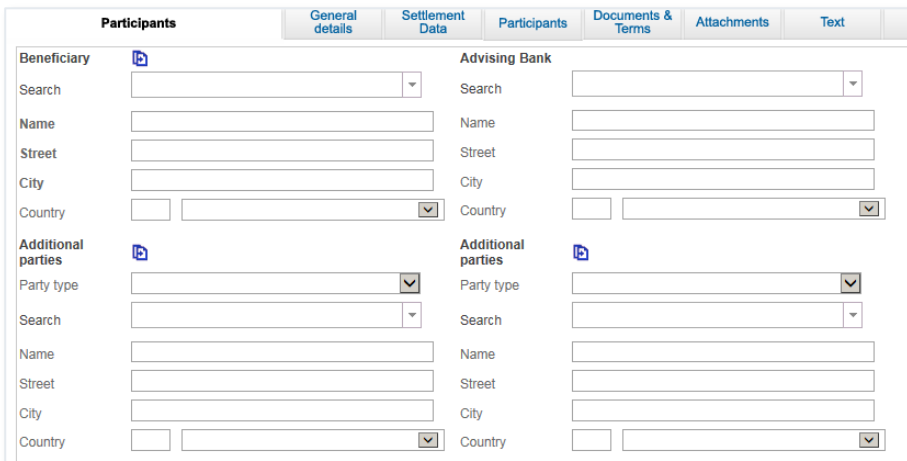


Figure 27 – Import Documentary Credit Application Page: Participants tab

The Participants tab enables the customer to specify the Beneficiary of an Import D/C, Advising Bank as well as other parties which might be relevant for a specific transaction.

When a specific Beneficiary is selected from the list in the Participants section, the Advising Bank of the last Deal using that Beneficiary and the same D/C currency automatically displays in the Advising Bank fields as the default value.

Note: The Beneficiary details are mandatory. If the Advising Bank details are not entered, the Advising Bank is selected by Nordea.

The following are the available Participants tab fields:

<p>Create Party form Deal icon </p>	<p>On clicking the Deal icon  the Parties screen pops up.</p> <p>Note: Create Party is not available for banks, since TFG users cannot update the list for this party type – they are received from Nordea.</p>
--	---

Name	The beneficiary or Advising Bank name. There may be several branches defined for a beneficiary. To define participant details for a new D/C, enter the full Beneficiary or Advising Bank name or just enter any included string of letters of the name in the search field. Note: The user can identify a specific party or bank by entering any number of characters in the Search by Name field. TFG can locate the party or bank by any string entered, whether this represents the first letters of the name or any string of characters within the name.
Street	The street name where the Beneficiary or Advising Bank is located
City	The city where the Beneficiary or Advising Bank is located.
Country	The country where the Beneficiary or Advising Bank is located.

2. When relevant, define additional parties associated with the transaction by entering data in the fields described below (see Figure 28).

3.1.2.1 Additional party

The customer can select an additional party by entering a code number or by filling in the name and location details.

- If the code is entered in the database, the name and location details are displayed automatically when the code is keyed in.
- If the required additional party code does not exist in the database, type the full name and address of the additional party in the fields provided.

Party type	The additional party's type. The user can key in the party type or select from a dropdown list. Examples are, Agent, Insurance Company etc.
Name	The additional party's branch name. There may be several branches defined for a party. To define participant details for a new transaction, enter the full party name.
Street	The street name where the additional party is located.
City	The city where the additional party is located.
Country	The country where the additional party is located.

3.1.2.2 Party Screen

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

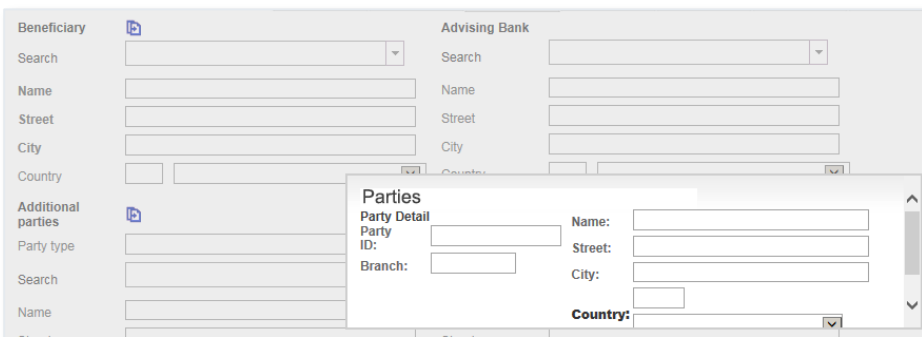


Figure 28 – Parties popup

Party ID	The Party ID assigned to the new Party
Branch	The optional Branch assigned to the Party.
Name	Party name

Street	Party street
City	Party city
Country	Party country

- Fill in missing information and click Save.

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

3.1.3 Account Details

In the Account Details tab, the user enters data to instruct Nordea how to make payment for various D/C or Collection items, such as documents, bank commissions and charges. The user selects the items from the dropdown lists.

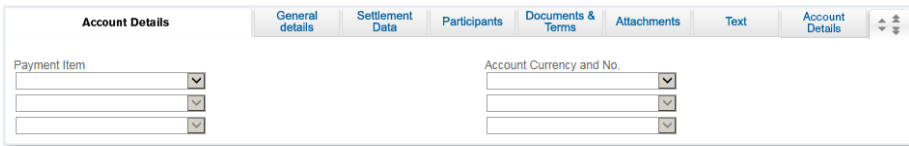


Figure 29 – Account Details

Up to three charges can be defined.

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

3.1.4 Attachments

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

To Add or Modify Attachments to the Transaction:

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

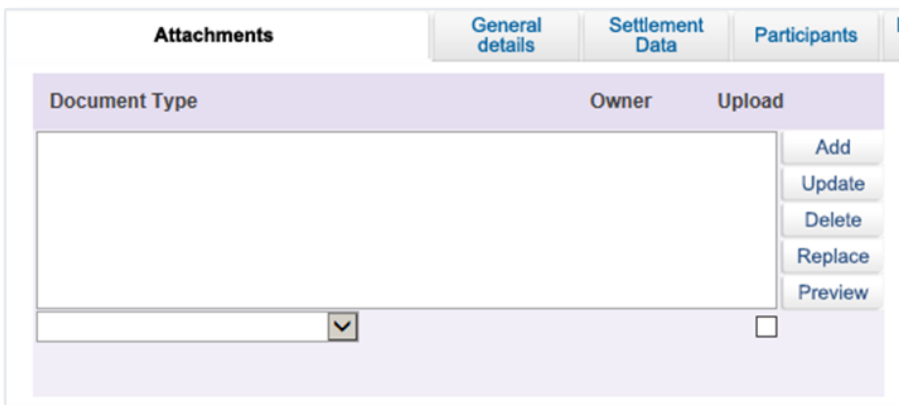


Figure 30 – Defining Payment Details: Attachments Tab

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

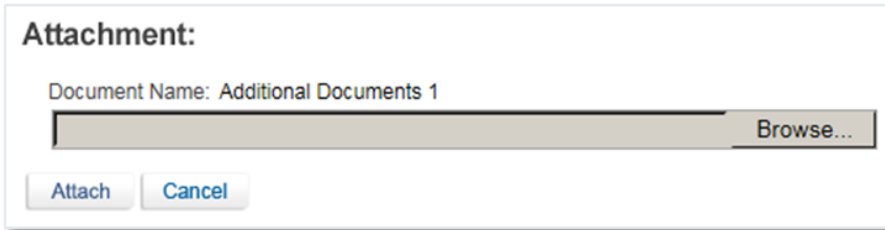


Figure 31 – Attachment: Browse to File Location

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

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

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



Figure 32 – Attachment: Documents Location Confirmation

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

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

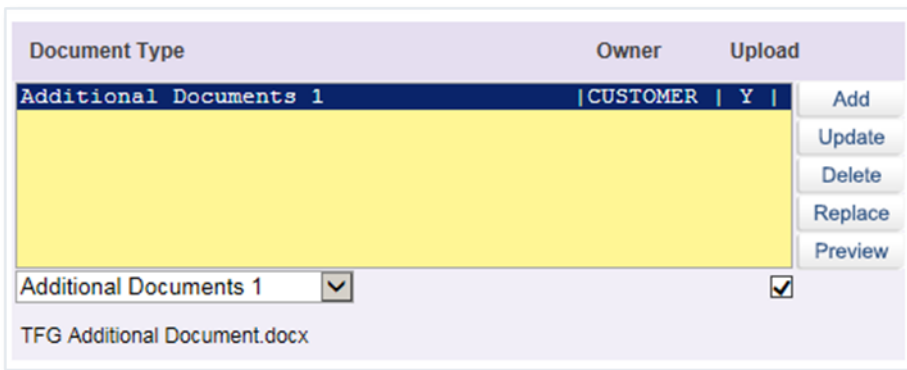


Figure 33 – Attachment: Bill of Lading Added and uploaded to Nordea

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

7. Repeat Steps 2 through 6 to add additional documents.

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

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

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

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



Figure 34 – File Download Window

11. Click Open to display the attachment.

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

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

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

3.1.5 Text

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

Filling in the Text Tab:

1. In the title bar, click Text.

The Text tab is displayed.

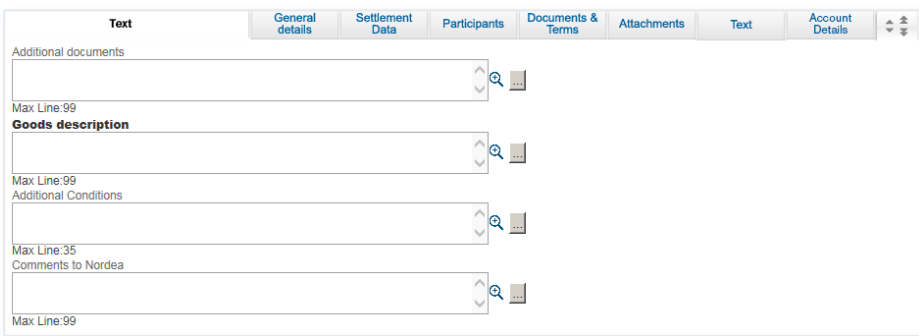



Figure 35 – Free Format Window


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

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

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


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

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

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

3.1.5.1 Clause Library Window

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

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

To Display a Clause for a Specific Text Field:

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

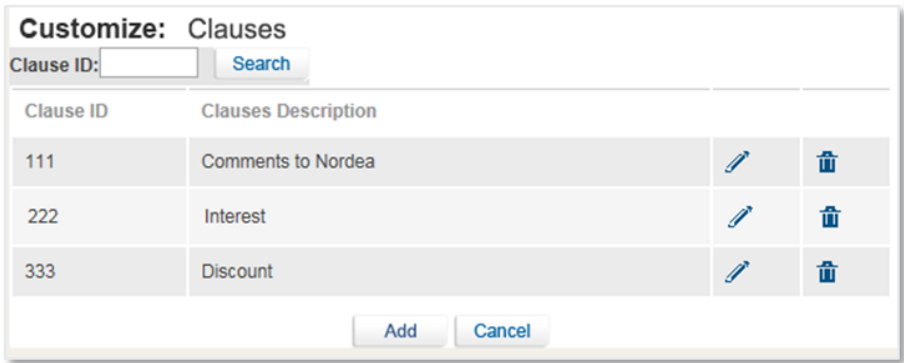


Figure 36 – Clause Library

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

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

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

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

3.1.5.2 Incoming Correspondence in Amendments

The customer users have quick access to all incoming correspondence received from Nordea during the generation of an amendment transaction (i.e. Amendment of Import D/C). When creating an amendment for any type of product, the screen includes all correspondence which has been received from Nordea; the user is able to immediately view any of the presented texts.

Incoming Correspondence					
Transaction Name	Drawing No.	Text ID	Document Name	Arrival Date/Time	Send To
Import D/C Issuance	0	01IS1	Issuance of D/C	28/10/15	Customer

Figure 37 – Text Tab: Incoming Correspondence section

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

3.1.6 Signatures

Transaction signatures are essential for the process of completing every TFG transaction and sending it to Nordea. This process is relevant for initializing a new deal, amendment and payment, and can include one or more TFG users depending on the TFG setup.



Figure 38 – Transaction signature buttons

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

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

Click the appropriate button to end the transaction.

In TFG all transactions require signatures prior to transmission to Nordea for processing. Three types of users are involved in the signature process:

- Regular user: Can only view and sign authorized transactions.
- Supervisor: Depending on whether the Supervisor Restriction option is in force, the Supervisor can only authorize signature levels and the number of signatures required for each type of transaction. If not restricted the Supervisor can sign transactions like regular users.
- Super User: Can release any transaction by signing it overriding all other signature authorization processes.

Within each signature level, the number of required signatures is defined. After the last signature, the transaction is routed for processing to Nordea. The Signature Required section of the TFG Inbox, displays transactions still requiring signatures according to the authorized level of each user. A Supervisor level user sees all Deals pending signatures.

3.2 Deal Messages

TFG provides a Deal Message option for TFG transactions. Any message relating to an import transaction must be made from the Import Deal Messages Section. The customer's Deal Messages are stored in Nordea as part of the deal history.

To Create a New Deal Message:

1. From the Import Navigation menu, click Deal Message.

The Deal Message window is displayed.

Import: Deal message

Deal No: Reference No:


Figure 39 – Deal Message: Select Deal

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

Or

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

Import: Deal message


- Import D/C** 

Deal Number: 00201010013270

Amount / CCY: USD 150.000,00

Counter party: IMP AND EXP CO

Our Reference: 00201010013270NA

Open Date/Time: 29/10/15
- Import D/C** 

Deal Number: 00201010013298

Amount / CCY: EUR 50.000,00


Counter party: IMP AND EXP CO

Our Reference: 00201010013298NA

Open Date/Time: 29/10/15


Figure 40 – Deal Message: Result List

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

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

Import: Deal message

Deal No: 00201010013270 Reference No: 00201010013270NA
 Open Date: 29/10/15 Deal Type: Import D/C
 Regular E-mail Urgent E-mail Email No: 1

Topic: 

Title

Document Type	Owner	Upload
		<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="Replace"/> <input type="button" value="Preview"/>

Figure 41 – New Deal Message Window

4. Select from one of the following radio buttons:

Regular E- mail	This deal message has no special priority.
Urgent E- mail	This deal message will be handled by Nordea with high priority.

5. Enter relevant data in the following fields:

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

6. Attach all relevant documents in the Attachments area.

The column headers are as follows:

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

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

Or

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

Or

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

Or

Click Cancel to erase the message.

3.3 Copy From

TFG allows the user to initiate a new transaction based on an existing one even if it has not yet been released. The user can select either a transaction that was initiated in TFG or Nordea's authorized transaction relevant for the Product, e.g. Import D/C by selecting the Copy From option.

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

To Copy an Existing Transaction:

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



The screenshot shows a search window titled "Import: Copy From". It has three input fields: "Deal No." (text), "Name" (text with a dropdown arrow), and "Customer Reference" (text). A blue "Search" button is located at the bottom right of the window.

Figure 42 – Copy From: Search Window

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

Or

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

Import: Copy From

Deal No.: Customer Reference:

Name:





Transaction Name	Reference No.	Deal No.	Trn No.	Amount	Currency	Establish By	Transaction Status	Status date	Counter Party	Copy
Import D/C Issuance	280108142426ZXRB	00201010001746	0	10,000,00	US Dollar	Customer	Released by Nordea	28/01/08	import co	
Import D/C Issuance	300103151203KHCM	00201019000212	0	750,00	US Dollar	Customer	Transaction received by Nordea	30/01/03	KINAGOSSEN	
Import D/C Issuance	Calle	00201019000221	0	1,250,00	US Dollar	Customer	Released by Nordea	04/02/03	KINAGOSSEN	

Figure 43 – Copy From: Search for Transaction

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

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

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

3.4 Wild card Search

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

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

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

- *XXX

This search retrieves any party, which name ends with typed characters.

- XXX*

This search retrieves any party, which name starts with typed characters.

- XXX*YYY

This search retrieves any party, which name starts with typed characters and the name contains the characters after the *

- *text*

Search for any text entered in the Free Text Fields

4 Trade Finance Global (TFG) - Inbox

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

4.1 Inbox Navigation

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

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

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

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

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

4.2 Inbox Settings Configuration

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

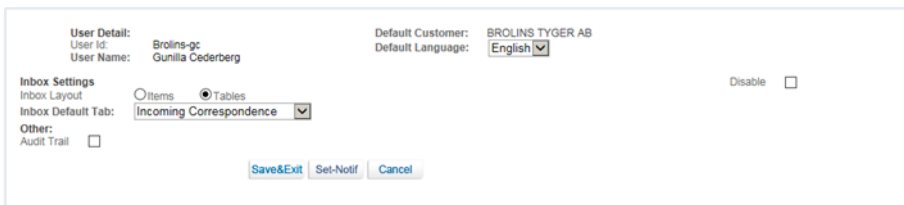
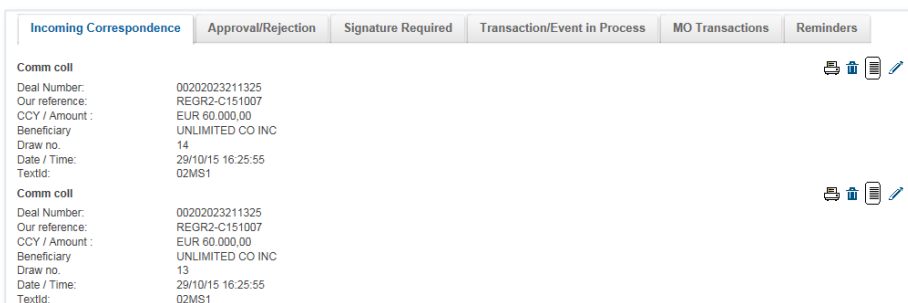


Figure 44 – Inbox Settings

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

Note: the “Tables” option has been defined as the default for TFG.




Incoming Correspondence	Approval/Rejection	Signature Required	Transaction/Event in Process	MO Transactions	Reminders
Comm coll Deal Number: 00202023211325 Our reference: REGR2-C151007 CCY / Amount : EUR 60.000,00 Beneficiary : UNLIMITED CO INC Draw no. : 14 Date / Time: 29/10/15 16:25:55 Textid: 02MS1					
Comm coll Deal Number: 00202023211325 Our reference: REGR2-C151007 CCY / Amount : EUR 60.000,00 Beneficiary : UNLIMITED CO INC Draw no. : 13 Date / Time: 29/10/15 16:25:55 Textid: 02MS1					

Figure 45 – Items in Inbox Displayed as Single Items

Incoming Correspondence			Approval/Rejection	Signature Required	Transaction/Event in Process	MO Transactions	Reminders			
Text ▲	Transaction name ▼	Draw no. ▼	Deal number ▼	Amount	Counterparty ▼	Date ▼	Print	Delete	Deal Note	Ref.
Acceptance adv	Import Collection Received	0	00201030012457	USD 60.000,00	BOOM	29/10/15 14:37:45				
Acceptance adv	Import Collection Received	0	00201030012288	USD 150.000,00	XLD DRAWER	12/10/15 11:20:03				
Acceptance adv	Import Collection Received	0	00201030012279	USD 12.355,00	New comapny shoes industry	08/10/15 14:45:16				

Figure 46 – Items in Inbox Displayed in Tables

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

4.3 Incoming Correspondence

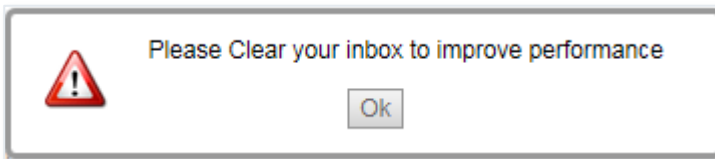
The Incoming Correspondence section contains all the documents and attachments sent from Nordea to the user.

Next to each document, there are four icons that enable printing, deleting the document from the arrival list, adding/modifying deal note and adding additional reference data. This typically happens when the documents are no longer required in the Incoming Correspondence section. See Figures 49 and 50.

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

Note: An option exists to NOT show a specific document type in the inbox, but to send this type directly to the Deal History. For example, you might not want to see debit and credit advices in the inbox. This configuration is made by Nordea based on a specific customer request.


Note: To maintain optimal performance, the inbox should contain the minimum number of documents required for daily operations. Once you have viewed and acted on a specific document, it should be deleted. Nordea have configured a specific number of documents which should be held in the inbox, and if this number (currently set at 20) is exceeded, you will receive the following message each time the inbox is accessed, and you will need to acknowledge the message each time it is generated.



4.3.1 Incoming Correspondence Bulk Operations

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

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

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

The Bulk Operations window is displayed.

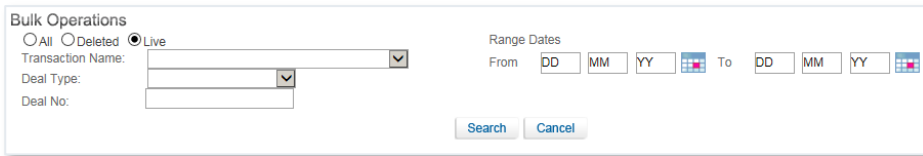


Figure 47 – Incoming Correspondence Bulk Operations Window

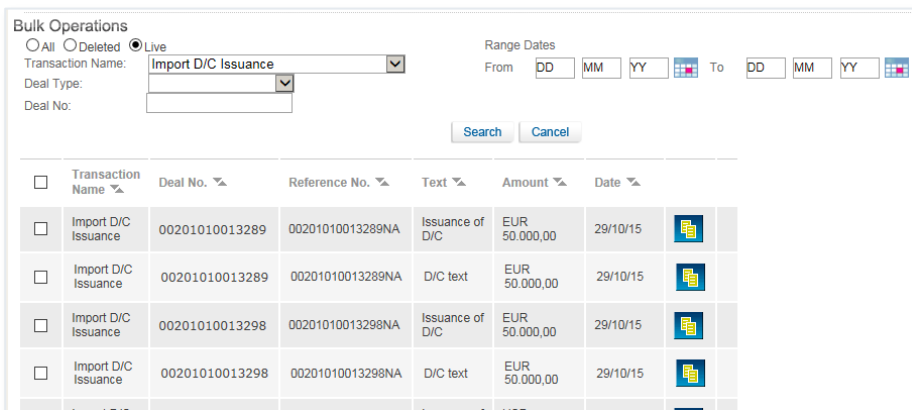
2. Select the relevant radio button according to the following criteria:

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

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

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

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







<input type="checkbox"/>	Transaction Name	Deal No.	Reference No.	Text	Amount	Date	
<input type="checkbox"/>	Import D/C Issuance	00201010013289	00201010013289NA	Issuance of D/C	EUR 50,000,00	29/10/15	
<input type="checkbox"/>	Import D/C Issuance	00201010013289	00201010013289NA	D/C text	EUR 50,000,00	29/10/15	
<input type="checkbox"/>	Import D/C Issuance	00201010013298	00201010013298NA	Issuance of D/C	EUR 50,000,00	29/10/15	
<input type="checkbox"/>	Import D/C Issuance	00201010013298	00201010013298NA	D/C text	EUR 50,000,00	29/10/15	

Figure 48 – Incoming Correspondence Bulk Operations: Search Criteria List

5. Select the entries to be printed or deleted.

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

4.4 Registration of Additional Reference Data

The location/timing on which a customer user enters the additional reference is upon the receipt of information regarding new deals from Nordea. In TFG, this is upon the arrival of any incoming correspondence from Nordea, which is available in the Inbox instantly. The Incoming Correspondence screen contains a column, called “Ref” (see Figure 45 and Figure 46).

Upon clicking any Ref icon, the following screen is displayed:

Additional Reference No

Deal No: 00101030014367

Customer Reference No:

Drawer

Search

Name

Street

City

Country

Counterparty Ref. No:

Figure 49 – Additional Reference Number for deal coming from Nordea

Additional Reference No

Deal No: 00101022017913

Customer Reference No:

Beneficiary

Name FOREIGN COMPANY PLC

Street BAYWAY 7

City KOWLOON

Country HONG KONG

Counterparty Ref. No:

Figure 50 – Additional Reference Number for deal originated by the Customer in TFG

Deal No.	This is the Deal No. assigned by Nordea.
Counterparty	This is the name of the counterparty as downloaded from Nordea.
Customer Reference No.	<ul style="list-style-type: none"> For transactions which are received from Nordea (e.g. Import Collections), this field is available for input. For transactions originated by the customer (e.g. Import D/C), the field is protected with the data entered by the user in the transaction creation. In order to update that reference number, use the “Change Reference Number” option which can be launched from the foot of the Deal History screen. In both cases, the new or amended reference number is automatically uploaded to Nordea and will be quoted on future correspondence.
Counterparty Name and Address	<ul style="list-style-type: none"> For transactions received from Nordea (e.g. Import Collections), the user can enter the counterparty’s name and address. For transactions initiated by the customer (e.g. Import D/C), the name and address fields are protected with the data from the transaction creation.
Counterparty Reference No.	<p>In this field, the user can assign the counterparty’s Reference No. It has the same size and attributes as the customer Reference No. field in the new Issuance transactions and can subsequently be used in various inquiry searches.</p> <p>A value entered in the respective field in the Deal History screen is defaulted.</p>

Save	When clicking the Save button, the entered data is saved and the window is closed.
Cancel	When clicking the Cancel button, the entered data is not saved and the window is closed.

The option to register the additional reference data is on an incoming correspondence level; however, as multiple correspondences may be received from Nordea for the same or different steps of the same deal, the registered additional reference data is stored at the deal level. As a result, when clicking the Reference icon, the screen is displayed allowing to change the previously registered information.

Note: For Import Collections, the customer Reference No. entered in the above screen is defaulted to the customer Reference No. field in the Payment screen which is accessed from the Approval/rejection tab and vice versa.

TFG will not allow the same customer Reference No. for more than one deal of the same type.

TFG allows the same counterparty Reference No. for different deal type; however, in case of duplication TFG prompts a warning message to the user.

4.5 Approval/Rejection

All payment and acceptance related information requiring either authorization or rejection can be displayed. Next to each item there are several icons used for the following purposes which are relevant to Import D/C's and Collections:

- Pay/Approve
- Reject
- Print
- Deal Note



Transaction name	Reference No.	Deal Number	Amount	Principal	Remitting Bank	Draw	Date	Pay/Approve	Reject	Extend	Print	Deal Note
Import Collection Received	OC1264	00101030014223	USD 13,600.00	FLOWERS LTD.		0	23/10/15	ⓘ	⚡		🖨️	📄
Import Collection Received	669999	00101030014143	USD 25,000.00	EIKARWAIN LTD.		0	18/10/15	ⓘ	⚡		🖨️	📄
Import Collection Received	1315132132	00101030014116	EUR 123,123.00	SUPER NEW COMPANY WITH SUPER EXTRA		0	14/10/15	ⓘ	⚡		🖨️	📄
Import Collection Received	242343	00101030014081	USD 39,000.00	Another Agent		0	14/10/15	ⓘ	⚡		🖨️	📄

Figure 51 – Approval/Rejection tab

Transaction Name	The nature of the transaction
Reference No.	Customer Reference Number if provided by the customer
Deal Number	Nordea's Deal Number
Amount	The amount of the transaction
Principal	For Import Collections this is the Drawer
Remitting Bank	The Bank sending the documents
Draw	The Number of the transaction
Date	Date of receipt
Pay/Approve	Approve payment or acceptance
Reject	Reject payment or acceptance

The Payment Instructions window enables the user to perform the following:

- Provide payment instructions including the modification of account details
- Reject the documents, stating reasons
- Attach relevant documents
- Include additional payment instructions

When Nordea receives documents for Collection on Sight basis or Time the deal is displayed in the Approval/rejection section in the inbox. This enables the user to authorize Nordea, via TFG, to make payment for the documents and instruct Nordea as to the method of payment or to accept the documents for payment at maturity. Note that in this case, Nordea will only process the acceptance once the signed Draft or Bill of Exchange has been physically received by Nordea.

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

4.5.1 Payment Instructions for Import (Documentary) Collection

4.5.1.1 Accepting Collection Approval/Rejection Instructions on a Sight Basis

To provide Payment Instructions for Collection Deals:

1. From the Inbox: Approval/Rejection tab, select the required Collection Deal and click the Pay icon.

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

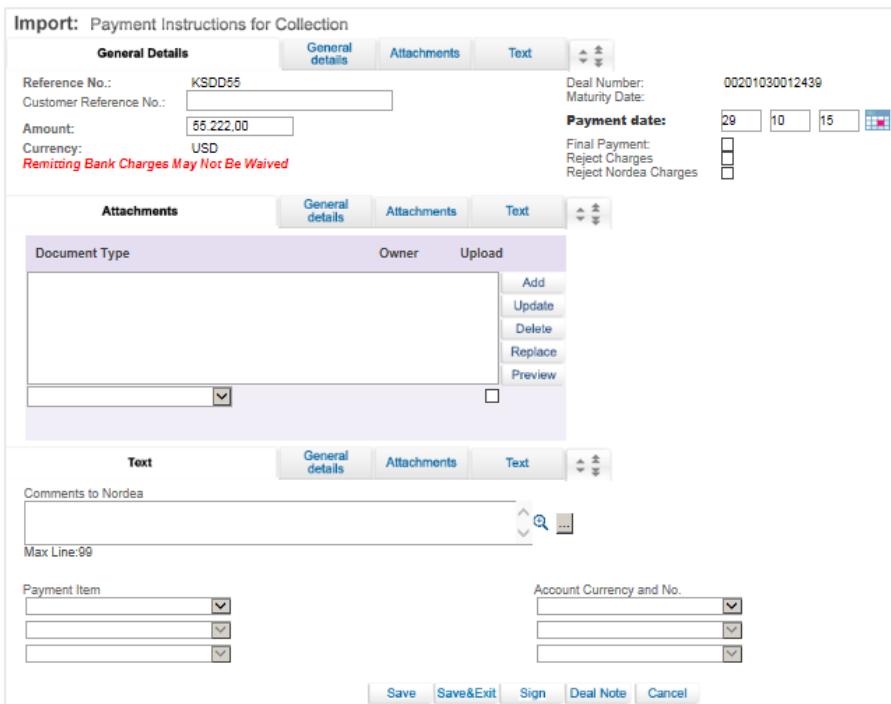


Figure 52 – Payment Instructions for Collection

The following list describes the fields in the Payment Instructions window that are open and can be modified:

Reference No.	The reference number of the Remitting Bank provided by Nordea
Deal Number	The Nordea deal number
Amount	The amount of the Collection is defaulted. Change it to a lower amount if the intention is to make a partial payment, if this is allowed according to the terms of the Collection.

Currency	The currency of the Collection
Payment Date	The date the collection is payable. The current date is defaulted but can be changed to a future date.
Final Payment	<p>Automatically flagged in case the amount is equal to the Collection amount. If the amount is less than the Collection amount the user will be requested to indicate whether this is the final payment.</p> <p>Note: In case of a partial payment, the item will not be retained in the Approval / Rejection tab. Any additional payments may be made by sending deal messages to Nordea.</p>
Reject Charges	Check this box to reject the charges of the Remitting Bank. Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, Nordea will deduct the foreign charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.
Reject Nordea Charges	Check this box to reject Nordea charges. Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, Nordea will deduct their charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.


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

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

4. Instruct Nordea on how to make the payment for various Collection items in the Account Details Area. For details, see Payment Details.

4.5.1.2 Accepting Collection Approval/rejection Instructions on a Time Basis

To Accept Payment on a Time Basis:

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

The Acceptance for Collection window is displayed.

Import: Acceptance for Collection

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

Reference No.: ADRF1254E1 | Deal Number: 00201030012457
 Currency: USD | Exporter: BOCM
 Amount: 50,000.00 | Maturity Date:
 Customer Reference No.:

We herewith accept the draft / promissory note
Remitting Bank Charges May Not Be Waived | Reject Charges
 Reject Nordea Charges

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

Payment: Sight Usance Mixed Payment
 Draft After: DATE OF BILL OF EXCHANGE
 Tenor:

Installments

Amount	Tenor Days	Due Date
20,000.00	0	30/10/15
20,000.00	0	09/11/15
20,000.00	0	24/11/15

DD MM YY Check
 Installments Sum

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

Document Type	Owner	Upload
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Customer instructions:

Max Line: 22

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

Payment Item:
 Account Currency and No.:

Figure 53 – Acceptance for Collection

Reference No.	The reference number of the Remitting Bank provided by Nordea
Deal Number	The Nordea deal number
Currency	The currency of the Collection
Amount	Collection amount. It cannot be amended here.
Deal No.	Nordea's Deal number
Exporter	Counterparty name.
Maturity Date	Due date of the collection is displayed if it exists
Approval Checkbox	The checkbox is mandatory for signing the transaction.
Customer Reference No.	Reference number given by the customer. Not available in Reject.
Settlement Data	The collection terms and Due Date (if relevant) are displayed

Reject Charges	Check this box to reject the charges of the Remitting Bank. Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, Nordea will deduct the foreign charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.
Reject Nordea Charges	Check this box to reject Nordea charges. Note: In case these charges may not be waived a message will appear on the screen advising that these charges may not be waived, and in case you decide to waive them, a warning message to this effect will be generated. In this case, Nordea will deduct their charges from the amount remitted to the Drawer, and reserves the right to claim these charges from you in case of a rejection from the Remitting Bank.

3. Use the Attachments facility to attach any documents you wish to attach either for internal use or for upload to Nordea.
4. Provide any special instructions in the Text window provided.
5. Instruct Nordea on how to make the payment for various Collection items in the Account Details Area. For details, see Payment Details.
6. Click Sign to accept the collection.
Or
Save & Exit to save and sign it later.
Or
Cancel to be routed to the previous screen without making any changes.

4.5.1.3 Rejecting an Import Collection (Sight/Time)

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

4.5.1.4 Approval/rejection Bulk Operations

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

1. From the Approval/rejection section header, click Bulk Operations [Bulk operations](#).

The Bulk Approval/rejection window is displayed.

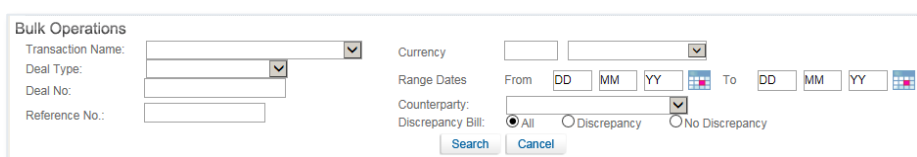


Figure 54 – Bulk Approval/Rejection Window

2. Select the required item by inserting data in one or more of the following fields, or by selecting data from the dropdown lists:
 - Transaction Name
 - Deal Type
 - Deal No.
 - Reference No
 - Currency

- Range Dates
- Counterparty

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

Note: To display a list of all the transactions waiting for processing, do not enter a value in any of the fields, and select the All radio button. Then click Search, as shown in Figure 54.

Transaction Name	Deal No.	Reference No.	Draw No.	Ccy/Amount	Counter Party	Discrepancy	Transaction Date	Pay	Reject	Print
Import Collection Received	00101030014072	123141	0	JPY 1,222,335	AAAAAAAAAAAAAAAAAAAAAAAAAVERGAAAAAAAAFFGD		13/10/15	€	✖	🖨
Import Collection Received	00101030014036	TFG9988	0	EUR 25,600,00	ANTOSA SATAMARADANKA SATAMARADANKA		09/10/15	€	✖	🖨
Import Collection Received	00101030014143	ddd999	0	USD 25,000,00	EIKAIWAIN LTD		16/10/15	€	✖	🖨

Figure 55 – Item Waiting for Payment List

4. Select the required transactions by checking the checkbox before the transactions.
Or
Select all the transactions by checking the checkbox at the top of the first column.

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

Transaction Name	Deal No.	Reference No.	Draw No.	Ccy/Amount	Counter Party	Discrepancy	Transaction Date	Payment Date
Import Collection Received	00101030014072	123141	0	JPY 1,222,335	AAAAAAAAAAAAAAAAAAAAAAAAAVERGAAAAAAAAFFGD		13/10/15	29 10 15
Import Collection Received	00101030014036	TFG9988	0	EUR 25,600,00	ANTOSA SATAMARADANKA SATAMARADANKA		09/10/15	29 10 15

Figure 56 – Bulk Approval/Rejection Confirmation

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

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

6. Click as appropriate:

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

4.6 Signature Required

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

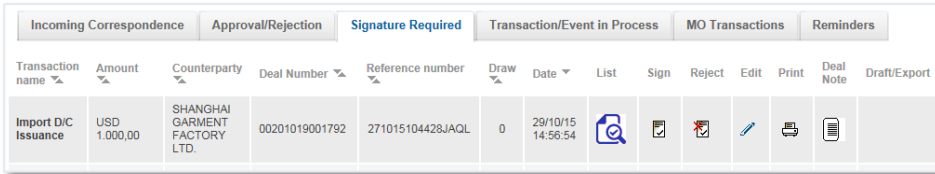


Figure 57 – Signature Required Box

Transaction Name	Type of transaction
Amount	Amount and Currency
Counterparty	Party the transaction is open to
Deal Number	Nordea's Deal Number
Reference number	Reference number set by the customer to the transaction
Draw	Transaction number
Date	The date and time of transaction initialization
List	When clicked, a popup screen shows the ID of the user who made the data entry, any previous signers and the number and type of signatures required to approve the transaction.
Sign	If the user is authorized to sign the current transaction, this icon will appear
Reject	Click this icon in order to reject the transaction
Edit	If you edit the transaction any previous signatures will be erased
Print	Use this to print the a copy of the application
Deal Note	Click this icon in order to add a note to the transaction

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

4.6.1 Signature Required Bulk Operations

A group of transactions, within the specific authorization level, can all be signed at one time.

To Sign a Group of Signatures:

1. In the Inbox, click the Signatures Required section header.
2. Click the [Bulk operations](#) button located at the bottom of the page. The Bulk Signature Criteria window is displayed.

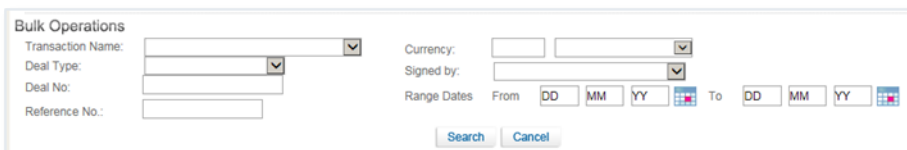
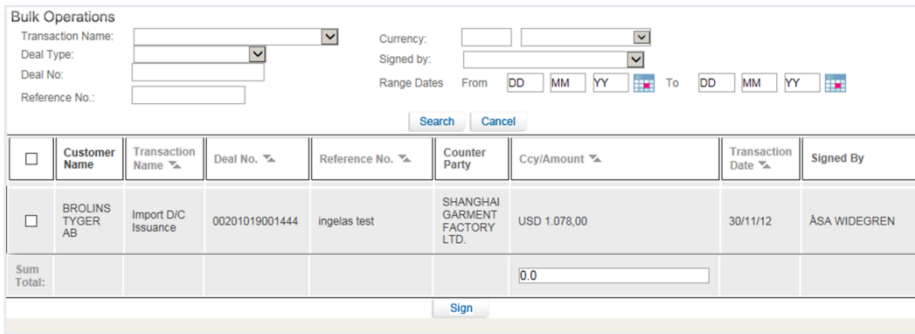


Figure 58 – Bulk Signature Criteria Window

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

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

4. Click Search. The list of Signature items matching the criteria are displayed, as shown in Figure 59.



Bulk Operations

Transaction Name: Currency:

Deal Type: Signed by:

Deal No.: Range Dates From DD MM YY To DD MM YY

Reference No.:

<input type="checkbox"/>	Customer Name	Transaction Name	Deal No.	Reference No.	Counter Party	Ccy/Amount	Transaction Date	Signed By
<input type="checkbox"/>	BROLINS TYGER AB	Import D/C Issuance	00201019001444	ingelas test	SHANGHAI GARMENT FACTORY LTD.	USD 1.078,00	30/11/12	ÅSA WIDEGREN
Sum Total:						0.0		

Figure 59 – Items Waiting for Signature List

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

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

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

Or

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

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



Transaction Name	Deal No.	Reference No.	Counter Party	Ccy/Amount	Status Date
Import D/C Issuance	00201019001444	ingelas test	SHANGHAI GARMENT FACTORY LTD.	USD 1.078,00	30/11/12

Claim Reference:

Each service provided through Trade Finance Global is governed by the relevant product agreement entered into (if any) or otherwise by the relevant terms and conditions published at www.nordea.com/tradefinance

Figure 60 – Signature required, Bulk Operation Sign page

4.7 Transaction/Event in Process

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

Incoming Correspondence		Approval/Rejection		Signature Required		Transaction/Event in Process		MO Transactions		Reminders	
Transaction name	Amount	Counterparty	Deal Number	Reference number	Draw	Date	Edit	Delete	Print	Deal Note	Draft/Export
Import D/C Issuance	USD 10.000,00	Leverera AB		20131217	0	17/12/13 09:26:40					
Import D/C Issuance	USD 1,00	SHANGHAI GARMENT FACTORY LTD.	00201019001435	2	0	12/04/11 13:17:53					
Import D/C Issuance	USD 500.000,00	BROLINS COMPANY		12121	0	23/05/14 13:10:39					

Figure 61 – Transaction/Event in Process Box

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

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

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

5 Trade Finance Global (TFG) - Import

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

- Open, view, update and delete a Documentary Credit
- Amend Documentary Credit

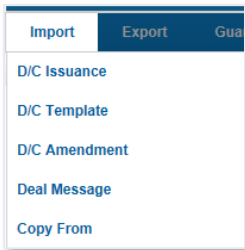


Figure 62 – Import Menu Options

5.1 Documentary Credit

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

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

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



Figure 63 –Navigation Toolbar with the D/C Tabs listed

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

5.1.1 Establishing a New Documentary Credit

1. From the Import menu, click Documentary Credit or Documentary Credit Template. The Import Documentary Credit application page is displayed.

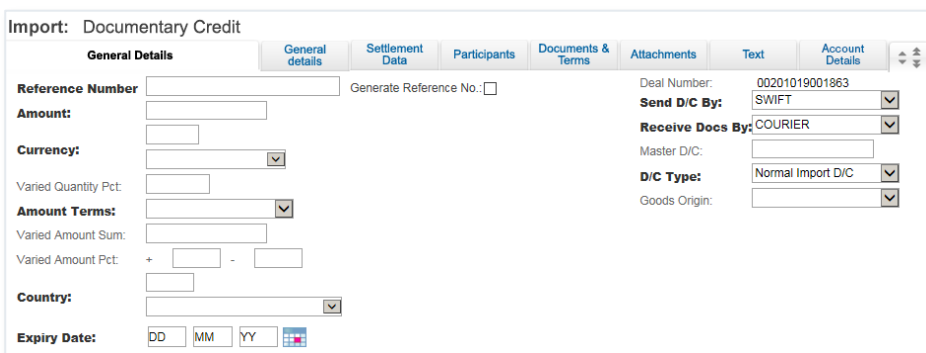


Figure 64 – Import Documentary Credit Application Page: General Details Tab

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


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

2. Enter data in the relevant fields.

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

The following are the General Details section fields:

Reference No.	Specifies a unique deal identification number decided by the TFG user. For example, the contract reference number. Note: A wild card search is available for this field.
Generate reference No.	When checked, the customer reference number is generated automatically according to a pre-defined format
Amount	Specifies the D/C amount.
Currency	Specifies the currency in which the D/C amount is expressed.
Deal Number:	Specifies the Deal Number. In TFG, the Deal Number is generated immediately on creating a new transaction. Note: A wild card search is available for this field.
Send D/C By	Specifies by which mode of transmission the D/C is to be sent to the advising bank. Methods may include: SWIFT, mail, airmail, courier, etc.
Receive Doc By	Specifies by which mode the relevant documents are to be sent to the Issuing Bank by the Negotiating Bank. Methods may include: Mail, airmail, courier, etc.
Master D/C	When the D/C deal type is Back-To-Back or Transfer, the user must enter a D/C Advising Reference and select the D/C Advised By other bank checkbox.
D/C Type	Specifies the type of D/C. Deal types may include: <ul style="list-style-type: none"> • Back-to-Back D/C • Normal Import D/C • Revolving • Standby L/C • Transfer D/C
Varied Amount Sum	The amount by which the documents may vary from the D/C amount, when the terms are varied.
Goods Origin	Specifies the country from which the goods described in the D/C originate.
Amount Terms	Specifies whether the terms of payment must be exact or can vary. Valid payment terms include: <ul style="list-style-type: none"> • About or Approximately – Documents presented may vary from the D/C amount by a deviation of plus or minus 10% (UCP 600, Article 30a). • Vary Amount/Percentage – Payment terms may vary according to the upper and lower percentages specified in the Varied Amount % fields, or the varied amount sum stated in the Varied Amount Sum field. • Not Exceeding – The value of the documents may not exceed the D/C amount. (Refer also to UCP600, Article 30b and c).
Varied Quantity %	The percentage by which the quantity of goods may vary

Varied Amount %	The percentage variation: the documents may vary from the D/C amount, when the terms are varied. For example, +12% or -7%.
Country	The counter country (Beneficiary's country)
Expiry Date	The date the D/C expires. Click the calendar icon  to display the popup calendar and select the required date. The date is displayed in the text field and can be modified at any time.

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

Figure 65 – Import Documentary Credit Application Form: Settlement Data tab

The following are the Settlement Data tab work areas:

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

4. Select one of the payment option radio buttons:

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

5. Enter relevant data in the following fields:

Due Date	A specific date the D/C is due for payment. Only relevant for Usance.	
Draft	Relevant for Usance and Mixed.	
	Choices consist of:	
	Arrival of Goods	When payment is due after the goods arrive at the destination, depending on the shipping terms

	Custom Clearance of goods	When payment is due after the goods clear customs
	Date of Bill of Exchange	When payment is due after the date of the draft or bill of exchange
	After B/L Date/ Date of Transport Doc	When payment is due after the date written on the Transport Document/Bill of Lading
	After Custom Clearance	When payment is due after the goods clear customs
	After First Presentation (of documents)	When payment is due after the documents reach the bank where the funds are available
	After Arrival of Goods	When payment is due after the goods arrive at the destination, depending on the shipping terms.
	After Date of Invoice Date	When payment is due after the date written on the Shipping Commercial Invoice
	On Sight	When payment is due after the goods arrive. The responsible party must see the goods and select all documents first
	After Dispatch of Goods	When payment is due after the goods have been sent
Tenor Days	<p>Specifies the number of days used in conjunction with one of the above options</p> <p>Latest Shipment Date plus The Days for Presentation cannot exceed the Expiry Date.</p>	
Days for Presentation	<p>Specifies the number of days the documents can be presented for payment following the date of the transportation documents. The default time is 21 days, in accordance with I.C.C. regulations. The Days for Presentation and Latest Shipment Date cannot exceed the Expiry Date.</p>	
Available With	<p>Specifies the drawee of drafts under the D/C, if required. Valid parties include:</p> <ul style="list-style-type: none"> • Advising Bank – The Beneficiary’s bank • Any Bank – for Negotiation cases • Issuing Bank – The Applicant’s bank <p>Note: There is a strict link between the selected Settlement by and the Draft Drawn On fields. For example, no value is allowed in the Draft Drawn on field for By Payment or By Def Payment options in the dropdown list. Refer to Nordea for further details.</p>	
Settlement By	<p>Specifies how the payment is made for the deal, and varies according to the payment method. This is important to the beneficiary since it determines how the D/C is paid. The following are the available options:</p> <ul style="list-style-type: none"> • By Acceptance – Same payment logic as for the Deferred Payment option. In addition to the documents, the beneficiary presents a draft to the bank which, after acceptance by the bank, can be discounted by the beneficiary. • By Def Payment – Payment/s will be deferred to a later date according to specific terms, for example, 60 days after the Bill of Lading. • By Mixed Payment – Combination of Sight and Time options. 	

	<ul style="list-style-type: none"> • By Negotiation – Means the purchase of drafts and/or documents under a complying presentation, by advancing or agreeing to advance funds to the beneficiary on or before the banking day on which reimbursement is due. • By Payment – Payment/s will be remitted upon the receipt of Shipping Documents complying with D/C terms • Note: As the precise definitions of these terms are complicated, no attempt is made here to define them. Refer to UCP600, Articles 7 and 8.
Draft Drawn On	Specifies the drawee of the draft, in case a draft is required. Values are: Advising Bank Issuing Bank No Draft

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

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

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

Latest	<p>Specifies the latest date the goods must be shipped</p> <p>Note: Latest Shipment Date plus The Days for Presentation cannot exceed the Expiry Date.</p>
Earliest	Specifies the earliest date the goods can be shipped
Place of Receipt	Specifies location from which the goods are taken in charge, dispatched from or receipt for transportation
Port of Loading	Specifies the port of loading or airport of departure
Port of Discharge	Specifies the port of discharge or airport of destination
Place of Delivery	Specifies the place of final destination or delivery

8. When the payment method is Mixed, it is mandatory to fill out the Instalment instructions in the Settlement Data tab. It is required that the customer should state what part of the D/C is paid by sight and by time, either by percentage or by amount.

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

The following values are available in the Instalment Type dropdown box and the default value is defined by Nordea:

- Percentage
- Amount

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

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

Amount	The amount of the payment due in the specific instalment, or
Percentage	The percentage of the deal due in the specific instalment. Note: The Tenor Days and Due Date fields are mutually exclusive – only one of them can be selected
Tenor	The period of time after a certain event that payment is due.
Due Date	The date the payment is due. Note: The Tenor Days and Due Date fields are mutually exclusive – only one of them can be selected
Check Instalments Sum	When checked, TFG issues an error if the sum of all instalments is not equal to the Deal Amount (Amount) or the percentage does not equal 100% (Percentage).

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

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

9. Click the Participants tab to enter Deal participant data in the relevant fields.

10. Click the Documents & Terms tab to enter relevant data in the available fields.

The Documents & Terms tab is divided into two parts:

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

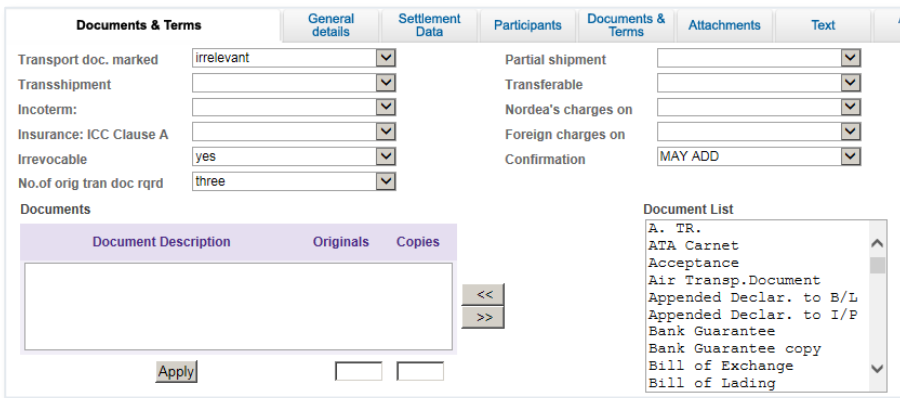


Figure 66 – Import Documentary Credit Application Page: Documents & Terms tab

11. Enter relevant data in the following Term fields:

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

Note: The Terms appearing on the transaction page are pre-defined by the bank and therefore may differ from the Terms displayed in Figure 66 above.

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

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

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

The Requested Documents list has the following columns:

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

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

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

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

5.2 Saving and Authorizing the Import D/C

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

2. To approve the transaction, when the user is finished entering all D/C details into the application form, click Sign.

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

- To approve the transaction, click Sign

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

Or

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

As per agreement between the Exporter and the Importer, sometimes Documentary Credit conditions need to be changed after the Documentary Credit was opened by the bank. The Exporter will then send the Importer (Applicant) an amended proforma invoice and the applicant (TFG customer) will

enter an Amendment request in TFG. For details of how to Amend an Import D/C, please refer to Section 5.3.

Customer initiated D/Cs are transmitted to Nordea and are subsequently issued by Nordea. After the release at Nordea the deal history is downloaded to TFG and a request for an amendment can be created in TFG.

5.3 Amend Documentary Credit

The following are the Amend Documentary Credit tabs:

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



Figure 67– Navigation Toolbar with the Amend D/C Tabs Listed

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

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

To Amend a Documentary Credit:

1. From the Import menu on the Main menu, click Amend Documentary Credit. The Amend Documentary Credit window is displayed.

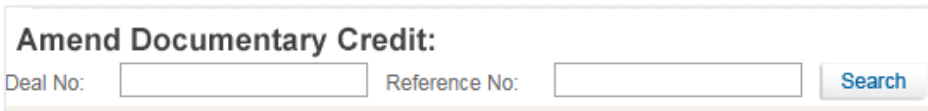


Figure 68 – Amend Documentary Credit: Select Deal

2. Select a specific transaction by either:

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

Or

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

Amend Documentary Credit:

- **Import D/C**


Deal Number:	00201010013458
Amount / CCY:	USD 58.000,00
Beneficiary:	Degerfors Tyger AB
Last Amend No:	0
Our Reference:	00201010013458NA
Open Date/Time:	04/11/15 13:19:24
- **Import D/C**

Deal Number:	00201010013289
Amount / CCY:	EUR 50.000,00
Beneficiary:	IMP AND EXP CO
Last Amend No:	0
Our Reference:	00201010013289NA
Open Date/Time:	29/10/15 14:26:33

Figure 69 – Amend Documentary Credit Window

Deal details can be viewed by clicking the Import D/C title.

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

- Retrieve the relevant Documentary Credit in order to amend it by clicking Copy From  next to the Deals.

The selected Deal is displayed.

General Details		General details	Settlement Data	Participants	Attachments	Text	Account Details
Reference Number	00201010013458NA	Deal Number:		00201010013458			
Amount:	58.000,00	Send D/C By:		SWIFT			
Increase Amount by:	<input type="text"/>	Receive Docs By:		COURIER			
Decrease Amount by:	<input type="text"/>	Master D/C:		IMP AND EXP CO			
Currency:	USD	D/C Type:		Normal Import D/C			
	US Dollar	Goods Origin:		<input type="text"/>			
Varied Quantity Pct:	<input type="text"/>						
Amount Terms:	<input type="text"/>						
Varied Amount Sum:	<input type="text"/>						
Varied Amount Pct:	+ <input type="text"/> - <input type="text"/>						
Country:	SE						
	SWEDEN						
Expiry Date:	30 11 15						

Figure 70 – Amend Import Documentary Credit: General Details Tab

Note: An alternative mechanism is to launch the Amendment from the Deal History page. At the foot of the page, select “Import D/C Amendment” and press “New”, to be routed directly into the screen shown in Figure 70:

Deal Message to Bank	New
Import D/C Amendment	
Change Reference Number	

Note: When viewing or editing a previously saved transaction, the amended fields are highlighted after the user saves the changes. The General Details tab is the first tab that is displayed on the screen.

- Enter data in the relevant fields.

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

The following are the General Details tab fields:

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

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

Or

Select data from the dropdown lists.

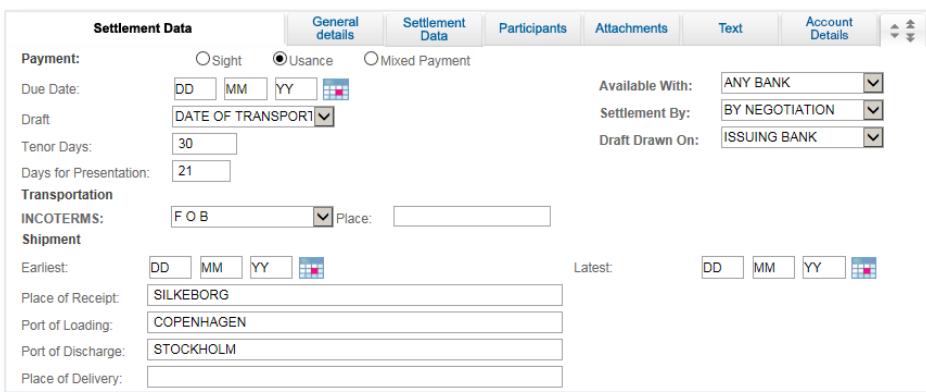


Figure 71 – Amend Existing D/C: Settlement Data tab

6. Modify any of the data which is required to be changed: if there is data which is better expressed in textual terms, use the text windows to describe the changes.
7. Switch to the Participants tab to enter Deal participant data in the relevant fields. The Beneficiary and Advising Bank cannot be directly updated here.
8. Switch to the Attachments tab to attach files to an amended D/C application to the bank and upload them to Nordea.

9. Switch to the Texts tab to enter additional customized information and requirements to the Amend Documentary Credit.
10. Enter additional Deal information by clicking the appropriate option in the toolbar, or by clicking the directional button to view a preceding window.
11. To approve the transaction, when the user is finished entering all D/C data into the application form, click Sign.

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

- To approve the transaction, click Sign.

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

Or

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

5.3.1 Splitting Mixed Payments by Percentage or Amount

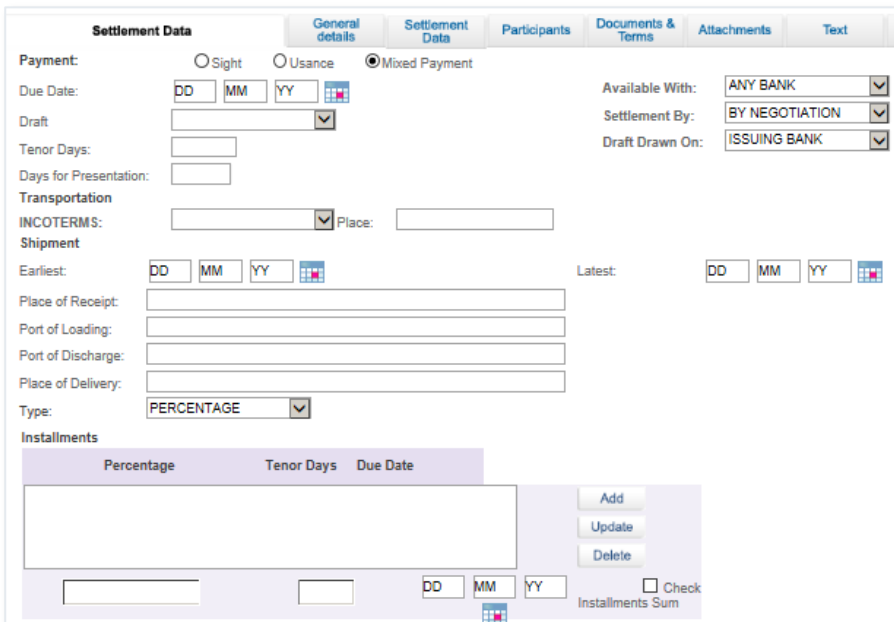
By selecting the Mixed Payment button in the Settlement Data tab, the user is able to choose a mixed payment option.

5.3.1.1 By Percentage

The user is able to select a sight percentage and a time percentage.

- For the sight percentage, the tenor is 0.
- For the time percentage the user is able to input the percentage and the tenor (e.g. 20% sight, 30% 60 days, 50% 180 days).

An example is shown in Figure 72.



The screenshot shows the 'Settlement Data' tab in a software application. The 'Payment' section has three radio buttons: 'Sight', 'Usance', and 'Mixed Payment', with 'Mixed Payment' selected. Below this are fields for 'Due Date' (DD, MM, YY), 'Draft' (dropdown), 'Tenor Days', and 'Days for Presentation'. To the right, there are dropdown menus for 'Available With' (ANY BANK), 'Settlement By' (BY NEGOTIATION), and 'Draft Drawn On' (ISSUING BANK). The 'Transportation' section includes 'INCOTERMS' and 'Place' fields. The 'Shipment' section has 'Earliest' and 'Latest' date pickers, and fields for 'Place of Receipt', 'Port of Loading', 'Port of Discharge', and 'Place of Delivery'. The 'Type' dropdown is set to 'PERCENTAGE'. At the bottom, there is an 'Installments' table with columns for 'Percentage', 'Tenor Days', and 'Due Date'. The table is currently empty. To the right of the table are 'Add', 'Update', and 'Delete' buttons. Below the table are 'DD', 'MM', 'YY' date pickers and a 'Check Installments Sum' checkbox.

Figure 72 – Split by Percentage

Note: The Due Date field in instalment with percentage is not allowed for data entry.

5.3.1.2 By Amount

When amount fields are used, the user is able to input amounts and tenors.

An example is shown in Figure 73.

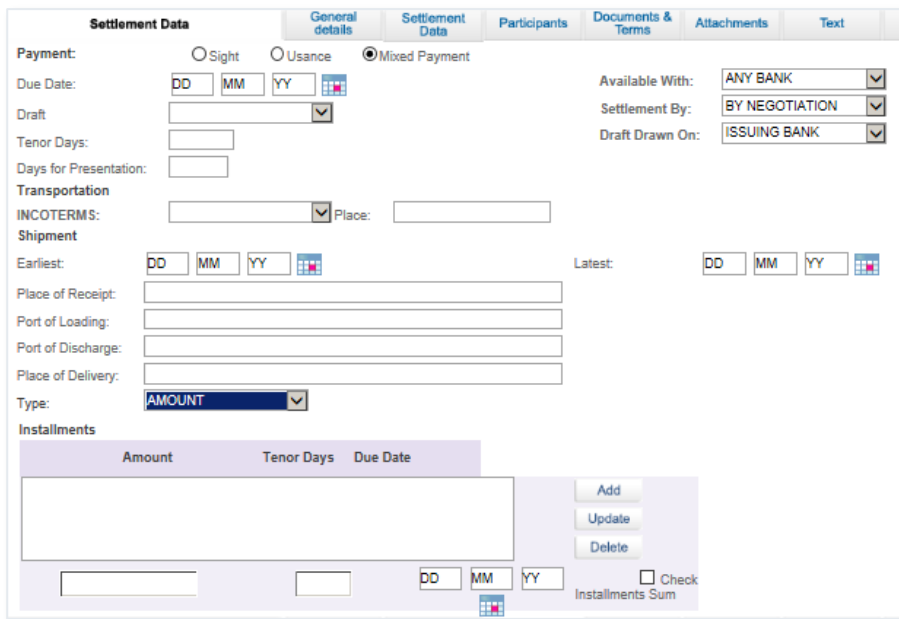


Figure 73 – Split by Amount

5.3.1.3 Mixed Payments Error Messages

The following error messages are generated:

- When the total amount exceeds the value amount of the D/C, an error message is displayed:
 - ‘Total instalment amounts exceed D/C amount’.
- When the percentages total exceeds 100 percent:
 - ‘Total instalment percentages exceed 100 percent’.
- When the ‘Check instalments’ box is marked and instalment amounts do not equal the D/C amount :
 - ‘Total instalment amounts do not match D/C amount’.
- When the ‘Check instalments’ box is marked and instalment percentages do not equal 100:
 - ‘Total instalment percentages do not equal 100 percent’.

6 Trade Finance Global (TFG) - Inquiries

This topic includes details about making Deal inquiries according to user-defined criteria. The following is a list of Inquiry types:

- Transaction Status Inquiry
- Open Deals Inquiry
- Deal History
- Deal Select
- Inquiry Request
- Payments

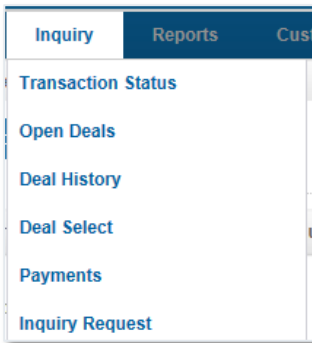


Figure 74 – Inquiry Navigation menu

6.1 Transaction Status Inquiry

The Transaction Status enables the user to view a list of customer-initiated transactions, tracking:

- Current status of the transaction
- Signature details required for a transaction
 - A list of the signatures signed on a transaction

To Establish a Transaction Status Inquiry:

1. From the Inquiry menu, click Transaction Status.

The Transaction Status Inquiry select form is displayed.

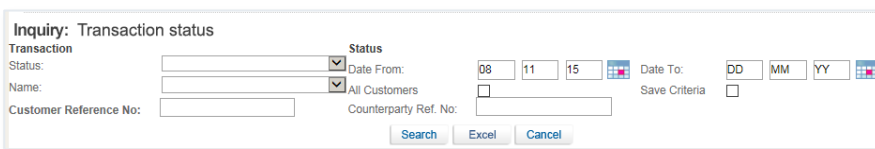


Figure 75 – Transaction Status Inquiry Window

Status inquiries are requested according to the following parameters:

- Transaction: This section of the inquiry describes factors relating to the transaction itself.
- Status: As each change affects a transaction's status, this section reports when the transaction changes to the current status. The following are the Transaction fields:

Status	Limits the search to a specific transaction stage. Transactions can be identified by the actions performed on them or in light of what stage they were assigned, such as: In Process, Released or Signature Required.
Name	Transaction deal type and step. Examples are Amend Guarantee, Documentary Collection Payment, D/C Amendment, etc.

Customer Reference No.	Allows searching for a specific transaction according to the customer's Reference No. It is the Reference No., which the customer user has entered either during the transaction creation or in the Additional Reference Data screen.
Counterparty Reference No.	Allows searching for a specific transaction according to the counterparty Reference No., which the customer user has entered in the Additional Reference Data screen.

The following are the Status fields:

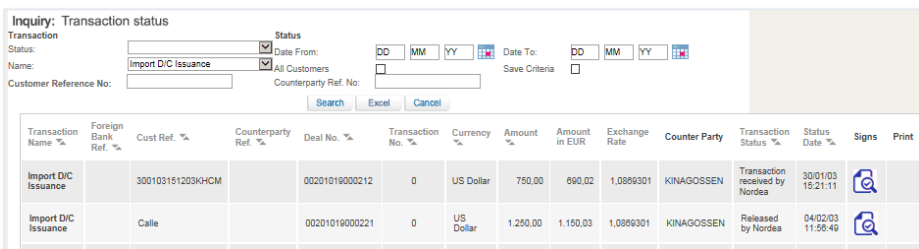
Date From/To	Restricts the search to a range of when the transaction changed to the current status.
All Customers	<ul style="list-style-type: none"> If checked, the inquiry includes all customers of the group of customers for which the user has authorization. If cleared the inquiry includes only transactions for which the user is currently working on. <p>Note: The availability of this field is dependent on the user having permission to activate inquiries at the group level.</p>
Save Criteria	<p>Select this checkbox for TFG to save the inquiry criteria as the default for the next inquiry.</p> <p>All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>Note: To remove the saved criteria status, empty all fields except for Save Criteria, and click Search.</p>

2. Click one of the following action buttons:

Search	Displays a list of transactions that conform to the retrieval criteria in the Inquiry Results Table.
Excel	Exports the list of inquiry results to Excel, which is automatically invoked from the user's browser. The user can then manipulate the downloaded data, including saving it.
Cancel	Returns the user to the previous page without saving any action on the current page.

3. Click Search to display a list of transactions that conform to the retrieved criteria display in the Inquiry Results Table.

The Transaction Status report is displayed.



The screenshot shows the 'Inquiry: Transaction status' interface. It includes search filters for Status, Date From/To, Name, Customer Reference No., and Counterparty Reference No. Below the filters are buttons for Search, Excel, and Cancel. The main area displays a table with the following data:






Transaction Name %	Foreign Bank Ref. %	Cust Ref. %	Counterparty Ref. %	Deal No. %	Transaction No. %	Currency %	Amount %	Amount in EUR	Exchange Rate	Counter Party	Transaction Status %	Status Date %	Signs	Print
Import DIC Issuance		300103151203KHCM		00201019000212	0	US Dollar	750.00	690.02	1,0896301	KINAGOSSEN	Transaction received by Nordea	30/01/03 15:21:11		
Import DIC Issuance		Callie		00201019000221	0	US Dollar	1,250.00	1,150.03	1,0896301	KINAGOSSEN	Released by Nordea	04/02/03 11:59:49		

Figure 76 – Transaction Status Search Result

The top of the report lists the search criteria that defined the report parameters. The bottom of the report shows the search results.

4. Sort the inquiry result columns in ascending/descending order by using the arrows  located in the column headings.
5. In the Transaction Name column, click a transaction record to view that transaction.
6. In the Transaction Status column, if the transaction status is "Rejected", the user is able to click the status and a popup window appears showing the rejection reason, as displayed below.

Click OK to close the popup window.

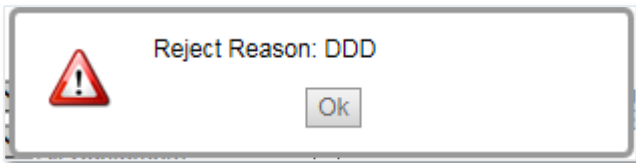



Figure 77 – Rejection reason pop-up window.

7. Click Signatures  to view the Signature Details table and the list of those who have signed the transaction. The Signature Requirement popup window is displayed.

Signatures				
Signatures List			Required Signatures	
User Name	Level	Date	Level	Number
LIISA	D	29/10/15 20:58:03	A	1


D - Data Entry 

Figure 78 – Signature Requirement popup window

The following information is provided in the Signature Requirements Table:

Signature List	Provides details about the signatures affected on the transaction including the following	
	User Name	The user who signed the form
	Level	The authorization level of the user who signed Note: The signature level of a Data Entry User is 'D'.
	Date/Time	When the signature was entered
Required Signatures	Information about the signature requirements for this transaction, including:	
	Level	The level of the officer signing the form
	Number	The number of users from level indicated whose signature is required on the transaction.

6.2 Local Equivalent

All the reports available in the TFG online reporting menu (or created in the report generator) show the local equivalent i.e. for each amount in foreign currency the local equivalent is also displayed.

Exchange rates are downloaded from Nordea to TFG: selling/buying/mid-rate/nominal rate. For the daily calculation the local equivalent is calculated using mid-rate- online reports, but the end of month uses the nominal rate to calculate.

The two relevant fields in the reports are:

Amount in Local Currency	Field displaying amount in local currency.
Exchange Rate	Exchange rate used for local equivalent calculation.

These fields can be selected or deselected for display using the Layout Customization page.

6.3 Open Deals Inquiry

The Open Deals Inquiry option enables the user to view and edit any Deal containing a balance, such as: deal balance, payment balance or acceptance balance.

Viewing the Open Deals Window:

1. From the Inquiry menu, click Open Deals. The Open Deals page is displayed.

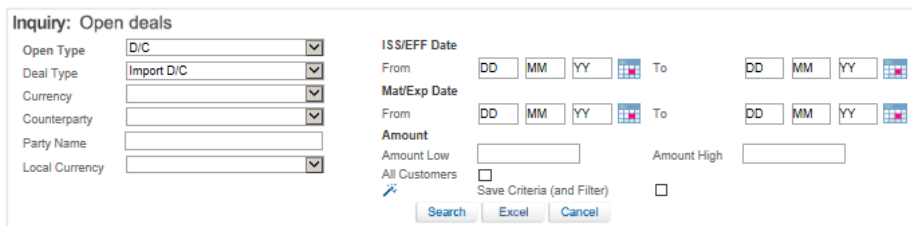


Figure 79 – Open Deals Inquiry Window

Open Deal inquiries are made according to the following parameters:

Open Types	<p>The open types of transactions in the system that have not been completed, including: Acceptances, D/C, Collections, Payments, Guarantees and Standby L/C.</p> <p>The option of selecting All Outstanding Deals also exists.</p> <p>If records for the same deal exist in several types, the “All Outstanding Deals” option will present all the records, according the criteria, entered by the user.</p> <p>For some of the transaction types such as collections, an expiry date does not exist. In this case, when the user selects the option called “All Outstanding Deals”, and at the same time enters criteria for the expiry date, only transactions with an expiry date will be displayed (therefore collections will be excluded from this type of report).</p>
Deal Type	The type of Deal and the step, including: Import Documentary Collections, Import D/Cs.
Currency	The Deal amount currency.
Party Name	The name prefix of the counterparty.
Amount Range	The lowest and highest amount for Deals.

Local Currency	If left cleared, the information in the Customer Local Currency field is used for the local currency equivalent calculations, as defined by the Customize Customer screen:	
	Expiry Date Range	From/To — The dates during which the rate provided by Nordea remains in force. Relevant to an open D/C
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.	
Party Name	The counterparty can be searched by name in addition to being searched from the counterparty list.	
All Customers	<p>Select this box if the request is for a group of customers or only for the customer the user is currently working with.</p> <p>Note: The availability of this field is dependent upon the user having permission to activate inquiries at the group level.</p>	
Save Criteria	<p>Select this checkbox for TFG to save the inquiry criteria as the default for the next inquiry.</p> <p>All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field, and click Search.</p>	

- To export the list of inquiry results to an Excel file that the user view from your browser, click Excel.


Note: The user can manipulate and save the downloaded data from Excel.

- Click Search to begin the search. The Open Deals Results report is displayed. The column headers of the Open Deals Results report are explained in Step 6.

Customer Name	Deal No.	Foreign Bank Ref.	Deal Type	Customer Reference No.	Counterparty Reference No.	Amount	Currency	ISS/EFF Date	Maturity Date	Counterparty	Zoom In	Balance in local currency EUR	Balance	Drw. No.
TFG NEW COMPANY -CUF 27.10.15	00101010015082		Import D/C	00101010015082NA		22.222,00	US Dollar	12/10/15	12/10/15	AGENT IN FINLAND		20.444,74	22.222,00	
TFG NEW COMPANY -CUF 27.10.15	00101010015279		Import D/C	new test		150.000,00	US Dollar	18/10/15	30/11/15	EIKAIWAIN LTD		128.803,14	140.000,00	

Figure 80 – Open Deals Search Result Report

The top of the report lists the search criteria that defined the report parameters. The bottom of the report shows the search results.

- Sort the inquiry result columns in ascending/descending order by using the arrows  located in the column headings.
- In the Transaction Name column, click a transaction record (Deal Number) to view that transaction.
- To view a list of open deals that conform to required retrieve criteria, specify the relevant parameters and click Search.


The column headers are as follows:

No	Row sequence Number
Customer Name	The name of the customer for the current record
Open Types	The open types of transactions in the system that have not been completed, including: Acceptances, D/C, Collections, Payments, Guarantees and Standby L/C.
Deal Type	The type of Deal and the step, including: Import Documentary Collections, Import D/Cs.
Deal No.	Nordea's deal number.
Foreign Bank Ref.	The Reference Number of the Deal.
Drawing No.	The Drawing Number or the Transaction Number indicates how many actions have been performed on the Deal application process.
Amount	The amount of the Deal.
Currency	The currency of the Deal.
Zoom in	Zoom in to a specific record.
Balance	The remaining amount of the Deal to be paid
Amount in Local Currency	The original amount of the Deal converted to local currency.
Balance in Local Currency	The amount of the Deal balance converted to local currency
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer

6.3.1 Customizing Output Layout

When running an Open Deals Inquiry, it is possible to customize the output so as to view only selected columns rather than all the columns according to the default parameters.

To Customize the Output:

1. In the Open Deals Inquiry window, click the Select Output Layout  icon. The Personalize Page Layout window is displayed.

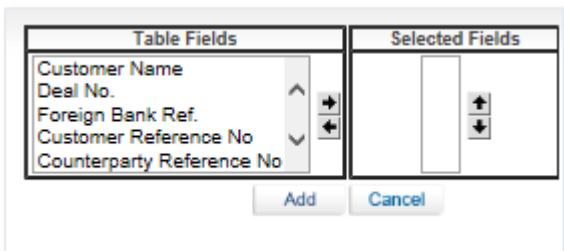


Figure 81 – Personalize Page Layout Window

2. From the list of table fields, select the fields the user wants to display in your customized sort.

Click the right arrow to move your selection to the selected columns displayed in the right hand pane of the window and use the Up and Down arrows to define the order of the displayed columns.

3. Click Add to save your choice and return to the main Open Deals Inquiry window.

Or

Click Cancel to return to the Open Deals Inquiry without making any changes.

The results of the next Open Deals Inquiry the user run display according to your customized layout.

Customer Name	Customer Reference No	Deal Type	Currency	Amount
TFG NEW COMPANY -CUF 27.10.15	00101010015082NA	Import D/C	US Dollar	22.222,00
TFG NEW COMPANY -CUF 27.10.15	new test	Import D/C	US Dollar	150.000,00
TFG NEW COMPANY -CUF 27.10.15	00101010015322NA	Import D/C	US Dollar	8.500,00

Figure 82 – Customized Open Deals Inquiry

Note: If no selection is made for field view customization, the default TFG field choices are displayed.

6.4 Deal History

The Deal History Inquiry enables the user to view a Deal in detail. Here the user can see all steps of the deal as processed by the Back Office and whether the relevant step was initiated in TFG.

Transactions can also be launched from the Deal History screen.

Selected deal details can be displayed with a history of transactions performed on that deal. The deal history options enable the user to view details entered by the customer and Nordea.

To View a Deal History:

1. From the Inquiry menu, click Deal History. The Deal History Request Form is displayed.

Inquiry: Deal history

Deal Type: Deal Number:

Customer Ref no: Save Criteria

Counterparty Ref.:

Figure 83 – Deal History Inquiry Window

Deal Type	The type of Deal and the step, including: Import Documentary Collections, Import D/Cs.
Deal Number	Nordea's deal number.
Customer Ref No.	The customer can search either by the Customer Reference which was added when the deal was issued or added by the customer, and TFG will locate the deal.

Save Criteria	<p>Saves the inquiry criteria as the default display for future inquiries. All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>To remove a saved criteria status for the next inquiry, clear all fields except the Save Criteria field and click Search.</p> <p>The user can use one set of criteria per inquiry.</p>
Counterparty Ref.	<p>Similar to field Ref No., when entered the user must also select a value in the Deal Type field, because the same Reference No. can be used for different deal types.</p>

2. Enter the Deal number or Customer Ref no

3. Click Search to view the Deal.

The Inquiry: Deal History page opens. Refer to Figure 84 below for an example of search results.

The selected deal details are displayed with a history of transactions performed on that deal. The deal history options enable the user to view details entered by the customer and Nordea.

6.4.1 Deal History Search Results

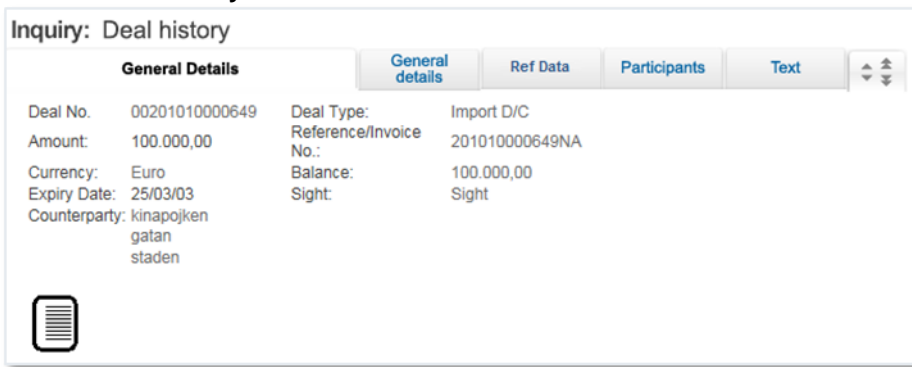




Figure 84 – Deal History Search Results: General Details Tab

6.4.2 Deal Note

- To record a note – click the Deal Note  icon, located in the General Details tab. The Deal Note window pops up.

Note: If the note is already existing, the Deal Note icon is marked with a tick sign . The user may click the existing note and update it if needed.

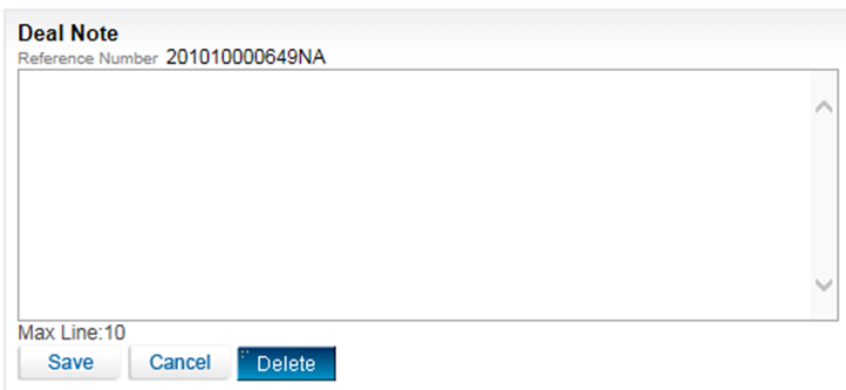


Figure 85 – Deal Note window

This popup contains the deal/transaction identification data (Reference Number) and the Text Area to the deal note text managing.

The following buttons are available in the Deal Note window:

- Save – saves the Deal Note text in the database table.
- Cancel – cancels creation/update of the Deal Note.
- Delete – deletes the Deal Note entry from the database table.

Note: To delete the note, press the Delete button or delete the note text and press the Save button.

- To display the original customer application – click the Original link in the Transaction Name column. The Identifier application is displayed on the top of the page to differentiate between a customer application and the final deal step issued by Nordea.


Transaction Name	Drw No.	Amount	Currency	Amount in EUR	Exchange Rate	Status Date	Expiry Date	View	Transport Doc No	Transport Doc Date	Transport Doc Name	Place Of Receipt	Place Of Delivery	Approval Status
Import DIC Issuance	0	58.000,00	US Dollar	53.361,30	1,0869301	04/11/15	30/11/15							
Email		Title		Priority		Status		Status Date						
1		status		Regular		E-mail received by Nordea		04/11/15						

Figure 86 – Original Customer Application Link in the Deal History Page

The following information is displayed with the Deal details, depending on the nature of the deal:

- Original Transaction Details (initiated by the customer)
- Deal Participants
- Availability
- Deal Texts
- Deal Open Payment Details
- Deal Open Acceptance Details

Note: The information that is available in the search results depends on the nature of the particular transaction.

- To view the original details – refer to the General Details tab table of the selected Deal (see Figure 84).

Transaction Name	The transaction Deal type and step. Click the Original link to view the transaction as the user entered it and sent it to Nordea. Click the other link in the cell to view the response to this transaction as received from Nordea
Drw No.	The Drawing Number indicates the number of a specific business activity like amendments or document presentation.
Amount	The Deal amount
Currency	Deal currency
Status Date	The date and time the transaction changed to the current status.
Expiry Date	The expiration date of a deal if defined.
View	Click on the magnifier glass icon, to show the transaction Deal type and step.
Transport Doc No	The reference number taken from the transportation document

Transport Doc Date	The date taken from the transportation document
Transport Doc Name	The name of the transportation document
Place of Receipt	Location the shipment was made from
Place of delivery	The delivery destination

- To view the additional reference data – click the Ref Data tab
- Or
Scroll down to the Ref Data tab.



Figure 87 – Import Collection Deal History: Additional Reference Data Tab for deal coming from Nordea

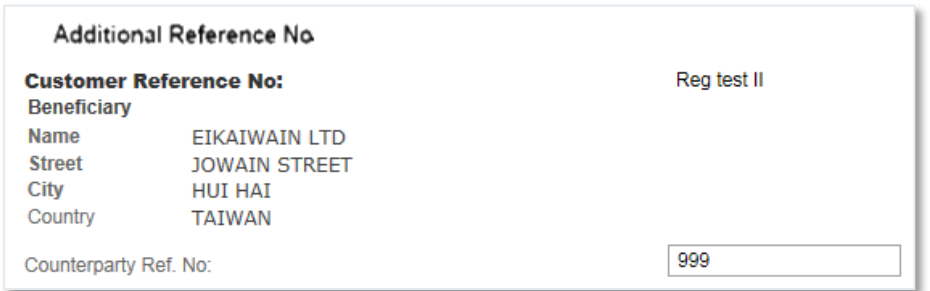


Figure 88 – Import D/C Deal History: Additional Reference Data Tab

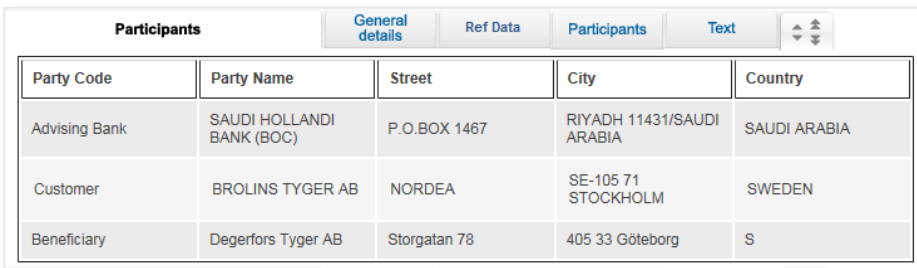
Customer Reference No.	<ul style="list-style-type: none"> For transactions which are received from Nordea (e.g. Import Collections), this field is available for input. For transactions originated by the customer (e.g. Import D/C), the field is protected with the data entered by the user in the transaction creation. In order to update that reference number, use the “Change Reference Number” option which can be launched from the foot of the Deal History screen. In both cases, the new or amended reference number is automatically uploaded to Nordea and will be quoted on future correspondence.
Counterparty Name and Address	<ul style="list-style-type: none"> For transactions received from Nordea (e.g. Import Collections), the user can enter the counterparty’s name and address. For transactions initiated by the customer (e.g. Import D/C), the name and address fields are protected with the data from the transaction creation.

Counterparty Reference No.	<p>In this field, the user can assign the counterparty's Reference No. It has the same size and attributes as the customer Reference No. field in new Issuance transactions. A value entered in the Additional Reference Data screen from the Incoming Correspondence is defaulted and can be updated and can subsequently be used in various inquiry searches.</p> <p>TFG allows the same counterparty Reference No. for different deal types. However, in case of duplication the system informs the user via a warning message.</p>
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- To view the deal participants – click the Participants tab.

Or

Scroll down to the Participants tab.



Party Code	Party Name	Street	City	Country
Advising Bank	SAUDI HOLLANDI BANK (BOC)	P.O.BOX 1467	RIYADH 11431/SAUDI ARABIA	SAUDI ARABIA
Customer	BROLINS TYGER AB	NORDEA	SE-105 71 STOCKHOLM	SWEDEN
Beneficiary	Degerfors Tyger AB	Storgatan 78	405 33 Göteborg	S

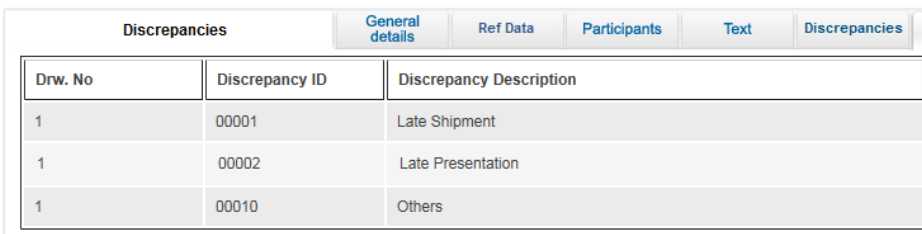
Figure 89 – Import D/C Deal History: Participants Tab

Party Code	The role of the party
Party Name	The party's name
Street, City Country	The party's address

- To view the discrepancies, if exist – click the Discrepancies tab. (This option is relevant for Import D/C transactions)

Or

Scroll down the Request Form until the Discrepancies tab is displayed.



Drw. No	Discrepancy ID	Discrepancy Description
1	00001	Late Shipment
1	00002	Late Presentation
1	00010	Others

Figure 90 – Import D/C Deal History: Discrepancies tab

Drw. No	Indicates the drawing number of the negotiation step.
Discrepancy ID	Indicates the ID of the defined discrepancy phrase.
Discrepancy Description	Indicates the discrepancy description assigned to the discrepancy ID.

- To view all related texts for a Deal – click the Text tab or scroll down the Request Form until the Texts tab is displayed.

Text					
Transaction Name	Drw. No	Text Id	Document Name	Arrival Date	Send To
Import D/C Issuance	0	01IS1	Issuance of D/C	02/04/03	Customer
Import D/C Issuance	0	MT700	D/C text	02/04/03	Advising Bank

Figure 91 – Import D/C Deal History: Texts Tab

These texts are created by Nordea application, incoming SWIFT messages or attachments like scanned commercial documents.

- To view a document – click its Transaction Name link to the document entry.

6.4.3 Launching Transactions from the Deal History Page

Transactions can be launched from the dropdown menu at the bottom of the Deal History page.

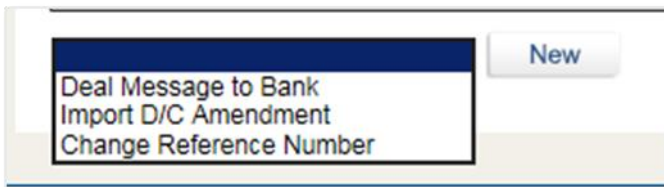


Figure 92 – TFG Deal History Screen: Launching a Transaction

The following transactions can be launched from the Deal History page:

All products:

- Deal Message

Import D/C:

- Amendment
- Change Reference No.

6.4.4 Adding or Changing Reference Number

The system allows the user to add reference data to transactions which were initiated by Nordea and downloaded to TFG, e.g. Import Collections.

To Add Reference Number from the Deal History Page:

- Navigate to the Import Collection history page.

Additional Reference Data	
General details	Ref Data
Additional Reference No	
Customer Reference No:	<input type="text"/>
Drawer	
Search	<input type="text"/> ▾
Name	<input type="text"/>
Street	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/> ▾
Counterparty Ref. No:	<input type="text"/>

2. Add the Reference Number in the Counterparty Ref. No. box in the Additional Reference Data Tab.

The system allows the user to change reference to transactions which were initiated by the customer, e.g. Import D/Cs.

To Change Reference Number from the Deal History Page:

1. Navigate to the Import D/C history page.
2. From the dropdown at the bottom of the page, select Change Reference Number and click New.

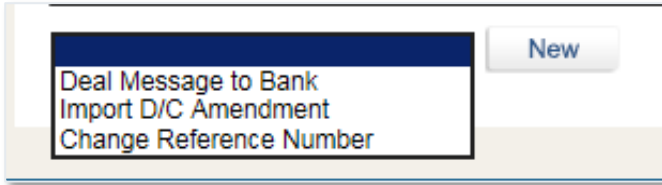


Figure 93 – Import D/C Deal History dropdown

TFG routes the user to the Change Reference Number page.

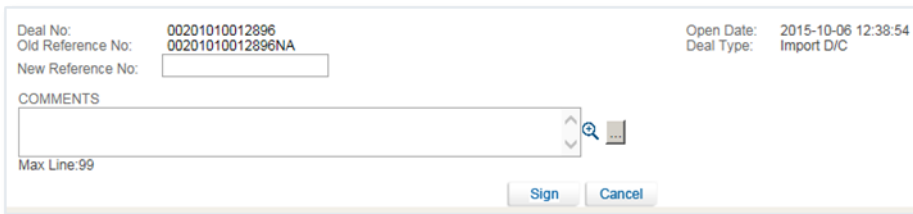


Figure 94 – Change Reference Number page

Deal No	The deal number from the Deal History screen
Open Date	The date the deal Issuance Step was released by Nordea
Deal Type	Import D/C
Old Reference No.	The original reference number allocated by the customer.
New Reference No.	New reference number. Note: The new reference number cannot be a number which has previously been used by the customer in another deal of this type even if it was subsequently changed.
Comments	Your comments to Nordea.

Once the transaction has been completed, the user signs the transaction to release it. The new reference number is added in Nordea's system and will be quoted in future correspondence

6.5 Deal Select

The Deal Selection inquiry allows the user to display all the deals according to selected parameters and combinations of parameters. For instance, if the user want to display all the Import Collection deals processed by the system, select "Import Collection" from the deal type dropdown list. If the user needs all deals entered with currency USD, select currency from the Currency dropdown list and click the search button.

To View the Deal Selection Window:

1. From the Inquiry menu, select Deal Select. The Deal Select page is displayed.

Inquiry: Deal select

Deal No	<input type="text"/>	Reference/Invoice No	<input type="text"/>
Counterparty	<input type="text"/>	Counterparty Ref.	<input type="text"/>
Party Name	<input type="text"/>	Free Text	<input type="text"/>
Deal Type	<input type="text"/>	Amount High	<input type="text"/>
Amount Low	<input type="text"/>		
Currency	<input type="text"/>	All Customers	<input type="checkbox"/>

Save Criteria

Figure 95 – Deal Select Inquiry Window

Deal selection inquiries are made according to the following criteria:

Deal No.	Nordea's deal number.
Reference/Invoice No.	Retrieves data from the following sources: <ul style="list-style-type: none"> For deals initiated by TFG – the customer reference number supplied when the deal was created. For deals initiated by Nordea – either the Foreign Bank Reference Number, or the Customer Reference number which was added by the customer if it exists (whichever is entered by the customer).
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Counterparty Ref:	The reference number of the corresponding party
Party Name	The name prefix of the counterparty.
Free Text	Allows searching for text entered in free text windows in Import D/C or outgoing guarantee transactions. To search for text, please use the format *text* (where text represents the desired string). <p>Note: A maximum of 25 characters may be entered, case insensitive and Multilanguage search are supported.</p>
Deal Type	The type of Deal and the step, including: Import Documentary Collections, Import D/Cs.
Currency	The Deal amount currency.
Amount Low/High	The lowest and highest amount.
All Customers	Select this checkbox if the request is for a group of customers or only for the customer the user is currently working with. <p>Note: The availability of this field is dependent upon the user having permission to activate inquiries at the group level.</p>
Save Criteria	Select this checkbox for TFG to save the inquiry criteria as the default for the next inquiry. <p>All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field and click Search.</p>

2. To activate the inquiry for a group of customers, select the All Customers checkbox.

- If checked, an additional column, called "Customer Name" is displayed.

Customer Name	The name of the customer for whom the transaction is opened.
---------------	--

Note: The availability of this field is dependent on the user having permission to activate inquiries at the group level.

3. To save the inquiry criteria as the default display in the User Profile, select the Save Criteria checkbox. All subsequent requests for the inquiry use the saved criteria as the default.
 - To remove a saved criteria status for the next default Transaction Status, clear all fields except the Save Criteria field and click Search.
 - The user is able to use one set of criteria per inquiry.
4. To view a list of deals, specify the relevant parameters and click Search.
5. To view all the deals sent to or received from Nordea, click Search without entering any of the fields.

The Deal Select search window lists the deals according to the selected criteria.

Deal Type	Foreign Bank Ref. %	Cust Ref.	Counterparty Ref.	Deal No. %	Amount %	Currency	Amount in EUR	Exchange Rate	Original Amount %	Original Amount in EUR	Balance	Balance in EUR	Counterparty	Issue Date %
Import D/C		Reg test II	999	00101010402555	90.000,00	US Dollar	82.802,02	1,0889301	120.000,00	110.402,69	85.000,00	78.201,90	EIKAWAIN LTD	08/10/15
Import D/C		00101010015518NA		00101010015518	15.000,00	US Dollar	13.800,34	1,0889301	15.000,00	13.800,34	,00	,00	FUNNY STUFF INC	21/10/15
Import D/C		00101010015475NA		00101010015475	50.000,00	US Dollar	46.001,12	1,0889301	50.000,00	46.001,12	,00	,00	HAPPY MUSIC LTD	21/10/15

Figure 96 – Deal Select Inquiry List

6. Sort the inquiry result columns in ascending/descending order by using the arrows located in the column headings.
7. To view the details of a Deal, click the required deal in the Deal Type column.

The results of the search can be sorted by any of the table headers by double-clicking on the table header.

8. To export the list of inquiry results to an Excel file that the user view from your browser, click Excel.

Note: The user can manipulate and save the downloaded data from TFG in Excel.

6.6 Payments

The Payments Inquiry feature enables Nordea to supply to their TFG customers, information regarding outstanding future or executed payments in Import Documentary Credits and Collections. This information supports the cash management of Nordea customers.

To make a Payments Inquiry:

1. From the Inquiry menu, click Payments.

The Inquiry Payment search window is displayed.

Inquiry: Payments

Deal No	<input type="text"/>	Due Date			
Reference No	<input type="text"/>	From	DD	MM	YY
Counterparty	<input type="text"/>	To	DD	MM	YY
Deal Type	<input type="text"/>	Deal Amount			
Currency	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Settlement Type	<input type="text"/>	Drawing Amount			
Paid	<input type="text"/>	From	<input type="text"/>	To	<input type="text"/>
Final	<input type="text"/>	All Customers	<input type="checkbox"/>	Save Criteria	<input type="checkbox"/>
		Counterparty Ref.	<input type="text"/>		

Figure 97 – Inquiry Payment search window

Deal No.	Nordea's deal number.
Due Date Range	A specific date or date range on which the documents are due for payment.
Ref No.	A unique deal identification number decided by the TFG user, such as a contract number or delivery order.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Deal Type	The type of Deal including: Import Documentary Credit, Import Documentary Collection.
Deal Amount From/To	Current Deal Amount (original deal amount plus amendments)
Currency	The Deal amount currency as determined by Nordea.
Drawing Amount From/To	Step amount and in case of Mixed payments the amount of each instalment. Note: It does not contain any external commission, e.g. the agent's commission.
Settlement Type	Possible Values: <ul style="list-style-type: none"> • Sight • Time • Mixed • N/A – is used in case of a Documentary Collection with a Collection Type FOP (Free of Payment).
Paid	Possible Values: <ul style="list-style-type: none"> • 'Yes' • 'No' • 'F' – Free of Payment. This value is displayed in case the Collection Type of an Import Collection is "FOP."
Final	Possible Values: <p>For Import D/Cs:</p> <ul style="list-style-type: none"> • 'Yes' • 'No' <p>For Collections:</p> <ul style="list-style-type: none"> • 'Yes'
All Customers	Select this checkbox if the request is for a group of customers or only for the customer the user is currently working with. Note: The availability of this field depends on whether the user has permission to activate inquiries at the group level.

<p>Save Criteria</p>	<p>Select this checkbox for TFG to save the inquiry criteria as the default for the next inquiry.</p> <p>All subsequent requests for the inquiry use the saved criteria as the default.</p> <p>Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field, and click Search.</p>
<p>Counterparty Ref</p>	<p>Allows searching for a specific transaction according to the counterparty Reference No., which the customer user has entered in the Additional Reference Data screen.</p>

Note: The due date definition, (e.g. 90 days after transportation document) is not added as the inquiry is based on Settlement Steps which include the final due dates. In case it is needed, the user can investigate the corresponding information in the Deal History inquiry.

2. To view a list of payments, specify the relevant parameters and click Search.

3. To view all the payments sent to or received from Nordea, click Search without entering any of the fields.

The Payments Inquiry search results window lists the payments according to the selected criteria.

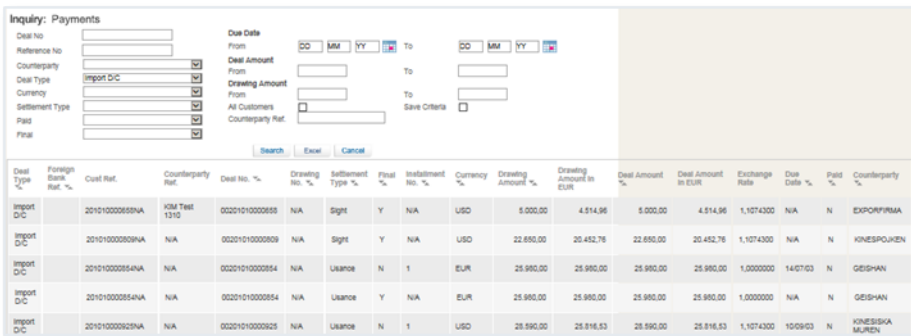


Figure 98 – Inquiry Payment search results window

Each row of the result list presents Payment, Acceptance or Instalment. When any change is received from Nordea, TFG updates the corresponding row in the result list and does not create a new one. The following columns are affected and reflect the change:

- Final
- Due Date
- Paid.

For example, when the customer account is debited, the value in the Paid column for this item will be updated to 'Y'.

7 Trade Finance Global (TFG) - Reports

TFG provides the following ranges of reports that can be produced by the customer:

- Deal Report – displays the individual amounts according to selected criteria.
- Deal Report Summarized – displays the total amounts per customer according to selected criteria.
- Opens the Reports Centre tool for creating and managing reports.

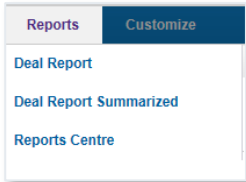


Figure 99 – Reports Navigation Menu

The TFG user can choose to display reports in the following formats:

- HTML
- Excel
- PDF

7.1 Deal Report

To Launch a Deal Report:

1. From the Reports menu, click Deal Report.

The Deal Report selection window is displayed, enabling the user to select a report according to specific criteria.



Figure 100 – Deal Report Criteria

The following criteria are available:

Report Name	Choices of report are displayed, including All Deals, Outstanding Deals or Closed Deals. One must be selected.
Deal Type	The Deal type selected for inclusion in the report.
Currency	The currency for which deals are required.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Date Range	Required range of Issuance Dates.
Local Currency	The currency to which the amounts are converted. This is mostly used if deals in different currencies are retrieved.
Order By Data Item	Selectable High/Low or Low/High options for: Balance, Currency, Customer Reference No, Deal Reference No, Expiry / Maturity Date, Issuance Date, Original Amount.

Do Sub Totals	The user can define whether the report should provide sub totals. Note: Only relevant if Currency, Counterparty or Sight/Tenor is selected in the Order By Data Item field.
All Customers	When checked, all customers to which the user is authorized are displayed in the Deal Report and an additional column called Customer Name is added to the report.
Report Format	The report can be produced either in HTML, EXCEL or PDF format. The default value is HTML.

2. Select a Report Name from the dropdown list and click Preview.

The report is displayed. The following are examples of report outputs:

05/11/15

Deals Report : Outstanding Deals
Customer Name: BROLINS TYGER AB
Order By: Deal No - Ascending
Criteria: DOCUMENTARY CREDIT
Local Currency: Euro

Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordia Conf. Amount	Amount in EUR	Balance in EUR	Balance in EUR	Exchange Rate
345678			00201010001871	Saudi Seller Ltd	25/09/08	31/10/08	EUR	25,000,000.00		25,000,000.00	2,500,000.00	2,500,000.00	1.00000000
00201010013270NA			00201010013127	HOT STUFF LTD	21/10/15	31/03/16	USD	150,000.00		137,078.94	150,000.00	137,078.94	1.0942600
00201010013270NA			00201010013270	IMP AND EXP CO	29/10/15	30/11/15	USD	150,000.00		137,078.94	150,000.00	137,078.94	1.0942600
00201010013289NA			00201010013289	IMP AND EXP CO	29/10/15	30/11/15	EUR	50,000.00		50,000.00	50,000.00	50,000.00	1.00000000
00201010013289NA			00201010013289	IMP AND EXP CO	29/10/15	30/11/15	EUR	50,000.00		50,000.00	50,000.00	50,000.00	1.00000000
00201010013458NA			00201010013458	Degerfors Tyger AB	04/11/15	30/11/15	USD	58,000.00		53,003.86	58,000.00	53,003.86	1.0942600
151006-KH			00201019001630	SHANGHAI GARMENT FACTORY LTD	06/10/15	31/12/15	USD	120,000.00		109,663.15	144,000.00	131,595.78	1.0942600

Total Number Of Items 7

Figure 101 – Example of a Deal Report in Output: Preview (HTML Format)

05/11/2015

Deals Report : Outstanding Deals
Customer Name: BROLINS TYGER AB
Order By: Deal No - Ascending
Criteria: DOCUMENTARY CREDIT
Local Currency: Euro

Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordia Conf. Amount	Amount in EUR	Balance in EUR	Balance in EUR	Exchange Rate
345678			0020101000187	Saudi Seller Ltd	25/09/2008	31/10/2008	EUR	25,000,000.00		25,000,000.00	2,500,000.00	2,500,000.00	1.00
00201010013270NA			0020101001312	HOT STUFF LTD	21/10/2015	31/03/2016	USD	150,000.00		137,078.94	150,000.00	137,078.94	1.09
00201010013270NA			0020101001327	IMP AND EXP CO	29/10/2015	30/11/2015	USD	150,000.00		137,078.94	150,000.00	137,078.94	1.09
00201010013289NA			0020101001328	IMP AND EXP CO	29/10/2015	30/11/2015	EUR	50,000.00		50,000.00	50,000.00	50,000.00	1.00
00201010013289NA			0020101001329	IMP AND EXP CO	29/10/2015	30/11/2015	EUR	50,000.00		50,000.00	50,000.00	50,000.00	1.00
00201010013458NA			0020101001345	Degerfors Tyger AB	04/11/2015	30/11/2015	USD	58,000.00		53,003.86	58,000.00	53,003.86	1.09
151006-KH			0020101900163	SHANGHAI GARMENT FACTORY LTD	06/10/2015	31/12/2015	USD	120,000.00		109,663.15	144,000.00	131,595.78	1.09

Total Number Of Items 7

Figure 102 – Example of a Deal Report Output: Excel

05/11/15

Deals Report : Outstanding Deals
Customer Name: BROLINS TYGER AB
Order By: Deal No - Ascending
Criteria: DOCUMENTARY CREDIT
Local Currency: Euro

Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordia Conf. Amount	Amount in EUR	Balance in EUR	Balance in EUR	Exchange Rate
345678			0020101000187	Saudi Seller Ltd	25/09/08	31/10/08	EUR	25,000,000.00		25,000,000.00	2,500,000.00	2,500,000.00	1.00000000
00201010013270NA			00201010013127	HOT STUFF LTD	21/10/15	31/03/16	USD	150,000.00		137,078.94	150,000.00	137,078.94	1.0942600
00201010013270NA			00201010013270	IMP AND EXP CO	29/10/15	30/11/15	USD	150,000.00		137,078.94	150,000.00	137,078.94	1.0942600
00201010013289NA			00201010013289	IMP AND EXP CO	29/10/15	30/11/15	EUR	50,000.00		50,000.00	50,000.00	50,000.00	1.00000000
00201010013289NA			00201010013289	IMP AND EXP CO	29/10/15	30/11/15	EUR	50,000.00		50,000.00	50,000.00	50,000.00	1.00000000
00201010013458NA			0020101001345	Degerfors Tyger AB	04/11/15	30/11/15	USD	58,000.00		53,003.86	58,000.00	53,003.86	1.0942600
151006-KH			00201019001630	SHANGHAI GARMENT FACTORY LTD	06/10/15	31/12/15	USD	120,000.00		109,663.15	144,000.00	131,595.78	1.0942600

Total Number Of Items 7

Figure 103 – Example of a Deal Report Output: PDF

Foreign Bank Ref.	Deal Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordea Conf. Amount	Amount INEUR	Balance	Balance INEUR	Esc
	00201010013289NA		00201010013289	IMP AND EXP CD	29/10/2015	30/11/2015	EUR	50,000.00		50,000.00	50,000.00	50,000.00	
	34467E		00201010003187	Banki-Teller Ltd	25/09/2008	31/10/2008	EUR	25,000,000.00		25,000,000.00	2,500,000.00	2,500,000.00	
	00201010013289NA		0020101001329	IMP AND EXP CD	29/10/2015	30/11/2015	EUR	50,000.00		50,000.00	50,000.00	50,000.00	
Total Rows For Ccy: EUR:3								25,100,000.00	25,100,000.00	2,600,000.00	2,600,000.00		
	00201010013458NA		0020101001345	Deperform Tiger AB	04/11/2015	30/11/2015	USD	58,000.00		58,000.00	53,003.86	58,000.00	53,003.86
	1810064H		0020101000163	SHANGHAI GARMENT	06/10/2015	31/10/2015	USD	120,000.00		120,000.00	109,463.15	144,000.00	131,595.78
	00201010013217NA		0020101001327	IMP AND EXP CD	29/10/2015	30/11/2015	USD	150,000.00		150,000.00	137,078.94	150,000.00	137,078.94
	00201010013117NA		0020101001312	HOT STUFF LTD	21/10/2015	31/03/2016	USD	150,000.00		150,000.00	137,078.94	150,000.00	137,078.94
Total Rows For Ccy: USD:4								478,000.00	436,824.09	502,000.00	458,757.52		
Total Number Of Items 7													

Figure 104 – Example of a Deal Report Output: Sorted by Currency including sub-totals

7.2 Deal Report Summarized

This option provides the same input select criteria as the Deal Report option. However for this option the results are summarized at a total amounts per customer level.

To Launch a Deal Report Summarized:

1. From the Reports menu, click Deal Report Summarized.

The Deal Report Summarized selection window is displayed.

Reports: Deal report summarized

Report Name:

Deal Type:

Currency:

Counterparty:

Date Range: Issued From: DD MM YY To: DD MM YY

Local Currency:

Order By: Data Item

All Customers

Report Format: HTML EXCEL PDF

Figure 105 – Deal Report Criteria

The following criteria are available:

Report Name	Choices of report are displayed, including All Deals, Outstanding Deals or Closed Deals. One must be selected.
Deal Type	The Deal types selected for inclusion in the report.
Currency	The Deal Report displays Deals for any currency allowed by Nordea.
Counterparty	The corresponding party with whom a contract has been concluded, such as: supplier or buyer.
Date Range	The Deal Report displays Deals in the specified range of issuance dates.
Local Currency	The Deal Report results currency. Note: If the Local Currency field is left empty, the local currency equivalent calculations use the information contained in the Customer Local Currency field, if defined, from the Customize Customer window.
Order By Data Item	Selectable High/Low or Low/High options for: currencies, Counter Parties and Expiry Dates.
Do Sub Totals	The user can define whether the report should provide sub totals. Note: Only relevant if Currency, Counterparty or Sight/Tenor is selected in the Order By field.

All Customers	When checked, all customers are displayed in the Deal Report and an additional column called Customer Name is added to the report. This field is available depending on the setting in the Group Inquiries field in the Preference option.
Report Format	The report can be produced either in HTML, EXCEL or PDF format. The default value is HTML.

2. Select a Report Name from the dropdown list and click Preview.

The report is displayed.

05/11/15

Deals Report : - Summarized Outstanding Deals
Customer Name: BROLINS TYGER AB
Order By: Ccy - Ascending
Local Currency: Euro

Ccy	Count	Amount	Amount inEUR	Balance	Balance inEUR	Exchange Rate
BRL	1	500.000,00	120.170,45	500.000,00	120.170,45	0,2403409
EUR	25	31.335.739,00	31.335.739,00	8.608.239,00	8.608.239,00	1,0000000
HKD	1	20.000,00	2.358,39	15.000,00	1.768,80	0,1179197
NOK	1	254.842,5	27.283,59	254.842,50	27.283,59	0,1070606
SEK	7	286.236,00	30.500,28	286.236,00	30.500,28	0,1065564
USD	73	8.212.848,86	7.505.390,77	7.891.538,86	7.211.758,55	0,9138596

Figure 106 – Example of a Deal Report Summary Output (HTML Format)