

Quick Guide

Trade Finance Global

For importers

October 2015



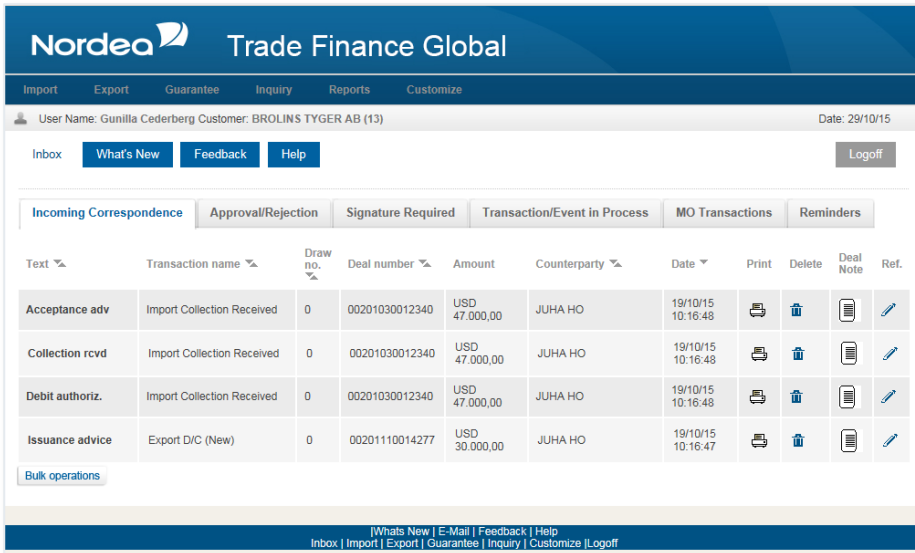
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1 TFG Page Structure

The TFG page has the following main components:

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



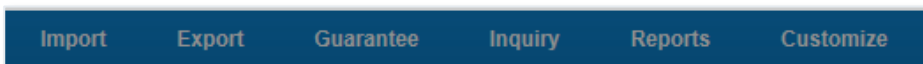
The screenshot shows the Nordea Trade Finance Global interface. At the top, there is a blue header with the Nordea logo and the text "Trade Finance Global". Below the header is a navigation menu with tabs for "Import", "Export", "Guarantee", "Inquiry", "Reports", and "Customize". The user information is displayed as "User Name: Gunilla Cederberg Customer: BROLINS TYGER AB (13)" and the date is "Date: 29/10/15". There are buttons for "Inbox", "What's New", "Feedback", "Help", and "Logout". Below this is a section for "Incoming Correspondence" with a table of transactions. The table has columns for Text, Transaction name, Draw no., Deal number, Amount, Counterparty, Date, Print, Delete, Deal Note, and Ref. The table contains four rows of data, all with a counterparty of "JUHA HO".

Text	Transaction name	Draw no.	Deal number	Amount	Counterparty	Date	Print	Delete	Deal Note	Ref.
Acceptance adv	Import Collection Received	0	00201030012340	USD 47,000.00	JUHA HO	19/10/15 10:16:48				
Collection rcvd	Import Collection Received	0	00201030012340	USD 47,000.00	JUHA HO	19/10/15 10:16:48				
Debit authoriz.	Import Collection Received	0	00201030012340	USD 47,000.00	JUHA HO	19/10/15 10:16:48				
Issuance advice	Export D/C (New)	0	00201110014277	USD 30,000.00	JUHA HO	19/10/15 10:16:47				

Page Structure

2 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.



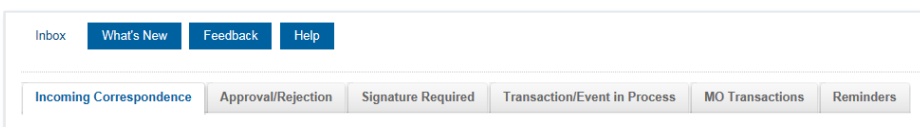
The screenshot shows the TFG Horizontal Navigation Menu with six tabs: "Import", "Export", "Guarantee", "Inquiry", "Reports", and "Customize".

TFG Horizontal Navigation Menu

3 Inbox

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

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



The screenshot shows the TFG Inbox interface. At the top, there are buttons for "Inbox", "What's New", "Feedback", and "Help". Below this is a section for "Incoming Correspondence" with a table of folders: "Incoming Correspondence", "Approval/Rejection", "Signature Required", "Transaction/Event in Process", "MO Transactions", and "Reminders". The "Incoming Correspondence" folder is selected.

TFG Inbox

3.1 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.

3.1.1 Registration of Additional Reference

The location/timing on which a customer user enters the additional reference is upon the receipt of information regarding new deals from Nordea. The Incoming Correspondence screen contains a column, called “Ref”.

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:

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:

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.

<p>Counterparty Reference No.</p>	<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>
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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.

3.1.1.1 To view Additional Reference Data

In Deal History; Click the Ref Data tab
Or
Scroll down to the Ref Data tab.

Customer Reference No:

Drawer

Search ▼

Name

Street

City

Country ▼

Counterparty Ref. No:

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

Additional Reference No

Customer Reference No: Reg test II

Beneficiary

Name EIKAIWAIN LTD

Street JOWAIN STREET

City HUI HAI

Country TAIWAN

Counterparty Ref. No:

Import D/C Deal History: Additional Reference Data Tab for deal originated by the Customer in TFG

<p>Customer Reference No.</p>	<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
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	<p>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.</p>
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>

3.2 Approval/Rejection

All payment and acceptance related information requiring either authorization or rejection can be displayed. Next to each payment there are three icons used for the following purposes:

- Pay/Approve
- Reject
- Print

Transaction name	Reference No.	Deal Number	Amount	Principal	Remitting Bank	Draw	Date	Pay/Approve	Reject	Extend	Print	Deal Note
Import Collection Received	OC12964	00101030014223	USD 13,900.00	FLOWERS LTD.		0	23/10/15					
Import Collection Received	ddd999	00101030014143	USD 25,000.00	EIKAWAIN LTD		0	16/10/15					
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					

Approval/Rejection tab

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 (and the draft has been signed), 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.

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




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)
- Cancel















5 Deal Note










TFG allows the user to add notes 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.

6 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
	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

7 Main TFG Features

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

7.1 Launching Transactions

Transactions can be launched in more than one way:

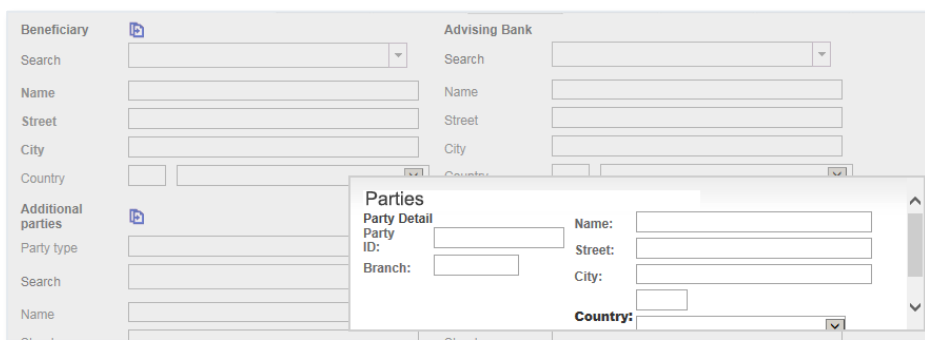
- From the individual menus (Import, Export, etc.) on the Navigation Menu
- From the Deal History page

7.2 Participants

It is possible to create a new Participant whilst launching a transaction.

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

Note: Create Party is not available for banks, since TFG users cannot update the list for this party type – they are received from Nordea.



Parties popup

- Fill in the information and click Save.

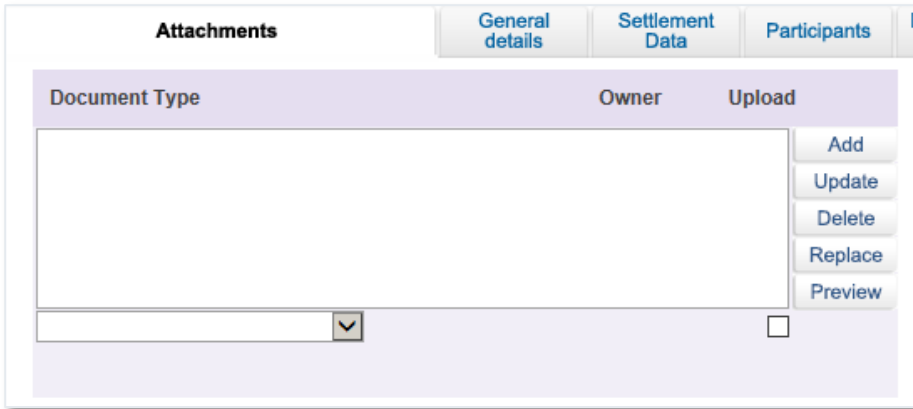
The party is added to the Party register, the Party screen is closed and the user returns to the Transaction screen.

7.3 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.

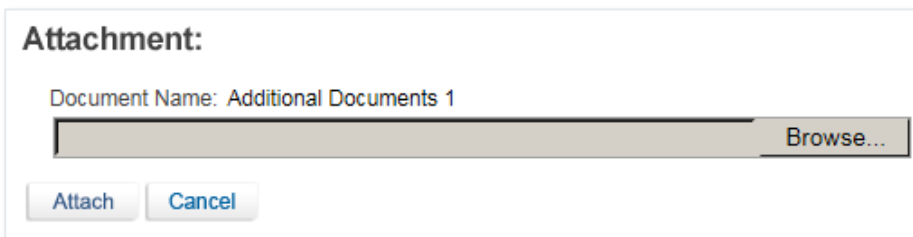
To Add or Modify Attachments to the Transaction:

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



Defining Payment Details: Attachments Tab

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

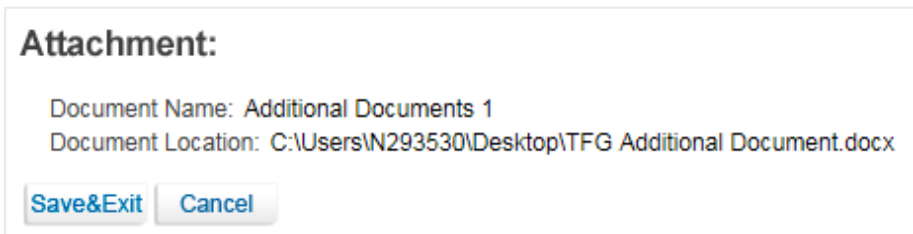


Attachment: Browse to File Location

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.

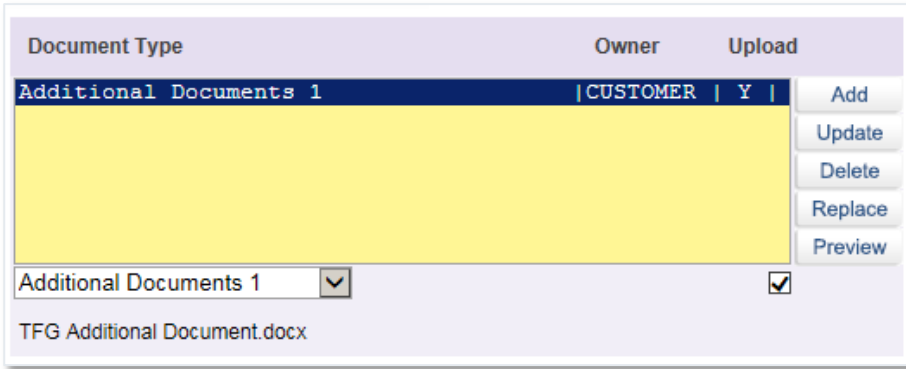
5. Click Attach to attach the file to the Deal. A confirmation message is displayed.



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.



Attachment: Document 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:



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.

7.4 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

Text Tab: Incoming Correspondence section

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

7.5 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

7.6 Bulk Operations

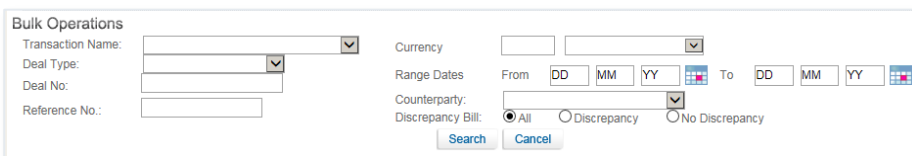
7.6.1 Approval/rejection Bulk Operations

A number of selected Approval/rejection transactions can be processed at one time.

To Process a Number of Selected Approval/rejection Transactions:

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

The Bulk Approval/rejection window is displayed.



Bulk Approval/Rejection Window

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

All	All items belonging to this category will be displayed in resulting list
Discrepancy	Only items marked with “discrepancy” by Nordea will be displayed in the resulting list
No Discrepancy	Only items marked with “no discrepancy” by Nordea will be displayed in the resulting list.

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

Bulk Operations

Transaction Name: Currency:

Deal Type: **Import Collection** Range Dates: From DD MM YY To DD MM YY

Deal No.: Counterparty:

Reference No.: Discrepancy Bill: All Discrepancy No Discrepancy

<input type="checkbox"/>	Transaction Name	Deal No.	Reference No.	Draw No.	Ccy/Amount	Counter Party	Discrepancy	Transaction Date	Pay	Reject	Print
<input type="checkbox"/>	Import Collection Received	00101030014072	123141	0	JPY 1,222.335	AAAAAAAAAAAAAAAAAAAAAVERGAAAAAFFFFG		13/10/15	€	✕	🖨
<input type="checkbox"/>	Import Collection Received	00101030014036	TFG9988	0	EUR 25.600,00	ANTOSA SATAMARADANKA SATAMARADANKA		09/10/15	€	✕	🖨
<input type="checkbox"/>	Import Collection Received	00101030014143	ddd999	0	USD 25,000,00	EIKAIWAIN LTD		16/10/15	€	✕	🖨

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 Approval/rejection page is displayed showing the details of all the selected transactions.

Inbox **What's New** Feedback Help

Bulk Operations

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	AAAAAAAAAAAAAAAAAAAAAVERGAAAAAFFFFG		13/10/15	<input type="text" value="29"/> <input type="text" value="10"/> <input type="text" value="15"/> <input type="button" value="🇪🇺"/>
Import Collection Received	00101030014036	TFG9988	0	EUR 25.600,00	ANTOSA SATAMARADANKA SATAMARADANKA		09/10/15	<input type="text" value="29"/> <input type="text" value="10"/> <input type="text" value="15"/> <input type="button" value="🇪🇺"/>

Bulk Approval/Rejection Confirmation

6. Complete the required fields in the Bulk Approval/rejection Confirmation screen.

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.

7.6.2 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.

Bulk Operations

Transaction Name:
 Deal Type:
 Deal No.:
 Reference No.:

Currency:
 Signed by:
 Range Dates From DD MM YY To DD MM YY

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:

4. Click Search.

Bulk Operations

Transaction Name:
 Deal Type:
 Deal No.:
 Reference No.:

Currency:
 Signed by:
 Range Dates From DD MM YY To DD MM YY

<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	ASA WIDEGREN
Sum Total:						<input type="text" value="0.0"/>		

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.

7.7 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.

7.7.1 Viewing a Deal History

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

Customer Ref no Save Criteria

Counterparty Ref.

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. Note: A wildcard search is available for this field.
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	Saves the inquiry criteria as the default display for future inquiries. All subsequent requests for the inquiry use the saved criteria as the default. To remove a saved criteria status for the next inquiry, clear all fields except the Save Criteria field and click Search. The user can use one set of criteria per inquiry.
Counterparty Ref.	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. Note: A wildcard search is available for this field.

2. Enter the Deal number or Customer Ref no

3. Click Search to view the Deal.

The Deal History page opens.


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.

7.7.2 Deal History Search Results

Inquiry: Deal history


General Details | **General details** | Ref Data | Participants | Text


Deal No.	00201010000649	Deal Type:	Import D/C
Amount:	100.000,00	Reference/Invoice No.:	201010000649NA
Currency:	Euro	Balance:	100.000,00
Expiry Date:	25/03/03	Sight:	Sight
Counterparty:	kinapojken gatan staden		

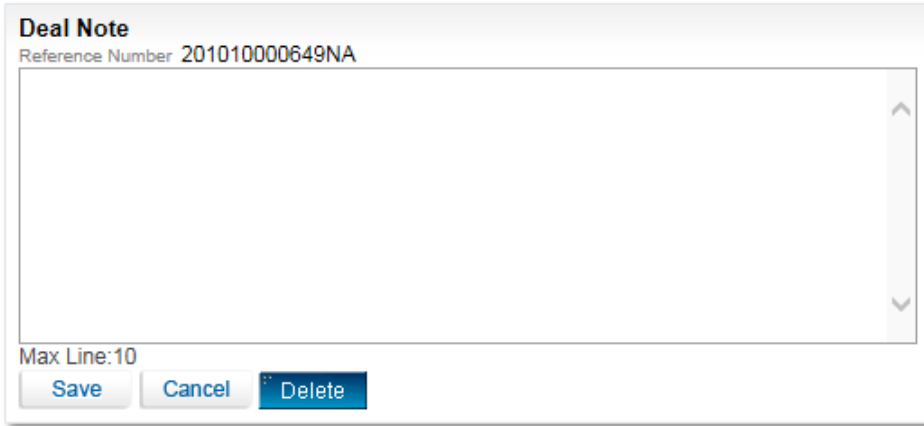


Deal History Search Results: General Details Tab

7.7.2.1 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.



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.

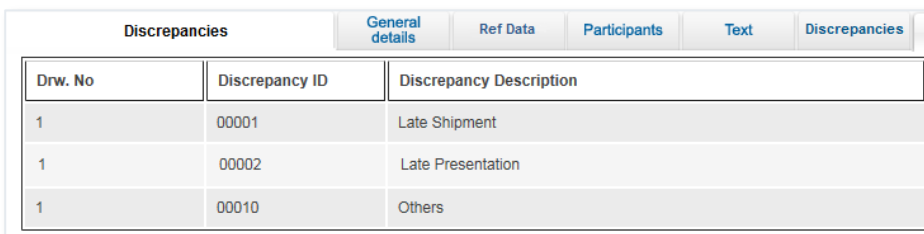
7.7.2.2 To view Discrepancies,

This option is relevant for Import D/C transactions

Click the Discrepancies tab.

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

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					
General details		Ref Data	Participants	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

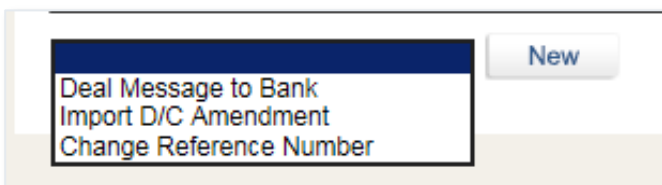
Import D/C Deal History: Texts Tab

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.
- Local Equivalent – the Deal History report includes local equivalents in the General Details tab.

7.7.3 Launching Transactions from the Deal History Page

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



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.

7.7.3.1 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 Participants Text

Additional Reference No

Customer Reference No:

Drawer

Search

Name

Street

City

Country

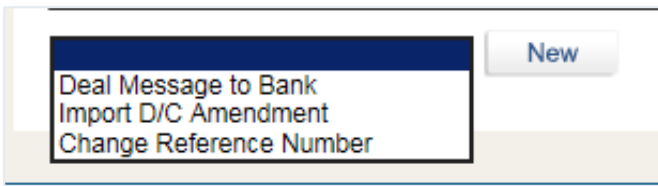
Counterparty Ref. No:

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.



Import D/C Deal History dropdown

TFG routes the user to the Change Reference Number page.

Deal No: 00201010012896 Open Date: 2015-10-06 12:38:54
 Old Reference No: 00201010012896NA Deal Type: Import D/C
 New Reference No:

COMMENTS

Max Line:99

Sign Cancel

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.
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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.

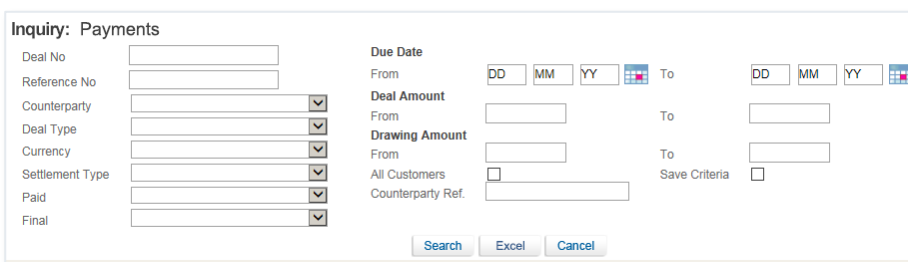
8 Payments

The Inquiry Payment 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 Find an Inquiry Payment:

1. From the Inquiry menu, click Payments.

The Inquiry Payment search window is displayed.



Inquiry Payment search window

Deal No.	Nordea's deal number. Note: A wildcard search is available for this field.
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'

	<ul style="list-style-type: none"> • 'No' • 'F' – Free of Payment. This value is displayed in case the Collection Type of an Import Collection is "FOP."
Final	<p>Possible Values:</p> <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	<p>Select this checkbox 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 depends on whether the user has 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>

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

Deal Type	Foreign Bank Ref. %	Cust. Ref.	Counterparty Ref.	Deal No. %	Drawing No. %	Settlement Type %	Final %	Instalment No. %	Currency %	Drawing Amount %	Drawing Amount in EUR	Deal Amount in EUR	Deal Amount in EUR	Exchange Rate	Due Date %	Paid %	Counterparty %
Import D/C		201010000959NA	KIM Test 1310	00201010000955	N/A	Sight	Y	N/A	USD	5.000,00	4.514,96	5.000,00	4.514,96	1,1074300	N/A	N	EXPORFIRMA
Import D/C		201010000959NA	N/A	00201010000959	N/A	Sight	Y	N/A	USD	22.650,00	20.452,76	22.650,00	20.452,76	1,1074300	N/A	N	KINESPOJKEN
Import D/C		201010000954NA	N/A	00201010000954	N/A	Usance	N	1	EUR	25.990,00	25.990,00	25.990,00	25.990,00	1,0000000	14/07/03	N	GEISHAN
Import D/C		201010000954NA	N/A	00201010000954	N/A	Usance	Y	N/A	EUR	25.990,00	25.990,00	25.990,00	25.990,00	1,0000000	N/A	N	GEISHAN
Import D/C		201010000929NA	N/A	00201010000925	N/A	Usance	N	1	USD	28.596,00	25.916,53	28.596,00	25.916,53	1,1074300	10/09/03	N	KINESISKA MUREN

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'.