

User Guide

Trade Finance Global

For exporters

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 issuance and amendment of an Export Collection. This can be composed using user-customized templates, including the attachment of deal supporting documents.
- Workflow control – New Transactions waiting for authorization before the transmission to Nordea and Trade Finance documents waiting for the customer's approval 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 Export (Documentary) Collection. Upon completion of the transaction, Nordea returns the respective correspondence and deal summary to TFG.

1. The customer creates in TFG a request for a new Export (Documentary) Collection. Once the 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.

1.2.1 Export (Documentary) Collection

Export Documentary collection is the processing of documents by the Exporter and the dispatch of documents to the Remitting Bank. The Remitting (or Exporter's) bank then sends the documents to the Importer's Bank (Collecting Bank) for collection. Alternatively, in case of a Direct Collection, the Collection Letter and Draft (if applicable) are printed directly from TFG and sent directly to the Collecting Bank together with the documents.

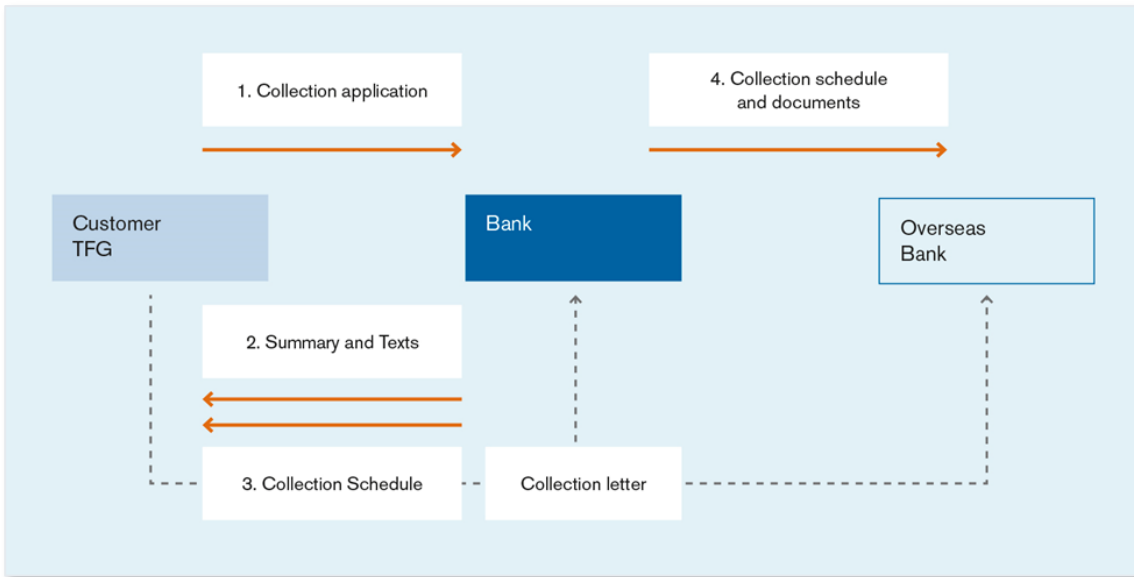


Figure 1 – Export Documentary Collection Workflow

1. The customer creates a collection application and dispatches to Nordea. The Collection Letter is sent according the following:

- When this is a direct collection, the customer prints the Collection Letter and sends it to the overseas bank together with the documents.
- When this is a regular collection, the customer prints the Collection Letter and sends it to Nordea together with the documents.

2. Nordea completes the transaction, generating the collection schedule in case of a Regular Collection (in case of a Direct Collection, Nordea does not generate any correspondence as this has already been sent by the customer).

3. A summary of the Collection Deal is sent to the customer, along with any other relevant texts.

4. For a Regular Collection, Nordea sends the Collection Letter and documents to the overseas bank.

1.2.2 Other Products

In the case of other products processed by Nordea, such as Export Documentary Credit, TFG supplies the customer with Deal Summaries and Incoming Texts from Nordea.

The following workflow diagram includes all the deals that are carried out by Nordea but not directly handled by TFG.

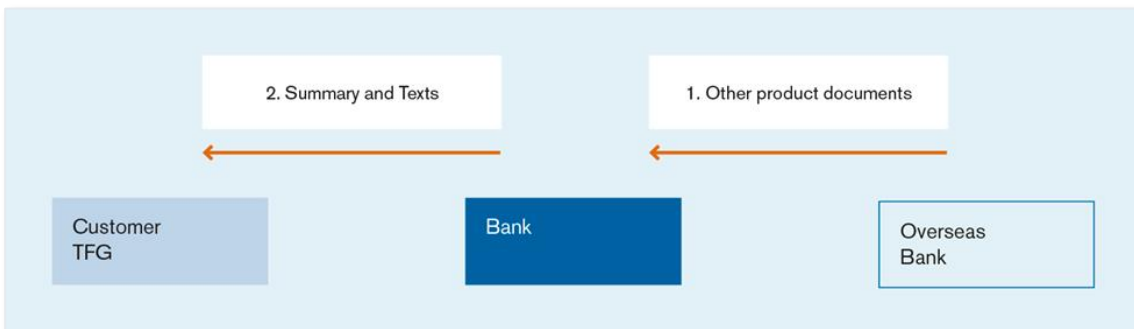


Figure 2 – Other Products Workflow

1. Nordea receives other product documents (Export Documentary Credit).

2. Summary information and texts are then sent to the customer.

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 Export (Documentary) Collection: general details, settlement data, 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

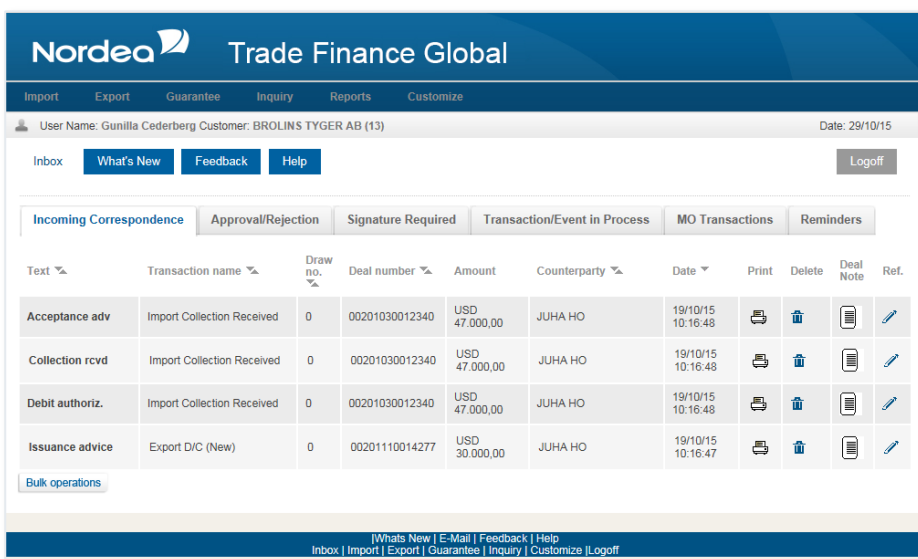


Figure 3 – Page Structure

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 User Guides.

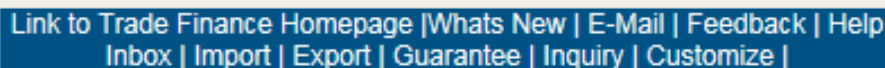


Figure 4 – Footer

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.

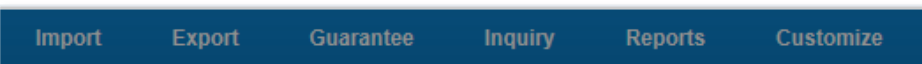


Figure 5 – TFG Horizontal Navigation Menu

1.4.4 Export Menu

The Export menu enables the Export features for:

- Direct Documentary Collection.
- Regular Documentary Collection.
- Add confirmation to D/C – new
- Writing a Deal Message to Nordea, available for existing deals in Nordea application.

Note: Templates can be created and used for all of the above Export options besides the Deal Message.

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
 - 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 (only used for Import)
- Signature Required
- Transactions in Process
- Reminders
- MO (Middle Office) Transactions.

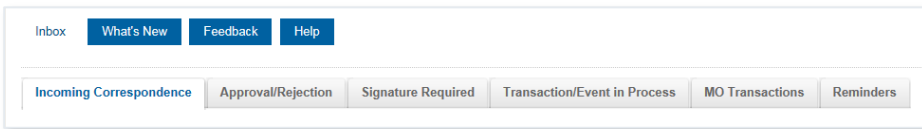


Figure 6 – TFG Inbox

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 Export menu, select template.

A template search window is displayed.

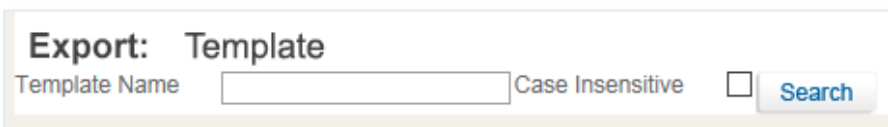


Figure 7 – Template Search window NB! Figure must be changed to Export

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:

Export: Regular Collection

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

Reference No.: Generate Reference No.: Deal Number: 00201139002528
 Amount: **Collection Type:**
 Currency: **Send Documents By:**
 Invoices:

Invoice No	Amount
<input type="text"/>	<input type="text"/>

 Add, Update, Delete
 Courier Slip No:

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

Payment: Sight Usance Mixed Payment
 Draft After: First Tracer Date: DD MM YY
 Tenor: Start Date: DD MM YY Due Date: DD MM YY

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

Drawee: Collecting Bank:
 Search: Search:
 Name: Name:
 Street: Street:
 City: City:
 Country: Country:
 Additional parties: Party type:
 Search: Search:
 Name: Name:
 Street: Street:
 City: City:
 Country: Country:

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

B/E or PIN: Nordea's charges:
 Foreign charges: Protest in case of:
 Awaiting goods arrival: Chgs may not be waived:
 Dont protest in case of:

Documents:

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

 << >> Apply
 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="text"/>

 Add, Update, Delete, Replace, Preview

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

Additional documents:
 Max Line:15 Goods Description:
 Max Line:99 Agent's commission:
 Max Line:15 Discount:
 Max Line:15 Interest:
 Max Line:15 Additional Instructions:
 Max Line:99 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 Draft 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).

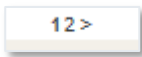


Figure 9 – Scrolling Links

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 – Export Collection 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
- Deal Note (See below)
- 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.

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 payment request or a request to approve an Amendment under an Export D/C
	Pay/Approve	Display the relevant Availability entry page for approval of payment (relevant for Import Collections) or approve an Amendment under an Export D/C
	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	<p>The Extend or Pay demand is relevant to Outgoing Guarantee transactions (electronic acceptance from the customer).</p> <p>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.</p>
	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

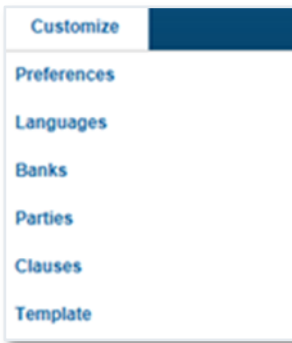


Figure 11 – Customize List: User view

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.

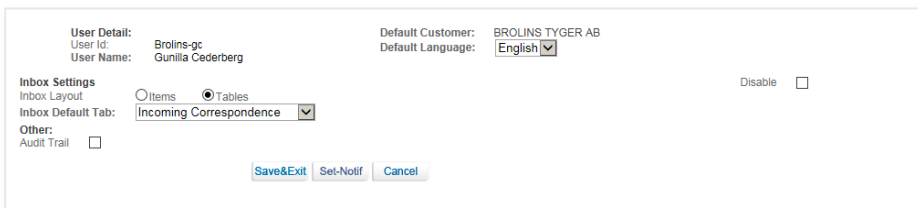


Figure 12 – User Preferences window: update mode

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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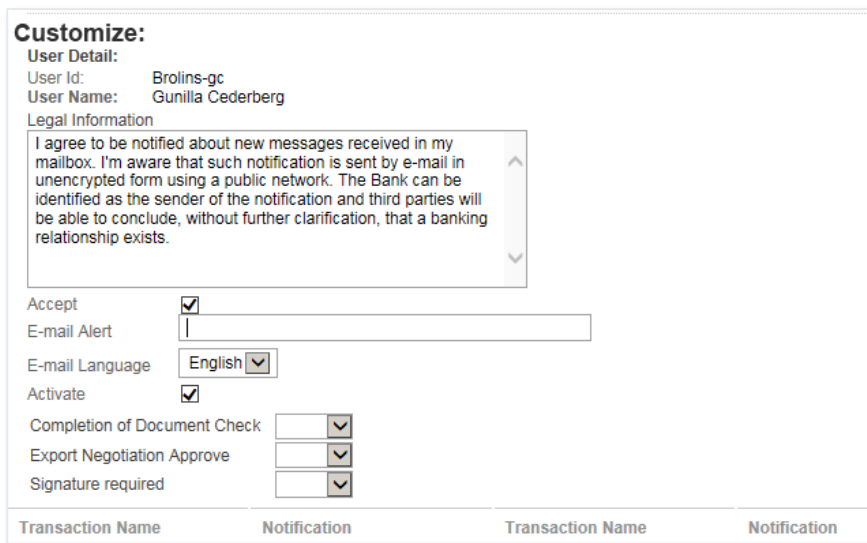
2.2 Customize User Notification

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.



Customize:

User Detail:
 User Id: Brolins-gc
 User Name: Gunilla Cederberg

Legal Information

I agree to be notified about new messages received in my mailbox. I'm aware that such notification is sent by e-mail in unencrypted form using a public network. The Bank can be identified as the sender of the notification and third parties will be able to conclude, without further clarification, that a banking relationship exists.

Accept

E-mail Alert

E-mail Language

Activate

Completion of Document Check

Export Negotiation Approve

Signature required

Transaction Name	Notification	Transaction Name	Notification

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

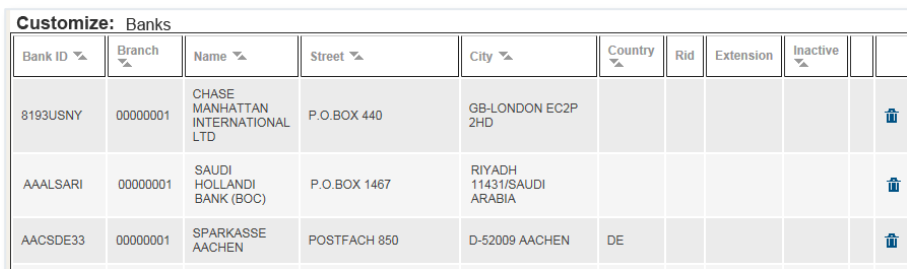
The Banks Profile page lists information pertaining to every bank that has a dealing relationship with the customer.

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.






Bank ID	Branch	Name	Street	City	Country	Rid	Extension	Inactive	
8193USNY	00000001	CHASE MANHATTAN INTERNATIONAL LTD	P.O.BOX 440	GB-LONDON EC2P 2HD					
AAALSARI	00000001	SAUDI HOLLANDI BANK (BOC)	P.O.BOX 1467	RIYADH 11431/SAUDI ARABIA					
AACSDE33	00000001	SPARKASSE AACHEN	POSTFACH 850	D-52009 AACHEN	DE				

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 participant. 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	Steet	City	Country	
GIN AND TONIC	BEIJING			
Yolo Ltd	TGF Friday's	1-800-Momma	YOLO	

Figure 17 – Import Party Details 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.

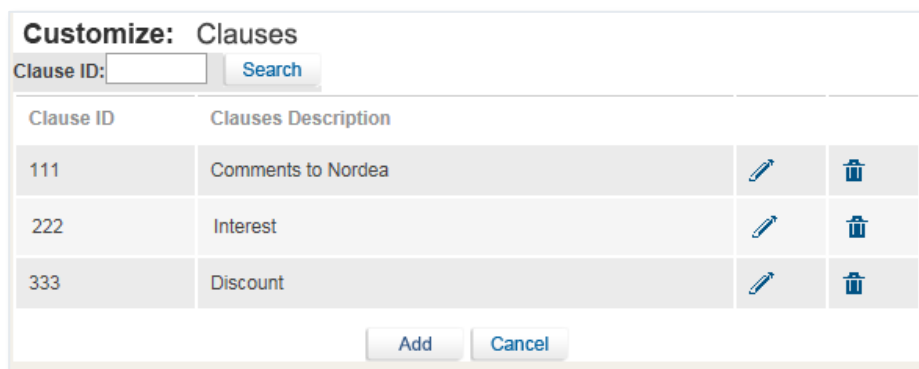




Figure 18 – Customize Clauses Window

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>
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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 20 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.

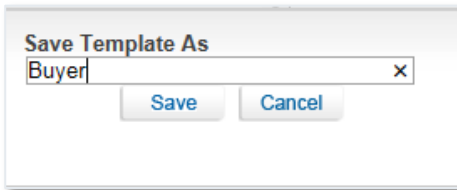


Figure 20 – Save Template As: Create Mode

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. The Save template popup window appears.

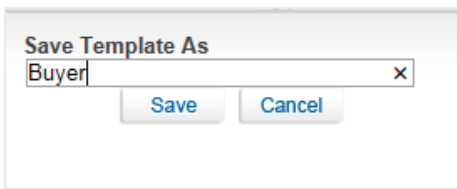


Figure 21 – Save Template As: Update Mode

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 the Templates

1. From the Customize menu, click Template.

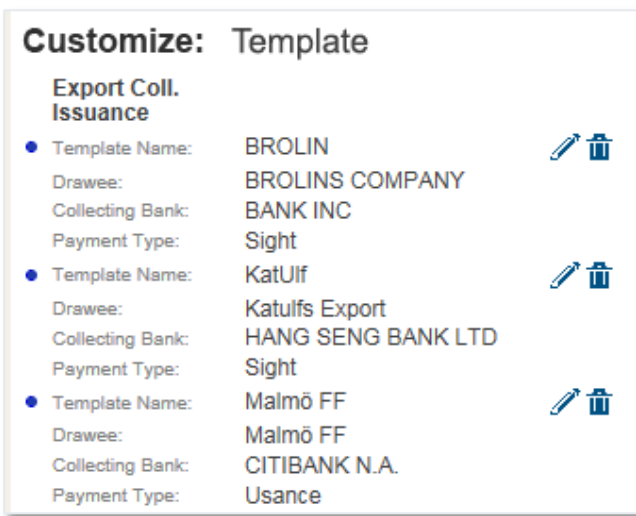
The Template search window is displayed.



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.









Export Coll. Issuance		
• Template Name:	BROLIN	 
Drawee:	BROLINS COMPANY	
Collecting Bank:	BANK INC	
Payment Type:	Sight	
• Template Name:	KatUlf	 
Drawee:	Katulfs Export	
Collecting Bank:	HANG SENG BANK LTD	
Payment Type:	Sight	
• Template Name:	Malmö FF	 
Drawee:	Malmö FF	
Collecting Bank:	CITIBANK N.A.	
Payment Type:	Usance	

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 .

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.



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 Collecting 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.

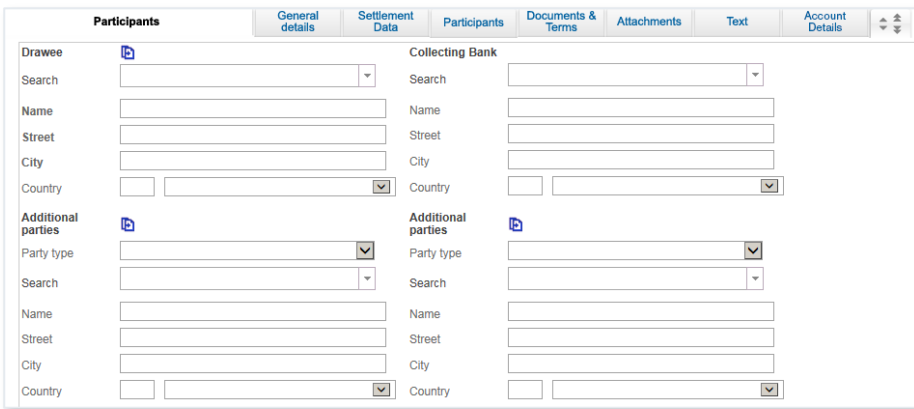


Figure 27 – Export (Documentary) Collection Page: Participants tab

The Participants tab enables the customer to specify the Drawee and Collecting Bank details relevant to the Export (Documentary) Collection. The customer can select from a list or by filling in the name and location details.

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

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>Notes: 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 Drawee or Collecting Bank name. There may be several branches defined for a Drawee. 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

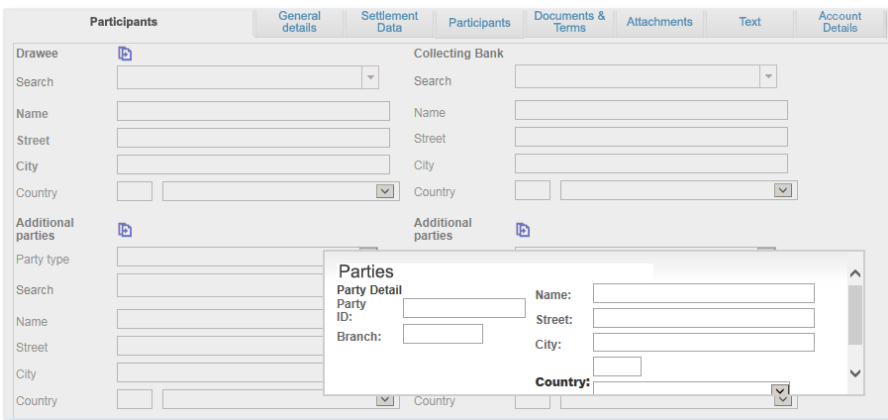
The customer can select an additional party by entering a code number or by filling in the name and location details.

- 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, Case of Need 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.



The screenshot shows a software interface with a 'Parties' popup window. The popup has the following fields: Party ID (text input), Name (text input), Street (text input), City (text input), and Country (dropdown menu). The background interface shows tabs for 'Participants', 'Settlement Data', 'Documents & Terms', 'Attachments', 'Text', and 'Account Details'. The 'Participants' tab is active, showing fields for 'Drawee' and 'Collecting Bank' with search and name fields.

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 credit payments and debit charges for various Export (Documentary) Collection items, such as documents, bank commissions and charges. The user selects the items from the dropdown lists.

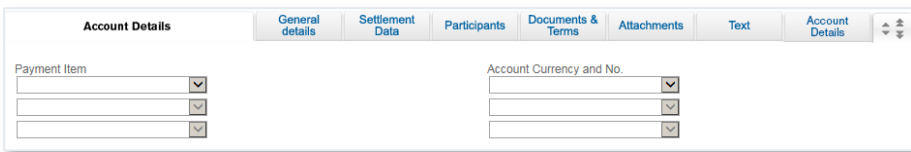


Figure 29 – Account Details

Up to three bank 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.

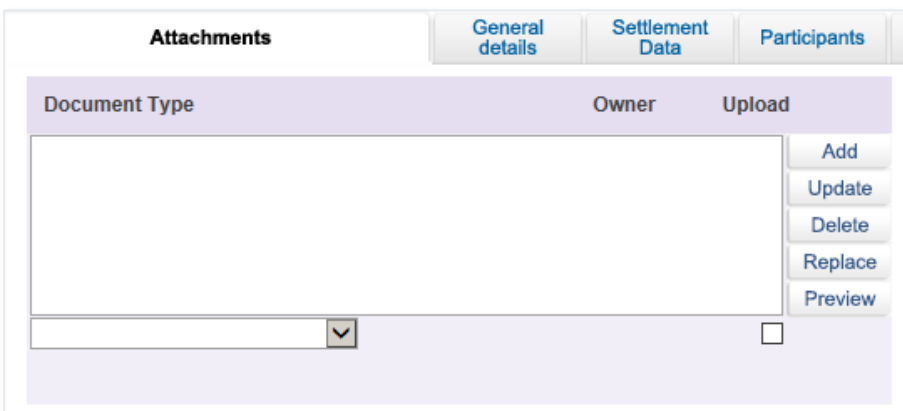


Figure 30 – Defining Payment Details: Attachments Tab

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

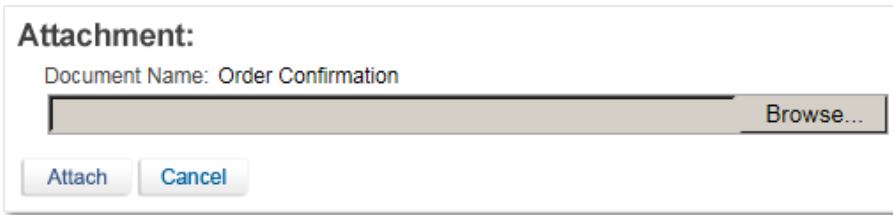


Figure 31 – Attachment: Browse to File Location

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.

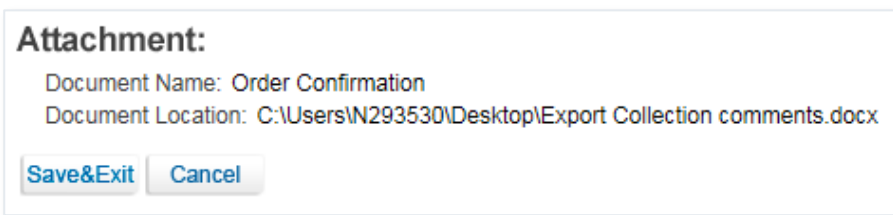


Figure 32 – Attachment: Documents Location Confirmation

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

Or

Click Cancel to cancel the transaction.

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

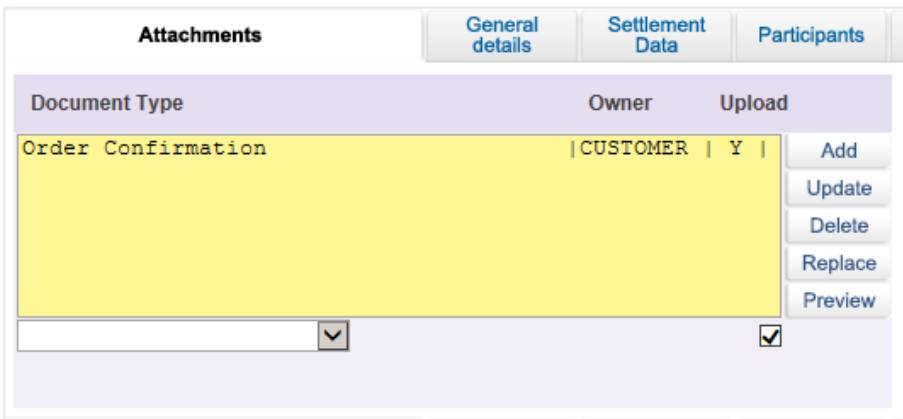


Figure 33 – Attachment: Order Confirmation Added

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 5 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:

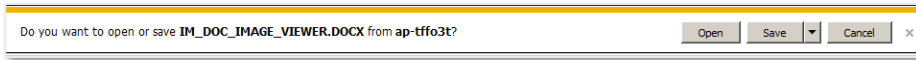


Figure 34 – File Download Window

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.

3.1.5.1 Filling in the Text Tab

1. In the title bar, click Text.

The Text tab is displayed.

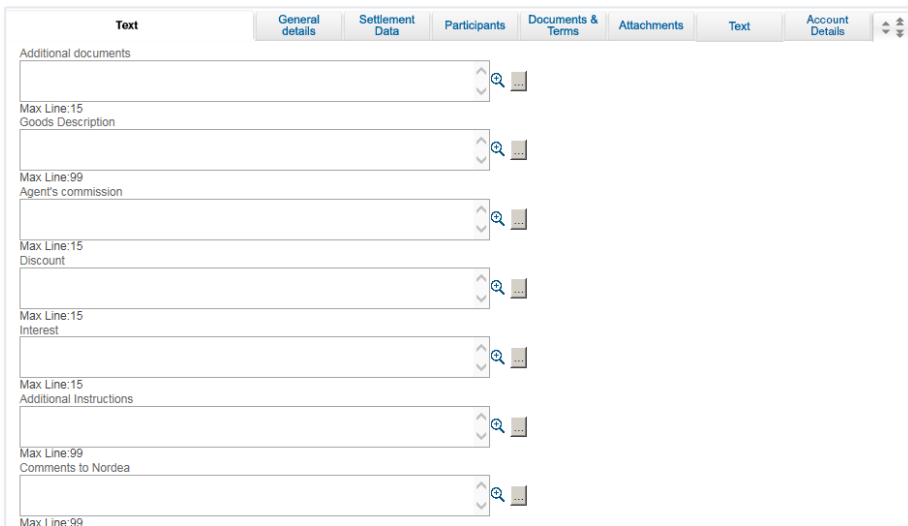


Figure 35 – Free Format Window



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 Terms section
Goods Description	Used to enter a description of the goods that displays in the invoice
Agent's Commission	Used to enter any commission to the Agent, if any


Discount	Used to enter discount, if any
Interest	Used to enter interest, if any
Comments to Nordea	Used to enter additional comments to 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.

3.1.5.2 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.

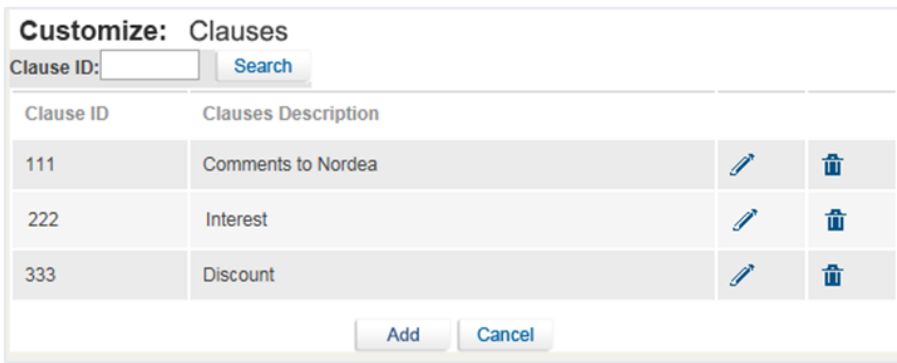


Figure 36 – Clause Library

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.

3.1.6 Incoming Correspondence in Amendments

The customer users have quick access to all incoming correspondence received from Nordea during the generation of an amendment transaction. 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
Export Coll. Issuance	0	13IS2	Exp coll ack	12/10/15	Customer

Figure 37 – Text Tab: Incoming Correspondence section

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

3.1.7 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 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.

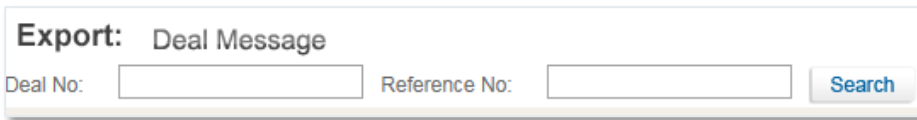
3.2 Deal Messages

TFG provides a Deal Message program for TFG import and export transactions. Any message relating to an export transaction must be made from the Export 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 Export Navigation menu, click Deal Message.

The Deal Message window is displayed.



Export: Deal Message

Deal No: Reference No:

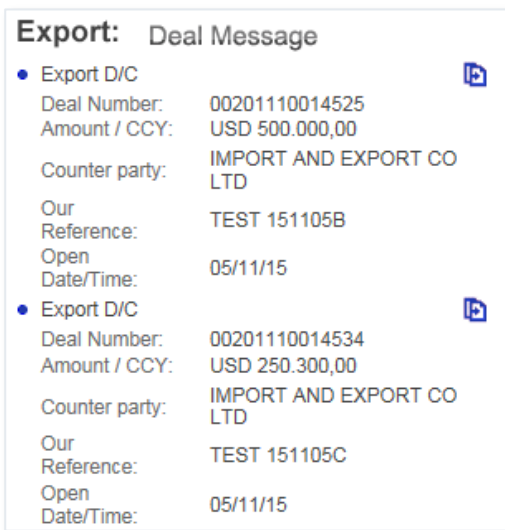
Figure 39 – Deal Message: Select Deal

Note: The new deal message can be initiated only for open deals that do not contain any messages unread by Nordea.

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.



Export: Deal Message




- Export D/C 
 - Deal Number: 00201110014525
 - Amount / CCY: USD 500.000,00
 - Counter party: IMPORT AND EXPORT CO LTD
 - Our Reference: TEST 151105B
 - Open Date/Time: 05/11/15
- Export D/C 
 - Deal Number: 00201110014534
 - Amount / CCY: USD 250.300,00
 - Counter party: IMPORT AND EXPORT CO LTD
 - Our Reference: TEST 151105C
 - Open Date/Time: 05/11/15

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.

Export: Deal message

Deal No: 00201110014525 Reference No: TEST 151105B
 Open Date: 05/11/15 Deal Type: Export D/C
 Regular E-mail Urgent E-mail Email No: 1

Topic:

Title

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

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.
Owner	The user who attaches the document.
Upload	<p>When this box is checked the attached documents will be uploaded to Nordea along with the transaction.</p> <p>If not checked the attached documents are intended for internal use only, e.g. for display by the signing person.</p>

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. Export (Documentary) Collection 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.

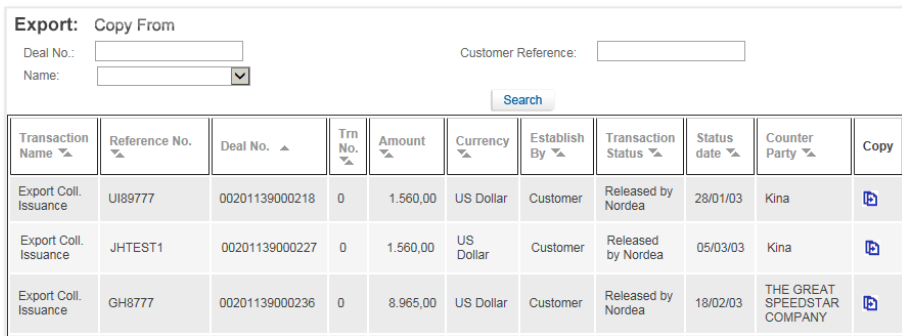


Figure 42 – Copy From: Search Window

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.







Transaction Name	Reference No.	Deal No.	Trm No.	Amount	Currency	Establish By	Transaction Status	Status date	Counter Party	Copy
Export Coll. Issuance	UI89777	00201139000218	0	1.560,00	US Dollar	Customer	Released by Nordea	28/01/03	Kina	
Export Coll. Issuance	JHTEST1	00201139000227	0	1.560,00	US Dollar	Customer	Released by Nordea	05/03/03	Kina	
Export Coll. Issuance	GH8777	00201139000236	0	8.965,00	US Dollar	Customer	Released by Nordea	18/02/03	THE GREAT SPEEDSTAR COMPANY	

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 Guarantee.

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 sections open by default when entering the Inbox.

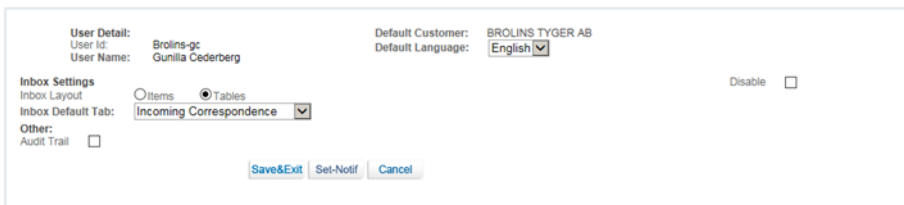


Figure 44 – Inbox Settings

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.

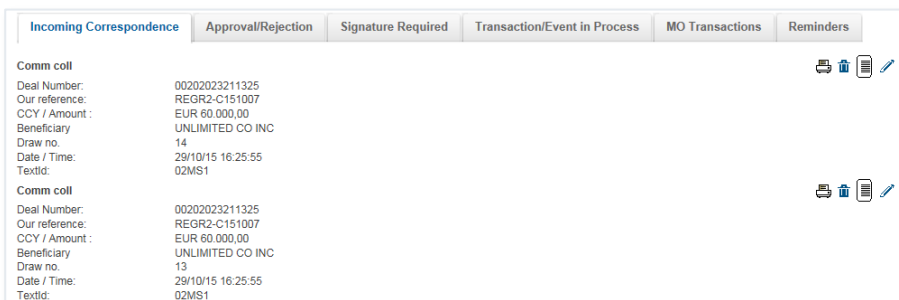



Figure 45 – Items in Inbox Displayed as Single Items

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.
Approved Transaction	Deal Message to Bank	1	00201110014142	0,00	IMPORT AND EXPORT CO LTD	07/10/15 14:41:55				
Payment details	Export Coll Slight payment	1	00201139001798	EUR 5.600,00	005560000993000001	09/06/15 16:48:14				
Account entry	Export Coll Slight payment	1	00201130002625	EUR 5.000,00	POKEMON INC.	06/10/15 12:38:56				

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

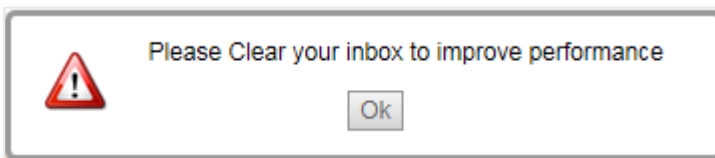
The Incoming Correspondence section contains all the documents and attachments sent from Nordea to the user.

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 Figure 45 and Figure 46.

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.

Bulk Operations

Transaction Name:

Deal Type:

Deal No:

Reference No.:

Currency:

Signed by:

Range Dates From DD MM YY To DD MM YY

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.

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	Export Coll. Issuance	00201139001850	001	Opti Inc USD	USD 10.000,00	20/01/11	EVA GUSTAVSSON
<input type="checkbox"/>	BROLINS TYGER AB	Export Coll. Issuance	00201139001878	56	China Ltd	USD 50.000,00	26/01/11	Hillevi Pettersson
<input type="checkbox"/>	BROLINS TYGER AB	Export Coll. Issuance	00201139001896	00123	BROLINS COMPANY	USD 10.000,00	06/04/11	EVA GUSTAVSSON
<input type="checkbox"/>	BROLINS TYGER AB	Export Coll. Issuance	00201139001912	15151	BROLINS COMPANY	USD 12,00	26/05/11	Andreas Press

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.

4.3.2 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

Additional Reference No

Deal No: 00201130002625

Customer Reference No:

Drawee

Name POKEMON INC.

Street VIRIDIAN CITY

City RIYAD

Country SAUDI ARABIA

Counterparty Ref. No:

Figure 50 – Additional Reference Number for deal generated by Customer

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, this field is available for input. For transactions originated by the customer, 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, the user can enter the counterparty’s name and address. For transactions initiated by the customer, the name and address fields are protected with the data from the transaction creation.
Counterparty Reference No.	The user can assign the counterparty’s Reference No. which can subsequently be used in various inquiry searches.
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.

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.

4.4 Approval/Rejection

4.4.1 Approval/Rejection of Amendment

TFG allows the customer to approve or reject amendments through TFG. This applies to amendments under Export D/C's which were processed by Nordea as requiring the Beneficiary's consent.

To Approve an Amendment:

1. Click the Approval/rejection tab.
2. Select the required amendment Deal to be approved and click Pay . The Amendment Approval window is displayed.

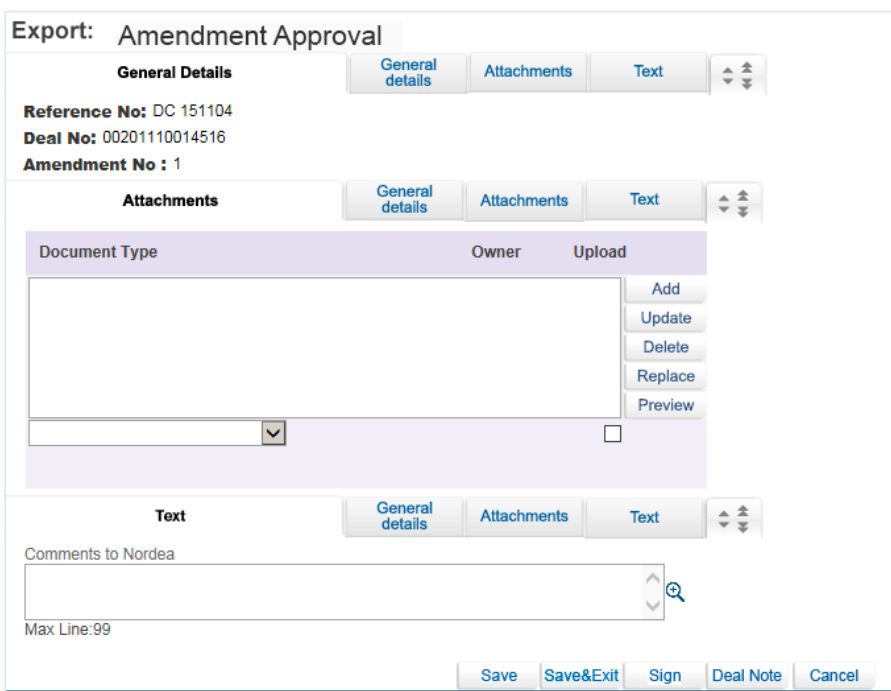


Figure 51 – D/C Amendment Approval screen

Reference No.	The customer's reference no., if assigned
Deal Number	Nordea's Deal Number
Amendment No	Amendment No.
Attachments	Customer may attach document(s) to the approval.
Comments	Customer may add comments to the approval.

3. Complete the required fields in the Approve Amendment window.

4. Click as appropriate:

Save	Save all the transactions in the list, and remain on the page
Save & Exit	Save the transactions and exit the page
Sign	Sign all the transactions according to the signature level

Deal Note	Add a note to the transaction
Cancel	Return to the previous page


When the transaction is signed in TFG, it is uploaded to Nordea where the amendment is approved and required message transmitted to the Issuing Bank.

Note: In the Deal History screen, a new column has been added which displays the status of the amendment, which can be:

- Regular – No approval is required
- Waiting for approval
- Approved
- Rejected

In TFG, the download of the release of the transaction to Nordea removes the Waiting for Approval indicator.

To Reject an Amendment:

1. Click the Approval/rejection tab.
2. Select the required amendment Deal to be approved and click Reject . The Amendment Rejection window is displayed.

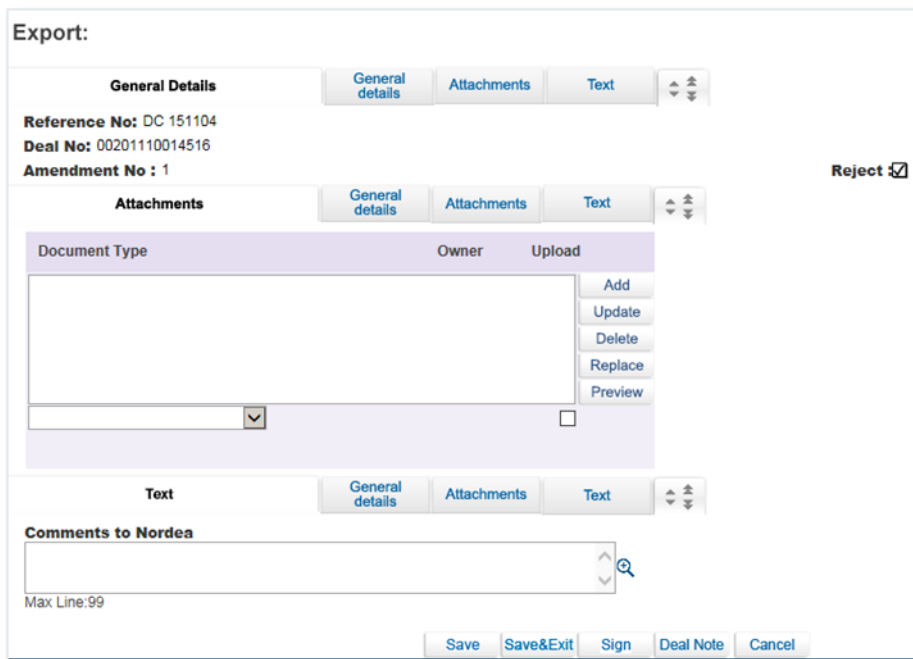


Figure 52 – Amendment Rejection Screen

Reference No.	The customer's reference no., if assigned
Deal Number	Nordea's Deal Number
Amendment No	Amendment No.
Reject	Reject checked field cannot be changed
Attachments	Customer may attach document(s) to the rejection.
Comments	Customer must add comments to the rejection.

3. Complete the required fields in the Reject Amendment window.

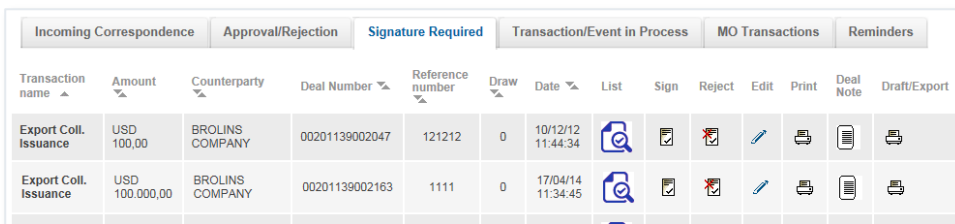
4. Click as appropriate:

Save	Save all the transactions in the list, and remain on the page
Save & Exit	Save the transactions and exit the page
Sign	Sign all the transactions according to the signature level
Deal Note	Add a note to the transaction
Cancel	Return to the previous page

When the transaction is rejected in TFG, it is uploaded to Nordea who transmits the required message to the Issuing Bank.

4.5 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.



Transaction name	Amount	Counterparty	Deal Number	Reference number	Draw	Date	List	Sign	Reject	Edit	Print	Deal Note	Draft/Export
Export Coll. Issuance	USD 100,00	BROLINS COMPANY	00201139002047	121212	0	10/12/12 11:44:34							
Export Coll. Issuance	USD 100.000,00	BROLINS COMPANY	00201139002163	1111	0	17/04/14 11:34:45							

Figure 53 – 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

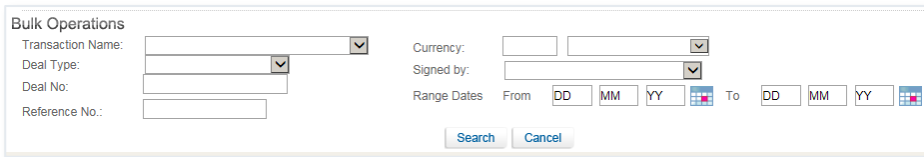
Note: Clicking Edit or Reject deletes all previous signatures and generates a warning message confirming it.

4.5.1 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.



The image shows a 'Bulk Operations' window with the following fields:

- Transaction Name: [Dropdown]
- Deal Type: [Dropdown]
- Deal No.: [Text]
- Reference No.: [Text]
- Currency: [Dropdown]
- Signed by: [Dropdown]
- Range Dates: From [DD] [MM] [YY] To [DD] [MM] [YY]

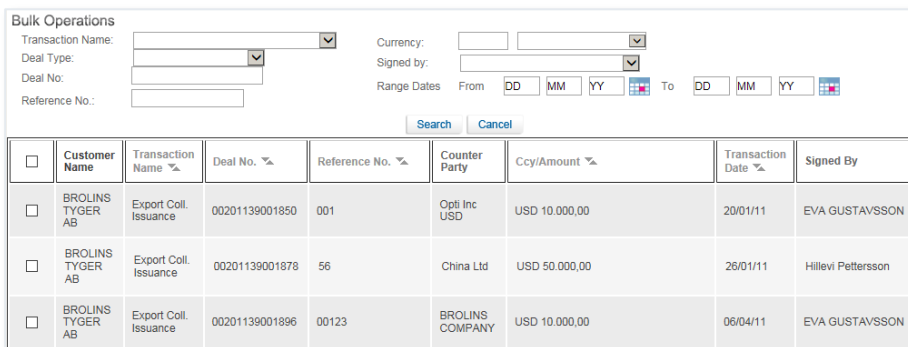
Buttons: Search, Cancel

Figure 54 – 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 55.



The image shows the 'Bulk Operations' window with a table of results below it.

<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	Export Coll. Issuance	00201139001850	001	Opti Inc USD	USD 10,000,00	20/01/11	EVA GUSTAVSSON
<input type="checkbox"/>	BROLINS TYGER AB	Export Coll. Issuance	00201139001878	56	China Ltd	USD 50,000,00	26/01/11	Hillevi Pettersson
<input type="checkbox"/>	BROLINS TYGER AB	Export Coll. Issuance	00201139001896	00123	BROLINS COMPANY	USD 10,000,00	06/04/11	EVA GUSTAVSSON

Figure 55 – 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
Export Coll. Issuance	00201139002010	656545	BROLINS COMPANY	USD 500,00	28/03/12
Export Coll. Issuance	00201139001958	64099	Katufis Export	USD 1.000,00	17/10/11
Export Coll. Issuance	00201139001949	1884	Katufis Export	USD 1.000,00	08/10/11
Export Coll. Issuance	00201139001921	1515515	BROLINS COMPANY	USD 12,00	28/05/11
Export Coll. Issuance	00201139001912	15151	BROLINS COMPANY	USD 12,00	28/05/11
Export Coll. Issuance	00201139001898	00123	BROLINS COMPANY	USD 10.000,00	08/04/11
Export Coll. Issuance	00201139001878	58	China Ltd	USD 50.000,00	28/01/11
Export Coll. Issuance	00201139001850	001	Opti Inc USD	USD 10.000,00	20/01/11

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 56 – Signature required, Bulk Operation Sign page

4.6 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.






Customer Name	Transaction name	Amount	Counterparty	Deal Number	Reference number	Draw	Date	Print
BROLINS TYGER AB	Deal Message to Bank/Import D/C	USD 5.260,00	kinagossen	00201010000521	201010000621NA	1	22/02/11 08:22:05	
BROLINS TYGER AB	Export Coll. Issuance	USD 100.002,00			83827	0	03/10/11 15:10:03	
BROLINS TYGER AB	Export Coll. Issuance	SAR 50,00	BROLINS COMPANY		65654654	0	05/11/12 15:35:06	
BROLINS TYGER AB	Export Coll. Issuance	USD 100.000,00	JUHA HO		1500	0	10/04/12 18:00:27	
BROLINS TYGER AB	Export Coll. Issuance	SEK 2.000,00	BROLINS COMPANY		111111	0	13/04/11 12:05:00	

Figure 57 – 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.

4.7 Reminders

The customer receives a list of reminders of upcoming events in the Inbox, sorted by date (from closest to farthest).

Reminders show the following events:

- Export D/C Expiry
- Export D/C Acceptance Maturity
- Export D/C documents not accepted
- Export Collection documents not accepted
- Export Collection Acceptance Maturity

Figure 58 shows a list of reminders in the Inbox Reminders tab.















Incoming Correspondence						Approval/Rejection						Signature Required						Transaction/Event in Process						MO Transactions						Reminders					
Event	Reference Number	Deal Number	Action Date	Print	Delete																														
Export D/C Expiry	DC TEST 151006A	00201110014142	30/10/15																																
Export D/C Expiry	00201-01-0012994	00201110014179	30/10/15																																
Export D/C Expiry	TEST 151012E	00201110014188	30/10/15																																
Export D/C Expiry	TEST 151014A	00201110014197	30/10/15																																
Export D/C Expiry	TEST 151014B	00201110014204	30/10/15																																
Export D/C Expiry	DC no. 151015D	00201110014213	30/10/15																																
Export D/C Expiry	DC no. 151016A	00201110014259	30/10/15																																

Figure 58 – Inbox Reminders

Event	Event type
Reference Number	The reference allocated by the customer, if one exists.
Deal Number	Deal number. Clicking on this link opens the Deal History page
Action Date	Date of the event Events are sorted based on this field. The closest dates are on the top.
Print	The customer can print the reminder.
Delete	The customer can delete the reminder

5 Trade Finance Global (TFG) - Export

The following sections describe all transactions which can be initialized by the user for Export Deals.

The user is able to perform the following actions:

- Add Confirmation to an Export D/C
- Open, view, update and delete a Direct or Regular Documentary Collection
- Create a Deal Message
- Open a deal using the Copy From functionality

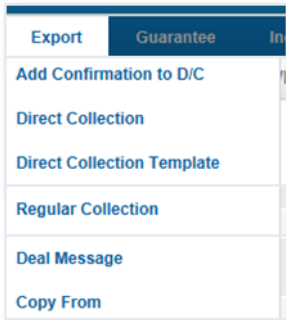


Figure 59 – Export Menu options

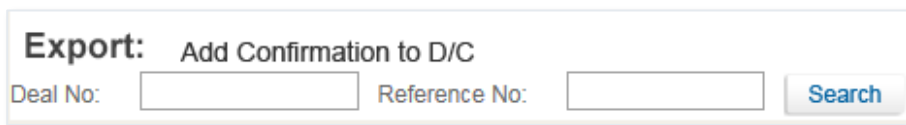
5.1 Add Confirmation to an Export D/C

This option allows the user to add a confirmation to an Unconfirmed Export D/C.

5.1.1 To Add a Confirmation to an Unconfirmed Export D/C:

1. From the Export menu, click Add Confirmation to D/C.

The Add Confirmation to D/C search page opens.



The search page has the title 'Export: Add Confirmation to D/C'. It contains two input fields: 'Deal No:' and 'Reference No:'. A 'Search' button is located to the right of the 'Reference No:' field.

Figure 60 – Add Confirmation to D/C search page

2. Enter the Deal or Reference No, or just click Search.

The search results list is presented.




The search results page shows a list of two Export D/C entries. Each entry includes a bullet point, a title, and a table of details. A document icon is visible to the right of each entry.

Export: Add Confirmation to D/C	
• Export D/C	
Deal Number:	00201110000718
Amount/CCY:	EUR 50.000,00
Applicant:	MICH-HOLD OY
Our Reference:	103-01-3000054-M
Open Date:	14/02/03 14:04:13
• Export D/C	
Deal Number:	00201110000727
Amount/CCY:	USD 125.600,00
Applicant:	KINSEEN
Our Reference:	IMPORT555666
Open Date:	10/12/07 12:50:47

Figure 61 – Add Confirmation to D/C search results page

TFG presents a list of Export D/Cs that are not already confirmed (fully or partially). In case a Silent confirmation has already been added by Nordea, the customer is not able to add a confirmation.

3. Click  to create an Add Confirmation transaction in TFG, as shown in Figure 62.

The Add Confirmation page opens.

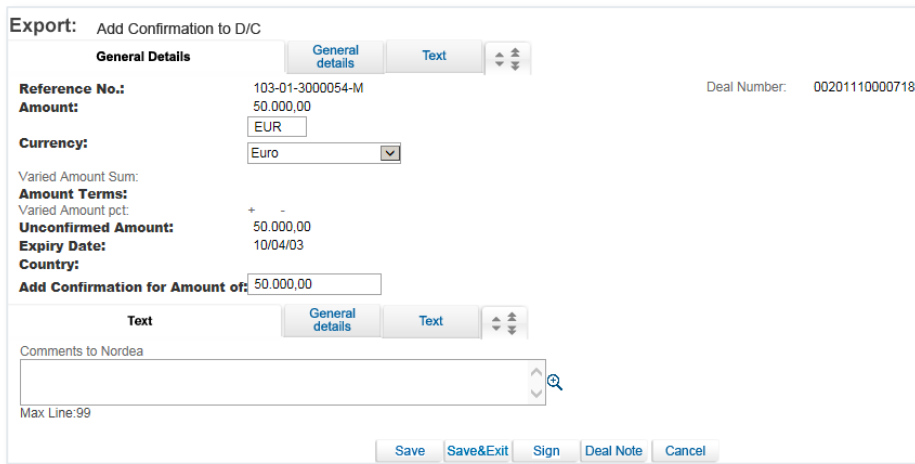


Figure 62 – Add Confirmation page

Deal number	Downloaded from Nordea
Amount	Downloaded from Nordea
Currency	Downloaded from Nordea
Varied Amount sum	Downloaded from Nordea
Varied Amount	Downloaded from Nordea
Unconfirmed Amount	Unconfirmed amount balance.
Expiry Date	Downloaded from Nordea
Country	Downloaded from Nordea
Add confirmation for amount of:	Amount for which the customer requires a confirmation.

Note: The Add Confirmation to Export D/C transaction can also be carried out from the Deal History page.

Select an Add Confirmation Request at the bottom of the Deal History page and click New.

The Add Confirmation page opens (see Figure 62).

5.2 Export Documentary Collections

The Documentary Collection module of TFG provides two modes of collections:

- Regular
- Direct

Depending on the collection type, either the Remitting Bank or the customer sends the collection schedule and documents to the Collecting Bank.

In a Regular Collection, the customer sends the application for the collection via TFG and in parallel sends all the physical documents to Nordea, which assumes responsibility for remitting the collection schedule and documents to the Collecting Bank.

In a Direct Collection, the customer creates the collection schedule via TFG and sends the collection schedule and documents directly to the Collecting Bank. The collection schedule is printed upon completion of the transaction application.

Since Nordea is not used as an intermediary, the process of completing a direct collection is faster than that of a regular collection. However, direct collections require greater overseeing on the part of the user.

Notes:

- In TFG, the Direct and Regular Documentary Collection Deals are identical in their usage.
- The data required and the methods used to perform the regular or direct collections are identical.

5.2.1 Collection Tabs

The following tabs must be completed in order to establish a new Collection:

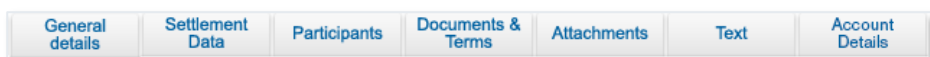


Figure 63 – Navigation Toolbar with Tabs of the Collection Deal

- General
- Settlement Data
- Participants
- Documents & Terms
- Attachments (optional)
- Texts
- Account details

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

Notes:

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

5.2.2 Initiating an Export (Documentary) Collection

The data required and the methods used to perform the Regular or Direct Documentary Collections are identical. Therefore, the following sections describe the Direct Documentary Collection but are identical for regular Documentary Collections.

To Initiate a Documentary Collection:

1. From the Export menu, click Direct Doc. Collection.

Or

Select the Direct Doc. Collection Template option which will be available if one or more templates have been created for this transaction.

Note: When clicking the Template icon, part of the details are already predetermined and filled in.

The Direct Documentary Collection window is displayed.

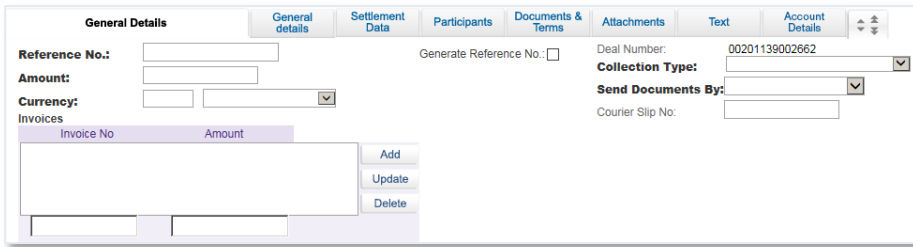


Figure 64 – Export (Documentary) Collection Application Page: General Details Tab

The General Details tab is the first tab that is 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 tab fields:

Reference No.	A unique deal identification number decided by the TFG user, such as a contract number or delivery order	
Generate Reference No.	When checked, the customer reference number is generated automatically according to a pre-defined format	
Deal Number	Nordea's Deal Number	
Amount	Specifies the value of the documents to be collected	
Currency	Specifies the currency in which the amount is defined	
Collection Type	This field describes the terms for releasing the documents. There are several types of collections.	
	Note: the Collection Types available are dynamically adjusted according to whether the user selects "Sight, Usance, or Mixed Payment" in the Settlement Data section. It is therefore highly recommended to first of all define that value.	
	Documents Against Payment (Sight)	The documents are released only if the drawee pays the full amount in cash
	Documents Against Acceptance	The documents may be released if the drawee signs a draft of Bill of Exchange in which the drawee promises to pay at a future date
	Payment By Instalments	The documents are released when the drawee agrees to pay by instalments
Send Document Via	Describes how the documents will be sent to the drawee, e.g. courier or airmail	
Courier Slip No.	The slip number of the courier, when sent by the courier.	

3. In the Invoices section of the tab, insert the number and amount for each invoice. The Invoice column headers are:

Invoice No	The invoice number Notes: The first entered invoice number is used as the customer's reference.
Amount	The invoice amount

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

Add	To add a new row to the invoice table, enter the details i.e. Invoice Number and Amount in the input fields at the bottom of the table and click the Add button. The new row will be added at the end of the table.
Update	To update a row in the invoice table select the relevant line. The details of the row will be copied to the input fields at the bottom of the table. Change the input fields as required. Click the Update button; the row will be updated in the invoice table.
Delete	To delete an invoice, select the invoice entry and click the Delete button.

TFG verifies that the total amount of all the invoices is equal to the amount of the collection.

Note: At least one invoice, which is included in the collection, must be entered.

TFG validates that all the information has been entered correctly and the mandatory fields have been specified before displaying the next screen.

4. Switch to the Settlement Data tab and enter data in the relevant fields.

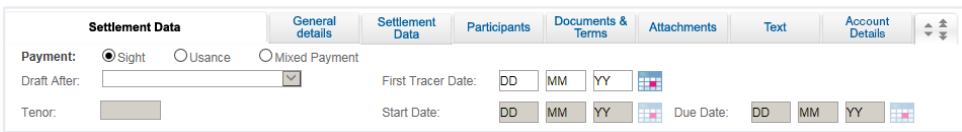


Figure 65 – Export (Documentary) Collection Application Page: Settlement Data tab

5. Select one of the Payment option radio buttons:

Sight	The value of the documents is to be paid immediately on presentation
Time	The value of the documents is to be paid on a specified date (Due Date), or after a period of time (Tenor) and some condition has been fulfilled (Draft After)
Mixed Payment	The value of the documents is to be paid according to an instalment schedule

6. Enter the relevant data in the following fields:

Due Date	A specific date the documents are due for payment. Relevant for Time It is calculated automatically as: Field: Tenor Days + Field: Start Date.	
Draft After	Payment is due after a specified event when the tenor days have lapsed. Relevant for Time and Instalments. 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
	After First Presentation (of documents)	When payment is due after the documents reach the bank where the funds are available
	Goods Pass Food/Drug Ad	When payment is due after the goods arrive at the destination, depending on the shipping terms. When payment is due after FDA or equivalent certification
	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
Tenor	The period of time after a certain event that payment is due. Relevant for Time	
First Tracer Date	The TFG user may choose the date. <ul style="list-style-type: none"> If no date is indicated, tracers will be generated as per Nordea's standard. 	
Start Date	Is used for calculating the transaction's due date.	

When the payment method is Mixed Payment, fill out the Instalment instructions in the Settlement Data tab.

7. 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
Tenor	The period of time after a certain event that payment is due
Due Date	The date the payment is due
Check Instalments	When checked, TFG issues an error if the sum of all instalments is not equal to the value of the Collection Sum

- 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, double-click 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.

- Add other instalment instructions in the General Instructions section in the Texts section.

8. Switch to the Participants tab and enter drawee and Collecting Bank data in the relevant fields.

9. Switch to the Documents & Terms tab and 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.

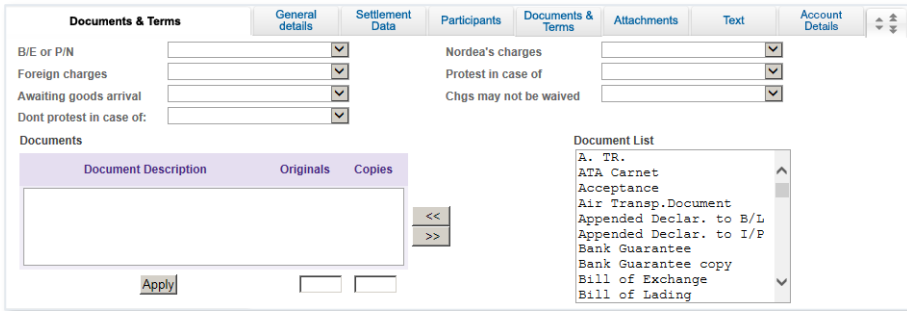


Figure 66 – Export (Documentary) Collection Application Page: Documents & Terms tab

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

B/E or P/N	<p>Allows the customer to generate Bills of Exchange or Promissory Note in TFG when creating or amending the collection.</p> <p>In case of Instalments, Bills of Exchange or Promissory Notes are created for each instalment.</p> <p>Note: The Bills of Exchange and Promissory Notes are generated together with the relevant Collection Letter after a step has been signed.</p>
------------	--

- Select the requested documents required from the Documents list in the right-hand side of the Documents section.

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.

- 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 will be presented with the application for a Collection
No of Copies	The number of duplicates of documents that will be presented with the application for a Collection

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

10. In case attachments are required, switch to the Attachments tab to attach files to a Collection application to Nordea and upload them to Nordea.

11. Switch to the Texts tab to enter additional customized information and requirements to the Documentary Collection Deal.
12. Enter values in the Additional Information fields where relevant.
13. To preview the Collection Letter during the transaction process, click the Draft button at the bottom of the page.

TFG creates as additional screen the Collection Letter in the PDF format including a watermark 'Draft' which will be presented in the user's language according to the JSP document.

14. To send the transaction, when the user has finished entering all the Documentary Collection 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 release the transaction, click Sign.

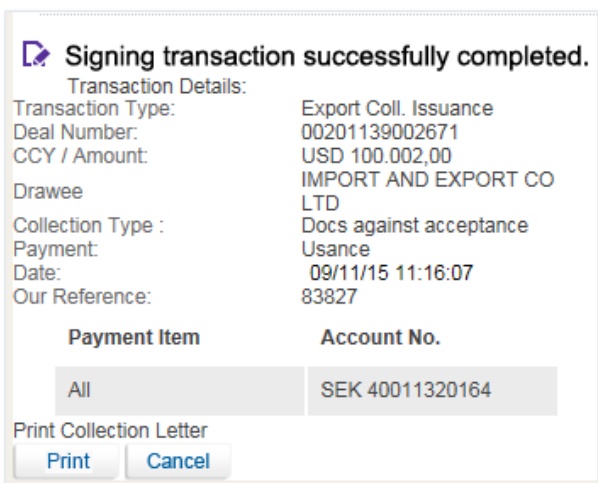


Figure 67 – Collection Letter Signing Window

15. 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.

Note: When the user wants to save the updated application and apply the details to another application, click Template.

5.2.2.1 Collection Letter Generation

In the case of Direct Documentary Collection, the user prints the Collection Letter which will be sent to the collecting bank along with the documents, by clicking Print.

Click Cancel to return to the Inbox without printing.

5.2.2.2 Cover Letter Generation

A cover letter can be generated, printed and attached to the set of documents to be sent to Nordea for Regular Export Collections.

Depending on the setup of the TFG system, the user signing the transaction has the option of deciding whether to print the cover letter.

5.2.3 Amending a Direct Documentary Collection

TFG allows the user to request an amendment of a direct collection.

Handling depends on whether the customer sends additional documents:

- With documents: The logic is the same as for an Issuance Step.
- Without documents: No collection letter is created and Nordea sends a SWIFT message with amendments.

The following tabs must be completed in order to amend a direct documentary collection:

- General Details
- Settlement Data
- Participants
- Documents & Terms
- Attachments (optional)
- Texts



Figure 68 – Navigation Toolbar with the Amend Documentary Collection Tabs listed

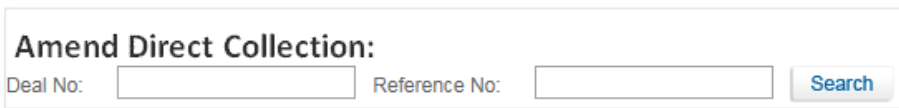
Upon completing these tabs, the user signs the transaction to release it.

Notes:

- 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.
- Some of these fields are mandatory. They are indicated in bold on the screen.

5.2.3.1 To Amend a Direct Documentary Collection:

1. From the Navigation menu: Export, select Amend Direct Doc Collection. The Amend Direct Doc Collection window is displayed.



The image shows a form titled 'Amend Direct Collection:'. It contains two input fields: 'Deal No:' and 'Reference No:'. To the right of the 'Reference No:' field is a blue 'Search' button.

Figure 69 – Amend Direct Documentary Collection: Select Deal

2. Select a specific transaction by either:

- Entering the Deal No. and/or Reference No. of the collection 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 Direct Documentary Collections that are displayed in the Amend Direct Documentary Collection window.

Amend Direct Collection:	
• Export Collection	
Deal Number:	00201139002412
Balance / CCY:	EUR 97.000,00
Drawee:	SHANGHAI GARMENT FACTORY LTD.
Our Reference:	151014/KH
• Export Collection	
Deal Number:	00201139002190
Balance / CCY:	EUR 35.000,00
Drawee:	THE GREEN GARDEN
Our Reference:	151006-KH1

Figure 70 – Amend Direct Documentary Collection List

Direct Documentary Collection Data


Deal No.	Nordea’s deal no.
Balance	Deal currency and balance.
Drawee	The Drawee of the Collection (counterparty)
Our Reference	The customer’s deal reference.

Search Fields

Deal No	Nordea’s deal number
Reference No	The customer’s deal reference number.

View the Deal details by clicking the Documentary Collection title.

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

3. Retrieve the relevant Collection in order to amend it by clicking Open  next to the Deal.

The Amend Direct Documentary Collection transaction page appears.

Note: In the following description any field which has an identical function to the Issuance Step is omitted:

Figure 71 – Amend Direct Documentary Collection: General Details Tab

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

4. Enter data in the relevant fields.

The following are the General Details tab fields:

Reference No.	The customer's reference number
Amount	The deal amount – it cannot be amended in this field
Currency	The deal currency
Deal Number	Nordea's deal number
Collection Type	From Issuance - protected
Send Document Via	Default from Issuance, can be amended
Increase Amount by	Indicates an increased amount. Note: A value must not be entered into both Increased Amount and Decreased Amount fields. These fields are mutually exclusive.
Decrease Amount by	Indicates a decreased amount. Note: A value must not be entered into both Increased Amount and Decreased Amount fields. These fields are mutually exclusive.
Invoice No and amount	The invoices are defaulted from Issuance. The defaulted invoices can be amended and additional invoices may be added. The first defaulted invoice number, however, represents the Customer's Reference Number for the Deal, if this is changed, then the Customer's Reference Number will be changed.

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

Or

Select from a dropdown list.

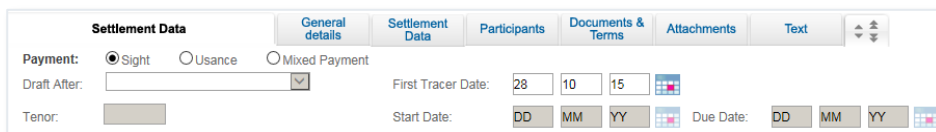


Figure 72 – Amend Direct Documentary Collection: Settlement Data Tab

6. Enter relevant data in the following fields:

The following are the Settlement Data tab fields:

Payment	Default from Issuance, can be amended.
Due Date	Default from Issuance, can be amended.
Draft After	Default from Issuance, can be amended.
Tenor	Default from Issuance, can be amended.
First tracer date	The TFG user may choose the date. If no date is indicated, tracers will be generated as per Nordea's standard.
Start Date	Protected if the Payment Via is Sight, otherwise available
Instalments	Default from Issuance if exists, can be amended. This option will only appear if the Mixed Payment option is selected.

7. Scroll down to the Participants tab and enter Deal participant data in the relevant fields.

Note: The initial TFG installation includes a list of all the parties and banks which were included in previous transactions with Nordea.

8. Scroll down to the Documents & Terms tab and select the appropriate response for each term applicable to an amended Direct Documentary Collection.
9. If required, Scroll down to the Attachments tab to attach files to an amended Direct Documentary Collection application to Nordea and upload them to Nordea.
10. Scroll down to the Text tab to enter additional customized information and requirements to the Amend Direct Documentary Collection.

Note: The Text Window "DOCUMENTS ATTACHED" acts as an indicator to Nordea as to whether to process the transaction immediately or to wait for the documents. The following logic applies:

- If documents are listed in the above window, the new documents will be sent directly to the Collecting Bank by the customer. No amendment will be issued by Nordea.
 - If no documents are listed in the above window, Nordea will issue the amendment to the Collecting Bank via SWIFT.
11. To approve the transaction, when the user has finished entering all Collection 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.

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 in the TFG database.

Or

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

5.2.4 To Amend a Regular Documentary Collection

The amendment of a Regular Collection is identical to the amendment of the Direct Collection, with the exception of the following logic related to the DOCUMENTS ATTACHED window:

- If documents are listed in the above window, Nordea will wait for the receipt of the documents before processing the amendment.
- If no documents are listed in the above window, Nordea will issue the amendment to the Collecting Bank via SWIFT.

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

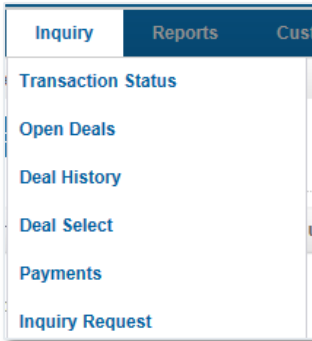


Figure 73 – Inquiry Navigation menu

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.

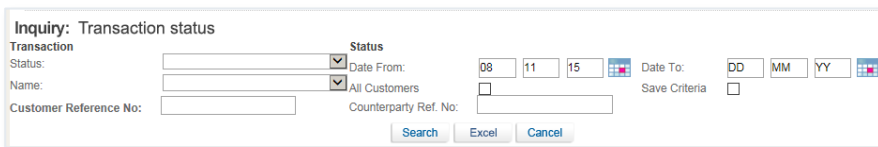


Figure 74 – Transaction Status Inquiry Window

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.

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. Note: A wildcard search is available for this field.
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. Note: A wildcard search is available for this field.

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. Note: The availability of this field is dependent on the user having permission to activate inquiries at the group level.
Save Criteria	When checked, the inquiry criteria are saved as the default for future inquiries. Note: To remove the saved criteria status, empty all fields except for Save Criteria, and click Search.

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.

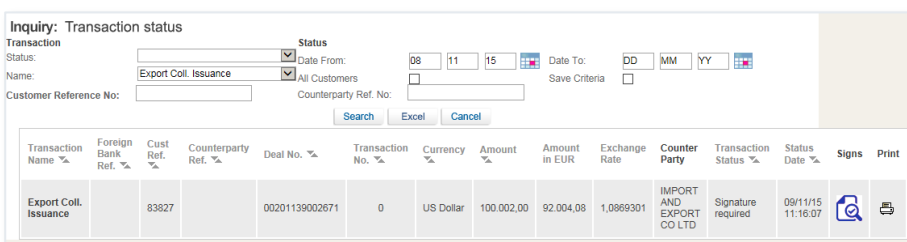



Figure 75 – Transaction Status Search Result

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.

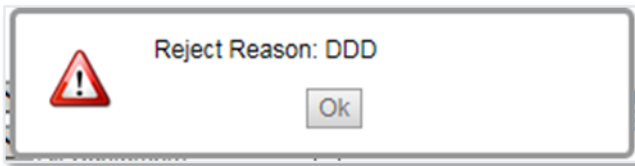



Figure 76 – Rejection reason pop-up window.

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
Gunilla Cederberg	A	09/11/15 11:16:07	A	1
D - Data Entry				

Figure 77 – 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.

6.1.1 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.

6.2 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.

6.2.1 Viewing the Open Deals Window

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

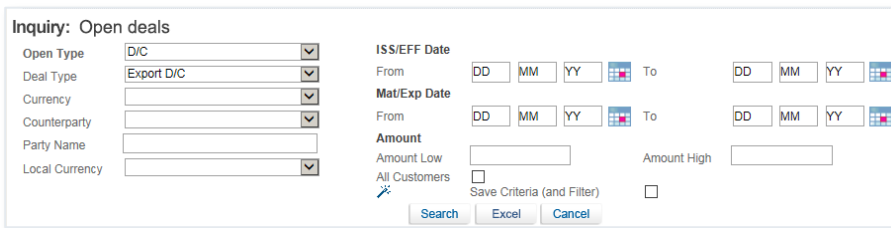


Figure 78 – Open Deals Inquiry Window

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/Cs, Collections, Payments.</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: Export Documentary Collections, Export D/Cs.
Currency	The Deal amount currency.
Party Name	The name prefix of the counterparty. Note: A wildcard search is available for this field.
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. Note: A wildcard search is available for this field.	
All Customers	Select this box 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 is dependent upon the user having permission to activate inquiries at the group level.	
Save Criteria	Select this box for TFG to save the inquiry criteria as the default display in the user profile. All subsequent requests for the inquiry use the saved criteria as the default. Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field, and click Search.	

2. 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.

3. 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 %	IS/IEFF Date %	Mat/Exp Date %	Counterparty	Zoom In	Balance in local currency EUR	Balance %	Drw. No.
BROLINS TYGER AB	00201110014473	00201-01-0013270	Export D/C			150.000,00	US Dollar	29/10/15	30/11/15	BROLINS TYGER AB	🔍	138.003,38	150.000,00	
BROLINS TYGER AB	00201110014482	00201-01-0013298	Export D/C			50.000,00	Euro	29/10/15	30/11/15	BROLINS TYGER AB	🔍	50.000,00	50.000,00	
BROLINS TYGER AB	00201110014516	DC 151104	Export D/C			58.500,00	US Dollar	04/11/15	30/11/15	IMPORT AND EXPORT CO LTD	🔍	44.821,09	48.500,00	

Figure 79 – 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.

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. 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.
Deal Type	The type of Deal and the step, including: Export Documentary Collections, Export 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

6.2.2 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.

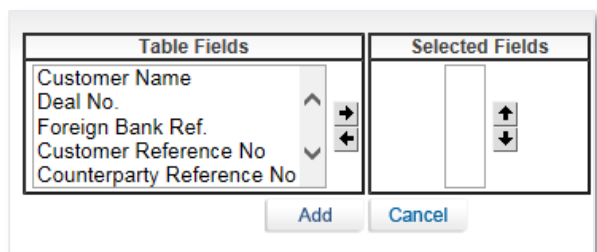


Figure 80 – Personalize Page Layout Window

2. From the list of table fields, select the fields the user want 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		Export D/C	Euro	100.544,00
TFG NEW COMPANY -CUF 27.10.15		Export D/C	Euro	100.000,00

Figure 81 – Customized Open Deals Inquiry

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

6.3 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.

6.3.1 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:

Customer Ref no: Save Criteria

Counterparty Ref:

Figure 82 – Deal History Inquiry Window

Deal Type	The type of Deal and the step, including: Export Documentary Collections, Export 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 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.	<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> <p>Note: A wildcard search is available for this field.</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 83 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.

6.3.2 Deal History Search Results

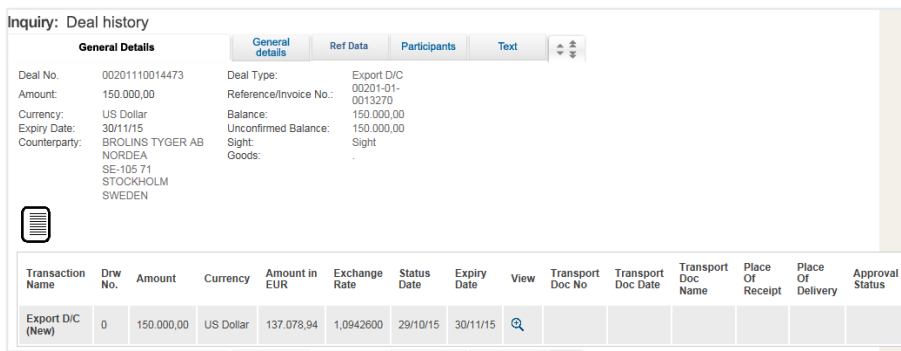




Figure 83 – Deal History Search Results: General Details Tab

6.3.3 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.

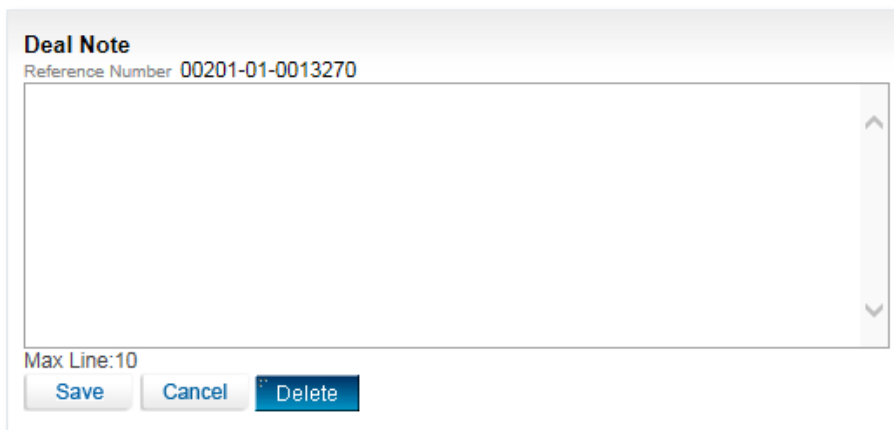


Figure 84 – Deal Note window

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:

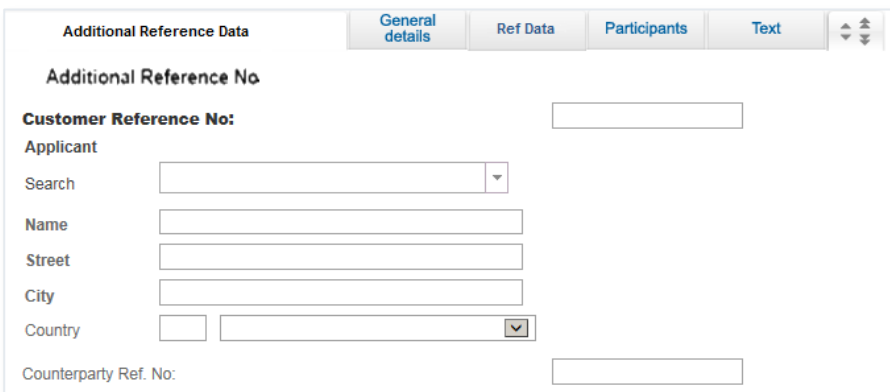
- Save – saves the Deal Note text in the database table.
- Cancel – cancels creation/update of the Deal Note.
- Delete – deletes the Deal Note entry from the database table.

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

- To view the original details – refer to the General Details tab table of the selected Deal (see Figure 83).

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.



The screenshot shows a web interface with a tabbed menu at the top containing 'General details', 'Ref Data', 'Participants', and 'Text'. The 'Ref Data' tab is selected. Below the tabs, the page title is 'Additional Reference Data'. The main content area is titled 'Additional Reference No.' and contains the following form fields:

- Customer Reference No: [Text input field]
- Applicant: [Text input field]
- Search: [Text input field with a dropdown arrow]
- Name: [Text input field]
- Street: [Text input field]
- City: [Text input field]
- Country: [Text input field] [Dropdown menu]
- Counterparty Ref. No: [Text input field]

Figure 85 – Export D/C Deal History: Additional Reference Data Tab

Additional Reference No	
Customer Reference No:	DPS regular/KH
Drawee	
Name	Katulfs Export
Street	gatan
City	Gbg
Country	CHINA
Counterparty Ref. No:	<input type="text"/>

Figure 86 – Export Collection Deal History: Additional Reference Data Tab

Customer Reference No.	In this field, the user can enter the customer's Reference No. assigned to this deal. It has the same size and attributes as the customer reference no. field in new Issuance transactions.
Counterparty Name and Address	In these fields, the user can enter the name and address of the counterparty. The search option is identical to the same option in new transactions. For deals for which are initiated by the customer in TFG these fields include the data entered in the Issuance transaction. The user cannot change the data.
Counterparty Reference No.	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. 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.

- To view the deal participants – click the Participants tab.

Or

Scroll down to the Participants tab.

Participants					
General details		Ref Data	Participants	Text	
Party Code	Party Name	Street	City	Country	
Applicant	BROLINS TYGER AB	NORDEA	SE-105 71 STOCKHOLM	SWEDEN	
Customer	BROLINS TYGER AB	NORDEA	SE-105 71 STOCKHOLM	SWEDEN	
Issuing Bank	SAUDI HOLLANDI BANK (BOC)	P.O.BOX 1467	RIYADH 11431/SAUDI ARABIA	SAUDI ARABIA	

Figure 87 – Export D/C Deal History: Participants Tab

Party Code	The role of the party
Party Name	The party's name Note: A wildcard search is available for this field.
Street, City Country	The party's address

- To view the discrepancies, if exist – click the Discrepancies tab.

Or

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

Discrepancies			General details	Ref Data	Settlement Data	Participants	Text	Di
Drw. No	Discrepancy ID	Discrepancy Description						
1	00005	Transshipment						
1	00007	Carrier name						
1	00008	Port of discharge						

Figure 88 – Export 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	Di
Transaction Name	Drw. No	Text Id	Document Name	Arrival Date	Send To					
Export D/C (New)	0	11IS1	Issuance advice	29/10/15	Customer					
Export D/C (New)	0	MT700	D/C text	29/10/15	Customer					

Figure 89 – Export 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.

6.3.4 Launching Transactions from the Deal History Page

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

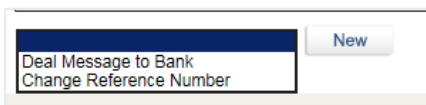


Figure 90 – TFG Deal History Screen: Launching a Transaction

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

All products:

- Deal Message

Export D/C:

- Add Confirmation request

Only if the D/C downloaded from Nordea is not already confirmed/silent confirmation

Export Collections:

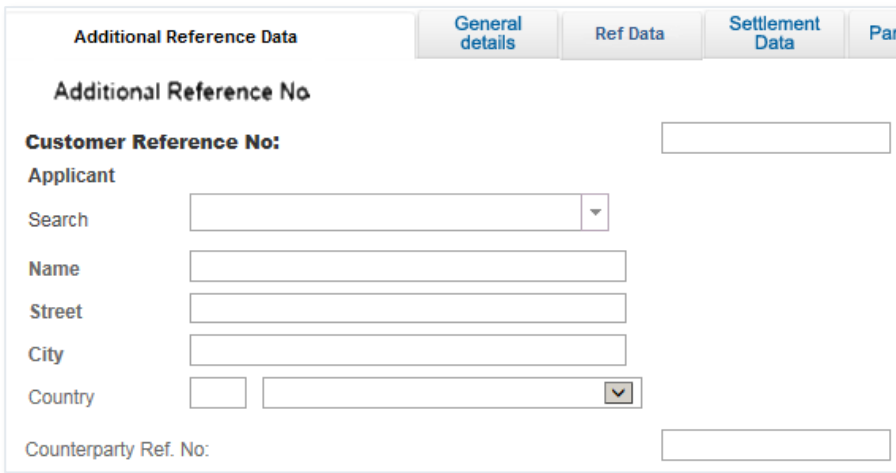
- Change Reference No.

6.3.5 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. Export D/Cs.

To Add Reference Number from the Deal History Page:

1. Navigate to the Additional Reference Data Tab.



2. Add the Reference Number in the Customer Reference No box.

The system allows the user to change reference to transactions which were initiated by the customer, e.g. Export Collections.

To Change Reference Number from the Deal History Page:

1. Navigate to the Export Collection history page.
2. From the dropdown at the bottom of the page, select Change Reference Number and click New.

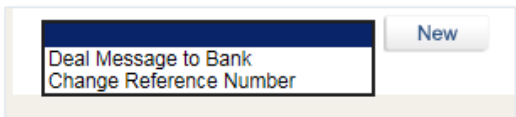


Figure 91 – Export Collection Deal History dropdown

TFG routes the user to the Change Reference Number page.

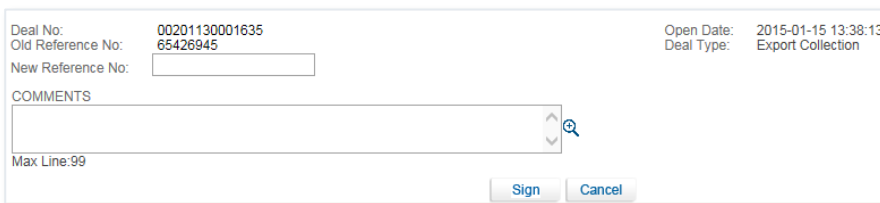


Figure 92 – Change Reference Number page

Deal No	The deal number from the Deal History screen
Open Date	The date the deal Issuance Step was released by Nordea
Deal Type	Export Collection
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.

6.4 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 Export Collection deals processed by the system, select "Export 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.

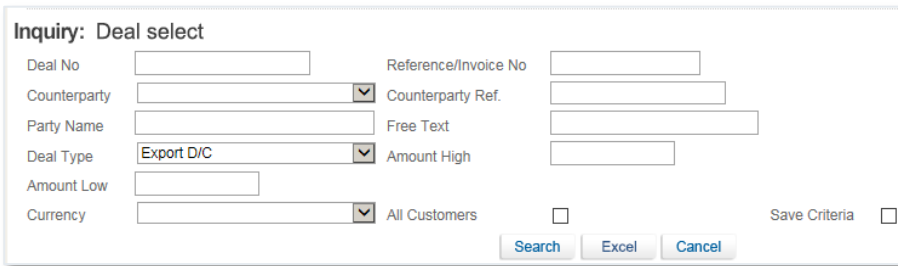


Figure 93 – Deal Select Inquiry Window

Deal selection inquiries are made according to the following criteria:

Deal No.	Nordea's deal number. Note: A wildcard search is available for this field.
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 Note: A wildcard search is available for this field.
Party Name	The name prefix of the counterparty. Note: A wildcard search is available for this field.

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). Note: A maximum of 25 characters may be entered, case insensitive and Multilanguage search are supported.
Deal Type	The type of Deal and the step, including: Export Documentary Collections, Export 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. Note: The availability of this field is dependent upon the user having permission to activate inquiries at the group level.
Save Criteria	Select this checkbox for TFG to save the inquiry criteria as the default for the next inquiry. All subsequent requests for the inquiry use the saved criteria as the default. Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field and click Search.

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.

Inquiry: Deal select

Deal No: Reference/Invoice No:

Counterparty: Counterparty Ref.:

Party Name: Free Text:

Deal Type: Amount High:

Amount Low:

Currency: All Customers: Save 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 %
Export D/C	YYYYYY7777		thomas test	00201110000745	77.000,00	US Dollar	70.841,72	1,0886301	77.000,00	70.841,72	49.000,00	45.081,10	HHHH	25/02/03
Export D/C	TEST 1511056			00201110014525	500.000,00	US Dollar	450.011,20	1,0886301	500.000,00	450.011,20	500.000,00	450.011,20	IMPORT AND EXPORT CO LTD	05/11/15
Export D/C	654654654			00201110002672	10.000,00	US Dollar	9.200,22	1,0886301	10.000,00	9.200,22	10.000,00	9.200,22	asdsdjasdf	02/12/10

Figure 94 – 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 Excel.

6.5 Payments

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

1. From the Inquiry menu, click Payments.

The Inquiry Payment search window is displayed.

Inquiry: Payments

Deal No: Due Date: From: DD MM YY To: DD MM YY

Reference No:

Counterparty: Deal Amount: From: To:

Deal Type: Drawing Amount: From: To:

Currency: All Customers: Save Criteria:

Settlement Type: Counterparty Ref.:

Paid:

Final:

Figure 95 – 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: Export Documentary Credit, Export 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 Export Collection is "FOP."
Final	Possible Values: <p>For Export 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.
Save Criteria	Select this checkbox for TFG to save the inquiry criteria as the default for the next inquiry. All subsequent requests for the inquiry use the saved criteria as the default. Note: To remove a saved criteria status, clear all fields of data except the Save Criteria field, and click Search.
Counterparty Ref	Allows searching for a specific transaction according to the counterparty Reference No., which the customer user has entered in the Additional Reference Data screen. Note: A wildcard search is available for this field.

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.

Inquiry: Payments

Deal No:
 Reference No:
 Counterparty:
 Deal Type: Export D/C
 Currency:
 Settlement Type:
 Paid:
 Final:

Due Date
 From: 05/11/15 To: 30/11/15
 Deal Amount
 From: To:
 Drawing Amount
 From: To:
 All Customers
 Counterparty Ref.

Deal Type %	Foreign Bank Ref. %	Cust Ref.	Counterparty Ref.	Deal No. %	Drawing No. %	Settlement Type %	Final %	Installment No. %	Currency %	Drawing Amount %	Drawing Amount in EUR	Deal Amount %	Deal Amount in EUR	Exchange Rate	Due Date %	Paid %	Counterparty %
Export D/C	TEST 151014B	TEST 151014B	N/A	00201110014204	N/A	Usance	Y	1	USD	50,000.00	45,662.88	250,000.00	228,464.90	1.0942600	30/11/15	N	IMPORT AND EXPORT CO LTD
Export D/C	DC 151015D	DC 151015D	N/A	00201110014222	N/A	Usance	Y	1	USD	2,500.00	2,284.85	200,000.00	182,771.92	1.0942600	30/11/15	N	IMPORT AND EXPORT CO LTD

Figure 96 – 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 credited, 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.

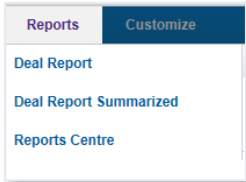


Figure 97 – Reports Navigation Menu

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 98 – 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 are 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:

09/11/15

Deals Report : Outstanding Deals
Customer Name: BROLINS TYGER AB
Criteria: EXPORT D/C
Local Currency: Euro

Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordex Conf. Amount	Amount inEUR	Balance	Balance inEUR	Exchange Rate
TEST 151105B			00201110014525	IMPORT AND EXPORT CO LTD	05/11/15	30/11/15	USD	500,000.00	500,000.00	460,011.20	500,000.00	460,011.20	1.0869301
00201-01-0013270			00201110014473	BROLINS TYGER AB	29/10/15	30/11/15	USD	150,000.00	0.00	138,003.36	150,000.00	138,003.36	1.0869301
99080808B			00201110002333	NEW YORK BUYER LTD	24/09/08	31/10/08	EUR	300,000.00	300,000.00	50,000.00	50,000.00	50,000.00	1.0000000
TEST 151105C			00201110014534	IMPORT AND EXPORT CO LTD	05/11/15	30/11/15	USD	250,300.00	250,300.00	230,281.61	250,300.00	230,281.61	1.0869301
DC 151104			00201110014516	IMPORT AND EXPORT CO LTD	04/11/15	30/11/15	USD	58,500.00	0.00	53,821.31	48,500.00	44,621.09	1.0869301
00201-01-0013298			00201110014482	BROLINS TYGER AB	29/10/15	30/11/15	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.0000000
DC 151106A			00201110014543	IMPORT AND EXPORT CO LTD	06/11/15	30/11/15	USD	250,000.00	250,000.00	230,005.60	100,000.00	92,002.24	1.0869301

Total Number Of Items 7

Figure 99 – Example of a Deal Report in Output: Preview (HTML Format)

09/11/2015

Deals Report : Outstanding Deals
Customer Name: BROLINS TYGER AB
Criteria: EXPORT D/C
Local Currency: Euro

Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordex Conf. Amount	Amount inEUR	Balance	Balance inEUR	Exchange Rate
TEST 151105B			00201110014525	IMPORT AND EXPORT CO LTD	05/11/2015	30/11/2015	USD	500,000.00	500,000.00	460,011.20	500,000.00	460,011.20	1.09
00201-01-0013270			0020111001447	BROLINS TYGER AB	29/10/2015	30/11/2015	USD	150,000.00	0.00	138,003.36	150,000.00	138,003.36	1.09
12 99080808B			0020111000233	NEW YORK BUYER LTD	24/09/2008	31/10/2008	EUR	300,000.00	300,000.00	50,000.00	50,000.00	50,000.00	1.00
13 TEST 151105C			0020111001453	IMPORT AND EXPORT CO LTD	05/11/2015	30/11/2015	USD	250,300.00	250,300.00	230,281.61	250,300.00	230,281.61	1.09
14 DC 151104			00201110014516	IMPORT AND EXPORT CO LTD	04/11/2015	30/11/2015	USD	58,500.00	0.00	53,821.31	48,500.00	44,621.09	1.09
15 00201-01-0013298			0020111001448	BROLINS TYGER AB	29/10/2015	30/11/2015	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.00
16 DC 151106A			0020111001454	IMPORT AND EXPORT CO LTD	06/11/2015	30/11/2015	USD	250,000.00	250,000.00	230,005.60	100,000.00	92,002.24	1.09

19 Total Number Of Items 7

Figure 100 – Example of a Deal Report Output: Excel

09/11/15

Deals Report : Outstanding Deals
Customer Name: BROLINS TYGER AB
Criteria: EXPORT D/C
Local Currency: Euro

Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordex Conf. Amount	Amount inEUR	Balance	Balance inEUR	Exchange Rate
TEST 151105B			00201110014525	IMPORT AND EXPORT CO LTD	05/11/15	30/11/15	USD	500,000.00	500,000.00	460,011.20	500,000.00	460,011.20	1.0869301
00201-01-0013270			00201110014473	BROLINS TYGER AB	29/10/15	30/11/15	USD	150,000.00	0.00	138,003.36	150,000.00	138,003.36	1.0869301
99080808B			00201110002333	NEW YORK BUYER LTD	24/09/08	31/10/08	EUR	300,000.00	300,000.00	50,000.00	50,000.00	50,000.00	1.0000000
TEST 151105C			00201110014534	IMPORT AND EXPORT CO LTD	05/11/15	30/11/15	USD	250,300.00	250,300.00	230,281.61	250,300.00	230,281.61	1.0869301
DC 151104			00201110014516	IMPORT AND EXPORT CO LTD	04/11/15	30/11/15	USD	58,500.00	0.00	53,821.31	48,500.00	44,621.09	1.0869301
00201-01-0013298			00201110014482	BROLINS TYGER AB	29/10/15	30/11/15	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.0000000
DC 151106A			00201110014543	IMPORT AND EXPORT CO LTD	06/11/15	30/11/15	USD	250,000.00	250,000.00	230,005.60	100,000.00	92,002.24	1.0869301

Total Number Of Items 7

Figure 101 – Example of a Deal Report Output: PDF

09/11/15

Deals Report : Outstanding Deals
Customer Name: BROLINS TYGER AB
Order By: Ccy - Ascending
Criteria: EXPORT D/C
Local Currency: Euro

Foreign Bank Ref.	Cust Ref.	Counterparty Ref.	Deal No	Counter Party	Issue Date	Expiry Date	Ccy	Amount	Nordex Conf. Amount	Amount inEUR	Balance	Balance inEUR	Exchange Rate
99080808B			00201110002333	NEW YORK BUYER LTD	24/09/08	31/10/08	EUR	300,000.00	300,000.00	50,000.00	50,000.00	50,000.00	1.0000000
00201-01-0013298			00201110014482	BROLINS TYGER AB	29/10/15	30/11/15	EUR	50,000.00	0.00	50,000.00	50,000.00	50,000.00	1.0000000
Total Row: For Ccy - EUR : 2								350,000,000,00	350,000,00	100,000,00			
DC 151104			00201110014516	IMPORT AND EXPORT CO LTD	04/11/15	30/11/15	USD	58,500.00	0.00	53,821.31	48,500.00	44,621.09	1.0869301
00201-01-0013270			00201110014473	BROLINS TYGER AB	29/10/15	30/11/15	USD	150,000.00	0.00	138,003.36	150,000.00	138,003.36	1.0869301
TEST 151105B			00201110014525	IMPORT AND EXPORT CO LTD	05/11/15	30/11/15	USD	500,000.00	500,000.00	460,011.20	500,000.00	460,011.20	1.0869301
TEST 151105C			00201110014534	IMPORT AND EXPORT CO LTD	05/11/15	30/11/15	USD	250,300.00	250,300.00	230,281.61	250,300.00	230,281.61	1.0869301
DC 151106A			00201110014543	IMPORT AND EXPORT CO LTD	06/11/15	30/11/15	USD	250,000.00	250,000.00	230,005.60	100,000.00	92,002.24	1.0869301
Total Row: For Ccy - USD : 6								1,308,800,000,00	1,308,800,00	864,919,49			

Total Number Of Items 7

Figure 102 – 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.

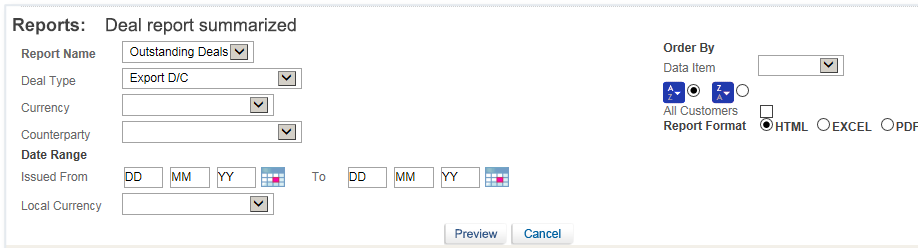


Figure 103 – Deal Report Criteria

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.

09/11/15

Deals Report : - Summarized Outstanding Deals
Customer Name: BROLINS TYGER AB
Criteria: EXPORT D/C
Local Currency: Euro

Customer Name	Count	Amount	Amount inEUR	Balance	Balance inEUR	Exchange Rate
BROLINS TYGER AB	7		1.462.123,08		1.064.919,49	

Figure 104 – Example of a Deal Report Summary Output (HTML Format)