Nordea

Quick Guide

Trade Finance Global

For exporters
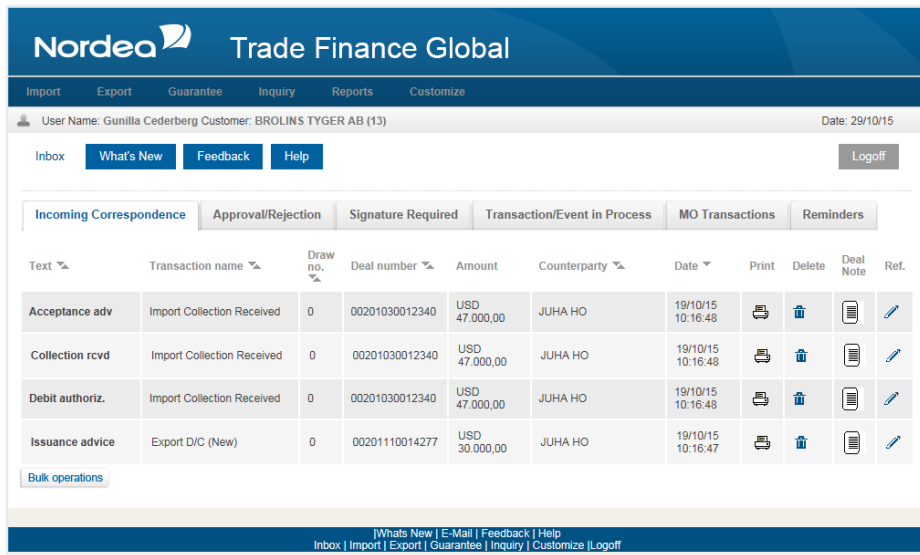
October 2015

Table of Contents

1   TFG Page Structure

The TFG page has the following main components:

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

Page Structure

2   Navigation Menu

The TFG Horizontal Navigation menu displays TFG functions across the top of the TFG window. The navigation choices differ for each user depending on the user's level of authorization.
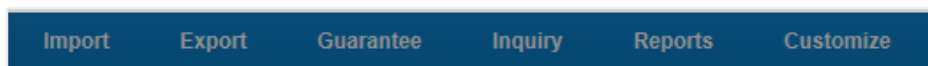
TFG Horizontal Navigation Menu

3   Inbox

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

- Incoming Correspondence
- Approval/Rejection
- Signature Required
- Transaction/Event in Process
- MO (Middle Office) Transactions
- Reminders
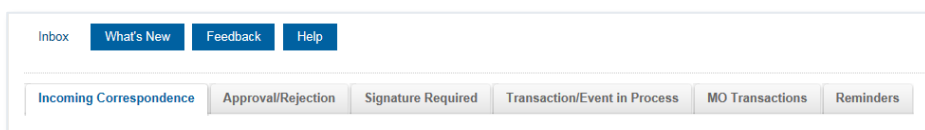
TFG Inbox

3.1 Incoming Correspondence

As part of the deal processing, Nordea produces various documents which are transmitted to TFG.
The user can display and print all incoming correspondence.

3.1.1 Registration of Additional Reference

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

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

Additional Reference Number for deal coming from Nordea

Additional Reference Number for deal generated by Customer
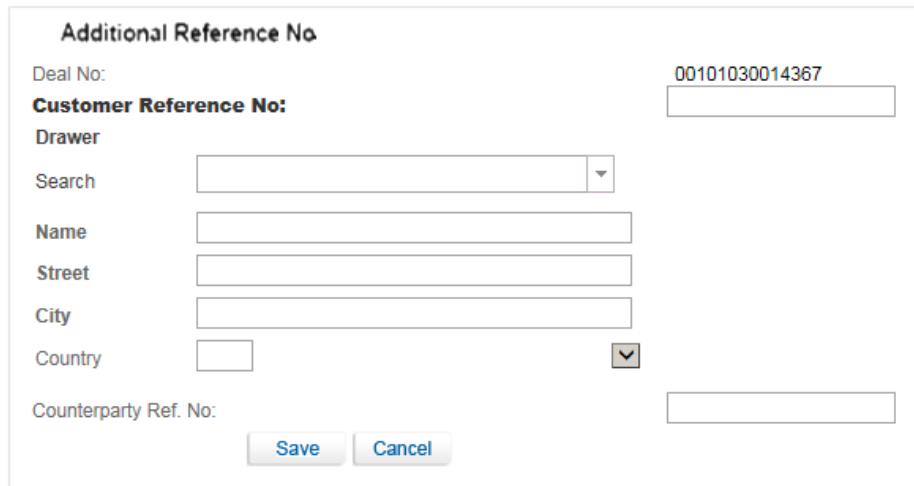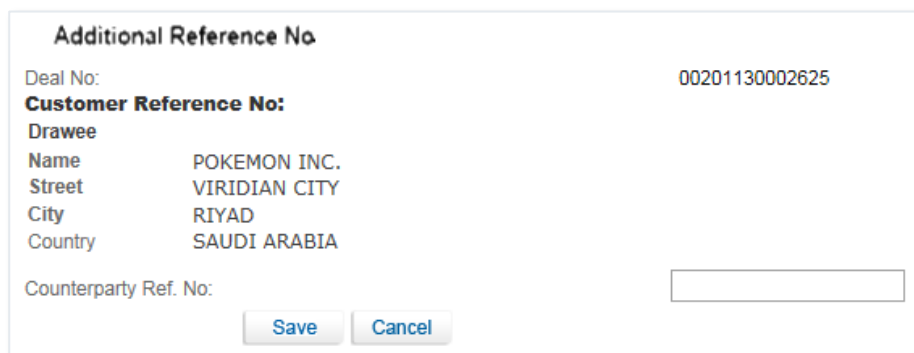
Deal No.	The Deal No. assigned by Nordea.
Counterparty	The name of the counterparty downloaded from Nordea.
Customer Reference No.	• For transactions which are received from Nordea, this field is available for input. • For transactions originated by the customer, the field is protected with the data 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	• 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.

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, in case of duplication TFG prompts a warning message to the user.
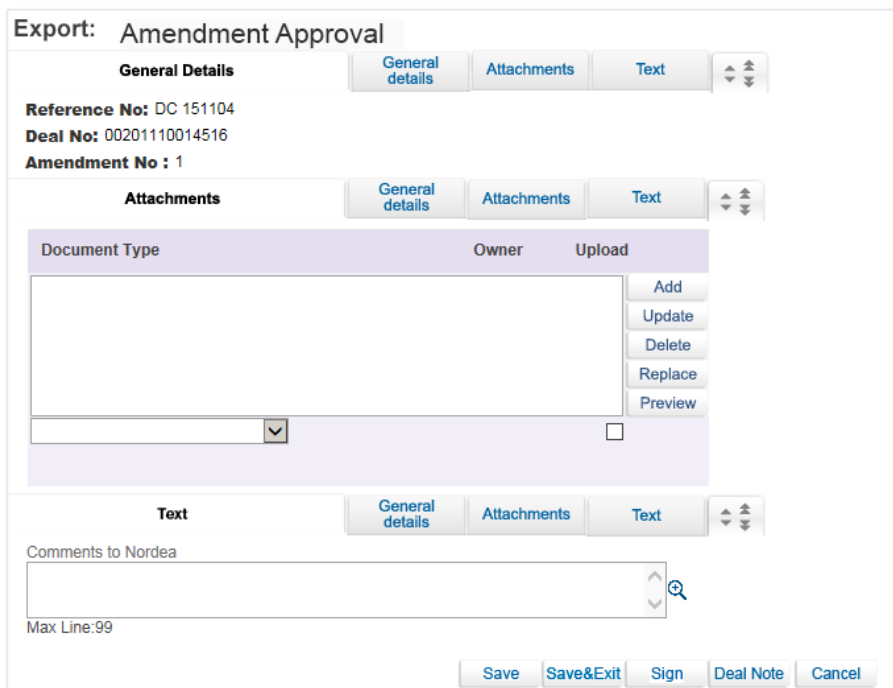
3.2 Approval/Rejection
3.2.1   Approval/Rejection of Amendment
TFG allows the customer to approve or reject amendments through TFG. This applies to amendments under Export D/C's which were processed by Nordea as requiring the Beneficiary's consent.

3.2.1.1 To Approve an Amendment:
1. Click the Approval/rejection tab.

2. Select the required amendment Deal to be approved and click Pay 🔵 (=approve). The Amendment Approval window is displayed.

D/C Amendment Approval screen

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

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.

3.2.1.2 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.

D/C Amendment Rejection Screen

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

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

3.3 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

Inbox Reminders

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

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

4.1 Deal Note

A deal note can be added to any deal, and is made either from the Deal History page for both Export D/Cs and Export Collections, or directly in the transaction form when launching new Export Collection or from the Deal Note column in the Inbox.

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.

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

6   Main TFG Features

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

6.1 Launching Transactions

Transactions can be launched in more than one way:
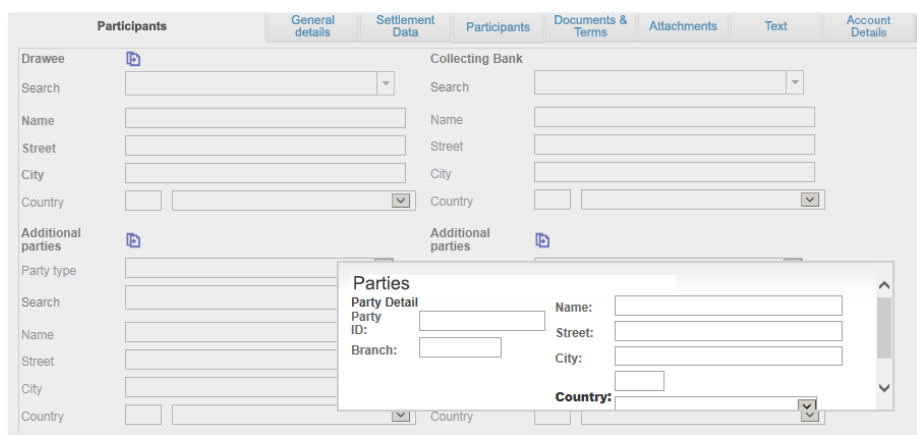
- From the individual menus (Import, Export, etc.) on the Navigation Menu
- From the Deal History page

6.2 Participants

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

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

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

Parties popup

- Fill in the information and click Save.

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

6.3 Attachments

TFG provides the user with the facility of attaching files to any application for internal use at the user site and for upload to Nordea.
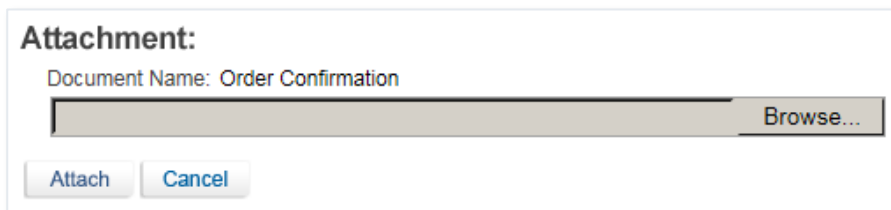
To Add or Modify Attachments to the Transaction:

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

Defining Payment Details: Attachments Tab

2. Select the document type from the Document Type dropdown list.

3. Click Add. The Attachment window is displayed.
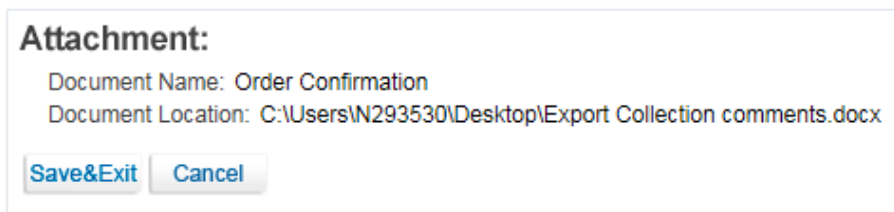
Attachment: Browse to File Location

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

When the user clicks Open in the Choose file window, TFG checks that the file path and name exists, and that the file format is one of the formats defined as supported formats.
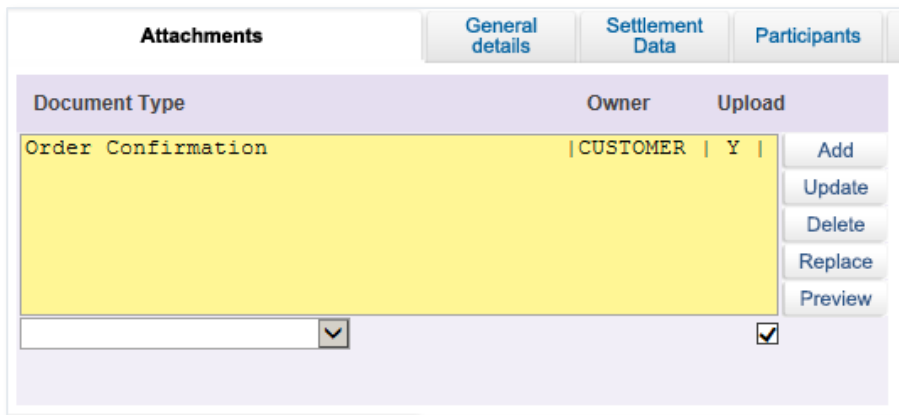
5. Click Attach to attach the file to the Deal. A confirmation message is displayed.

Attachment: Documents Location Confirmation

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

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

Attachment: 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:

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.

6.4 Incoming Correspondence in Amendments
The customer users have quick access to all incoming correspondence received from Nordea during the generation of an amendment transaction. 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.

Text Tab: Incoming Correspondence section

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

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

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

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

- *XXX

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

This search retrieves any party, which name starts with typed characters.
- XXX*YYY

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

Search for any text entered in the Free Text Fields.

6.6 Bulk Operations
6.6.1 Signature Required Bulk Operations
A group of transactions, within the specific authorization level, can all be signed at one time.

To Sign a Group of Signatures:

1. In the Inbox, click the Signatures Required section header.

2. Click the [Bulk operations] button located at the bottom of the page. The Bulk Signature Criteria window is displayed.

Bulk Signature Criteria Window

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

4. Click Search.

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.

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

Transactions can also be launched from the Deal History screen.

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

To View a Deal History:

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

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.	Similar to field Ref No., when entered the user must also select a value in the Deal Type field, because the same Reference No. can be used for different deal types. **Note:** A wildcard search is available for this field.
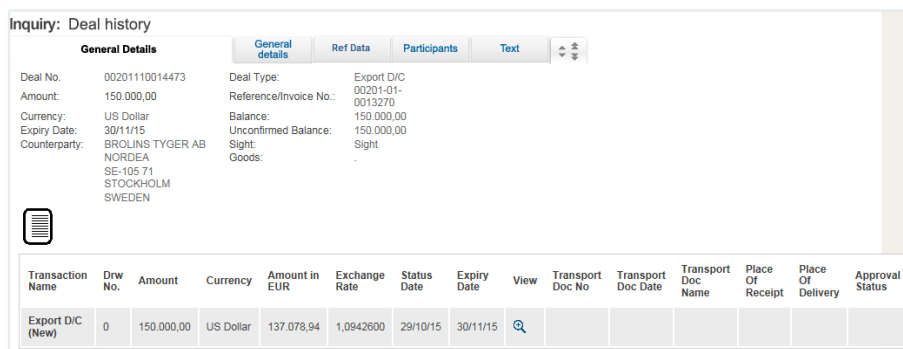
2. Enter the Deal number or Customer Ref no

3. Click Search to view the Deal.

The Deal History page opens.

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

6.7.2   Deal History Search Results
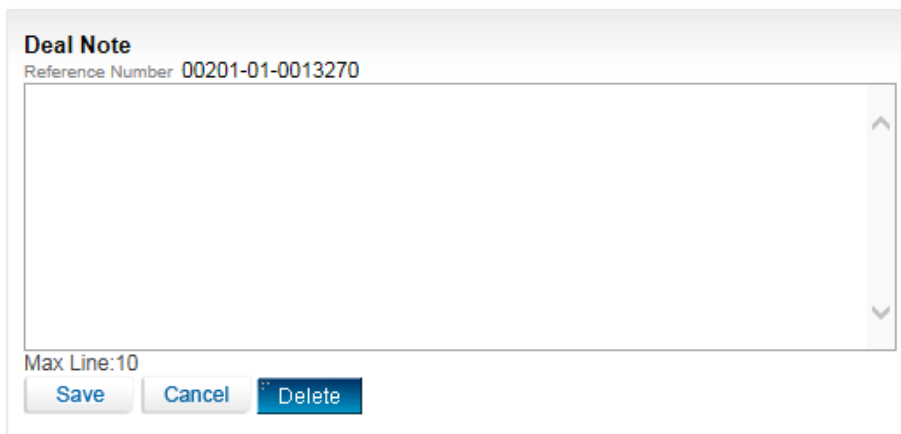
Deal History Search Results: General Details Tab

6.7.2.1 Deal Note

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

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

Deal Note window

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

The following buttons are available in the Deal Note window:

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

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

6.7.2.2 To view Discrepancies,
Click the Discrepancies tab.
Or
Scroll down the Request Form until the Discrepancies tab is displayed.
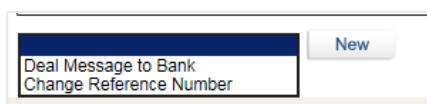
Export D/C Deal History: Discrepancies tab

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.

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

TFG Deal History Screen: Launching a Transaction

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

All products:
- Deal Message

Export D/C:
- Add Confirmation request

Only if the D/C downloaded from Nordea is not already confirmed/silent confirmation
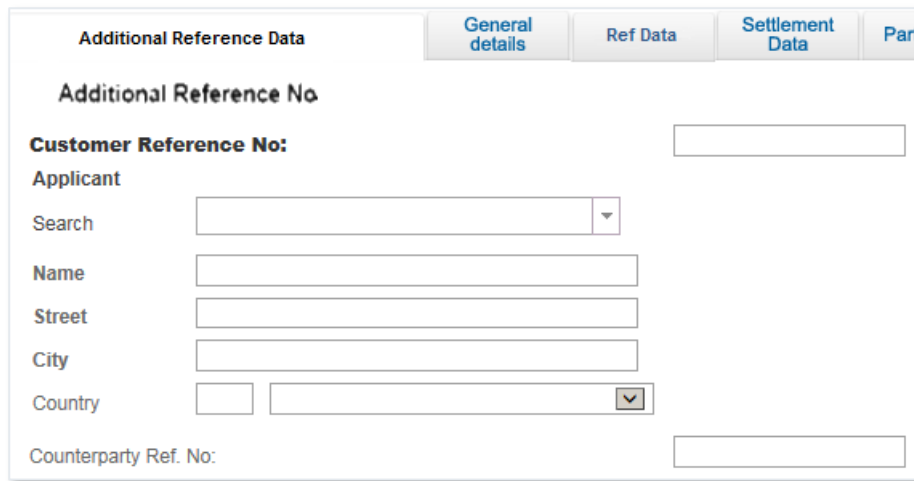
Export Collections:
- Change Reference No.

6.7.2.4 Adding or Changing Reference Number

The system allows the user to add reference data to transactions which were initiated by Nordea and downloaded to TFG, e.g. Export D/Cs.

To Add Reference Number from the Deal History Page:

1. Navigate to the Additional Reference Data Tab.
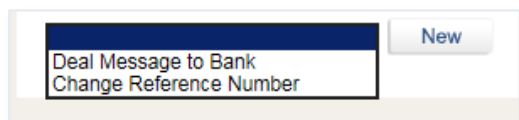
2. Add the Reference Number in the Customer Reference No box.

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.

Export Collection Deal History dropdown

TFG routes the user to the Change Reference Number page.

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.

7 Payments

The Inquiry Payment 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 Payment search window

Deal No.	Nordea's deal number **Note:** A wildcard search is available for this field.
Due Date	A specific date 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: • Sight • Time • Mixed • N/A – is used in case of a Documentary Collection with a Collection Type FOP (Free of Payment).
Paid	Possible Values: • 'Yes' • 'No' • 'F' – Free of Payment. This value is displayed in case the Collection Type of an Export Collection is "FOP."
Final	Possible Values: For Export D/Cs: • 'Yes' • 'No' For Collections: • '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.

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

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

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

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

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'.

8 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.

Export Menu options

8.1 Export D/Cs
8.1.1 Add Confirmation to an Export D/C

This option allows the user 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.

Add Confirmation to D/C search page

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

The search results list is presented.

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: KINESEN
Our Reference: IMPORT555666
Open Date: 10/12/07 12:50:47

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 [icon] to create an Add Confirmation transaction in TFG.

The Add Confirmation page opens.

Export: Add Confirmation to D/C

Add Confirmation page

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.

3. Click the Sign button to sign the transaction.

8.2 Export Documentary Collections

8.2.1   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.
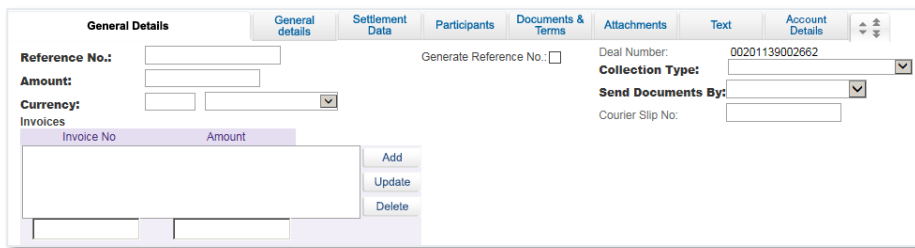
Figure 1 – Export (Documentary) Collection Application Page: General Details Tab

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.
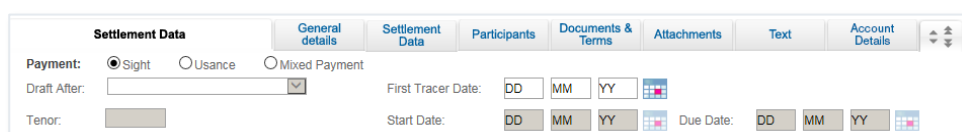
Figure 2 – Export (Documentary) Collection Application Page: Settlement Data tab

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. • 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.
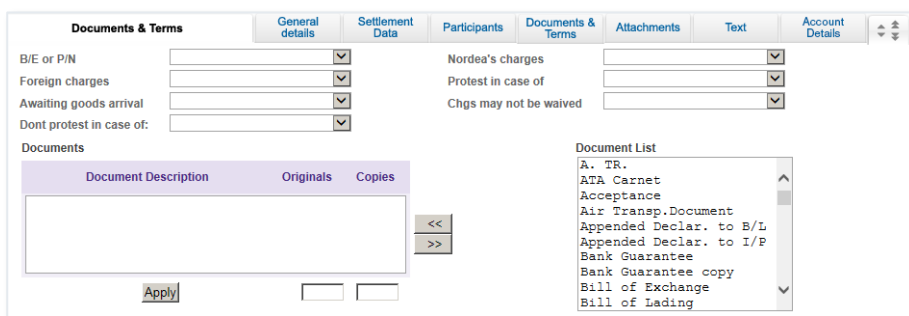- The lower part contains the deal's documents.

Figure 3 – 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	Allows the customer to generate Bills of Exchange or Promissory Note in TFG when creating or amending the collection.
	In case of Instalments, Bills of Exchange or Promissory Notes are created for each instalment.
	Note: The Bills of Exchange and Promissory Notes are generated together with the relevant Collection Letter after a step has been signed.

- 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.

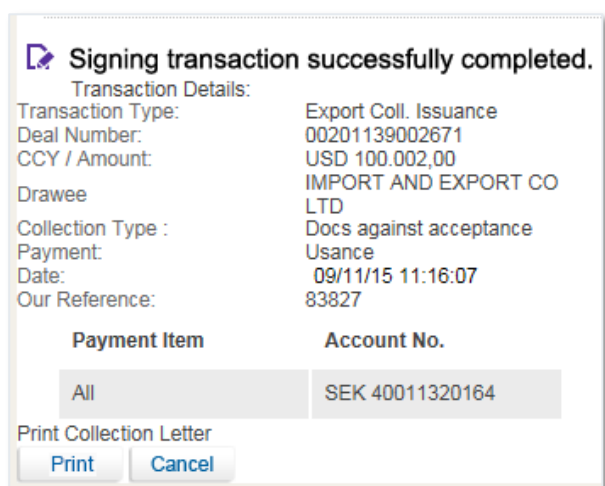- To release the transaction, click Sign.

Figure 4 – 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.

8.2.1.1 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.

8.2.1.2 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.