

User Guide

Trade Finance Global

For customers using Guarantees

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:

- Guarantees
- Inquiries and reports

1.1 Main TFG Features

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

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

1.2 Interaction between TFG and Nordea

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

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

1.2.1 Guarantee

A Guarantee comprises all outgoing guarantees requested by the customer.

A Guarantee application in TFG contains the Full Guarantee Text as required by the customer, and all relevant charges and text.

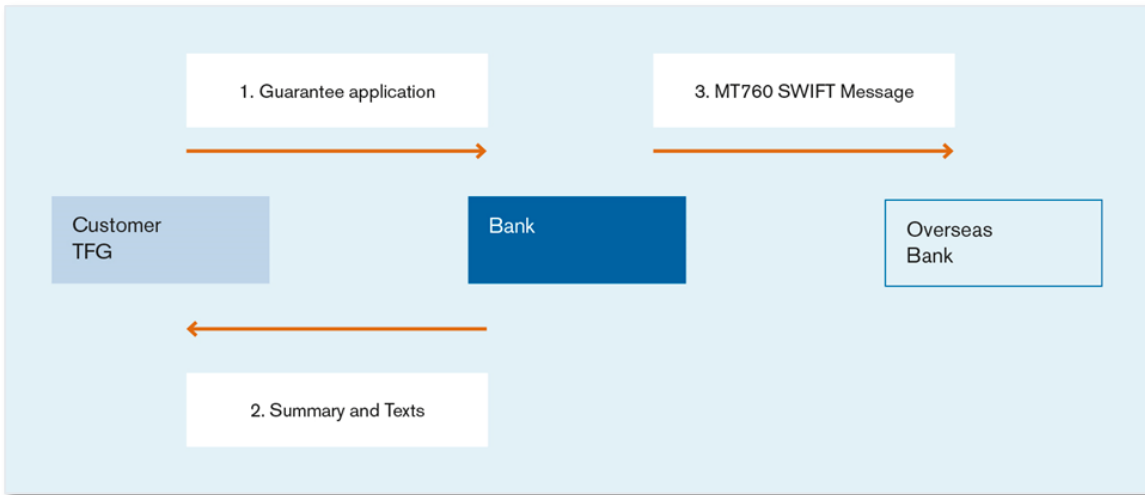


Figure 1 – Guarantee Workflow

1. The customer establishes and sends a Guarantee application to Nordea.
2. Nordea generates the Guarantee, and sends the Guarantee in accordance with the instructions in the application.
3. Nordea sends a summary of the Guarantee to the customer.

1.2.2 Other Products

In the case of other products processed by Nordea, such as Incoming Guarantee, which are not initiated in TFG, 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.

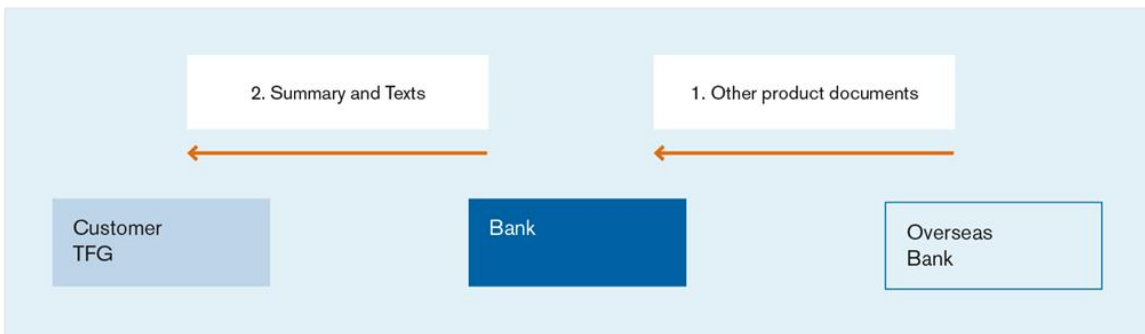


Figure 2 – Other Products Workflow

1. Nordea receives other product documents (Incoming Guarantee).
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 four sections involved in a Guarantee initialization: general details, participants, 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 (Guarantee, etc.) on the Navigation Menu
- From the Deal History page

1.4 TFG Page Structure

The TFG page has the following main components:

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

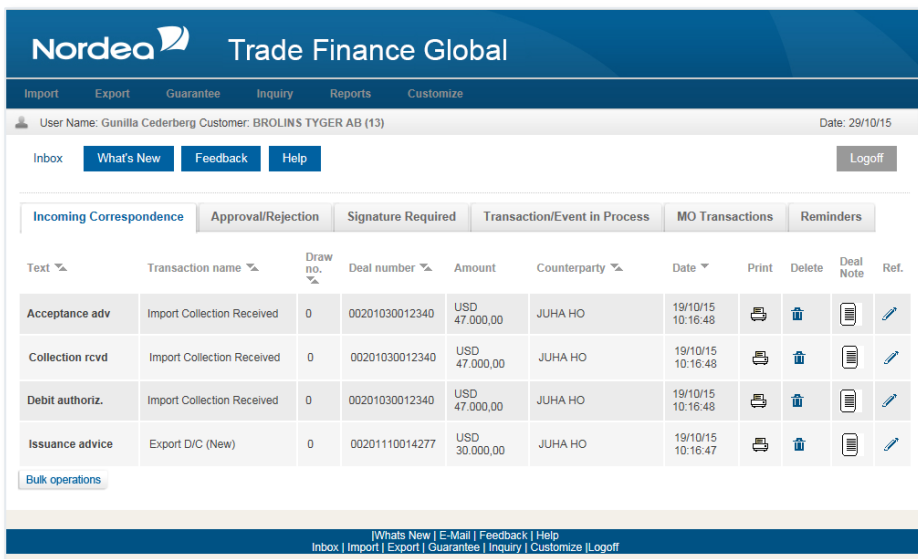


Figure 3 – Page Structure

1.4.1 Header

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

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

1.4.2 Header Lower Line and Footer

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

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

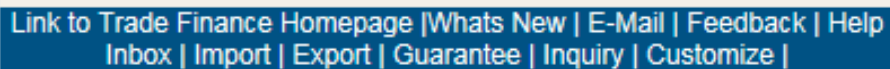


Figure 4 – Footer

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.

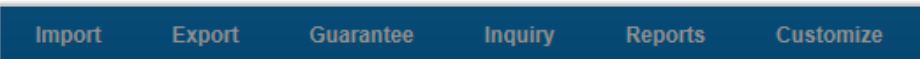


Figure 5 – TFG Horizontal Navigation Menu

1.4.4 Guarantees Menu

The Guarantees menu enables the user to:

- Apply for Guarantees.
- Amend existing Guarantees.
- Open a deal using the Copy From functionality
- Send a Guarantee claim under an Incoming Guarantee (new)
- Guarantee Extend or Pay (new)
- Select a Guarantee from the Nordea Template Library (new)
- Write a Deal Message to Nordea, available for existing deals in Nordea application

Note: Templates can be created and used for the creation of Guarantees.

1.4.5 Inquiry Menu

The Inquiry menu enables:

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

1.4.6 Reports Menu

The Reports menu enables:

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

1.4.7 Customize Menu

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

- Regular User:
 - Define the Inbox settings
 - Change the operating language of TFG
 - Display and manage banks and parties used within the transactions
 - Create new and update existing Clauses and Templates.

- Supervisor: has user level authorization and in addition can do the following:
 - Define the number of required signatures for each transaction
 - Manage the authorization level of users
 - Approve/Reject, Create event for Four-Eye Control
 - Define the Remind Period Prior to Payment and the local currency for each customer.

1.4.8 Inbox

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

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

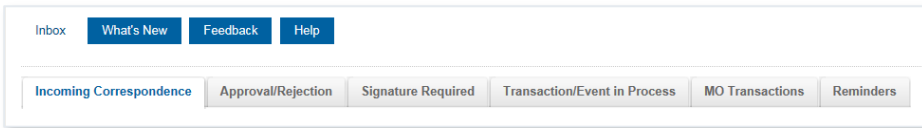


Figure 6 – TFG Inbox

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

A template search window is displayed.

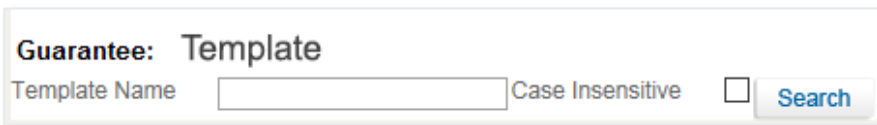


Figure 7 – Template Search window

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

2. Click Search.

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

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

1.6 Work Pages

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

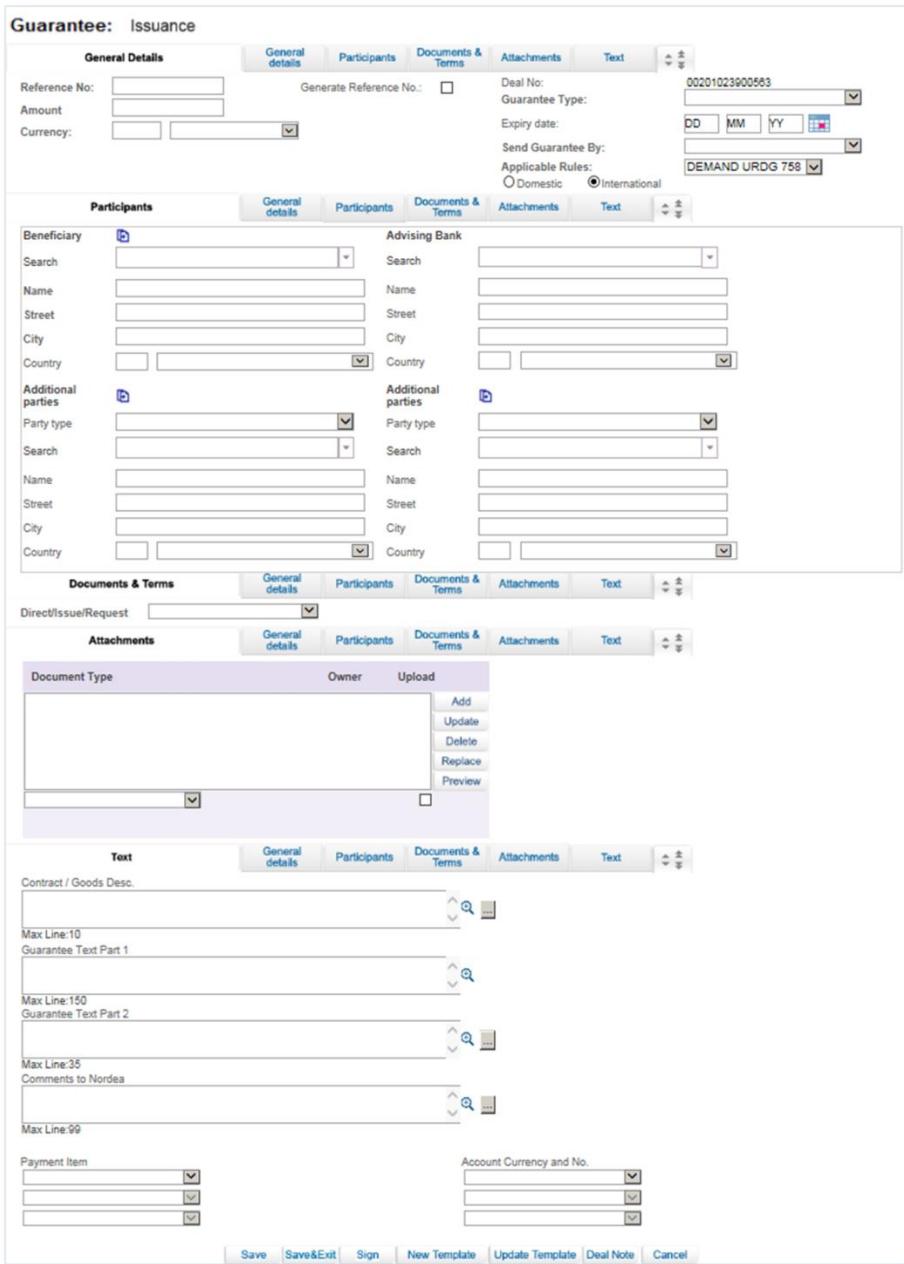




Figure 8 – Work Page

- **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.
- **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).

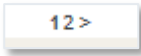


Figure 9 – Scrolling Links

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

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



Figure 10 – Import D/C action buttons

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

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

1.6.1.1 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.




















1.6.2 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.

1.7 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 an Amendment under an Incoming Guarantee
	Pay/Approve	Accept an Amendment under an Incoming Guarantee or make a Payment under a Guarantee for which an "Extend or Pay" request was received.
	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. Relevant for 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.

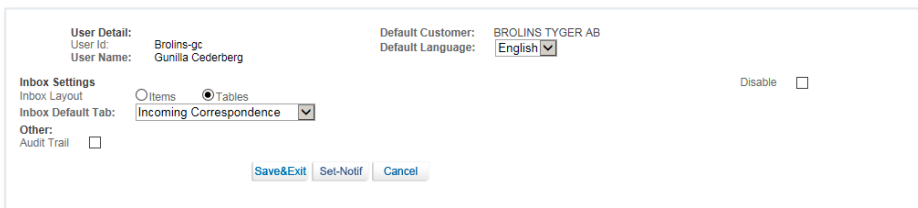


Figure 12 – User Preferences window: update mode

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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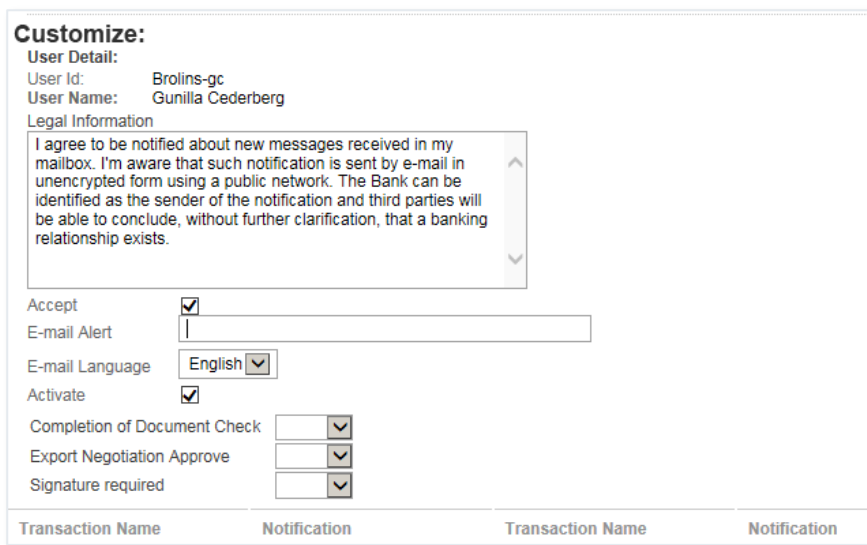
2.2 Customize User Notification

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

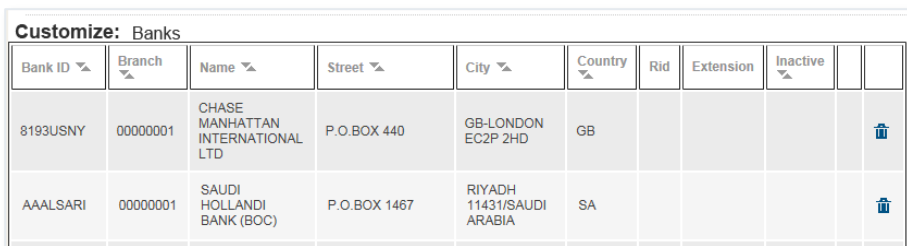
The Banks Profile page lists information pertaining to every bank that has a dealing relationship with the customer.

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	GB				
AAALSARI	00000001	SAUDI HOLLANDI BANK (BOC)	P.O.BOX 1467	RIYADH 11431/SAUDI ARABIA	SA				

Figure 14 – Banks Profile Window

The Banks Profile window includes information on:

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

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

2.4 Parties

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

2.4.1 To Access the Parties:

1. From the Customize menu, click Parties.

The Parties window is displayed.

Customize: Parties

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

Figure 15 – Parties Profile List

The Parties window includes information on:

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

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

- 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 participant.

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.




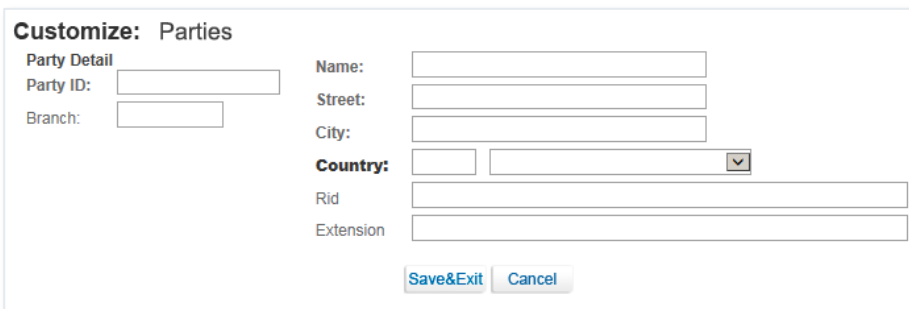
Name	Street	City	Country	
GIN AND TONIC	BEIJING			
Yolo Ltd	TGF Friday's	1-800-Momma	YOLO	

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



Customize: Parties

Party Detail

Party ID:

Branch:

Name:

Street:


City:

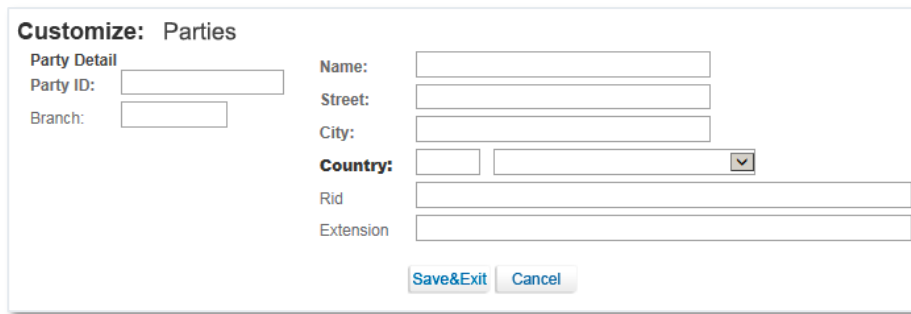
Country:

Rid:

Extension:

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



7. **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.

8. Click Save to save the modifications.

Or

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

9. To delete a party, click Delete .

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


2.5 Clauses

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

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

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

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

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

2.5.1 To Display the Clauses Search Window:

1. From the Customize menu, click Clauses.

The Clauses Search window is displayed.

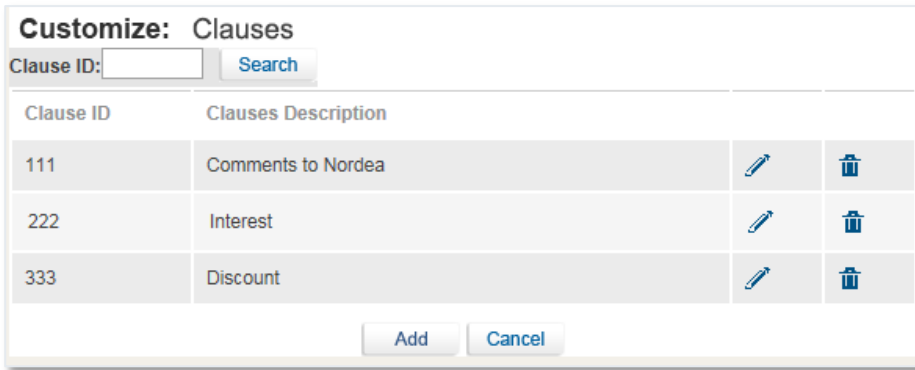




Figure 18 – Customize Clauses Window

The user is able to perform the following actions:

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

The following icons enable the user to:

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

2.5.2 To Add a Clause:

1. In the Customize Clauses window, click Add.

The Clause Details window is displayed.

Customize: Clauses

Clause Details

Clause Id:

Clause Description:

Clause Text:

Clause Availability

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

Figure 19 – Clause Details Window

2. Enter the values in the following mandatory fields:

- Clause ID
- Clause Description
- Clause Text

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

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

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

4. Click Save & Exit.


2.6 Template

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

2.6.1 Creating a New Template

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

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

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

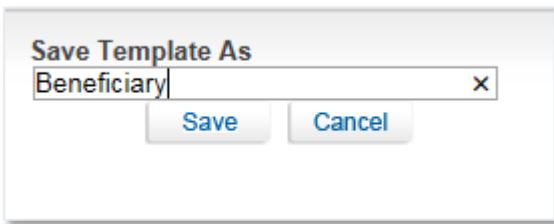


Figure 20 – Save Template As: Create Mode

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

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

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

3. Click OK.


The Template has been created.

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

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

2.6.2 Updating a Template

The TFG user may update any previously created template.

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

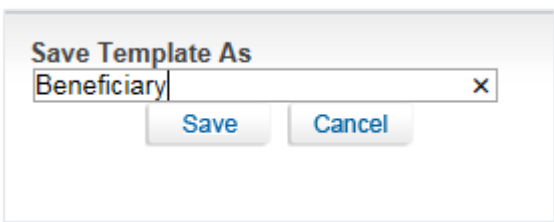


Figure 21 – Save Template As: Update Mode

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

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

2.6.3 Accessing the Templates

1. From the Customize menu, click Template.

The Template search window is displayed.

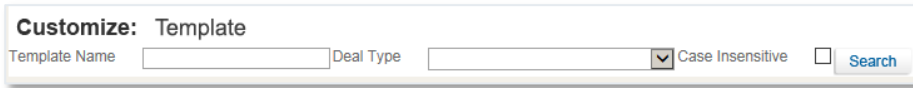
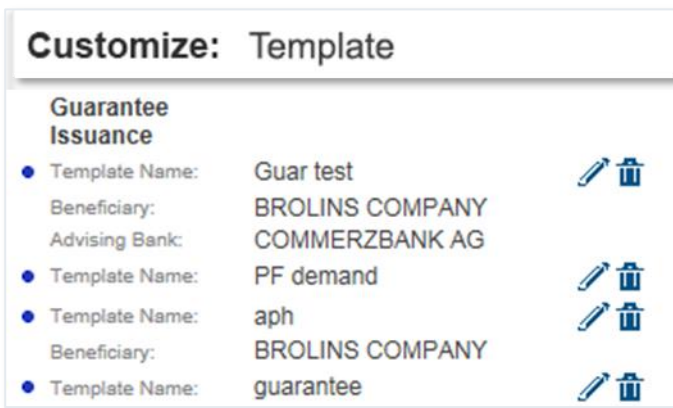


Figure 22 – Templates

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.











Guarantee Issuance		
• Template Name:	Guar test	 
Beneficiary:	BROLINS COMPANY	
Advising Bank:	COMMERZBANK AG	
• Template Name:	PF demand	 
• Template Name:	aph	 
Beneficiary:	BROLINS COMPANY	
• Template Name:	guarantee	 


Figure 23 – Templates Search Results List

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

3. To edit a template, click Edit .

The selected template details screen is displayed.

Figure 24 – General Details and Participants

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 25 – 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 26 – ENTER as Search Function

2.7.3 ENTER for Sending a Request

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



Figure 27 – 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.

3.1.2 Participants

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

To Fill In the Participants Tab:

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

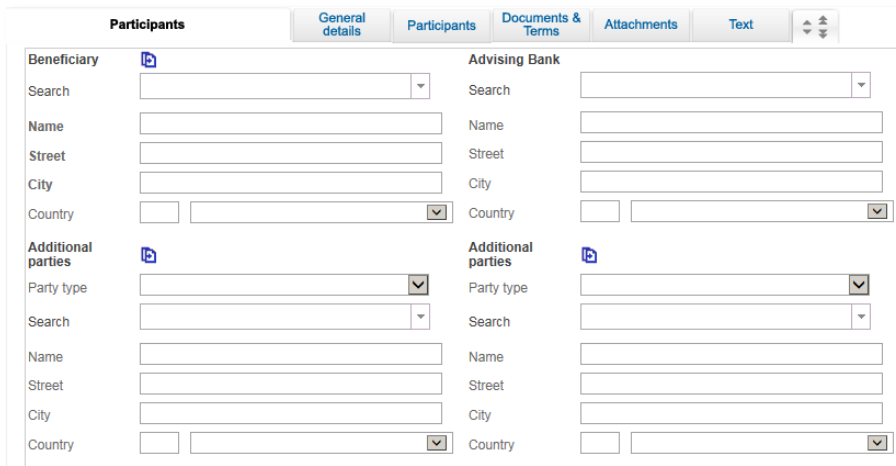




Figure 28 – Guarantee Application Page: Participants tab

The Participants tab enables the customer to specify the Beneficiary and Advising Bank details relevant to the Guarantee. The user can select a party from a list or by filling in the name and location details.

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

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

The following are the available Participants tab fields:

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

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

2. When relevant, define additional parties associated with the transaction by entering data in the fields described below (see Figure 29).

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.
Name	The additional party's branch name. There may be several branches defined for a party. To define participant details for a new transaction, enter the full party name.
Street	The street name where the additional party is located.
City	The city where the additional party is located.
Country	The country where the additional party is located.

3.1.2.2 Party Screen

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

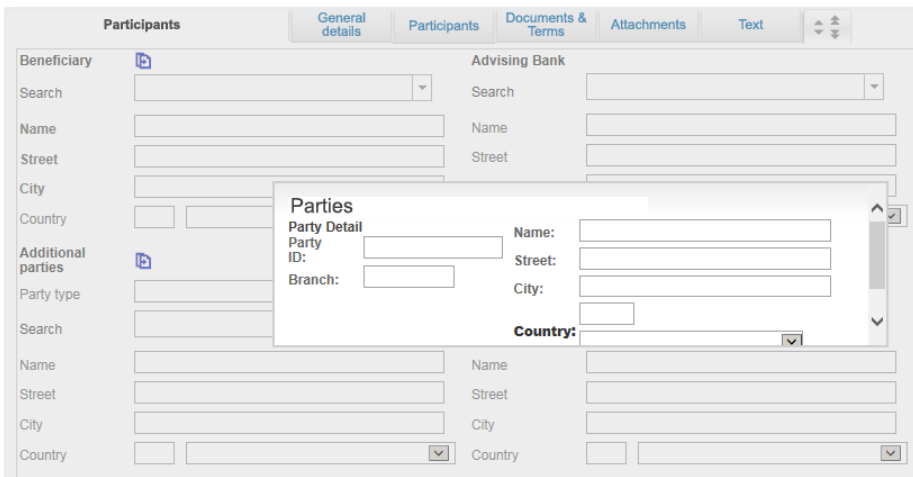


Figure 29 – Parties pop-up

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 Payment Details

In the Payment Details tab, the user enters data to instruct Nordea how to make payment for various Guarantee items, such as bank commissions and charges. The user selects the items from the dropdown lists.



Figure 30 – Payment 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.

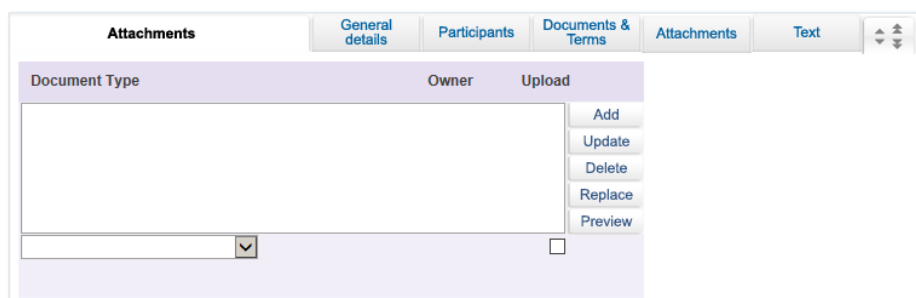


Figure 31 – Defining Payment Details: Attachments Tab

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

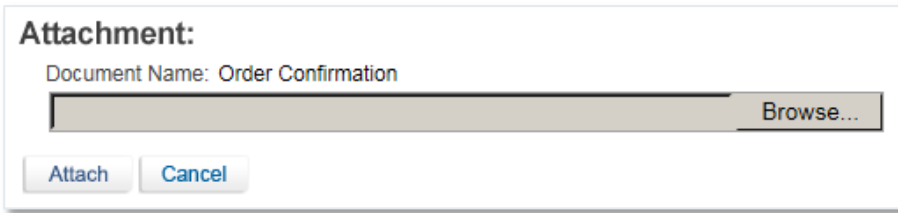


Figure 32 – Attachment: Browse to File Location

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

When the customer click 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.

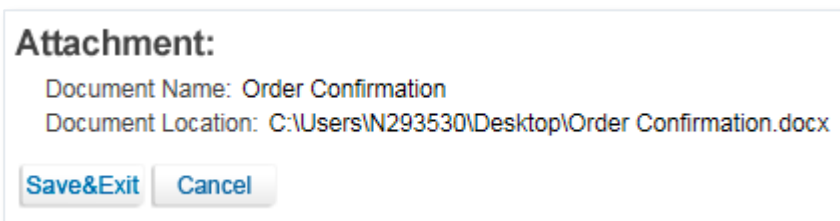


Figure 33 – Attachment: Documents Location Confirmation

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.

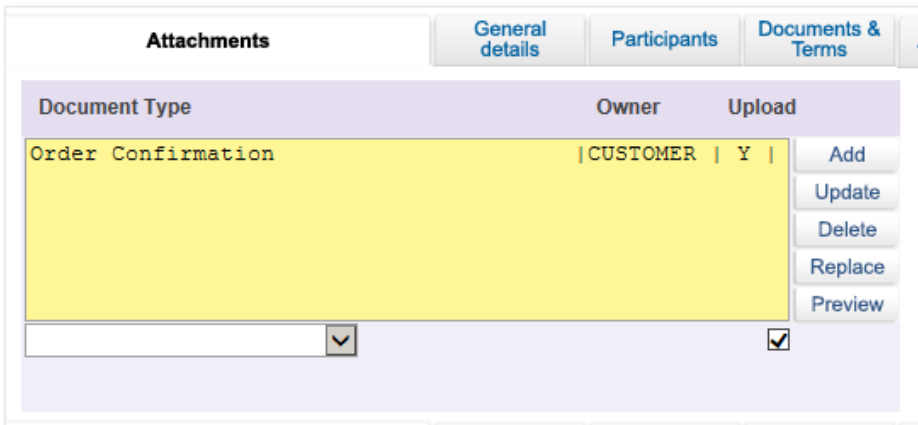


Figure 34 – Attachment: Attached Document Added

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 35 – File Download Window

11. Click Open to display the attachment.

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

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

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

3.1.5 Text

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

Filling in the Text Tab:

1. In the title bar, click Text.

The Text tab is displayed.

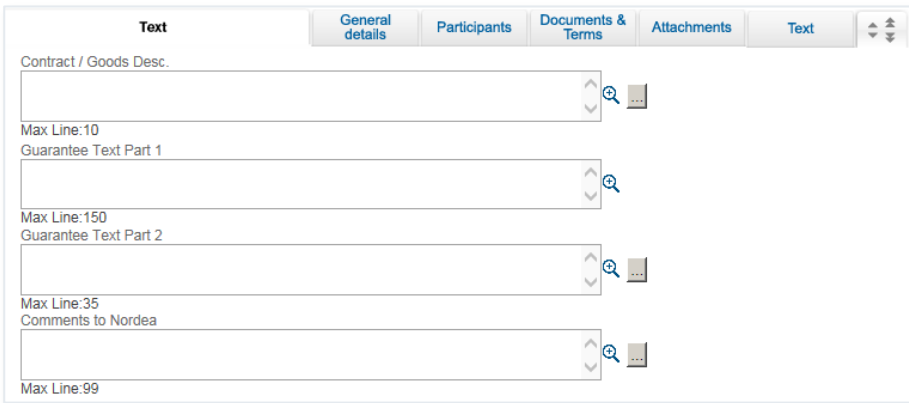


Figure 36 – Free Format Window

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:

Note: the process for entering text when the Template Library is used is different to the following and is explained in Section 5.2.

Purpose of the Guarantee	Provide here the contract number, contract date, goods description, offer number for Bid Guarantees, tender number etc.
Guarantee Text Part 1	Enter here the text of the guarantee


Guarantee Text Part 2	Continue entering the text if all the data will not fit into the previous window
Comments to Nordea	Used to enter additional comments
Customer Instructions	Used to enter any customer instructions to the transaction

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

Zoom Text 	Enlarges the text box area enabling the user to edit or enter new data in the enlarged text box.
Open Clause Library 	Displays a list of defined clauses relevant for the window. The user copies the clause contents to the window by selecting the required clause.

3.1.5.1 Clause Library Window

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

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

To Display a Clause for a Specific Text Field:

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

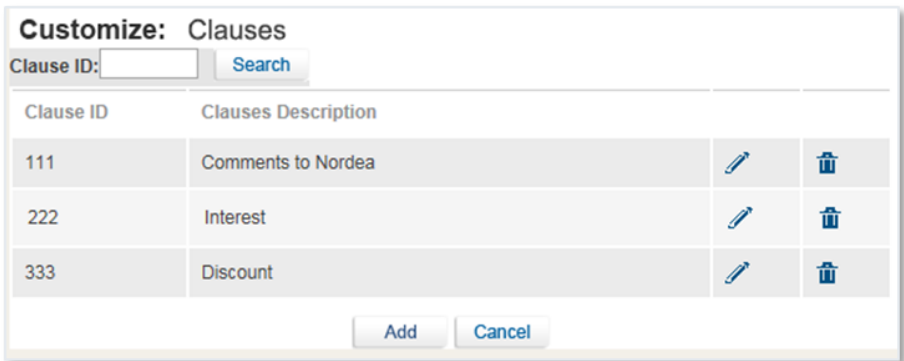


Figure 37 – Clause Library

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

Or

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

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

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

3.1.5.2 Incoming Correspondence in Amendments

The customer users have quick access to all incoming correspondence received from Nordea during the generation of an amendment transaction (i.e. Amendment of guarantee). 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
Guarantee Issuance	0	02IS1	Gtee cover let.	05/11/15	Customer
Guarantee Issuance	0	DR/CR	Account entry	05/11/15	Customer
Guarantee Issuance	0	MT76J	Perf. gtee	05/11/15	Advising Bank
Guarantee Miscellaneous	1	02AM4	Claim Advise	06/11/15	Customer

Figure 38 – Text Tab: Incoming Correspondence section

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

3.1.6 Signatures

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



Figure 39 – Transaction signature buttons

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

Save	Save 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 Guarantee Issuance or Amendment in SWIFT Format
Cancel	Return to the previous page.

Click the appropriate button to end the transaction.

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

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

Within each signature level, the number of required signatures is defined. After the last signature, the transaction is routed for processing to Nordea. The Signature Required section of the TFG Inbox,

displays transactions still requiring signatures according to the authorized level of each user. A Supervisor level user sees all Deals pending signatures.

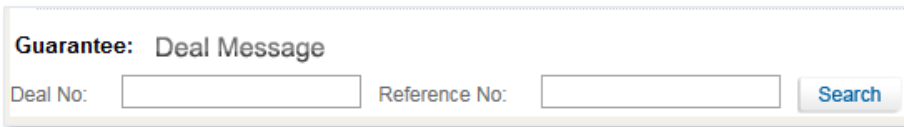
3.2 Deal Messages

TFG provides a Deal Message option for TFG transactions. Any message relating to a guarantee transaction must be made from the Guarantee 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 Guarantee Navigation menu, click Deal Message.

The Deal Message window is displayed.



Guarantee: Deal Message

Deal No: Reference No: [Search](#)

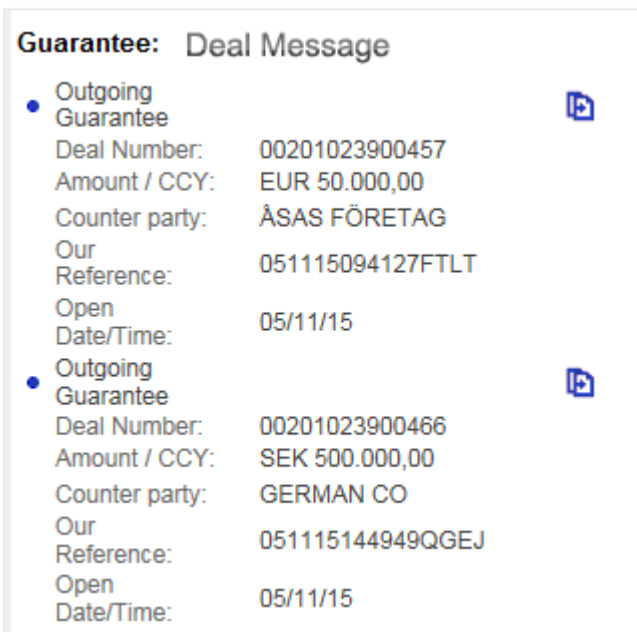
Figure 40 – Deal Message: Select Deal

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.



Guarantee: Deal Message




- **Outgoing Guarantee** 
 - Deal Number: 00201023900457
 - Amount / CCY: EUR 50.000,00
 - Counter party: ÅSAS FÖRETAG
 - Our Reference: 051115094127FTLT
 - Open Date/Time: 05/11/15
- **Outgoing Guarantee** 
 - Deal Number: 00201023900466
 - Amount / CCY: SEK 500.000,00
 - Counter party: GERMAN CO
 - Our Reference: 051115144949QGEJ
 - Open Date/Time: 05/11/15

Figure 41 – 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.

Guarantee: Deal message

Deal No: 00201023900457 Reference No: 051115094127FTLT
 Open Date: 08/11/15 Deal Type: Outgoing Guarantee
 Regular E-mail Urgent E-mail Email No: 1

Topic:

Title:

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

Figure 42 – New Deal Message Window

4. Select from one of the following radio buttons:

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

5. Enter relevant data in the following fields:

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

6. Attach all relevant documents in the Attachments area.

The column headers are as follows:

Document Type	A dropdown list of available document types, such as Proforma Invoice and Packing List.
Owner	The user who attaches the document.
Upload	<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, 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.

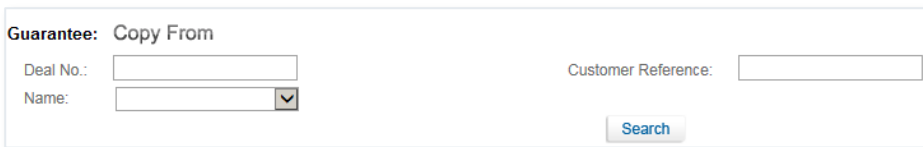
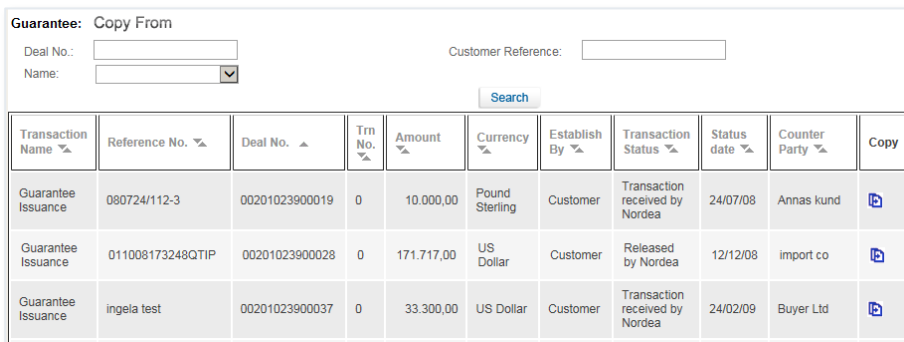


Figure 43 – Copy From: Search Window

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.	Trn No.	Amount	Currency	Establish By	Transaction Status	Status date	Counter Party	Copy
Guarantee Issuance	080724/112-3	00201023900019	0	10.000,00	Pound Sterling	Customer	Transaction received by Nordea	24/07/08	Annas kund	
Guarantee Issuance	011008173248QTIP	00201023900028	0	171.717,00	US Dollar	Customer	Released by Nordea	12/12/08	import co	
Guarantee Issuance	ingela test	00201023900037	0	33.300,00	US Dollar	Customer	Transaction received by Nordea	24/02/09	Buyer Ltd	

Figure 44 – 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 Nordea (the transaction was authorized by Nordea).

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

3.4 Wild card Search

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

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

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

- *XXX

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

- XXX*

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

- XXX*YYY

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

- *text*

Search for any text entered in the Free Text Fields.

4 Trade Finance Global (TFG) - Inbox

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

4.1 Inbox Navigation

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

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

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

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

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

4.2 Inbox Settings Configuration

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

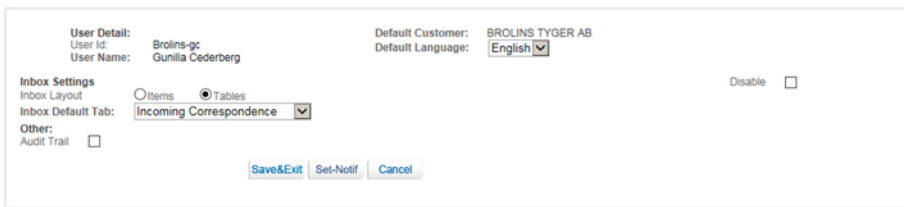


Figure 45 – Inbox Settings

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.

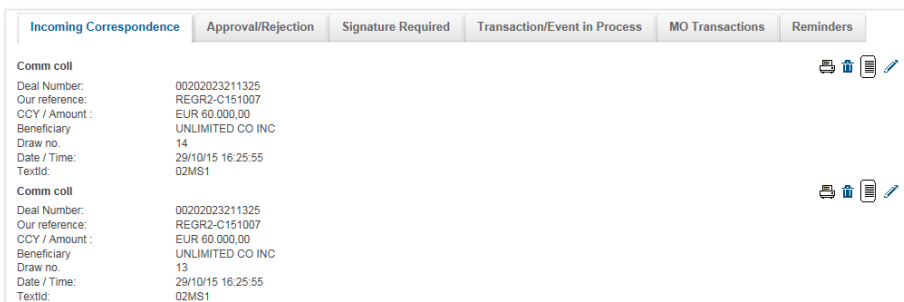


Figure 46 – Items in Inbox Displayed as Single Items

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

Figure 47 – 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 46

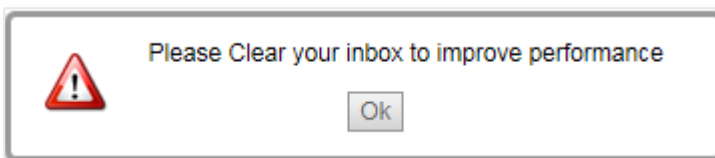
Incoming Correspondence		Approval/Rejection	Signature Required	Transaction/Event in Process	MO Transactions	Reminders			
Comm coll									
Deal Number:	00202023211325								
Our reference:	REGR2-C151007								
CCY / Amount :	EUR 60.000,00								
Beneficiary	UNLIMITED CO INC								
Draw no.	14		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

Figure 46 and Figure 47.

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 [Bulk operations](#).

The Bulk Operations window is displayed.

Figure 48 – Incoming Correspondence Bulk Operations Window

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

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

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

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

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

<input type="checkbox"/>	Transaction Name	Deal No.	Reference No.	Text	Amount	Date	
<input type="checkbox"/>	Guarantee Issuance	00201023900457	051115094127FTLT	AdvPayment gtee	EUR 50.000,00	05/11/15	
<input type="checkbox"/>	Guarantee Issuance	00201023900457	051115094127FTLT	Gtee cover let.	EUR 50.000,00	05/11/15	
<input type="checkbox"/>	Guarantee Issuance	00201023900457	051115094127FTLT	Account entry	EUR 50.000,00	05/11/15	
<input type="checkbox"/>	Guarantee Issuance	00201023900457	051115094127FTLT	Disclaimer ltr	EUR 50.000,00	05/11/15	

Figure 49 – 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 46 and Figure 47).

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 50 – Additional Reference Number for deal coming from Nordea

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

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

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

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

For guarantees this tab is used for the following purposes:

- To approve or reject amendments received under an Incoming Guarantee which require your approval.
- To respond to “Extend or Pay” requests which are received under guarantees issued on your behalf. You may choose to either Pay or to Extend the guarantee. Non extension will be considered as a claim.

For each item, there are icons used for the following purposes:

- Pay/Approve
- Reject
- Extend
- Print
- Deal Note

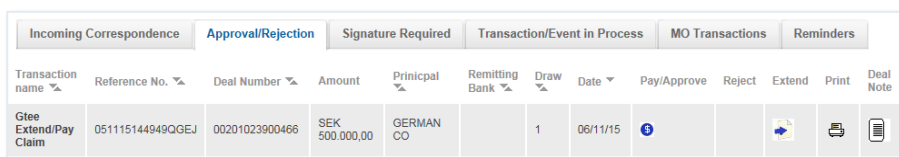


Figure 52 – Approval/Rejection tab


Transaction Name	The nature of the transaction (i.e. Guarantee or Incoming Guarantee)
Reference No.	Customer Reference Number if provided by the customer
Deal Number	Nordea’s Deal Number
Amount	The amount of the transaction
Principal	For Incoming Guarantees this is the Applicant
Remitting Bank	The Bank sending the transaction
Draw	The Number of the claim/payments
Date	Date of receipt
Pay/Approve	Approve an Amendment under an Incoming Guarantee which has been downloaded by Nordea and requires your approval or select to pay a guarantee for which an “Extend or Pay” request was received by Nordea

Extend	In case an Extend or Pay request is received under an Outgoing Guarantee, it will appear in this tab, and you may select this icon in order to extend it.
Reject	Reject an Amendment under an Incoming Guarantee which has been downloaded by Nordea and requires your approval

4.4.1 Payment Instructions for Outgoing Guarantee

As explained above, in case a message is received from the Advising Bank requesting to extend a guarantee and if not extended consider it as a claim, the customer should extend or pay the outgoing guarantee transaction (electronic acceptance from the customer).

To Pay an Outgoing Guarantee:

1. Click the Approval/Rejection tab heading.
2. Select the required outgoing guarantee transaction and click Pay .

The Payment Instruction for Guarantee window is displayed.

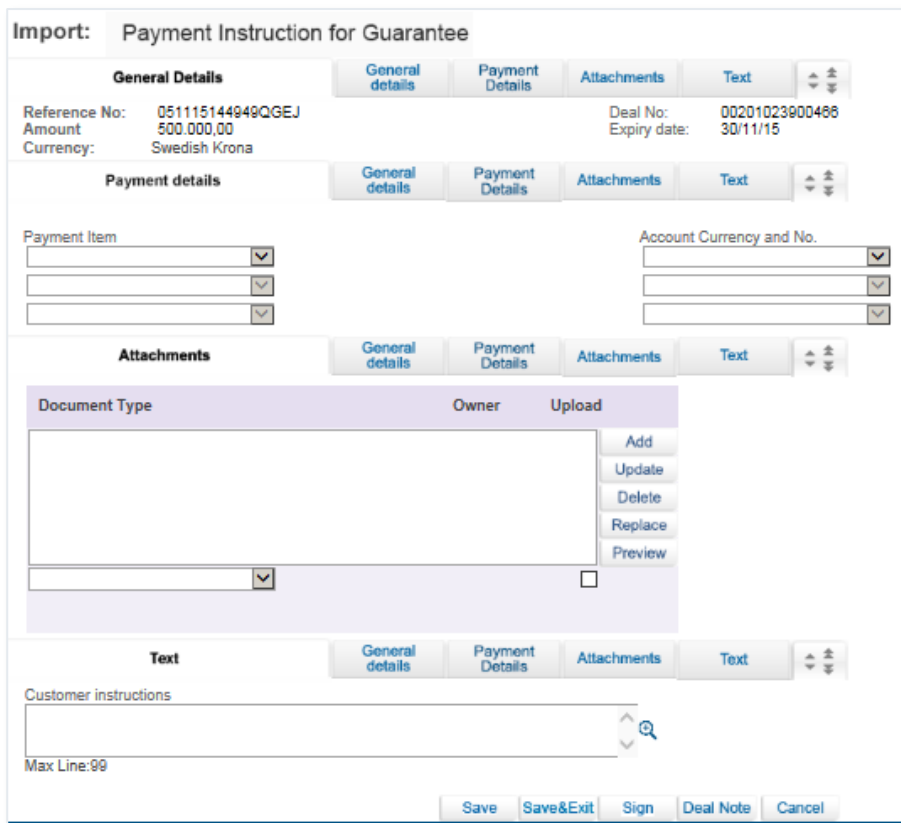


Figure 53 – Payment Instruction for Guarantee

General Details	
Reference No	The customer's reference number
Amount	The guarantee balance
Currency	The guarantee currency
Payment Amount/Currency	The guarantee balance/currency


Payment Items
The user can select various accounts and currencies
Attachments
The user can add attachments for internal use or upload to Nordea

On signing a PAY transaction, the item is removed from the TFG Approval/Rejection tab when the user processes the item. In case the item is cancelled before a release, it will be returned to the Approval/Rejection tab.

4.4.2 Extending an Outgoing Guarantee

In case a message is received from the Advising Bank requesting to extend the guarantee, the customer should extend or pay the outgoing guarantee transaction (electronic acceptance from the customer). The message states that in case the applicant refuses to extend, this message should be regarded as a claim.

To Extend an Outgoing Guarantee:

1. Click the Approval/Rejection tab heading.
2. Select the required outgoing guarantee transaction and click Extend .

The Amend Guarantee window is displayed.

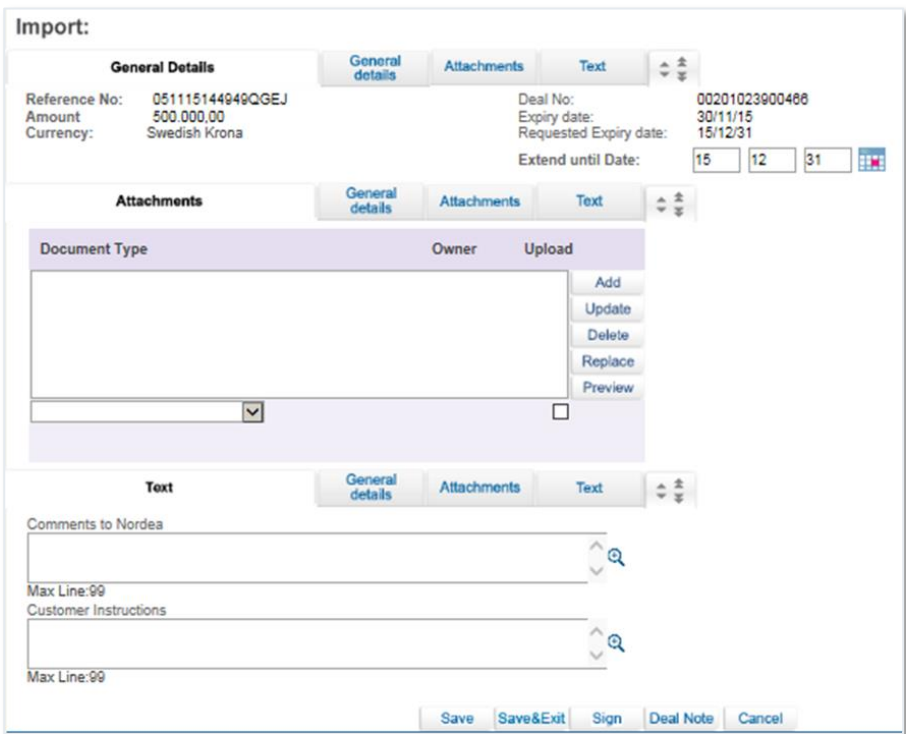



Figure 54 – Amend Guarantee

General Details	
Expiry Date	The current expiry date of the guarantee
Requested Expiry Date	The expiry date, which has been requested by the beneficiary and downloaded from Nordea.

Extend until Date	The Requested Expiry Date is defaulted. The user can change the date; however, the date must be greater than the current expiry and the current date.
Attachments	
Attach any documents you require as per standard attachment functionality	
Text	
Provide any required additional data in the provided windows	

Upon clicking Save or Sign, TFG validates whether the date entered in the Expiry Date field is prior to the Requested Expiry date and if so, the user will be forced to enter a reason in the Customers Instructions free text field.

Note: For both PAY and Extend option, in case a step has already been processed in the TFG, when the user clicks the Extend  icon, an error message will be generated. It is only possible to process the item when the previous step has been released by Nordea.

On signing an Extend (Amend) transaction, the item is removed from the TFG Approval/Rejection tab when the user processes the item. In case the item is cancelled before a release, it will be returned to the Approval/Rejection tab.


In case of Extend (Amend), TFG uploads the following dates:

- Requested Expiry Date
- Expiry Date

4.4.3 Approving/Rejecting Amendment

TFG allows the customer to accept or reject amendments received under an Incoming Guarantee through TFG. Such approvals are only relevant for cases where the Amendment created by Nordea requires 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.

Guarantee: Amendment Approval

General Details | General details | Attachments | Text

Reference No: 00202-02-3211316
 Deal No: 00202123010371
 Amendment No : 2

Attachments | General details | Attachments | Text

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

Text | General details | Attachments | Text

Comments to Nordea

Max Line:99

Figure 55 – Guarantee 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 the transaction and remain on the page
Save & Exit	Save the transaction and exit the page
Sign	Sign the transaction
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

Note: 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.

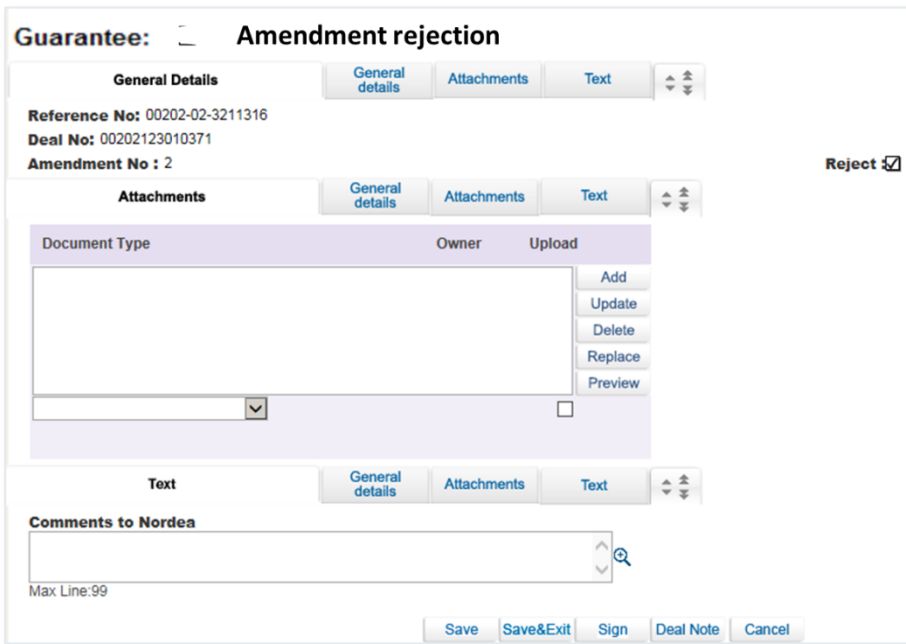


Figure 56 – Guarantee Amendment Rejection Screen

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 to Nordea	Customer must add comments to the rejection.

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

4. Click as appropriate:

Save	Save the transaction and remain on the page
Save & Exit	Save the transaction and exit the page
Sign	Sign the transaction
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.

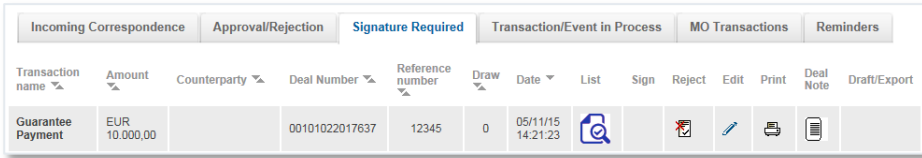


Figure 57 – Signature Required Box

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

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.

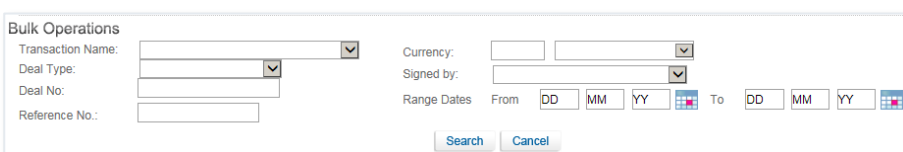


Figure 58 – Bulk Signature Criteria Window

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

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

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

<input type="checkbox"/>	Transaction Name ▾	Deal No. ▾	Reference No. ▾	Counter Party	Ccy/Amount ▾	Transaction Date ▾	Signed By
<input type="checkbox"/>	Pre Guarantee		261015104742TWSL		USD 6.000,00	26/10/15	Mattias Enguis
Sum Total:					0.0		

Figure 59 – Items Waiting for Signature List

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

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

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

Or

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

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

Transaction Details:

Transaction Type: Pre Guarantee

CCY / Amount: USD 6.000,00

Advising Bank: No

Expiry Date: 31/10/15

Date: 26/10/15 10:55:32

Our Reference: 261015104742TWSL

Shall this transaction be transmitted to the bank's Middle Office?

No Yes

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

Figure 60 – Signature required, Bulk Operation Sign page

Note: Access to the Bulk Signature Required function is determined according to Nordea's setup.

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.

Incoming Correspondence		Approval/Rejection		Signature Required		Transaction/Event in Process		MO Transactions		Reminders	
Transaction name	Amount	Counterparty	Deal Number	Reference number	Draw	Date	Edit	Delete	Print	Deal Note	Draft/Export
Guarantee Issuance			00201023900340	BANK	0	13/10/15 10:26:14					
Guarantee Issuance	EUR 2.500,00	ABC		forwarding	0	30/05/13 14:20:10					
Guarantee Issuance	USD 999,00	BROLINS COMPANY		555	0	12/03/15 10:38:35					

Figure 61 – Transaction/Event in Process Box

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

- Edit
- Delete
- Print
- Deal Note
- Draft/Export

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:

- Incoming Guarantee Expiry:
 - Limited – The ‘Before/After’ logic refers to the given expiry date
 - Unlimited – No reminder is generated.

Error! Reference source not found. 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						
Incoming Guarantee Expiry	defect 1688	00202123010291	30/10/15								

Figure 62 – 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) - Guarantees

In the Guarantees section, the user is able to perform the following actions:

- Open, view, update and delete a Regular Guarantee
- Guarantee from Template Library (Nordea Standard Guarantees) (New)
- Amend Guarantee
- Submit Guarantee Claim (New)
- Submit an Extend or Pay request under an Incoming Guarantee (New)
- Send a Deal Message
- Open a deal using the Copy From functionality

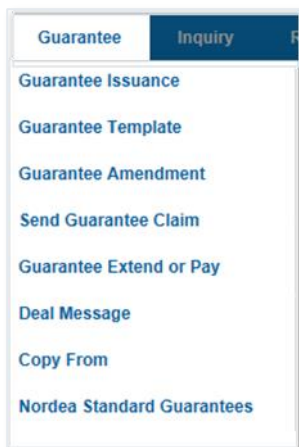


Figure 63 – Guarantees menu

5.1 Application for a Guarantee

5.1.1 Initiating a New Guarantee Application

- 1 From the Guarantees menu, click Guarantee.

The Guarantee application is displayed. New applications can be initiated from this page. New applications can be updated until they have been sent to Nordea.

5.1.2 Guarantee Tabs

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

- General Details
- Participants
- Documents & Terms
- Attachments
- Texts



Figure 64 – Guarantee Navigation Toolbar

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

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

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

Figure 65 – New Guarantee Page: General Details Tab

2 Enter data in the relevant fields.

Note: Some of these fields are mandatory. They are indicated in bold in the screen and in this User Guide.

The following are the General Details tab fields:

Reference No.	A unique deal identification number, decided by the TFG user. For example, a contract number, a delivery order, and so on
Amount	The amount of the Guarantee
Currency	The currency of the Guarantee.
Deal No.	The Deal Number created by Nordea.
Guarantee Type	The predefined type of Guarantee, such as: Performance, Bid or Payment Guarantees.
Expiry Date	The date the Guarantee expires
Send Guarantee By	The method by which the shipping company sends the guarantee. Options include Courier, Mail, Registered Mail and SWIFT The user selects a method from the dropdown list.

3 Switch to the Participants tab and enter the Deal participant data in the relevant fields.

4 Scroll down to the Documents & Terms tab and enter relevant data in the following Term fields:

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

5 Switch to the Attachments tab to attach files to a regular Guarantee application to Nordea and upload them.

6 Switch to the Texts tab to enter additional customized information and requirements to the Guarantee.

Figure 66 – New Guarantee Page: Texts Tab

- 7 Enter additional Deal information by clicking the appropriate option in the toolbar, or by clicking the directional button to view a preceding window.
- 8 To send the transaction, when you are finished entering all Guarantee details into the application form, click Sign.

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

- 9 To release the transaction, click Sign.
- 10 If you do not want to send the transaction at the current moment, once you have 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 you want to save the updated application and apply the details to another application, click Template.

5.2 Guarantee from Nordea Standard Guarantees

To Complete the Guarantee from Nordea Standard Guarantees:

1. From the Guarantees menu, click Guarantee from Template Library.

TFG routes you to the selection screen 'Guarantee Text Selection' where you can select the relevant text template.

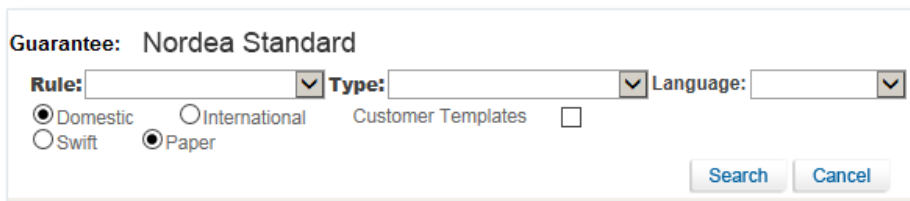
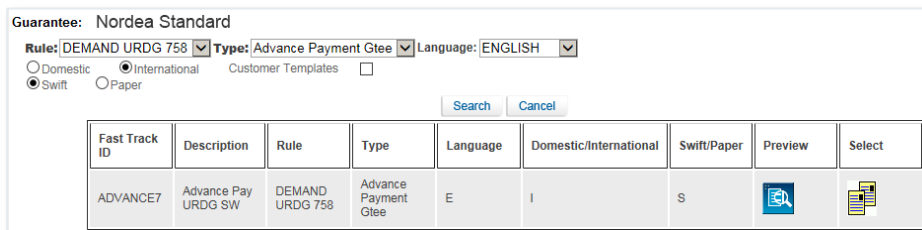


Figure 67 – Guarantee Text Library search page

2. Fill in filters to narrow the search and click the Search button.

The Guarantee Text Library results page appears.






Fast Track ID	Description	Rule	Type	Language	Domestic/International	Swift/Paper	Preview	Select
ADVANCE7	Advance Pay URDG SW	DEMAND URDG 758	Advance Payment Gtee	E	I	S		

Figure 68 – Guarantee Text Library search results page

Selection Fields	<p>The following logic applies:</p> <ul style="list-style-type: none"> • Any combination of fields in any order can be selected. • The dropdown fields include all possible values. If there is no text template available for the selected combination, the list will remain empty and a warning message will be prompted to the user. Customer Templates field will be displayed on the screen only if at least one template exists.
Type	The type of the template

Rules	Accessory; Demand No Rules; or Demand URDG758
Language	The language of the template
Domestic/International	Indicates the guarantee type. Possible values: <ul style="list-style-type: none"> • Domestic • International
Customer Templates	When selected, only templates, which are defined on the customer group or customer level will be shown.
Action Buttons	
Search	When clicked, a list of text templates will be shown to the user
Cancel	When clicked, the user will return to the Inbox.

3. Click the Preview  icon.

The respective text is displayed as a PDF document including a watermark, e.g. DRAFT/SPECIMEN and additional text, e.g. this is a non-negotiable guarantee/without liability of Nordea (see **Error! eference source not found.**).

4. Click the Select  icon to be routed to the Guarantee Transaction screen.

The guarantee form includes the regular fields and the variable fields which were defined in the template.

5. Fill in the regular fields

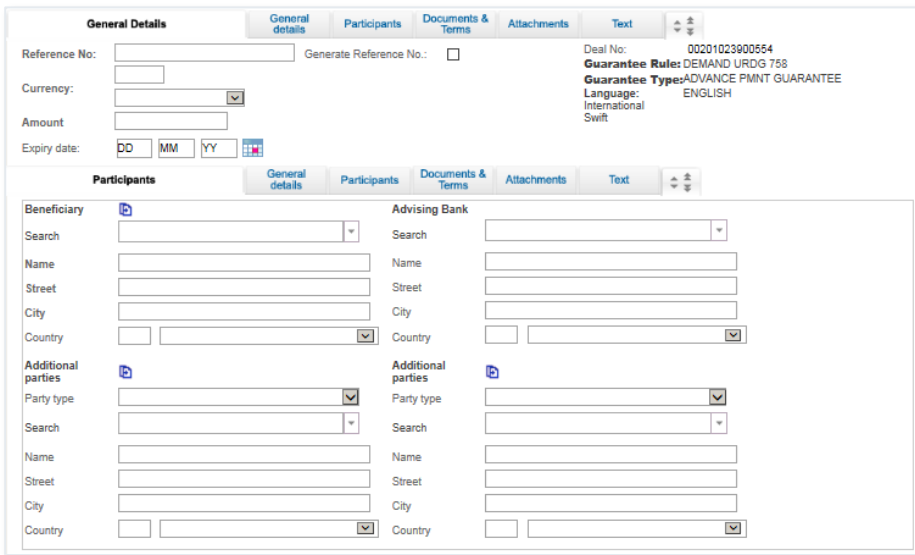


Figure 69 – Guarantee Form – standard fields

6. Fill in the variable fields defined for this specific template.



Figure 70 – Guarantee Form – variable fields

Note: In case a guarantee is initiated via the Text Library option, the following text windows will only be available:

- Comments
- Customer Instructions

All other text will be taken directly from the template.

5.3 Guarantee Amendment

Guarantees issued by Nordea are listed in the Amend Existing Guarantee window.

5.3.1 Guarantee Amendment Tabs

The following tabs must be completed in order to amend a Guarantee:

- General Details
- Attachments
- Texts



Figure 71 – Amend Guarantee Navigation Toolbar

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

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

5.3.2 Amending a Guarantee

1. From the Guarantees menu, click Amend Guarantee.

The Amend Guarantee search window is displayed.

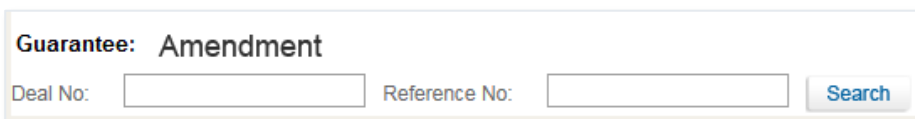


Figure 72 – Amend Guarantee: Select Deal

2. Select a specific transaction by either:


- Entering the Deal No. and/or Reference No. of the Guarantee 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 Guarantees that are displayed in the Amend Guarantee window.

To view the Deal details, click Deal title.

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

- Retrieve the relevant Guarantee in order to amend it by clicking Open  next to the Deal.

The selected Deal is displayed with its application page completed.

Note: When editing a previously saved transaction, the amended fields are highlighted after the user saves the changes.

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

- Enter data in the relevant fields.

The following are the General Details tab fields:

Reference Number	A unique deal identification number, decided by the TFG user. For example, a contract number, a delivery order, and so on
Amount	The amount of the Guarantee application
Increased Amount	The amount the value of the guarantee has increased by.
Decreased Amount	The amount the value of the guarantee has decreased by.
Currency	The currency in which the guarantee is expressed
Deal Number	A Deal Number specified by Nordea upon receiving the Guarantee application. This field is a read-only field.
Guarantee Type	The Guarantee type, predefined by Nordea. Examples include Performance, Bid, or Payment Guarantees.
Expiry Date	The date the Guarantee expires

- Switch to the Attachments tab to attach files to an amended Guarantee application to Nordea and upload them.
- Switch to the Texts tab to enter additional customized information and requirements to the Amend Guarantee.
- Enter additional Deal information by clicking the appropriate option in the toolbar, or by clicking the directional button to view a preceding window.
- To send the transaction, when you are finished entering all the Amend Guarantee details into the application form, click Sign.

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

- To release the transaction, click Sign.
- If you do not want to send the transaction now, once you have amended the appropriate information, click Save & Exit to update the Deal in the TFG database, Or Click Cancel to return to the previous page without saving any action on the current page.

5.4 Guarantee Claim

TFG allows the customers to send a claim including attachment of relevant documentation under an existing incoming guarantee via TFG to Nordea.

5.4.1 Guarantee Claim Tabs

The following tabs must be completed in order to complete a post guarantee claim:

- General Details
- Attachments
- Texts



Figure 73 – Claim Guarantee Navigation Toolbar

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

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

5.4.2 Claiming a Guarantee

1. From the Guarantees menu, click Post Guarantee Claim.

The Claim Guarantee search window is displayed.

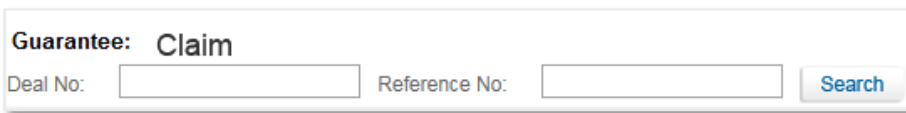


Figure 74 – Claim Guarantee: Select Deal

2. Select a specific transaction by either:


- Entering the Deal No. and/or Reference No. of the Guarantee that needs to be claimed 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 Guarantees that are displayed in the Claim Guarantee window.

Note: If no search criteria have been entered, upon clicking the Search button, TFG retrieves all deals which are not booked off and which have a positive balance, irrespective of the expiry date (past or future).

A deal for which a claim is currently under process, is not included in the criteria result list (similar to the Amend Guarantee search facility).

To view the Deal details, click Deal title.

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

3. Retrieve the relevant Guarantee in order to claim it by clicking Open  next to the Deal.

The selected Deal is displayed with its application page completed.

Import: Guarantee Claim

Claim Details | Claim Details | Attachments | Text

Reference No: 1798RETEST
 Claim Reference No:
 Claim Amount:

Deal No: 00202123010362
 Currency: US Dollar
 Deal Balance: 10,000.00
 Expiry Date: 30/11/15

Attachments | Claim Details | Attachments | Text

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

Text | Claim Details | Attachments | Text

Claim Reasons

Max Line:99

Customer instructions Max Line:99

Comments to Nordea Max Line:99

Incoming Correspondence

Transaction Name	Drawing No.	Text ID	Document Name	Arrival Date/Time	Send To
Incoming Guarantee Advice	0	12IS1	Gtee cover let.	03/11/15	Customer
Incoming Guarantee Advice	0	DR/CR	Account entry	03/11/15	Customer
Incoming Guarantee Advice	0	LT76J	Perf. gtee	03/11/15	Beneficiary

Payment Item Account Currency and No.

Save Save&Exit Sign Deal Note Cancel

Figure 75 – Claim Guarantee window

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, if assigned
Deal No.	Nordea's deal number.
Claim Reference No.	The customer's reference number for this specific claim. Note: In case of multiple claims, TFG validates the uniqueness of the Claim Reference No. under the same deal. In case of duplication, TFG prompts the error message "Duplicate Claim Reference No" to the user.
Currency	Deal currency

Claim Amount	The amount of this claim. TFG ensures that the entered amount is not greater than the deal balance. If yes, TFG prompts the error message "Claim amount is greater than the deal balance" to the user.
Deal Balance	Deal balance
Expiry Date	The guarantee expiry date.

Note: In case of an unlimited guarantee, the word "Unlimited" is displayed.

- Switch to the Attachments tab to attach files to a regular Guarantee application to Nordea and upload them.
- Switch to the Texts tab to enter additional customized information and requirements to the Guarantee.

Note: It is mandatory to enter a reason in the Claim Reason window.

- Enter additional Deal information by clicking the appropriate option in the toolbar, or by clicking the directional button to view a preceding window.
- To send the transaction, when you are finished entering all Claim details into the application form, click Sign.

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

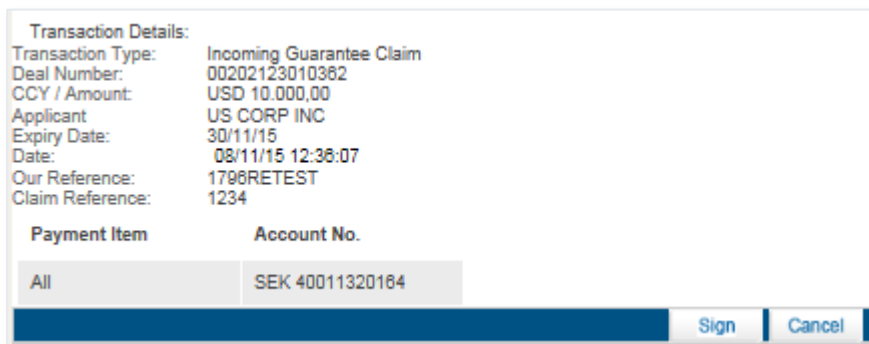


Figure 76 – Signature window

Transaction Type	Incoming Guarantee Claim
Deal No.	Nordea's deal no.
CCY/Amount	Deal currency and claim amount
Applicant	Counterparty
Expiry Date	Date of guarantee expiry
Date	Date and time of the step creation; as per existing logic
Customer Deal Ref.	The reference no. assigned by the customer to the deal
Customer Claim Ref.	The reference no. assigned by the customer to this specific claim
Payment Item	Account details

- To release the transaction, click Sign.

10. If you do not want to send the transaction at the current moment, once you have 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 you want to save the updated application and apply the details to another application, click Template.

5.5 Extend or Pay

The Extend or Pay demand functionality is TFG for Incoming Guarantee transactions. There are two launch options in TFG:

- Deal History Launch
- Main Menu Launch

5.5.1 Extend or Pay Guarantee Tabs

The following tabs must be completed in order to establish an Extend or Pay Guarantee:

- General Details
- Attachments
- Texts



Figure 77 – Guarantee Navigation Toolbar

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

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

5.5.2 Launching an Extend or Pay Demand

1. From the Guarantees menu, click Guarantee Extend/Pay.

The Extend or Pay demand search window is displayed.

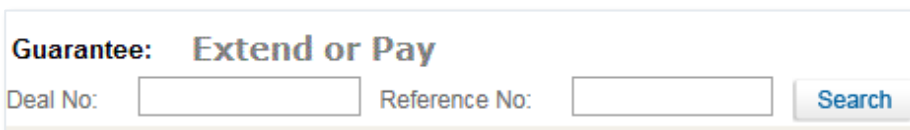


Figure 78 – Extend or Pay Guarantee: Select Deal

2. Select a specific transaction by either:


- Entering the Deal No. and/or Reference No. of the Extend or Pay demand 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 Guarantees that are displayed in the Extend/Pay Guarantee window.

TFG presents a list of open Incoming Guarantees, which meet the following criteria:

- Are not open ended (i.e. have an Expiry Date)
- and
- Have an open balance.

To view the Deal details, click Deal title.

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

- Retrieve the relevant Guarantee in order to initiate an Extend/Pay demand by clicking Open  next to the Deal.

The Extend or Pay demand for the selected Deal is displayed.

Figure 79 – Extend or Pay Instructions

- Enter data in the relevant fields.

The following are the General Details tab fields:

Reference No.	The reference number of the Issuing Bank.
Deal No.	The Deal Number created by Nordea
Amount	The amount of the Guarantee
Expiry Date	The date the Guarantee expires
Currency	The currency of the Guarantee.
Extend until Date	<p>An entered date must be later than the existing expiry date and greater than the current date.</p> <ul style="list-style-type: none"> If the entered date is equal to or less than the existing expiry date or less than the current date, an error message is generated on clicking the Save &Exit or Sign button.

- Switch to the Attachments tab to attach files to an Extend or Pay Guarantee demand to Nordea and upload them.
- Switch to the Texts tab to enter additional customized information and requirements to the Guarantee.

7. To approve the transaction, when you are finished entering all the Extend or Pay Guarantee details into the application form, click Sign.

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

8. To release the transaction, click Sign.
9. If you do not want to approve the transaction now, once you have completed 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.

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

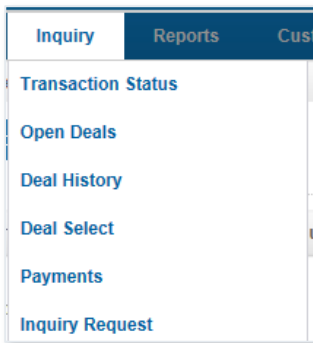


Figure 80 – Inquiry Navigation menu

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.

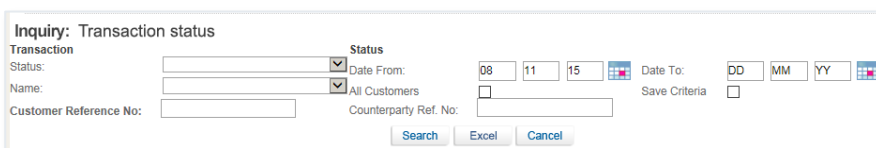


Figure 81 – Transaction Status Inquiry Window

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:

<p>Status</p>	<p>Limits the search to a specific transaction stage.</p> <p>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.</p>
---------------	---

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.

Inquiry: Transaction status

Transaction Status: Date From: DD MM YY Date To: DD MM YY

Name: All Customers Save Criteria

Customer Reference No: Counterparty Ref. No:

Transaction Name %	Foreign Bank Ref. %	Cust Ref. %	Counterparty Ref. %	Deal No. %	Transaction No. %	Currency %	Amount %	Amount in EUR	Exchange Rate	Counter Party	Transaction Status %	Status Date %	Signs	Print
Incoming Guarantee Claim	1796RETEST			00202123010302	0	US Dollar	10,000.00	9,200.22	1.0869301	US CORP INC	Transaction in process	09/11/15 12:36:07		
Pre Guarantee		06111517354BKHE			0	US Dollar	1,000.00	920.02	1.0869301		On Hold in Middle Office	09/11/15 17:38:51		
Guarantee Issuance		061115103823TCMX		00201023900518	0	Euro	150,000.00	150,000.00	1.0000000	ASAS FORETAG	Transaction received by Nordea	09/11/15 10:44:02		

Figure 82 – Transaction Status Search Results

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

- Sort the inquiry result columns in ascending/descending order by using the arrows located in the column headings.
- In the Transaction Name column, click a transaction record to view that transaction.
- 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.

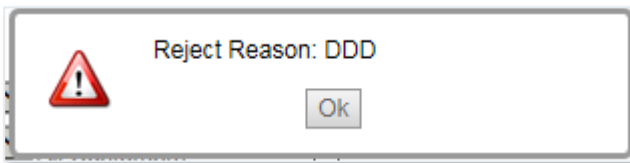


Figure 83 – Rejection reason pop-up window

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

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

D - Data Entry

Figure 84 – 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.

Viewing the Open Deals Window:

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

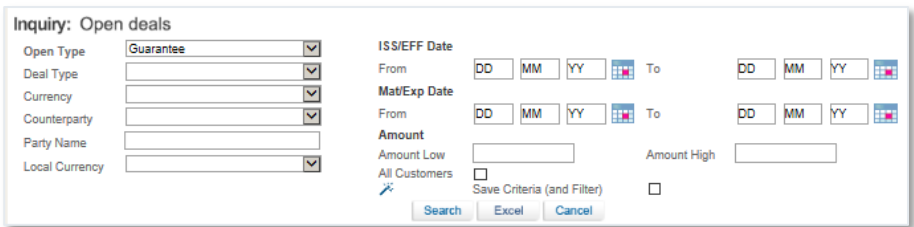


Figure 85 – Open Deals Inquiry Window

Open Deal inquiries are made according to the following parameters:

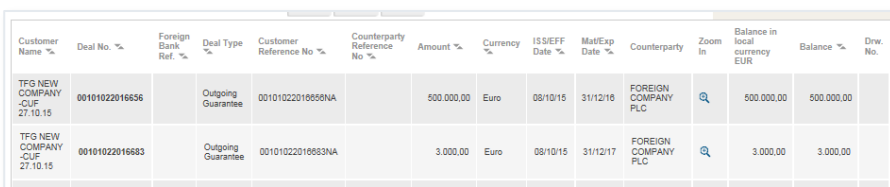
Open Types	<p>The open types of transactions in the system that have not been completed.</p> <p>The option of selecting All Outstanding Deals also exists.</p> <p>If records for the same deal exist in several types, the “All Outstanding Deals” option will present all the records, according the criteria, 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: Outgoing Guarantees and Shipping Guarantees.

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:
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 you view from your browser, click Excel.

Note: You 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 %	ISS/IEFF Date %	Mat/Exp Date %	Counterparty	Zoom In	Balance in local currency EUR	Balance %	Drw. No.
TFG NEW COMPANY -CJF 27.10.15	00101022016656		Outgoing Guarantee	00101022016656NA		500.000,00	Euro	08/10/15	31/12/16	FOREIGN COMPANY PLC		500.000,00	500.000,00	
TFG NEW COMPANY -CJF 27.10.15	00101022016683		Outgoing Guarantee	00101022016683NA		3.000,00	Euro	08/10/15	31/12/17	FOREIGN COMPANY PLC		3.000,00	3.000,00	

Figure 86 – Open Deals Search Result Report

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

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


The column headers are as follows:

No	Row sequence Number
Customer Name	The name of the customer for the current record
Open Types	The open types of transactions in the system that have not been completed, including: Acceptances, D/C, Collections, Payments and Guarantees.
Deal Type	The type of Deal and the step.
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

6.2.1 Customizing Output Layout

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

To Customize the Output:

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

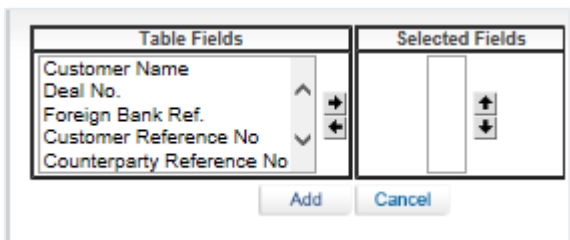


Figure 87 – Personalize Page Layout Window

2. From the list of table fields, select the fields you 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 column.

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 you run display according to your customized layout.

Customer Name	Customer Reference No	Deal Type	Currency	Amount
TFG NEW COMPANY -CUF 27.10.15	00101022016656NA	Outgoing Guarantee	Euro	500.000,00
TFG NEW COMPANY -CUF 27.10.15	00101022016683NA	Outgoing Guarantee	Euro	3.000,00
TFG NEW COMPANY -CUF 27.10.15	00101022016718NA	Outgoing Guarantee	Euro	100.000,00

Figure 88 – 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 you to view a Deal in detail. Here you 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 you 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 89 – Deal History Inquiry Window

Deal Type	The type of Deal and the step.
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. You 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 Inquiry: Deal History page opens. Refer to Figure 90 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 you to view details entered by the customer and Nordea.

6.3.2 Deal History Search Results

Inquiry: Deal history

General Details
General details
Ref Data
Participants
Text

Deal No.	00201023000241	Deal Type:	Outgoing Guarantee
Amount:	569.800,00	Reference/Invoice No.:	080723/685448
Currency:	Euro	Balance:	569.800,00
Expiry Date:	30/05/09	Guarantee Type:	RETENTION MONEY GUARANTEE
Counterparty:	PETERSSONS KONFERENS AB NORDEA 105 71 STOCKHOLM	Link To D/C:	000000000000

Transaction Name	Drw No.	Amount	Currency	Amount in EUR	Exchange Rate	Status Date	Expiry Date	Approval Status
Guarantee Issuance	0	569.800,00	Euro	569.800,00	1,00000000	23/07/08	30/05/09	

Email	Title	Priority	Status	Status Date
1	Non receipt of guarantee	Urgent	E-mail closed by Nordea	23/09/08

Additional Reference Data
General details
Ref Data
Participants
Text

Additional Reference No

Customer Reference No: 080723/685448

Beneficiary
Name: 005565001897CUST
Street
City
Country

Counterparty Ref. No:

Participants
General details
Ref Data
Participants
Text

Party Code	Party Name	Street	City	Country
Beneficiary	PETERSSONS KONFERENS AB	NORDEA	105 71 STOCKHOLM	


Text
General details
Ref Data
Participants
Text


Transaction Name	Drw. No	Text Id	Document Name	Arrival Date	Send To
Guarantee Issuance	0	LT76R	Payment gtee	23/07/08	Beneficiary

New

Save Cancel

Figure 90 – Deal History Search Results: General Details Tab

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

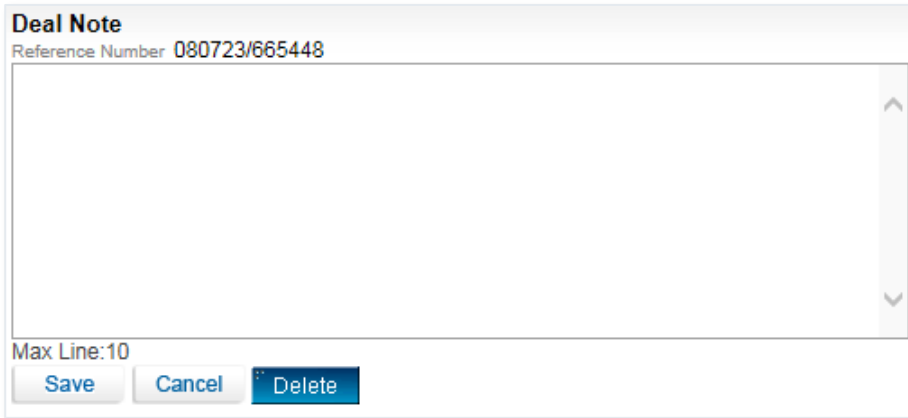


Figure 91 – Deal Note window

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

The following buttons are available in the Deal Note window:

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

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

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

Transaction Name	Drw No.	Amount	Currency	Amount in EUR	Exchange Rate	Status Date	Expiry Date	Approval Status
Guarantee Issuance Original	0	50.000,00	Euro	50.000,00	1,0000000	05/11/15	11/12/15	
Guarantee Cancellation	1	,00	Euro	,00	1,0000000	05/11/15		
Guarantee Amend / Extend	2	50.000,00	Euro	50.000,00	1,0000000	05/11/15	11/12/15	

Figure 92 – Original Customer Application Link in the Deal History Page

- To display Nordea’s final Deal step – click the transaction type link in the Transaction Name column.

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

- Original Transaction Details (initiated by the customer)
- Deal Participants
- Availability

- Deal Texts

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

- To view the original details – refer to the General Details tab table of the selected Deal (see Figure 90).

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.
Approval Status	Relevant for Amendments

- To view the additional reference data – click the Ref Data tab

Or

Scroll down to the Ref Data tab.

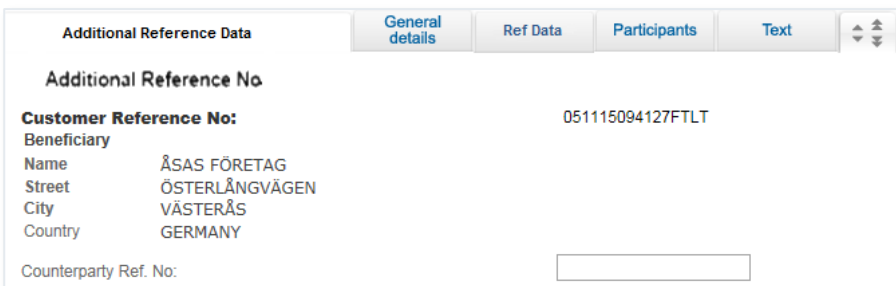


Figure 93 – Outgoing Guarantee Deal History: Additional Reference Data Tab

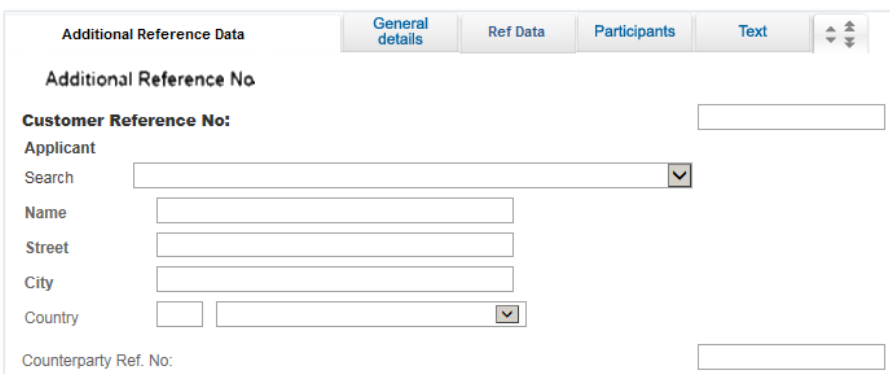


Figure 94 – Incoming Guarantee Deal History: Additional Reference Data Tab

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.

Party Code	Party Name	Street	City	Country
Advising Bank	COMMERZBANK AG	D-60261 FRANKFURT/MAIN	GERMANY	
Applicant	BROLINS TYGER AB	NORDEA	SE-105 71 STOCKHOLM	SWEDEN
Beneficiary	GERMAN CO	POSTFACH 1919	DÜSSELDORF	GERMANY

Figure 95 – Outgoing Guarantee 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 all related texts for a Deal – click the Text tab or scroll down the Request Form until the Texts tab is displayed.

Transaction Name	Drw. No	Text Id	Document Name	Arrival Date	Send To
Guarantee Issuance	0	02IS1	Gtee cover let.	05/11/15	Customer
Guarantee Issuance	0	DR/CR	Account entry	05/11/15	Customer
Guarantee Issuance	0	MT76J	Perf. gtee	05/11/15	Advising Bank
Guarantee Miscellaneous	1	02AM4	Claim Advise	06/11/15	Customer

Figure 96 – Outgoing Guarantee 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.

6.3.3 Launching Transactions from the Deal History Page

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

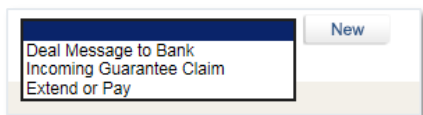


Figure 97 – TFG Deal History Screen: Launching a Transaction

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

All products:

- Deal Message

Guarantee:

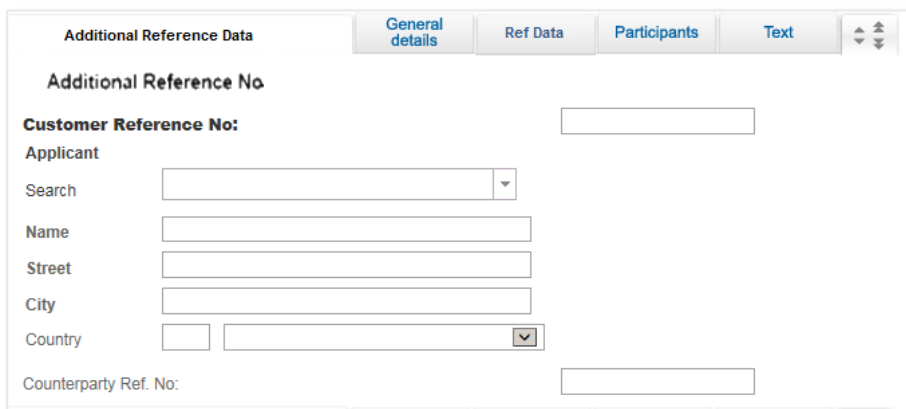
- Extend or Pay (for Incoming Guarantee only)
- Change Reference No. (for Outgoing Guarantee only)

6.3.4 Adding or Changing Reference Number

The system allows the user to change reference data to transactions which were initiated by Nordea and downloaded to TFG, e.g. Incoming Guarantees.

To Add Reference Number from the Deal History Page:

1. Navigate to the Incoming Guarantee history page.



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

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

To Change Reference Number from the Deal History Page:

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

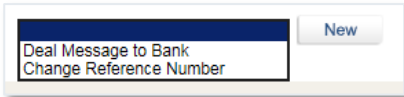


Figure 98 – Import D/C Deal History dropdown

Note: The link only appears in case the user is specifically authorized for processing the AMD step of the relevant deal. Otherwise, it does not appear under that step for that user.

TFG routes the user to the Change Reference Number page.

Figure 99 – 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	Outgoing Guarantee
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 you to display all the deals according to selected parameters and combinations of parameters. For instance, if you want to display all the Guarantee deals processed by the system, select “Outgoing” from the deal type dropdown list. If you need 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 100 – 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 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.
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 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 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.
 - You are 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 %
Outgoing Guarantee		kkkk	1234	00201023003159	1.500.000,00	Euro	1.500.000,00	1,00000000	1.500.000,00	1.500.000,00	1.500.000,00	1.500.000,00	uuuu	28/08/15
Outgoing Guarantee		test		00202023000042	3.131.307,08	US Dollar	2.880.872,88	1,0899001	3.131.307,08	2.880.872,88	3.131.307,08	2.880.872,88	xxxxx	11/09/09
Outgoing Guarantee		DOMESTIC		00201023013497	455.000,00	Swedish Krona	48.489,35	0,3835038	455.000,00	48.489,35	455.000,00	48.489,35	SHENSKT FORETAG O	08/10/15

Figure 101 – 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 you view from your browser, click Excel.

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

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.

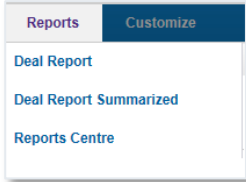


Figure 102 – Reports Navigation Menu

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 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 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.

Foreign Bank	Cust Ref.	Counterparty	Deal No	Counter Party	Issue	Expiry Date	Ccy	Amount	Nordea Conf.	Amount inEUR	Balance	Balance	Exchange
Order ByCcy - Ascending Criteria:OUTGOING GUARNT Local Currency:Euro													
Total Rows ForCcy: BRL-1								500,000.00	***	500,000.00	121,706.95		
	020102301403N		0020102301400	BRASILIAN CO	28/10/2015	30/11/2015	BRL	500,000.00		121,706.95	500,000.00	121,706.95	4.11
Total Rows ForCcy: EUR-10								4,687,500.00	***	4,680,000.00	4,630,000.00		
	02010230026	1234	002010230026	1234	28/06/2015	15/06/2016	EUR	1,500,000.00		1,500,000.00	1,500,000.00	1,500,000.00	1.00
Total Rows ForCcy: NDK-1								254,842.50	***	254,842.50	27,444.32		
	02010230005		002010230005	SMITHS.CO.LTD	05/11/2015	30/11/2015	SEK	51,238.00		5,460.22	51,238.00	5,460.22	9.38
Total Rows ForCcy: SEK-2								551,236.00	***	551,236.00	58,745.22		
	02010230015		002010230015	US Seller	06/05/2010	30/11/2015	USD	500,000.00		460,011.20	500,000.00	460,011.20	1.09
Total Rows ForCcy: USD-4								1,550,000.00	***	1,550,000.00	1,426,034.72		
Total Number Of Items 18													

Figure 107 – Example of a Deal Report Output: Sorted by Currency including sub-totals

7.2 Deal Report Summarized

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

To Launch a Deal Report Summarized:

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

The Deal Report Summarized selection window is displayed.

Reports: Deal report summarized

Report Name:

Deal Type:

Currency:

Counterparty:

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

Local Currency:

Order By:

Data Item:

All Customers:

Report Format: HTML EXCEL PDF

Figure 108 – Deal Report Criteria

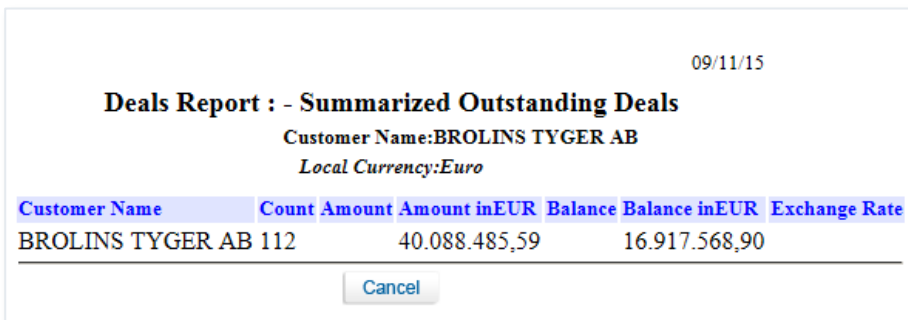
The following criteria are available:

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.



Deals Report : - Summarized Outstanding Deals						
09/11/15						
Customer Name: BROLINS TYGER AB						
Local Currency: Euro						
Customer Name	Count	Amount	Amount inEUR	Balance	Balance inEUR	Exchange Rate
BROLINS TYGER AB	112		40.088.485,59		16.917.568,90	

Figure 109 – Example of a Deal Report Summary Output (HTML Format)