User guide

Trade Finance Global

Contents

1. Guarantees

Note: Ensure you have the appropriate authorization level to create or amend guarantees, if not, certain features are disabled.

You can apply for International or Domestic guarantees in three ways:
- Standard - where you can select between Nordea's guarantee text templates
- Free Text - If you have your own text you want to attach to the request
- Draft Request - If you want Nordea to send you a draft of the guarantee text before you do the final approval"
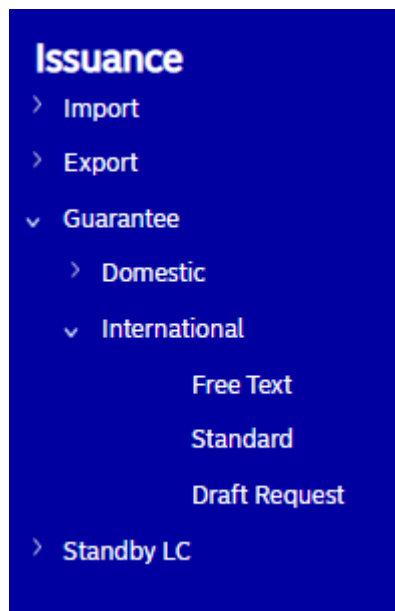

Figure 1 Issuance screen

1.1. International and Domestic Guarantees

The first step in opening a new guarantee application is to select if the guarantee should be international or domestic. You should choose "International" if the guarantee is to be issued in favour of a party whose domicile country differs from yours.

1.1.1 Initiating a Guarantee Application

Note: The procedures in this section apply to both International and Domestic Guarantees.
You have the option of requesting either a standard or "Free Text" guarantee when opening a new guarantee application. If you select standard you can select the appropriate text from a list of Nordea's guarantee text templates. However, if you select "Free-Text" you need to provide Nordea with the guarantee text as either an attachment or write it directly in the application.

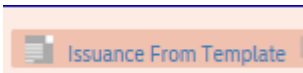#### 1.1.1.1 Application of a Standard Guarantee

1. From Issuance: Guarantees, select Standard.

This opens the list of Nordea's standard guarantee and when selecting a specific guarantee, the text is previewed at the bottom of the screen.

Figure 1 – Standard Guarantee page with Preview Details

2. Select an appropriate template.

3. Click in the menu bar on the top right of your screen.

This will open the application form consisting of five default parts. These are "General Details", "Additional Details", "Participants", "Attachments" and "Text".

Figure 3 – Guarantee International page: General Details tab

4. Enter data in the relevant fields.

Note: Some of these fields are mandatory and must be filled in before the application is sent to Nordea. These are indicated with an asterisk (*) on the screen and in this User Guide.

The following are the General Details tab fields:

Form Of Undertaking	Nordea predefined Guarantee Type
Deal No	Nordea defined no, auto generated during Issuance. This is a read- only field
Expiry Type	Nordea predefined Fixed date for Standard Guarantee type
Purpose of Message	This filed will show if the guarantee is to be issued by Nordea or another bank against Nordea's counter guarantee
Swift / Paper	Select if the guarantee is to be issued by SWIFT or Paper
Guarantee Type	Nordea predefined type of Guarantee, such as: Performance, Bid or Payment Guarantees. This field is a read-only field for standard guarantees
*Expiry Date	The date the guarantee expires
Applicable Rule :	Select which rules that should govern the guarantee. This field is a read-only field for standard guarantees
Demand Indicator	Indicates if multiples or partial claims area allowed
Governing Law	The Governing law of the guarantee
Governing Law Details	Additional details to the governing law
Requested language	The guarantee text language
*Deliver Original To	Nordea predefined to Beneficiary, can be updated Applicant or Other as required. If Other is selected, it is mandatory to add Third party in Participants section
Delivery Method	Method by which guarantee to be delivered
Reference No	Your unique deal identification number, a contract number, a delivery order, etc.
Generate Reference No	TFG can generate an automatic unique reference number
*Currency	The currency of the Guarantee
*Amount	The amount of the Guarantee
Additional Amount	It's a free text field to add Additional Amount
Additional Method details	It's a free text field to add Additional Method details

5. Switch to the Additional Details tab and enter the required data. The fields you will see are dependent on the standard template selected.

6. Switch to the Participants tab and enter the Deal participant data in the relevant fields. Beneficiary information is mandatory and advising bank is mandatory if the guarantee is to be advised by a local bank.

7. Switch to the Attachments tab to attach files to your Guarantee application. It is optional to add attachments.

8. Switch to the Texts tab to enter additional information for Guarantee application. It is mandatory to add contact information so we can contact you if needed.

Figure 4 – Guarantee: Text tab

9. To send the application, when you are finished entering all your details, click Sign.

The system runs internal checks to make sure the information is entered correctly. If it returns an error, you are notified and prompted to correct it.

You also have the option to save the application, and complete and send it to Nordea later. Select "Save & Stay" or "Save & Exit" to save the application without sending it to Nordea.
Or
Click Cancel to return to the previous page without saving any action on the current page. You will lose all information you have entered

Note: Should you wish to apply the details to another application to be used for future applications, click Template.

10. To preview the Guarantee text, click on Text Preview. PDF file will open showing Guarantee updated details.

11. If Evergreen selected in General Details, Evergreen Tab is shown in addition to other tabs.

Figure 5 – Guarantee: Evergreen tab

1.1.1.2 Application of a Free Text Guarantee
Note: Should you wish to open a template-based Guarantee, refer to Opening a Standard Guarantee.

i.   From Issuance: Guarantees, select the appropriate guarantee (International or Domestic).
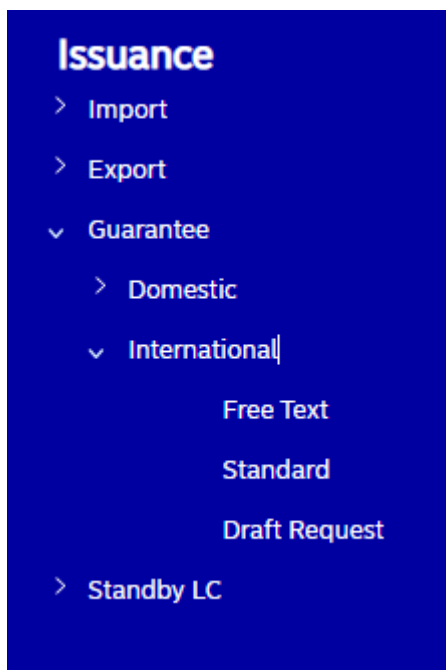
ii.   Click Guarantee Free Text.

Figure 6 – Guarantee Issuance Menu

The Free Text Guarantee page displays.

Figure 7 – Guarantee International – General tab

If SWIFT selected, additional fields such as Governing Law, Governing Law Details and Demand Indicator with prefilled value Multi/ Partial allowed becomes available.

In order to complete your application, continue by following the procedure described in section 1.1.1.1 Application of a Standard Guarantee**.**

1.1.1.3 Application of a Draft Text Issuance Guarantee

This is an option available should you wish Nordea to send you a draft of the guarantee text before actually issuing the guarantee. Draft Text application forms has same format as a guarantee issuance request.

1. From Issuance: Guarantees, select the appropriate guarantee (International or Domestic).
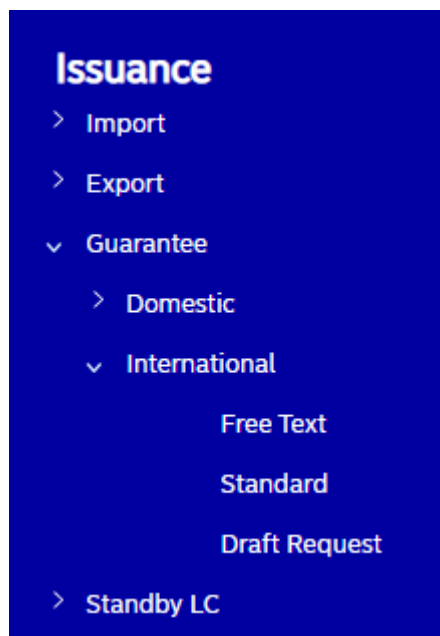
2. Select Draft Request.

Figure 8 – Issuance: International Draft Request menu

This will open the draft application form

In order to complete your application, continue by following the procedure described in section 1.1.1.1 **Application of a Standard Guarantee.**

2.1 Receipt of draft from IMEX to TFG

New drafts sent to you from Nordea can be found in the incoming from bank pane marked as a draft. The exclamation mark indicates that an action is needed from your end. In this case it is to approve, reject or rework the draft.
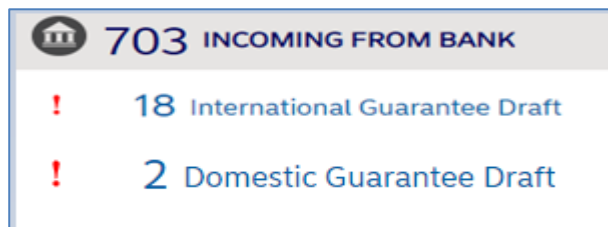

Figure 9 – Incoming From Bank : Guarantee Draft Request

Selecting the item in the dashboard will open a list of received draft requests in the panorama screen. From here you find the draft-text by selecting the red paperclip on the left side of your screen for the relevant draft. You can choose to either Approve, Rework, or Reject the draft:

Figure 10 – Incoming From Bank : Approve, Rework, Reject option

2.1.1 Approve

Select "Approve" if you want Nordea to issue a guarantee based on the latest draft

Figure 11 – Incoming From Bank : Approve option

1. Comments can be added in Comments to Nordea box
2. You can also send attachments to Nordea. This is optional.
3. Select sign to approve the draft and request Nordea to issue the guarantee

2.1.2 Reject

If you for any reason would like to reject the draft and close the case you can do that by selecting reject

Figure 12 – Incoming From Bank : Reject option

1. You need to enter a short title to the rejection. If you want to add additional information, not reflected in the title, you can do this under additional details.
2. Attachments can also be sent to Nordea; this is optional
3. Click on Sign to reject the guarantee draft and close the case

2.1.3 Rework

Rework should be selected if you have additional changes you want included and want Nordea to send you a new draft

Figure 13 – Incoming From Bank : Rework option

1.   Title is mandatory. If you want to add additional changes it can be done in the free text field
or
2.   you can send an attachment that includes the required changes
3.   Click on Sign to submit the required changes to Nordea

3.1 Amending a Guarantee

1.   In Panorama view open deal, find and select the guarantee you wish to amend.

The selected guarantee becomes highlighted and you will see a drop-down menu with the option to amend the guarantee. Select to open the amendment screen.

Figure 14 – Amending a guarantee

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

2. Enter data in the relevant fields.

Note: Some of these fields are mandatory. They are indicated with asterisk (*) on the screen and in this User Guide.

The following are the General Details tab fields:

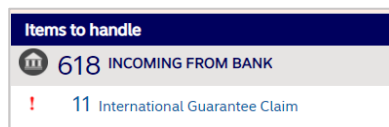| *Form Of Undertaking :	The type of guarantee. This field is a read-only field and cannot be amended
Language :	As selected during Issuance. This field is a read-only field
Purpose of Message :	This field shows if the guarantee was issued by Nordea or a local bank. This field is a read-only field
Deal No.	The guarantee number
SWIFT	As selected during Issuance. This field is a read-only field
Guarantee Type :	Field showing the type of guarantee and cannot be amended
Expiry Type :	This field will show if the guarantee has a specific expiry date or not.
Expiry Date	The Guarantee expires date
Applicable Rule :	The guarantee applicable rule
Governing Law :	The Governing law of the guarantee
Governing Law Details :	Additional details to the governing law
*Deliver Original To :	Nordea predefined to Beneficiary, Can be updated to applicant or other if required
Delivery Method :	Method by which guarantee to be delivered
*Reference Number:	Your reference number previously entered

*Currency:	Guarantee currency
*Amount	This is the guarantee amount before the amendment is created
Additional Method details	If delivery method other is selected you can add additional details in this field
Increased Amount by	If the guarantee is to be increased
Decreased Amount by	If the guarantee is to be decreased
Additional Amount :	If there are changes to additional amount
Demand Indicator :	This field will show if multiple or partial claims are currently allowed under the guarantee

3. If you want to amend conditions in the guarantee not covered by fields in the general details screen you need to either add an attachment in the attachment screen or explain the required changes in the text screen. To send the amendment to Nordea 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.

4.1 Claim

You can find claims received by Nordea under the incoming from bank pane in the dashboard. By selecting this item group you will open a list of all non-archived claims in the panorama screen.

Figure 15 – Claim: International Guarantee Claim

4.1.1 Extend or Pay

You can find extend or pay requests received by Nordea under the incoming from bank pane in the dashboard. By selecting this item group you will open a list of all non-archived requests in the panorama screen.
In order to reply to a request, select the relevant transaction. This will open a drop-down menu on the right side of your screen.
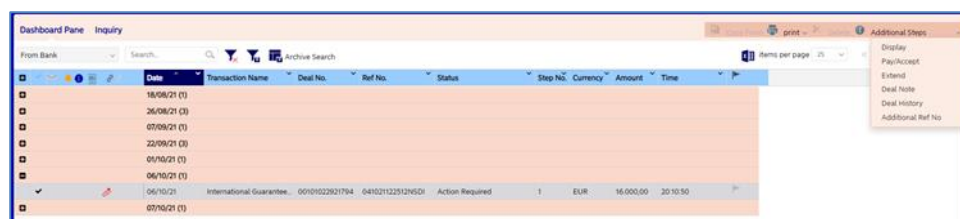

Figure 16 – Extend or Pay

1. Select the "Pay/accept" option to request Nordea to pay under the guarantee

2. This will open the Pay/Accept window. Review the details and select sign to send the payment instruction to Nordea

Figure 17 – Extend or Pay window

Should you instead wish to extend the guarantee you can select the "Extend" option

Figure 18 – Extend or Pay Instructions: General Details tab

You will find the expiry date requested by the beneficiary in the field "Extend until Date". Select "sign" to send the request to extend the guarantee to Nordea. on.

2   Standby L/C

A Standby is similar in nature to a Guarantee. The beneficiary can claim payment if the applicant does not comply with its obligations to the beneficiary. Payment can usually be realized against presentation of a written statement that the applicant is in breach of his obligations under the contract. With this instrument most transactions can be supported.

With the Standby issuance function in TFG, you can perform the following actions:
- Issuance
- Draft Request

2.1 Issuance of Standby:

1. From Issuance: select Standby LC, Issuance
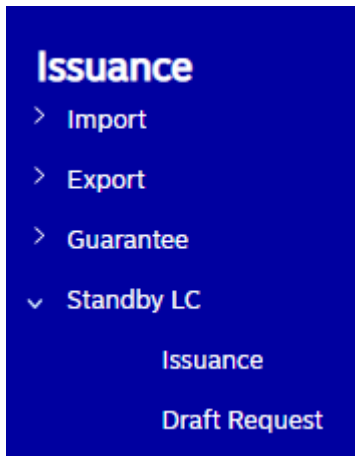
Figure 19 – Standby LC menu

The Standby LC Issuance screen displays.
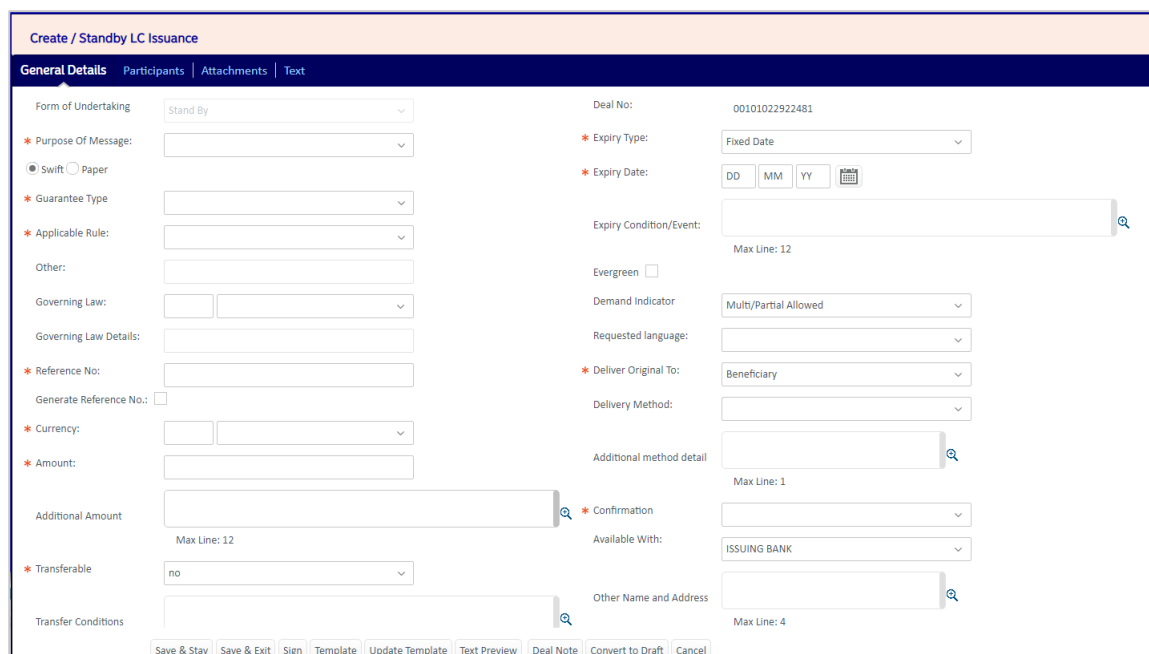
Figure 20 – Standby LC: General tab

2. Enter data in the relevant fields in the General Details tab fields. Mandatory fields are indicated with an asterisk (*).

Form Of Undertaking	Always Stand by

Deal No.	Nordea's deal number auto generated during Issuance. This field is a read-only field
Purpose of Message	Can be updated as Issued by Nordea or Issued by Local bank
Expiry Type	Defaulted Fixed date
*Expiry Date	The date the Stand by expires
Swift / Paper	If the standby should be issued by SWIFT or paper
Guarantee Type	Select type of standby
Applicable Rule	Can be selected as ISP 98 or UCP 600
Expiry Condition/ Event	It's Free text Expiry condition
Evergreen	This option should be selected if an evergreen clause should be included. This will open an a... with new options
Governing Law	Governing Law for the standby
Governing Law Details	Governing Law detail if required
Demand Indicator	If multiple claims/demands are allowed
Requested language	Language in which the standby should be issued
*Reference No	Your unique reference number
Generate Reference No	Select if you want an automatic unique reference number to be generated
*Deliver Original To	To whom the original standby should be delivered
Delivery Method	Method through which the standby should delivered
Additional Method details	Any additional detail can be updated as free text
*Currency	The currency of the Standby
*Amount	The amount of the Standby
Additional Amount	It's a free text field to add Additional Amount
Confirmation	Here you can add the confirmation instructions
Transferable	If the standby is transferable
Transfer Condition	You can add the transfer conditions in this field if the standby is transferable
Available with	Select the bank the standby should be available with
Other Name and Address	If Available with selected as Other, Details of Other name and address to be updated

3. Click the Participants tab and enter the Deal participant data in the relevant fields. Beneficiary information is mandatory and advising bank is mandatory if the standby is to be advised by a local bank

4. You can send attachments to Nordea by adding relevant documents in the attachment screen

5. Click the Text tab to enter additional customized information and requirements to the Standby. Mandatory fields are indicated with an asterisk (*).

Figure 21 – Standby LC: Text tab

6.   To send the application to Nordea, when you are finished entering all the Standby details in 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.

2.2 Amending a Standby
This section will describe how to amend conditions in a standby already issued by Nordea

1.   In Panorama view open deals, find and select the Standby you want to amend.

When you have selected the relevant standby, the Panorama toolbar becomes available and you can select amendment

Figure 22 – Standby LC: Panorama view

2. This will open the amendment screen where you will see the current standby conditions before the amendment. If you need to change conditions not available under general details you need to add this information as free text under the "Text" tab.

Figure 23 – Amend Standby LC General Details page

Figure 24 – Amend Standby LC page – Text tab

Select Sign to send the amendment to Nordea.

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.

2.3 Claim

Standby LC claims or Extend or Pay works in the same way as for guarantees. Please see 4.3 and 4.4 for details.