



TRADE FINANCE
GLOBAL

**A WORLD OF TRANSACTIONS
IN YOUR HANDS**

Trade Finance Global – Requirements and Functionality

Switching from TFNS to Trade Finance Global will be a smooth process and, once up and running, you will enjoy significant improvements and functionality that will give you full control over your trade finance processes. There will be no changes to the access channels and you will use the same access codes. In addition, all current information will be moved to the new system.

There are some important details you must put in place before you can begin to use Trade Finance Global, however, as your current TFNS system will cease to exist after the launch.

This document will take you through what you need to do and outline other important information to ensure a smooth on-boarding process.

Check List: What to do before getting started with Trade Finance Global

- Send the new agreements to Nordea signed by authorised signatory person(s) in your company. [More info](#)
- Update user profiles and authorisation for all users in your company. More info below
- Check your current TFNS information is correct. More info below
- Ensure you are using Internet Explorer 9 or later or Firefox v.37 or later
- Remember your TFNS log in – Trade Finance Global will use the same credentials

If you have any questions or need specific assistance, please contact your Trade Finance Adviser or the Trade Finance Department.

For technical and administration issues, please contact Customer Support on +46 771 83 83 84.



TRADE FINANCE
GLOBAL



**A WORLD OF TRANSACTIONS
IN YOUR HANDS**

New agreements

In order to access Trade Finance Global you will need to sign and submit a new user agreement specifying conditions of use. All you need to do is to follow these steps:

1. Download the agreements [here](#)
2. Sign the agreement and enclose a scanned copy of your company's list of authorised signatures (from the official company register)
3. For Finland and Sweden send the agreements to tradefinanceagreements@nordea.com
For Norway send the agreements to your local SRM or to tfsales.norway@nordea.com
4. You will receive a confirmation mail with co-signed agreements attached



TRADE FINANCE
GLOBAL

**A WORLD OF TRANSACTIONS
IN YOUR HANDS**

User profiles in Trade Finance Global

When Trade Finance Global goes live there will be four types of user authorisation profiles. Three profile types are the same as in TFNS.

- **Supervisor:** The Supervisor is authorised to grant and revoke authority in relation to existing users, and is authorised to remove persons from the list of users in Trade Finance Global. The Supervisor may not add a person to the list of users (only the Administrator can do this). A Supervisor may authorise another user to be a Supervisor.
- **Super User:** The Super User has the authorisation to execute the final signature on any transaction, regardless of pending signatures usually required for a specific transaction.
- **User:** Users have access to operate the Trade Finance Global system according to the rights granted by the Supervisor.
- **Administrator:** The Administrator represents the customer in administrative matters relating to Trade Finance Global. The Administrator has the right to appoint persons as Users and assign right, as well as removing persons from the list of users in Trade Finance Global. In addition, and to the extent allowed by Nordea, the Administrator can authorise Users to access information relating to Accessible Trade Finance Services. The Administrator can also perform the role of Supervisor and/or Super User.

Before going live we strongly advise you to check that the current users set up in your TFNS system are still the people who should have access. If changes are needed, please contact Customer Support.

Trade Finance Global provides many new functionalities and features. To be able to take advantage of all the new benefits, the Supervisor needs to set up the new functionalities they would like to access. Please use the related guidelines to help with this.

A new user profile is available and will be established in accordance with agreements made with your local Trade Finance contact person.



TRADE FINANCE
GLOBAL

**A WORLD OF TRANSACTIONS
IN YOUR HANDS**

Parties and Templates

To get the maximum benefit from Trade Finance Global, we recommend you check the following:

Parties

In the new system there are many new search functionalities. We suggest you to check the parties registered with your suppliers and/or buyers are updated and correct and also check the Country field only contains the Country name and no other parts of the address.

Templates

Please check your templates are updated and the Participants have been selected from the Parties register by 'Search by Code' or 'Search by Name'. Check the Country field only contains the Country name and no other part of the address.



TRADE FINANCE
GLOBAL

**A WORLD OF TRANSACTIONS
IN YOUR HANDS**

Training and support in Trade Finance Global

There will be different ways you can familiarise yourself with the new Trade Finance Global system. You will have access to user guides and quick guides, while there will be local webinars to introduce the new system and its functionalities.

After go live, a Customer Support team will assist you with any technical difficulties you might encounter. If you need help with your daily business and trade finance related

questions you will be passed on to your local Trade Finance Customer Officer or Trade Finance Adviser.

We hope these resources and personal advisory will ensure you are fully prepared to use the system before the go-live date and subsequently receive the required post-launch support.