

NAB Trade Finance Online

Quick Reference Guide Populating a Form



NAB Trade Finance Online uses forms. Users populate forms to submit transaction requests to the Bank. Forms are divided into sections of related information.

This quick reference guide outlines some common form features.

1 Populating Mandatory fields

Mandatory fields are marked with a Red Asterisk.

- Some mandatory fields are pre-populated with information. Some of this information is drawn from your company's profile and some fields default to the most common option. For example 'place of expiry' defaults as 'in country of beneficiary'. You can change this by simply keying over the pre-populated data.
- A field may not be mandatory, however when you select certain options, it becomes mandatory. For example if a credit is available 'By Acceptance' then the requirement to complete payment terms becomes mandatory. The fields that have become mandatory will not have a red asterisk.
- In most instances some non mandatory fields will be required to complete a transaction. For example Incoterms are not marked mandatory but are nearly always required for cross border trade. It is recommended that you complete all fields in a form so that the Bank has all the information required to process the transaction.
- When you attempt to submit a form that is missing mandatory fields, you will receive the following error message.



- 1.1 Click the **OK** button. The first missing field in the form displays blue.

- 1.2 Populate the field.

- 1.3 Click the **Submit** button.

Note: You will receive the same error message each time you attempt to submit the form until you have completed all the mandatory fields.

2 Entering Dates

Dates must be entered in the DD/MM/YYYY format. Dates can be entered with or without separators. The system will add separators automatically. **Note:** You can also use the date picker.

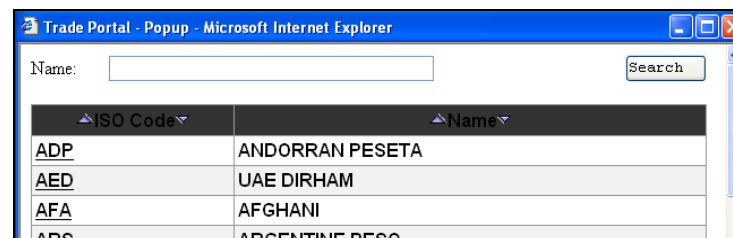
Example

Automatically becomes

3 Entering Amounts

The first section of any amount field is for the currency code. If you know the currency code, you can enter it directly. If you need to you can search for the code.

- 3.1 Click the **Search** button from the Amount field. The Select Currency popup window displays.



- 3.2 Click the **ISO Code** of the currency you want. The currency code displays in the amount field.

Note: You can enter the currency name i.e. New Zealand dollar and click search to locate a specific currency code.

The second section of any amount field is for the currency amount. Amounts can be entered with or without commas. The system will add commas and decimals automatically.

Example

Automatically becomes

4 Retrieving details from a list

When populating forms you can save time by adding details that are stored in the system.

The system stores four lists that are maintained by your company:

List	Content
Bank	List of Bank details
Clauses	List containing predefined blocks of text that you can add to a narrative field
Counterparties	List containing details of companies you trade with
Accounts	List of your company's bank accounts

You can add details stored in one of these lists when you see the following buttons:



The location of the search button will determine if the bank, account or counterparty list is displayed.

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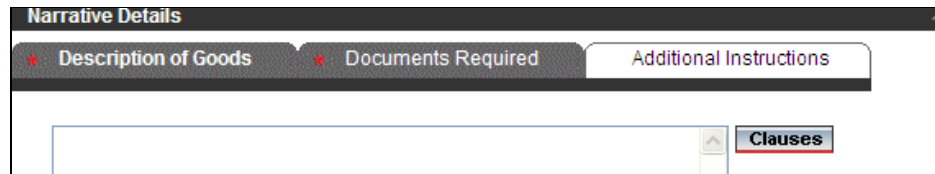
Populating a Form



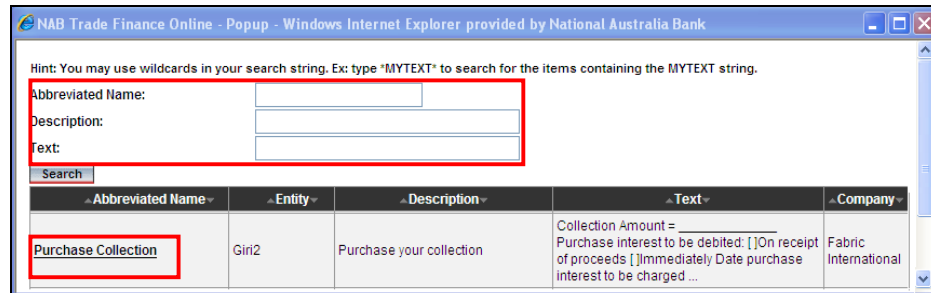
Clauses

Will always display clauses list. The list can be long and some clauses may not be relevant to the field you are populating. This is because the list serves as a repository for the entire system and does not vary according to the form or field you are populating.

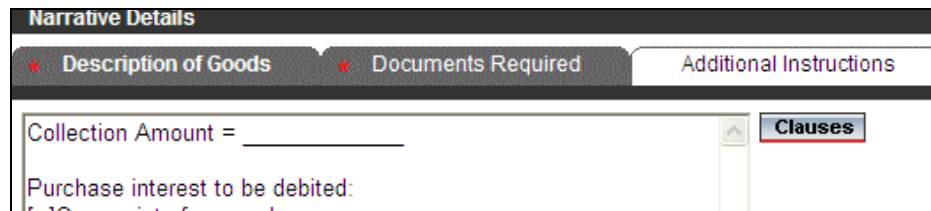
Example



4.1 Click the **Clauses** button to add a comment from the clauses list. A list of clauses stored in the system displays in a popup window.



4.2 Click the **Abbreviated Name** of the clause you want to add. You may wish to refine the available options by entering search criteria. The clause you selected displays in the field associated to the clause button.



4 Selecting tabs

When tabs are visible the white tab is active. You may need to populate fields that are not in the current active tab. Click the tab that you want to view. The selected tab is activated.



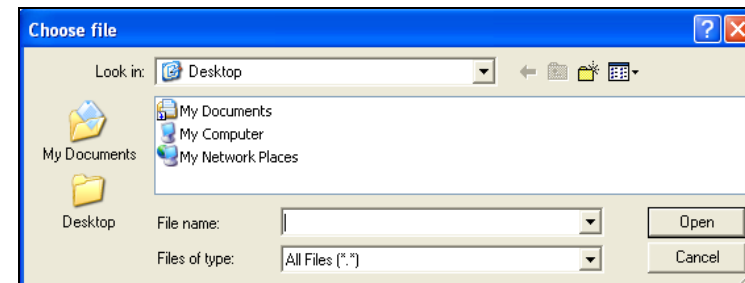
5 Adding Attachments

It may be necessary to attach a supporting document to your form. The maximum file size is 2 Megabyte and only the file types displayed in the table are permitted. If you add an attachment and save the transaction, the attachment will need to be re-attached.

File type	File name suffix
Adobe	PDF
Images	JPG, BMP, PNG, TIFF
Microsoft Excel	XLS, XLSX
Microsoft Word	DOC, DOCX



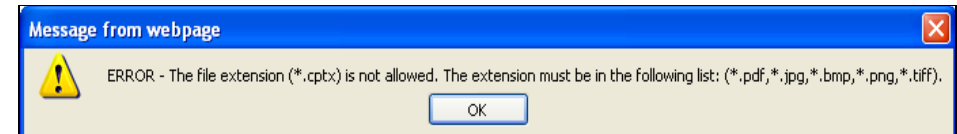
5.1 Click the **Browse** button. The choose file popup window displays



5.2 **Choose** the **location** of the file you want to attach.

5.3 **Click** the **Open** button. The name of the file displays in the Browse field.

Note: If you select a file to attach that does not conform to the above file suffixes, when you try to save or submit the form you will receive the following error message.



Note: Attaching a file exceeding the file size limit will return you to the landing page if you attempt to save, and any prior input will be lost.