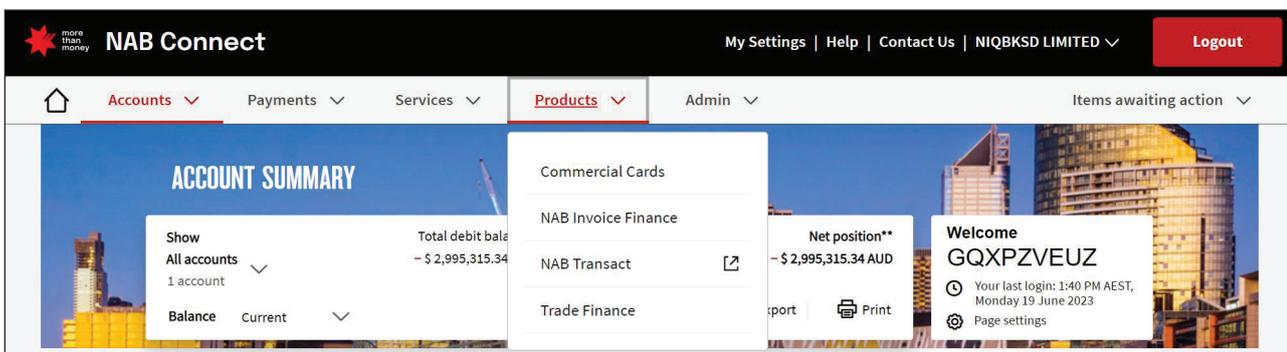


# Trade Finance Online Quick Reference Guide

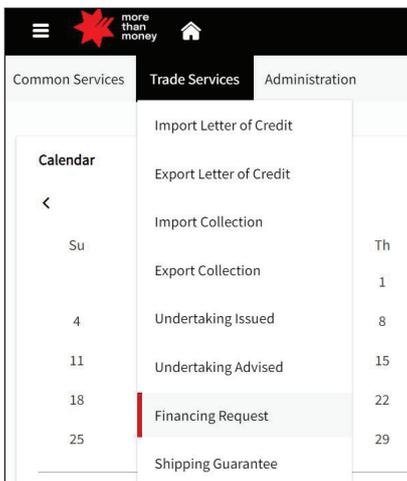
## How to Repay a Trade Finance loan

This quick reference guide shows you how to Repay an outstanding Trade Finance loan via Trade Finance Online including Early Payment and Partial Payment.

Log into Trade Finance Online via NAB Connect under the Products tab to get started.



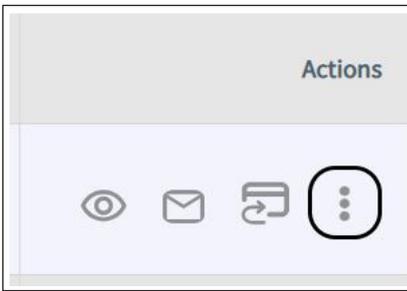
### 1. From the **Trade Services** menu, select **Financing Request**



2. From the **Financing Request** screen, all **'Live'** transactions will be listed

Channel Reference	Customer Reference	Bank Reference	Issue Date	Status	Entity	Counterparty	Currency	Amount	Financing Type	Maturity Date	Interest Rate	Interest Paid	Interest Unpaid	Actions
TF2306002283	CSTREF1906	FL2023001427	19/08/2023	New	48751419	-	AUD	2,300.00	Trade Loan	26/10/2023	1.5	0.00	6.43	
TF2306002242	-	FB2023001414	04/09/2023	New	487751419	-	USD	2,000.00	Borrowing Base	22/09/2023	2.27	0.00	2.27	
TF2306002231	ILC302301160	FL302300079	04/09/2023	New	487751419	-	AUD	30,927.91	Import LC Finance	04/10/2023	-	0.00	25.42	

3. Identify the Trade Loan that you wish to repay and move your mouse to the Actions column, which will provide options available to you, being **View**, **Correspondence**, **Repay** or **Details**. Select the **Repay** option to proceed



4. To provide repayment instructions to the Bank, click on the **Repay** link. You will be taken to the Repayment screen where you will enter your instructions being either a **Full and Final Payment**, or a **Partial Payment**. Complete the payment instructions as prompted, and then select **Next**

*Tips: please click on the **”** icon to open the Clauses function and select from your previously created frequently used clauses<sup>1</sup>. Alternatively you can type your instructions in this field.*

*Note: In case, Auto-payment instruction is already in place with us, you do not need to send us any repayment instruction. Please ensure to provide your FX conversion instructions. (i.e FX Contract number or to apply Spot rate).*

Repayment Draft

Financing Request: TF2306002283 view

**General**

Customer Reference: CSTREF1906 Bank Reference: FL2023001427

Requested Financing Date: 19/08/2023 Tenure (Days): 68

Maturity Date: 26/10/2023

Repayment Instructions

Request Type

Full and Final Payment  Partial Payment

AUD  Interest Amount

Settlement Issue\*  Debit Account

Principal Account

Free Format Message

Customer Instructions\*

22/780

**Next**

1. Refer separate Quick Reference Guide "How to Create Standard Clauses".

5. Upload any **Attachments** if needed, and select **Next**

Note: Please ensure to include Attachments if needed . Up to 10 attachments of 10MB each file. Supported File Type – PDF, Excel file, Word file, Images file.

The screenshot shows the 'Attachments' step of a 'Repayment Draft' for financing request TF2306002283. The left sidebar indicates progress: 'General' is complete, 'Attachments' is the current step, and 'Preview' is next. The main area has a 'Save' link in the top right. Below the title, there's a 'Maximum 10 Files of 10 MB each' limit and a list of valid extensions: PNG, JPEG, JPG, RTF, CSV, XLS, XLSX, DOCX, TXT, DOC, PDF, GIF, XML. A central box contains a cloud icon with an upward arrow and the text 'Drag and Drop File'. Below this is a 'Browse' button. At the bottom right, there are 'Previous' and 'Next' buttons.

6. The **Preview** screen allows you to review you input, and then select **Submit** to forward to the Bank

The screenshot shows the 'Preview' step of the 'Repayment Draft' for financing request TF2306002283. The left sidebar shows 'General' and 'Attachments' as completed steps, with 'Preview' as the current step. The main area has a 'View' link in the top right. Below the title, there's a note: 'All dates are in dd/mm/yyyy'. The preview is divided into two sections: 'General' and 'Attachments'. The 'General' section contains the following details:

<b>Customer Reference</b> CSTREF1906	<b>Bank Reference</b> FL2023001427
<b>Requested Financing Date</b> 19/08/2023	<b>Tenure (Days)</b> 68
<b>Maturity Date</b> 26/10/2023	
<b>Repayment Instructions</b>	
<b>Request Type</b> Full and Final Payment	<b>Repayment Amount</b> AUD 2,300.00
<b>Settlement Mode</b> Debit Account	<b>Principal Account</b> -Not Entered-
<b>Fee Account</b> 086006725679217	<b>Customer Instructions</b> Please repay in full.

The 'Attachments' section below shows '-Not Entered-'. At the bottom right, there are 'Previous' and 'Submit' buttons.

7. The following screen will provide confirmation of your request to Pending at Approval or Pending Bank Approval



## Success

Your transaction is successfully released to the bank.



Event  
Message Final/ Full Payment

Type of Financing  
Trade Loan

Channel Reference  
TF2306001776

Amount  
AUD 50,000.00

Bank Reference  
FL3023001240

Status  
Pending Bank Approval

Entity  
487751419



[Financing Request Listing](#)[Initiate Financing Request](#)

**For further assistance and the additional support, contact your Trade & Working Capital Specialist.**