# Trade Finance Online
Quick Reference Guide

How to provide Acceptance or Payment instructions for drawings under an Import Letter of Credit

This quick reference guide shows you how to provide Acceptance or Payment instructions for drawings under an Import Letter of Credit via Trade Finance Online.

You can search the transaction advices and attached documents under Import Letter Credit in TFO.

- **Acceptance instruction:** to advise your acceptance of discrepancies where we have advised our receipt of a non-complying presentation for a drawing under an Import Letter of Credit

- **Payment instruction:** to advise the payment details to settle a drawing under an Import Letter of Credit

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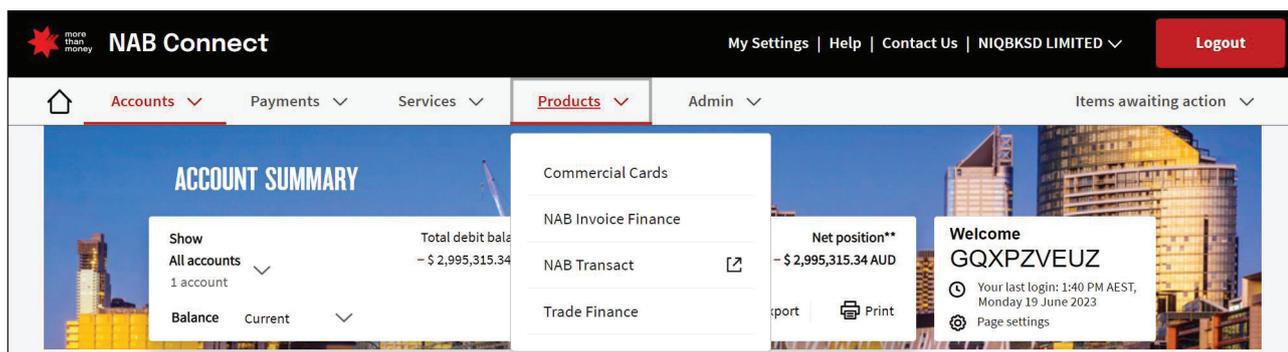

1. From the **Trade Services** menu, select **Import Letter of Credit**.
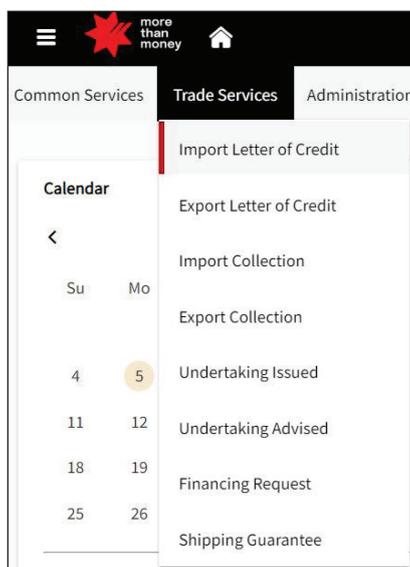
2. From the **Import Letter of Credit** screen, all '**Live**' Import Letter of Credit transactions will be listed.

3. Identify the Import Letter of Credit that you wish to send us **the Acceptance** or **Payment Instruction** and move your mouse to the Actions column (far right), which will provide options available to you, being **Amend**, **Correspondence**, **Cancel** or **Details**. Select **Correspondence** option to proceed.
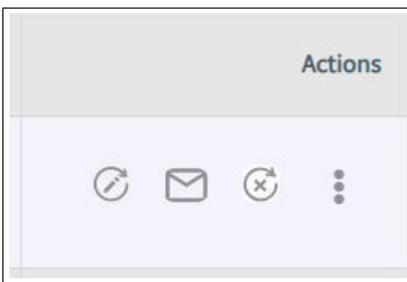
4. Under General Details, you need to enter your instructions in **Customer Instruction** field and select **Next**.

Tips: Please click on the 🗨 *icon to open the Clauses function and select from your previously created frequently used clauses[1]. Alternatively you can type your instructions in this field.*

Suggested wording for the Customer Instructions:

Acceptance instruction *"We confirm our acceptance of discrepancies in your Bank Schedule Advice."*
Payment instruction *"Please settle this transaction (provide foreign exchange instructions, trade finance instructions, settlement/debit account details, or other information here)."*

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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. Supported File Type – PDF, Excel file, Word file, Images file.

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

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

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