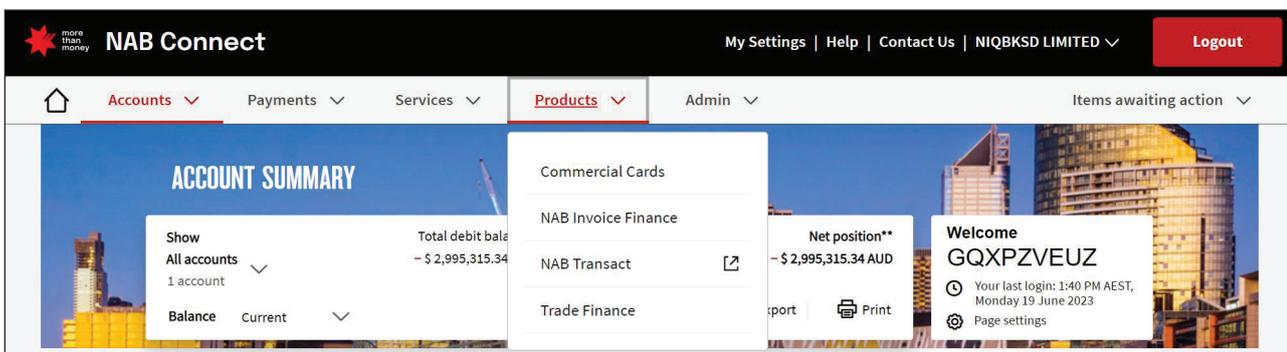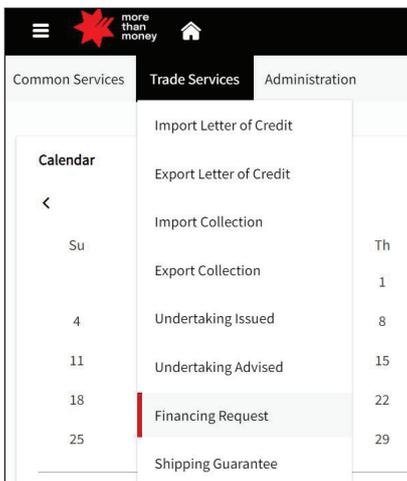# Trade Finance Online
Quick Reference Guide

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

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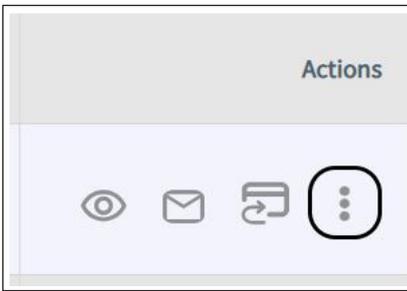
4. To provide repayment instructions to the Bank, click on the **Repay** link. You will be taken to the Repayment screen where you will enter your instructions being either a **Full and Final Payment**, or a **Partial Payment**. Complete the payment instructions as prompted, and then select **Next**

Tips: please click on the 🔲 *icon to open the Clauses function and select from your previously created frequently used clauses[1].*

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).

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.

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

✓

Success

Your transaction is successfully released to the bank.

👁

TF	

Event	Channel Reference	Bank Reference	Entity
Message Final/ Full Payment	TF2306001776	FL3023001240	487751419

Type of Financing	Amount	Status	
Trade Loan	AUD 50,000.00	Pending Bank Approval	

[Financing Request Listing] [Initiate Financing Request]

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