



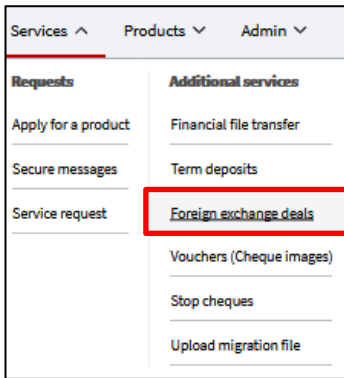
This quick reference guide shows NAB Connect customers how to create new spot or forward Foreign Exchange (FX) deals and view outstanding FX deals. It also describes how to pre-deliver any future dated FX deals. Login to NAB Connect to get started.

## HOW TO

1. Create FX deals
2. View outstanding FX deals and FX deal history
3. Pre-deliver FX deals

### 1 Create FX deals

1. From the Services menu, select Foreign exchange deals.



The FOREIGN EXCHANGE DEALS screen displays:

eFX no. FEC no.	Deal type	Original You buy (NAB sell) Original You sell (NAB buy)	Outstanding You buy (NAB sell) Outstanding You sell (NAB buy)	Booked rate	Deal date	Value date Optional start date	
1111117 1111117	Spot	JPY AUD 22,408.40 302.00	JPY AUD 22,408.40 302.00	74.200001	14/08/2018	01/08/2018	✗
1111118 1111118	Pre-delivery	EUR AUD 19,020.00 21,020.00	EUR AUD 19,020.00 21,020.00	1.100001	14/08/2018	06/08/2018	✗
1111119 1111119	Forward	EUR AUD 19,013.00 21,013.00	EUR AUD 19,013.00 21,013.00	1.400001	14/08/2018	06/08/2018	✗
1111120 1111120	Swap	JPY AUD 19,026.00 21,026.00	JPY AUD 19,026.00 21,026.00	13.100001	14/08/2018	07/08/2018	!
1111121 1111121	Forward	JPY GBP 150,003.00 73,850.10	JPY GBP 150,003.00 73,850.10	2.000001	14/08/2018	08/08/2018	!

**Important:** Existing terms, conditions and obligations apply when using FX services in NAB Connect. As per deals booked with your FX specialist, all deals are a contract that must be settled prior to the selected maturing date.

2. Click Create FX deal. The CREATE FX DEAL screen displays.

3. In the Entity drop-down list, select the entity the deal is to be booked under.

**Important:** The FX deal can only be used by the entity for which it has been created.

4. In the Deal type field, select either Spot or Forward, according to your permissions.

**Note:** Forward deals must be more than three business days from today.

Depending on the deal type you selected, enter when you want the FX deal to happen.

Deal type	Action
Spot	In the Value for drop-down list, select the deal value date.
Forward	In the Value date field, type or select the deal date.  If you want to provide a date range for when the deal can be utilised, select the Time option checkbox and enter an optional start date.  <b>Important:</b> The optional date must be before the value date.



- From the **You buy (NAB sell)** or **You sell (NAB buy)** currency type options, select the currency and type the amount for your foreign exchange deal.

**Notes:**

- When selecting a non AUD currency type, the other currency defaults to AUD.
- If you're creating a currency to currency deal, you'll need to select the desired currency in the AUD field.

- If required, in the **Your reference** field, type a reference.
- Click **Get rate**.

The **REVIEW AND BOOK DEAL** screen displays.

**Important:** There is a timer on the rate which shows the length of time you have to book the displayed deal. If this time expires or you want a new rate, you'll need to click **Get new rate**.

- Check the details of your new deal.

To change any of the details, select the **Back** button and go back to the previous screen. You can also choose **Cancel** if you don't wish to continue with the FX deal.

- Click **Book deal** to book your new deal. The **FX DEAL SUMMARY** screen displays
- If you want to:
  - print or export a PDF version of the FX deal summary details, click either **Print** or **Export**.
  - create another deal, click **Create another deal**.
- Close the **FX deal summary** screen to return to the **FOREIGN EXCHANGE DEALS** screen to see the new deal details.

*Hint: If you booked a forward FX deal, the FEC number may not display on the screen at the time you created the FX deal.*

## 2 View outstanding FX deals and FX deal history

- From the **Services** menu, select **Foreign exchange deals**.

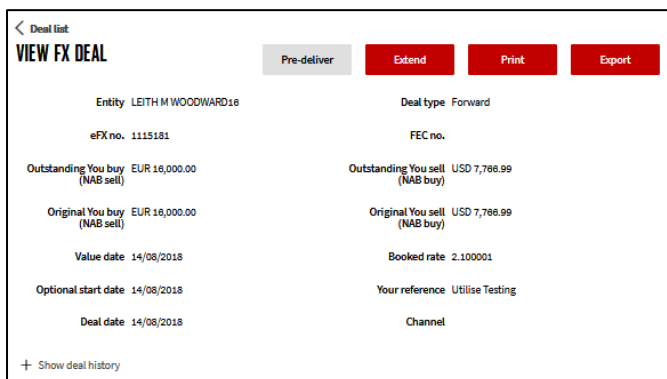
The **FOREIGN EXCHANGE DEALS** screen displays with a list of open deals for the first entity.

If you want to	Action
see deals belonging to other entities	In the <b>Entity</b> drop-down list, select the relevant entity and click <b>Display</b> . In the <b>Value for</b> drop-down list, select the deal value date.
search for specific FX deals	Click: <ul style="list-style-type: none"> <li><b>Search then More Options</b>. To enter search criteria for existing FX deals.</li> <li><b>Display</b> to update the deals list.</li> </ul>

**Important:** Two icons may display at the end of a listed deal. The icons and their meaning are as follows:

Icon	Meaning
	Deal is 7 or more days past its value date. Contact your sales dealer to utilise this deal in a payment.
	Deal is past its value date but may still be used in a payment.

- To view the FX deal details, in the **eFX no.** **FEC no.** column, click on the link for the relevant FX deal. The **VIEW FX DEAL** screen displays.



**VIEW FX DEAL** [Pre-deliver] [Extend] [Print] [Export]

Entity LEITH M WOODWARD16 Deal type Forward

eFX no. 1115181 FEC no.

Outstanding You buy EUR 16,000.00 (NAB sell) Outstanding You sell USD 7,788.99 (NAB buy)

Original You buy EUR 16,000.00 (NAB sell) Original You sell USD 7,788.99 (NAB buy)

Value date 14/08/2018 Booked rate 2.100001

Optional start date 14/08/2018 Your reference Utilise Testing

Deal date 14/08/2018 Channel

+ Show deal history

- If you want to see the deal history, click **Show deal history**.
- If you want to print or export a PDF version of the FX deal summary details, click either **Print** or **Export**.
- Click **Deal list** to return to the *FOREIGN EXCHANGE DEALS* screen.

### 3 Pre-deliver FX deals

- From the **Services** menu, select **Foreign exchange deals**.  
The *FOREIGN EXCHANGE DEALS* screen displays.
- If you have multiple entities, from the **Entity** drop-down list, select the entity the deal is booked under.
- Find the deal you want to pre-deliver. You can either:
  - scroll down the list that displays
  - click **Search** and use the details you have to search for the relevant deal. Click **Display** to show the deals in the list.
- Select the option for the deal you want to pre-deliver and click **Pre-deliver**. The *PRE-DELIVER FX DEAL* screen displays.

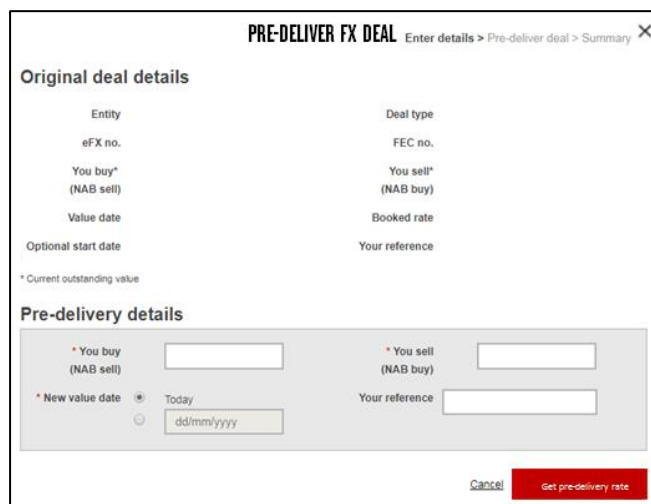
**Note:** If the deal is available the **Pre-deliver** button is active.

- In the **Pre-delivery details** section, enter the amount of the deal you would like to pre-deliver. You can enter this amount using either the **You buy (NAB Sell)** field or the **You sell (NAB buy)** field.

**Note:** You can't exceed the amount of the outstanding amount of the nominated deal currency.

- In the **New value date** field, either select **Today** or enter the new value date for the deal.

- When you have entered the relevant details for this section the **Get pre-delivery rate** button enables.



**PRE-DELIVER FX DEAL** Enter details > Pre-deliver deal > Summary X

**Original deal details**

Entity Deal type

eFX no. FEC no.

You buy\* (NAB sell) You sell\* (NAB buy)

Value date Booked rate

Optional start date Your reference

\* Current outstanding value

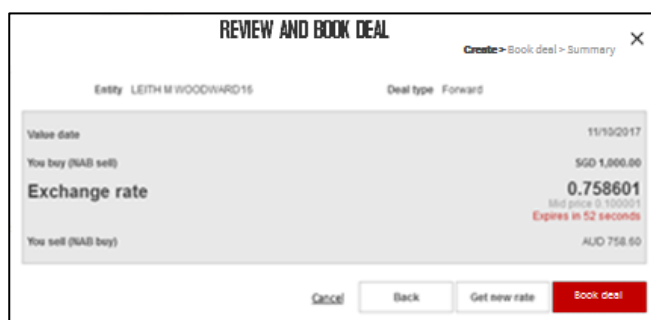
**Pre-delivery details**

\* You buy (NAB sell) [input] \* You sell (NAB buy) [input]

\* New value date Today [radio] dd/mm/yyyy [input] Your reference [input]

[Cancel] [Get pre-delivery rate]

- Click **Get pre-delivery rate** to retrieve the new rate. The *REVIEW AND BOOK DEAL* window displays.



**REVIEW AND BOOK DEAL** Create > Book deal > Summary X

Entity LEITH M WOODWARD16 Deal type Forward

Value date 11/10/2017

You buy (NAB sell) SGD 1,000.00

**Exchange rate** 0.758601

Mid price 0.100001 Expires in 52 seconds

You sell (NAB buy) AUD 758.50

[Cancel] [Back] [Get new rate] [Book deal]

**Important:** There is a timer on the rate which shows the length of time you have to book the displayed deal. If this time expires, you need to click **Get pre-delivery rate** for a new rate.

- Check the details of your new deal.  
To change any of the details, select the **Back** button and go back to the previous screen. You can also click **Cancel** if you don't wish to continue with the extension.
- Click **Pre-deliver now** to book your new deal. The *FX DEAL SUMMARY* screen displays.
- If you want to print or export a PDF version of the FX deal summary details, click either **Print** or **Export**.
- Close the *FX deal summary* screen to return to the *FOREIGN EXCHANGE DEALS* screen to see the new deal details.

For further assistance, call the NAB Connect Client Centre on 1300888413.