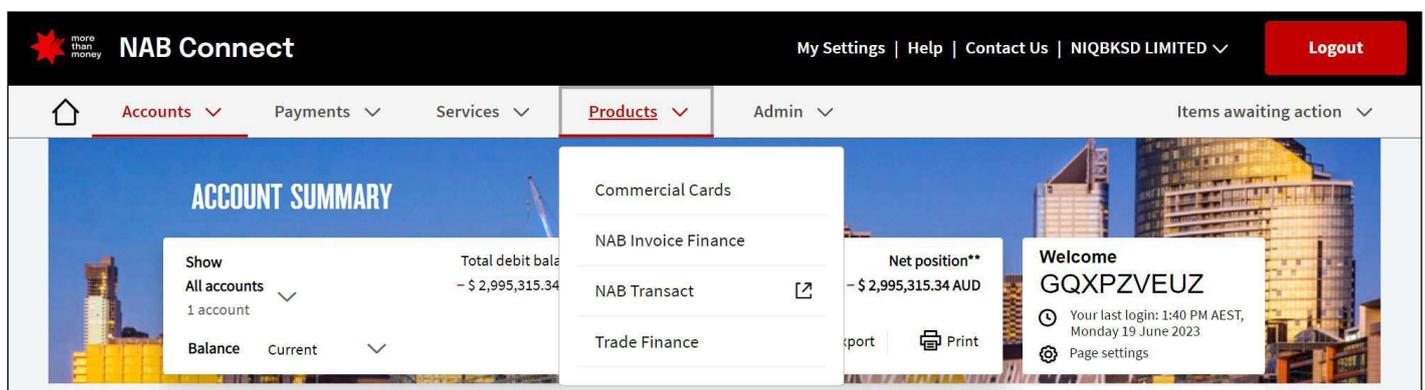


Trade Finance Online Quick Reference Guide

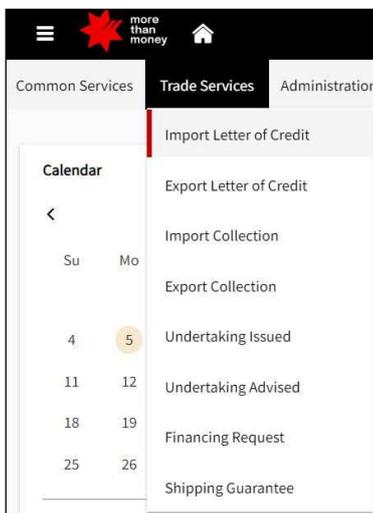
How to create Standard Clauses

This quick reference guide shows you how to create Standard Clauses from Trade Finance Online and to provide the suggested Clauses by Products.

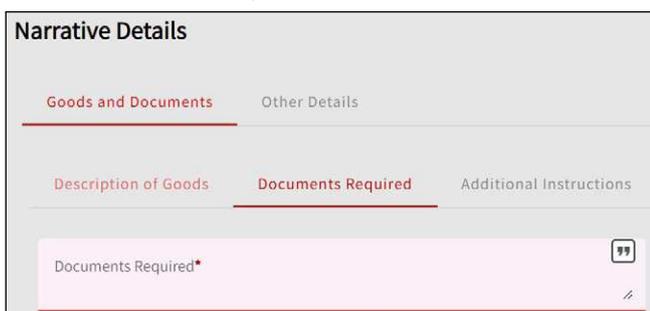
Log into Trade Finance Online via NAB Connect under the Products tab to get started.



1. From the **Trade Services** menu, select the relevant Transaction Type for which you wish to create or update a Standard Clause.



2. **Click this  icon** on the side of input field while you input the transaction details. For example, you can click “Clauses” under Documents Required field.



3. **List of Clauses** screen will pop up and your previously created frequently used clause and click **Create New Clauses** by putting the related details in the field.

Note: Each field is mandatory, there are different options in each field. For example,

Entity: define the Entities that can use this Clause

Abbreviated Name: the identifier (short name) for the Clause, without any space and max 35 characters

Type: either Static Clause or Dynamic Clause (further information below)

Product: select the Types of Product for which the clause is applicable

Category: connects the clause to a particular attribute of the transaction

Description: briefly describe when the Standard Clause is to be used, max 100 characters

The screenshot shows the 'List of Clauses' interface. At the top, there is a table with two records:

ID	Entity	Type	Product	Category	Abbreviated Name
487840358	niq	Dynamic Clause	LC	Documents Required	BL - DYNAMIC
487840358	N	Static Clause	LC	Documents Required	INVOICE

Below the table is a 'Create New Clause' form with the following fields:

- Entity***: 487840358
- Abbreviated Name***: (empty)
- Type***: (empty)
- Product***: (empty)
- Category***: (empty)
- Description***: (empty)
- Content**: (empty text area, 0/65000 characters)

Buttons for 'Cancel' and 'Save' are located at the bottom right.

4. Select the **Type of Clause** you wish to create either **Dynamic Clause** or **Static Clause**.

Static Clause – the text of the clause does not change. It can be overtyped once populated into the transaction.

Dynamic Clause – the text of the clause contains a link to system data, eg., a link with the word “Applicant” the final clause will contain your full company name and not the word “Applicant”.

This screenshot shows the 'Create New Clause' form with the 'Type' dropdown menu open. The form fields are:

- Entity***: 487840358
- Abbreviated Name***: TFOTEST
- Type***: (dropdown menu open showing 'Dynamic Clause' and 'Static Clause' options)
- Product***: (empty)
- Description***: (empty)
- Content**: (empty text area, 0/65000 characters)

Buttons for 'Cancel' and 'Save' are located at the bottom right.

5. Select the **Type of Product** you wish to create.

Note: Different options are available in each field. For example,

*In case you select Static Clauses, you can select from most of Product Types. * is wildcard search and applicable for all the products.*

In case you select Dynamic Clauses, then only "Import Letter of Credit" is available to choose.

The screenshot shows the 'Create New Clause' form. The 'Entry' field contains '487840358' and the 'Abbreviated Name' field contains 'TFOTEST'. The 'Type' dropdown is set to 'Static Clause'. The 'Product' dropdown is open, showing a search bar and a list of options: 'Export Collection', 'Export Letter of Credit', and 'Financing Request'. The 'Content' field is empty with a character count of '0/65000'. 'Cancel' and 'Save' buttons are at the bottom right.

6. Select the **Category**, where you can define the product category.

*Note: * is wildcard search and applicable for all Categories.*

The screenshot shows the 'Create New Clause' form. The 'Entry' field contains '487840358' and the 'Abbreviated Name' field contains 'TFOTEST'. The 'Type' dropdown is set to 'Dynamic Clause'. The 'Product' dropdown is set to 'Import Letter of Credit'. The 'Category' dropdown is open, showing a search bar and a list of options: 'Additional Amount', 'Additional Instructions', and 'Amendment Narrative'. The 'Description' field is empty. 'Cancel' and 'Save' buttons are at the bottom right.

7. Input the rest of the fields, **Description** and **Content**. Then, click **Save**

Note: For example, with Static Clauses, the exact word of “Applicant” will be shown.

With Dynamic Clauses, you can Add Field you wish to be dynamic in the sentence, so that the name of “Applicant” will be updated for each transaction.

Create New Clause

Entity* 487840358	Abbreviated Name* TFOTEST
Type* Static Clause	Product* Import Letter of Credit
Category* Documents Required	Description* BL FOB - STATIC

Content

+FULL SET OF CLEAN ON BOARD MARINE BILL OF LADING MADE OUT TO THE ORDER OF SHIPPER BLANK ENDORSED AND MARKED FREIGHT COLLECT AND NOTIFY APPLICANT

145/65000

Cancel Save

Create New Clause

Entity* 487840358	Abbreviated Name* TFOTEST
Type* Dynamic Clause	Product* Import Letter of Credit
Category* Description of Goods	Description* BL FOB - DYNAMIC

Content

Add Field

- Reference ID
- Template ID
- Back Office Reference ID
- Customer Reference

Cancel Save

Create New Clause

Entity* 487840358	Abbreviated Name* TFOTEST
Type* Dynamic Clause	Product* Import Letter of Credit
Category* Documents Required	Description* BL FOB - DYNAMIC

Content

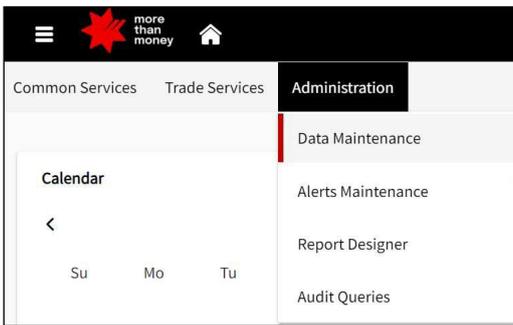
Add Field

+FULL SET OF CLEAN ON BOARD MARINE BILL OF LADING MADE OUT TO ORDER OF SHIPPER BLANK ENDORSED AND MARKED FREIGHT COLLECT AND NOTIFY Applicant Name

Cancel Save

Alternatively, another way to **Create, Update** and **Delete Standard Clauses**

1) Under **Administration**, select Data Maintenance



2) From the **Data Maintenance** screen, select **Clauses**, which allows you to **Add a new Clause, Edit, Delete** or **View**. Click the icon you wish to proceed.

The screenshot shows the 'Maintain Clauses' screen. The table displays the following data:

Entity	Abbreviated Name	Description	Clause Type	Product	Category	
487840358	MEIDO-GRAB	GRAB	Static Clause	Financing Request	*	 
487840358	N	INVOICE	Static Clause	Import Letter of Credit	Documents Required	 
487840358	nlq	BL - DYNAMIC	Dynamic Clause	Import Letter of Credit	Documents Required	 
487840358	TFOEST	BL FOB - STATIC	Static Clause	Import Letter of Credit	Documents Required	 

Additional UI elements include a search bar at the top, a 'Download FXP' button, and an 'Add a new Clause' button at the bottom right.

Suggested Clauses by Products

Product	Category	Suggested Clauses
Import Letter of Credit	Documents Required	<p><i>please ensure to commence each new clause with a plus sign "+"</i>. This signifies the start of a new point in SWIFT messages.</p> <ul style="list-style-type: none"> + COMMERCIAL INVOICE + PACKING LIST + FULL SET OF CLEAN ON BOARD MARINE BILL OF LADING MADE OUT TO THE ORDER OF SHIPPER BLANK ENDORSED AND MARKED FREIGHT COLLECT AND NOTIFY APPLICANT + FULL SET OF CLEAN ON BOARD MARINE BILL OF LADING MADE OUT TO THE ORDER OF SHIPPER BLANK ENDORSED AND MARKED FREIGHT PREPAID AND NOTIFY APPLICANT + AIR WAYBILLS PURPORTING TO BE ISSUED AND SIGNED BY THE AIRLINE OR THEIR AUTHORISED AGENT, INDICATING FLIGHT DETAILS, CREDIT NUMBER, MARKED FREIGHT COLLECT AND EVIDENCING DISPATCH OF MERCHANDISE TO APPLICANT. + DELIVERY ORDER / DOCKET DULY SIGNED AND DATED, ISSUED BY BENEFICIARY AND COUNTERSIGNED BY APPLICANT/ APPLICANT'S REPRESENTATIVE. + CERTIFICATE OF ORIGIN STATING THE COUNTRY OF GOOD ORGIN + INSURANCE POLICY OR CERTIFICATE BLANK ENDORSED BY ASSURED FOR 110 PERCENT OF THE CIF INVOICE VALUE COVERING INSTITUTE CARGO CLAUSES A INSTITUTE STRIKE CLAUSES INSTITUTE WAR CLAUSES WITH CLAIMS PAYABLE IN AUSTRALIA + BENEFICIARY CERTIFICATE CERTIFYING THAT COPY OF NON NEGOTIABLE DOCUMENTS SENT DIRECTLY TO THE APPLICANT VIA EMAIL/DHL/COURIER WITHIN XX DAYS AFTER SHIPMENT DATE, COPY OF DHL/ COURIER RECEIPT/COPY OF EMAIL IS REQUIRED FOR PRESENTATION
	Additional Conditions	<p><i>please ensure to add plus sign +</i></p> <ul style="list-style-type: none"> + A TOLERANCE OF PLUS OR MINUS XX PERCENT IN AMOUNT AND QUANTITY IS ACCEPTABLE. + DELIVERY ORDER/ DOCKET ISSUE DATE WILL BE CONSIDERED AS SHIPMENT DATE AND USED TO CALCULATE LATE SHIPMENT, MATURITY AND PRESENTATION PERIOD + INVOICE SHOWING FREE OF CHARGE GOODS ARE ACCEPTABLE. + HOUSE BILL OF LADING IS ACCEPTABLE. + FREIGHT FORWARDERS BILL OF LADING IS ACCEPTABLE. + CHARTER PARTY BILL OF LADING IS ACCEPTABLE. + THIRD PARTY DOCUMENTS ARE ACCEPTABLE. + COPY BILL OF LADING IS ACCEPTABLE. + CONFIRMATION CHARGES ARE FOR THE ACCOUNT OF BENEFICIARY (OR APPLICANT).
	Customer Instruction	<p><u>Acceptance instruction</u> <i>"We confirm our acceptance of discrepancies in your Bank Schedule Advice"</i></p> <p><u>Payment instruction</u> <i>"Please settle this transaction (provide foreign exchange instructions, trade finance instructions, settlement/debit account details, or other information here)"</i></p>
Finance Request	Customer Instruction	<p><u>Extension / Rollover</u> <i>"Please rollover for additional 30 days (roll until dd/mm/yyyy)"</i></p> <p><u>Repayment</u> <i>"Please repay in full"</i> <i>"Please settle this transaction with FX conversion (i.e. FX Contract number or to apply Spot rate)"</i></p>

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