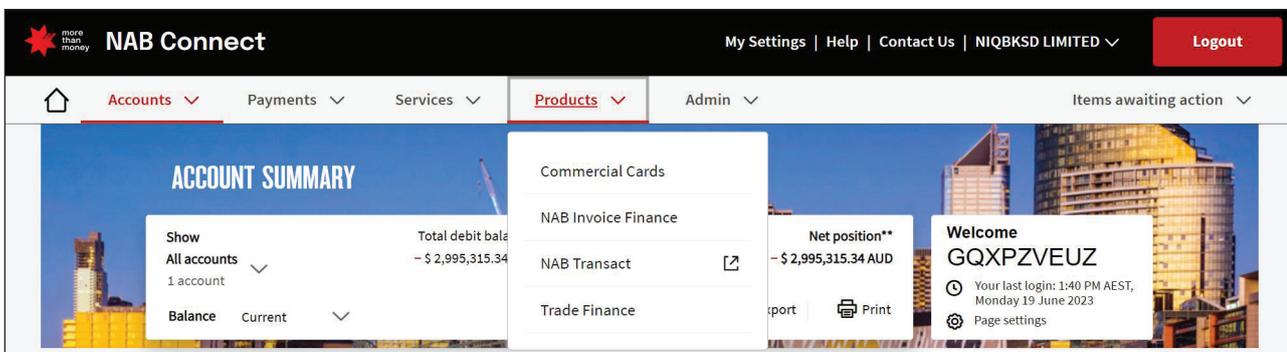


# Trade Finance Online Quick Reference Guide

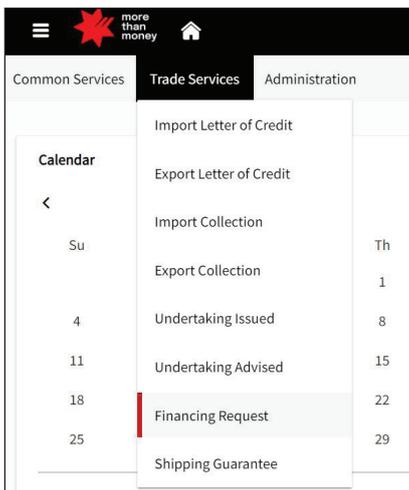
## How to extract transaction advices

This quick reference guide shows you how to extract transaction advices from Trade Finance Online. Transaction advices provide details and confirmation of actions we have undertaken on your instructions for a transaction.

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 the relevant Transaction Type that you wish to obtain a customer advice from.



2. From each Transaction Type screen, all **'Live'** transactions will be listed.

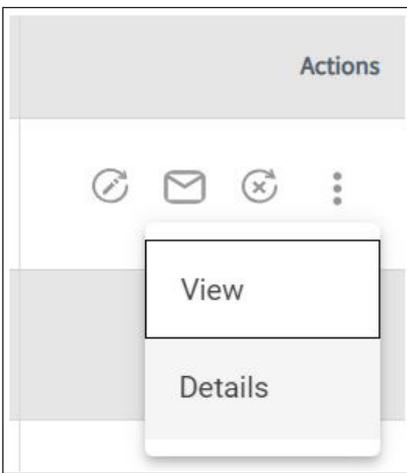
Import Letter of Credit Templates [Request Letter of Credit](#)

Live (29)
Draft (20)
Actions (1)
Pending Approval (2)
Pending at Bank (10)
Rejected (0)
Closed (0)

Advanced Filter Download Filter Search

Channel Reference	Customer Reference	Bank Reference	Issue Date	Status	Entity	Counterparty	Currency	Amount	Expiry Date	Actions
LC2306002315	-	ILC202301292	05/09/2023	New	487751419	Test	USD	50,000.00	05/10/2023	
LC2306002315	-	ILC202301291	05/09/2023	New	487751419	TEST	EUR	60,000.00	05/10/2023	

3. Identify the transaction that you wish to obtain the customer's advice letter and move your mouse to the Actions column, which will provide options available to you, being **View**, **Correspondence**, **Repay** or **Details**. To access customer advices, click on the **Details** link.



4. The Details screen displays Transaction Details, Events and Additional Information. Click on the **Additional Information** link. This shows any Bank Attachments, Customer Attachments and also Fees and Charges details linked to the specific transaction.

Applicant <b>NICOLAS FOODS</b>	Issue Date <b>04/09/2023</b>	Bank Reference <b>ILC202301223</b>	Beneficiary <b>EueVOYe LIMITED</b>	LC Amount <b>usd 100,000.00</b>	Available Amount <b>usd 100,000.00</b>
Expiry Date <b>04/12/2023</b>	Outstanding Amount <b>usd 100,000.00</b>				

Transaction Details Events Additional Information

**Bank Attachments**

File Type	Date	Event	Event Status	Title	File Name	Actions
PDF	12/06/2023	New	New	Advice of Issuance	1686592185871_418b368c-2f4c-486a-9123-4a99f662e939_1633511932687.pdf	📄 ⬇️

**Customer Attachments**  
No Customer Attachments

**Fees and Charges**

Date	Event	Event Status	Charge Type	Description	Currency	Amount	Charge Status	Settlement Date
12/06/2023	New	New	Other	1001 - Handling and Communication Fee	AUD	15.00	Settled	04/09/2023
12/06/2023	New	New	Other	1001 - Issuance Fee	AUD	120.00	Settled	04/09/2023

5. In the **Actions** column, the option to **View** or **Download** is available to action. Select the relevant option.



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