

# Trade Finance Online Quick Reference Guide

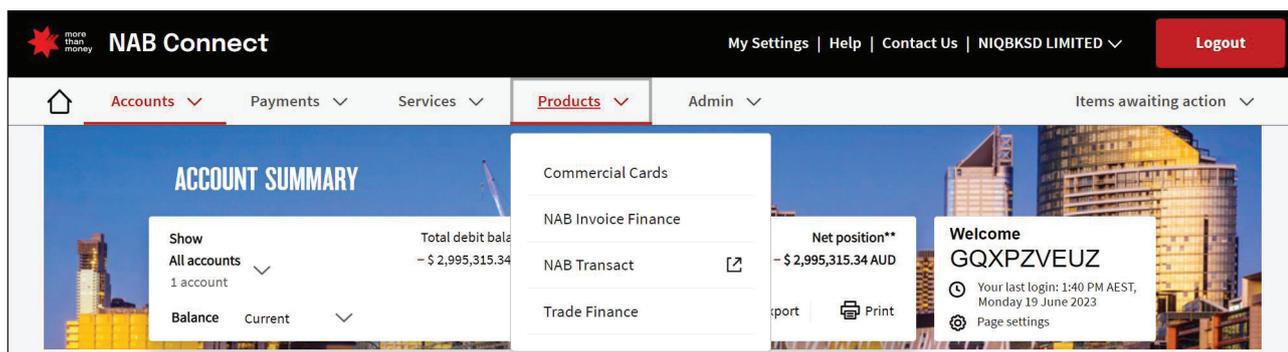
## How to provide Acceptance or Payment instructions for drawings under an Import Letter of Credit

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.

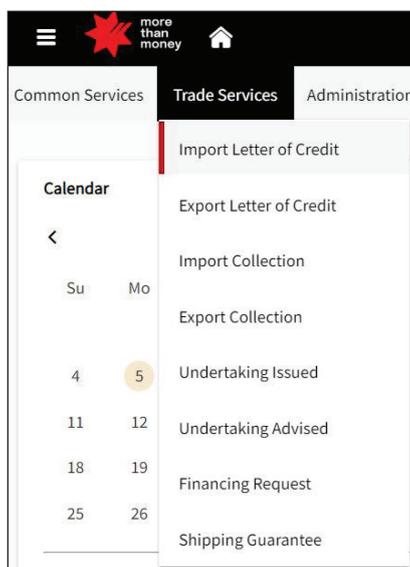
You can search the transaction advices and attached documents under Import Letter Credit in TFO.

- **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.



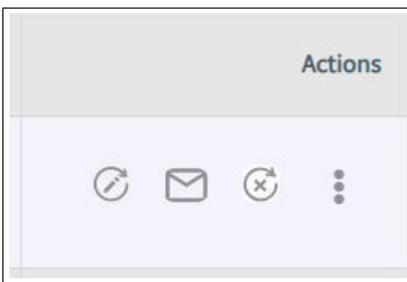
1. From the **Trade Services** menu, select **Import Letter of Credit**.



2. From the **Import Letter of Credit** screen, all **'Live'** Import Letter of Credit transactions will be listed.

| Channel Reference | Customer Reference | Bank Reference | Issue Date | Status | Entity    | Counterparty | Currency | Amount    | Expiry Date | Actions |
|-------------------|--------------------|----------------|------------|--------|-----------|--------------|----------|-----------|-------------|---------|
| LC2306002316      | -                  | ILC202301292   | 05/09/2023 | New    | 487753419 | Test         | USD      | 50,000.00 | 05/10/2023  |         |
| LC2306002315      | -                  | ILC202301291   | 05/09/2023 | New    | 487753419 | TEST         | EUR      | 60,000.00 | 05/10/2023  |         |

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<sup>1</sup>. 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).”*

**Correspondence**      **Import Letter of Credit: LC2306002074** View

**General Details**

**Channel Reference**  
LC2306002074

**Bank Reference**  
ILC202301223

**Issue Date**  
04/09/2023

**Expiry Date**  
04/12/2023

**Beneficiary**  
EueVOYe LIMITED

**Customer Instructions**

Instructions\*  
We confirm our acceptance of discrepancies in your Bank Schedule Advice.

72/1750

**Next**

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.*

The screenshot shows the 'Attachments' step of the 'Import Letter of Credit: LC2306002074' process. On the left, a progress bar is at 100%. The main area has a 'Attachments' header, a note 'Maximum 10 Files of 10 MB each', and a list of valid extensions: PNG, JPEG, JPG, RTF, CSV, XLS, XLSX, DOCX, TXT, DOC, PDF, GIF, XMI. A dashed box contains a cloud icon and the text 'Drag and Drop File'. Below it is a 'Browse' button. At the bottom right are 'Previous' and 'Next' buttons.

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

The screenshot shows the 'Preview' step. The left sidebar shows 'Preview' as the active step. The main area is titled 'Preview' and contains a 'General Details' section. A note at the top right says 'All dates are in dd/mm/yyyy'. The details are as follows:

|  |                                       |
|--|---------------------------------------|
| Channel Reference<br><b>LC2306002074</b>   | Bank Reference<br><b>ILC202301223</b> |
| Issue Date<br><b>04/09/2023</b>  | Expiry Date<br><b>04/12/2023</b>      |
| Beneficiary<br><b>EueVOYe LIMITED</b>  |                                       |
| Customer Instructions<br><b>We confirm our acceptance of discrepancies in your Bank Schedule Advice.</b> |                                       |

At the bottom right are 'Previous' and 'Submit' buttons.

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

The screenshot shows a 'Success' confirmation screen with a green checkmark icon. The text reads 'Your transaction is successfully released to the bank.' Below this is a table with transaction details:

|    |                                 |                                   |                                |                                 |
|----|---------------------------------|-----------------------------------|--------------------------------|---------------------------------|
| LC | Event<br>Message Correspondence | Channel Reference<br>LC2306002074 | Bank Reference<br>ILC202301223 | Entity<br>487840358             |
|    | Counterparty<br>EueVOYe LIMITED | Expiry Date<br>04/12/2023         | Amount<br>USD 100,000.00       | Status<br>Pending Bank Approval |

At the bottom right are two buttons: 'Letter of Credit Listing' and 'New Letter of Credit'.

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